

Scan to Email

These MFPs have the ability to scan documents, convert them into PDFs and email them to yourself, another person, or multiple people.

To begin, put the copier into scan mode by selecting Scan from the touch screen or by using the hard key. (Number 1 below)

Select an address or more than one address by touching the corresponding touch screen speed dial buttons, selected recipients will populate and stay highlighted. (Number 2 below)

Press "Start" to begin the scan. (Number 3 below)

