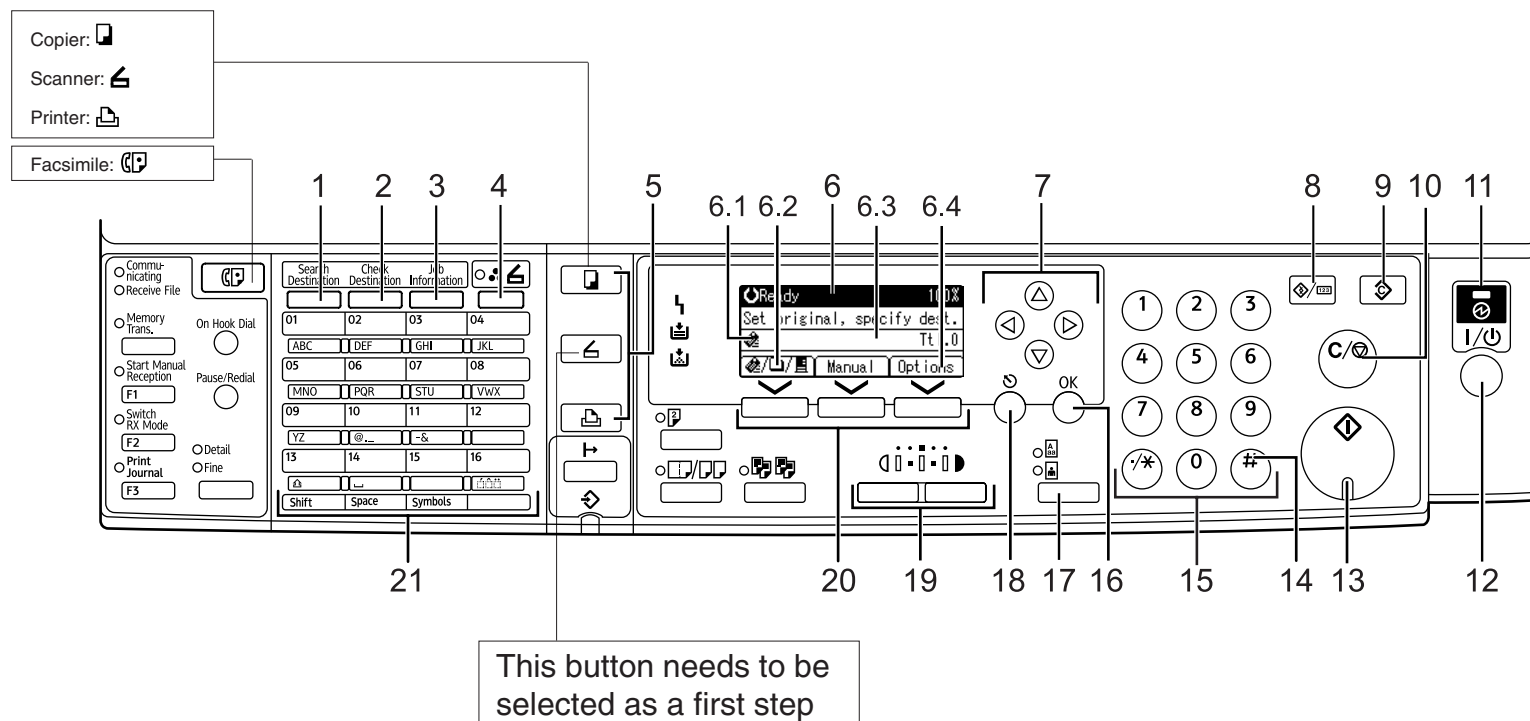


Quick Reference Scanner Guide

⇒ Please put this guide above your machine ⇐

1. **[Search Destination] key**
2. **[Check Destination] key**
3. **[Job Information] key**
4. **[Colour Scan] key**
5. **Function keys**
- press to display the operation screen to scanner function
6. **Display panel**
 - 6.1 E-mail icon
 - 6.2 E-mail/Scan to Folder/ Network Delivery Scanner
- press to switch between screens.
 - 6.3 Destination field
 - 6.4 [Options]
7. **Scroll keys**
8. **[User Tools/Counter] key**
9. **[Clear Modes] key**
10. **[Clear/Stop] key**
- clears an entered numeric value
- stops scanning
11. **Main power indicator**
12. **Operation switch**
to turn machine on/off
13. **[Start] key**
Use to begin scanning
14. **[#] key (Enter key)**
15. **Number keys**
16. **[OK] key**
17. **[Original] key**
18. **[Escape] key**
19. **[Lighter] key, [Darker] key**
20. **Selection keys**
21. **Quick Dial keys**

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/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-E-mail/ (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 (6.2) 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.

1 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].

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

- 2 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.

2 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.