



HP OfficeJet Enterprise Color MFP X585



Send a scanned document to one or more email addresses

- [Send email by entering email addresses manually](#)
- [Send email by using the address book](#)

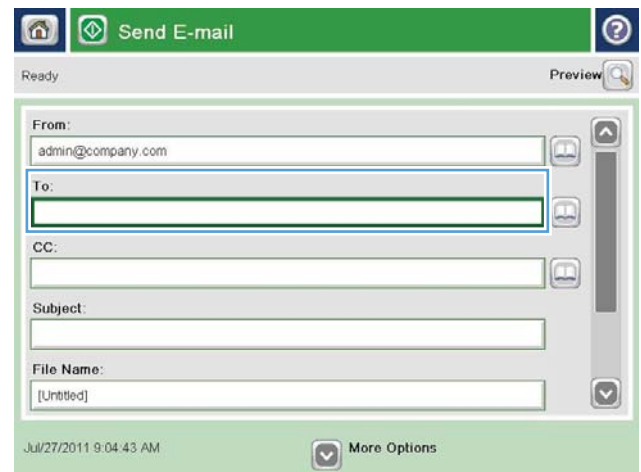
Send email by entering email addresses manually

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.

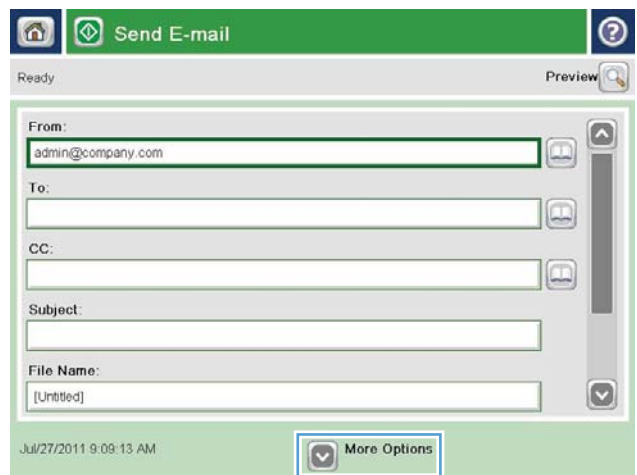
NOTE: If you are signed in to the product, your user name or other default information might appear in the **From:** field. If so, you might not be able to change it.



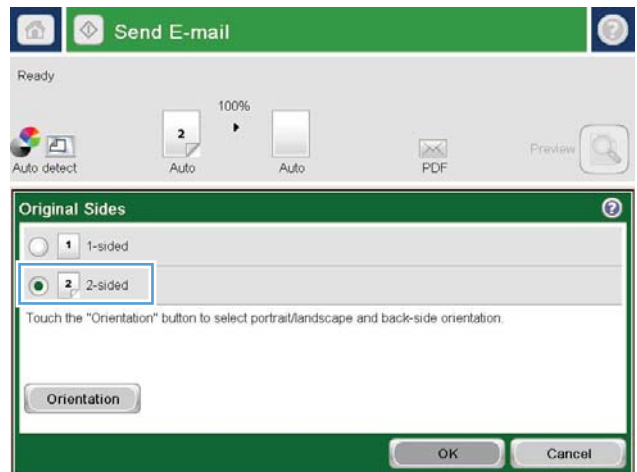
4. Enter the email address. To send to multiple addresses, separate the addresses with a semicolon, or touch the **Enter** button on the touchscreen keyboard after you type each address.



5. Complete the **CC:**, **Subject:**, and **File Name:** fields by touching the field and using the touchscreen keyboard to enter information. Touch the **OK** button when you have completed the fields.
6. To change the settings for the document touch the **More Options** button.




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



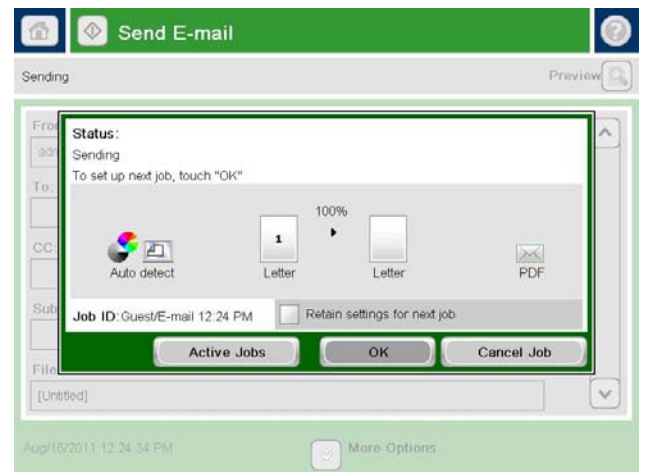
8. Touch the Start  button to send.

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.

9. 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.



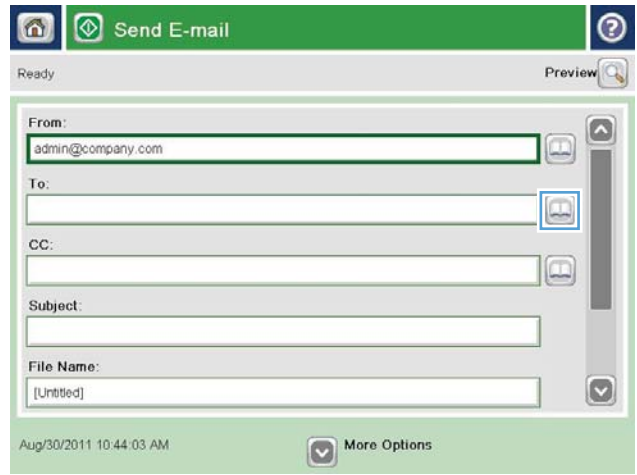
Send email by using the address book

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.

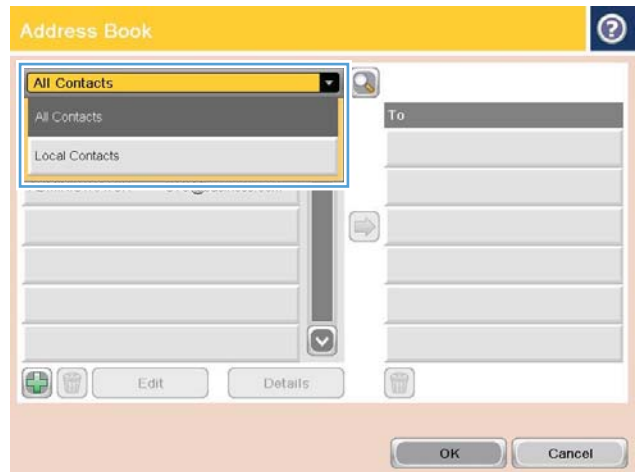
NOTE: If prompted, enter your user name and password.



3. Touch the Address Book  button that is next to the To: field to open the Address Book screen.

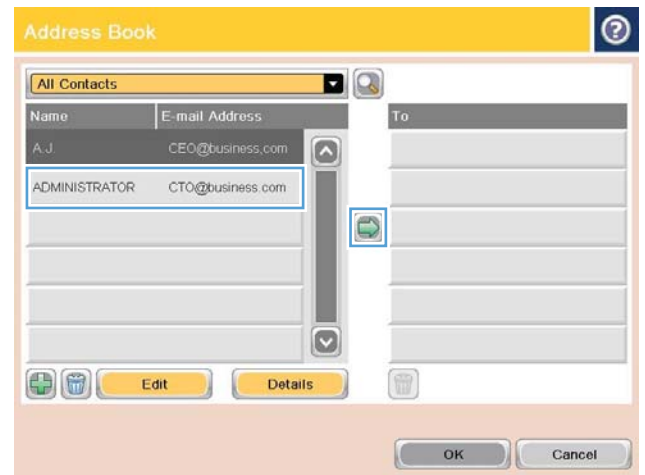


4. From the drop-down list, select the address book view that you want to use.



5. Select a name from the list of contacts, and then touch the right arrow button to add the name to the recipients list.

Repeat this step for each recipient, and then touch the **OK** button.



6. Touch the Start button to send.

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.

