



## Quick Reference Scanner Guide

⇒ Please put this guide above your machine ⇐

1. **[User Tools/Counter] key**
2. **Display panel**
- 2.1 **Destination field**
- 2.2 **E-mail icon**
- 2.3 **E-mail/Folder**
- 2.4 **[Manual Entry]**
- 2.5 **[Check Modes]**
- 2.6 **Destination list**
- 2.7 **[Text] [Subject] [Security]**
- 2.8 **[Sender Name] [Receipt Notice]**
- 2.9 **[Reg. No.]**
3. **[Send File Type / Name]**
4. **[Clear Modes] key**
5. **[Program] key**
6. **[Interrupt] key**
7. **[Energy Saver] key**  
Press to switch to and from Energy Saver mode.
7. **Main power indicator**
8. **Operation switch**  
to turn machine on/off
9. **[Login/Logout] key**
10. **[Simplified Display] key**
11. **[Start] key**  
Use to begin scanning, file storing or delivery.
12. **[#] key (Enter Key)**
13. **[Clear/Stop] key**  
- clears an entered numeric value  
- stops scanning
14. **Number keys**
15. **Function keys**  
Press the [Scanner] key to activate.
16. **Alert indicator**
17. **Data In indicator**
18. **Indicators**

Some illustrations in this guide might be slightly different from the machine.

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

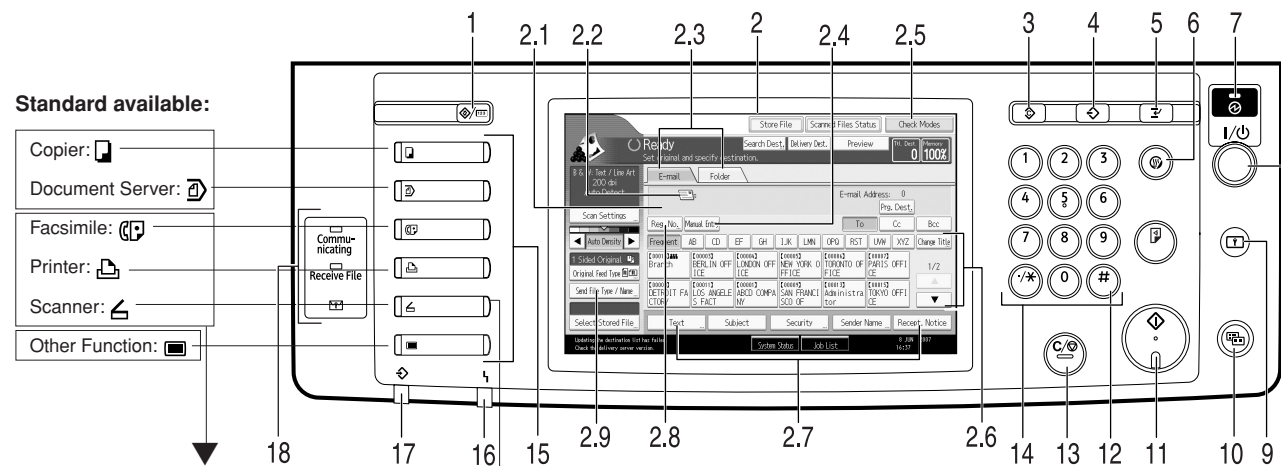
### How to scan...

By installing the Printer / Scanner option, scanner function is enabled.

Ways of scanning:

- 1 Scan-to-E-mail.
- 2 Scan to SMB/FTP/NCP.
- 3 Scan to Document Server
- 4 Scan to Delivery Server.
- 5 Scan via Twain driver.

For details about 1 and 5, please see operating instructions CD: Scanner Reference.



You can also fax and print on this machine! Please ask your sales person for this option.

This button needs to be selected as a first step

### How to scan to Document Server...

(3. Storing Files Using the Scanner Function)

- 1 Press the [Scanner] key.
- 2 Press the [Clear Modes] key.
- 3 Make settings for storing scanned data files:  
- Press [Store File] and [Store Only].
- 4 Specify file information; user name, file name and password. Press [OK].
- 5 Place the originals and make required settings via [Original Feed Type].
- 6 Make basic settings (scan type, resolution, etc.) via [Scan Settings].
- 7 Press the [Start] key.

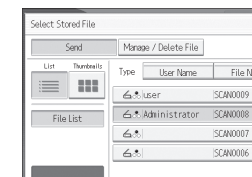
#### Why use it?

To store scanned files in the hard disk of the machine for later (shared) use. (See Scanner Reference.)

### Viewing a list of stored files in the Document Server...

(3. Storing Files Using the Scanner Function)

- 1 Press the [Scanner] key.
- 2 Press [Select Stored File].  
The list of stored files is displayed.  
Press [Manage / Delete File].



### How to use Scan-to-E-mail/ Scan-to-Folder...

(1. Sending Scan Files by E-mail)  
(2. Sending Scan Files to Folders)

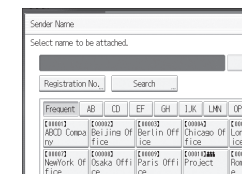
- 1 Press the [Scanner] key.
- 2 Press the [Clear Modes] key.
- 3 Place the originals and make required settings such as original size and orientation.
- 4 If delivery scanner appears, press [E-mail] or [Folder].

- 5 Select destination(s).  
In total, up to 500 destinations can be specified.  
**For e-mail:**  
Before selecting the destination, be sure to select [To]. When necessary, select [Cc] or [Bcc] and destination(s).
- 6 If necessary, press [Send File Type / Name] to specify settings such as file name and file format.
- 7 **Only for scan-to-email**  
Specify (e-mail) sender.  
Depending on the security settings, the logged-on user may be specified as [Sender Name].

- To specify the e-mail sender, press [Sender Name].
- Select a sender.
- Press [OK].
- For reception confirmation e-mail, press [Receipt Notice].

- 8 **Only for scan-to-email**  
You can enter a subject.
  - Press [Subject].
  - Enter the subject.
  - Press [OK].

- 9 Press the [Start] key.



### Registering an E-mail destination...

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

- 1 Press the [User Tools/Counter] key.
- 2 Press [System Settings].
- 3 Press [Administrator Tools].
- 4 Press [Address Book Management].
- 5 Check that [Program / Change] is selected.
- 6 Press [New Program].
- 7 Set user's information.
- 8 Press [E-mail].
- 9 Press [Change] on the right side of the e-mail address.
- 10 Enter the e-mail address and press [OK].
- 11 Press [OK].

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