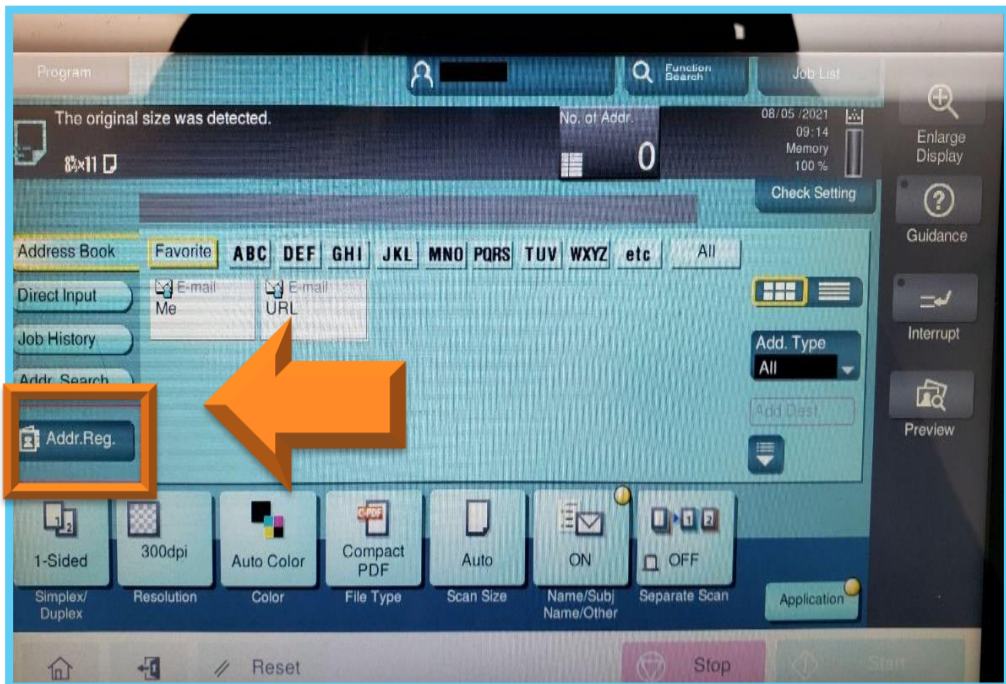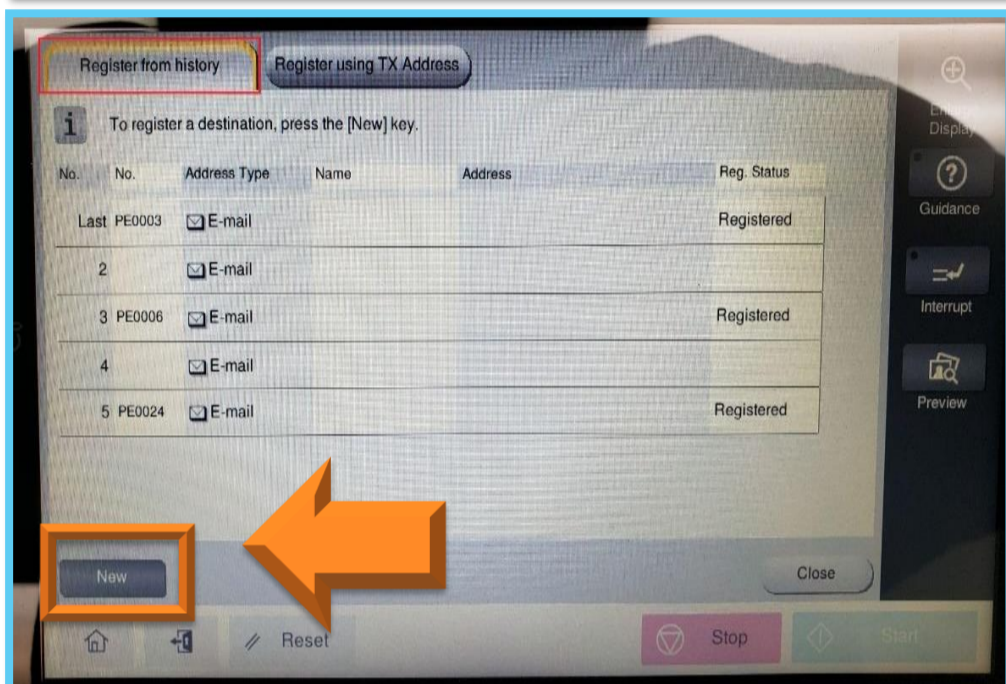# How To Add Your Name To This Copier's Directory & Scan Documents to Your Email
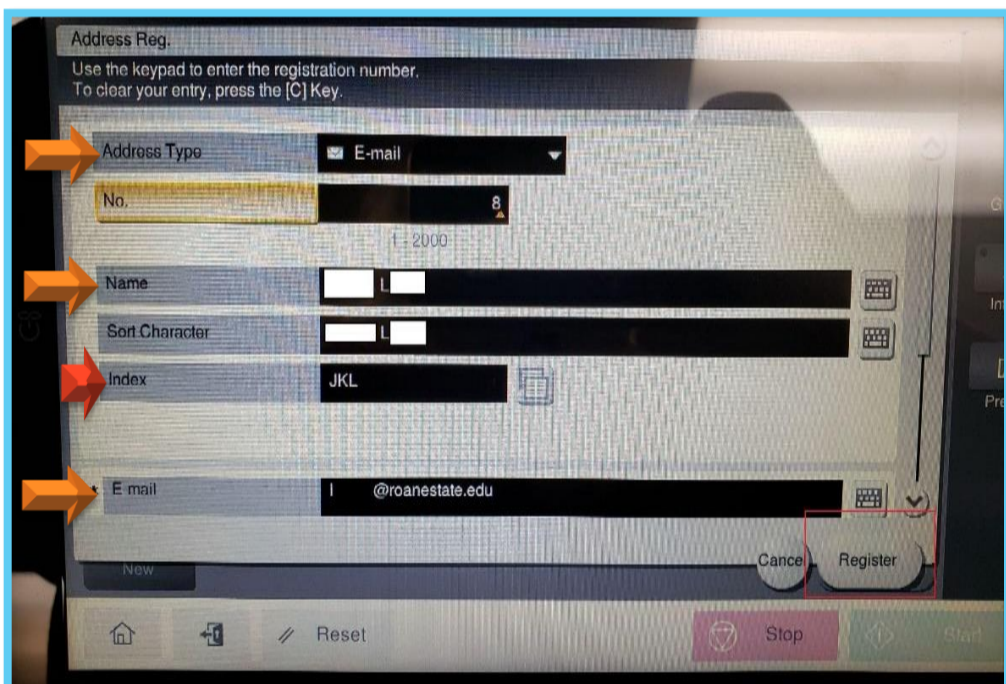

You should only have to do this once per machine.

➢ Go to the Scan menu from the Home page.
➢ Tap on **Addr. Reg.** from the menu on the left.

Tap **New** on the bottom left corner of either tab.

Select **E-mail** as the address type, and fill out your information (to access symbols like "@", press the Shift key on the keyboard). Once finished, press Register in the lower right corner.

The copier automatically sorts by the *first letter of your first name*: to sort by **last name**, choose the appropriately lettered **Index**.
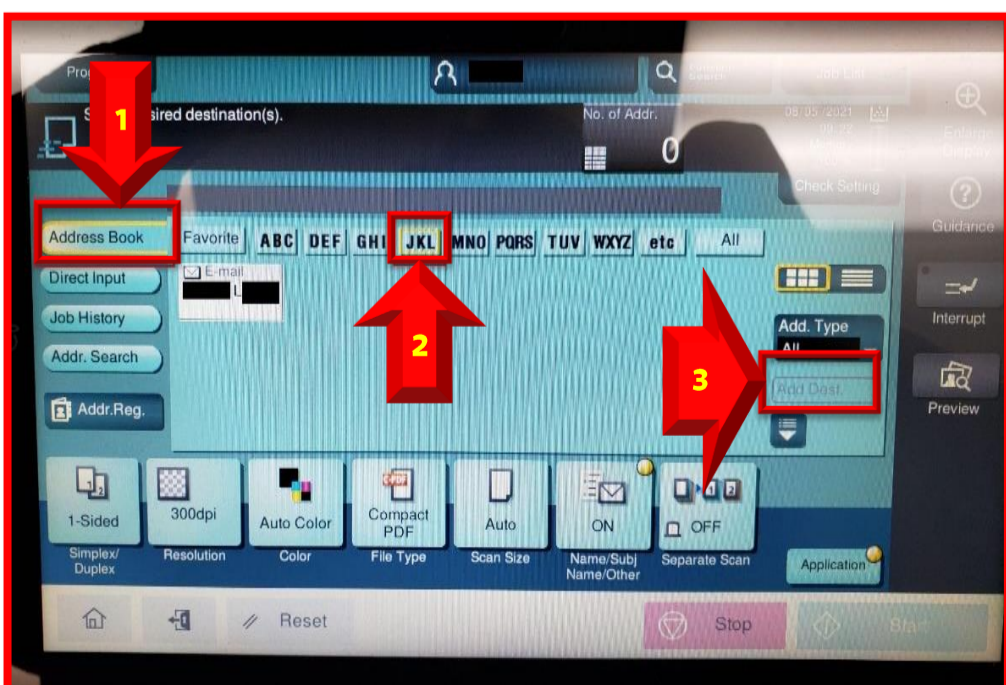
Scanning a Document

➢ Tap on **Address Book (1)**
➢ Select the **index (2)** to locate your name and tap on it.
➢ Then press the **Add Dest (3)** button on the right side of the screen to send your project to the selected destination.

The scanned PDF from this copier email address will be inside an attachment containing your charge code (i.e 123456@roanestate.edu). The actual scan will be titled "SKM...". It is recommended that you email it to yourself rather than sending it directly to others.