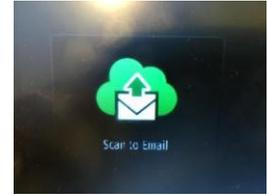# Scan to Email

The button appears on the 1st page of the home screen.

The email address must first be **_registered:_**

1. Select the [**Register**] button, enter an email address, then click [**Register**]. An email confirming the registration is sent to the e-mail address you entered.
2. Open the email and click [**Confirm Registration**]. You will receive a second email with a **PIN code**. This will only work for that email and only on this copier. It will expire if not used again within 30 days.
3. Select [**Scan to Email**] on the copier and enter your **PIN code**.
4. Check the scan settings, insert the documents, then press [**Start Scan**]. You'll see a preview. Then press [**Send**].

Select Register Button

Enter Individual Email Address

Select Confirm Registration on Email Received

An Automatically Generated Pin Will Be Sent