**Scanning for someone else**

Pay attention: this function doesn't apply for all printers. For most of the multifunctionals it does. When pressing the scanner symbol you'll notice it when you see another screen then the one shown in this manual.

Login in the usual way for printing some documents.

Press the button below the scanner symbol.

Press the box "Scan-to-me" on the screen.

Next: Press the box "Scan to another" on the screen.
Press the box "C.C." on the screen and fill in the P-number of the person who should receive the scan.

When ready press "OK" on the screen.

Place the documents to be scanned in the tray on top of the copier or place a document on the glass plate. Now press the execute button bottom right. When the documents are scanned from the glass plate, the process can be repeated. After the last document, press #.
The person who must receive the scan now receives an email with a link where the scans can be downloaded.

Now press the home button upper left to return to the main screen.