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. 【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. 【Stop】key
Press to stop a job in progress, such as copying, scanning, faxing, or printing.
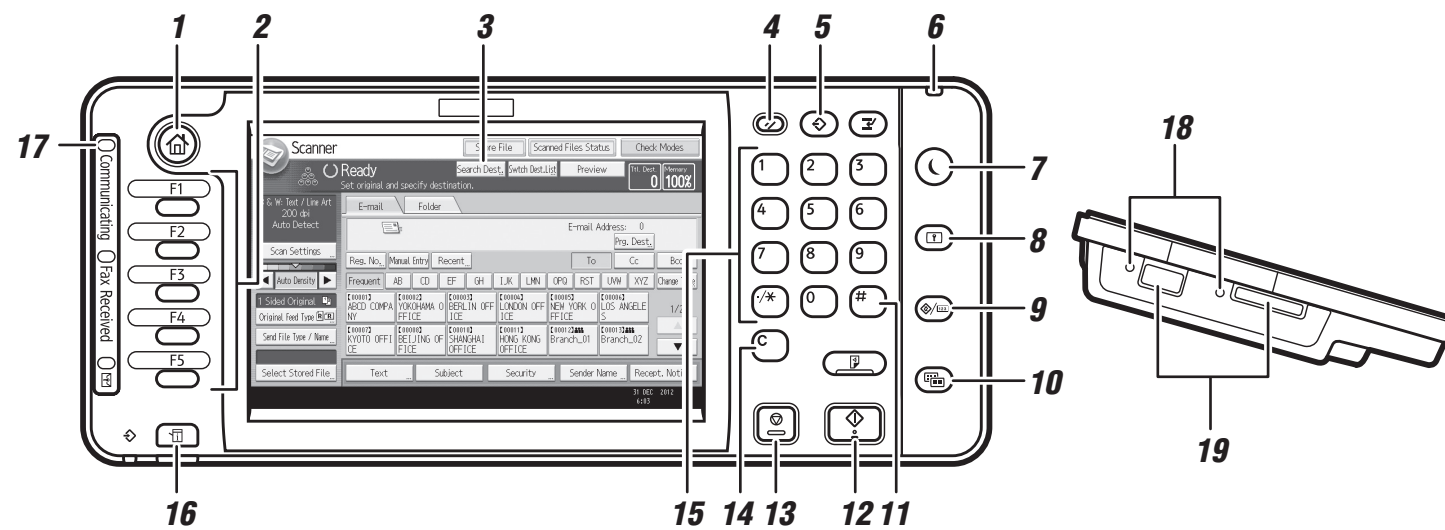
14. 【Clear】key
Press to delete a number entered.
15. **Number keys**
16. 【Check Status】key
17. **Communicating indicator**
18. **Media access lamp**
19. **Media slots**

! **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:

❶ Scan to E-mail

❷ Scan to Folder (SMB/FTP/NCP)

❸ Scan Using WSD (Web Services on Devices)

❹ Store to Hard Disk

❺ Save to Memory Storage Device

❻ Scan to Delivery Server

❼ Scan via TWAIN Driver

! For details about ❸, ❺, ❻, and ❼, see Scan on the supplied CD-ROM.

How to save to the machine's hard disk...
(Storing and Saving the Scanned Documents)

❶ Press the 【Home】key on the top left of the control panel, and press the [Scanner] icon on the [Home] screen.

❷ Press the 【Reset】key.

❸ Place originals.

❹ Press [Store File].

❺ Press [Store to HDD].

❻ If necessary, specify file information, such as [User Name], [File Name], [Password], and [Select Folder].

❼ Press [OK].

❽ If necessary, press [Scan Settings] to specify scanner settings such as resolution and scan size.

❾ 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)

❶ Press the 【Home】key on the top left of the control panel, and press the [Scanner] icon on the [Home] screen.

❷ Press [Select Stored File].

❸ Specify the folder where the file is stored when the list of folders is displayed.
The list of stored files is displayed.

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

❶ Press the 【Home】key on the top left of the control panel, and press the [Scanner] icon on the [Home] screen.

❷ Press the 【Reset】key.

❸ Press the [E-mail] or [Folder] tab.

❹ Place originals.

❺ If necessary, specify the scan settings according to the original to be scanned.

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

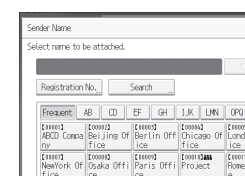❼ Specify the destination(s). You can specify multiple destinations.

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).

❽ **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].

❾ **For scan to e-mail only**
Enter a subject line if necessary.
• Press [Subject].
• Enter the subject.
• Press [OK].

❿ Press the 【Start】key.

Registering an E-mail destination...
(Registering Addresses and Users, Connecting the Machine/ System Settings)

❶ Press the 【User Tools/Counter】key.

❷ Press [Address Book Mangmnt].

❸ Check that [Program / Change] is selected.

❹ Select the name whose e-mail address you want to register. Press the name key, or enter the registered number using the number keys.

❺ Press [E-mail].

❻ Press [Change] under "E-mail Address".

❼ Enter the e-mail address.

❽ Press [OK].

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

Chapter references in this guide refer to the bundled OI CD; Scan and Connecting the Machine/ System Settings.