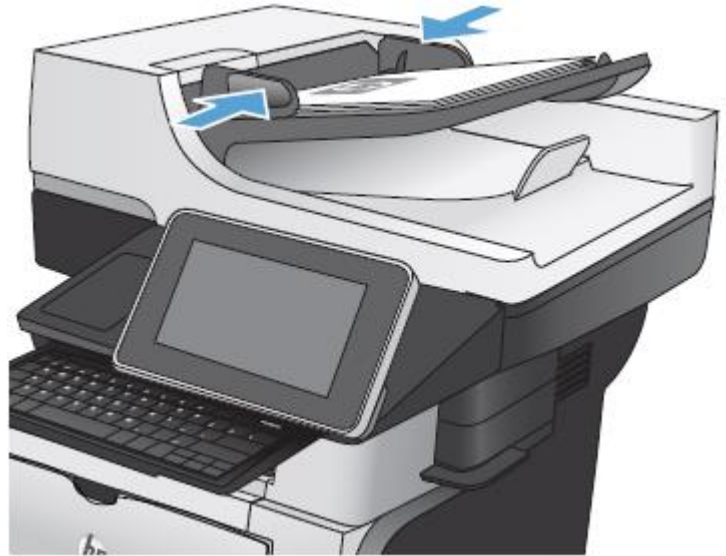


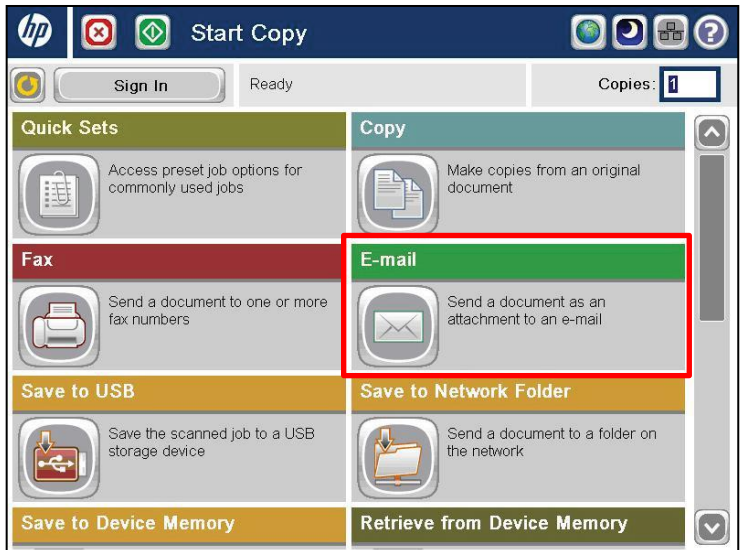
# Send E-mail from Address Book

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

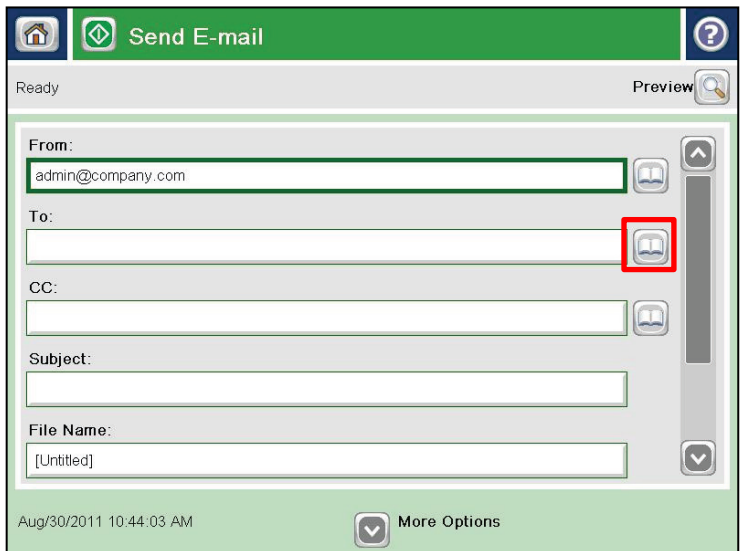


2. From the Home screen on the product control panel, touch the **E-mail** button

**NOTE:** If prompted, enter your user name and password

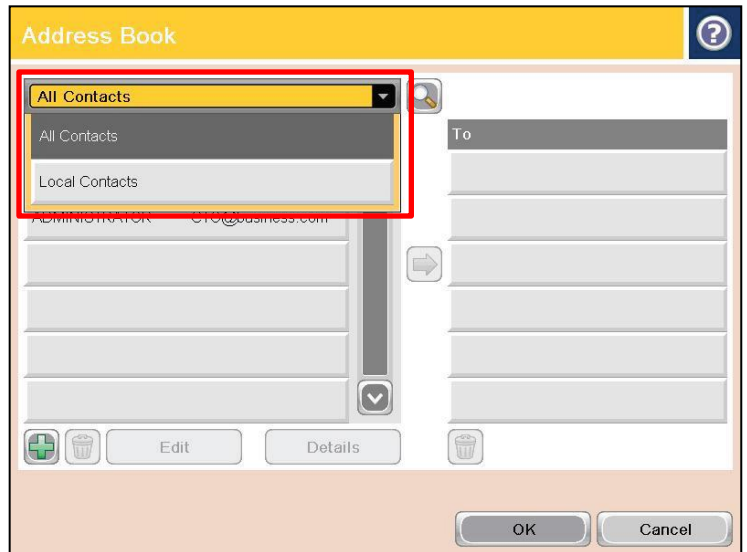


3. Touch the **Address Book** icon

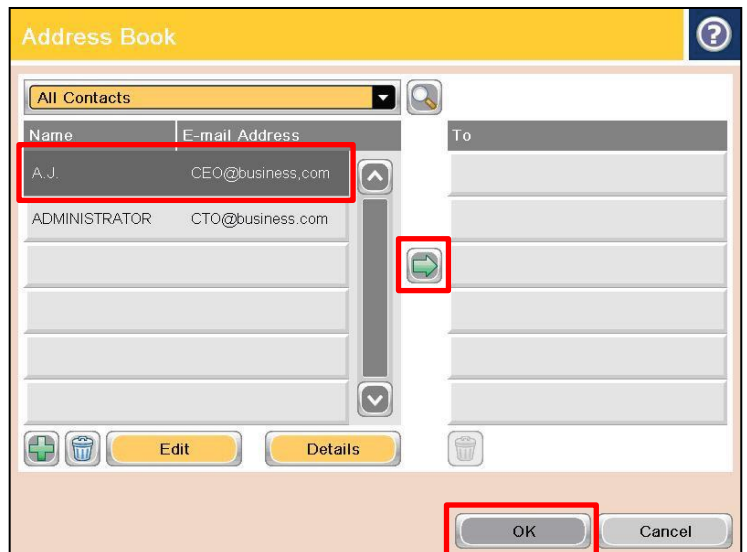


# Send E-mail from Address Book

- From the drop-down list, select the address book view that you want to use (if applicable)



- Select a **name** from the list of contacts, and then touch the **right arrow** button to add the name to the recipients list. Repeat this step for each recipient
- Touch the **OK** button



- Touch the **More Options** button (at the bottom) if you need to make any changes to the attachment
  - 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. For more information about this feature, touch the Help button on the preview screen

