



## Typical Application

E-mail a document to a single recipient or multiple recipients in PDF format.

## Procedure

1. Load your original face up in the Document Feeder.
2. Press the *E-mail* button and log in.
3. Select the desired resolution and number of sides scanned. If the originals are 2-Sided, press 2-Sided Originals.
4. Select either the *To...*, *Cc...*, or *Bcc...* button. The *Add Entry* screen will display.
5. Using the touch screen, enter an SMTP-compliant recipient name. (i.e., jsmith@rutgers.edu)
6. Repeat steps 4 and 5 until the last recipient has been added to the list (up to 128 recipients may be entered).
7. Press the *Start* button.

