

Quick Reference Scanner Guide

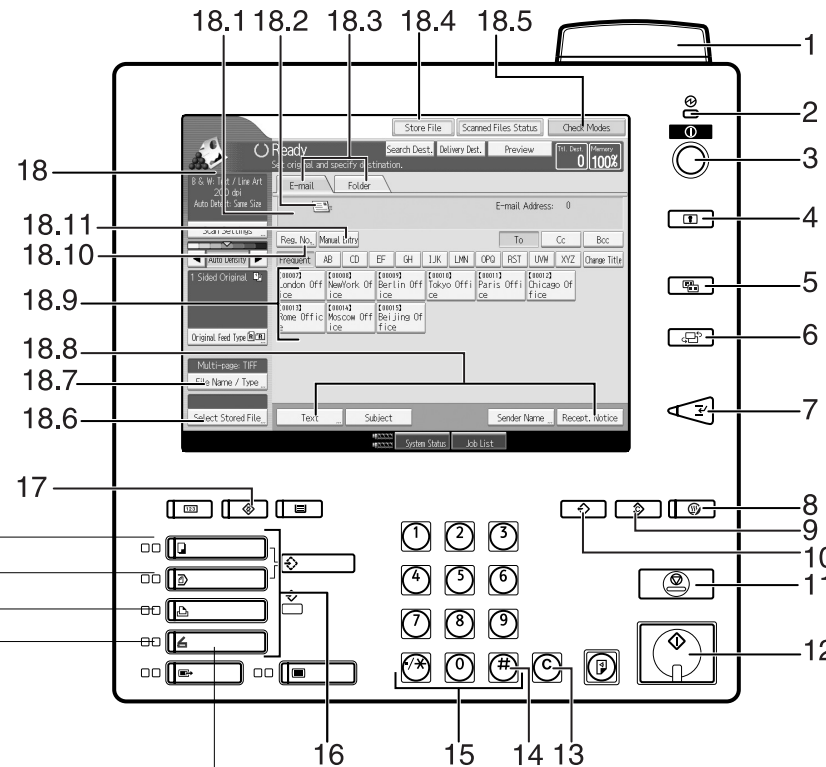
⇒ Please put this guide above your machine ⇐

1. **Status indicator**
2. **Main power indicator and power indicator**
3. **Operation switch**
to turn machine on/off
4. **[Login/Logout] key**
5. **[Simplified Display] key**
6. **[Language Selection] key**
7. **[Interrupt] key**
8. **[Energy Saver] key**
Press to warm up
9. **[Clear Modes] key**
10. **[Program] key**
11. **[Stop] key**
- stops scanning
12. **[Start] key**
Use to begin scanning, file storing or delivery.

13. **[Clear] key**
- clears an entered numeric value
14. **[#] key (Enter key)**
15. **Number keys**

16. **Function keys**
Press the [Scanner] key to activate.
17. **[User Tools] key**
18. **Display panel**

- 18.1 **Destination field**
- 18.2 **E-mail icon**
- 18.3 **E-mail/Folder**
- 18.4 **[Store File]**
- 18.5 **[Check Modes]**
- 18.6 **[Select Stored File]**
- 18.7 **[File Name/Type]**
- 18.8 **[Text] [Subject] [Sender Name] [Receipt Notice]**
- 18.9 **Destination list**
- 18.10 **[Reg. No.]**
- 18.11 **[Manual Entry]**



Standard available:

- Copier:
- Document Server:
- Printer:
- Scanner:

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



This button needs to be selected as a first step

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

How to scan...

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

Ways of scanning:

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

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

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

- 1 Press the [Scanner] key.
- 2 Press the [Clear Modes] key.
- 3 Place the originals and make required settings (original size and orientation).
 - ! In addition to black and white and gray scale originals, this machine can scan full colour originals also.
- 4 If delivery scanner appears:
 - Press [E-mail] or [Folder].

- 5 Select destination(s).

In total, 500 destinations can be specified.

For email:

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

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

Only for scan-to-email

- Specify (email) sender.
- ! Depending on the security settings, the logged-on user may be specified as [Sender Name].

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



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

- 9 Press the [Start] key.

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

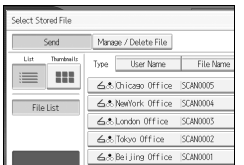
- 1 Press the [Scanner] key.
- 2 Press the [Clear Modes] key.
- 3 Make settings for storing scanned data files:
 - Press [Store File] and [Store Only].
- 4 Specify file information; user name, file name and password. Press [OK].
- 5 Place the originals and make required settings (original size and orientation).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

Why use it?

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

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

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



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

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

! For details about registering folders, see General Settings Guide(7. Registering Addresses and Users for Scanner Functions).