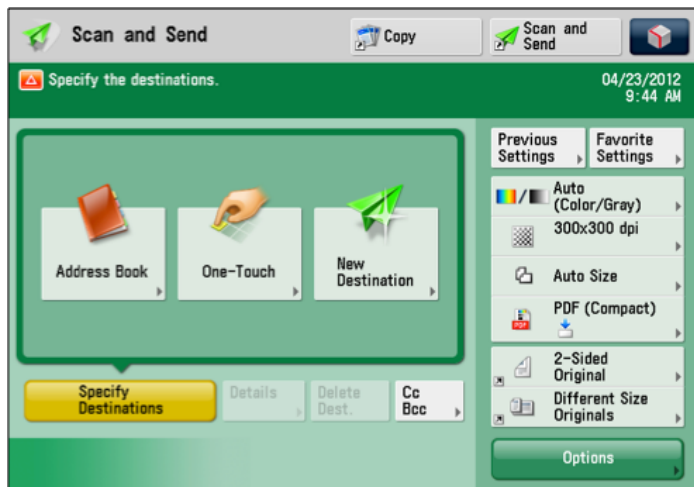# Distribute scanned documents to multiple destinations, such as e-mail and fax destinations and network folders. (Fax is an optional function.)

TO SEND A DOCUMENT TO A STORED DESTINATION:

1. From the **Main Menu**, press **Scan and Send**
2. Specify the recipient(s) from the **Address Book** or **One-Touch**
3. If desired, make changes to the **Scan Settings**
4. Press the **Start** button to send

TO SEND A DOCUMENT TO A ONE-TIME DESTINATION:

1. From the **Main Menu**, press **Scan and Send**
2. Select **New Destination**
3. Choose the **destination type** (e-mail or fax)
4. Use the on-screen keyboard to enter the **destination address**
5. Press **OK**
6. If desired, make changes to the **Scan Settings**
7. Press the **Start** button to send

TO REGISTER A DESTINATION IN THE ADDRESS BOOK:

1. Select **Address Book**
2. Select **Register/Edit** (right side of screen)
3. Select **Register New Dest.** (right side of screen)
4. Choose the **destination type** (E-mail, Fax, or File)
5. Select **Name** to enter the recipient's name
6. Enter the recipient information:
   - **E-mail** - select E-mail Address to enter the recipient's address
   - **Fax** - use the key pad to dial the recipient's fax number
   - **File** - select browse to navigate to destination folder
7. Press **OK**

TO REGISTER A DESTINATION AS A ONE-TOUCH BUTTON:

Destinations stored in one-touch are also stored in the address book

1. Select **One-Touch**
2. Select **Register** (right side of screen)
3. Tap to select an unregistered button
4. Select **Register/Edit** (right side of screen)
5. Choose the **destination type** (E-mail, Fax, or File)
6. Select **Name** to enter the recipient's name
7. Select **One-Touch Name** to name the button
8. Enter the recipient information:
   - **E-mail** - select E-mail Address to enter the recipient's address
   - **Fax** - use the key pad to dial the recipient's fax number
   - **File** - select browse to navigate to destination folder
9. Press **OK**

SCAN SETTINGS:

Select Color — select Auto, Full Color, Grayscale, or Black & White

Scan Resolution — higher resolution results in a larger file size

Original Document Size — select auto to auto-detect

File Format — choose PDF, XPS, OOXML, JPEG, or TIFF

2-Sided Original — Choose Book-Type vs. Calendar-Type originals

Different Size Originals — Scan different size documents simultaneously

OPTIONS:

Original Type — specify to increase the scan quality

Density — lighten or darken text, images, and/or background

Sharpness — sharpen or soften the text and/or Photo/Image

Copy Ratio — reduce/enlarge

File Name — name the file

Subject/Message — add a subject and/or message line to an e-mail

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