



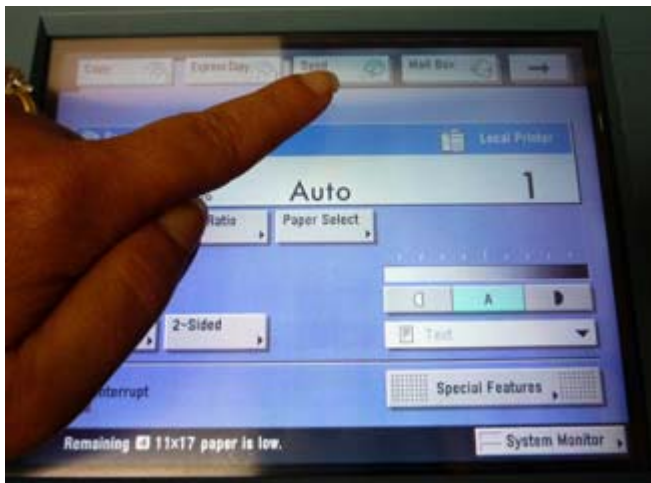
Information Technology

How to scan with the one-touch email button

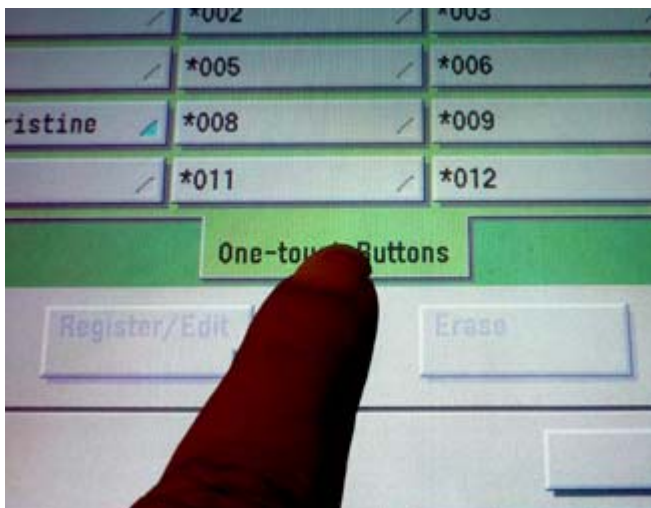
Here's how to scan a document using a one-touch email button on the Canon Image Runner 5050 and 5065 copiers. If you haven't yet set a one-touch e-mail button in the copier, please go to this page to learn how to set one.

If you have previously set a one-touch button, do the following:

1. Insert your documents that you want to scan in the feeder.
2. Press the **Send** button.



3. Press the **One-Touch buttons** button.



6. Select the **one touch button** you assigned to your e-mail address.

Need Technology Help?

Call the Law Technology Help Desk.

- **On campus:** 3-9111
- **Off campus:** (404) 413-9111
- [Submit a Technology or Classroom Support Request](#)

Also, check out our [online listing](#) of technology resources.

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7. Press the green **Start** button to scan and send your document to your e-mail.



