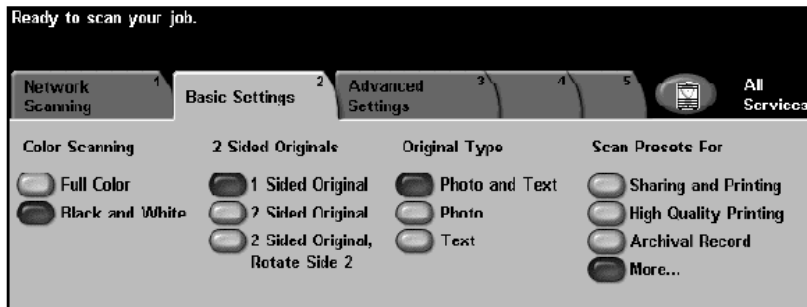


## MATC Quick Email Guide for the WorkCenter® 4150



### Simple E-mailing:



### E-mailing Options:

#### 2 Sided Scanning

You can specify your original documents as 1 Sided or 2 Sided.

#### Original Type

You can specify your original documents as *Photo & Text*, *Text only* or *Photo*.

1. Load the document into the Document Feeder or place on Glass face down
2. Touch the **All Services** button on the Control Panel
3. Touch the **E-Mail** icon on the Touch Screen
4. If sending to Internal MATC employees:
  - a. We have loaded a copy of the GroupWise address book into all copiers. If you are sending to someone within MATC – Touch **Address Book** and then enter the first 3 letters of the users last name and Touch **Search**. Highlight the proper user from the list and Touch **To:** and then Touch **Close**.
5. If sending to External Email addresses:
  - a. Touch **New Recipient** and enter the recipients Internet Email address. Touch **Add** then **Close**.
6. Select the appropriate **Settings** (B/W or Color, 1 or 2 sided, etc)
7. Press the **Start** button on the Control Panel