# LANIER

## Scan-to-Email

- 1. Select "Scanner" on the left side of the panel.
- 2. Select the recipient's name(s) to whom the email is being sent to.
- 3. Select the "Sender Name" option, then choose your name as the sender.
- 4. Select "OK".
- 5. If your document is double-sided, first select "1-Sided Original" then "2 -Sided". Select "OK".
- 6. Press "Start".



#### How to Reset the Panel Back to the User Login Code Screen

When you are finished with your copy/Scan/Fax jobs, make sure you **RESET** the screen back to the 'User Code' login screen. To reset the screen, press



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## **Stopping a Print Job**

- 1. Select "Print" on the left side of the panel.
- 2. Verify that your job is the 'current job' printing in the right top area of the blue bar.
- a) If **yes**, select the "Job Reset" option.
- b) If no, select the "Job Operation" option on the right side of the menu. Highlight your job and select "Delete".





## **Retrieving or Deleting Locked Print Jobs**

panel.

位

COPY

DOC SERVE

Check Data In Status

Copier

Black & White

Text Photo

Others

▲ Auto Density ►

R R Special Original

- 3. Select 'your name'.
- you can "Select All Jobs".
- selected print job(s).





1. Select "Print" on the left side of the

2. Select the "Print Jobs" option.

4. Select 'all' or any specific job you want to print and press "Print".

<u>Note:</u> If you have multiple jobs you want to print with the same password,

5. Enter your 4 digit user code.

6. Select "Yes" or "OK" to confirm your



Printer R	Ready
1 ⊎ , 2 , . 8½×11 8½×11 ,	Use Driver/ Command
Job List	Print Jobs
Select Job Type All Jobs	t User ID Scott
Locked Print Job	
Sample Print Job	
Hold Print Job	
Stored Print Job	
	K Y H C