

XEROX®

E-mailing from the WorkCentre® 7328/7335/7345



E-mail Options:

Color Scanning

The *Auto Detect* option allows the machine to determine the color content of your document. The *Color* option enables the machine to use all four toner colors. The *Grayscale* option enables the machine to print only black and gray tones. The *Black & White* option enables the machine to use only black toner.

2 Sided Scanning

You can specify your original documents as *1 Sided*, *2 Sided*, or *2 Sided(Rotate Side 2)*.

Original Type

You can specify your original documents as *Photo & Text*, *Text*, or *Photo*.

Scan Presets

You can specify your scanning presets for *Sharing & Printing*, for *Archival record*, for *OCR*, for *High Quality Printing*, *Simple Scan*, or *Custom*.

Advanced Settings

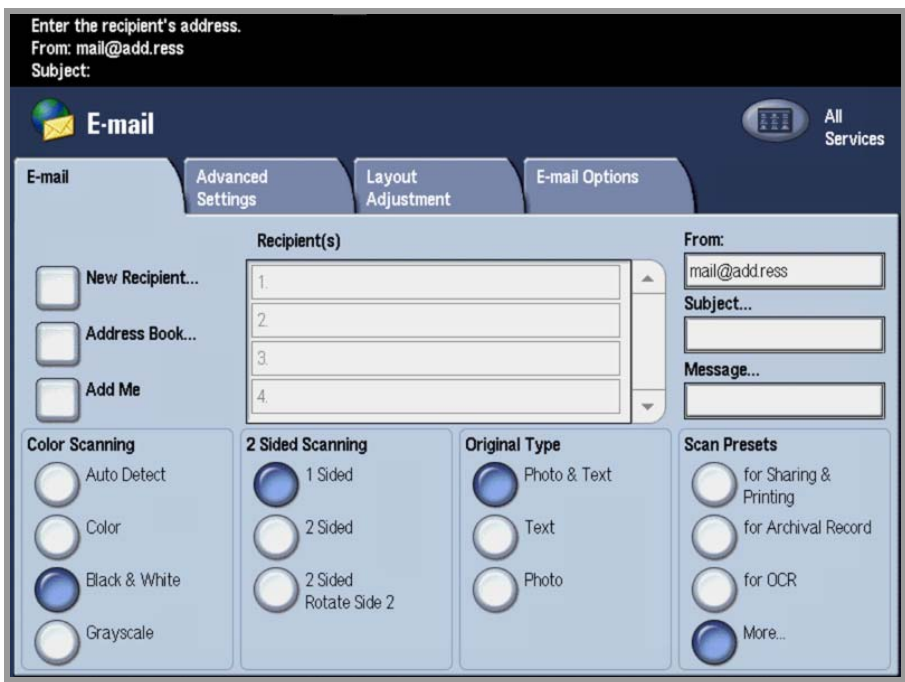
The *Advanced Settings* tab options allow you to access the *Image Options*, *Image Enhancement*, *Resolution*, *Quality/File Size*, *Photographs*, and *Shadow Suppression* settings.

Layout Adjustment

The *Layout Adjustment* tab options allow you to access the *Original Orientation*, *Original Size*, *Edge Erase*, *Book Scanning*, and *Reduce/Enlarge* settings.

E-mail Options

The *E-mail Options* tab options allow you to access the *File Name*, *File Format*, *Reply To*, and *Split Send* settings.



Simple E-mailing:

1. **Load** the document into the Document Handler.
2. Touch the **Services** button on the Control Panel.
3. Touch the **E-mail** icon on the Touch Screen.
4. Specify the **Recipient** on the **E-mail** tab.
5. Select the appropriate **Settings** on the Touch Screen.
6. Press the **Start** button on the Control Panel.