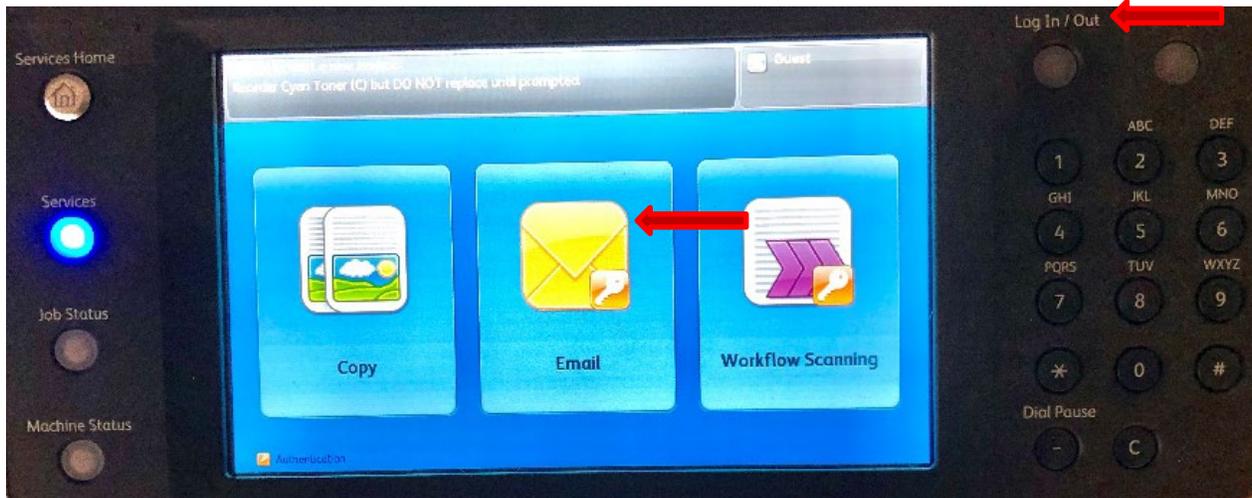These instructions will allow you to **Scan only to a @westpoint.edu email address** from a printer that has been migrated to the WREN until a new Enterprise printing\scanning solution has been implemented on the WREN.

1. CAC login will **NOT** work on WREN printers
2. You do **NOT** need to log in to make a **COPY**
3. On the **CONTROL PANEL** press either the **EMAIL** icon or the **LOG IN/OUT** button

   a. Enter your **USERNAME**, (i.e. firstname.lastname) then press **NEXT**.
      NOTE There is 1 exception - If your firstname.lastname is **more than 20 characters** (counting the ".") you only type the first 20 characters.
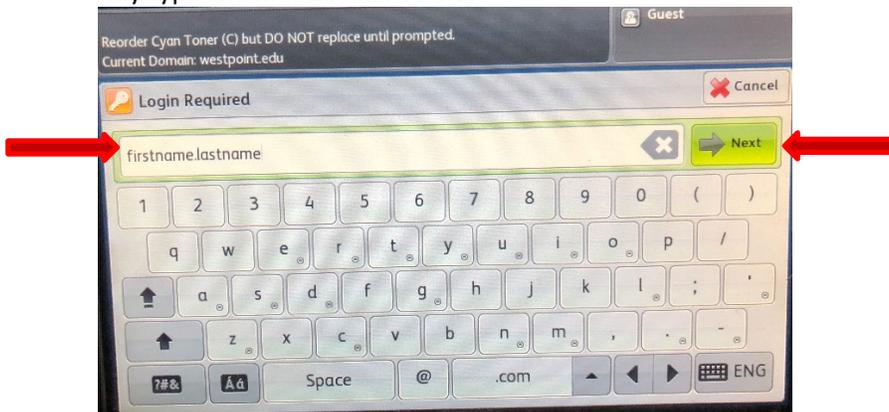
   b. Enter your password then press **DONE**.

4. Choose the recipient(s)

   a. To email yourself press the **ADD ME…** icon
   b. To search the westpoint.edu address book press the **NETWORK ADDRESS BOOK…** icon
   c. To manually add a westpoint.edu email address press the **ENTER RECIPIENT…** icon
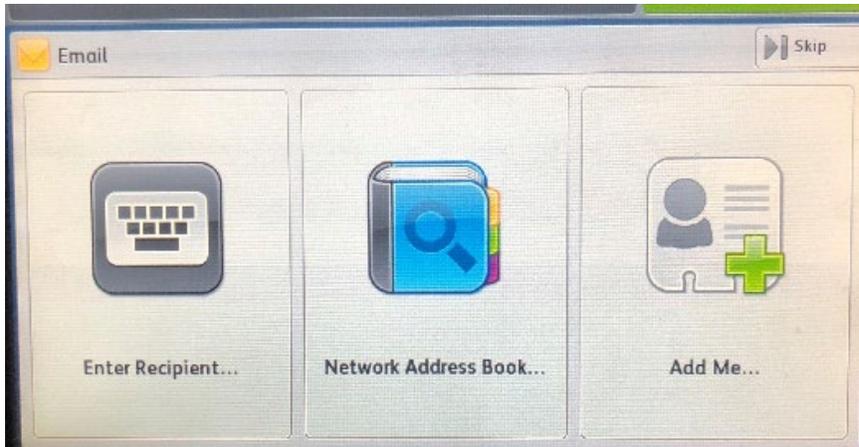
d. If you chose **NETWORK ADDRESS BOOK…**, you can type either a first name or last name then press the **SEARCH** button. Then **SELECT** the recipient you want from the results. You will have to option to select **TO, CC, BCC** or **DETAILS**. You can add another recipient by pressing the **SEARCH** button again. After the recipient(s) are selected, press **OK**
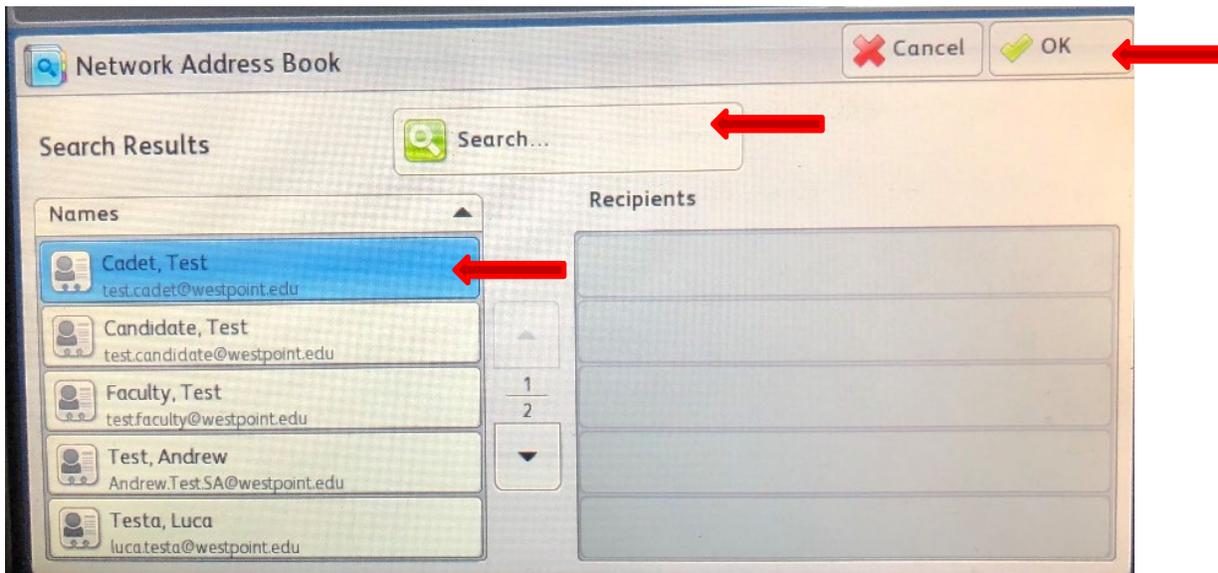
e. You can then choose any of the email options if you want other than the defaults. When ready to scan and send, press the large circle **START** button. Once the scan has been sent you can press the **LOG IN\OUT** button to log out immediately or it will automatically log you out after 60 seconds.