Training Walkthroughs
for
LANIER Multifunctional Products

SCAN TO EMAIL

Advanced Imaging Solutions INC.

Document technology made easy

Presented by
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SCANNING

- Select the Scanner button on left side of panel.

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Scan to Email:

- Make sure the Email tab is high-lighted.

- Place document(s) in document feeder or on platen glass.

- Select recipient(s); multiple recipients can be selected, up to 25.


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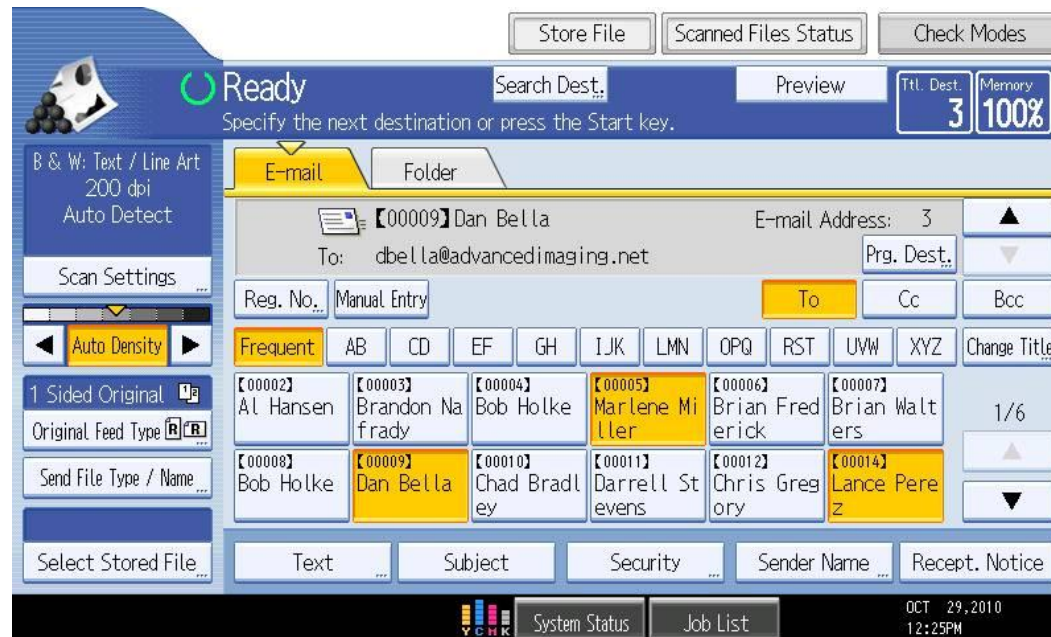
Scan to Email: (Cont.)

TEXT: Select this feature to add a body of text to your email attachment.

SUBJECT: Select this feature to type in a subject line for the recipient to see before opening up email.

SENDER NAME: Most models will require a sender name. Select this feature to be able to select your name as the sender.

RECEPT NOTICE: By selecting this feature, when the recipient(s) open up your email, it will ask them to respond back to you, confirming that they received it and read it.
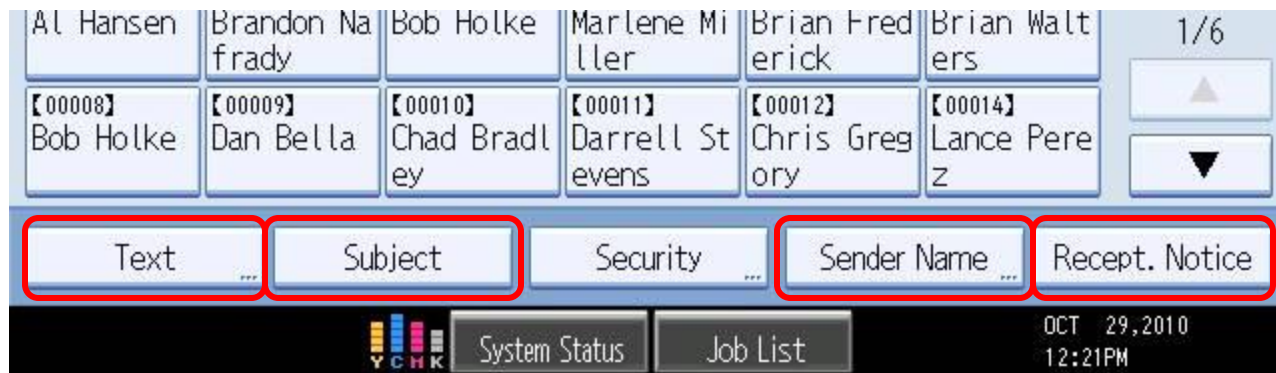
Scan to Email: (cont.)

- At this point, determine if your document is two-sided. If it is, select the '1-sided Original' button on left side of screen.
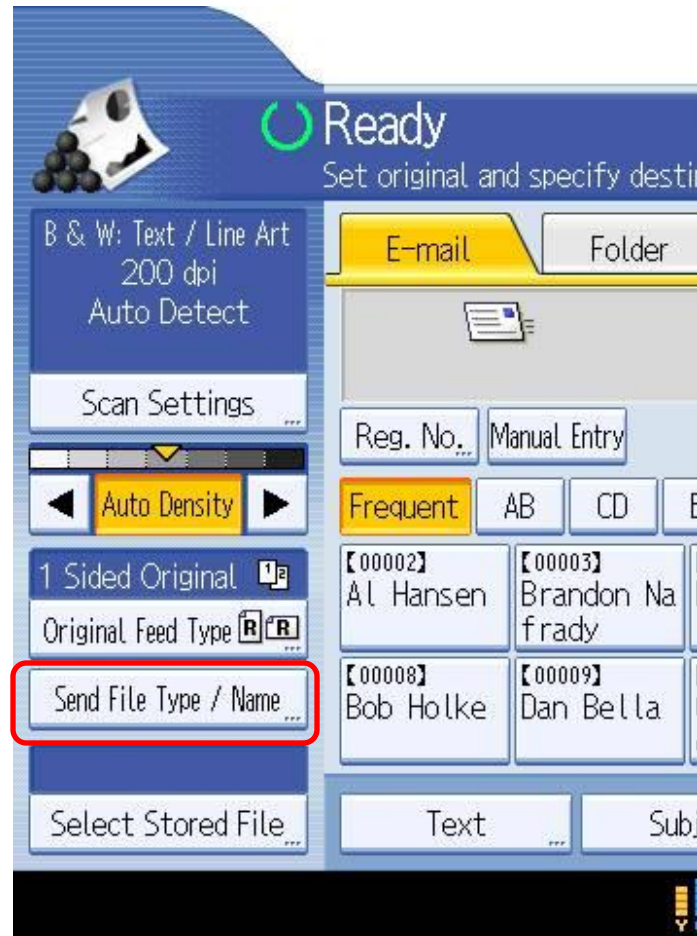
- Select '2 Sided Original'

- Select OK

•Select 'OK'

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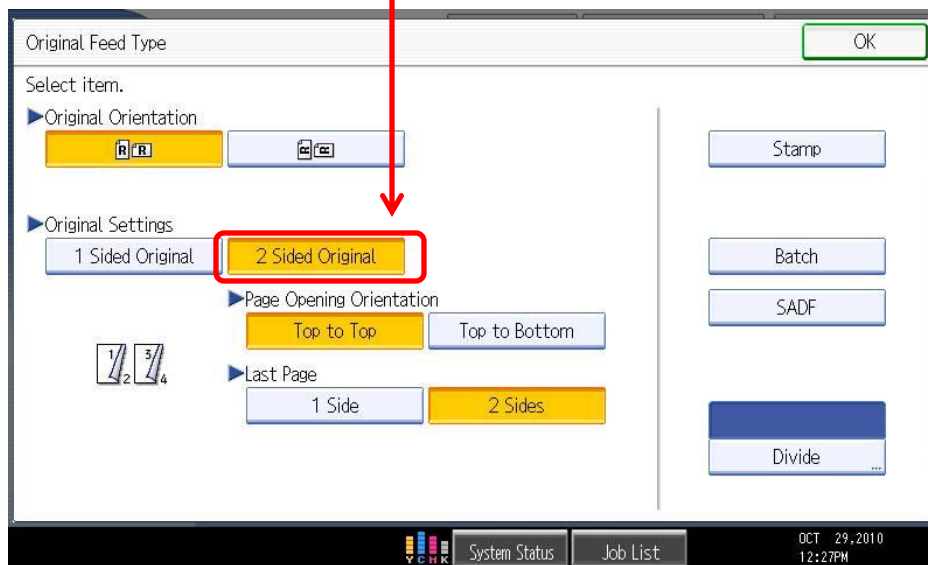
Scan to Email: (cont.)

Send File Type/Name:

File Name
File Format: JPEG, TIFF, PDF

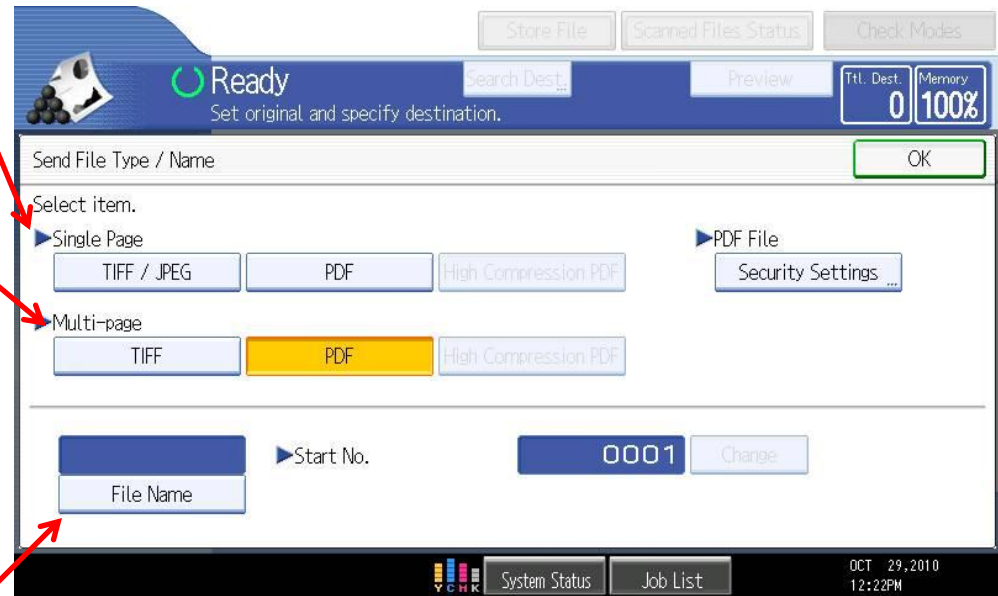*This is optional, default is generally PDF.

Scan to Email: (cont.)

- Generally your device will be defaulted to 'PDF', which transmits as a much smaller file.

    SINGLE PAGE: Will send a 10 page document as 10 attachments.

    MULTI PAGE: Will send a 10 page document as 1 attachement.

- In order to scan a photo in JPEG format you will have to make sure that you select 'PHOTO' in the 'SCAN SETTING' function, in the Scan Type tab. (page 8)

- **File Name**: By selecting this allows you to name your file before it reaches your Email or Folder.

- Select OK

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Scan to Email: (cont.)

Scan Settings:

- Scan Type

- Resolution

- Scan Size

- Edit

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Scan to Email: (cont.)

Scan Type:

This screen is where you will select to scan in color.

If you are scanning a photo, in order to scan it in JPEG format, this is where you need to select a type of photo: *i.e. glossy, text/photo, or b/w etc*

•Select OK

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Scan to Email: (cont.)

Resolution:

Generally the dpi is defaulted at 200. Anything higher than this will create a much larger file size.

NOTE: Scanning a photo or any document with an image, scanning in a higher resolution is recommended.
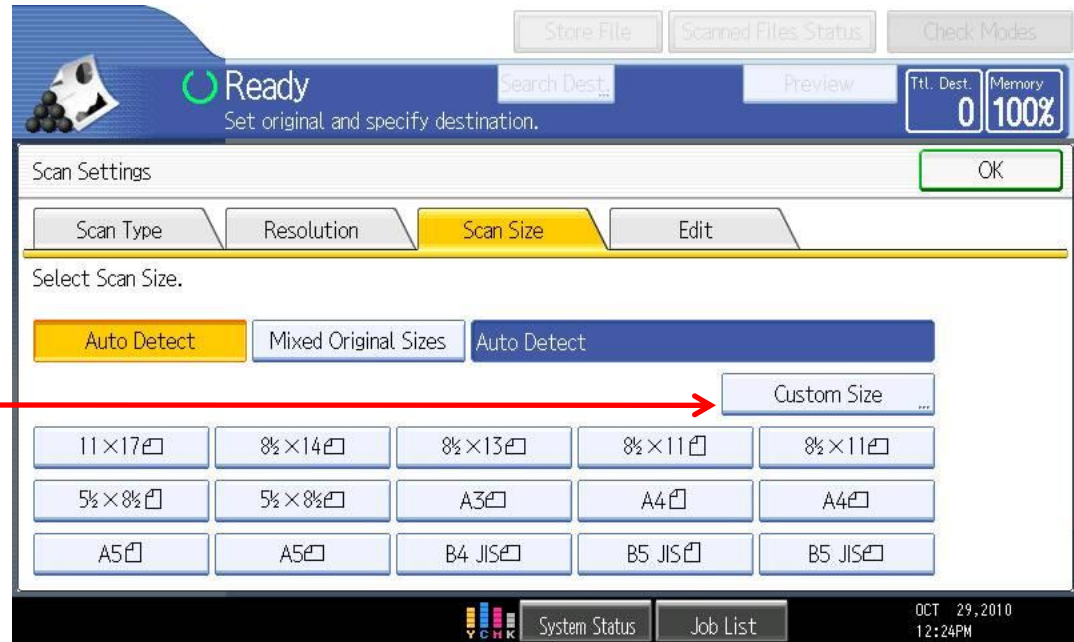
- Select OK

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Scan to Email: (cont.)

Scan Size

- Auto Detect is set as the default.

- If you have a photo, or anything other then the regular paper sizes you can choose 'CUSTOM SIZE' and set the size you need.

- Select OK

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Scan to Email: (cont.)

- Once all your selections have been selected you are ready to start your scan job.

- Making sure your document(s) are in the document feeder or on the platen glass-you are ready to press the green START button.

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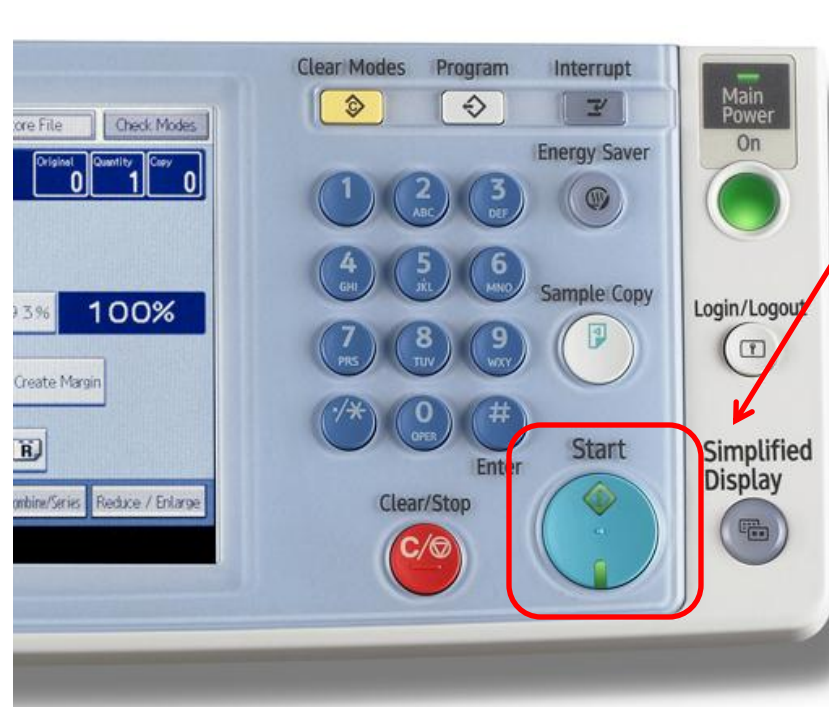
Scanning

There are several ways to confirm that the scanning job is complete:

1. In the upper right hand corner you will see a box called Memory, with a percentage number. It should almost immediately go back to 100%.

2. The other way to check is to select 'Scanned Files Status' button at the top of the screen. The last scanned job will appear at the top of the list.