



en5100WD / en7140WD
LW5100en / LW7140en
Aficio™ MP W5100en / W7140en

Operating Instructions Scanner Reference



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- 1** Sending Scan Files by E-mail
 - 2** Sending Scan Files to Folders
 - 3** Storing Files Using the Scanner Function
 - 4** Delivering Scan Files
 - 5** Scanning Originals with the Network TWAIN Scanner
 - 6** Various Scan Settings
 - 7** Appendix

Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Notes:

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Caution:

Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

Manuals for This Machine

Refer to the manuals that are relevant to what you want to do with the machine.

★ Important

- Media differ according to manual.
- The printed and electronic versions of a manual have the same contents.
- Adobe® Acrobat® Reader®/Adobe Reader must be installed in order to view the manuals as PDF files.
- A Web browser must be installed in order to view the html manuals.
- For details about the functions of RW-7140, refer to the manuals for this option.

About This Machine

Be sure to read the Safety Information in this manual before using the machine.

This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided.

Troubleshooting

Provides a guide to solving common problems, and explains how to replace paper, toner, and other consumables.

Copy/ Document Server Reference

Explains Copier and Document Server functions and operations. Also refer to this manual for explanations on how to place originals.

Printer Reference

Explains Printer functions and operations.

Scanner Reference

Explains Scanner functions and operations.

Network Guide

Explains how to configure and operate the machine in a network environment, and use the software provided.

General Settings Guide

Explains User Tools settings, and Address Book procedures such as registering e-mail addresses and user codes. Also refer to this manual for explanations on how to connect the machine.

Security Reference

This manual is for administrators of the machine. It explains security functions that you can use to prevent unauthorized use of the machine, data tampering, or information leakage. For enhanced security, we recommend that you first make the following settings:

- Install the Device Certificate.
- Enable SSL (Secure Sockets Layer) Encryption.
- Change the user name and password of the administrator using Web Image Monitor.

For details, see "Setting Up the Machine", Security Reference.

Be sure to read this manual when setting the enhanced security functions, or user and administrator authentication.

PostScript 3 Supplement

Explains how to set up and use PostScript® 3™.

UNIX Supplement

For "UNIX Supplement", please visit our Web site or consult an authorized dealer.

Information

Contains general notes on the machine, and information about the trademarks of product names used in the manuals.

Other manuals

- Manuals for DeskTopBinder Lite
 - DeskTopBinder Lite Setup Guide
 - DeskTopBinder Introduction Guide
 - Auto Document Link Guide

Note

- Manuals provided are specific to machine types.
- The following software products are referred to using general names:

Product name	General name
DeskTopBinder Lite and DeskTopBinder Professional *1	DeskTopBinder
ScanRouter EX Professional *1 and ScanRouter EX Enterprise *1	the ScanRouter delivery software

*1 Optional

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How to Read This Manual

Symbols

This manual uses the following symbols:

Important

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

Note

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

Reference

This symbol is located at the end of sections. It indicates where you can find further relevant information.

[]

Indicates the names of keys on the machine's display or control panels.

About the Scanner Functions

This section describes functions you can use in the scanner mode.

You can use the scanner functions to send scan files to computers, scan originals from a computer using the TWAIN driver, or store scan files on the machine's hard disk.

For details about each function, see respective chapters.

Sending scanned files (Network Scanner)

Scan files can be sent to or stored on a computer, and you can specify the format of a scan file according to how the file will be used.

- Sending by e-mail

You can send scan files to specified e-mail addresses.

For details, see chapter 1 "Sending Scan Files by E-mail".

- Sending to folders

Scan files can be stored in shared network folders, or on FTP or Netware servers.

For details, see chapter 2 "Sending Scan Files to Folders".

- Delivering

You can deliver scan files using a delivery server.

For details, see chapter 4 "Delivering Scan Files".

Scanning originals from a client computer (TWAIN Scanner)

You can use the TWAIN driver to scan files from a networked or directly connected computer.

For details, see chapter 5 "Scanning Originals with the Network TWAIN Scanner".

Storing files

Scan files can be stored on the machine's hard disk. You can do various things with stored files, such as save them in shared folders or send them by e-mail.

For details, see chapter 3 "Storing Files Using the Scanner Function".

Reference

- p.19 "Sending Scan Files by E-mail"
- p.51 "Sending Scan Files to Folders"
- p.97 "Delivering Scan Files"
- p.117 "Scanning Originals with the Network TWAIN Scanner"
- p.75 "Storing Files Using the Scanner Function"

Display Panel

This section explains the simplified display and three confirmation screens: Check Modes, Preview, and Scanned Files Status.

You can find explanations about the E-mail screen, Scan to Folder screen, list of stored files screen, or network delivery scanner screen in this manual. For details, see "E-mail Screen", "Scan to Folder Screen", "List of Stored Files", and "Network Delivery Scanner Screen".

Reference

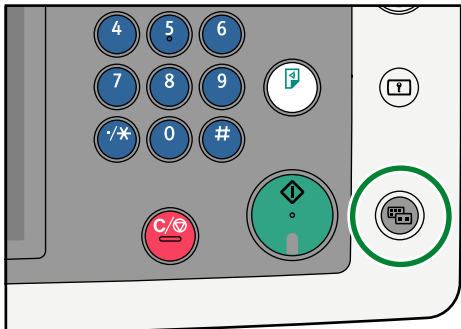
- p.23 "E-mail Screen"
- p.55 "Scan to Folder Screen"
- p.82 "List of Stored Files"
- p.101 "Network Delivery Scanner Screen"

Simplified Display

This section explains how to switch to the simplified display.

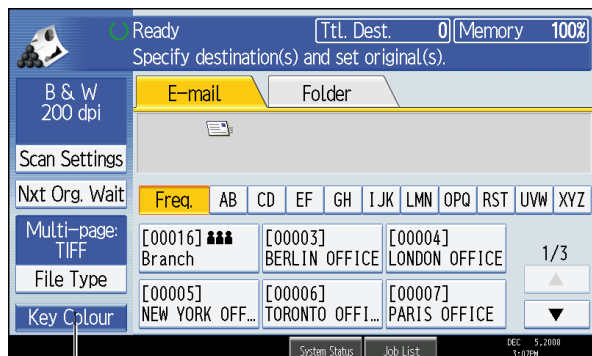
When you press the [Simplified Display] key, the screen changes from the initial display to the simplified display.

Letters and keys are displayed at a larger size, making operations easier.



BLT013S

Example of Simplified Display



1

BLT001S

1. [Key Colour]

Press to increase screen contrast by changing the color of the keys.

This is available only for the simplified display.

↓ Note

- To return to the initial screen, press the [Simplified Display] key again.
- Certain keys do not appear on the simplified display.

Confirmation Displays

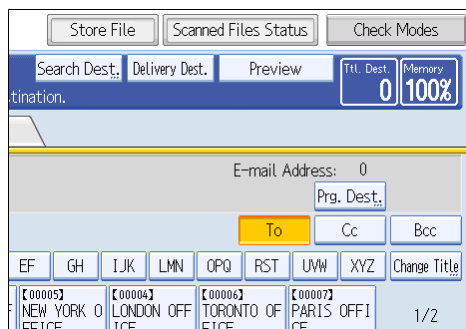
This section explains three confirmation displays: Check Modes, Preview, and Scanned Files Status.

Check Modes

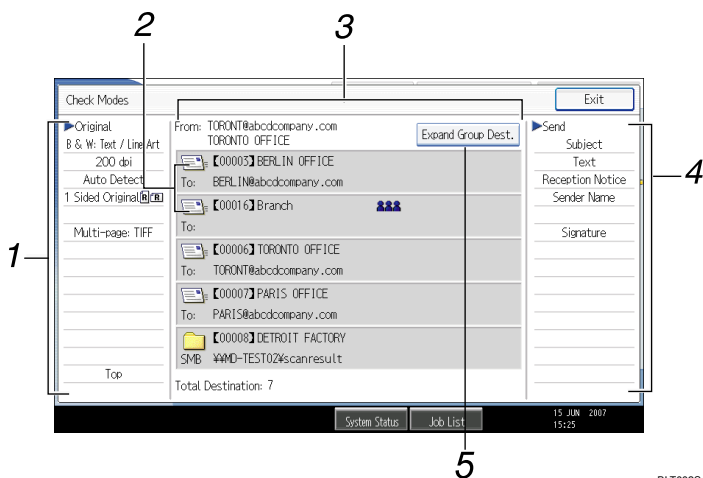
This section explains items that are displayed and how to display the Check Modes screen.

Use the Check Modes screen to check scanning and transmission settings.

Pressing [Check Modes] switches the screen from the initial scanner screen to the Check Modes screen.



Check Modes



1. Original

Displays Scan Settings, Original Feed Type, and other scanning settings.

2. Transmission function icon

Displays the icon of the transmission function in use.

3. Sender and Destination

Displays the sender and transmission or delivery destinations.

The (👤👤👤) symbol indicates a group destination.

The (🔒) symbol indicates a destination that can receive encrypted e-mail.

4. Send

Displays transmission settings such as Sender and Subject.

5. [Expand Group Dest.]

Press to display the members of the group, when a group is specified as the destination.

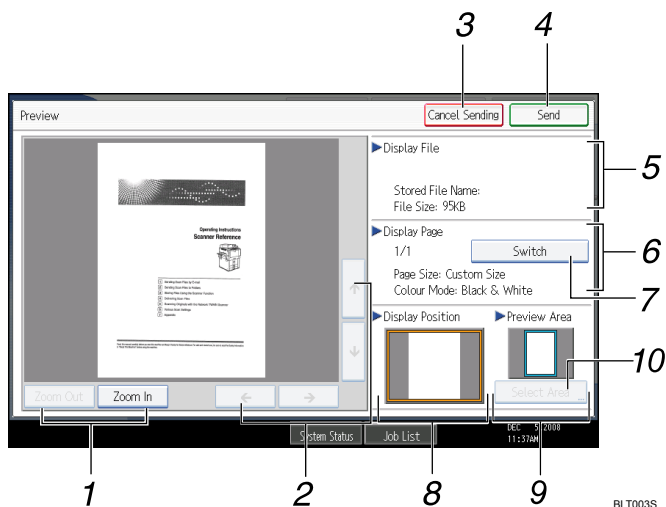
Preview

Use the Preview screen to check that originals have been scanned correctly.

This section explains about the Preview screen that can be used before sending files by e-mail or Scan to Folder, or delivering files.

Before you start scanning, press [Preview]. If you scan originals while [Preview] is selected, the Preview screen appears. You can start or cancel sending the files after checking the preview and the scan settings used for scanning.

Preview



1. [Zoom Out] and [Zoom In]

Press to reduce or enlarge the displayed preview.

2. [←][→][↑][↓]

Press to shift the displayed area.

3. [Cancel Sending]

Press to close a preview and interrupt a transmission.

4. [Send]

Press to close a preview and continue a transmission.

5. Display File

Displays a file's name and size.

6. Display Page

Displays the number of the currently displayed page, total number of pages, page size, and color mode.

7. [Switch]

Press to change the page of the selected file that is displayed.

8. Display Position

Displays the position of an image when enlarged.

9. Preview Area

Shows which section of the original is displayed by the preview function.

If an original is larger than A2 (18 × 24 in), only a specified section of the original can be displayed in the preview. Use the area, size, and direction settings to specify the section that is displayed in the preview. To specify these settings, select [Select Area].

10. [Select Area]

If you are scanning an original that is larger than A2 (18 × 24 in), press this button to specify the area, size, and direction of the displayed preview.

↓ Note

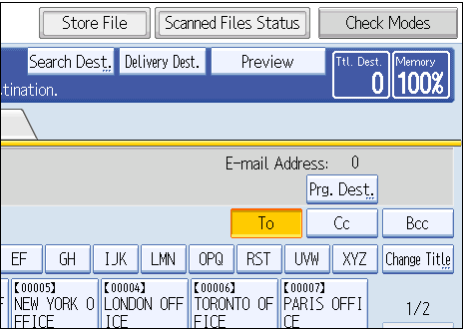
- The preview function is not available if you are scanning originals that are longer than 1219 mm (48 in).
- Preview is not available if a file is scanned using [Store Only].
- You can view a stored file using the Preview screen displayed from the list of stored files. For details about viewing a stored file, see "Checking a Stored File Selected from the List".
- Preview might not be displayed if scanning failed or the image file is corrupted. If this is the case, scan the original again.

📖 Reference

- p.85 "Checking a Stored File Selected from the List"

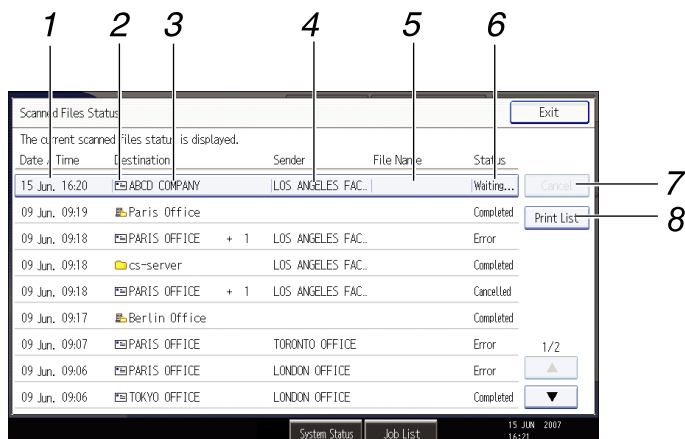
Scanned Files Status

This section explains items that are displayed and how to display the Scanned Files Status screen.
Use the Scanned Files Status screen to check e-mail transmission, Scan to Folder, and delivery results.
Press [Scanned Files Status] to display the Scanned Files Status screen.



Up to 9 transmission or delivery results are displayed at the same time. Press [▲] or [▼] to switch between results.

Scanned Files Status



1. Date / Time

Displays the time and date transmission was specified by this machine or the time and date when Completed, Error, or Cancelled was confirmed.

2. Transmission function icon

Displays the icon of the transmission function used.

The (📧) symbol indicates a destination that can receive encrypted e-mail.

3. Destination

Displays the transmission destination.

If you have selected multiple destinations, the first selected destination is displayed.

Other destinations appear as "+ X" (X indicates the number of destinations.) when sending files by e-mail or delivering them.

4. Sender

Displays the sender name.

5. File Name

Displays the stored file name of files that are simultaneously sent and stored, or of stored files that are sent.

6. Status

Displays one of the following transmission statuses: Completed, Trnsmtg., Waiting..., Error, or Cancelled.

7. [Cancel]

To cancel transmission, select a file whose status is "Waiting...", and then press [Cancel].

8. [Print List]

Press to print transmission results.

BLT004S

 **Note**

- You cannot check scanner function transmission results by pressing [Job List] at the bottom of the screen. To check transmission results, press [Scanned Files Status], and then display the Scanned Files Status screen.
- Depending on security settings, some transmission results might not be displayed.

How to Start Scanning

Use one of the following two methods to start scanning:

- Place originals
- Press the [Start] key

The default settings allow you to start scanning, storing, and delivering files by simply placing originals (without pressing the [Start] key). When you place originals, the [Start] key is unlit.

However, you must press the [Start] key in the following cases:

- To start printing the scanner journal
- Right after making additional scanning settings you had missed (for example, if you forgot to specify a destination)



Note

- You can change the settings for starting scanning by pressing the [Start] key. For details, see "System Settings", General Settings Guide.



1. Sending Scan Files by E-mail

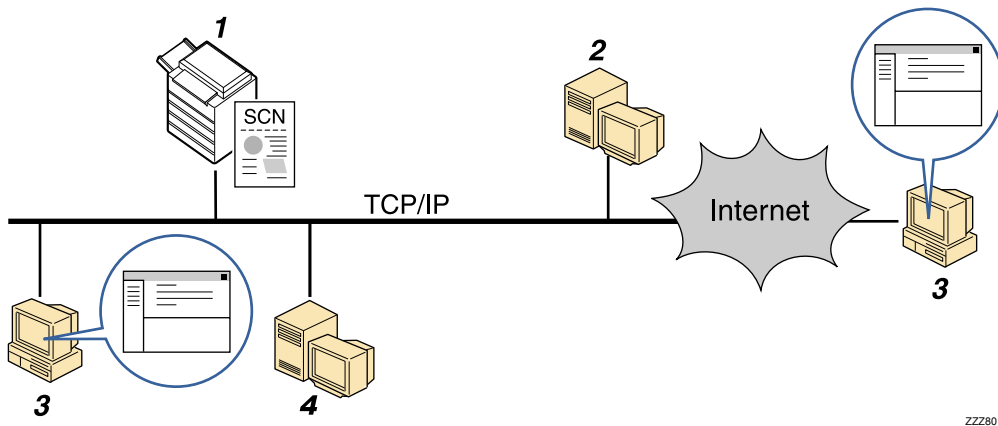
You can attach scan files to e-mails and send them via connections such as LAN and the Internet.

Before Sending Scan Files by E-mail

This section explains the necessary preparations and the procedure for sending scan files by e-mail.

Outline of Sending Scan Files by E-mail

This section outlines the function for sending scan files by e-mail.



1. This machine

You can attach scan files to e-mail and send them to a mail server. You can also encrypt and/or attach a signature to the scan files you send by e-mail.

2. SMTP server

You need to have an access to an e-mail server that supports SMTP (Simple Mail Transfer Protocol), to send scan files by e-mail. However, it is not essential to have an e-mail server inside the LAN where this machine belongs. It transfers a received e-mail to a specified destination through a LAN or the Internet.

3. Client computer

Use e-mail client software to receive e-mail messages and scan file attachments that are generated by this machine.

4. LDAP Server

Use this server for administering e-mail accounts, searching the network, and authenticating the computers that access the machine. Using the LDAP server, you can search for destinations from the machine.

↓ Note

- This machine does not support SMTPS (SMTP over SSL).

Preparation for Sending by E-mail

To send scanned files by e-mail, you must first perform the following:

- Check the machine is properly connected to the network
- Configure the network settings in [System Settings]
- Configure the necessary settings in [Scanner Features]

Check the machine is properly connected to the network

Check that this machine is properly connected to the network.

For details about how to connect this machine to a network, see "Connecting to the Interfaces", General Settings Guide.

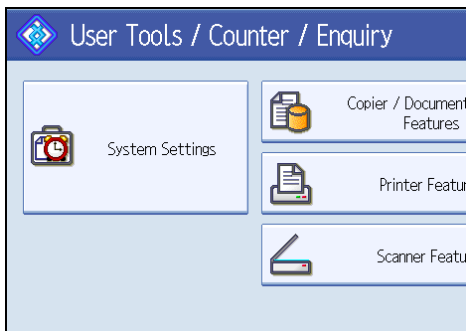
Configure the network settings in [System Settings]

Configure the network settings in [System Settings] according to your environment and how you will be using the machine.

The following procedure explains connecting this machine to an IPv4 network using Ethernet cable.

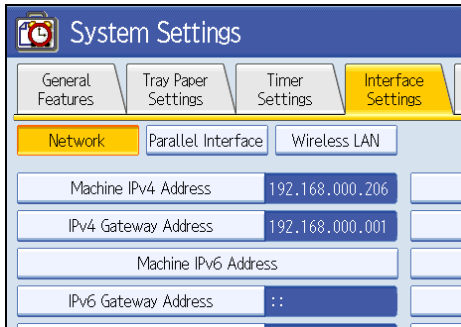
Note that the settings you must configure will vary depending on your operating environment. For details about network settings and configuration procedures, see "Network Settings Required to Use E-mail Function", General Settings Guide.

1. Press the [User Tools/Counter] key, and then press [System Settings].



The System Settings screen appears.

2. Press the [Interface Settings] tab.



3. Press [Machine IPv4 Address] to specify the machine's IPv4 address.

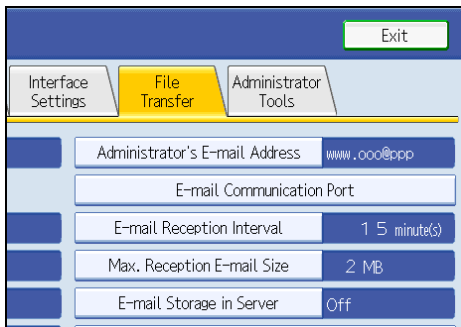
To specify a static IPv4 address for this machine, press [Specify], and then enter the IPv4 address and subnet mask.

To obtain an IPv4 address from a DHCP server automatically, press Auto-Obtain (DHCP).

4. Press [IPv4 Gateway Address], and then enter the IPv4 gateway address.

5. Press [Effective Protocol], and then make [IPv4] active.

6. Press the [File Transfer] tab.



7. Press [SMTP Server].

8. Press [Change], which is to the right of [Server Name], then enter the SMTP server host name or IPv4 address, and then press [OK].

If necessary, you can change the number by pressing [Change], which is to the right of the port number.

Note

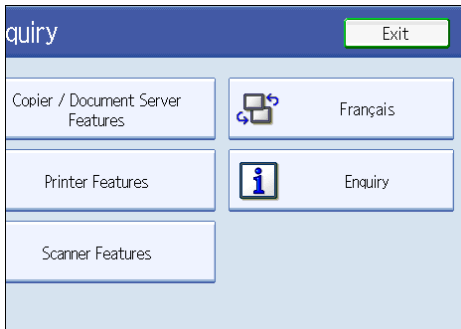
- If an extended wireless LAN board (optional) is installed, press [LAN Type] on the [Interface Settings] tab, then press [Ethernet], and then configure the network settings.

Configure the necessary settings in [Scanner Features]

Using [Scanner Features], you can make or change various settings related to the scanner function, such as compressing scan data or viewing the scanner journal. Configure the scanner settings according to your environment and how you will be using the machine.

This section explains how to display the Scanner Features screen. For details about the settings on this screen, see "Scanner Features", General Settings Guide.

1. Press the [User Tools/Counter] key, and then press [Scanner Features].



The Scanner Features screen appears.

2. Press the [General Settings], [Scan Settings], [Send Settings], or [Initial Settings] tabs and configure the relevant settings on those tabs.

Registering E-mail Addresses in the Address Book

You can register frequently used e-mail addresses in the address book.

Register e-mail addresses in [Address Book Management] under [Administrator Tools] from [System Settings]. Addresses can also be registered as groups.

↓ Note

- For details about registering e-mail addresses in the address book, see "Registering Addresses and Users for Scanner Functions", General Settings Guide.
- You can also register e-mail addresses in the address book using Web Image Monitor or SmartDeviceMonitor for Admin. For details about how to display Web Image Monitor or install SmartDeviceMonitor for Admin, see "Monitoring and Configuring the Printer", Network Guide. For details about registering addresses in the address book, see Web Image Monitor or SmartDeviceMonitor Help.
- Depending on the machine type, you may not be able to use the machine when it is updating the address book using CSV files (retrieved using SmartDeviceMonitor for Admin) that contain user codes.

- Encrypted files can be sent by e-mail only to destinations for which decryption is set. For details about sending encrypted files by e-mail, see "Security Settings to E-mails".

Reference

- p.47 "Security Settings to E-mails"

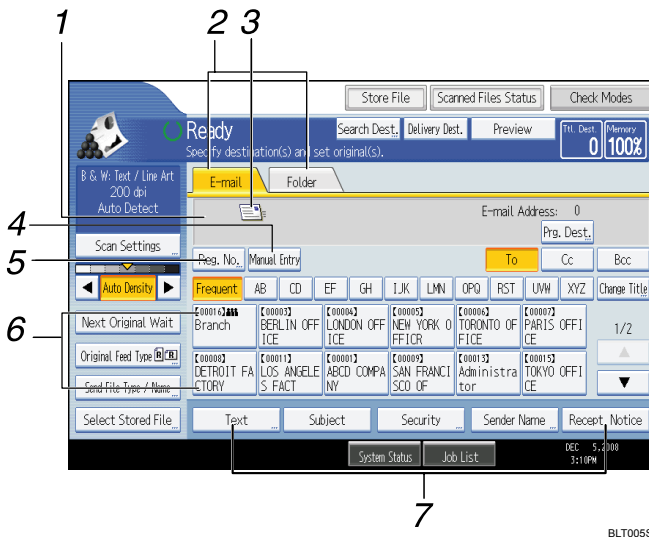
1

E-mail Screen

This section explains the screen layout when sending scan files by e-mail.

The function items displayed serve as selector keys. You can select or specify an item by pressing it.

When you select or specify an item on the display panel, it is highlighted like [**Set**]. Keys that cannot be selected appear like [**OK**].



1. Destination field

The specified destination appears. If more than one destination has been specified, press [▲] or [▼] to scroll through the destinations.

2. E-mail / Folder

Press these tabs to switch between the E-mail screen and Scan to Folder screen.

Switch the screen also when sending the same files by both e-mail and Scan to Folder.

3. E-mail icon

Indicates that the E-mail screen is displayed.

4. [Manual Entry]

To specify destinations not registered in the address book, press this key, and then enter the e-mail addresses using the soft keyboard that appears.

5. [Reg. No.]

Press this key to specify the destination using a 5-digit registration number.

6. Destination List

The list of destinations registered in the machine appears. If all of the destinations cannot be displayed, press [▲] or [▼] to switch the screen.

The () symbol indicates a group destination.

The ( or ) symbol indicates a destination that can receive encrypted e-mail.

7. [Text] [Subject] [Security] [Sender Name] [Recept. Notice]

Enter the message and specify the subject, security (encryption and a signature), sender, and whether or not to use Message Disposition Notification.

Basic Operation for Sending Scan Files by E-mail

1

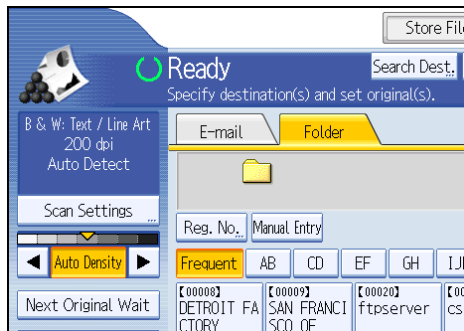
This section describes the basic operation for sending scan files by e-mail.

1. Make sure that no previous settings remain.

If a previous setting remains, press the [Clear Modes] key.

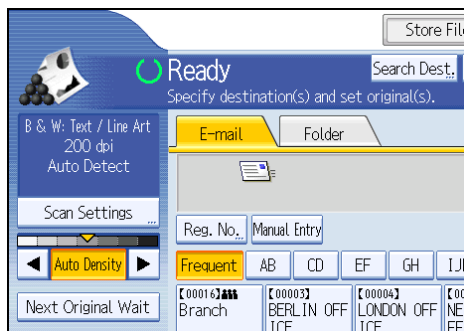
2. If the network delivery scanner screen or Scan to Folder screen appears, switch to the E-mail screen.

For details, see "Switching to the E-mail Screen".



3. If necessary, press [Scan Settings] to specify scanner settings such as resolution and scan size.

For details, see "Various Scan Settings".



4. If necessary, specify the scanning density.

For details, see "Adjusting Image Density".

5. If necessary, press [Next Original Wait].

For details, see "Waiting for Additional Originals".

- 6. If necessary, press [Original Feed Type] to specify settings such as the original orientation and output exit.**

For details, see "Setting of Original Feed Type".

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

For details, see "Specifying the File Type and File Name".

- 8. Specify the destination.**

You can specify multiple destinations.

For details, see "Specifying E-mail Destinations".

- 9. If necessary, press [Text] to enter the e-mail message.**

For details, see "Specifying the E-mail Message"

- 10. If necessary, press [Subject] to specify the e-mail subject.**

For details, see "Specifying the E-mail Subject".

- 11. To specify the e-mail sender, press [Sender Name].**

For details, see "Specifying the E-mail Sender".

- 12. If necessary, press [Security] to specify [Encryption] or [Signature].**

For details, see "Security Settings to E-mails".

- 13. To use Message Disposition Notification, press [Recept. Notice].**

If you select [Recept. Notice], the selected e-mail sender will receive e-mail notification when the e-mail recipient has opened the e-mail.

- 14. Place originals.**

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

If you are scanning batches, place the next originals.

For details, see "Scanning Multiple Pages of Originals as One File".

 **Note**

- If you have selected two or more destinations, the destinations can be made to appear one by one by pressing [▲] or [▼] next to the destination field.
- To cancel a selected destination, press [▲] or [▼] to display the destination in the destination field, and then press the [Clear/Stop] key. You can cancel a destination selected from the destination list by pressing the selected destination again.
- In [System Settings], you can specify the administrator's e-mail address as the default sender name. This lets you send e-mail without entering anything for [Sender Name]. For details, see "File Transfer", General Settings Guide.
- Depending on the security setting, the logged-on user may be specified as [Sender Name].

- To use Message Disposition Notification, log on to the machine as a user and specify the sender. Note, however, that the [Receipt Notice] notification e-mail may not be transmitted if the e-mail software of the recipient does not support Message Disposition Notification.
- If you press [Check Modes] before pressing the [Start] key, the initial scanner screen switches to the Check Modes screen. You can use the Check Modes screen to check the settings such as destinations. For details, see "Check Modes".
- If you press [Preview] and then start scanning while [Preview] is selected, the Preview screen appears. You can use this screen to check how the originals are scanned and the scan setting used for scanning. After checking the preview, you can specify whether to send the file or not. For details, see "Preview".
- To cancel scanning, press the [Clear/Stop] key.
- You can also store a scan file and simultaneously send it by e-mail. For details, see "Simultaneous Storage and Sending by E-mail".
- Applying security to e-mail can reduce transmission speed.
- If you select [Do not Use Signatures] under the signature settings in Web Image Monitor, you cannot attach signatures.
- To send encrypted files by e-mail, you must first configure the destination's decryption settings in the address book settings of Web Image Monitor. E-mail sent to a destination for which decryption is not configured cannot be decrypted even if [Encryption] is selected in [Security]. For details about configuring destination decryption settings, see Web Image Monitor Help.
- When [Security] is set to [Encryption], if you specify multiple destinations, a delivery failure message will appear each time a scan file is sent to a destination where decryption settings have not been configured.
- After an e-mail is sent, the destination, sender, subject, text, and file name fields will be automatically cleared. If you want to preserve the information in these fields, contact your local dealer.

Reference

- p.29 "Switching to the E-mail Screen"
- p.127 "Various Scan Settings"
- p.137 "Adjusting Image Density"
- p.138 "Waiting for Additional Originals"
- p.139 "Setting of Original Feed Type"
- p.145 "Specifying the File Type and File Name"
- p.30 "Specifying E-mail Destinations"
- p.44 "Specifying the E-mail Message"
- p.43 "Specifying the E-mail Subject"
- p.39 "Specifying the E-mail Sender"

- p.47 "Security Settings to E-mails"
- p.142 "Scanning Multiple Pages of Originals as One File"
- p.11 "Check Modes"
- p.12 "Preview"
- p.46 "Simultaneous Storage and Sending by E-mail"

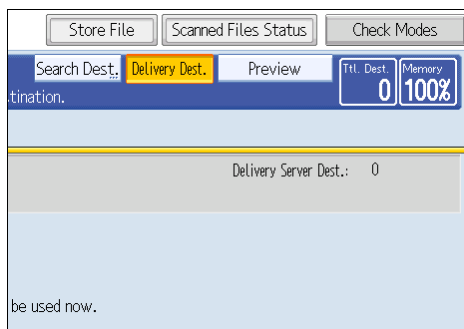
Switching to the E-mail Screen

This section explains how to switch the screen to the E-mail screen.

If the Scan to Folder screen is being displayed, press [E-mail] to switch to the E-mail screen.

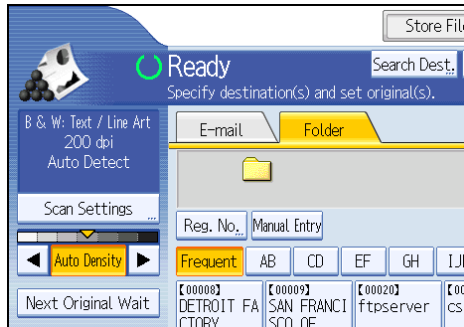
If the network delivery scanner screen is being displayed, switch to the E-mail screen as follows:

1. Press [Delivery Dest.].



The E-mail screen or Scan to Folder screen appears.

2. If the Scan to Folder screen appears, press [E-mail].



The E-mail screen appears.

↓ Note

- You cannot switch from the network delivery scanner screen while delivery destinations are being specified. To clear the specified destination, display the destination in the destination field of the network delivery scanner screen, and then press the [Clear/Stop] key.

Specifying E-mail Destinations

This section explains how to specify e-mail destinations.

You can specify e-mail destinations by any of the following methods:

- Select the destination from the machine's address book
- Enter the e-mail address directly
- Search the LDAP server for the destination and select it

Before you select destinations, make sure you have selected [To]. If necessary, press [Cc] or [Bcc], and then select destinations.

Note

- You can specify multiple destinations.

Selecting the Destination from the Machine's Address Book

This section explains how to select the destination from the machine's address book.

Important

- To use this function, you must register the destinations in [System Settings] in advance. For details, see "Registering Addresses and Users for Scanner Functions", General Settings Guide.

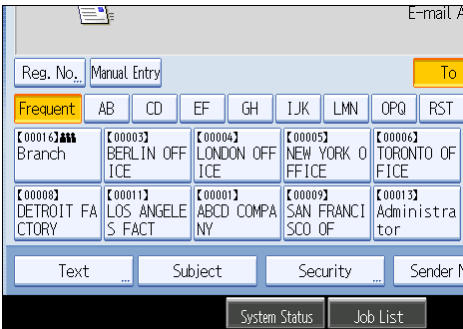
You can use the following methods to select destinations registered in the machine's address book:

- Select a destination from the list
- Select a destination by entering the registration number
- Select a destination by searching the machine's address book

Selecting a destination from the list

Select the destination from the destination list.

1. In the destination list, press the key including the destination name.



The key of the selected destination is highlighted, and the destination appears in the destination field at the top of the screen.

If the target destination does not appear, take one of the following steps:

- Display the destination by selecting its initial letter from the title
- Display the destination by pressing [▲] or [▼]

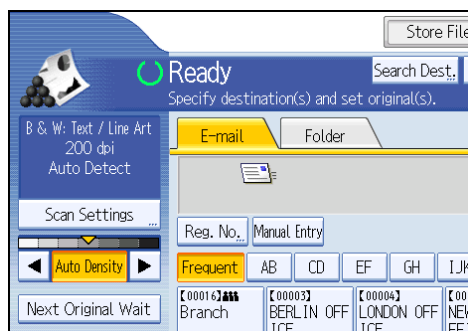
↓ Note

- Depending on the security setting, some destinations may not appear in the destination list.

Selecting destinations by entering the registration numbers

Select the destination from the machine's address book using its registration number.

1. Press [Reg. No.].



2. Using the number keys, enter the five-digit registration number assigned to the required destination.

If the entered number is less than five digits, press the [#] key after the last number.

Example: To enter 00003

Press the [3] key, and then press the [#] key.

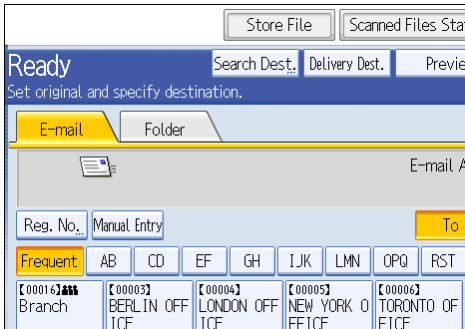
By pressing [Change], you can change the selected destination.

3. Press [OK].

Searching the machine's address book for the destination and selecting it

This section explains how to search the machine's address book for the destination and select it.

1. Press [Search Dest.].



2. To search by destination name, press [Name].

To search by e-mail address, press [E-mail Address].

The soft keyboard appears.

You can also search by combining [Name] and [E-mail Address].

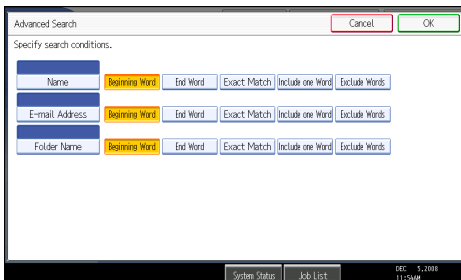
3. Enter the beginning of the destination name.

To search by e-mail address, enter the beginning of the address.

4. Press [OK].

5. If necessary, press [Advanced Search] to specify the detailed search criteria, and then press [OK].

By pressing [Advanced Search], you can search using criteria such as [Name], [E-mail Address], and [Folder Name]. You can specify search criteria such as [Beginning Word] or [End Word]. You can refine your search using multiple criteria.



The illustrated screen is an example. The items that actually appear on the screen may differ.

6. Press [Start Search].

Destinations that match the search criteria are displayed.

7. Select a destination.

8. Select [To], [Cc], or [Bcc].

9. Press [OK].

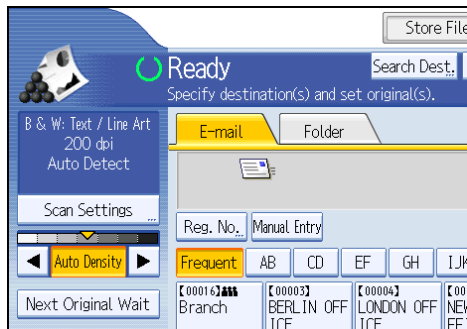
↓ Note

- If [LDAP Search] is set to [On] in [System Settings], check that [Address Book] in the upper part on the screen has been selected before executing the search.
- Search criteria that appear in [Advanced Search], such as [Name], [E-mail Address], and [Folder Name], are registered in the machine's address book. For details, see "Registering Addresses and Users for Scanner Functions", General Setting Guide.
- By pressing [Details], you can view details about the selected destinations.
- Up to 100 destinations can be displayed as search results.
- By pressing [Advanced Search], the following criteria appear:
 - [Beginning Word]: The names which start with the entered character or characters are targeted.
For example, to search for "ABC", enter "A".
 - [End Word]: The names which end with the entered character or characters are targeted.
For example, to search for "ABC", enter "C".
 - [Exact Match]: The names which correspond to an entered character or characters are targeted.
For example, to search for "ABC", enter "ABC".
 - [Include one Word]: The names which contain an entered character or characters are targeted.
For example, to search for "ABC", enter "A", "B", or "C".
 - [Exclude Words]: The names which do not contain an entered character or characters are targeted.
For example, to search for "ABC", enter "D".

Entering an E-mail Address Manually

This section explains how to enter an e-mail address manually.

1. Press [Manual Entry].



The soft keyboard appears.

2. Enter the e-mail address.

3. Press [OK].

↓ **Note**

- Depending on the security settings, [Manual Entry] may not be displayed.
- To change a registered destination e-mail address, press [Edit] to the left of the destination field to display the soft keyboard, use the soft keyboard to enter the new address, and then click [OK].
- The e-mail address that is entered directly can be registered in the machine's address book. For details, see "Registering a Directly-Entered Destination in the Address Book".

📖 **Reference**

- p.37 "Registering a Directly-Entered Destination in the Address Book"

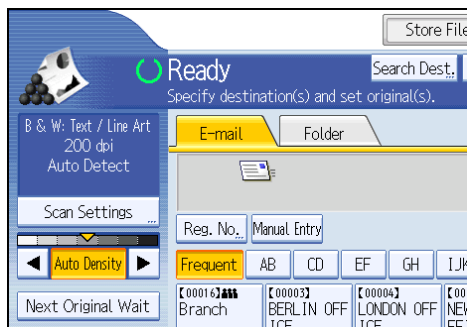
Selecting Destinations by Searching an LDAP Server

This section explains how to search for an address registered in an LDAP server and specify it as an e-mail destination.

★ **Important**

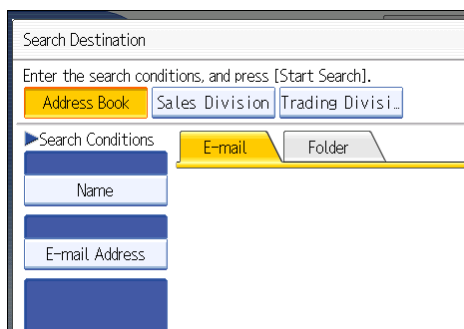
- To use this function, an LDAP server must be connected to the network.
- Under [System Settings], the LDAP server must be registered and [LDAP Search] must be set to [On]. For details, see "System Settings", General Settings Guide.

1. Press [Search Dest.].



2. Select the LDAP server that appears next to [Address Book].

Register the LDAP server in advance in [System Settings].



If authentication is required to access the selected server, the authentication screen appears. To authenticate, enter the user name and password.

3. To search by destination name, press [Name].

To search by e-mail address, press [E-mail Address].

The soft keyboard appears.

You can also search by combining [Name] and [E-mail Address]. If you search by [Name], LDAP server's settings determine whether the search is based on surname or first name. Consult your administrator.

4. Enter the beginning of the destination name.

To search by e-mail address, enter the beginning of the destination address.

5. Press [OK].

6. If necessary, press [Advanced Search] to specify the detailed search criteria, and then press [OK].

By pressing [Advanced Search], you can search using criteria such as [Name], [Fax Destination], [E-mail Address], [Company Name], and [Department Name]. You can specify search criteria such as [Beginning Word] or [End Word]. You can refine your search using multiple criteria.

Search Criteria	Beginning Word	End Word	Exact Match	Include one Word	Exclude Words	Fuzzy Search
Name	[Button]	[Button]	[Button]	[Button]	[Button]	[Button]
Fax Destination	[Button]	[Button]	[Button]	[Button]	[Button]	[Button]
E-mail Address	[Button]	[Button]	[Button]	[Button]	[Button]	[Button]
Company Name	[Button]	[Button]	[Button]	[Button]	[Button]	[Button]
Department Name	[Button]	[Button]	[Button]	[Button]	[Button]	[Button]

System Status Job List 8 JUN 2007 14:59

The illustrated screen is an example. The items that actually appear on the screen may differ.

7. Press [Start Search].

Destinations that match the search criteria are displayed.

8. Select the destination.

9. Select [To], [Cc], or [Bcc].

10. Press [OK].

Note

- The [Name], [Fax Destination], [E-mail Address], [Company Name], and [Department Name] search criteria that appear in [Advanced Search] are registered in the LDAP server.
- If you specified [Search Options] on [Program / Change / Delete LDAP Server] under [System Settings], you can add a search condition for LDAP search on the [Advanced Search] screen. For details, see "System Settings", General Settings Guide.
- By pressing [Details], you can view details about the selected destinations.
- Up to 100 destinations can be displayed as search results.
- If an e-mail address returned by the LDAP server is too long, it will be impossible to specify it as the destination. For details about the number of characters that can be specified, see "Sending E-mail".
- You can register multiple e-mail addresses in individual LDAP server accounts. However, only one e-mail address will be displayed as the search result. Usually, the address that was registered first on the LDAP server is the address that is displayed.
- By pressing [Advanced Search], the following criteria appear:
 - [Beginning Word]: The names which start with the entered character or characters are targeted.
For example, to search for "ABC", enter "A".
 - [End Word]: The names which end with the entered character or characters are targeted.
For example, to search for "ABC", enter "C".
 - [Exact Match]: The names which correspond to an entered character or characters are targeted.
For example, to search for "ABC", enter "ABC".

- [Include one Word]: The names which contain an entered character or characters are targeted.
For example, to search for "ABC", enter "A", "B", or "C".
- [Exclude Words]: The names which do not contain an entered character or characters are targeted.
For example, to search for "ABC", enter "D".
- [Fuzzy Search]: a vague search (The function of this vague search depends on the system supported by the LDAP server.)

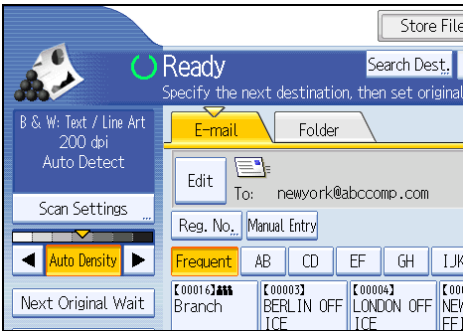
Reference

- p.174 "Sending E-mail"

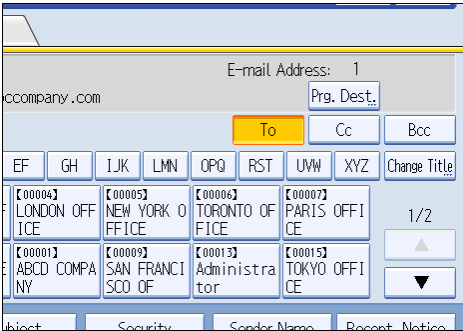
Registering a Directly-Entered Destination in the Address Book

This section explains how to register a directly-entered destination in the machine's address book. You can also register a destination selected from the LDAP server.

1. In the destination field, display the destination you want to register.



2. Press [Prg. Dest.].



3. Press [Names], and then specify the name and other information to be registered.

For details about specifying the information to be registered, see "Registering Addresses and Users for Scanner Functions", General Settings Guide.

4. Press [OK].

 **Note**

- Depending on the security setting, [Prg. Dest.] may not appear. In such case, you cannot complete the registration.
- To register in the machine's address book a destination searched for and selected from the LDAP server, display the destination, and then press [Prg. Dest.].

Specifying the E-mail Sender

This section explains how to specify the e-mail sender.

To send e-mail, you must specify the name of the sender.

You can specify the e-mail sender by any of the following methods:

- Select the sender from the sender list
- Select the sender by entering the registration number
- Select the sender by searching the machine's address book

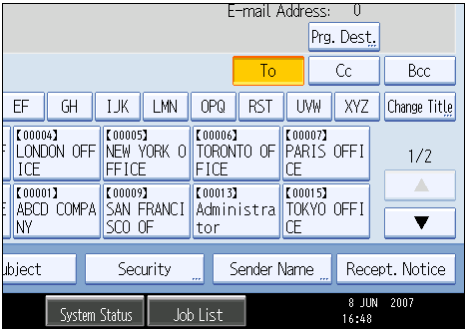
Note

- Senders must be registered in advance under [System Settings]. For details, see "Registering Addresses and Users for Scanner Functions", General Settings Guide.
- In [System Settings], you can specify the administrator's e-mail address as the default sender name. This lets you send e-mail without entering anything for [Sender Name]. For detail, see "File Transfer", General Settings Guide.
- Depending on the security setting, the logged-on user may be specified as [Sender Name].
- When a protection code has been set, a screen for entering the protection code appears after selecting the sender. Enter the protection code, and then press [OK]. If the protection code you entered is correct, the sender name is displayed.

Selecting a Sender from the List

This section explains how to select the sender from the machine's sender list.

1. Press [Sender Name].



2. Select the sender.

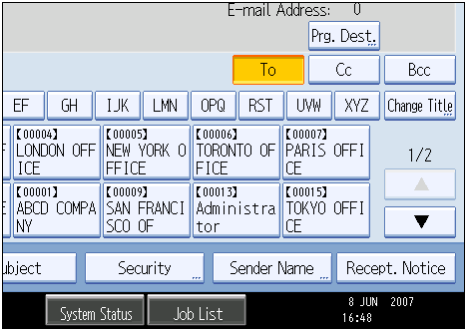
3. Press [OK].

Using a Registration Number to Specify a Sender Name

Select the sender using the registration numbers specified by users in the machine's address book.

1

1. Press [Sender Name].



2. Press [Registration No.].

3. Using the number keys, enter the five-digit registration number assigned to the required destination.

If the entered number is less than five digits, press the [#] key after the last number.

Example: To enter 00006

Press the [6] key, and then press the [#] key.

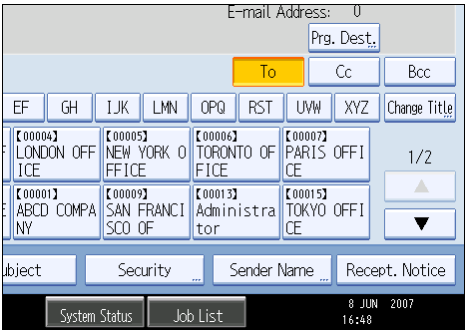
By pressing [Change], you can change the selected destination.

4. Press [OK] twice.

Selecting the Sender by Searching the Machine's Address Book

This section explains how to select the sender by searching the machine's address book.

1. Press [Sender Name].



2. Press [Search].

3. To search by user name, press [Name].

To search by e-mail address, press [E-mail Address].

The soft keyboard appears.

You can also search by combining [Name] and [E-mail Address].

4. Enter the beginning of the sender's name you want to search for.

To search by e-mail address, enter the beginning of the address.

5. Press [OK].

6. If necessary, press [Advanced Search] to specify the detailed search criteria, and then press [OK].

By pressing [Advanced Search], you can search using criteria such as [Name], [E-mail Address], and [Folder Name].

You can specify search criteria such as [Beginning Word] or [End Word]. You can refine your search using multiple criteria.



The illustrated screen is an example. The items that actually appear on the screen may differ.

7. Press [Start Search].

Destinations that match the search criteria are displayed.

8. Select the sender.

9. Press [OK] twice.

Note

- Search criteria that appear in [Advanced Search], such as [Name], [E-mail Address], and [Folder Name], are registered in the machine's address book. For details, see "Registering Addresses and Users for Scanner Functions", General Setting Guide.
- By pressing [Details], you can view details about the selected sender.
- By pressing [Advanced Search], the following criteria appear:
 - [Beginning Word]: The names which start with the entered character or characters are targeted.
For example, to search for "ABC", enter "A".
 - [End Word]: The names which end with the entered character or characters are targeted.

For example, to search for "ABC", enter "C".

- [Exact Match]: The names which correspond to an entered character or characters are targeted.

For example, to search for "ABC", enter "ABC".

- [Include one Word]: The names which contain an entered character or characters are targeted.

For example, to search for "ABC", enter "A", "B", or "C".

- [Exclude Words]: The names which do not contain an entered character or characters are targeted.

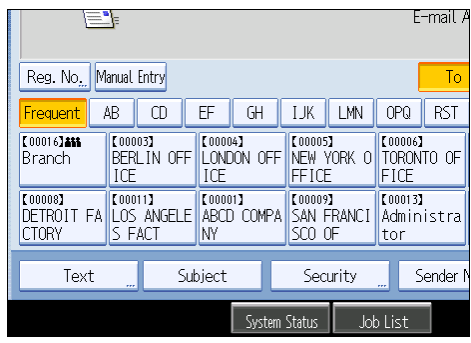
For example, to search for "ABC", enter "D".

Specifying the E-mail Subject

You can specify the subject for an e-mail when sending a file by e-mail.

1

1. Press [Subject].



2. Enter the subject.

To enter characters, press [Text Entry].

To enter symbols, press [Symbol Entry].

To add predefined User Text registered on this machine, press [User Text].

For details about entering the text, see "Entering Text", About This Machine.

3. Press [OK].

Specifying the E-mail Message

This section explains how to specify the e-mail message.

The message can be created in the following ways:

- Select the registered e-mail message from the list
- Enter the message directly

★ Important

- The messages that can be selected from the list must be registered in [System Settings] in advance. For details, see "File Transfer", General Settings Guide.

Selecting a Message from the List

You can select a message from the list.

1. Press [Text].

Reg. No.	Manual Entry	To
Frequent	AB	CD
EF	GH	IJK
LMN	OPQ	RST
【00016】Branch	【00003】BERLIN OFFICE	【00004】LONDON OFFICE
【00005】NEW YORK OFFICE	【00006】TORONTO OFFICE	【00008】DETROIT FACTORY
【00011】LOS ANGELES FACTORY	【00001】ABCD COMPANY	【00009】SAN FRANCISCO OFFICE
【00013】Administrator		

Text Subject Security Sender

System Status Job List

2. Select a message.

B & W: Text / Line Art
200 dpi
Auto Detect

Scan Settings

Auto Density

Next Original Wait

Original Feed Type

Send File Type / Name

Print / Cancel / Exit

Text

Select E-mail text.

Manual Entry

Alert[Urgent] Security Alert

General notice To Whom It May

* Not Programmed

* Not Programmed

* Not Programmed

3. Press [OK].

Manual Entry of a Message

You can enter the message manually.

1. Press [Text].

The screenshot shows the 'E-mail A' screen with the 'Manual Entry' option selected. The interface includes a grid of buttons for selecting a message type. The 'Frequent' button is highlighted. Below the grid are buttons for 'Text', 'Subject', 'Security', and 'Sender Name'. At the bottom are 'System Status' and 'Job List' buttons.

Reg. No.	Manual Entry	To						
Frequent	AB	CD	EF	GH	IJK	LMN	OPQ	RST
【00016】 Branch	【00003】 BERLIN OFF ICE	【00004】 LONDON OFF ICE	【00005】 NEW YORK O FFICE	【00006】 TORONTO OF FICE				
【00008】 DETROIT FA CTORY	【00011】 LOS ANGELE S FACT	【00001】 ABCD COMPA NY	【00009】 SAN FRANTI SCO OF	【00013】 Administra tor				
Text		Subject		Security		Sender N		
System Status		Job List						

2. Press [Manual Entry].

The soft keyboard appears.

3. Enter the message.

4. Press [OK] twice.

Simultaneous Storage and Sending by E-mail

This section explains how to store a file and simultaneously send it by e-mail.

1. Press [Store File].

Store File Scanned Files Stat

Ready Search Dest. Delivery Dest. Preview

Set original and specify destination.

E-mail Folder

E-mail A

Reg. No. Manual Entry To

Frequent AB CD EF GH IJK LMN OPQ RST

[000016] Branch [00003] BERLIN OFFICE [00004] LONDON OFFICE [00005] NEW YORK OFFICE [00006] TORONTO OFFICE

2. Select [Send & Store].

3. If necessary, specify the stored file's information, such as [User Name], [File Name], and [Password].

For details, see "Specifying File Information for a Stored File".

4. Press [OK].

5. Specify the destination, make any other necessary settings, and then send the e-mail.

For details about sending a file by e-mail, see "Basic Operation for Sending Scan Files by E-mail".

Note

- Depending on the security setting, [Access Privileges] may appear instead of [User Name]. For details about specifying [Access Privileges], consult the administrator.
- You can resend stored files by e-mail. To resend stored files, select the files on the Select Stored File screen, and then send them. For details, see "Sending a Stored File".
- If a file is sent and stored simultaneously with [Security] set, the e-mail will be encrypted and the signature applied, but the stored file will not be changed.

Reference

- p.79 "Specifying File Information for a Stored File"
- p.25 "Basic Operation for Sending Scan Files by E-mail"
- p.89 "Sending a Stored File"

Security Settings to E-mails


This section explains the procedure for applying security (encryption and a signature) to e-mail. Applying security (encryption and a signature) to e-mail helps prevent spoofing and information leakage.

Note

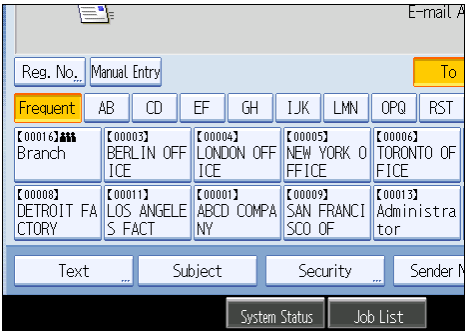
- S/MIME is used to set security. For details about security settings, consult your network administrator.
- Applying security to e-mail can reduce transmission speed.

Sending Encrypted E-mail

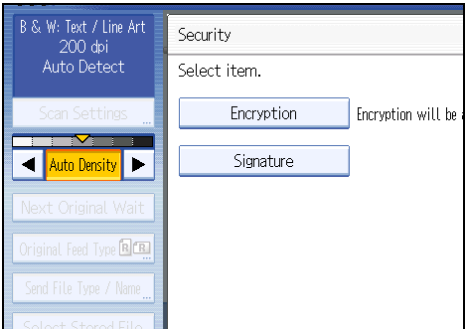
Use the following procedure to specify a destination for which encryption is configured, and encrypt and send an e-mail.

Destinations for which encryption can be configured for each transmission are indicated by this symbol .

1. Press [Security].




2. Select [Encryption].



3. Press [OK].

 **Note**

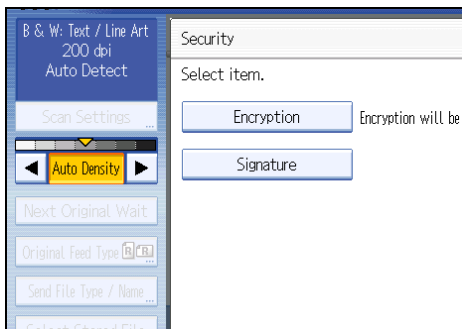
- Encrypting e-mail will increase its size.
- When you specify a destination denoted by the symbol  (which indicates that e-mail sent to this destination is always encrypted) encrypted e-mail will be sent regardless of the setting specified in [Security].
- If you have selected multiple destinations including destinations for which encryption has not been configured, e-mail sent to such destinations will not be encrypted even if you specify encryption.
- If you selected [Send & Store], the e-mail will be encrypted, but the stored file will not be encrypted.

Sending E-mail with a Signature

Use the following procedure to apply a signature to an e-mail that has scan file attachments.

1. Press [Security].

2. Select [Signature].



3. Press [OK].

 **Note**

- The certificate (device certificate) installed on this machine is used to attach signatures.
- Note that the following can result if certain signature settings are specified by the administrator:
 - [Signature] does not appear. This is because you cannot apply signatures to scan files that are sent by e-mail.
 - You cannot change the [Signature] settings. This is because a signature is always applied to scan files that are sent by e-mail.

Sending the URL by E-mail

This section explains how to send the URL of a scanned file by e-mail.

Use this function if network restrictions prevent you sending attachments by email.

★ Important

- Depending on your e-mail application, a phishing warning might appear after you receive an e-mail message. To prevent phishing warnings appearing after you receive e-mail from a specified sender, you must add the sender to your e-mail application's exclusion list. For details about how to do this, see your e-mail application's Help.

- In [Scanner Features], on the [Send Settings] tab, press [Stored File E-mail Method], and then select [Send URL Link].

For details about specifying the setting, see "Scanner Features", General Settings Guide.

- Return to the initial scanner screen, and then press [Store File] to select [Send & Store].

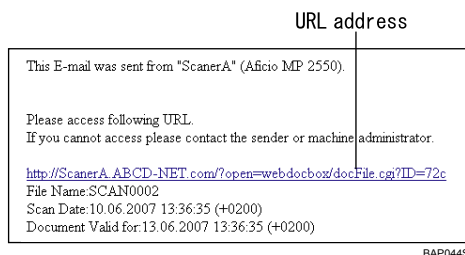
To send the URL by e-mail, you must select [Send & Store].

- Press [OK.]

- Specify the e-mail destination, make any other necessary settings, and then send the e-mail.

For details about sending e-mail, see "Basic Operation for Sending Scan Files by E-mail".

An e-mail similar to the following will be sent to the destination:



- In the e-mail destination, click the URL.

Web Image Monitor starts.

- View, delete, send, or download the file over the network using Web Image Monitor.

↓ Note

- For details about Web Image Monitor functions and their settings, see "Monitoring and Configuring the Printer", Network Guide.
- It is recommended that you use Web Image Monitor on the same network environment.
- Depending on the environment, even if you click the URL in the file sent by e-mail, the browser may not start and you may not be able to view the file. If this happens, click the same URL again, or manually enter the URL in the browser's address bar.

- To display details about the functions for managing stored files using Web Image Monitor, click [Help] on the upper right of each Web browser's window.
- You can send the URL by e-mail and simultaneously send it by Scan to Folder. In this case, the file is sent to the Scan to Folder destination, not the URL.

 **Reference**

- p.25 "Basic Operation for Sending Scan Files by E-mail"

2. Sending Scan Files to Folders

Using the Scan to Folder function, you can send scan files over the network to shared folders, FTP server folders, or NetWare folders.

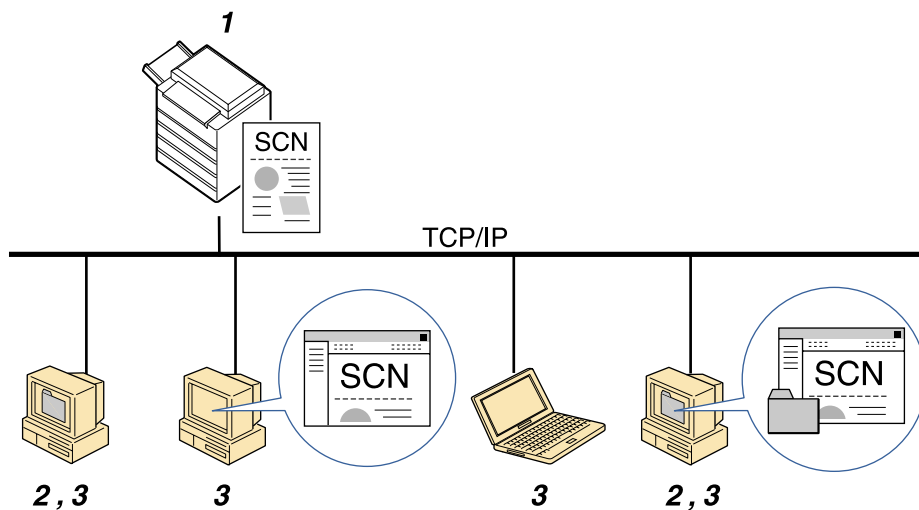
Before Sending Files by Scan to Folder

This section describes the preparations and procedure for sending files by Scan to Folder.

Outline of Sending Scan Files by Scan to Folder

This section outlines the function for sending scan files by Scan to Folder.

Sending files to shared folders



ZZZ802S

1. This machine

You can send scan files to shared network folders. To send scan files to shared network folders, use the SMB protocol.

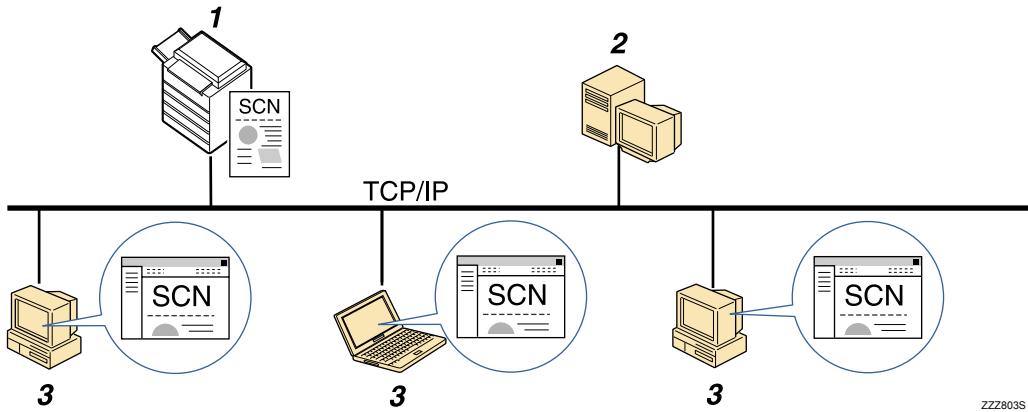
2. Computer with a shared folder

To use this function, it is necessary to create a shared folder in advance. You can specify a shared folder to save scan files.

3. Client computer

You can also browse scanned files saved to a shared folder from a client computer.

Sending files to an FTP server



ZZZ803S

1. This machine

You can send scan files to FTP server folders. To send scan files to FTP server folders, use the FTP protocol.

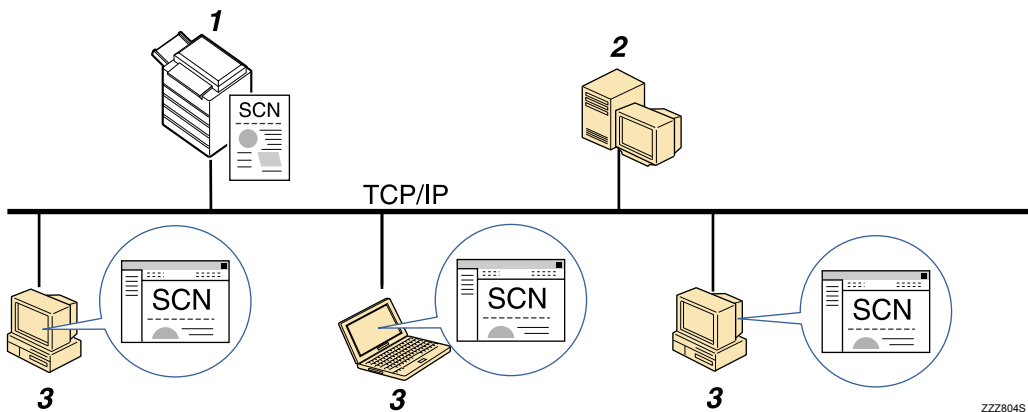
2. FTP server

The FTP server is a server that provides file transfer services among computers on the same network. Transferred files are stored on this server. It is essential to have the FTP server inside the LAN/WAN where this machine belongs. It is not possible to access an FTP server via a proxy server.

3. Client computer

You can browse scanned files saved to an FTP server from a client computer. You need to have an FTP client program on the computer to connect to an FTP server.

Sending files to a NetWare server



ZZZ804S

1. This machine

You can send scan files to NetWare folders. To send scan files to NetWare folders, use the NCP protocol.

2. NetWare server

You can use this server to share files over the network via NetWare. By sending image data to the server, files can be stored on the server.

3. Client computer

To download files, a computer must be running the NetWare client and be logged onto the server.

Preparation for Sending by Scan to Folder

To send scanned files by Scan to Folder, you must first perform the following:

- Check the machine is properly connected to the network
- Configure the network settings in [System Settings]
- Configure the necessary settings in [Scanner Features]

↓ Note

- If necessary, configure the shared folders, FTP server, and Netware server on the network in advance.
- Files can be sent by SMB in NetBIOS over TCP/IP environments only. Files cannot be sent by SMB in NetBEUI environments.
- Scan to Folder is still possible even if sending by SMB or FTP is disabled from the control panel, Web Image Monitor, or Telnet etc.

Check the machine is properly connected to the network

Check that this machine is properly connected to the network.

For details about how to connect this machine to a network, see "Connecting to the Interfaces", General Settings Guide.

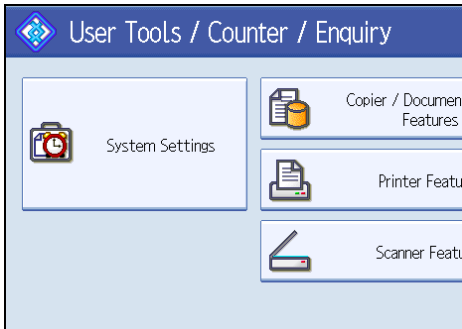
Configure the network settings in [System Settings]

Configure the network settings in [System Settings] according to your environment and how you will be using the machine.

The following procedure explains connecting this machine to an IPv4 network using Ethernet cable.

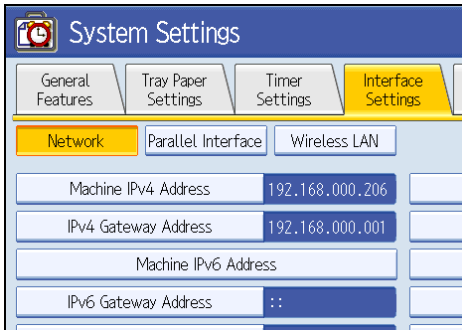
Note that the settings you must configure will vary depending on your operating environment. For details about network settings and configuration procedures, see "Network Settings Required to Use Scan to Folder Function", General Settings Guide.

1. Press the [User Tools/Counter] key, and then press [System Settings].



The System Settings screen appears.

2. Press the [Interface Settings] tab.



3. Press [Machine IPv4 Address] to specify the machine's IPv4 address.

To specify a static IPv4 address for this machine, press [Specify], and then enter the IPv4 address and subnet mask.

To obtain an IPv4 address from a DHCP server automatically, press [Auto-Obtain (DHCP)].

4. Press [IPv4 Gateway Address], and then enter the IPv4 gateway address.

5. Press [Effective Protocol], and then make [IPv4] active.

To send files to shared folders, make [SMB] active.

To send files to Netware folders, make [NetWare] active.

↓ Note

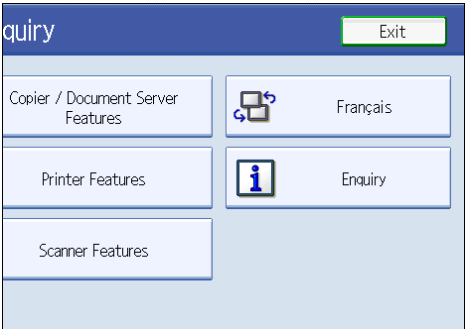
- If an extended wireless LAN board (optional) is installed, press [LAN Type] on the [Interface Settings] tab, then press [Ethernet], and then configure the network settings.

Configure the necessary settings in [Scanner Features]

Using [Scanner Features], you can make or change various settings related to the scanner function, such as compressing scan data or viewing the scanner journal. Configure the scanner settings according to your environment and how you will be using the machine.

This section explains how to display the Scanner Features screen. For details about the settings on this screen, see "Scanner Features", General Settings Guide.

1. Press the [User Tools/Counter] key, and then press [Scanner Features].



The Scanner Features screen appears.

2. Press the [General Settings], [Scan Settings], [Send Settings], or [Initial Settings] tabs and configure the relevant settings on those tabs.

Registering Destination Folders in the Address Book



You can register the addresses of frequently-used destination folders in the address book. Register the folder addresses in [Address Book Management] under [Administrator Tools] from [System Settings]. These addresses can also be registered as groups.

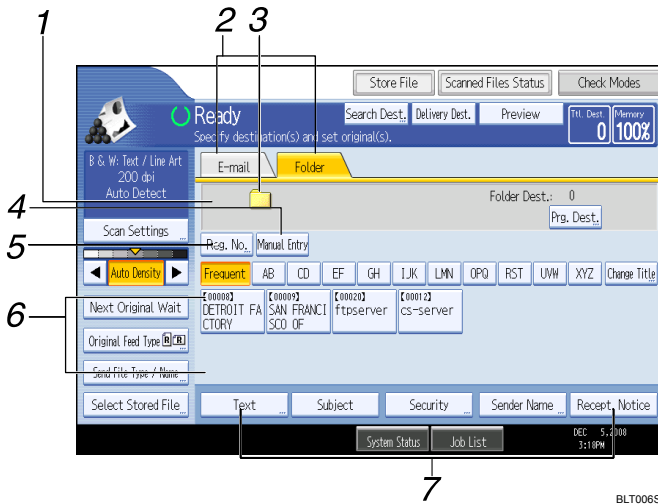
↓ Note

- For details about registering the address of a destination folder in the address book, see "Registering Addresses and Users for Scanner Functions", General Settings Guide.
- You can register entries in the address book using Web Image Monitor or SmartDeviceMonitor for Admin. For details about how to display Web Image Monitor or install SmartDeviceMonitor for Admin, see "Monitoring and Configuring the Printer", Network Guide. For details about registering addresses in the address book, see Web Image Monitor or SmartDeviceMonitor Help.
- Depending on the machine type, you may not be able to use the machine when it is updating the address book using CSV files (retrieved using SmartDeviceMonitor for Admin) that contain user codes.

Scan to Folder Screen

This section describes the screen layout when sending scan files by Scan to Folder.

The function items displayed serve as selector keys. You can select or specify an item by pressing it. When you select or specify an item on the display panel, it is highlighted like . Keys that cannot be selected appear like .



1. Destination field

The specified destination appears. If more than one destination has been specified, press [▲] or [▼] to scroll through the destinations.

2. E-mail / Folder

Press these tabs to switch between the Scan to Folder screen and E-mail screen.

Switch the screen also when sending the same files by both Scan to Folder and e-mail.

3. Scan to Folder icon

Shows that the Scan to Folder screen is displayed.

4. [Manual Entry]

To specify destinations not registered in the address book, press this button to display the soft keyboard, and then enter the address of the destination folder.

5. [Reg. No.]

Press to specify a destination using a five-digit registration number.

6. Destination List

The list of destinations registered in the machine appears.

If all of the destinations cannot be displayed, press [▲] or [▼] to switch the screen.

The (???) symbol indicates a group destination.

7. [Text] [Subject] [Security] [Sender Name] [Receipt Notice]

Enter the message and specify the subject, e-mail security (encryption and a signature), sender, and whether or not to use Message Disposition Notification. The entries will be used for e-mail transmission when sending files simultaneously by Scan to Folder and e-mail. For details, see "Sending Scan Files by E-mail".

Reference

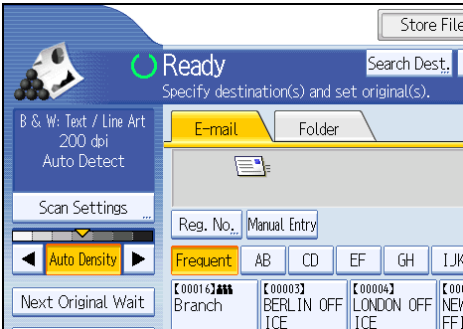
- p.19 "Sending Scan Files by E-mail"

Basic Operations When Using Scan to Folder

This section describes the basic operations involved in using Scan to Folder.

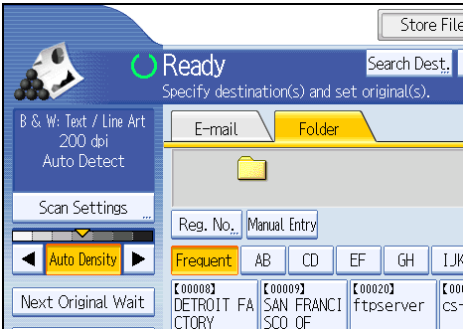
1. **Make sure that no previous settings remain.**
If a previous setting remains, press the [Clear Modes] key.
2. **If the network delivery scanner screen or E-mail screen appears, switch to the Scan to Folder screen.**

For details, see "Switching to the Scan to Folder Screen".



3. **If necessary, press [Scan Settings] to specify scanner settings such as resolution and scan size.**

For details, see "Various Scan Settings".



4. **If necessary, specify the scanning density.**
For details, see "Adjusting Image Density".
5. **If necessary, press [Next Original Wait].**
For details, see "Waiting for Additional Originals".
6. **If necessary, press [Original Feed Type] to specify settings such as the original orientation and output exit.**

For details, see "Setting of Original Feed Type".

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

For details, see "Specifying the File Type and File Name".

8. Specify the destination.

You can specify multiple destinations.

For details, see "Specifying Scan to Folder Destinations".

9. Place originals.

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

If you are scanning batches, place the next originals.

For details, see "Scanning Multiple Pages of Originals as One File".

Note

- If you have selected more than one destination, you can press [▲] or [▼] next to the destination field to scroll through the destinations.
- To cancel a selected destination, press [▲] or [▼] to display the destination in the destination field, and then press the [Clear/Stop] key. You can cancel a destination selected from the destination list by pressing the selected destination again.
- If you press [Check Modes] before pressing the [Start] key, the initial scanner screen switches to the Check Modes screen. You can use the Check Modes screen to check the settings such as destinations. For details, see "Check Modes".
- If you press [Preview], and then start scanning while [Preview] is highlighted, the Preview screen appears. You can use this screen to check how the originals are scanned and the scan settings used for scanning. After checking the preview, you can specify whether to send the file or not. For details, see "Preview".
- To cancel scanning, press the [Clear/Stop] key.
- You can also store a file and simultaneously send it by Scan to Folder. For details, see "Simultaneous Storage and Sending by Scan to Folder".
- After an e-mail is sent, the destination, and file name fields will be automatically cleared. If you want to preserve the information in these fields, contact your local dealer.

Reference

- p.60 "Switching to the Scan to Folder Screen"
- p.127 "Various Scan Settings"
- p.137 "Adjusting Image Density"
- p.138 "Waiting for Additional Originals"
- p.139 "Setting of Original Feed Type"
- p.145 "Specifying the File Type and File Name"
- p.61 "Specifying Scan to Folder Destinations"

- p.142 "Scanning Multiple Pages of Originals as One File"
- p.11 "Check Modes"
- p.12 "Preview"
- p.74 "Simultaneous Storage and Sending by Scan to Folder"

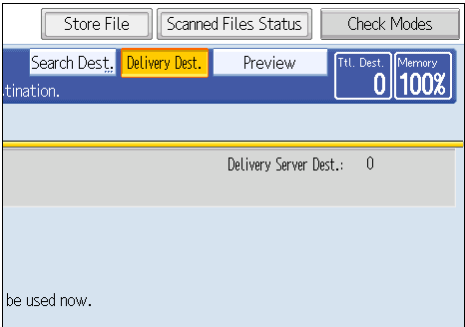
Switching to the Scan to Folder Screen

This section explains how to switch to the Scan to Folder screen.

If the E-mail screen is being displayed, press [Folder] to switch to the Scan to Folder screen.

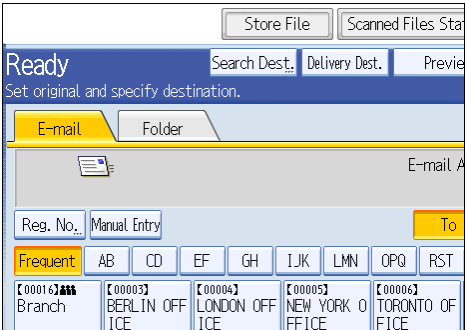
If the network delivery scanner screen is being displayed, switch to the Scan to Folder screen as follows:

1. Press [Delivery Dest.].



The E-mail screen or Scan to Folder screen appears.

2. If the E-mail screen appears, press [Folder].



The Scan to Folder screen appears.

Note

- You cannot switch from the network delivery scanner screen while delivery destinations are being specified. To clear the specified destination, display the destination in the destination field of the network delivery scanner screen, and then press the [Clear/Stop] key.

Specifying Scan to Folder Destinations

This section explains how to specify Scan to Folder destinations.

You can send a file by Scan to Folder by any of the following methods:

- Select a destination registered in the machine's address book
- Send a file to a shared network folder
- Send a file to an FTP server
- Send a file to a NetWare server

↓ Note

- You can specify multiple destinations.

Selecting the Destination from the Machine's Address Book

This section explains how to select the destination from the machine's address book.

★ Important

- **To use this function, you must register the destinations in [System Settings] in advance.**

You can select a destination registered in the machine's address book by any of the following methods:

- Select the destination from the destination list
- Select the destination by entering its registration number
- Select the destination by searching the machine's address book

↓ Note

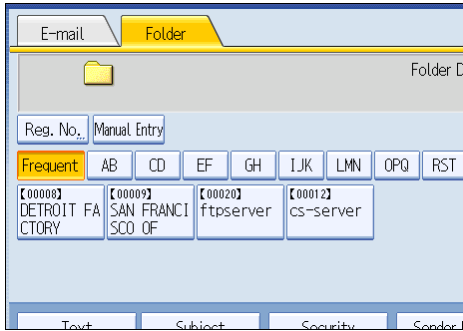
- If you have specified the address protection code for accessing the address book, the screen for entering the address protection code appears.
- Depending on the security setting, some destinations may not appear in the destination list.

Selecting a destination registered in the destination list

Select the destination from the destination list.

1. In the destination list, press the key including the destination name.

The key of the selected destination is highlighted, and the destination appears in the destination field at the top of the screen.



If the target destination does not appear, take one of the following steps:

- Display the destination by selecting its initial letter from the title
- Display the destination by pressing [▲] or [▼]

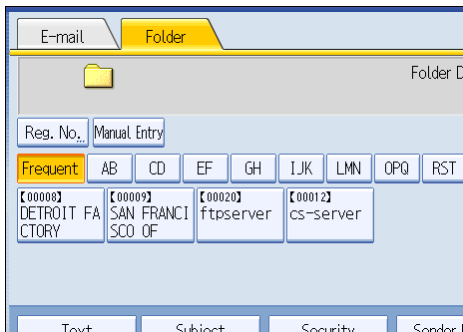
↓ Note

- Depending on the security setting, some destinations may not appear in the destination list.

Selecting destinations by entering the registration numbers

Select the destination from the machine's address book using its registration number.

1. Press [Reg. No.].



2. Enter the five-digit registration number that has been assigned to a destination folder using the number keys.

If the entered number is less than five digits, press the [#] key after the last number.

Example: To enter 00004

Press the [4] key, and then press the [#] key.

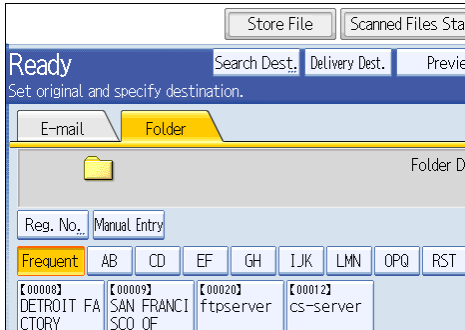
By pressing [Change], you can change the selected destination.

3. Press [OK].

Searching the machine's address book for the destination and selecting it

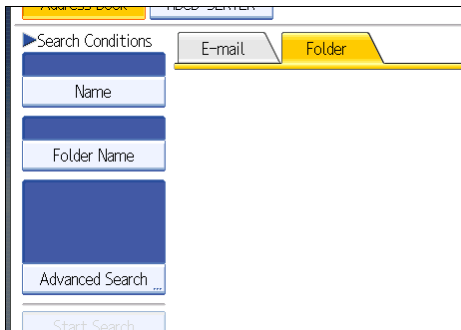
This section explains how to search the machine's address book for the destination and select it.

1. Press [Search Dest.].



2. To search by destination name, press [Name].

To search by path, press [Folder Name].



The soft keyboard appears.

You can also search by combining [Name] and [Folder Name].

3. Enter the beginning of the destination name.

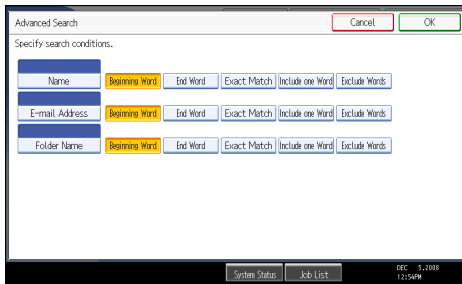
To search by path, enter the beginning of the path.

4. Press [OK].

5. If necessary, press [Advanced Search] to specify the detailed search criteria, and then press [OK].

By pressing [Advanced Search], you can search using criteria such as [Name], [E-mail Address], and [Folder Name].

You can specify search criteria such as [Beginning Word] or [End Word]. You can refine your search using multiple criteria.



The illustrated screen is an example. The items that actually appear on the screen may differ.

6. Press [Start Search].

Destinations that match the search criterion are displayed.

7. Select the destination folder.

8. Press [OK].

Note

- Search criteria that appear in [Advanced Search], such as [Name], [E-mail Address], and [Folder Name], are registered in the machine's address book. For details, see "Registering Addresses and Users for Scanner Functions", General Setting Guide.
- By pressing [Details], you can view details about the selected destinations.
- Up to 100 destinations can be displayed as search results.
- By pressing [Advanced Search], the following criteria appear:
 - [Beginning Word]: The names which start with the entered character or characters are targeted.
For example, to search for "ABC", enter "A".
 - [End Word]: The names which end with the entered character or characters are targeted.
For example, to search for "ABC", enter "C".
 - [Exact Match]: The names which correspond to an entered character or characters are targeted.
For example, to search for "ABC", enter "ABC".
 - [Include one Word]: The names which contain an entered character or characters are targeted.
For example, to search for "ABC", enter "A", "B", or "C".
 - [Exclude Words]: The names which do not contain an entered character or characters are targeted.
For example, to search for "ABC", enter "D".

Sending Files to a Shared Network Folder

This section explains how to specify the destination when sending files to a shared network folder.

★ Important

- The shared folder must have been created on the client computer in advance. For details about creating shared folders, see Windows Help.
- You can create the shared folder under Windows 98/Me/2000/XP/Vista, Windows Server 2003/R2, Windows NT, and Mac OS X 10.2 or later.
- Depending on the operating system of the client computer, access to the shared folder may require authentication.
- This machine does not support DFS (Distributed File System).

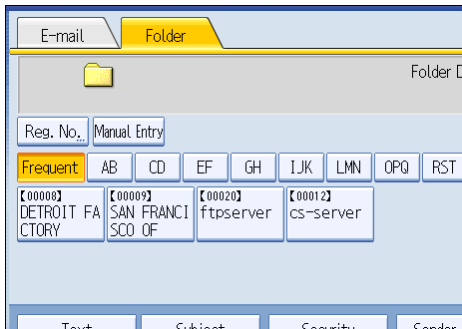
You can send a file to a shared folder over the network by any of the following methods:

- Enter the path to the destination directly
- Specify the path by browsing the network for the destination

Entering the path to the destination manually

You can enter the path to the destination folder manually.

1. Press [Manual Entry].



2. Press [SMB].

3. Press [Manual Entry] on the right side of the path field.

The soft keyboard appears.

4. Enter the path for the folder.

The following is an example of a path where the folder name is "user" and the computer name is "desk01": \\desk01\user.

Alternatively, you can enter the computer's IPv4 address instead of its name.

5. Press [OK].

6. Depending on the destination setting, enter the user name for logging on to the client computer.

Press [Manual Entry] to the right of the user name field to display the soft keyboard.

7. Depending on the destination setting, enter the password for logging on to the client computer.

Press [Manual Entry] for the password to display the soft keyboard.

8. Press [Connection Test].

A connection test is performed to check whether the specified shared folder exists.

9. Check the connection test result, and then press [Exit].

10. Press [OK].

 **Note**

- If authentication is required to access the folder, the login screen appears. Enter the user name and password.
- If you change the protocol after entering the path name, user name, or password, a confirmation message appears.
- Computer and shared folder names containing more than 12 characters cannot be displayed.
- To change the path for the folder that has been entered, press [Edit] on the left side of the destination field. Enter the correct path for the folder, and then press [OK].
- The connection test may take time.
- You may not be able to press [Connection Test] right after pressing [Cancel] during a connection test.
- Even if the connection test was successful, the machine may fail to transfer the file if you do not have write privileges for the file or there is not enough free hard disk space.
- You can register the path to the destination in the machine's address book. For details, see "Registering the Path to the Selected Destination in the Address Book".
- If the message "Cannot find the specified path. Please check the settings." appears, see "Troubleshooting When Using the Scanner Function", Troubleshooting.

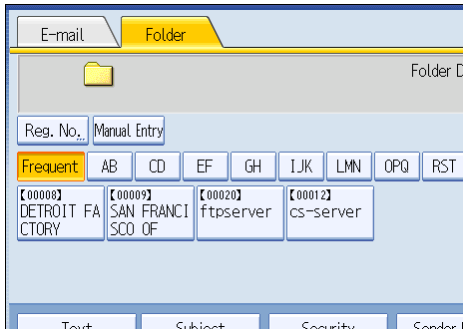
 **Reference**

- p.73 "Registering the Path to the Selected Destination in the Address Book"

Specifying the path by browsing the network for destinations

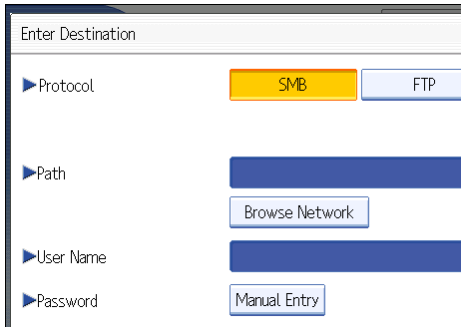
You can browse computers on the network for the destination folder, and then specify the path.

1. Press [Manual Entry].



2. Press [SMB].

3. Press [Browse Network] under the path name field.



Domains or workgroups on the network appear.

4. Select the domain or workgroup in which the destination folder is located.

5. Select the client computer that has the destination folder.

If you cannot find the computer you are looking for, press [Up One Level] and browse that level.

If authentication is required to access the selected computer, the authentication screen appears. To authenticate, enter the user name and password.

6. Select the destination folder.

When the selected folder has sub-folders, the sub-folders list appears.

If you cannot find the destination folder, press [Up One Level], and then search for the folder at that level.

7. Press [OK] twice.

⬇ Note

- If authentication is required to access the folder, the login screen appears. Enter the user name and password.
- If you change the protocol after entering the path name, user name, or password, a confirmation message appears.

- Computer and shared folder names containing more than 12 characters cannot be displayed.
- Up to 100 computers or shared folders can be displayed.
- The machine may fail to transfer the file if you do not have the write privileges for the shared folder or there is not enough free hard disk space.
- You can register the path to the destination in the machine's address book. For details, see "Registering the Path to the Selected Destination in the Address Book".
- If the message "Cannot find the specified path. Please check the settings." appears, see "Troubleshooting When Using the Scanner Function", Troubleshooting.

Reference

- p.73 "Registering the Path to the Selected Destination in the Address Book"

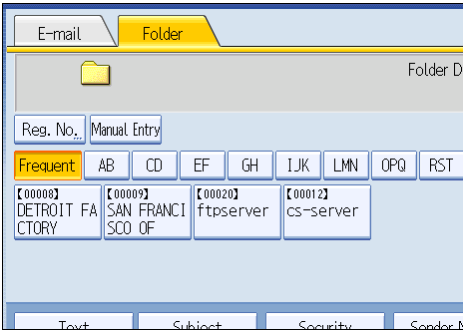
Sending Files to an FTP Server

This section explains how to specify destinations when sending files to an FTP server.

Entering the path to an FTP server manually

You can enter the path to an FTP server manually.

1. Press [Manual Entry].



2. Press [FTP].

3. Press [Manual Entry] on the right side of the server name field.

The soft keyboard appears.

4. Enter the server name.

Alternatively, you can enter the server's IPv4 address instead of its name.

5. Press [Manual Entry] on the right side of the path field.

6. Enter the path for the folder.

The following is an example of a path where the folder name is "user" and the subfolder name is "lib": user\lib.

7. Press [OK].**8. Enter the user name according to the setting at the destination.**

Press [Manual Entry] to the right of the user name field to display the soft keyboard.

9. Enter the password according to the setting at the destination.

Press [Manual Entry] next to the password field to make the soft keyboard appear.

10. To change the port number which is set in [System Settings], press [Change] on the right side of the port number field. Enter a port number using the number keys, and then press the [#] key.**11. Press [Connection Test].**

A connection test is performed to check whether the specified folder exists.

12. Check the connection test result, and then press [Exit].**13. Press [OK].****Note**

- If you change the protocol after entering the path name, user name, or password, a confirmation message appears.
- The connection test may take time.
- You may not be able to press [Connection Test] right after pressing [Cancel] during a connection test.
- To change the registered path to a destination folder, press [Edit] to the left of the destination field to display the soft keyboard, enter the new path, and then click [OK].
- You can register the path to the destination in the machine's address book. For details, see "Registering the Path to the Selected Destination in the Address Book".
- The machine may fail to transfer the file if you do not have write privileges for the folder or there is not enough free hard disk space.

Reference

- p.73 "Registering the Path to the Selected Destination in the Address Book"

Sending Files to NetWare Server

This section explains how to specify destinations when sending files to a NetWare server.

The NetWare folder of the destination can be specified in an NDS tree or on a NetWare Bindery server, depending on the NetWare environment. Consult your administrator.

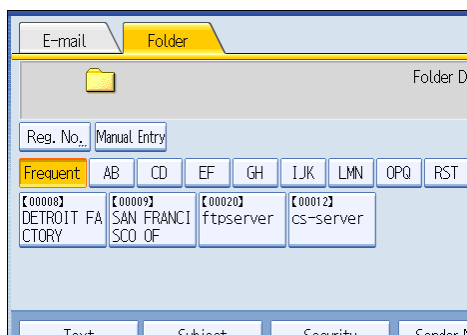
You can send a file to NetWare server by any of the following methods:

- Enter the destination path of the Netware server directly
- Specify the path by browsing to the destination on the Netware server

Entering the path of the NetWare server directly

You can enter the path of the NetWare server.

1. Press [Manual Entry].



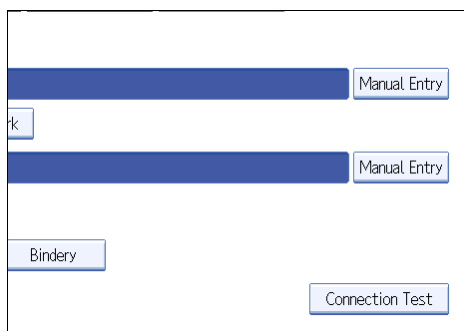
2. Press [NCP].

3. Select the connection type.

Press [NDS] to specify the folder in the NDS tree.

Press [Bindery] to specify the folder on the NetWare Bindery server.

4. Press [Manual Entry] on the right side of the path field.



The soft keyboard appears.

5. Enter the path for the folder.

If you set the connection type to [NDS], the NDS tree name is "tree", the name of the context including the volume is "context", the volume name is "volume", and the folder name is "folder", the path will be \\tree\volume.context\folder".

If you set the connection type to [Bindery], the NetWare server name is "server", the volume name is "volume", and the folder name is "folder", the path will be "\\server\volume\folder".

6. Press [OK].

7. Enter the user name for logging on to the NDS tree or NetWare Bindery server.

Press [Manual Entry] to the right of the user name field. The soft keyboard appears.

If you press [NDS] for [Connection Type], enter the user name, and then enter the name of the context containing the user object. If the user name is "user" and the name of the Context is "context", the user name will be "user.context".

8. If a password is specified for the log on user, enter it.

Press [Manual Entry] to the right of the password field. The soft keyboard appears.

9. Press [Connection Test].

A connection test is performed to check whether the specified share folder exists.

10. Check the connection test result, and then press [Exit].

11. Press [OK].

Note

- If you change the protocol after entering the path name, user name, or password, a confirmation message appears.
- To change a registered path to a destination folder, press [Edit] to the left of the destination field to display the soft keyboard, enter the correct path to the folder, and then press [OK].
- You can connect only to folders that you have the read privileges for.
- The connection test may take time.
- You may not be able to press [Connection Test] right after pressing [Cancel] during a connection test.
- Even if the connection test was successful, the machine may fail to transfer the file if you do not have write privileges for the file or there is not enough free hard disk space.
- You can register the path to the destination in the machine's address book. For details, see "Registering the Path to the Selected Destination in the Address Book".

Reference

- p.73 "Registering the Path to the Selected Destination in the Address Book"

Specify the path by browsing to the destination on the Netware server

Specify the path by browsing to the destination folder in an NDS tree or on a NetWare Bindery server.

1. Press [Manual Entry].

2. Press [NCP].

3. Select the connection type.

Press [NDS] to specify a folder in the NDS tree.

Press [Bindery] to specify a folder on the NetWare Bindery server.

4. Press [Browse Network] under the path name field.

The screenshot shows a configuration window with the following fields and buttons:

- Path:** A text input field with a "Browse Network" button below it.
- User Name:** A text input field with a "Manual Entry" button below it.
- Password:** A text input field with a "Manual Entry" button below it.
- Connection Type:** Two buttons, "NDS" (highlighted in yellow) and "Bindery".

If you selected [NDS] under [Connection Type], the NDS tree list appears.

If you selected [Bindery] under [Connection Type], the NetWare Bindery server list appears.

5. Search for the destination folder in the NDS tree or NetWare Bindery server.

If you cannot find the destination folder, press [Up One Level], and then search for the folder at that level.

6. Select the destination folder.**7. Press [OK] twice.****Note**

- If you change the protocol after entering the path name, user name, or password, a confirmation message appears.
- Only folders that you have the read privileges for are displayed.
- If the language used for the NDS tree or by the NetWare Bindery server differs from that used by the machine, file names in the NDS tree or on the NetWare Bindery server might appear garbled.
- Up to 100 items can be displayed.
- If the selected NDS tree or NetWare Bindery server requires authentication, a login screen appears. Enter a user name and password for logging on to the NDS tree or NetWare Bindery server. If you log on to the NDS tree, enter a user name, and then enter the name of the context containing the user object. If the user name is "user" and the name of the Context is "context", the user name will be "user.context".
- The machine may fail to transfer the file if you do not have write privileges for the folder or there is not enough free hard disk space.
- You can register the path to the destination in the machine's address book. For details, see "Registering the Path to the Selected Destination in the Address Book".

Reference

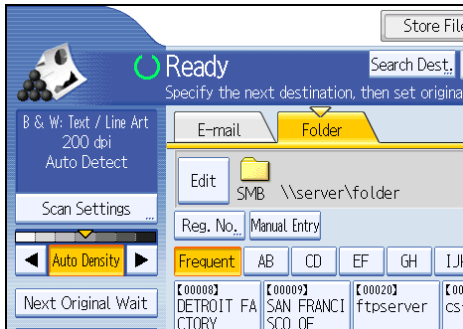
- p.73 "Registering the Path to the Selected Destination in the Address Book"

Registering the Path to the Selected Destination in the Address Book

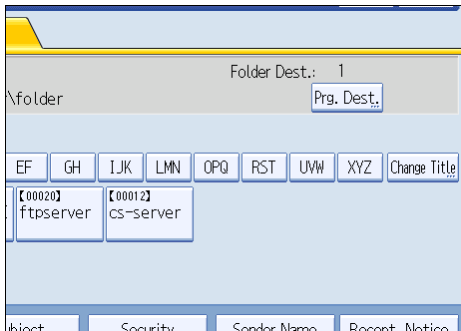
This section explains how to register folder paths you have entered manually or specified by browsing the network to the machine's address book.

2

1. In the destination field, display the destination you want to register.



2. Press [Prg. Dest.].



3. Press [Names], and then specify the name and other information to be registered.

For details about specifying the information to be registered, see "Registering Addresses and Users for Scanner Functions", General Settings Guide.

4. Press [OK].

Note

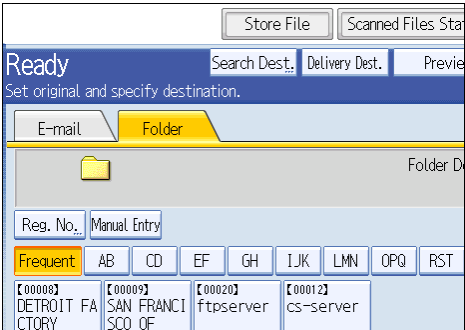
- Depending on the security setting, [Prg. Dest.] may not appear.

Simultaneous Storage and Sending by Scan to Folder

This section explains how to store a file and simultaneously send it by Scan to Folder.

2

1. Press [Store File].



2. Make sure that [Send & Store] is selected.
3. If necessary, specify the stored file's information, such as [User Name], [File Name], and [Password].
- For details, see "Specifying File Information for a Stored File".
4. Press [OK].
5. Specify the setting for sending the file by Scan to Folder, and then send the file.

For details about sending a file by Scan to Folder, see "Basic Operations When Using Scan to Folder".

Note

- Depending on the security setting, [Access Privileges] may appear instead of [User Name]. For details about specifying [Access Privileges], consult the administrator.
- You can resend stored files by Scan to Folder. To resend stored files, select the files on the Select Stored File screen, and then send them. For details, see "Sending a Stored File".

Reference

- p.79 "Specifying File Information for a Stored File"
- p.57 "Basic Operations When Using Scan to Folder"
- p.89 "Sending a Stored File"

3. Storing Files Using the Scanner Function

Using the scanner function, you can store scan files in the machine and then send the stored files by e-mail or Scan to Folder.

Before Storing Files

This section outlines file storage under the scanner function and provides related cautions.

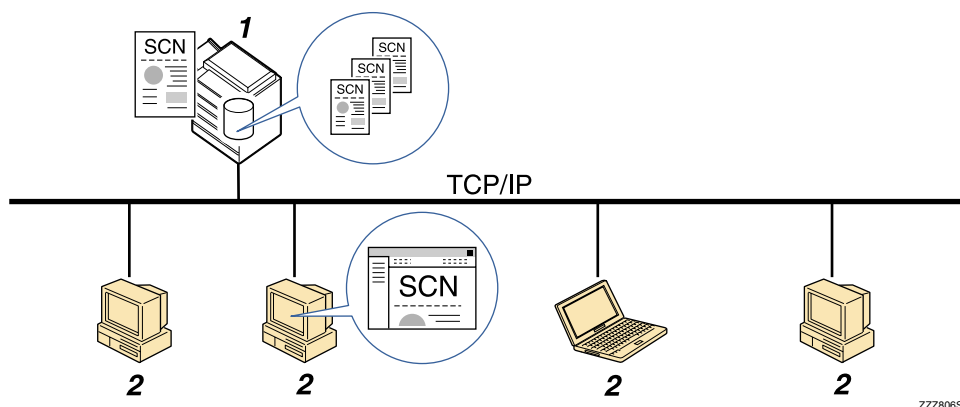
3

Outline of File Storage under the Scanner Function

This section outlines storing files under the scanner function.

★ Important

- You can specify a password for each stored file. Files that are not password-protected can be accessed by other users on the same local area network using DeskTopBinder. It is recommended that you protect stored files from unauthorized access by specifying passwords.
- Scan file stored in the machine may be lost if some kind of failure occurs. We advise against using the hard disk to store important files. The manufacturer shall not be responsible for any damage that may result from the loss of files. For long-term storage of files, we recommend the use of DeskTopBinder. For details, contact your local dealer.



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1. This Machine

You can store scan files on the machine's hard disk. The stored files can be sent by e-mail, Scan to Folder, or the network delivery scanner.

2. Client Computer

Using DeskTopBinder, you can, over the network, view, copy, or delete files stored in the machine. Using Web Image Monitor, you can, over the network, view, download, send, or delete files stored in the machine.

For details about DeskTopBinder Lite, see DeskTopBinder Lite-related manuals. For details about Web Image Monitor, see Web Image Monitor Help.

Note

- Stored files will be deleted after a set period. For details about specifying the period, see "Administrator Tools", General Settings Guide.
- Files stored under the scanner function cannot be printed from the machine's control panel. Print the files from a client computer after receiving them on the computer.
- You can also store a file and simultaneously send it. For details, see "Simultaneous Storage and Sending by E-mail", "Simultaneous Storage and Sending by Scan to Folder", and "Simultaneous Storage and Delivery".

Reference

- p.46 "Simultaneous Storage and Sending by E-mail"
- p.74 "Simultaneous Storage and Sending by Scan to Folder"
- p.116 "Simultaneous Storage and Delivery"

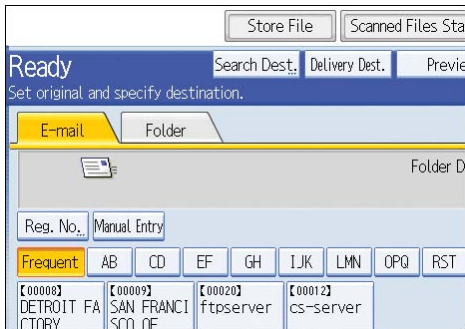
Basic Operation for Storing Scan Files

This section describes the basic operation for storing scan files.

1. Make sure that no previous settings remain.

If a previous setting remains, press the [Clear Modes] key.

2. Press [Store File].



3. Press [Store Only].

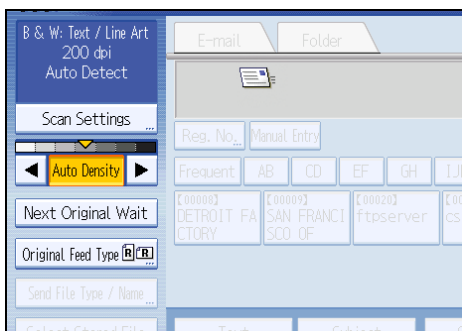
4. If necessary, specify file information, such as [User Name], [File Name], and [Password].

For details, see "Specifying File Information for a Stored File".

5. Press [OK].

6. If necessary, press [Scan Settings] to specify scanner settings such as resolution and scan size.

For details, see "Various Scan Settings".



7. If necessary, specify the scanning density.

For details, see "Adjusting Image Density".

8. If necessary, press [Next Original Wait].

For details, see "Waiting for Additional Originals".

9. If necessary, press [Original Feed Type] to specify settings such as the original orientation and output exit.

For details, see "Setting of Original Feed Type".

10. Place originals.

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

If you are scanning batches, place the next originals.

For details, see "Scanning Multiple Pages of Originals as One File".

Note

- Depending on the security setting, [Access Privileges] may appear instead of [User Name]. For details about specifying [Access Privileges], consult the administrator.
- By pressing [Send & Store], you can simultaneously store scan files and send them. For details, see "Simultaneous Storage and Sending by E-mail", "Simultaneous Storage and Sending by Scan to Folder", and "Simultaneous Storage and Delivery".
- You cannot press [Store File] if "PDF" is selected as the file type and security is applied.
- You cannot specify [Store Only] if:
 - a destination is specified
 - [Preview] is selected
- To cancel scanning, press the [Clear/Stop] key.
- After an e-mail is sent, the file information fields will be automatically cleared. If you want to preserve the information in these fields, contact your local dealer.

Reference

- p.79 "Specifying File Information for a Stored File"
- p.127 "Various Scan Settings"
- p.137 "Adjusting Image Density"
- p.138 "Waiting for Additional Originals"
- p.139 "Setting of Original Feed Type"
- p.142 "Scanning Multiple Pages of Originals as One File"
- p.46 "Simultaneous Storage and Sending by E-mail"
- p.74 "Simultaneous Storage and Sending by Scan to Folder"
- p.116 "Simultaneous Storage and Delivery"

Specifying File Information for a Stored File

You can specify information for a stored file, such as user name, file name, and password.

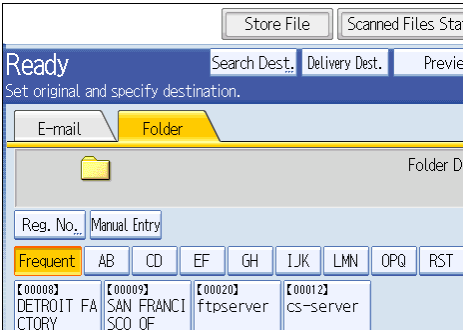
By specifying information for a stored file, you can search for the file by user name or file name, or protect the file with a password to prevent other people from accessing the file.

Specifying a User Name

3

You can specify a user name for the stored file.

- 1. Press [Store File].



The Store File screen appears.

- 2. Press [User Name].
- A list of user names appears.
- 3. Press the user name you want to specify.

The user names shown here are names that were registered on the [Administrator Tools] tab in [System Settings]. To specify a name not shown here, press [Manual Entry], and then enter the user name.

- 4. Press [OK] twice.

Note

- Depending on the security setting, [Access Privileges] may appear instead of [User Name]. For details about specifying [Access Privileges], consult the administrator.

Specifying a File Name

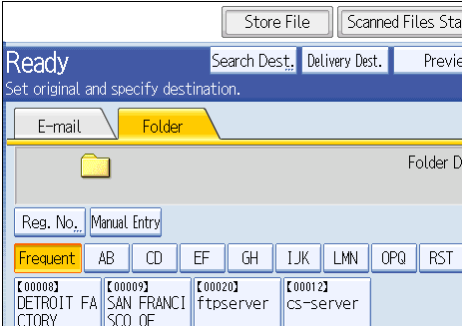
This section explains how to change the name of a stored file.

A stored file is allocated a name starting with "SCAN" followed by a 4-digit number.

- Example: SCAN0001

You can change this file name.

1. Press [Store File].



The Store File screen appears.

2. Press [File Name].

The soft keyboard appears.

3. Change the file name.

4. Press [OK] twice.



- For details about entering the text, see "Entering Text", About This Machine.

Specifying a Password

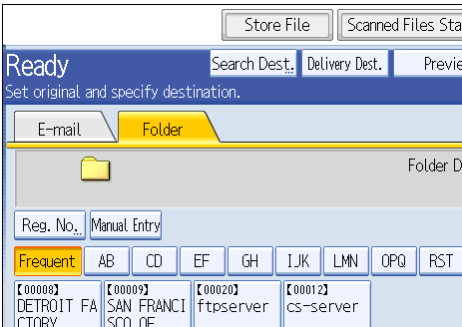
You can specify a password for the stored file.

★ Important

- **Do not forget the password. If you forget it, consult the system administrator of the machine.**

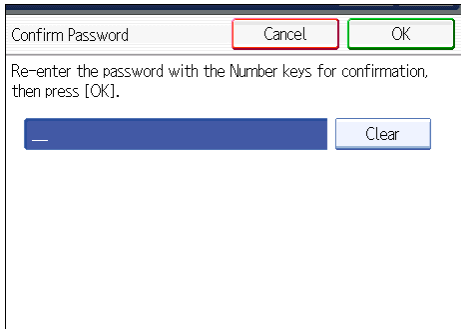
By specifying a password, you can ensure that only the people who know the password can view the file.

1. Press [Store File].



The Store File screen appears.

2. Press [Password].
3. Using the number keys, enter a four to eight-digit number.
4. Press [OK].
5. Enter the same number again using the number keys.



A screenshot of a 'Confirm Password' dialog box. The title bar reads 'Confirm Password'. At the top right are two buttons: 'Cancel' (outlined in red) and 'OK' (outlined in green). Below the title bar, the text says 'Re-enter the password with the Number keys for confirmation, then press [OK].'. Underneath this text is a blue rectangular input field with a small cursor on the left, and a 'Clear' button to its right.

6. Press [OK] twice.

Displaying the List of Stored Files

This section describes the list of stored files.

Using the list of stored files, you can delete stored files or change the file's information.

List of Stored Files

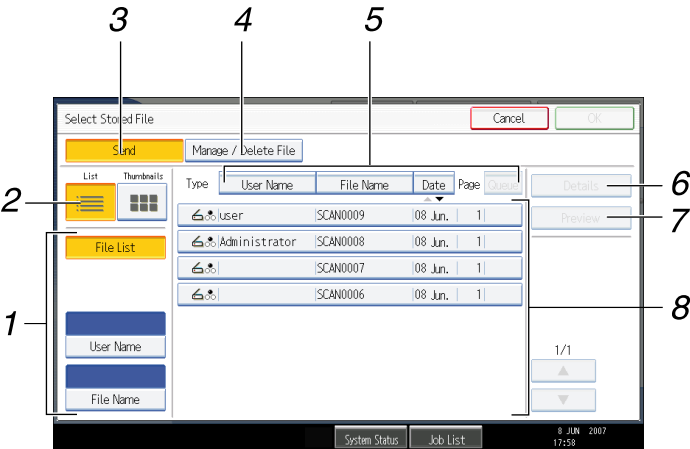
3

This section describes how the list of stored files is displayed.

To display the list of stored files, press [Select Stored File] on the initial scanner screen.

The function items displayed serve as selector keys. You can select or specify an item by pressing it.

When you select or specify an item on the display panel, it is highlighted like [**Set**]. Keys that cannot be selected appear like [**OK**].



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1. Keys for searching for files

Press to switch to the screens for searching for a file by user name or file name, or to the screen for displaying all files.

2. List / Thumbnails

You can select whether to display stored files as a list or as thumbnails.

If the original of a stored file was larger than A2 (18 × 24 in), only a specified section of the file can be displayed as a thumbnail. Use the area, size, and direction settings to specify the section that is displayed in the thumbnail. To access these settings, select [System Settings], [General Features], and [Preview Area Settings].

3. [Send]

Press this to deliver or send a stored file by e-mail or Scan to Folder.

4. [Manage / Delete File]

Press this to delete stored files or change the file data.

5. Keys for sorting files

Press to sort the files using the selected item. Select the same item once more for a reverse sort. However, the files cannot be sorted in reverse delivery.

6. [Details]

Press this to display details about the selected file.

7. [Preview]

Press this to display a preview of the selected file. For details, see "Checking a Stored File Selected from the List".

8. List of stored files

Displays the list of stored files.

If the file you want to select is not displayed in the list, press [▲] or [▼] to scroll the screen. If a password has been specified for a file, a key icon appears to the left of the user name for the file.

**Note**

- If the original of a stored file was longer than 1219 mm (48 in), the file cannot be displayed as a thumbnail or preview.
- Depending on the security setting, some files may not appear in the list.
- Files stored under functions other than the scanner function do not appear on this screen.

**Reference**

- p.85 "Checking a Stored File Selected from the List"

Searching the List of Stored Files

You can search for files from the stored files using the user name or file name.

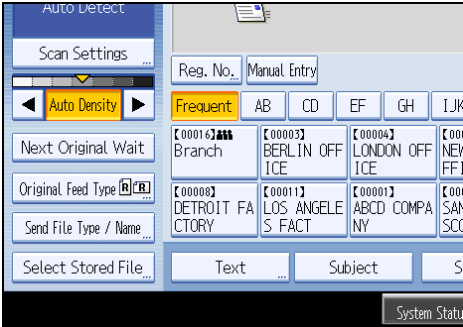
You can search the list of stored files by either of the following methods:

- Search by user name
- Search by file name

Searching by user name

You can search for a stored file by its user name.

1. Press [Select Stored File].



2. Press [User Name].

3. Select the user name to be used for the search.

The user names shown here are names that were registered on the [Administrator Tools] tab in [System Settings]. To change a user name not shown here, press [Manual Entry], and then enter the user name.

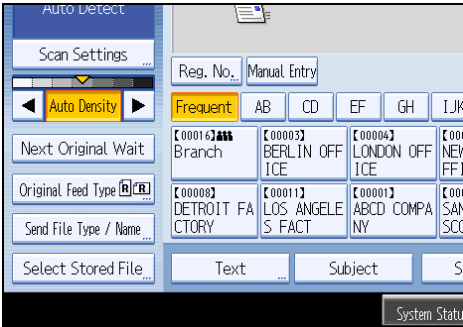
4. Press [OK].

The search begins, and then files belonging to the specified user appear.

Searching by file name

You can search for a stored file by its file name.

1. Press [Select Stored File].



2. Press [File Name].

The soft keyboard appears.

3. Enter the file name.

For information about how to enter characters, see "Entering Text", About This Machine.

4. Press [OK].

The search starts, and files whose name starts with the entered string appear.

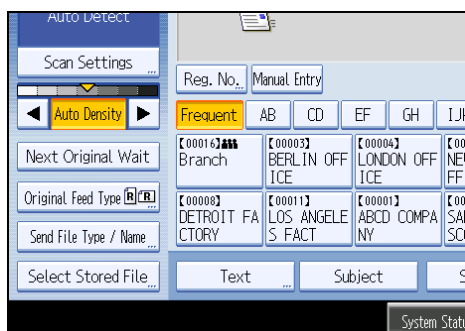
Checking Stored Files

You can display the Preview screen and check a stored file on the machine or from the client computer.

Checking a Stored File Selected from the List

This section explains how to preview a file selected from the list of stored files.

1. Press [Select Stored File].



The list of stored files appears.

For details about the list of stored files, see "List of Stored Files".

2. From the list of stored files, select the file you want to check.

You can select more than one file.

3. Press [Preview].

A preview of the selected stored file appears.

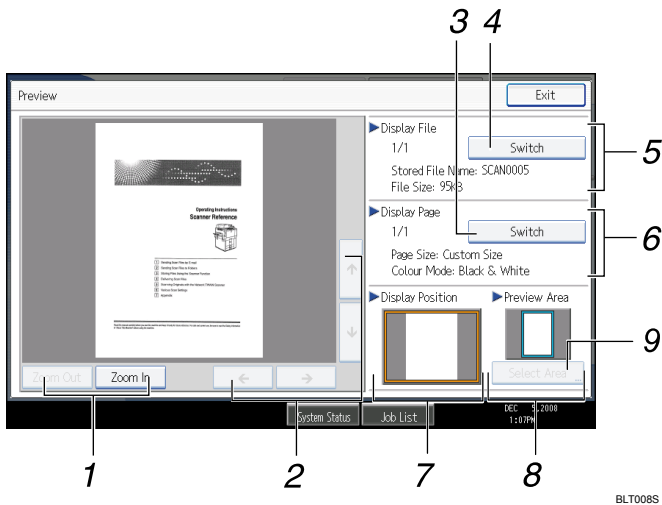
Note

- If you select a password-protected stored file, a screen for entering the password appears. To select the file, enter the correct password, and then press [OK].

Reference

- p.82 "List of Stored Files"

Stored File Preview Screen



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1. [Zoom Out], [Zoom In]

In previewing, you can reduce or enlarge the file image.

2. [←] [→] [↑] [↓]

You can scroll the preview screen.

3. [Switch]

You can switch to a preview of another page.

4. [Switch]

You can switch to a preview of another file.

5. Display File

The name and size of the selected file appear.

6. Display Page

The page number of the previewed page, total number of pages, page size, and color mode appear.

7. Display Position

When the preview is enlarged, the location of the part of the page displayed on the preview screen is indicated.

8. Preview Area

Shows which section of the original is displayed by the preview function.

If the original of a stored file was larger than A2 (18 × 24 in), only a specified section of the file can be displayed in the preview. Use the area, size, and direction settings to specify the section that is displayed in the preview. To specify these settings, select [Select Area].

9. [Select Area]

If you are viewing a file that is larger than A2 (18 × 24 in), press this button to specify the area, size, and direction of the displayed preview.

Note

- If the original of a stored file was longer than 1219 mm (48 in), the file cannot be displayed as a preview.

Checking Stored Files from a Client Computer

Using DeskTopBinder Lite or Web Image Monitor, you can also display the files stored in the machine on a client computer.

★ Important

- To view stored files from a client computer, you must first make the required IPv4 or IPv6 address settings using DeskTopBinder or Web Image Monitor.

You can also check files stored under the copier, Document Server, and printer functions.

Using DeskTopBinder Lite to display stored files

The stored files are displayed and can be checked on a client computer using DeskTopBinder Lite.

Note

- You can also transfer the stored files to the client computer.
- For details about DeskTopBinder, see the DeskTopBinder-related manuals.
- For details about installing DeskTopBinder Lite, see "Installing DeskTopBinder Lite from the Supplied CD-ROM".

📖 Reference

- p.101 "Installing DeskTopBinder Lite from the Supplied CD-ROM"

Using Web Image Monitor to display stored files

The stored files are displayed and can be checked also on a client computer using Web Image Monitor.

If you enter `http:// (machine IPv4 or IPv6 address, or host name)/` in the address bar of the client computer's Web browser, the top page of Web Image Monitor appears.

★ Important

- Do not begin IPv4 segments with zeros. For example: if the address is "192.168.001.010", enter it as "192.168.1.10".

Note

- You can also download the stored files.
- It is recommended that you use Web Image Monitor only within your local area network.

- For details about displaying or downloading stored files using Web Image Monitor, see "Displaying Stored Documents with Web Image Monitor", "Downloading Stored Documents with Web Image Monitor", Copy/ Document Server Reference.
- For details about making settings for using Web Image Monitor, see "Monitoring and Configuring the Printer", Network Guide.
- For details about functions for managing stored files using Web Image Monitor, click [Help] on the upper-right corner of the displayed screen.

Sending a Stored File

This section explains how to send a stored file.

Stored files can be sent by e-mail, Scan to Folder, or the network delivery scanner.

There are two methods of sending stored files by e-mail. Settings made under [Scanner Features] determine which method is used. For details, see "Scanner Features", General Settings Guide.

- To send the URL by e-mail:

Under [Scanner Features], [Stored File E-mail Method], select [Send URL Link]. This method is useful when network restrictions prevent you sending attachments.

- To send an attached file by e-mail:

Under [Scanner Features], [Stored File E-mail Method], select [Send File].

★ Important

- Depending on your e-mail application, a phishing warning might appear after you receive an e-mail message. To prevent phishing warnings appearing after you receive e-mail from a specified sender, you must add the sender to your e-mail application's exclusion list. For details about how to do this, see your e-mail application's Help.

3

Sending Stored Files

This section mainly explains how to select the files you want to send.

For details about how to select stored files and make settings for sending those files, see respective pages.

1. Press [Select Stored File].



The list of stored files appears.

2. Select the file you want to send.

You can select multiple files.

The selected files are sent in the order they were selected.

If you press [Queue], only the files you have selected are displayed in the order they will be sent.

For details about selecting the stored files, see "Displaying the List of Stored Files".

3. Press [OK].

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

For details about switching the screen, see "Switching to the E-mail Screen", "Switching to the Scan to Folder Screen", or "Switching to the Network Delivery Scanner Screen".

5. Specify the destination, make any other necessary settings.

For details about how to send a file by e-mail or Scan to Folder, or how to deliver a file, see "Basic Operation for Sending Scan Files by E-mail", "Basic Operations When Using Scan to Folder", or "Basic Operation for Delivering Files".

6. Press the [Start] key.

The stored file will be sent.

Note

- If you select a password-protected stored file, a screen for entering the password appears. To select the file, enter the correct password, and then press [OK].
- When the URL has been sent by e-mail, the recipient can check the stored file by clicking that URL. For details, see "Sending the URL by E-mail".
- You can encrypt e-mail or attach a signature to it. For details, see "Security Settings to E-mails".

Reference

- p.82 "Displaying the List of Stored Files"
- p.29 "Switching to the E-mail Screen"
- p.60 "Switching to the Scan to Folder Screen"
- p.106 "Switching to the Network Delivery Scanner Screen"
- p.25 "Basic Operation for Sending Scan Files by E-mail"
- p.57 "Basic Operations When Using Scan to Folder"
- p.103 "Basic Operation for Delivering Files"
- p.49 "Sending the URL by E-mail"
- p.47 "Security Settings to E-mails"

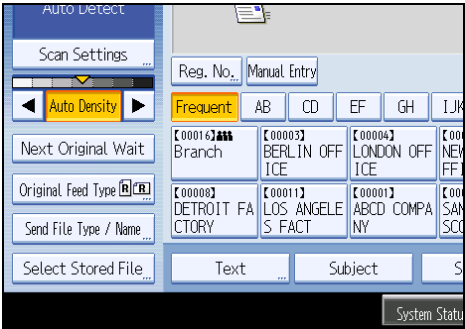
Managing Stored Files

This section explains how to delete stored files and how to change the data for stored files.

Deleting a Stored File

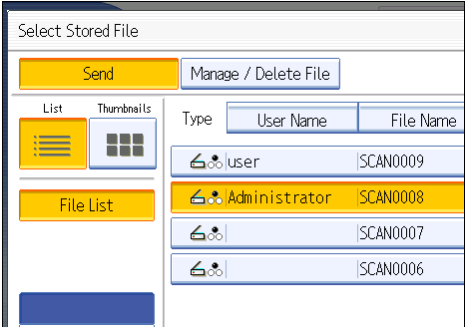
This section explains how to delete a stored file.

1. Press [Select Stored File].



The list of stored files appears.

2. Press [Manage / Delete File].



3. Select the file you want to delete.

If you select a password-protected stored file, a screen for entering the password appears. To select the file, enter the correct password, and then press [OK].

4. Press [Delete File].

A confirmation message about deleting the file appears.

5. Press [Yes].



Note

- Files waiting for sending cannot be deleted.

- You can also delete files stored in the machine by accessing the machine from a client computer using Web Image Monitor or DeskTopBinder. For detail about Web Image Monitor, see Web Image Monitor Help. For details about DeskTopBinder, see the manuals supplied with DeskTopBinder.

Changing Information for a Stored File

You can change information for a stored file, such as [User Name], [File Name], and [Password].

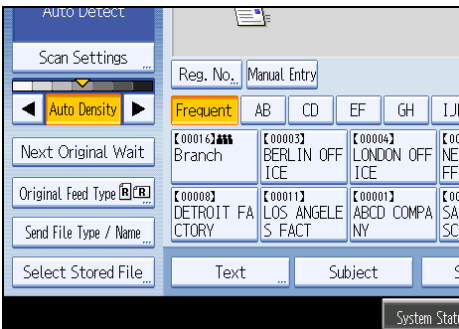
↓ Note

- Information for files waiting for being sent cannot be changed.

Changing a user name

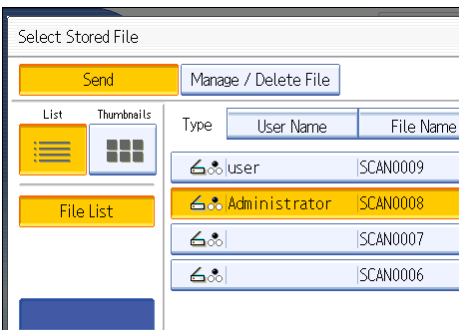
You can change the user name for a stored file.

1. Press [Select Stored File].



The list of stored files appears.

2. Press [Manage / Delete File].



3. Select the file containing the information you want to change.

If you select a password-protected stored file, a screen for entering the password appears. Enter the password, and then press [OK].

4. Press [Change User Name].

5. Enter a new user name.

The user names shown here are names that were registered on the [Administrator Tools] tab in [System Settings]. To change a user name not shown here, press [Manual Entry], and then enter the user name.

6. Press [OK].

7. Make sure that the user name was changed as necessary, and press [Exit].

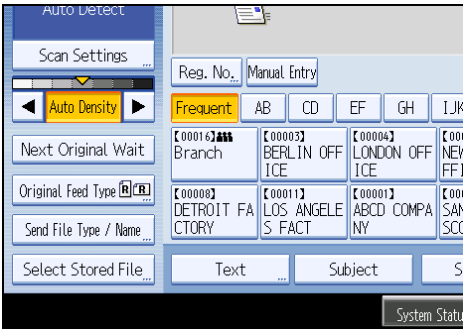
 **Note**

- Using Web Image Monitor or DeskTopBinder, you can also change the user name of a file stored in the machine from the client computer. For details about Web Image Monitor, see Web Image Monitor Help. For details about DeskTopBinder, see the manuals supplied with DeskTopBinder.
- Depending on the security setting, [Change Access Priv.] may appear instead of [Change User Name]. For details about specifying [Change Access Priv.] consult the administrator.

Changing a file name

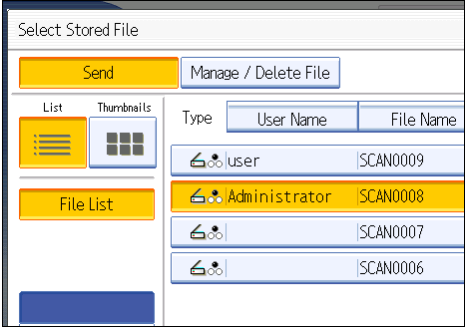
You can change the file name of a stored file.

1. Press [Select Stored File].



The list of stored files appears.

2. Press [Manage / Delete File].



3. Select the file containing the file information you want to change.

If you select a password-protected stored file, a screen for entering the password appears. Enter the password, and then press [OK].

4. Press [Change File Name].

5. Change the file name.

6. Press [OK].

7. Make sure that the file information was changed as necessary, and press [Exit].

Note

- For information about how to enter characters, see "Entering Text", About This Machine.
- Using Web Image Monitor or DeskTopBinder, you can also change the name of a file stored in the machine from the client computer. For details about Web Image Monitor, see Web Image Monitor Help. For details about DeskTopBinder, see the manuals supplied with DeskTopBinder.

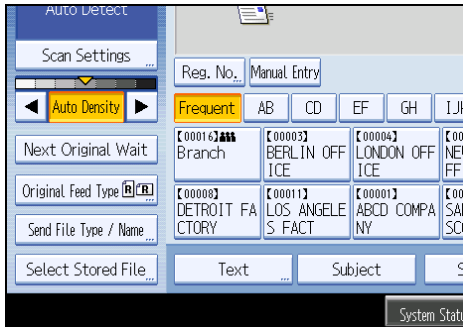
Changing a password

Enter the password for accessing the stored file.

Important

- Be sure not to forget the password. If you forget it, consult the system administrator of the machine.

1. Press [Select Stored File].



The list of stored files appears.

2. Press [Manage / Delete File].

3. Select the file containing the file information you want to change.

If you select a password-protected stored file, a screen for entering the password appears. Enter the password, and then press [OK].

4. Press [Change Password].

5. Using the number keys, enter a new four to eight-digit password.

6. Press [OK].

7. Enter the same number again using the number keys.

8. Press [OK].

⬇ Note

- Using Web Image Monitor or DeskTopBinder, you can also change the password of a file stored in the machine from the client computer. For details about Web Image Monitor, see Web Image Monitor Help. For details about DeskTopBinder, see the manuals supplied with DeskTopBinder.

4. Delivering Scan Files

Using the ScanRouter delivery software, you can deliver by various methods scan files produced by the machine.

Before Delivering Files

This section describes the necessary preparations and the procedure for using the network delivery scanner.

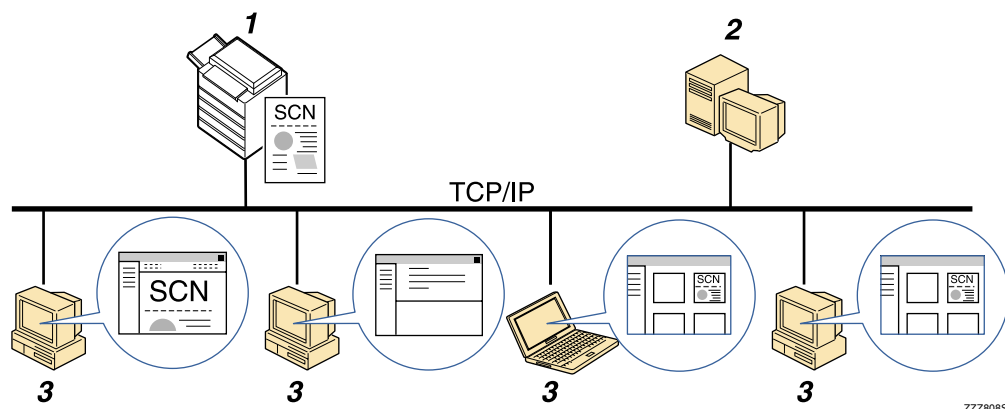
★ Important

- To use the network delivery scanner function, your network must have a delivery server on which the ScanRouter delivery software (optional) is installed. You must also register destination and sender information on the delivery server. For details about the ScanRouter delivery software, see the manuals that are supplied with it.

4

Outline of Scan File Delivery

This section outlines the function for delivering files using the network delivery scanner.



1. This machine

You can send scan files to the delivery server.

2. Delivery server

Install the ScanRouter delivery software on this computer to use it as the delivery server.

After receiving a scan file, the delivery server delivers the file according to the setting specified for the destination. The delivery settings are as follows:

- Storing the file in an in-tray
- Delivering the file by e-mail
- Storing the file in a selected folder

For details about the ScanRouter delivery software, see the manuals supplied with ScanRouter delivery software.

3. Client Computer

How to check a file from the client computer depends on the delivery method.

For example, you can check a file by one of the following methods:

- Use DeskTopBinder to view a file delivered to the in-tray.
- Use e-mail software to receive e-mail with an attached file.
- Browse a folder for a stored file.

Preparing to Deliver Files

4

To deliver scanned files, you must first perform the following:

- Check the machine is properly connected to the network
- Configure the network settings in [System Settings]
- Configure the necessary settings in [Scanner Features]
- Configure the settings in ScanRouter delivery software

Check the machine is properly connected to the network

Check that this machine is properly connected to the network.

For details about how to connect this machine to a network, see "Connecting to the Interfaces", General Settings Guide.

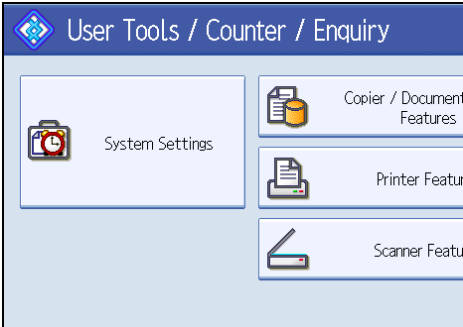
Configure the network settings in [System Settings]

Configure the network settings in [System Settings] according to your environment and how you will be using the machine.

The following procedure explains connecting this machine to an IPv4 network using Ethernet cable.

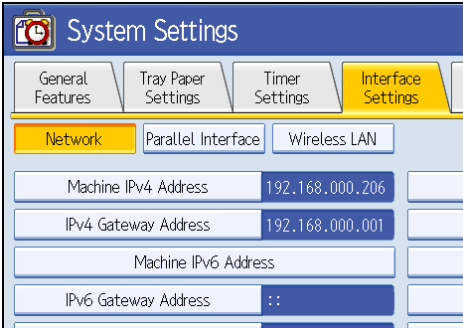
Note that the settings you must configure will vary depending on your operating environment. For details about network settings and configuration procedures, see "Network Settings Required to Use the Network Delivery Scanner", General Settings Guide.

1. Press the [User Tools/Counter] key, and then press [System Settings].



The System Settings screen appears.

2. Press the [Interface Settings] tab.

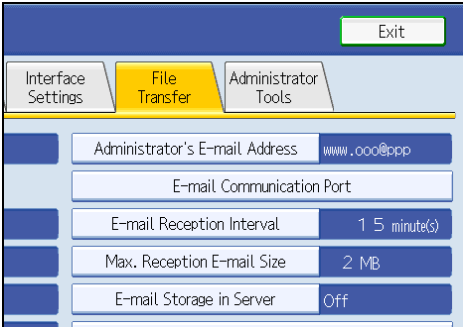


3. Press [Machine IPv4 Address] to specify the machine's IPv4 address.

To specify a static IPv4 address for this machine, press [Specify], and then enter the IPv4 address and subnet mask.

To obtain an IPv4 address from a DHCP server automatically, press [Auto-Obtain (DHCP)].

4. Press [IPv4 Gateway Address], and then enter the IPv4 gateway address.
5. Press [Effective Protocol], and then make [IPv4] active.
6. Press the [File Transfer] tab.



7. Press [Delivery Option], and then press [On].

↓ Note

- If an extended wireless LAN board (optional) is installed, press [LAN Type] on the [Interface Settings] tab, then press [Ethernet], and then configure the network settings.

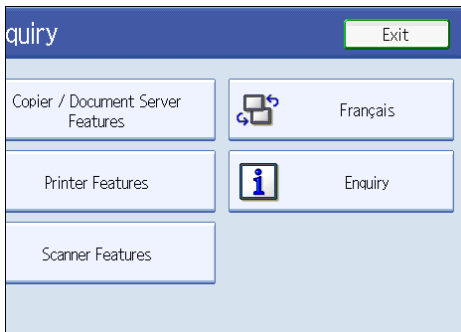
Configure the necessary settings in [Scanner Features]

Using [Scanner Features], you can make or change various settings related to the scanner function, such as compressing scan data or viewing the scanner journal. Configure the scanner settings according to your environment and how you will be using the machine.

This section explains how to display the Scanner Features screen. For details about the settings on this screen, see "Scanner Features", General Settings Guide.

4

1. Press the [User Tools/Counter] key, and then press [Scanner Features].



The Scanner Features screen appears.

2. Press the [General Settings], [Scan Settings], [Send Settings], or [Initial Settings] tabs and configure the relevant settings on those tabs.

Configure the settings in ScanRouter delivery software

Using SR Manager (a tool for ScanRouter delivery software), register this machine as an I/O device. In addition, register destinations and specify such settings as the delivery type and sender.

For details about settings, see the manuals supplied with the ScanRouter delivery software.

↓ Note

- To view files delivered to an in-tray, DeskTopBinder Lite must be installed on the client computer. For details about installing DeskTopBinder Lite, see "Installing DeskTopBinder Lite from the Supplied CD-ROM".
- The settings you must configure in [System Settings] vary depending on your network environment. For details about network settings, see "Connecting the Machine", General Settings Guide.

Reference

- p.101 "Installing DeskTopBinder Lite from the Supplied CD-ROM"

Installing DeskTopBinder Lite from the Supplied CD-ROM

This section explains how to install DeskTopBinder Lite on a client computer from the supplied CD-ROM. To view or receive files delivered to the in-trays, you must install DeskTopBinder Lite on the client computer.

1. **Make sure Windows is running on the client computer, and then insert the CD-ROM into the CD-ROM drive.**

The installer starts.

2. **Click [DeskTopBinder Lite].**

The [DeskTopBinder Lite Setup] dialog box appears.

For the subsequent installation steps, see the Setup Guide displayed from the [DeskTopBinder Lite Setup] dialog box.

Note



- Before you start the installation, check the system requirements for DeskTopBinder Lite. For details, see "Software Supplied on CD-ROM".
- You can install the software using the auto-run program. For details about the auto-run program, see "Auto-Run Program".

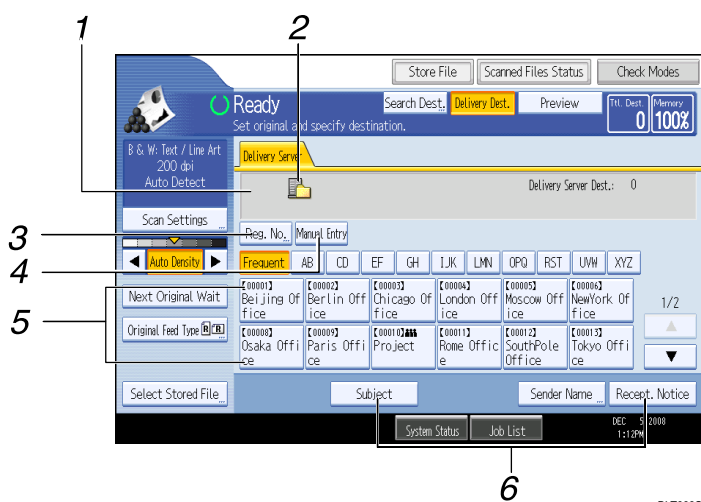
Reference

- p.171 "Software Supplied on CD-ROM"
- p.171 "Auto-Run Program"

Network Delivery Scanner Screen

This section describes the screen layout when using the network delivery scanner.

The function items displayed serve as selector keys. You can select or specify an item by pressing it. When you select or specify an item on the display panel, it is highlighted like . Keys that cannot be selected appear like .



BLT009S

1. Destination Field

The specified destination appears. If more than one destination has been specified, press [▲] or [▼] to scroll through the destinations.

2. Network delivery scanner icon

Indicates that the network delivery scanner screen is displayed.

3. [Reg. No.]

Press this key to specify the destination using a 3-digit registration number.

4. [Manual Entry]

To send a file by e-mail via the delivery server to a destination not registered in the delivery server's Destination List, press this key to display the soft keyboard. Then use the soft keyboard to enter the e-mail address. For details about how to send a file by e-mail via the delivery server, see ScanRouter delivery software manual.

5. Destination List

The list of destinations registered in the delivery server appears. If all of the destinations cannot be displayed, press [▲] or [▼] to switch the screen.

The (###) symbol indicates a group destination.

6. [Subject] [Sender Name] [Recept. Notice]

Specify the subject, sender, and whether or not to enable Message Disposition Notification for the file to be transmitted.

Basic Operation for Delivering Files

This section describes the basic operation for delivering scan files using the network delivery scanner.

★ Important

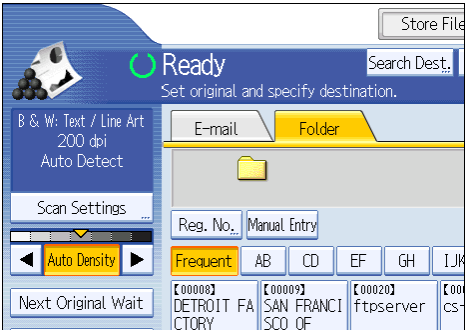
- You must register destinations and senders in advance using the ScanRouter delivery software installed on the delivery server.

1. Make sure that no previous settings remain.

If a previous setting remains, press the [Clear Modes] key.

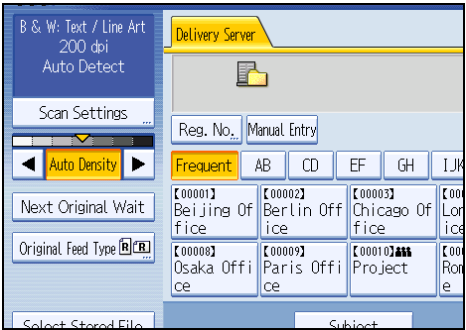
2. If the E-mail screen or Scan to Folder screen appears, switch to the network delivery scanner screen.

For details, see "Switching to the Network Delivery Scanner Screen".



3. If necessary, press [Scan Settings] to specify scanner settings such as resolution and scan size.

For details, see "Various Scan Settings".



4. If necessary, specify the scanning density.

For details, see "Adjusting Image Density".

5. If necessary, press [Next Original Wait].

For details, see "Waiting for Additional Originals".

6. If necessary, press [Original Feed Type] to specify settings such as the original orientation and output exit.

For details, see "Setting of Original Feed Type".

7. Specify the destination.

You can specify multiple destinations.

For details, see "Specifying Delivery Destinations".

8. If necessary, press [Subject] to specify the e-mail subject.

For details, see "Specifying the Subject of the E-mail to Be Transmitted via the Delivery Server".

9. If necessary, press [Sender Name] to specify the sender.

For details, see "Specifying the Sender".

10. Place originals.

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

If you are scanning batches, place the next originals.

For details, see "Scanning Multiple Pages of Originals as One File".

Note

- By pressing [Manual Entry] on the network delivery scanner screen, you can send a file by e-mail via the delivery server's network. For details about entering the e-mail address directly, see "Entering an E-mail Address Manually".
- If you have selected more than one destination, press [▲] or [▼] next to the destination field to scroll through the destinations.
- To cancel a selected destination, display the destination in the destination field, and then press the [Clear/Stop] key. You can cancel a destination selected from the address book by pressing the selected destination again.
- You can use the Message Disposition Notification function when sending e-mail via delivery server. An e-mail is sent to the sender selected in step 9, notifying him/her that the recipient has read his/her e-mail. To specify this setting, press [Recept. Notice].
- To enable the Return Receipt function, you must specify the ScanRouter delivery software settings for sending e-mail by SMTP. For details about specifying this setting, see the ScanRouter delivery software manual. Note, however, that if the e-mail software used at the destination does not support Message Disposition Notification (MDN), e-mail notification that the e-mail has been opened may not be sent.
- Register the sender's e-mail address using the ScanRouter delivery software in advance.
- If you press [Check Modes] before pressing the [Start] key, the initial scanner screen switches to the Check Modes screen. You can use the Check Modes screen to check the settings such as destinations. For details, see "Check Modes".
- If you press [Preview] and start scanning while [Preview] is highlighted, the Preview screen appears. For details, see "Preview".

- To cancel scanning, press the [Clear/Stop] key.
- You can also store a scan file and simultaneously deliver it. For details, see "Simultaneous Storage and Delivery".
- After an e-mail is sent, the destination, sender, and subject fields will be automatically cleared. If you want to preserve the information in these fields, contact your local dealer.

Reference

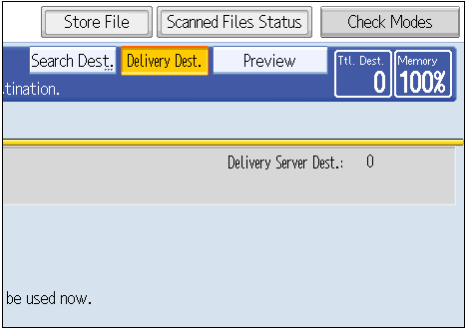
- p.106 "Switching to the Network Delivery Scanner Screen"
- p.127 "Various Scan Settings"
- p.137 "Adjusting Image Density"
- p.138 "Waiting for Additional Originals"
- p.139 "Setting of Original Feed Type"
- p.107 "Specifying Delivery Destinations"
- p.115 "Specifying the Subject of the E-mail to Be Transmitted via the Delivery Server"
- p.111 "Specifying the Sender"
- p.142 "Scanning Multiple Pages of Originals as One File"
- p.33 "Entering an E-mail Address Manually"
- p.11 "Check Modes"
- p.12 "Preview"
- p.116 "Simultaneous Storage and Delivery"

Switching to the Network Delivery Scanner Screen

This section explains how to switch the screen to the network delivery scanner screen.

If the E-mail screen or Scan to Folder screen is being displayed, switch to the network delivery scanner screen.

1. Press [Delivery Dest.].



The network delivery scanner screen appears.

Note

- You cannot switch from the E-mail screen or Scan to Folder screen while destinations or senders are being specified. To clear a specified destination, display the destination in the destination field of the E-mail screen or Scan to Folder screen, and then press the [Clear/Stop] key.

Specifying Delivery Destinations

This section explains how to specify delivery destinations.

Selecting Destinations Registered in the Delivery Server's Address Book

This section explains how to select destinations registered in the delivery server's address book

You can select a delivery destination registered in Destination List of the delivery server by any of the following methods:

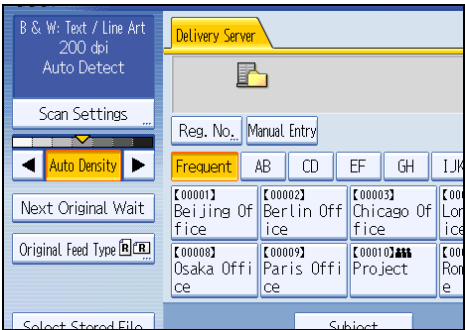
- Select the destination from the delivery destination list
- Select the destination by entering the registration number
- Select the destination by searching in the delivery server

4

Selecting a destination from the Destination List

From the destination list, select a destination.

1. In the destination list, press the key including the destination name.



The selected destination is highlighted and also is displayed in the destination field at the top of the screen.

Destinations are registered in the delivery server under captions. The destination list is updated automatically.

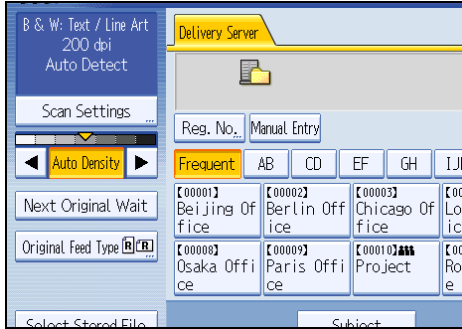
Note

- If the target destination does not appear, press [▲] or [▼] to scroll through the destinations until it does.
- Depending on the security setting, some destinations may not appear in the destination list.

Selecting destinations by entering their registration numbers

Select a destination by entering its Short ID number (registered using the ScanRouter delivery software). For details about how to set Short IDs, see the manuals supplied with the ScanRouter delivery software.

1. Press [Reg. No.].



2. Using the number keys, enter the three-digit registration number, and then press the [#] key.

You can also enter a registration number of fewer than three digits.

Example: To enter 009

Press the [9] key, and then press the [#] key.

By pressing [Change], you can change the selected destination.

3. Press [OK].

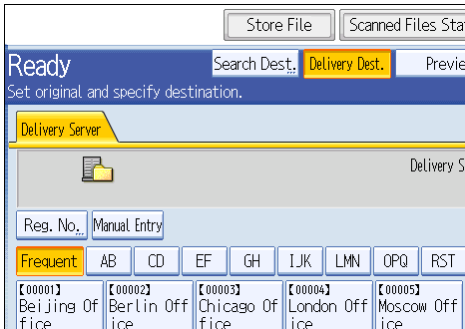
Note

- To cancel a selected destination, press [▲] or [▼] next to the destination field to scroll through the destinations until the one you want to cancel appears, and then press the [Clear/Stop] key.

Selecting destinations by searching the delivery server's Destination List

In the delivery server's Destination List, you can search for destinations and select them.

1. Press [Search Dest.].



2. To search by destination name, press [Name].

To search by comment, press [Comment].

The soft keyboard appears.

You can also search by combining [Name] and [Comment].

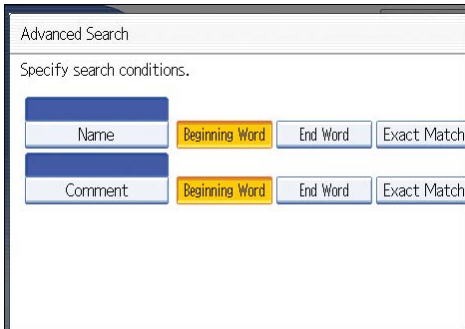
3. Enter the beginning of the destination name.

To search by comment, enter the beginning of the comment.

4. Press [OK].

5. If necessary, press [Advanced Search] to specify the detailed search criteria, and then press [OK].

By pressing [Advanced Search], you can search by [Name] and [Comment]. You can specify search criteria such as [Beginning Word] or [End Word]. You can refine your search using multiple criteria.



6. Press [Start Search].

Destinations that match the search criteria are displayed.

7. Select the destination.

8. Press [OK].

Note

- The Comment search function searches for destinations by comment information, which is a registration item required by the ScanRouter delivery software.
- By pressing [Details], you can view details about the selected destinations.
- Up to 100 destinations can be displayed as search results.
- By pressing [Advanced Search], the following criteria appear:
 - [Beginning Word]: The names which start with the entered character or characters are targeted.
For example, to search for "ABC", enter "A".
 - [End Word]: The names which end with the entered character or characters are targeted.
For example, to search for "ABC", enter "C".
 - [Exact Match]: The names which correspond to an entered character or characters are targeted.
For example, to search for "ABC", enter "ABC".
 - [Include one Word]: The names which contain an entered character or characters are targeted.
For example, to search for "ABC", enter "A", "B", or "C".
 - [Exclude Words]: The names which do not contain an entered character or characters are targeted.
For example, to search for "ABC", enter "D".

Specifying the Sender

This section explains how to specify the e-mail sender when sending a file by e-mail via the delivery server.

You can specify the sender by any of the following methods:

- Select the sender from the sender list
- Select the sender by entering the registration number
- Select the sender by searching the delivery server's Destination List

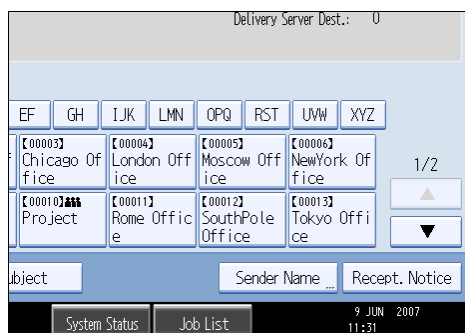
Selecting a Sender from the Sender List

4

This section explains how to select a sender from the sender list.

The sender list displays destinations that are registered on the delivery server.

1. Press [Sender Name].



2. Select the sender.

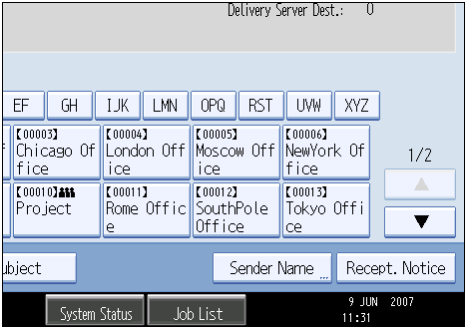
3. Press [OK].

Selecting the Sender by Entering the Registration Number

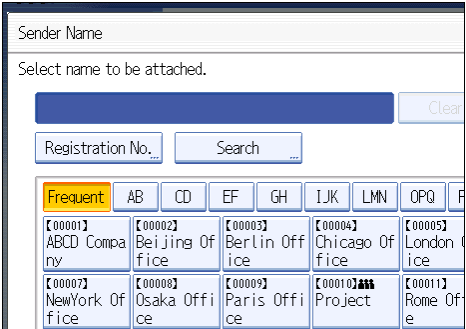
Select a sender by entering its Short ID number (registered using the ScanRouter delivery software).

For details about how to set Short IDs, see the manuals supplied with the ScanRouter delivery software.

1. Press [Sender Name].



2. Press [Registration No.].



3. Using the number keys, enter the three-digit registration number assigned to the required destination folder.

If the entered number is less than five digits, press the [#] key after the last number.

Example: To enter 006

Press the [6] key, and then press the [#] key.

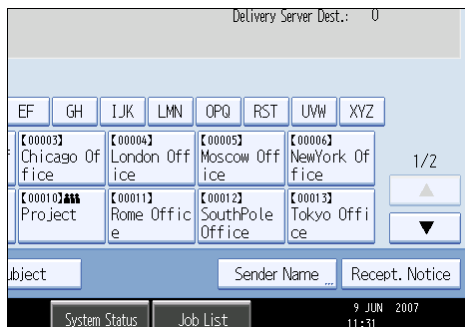
By pressing [Change], you can change the selected destination.

4. Press [OK] twice.

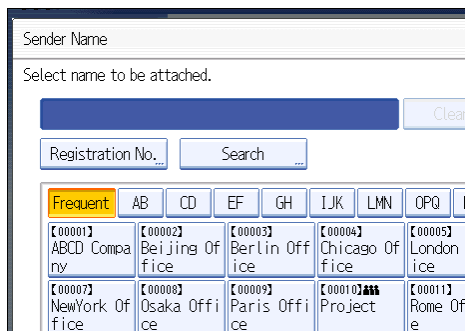
Selecting a Sender by Searching the Delivery Server's Destination List

This section explains how to select a sender by searching the delivery server's Destination List.

1. Press [Sender Name].



2. Press [Search].



3. To search by destination name, press [Name].

To search by comment, press [Comment].

The soft keyboard appears.

You can also search by combining [Name] and [Comment].

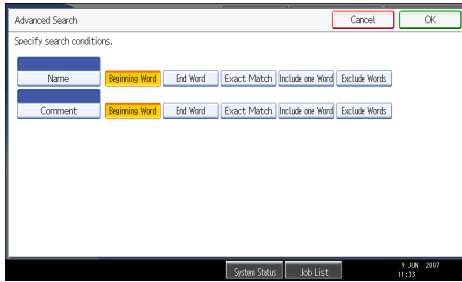
4. Enter the beginning of the sender's name.

To search by comment, enter beginning of the comment.

5. Press [OK].

6. If necessary, press [Advanced Search] to specify the detailed search criteria, and then press [OK].

By pressing [Advanced Search], you can search by [Name] and [Comment]. You can specify search criteria such as [Beginning Word] or [End Word]. You can refine your search using multiple criteria.



7. Press [Start Search].

Destinations that match the search criteria are displayed.

8. Select the sender.

9. Press [OK].

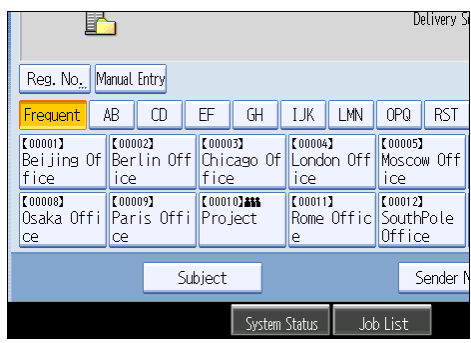
Note

- The Comment search function searches for destinations by comment information, which is a registration item required by the ScanRouter delivery software.
- By pressing [Details], you can view details about the selected sender.
- Up to 100 items can be displayed as the search results.
- By pressing [Advanced Search], the following criteria appear:
 - [Beginning Word]: The names which start with the entered character or characters are targeted.
For example, to search for "ABC", enter "A".
 - [End Word]: The names which end with the entered character or characters are targeted.
For example, to search for "ABC", enter "C".
 - [Exact Match]: The names which correspond to an entered character or characters are targeted.
For example, to search for "ABC", enter "ABC".
 - [Include one Word]: The names which contain an entered character or characters are targeted.
For example, to search for "ABC", enter "A", "B", or "C".
 - [Exclude Words]: The names which do not contain an entered character or characters are targeted.
For example, to search for "ABC", enter "D".

Specifying the Subject of the E-mail to Be Transmitted via the Delivery Server

This section explains how to specify the e-mail subject when sending a file by e-mail via the delivery server.

1. Press [Subject].



2. Enter the subject.

To enter characters, press [Text Entry].

To enter symbols, press [Symbol Entry].

To add predefined User Text registered on this machine, press [User Text].

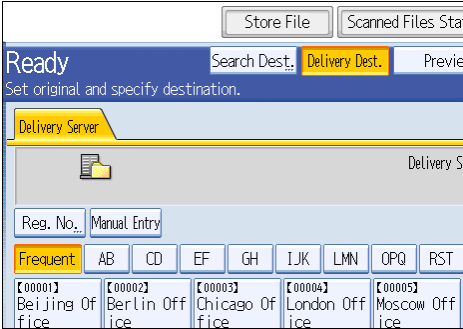
For details about entering the text, see "Entering Text", About This Machine.

3. Press [OK].

Simultaneous Storage and Delivery

This section explains how to store a file and simultaneously deliver it.

1. Press [Store File].



2. Make sure that [Send & Store] is selected.

3. If necessary, specify the stored file's information, such as [User Name], [File Name], and [Password].

For details, see "Specifying File Information for a Stored File".

4. Press [OK].

5. Specify the setting for delivering the file, and then send the file.

For details about delivering a file, see "Basic Operation for Delivering Files".

Note

- Depending on the security setting, [Access Privileges] may appear instead of [User Name]. For details about specifying [Access Privileges], consult the administrator.
- You can resend stored files. To resend stored files, select the files on the Select Stored File screen, and then send them. For details, see "Sending a Stored File".

Reference

- p.79 "Specifying File Information for a Stored File"
- p.103 "Basic Operation for Delivering Files"
- p.89 "Sending a Stored File"

5. Scanning Originals with the Network TWAIN Scanner

The TWAIN driver allows you to scan originals on the machine from a client computer via the network.

Before Using the Network TWAIN Scanner

This section describes the preparations and procedure for using the network TWAIN scanner.

★ Important

- To use the network TWAIN scanner, you must install the TWAIN driver, which is on the supplied CD-ROM. For details about installing the TWAIN driver, see "Installing the TWAIN Driver from the Supplied CD-ROM".
- To use the network TWAIN scanner, a TWAIN-compliant application, such as DeskTopBinder, must be installed on the client computer.
- DeskTopBinder Lite is included on the supplied CD-ROM. For details about installing DeskTopBinder Lite, see "Installing DeskTopBinder Lite from the Supplied CD-ROM".

📖 Reference

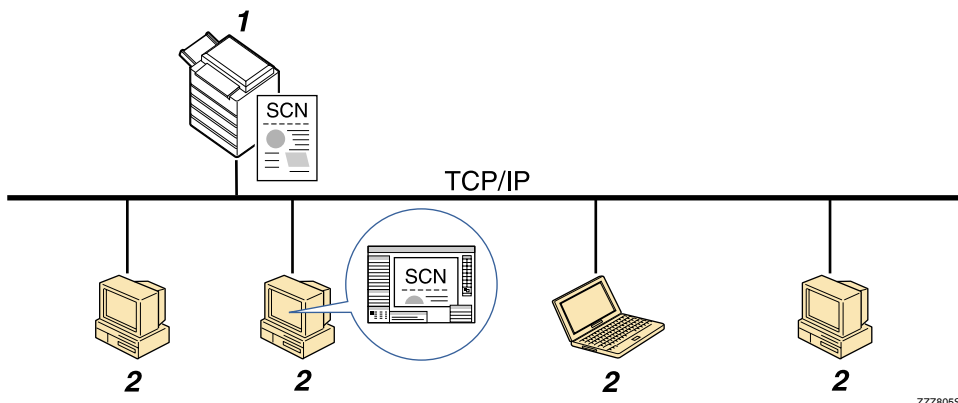
- p.120 "Installing the TWAIN Driver from the Supplied CD-ROM"
- p.101 "Installing DeskTopBinder Lite from the Supplied CD-ROM"

5

Outline of the Network TWAIN Scanner

This section outlines the network TWAIN scanner function.

In the TWAIN scanner mode, you can share this machine among multiple computers. Therefore, you don't have to prepare a special computer for scanner or reconnect the scanner and each computer every time you need to use it.



1. This Machine

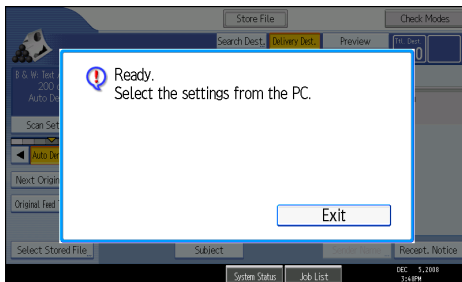
Scans an original after receiving a scan instruction from a client computer, and then sends the scan file over the network to the client computer.

2. Client Computer

Specifies the scanner settings and controls the scanner using an application, such as DeskTopBinder Lite, that supports the network TWAIN scanner. Receives the files scanned by the machine and displays them using an application that supports the network TWAIN scanner.

↓ Note

- When using the machine as a network TWAIN scanner, you do not need to press the [Scanner] key on the machine's control panel. The screen switches automatically when you scan an original from a client computer using the TWAIN driver. To use functions other than the network TWAIN scanner, press [Exit].



Preparing to Use the Network TWAIN Scanner

To use this machine as a network TWAIN scanner, you must first perform the following:

- Check the machine is properly connected to the network
- Configure the network settings in [System Settings]
- Install the TWAIN driver on a client computer
- Install a TWAIN-compliant application on the same client computer

Check the machine is properly connected to the network

Check that this machine is properly connected to the network.

For details about how to connect this machine to a network, see "Connecting to the Interfaces", General Settings Guide.

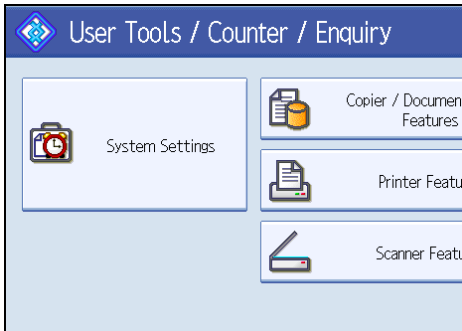
Configure the network settings in [System Settings]

Configure the network settings in [System Settings] according to your environment and how you will be using the machine.

The following procedure explains connecting this machine to an IPv4 network using Ethernet cable.

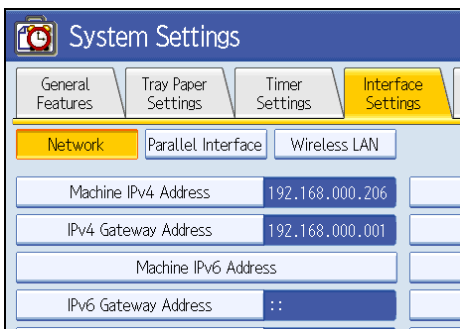
Note that the settings you must configure will vary depending on your operating environment. For details about network settings and configuration procedures, see "Network Settings Required to Use Network TWAIN Scanner", General Settings Guide.

1. Press the [User Tools/Counter] key, and then press [System Settings].



The System Settings screen appears.

2. Press the [Interface Settings] tab.



3. Press [Machine IPv4 Address] to specify the machine's IPv4 address.

To specify a static IPv4 address for this machine, press [Specify], and then enter the IPv4 address and subnet mask.

To obtain an IPv4 address from a DHCP server automatically, press [Auto-Obtain (DHCP)].

4. Press [IPv4 Gateway Address], and then enter the IPv4 gateway address.
5. Press [Effective Protocol], and then make [IPv4] active.

↓ Note

- If an extended wireless LAN board (optional) is installed, press [LAN Type] on the [Interface Settings] tab, then press [Ethernet], and then configure the network settings.

Install the TWAIN driver on a client computer

Install the TWAIN driver on your computer.

For details about installing the TWAIN driver, see "Installing the TWAIN Driver from the Supplied CD-ROM".

Reference

- p.120 "Installing the TWAIN Driver from the Supplied CD-ROM"

Install a TWAIN-compliant application on the same client computer

To use this machine as a network TWAIN scanner, a TWAIN-compliant application, such as DeskTopBinder, must be installed on the client computer. DeskTopBinder Lite is included on the supplied CD-ROM.

For details about installing DeskTopBinder Lite, see "Installing DeskTopBinder Lite from the Supplied CD-ROM".

Reference

- p.101 "Installing DeskTopBinder Lite from the Supplied CD-ROM"

5

Installing the TWAIN Driver from the Supplied CD-ROM

This section explains how to install the TWAIN driver on a client computer from the supplied CD-ROM.

To use the network TWAIN scanner, you must install the TWAIN driver on a client computer.

1. Start Windows, and then insert the CD-ROM into the CD-ROM drive of the client computer.

The installer starts.

2. Click [TWAIN Driver].

3. The installer of the TWAIN driver starts. Follow the instructions.

Note

- Before you start the installation, check the system requirements for the TWAIN driver. For details about the system requirements, see "Software Supplied on CD-ROM".
- You can install the software using the auto-run program. For details about the auto-run program, see "Auto-Run Program".
- If the installer does not start automatically, see "Auto-Run Program".
- When the installation is complete, a message about restarting the client computer may appear. In this case, restart the client computer.
- After the installation is complete, a folder with the name of the machine in use is added in [Programs] or [All Programs] on the [Start] menu. Help can be displayed from here.
- Notes on using the network TWAIN scanner are provided in "Readme.txt". Be sure to read them before use.

Reference

- p.171 "Software Supplied on CD-ROM"
- p.171 "Auto-Run Program"

Basic Network TWAIN Scanner Operation

This section describes the basic operation for scanning with the network TWAIN scanner.

★ Important

- To use the network TWAIN scanner, a TWAIN-compliant application, such as DeskTopBinder and the TWAIN driver must be installed on the client computer.
- Under the Windows XP SP2/Vista or Windows Server 2003/R2 operating system, when the Windows firewall is enabled, "Cannot find the scanner." or "No response from the scanner." may appear and scanning with the TWAIN scanner may fail. In this case, change the settings of the Windows firewall. For details, see Windows Help.

The following procedure uses Windows XP and DeskTopBinder Lite by way of example.

5

1. On the [Start] menu, point to [All Programs], point to DeskTopBinder, and then click DeskTopBinder.
2. On the [Tools] menu, click [Scanner Settings...].
3. Click [Select Scanner Driver...].
4. Select the name of the machine you want to use in the list, and then click [Select].
5. Click [OK].
6. On the [File] menu, point to [Add Document], and then click [Scan...] to display the Scanner Control dialog box.

The Scanner Control dialog box and DeskTopBinder Viewer will appear.

A dialog box that is used to control a scanner using the TWAIN driver is referred to as the Scanner Control dialog box.

7. Make settings according to such factors as the type of original, type of scanning, and orientation of the original.

For details, see the TWAIN driver Help.

8. In the Scanner Control dialog box, click [Scan].

Depending on the security setting, if you press [Scan], a dialog box for entering the user name and password may appear.

9. Using the machine's control panel, specify where the scanned originals are output.
10. Place the original, and then start scanning.
If scanning does not start automatically, press the [Start] key.
If you have additional originals to scan, set them in the same place, and then start scanning.
11. If you complete scanning, click [Cancel] on the computer.
12. On the [File] menu of DeskTopBinder Viewer, click [Exit].

13. Enter the file name, and then click [OK].

DeskTopBinder Viewer closes and the image is stored in DeskTopBinder Lite.

Note

- If you are using the DeskTopBinder Easy Scanning function, you can scan originals only in black and white or gray scale. To scan originals in color, use the Scan function.
- If you have already selected a scanner, you do not need to select the scanner unless you want to change it.
- Using DeskTopBinder, you can edit and print scan files. For more information about DeskTopBinder, see DeskTopBinder manuals.
- The model name of the connected scanner appears in the title bar of the Scanner Control dialog box. If there is more than one scanner of the same model on the network, make sure you have selected the correct scanner. If you have not, click [Select Scanner Driver...], and then select the scanner again. If the correct scanner does not appear in the list, check that the scanner is correctly connected to the network and that its IPv4 address has been specified. If the correct scanner still does not appear, consult the network administrator.

Scan Settings When Using TWAIN Scanner

This section explains how to specify original orientation when you are using the machine as a TWAIN scanner.

Setting Original Orientation on the TWAIN Scanner

To correctly display the top/bottom orientation of the scanned original on a client computer, the placement of the original and the settings made in the Scanner Control dialog box must match.

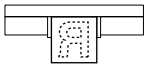
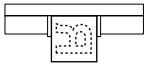
1. Open the Scanner Control dialog box.

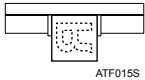
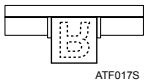
For details about how to open the Scanner Control dialog box, see "Basic Network TWAIN Scanner Operation".

2. Make settings in the [Original Size] area.



The following table shows the relationship between the original orientation and the Scanner Control dialog box settings:

How to place originals

Original orientation	Scanner Control dialog box key
<p>Top edge of original is placed first</p>  <p>ATF014S</p> <p>Align the original, turn it rightward or leftward, and then place it face down.</p>	Off
<p>Top edge of original is on the right</p>  <p>ATF016S</p> <p>Align the original so that its top edge is on your left, turn it rightward or leftward, and then place it face down.</p>	Right 90 deg.

Original orientation	Scanner Control dialog box key
<p>Top edge of original is on the left</p>  <p>Align the original so that its top edge is on your right, turn it rightward or leftward, and then place it face down.</p>	Left 90 deg.
<p>Bottom edge of original is placed first</p>  <p>Align the original, turn it rightward or leftward, and then place it face down.</p>	180 deg.

 **Note**

- Originals are normally rectangular () or horizontally long (). However, the table above uses squares to make original orientation easier to understand. Even if the actual shape of the original is different, the combination of original orientation and the orientation specified on the scanner driver does not change.
- For details about the Scanner Control dialog box, see the TWAIN driver Help.

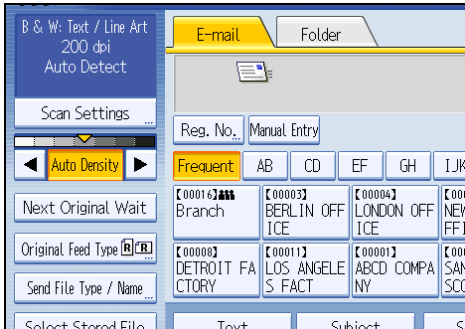
6. Various Scan Settings

This chapter describes various scan settings.

Specifying Scan Settings

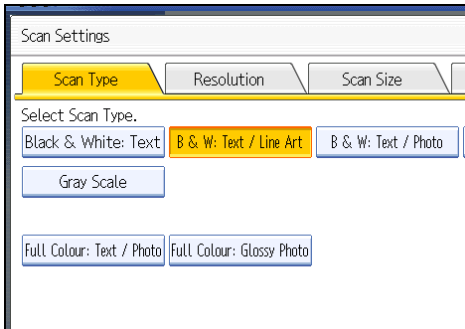
This section explains how to make scan settings.

1. Press [Scan Settings].



2. Specify resolution, scan size, and other settings, as required.

For details about individual scan setting items, see "Items for Specifying Scan Settings".



3. Press [OK].

Reference

- p.128 "Scan Settings"

Scan Settings

This section describes the items for Scan Settings.

Scan Type

Select a scan type that is appropriate for your original.

[Black & White: Text]

Appropriate to increase OCR readability using an OCR-compliant application.

[B & W: Text / Line Art]

Standard black and white originals containing mainly characters. Creates scanned images suitable for printing.

[B & W: Text / Photo]

Originals containing a mixture of photographs, pictures, and characters (two-value). Creates scanned images suitable for printing.

[Black & White: Photo]

Originals containing photographs and other pictures (two-value). Creates scanned images suitable for printing.

[Black & White: Drawing]

Scans lines clearly. Prevents smudges on originals appearing on scanned images.

[Gray Scale]

Originals containing photographs and other pictures (multi-value). Creates scanned images suitable for displaying on a computer screen.

[Full Colour: Text / Photo]

Originals for color printing mainly consisting of characters.

[Full Colour: Glossy Photo]

Originals of silver salt photographs and other color pictures.

Resolution

Select resolution for scanning originals.

Select [150 dpi], [200 dpi], [300 dpi], [400 dpi], or [600 dpi] as the scanning resolution.

Scan Size

Select the size of the original to be scanned.

The following items and sizes can be selected:

[Auto Detect]

Scans original sizes using the automatic size detect function.

Template size

- Metric Version

A0, A1, A1, A2, A2, A3, A3, A4, A4, B1 JIS, B2 JIS, B2 JIS, B3 JIS, B3 JIS, B4 JIS, B4 JIS, 880 mm × 1189 mm, 765 mm × 1085 mm, 625 mm × 880 mm, 625 mm × 880 mm

36 × 48, 34 × 44, 30 × 42, 24 × 36, 24 × 36, 22 × 34, 22 × 34, 18 × 24, 18 × 24, 17 × 22, 17 × 22, 12 × 18, 12 × 18, 11 × 17, 11 × 17, 8¹/₂ × 14, 8¹/₂ × 14, 9 × 12, 9 × 12, 8¹/₂ × 11, 8¹/₂ × 11

- Inch Version

36 × 48, 34 × 44, 30 × 42, 24 × 36, 24 × 36, 22 × 34, 22 × 34, 18 × 24, 18 × 24, 17 × 22, 17 × 22, 12 × 18, 12 × 18, 11 × 17, 11 × 17, 8¹/₂ × 14, 8¹/₂ × 14, 9 × 12, 9 × 12, 8¹/₂ × 11, 8¹/₂ × 11

A0, A1, A1, A2, A2, A3, A3, A4, A4, B1 JIS, B2 JIS, B2 JIS, B3 JIS, B3 JIS, B4 JIS, B4 JIS

[Custom Size]

Scans in a specified size.

You can specify the dimensions (width and height) of the scan area in mm (in).

Note

- You can specify original sizes of 210 mm (8.3 in) or larger in [Custom Size].

Edit

Make editing settings.

[Erase Border]

Deletes the borders of the scanned original according to the specified width.

If you select [Same Width], you can specify a uniform width for deletion all around the original (top, bottom, left, and right sides). If you select [Different Width], you can specify a different width for deletion for each side.

[Positive / Negative]

If you select [Positive / Negative], a black and white original will produce a negative scanned image.

[Mirror Image]

If you select [Mirror Image], the scanned image will be a mirror image of the original.

↓ Note

- If you select both [Erase Border] and [Positive / Negative], the borders are displayed in black.
- [Erase Border] is available only when a scan size is specified.

Scanning Custom Size Originals

This section explains the settings you need to make in order to scan custom size originals, and how to place custom size originals on the machine.

There are two methods of setting custom size to scan originals:

- Scan the entire are of an original
- Scan part of an original

Scanning the Entire Area of a Custom Size Original

This section explains how to configure the machine for scanning the entire area of a custom size original.

You can use the following two methods to scan the entire area of an original:

- Have the machine detect the length automatically
- Specify the length and width

↓ Note

- For X1 and Y1, you can specify 210 mm (8.3 in) or larger.

6

To automatically detect the length of an original

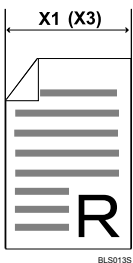
You can scan the entire are of an original by specifying only the width of the original. The length of the original is detected automatically.

When you use this function, you can enter only the width of the original (X1).

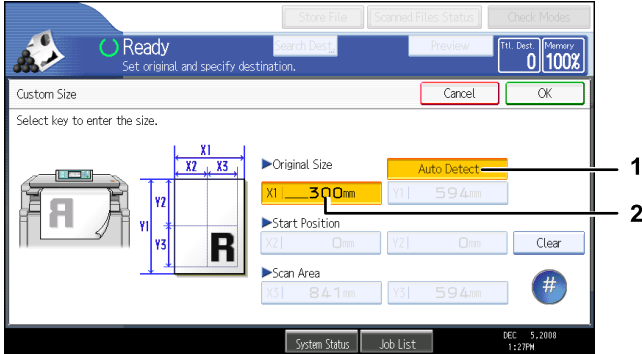
This function is useful for scanning an original that is vertically long.

To display the custom size setting screen, on the initial scanner screen, press [Scan Settings] > [Scan Size] > [Custom Size].

Custom size original to be scanned



Scan settings on the custom size setting screen



BLT012S

1. [Auto Detect]

Press this to have the machine automatically detect the length of the original.

2. Original Size (X1)

Specify the width of the custom size original.

Enter the width in [X1], and then press the [#] key.

↓ Note

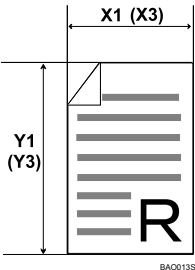
- For X1, you can specify a value between 210 mm (8.3 in) and 914 mm (36 in). Start Position (X2) is fixed to 0 mm and the same value as that of Original Size (X1) is automatically entered in Scan Area (X3).

To specify the length and width of an original

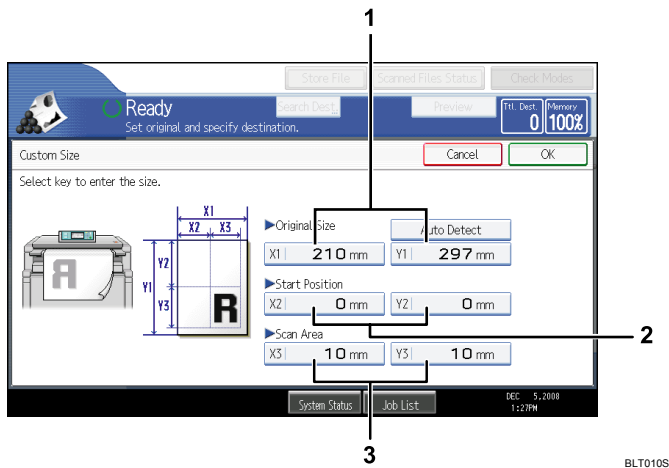
To scan the entire area of an original, specify its width and length under Original Size (X1 and Y1) and Scan Area (X3 and Y3).

To display the custom size setting screen, on the initial scanner screen, press [Scan Settings] > [Scan Size] > [Custom Size].

Custom size original to be scanned



Scan settings on the custom size setting screen



1. Original Size (X1 and Y1)

Specify the length and width of the custom size original.

Enter the actual width and length in [X1] and [Y1], respectively, and then press the [#] key.

2. Start Position (X2 and Y2)

Set Start Position to 0 mm (0 in).

Enter "0" in both [X2] and [Y2], and then press the [#] key.

3. Scan Area (X3 and Y3)

Specify the same values as Original Size (X1, Y1).

Enter the same values in [X3] and [Y3] as Original Size (X1 and Y1 respectively), and then press the [#] key.

Scanning Part of an Original

This section explains how to specify a custom size for scanning part of an original.



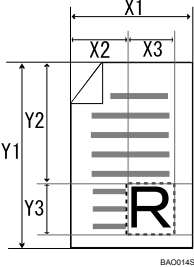


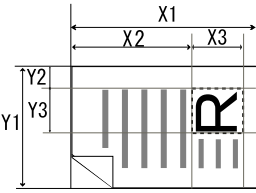
To scan part of an original, measure Original Size (X1 and Y1), Start Position (X2 and Y2), and Scan Area (X3 and Y3) on the surface of the original, and then enter those values in the same order on the custom size setting screen.

To display the custom size setting screen, on the initial scanner screen, press [Scan Settings] > [Scan Size] > [Custom Size].

Measuring methods differ depending on the original orientation. For details about how to measure Original Size (X1 and Y1), Start Position (X2 and Y2), and Scan Area (X3 and Y3) correctly, see "How to measure sizes".

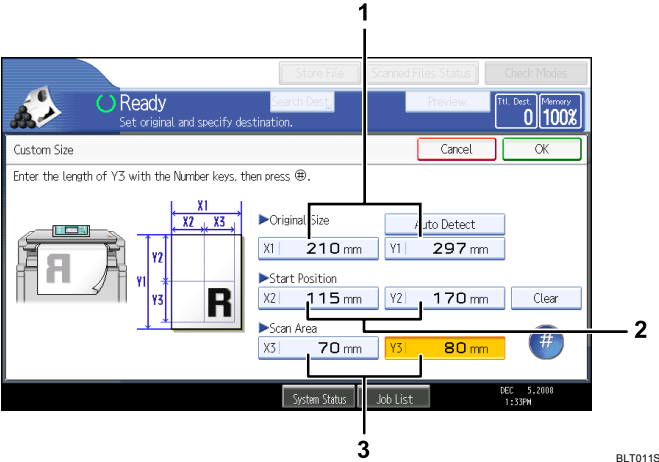
Enter the sizes while referring to "Scan settings on the custom size setting screen".

How to measure sizes

Original Orientation	Measuring method for scanning the "R" section
Original Orientation is  or 	 BA0014S
Original Orientation is  or 	 BA0015S

6

Scan settings on the custom size setting screen



1. Original Size (X1 and Y1)

Specify the original's entire size.
Enter the actual values in [X1] and [Y1] while referring to "How to measure sizes", and then press the [#] key.

2. Start Position (X2 and Y2)

Specify the scanning start position.
Enter the actual values in [X2] and [Y2] while referring to "How to measure sizes", and then press the [#] key.

3. Scan Area (X3 and Y3)

Specify sizes of the area you want to scan.

Enter the actual values in [X3] and [Y3] while referring to "How to measure sizes", and then press the [#] key.

Note

- When scanning originals using [Custom Size], you cannot enter specific values in [Original Size] and [Start Position]. To configure the scan area, specify [Scan Area] and [Start Position] first, and then [Original Size].

How to Set Originals to Scan Them by Custom Size

This section explains how to place originals you want to scan at custom size.

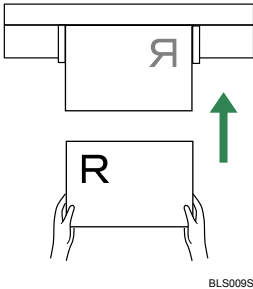
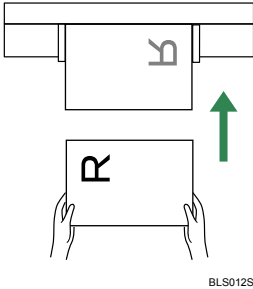
Original Orientation setting

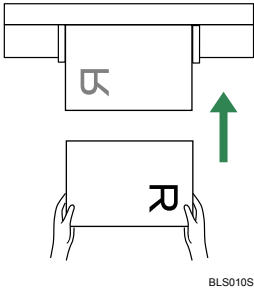
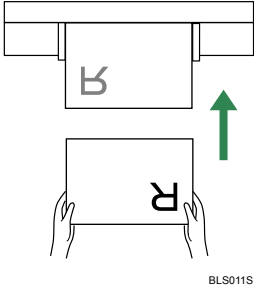
Under [Original Orientation], select [R/R], [L/L], [P/P], or [U/U] according to the orientation of your original. To display the [Original Orientation] settings, on the initial scanner screen, press [Original Orientation]. For details, see "Setting of Original Feed Type".

Placing an original

Turn it rightward or leftward, and then place it face down.

How to place originals

Original Orientation	Description
Original Orientation is [R/R]	 BLS009S
Original Orientation is [L/L]	 BLS012S

Original Orientation	Description
Original Orientation is [0°/270°]	 BLS010S
Original Orientation is [90°/90°]	 BLS011S

 Reference

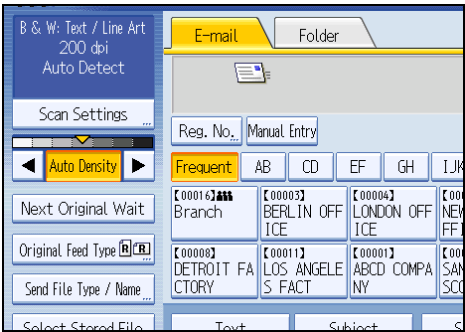
- p.139 "Setting of Original Feed Type"

Adjusting Image Density

This section explains how to adjust image density.

To adjust image density, press [◀] or [▶], at the left and right of [Auto Density]. These buttons increase or decrease the image density in single increments up to 7.

Selecting [Auto Density] corrects scanning density to improve resolution of paper types such as non-white paper like newspaper or transparent originals.



Note

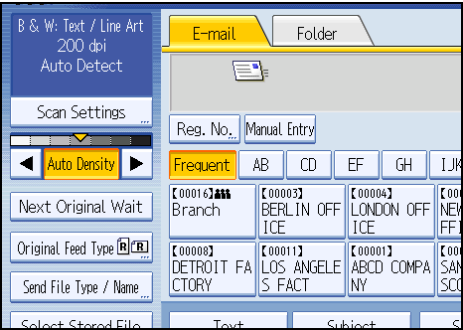
- If you select [Black & White: Text], [B & W: Text / Line Art], [B & W: Text / Photo], or [Black & White: Drawing] for [Scan Type] under [Scan Settings], [Auto Density] is automatically selected.

Waiting for Additional Originals

This section explains about the standby mode for additional originals when you scan multiple pages as a single file.

If you select [Next Original Wait], the machine waits indefinitely for additional originals, regardless of the settings configured for [Next Original Wait Setting] in [Scanner Features].

When you want to finish scanning originals and start sending or storing the files, press the [#] key.



6

Note

- If you do not press [Next Original Wait], the machine operates according to the settings configured for [Next Original Wait Setting] in [Scanner Features]. However, if [Continuous Wait] has been specified, [Next Original Wait] does not appear, because this setting forces the machine to wait indefinitely for additional originals.
- For details about the procedure for scanning multiple pages into a single file, see "Scanning Multiple Pages of Originals as One File".

Reference

- p.142 "Scanning Multiple Pages of Originals as One File"

Setting of Original Feed Type

This section explains Original Feed Type settings such as orientation and output exit.

Original Orientation

This section explains how to correctly display the top/bottom orientation of scanned originals on a client computer screen.

1. Press [Original Feed Type].
2. Press the key that indicates the same orientation as the original.

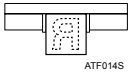

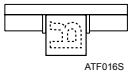



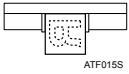

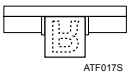
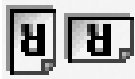
3. Press [OK].

To correctly display the top/bottom orientation of the scanned original on a client computer, the placement of the original and the settings made on the control panel must match.

Place originals correctly by referring to the following table:

How to place originals

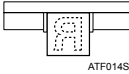

Original orientation	Control panel key
<p>Top edge of original is placed first</p>  <p>Align the original, turn it rightward or leftward, and then place it face down.</p>	
<p>Top edge of original is on the right</p>  <p>Align the original so that its top edge is on your left, turn it rightward or leftward, and then place it face down.</p>	

Original orientation	Control panel key
<p>Top edge of original is on the left</p>  <p>Align the original so that its top edge is on your right, turn it rightward or leftward, and then place it face down.</p>	
<p>Bottom edge of original is placed first</p>  <p>Align the original, turn it rightward or leftward, and then place it face down.</p>	

Note

- Originals are normally rectangular (R) or horizontally long (R). However, the table above uses squares to make original orientation easier to understand. Even if the actual shape of the original is different, the combination of original orientation and the orientation specified on the scanner driver does not change.
- You can make the original orientation setting only when the scan size is specified.
- When you specify full color or gray scale for Scan Type, and single page TIFF/JPEG or multi-page TIFF is selected as the file type, refer to the table below for how to place originals. Originals placed in orientations that are not recommended in the table might appear incorrectly top/bottom oriented on client computer displays.

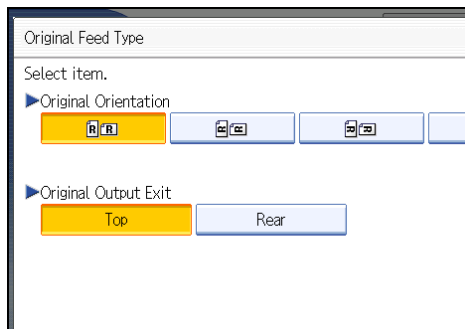
Original orientation

Original orientation	Control panel key
<p>Place the top edge of original first.</p>  <p>Align the original, turn it rightward or leftward, and then place it face down</p>	

Original Output Exit

This section explains how to select the output exit for originals.

1. Press [Original Feed Type].
2. Under [Original Output Exit], press [Top] or [Rear].



3. Press [OK].

Scanning Multiple Pages of Originals as One File

This section explains the procedure for sending multiple originals as a multi-page file or storing them as a single stored file.

★ Important

- To send multiple originals as a multi-page file, in [Send File Type / Name], select a multi-page file type. For details about file types, see "Specifying the File Type".

When a Time Limit Is Specified for Additional Originals

Specify the waiting time in seconds for placing the additional originals in advance.

You can specify the waiting time under [Scanner Features] - [Next Original Wait Setting] - [Set Wait Time].

6

1. Specify scan settings and orientation for your originals.

For details about scan settings, see "Specifying Scan Settings".

For details about original orientation, see "Setting of Original Feed Type".

2. Make sure [Next Original Wait] is not selected.

For details about selecting [Next Original Wait], see "Waiting for Additional Originals".

3. Make the necessary settings for sending by e-mail or Scan to Folder, storing, or delivering.

For details about settings for sending by e-mail or Scan to Folder, storing, or delivering, see "Basic Operation for Sending Scan Files by E-mail", "Basic Operations When Using Scan to Folder", "Basic Operation for Storing Scan Files", or "Basic Operation for Delivering Files".

4. Place the originals.

Originals are scanned in order. Place them from the first page. When scanning finishes, the time remaining for the next originals is displayed. The selected destination is displayed while the machine is waiting for additional originals.

5. To scan additional originals, place them within the specified time.

Repeat this step until all originals are scanned.

If you change settings while the machine is waiting for additional originals, the countdown stops. If you place an original, it is scanned, and the countdown for placing additional originals starts.

6. When scanning of all originals and the countdown are completed, the machine automatically starts storing or sending the scanned-in data.

Alternately, you can press the [#] key to start sorting or sending the scanned data.

Note

- If scanning does not start automatically, press the [Start] key.
- For details about [Next Original Wait Setting] in [Scanner Features], see General Settings Guide.

Reference

- p.127 "Specifying Scan Settings"
- p.139 "Setting of Original Feed Type"
- p.138 "Waiting for Additional Originals"
- p.25 "Basic Operation for Sending Scan Files by E-mail"
- p.57 "Basic Operations When Using Scan to Folder"
- p.77 "Basic Operation for Storing Scan Files"
- p.103 "Basic Operation for Delivering Files"

When a Time Limit Is Not Specified for Additional Originals

6

Specify one of the following settings to determine how long the machine waits to scan additional originals when a time limit is not specified. To access these settings, select [Scanner Features], [Next Original Wait Setting].

- [Continuous Wait]

The machine waits indefinitely for additional originals. [Next Original Wait] does not appear and settings are not required.

- [Set Wait Time] or [Off]

[Next Original Wait] appears. Use the following procedure to scan originals.

1. Specify the scan settings and orientation for your original.

For details about scan settings, see "Specifying Scan Settings".

For details about original orientation, see "Setting of Original Feed Type".

2. Select [Next Original Wait].

For details about selecting [Next Original Wait], see "Waiting for Additional Originals".

3. Make the necessary settings for sending by e-mail or Scan to Folder, storing, or delivering.

For details about settings for sending by e-mail or Scan to Folder, storing, or delivering, see "Basic Operation for Sending Scan Files by E-mail", "Basic Operations When Using Scan to Folder", "Basic Operation for Storing Scan Files", or "Basic Operation for Delivering Files".

4. Place the originals.

Scanning starts.

Originals are scanned in order. Place them from the first page.

The selected destination is displayed while the machine is waiting for additional originals.

5. To scan additional originals, place them.

Repeat this step until all originals are scanned.

6. After all originals are scanned, press the [#] key.

Sorting or sending starts.

 **Note**

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

 **Reference**

- p.127 "Specifying Scan Settings"
- p.139 "Setting of Original Feed Type"
- p.138 "Waiting for Additional Originals"
- p.25 "Basic Operation for Sending Scan Files by E-mail"
- p.57 "Basic Operations When Using Scan to Folder"
- p.77 "Basic Operation for Storing Scan Files"
- p.103 "Basic Operation for Delivering Files"

Specifying the File Type and File Name

This section explains the procedure for specifying the file type, file name, and security for PDF files.

Specifying the File Type

This section explains the procedure for specifying the file type of a file you want to send. File types can be specified when sending files by e-mail or Scan to Folder, and sending stored files by e-mail or Scan to Folder.

You can select one of the following file types:

- Single Page: [TIFF / JPEG], [PDF]

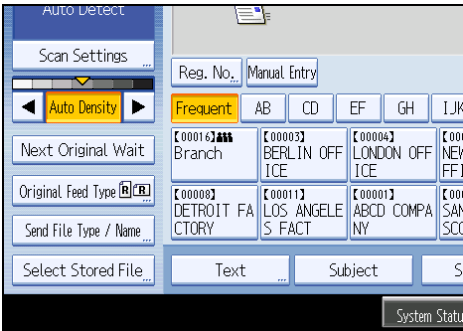
If you select a single-page file type when scanning multiple originals, one file is created for each single page and the number of files sent is the same as the number of pages scanned.

- Multi-page: [TIFF], [PDF]

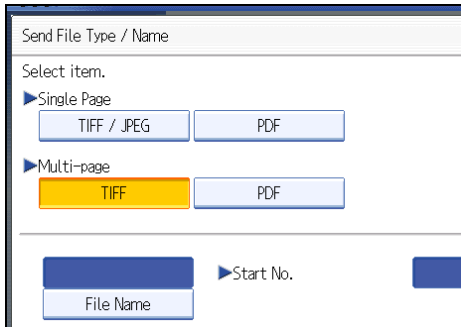
If you select a multi-page file type when scan multiple originals, scanned pages are combined and sent as a single file.

Selectable file types differ depending on the scan settings and other conditions. For details about file types, see "Notes About and Limitations of File Types".

1. Press [Send File Type / Name].



2. Select a file type.



3. Press [OK].

↓ Note

- To deliver files, specify the file type using the delivery server computer. For details, see the manuals provided with the ScanRouter delivery software.
- If you select [Store Only] under [Store File], you cannot specify the file type.
- If you select [Send & Store] under [Store File], files are sent by e-mail or Scan to Folder in the specified file type. However, files cannot be stored in the specified format-instead, they are automatically stored in one of the following file types, depending on the Compression and Scan Type settings:
 - JPEG

Under [Scanner Features], [Compression (Gray Scale / Full Colour)] is set to [On], and originals are scanned in full color or gray scale.
 - TIFF

All other scannings

Notes About and Limitations of File Types

Depending on the file format you select, the following limitations will apply:

Single Page [TIFF / JPEG]

- Originals scanned in black and white are sent as TIFF files.
- According to the settings specified for [Compression (Gray Scale / Full Colour)] under [Scanner Features], originals scanned in full color or gray scale are sent in one of the following file types:
 - [On] : JPEG file
 - [Off] : TIFF file

Multi-page [TIFF]

- When full color or gray scale is specified under [Scan Type] and [Compression (Gray Scale / Full Colour)] is set to [On] under [Scanner Features], you cannot select [TIFF] under [Multi-page].
- Even if you select [TIFF] under [Multi-page], files stored in JPEG format are automatically changed to multi-page PDF files and then sent.

Specifying the File Name

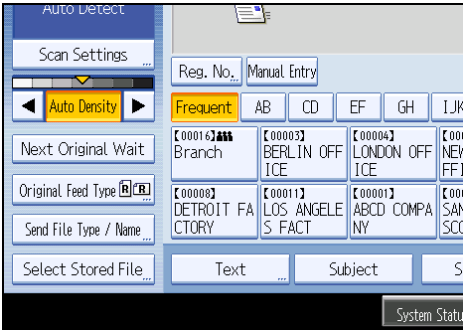
This section explains the procedure for specifying a file name.

Scanned file will be given a file name consisting of the time and date of scanning, 4-digit page number, etc.

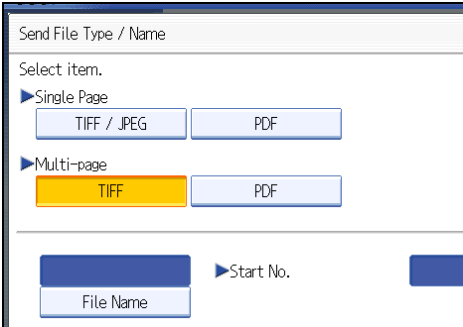
- Single-page files are assigned file names that contain the date and time of scanning and a four-digit page number. An underscore is inserted between the date and time and the four-digit page number.
(Example: For a file scanned in single-page TIFF at 10 ms, 15 sec., 15:30 hours on Dec. 31, 2020, the file name will be 20201231153015010_0001.tif)
- Multi-page files are given file names that contain the time and date of scanning.
(Example: For a file scanned in multi-page TIFF at 10 ms, 15 sec., 15:30 hours on Dec. 31, 2020, the file name will be 20201231153015010.tif)

If necessary, you can change the file name.

1. Press [Send File Type / Name].



2. Press [File Name].



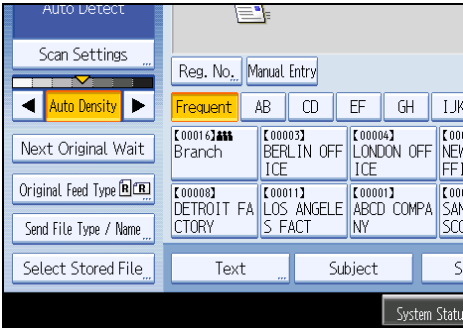
- The soft keyboard appears.
- 3. Enter a file name.
 - 4. Press [OK] twice.

Changing the starting digit of file name serial numbers

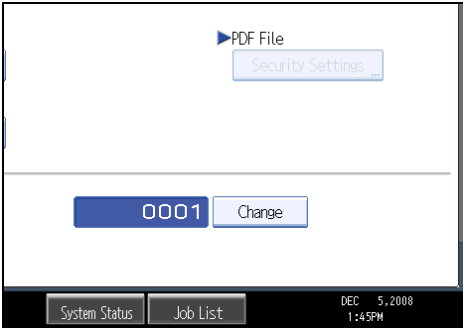
6

A single-page file is assigned a serial number after the file name. The starting number of this serial number can be changed as follows:

1. Press [Send File Type / Name].



2. Press [Change] to the right of the entry box.



3. Using the number keys, enter the starting digit of the serial number.
4. Press the [#] key.
5. Press [OK].

Note

- You can change the starting digit only if other than [Single Page] is selected as the file type.
- You can change the number of digits in the serial number. Change the number under [Scanner Features], [No. of Digits for Single Page Files]. You can select 4 or 8. For details, see "Scanner Features", General Settings Guide.

Security Settings to PDF Files

This section explains security settings for PDF files.

Use security settings to prevent unauthorized access to PDF files.

Important

- Security settings can be made for PDF files only.

6

Encrypting PDF files

Set a password to protect and encrypt a PDF file. Only users who have the password can open and decrypt the PDF file.

Important

- Encryption is possible only for scan files sent by e-mail or Scan to Folder.
- You cannot open an encrypted file without a password. Make sure you do not forget a file's password.

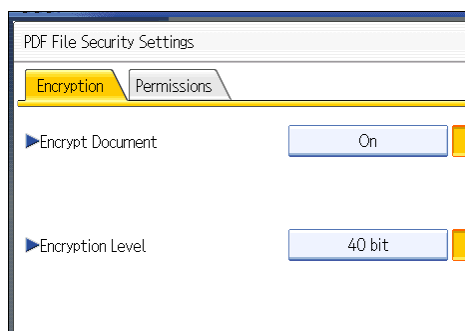
1. Press [Send File Type / Name].



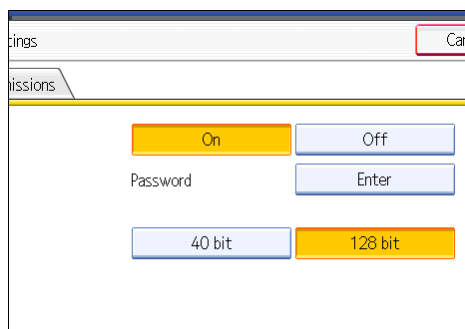
2. Check that [PDF] is selected.
3. Press [Security Settings].

4. Select [Encryption].

5. In [Encrypt Document], select [On].



6. In [Password], press [Enter].



7. Enter a password, and then press [OK].

The password entered here will be required to open the PDF file.

8. Enter the password again, and then press [OK].

9. In [Encryption Level], select [40 bit] or [128 bit].

10. Press [OK] twice.

Note

- A document password cannot be the same as the Master password.
- You can enter up to 32 alphanumeric characters for a document password.
- PDF files created under the [128 bit] Encryption Level cannot be viewed using Adobe Acrobat Reader 3.0 and 4.0.
- If [Low Resolution Only] is selected as the print permission, you cannot select [40 bit] as the PDF encryption level.

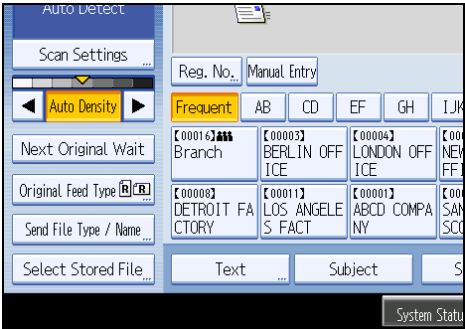
Changing security permissions for PDF files

Set a Master Password to restrict unauthorized printing, changing, copying, or extracting of a PDF file's content. Only users who have the Master Password can reset or change these restrictions.

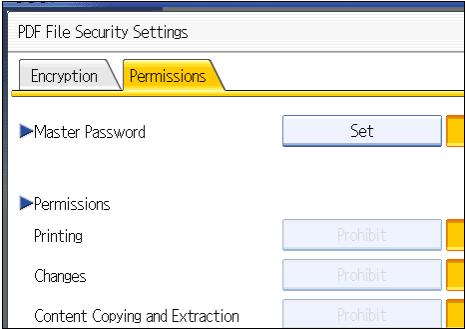
★ Important

- Encryption is possible only for scan files sent by e-mail or Scan to Folder.
- You cannot reset or change a file's restriction setting without the Master Password. Make a note of the Master Password in a secure place.

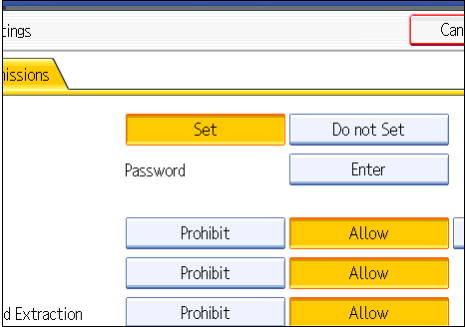
1. Press [Send File Type / Name].



- 2. Check that [PDF] is selected.**
- 3. Press [Security Settings].**
- 4. Select [Permissions].**
- 5. In [Master Password], select [Set].**



6. In [Password], press [Enter].



7. Enter a password, and then press [OK].

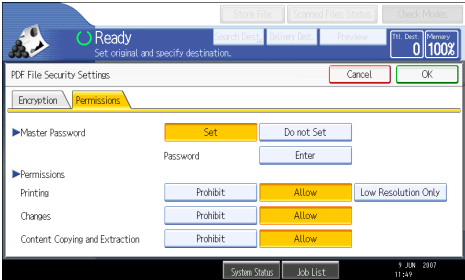
The password entered here will be required to change the security settings of the PDF file.

8. Enter the password again, and then press [OK].

9. Select the security permission setting.

You can specify the following security settings:

- Print permission: [Prohibit], [Allow], or [Low Resolution Only]
- Editing permission: [Prohibit] or [Allow]
- Copying or extracting content permission: [Prohibit] or [Allow]



10. Press [OK] twice.

Note

- The [Password] and [Master Password] cannot be the same.
- You can enter up to 32 alphanumeric characters for a Master Password.
- If [40 bit] is selected as the PDF encryption level, you cannot select [Low Resolution Only] as the print permission.

Programs

You can register frequently used settings in the machine memory and recall them for future use.

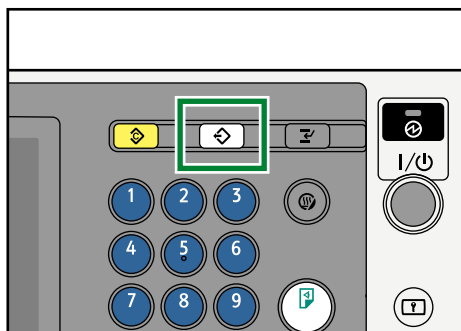
↓ Note

- You can register up to 10 programs for the scanner mode.
- Programs are not deleted by turning the power off or by pressing the [Clear Modes] key unless the content is deleted or newly registered.
- The following settings can be registered to programs: Scan Settings, Original Orientation, File Type, Store File, Preview, Reception Notice, Security (E-mail Encryption and Signature), and Original Output Exit.
- Setting made on the simplified display cannot be registered to a program.

Registering Frequently Used Setting

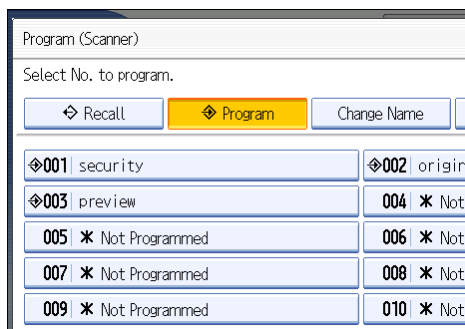
To register frequently used settings in a program:

1. On the initial scanner screen, make the settings you want to register in a program.
2. Press the [Program] key.



BLT014S

3. Press [Program].




4. Select the number of the program in which you want to register the settings.

Program numbers with  already have settings in them.

5. Enter the program name.

6. Press [OK].

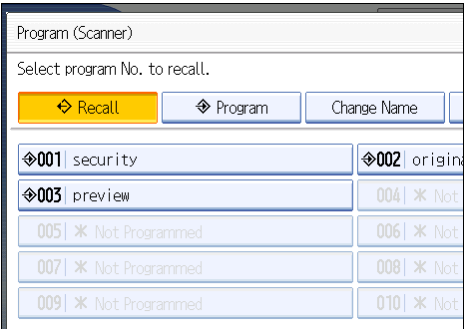
The Program screen reappears. When the settings are successfully registered,  appears on the left side of the registered program number and the program name appears on the right side. The initial screen reappears after a moment.

Recalling a Registered Content

To recall settings registered in a program and use them for scanning:


1. Press the [Program] key.

2. Press [Recall].



3. Press the number of the program you want to recall.

Settings registered in the program are recalled and the initial scanner screen reappears.

Settings are not registered in numbers that appear without .

4. Place originals, and then press the [Start] key.

Changing a Registered Program

To change the settings registered to a program:

1. Press the [Program] key.

2. Press [Recall].

3. Press the number of the program you want to change.

Settings registered in the program are recalled and the initial scanner screen reappears.

4. Change settings of the program.

5. Press the [Program] key.
6. Press [Program].
7. Press the number of the program whose settings you changed or the number of a different program in which you want to register the changed settings.
8. If you select a program that is already registered, a confirmation message appears. To overwrite the program, press [Yes].

If you select a new program number, you can omit this step. Proceed to the next step.

9. Enter a program name.
10. Press [OK].

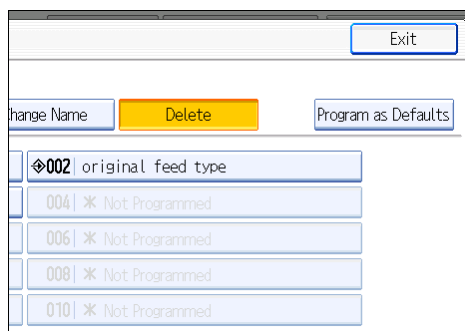
If overwritten, the registered program is deleted.

The new program name appears briefly, and then the initial screen reappears after a moment.

Deleting a Program

To delete a registered program:

1. Press the [Program] key.
2. Press [Delete].



3. Press the number of the program you want to delete.
A confirmation screen appears.
4. Press [Yes].
The program is deleted, and the initial screen reappears after a moment.

Changing the Registered Program Name

To change the name of a registered program:

1. Press the [Program] key.

2. Press [Change Name].

to change the name of.

Program

Change Name

Delete

	002 original feed type
	004 * Not Programmed
ammed	006 * Not Programmed
ammed	008 * Not Programmed
ammed	010 * Not Programmed

3. Press the number of the program whose name you want to change.

The soft keyboard appears.

4. Enter a new program name.

5. Press [OK].

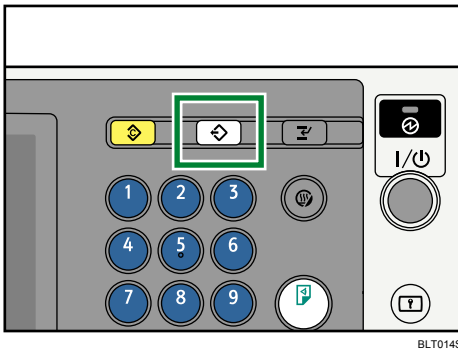
The new program name appears briefly, and then the initial screen reappears.

Registering the Default Values of the Scanner's Initial Display

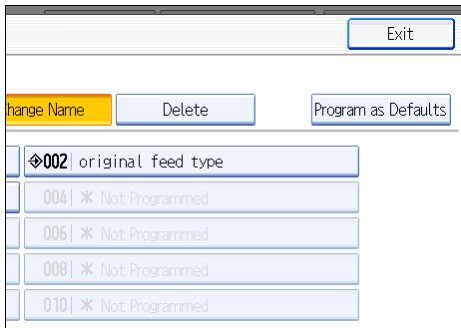
This section explains how to set defaults for the initial screen, which appears when the machine is turned on or when settings are cleared or reset.

The following settings can be registered as defaults: Scan Settings, Original Orientation, File Type, Store File, Preview, Reception Notice, Security (E-mail Encryption and Signature), and Original Output Exit.

1. Make the necessary scan settings on the initial screen.
2. Press the [Program] key.



3. Press [Program as Defaults].



4. Press [Program].

A confirmation screen appears.

5. Press [Yes].

The current settings are registered as defaults, and then the initial screen reappears.

↓ Note

- To restore the initial screen's original default settings, press [Restore Factory Defaults].
- Default settings for the initial screen can be registered for normal screens and simplified displays respectively.

7. Appendix

Relationship between Resolution and Scan Size

This section explains the relationship between resolution and scan size.

Resolution and scan size are inversely related. The higher the resolution (dpi) is set, the smaller the area that can be scanned. Conversely, the larger the scan area, the lower the resolution that can be set.

The relationship between the scanning resolution and scan size is shown below. If the combination is unreadable, "Exceeded max. data capacity. Check the scanning resolution, then press the Start key again." appears on the machine's control panel display. Change the condition until scanning is enabled.

↓ Note

- Image compression level can limit Maximum image size.
- Only Type 2 machines can scan originals that are longer than 15000 mm (590.5 in). For details about identifying the model of your machine, see About This Machine.

When Using the E-mail, Folder Sending, Storing, or Network Delivery Functions

This section explains the relationship between resolution and scan size when using the e-mail, Scan to Folder, storing, or network delivery scanner functions.




If [Black & White: Text], [B & W: Text / Line Art], [B & W: Text / Photo], [Black & White: Photo], or [Black & White: Drawing] is selected for Scan Type:




- A1 - A4, B2 JIS - B4 JIS, Double Letter, Legal, and Letter
All combinations up to 600 dpi can be scanned.
- Larger than A1, B2 JIS, or Double Letter

The maximum possible resolution varies depending on the scan size and orientation of the original.

Use the table below to specify the resolution for your original.

Maximum resolution

	Width (mm/in)	Length (mm/in)	Maximum resolution for  orientation (dpi)	Maximum resolution for  orientation (dpi)	Maximum resolution for  orientation (dpi)
Long Length	914/36.0	~ 30000/1181.1	600	400	Unreadable
Long Length	914/36.0	~ 15000/590.5	600	400	Unreadable
Long Length	914/36.0	~ 13400/527.5	600	600	Unreadable
Long Length	914/36.0	~3680/144.8	600	600	150
Long Length	914/36.0	~2760/108.6	600	600	200
Long Length	914/36.0	~1840/72.4	600	600	300
Long Length	914/36.0	~1380/54.3	600	600	400
Long Length	914/36.0	~920/36.2	600	600	600
A0 × 2	841/33.2	2378/93.6	600	600	200
A1 × 2	594/23.4	1682/66.2	600	600	300
A0	841/33.2	1189/46.8	600	600	400
B1 JIS	728/28.6	1030/40.5	600	600	400
36 × 48	914/36.0	1219.2/48.0	600	600	400

	Width (mm/in)	Length (mm/in)	Maximum resolution for  orientation (dpi)	Maximum resolution for  orientation (dpi)	Maximum resolution for  or  orientation (dpi)
Engineering E	864/34.0	1117.6/44.0	600	600	400
30 × 42	762/30.0	1066.8/42.0	600	600	400
Architecture E	610/24.0	914.4/36.0	600	600	600
Engineering D	559/22.0	863.6/34.0	600	600	600
Architecture C	457/18.0	609.6/24.0	600	600	600
Engineering C	432/17.0	558.8/22.0	600	600	600
Architecture A	229/9.0	304.8/12.0	600	600	600

If [Gray Scale] is selected for Scan Type:

- A0 - A4, B1 JIS - B4 JIS, Double Letter, Legal, and Letter

All combinations up to 600 dpi can be scanned.

- Larger than A0 or Double Letter

The maximum possible resolution varies depending on the scan size and whether or not the data is compressed.

Use the table below to specify the resolution for your original.

Maximum resolution

	Width (mm/in)	Length (mm/in)	Maximum resolution when data is not compressed (dpi)	Maximum resolution when data is compressed (dpi)
Long Length	914/36.0	~30000/1181.1	Unreadable	Unreadable
Long Length	914/36.0	~26000/1023.6	150	Unreadable

	Width (mm/in)	Length (mm/in)	Maximum resolution when data is not compressed (dpi)	Maximum resolution when data is compressed (dpi)
Long Length	914/36.0	~15000/590.5	200	Unreadable
Long Length	914/36.0	~11000/433.0	200	150
Long Length	914/36.0	~8000/314.9	200	200
Long Length	914/36.0	~6000/236.2	300	200
Long Length	914/36.0	~5000/196.8	300	300
Long Length	914/36.0	~4000/157.4	300	300 ^{*1}
Long Length	914/36.0	~3680/144.8	400	400
Long Length	914/36.0	~2760/108.6	400	400 ^{*2}
Long Length	914/36.0	~1520/59.8	600	600
A0 × 2	841/33.2	2378/93.6	400	400 ^{*2}
A1 × 2	594/23.4	1682/66.2	600	600
36 × 48	914/36.0	1219.2/48.0	600	600
Engineering E	864/34.0	1117.6/44.0	600	600
30 × 42	762/30.0	1066.8/42.0	600	600
Architecture E	610/24.0	914.4/36.0	600	600
Engineering D	559/22.0	863.6/34.0	600	600
Architecture C	457/18.0	609.6/24.0	600	600
Engineering C	432/17.0	558.8/22.0	600	600
Architecture A	229/9.0	304.8/12.0	600	600

^{*1} Depending on the size of the compressed data, scanning up to 400 dpi is possible.

^{*2} Depending on the size of the compressed data, scanning up to 600 dpi is possible.

If [Full Colour: Text / Photo] or [Full Colour: Glossy Photo] is selected for Scan Type:

- A1 - A4, B2 JIS - B4 JIS, Double Letter, Legal, and Letter

All combinations up to 600 dpi can be scanned.

- Larger than A1, B2 JIS, or Double Letter

The maximum possible resolution varies depending on the scan size and whether or not the data is compressed.

Use the table below to specify the resolution for your original.

Maximum resolution

	Width (mm/in)	Length (mm/in)	Maximum resolution when data is not compressed (dpi)	Maximum resolution when data is compressed (dpi)
Long Length	914/36.0	~30000/1181.1	Unreadable	Unreadable
Long Length	914/36.0	~15000/590.5	Unreadable	Unreadable
Long Length	914/36.0	~11000/433.0	Unreadable	Unreadable ^{*1}
Long Length	914/36.0	~8000/315.0	150	150 ^{*2}
Long Length	914/36.0	~5000/196.9	200	200 ^{*3}
Long Length	914/36.0	~4000/157.4	200	200 ^{*4}
Long Length	914/36.0	~2000/78.8	300	300 ^{*5}
Long Length	914/36.0	~1000/39.4	400	400 ^{*5}
A0 × 2	841/33.2	2378/93.6	300	300 ^{*5}
A1 × 2	594/23.4	1682/66.2	400	400 ^{*5}
A0	841/33.2	1189/46.8	400	400 ^{*5}
B1 JIS	728/28.6	1030/40.5	400	400 ^{*5}
36 × 48	914/36.0	1219.2/48.0	400	400 ^{*5}
Engineering E	864/34.0	1117.6/44.0	400	400 ^{*5}
30 × 42	762/30.0	1066.8/42.0	400	400 ^{*5}
Architecture E	610/24.0	914.4/36.0	400	400 ^{*5}
Engineering D	559/22.0	863.6/34.0	600	600
Architecture C	457/18.0	609.6/24.0	600	600
Engineering C	432/17.0	558.8/22.0	600	600

	Width (mm/in)	Length (mm/in)	Maximum resolution when data is not compressed (dpi)	Maximum resolution when data is compressed (dpi)
Architecture A	229/9.0	304.8/12.0	600	600

*¹ Depending on the size of the compressed data, scanning up to 150 dpi is possible.

*² Depending on the size of the compressed data, scanning up to 200 dpi is possible.

*³ Depending on the size of the compressed data, scanning up to 300 dpi is possible.

*⁴ Depending on the size of the compressed data, scanning up to 400 dpi is possible.

*⁵ Depending on the size of the compressed data, scanning up to 600 dpi is possible.

When Using as a TWAIN Scanner

This section explains the relationship between resolution and scan size when using the machine as a TWAIN scanner.

To specify the scan area or resolution for the machine you are using as a network TWAIN scanner, see the TWAIN driver Help.

↓ Note

- You might not be able to scan large originals if the client computer has insufficient memory, is running other applications, or if its operating system has restriction settings in place.
- Certain original types and resolution settings can reduce scanning quality.

If [Binary(Text)] or [Binary(Photo)] is selected in [Col./Grad.:]

The scan size determines the maximum possible resolution.

Refer to the table below for the maximum resolution available for each scan size.

Scan size and maximum resolution

Scan size	Width (mm/in)	Length (mm/in)	Maximum resolution (dpi)
Maximum (Type 2)	914/36.0	30000/1181.1	600
Maximum (Type 1)	914/36.0	15000/590.5	600
A0 × 2	841/33.2	2378/93.6	652
A1 × 2	594/23.4	1682/66.2	923
A0	841/33.2	1189/46.8	652

Scan size	Width (mm/in)	Length (mm/in)	Maximum resolution (dpi)
B1 JIS	728/28.6	1030/40.5	753
A1	594/23.4	841/33.1	923
B2 JIS	515/20.2	728/28.6	1065
A2	420/16.5	594/23.3	1200
B3 JIS	364/14.3	515/20.2	1200
A3	297/11.6	420/16.5	1200
B4 JIS	257/10.1	364/14.3	1200
A4	210/8.2	297/11.6	1200
36 × 48	914/36.0	1219.2/48.0	600
Engineering E	864/34.0	1117.6/44.0	635
30 × 42	762/30.0	1066.8/42.0	720
Architecture E	610/24.0	914.4/36.0	899
Engineering D	559/22.0	863.6/34.0	981
Architecture C	457/18.0	609.6/24.0	1200
Engineering C	432/17.0	558.8/22.0	1200
Architecture A	229/9.0	304.8/12.0	1200
Double Letter	280/11.0	432/17.0	1200
Legal	216/8.5	356/14.0	1200
Letter	216/8.5	280/11.0	1200

If [8 Colors] or [8 Colors(Photo)] is selected in [Col./Grad.]:

The scan size determines the maximum possible resolution.

Refer to the table below for the maximum resolution available for each scan size.

Scan size and maximum resolution

Scan size	Width (mm/in)	Length (mm/in)	Maximum resolution (dpi)
Maximum (Type 2)	914/36.0	30000/1181.1	229

Scan size	Width (mm/in)	Length (mm/in)	Maximum resolution (dpi)
Maximum (Type 1)	914/36.0	15000/590.5	324
A0 × 2	841/33.2	2378/93.6	652
A1 × 2	594/23.4	1682/66.2	923
A0	841/33.2	1189/46.8	652
B1 JIS	728/28.6	1030/40.5	753
A1	594/23.4	841/33.1	923
B2 JIS	515/20.2	728/28.6	1065
A2	420/16.5	594/23.3	1200
B3 JIS	364/14.3	515/20.2	1200
A3	297/11.6	420/16.5	1200
B4 JIS	257/10.1	364/14.3	1200
A4	210/8.2	297/11.6	1200
36 × 48	914/36.0	1219.2/48.0	600
Engineering E	864/34.0	1117.6/44.0	635
30 × 42	762/30.0	1066.8/42.0	720
Architecture E	610/24.0	914.4/36.0	899
Engineering D	559/22.0	863.6/34.0	981
Architecture C	457/18.0	609.6/24.0	1200
Engineering C	432/17.0	558.8/22.0	1200
Architecture A	229/9.0	304.8/12.0	1200
Double Letter	280/11.0	432/17.0	1200
Legal	216/8.5	356/14.0	1200
Letter	216/8.5	280/11.0	1200

If [Gray Scale] or [16770K colors] is selected in [Col./Grad.:] and data is compressed

The scan size determines the maximum possible resolution.

Refer to the table below for the maximum resolution available for each scan size.

Scan size and maximum resolution

Scan size	Width (mm/in)	Length (mm/in)	Maximum resolution (dpi)
Maximum	914/36.0	11097/436.8	150
A0 × 2	841/33.2	2378/93.6	652
A1 × 2	594/23.4	1682/66.2	923
A0	841/33.2	1189/46.8	652
B1 JIS	728/28.6	1030/40.5	753
A1	594/23.4	841/33.1	923
B2 JIS	515/20.2	728/28.6	1065
A2	420/16.5	594/23.3	1200
B3 JIS	364/14.3	515/20.2	1200
A3	297/11.6	420/16.5	1200
B4 JIS	257/10.1	364/14.3	1200
A4	210/8.2	297/11.6	1200
36 × 48	914/36.0	1219.2/48.0	600
Engineering E	864/34.0	1117.6/44.0	635
30 × 42	762/30.0	1066.8/42.0	720
Architecture E	610/24.0	914.4/36.0	899
Engineering D	559/22.0	863.6/34.0	981
Architecture C	457/18.0	609.6/24.0	1200
Engineering C	432/17.0	558.8/22.0	1200
Architecture A	229/9.0	304.8/12.0	1200
Double Letter	280/11.0	432/17.0	1200
Legal	216/8.5	356/14.0	1200
Letter	216/8.5	280/11.0	1200

If [Gray Scale] is selected in [Col./Grad.:] and data is not compressed

The scan size determines the maximum possible resolution.

Refer to the table below for the maximum resolution available for each scan size.

Scan size and maximum resolution

Scan size	Width (mm/in)	Length (mm/in)	Maximum resolution (dpi)
Maximum (Type 2)	914/36.0	26326/1036.4	150
Maximum (Type 1)	914/36.0	15000/590.5	198
A0 × 2	841/33.2	2378/93.6	520
A1 × 2	594/23.4	1682/66.2	736
A0	841/33.2	1189/46.8	652
B1 JIS	728/28.6	1030/40.5	753
A1	594/23.4	841/33.1	923
B2 JIS	515/20.2	728/28.6	1065
A2	420/16.5	594/23.3	1200
B3 JIS	364/14.3	515/20.2	1200
A3	297/11.6	420/16.5	1200
B4 JIS	257/10.1	364/14.3	1200
A4	210/8.2	297/11.6	1200
36 × 48	914/36.0	1219.2/48.0	600
Engineering E	864/34.0	1117.6/44.0	635
30 × 42	762/30.0	1066.8/42.0	720
Architecture E	610/24.0	914.4/36.0	899
Engineering D	559/22.0	863.6/34.0	981
Architecture C	457/18.0	609.6/24.0	1200
Engineering C	432/17.0	558.8/22.0	1200
Architecture A	229/9.0	304.8/12.0	1200

Scan size	Width (mm/in)	Length (mm/in)	Maximum resolution (dpi)
Double Letter	280/11.0	432/17.0	1200
Legal	216/8.5	356/14.0	1200
Letter	216/8.5	280/11.0	1200

If [16770K colors] is selected in [Col./Grad.:] and data is not compressed

The scan size determines the maximum possible resolution.

Refer to the table below for the maximum resolution available for each scan size.

Scan size and maximum resolution

Scan size	Width (mm/in)	Length (mm/in)	Maximum resolution (dpi)
Maximum	914/36.0	8775/345.4	150
A0 × 2	841/33.2	2378/93.6	300
A1 × 2	594/23.4	1682/66.2	425
A0	841/33.2	1189/46.8	424
B1 JIS	728/28.6	1030/40.5	490
A1	594/23.4	841/33.1	601
B2 JIS	515/20.2	728/28.6	693
A2	420/16.5	594/23.3	850
B3 JIS	364/14.3	515/20.2	981
A3	297/11.6	420/16.5	1200
B4 JIS	257/10.1	364/14.3	1200
A4	210/8.2	297/11.6	1200
36 × 48	914/36.0	1219.2/48.0	402
Engineering E	864/34.0	1117.6/44.0	432
30 × 42	762/30.0	1066.8/42.0	471
Architecture E	610/24.0	914.4/36.0	568
Engineering D	559/22.0	863.6/34.0	611

Scan size	Width (mm/in)	Length (mm/in)	Maximum resolution (dpi)
Architecture C	457/18.0	609.6/24.0	804
Engineering C	432/17.0	558.8/22.0	864
Architecture A	229/9.0	304.8/12.0	1200
Double Letter	280/11.0	432/17.0	1200
Legal	216/8.5	356/14.0	1200
Letter	216/8.5	280/11.0	1200

Software Supplied on CD-ROM

This section explains the applications on the supplied CD-ROM.

Auto-Run Program

This section explains the auto-run program.

When the CD-ROM is inserted into a client computer running Windows 2000/XP/Vista or Windows Server 2003/R2, the installer starts up automatically (auto run) to install various software.

Note

- When you install software, log on as an Administrators group member.
- Auto-run program may not automatically work with certain operating system settings. If this happens, start "Setup.exe" on the CD-ROM root directory.
- To disable auto-run, set CD-ROM while pressing the Shift key. Keep the Shift key pressed until the computer finishes reading from the CD-ROM.
- If [Cancel] is pressed during installation, the installation of all the software thereafter will be stopped. If cancelled, reinstall the remaining software after restarting the client computer.

7

TWAIN Driver

This section tells you the file path to the TWAIN driver and the TWAIN driver's system requirements.

You must install this driver if you want to scan originals or use the machine as a network TWAIN scanner.

File path

The TWAIN driver is stored in the following folder on the CD-ROM:

\DRIVERS\TWAIN

System requirements

- Computer hardware
PC/AT-compatible machines that support the operating system properly
This driver cannot be used in RISC-based processor (MIPS R series, Alpha AXP, or PowerPC) environments.
- Operating system
Microsoft Windows 2000/XP/Vista
Microsoft Windows Server 2003
Microsoft Windows Server 2003 R2

- Display resolution
800 × 600 pixels, 256 colors or higher

DeskTopBinder Lite

This section tells you the file path to DeskTopBinder Lite, the DeskTopBinder Lite system requirements, and the applications that are installed with DeskTopBinder Lite.

DeskTopBinder is installed on the client computers to integrate and manage various kinds of files such as scan files, files created with applications, and existing scan files. This software allows you to use various functions for stored scan files such as viewing stored files. Also, with ScanRouter delivery software, you can view the files stored in in-trays of the delivery server or use other functions for stored files. For details about DeskTopBinder Lite, see DeskTopBinder Lite manuals or DeskTopBinder Lite Help.

File path

DeskTopBinder Lite is stored in the following folder on the CD-ROM provided with this machine:

\UTILITY\DESKV2

System requirements

- Computer hardware
PC/AT-compatible machines that support the following operating system properly
- Operating system
Microsoft Windows 2000 Professional SP1 or later
Microsoft Windows 2000 Server SP1 or later
Microsoft Windows 2000 Advanced Server SP1 or later
Microsoft Windows XP Professional/Home Edition
Microsoft Windows Vista Ultimate/Enterprise/Business/Home Premium/Home Basic
Microsoft Windows Server 2003 Standard Edition/Enterprise Edition
Microsoft Windows Server 2003 R2 Standard Edition/Enterprise Edition
- Display resolution
800 × 600 pixels, 64K colors or higher

Software installed with DeskTopBinder Lite

- Auto Document Link
Auto Document Link on the client computer monitors in-trays of the delivery server periodically, retrieves files delivered to in-trays, and notifies the user of delivery.
- Function Palette
Function Palette allows you to use DeskTopBinder functions such as Scan using TWAIN scanner or Print without starting DeskTopBinder. To use these functions from Function Palette,

you must first configure those using DeskTopBinder Extended Features. For details about Function Palette, see DeskTopBinder manuals.

- SmartDeviceMonitor for Client

SmartDeviceMonitor for Client provides functions for continuous device status monitoring on the network via TCP/IP or IPX/SPX.

Values of Various Set Items for Transmission/Storage/Delivery Function

This section explains the values of various transmission/storage/delivery function settings.

Note

- Depending on the type or settings of the file or original, you may not be able to specify the destination or enter the maximum number of characters stated below.

Transmission Function

This section explains the values of transmission function settings.

Sending E-mail

The following table tells you the maximum values of the e-mail sending function settings.

Values of Set Items for Sending by E-mail

Item	Maximum value	Comments
Number of subject line characters	128 alphanumeric characters	-
Number of e-mail message characters	<ul style="list-style-type: none">Selecting from the list: 400 alphanumeric characters (80 alphanumeric characters × 5 lines)Entering manually: 80 alphanumeric characters	You cannot enter messages from the list and manually at the same time.
Number of e-mail address characters	128 alphanumeric characters	E-mail addresses found via LDAP server search cannot be selected if they contain more than 128 characters.

Item	Maximum value	Comments
Number of addresses you can specify at the same time	500 addresses	You can specify 100 destinations by direct entry, including LDAP search. Select the remaining 400 destinations from registered addresses.
Sendable file size	725.3 MB per file	-
Sendable number of pages	1000 pages per file	-

Folder transmission

The following table tells you the maximum values of the Scan to Folder function settings.

Values of Set Items for Scan to Folder

Item	Maximum value	Comments
Number of path name characters on SMB	256 alphanumeric characters	-
Number of user name characters on SMB	128 alphanumeric characters	-
Number of password characters on SMB	128 alphanumeric characters	-
Number of server name characters on FTP	64 alphanumeric characters	-
Number of path name characters on FTP	256 alphanumeric characters	-
Number of user name characters on FTP	64 alphanumeric characters	-
Number of password characters on FTP	64 alphanumeric characters	-
Number of path name characters on NCP	256 alphanumeric characters	-
Number of user name characters on NCP	128 alphanumeric characters	-

Item	Maximum value	Comments
Number of password characters on NCP	64 alphanumeric characters	-
Number of addresses you can specify at the same time	50 addresses	You can specify a maximum of 50 directly entered destinations.
Sendable file size	2000 MB per file	-

Simultaneous Transmission

The following table tells you the maximum values of settings for using the E-mail and Scan to Folder functions simultaneously.

Values of Set Items for Simultaneous Transmission

Item	Maximum value	Comments
Number of destinations you can select for E-mail and Scan to Folder	550 addresses	-
Number of destinations you can select for sending by e-mail	500 addresses	You can specify a maximum of 100 directly entered destinations, including LDAP search-retrieved destinations.
Number of destinations you can set for sending by Scan to Folder	50 addresses	-

Storage Function

The following table tells you the maximum values of the storage function settings.

Values of Set Items for File Storage

Item	Maximum value	Comments
Number of file name characters	64 alphanumeric characters	On the control panel, the first 16 characters are displayed. When viewing the stored files from a client computer using DeskTopBinder, all the entered characters can be viewed.
Number of user name characters	20 alphanumeric characters	On the control panel, the first 16 characters are displayed. When viewing the stored files from a client computer using DeskTopBinder, all the entered characters can be viewed.
Number of password characters	4-8 digit number	-
Number of stored files you can select at the same time	30 files	-
Storable number of files	3,000 files	This is the total number of files stored under the scanner, copier, document server, and printer functions.
Storable number of pages	3,000 pages	This is the total number of files stored under the scanner, copier, document server, and printer functions.
Storable number of pages per file	1,000 pages	-
Storable size	2,000 MB per file	-

Network Delivery Function

The following table tells you the values of setting items for the network delivery scanner function.

Values of Set Items for Network Delivery

Item	Maximum value	Comments
Number of subject line characters	128 alphanumeric characters	This is the total number of characters selected from the list and the number of characters entered directly from text.
Number of e-mail address characters	128 alphanumeric characters	-
Number of addresses you can specify at the same time	500 addresses	<p>You can specify 65 destinations by direct entry, including LDAP search. Select the remaining 435 destinations from registered addresses.</p> <p>The maximum number of destinations you can specify differs depending on which ScanRouter delivery software you are using. For details, see the manuals supplied with the ScanRouter delivery software.</p>
Sendable file size	2,000 MB per file	-

Scanner Features

This section explains Scanner Features settings.

To display the Scanner Features screen, press the [User Tools/Counter] key. For detailed setting method, see "Scanner Features", General Settings Guide.

Available Items in General Settings

Items	Description
Switch Title	Sets index to use when the list of destinations of this machine is displayed.
Update Delivery Server Destination List	Allows you to update the delivery server's destination list by pressing [Update Delivery Server Destination List]. To use this function, under [System Settings], set [Delivery Option] to [On].
Search Destination	Specify the default search destination list from the machine's address book or the LDAP server. To search through an LDAP server, under [System Settings], register the LDAP server, and then set [LDAP Search] to [On].
TWAIN Standby Time	Select the machine's response if a client computer tries to use the TWAIN scanner while scanning is in progress.
Destination List Display Priority 1	Select the default destination list from the machine's destination list or from the Destination List managed by the delivery server.
Destination List Display Priority 2	Select whether to prioritize the e-mail destination list or the folder destination list.
Print & Delete Scanner Journal	Specify the machine's response of the maximum number of scanner journals is exceeded.
Print Scanner Journal	Allows you to print the scanner journal. The scanner journal is then deleted.
Delete Scanner Journal	Allows you to delete the scanner journal without printing it.

Available Items in Scan Settings

Items	Description
Next Original Wait Setting	<p>When scanning multiple pages into a single file, you can select [Continuous Wait], [Off], or [Set Wait Time] as the standby mode for the additional originals.</p> <p>If you press [Next Original Wait] when scanning originals, the machine waits indefinitely for additional originals, regardless of any other settings.</p> <p>If you do not press [Next Original Wait], the settings you configure here determine the machine's performance as follows:</p> <ul style="list-style-type: none"> • [Set Wait Time] The machine waits for additional originals until the pre-specified wait period elapses. • [Off] The machine does not wait for additional originals and sends the scan file immediately. • [Continuous Wait] The machine waits indefinitely for additional originals and [Next Original Wait] does not appear.
Original Output Exit (TWAIN)	Select either [Top] or [Rear] as the default output exit for originals scanned using TWAIN.

Available Items in Send Settings

Items	Description
Compression (Black & White)	Specify a compression method for files scanned in black and white.
Compression (Gray Scale / Full Colour)	Specify a compression method for files scanned in gray scale or full color.
Max. E-mail Size	Select whether or not to limit the size of e-mail that has attachments.

Items	Description
Divide & Send E-mail	<p>Select whether or not to divide files that exceed the size specified in [Max. E-mail Size] and send them as multiple e-mails.</p> <p>If [Yes (per Max. Size)] is selected, depending on the e-mail software, the received divided file may not be restored.</p>
Insert Additional E-mail Info	Select whether or not to attach a standard message to scan files sent by e-mail. If you select [On], you must also select the language in which the message is sent.
No. of Digits for Single Page Files	Set the number of digits in serial numbers used for single-page file names.
Stored File E-mail Method	Sets the default for whether to attach a file or send URL Link when sending stored files by e-mail.

Available Items in Initial Settings


Items	Description
Menu Protect	Set the default access level for functions whose settings can be changed by users other than the administrator.

Specifications

The following table tells you the specifications of the scanner.

Specifications

Component	Specifications
Scan method	Original feed image scanning
Scan speed	<div><ul style="list-style-type: none">When scanning black and white originals: 150 dpi: 340 mm (13.3 in)/sec 200 dpi: 255 mm (10.0 in)/sec 300 dpi: 340 mm (13.3 in)/sec 600 dpi: 170 mm (6.6 in)/sec 1200 dpi: 85 mm (3.3 in)/secWhen scanning gray scale originals: 150 dpi: 300 mm (11.8 in)/sec 200 dpi: 225 mm (8.8 in)/sec 300 dpi: 300 mm (11.8 in)/sec 600 dpi: 150 mm (5.9 in)/sec 1200 dpi: 75 mm (2.9 in)/secWhen scanning full color originals: 150 dpi: 200 mm (7.8 in)/sec 200 dpi: 150 mm (5.9 in)/sec 300 dpi: 200 mm (7.8 in)/sec 600 dpi: 100 mm (3.9 in)/sec 1200 dpi: 50 mm (1.9 in)/sec</div> <div><div>↓</div><div>Note</div></div> <div><ul style="list-style-type: none">Scanning originals at 1200 dpi resolution is possible only if you are using the network TWAIN scanner function.</div>
Image sensor type	Fixed contact image sensor
Scan type	Sheet
Ethernet interface	10BASE-T/100BASE-TX or 1000BASE-T (optional)

Component	Specifications
Wireless LAN interface	IEEE 802.11a/b/g (optional)
Original sizes that can be scanned	<p>Type 1:</p> <ul style="list-style-type: none"> Length 210–15000 mm (8.3–590.5 in) Width 210–914 mm (8.3–36.0 in) <p>Type 2:</p> <ul style="list-style-type: none"> Length 210–30000 mm (8.3–1181.1 in) Width 210–914 mm (8.3–36.0 in) <p> Note</p> <ul style="list-style-type: none"> Scannable original sizes vary depending on machine model. For details about identifying the model of your machine, see About This Machine.
Basic scanning resolution	600 dpi
Selectable scanning resolutions when using the E-mail/Scan to Folder/Network delivery scanner function	150 dpi, 200 dpi, 300 dpi, 400 dpi, 600 dpi
Selectable scanning resolution when using TWAIN scanner	150 dpi to 1200 dpi
Sendable file formats	TIFF, JPEG, PDF
Image compression type for black and white (two-value)	TIFF (MH, MR, MMR)
Image compression type for gray scale/full color	JPEG
Network protocol	IPv4, IPX
Protocol for sending e-mail	SMTP, POP3
Protocol for Scan to Folder	SMB, FTP, NCP

 **Note**

- Specifications are subject to change without notice.

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