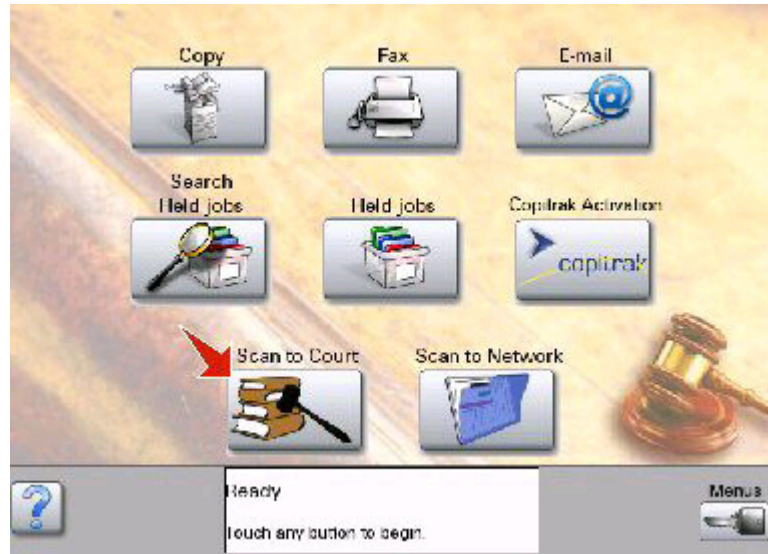


Using Scan to Court

Scanning documents

The Scan to Court solution lets users submit documents related to court proceedings to court offices by e-mail.

- 1 Load the document into the *automatic document feeder* (ADF) or on the scanner glass.
For more information on scanning documents, see the *User's Guide* that came with the printer.
- 2 Touch **Scan to Court**. If prompted, enter the user name and password used to access the printer. Contact your system support person for information on these authentication credentials.



- 3 Select the court you wish to send the file to from the list.
- 4 Enter the recipient e-mail address or verify the default e-mail address.

Touch **Next Address** to add additional recipients. You can also select an address from the list to edit it. For more information about entering e-mail addresses, see the *User's Guide* that came with the printer.



5 Touch E-mail It.



Note: The size of the scanned file can affect whether or not the file is delivered successfully. Contact your system support person for more information about file size limits and delivery options.