Scanning to Email on a Sharp Copier

1. From the home screen, select "Scan to Email" on the control panel
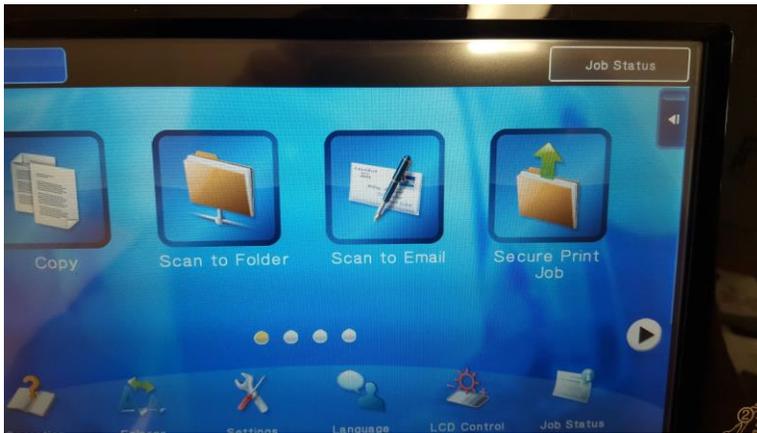
2. Select the "Global Address Search" in the upper right.
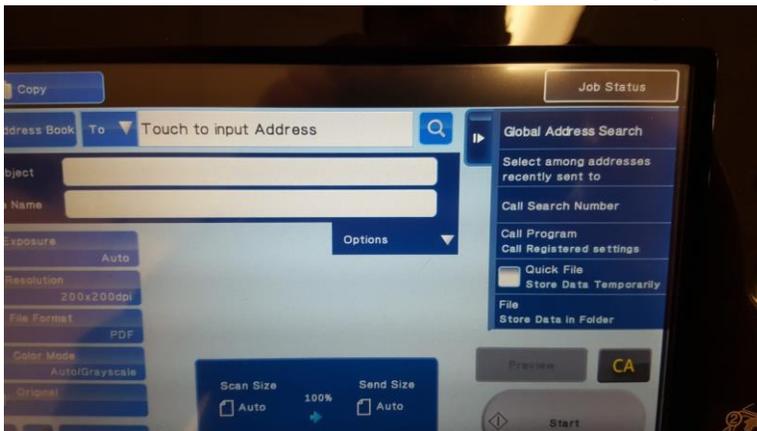
3. Type in the **last** name of the person you want to send the email to. The keyboard is located in the bottom of the panel and you will need to pull it out in order to type your last name. Then click "Start Search".
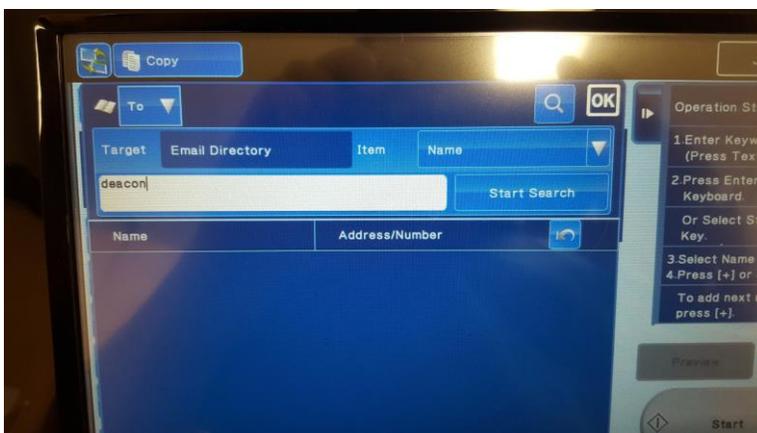
4. Touch the correct address from the display to select it.
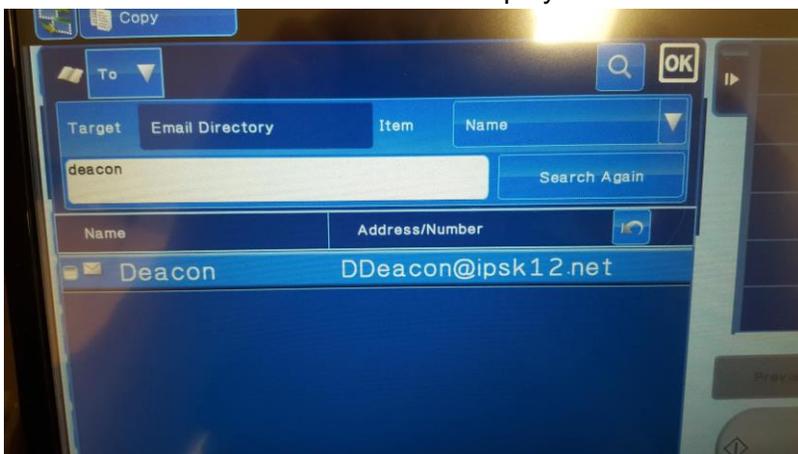
5. Click the "Start" button.
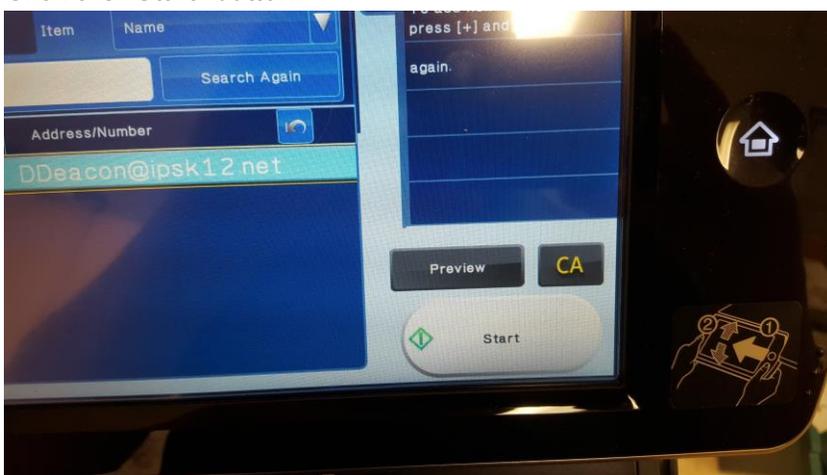
6. Scanning will start. When finished click "Read-End".