## **Scanning to Email**

Your new copier has the capability to scan paper documents and convert them to PDF files that will be attached to an email and mailed to your email address. To use this feature in three easy steps, follow the numbered diagram below.

- 1. Place the system into scan mode.
- 2. Highlight the address or addresses you wish to scan to.
- 3. Press the start button to send the email.

