There are 2 options for scanning

1) Through the feeder on top (Can take multiple pages at once)
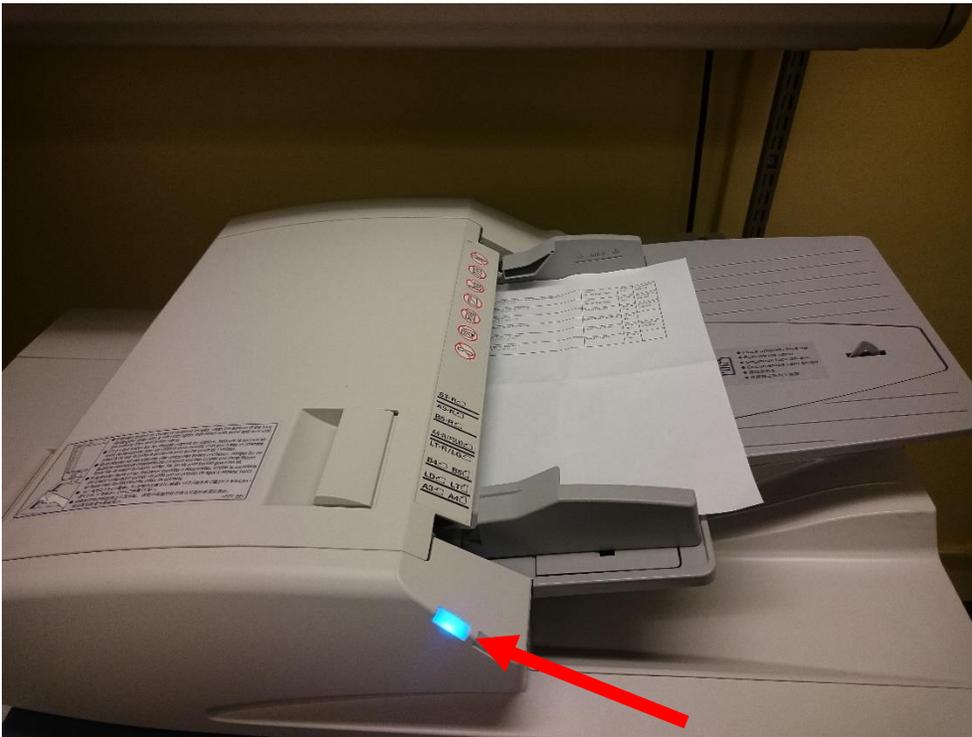
Note: The light will turn on when paper is fully in the feeder

2) On the flat scanner

1) Press the scan button:

2) Press the E-MAIL button:
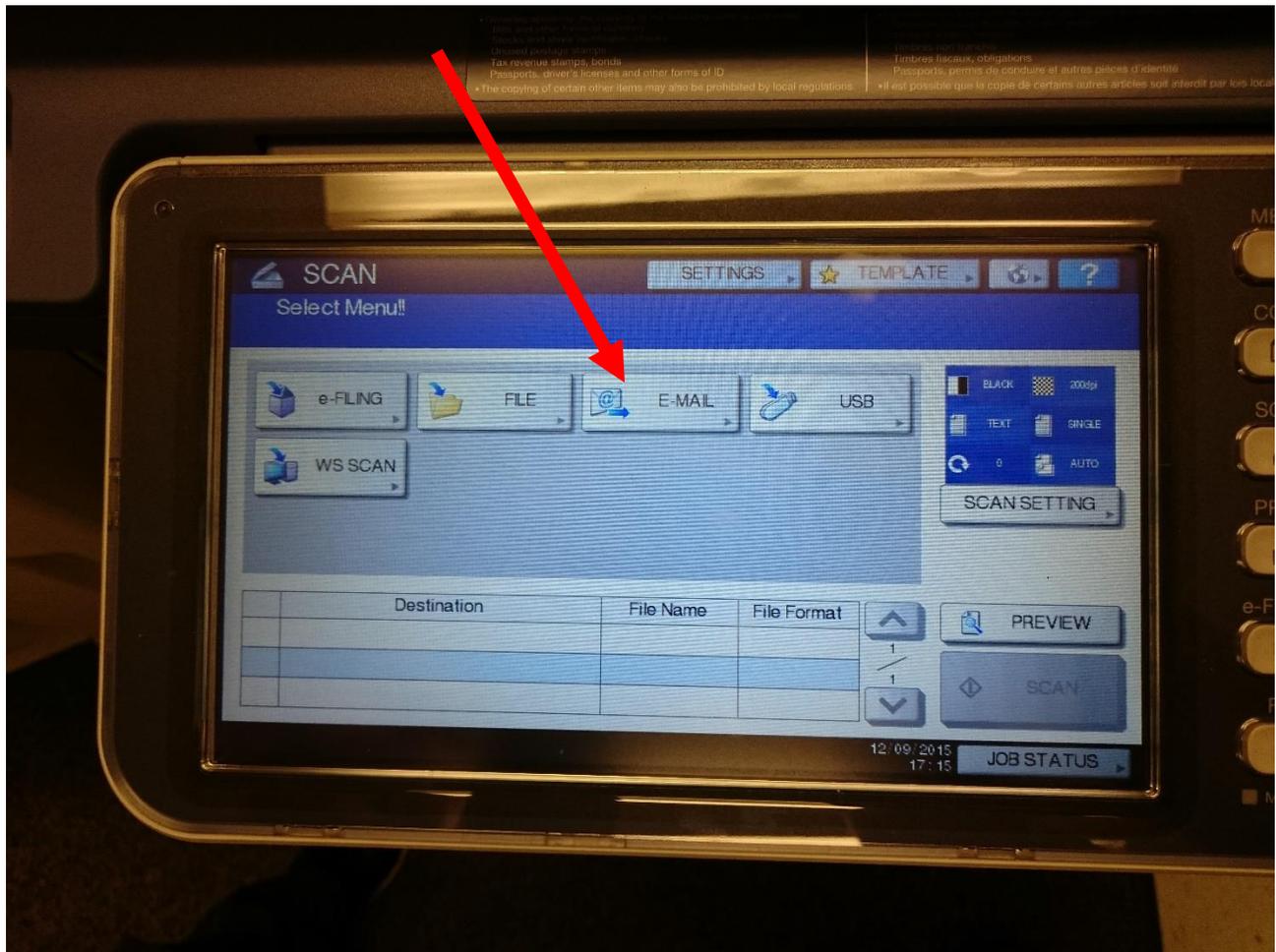
3) Press the TO button:
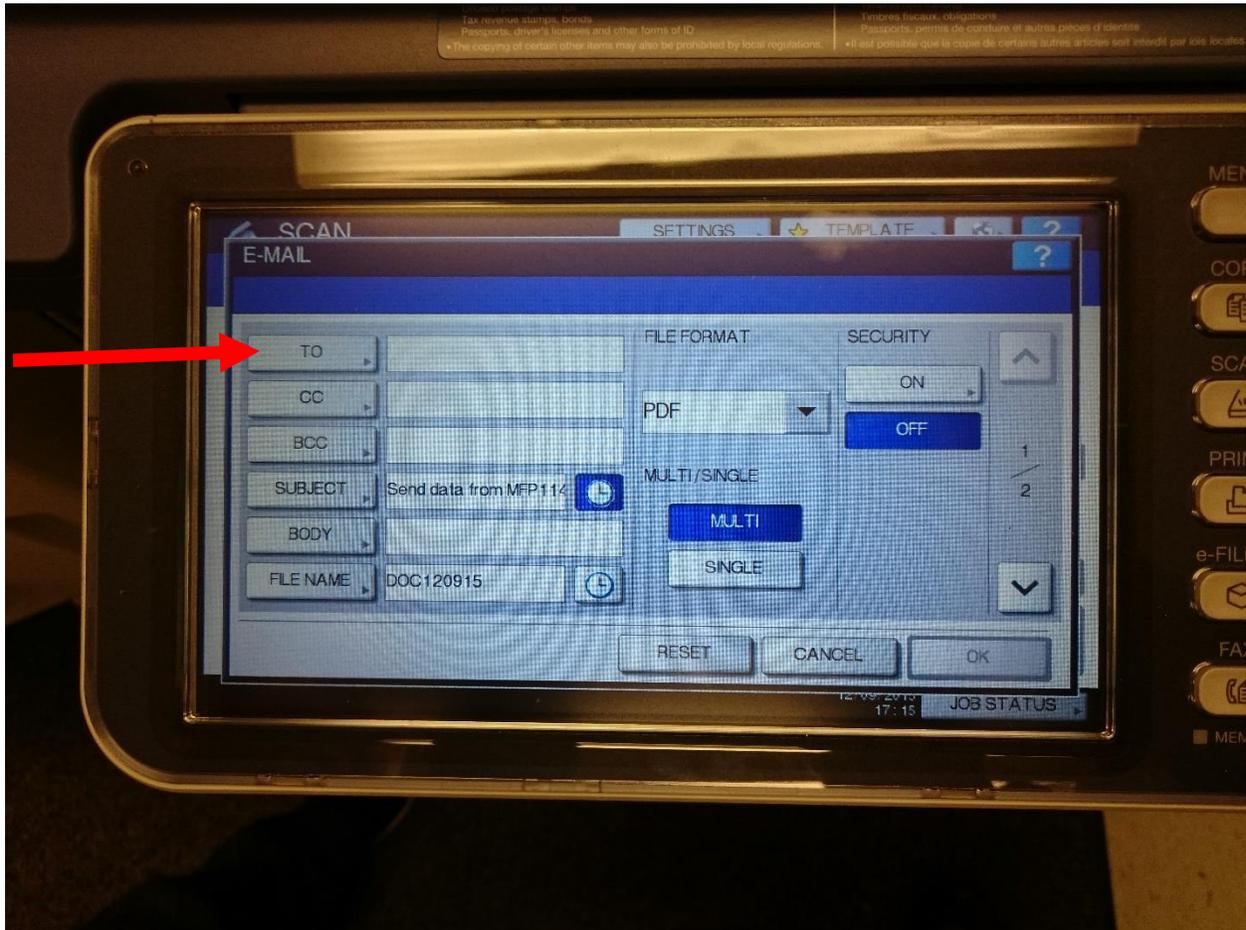
4) There are 2 options to choose an address, either pressing the name in the address book or pressing the INPUT and typing in the email address
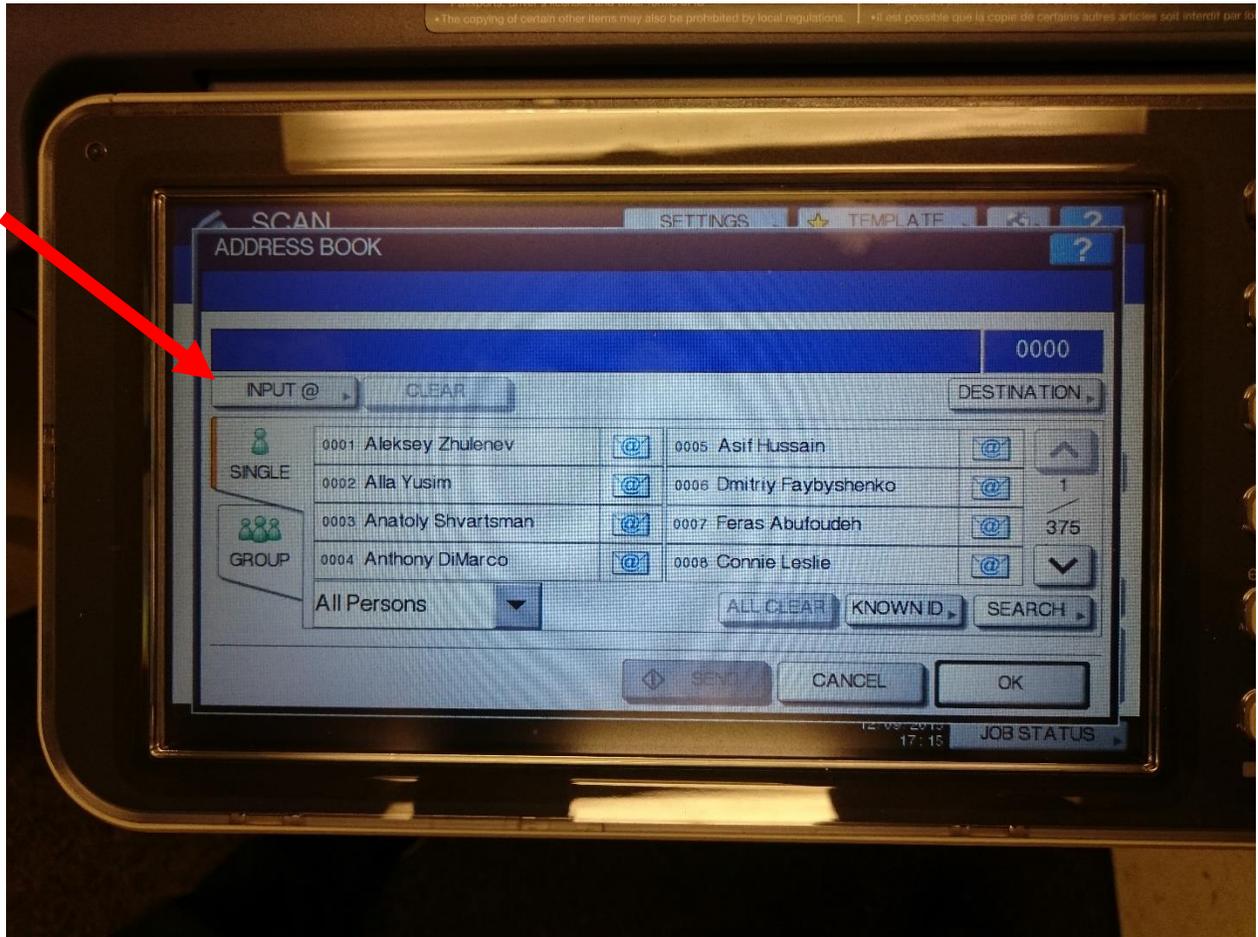
Note: If your e-mail address is not in the address book, contact the help desk and request it be added

5) Press send to scan if you do not want to add any other settings
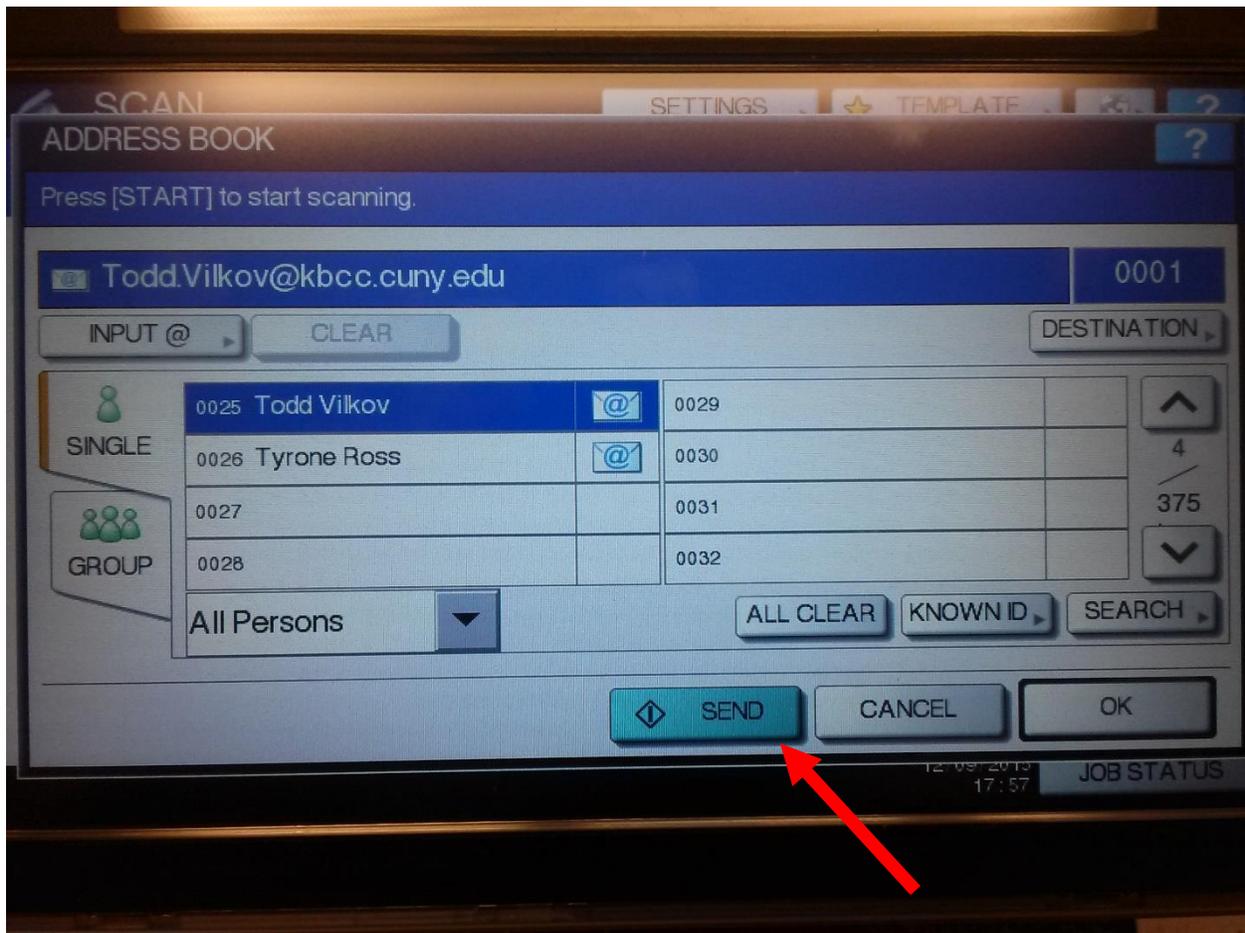
Otherwise press OK

6) Once all other options have been added press START button to scan
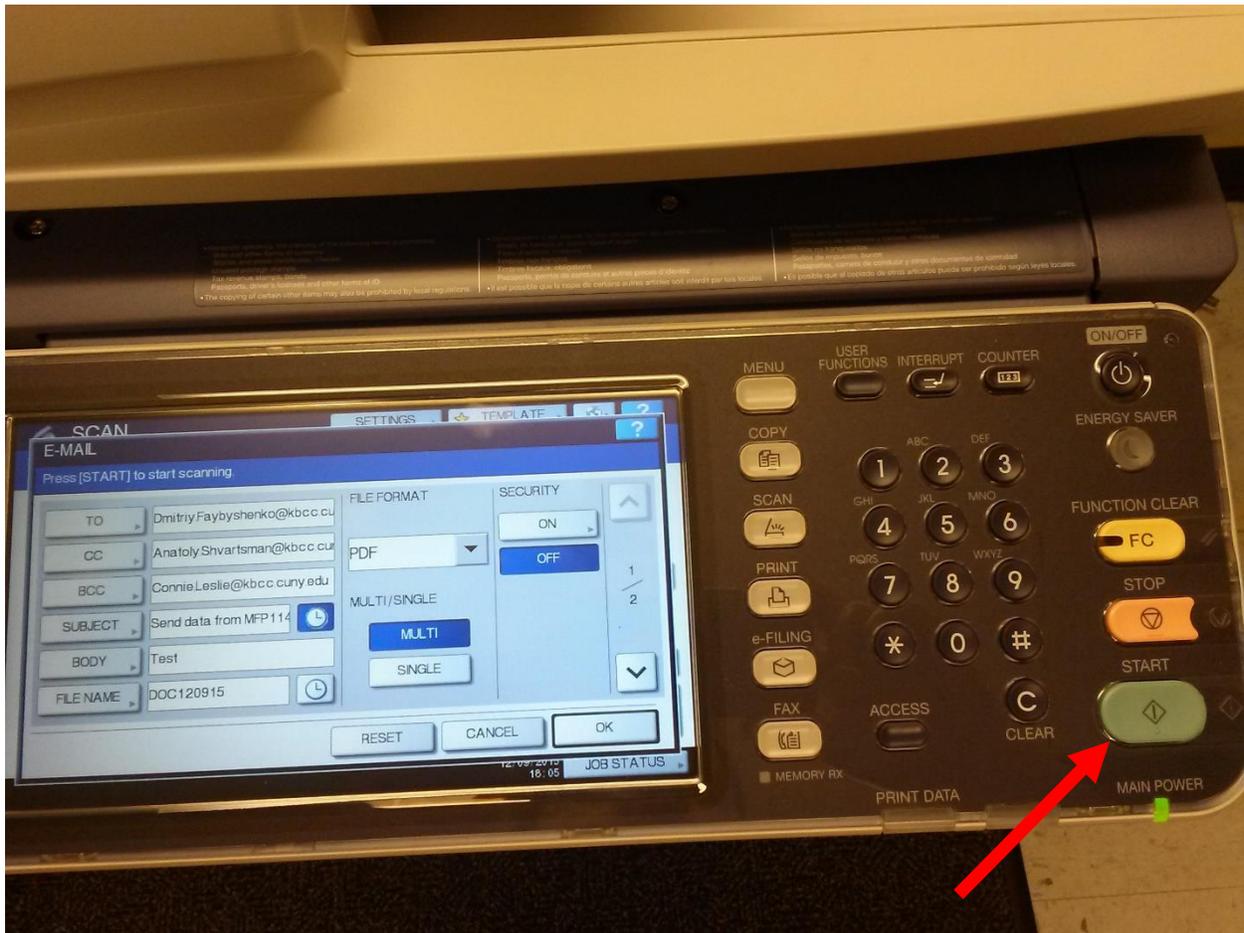
7) If you want to add another page to your scan press continue while it is scanning
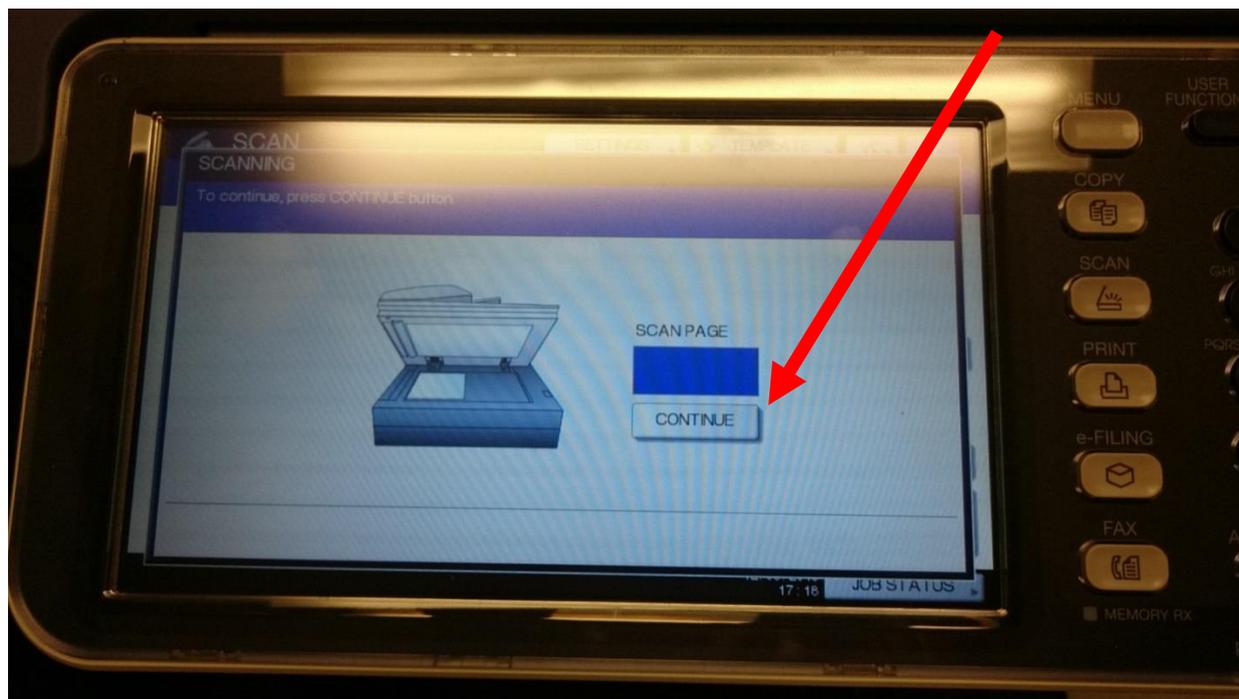
8) Press the Function Clear button once scan is complete to clear all settings