Scan-to-Email

Here is how to do scan-to-email on a Law Xerox:
(in this example, we will scan-to-email to Bernie Flinn)

1. Put your document to scan into the automatic document feeder.
2. On the Xerox panel, press the "Email" button and log into the Xerox in the usual manner.
3. Press the "Device Address Book" icon. If you choose the "Enter Recipient" icon instead, you can type in an email address which is not in the Address Book.
4. Then press "Search".
5. Enter "fl" (without the quotes) on the keyboard to search for Bernie Flinn by last name (a few letters will do) and press the Search button.
6. A list will pop up starting at last names beginning with "fl".
7. Scroll down if necessary to find the name and then **touch the name to highlight it**.
8. On the menu that pops up, select "To", "Cc" or "Bcc".
9. At this point you can click "Search" again to add another email address.
10. Press "OK".
11. You can now change the scan settings if you wish.
12. To proceed with the scan-to-email, press the green Start physical button.
13. Your document pages will be scanned and a PDF file will be sent to the chosen email address(es).