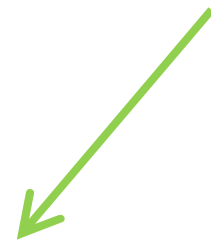
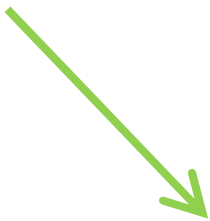


INSTRUCTIONS

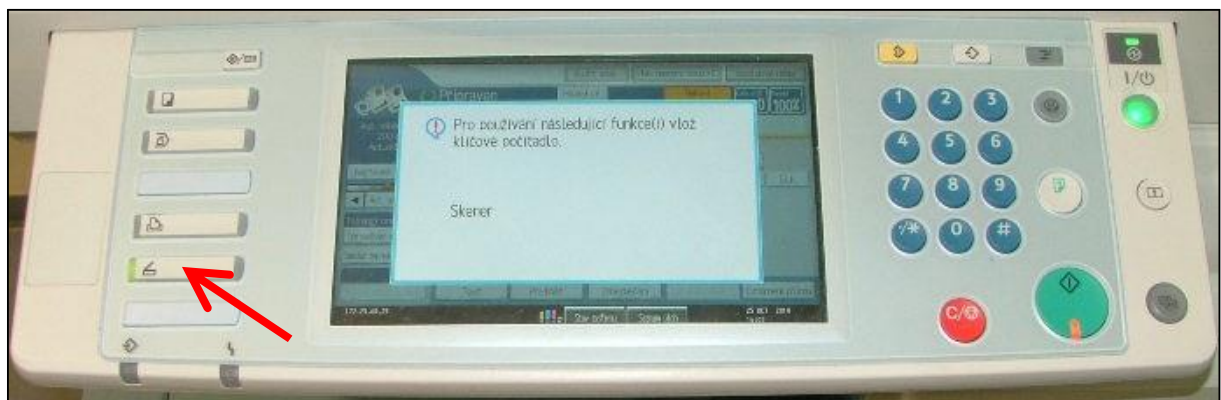
Scan to
Email



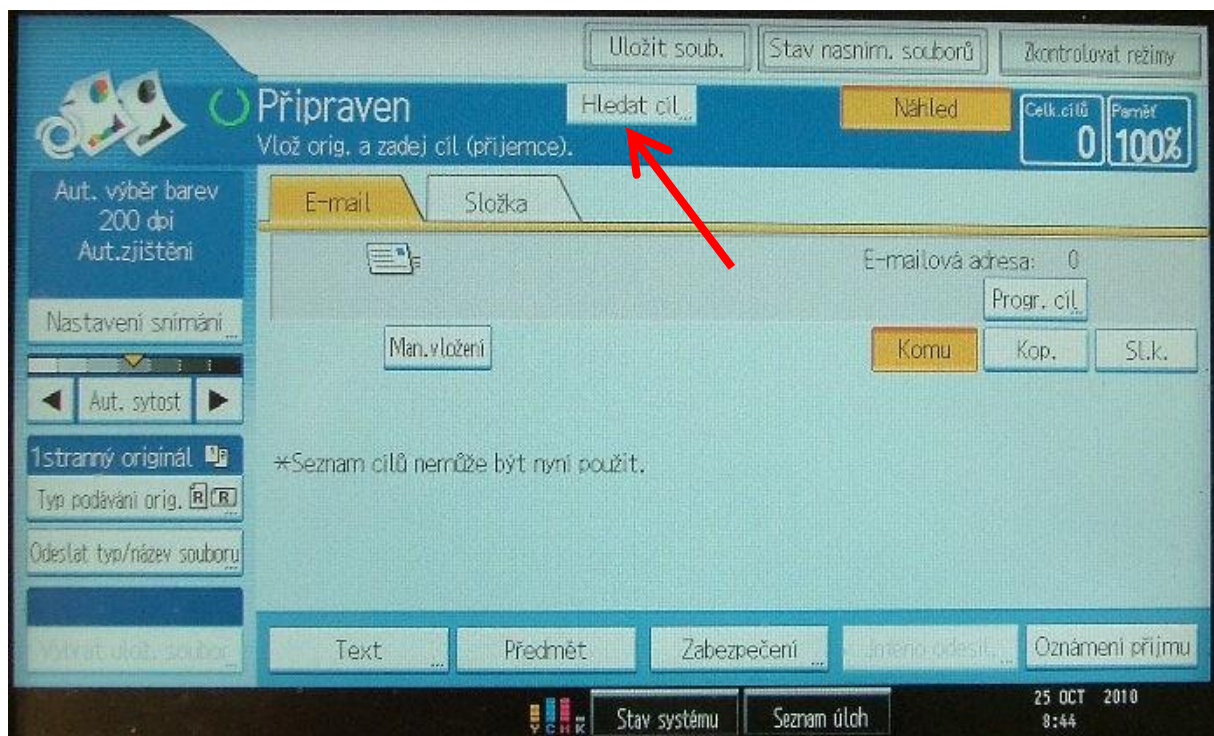
Scan to Email

Students and employees of the UHK have the possibility to scan any original up to A3 format at the Faculty of Informatics and Management and the Faculty of Education Press Centre free of charge. It is possible to scan in both black/white and colour. There is no limit to the maximum file size of a scanned attachment, and you will only receive a link to download the scanned document in your inbox. Access to the document server accessible from the link in the email is not possible from the Eduroam network and outside the UHK network. The exceptions are virtual classroom access and VPN users (Cisco VPN).

1. Using the side buttons switch the copier to the scanner. The control LED next to the button lights up.

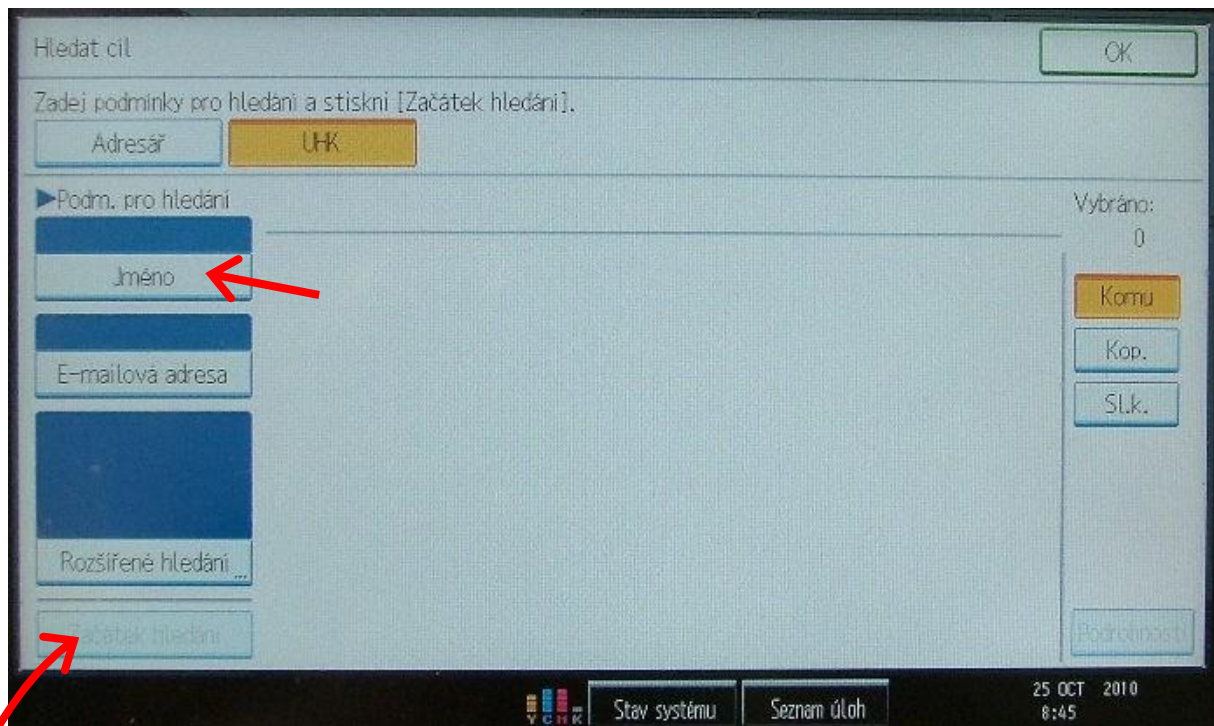


2. Home screen.

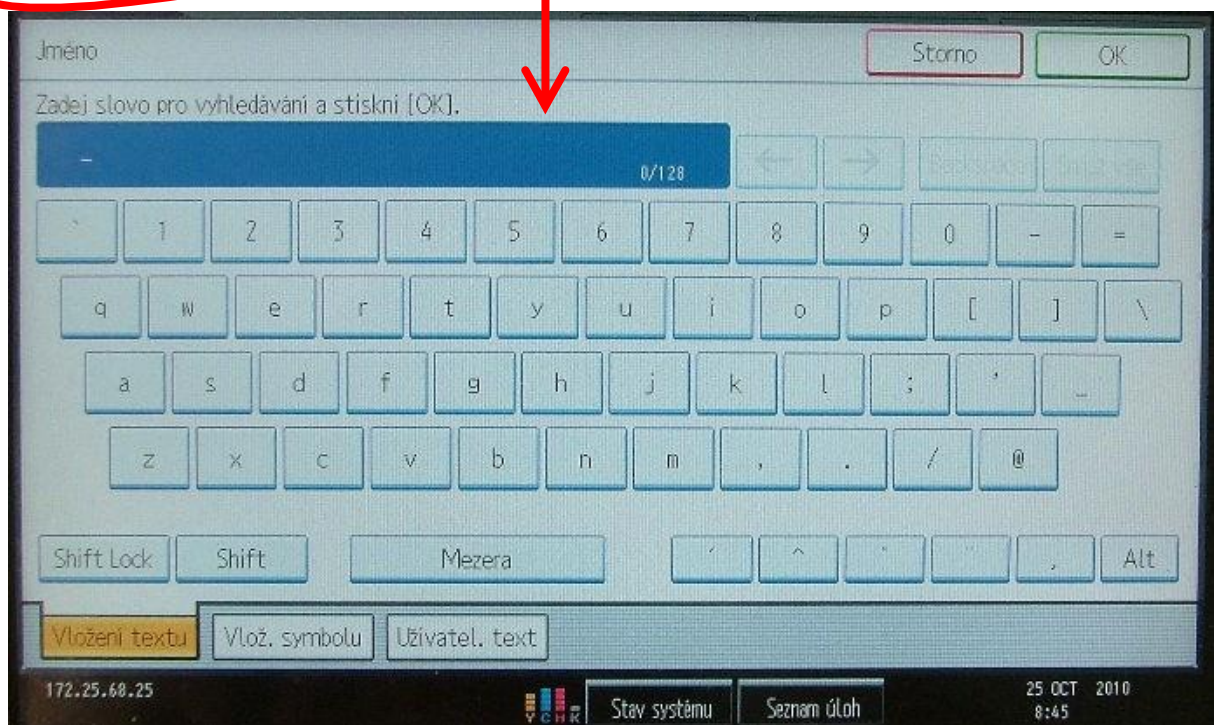


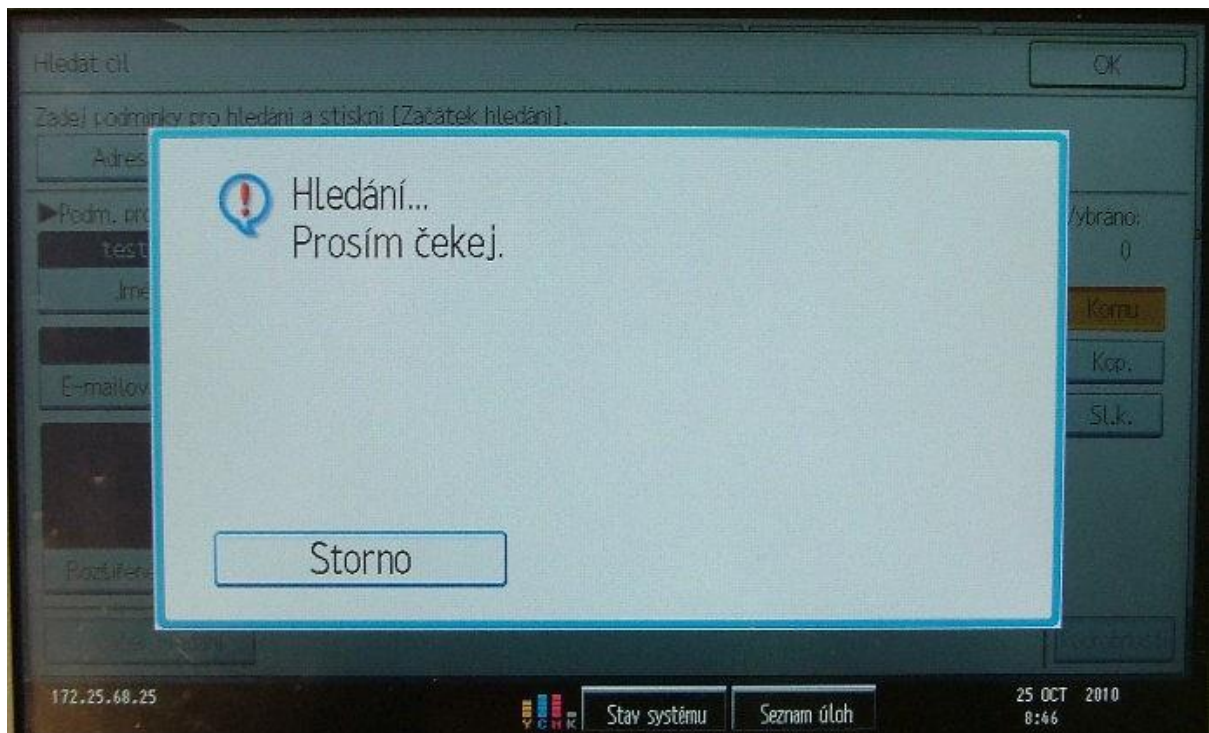
First, click “**Hledat cíl...**” (Search Destination...) to select the recipient.

3. Click "**Jméno**" (Name).

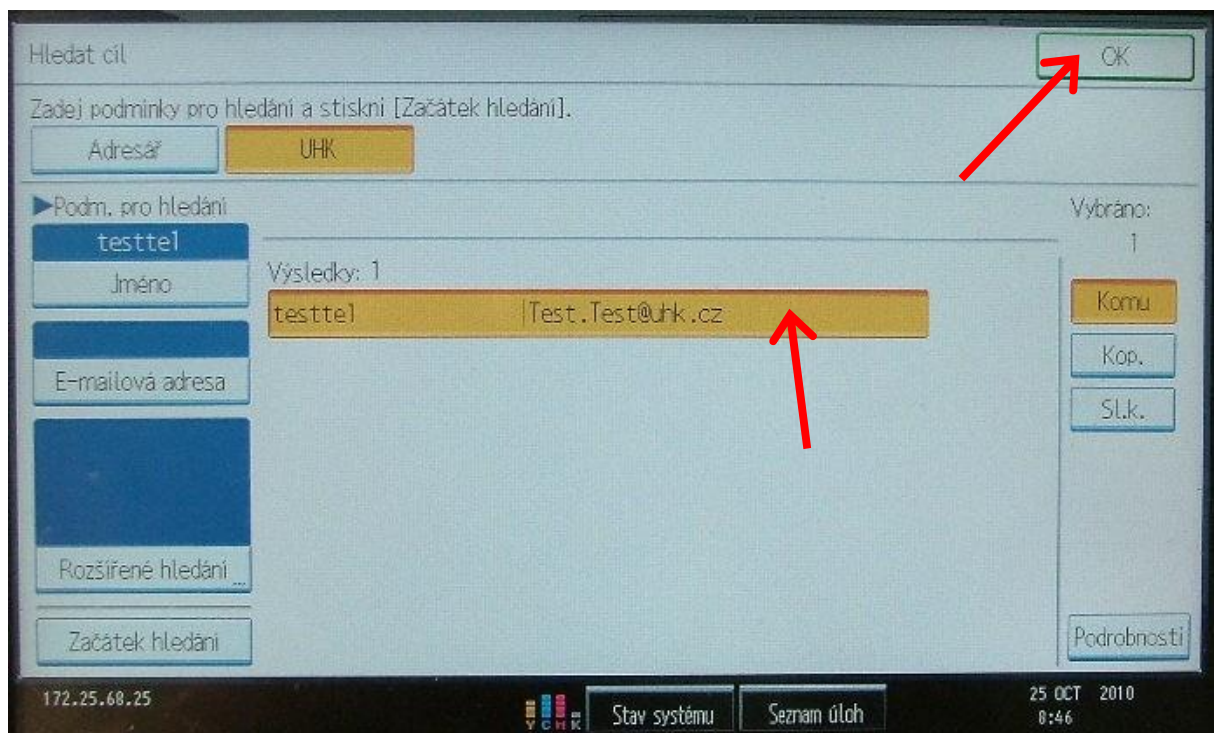


Enter the **recipient's login** using the keypad, confirm "**OK**" and click "**Začátek hledání**" (Start Search) to continue.

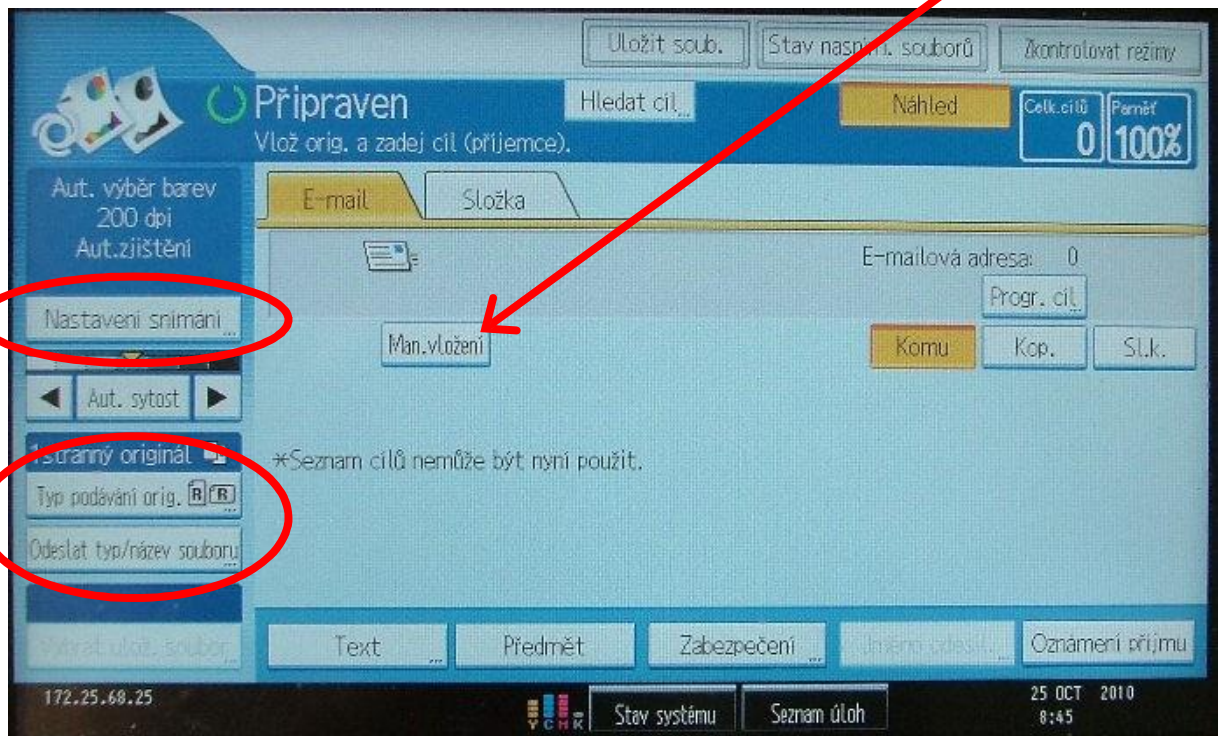




4. Select the found item and click "OK".



5. To enter the recipient's address outside the UHK directory, select the "**Man.vložení**" (Manual Enter) item.

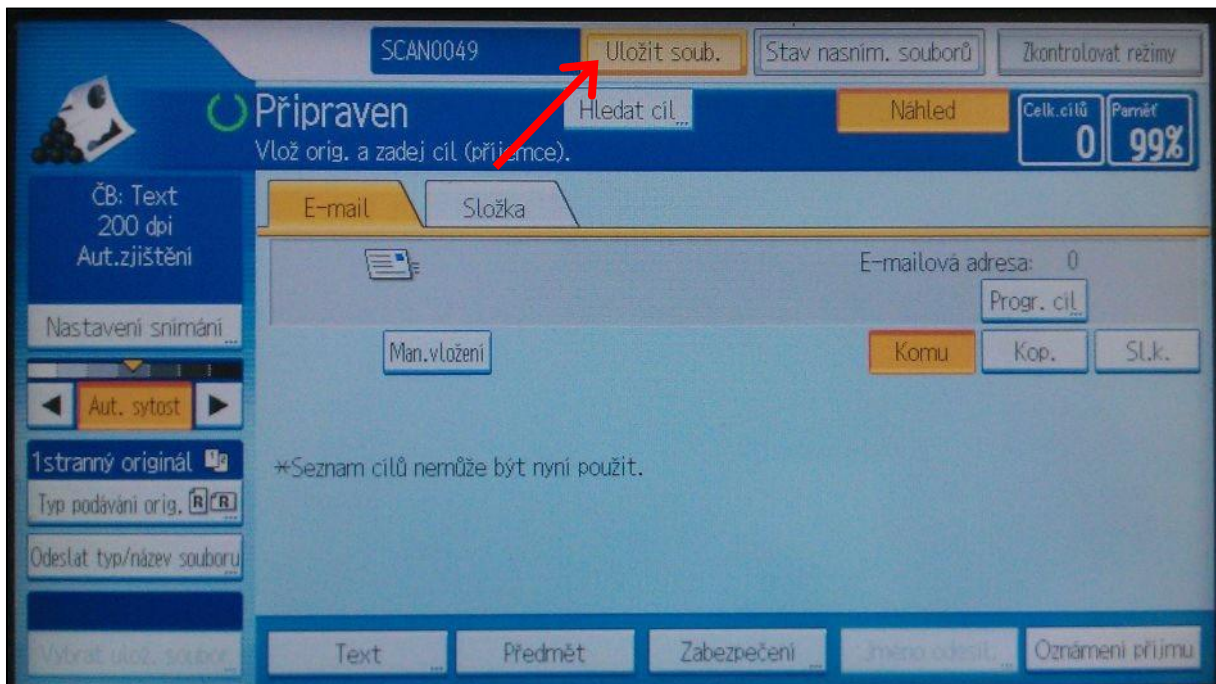


Select "**Nastavení snímání**" (Scan Settings) to change the resolution, document format and scan type (BW, colour, etc.).

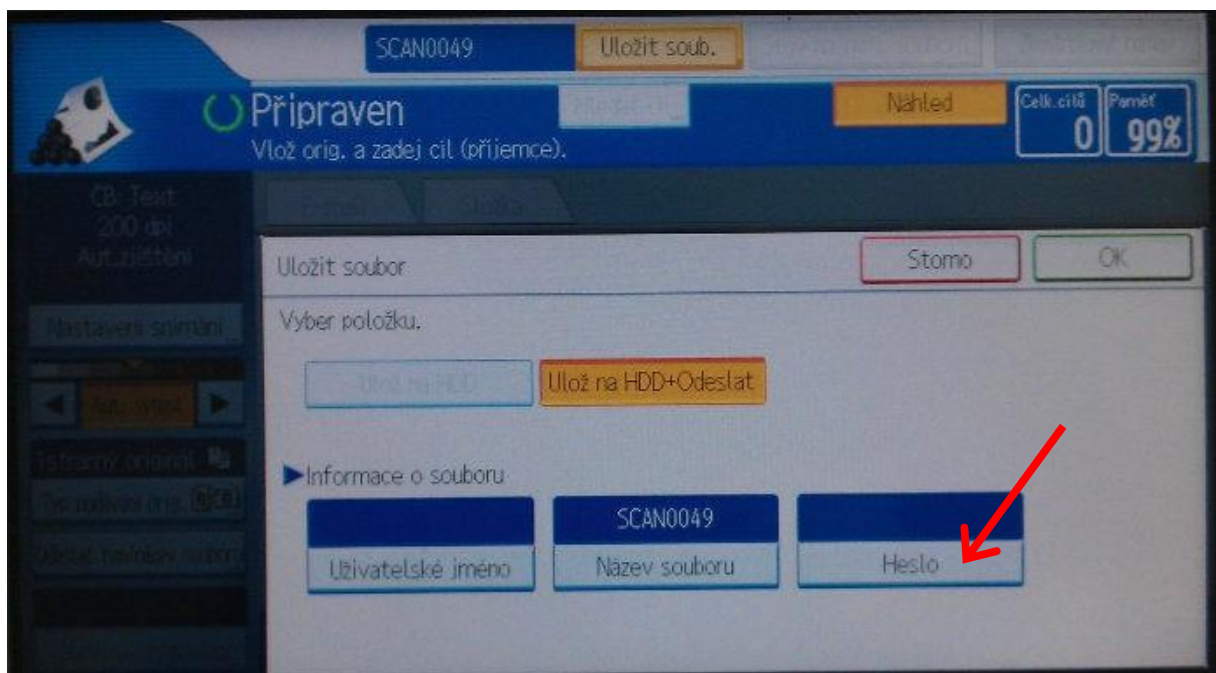
When using the automatic document feeder, double-sided scanning can also be set by clicking "**Typ podávání orig.**" (Original Feed Type) item.

To change the document type (jpg, tif, pdf), select "**Odeslat typ/název souboru**" (Send File Type/Name).

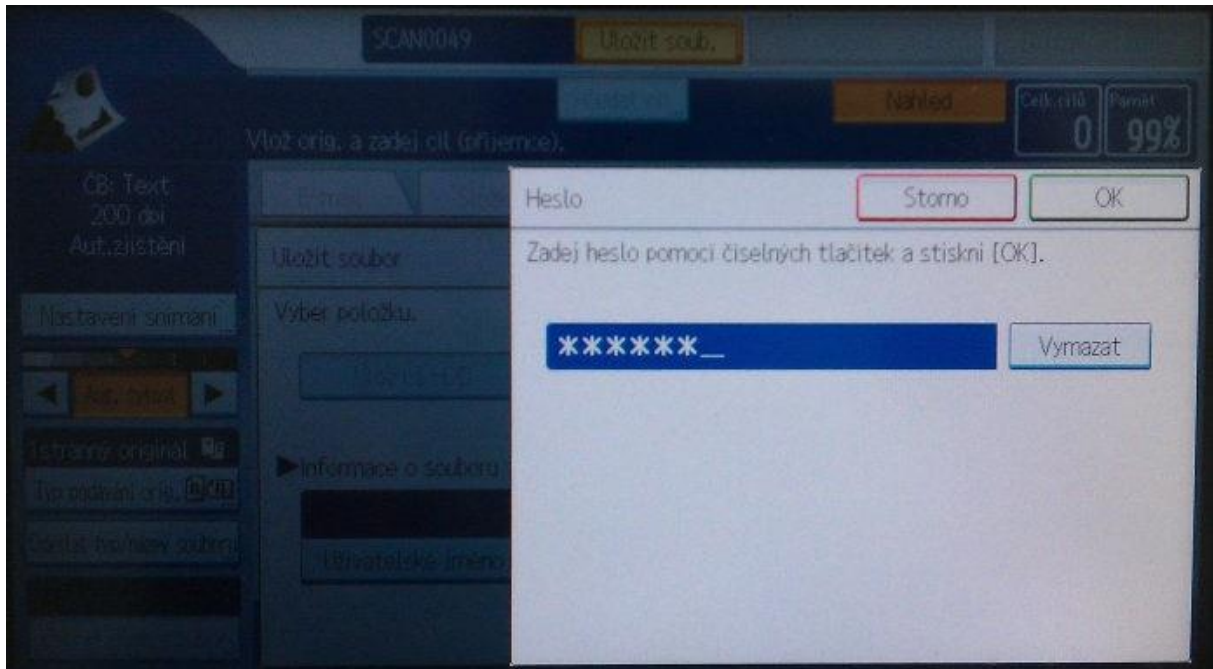
6. Click "Uložit soub." (Save File).



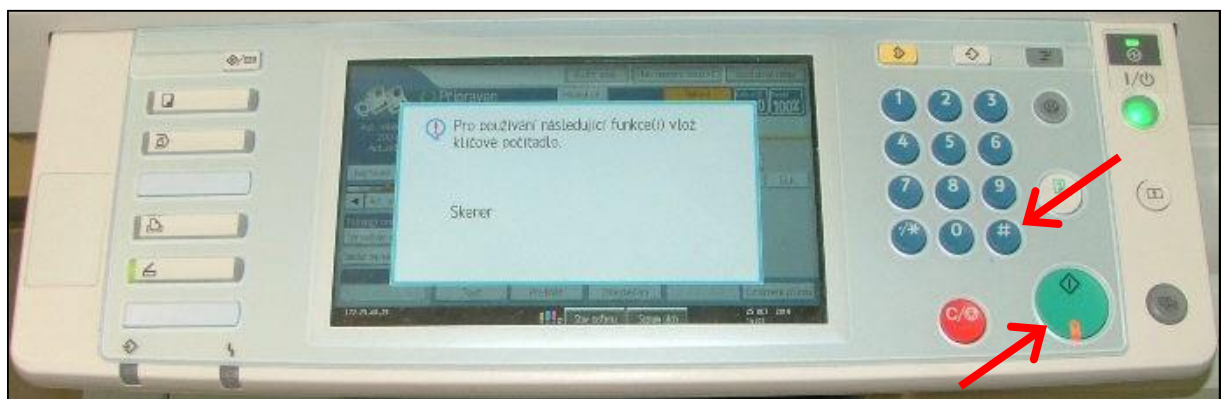
In the next window, click the "Heslo" (Password) button. This will secure your scanned documents against unauthorized access. Therefore, be careful to use the password!



The password can be up to 8 characters long and it must only be numeric (0-9). After entering the password on the copier's numeric keypad, the machine will prompt you to confirm the password, and then press “OK” twice.

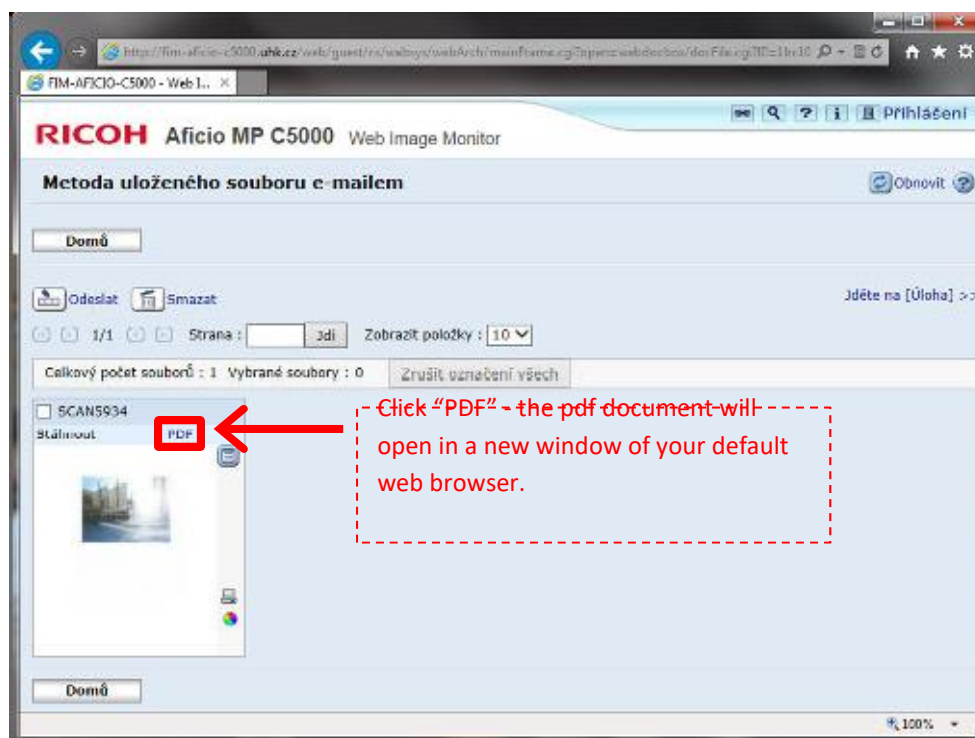
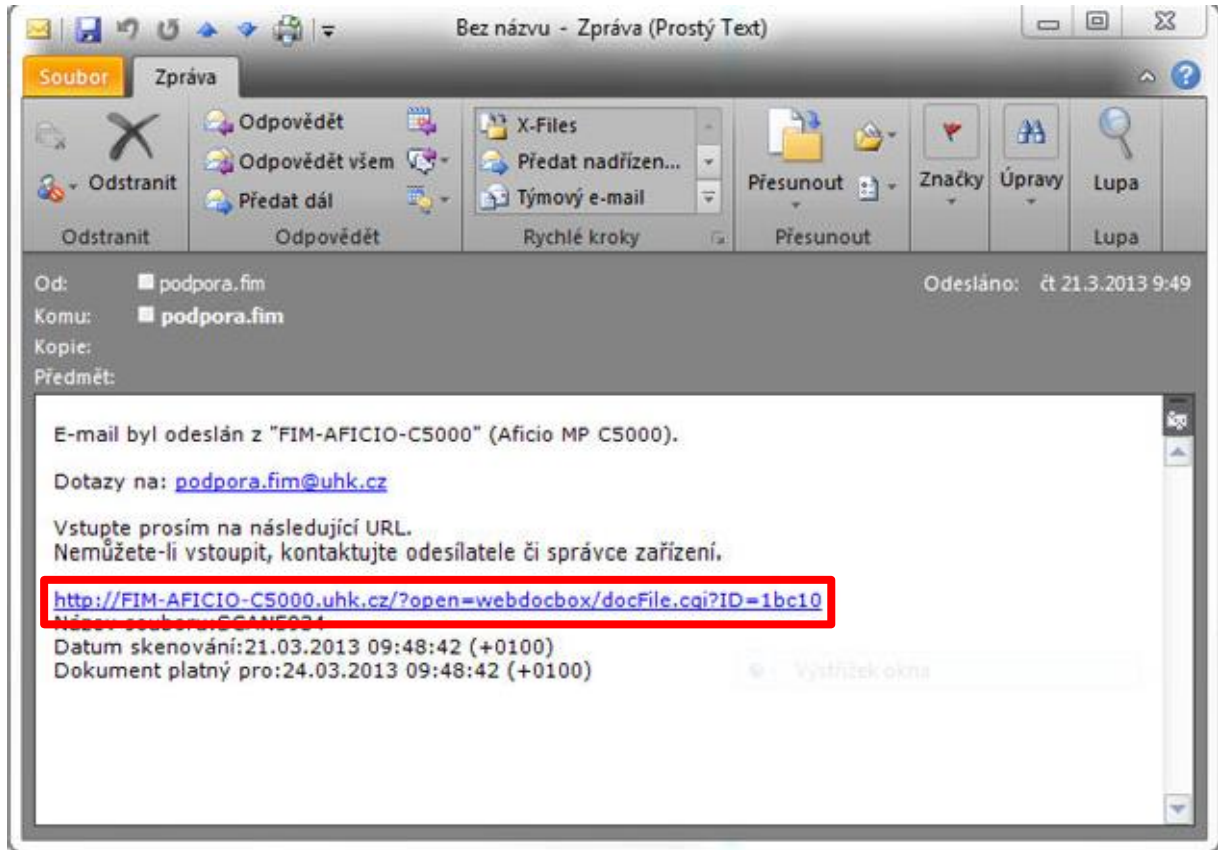


8. After setting all options, you can **start scanning by pressing the green button on the copier**. The scanner **waits 30 seconds** for each additional scan. After scanning the last document, press # on the copier keypad. If the "Náhled" (Preview) button was pressed in the settings, a sample of the sent document will be displayed first and then the document can be sent to the recipient.

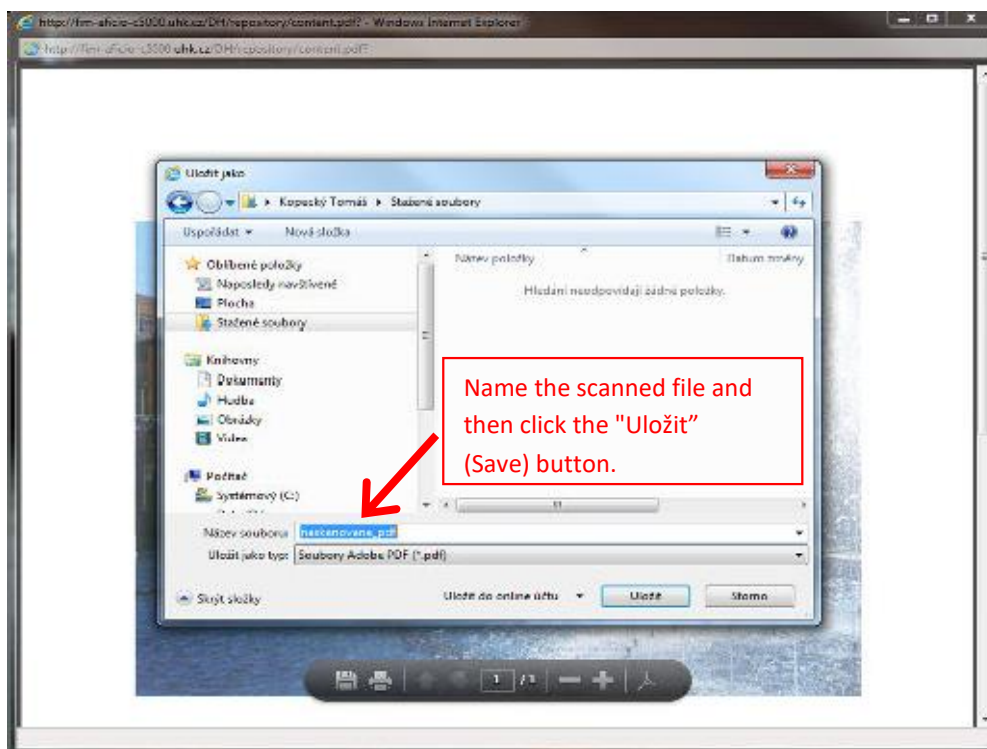
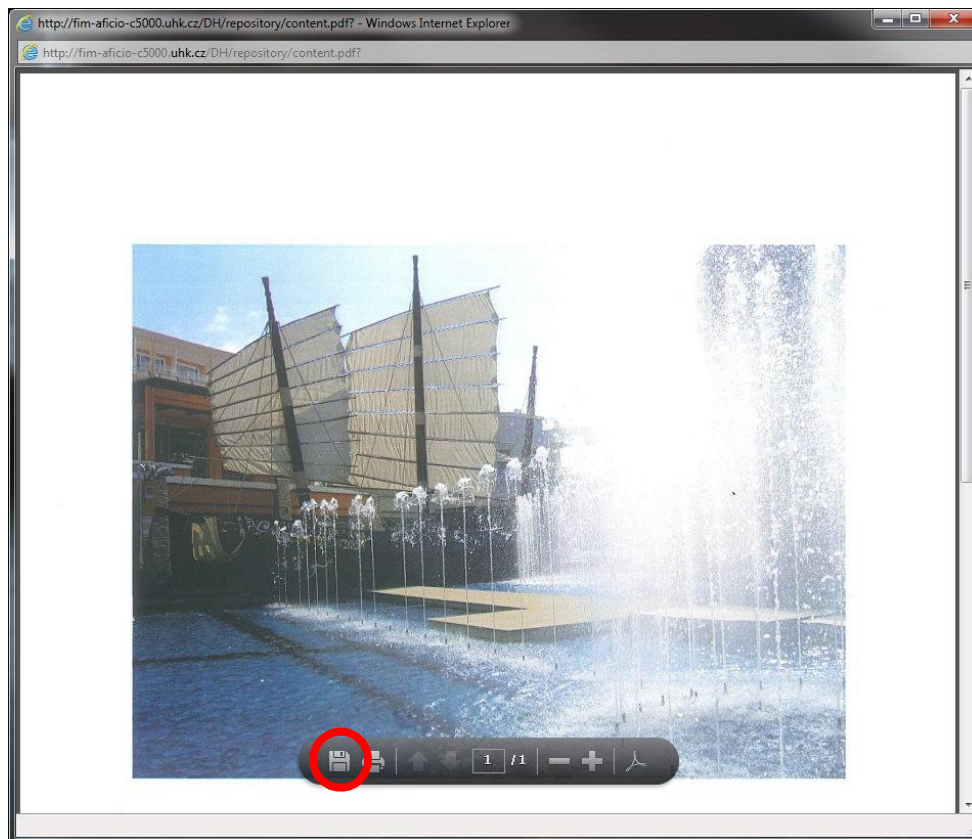


9. You will then receive a web link message in your email. After you load the page and possibly enter the password (if you have set it), you can access your scanned documents. **After downloading, please remove them.**

If you do not do so, they will be automatically deleted after 7 days.



10. Move your mouse to the bottom of the document where you will see the pdf browser toolbar. Here select the "floppy disk" icon, see red ring.



11. Then delete the document from the "Document Server" by returning to the browser window, check the box next to the document, and then click the "**Smazat**" (Delete) button.

