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Create a scan to e-mail profile

A scan profile includes all the necessary information about your originals and presets the OptraImage control panel to those settings.

Scan profiles are temporary destinations. A maximum of ten scan profiles can be stored. When the eleventh profile is created, the oldest is discarded.

Step 1: Set up your scan profile

1 Type the IP address of the OptraImage in the URL field of your browser, and then press Enter.

2 Click Create Scan Profiles.

3 Click E-mail Scan Profile.

4 Specify the recipient and the sender. You can assign a subject and add a message to the content of the e-mail.

5 Select the type, resolution, and size of the original.

6 Specify whether the file is to be sent as an e-mail attachment or as a web link.

– Attachment -- a copy of the scanned document is sent attached to the e-mail message
– Web Link -- the scanned document is sent to a storage area on a Web site and a web link to that site is sent to the e-mail recipient

7   Assign a profile name.

8   Click Submit.

Step 2: Scan your original documents

1   Locate the OptraImage. The must be the same OptraImage where the scan profile is stored.

2   Load all pages in the automatic document feeder of the scan unit. Place the pages according to the drawing on the scanner.

3   On the control panel, press Fax/Scan Mode repeatedly until you see SCAN $\rightarrow$ PROFILE.

4   Press Menu > repeatedly until you see your scan profile name.

5   Press Go/Send to start scanning.

Note: If you are using the flatbed of the scan unit, watch the control panel for messages. If prompted to Place Next Or Stop, place the next page on the flatbed and then press Go/Send to continue scanning. Press Stop/Clear when all the pages have been scanned.

Scan to permanent e-mail destinations

For e-mail addresses you frequently use, permanent e-mail destinations can be set up by your network administrator. Once a permanent destination is created, it is available on the OptraImage control panel.

1 Locate the OptraImage where the permanent destinations are stored.

2 Load all pages in the automatic document feeder of the scan unit. Place the pages according to the drawing on the scanner.

3 On the control panel, press Fax/Scan Mode repeatedly until you see SCAN $\rightarrow$ EMAIL.

4 Press Menu > repeatedly until you see your e-mail destination.

Note: If you want to send to multiple e-mail destinations, press Select when you see each destination, and then Menu > until you see your next choice. An asterisk appears beside your selections. Your e-mail is sent to each destination you selected and the last destination appearing in the control panel display.

5 Press Go/Send to start scanning.

Note: If you are using the flatbed of the scan unit, watch the control panel for messages. If prompted to Place Next Or Stop, place the next page on the flatbed and then press Go/Send to continue scanning. Press Stop/Clear when all the pages have been scanned.