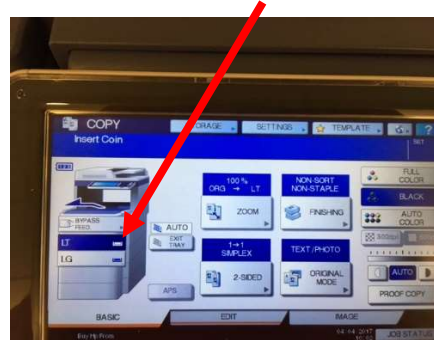# Scan to email using <u>DOCUMENT FEEDER</u>:

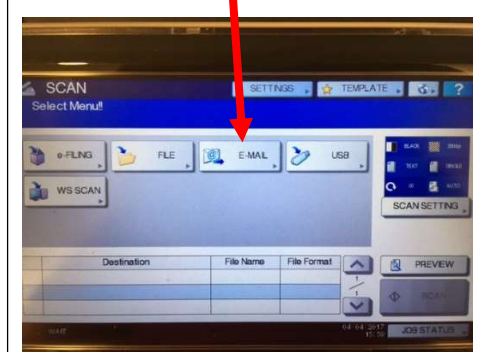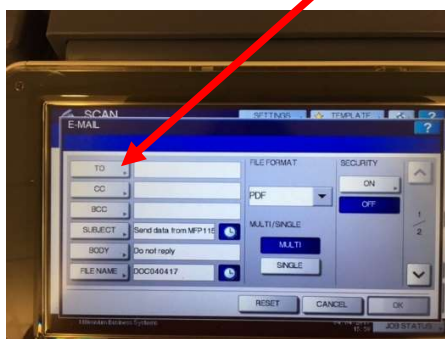| 1) Place document in feeder	2) Select Paper Tray/Size	3) Press "SCAN	4) Press "E-MAIL"
5) eMail Address: Press "TO"	**6) Press "INPUT"**	**7) Type address Press "OK"**	**8) Press "START"**
9) Press "START"	**10) SCANNING Begins**	**11) Message Sent**	
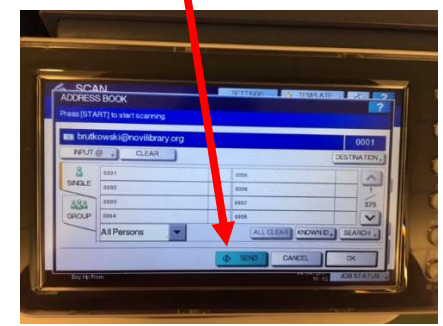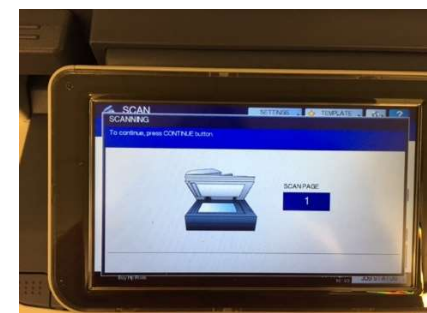
MANUAL scan to email :: <u>ONE PAGE per Message</u>:

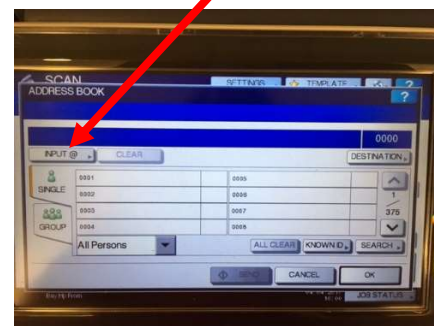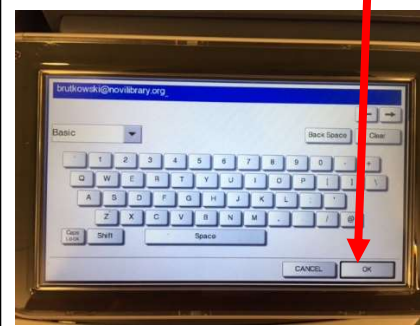| 1) Document FACE DOWN	2) Press "SCAN"	3) Press "SCAN SETTING"	4) Press "Original Size" + OK

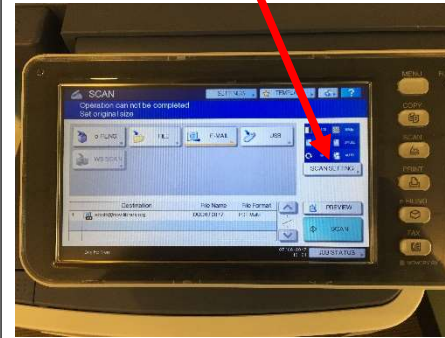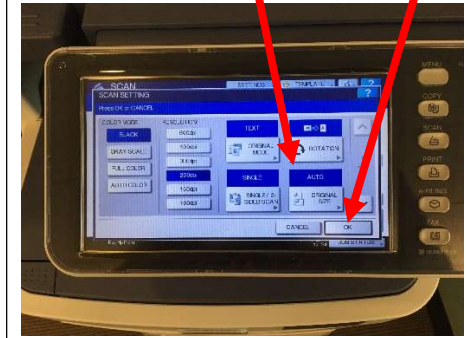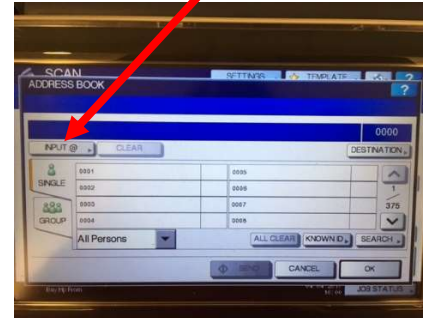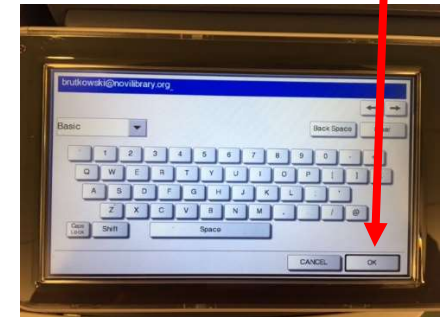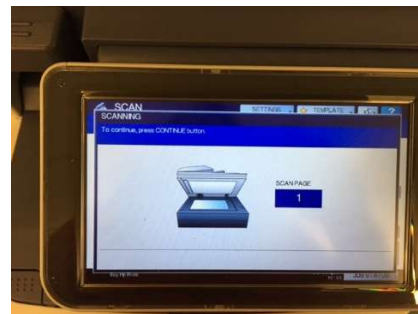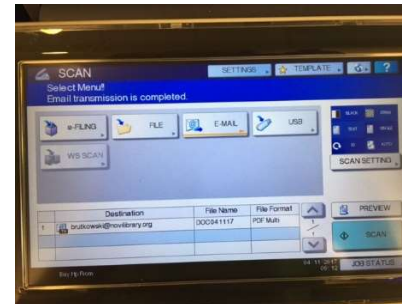| 5) Press "E-MAIL"	6) eMail Address: Press "TO"	7) Press "INPUT"	8) Type address Press "OK"
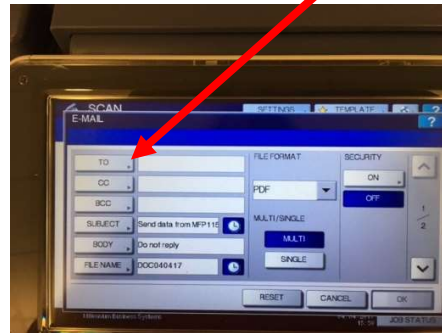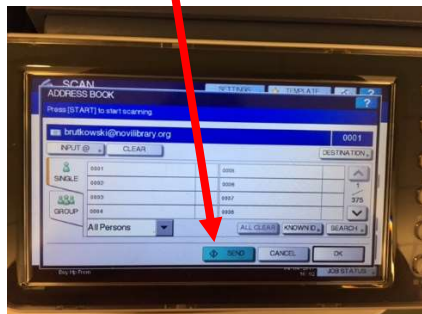
9) Press "START"	10) SCANNING Begins	11) Message Sent	

THE COIN BOX is for COPIES Only.
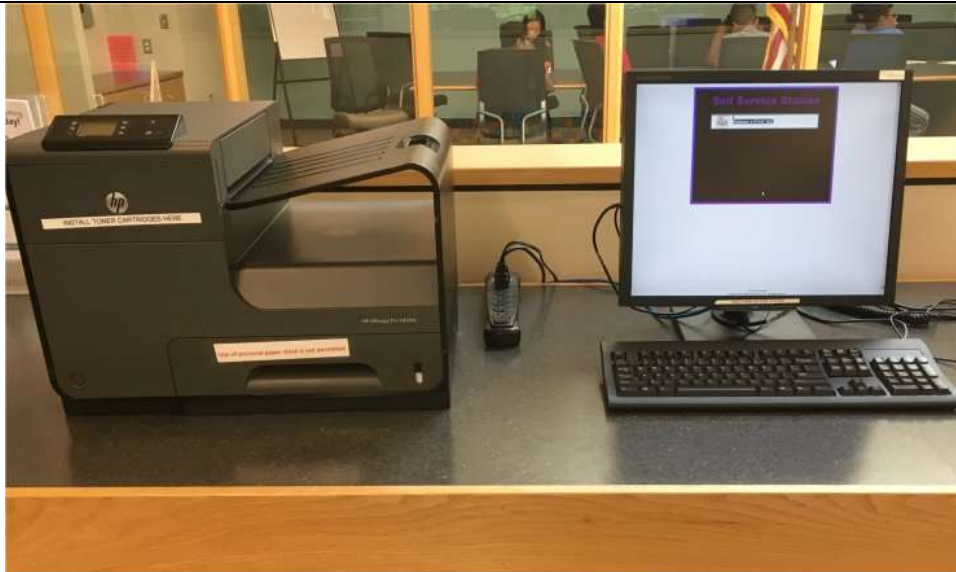
PRINT RELEASE TERMINALS
for Computer Users
are located in the
COMPUTER LAB
and on the
Counter by the **STAIRS**.

Computer Printing Costs are paid @ the Information Desk.