



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 **[Manual Entry]**
- 2.5 **[Check Modes]**
- 2.6 **Destination list**

- 2.7 **[Text] [Subject] [Security]**
[Sender Name] [Receipt Notice]
- 2.8 **[Reg. No.]**
- 2.9 **[Send File Type / Name]**
3. **[Clear Modes] key**
4. **[Program] key**
5. **[Interrupt] key**
6. **[Energy Saver] key**
Press this to switch the machine into or out of Energy Saver mode.

7. **Main power indicator**
8. **Operation switch**
Press this to turn the machine on/off.
9. **[Login/Logout] key**
10. **[Simplified Display] key**
11. **[Start] key**
Press this to begin scanning, storing, or sending.
12. **[#] key (Enter Key)**

13. **[Clear/Stop] key**
- clears an entered numeric value
- stops scanning
14. **Number keys**
15. **Function keys**
Press the [Scanner] key to activate these 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.

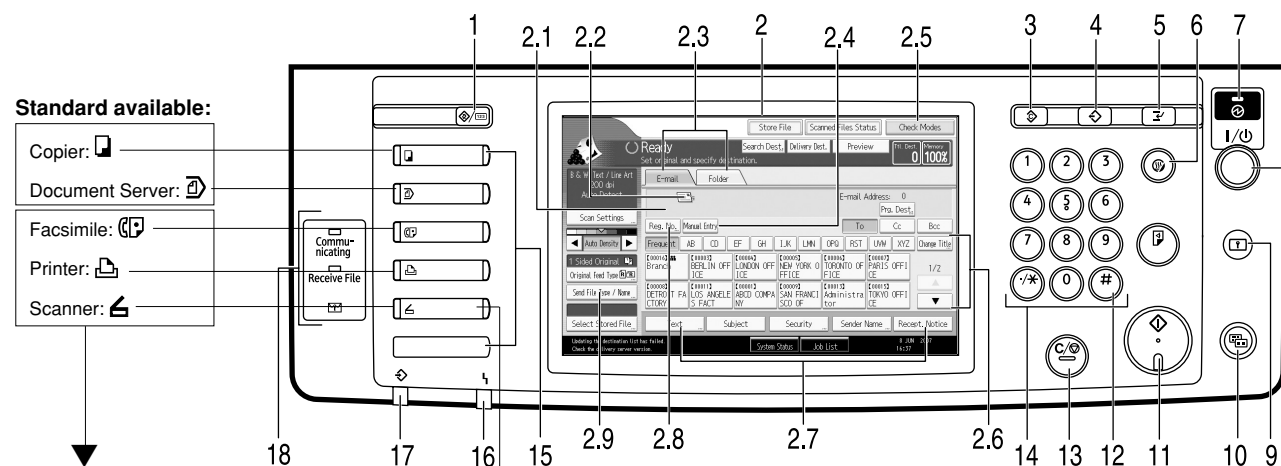
How to scan...

The scanner function is automatically enabled when you install the Printer/Scanner option.

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 1, 2, 3, 4, and 7, see *Scanner Reference* on the supplied CD-ROM.



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

This button needs to be selected as a first step.

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 (scan 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.

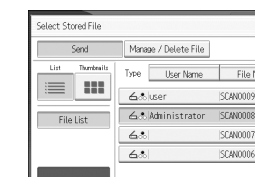
Why use it?

To store scanned files in the hard disk of the machine for later (shared) use. (See *Scanner Reference* 1.)

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

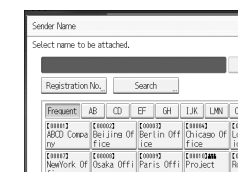
- 1 Press the **[Scanner]** key.
- 2 Press the **[Clear Modes]** key.
- 3 If the network delivery scanner screen appears, switch to the E-mail screen or Scan to Folder screen.
- 4 Place the originals and configure the necessary settings such as original size and orientation.

- 5 **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).

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

- 7 **For scan to e-mail only**
Specify the e-mail sender.
Depending on the security settings, the logged-on 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].



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

Registering an E-mail destination...

(Network and System Settings Guide 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 Address and Users for Facsimile/Scanner Functions, *Network and System Settings Guide* 1.