

## HOW TO SCAN TO EMAIL/SCAN TO FOLDER

1. At any of the multifunction printers, you have two options for logging in:

1a. Enter your employee ID/PIN and press the Login button. Your employee ID/PIN is available in the personal information section of ADP. **OR**



1b. Swipe your badge on the panel next to the screen. If this is the first time swiping your badge at the printer, you may need to enter your Chemonics username (full email address) and password to register your badge.



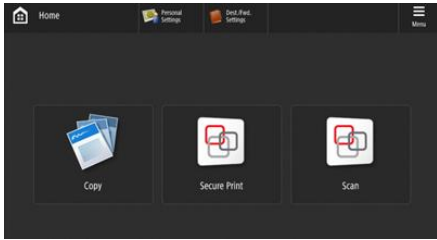
2. You will be prompted to enter a Project ID and Activity Code. All printing and copying require this information.
  - a. Enter the Project ID or a word contained in the project ID description in the search field.
  - b. Click on the project ID.
  - c. Press the Down button and a list of related activity codes will appear.
  - d. Click on the appropriate activity code and press the Select button.



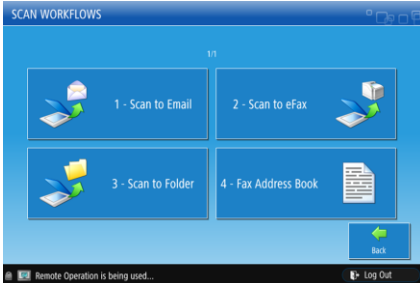
3. Select **Scan** from the Main Menu.

### RECENTLY USED CODES

Click on any project ID and then click the Recently Used button to view your ten most recently used Activity Codes.



4. Select the desired destination.
  - a. **Scan to Email or Scan to Folder**



- b. Select your preferred scanned file options and place your documents to be scanned in the device.



5. Scan the document using the Platen Glass OR the Document Feeder

- **Platen Glass:** Document FACE DOWN and the corner of the document aligned with the top-left corner of the platen glass




- **Document Feeder:** Documents FACE UP in the feeder with the document guides against the edges of the document



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6. Press  (Start).

The scanned data is sent to the specified destination when scanning is complete. If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press  (Start). When scanning is complete, press **Next**.