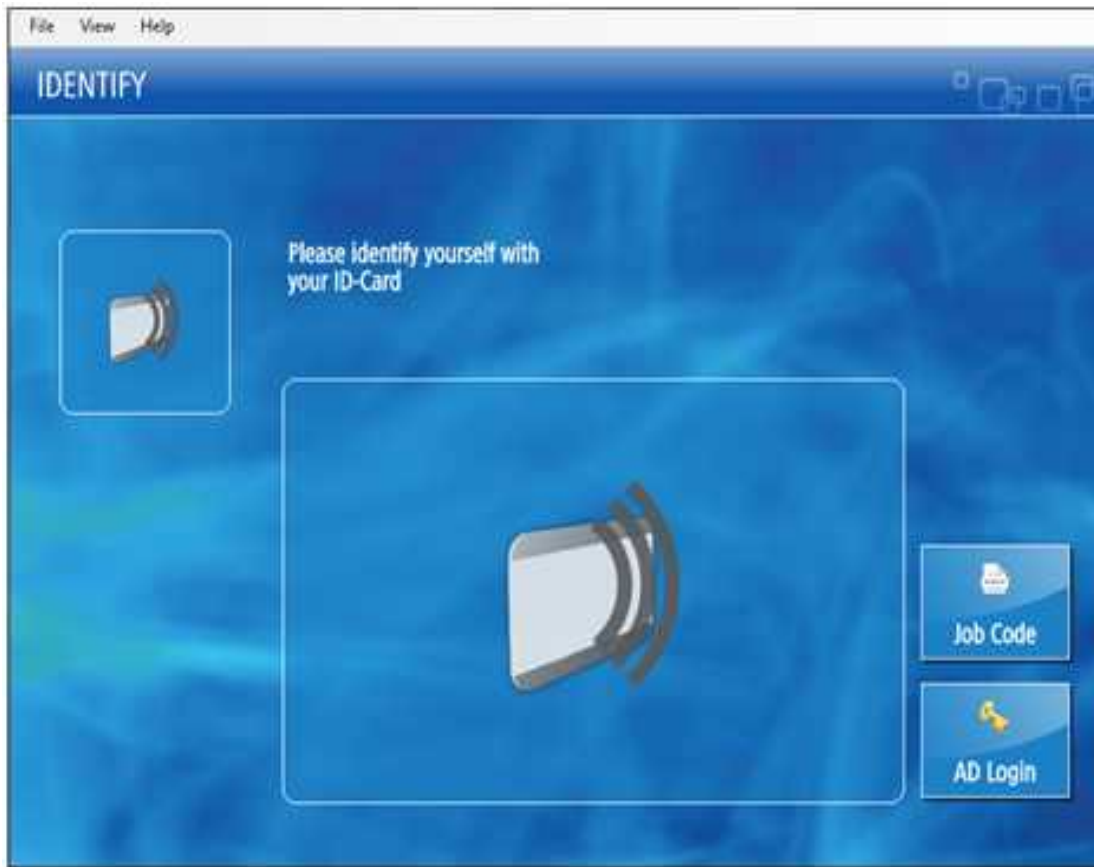


Scan and Send Mini-Guide



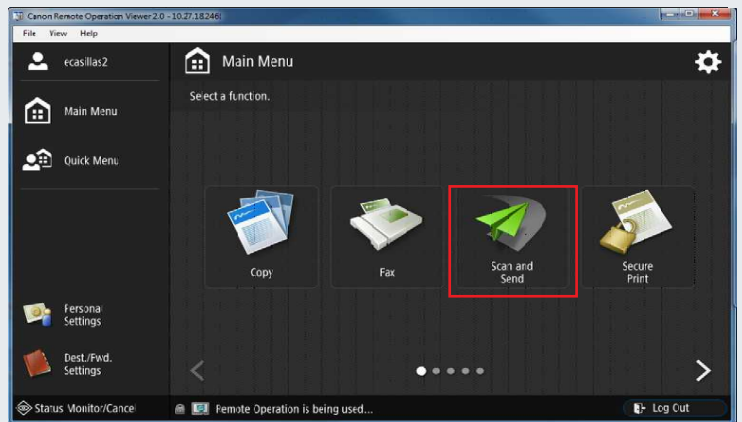
HOW TO LOG IN:

**HOLD EMPLOYEE I.D. CARD OVER CARD READER
OR
TAP [AD Login] - THEN ENTER CREDENTIALS**

STEPS

Scan and Send

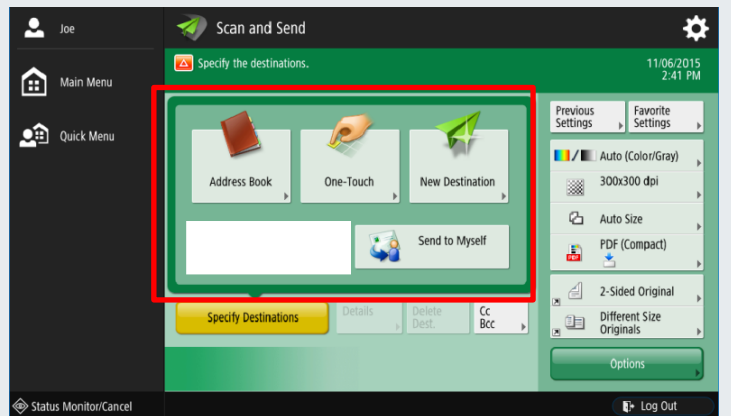
1. Place the document on the platen glass or in the automatic document feeder (ADF)
2. From the **[Main Menu]**, select **[Scan and Send]**



The Scan and Send screen will appear.

3. Specify the destination by choosing from the following options:

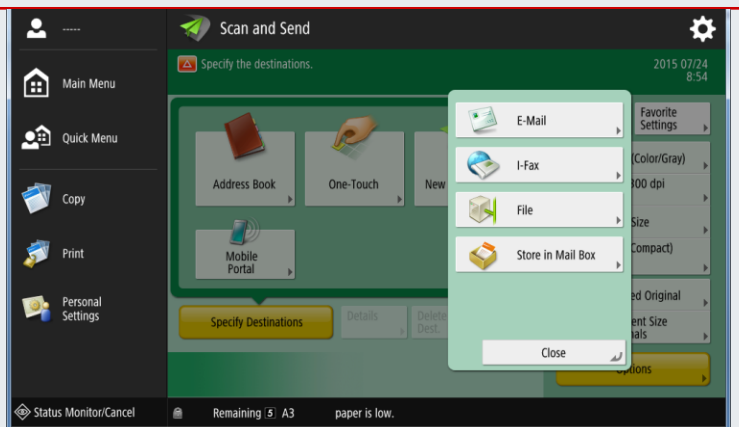
- **Address Book**
- **One-Touch (Create Groups)**
- **New Destination**
- **Send to Myself**



4. If you select **[New Destination]**, then **[E-MAIL]** as the destination

Enter in the address in the text field

Press **[OK]**



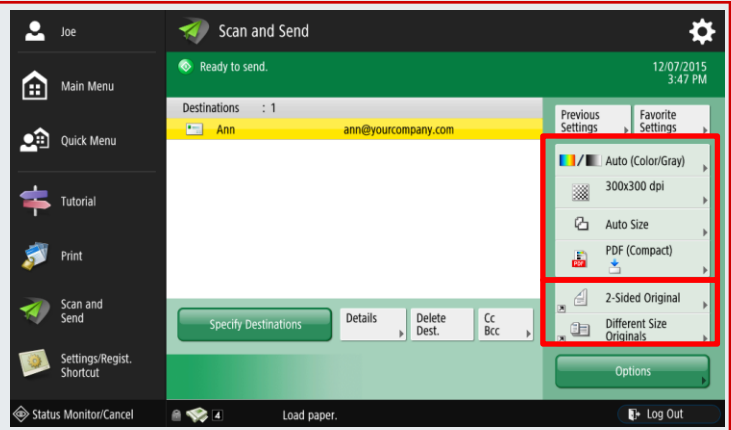
STEPS

Scan and Send – Common Send Settings

You can adjust the following common settings on the right:

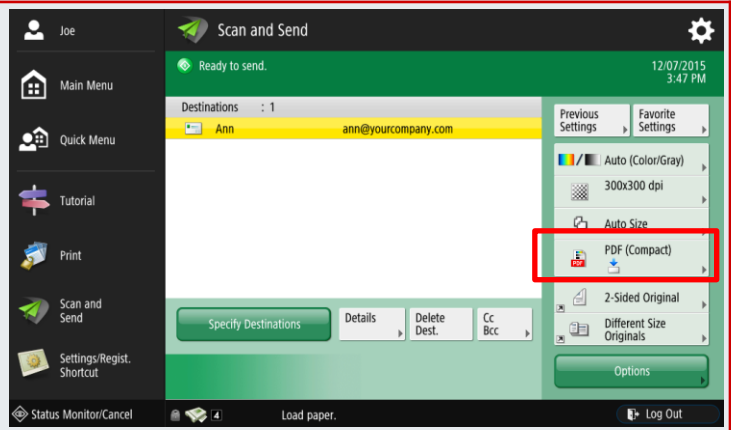
- **Color/BW**
- **Scan Resolution**
- **Paper Size**
- **File Format**

The next two are shortcut keys that can be replaced with commonly accessed send options



You can choose from various file formats.

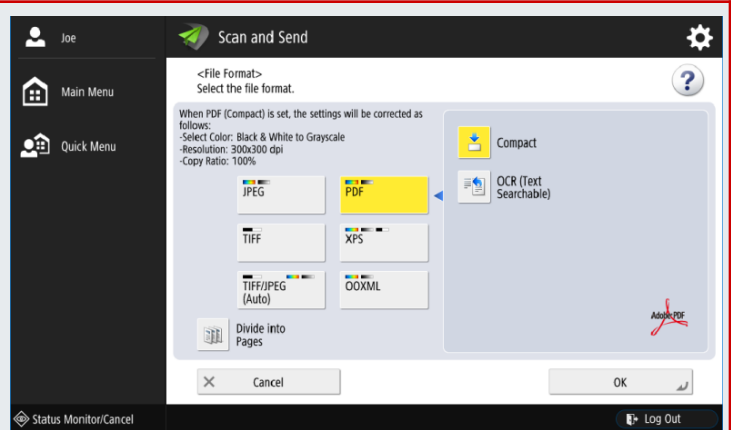
5. Press the file format button
Default is **[PDF (Compact)]**



6. Choose from one of the following file formats:

- **JPEG**
- **PDF (Compact or OCR)**
- **TIFF**
- **XPS**
- **OOXML (Word or PPT)**

Press **[OK]** after making a selection

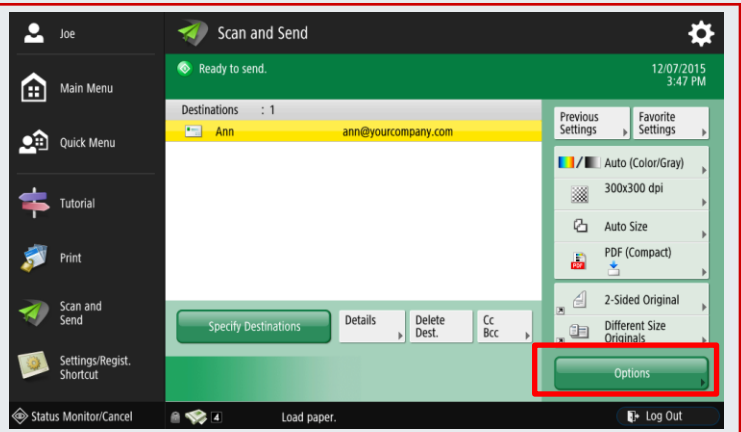


STEPS

Scan and Send – Send Options

Various adjustments can be made through the Options Menu

7. Select **[Options]**

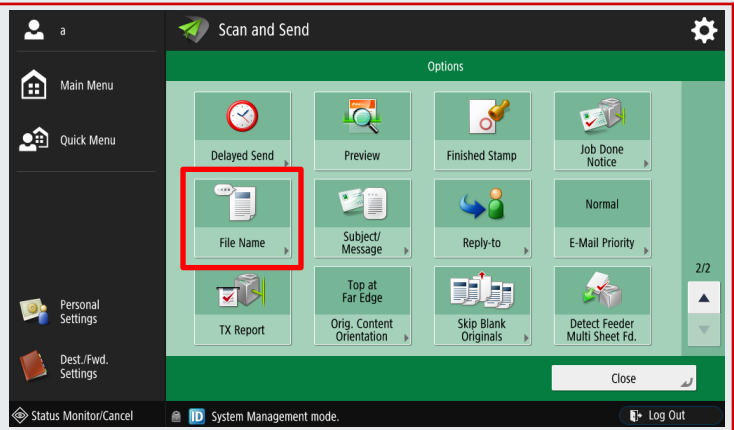


You can give the document a name so it can be easily recognized later.

8. Select **[File Name]**

Enter the desired name in the text field.

Press **[OK]**



Once the desired settings are made,

9. Press **[Start]** on the Control Panel to begin scanning

10. Select **[Start Sending]** to send the newly scanned document to its destination(s)

11. Tap **[Log Out]** when completed

