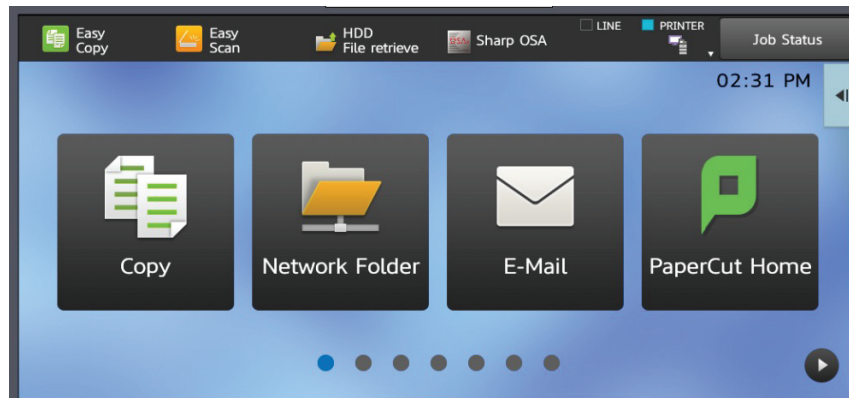


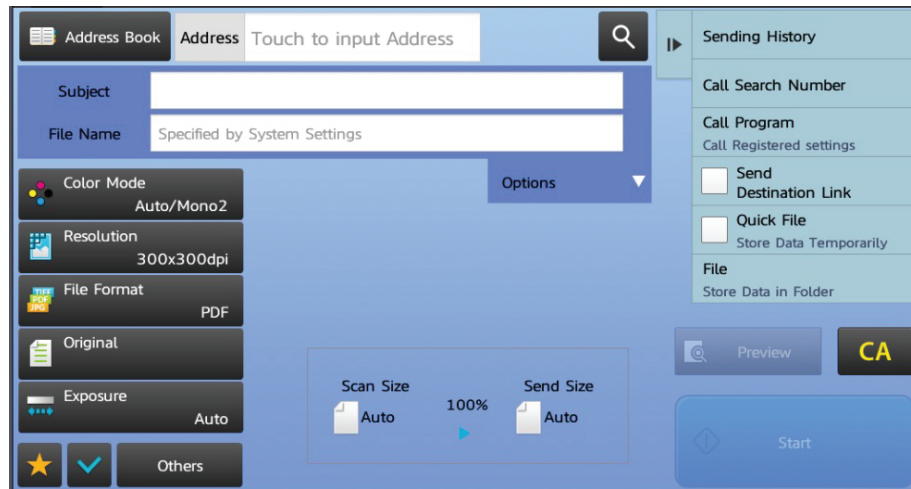
SHARP PRODUCT QUICK GUIDE

SCAN TO EMAIL & FOLDER

1. Select Email/Network Folder Button on Home Screen



2. Select File Format from the left side menu



3. Select the format you wish to receive your document
 1. Tiff – Image file
 - b. Jpeg – Image file
 - c. PDF – Portable Document Format (while using OCR, this document is searchable)
 - d. Docx – Microsoft Word (this file will be editable within Word)
 - e. XLSX – Excel (this file will be editable within Excel)
 - f. PPTX – Power Point – (this file will be editable within Power Point)
4. If you wish to enable OCR, you must use PDF, DOCX, XLSX or PPTX

The screenshot shows a 'File Format' dialog box with the following elements:

- Title:** File Format
- Text:** Processing time is dependent on the format.
- Method:** E-mail (dropdown menu)
- Color/Grayscale:** Tab selected, showing options: TIFF, XPS, JPEG, PDF (highlighted), PDF/A-1a, PDF/A-1b, TXT(UTF-8), RTF.
- B/W:** Tab, showing options: Encry., Compact, U-Fine, Programmed.
- Other Options:** OCR (checked), OCR Setting (English), Comp. Ratio (Middle).
- Specified Pages per File:** Input field with the value 1.
- Buttons:** OK (top right), Cancel (bottom right).