To Scan to E-mail by logging in to your Network Server

1. Load the original face-up in the Automatic Document Feeder or face-down on the Document Glass.
2. If necessary, select the [All Services] icon and then select Scan to E-mail.
3. With the Login screen displayed, enter your user ID in the User ID field in the following format cdnet-adusername and then select the [Next Input] button on the Touch Screen. The Password screen will be displayed.
4. Enter your password in the Password field and then select the [Enter] button. When your login has been verified with the Network Authentication server, the Scan to Email screen will be displayed with your email address as the “To:” destination address.
5. Select any other required options from the Basic Settings, Advanced Settings, or Options tabs.
6. Press the [Start] button on the Control Panel to begin scanning.

To logout of Network Authentication:

1. Press the [Log In/Out] button to the right of the screen.