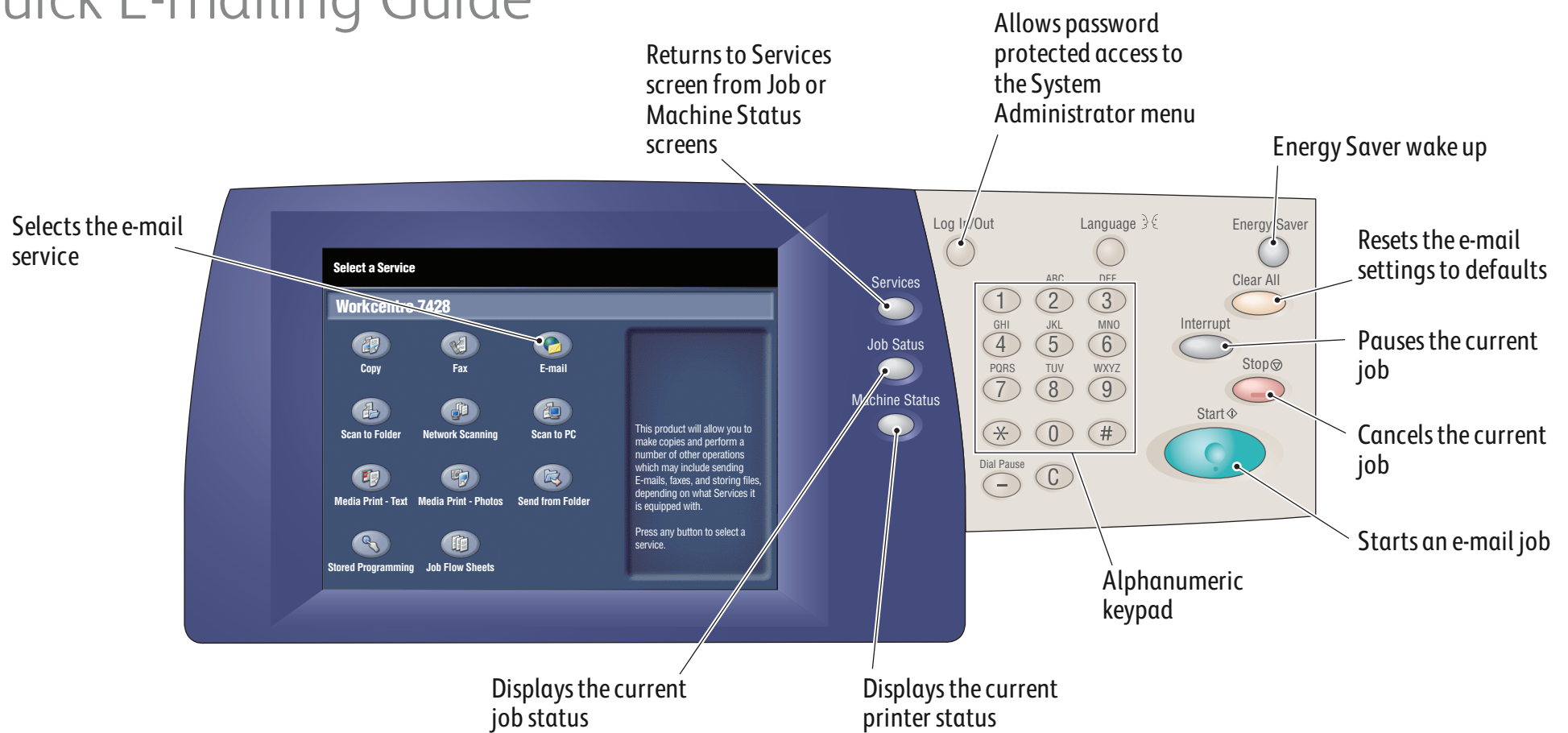
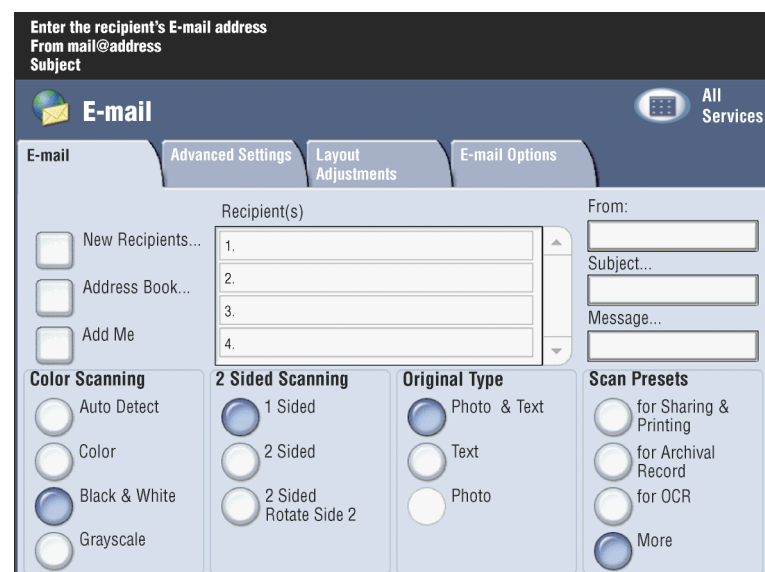


WorkCentre® 7425/7428/7435 Quick E-mailing Guide



To send an e-mail

1. Press the **Energy Saver** button to wake the printer.
2. Place the originals faceup in the document feeder, or facedown on the glass.
3. Touch the **E-mail** icon on the touch screen.
4. Touch **New Recipient** on the touch screen (shown at right).
5. Enter an e-mail address using the keyboard on the touch screen, then touch **Close**.
6. Verify or change the displayed defaults as desired.
7. Press the green **Start** button.
8. For more information, see **Scan to E-mail** in the **User Guide**.



E-mail tab options

Color Scanning

- **Auto Detect** allows the printer to detect color and create an e-mail in color or black and white.
- **Color** creates an e-mail using all four printing colors.
- **Black & White** creates an e-mail in 100 % black and 100 % white only.
- **Grayscale** creates an e-mail using black, white and gray tones.

2-Sided Scanning

- Touch one of the listed options to scan one or both sides of the original document.
- Touch **2 Sided Rotate Side 2** to rotate the second side of the original 180 degrees.

Original Type

- Touch one of the listed options to obtain best image quality from the original document.

Scan Presets

- Touch one of the listed options depending on the intended use of the e-mailed document.
- Touch **More** for more information and further options.

Other tab options

Advanced Settings

- Image Options
- Image Enhancement
- Resolution
- Quality/File Size
- Photographs
- Shadow Suppression

E-mail Options

- File Name
- File Format
- Reply To
- Read Receipts

Layout Adjustment

- Original Orientation
- Original Size
- Edge Erase
- Book Scanning
- Reduce/Enlarge