# WorkCentre® 7425/7428/7435 Quick Network Scanning Guide



# To send an e-mail

- 1. Press the **Energy Saver** button to wake the printer.
- **2.** Place the originals faceup in the document feeder, or facedown on the glass.
- 3. Touch the Network Scanning icon on the touch screen.
- **4.** Touch the desired template on the touch screen (shown at right).
- 5. Verify or change the displayed defaults as desired.
- 6. Press the green Start button.
- 7. For more information, see **Network Scanning** in the **User Guide**.

# **Network Scanning tab options**

### **Color Scanning**

- Auto Detect allows the printer to detect color and create a scan in color or black and white.
- **Color** creates a scan file using all four printing colors.
- Black & White creates a scan file in 100 % black and 100 % white only.
- **Grayscale** creates a scan file using black, white and gray tones.

# 2-Sided Scanning

• Touch one of the listed options to scan one or both sides of the

#### feature settings in the Job Template will be retrieved of templates that can be shown is 501. All Service Network Scanning Network Scanning 001 Name 1 002 @Name2 003 @Name3 004 Name4 005 @Name5 006 Name5 Template Description 007 Mag\_AUT0\_OutSz\_ASL:7 008 Name8 Update Templates 009 Name10 009 Name9 2 Side Scanning Original Type Scan Presets **Color Scanning** Photo & Text ) for Sharing & Printing Auto Detec 1 Sided 2 Sided Color Test for Archival Record Black & White 2 Sided Rotate Side 2 Photo for OCR More.. Grayscale

Allows password

# Other tab options

### **Advanced Settings**

- Image Options
- Image Enhancement
- Resolution
- Quality/File Size
- Photographs
- Shadow Suppression

# Filing Options

- File Name
- File Format
- Meta Data
- File Name Conflict
- Login Name
- Password

- original document.
- Touch **2 Sided Rotate Side 2** to rotate the second side of the original 180 degrees.

# Original Type

• Touch one of the listed options to obtain best image quality from the original document.

#### **Scan Presets**

- Touch one of the listed options depending on the intended use of the scanned document.
- Touch **More** for more information and further options.

#### Layout Adjustment

- Original Orientation
- Original Size
- Edge Erase
- Book Scanning
- Reduce/Enlarge



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