

Requirements For Scan to Email:

- 1. A known working SMTP Server Address
(obtain the address from your local IT Administrator or Internet Service Provider).

Note: To verify a working SMTP Server please see SMTP Server Verification pamphlet.



Fig. 2-1
Place the document you are sending in the document feeder.



Fig. 2-2
Select **Menu**.

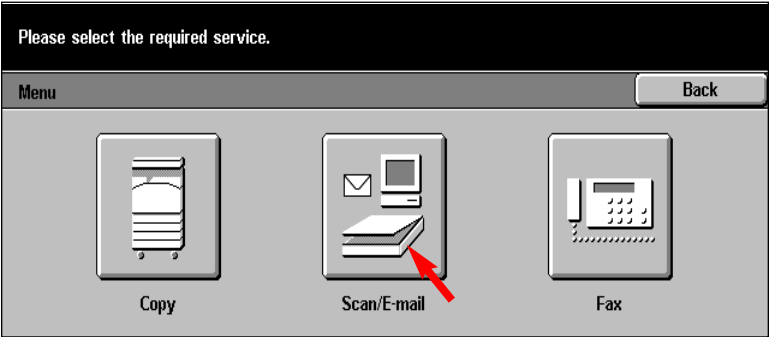


Fig. 2-3
Select **Scan/E-mail**.

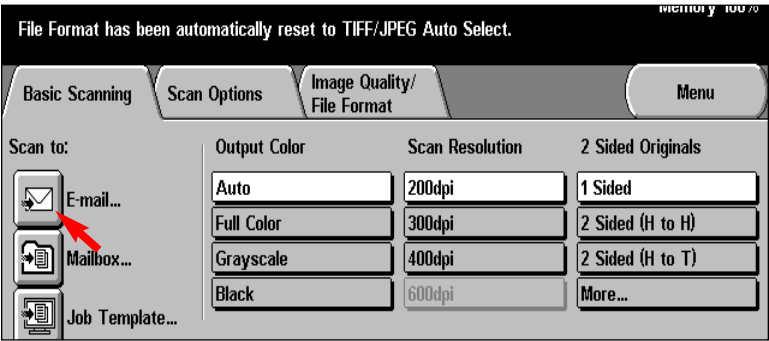


Fig. 2-4
Select **E-mail**.

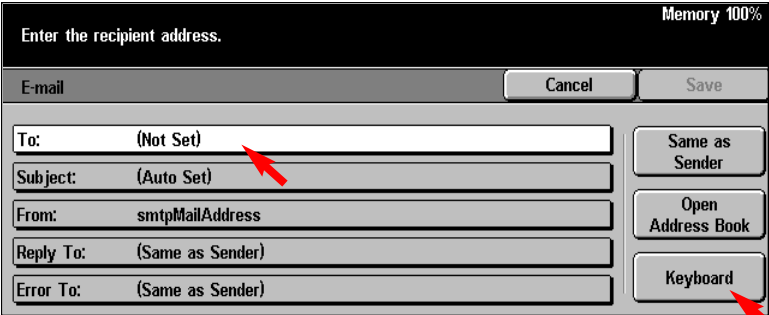


Fig. 2-5
Select **To:** and then select **Keyboard**.



Fig. 2-6
Enter the recipient's E-mail Address and then select **Save**.

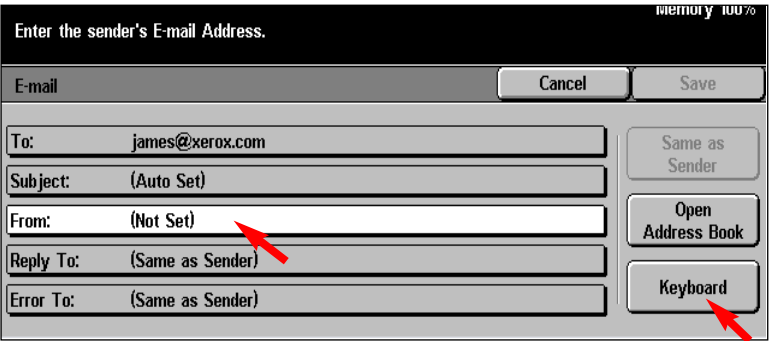


Fig. 2-7
Select **From:** and then select **Keyboard**.



Fig. 2-8
Enter the sender's E-mail address and select **Save**.

Ready to Send E-mail.

Address: james@xerox.com

From: bob@xerox.com

Memory 100%

E-mail

Cancel

Save

To: james@xerox.com

Subject: (Auto Set)

From: bob@xerox.com

Reply To: (Same as Sender)

Error To: (Same as Sender)

Same as Sender

Open Address Book

Keyboard

Fig. 2-9
Select **Save**.



Fig. 2-10
Press **Start**.

Scanning documents...

Memory 100%

Scan Job : Doc. No. 00005

Close

Add: james@xerox.com

Pages: 3

A4

200dpi/70%

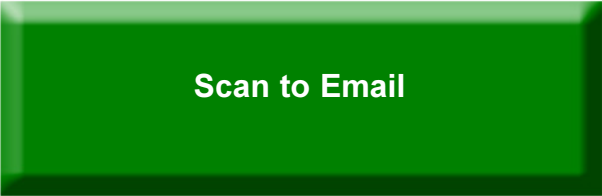
Stop

Last Original

Next Original

Fig. 2-11
Scanning documents screen will be displayed as in Fig. 2-11.

Quick Start Guide



WorkCentre M24



The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.To enter the telephone number identifying the machine and the header text information (business name) please refer to "Entering Local Terminal Information" pamphlet Part 2 of 2. To enter date and time please refer to "Entering Local Terminal Information" pamphlet Part 1 of 2.