

## Scan To Email

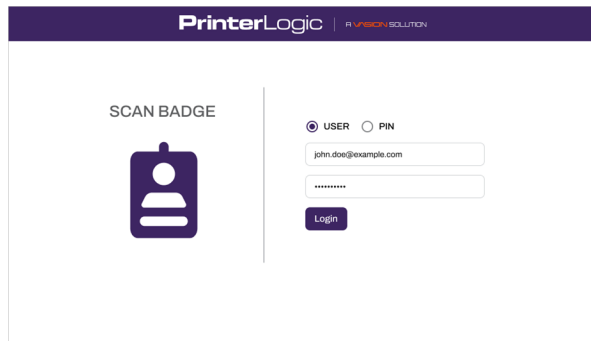
With the Simplified Scan feature you can scan and manage documents or images. Access this functionality directly from the control panel on supported printers. Send the scanned files to cloud storage or an email address..

## Scan To Email

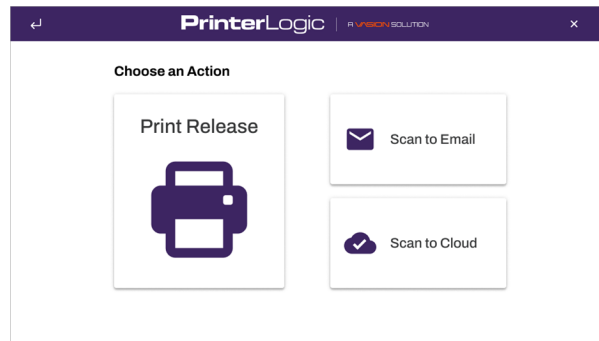
 Scan To Email has a file size limitation of 20MB.

You can send one scan to one email address.

1. Sign in to the CPA.



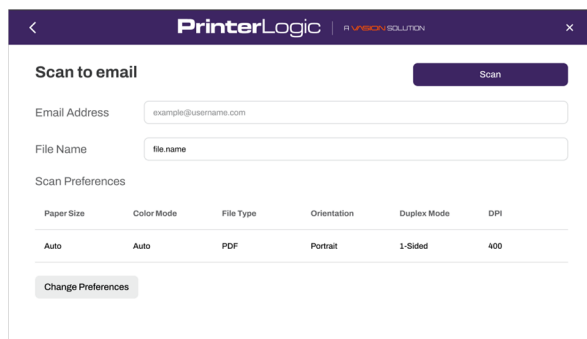
2. Select **Scan to Email**.



Depending on the options enabled by your administrator, you can enter the email address where you want to send the scan, or you can select the email address from the address book.


## Enter Email

3a. On the *Scan to Email* screen, select the **Email Address** field.



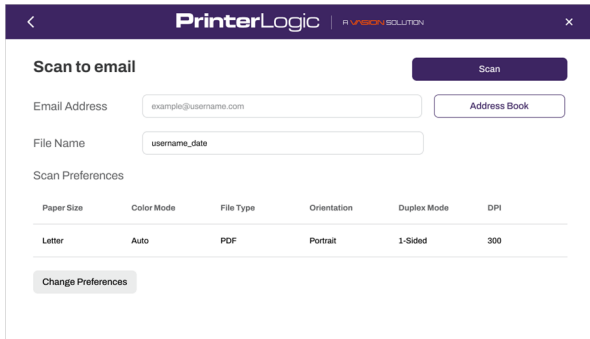
3b. Use the on-screen keyboard to enter the email address. Use the **Hide Keyboard** key.



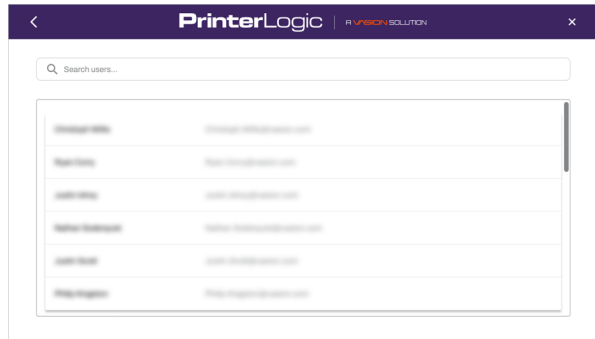
 Your admin may have limited this field to a specific set of emails contained in the address book. If so, you must use the Address Book option.

## Select Email from Address Book

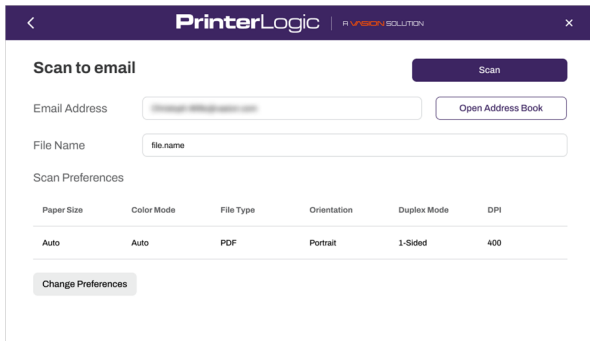
3a. On the *Scan to Email* screen, select the **Address Book** button.



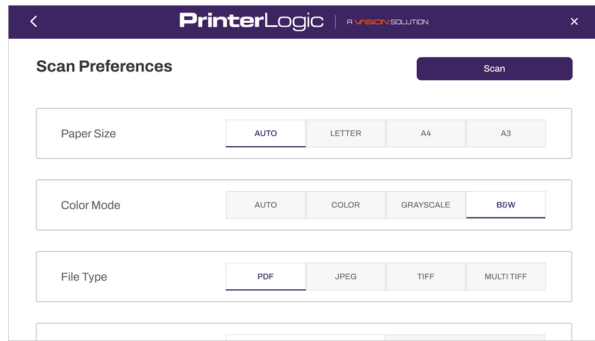
3b. Locate the email of the person you want to send the scanned document.



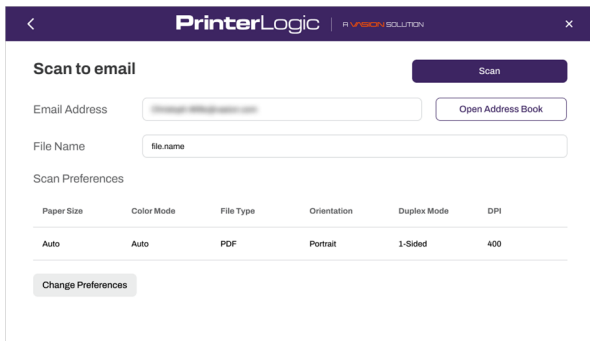
4. If you want to adjust any scan preferences, select **Change Preferences**.



4a. Make any adjustments as needed.



5. Select **Scan**.

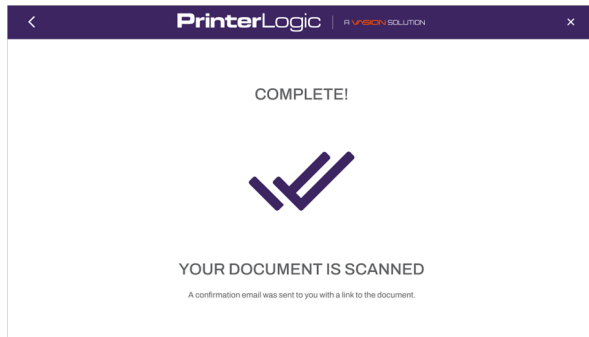


The *In Progress* screen displays while the document is scanned.

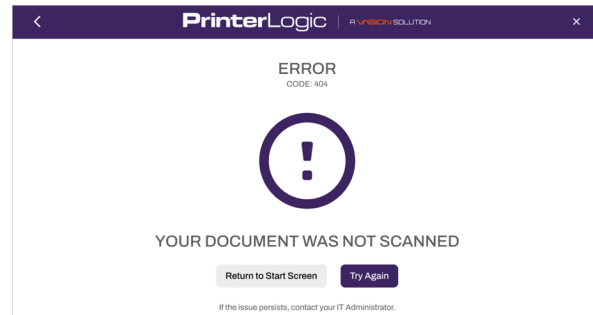


## Scan Notifications

When a scan completes successfully you see the following:



When a scan completes with errors you see the following:



The email recipient receives an email with the document attached.