



# 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/Folder
- 2.4 [Reg. No.] [Manual Entry] [Recent]
- 2.5 [Check Modes]
- 2.6 Destination list
- 2.7 [Text] [Subject] [Security] [Sender Name] [Receipt. Notice]
- 2.8 [Select Stored File]
- 2.9 [Send File Type / Name]
- 3. [Clear Modes] key
- 4. [Program] key
- 5. [Interrupt] key
- 6. [Energy Saver] key
- 7. Main power indicator
- 8. Operation switch
- 9. [Login/Logout] key
- 10. [Simplified Display] key
- 11. [Start] key
- 12. [#] key (Enter Key)
- 13. [Clear/Stop] key
- 14. Number keys
- 15. Function keys
- 16. Alert indicator
- 17. Data In indicator
- 18. Indicators

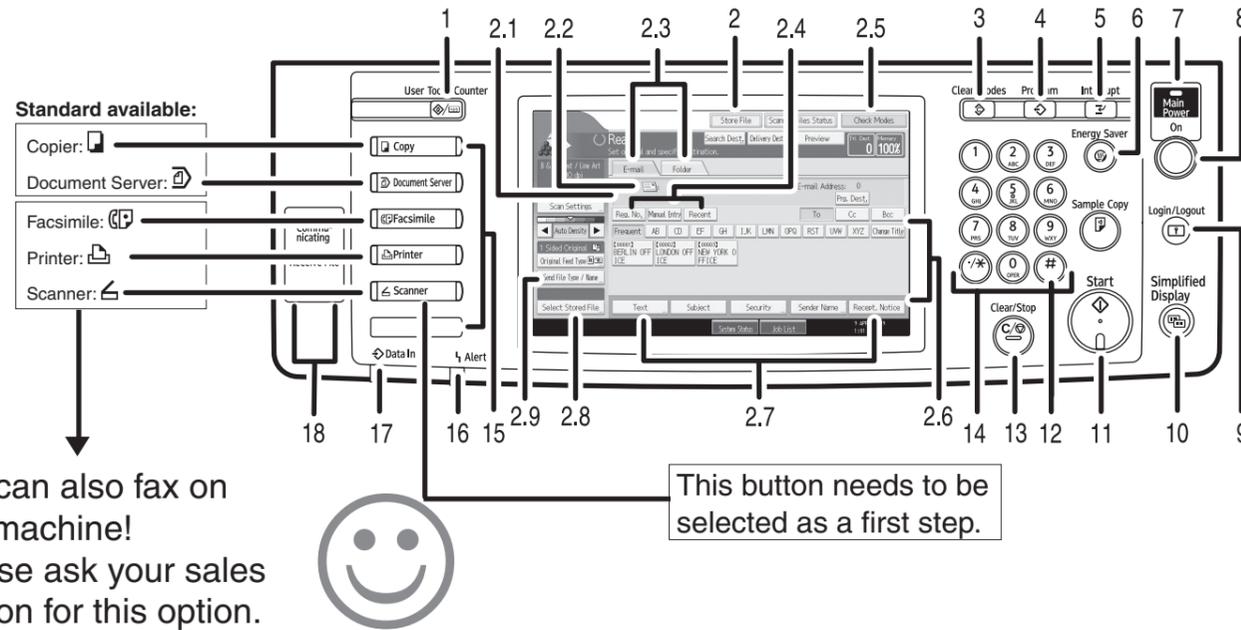
**To use the scanner functions, several settings must be made beforehand. For details about these settings, see *Scanner Reference* chapter 9 on the supplied CD-ROM.**

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

For details about 3, 5, 6, and 7, see *Scanner Reference* on the supplied CD-ROM.



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

(4. 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 to HDD].
- 4 Specify the file information: user name, file name, and password. Press [OK].
- 5 Place the originals and configure the necessary settings via [Original Feed Type].
- 6 Configure the basic settings (original type, resolution, etc.) via [Scan Settings].
- 7 Press the [Start] key.

For details about saving to removable memory devices, see 5. Saving Scan Files on a Removable Memory Device, *Scanner Reference* on the supplied CD-ROM.

**Why use it?**  
To store scanned files in the hard disk of the machine for later (shared) use. (See *Scanner Reference* 3.)

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

(4. Storing Files Using the Scanner Function)

- 1 Press the [Scanner] key.
- 2 Press [Select Stored File]. The list of stored files is displayed.

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

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

- 1 Press the [Scanner] key.
- 2 Press the [Clear Modes] key.
- 3 If the network delivery scanner screen appears, switch to the E-mail screen or Scan to Folder screen.
- 4 Place the originals and configure the necessary settings such as original size and orientation.

- 3 Select destination(s). In total, up to 500 destinations can be specified.
  - For scan to e-mail:**
  - Before selecting the destination, be sure to select [To]. When necessary, select [Cc] or [Bcc] and destination(s).
  - If necessary, press [Send File Type / Name] to specify settings such as file name and file format.
  - For scan to e-mail only**
  - Specify the e-mail sender.
    - Depending on the security settings, the logged-in user may appear in the [Sender Name] field.

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

- 3 **For scan to e-mail only**
- Enter a subject line if necessary.
  - Press [Subject].
  - Enter the subject.
  - Press [OK].
- 4 Press the [Start] key.

### Registering an E-mail destination...

(Network and System Settings Reference)  
5. 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 Configure the user details.
- 8 Press [E-mail].
- 9 Press [Change], which is on the right side of the e-mail address.
- 10 Enter the e-mail address, and then press [OK].
- 11 Press [OK].

For details about registering folders, see 5. Registering Addresses and Users for Facsimile/Scanner Functions, *Network and System Settings Reference* 3.