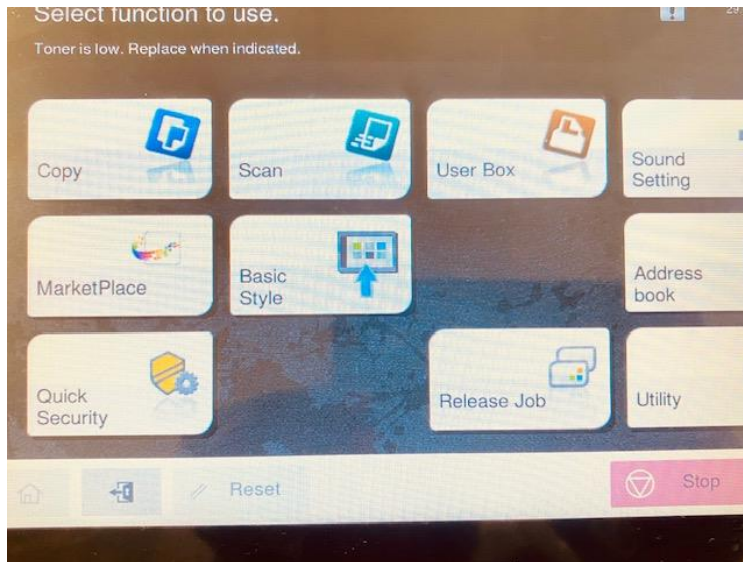**Guide to Scan to Email**

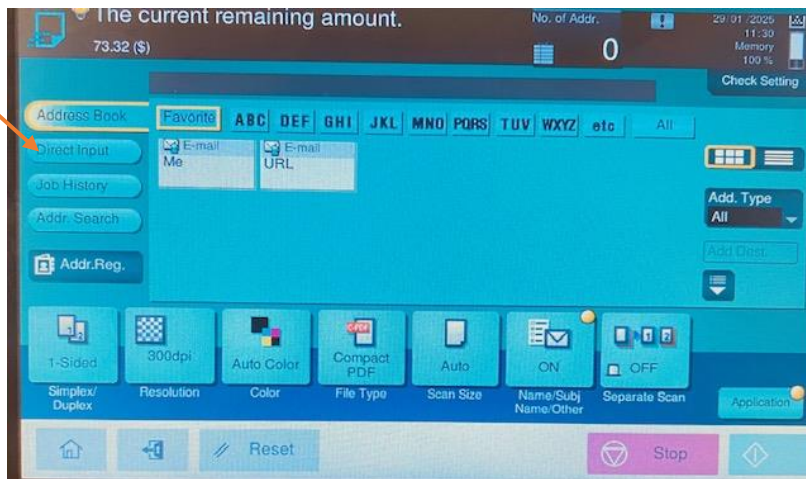1. Login to the printer with the following credentials
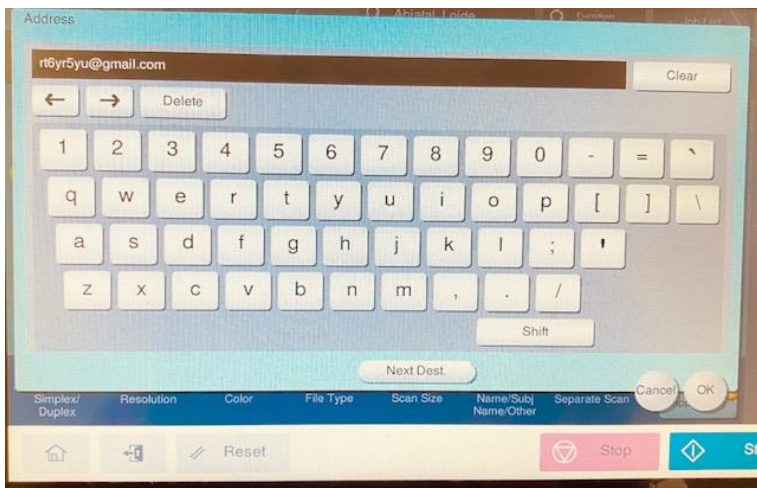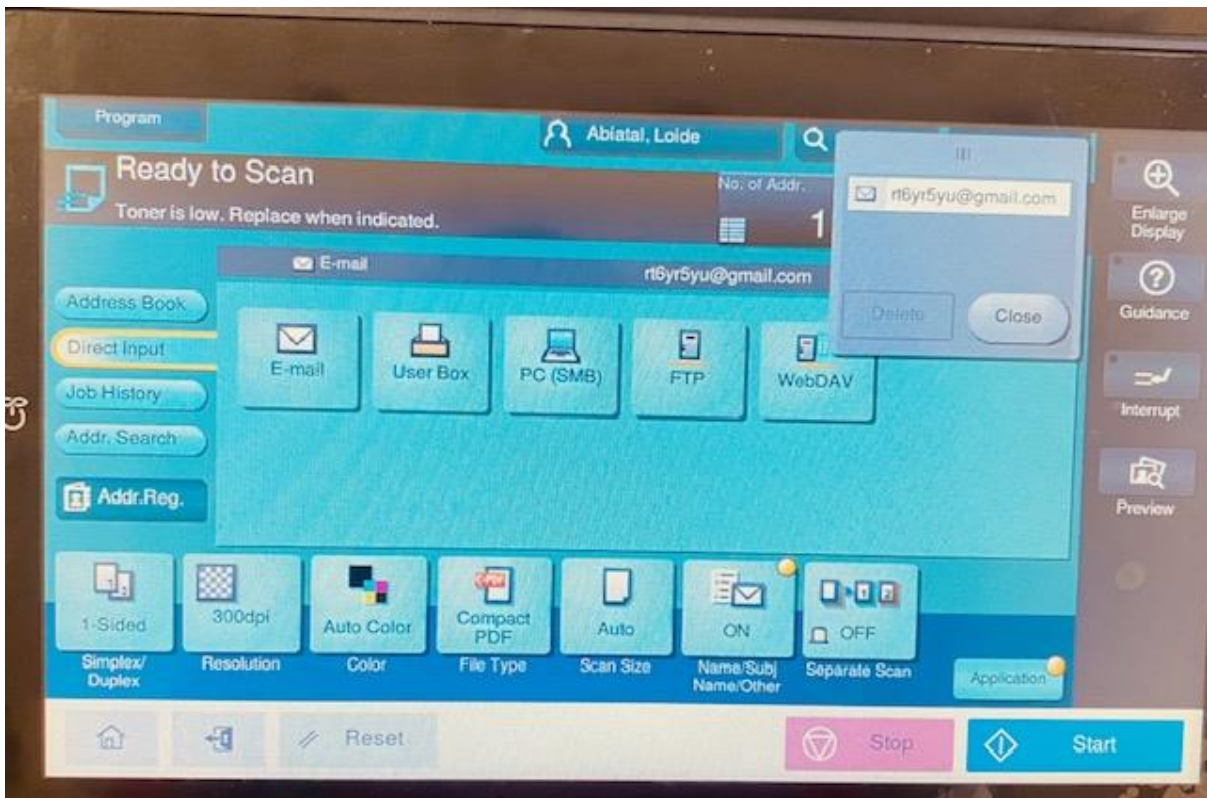
Username: Scan

Password: 12345

2. Choose **Scan**

3. Tap on **Direct input**

4. Enter your *preferred Email address* and press OK

5. Place your documents on the original glass or Automatic Document Feeder for multiple pages and press start

6. Logout of the machine once done scanning