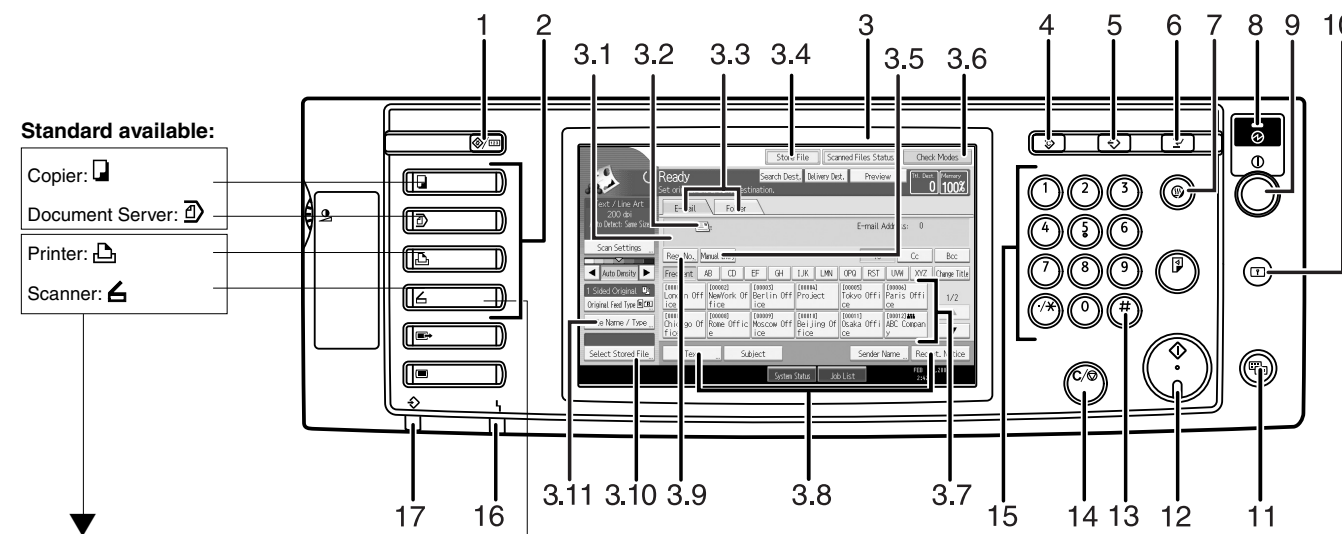


Quick Reference Scanner Guide

⇒ Please put this guide above your machine ⇐

- | | | | | |
|--------------------------------------|------|-----------------------------|--------------------------------|--|
| 1. [User Tools/Counter] key | 3.5 | [Manual Entry] | 4. [Clear Modes] key | 11. [Simplified Display] key |
| 2. Function keys | 3.6 | [Check Modes] | 5. [Program] key | 12. [Start] key |
| Press the [Scanner] key to activate. | 3.7 | Destination list | 6. [Interrupt] key | Use to begin scanning, file storing or delivery. |
| 3. Display panel | 3.8 | [Text] [Subject] | 7. [Energy Saver] key | 13. [#] key (Enter Key) |
| 3.1 Destination field | | [Sender Name] | Press to warm up. | - clears an entered numeric value |
| 3.2 E-mail icon | 3.9 | [Receipt. Notice] | 8. Main power indicator | - stops scanning |
| 3.3 E-mail/Folder | 3.10 | [Reg. No.] | 9. Operation switch | 15. Number keys |
| 3.4 [Store File] | 3.11 | [Select Stored File] | to turn machine on/off | 16. Error indicator |
| | | [File Name/Type] | 10. [Login/Logout] key | 17. Data-In indicator |



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



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.

How to scan...

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

Ways of scanning:

- 1 Scan-to-E-mail.
- 2 Scan to SMB/FTP.
- 3 Scan to Document Server.
- 4 Scan via Twain driver.
(For Twain scanning, please see operating instructions CD: Scanner Reference.)

How to use Scan-to-E-mail/ Scan-to-Folder...

(1. Sending Scan Files by E-mail)
(2. Sending Scan Files to Folders)

- 1 Press the **[Scanner]** key.
- 2 Press the **[Clear Modes]** key.
- 3 Place the originals and make required settings (original size and orientation).
- 4 If delivery scanner appears:
 - Press [E-mail] or [Folder].

- 5 Select destination(s).

In total, 500 destinations can be specified.

For email:

- ! Before selecting the destination, be sure to select [To]. When necessary, select [Cc] or [Bcc] and destination(s).

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

Only for scan-to-email

Specify (email) 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 email, press [Receipt. Notice].



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

- 8 Press the **[Start]** key.

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

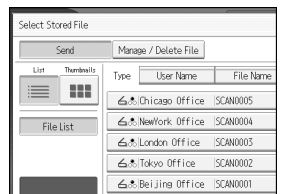
- 1 Press the **[Scanner]** key.
- 2 Press the **[Clear Modes]** key.
- 3 Make settings for storing scanned data files:
 - Press [Store File] and [Store Only].
- 4 Specify file information; user name, file name and password. Press [OK].
- 5 Place the originals and make required settings (original size and orientation).
- 6 Make basic settings (scan type, resolution, etc.) via [Scan Settings].
- 7 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.)

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

- 1 Press the **[Scanner]** key.
- 2
 - Press [Select Stored File].
The list of stored files is displayed.
 - Press [Manage/Delete File].



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

- 1 Press the **[User Tools/Counter]** key.
- 2 Press [System Settings].
- 3 Press [Administrator Tools].
- 4 Press [Address Book Management].
- 5 Check that [Program/Change] is selected.
- 6 Press [New Program].
- 7 Set user's information.
- 8 Press [E-mail].
- 9 Press [Change] next to email address.
- 10 Enter email address and press [OK].
- 11 Press [OK].

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