

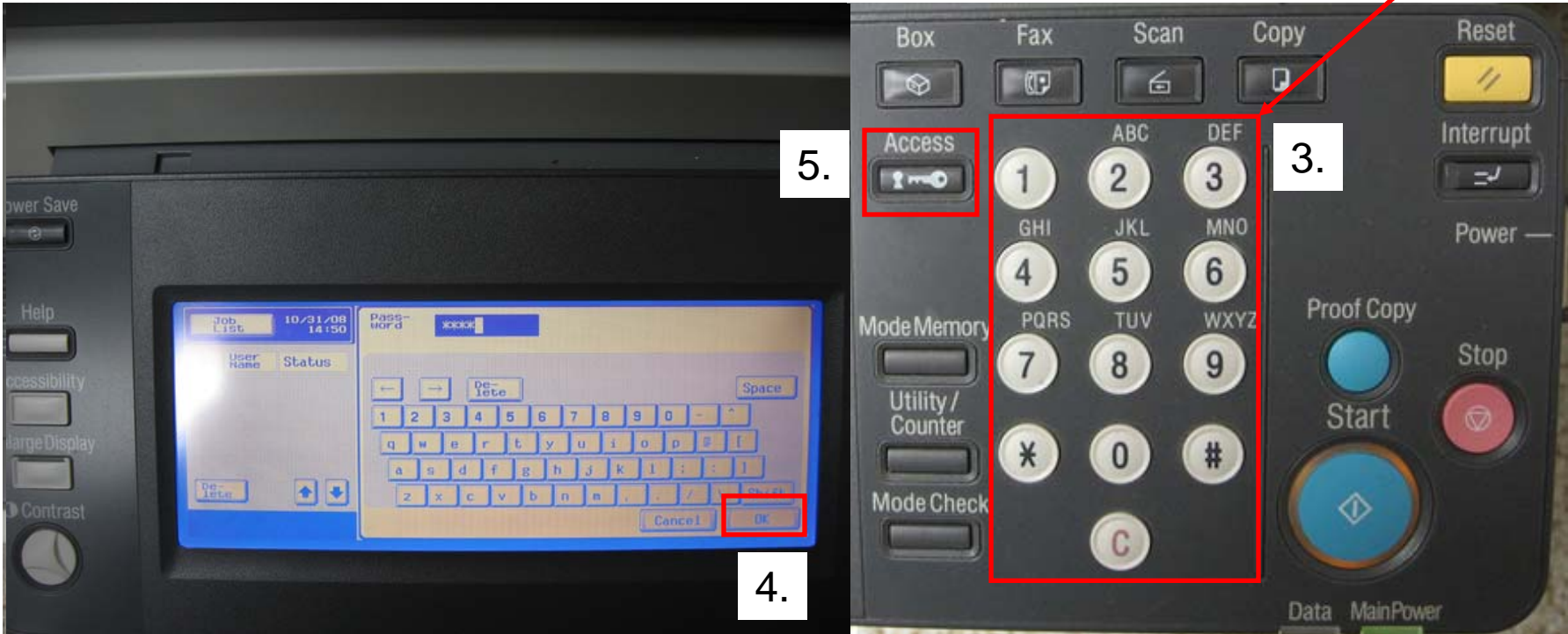
1. Place your copy or copies face up on the intake tray.



2. Press the Input button on the touch screen.



- 3. Type in your copy code. You can either use the touch screen or the press buttons.
- 4. Press OK on the touch screen when finished inputting your code.
- 5. Press the Access button

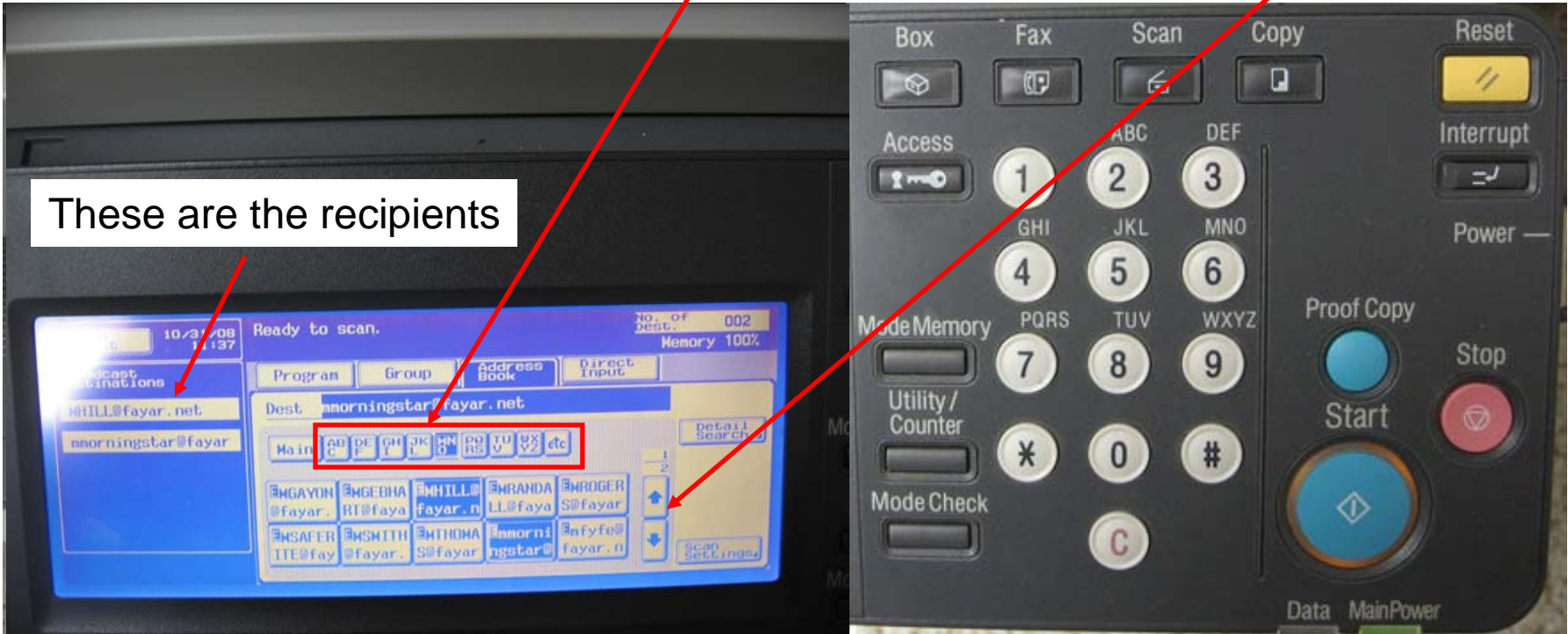


6. Press the Scan Button

7. Press the button that has the letter of the first name of the person to whom you're sending the document.



8. When you press on a letter group, you'll see the email addresses of Ramay faculty. Press the button with the name(s) of the people to whom you want to send the document. When you press the button with the person's email, the button is highlighted and the email is moved to the left pane titled "Broadcast Destinations". Use the arrows to see more names, or click a different letter grouping to add more recipients.



9. If you want to add a recipient that isn't in the fayar.net address book, you can choose Direct Input to type in their complete email address.



10. When you've added all the recipients, click Start. It will then scan the document(s), and email the pdf file of the document(s) as an attachment.

Press the Access button to log out when done.

