Operating Instructions

Scanner Reference

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in "About This Machine" before using the machine.

Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Notes:

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Caution:

Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

Manuals for This Machine

Refer to the manuals that are relevant to what you want to do with the machine.

⚙Important

❒ Media differ according to manual.

❒ The printed and electronic versions of a manual have the same contents.

❒ Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files.

❒ Depending on which country you are in, there may also be html manuals. To view these manuals, a Web browser must be installed.

❖ **About This Machine**

Be sure to read the Safety Information in this manual before using the machine.

This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided.

❖ **General Settings Guide**

Explains User Tools settings, and Address Book procedures such as registering fax numbers, e-mail addresses, and user codes. Also refer to this manual for explanations on how to connect the machine.

❖ **Troubleshooting**

Provides a guide to solving common problems, and explains how to replace paper, toner, staples, and other consumables.

❖ **Security Reference**

This manual is for administrators of the machine. It explains security functions that the administrators can use to protect data from being tampered with, or prevent the machine from unauthorized use.

Also refer to this manual for the procedures for registering administrators, as well as setting user and administrator authentication.

❖ **Copy/ Document Server Reference**

Explains Copier and Document Server functions and operations. Also refer to this manual for explanations on how to place originals.

❖ **Facsimile Reference**

Explains Facsimile functions and operations.

❖ **Printer Reference**

Explains Printer functions and operations.

❖ **Scanner Reference**

Explains Scanner functions and operations.

❖ **Network Guide**

Explains how to configure and operate the machine in a network environment, and use the software provided.

This manual covers all models, and includes descriptions of functions and settings that might not be available on this machine. Images, illustrations, and information about operating systems that are supported might also differ slightly from those of this machine.

❖ **Other manuals**

- Manuals for This Machine
- Safety Information
- Quick Reference Copy Guide
- Quick Reference Fax Guide
- Quick Reference Printer Guide
- Quick Reference Scanner Guide
- PostScript3 Supplement
- UNIX Supplement
- Manuals for DeskTopBinder Lite
    - DeskTopBinder Lite Setup Guide
    - DeskTopBinder Introduction Guide
    - Auto Document Link Guide

📝 **Note**

❒ Manuals provided are specific to machine types.

❒ For "UNIX Supplement", please visit our Web site or consult an authorized dealer.

❒ "PostScript3 Supplement" and "UNIX Supplement" include descriptions of functions and settings that might not be available on this machine.

❒ The following software products are referred to using general names:

Product name	General name
DeskTopBinder Lite and DeskTopBinder Professional [*]	DeskTopBinder
ScanRouter EX Professional [*] and ScanRouter EX Enterprise [*]	the ScanRouter delivery software

[*]Optional

TABLE OF CONTENTS

3. Storing Files Using the Scanner Function

4. Delivering Scan Files

5. Scanning Originals with the Network TWAIN Scanner

6. Various Scan Settings

7. Appendix

How to Read This Manual

Symbols

This manual uses the following symbols:

⚠ *WARNING:*

Indicates important safety notes.

Ignoring these notes could result in serious injury or death. Be sure to read these notes. They can be found in the "Safety Information" section of About This Machine.

⚠ *CAUTION:*

Indicates important safety notes.

Ignoring these notes could result in moderate or minor injury, or damage to the machine or to property. Be sure to read these notes. They can be found in the "Safety Information" section of About This Machine.

❗Important

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

✐ Note

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

🔍 Reference

This symbol is located at the end of sections. It indicates where you can find further relevant information.

[ ]

Indicates the names of keys that appear on the machine's display panel.

【 】

Indicates the names of keys on the machine's control panel.

About the Scanner Functions

This section describes functions you can use in the scanner mode.

For details about each function, see respective chapters.

❖ **Sending scanned files**
There are several methods you can use to send captured data as files to computers.

- Sending scan files by e-mail
  For details, see chapter 1 "Sending Scan Files by E-mail".
- Sending scan files to a shared folder
  For details, see chapter 2 "Sending Scan Files by Scan to Folder".
- Sending scan files to an FTP server
  For details, see chapter 2 "Sending Scan Files by Scan to Folder".
- Sending scan files to a NetWare server
  For details, see chapter 2 "Sending Scan Files by Scan to Folder".
- Delivering scan files using the delivery server
  For details, see chapter 4 "Delivering Scan Files".

❖ **Scanning originals using the TWAIN driver**
Use the TWAIN driver to specify the machine where originals will be scanned from a client computer. For details, see chapter 5 "Scanning Originals with the Network TWAIN Scanner".

❖ **Storing files**
You can store scan files on the machine's hard disk. Stored files can be sent later. For details, see chapter 3 "Storing Files Using the Scanner Function".

🔍 **Reference**

Display Panel

This section explains the two confirmation displays - Check Modes and Scanned Files Status.

You can find explanations about the E-mail screen, Scan to Folder screen, List of Stored Files screen, or Network Delivery Scanner screen in this manual. For details, see "E-mail Screen", "Scan to Folder Screen", "List of Stored Files", and "Network Delivery Scanner Screen".

$\mathcal{P}$Reference

Confirmation Displays
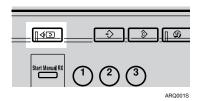
This section explains the two confirmation displays - Check Modes and Scanned Files Status.

Check Modes
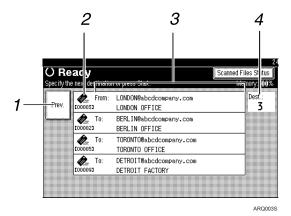
This section explains items that are displayed and how to display the Check Modes screen.

Use the Check Modes screen to check scanning and transmission settings.

Pressing the 【Check Modes】 key switches the screen from the initial scanner screen to the Check Modes screen.

ARQ001S

❖ **Check Modes**

ARQ003S

1. **[Prev.]**

Press to return the initial scanner screen.

2. **Transmission function icon**

Displays the icon of the transmission function in use.

3. **Sender and Destinations list**

Displays the sender and transmission or delivery destinations list.

Use **[▲Prev.]** or **[▼Next]** to scroll through the list.

4. **Number of destinations**
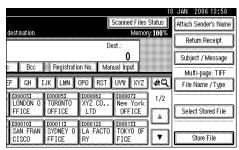
Displays the number of specified destinations.

Scanned Files Status

This section explains items that are displayed and how to display the Scanned Files Status screen.
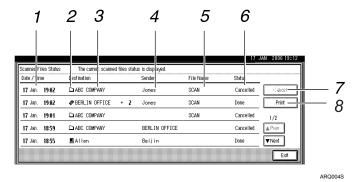
Use the Scanned Files Status screen to check e-mail transmission, Scan to Folder, and delivery results.

Press **[Scanned Files Status]** to display the Scanned Files Status screen.

Up to 5 transmission or delivery results are displayed at the same time. Press **[▲Prev.]** or **[▼Next]** to switch between results.

❖ **Scanned Files Status**

ARQ004S

1. **Date/Time**

Displays the time and date transmission was specified by this machine or the time and date when Done, Error, or Cancelled was confirmed.

2. **Transmission function icon**

Displays the icon of the transmission function used.

3. **Destination**

Displays the transmission destination.

If you have selected multiple destinations, the first selected destination is displayed.

Other destinations appear as "+ X". (X indicates the number of destinations.)

4. **Sender**

Displays the sender name.

5. **File Name**

Displays the stored file name of files that are simultaneously sent and stored, or of stored files that are sent.

6. **Status**

Displays one of the following transmission statuses: Done, Sending..., Waiting..., Error, or Cancelled.

7. **[Cancel]**

To cancel transmission, select a file whose status is **[Waiting...]**, and then press **[Cancel]**.

8. **[Print]**

Press to print transmission results.

📝 **Note**

❒ Depending on security settings, some transmission results might not be displayed.

Scanner Features

This section explains Scanner Features settings.

To display the Scanner Features screen, press the 【User Tools / Counter】 key. For detailed setting method, see General Settings Guide.

❖ **Scan Settings**

Items	Description
Default Scan Settings	Make various basic settings, such as scan type, resolution, image density, and scan size.
Wait Time for Next Orig.: Exposure Glass	Set which operation the machine performs while waiting for additional originals after scanning from the exposure glass.
Wait Time for Next Original(s): SADF	Set the operation of this machine on the queue for additional originals after scanning the originals with Automatic Document Feeder (ADF). This function is not available unless ADF is installed.
Original Setting	Set whether originals are one-sided or two-sided as the default.
Switch to Batch	Select **[SADF]** or **[Batch]** as the scanning mode that appears under **[Original Feed Type]** on the initial display of scanner mode.
Mixed Original Sizes Priority	This setting determines whether the original size is automatically detected when originals of different sizes are inserted in the ADF.
Original Orientation Priority	Select the default original orientation. When originals are always positioned the same way, select that orientation as the default.
Change Initial Mode	Set the initial scanner screen settings that appear when the operation switch is turned on or the 【Clear Mode】 key is pressed.

❖ **Destination List Settings**

Items	Description
Destination List Display Priority 1	Select the default destination list from the machine's destination list or from the Destination List managed by the delivery server. This setting is available only when the Network Delivery Scanner function is enabled by the ScanRouter delivery software.
Destination List Display Priority 2	Select whether to prioritize the e-mail destination list or the folder destination list.
Select Title	Select the titles for e-mail and Scan to Folder destinations and group destinations. Selected titles appear in the e-mail and Scan to Folder destination list used when searching for destinations.
Update Delivery Server Destination List	Allows you to update the delivery server's destination list by pressing **[Update Delivery Server Destination List]**. To use this function, under **[System Settings]**, set **[Delivery Option]** to **[On]**. This setting is available only when the Network Delivery Scanner function is enabled by the ScanRouter delivery software.

❖ **Send Settings**

Items	Description
TWAIN Standby Time	Select the machine's response if a client computer tries to use the TWAIN scanner while scanning is in progress.
File Type Priority	Select whether to send scanned originals as single-page files or as a multiple-page file. For single-page files, select either TIFF/JPEG or PDF. For multi-page files, select either TIFF or PDF.
Compression (Black & White)	Specify a compression method for files scanned in black and white.
Compression (Gray Scale)	Specify a compression method for files scanned in gray scale.
Print & Delete Scanner Journal	Specify the machine's response of the maximum number of scanner journals is exceeded.
Print Scanner Journal	Allows you to print the scanner journal. The scanner journal is then deleted.
Delete Scanner Journal	Allows you to delete the scanner journal without printing it.
Max. E-mail Size	Select whether or not to limit the size of e-mail that has attachments.
Divide & Send E-mail	Select whether or not to divide files that exceed the size specified in **[Max. E-mail Size]** and send them as multiple e-mails.
E-mail Information Language	Select the language in which document information such as the title, date, and administrator's name is sent.
Store File Priority	Select **[Send & Store]**, **[Store Only]**, or **[Off]** as the default that is displayed when the operation switch is turned on or the **【Clear Mode】** key is pressed.
Stored File E-mail Method	Sets the default for whether to attach a file or send URL Link when sending stored files by e-mail.

❖ **Administrator Tools**

Items	Description
Menu Protect	Set the default access level for functions whose settings can be changed by users other than the administrator.

1. Sending Scan Files by E-mail
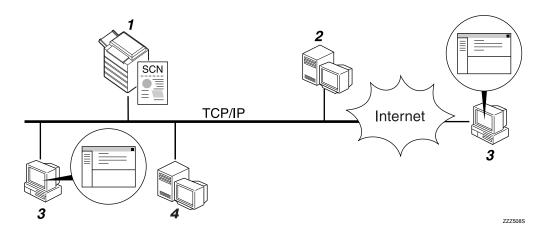
You can attach scan files to e-mails and send them via connections such as LAN and the Internet.

Before Sending Scan Files by E-mail

This section explains the necessary preparations and the procedure for sending scan files by e-mail.

Outline of Sending Scan Files by E-mail

This section outlines the function for sending scan files by e-mail.

ZZZ508S

1. **This machine**

A scan file can be attached to an e-mail and sent to a mail server.

2. **SMTP server**

You need to have an access to an e-mail server that supports SMTP (Simple Mail Transfer Protocol), to send scan files by e-mail. However, it is not essential to have an e-mail server inside the LAN where this machine belongs. It transfers a received e-mail to a specified destination through a LAN or the Internet.

3. **Client computer**

Use e-mail client software to receive e-mail messages and scan file attachments that are generated by this machine.

4. **LDAP Server**

Use this server for administering e-mail accounts, searching the network, and authenticating the computers that access the machine. Using the LDAP server, you can search for destinations from the machine.

Preparation for Sending by E-mail

This section explains the preparation and settings for sending scan files by e-mail.

A Connect the machine to the network.

Connect the machine to the network using an Ethernet cable or wireless LAN (IEEE 802.11b).

B Make the necessary network setting in [System Settings].

If you have connected the machine to the network using an Ethernet cable, make the following settings. For details, see General Settings Guide.

- Specify the machine's IP address and subnet mask
- Make settings for the DNS server
- Specify the gateway address
- In **[Effective Protocol]**, enable **[TCP/IP]**
- Specify the SMTP server

C If necessary, change settings in [Send Settings] under [Scanner Features].

Note

❒ To connect the machine to the network using a wireless LAN (IEEE 802.11b), an extended wireless LAN board is required respectively. For details, see Network Guide.

❒ Items to set up in **[System Settings]** vary depending on the network environment. For more information about network settings, see General Settings Guide.

❒ For more information about **[Scanner Features]**, see General Settings Guide.

Registering E-mail Addresses in the Address Book

You can register frequently used e-mail addresses in the address book.

Register e-mail addresses in **[Address Book Management]** under **[Administrator Tools]** from **[System Settings]**. Addresses can also be registered as groups.

Note

❒ For details about registering e-mail addresses in the address book, see General Settings Guide.

❒ You can also register e-mail addresses in the address book using Web Image Monitor or SmartDeviceMonitor for Admin. For details about how to install these applications, see Network Guide. For details about registering addresses in the address book, see Help of respective applications.

❒ Depending on the machine type, you may not be able to use the machine when it is updating the address book using CSV files (retrieved using SmartDeviceMonitor for Admin) that contain user codes.
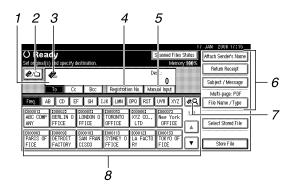
E-mail Screen

This section explains the screen layout when sending scan files by e-mail.

The function items displayed serve as selector keys. You can select or specify an item by pressing it.

When you select or specify an item on the display panel, it is highlighted like **[Full Size]**. Keys that cannot be selected appear like **[OK]**.

1. **Destination field**

The specified destination appears. If more than one destination has been specified, press **[▲Prev.]** or **[▼Next]** to scroll through the destinations.

2. **[▨▱] E-mail / Scan to Folder**

Press to switch between the e-mail function and the Scan to Folder function. You can send a file to e-mail destinations and Scan to Folder destinations at the same time

3. **E-mail icon (✎)**

Indicates that the E-mail screen is displayed.

4. **[Registration No.]**

Press this key to specify the destination using a 5-digit registration number.

5. **[Manual Input]**

To specify destinations not registered in the address book, press this key, and then enter the e-mail addresses using the soft keyboard that appears.

6. **[Attach Sender's Name] [Return Receipt] [Subject / Message] [File Name / Type]**

Press to specify the sender, return receipt setting, subject, message, and names and formats of the files you want to send.

7. **[▨�won] Switch Destination List/Search/Switch Title**

Press to switch a destination from the delivery server list to a destination list of this machine, to search for a destination.

8. **Destination List**

The list of destinations registered in this machine appears. If all of the destinations cannot be displayed, press **[▲]**or **[▼]** to switch the screen.

Group destinations are denoted by this symbol (👥).

Basic Operation for Sending Scan Files by E-mail

This section describes the basic operation for sending scan files by e-mail.

A **Make sure that no previous settings remain.**

If a previous setting remains, press the 【Clear Modes】 key.
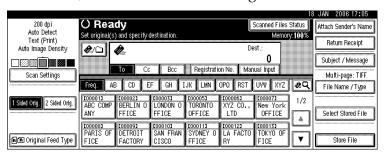
B **If the network delivery scanner screen or Scan to Folder screen appears, switch to the E-mail screen.**

For details, see "Switching to the E-mail Screen".

C **Place originals.**

D **If necessary, press [Scan Settings] to specify scanner settings such as scan type, resolution, image density, or scan size.**

For details, see "Various Scan Settings".

E **If necessary, press [1 Sided Orig.] or [2 Sided Orig.] to scan one or both sides of the originals.**

For details, see "Setting for Scanning Sides of Originals".

F **If necessary, press [Original Feed Type] to specify settings such as original orientation.**

For details, see "Setting of Original Feed Type".

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

For details, see "Setting File Type and File Name".

H **Specify the destination.**

You can specify multiple destinations.

For details, see "Specifying E-mail Destinations".

I **To specify the e-mail sender, press [Attach Sender's Name].**

For details, see "Specifying the E-mail Sender".

10 **If necessary, press [Return Receipt] to make settings for the Return Receipt function.**

If you select **[Return Receipt]**, the selected e-mail sender will receive e-mail notification when his/her e-mail is opened by the recipient.

11 **If necessary, specify the e-mail subject.**

For details, see "Specifying the E-mail Subject".

12 **If necessary, enter the e-mail message.**

For details, see "Specifying the E-mail Message"

13 **Press the 【Start】 key.**

If you are scanning batches, place the next originals.

✎ Note

❒ If you have selected two or more destinations, the destinations can be made to appear one by one by pressing **[▲Prev.]** or **[▼Next]** next to the destination field.

❒ To cancel a selected destination, press **[▲Prev.]** or **[▼Next]** to display the destination in the destination field, and then press the 【Clear / Stop】 key. You can cancel a destination selected from the destination list by pressing the selected destination again.

❒ In **[System Settings]**, you can specify the Administrator's E-mail Address as the default sender name. This lets you send e-mail without entering anything for **[Attach Sender's Name]**. For details, see General Settings Guide.

❒ Depending on the security setting, the logged-on user may be specified as **[Attach Sender's Name]**.

❒ To use the Return Receipt function, you must specify the sender. Note, however, that the **[Return Receipt]** notification e-mail may not be transmitted if the e-mail software of the recipient does not support Message Disposition Notification (MDN).

❒ When the Administrator's E-mail Address is automatically specified as a sender, notification e-mail will not be sent even if **[Return Receipt]** is selected. For details about **[Administrator's E-mail Address]** and **[Auto Specify Sender Name]**, see General Settings Guide.

❒ If you press the 【Check Modes】 key before pressing the 【Start】 key, the initial scanner screen switches to the Check Modes screen. You can use the Check Modes screen to check the settings such as destinations. For details, see "Check Modes".

❒ To cancel scanning, press the 【Clear / Stop】 key or **[Stop]** on the display panel.

❒ You can also store a scan file and simultaneously send it by e-mail. For details, see "Simultaneous Storage and Sending by E-mail".

🔍 **Reference**

Switching to the E-mail Screen

1

This section explains how to switch the screen to the E-mail screen.

If the Scan to Folder screen is being displayed, press [✉] to switch to the E-mail screen.

If the network delivery scanner screen is being displayed, switch to the E-mail screen as follows:

A Press [🔍].

B Press [Switch Destination List].

C Press [E-mail].

D Press [Exit].

The e-mail screen or Scan to Folder screen appears.

E If the Scan to Folder screen appears, press [✉].

The E-mail screen appears.

📝 Note

❒ You cannot switch from the network delivery scanner screen while delivery destinations are being specified. To clear the specified destination, display the destination in the destination field of the network delivery scanner screen, and then press the 【Clear / Stop】 key.

Specifying E-mail Destinations

This section explains how to specify e-mail destinations.

You can specify e-mail destinations by any of the following methods:

- Select the destination from the machine's address book
- Enter the e-mail address directly
- Search the LDAP server for the destination and select it

Before you select destinations, make sure you have selected **[To]**. If necessary, press **[Cc]** or **[Bcc]**, and then select destinations.

Selecting the Destination from the Machine's Address Book

This section explains how to select the destination from the machine's address book.

⚠️Important

❒ To use this function, you must register the destinations in **[System Settings]** in advance. For details, see General Settings Guide.

You can use the following methods to select destinations registered in the machine's address book:

- Select a destination from the list
- Select a destination by entering the registration number
- Select a destination by searching the machine's address book

📝 Note

❒ Depending on the security settings, certain destinations may not be displayed.

1

Selecting a destination from the list

Select the destination from the destination list.

A **In the destination list, press the key including the destination name.**

The key of the selected destination is highlighted, and the destination appears in the destination field at the top of the screen.

If the target destination does not appear, take one of the following steps:

- Display the destination by selecting its initial letter from the title
- Display the destination by pressing **[▲]** or **[▼]**

Note

❒ Depending on the security setting, some destinations may not appear in the destination list.

Selecting destinations by entering the registration numbers

Select the destination from the machine's address book using its registration number.

A **Press [Registration No.].**

B Using the number keys, enter the five-digit registration number assigned to the required destination folder.

If the entered number is less than five digits, press the **[#]** key after the last number.

Example: To enter 00003 Press the **[3]**, and then press the **[#]** key.
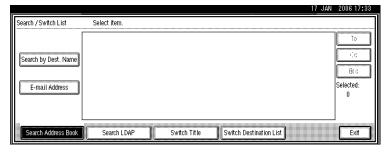
Searching the machine's address book for the destination and selecting it

This section explains how to search the machine's address book for the destination and select it.

A Press [🔍].

B To search by destination name, press [Search by Dest. Name].

To search by e-mail address, press **[E-mail Address]**.

The soft keyboard appears.
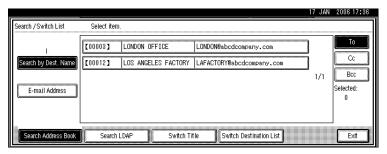
You can also search by combining **[Search by Dest. Name]** and **[E-mail Address]**.

C **Enter the beginning of the destination name.**

To search by e-mail address, enter the beginning of the address.

D **Press [OK].**

E **Select a destination.**

F **Select [To], [Cc], or [Bcc].**
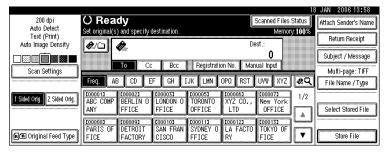
G **Press [Exit].**

Entering an E-mail Address Manually

This section explains how to enter an e-mail address manually.

A **Press [Manual Input].**

The soft keyboard appears.

For information about how to enter characters, see About This Machine.

B **Enter the e-mail address.**

C **Press [OK].**

Note

❒ Depending on the security settings, **[Manual Input]** may not be displayed.

❒ For details about maximum number of characters that can be entered, see "Sending E-mail".

❒ To change an entered e-mail address, press **[Change]**.

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❒ The e-mail address that is entered directly can be registered in the machine's address book. For details, see "Registering a Directly-Entered Destination in the Address Book".

$\mathcal{P}$ Reference

p.141 "Sending E-mail"
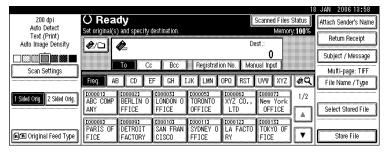
p.23 "Registering a Directly-Entered Destination in the Address Book"

Selecting Destinations by Searching an LDAP Server
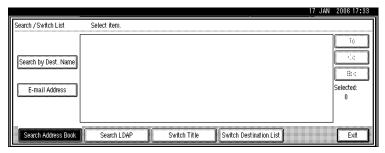
You can search the LDAP server for an address and then specify that address as an e-mail destination.

❖ Important

❒ This function requires an LDAP server to be running on the network.

❒ Under **[System Settings]**, the server must be registered and **[Use LDAP Server]** must be set to **[On]**. For details, see General Settings Guide.

A **Press [✍Q].**

B **Press [Search LDAP].**

C **Press [Select Server].**

D **Select the LDAP server.**

If authentication is required to access the selected server, the authentication screen appears. To authenticate, enter the user name and password.

E **Press [OK].**

6 Press [Advanced Search].

7 Enter a character string related to the destination for a search condition such as [Name], [E-mail Address], [Fax Number], [Company Name], or [Department Name].

If you select a search condition setting, a soft keyboard appears. Enter a text string according to the search criteria.

If you search by **[Name]**, the LDAP server's settings determine whether the search is by surname or first name. Consult your administrator.

The illustrated screen is an example. The items that actually appear on the screen may differ.

8 Press [Search Criteria] corresponding to each item, and then select criteria from the list displayed.

9 Press [OK].

10 Select the destination.

11 Select [To], [Cc], or [Bcc].

12 Press [Exit].

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⃠ **Note**

❒ The **[Name]**, **[E-mail Address]**, **[Fax Destination]**, **[Company Name]**, and **[Depart-ment Name]** search conditions that appear in **[Advanced Search]** are registered in the LDAP server.

❒ If you specified **[Search Options]** on **[Program / Change / Delete LDAP Server]** under **[System Settings]**, you can add a search condition for LDAP search on the **[Advanced Search]** screen. For details, see General Settings Guide.

❒ By pressing **[Detail]**, you can view details about the selected destinations.

❒ Up to 100 destinations can be displayed as search results.

❒ If an e-mail address returned by the LDAP server is too long, it will be impossible to specify it as the destination. For details about the number of characters that can be specified, see "Sending E-mail".

❒ You can register multiple e-mail addresses in individual LDAP server accounts. However, only one e-mail address will be displayed as the search result. Usually, the address that was registered first on the LDAP server is the address that is displayed.

❒ By pressing **[Search Criteria]**, the following criteria appear:

- **[Search Beginning Word]**: The names which start with the entered character or characters are targeted.
  For example, to search for "ABC", enter "A".

- **[Search End Word]**: The names which end with the entered character or characters are targeted.
  For example, to search for "ABC", enter "C".

- **[Exact Match]**: The names which correspond to an entered character or characters are targeted.
  For example, to search for "ABC", enter "ABC".

- **[Include One of Words]**: The names which contain an entered character or characters are targeted.
  For example, to search for "ABC", enter "A", "B", or "C".

- **[Exclude Words]**: The names which do not contain an entered character or characters are targeted.
  For example, to search for "ABC", enter "D".

- **[Fuzzy Search]**: a vague search (The function of this vague search depends on the system supported by the LDAP server.)
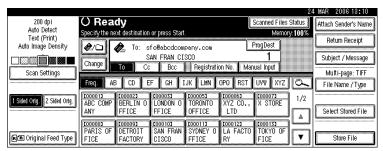
⌕ **Reference**

Registering a Directly-Entered Destination in the Address Book

This section explains how to register a directly-entered destination in the machine's address book. You can also register a destination selected from the LDAP server.

A **In the destination field, display the destination you want to register.**

B **Press [ProgDest].**

C **Press [Names], and then specify the name and other information to be registered.**

For details about specifying the information to be registered, see General Settings Guide.

D **Press [OK].**

✎ Note

❒ Depending on the security setting, **[ProgDest]** may not appear. In such case, you cannot complete the registration.

❒ To register in the machine's address book a destination searched for and selected from the LDAP server, display the destination, and then press **[ProgDest]**.

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Specifying the E-mail Sender

This section explains how to specify the e-mail sender.

To send e-mail, you must specify the name of the sender.

You can specify the e-mail sender by any of the following methods:

- Select the sender from the sender list
- Select the sender by entering the registration number
- Select the sender by searching the machine's address book
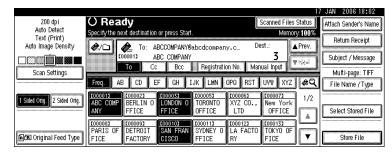
📝 Note

❒ Senders must be registered in advance under **[System Settings]**. For details, see General Settings Guide.

❒ In **[System Settings]**, you can specify the Administrator's E-mail Address as the default sender name. This lets you send e-mail without specifying the sender. For details, see General Settings Guide.

❒ Depending on the security setting, the logged-on user may be specified as the sender.

❒ When a protection code has been set, a screen for entering the protection code appears after selecting the sender. Enter the protection code, and then press **[OK]**. If the protection code you entered is correct, the sender name is displayed.

Selecting a Sender from the List
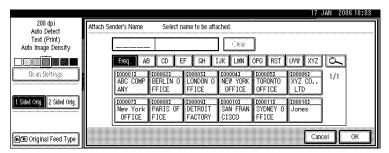
This section explains how to select the sender from the machine's sender list.

A **Press [Attach Sender's Name].**

2 **Select the sender.**
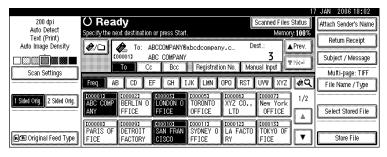
3 **Press [OK].**

Using a Registration Number to Specify a Sender Name

Select the sender using the registration numbers specified by users in the machine's address book.
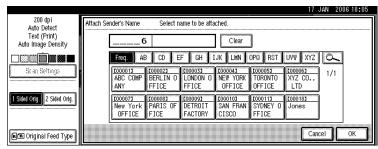
1 **Press [Attach Sender's Name].**

2 **Using the number keys, enter the five-digit registration number assigned to the required destination folder.**

If the entered number is less than five digits, press the 【#】 key after the last number.

Example: To enter 00006

Press the 【6】 key, and then press the 【#】 key.

3 **Press [OK].**
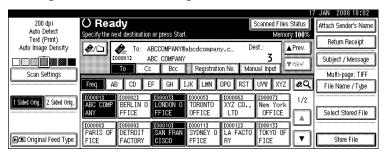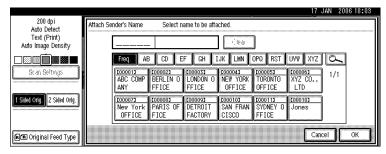
Selecting the Sender by Searching the Machine's Address Book

This section explains how to select the sender by searching the machine's address book.

A **Press [Attach Sender's Name].**

B **Press [ ].**
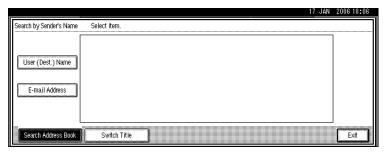
C **To search by user name, press [User (Dest.) Name].**

To search by e-mail address, press **[E-mail Address]**.

The soft keyboard appears.

You can also search by combining **[User (Dest.) Name]** and **[E-mail Address]**.
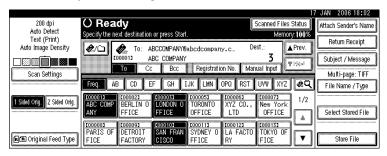
D **Enter the beginning of the sender's name you want to search for.**

To search by e-mail address, enter the beginning of the address.

E **Press [OK].**

F **Select the sender.**

G **Press [Exit].**

H **Press [OK].**

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Specifying the E-mail Subject
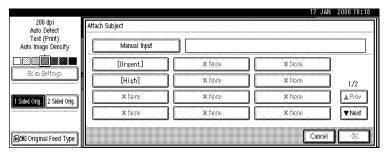
This section explains how to specify the e-mail subject.

The procedure to specify the subject "**[Urgent]** New product appearance" is explained as an example here.

A Press **[Subject / Message]**.

B Press **[Attach Subject]**.

C Select the subject **[Urgent]**.

D Press **[Manual Input]**.

The soft keyboard appears.

E Enter the subject "New product appearance".

F Press **[OK]** three times.

Note

❒ For details about entering the text, see About This Machine.

❒ For details about maximum number of characters that can be entered, see "Sending E-mail".

Reference

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Specifying the E-mail Message

This section explains how to specify the e-mail message.

The message can be created in the following ways:
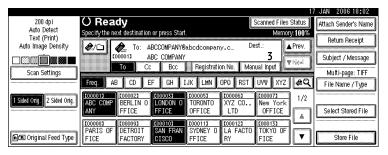
- Select the e-mail message from the list
- Enter the message directly

Selecting a Message from the List

You can select a message from the list.

⚠️**Important**

❒ The messages that can be selected from the list must be registered in **[System Settings]** in advance. For details, see General Settings Guide.

A **Press [Subject / Message].**

B **Press [E-mail Message].**

C **Select a message.**

D **Press [OK] twice.**
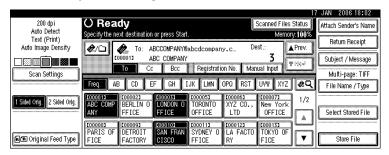
Manual Entry of a Message

You can enter the message manually.
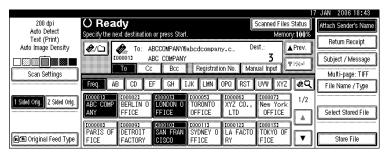
A Press [Subject / Message].

B Press [E-mail Message].

C Press [Manual Input].

The soft keyboard appears.

D Enter the message.

E Press [OK] three times.

Note

❒ For details about entering the text, see About This Machine.

❒ For details about the maximum number of characters that can be entered, see "Sending E-mail".

Reference

p.141 "Sending E-mail"

Simultaneous Storage and Sending by E-mail

This section explains how to store a file and simultaneously send it by e-mail.

A **Press [Store File].**

B **Press [Send & Store].**

C **If necessary, specify the stored file's information, such as [User Name], [File Name], and [Password].**

For details, see "Specifying File Information for a Stored File".

D **Press [OK].**

E **Specify the destination, make any other necessary settings, and then send the e-mail.**

For details about sending a file by e-mail, see "Basic Operation for Sending Scan Files by E-mail".

📝 Note

❒ Depending on the security setting, **[Access Privileges]** may appear instead of **[User Name]**. For details about specifying **[Access Privileges]**, consult your administrator.

❒ You can resend stored files by e-mail. To resend stored files, select the files on the screen for selecting stored files, and then send them. For details, see "Sending a Stored File".

🔎 Reference

p.61 "Specifying File Information for a Stored File"

p.12 "Basic Operation for Sending Scan Files by E-mail"

p.69 "Sending a Stored File"

Sending the URL by E-mail

This section explains how to send the URL of a scanned file by e-mail.

Use this function if network restrictions prevent you sending attachments by e-mail.
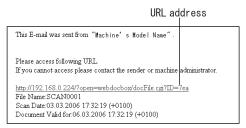
A In [Scanner Features], select [Send URL Link] under [Stored File E-mail Method].

For details about specifying the setting, see General Settings Guide.

B Return to the initial scanner screen, and then press [Store File] to select [Send & Store].

To send the URL by e-mail, you must select **[Send & Store]**.

C Press [OK].

D Specify the e-mail destination, make any other necessary settings, and then send the e-mail.

For details about sending e-mail, see "Basic Operation for Sending Scan Files by E-mail".

An e-mail similar to the following will be sent to the destination:

URL address

This E-mail was sent from "Machine's Model Name".

Please access following URL.
If you cannot access please contact the sender or machine administrator.

http://192.168.0.224/?open=webdocbox/docFile.cgi?ID=7ea
File Name:SCAN0001
Scan Date:03.03.2006 17:32:19 (+0100)
Document Valid for:06.03.2006 17:32:19 (+0100)

E In the e-mail destination, click the URL.

Web Image Monitor starts.

F View, delete, or download the file over the network using Web Image Monitor.

Note

❒ For details about Web Image Monitor functions and their settings, see Network Guide.

❒ It is recommended that you use Web Image Monitor on the same network environment.

❒ Depending on the environment, even if you click the URL in the file sent by e-mail, the browser may not start and you may not be able to view the file. If this happens, click the same URL again, or manually enter the URL in the browser's address bar.

❒ To display details about the functions for managing stored files using Web Image Monitor, click **[Help]** on the upper right of each Web browser's window.

❒ You can send the URL by e-mail and simultaneously send it by Scan to Folder. In this case, the file is sent to the Scan to Folder destination, not the URL.

🔍**Reference**

p.12 "Basic Operation for Sending Scan Files by E-mail"

2. Sending Scan Files by Scan to Folder

Using the Scan to Folder function, you can send scan files over the network to shared folders, FTP server folders, or NetWare folders.
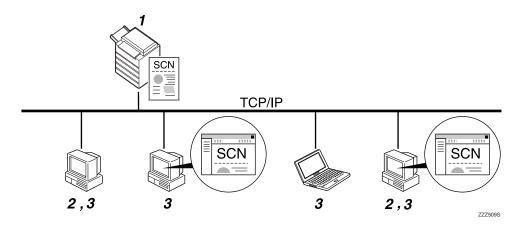
Before Sending Files by Scan to Folder

This section describes the preparations and procedure for sending files by Scan to Folder.

Outline of Sending Scan Files by Scan to Folder

This section outlines the function for sending scan files by Scan to Folder.

Sending files to shared folders

1. **This machine**

You can send scan files to shared network folders. To send scan files to shared network folders, use the SMB protocol.
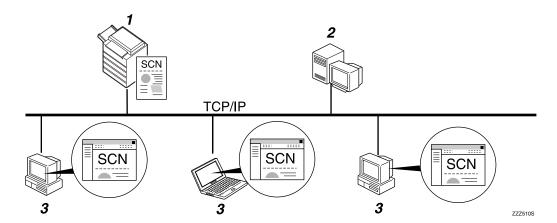
2. **Computer with a shared folder**

To use this function, it is necessary to create a shared folder in advance. You can specify a shared folder to save scan files.

3. **Client computer**

You can also browse scanned files saved to a shared folder from a client computer.

Sending files to an FTP server

ZZZ510S

1. **This machine**

You can send scan files to FTP server folders. To send scan files to FTP server folders, use the FTP protocol.
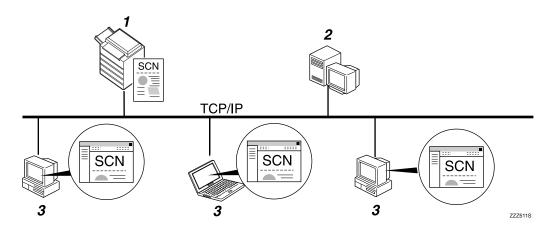
2. **FTP server**

The FTP server is a server that provides file transfer services among computers on the same network. Transferred files are stored on this server. It is essential to have the FTP server inside the LAN/WAN where this machine belongs. It is not possible to access an FTP server via a proxy server.

3. **Client computer**

You can browse scanned files saved to an FTP server from a client computer. You need to have an FTP client program on the computer to connect to an FTP server.

Sending files to a NetWare server

ZZZ511S

1. **This machine**

You can send scan files to NetWare folders. To send scan files to NetWare folders, use the NCP protocol.

2. **NetWare Server**

You can use this server to share files over the network via NetWare. By sending image data to the server, files can be stored on the server.

3. **Client computer**

To download files, a computer must be running the NetWare client and be logged onto the server.

Preparation for Sending by Scan to Folder

This section describes the preparations and settings for sending scan files by Scan to Folder.

⚠️**Important**

❏ Files can be sent to shared folders on client computers.

❏ Files can also be sent to FTP servers if any exist on the network.

❏ Files can also be sent to NetWare servers if any exist on the network.

🄰 **Connect the machine to the network.**

Connect the machine to the network using an Ethernet cable or wireless LAN (IEEE 802.11b).

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B **Make the necessary network settings in [System Settings].**

If you have connected the machine to the network using an Ethernet cable, make the following settings. For details, see General Settings Guide.

- Specify the machine's IP address and subnet mask.

- Specify the gateway address.

- In **[Effective Protocol]**, enable **[TCP/IP]**.

- To send files to shared folders, enable **[SMB]** in **[Effective Protocol]**. To send files to NetWare folders, enable **[NetWare]** in **[Effective Protocol]**.

C **If necessary, change settings in [Send Settings] under [Scanner Features].**

✎ Note

❒ To connect the machine to the network using a wireless LAN (IEEE 802.11B), an extended wireless LAN board is required respectively. For details, see Network Guide.

❒ Items to set up in **[System Settings]** vary depending on the network environment. For more information about network settings, see General Settings Guide.

❒ For details about **[Scanner Features]**, see General Settings Guide.

❒ Sending files using SMB is available only under a NetBIOS over TCP/IP environment. Sending files using SMB is not available under a NetBEUI environment.

❒ Even when settings made with the control panel, Web Image Monitor, Telnet, or other methods do not permit the use of SMB and FTP, sending files is still possible.

Registering Destination Folders in the Address Book

You can register the addresses of frequently-used destination folders in the address book. Register the folder addresses in **[Address Book Management]** under **[Administrator Tools]** from **[System Settings]**. These addresses can also be registered as groups.

✎ Note
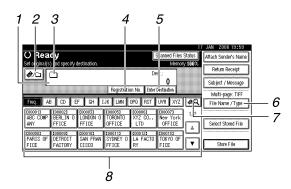
❒ For details about registering the address of a destination folder in the address book, see General Settings Guide.

❒ You can register entries in the address book using Web Image Monitor or SmartDeviceMonitor for Admin. For details about installing SmartDeviceMonitor for Admin, see Network Guide. For details about registering addresses, see each application's Help.

❒ Depending on the machine type, you may not be able to use the machine when it is updating the address book using CSV files (retrieved using SmartDeviceMonitor for Admin) that contain user codes.

Scan to Folder Screen

This section describes the screen layout when sending scan files by Scan to Folder.

The function items displayed serve as selector keys. You can select or specify an item by pressing it. When you select or specify an item on the display panel, it is highlighted like **[Full Size]**. Keys that cannot be selected appear like **[OK]**.

1. Destination field

The specified destination appears. If more than one destination has been specified, press **[▲Prev.]** or **[▼Next]** to scroll through the destinations.

2. [✉] E-mail / Scan to Folder

Press to switch between the Scan to Folder screen and E-mail screen

Also switch the screen when sending a file simultaneously by both Scan to Folder and e-mail.

3. Scan to Folder icon (▢)

Shows that the Scan to Folder screen is displayed.

4. [Registration No.]

Press to specify a destination using a five-digit registration number.

5. [Enter Destination]

To specify destinations not registered in the address book, press this button to display the soft keyboard, and then enter the address of the destination folder.

6. [File Name / Type]

Press to specify the names and formats of the files you want to send.

7. [✉] Switch Destination List/Search/Switch Title

Press to switch a destination in the delivery server list to a destination list of this machine, to search for a destination.

8. Destination List

The list of destinations registered in the machine appears.

If all of the destinations cannot be displayed, press **[▲]** or **[▼]** to switch the screen.

Group destinations are denoted by this symbol (✿).

Basic Operations When Using Scan to Folder

This section describes the basic operations involved in using Scan to Folder.
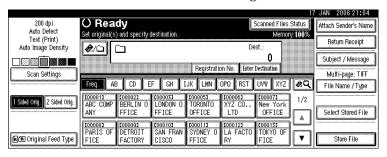
A Make sure that no previous settings remain.

If a previous setting remains, press the 【Clear Modes】 key.

B If the network delivery scanner screen or E-mail screen appears, switch to the Scan to Folder screen.

For details, see "Switching to the Scan to Folder Screen".

C Place originals.

D If necessary, press [Scan Settings] to specify scanner settings such as scan type, resolution, image density, or scan size.

For details, see "Various Scan Settings".

E If necessary, press [1 Sided Orig.] or [2 Sided Orig.] to scan one or both sides of the originals.

For details, see "Setting for Scanning Sides of Originals".

F If necessary, press [Original Feed Type] to specify settings such as original orientation.

For details, see "Setting of Original Feed Type".

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

For details, see "Setting File Type and File Name".

H Specify the destination.

You can specify multiple destinations.

For details, see "Specifying Scan to Folder Destinations".

I Press the 【Start】 key.

If you are scanning batches, place the next originals.

📝 **Note**

❒ If you have selected more than one destination, you can press **[▲Prev.]** or **[▼Next]** next to the destination field to scroll through the destinations.

❒ To cancel a selected destination, press **[▲Prev.]** or **[▼Next]** to display the destination in the destination field, and then press the **【Clear / Stop】** key. You can cancel a destination selected from the destination list by pressing the selected destination again.

❒ If you press the **【Check Modes】** key before pressing the **【Start】** key, the initial scanner screen switches to the Check Modes screen. You can use the Check Modes screen to check the settings such as destinations. For details, see "Check Modes".

❒ To cancel scanning, press the **【Clear / Stop】** key or **[Stop]** on the display panel.

❒ You can also store a file and simultaneously send it by Scan to Folder. For details, see "Simultaneous Storage and Sending by Scan to Folder".

🔎 **Reference**

p.40 "Switching to the Scan to Folder Screen"

p.99 "Various Scan Settings"

p.110 "Setting for Scanning Sides of Originals"

p.112 "Setting of Original Feed Type"

p.122 "Setting File Type and File Name"

p.41 "Specifying Scan to Folder Destinations"

p.3 "Check Modes"

p.55 "Simultaneous Storage and Sending by Scan to Folder"

Switching to the Scan to Folder Screen

This section explains how to switch to the Scan to Folder screen.

If the E-mail screen is being displayed, press [✎] to switch to the Scan to Folder screen.

If the network delivery scanner screen is being displayed, switch to the Scan to Folder screen as follows:

A Press [✎].

B Press [Switch Destination List].

C Press [E-mail].

D Press [Exit].

The e-mail screen or the scan to folder screen appears.

E If the e-mail screen appears, press [✎].

The Scan to Folder screen appears.

🖉 Note

❒ You cannot switch from the network delivery scanner screen while delivery destinations are being specified. To clear the specified destination, display the destination in the destination field of the network delivery scanner screen, and then press the 【Clear / Stop】 key.

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Specifying Scan to Folder Destinations

This section explains how to specify Scan to Folder destinations.

You can send a file by Scan to Folder by any of the following methods:

- Select a destination registered in the machine's address book
- Send a file to a shared network folder
- Send a file to an FTP server
- Send a file to NetWare server

Selecting the Destination from the Machine's Address Book

This section explains how to select the destination from the machine's address book.

⚡Important

❒ To use this function, you must register the destinations in **[System Settings]** in advance. For details, see General Settings Guide.

You can select a destination registered in the machine's address book by any of the following methods:

- Select the destination from the destination list
- Select the destination by entering its registration number
- Select the destination by searching the machine's address book

🖉 Note
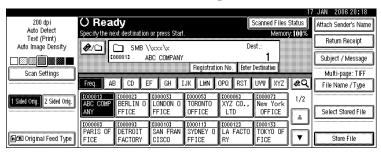
❒ If you have specified the protection code for accessing the address book, the screen for entering the protection code appears.

❒ Depending on the security settings, certain destinations may not be displayed.

Selecting a destination registered in the destination list

Select the destination from the destination list.

A **In the destination list, press the key including the destination name.**

The key of the selected destination is highlighted, and the destination appears in the destination field at the top of the screen.

If the target destination does not appear, take one of the following steps:

- Display the destination by selecting its initial letter from the title
- Display the destination by pressing **[▲]** or **[▼]**

Note

❒ Depending on the security setting, some destinations may not appear in the destination list.

Selecting destinations by entering the registration numbers

Select the destination from the machine's address book using its registration number.

A **Press [Registration No.].**

B **Enter the five-digit registration number that has been assigned to a destination folder using the number keys.**

If the entered number is less than five digits, press the **【#】** key after the last number.
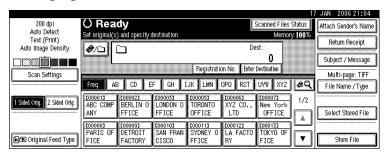
Example: To enter 00004

Press the **【4】** key, and then press the **【#】** key.

Searching the machine's address book for the destination and selecting it

This section explains how to search the machine's address book for the destination and select it.

A Press [🔍].
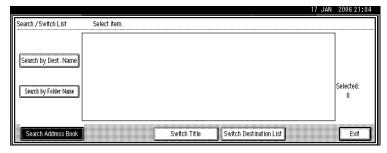
B To search by destination name, press **[Search by Dest. Name]**.

To search by path, press **[Search by Folder Name]**.

The soft keyboard appears.

You can also search by combining **[Search by Dest. Name]** and **[Search by Folder Name]**.

C Enter the beginning of the destination name.

To search by path, enter the beginning of the folder path. If the folder path is "\\volume\folder" then enter "\\volume\f".

D Press [OK].

E Select the destination folder.

F Press [Exit].

Sending Files to a Shared Network Folder

This section explains how to specify the destination when sending files to a shared network folder.

✤Important

❒ You must create a shared folder on the client computer in advance. You can create the shared folder under Windows98/Me/2000/XP, WindowsNT4.0, Windows Server 2003, and Mac OS X.

❒ Depending on the operating system of the client computer, access to the shared folder may require authentication.
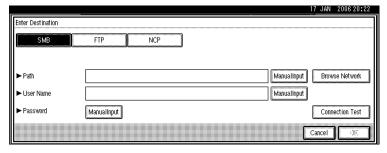
You can send a file to a shared folder over the network by any of the following methods:

- Enter the path to the destination directly
- Specify the path by browsing the network for the destination

Entering the path to the destination manually

You can enter the path to the destination folder manually.

A Press [Enter Destination].

B Press [SMB].

C Press [Manual Input] on the right side of the path field.

The soft keyboard appears.

D Enter the path for the folder.

The following is an example of a path where the folder name is "user" and the computer name is "desk01": \\desk01\user.

Instead of specifying the destination using its path, you can also use its IP address.

For details about maximum number of characters that can be entered, see "Folder transmission".

E Press [OK].

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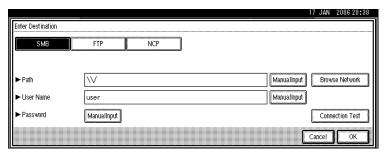
6 **Depending on the destination setting, enter the user name for logging on to the client computer.**

Press **[Manual Input]** on the right side of the user name field to display the soft keyboard.

7 **Depending on the destination setting, enter the password for logging on to the client computer.**

Press **[Manual Input]** for **[Password]** to display the soft keyboard.

8 **Press [Connection Test].**

A connection test is performed to check whether the specified shared folder exists.

9 **Check the connection test result, and then press [Exit].**

10 **Press [OK].**

Note

❒ If authentication is required to access the folder, the login screen appears. Enter the user name and password.

❒ If you change the protocol after entering the path name, user name, or password, a confirmation message appears.

❒ Computer and shared folder names containing more than 12 characters cannot be displayed.

❒ To change the path for the folder that has been entered, press **[Change]** on the left side of the destination field. Enter the correct path for the folder, and then press **[OK]**.

❒ The connection test may take time.

❒ You may not be able to press **[Connection Test]** right after pressing **[Cancel]** during a connection test.

❒ Even if the connection test was successful, the machine may fail to transfer the file if you do not have write privileges for the file or there is not enough free hard disk space.

❒ You can register the path to the destination in the machine's address book. For details, see "Registering the Path to the Selected Destination in the Address Book".

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$\mathcal{P}$**Reference**

p.142 "Folder transmission"

p.54 "Registering the Path to the Selected Destination in the Address Book"

Specifying the path by browsing the network for destinations

You can browse computers on the network for the destination folder, and then specify the path.

A **Press [Enter Destination].**

B **Press [SMB].**

C **Press [Browse Network].**

Domains or workgroups on the network appear.
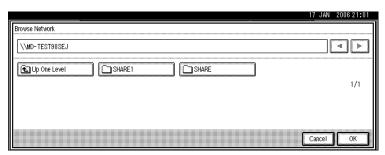
D **Select the domain or workgroup in which the destination folder is located.**

E **Select the client computer that has the destination folder.**

If you cannot find the computer you are looking for, press **[Up One Level]** and browse that level.

If authentication is required to access the selected computer, the authentication screen appears. To authenticate, enter the user name and password.

F **Select the destination folder.**

When the selected folder has sub-folders, the sub-folders list appears.

If you cannot find the destination folder, press **[Up One Level]**, and then search for the folder at that level.

G **Press [OK] twice.**

✐ Note

❒ If authentication is required to access the folder, the login screen appears. Enter the user name and password.

❒ If you change the protocol after entering the path name, user name, or password, a confirmation message appears.

❒ Computer and shared folder names containing more than 12 characters cannot be displayed.

❒ Up to 100 computers or shared folders can be displayed.

❒ The machine may fail to transfer the file if you do not have the write privileges for the shared folder or there is not enough free hard disk space.

❒ You can register the path to the destination in the machine's address book. For details, see "Registering the Path to the Selected Destination in the Address Book".
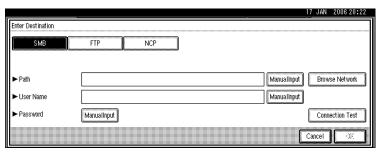
🔎 Reference

p.54 "Registering the Path to the Selected Destination in the Address Book"

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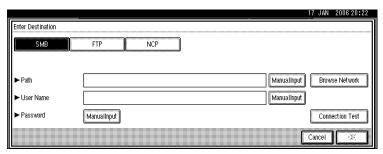
Sending Files to an FTP Server

This section explains how to specify destinations when sending files to an FTP server.
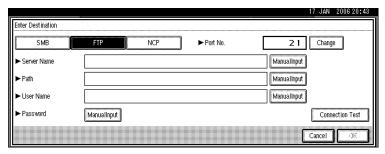
Entering the path to an FTP server manually

You can enter the path to an FTP server manually.

A **Press [Enter Destination].**

B **Press [FTP].**

C **Press [Manual Input] on the right side of the server name field.**

The soft keyboard appears.

D **Enter a server name.**

Instead of specifying the destination using its path, you can also use its IP address.

E **Press [OK].**

F **Press [Manual Input] on the right side of the path field.**

The soft keyboard appears.

G **Enter the path for the folder.**

The following is an example of a path where the folder name is "user" and the subfolder name is "lib": user\lib.

For details about maximum number of characters that can be entered, see "Folder transmission".

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⑧ Press [OK].
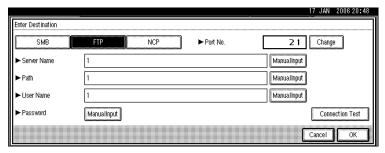
⑨ Enter the user name according to the setting at the destination.

Press **[Manual Input]** on the right side of the user name field to display the soft keyboard.

⑩ Enter the password according to the setting at the destination.

Press **[Manual Input]** for **[Password]** to display the soft keyboard.

⑪ To change the port number which is set in [System Settings], press [Change] on the right side of the port number field. Enter a port number using the number keys, and then press the 【#】 key.

⑫ Press [Connection Test].

A connection test is performed to check whether the specified folder exists.

⑬ Check the connection test result, and then press [Exit].

⑭ Press [OK].

🖉 Note

❒ If you change the protocol after entering the path name, user name, or password, a confirmation message appears.

❒ The connection test may take time.

❒ You may not be able to press **[Connection Test]** right after pressing **[Cancel]** during a connection test.

❒ To change the path for the folder that has been entered, press **[Change]** on the left side of the destination field. Enter the correct path for the folder, and then press **[OK]**.

❒ You can register the path to the destination in the machine's address book. For details, see "Registering the Path to the Selected Destination in the Address Book".

❒ The machine may fail to transfer the file if you do not have write privileges for the folder or there is not enough free hard disk space.

🔎 Reference

Sending Files to NetWare server

This section explains how to specify destinations when sending files to NetWare server.

The NetWare folder of the destination can be specified in an NDS tree or on a NetWare Bindery server, depending on the NetWare environment. Consult your administrator.
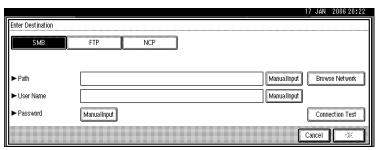
You can send a file to NetWare server by any of the following methods:

- Enter the destination path of the NetWare server directly
- Specify the path by browsing to the destination on the NetWare server

Entering the destination path of the NetWare server directly

You can directly enter the destination folder path of the NetWare server.
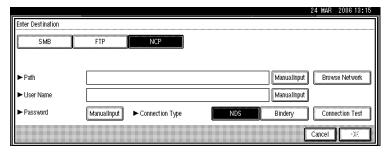
A **Press [Enter Destination].**

B **Press [NCP].**

C **Select the connection type.**

Press **[NDS]** to specify a folder in the NDS tree.

Press **[Bindery]** to specify the folder on the NetWare Bindery server.

D **Press [Manual Input] on the right side of the path field.**

The soft keyboard appears.

E **Enter the path for the folder.**

If you set the connection type to **[NDS]**, the NDS tree name is "tree", the name of the context including the volume is "context", the volume name is "volume", and the folder name is "folder", the path will be \\tree\volume.context\folder".

If you set the connection type to **[Bindery]**, the NetWare Bindery server name is "server", the volume name is "volume", and the folder name is "folder", the path will be "\\server\volume\folder".

For details about maximum number of characters that can be entered, see "Folder transmission".

F **Press [OK].**

G **Enter the user name for logging on to the NDS tree or NetWare Bindery server.**

Press **[Manual Input]** on the right side of the user name field. The soft keyboard appears.

If you press **[NDS]** for **[Connection Type]**, enter the user name, and then enter the name of the context containing the user object. If the user name is "user" and the name of the Context is "context", the user name will be "user.context".

H **If a password is specified for the logon user, enter it.**

Press **[Manual Input]** for **[Password]** to display the soft keyboard.

I **Press [Connection Test].**

A connection test is performed to check whether the specified share folder exists.

J **Check the connection test result, and then press [Exit].**

K **Press [OK].**

Note

❒ If you change the protocol after entering the path name, user name, or password, a confirmation message appears.

❒ To change the path for the folder that has been entered, press **[Change]** on the left side of the destination field. Enter the correct path for the folder, and then press **[OK]**.

❒ You can connect only to folders that you have the read privileges for.

❒ The connection test may take time.

❒ You may not be able to press **[Connection Test]** right after pressing **[Cancel]** during a connection test.

❒ Even if the connection test was successful, the machine may fail to transfer the file if you do not have write privileges for the file or there is not enough free hard disk space.

❒ You can register the path to the destination in the machine's address book. For details, see "Registering the Path to the Selected Destination in the Address Book".

$\mathcal{P}$ Reference

p.142 "Folder transmission"

p.54 "Registering the Path to the Selected Destination in the Address Book"

Specifying the path by browsing to the destination on NetWare server

Specify the path by browsing to the destination folder in an NDS tree or on a NetWare Bindery server.
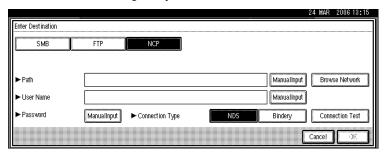
A Press [Enter Destination].

B Press [NCP].

C Select the connection type.

Press **[NDS]** to specify a folder in the NDS tree.

Press **[Bindery]** to specify a folder on the NetWare Bindery server.

D Press [Browse Network] on the right side of the path name field.

If you selected **[NDS]** under **[Connection Type]**, the NDS tree list appears.

If you selected **[Bindery]** under **[Connection Type]**, the NetWare Bindery server list appears.

E Search for the destination folder in the NDS tree or NetWare Bindery server.

If you cannot find the destination folder, press **[Up One Level]**, and then search for the folder at that level.

F **Select the destination folder.**

G **Press [OK] twice.**

✐ **Note**

❒ If you change the protocol after entering the path name, user name, or password, a confirmation message appears.

❒ Only folders that you have the read privileges for are displayed.

❒ If the language used for the NDS tree or by the NetWare Bindery server differs from that used by the machine, file names in the NDS tree or on the NetWare Bindery server might appear garbled.

❒ Up to 100 items can be displayed.

❒ If the selected NDS tree or NetWare Bindery server requires authentication, a login screen appears. Enter a user name and password for logging on to the NDS tree or NetWare Bindery server. If you log on to the NDS tree, enter a user name, and then enter the name of the context containing the user object. If the user name is "user" and the name of the Context is "context", the user name will be "user.context".

❒ The machine may fail to transfer the file if you do not have write privileges for the folder or there is not enough free hard disk space.

❒ You can register the path to the destination in the machine's address book. For details, see "Registering the Path to the Selected Destination in the Address Book".
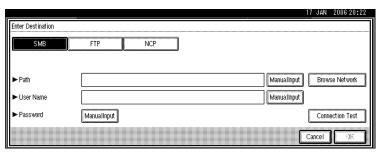
🔎 **Reference**

Registering the Path to the Selected Destination in the Address Book
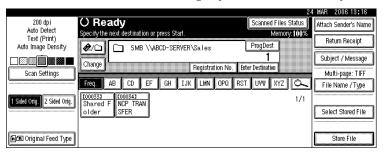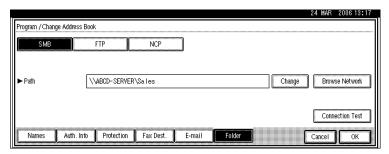
This section explains how to register folder paths you have entered manually or specified by browsing the network to the machine's address book.

A **In the destination field, display the destination you want to register.**

B **Press [ProgDest].**

C **Press [Names], and then specify the name and other information to be registered.**

For details about specifying the information to be registered, see General Settings Guide.

D **Press [OK].**

Note

❒ Depending on the security setting, **[ProgDest]** may not appear.

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Simultaneous Storage and Sending by Scan to Folder

This section explains how to store a file and simultaneously send it by Scan to Folder.

A Press **[Store File]**.

B Press **[Send & Store]**.

C If necessary, specify the stored file's information, such as **[User Name]**, **[File Name]**, and **[Password]**.

For details, see "Specifying File Information for a Stored File".

D Press **[OK]**.

E Specify the destination, make any other necessary settings, and then send the file.

For details about sending a file by Scan to Folder, see "Basic Operations When Using Scan to Folder".

✐ Note

❒ Depending on the security setting, **[Access Privileges]** may appear instead of **[User Name]**. For details about specifying **[Access Privileges]**, consult your administrator.

❒ You can resend stored files by Scan to Folder. To resend stored files, select the files on the screen for selecting stored files, and then send them. For details, see "Sending a Stored File".

$\mathcal{P}$ **Reference**

2

3. Storing Files Using the Scanner Function

Using the scanner function, you can store scan files in the machine and then send the stored files by e-mail or Scan to Folder.

Before Storing Files
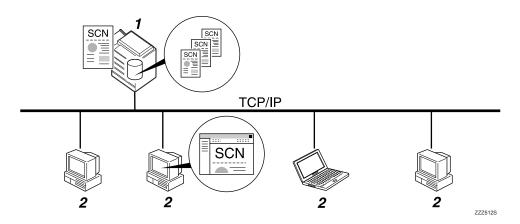
This section outlines file storage under the scanner function and provides related cautions.

Outline of File Storage under the Scanner Function

This section outlines storing files under the scanner function.

⚠️**Important**

❒ You can specify a password for each stored file. Files that are not password-protected can be accessed by other users on the same local area network using DeskTopBinder. It is recommended that you protect stored files from unauthorized access by specifying passwords.

❒ Scan file stored in the machine may be lost if some kind of failure occurs. We advise against using the hard disk to store important files. The supplier shall not be responsible for any damage that may result from the loss of files. For long-term storage of files, we recommend the use of DeskTopBinder. For details, contact your local dealer.

ZZZ512S

1. This Machine

You can store scan files on the machine's hard disk. The stored files can be sent by e-mail, Scan to Folder, or the network delivery scanner.

2. Client Computer

Using DeskTopBinder, you can, over the network, view, copy, or delete files stored in the machine. Using Web Image Monitor, you can, over the network, view, download, or delete files stored in the machine. For details about DeskTopBinder Lite, see DeskTopBinder Lite–related manuals. For details about Web Image Monitor, see Web Image Monitor Help.

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✎ **Note**

❐ Stored files will be deleted after a set period. For details about specifying the period, see General Settings Guide.

❐ Files stored under the scanner function cannot be printed from the machine's control panel. Print the files from a client computer after receiving them on the computer.

❐ You can also store a file and simultaneously send it. For details, see "Simultaneous Storage and Sending by E-mail", "Simultaneous Storage and Sending by Scan to Folder", and "Simultaneous Storage and Delivery".

ρ **Reference**

Basic Operation for Storing Scan Files

This section describes the basic operation for storing scan files.

A **Make sure that no previous settings remain.**

If a previous setting remains, press the 【Clear Modes】 key.

B **Place originals.**

C **If necessary, press [Scan Settings] to specify scanner settings such as scan type, resolution, image density, or scan size.**

For details, see "Various Scan Settings".

D **If necessary, press [1 Sided Orig.] or [2 Sided Orig.] to scan one or both sides of the originals.**

For details, see "Setting for Scanning Sides of Originals".

E **If necessary, press [Original Feed Type] to specify settings such as original orientation.**

For details, see "Setting of Original Feed Type".

F **Press [Store File].**

G **Press [Store Only].**

H **If necessary, specify the stored file's information, such as [User Name], [File Name], and [Password].**

For details, see "Specifying File Information for a Stored File".

I **Press [OK].**

❿ Press the 【Start】 key.

If you are scanning batches, place the next originals.

📝 Note

❒ Depending on the security setting, **[Access Privileges]** may appear instead of **[User Name]**. For details about specifying **[Access Privileges]**, consult your administrator.

❒ By pressing **[Send & Store]**, you can simultaneously store scan files and send them. For details, see "Simultaneous Storage and Sending by E-mail", "Simultaneous Storage and Sending by Scan to Folder", and "Simultaneous Storage and Delivery".

❒ If a destination or sender has been selected, you cannot press **[Store Only]**.

❒ To cancel scanning, press the 【Clear / Stop】 key or press **[Stop]** on the display panel.

🔎 Reference

p.99 "Various Scan Settings"

p.110 "Setting for Scanning Sides of Originals"

p.112 "Setting of Original Feed Type"

p.61 "Specifying File Information for a Stored File"

p.30 "Simultaneous Storage and Sending by E-mail"

p.55 "Simultaneous Storage and Sending by Scan to Folder"

p.92 "Simultaneous Storage and Delivery"

Specifying File Information for a Stored File
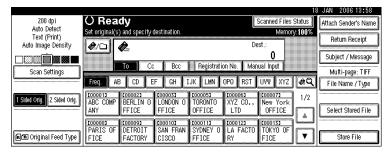
You can specify information for a stored file, such as user name, file name, and password.

By specifying information for a stored file, you can search for the file by user name or file name, or protect the file with a password to prevent other people from accessing the file.

Specifying a User Name
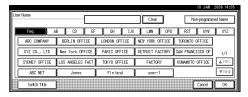
You can specify a user name for the stored file.

A **Press [Store File].**

The Store File screen appears.

B **Press [User Name].**

C **Press the user name you want to specify.**

The user names shown here are names that were registered on the **[Administrator Tools]** tab in **[System Settings]**. To specify a name not shown here, press **[Non-programmed Name]**, and then enter the user name.

D **Press [OK] twice.**

✎ **Note**

❒ Depending on the security setting, **[Access Privileges]** may appear instead of **[User Name]**. For details about specifying **[Access Privileges]**, consult your administrator.

Specifying a File Name
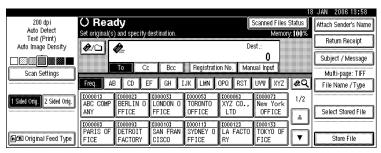
This section explains how to change the name of a stored file.

A stored file is allocated a name starting with "SCAN" followed by a 4-digit number.

- Example: SCAN0001

You can change this file name.

A Press [Store File].

The Store File screen appears.

B Press [File Name].

The soft keyboard appears.

C Change the file name.

D Press [OK] twice.

✐ Note

❒ For details about entering the text, see About This Machine.

Specifying a Password
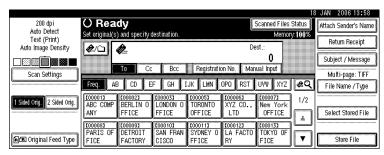
You can specify a password for the stored file.

✏️Important

❒ Do not forget the password. If you forget it, consult the system administrator of the machine.
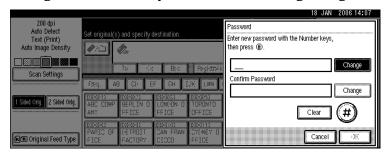
By specifying a password, you can ensure that only the people who know the password can view the file.

A Press [Store File].

The Store File screen appears

B Press [Password].

C Using the number keys, enter a four to eight-digit number.

D Press the 【#】 key.

To change the password, press **[Change]**, and then enter a new one.

E For confirmation, enter the same number again.

F Press the 【#】 key.

To change the password, press **[Change]**, and then enter a new one.

G Press [OK] twice.

Displaying the List of Stored Files
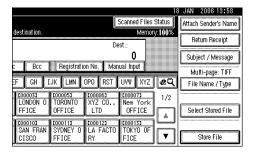
This section describes the list of stored files.

Using the list of stored files, you can delete stored files or change the file data.

List of Stored Files
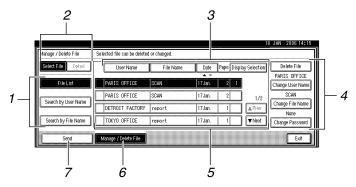
This section describes how the list of stored files is displayed.

To display the list of stored files, press **[Select Stored File]** on the initial scanner screen.
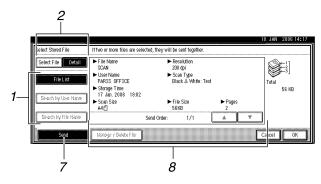
The function items displayed serve as selector keys. You can select or specify an item by pressing it. When you select or specify an item on the display panel, it is highlighted like **[Full Size]**. Keys that cannot be selected appear like **[OK]**.

❖ **When displaying information on all stored files**

❖ **When displaying information of a selected stored file**

1. **Keys for searching for files**

Press to switch to the screens for searching for a file by user name or file name, or to the screen for displaying all files.

2. **[Select File]/[Detail]**

Press to switch between the stored file list and the detailed information of the selected file.

3. **Keys for sorting files**

Press to sort the files using the selected item. Select the same item once more for a reverse sort. However, the files cannot be sorted in reverse sending order.

4. **Keys for changing file information**

Use for deleting the selected file or changing the user name, file name, or password.

5. **List of stored files**

Displays the list of stored files.

If the file is not displayed, press **[▲Prev.]** or **[▼Next]** to scroll through the list.

6. **[Manage / Delete File]**

Press to perform operations such as deleting stored files or changing file information.

7. **[Send]**

Press to send or deliver stored files. For details, see "Sending Stored Files".

8. **Information for a selected stored file**

Press **[Detail]** to display the information for a file after selecting the file from the file list.

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⬙ **Note**

❒ Depending on the security setting, some files may not appear in the list.

❒ The files that are stored by functions other than the scanner can be displayed by pressing the **【Document Server】** key.

❒ For files which are password protected, a key symbol(⚷) is shown on the left side of the user name.

⌕ **Reference**

p.69 "Sending Stored Files"

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Searching the List of Stored Files
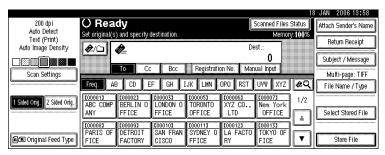
You can search for files from the stored files using the user name or file name.

You can search the list of stored files by either of the following methods:

- Search by user name
- Search by file name

Searching by user name

You can search for a stored file by its user name.

A Press [Select Stored File].
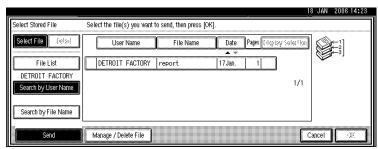
B Press [Search by User Name].

C Select the user name to be used for the search.

The user names shown here are names that were registered on the **[Administrator Tools]** tab in **[System Settings]**. To change a user name not shown here, press **[Non-programmed Name]**, and then enter the user name.

D Press [OK].

The search begins, and then files belonging to the specified user appear.

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Searching by file name

You can search for a stored file by its file name.

A Press [Select Stored File].

B Press [Search by File Name].

The soft keyboard appears.
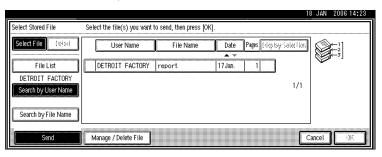
C Enter the file name.

It is necessary to distinguish between uppercase and lowercase letters.

For information about how to enter characters, see About This Machine.

D Press [OK].

The search starts, and files whose name starts with the entered string appear.

Checking Stored Files from a Client Computer

This section explains how to check a stored file from the client computer.

Using DeskTopBinder Lite or Web Image Monitor, you can also display the files stored in the machine on a client computer.

You can also check files stored under the copier, Document Server, and printer functions.

⚠️Important

❒ To view stored files from a client computer, the IP address of the machine must be specified.

Using Desk Top Binder Lite to Display Stored Files

The stored files are displayed and can be checked also on a client computer using DeskTopBinder Lite.

You can also transfer the stored files to the client computer.

🖉 Note

❒ For details about DeskTopBinder, see the DeskTopBinder-related manuals.

❒ For details about installing DeskTopBinder Lite, see "Installing DeskTop-Binder Lite from the Supplied CD-ROM".

🔎Reference

p.79 "Installing DeskTopBinder Lite from the Supplied CD-ROM"

Using Web Image Monitor to Display Stored Files

The stored files are displayed and can be checked also on a client computer using Web Image Monitor.

You can also download the stored files.

When you enter http:// (machine IP address)/ in the address bar of the Web browser on a client computer, the top page of Web Image Monitor appears.

🖉 Note

❒ It is recommended that you use Web Image Monitor only within your local area network.

❒ For details about displaying or downloading stored files using Web Image Monitor, see Copy/ Document Server Reference.

❒ For details about making settings for using Web Image Monitor, see Network Guide.

❒ For details about functions for managing stored files using Web Image Monitor, click **[Help]** on the upper-right corner of the displayed screen.

Sending a Stored File

This section explains how to send a stored file.

Stored files can be sent by e-mail, Scan to Folder, or the network delivery scanner.

✐ Note
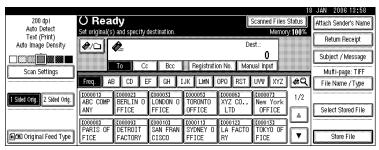
❒ There are two methods of sending stored files. Settings made under **[Scanner Features]** determine which method is used. For details, see General Settings Guide.

- To send the URL by e-mail:
  Under **[Scanner Features]**, **[Stored File E-mail Method]**, select **[Send URL Link]**. This method is useful when network restrictions prevent you sending attachments.

- To send an attached file by e-mail:
  Under **[Scanner Features]**, **[Stored File E-mail Method]**, select **[Send File]**.

Sending Stored Files

This section mainly explains how to select the files you want to send.

A Press [Select Stored File].

The list of stored files appears.

B Select the file you want to send.

You can select multiple files.

If you select multiple files, the files are sent in the selected order.

If you press **[Display Selection]**, files you have selected are displayed in the order they will be sent.

C Press [OK].

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D **If necessary, switch to the e-mail, Scan to Folder, or network delivery scanner screen.**

For details about switching the screen, see "Switching to the E-mail Screen", "Switching to the Scan to Folder Screen", or "Switching to the Network Delivery Scanner Screen".

E **Specify the destination, make any other necessary settings.**

For details about how to send a file by e-mail or Scan to Folder, or how to deliver a file, see "Basic Operation for Sending Files by E-mail", "Basic Operations When Using Scan to Folder", or "Basic Operation for Delivering Files".

F **Press the 【Start】 key.**

The stored file will be sent.

Note

❒ If you select a password-protected stored file, a screen for entering the password appears. To select the file, enter the correct password, and then press **[OK]**.

❒ When the URL has been sent by e-mail, the recipient can check the stored file by clicking that URL. For details, see "Sending the URL by E-mail".

Reference

p.15 "Switching to the E-mail Screen"

p.40 "Switching to the Scan to Folder Screen"

p.84 "Switching to the Network Delivery Scanner Screen"

p.12 "Basic Operation for Sending Scan Files by E-mail"

p.38 "Basic Operations When Using Scan to Folder"

p.81 "Basic Operation for Delivering Files"

p.31 "Sending the URL by E-mail"
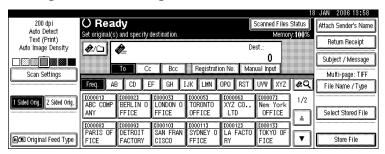
Managing Stored Files

This section explains how to delete stored files and how to change the information for stored files.

Deleting a Stored File
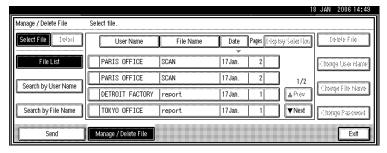
This section explains how to delete a stored file.

A Press **[Select Stored File].**

The list of stored files appears.

B Press **[Manage / Delete File].**

C Select the file you want to delete.

If you select a password-protected stored file, a screen for entering the password appears. To select the file, enter the correct password, and then press **[OK]**.

D Press **[Delete File].**

A confirmation message about deleting the file appears.

E Press **[Delete].**

F Press **[Exit].**

🖉 Note

❒ You cannot delete files that are waiting to be sent.

❒ You can also delete files stored in the machine by accessing the machine from a client computer using Web Image Monitor or DeskTopBinder. For details about Web Image Monitor, see Web Image Monitor Help. For details about DeskTopBinder, see the manuals supplied with DeskTopBinder.

Changing Information for a Stored File

You can change information for a stored file, such as **[User Name]**, **[File Name]**, and **[Password]**.
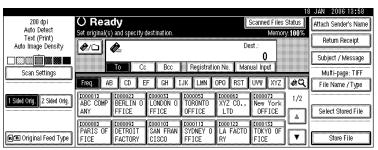
✏️ Note

❒ Information for files waiting for being sent cannot be changed.

Changing a user name

You can change the user name for a stored file.

⬛ Press **[Select Stored File]**.
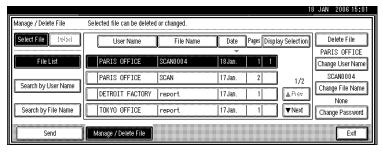
The list of stored files appears.

⬛ Press **[Manage / Delete File]**.

⬛ Select the file containing the file information you want to change.

If you select a password-protected stored file, a screen for entering the password appears. To select the file, enter the correct password, and then press **[OK]**.

⬛ Press **[Change User Name]**.

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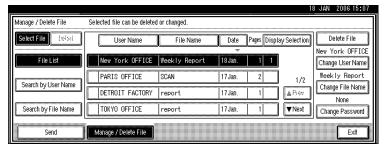
E **Specify a new user name.**

The user names shown here are names that were registered on the **[Administrator Tools]** tab in **[System Settings]**. To change a user name not shown here, press **[Non-programmed Name]**, and then enter the user name.

F **Press [OK].**

G **Make sure that the user name was changed as necessary, and press [Exit].**

✐ Note

❒ Using Web Image Monitor or DeskTopBinder, you can also change the user name of a file stored in the machine from the client computer. For details about Web Image Monitor, see Web Image Monitor Help. For details about DeskTopBinder, see the manuals supplied with DeskTopBinder.

❒ Depending on the security setting, **[Change Acs. Priv.]** may appear instead of **[Change User Name]**. For details about specifying **[Change Acs. Priv.]**, consult your administrator.

Changing a file name

You can change the file name of a stored file.

A Press [Select Stored File].

The list of stored files appears.

B Press [Manage / Delete File].

C Select the file containing the file information you want to change.

If you select a password-protected stored file, a screen for entering the password appears. To select the file, enter the correct password, and then press **[OK]**.

D Press [Change File Name].

E Change the file name.

For information about how to enter characters, see About This Machine.

F Press [OK].

G Make sure that the file information was changed as necessary, and press [Exit].

Note
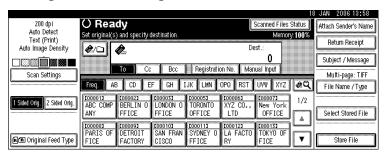
❒ Using Web Image Monitor or DeskTopBinder, you can also change the name of a file stored in the machine from the client computer. For details about Web Image Monitor, see Web Image Monitor Help. For details about DeskTopBinder, see the manuals supplied with DeskTopBinder.

Changing a password

Enter the password for accessing the stored file.

⚠️Important

❒ Be sure not to forget the password. If you forget it, consult the system administrator of the machine.

**A** Press **[Select Stored File]**.

The list of stored files appears.

B Press **[Manage / Delete File]**.

C Select the file containing the file information you want to change.

If you select a password-protected stored file, a screen for entering the password appears. To select the file, enter the correct password, and then press **[OK]**.
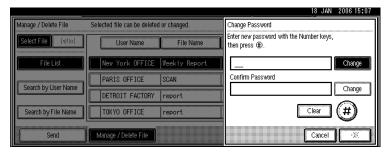
D Press **[Change Password]**.

E Using the number keys, enter a new four to eight-digit password.

F Press the **[#]** key.

To change the password, press **[Change]**, and then enter a new one.

G For confirmation, enter the same number again.

H Press the **[#]** key.

To change the password, press **[Change]**, and then enter a new one.
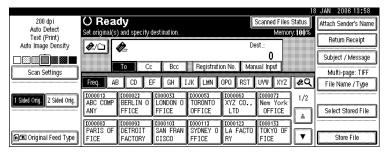
I Press **[OK]**.

⑩ Press [Exit].

🖉 Note

❒ Using Web Image Monitor or DeskTopBinder, you can also change the password of a file stored in the machine from the client computer. For details about Web Image Monitor, see Web Image Monitor Help. For details about DeskTopBinder, see the manuals supplied with DeskTopBinder.

Using the ScanRouter delivery software, you can deliver by various methods scan files produced by the machine.

Before Delivering Files
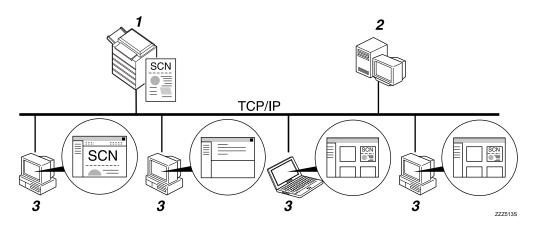
This section describes the necessary preparations and the procedure for using the network delivery scanner.

⚡**Important**

❒ To use the network delivery scanner function, you need a delivery server on which the optional ScanRouter delivery software is installed. You must also register destination and sender information on the delivery server.

Outline of Scan File Delivery

This section outlines the function for delivering files using the network delivery scanner.

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1. **This machine**

You can send scan files to the delivery server.

2. **Delivery server**

Install the ScanRouter delivery software on this computer to use it as the delivery server.

After receiving a scan file, the delivery server delivers the file according to the setting specified for the destination. The delivery settings are as follows:

- Storing the file in an in-tray
- Delivering the file by e-mail

- Storing the file in a selected folder

For details about the ScanRouter delivery software, see the manuals supplied with the ScanRouter delivery software.

3. **Client Computer**

How to check a file from the client computer depends on the delivery method. For example, you can check a file by one of the following methods:

- Use DeskTopBinder to view a file delivered to the in-tray
- Use e-mail software to receive e-mail with an attached file
- Browse a folder for a stored file

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Preparing to Deliver a File

This section describes the preparations and settings for delivering scan files.

⚠️Important

❒ To use the network delivery scanner function, you need a delivery server on which the optional ScanRouter delivery software is installed. For details about the ScanRouter delivery software, see the manuals supplied with the ScanRouter delivery software.

❒ To view files delivered to an in-tray, DeskTopBinder must be installed on the client computer.

A **Connect the machine to the network.**

Connect the machine to the network using an Ethernet cable or wireless LAN (IEEE 802.11b).

B **Make the necessary network settings in [System Settings].**

If you have connected the machine to the network using an Ethernet cable, make the following settings. For details, see General Settings Guide.

- Specify the machine's IP address and subnet mask
- In **[Effective Protocol]**, enable **[TCP/IP]**
- Set **[Delivery Option]** to **[On]**

C **If necessary, change settings in [Send Settings] under [Scanner Features].**

D **Using the ScanRouter delivery software, register this machine as an I/O device. In addition, specify register destinations and specify such settings as the delivery type and sender.**

For details, see the manuals supplied with the ScanRouter delivery software.

📝Note

❒ To connect the machine to the network using a wireless LAN (IEEE 802.11b), an extended wireless LAN board is required respectively. For details, see Network Guide.

❒ Items to set up in **[System Settings]** vary depending on the network environment. For details about the network settings, see General Settings Guide.

❒ For details about installing DeskTopBinder Lite, see "Installing DeskTopBinder Lite from the Supplied CD-ROM".

🔎Reference

p.79 "Installing DeskTopBinder Lite from the Supplied CD-ROM"

Installing DeskTopBinder Lite from the Supplied CD-ROM

This section explains how to install DeskTopBinder Lite on a client computer from the supplied "Scanner Driver and Utilities" or "Scanner Driver/Font Manager and Utilities" CD-ROM.

To view or receive files delivered to the in-trays, you must install DeskTopBinder Lite on the client computer.

A **Make sure Windows is running on the client computer, and then insert the "Scanner Driver and Utilities" or "Scanner Driver/Font Manager and Utilities" CD-ROM into the CD-ROM drive.**

The installer is automatically started.

B **Click [DeskTopBinder Lite].**

The **[DeskTopBinder Lite Setup]** dialog box appears.

For the subsequent installation steps, see the Setup Guide displayed from the **[DeskTopBinder Lite Setup]** dialog box.

✐ Note

❒ Before you start the installation, check the system requirements for DeskTopBinder Lite. For details, see "Software Supplied on CD-ROM".

❒ You can install the software using the auto-run program. For details about the auto-run program, see "Auto-Run Program".

❒ If the installer does not start automatically, see "Auto-Run Program".

🔎 Reference

p.138 "Software Supplied on CD-ROM"

p.138 "Auto-Run Program"

4

Network Delivery Scanner Screen
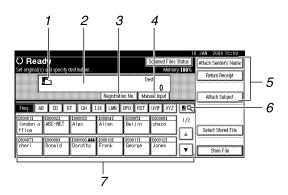
This section describes the screen layout when using the network delivery scanner.

The function items displayed serve as selector keys. You can select or specify an item by pressing it. When you select or specify an item on the display panel, it is highlighted like **[Full Size]**. Keys that cannot be selected appear like **[OK]**.

1. Network delivery scanner icon (📖)

Indicates that the network delivery scanner screen is displayed.

2. Destination field

The selected destination is shown here. If multiple destinations are selected, the destinations are displayed in the order they were selected by pressing **[▲Prev.]** or **[▼Next]**.

3. [Registration No.]

Select a destination by entering its Short ID number (registered using the ScanRouter delivery software).

4. [Manual Input]

To send a file by e-mail via the delivery server to a destination not registered in the delivery server's Destination List, press this key to display the soft keyboard. Then use the soft keyboard to enter the e-mail address. For details about how to send a file by e-mail via the delivery server, see the ScanRouter delivery software manuals.

5. [Attach Sender's Name] [Return Receipt] [Attach Subject]

Specify the sender and subject when sending a file by e-mail via the delivery server. You can also select whether or not to check if whether the file has been opened at the destination

6. [📖] Switch Destination List/Search

Press to switch a destination list of this machine to a destination in the delivery server list, to search for a destination.

7. Destination list

The list of destinations registered in the delivery server appears. If all of the destinations cannot be displayed, press **[▲]** or **[▼]** to switch the screen. Group destinations are denoted by this symbol (👥).

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Basic Operation for Delivering Files

This section describes the basic operation for delivering scan files using the network delivery scanner.

⚠️**Important**
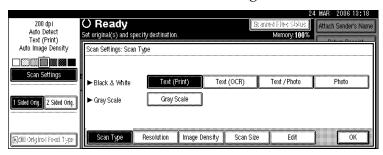
❑ You must register destinations and senders in advance using the ScanRouter delivery software installed on the delivery server.

A **Make sure that no previous settings remain.**

If a previous setting remains, press the 【**Clear Modes**】 key.

B **If the E-mail screen or Scan to Folder screen appears, switch to the network delivery scanner screen.**

For details, see "Switching to the Network Delivery Scanner Screen".

C **Place originals.**

D **If necessary, press [Scan Settings] to specify scanner settings such as scan type, resolution, image density, or scan size.**

For details, see "Various Scan Settings".

E **If necessary, press [1 Sided Orig.] or [2 Sided Orig.] to scan one or both sides of the originals.**

For details, see "Setting for Scanning Sides of Originals".

F **If necessary, press [Original Feed Type] to specify settings such as original orientation.**

For details, see "Setting of Original Feed Type".

G **Specify the destination.**

You can specify multiple destinations.

For details, see "Specifying Delivery Destinations".

H **If necessary, press [Attach Sender's Name] to specify the sender.**

For details, see "Specifying the Sender".

🛃 If necessary, specify the e-mail subject.

For details, see "Specifying the Subject of the E-mail to Be Transmitted via the Delivery Server".

🔟 Press the 【Start】 key.

If you are scanning batches, place the next originals.

🖉 Note

❒ By pressing **[Manual Input]** on the network delivery scanner screen, you can send a file by e-mail via the delivery server's network. For details about entering the e-mail address directly, see "Entering an E-mail Address Manually".

❒ If you have selected more than one destination, press **[▲Prev.]** or **[▼Next]** next to the destination field to scroll through the destinations.

❒ To cancel a selected destination, display the destination in the destination field, and then press the 【Clear / Stop】 key. You can cancel a destination selected from the destination list by pressing the selected destination again.

❒ You can use the Return Receipt function when sending e-mail via delivery server. An e-mail is sent to the sender selected in step 🛃, notifying him/her that the recipient has read his/her e-mail. To specify this setting, press **[Return Receipt]**.

❒ To enable the Return Receipt function, you must specify the ScanRouter delivery software settings for sending e-mail by SMTP. For details about specifying this setting, see the ScanRouter delivery software manual. Note, however, that if the e-mail software used at the destination does not support Message Disposition Notification (MDN), e-mail notification that the e-mail has been opened may not be sent.

❒ Register the sender's e-mail address using the ScanRouter delivery software in advance.

❒ If you press the 【Check Modes】 key before pressing the 【Start】 key, the initial scanner screen switches to the Check Modes screen. You can use the Check Modes screen to check the settings such as destinations. For details, see "Check Modes".

❒ To cancel scanning, press the 【Clear / Stop】 key or **[Stop]** on the display panel.

❒ You can also store a scan file and simultaneously deliver it. For details, see "Simultaneous Storage and Delivery".

$\mathcal{P}$ Reference

Switching to the Network Delivery Scanner Screen

This section explains how to switch the screen to the network delivery scanner screen.

If the E-mail screen or Scan to Folder screen is being displayed, switch to the network delivery scanner screen.

A **Press [🔍].**

B **Press [Switch Destination List].**

C **Press [Delivery Server].**

D **Press [Exit].**

The network delivery scanner screen appears.

🖉 Note

❒ You cannot switch from the E-mail screen or Scan to Folder screen while destinations or senders are being specified. To clear a specified destination, display the destination in the destination field of the E-mail screen or Scan to Folder screen, and then press the 【Clear / Stop】 key.

Specifying Delivery Destinations

This section explains how to specify delivery destinations.

Selecting Destinations Registered in the Destination List of the Delivery Server

This section explains how to select destinations registered in the delivery server's Destination List.

You can select a delivery destination registered in Destination List of the delivery server by any of the following methods:

- Select the destination from the delivery destination list
- Select the destination by entering the registration number
- Select the destination by searching in the delivery server
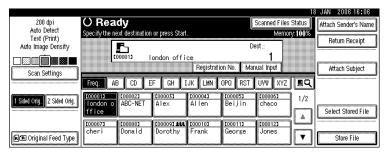
✐ Note

❒ Depending on the security settings, certain destinations may not be displayed.

Selecting a destination from the Destination List

From the destination list, select a destination.

A In the destination list, press the key including the destination name.

The selected destination is highlighted and also is displayed in the destination field at the top of the screen.

Destinations are registered in the delivery server under captions. The destination list is updated automatically.

If the target destination does not appear, take one of the following steps:

- Display the destination by selecting its initial letter from the title
- Display the destination by pressing **[▲]** or **[▼]**

✐ Note

❒ Depending on the security setting, some destinations may not appear in the destination list.

Selecting destinations by entering their registration numbers
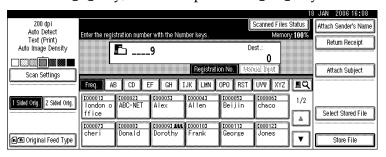
Select a destination by entering its Short ID number (registered using the Scan-Router delivery software). For details about how to set Short IDs, see the manuals supplied with the ScanRouter delivery software.

A **Press [Registration No.].**

B **Using the number keys, enter the three-digit registration number, and then press the 【#】 key.**

You can also enter a registration number of fewer than three digits.

Example: To enter 009
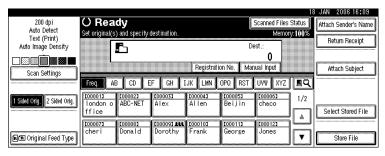
Press the 【9】 key, and then press the 【#】 key.
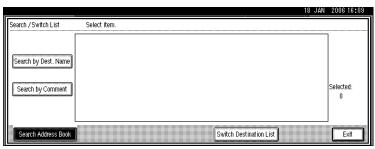
Selecting destinations by searching the delivery server's Destination List

In the delivery server's Destination List, you can search for destinations and select them.

A **Press [▣◻].**

B **Press [Search Address Book].**

C To search by destination name, press [Search by Dest. Name].

To search by comment, press **[Search by Comment]**.

The soft keyboard appears.

You can also search by combining **[Search by Dest. Name]** and **[Search by Comment]**.

D Enter the beginning of the destination name.

To search by comment, enter the beginning of the comment.

E Press [OK].

F Select the destination.

G Press [Exit].

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Specifying the Sender

This section explains how to specify the e-mail sender when sending a file by e-mail via the delivery server.

The sender you specify appears in the subject line of e-mail.

You can specify the sender by any of the following methods:
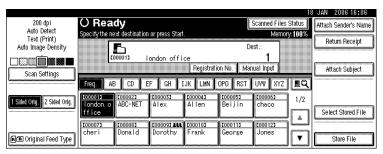
- Select the sender from the sender list
- Select the sender by entering the registration number
- Select the sender by searching the delivery server's Destination List

Selecting a Sender from the Sender List

This section explains how to select a sender from the sender list.

Destinations that are registered on the delivery server are displayed in the sender list.

A **Press [Attach Sender's Name].**

B **Select the sender.**
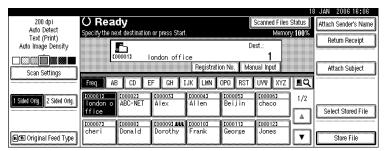
The selected sender and its registration number appear.

C **Press [OK].**

Selecting the Sender by Entering the Registration Number

Select a sender by entering its Short ID number (registered using the ScanRouter delivery software). For details about how to set Short IDs, see the manuals supplied with the ScanRouter delivery software.

A **Press [Attach Sender's Name].**

B **Using the number keys, enter the three-digit registration number assigned to the required destination folder.**
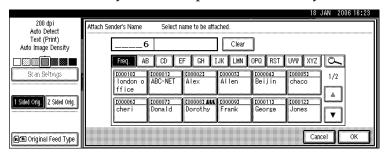
If the entered number is less than three digits, press the 【#】 key after the last number.

Example: To enter 006

Press the 【6】 key, and then press the 【#】 key.

C **Press [OK].**

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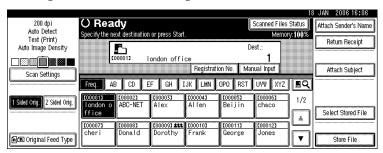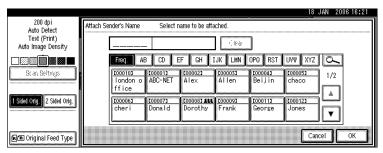
Selecting a Sender by Searching the Delivery Server's Destination List

This section explains how to select a sender by searching the delivery server's Destination List.

A **Press [Attach Sender's Name].**

B **Press [🔍].**

C **To search by destination name, press [User (Dest.) Name].**

To search by comment, press **[Search by Comment]**.

The soft keyboard appears.

You can also search by combining **[User (Dest.) Name]** and **[Search by Comment]**.

D **Enter the beginning of the sender's name.**

To search by comment, enter the beginning of the comment.

E **Press [OK].**

F **Select the sender.**

G **Press [Exit].**

H **Press [OK].**

Note

❒ The Comment search function searches for destinations by comment information, which is a registration item required by the ScanRouter delivery software.

Specifying the Subject of the E-mail to Be Transmitted via the Delivery Server
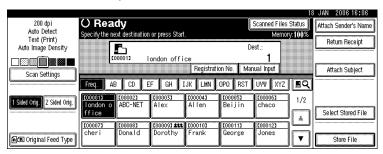
This section explains how to specify the e-mail subject when sending a file by e-mail via the delivery server.

To specify a subject, you can select it from the list, enter it directly, or combine selecting and entering it.
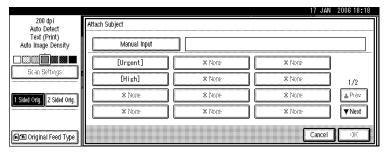
The procedure to specify the subject name "**[Urgent]** New product appearance" is explained as an example here.

⚠️**Important**

❒ The subjects that can be selected from the list must be registered in **[System Settings]** in advance. See General Settings Guide.

A Press **[Attach Subject]**.

B Press the subject **[Urgent]**.

C Press **[Manual Input]**.

The soft keyboard appears.

D Enter the subject "New product appearance".
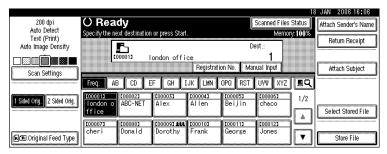
E Press **[OK]** twice.

Simultaneous Storage and Delivery

This section explains how to store a file and simultaneously deliver it.

A Press [Store File].

B Make sure that [Send & Store] is selected.

C If necessary, specify the stored file's information, such as [User Name], [File Name], and [Password].

For details, see "Specifying File Information for a Stored File".

D Press [OK].

E Specify the destination, make any other necessary settings, and then send the file.

For details about delivering a file, see "Basic Operation for Delivering Files".

Note

❒ Depending on the security setting, **[Access Privileges]** may appear instead of **[User Name]**. For details about specifying **[Access Privileges]**, consult your administrator.

❒ You can resend stored files. To resend stored files, select the files on the screen for selecting stored files, and then send them. For details, see "Sending a Stored File".

Reference

p.61 "Specifying File Information for a Stored File"

p.81 "Basic Operation for Delivering Files"

p.69 "Sending a Stored File"

5. Scanning Originals with the Network TWAIN Scanner

The TWAIN driver allows you to scan originals into a client computer over a network.

Before Using the Network TWAIN Scanner

This section describes the preparations and procedure for using the network TWAIN scanner.

⚙️**Important**

❒ To use the network TWAIN scanner, you must install the TWAIN driver, which is on the supplied CD-ROM. For details about installing the TWAIN driver, see "Installing the TWAIN Driver from the Supplied CD-ROM".

❒ To use the network TWAIN scanner, a TWAIN-compliant application, such as DeskTopBinder, must be installed on the client computer. DeskTopBinder Lite is on the supplied CD-ROM. For details about installing DeskTopBinder Lite, see "Installing DeskTopBinder Lite from the Supplied CD-ROM".

🔍**Reference**
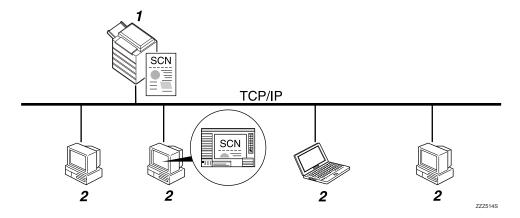
Outline of the Network TWAIN Scanner

This section outlines the network TWAIN scanner function.

In the TWAIN scanner mode, you can share this machine among multiple computers. Therefore, you don't have to prepare a special computer for scanner or reconnect the scanner and each computer every time you need to use it.

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1. **This Machine**

Scans an original after receiving a scan instruction from a client computer, and then sends the scan file over the network to the client computer.

2. **Client Computer**

Specifies the scanner settings and controls the scanner using an application, such as DeskTopBinder Lite, that supports the network TWAIN scanner. Receives the files scanned by the machine and displays them using an application that supports the network TWAIN scanner.

✐ **Note**

❐ When using the machine as a network TWAIN scanner, you do not need to press the 【**Scanner**】 key on the machine's control panel. The screen switches automatically when you scan an original from a client computer using the TWAIN driver.

To use functions other than the network TWAIN scanner, press **[Exit]**.

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Preparing to Use the Network TWAIN Scanner

This section describes the preparations and settings for using the machine as a network TWAIN scanner.

⚷Important

❒ To use the network TWAIN scanner, an application that supports the scanner, such as DeskTopBinder Lite, must be installed on the computer. DeskTopBinder Lite is on the supplied CD-ROM. For details about installing DeskTopBinder Lite, see "Installing DeskTopBinder Lite from the Supplied CD-ROM".

A **Connect the machine to the network.**

Connect the machine to the network using an Ethernet cable or wireless LAN (IEEE 802.11b).

B **Make the necessary network settings in [System Settings].**

If you have connected the machine to the network using an Ethernet cable, make the following settings. For details, see General Settings Guide.

- Specify the machine's IP address and subnet mask
- In **[Effective Protocol]**, enable **[TCP/IP]**

C **Install the TWAIN driver on a client computer.**

For details about installing the TWAIN driver, see "Installing the TWAIN Driver from the Supplied CD-ROM".

📝 Note

❒ To connect the machine to the network using a wireless LAN (IEEE 802.11b), an extended wireless LAN board is required respectively. For details, see Network Guide.

❒ For details about **[System Settings]**, see General Settings Guide.

❒ Items to set up in **[System Settings]** vary depending on the network environment. For details about the network settings, see General Settings Guide.

🔎Reference

p.96 "Installing the TWAIN Driver from the Supplied CD-ROM"

p.79 "Installing DeskTopBinder Lite from the Supplied CD-ROM"

Installing the TWAIN Driver from the Supplied CD-ROM

This section explains how to install the TWAIN driver on a client computer from the supplied "Scanner Driver and Utilities" or "Scanner Driver/Font Manager and Utilities" CD-ROM.

To use the network TWAIN scanner, you must install the TWAIN driver on a client computer.

A Start Windows, and then insert the CD-ROM labeled "Scanner Driver and Utilities" or "Scanner Driver/Font Manager and Utilities" into the CD-ROM drive of the client computer.

The installer is automatically started.

B Click [TWAIN Driver].

C The installer of the TWAIN Driver starts. Follow the instructions.

✐ Note

❒ Before you start the installation, check the system requirements for the TWAIN driver. For details about the system requirements, see "Software Supplied on CD-ROM".

❒ You can install the software using the auto-run program. For details about the auto-run program, see "Auto-Run Program".

❒ If the installer does not start automatically, see "Auto-Run Program".

❒ When the installation is complete, a message about restarting the client computer may appear. In this case, restart the client computer.

❒ After the installation is complete, a folder with the name of the machine in use is added in **[Programs]** or **[All Programs]** on the **[Start]** menu. Help can be displayed from here.

❒ Notes on using the network TWAIN scanner are provided in "Readme.txt". Be sure to read them before use.

🔎 Reference

p.138 "Software Supplied on CD-ROM"

p.138 "Auto-Run Program"

Basic Network TWAIN Scanner Operation

This section describes the basic operation for scanning with the network TWAIN scanner.

⚠️**Important**

❒ To use the network TWAIN scanner, a TWAIN-compliant application, such as DeskTopBinder and the TWAIN driver must be installed on the client computer.

The following procedure uses Windows XP and DeskTopBinder Lite by way of example.

A On the **[Start]** menu, point to **[All Programs]**, point to **[DeskTopBinder]**, and then click **[DeskTopBinder]**.

B On the **[Tools]** menu, click **[Scanner Settings...]**.

C Click **[Select Scanner Driver...]**.

D Select the name of the machine you want to use in the list, and then click **[Select]**.

E Click **[OK]**.

F Place originals.

G On the **[File]** menu, point to **[Add Document]**, and then click **[Scan...]** to display the Scanner Control dialog box.

A dialog box that is used to control a scanner using the TWAIN driver is referred to as the Scanner Control dialog box.

H Make settings according to such factors as the type of original, type of scanning, and orientation of the original.

For details, see the TWAIN driver Help.

I In the Scanner Control dialog box, click **[Scan]**.

Depending on the security setting, if you press **[Scan]**, a dialog box for entering the user name and password may appear.

If there are more originals to be scanned, place the next original, and then click **[Continue]**.

If there are no more originals to be scanned, click **[Complete]**.

J On the **[File]** menu, click **[Exit]**.

K Enter the document name, and then click **[OK]**.

The DeskTopBinder viewer closes and the image is stored in DeskTopBinder Lite.

📝 **Note**

❒ If you have already selected a scanner, you do not need to select the scanner unless you want to change it.

❒ Using DeskTopBinder, you can edit and print scan files. For more information about DeskTopBinder, see DeskTopBinder manuals.

❒ The model name of the connected scanner appears in the title bar of the Scanner Control dialog box. If there is more than one scanner of the same model on the network, make sure you have selected the correct scanner. If you have not, click **[Select Scanner Driver...]**, and then select the scanner again. If the correct scanner does not appear in the list, check that the scanner is correctly connected to the network and that its IP address has been specified. If the correct scanner still does not appear, consult the network administrator.
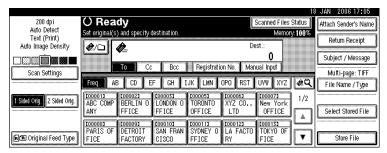
6. Various Scan Settings

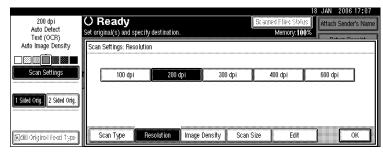This section describes various scan settings.

Specifying Scan Settings

This section explains how to make Scan settings.

A Press **[Scan Settings]**.

B Specify scan type, resolution, scan size, and other settings, as required.

C Press **[OK]**.

Items for Specifying Scan Settings

This section describes the items for Scan Settings.

Scan Type

Select a scan type that is appropriate for your original.

❖ **[Text (Print)]**
Standard originals containing mainly characters. Creates scanned images suitable for printing.

❖ **[Text (OCR)]**
Standard originals containing mainly characters. Appropriate to increase OCR readability using an OCR-compliant application.

❖ **[Text / Photo]**
Originals containing a mixture of photographs, pictures and characters (two-value). Creates scanned images suitable for printing.

❖ **[Photo]**
Originals containing photographs and other pictures (two-value). Creates scanned images suitable for printing.

❖ **[Gray Scale]**
Originals containing photographs and other pictures (multi-value). Creates scanned images suitable for displaying on a computer screen.

Resolution

Select resolution for scanning originals.

Select **[100 dpi]**, **[200 dpi]**, **[300 dpi]**, **[400 dpi]**, or **[600 dpi]** as the scanning resolution.

Image Density

Select the density in seven steps from ◖ Lighter (1) to Darker ◗ (7) , or use Auto Image Density.

Selecting **[Auto Image Density]** corrects scanning density to improve resolution of paper types such as non-white paper like newspaper or transparent originals.

Scan Size

Select the size of the original to be scanned.

The following items and sizes can be selected:

❖ **[Auto Detect]**

Scans original sizes using the automatic size detect function.

❖ **Template size**

A3□, A4□, A4□, A5□, A5□, 11 × 17□, $8^1/_2 \times 14$□, $8^1/_2 \times 13$□, $8^1/_2 \times 11$□, $8^1/_2 \times 11$□, $5^1/_2 \times 8^1/_2$□, $5^1/_2 \times 8^1/_2$□, B4 JIS□, B5 JIS□, B5 JIS□

❖ **[Custom Size]**

Scans in a specified size.
You can specify the dimensions (width and height) of the scan area in mm.

🖉 Note

❒ You can specify original sizes of 140 mm (X1 and Y1) or larger in **[Custom Size]**.

Relationship of original of mixed sizes and scan size

This section explains differences you need to be aware of when scanning originals of the same width but different length (such as A3 & A4 or B4 & B5) using the original position setting and size.

- If you select **[Mixed Sizes]** under **[Original Feed Type]**, the machine detects the length of same width originals and scans them. For details, see "Mixed Sizes".

- If a template size is selected, the machine scans originals at the selected size regardless of the actual size of originals. If an original is smaller than the selected size, the machine applies margins to the scan area.

- If **[Auto Detect]** is selected for scanning originals from the exposure glass, the machine detects the size of individual originals and scans accordingly.

- If only **[Auto Detect]** is selected for scanning originals from the ADF, the machine detects the size of the largest original and scans all the other originals based on that size.

🔎 Reference
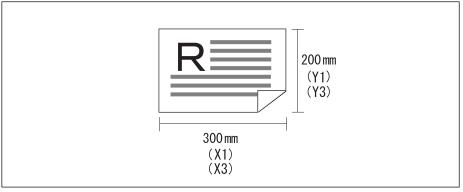
Setting procedure of custom size when scanning an entire original

This section explains how to set a custom size for scanning an entire original.

To scan the entire area of an original, measure its dimensions on the surface of the original and enter them under Original Size (X1 and Y1) and Scan Area (X3 and Y3).
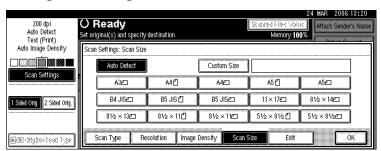
The example below explains scanning an original of the following size.

ARE001S
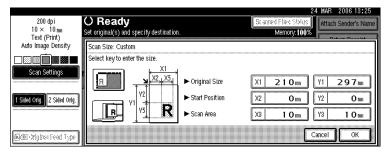
You do not need to specify a Start Position (X2 and Y2). Specify it as 0 mm.

For Scan Size, enter the same value as Original Size.

A **Press [Scan Settings].**

B **Press [Scan Size].**

C **Press [Custom Size].**

D Specify Original Size (X1 and Y1) using the number keys, and then press the [#] key.

For example, set X1 to 300 mm and Y1 to 200 mm.
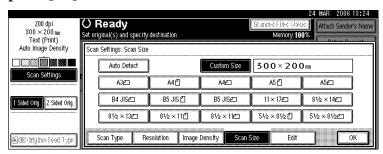
E Set Start Position (X2 and Y2) to 0 mm, and then press the [#] key.

For example, set X2 and Y2 to 0 mm, and press the [#] key.

F Specify Scan Area (X3 and Y3) using the number keys, and then press the [#] key.

For example, set X3 to 300 mm and Y3 to 200 mm.

G Press [OK].
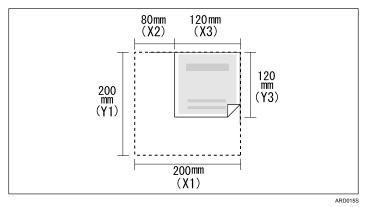
H Check Scan Area (X3 and Y3) displayed in the [Custom Size] field, and then press [OK].

Note

❒ You can specify original sizes (X1 and Y1) of 140 mm or larger.

❑ To scan an original that is smaller than 140 mm, make settings as though you were scanning a section of an original that is larger than 140 mm. For example, to scan a CD label on the exposure glass, specify a size according to the chart below. For details about scanning procedures, see "Setting procedure of custom size when scanning part of an original".
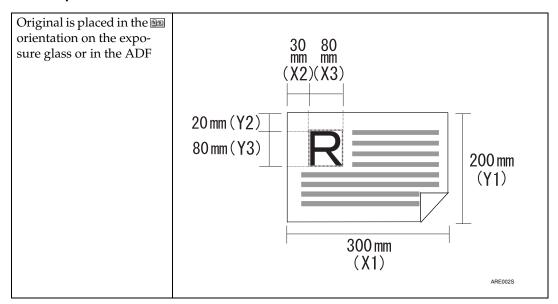
ARD015S

🔍**Reference**

**Setting procedure of custom size when scanning part of an original**
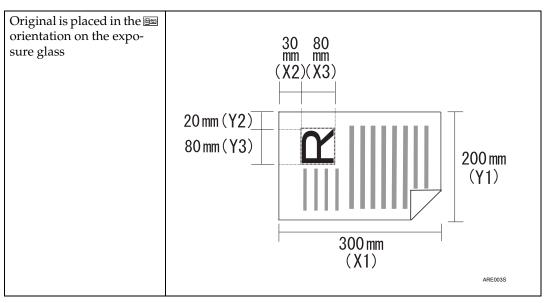
This section explains how to set a custom size for scanning an area within an original.

To scan a section of an original, measure Original Size (X1 and Y1), Start Position (X2 and Y2), and Scan Area (X3 and Y3) on the surface of the original, and then enter those values in the same order. Measuring methods differ depending on the original's orientation and the position it is set in. Examples 1 to 3 below show how to measure the size in order to scan the section marked "R". Refer to the following examples to measure each size correctly.

❖ **Example 1**

Original is placed in the ▣ orientation on the exposure glass or in the ADF	

ARE002S

❖ **Example 2**

Original is placed in the ▣ orientation on the exposure glass	

ARE003S

❖ **Example 3**

Original is placed in the 🖳 orientation in the ADF

80 mm (X3)   190 mm (X2)

80 mm (Y3)

100 mm (Y2)

200 mm (Y1)

300 mm (X1)

ARE004S
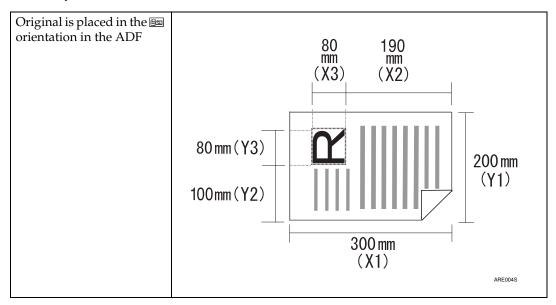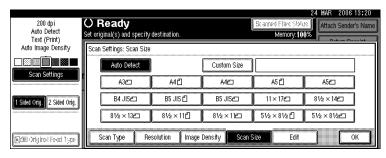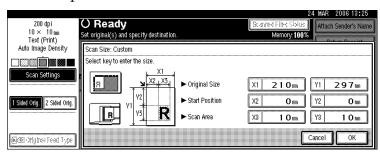
Examples 1 and 2 (above) explain the procedure for scanning the "R" area of the original.

A **Press [Scan Settings].**

B **Press [Scan Size].**

C **Press [Custom Size].**

D **Specify Original Size (X1 and Y1) using the number keys, and then press the 【#】key.**

For example, set X1 to 300 mm and Y1 to 200 mm.
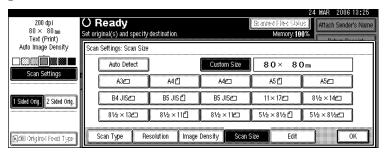
E **Specify Start Position (X2 and Y2) using the number keys, and then press the 【#】 key.**

For example, set X2 to 30 mm and Y2 to 20 mm.

F **Specify Scan Area (X3 and Y3) using the number keys, and then press the 【#】 key.**

For example, set X3 and Y3 to 80 mm.

G **Press [OK].**

H **Check Scan Area (X3 and Y3) displayed in the [Custom Size] field, and then press [OK].**

Note

❒ To scan an original that is smaller than 140 mm, make settings as though you were scanning a section of an original that is larger than 140 mm.

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How to set originals to scan them by custom size

This section explains how to place originals you want to scan at Custom size.
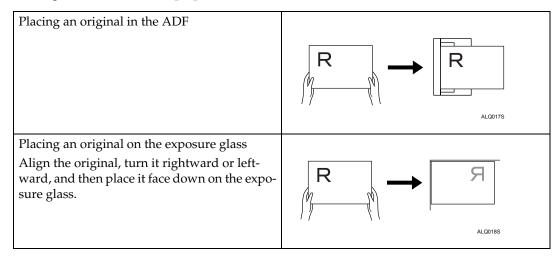
❖ **Original orientation setting**
Under **[Original Orientation]**, select **[⬓]** or **[⬒]** according to the orientation of your original. To display **[Original Orientation]**, on the initial scanner screen, press **[Original Feed Type]**. For details, see "Setting of Original Feed Type".
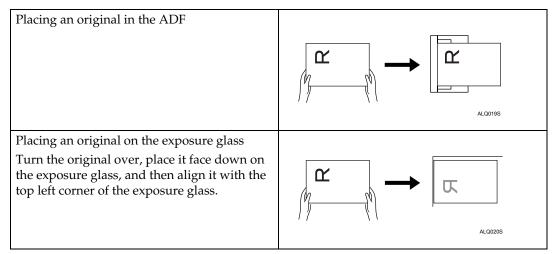
❖ **Placing an original**
Place originals face up in the ADF; face down on the exposure glass.

❖ **Original Orientation is [⬓]**

Placing an original in the ADF	
Placing an original on the exposure glass Align the original, turn it rightward or leftward, and then place it face down on the exposure glass.	

❖ **Original Orientation is [⬒]**

Placing an original in the ADF	
Placing an original on the exposure glass Turn the original over, place it face down on the exposure glass, and then align it with the top left corner of the exposure glass.	

🔎 **Reference**

Edit

Make editing settings.

❖ **[Erase Border]**
Deletes the borders of the scanned original according to the specified width. If you select **[Same Width]**, you can specify, in mm, a uniform width for deletion all around the original (top, bottom, left, and right sides). If you select **[Diff. Width]**, you can specify in mm a different width for deletion for each side.
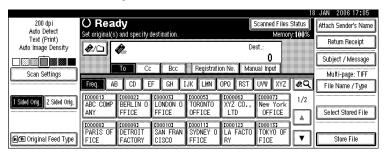
Setting for Scanning Sides of Originals

This section explains settings for scanning one- or two-sided originals.

One-sided original

This section explains the settings for scanning only one side of originals.
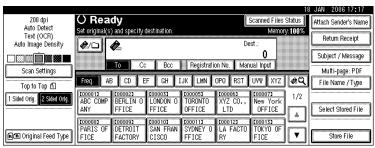
A Press [1 Sided Orig.].
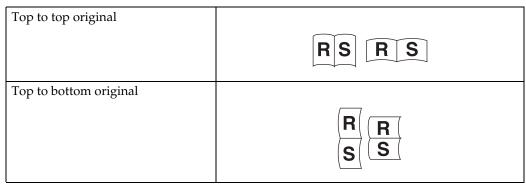
Two-sided original

This section explains the settings for scanning both sides of originals.

A Press [2 Sided Orig.].

B Select [2 Sided Orig: T to T] or [2 Sided Orig: T to B] according to the binding orientation of the original.

Top to top original	R S R S
Top to bottom original	R R S S

C **If the last page of the last original is blank, in [Last Page], select [1 Side] or [2 Sides].**

To skip the last page, select **[1 Side]**.

To scan the last page as blank page, select **[2 Sides]**.

D **Press [OK].**

✐ **Note**

❒ If you selected **[Divide]**, the setting made here is applied to the last page of each batch of divided originals.

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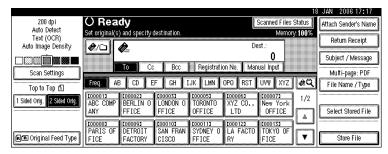
Setting of Original Feed Type

This section explains the settings for original orientation, Batch/SADF, mixed sizes, divide, and stamp by pressing **[Original Feed Type]**
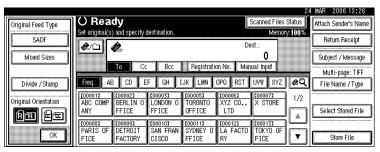
Original Orientation

This section explains how to correctly display the top/bottom orientation of scanned originals on a client computer screen.

A Press **[Original Feed Type].**

B Press **[⬚]** or **[⬚]** to select the same orientation as that of original.

C Press **[OK].**

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Placing Originals

To correctly display the top/bottom orientation of the scanned original on a client computer, the placement of the original and the settings made on the control panel must match.

Place originals correctly by referring to the following table:

❖ **Exposure Glass**
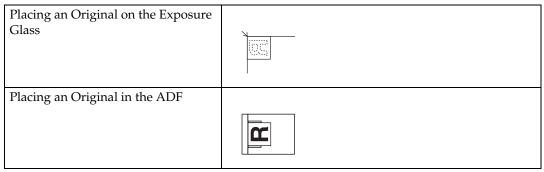
Original orientation	Control Panel Key
top edge touches top left corner of exposure glass 	Original Orientation
top edge touches rear of exposure glass 	Original Orientation

❖ **ADF**

Original orientation	Control Panel Key
top edge placed first 	Original Orientation
top edge touches rear of ADF 	Original Orientation

Note

❒ Originals are normally rectangular (⬜) or horizontally long (⬜). However, the table above uses squares to make original orientation easier to understand. Even if the actual shape of the original is different, the combination of original orientation and the orientation specified on the scanner driver does not change.

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❒ When you specify Gray Scale for Scan Type, and single page TIFF/JPEG or multi-page TIFF is selected as the file type, refer to the table below for how to place originals. Originals placed in orientations that are not recommended in the table might appear incorrectly top/bottom oriented on client computer displays.

Placing an Original on the Exposure Glass	
Placing an Original in the ADF	
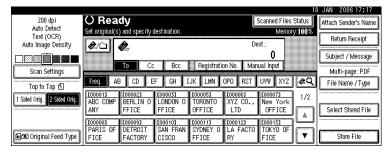
Batch, SADF

This section explains settings for scanning multiple originals in several batches.

To scan the originals as a single file, select **[Batch]**.
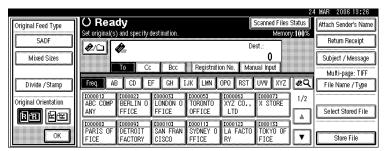
To scan the originals individually in the ADF, select **[SADF]**.

⚠️Important

❒ If the mode, **[SADF]** or **[Batch]**, you want to select does not appear, change the mode using **[Switch to Batch]** under **[Scanner Features]**. For details about **[Switch to Batch]**, see General Settings Guide.

• If you select **[Batch]**, scanning starts as soon as you place the additional originals and press the **【Start】** key. When all the originals have been scanned, press the **【#】** key. If you select **[Batch]**, regardless of the default settings, the machine waits until additional originals are placed.

• If **[SADF]** is selected, scanning starts as soon as you place additional originals in the ADF. Select which operation the machine performs while waiting for additional originals in **[Wait Time for Next Original(s): SADF]** under **[Scanner Features]**. For details about **[Wait Time for Next Original(s): SADF]**, see General Settings Guide.

A Press **[Original Feed Type]**.

🔟 Select [Batch] or [SADF].

🔢 Press [OK].
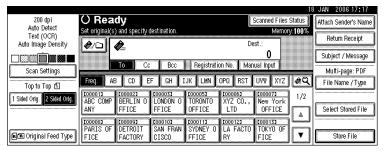
📝 Note

❒ For more details about procedures, see "Scanning Multiple Pages of Originals as One File".

❒ If **[SADF]** is selected, scanning starts as soon as you place additional originals in the ADF. However, in the following cases you must press the 【**Start**】 key to start scanning additional originals.

- After scanning additional originals using the exposure glass
- After changing settings while waiting for additional originals
- After opening/closing the ADF

🔍 Reference

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Mixed Sizes
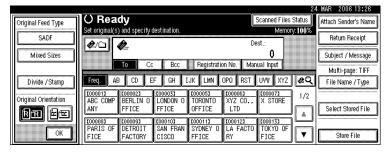
This section explains how to set the machine to detect the length of individual originals when scanning a batch of originals that are the same width but different length.

A Press [Original Feed Type].

B Press [Mixed Sizes]
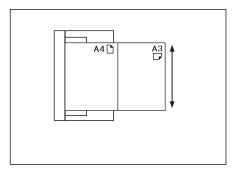
C Press [OK].

✎ Note

❒ The following combinations of original sizes are available: A3□&A4□, B4□&B5□, A4□&A5□.

❒ To set originals of the same width and different length at the same time, set them according to the chart below.
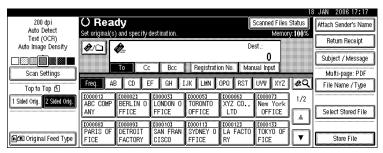
ALQ021S
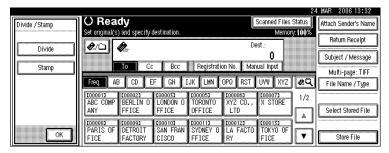
Divide

This section explains settings for dividing multiple originals by a specified number of pages and then sending them.

A Press [Original Feed Type].
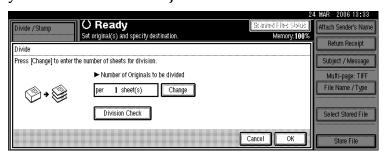
B Press [Divide / Stamp], and then [Divide].

C Press [Change], and then use the number keys to enter the number of pages you want to divide the job into sets of.

D Press the 【#】 key.

E If necessary, press [Division Check].

When you select **[Division Check]**, if the originals were not scanned in due to a paper jam or multi-sheet feed, a screen for stopping or continuing scanning appears at the end of the scan.

F Press [OK] twice.

The current settings are displayed.

Note

❒ If the last page of a batch of divided originals is blank, you can skip that page. To skip scanning, in **[Last Page]** under **[2 Sided Original]**, select **[1 Side]**. To scan the last page as a blank page, select **[2 Sides]**. For details, see "Two-sided original".

Reference
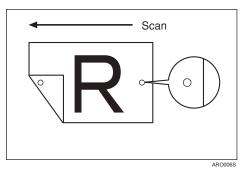
p.110 "Two-sided original"

Stamp

This section explains the procedure for stamping on originals scanned using the ADF.

If you select **[Stamp]**, a circle mark is stamped on originals that are scanned using the ADF. On two-sided originals, circle marks are stamped on both sides.

This function is useful when you want to identify scanned originals.
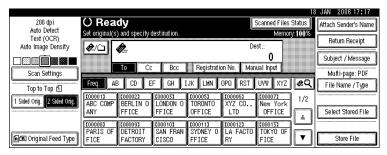
This illustration is an example when scanning a two-sided original.

Important

❒ To enable stamping, you must install the stamp cartridge.

A Press [Original Feed Type].

B **Press [Divide / Stamp], and then [Stamp].**

C **Press [OK].**
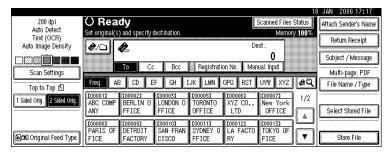
✐ Note

❒ Last pages are stamped even if you selected not to scan the last page.

❒ Stamping may continue if scanning is interrupted, depending on the cause of interruption.

❒ Replace the stamp cartridge when stamp begins to fade. For details, see Troubleshooting.

Scanning Multiple Pages of Originals as One File

This section explains the procedure for sending multiple originals as a multi-page file or storing them as a single stored file.

⚠️Important
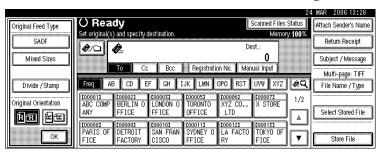
❒ To send multiple originals as a multi-page file, in **[File Name / Type]**, select a multi-page file type. For details about file types, see "Setting File Type and File Name".

A Press [Original Feed Type].

B Select [Batch] or [SADF].

To scan originals using the exposure glass, select **[Batch]**. To scan originals using the ADF, select **[SADF]**. For details about **[Batch]** and **[SADF]**, see "Batch, SADF".

Either **[SADF]** or **[Batch]** appears. If the mode you want to select does not appear, change the mode using **[Switch to Batch]** under **[Scanner Features]**. For details about **[Switch to Batch]**, see General Settings Guide.

C Press [OK].

D Place originals.

E Make settings for sending by e-mail or Scan to Folder, delivering, or storing.

F **Press the 【Start】 key to scan originals.**

If **[Batch]** is selected, place additional originals, and then press the 【Start】 key.

If **[SADF]** is selected, scanning starts automatically when you place additional originals.

Repeat this step until all originals are scanned.

G **After all originals are scanned, press the 【#】 key.**

Storing or transmission starts.

✐ Note

❒ If **[Batch]** is selected, originals can be scanned using the ADF.

❒ When scanning originals using the exposure glass, depending on the settings for **[Wait Time for Next Orig.: Exposure Glass]** under **[Scanner Features]**, the machine can wait for additional originals even if **[Batch]** is not selected in **[Original Feed Type]**. For details about **[Wait Time for Next Orig.: Exposure Glass]**, see General Settings Guide.

❒ If, under **[Scanner Features]**, **[Set Wait Time]** is set for **[Wait Time for Next Orig.: Exposure Glass]** or **[Wait Time for Next Original(s): SADF]**, place additional originals within the specified time. When the countdown ends, transmission or storage starts automatically. To start transmission or storage before the countdown is completed, press the 【#】 key. Countdown is canceled if Scan Settings or other settings are changed in the meantime. Place additional originals, and then press the 【Start】 key. The machine scans the originals and the countdown is resumed. For details about **[Wait Time for Next Orig.: Exposure Glass]** and **[Wait Time for Next Original(s): SADF]**, see General Settings Guide.

❒ If **[SADF]** is selected, scanning from the exposure glass is enabled after scanning from the ADF. If this happens, you must press the 【Start】 key to start scanning.

🔍 Reference

p.122 "Setting File Type and File Name"

p.114 "Batch, SADF"

Setting File Type and File Name

This section explains the procedure for setting file type, file name, and security for PDF files.

Setting File Type

This section explains the procedure for setting the file type of a file you want to send. File types can be specified when sending files by e-mail or Scan to Folder, and sending stored files by e-mail or Scan to Folder
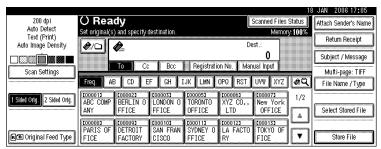
⚠️Important

❐ To deliver files, set the file type using the delivery server computer. For details, see the manuals supplied with the ScanRouter delivery software.

❐ Files are stored in TIFF or JPEG format. If **[Store Only]** is selected for **[Store File]**, file type cannot be specified. If **[Send & Store]** is selected for **[Store File]**, files can be sent by e-mail or Scan to Folder in a specified format. However, files are not stored in the specified file type. Specify the file type for stored files when sending them.

Selectable file types differ depending on scan and other settings. For details, see "Scan Settings and File Types".
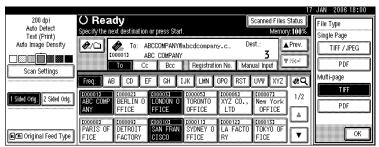
You can select one of the following file types:

- For Single Page
  [TIFF / JPEG] or **[PDF]**

- For Multi-page
  [TIFF] or **[PDF]**

A Press **[File Name / Type].**

B Press **[File Type].**

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C **Select a file type.**

D **Press [OK] twice.**

Setting File Name

This section explains the procedure for setting a file name.
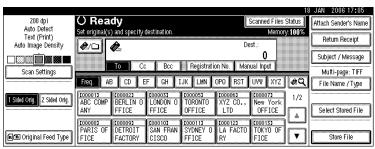
Scanned file will be given a file name consisting of the time and date of scanning, 4-digit page number, etc.

- Single-page and divided multi-page files are assigned file names that contain the date and time of scanning and a four-digit page number. An underscore is inserted between the date and time and the four-digit page number.
  (Example: For a file scanned in single-page TIFF at 10 ms, 15 sect., 15:30 hours on Dec. 31, 2020, the file name will be 20201231153015010_0001.tif)

- Multi-page files are given file names that contain the time and date of scanning.
  (Example: For a file scanned in multi-page TIFF at 10 ms, 15 sec., 15:30 hours on Dec. 31, 2020, the file name will be 20201231153015010.tif)
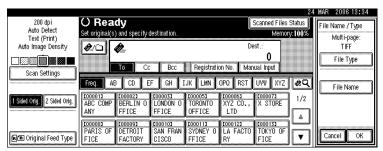
If necessary, you can change the file name.

A **Press [File Name / Type].**

B Press [File Name].

The soft keyboard appears.

C Enter a file name.

D Press [OK] twice.

Programs

You can register frequently used settings in the machine memory and recall them for future use.

Note

❒ You can register up to 10 programs for the scanner mode.

❒ Programs are not deleted by turning the power off or by pressing the 【**Clear Modes**】 key unless the content is deleted or newly registered.

❒ The following settings can be registered to programs: the scan settings, 1 sided/2 sided original, Top to Top/Top to Bottom, Last Page, Divide, Original Feed Type, File Type, Batch/SADF, and Stamp.
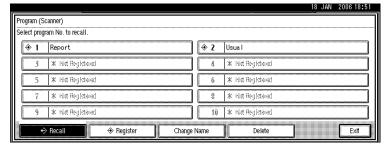
Registering Frequently Used Setting

To register frequently used settings in a program:

A **On the initial scanner screen, make the settings you want to register in a program.**

B **Press the 【Program】 key.**

AHY001S

C **Press [⬦ Register].**

18 JAN 2006 18:51

Program (Scanner)
Select program No. to recall.

⬦ 1	Report		⬦ 2	Usual
3	✻ Not Registered		4	✻ Not Registered
5	✻ Not Registered		6	✻ Not Registered
7	✻ Not Registered		8	✻ Not Registered
9	✻ Not Registered		10	✻ Not Registered

| ⬦ Recall | ⬦ Register | Change Name | Delete | Exit |

D **Select the number of the program in which you want to register the settings.**

Program numbers with ⬦ already have settings in them.

The soft keyboard appears.

E **Enter the program name.**

You can enter up to 40 characters.

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F Press [OK].

The Program screen reappears. When the settings are successfully registered, ♦ appears on the left side of the registered program number and the program name appears on the right side. The initial screen reappears after a moment.
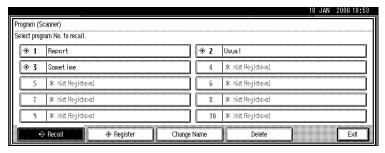
Recalling a Program

To recall settings registered in a program and use them for scanning:

A Press the 【Program】 key.

AHY001S

B Press [♦ Recall].

		18 JAN 2006 18:53	

Program (Scanner)
Select program No. to recall.

♦ 1	Report	♦ 2	Usual
♦ 3	Sometime	4	✳ Not Registered
5	✳ Not Registered	6	✳ Not Registered
7	✳ Not Registered	8	✳ Not Registered
9	✳ Not Registered	10	✳ Not Registered

♦ Recall	♦ Register	Change Name	Delete	Exit

C Press the number of the program you want to recall.

Settings registered in the program are recalled and the initial scanner screen reappears.

Settings are not registered in numbers that appear without ♦.

D Place originals, and then press the 【Start】 key.

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Changing a Registered Program

To change the settings registered to a program:

A **Press the 【Program】 key.**

AHY001S

B **Press [⬦ Recall].**

C **Press the number of the program you want to change.**

D **Change settings of the program.**

E **Press the 【Program】 key.**

F **Press [⬦ Register].**

G **Press the number of the program whose settings you changed or the number of a different program in which you want to register the changed settings.**

H **If you select a program that is already registered, a confirmation message appears. To overwrite the program, press [Register].**

If you select a new program number, you can omit this step. Proceed to the next step.

I **Enter a program name.**

J **Press [OK].**

If overwritten, the registered program is deleted.
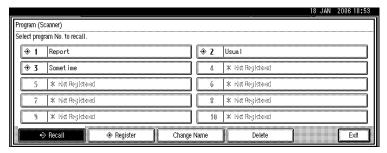
The new program name appears briefly, and then the initial screen reappears after a moment.

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Deleting a Program

To delete a registered program:

A Press the 【Program】 key.

AHY001S

B Press [Delete].

18 JAN 2006 18:53	

Program (Scanner)
Select program No. to recall.

◈ 1	Report	◈ 2	Usual
◈ 3	Sometime	4	✳ Not Registered
5	✳ Not Registered	6	✳ Not Registered
7	✳ Not Registered	8	✳ Not Registered
9	✳ Not Registered	10	✳ Not Registered

| ↔ Recall | ◈ Register | Change Name | Delete | Exit |

C Press the number of the program you want to delete.

D Press [Yes].

The program is deleted, and the initial screen reappears after a moment.
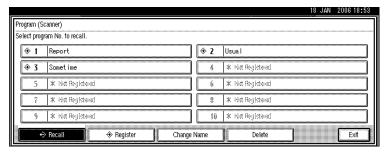
Changing the Registered Program Name

To change the name of a registered program:

A Press the 【Program】 key.

AHY001S

B Press [Change Name].

18 JAN 2006 18:53	

Program (Scanner)
Select program No. to recall.

◈ 1	Report	◈ 2	Usual
◈ 3	Sometime	4	✳ Not Registered
5	✳ Not Registered	6	✳ Not Registered
7	✳ Not Registered	8	✳ Not Registered
9	✳ Not Registered	10	✳ Not Registered

| ↔ Recall | ◈ Register | Change Name | Delete | Exit |

C Press the number of the program whose name you want to change.

D Enter a new program name.

A program name can be entered using up to 40 characters.

E Press [OK].

The new program name appears briefly, and then the initial screen reappears.

Scan Settings When Using Twain Scanner

This section explains how to specify original orientation and scan setting for a bundle of mixed size originals when using the TWAIN scanner.

Setting Original Orientation on the TWAIN Scanner

To correctly display the top/bottom orientation of the scanned original on a client computer, the placement of the original and the settings made in the Scanner Control dialog box must match.

A **Open the Scanner Control dialog box.**

For details about how to open the Scanner Control dialog box, see "Basic Network TWAIN Scanner Operation".

B **In the [Original Scan Method:] list, select the place where the original is placed.**

C **In the [Orig.Orientn.:] list, select [⇐◻ Long Edge] or [⇐◻ Short Edge].**

D **In the [Orientation:] list, select [⇐▣ Right 90 deg./⇐▣ Right 90 deg.], [⇐▣ Left 90 deg./⇐▣ Left 90 deg.], [⇐▣ Standard 0 deg./⇐▣ Standard 0 deg.], or [⇐▣ 180 deg./⇐▣ 180 deg.].**

E **If an original is placed in the ADF, from the drop down menu of [Scan Settings], select [1 Sided], [2 Sided(Top to Top)], or [2 Sided(Top to Bottom)].**

$\mathcal{P}$ Reference

Placing Originals

The following table shows the relationship between the original orientation and the Scanner Properties dialog box settings:

❖ Exposure Glass

Original Orientation	TWAIN Scanner Control Dialog Box Key
top edge touches top left of exposure glass This orientation is the TWAIN driver's standard setting. Place originals in this orientation normally.	⇐▣ Left 90 deg.
top edge touches rear of exposure glass	⇐▣ Standard 0 deg.

❖ **ADF**

Original Orientation	TWAIN Scanner Control Dialog Box Key
top edge of original placed first ⬅ 🄰 Left 90 deg.	
top edge touches rear of ADF ⬅ R Standard 0 deg.	

📝 **Note**

❒ Originals are normally rectangular (▤) or horizontally long (▤). However, the table above uses squares to make original orientation easier to understand. Even if the actual shape of the original is different, the combination of original orientation and the orientation specified on the scanner driver does not change.

❒ For details about the Scanner Control dialog box, see the TWAIN driver Help.

❒ Depending on the settings, originals of different sizes are scanned differently.

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When Scanning Originals of Mixed Sizes Using TWAIN Scanner

This section explains the differences between scanning mixed-size originals using the TWAIN scanner and normal scanning.

- If **[Auto detect(Mixed-size)]** is selected in the **[Original Size:]** list, the machine detects the length of each same-width original and then scans them.

- If **[Auto detect(Uni-size)]** is selected in the **[Original Size:]** list, the machine detects the size of the first original of the batch and scans all subsequent originals at that size.

7. Appendix

The appendix details specifications of the scanner function and explains supplementary settings.

Relationship between Resolution and Scan Size

This section explains the relationship between resolution and scan size.

Resolution and scan size are inversely related. The higher the resolution (dpi) is set, the smaller the area that can be scanned. Conversely, the larger the scan area, the lower the resolution that can be set.

The relationship between the scanning resolution and the scan size is shown below. If the combination is unreadable, "`Exceeded max. data capacity. Check the scanning resolution, then press Start again.`" appears on the machine's control panel display. Change the condition until scanning is enabled.

📝 Note
❒ Image compression level can limit Maximum image size.

When Using E-mail, Folder Sending, Storing or Network Delivery Function

This section explains the relationship between resolution and scan size when using the e-mail, Scan to Folder, storing, or network delivery scanner function.

❖ **If [Text (Print)], [Text (OCR)], [Text / Photo], or [Photo] is selected for Scan Type**
All combinations up to A3/297 × 432 mm (11 × 17 inches) and 600 dpi can be scanned.

❖ **If [Gray Scale] is selected for Scan Type**
The originals can be scanned using combinations marked with ○ in the table.

	100 dpi	200 dpi	300 dpi	400 dpi	600 dpi
A3	○	○	○		
B4	○	○	○	○	
A4	○	○	○	○	
B5	○	○	○	○	
A5	○	○	○	○	○
B6	○	○	○	○	○
A6	○	○	○	○	○
A7	○	○	○	○	○
11×17	○	○	○		
Legal ($8^1/_2$×14)	○	○	○	○	
$8^1/_2$×13	○	○	○	○	
Letter ($8^1/_2$×11)	○	○	○	○	
$5^1/_2$×$8^1/_2$	○	○	○	○	○

📝 Note

❒ Enter B6, A6, and A7 sizes directly.

- B6 →(128 mm × 182 mm)

- A6 →(105 mm × 148 mm)

- A7 →(74 mm × 105 mm)

When Using as a TWAIN Scanner

This section explains the relationship between resolution and scan size when using the machine as a TWAIN scanner.

To specify the scan area or resolution on the machine you are using as a network TWAIN scanner directly, see the TWAIN driver Help.

❖ **If [Binary(Text)] or [Binary(Photo)] is selected in [Col./Grad.:]**
The originals can be scanned using combinations marked with ◯ in the table if Original Orientation is ▱.

	100 dpi	200 dpi	300 dpi	400 dpi	500 dpi	600 dpi	700 dpi	800 dpi	900 dpi	1000 dpi	1100 dpi	1200 dpi
A3	◯	◯	◯	◯	◯	◯						
B4	◯	◯	◯	◯	◯	◯						
A4	◯	◯	◯	◯	◯	◯	◯	◯				
B5	◯	◯	◯	◯	◯	◯	◯	◯	◯			
A5	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯
B6	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯
A6	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯
A7	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯
11×17	◯	◯	◯	◯	◯	◯						
Legal ($8^1/_2$×14)	◯	◯	◯	◯	◯	◯	◯					
$8^1/_2$×13	◯	◯	◯	◯	◯	◯	◯					
Letter ($8^1/_2$×11)	◯	◯	◯	◯	◯	◯	◯	◯				
$5^1/_2$×$8^1/_2$	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯

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🖉 Note

❒ Enter size A7 (74 mm × 105 mm) directly.

❖ **If [Gray Scale] is selected in [Col./Grad.:]**
The originals can be scanned using combinations marked with ○ in the table if Original Orientation is �served.

	100 dpi	200 dpi	300 dpi	400 dpi	500 dpi	600 dpi	700 dpi	800 dpi	900 dpi	1000 dpi	1100 dpi	1200 dpi
A3	○	○	○									
B4	○	○	○	○								
A4	○	○	○	○								
B5	○	○	○	○	○							
A5	○	○	○	○	○	○	○					
B6	○	○	○	○	○	○	○	○				
A6	○	○	○	○	○	○	○	○	○			
A7	○	○	○	○	○	○	○	○	○	○	○	○
11×17	○	○	○									
Legal ($8^1/_2$×14)	○	○	○	○								
$8^1/_2$×13	○	○	○	○								
Letter ($8^1/_2$×11)	○	○	○	○	○							
$5^1/_2$×$8^1/_2$	○	○	○	○	○	○	○					

✎ **Note**

❒ Enter size A7 (74 mm × 105 mm) directly.

7

Scan Settings and File Types

This section explains about the relationship between the file type specified when scanning originals and the file type to which files are converted when sending by e-mail or Scan to Folder.

❖ **Single-page file type**

Scan Type	TIFF/JPEG specified	PDF specified
Text (Print), Text (OCR), Text / Photo, Photo	TIFF	PDF
Gray Scale	TIFF (uncompressed) / JPEG (compressed)	PDF

❖ **Multi-page file type**

Scan Type	TIFF specified	PDF specified
Text (Print), Text (OCR), Text / Photo, Photo	TIFF	PDF
Gray Scale	TIFF (uncompressed)	PDF

✐ **Note**

❒ When you select to convert a scanned original to a single-page TIFF/JPEG file, if **[Gray Scale]** is selected in **[Scan Type]** under **[Scan Settings]**, depending on the **[Compression (Gray Scale)]** setting under **[Scanner Features]**, the file type changes as follows:

- **[On]**...JPEG
- **[Off]**...TIFF

❒ When you set **[Compression (Gray Scale)]** to **[On]** under **[Scanner Features]**, if you specify **[Gray Scale]** in **[Scan Type]** under **[Scan Settings]**, you cannot select multi-page TIFF as the file type.

❒ Files are stored in single-page format. When sending files by e-mail or Scan to Folder, you can select single-page or multi-page format.

❒ JPEG format files cannot be sent as a multi-page TIFF file even if you specify to send it as a multi-page TIFF. The file is sent in a default format other than multi-page TIFF.

7

Software Supplied on CD-ROM

This section explains the applications on the supplied "Scanner Driver and Utilities" or "Scanner Driver/Font Manager and Utilities" CD-ROM.

Auto-Run Program

This section explains the auto-run program.

When the CD-ROM is inserted into a client computer running Windows 95/98/Me/2000/XP, Windows Server2003, or Windows NT 4.0, the installer starts up automatically (auto run) to install various software.

📝 Note

❒ For installation under Windows 2000/XP, Windows Server 2003, or Windows NT 4.0, log on as an Administrators group member.

❒ Auto-run program may not automatically work with certain operating system settings. If this happens, start "Setup.exe" on the CD-ROM root directory.

❒ To disable auto-run, set CD-ROM while pressing **Shift** key. Keep the **Shift** key pressed until the computer finishes reading from the CD-ROM.

❒ If **[Cancel]** is pressed during installation, the installation of all the software thereafter will be stopped. If cancelled, reinstall the remaining software after restarting the client computer.

TWAIN Driver

This section tells you the file path to the TWAIN driver and the TWAIN driver's system requirements.

You must install this driver if you want to scan originals or use the machine as a network TWAIN scanner.

❖ **File path**
The TWAIN driver is stored in the following folder on the CD-ROM:

\DRIVERS\TWAIN

❖ **System requirements**
- Computer hardware
  PC/AT-compatible machines that support the operating system properly
  This driver cannot be used in RISC-based processor (MIPS R series, Alpha AXP, or PowerPC) Windows NT environments.

- Operating system
  Microsoft Windows 95/98/Me
  Microsoft Windows 2000/XP
  Microsoft Windows NT 4.0
  Microsoft Windows Server 2003

- Display resolution
  800×600 pixels, 256 colours or higher

DeskTopBinder Lite

This section tells you the file path to DeskTopBinder Lite, the DeskTopBinder Lite system requirements, and the applications that are installed with DeskTop-Binder Lite.

DeskTopBinder is installed on the client computers to integrate and manage various kinds of files such as scan files, files created with applications, and existing scan files. This software allows you to use various functions for stored scan files such as viewing stored files. Also, with the ScanRouter delivery software, you can view the files stored in in-trays of the delivery server or use other functions for stored files. For details about DeskTopBinder Lite, see DeskTopBinder Lite manuals or DeskTopBinder Lite Help.

❖ **File path**
DeskTopBinder Lite is stored in the following folder on the CD-ROM provided with this machine:

\UTILITY\DESKV2

❖ **System requirements**

- Computer hardware
  PC/AT-compatible machines that support the following operating system properly
- Operating system
  When installing all functions of DeskTopBinder Microsoft Windows 98SE/Me/2000 Professional SP1 or later/2000 Server SP1 or later/ 2000 Advanced Server SP1 or later/XP Professional/XP Home Edition Microsoft Windows Server 2003 Standard Edition/Enterprise Edition

  When installing only SmartDeviceMonitor for Client
  Microsoft Windows 95 SP1/98/98SE/Me/2000 Professional SP1 or later/2000 Server SP1 or later/XP Professional/XP Home Edition
  Microsoft Windows Server 2003 Standard Edition/Enterprise Edition
  Microsoft Windows NT 4.0 SP5 or later
- Display resolution
  800×600 pixels, 64K colours or higher

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❖ **Software installed with DeskTopBinder Lite**

- Auto Document Link
  Auto Document Link on the client computer monitors in-trays of the delivery server periodically, retrieves files delivered to in-trays, and notifies the user of delivery.

- Function Palette
  Function Palette allows you to use DeskTopBinder functions such as Scan using TWAIN scanner or Print without starting DeskTopBinder. To use these functions from Function Palette, you must first configure them using DeskTopBinder Extended Features. For details about Function Palette, see DeskTopBinder manuals.

- SmartDeviceMonitor for Client
  SmartDeviceMonitor for Client provides functions for continuous device status monitoring on the network via TCP/IP or IPX/SPX.

7

Values of Various Set Items for Transmission/Storage/Delivery Function

This section explains the values of various transmission/storage/delivery function settings.

Note

❐ Depending on the type or settings of the file or original, you may not be able to specify the destination or enter the maximum number of characters stated below.

Transmission Function

This section explains the values of transmission function settings.

Sending E-mail

The following table tells you the maximum values of the e-mail sending function settings.

Item	Maximum value	Comments
Number of subject line characters	128 alphanumeric characters	-
Number of e-mail message characters	80 alphanumeric characters	This is the total number of characters selected from the list and the number of characters entered directly from text.
Number of e-mail address characters	128 alphanumeric characters	E-mail addresses found via LDAP server search cannot be selected if they contain more than 128 characters.
Number of addresses you can specify at the same time	500 addresses	You can specify 100 destinations by direct entry, including LDAP search. Select the remaining 400 destinations from registered addresses.
Sendable file size	725.3 MB per file	-
Sendable number of pages	1,000 pages per file	-

Folder transmission

The following table tells you the maximum values of the Scan to Folder function settings.

Item	Maximum value	Comments
Number of path name characters on SMB	128 alphanumeric characters	-
Number of user name characters on SMB	64 alphanumeric characters	-
Number of password characters on SMB	64 alphanumeric characters	-
Number of server name characters on FTP	64 alphanumeric characters	-
Number of path name characters on FTP	128 alphanumeric characters	-
Number of user name characters on FTP	64 alphanumeric characters	-
Number of password characters on FTP	64 alphanumeric characters	-
Number of path name characters on NCP	128 alphanumeric characters	-
Number of user name characters on NCP	64 alphanumeric characters	-
Number of password characters on NCP	64 alphanumeric characters	-
Number of addresses you can specify at the same time	50 addresses	You can specify a maximum of 50 directly entered destinations.
Sendable file size	2,000 MB per file	-

Simultaneous Transmission

The following table tells you the maximum values of settings for using the E-mail and Scan to Folder functions simultaneously.

Item	Maximum value	Comments
Number of destinations you can select for E-mail and Scan to Folder	550 addresses	-
Number of destinations you can select for sending by e-mail	500 addresses	You can specify a maximum of 100 directly entered destinations, including LDAP search-retrieved destinations.
Number of destinations you can set for sending by Scan to Folder	50 addresses	-

Storage Function

The following table tells you the maximum values of the storage function settings.

Item	Maximum value	Comments
Number of file name characters	64 alphanumeric characters	On the control panel, the first 16 characters are displayed. When viewing the stored files from a client computer using Desk-TopBinder, all the entered characters can be viewed.
Number of user name characters	20 alphanumeric characters	On the control panel, the first 16 characters are displayed. When viewing the stored files from a client computer using Desk-TopBinder, all the entered characters can be viewed.
Number of password characters	4-8 digit number	-
Number of stored files you can select at the same time	30 files	-
Storable number of files	3,000 files	This is the total number of files stored under the scanner, copier, document server, and printer functions.
Storable number of pages	9,000 pages	This is the total number of files stored under the scanner, copier, document server, and printer functions.
Storable number of pages per file	1,000 pages	-
Storable size	2,000 MB per file	-

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Network Delivery Function

The following table tells you the values of setting items for the network delivery scanner function.

Item	Maximum value	Comments
Number of subject line characters	128 alphanumeric characters	This is the total number of characters selected from the list and the number of characters entered directly from text.
Number of e-mail address characters	128 alphanumeric characters	-
Number of addresses you can specify at the same time	500 addresses	You can specify 65 destinations by direct entry, including LDAP search. Select the remaining 435 destinations from registered addresses The maximum number of destinations you can specify differs depending on which ScanRouter delivery software you are using. For details, see the manuals supplied with the ScanRouter delivery software.
Sendable file size	2,000 MB per file	-

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Specifications

The following table tells you the specifications of the scanner.

Scan method	Flatbed scanning
Scan speed	When using the E-mail/Scan to Folder/Network Delivery Scanner function:
	52 page/min
	(Original size: A4□, Scan Type: Text (Print), Resolution: 200 dpi, Compression (Black & White): On, ITU-T No1 Chart, 1-side scanning)
	Scanning speed differs depending on the following; operating environment of the machine and computer, scan settings, and the content of originals (denser images require more time).
Image sensor type	CCD Image Sensor
Scan type	Sheet, book
Interface	Ethernet interface (10BASE-T or 100BASE-TX), IEEE 802.11b (wireless LAN) (optional)
Maximum scan size	A3/DLT (297 × 432 mm)
Scan sizes automatically detectable from the exposure glass	A3□, B4□, A4□, A4□, B5□, B5□, $8\,^1/_2$" × 13"□
Scan sizes automatically detectable from the ADF	A3□, B4□, A4□, A4□, B5□, B5□, A5□, A5□, $8^1/_2$" × 13"□
Basic scanning resolution	600 dpi (8-bit gray scale)
Selectable scanning resolutions when using the E-mail/Scan to Folder/Network delivery scanner function	100 dpi, 200 dpi, 300 dpi, 400 dpi, 600 dpi
Selectable scanning resolution when using TWAIN scanner	100 dpi to 1200 dpi
Sendable file formats	TIFF, JPEG, PDF
Image compression type for black and white (two-value)	TIFF (MH, MR, MMR)
Image compression type for gray scale	JPEG
Network protocol	TCP/IP, IPX
Protocol for sending e-mail	SMTP, POP3
Protocol for Scan to Folder	SMB, FTP, NCP

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$$C \, \epsilon$$

Declaration of Conformity

"The Product complies with the requirements of the EMC Directive 89/336/EEC and its amending directives and the Low Voltage Directive 73/23/EEC and its amending directives."

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Operating Instructions   Scanner Reference