Scan & send a document via email using the copier:
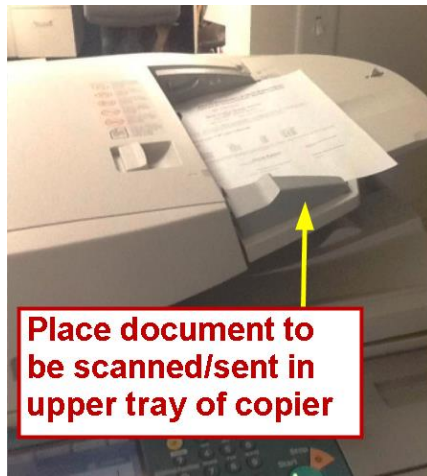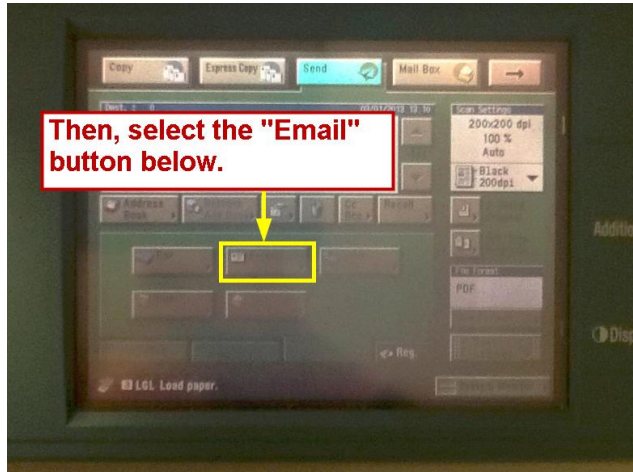
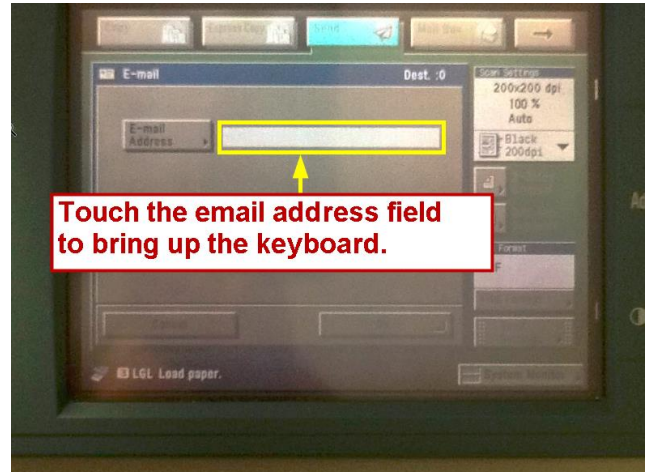

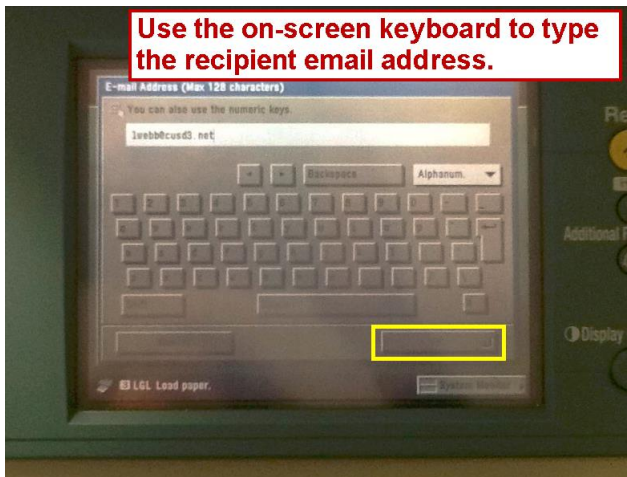**Place document to be scanned/sent in upper tray of copier**

1.

On the touch-screen, select the "Send" tab.

2.

Then, select the "Email" button below.

3.

Touch the email address field to bring up the keyboard.

4.

Use the on-screen keyboard to type the recipient email address.

5.

The address will appear highlighted in blue. If you wish to change file format or sending settings, change those here.

6.

When setup is complete, push the green "Start" button to scan and send the file.

7.