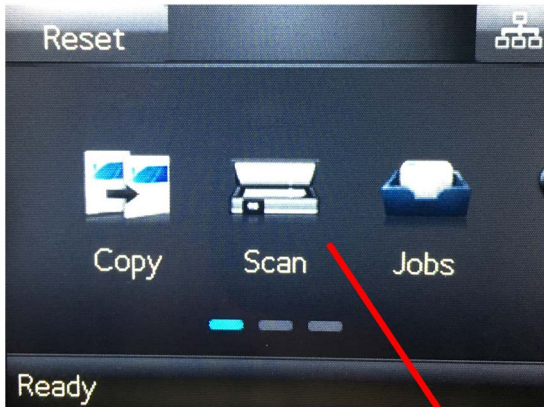
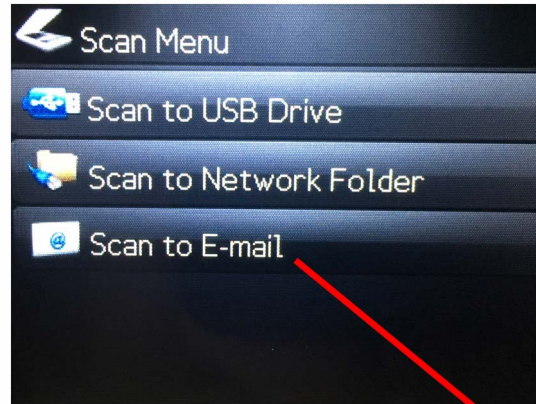


Scan to Email using IVC Printer

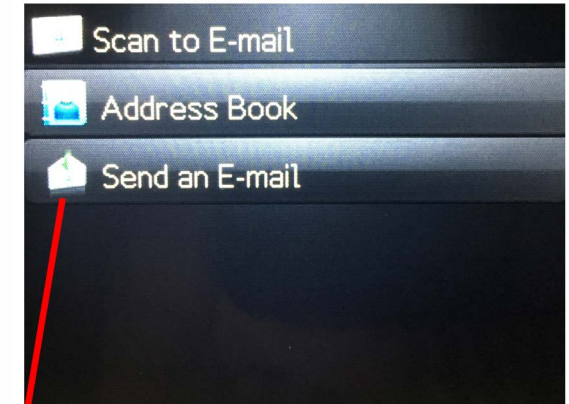
****Contact Videoconference Technician to have your account setup****



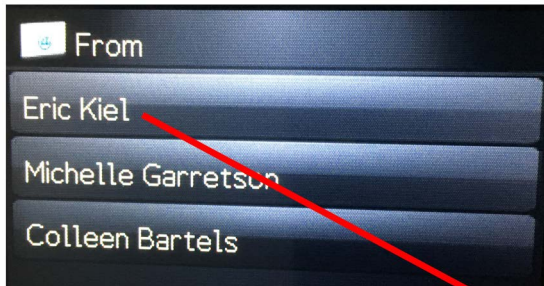
To scan to e-mail, press Scan



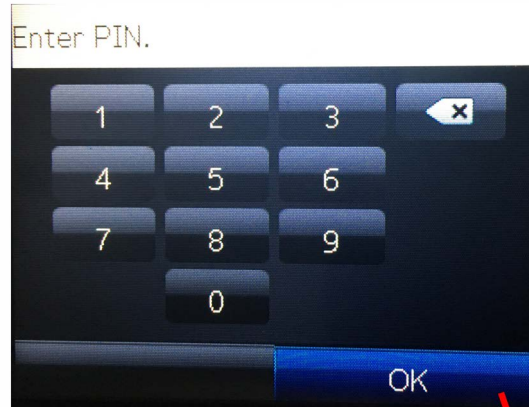
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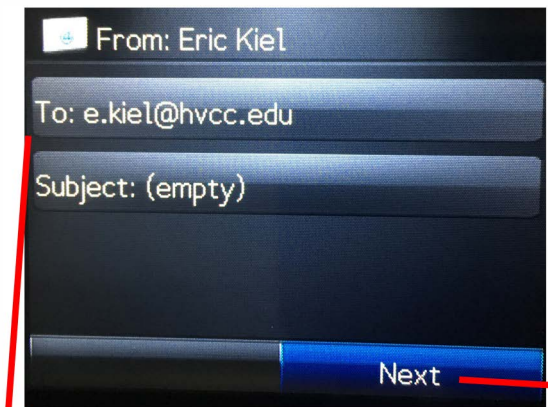
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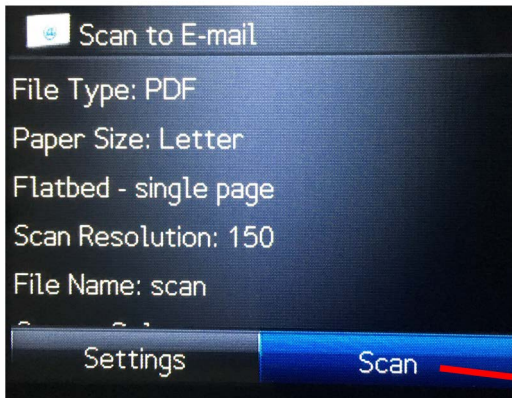
To send a scan, select your name



Under your name, type in your personalized pin, then press OK



Once you've pressed OK, select TO and select your own e-mail** Add a subject then press Next



Make sure the paper is loaded into the tray, then press Scan

****When it comes to sending an e-mail, you must scan it to your e-mail first, then send it to the facilitators through e-mail directly****