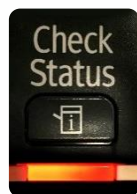




Scan to Email

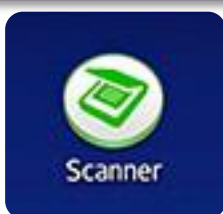
Operation Guide on Multifunction Printer (MFP)



Note:

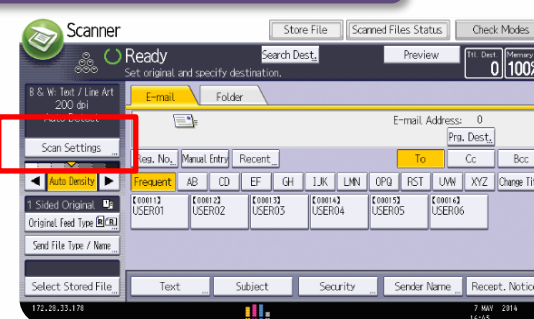
If the Check Status indicator of the machine is in **RED**, please clear the error or seek assistance from staff.

STEP 1



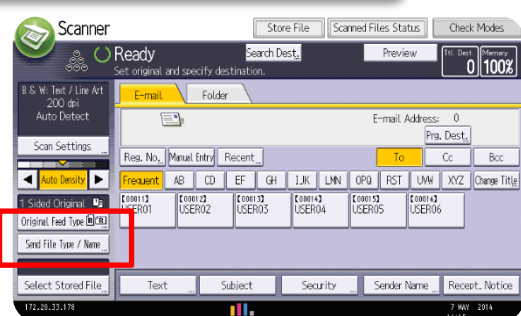
- Put your documents on the top left corner of the Scanner
- Press **[Scanner]** on the screen/panel (Icon may vary on different models)

STEP 2



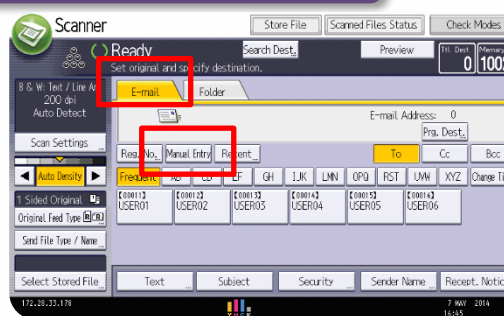
- Select **[Scan Settings]** to set original type, scan size or resolution

STEP 3



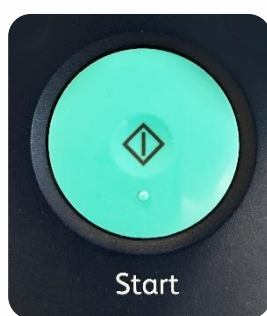
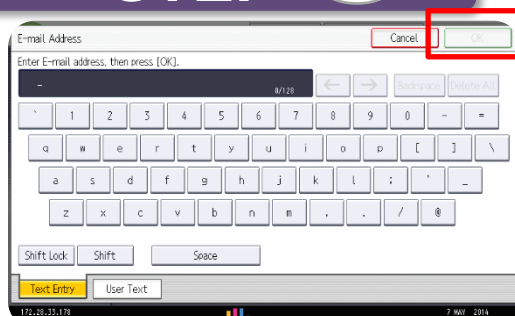
- Select **[Send File Type / Name]** to rename the file and set the file type

STEP 4



- Select **[Email]** and then press **[Manual Entry]** to enter your email address

STEP 5



- Press **[OK]** and **[Start]** to Scan
- Press **[#]** after scanning the last page

