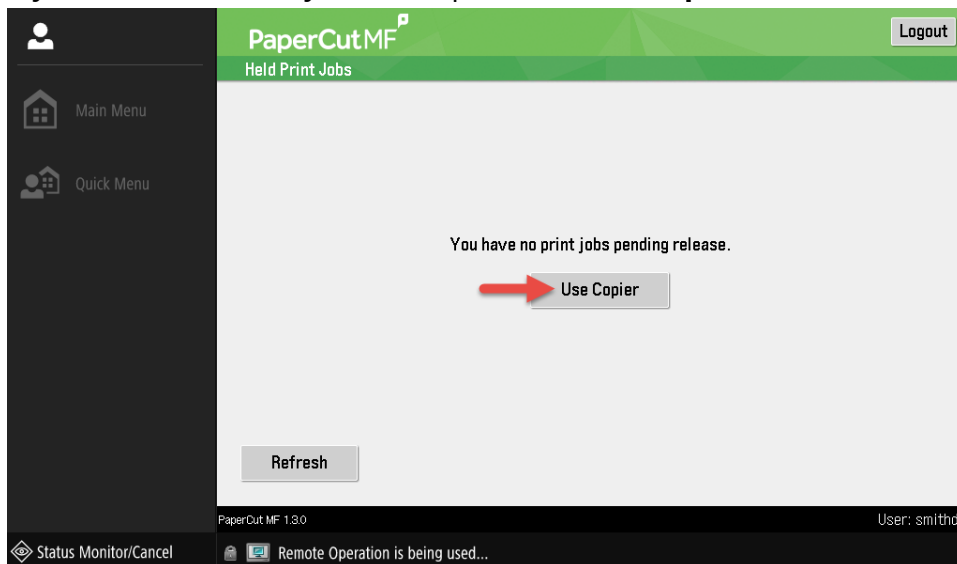


Logging In to the MFD

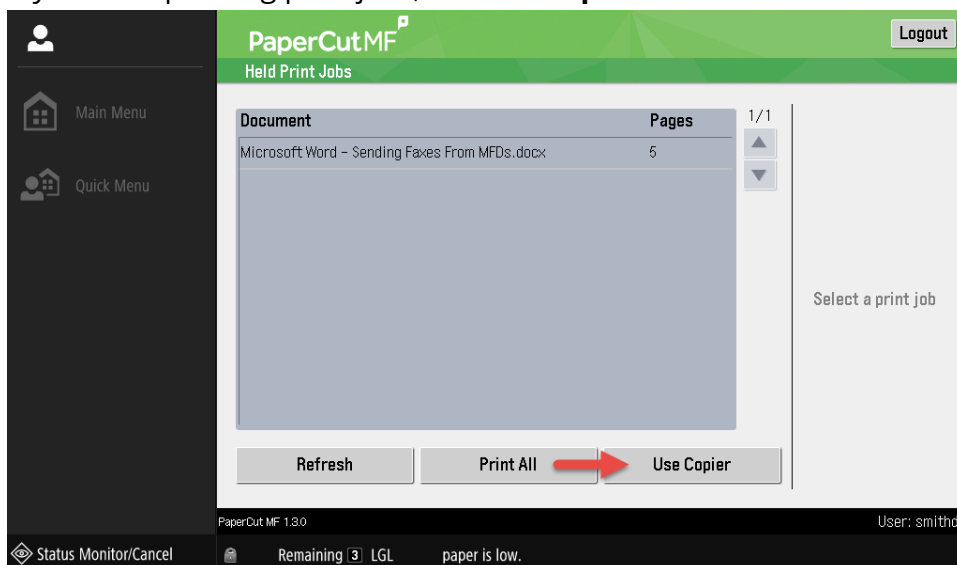
1. Log in to the campus MFD following the directions in the **Logging in to the Campus MFDs** document.

Accessing MFD Functions

1. If you have not already done so, press the **Use Copier** button on the PaperCut screen.

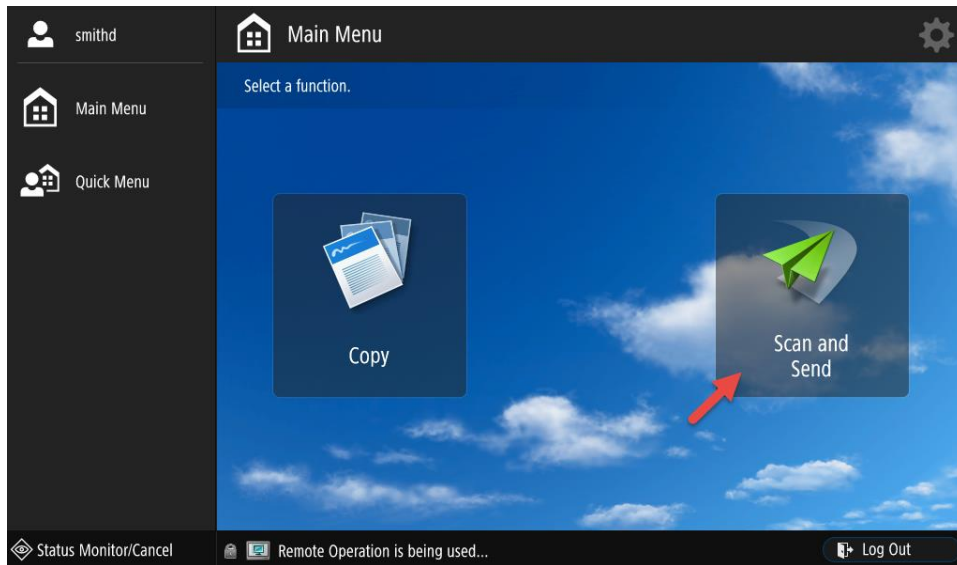


If you have pending print jobs, the **Use Copier** button will be located at the bottom of the screen.

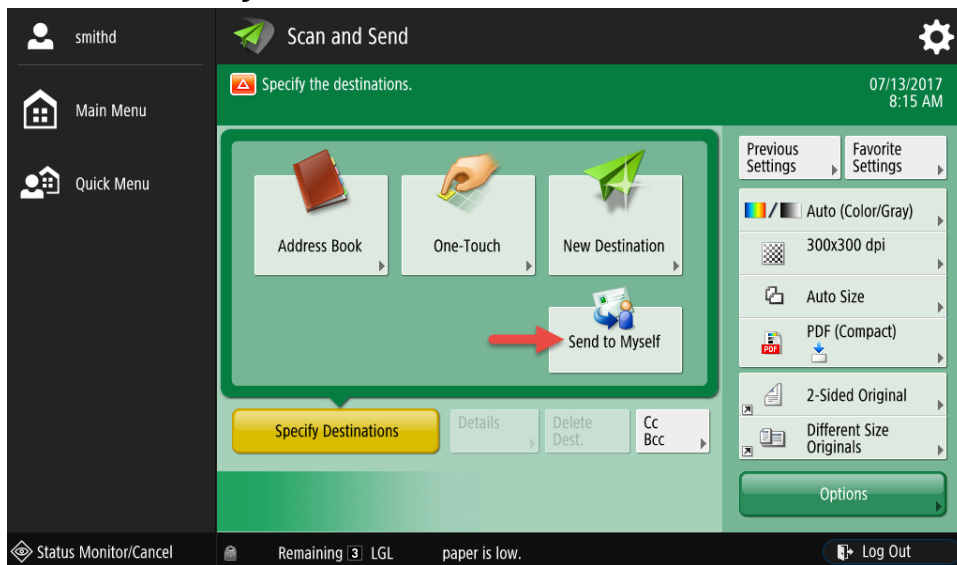


Scanning and Emailing to Yourself

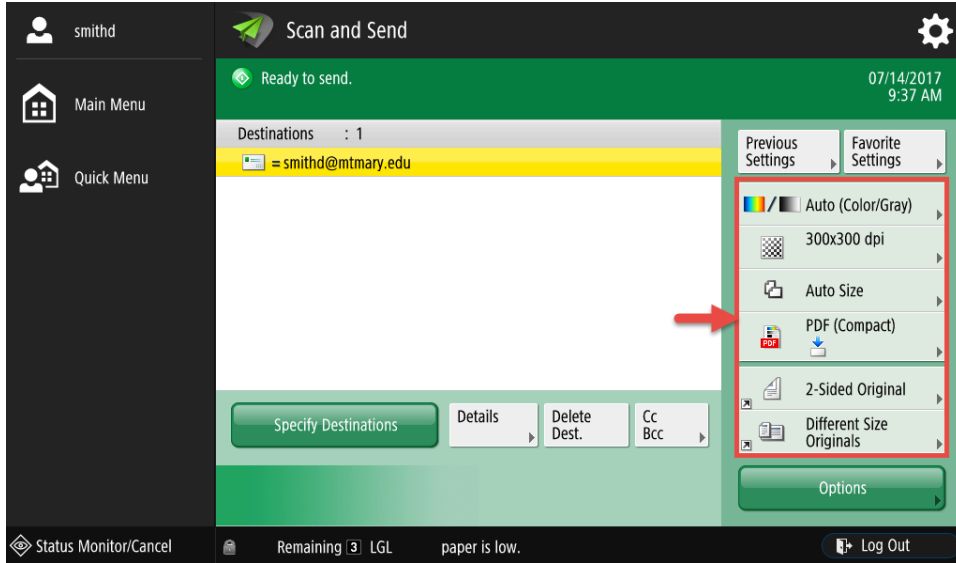
1. Select **Scan and Send** from the MFD menu.



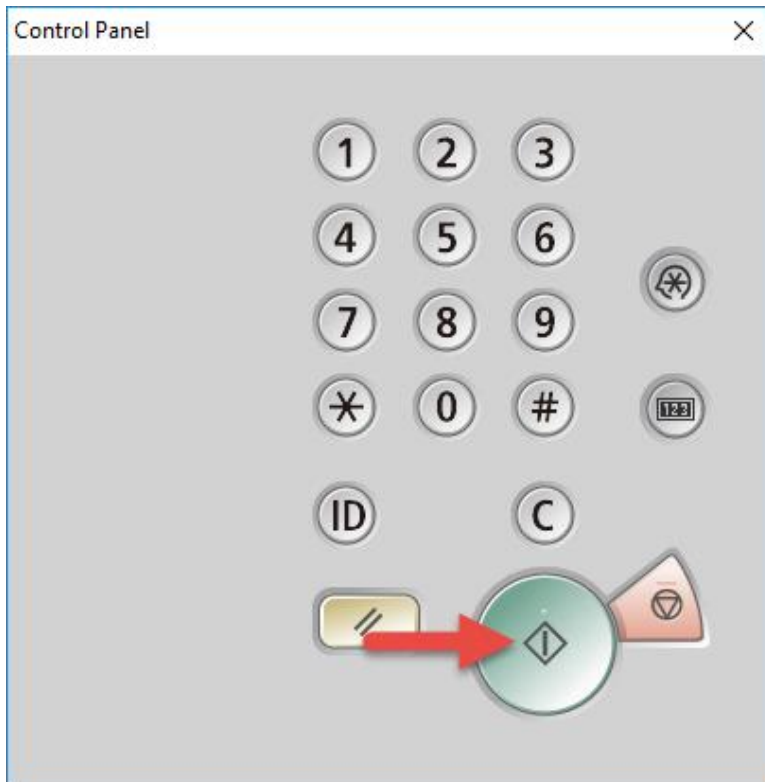
2. Select **Send to Myself**.



3. If necessary, make any changes on how the MFD should handle your document (for example, marking the original document as 2-sided or changing the scan resolution).

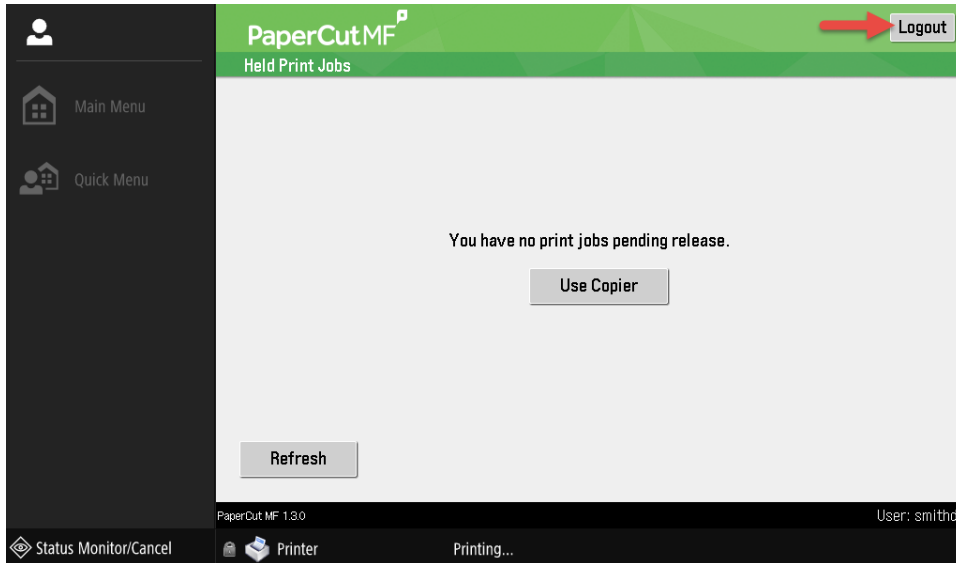


4. Place your document (including cover page) in the auto-feeder, or on the platen glass, and press the green start button on the physical button panel to scan and email your document.

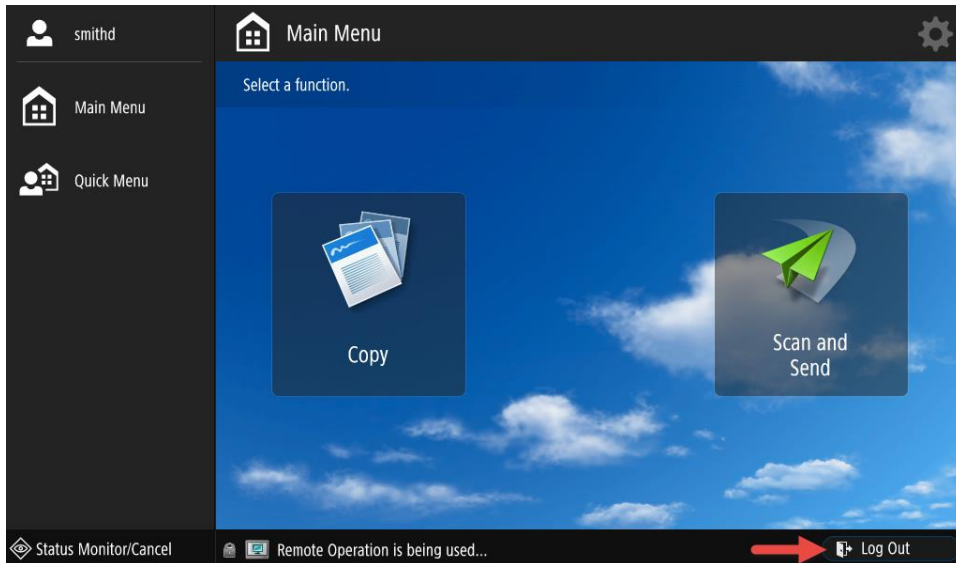


Logging Out

1. When you are finished using the campus MFD, log out by pressing the **Logout** button.



or



NOTE: You will be automatically logged out after approximately 30 seconds of inactivity.

If you have any questions or experience any issues, please contact the IT Help Desk at 414-930-3048 (x3048 on campus) or mmu-helpdesk@mtmary.edu.