How to use the Copier Address Book:

Copier #1

Copier #2



Both copiers have a quick button to the "Scan and Send" button.

<u>.</u>	Scan and Send	*
🔒 Main Menu	Specify the destinations.	12/04/201 10:13 AM
Quick Menu		Previous Favorite Settings Settings
1		Auto (Color/Gray)
	Address Book One-Touch New De	estination 300x300 dpi
		合 Auto Size
😈 Сору	Mobile Portal	PDF (Compact)
Scan and		2-Sided Original
Send	Specify Destinations Details Delete Dest.	Cc Bcc
		Options

Select "Address Book".

	Idress Book (Loca	l)>				
	•	N		All Addres	s Lists	To LDAP Server
1	ype Name		Destin	ation		1
						Register /Edit
					Dest.: 0	

Select "To LDAP Server".

	NEWULM -	To Local
Tuno Name	Destination	
Aaron Fortwengler	afortwengler@newulm.k12.mn.us	Specify E-Mail Address as I-Fax
Abby Bachman	abachman@newulm.k12.mn.us	
Abigail Dubois	adubois@newulm.k12.mn.us	
Accounts Pavable	accountspayable@newulm.k12	
Adam Kluver	akluver@newulm.k12.mn.us	-
Adam Slander	aslander@newulm.k12.mn.us	Search by
Atton Smestad	asmestad@newulm.k12.mn.us	Conditions
Alton Silesta-	Dest.: 0	C and by
		Search by Name
All		
		OK J
× Cancel		
1 LTR Load paper.		

All district email accounts will appear on screen by first name. Select "Search by Name".

Main Menu	angį
Quick Menu	Alphanum. Char.
-	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$
Сору	a s d f g h j k l ; '
Scan and Send	· Z X C V b n m , . / @ - Shift Caps Space
	X Cancel OK

Enter the **<u>FIRST NAME</u>** in the search box... **3 letters** will do. Click "OK".

<address (ldap="" book="" server)=""></address>		
	NEWULM 🗸	To Local
✓ Type Name	Destination	
Angela Anderson	aanderson@newulm.k12.mn.us	Specify E
Angela Goetz	agoetz@newulm.k12.mn.us	Address a
🗸 🛄 Angela Hoek	ahoek@newulm.k12.mn.us	
Angela Schlie	aschlie@newulm.k12.mn.us	
Angela Zeig	azeig@newulm.k12.mn.us	
		Search by Conditions
	Dest.: 1	
All ang		Search by Name
× Cancel		OK

Select name or names. Click "OK".

Ready to send.				12/04/20 10:15	017 AM
Destinations : 1	ahoek@newulm.k12.mn.us	Previous Settings	•	Favorite Settings	•
			Auto (0	Color/Gray)	•
			300x30	00 dpi	•
		8	Auto S	ize	•
		PDE	PDF (C	iompact)	•
		4	2-Side	d Original	•
Specify Destinations	Details Delete Cc		Differ Origin	ent Size nals	•
			Opt	ions	

Scanning options available on side menu: color, 2-sided, paper size, etc... Copier is now ready to scan and send your document.

					-	Settings/ Registration	Energy Saver
▲	🦳 🛷 Scan	and Send			**	ABC	DEF
	Ready to se	nd.		12/0 10	15/2017 1:36 AM	(1)) (3) 📼
Copy	Destinations Angela Specify I	<scan and="" send=""> Press the [Start] key to scan the ne Grayscale 100% Pages 1 -</scan>	xt original. Auto LTR Destinations → 1 ⊡ Start Se	Change , lor/G Settings , lor/G dpi npa origination Stitution Stit	e js	GHI PQRS 7 X X X X X X X X X X X X X X X X X X	MNO MNO MXYZ B 9 () () () () () () () () () ()
atus Monitor/Cancel	e 🖋 Send	Waiting to scan				Processing/	Mai Error Pow
-							

Use the green "Start" button to scan your page or pages. Once done scanning, select the "Start Sending" button to send email. Return screen back the "Copy" when done.