Scanning Documents: How To Use the Top Loader

1. Press the **Scanner** button. This is the only option on the printer that is not password-protected.


3. You will be prompted to type in your email address. Make sure you double-check it to make sure that there are no typos. Press OK when you are finished.

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4. Place your paper face-up, as shown, if the pages are single-sided. If you have double-sided pages (or are scanning from a book) you may want to ask for assistance.

5. Press the Green Start button to scan your document(s).

6. Check your email to ensure that the document was properly transmitted.