

## 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.

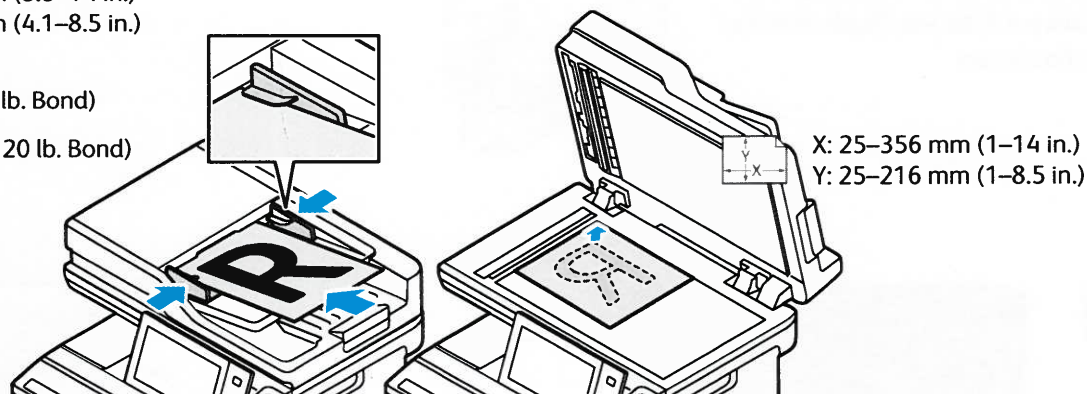
For details and more scan setups, refer to the *User Guide*. For details about address book and workflow template setup, refer to the *System Administrator Guide*.

1

X: 148–356 mm (5.8–14 in.)  
Y: 105–216 mm (4.1–8.5 in.)

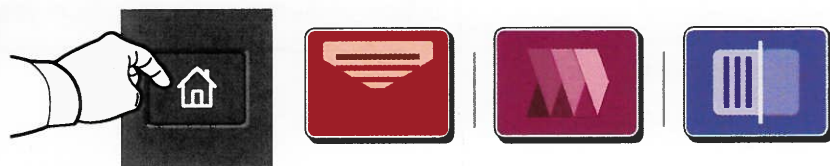
52–120 g/m<sup>2</sup>  
(14 lb. Text–32 lb. Bond)

≤100 (75 g/m<sup>2</sup>, 20 lb. Bond)



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**.