

MP 171F/MP 171SPF **Aficio** MP 171F/171SPF

Operating Instructions Scanner Reference



- 1 Sending Scan Files by E-mail
- 2 Sending Scan Files to Folders
- 3 Sending Scan Files Using WSD
- 4 Saving Scan Files on a Removable Memory Device
- 5 Delivering Scan Files
- 6 Scanning Originals with the Network TWAIN Scanner
- 7 Various Scan Settings
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Manuals for This Machine

Read this manual carefully before you use this machine.

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

Mportant (

- 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.
- A Web browser must be installed in order to view the html manuals.

About This Machine

Before using the machine, be sure to read the section of this manual entitled Safety Information.

This manual introduces the machine's various functions. It also explains the control panel, preparation procedures for using the machine, how to enter text, how to install the CD-ROMs provided, and how to replace paper, toner, staples, and other consumables.

Troubleshooting

Provides a guide for resolving common usage-related problems.

Copy Reference

Explains Copier 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 and System Settings Guide

Explains how to connect to the machine to a network, configure and operate the machine in a network environment, and use the software provided. Also explains how to change User Tools settings and how to register information in the Address Book.

Security Reference

This manual is for administrators of the machine. It explains security functions that you can use to prevent unauthorized use of the machine, data tampering, or information leakage. For enhanced security, we recommend that you first make the following settings:

- Install the Device Certificate.
- Enable SSL (Secure Sockets Layer) Encryption.

• Change the user name and password of the administrator using Web Image Monitor.

For details, see "Setting Up the Machine", Security Reference.

Be sure to read this manual when setting the enhanced security functions, or user and administrator authentication.

PostScript 3 Supplement

Explains how to set up and use PostScript 3.

Other manuals

- UNIX Supplement
- Quick Reference Copy Guide
- Quick Reference Fax Guide
- Quick Reference Printer Guide
- Quick Reference Scanner Guide
- Manuals for DeskTopBinder Lite
 - DeskTopBinder Lite Setup Guide
 - DeskTopBinder Introduction Guide
 - Auto Document Link Guide



- Manuals provided are specific to machine types.
- For "UNIX Supplement", please visit our Web site or consult an authorized dealer. This manual
 includes 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 * 1	DeskTopBinder	
ScanRouter EX Professional *1 and ScanRouter EX Enterprise *1	the ScanRouter delivery software	

*1 Optional

Notice

Important

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.

For good copy quality, the supplier recommends that you use genuine toner from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

How to Read This Manual

Symbols

This manual uses the following symbols:



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.



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.

Note

Contents of this manual are subject to change without prior notice.

Two kinds of size notation are employed in this manual.

Colors on color keys or the color circle may differ slightly from the colors of actual copies.

The color samples in this manual may differ slightly from the colors of actual copies.

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.

Depending on which country you are in, certain units may be optional. For details, please contact your local dealer.

Laws and Regulations

Legal Prohibition

Do not copy or print any item for which reproduction is prohibited by law.

Copying or printing the following items is generally prohibited by local law:

bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

This machine is equipped with a function that prevents making counterfeit bank bills. Due to this function the original images similar to bank bills may not be copied properly.

About the Scanner Functions

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

You can use the scanner functions to send scan files to computers, to scan originals from a computer using the TWAIN driver, and to save scan files on a removable memory device.

For details about each function, see respective chapters.

Sending scanned files (Network Scanner)

Scan files can be sent to or stored on a computer, and you can specify the format of a scan file according to how the file will be used.

· Sending by e-mail

You can send scan files to specified e-mail addresses.

For details, see chapter 1 "Sending Scan Files by E-mail".

· Sending to folders

Scan files can be stored in shared network folders, or on FTP or Netware servers.

For details, see chapter 2 "Sending Scan Files to Folders".

• Sending using WSD (Push Type)

You can use Web Services on Devices (WSD) to send scan files to a client computer.

For details, see chapter 3 "Sending Scan Files Using WSD".

Delivering

You can deliver scan files using a delivery server.

For details, see chapter 5 "Delivering Scan Files".

Scanning originals from a client computer

• WSD (Pull Type)

You can use the WSD scanner function to scan files from a networked or directly connected computer.

For details, see chapter 3 "Sending Scan Files Using WSD".

TWAIN scanner

You can use the TWAIN driver to scan files from a networked or directly connected computer. For details, see chapter 6 "Scanning Originals with the Network TWAIN Scanner".

Saving files

You can save scan files on a removable memory device such as a USB memory stick or an SD card. For details, see chapter 4 "Saving Scan Files on a Removable Memory Device".

U Note

• This machine's scanner functions are only available as the network functions. They are not available through direct (USB) connection.

■ Reference

- p.15 "Sending Scan Files by E-mail"
- p.51 "Sending Scan Files to Folders"
- p.81 "Sending Scan Files Using WSD"
- p.103 "Delivering Scan Files"
- p.127 "Scanning Originals with the Network TWAIN Scanner"
- p.99 "Saving Scan Files on a Removable Memory Device"

Display Panel

This section explains the display, the control panel keys, and the two confirmation displays: Check Dest. and File Status.

In this manual you can find explanations about the E-mail screen, Scan to Folder screen, WSD scanner screen, and the network delivery scanner screen.

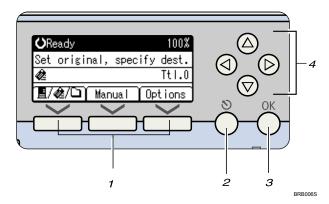
For details about each of these screens, see "E-mail Screen", "Scan to Folder Screen", "WSD Scanner (Push Type) Screen", and "Network Delivery Scanner Screen".

Reference

- p.19 "E-mail Screen"
- p.56 "Scan to Folder Screen"
- p.87 "WSD Scanner (Push Type) Screen"
- p.107 "Network Delivery Scanner Screen"

Reading the Display and Using Keys

This section explains how to read the display and use the selection keys.



1. Selection keys

Press to select an item displayed at the bottom of the screen.

Example: the standby screen

- When the instruction "press [��/ □ / 且] to switch to the E-mail screen" is given in this manual, press the left selection key.
- When the instruction "press [Manual]" is given in this manual, press the center selection key.
- When the instruction "press [Options]" is given in this manual, press the right selection key.

2. [Escape] key

Press to cancel operation or return to the preceding display.

3. [OK] key

Press to specify a function on the display or determine a selected function.

4. Scroll key

Press to move the cursor in each direction, step by step. When the $[^{\blacktriangle}]$, $[^{\blacktriangledown}]$, or $[^{\blacktriangleleft}]$ key appears in this manual, press the scroll key of the same direction.

Confirmation Displays

This section explains two confirmation displays: Check Dest. and File Status.

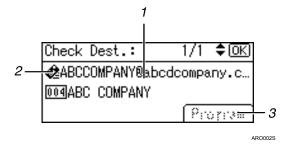
Check destination

This section explains about displayed items and how to display the Check Dest. screen.

Use the Check Dest. screen to check the details of e-mail, Scan to Folder, or delivery destinations.

Pressing the [Check Destination] key switches the screen from the initial scanner screen to the Check Dest. screen.

Check Dest.



1. Destination

Displays the transmission or delivery destinations.

When multiple destinations are specified, you can change the display by pressing the [▲] or [▼] key.

2. Transmission function icon

Displays the icon of the transmission function (e-mail, Scan to Folder, or delivery function) in use.

3. [Program]

For e-mail or Scan to Folder, if you press [Program], the destination that is entered directly or specified by browsing the server can be registered in the machine's address book.

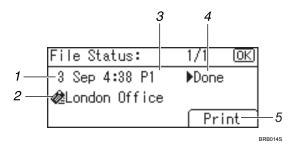
File status

This section explains the items that appear on the screen and how to display File Status.

Use the File Status screen to check e-mail, Scan to Folder, and delivery results.

Press the [Job Information] key to display File Status.

File Status



1. Date / Time

Displays the date and time the machine sent a transmission request, or the date and time "Done", "Error", or "Canceled" was confirmed.

2. Destination

The destination is displayed with the icon of the transmission function (e-mail, Scan to Folder, or delivery function).

If you have selected multiple destinations, the first selected destination is displayed. Other destinations appear as "+ X" (X indicates the number of destinations.) when sending files by e-mail or delivering them.

3. Number of scanned pages

Displays the number of scanned pages.

4. Status

One of the following transmission status is displayed: "▶Done", "▶Sending", "▶Waiting", "▶Error" or "▶Canceled".

5. [Print]

Press to print transmission results.



• Depending on the security settings, some transmission results might not appear in File Status.

1. Sending Scan Files by E-mail

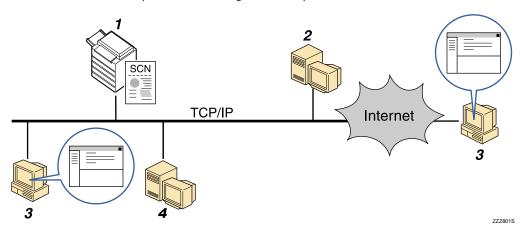
You can attach scan files to e-mails and send them via connections such as LAN and the Internet.

Before Sending Scan Files by E-mail

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

Overview of Sending Scan Files by E-mail

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



1. This machine

You can attach scan files to e-mail and send them to a mail server. You can also encrypt and/or attach signature to the scan files you send by e-mail.

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

To send scanned files by e-mail, you must first perform the following:

- Check the machine is properly connected to the network
- Configure the network settings in [System Settings]
- Configure the necessary settings in [Scanner Features]

Checking the machine is properly connected to the network

Check that this machine is properly connected to the network.

For details about how to connect this machine to a network, see "Connecting to the Interfaces", Network and System Settings Guide.

Configuring the network settings in [System Settings]

Configure the network settings in [System Settings] according to your environment and how you will be using the machine.

The following procedure explains connecting this machine to an IPv4 network using Ethernet cable.

Note that the settings you must configure will vary depending on your operating environment. For details about network settings and configuration procedures, see "Network Settings Required to Use E-mail Function", Network and System Settings Guide.

1. Press the [User Tools/Counter] key, select [System Settings], and then press the [OK] key.



The System Settings screen appears.

2. Select [Interface Settings], and then press the [OK] key.



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3. Select [Network], and then press the [OK] key.



4. Select [Machine IPv4 Address] to specify the machine's IPv4 address, and then press the [OK] key.

To specify a static IPv4 address for this machine, press [Specify], and then press the left selection key to select [IP Add.]. Enter the IP address by using the number keys, and then press the [OK] key.

To obtain an IPv4 address from a DHCP server automatically for this machine, select [Auto-Obtain (DHCP)], and then press the [OK] key.

- 5. Select [IPv4 Gateway Address] to make necessary settings, and then press the [OK] key.
- 6. Select [Effective Protocol], select [IPv4], and then select [Active]. Then press the [OK] key.
- 7. Select [LAN Type] and [Ethernet], and then press the [OK] key.
- 8. Select [File Transfer], select [SMTP Server], and then press the [OK] key.



9. Select [Server Name], enter the SMTP server host name or IPv4 address, and then press the [OK] key.



• If an extended wireless LAN board (optional) is installed, press [LAN Type] on [Interface Settings], then press [Ethernet] and then configure the network settings.

Configuring the necessary settings in [Scanner Features]

Using [Scanner Features], you can make or change various settings related to the scanner function, such as compressing scan data or printing the scanner journal. Configure the scanner settings according to your environment and how you will be using the machine.

This section explains how to display the Scanner Features screen. For details about the settings on this screen, see "Scanner Features".

1. Press the [User Tools/Counter] key.

2. Select [Scanner Features], and then press the [OK] key.



The Scanner Features screen appears.

3. Select [Scan Settings], [Destination List Settings], [Send Settings], or [Administrator Tools], and then configure the relevant settings.



• p.155 "Scanner Features"

Registering E-mail Addresses in the Address Book

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

1. Press the [User Tools/Counter] key, select [System Settings], and then press the [OK] key.

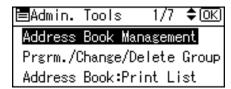


The System Settings screen appears.

2. Select [Administrator Tools], and then press the [OK] key.



3. Select [Address Book Management], and then press the [OK] key.





 For details about registering e-mail addresses in the address book, see "Registering Addresses and Users for Facsimile/Scanner Functions", Network and System 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 display Web Image Monitor or install SmartDeviceMonitor for Admin, see "Monitoring and Configuring the Printer", Network and System Settings Guide. For details about registering addresses in the address book, see Web Image Monitor or SmartDeviceMonitor 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.
- Encrypted files can be sent by e-mail only to destinations for which decryption is set. For details about sending encrypted files by e-mail, see "Security Settings to E-mails".

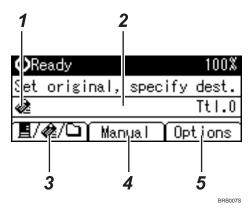
■ Reference

• p.47 "Security Settings to E-mails"

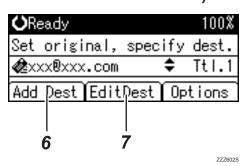
E-mail Screen

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

Main Screen

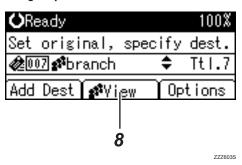


When a destination is entered manually



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When a group is selected for destination



1. E-mail icon

Indicates that the E-mail screen is displayed.

2. Destination field

Displays a selected destination. If multiple destinations are selected, press the $[^{\blacktriangle}]$ or $[^{\blacktriangledown}]$ key to display the destinations in the order they were selected. To check the selected destination, press the [Check Destination] key.

3. E-mail № / Scan to Folder 🗀 / Network Delivery Scanner 🗏

Press to switch between screens. You can also use this key to switch between the E-mail and Scan to Folder functions when sending the same file to both e-mail and Scan to Folder destinations at the same time.

4. [Manual]

When specifying a destination that is not registered, press [Manual], and then enter the e-mail address of the destination using the Quick Dial keys.

5. [Options]

Press to make the scan settings and specify formats of files you want to send.

6. [Add Dest]

When selecting multiple destinations after a manual entry of an e-mail address, press [Add Dest], and then enter the e-mail address of the destination.

7. [EditDest]

When changing an e-mail address that has been entered, press [EditDest], and then enter the new e-mail address.

8. [View]

Press to check the addresses registered in a group.

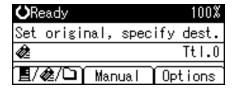
Basic Procedure for Sending Scan Files by E-mail

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

1. Make sure that no previous settings remain.

If a previous setting remains, press the [Clear Modes] key.

2. If the Network Delivery Scanner or Scan to Folder screen is displayed, press [**②**/□/ ■] to switch to the E-mail screen.



- 3. Place originals.
- 4. If necessary, select the original type.

For details, see "Selecting Original Type".

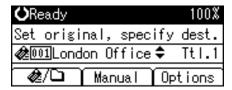
5. If necessary, specify the scanning density.

For details, see "Adjusting Image Density".

6. Select the destination.

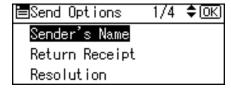
You can specify multiple destinations.

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



7. Press [Options] to select [Sender's Name], and then specify the e-mail sender.

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



8. If necessary, select [Return Receipt] under [Options] to make settings for the Return Receipt function.

For details, see "Setting the Return Receipt Function".

1

- If necessary, select [Attach Subject] under [Options] to specify the e-mail subject.
 For details, see "Entering the E-mail Subject".
- If necessary, select [E-mail Encryption] or [E-mail Signature] under [Options] to apply security settings to e-mail.

For details, see "Security Settings to E-mails".

11. If necessary, specify other settings under [Options] such as resolution and original orientation.

For details, see "Specifying Send Options".

- 12. Press the [Start] key.
 - When scanning from the exposure glass
 If you are scanning only one original, press the [#] key to send the scan file.
 If you are scanning multiple originals, place them on the machine, and then press the [Start] key.
 Repeat this step until originals are scanned, and then press the [#] key.
 - When scanning from the ADF/ARDF
 Transmission starts immediately after originals are scanned.



- If you have selected two or more destinations, the destinations can be made to appear one by one
 by pressing the [▲] or [▼] key.
- To cancel a selected destination, display the destination in the destination field, and then press the [Clear/Stop] key.
- 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 [Sender's Name]. For details, see "File Transfer",
 Network and System Settings Guide.
- Depending on the security setting, the logged-on user may be specified as [Sender's Name].
- To use Message Disposition Notification, log on to the machine as a user and 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.
- If you press the [Check Destination] key, the initial scanner screen switches to the Check Dest. screen. You can use the Check Dest. screen to check the details of the selected destinations. For details, see "Check destination".
- To cancel scanning, press the [Clear/Stop] key.
- When [E-mail Encryption] is selected under [Options], if you specify multiple destinations, a delivery failure message will appear each time a scan file is sent to a destination where decryption settings have not been configured.

■ Reference

• p.151 "Selecting Original Type"

- p.153 "Adjusting Image Density"
- p.24 "Specifying E-mail Destinations"
- p.36 "Specifying the E-mail Sender"
- p.45 "Setting the Return Receipt Function"
- p.46 "Entering the E-mail Subject"
- p.47 "Security Settings to E-mails"
- p.137 "Specifying Send Options"
- p.13 "Check destination"

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 a destination registered to a Quick Dial key
- Select the destination from the machine's address book
- Enter the e-mail address manually
- · Search the LDAP server for the destination and select it



• You can specify multiple destinations.

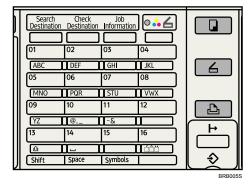
Selecting a Destination Registered to a Quick Dial Key

This section explains how to select a destination registered to a Quick Dial key.

For details about how to register an e-mail destination to a Quick Dial key, see "Registering Addresses and Users for Facsimile/Scanner Functions", Network and System Settings Guide.

1. Press the Quick Dial key to which the destination is registered.

Repeat this step to add more destinations.



The illustration is an example. The actual appearance may be different.

Selecting the Destination from the Machine's Address Book

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

1



 To use this function, you must register the destinations in [System Settings] in advance. For details, see "Registering Addresses and Users for Facsimile/Scanner Functions", Network and System Settings Guide.

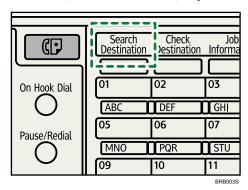
You can use the following methods to select destinations registered in the machine's address book:

- Select a destination from the list
- Enter the destination's registration number
- Search for a destination by name
- Search for a destination by e-mail address

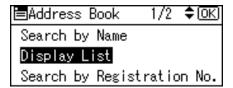
Selecting a destination from the list

Use the following procedure to select the destination from the destination list.

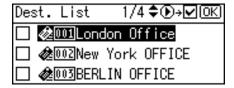
1. Press the [Search Destination] key.



2. Press the [▲] or [▼] key to select [Display List], and then press the [OK] key.



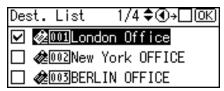
Press the [▲] or [▼] key to select the destination from the list, and then press the [▶] key.



The check box on the left side of the selected destination is selected.

Repeat this step to add more destinations.

4. Press the [OK] key.



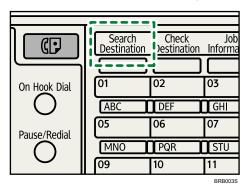


- If under [System Settings], [LDAP Search] is set to [On], a screen to select a search object appears
 when you press the [Search Destination] key. On the screen, select [Search Address Book], and then
 press the [OK] key.
- To cancel a selected destination, press the [♠] or [▼] key to select the target destination, and then
 press the [◄] key.
- Depending on the security settings, some destinations may not appear in the destination list.

Selecting destinations by entering the registration numbers

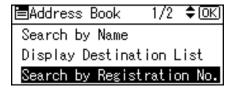
Select the destination from the machine's address book using its registration number.

1. Press the [Search Destination] key.



The illustration is an example. The actual appearance may be different.

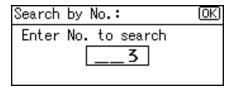
2. Press the [▲] or [▼] key to select [Search by Registration No.], and then press the [OK] key.



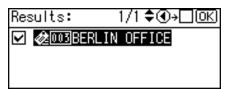
Use the number keys to enter the three-digit number assigned to the destination, and then press the [OK] key.

Example: To enter 003

Press the [3] key, and then press the [OK] key.



4. Press the [OK] key.



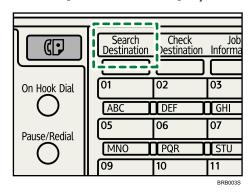


• If under [System Settings], [LDAP Search] is set to [On], a screen to select a search object appears when you press the [Search Destination] key. On the screen, select [Search Address Book], and then press the [OK] key.

Searching for a destination by name

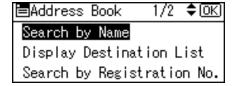
Use the following procedure to search by name for a destination in the machine's address book.

1. Press the [Search Destination] key.

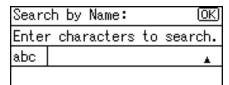


The illustration is an example. The actual appearance may be different.

2. Select [Search by Name], and then press the [OK] key.

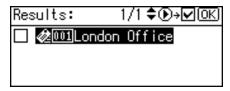


3. Enter the beginning of the destination name, and then press the [OK] key twice.



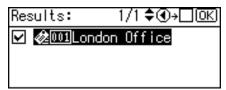
Destinations that match the search conditions are displayed.

4. Press the [▲] or [▼] key to select the destination, and then press the [▶] key.



The check box on the left side of the selected destination is selected.

5. Press the [OK] key.



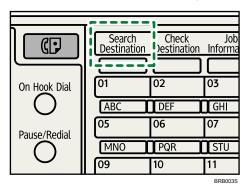


- Up to 100 destinations can be displayed as search results.
- If under [System Settings], [LDAP Search] is set to [On], a screen to select a search object appears when you press the [Search Destination] key. On the screen, select [Search Address Book], and then press the [OK] key.
- To cancel a selected destination, press the [♠] or [▼] key to select the target destination, and then
 press the [◄] key.

Searching for a destination by e-mail address

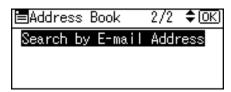
Use the following procedure to search by e-mail address for a destination in the machine's address book.

1. Press the [Search Destination] key.

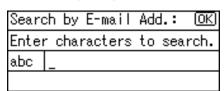


The illustration is an example. The actual appearance may be different.

2. Press the [♠] or [▼] key to select [Search by E-mail Address], and then press the [OK] key.

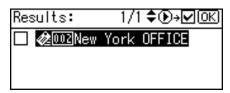


3. Enter the beginning of the e-mail address, and then press the [OK] key twice.



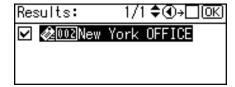
Destinations that match the search conditions are displayed.

4. Press the [▲] or [▼] key to select the destination, and then press the [▶] key.



The check box on the left side of the selected destination is selected.

5. Press the [OK] key.



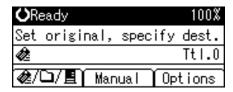


- If under [System Settings], [LDAP Search] is set to [On], a screen to select a search object appears
 when you press the [Search Destination] key. On the screen, select [Search Address Book], and then
 press the [OK] key.
- Up to 100 destinations can be displayed as search results.
- To cancel a selected destination, press the [▲] or [▼] key to select the target destination, and then
 press the [◄] key.

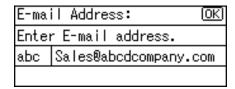
Entering an E-mail Address Manually

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

1. Press [Manual].



2. Enter the e-mail address.



3. Press the [OK] key.





- Depending on the security settings, [Manual] may not be displayed. For details, consult the administrator.
- To modify or change an entered e-mail address, press [EditDest].
- To add another destination, press [Add Dest], and then enter an e-mail address.
- You can register manually-entered e-mail addresses in the machine's address book. For details, see "Registering a Directly-Entered Destination in the Address Book".



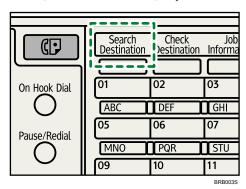
• p.34 "Registering a Directly-Entered Destination in the Address Book"

Selecting Destinations by Searching an LDAP Server

This section explains now to search for an address registered in an LDAP server and specify it as an e-mail destination.

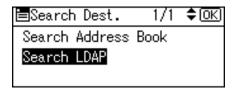


- To use this function, an LDAP server must be connected to the network.
- It is necessary to register the LDAP server under [System Settings]. Also, set [LDAP Search] to [On] under [System Settings]. For details, see "System Settings", Network and System Settings Guide.
- 1. Press [Search Destination] key.

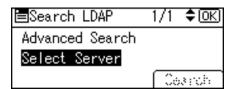


The illustration is an example. The actual appearance may be different.

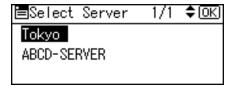
2. Select [Search LDAP], and then press the [OK] key.



3. Select [Select Server], and then press the [OK] key.



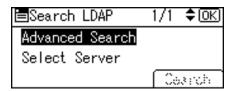
4. Select the server, and then press the [OK] key.



If authentication is required to access the server, the authentication screen appears. Enter the user name and password correctly.

The Search LDAP screen reappears.

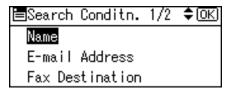
5. Select the [Advanced Search], and then press the [OK] key.



6. Specify the search conditions.

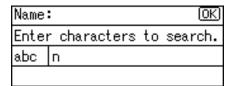
The following example uses fuzzy search by destination name.

Select [Name], and then press the [OK] key.

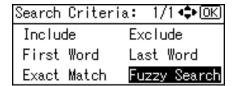


7. Enter a part of the destination name.

Search can be by surname or first name, depending on the LDAP server's settings. Consult your administrator.



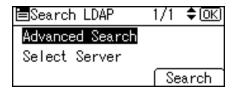
- 8. Press the [OK] key.
- 9. Select a search criterion, and then press the [OK] key.



appears on the left side of the specified condition.

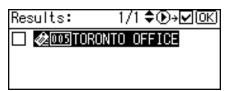
You can also refine the search by setting multiple search conditions.

- 10. Press the [Escape] key.
- 11. Press [Search].



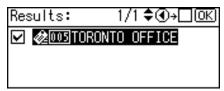
Destinations that match the search conditions are displayed.

12. Press the [▲] or [▼] key to select the destination, and then press the [▶] key.



The check box on the left side of the selected destination is selected.

13. Press the [OK] key.





- 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.
- You can select criteria from the following list:
 - [Include]: The names which contain an entered character or characters are targeted. For example, to search for "ABC", enter "A", "B", or "C".
 - [Exclude]: The names which do not contain an entered character or characters are targeted. For example, to search for "ABC", enter "D".
 - [First Word]: The names which start with the entered character or characters are targeted. For example, to search for "ABC", enter "A".

- 1
- [Last 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".
- [Fuzzy Search]: a vague search (The function of this vague search depends on the system supported by the LDAP server.)

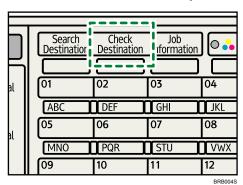
Reference

• p.171 "Sending E-mail"

Registering a Directly-Entered Destination in the Address Book

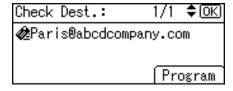
This section explains how to register a directly-entered destination in the machine's address book. You can also register a destination selected from the LDAP server.

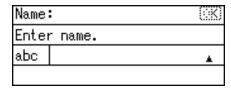
1. Press the [Check Destination] key.



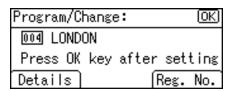
The illustration is an example. The actual appearance may be different.

 Press the [▲] or [▼] key to display the destination you want to register, and then press [Program].



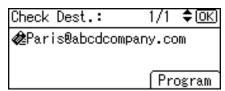


4. Press [Details] and [Reg. No.] to specify registration information. After you have made all settings, press the [OK] key.



For details about specifying registration information, see "Registering Addresses and Users for Facsimile/Scanner Functions", Network and System Settings Guide.

5. Press the [Escape] key





- Depending on the security settings, [Program] 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 [Program].

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 a sender registered to a Quick Dial key
- Select the sender from the machine's address book list
- Select the sender by entering the registration number
- Search by name for a sender in the machine's address book
- · Search by e-mail address for a sender in the machine's address book



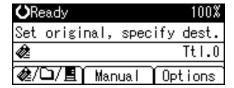
- Senders must be registered in advance under [System Settings]. For details, see "Registering Addresses
 and Users for Facsimile/Scanner Functions", Network and System Settings Guide.
- In [System Settings], you can specify the administrator's e-mail address as the default sender name.
 This lets you send e-mail without entering anything for [Sender's Name]. For detail, see "File Transfer",
 Network and System Settings Guide.
- Depending on the security setting, the logged-on user may be specified as [Sender's Name].
- 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 the [OK] key. If the protection code you entered
 is correct, the sender name is displayed.

Selecting a Sender Registered to a Quick Dial Key

This section explains how to select a sender registered to a Quick Dial key.

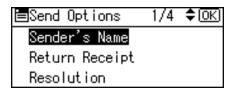
For details about how to register e-mail senders to Quick Dial keys, see "Registering Addresses and Users for Facsimile/Scanner Functions", Network and System Settings Guide.

1. Press [Options].

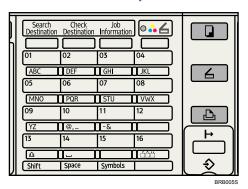


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2. Select [Sender's Name], and then press the [OK] key.

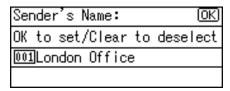


3. Press the Quick Dial key to which the sender is registered.



The illustration is an example. The actual appearance may be different.

4. Press the [OK] key.

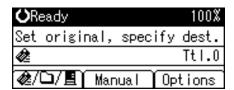


[&]quot;Programmed" appears, and then the Send Options screen reappears.

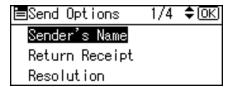
Selecting a Sender from the List

This section explains how to select a sender from the machine's address book list.

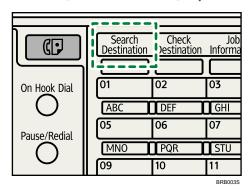
1. Press [Options].



2. Select [Sender's Name], and then press the [OK] key.

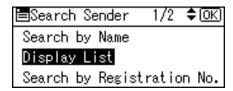


3. Press the [Search Destination] key.

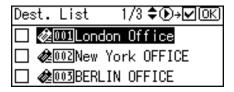


The illustration is an example. The actual appearance may be different.

4. Press the [▲] or [▼] key to select [Display List], and then press the [OK] key.



5. Press the [▲] or [▼] key to select the sender, and then press the [▶] key.

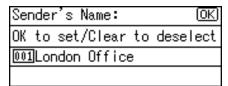


The check box on the left side of the selected sender is selected.

To cancel a selected sender, press the $[^{\blacktriangle}]$ or $[^{\blacktriangledown}]$ key to select the target sender, and then press the $[^{\blacktriangleleft}]$ key.

6. Press the [OK] key.



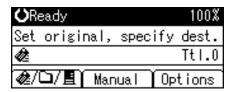


"Programmed" appears, and then the Send Options screen reappears.

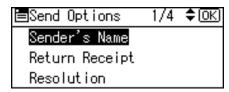
Using a Registration Number to Specify a Sender Name

Select the sender using the registration numbers specified by senders in the machine's address book.

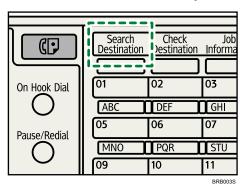
1. Press [Options].



2. Select [Sender's Name], and then press the [OK] key.



3. Press the [Search Destination] key.



The illustration is an example. The actual appearance may be different.

1

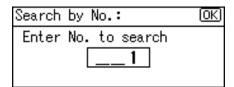
4. Press the [▲] or [▼] key to select [Search by Registration No.], and then press the [OK] key.



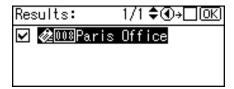
5. Use the number keys to enter the three-digit number assigned to the sender, and then press the [OK] key.

Example: To enter 001

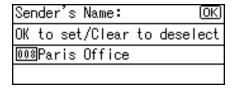
Press the [1] key, and then press the [OK] key.



6. Press the [OK] key.



7. Press the [OK] key.

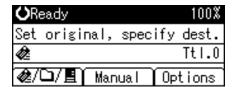


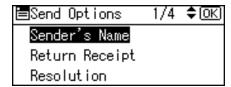
[&]quot;Programmed" appears, and then the Send Options screen reappears.

Searching for a Sender by Name

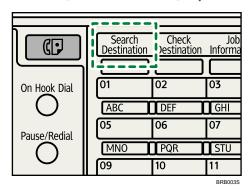
This section explains how to search by name for a sender in the machine's address book.

1. Press [Options].



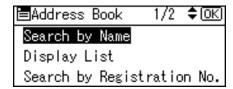


3. Press the [Search Destination] key.

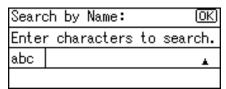


The illustration is an example. The actual appearance may be different.

4. Select [Search by Name] and then press the [OK] key.



5. Enter the beginning of the sender name, and then press the [OK] key twice.

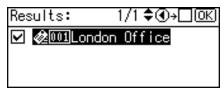


Senders that match the search conditions are displayed.

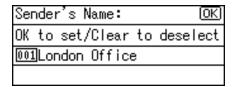
6. Press the [▲] or [▼] key to select the sender, and then press the [▶] key.



7. Press the [OK] key.



8. Press the [OK] key.



"Programmed" appears, and then the Send Options screen reappears.

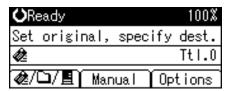


• Up to 100 destinations can be displayed as search results.

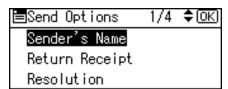
Searching for a Sender by E-mail Address

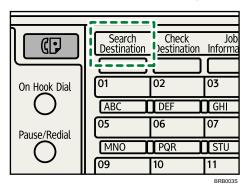
This section explains how to search by e-mail address for a sender in the machine's address book.

1. Press [Options].



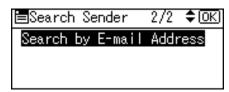
2. Select [Sender's Name], and then press the [OK] key.



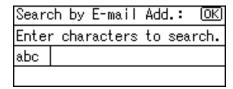


The illustration is an example. The actual appearance may be different.

4. Select [Search by E-mail Address], and then press the [OK] key.

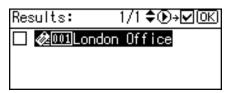


5. Enter the beginning of the sender's e-mail address, and then press the [OK] key twice.

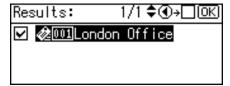


Destinations that match the search conditions are displayed.

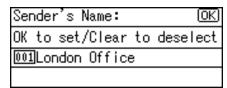
6. Press the [▲] or [▼] key to select the destination, and then press the [▶] key.



7. Press the [OK] key.



8. Press the [OK] key.



"Programmed" appears, and then the Send Options screen reappears.



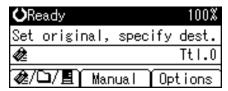
• Up to 100 destinations can be displayed as search results.

Setting the Return Receipt Function

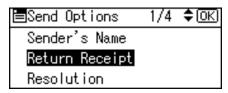
This section explains how to set the Return Receipt function.

If you set Return Receipt, the selected sender will receive e-mail notification when the e-mail recipient opens his/her e-mail.

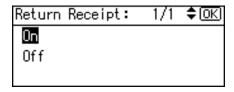
1. Press [Options].



2. Press the [▲] or [▼] key to select [Return Receipt], and then press the [OK] key.



3. Select [On], and then press the [OK] key.



"Programmed" appears, and then the Send Options screen reappears.

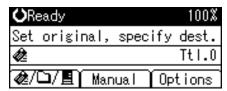


- To use the Return Receipt function, you must specify the sender. Note, however, that the [Return Receipt] notification e-mail may not be transmitted if the e-mail software of the recipient does not support Message Disposition Notification.
- When the administrator's e-mail address is automatically specified as a sender, notification e-mail will not be sent even if [Return Receipt] is selected. For details about [Admin. E-mail Address] and [Auto Specify Sender Name], see "System Settings", Network and System Settings Guide.

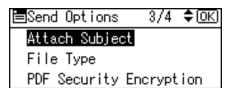
Entering the E-mail Subject

When sending a scan file by e-mail, you can enter a subject line for the e-mail.

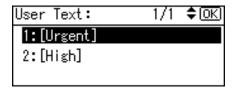
1. Press [Options].



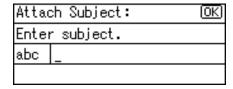
2. Press the [▲] or [▼] key to select [Attach Subject], and then press the [OK] key.



3. Select the user text, and then press the [OK] key.



4. Enter the subject, and then press the [OK] key.



"Programmed" appears, and then the Send Options screen reappears.



 If you do not specify the e-mail subject, the settings specified in [Default E-mail Subject] on the [Send Settings] tab under [Scanner Features] will be applied. For details, see "Send Settings".

Reference

• p.160 "Send Settings"

1

Security Settings to E-mails

This section explains the procedure for applying security (encryption and a signature) to e-mail.

Applying security (encryption and a signature) to e-mail helps prevent spoofing and information leakage.



- The S/MIME is used to set security. For details about security settings, consult your network administrator.
- If you apply security to an e-mail, an error might occur depending on the file size attached to the e-mail. If such an error occurs, change the resolution or other scan settings, and then send the e-mail again. For details, see "Scan Settings".
- · Applying security to e-mail can reduce transmission speed.

Reference

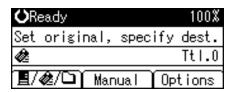
• p.157 "Scan Settings"

Sending Encrypted E-mail

Use the following procedure to specify a destination for which encryption is configured, and encrypt and send an e-mail.

Destinations for which encryption can be configured for each transmission are indicated by this symbol

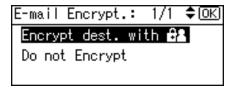
1. Press [Options].



2. Press the [▲] or [▼] key to select [E-mail Encryption], and then press the [OK] key.



3. Press the [▲] or [▼] key to select [Encrypt dest. with ♣♣], and then press the [OK] key.



appears on the left side of the specified setting.

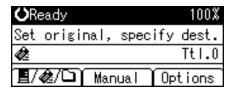


- Encrypting e-mail will increase its size.
- If you do not want to send encrypted e-mail, select [Do not Encrypt] in step 4.
- When you specify a destination denoted by the symbol (which indicates that e-mail sent to this destination is always encrypted) encrypted e-mail will be sent regardless of the setting specified in [E-mail Encryption].
- If you have selected multiple destinations including destinations for which encryption has not been configured, e-mail sent to such destinations will not be encrypted even if you specify encryption.

Sending E-mail with a Signature

Use the following procedure to apply a signature to an e-mail that has scan file attachments.

1. Press [Options].



2. Press the $[^{\blacktriangle}]$ or $[^{\blacktriangledown}]$ key to select [E-mail Signature], and then press the [OK] key.



3. Press the [▲] or [▼] key to select [Use Signatures], and then press the [OK] key.



🗗 appears on the left side of the specified setting.

UNote

- The certificate (device certificate) installed on this machine is used to attach signatures.
- Note that the following can result if certain signature settings are specified by the administrator:
 - [E-mail Signature] does not appear. This is because you cannot apply signatures to scan files that are sent by e-mail.
 - You cannot change the [E-mail Signature] settings. This is because a signature is always applied to scan files that are sent by e-mail.
- If you do not want to send signed e-mail, select [Do not Use Signatures] in step 4.

2. Sending Scan Files to Folders

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

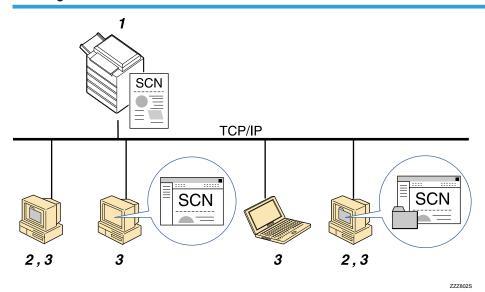
Before Sending Files by Scan to Folder

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

Overview of Sending Scan Files by Scan to Folder

This section describes the process 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.

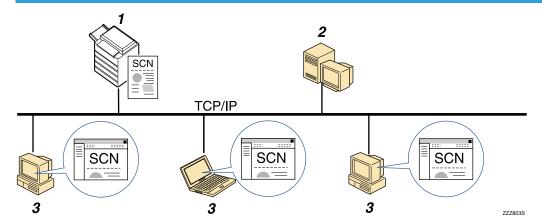
2. Computer with a shared folder

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



1. This machine

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

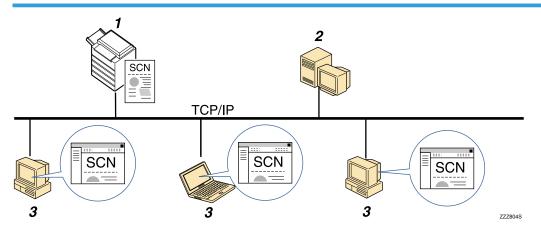
2. FTP server

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



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

To send scanned files by Scan to Folder, you must first perform the following:

- Check the machine is properly connected to the network
- Configure the network settings in [System Settings]
- Configure the necessary settings in [Scanner Features]

Checking the machine is properly connected to the network

Check that this machine is properly connected to the network.

For details about how to connect this machine to a network, see "Connecting to the Interfaces", Network and System Settings Guide.

Configuring the network settings in [System Settings]

Configure the network settings in [System Settings] according to your environment and how you will be using the machine.

The following procedure explains connecting this machine to an IPv4 network using Ethernet cable.

Note that the settings you must configure will vary depending on your operating environment. For details about network settings and configuration procedures, see "Network Settings Required to Use Scan to Folder Function", Network and System Settings Guide.

1. Press the [User Tools/Counter] key, select [System Settings], and then press the [OK] key.

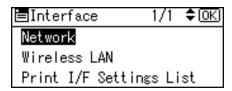


The System Settings screen appears.

2. Select [Interface Settings], and then press the [OK] key.



3. Select [Network], and then press the [OK] key.



Select [Machine IPv4 Address] to specify the machine's IPv4 address, and then press the [OK] key.

To specify a static IPv4 address for this machine, select [Specify], and then press the left selection key to select [IP Add.]. Enter the IP address by using the number keys, and then press the [OK] key.

To obtain an IPv4 address from a DHCP server automatically for this machine, select [Auto-Obtain (DHCP)], and then press the [OK] key.

5. Select [IPv4 Gateway Address], and then press the [OK] key.

Select [Effective Protocol], select [SMB], and then select [Active]. Then press the [OK] key.

To send files to Netware folders, select [NetWare], and then select [Active].

6. Select [LAN Type] and [Ethernet], and then press the [OK] key.



• If an extended wireless LAN board (optional) is installed, press [LAN Type] on [Interface Settings], then press [Ethernet] and then configure the network settings.

Configure the necessary settings in [Scanner Features]

Using [Scanner Features], you can make or change various settings related to the scanner function, such as compressing scan data or viewing the scanner journal. Configure the scanner settings according to your environment and how you will be using the machine.

This section explains how to display the Scanner Features screen. For details about the settings on this screen, see "Scanner Features".

- 1. Press the [User Tools/Counter] key.
- 2. Select [Scanner Features], and then press the [OK] key.

The Scanner Features screen appears.

2

Select [Scan Settings], [Destination List Settings], [Send Settings], or [Administrator Tools], and then configure the relevant settings.

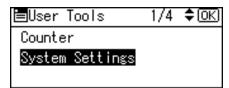
■ Reference

• p.155 "Scanner Features"

Registering Destination Folders in the Address Book

You can register the addresses of frequently-used destination folders in the address book. This section explains how to register destination folders in the address book.

1. Press the [User Tools/Counter] key, select [System Settings], and then press the [OK] key.

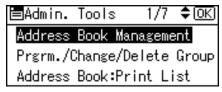


The System Settings screen appears.

2. Select [Administrator Tools], and then press the [OK] key.



3. Select [Address Book Management], and then press the [OK] key.





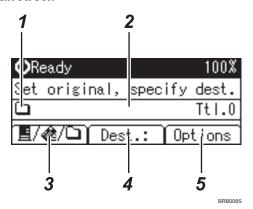
- For details about registering the address of a destination folder in the address book, see "Registering Addresses and Users for Facsimile/Scanner Functions", Network and System Settings Guide.
- You can register entries in the address book using Web Image Monitor or SmartDeviceMonitor for Admin. For details about how to display Web Image Monitor or install SmartDeviceMonitor for Admin, see "Monitoring and Configuring the Printer", Network and System Settings Guide. For details about registering addresses in the address book, see Web Image Monitor or SmartDeviceMonitor 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.

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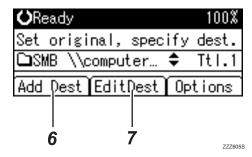
Scan to Folder Screen

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

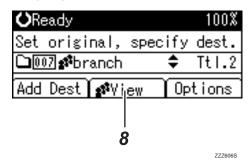
Main screen



When a destination is entered manually



When a group is selected for destination



1. Scan to Folder icon

Indicates that the Scan to Folder screen is displayed.

2. Destination field

Displays a selected destination. If multiple destinations are selected, press the $[^{\blacktriangle}]$ or $[^{\blacktriangledown}]$ key to display the destinations in the order they were selected. To check the selected destination, press the [Check Destination] key.

3. E-mail ₡₺/Scan to Folder ◘ੈ/Network Delivery Scanner ▮

Press to switch between screens. You can also use this key to switch between the E-mail and Scan to Folder functions when sending a file to both e-mail and Scan to Folder destinations at the same time.

4. [Dest.:]

When specifying a destination that is not registered, press [Dest.:], and then enter the path to the destination using the Quick Dial keys.

5. [Options]

Press to make the scan settings and specify formats of files you want to send.

6. [Add Dest]

Press to add a manually entered folder path as a destination.

7. [EditDest]

Press to modify or change a manually entered folder path.

8. [View]

Press to check the destinations registered in a group.

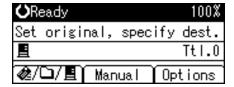
Basic Procedure When Using Scan to Folder

This section describes the basic procedure involved in using Scan to Folder.

1. Make sure that no previous settings remain.

If a previous setting remains, press the [Clear Modes] key.

2. If the network delivery scanner screen or E-mail screen is displayed, press [() | E] key to switch to the Scan to Folder screen.



- 3. Place originals.
- 4. If necessary, select the original type.

For details, see "Selecting Original Type".

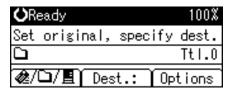
5. If necessary, specify the scanning density.

For details, see "Adjusting Image Density".

6. Select a destination.

You can specify multiple destinations.

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



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



For details, see "Specifying Send Options".

- 8. Press the [Start] key.
 - When scanning from the exposure glass
 If you are scanning only one original, press the [#] key to send the scan file.

2

If you are scanning multiple originals, place them on the machine, and then press the [Start] key. Repeat this step until originals are scanned, and then press the [#] key.

When scanning from the ADF/ARDF
 Transmission starts immediately after originals are scanned.

U Note

- If you have selected more than one destination, the destinations can be made to appear one by one
 by pressing the [▲] or [▼] key.
- To cancel a selected destination, display the destination in the destination field, and then press the [Clear/Stop] key. To cancel a destination selected from the address book, press the selected destination again.
- To cancel scanning, press the [Clear/Stop] key.

Reference

- p.151 "Selecting Original Type"
- p.153 "Adjusting Image Density"
- p.60 "Specifying Scan to Folder Destinations"
- p.137 "Specifying Send Options"

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 to a Quick Dial key
- 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



• You can specify multiple destinations.

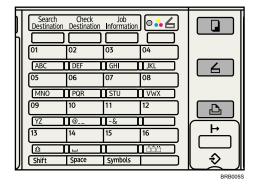
Selecting a Destination Registered to a Quick Dial Key

This section explains how to select a destination registered to a Quick Dial key.

For details about how to register a Scan to Folder destination to a Quick Dial key, see "Registering Addresses and Users for Facsimile/Scanner Functions", Network and System Settings Guide.

1. Press the Quick Dial key to which the destination is registered.

Repeat this step to add more destinations.



The illustration is an example. The actual appearance may be different.

Selecting the Destination from the Machine's Address Book

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



• To use this function, you must register the destinations in [System Settings] in advance.

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 it's registration number
- Search for a destination by name
- Search for a destination by folder path

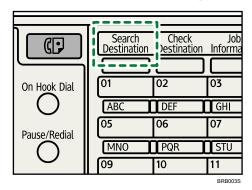


- If you have specified the address protection code for accessing the address book, the screen for
 entering the address protection code appears. Enter the protection code, and then press the [OK]
 key. If the protection code you entered is correct, you can specify Scan to Folder destinations from
 the address book.
- Depending on the security setting, some destinations may not appear in the destination list.

Selecting a destination folder from the list

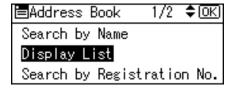
Use the following procedure to select a destination from the list.

1. Press the [Search Destination] key.



The illustration is an example. The actual appearance may be different.

2. Press the [▲] or [▼] key to select [Display List], and then press the [OK] key.



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Press the [▲] or [▼] key to select the destination, and then press the [▶] key.



The check box on the left side of the selected destination is selected.

Repeat this step to add more destinations.

4. Press the [OK] key.



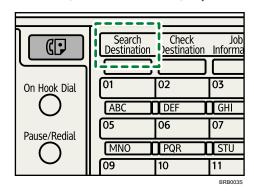


- To cancel a selected destination, press the [▲] or [▼] key to select the target destination, and then
 press the [◄] key.
- Depending on the security settings, some destinations may not appear in the destination list.

Using a registration number to select a destination folder

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

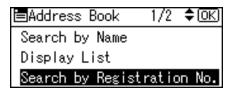
1. Press the [Search Destination] key.



The illustration is an example. The actual appearance may be different.

2

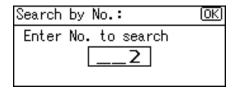
2. Press the [▲] or [▼] key to select [Search by Registration No.], and then press the [OK] key.



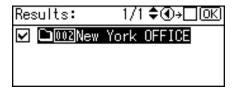
Using the number keys, enter the three-digit registration number assigned to the destination, and then press the [OK] key.

Example: To enter 002

Press the [2] key, and then press the [OK] key.



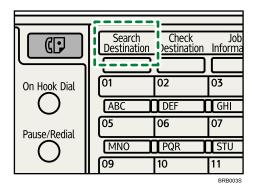
4. Press the [OK] key.



Searching for a destination by name

Use the following procedure to search by name for a destination in the machine's address book.

1. Press the [Search Destination] key.

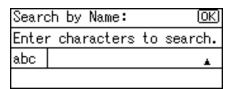


The illustration is an example. The actual appearance may be different.

2. Select [Search by Name], and then press the [OK] key.



3. Enter the beginning of the destination name, and then press the [OK] key twice.



Destinations that match the search conditions are displayed.

Press the [▲] or [▼] key to select the destination, and then press the [▶] key.



The check box on the left side of the selected destination is selected.

5. Press the [OK] key.



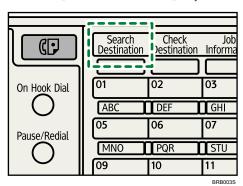


Up to 100 destinations can be displayed as search results.

Search for a destination by folder path

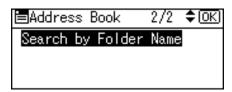
Use the following procedure to search by folder path for a destination in the machine's address book.

1. Press the [Search Destination] key.



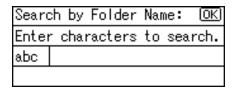
The illustration is an example. The actual appearance may be different.

2. Select [Search by Folder Name], and then press the [OK] key.



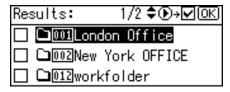
3. Enter the beginning of the folder path, and then press the [OK] key twice.

Enter the folder path in the following format: \\computer name\folder name.



Destinations that match the search conditions are displayed.

4. Press the [▲] or [▼] key to select the destination, and then press the [▶] key.



The check box on the left side of the selected destination is selected.

5. Press the [OK] key.





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

Sending Files to a Shared Folder

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



- The shared folder must have been created on the client computer in advance. For details about creating shared folders, see Windows Help.
- You can create the shared folder under Windows 98/Me/2000/XP/Vista, Windows NT 4.0, Windows Server 2003/2003 R2/2008, and Mac OS X 10.2 or later.
- Depending on the operating system of the client computer, access to the shared folder may require authentication.
- This machine does not support DFS (Distributed File System).

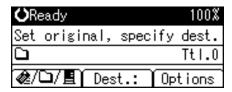
You can send a file to a shared folder over the network by any of the following methods:

- Enter the path to the destination manually
- Specifying the destination folder path by browsing

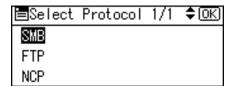
Entering the path to the destination manually

You can enter the path to the destination folder manually.

1. Press [Dest.:].



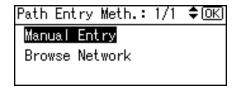
2. Select [SMB], and then press the [OK] key.



9

2

3. Select [Manual Entry], and then press the [OK] key.



4. Enter the path to the destination folder, and then press the [OK] key.

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 computer name, you can also use its IPv4 address.

Path:	ŒK)
Enter path.	
abc _	

5. Enter a user name used to log on to the client computer, and then press the [OK] key.

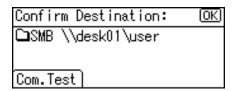
User Name:	<u>(0K)</u>
Enter user name.	
abc _	

6. Enter the password used to log on to the client computer, and then press the [OK] key.

Passi	word:	(OK)
Ente	r password.	
abc	_	

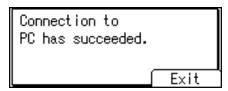
The Confirm Destination screen appears.

7. Press [Com.Test].

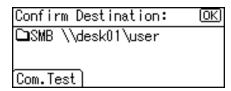


A connection test starts.

8. The test result appears. Press [Exit].



9. Press the [OK] key.





- 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 modify or change an entered folder path, press [EditDest].
- To add another destination, press [Add Dest], and then enter its folder path.
- The connection test may take time.
- 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".

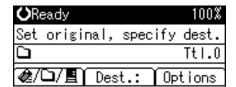
Reference

• p.78 "Registering the Path to the Selected Destination in the Address Book"

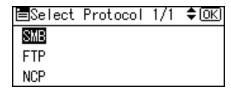
Specifying the path by browsing the network for destinations

Use the following procedure to specify a destination folder path by browsing computers on the network.

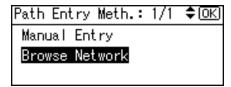
1. Press [Dest.:].



2. Select [SMB], and then press the [OK] key.

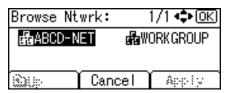


3. Press [Browse Network], and then press the [OK] key.



A list of domains or work groups on the network appears.

4. Select the domain or workgroup that includes the destination folder you want to specify, and then press the [OK] key.

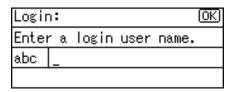


5. Select the destination computer.



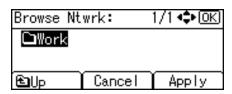
If you cannot find the destination computer, press the $[^{\blacktriangle}]$ or $[^{\blacktriangledown}]$ key. Select the computer, and then press the [OK] key. The computer folder opens. Press [Up] or the [Escape] key to go up one level.

6. A login screen appears if authentication is required. Enter a user name and password used to log on to the client computer, and then press the [OK] key.

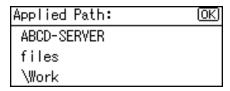


7. Select the destination folder, and then press [Apply].

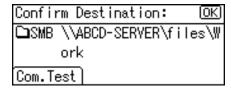
If you cannot find the destination folder, press the $[\blacktriangle]$ or $[\blacktriangledown]$ key. Select the folder, and then press the [OK] key. The folder opens. Press [Up] or the [Escape] key to go up one level.



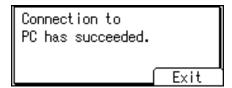
8. Press the [OK] key.



9. Press [Com.Test].



10. The test result appears. Press [Exit].



11. Press the [OK] key.





- 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.
- If you press [Cancel] while browsing the network, the Path Entry Method screen reappears.
- Computer and shared folder names containing more than 12 characters cannot be displayed.
- Up to 100 computers and shared folders can be displayed on the "Browse Ntwrk" screen.
- 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' address book. For details, see "Registering
the Path to the Selected Destination in the Address Book".

Reference

• p.78 "Registering the Path to the Selected Destination in the Address Book"

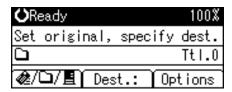
Sending Files to an FTP Server

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

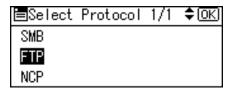
Entering the path to an FTP server manually

You can enter the path to an FTP server manually.

1. Press [Dest.:].

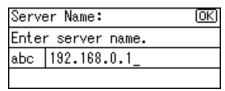


2. Select [FTP], and then press the [OK] key.

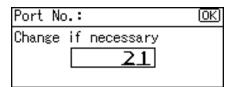


3. Enter the FTP server name, and then press the [OK] key.

Instead of specifying the destination using its server name, you can also use its IPv4 address.



4. If you change the port number specified under [System Settings], enter a new number using the number keys, and then press the [OK] key.



5. Enter the user name, and then press the [OK] key.

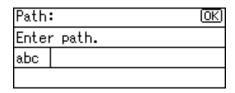
User	Name:		(OK
Enter	user	name.	
abc			
			_

6. Enter the password, and then press the [OK] key.

Passy	word:	(OK)
Ente	r password.	
abc		

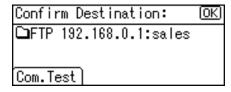
7. Enter the path to the destination folder, and then press the [OK] key.

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



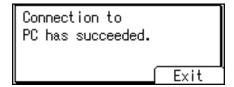
A destination confirmation screen appears.

8. Press [Com.Test].

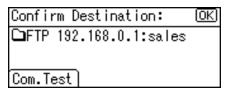


A connection test starts.

9. The test result appears. Press [Exit].



10. Press the [OK] key.



- **U**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 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.78 "Registering the Path to the Selected Destination in the Address Book"

Sending Files to NetWare Server

This section explains how to specify destinations when sending files to a 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.

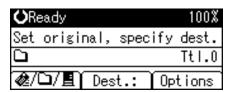
You can send a file to NetWare server by any of the following methods:

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

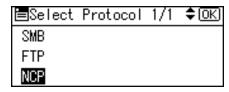
Entering the path of the Netware server directly

You can enter the path of the NetWare server.

1. Press [Dest.:].

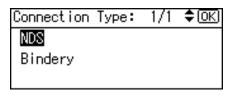


2. Select [NCP], and then press the [OK] key.

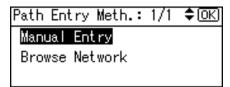


3. Select the connection type, and then press the [OK] key.

Select [NDS] to specify a folder in the NDS tree. Select [Bindery] to specify a folder on the NetWare Bindery server.

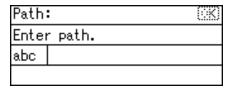


4. Select [Manual Entry], and then press the [OK] key.

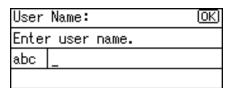


5. Enter the destination folder path, and then press the [OK] key.

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 server name is "server", the volume name is "volume", and the folder name is "folder", the path will be "\\server\volume\folder".



6. Enter a user name to log on to the NDS tree or Netware Bindery server, and then press the [OK] key.



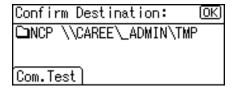
If you select [NDS] for connection type, enter the user name, and then enter the name of the context containing the user object. If the user name is "user" and the name of the Context is "context", the user name will be "user.context".

7. If a password is specified for the log on user, enter it, and then press the [OK] key.

Passi	word:	(<u>0K</u>)
Ente	r password.	
abc		

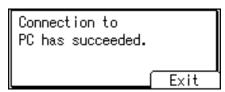
The Confirm Destination screen appears.

8. Press [Com.Test].

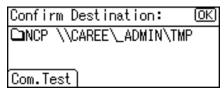


A connection test starts.

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



10. Press the [OK] key.





- If you change the protocol after entering the path name, user name, or password, a confirmation message appears.
- You can connect only to folders that you have the read privileges for.
- The connection test may take time.
- 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".

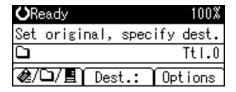


• p.78 "Registering the Path to the Selected Destination in the Address Book"

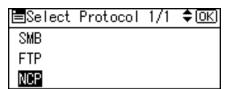
Specify the path by browsing to the destination on the Netware server

Specify the path by browsing to the destination folder in an NDS tree or on a NetWare Bindery server.

1. Press [Dest.:].

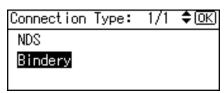


2. Select [NCP], and then press the [OK] key.

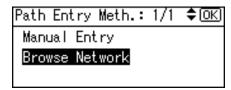


3. Select the connection type, and then press the [OK] key.

Select [NDS] to specify a folder in the NDS tree. Select [Bindery] to specify a folder on the NetWare Bindery server.

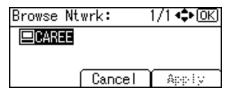


4. Press [Browse Network], and then press the [OK] key.



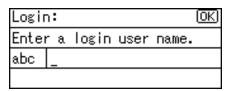
A list of NetWare Bindery servers or NDS trees on the network appears.

Select the NDS tree or NetWare Bindery server that contains the required destination folder, and then press the [OK] key.

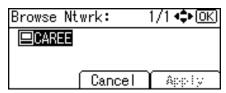


A list of NDS contexts or NetWare Bindery server volumes appears.

6. A login screen appears if authentication is required. Enter a user name and password, and then press the [OK] key.

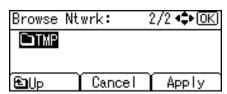


Select a context or volume that contains the required destination folder, and then press the [OK] key.

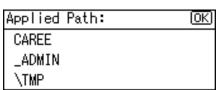


A list of destination folders appears.

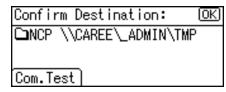
8. Select the destination folder, and then press [Apply].



The path to the selected folder is displayed. Check the path is correct, and then press the [OK] key.



10. The destination is displayed. Check the destination is correct, and then press the [OK] key.





- 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.
- 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".

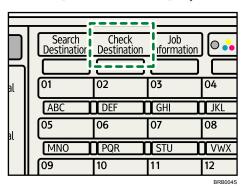
Reference

• p.78 "Registering the Path to the Selected Destination in the Address Book"

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.

1. Press the [Check Destination] key.



The illustration is an example. The actual appearance may be different.

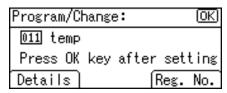
2. Press the [▲] or [▼] key to display the destination you want to register, and the press [Program].



3. Enter the name, and then press the [OK] key.

Name	1	(EK)
Enter	r name.	
abc	_	

4. Press [Details] and [Reg. No.] to specify registration information. After you have made all settings, press the [OK] key.





• Depending on the security settings, [Program] may not appear. In such case, you cannot complete registration. For details, consult your administrator.

3. Sending Scan Files Using WSD

If your computer has a WSD-compliant operating system such as Windows Vista, you can send scan files to the computer or send scanning requests to this machine from the computer simply by connecting the computer to the network.

Before Sending Scan Files Using WSD

This section explains the preparations and procedures for using WSD.

This machine provides the following two forms of WSD scanning:

• WSD (Push Type)

This allows you to send scan files to a client computer through the network.

To begin a scan job, press the [Start] key on the machine. Note that you cannot scan originals from client computers.

• WSD (Pull Type)

This allows you to send scanning requests to this machine from a client computer through the network.

To begin a scan job, send a scanning request from a client computer.

Mportant !

- This function is available only if your computer has a WSD-compliant operating system such as Windows Vista. Check your computer's settings before using the WSD scanner.
- The example explanations shown in this manual are based on Windows Vista Ultimate.
- When you configure the personal authentication function or user code authentication, the WSD scanner function will be automatically disabled. To perform WSD scanning again, you must enable the WSD scanner function. For details about enabling this function, see "Enabling WSD using Web Image Monitor".

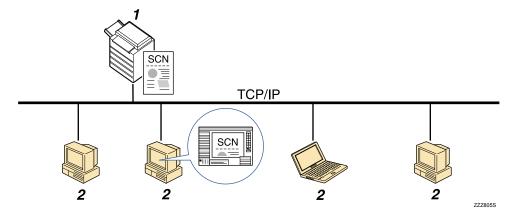
Reference

p.84 "Enabling WSD using Web Image Monitor"

Overview of Sending Scan Files Using WSD

This section describes the process of sending scan files using WSD.

Sending files using WSD (Push Type)



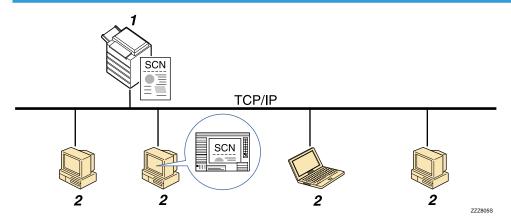
1. This machine

From this machine you can specify destinations, and then send scan files to WSD-compliant client computers.

2. Client computers (WSD-compliant)

WSD-compliant computers receive the sent scan files via the network.

Sending files using WSD (Pull Type)



1. This machine

Scans originals after receiving a scanning request from a client computer, and then sends the scan files over the network to the client computer.

2. Client computers (WSD-compliant)

You can specify scan settings and send scanning requests from client computers using Windows Fax and Scan or a similar application. Client computers can receive files scanned by this machine.

Preparation for Sending Files Using WSD

To send scanned files using WSD, you must first perform the following:

- Check the machine is properly connected to the network
- Configure the network settings in [System Settings]
- Enable WSD using Web Image Monitor
- Register the machine to a client computer

Checking the machine is properly connected to the network

Check that this machine is properly connected to the network.

For details about how to connect this machine to a network, see "Connecting to the Interfaces", Network and System Settings Guide.

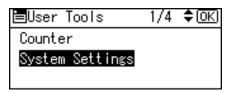
Configuring the network settings in [System Settings]

Configure the network settings in [System Settings] according to your environment and how you will be using the machine.

The following procedure explains connecting this machine to an IPv4 network using Ethernet cable.

Note that the settings you must configure will vary depending on your operating environment. For details about network settings and configuration procedures, see "Network Settings Required to Use WSD Scanner", Network and System Settings Guide.

1. Press the [User Tools/Counter] key, select [System Settings], and then press the [OK] key.



The System Settings screen appears.

2. Select the [Interface Settings], and then press the [OK] key.



3. Select [Network], and then press the [OK] key.



4. Select [Machine IPv4 Address] to specify the machine's IPv4 address, and then press the [OK] key.

To specify a static IPv4 address for this machine, select [Specify], and then press the left selection key to select [IP Add.]. Enter the IP address by using the number keys, and then press the [OK] key.

To obtain an IPv4 address from a DHCP server automatically for this machine, select [Auto-Obtain (DHCP)], and then press the [OK] key.

- 5. Select [IPv4 Gateway Address] to make necessary settings, and then press the [OK] key.
- 6. Select [Effective Protocol], select [IPv4], and then select [Active]. Then press the [OK] key.



 If an extended wireless LAN board (optional) is installed, press [LAN Type] on [Interface Settings], then press [Ethernet] and then configure the network settings.

Enabling WSD using Web Image Monitor

To use this machine as a WSD scanner, you must first configure the following settings using Web Image Monitor on a client computer:

- Settings for WSD (Push Type) and WSD (Pull Type)
 - WSD protocol (default setting: [Active])
 Click [Configuration], click [IPv4] or [IPv6] under [Network], and then enable [WSD (Scanner)].
- Settings to enable WSD (Push Type)
 - [Display WSD Destination List] (default setting: [Do not Display])
 Click [Configuration], click [Administrator Tools] under [Scanner], and then set [Display WSD Destination List] to [Display].
- Settings to enable WSD (Pull Type)
 - [Prohibit WSD Scan Command] (default setting: [Prohibit])
 Click [Configuration], click [Administrator Tools] under [Scanner], and then set [Prohibit WSD Scan Command] to [Do not Prohibit].

Use the following procedure to enable both WSD (Push Type) and WSD (Pull Type).

1. On the [Start] menu, click [Network].

2. Double-click the icon for this machine.

The Web Image Monitor login page appears.

- 3. Click [Login].
- 4. Enter your login user name and password in the [Login User Name] and [Login Password] boxes respectively, and then click [Login].

Consult your administrator if you require a login user name and password.

- 5. On the menu in the left frame, click [Configuration].
- Under [Scanner], click [Administrator Tools].

The [Administrator Tools] page appears.

- 7. Set [Display WSD Destination List] to [Display].
- 8. Set [Prohibit WSD Scan Command] to [Do not Prohibit].
- 9. Click [OK].



For details about displaying Web Image Monitor, see "Monitoring and Configuring the Printer",
Network and System Settings Guide. For details about using Web Image Monitor, see Web Image
Monitor Help.

Registering the machine to a client computer

Use the following procedure to register this machine to a client computer.

- You must log on as an Administrators group member to register the machine.
- The client computer cannot detect the machine if they are on different network segments or if the Windows Vista Network Search setting is disabled. For details, see Windows Help.
- 1. On the [Start] menu, click [Network].

The [Network] window appears and the device search starts automatically.

2. Right-click the icon for this machine, and then click [Install].

The [User Account Control] dialog box appears.

3. Click [Continue].



- If the [Found New Hardware] dialog box appears, install the printer driver using the procedure shown under "Installing the Printer Driver".
- When registration is complete, the scan profile is created automatically. To change the scan profile, see "Changing a Scan Profile".



• p.95 "Changing a Scan Profile"

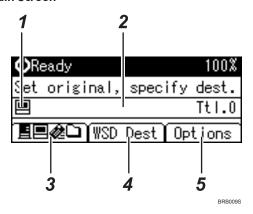
Using the WSD Scanner (Push Type)

This section explains the WSD Scanner (Push Type) functions.

WSD Scanner (Push Type) Screen

This section explains the layout of the screen that allows you to send scan files using WSD (Push Type).

Main Screen



1. WSD icon

Indicates that the WSD screen is displayed.

2. Destination field

Displays a selected destination. If multiple destinations are selected, press the $[^{\blacktriangle}]$ or $[^{\blacktriangledown}]$ key to display the destinations in the order they were selected. To check the selected destination, press the [Check Destination] key.

3. E-mail **₡** / Scan to Folder □ / Network Delivery Scanner ■ / WSD Scanner

Press to switch between screens.

4. [WSD Dest]

The list of available destinations is displayed here.

If all of the destinations cannot be displayed, press the [▲] or [▼] key to move through the list.

5. [Options]

Press to make scan settings.

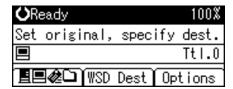
Basic Procedure for Sending Scan Files Using WSD (Push Type)

This section explains the basic procedure for sending scan files using WSD (Push Type).



- If the message "Updating destination list has failed. Try again?" appears, press [Retry]. The destination list will then be updated.
- 1. Make sure that no previous settings remain.

If any previous settings remain, press the [Clear Modes] key.



- 3. Place originals.
- 4. If necessary, press [Options] to configure the original orientation.

For details, see "Original Orientation".

5. If necessary, specify the scanning density.

For details, see "Adjusting Image Density".

6. Specify the destination.

For details, see "Specifying the Destination Client Computer".

7. Press the [Start] key.

When scanning batches, place subsequent originals after each scan file, or batch of scan files been sent.



- If you are using this machine as a WSD scanner, you can specify only one destination per scan job.
- To cancel a specified destination, press the destination again, or press the [Clear/Stop] key.
- To cancel scanning, press the [Clear/Stop] key.
- You cannot scan originals while other originals are being scanned.
- Two-sided originals are scanned for sideways opening (top-to-top orientation).
- If scanning takes too long, the client computer might time out, causing the message "Automatic
 Scanning could not be completed" to appear. If this happens, the scan files are sent again. Depending
 on the settings of the client computer, you might have to perform a procedure on the client computer
 directly. To check the files have been sent successfully, use the machine's Scanned Files Status screen
 or the client computer. For details, see "Files status".
- If scanning does not begin after you press the [Start] key, the machine might not be registered to the computer or the profile might be incorrectly configured. For details, see "Registering the machine to the client computer" or "Creating a New Scan Profile".

Reference

- p.138 "Original Orientation"
- p.153 "Adjusting Image Density"
- p.89 "Specifying the Destination Client Computer"
- p.13 "File status"
- p.85 "Registering the machine to a client computer"
- p.96 "Creating a New Scan Profile"

Specifying the Destination Client Computer

This section explains how to specify a destination client computer for the scan files you are sending by WSD.

You can specify the destination computer using either of the following methods:

- Selecting a destination computer from the destination list
- Searching for a destination computer and then selecting it

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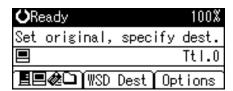
• If you are using this machine as a WSD scanner, you can specify only one destination per scan job.

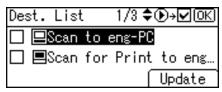
Selecting a destination client computer from the destination list

Use the following procedure to select a destination client computer from the destination list.

Destinations appear in the destination list after you log on to your computer.

- If the destination computer does not appear but the machine is already registered to the destination computer, press [Update]. This will update the destination list with the latest information.
- 1. Press [WSD Dest].





The check box on the left side of the selected destination is selected.

Repeat this step to add more destinations.

3. Press the [OK] key.



- In the destination list, each destination client computer is displayed using up to 20 characters.
- We recommend you register easily recognizable computer names.
- If a WSD-compatible computer is connected to the network, the following five destinations appear
 on the display panel automatically. For details about the saving location of files in each destination,
 see the relevant computer's settings.
 - Scan to "Computer Name"
 - Scan for Print to "Computer Name"
 - Scan for E-mail to "Computer Name"
 - Scan for Fax to "Computer Name"
 - Scan for OCR to "Computer Name" (Scan for OCR to "Computer Name" might not be available
 depending on the destination client computer.)
- If the target destination does not appear, take one of the following steps:
 - · Display the destination by selecting the initial letter of its title
 - Display the destination by pressing the [▲] or [▼] key
- You can also search for the destination by pressing the [Search Destination] key. For details, see
 "Searching for a destination client computer".
- The destination list can display up to 250 client computer destinations.
- You cannot use the Quick Dial keys while you are using the WSD scanner function.

Reference

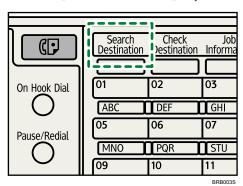
• p.90 "Searching for a destination client computer"

Searching for a destination client computer

Use the following procedure to search for a destination client computer and select it.

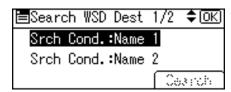
3

1. Press the [Search Destination] key.

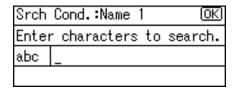


The illustration is an example. The actual appearance may be different.

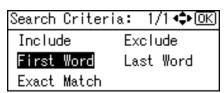
2. Press [Srch Cond.:Name 1], and then press the [OK] key.



3. Enter a part of the destination name.



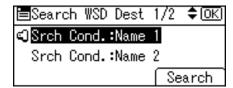
- 4. Press the [OK] key.
- 5. Select a search criterion, and then press the [OK] key.



appears on the left side of the specified setting.

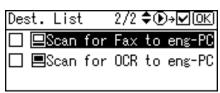
You can also refine the search by setting multiple search conditions.

6. Press [Search].



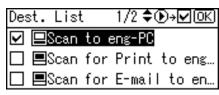
Destinations that match the search conditions are displayed.

Press the [▲] or [▼] key to select the destination, and then press the [▶] key.



The check box on the left side of the selected destination is selected.

8. Press the [OK] key.





- You can select criteria from the following list:
 - [Include]: The names which contain an entered character or characters are targeted. For example, to search for "ABC", enter "A", "B", or "C".
 - [Exclude]: The names which do not contain an entered character or characters are targeted. For example, to search for "ABC", enter "D".
 - [First Word]: The names which start with the entered character or characters are targeted. For example, to search for "ABC", enter "A".
 - [Last 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".

2

Using the WSD Scanner (Pull Type)

This section explains the WSD Scanner (Pull Type) functions.

Basic Procedure for Sending Scan Files Using WSD (Pull Type)

This section explains the basic procedure for sending scan files using WSD (Pull Type).

- On the client computer, click the [Start] menu, point to [All Programs], and then click [Windows Fax and Scan].
- 2. Place an original on this machine.
- 3. In the [Windows Fax and Scan] window, click the [File] menu, point to [New], and then click [Scan...].
- 4. If a dialog box for selecting the device you want to use appears, select the name of the device in the list, and then click [OK].
 - The [New Scan] dialog box appears.
- 5. Make settings for the type of original, type of scanning, and orientation of the original, etc. For details, see "Scan Profile Items and Settings".
- 6. In the [New Scan] dialog box, click [Scan].

The original is scanned.

Send the scan data by e-mail as an attachment or save it as a file.



- If the [Administrator Tools] are not enabled in Web Image Monitor, you cannot use the WSD scanner function. To use this function, you must set the external scan setting to [Do not Prohibit]. For details see "Enabling WSD using Web Image Monitor".
- Only one original can be scanned per scanning request. If you select [Feeder (Scan one side)], only
 one side of the original will be scanned. If you select [Feeder (Scan both sides)], both sides of the
 original will be scanned.
- If you select [TIFF] for [File Type] in the scan profile, scanned pages of two-sided originals are combined and sent as a single file.
- When scanning from the ADF, you must click [Scan] in the [New Scan] dialog box each time you scan an original.
- You cannot scan originals while other originals are being scanned.
- Two-sided originals are scanned for sideways opening (top-to-top orientation).
- Transmission results of WSD scanning (Pull Type) jobs do not appear in File Status.

- If scanning takes too long, the computer might time out and the error message "Automatic Scanning could not be completed" will appear on the computer screen. If this happens, change the scan settings or scan the originals one side at a time.
- The Blank Page Detect function is not available when you are using the WSD scanner (Pull Type).
- To scan an original correctly, place it as shown in the following table:

Placing an original

Scanning method (Exposure glass/ADF)	Original orientation
Exposure glass	top corner touching top left corner of exposure glass
Auto Document Feeder (ADF)	top edge leading

■ Reference

- p.96 "Scan Profile Items and Settings"
- p.84 "Enabling WSD using Web Image Monitor"

Configuring the Scan Settings on a Client Computer

This section explains how to configure a scan profile. A scan profile contains scan settings specified on a client computer.

Changing a Scan Profile

Use the following procedure to change a scan profile.

Whenever the machine is first registered to a computer, a profile is created automatically. Using the following procedure, you can change this profile on the computer.

1. On the [Start] menu, click [Control Panel].

Control Panel opens.

2. Click [Hardware and Sound], and then click [Scanner and Cameras].

The [Scanner and Cameras] dialog box appears.

3. Select this machine, and then click [Scan Profiles].

The [Scan Profiles] window appears.

4. Select a profile, and then click [Edit].

The changed profile dialog box appears.

5. Configure the necessary settings.

For details, see "Scan Profile Items and Settings".

6. Click [Save Profile].

The changed scan settings are saved as a profile.



- If a profile does not appear in the [Scanner and Cameras] dialog box, the associated machine might
 be turned off, or the required WSD scanner settings might not have been specified. For details about
 WSD scanner settings, see "Preparation for Sending Files Using WSD".
- If a profile does not appear in the [Scan Profile] dialog box, recreate it as a new profile. For details, see "Creating a New Scan Profile".
- You can create multiple profiles.

Reference

- p.96 "Scan Profile Items and Settings"
- p.83 "Preparation for Sending Files Using WSD"
- p.96 "Creating a New Scan Profile"

Creating a New Scan Profile

Use the following procedure to create a new profile.

1. On the [Start] menu, click [Control Panel].

Control Panel opens.

2. Click [Hardware and Sound], and then click [Scanner and Cameras].

The [Scanner and Cameras] dialog box appears.

3. Select this machine, and then click [Scan Profiles].

The [Scan Profiles] dialog box appears.

4. Click [Add].

The [Add New Profile] dialog box appears.

5. Configure the necessary settings for the profile.

For details, see "Scan Profile Items and Settings".

6. Click [Save Profile].

The scan settings are saved as a new profile.



- You can register multiple profiles. If multiple profiles are registered, the profile specified as default in the [Scan Profiles] dialog box is applied.
- To specify a scan profile as the default profile, perform one of the following procedures:
 - In the [Scan Profiles] dialog box, click the scan profile, and then click [Set as Default].
 - After you create a new scan profile, in the [Add New Profile] dialog box, select the [Set this
 profile as default] check box.

Reference

p.96 "Scan Profile Items and Settings"

Scan Profile Items and Settings

The following table tells you the scan profile settings that you can configure.

ltem	Scan settings
Scanner:	Select this machine.
Profile name:	Enter the profile name.
Source:	Select one of the following:

ltem	Scan settings
	Flatbed
	Feeder (Scan one side)
	Feeder (Scan both sides)
Paper size:	If you select [Feeder (Scan one side)] or [Feeder (Scan both sides)] in [Source], you must specify the paper size.
	Select one of the following:
Color format:	Color
Color format:	Grayscale
	Black and white
	Select one of the following:
	BMP (Bitmap Image)
File type:	JPG (JPEG Image)
	PNG (PNG Image)
	TIF (TIFF Image)
Resolution (DPI):	Specify the resolution.
Brightness:	The setting you specify here will not be applied for scanning.
Contrast:	The setting you specify here will not be applied for scanning.

4. Saving Scan Files on a Removable Memory Device

Using the scanner function, you can save scan files on a removable memory device.

Before Saving Files on a Removable Memory Device

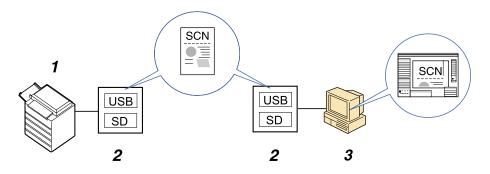
This section explains saving scan files on a removable memory device and provides related cautions.

Overview of Saving Files on a Removable Memory Device

The following diagram explains saving scan files on a removable memory device.

☆ Important

- This machine supports FAT16 format USB memory sticks and SD cards. Other forms of removable memory device are not compatible.
- Make sure that the format of the removable memory device is FAT16.
- Saving might fail if the USB memory stick features password protection or other security features.
- Certain types of USB memory sticks cannot be used.
- To save files on a removable memory device, you must attach the optional media slot to the machine.
- Do not connect the optional media slot to other machines.
- Connect only USB memory sticks to the optional media slot, not any other form of USB device.
- Do not turn the machine's main power switch to off while data is being written. Doing so can result in corrupted data.
- If the machine's main power is accidentally switched off while data is being written, you must check the data on your media for corruption when you switch the machine back on.
- USB memory sticks and SD cards must not be wider than 35mm (1.4inch).



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1. This Machine

If the optional media slot is installed, the machine can save scan files on a removable memory device.

2. Removable Memory Device

Scan files are saved on a removable memory device.

3. Client Computer

Using applications on a client computer, scan files saved on a removable memory device can be printed and viewed.



• Files saved on a removable memory device cannot be printed or sent using the functions of this machine. To perform operations on files saved on a removable memory device, you must use an application on a client computer.

Basic Procedure for Saving Scan Files on a Removable Memory Device

Use the following procedure to save scan files on a removable memory device.

1. Insert a removable memory device in the media slot.

You can connect only one removable memory device at a time.

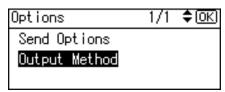
2. Close the media slot cover.

If you leave the cover open, static electricity conducted through an inserted SD card could cause the machine to malfunction.

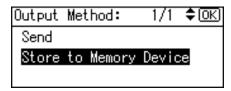
3. Make sure that no previous settings remain.

If a previous setting remains, press the [Clear Modes] key.

- 4. Place originals.
- 5. Press [Options], to select [Output Method], and then press the [OK] key.



6. Select [Store to Memory Device], and then press the [OK] key.



7. Press the [Escape] key.



8. Press [Options], to select [Send Options], and then press the [OK] key.

For details, see "Specifying Send Options".

9. If necessary, select the original type.

For details, see "Selecting Original Type".

10. If necessary, specify the scanning density.

For details, see "Adjusting Image Density".

11. Press the [Start] key.

When writing is complete, a confirmation message appears.

12. Press [Exit].

13. Remove the memory device from the media slot.

Do not remove the memory device while writing is in process. Doing so can corrupt the data that is stored on it.

U Note

- You cannot specify where the data is saved. Files are saved in the root directory of the removable memory device.
- Up to 2 GB of data can be saved. However, depending on the number of files already stored on the removable memory device, new files might not be saved, even if there appears to be sufficient free space.
- If the removable memory device is partitioned, files are saved on the first partition.
- To cancel writing, press the [Clear/Stop] key. If files are being written when writing is cancelled, any
 partially written files are deleted. Only complete files are stored on the removable memory device.
- The LED lamp on the media slot flashes when an inserted SD card is being accessed and remains lit
 when a USB memory stick is attached.

■ Reference

- p.137 "Specifying Send Options"
- p.151 "Selecting Original Type"
- p.153 "Adjusting Image Density"

5. Delivering Scan Files

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

Before Delivering Files

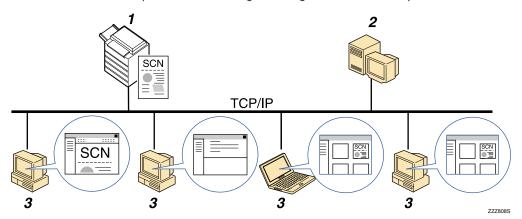
This section describes the necessary preparations and the procedure for using the network delivery scanner.



 To use the network delivery scanner function, your network must have a delivery server on which the ScanRouter delivery software (optional) is installed. You must also register destination and sender information on the delivery server. For details about the ScanRouter delivery software, see the manuals that are supplied with it.

Overview of Scan File Delivery

This section describes the process for delivering files using the network delivery scanner.



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 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.

Preparing to Deliver Files

To deliver scanned files, you must first perform the following:

- Check the machine is properly connected to the network
- Configure the network settings in [System Settings]
- Configure the necessary settings in [Scanner Features]
- Configure the settings in ScanRouter delivery software

Checking the machine is properly connected to the network

Check that this machine is properly connected to the network.

For details about how to connect this machine to a network, see "Connecting to the Interfaces", Network and System Settings Guide.

Configuring the network settings in [System Settings]

Configure the network settings in [System Settings] according to your environment and how you will be using the machine.

The following procedure explains connecting this machine to an IPv4 network using Ethernet cable.

Note that the settings you must configure will vary depending on your operating environment. For details about network settings and configuration procedures, see "Network Settings Required to Use the Network Delivery Scanner", Network and System Settings Guide.

Press the [User Tools/Counter] key, select [System Settings], and then press the [OK] key.

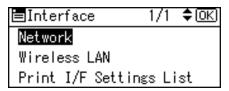


The System Settings screen appears.

2. Select [Interface Settings], and then press the [OK] key.



3. Select [Network], and then press the [OK] key.



4. Select [Machine IPv4 Address] to specify the machine's IPv4 address, and press the [OK] key.

To specify a static IPv4 address for this machine, select [Specify], and then press the left selection key to select [IP Add.]. Enter the IP address by using the number keys, and then press the [OK] key.

To obtain an IPv4 address from a DHCP server automatically for this machine, select [Auto-Obtain (DHCP)], and then press the [OK] key.

- 5. Select [IPv4 Gateway Address], and then press the [OK] key.
- 6. Select [Effective Protocol], select [IPv4], and then select [Active]. Then press the [OK] key.
- 7. Select [LAN Type] and [Ethernet], and then press the [OK] key.
- 8. Select [File Transfer], and then press the [OK] key.
- 9. Select [Delivery Option], and then select [On].



 If an extended wireless LAN board (optional) is installed, press [LAN Type] on the [Interface Settings], then press [Ethernet], and then configure the network settings.

Configure the necessary settings in [Scanner Features]

Using [Scanner Features], you can make or change various settings related to the scanner function, such as compressing scan data or viewing the scanner journal. Configure the scanner settings according to your environment and how you will be using the machine.

This section explains how to display the Scanner Features screen. For details about the settings on this screen, see "Scanner Features".

- Press the [User Tools/Counter] key.
- 2. Select [Scanner Features], and then press the [OK] key.

The Scanner Features screen appears.

Select [Scan Settings], [Destination List Settings], [Send Settings], [Administrator Tools], and then configure the relevant settings.

■ Reference

• p.155 "Scanner Features"

Configure the settings in ScanRouter delivery software

Using SR Manager (a tool for the ScanRouter delivery software), register this machine as an I/O device. In addition, register destinations and specify such settings as the delivery type and sender.

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



- To view files delivered to an in-tray, DeskTopBinder Lite must be installed on the client computer. For
 details about installing DeskTopBinder Lite, see "Installing DeskTopBinder Lite from the Supplied CDROM".
- The settings you must configure in [System Settings] vary depending on your network environment.
 For details about network settings, see "Connecting the Machine", Network and System Settings
 Guide.

Reference

• p.106 "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 CD-ROM. To view or receive files delivered to the in-trays, you must install DeskTopBinder Lite on the client computer.

 Make sure Windows is running on the client computer, and then insert the CD-ROM into the CD-ROM drive.

The installer starts.

2. 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.



- Before you start the installation, check the system requirements for DeskTopBinder Lite. For details, see "DeskTopBinder Lite".
- You can install the software using the auto-run program. For details about the auto-run program, see "Auto-Run Program".

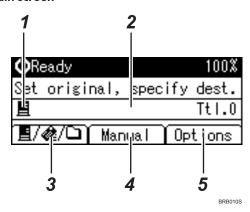
■ Reference

- p.169 "DeskTopBinder Lite"
- p.168 "Auto-Run Program"

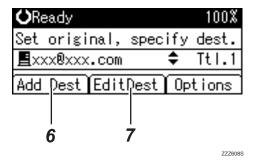
Network Delivery Scanner Screen

This section describes the screen layout when using the network delivery scanner.

Main screen



When a destination is entered manually



1. Network Delivery Scanner icon

Indicates that the Network Delivery Scanner screen is displayed.

2. Destination field

Displays a selected destination. If multiple destinations are selected, press the $[^{\blacktriangle}]$ or $[^{\blacktriangledown}]$ key to display the destinations in the order they were selected. To check the selected destination, press the [Check Destination] key.

3. E-mail ₡/Scan to Folder ☐/Network Delivery Scanner 且

Press to switch between screens.

4. [Manual]

To send a file by e-mail via the delivery server to a destination not registered in the delivery server's Destination List, press [Manual], and then enter the e-mail address of the destination using the Quick Dial keys. For details about how to send a file by e-mail via the delivery server, see the ScanRouter delivery software manuals.

5. [Options]

Press to make the scan settings.

6. [Add Dest]

When selecting multiple destinations after a manual entry of an e-mail address, press [Add Dest], and then enter the e-mail address of the destination.

7. [EditDest]

When changing an e-mail address that has been entered, press [EditDest], and then enter the new e-mail address.

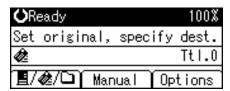
5

Basic Procedure for Delivering Files

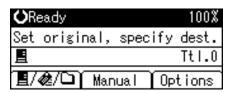
This section explains the basic procedure for delivering scan files using the network delivery scanner.



- You must register destinations and senders in advance using the ScanRouter delivery software installed on the delivery server.
- Make sure that no previous settings remain.
 If a previous setting remains, press the [Clear Modes] key.
- 2. If the E-mail or Scan to Folder screen is displayed, press [♠/□/] to switch to the Network Delivery Scanner screen.



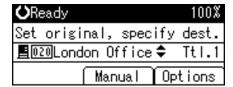
- 3. Place originals.
- 4. If necessary, select the original type.
 For details, see "Selecting Original Type".
- If necessary, specify the scanning density.For details, see "Adjusting Image Density".
- 6. Select the destination.



You can specify multiple destinations.

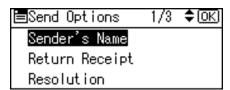
For details, see "Specifying Delivery Destinations".

7. If necessary, press [Options] to specify the resolution and the orientation of the originals.
For details, see "Specifying Send Options".



8. If necessary, select [Sender's Name] under [Options], and then specify the sender.

The sender you specify appears in the subject line of e-mail that is sent via the delivery server. Select the sender from the destinations registered on the delivery server. For details, see "Specifying the Sender".



9. If necessary, select [Attach Subject] under [Options], and then specify the subject.

The subject entered here is set for e-mail that is sent via the delivery server.

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

10. Press the [Start] key.

- When scanning from the exposure glass
 If you are scanning only one original, press the [#] key to send the scan file.
 If you are scanning multiple originals, place them on the machine, and then press the [Start] key.
 Repeat this step until originals are scanned, and then press the [#] key.
- When scanning from the ADF/ARDF
 Transmission starts immediately after originals are scanned.



- To send e-mail via delivery server, press [Manual] on the delivery screen, and then enter a destination e-mail address. For details about the procedure for manually entering e-mail addresses, see "Entering an E-mail Address Manually".
- If you have selected two or more destinations, the destinations can be made to appear one by one
 by pressing the [▲] or [▼] key.
- To cancel a selected destination, display the destination in the destination field, and then press the [Clear/Stop] key.
- 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 8, notifying him/her that the recipient has read his/her e-mail. For details
 about the procedure for setting the Return Receipt function, see "Setting the Return Receipt Function".
- To enable the Return Receipt function, it is necessary to make the settings to send e-mail by SMTP with ScanRouter delivery software. For details about how to specify this setting, see the manuals supplied with the ScanRouter delivery software. Note, however, that if the receiving party's e-mail application does not support Message Disposition Notification (MDN), notification e-mail might not be returned.
- Register the sender's e-mail address using the ScanRouter delivery software in advance.

- If you press the [Check Destination] key, the initial scanner screen switches to the Check Dest. screen. You can use the Check Dest. screen to check the details of the selected destinations. For details, see "Check destination".
- To cancel scanning, press the [Clear/Stop] key.

■ Reference

- p.151 "Selecting Original Type"
- p.153 "Adjusting Image Density"
- p.112 "Specifying Delivery Destinations"
- p.137 "Specifying Send Options"
- p.118 "Specifying the Sender"
- p.125 "Entering the Subject of the E-mail to Be Transmitted via the Delivery Server"
- p.30 "Entering an E-mail Address Manually"
- p.45 "Setting the Return Receipt Function"
- p.13 "Check destination"

Specifying Delivery Destinations

This section explains how to specify delivery destinations.

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

- Select a destination using the Quick Dial keys
- · Select the destination from the delivery destination list



• You can specify multiple destinations.

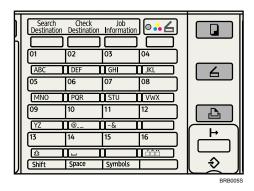
Selecting a Destination Using a Quick Dial Key

This section explains how to select a destination using a Quick Dial key.

For details about how to register a delivery destination to a Quick Dial key, see "Registering Addresses and Users for Facsimile/Scanner Functions", Network and System Settings Guide.

1. Press a Quick Dial key of the same number as the [Short ID] of the destination registered in the delivery server.

Repeat this step to add more destinations.



The illustration is an example. The actual appearance may be different.



• For details about how to set Short IDs, see the manuals supplied with the ScanRouter delivery software.

Selecting a Destination Registered in the Destination List of the Delivery Server

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

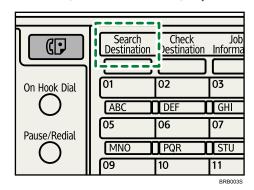
There are four methods of selecting a destination that is registered in the delivery server's Destination List:

- Select a destination from the list
- · Enter the destination's registration number
- · Search for a destination by name
- Search for a destination by comment

Selecting a destination from the list

Use the following procedure to select a destination from the list.

1. Press the [Search Destination] key.



The illustration is an example. The actual appearance may be different.

2. Press the [▲] or [▼] key to select [Display List], and then press the [OK] key.



3. Press the $[^{\blacktriangle}]$ or $[^{\blacktriangledown}]$ key to select the destination, and then press the $[^{\blacktriangleright}]$ key.



The check box on the left side of the selected destination is selected.

Repeat this step to add more destinations.



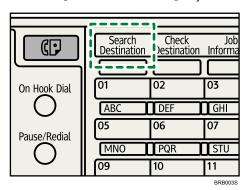


- To cancel a selected destination, press the key to select the target destination, and then press the
 key.
- Depending on the security settings, some destinations may not appear in the destination list.

Using a registration number to select a destination

Select a destination 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.

1. Press the [Search Destination] key.



The illustration is an example. The actual appearance may be different.

2. Press the [▲] or [▼] key to select [Search by Registration No.], and then press the [OK] key.

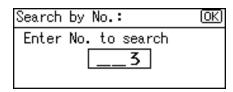


3. Using the number keys, enter the three-digit registration number assigned to the destination, and then press the [OK] key.

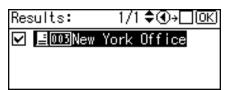
Example: To enter 003

Press the [3] key, and then press the [OK] key.





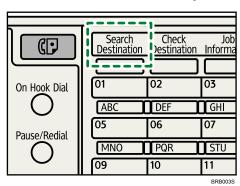
4. Press the [OK] key.



Searching for a destination by name

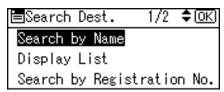
Use the following procedure to search by name for a destination in the delivery server's Destination List.

1. Press the [Search Destination] key.

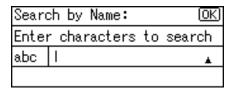


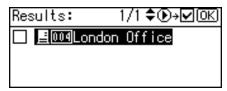
The illustration is an example. The actual appearance may be different.

2. Select [Search by Name], and then press the [OK] key.



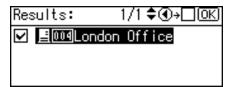
3. Enter the beginning of the destination name, and then press the [OK] key twice.





The check box on the left side of the selected destination is selected.

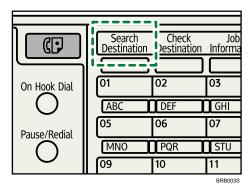
5. Press the [OK] key.



Searching for a destination by comment

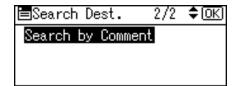
Use the following procedure to search by comment for a destination in the delivery server's Destination List. The Search by Comment function searches for a destination using the comment (one of the registration items required by the ScanRouter delivery software) as a keyword.

1. Press the [Search Destination] key.



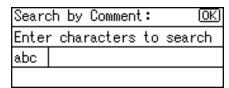
The illustration is an example. The actual appearance may be different.

2. Select [Search by Comment], and then press the [OK] key.



5

3. Enter the beginning of the comment, and then press the [OK] key twice.



4. Press the [▲] or [▼] key to select the destination, and then press the [▶] key.



The check box on the left side of the selected destination is selected.

5. Press the [OK] key.



Specifying the Sender

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

You can specify the sender by any of the following methods:

- Select a sender registered to a Quick Dial key
- Select the sender by searching the delivery server's Destination List



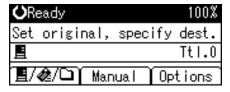
- Senders must be registered in advance under [System Settings]. For details, see "Registering Addresses and Users for Facsimile/Scanner Functions", Network and System Settings Guide.
- In [System Settings], you can specify the administrator's e-mail address as the default sender name.
 This lets you send e-mail without entering anything for [Sender's Name]. For detail, see "File Transfer",
 Network and System Settings Guide.
- Depending on the security setting, the logged-on user may be specified as [Sender's Name].
- 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 the [OK] key. If the protection code you entered
 is correct, the sender name is displayed.

Selecting a Sender Registered to a Quick Dial Key

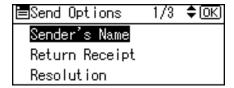
This section explains how to select a sender registered to a Quick Dial key.

For details about how to register e-mail senders to Quick Dial keys, see "Registering Addresses and Users for Facsimile/Scanner Functions", Network and System Settings Guide.

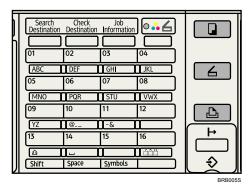
1. Press [Options].



2. Select [Sender's Name], and then press the [OK] key.



3. Press the Quick Dial key to which the sender is registered.



The illustration is an example. The actual appearance may be different.

4. Press the [OK] key.

Sender's Name:	<u>(0K)</u>
OK to set/Clear to	deselect
002test10	

"Programmed" appears, and then the Send Options screen reappears.

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.

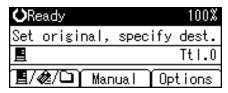
There are four methods of selecting a sender that is registered in the delivery server's Destination List:

- Select the sender from the sender list
- Select the sender by entering the registration number
- Select the sender by name

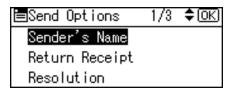
Selecting a Sender from the List

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

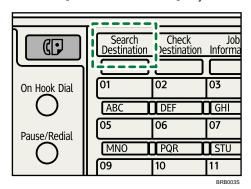
The sender list displays destinations that are registered on the delivery server.



2. Select [Sender's Name], and then press the [OK] key.



3. Press the [Search Destination] key.

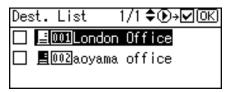


The illustration is an example. The actual appearance may be different.

4. Press the [▲] or [▼] key to select [Display List], and then press the [OK] key.



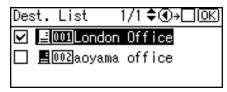
5. Press the [▲] or [▼] key to select the sender, and then press the [▶] key.



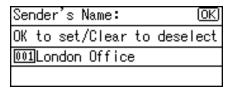
The check box on the left side of the selected sender is selected.

To cancel a selected sender, press the $[^{\blacktriangle}]$ or $[^{\blacktriangledown}]$ key to select the target sender, and then press the $[^{\blacktriangleleft}]$ key.

6. Press the [OK] key.



7. Press the [OK] key.

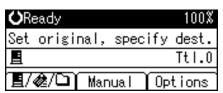


[&]quot;Programmed" appears, and then the Send Options screen reappears.

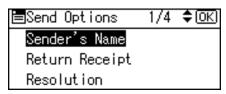
Using a Registration Number to Specify a Sender Name

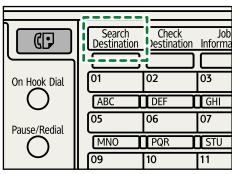
Select the sender using the registration numbers specified by senders in the machine's address book.

1. Press [Options].



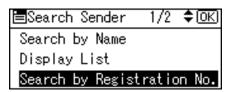
2. Select [Sender's Name], and then press the [OK] key.





The illustration is an example. The actual appearance may be different.

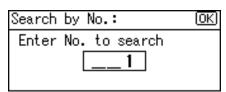
4. Press the [▲] or [▼] key to select [Search by Registration No.], and then press the [OK] key.



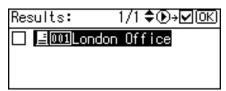
5. Use the number keys to enter the three-digit number assigned to the sender, and then press the [OK] key.

Example: To enter 001

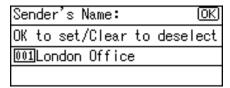
Press the [1] key, and then press the [OK] key.



6. Press the [OK] key.



7. Press the [OK] key.



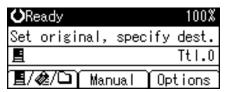
5

"Programmed" appears, and then the Send Options screen reappears.

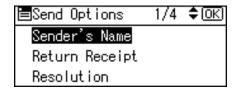
Searching for a Sender by Name

This section explains how to search by name for a sender in the machine's address book.

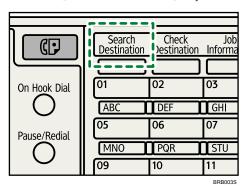
1. Press [Options].



2. Select [Sender's Name], and then press the [OK] key.

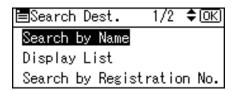


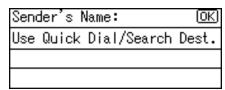
3. Press the [Search Destination] key.



The illustration is an example. The actual appearance may be different.

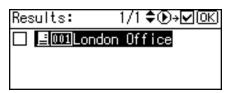
4. Select [Search by Name] and then press the [OK] key.



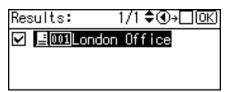


Senders that match the search conditions are displayed.

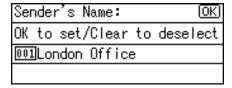
6. Press the [▲] or [▼] key to select the sender, and then press the [▶] key.



7. Press the [OK] key.



8. Press the [OK] key.



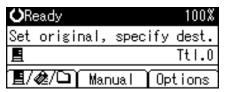
"Programmed" appears, and then the Send Options screen reappears.

5

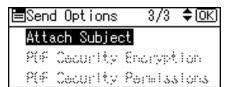
Entering the Subject of the E-mail to Be Transmitted via the Delivery Server

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

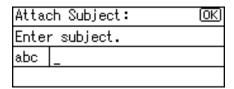
1. Press [Options].



2. Press the [▲] or [▼] key to select [Attach Subject], and then press the [OK] key.



3. Enter the subject, and then press the [OK] key.



"Programmed" appears, and then the Send Options screen reappears.



• If you specify a default subject line in [Default E-mail Subject] under [Scanner Features], you will not have to enter a subject line for each e-mail you send. For details, see "Send Settings".

Reference

• p.160 "Send Settings"

6. Scanning Originals with the Network TWAIN Scanner

The TWAIN driver allows you to scan originals on the machine from a client computer via the network.

Before Using the Network TWAIN Scanner

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

The TWAIN driver allows you to scan originals on the machine from a client computer via the network.

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".

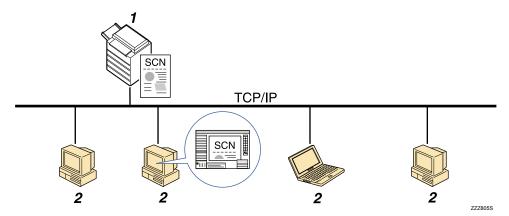
Reference

- p.130 "Installing the TWAIN Driver from the Supplied CD-ROM"
- p. 106 "Installing DeskTopBinder Lite from the Supplied CD-ROM"

Overview of the Network TWAIN Scanner

This section describes 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.



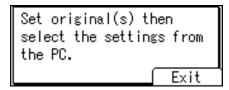
Scans an original after receiving a scan instruction from a client computer, and then sends the scan file over the network to the client computer.

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.



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].



Preparing to Use the Network TWAIN Scanner

To use this machine as a network TWAIN scanner, you must first perform the following:

- Check the machine is properly connected to the network
- Configure the network settings in [System Settings]
- Install the TWAIN driver on a client computer
- Install a TWAIN-compliant application on the same client computer

Checking the machine is properly connected to the network

Check that this machine is properly connected to the network.

For details about how to connect this machine to a network, see "Connecting to the Interfaces", Network and System Settings Guide.

Configuring the network settings in [System Settings]

Configure the network settings in [System Settings] according to your environment and how you will be using the machine.

The following procedure explains connecting this machine to an IPv4 network using Ethernet cable.

Note that the settings you must configure will vary depending on your operating environment. For details about network settings and configuration procedures, see "Network Settings Required to Use Network TWAIN Scanner", Network and System Settings Guide.

1. Press the [User Tools/Counter] key, select [System Settings], and then press the [OK] key.



The System Settings screen appears.

2. Select [Interface Settings], and then press the [OK] key.



3. Select [Network], and then press the [OK] key.



Select [Machine IPv4 Address] to specify the machine's IPv4 address, and press the [OK] key.

To specify a static IPv4 address for this machine, select [Specify], and then press the left selection key to select [IP Add.]. Enter the IP address by using the number keys, and then press the [OK] key.

To obtain an IPv4 address from a DHCP server automatically for this machine, select [Auto-Obtain (DHCP)], and then press the [OK] key.

- 5. Select [IPv4 Gateway Address], and then press the [OK] key.
- 6. Select [Effective Protocol], select [IPv4], and then select [Active]. Then press the [OK] key.



• If an extended wireless LAN board (optional) is installed, press [LAN Type] on [Interface Settings], then press [Ethernet], and then configure the network settings.

Installing the TWAIN driver on a client computer

Install the TWAIN driver on your computer.

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

■ Reference

• p. 130 "Installing the TWAIN Driver from the Supplied CD-ROM"

Installing a TWAIN-compliant application on the same client computer

To use this machine as a network TWAIN scanner, a TWAIN-compliant application, such as DeskTopBinder, must be installed on the client computer. DeskTopBinder Lite is included on the supplied CD-ROM.

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

Reference

• p. 106 "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 CD-ROM. To use the network TWAIN scanner, you must install the TWAIN driver on a client computer.

 Start Windows, and then insert the CD-ROM labeled into the CD-ROM drive of the client computer.

The installer starts.

- 2. Click [TWAIN Driver].
- 3. The installer of the TWAIN driver starts. Follow the instructions.



- 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.168 "Software Supplied on CD-ROM"
- p.168 "Auto-Run Program"

Basic Network TWAIN Scanner Procedure

This section explains the basic procedure for scanning with the network TWAIN scanner.

Mportant (

- To use the network TWAIN scanner, a TWAIN-compliant application, such as DeskTopBinder and the TWAIN driver must be installed on the client computer.
- Under the Windows XP SP2/Vista or Windows Server 2003/2003 R2/2008 operating system,
 when the Windows firewall or an antivirus program is enabled, "Cannot find the scanner." or "No
 response from the scanner." may appear and scanning with the TWAIN scanner may fail. In this case,
 check the settings of the Windows firewall or antivirus program. For details, see Windows Help.

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

- On the [Start] menu, point to [All Programs], point to [DeskTopBinder], and then click [DeskTopBinder].
- 2. On the [Tools] menu, click [Scanner Settings...].
- 3. Click [Select Scanner Driver...].
- 4. Select the name of the machine you want to use in the list, and then click [Select].
- 5. Click [OK].
- 6. Place originals.
- 7. On the [File] menu, point to [Add Document], and then click [Scan...] to display the Scanner Control dialog box.

The Scanner Control dialog box and DeskTopBinder viewer will appear.

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

- 8. Make settings for the type of original, type of scanning, and orientation of the original, etc.
 For details, see the TWAIN driver Help.
- 9. 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].

- 10. On the [File] menu of the DeskTopBinder viewer, click [Exit].
- 11. Enter the file name, and then click [OK].

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



- 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 IPv4 address has been specified. If the correct scanner still does not appear: in the Network Connection Tool that is installed with the TWAIN driver, select the [Use a specific scanner.] check box, and then specify the IP address or host name of the scanner you want to use. For details, see the Help for the Network Connection Tool.
- If you are scanning originals from DeskTopBinder using the network TWAIN scanner, you cannot cancel scanning without first saving the documents. If you are no longer using the documents, save them first, and then delete them using DeskTopBinder.
- The Blank Page Detect function is not available when you are using the TWAIN scanner.

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

This section explains how to correctly display the top/bottom orientation of scanned originals on a client computer screen.

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.

- 1. Open the Scanner Control dialog box.
 - For details about how to open the Scanner Control dialog box, see "Basic Network TWAIN Scanner Procedure".
- 2. In the [Original Scan Method:] list, select the place where the original is placed.
- 3. If you placed an original on exposure glass, in the [Orig.Orientn.:] list, select [♥□ Long Edge] or [♥□ Short Edge].
- 4. In the [Orientation:] list, select [Right 90 deg / Right 90 deg.], [Left 90 deg. / Left 90 deg.], [Left 90 deg.], [Standard 0 deg. / Right 90 deg.], or [Bight 90 deg. / Right 90 deg.].
- 5. If you placed originals on ARDF, select [1 Sided], [2 Sided(Top to Top)], or [2 Sided(Top to Bottom)] in the [Scan Settings:] list.



p.132 "Basic Network TWAIN Scanner Procedure"

Placing originals

The following table shows the relationship between the original orientation and the Scanner Control dialog box settings:

Exposure Glass

Original Orientation	TWAIN Scanner Control Dialog Box Key
top edge touches top left of exposure glass	
	← Is Left 90 deg.

Original Orientation	TWAIN Scanner Control Dialog Box Key
This orientation is the TWAIN driver's standard setting. Place originals in this orientation normally.	
top edge touches rear of exposure glass	⇐= ¶ Standard 0 deg.
bottom edge touches left side of exposure glass	⇔ is Right 90 deg.
bottom edge touches top of exposure glass	♣ K 180 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	ॡ Standard 0 deg.
bottom edge touches left side of ADF	Right 90 deg.
bottom edge touches top of ADF	♠ 1 180 deg.



- Originals are normally rectangular (E) or horizontally long (E). 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.

7. Various Scan Settings

This chapter describes various scan settings.

Specifying Send Options

This section describes procedure for specifying send options.



For details about setting Sender's Name, Attach Subject, Return Receipt, E-mail Encryption, and E-mail Signature, see chapter 1 "Sending Scan Files by E-mail".

■ Reference

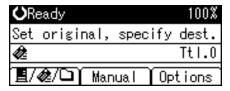
- p.15 "Sending Scan Files by E-mail"
- p.36 "Specifying the E-mail Sender"
- p.46 "Entering the E-mail Subject"
- p.45 "Setting the Return Receipt Function"
- p.47 "Security Settings to E-mails"

Resolution

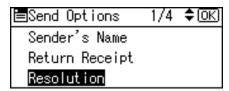
Select resolution for scanning originals.

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

1. Press [Options].



2. Press the [▲] or [▼] key to select [Resolution], and then press the [OK] key.



Resolution:	1/1 ♦ • <u>0K</u>
100dpi	200dpi
300dpi	400dpi
600dpi	

"Programmed" appears, and then the Send Options screen reappears.

4. Press the [Escape] key.

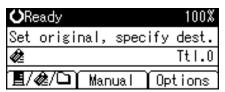


• Image compression level can limit Maximum image size.

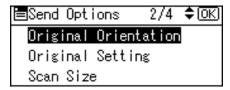
Original Orientation

This section explains how to correctly display the top/bottom orientation of scanned originals on a client computer screen.

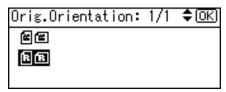
1. Press [Options].



2. Press the [▲] or [▼] key to select [Original Orientation], and then press the [OK] key.



3. Select [🖻 🖺] or [🖻 🖪] for the same orientation as the original, and then press the [OK] key.



"Programmed" appears, and then the Send Options screen reappears.

4. Press the [Escape] key.

Placing originals

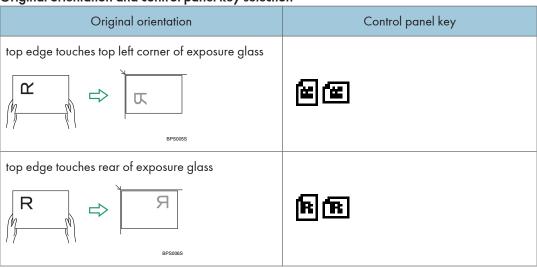
To correctly display the top/bottom orientation of the scanned original on a client computer, the placement of the original and the settings made on the control panel must match.

Place originals correctly by referring to the following table:

Exposure Glass

Turn the original over, and then place it face down on the exposure glass.

Original orientation and control panel key selection



ARDF

Hold the original so that its text is in the natural readable orientation, and then place it face up in the ARDF.

Original orientation and control panel key selection

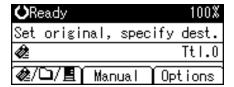
Original orientation	Control panel key
top edge placed first	
top edge touches rear of ARDF	R R

Original Setting

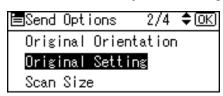
This section explains the settings for scanning one-sided or two-sided originals.

This function is not available unless ARDF is installed.

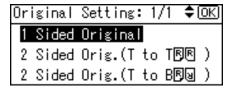
1. Press [Options].



2. Press the [▲] or [▼] key to select [Original Setting], and then press the [OK] key.



3. Select [1 Sided Original] to scan one-sided originals, and then press the [OK] key. Select [2 Sided Orig.(T to T) [State or [2 Sided Orig.(T to B) [State or [3]])] to scan two-sided originals, and then press the [OK] key.



The following table explains the relationship between the page opening orientation and control panel selection key.

Page opening orientation

. agpga	
Page opening orientation	Control panel key
RSRS	2 Sided Orig.(T to TBR)

Page opening orientation	Control panel key
R S S	2 Sided Orig.(T to B®1)

"Programmed" appears, and then the Send Options screen reappears.

4. Press the [Escape] key.

Scan Size

Select the size of the original to be scanned.

The following items and sizes can be selected:

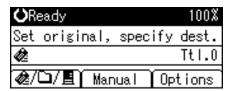
Template size

A4 \Box , A5 \Box , A5 \Box , B5 JIS \Box , 8 $^{1}/_{2}$ ×14 \Box , 8 $^{1}/_{2}$ ×13 \Box , 8 $^{1}/_{2}$ ×11 \Box , 5 $^{1}/_{2}$ ×8 $^{1}/_{2}$ \Box

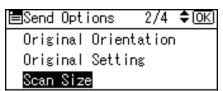
[Custom Size]

Scans in a specified size.

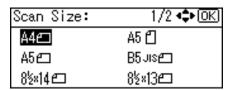
- Horizontal width: 139 356 mm (5.5 14.0 inches)
- Vertical length: 139 216 mm (5.5 8.5 inches)
- 1. Press [Options].



2. Press the $[^{\blacktriangle}]$ or $[^{\blacktriangledown}]$ key to select [Scan Size], and then press the [OK] key.



3. Press the scroll keys to select the scan size in the list, and then press the [OK] key.



"Programmed" appears, and then the Send Options screen reappears.

4. Press the [Escape] key.



• If Custom Size is selected, the dimensions of the scan area (width and length) can be specified.

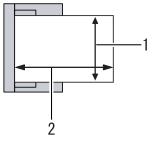
Specifying custom size

This section explains how to specify a custom size.

To scan a custom size original, measure its width and length, and enter these figures as the Horiz. and Vert. settings.

The following figure shows the Horiz. and Vert. of an original.

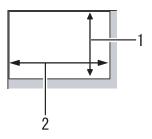
Placing an original in the ARDF



ALO031S

- 1. Vertical
- 2. Horizontal

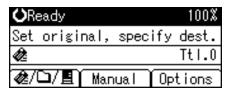
Placing an original on the exposure glass



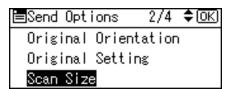
ALO032S

- 1. Vertical
- 2. Horizontal

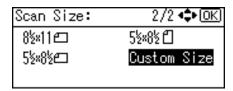
1. Press [Options].



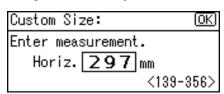
2. Press the [▲] or [▼] key to select [Scan Size], and then press the [OK] key.



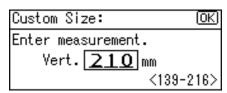
3. Press the scroll keys to select [Custom Size], and then press the [OK] key.



4. Using the number keys, enter the horizontal width, and then press the [OK] key or [#] key.



5. Using the number keys, enter the vertical length, and then press the [OK] or [#] key.



"Programmed" appears, and then the Send Options screen reappears.

6. Press the [Escape] key.

File Type

This section explains the procedure for selecting a file type.

To deliver files, set the file type using the delivery server computer. For details, see the manuals supplied
with the ScanRouter delivery software.

File types can be specified when sending files by e-mail or Scan to Folder, sending stored files by e-mail or Scan to Folder, and saving files on a removable memory device.

You can select one of the following file types:

• [Single Page:TIFF/JPEG], [Single Page:PDF]

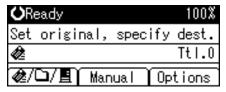
If you select a single-page file type when scanning multiple originals, one file is created for single page and the number of files sent is the same as the number of pages scanned.

• [Multi-page:TIFF], [Multi-page:PDF]

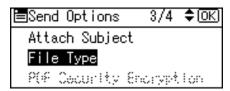
If you select a multi-page file type when scanning multiple originals, scanned pages are combined and sent as a single file.

Selectable file types differ depending on the scan settings and other conditions. For details about file types, see "Notes About and Limitations of File Types".

1. Press [Options].



2. Press the [▲] or [▼] key to select [File Type], and then press the [OK] key.



3. Press the [▲] or [▼] key to select the file type, and then press the [OK] key.



"Programmed" appears, and then the Send Options screen appears.

4. Press the [Escape] key.



• p.145 "Notes About and Limitations of File Types"

Notes About and Limitations of File Types

Depending on the file format you select, the following limitations will apply:

[Single Page:TIFF/JPEG]

- Originals scanned in black and white are sent as TIFF files.
- According to the settings specified for [Compress. (Gray/Full Clr)] under [Scanner Features], originals scanned in full color or gray scale are sent in one of the following file types:

[On] ... JPEG [Off] ... TIFF

[Multi-page:TIFF]

• When full color or gray scale is specified for [Original Type] and [Compress. (Gray/Full Clr)] is set to [On] under [Scanner Features], you cannot select [Multi-page:TIFF].

PDF Security Encryption

This section explains security settings for PDF files.

Use security settings to prevent unauthorized access to PDF files.



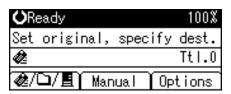
• Security settings can be made for PDF files only.

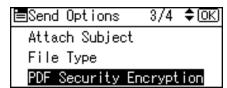
Encrypting PDF file

Set a password to protect a PDF file. Only users who have the password can open the PDF file.

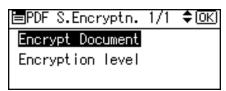


- Encryption is possible only for scan files sent by e-mail or Scan to Folder and saved on a removable device.
- You cannot open an encrypted file without a password. Make sure you do not forget a file's password.
- 1. Press [Options].

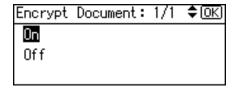




3. Select [Encrypt Document], and then press the [OK] key.



4. Select [On], and then press the [OK] key.



5. Enter a password, and then press the [OK] key.

Encryption Password:	(:K)
Enter password.	
abc _	

The password entered here will be required to open the PDF file.

6. Enter the password again, and then press the [OK] key.

Encry	ption Password:	
Re-en	ter password.	
abc .	_	

"Programmed" appears, and then the PDF Security Encryption screen reappears.

7. Press the [Escape] key twice.

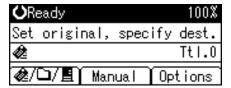


- The Encryption Password must be different from the Master Password (which is used for changing PDF Security Permissions).
- You can enter up to 32 alphanumeric characters for a document password.

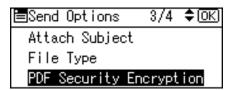
Selecting an encryption level for a PDF file

This section explains how to select an encryption level for a PDF file.

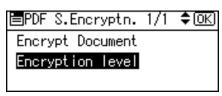
1. Press [Options].



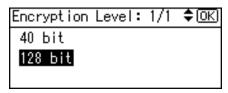
2. Press the [▲] or [▼] key to select [PDF Security Encryption], and then press the [OK] key.



3. Select [Encryption level], and then press the [OK] key.



4. Select [40 bit] or [128 bit], and then press the [OK] key.



"Programmed" appears, and then the PDF Security Encryption screen reappears.

5. Press the [Escape] key twice.



- PDF file created under the [128 bit] Encryption Level cannot be viewed using Adobe Acrobat Reader 3.0 and 4.0.
- If [Permit Low Resolution Only] is specified as the print permission in [PDF Security Permissions], you cannot select [40 bit].

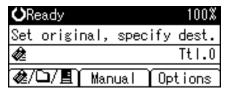
PDF Security Permissions

Set a Master Password to restrict unauthorized printing, changing, copying, or extracting of a PDF file's content.

Only users who have the Master Password can reset or change these restrictions.



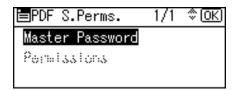
- Encryption is possible only for scan files sent by e-mail or Scan to Folder.
- You cannot reset or change a file's restriction setting without the Master Password. Make sure you do
 not forget the Master Password.
- 1. Press [Options].



2. Press the [▲] or [▼] key to select [PDF Security Permissions], and then press the [OK] key.



3. Select [Master Password], and then press the [OK] key.



4. Select [On], and then press the [OK] key.



The password entry screen appears.

5. Enter a password, and then press the [OK] key.

Enery	ption Password:	
Enter	password.	
abc	_	

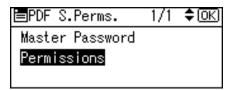
The password entered here will be required to change the security settings of the PDF file.

6. Enter the password again, and then press the [OK] key.

Energ	yption Password:	
Re-ei	nter password.	
abc	_	

"Programmed" appears, and then the PDF Security Permissions screen reappears.

7. Select [Permissions], and then press the [OK] key.



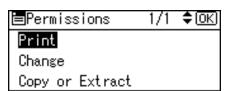
8. Change the PDF security settings.

You can specify the following security settings:

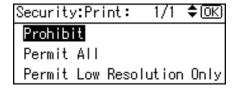
- Print permission: [Prohibit], [Permit All] and [Permit Low Resolution Only].
- Changing permission: [Prohibit] or [Permit].
- Copying or extracting content permission: [Prohibit] or [Permit].

The following is a procedure to prohibit printing of scanned PDF files.

9. Select [Print], and then press the [OK] key.



10. Select [Prohibit], and then press the [OK] key.



"Programmed" appears, and then the Permissions screen reappears.

You can apply multiple security settings to a PDF file.

11. Press the [Escape] key three times.



- The Master Password must be different from the Encryption Password.
- You can enter up to 32 alphanumeric characters for a Master Password.
- If [40 bit] is selected as the PDF encryption level, you cannot select [Permit Low Resolution Only] as the print permission.

Selecting Original Type

This section explains how to select an original type.

Select an original type using the [Color Scan] key in combination with the [Original] key.

Specify the details of the selected original type using [Original Type Setting] under [Scanner Features]. For details about [Original Type Setting], see "Scanner Features".

The following table explains the [Color Scan] and [Original] keys combinations and their relationship with [Original Type Setting].

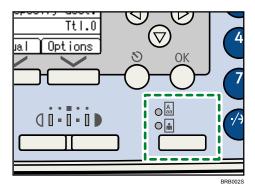
Default settings are shown in **bold type**.

How to select an original type

[Color Scan] key	[Original] key	[Original Type Setting]
On	Text	Type 1 (Colour: Text) • Full Colour: Text / Photo • Full Colour: Glossy Photo
On	Photo	Type 2(Colour: Photo) • Full Colour: Text / Photo • Full Colour: Glossy Photo
Off	Text	Type 3(B&W: Text) • Text/Line Art • Text • Text/Photo • Photo • Gray Scale
Off	Photo	Type 4(B&W: Photo) Text/Line Art Text Text Text/Photo Photo Gray Scale

1. Press the [Color Scan] key to switch between on and off.

The [Color Scan] key is on when the indicator is lit, and off when the indicator is unlit.



The indicator of the selected original type lights up.



- To scan originals in gray scale, you must first select [Scanner Features], [Original Type], and then [Type 3(B&W: Text)] or [Type 4(B&W: Photo)], select [Gray Scale]. Then, to scan your originals in gray scale, select the original type that you set to [Gray Scale]. For details about [Original Type], see "Scanner Features".
- If images scanned in gray scale are not clear enough, you can rescan them by selecting [Type 1 (Colour: Text)] or [Type 2(Colour: Photo)].

Reference

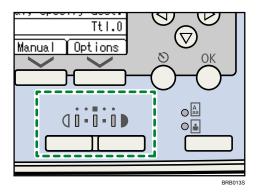
• p.155 "Scanner Features"

Adjusting Image Density

This section explains how to specify the density.

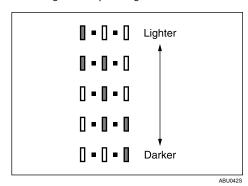
There are five levels of scanning density.

1. Press the [Lighter] or [Darker] key to adjust the density.



The density indicator "•" moves one place per button push.

The image density changes in five increments as follows:



8. Scanner Features

This chapter describes the user tools in the Scanner Features menu.

Accessing User Tools

This section describes how to change the settings of [Scanner Features].



- Procedures for configuring system settings differ from procedures for configuring other settings. You
 must return to the initial screen when you finish configuring the system settings. For details about
 returning to the initial screen, see "Closing User Tools".
- Any changes you make in [Scanner Features] remain in effect even if the main power switch or
 operation switch is turned off, or the [Clear Modes] key is pressed.
- Depending on the sending method, some settings cannot be applied.

■ Reference

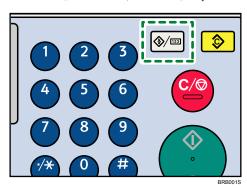
• p.156 "Closing User Tools"

Changing User Tools

This section describes how to change the settings of User Tools.



- If Administrator Authentication Management is specified, contact your administrator.
- 1. Press the [User Tools/Counter] key.



2. Select [Scanner Features], and then press the [OK] key.



- 3. Select the item using the [▲] or [▼] key, and then press the [OK] key.
- 4. Change settings by following instructions on the display, and then press the [OK] key.

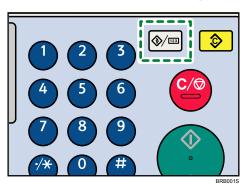


- Press the [Escape] key to return to the previous display.
- To cancel changes made to the settings and return to the initial display, press the [User Tools/Counter] key.

Closing User Tools

This section describes how to end User Tools.

1. Press the [User Tools/Counter] key.



Scan Settings

This section describes the user tools in the Scan Settings menu under Scanner Features.

Default settings are shown in bold type.

Default Scan Settings

Various basic settings (resolution and scan size) can be set. You can register the scan settings in the same way as specifying them. For details, see "Specifying Send Options".

- Resolution
 - 100 dpi
 - 200 dpi
 - 300 dpi
 - 400 dpi
 - 600 dpi
- Scan Size
 - · Paper size for setting

```
A4리, A5리, A5리, B5 JIS리, 81/2×14리, 81/2×13리, 81/2×11리, 51/2×81/2리, 51/2×81/2리, [Custom Size]
```

Custom size paper setting will be as follows: Vertical: 139.0 to 216.0 mm (5.5 to 8.5inch), Horizontal: 139.0 to 356.0 mm (5.5 to 14.0 inch)

Original Setting

This setting is available only when you have installed the optional ARDF.

Set the default for whether originals are one-sided or two-sided and if two-sided, the relationship between those sides. When the originals are always the same, set this for the default to make operation easier.

- 1 Sided Original
- 2 Sided Orig. (Top to Top **BB**)
- 2 Sided Orig. (Top to Bottom 🖼)

Orig. Orientation Priority

Select the default for Original Orientation. When originals are always placed in the same way, select that orientation as the default to make operation easier.

Original Type Setting

Make these settings according to the paper type of the original.

Settings made here are assigned to the [Full Colour/B&W] and [Original Type] keys of the scanner function.

• Type 1 (Colour: Text)

• Full Colour: Text / Photo

• Full Colour: Glossy Photo

• Type 2 (Colour: Photo)

• Full Colour: Text/Photo

• Full Colour: Glossy Photo

• Type 3 (B&W: Text)

Text/Line Art

Text

• Text/Photo

Photo

• Gray Scale

• Type 4 (B&W: Photo)

• Text/Line Art

Text

• Text/Photo

Photo

• Gray Scale

A.C.S Sensitivity

Specify whether to scan originals in Full Color or Black & White mode.

• Full Colour Priority

· Black & White Priority

Blank Page Detect

Use the Blank Page Detect function to prevent blank pages being scanned.

If the first page of the originals is blank, the machine beeps to warn you that you might have placed blank originals.

On

Off

When the Blank Page Detect function is set to [On], the outermost 1mm of an original's edge border cannot be scanned.

Blank pages of custom size originals may not be detected.

This function is available only for scanning from the ADF.

The machine cannot perform blank page detection on the second or subsequent pages of an original.

Reference

• p.137 "Specifying Send Options"

Destination List Settings

This section describes the user tools in the Destination List Settings menu under Scanner Features.

Select the defaults for the display priority and the titles for the destination list of e-mail and delivery server. Default settings are shown in bold type.

Dest. List Priority 1

Select a destination list to be displayed when the machine is in the initial state.

- E-mail / Folder
- · Delivery Server
- WSD

Update Server Dest. List

Normally, the delivery server destination list is automatically updated. This function allows manual updating at any time.

To update the delivery server destination list, select [Update Server Dest. List], and then press the [OK] key.

Dest. List Priority 2

In the machine's address book, select which address book appears by default.

This function is enabled when [E-mail/Folder] is selected in [Dest. List Priority 1].

- E-mail Address
- Folder

Q

Send Settings

This section describes the user tools in the Send Settings menu under Scanner Features.

This section explains how to set the defaults for settings such as the compression level for the scan file and switching to and from the network TWAIN scanner function.

Default settings are shown in bold type.

Details of items of Send Settings are as follows:

PC Scan Command Stdby Time

If the machine receives a TWAIN or WSD (Pull Type) scanning request while it is writing data to memory or performing e-mail, Scan to Folder, network delivery, or WSD scanning jobs, it switches to the network TWAIN or WSD (Pull Type) scanner function either immediately or after a specified standby time elapses following the last key operation.

Use this setting to specify whether the machine switches to TWAIN or WSD (Pull Type) immediately or waits until the standby time elapses when it receives a TWAIN or WSD (Pull Type) scanning request.

The default setting is On, 10 second(s).

If you select [Off], the machine will switch to the network TWAIN or WSD (Pull Type) scanner function immediately.

If you select [On], use the number keys to enter a standby time (3-30 seconds). The machine will switch to the network TWAIN or WSD (Pull Type) scanner function when the time specified here elapses following the last key operation.

File Type Priority

Select whether to send the scanned originals as single-page files or a multiple page file.

For single-page files, select either TIFF/JPEG or PDF. For multi-page files, select either TIFF or PDF.

- Single Page:TIFF/JPEG
- · Single Page:PDF
- Multi-page:TIFF
- · Multi-Page:PDF

Compression (B&W)

Select whether or not to compress black and white scan files.

- On
- Off

Compression reduces the time required for transferring the scan file.

The actual time required for file transfer varies depending on the file size and network load.

Compress. (Gray/Full Clr)

Specify whether or not to compress multi-level (Gray Scale/Full Color) scan files.

Q

- On
- Off

If you select [On], you can specify the compression level from one to five.

The image quality is better for lower compression, but the time required for file transfer increases accordingly.

The actual time required for file transfer varies depending on the file size and network load.

Print&Del. Scanner Journal

Up to 100 transmission/delivery results can be checked on this machine. If the stored transmission/delivery results reach 100, select whether to print the delivery journal.

Depending on security settings, the journal might not be printed.

Print and Delete All

The transmission/delivery journal is printed automatically. The printed journal is deleted.

Do not Print:Delete Oldest

Transmission/delivery results are deleted one by one as new results are stored.

• Do not Print: Disable Send

Transmission/delivery cannot be performed when the journal is full.

Print Scanner Journal

The scanner journal is printed and deleted.

Delete Scanner Journal

The scanner journal is deleted without being printed.

Max. E-mail Size

Select whether or not to limit the size of an e-mail to which an image is attached.

- On: 2048 KB
- Off

When [On] is selected, enter the size limit (128-45,389 KB) with the number keys.

When the SMTP limits the size, match that setting.

Divide & Send E-mail

Select whether or not an image exceeding the size specified in Max. E-mail Size should be divided and sent using more than one e-mail. This function is enabled only when [On] is selected for [Max. E-mail Size].

- · On (per page)
- On (per max. size): 5 (Maximum Number of Divisions)
- Off

When [On (per max. size)] is selected, enter the Max. number of divisions (2-355) with the number keys.

When [Multi-page:TIFF] or [Multi-page:PDF] is selected for [File Type Priority], the image will not be divided even if [On (per page)] is selected. When [On (per max. size)] is selected, some received files may not be able to be restored, depending on the type of e-mail software.

When [Off] is selected, the e-mail is not sent if its size exceeds the limit, and an error message appears. The scan file is discarded.

Set the maximum e-mail size within the capacity of the SMTP server.

Insert Addit, E-mail Info

Select the language in which e-mail information such as title, date, administrator mail address is sent.

- On (British English)
- Off

Select one of the following 22 languages:

British English, American English, German, French, Italian, Spanish, Dutch, Portuguese, Polish, Czech, Swedish, Finnish, Hungarian, Norwegian, Danish, Japanese, Simplified Chinese, Traditional Chinese, Russian Hangul, Catalan, and Turkish.

The e-mail text which is a template cannot be changed.

Default E-mail Subject

If an e-mail subject is not entered when sending e-mail, the default e-mail subject is applied when scan files are sent by e-mail.

Select whether to use the host name or a specified text as the default e-mail subject.

The default setting is Host Name.

E-mail Encryption Priority

Select whether or not to encrypt e-mail.

- Encrypt Dest. with
- Do not Encrypt

[E-mail Encryption Priority] is available only when the S/MIME function is enabled.

E-mail Signature Priority

Select whether or not to sign e-mail.

- Use Signatures
- Do not Use Signatures

[E-mail Signature Priority] is available only when the S/MIME function is s enabled.

Output Settings

This section explains the output settings that are available in [Output Settings] under [Scanner Features]. Default settings are shown in bold type.

Output Method Priority

Specify whether to send scan files or save them on a removable memory device.

- Send
- Store to Memory Device

If [Output Method Priority] is displayed, the Removable Memory Device function is available.

Administrator Tools

This section explains the user tools that are available in [Administrator Tools] under [Scanner Features].

Menu Protect

You can specify user access levels for functions whose settings can be changed by users other than the administrator. Using Menu Protect, you can prevent unauthenticated users from changing the user tools.

Menu Protect is a Scanner Features setting item. You can also specify user access levels for the default setting for each function.

For details, consult your administrator.

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. Similarly, the larger the scan area, the lower the resolution that can be set.

The relationship between the scanning resolution and scan size is shown below. If the combination is unreadable, "Exceeded max. data capacity". "Check resolution and Start." appears on the machine's control panel display. Change the condition until scanning is enabled.



• Image compression level can limit Maximum image size.

When Using the E-mail, Folder Sending, WSD Scanner, or Network Delivery Functions

This section explains the relationship between resolution and scan size when using the e-mail, Scan to Folder, WSD Scanner, or network delivery functions.

If [Type 3(B&W: Text)] or [Type 4(B&W: Photo)] is selected as the original type

All combinations up to A4 and Legal ($8^{1}/_{2} \times 14$) and 600 dpi can be scanned.

If [Gray Scale] is selected as the original type

Refer to the table below for the maximum resolution available for each scan size.

Scan size and maximum resolution

Scan size	Maximum resolution (dpi)
A4, Legal (8 $^{1}/_{2}$ ×14), 8 $^{1}/_{2}$ ×13, Letter (8 $^{1}/_{2}$ ×11)	400
B5, A5, B6, A6, A7, 5 ¹ / ₂ ×8 ¹ / ₂	600

If [Type 1 (Colour: Text)] or [Type 2(Colour: Photo)] is selected as the original type

Refer to the table below for the maximum resolution available for each scan size.

Scan size and maximum resolution

Scan size	Maximum resolution (dpi)
A4, B5, Legal ($8^{1}/_{2}\times14$), $8^{1}/_{2}\times13$, Letter ($8^{1}/_{2}\times11$)	300

Scan size	Maximum resolution (dpi)
A5, B6, $5^{1}/_{2} \times 8^{1}/_{2}$	400
A6, A7,	600



- Enter B6, A6, and A7 sizes directly.
 - B6 (128 mm/5.0 inches × 182 mm/7.1 inches)
 - A6 (105 mm/4.1 inches × 148 mm/5.8 inches)
 - A7 (74 mm/2.9 inches × 105 mm/4.1 inches)

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.



• Certain original types and resolution settings can reduce scanning quality.

If [Binary(Text)], [Binary(Photo)], or [8 Colors] is selected in [Col./Grad.:]

The scan size determines the maximum possible resolution.

Refer to the table below for the maximum resolution available for each scan size.

Scan size and maximum resolution

Scan size	Maximum resolution (dpi)
A4, B5, A5, B6, A6, A3, 11×17, B4, Legal $(8^{1}/_{2}\times14)$, $8^{1}/_{2}\times13$, Letter $(8^{1}/_{2}\times11)$, $5^{1}/_{2}\times8^{1}/_{2}$	600

If [Gray Scale] is selected in [Col./Grad.:]

Scan size and maximum resolution

Scan size	Maximum resolution (dpi)
Letter (8 ¹ / ₂ ×14)	520
8 ¹ / ₂ ×13	540

Scan size	Maximum resolution (dpi)
A4	578
Letter (8 ¹ / ₂ ×11)	587
B5, A5, B6, A6, 5 ¹ / ₂ ×8 ¹ / ₂	600

If [16770K colors] is selected in [Col./Grad.:]

Scan size and maximum resolution

Scan size	Maximum resolution (dpi)
$Legal (8^{1}/2\times14)$	300
$8^{1}/_{2} \times 13$	312
A4	333
Letter (8 ¹ / ₂ ×11)	339
B5	385
A5	472
5 ¹ / ₂ ×8 ¹ / ₂	479
В6	546
A6	600

Software Supplied on CD-ROM

This section explains the applications on the supplied CD-ROM.

Auto-Run Program

This section explains the auto-run program.

When the CD-ROM is inserted into a client computer running Windows 2000/XP/Vista or Windows Server 2003/2003 R2/2008, the installer starts up automatically (auto run) to install various software.



- For installation, 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 the 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

Operating system

Microsoft Windows 2000/XP/Vista

Microsoft Windows Server 2003

Microsoft Windows Server 2003 R2

Microsoft Windows Server 2008

Display resolution

800 × 600 pixels, 256 colors 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 DeskTopBinder 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 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

Microsoft Windows 2000 Professional SP1 or later

Microsoft Windows 2000 Server SP1 or later

Microsoft Windows 2000 Advanced Server SP1 or later

Microsoft Windows XP Professional/Home Edition

Microsoft Windows Vista Ultimate/Enterprise/Business/Home Premium/Home Basic

Microsoft Windows Server 2003 Standard Edition/Enterprise Edition

Microsoft Windows Server 2003 R2 Standard Edition/Enterprise Edition

Microsoft Windows Server 2008 Standard/Enterprise

Display resolution

800 × 600 pixels, 64K colors or higher

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 those 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.

Values of Various Set Items for Transmission/ Delivery Function

This section explains the values of various transmission/delivery function settings.



• 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.

Values of Set Items for Sending by E-mail

Item	Maximum value	Comments
Number of subject line characters	128 alphanumeric characters	-
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	100 addresses	You can specify 50 destinations by direct entry, including LDAP search. Select the remaining 50 destinations from registered addresses.
Sendable file size	31,875 MB per file	-
Sendable number of pages	250 pages per file	-

Folder Transmission

The following table tells you the maximum values of the Scan to Folder function settings.

Values of Set Items for Scan to Folder

Item	Maximum value	Comments
Number of path name characters on SMB	256 alphanumeric characters	-
Number of user name characters on SMB	128 alphanumeric characters	-
Number of password characters on SMB	128 alphanumeric characters	-
Number of server name characters on FTP	64 alphanumeric characters	-
Number of path name characters on FTP	256 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	256 alphanumeric characters	-
Number of user name characters on NCP	128 alphanumeric characters	-
Number of password characters on NCP	64 alphanumeric characters	-
Number of addresses that can be specified simultaneously	50 addresses	You can specify a maximum of 32 directly entered destinations.
Sendable file size	31,875 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.

Values of Set Items for Simultaneous transmission

ltem	Maximum value	Comments
Number of destinations you can select for E-mail and Scan to Folder	132 addresses	-
Number of destinations you can select for sending by e-mail	100 addresses	You can specify a maximum of 50 directly entered destinations, including LDAP search-retrieved destinations.
Number of destinations you can set for sending by Scan to Folder	32 addresses	-

WSD scanner transmission

The following table tells you the maximum values available for the WSD scanner function settings.

Values of Set Items for WSD Scanner Transmission

ltem	Maximum value	Comments
Number of destinations you can specify at the same time	1 destination	-
Sendable file size	31,875 MB per file	-
Sendable number of pages	250 pages per file	-

Network Delivery Function

The following table tells you the values of setting items for the network delivery scanner function.

Values of Set Items for Network Delivery

ltem	Maximum value	Comments
Number of subject line characters	128 alphanumeric characters	
Number of e-mail address characters	128 alphanumeric characters	-

ltem	Maximum value	Comments
Number of addresses you can specify at the same time	100 addresses	You can specify 50 destinations by direct entry, including LDAP search. Select the remaining 50 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	31,875 MB per file	-

About WIA Scanning

If your computer is running Windows Vista, you can use the WIA driver to scan originals on the machine from the computer via the network.

 To use this machine as a WIA scanner, you must download the WIA driver from the supplier's Web site and install it on your computer.

The network TWAIN scanner function also allows you to scan originals from your computer; however, functions you can use differ between the TWAIN and WIA scanners.

The following table tells you the functions available or not available with the TWAIN and WIA scanners. For details about the TWAIN scanner, see "Scanning Originals with the Network TWAIN Scanner".

Reference

• p.127 "Scanning Originals with the Network TWAIN Scanner"

Functions of the TWAIN and WIA scanners

Functions	TWAIN	WIA
1. Scan		
Scan from the exposure glass	Yes	Yes
Continuous scan from the ADF	Yes	Yes
Specify the number of files for scanning from the ADF	Yes *1	Yes *1
Preview	Yes	Yes ^{*2}
Auto detect		
When scanning from the exposure glass	Yes	No
Scan using an application that do not provide the user interface	Yes	Yes
2. Setting		
Driver selection	Yes	Yes
Initial Settings		
Unit of Measure: (mm, inch, pixel)	Yes	No
Compression	Yes	No
Deskew	Yes	No

Functions	TWAIN	WIA
Scan wait mode	Yes	No
Save/Delete Mode	Yes	No
Specify original size		
When scanning from the exposure glass	Yes	Yes *2
When scanning from the ADF	Yes	Yes
Orig.Orientn.:	Yes	Yes *2
Orientation:	Yes	Yes *2
Scan Settings:		
• 1 Sided	Yes	Yes
• 2 Sided	Yes	Yes
2 Sided (Top to Top, Top to Bottom)	Yes	No
Resolution	Yes	Yes
Brightness:	Yes	Yes
Contrast:	Yes	Yes
Threshold:	Yes	Yes *2
Col./Grad.:		
Binary	Yes	Yes
Gray Scale	Yes	Yes
8 Colors	Yes	No
Full colour	Yes	Yes
Gam-Curve:	Yes	No
Eras.Bgrnd:	Yes	No
Advanced		
Filter (Filter, Dropout Col.)	Yes	No
Color Matching (ICM:, Inversion)	Yes	No

Functions	TWAIN	WIA
Save/Delete Scanning Area	Yes	No
Specify original size (Manual entry of values to specify the scan area)	Yes	No
Comb./Series	Yes	No
Endorser	Yes	No
3. Properties		
General		
Diagnostics (Scan test)	No	Yes
Authenticate		
User code authentication	Yes	Yes
General User Authentication (Basic authentication)	Yes	Yes
Network Connection		
Settings for using a specific scanner	Yes	Yes
SNMP V3 Auth.information	Yes	Yes
Version information display	Yes	Yes

^{*1} You might not be able to specify settings for this function from some applications.

^{*2} The preview does not reflect changes made for settings while it is displayed. To display the preview image with the changed settings applied, first close the preview, and then open it again.

Specifications

The following table tells you the specifications of the scanner.

Specifications

Component	Specifications
Туре	Full-color scanner
Scan method	Flatbed scanning
Image sensor type	CCD Image Sensor
Scan type	Sheet, book, three-dimensional object
Original sizes that can be scanned	 Length 139~216 mm (5.5~8.5 inches) Width 139~356 mm (5.5~14 inches)
	When using the E-mail/ Scan to Folder/ WSD (Push Type)/ Scan to Removable device/ network delivery scanner function (Original size: A4 ¹ , Resolution: 200 dpi, 1-side scanning):
	Black and white: 22 page/min
	(Original Type Setting: Text/Line Art, Compression (B&W): MH, ITU-T No1 Chart)
Scan speed	Full color: 10 page/min
	(Original Type Setting: Full Colour: Text / Photo, Compresss. (Gray/Full Clr): Default, Original Chart)
	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).
Tone	Black and white: 2 tones Full color / Gray scale: 256 tones
Basic scanning resolution	600 dpi

Component	Specifications
Image compression type for black and white (two-value)	TIFF (MH, MR, MMR)
Image compression type for gray scale/full color	JPEG
Interface	 Basic 10BASE-T, 100BASE-TX Optional 1000BASE-T, IEEE 802.11a/g (Wireless LAN)
Network protocol	TCP/IP
Selectable scanning resolutions when using the E-mail function (main scanning × sub scanning)	100 dpi, 200 dpi, 300 dpi, 400 dpi, 600 dpi
Protocol for sending e-mail	SMTP
Sendable file formats when using the E-mail function	TIFF, JPEG, PDF
Selectable scanning resolutions when using the Scan to Folder function (main scanning × sub scanning)	100 dpi, 200 dpi, 300 dpi, 400 dpi, 600 dpi
Protocol for Scan to Folder	SMB, FTP, NCP
Sendable file formats when using the Scan to Folder function	TIFF, JPEG, PDF
Protocol for sending using WSD	Web Services on Devices for scanning
Selectable scanning resolutions when using the Network delivery scanner function (main scanning × sub scanning)	100 dpi, 200 dpi, 300 dpi, 400 dpi, 600 dpi
Selectable scanning resolution when using TWAIN scanner (main scanning × sub scanning)	100 dpi to 600 dpi
Protocol for TWAIN scanner	TCP/IP
Operating System for TWAIN scanner	Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008

Component	Specifications
Selectable scanning resolutions when using WIA scanner (main scanning × sub scanning)	100 dpi to 600 dpi
Protocol for WIA scanner	TCP/IP
Operating system for WIA scanner	Windows Vista (SP1 or later), Windows Server2008



• Specifications are subject to change without notice.

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