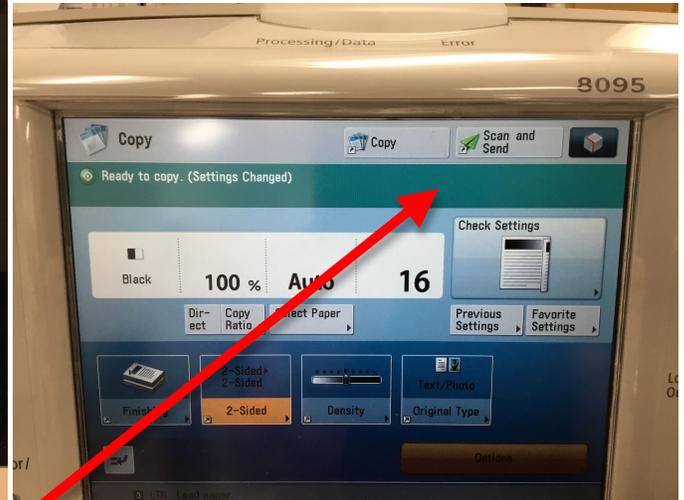
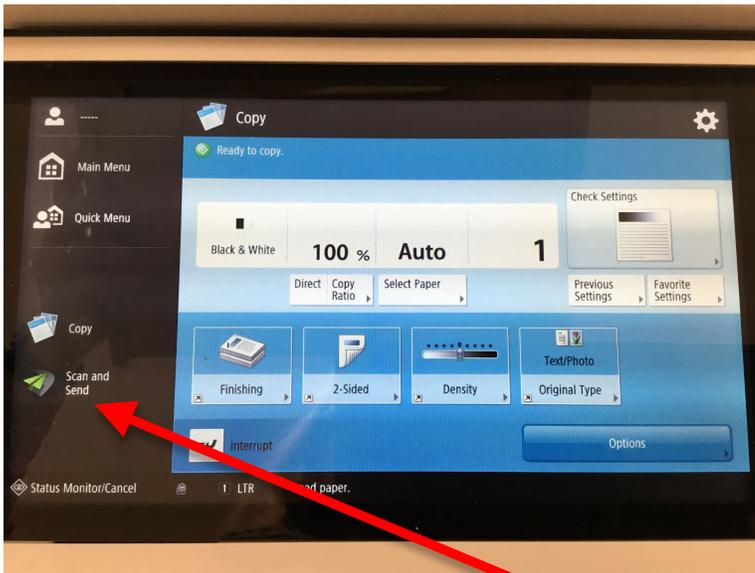


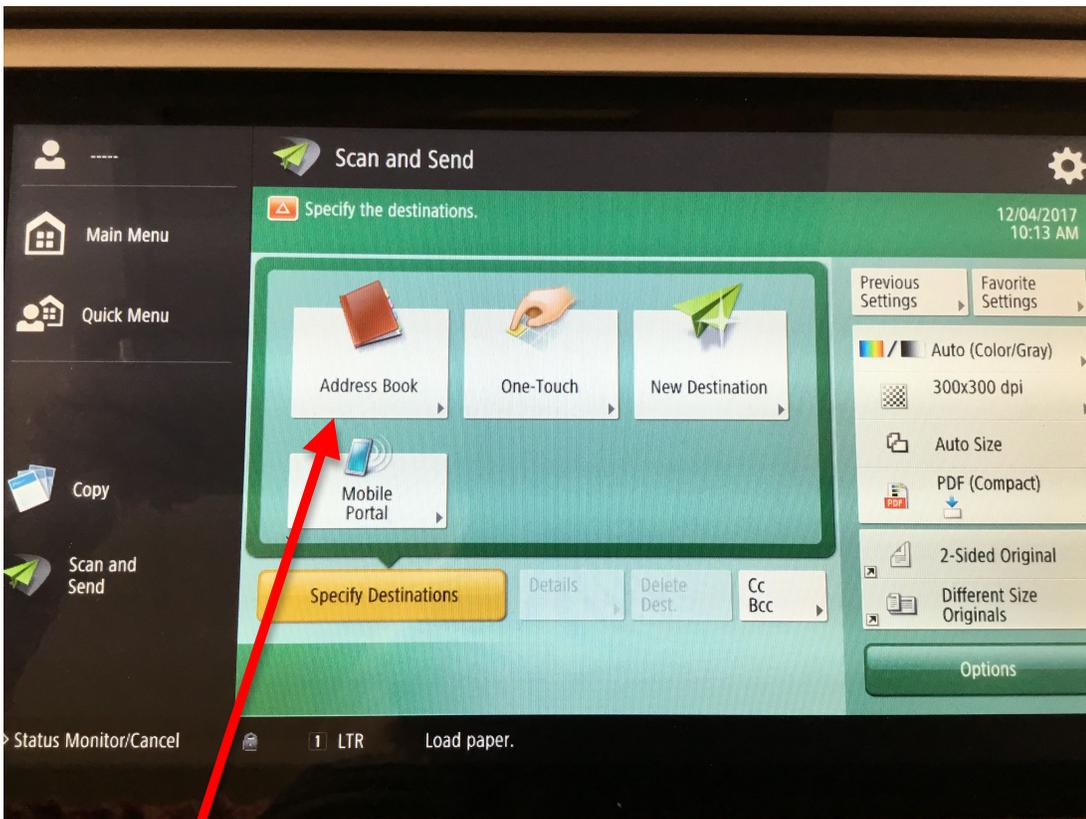
# How to use the Copier Address Book:

Copier #1

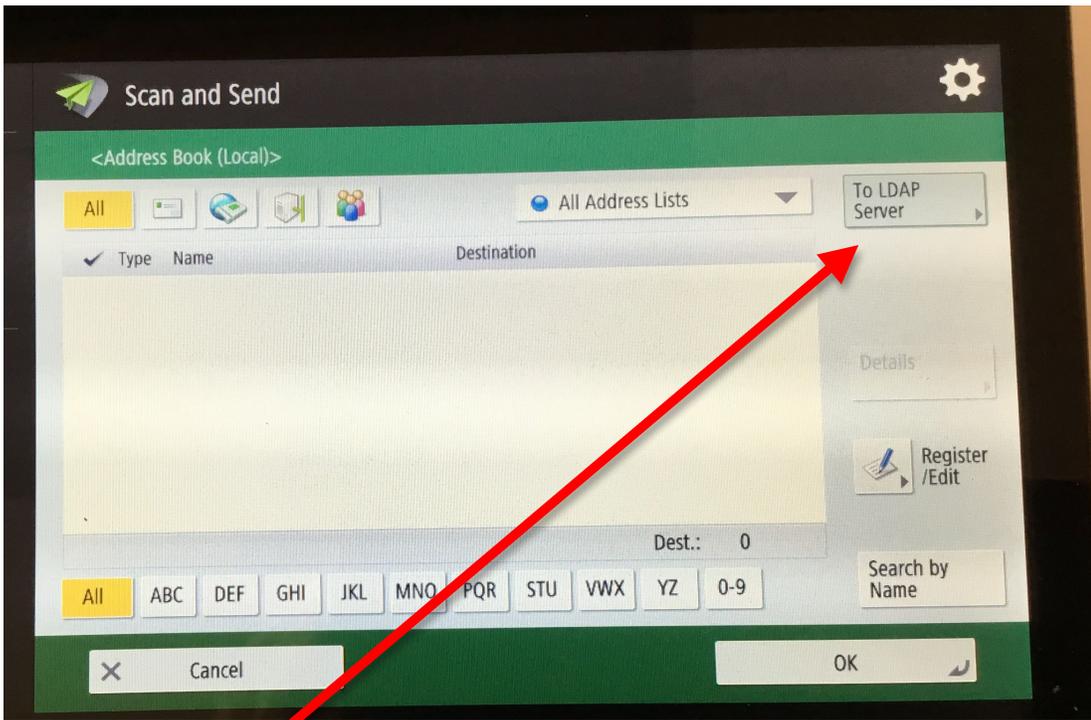
Copier #2



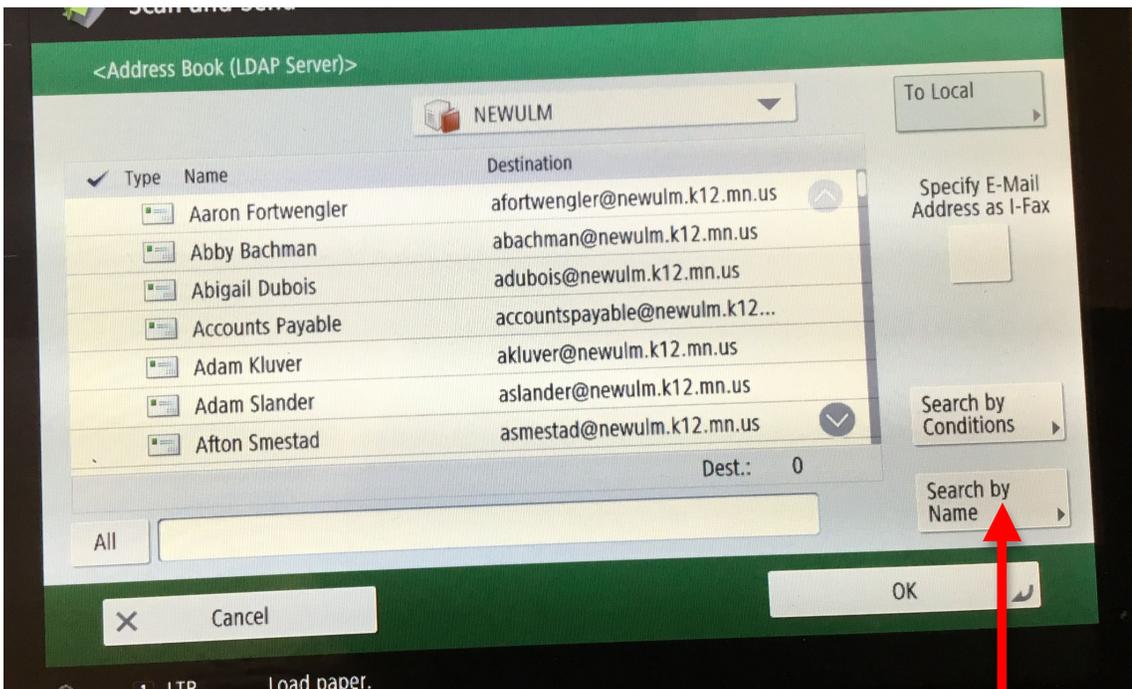
Both copiers have a quick button to the “Scan and Send” button.



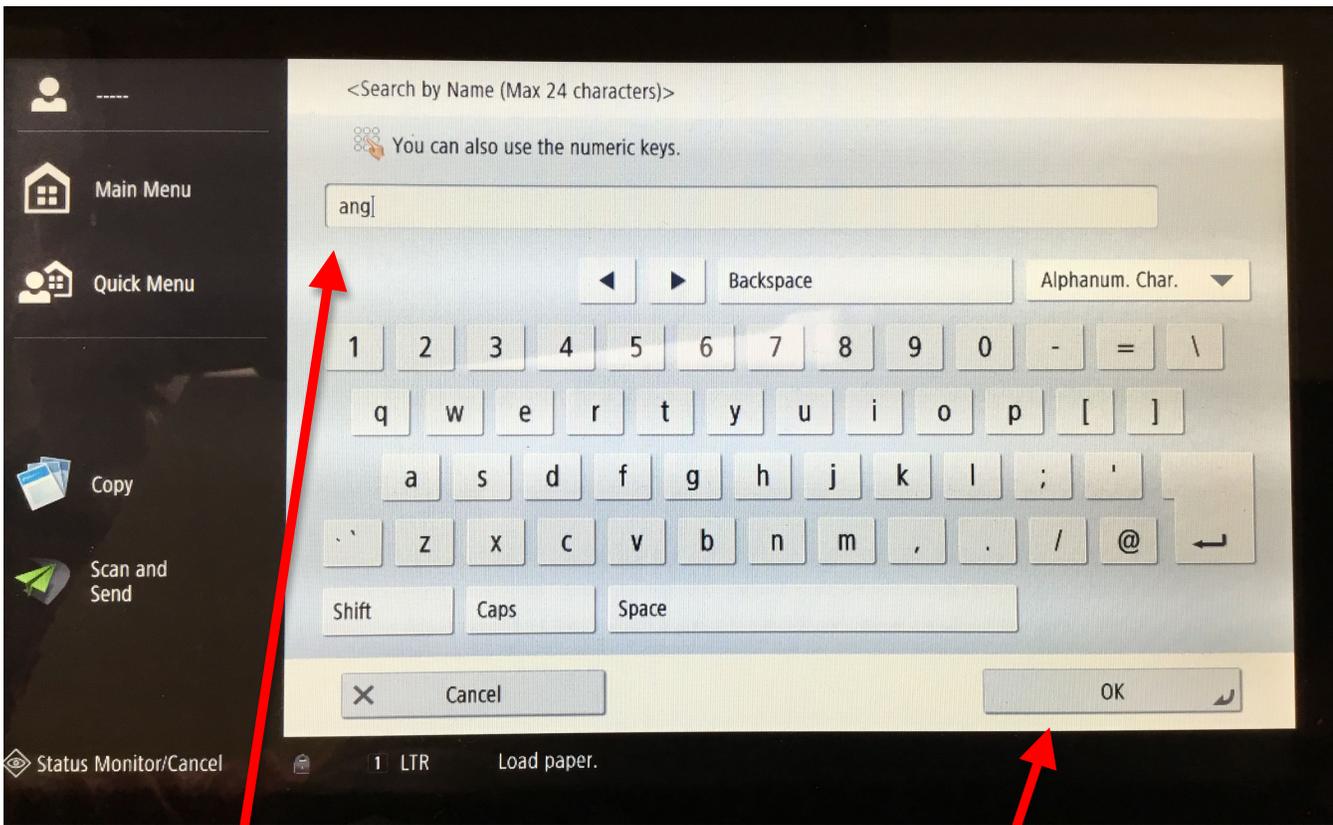
Select “Address Book”.



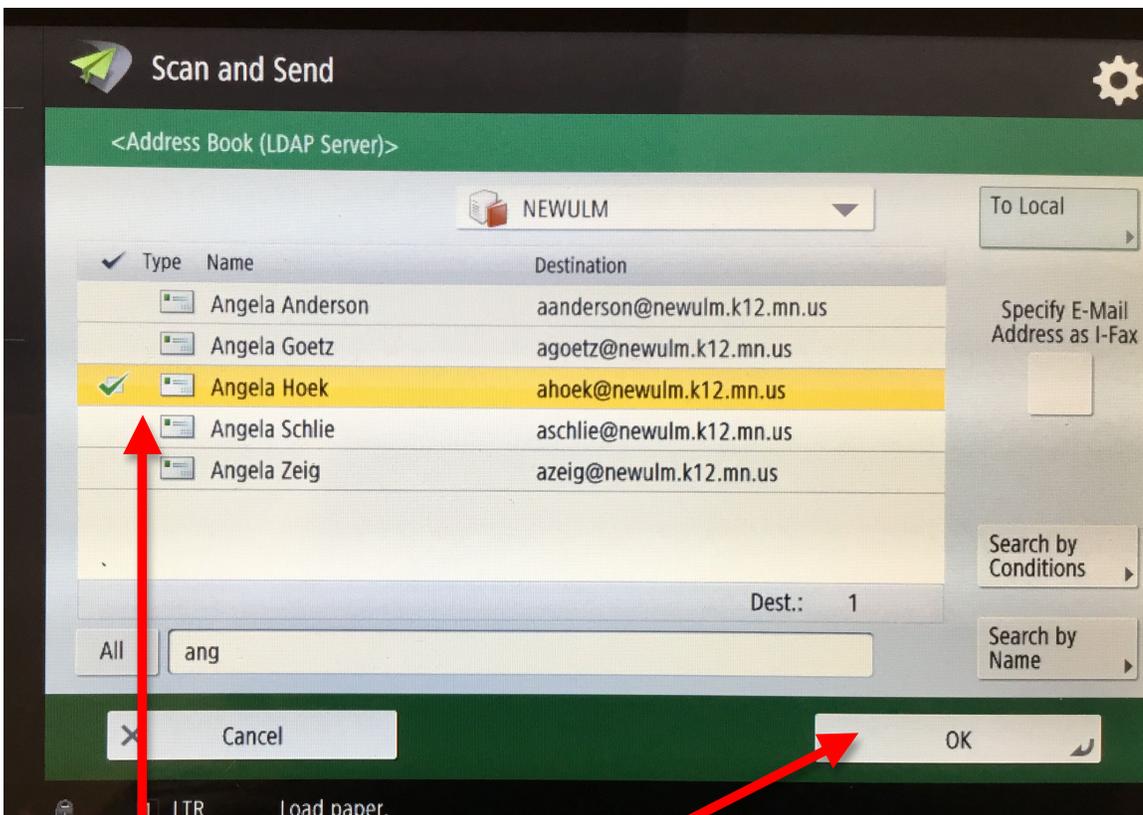
Select "To LDAP Server".



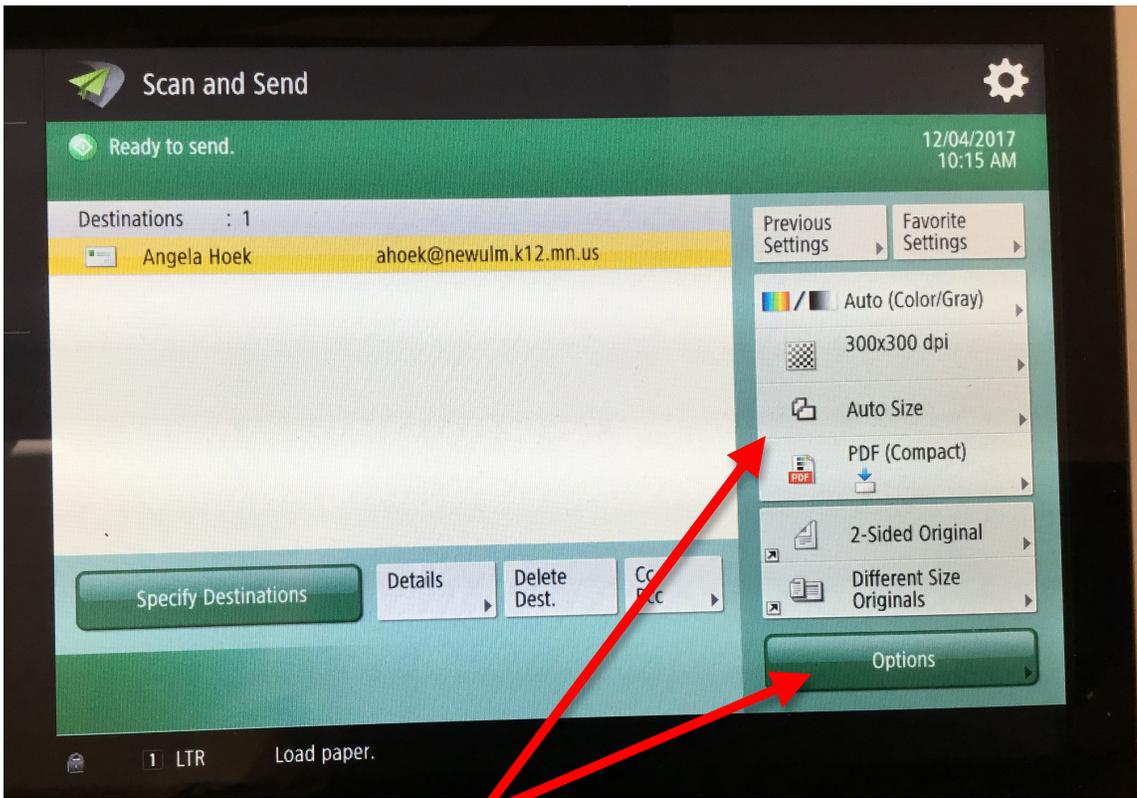
All district email accounts will appear on screen by first name. Select "Search by Name".



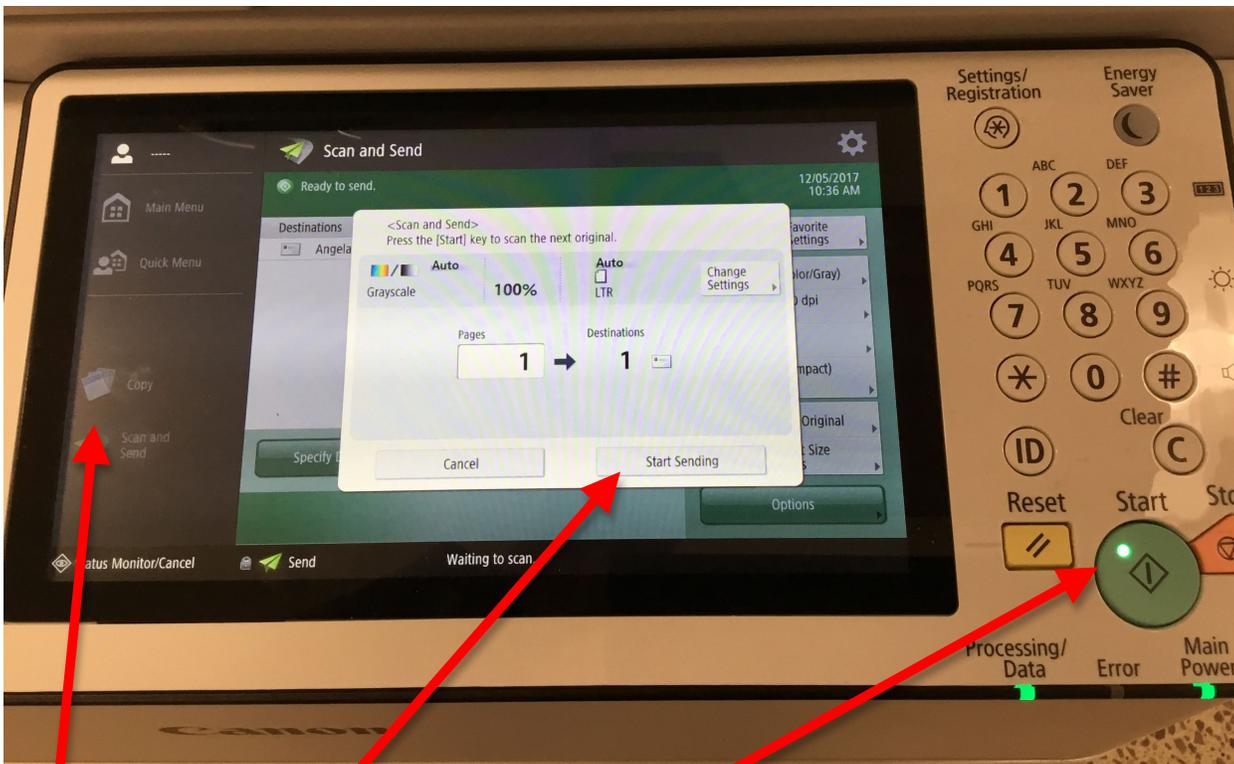
Enter the **FIRST NAME** in the search box... **3 letters** will do. Click "OK".



Select name or names. Click "OK".



Scanning options available on side menu: color, 2-sided, paper size, etc...  
Copier is now ready to scan and send your document.



Use the green "Start" button to scan your page or pages.  
Once done scanning, select the "Start Sending" button to send email.  
Return screen back the "Copy" when done.