

Using the Xerox 4590 to Scan Documents to Email

This will take a paper copy, scan it, save it as a pdf and send it to your email.



Once you have logged on, press the button at the upper-right of the panel.

Select the **Email** option.

Click on **Keyboard** on the left.

Enter your email address using the keyboard and click on **Save**.

Copy paper as usual.

Click on button at right on panel again and select the **Copy** option to return to regular Xerox copying features.

