How to Scan to E-mail

1. PREPARATION

**Cancel** any selections made by a previous user by pressing the AC (Clear All) button. Remove any staples and paper clips from your documents and ensure that the documents are in good condition.

2. LOAD THE DOCUMENTS

**Place** the documents in the Document Handler in order (1,2,3...) with page 1 face up on top. **Slide** the document guides against the front and rear edges of the documents.

**OR**

**Place** the document face down on the Document Glass and register it to the rear right corner.

3. SELECT E-MAIL RECIPIENTS

Press the Features button to display the features selection screen. Select the All Services button or the E-mail tab. Select the E-mail button. If you cannot see the E-mail button, select the More Service button first.

4. SEND THE E-MAIL

Press the Start button to start your job. That completes the procedure.

MORE INFORMATION

For more information, please refer to:
- Interactive User Guide CD 2
- Quick Use Guide
- http://www.xerox.com/support