

Xerox® VersaLink® B625  
Multifunction Printer

xerox™

## Scanning and Emailing


If the printer is connected to a network, you can select a destination for the scanned image at the printer control panel.


This guide defines techniques to scan documents without preparing special setups:

- Scanning documents to an email address.
- Scanning documents to a saved Favorite, Address Book listing, or USB Flash Drive.
- Scanning documents to the Default Public folder on the printer hard drive, and retrieving them using your Web browser.

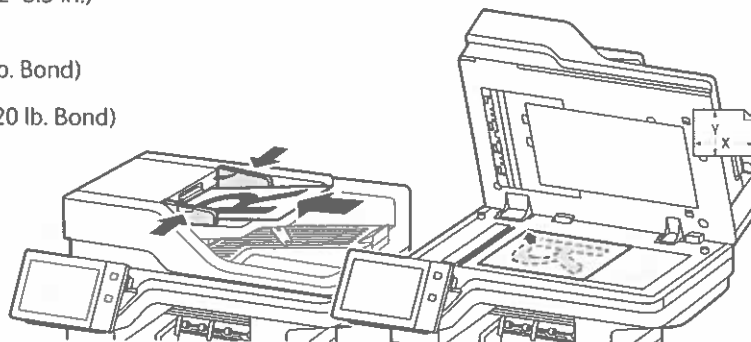
For details and more scan setups, refer to the *User Guide*. For details about address book and workflow template setup, refer to the *System Administrator Guide*.

1

 X: 127–356 mm (4.88–14 in.)  
Y: 76–216 mm (2–8.5 in.)

 52–120 g/m<sup>2</sup>  
(14 lb. Text–32 lb. Bond)

 ≤100 (75 g/m<sup>2</sup>, 20 lb. Bond)



 X: 25–355.6 mm (.98–14 in.)  
Y: 25–215.9 mm (.98–8.5 in.)

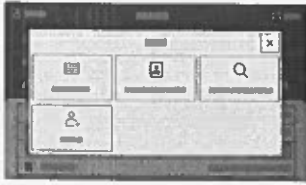
Load the original documents.

2

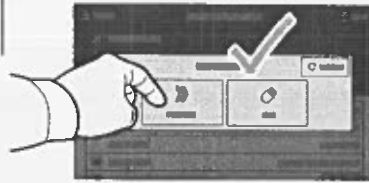


Press **Home**, then to email the scan, touch **Email**. To scan to the Default Public Folder or a USB Flash Drive, touch **Workflow Scanning**. If your scan destination is stored in the Address Book or saved as a Favorite, touch **Scan To**.

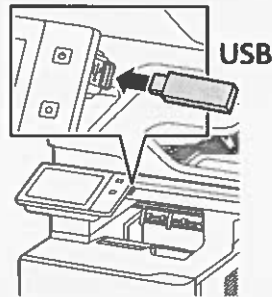
3



For Email, touch **Manual Entry**, type the email address using the touch screen keypad, then touch **Add**. To add more than one email address to the list, touch **Add Recipient**. To type a subject line for the email, touch **Subject**. To select saved email addresses, use the Device Address Book or select from Favorites.



For Workflow Scanning, touch **Default Public Folder**, or insert your USB Flash Drive.

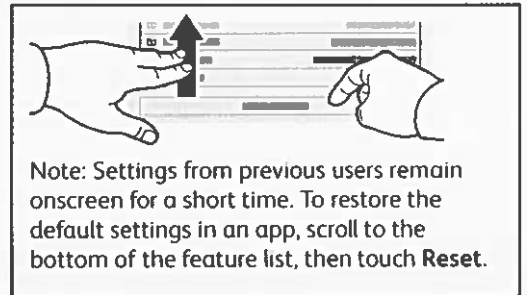


For Scan To, touch a destination type, then enter the appropriate information. To add more than one destination to the list, touch **Add Destination**.

4



Change the settings as needed, then touch **Scan**, or for Email, touch **Send**.



Note: Settings from previous users remain onscreen for a short time. To restore the default settings in an app, scroll to the bottom of the feature list, then touch **Reset**.