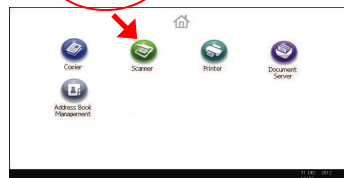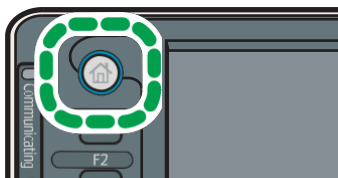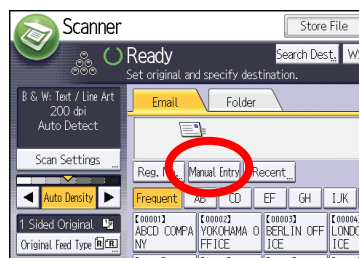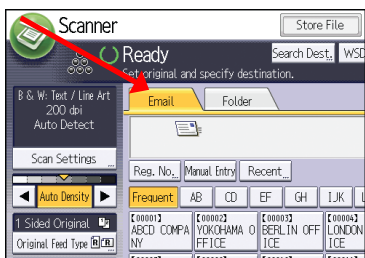# Basic Procedure for Sending Scan Files by Email

1) Press the [Home] key on the top left of the control panel, and press the [Scanner] icon on the [Home] screen.

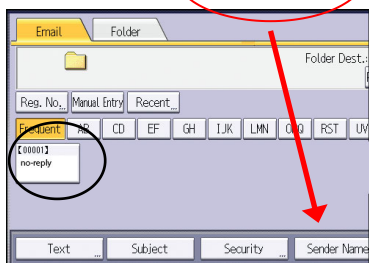

2) Press the [Email] tab

3) Place originals (papers needed to be scanned) on the feeder, facing UP. Or if you want manually put it Facedown on the glass.
4) Press [Manual Entry].
5) Enter the e-mail address.
6) Press [OK] at the top right corner of the screen.

7) Specify the e-mail sender, press [Sender Name], and then press [no-reply].

8) Press [OK]
9) Press the [Start] key
10) In case you are using the glass, on the screen there is counting down 1 min if you want to add more pages press the [Start] if there are no pages to be added press [#]

11) To check on the sending process at the top right click on [Scanned file Status].