

## Services time

physical button



### 3) Type Email Address

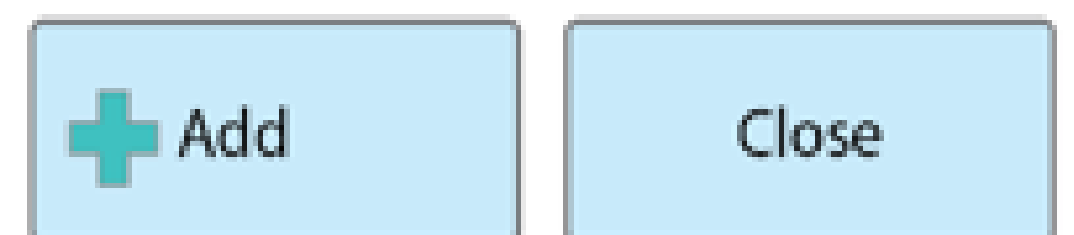
Press **E-mail > New Recipient** on the touchscreen

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



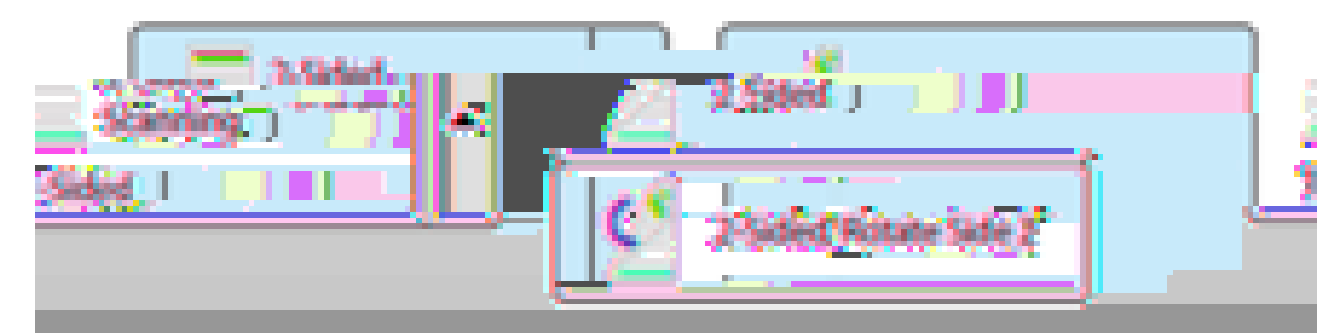
Type in **Recipient's Email Address(es)**

Press **Add > Close**



### 4) Select Scan Options

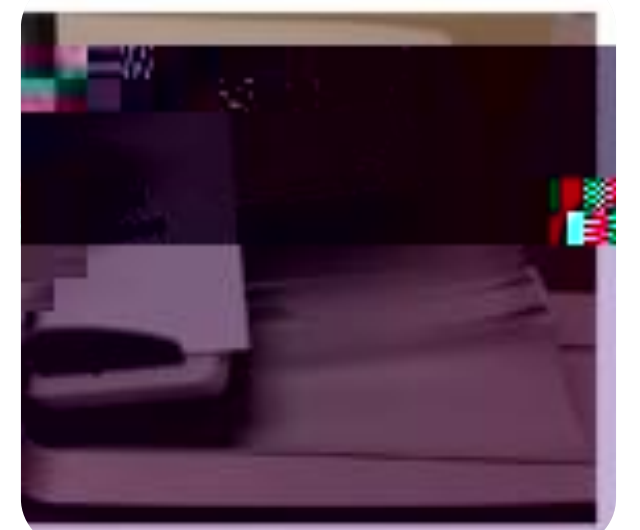
Select **2-Sided or 1-Sided Scanning**



### 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