

E-mail Guide


Sending an e-mail using the control panel

- 1 Load an original document into the ADF tray or on the scanner glass.
- 2 From the home screen, touch **E-mail**, and then enter the information needed.
- 3 Configure and then save the output file type settings.
- 4 Touch **Send It**.

Sending an e-mail using a shortcut number

- 1 Load an original document into the ADF tray or on the scanner glass.
- 2 Press #, and then enter the shortcut number using the keypad.
- 3 Touch **Send It**.

Sending an e-mail using the address book

- 1 Load an original document into the ADF tray or on the scanner glass.
- 2 From the home screen, navigate to:
E-mail > **Recipient(s)** >  > type the name of the recipient > **Search**
- 3 Select the recipient's name, and then touch **Done**.

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.

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).

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.

Content

This option lets you specify the content type and source of the original document.

Save As Shortcut

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

Note: Selecting this option automatically assigns the next available shortcut number.

Darkness

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

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.

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.

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.

Using the advanced options

Select from the following settings:

- **Advanced Imaging**—This adjusts the Background Removal, Color Balance, Color Dropout, Contrast, JPEG Quality, Mirror Image, Negative Image, Scan Edge to Edge, Shadow Detail, Sharpness, and Temperature settings before you e-mail the document.
- **Custom Job**—This combines multiple scanning jobs into a single job.
Note: This option appears only when a formatted, working printer hard disk is installed.
- **Edge Erase**—This removes smudges or marks around the edges of a document. You can choose to remove 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.
- **Transmission Log**—This prints the transmission log or transmission error log.