

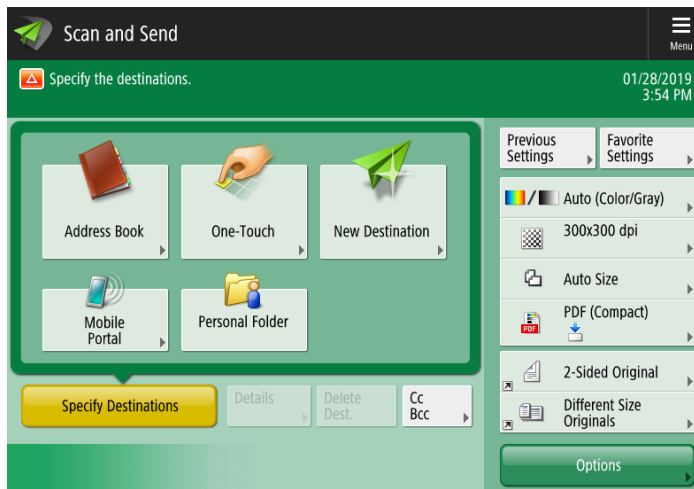
Distribute scanned documents to multiple destinations, such as email and fax destinations and network folders. (Fax is an optional function.)

TO SEND A DOCUMENT TO A STORED DESTINATION:

1. From the **Main Menu**, press **Scan and Send**
2. Specify the recipient(s) from the **Address Book** or **One-Touch**
3. If desired, make changes to the **Scan Settings**
4. Press the **Start** button to send

TO SEND A DOCUMENT TO A ONE-TIME DESTINATION:

1. From the **Main Menu**, press **Scan and Send**
2. Select **New Destination**
3. Choose the **destination type**
4. Use the on-screen keyboard to enter the **destination address**
5. Press **OK** (two times)
6. If desired, make changes to the **Scan Settings**
7. Press the **Start** button to send



SCAN SETTINGS:

- Select Color**—select Auto, Full Color, Grayscale, or Black & White
- Scan Resolution**—higher resolution results in a larger file size
- Original Document Size**—select auto to auto-detect
- File Format**—choose PDF, XPS, OOXML, JPEG, or TIFF
- 2-Sided Original**—Choose Book-Type vs. Calendar-Type originals
- Different Size Originals**—Scan different size documents simultaneously

TO REGISTER A DESTINATION IN THE ADDRESS BOOK:

1. Select **Address Book**
2. Select **Register/Edit** (right side of screen)
3. Select **Register New Destination** (right side of screen)
4. Choose the **destination type**
5. Select **Name** to enter the recipient's name
6. Enter the recipient information:
 - **E-mail** - select E-mail Address to enter the recipient's address
 - **Fax** - use the key pad to dial the recipient's fax number
 - **File** - select browse to navigate to destination folder
7. Press **OK**

TO REGISTER A DESTINATION AS A ONE-TOUCH BUTTON:

Destinations stored in one-touch are also stored in the address book

1. Select **One-Touch**
2. Select **Register** (right side of screen)
3. Tap to select an unregistered button
4. Select **Register/Edit** (right side of screen)
5. Choose the **destination type**
6. Select **Name** to enter the recipient's name
7. Select **One-Touch Name** to name the button
8. Enter the recipient information:
 - **E-mail** - select E-mail Address to enter the recipient's address
 - **Fax** - use the key pad to dial the recipient's fax number
 - **File** - select browse to navigate to destination folder
9. Press **OK**

OPTIONS:

- Original Type**—specify to increase the scan quality
- Density**—lighten or darken text, images, and/or background
- Sharpness**—sharpen or soften the text and/or Photo/Image
- Copy Ratio**—reduce/enlarge
- File Name**—name the file
- Subject/Message**—add a subject and/or message line to an e-mail