

## **Sending an e-mail**

1. Load an original document faceup, short edge first into the feeder on top of the machine.

**Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the feeder. Place these items on the scanner glass.

2. From the home screen, navigate to: **E-mail > Recipient**
3. Enter the e-mail address  
To enter additional recipients, touch **Next Address** and then enter the address you want to add.
4. Touch **Done > Send It**.