

1. Choose the large SCANNER button on the far left of the copier
2. Choose the SEND EMAIL menu then press ENTER
3. Using the DOWN ARROW key scroll to Common Book and click ENTER
4. Select the USER you would like to scan to (example. Peter C) click ENTER
5. Scroll; back up to 000 Select. Complete then Click ENTER
6. Scroll back up to END then click ENTER
7. Insert your document(s) into the Document Processor or open the Document Processor and place the original on the glass
8. Press the GREEN Start button and the document should be scanning through the feeder
9. Click OK

YOUR EMAIL IS SENT

9. Press the COPIER button to exit the scanning menu