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.

Memory 100%						
Ready to Copy.					Quantity	1
1 Basic Copying	2 Added Features	3 Im	age Quality	4 5	6	lenu
Output Color	2 Sided		Reduce/Enlarge	e	Paper Supply	
Auto	1→1 Sided		100%		Auto	
Full Color	1→2 Sided (H to H)		Auto %		🔳 8.5x11 G) Plain
Black	2→2 Sided (H to H)		17"→11" (64%	5)	I∎2 8.5x11 G) Plain
Dual Color-Red/Black	2→1 Sided (H to H)		14"→11" (78 %)	🔳 3 8.5×11° 🗆) Plain
More	More		More		More	
Eia 2		_				

Fig. 2 Select Menu.

	Menu			Back
Copy Scan/E-mail 🕨 Fax		Copy	Scan/E-mail	



File Format has been aut	omatically reset to TIFF/J	PEG Auto Select.	Memory 100%
Basic Scanning	n Options VImage Qua File Forma		Menu
Scan to:	Output Color	Scan Resolution	2 Sided Originals
E-mail	Auto	200dpi	1 Sided
	Full Color	300dpi	2 Sided (H to H)
Mailbox	Grayscale	400dpi	2 Sided (H to T)
Job Template	Black	600dpi	More
Fig. 4			
Select E-mail.			

Memory 100% Enter the recipient's E-mail Address and select Save. Only one entry is allowed. james@xerox.com abc q w e r t y u i o p [] Backspace a s d f g h j k l ; ' z x c v b n m , . / Shift Space

Fig. 6

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

Enter the se	nder's E-mail Address.		Memory 1009
E-mail		Cancel	Save
To:	james@xerox.com		Same as
Subject:	(Auto Set)		Sender
From:	(Not Set)		Open Address Book
Reply To:	(Same as Sender)		
Error To:	(Same as Sender)		Keyboard

Fig. 7

Select From: and then select Keyboard.

Enter the rea	cipient address.		Memory 100%
E-mail		Cancel	Save
To:	(Not Set)		Same as
Subject:	(Auto Set)		Sender
From:	smtpMailAddress		Open Address Book
Reply To:	(Same as Sender)		
Error To:	(Same as Sender)		Keyboard



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



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

Ready to Se Address: jan From: bob@x	nes@xerox.com		Memory 100%
E-mail		Cancel	Save
To:	james@xerox.com		Same as Sender
Subject:	(Auto Set))	
From:	bob@xerox.com		Open Address Book
Reply To:	(Same as Sender)		
Error To:	(Same as Sender)		Keyboard

Fig. 9 Select **Save**.



Fig. 10 Press **Start**.

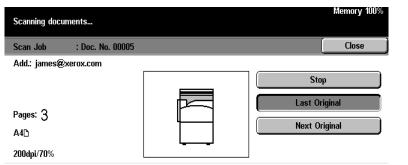


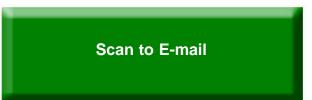
Fig. 11

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



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.

Quick Start Guide





WorkCentre M24

Scan to E-mail - 2 of 2