

Quick Reference Scanner Guide

➡ Please put this guide above your machine ⬅

*The shape of the machine, screen displays, procedures, and titles in references vary depending on the machine you are using. Also, not all functions are available on all machines.

To use the scanner functions, several settings must be made beforehand. For details about these settings, see “Accessing User Tools”, Connecting the Machine/ System Settings on the supplied CD-ROM.

1. [Home] key
Press to display the [Home] screen.

2. Function keys
No functions are registered to the function keys as a factory default. You can register often used functions, programs, and Web pages.

3. Display panel

4. [Reset] key
Press to clear the current settings.

5. [Program] key
Press to register frequently used settings, or to recall registered settings.

6. Main power indicator

7. [Energy Saver] key

8. [Login/Logout] key

9. [User Tools/Counter] key

10. [Simple Screen] key

11. [#] key (Enter key)

12. [Start] key
Press to start copying, printing, scanning, or sending.

13. [Clear] key

Press to delete a number entered.

14. [Stop] key

Press to stop a job in progress, such as copying, scanning, faxing, or printing.

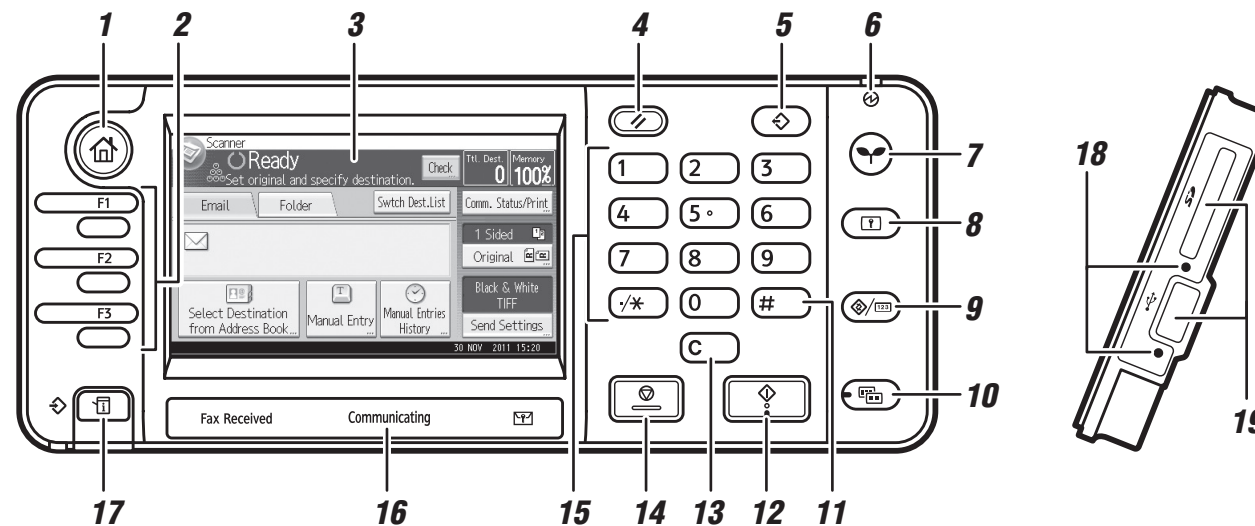
15. Number keys

16. Communicating indicator

17. [Check Status] key

18. Media access lamp

19. Media slots



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 Memory Storage Device
- 6 Scan to Delivery Server
- 7 Scan via TWAIN Driver

! For details about 1, 2, 3, and 7, see Scan on the supplied CD-ROM.

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

(Sending Scanned Documents to a Client Computer)

- 1 Press the [Home] key on the top left of the control panel, and press the [Scanner] icon on the [Home] screen.
- 2 Press the [Reset] key.
- 3 Press the [Email] or [Folder] tab.
- 4 Place originals.
- 5 If necessary, select [Send Settings] or [Original], and specify the scan settings according to the original you want to scan.
- 6 Specify the destination(s). You can specify multiple destinations.

For scan to e-mail:

! Before you select destination(s), make sure you have selected [To]. If necessary, press [Cc] or [Bcc], and then select destination(s).

- 1 For scan to e-mail only
Specify the e-mail sender.

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

- To specify the e-mail sender, press [Send Settings].
- Press [▼] twice, and then press [Sender Name].
- Select a sender.
- Press [OK] twice.
- For reception confirmation e-mail, press [Send Settings].
- Press [▼] four times, and then press [Reception Notice].
- Press [OK].

- 2 For scan to e-mail only

- Enter a subject line if necessary.
- Press [Send Settings].
 - Press [▼] twice, and then press [Subject].
 - Enter the subject.
 - Press [OK] twice.

- 3 Press the [Start] key.

Registering an E-mail destination...

(Registering Addresses and Users for Facsimile/Scanner Functions, Connecting the Machine/ System Settings)

- 1 Press the [User Tools/Counter] key.
- 2 Press [Address Book Mangmnt].
- 3 Press [Change], and then select the item you want to display from [All Users], [User Code], [Fax Dest.], [Email] and [Folder].
- 4 Select the name whose e-mail address you want to register. Press the name key, or enter the registered number using the number keys.
- 5 Press [Email].
- 6 Press [Email Address].
- 7 Enter the e-mail address.
- 8 Press [OK].

For details about registering folders, see “Registering Addresses and Users for Facsimile/Scanner Functions”, Connecting the Machine/ System Settings.

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

(Storing and Saving the Scanned Documents)

- 1 Press the [Home] key on the top left of the control panel, and press the [Scanner] icon on the [Home] screen.
- 2 Press the [Reset] key.
- 3 Place originals.
- 4 Press [Send Settings].
- 5 Press [▼] three or four times, and then press [Store File].
- 6 Press [Store to HDD].
- 7 If necessary, specify file information, such as [User Name], [File Name], and [Password].
- 8 Press [OK] twice.
- 9 If necessary, press [Send Settings] or [Original] to configure settings for resolution and scan size.
- 10 Press the [Start] key.

For details about saving to memory storage device, see “Storing the Scanned Documents to a USB Flash Memory Device or SD Card”, Scan on the supplied CD-ROM.

Why use it?

To store scanned files in the hard disk of the machine for later (shared) use. (See Scan.)

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

(Storing and Saving the Scanned Documents)

- 1 Press the [Home] key on the top left of the control panel, and press the [Scanner] icon on the [Home] screen.
- 2 Press [Send Settings].
- 3 Press [▼] four times, and then press [Select/Manage Stored File].
The list of stored files is displayed.