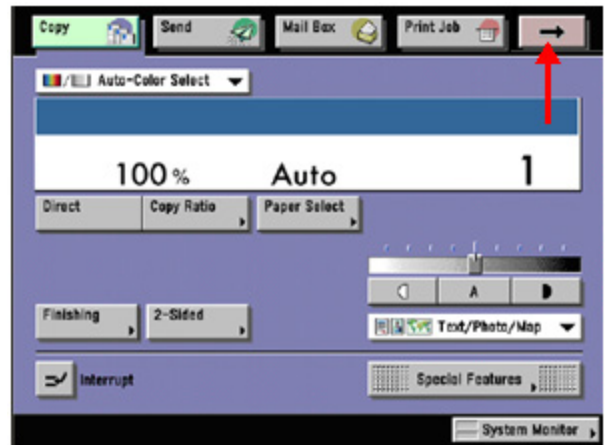
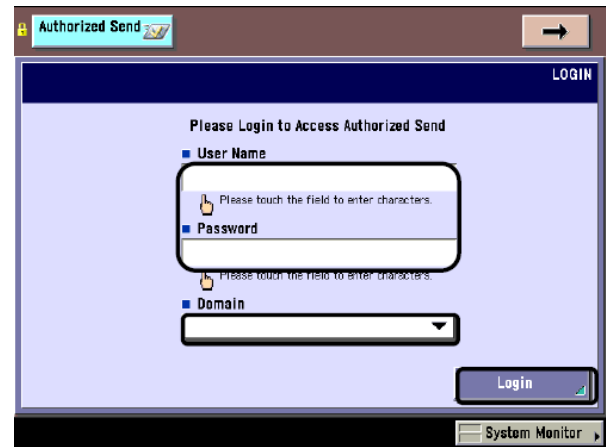


## Scanning on a Printer

Touch the arrow to get to the **Authorized Send**/ login screen.

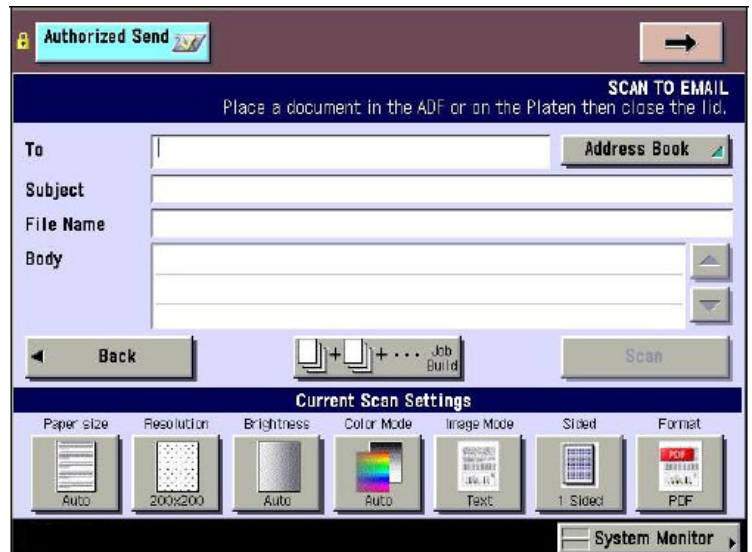


Enter your Marqnet username and touch **OK**, then enter your password and touch **OK**. Touch **Login**.



Your e-mail address will already be entered in the **To** field. If you leave this as is, the scan will be sent to you via e-mail. If you choose to, you can backspace and change the e-mail address. Click Address Book to search for names in the Global Address list. You may also choose to enter a **Subject**.

Under **Current Scan Settings**, make your selections. You can select paper size, color mode for color or Black & White, (color files will be larger), 1 or 2-sided documents and you can choose the file Format. The file format defaults to PDF but you can change this to a picture format if you choose (jpeg or tiff.)



Place the document to be scanned face down on the printer or place several pages face up in the document feeder. When you have done this, the Scan button will turn green and you can touch it to scan a document. Select **Job Build** if you want to scan more than one item as part of the same file.

Click **Scan**. Click **Back** to scan additional pages and repeat the step above.

Click **Logout**. The PDF will be e-mailed to the address you entered in the Authorize Send window.