

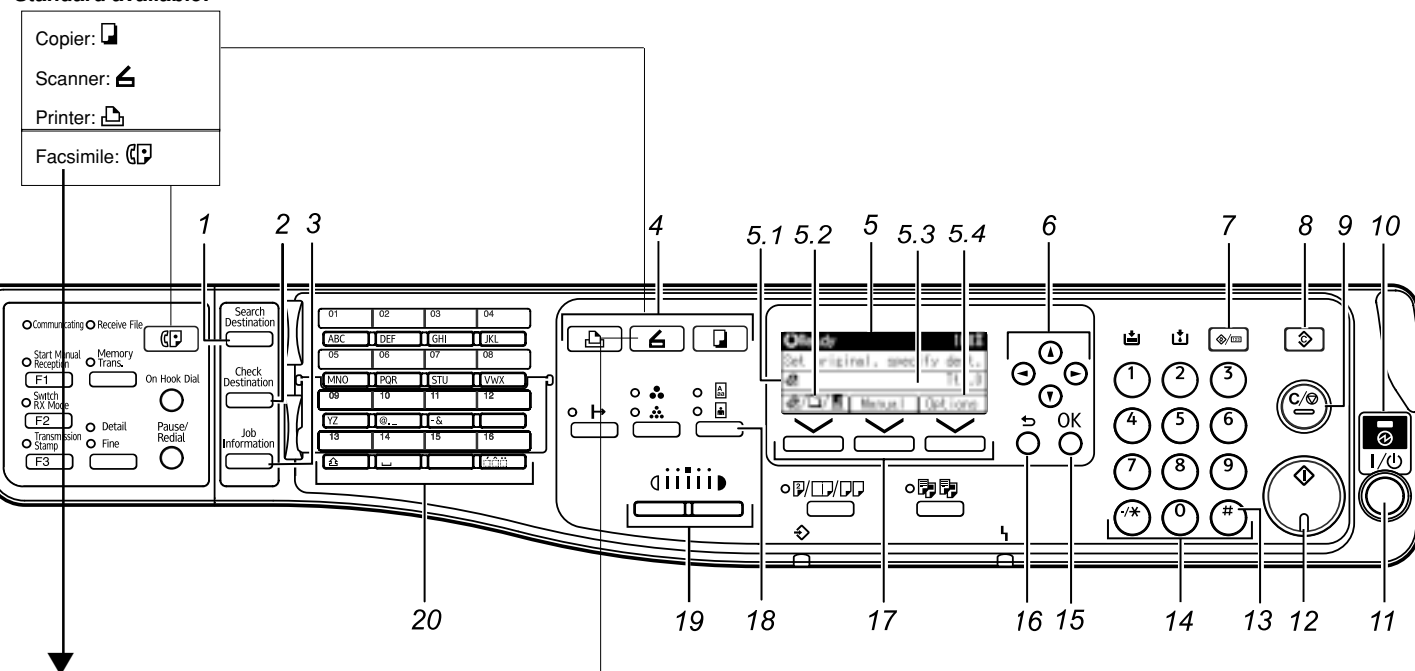


Quick Reference Scanner Guide

⇒ Please put this guide above your machine ⇐

- | | | | |
|--|--|---|--|
| 1. [Search Destination] key | 5.2 E-mail/Scan to Folder/ Network Delivery Scanner
- press to switch between screens. | 9. [Clear/Stop] key
- clears an entered numeric value
- stops scanning | 13. [#] key (Enter key) |
| 2. [Check Destination] key | | 10. Main power indicator | 14. Number keys |
| 3. [Job Information] key | | 11. Operation switch
- to turn machine on/off | 15. [OK] key |
| 4. Function keys
- press to display the operation screen to scanner function | 5.3 Destination field | 12. [Start] key
- use to begin scanning | 16. [Escape] key |
| 5. Display panel | 5.4 [Options] | | 17. Selection keys |
| 5.1 E-mail icon | 6. Scroll keys | | 18. [Original] key |
| | 7. [User Tools/Counter] key | | 19. [Lighter] key, [Darker] key |
| | 8. [Clear Modes] key | | 20. Quick Dial keys |

Standard available:



This button needs to be selected as a first step

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 Delivery Server.
- 4 Scan via Twain driver.

For details about 3 and 4, please see operating instructions CD: Scanner Reference.

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

- 1 Press the **[Scanner]** key.
- 2 Press the **[Clear Modes]** key.
- 3 If delivery scanner appears:
 - Press (5.2) to switch to the E-mail or Scan to Folder screen.
- 4 Place originals.
 - If necessary, specify the original type and scanning density.
- 5 Select destination(s).
In total, up to 100 destinations can be specified.

3 Only for scan to e-mail

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 the **[OK]** key.
- Select the file type, and then press the **[OK]** key.
- Press the **[Escape]** key.

9 Only for scan to e-mail

Enter the subject if necessary.

- Press **[Options]**.
- Select **[Attach Subject]**, and then press the **[OK]** key.
- Enter the subject, and then press the **[OK]** key.
- Press the **[Escape]** key.

10 Press the **[Start]** key.

You must press the **[#]** key 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 the **[Start]** key.

12 After all originals are scanned, press the **[#]** key.

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.

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 Select **[System Settings]** using the **[▲]** or **[▼]** key, and then press the **[OK]** key.
- 3 Select **[Administrator Tools]** using the **[▲]** or **[▼]** key and then press the **[OK]** key.
- 4 Select **[Address Book Management]** using the **[▲]** or **[▼]** key, and then press the **[OK]** key.
- 5 Select **[Program/Change]** using the **[▲]** or **[▼]** key, and then press the **[OK]** key.
- 6 Enter the registration number you want to program using the number keys or the Quick Dial keys, and then press the **[OK]** key.
- 7 Enter the name, and then press the **[OK]** key.
- 8 Press **[Dest.]**.
- 9 Select **[E-mail Settings]** using the **[▲]** or **[▼]** key, and then press the **[OK]** key.
- 10 Enter the e-mail address using the number keys and the Quick Dial keys, and then press the **[OK]** key.
- 11 Select **[E-mail/Internet Fax Dest.]** using the **[▲]** or **[▼]** key, and then press the **[OK]** key.
- 12 Select **[Send]** to use SMTP server using the **[▲]** or **[▼]** key, and then press the **[OK]** key.
- 13 Press **[End]**.
- 14 Press the **[OK]** key.

For details about registering folders, see 7. Registering Addresses and Users for Facsimile/Scanner Functions, General Settings Guide.