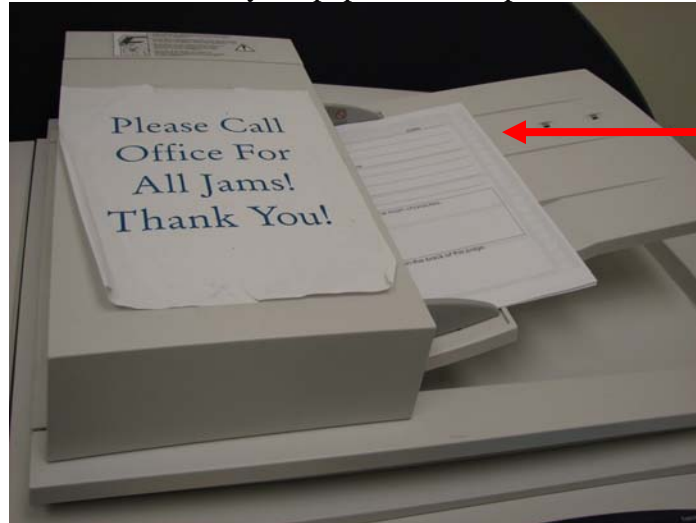
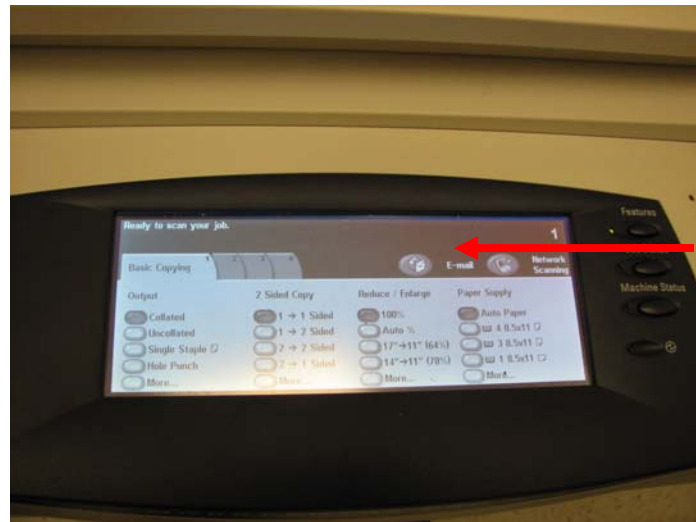


# HOW TO SCAN AND E-MAIL FROM THE COPY MACHINE

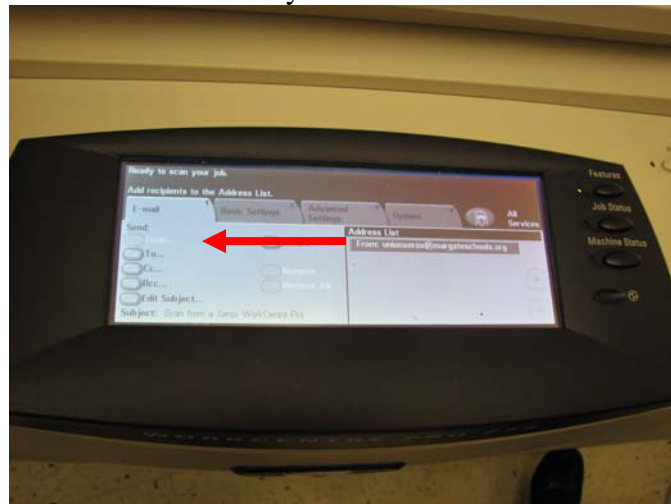
1. Load your paper on the top shelf



2. Press the E-mail Button



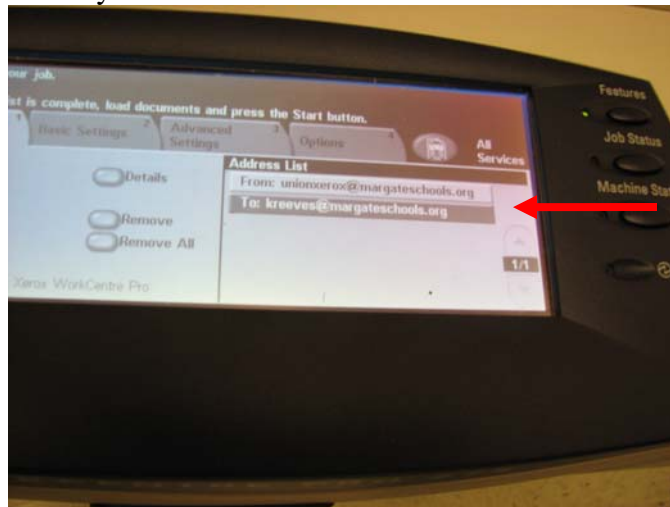
3. The "From" is already filled in. Push the "To:" button



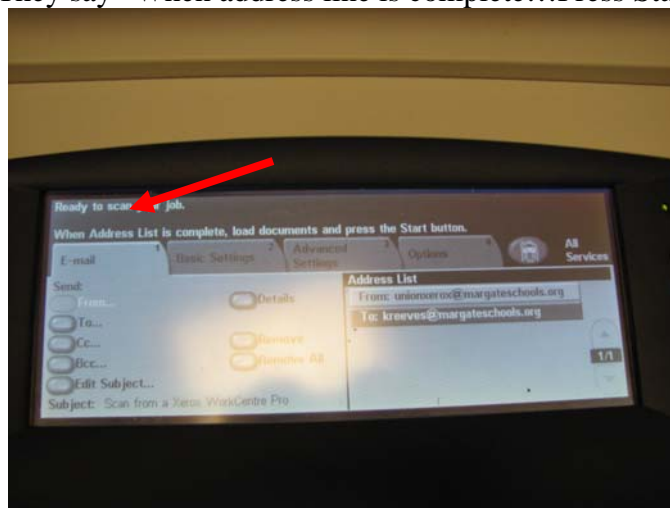
4. Type the address you want to send it to. The @ symbol is towards the right.



5. Now you will see the “From:” and the “To:” filled in



5. Read the directions on the screen. They say “When address line is complete...Press Start

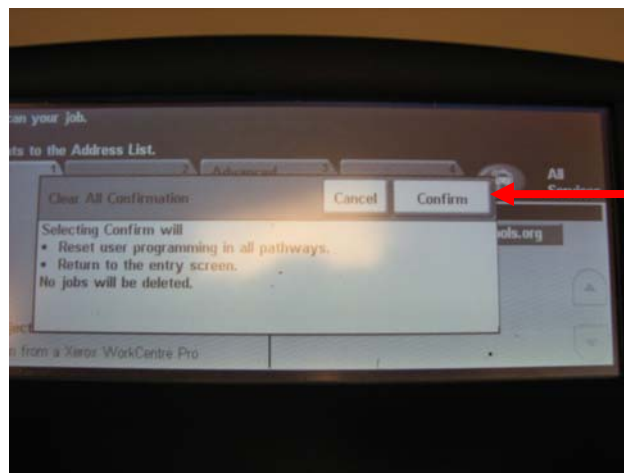


6. This is the Start Button



6. You will see the screen say things like, “Scanning, Transferring, Completed

7. When the Document is done, remove your papers and press the “Clear All button until you see the option to “Confirm”



8. Now you will be back at the original screen and you can go check your e-mail.

