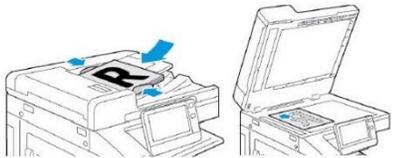
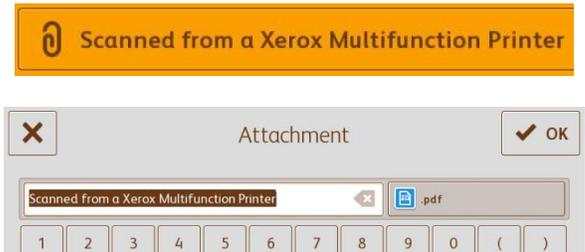
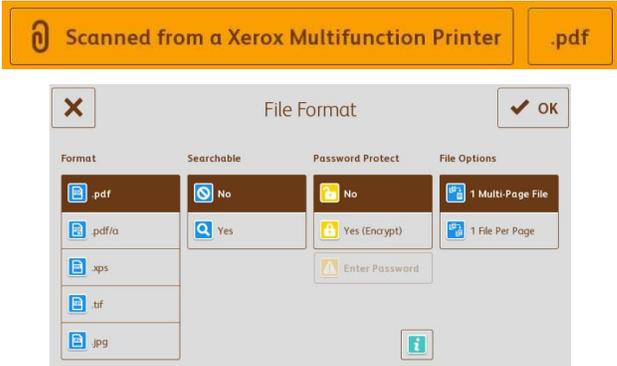


Xerox Altalink: Scan to Email

Scan an original and send the scanned file to an email address.

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| <p>1. Load the original document on the document glass or into the automatic document feeder.</p> |  | |
| <p>2. Select the Home button on the right-hand side of the front panel.</p> |  | |
| <p>3. Select the Email button.</p> |  | |
| <p>4. Enter recipients. Select one of three destination options, Manual Entry, Favorites, or Device Address Book.</p> |  | |
| <p>5. To enter the email address manually, touch Manual Entry.</p> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> <p>Enter an email address in the email field, then select Add.</p> | <p>To add a favorite email destination, touch Favorites</p> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> <p>Place a checkmark next to a recipient and select OK.</p> | <p>To select a contact or group from the Address Book, touch the Device Address Book.</p> <div style="text-align: center;">  </div> <p>Use the alphabet on the right to narrow the search.</p> <div style="text-align: center;">  </div> <p>Place a checkmark next to a recipient(s) and select OK.</p> <div style="text-align: center;">  </div> <p>Or search for a recipient by entering the name in the search field and select Search. Place a checkmark next to a recipient and select OK.</p> |

| | |
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| <p>6. To add more recipients, Select Add Recipient, then repeat the procedure.</p> |  |
| <p>7. Optional: Enter a description in the subject line.</p> |  |
| <p>8. Optional: Enter the name of the attachment.</p> |  |
| <p>9. Optional: Change the format from PDF to a different format as needed.</p> <p>Turn on enhanced features if needed: Searchable OCR Encrypt 1 File Per Page (Split Scan).</p> |  |
| <p>10. Optional: Select any necessary features.. i.e. 2 – Sided, Resolution, Remove Blank Pages etc.</p> |  |
| <p>11. Select the Send button to scan and send the scan to the selected destination(s).</p> |  |

