

hp LaserJet 9040/9050mfp – E-mailing

How do I:	Steps to perform
1. E-mail a document.	<ol style="list-style-type: none"> 1. Place the document in the document feeder or on the glass. 2. Touch E-Mail. 3. Touch From: and type your e-mail address. Your username might automatically appear in this field. 4. Touch To: and type the recipient's e-mail address. 5. Repeat step 3 for the CC: and BCC: field, if desired. 6. Touch Subject and type a subject for the e-mail. 7. Touch E-mail Settings and select a file type and color setting. 8. Press Start.
2. Set E-mail scan settings.	<ol style="list-style-type: none"> 1. Touch E-Mail. 2. Touch E-mail Settings. 3. Select a color preference, either Color or Black & White. 4. Select a file type, either PDF, TIFF, MTIFF (multiple TIFF), or JPEG. 5. Touch OK. 6. Press Start.
3. Use the Email address book.	<ol style="list-style-type: none"> 1. Touch E-Mail. 2. Touch To: and type the first letter of the recipient's e-mail address. 3. Touch the Address Book icon. 4. Scroll to the name you want. 5. Touch Add. 6. Repeat steps 5 and 6 for all recipients. 7. Touch OK. 8. Press Start.

