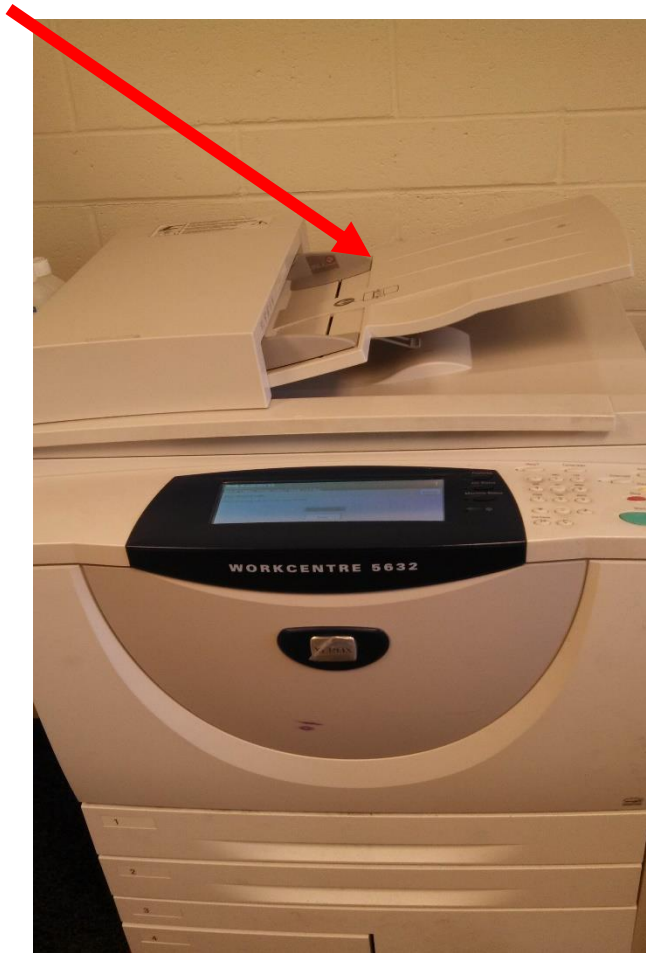
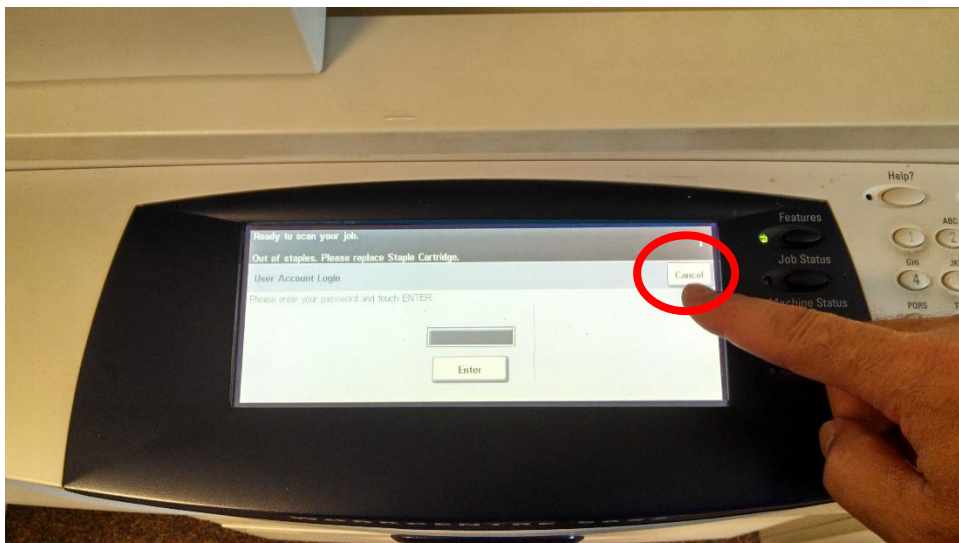


Hard Copy Document to an E-mailed PDF

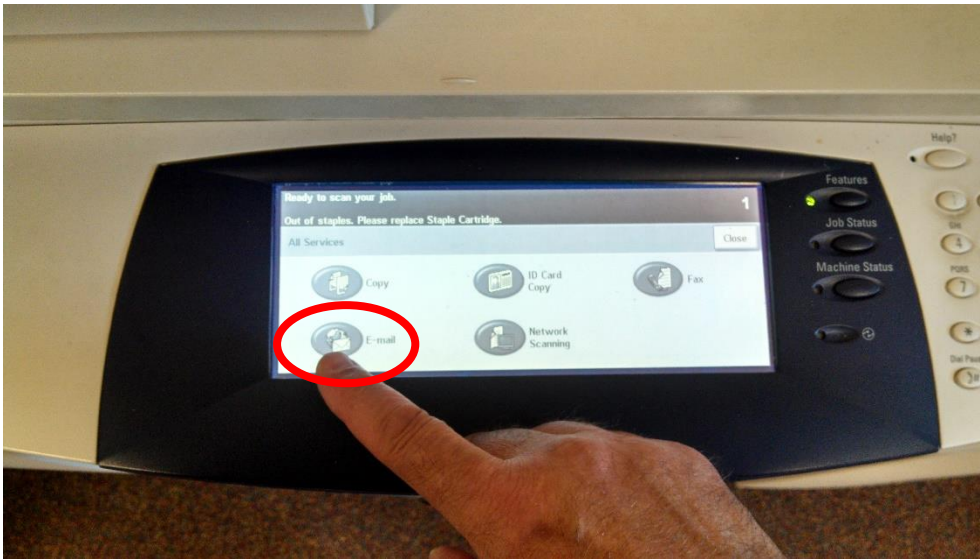
Place paper in receiving tray on top of Xerox machine.



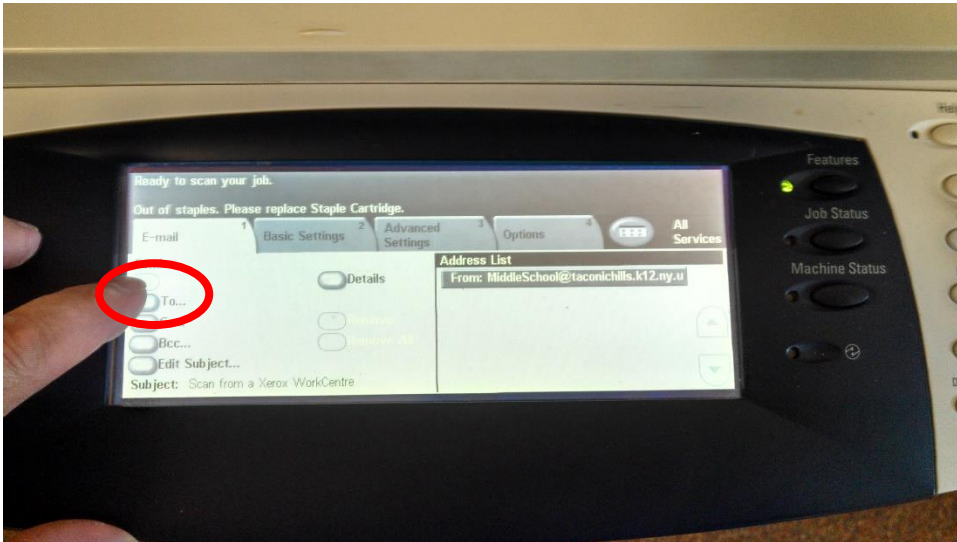
From the main screen *click* on **Cancel**



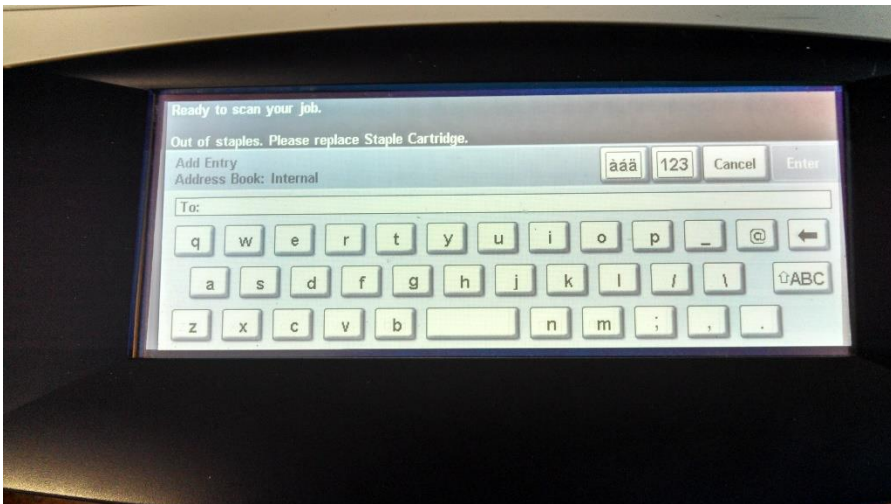
Next *click* on the **E-mail** icon



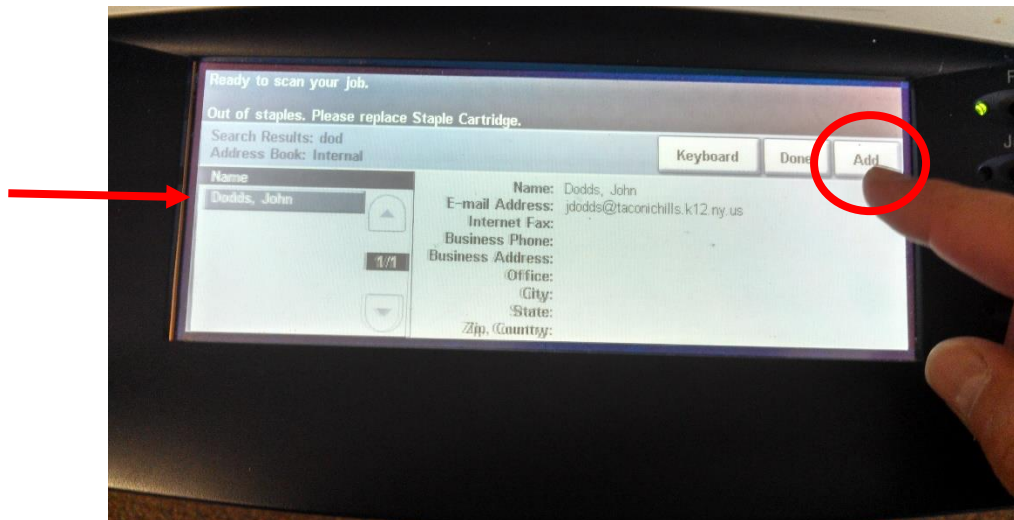
Please *click* on the **To...** button.



Please type in first two or three letter of last name. Then click on Enter.

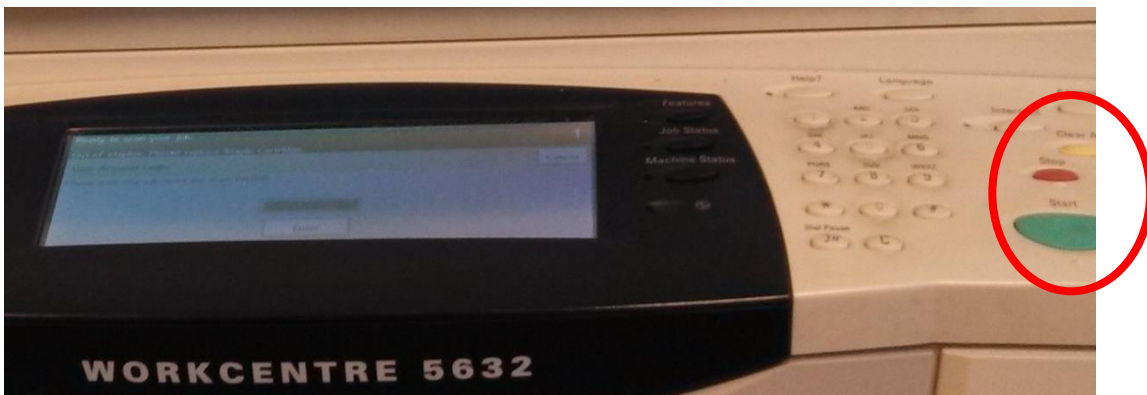


Click on the name you want on left and then click Add



Click on Done to finalize.

Then you can *push* the *green Start* button to right.



You can watch the screen as job is processed.

When complete *push* the *yellow Clear All* button twice