

The CS department has two Xerox WorkCenter scanners. The first is a model 5875 which is situated in Ryerson 160A and the second is in Young. Each scanner has the ability to scan pages to email. The recipient will receive a PDF file. This is a quick and easy method of generating and transferring a scan to an individual. The instructions below are specific to the Ryerson scanner, use default configurations, and assume loose pages.

Place pages in intake tray.

Press silver "Service Home" button at top left of control panel.

Select the "Mail" option in the middle of the top row on the screen.

There are two methods of entering recipients: -Type address into text field -

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