

# Scanning on the Savin 9060

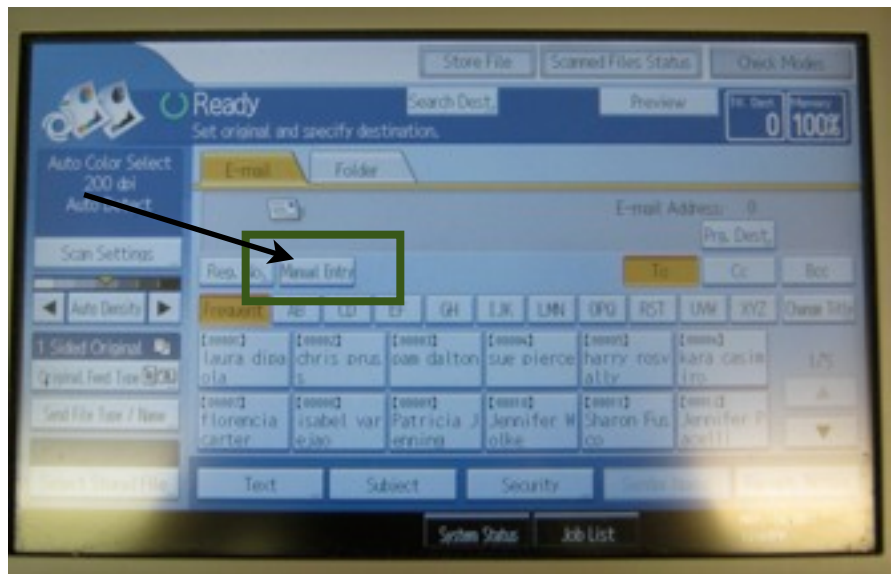
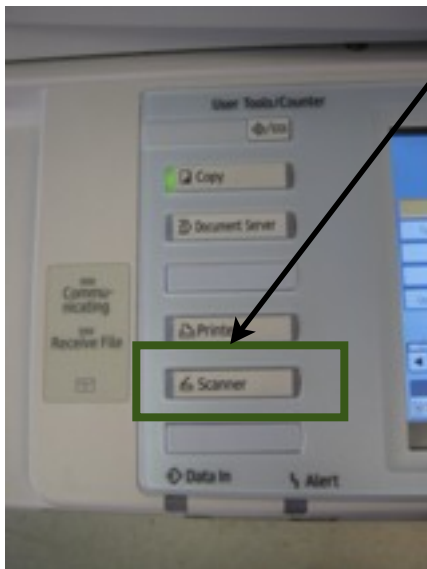


## Requirements:

- ✓ A Danbury email address (it will scan to this address)
- ✓ You must be able to open PDF files as this is the file it will scan into

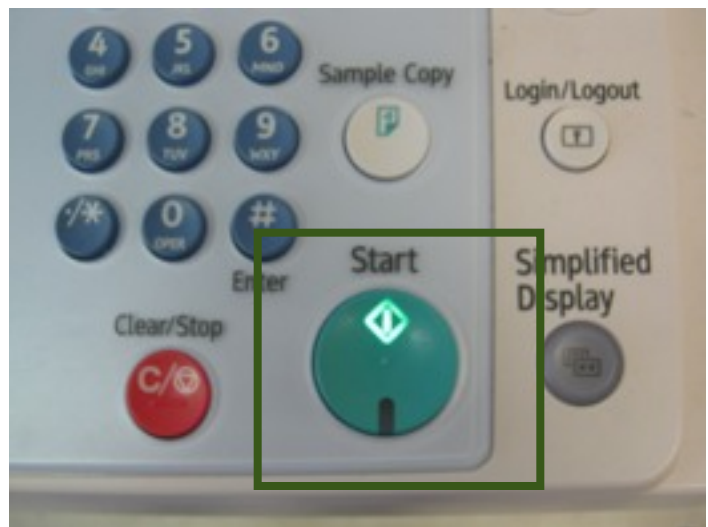
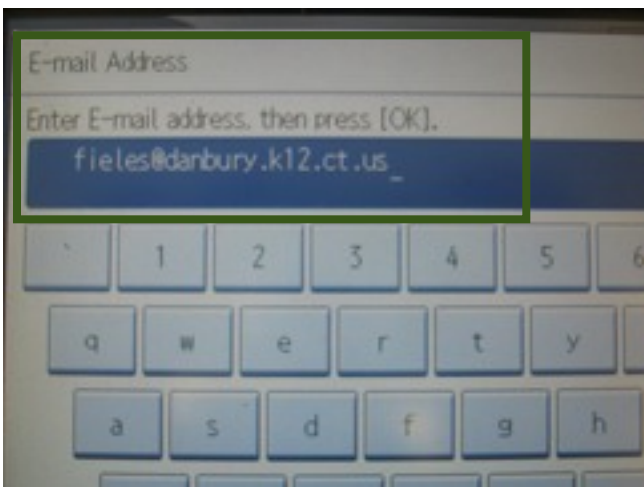
## Scanning WITHOUT a short-cut email address

1. Click the **Scanner** button
2. Place the original document on the top feeder or on the glass plate
3. Click **Manual Entry** button on the touch screen



4. With the on-screen keypad, type in the email address
5. Click **Start!** You will receive an email in your inbox with the PDF

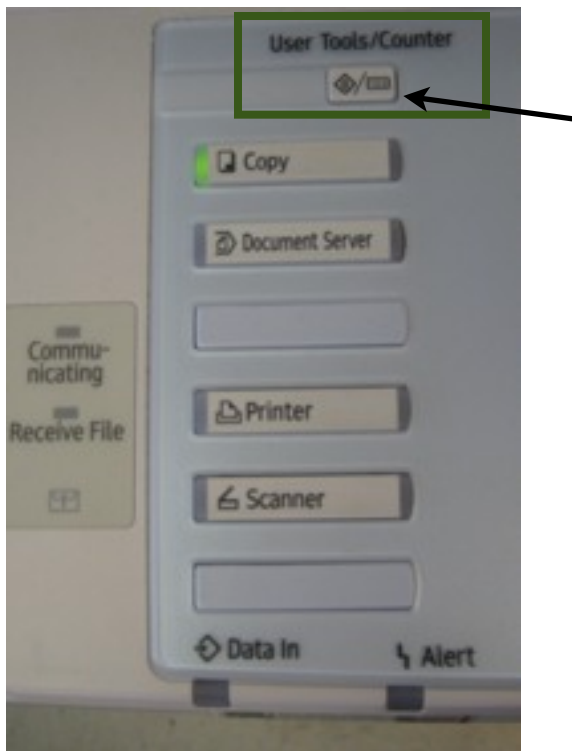
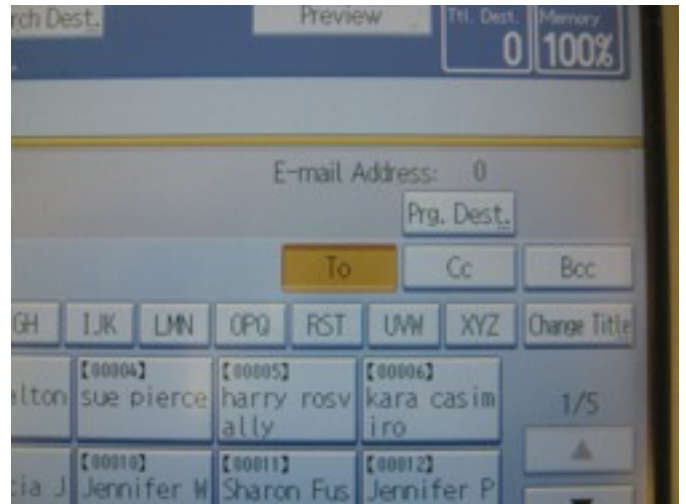
\*A red **Start** button means you did not input a destination email address or the original is not in the feeder



## Scanning on the Savin 9060

### Scanning WITH a short-cut email address

1. Click the **Scanner** button
2. Place the original document on the top feeder or on the glass plate
3. Click on your shortcut email address button. You may have to scroll through the pages or click on the alphabetical buttons to find your email
4. Click **Start**
5. Look for the PDF in your inbox



### How to Set up a Short Cut Button

1. Click **User Tools**
2. Click **System Settings**
3. Click **Administrative Tools**
  1. Click **Address Book Management**
4. Click **New Program**
5. Click **Name**, then, **Change** to enter your display name. Press **OK**
6. Click **Email**, then **Change** to enter your Danbury email address. Press **OK**
7. **Exit** everything and your information/shortcut should now be set up!