# SHARP PRODUCT QUICK QUIDE

HOW TO SEND (SCAN) AND PRINT (COPY)

Send and Print is a feature that's been around for a few generations, and everyone loves it IF they know it exists. Basically it will allow you to make a copy of a document, and scan that document to yourself with one pass through the document feeder. Often times you'll run the document through the feeder twice; once to scan it to yourself, and another time to make a copy (or several copies). This feature eliminates the need to send it through twice.

1. Put your document in the document feeder, and enter the copy mode.
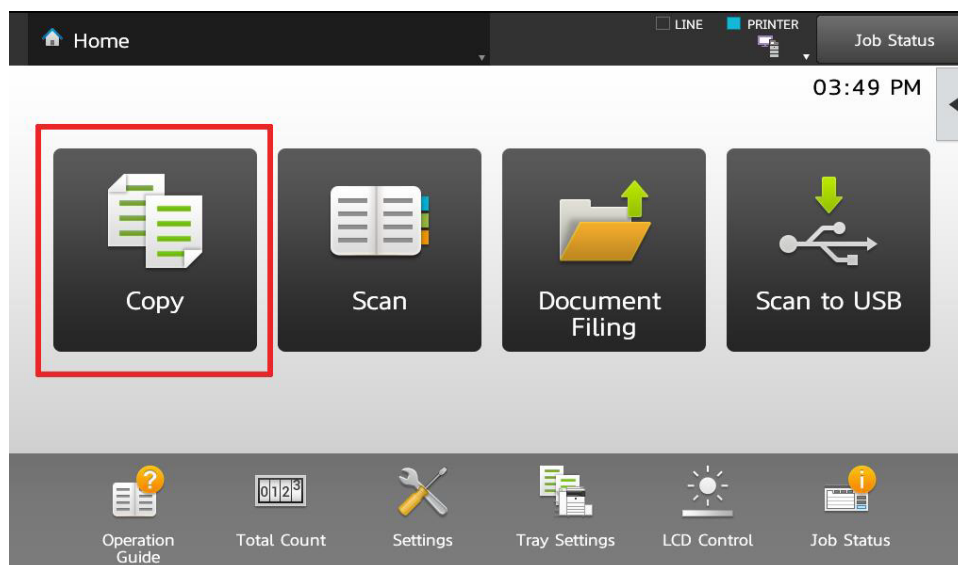
2. Tap Send and Print on the right menu of the touch screen.
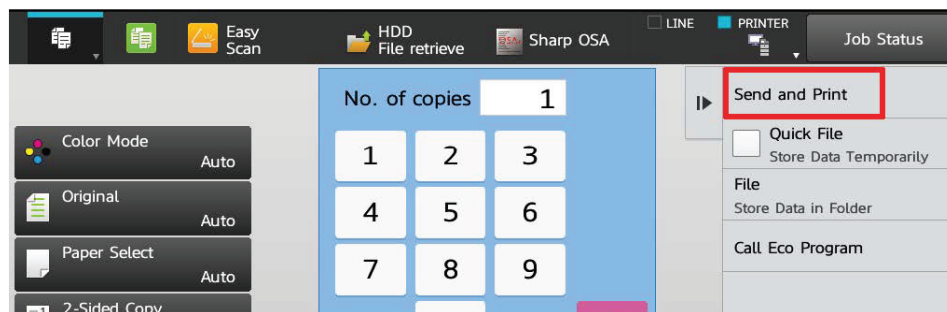
- Enter Desired Information {Email Address, Fax Number or Folder Destination}
- Select {Go to Next}
- Select {OK}

Basic Information Email Destination Confirm Registration

Step2.Email Destination

Enter the email address.

■ Email Address(Required)   : jsmith@centricbiz.com

☐ Register as both a destination and a sender

Back   Go to Next   Cancel

To edit an existing contact:
- Enter the IP address into the URL.
- Select {Login} in the top right corner.
- Username: admin; no password
- Select {Device Management}
- Select {Address Book}
- Select the check box next to the contact you wish to edit.
- Select {Change}
- Select each box of information you wish to edit.
- Select {Go to Next}
- Enter or edit the information
- The name entered in [Key Display] will be displayed on the destination key on the control panel.
- Review the information and select {OK}

To delete a contact:
- Enter the IP address into the URL.
- Select {Login} in the top right corner.
- Username: admin ; no password
- Select {Device Management}
- Select {Address Book}
- Select the contact you wish to delete.
- Select {Delete}
- Select {OK}
- Select {OK}

3. Tap the destination of the scan, choose several if you wish, then touch Enter Address in the bottom right corner of the touch screen.
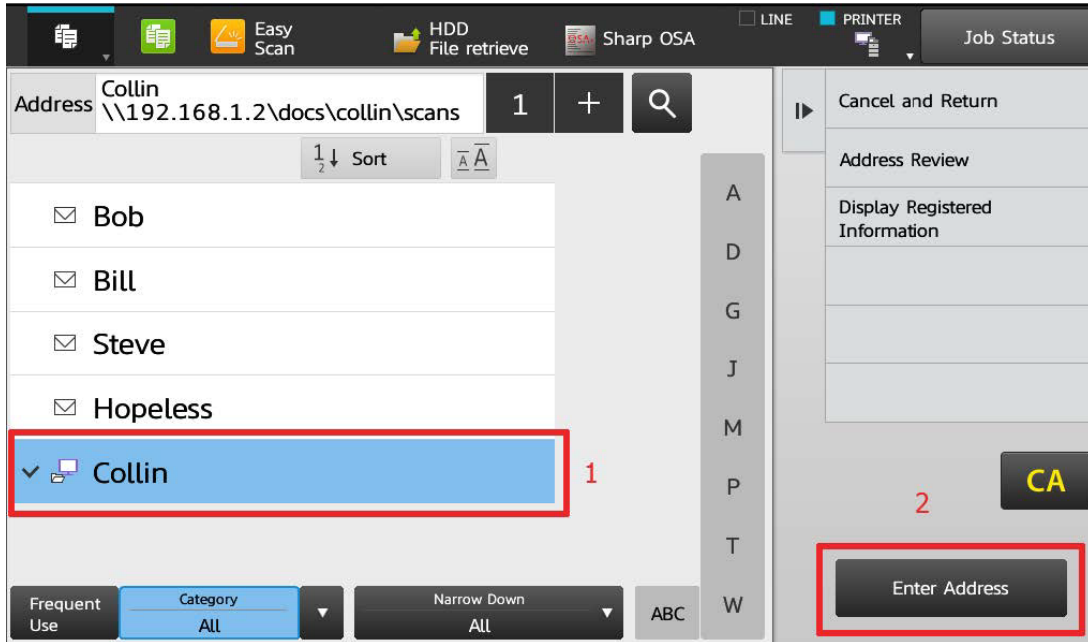
4. Make adjustments to your copy job if necessary, then touch Start (B&W or Color).