



X644e and X646e

Menus and Messages Guide



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E-mail Settings

Menu item	Purpose	Values and descriptions	
E-mail Server Setup		See E-mail Server Setup on page 30.	
Format	Specifies the format of the file to be scanned.	PDF*	Portable Document Format
		JPEG	Joint Photographic Experts Group
		TIFF	Tagged Image File Format
PDF version	Sets the version of an Adobe Acrobat PDF file that is sent. This menu item applies to all scan functions.	1.2 1.3 1.4 1.5 1.6	
Content	Specifies the type of content contained in the e-mail.	Text	The e-mail job contains mostly text or line art.
		Text/Photo*	The e-mail job contains a mixture of text and images.
		Photo	The e-mail job contains only images.
Color	Specifies if the MFP recognizes a color image in the e-mail or sees the color image in gray shades.	Gray*	Does not send a color image in the e-mail job.
		Color	Sends the e-mail job with a color image enclosed.
Resolution	Specifies the resolution of the e-mail in dots per inch (dpi). Resolution is limited by the value set for the Color menu item. If set to Color and Resolution is set to 400 or 600 dpi, the configuration is allowed, but it is not seen in the normal workflow, so the combinations are invalid. The resolution is reduced to 300 dpi.	75 dpi 150 dpi 200 dpi 300 dpi 400 dpi 600 dpi	75–600 dpi are available for Gray. 75–300 are available for Color. See Color listed previously.
Darkness	Specifies the level of darkness for the e-mail as a graphic representation of a page that uses a fill pattern to indicate various levels from light (1) to dark (9).	1–9 (5*)	Specifies the level of darkness for the e-mail. A graphic representation depicts the values. As the right or left scroll button is touched, the asterisk moves back and forth on the line. 1 is next to the - and 9 is next to the +. As shown, 5 is the current value. <div style="border: 1px solid black; padding: 5px; text-align: center;"> - ● ● ● ● * ● ● ● ● + </div>

Using MFP menus

Menu item	Purpose	Values and descriptions	
Orientation	To specify the default orientation of the document to be sent in the scan job.	Portrait*	Sends the original document as portrait for the scan job, which means text and graphics are parallel to the short edge. See Duplex Bind on page 68 for more information about short edge.
		Landscape	Sends the original document as landscape for the scan job, which means text and graphics are parallel to the long edge. See Duplex Bind on page 68 for more information about long edge.
Original Size	Provides a list of possible scanner sizes to select from to specify the size of the original document to be scanned.	Letter (8.5 x 11 in.)* Legal (8.5 x 14 in.) Executive (7.25 x 10.5 in.) Folio (8.5 x 13 in.) Statement (5.5x 8.5 in.) A4 (210 x 297 mm)* A5 (148 x 210 mm) JIS-B5 (182 x 257 mm) Auto Size Sense Mixed Sizes	(* Denotes a country/region-specific factory default value)

Using MFP menus

Menu item	Purpose	Values and descriptions	
Duplex	Sets duplex scanning (two-sided scanning) either on or off for e-mails.	Off*	The e-mail job is not set for duplex printing.
		Long edge	The long end of the page (left edge is for portrait orientation and top edge for landscape orientation). See Duplex Bind on page 68 for more information.
		Short edge	The short edge of the page (top edge for portrait orientation and left edge for landscape orientation). See Duplex Bind on page 68 for more information.
Photo JPEG Quality	Sets the quality of a JPEG photo image in relation to file size and the quality of the image. This menu item applies to all scan functions.	5–90 (50%*)	A 5 setting gives a smaller file size, but the quality of the image is lessened. A 90 setting gives the best quality of the image, but the file size is very large.
JPEG Quality	Sets the quality of a JPEG text or text/photo image in relation to file size and the quality of the image. This menu item applies to Text and Text/Photo, and all scan functions.	5–90 (75%*)	A 5 setting gives a smaller file size, but the quality of the image is lessened. A 90 setting gives the best quality of the image, but the file size is very large.
E-mail images sent as		Attachment* Web Link	
Use multi-page TIFF	Provides a choice between single-page TIFF files and multiple-page TIFF files. For a multiple-page scan to e-mail job, either one TIFF file is created containing all the pages, or multiple TIFF files are created with one file for each page of the job. This menu item applies to all scan functions.	Yes*	Multiple-page TIFF files are created. Select the check box to turn it on.
		No	One single TIFF file is created for each page. Clear the check box to turn it off.
Transmission Log	Specifies when the transmission log prints. The log page is a confirmation that the e-mails transferred successfully.	Print Always*	The e-mail transmission log always prints.
		Print Never	The e-mail transmission log never prints.
		Print on Error	The e-mail transmission log only prints when an error occurs.
Log Paper Source	To select the print media source to supply print media for the MFP to print a log of all sent and received e-mails. Envelopes do not apply. Note: This menu item applies to all scan functions.	Tray 1*	Tray 1 or the standard tray is the specified print media source.
		MP Feeder	The multipurpose feeder is the specified print media source.
		Tray 2 (if an optional drawer is installed)	Tray 2, which is an optional drawer, is the specified print media source.
E-mail Bit Depth	Enables the Mixed mode to have smaller file sizes by using 1 bit images when Color is set to Off.	1 bit* 8 bit	

Using MFP menus

Menu item	Purpose	Values and descriptions	
Custom Job scanning	Allows for scanning of custom e-mails. This is also known as Job Build. Custom Job is not supported on all models.	On Off*	To set to On, select the check box. To set to Off, clear the check box.
Allow Save as shortcut	Allows saving of e-mail addresses as shortcuts.	Yes* No	When it is set to No, the Save as Shortcut button does not appear on the E-mail Destination screen.
Background Removal	Adjusts the amount of background visible on a copy.	-4 to +4 (0*)	-4 sets Background Removal to off. +4 sets Background Removal to the maximum allowed.
Contrast	Specifies the contrast used for the e-mail. The default is dependent on the Content menu item. If the Content menu item is reset from the default setting, then the default for Contrast is reset also.	0–5	Text default is 5. The default is 0 for items other than text.
Shadow Detail	Adjusts the amount of shadow detail visible on a copy.	-4 to +4 (0*)	-4 preserves the least amount of shadow detail. +4 preserves the most shadow detail.
Scan edge to edge	Specifies if the original document is scanned edge-to-edge prior to sending the e-mail.	Off* On	