# Using the eCopy System Email Scan Feature

**The new eCopy system in the 4th floor copy room can scan documents directly to PDF format. This handout will show you how to scan documents and email the scanned documents to your email address.**

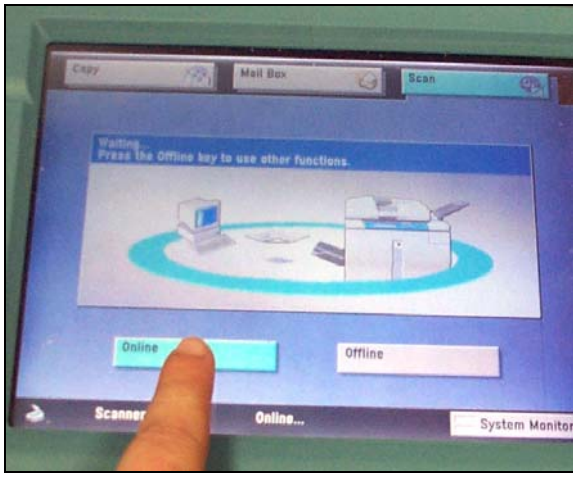
Place the hardcopy document face-up in the document feeder at the eCopy station, or you can place the hardcopy document face-down on the flatbed.

On the copier display, **press the scan button**.

**Press the Online button.**

Note that a message will display on the copier display that says *"Waiting….Press the Offline key to use other functions."*

Disregard this message and proceed to the next step. The message prompt is confusing – it is actually "waiting" for you to complete the next step.



On the eCopy station control panel, select **Scan and Mail**.

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The scanned document displays on the eCopy station control panel.

**To scan additional documents**, place the next document in the feeder.

**Press Scan More** on the control panel.

Next, **press the Send Mail button.**

A keyboard displays on the control panel.

**Use the keyboard** to name your document. **Click OK.**

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**Use the keyboard to type in your email address.**

A shortcut for typing the .edu of your email address**: Press the .com** button shown at right.

**Select .edu** from the dropdown list.

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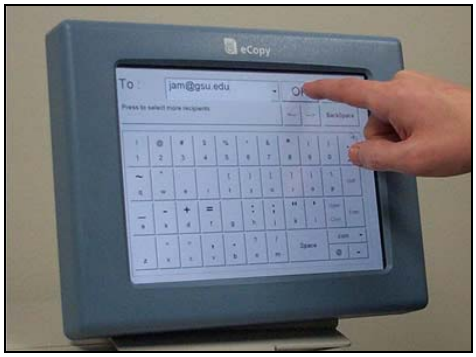
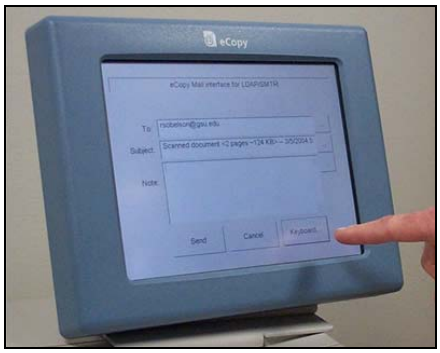
**Press OK** after entering in your email address.

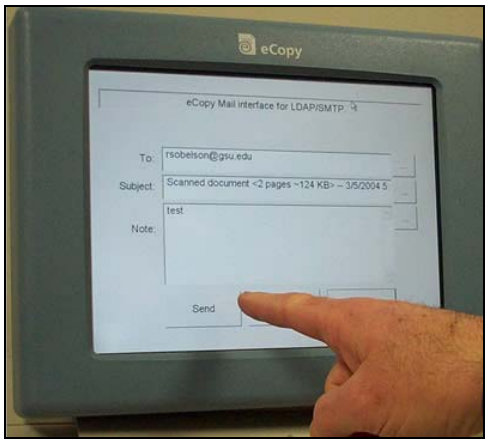



To type a message to send in the email with the scanned document, **press Keyboard** to open the keyboard.

**Type your message** for your email.

**Press OK.**




After you've entered your message, press **Send Mail** to send the email.