- 1. Load your paper(s)
- 2. Select the Fax/Scan button on the control panel



3. Select **Email** on the screen and enter the destination email address by using the on screen keyboard (optional: you can select *Enlarge* On at the bottom the keyboard to enlarge the keyboard screen.)



4. Push the **Start** button on the Control Panel to send your documents to the provided email address in PDF format.