

Scan to email

Using the scanning bed

After placing the page you want to scan on the printer and logging in...

1. Select **Scan/Fax**

2. Select **E-mail me**

Extra steps for scanning multiple pages

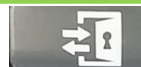
- a) Change **1-sided** to **2-sided**
- b) Press the blue-ringed button to scan each page.
- c) Select **Finish** after scanning all the pages needed.

You may get a pop up messages saying **“The document size cannot be detected”**

Go into the **Scan Size** tab to select the appropriate size.

3. Press the blue-ringed button to send to email.

Press the exit button to log out

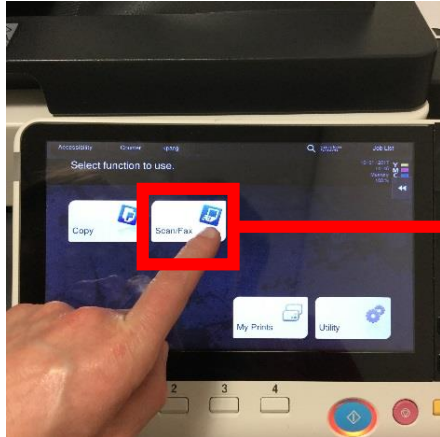


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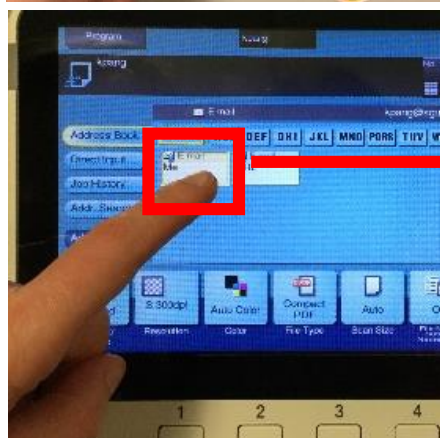
Using the top-loader



After placing your document in the top loader and logging in...

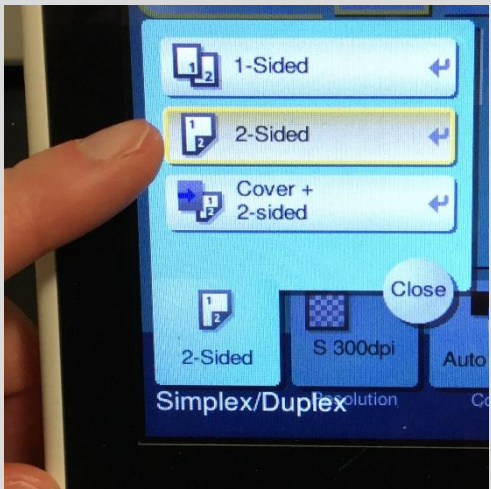


1. Select **Scan/Fax**



2. Select **E-mail me**

The default setting is to print/scan a single side, but it's simple to change to print/scan both sides.



3. Press the blue-ringed button to send to your email

Press the exit button to log out 