Sending an Email from the Xerox Copier

The initial screen allows you to choose from the available options on the Xerox copier. • Press the *E-Mail* button. • Position the document on the glass, or place the document in the document feeder that is located on the top of the machine.	
There are three options available to choose from. • **New Recipient** • **Favorites** • **Device Address Book**	
Adding a New Recipient • Select *New Recipient.* • Manually enter the email address using the digital key pad on the screen. • Press *Add* to enter the address in the address book if you plan to use the address in the future. • There is also the option to save the address to *Favorites*. • Press *Start* to send the email.	
Using the Device Address Book • The device may have an address book that has been pre-populated for your department. • To use the Address book, press the *Device Address Book* option.	

• Select the *Search* option and type in the name of the person that you would like to send the email to.	
• The message is now ready to be sent. • Press the *Start* button. *The default Subject Line identifies the device!* • By default, the subject line is set to identify the device by location and device name. This could be changed by selecting *Subject*.	
• Clear the Subject line by clicking on the *X* located to the right. • Enter the subject that you prefer using the digital keypad on the screen. • Press *OK* when finished and then Press *Start* to send the Email.	