



## Lexmark Scan to Email Shortcut Instructions

### *Using a shortcut number*

1. Place the original document facing up in the automatic document feeder or facing down on the scanner glass (flatbed). Adjust the paper guides when using the ADF.
2. Touch **E-mail**.
3. Press **#**, and then enter the recipient's shortcut number. You can enter additional recipients by pressing next and then entering the recipient's shortcut number or address.
4. Touch **E-mail It**.

### *Using the address book*

1. Place the original document facing up in the automatic document feeder or facing down on the scanner glass (flatbed). Adjust the paper guides when using the ADF.
2. Touch **E-mail**.
3. Touch **Search Address Book**.
4. Enter the name or part of the name you are searching for, and then touch **Search**.
5. Touch the name that you want to add to the To: field. You can enter additional recipients by pressing next and then entering the recipient's address or shortcut number, or searching the address book.
6. Touch **E-mail It**.

## Fax Shortcut Instructions

### To Save:

1. Press **Home Screen** (Button under screen with the house shape)
2. Press **FAX**
3. Type in (phone number) to be programmed, make sure you put in 8 and the number just like you would when sending thru the fax machine.
4. Press Save as **Shortcut**
5. Type in Shortcut name---name you want it to be saved as and hit enter
6. A pop up will show up on the screen --**Hit OK**.

### To Retrieve:

1. Press **#** plus shortcut number assigned. Make sure the one you want is highlighted.
2. Press **Continue**.
3. Press **Fax It** to send.

### OR

1. Select **Fax**.
2. Select **Address Book**.
3. Type in first few letters of the name and select **Search**.
4. Press **arrow shape** to select
5. Press **Fax it** to send fax