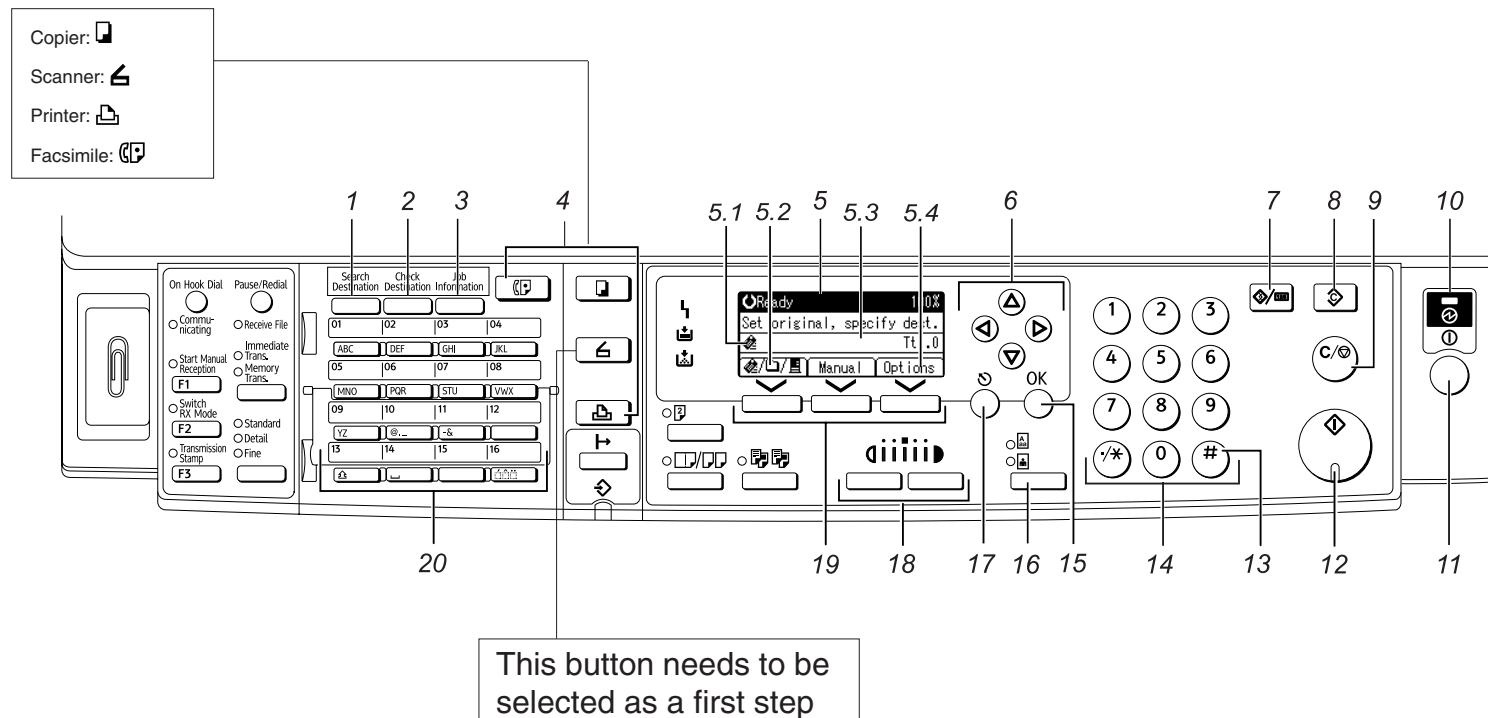


# Quick Reference Scanner Guide

⇒ Please put this guide above your machine ⇐

- |  |  |  |  |
|--|--|--|--|
| <ol style="list-style-type: none"> <li>1. <b>[Search Destination] key</b></li> <li>2. <b>[Check Destination] key</b></li> <li>3. <b>[Job Information] key</b></li> <li>4. <b>Function keys</b><br/>- press to display the operation screen to scanner function</li> <li>5. <b>Display panel</b></li> <li>5.1 <b>E-mail icon</b></li> </ol> | <ol style="list-style-type: none"> <li>5.2 <b>E-mail/Scan to Folder/Network Delivery Scanner</b><br/>- press to switch between screens.</li> <li>5.3 <b>Destination field</b></li> <li>5.4 <b>[Options]</b></li> <li>6. <b>Scroll keys</b></li> <li>7. <b>[User Tools/Counter] key</b></li> <li>8. <b>[Clear Modes] key</b></li> </ol> | <ol style="list-style-type: none"> <li>9. <b>[Clear/Stop] key</b><br/>- clears an entered numeric value<br/>- stops scanning</li> <li>10. <b>Main power indicator</b></li> <li>11. <b>Operation switch</b><br/>to turn machine on/off</li> <li>12. <b>[Start] key</b><br/>Use to begin scanning</li> </ol> | <ol style="list-style-type: none"> <li>13. <b>[#] key (Enter key)</b></li> <li>14. <b>Number keys</b></li> <li>15. <b>[OK] key</b></li> <li>16. <b>[Original] key</b></li> <li>17. <b>[Escape] key</b></li> <li>18. <b>[Lighter] key, [Darker] key</b></li> <li>19. <b>Selection keys</b></li> <li>20. <b>Quick Dial keys</b></li> </ol> |
|--|--|--|--|

**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-Email.
- 2 Scan to SMB/FTP/NCP.
- 3 Scan to Delivery Server.
- 4 Scan via Twain driver.

For details about 3 and 4, please see operating instructions CD: Scanner Reference.

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

- 1 Press the **[Scanner]** key.
- 2 Press the **[Clear Modes]** key.
- 3 If delivery scanner appears:
  - Press (5.2) to switch to the E-mail or Scan to Folder screen.
- 4 Place originals.
- 5 Select destination(s).  
In total, more than 100 destinations can be specified.

### 6 Only for scan-to-email

Press [Options], select [Sender's Name], and then specify the sender.

Depending on the security settings, the logged-on user may be specified as [Sender's Name].

7 If necessary, press [Options] to specify the resolution and orientation of the originals.

- 8 Select file type if necessary.
  - Press [Options].
  - Select [File Type], and then press the **[OK]** key.
  - Select the file type, and then press the **[OK]** key.
  - Press the **[Escape]** key.

### 9 Only for scan-to-email

You can enter the subject.

- Press [Options].
- Select [Attach Subject], and then press the **[OK]** key.
- Enter the subject, and then press the **[OK]** key.
- Press the **[Escape]** key.

10 Press the **[Start]** key.  
You must press the **[#]** key to send scan files that are scanned from the exposure glass.

11 If you still have originals to send, place them on the machine, and then press the **[Start]** key.

12 After all originals are scanned, press the **[#]** key.

## Registering an Email destination...

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

- 1 Press the **[User Tools/Counter]** key.
- 2 Select [System Settings] using the **[▲]** or **[▼]** key, and then press the **[OK]** key.
- 3 Select [Administrator Tools] using the **[▲]** or **[▼]** key and then press the **[OK]** key.
- 4 Select [Address Book Management] using the **[▲]** or **[▼]** key, and then press the **[OK]** key.
- 5 Select [Program/Change] using the **[▲]** or **[▼]** key, and then press the **[OK]** key.
- 6 Enter the registration number you want to program using the number keys or the Quick Dial keys, and then press the **[OK]** key.
- 7 Enter the name, and then press the **[OK]** key.
- 8 Press [Details].
- 9 Select [E-mail Settings] using the **[▲]** or **[▼]** key, and then press the **[OK]** key.
- 10 Enter the e-mail address using the number keys and the Quick Dial keys, and then press the **[OK]** key.
- 11 Select [E-mail/Internet Fax Dest.] or [Internet Fax Dest. only] using the **[▲]** or **[▼]** key, and then press the **[OK]** key.
- 12 Select [Send] or [Do not send] to specify whether or not SMTP server is to be used using the **[▲]** or **[▼]** key, and then press the **[OK]** key.
- 13 Press [End].
- 14 Press the **[OK]** key.

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