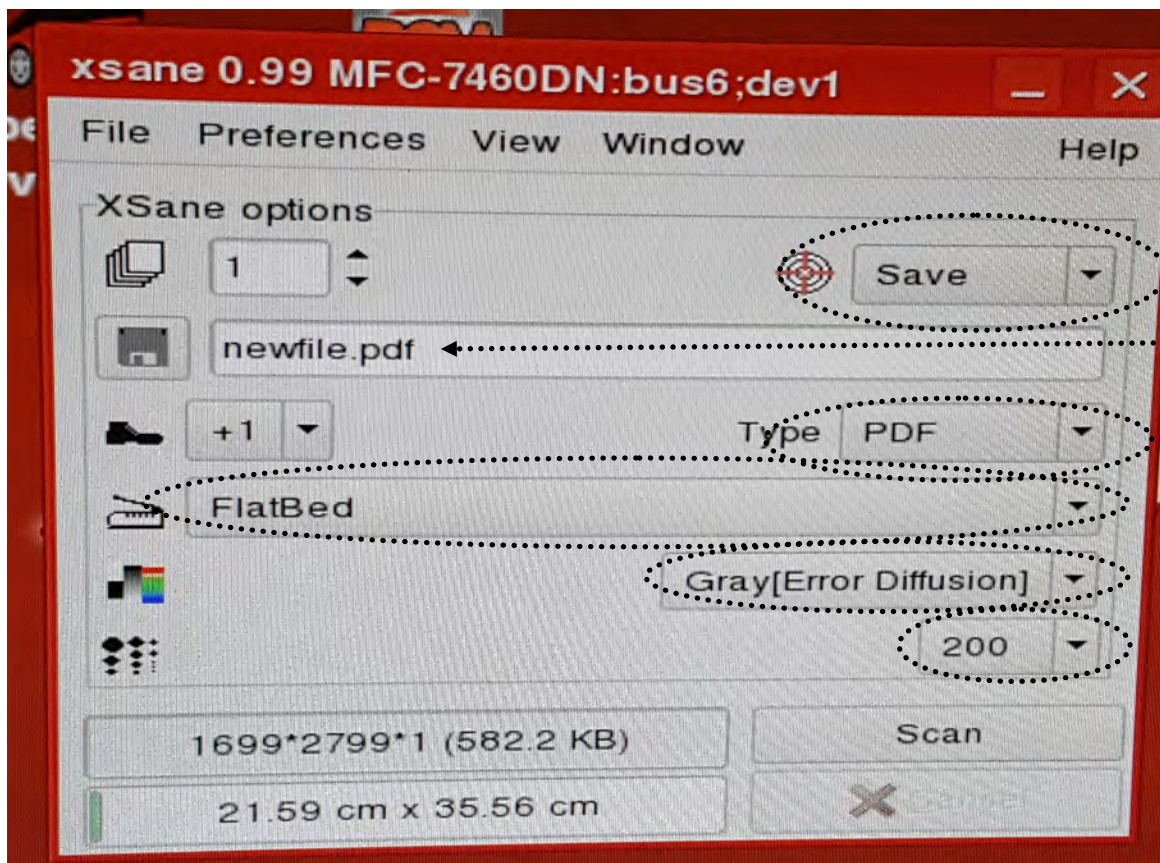


Double Click Scanner from the Office Application Screen, under FMS on you BOH Server

## Configuring Scanning Interface



This drop down needs to be set to Save

You will give each scan a name. **IMPORTANT:** it must end in **.pdf**

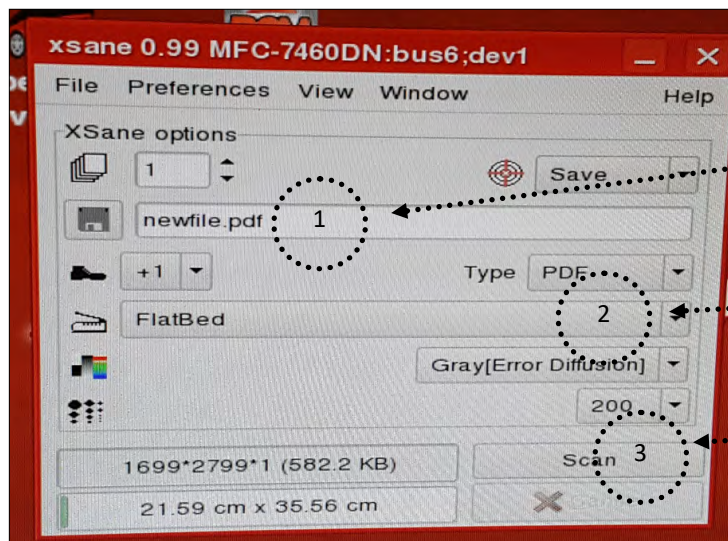
This drop down needs to be set to PDF

This drop down needs to be adjusted for each scan (FlatBed/Feeder)

This drop down needs to be set to Gray (Error Diffusion)

This drop down needs to be set to 200

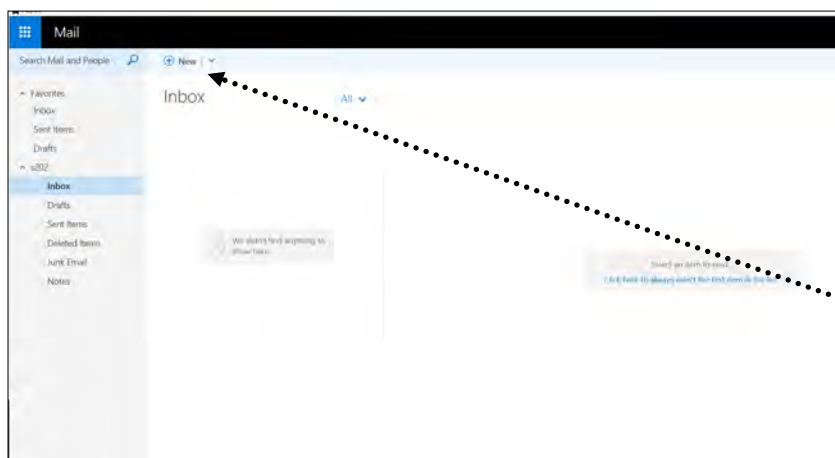
After setting once, the interface will retain settings.



Give your scan a name that ends with **.pdf**. Something you will recognize to attach to an e-mail

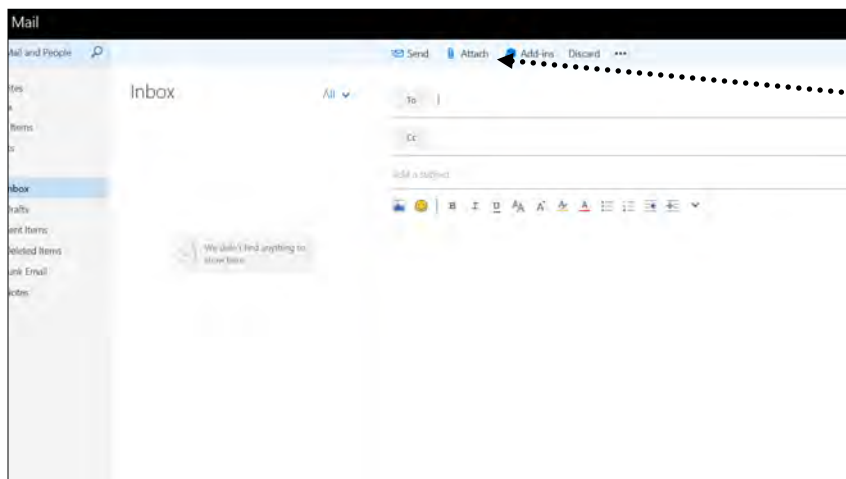
Set to FlatBed or Feeder

Click Scan

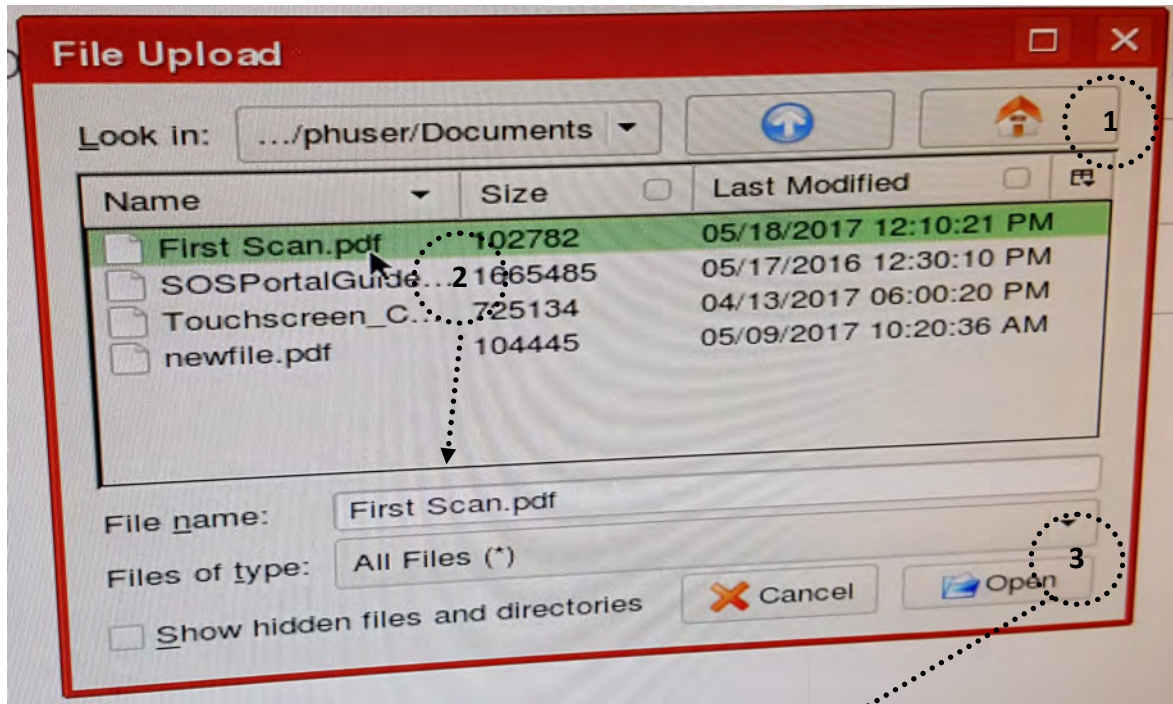


Open Browser, Intermedia—The Business Cloud, and sign into GC Pizza Hut's e-mail server (As described in Setting up e-mail Job aid)

Click New (to create new e-mail)



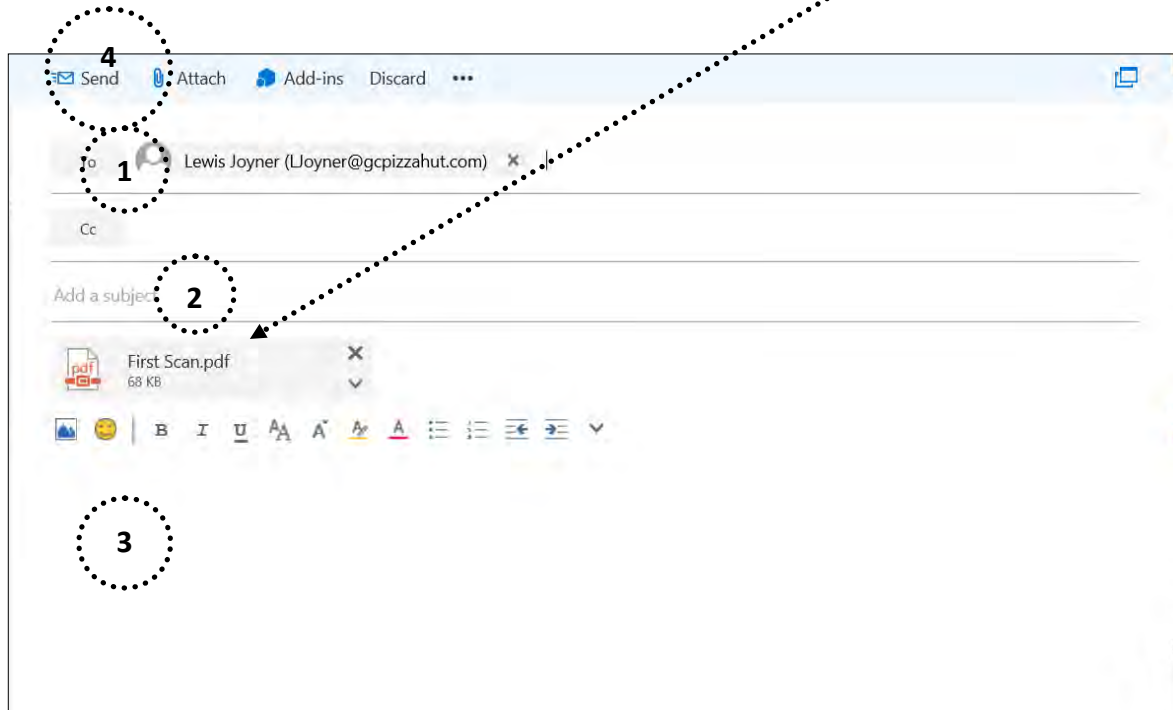
Click Attach



Click The Home Button, if you are not already in your Documents and navigate to “Documents”

Locate and click on the name your gave your scan. It will then appear in the File name Box

Click Open



Complete

1 To:

2 Subject

3 Message of E-mail.

4 Then click Send