Quick Reference Scanner Guide

\Rightarrow Please put this guide above your machine \Rightarrow

1. [Search Destination] key

- 2. [Check Destination] key
- 3. [Job Information] key
- 4. Function keys
- press to display the operation
- screen to scanner function
- 5. Display panel
- 5.1 E-mail icon

Copier: 🖬

- 5.2 E-mail/Scan to Folder/ **Network Delivery Scanner**
- press to switch between screens.
- 5.3 Destination field
- 6. Scroll keys
- 5.4 [Options]
- 7. [User Tools/Counter] key
- 8. Clear Modes key

9. [Clear/Stop] key

- clears an entered numeric
- value
- stops scanning
- 10. Main power indicator
- 11. Operation switch - to turn machine on/off
- 12. [Start] key
- use to begin scanning
- 13. [#] key (Enter key)
- 14. Number keys
- 15. [OK] key
- 16. [Original] key
- 17. [Escape] key
- 18. [Lighter] key, [Darker] key 19. Selection keys
- 20. Quick Dial keys

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

How to scan...

Ways of scanning:

Scan-to-Email.

ence.

Scan-to-Folder...

screen.

Place originals.



GB (GB) D3277662 Copyright © 2007

Registering an Email 7. Registering Addresses and Users destination... for Facsimile/Scanner Functions

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

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