⇨ Please put this guide above your machine ⇦

*The shape of the machine, screen displays, procedures, and titles in references vary depending on the machine you are using. Also, not all functions are available on all machines.

1. 【Home】key
   Press to display the [Home] screen.
2. **Function keys**
   No functions are registered to the function keys as a factory default. You can register often used functions, programs, and Web pages.
3. **Display panel**
4. 【Reset】key
   Press to clear the current settings.
5. 【Program】key
   Press to register frequently used settings, or to recall registered settings.
6. **Main power indicator**
7. 【Energy Saver】key
8. 【Login/Logout】key
9. 【User Tools/Counter】key
10. 【Simple Screen】key
11. 【#】key (Enter key)
12. 【Start】key
    Press to start copying, printing, scanning, or sending.
13. 【Stop】key
    Press to stop a job in progress, such as copying, scanning, or printing.
14. 【Clear】key
    Press to delete a number entered.
15. **Number keys**
16. 【Check Status】key
17. **Media access lamp**
18. **Media slots**

> ❗ To use the scanner functions, several settings must be made beforehand. For details about these settings, see "Accessing User Tools", Connecting the Machine/ System Settings on the supplied CD-ROM.
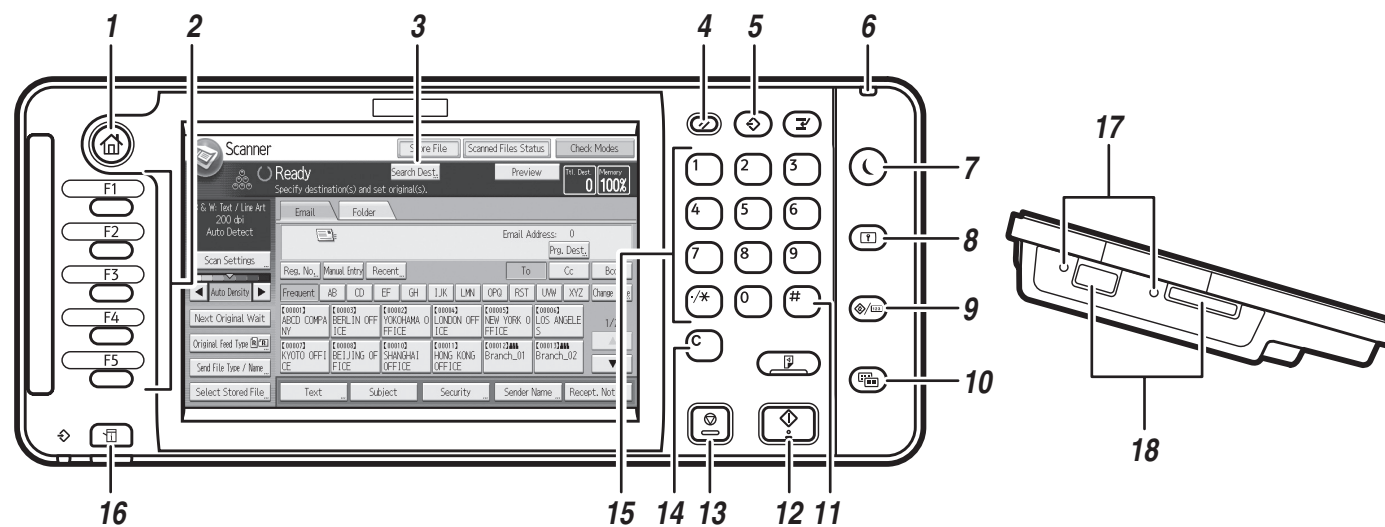
How to scan...

Available scan functions:

1. Scan to E-mail
2. Scan to Folder (SMB/FTP/NCP)
3. Store to Hard Disk
4. Save to Memory Storage Device
5. Scan to Delivery Server
6. Scan via TWAIN Driver

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

How to use Scan to E-mail/ Scan to Folder...
(Sending Scanned Documents to a Client Computer)

1. Press the 【Home】key on the top left of the control panel, and press the [Scanner] icon on the [Home] screen.
2. Press the 【Reset】key.
3. Press the [E-mail] or [Folder] tab.
4. If necessary, specify the scan settings according to the original to be scanned.

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

6. Specify the destination(s). You can specify multiple destinations.

   For scan to e-mail:
   ❗ Before you select destination(s), make sure you have selected [To]. If necessary, press [Cc] or [Bcc], and then select destination(s).

7. **For scan to e-mail only**
   Specify the e-mail sender.

   ❗ Depending on the security settings, the logged-in user may be specified as [Sender Name].

- To specify the e-mail sender, press [Sender Name].
- Select a sender.
- Press [OK].
- For reception confirmation e-mail, press [Recept. Notice].

8. **For scan to e-mail only**
   Enter a subject line if necessary.
   - Press [Subject].
   - Enter the subject.
   - Press [OK].

9. Place the originals.

How to save to the machine's hard disk...
(Storing and Saving the Scanned Documents)

1. Press the 【Home】key on the top left of the control panel, and press the [Scanner] icon on the [Home] screen.
2. Press the 【Reset】key.
3. Press [Store File].
4. Press [Store to HDD].
5. If necessary, specify file information, such as [User Name], [File Name], [Password], and [Select Folder].
6. Press [OK].
7. If necessary, press [Scan Settings] to specify scanner settings such as resolution and scan size.
8. If necessary, press [Next Original Wait].
9. Place the originals.

For details about saving to memory storage device, see "Basic Procedure for Saving Scan Files on a Memory Storage Device", Scan on the supplied CD-ROM.

Why use it?
To store scanned files in the hard disk of the machine for later (shared) use. (See Scan.)

Displaying a list of files stored on the machine's hard disk
(Storing and Saving the Scanned Documents)

1. Press [Select Stored File].
2. Specify the folder in which to save the stored files.
3. From the list of stored files, select the file you want to check.

Registering an E-mail destination...
(Registering Addresses and Users, Connecting the Machine/ System Settings)

1. Press the 【Home】key on the top left of the control panel, and press the [Address Book Management] icon on the [Home] screen.
2. Check that [Program / Change] is selected.
3. Select the name whose e-mail address you want to register. Press the name key, or enter the registered number using the number keys.
4. Press [Email].
5. Press [Change] under "Email Address".
6. Enter the e-mail address.
7. Press [OK].
8. Select [Email].
9. Press [OK].
10. Press the 【User Tools/Counter】key.

For details about registering folders, see "Registering Addresses and Users", Connecting the Machine/ System Settings.

Chapter references in this guide refer to the bundled OI CD; Scan and Connecting the Machine/ System Settings.