

Scan to Email from Xerox WorkCentre

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Scan to Email from igppscan

Departmental Xerox WorkCentre Scanner located in the mail room

Note: This machine is capable of scanning 11 X 17 (Tabloid)

1. Select **Email on Display**
2. Select **"To:"** and type in your email.
3. Accept the address with the "Enter" button on the top right of the screen.
4. Hit the **Start** button. The email will be sent from "xeroxnoreply@ucsd.edu" with the subject "Scan from Xerox WorkCentre"
5. When you're done, press the **"Clear All"** button.

TO CANCEL , Hit the **"Clear All"** button and Confirm.

Please note: The default file format is **Image-Only PDF**. To change, select the **"Output Format"** tab and select **"Document Format"**. You can select:

- TIFF
- Multi-page TIFF
- Image-only PDF

Also, this scan will be black-and-white only.

You can also change additional settings under the **Image Adjustment** tab.

- Image Quality
- Duplex (Under "Sides Scanned")
- Orientation (Under "Sides Scanned")
- Resolution, Contrast, etc.