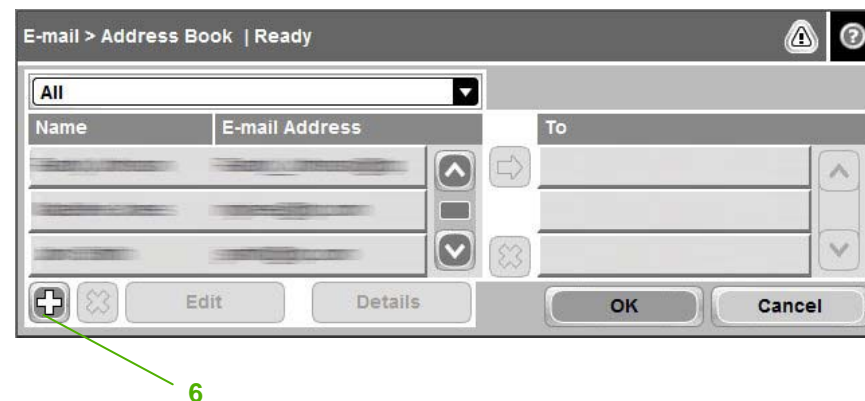
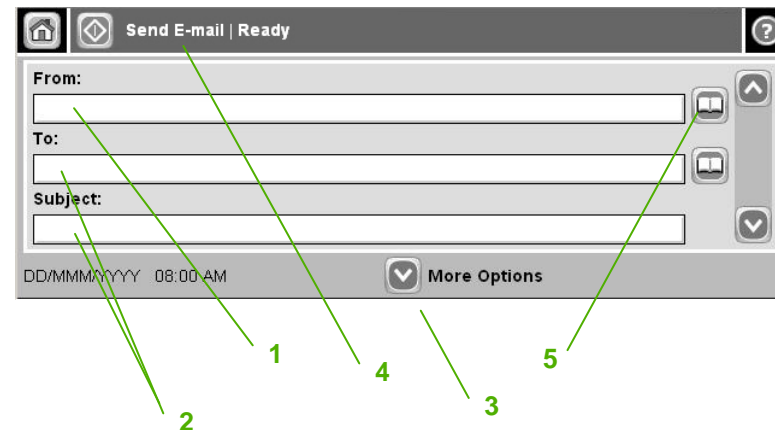




How do I	Steps to perform
<b>Scan and send to e-mail</b>	<p>Place the document face-down on the scanner glass or face-up in the ADF.</p> <p>From the <b>Home</b> screen, touch <b>E-mail</b>.</p> <p>If prompted, type your user name and password.</p> <p>Touch the <b>From:</b> text box (1) to open the keyboard pop-up screen and enter the information. Touch <b>OK</b> when complete. Enter the <b>To:</b> and <b>Subject:</b> (2) information in the same manner. Scroll down and complete the <b>CC:</b>, and <b>BCC:</b> fields.</p> <p>(Optional) Touch <b>More Options</b> (3) to change the settings for the document that you are sending (for example, the document's original size). If you are sending a two-sided document, you should select <b>Original Sides</b> and an option with a two-sided original.</p> <p>Press <b>Start</b> or <b>Send E-mail</b> (4) to begin sending.</p> <p>Remove the original document when complete.</p>
<b>Access the address book</b>	To open the address book, touch the address book button (5).
<b>Add a name to the address book from the control panel</b>	<p>Touch the address book button (5).</p> <p>Touch the plus (+) button (6).</p> <p>Type in the name and touch <b>OK</b>.</p> <p>Select the E-mail address from the drop-down menu.</p> <p>Touch <b>OK</b> to save the address book entry.</p>





## Add a name to the address book using the embedded Web server

In a supported Web browser on your computer, type the product's IP address or host name in the address/URL field to open the embedded Web server (EWS).

Click the **Digital Sending** tab (1) and then click **E-mail Address Book** (2). Click **Add E-mail Address** (3). Enter the name and address information. Click **Apply**.

The screenshot shows the HP Color LaserJet Embedded Web Server (EWS) interface. The top navigation bar includes tabs for 'Administration', 'Settings', 'Digital Sending', and 'Networking'. The 'Digital Sending' tab is selected. The left sidebar contains a menu with 'E-mail Address Book' highlighted. The main content area is titled 'E-mail Address Book' and contains instructions for adding and deleting entries. A green box highlights the 'Add E-mail Address' button. Three green arrows point to the 'Digital Sending' tab, the 'E-mail Address Book' link in the left sidebar, and the 'Add E-mail Address' button.



How do I	Steps to perform
<p><b>Scan to a folder</b></p>	<p>If the system administrator has made the feature available, the device can scan a file and send it to a folder on the network. Supported operating systems for folder destinations include Windows 2000, Windows XP, and Windows Server 2003.</p> <p><b>NOTE:</b> You might be required to supply a user name and password in order to use this option, or to send to certain folders. See your system administrator for more information.</p> <p>Place the document face-down on the scanner glass or face-up in the ADF.</p> <p>From the <b>Home</b> screen, touch <b>Network Folder</b>.</p> <p>In the <b>Quick Access Folders</b> list (1), select the folder (2) in which you want to save the document.</p> <p>Touch the <b>File Name</b> field (3) to open the keyboard pop-up screen, and then type the file name.</p> <p>Touch <b>Send to Network Folder</b> (4).</p>
<p><b>Improve scan quality</b></p>	<p>Make sure the scanner glass is clean and free from dust to get the best quality scans.</p> <p>For more information, see the solve problem chapter of the <i>HP Color LaserJet CM6030 and CM6040MFP Series User Guide</i>.</p>

