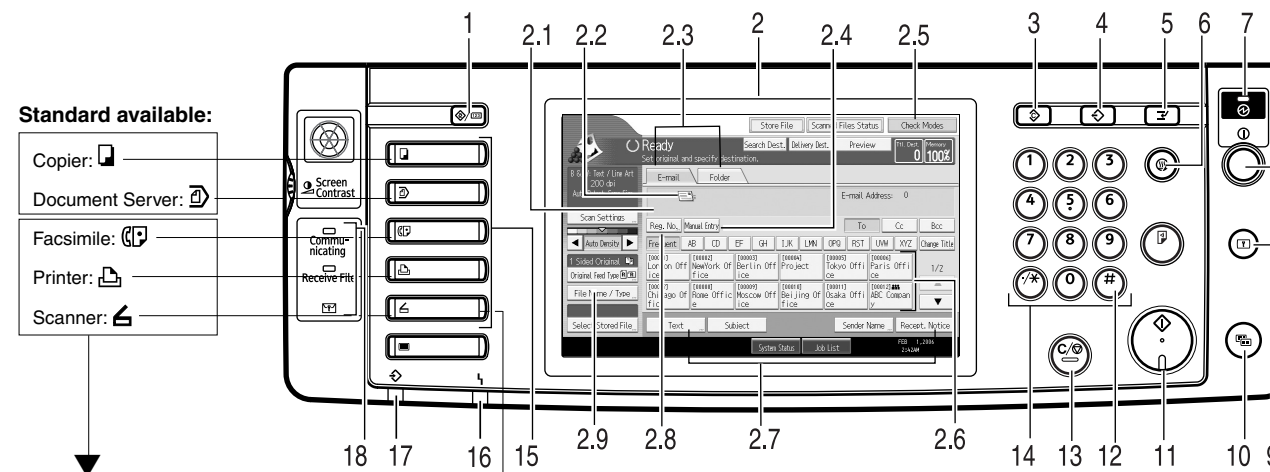


Quick Reference Scanner Guide

⇒ Please put this guide above your machine ⇐

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



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...

Ways of scanning:

- 1 Scan-to-E-mail.
- 2 Scan to SMB/FTP.
- 3 Scan to Document Server.
- 4 Scan via Twain driver.
(For Twain scanning, 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 Place the originals and make required settings (original size and orientation).
- 4 If delivery scanner/scan-to-email appears:
 - Press [E-mail] or [Folder].

3 Select destination(s).

In total, 500 destinations can be specified.

For email:

- Before selecting the destination, be sure to select [To]. When necessary, select [Cc] or [Bcc] and destination(s).

- 5 If necessary, press [File Name/Type] to specify settings such as file name and file format.

Only for scan-to-email

- Specify (email) 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 email, press [Receipt Notice].

Only for scan-to-email

- You can enter a subject.
- Press [Subject].
- Enter the subject.
- Press [OK].

- 6 Press the [Start] key.



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 (original size and orientation).
- 6 Make basic settings (scan type, resolution, etc.) via [Scan Settings].
- 7 Press the [Start] key.

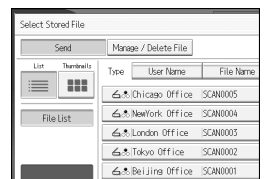
Why use it?

To store scanned files in the hard disc 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 Email 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] under email address.
- 10 Enter email 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).