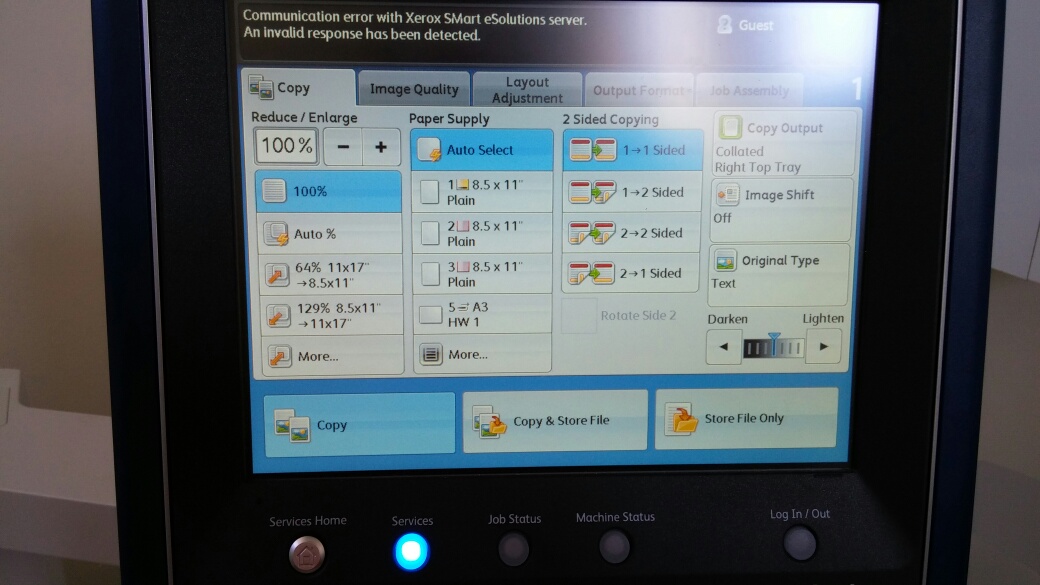
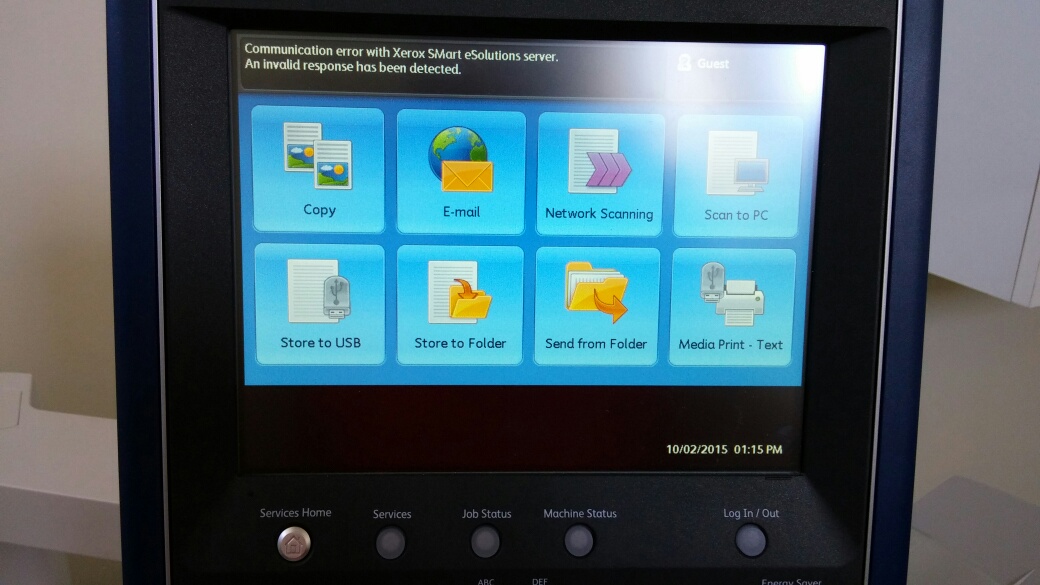
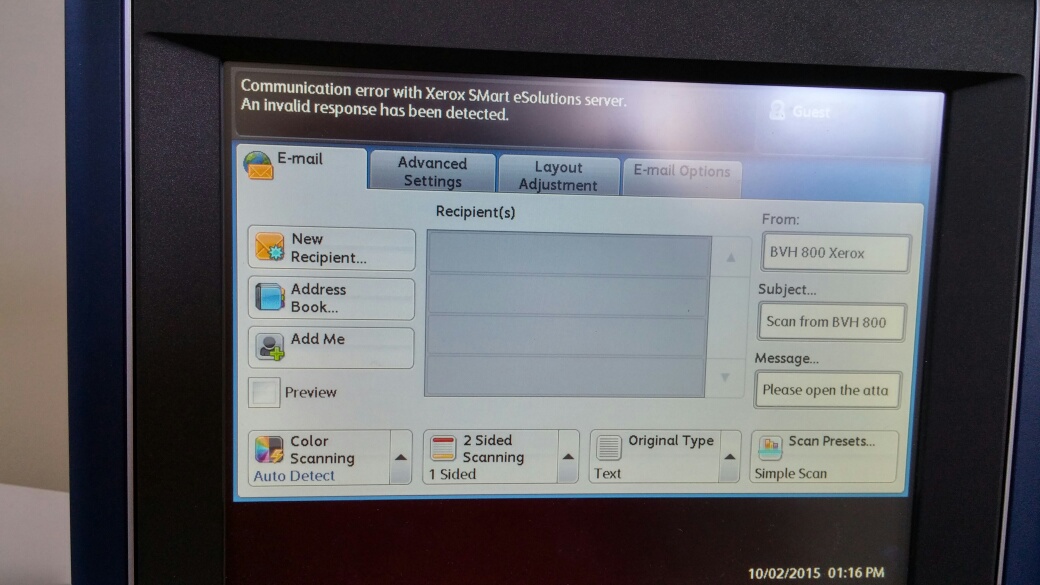
1. Insert paper in the copier face up and oriented the way you would want to read it.
2. From the copy screen hit the “Services Home” button



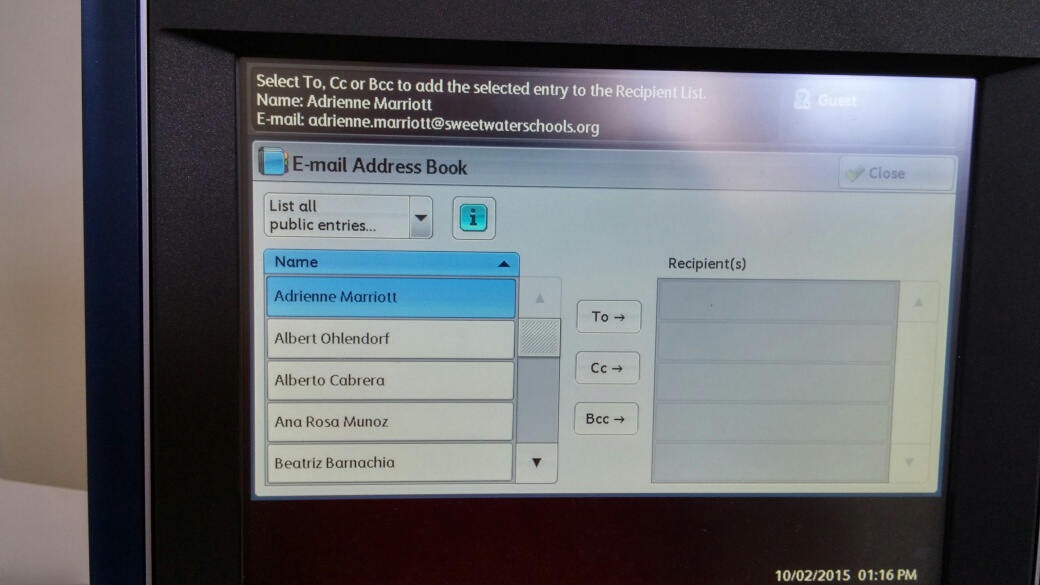
1. From the Services Home screen select “E-Mail”



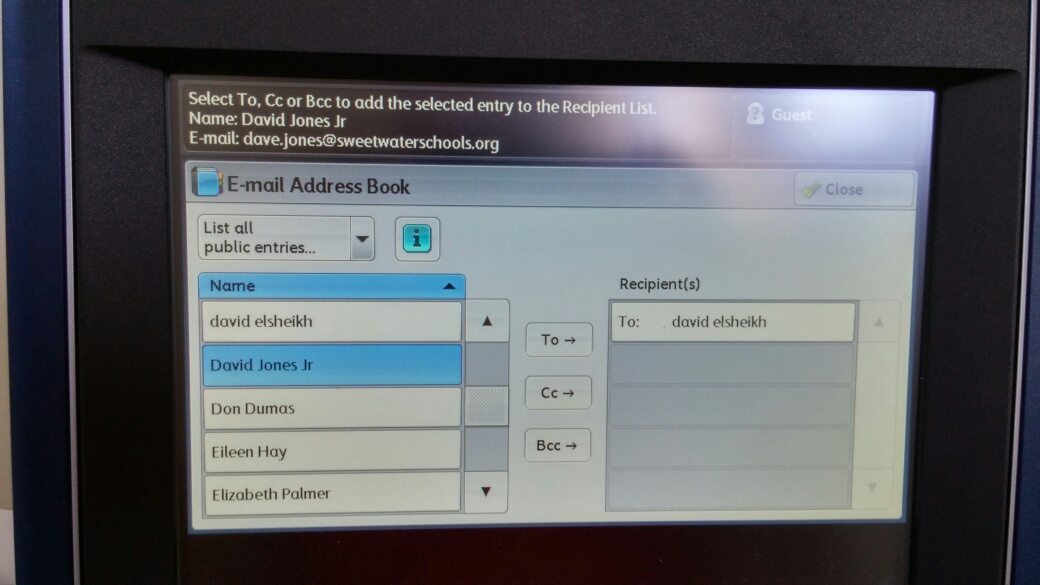
1. On the E-Mail screen select “Address Book”



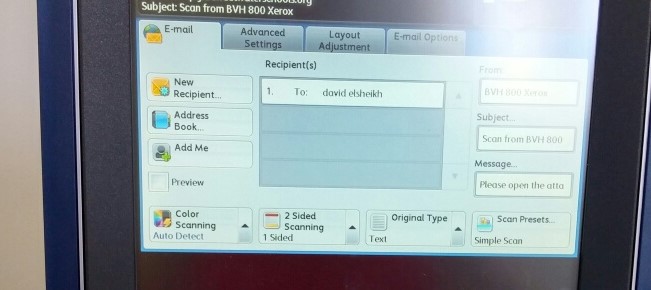
1. On the Address Book screen use the arrows to scroll through the names in the address book. Tap the name you want and then tap “To”



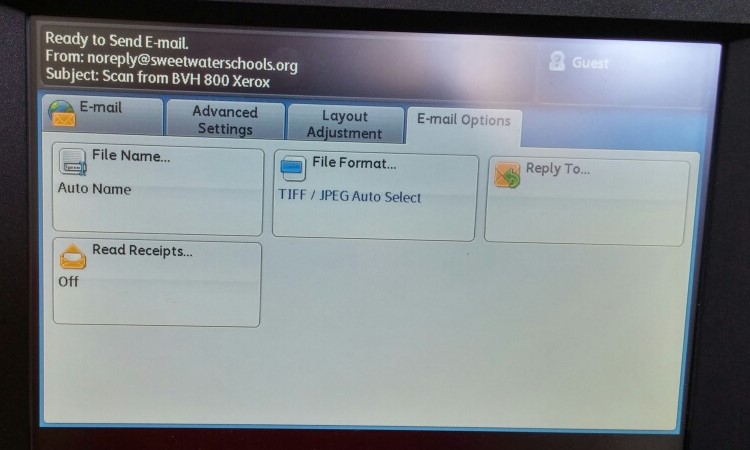
1. Correctly selected names will appear on the Recipients list on the right. When done adding names select “Close”



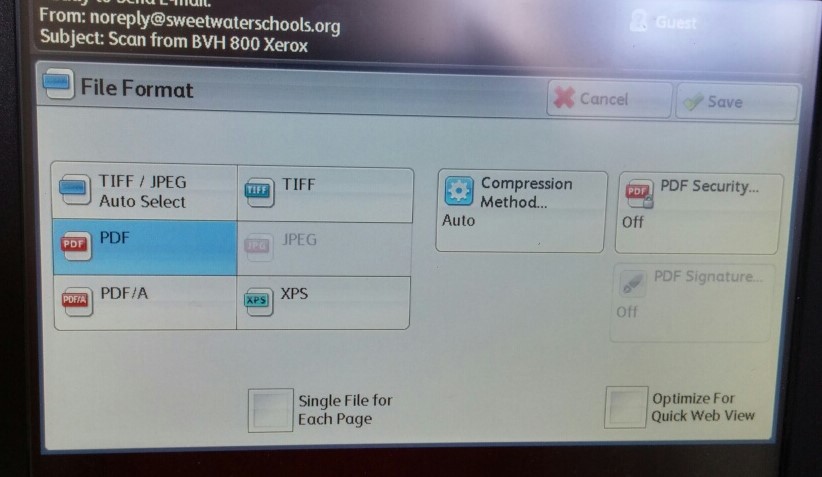
1. You will be back at the main email screen with a recipient listed. Now select the “E-mail Options” tab



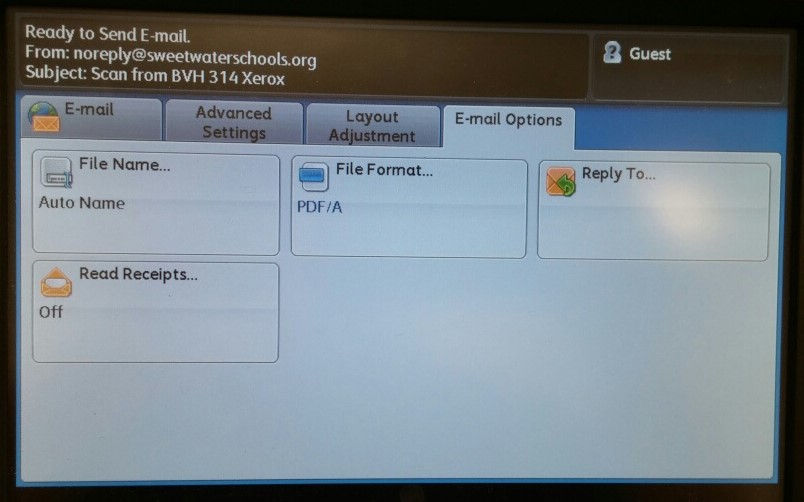
1. On the E-mail Options screen select “File Format”



1. On the File Format screen select “PDF/A” and then “Save”



1. You will be taken back to the E-mail Options tab. Select the “E-Mail” tab



1. Once back on the E-mail tab select the green “Start” button to start scanning the document as you would to make copies.