

Send a Document to Someone Using Email Scan

VERSION: 1.0

Tuesday February 2, 2021

Purpose:

This document provides instructions on how to scan a document and email it to someone. Please note, you can only send a **maximum file size of 10 MB** via email. If you need to send a larger document, see IT for alternative options. These instructions assume you have already added the **RicohColour on PRD-PRT01** printer to your list of printers and you have registered your access card.

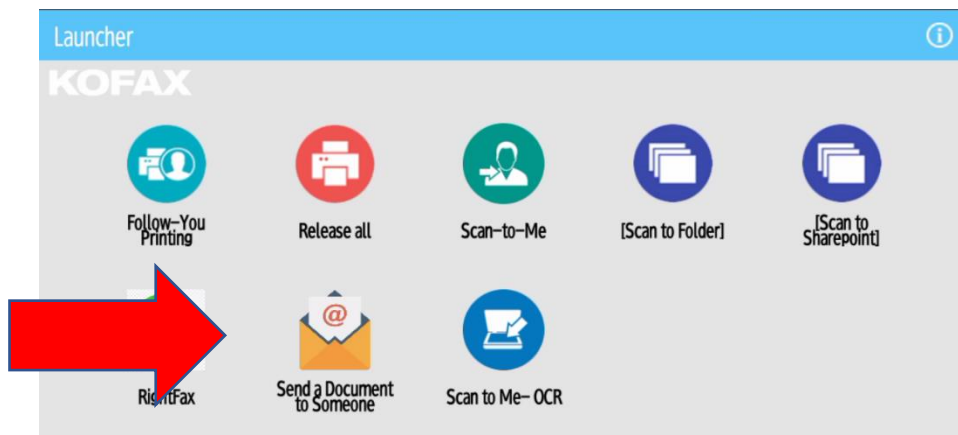
- [How to register your access card](#)
- [How to add the RicohColour printer](#)

Procedure:

1. Locate the card reader to the right of the interface screen. Tap your access card. You should hear a “beep” which indicates the card was read.



2. You will then see Kofax Launcher on the screen.
3. Tap the **Send a Document to Someone** icon.



4. Load your original document in the top paper feeder tray.

- The default scan settings are colour and single sided. If you want to change these scan settings, tap the **Change** button in the bottom right corner, apply your settings and tap OK. Otherwise, enter a file name and tap the **To** field.

- After tapping the To field, you will be presented with the FSRA staff list. Search for the employee's name in the search bar. Select the employee and press the '>' to add their name to the To field. Repeat this step to add more recipients. To send to a non-FSRA email address, tap "+Add" on the top right and enter the email address. When you are finished, tap **Done**.

- Repeat the previous step for anyone you wish to include in the CC: field
- You can enter an optional subject line and message body text.
- Tap **Scan**

10. The email will be sent to the recipients.

***NOTE:** If the email failed to send to any recipients (e.g. file size was too large) you will receive an email saying the document failed to send and to try again. If you are trying to send a large document, see IT for alternative options.

11. Add another original document and repeat the steps above to do another scan or tap your card to logout.