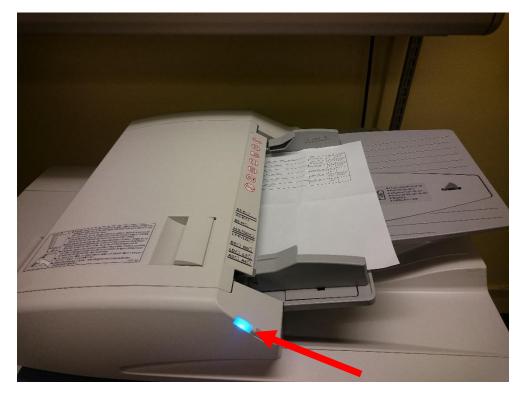
There are 2 options for scanning

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:

ct Menu‼			
e-FILING	E-MAIL	USB	ELACK 🗱 2006) 1 TEXT 📋 SINGLE
VS SCAN			CO 0 AUTO
Destination	File Name		PREVIEW
			SCAN
	NS SCAN	NS SCAN	NS SCAN

3) Press the TO button:

6		and an and an		COMMON SCREET 3		r
	E-MAIL		SETTINGS	★ TEMPLATE . I	×. 2 ?	
	то		FILE FORMAT	SECURITY		
	CC BCC		PDF	ON OFF		
	SUBJECT Send data f	rom MFP114	MULTI/SINGLE		2	
	FILE NAME DOC 12091	5 🕑	SINGLE			
			RESET	CANCEL	OK DB STATUS	
				0.10		

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

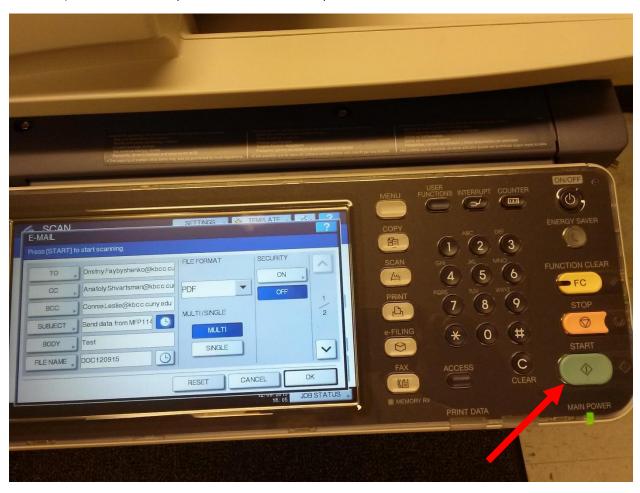
Î	ADDRES	AN S BOOK	SETTINGS	?
				0000
	NPUT SINGLE	CLEAR OO01 Aleksey Zhulenev OO02 Alla Yusim OO03 Anatoly Shvartsman OO04 Anthony DiMarco All Persons	@ 0005 Asif Hussain @ 0006 Dmitriy Faybyshenko @ 0007 Feras Abufoudeh @ 0008 Connie Leslie	DESTINATION ,
			CANCEL 12-19-101 17:11	OK JOB STATUS

Note: If your e-mail address is not in the address book, contact the help desk and request it be added

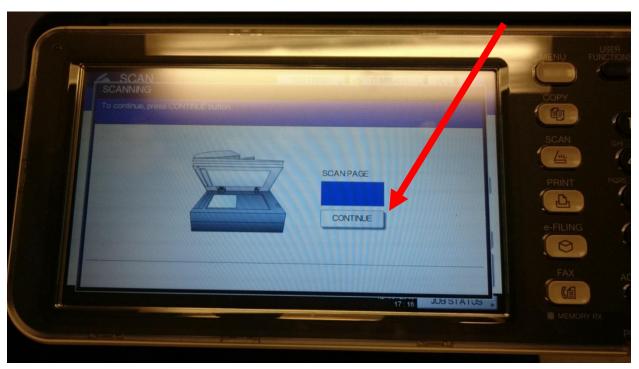
5) Press send to scan if you do not want to add any other se	ettings
--	---------

ADDRESS		5	SETTINGS . A TEMPLATE .		
	RT] to start scanning.			?	
FIESS	n nji to stari i scanining.				
Todd	.Vilkov@kbcc.cuny.edu			0001	
INPUT (CLEAR		D	ESTINATION	
8	0025 Todd Vilkov	@1	0029		
SINGLE	0026 Tyrone Ross	1	0030	4	
888	0027		0031	375	
GROUP	0028		0032	Ľ	
	All Persons		ALL CLEAR KNOWN ID	SEARCH	
			12:09:2013	JOB STATUS	

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