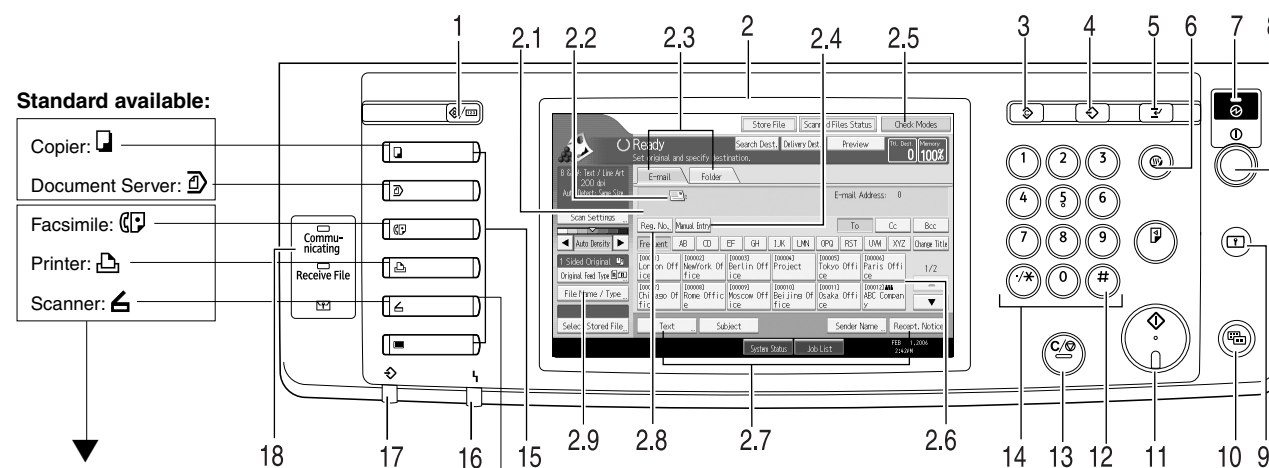




Quick Reference Scanner Guide

⇒ Please put this guide above your machine ⇐

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



Standard available:

- Copier:
- Document Server:
- Facsimile:
- Printer:
- Scanner:

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



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...

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/ Scan-to-Folder...

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

- 1 Press the **[Scanner]** key.
- 2 Press the **[Clear Modes]** key.
- 3 Place the originals and make required settings such as original size and orientation.
- 4 If delivery scanner 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).

- 4 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].

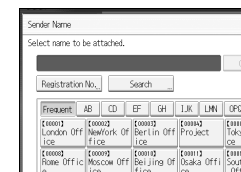
- To specify the e-mail sender, press [Sender Name].
- Select a sender.
- Press [OK].
- For reception confirmation email, press [Receipt Notice].

3 Only for scan-to-email

You can enter a subject.

- Press [Subject].
- Enter the subject.
- Press [OK].

- 4 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 via [Original Feed Type].
- 6 Make basic settings (scan type, resolution, etc.) via [Scan Settings].
- 7 Press the **[Start]** key.

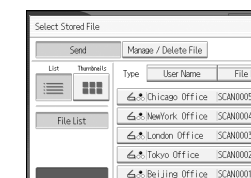
Why use it?

To store scanned files in the hard disk 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] on the right side of the 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).