

Sending an E-mail

1

- Load the documents either in the document handler or on the document glass.

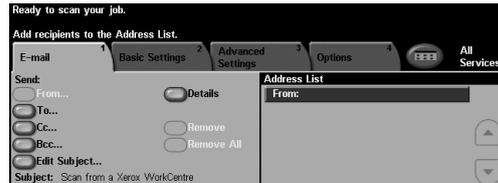
NOTE: Documents are only scanned once.



2

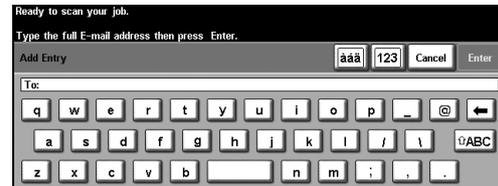
- Select **[E-mail]**.

NOTE: You may need to select **[All Services]** first to access the e-mail option.



3

- Select **[To]**, enter the recipient e-mail details and select **[Enter]**.
- Select **[Edit Subject]**, enter a subject and select **[Save]**.
- Select the required features on the *Touch Screen*.
- Press **[Start]**.



E-mail features include...

- Setting up a Public or Internal Address Book
- Adjusting the Resolution
- Scanning double sided originals
- Programming the size of the originals being scanned
- Image Quality adjustment