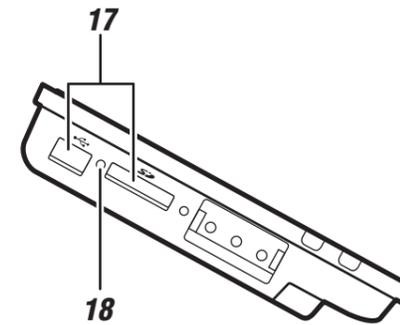
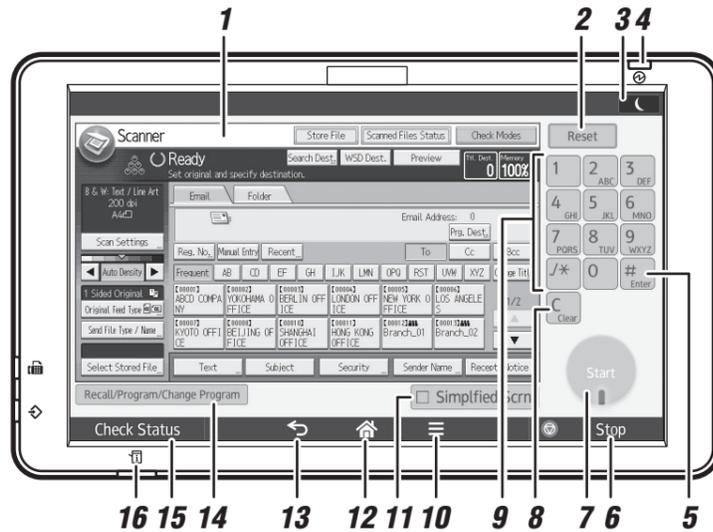


Quick Reference Scanner Guide

➔ 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.

- 1. **Display panel**
- 2. **[Reset]**
Press to clear the current settings.
- 3. **[Energy Saver]**
- 4. **Main power indicator**
- 5. **[#] (Enter)**
- 6. **[Stop]**
Press to stop a job in progress, such as copying, scanning, faxing, or printing.
- 7. **[Start]**
Press to start copying, printing, scanning, or sending.
- 8. **[C] (Clear)**
Press to delete a number entered.
- 9. **Number keys**
- 10. **[Menu]**
- 11. **[Simplified Scrn.]**
- 12. **[Home]**
Press to display the [Home] screen.
- 13. **[Return]**
- 14. **[Recall/Program/Change Program]**
Press to register frequently used settings, or to recall registered settings.
- 15. **[Check Status]**
- 16. **Status indicator**
- 17. **Media slots**
- 18. **Media access lamp**



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.

How to scan...

Available scan functions:

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

! For details about 3, 5, and 6, see Scan.



How to use Scan to E-mail/ Scan to Folder... (Sending Scanned Documents to a Client Computer)

- 1 Press [Home] at the bottom of the screen in the center. Flick the screen to the left, and then press the [Scanner] icon on Home screen 4.
- 2 Press [Reset].
- 3 Press the [Email] or [Folder] tab.
- 4 Place originals.
- 5 If necessary, specify the scan settings according to the original to be scanned.

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

- 7 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).

- 8 **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 [Sender Name].
- Select a sender.
- Press [OK].
- For reception confirmation e-mail, press [Recept. Notice].
- 9 **For scan to e-mail only**
Enter a subject line if necessary.
 - Press [Subject].
 - Enter the subject.
 - Press [OK].
- 10 Press [Start].

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

(Storing and Saving the Scanned Documents)

- 1 Press [Home] at the bottom of the screen in the center. Flick the screen to the left, and then press the [Scanner] icon on Home screen 4.
- 2 Press [Reset].
- 3 Place originals.
- 4 Press [Store File].
- 5 Press [Store to HDD].
- 6 If necessary, specify file information, such as [User Name], [File Name], [Password], and [Select Folder].
- 7 Press [OK].
- 8 If necessary, press [Scan Settings] to specify scanner settings such as resolution and scan size.
- 9 Press [Start].

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 [Home] at the bottom of the screen in the center. Flick the screen to the left, and then press the [Scanner] icon on Home screen 4.
- 2 Press [Select Stored File].
- 3 Specify the folder where the file is stored. The list of stored files is displayed.

Registering an E-mail destination...

(Registering Addresses and Users, Connecting the Machine/ System Settings)

- 1 Press [Home] at the bottom of the screen in the center. Flick the screen to the left, and then press the [User Tools] icon on Home screen 4.
- 2 Press [Address Book Mangmnt].
- 3 Check that [Program / Change] is selected.
- 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 [Change] under “Email Address”.
- 7 Enter the e-mail address.
- 8 Press [OK].

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