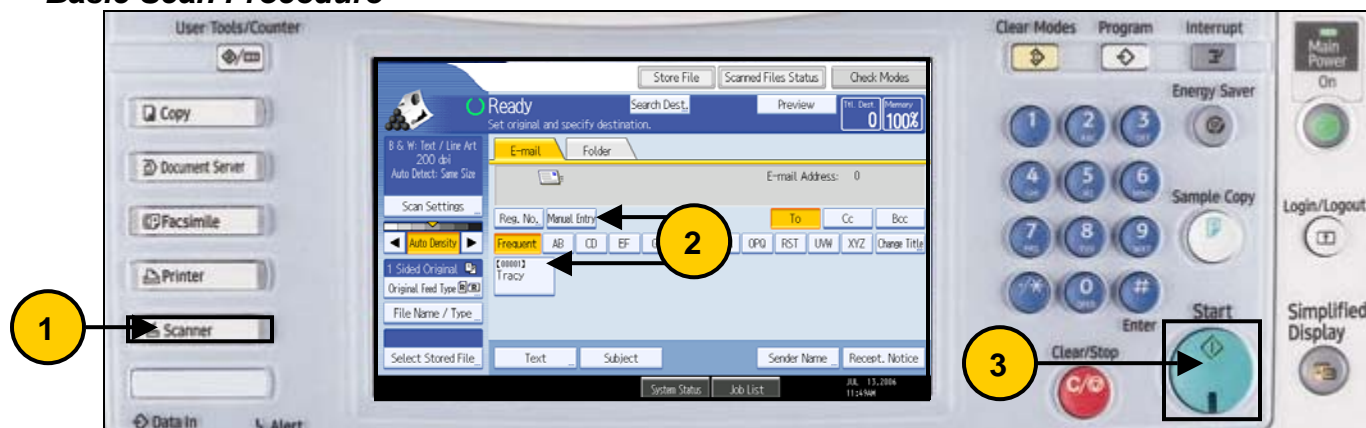


## Scan to E-Mail

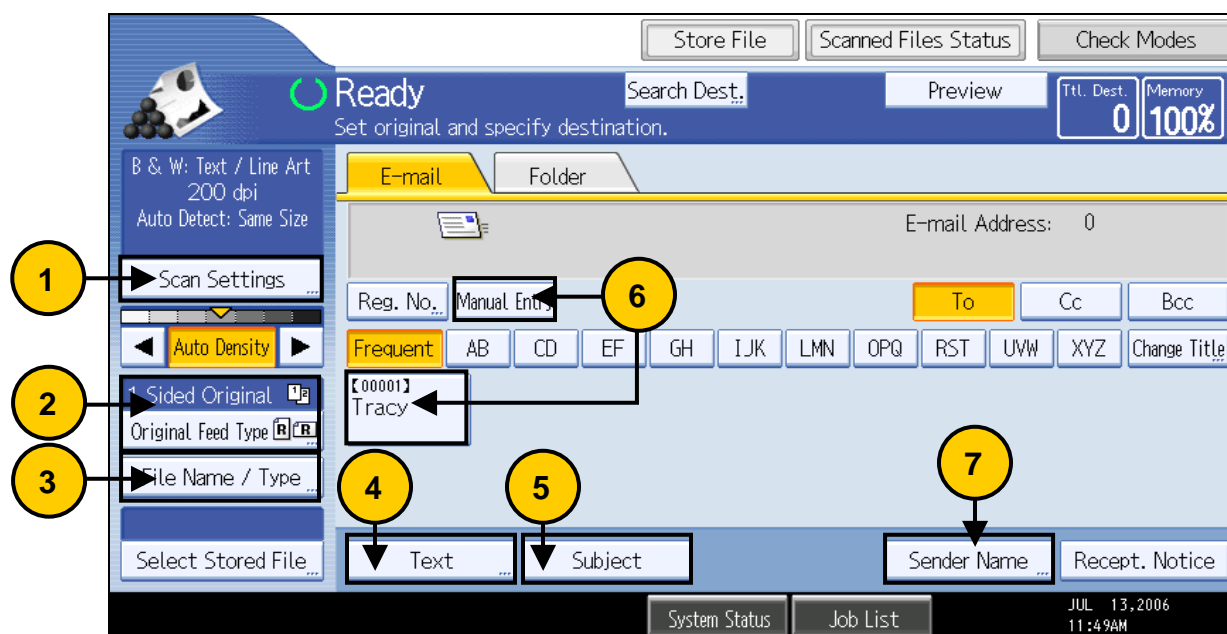
### Basic Scan Procedure



Place original(s) face up in the Auto Document Feeder (ADF) or face down on the platen glass.

1. Select **[Scanner]** from the left side of the control panel.
2. Select a pre-programmed destination or **[Manual Entry]** enter an address.
3. Press the green **[Start]** button. When using the platen glass, press **[#]** after scanning the last original.

### Additional Scan Features



1. **[Scan Settings]** changes the default Text selection. Choose from available B/W or Color settings.
2. **[Original Feed Type]** allows for scanning 2-sided originals and Batch scanning.
3. **[File Name/Type]** is used to assign a file name and the change the file type. When choosing **[Single Page TIFF/JPEG]** or **[Single Page PDF]**, each page of the scan will be received as a separate attachment. When choosing **[Multi-Page TIFF]** or **[Multi-Page PDF]**, all scanned documents will be received as one file.
4. **[Text]** is used to add a message to the body of the e-mail.
5. **[Subject]** is used to attach a subject to the e-mail.
6. Select destinations from pre-programmed one-touch keys, or select **[Manual Entry]** to enter an e-mail address not programmed. Multiple destinations may be selected.
7. Some MFDs may require each scan to attach a sender's name. If so, select **[Sender Name]** and choose from the available one-touch destinations shown.