

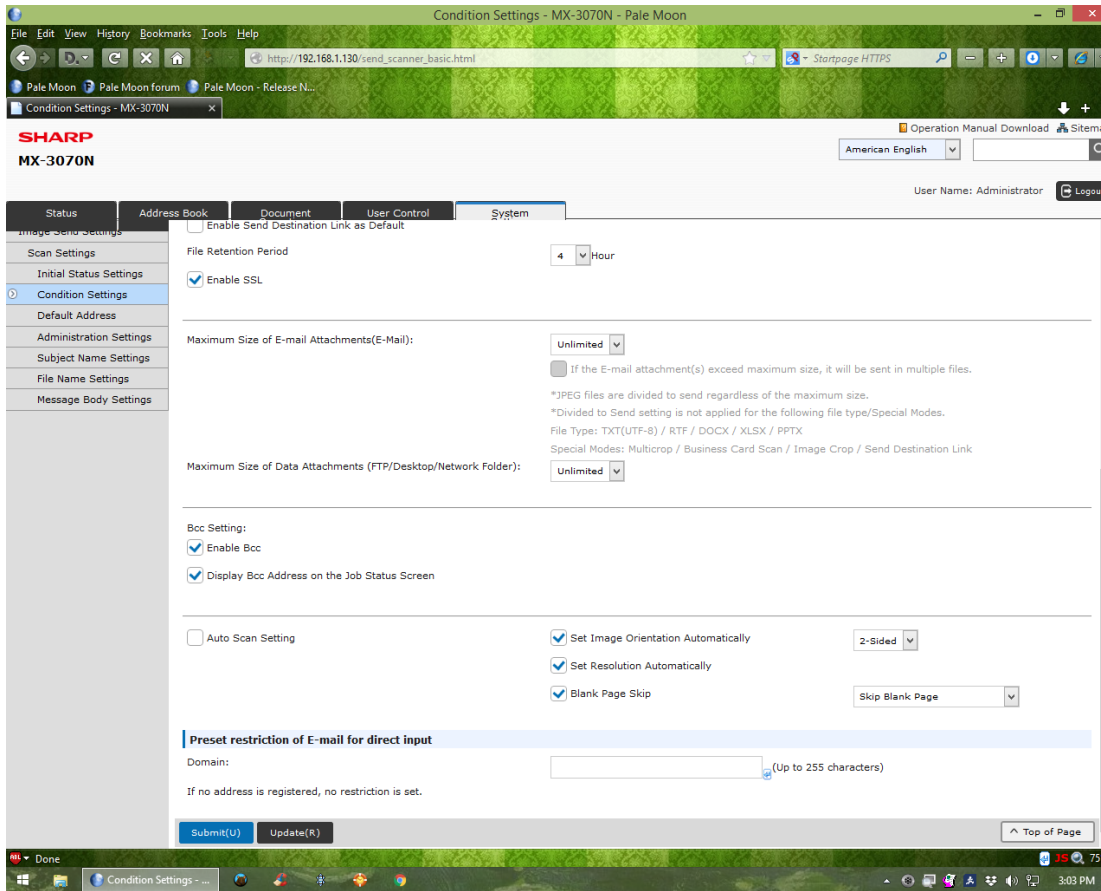


Instruction Sheet

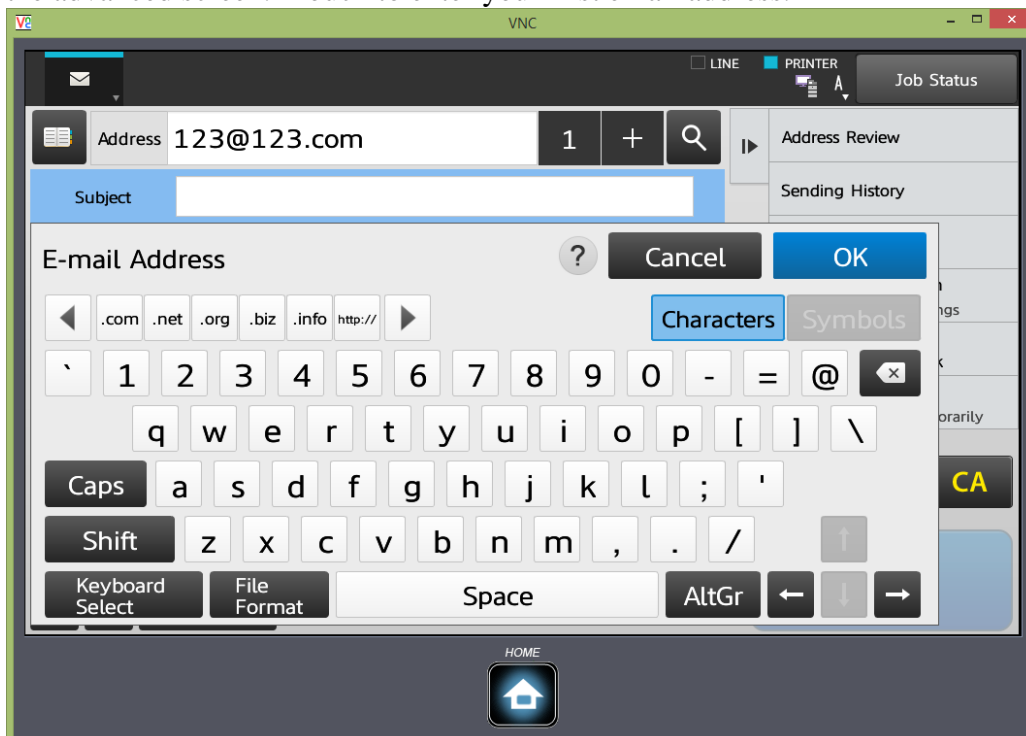
Setting up BCC emails

in Phoenix series machines

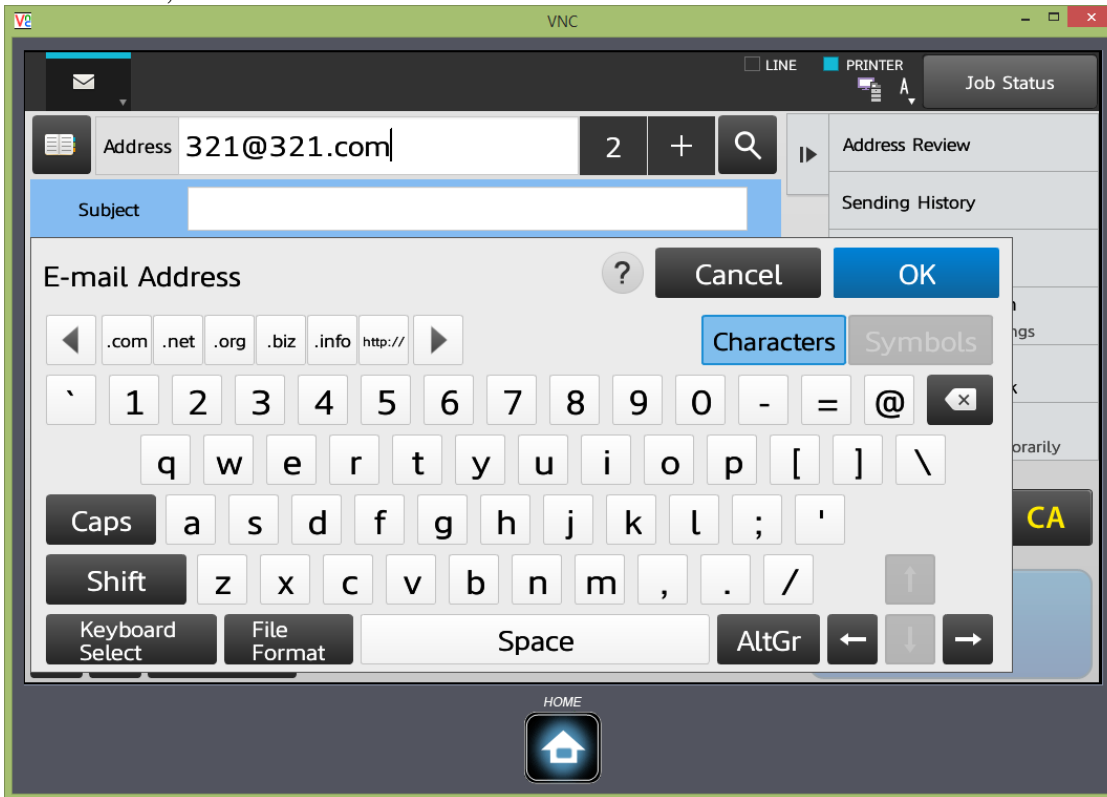
1. Open up the copier web page, navigate to System Settings/Image Send Settings/Scan Settings/Condition Settings. Scroll down to enable BCC.



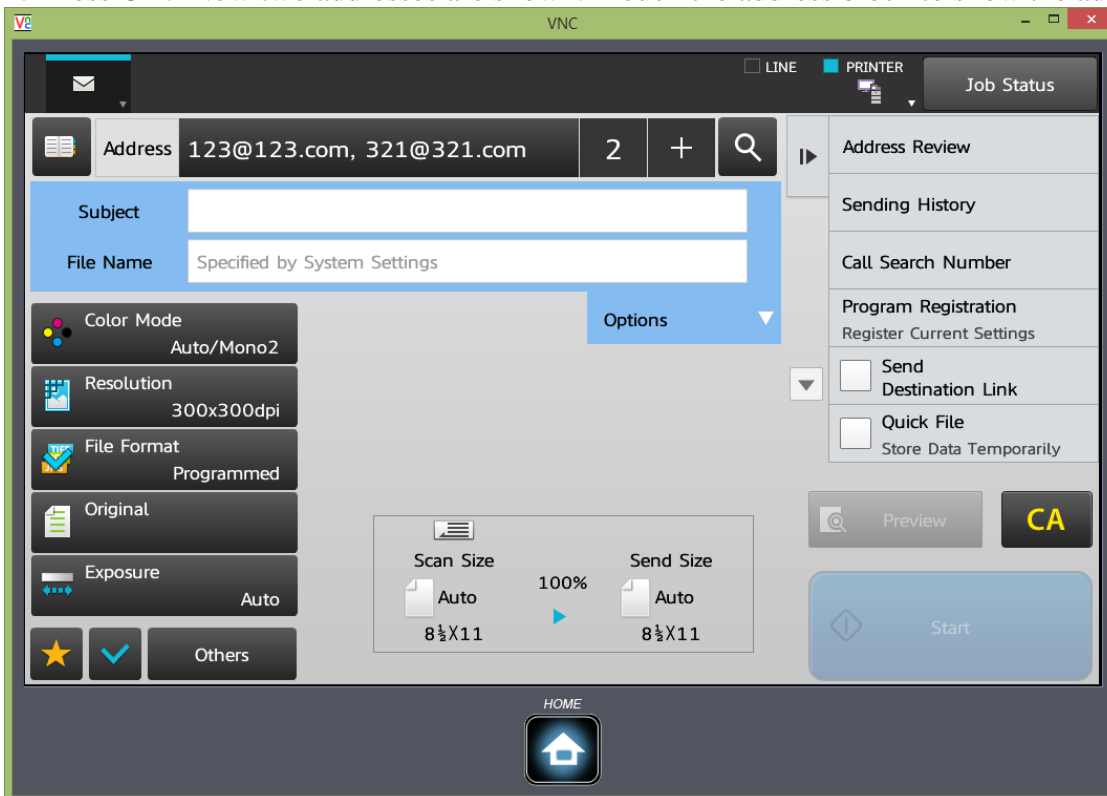
2. Now you can add a BCC address to your emails. Go to the copier, press Easy Scan, press Details to get to the advanced screen. Touch to enter your first email address.

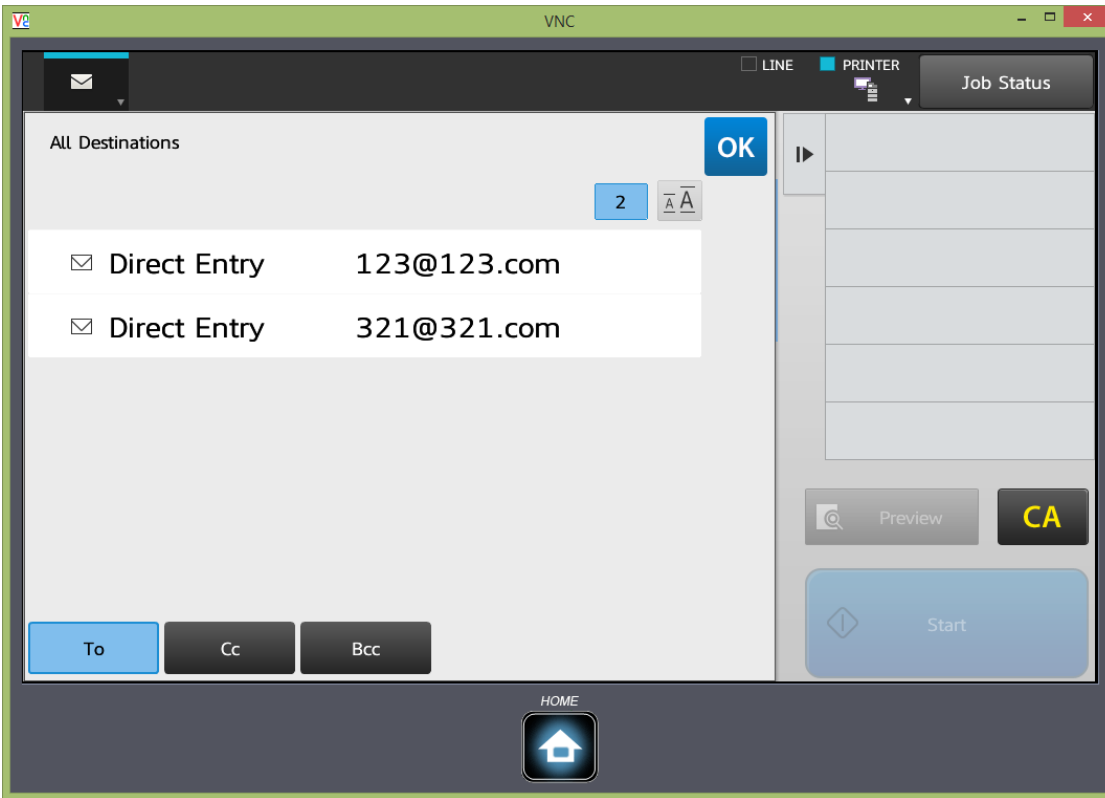


3. Press OK, touch the + to enter a second email address.

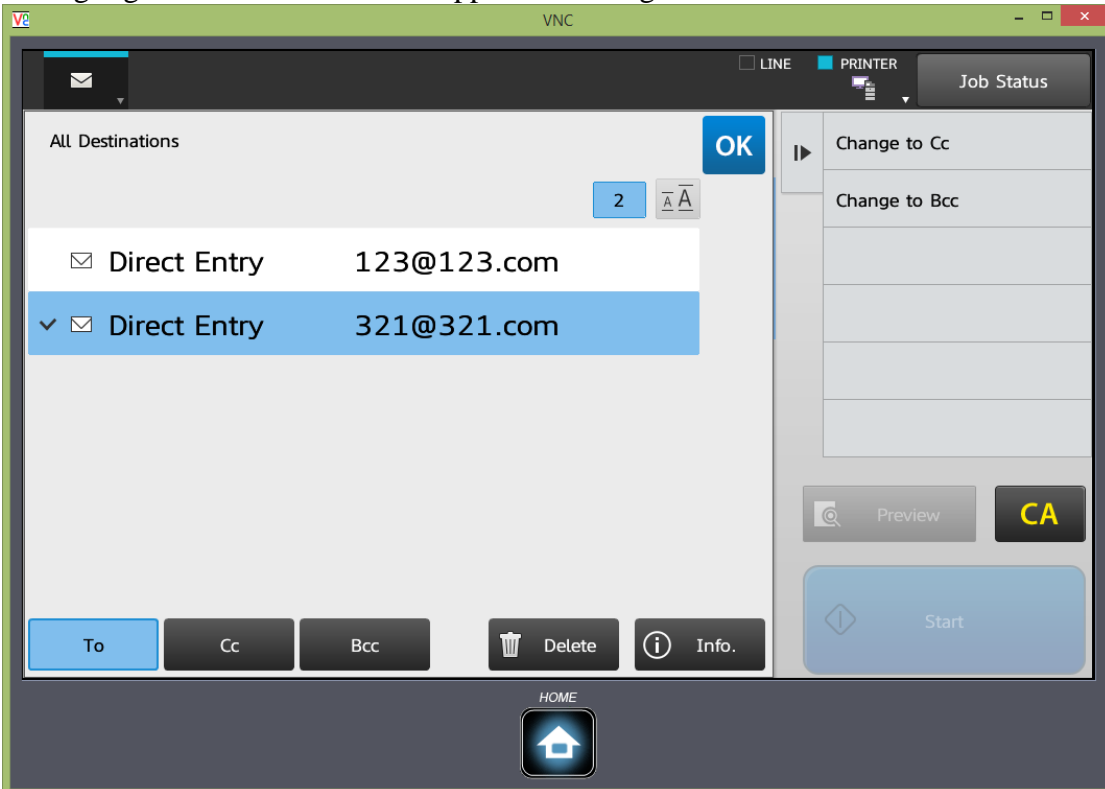


4. Press OK. Now two addresses are shown. Touch the address block to show the addresses





5. Highlight one and a menu will appear on the right.



Click the one you want and that address will now be changed from **To:** to **Cc:** or **Bcc:**

You can confirm by pressing one of the buttons at the bottom.

