HP 9250C Digital Sender – Scan/Email

How do I	Steps to perform
1 Load documents	You can scan a document by using either the glass or the ADF. The glass and ADF can accommodate Letter-, Executive-, A4-, and A5-size originals. Smaller originals, receipts, irregular and worn documents, stapled documents, previously folded documents, and photographs should be scanned by using the glass. Place the document face-down on the scanner glass or face-up in the ADF.
2 Send to email	a. From the Home screen, touch **E-mail**. b. If prompted, type your user name and password. c. Complete the **From:**, **To:**, and **Subject:** fields. Scroll down and complete the **CC:**, **BCC:**, and **Message** fields if appropriate. Your user name or other default information might appear in the **From:** field. If so, you might not be able to change it. d. Press **Start** to begin sending.
3 Scan to a folder	a. From the Home screen, touch **Network Folder**. b. In the **Quick Access Folders** list, select the folder in which you want to save the document. c. Touch the **File Name** field to open the keyboard pop-up screen, and then type the file name. d. Touch **Send to Network Folder**.
4 Scan to a workflow destination	a. From the Home screen, touch **Workflow**. b. Select the destination to which you want to scan. c. In the **Text Field** field, type the data that you want to accompany the file, and then touch **Send Workflow**.