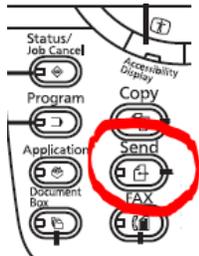


Scanning from Kyocera Copiers

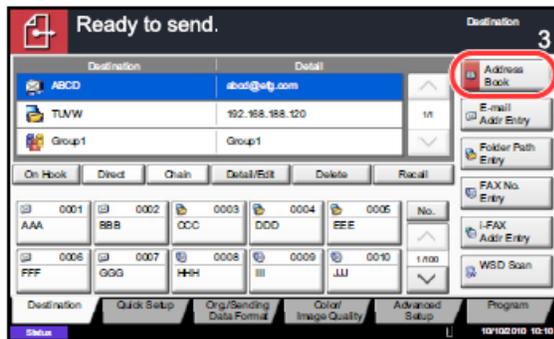
Many times as teachers, we are asked to fill out documents and then send them, via email, to someone. Also we want to turn a document into an electronic version, so we can use it later. There is a really easy way to accomplish this task. First fill in the documents you want or find a document you want to turn into an electronic version. We can use the copiers in the building to scan and send them to someone electronically.

Employee of Treutlen County Schools

1. Go to any of the Kyocera copiers in the building. Place your items to be copied into the feeder tray. Then follow these steps:
2. Press the Send Key on the display panel.



3. You will be presented with the send to screen. Press the Address Book button.



4. Once you press the Address Book button, you will be presented with the entire address book. It will list all of the employees alphabetically. You can scroll through the list to find the person. To help speed up the process of finding a name, you can use the Letter Buttons on the bottom of the screen to jump to different parts of the alphabet.



5. Once you find the person click on their name. A check mark will be placed by their name.
6. Click OK and then press the START button on the key panel

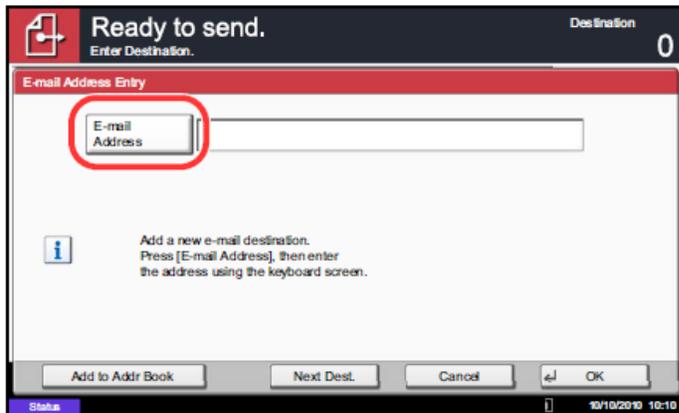
Scanning from Kyocera Copiers

NON-Employee of Treutlen County Schools

1. Same steps as 1-3 above except when you get to step 3, you will choose the Email Addr Entry button.



2. You will be presented with a screen to input the recipient of the email.



3. Type in the address and press OK.
4. Press the START button on the key panel.

