Scanning to Email
(MX, CX, and X models)

Many users enjoy having the option of scanning to their email, and creating files of their important documents. Lexmark devices allow users this luxury, and allow them to be rid of paper documents after they have been sent to their computer.

Scanning to Email:

1. Place your document in the ADF (automatic document feeder) face up, so that the light on the front of the feeder turns green.
2. Select the 'Email' icon located on the main menu screen.
3. Enter the email address you wish to scan to.
4. Select 'Scan It' in the bottom right hand corner to send your fax.

As well, you have the option of saving email addresses as shortcuts in the device's database. That means, if you save an address as a shortcut, you will simply select them from the address book next time you need to send that person an email.

To input and save an email address as a shortcut:

1. Select the 'Email' icon located on the main menu screen.
2. Enter the email address you wish to scan to.
3. Select the icon of the gold star with the green addition sign on top of it.
4. Assign a name to the email address using the keyboard on the screen, and select 'OK'
5. A screen will then appear that asks you if you want to save that contact as a shortcut. Confirm by selecting 'OK'. The contact will be saved as a shortcut, and you will return to the main menu.

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