

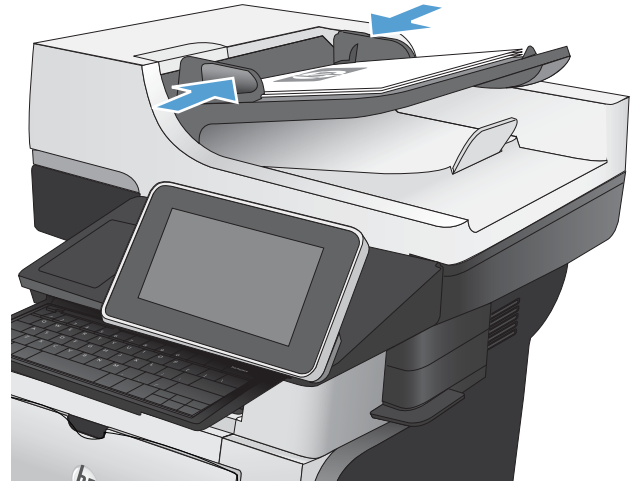


HP LaserJet Enterprise flow MFP M525



Send a scanned document to one or more email addresses

1. Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.



2. From the Home screen on the product control panel, touch the **E-mail** button.

NOTE: If prompted, type your user name and password.



3. Touch the **To** field to open a keyboard.

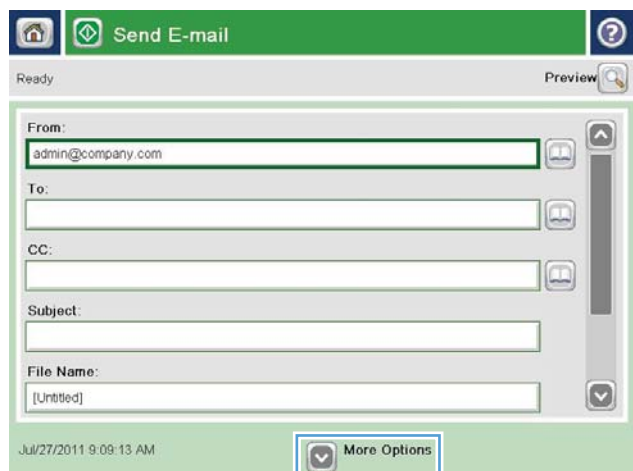
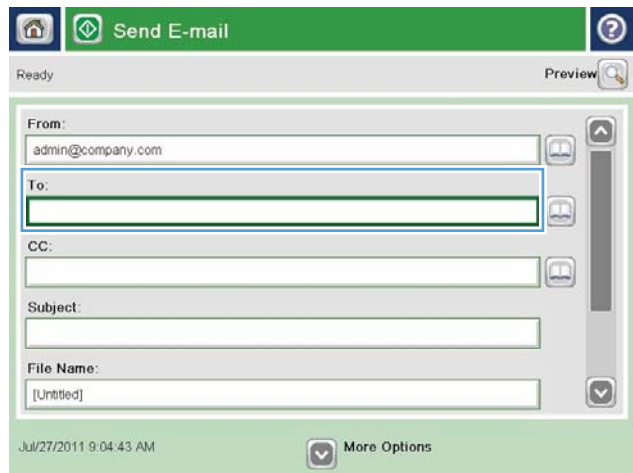
NOTE: Use the physical keyboard or the virtual keyboard to enter characters.

NOTE: If you are signed in to the product, your user name or other default information might appear in the **From:** field. If so, you might not be able to change it.

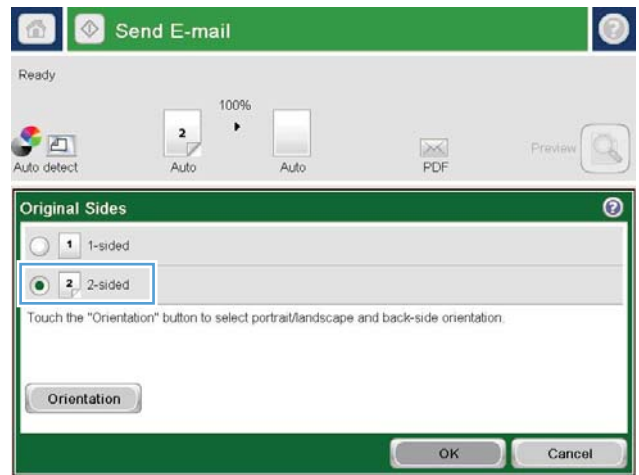
4. Enter the email address. To send to multiple addresses, separate the addresses with a semicolon, or touch the **Enter** button on the keyboard after you type each address.

5. Complete the **CC:**, **Subject:**, and **File Name:** fields by touching the field and using the keyboard to enter information. You can also provide an optional comment in the **Message** field. Touch the **OK** button when you have completed the fields.

6. To change the settings for the document touch the **More Options** button.



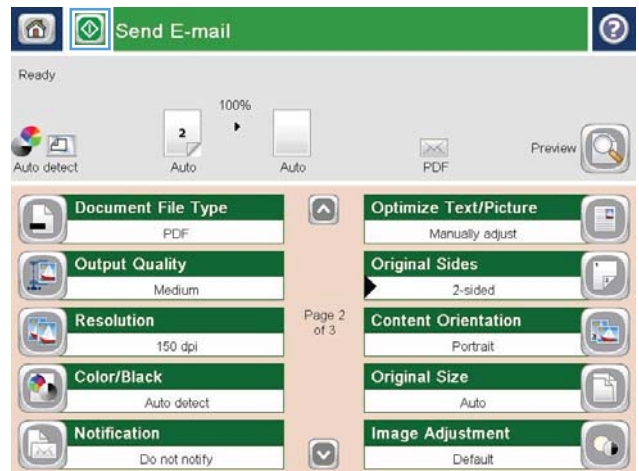
- If you are sending a two-sided document, select the **Original Sides** menu and select the **2-sided** option. Touch the **OK** button.



- Touch the **Start** button to begin sending.

NOTE: The product might prompt you to add the email address to the address book.

NOTE: You can preview the image at any time by touching the **Preview** button in the upper-right corner of the screen. For more information about this feature, touch the **Help** button on the preview screen.



- To set up another email job, touch the **OK** button on the Status screen.

NOTE: You have the option to retain the settings from this job to use for the next job.

