

1. Place originals **Face Down** on glass or **Face Up** in document feeder
2. Press **FAX/SCAN** button (next to Copy button)
3. Choose your desired **E-mail** destination(s) from the Address Book

*Note: **Direct Input** allows you to manually enter destinations*

4. Press **Start** button



Scan a 2-Sided Document

1. Touch **Simplex/Duplex**
2. Touch **2-Sided**
3. Touch **Close**



Change the name of the attachment

1. Touch **File Name/Subject Name/Other**
2. Touch the box next to **File Name** to change the information
3. Type in what you want
4. Touch **OK**
5. Touch **OK**

