TRAINING EXERCISE
HOW TO SCAN TO E-MAIL

STEP 1:
Select the Scanner icon. Note: If you are not already on the home screen press the Home button on the Control Panel.

STEP 2:
You can select a user from the Address Book or use the Manual Entry method. (For demonstration purposes, you will select a user from the Address Book.) Select your recipient.
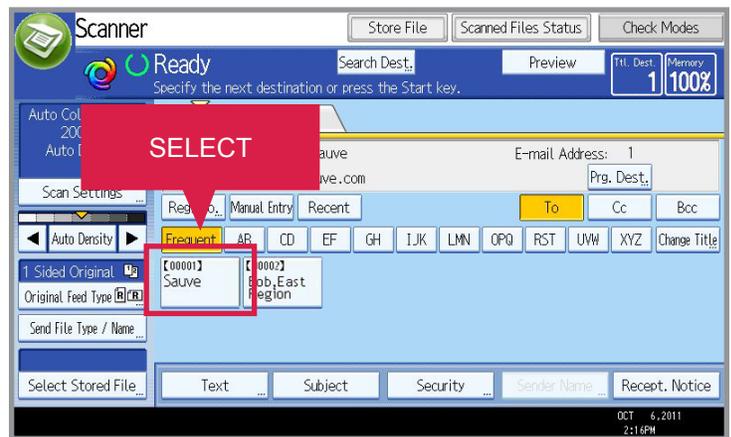
STEP 3:
Before scanning, you will choose the type of original you are sending. Select Scan Settings.
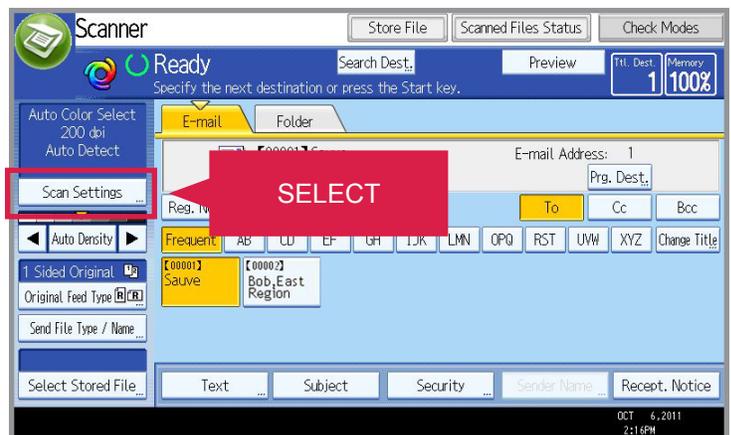
STEP 4:

For the purpose of this demo, Select Full Color: Text / Photo.
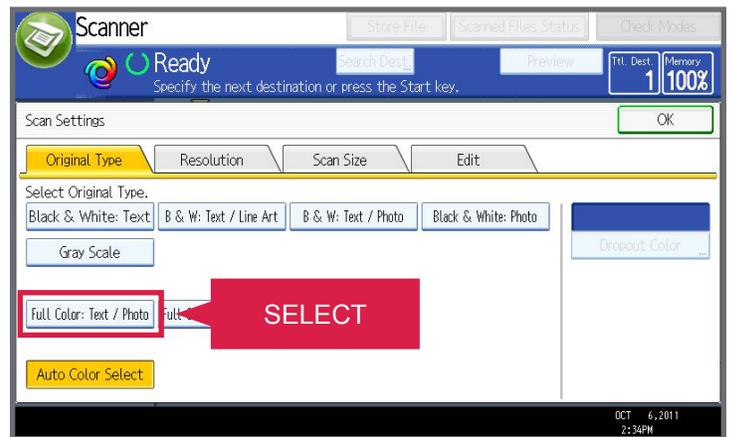
STEP 5:

Select OK.
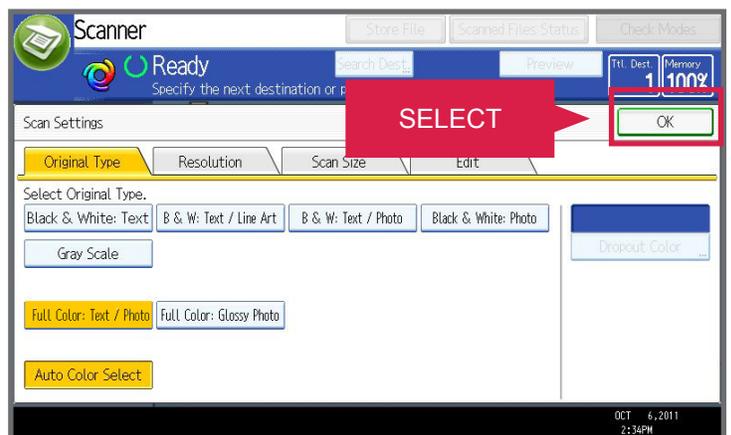
STEP 6:

You will now select the type of file to send. Select Send File Type / Name.
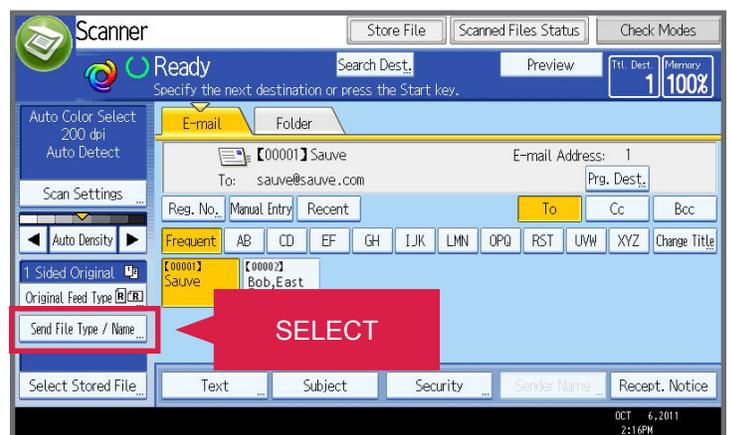
STEP 7:
- Select either Single Page or Multi-page and then Select File Type (TIFF, JPEG or PDF for Single page. TIFF and PDF for Multi-page). Note: if you do not enter a File name, the scanned file will be given a file name consisting of the time and date of scanning, 4-digit page number, etc. For example: (20201231153015010_0001.pdf).

- (For demonstration purposes, Multi-page TIFF and PDF have been selected.) Select OK.
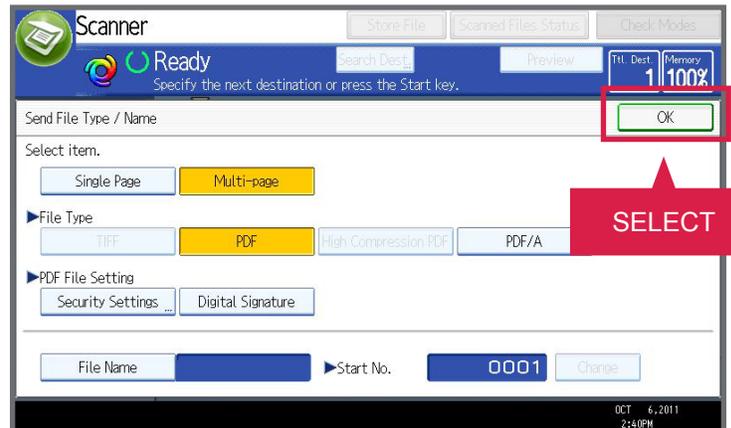
STEP 8:
Place your documents in the feeder. Select Start.

STEP 9:
Your document is now being scanned and e-mailed.

JOB TASK COMPLETED.