



Quick Reference Scanner Guide

Please put this guide above your machine

An optional scanner unit is required to use the scanner function.

1. [User Tools/Counter] key

2. Display panel

2.1 Destination field

2.2 E-mail icon

2.3 E-mail/Folder

2.4 [Reg. No.] [Manual Entry] [Recent]

2.5 [Check Modes]

2.6 Destination list
- 2.7 [Text] [Subject] [Security] [Sender Name] [Recept. Notice]

2.8 [Select Stored File]

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

To use the scanner functions, several settings must be made beforehand. For details about these settings, see Scanner Reference chapter 8 on the supplied CD-ROM.

How to scan...

Available scan functions:

1 Scan to E-mail

2 Scan to Folder (SMB/FTP/NCP)

3 Store to Hard Disk

4 Save to Removable Memory Device

5 Scan to Delivery Server

6 Scan via TWAIN Driver

For details about 4, 5, and 6, see Scanner Reference on the supplied CD-ROM.

How to use Scan to E-mail/ Scan to Folder...

(1. Sending Scan Files by E-mail)

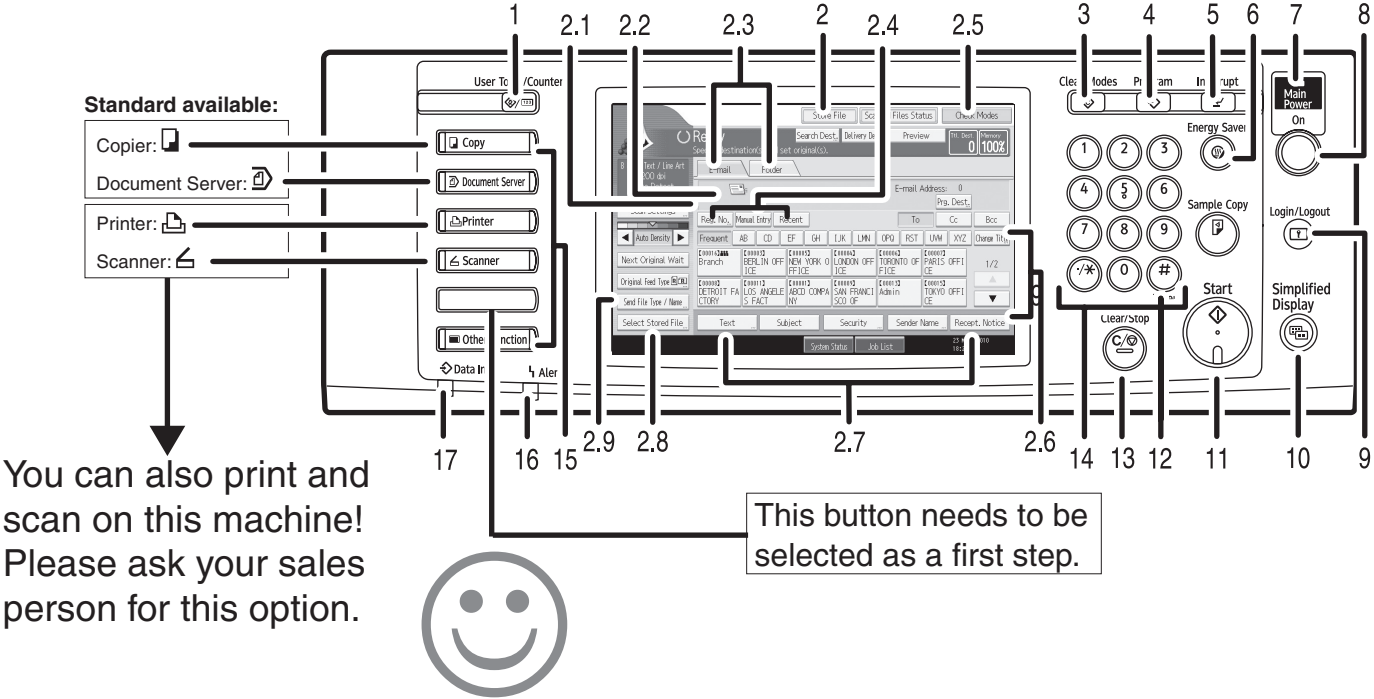
(2. Sending Scan Files to Folders)

1 Press the [Scanner] key.

2 Press the [Clear Modes] key.

3 If the network delivery scanner screen appears, switch to the E-mail screen or Scan to Folder screen.

4 Configure the necessary settings such as original size and orientation.



3 Select destination(s).

In total, up to 550 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-in 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 [Recept. Notice].

3 For scan to e-mail only

Enter a subject line if necessary.

Press [Subject].

Enter the subject.

Press [OK].

9 Place originals.

If scanning does not start automatically, press the [Start] key.

How to save to the machine's hard disk...

(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 to HDD].

4 Specify the file information: user name, file name, and password. Press [OK].

5 Configure the necessary settings via [Original Feed Type].

6 Configure the basic settings (original type, resolution, etc.) via [Scan Settings].

7 Place originals.

If scanning does not start automatically, press the [Start] key.

For details about saving to removable memory devices, see 4. 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 8.)

Displaying a list of files stored on the machine's hard disk

(3. Storing Files Using the Scanner Function)

1 Press the [Scanner] key.

2 Press [Select Stored File].

The list of stored files is displayed.

Registering an E-mail destination...

(Network and System Settings Reference 5. 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 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 Addresses and Users for Scanner Functions, Network and System Settings Reference 5.