Scan to Email Instructions

1. Power on Xerox machine

2. Put pages **FACE-UP** in feeder tray – on top of Xerox machine

3. Click on EMAIL icon

4. Click on the "NETWORK ADDRESS BOOK" icon

5. Start typing your first name and press SEARCH

   a. Find your name/email under the "names" column
   b. Click on this and press "TO" to add the email to the "recipient" column
   c. Press SEARCH again and repeat steps "a" and "b" to add other recipients

6. Press the green "OK" button to add the email(s)

7. Adjust settings to your preferences (2-sided scanning, image quality/size etc.)

8. Press green **START** button to send email

   a. Note: No confirmation notification will show up on the screen