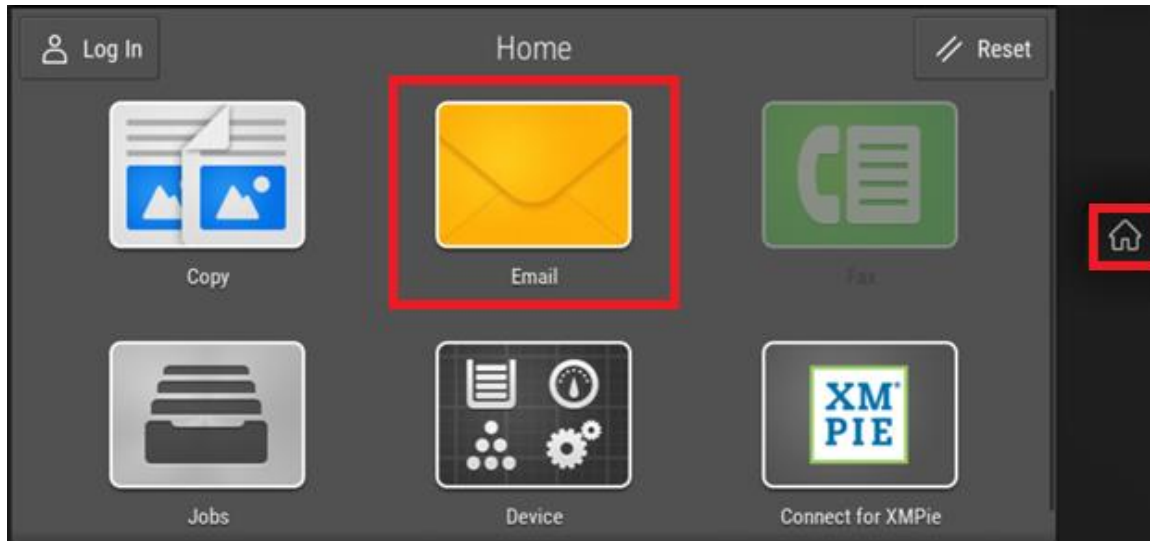
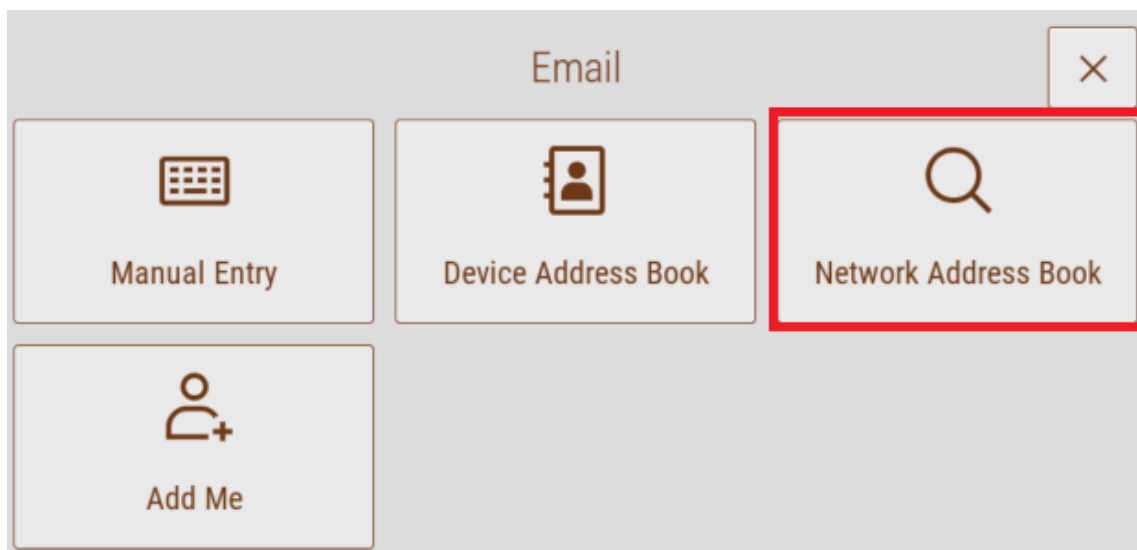


Altalink – Scan to Email Instructions

1. Place your documents in the document feeder.
2. Click on home button on left.
3. Click on “Email.”



4. To send to internal UCOP recipients, click on “Network Address Book” to search the UCOP address book. If you want to send to an external contact, skip to Step 8.



5. Type in the first name of the person that you are emailing and then click search.

Search Network Address Book

×

⌫

🔍 Search

1234567890()

qwertyuiop/

⌵asdfghjkl;'

↑zxcvbnm,.-

[~] Áá Space @ .com ^ < > ENG

6. Click on the name of the person.

🔍 paul

×

| |
|---|
| Anderson Phone, Paul 14159542503@tmomail.net |
| Anderson, Paul Paul.Anderson@ucop.edu |
| Anderson, Paul Paul.Anderson3@ucop.edu |
| Atwood, Paul Paul.Atwood@ucop.edu |
| DeLeon, Paul Paul.DeLeon@ucsf.edu |
| Fogel, Paul Paul.Fogel@ucop.edu |
| Garza, Paul |

7. Click “Send.”

The screenshot shows an email composition interface with an orange header bar. On the left of the header is a 'Log In' button with a person icon. In the center is the word 'Email'. On the right is a 'Send' button with an envelope icon, which is highlighted with a red rectangle. Below the header, there is a section for adding recipients with a '+ Add Recipient' button. Below that is a 'To:' field containing 'Anderson, Paul'. The 'Subject' field contains 'Scanned from a Xerox Multifunction Printer'. Below the subject is a text area containing 'Scanned from a Xerox Multifunction Printer' and a '.pdf' file icon. At the bottom, there is a 'Preview' section with a toggle switch and an 'Output Color' section with a color bar and 'Auto Detect' text.

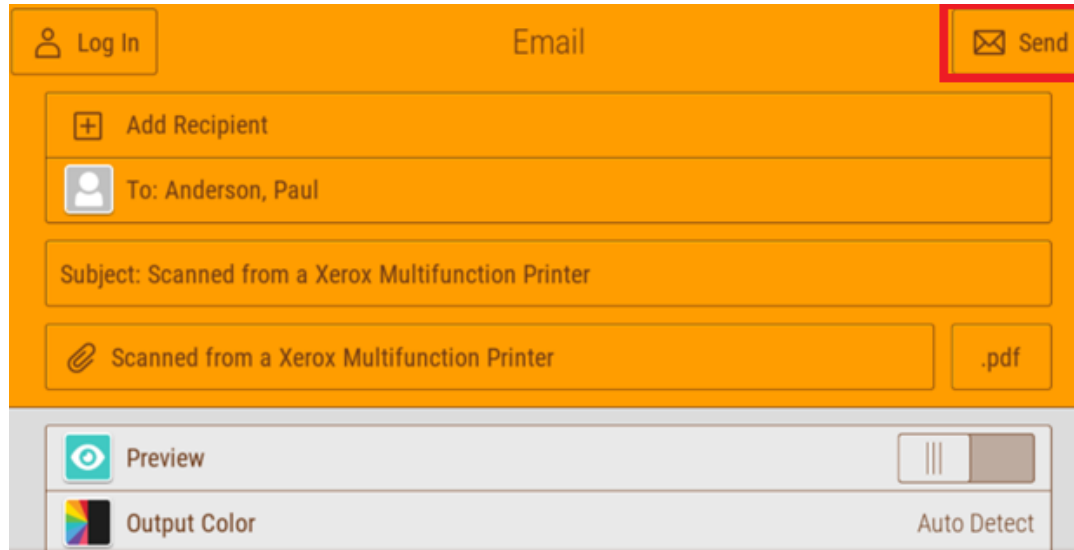
8. Sending to External Recipients: Click on “Manual Entry.”

The screenshot shows an 'Email' recipient selection screen with a close button (X) in the top right corner. There are four buttons: 'Manual Entry' (with a keyboard icon and highlighted with a red rectangle), 'Device Address Book' (with a person and book icon), 'Network Address Book' (with a magnifying glass icon), and 'Add Me' (with a person and plus icon).

9. Type in the external email address and then click “add.”

The screenshot shows an 'Enter Recipient' screen with a close button (X) in the top right corner. There is a 'To:' field with the email address 'rsmith@education.edu' entered. To the right of the field is an 'Add' button with a checkmark icon. Below the field is a virtual keyboard with letters, numbers, and symbols. The bottom row of the keyboard includes a tilde key, a key with 'Áá', a 'Space' key, an '@' key, a '.com' key, a tilde key, and a 'ENG' key.

10. Click on “Send.”



The screenshot shows an email composition window with an orange header bar. On the left of the header is a 'Log In' button with a person icon. In the center is the word 'Email'. On the right is a 'Send' button with an envelope icon, which is highlighted by a red rectangular box. Below the header bar, there are four input fields: 'Add Recipient' with a plus icon, 'To: Anderson, Paul' with a person icon, 'Subject: Scanned from a Xerox Multifunction Printer', and a file attachment field showing a paper icon, the text 'Scanned from a Xerox Multifunction Printer', and a '.pdf' extension button. At the bottom, there is a grey bar with a 'Preview' section containing an eye icon and a 'Output Color' section with a color bar icon and the text 'Auto Detect'.