



Quick Reference Scanner Guide

⇒ Please put this guide above your machine ⇐

1. **Status indicator**
2. **Main power indicator**
3. **Operation switch**
Press this to turn the machine on/off.
4. **[Login/Logout] key**
5. **[Simplified Display] key**
6. **[Language Selection] key**
7. **[Interrupt] key**
8. **[Energy Saver] key**
Press this to switch the machine into or out of the Energy Saver mode.
9. **[Clear Modes] key**
10. **[Program] key**
11. **[Stop] key**
- stops scanning.
12. **[Start] key**
Press this to begin scanning, storing, or sending.

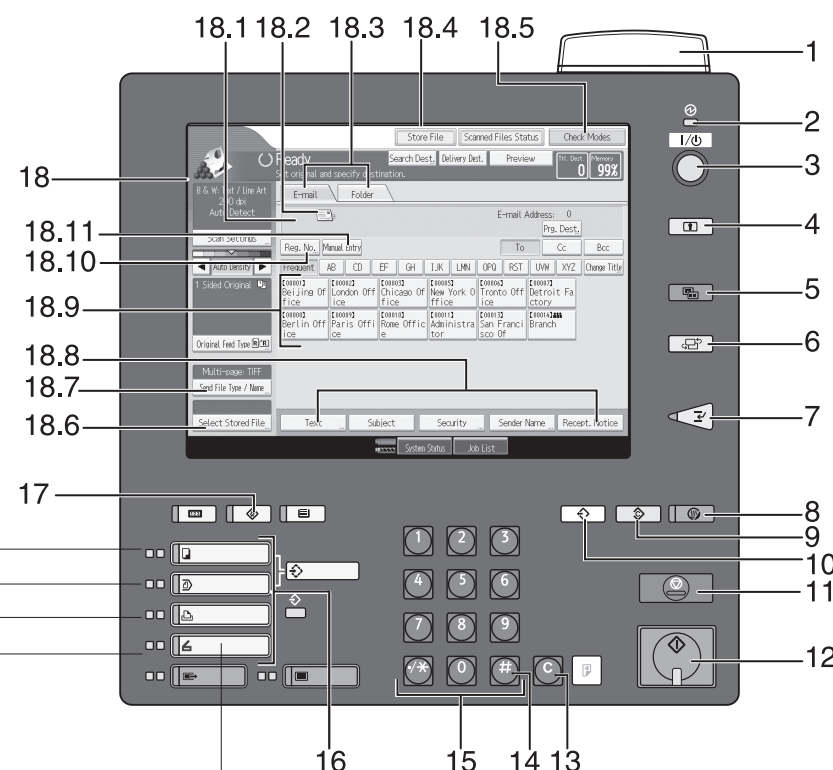
13. **[Clear] key**
- clears an entered numeric value.
14. **[#] key (Enter Key)**
15. **Number keys**

16. **Function keys**
Press the [Scanner] key to activate.
17. **[User Tools] key**
18. **Display Panel**

- 18.1 **Destination field**
- 18.2 **E-mail icon**
- 18.3 **E-mail/Folder**
- 18.4 **[Store File]**
- 18.5 **[Check Modes]**
- 18.6 **[Select Stored File]**
- 18.7 **[Send File Type / Name]**
- 18.8 **[Text] [Subject] [Security]**
- 18.9 **[Sender Name]**
- 18.10 **[Receipt. Notice]**
- 18.11 **Destination List**
- 18.11 **[Manual Entry]**

Standard available:

- Copier:
- Document Server:
- Printer:
- Scanner:



This button needs to be selected as a first step.

How to scan...

Available scan functions:

- 1 Scan to E-mail
 - 2 Scan to Folder (SMB/FTP/NCP)
 - 3 Scan Using WSD (Web Services on Devices)
 - 4 Store to Hard Disk
 - 5 Scan to Delivery Server
 - 6 Scan via TWAIN Driver
- For details about 1, 2, and 3, see *Scanner Reference* on the supplied CD-ROM.

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

(1. Sending Scan Files by E-mail)
(2. Sending Scan Files to Folders)

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

- 3 Select destination(s).
In total, up to 500 destinations can be specified.
For scan to e-mail:
Before selecting the destination, be sure to select [To]. When necessary, select [Cc] or [Bcc] and destination(s).
- 6 If necessary, press [Send File Type / Name] to specify settings such as file name and file format.
- 7 **For scan to e-mail only**
Specify the e-mail sender.
Depending on the security settings, the logged-on user may appear in the [Sender Name] field.

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



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

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

(4. Storing Files Using the Scanner Function)

- 1 Press the [Scanner] key.
- 2 Press the [Clear Modes] key.
- 3 Make settings for storing scanned data files:
 - Press [Store File] and [Store to HDD].
- 4 Specify the file information; user name, file name, and password. Press [OK].
- 5 Place the originals and configure the necessary settings via [Original Feed Type].
- 6 Configure the basic settings (scan type, resolution, etc.) via [Scan Settings].
- 7 Press the [Start] key.

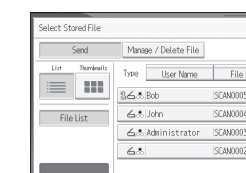
Why use it?

To store scanned files in the hard disk of the machine for later (shared) use. (See *Scanner Reference* 8.)

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

(4. Storing Files Using the Scanner Function)

- 1 Press the [Scanner] key.
- 2 Press [Select Stored File].
The list of stored files is displayed.



Registering an E-mail destination...

(Network and System Settings Guide 6. Registering Addresses and Users for Scanner Functions)

- 1 Press the [User Tools] key.
 - 2 Press [System Settings].
 - 3 Press [Administrator Tools].
 - 4 Press [Address Book Management].
 - 5 Check that [Program / Change] is selected.
 - 6 Press [New Program].
 - 7 Configure the user details.
 - 8 Press [E-mail].
 - 9 Press [Change], which is on the right side of the e-mail address.
 - 10 Enter the e-mail address, and then press [OK].
 - 11 Press [OK].
- For details about registering folders, see 6. Registering Addresses and Users for Scanner Functions, *Network and System Settings Guide* 9.