



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

**!** To use the scanner functions, several settings must be made beforehand. For details about these settings, see *General Settings Guide* chapter 5 on the supplied CD-ROM.

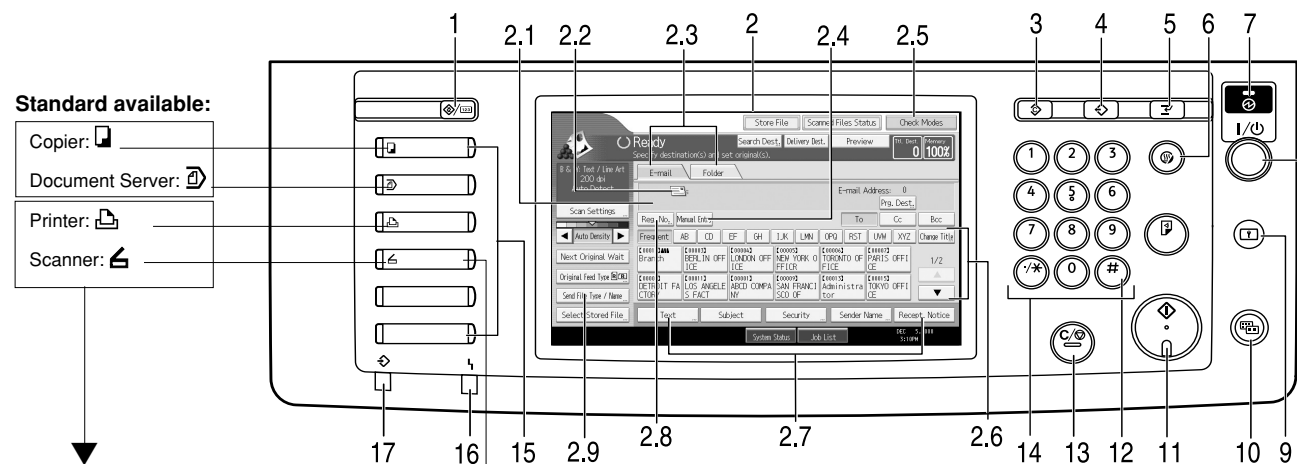
### How to scan...

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

Available scan functions:

- 1 Scan to Email
- 2 Scan to Folder (SMB/FTP/NCP)
- 3 Store to Hard Disk
- 4 Scan to Delivery Server
- 5 Scan via TWAIN Driver

**!** For details about 1 and 5, see *Scanner Reference* on the supplied CD-ROM.



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.

### 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 Only].
- 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 (scan type, resolution, etc.) via [Scan Settings].
- 7 Place the original.  
If necessary, press the [Start] key.

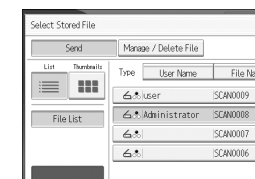
#### Why use it?

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

### 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.



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

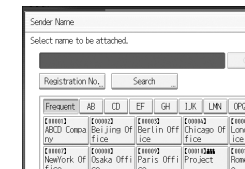
- 1 Press the [Scanner] key.
- 2 Press the [Clear Modes] key.
- 3 If the network delivery scanner screen appears, switch to the E-mail or Scan to Folder screen.
- 4 Configure the necessary settings such as original size and orientation.

- 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 **Only for scan to e-mail**  
Enter a subject line if necessary.
  - Press [Subject].
  - Enter the subject.
  - Press [OK].
- 9 Place the original.  
If necessary, press the [Start] key.

### Registering an E-mail 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 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 6. Registering Addresses and Users for Scanner Functions, *General Settings Guide*.