

HOW DO I SCAN AND SEND TO EMAIL?

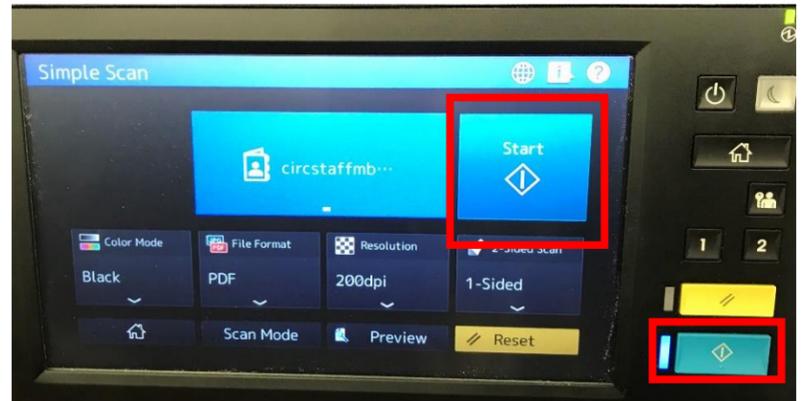
1.

Select Simple Scan button on the printer's Home screen.



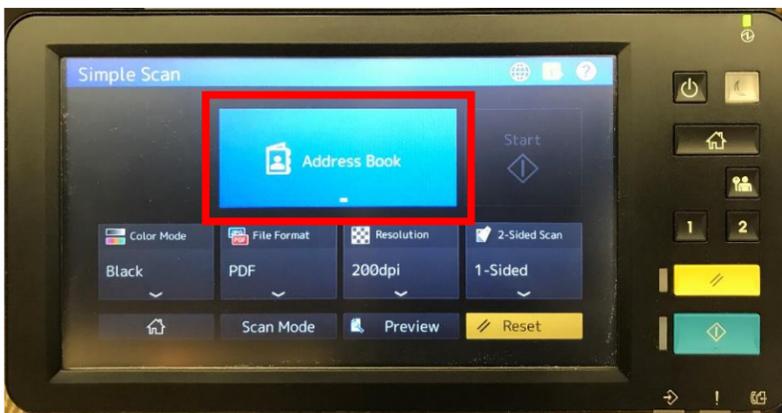
5.

Put document to scan face down on the glass towards the top left corner, where you see the white arrow. (To scan multiple sheets of paper, place face up in the top tray.) Press the physical blue Start button or the Start button on the screen.



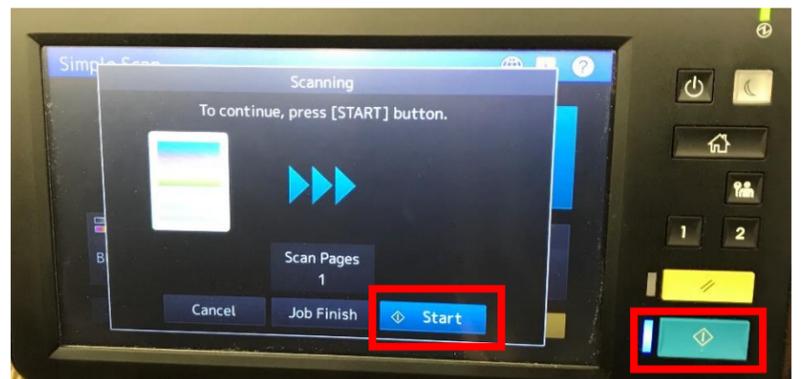
2.

Select Address Book.



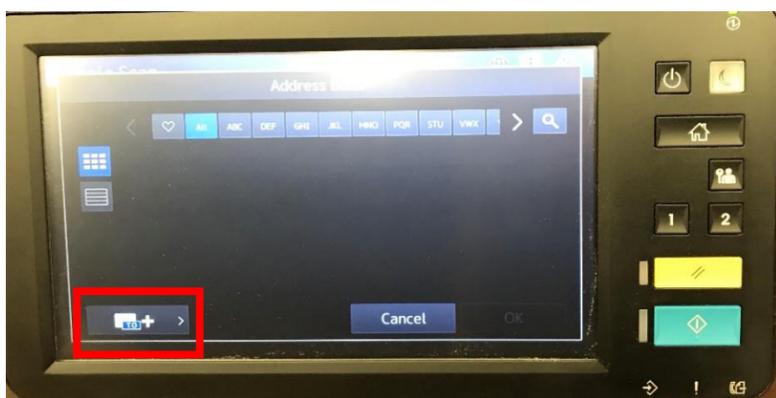
6.

Continue until all pages are scanned.



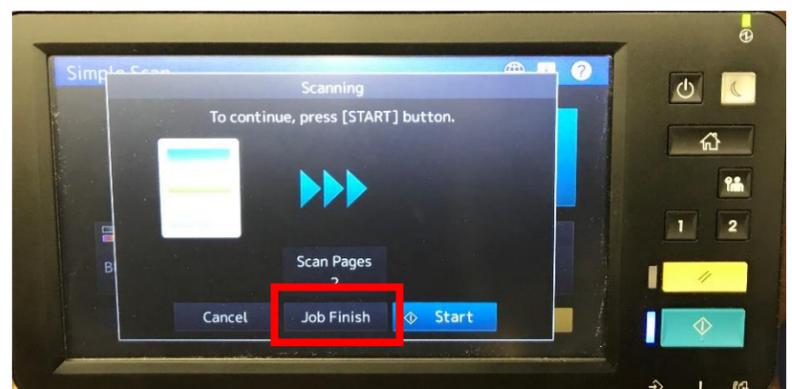
3.

In the bottom left corner of the screen, select To.



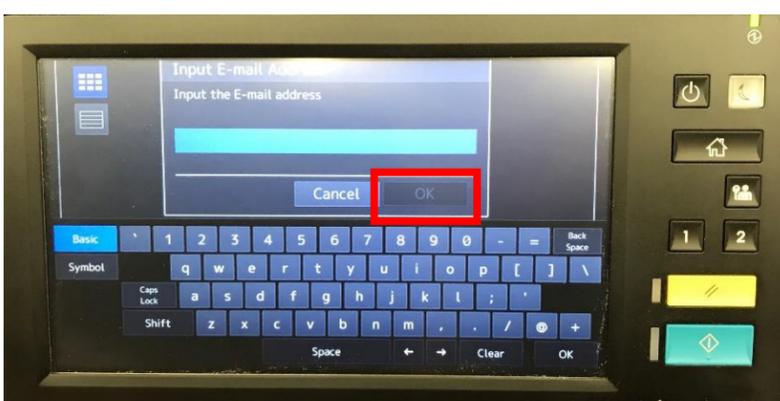
7.

When done, press Job Finish on the screen.



4.

Enter the desired email address and click OK.



8.

Press the physical yellow Reset button or the Reset button on the screen to clear your email information. This will end your session.

