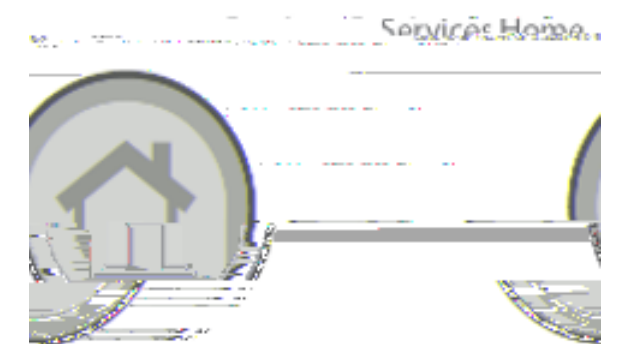


Services time

physical button



3) Type Email Address

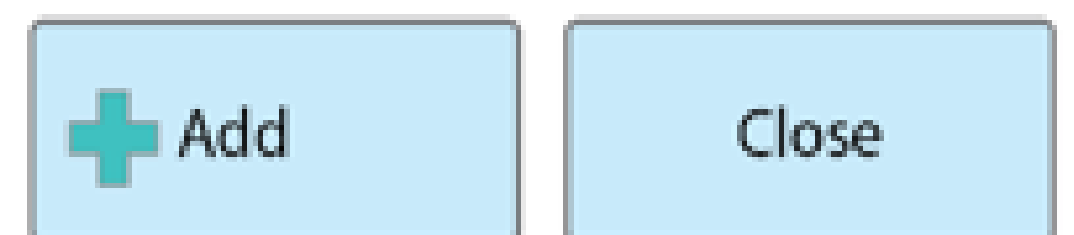
Press **E-mail > New Recipient** on the touchscreen

If an unwanted email address is listed, tap it and then tap **Remove**.



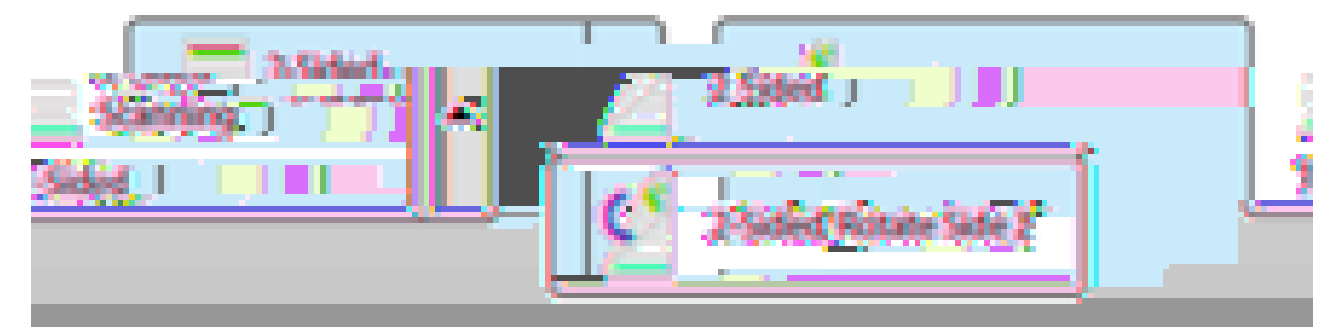
Type in **Recipient's Email Address(es)**

Press **Add > Close**



4) Select Scan Options

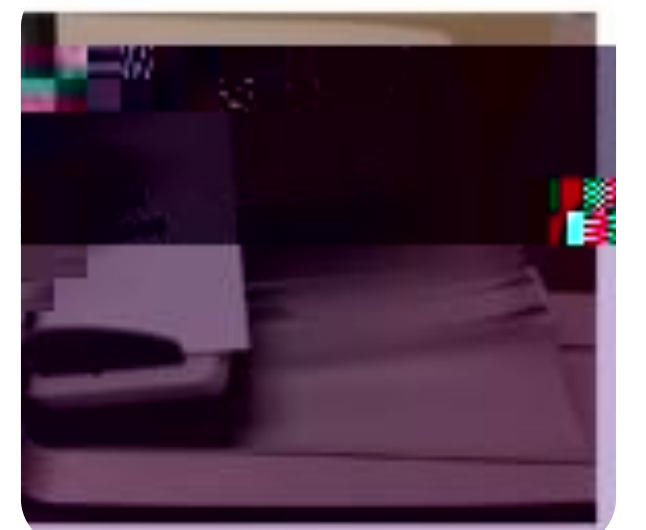
Select **2-Sided or 1-Sided Scanning**



5) Load Document

Load Document in Top Tray for scanning multiple documents at once

The side that is facing up will be the first side to be scanned.



6) Press Start

Press the **Start Button**

An email will be sent to the address(es) you supplied and will include