## 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'

All Services		
Copy Copy E-mail	Setup Menu Print Mode	

4. Tap on 'Address Book'

E-mail G S	eneral Image Quality	Layout Adjustment	Output Format
Select Recipient	Recipient(s)		From
Address Book	1.		FOLC
	2.		Subject
Keyboard	3.		(Auto Set)
Add Me	4.	•	Mail Body

Local Address B	look	Next Recipient	)Close
on €	Name / E-mail          001       Paul Carter         002       003	Go to 001 → 999 ►	Local Address List Local Search
BCC	004	Details	Remote Search

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

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

E-mail	General Image Quality Layout Settings Adjustment	Output Format
Select Recipient	Recipient(s) To : pcarter@swinburne.edu.my	From
Address Book	2.	Subject
Add Me	3. 4. <b>T</b>	Message Mail Body



7. Press 'Start' button to scan your document

8. Scanning document is in progress

Scanning documents	
E-mail: Document 04638	
Address: pcarter@swinburne.edu.my	Last Original Nex
A41 Black TIFF 200dpi / 100%	Stop



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

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

	Completed Jobs	Stored Documents	Group Parent Jobs	
Document / Joh T	vpe Remote	Terminal / Contents	Status	
-E-mail Send	pcarter@s	winburne.edu.my	Completed	
E-mail Send	1			
-				
	f			