

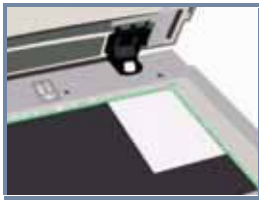
Scan-To-Email On A Xerox 5775



Load Your Documents



Cancel any selections made by a previous user by pressing the AC (CLEAR ALL) button. Remove any staples and paper clips from your documents and ensure that the documents are in good condition.

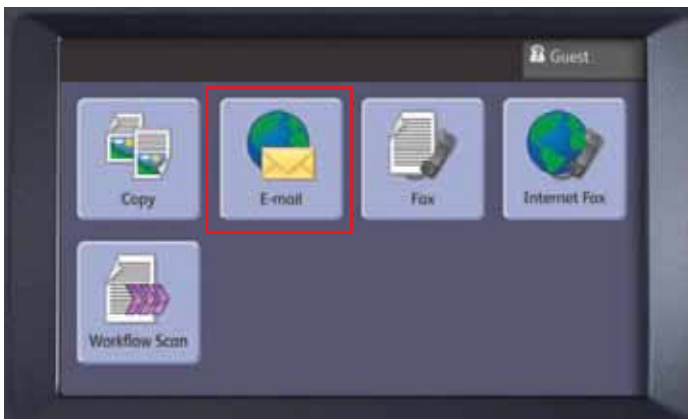


Place the document into the feeder with page 1 face up on top. Slide the document guides against the front and rear edges of the documents.

OR

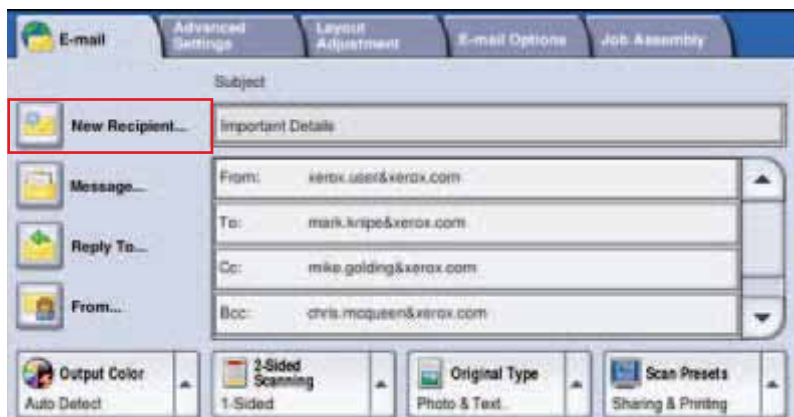
Place the document face down on the the Document Glass and register it to the rear right corner.

Select the Email Button



Select the Email Button. If you cannot see the Email button, select the all services silver button to the left of the touch screen.

Select your Email Address



Select [New Recipient:] and type the first few letters of your name and [Search]. Then select your name from the list and choose [To] in the submenu and Confirm.

Press Start

