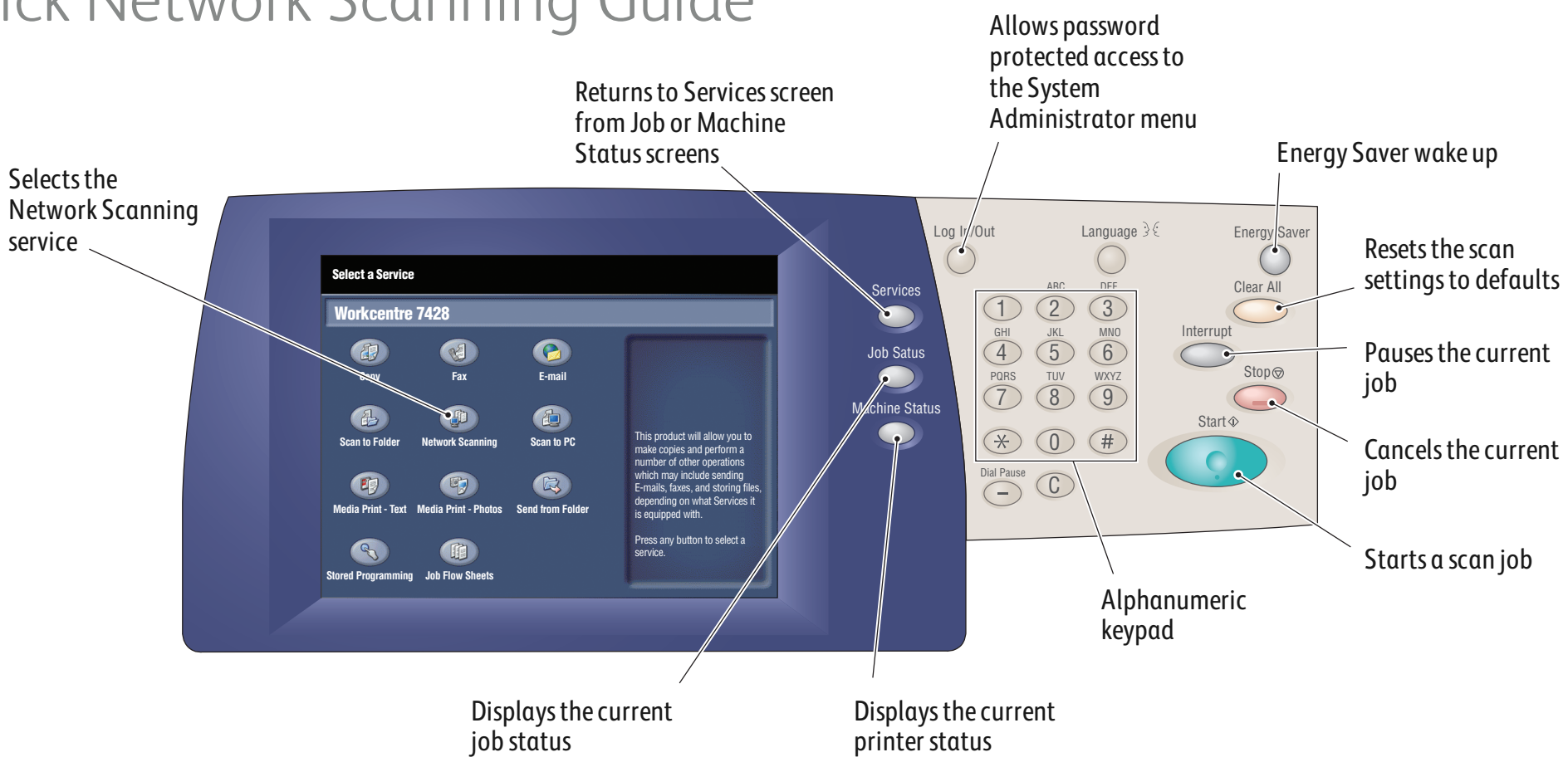
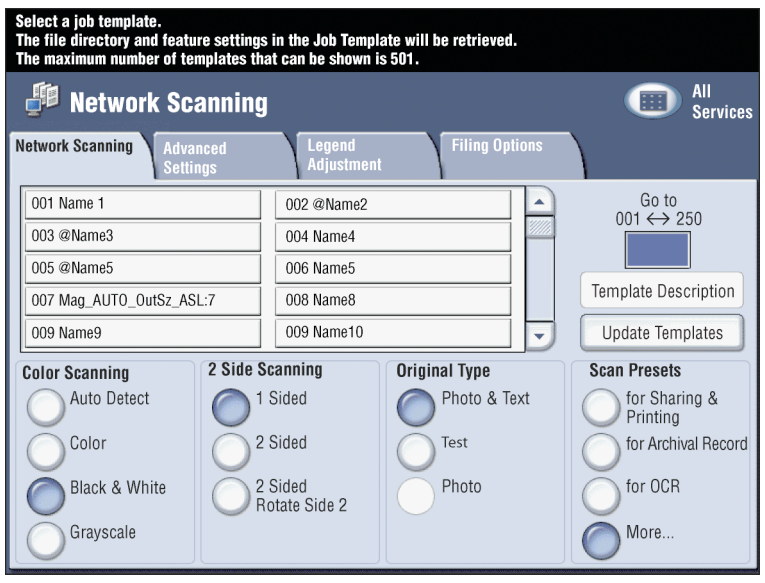
WorkCentre®
7425/7428/7435
Quick Network Scanning Guide



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 **Network Scanning** icon on the touch screen.
4. Touch the desired template on the touch screen (shown at right).
5. Verify or change the displayed defaults as desired.
6. Press the green **Start** button.
7. For more information, see **Network Scanning** in the **User Guide**.



Network Scanning tab options

Color Scanning

- **Auto Detect** allows the printer to detect color and create a scan in color or black and white.
- **Color** creates a scan file using all four printing colors.
- **Black & White** creates a scan file in 100 % black and 100 % white only.
- **Grayscale** creates a scan file 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 scanned 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

Layout Adjustment

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

Filing Options

- File Name
- File Format
- Meta Data
- File Name Conflict
- Login Name
- Password

604E52580 © 2009 Xerox Corporation. All rights reserved.