



Set Scan Subject Line

To set or select subject

On the *Fax/Scan* screen, select [NAME/SUBJ NAME/OTHER]
NOTE: if you do not see this button, touch [APPLICATION] and select it from the list



- Touch the keyboard beside the subject box to enter a subject, or select the list to choose a preset subject
- Touch[OK] and send the scan as normal

Add a subject to the preset list

For simplicity, you can add a subject to the preset subject list

- 1. Press [MENU] and select [UTILITY]
- 2. Select [ADMINISTRATOR]
- 3. Enter the password (default is 12345678) and touch **[OK]**
- 4. Select [STORE ADDRESS]



5. Select [SUBJECT]



6. Select an empty row (or one that you wish to edit) and touch **[EDIT]**



7. Enter the desired *subject* and then touch **[OK]**



8. If you have multiple subjects in the list, you can select the *email default*.

Touch [OK]

=					۹	ά	×
< Store Address	Subject						
Address Book			Check settings	Edit	De	iste	
	No.	E-mail Default	Bubject	Bubject			
	1	0	1234				1
	2	۲	5678				
One-Touch/User Box Registration List	3						
	4						
	5						
	6						
				Cancel		0K	

9. Exit administrator mode





Bridgeport Office Solutions 43 Speers Road Winnipeg, Manitoba R2J 1M2