HOW TO SCAN TO E-MAIL:

1. Swipe your ID card and enter your 4-digit pin number and proceed to Step 4.
   -OR-
   Press Alternate Login on the touch screen.

2. Enter your User Name (Net ID) and press Done.

3. Enter your Password and press Done. (Saved print jobs will appear.)

4. Press Use Copier in the top-right of the screen. (You will see your Account Info and Balance.)

5. Press Use Copier again.

6. Press E-mail on the touch screen.


8. Enter the recipient's email address and press Add.

9. Repeat Step 8 until all recipients are entered and press Close.

10. Load your documents face up in the document feeder input tray. Adjust the guide to just touch the documents.
    -OR-
    Lift up the document feeder. Place the document face down onto the document glass in the arrow at the top left corner. Close the feeder.

11. Press the Start button on the control panel to scan and send the original.

12. When finished, press Clear All on the control panel - then press Logout on the Touch Screen.