

Paper is Old School: Use PDF to Digitize Your Materials!

For Materials on Printed Paper:

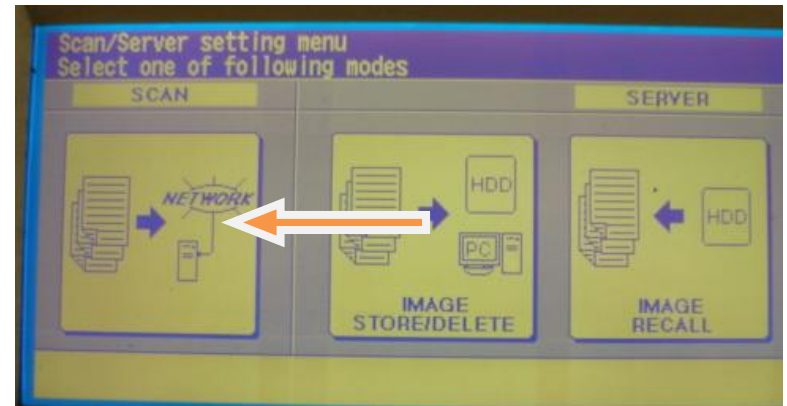
1. Take one copy of the material to the copier/printer.



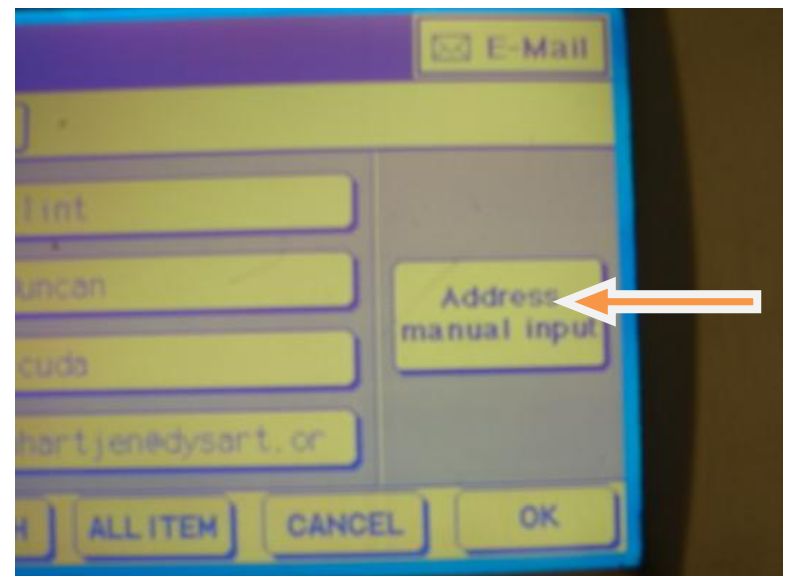
2. Put the copier in **SCAN** mode.



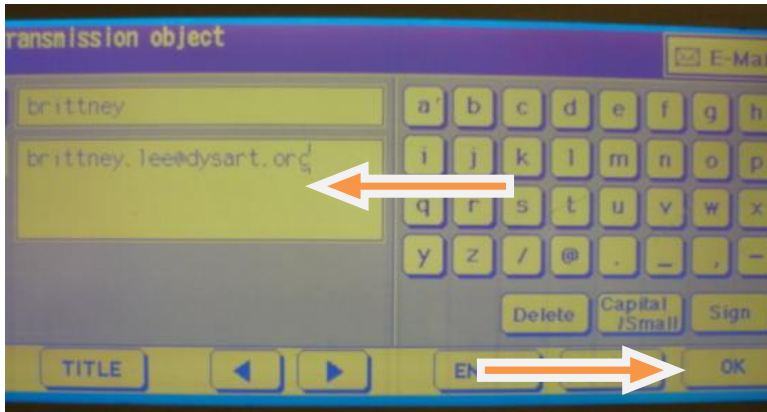
3. Use the touch screen to select **NETWORK**.



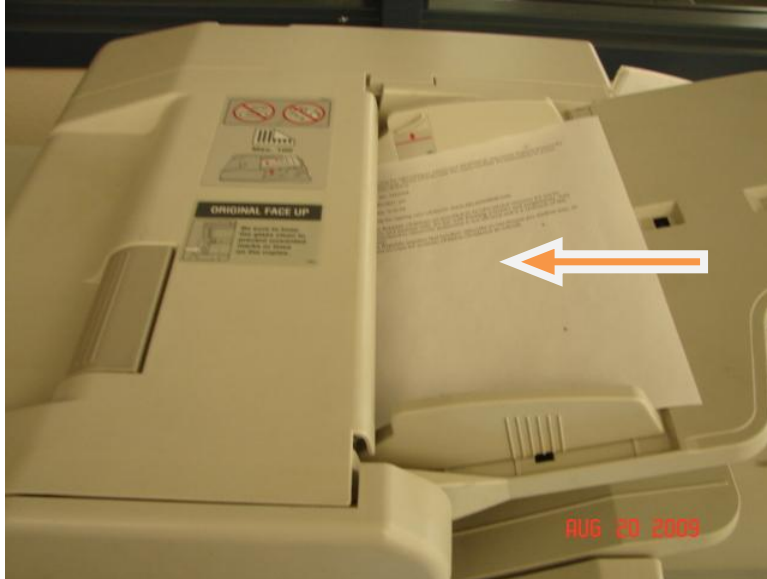
4. Use the touch screen to select **ADDRESS MANUAL INPUT**.



5. Use the touch screen to type in **EMAIL ADDRESS**. Click **OK**.



6. Load the material in the copier feeder. Face side up!



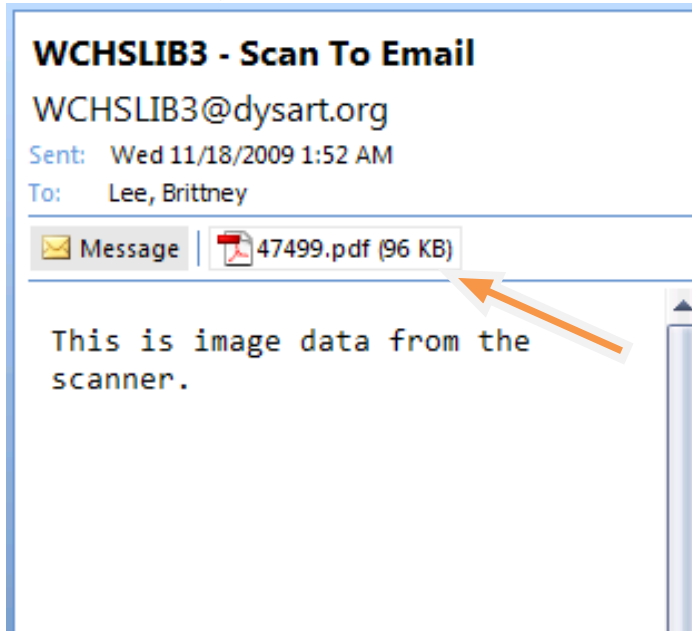
7. Press the green **START** button.



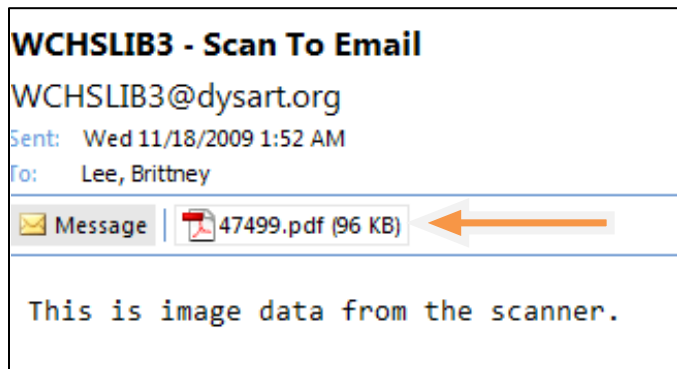
8. The material will scan through the copier and it's done!



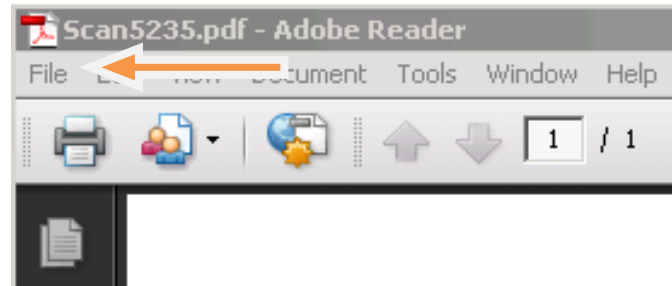
9. Now, using your computer and Microsoft Outlook, open up your email and find the email sent to you from the copier.



10. Double click the email and then double click on the PDF attachment.



11. Now save the attachment to your H-Drive by clicking FILE and SAVE.



Now you have the material item in a compatible format for everyone!