Requirements For Scan to E-mail:

A known working SMTP Server Address
(obtain the address from your local IT Administrator or
Internet Service Provider).

Note: To verify a working SMTP Server please see SMTP Server Verification pamphlet.

Fig. 1
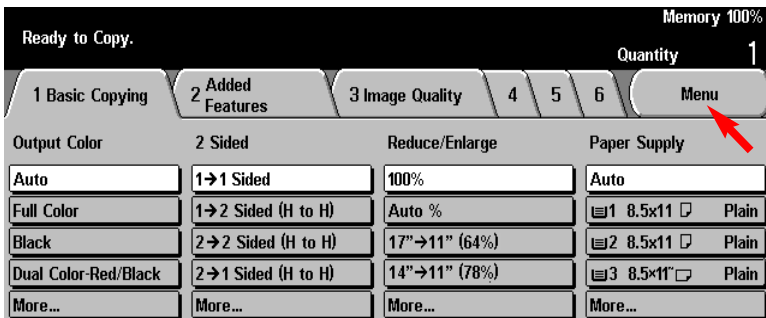Place the document(s) on the Document Feeder or Document Glass.
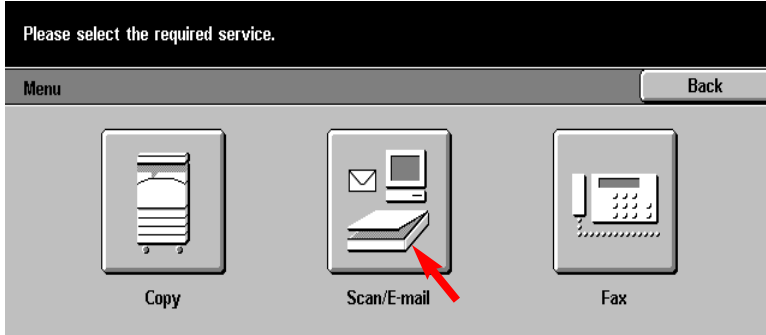

Fig. 2
Select **Menu**.

Fig. 3
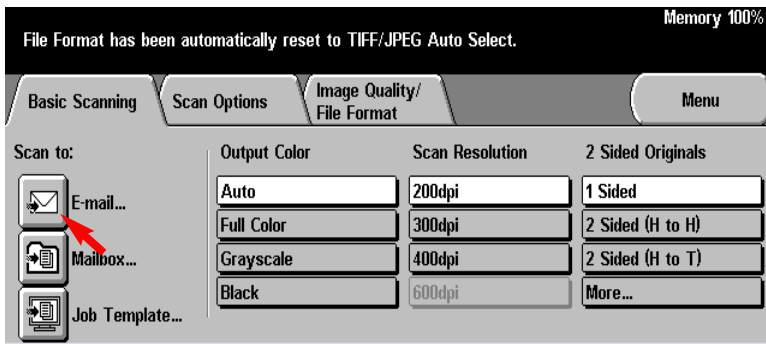Select **Scan/E-mail**.

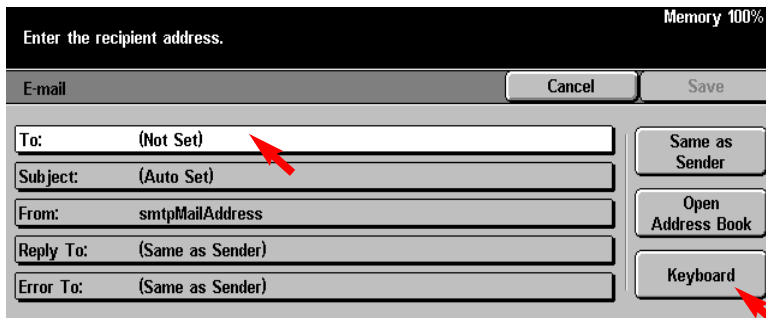
Fig. 4
Select **E-mail**.

Fig. 5
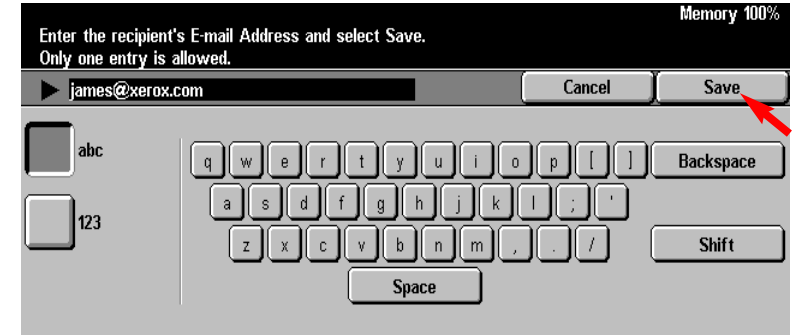Select **To:** and then select **Keyboard**.

Fig. 6
Enter the E-mail Address of the recipient using the keyboard displayed and then select **Save**.
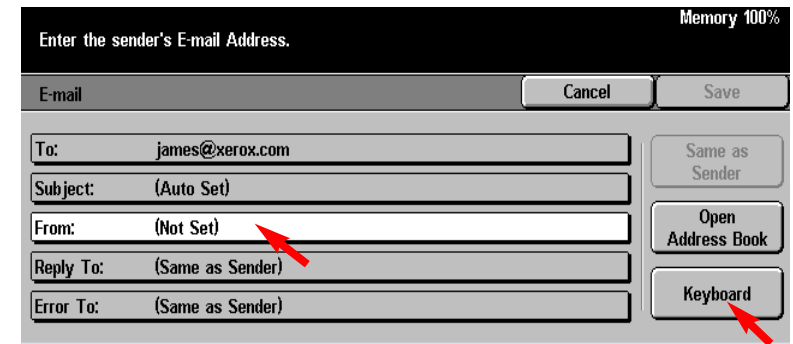

Fig. 7
Select **From:** and then select **Keyboard**.
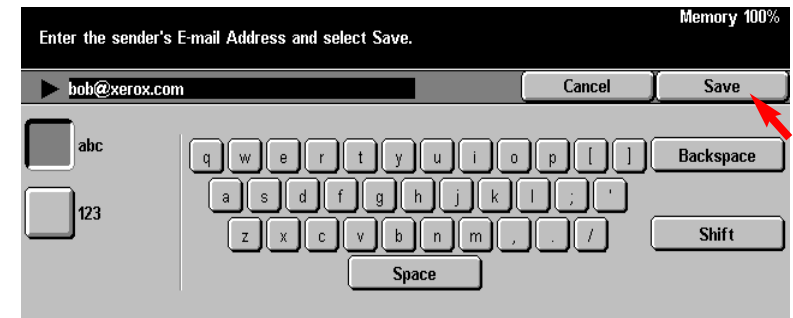

Fig. 8
Enter the E-mail Address of the sender using the keyboard displayed and then select **Save**.
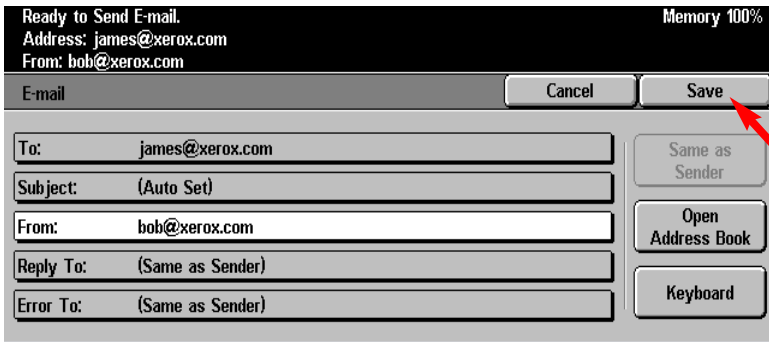
Fig. 9
Select **Save**.
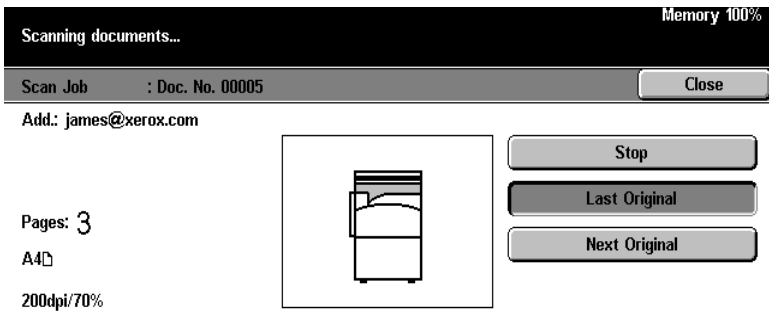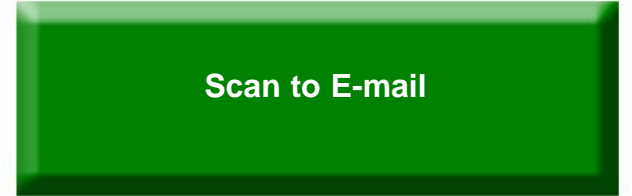

Fig. 10
Press **Start**.

Fig. 11
Scanning documents screen will be displayed as in Fig. 11.

Quick Start Guide

Scan to E-mail

THE DOCUMENT COMPANY
XEROX®

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.To enter the telephone number identifying the machine and the header text information (business name) please refer to "Entering Local Terminal Information" pamphlet Part 2 of 2. To enter date and time please refer to "Entering Local Terminal Information" pamphlet Part 1 of 2.

WorkCentre M24