

Scanning to Email

Sending documents to your email with our new copiers is not only convenient, but saves on copy costs too.

Basic Steps to Scan to Email:

1. Place your original on the copier
2. Enter your user number then click OK
3. Press the Image Send **button**
4. From the screen, press the Fax/Scan **icon**
5. Select Scan
6. Select Address Entry >> click TO (or CC)*
7. Type in your email address
8. Click OK
9. Press the Start button
10. On the screen, click Rear-End when finished
11. Press the Copy button (for the next user)
12. Log out.

If you prefer to send your scan to a name instead of an email address, select Address Book. Go to Global Address Search at the next screen. Type in the name, then click Search. Click on the address when it appears and select To or CC. Press the Start button, click Rear-End, press the Copy button and log out.