

*Training Walkthroughs
for
LANIER Multifunctional Products*

SCAN TO EMAIL



Document technology made easy

Presented by
Marlene Miller
Product Training Specialist

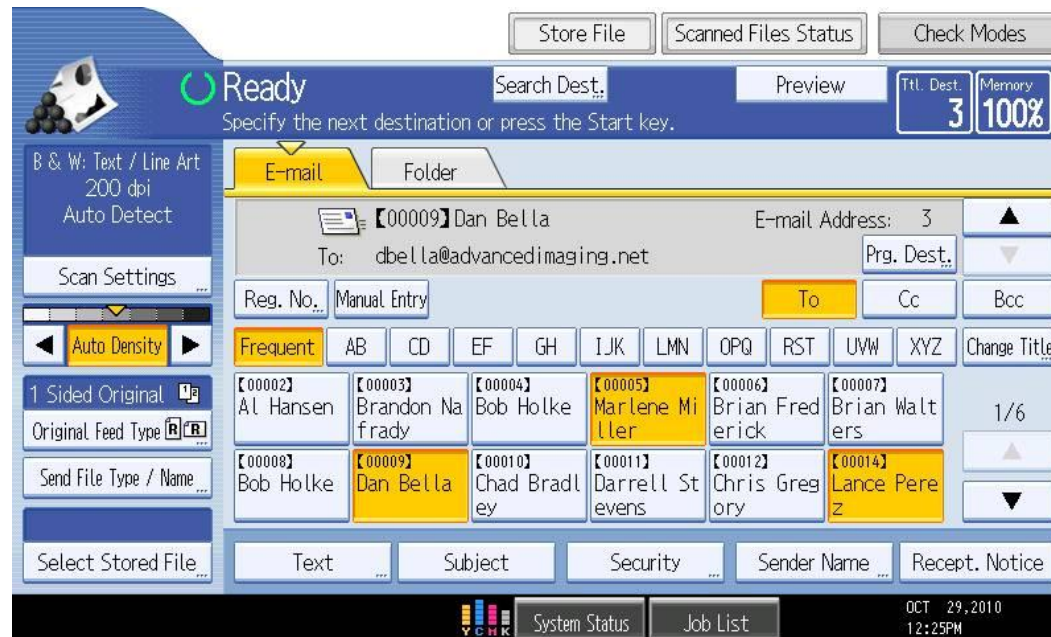
SCANNING

- Select the Scanner button on left side of panel.



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.



**Advanced
Imaging
Solutions**

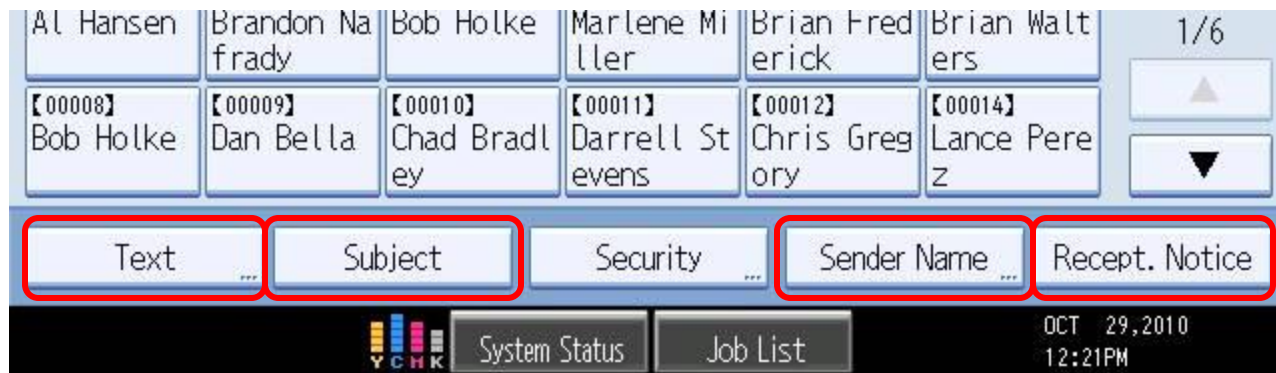
Scan to Email: (Cont.)

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.

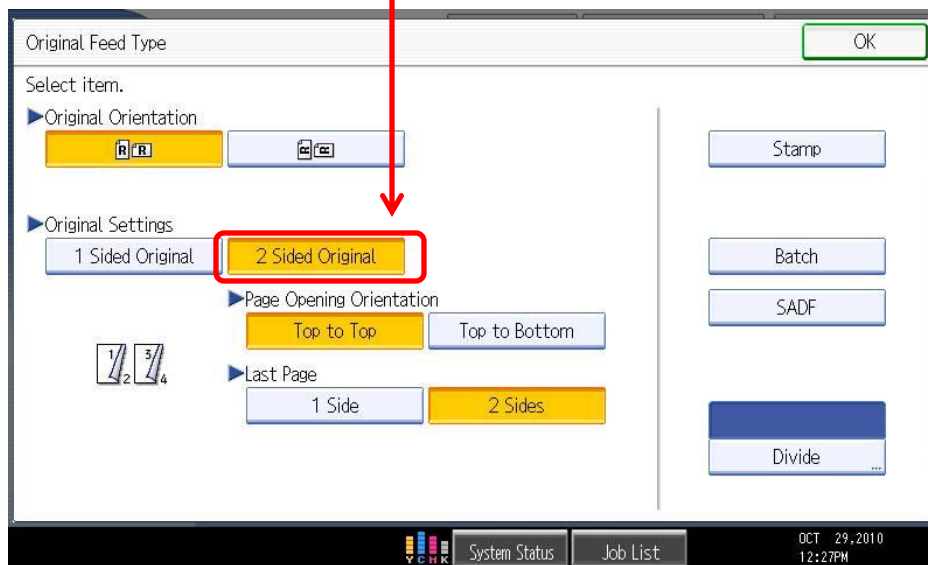
SENDER NAME: Most models will require a sender name. Select this feature to be able to select your name as the sender.

RECEIPT 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'

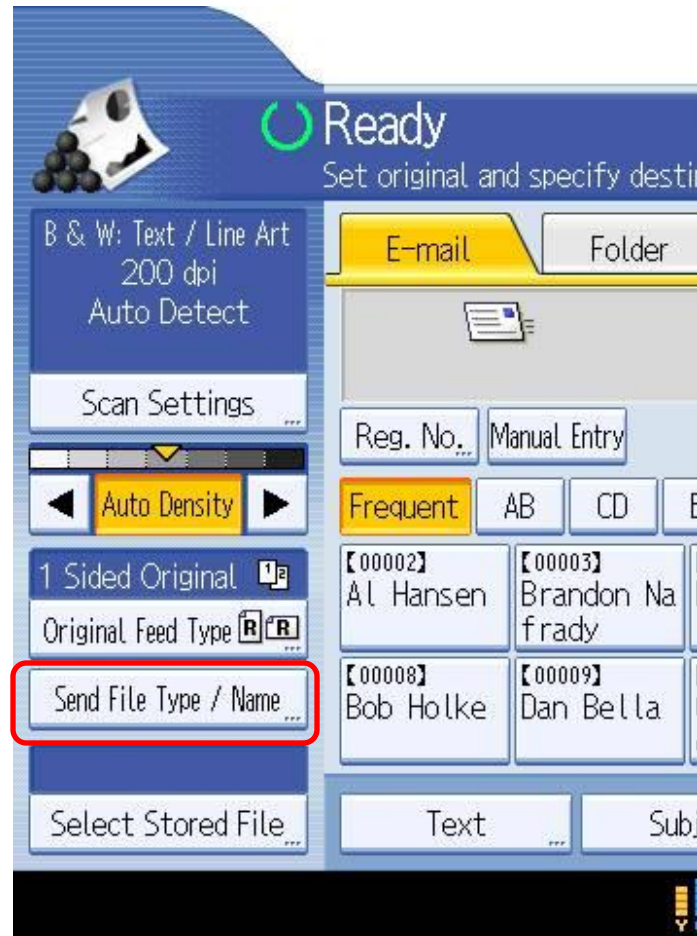
Scan to Email: (cont.)

Send File Type/Name:

File Name

File Format: JPEG,
TIFF, PDF

*This is optional,
default is generally
PDF.



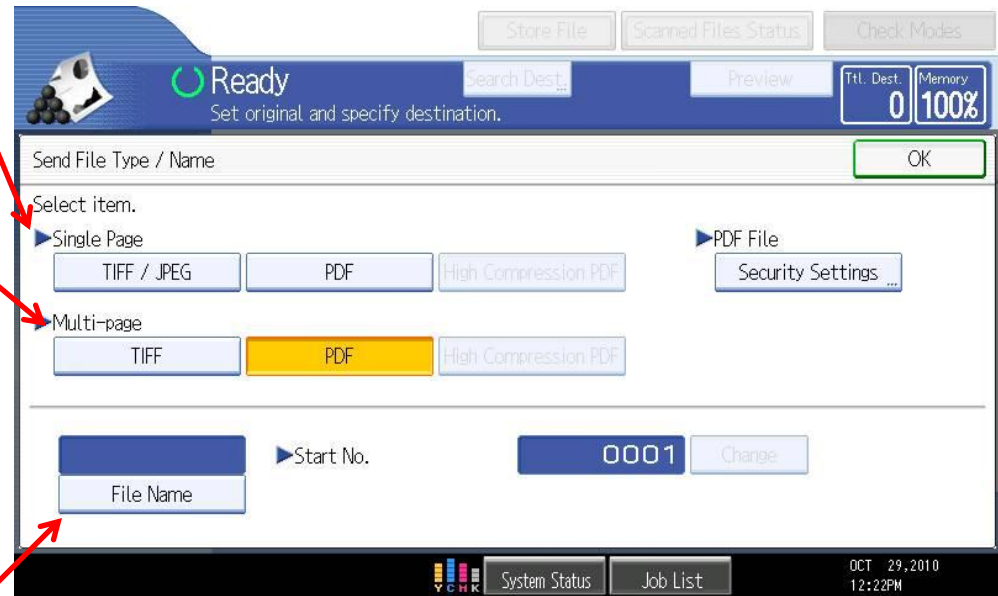
Scan to Email: (cont.)

- 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 attachment.

- 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



Scan to Email: (cont.)

Scan Settings:

- Scan Type
- Resolution
- Scan Size
- Edit

The screenshot displays the Scan to Email software interface. At the top, there are buttons for 'Store File', 'Scanned Files Status', and 'Check Modes'. Below these, a 'Ready' status bar indicates 'Set original and specify destination.' with a 'Search Dest.' field and a 'Preview' button. On the right, 'Ttl. Dest.' is set to 0 and 'Memory' is at 100%. The main interface is divided into 'E-mail' and 'Folder' tabs. The 'E-mail' tab is active, showing an 'E-mail Address' field set to 0 and a 'Prg. Dest.' field. Below this are buttons for 'Reg. No.', 'Manual Entry', 'To', 'Cc', and 'Bcc'. A 'Frequent' list is visible, containing names like Al Hansen, Brandon Nafrady, Bob Holke, Marlene Miller, Brian Frederick, Brian Walters, Bob Holke, Dan Bella, Chad Bradley, Darrell Stevens, Chris Gregory, and Lance Perez. At the bottom, there are buttons for 'Text', 'Subject', 'Security', 'Sender Name', and 'Receipt Notice'. The system tray at the very bottom shows 'System Status', 'Job List', and the date/time 'OCT 29, 2010 12:21PM'.

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



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.

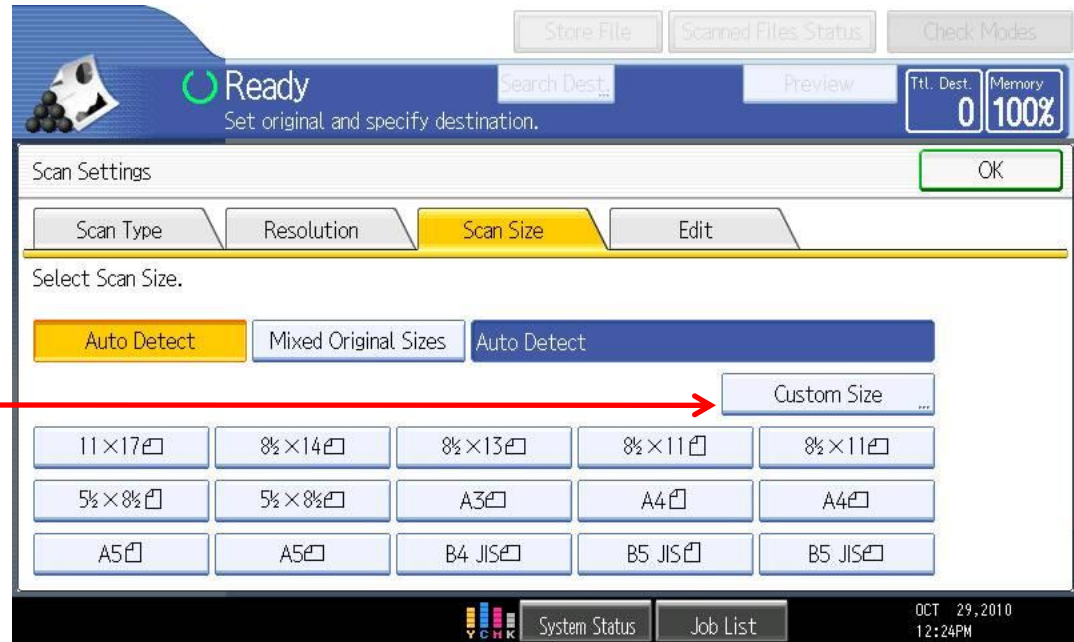
- Select OK



Scan to Email: (cont.)

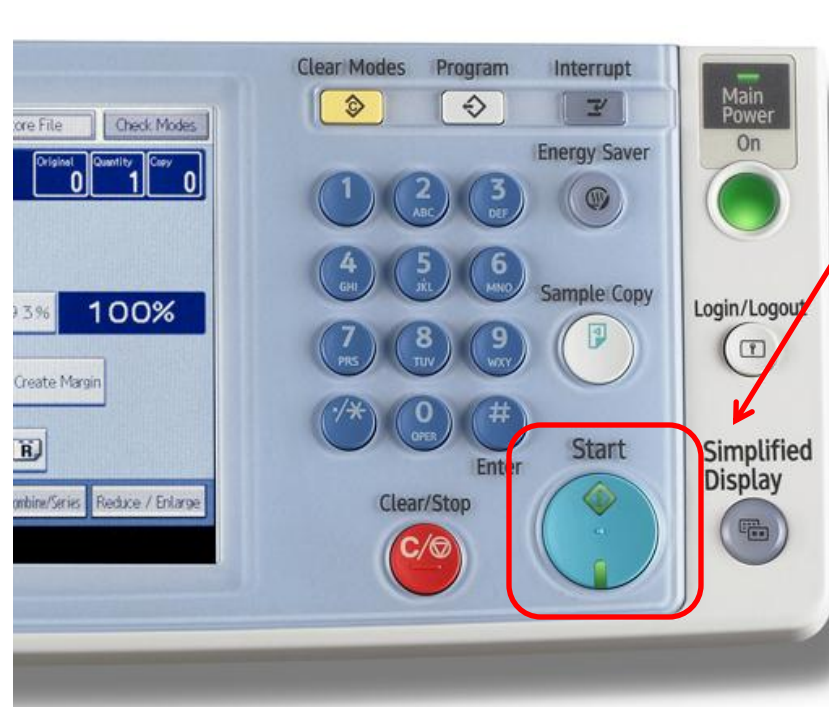
Scan Size

- Auto Detect is set as the default.
- If you have a photo, or anything other than the regular paper sizes you can choose 'CUSTOM SIZE' and set the size you need.
- Select OK



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.



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.

