

## Scanning to Email in the LRCs

You can scan single and multi-page documents using the print, copy, scan devices. The resulting pdf file will be sent to your UH Office 365 email account (and if you are a student, a copy forwarded to your registered personal email account).



Please read the copyright guidelines displayed by each device. There is no charge made for this scanning to email service.

1. Log on by placing your UH ID card on the reader to the right of the touch screen. If the previous user was still logged on, this will log them out and you should remove and replace your card on the reader again to log you in. (You can also log in with your UH username and password. If blank, touch the screen to wake the device).



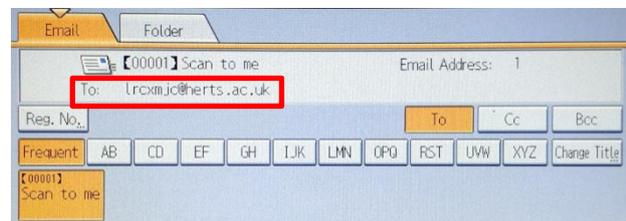
2. You will see either a list of unreleased print jobs, or 'There are no print jobs awaiting release'. Select **Device Functions**.



3. Select the **Scanner** button

4. The **Email** tab should be highlighted in the centre of the scan screen.

Select the **Scan to me** button. Your UH Office 365 email address username@herts.ac.uk should now display in the email **To:** field.



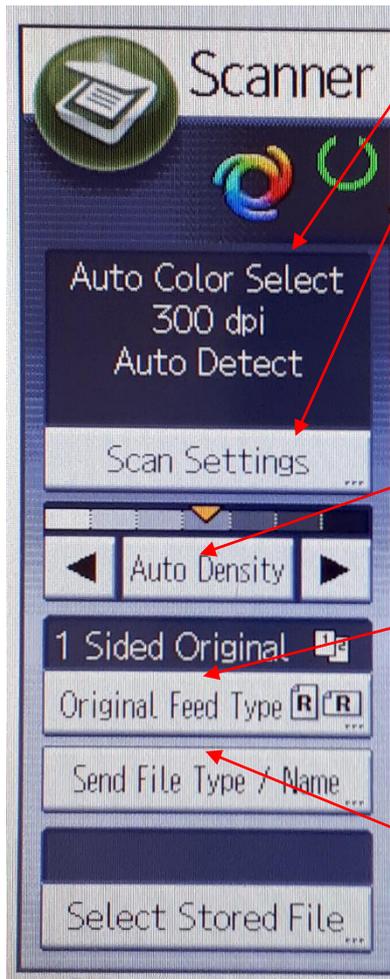
5. You can scan individual sheets directly on the copy glass. Lift the lid and place the page face down aligned top left with the top of the page furthest away from you.

You can scan multiple loose pages using the auto sheet feeder on the top of the device. Place the first side at the top of the pile, facing upwards with the top furthest from you.

6. You may need to adjust the scan settings (shown over the page) ...
  - If you are using the auto sheet feeder to scan double-sided pages, select **2 Sided Original** under **Original Feed Type**, or only one side will be scanned.
  - If you wish to scan a single page as an image (TIFF), rather than a document (PDF), go to **Send File Type / Name > Single Page**, and select the **TIFF** option.
  - If you wish to scan a colour document in black and white, do this under **Scan Settings > Original Type** (tab).

**Scanner Settings** – The default settings are highlighted in red.

If you would like a copy of this document in a different format, please contact the Helpdesk on +44 (0)1707 284678 or ext. 4678 or email [helpdesk@herts.ac.uk](mailto:helpdesk@herts.ac.uk)



## Settings Summary

### Scan Settings:

Original Type: **Auto Colour Select**, Black and White Text / Photo etc.

Resolution: 100, 200, **300**, 400, 600 dpi.

Scan Size: **Auto Detect**, various manual paper-size settings

Edit: Erase Center / Border, Reduce / Enlarge

### Density:

Auto, **Manual**

### Original Feed Type:

Original Orientation (Can rotate scan if required)

**1 sided original** / 2 sided original (Choose 2 sided if you are scanning double sided pages in sheet feeder)

### Send File Type / Name

**Multitpage / PDF**

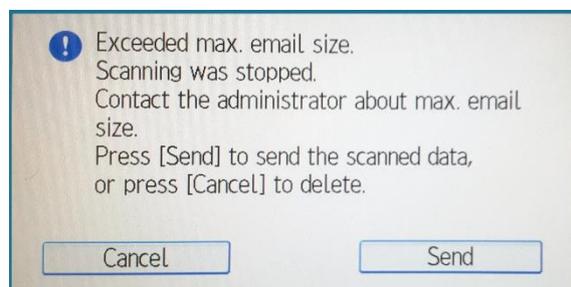
Single Page, TIFF/JPEG or PDF

7. Press the green **Start** button to start the scanning.

If you are scanning single sheets (on the copy glass), you will then see a message **Place next original within <countdown timer> sec., then press the Start key. If none, press # key.** Replace the page on the copy glass, press **Start** and repeat this process until you have finished, then press the # key to send the email with the scanned attachment

If you are using the auto sheet feeder, all the pages will scan and the email with the scanned attachment will be sent automatically after the last pages has been scanned.

If you are scanning many or complex pages (>30), you may see the **Exceeded max, email size** message (right). The scanned email attachment has a maximum size set at 10MB. Once this limit is reached, the message displays. Click **Send** and continue to scan the remaining pages. These will be sent attached to a separate email. You can merge multiple PDFs using Adobe DC on the LRC PCs. Occasionally this message may say that you may need to rescan the last page. Rescan this along with the remaining pages.

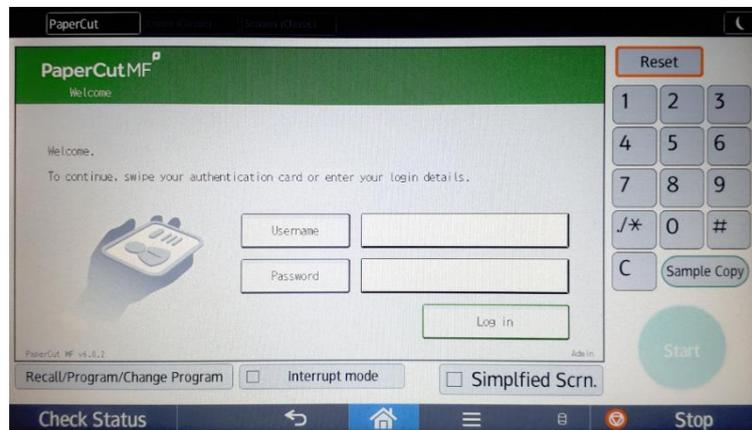


8. The scanned file will be attached to an email and sent to your UH Office 365 email account [username@herts.ac.uk](mailto:username@herts.ac.uk). A copy of this email is forwarded to the personal email account you have registered with the University. To access your UH Office 365 email account, either use the **Office 365** link (located under **Online Services**) at the bottom right of your StudyNet homepage or log in directly at <http://office.herts.ac.uk> with [username@herts.ac.uk](mailto:username@herts.ac.uk). Select the Outlook icon to view your email.

9. You must logout of the device after you have finished releasing or cancelling your print jobs.

Either hold your UH ID card on the card reader or select **Log out** on the touch screen.

Check that the login screen (right) is displayed



### Important information

- You must log off when you leave the device, otherwise someone else can use your print credit. We do not accept responsibility for any unauthorised expenditure from your printing account.