After placing the page you want to scan on the printer and logging in…

1. Select **Scan/Fax**

2. Select **E-mail me**

**Extra steps for scanning multiple pages**

a) Change 1-sided to 2-sided
b) Press the blue-ringed button to scan each page.
c) Select **Finish** after scanning all the pages needed.

You may get a pop up messages saying “**The document size cannot be detected**”

Go into the **Scan Size** tab to select the appropriate size.

3. Press the blue-ringed button to send to email.

Press the exit button to log out
Scan to email
Using the top-loader

After placing your document in the top loader and logging in...

1. Select **Scan/Fax**

2. Select **E-mail me**

   The default setting is to print/scan a single side, but it’s simple to change to print/scan both sides.

3. Press the blue-ringed button to send to your email

Press the exit button to log out