

# Scan to email from the Sharp copiers

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To start, put in your 5 digit code and press “OK” on the screen

Verify the tab “IMAGE SEND” is selected; if it is not, press it now

***\*Make note: Another row of tabs sits below IMAGE SEND – verify that Scan is selected***

Load your original document(s) FACE UP into the feeder on top of the machine

Select “ADDRESS ENTRY” on the screen

Select “E-mail” and then “To” on the screen

Put in your email address INCLUDING @archindy.org – you may use the on-screen or slide-out keyboards

Press “OK” once the address has been entered

***\*Make note: The copiers will only send to @archindy.org email addresses – please do not try to send to an outside address***

Press the START button (large round button to the right on the console) to begin the scan and email functionality

Remove your document once it has been scanned

Once done, press the \* button to log out (it is labeled as LOGOUT as well)

***\*Emails will arrive in your inbox from [adocopier@archindy.org](mailto:adocopier@archindy.org) or a similar name.***

***\*Copiers capable of faxing have a similar operation. To use, follow the steps above and select Fax instead of Scan. Load the original and use the number pad to dial the phone number – press the START button to begin the fax.***