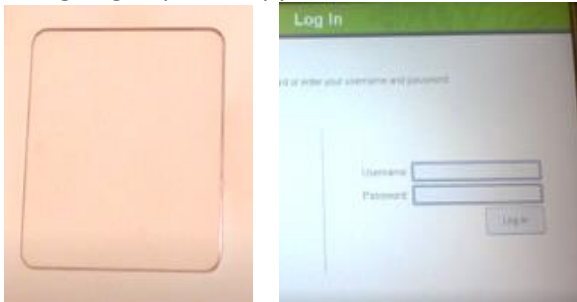
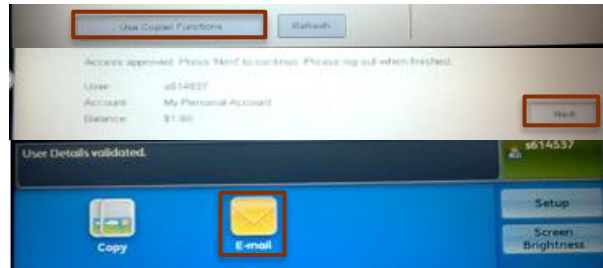


How to Scan

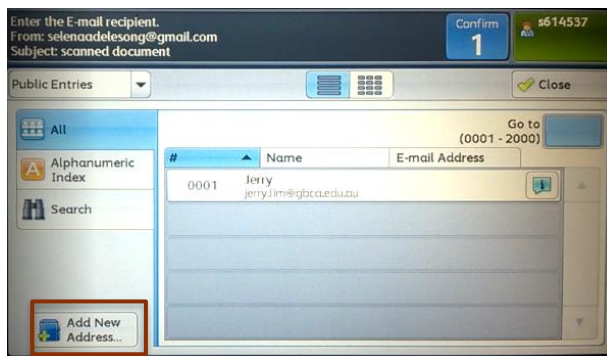
1. Go to the printer and log in the same as if you were going to photocopy.



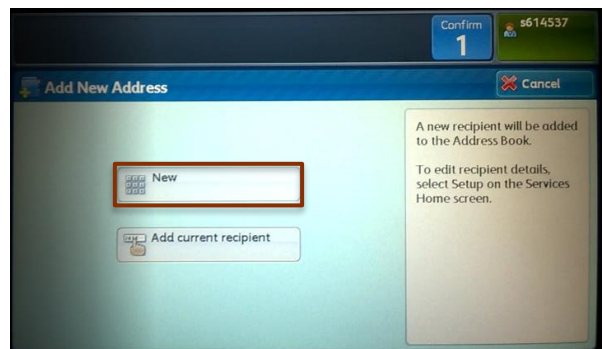
2. When you have logged in, you can select Use Copier Functions. You will see your printing credit balance. Select Next. Select Email.



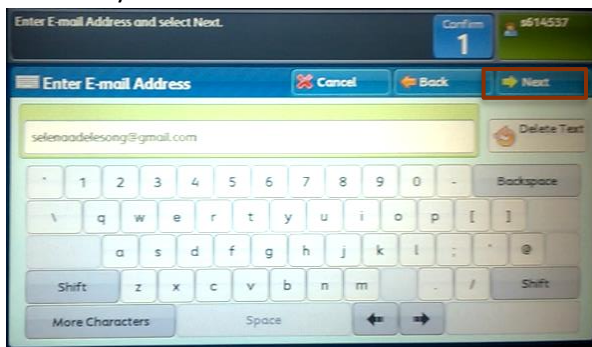
3. Select Add New Address.



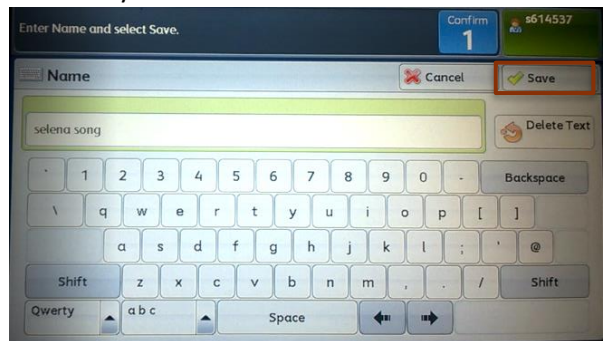
4. Select New.



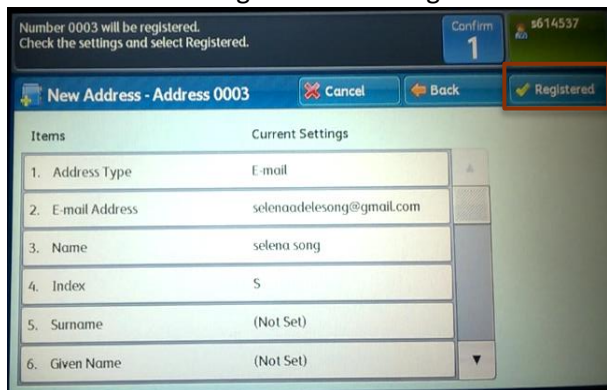
5. Enter your email address and select Next.



6. Enter your name and select Save.



7. Check the settings and select Register.



8. Select the recipient email address from the list. Then select the green Start button.

