

Quick Reference Scanner Guide

 \Rightarrow Please put this guide above your machine \Rightarrow





How to scan to Document Server...

(3. Storing Files Using the Scanner Function) Press the [Scanner] key.

- 2 Press the [Clear Modes] key.
- **B** Make settings for storing scanned data files: - Press [Store File] and [Store Only].
- Specify file information; user name, file name and password. Press [OK].
- **9** Place the originals and make required settings via [Original Feed Type].
- I Make basic settings (scan type, resolution, etc.) via [Scan Settings].
- 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 (3. Storing Files Using in the Document Server...

Press the [Scanner] key.

- Press [Select Stored File]. The list of stored files is displayed.
 - Press [Manage / Delete File]

Send		Manage / Delete File	
List	Thumbnails	Type User Nam	e File Name
		6 .⁰user	SCAN0009
File List		∠ .Administrate	or SCANOOO8
		63	SEAN0007
		6.*	SCAN0006

the Scanner Function

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

- Press the [User Tools/Counter] key
- 2 Press [System Settings].
- B Press [Administrator Tools]
- Press [Address Book Management].
- **5** Check that [Program / Change] is selected.
- Press [New Program].
- 2 Set user's information.
- Press [E-mail].
- D Press [Change] on the right side of the e-mail address.
- Enter the e-mail address and press [OK].
- 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.