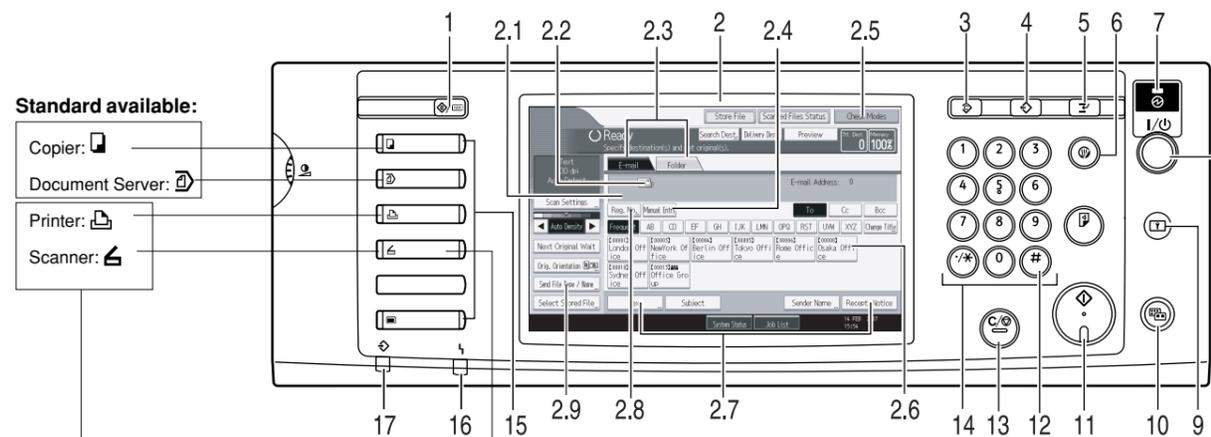


# Quick Reference Scanner Guide

⇒ Please put this guide above your machine ⇐

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



You can also 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 5.**

### How to scan...

By installing the 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 4 and 5, please see operating instructions CD: Scanner Reference.

### 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 Make required settings (select original orientation).
- 6 Make basic settings (scan type, resolution and etc.) via [Scan Settings].
- 7 Place the original.  
If necessary, 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.
- 3 Press [Manage/Delete File].

### 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 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 (email) 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 email, press [Receipt Notice].

- 8 **Only for scan-to-email**  
You can enter a subject.
  - Press [Subject].
  - Enter the subject.
  - Press [OK].
- 9 Place the original.  
If necessary, press the [Start] key.

### Registering an Email destination...

(General Settings Guide 6. Registering Addresses and Users for 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 email address.
- 10 Enter email address and press [OK].
- 11 Press [OK].

! Registering a folder destination is also possible. For details about registering folders, see General Settings Guide( 6. Registering Addresses and Users for Scanner Functions).