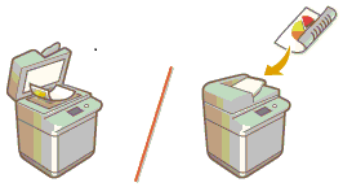
QUICK GUIDE

LOFFLER

HP E Series: Basic Scan

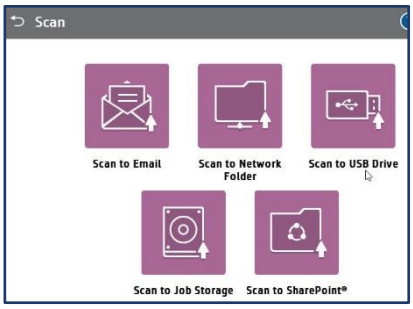
Scan a document or picture from the scanner glass or automatic document feeder.

1. Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.



2. From the **Home** screen on the printer control panel, select one of the **Scan** icons.
   - **Scan to Email** sends the scanned document to a designated email as an attachment.
   - **Scan to Network Folder** sends the scanned document to the designated file either on a network drive or to a folder on your desktop.
   - **Scan to USB Drive** sends the scanned document to a USB drive inserted in the USB port on the printer/copier.
   - **Scan to Job Storage** sends the scanned document to a folder on the hard drive of the printer/copier.
   - **Scan to SharePoint** sends the scanned document to a SharePoint site.

   Note: This user guide is using **Scan to Email** as an example of sending a scanned document as an attachment to an email.

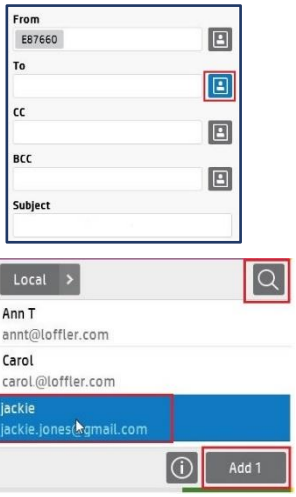


Scan to Email

On the left side of the panel, enter necessary data. Such as From, To, CC or BCC if appropriate.

Note: The **From** and **Subject** fields may have data auto filled from system defaults.

3. Select the people icon next to the **To** field to search for a contact email in the **Address Book.**
   Note: Use the spy glass to search for a specific email.
4. Select the email then select **Add1** to add the destination email in the **To** field.
5. Repeat as necessary to the **CC** and **BCC** fields.



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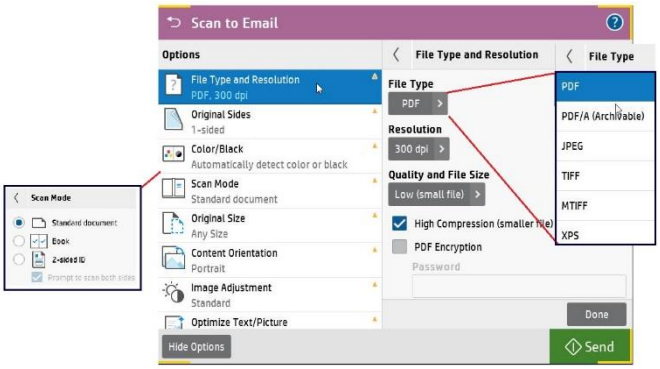
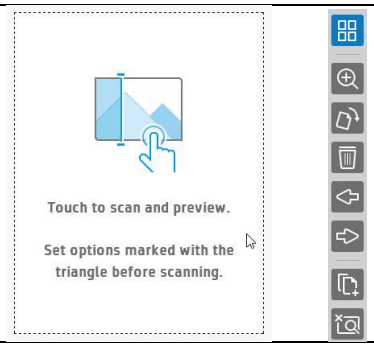
6. Optional: Add a **File Name** to the scanned document if required. 7. Optional: Create a custom message in the **Message** field if required.	
8. Select the **Option** button to scroll to and select the options required for scanning. For example: • Select **File Type** to change the resolution or to select a different file type, PDF, JPG, TIP or XPS. • Select **Scan Mode** to choose 2-Sided ID. • **Color/Black** to change to Automatically detect, Color or Black/Gray.	
9. Select **Done** to confirm the selected options and close the options window.	
Optional Preview Feature: Touch the right pane of the screen to preview the document. In the preview screen, use the buttons on the right of the screen to adjust the preview options and to rearrange, rotate, insert, or remove pages. Note: Tools on the left side of the Touch to Scan window are unavailable once the image is scanned.	
10. Select the **Send** button to scan and send the scanned document to its destination.	
11. Close the **Scan** application by selecting the **Home** button.	

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