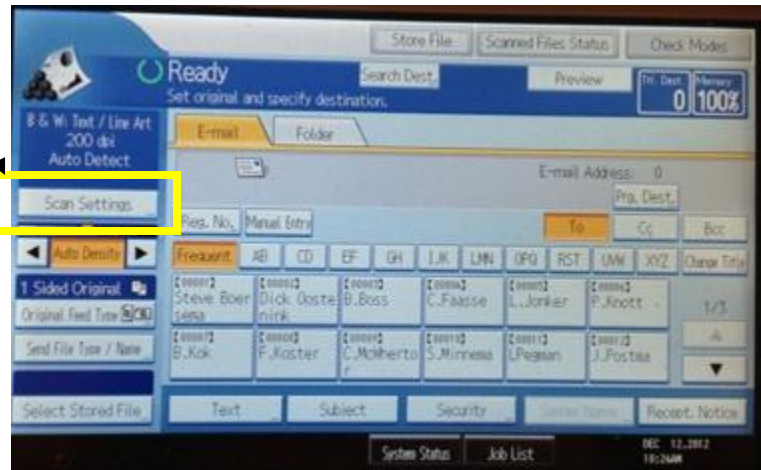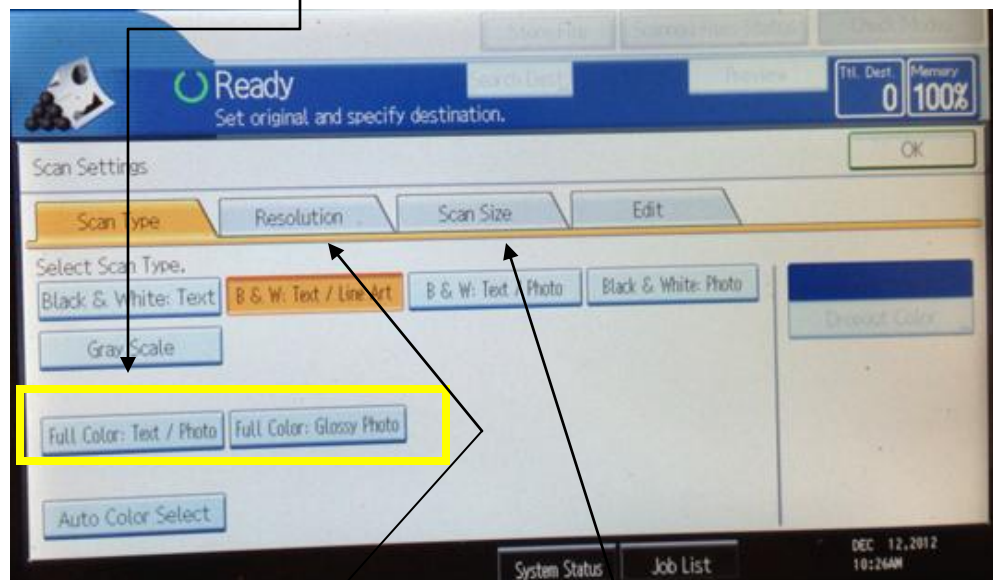# Scanning In Color on the Copy Machines

1. Click on the scanner button just to the left of the screen and select your name from the list of recipients on the screen.
2. Click the "Scan Settings" button near the top left of the screen.

3. Select the appropriate "Full Color" option near the button of the screen.

4. Feel free to change the "Resolution" and "Scan Size" if you need to as well.
5. Click "OK" on the top right of the screen.
6. Click the regular big, green "Copy" button to scan in the image.
7. After it has scanned in, press the "#" button to send it to your e-mail immediately.