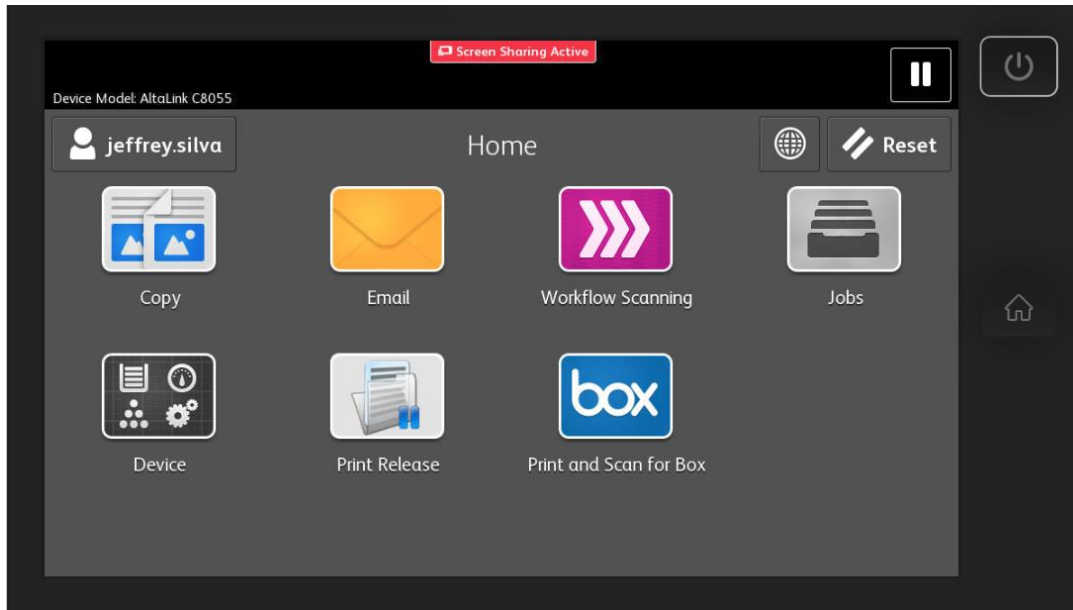


## Scanning Jobs



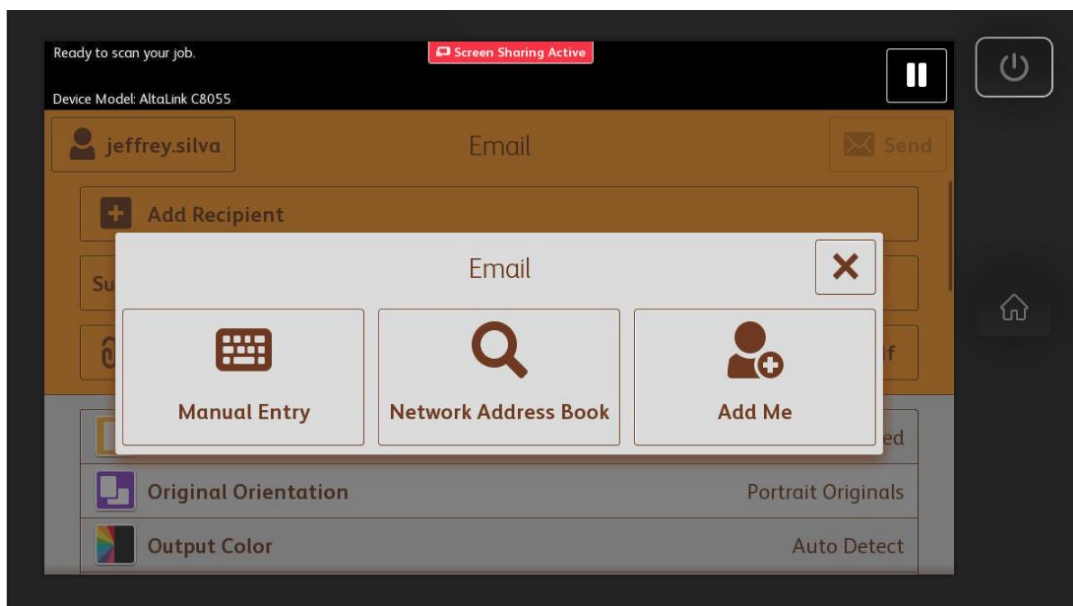
**Note:** Select Email Icon

### Scan to Email

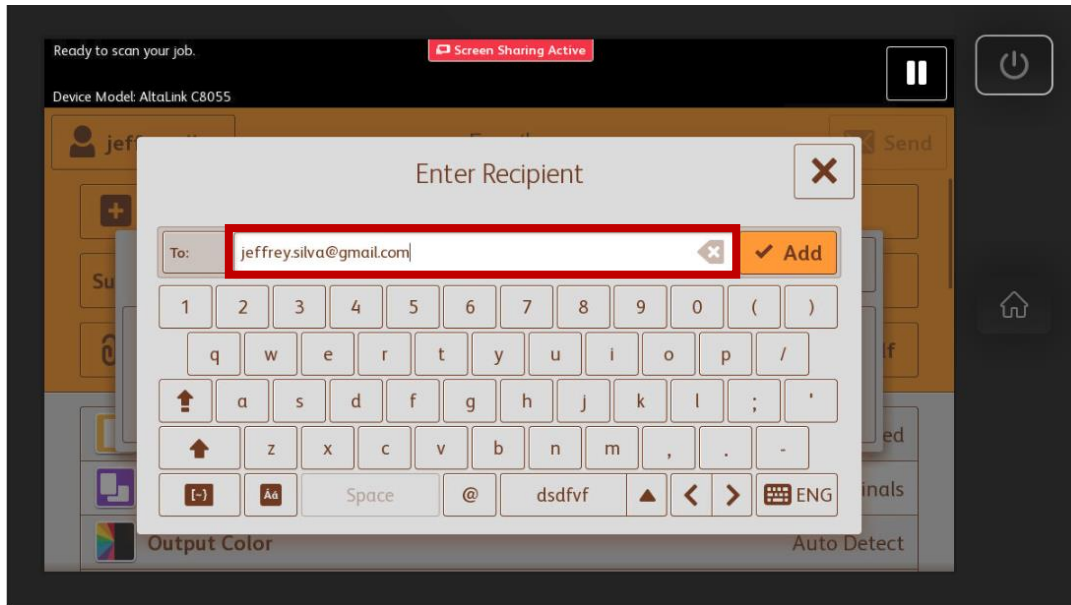
Once you select Email, you are prompted to select a Recipient.

#### *Select a Recipient*

There are Three options to scan to email: Manual Entry, Network Address Book, and Add Me.

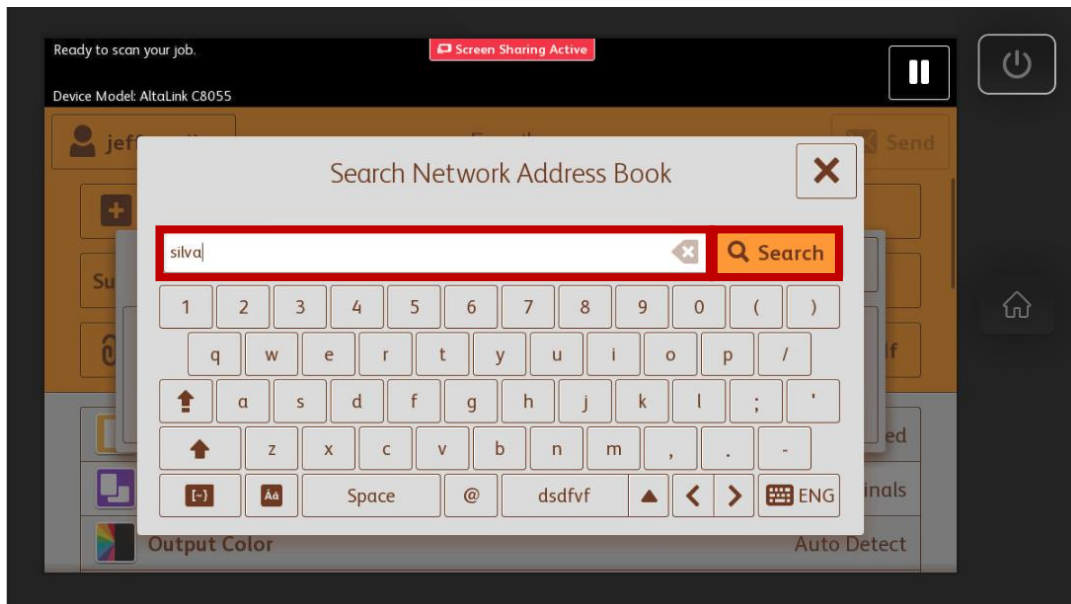


## Manual Entry



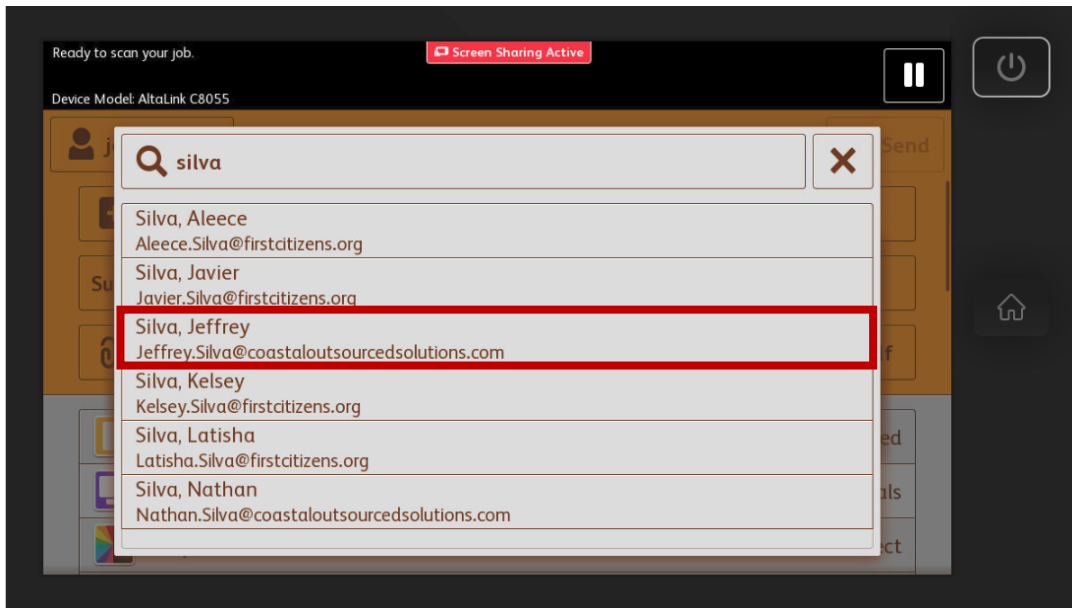
As the name indicates, manual entry requires us to type the email address of the recipient. This is used when emailing someone outside.

## Search Network Address Book (Address Book)



This allows us to type what we know about the name of the user/employee.

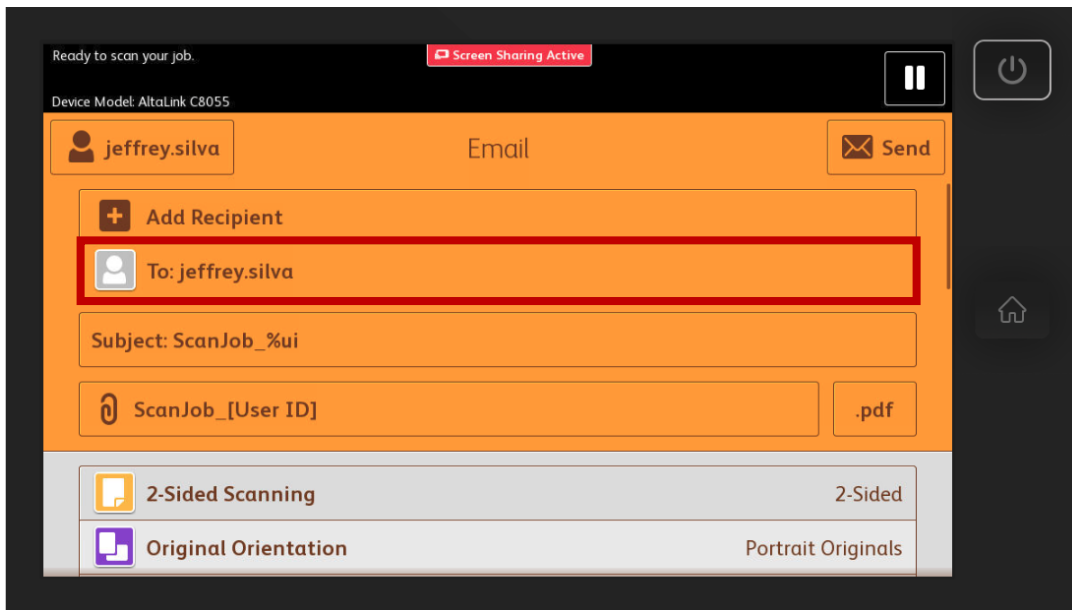
It will find all users that match your criteria:



Once you find the user you are looking for, you may press their name box.

## Add Me

Add me will add your name to the Recipient List

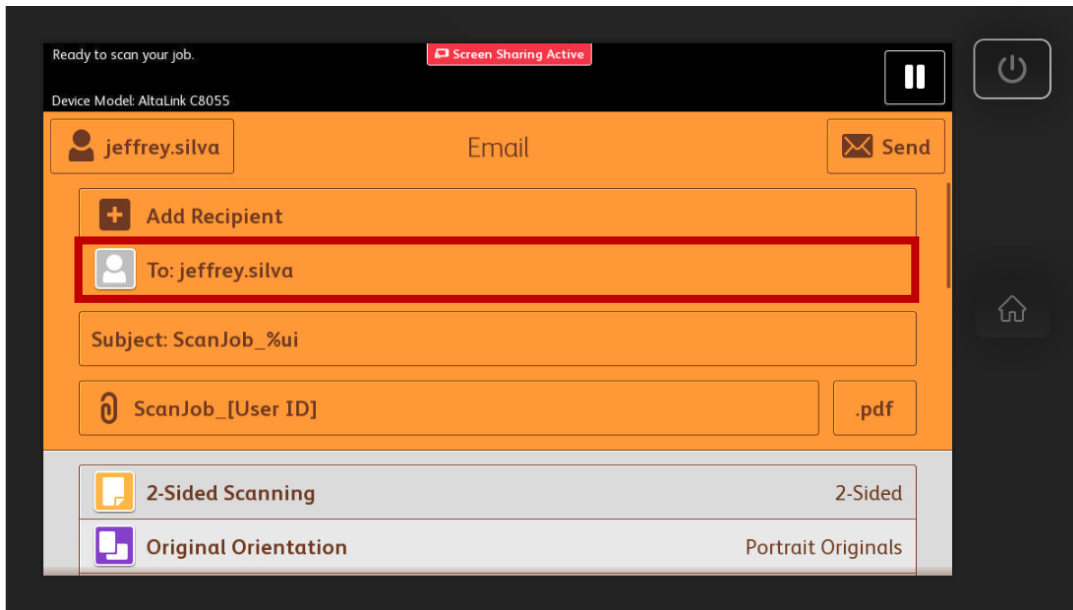


## ***Adding, Changing, or Removing Recipient(s)***

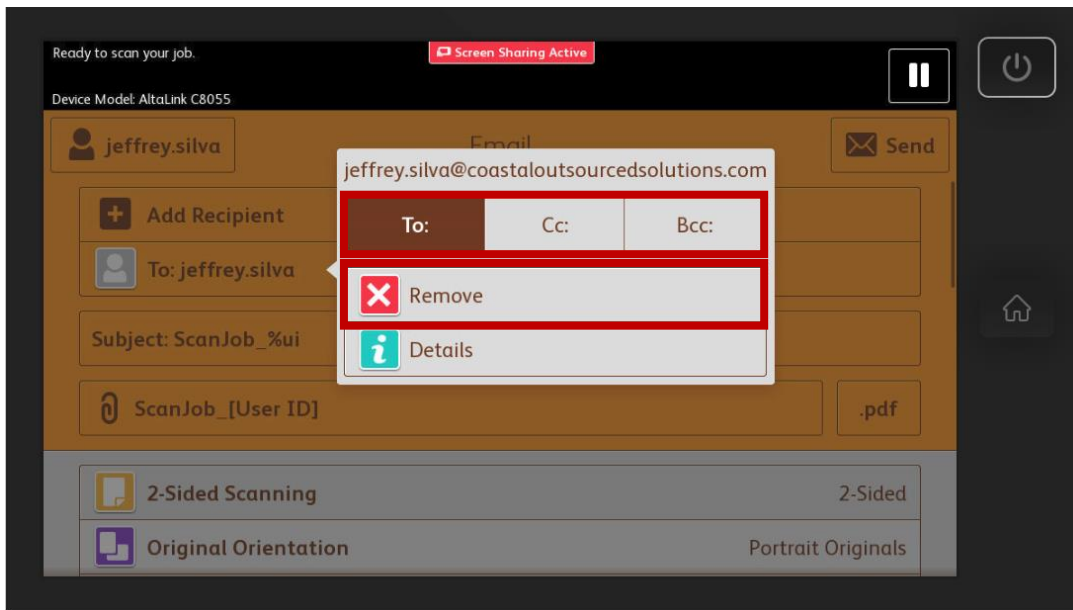
Once you choose Email from the main menu, you are prompted to add a recipient, but once you do that you may add additional recipients or remove existing ones.

## Removing or Changing Recipient(s)

Press the name of the recipient you want to remove.



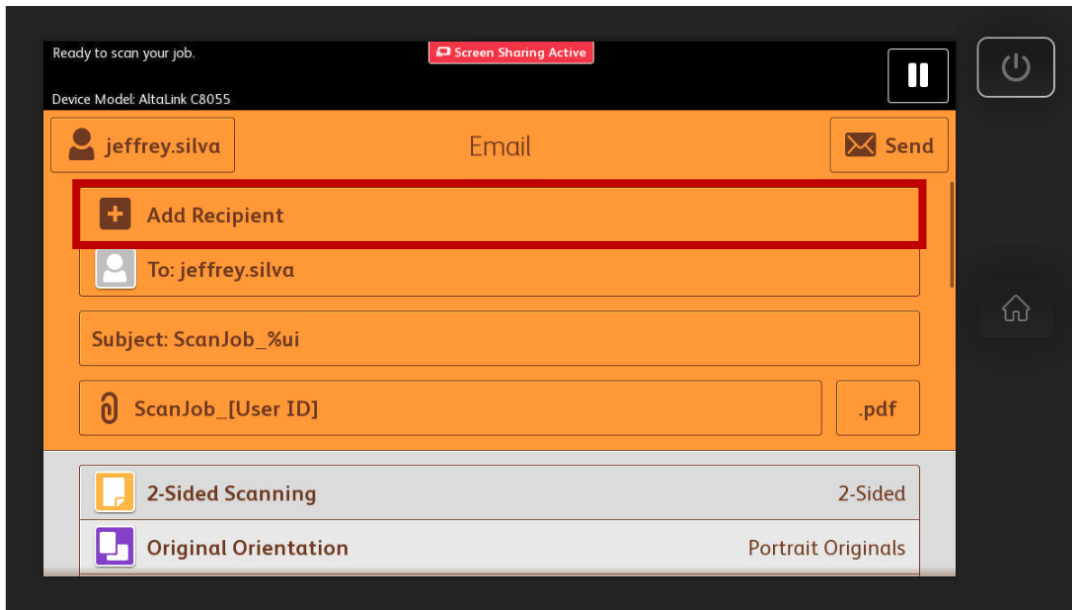
From this screen you may remove, or change the recipient type, To:/Cc:/Bcc:



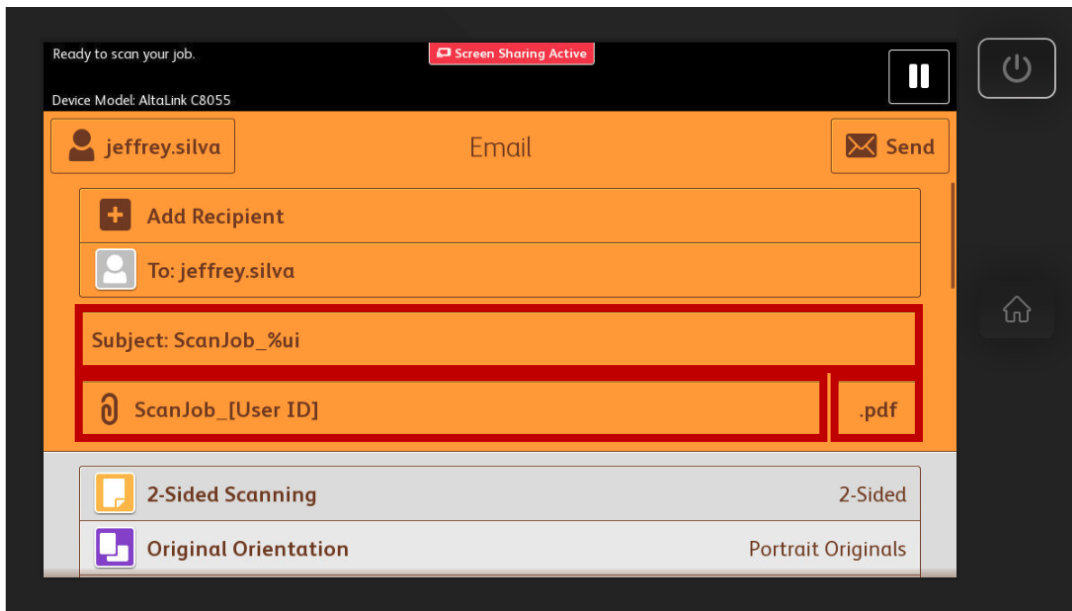
To change from one user to another, you must remove and add the new user.

### Adding Additional Users

To add additional users just press the Add Recipient button:



Once again, you will be prompted to select a recipient.



## Subject Line



This is what goes in the subject line of the email. By default, it will use the *ScanJob\_firstname.lastname*.

You may change this to whatever makes sens.

# Xerox How to-Altalink Series

## File Name



This is the name of the file that will be attached to the email. By default, it will use the same convention as the subject line.

## File Type

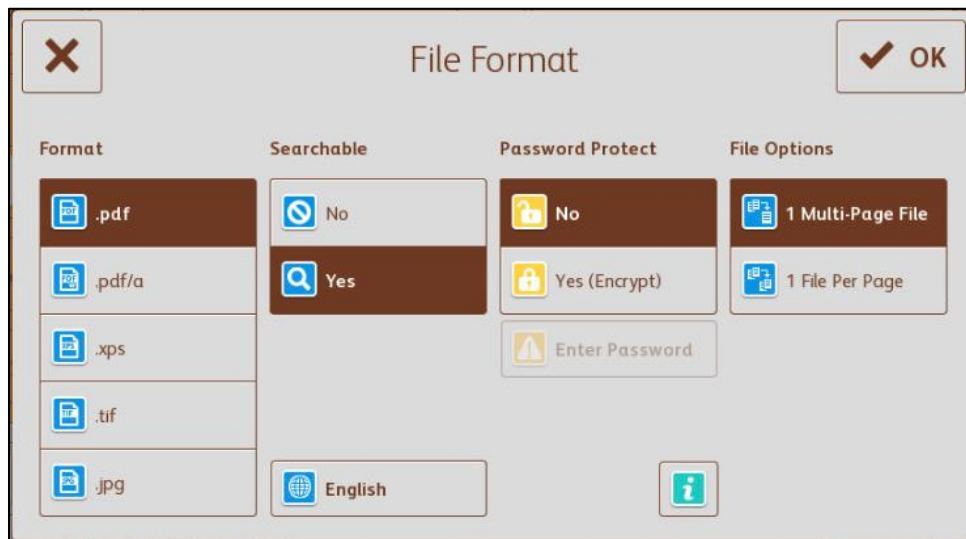


There are several file type you may scan as. By default, the .pdf format is selected.

The most common formats are:



If you press More, you will see more options you may choose from.






















By default, the PDF format, is searchable in English, has no password, and will create one file for multiple pages.

## Scanning Options

List of all Scanning Options and what their function is:

**NOTE: When scanning to email from glass surface change from 2-sided to 1-sided**

 <b>2-Sided Scanning</b>	Option of scanning from both sides of the paper
 <b>Original Orientation</b>	Keeps the orientation that you place the documents on the feeder
 <b>Output Color</b>	Option for Auto, Color, B/W, Greyscale
 <b>Original Type</b>	Option to keep the type of document (Photo, Text, etc)
 <b>Automatic Background Suppression</b>	Removes background noise (great for dual sided documents)
 <b>Contrast</b>	Adjusts the contrast of the document (set to Auto)
 <b>Lighten / Darken</b>	Adjust Brightness of the document (darker means more toner is used)
 <b>Sharpness</b>	Adjust the sharpness of the image, (range of Fuzzy to Sharp)
 <b>Saturation</b>	Adjust Saturations of colors
 <b>Resolution</b>	Adjust the Resolution (quality of definition text and images)
 <b>Original Size</b>	Adjust size of paper
 <b>Edge Erase</b>	Adjust edge of paper
 <b>Remove Blank Pages</b>	Remove Blank Pages (great when used with mixed 2 sided paper)
 <b>Sender's Name</b>	Sender name (pulls from your Windows/Active Directory Information)
 <b>From</b>	The <b>From</b> line always defaults to your email address (cannot be changed)
 <b>Reply To</b>	The <b>Reply</b> line always defaults to your email address (may be changed)
 <b>Message</b>	Adjust the message body of the email.
 <b>Quality / File Size</b>	Adjusts the Quality and File Size of the document
 <b>Build Job</b>	Build Job allows you to feed separate pages or packages of paper into one job. This is great when dealing with different size documents, large files (that don't fit all into the feeder), and/or several files that need to be kept separate.

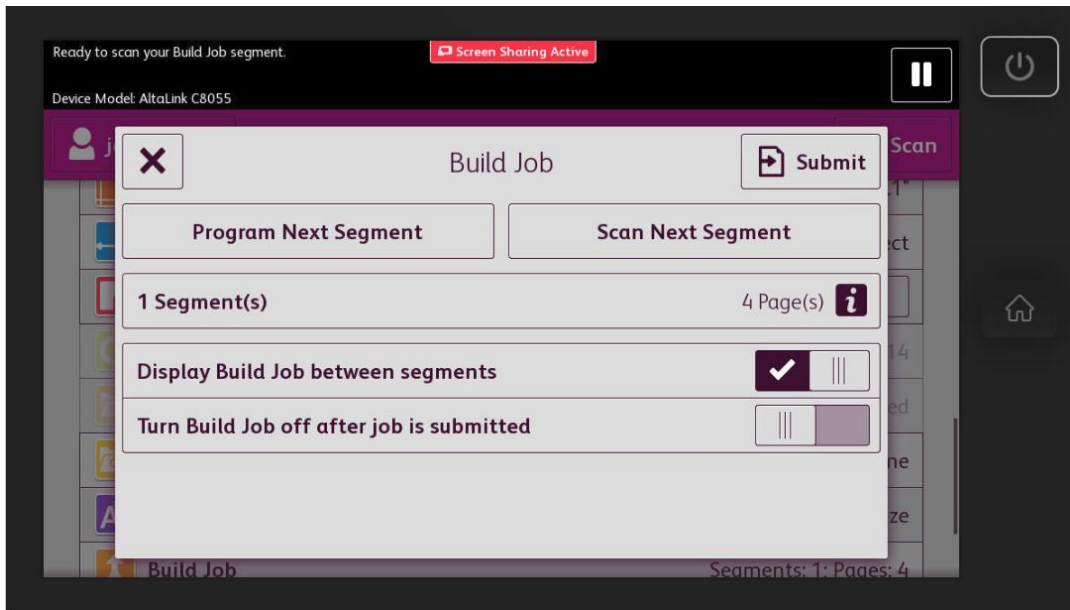
## Build a Job

Building a job is a simple feature that allows us to scan the job in small packages or groups, to be included into one file.

This feature is available when scanning from any of the three options: Scan to Email, Scan to Uplink, or Scan to Box.

In order to turn this feature on, **scroll to the bottom** of the scanning options and select **Build Job**.

Once you complete scanning one package, you will be prompted with a similar window:



Here you can choose to finish and **Submit**, or **Scan Next Segment (package)**.

Once complete, press **Turn Build Job Off after job is submitted** and finally press **Submit**.