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.
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.