

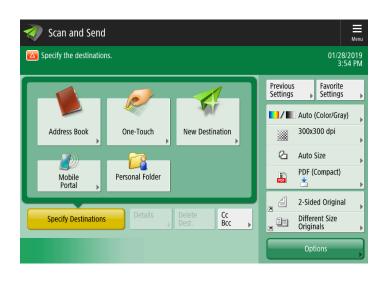
# Distribute scanned documents to multiple destinations, such as email and fax destinations and network folders. (Fax is an optional function.)

# **TO SEND A DOCUMENT TO A STORED DESTINATION:**

- 1. From the Main Menu, press Scan and Send
- 2. Specify the recipient(s) from the Address Book or One-Touch
- 3. If desired, make changes to the Scan Settings
- 4. Press the **Start** button to send

# **TO SEND A DOCUMENT TO A ONE-TIME DESTINATION:**

- 1. From the Main Menu, press Scan and Send
- 2. Select New Destination
- 3. Choose the **destination type**
- 4. Use the on-screen keyboard to enter the **destination address**
- 5. Press OK (two times)
- 6. If desired, make changes to the Scan Settings
- 7. Press the **Start** button to send



# **TO REGISTER A DESTINATION IN THE ADDRESS BOOK:**

- 1. Select Address Book
- 2. Select Register/Edit (right side of screen)
- 3. Select Register New Destination (right side of screen)
- 4. Choose the destination type
- 5. Select Name to enter the recipient's name
- 6. Enter the recipient information:
  - E-mail select E-mail Address to enter the recipient's address
  - Fax use the key pad to dial the recipient's fax number
  - File select browse to navigate to destination folder
- 7. Press OK

## **TO REGISTER A DESTINATION AS A ONE-TOUCH BUTTON:**

Destinations stored in one-touch are also stored in the address book

- 1. Select One-Touch
- 2. Select **Register** (right side of screen)
- 3. Tap to select an unregistered button
- 4. Select **Register/Edit** (right side of screen)
- 5. Choose the **destination type**
- 6. Select **Name** to enter the recipient's name
- 7. Select One-Touch Name to name the button
- 8. Enter the recipient information:
  - E-mail select E-mail Address to enter the recipient's address
  - Fax use the key pad to dial the recipient's fax number
  - File select browse to navigate to destination folder
- 9. Press OK

#### **SCAN SETTINGS:**

Select Color—select Auto, Full Color, Grayscale, or Black & White Scan Resolution—higher resolution results in a larger file size Original Document Size—select auto to auto-detect File Format—choose PDF, XPS, OOXML, JPEG, or TIFF 2-Sided Original—Choose Book-Type vs. Calendar-Type originals

**Different Size Originals**—Scan different size documents simultaneously

## **OPTIONS:**

Original Type—specify to increase the scan quality Density—lighten or darken text, images, and/or background Sharpness—sharpen or soften the text and/or Photo/Image Copy Ratio—reduce/enlarge File Name—name the file

Subject/Message—add a subject and/or message line to an e-mail

