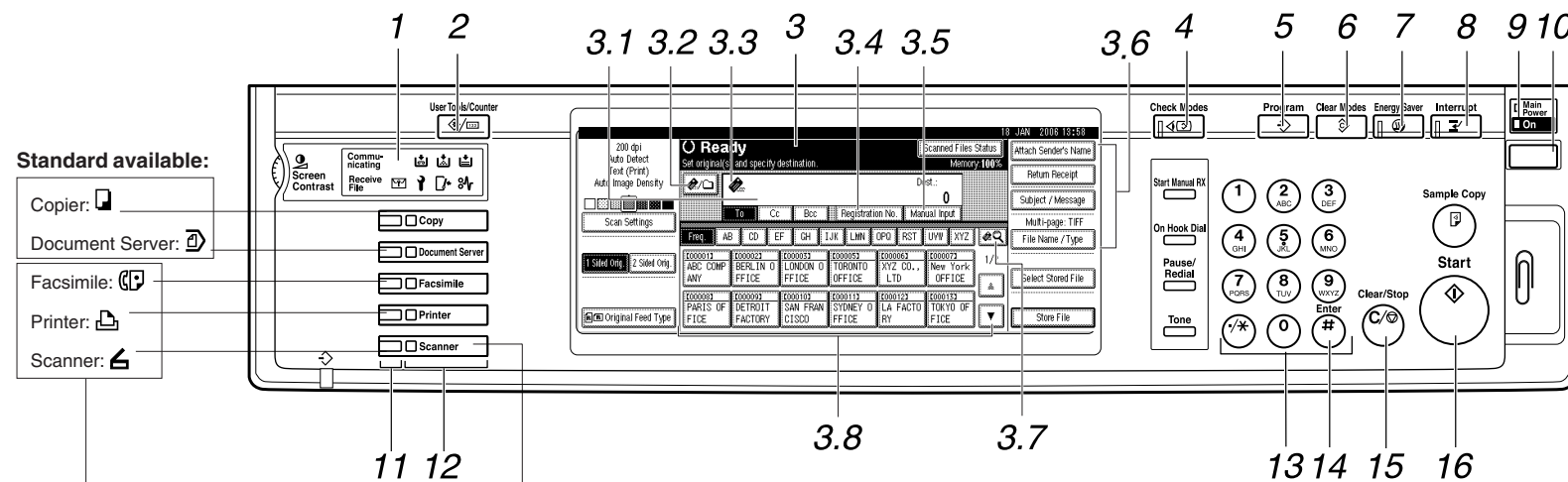# Quick Reference Scanner Guide

⇨ 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.

To use the scanner functionality, some pre-settings have to be made. Please take a look at the bundled CD; General Settings Guide chapter 6.

Standard available:

Copier:
Document Server:
Facsimile:
Printer:
Scanner:

1 2   3.1 3.2 3.3   3   3.4 3.5   3.6   4   5   6   7   8   9 10

11 12   3.8   3.7   13 14 15 16

This button needs to be selected as a first step

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

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/NCP.
3. Scan to Document Server.
4. Scan to Delivery Server.
5. Scan via Twain driver.

For details about 4 and 5, please see operating instructions CD: Scanner Reference.

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 originals and make required settings (select scanning sides and original 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 disk 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.
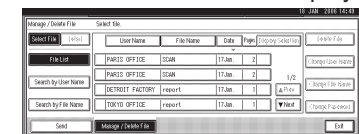
   • Press [Manage/Delete File].

Registering an Email destination... (General Settings Guide 7. Registering Addresses and Users for Facsimile/Scanner Functions)

1. Press the 【User Tools/Counter】 key .
2. Press [System Settings].
3. Press [Administrator Tools], and press [▼Next].
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] on the right side of e-mail address.
10. Enter email address and press [OK].
11. Press [OK].

For details about registering folders, see 7.Registering Addresses and Users for Facsimile/Scanner Functions, General Settings Guide.

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

1. Press the 【Scanner】 key.
2. Press the 【Clear Modes】 key.
3. Place the originals and make required settings (such as original size and orientation).
4. If delivery scanner appears:
   • Press.
   • Press [Switch Destination List].
   • Press [E-mail].
   • Press [Exit].
   • Press to switch to the E-mail or Scan to Folder screen.

5. Select destination(s).

   In total, more than 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).
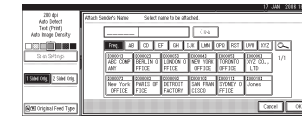
6. Select File type, if necessary.
   • Press [File Name/Type].
   • Press [File Type].
   • Select a file type.
   • Press [OK] twice.

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].

8. Only for scan-to-email
   You can select a subject.
   • Press [Subject/Massage].
   • Press [Attach Subject].
   • Select a subject.
   • Press [OK] twice.

9. Press the 【Start】 key.

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