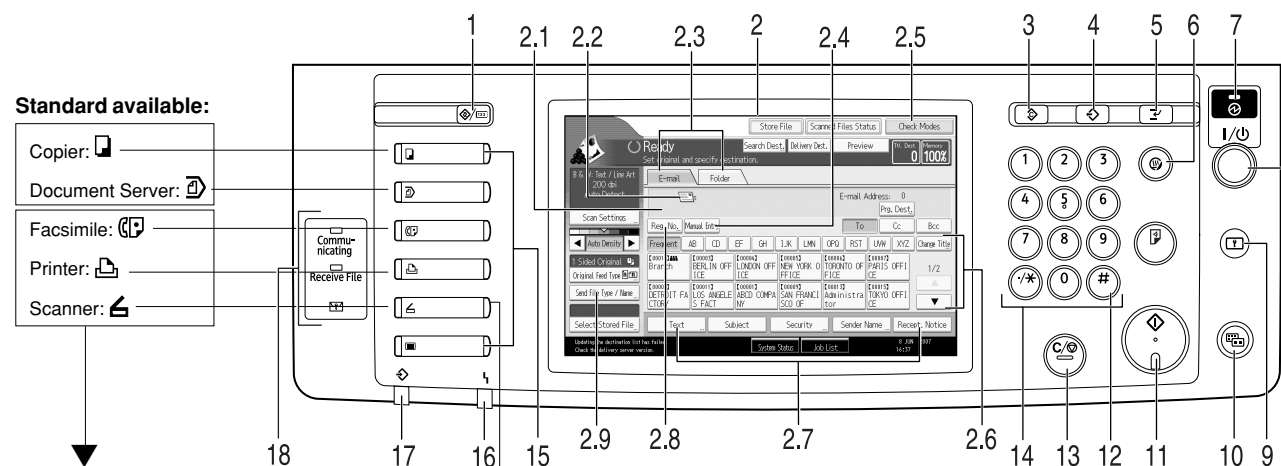




## Quick Reference Scanner Guide

# ⇒ Please put this guide above your machine ⇐

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



Standard available:

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

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

**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...

By installing the Printer / Scanner option, scanner function is enabled.

Ways of scanning:

- 1 Scan-to-E-mail.
- 2 Scan to SMB/FTP/NCP.
- 3 Scan to Document Server
- 4 Scan to Delivery Server.
- 5 Scan via Twain driver.

For details about 1 and 5, 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 Folders)

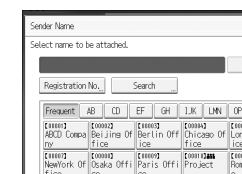
- 1 Press the **[Scanner]** key.
- 2 Press the **[Clear Modes]** key.
- 3 Place the originals and make required settings such as original size and orientation.
- 4 If delivery scanner appears, press **[E-mail]** or **[Folder]**.

- 5 Select destination(s).  
In total, up to 500 destinations can be specified.  
**For 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 **Only for scan-to-email**  
Specify (e-mail) 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 e-mail, press **[Receipt Notice]**.

- 8 **Only for scan-to-email**  
You can enter a subject.
  - Press **[Subject]**.
  - Enter the subject.
  - Press **[OK]**.

- 9 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.

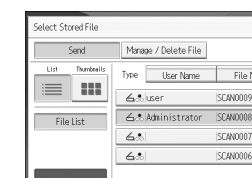
#### Why use it?

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 E-mail 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 e-mail address.
- 10 Enter the e-mail 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).