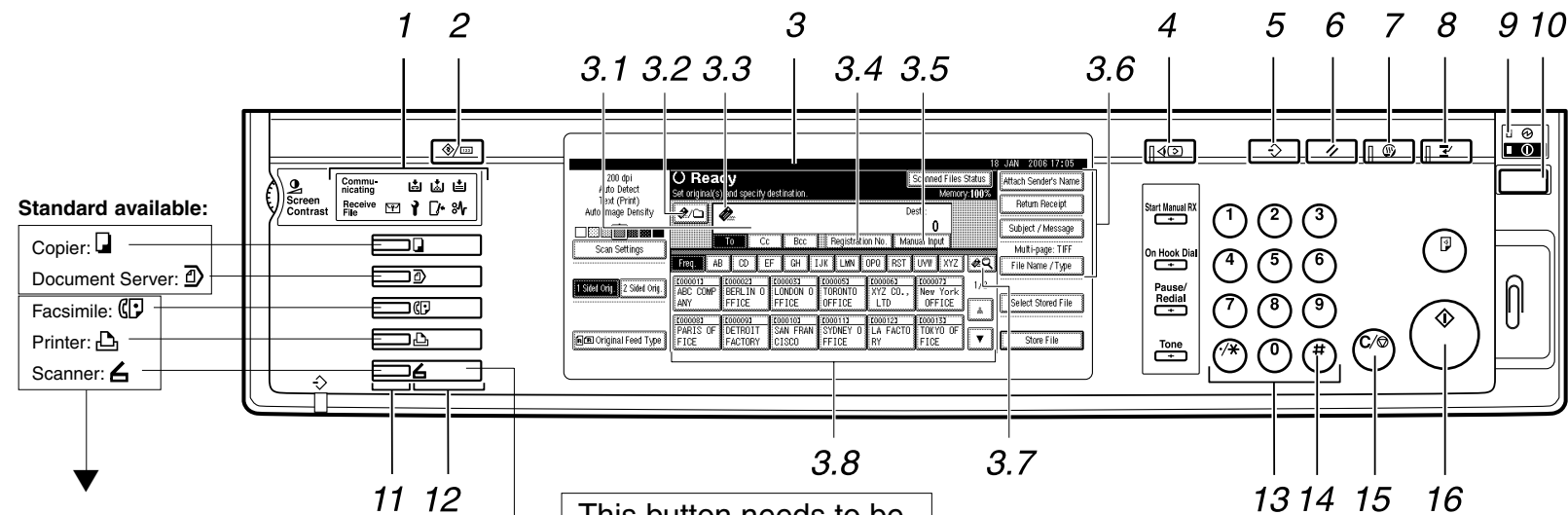


Quick Reference Scanner Guide

⇒ Please put this guide above your machine ⇐

1. Indicators
2. [User Tools/Counter] key
3. Display panel
- 3.1 Destination field
- 3.2 E-mail/Scan to Folder
- 3.3 E-mail icon
- 3.4 [Registration No.]
- 3.5 [Manual Input]
- 3.6 [Attach Sender's Name] [Return Receipt] [Subject / Message] [File Name / Type]
- 3.7 Switch Destination List/Search/Switch Title
- 3.8 Destination list
4. [Check Modes] key
5. [Program] key
6. [Clear Modes] key
7. [Energy Saver] key
Press to warm up
8. [Interrupt] key
9. Main power indicator and power indicator
10. Operation switch
to turn machine on/off
11. Function status indicators
12. Function keys
Press [Scanner] key to activate.
13. Number keys
14. [#] key (Enter key)
15. [Clear/Stop] key
- clears an entered numeric value
- stops scanning
16. [Start] key
Use to begin scanning, file storing or delivery.



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



This button needs to be selected as a first step

To use the scanner functionality, some pre-settings have to be made. Please take a look at the bundled CD; Scanner Reference chapter 2, 3, 4, 5, 6 and 7.

How to scan...

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

Ways of scanning:

- 1 Scan-to-Email.
- 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-Email/ Scan-to-Folder...

- 1 Press the [Scanner] key (12).
- 2 Press the [Clear Modes] key (6).
- 3 Place the originals and make required settings (original size and orientation).
- 4 If delivery scanner/scan-to-email appears:
 - Press (3.7).
 - Press [Switch destination List].
 - Press [E-mail] or [Delivery Server].
 - Press [Exit]. Your preferred scanner mode is selected.

- 3 Select destination(s).

In total, more than 100 destinations can be specified.

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

- 3 Select File type, if necessary.
 - Press [File Name/Type].
 - Press [File Type].
 - Select a file type.
 - Press [OK] twice.

- 7 Only for scan-to-email

Specify (email) sender
For scan-to-email it is recommended to set a password, to prevent misuse of sender name.

- Press [Attach Sender's Name].
- Select a sender.
- Press [OK].
- For reception confirmation email, press [Return Receipt].

- 3 Only for scan-to-email

You can select a subject (3.6).

- Press [Subject/Message].
- Press [Attach Subject].
- Select a subject.
- Press [OK] twice.

- 9 Press the [Start] key.



How to scan to Document Server... (4. Storing Files)

- 1 Press the [Scanner] key (12).
- 2 Press [Clear Modes] (6).
- 3 Place originals and make required settings (original size and orientation).
- 4 Make basic settings (scan type, resolution, etc.) via [Scan Settings].
- 5 Make settings for storing scanned data files:
 - Press [Store File] and [Store Only].
- 6 Specify file information; user name, file name and password. Press [OK].
- 7 Press the [Start] key.

Why use it?

To store scanned files in the hard disk of the machine for later (shared) use. (See Copy Guide 'Document Server').

Viewing a list of stored files in the Document Server... (4. Storing Files)

- 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 5. Registering Addresses and Users for Facsimile/Scanner Functions)

- 1 Press the [User Tools/Counter] key (2).
- 2 Press [System Settings].
- 3 Press [Administrator Tools], and press [▼Next].
- 4 Press [Address Book Management].
- 5 Press [New Program].
- 6 Set user's information.
- 7 Press [E-mail].
- 8 Press [Change] under email address.
- 9 Enter email address and press [OK].
- 10 Press [OK].

For details about registering folders, see 5. Registering Addresses and Users for Facsimile/Scanner Functions, General Settings Guide.