SCANNING, STEP-BY-STEP

- Scanning is free of charge. 😊

1 Prepare your document for scanning

If you are scanning loose A4-size page(s), you can put them through the feeder at the top, as shown. If your pages have writing only on one side, make sure they are facing up (writing on top).

If you want to scan pages from a book, stapled pages, or smaller documents like passports, you will need to place them on the glass under the top – align your document (writing facing down) with the green arrow in the top left corner.

Tip: if your document is smaller than A4 (e.g. a passport), put a ‘backing sheet’ over it.

2 Log into the printer and press “E-mail”
3 Add an email address (optional)

A screen will come up showing your Victoria email address. This is the email your document is going to be sent to as an attachment. If you don’t use this email or want your document to be scanned to another email, press ‘New recipient’ and add another email.

Use the on-screen keyboard to type in your email address, then press the “✓ Close” button. You will now see this additional email listed as a recipient.

4 Check the settings

You can now select/change your scan settings using the menu at the bottom of the screen (black & white or colour, single-sided or double-sided, document type, attachment file format).
5 Press “Start”

6 Log out of the printer when scanning has finished.

7 Don’t forget to check!
   - Take your original documents with you. Lift the top and check that the glass is empty!
   - Check your email in a minute or two, to make sure your attachment has arrived in your inbox.