

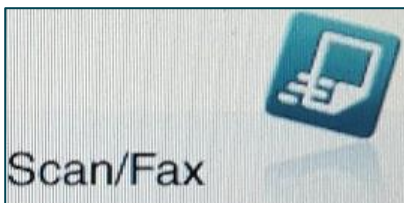
Printer – Scan to mail

If you would like to scan a document and get this sent to your UCN mail, please use this guide.

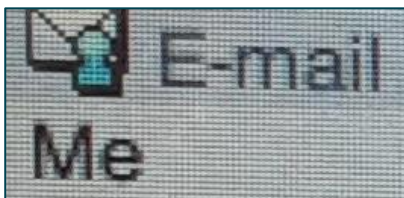
1. Log on to the printer by holding your access card / study card up against the card symbol.



2. Select the "Scan/Fax" icon in the display.



3. Then select the "E-mail – Me" icon.



4. Place the document in the sheet feeder or on the glass.

If you are using the sheet feeder please remember to place the text or picture upwards - facing yourself.



Sheet feeder.



Glass

5. Now push the button



6. Your document / documents will now be sent to your UCN mail

7. Remember to log off the printer after use, by pushing the button “Adgang”



Problems?

Please contact your local UCN Service Centre or Service Centre HelpDesk by one of the following:

- Call 72 69 99 99
Monday – Thursday 7.30 - 15.00
Friday 7.30 – 14.30
- Send an e-mail at servicecenter@ucn.dk
- Create a support case on the Service Centre [Self Service Portal](#)