

# E-mail Guide

## Notes:

- When using the automatic document feeder (ADF), load the original document faceup.
- Use the ADF for multiple-page or two-sided documents.
- Use the scanner glass for single-page documents, book pages, small items, photo paper, or thin media (such as magazine clippings).

## Sending an e-mail

### Using the control panel

- 1 Load an original document into the ADF tray or on the scanner glass.
- 2 From the home screen, touch **E-mail**, and then enter the needed information.  
**Note:** You can also enter the recipient using the address book or shortcut number.
- 3 If necessary, configure the output file type settings.
- 4 Send the e-mail.

### Using the shortcut number

- 1 From the control panel, press **#**, and then enter the shortcut number using the keypad.
- 2 Send the e-mail.