CLICK **ZLEARN** training exercises



TRAINING EXERCISE

STEP 1:

Select the Scanner icon. Note: If you are not already on the home screen press the Home button on the Control Panel.



STEP 2:

You can select a user from the Address Book or use the Manual Entry method. (For demonstration purposes, you will select a user from the Address Book.) Select your recipient.

Scanner		St	ore File	ed Files Status	Check Modes	
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🔺 Auto Density 🕨	Frequent AB	CD EF GH	IJK LMN (DPQ RST UVW	XYZ Change Title	
1 Sided Original 🗳 Original Feed Type 🖻 🖭	Cooool] Cooo Sauve Bob Feg	2] East ion				
Send File Type / Name						
Select Stored File	Text	Subject	Security	Sender Name	Recept. Notice	
					OCT 6,2011 2:16PM	

STEP 3:

Before scanning, you will choose the type of original you are sending. Select Scan Settings.



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HOW TO SCAN TO E-MAIL

STEP 4:

For the purpose of this demo, Select Full Color: Text / Photo.



STEP 5: Select OK.



STEP 6:

You will now select the type of file to send. Select Send File Type / Name.



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HOW TO SCAN TO E-MAIL

STEP 7:

- Select either Single Page or Multi-page and then Select File Type (TIFF, JPEG or PDF for Single page. TIFF and PDF for Multi-page). Note: if you do not enter a File name, the scanned file will be given a file name consisting of the time and date of scanning, 4-digit page number, etc. For example: (20201231153015010_0001.pdf).
- (For demonstration purposes, Multi-page TIFF and PDF have been selected.) Select OK.



STEP 8:

Place your documents in the feeder. Select Start.



STEP 9:

Your document is now being scanned and e-mailed.

JOB TASK COMPLETED.

