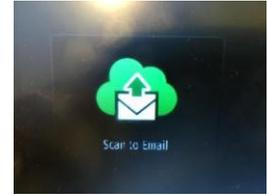


Scan to Email

The button appears on the 1st page of the home screen.



The email address must first be **registered**:

1. Select the **[Register]** button, enter an email address, then click **[Register]**. An email confirming the registration is sent to the e-mail address you entered.
2. Open the email and click **[Confirm Registration]**. You will receive a second email with a **PIN code**. This will only work for that email and only on this copier. It will expire if not used again within 30 days.
3. Select **[Scan to Email]** on the copier and enter your **PIN code**.
4. Check the scan settings, insert the documents, then press **[Start Scan]**. You'll see a preview. Then press **[Send]**.

Two screenshots of the registration process. The first screenshot shows the "Scan to Email" login screen with fields for "Login" and "PIN", a "Register" button, and a "Forgot PIN?" link. A blue arrow points from this screen to the second screenshot, which shows the "Register" screen with an "Email address" input field and a "Register" button. To the right of the input field is a text box with instructions: "Enter your email address to receive the confirmation email. If the confirmation email does not arrive in your inbox within the next few minutes, check the spam folder. Without confirmation, we will delete your email address from our system, and you will receive no more updates." A second blue arrow points from this screen to the right.

Select Register Button

Enter Individual Email Address

Two screenshots of the confirmation and PIN generation process. The first screenshot shows an email titled "Cloud Connector" with a "Welcome" message. It says "Thank you for registering for janedoe@company.com." and asks the user to review the Terms of Use and click a "Confirm registration" button. A blue arrow points from this email to the second screenshot, which shows a confirmation screen titled "Cloud Connector" with a green checkmark icon. It says "You have registered successfully" and displays a personal PIN code as "####". Below this, it says "How to print and scan:" and provides an email address: "mobileprint@... cloudconnector.online". It also says "Send Office or PDF files to this email address to release them on the device."

Select Confirm Registration on Email Received

An Automatically Generated Pin Will Be Sent