

Scan Documents to Email

1. Load your document in the document tray.



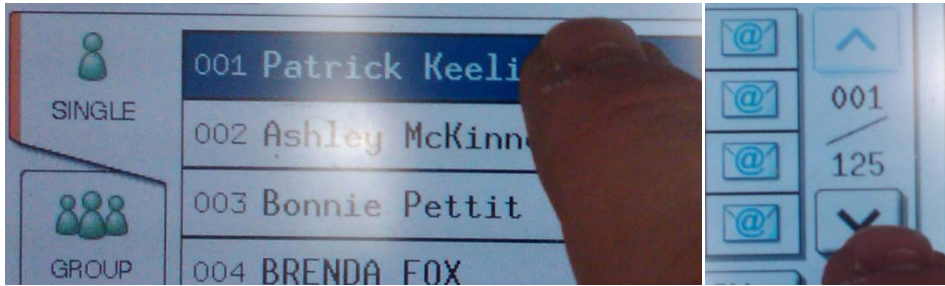
2. Press the **Scan** button to the right of the display.



3. On the *display* press the **Email** button.



4. Select the recipient's name on the email list. (If you do not see the name you are looking for use the **up and down** arrows on the right hand side of the screen to navigate the pages until you find it.)



5. Once you have selected the recipient's name, press the **OK** button on the lower right hand side of the screen. Press the **OK** button again on the next screen.



6. Press the **blue Scan** button on the final screen. The scan will then be sent as a PDF to the recipient.

