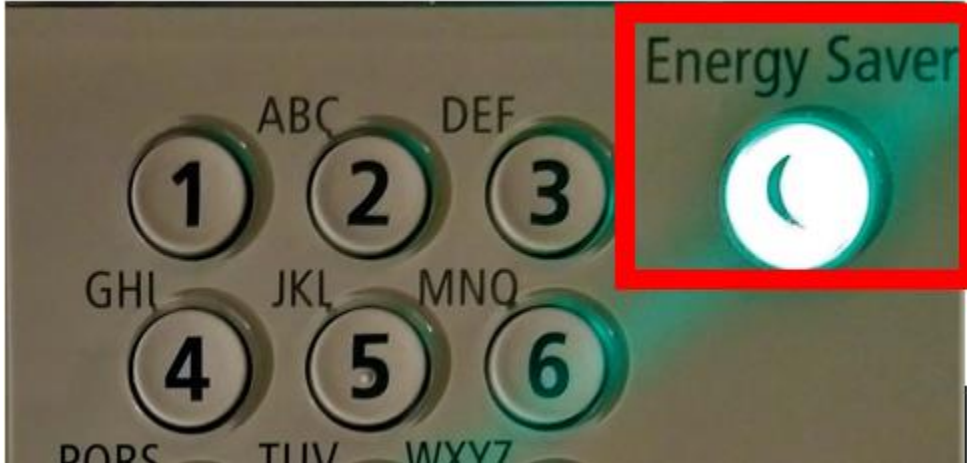


## How to scan and send the receipt with *copy machine*:

1. Turn off the Energy Saving mode, if it is On.



2. Press 'Main Menu' button on the top left side of the copy machine.



3. Click on Scan & Send.



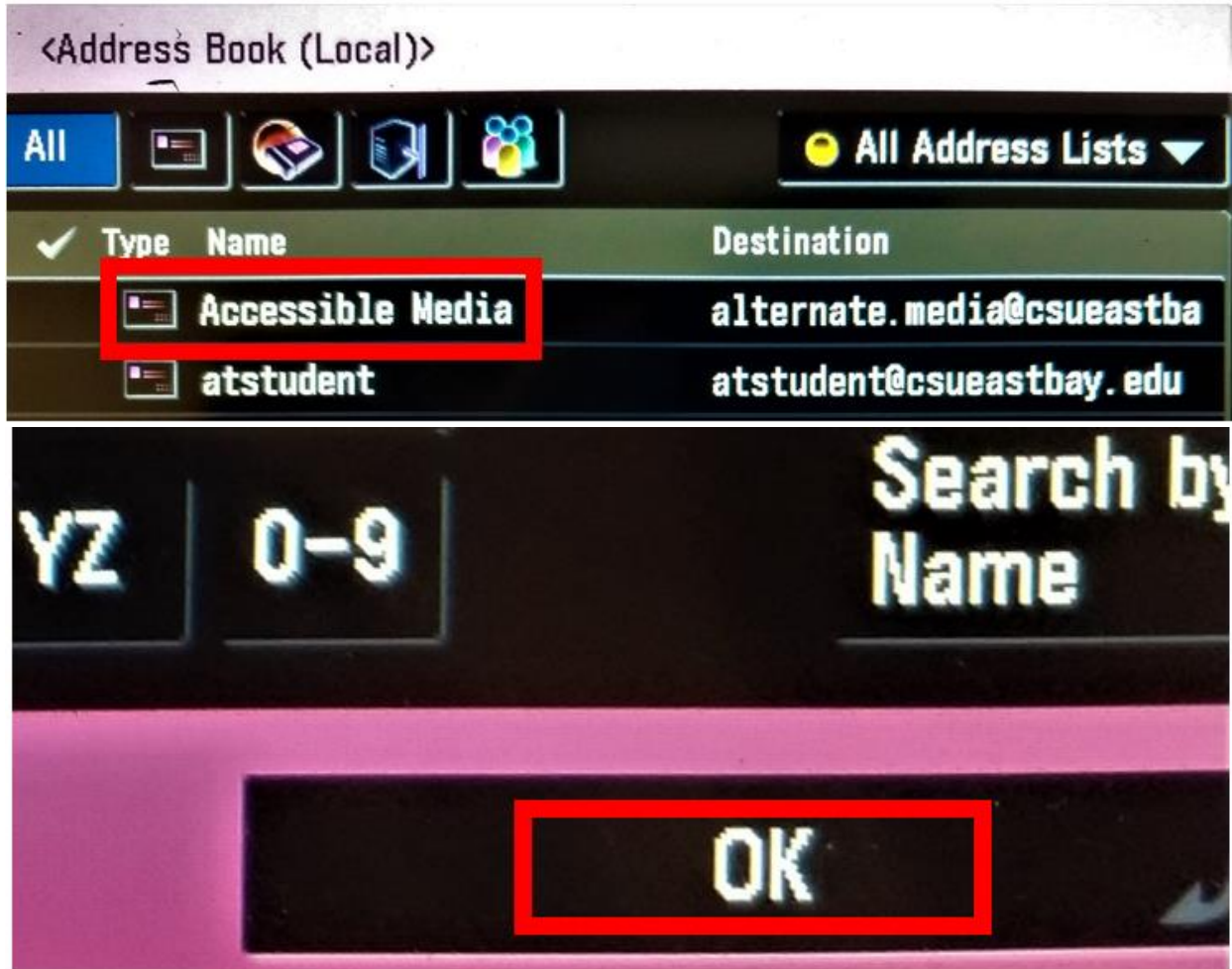
4. Place the receipt in the scanner (glassed surface), keep it aligned with top left corner of the scanner.



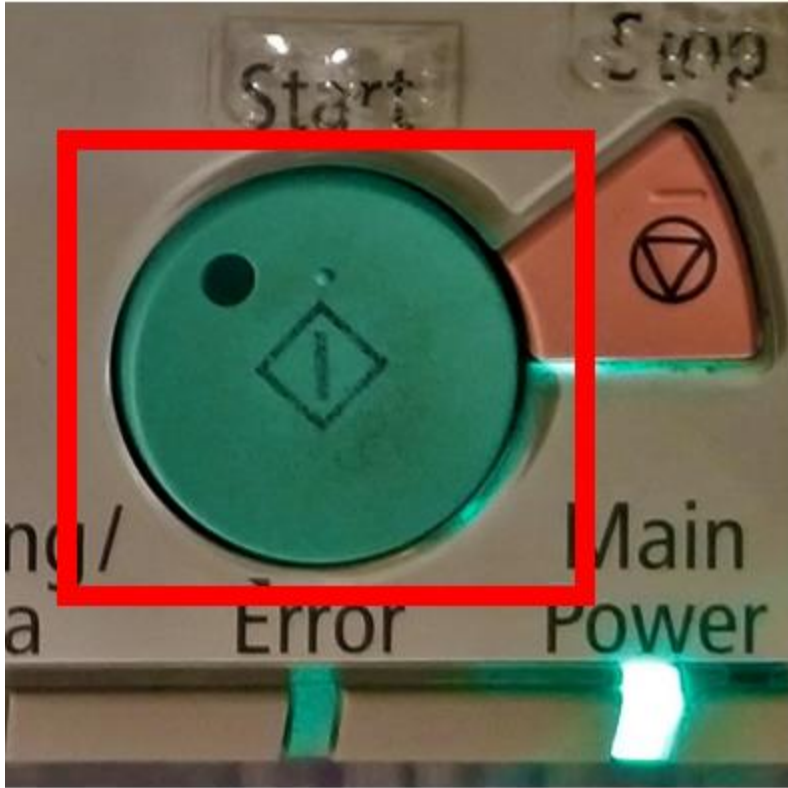
5. Click on 'Address Book' option on the screen.



6. Select 'Accessible Media' and click 'Ok'.



7. Then hit 'Send', the Green colored button on the bottom right side of the copy machine.



8. Wait for few seconds for the receipt to be scanned and the click on 'Start Sending' option once it is available to click.

