

# E-mail guide

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

Sending an e-mail from the printer can be done by typing the e-mail address, using a shortcut number, or using the address book.

## Sending an e-mail using the keypad

- 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 Enter the e-mail address or shortcut number.

To enter additional recipients, press **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

For information on creating shortcuts, see the section in this chapter on creating shortcuts.

- 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 Press #, and then enter the recipient's shortcut number.

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 Sizes, you can scan an original document that contains mixed paper sizes (letter- and legal-size pages).

### ***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***

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 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, or JPEG) for the scanned image.

- **PDF**—Output is a single file.
- **TIFF**—Output is a single file. If Multi-page TIFF is turned off in the Configuration menu, then the output is a series of one-page files.
- **JPEG**—Each page of the output is saved in a separate one-page file. When multiple pages are scanned, the output is a series of one-page files.
- **Encrypted PDF**—Creates an encrypted PDF file that protects the files contents from unauthorized access.

## ***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 change Advanced Imaging, Custom Job, Transmission Log, Scan Preview, Edge Erase, and Darkness 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 pages 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 printed on that portion of the paper.
- **Darkness**—Adjusts how light or dark your scanned e-mails will turn out.