How to Scan to E-Mail

Step One: Place the document into the feeder and press the “Scanner” button on the machine.
Note: Make sure “E-mail” is highlighted.

Step Two: Look at the names on the touch screen and select the person you want to send to.
Note: If you do not see the name you need, press the button that corresponds with the beginning of that person’s last name. (For example, for the last name of Smith, press RST.) Then press the name you need to send to.

Step Three: Identify your name by selecting the sender.
Press “Sender Name”, Enter your “8 digit” Scan Code and press OK.

Step Four: Press the Green “Start” Button on the machine control panel.

Congratulations!

You have just sent a scanned document!