

TO SCAN and SEND

To a CR e-mail address:

- **Place the document in the feeder or on the glass**
- **Touch the “Scan and Send” button**
- **Touch the “Address Book” button**
- **Touch the “To LDAP Server” button** (on the right of the screen)
- **Touch in the empty box right of the word “ALL”**
- **Type in the last name of the person you wish to send to at CR – beginning letters usually work**
- **Touch “OK” the name will come up**
- **Highlight the name**
- **Hit “Start”**
- **The document will now send**

TO SCAN and SEND

To an external e-mail address:

- **Place the document in the feeder or on the glass**
- **Touch the “Scan and Send” button**
- **Touch the “New Destination” button**
- **Touch the “E-Mail” button**
- **Type in the entire e-mail address of the person you wish to send to**
- **Touch “OK” twice**
- **Hit “Start”**
- **The document will now send**