

how to

# Em

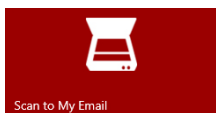
# Scan to my Email & OneDrive



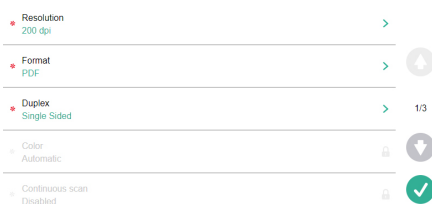
*print* made easy

Select

“Scan to Email” or “Scan to OneDrive”



*“Place the document you’d like to scan in the machine,  
if you haven’t already done so!”*



You will then be given a few options  
to **customise your scan**.  
Once you’re ready, **click  
the tick**.



*“Don’t forget  
all scanning is free of charge”*

Depending on the size of the scanned document,  
you will receive the file as either  
an **e-mail attachment** or a **link to a secure file**.

for more help please visit  
[cardiffmet.ac.uk/printhelp](http://cardiffmet.ac.uk/printhelp)

**myQ**

Em

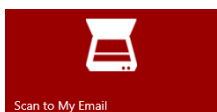
# Sganio i fy e-bost a OneDrive



*Argraffu* wedi'i wneud yn rhwydd

Dewiswch

“Scan to Email” neu “Scan to OneDrive”



*“Rhowch y ddogfen yr hoffech ei sganio yn y peiriant os nad ydych chi eisoes wedi gwneud hynny!”*



Yna, rhoddir ychydig o opsiynau i chi **addasu eich sgan**.  
Unwaith y byddwch chi'n barod, **cliciwch y tic**.



*“Peidiwch ag anghofio yr holl sganio yn rhad ac am ddim”*

Gan ddibynnu ar faint y ddogfen sydd wedi'i sganio, byddwch yn derbyn y ffeil fel **atodiad e-bost** neu **ddolen i ffeil ddiogel**.