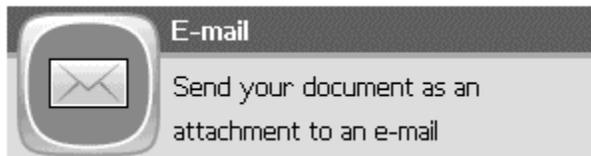


Sending Email from a MFP

Step 1: Place your document *face up* in the Auto-Document Feeder or *face down* on the glass.

Step 2: Press the **E-mail** button on the touch screen.



Step 3: You will be greeted with a screen that asks for your username and password.

To enter your username and password, press the white box next to each and use the on-screen keyboard to enter your information. Press OK after entering your username and password to continue.

Step 4: Press the white box next to the **To:** button and enter the recipients e-mail address.

Note: If you want to send to multiple recipients, it may be easier to send the e-mail to yourself, and then forward the message from Outlook.

Step 5: Press the white box next to the **Subject:** button and enter the subject for the e-mail.

Step 6: Press the green **Start** button to send.

Step 7: When the printer finishes sending, it will ask if you would like to remain logged in. Press No to logout of the printer. Press Yes if you wish to send another e-mail.

If you stay logged in, you can go to the home screen by pressing the house in the upper left corner, then pressing sign out in the bottom right corner.

Note:

Most email supports 3.5 MB attachments, MCPS Outlook supports about 10 MB. If scans are not going thru, here are a few suggestions to reduce the file size:

- Scan in multiple batches

(The options below are available from the Options menu on the MFP screen.)

- Change the scan from color to black and white
- Reduce the output quality in the output options
- Reduce the resolution in the output options