Quick Reference Scanner Guide

⇨Please put this guide above your machine⇦

1. 【Search Destination】key
2. 【Check Destination】key
3. Function keys
   - press to display the operation screen to scanner function
4. Display panel

4.1 E-mail icon

4.2 E-mail/Scan to Folder/ Network Delivery Scanner
   - press to switch between screens.

4.3 Destination field

4.4 [Options]

5. Scroll keys
6. 【User Tools/Counter】key
7. 【Clear Modes】key
8. 【Clear/Stop】key
   - clears an entered numeric value
   - stops scanning
9. Main power indicator
10. Operation switch
    to turn machine on/off
11. 【Start】key
    Use to begin scanning, file storing or delivery
12. 【#】key (Enter key)
13. Number keys
14. 【OK】key
15. 【Escape】key
16. Alert
17. Selection keys
18. 【Original】key
19. 【Lighter】key, 【Darker】key
20. 【Full Colour/B&W】key
21. Quick Dial keys
22. Quick Dial Flip Plate
23. 【Job Information】key

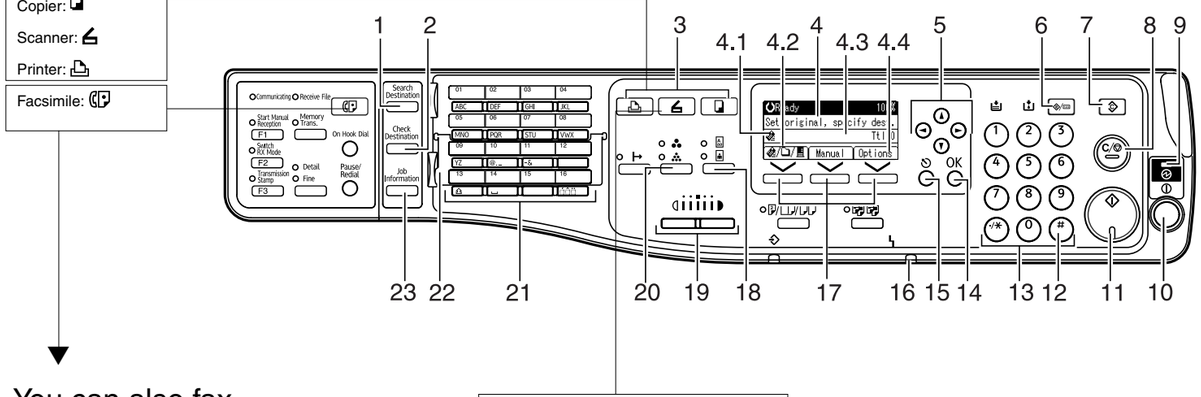
Standard available:

Copier:

Scanner:

Printer:

Facsimile:



This button needs to be selected as a first step

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

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.

If Function Upgrade Option is not installed in this machine, you can use it only as a TWAIN Scanner. Most of its functions are available only when Function Upgrade Option is installed.

How to scan...

Ways of scanning:

1. Scan-to-Email.
2. Scan to SMB/FTP.
3. Scan via Twain driver.
   (For Twain scanning, please see operating instructions CD: Scanner Reference.)

How to use Scan-to-Email/ Scan-to-Folder...

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

1. Press the 【Scanner】key.
2. Press the 【Clear Modes】key.
3. If delivery scanner appears:
   - Press (4.2).
4. Place originals.
5. Select destination(s).
   In total, more than 132 destinations can be specified.

6. **Only for scan-to-email**
   Press [Options], select [Sender's Name], and then specify the sender.

   Depending on the security settings, the logged-on user may be specified as [Sender's Name].

7. If necessary, press [Options] to specify the resolution and orientation of the originals.

8. Select file type if necessary.
   - Press [Options].
   - Select [File Type], and then press 【OK】.
   - Select the file type, and then press 【OK】.
   - Press 【Escape】.

9. **Only for scan-to-email**
   You can select a subject.
   - Press [Options].
   - Select [Attach Subject], and then press 【OK】.
   - Enter the subject, and then press 【OK】.
   - Press 【Escape】.

10. Press 【Start】.
    You must press 【#】to send scan files that are scanned from the exposure glass.

11. If you still have originals to send, place them on the machine, and then press 【Start】.

12. After all originals are scanned, press 【#】.

Registering an Email destination...

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

1. Press the 【User Tools/Counter】key.
2. Select [System Settings] using 【▲】or 【▼】, and then press 【OK】.
3. Select [Administrator Tools] using 【▲】or 【▼】, and then press 【OK】.
4. Select [Address Book Management] using 【▲】or 【▼】, and then press 【OK】.
5. Select [Program/Change] using 【▲】or 【▼】, and then press 【OK】.
6. Enter the registration number you want to program using the number keys or the Quick Dial keys, and then press 【OK】.
7. Enter the name, and then press 【OK】.
8. Press [Dest.].
9. Select [E-mail Settings] using 【▲】or 【▼】, and then press 【OK】.
10. Enter the e-mail address using the number keys and the Quick Dial keys, and press 【OK】.
11. Select [E-mail/Internet Fax Dest.] or [Internet Fax Dest. only] using 【▲】or 【▼】, and then press 【OK】.
12. Select [Send] or [Do not send] to specify whether or not SMTP server is to be used using 【▲】or 【▼】, and then press 【OK】.
13. Press [End].
14. Press 【OK】.

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