

E-mail guide


Sending an e-mail using a shortcut number

- 1 Load an original document faceup, short edge first into the ADF tray or facedown on the scanner glass.

Notes:

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
- The ADF indicator light comes on when the paper is loaded properly.

- 2 If you are loading a document into the ADF tray, then adjust the paper guides.

- 3 Press #, then enter the shortcut number using the keypad, and then press .

- 4 Press .


Sending an e-mail using the printer control panel




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- 3 From the printer control panel, press the up or down arrow button to scroll to **Shortcuts**, and then press .

- 4 Press **Email Shortcuts** >  > select the name of the recipient >  or .

Note: Shortcuts can be created only from the Embedded Web Server.