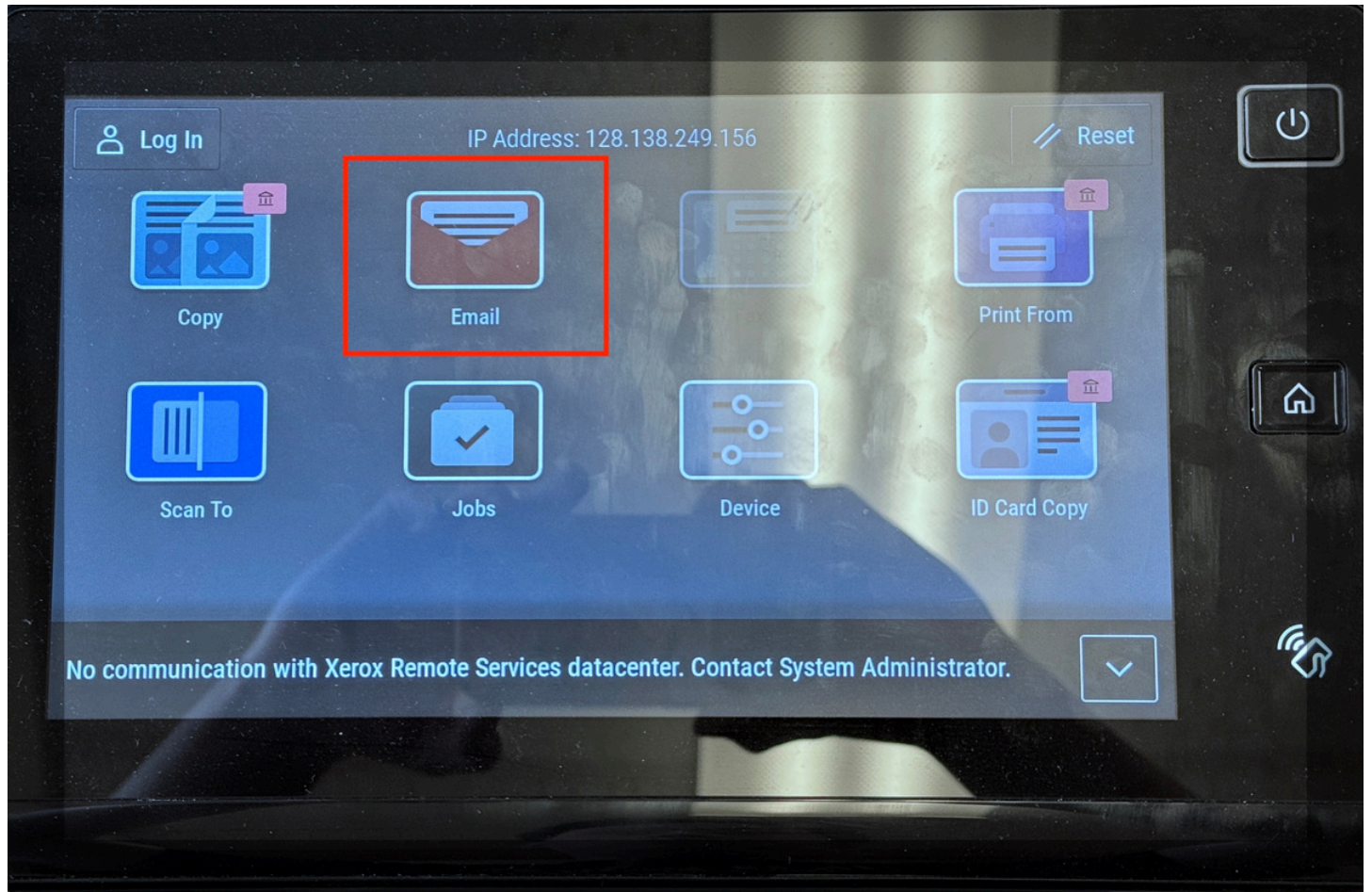


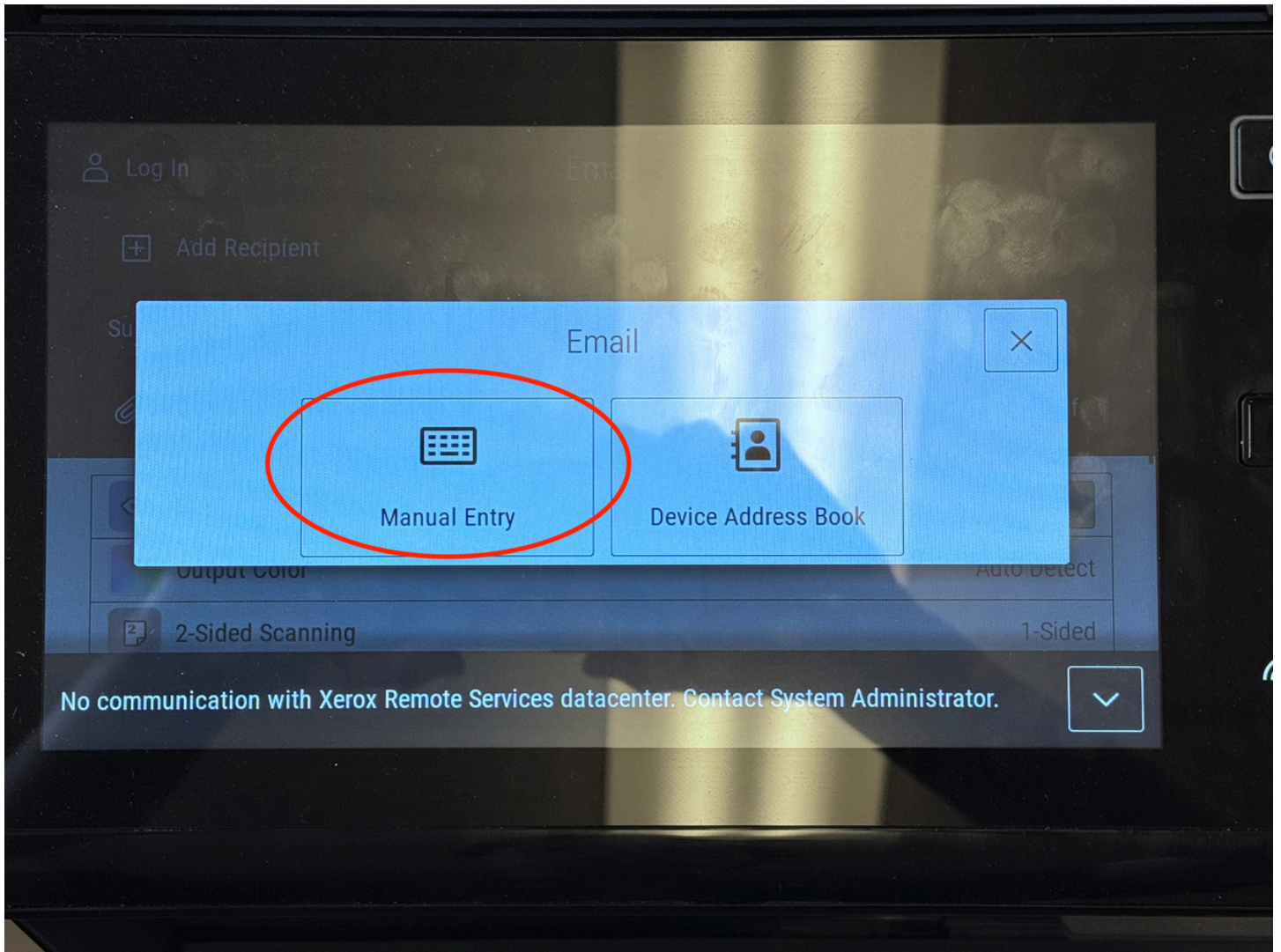
# Scanning and Copying Tutorial

## Scanning

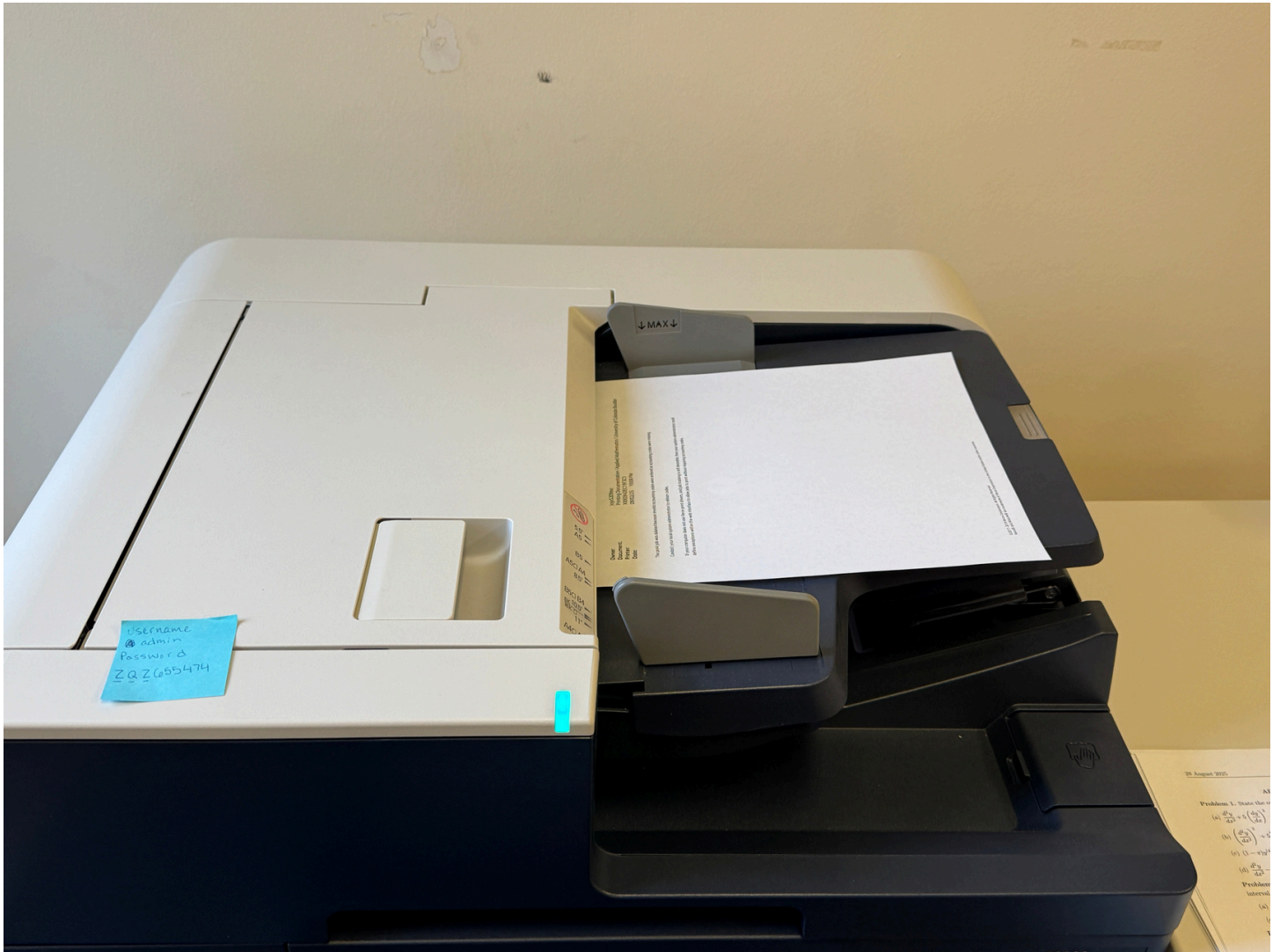
Select the Email tab on the printer select screen



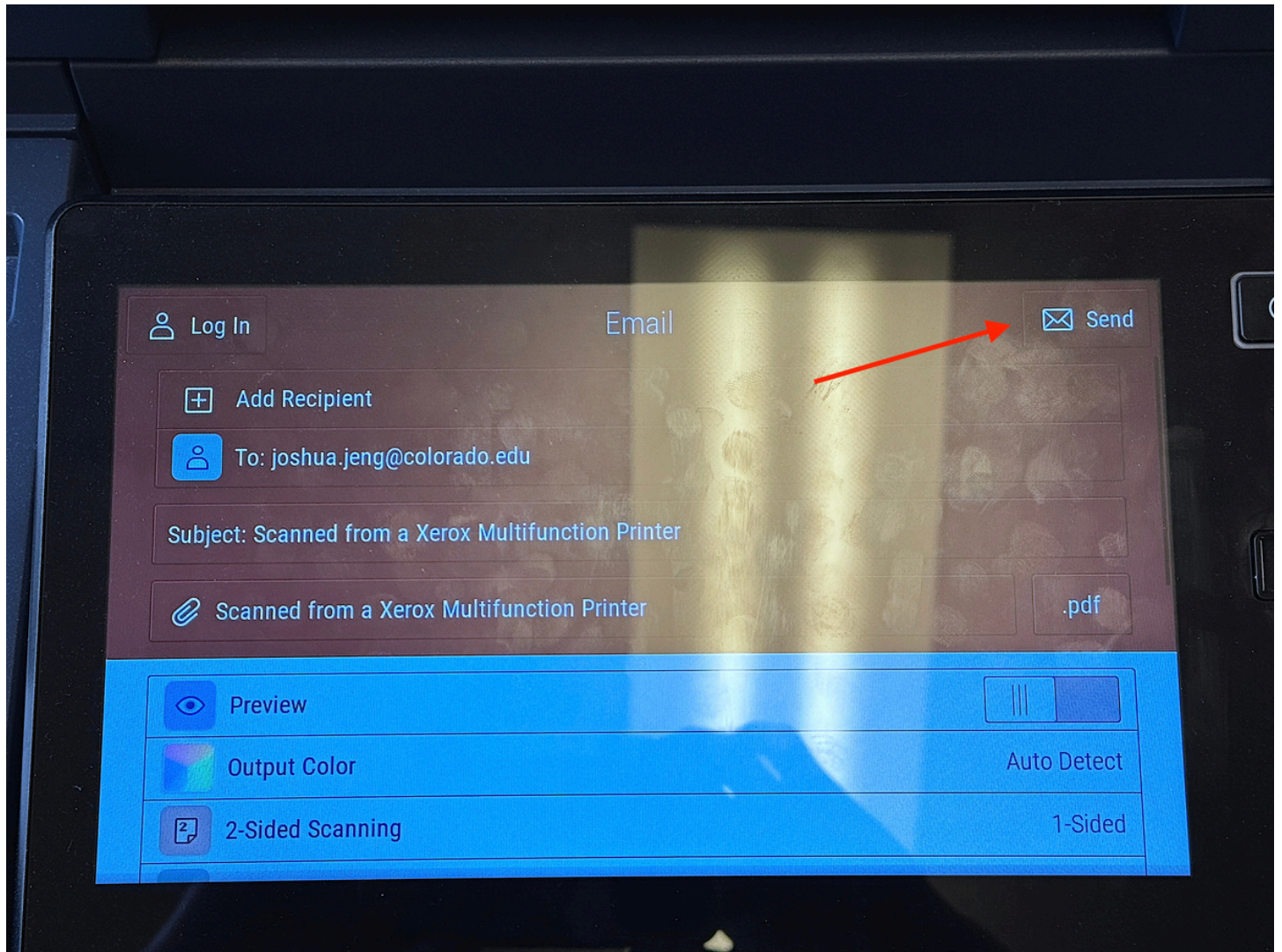
Then select the Manual Entry option and enter your email address



Insert the document you want to scan, as shown below



On the printer screen, click send

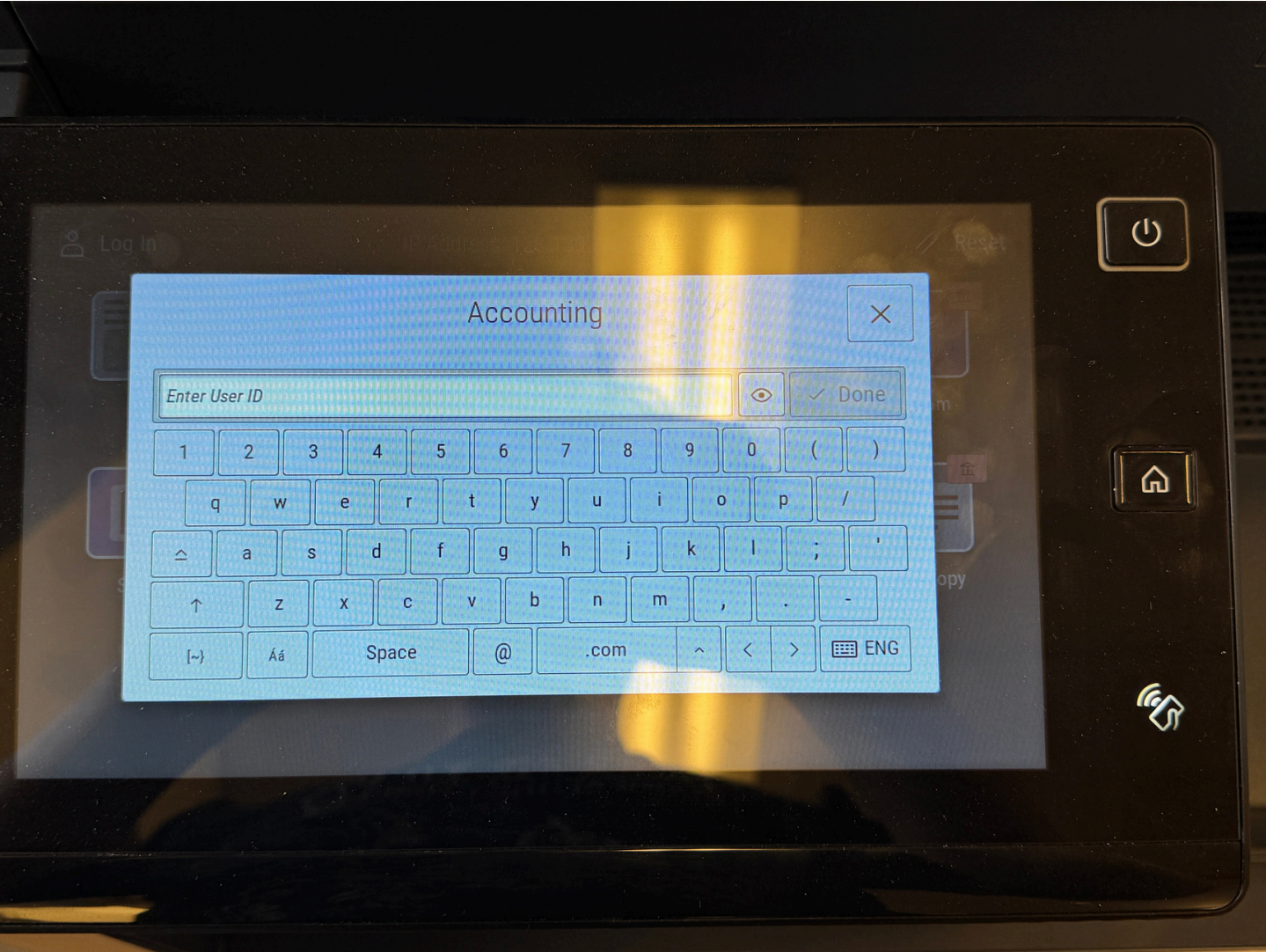


# Copying

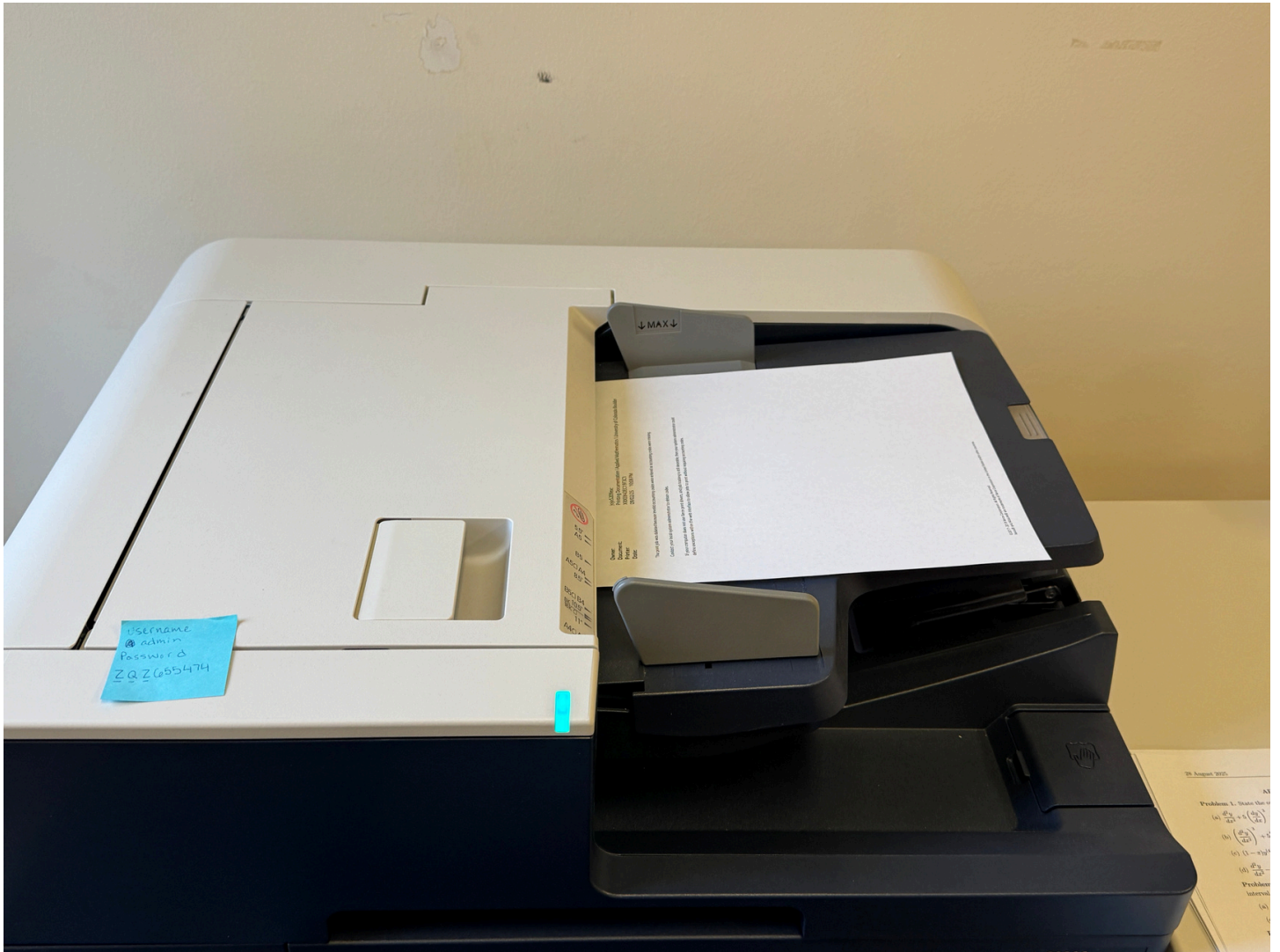
Select the Copy tab on the printer select screen



Enter your Employee ID



Insert the document you want to copy, as shown below



Input the number of copies you want and the desired setting, and click Start

