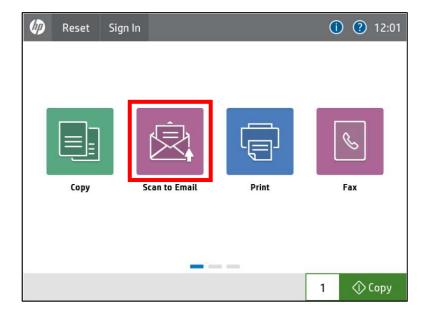


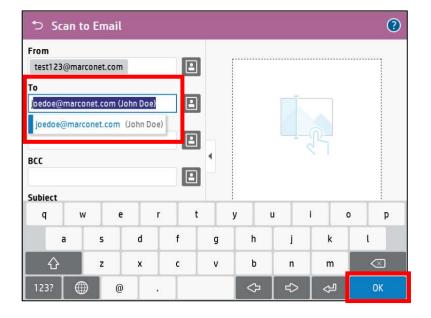
HP Email Basics

- 1. Place originals **Face Down** on glass or **Face Up** in document feeder
- 2. Touch the Scan to Email button



- 3. Touch To
- 4. Start typing in the name or email address you want to send it to
- 5. Touch the appropriate email address *
- 6. Touch OK

*If your address is in the address book already. Otherwise, type in the full email address of the intended recipient.





HP Email Basics

- 7. Touch **CC**, **BCC**, **Subject**, **File Name**, **Message** if you want to modify any of that information
- 8. Touch **Options** if you need to change additional options
- 9. When finished touch Send

