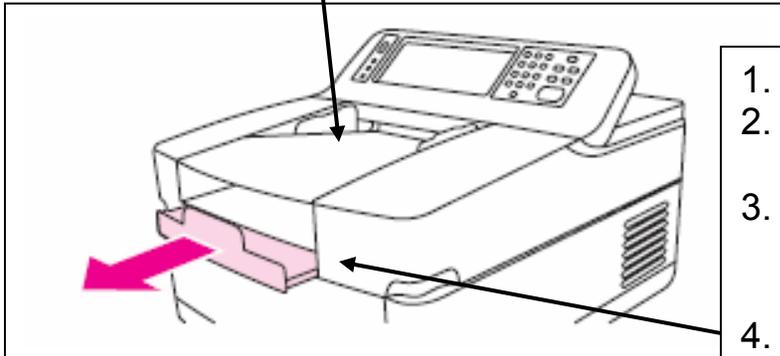


You can use either the automatic document feeder (ADF) or the scanner glass to load documents for digital sending. Use the following instructions to load documents.

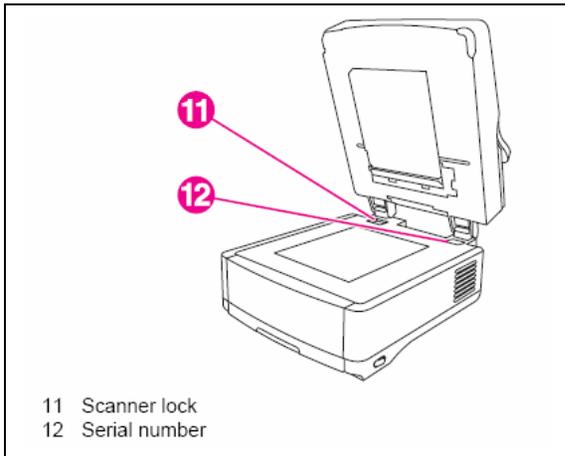
### **ADF Automatic document feeder**

### **FSU E-mail accounts ONLY**



1. Load the document face-up into the ADF.
2. Adjust the paper guides to fit the document size.
3. If you are scanning legal-size documents, pull out the paper support for the output bin to accommodate the larger paper size.
4. Original will exit into tray in front of machine when scan is complete.

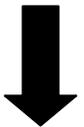
### **Loading documents onto the glass**



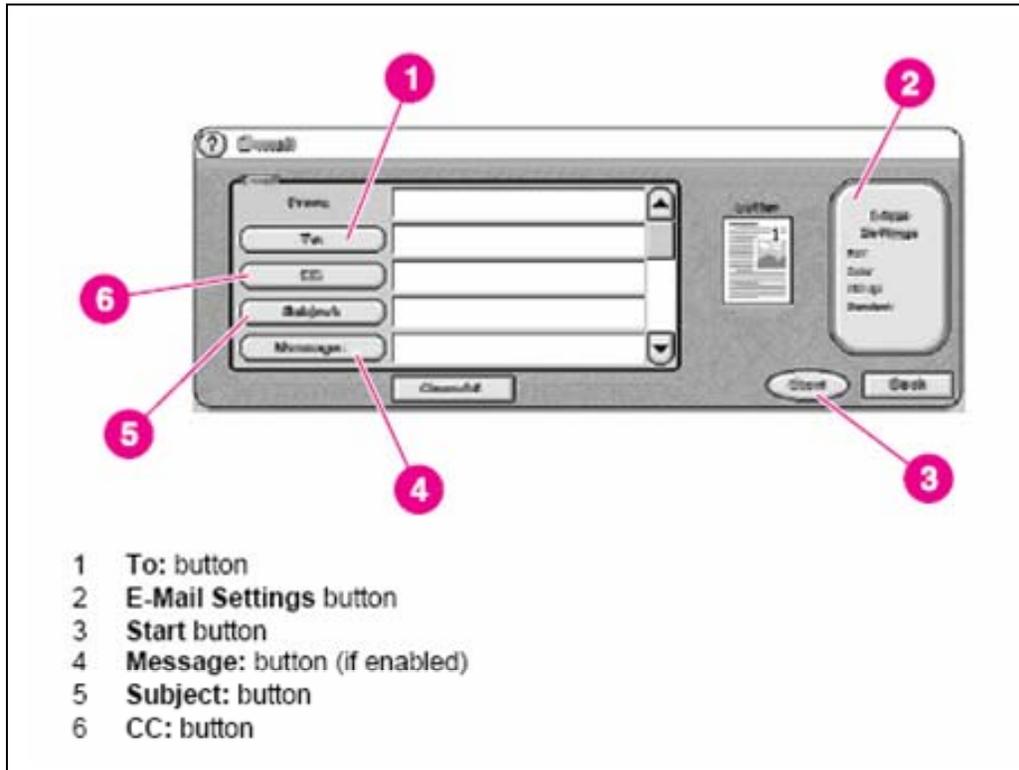
Use the scanner glass to scan small, lightweight or irregularly sized originals, such as receipts, newspaper clippings, photographs, or old or worn documents. The scanner glass can also be used to copy books, magazines, and manuals.

To use the scanner glass:

1. Open the top of the device.
2. Place the document face-down on the scanner glass.
3. Close the top of the device.
4. Make any image modifications, and select any scan settings, if necessary.



**Sending a basic e-mail message** Use the following instructions to scan and send letter or originals by using the default settings. Default is 8.5 x 11 size documents. See next page for changing settings.

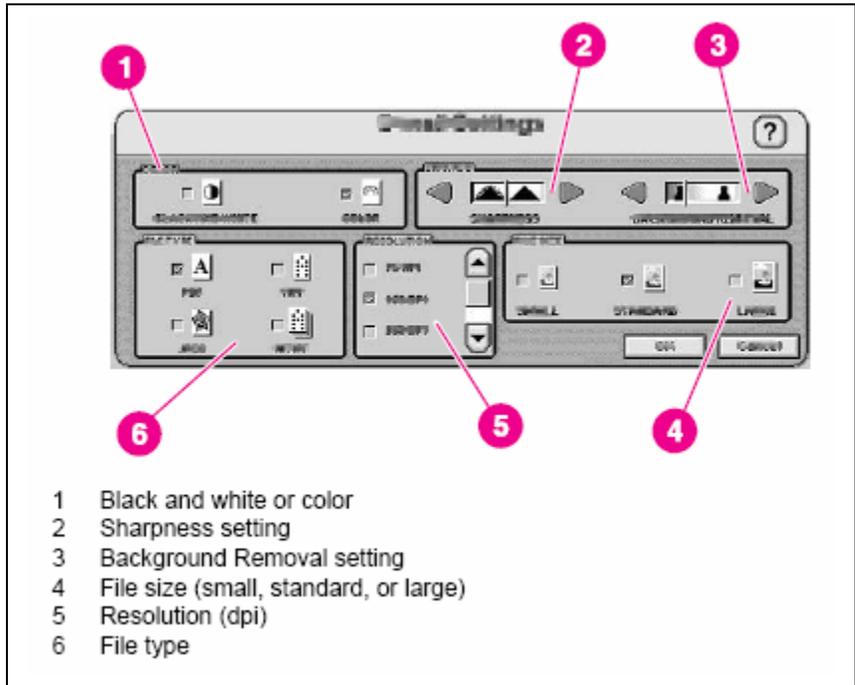


When the scan is completed the message “Do you wish to keep the current settings?” appears. **Select NO.**

1. Place the document face-up in the ADF or face-down on the scanner glass.
2. On the touch screen of the control panel, touch **E-MAIL**.
3. **Touch From:** and, using the pop-up keyboard, type your e-mail address. Touch the backspace key to delete any incorrect keystrokes.
4. **Touch To:** and then type the recipient e-mail address.
5. **Touch CC:** and then type the e-mail address of any copy recipients. If you want to send a blind copy to an e-mail address, scroll down and touch **BCC:**, and then type the address of the blind-copy recipient.
6. **Touch Subject:** and then type the subject of your e-mail.
7. **Touch Message:** and then type in any message that you want to send in the body of the e-mail. The length of the message is limited to 200 characters.
8. Press **Start** to scan the document and send the e-mail.



**Changing the settings** Touch the E-Mail Settings button to open the E-Mail Settings screen.



Before you send a document in e-mail, you can change the following settings:

- **Color:** Select black-and-white or color.
- **File Type:** Select .PDF, .TIFF, .MTIFF, or .JPG.
- **Resolution:** 75, 150, 200, or 300 dpi.
- **File size:** Small, standard, or large file size.

**NOTE:** If the document has multiple pages, the .PDF and .MTIFF formats produce a single e-mail attachment that contains all of the pages. The .TIFF and .JPG formats produce a single file for each scanned page.

**Ask librarian for user manual and/or help with other functions.**