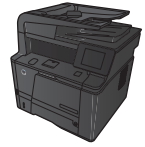





LASERJET PRO 400 MFP M425 SERIES




Scan to email

Use the product control panel to scan a file directly to an email address. The scanned file is sent to the address as an email message attachment.

 **NOTE:** In order to use this feature, the product must be connected to a network and the scan feature must be configured using the HP Embedded Web Server.

1. Load the document onto the scanner glass or into the document feeder.
2. From the Home screen on the product control panel, touch the **Scan** button.
3. Touch the **Scan to E-mail** item.
4. Touch the **Send to E-mail** item.
5. Select the **From** address that you want to use. This is also known as an “outgoing email profile.”

 **NOTE:** If the PIN feature has been set up, enter the PIN and touch the **OK** button. However, a PIN is not required to use this feature.

6. Touch the **To** button and pick the address or group to which you want to send the file. Touch the **Done** button when finished.
7. Touch the **Subject** button if you would like to add a subject line
8. Touch the **Next** button.
9. The control panel screen displays the scan settings.
 - If you want to change any of the settings, touch the **Settings** button, and then change the settings.
 - If the settings are correct, go to the next step.
10. Touch the **Scan** button to start the scan job.