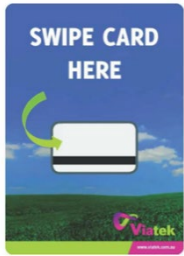# Scan to Email Instructions
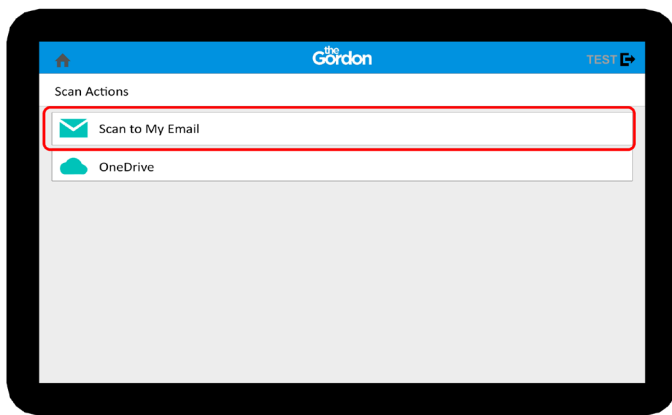
SWIPE CARD TO LOG IN

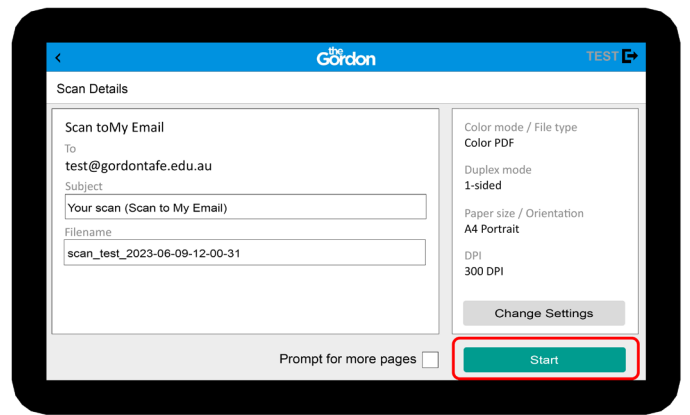Once logged on, click **Scan** – you will arrive in the **Scan** page (fig 1)

You will have the option to place your document into the **Document Feeder** or into the **Scanner Glass Bed** (for fragile or odd sized documents)**.**

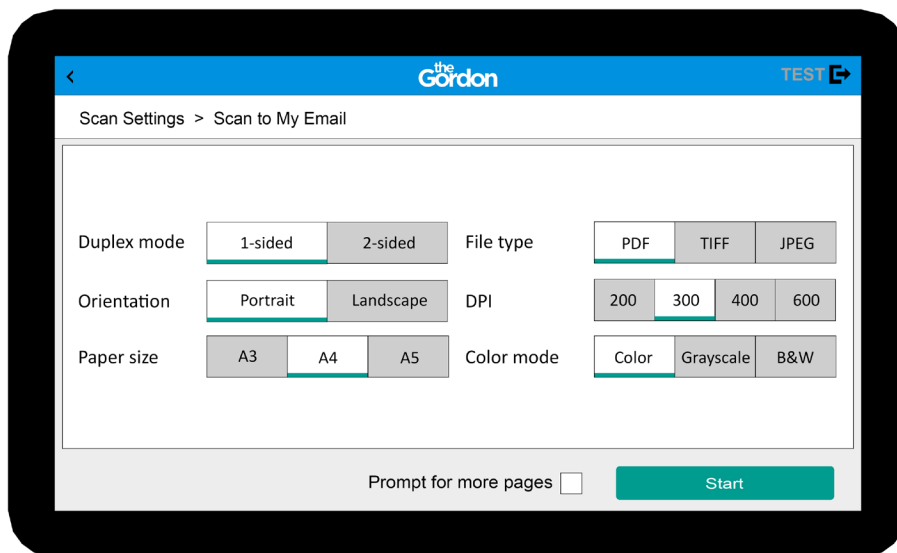1. Select **Scan to My Email**

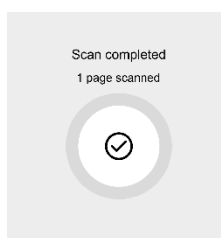2. When ready click **Start** (fig 2)

(fig 1)

(fig 2)

3. If you want to **change the settings** (fig 3) prior to scanning click Change Settings

(fig 3)

When happy with the changes click Start to start scanning.

4. **Scan completed!** (fig 4)
   You have now received the document on your **Gordon Email** inbox.

(fig 4)

7 June 2023