



WorkCentre 5632/5638 Online Support Solution Scan to E-mail

To Scan to E-mail by manually entering the e-mail address:

1. Load the original face-up in the Automatic Document Feeder or face-down on the Document Glass.
2. Select the [All Services] button on the Touch Screen.
3. Select the [E-mail] button.
4. If necessary, select the [E-mail] tab.
5. Select the [To] button.
6. Enter the e-mail address using the keypad on the Touch Screen, and then select [Enter]. The address will be displayed under the Address List section.
7. If necessary, repeat steps 5-6 to enter additional e-mail addresses.
8. Select any other required options from the Basic Settings, Advanced Settings, or Options tabs.
9. Press the [Start] button on the Control Panel to begin scanning.

To Scan to E-mail using the Address Book:

1. Load the original face-up in the Automatic Document Feeder or face-down on the Document Glass.
2. Select the [All Services] button on the Touch Screen.
3. Select the [E-mail] button.
4. If necessary, select the [E-mail] tab.
5. Select the [To] button.
6. If necessary, select the required address book (Internal for LDAP or Public for the Public Address Book) by selecting the [Address Book] button.
7. Enter a few characters of the name you are looking for using the keypad on the Touch Screen, and then select [Enter].
8. Select the required name from the list displayed.
9. If necessary, repeat step 8 for any additional e-mail addresses.
10. Select any other required options from the Basic Settings, Advanced Settings, or Options tabs.
11. Press the [Start] button on the Control Panel to begin scanning.

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