



Bibliothek

Scan to Email

Öffnungszeiten: Mo - Do 9.30 bis 18.30 Uhr, Fr 9.30 bis 16.30 Uhr

How to scan a document to your HCU-Email

1. Insert your HCU card into the card reader.
2. Choose "Kopiermodus" on display of card reader by pressing F1-button on left-hand side.
3. Choose "Scan/Fax" on display.
4. Being in the menu press "Adr. Suche" (left on display).
5. Press on "Suchen" at right-hand side. Text input opens.
6. Type initial letters of email address desired, e.g. "joe.citize...".
7. Press "suchen".
8. The entire email address is displayed now.
(Please note: Scan may only be sent to an HCU email address!)
9. Click/type on the email address desired. A yellow background shows up..
10. Start scan by pressing blue lit START-button below the display.

If you read the following text on the display scanning has been successful:
"Original auf Vorlagenglas verblieben".

The scanned page is sent to input email address with the following reference:
Message from (printer's name, e.g. Rhein 18.