

# E-mail Guide

## Sending an e-mail using the printer control panel

- 1 Load an original document faceup, short edge first into the ADF tray or facedown on the scanner glass.

**Notes:**

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
- The ADF indicator light comes on when the paper is loaded properly.


- 2 If you are loading a document into the ADF tray, then adjust the paper guides.

**Note:** To avoid a cropped image, make sure that the size of the original document and the copy paper size are the same.

- 3 From the home screen, navigate to:

**E-mail > Recipient(s)**

- 4 Type the e-mail address, or press # and then enter the shortcut number.

To enter additional recipients, touch , and then enter the e-mail address or shortcut number that you want to add.

**Note:** You can also enter an e-mail address using the address book.

- 5 Touch  > **E-mail It.**


## Sending an e-mail using a shortcut number


- 1 Load an original document faceup, short edge first into the ADF tray or facedown on the scanner glass.

**Notes:**

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
- The ADF indicator light comes on when the paper is loaded properly.

- 2 If you are loading a document into the ADF tray, then adjust the paper guides.

- 3 Press #, then enter the shortcut number using the keypad, and then touch .

To enter additional recipients, touch , and then enter the e-mail address or shortcut number that you want to add.

- 4 Touch  > **E-mail It.**

## Sending an e-mail using the address book



- 1 Load an original document faceup, short edge first into the ADF tray or facedown on the scanner glass.

**Notes:**

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
- The ADF indicator light comes on when the paper is loaded properly.

- 2 If you are loading a document into the ADF tray, then adjust the paper guides.

3 From the home screen, navigate to:

**E-mail** > **Recipient(s)** >  > type the name of the recipient > 

4 Touch the name of the recipient.

To search for additional recipients, touch **New Search**, and then type the name of the next recipient.

5 Touch  > **E-mail It**.

## Understanding the e-mail options

### Recipient(s)

This option lets you enter the recipient of your e-mail. You may enter multiple e-mail addresses.

### Subject

This option lets you type a subject line for your e-mail.

### Message

This option lets you type a message that will be sent with your scanned attachment.

### File Name

This option lets you customize the attachment file name.

### Save As Shortcut

This option lets you save the current settings as a shortcut by assigning a number.

### Original Size

This option lets you set the paper size of the documents you are going to e-mail. When Original Size is set to Mixed Sizes, you can scan an original document that contains mixed paper sizes (letter- and legal-size pages).

### Darkness

This option lets you adjust how light or dark your scanned documents are in relation to the original document.

### Resolution

This option lets you adjust the output quality of your e-mail. Increasing the image resolution increases the e-mail file size and the time needed to scan your original document. Decreasing the image resolution reduces the file size.

### Send As

This option lets you set the output type for the scan image.

Select one of the following:

- **PDF**—Use this to create a single file with multiple pages. This can be sent as a secured or compressed file.
- **TIFF**—Use this to create multiple files or a single file. If Multi-page TIFF is turned off in the Settings menu of the Embedded Web Server, then TIFF saves one page in each file. The file size is usually larger than an equivalent JPEG.
- **JPEG**—Use this to create and attach a separate file for each page of your original document.
- **XPS**—Use this to create a single XPS file with multiple pages.

## Content

This option lets you set the original document type and source.

Select from the following content types:

- **Graphics**—The original document is mostly business-type graphics, such as pie charts, bar charts, and animations.
- **Photo**—The original document is mostly a photo or an image.
- **Text**—The content of the original document is mostly text or line art.
- **Text/Photo**—The original document is a mixture of text, graphics, and photos.

Select from the following content sources:

- **Black/White Laser**—The original document was printed using a mono laser printer.
- **Color Laser**—The original document was printed using a color laser printer.
- **Inkjet**—The original document was printed using an inkjet printer.
- **Magazine**—The original document is from a magazine.
- **Newspaper**—The original document is from a newspaper.
- **Other**—The original document was printed using an alternate or unknown printer.
- **Photo/Film**—The original document is a photo from film.
- **Press**—The original document was printed using a printing press.

## Page Setup

This option lets you change the following settings:

- **Sides (Duplex)**—This specifies if the original document is printed on only one side or on both sides of the paper. This also identifies what needs to be scanned for inclusion in the e-mail.
- **Orientation**—This specifies the orientation of the original document, and then changes the Sides (Duplex) and Binding settings to match the orientation.
- **Binding**—This specifies if the original document is bound on the long-edge or short-edge side.

## Custom Job

This option lets you combine multiple scan jobs into a single job and appears only when a working printer hard disk is installed.

## Scan Preview

This option lets you view the first page of the image before it is included in the e-mail. When the first page is scanned, the scanning is paused and a preview image appears.

**Note:** This option appears only when a working printer hard disk is installed.

## **Transmission Log**

This option lets you print the transmission log or transmission error log.

## **Edge Erase**

This option lets you remove smudges or any mark around the edges of a document. You can remove an equal area around all four sides of the paper, or you can pick a particular edge. Edge Erase also removes whatever is within the area selected, leaving nothing on that portion of the scan.

## **Advanced Imaging**

This option lets you adjust the Background Removal, Color Balance, Color Dropout, Contrast, JPEG Quality, Mirror Image, Negative Image, Scan Edge to Edge, Shadow Detail, and Sharpness settings before you e-mail the document.

## **Adjust ADF Skew**

This option lets you straighten scanned images that are slightly skewed when received from the ADF tray.