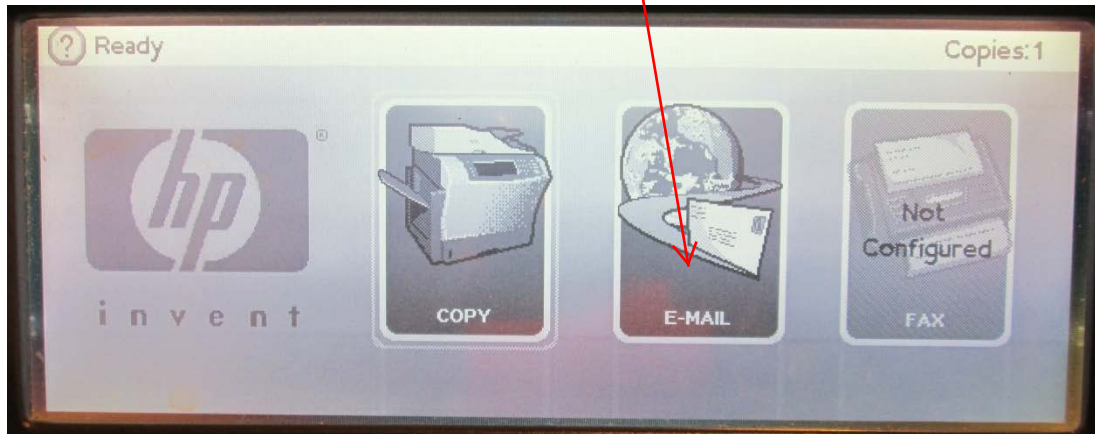


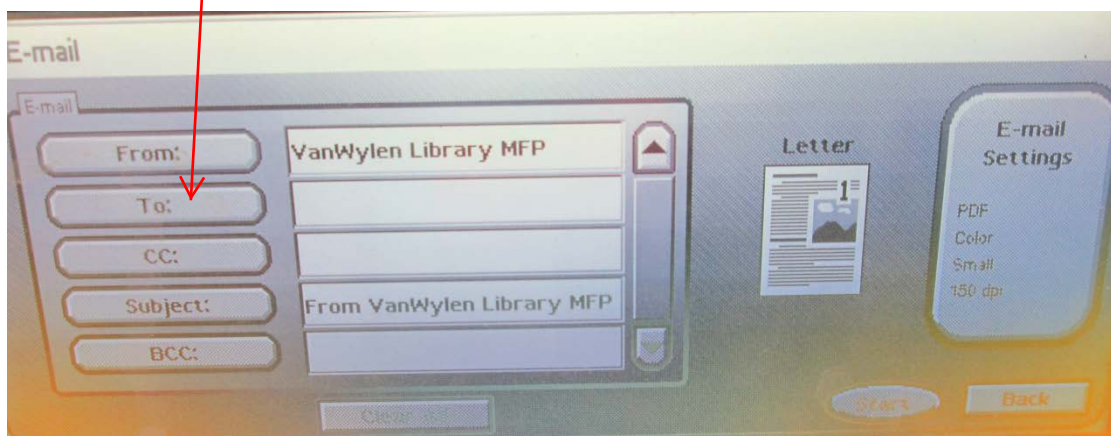
Scanning Paper Documents Using an MFP

The easiest device and method for scanning paper documents is using the top feed on the MFPs located library 2nd floor print area.

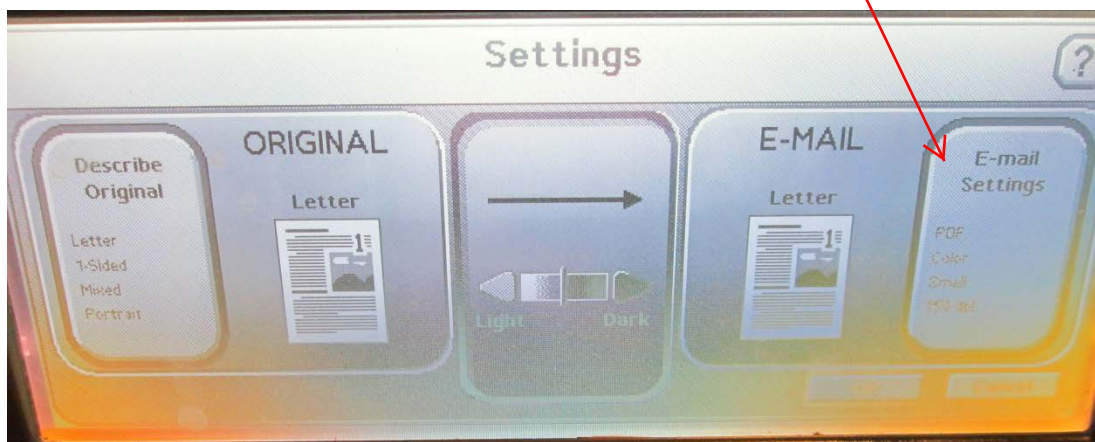
- Load your paper, or stack of papers, as directed on the MFP face up and top insert first.
- Touch 'Email' on the MFPs touch screen



- Click 'To' and fill in the email address.

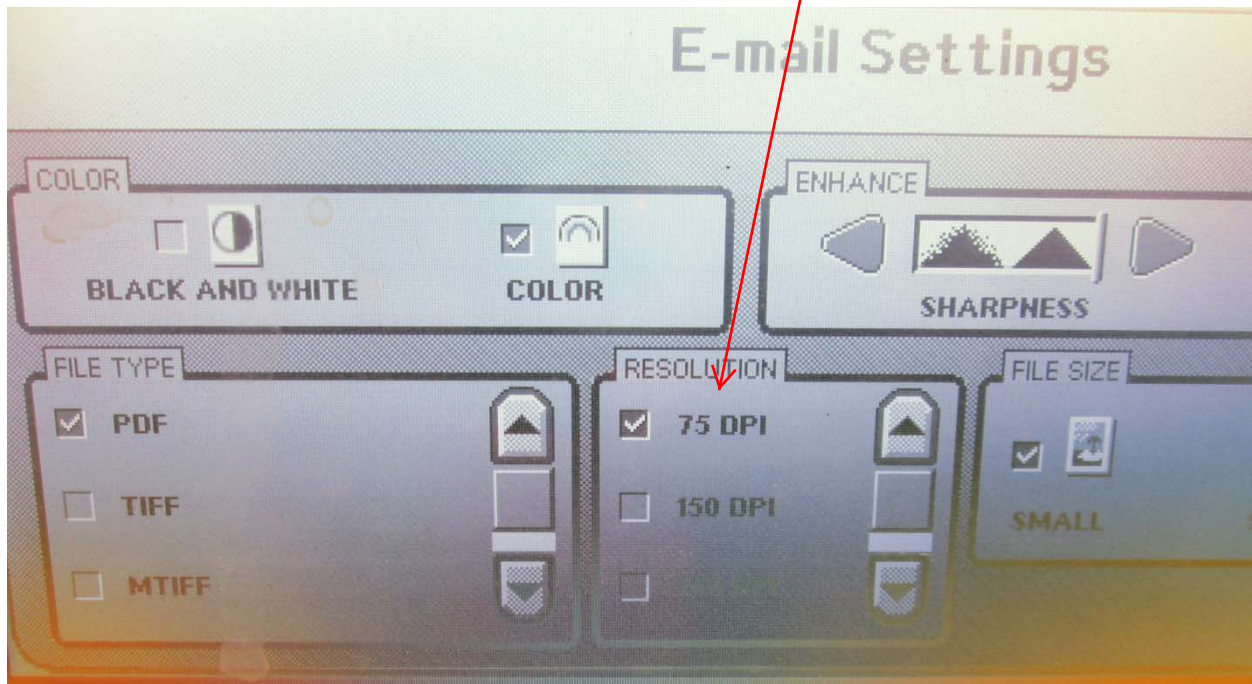


- In the Setting dialog, click the Email settings on the right



The next step is important if you are scanning a document to put on your Chalk & Wire portfolio:

- Select '75 dpi' so the file will not be too big to upload



- Then click 'OK'

