

Scan Basics

1. Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document
2. From the Home screen on the product control panel, touch the **E-mail** button

3. Touch the **To** field to open a keypad.

NOTE: If you are signed in to the product, your user name or other default information might appear in the **From:** field. If so, you might not be able to change it

4. Complete the **CC:**, **Subject:**, and **File Name:** fields by touching the field and using the touchscreen keypad to enter information
5. To change the settings for the document touch the **More Options** button

6. If you are sending a two-sided document, select the **Original Sides** menu and select the **2-sided** option
7. Touch the **OK** button

8. Touch the **Send E-mail** button to begin sending

NOTE: You can preview the image at any time by touching the **Preview** button in the upper-right corner of the screen

