1. To log in to the machine, you can tap your CSUB ID card on the card reader, select the username and password option, or log in using your CSUB Employee ID number.

Remote Panel Operation	**	Language ►	Essential Control S	C ettings	Exit		
CALIFORNIA STATE UNIVERSITY	Ē	🛐 Deny admin.'s opera	ation, tap here 🔒	?			
BAKERSFIELD.							
	Tap your card or choo	se vour login meth	od to continue				
(1)	Username and password						
		ID number					
PaperCut MF 3.2.4					<u>Admin</u>		
Check Status	• >	谷	8	\odot	Stop		

2. Select the Scan tile



3. Edit the Subject and/or File Name is desired and tap Start Scanning

Remote Panel Operation	Language ►	Panel Control	Settings	Exit	
L dchaney1	🔄 Admin. is operating	remotely	?	Logout (
CALIFORNIA STATE UNIVERSITY BAKERSFIELD. Scan to My Email					
™ dchaney1@csub.edu		8	• B&W		
Subject Your scan (Scan to My Email)		 PDF 1-sided Letter Portrait 200 DPI 			
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4. The scanned document will be emailed to your CSUB email address as a .PDF attachment

