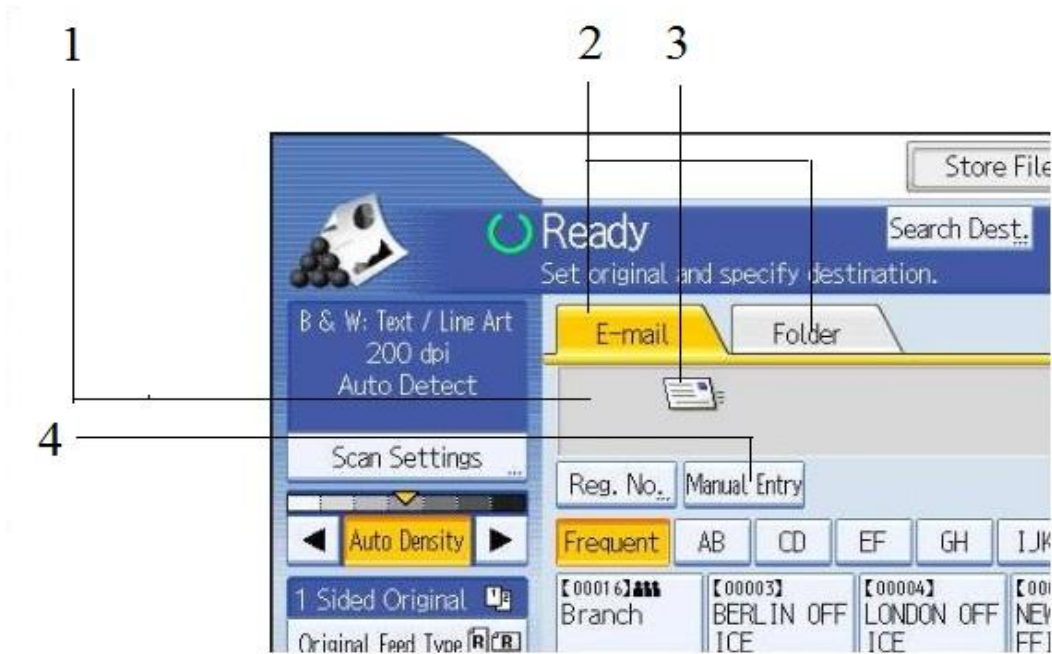# Basic Operation for Sending Scan Files by E-mail to Adler Copiers

Currently, all copiers will scan according to these instructions.
Select "Scanner" from the list of buttons on the left side of the copier. You will see the following e-mail screen on the printer

1. Destination field
The specified destination appears. If more than one destination has been specified, press [] or [] to scroll through the destinations.

2. E-mail / Folder
Press these tabs to switch between the E-mail screen and Scan to Folder screen.
Switch the screen also when sending the same files by both e-mail and Scan to Folder.

3. E-mail icon
Indicates that the E-mail screen is displayed.

4. [Manual Entry]

To specify destinations not registered in the address book, press this key, and then enter the e-mail addresses using the soft keyboard that appears.
Place originals as you would regular copies.
If necessary, press [Scan Settings] to specify scanner settings such as resolution and scan size.
Press the [Start] key.
Please note:
When scanning multiple sheets that are meant to be one document (e.g., the 3 page Internship Supervisor Evaluation), please load them together and press [Start].
When scanning an individual sheet that is meant to be a single document, please load the single sheet, press [Start], and then wait for it to finish before loading the next sheet.
Each sheet or group of sheets will then arrive in your email as an individual PDF file that is ready to upload to Moodle.