Quick Reference Scanner Guide

⇨Please put this guide above your machine⇦

1. 【User Tools/Counter】key
2. Function keys
   Press the 【Scanner】key to activate.
3. Display panel
3.1 Destination field
3.2 E-mail icon
3.3 E-mail/Folder
3.4 [Store File]

3.5 [Manual Entry]
3.6 [Check Modes]
3.7 Destination list
3.8 [Text] [Subject]
   [Sender Name]
   [Recept. Notice]
3.9 [Reg. No.]
3.10 [Select Stored File]
3.11 [File Name/Type]

4. 【Clear Modes】key
5. 【Program】key
6. 【Interrupt】key
7. 【Energy Saver】key
   Press to warm up.
8. Main power indicator
9. Operation switch
   to turn machine on/off
10. 【Login/Logout】key

11. 【Simplified Display】key
12. 【Start】key
   Use to begin scanning, file storing or delivery.
13. 【#】key (Enter Key)
14. 【Clear/Stop】key
   - clears an entered numeric value
   - stops scanning
15. Number keys
16. Alert indicator
17. Data In indicator

How to scan to Document Server...
(3. Storing Files Using the Scanner Function)

❶ Press the 【Scanner】key.

❷ Press the 【Clear Modes】key.

❸ Make settings for storing scanned data files:
   - Press [Store File] and [Store Only].

❹ Specify file information; user name, file name and password. Press [OK].

❺ Place the originals and make required settings via [Original Feed Type].

❻ Make basic settings (scan type, resolution, etc.) via [Scan Settings].

❼ Press the 【Start】key.

Why use it?
To store scanned files in the hard disc of the machine for later (shared) use. (See Scanner Reference.)

To use the scanner functionality, some pre-settings have to be made. Please take a look at the bundled CD; General Settings Guide chapter 5.

Standard available:

Copier: 📄
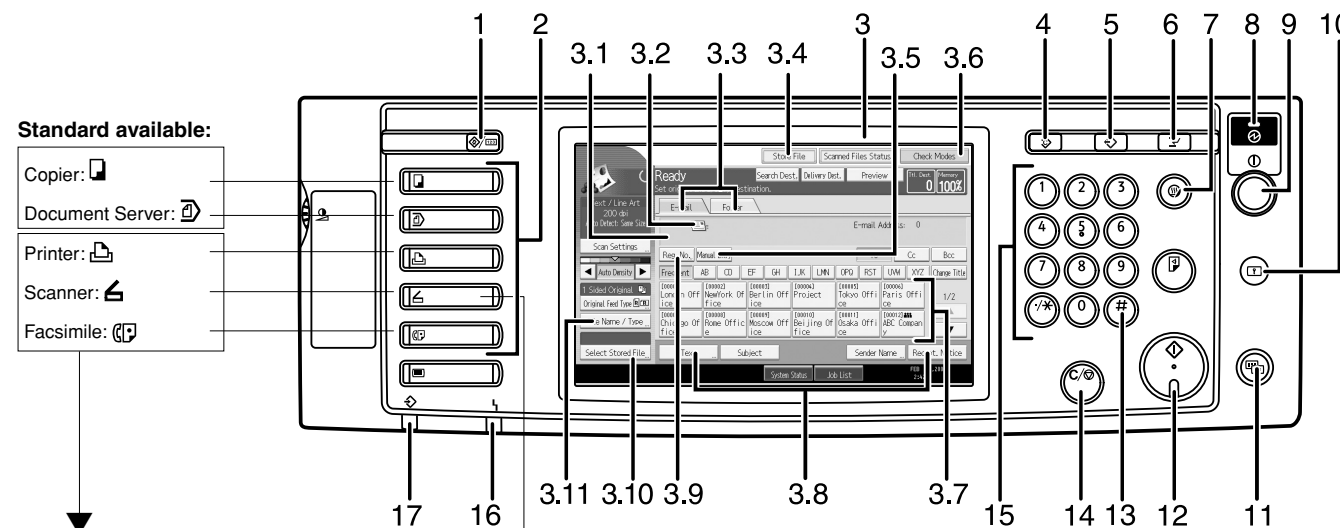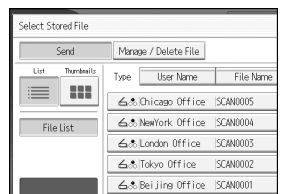Document Server: 📄
Printer: 📄
Scanner: ⬕
Facsimile: 📠

How to scan...

By installing the Printer / Scanner option, scanner function is enabled.

Ways of scanning:

❶ Scan-to-Email.

❷ Scan to SMB/FTP/NCP.

❸ Scan to Document Server.

❹ Scan to Delivery Server.

❺ Scan via Twain driver.

! For details about ❹ and ❺, please see operating instructions CD: Scanner Reference.

You can also fax and print on this machine! Please ask your sales person for this option. ☺

17 16   3.11 3.10 3.9   3.8   3.7   15 14 13 12 11
1 2   3.1 3.2 3.3 3.4   3   3.5 3.6   4 5 6 7 8 9 10

This button needs to be selected as a first step

Viewing a list of stored files in the Document Server...
(3. Storing Files Using the Scanner Function)

❶ Press the 【Scanner】key.

❷ • Press [Select Stored File]. The list of stored files is displayed.
   • Press [Manage / Delete File].

How to use Scan-to-Email/ Scan-to-Folder...
(1. Sending Scan Files by E-mail)
(2. Sending Scan Files to Folders)

❶ Press the 【Scanner】key.

❷ Press the 【Clear Modes】key.

❸ Place the originals and make required settings such as original size and orientation.

❹ If delivery scanner appears, press [E-mail] or [Folder].

❺ Select destination(s).

In total, 500 destinations can be specified.
For e-mail:
! Before selecting the destination, be sure to select [To]. When necessary, select [Cc] or [Bcc] and destination(s).

❻ If necessary, press [File Name/Type] to specify settings such as file name and file format.

❼ Only for scan-to-email
Specify (e-mail) sender.
! Depending on the security settings, the logged-on user may be specified as [Sender Name].

• To specify the e-mail sender, press [Sender Name].
• Select a sender.
• Press [OK].
• For reception confirmation e-mail, press [Recept. Notice].

❽ Only for scan-to-email
You can enter a subject.
• Press [Subject].
• Enter the subject.
• Press [OK].

❾ Press the 【Start】key.

Registering an Email destination...
(General Settings Guide 6. Registering Addresses and Users for Scanner Functions)

❶ Press the 【User Tools/Counter】key.

❷ Press [System Settings].

❸ Press [Administrator Tools].

❹ Press [Address Book Management].

❺ Check that [Program/Change] is selected.

❻ Press [New Program].

❼ Set user's information.

❽ Press [E-mail].

❾ Press [Change] next to email address.

❿ Enter email address and press [OK].

⓫ Press [OK].

! For details about registering folders, see General Settings Guide(6. Registering Addresses and Users for Scanner Functions).

Chapter references in this guide refer to the bundled OI CD; Scanner Reference and General Settings Guide.