

## How to Scan

1. Login at the printer and press **Scan**.
2. Place a single paged document on the flatbed or multi paged document on the document feeder.
3. Select the **scan destination**
4. Adjust scan settings by selecting **Settings**.
5. Press **Start** button to scan.
  - The first page will scan, press Send when scan job is complete or Scan More for multiple pages The scan should now be in your email inbox

