Quick Email Guide for the WorkCenter® 7328

**Simple Emailing:**

1. Load the document into the Document Feeder or place on Glass
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

**EMailing Options:**

**Color Scanning**
All color copiers have been set to default to B/W, you must select the Color option.

**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.