

## Quick Start Card for Scan to E-mail on the Xerox 7132 MFP

The Xerox 7132 MFPs have to be enabled, for scanning. (Xerox calls this, "Send to E-mail", or just E-mail.)

- A. Put your documents in the auto feed tray (ADF) feeder on top (face up), or one page at a time on the document glass (face down). On the front panel, the display is probably the Copy tab.
- B. Press the silver "All Services" button, then select **E-mail** from the front panel. You'll then see 5 tabs.
  1. **E-mail** tab:
    - The From: option will show printmaster@carleton.edu, which you cannot change. You will add to the Recipient(s) list by using the buttons on the left.
    - Press the **Address Book** button on the front panel. On the resulting screen, the **Remote Search** button in the bottom right should be highlighted.
    - Press the empty "(Not Set)" line next to **E-mail Address**, then press the button labeled **"Enter/Change Keyword"**.
    - On the front panel virtual keyboard, enter the beginning of your **Carleton NetID** (e.g., mmouse).
    - Press the **Save** button.
    - Back on the Remote Address Book screen, press **Search Now**.
    - A list of the Carleton people whose NetIDs match what you typed appears;
    - select the one you want, then press the **To** button to change addressing, then finally press the **Close** button (toward the top right).
    - If you want, you may edit the subject or the message body.
  2. **General Settings** tab: Ignore this tab if you like the defaults:  
Choose color, grayscale, or black & white scanning; choose 1- or 2-sided; choose photo or text type; or choose a different file format (default is PDF).
  3. **Image Quality** tab: You can ignore this tab if you like the defaults.
  4. **Layout Adjustment** tab: You can ignore this tab if you like the defaults:
  5. **Output Format** tab: You can ignore this tab if you like the defaults.
- C. To actually start the scan, press the **green Start** button next to the front panel.  
Watch the front panel for any messages, like when to remove documents. The scan goes through fast.
- D. To exit, press the **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.