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Scanning and Emailing

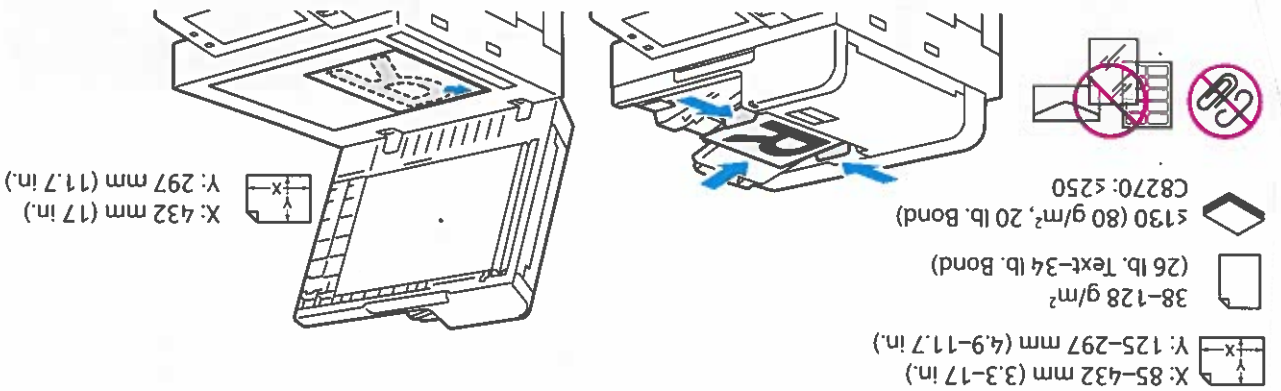
If the printer is connected to a network, you can select a destination for the scanned image at the printer control panel.

This guide defines techniques to scan documents without preparing special setups:

- Scanning documents to an email address.
- Scanning documents to a saved Favorite, Address Book listing, or USB Flash Drive.
- Scanning documents to the Default Public folder on the printer hard drive, and retrieving them using your Web browser.

For details and more scan setups, refer to the *User Guide*. For details about address book and workflow template setup, refer to the *System Administrator Guide*.

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Load the original documents.



Press Home, then to email the scan, touch **Email**. To scan to the Default Public Folder or a USB Flash Drive, touch **Workflow Scanning**. If your scan destination is stored in the Address Book or saved as a Favorite, touch **Scan To**.