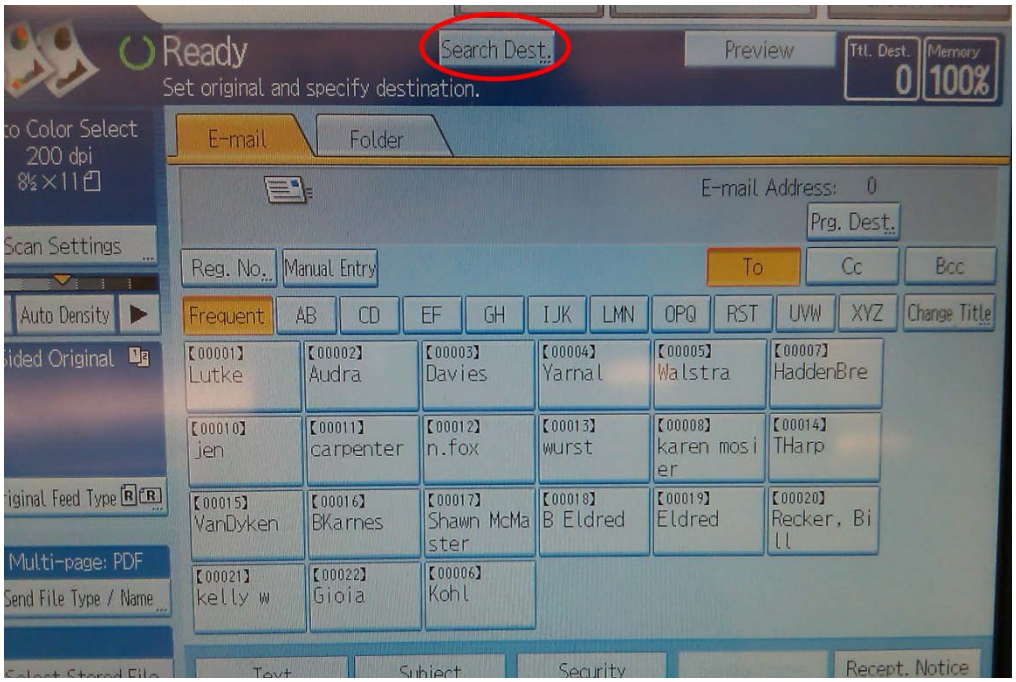
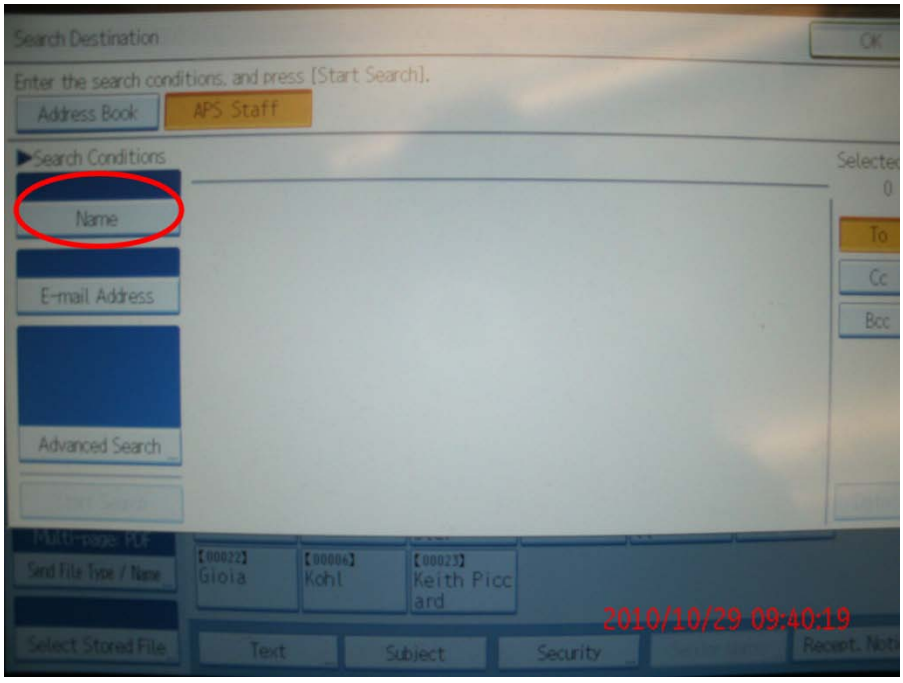
Programming an Email Address

Steps to program your email address for the scan option on the Lanier copy machines

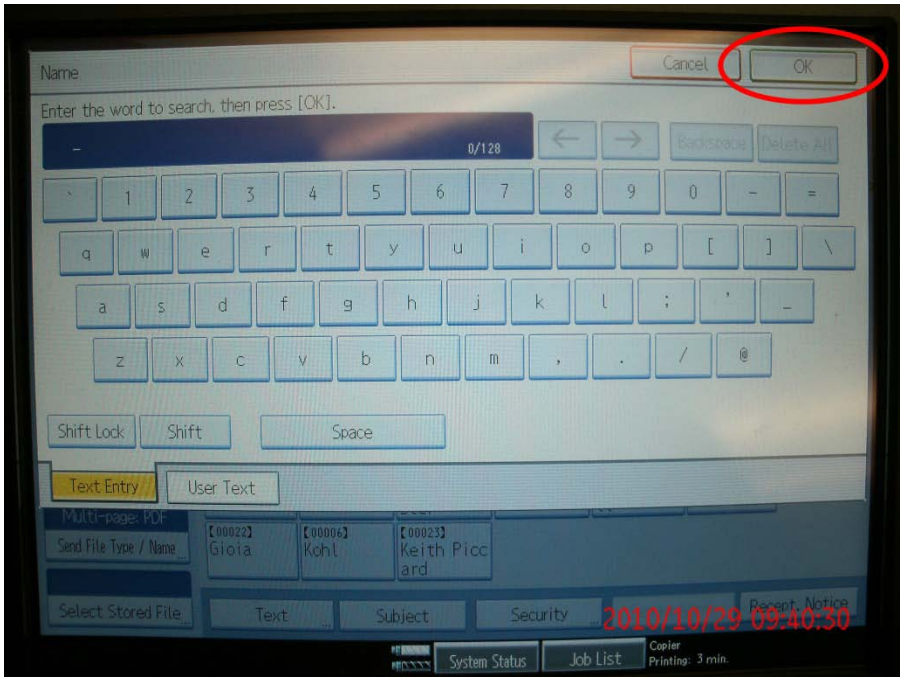
1. Hit the scanner button on the copy machine to pull up the screen below. Choose the Search Dest. button that is circled in red.



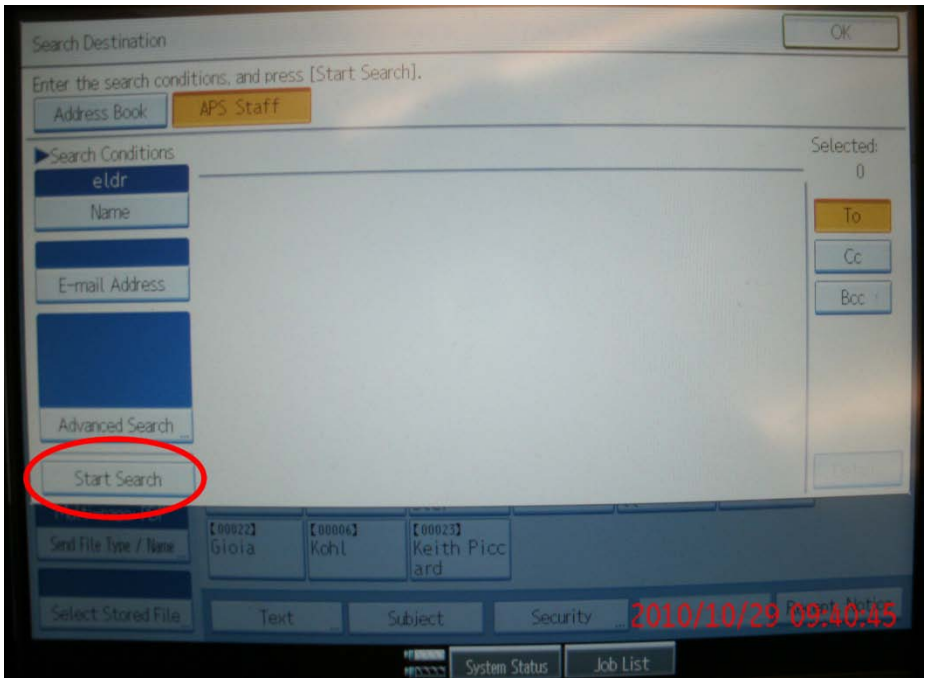
2. Choose the name button that is circled below.



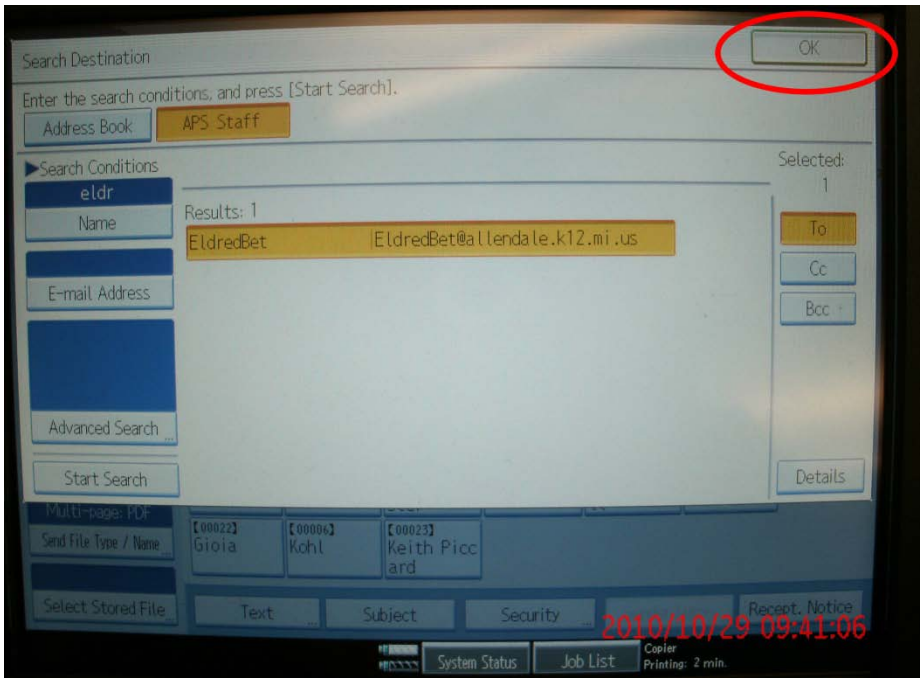
3. Type in all or part of your LAST name and hit the OK button.



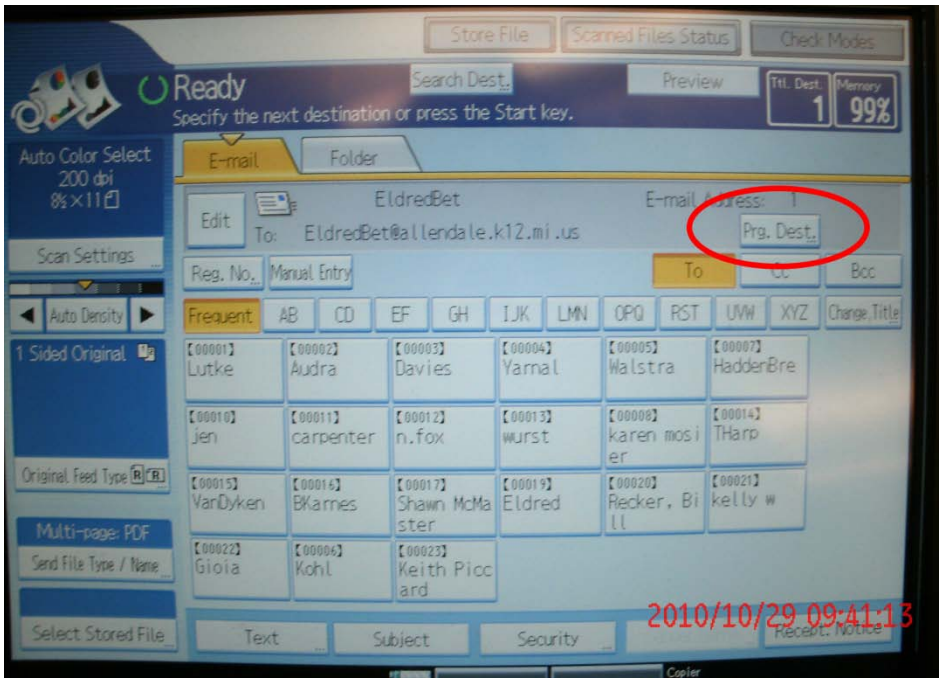
4. Select the start search button to bring up a list of names that match the entered criteria.



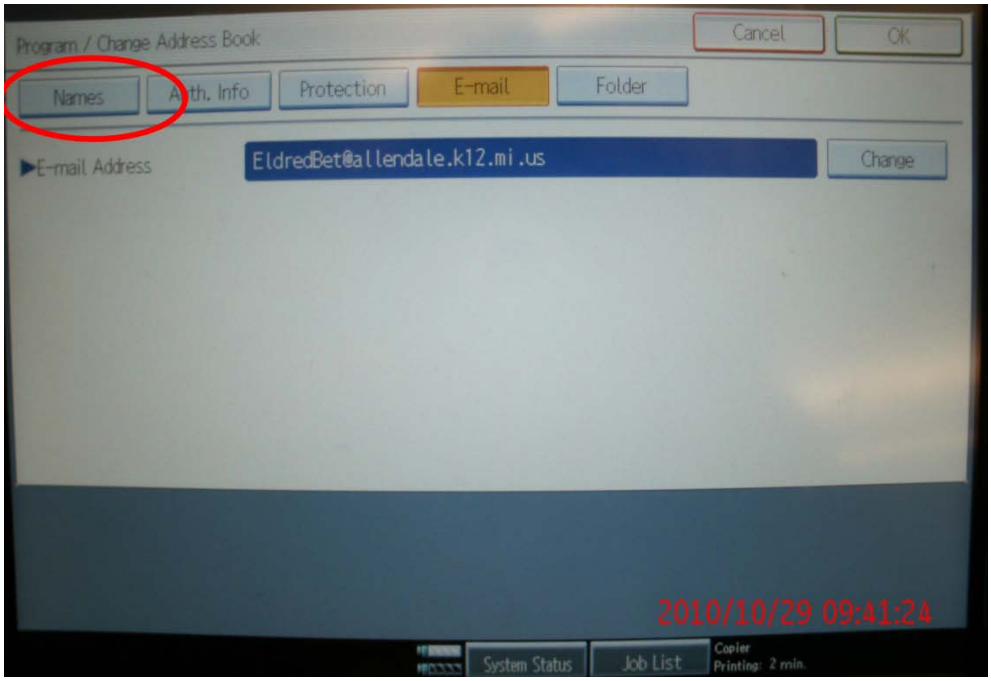
5. Select your name from the list of results and hit OK.



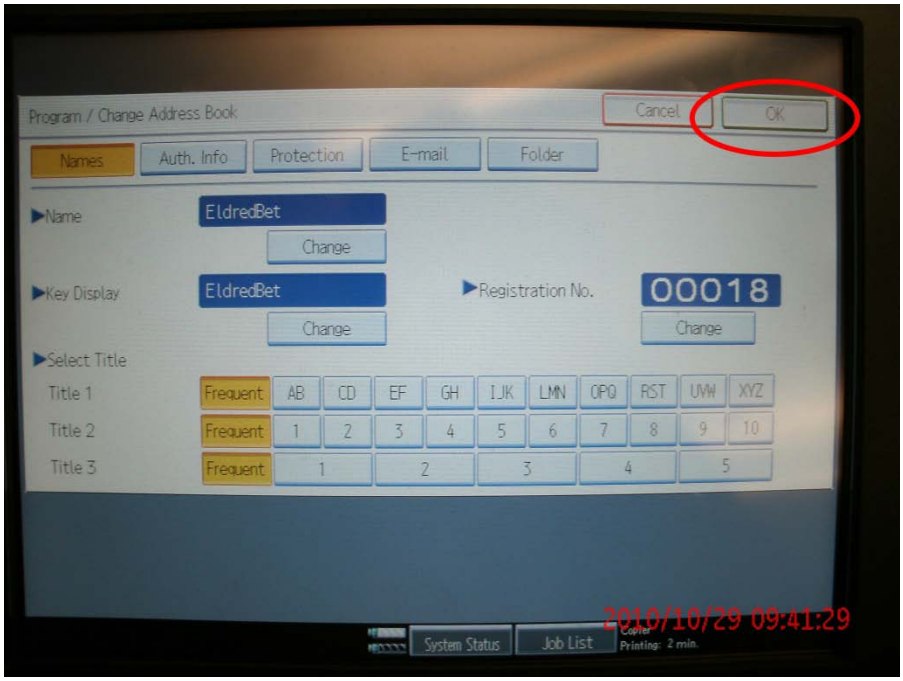
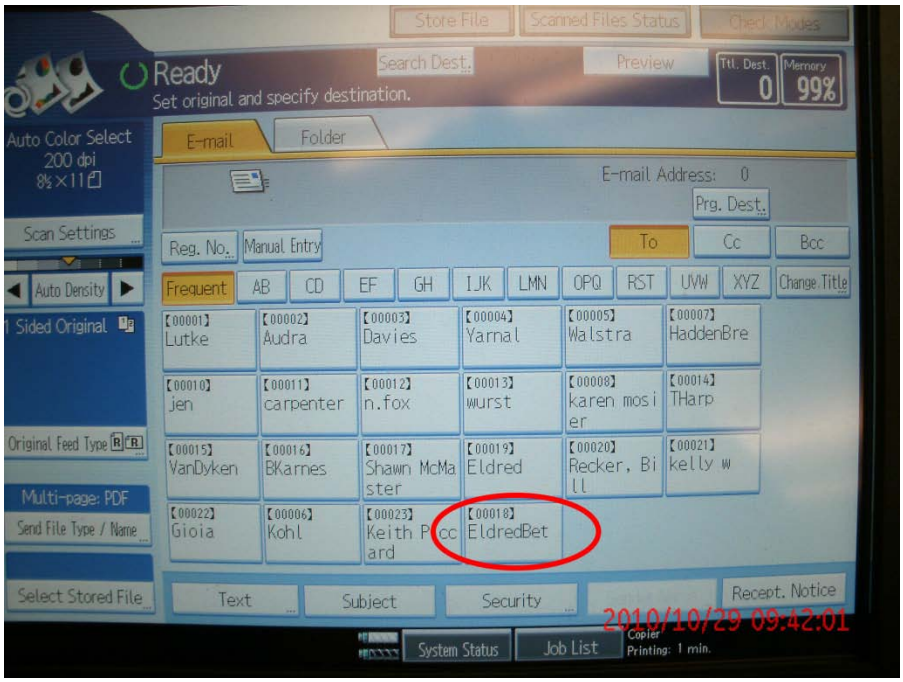
6. This will bring you back to the main screen. Before you start your job, choose the Prg. Dest. button to save your information for next time.



7. This will bring up your email address. If the address is correct choose the Names button to verify or change the name that will be displayed on your button.



8. If you wish to change your name, select Change to bring up a screen with a keyboard (the same screen you see in Step 3). When you have verified all of the information is correct choose OK.



9. Your name will now show up in the list on the scanner page.