

## 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.

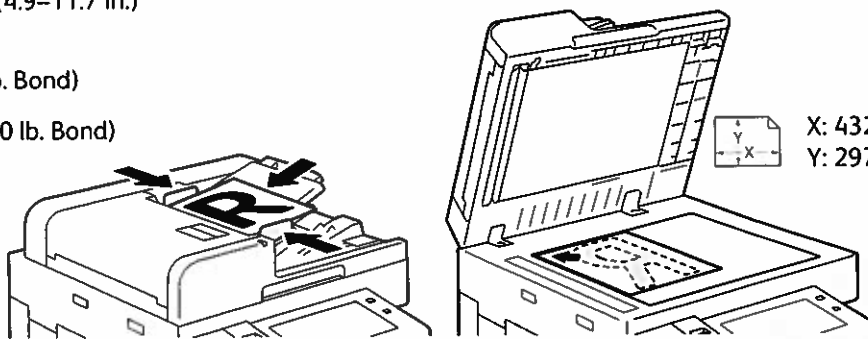
For details and more scan setups, refer to the *User Guide*. For details about address book and workflow template setup, refer to the *System Administrator Guide*.

1

 X: 85–432 mm (3.3–17 in.)  
Y: 125–297 mm (4.9–11.7 in.)

 38–128 g/m<sup>2</sup>  
(26 lb. Text–34 lb. Bond)

 ≤130 (80 g/m<sup>2</sup>, 20 lb. Bond)  
B8270: ≤250



Load the original documents.

2



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**.