Scanning to email with a Fuji Xerox device

**Preparation**
1. Place document in document feeder or on glass plate
2. Select the Email button on the plastic panel
3. Under Select Recipient choose Address Book

Is the document going to a staff member in this department?

**Locally Stored addresses**
1. Choose Local Address list
2. Select the Recipient
3. Select Close

1. Select Enter/Change Keyword

Is the document going to a Curtin staff member?

**LDAP Lookup**
1. Type the first part of the recipient's name
2. Click Save
3. Click Search Now
4. Select the appropriate address
5. Click Close

1. Type the email address in
2. Click Save

Additional Recipient Options:-
To send To another recipient click the Select Next Recipient button
To Send as CC or BCC – select CC or BCC and repeat either of the above processes

Press Start Button