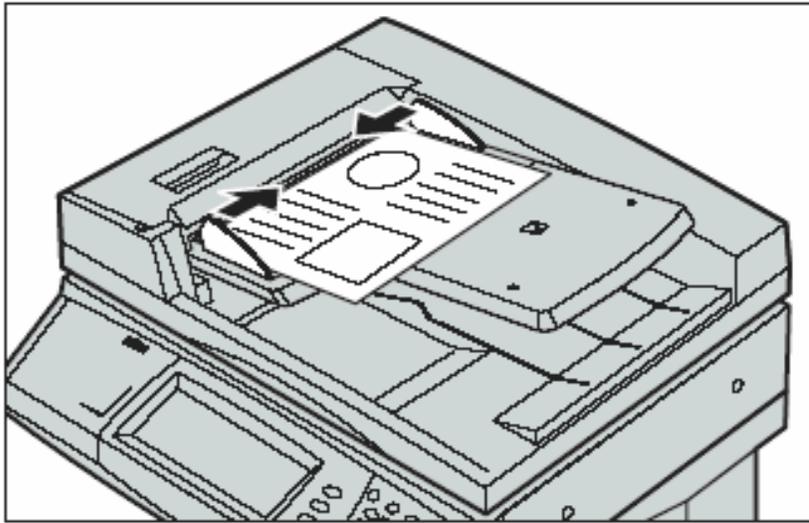


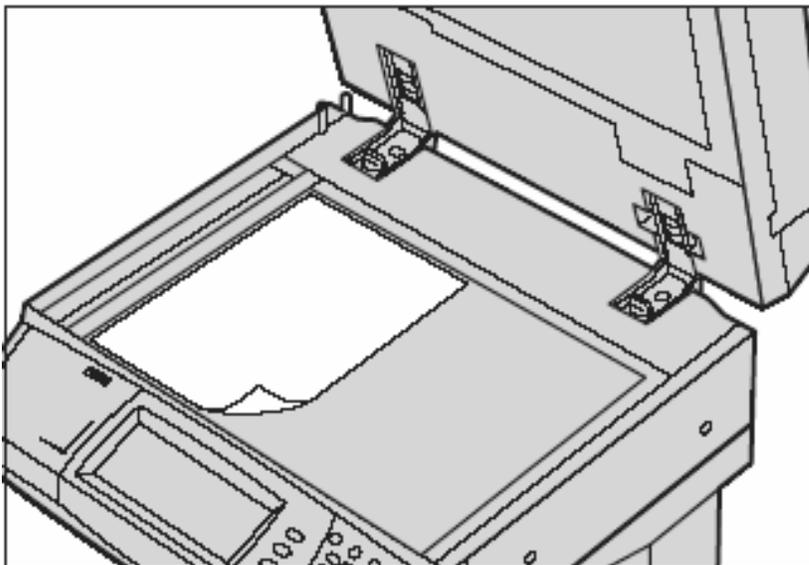
How to scan your document using Fujixerox Multi-Function printer

1. Go to the Fujixerox Multi-Function Printer that has been assigned to you
2. **Option A (using the top feeder)**
Place your document face up in the feeder if you are using the top feeder

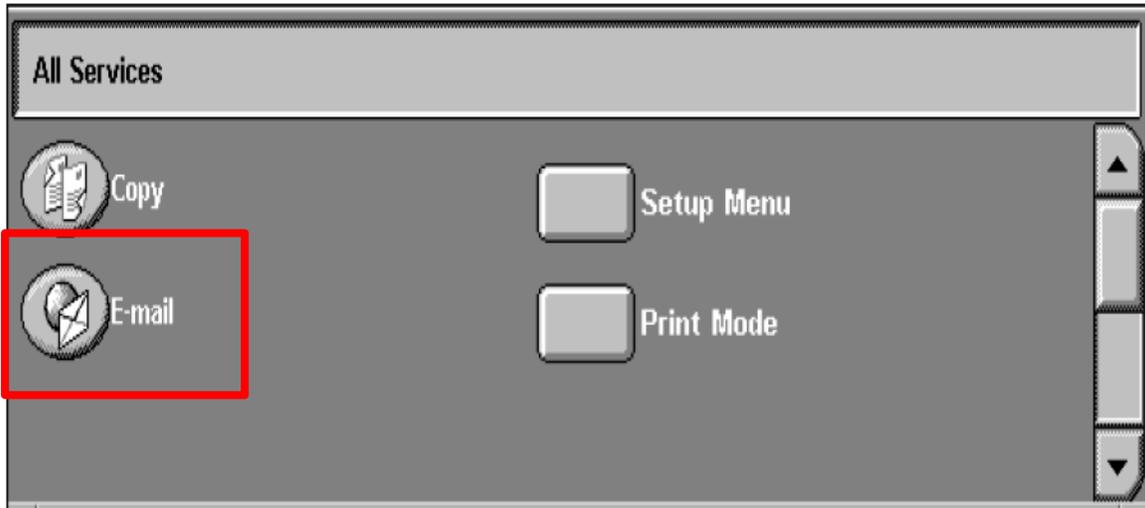


Option B (using the document glass)

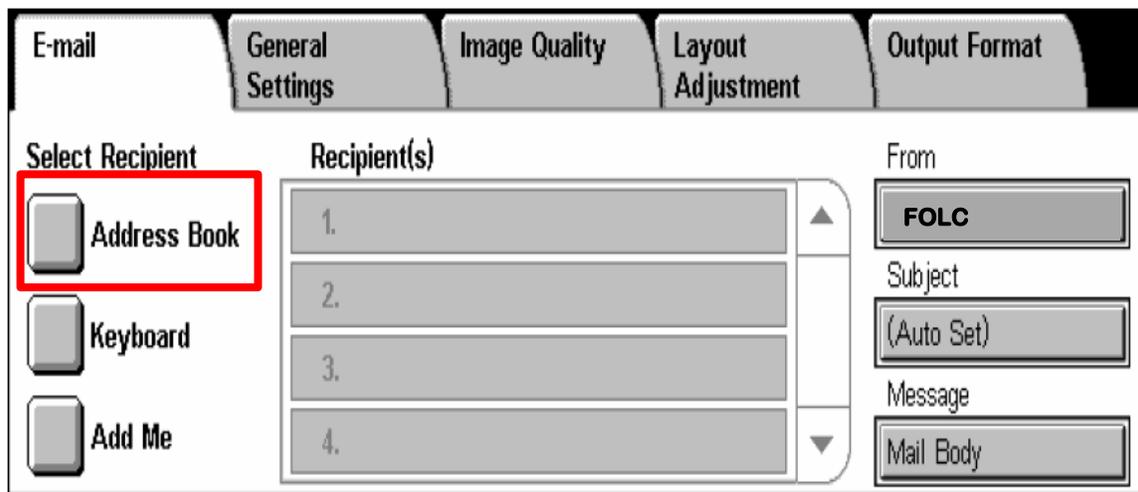
Place your document face down and align it against the top left corner of the document glass, if you are using the document glass.



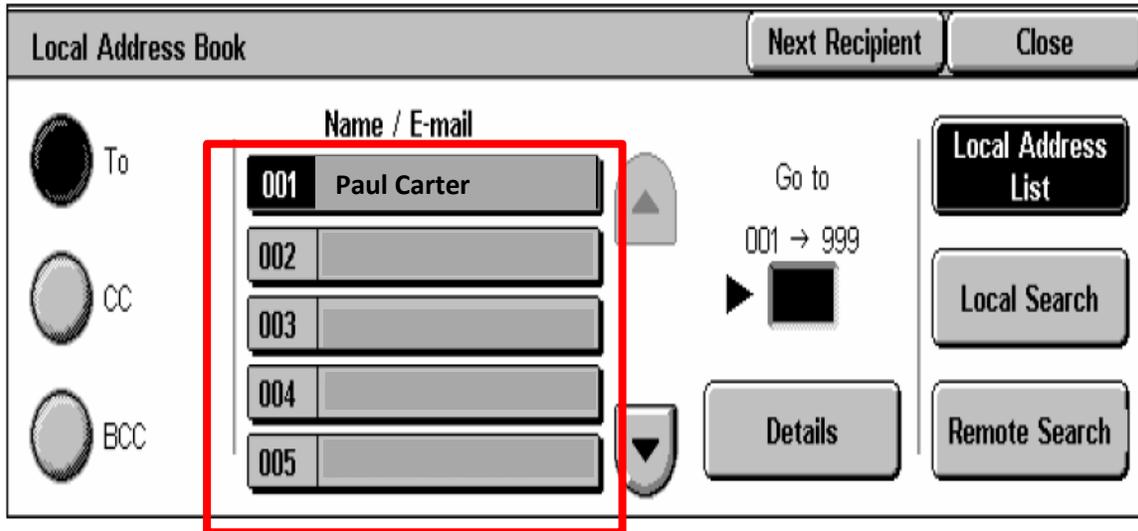
3. From the Multi- Function Printer LCD screen, tap on '**E-mail**'



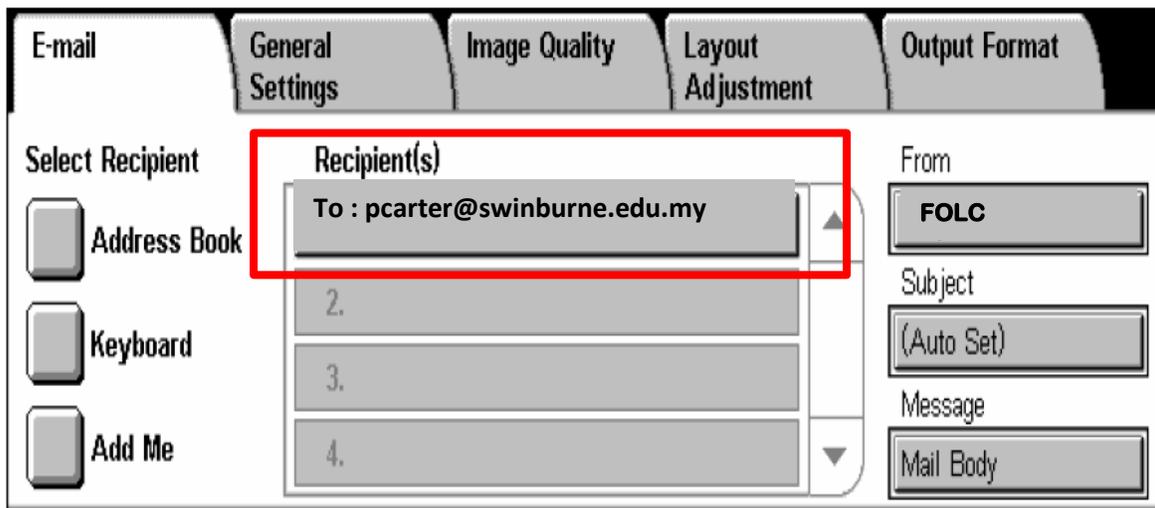
4. Tap on '**Address Book**'



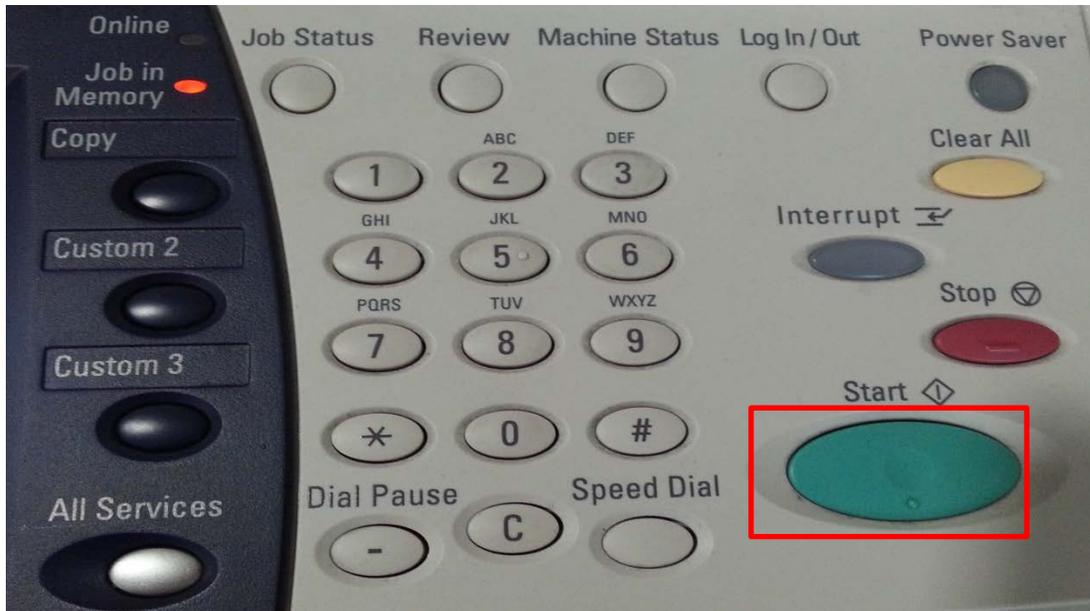
5. Search and tap on your **'name'** from the Name / Email lists



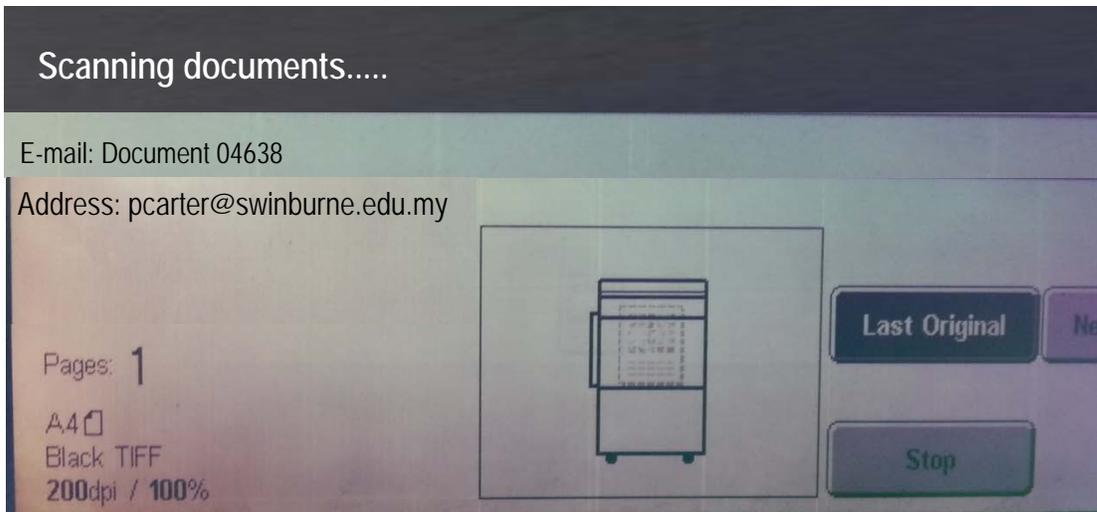
6. Make sure you name is in the Recipient(s)



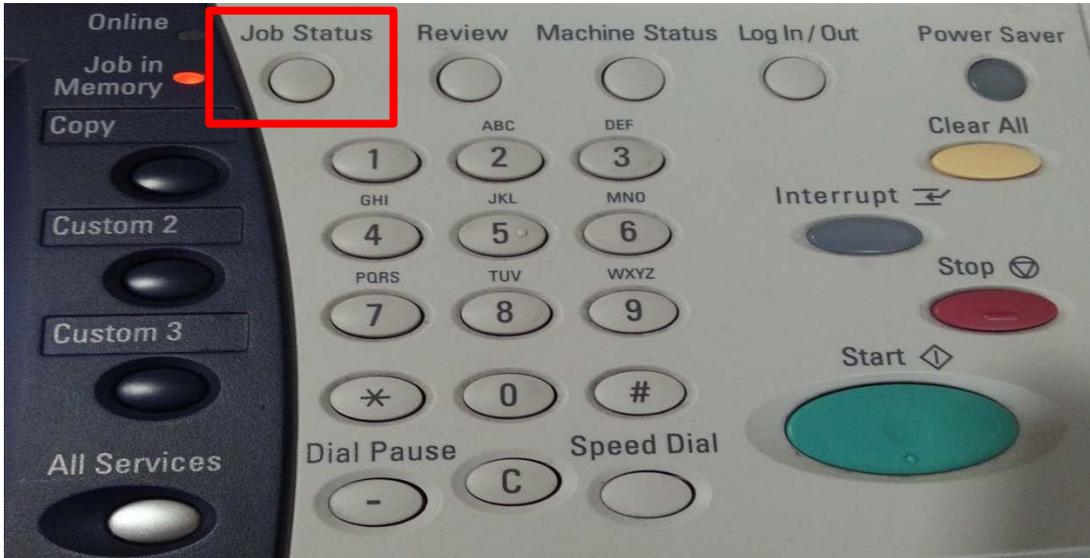
7. Press 'Start' button to scan your document



8. Scanning document is in progress



9. To view the status of your scan job, press '**job status**' button



10. Tap on '**completed jobs**' to check your scan job status

