LOFFLER

Scanning Basics:

Scanning to E-mail:

1. Load the original document to be scanned face up in the ADF (automatic document feeder) tray or face down on the scanner glass.

2. From the Home screen, touch E-mail and enter the necessary information. **the recipient can also be chosen using the address book or a shortcut number (see below for setting a shortcut).

3. If needed, select options for the scan (ex: file type, duplex vs simplex, etc.).

4. Press Start to Send.

Creating an Email Shortcut:

5. From the home screen, touch E-mail.

6. Configure the settings (ex: destination, file type, etc.) and touch the Star.

7. Choose Create Shortcut. Enter a name for the shortcut. Select OK.

Using the E-mail Shortcut:

8. From the Home screen either choose E-mail or choose Shortcut center.

9. Under E-mail the various shortcuts can be selected or (if the shortcut number is known) press # and enter the shortcut number.

10. Under the Shortcut center, select the operation (copy, email, etc.).

11. Select the desired shortcut.

Scanning to FTP (file transfer protocol) (this must be configured in advance):

12. Load the original document to be scanned face up in the ADF (automatic document feeder) tray or face down on the scanner glass.

13. From the Home screen, touch FTP and enter the necessary information.

14. If needed, select options for the scan (ex: file type, duplex vs simplex, etc.).

15. Press Start to Send.

Creating an FTP Shortcut:

16. From the Home screen, touch FTP.

17. Enter the FTP destination and touch the Star.

18. Choose Create Shortcut. Enter a name for the shortcut. Select OK.

Using the FTP Shortcut:

19. From the Home screen either choose FTP or choose Shortcut center.

20. Under FTP the shortcut can be selected or (if the shortcut number is known) press # and enter the shortcut number.

21. Under the Shortcut center, select the operation (copy, email, FTP, etc.).

22. Select the desired shortcut.

©2018 Loffler Companies

MN – Bloomington: 952.925.6800 • Mankato: 507.344.6400 • Rochester: 507.512.1589 • St Cloud: 320.255.8888 • Willmar: 320.905.0289
WI – Eau Claire: 715.834.2679 • Hudson: 715.834.2679 • La Crosse: 608.425.8477

12/26/18