



## 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] [Recept. Notice]                                     | 8. Operation switch                                | - clears an entered numeric value               |
| 2.1 Destination field       | 2.8 [Reg. No.]   | Press this to turn the 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                       | 15. Function keys                               |
| 2.4 [Manual Entry]          | 4. [Program] key   | 11. [Start] key                                    | Press the [Scanner] key to activate these keys. |
| 2.5 [Check Modes]           | 5. [Interrupt] key   | Press this to begin scanning, storing, or sending. | 16. Alert indicator                             |
| 2.6 Destination list        | 6. [Energy Saver] key  | 12. [#] key (Enter Key)                            | 17. Data In indicator                           |
|                             | Press this to switch the machine into or out of Energy Saver mode. |  | 18. Indicators                                  |

**To use the scanner functions, several settings must be made beforehand. For details about these settings, see *Scanner Reference* chapter 9 on the supplied CD-ROM.**

### How to scan...

Available scan functions:

- 1 Scan to E-mail
- 2 Scan to Folder (SMB/FTP/NCP)
- 3 Scan Using WSD (Web Services on Devices)
- 4 Store to Hard Disk
- 5 Save to Removable Memory Device
- 6 Scan to Delivery Server
- 7 Scan via TWAIN Driver

For details about 1, 2, 3, 4, and 7, see *Scanner Reference* on the supplied CD-ROM.

Standard available:

- Copier:
- Document Server:
- Facsimile:
- Printer:
- Scanner:

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



This button needs to be selected as a first step.

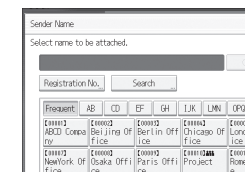
### How to use Scan to E-mail/ Scan to Folder...

(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 If the network delivery scanner screen appears, switch to the E-mail screen or Scan to Folder screen.
- 4 Place the originals and configure the necessary settings such as original size and orientation.

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

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



- 3 **For scan to e-mail only**  
Enter a subject line if necessary.
  - Press [Subject].
  - Enter the subject.
  - Press [OK].
- 8 Press the [Start] key.

### How to save to the machine's hard disk...

(4. 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 to HDD].
- 4 Specify the file information: user name, file name, and password. Press [OK].
- 5 Place the originals and configure the necessary settings via [Original Feed Type].
- 6 Configure the basic settings (scan type, resolution, etc.) via [Scan Settings].
- 7 Press the [Start] key.

For details about saving to removable memory devices, see 5. Saving Scan Files on a Removable Memory Device, *Scanner Reference* on the supplied CD-ROM.

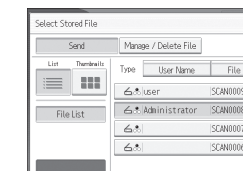
#### Why use it?

To store scanned files in the hard disk of the machine for later (shared) use. (See *Scanner Reference* 10.)

### Displaying a list of files stored on the machine's hard disk

(4. Storing Files Using the Scanner Function)

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



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

(Network and System Settings Guide 5. 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 Configure the user details.
- 8 Press [E-mail].
- 9 Press [Change], which is on the right side of the e-mail address.
- 10 Enter the e-mail address, and then press [OK].
- 11 Press [OK].

For details about registering folders, see 5. Registering Addresses and Users for Facsimile/Scanner Functions, *Network and System Settings Guide* 10.