1. MFP Operation – Scan to EMail

**Step 1: Start the Scan Session** After logging on to the MFP, press the Scanner button on the MFP panel and then select email on the display screen.

**Step 2: Select Email Address** Select Manual Entry or Search for the email address.

**Step 3: Enter the Address** If you chose Manual Entry, enter the address using the keyboard displayed on the screen and press OK. Note: The screen will automatically display “@rutgers.edu”; you need only enter the name of the recipient. If the recipient does not have a “rutgers.edu” address, you will need to change the address.
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**Step 4: Search for the Address**
If you chose Search, enter the last name of the recipient using the keyboard displayed on the screen and press OK. Note: The search will scan the Rutgers email directory.

**Step 5: Select the Address**
If you chose Search, highlight the desired email address from the left side of the screen and press the double right arrow to select it. If you need to change the default scan settings, press Scan Settings.

**Step 6: Scan Settings**
Change the default settings if necessary to suit the document. The default settings are:
- 300 DPI
- One-Sided
- PDF Image/Text
- English OCR Language

**Step 7: Scan**
Place the document in the Document Feeder (or on the glass) and press the Start Button on the MFP Control Panel.