Simple Emailing:

1. Load the document into the Document Feeder or place on Glass face down
2. Touch the All Services button on the Control Panel
3. Touch the E-Mail icon on the Touch Screen
4. If sending to Internal MATC employees:
   a. We have loaded a copy of the GroupWise address book into all copiers. If you are sending to someone within MATC – Touch Address Book and then enter the first 3 letters of the users last name and Touch Search. Highlight the proper user from the list and Touch To: and then Touch Close.
5. If sending to External Email addresses:
   a. Touch New Recipient and enter the recipients Internet Email address. Touch Add then Close.
6. Select the appropriate Settings (B/W or Color, 1 or 2 sided, etc)
7. Press the Start button on the Control Panel