⇨ Please put this guide above your machine ⇦

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1. 〖Search Destination〗key
2. 〖Check Destination〗key
3. 〖Job Information〗key
4. 〖Colour Scan〗key
5. Function keys
   Press the〖Scanner〗key to activate these keys.

Standard available:
Copier: ▯
Scanner: ⬃
Printer: ⎙

Facsimile: ⬚

6. Display Panel
6.1 E-mail icon
6.2 E-mail/Scan to Folder/ WSD Scanner/ 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
    Press this to turn the machine on/off.

13. 〖Start〗key
    Press this to begin scanning or sending.
14. 〖#〗key (Enter key)
15. Number keys
16. 〖OK〗key
17. 〖Original〗key
18. 〖Escape〗key
19. 〖Lighter〗key,〖Darker〗key
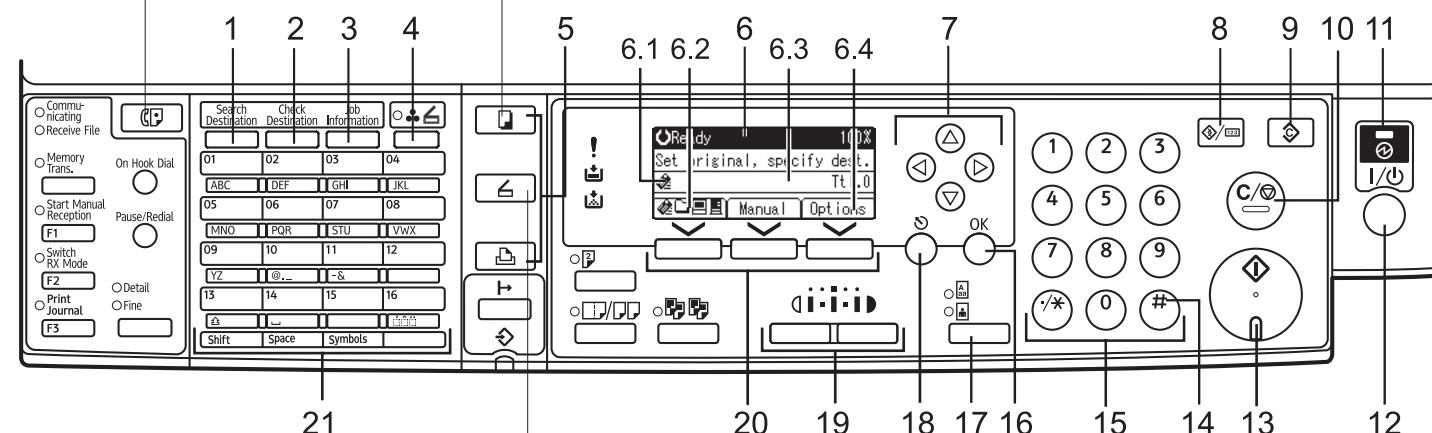20. Selection keys
21. Quick Dial keys

! To use the scanner functions, several settings must be made beforehand. For details about these settings, see *Scanner Reference* chapter 8 on the supplied CD-ROM.

This button needs to be selected as a first step.

How to scan...

Available scan functions:

1. Scan to E-mail
2. Scan to Folder (SMB/FTP/NCP)
3. Scan Using WSD (Web Services on Devices)
4. Save to Removable Memory Device
5. Scan to Delivery Server
6. Scan via TWAIN Driver

! For details about 3, 4, 5, and 6, see *Scanner Reference* on the supplied CD-ROM.

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. If delivery scanner appears:
   • Press (6.2) to switch to the E-mail or Scan to Folder screen.

4. Place originals.
   • If necessary, specify the original type and scanning density.

5. Select destination(s).
   In total, up to 100 destinations can be specified.

Only for scan to e-mail
6. 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.

Only for scan to e-mail
9. Enter the subject if necessary.
   • 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 E-mail destination...
(Network and System Settings Guide 5. 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.] using the〖▲〗or〖▼〗key, and then press the〖OK〗key.

12. Select [On] or [Off] 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 5. Registering Addresses and Users for Facsimile/Scanner Functions, *Network and System Settings Guide* ⓢ.

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