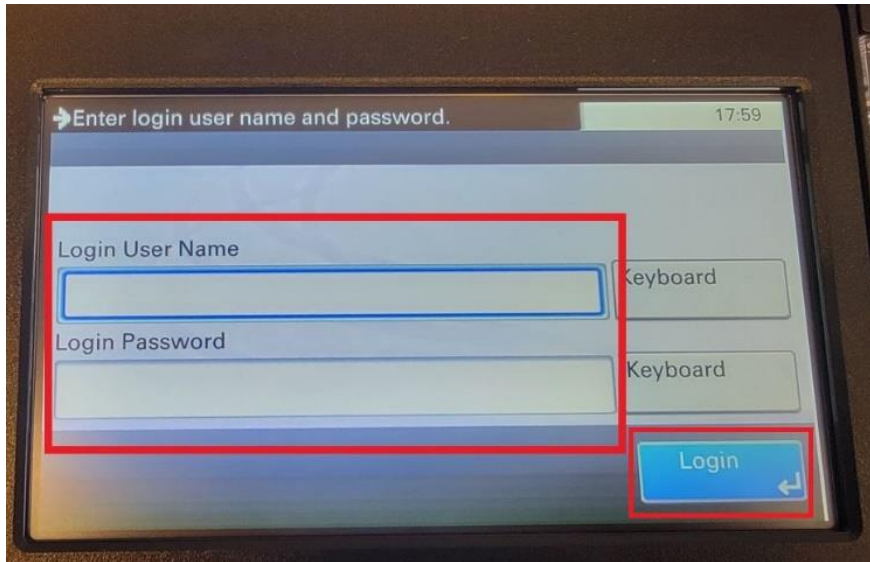


## How to use Scan to Email on UCA306 printer

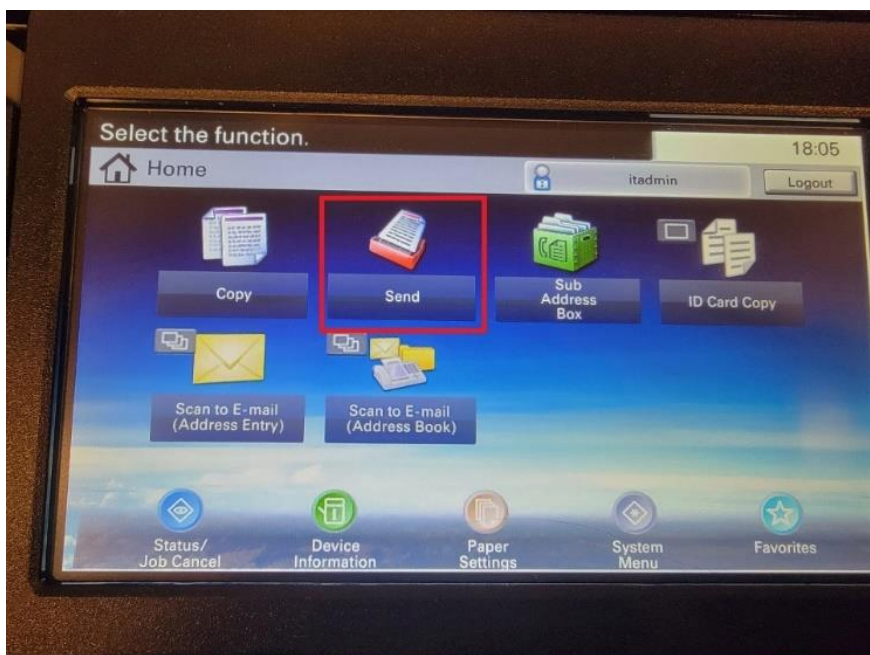
1. Place the document on the platen or in the document processor (adjusting for size, as necessary).
2. Enter your **Login User Name**, **Login Password** and then press **Login**.

### Note:

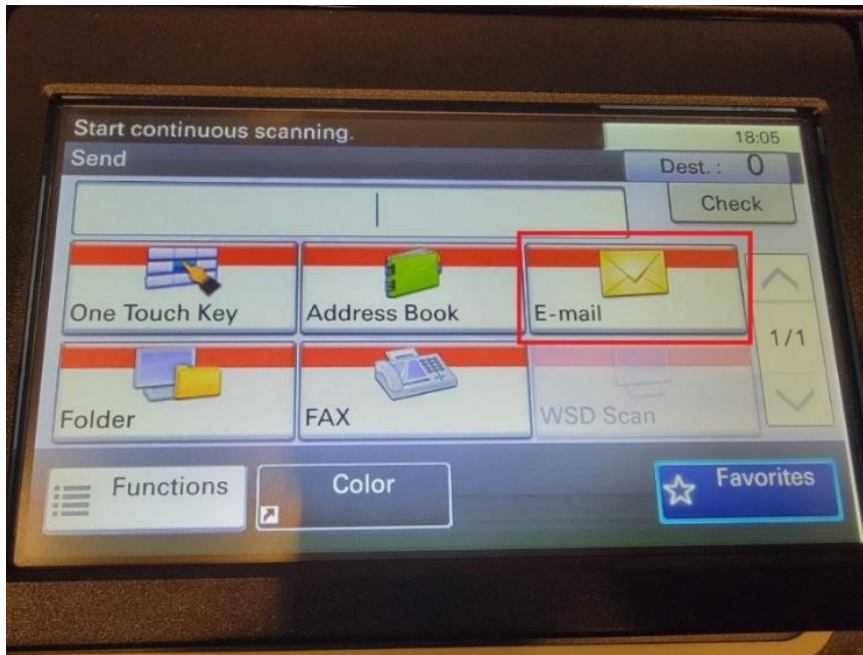
- In the **Login User Name** field, please enter your student ID.
- In the **Login Password** field, please enter the password we assigned to you for printing.



3. Press **Send**.



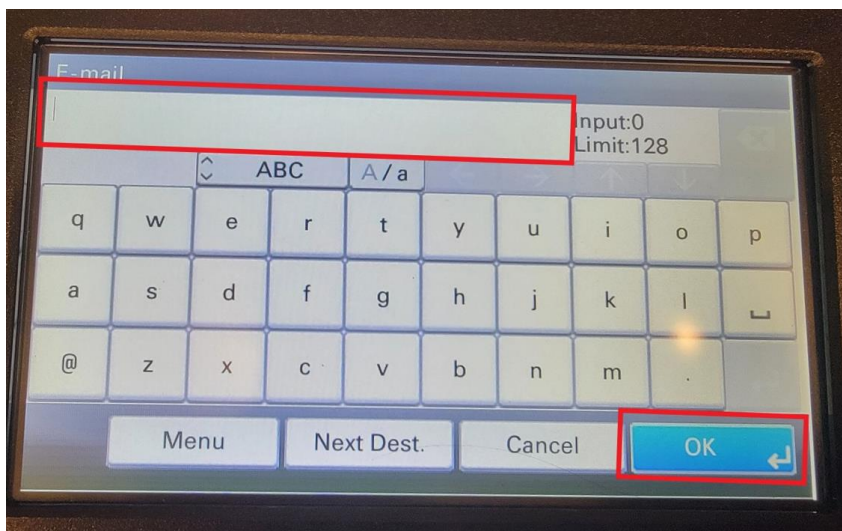
4. Press **E-mail**.



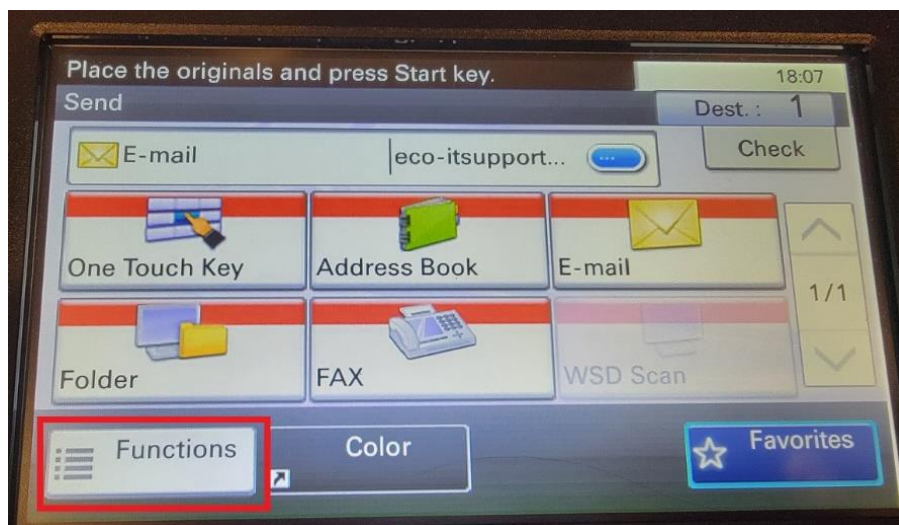
5. Use the keypad to enter the email address (e.g. **eco-itsupport@cuhk.edu.hk**) and then press **OK**.

**Note:**

- To add an additional email address, please press **Next Dest** and go back to step 5.



6. Press **Functions** (on the left hand size on the touchscreen) to configure below scanner settings (if necessary).



**Note:**

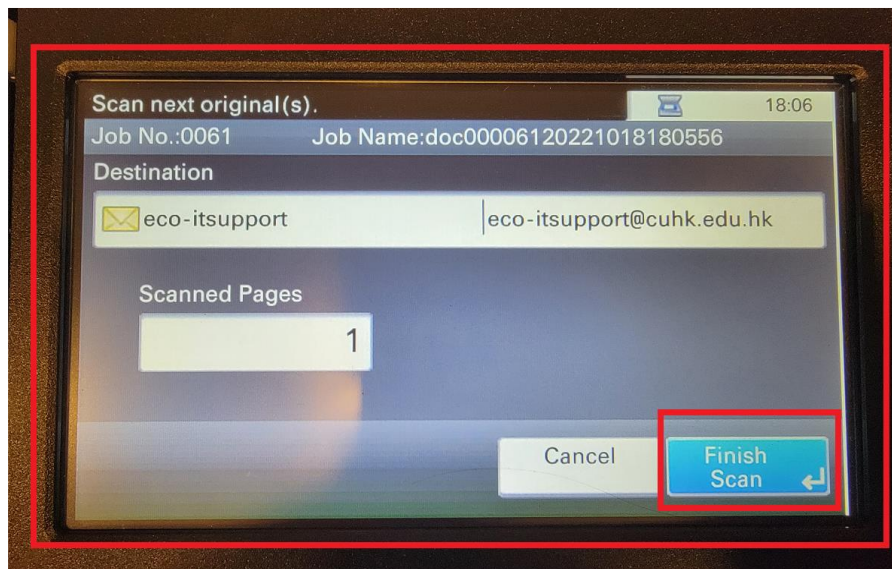
Below are the settings that you may want to change, otherwise leave as default.

- **Scan Resolution** - Change the resolution of the scan (higher res provides more detail, lower res means smaller file sizes).
- **File Format** - PDF/Compact PDF (default), TIFF, JPG (PDF is best for documents, images should be TIFF or JPG).
- **Duplex** - Select whether your document is 1-sided or 2-sided.
- **Continuous Scan** - To scan multiple documents as a single job.

7. Press **Start** button to begin scanning.



8. When scanning all sets of the documents is completed, press **Finish Scan**.



9. The scanned file will appear as an attachment and send with an email.

**Sample:**

