

## How to scan to email on a Multifunction Printer

Scanning is free, but you need to swipe your card at the card reader attached to the printer.

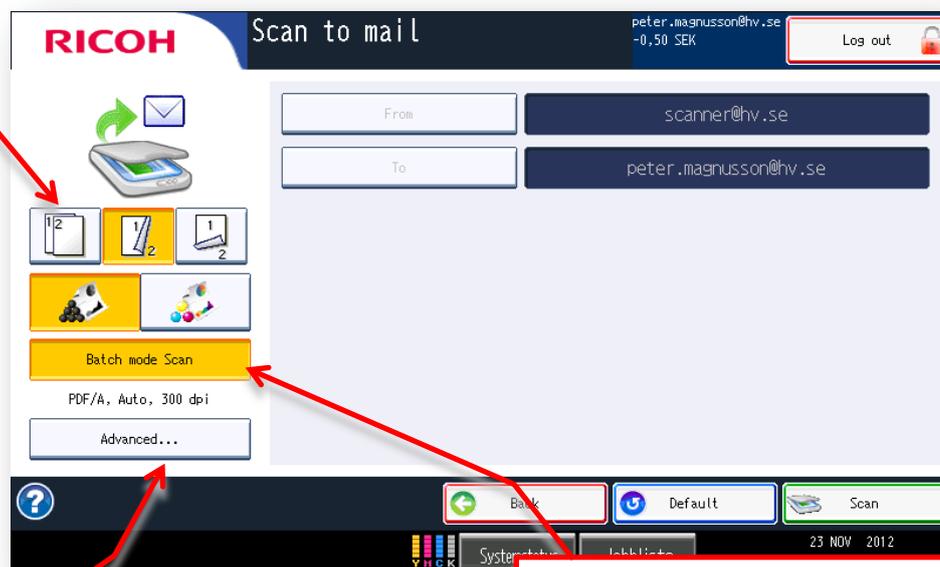
NOTE! You may have to swipe an extra time to log in. Your scanned documents will come to you as an attachment in an email message. By default, your documents scanned from both sides to PDF / A format in 300 dpi, black and white.

Select by pressing the Scan to email on the display.

Place your originals in the document feeder or lift the lid and place the original directly on the glass.

Now press **Scan**.

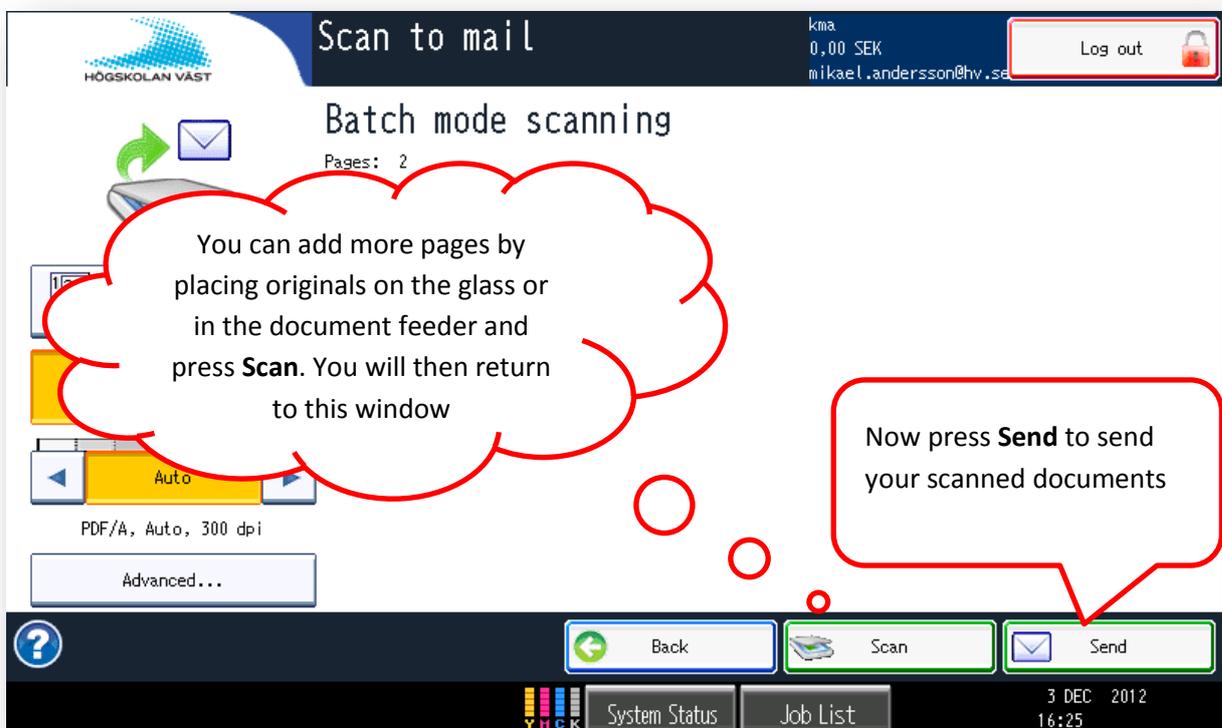
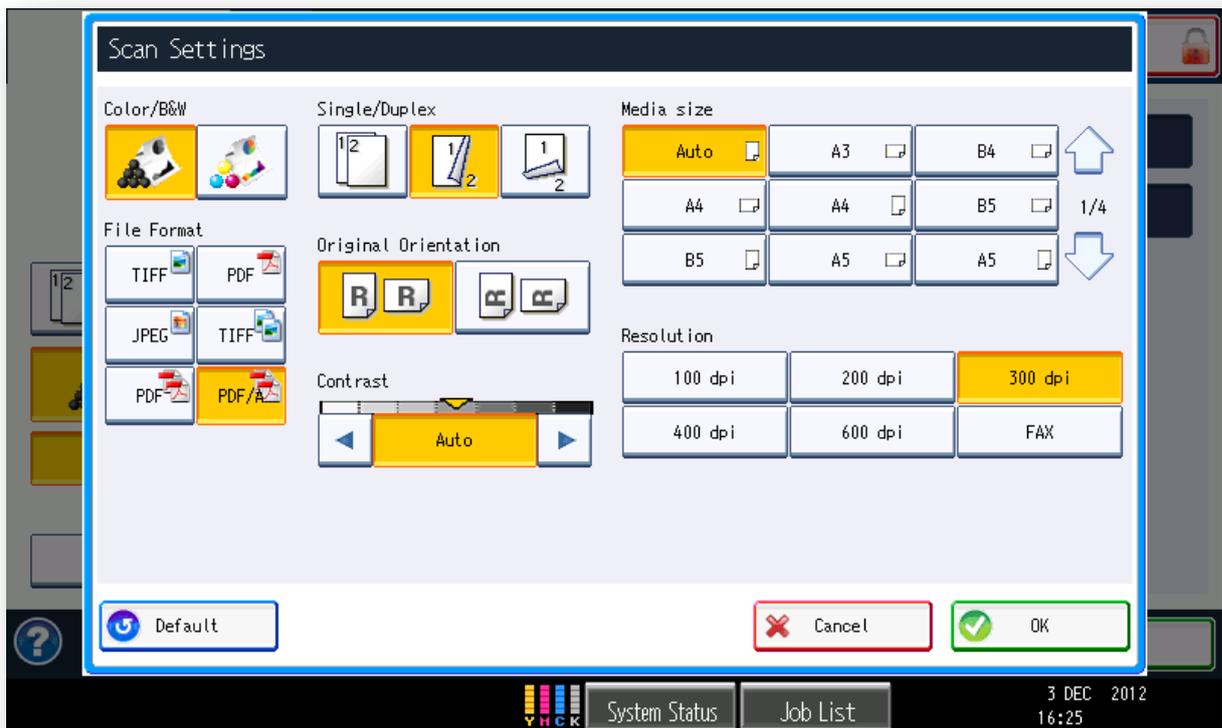
If the original is simplex, press this button so you avoid getting blank pages



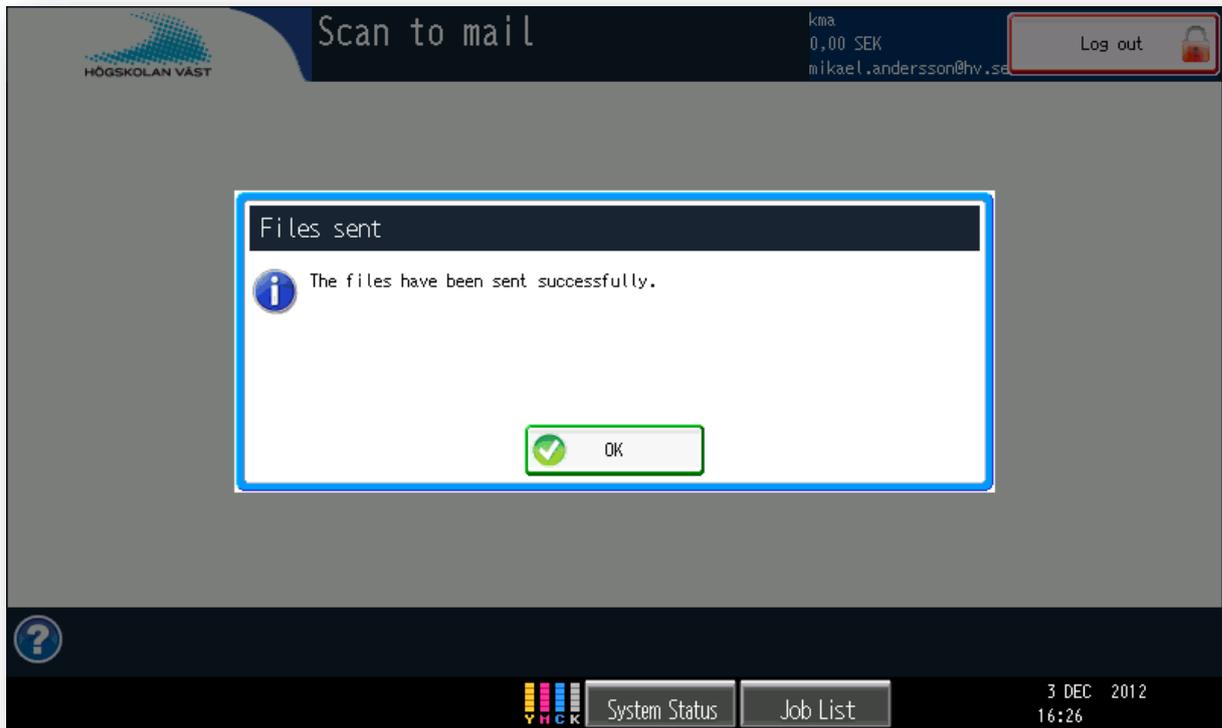
Pressing the **Advanced** gives you more choices. See illustration on next page

If you clear the **Batch mode scan**, send the scanned document directly when you press the **Scan** button

This picture shows the choices available if you press the **Advanced** button.



You now get a message that your scan went well. Now, look in your mailbox so shall you've received an e-mail with your scanned files from scanner@hv.se



Do not forget to log out when you are done!