

Quick Start Card for Scan to E-mail on the Xerox 4150 MFP

The Xerox 4150 MFPs are all set up to scan, or as Xerox calls it, "Send to E-mail". You go to the device with a document as though you wanted to copy it on paper, but have the output sent to you in E-mail instead, as a PDF attachment. There will be no charge for scanning, and no requirement for authentication (no OneCard needed). You can scan both black and white as well as color on the 4150. The default is set to black and white.

A Put your documents in the Automatic Document Feeder (ADF) on top (face up), or one page at a time on the document glass (face down).

B On the front panel, press the option for **E-mail**; toward the top right

C Now that you're in the E-mail function, you'll see three tabs:

1. E-mail tab:

- The From: will show printmaster@carleton.edu; You cannot change this.
- Press the **Remove All** button, and then press **Confirm**. This clears setting in the To:, Cc: and Bcc:.
- Press the **To:** button so you can enter your E-mail address.
 - On the front panel virtual keyboard, enter your **Carleton NetID** (e.g., mmouse).
 - Press **Enter** button.
 - A list of the Carleton NetIDs matching what you typed appears;
 - Select your E-mail address and press the **Add** button (toward the top right).
 - Press the **Done** button.

2 Basic Settings tab: Ignore this tab if you like the defaults:

Choose color or black & white scanning (default is black & white), choose photo or text type, or other presets.

3 Ignore Advanced Settings tab:

D Press the **green Start** button next to the front panel to start the scan,

Watch the front panel for any messages, like when to remove documents. The scan goes through fast.

E When done, press **All Services** button then the **Copy** button.

Please remember to do this; the next person probably wants to Copy, and they won't be familiar with how to get out of this scan to E-mail function.