

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.

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

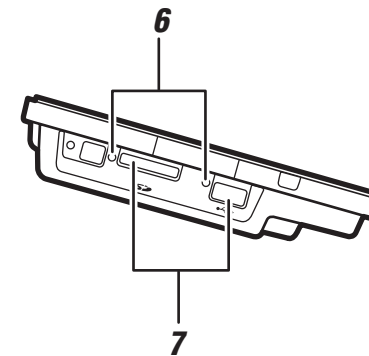
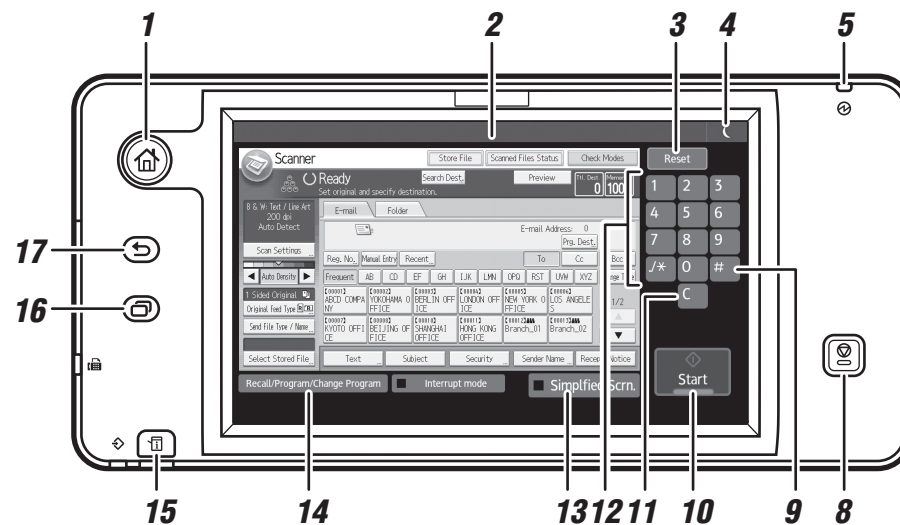
For details about 1, 2, 3, 4, and 7, see Scan on the supplied CD-ROM.

1. **[Home] key**
Press to display the [Home] screen.
2. **Display panel**
3. **[Reset]**
Press to clear the current settings.
4. **Energy Saver**

5. **Main power indicator**
6. **Media access lamp**
7. **Media slots**
8. **[Stop] key**
Press to stop a job in progress, such as copying, scanning, faxing, or printing.
9. **[#] (Enter key)**

10. **[Start]**
Press to start copying, printing, scanning, or sending.
11. **[C] (Clear key)**
Press to delete a number entered.
12. **Number keys**
13. **[Simplified Scrn.]**

14. **[Recall/Program/Change Program]**
Press to register frequently used settings, or to recall registered settings.
15. **[Check Status] key**
16. **[Menu] key**
17. **[Return] key**



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. Flick the screen to the left, and then press the **[Scanner]** icon on the 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 the **[Home]** key on the top left of the control panel. Flick the screen to the left, and then press the **[Scanner]** icon on the Home screen 4.
- 2 Press **[Select Stored File]**.
- 3 Specify the folder where the file is stored. The list of stored files is displayed.

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. Flick the screen to the left, and then press the **[Scanner]** icon on the Home screen 4.
- 2 Press **[Reset]**.
- 3 Press the **[E-mail]** 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.

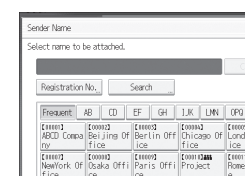
For scan to e-mail:

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

For scan to e-mail only

Specify the e-mail sender.

- 1 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]**.

For scan to e-mail only

Enter a subject line if necessary.

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

- 1 Press **[Start]**.

Registering an E-mail destination...

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

- 1 Press the **[Home]** key on the top left of the control panel. Flick the screen to the left, and then press the **[User Tools]** icon on the 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 **[E-mail]**.
- 6 Press **[Change]** under “E-mail 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.