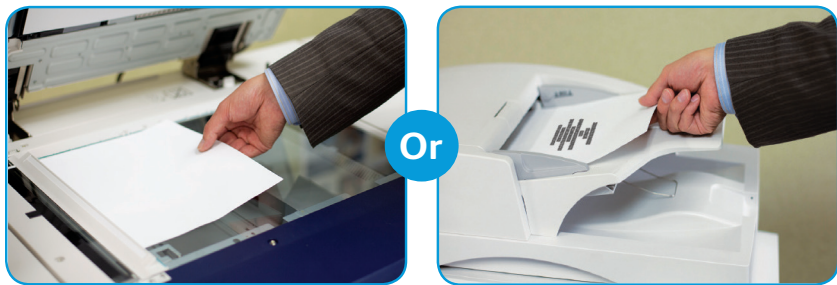


# How to Send a Scanned Document to an Email Address

Note: The following instructions describe the process for the Xerox WorkCenter 5945 model. Although your Xerox model may be different, the process will be similar.

1. Load the original on the document glass or in the document feeder.



2. Press the Services Home button on the Control Panel, and then select Email on the touch screen.



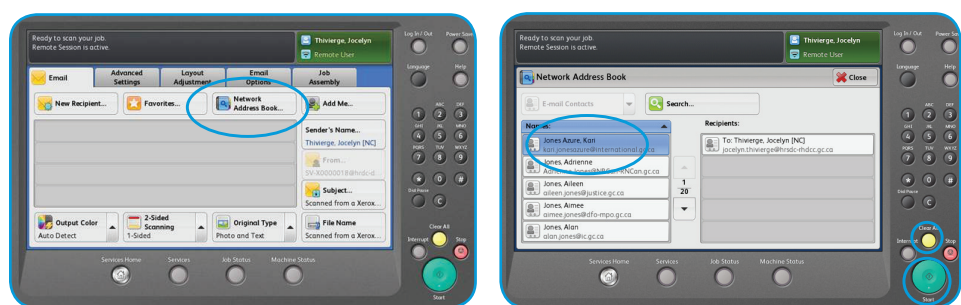
**If the recipient's name has already been saved in the list of favourites:**

3. From the Favourites screen, select the name of the recipient and press OK.
4. Press the Start button to scan and send the document.



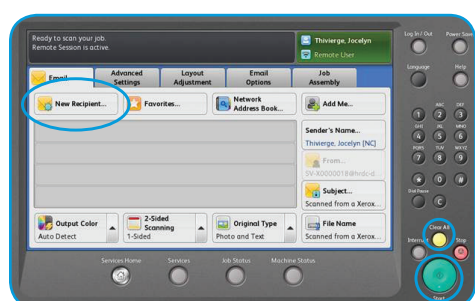
**If the recipient's name is not listed in the Favourites menu but they are a departmental employee:**

5. Select the Network Address Book tab.
  - Use the keyboard to enter the first characters of the last name of the recipient and select Search.
  - The list of names will be displayed. Select the desired name in the list, and select To.
  - Press on the Start button to scan and send the document.
  - Press on the Clear All yellow button on the Control Panel.



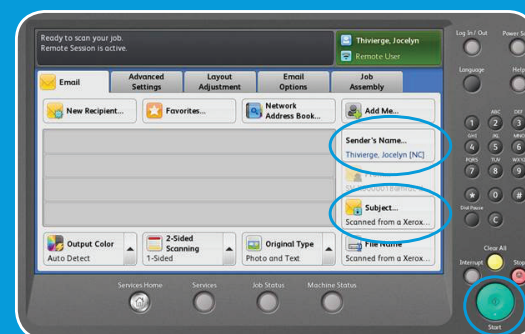
**For any other recipient :**

6. Select the New Recipient tab.
  - Use the keyboard to enter the complete email address then press Add and then Close.
  - Press the Start button to scan and send the document.
  - Press on the Clear All yellow button on the Control Panel.



## Best practices

- When the scanned message is not intended for yourself, enter your name in the Sender's Name field to ensure that the recipient may identify the origin of the email.
- Select the Sender's Name field. Use the keyboard to enter your name and press OK. Press on the Start button.



**You may also modify the Subject of the message.**

- Select the Subject field. Use the keyboard to enter the selected text and press OK. Press on the Start button.

**For more information Call Xerox Help Desk: 1-855-818-4908**