


eCopy ShareScan OP — Using Scan and Mail

- 1 Place your document in the feeder or on the glass.
- 2 Press the  button to display the ShareScan OP screen.
- 3 Press the appropriate **Scan and Mail** button and enter any pre-scan information that is requested.



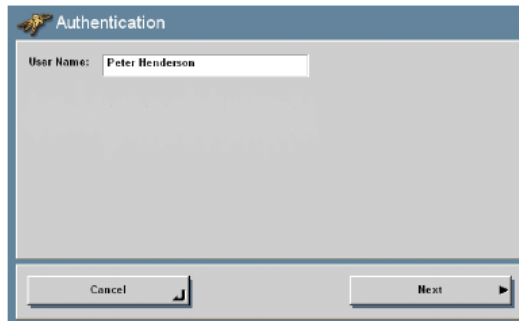
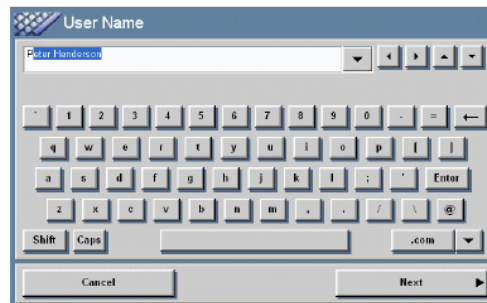
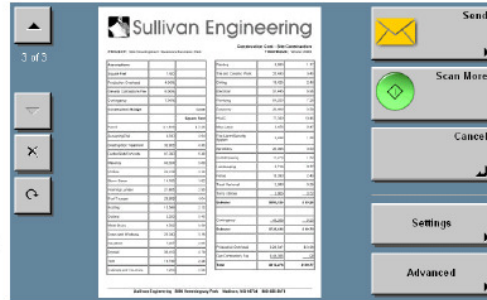
- 4 Review the scanned document and the current application settings, and scan any additional pages (see the *eCopy ShareScan OP Quick Reference* for details).
- 5 When the document is ready, press the **Send** button.

Your administrator can configure the Scan and Mail connectors to send from your personal mail account or from a generic account. If you do not see the screen shown on the right, your administrator has configured Scan and Mail to use a generic account. Proceed to the steps on the back of this sheet.

- 6 Enter the first few characters of your name until your full name is displayed and then press **Next**.

Note: Depending on how Scan and Mail is configured, you may need to press the **Search** button to complete your name.

- 7 Enter your user name, press **Next**.



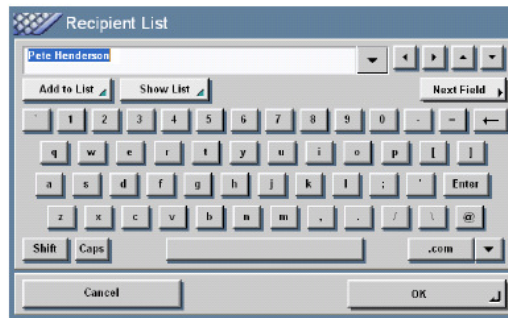
- 9 Enter the first few characters of the recipient's name until the full name is displayed.



Note: Depending on how Scan and Mail is configured, you may need to press the **Search** button to complete the name.

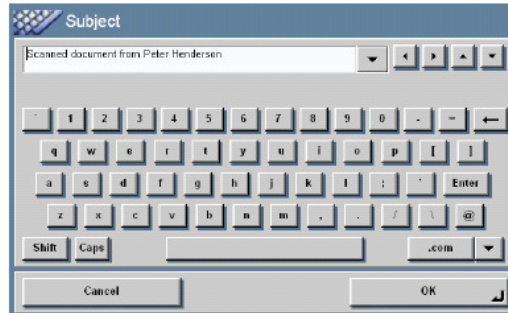


- 10 Press **Add to List**.
11 Add any additional recipients and then press **OK**.

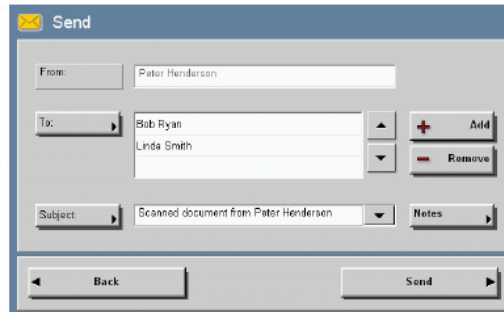


- 12 Select a subject line in the **Subject** list. (You can also enter a custom subject line by pressing the **Subject** button.)

Note: To edit or enter information in fields, press the field's button to display the on-screen keyboard.



- 13 If the **From** field is blank, press the **From** button, enter your return e-mail address, and then press **OK**.
14 To add additional recipients, press the **To** or **Add** button and enter the name. To remove a recipient, select the person's name and press **Remove**.
15 To add a note to the body of the e-mail message, press the **Notes** button. Select a standard message or enter your own message in the Text area using the on-screen keyboard. When you have completed the note, press **OK** to return to the Send screen.
16 When you are ready to send the document, press **Send**.



- 17 When the e-mail has been sent, choose one of the following options:
- > **Done:** Returns to the main eCopy ShareScan OP screen.
 - > **New Document:** Lets you send another document using the same settings (press **Scan More** in the preview window that is displayed or press the copier's green Scan button).

