## Xerox Scan to Email

## Hit the services Home button



On supported devices the E-mail option will appear on the device display.

Place the document to scan on the copier glass



Press the E-mail option

You will be prompted to enter your network ID and password.



Ready to scan your job. Fray 6 is empty. Add paper.	Cuest
E-mail Advanced Layout E-mail Options       New Recipient     Address Book	Job Assembly
To: test@test.com	From wc7556@souther Subject Scanned from a X
Output Color 2.Sided   Auto Detect 1-Sided     Original Type   Photo & Text	Sharing & Printing

The E-mail options panel will be pre-populated with your email address. Change any options as necessary.

When you are ready to scan and email your document press the green Start button.



The document will be scanned and emailed.

Remove your document from the copier glass

Logout of the device by pressing the Log In/Out button

