

## Scanning with the Copier

1. Press the **Send Button**



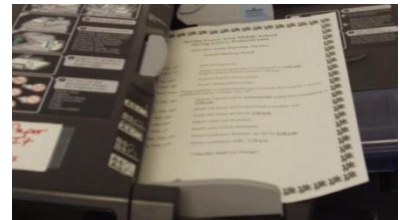
2. On the touch screen, touch **Address Book**



3. Find your name in the address book.
4. Tap the box to the left of your name on the touch screen to select it.

Dest.	No.	Type	Name	Detail
<input checked="" type="checkbox"/>	0010	✉	john sengia	sengiaj@sgasd.org
<input type="checkbox"/>	0006	✉	kelly peake	peakek@sgasd.org
<input type="checkbox"/>	0011	✉	kevin stiffler	stifflek@sgasd.org
<input type="checkbox"/>	0008	✉	lindsay m	mcallis@sgasd.org

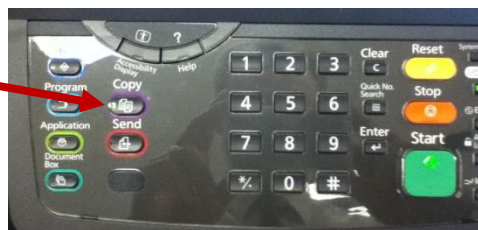
5. Tap **OK**
6. Place documents to scan on the document feeder.



7. Press the green **Start** button



8. When finished, press the **Copy** button to return the copier to normal copy mode.



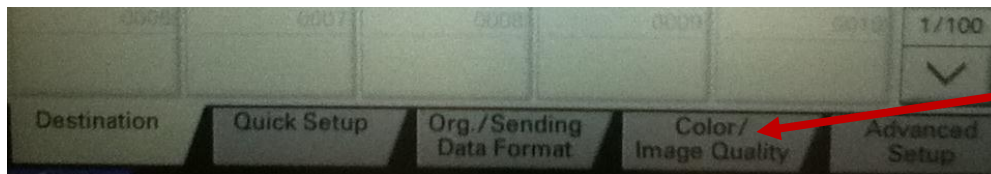
9. Check your email for a message from the copier.



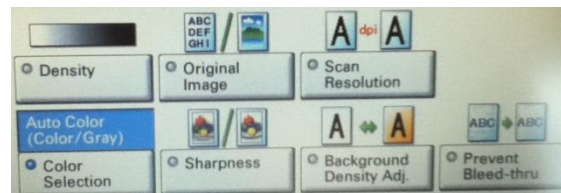
10. Open the message. Right click on the attachment to save it to the folder you want.

## Scan in Color

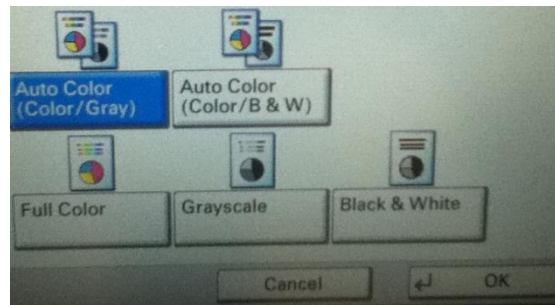
1. Follow steps 1-6 as before.
2. After placing papers in the document feeder, press the Color / Image Quality tab at the bottom of the touch screen.



3. Select **Color Selection**



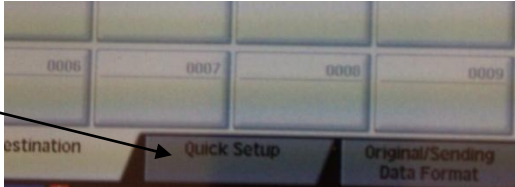
4. Select **Auto Color**



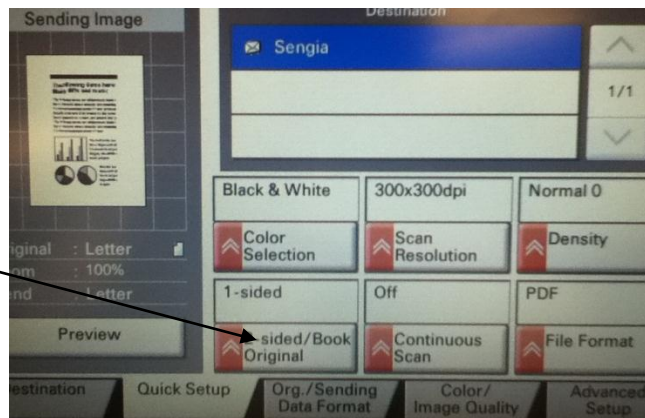
5. Press the green **Start** button.

## Scan Double Sided

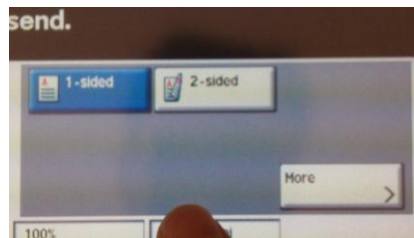
1. Follow steps 1-6 as before.
2. After placing papers in the document feeder, press the **Quick Setup** tab at the bottom of the touch screen.



3. Press **2 sided / book original**



4. Press **2 sided**



5. Press the green **Start** button