Email

Email Overview

You can use the Email app to scan images and attach them to emails. You can specify the file name and format of the attachment, and include a subject heading and message for the email.

🖉 **Note:** Before using Email, set up and configure the Email features on the printer. For details, refer to the *System Administrator Guide* at www.xerox.com/office/VLB70XXdocs.

You can adjust various settings for individual Email jobs and save settings as Presets for future jobs. The list of features can be customized, and some features could be hidden from view when the app is installed. To view all available features and to find out more about customizing the Email App, refer to Customizing or Personalizing the Feature List.
For information about all the app features and available settings, refer to Apps Features.

Sending a Scanned Image in an Email

To send a scanned image in an email:

1. At the printer control panel, press the **Home** button.

2. To clear previous app settings, touch **Reset**.

3. Load your original documents.
   - For single pages or paper that cannot be fed using the single-pass duplex automatic document feeder, use the document glass. Lift the automatic document feeder, then place the original documents face down in the upper-left corner of the document glass.
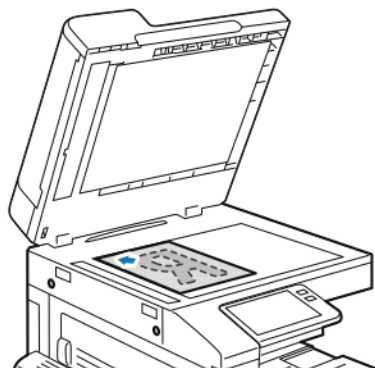
- For multiple, single, or 2-sided pages, use the single-pass duplex automatic document feeder. Remove any staples or paper clips from the pages. Insert the original documents face up in the automatic document feeder, with the top of the page entering the feeder first. Adjust the paper guides so that they fit against the document originals.
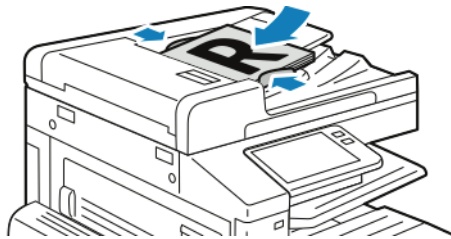
4. Touch **Email**.

5. Enter recipients:
   - To enter the email address manually into the To field, type the address using the touch screen keypad. Touch **Enter**.
   - To select a contact or group from the Address Book, touch the **Address Book** icon. Touch **Favorites** or **Contacts**, then select a recipient.
   - If you have created Personal Favorites, to select a Personal Favorite, log in with your user credentials. Touch the **Address Book** icon. Touch **Favorites**, then select a Personal Favorite from the list.
     For details about using the Address Book and managing and creating Favorites and Personal Favorites, refer to Address Book.

6. If scanning from 2-sided original documents, touch **2-Sided Scanning**, then select an option.

7. Adjust the email settings as needed:
   - To save the scanned document with a specific file name, touch the attachment file name, enter a new name using the touch screen keypad, then touch **Enter**.
   - To save the scanned document with a specific file format, touch the attachment file format, then select the required format.
     To create a searchable file or to add password protection, from the File format, select **More**.
   - To change the subject line, touch **Subject**, enter a new subject line using the touch screen keypad, then touch **Enter**.
   - To change the email body message, touch **Message**, enter a new message, then touch **OK**.
     For details about available features, refer to Apps Features.

8. To start the scan, touch **Send**.

9. If you are scanning from the document glass, when prompted, to finish, touch **Done**, or to scan another page, touch **Add Page**. To cancel a job, touch **Cancel Job**.

   🖉 **Note:** If you are scanning a document from the automatic document feeder, a prompt does not appear.

10. To return to the Home screen, press the **Home** button.