How to Scan to Email
with a Xerox Multifunction Machine

The following instructions relate only with **digitizing** a document into PDF format, using a **Xerox multifunction** machine, and sending it via email

MassBay does **not** provide support for editing PDF files.

All other Xerox Multifunction machine functions will be reviewed in other videos and instruction sheets.

Swiping Your MassBay One Card to Xerox Multifunction Machine

To the right is a picture of the **Control Panel** on a MassBay Xerox Multifunction machine; your machine may look a little different from this, but the instructions will work for all models.

1. If its **Touch Panel** is blank, press the lit **Energy Saver** button and wait a moment for it to light up.

2. The **Touch Panel** shows the options that this machine can provide. Note that the user is initially displayed as **Guest**.

3. The **card swipe reader** may be located on either the left or the right side of the MassBay printer.

4. With the mag-stripe on your One Card **facing up** and **toward the reader**, swipe your card through the reader (it doesn't matter in which direction).

5. In a few moments, if successful, your **username** will be displayed in the upper right corner of the Touch Panel.
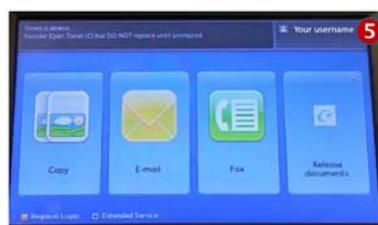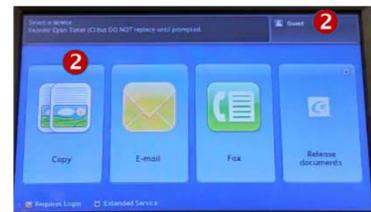
Alternative Login to a Xerox Multifunction Machine

If you do not have your MassBay One Card with you, you may log into a Xerox Multifunction machine using your MassBay username and password. For more details, refer to the HelpDesk video/instructions under Managed Printing.

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Entering Email Addresses

1 After logging into a Xerox Multifunction machine, the MassBay function options will appear on the **Touch Panel**.

2 To start this process, **tap** the **Email** button.

3 The Touch Panel will display the Email "data entry" form.

4 To send the scanned document to yourself, tap the **Add Me** button.

5 Notice that your MassBay username/email will be added to the top of the distribution list.

6 To view editing options, tap on your username (or any email address in the list).

7 To **remove an address**:

- Tap on the **address** to bring up the editing options

- Tap on the **Remove** button

- Tap on the **Remove** button displayed in the verification screen.

8 To **add an address** to this list:

- Tap the **New Recipient** button

- Use the Touch Panel's **keyboard** to tap in the receiver's **email address**

- Tap the **Add** button

- The email address had been added to the contact list (a number in parenthesis will appear "inside" the **To:** button)

9 To add additional addresses:

- Use the Touch Panel's **keyboard** to tap in the receiver's **email address**

- Tap the **Add** button

- The email address had been added to the contact list (a new number in parenthesis will appear "inside" the **To:** button)

- Repeat until all other email addresses have been added and then tap on the Close button

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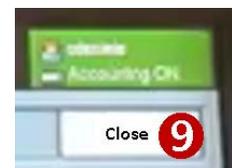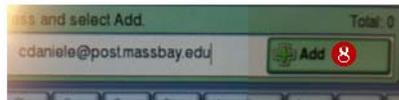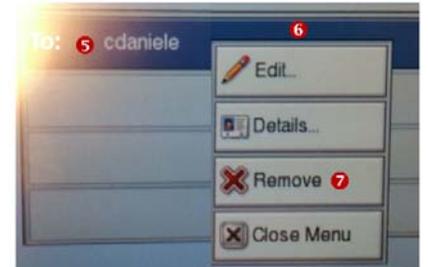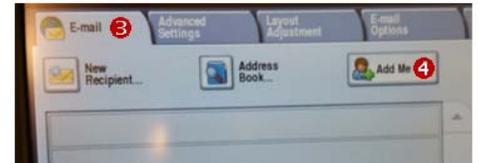
Scanning/Sending the Document

Note: Be sure that the pages are in relatively good shape; frayed and bent corners tend to jam the page feeder.

Note: By default, the scan is set up to copy **one-sided** sheets.

1 Stack your original sheets onto the sheet feeder at the top of the machine:

- Make sure that they are **face up** with the **first page on top**

- Adjust the guides, if necessary to ensure that they fit the sheets snuggly
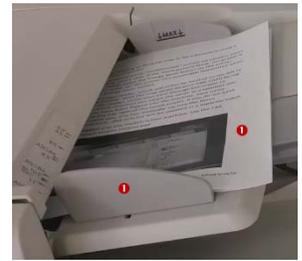
2 If your original copy is **two-sided**, tap the **2-Sided Scanning** button and then tap the **2-Sided** button.

3 Press the **Start** (large green) button on the **Control Panel**.

4 The **Touch Panel** will keep you abreast of the progress and alert you when the job is complete.

Note: Remember to retrieve your original document pages before leaving the machine.

5 If the recipients have **not** received the email with the attached document (in PDF format), contact HelpDesk@massbay.edu or one of the computer lab staff.

Don't forget to LOG OFF

Remember to log off the machine when done by pressing the **green Log In/Out** button on the **Control Panel**, then confirm that you want to logout by tapping on **Logout** button on the **Touch Panel**.

Your username will be replaced with **Guest**, indicating your logout was successful.
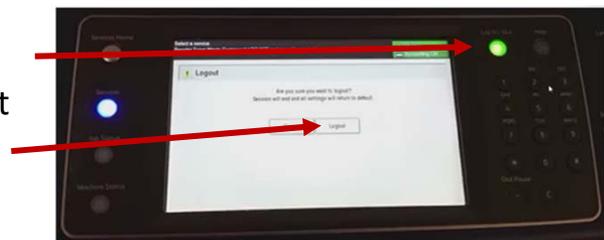
Note: If you do **not** log off the machine, others users will be able to photocopy documents and **charge** them back to **your** account!

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