Scanning to E-mail from CS 8030/6030

1. On the control panel touch **scanner.**

2. Touch **send e-mail.**

3. Touch **address book.**

4. Touch **corporate.**

5. Touch **search for letters.**

6. Type last name or first name of e-mail recipient.

7. Touch **end.**

8. Scroll to name, touch **to:**

9. Touch **close.**

10. Select options you want, basic/ quality/edit.

11. Touch **start.**

Workroom CS 8030/6030
Copier/Printer Job Storage Instructions

Here are the instructions for printing a job that you sent to the workroom copier from your computer.

1. On the control panel, touch the **Printer** button.

2. On the LCD Screen touch **e-MPS**.

3. Touch **Private/Stored**.

4. Select User Name/Number and touch next.

5. Select the job to print and touch next.

6. Select the number of copies to make and touch Printing.

7. Enter your **ID#**, press **ENTER**

8. Your document will begin to print.

9. When finished, please press Copier button on the control panel.

Note: If you need to delete a job, follow the same steps and choose delete instead of print.

Multiple page + double-sided scanning protocol

1. Go to "Edit"

2. Go to "Original Type"

3. Select double-sided pages

4. Press "Start"