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] [Sender Name] [Recept.Notice]
2.8 [Reg. No.]
2.9 Send File Type / Name]
3. 【Clear Modes】 key
4. 【Program】 key
5. 【Interrupt】 key
6. 【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.

Standard available:
Copier:
Document Server:
Facsimile:
Printer:
Scanner:

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...

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

Ways of scanning:

1 Scan-to-Email.

2 Scan to SMB/FTP/NCP.

3 Scan to Document Server

4 Scan to Delivery Server.

5 Scan via Twain driver.

! For details about 4 and 5, please see operating instructions CD: Scanner Reference.

How to use Scan-to-Email/ (1. Sending Scan Files by E-mail)
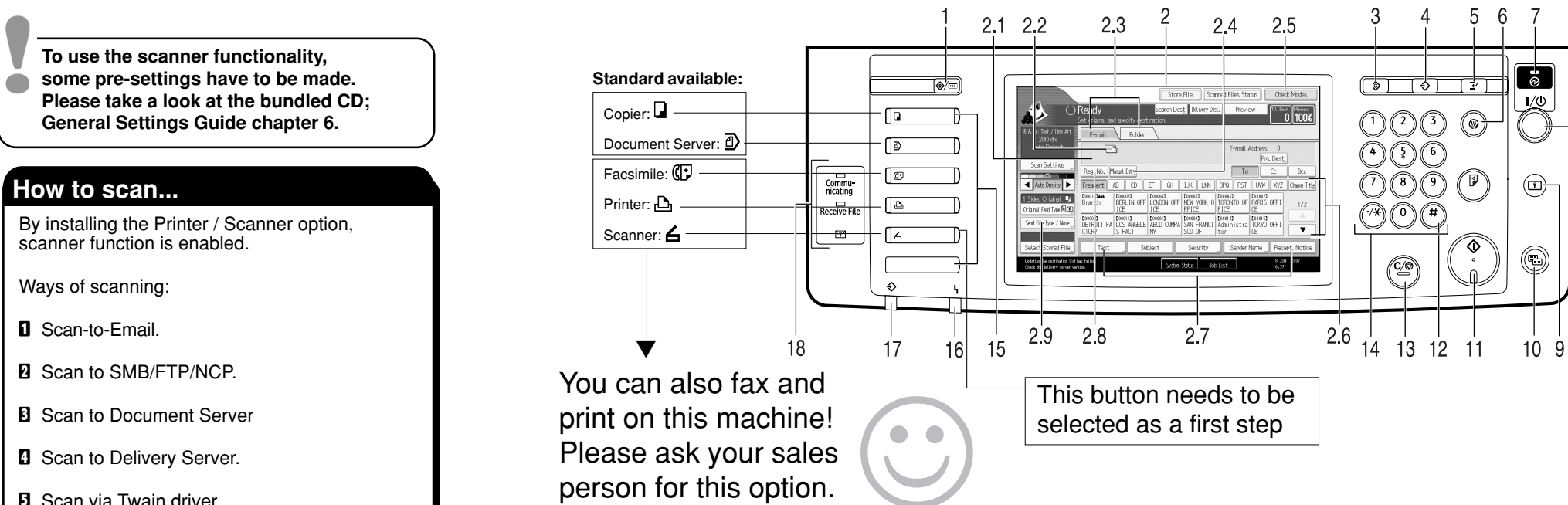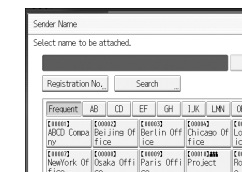### Scan-to-Folder... (2. Sending Scan Files to Folders)

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 [Recept. Notice].

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

9 Press the 【Start】 key.

### 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].
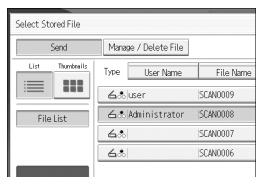
Registering an E-mail destination... (General Settings Guide 7. Registering Addresses and Users for Facsimile/Scanner Functions)

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).

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