

# Sharp Copier - MX-2600N

## SCAN TO E-MAIL - BASIC INSTRUCTIONS

- 1 Place the original in the automatic document feeder or directly on the document glass.

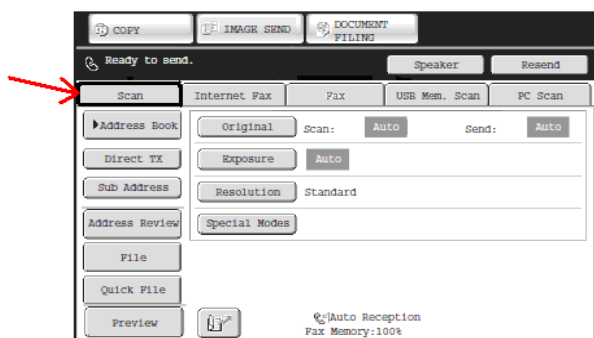


**NOTE :** You cannot load documents in both the automatic document feeder and on the document glass and send them in a single transmission.

- 2 Touch the [IMAGE SEND] key



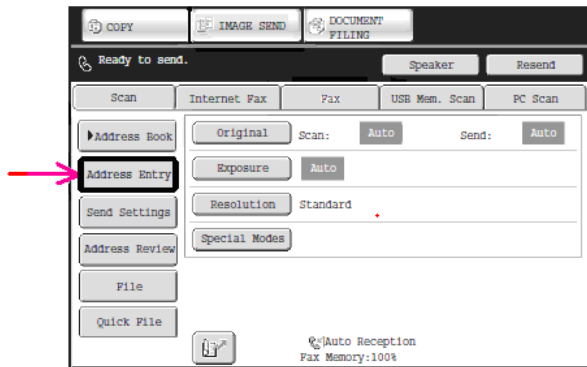
- 3 Touch the [Scan] key



- 4 You can manually enter the destination e-mail address, or you can search for and select Cabrillo e-mail addresses using Global Address Search.

## 4a To manually enter destination e-mail address:

### i. Touch the [Address Entry] key




### ii. Select Addressee Type

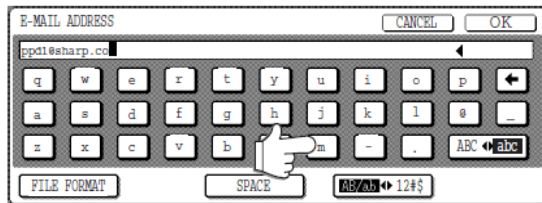
Touch the [To] key, or touch the [Cc] or [Bcc] keys.



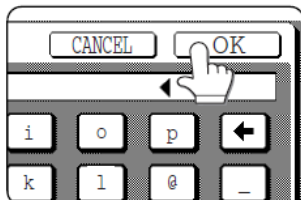
### iii. Type the destination e-mail address in the text entry screen that appears.

You can use the on-screen keyboard or you can use the physical pull-out keyboard.

If you make a mistake, touch the  key to move the cursor (|) back to the mistake and then enter the correct character.



### iv. Touch the [OK] key.

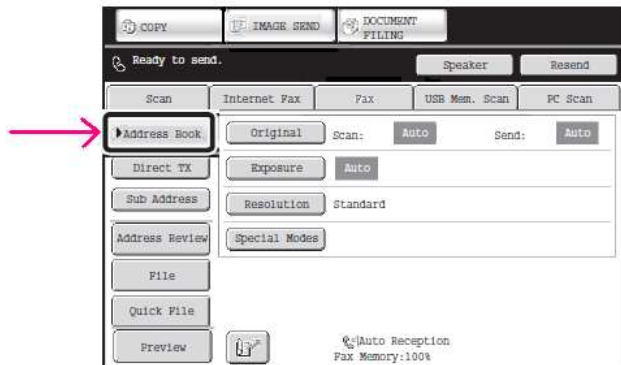


**v.** If you wish to enter another destination e-mail address, touch the [Next Address] key and repeat steps ii through iv.

## 4b To find destination e-mail address in Cabrillo Address Book using Global Address Search:

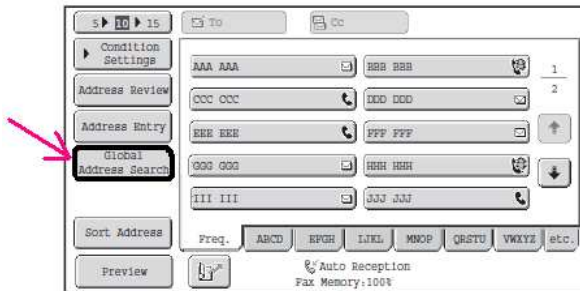
### i. Touch the [Address Book] key in the base screen.

The address book screen appears.





### ii. Touch the [Global Address Search] key.

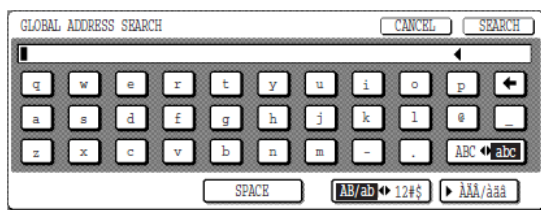
The Global Address Search screen is displayed.



### iii. Type a portion of a Cabrillo person's name.

You can use the on-screen keyboard or you can use the physical pull-out keyboard.

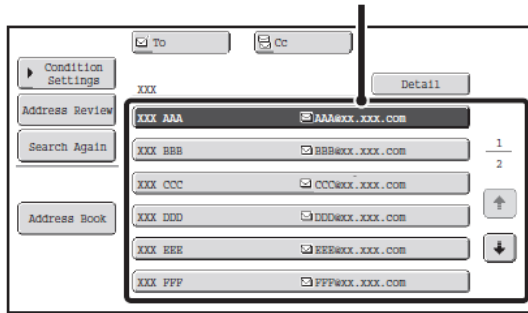
If you make a mistake, touch the  key to move the cursor () back to the mistake and then enter the correct character.



### iv. Touch the [SEARCH] key.

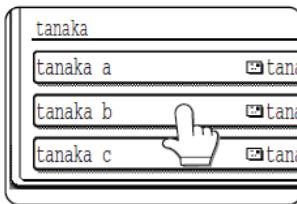


The search results appear as destination keys.



If no names are found that match the characters you entered, a message will appear. In this case, touch the **[OK]** key and touch the **[Search Again]** key to search again.

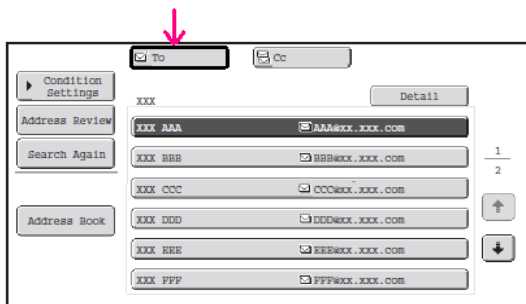
**v.** Touch the key of the desired destination.



For detailed information on the selected destination, touch the **[Detail]** key.

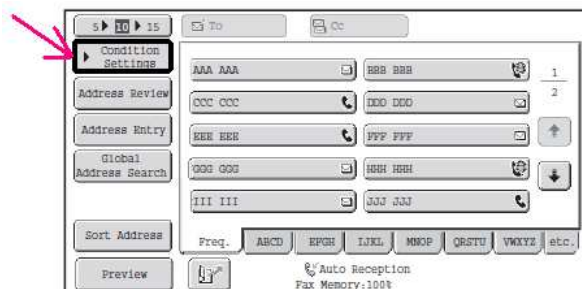
**vi.** Select the destination type

Touch the **[To]** key, or touch the **[Cc]** or **[Bcc]** keys.



**vii.** If you wish to enter another destination e-mail address, touch the **[Next Address]** key, touch the **[Search Again]** key, and repeat steps iii through vi.

**viii.** Touch the **[Condition Settings]** key to return to the base screen.

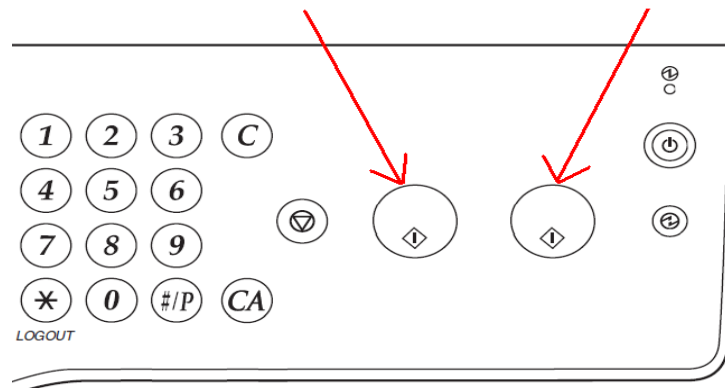


After the document is scanned it will be included as a file attachment on an e-mail message. The e-mail message will have a default subject, a default sender name, and a default name for the attached file.

To enter a custom subject or a custom sender name for the e-mail, or to enter a custom name for the attached file, see **ADVANCED INSTRUCTIONS**.

**5** To scan the document in black and white press the [Black and White Start] button

To scan the document in color press the [Color Start] button

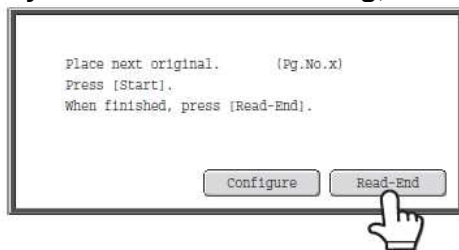


The original document is scanned.

If you are using the automatic document feeder tray, a beep will sound when scanning is completed and transmission will take place.

If you are using the document glass, the [Read-End] key appears in the touch panel.

If you are finished scanning, touch the [Read-End] key.



If you wish to scan another original page, replace the first page with the next page and press the [Start] button. Repeat until all original pages have been scanned.

If no action is taken for one minute, scanning automatically ends and the transmission is reserved.

**Open the document glass cover and remove the original document.**

# Sharp Copier - MX-2600N

## SCAN TO E-MAIL - ADVANCED INSTRUCTIONS

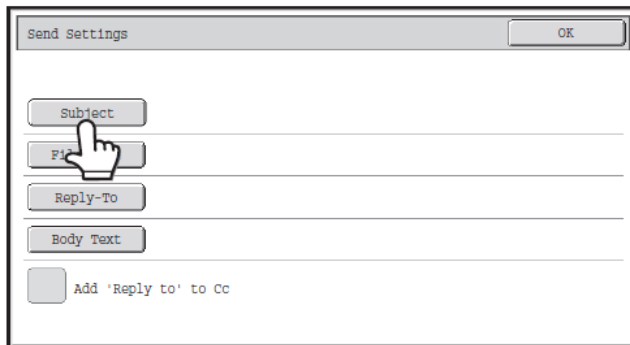
To enter a custom subject or a custom “Reply-To” address for the e-mail message, or to enter a custom name for the attached file, follow these steps after you’ve entered or selected a destination e-mail address for the e-mail message (steps 1 - 3 in Basic Instructions).

**NOTE:** The “Reply-To” address for the e-mail message cannot be changed if the copier’s “User Authentication” mode is enabled.

### 1 Touch the [Send Settings] key in the base screen.

**NOTE:** If you skip these settings, the e-mail message that is sent from the copier will automatically use pre-configured values for subject, file name, and sender name.

### 2 To change the subject text of the e-mail message, touch the [Subject] key.

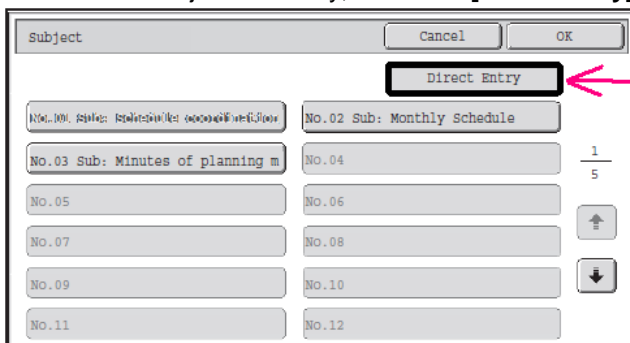


The subject selection screen appears. If any subject names have been pre-registered on the copier a list of those subjects is displayed as subject keys.

### 2a Select the desired subject from the list or manually input the subject text.

To select among the displayed subjects, touch the desired subject key. The selected subject will become highlighted. If you made a mistake, touch the correct key. The highlighting will move to the new key.

To enter the subject manually, touch the [Direct Entry] key to open the text entry screen.

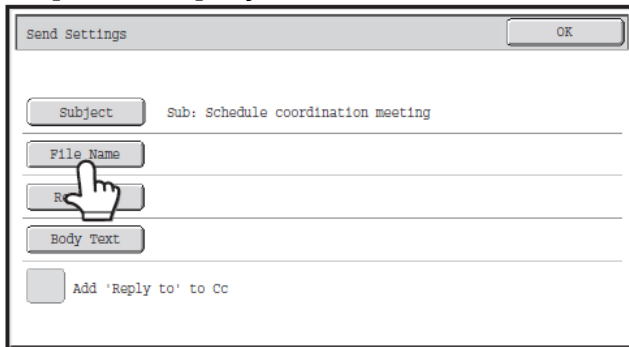


You can use the on-screen keyboard or you can use the physical pull-out keyboard to enter the subject text.

Enter the text and touch the [OK] key.

The selected or entered subject will be the subject text of the e-mail message.

**3** To change the name of the file that will be attached to the e-mail message, touch the [File Name] key.

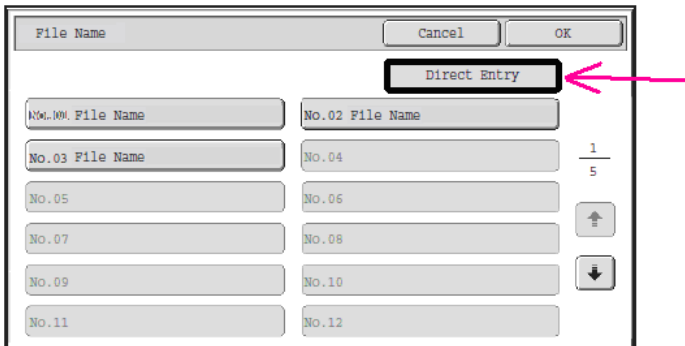


The file name selection screen appears. If any file names have been pre-registered on the copier a list of those file names is displayed as name keys.

**3a** Select the desired file name from the list or manually input the file name.

To select among the displayed file names, touch the desired file name key. The selected file name will become highlighted. If you made a mistake, touch the correct key. The highlighting will move to the new key.

To enter the file name manually, touch the [Direct Entry] key and enter the file name.

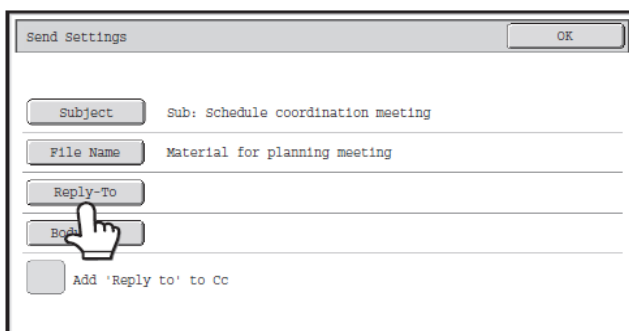


You can use the on-screen keyboard or you can use the physical pull-out keyboard to enter the file name.

The selected or entered file name will be the name of the file attached to the e-mail.

**4** To change the “Reply-To” address for the e-mail message, touch the [Reply-To] key.

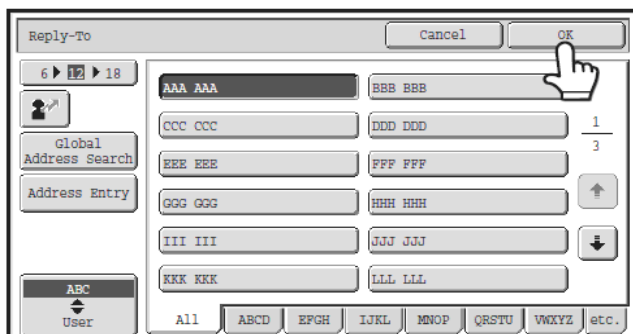
**NOTE:** The “Reply-To” address for the e-mail message cannot be changed if the copier’s “User Authentication” mode is enabled.



The “Reply-To” address selection screen appears. If any sender names have been pre-registered on the copier a list of those sender names is displayed as address keys.

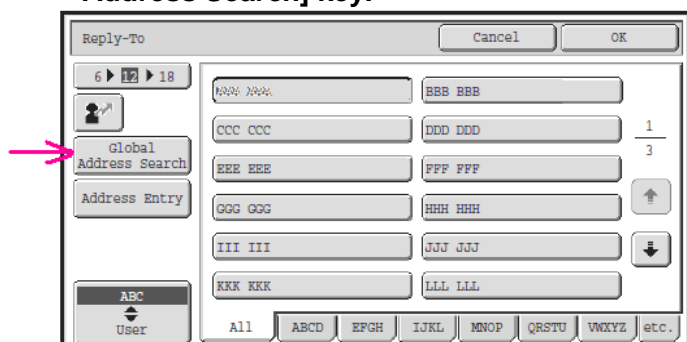
You can select the desired “Reply-To” address from the pre-registered list, or you can select it from the Cabrillo Address Book using Global Address Search, or you can manually input it.

**4a** To select a “Reply-To” address from the pre-registered list, touch the address key that you wish to use for “Reply-To” and touch the [OK] key.



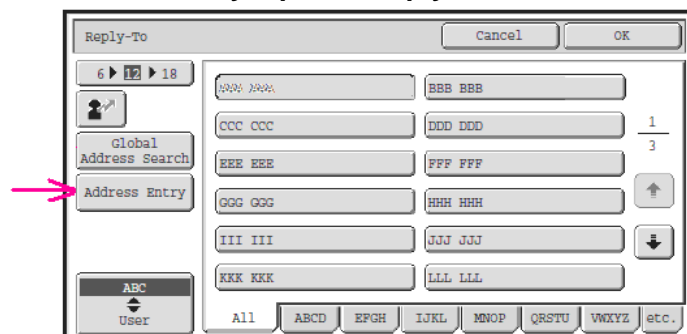
The selected “Reply-To” address is highlighted. If you made a mistake, touch the correct key. The highlighting will move to the new key.

**4b** To select a “Reply-To” address from the Cabrillo Address Book, touch the [Global Address Search] key.



You can use the on-screen keyboard or you can use the physical pull-out keyboard to enter search characters.

**4c** To manually input a “Reply-To” address, touch the [Address Entry] key.



You can use the on-screen keyboard or you can use the physical pull-out keyboard to enter the “Reply-To” address.

The selected or manually entered “Reply-To” address will be the sender of the e-mail message.



**Now scan the original document and transmit the e-mail message (step 4 in Basic Instructions).**