



Scan to Email

Process to scan a document and email to a recipient using an HP MFP device



At the MFP device:

1. Press the **Email** icon at the control panel.
2. Log in using your AD user ID and password using the LCD virtual keyboard.
3. Place the documents face-up in the document feeder; if single sheet, place face-down on the device glass.
4. Using the virtual keyboard, press the **To:** field and begin entering the last name of internal “Global Address Listing” recipients. Select or manually enter addresses as required. Once all “To” addresses are entered, press **OK** on the virtual keyboard.
5. Press the **Subject** field. Enter subject field text and press **OK**.
6. Press the **File Name** field and enter the desired file name. Press **OK**.
7. For duplex jobs, press **More Options** and then **Original Slides**. Then select **Two-Sided** and press **OK**.
8. Press the green **Send Email** button on the top of the screen when ready to scan and send the document(s).
9. The system will log you out 10 seconds after the job has been completed.

