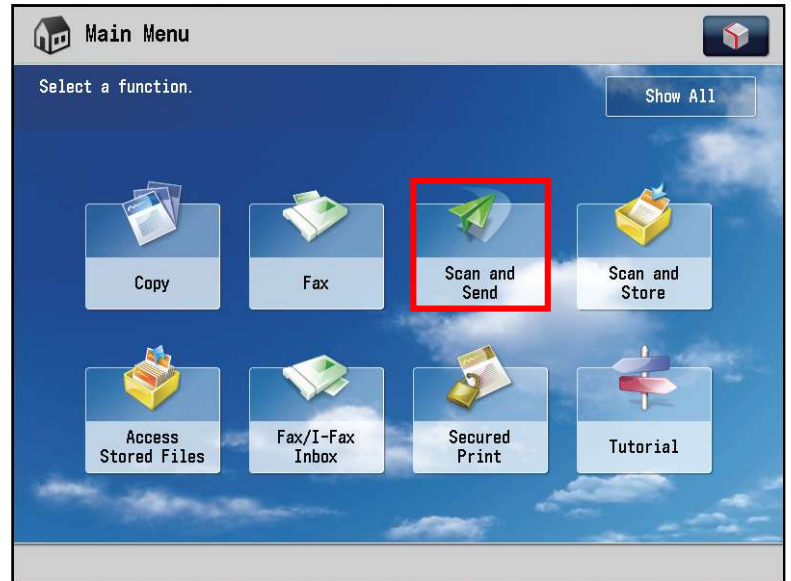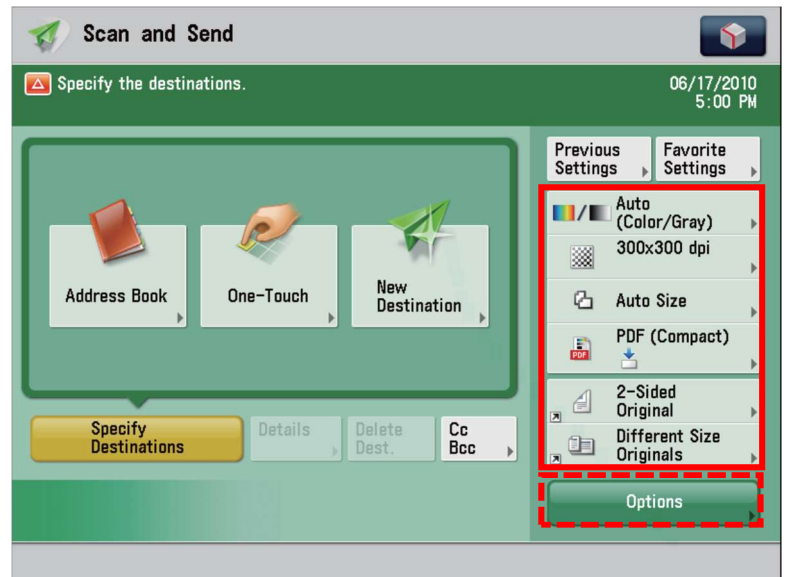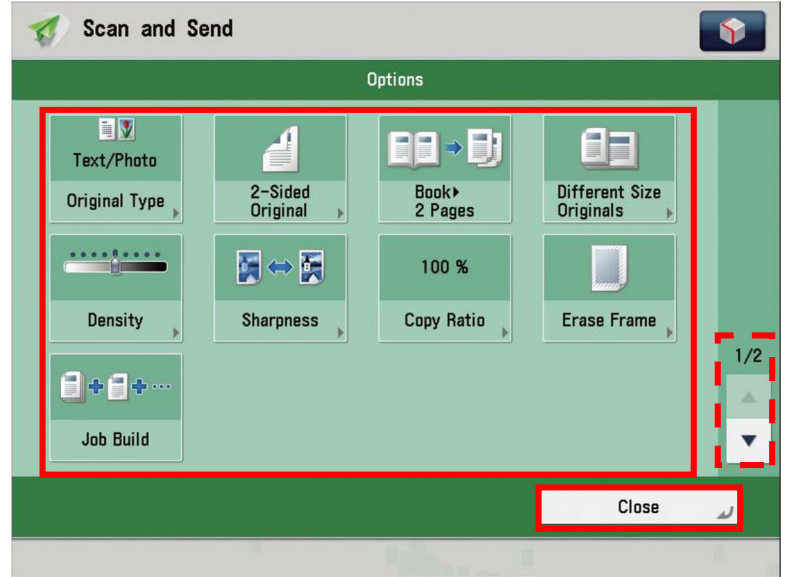1. Touch **Scan and Send** from the Main Menu screen
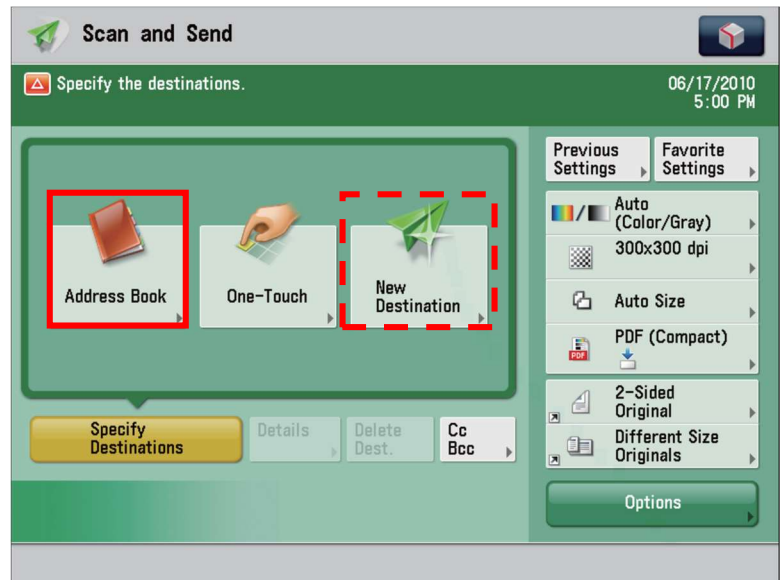

2. Touch **Scan and Send** from the Main Menu screen Note: You can set advanced scan and send basic features by touching **Options**

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3. Chose what **Options** you will be using
   Note: Do not forget about page 2
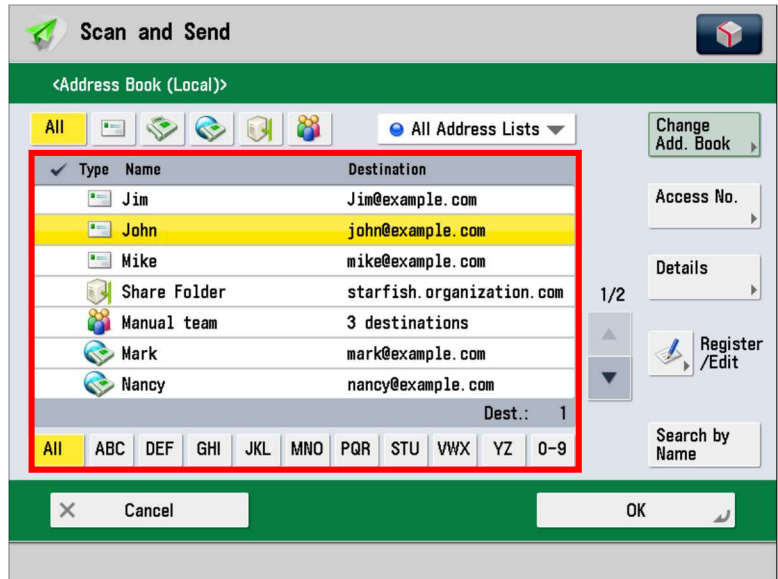4. Touch **Close** when finished

5. Touch **Address Book**

   Note: If you want to send to a new destination

   not yet stored, touch **New Destination** →

   enter the destination

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6. If you are sending to only one destination, touch a destination. If you are sending to multiple destinations, touch all the destinations

7. Touch **OK**

8. Touch **Start**

9. If the following screen appears, press **Start** button to scan the next original. After all of the originals are scanned, touch **Start Sending**

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