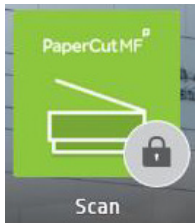


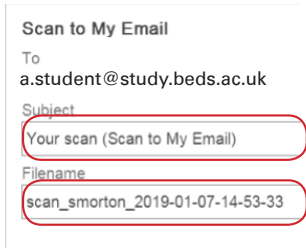
# How to scan to email



1. Swipe your ID card on the card reader next to the printer display.



2. Press **Scan**.



3. You will see your email address on the top.

You can change the **Subject** and the **Filename** if you wish.



4. Press the **Start** button.



5. When you have scanned the last page, press **Finish**.



6. When you have finished scanning, press **Sign Out**.

Scan settings are set to **1-sided** and **B&W** by default.

Change settings

Press **Change settings** to change your preferences, e.g. 2-sided or colour scanning