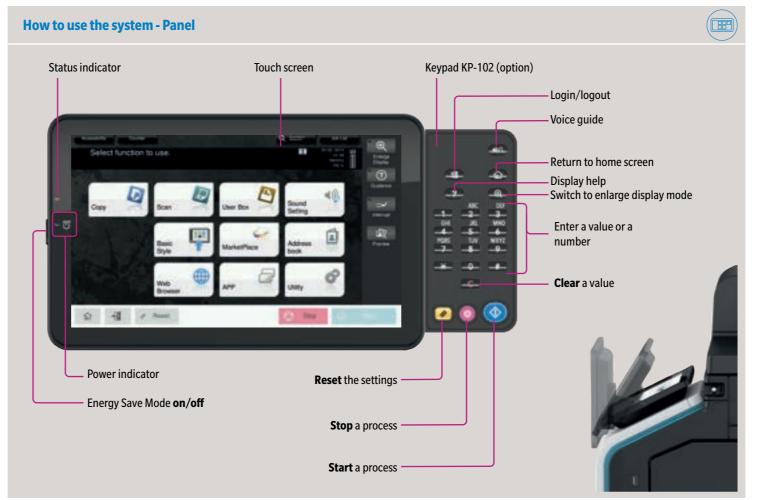
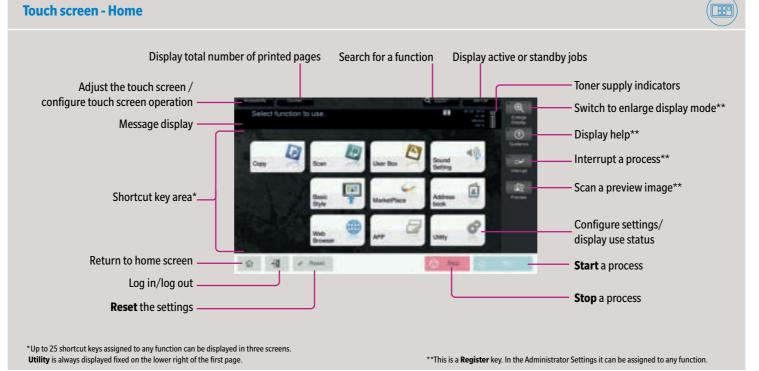


# QUICK REFERENCE



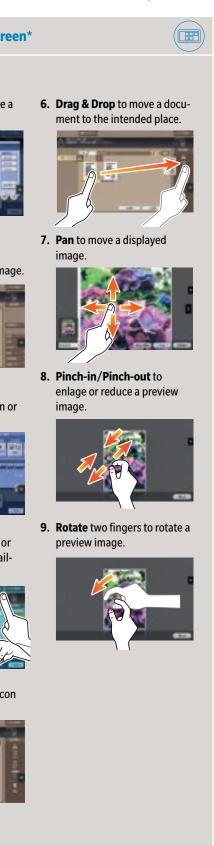




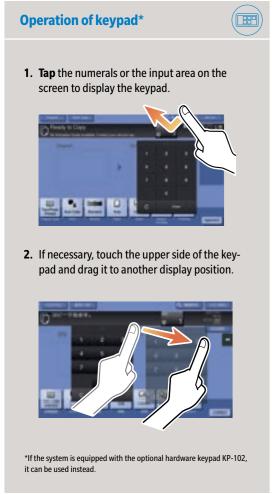


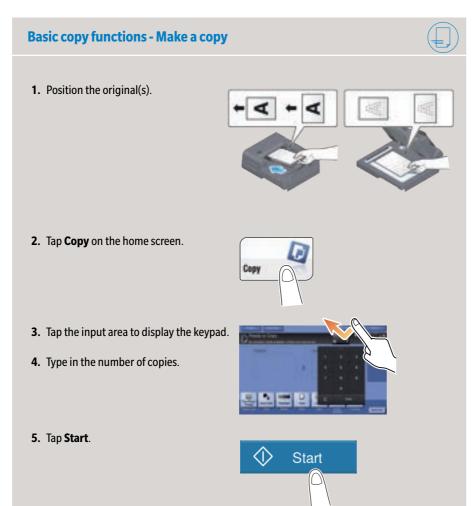


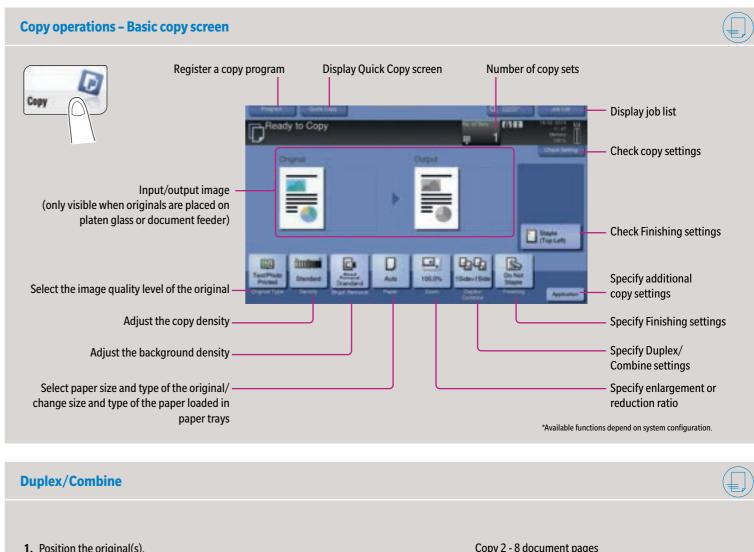
\*Available touch functions vary depending on displayed screen.

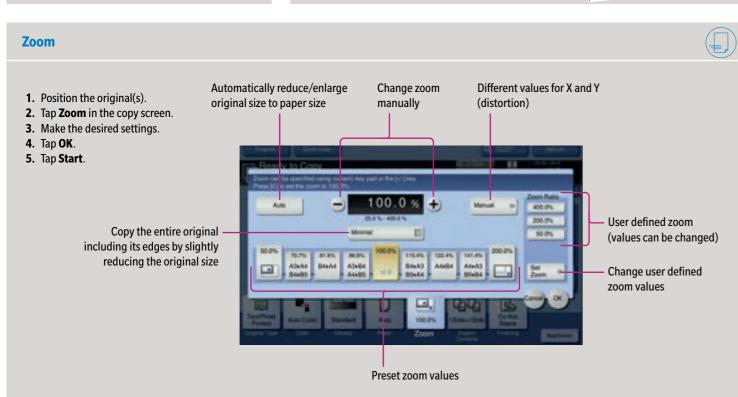


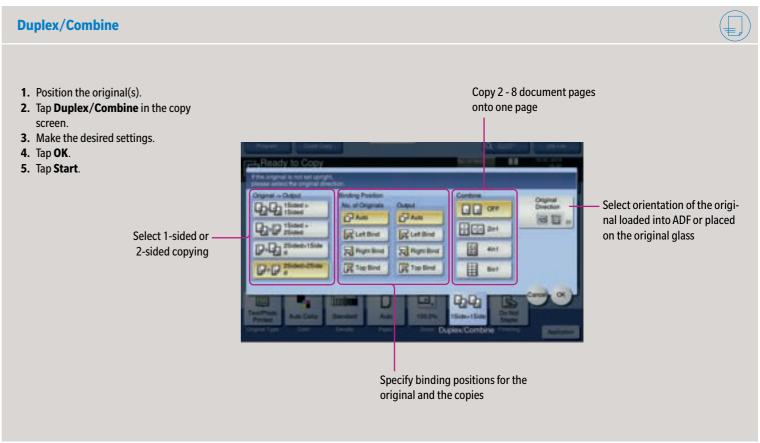




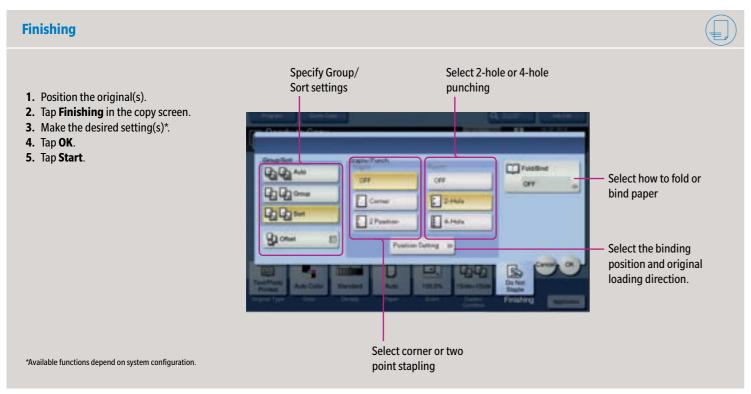














1. Plug the USB memory device into the USB port.

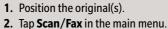


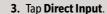
- 2. Position the original(s).
- 3. Tap Save a document to External Memory.



- 4. Make the desired setting(s).
- 5. Tap Start.
  The file is saved.

### Scan to e-mail (Direct input)





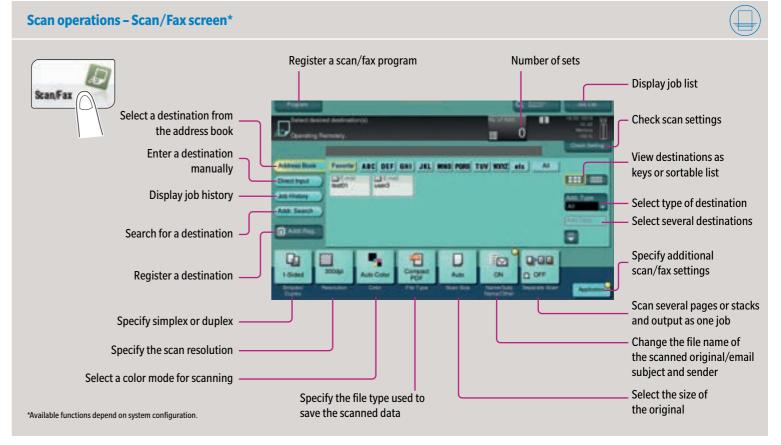


- 4. Tap E-mail.
- 5. Enter the destination address.

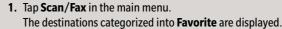


- 6. Tap **OK**.
- 7. Tap Start.

The file is sent.



#### Search for a destination



- 2. Tap Addr. Search.
- 3. Tap Name Search, Character Search, or No. of Destination.
- 4. Enter the search text and tap Search.
- 5. Select the destination from the search result.
- **6.** Tap **Start**. The file is sent.



### Sending data to multiple destinations

- 1. Position the original(s).
- Tap Scan/Fax in the main menu.The destinations categorized into Favorite are displayed.
- 3. Tap Add. Type.
- **4.** Select the desired type of destination.
- **5.** Specify a destination.
- 6. Tap Add Dest.
- 7. Specify the next destination and confirm with Yes.
- 8. Repeat Step 6 and 7 until all desired destinations are specified.
- 9. Tap Start.

The file is sent.





