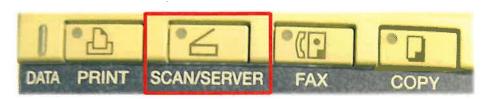# Scanning to Email

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, follow the diagrams below.

1. Place the system into scan mode.

2. Highlight the address or addresses you wish to scan to. Note that the addresses are indexed alphabetically using A-C, D-F, G-I, J-L, M-O, P-S, T-V, W-Z.

3. Press the start button to scan your originals and send the email.