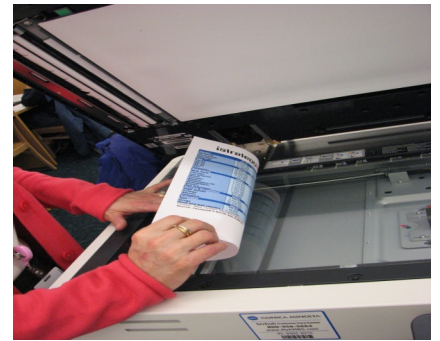


It's easy to scan a document to your email with our copier/scanner. Although this is a free service, you will need a copy card.



Insert copy card into copier/scanner.



Place item to be scanned FACE DOWN and close cover.



OR, place item to be scanned FACE UP on top feeder.



Select the Fax/Scan button. Change the format of the document here.



Select the E-Mail button.



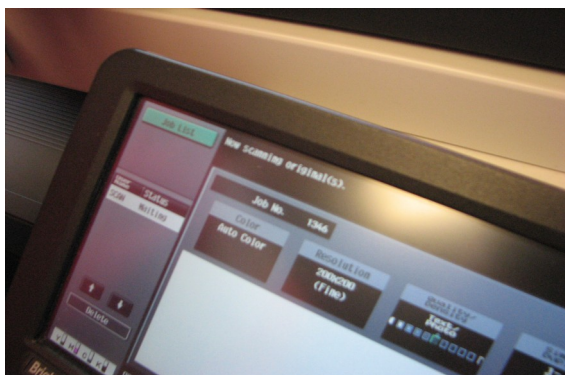
Select "Enlarge On" to enlarge the keyboard.



Type in the e-mail address and press "OK".



Press "Start" and scanning will begin.



"Now Scanning Originals" will display at the top of the screen.



When you are finished, be sure to select the "logoff" button to remove your card.