



Quick Reference Scanner Guide

⇒ Please put this guide above your machine ⇐

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

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

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

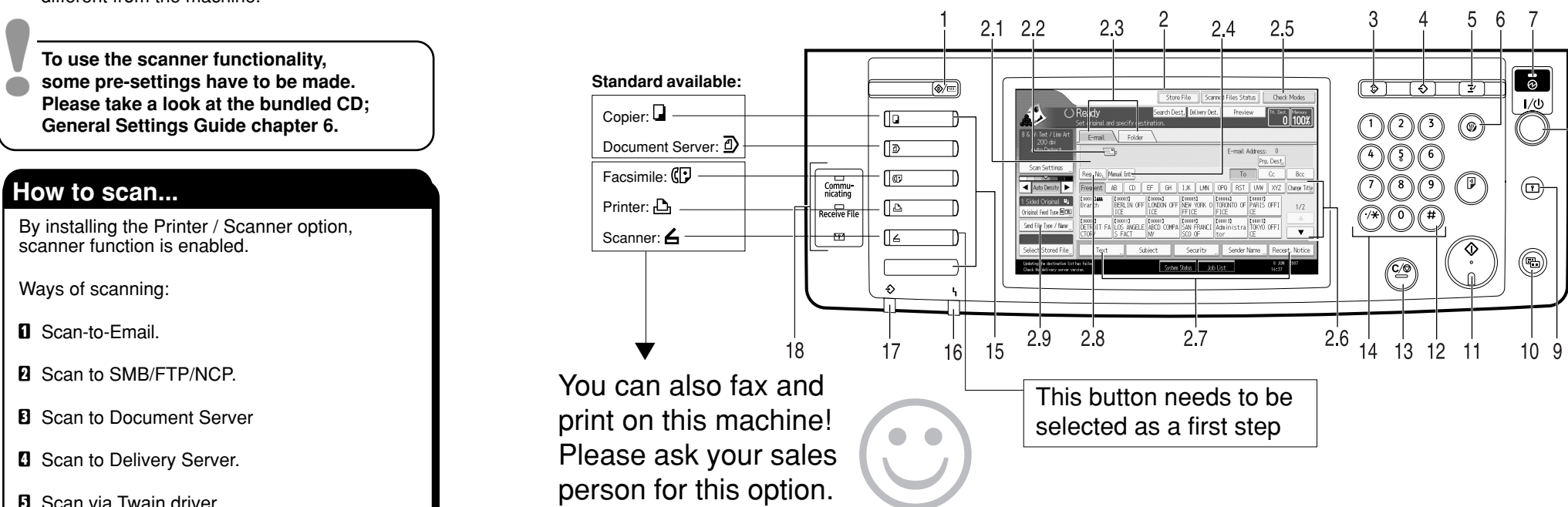
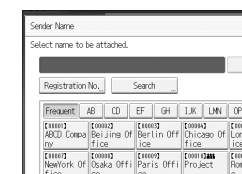
- 1 Press the **[Scanner]** key.
- 2 Press the **[Clear Modes]** key.
- 3 Place the originals and make required settings such as original size and orientation.
- 4 If delivery scanner appears, press **[E-mail]** or **[Folder]**.

- 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.



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.

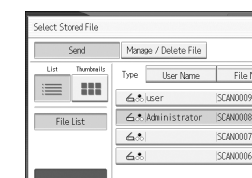
Why use it?

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]**.



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).