

## HOW TO SCAN TO E-MAIL:



1. Services Home
2. Services
3. Job Status
4. Machine Status
5. Touch Screen
6. Alphanumeric Keypad
7. Log In/Out
8. Help
9. Interrupt
10. Clear All
11. Stop
12. Start

1. Swipe your **ID card** and enter your **4-digit pin number** and proceed to Step 4.

-OR-

Press **Alternate Login** on the touch screen.



2. Enter your User Name (Net ID) and press **Done**.



3. Enter your Password and press **Done**. (Saved print jobs will appear.)

4. Press **Use Copier** in the top-right of the screen. (You will see your Account Info and Balance.)



5. Press **Use Copier** again.

6. Press **E-mail** on the touch screen.



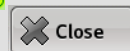
7. Press **New Recipient**.



8. Enter the recipient's email address and press **Add**.



9. Repeat Step 8 until all recipients are entered and press **Close**.



10. Load your documents face up in the document feeder input tray. Adjust the guide to just touch the documents.

-OR-

Lift up the document feeder. Place the document face down onto the document glass in the arrow at the top left corner. Close the feeder.

11. Press the **Start** button on the control panel to scan and send the original.



12. When finished, press **Clear All** on the control panel - then press **Logout** on the Touch Screen.

Document  
glass  
option



Document  
feeder  
option

