

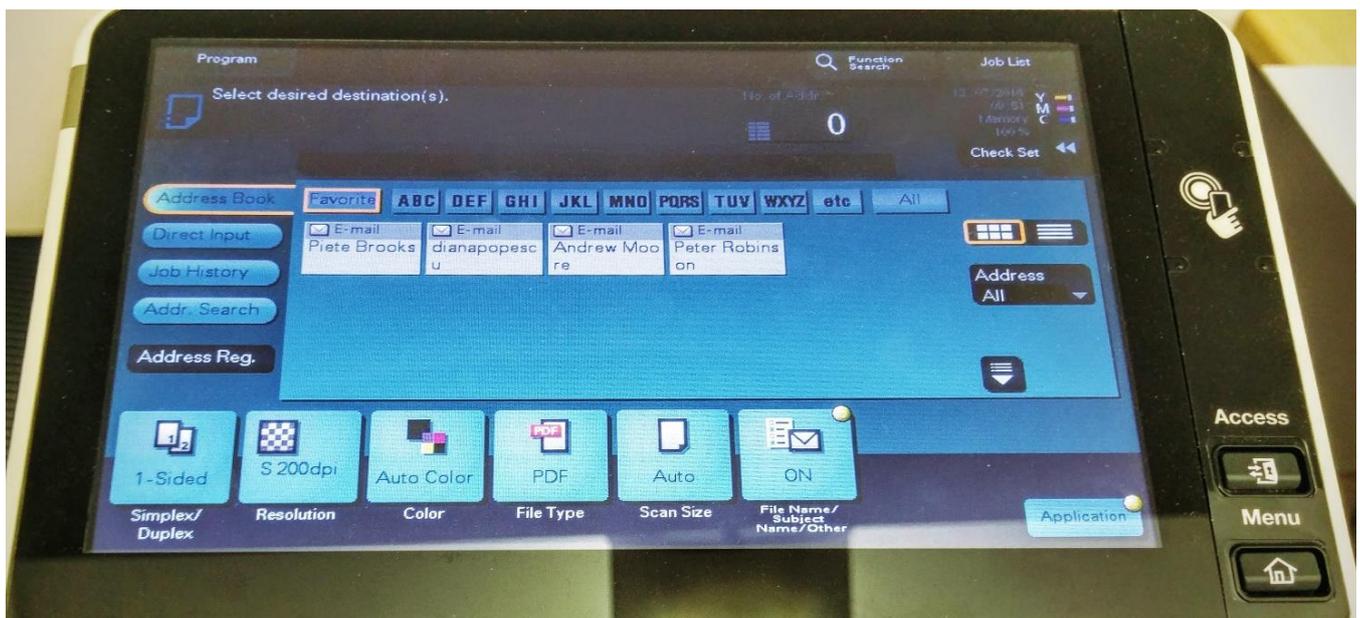
Scanning on *holly*

This guide explains the basic procedure for sending scan files by e-mail on *holly*.

Start by pressing the **Menu** button on the right hand side and then Scan/Fax on the touch screen to take you to the scanner screen.



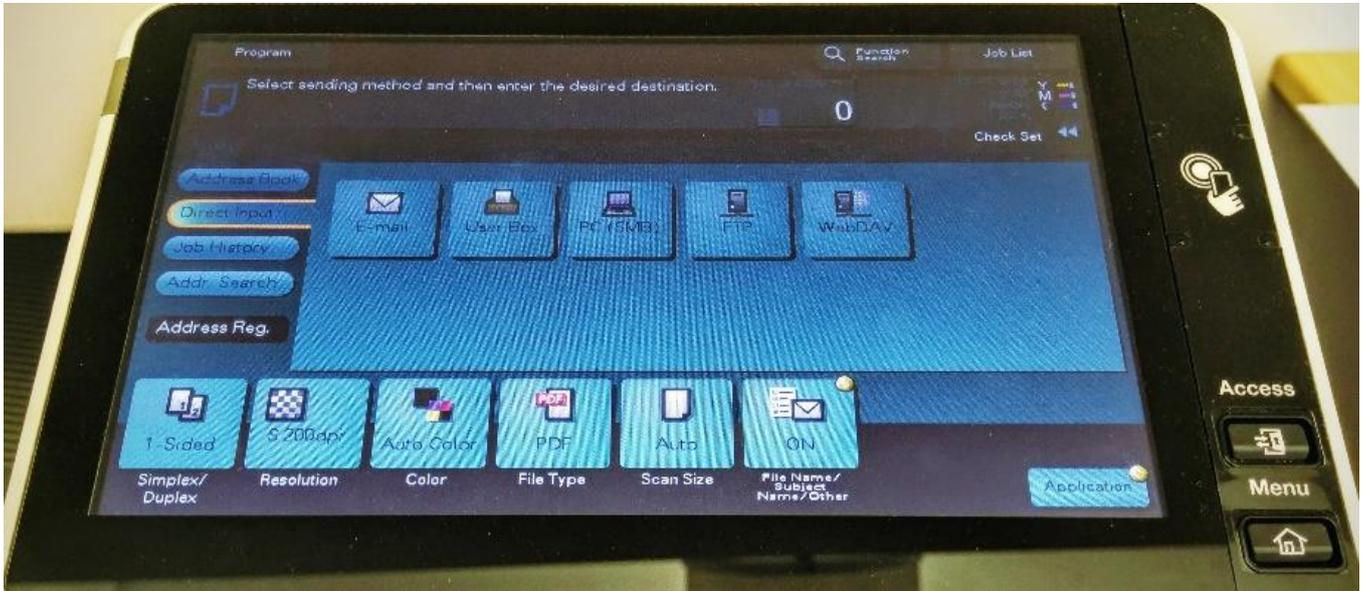
The initial screen looks like this:



Place originals. You can either do this directly on the copier glass, or if scanning multiple pages, use the sheet feeder on the top.

If necessary, select the various buttons along the bottom to specify scanner settings such as resolution and scan size. Defaults are displayed on the buttons.

Specify the destination by pressing **Direct Input** on the front screen.



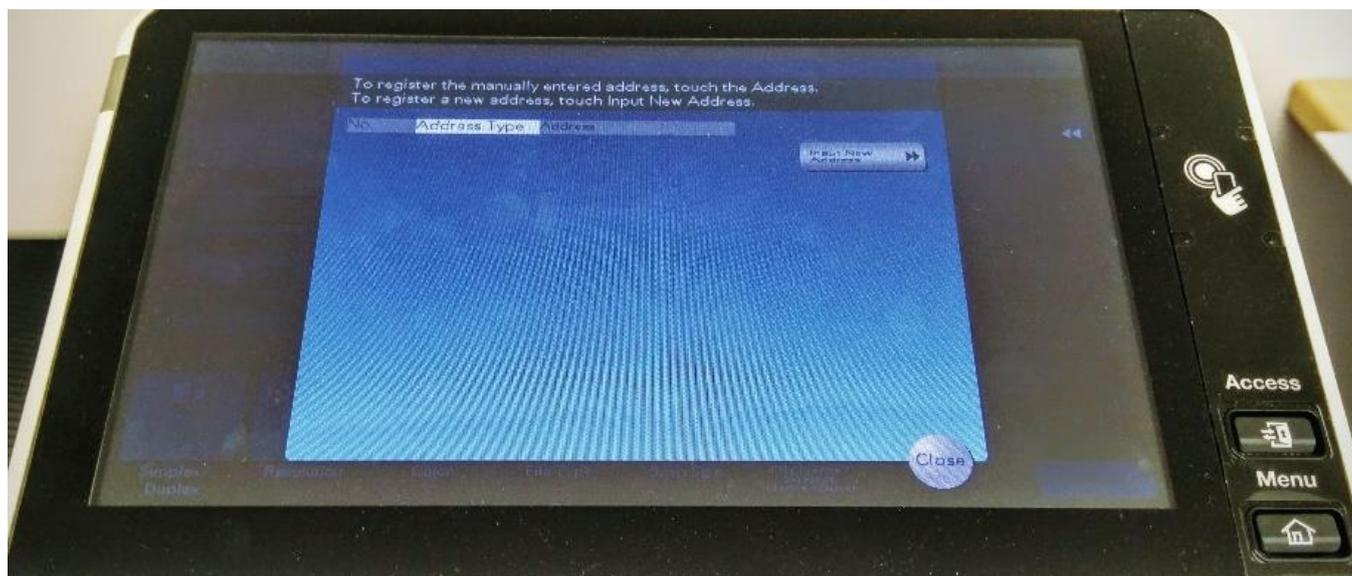
and then select **E-mail**. You can then enter an email address using the virtual keyboard



(Note that you access the "@" key by pressing *Shift*).

Note that you can only send scanned documents to addresses within the Computer Lab, so addresses must be of the form *CRSID* or *CRSID@cl.cam.ac.uk*. Attempting to email any other addresses, including *CRSID@cam.ac.uk*, will fail.

Alternatively, an email address can be stored permanently in the Address Book by selecting **Address reg.** on the front screen and then **Input New Address**



It will then appear in the Address book area (you may have to select **All** to see it). That address can subsequently be selected by touching it.

To scan your document(s), press the **Start** button (the large glowing button below the screen). If everything is ready to go, the button will be glowing blue, if it still needs information, it will be orange.

There is no indication on the screen that scanning has succeeded, but you should get an error message if it hasn't.