

# How to use Scan to E-mail

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## How do I use Scan to E-mail?

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This section describes the basic operations for sending scan files by e-mail.

1. Make sure that no previous settings remain.  
If a previous setting remains, press the **[Clear Modes]** key.
2. If the Network Delivery Scanner or Scan to Folder screen is displayed, press **[🔍/📄/📧]** to switch to the E-mail screen.



3. Place originals.
4. If necessary, select the original type.  
[\[+\] Selecting Original Type](#)
5. If necessary, specify the scanning density.  
[\[+\] Adjusting Image Density](#)
6. Select the destination.  
You can specify multiple destinations.  
[\[-\] Specifying E-mail Destinations](#)

This section explains how to specify e-mail destinations.

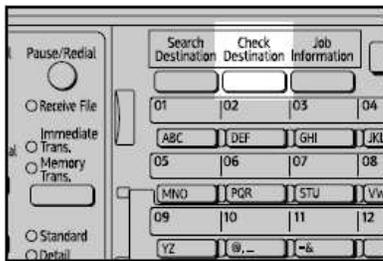
You can specify e-mail destinations by any of the following methods:

- [\[+\] Selecting a Destination Registered to a Quick Dial Key](#)
- [\[+\] Selecting a Destination Registered in the Address Book of Your Device](#)
- [\[+\] Manual Entry of an E-mail Address](#)
- [\[+\] Searching for a Destination in the LDAP Server](#)
- [\[-\] Registering a Manually-Entered E-mail Address in the Address Book](#)

This section explains how to register a manually entered destination in the address book of your device. You can also register a destination selected from the LDAP server to the address book.

- a. Press the **[Check Destination]** key.

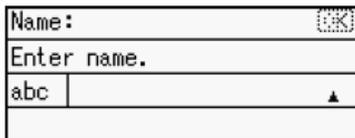
The illustration is an example. The actual appearance of your device may be different.



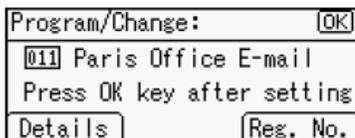
b. Press the **[▲]** or **[▼]** key to display the destination you want to register, and then press **[Program]**.



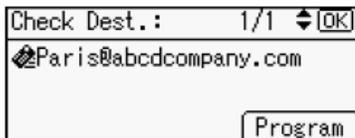
c. Enter the name, and then press the **[OK]** key.



d. Press **[Details]** and **[Reg. No.]** to specify registration information. After you have made all settings, press the **[OK]** key.



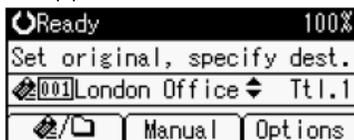
e. Press the **[Escape]** key.



**Note:**

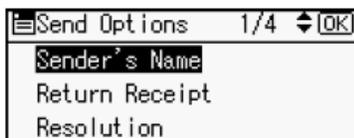
- Depending on the security settings, **[Program]** may not appear. In such cases, you cannot complete the registration. For details, consult your administrator.

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7. Press **[Options]**, select **[Sender's Name]**, and then specify the e-mail sender.

[\[+\] Specifying the Sender](#)



8. If necessary, select **[Return Receipt]** under **[Options]** to make settings for the Return Receipt function.

[\[+\] Setting the Return Receipt Function](#)

9. If necessary, select **[Attach Subject]** under **[Options]** to specify the e-mail subject.

[\[+\] Specifying the Subject](#)

10. If necessary, specify the resolution and orientation of the original under **[Options]**.

11. Press the **[Start]** key.  
Scanning starts.  
You must press the **[#]** key to send scan files that are scanned from the exposure glass.  
Scan files that are scanned from the ARDF are sent immediately.
12. If you still have originals to send, place them on the device, and then press the **[Start]** key.  
Repeat this step until all originals are scanned.
13. After all originals are scanned, press the **[#]** key.  
Transmission starts.

**Note:**

- If you have selected two or more destinations, the destinations can be made to appear one by one by pressing the **[▲]** or **[▼]** key.
- To cancel a selected destination, display the destination in the destination field, and then press the **[Clear/ Stop]** key.
- In **[System Settings]**, you can specify the e-mail address of administrator as the default sender name. This lets you send e-mail without entering anything for **[Name of Sender]**.
- Depending on the security setting, the logged-on user may be specified as **[Name of Sender]**.
- If you press the **[Check Destination]** key, the initial scanner screen switches to the Check Dest. screen. You can use the Check Dest. screen to check the details of the selected destinations.
- To cancel scanning, press the **[Clear/ Stop]** key.