

## E-mail guide

The printer can be used to e-mail scanned documents to one or more recipients.

You can send an e-mail from the printer by typing the e-mail address, using a shortcut number, or using the address book.

### Sending an e-mail using the touch screen

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.  
**Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 On the home screen, touch **E-mail**.
- 4 Enter the e-mail address or shortcut number.  
To enter additional recipients, touch **Next Address**, and then enter the address or shortcut number you want to add.
- 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 or facedown on the scanner glass.  
**Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 Press , and then enter the shortcut number using the keypad.  
To enter additional recipients, press **Next address**, and then enter the address or shortcut number 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 or facedown on the scanner glass.  
**Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, adjust the paper guides.
- 3 On the home screen, touch **E-mail**.
- 4 Touch **Search Address Book**.
- 5 Enter the name or part of the name you are searching for, and then touch **Search**.
- 6 Touch the name that you want to add to the To: box.  
To enter additional recipients, press **Next address**, and then enter the address or shortcut number you want to add; or search the address book.
- 7 Touch **E-mail It**.

## Understanding e-mail options

### Original Size

This option opens a screen where you can choose the size of the documents you are going to e-mail.

- Touch a paper size button to select that size as the Original Size setting. The e-mail screen appears with your new setting displayed.
- When "Original Size" is set to Mixed Letter/Legal, you can scan an original document that contains mixed paper sizes.
- When "Original Size" is set to Auto Size Sense, the scanner automatically determines the size of the original document.

### Sides (Duplex)

This option informs the printer if the original document is simplex (printed on one side) or duplex (printed on both sides). This lets the scanner know what needs to be scanned for inclusion in the e-mail.

### Orientation

This option tells the printer whether the original document is in portrait or landscape orientation and then changes the Sides and Binding settings to match the original document orientation.

### Binding

This option tells the printer whether the original document is bound on the long-edge or short-edge side.

### E-mail Subject

This option lets you enter a subject line for your e-mail. You can enter up to 255 characters.

### E-mail File Name

This option lets you customize the attachment file name.

### E-mail Message

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

### Resolution

Adjusts 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. Image resolution can be decreased to reduce the e-mail file size.

### Send As

This option sets the output (PDF, TIFF, JPEG or XPS) for the scanned image.

- **PDF**—Creates a single file with multiple pages, viewable with Adobe Reader. Adobe Reader is provided free by Adobe at [www.adobe.com](http://www.adobe.com).
- **Secure PDF**—Creates an encrypted PDF file that protects the file contents from unauthorized access
- **TIFF**—Creates 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**—Creates and attaches a separate file for each page of your original document, viewable by most Web browsers and graphics programs
- **XPS**—Creates a single XPS file with multiple pages, viewable using an Internet Explorer-hosted viewer and the .NET Framework, or by downloading a third party standalone viewer

## Content

This option tells the printer the original document type. Choose from Text, Text/Photo, or Photo. Color can be turned on or off with any of the Content choices. Content affects the quality and size of your e-mail.

- **Text**—Emphasizes sharp, black, high-resolution text against a clean, white background
- **Text/Photo**—Used when the original documents are a mixture of text and graphics or pictures
- **Photograph**—Tells the scanner to pay extra attention to graphics and pictures. This setting increases the time it takes to scan, but emphasizes a reproduction of the full dynamic range of tones in the original document. This increases the amount of information saved.
- **Color**—Sets the scan type and output for the e-mail. Color documents can be scanned and sent to an e-mail address.

## Advanced Options

Touching this button opens a screen where you can change the following settings:

- **Advanced Imaging**—Adjusts Background Removal, Contrast, Scan Edge to Edge, Shadow Detail, and Mirror Image before you copy the document
- **Custom Job (Job Build)**—Combines multiple scanning jobs into a single job
- **Transmission Log**—Prints the transmission log or transmission error log
- **Scan Preview**—Displays 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.
- **Edge Erase**—Eliminates smudges or information around the edges of a document. You can choose to eliminate an equal area around all four sides of the paper, or pick a particular edge. Edge Erase will erase whatever is within the area selected, leaving nothing on that portion of the scan.
- **Darkness**—Adjusts how light or dark your scanned e-mails will turn out
- **Advanced Duplex**—Controls whether the documents are one-sided or two-sided, what orientation your original documents have, and how your documents are bound.