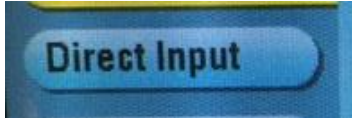# How to Scan to an Email Address

## (One that is Not Already Programed into Copier)
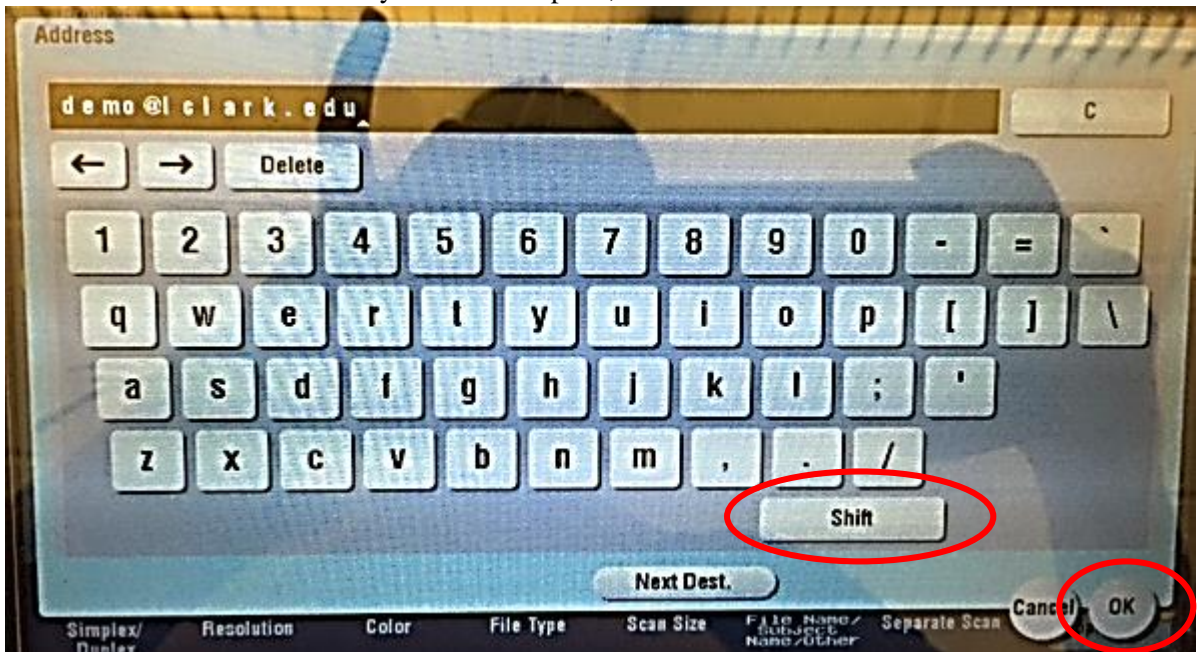
- Ensure that you are in the Fax/Scan Screen
- Select Direct Input



- Select Email



- Type in the email address that you want to scan to. (Use the 'Shift' key to access the "@" symbol and other characters as necessary.   When complete, hit OK.



- Press the blue start button.