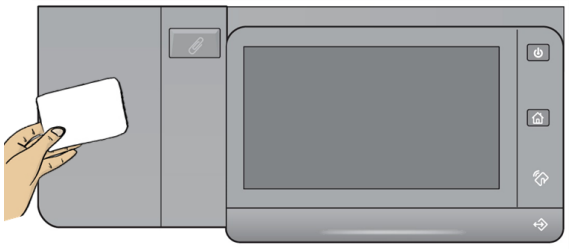
Quick Tips for Scan to Email

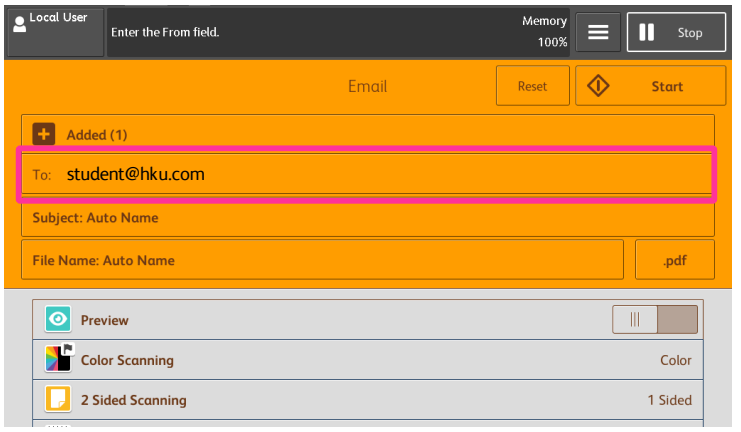
FUJI xerox

1 Please place your Staff/Student card on the card reader to login.



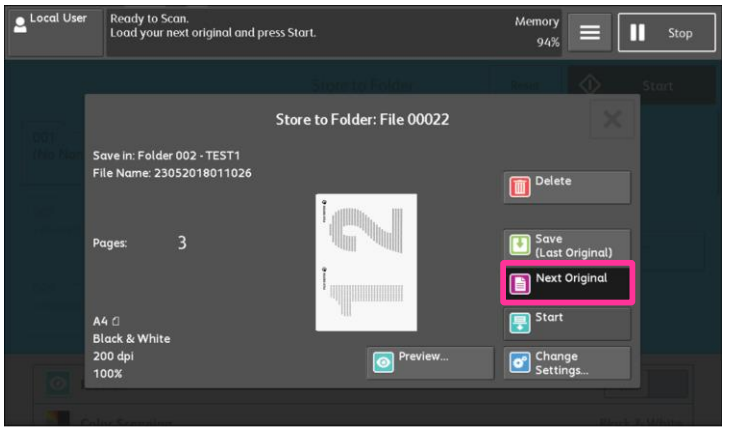
2 Select "Email" on MFD.

3 The email address is displayed.

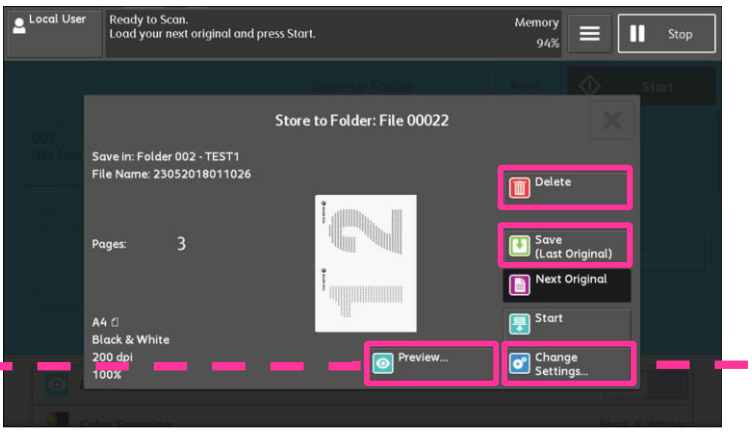


4 Select Scan features if necessary, Press Start to Scan.

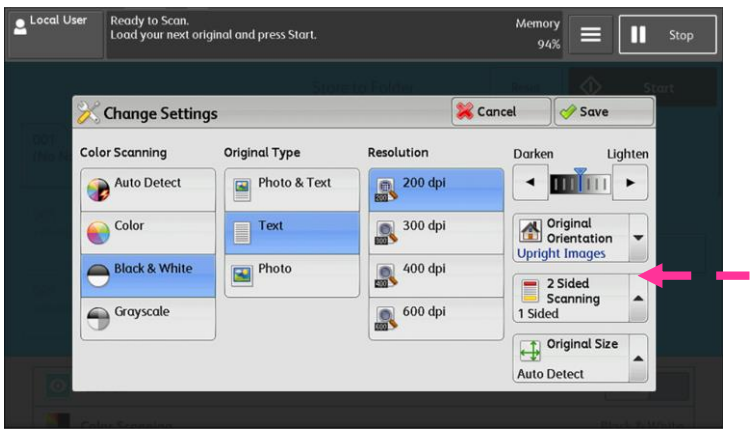
5 Select "Next Original" for next page.



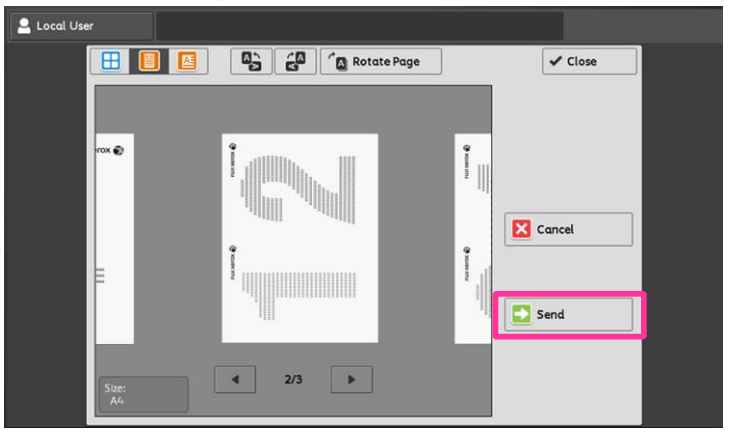
6 Press "Send(Last Original)" to finish; Press "Delete" to cancel.



Optional: Select "Change Settings" to change scan options. Press "Save" to save settings and continue.



Optional: Select "Preview" to preview the scanned images. Press "Send" to send.



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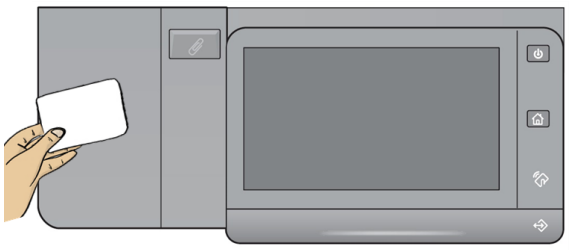

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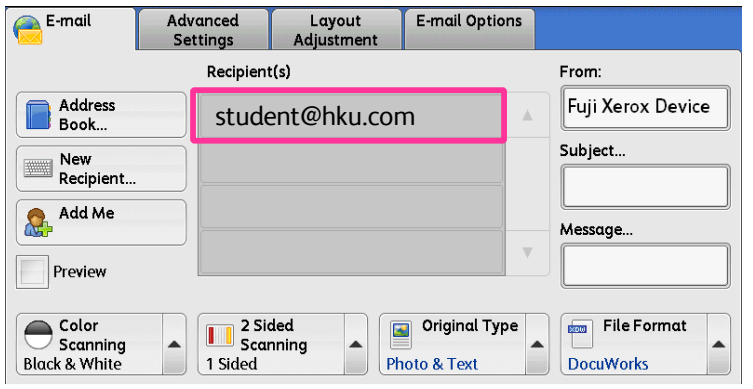
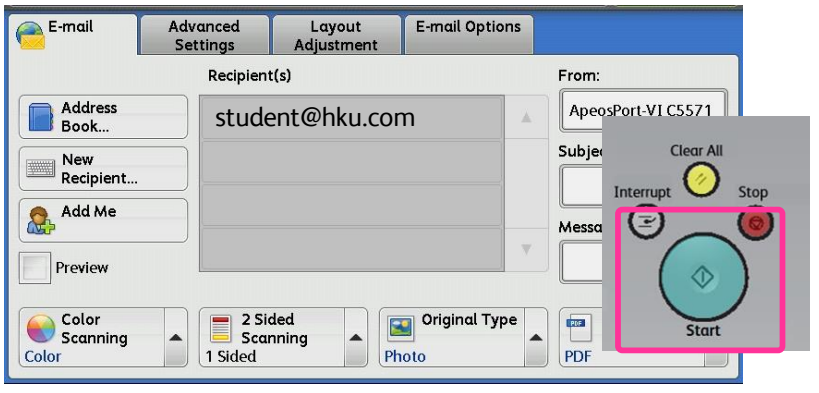
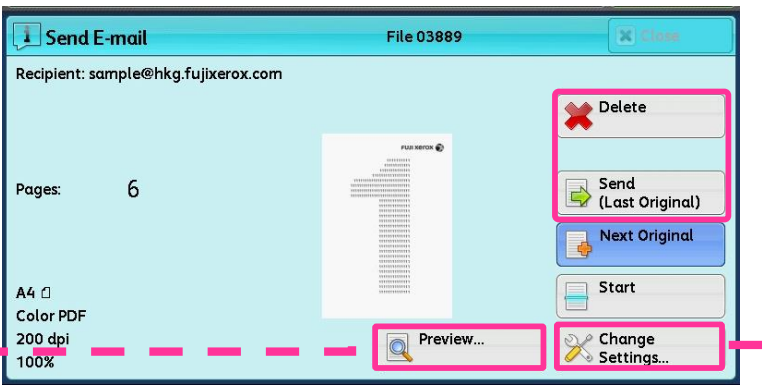


4 Select Scan features if necessary, Press Start button to Scan.

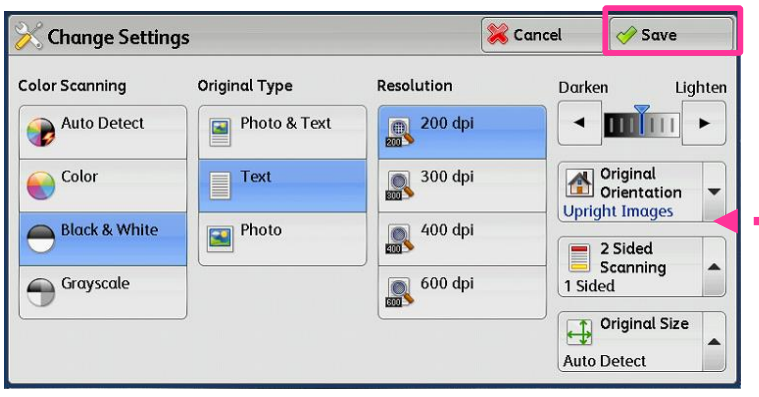


5 Select "Next Original" for next page.

6 Press "Send(Last Original)" to finish; Press "Delete" to cancel.



Optional: Select "Change Settings" to change scan options. Press "Save" to save settings and continue.



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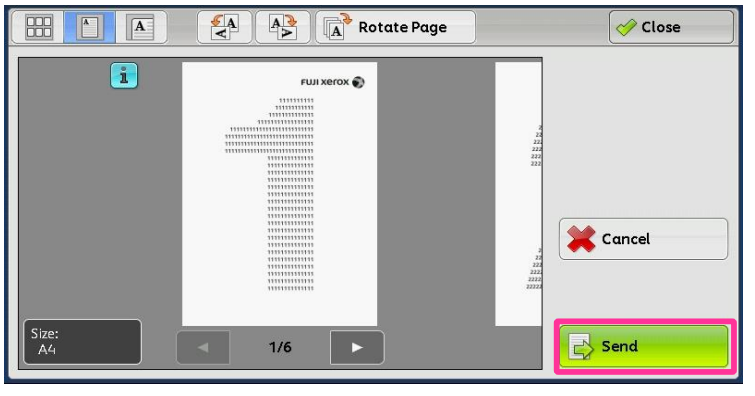

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