



Pro C7100_s/C7100_{sX}/C7110_s/C7110_{sX}

Operating Instructions

Scan

TABLE OF CONTENTS

Scanner Function.....	5
Sending Scanned Documents to a Client Computer.....	6
Sending Scanned Documents by E-mail.....	6
Sending Scanned Documents to a Folder on a Client Computer.....	7
Sending Documents Using Windows.....	7
Scanning Documents from a Client Computer.....	9
Using TWAIN Scanner.....	9
Scanning Documents Using Windows.....	9
Storing and Saving the Scanned Documents.....	11
Storing Scanned Documents to the Machine.....	11
Storing the Scanned Documents to a USB Flash Memory Device or SD Card.....	11
Preparing to Use the Scanner Function.....	13
Configuring the Network Settings in [System Settings].....	13
1. Sending Scanned Documents to a Client Computer	
Basic Procedure for Sending Scan Files by E-mail.....	15
Specifying the Destination or Recipient.....	18
Selecting the Destination from the Machine's Address Book.....	18
Entering an E-mail Address Manually.....	21
Selecting the Destination from Recent Destinations.....	22
Selecting Destinations by Searching an LDAP Server.....	22
Registering a Destination E-mail Address or Folder.....	24
Specifying the E-mail Sender.....	27
Selecting a Sender from the List.....	27
Using a Registration Number to Specify a Sender Name.....	28
Selecting the Sender by Searching the Machine's Address Book.....	28
Entering the E-mail Subject.....	30
Entering the E-mail Message.....	31
Selecting a Message from the List.....	31
Manual Entry of a Message.....	32
Simultaneous Storage and Sending by E-mail.....	33
Security Settings to E-mails.....	34
Sending Encrypted E-mail.....	34
Sending E-mail with a Signature.....	35

Sending the URL by E-mail.....	36
Preparing to Use Send to Folder.....	38
Preparation for Sending by Scan to Folder.....	39
Creating a Shared Folder on a Computer Running Windows/Confirming a Computer's Information.....	39
Creating a Shared Folder on a Computer Running Mac OS X/Confirming a Computer's Information...	41
Registering the Shared Folder of the Destination Computer in the Address Book.....	43
Basic Procedure When Using Scan to Folder.....	45
Specifying Scan to Folder Destinations.....	48
Sending Files to a Shared Network Folder.....	49
Entering the Path to the Destination Manually.....	49
Specifying the Path by Browsing the Network for Destinations.....	50
Sending Files to an FTP Server.....	51
Sending Files to NetWare Server.....	52
Simultaneous Storage and Sending by Scan to Folder.....	56
Sending Documents Using Windows.....	58
Preparing to Use WSD Scanner (Push Type).....	59
Enabling WSD Using Web Image Monitor.....	59
Registering the Machine to a Client Computer.....	60
Basic Operating Procedure of WSD Scanner (Push Type).....	61
Specifying the Destination Client Computer.....	63
Configuring the WSD Scanner Settings on a Client Computer.....	66
Changing a Scan Profile.....	66
Creating a New Scan Profile.....	66
Scan Profile Items and Settings.....	67
Managing Scan Conditions and Other Settings in the Block using Distributed Scan Management.....	69
Distributing Data using Distributed Scan Management.....	69

2. Scanning Documents from a Client Computer

Preparing to Use TWAIN Scanner.....	71
Basic Network TWAIN Scanner Procedure.....	72
Scan Settings When Using TWAIN Scanner.....	74
Setting Original Orientation on the TWAIN Scanner.....	74
When Scanning Originals of Mixed Sizes Using TWAIN Scanner.....	76

Scanning Documents Using Windows.....	77
Preparing to Use WSD Scanner (Pull Type).....	78
Enabling WSD Using Web Image Monitor.....	78
Registering the Machine to a Client Computer.....	79
Basic Operating Procedure of WSD Scanner (Pull Type).....	80
Configuring the WSD Scanner Settings on a Client Computer.....	82
Changing a Scan Profile.....	82
Creating a New Scan Profile.....	82
Scan Profile Items and Settings.....	83

3. Storing and Saving the Scanned Documents

Basic Procedure for Storing Scan Files.....	85
Previewing the Contents of a Stored Document.....	88
Checking a Stored File Selected from the List.....	88
Checking Stored Files from a Client Computer.....	90
Sending a Stored File.....	91
Managing Stored File.....	93
Deleting a Stored File.....	93
Changing Stored Document Information.....	93
Searching for Stored Documents.....	96
Specifying Access Privileges for Stored Files.....	99
Specifying Access Permissions When Storing a File.....	99
Changing Access Privileges for Previously Stored Files.....	100
Storing the Scanned Documents to a USB Flash Memory Device or SD Card.....	101
Basic Procedure for Saving Scan Files on a Memory Storage Device.....	101

4. Various Scan Settings

Specifying Scan Settings.....	105
Scan Settings.....	106
Original Type.....	106
Resolution.....	107
Scan Size.....	107
Edit.....	112
Adjusting Image Density.....	114
Setting of Original Feed Type.....	115

Original Orientation.....	115
Original Settings.....	117
Multiple Originals Containing One-sided and Two-sided Pages.....	119
Batch, SADF.....	120
Divide.....	121
Scanning Multiple Pages of Originals as One File.....	123
Specifying the File Type and File Name.....	125
Specifying the File Type.....	125
Specifying the File Name.....	127
Embedding Text Information in Scanned Data.....	129
Security Settings for PDF Files.....	131
Specifying Digital Signature for PDF Files.....	133

5. Scanner Features

General Settings.....	135
Scan Settings.....	138
Send Settings.....	141
Initial Settings.....	144

6. Appendix

Relationship between Resolution and Scan Size.....	145
When Using the E-mail, Folder Sending, WSD Scanner, DSM Scanner, or Storing Functions.....	145
When Using the TWAIN Driver.....	145
Values of Various Set Items for Transmission/Storage Function.....	148
Transmission Function.....	148
Storage Function.....	151

Scanner Function



CWJ004

You can use the scanner function to scan paper documents such as meeting materials and illustrations. Scanned documents can then be converted into a digital format such as PDF and sent to a client computer. Documents can be scanned simply by placing originals on the exposure glass or the ADF, and then pressing the start key.

The scanner function can be configured for the various scan settings listed below.

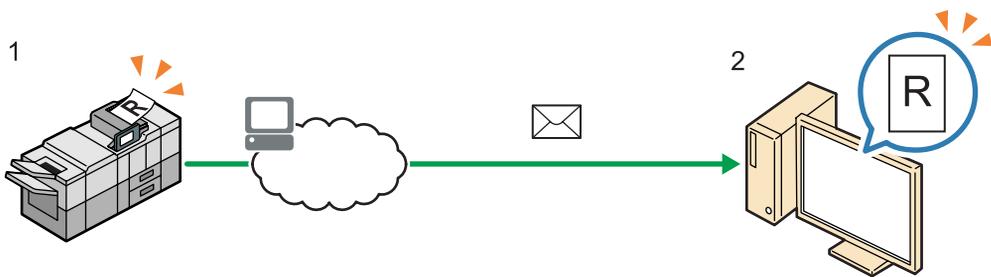
Examples of the scan settings that can be selected

- Original Type Selection (Color/Black & White)
Specify whether to scan the document in black and white, color, or grayscale.
- File Format Selection
Specify whether to save the scanned document in JPEG and TIFF, or PDF.
- Scan Size Setting
Select A4, A3, 8¹/₂×14, 8¹/₂×11, or a different size in which to save the scanned documents.

Sending Scanned Documents to a Client Computer

This section explains how to scan documents and deliver them to a client computer. There are three methods of delivery: "E-mail", "Folder Sending", and "WSD Scanner (Push Type)". Select an appropriate method according to your purpose.

Sending Scanned Documents by E-mail



CWJ005

1. This Machine

Place the original on the exposure glass or ADF. On the control panel, specify the e-mail destination, and then press the [Start] key.

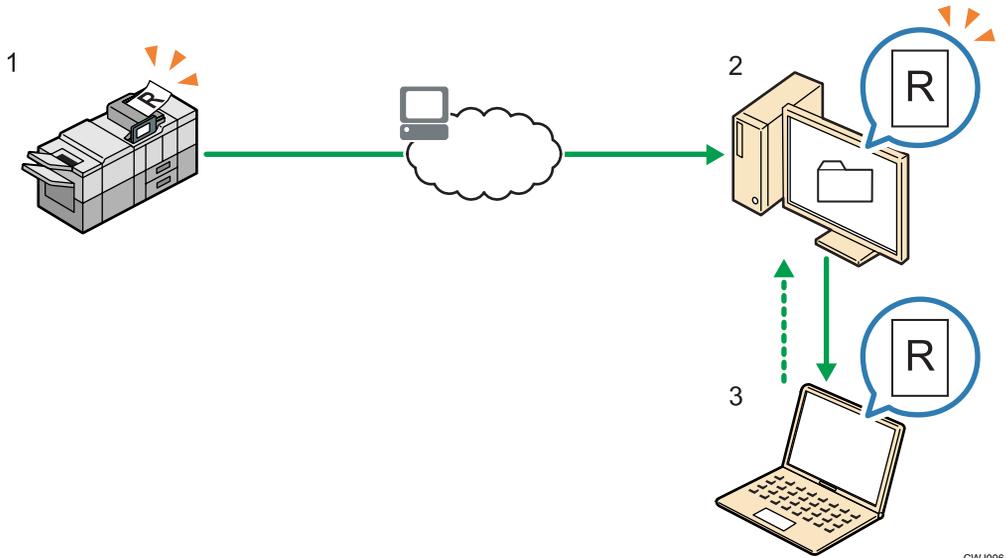
2. Your Computer

Scanned documents will be sent to your computer and can be received in your e-mail client.

↓ Note

- For details about sending e-mail, see page 15 "Basic Procedure for Sending Scan Files by E-mail".

Sending Scanned Documents to a Folder on a Client Computer



1. This Machine

Place the original on the exposure glass or ADF. On the control panel, specify the destination folder, and then press the [Start] key.

2. Your Computer

Scanned documents will be received and stored in the specified folder on your computer.

3. Other Computers

If the shared folder is configured and enabled on your computer, the sent documents can be viewed from other computers.

↓ Note

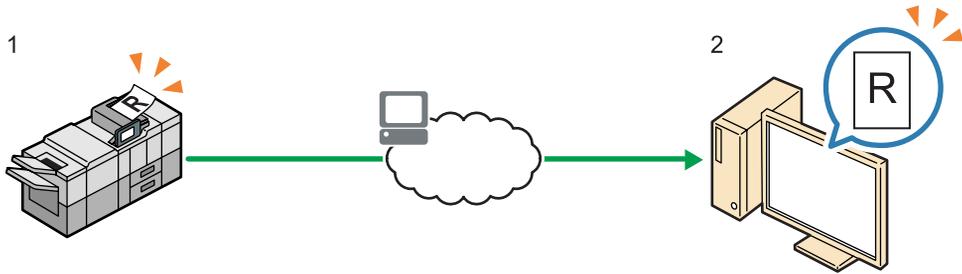
- For details about Folder Sending, see page 45 "Basic Procedure When Using Scan to Folder".

Sending Documents Using Windows

WSD Scanner (Push Type)

This allows you to send scan files to a client computer through the network.

To begin a scan job, press the [Start] key on the machine.



CWJ007

1. This machine

Place the original on the exposure glass or ADF. On the control panel, specify the destination computer, and then press the [Start] key.

2. Your Computer

Scanned documents will be sent to your computer.

Windows Vista or later and Windows Server 2008 or later support WSD features.

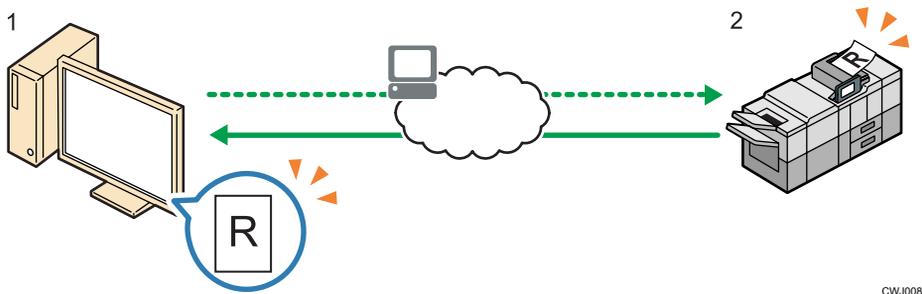
↓ Note

- For details about WSD Scanner (Push Type), see page 61 "Basic Operating Procedure of WSD Scanner (Push Type)".

Scanning Documents from a Client Computer

This section explains how to scan documents from a client computer and download the scanned documents to a computer. The following two methods of delivery are available: "TWAIN Scanner" and "WSD Scanner (Pull Type)". Select an appropriate method according to your purpose.

Using TWAIN Scanner



1. Your Computer (TWAIN driver already installed)

Instruct the machine to start scanning the original that is set on the machine.

2. This Machine

The original that is set on the machine is scanned, and its data is sent to a client computer.

↓ Note

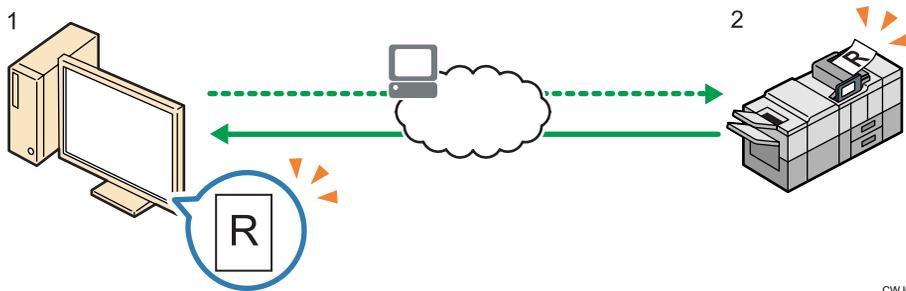
- For details about TWAIN Scanner, see page 72 "Basic Network TWAIN Scanner Procedure".

Scanning Documents Using Windows

WSD Scanner (Pull Type)

This allows you to send scanning requests to this machine from a client computer through the network.

To begin a scan job, send a scanning request from a client computer.



CWJ008

1. Your Computer

Instruct the machine to start scanning the original that is set on the machine.

Windows Vista or later and Windows Server 2008 or later support WSD features.

2. This Machine

The original that is set on the machine is scanned, and its data is sent to a client computer.

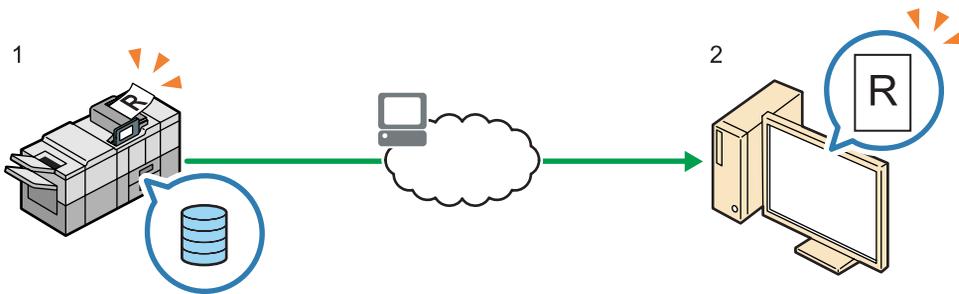
↓ Note

- For details about WSD Scanner (Pull Type), see page 78 "Preparing to Use WSD Scanner (Pull Type)".

Storing and Saving the Scanned Documents

This section explains how to store the scanned document to the machine's hard disk, USB flash memory device, or SD card.

Storing Scanned Documents to the Machine



CWJ009

1. This Machine

Place the original on the exposure glass or ADF. On the control panel, specify to store the scanned document, and then press the [Start] key.

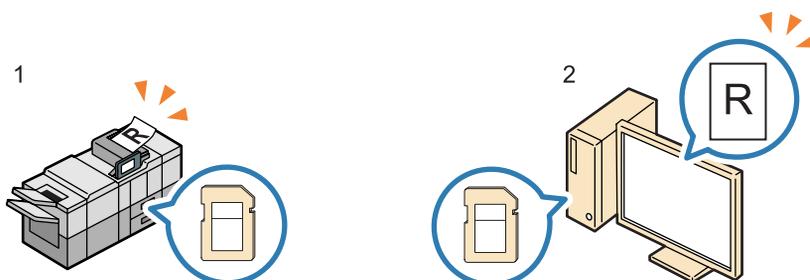
2. Your Computer

Stored documents can be viewed and downloaded to your computer using Web Image Monitor.

↓ Note

- For details about storing scanned documents, see page 85 "Basic Procedure for Storing Scan Files".

Storing the Scanned Documents to a USB Flash Memory Device or SD Card



CWJ010

1. This Machine

Place the original on the exposure glass or ADF. On the control panel, specify the removable media on which to store the scanned document, and then press the [Start] key.

2. Your Computer

The documents stored to a USB flash memory device or an SD card can be viewed and saved on your computer.

Note

- For details about saving scanned documents on memory storage device, see page 101 "Basic Procedure for Saving Scan Files on a Memory Storage Device".

Preparing to Use the Scanner Function

To use the functions explained in page 6 "Sending Scanned Documents to a Client Computer" and page 9 "Scanning Documents from a Client Computer", this machine and the client computer must be connected to a network. This section explains how to configure the network settings on the machine. A network connection is not required to use the function explained in page 11 "Storing and Saving the Scanned Documents".

↓ Note

- A network connection is required to use Web Image Monitor as specified on page 11 "Storing Scanned Documents to the Machine".

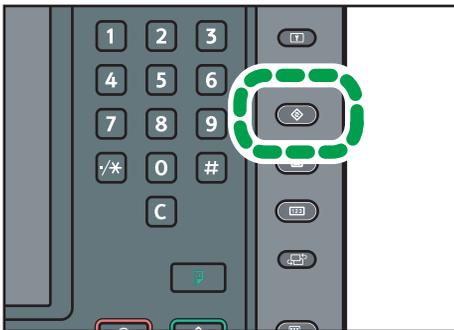
Configuring the Network Settings in [System Settings]

Configure the network settings in [System Settings] according to your environment and how you will be using the machine. This function can be used in an IPv4 or IPv6 network environment.

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

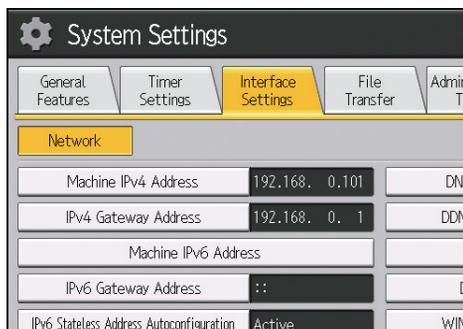
Note that the settings you must configure will vary depending on your operating environment. For details About the settings, how to configure them, and the network settings in an IPv6 network environment, see Connecting the Machine/System Settings for details.

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



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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)], and then press [OK]. Proceed to Step 8.

4. Press [OK].

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

6. Press [OK].

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

8. Press [OK].

9. Press [Exit] twice.

Note

- To use the e-mail delivery function, press [SMTP Server] in [File Transfer] under [System Settings], and then enter the SMTP server name or IPv4 address.

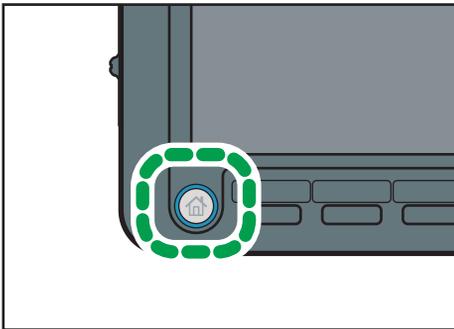
1. Sending Scanned Documents to a Client Computer

This section explains how to scan documents and deliver them to a client computer. There are three methods of delivery: "E-mail", "Folder Sending", and "WSD Scanner (Push Type)". Select an appropriate method according to your purpose.

Basic Procedure for Sending Scan Files by E-mail

1. Press the [Home] key on the bottom left of the control panel, and press the [Scanner] icon on the [Home] screen.

If the [Scanner] icon does not appear, press the  icon at the upper right corner of the screen to switch to the menu screen.

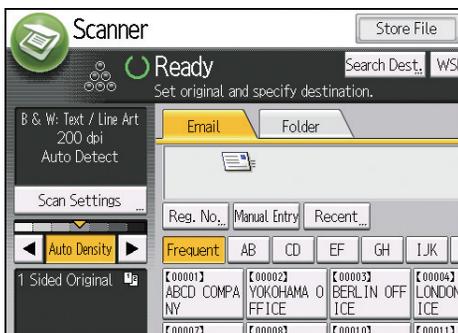


CWW220

2. Make sure that no previous settings remain.

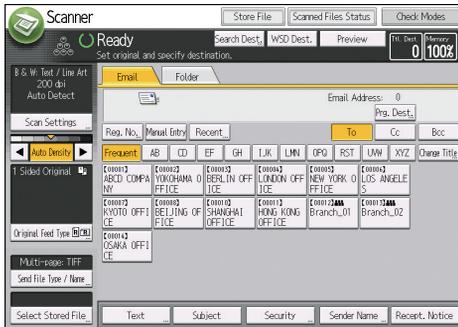
If a previous setting remains, press the [Reset] key.

3. Press the [Email] tab.



4. Place originals.

5. If necessary, specify the scan settings according to the original to be scanned.



Example: Scanning the document in color/duplex mode, and saving as a PDF file.

- Press [Scan Settings], press [Full Color: Text / Photo] in the [Original Type] tab, and then press [OK].
- Press [Original Feed Type], press [2 Sided Original], and then press [OK].
- Press [PDF] under [Send File Type / Name], and then press [OK].

For information about other settings, see page 105 "Various Scan Settings".

The settings explained in page 30 "Entering the E-mail Subject", page 31 "Entering the E-mail Message", page 34 "Security Settings to E-mails" can also be specified.

6. Specify the destination.

You can specify multiple destinations.

For details, see page 18 "Specifying the Destination or Recipient".

7. To specify the e-mail sender, press [Sender Name], and then press [OK].

For details, see page 27 "Specifying the E-mail Sender".

8. 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.

9. Press the [Start] key.

Note

- This machine supports SMTPS (SMTP over SSL).
- This machine supports Web mail sending.
- If [Auto Specify Sender Name] on the [File Transfer] tab under [System Settings] is set to [ON], you can send e-mails without entering anything for [Sender Name]. For details, see "File Transfer", Connecting the Machine/System Settings.
- Depending on the security setting, the logged-in user may be specified as [Sender Name].

- To use Message Disposition Notification, log in 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 [Preview] and then start scanning, 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 detail, see "[Preview] screen under the scanner function", Getting Started.
- To cancel scanning, press the [Stop] key. Check the information displayed in the dialog box, and then press any button.
- You can also store a scan file and simultaneously send it by e-mail. For details, see page 33 "Simultaneous Storage and Sending by E-mail".
- 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.
- You cannot switch the screen while WSD or DSM destinations are being specified. To clear the specified destination, display the destination in the destination field of each screen, and then press the [Clear] key.

Specifying the Destination or Recipient

This section explains how to specify the e-mail recipient or the destination folder.

The following methods of specifying the mail recipient or the destination folder are available:

- Selecting the destination from the machine's address book
- Entering the destination manually
- Selecting the destination from the recent destinations
- Searching and selecting the destination from LDAP server (only when sending files by e-mail)

↓ Note

- You can specify multiple destinations.
- Before you select destinations, make sure you have selected [To]. If necessary, press [Cc] or [Bcc], and then select destinations.
- For details about entering the destination when using Scan to Folder, see page 49 "Entering the Path to the Destination Manually".

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. About the settings, see [Connecting the Machine/System Settings](#) for details.**
- **For details about registering destination folders in the machine's address book using SMB protocol, see page 39 "Preparation for Sending by Scan to Folder".**

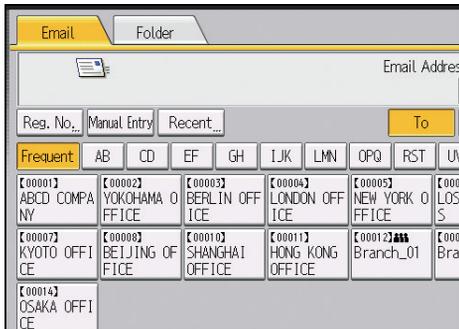
You can use the following methods to select destinations registered in the machine's address book:

- 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.

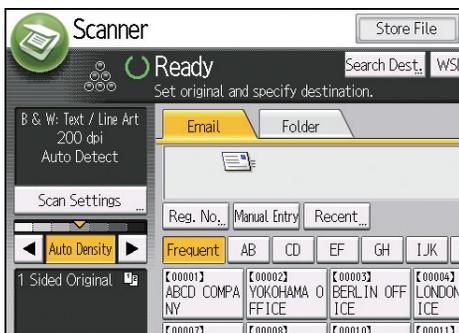
Note

- If the target destination does not appear, display the destination by selecting its initial letter from the title.
- 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.

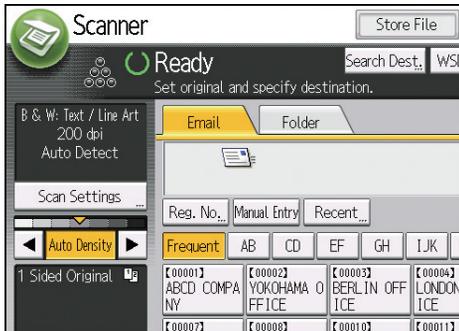
1. Press [Reg. No.].



2. Using the number keys, enter the five-digit registration number assigned to the required destination, and then press the [#] key.
3. Press [OK].

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

1. Press [Search Dest.].



2. To search by destination name, press [Name]. To search by e-mail address, press [Email Address].

To search by folder name, select the [Folder] tab, and then press [Folder Name].

You can also search by combining [Name] and [Email Address].

3. Enter the beginning of the destination name.

4. Press [OK].

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

6. Press [Start Search].

Destinations that match the search criteria are displayed.

7. Select a destination.

To send the file by e-mail, select [To], [Cc], or [Bcc].

8. Press [OK].

↓ Note

- If [LDAP Search] is set to [On] in [Administrator Tools] under [System Settings], check that [Address Book] has been selected before executing the search.
- Search criteria that appear in [Advanced Search], such as [Name], [Email Address], and [Folder Name], are registered in the machine's address book. For details, see "Registering Addresses and Users", Connecting the Machine/System Settings.
- 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".

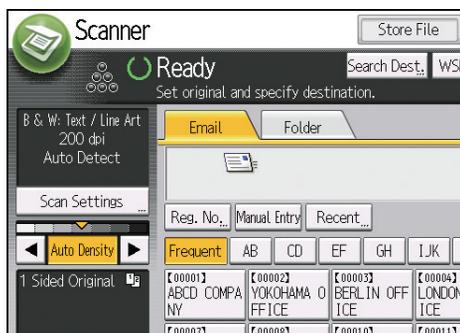
- [Exclude Words]: The names which do not contain an entered character or characters are targeted.

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

- When the specified destination is updated using the central address book management function, the spooled documents are sent to the destination after updating.
- For details about central address book management, see "Administrator Tools", Connecting the Machine/System Settings.

Entering an E-mail Address Manually

1. Press [Manual Entry].



2. Enter the e-mail address.

3. Press [OK].

Note

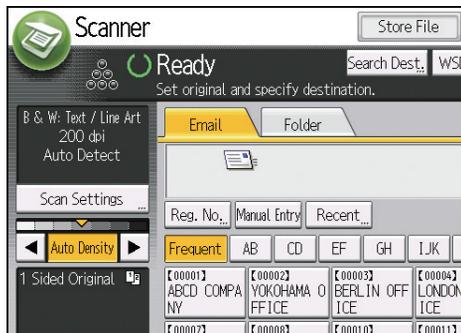
- Depending on the security settings, [Manual Entry] may not be displayed.
- To change a registered destination e-mail address, press [Edit] to the left of the destination field to display the soft keyboard, use the soft keyboard to enter the new address, and then click [OK].

- The e-mail address that is entered directly can be registered in the machine's address book. For details, see page 24 "Registering a destination in the address book manually".

Selecting the Destination from Recent Destinations

This section explains how to display destinations that have been recently entered directly, and how to select one of those destinations.

1. Press [Recent].



2. Select a destination.

3. Press [OK].

Note

- Depending on the security settings, [Recent] may not be displayed.
- If there are multiple recent destinations, press [▲] or [▼] to scroll through them.
- The 10 most recent destinations are displayed. Destinations are deleted in chronological order, oldest first.
- You can add recent destinations to the machine's address book. For details, see page 25 "Registering a recently used 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.
- The LDAP server must be registered and [LDAP Search] must be set to [On] in [Administrator Tools] under [System Settings]. To configure the LDAP server, see "Administrator Tools", Connecting the Machine/System Settings.

- You can specify whether or not to automatically obtain the shared folder information registered in the LDAP server and overwrite the machine's address book. If you use this function, you do not need to register the shared folder in the address book. For details about the settings, see page 135 "General Settings". If the shared folder is not registered on the LDAP server, it must be registered on the server or in the machine's address book.

1. Press [Search Dest.].



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

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 [Email Address].

You can also search by combining [Name] and [Email Address]. If you search by [Name], LDAP server's settings determine whether the search is based on surname or first name. To configure the LDAP server, see "Administrator Tools", Connecting the Machine/System Settings.

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. Press [Start Search].

7. Select the destination.

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

9. Press [OK].

Note

- Search criteria that appear in [Advanced Search], such as [Name], [Email Address], [Company Name], and [Department Name], 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. To configure the LDAP server, see "Administrator Tools", Connecting the Machine/System Settings.
- 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 page 148 "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.
- For details about configuring the advanced search options, see page 20 "Searching the machine's address book for the destination and selecting it", Step 5 and 6.

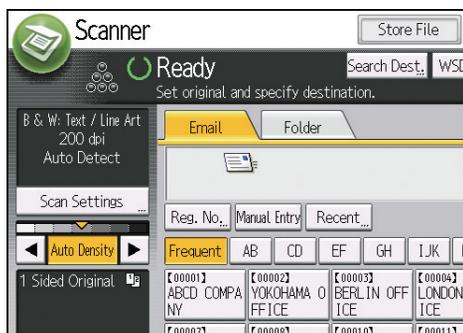
Registering a Destination E-mail Address or Folder

★ Important

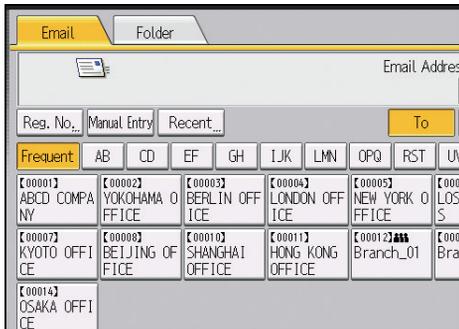
- When the central address book management function is in use, the address book is managed by the server and [Prg. Dest.] is not available on the control panel of the machine. When registering destinations, consult your administrator.
- For details about central address book management, see "Administrator Tools", Connecting the Machine/System Settings.

Registering a destination in the address book manually

1. Press the tab of the function you want to use.



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



3. Press [Prg. Dest.].

4. 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", Connecting the Machine/System Settings.

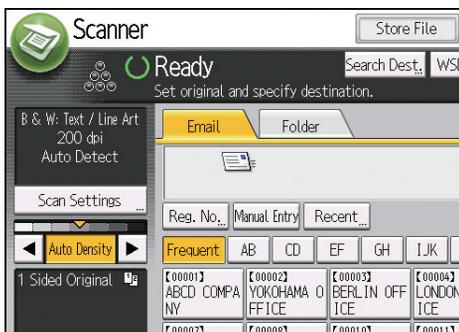
5. Press [OK].

↓ Note

- Depending on the security setting, [Prg. Dest.] may not appear. In such case, you cannot complete the registration.
- You can also register a destination selected from the LDAP server. 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.].

Registering a recently used destination in the address book

1. Press the tab of the function you want to use.



2. Press [Recent].

3. Press [Program Dest.].

4. Press [Names], and then enter the name and other necessary information.

For details about entering the other information, see "Registering Addresses and Users", Connecting the Machine/System Settings.

5. Press [OK].

Note

- Depending on the security settings, [Recent] may not be displayed.
- If there are multiple recent destinations, press [▲] or [▼] to scroll through them.

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", Connecting the Machine/System Settings.
- 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", Connecting the Machine/System Settings.
- Depending on the security setting, the logged-in 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

1. Press [Sender Name].

Recent...		To	Cc	Bcc					
D	EF	GH	IJK	LMN	OPQ	RST	UVW	XYZ	Change Title
MA O	[00003] BERLIN OFFICE	[00004] LONDON OFFICE	[00005] NEW YORK OFFICE	[00006] LOS ANGELES					
IG OF	[00010] SHANGHAI OFFICE	[00011] HONG KONG OFFICE	[00012] Branch_01	[00013] Branch_02					

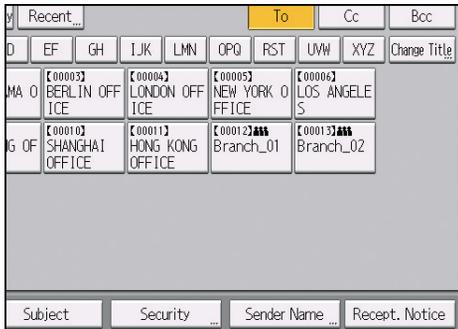
Subject	Security ...	Sender Name ...	Receipt. Notice
---------	--------------	-----------------	-----------------

2. Select the sender.

3. Press [OK].

Using a Registration Number to Specify a Sender Name

1. Press [Sender Name].



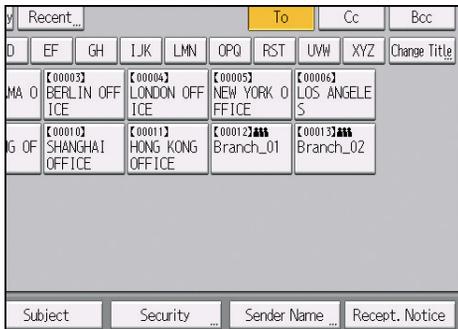
2. Press [Registration No.].

3. Using the number keys, enter the five-digit registration number assigned to the sender, and then press the [#] key.

4. Press [OK] twice.

Selecting 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 [Email Address].

You can also search by combining [Name] and [Email 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. Press [Start Search].

Destinations that match the search criteria are displayed.

7. Select the sender.**8. Press [OK] twice.****↓ Note**

- For details about configuring the advanced search options, see page 20 "Searching the machine's address book for the destination and selecting it", Step 5 and 6.

Entering the E-mail Subject

1. Press [Subject].

Reg. No. ...	Manual Entry	Recent ...	To						
Frequent	AB	CD	EF	GH	IJK	LMN	OPQ	RST	UV
【00001】 ABCD COMP NY	【00002】 YOKOHAMA O FFICE	【00003】 BERLIN OFF ICE	【00004】 LONDON OFF ICE	【00005】 NEW YORK O FFICE	【00006】 LOS ANGE LES	【00007】 MUNICH OFF ICE	【00008】 PARIS OFF ICE	【00009】 ROME OFF ICE	【00010】 ST. PAUL OFF ICE
【00007】 KYOTO OFFI CE	【00008】 BEIJING OF FICE	【00010】 SHANGHAI OFFICE	【00011】 HONG KONG OFFICE	【00012】 Branch_01	【00013】 Branch_02	【00014】 Branch_03	【00015】 Branch_04	【00016】 Branch_05	【00017】 Branch_06
【00014】 OSAKA OFFI CE									
Text ...		Subject		Security ...		Sender Name			

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", Getting Started.

3. Press [OK].

Note

- If you do not specify the e-mail subject, the settings specified in [Default Email Subject] on the [Send Settings] tab under [Scanner Features] will be applied. For details, see page 141 "Send Settings".

Entering 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

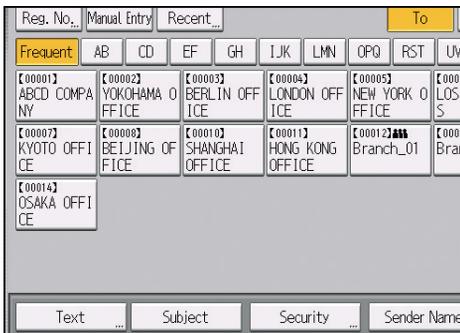
- The messages that can be selected from the list must be registered in [System Settings] in advance. About the settings, see [Connecting the Machine/System Settings](#) for details.

↓ Note

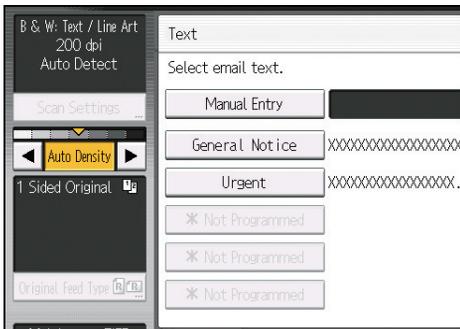
- Through Web Image Monitor settings, you can attach a signature that includes sender information, such as company information, to all e-mail messages. For details about the settings, see [Web Image Monitor Help](#).

Selecting a Message from the List

1. Press [Text].



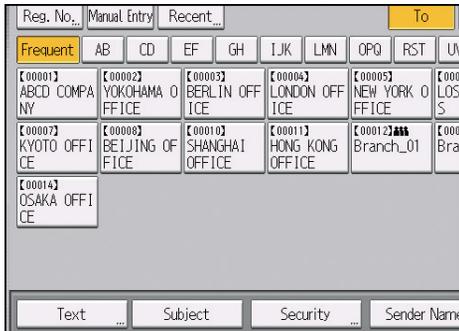
2. Select a message.



3. Press [OK].

Manual Entry of a Message

1. Press [Text].



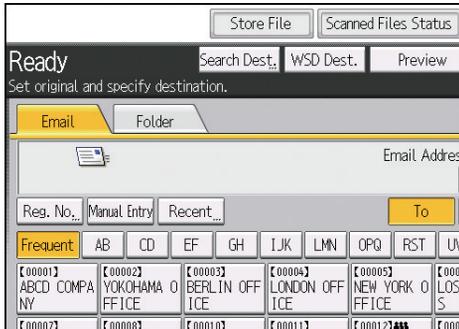
2. Press [Manual Entry].

3. Enter the message.

4. Press [OK] twice.

Simultaneous Storage and Sending by E-mail

1. Press [Store File].



2. Select [Store to HDD + Send].

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

- User Name
Press [User Name], and then select a user name. To specify an unregistered user name, press [Manual Entry], and then enter the name. After specifying a user name, press [OK].
- File Name
Press [File Name], enter a file name, and then press [OK].
- Password
Press [Password], enter a password, and then press [OK]. Re-enter the password for confirmation, and then press [OK].
- Select Folder
Specify the folder in which to save the stored files.

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 page 15 "Basic Procedure for Sending Scan Files by E-mail".

6. Press the [Start] key.

↓ Note

- 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 page 91 "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 be neither encrypted nor signed.
- For details about encrypting stored files, see Security Guide.

Security Settings to E-mails

Applying security (encryption and a signature) to e-mail helps prevent spoofing and information leakage.

Note

- The S/MIME is used to set security. To configure the S/MIME settings, see Security Guide.
- Applying security to e-mail may 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].

Reg. No.,	Manual Entry	Recent...	To						
Frequent	AB	CD	EF	GH	IJK	LMN	OPQ	RST	UV
【00001】 ABCD COMP NY	【00002】 YOKOHAMA OFFICE	【00003】 BERLIN OFF ICE	【00004】 LONDON OFF ICE	【00005】 NEW YORK OFFICE	【00006】 LOS ANGE LES				
【00007】 KYOTO OFFI CE	【00008】 BEIJING OF FICE	【00009】 SHANGHAI OFFICE	【00010】 HONG KONG OFFICE	【00011】 Branch_01	【00012】 Branch_02				
【00014】 OSAKA OFFI CE									
Text ...		Subject		Security ...		Sender Name			

2. Select [Encryption].

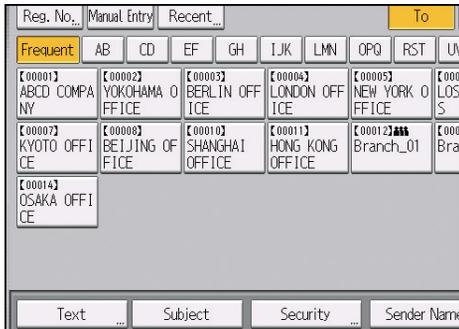
3. Press [OK].

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 [Store to HDD + Send], the e-mail will be encrypted, but the stored file will not be encrypted. For details about encrypting stored files, see Security Guide.

Sending E-mail with a Signature

1. Press [Security].



2. Select [Signature].

3. Press [OK].

Note

- The certificate (device certificate) installed on this machine is used to attach signatures.
- If a certificate has expired while transferring e-mail from the server to a destination, the destination might not be able to receive the e-mail. For details about a certificate, see Security Guide.
- 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

Use this function if network restrictions prevent you sending attachments by e-mail.

★ 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.

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

For details about specifying the setting, see page 141 "Send Settings".

2. Press [OK].

3. Return to the initial scanner screen, and then press [Store File] to select [Store to HDD + Send].

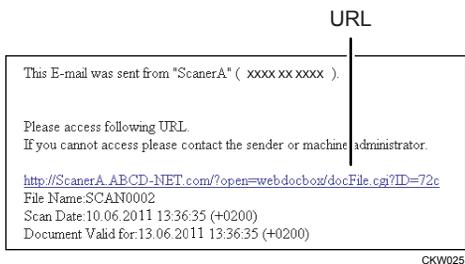
To send the URL by e-mail, you must select [Store to HDD + Send]. For details, see page 33 "Simultaneous Storage and Sending by E-mail".

4. Press [OK].

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

For details about sending e-mail, see page 15 "Basic Procedure for Sending Scan Files by E-mail".

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



6. Click the URL written in the body of the received e-mail message.
7. View, delete, send, or download the file over the network using Web Image Monitor.

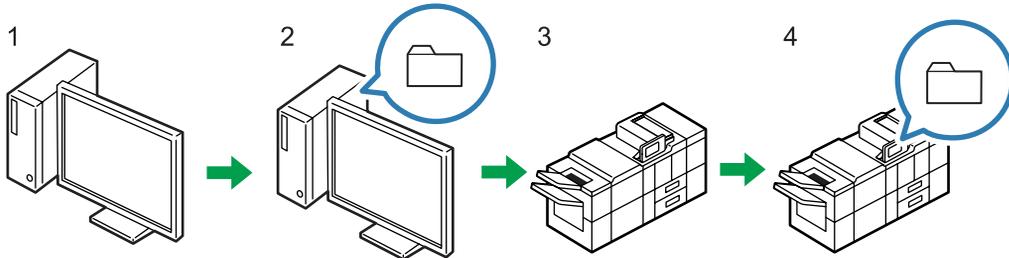
↓ Note

- For details about Web Image Monitor functions and their settings, see "Monitoring and Configuring the Machine", Connecting the Machine/System Settings.
- 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.
- To send a stored file, see page 91 "Sending a Stored File".

Preparing to Use Send to Folder

This section explains the preparation procedure to use the Send to Folder function.



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1. Check the settings on the destination computer.

Check the settings such as the computer name and IP address on the destination computer.

2. Create a shared folder on the destination computer.

Create a folder for storing the scanned data on the destination computer, and write down the shared folder name.

3. Check the machine's network settings in [System Settings].

Check the settings of the network you are using. If the machine is already connected to a network and ready to print, skip this step.

4. Register the destination computer's shared folder in the address book.

Register the shared folder on the destination computer in the address book.

When the procedures in Steps 1 through 4 are complete, the machine is ready to scan documents and deliver them to the client computer's shared folder.

Preparation for Sending by Scan to Folder

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

- Creating a shared folder on a computer running Windows/Confirming a computer's information
- Creating a shared folder on a computer running Mac OS X/Confirming a computer's information

↓ Note

- You can create the shared folder under Windows XP or later, Windows Server 2003 or later, and Mac OS X 10.3 or later.
- Files can be sent via SMB using the SMB (139/TCP, 137/UDP) or CIFS (445/TCP) protocol.
- Files can be sent via SMB (139/TCP, 137/UDP) in a NetBIOS over TCP/IP environment only.
- Files cannot be sent via SMB in a NetBEUI environment.

Creating a Shared Folder on a Computer Running Windows/Confirming a Computer's Information

The following procedures explain how to create a shared folder on a computer running Windows, and how to confirm the computer's information. In these examples, Windows 7 Ultimate is the operating system, and the computer is a member in a network domain. Write down the confirmed information.

Step 1: Confirming the user name and computer name

Confirm the user name and the name of the computer you will send scanned documents to.

1. On the [Start] menu, point to [All Programs], then [Accessories], and then click on [Command Prompt].
2. Enter the command "ipconfig/all", and then press the [Enter] key.
3. Confirm the name of the computer.

The computer's name is displayed under [Host Name].

You can also confirm the IPv4 address. The address displayed under [IPv4 Address] is the IPv4 address of the computer.

4. Next, enter the command "set user", and then press the [Enter] key. (Be sure to put a space between "set" and "user".)
5. Confirm the user name.

The user name is displayed under [USERNAME].

Note

- Depending on the operating system or security settings, it might be possible to specify a user name that does not have a password assigned. However, we recommend that for greater security you select a user name that has a password.

1

Step 2: Creating a shared folder on a computer running Microsoft Windows

Create a shared destination folder in Windows and enable sharing. In the following procedure, a computer which is running under Windows 7 Ultimate and participating in a domain is used as an example.

Important

- You must log in as an Administrators group member to create a shared folder.
 - If "Everyone" is left selected in Step 6, the created shared folder will be accessible by all users. This is a security risk, so we recommend that you give access rights only to specific users. Use the following procedure to remove "Everyone" and specify user access rights.
1. Create a folder, just as you would create a normal folder, in a location of your choice on the computer.
 2. Right-click the folder, and then click [Properties].
 3. On the [Sharing] tab, select [Advanced Sharing...].
 4. Select the [Share this folder] check box.
 5. Click [Permissions].
 6. In the [Group or user names:] list, select "Everyone", and then click [Remove].
 7. Click [Add...].
 8. In the [Select Users or Groups] window, click [Advanced...].
 9. Specify one or more object types, select a location, and then click [Find Now].
 10. From the list of results, select the groups and users you want to grant access to, and then click [OK].
 11. In the [Select Users or Groups] window, click [OK].
 12. In the [Group or user names:] list, select a group or user, and then, in the [Allow] column of the permissions list, select either the [Full Control] or [Change] check box.
Configure the access permissions for each group and user.
 13. Click [OK].

Step 3: Specifying access privileges for the created shared folder

If you want to specify access privileges for the created folder to allow other users or groups to access the folder, configure the folder as follows:

1. Right-click the folder created in Step 2, and then click [Properties].
2. On the [Security] tab, click [Edit...].
3. Click [Add...].
4. In the [Select Users or Groups] window, click [Advanced...].
5. Specify one or more object types, select a location, and then click [Find Now].
6. From the list of results, select the groups and users you want to grant access to, and then click [OK].
7. In the [Select Users or Groups] window, click [OK].
8. In the [Groups or user names:] list, select a group or user, and then, in the [Allow] column of the permissions list, select either the [Full Control] or [Modify] check box.
9. Click [OK].

↓ Note

- If you are creating a shared folder for the first time on this computer, you must enable the file sharing function. For details, see Windows Help.
- To register a shared folder in the machine's address book, you need the computer's IP address or computer name, and the user name and password of a user who has access permissions for the shared folder.
- For details about registering shared folders, see "Registering Folders", Connecting the Machine/System Settings.

Creating a Shared Folder on a Computer Running Mac OS X/Confirming a Computer's Information

The following procedures explain how to create a shared folder on a computer running Mac OS X, and how to confirm the computer's information. Mac OS X 10.7 is used in these examples.

Step 1: Creating a shared folder on a computer running Mac OS X

★ Important

- You must log in as an administrator to create a shared folder.
1. Create the folder that you want to send scan files to.
 2. On the Apple menu, click [System Preferences].

3. Click [Sharing].
4. Select the [File Sharing] check box.
5. Click [Options].
6. Select the [Share files and folders using SMB (Windows)] check box.
7. Select the account that will be used to access the shared folder.
8. If the [Authenticate] screen appears, enter the password for the account, click [OK], and then click [Done].
9. Under the [Shared Folders:] list, click [+] (new).
10. Select the folder you have created, and then click [Add].
11. Make sure that the permissions for the user who will access this folder are set to [Read & Write].

Note

- To register a shared folder in the machine's address book, you need the computer's IP address, and the user name and password of a user who has access permissions for the shared folder.

Step 2: Confirming the computer's name and the user name

Confirm the computer name and the user name for the computer you will send scanned documents to. Write down the confirmed information.

1. On the Apple menu, click [About This Mac].

The [About This Mac] window appears.

2. Click [More Info...].

The computer's information screen appears.

3. Click [System Report...].

4. In the left pane, click [Software], and then confirm the computer name and user name under "System Software Overview:".

The computer name is displayed under [Computer Name:].

The user name is displayed under [User Name:].

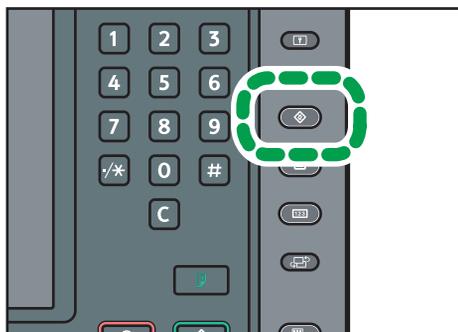
Note

- Depending on the operating system or security settings, you might be able to specify a user name that does not have a password assigned. However, we recommend that you select a user name that has a password.
- To confirm the IP address: on the Apple menu, click [System Preferences], and then click [Network] on the System Preferences window. Then click [Ethernet]. The address displayed in the IP address field is the IP address of the computer.

Registering the Shared Folder of the Destination Computer in the Address Book

You can register destinations to send scanned files in the address book. The registered destinations can be selected easily by pressing the destination key that is displayed on the initial screen of the scanner function.

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



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2. Press the [Administrator Tools] tab, and then press [Address Book Management] on the screen that appears.
3. Press [New Program].
4. Press [Change] next to "Name", enter the name you want to display as the destination, and then press [OK].
5. Press [Auth. Info], and then press [Next].
6. Press [Specify Other Auth. Info] in "Folder Authentication".
7. Press [Change] next to "Login User Name", enter the login user name on the destination computer, and then press [OK].
8. Press [Change] next to "Login Password", enter the login password on the destination computer, and then press [OK].
9. Re-enter the password for confirmation, and then press [OK].
10. Select [Folder].
11. Select a folder from "Browse Network".
 1. Press [Browse Network].
 2. Select the group to which the destination computer belongs. Browse for the domain name/workgroup name.
 3. Press the name of the computer you want to send the file to.
 4. Select the shared folder on the destination computer.
 5. Press [OK], and proceed to Step 14.

If the folder cannot be selected from Browse Network, proceed to Step 13.

12. Enter the computer name or IP address to specify a shared folder as the destination.

- Entering the computer name to specify a shared folder
 1. Press [Change] after specifying the path name.
 2. Specify the destination computer and a shared folder.

For example, if the computer name is "UserPC" and a shared folder name is "scan", use "\\UserPC\scan" as the name of the destination folder.
 3. Press [OK]
- Entering the IP address to specify a shared folder
 1. Press [Change] after specifying the path name.
 2. Specify the destination computer and a shared folder.

For example, if the computer name is "192.168.0.152" and a shared folder name is "scan", use "\\192.168.0.152\scan" as the name of the destination folder.
 3. Press [OK]

13. Press [Connection Test].

14. When a message indicating that the connection has been successfully established appears, press [Exit].

Note

- If a message "Connection with PC has failed. Check the settings." appears, see "Troubleshooting When You Use the Scanner Function", Troubleshooting.

15. Press [OK].

16. Press [Exit] twice.

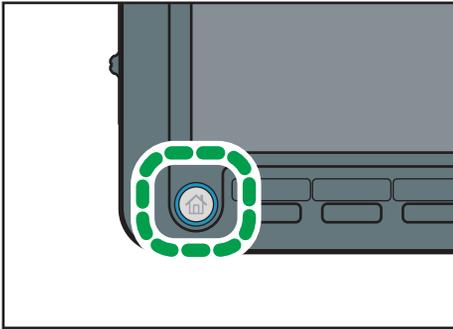
Basic Procedure When Using Scan to Folder

★ Important

- Before performing this procedure, see page 39 "Preparation for Sending by Scan to Folder" and confirm the details of the destination computer. See also "Registering Folders", Connecting the Machine/System Settings, and register the address of the destination computer to the address book.

1. Press the [Home] key on the bottom left of the control panel, and press the [Scanner] icon on the [Home] screen.

If the [Scanner] icon does not appear, press the  icon at the upper right corner of the screen to switch to the menu screen.

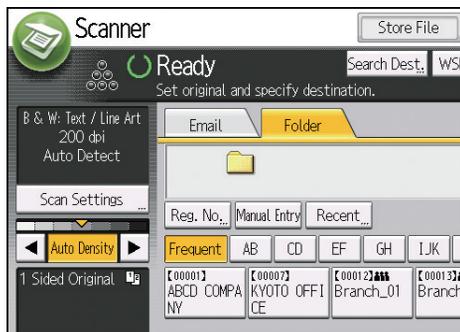


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2. Make sure that no previous settings remain.

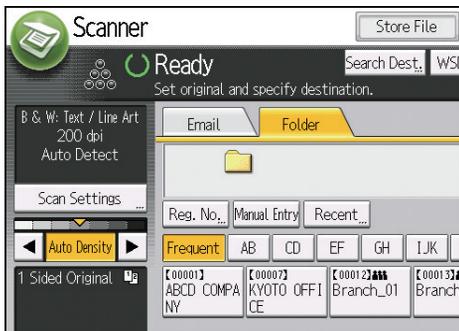
If a previous setting remains, press the [Reset] key.

3. Press the [Folder] tab.



4. Place originals.

5. If necessary, specify the scan settings according to the original to be scanned.



Example: Scanning the document in color/duplex mode, and saving as a PDF file.

- Press [Scan Settings], press [Full Color: Text / Photo] in the [Original Type] tab, and then press [OK].
- Press [Original Feed Type], press [2 Sided Original], and then press [OK].
- Press [Send File Type / Name], press [PDF], and then press [OK].

For information about other settings, see page 105 "Various Scan Settings".

6. Specify the destination.

You can specify multiple destinations.

For details, see page 48 "Specifying Scan to Folder Destinations".

7. Press the [Start] key.

Note

- If any of the machine's security functions are enabled, select the destination from the registered folder only when you send files by Scan to Folder.
- 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] key. You can cancel a destination selected from the destination list by pressing the selected destination again.
- To cancel scanning, press the [Stop] key. Check the information displayed in the dialog box, and then press any button.
- You can also store a file and simultaneously send it by Scan to Folder. For details, see page 56 "Simultaneous Storage and Sending by Scan to Folder".
- After scan files are 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.
- You cannot switch the screen while WSD or DSM destinations are being specified. To clear the specified destination, display the destination in the destination field of each screen, and then press the [Clear] key.

- When the specified destination is updated using the central address book management function, the spooled documents are sent to the destination after updating.
- For details about central address book management, see "Administrator Tools", Connecting the Machine/System Settings.

Specifying Scan to Folder Destinations

1

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:

- Selecting the destination from the machine's address book
- Sending files to a shared network folder
- Sending files to an FTP server
- Selecting the destination from recent destinations

Note

- You can specify multiple destinations.
- For details about sending a file to a destination that is registered in the machine's address book, see page 18 "Selecting the Destination from the Machine's Address Book".
- For details about sending a file over the network to a shared folder, see page 49 "Sending Files to a Shared Network Folder".
- For details about sending a file to an FTP server using Send to Folder, see page 51 "Sending Files to an FTP Server".
- For details about sending a file to a recently used destination, see page 22 "Selecting the Destination from Recent Destinations".

Sending Files to a Shared Network Folder

★ Important

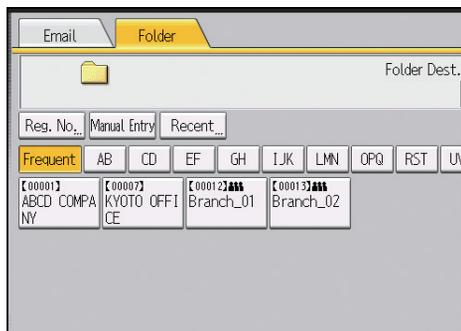
- When sending to a shared folder on a network, see page 39 "Preparation for Sending by Scan to Folder" and confirm the following items for the destination computer:
 - Destination computer name
 - Destination computer's user name and password
 - Destination shared folder name
- Depending on the operating system of the client computer, access to the shared folder may require authentication.

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

1. Press [Manual Entry].



2. Press [SMB].

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

4. Enter the path for the folder.

In the following example path, the shared folder name is "user" and the computer name is "desk01":

```
\\desk01\user
```

5. Press [OK].

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

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

8. Press [Connection Test].

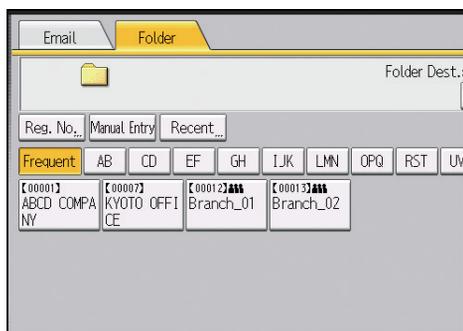
A connection test is performed to check whether the specified shared folder exists.

If the message "Connection with PC has failed. Check the settings." appears, see "Troubleshooting When You Use the Scanner Function", Troubleshooting.

9. Check the connection test result, and then press [Exit].**10. Press [OK].****Note**

- 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.
- If the client computer has a fixed IP address assigned to it, you can specify the IP address manually by including it in the path name of the destination folder. For example, if the IP address is "192.168.1.191" and the shared folder name is "user", enter "\\192.168.1.191\user" as the path.
- When the specified destination is updated using the central address book management function, the spooled documents are sent to the destination after updating.
- For details about central address book management, see "Administrator Tools", Connecting the Machine/System Settings.

Specifying the Path by Browsing the Network for Destinations

1. Press [Manual Entry].

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

If the message "Cannot find the specified path. Please check the settings." appears, see "Troubleshooting When You Use the Scanner Function", Troubleshooting.

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.

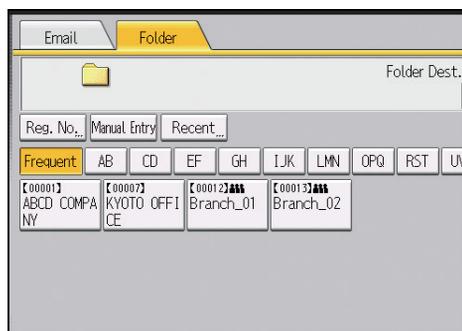
If you cannot find the destination folder, press [Up One Level], and then search for the folder at that level.

7. Press [OK] twice.**Note**

- 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.

Sending Files to an FTP Server

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

1. Press [Manual Entry].**2. Press [FTP].****3. Press [Manual Entry] on the right side of the server name field.****4. Enter a server name.**

Instead of the server name, you can also use its IPv4 address.

5. Press [OK].

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

7. 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.

8. Press [OK].

9. 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.

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

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

11. 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.

12. Press [Connection Test].

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

If the message "Connection with PC has failed. Check the settings." appears, see "Troubleshooting When You Use the Scanner Function", Troubleshooting.

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

14. Press [OK].

 **Note**

- 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].
- 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.

Sending Files to NetWare Server

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

 **Important**

- For details about the optional units required for this function, see "Functions Requiring Optional Configurations", Getting Started.

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

1

Entering the path of the NetWare server directly

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.

5. Enter the path for the folder.

If you set the connection type to [NDS], and when 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], and when 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 in to the NDS tree or NetWare Bindery server.

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

If you press [NDS] for the 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 in user, enter it.

Press [Manual Entry] to the right of the password field.

9. Press [Connection Test].

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

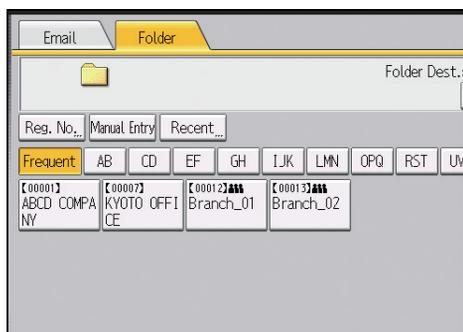
If the message "Connection with PC has failed. Check the settings." appears, see "Troubleshooting When You Use the Scanner Function", Troubleshooting.

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.

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.

If you selected [NDS] for the connection type, the NDS tree list appears.

If you selected [Bindery] for the 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.

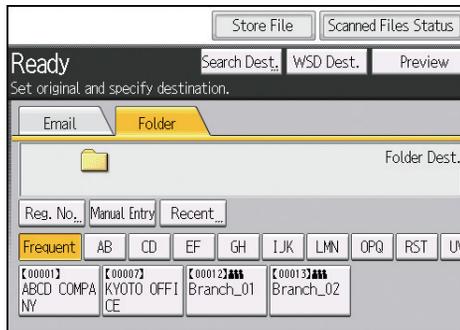
Note

- 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 in to the NDS tree or NetWare Bindery server. If you log in 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.

Simultaneous Storage and Sending by Scan to Folder

1

1. Press [Store File].



2. Make sure that [Store to HDD + Send] is selected.

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

- User Name
Press [User Name], and then select a user name. To specify an unregistered user name, press [Manual Entry], and then enter the name. After specifying a user name, press [OK].
- File Name
Press [File Name], enter a file name, and then press [OK].
- Password
Press [Password], enter a password, and then press [OK]. Re-enter the password for confirmation, and then press [OK].
- Select Folder
Specify the folder in which to save the stored files.

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 page 45 "Basic Procedure When Using Scan to Folder".

6. Press the [Start] key.

↓ Note

- 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 page 91 "Sending a Stored File".
- When the specified destination is updated using the central address book management function, the spooled documents are sent to the destination after updating.

- For details about central address book management, see "Administrator Tools", Connecting the Machine/System Settings.

Sending Documents Using Windows

★ Important

- **Compatible Operating Systems**
 - Windows Vista or later and Windows Server 2008 or later support WSD features. Check your operating system's Help files or online support for compatibility information.
 - Some operating systems do not support WSD features.
- **When personal authentication or user code authentication is set:**
 - **WSD (Push Type)**

The [Display WSD Destination List] setting in Web Image Monitor will be reset to [Do not Display]. To use WSD (Push Type) after configuring authentication, you must specify this setting in Web Image Monitor again. For details, see page 59 "Enabling WSD Using Web Image Monitor".

↓ Note

- The example explanations in this manual are based on Windows 7 Ultimate. Procedures for other operating systems may differ slightly.

Preparing to Use WSD Scanner (Push Type)

To send scanned files using WSD, you must first perform the following:

- Enable WSD using Web Image Monitor
- Register the machine to a client computer

1

Enabling WSD Using Web Image Monitor

To use this machine as a WSD scanner, you must first configure the following settings using Web Image Monitor on a client computer:

- Settings to enable WSD (Push Type)
 - WSD protocol (default setting: [Active])
Click [Device Management], click [Configuration], click [IPv4] under [Network], and then enable [WSD (Scanner)].
 - [Display WSD Destination List] (default setting: [Do not Display])
Click [Device Management], click [Configuration], click [Initial Settings] under [Scanner], and then set [Display WSD Destination List] to [Display].

Use the following procedure to enable both WSD (Push Type).

- 1. On the [Start] menu of the client computer, click [Computer], and then click [Network].**
When using Windows Vista, on the [Start] menu, click [Network].
- 2. Right-click the icon for this machine, and then click [View device webpage].**
When using Windows Vista, double-click the icon for this machine.
- 3. Click [Login].**
- 4. Enter your login user name and password in the [Login User Name] and [Login Password] boxes respectively, and then click [Login].**
Consult your administrator if you require a login user name and password.
- 5. On the menu in the left frame, select [Device Management], and then click [Configuration].**
When using Windows Vista, on the menu in the left frame, click [Configuration].
- 6. Under [Scanner], click [Initial Settings].**
- 7. Select [WSD] in [Use WSD or DSM].**
- 8. Set [Display WSD Destination List] to [Display].**
- 9. Click [OK].**

Note

- To use IPv6, set [WSD (Device)] or [WSD (Scanner)] for IPv4 to inactive (disabled).
- In an IPv6 environment, only link local addresses can be used for WSD communication.
- For details about displaying Web Image Monitor, see "Monitoring and Configuring the Machine", Connecting the Machine/System Settings. For details about using Web Image Monitor, see Web Image Monitor Help.

Registering the Machine to a Client Computer

Use the following procedure to register this machine to a client computer.

Important

- You must log in as an Administrators group member to register the machine.
 - The client computer cannot detect the machine if they are on different network segments or if Windows 7's Network Search setting is disabled. For details, see Windows Help.
1. On the [Start] menu of the client computer, click [Computer], and then click [Network].
When using Windows Vista, on the [Start] menu, click [Network].
 2. Right-click the icon for this machine, and then click [Install].

Note

- When registration is complete, the scan profile is created automatically. To change the scan profile, see page 82 "Changing a Scan Profile".

Basic Operating Procedure of WSD Scanner (Push Type)

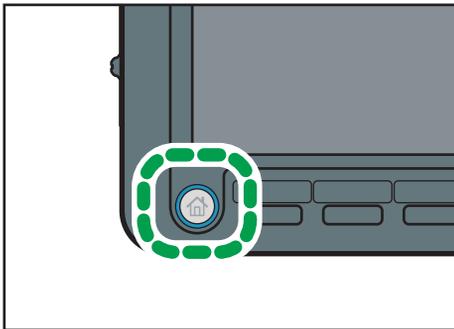
1

★ Important

- If the message "Updating the destination list has failed. Try again?" appears, press [OK]. The destination list will then be updated.

1. Press the [Home] key on the bottom left of the control panel, and press the [Scanner] icon on the [Home] screen.

If the [Scanner] icon does not appear, press the  icon at the upper right corner of the screen to switch to the menu screen.

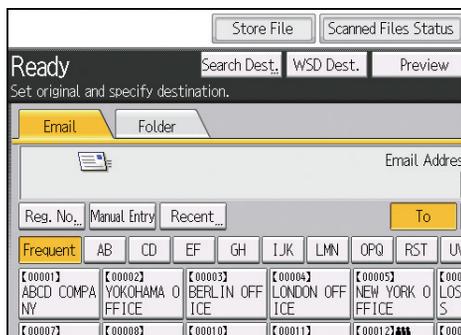


CWW220

2. Make sure that no previous settings remain.

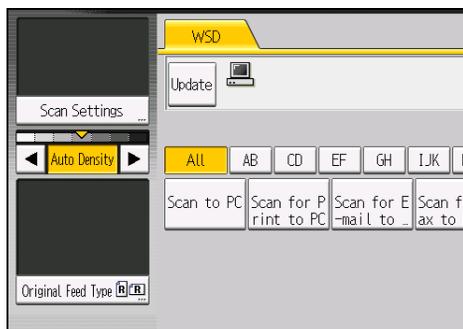
If a previous setting remains, press the [Reset] key.

3. Press [WSD Dest.].



4. Place originals.

5. If necessary, specify the scan settings according to the original to be scanned.



These include the [Erase Center / Border], adjusting image, and [Original Orientation] settings under [Scan Settings]. For details, see page 105 "Various Scan Settings".

Specify other scan conditions using the client computer. See page 66 "Changing a Scan Profile".

6. Specify the destination.

For details, see page 63 "Specifying the Destination Client Computer".

7. Press the [Start] key.

↓ Note

- You cannot preview scanned images. After pressing the [Start] key, you can view the scanned images on your computer.
- After you press the [Start] key, the client computer might time out and display the error message "Automatic Scanning could not be completed". The cause of this message is likely to be one of the following:
 - Scan processing is taking a long time.

The machine will send the scan files again; please wait. Depending on the client computer's settings, you might have to perform a procedure on the client computer directly.
 - The operating system might not support WSD (Push Type) features.

If the message appears every time you scan an original, it is possible that WSD (Push Type) features cannot be used. Use WSD (Pull Type) for scanning.
- To cancel scanning, press the [Stop] key. You cannot cancel scanning from a client computer.
- You cannot use WSD to send files stored on the machine.
- You cannot scan originals while other originals are being scanned.
- Two-sided originals are scanned for sideways opening (top-to-top orientation).
- If scanning does not begin after you press the [Start] key, the machine might not be registered to the computer or the profile might be incorrectly configured. For details, see page 60 "Registering the Machine to a Client Computer" or page 66 "Creating a New Scan Profile".

- After scan files are sent, their destination settings are automatically cleared. If you want to preserve this information, contact your local dealer for details.
- You cannot switch the screen while e-mail or other destinations are being specified. To clear the specified destination, display the destination in the destination field of each screen, and then press the [Clear] key.

Specifying the Destination Client Computer

You can specify the destination computer using either of the following methods:

- Selecting a destination computer from the destination list
- Searching for a destination computer and then selecting it

★ Important

- If you are using this machine as a WSD scanner, you can specify only one destination per scan job.

Selecting a destination client computer from the destination list

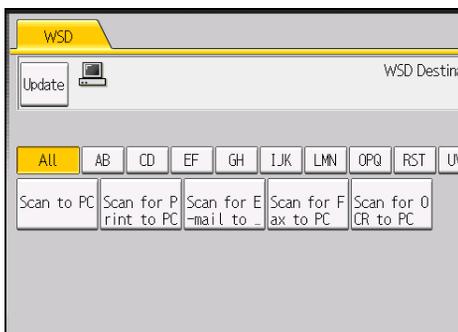
Use the following procedure to select a destination client computer from the destination list.

Destinations appear in the destination list after you log in to your computer.

★ Important

- If the destination computer does not appear but the machine is already registered to the destination computer, press [Update]. This will update the destination list with the latest information.

1. In the destination list, press the destination computer that you want to send to.



↓ Note

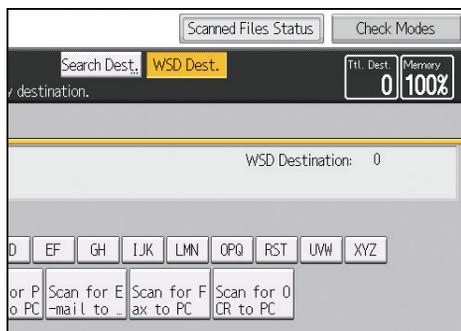
- In the destination list, each destination client computer is displayed using up to 20 characters. If the number of characters exceeds 21, "..." is displayed at and after the 20th character position.
- We recommend you register easily recognizable computer names.

- If a WSD-compatible computer is connected to the network, the following four destinations appear on the display panel automatically. For details about the saving location of files in each destination, see the relevant computer's settings.
 - Scan to "Computer Name"
 - Scan for Print to "Computer Name"
 - Scan for E-mail to "Computer Name"
 - Scan for OCR to "Computer Name" (Scan for OCR to "Computer Name" might not be available depending on the destination client computer.)
- You can also search for the destination by pressing [Search Dest.]. For details, see page 64 "Searching for a destination client computer".
- The destination list can display up to 250 client computer destinations.

Searching for a destination client computer

Use the following procedure to search for a destination client computer and select it.

1. Press [Search Dest.].



2. Press [Name].

You can specify up to three character strings when searching a destination by its name. The third string can be specified by pressing [Advanced Search].

3. Enter the search characters, and then press [OK].

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

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

5. Press [Start Search].

6. Select a destination, and then press [OK].

↓ Note

- Search targets are computer names.

- By pressing [Details], you can view details about the selected destinations.
- Up to 100 destinations can be displayed as search results.

Configuring the WSD Scanner Settings on a Client Computer

1

This section explains how to configure a scan profile. A scan profile contains scan settings specified on a client computer when using WSD.

Changing a Scan Profile

Whenever the machine is first registered to a computer, a profile is created automatically. Using the following procedure, you can change this profile on the computer.

1. On the [Start] menu, click [Control Panel].

2. Click [Hardware and Sound].

You do not have to perform this step depending on the Control Panel settings.

3. Click [Devices and Printers].

When using Windows Vista, click [Scanners and Cameras].

4. Right-click the icon for this machine, and then click [Scan profiles...].

When using Windows Vista, select this machine, and then click [Scan Profiles].

5. Select a profile, and then click [Edit...].

6. Configure the necessary settings.

For details, see page 67 "Scan Profile Items and Settings".

7. Click [Save Profile].

To delete a profile, click [Delete] in the Scan Profiles dialog box displayed in step 4.

↓ Note

- If a profile does not appear in the [Devices and Printers] dialog box, the associated machine might be turned off, or the required WSD scanner settings might not have been specified. For details about WSD scanner settings, see page 59 "Preparing to Use WSD Scanner (Push Type)".
- If a profile does not appear in the [Scan Profiles] dialog box, recreate it as a new profile. For details, see page 66 "Creating a New Scan Profile".
- You can create multiple profiles.

Creating a New Scan Profile

1. On the [Start] menu, click [Control Panel].

2. Click [Hardware and Sound].

You do not have to perform this step depending on the Control Panel settings.

3. Click [Devices and Printers].

When using Windows Vista, click [Scanners and Cameras].

4. Right-click the icon for this machine, and then click [Scan profiles...].

When using Windows Vista, select this machine, and then click [Scan Profiles].

5. Click [Add...].**6. Configure the necessary settings for the profile.**

For details, see page 67 "Scan Profile Items and Settings".

7. Enter a profile name in the "Profile name:" box.**8. Click [Save Profile].****Note**

- You can register multiple profiles. If multiple profiles are registered, the profile specified as default in the [Scan Profiles] dialog box is applied.
- To specify a scan profile as the default profile, perform one of the following procedures:
 - In the [Scan Profiles] dialog box, click the scan profile, and then click [Set as Default].
 - After you create a new scan profile, in the [Add New Profile] dialog box, select the [Set this profile as default] check box.

Scan Profile Items and Settings

The following table tells you the scan profile settings that you can configure.

Scan Profile Items and Settings

Item	Scan settings
Scanner:	Select this machine.
Profile name:	Enter the profile name.

Item	Scan settings
Source:	Select one of the following: Flatbed Feeder (Scan one side) Feeder (Scan both sides) Note <ul style="list-style-type: none"> If the original is set on the exposure glass, select [Flatbed]. If the original is set in the ADF, select [Feeder (Scan one side)] or [Feeder (Scan both sides)].
Paper size:	If you select [Feeder (Scan one side)] or [Feeder (Scan both sides)] in [Source:], you must specify the paper size.
Color format:	Select one of the following: Color Grayscale Black and white
File type:	Select one of the following: BMP (Bitmap image) JPG (JPEG image) PNG (PNG image) TIF (TIF File)
Resolution (DPI):	Specify the resolution.
Brightness:	The setting you specify here will not be applied for scanning.
Contrast:	The setting you specify here will not be applied for scanning.

Managing Scan Conditions and Other Settings in the Block using Distributed Scan Management

Using distributed scan management (DSM) system of Windows Server, you can manage the destination information and scan settings registered under individual users in the block, and use the information when distributing scanned data.

★ Important

- Distributed scan management is supported under Windows Server 2008 R2/2012/2012 R2.
- Enable Windows authentication when using this function. For details about how to configure Windows authentication, see Security Guide.
- Specify [DSM] in [Use WSD or DSM] when using this function.
- When the security settings on Windows Server is set so that authentication using certificates is required, it is necessary to install the certificate for DSM on the machine. In this case, only the user who has published the certificate can send documents using DSM.

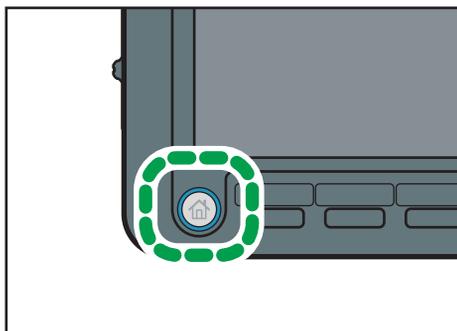
Distributing Data using Distributed Scan Management

Configure the distributed scan management (DSM) system on Windows Server.

For the procedure to configure DSM, see Windows Server Help.

1. Press the [Home] key on the bottom left of the control panel, and press the [Scanner] icon on the [Home] screen.

If the [Scanner] icon does not appear, press the  icon at the upper right corner of the screen to switch to the menu screen.



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2. Login to the machine using Windows authentication.

3. Make sure that no previous settings remain.

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

4. Press [DSM Destination].

5. Place originals.

6. If necessary, specify the scan settings according to the original to be scanned.

To change the scan settings, select the [Allow value override at scanner] check box when configuring the device on Windows Server.

7. Specify the destination.

8. Press the [Start] key.

Note

- Up to 100 destinations can be displayed in [DSM Destination]. If more than 100 scan processes (destinations) are registered to Windows Server, information for the 100 processes that have been registered recently will be displayed in [DSM Destination].
- Register the destination to Windows Server.
- The program function cannot be used with DSM.

2. Scanning Documents from a Client Computer

This chapter explains how to scan documents from a client computer, and download the scanned documents to the computer. The following two methods of delivery are available: "TWAIN Scanner" and "WSD Scanner (Pull Type)". Select an appropriate method according to your purpose.

Preparing to Use 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 the installation procedure of the TWAIN driver, see "Installing the TWAIN Driver", Scanner Driver Installation Guide.
- To use the network TWAIN scanner, a TWAIN-compliant application must be installed on the client computer.
- TWAIN scanner runs on a 64-bit operating system, but is not compatible with 64-bit applications. Use it with 32-bit applications.

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

- 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

↓ Note

- For the network connection, see page 13 "Configuring the Network Settings in [System Settings]".

Basic Network TWAIN Scanner Procedure

★ Important

- Under Windows Vista or later versions of Windows operating systems or Windows Server 2003 or later, when an antivirus program is enabled, "No response from the scanner." may appear and scanning with the TWAIN scanner may fail. In this case, change the settings of the antivirus program.

The following is a general scan procedure with the TWAIN driver, so the actual operation may differ depending on the applications you use. For details, see the application's Help.

1. Start a TWAIN-compliant application.
2. Place originals.
3. Open the Scanner Control dialog box.

The Scanner Control dialog box is used to control the scanner using the TWAIN driver. To open the Scanner Control dialog box, select the correct TWAIN scanner using the TWAIN-compliant application. For details, see the application's Help.

4. 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.

5. 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.

If there are more originals to be scanned, place the next original, and then click [Continue].

If there are no more originals to be scanned, click [Complete].

↓ Note

- If you have already selected a scanner, you do not need to select the scanner unless you want to change it.
- 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 or IPv6 address has been specified. If the correct scanner still does not appear; in the Network Connection Tool that is installed with the TWAIN driver, select the [Specify scanner(s) to use] check box, and then specify the IP address or host name of the scanner you want to use. For details, see Network Connection Tool Help.
- The Blank Page Detect function is not available when you are using the TWAIN scanner.

- To use the machine as a TWAIN scanner, you do not need to press the [Scanner] key on the control panel. The screen switches automatically when the user uses the client computer to scan a document using the TWAIN driver. Press [Exit] to use functions other than TWAIN scanner.

Scan Settings When Using TWAIN Scanner

This section explains how to specify original orientation and scan setting for a bundle of mixed size originals when using the TWAIN scanner.

★ Important

- While the machine is processing an OCR file, scanning with the TWAIN scanner is possible only with the ADF Read-ahead function enabled in the Scanner Control dialog box.

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 page 72 "Basic Network TWAIN Scanner Procedure".

2. In the [Original Scan Method:] list, select the place where the original is placed.

3. In the [Orig.Orientn.:] list, select [Long Edge] or [Short Edge].

4. In the [Orientation:] list, select [Right 90 deg. / Right 90 deg.], [Left 90 deg. / Left 90 deg.], [Standard 0 deg. / Standard 0 deg.], or [180 deg. / 180 deg.].

5. If an original is placed in the ADF, from the drop down menu of [Scan Settings:], select [1 Sided], [2 Sided(Top to Top)], or [2 Sided(Top to Bottom)].

Placing originals

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

Exposure Glass

Original Orientation	TWAIN Scanner Control Dialog Box Key
<p>top edge touches top left of exposure glass</p>  <p>This orientation is the TWAIN driver's standard setting. Place originals in this orientation normally.</p>	 Left 90 deg.
<p>top edge touches rear of exposure glass</p> 	 Standard 0 deg.
<p>bottom edge touches left side of exposure glass</p> 	 Right 90 deg.
<p>bottom edge touches top of exposure glass</p> 	 180 deg.

ADF

Original Orientation	TWAIN Scanner Control Dialog Box Key
<p>top edge of original placed first</p> 	 Left 90 deg.

Original Orientation	TWAIN Scanner Control Dialog Box Key
top edge touches rear of ADF 	 Standard 0 deg.
bottom edge touches left side of ADF 	 Right 90 deg.
bottom edge touches top of ADF 	 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.
- Depending on the settings, originals of different sizes are scanned differently.

When Scanning Originals of Mixed Sizes Using TWAIN Scanner

This section explains the differences between scanning mixed-size originals using the TWAIN scanner and normal scanning.

- If [Auto detect(Mixed-size)] is selected in the [Original Size:] list, the machine detects the length of each original and then scans them.
- If [Auto detect(Uni-size)] is selected in the [Original Size:] list, the machine detects the size of the first original of the batch and scans all subsequent originals at that size.

↓ Note

- The paper guides cannot be adjusted to small size originals, which may cause slightly tilted scanning.

Scanning Documents Using Windows

★ Important

- **Compatible Operating Systems**
 - Windows Vista or later and Windows Server 2008 or later support WSD features. Check your operating system's Help files or online support for compatibility information.
 - Some operating systems do not support WSD features.
- **When personal authentication or user code authentication is set:**
 - **WSD (Pull Type)**
Users restricted by personal authentication or user code authentication cannot use WSD (Pull Type).

↓ Note

- The example explanations in this manual are based on Windows 7 Ultimate. Procedures for other operating systems may differ slightly.

Preparing to Use WSD Scanner (Pull Type)

To send scanned files using WSD, you must first perform the following:

- Enable WSD using Web Image Monitor
- Register the machine to a client computer

Enabling WSD Using Web Image Monitor

To use this machine as a WSD scanner, you must first configure the following settings using Web Image Monitor on a client computer:

- Settings to enable WSD (Pull Type)
 - WSD protocol (default setting: [Active])
Click [Device Management], click [Configuration], click [IPv4] under [Network], and then enable [WSD (Scanner)].
 - [Prohibit WSD Scan Command] (default setting: [Prohibit])
Click [Device Management], click [Configuration], click [Initial Settings] under [Scanner], and then set [Prohibit WSD Scan Command] to [Do not Prohibit].

Use the following procedure to enable both WSD (Pull Type).

- 1. On the [Start] menu of the client computer, click [Computer], and then click [Network].**
When using Windows Vista, on the [Start] menu, click [Network].
- 2. Right-click the icon for this machine, and then click [View device webpage].**
When using Windows Vista, double-click the icon for this machine.
- 3. Click [Login].**
- 4. Enter your login user name and password in the [Login User Name] and [Login Password] boxes respectively, and then click [Login].**
Consult your administrator if you require a login user name and password.
- 5. On the menu in the left frame, select [Device Management], and then click [Configuration].**
When using Windows Vista, on the menu in the left frame, click [Configuration].
- 6. Under [Scanner], click [Initial Settings].**
- 7. Select [WSD] in [Use WSD or DSM].**
- 8. Set [Prohibit WSD Scan Command] to [Do not Prohibit].**
- 9. Click [OK].**

Note

- To use IPv6, set [WSD (Device)] or [WSD (Scanner)] for IPv4 to inactive (disabled).
- In an IPv6 environment, only link local addresses can be used for WSD communication.
- For details about displaying Web Image Monitor, see "Monitoring and Configuring the Machine", Connecting the Machine/System Settings. For details about using Web Image Monitor, see Web Image Monitor Help.

Registering the Machine to a Client Computer

Use the following procedure to register this machine to a client computer.

Important

- You must log in as an Administrators group member to register the machine.
 - The client computer cannot detect the machine if they are on different network segments or if Windows 7's Network Search setting is disabled. For details, see Windows Help.
1. On the [Start] menu of the client computer, click [Computer], and then click [Network].
When using Windows Vista, on the [Start] menu, click [Network].
 2. Right-click the icon for this machine, and then click [Install].

Note

- When registration is complete, the scan profile is created automatically. To change the scan profile, see page 82 "Changing a Scan Profile".

Basic Operating Procedure of WSD Scanner (Pull Type)

1. On the client computer, click the [Start] menu, point to [All Programs], and then click [Windows Fax and Scan].
2. Place an original on this machine.
3. In the [Windows Fax and Scan] window, click the [File] menu, point to [New], and then click [Scan...].
4. If a dialog box for selecting the device you want to use appears, select the name of the device in the list, and then click [OK].
5. In the [New Scan] dialog box, make settings for the type of original, type of scanning, and orientation of the original, etc.

For details, see page 83 "Scan Profile Items and Settings".

6. Click [Scan].

The original is scanned.

↓ Note

- If scanning takes too long, the computer might time out and display the error message "Automatic Scanning could not be completed" on the computer screen. If this happens, change the scan settings or scan the originals one side at a time.
- In the profile settings, if you select [Feeder (Scan one side)] for [Source], only one side will be scanned per operation. If you select [Feeder (Scan both sides)] for [Source], two sides will be scanned per operation.
- When scanning from the ADF, you must click [Scan] in the [New Scan] dialog box each time you scan an original.
- You cannot scan originals while other originals are being scanned.
- Two-sided originals are scanned for sideways opening (top-to-top orientation).
- Transmission results of WSD scanning (Pull Type) jobs do not appear in File Status.
- The Blank Page Detect function is not available when you are using the WSD scanner (Pull Type).
- If a scanning method other than [Auto Detect] is set, the original may not be able to be scanned at the set size. In such cases, delete the scan profile, and then scan the original again. For details about deleting a scan profile, see page 82 "Changing a Scan Profile".
- To scan an original correctly, place it as shown in the following table:

Placing an original

Scanning method (Exposure glass/ADF)	Original orientation
Exposure glass	top corner touching top left corner of exposure glass 
Auto Document Feeder (ADF)	top edge leading 

Configuring the WSD Scanner Settings on a Client Computer

This section explains how to configure a scan profile. A scan profile contains scan settings specified on a client computer when using WSD.

Changing a Scan Profile

Whenever the machine is first registered to a computer, a profile is created automatically. Using the following procedure, you can change this profile on the computer.

1. On the [Start] menu, click [Control Panel].

2. Click [Hardware and Sound].

You do not have to perform this step depending on the Control Panel settings.

3. Click [Devices and Printers].

When using Windows Vista, click [Scanners and Cameras].

4. Right-click the icon for this machine, and then click [Scan profiles...].

When using Windows Vista, select this machine, and then click [Scan Profiles].

5. Select a profile, and then click [Edit...].

6. Configure the necessary settings.

For details, see page 83 "Scan Profile Items and Settings".

7. Click [Save Profile].

To delete a profile, click [Delete] in the Scan Profiles dialog box displayed in Step 4.

↓ Note

- If a profile does not appear in the [Devices and Printers] dialog box, the associated machine might be turned off, or the required WSD scanner settings might not have been specified. For details about WSD scanner settings, see page 78 "Preparing to Use WSD Scanner (Pull Type)".
- If a profile does not appear in the [Scan Profiles] dialog box, recreate it as a new profile. For details, see page 82 "Creating a New Scan Profile".
- You can create multiple profiles.

Creating a New Scan Profile

1. On the [Start] menu, click [Control Panel].

2. Click [Hardware and Sound].

You do not have to perform this step depending on the Control Panel settings.

3. Click [Devices and Printers].

When using Windows Vista, click [Scanners and Cameras].

4. Right-click the icon for this machine, and then click [Scan profiles...].

When using Windows Vista, select this machine, and then click [Scan Profiles].

5. Click [Add...].**6. Configure the necessary settings for the profile.**

For details, see page 83 "Scan Profile Items and Settings".

7. Enter a profile name in the [Profile name] box.**8. Click [Save Profile].****Note**

- You can register multiple profiles. If multiple profiles are registered, the profile specified as default in the [Scan Profiles] dialog box is applied.
- To specify a scan profile as the default profile, perform one of the following procedures:
 - In the [Scan Profiles] dialog box, click the scan profile, and then click [Set as Default].
 - After you create a new scan profile, in the [Add New Profile] dialog box, select the [Set this profile as default] check box.

Scan Profile Items and Settings

The following table tells you the scan profile settings that you can configure.

Scan Profile Items and Settings

Item	Scan settings
Scanner:	Select this machine.
Profile name:	Enter the profile name.

Item	Scan settings
Source:	<p>Select one of the following:</p> <p>Flatbed</p> <p>Feeder (Scan one side)</p> <p>Feeder (Scan both sides)</p> <p>Note</p> <ul style="list-style-type: none"> If the original is set on the exposure glass, select [Flatbed]. If the original is set in the ADF, select [Feeder (Scan one side)] or [Feeder (Scan both sides)].
Paper size:	<p>If you select [Feeder (Scan one side)] or [Feeder (Scan both sides)] in [Source], you must specify the paper size.</p>
Color format:	<p>Select one of the following:</p> <p>Color</p> <p>Grayscale</p> <p>Black and white</p>
File type:	<p>Select one of the following:</p> <p>BMP (Bitmap image)</p> <p>JPG (JPEG image)</p> <p>PNG (PNG image)</p> <p>TIF (TIF File)</p>
Resolution (DPI):	<p>Specify the resolution.</p>
Brightness:	<p>The setting you specify here will not be applied for scanning.</p>
Contrast:	<p>The setting you specify here will not be applied for scanning.</p>

3. Storing and Saving the Scanned Documents

You can use the scanner function to store scanned documents in the machine. The documents that have been stored using the scanner function can later be sent by e-mail or delivered to a shared folder.

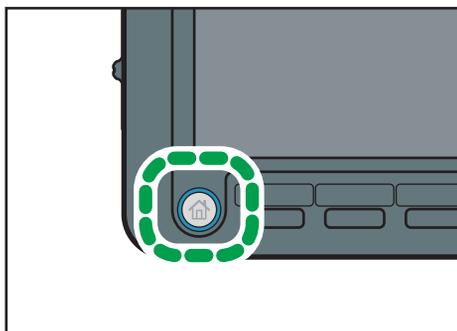
Basic Procedure for Storing Scan Files

★ Important

- You can specify a password for each stored file. We recommend 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 supplier shall not be responsible for any damage that may result from the loss of files.

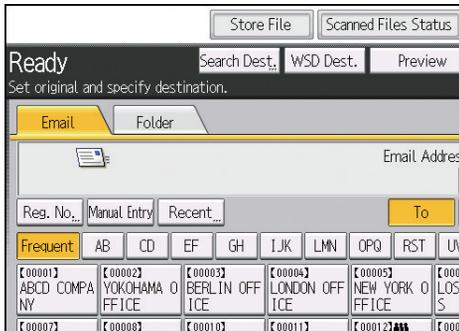
1. Press the [Home] key on the bottom left of the control panel, and press the [Scanner] icon on the [Home] screen.

If the [Scanner] icon does not appear, press the  icon at the upper right corner of the screen to switch to the menu screen.



2. Make sure that no previous settings remain.
If a previous setting remains, press the [Reset] key.
3. Place originals.

4. Press [Store File].



5. Press [Store to HDD].

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

- User Name
Press [User Name], and then select a user name. To specify an unregistered user name, press [Manual Entry], and then enter the name. After specifying a user name, press [OK].
- File Name
Press [File Name], enter a file name, and then press [OK].
- Password
Press [Password], enter a password, and then press [OK]. Re-enter the password for confirmation, and then press [OK].
- Select Folder
Specify the folder in which to save the stored files.

7. Press [OK].

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

For details, see page 105 "Various Scan Settings".

9. Press the [Start] key.

Note

- Stored files will be deleted after a set period. For details about specifying the period, see "Administrator Tools", Connecting the Machine/System Settings.
- 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 page 33 "Simultaneous Storage and Sending by E-mail" and page 56 "Simultaneous Storage and Sending by Scan to Folder".

- For details about storing data to a USB flash memory device or SD card, see page 101 "Basic Procedure for Saving Scan Files on a Memory Storage Device".
- By pressing [Store to HDD + Send], you can simultaneously store scan files and send them. For details, see page 33 "Simultaneous Storage and Sending by E-mail" and page 56 "Simultaneous Storage and Sending by Scan to Folder".
- Only [Store to Memory Device] is available in [Store File] when PDF is selected as the File Type and [Security] is specified in the PDF File Setting.
- You cannot specify [Store to HDD] if [Preview] is selected.
- To cancel scanning, press the [Stop] key. Check the information displayed in the dialog box, and then press any button.
- After scan files are stored, the file information fields will be automatically cleared. If you want to preserve the information in these fields, contact your local dealer.

Previewing the Contents of a Stored Document

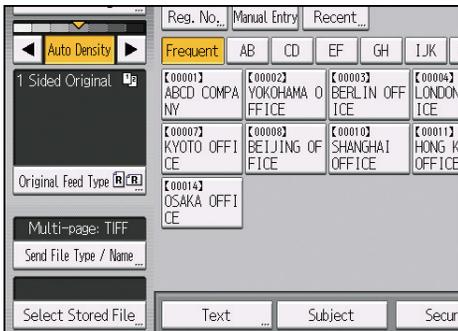
You can display the [Preview] screen and check a stored file on the machine or from the client computer.

Checking a Stored File Selected from the List

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

3

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.

You can select more than one file.

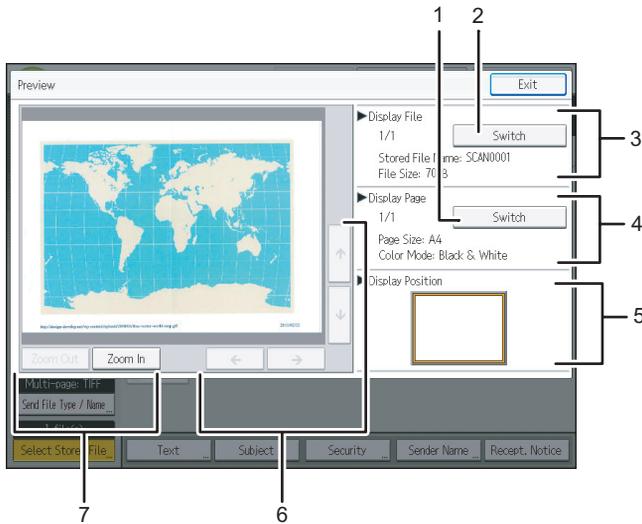
For details about searching the stored document by user or document name, see page 96 "Searching by user name" and page 97 "Searching by file name".

4. Press [Preview].

↓ 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].
- You cannot preview documents stored as High Compression PDF files.

Stored File Preview Screen



DFA001

1. [Switch]

You can switch to a preview of another page.

2. [Switch]

You can switch to a preview of another file.

3. Display File

The name and size of the selected file appear.

4. Display Page

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

5. Display Position

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

6. [←] [→] [↑] [↓]

Press to shift the displayed area.

7. [Zoom Out], [Zoom In]

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

↓ Note

- For details, see "[Preview] screen under the scanner function", Getting Started.
- You can reduce and enlarge the previewed image by double-tapping it, and scroll the enlarged image by tapping it.

Checking Stored Files from a Client Computer

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

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

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

 **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" or "Downloading Stored Documents with Web Image Monitor", Copy/Document Server.
- For details about making settings for using Web Image Monitor, see "Monitoring and Configuring the Machine", Connecting the Machine/System Settings.
- 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 or Scan to Folder.

There are two methods of sending stored files by e-mail. You can specify the sending method in [Scanner Features]. For details, see page 141 "Send Settings".

- To send the URL by e-mail:

In the [Send Settings] tab under [Scanner Features], [Stored File Email Method], select [Send URL Link]. This method is useful when network restrictions prevent you sending attachments.

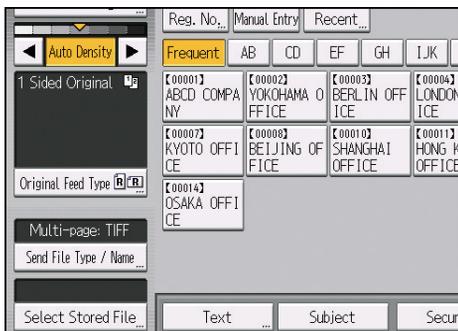
- To send an attached file by e-mail:

In the [Send Settings] tab under [Scanner Features], [Stored File Email 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.

1. Press [Select Stored File].



2. Specify the folder in which to save the stored files.

3. 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 searching the stored document by user or document name, see page 96 "Searching by user name" and page 97 "Searching by file name".

4. Press [OK] twice.

5. Press the [Email] or [Folder] tab.

6. If necessary, configure [Send File Type / Name].

7. Press the [Start] key.

↓ Note

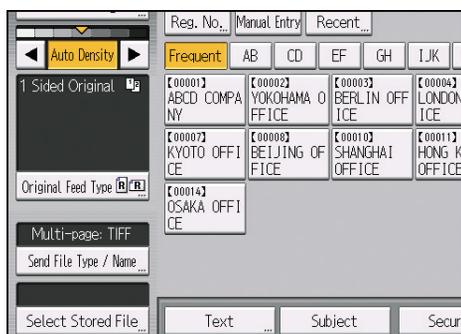
- If you select a password-protected stored file, a screen for entering the password appears. To select the file, enter the correct password, and then press [OK].
- When the URL has been sent by e-mail, the recipient can check the stored file by clicking that URL. For details, see page 36 "Sending the URL by E-mail".
- You can encrypt e-mail or attach a signature to it. For details, see page 34 "Security Settings to E-mails".
- If [PDF File Type: PDF/A Fixed] in [Administrator Tools] under [System Settings] is set to [On], you cannot send PDF or High Compression PDF files.
- You can specify [OCR Settings] only for the files stored with [OCR Settings].
- You can specify [High Compression PDF] only for the files stored with the [High Compression PDF] setting.
- When multiple files are selected, all file types available for each file can be specified. However, some files may not be sent with the specified file type depending on the settings specified when stored.
 - Full-color or gray scale documents stored using the [Compression (Gray Scale / Full Color)] setting in [Send Settings] under [Scanner Features] set to [On] are sent as PDF or PDF/A files even if you specify multi-page TIFF as the file type.
 - Documents stored without specifying [OCR Settings] are sent as PDF or PDF/A files even if you specify [OCR Settings].
 - Documents stored as High Compression PDF files are always sent as High Compression PDF files regardless of the file type setting.
 - Documents stored without specifying [High Compression PDF] as the file type are sent as PDF files even if you specify [High Compression PDF].

Managing Stored File

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

Deleting a Stored File

1. Press [Select Stored File].



2. Specify the folder in which to save the stored files.

3. Press [Manage / Delete File].

4. 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].

5. Press [Delete File].

6. 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. For detail about Web Image Monitor, see Web Image Monitor Help.

Changing Stored Document Information

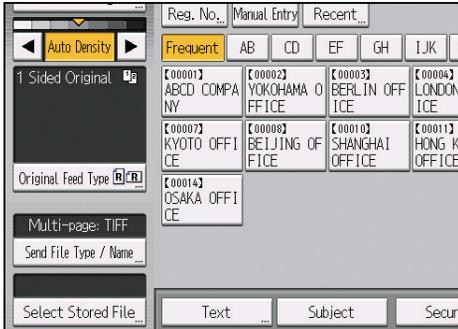
You can change information for a stored file, such as the user name, file name, and password.

↓ Note

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

Changing a user name

1. Press [Select Stored File].



2. Specify the folder in which to save the stored files.

3. Press [Manage / Delete File].

4. Select the file containing the user name 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].

5. Press [Change User Name].

6. 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.

7. Press [OK].

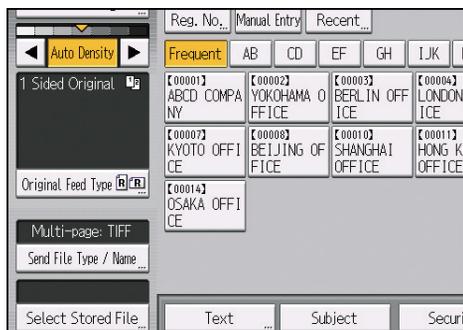
8. Make sure that the user name was changed as necessary, and press [Exit].

↓ Note

- Using Web Image Monitor 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.

Changing a file name

1. Press [Select Stored File].



2. Specify the folder in which to save the stored files.

3. Press [Manage / Delete File].

4. Select the file containing the file name 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].

5. Press [Change File Name].

6. Enter a new file name.

7. Press [OK].

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

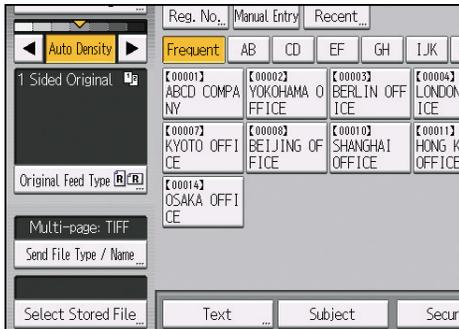
Note

- For information about how to enter characters, see "Entering Text", Getting Started.
- Using Web Image Monitor, you can also change the file name of a file stored in the machine from the client computer. For details about Web Image Monitor, see Web Image Monitor Help.

Changing a password

Enter the password for accessing the stored file.

1. Press [Select Stored File].



2. Specify the folder in which to save the stored files.
3. Press [Manage / Delete File].
4. Select the file containing the password you want to change.
5. Press [Change Password].
6. Using the number keys, enter a new four to eight-digit password.
7. Press [OK].
8. Enter the same number again using the number keys.
9. Press [OK].
10. Press [Exit].

Note

- Using Web Image Monitor, 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.

Searching for Stored Documents

You can search for stored documents by user name or document name.

Searching by user name

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

1. Press [Select Stored File].



2. Specify the folder in which to save the stored files.

3. Press [User Name].

4. 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.

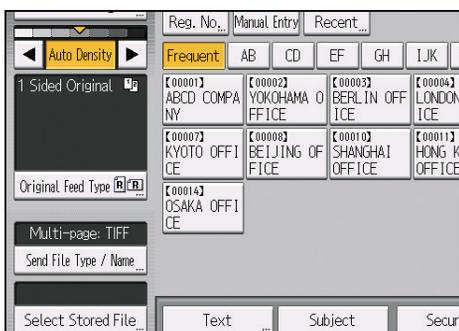
5. Press [OK].

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. Specify the folder in which to save the stored files.

3. Press [File Name].

4. Enter the file name.

For information about how to enter characters, see "Entering Text", Getting Started.

5. Press [OK].

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

Specifying Access Privileges for Stored Files

If user authentication is set, you can specify access privileges for stored files when storing them in the Document Server. You can also change the access privileges for files after they have been stored.

To configure or change the access privileges, the user must be logged in.

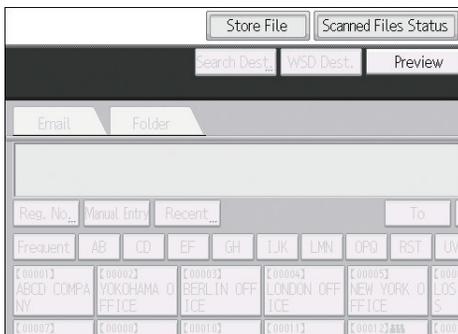
For details about logging in and out, see "Logging In the Machine", Getting Started.

Specifying Access Permissions When Storing a File

3

Specify the access privileges before storing the file in the Document Server.

1. Press [Store File].



2. Press [Access Privileges].

3. Press [New Program].

4. Select the users or groups to whom you want to assign permission.

You can select more than one user.

By pressing [All Users], you can select all the users.

5. Press [Exit].

6. Select the user to whom you want to assign access permission, and then select the permission.

Select the access permission from [Read-only], [Edit], [Edit / Delete], or [Full Control].

7. Press [Exit].

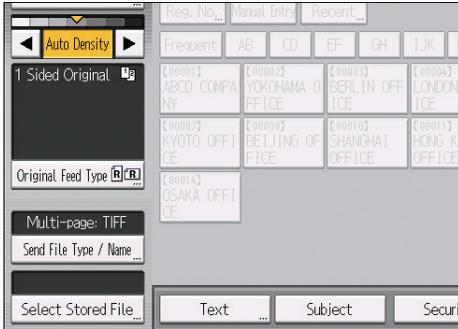
8. Press [OK].

9. Store files in Document Server.

Changing Access Privileges for Previously Stored Files

This section explains how to change access privileges for a file stored in the Document Server.

1. Press [Select Stored File].



2. Specify the folder in which to save the stored files.
3. Press [Manage / Delete File].
4. Select the documents to be changed.
5. Press [Change Access Priv.].
6. Press [Program/Change/Delete].
7. To create a new user or group and specify its access privilege, press [New Program].
To change the access privilege of a registered user or group, proceed to Step 10.
8. Select the users or groups to whom you want to assign permission.
You can select more than one user.
By pressing [All Users], you can select all the users.
9. Press [Exit].
10. Select the user to whom you want to assign access permission, and then select the permission.
Select the access permission from [Read-only], [Edit], [Edit / Delete], or [Full Control].
11. Press [Exit].
12. Press [OK].
13. Press [Exit].
14. Press [OK].

Storing the Scanned Documents to a USB Flash Memory Device or SD Card

This section explains how to save data on external media using the scanner function.

⚠ CAUTION

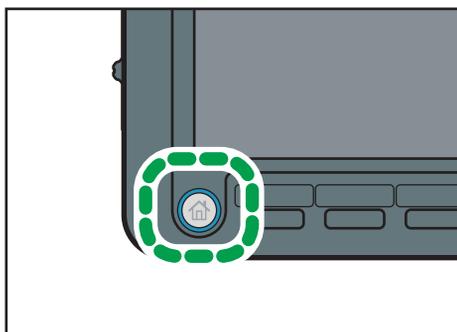
- Keep SD cards or USB flash memory devices out of reach of children. If a child accidentally swallows an SD card or USB flash memory device, consult a doctor immediately.

3

Basic Procedure for Saving Scan Files on a Memory Storage Device

1. Press the [Home] key on the bottom left of the control panel, and press the [Scanner] icon on the [Home] screen.

If the [Scanner] icon does not appear, press the  icon at the upper right corner of the screen to switch to the menu screen.



CWW220

2. Insert an SD card or USB flash memory device into the media slot on the machine's control panel.

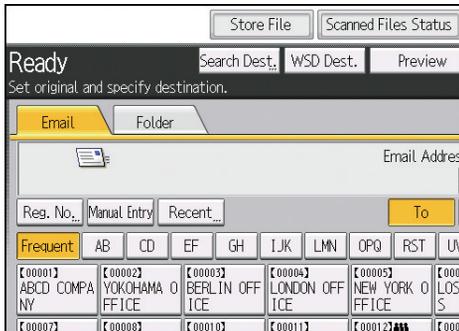
For details about inserting an SD card or USB flash memory device into the media slot, see "Inserting an SD Card" or "Inserting a USB Flash Memory Device", Getting Started.

3. Make sure that no previous settings remain.

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

4. Place originals.

5. Press [Store File].



6. Press [Store to Memory Device].

7. Press [OK].

8. If necessary, specify the scan settings according to the original to be scanned.



Example: Scanning the document in color/duplex mode, and saving as a PDF file.

- Press [Scan Settings], press [Full Color: Text / Photo] in the [Original Type] tab, and then press [OK].
- Press [Original Feed Type], press [2 Sided Original], and then press [OK].
- Press [PDF] under [Send File Type / Name], and then press [OK].

For information about other settings, see page 105 "Various Scan Settings".

9. Press the [Start] key.

When scanning batches, place subsequent originals after the scan files have been sent.

When writing is complete, a confirmation message appears.

10. Press [Exit].

11. Remove the memory device from the media slot.

Remove the media from the media slot only after data has been written completely. Removing the media while data is being written will result in corrupted data.

Note

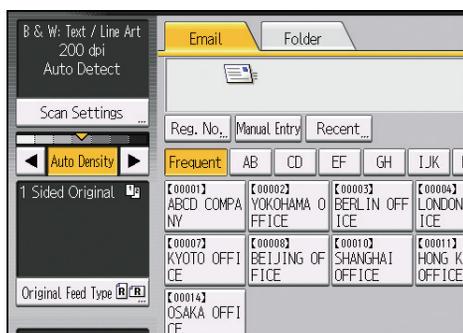
- The amount of time required to save files to a USB flash memory device or SD card will vary according to the device's specifications.
- The documents stored on the memory storage device can be printed from the machine's control panel. For details, see "Direct Printing from a Memory Storage Device", Print.
- The documents stored on the memory storage device cannot be sent from the machine's control panel.
- Depending on the security settings, [Store to Memory Device] may not be displayed. Consult your administrator.
- You cannot specify where the data is saved. Files are saved in the root directory of the memory storage device.
- If the memory storage device is partitioned, files are saved on the first partition.
- You cannot configure file information such as [User Name], [File Name], and [Password].
- The amount of free space on the memory device is displayed. Note that if the amount of free space exceeds 10 GB, "9999.99 MB" will be displayed.
- To cancel writing, press the [Stop] key. If files are being written when writing is cancelled, any partially written files are deleted. Only complete files are stored on the memory storage device.

4. Various Scan Settings

To scan originals on this machine, specify various settings such as the original type, resolution, and scan size. This chapter explains how to specify various scan settings.

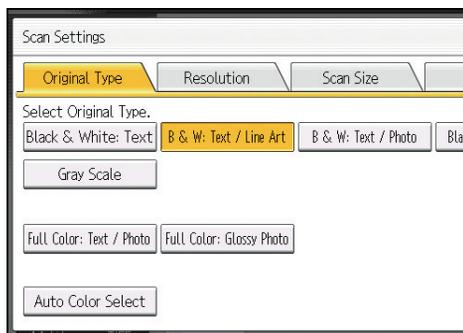
Specifying Scan Settings

- 1. Press [Scan Settings].



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

For details about individual scan setting items, see page 138 "Scan Settings".



- 3. Press [OK].

Scan Settings

This section describes the items for Scan Settings.

Original Type

Select a Original type that is appropriate for your original.

[Black & White: Text]

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

- [Dropout Color]

You can select not to scan the following colors: [Chromatic Color], [Red], [Green], and [Blue]. When you select a color to leave out of the scan, specify its level of coverage. There are five levels. Press [Narrow] to leave out colors that are closest to the specified color. Press [Wide] to broaden the coverage of the specified color and not scan those colors.

[B & W: Text / Line Art]

Standard black-and-white originals containing mainly characters (two-value). 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.

[Gray Scale]

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

[Full Color: Text / Photo]

Originals for color printing mainly consisting of characters.

[Full Color: Glossy Photo]

Originals of silver salt photographs and other color pictures.

[Auto Color Select]

Scans originals by automatically judging the colors of the originals.

↓ Note

- [Dropout Color] can be set when [Black & White: Text] is selected for [Original Type].

- If [Auto Color Select] is selected, the machine may fail to correctly judge colors depending on the scanning condition or the contents of originals.
- If you select [High Compression PDF] as the PDF File Setting of the File Type, you must then select one of the following for Original Type: [Gray Scale], [Full Color: Text / Photo], or [Full Color: Glossy Photo].
- If [High Compression PDF] is selected as the file type, areas of uneven shade may appear in the halftone sections in the document. If this happens, change the PDF File Setting to [PDF/A].

Resolution

Select resolution for scanning originals.

Select [100 dpi], [150 dpi], [200 dpi], [300 dpi], [400 dpi], or [600 dpi] as the scanning resolution.

Note

- If [High Compression PDF] is selected as the PDF File Setting of the File Type, you cannot select [100 dpi] or [150 dpi].
- If [OCR Settings] is set to [On] under the PDF File Setting of the File Type, [100 dpi] and [150 dpi] cannot be selected.
- For details about file types, see page 125 "Specifying the File Type and File Name".

Scan Size

Select the size of the original to be scanned.

[Auto Detect]

Scans original sizes using the automatic size detect function.

[Mixed Original Sizes]

Select [Mixed Original Sizes] to scan a batch of originals that have different lengths.

Originals are scanned by the ADF and the length of each is automatically detected.

-  **Region A** (mainly Europe and Asia)

[Mixed Original Sizes] can be selected for paper sizes larger than B6 or $8\frac{1}{2} \times 11$.

-  **Region B** (mainly North America)

[Mixed Original Sizes] can be selected for paper sizes larger than A4 or $5\frac{1}{2} \times 8\frac{1}{2}$.

[Partial Scan]

Select [Partial Scan] to scan an original partially.

You can specify the dimensions of an area to be scanned in millimeters or inches.

[Custom Size]

Select [Custom Size] to scan originals whose sizes do not match a standard template or to scan only a part of an original.

You can specify the length and width of your originals in mm or inches.

Template size Erase Center / Border

Select a template size to scan originals at a specified size regardless of the actual size of the originals you have placed.

You can specify the following template sizes:

A3☐, B4 JIS☐, A4☐, A4☐, A5☐, A5☐, B5 JIS☐, B5 JIS☐, 11 × 17☐, 8¹/₂ × 14☐, 8¹/₂ × 13☐, 8¹/₂ × 11☐, 8¹/₂ × 11☐, 5¹/₂ × 8¹/₂☐, 5¹/₂ × 8¹/₂☐

↓ Note

- Available template sizes vary depending on the country of purchase.
- Selecting both [Mixed Original Sizes] and [Erase Center / Border] reduces the scanning speed.
- You can enter 10mm (0.4 inches) or higher in Original Size (X1 and Y1) under [Custom Size].
- If the size of an original placed in the ADF cannot be detected automatically, the original might be scanned at a different size. For details about paper sizes that can be automatically detected when placed in the ADF, see "Specifications for Scanner", Maintenance and Specifications.

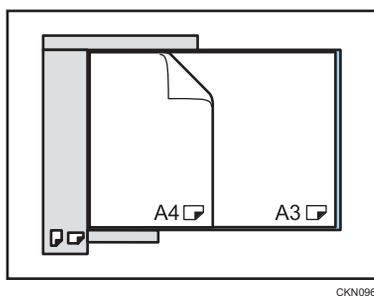
Relationship of original of mixed sizes and scan size

Scanning methods for originals mixed with different sizes (such as A3 & A4 or B4 & B5) differ depending on the settings you make for the scan size and whether you use the exposure glass or the ADF.

- If you select [Mixed Original Sizes], the machine detects the length of each original and scans them.
- If a template size is selected, the machine scans originals at the selected size regardless of the actual size of originals. If an original is smaller than the selected size, the machine applies margins to the scan area.
- If [Auto Detect] is selected for scanning originals from the exposure glass, the machine detects the size of individual originals and scans accordingly.

↓ Note

- When scanning originals of different length at the same time, place them correctly by referring to the chart below. The paper guides cannot be adjusted to small size originals, which may cause slightly tilted scanning.



CKN096

- If you do not select [Mixed Original Sizes] and place originals of different sizes in the ADF, paper jams might occur or parts of the originals might not be scanned.
- If only [Auto Detect] is selected for scanning the original with ADF, the machine scans all originals in the size of the largest original among them.

4

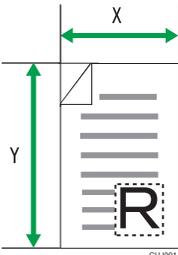
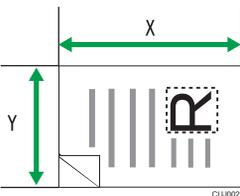
Scanning the entire area of a custom size original

This section explains how to specify a custom size for scanning the entire area of an original. If you want to scan the entire area of a custom size original, select [Custom Size] as the scan size.

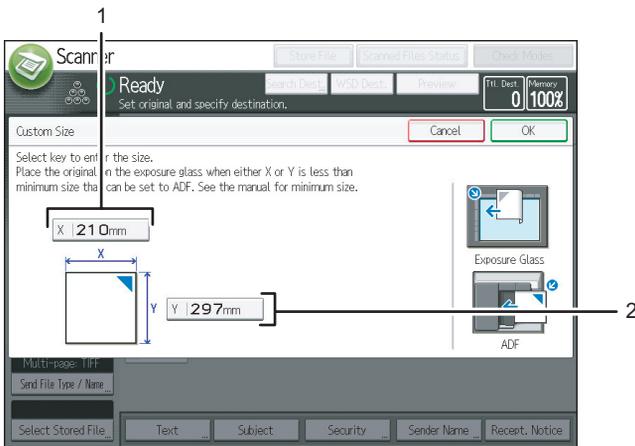
To display the custom size setting screen, on the initial scanner screen, press [Scan Settings] > [Scan Size] > [Custom Size].

The following tables explain how to measure custom size originals and how to specify the scan settings on the custom size settings screen.

How to measure sizes

Orientation and placement of original	Measuring method for scanning the entire area of a custom size original
In the  orientation on the exposure glass or in the ADF	 <p style="text-align: right; font-size: small;">CUJ001</p>
In the  orientation on the exposure glass or in the ADF	 <p style="text-align: right; font-size: small;">CUJ002</p>

Scan settings on the custom size setting screen



DFA002

1. Original Size (X)

Specify the length of the original.

Enter the actual length in [X] then press the [#] key.

2. Original Size (Y)

Specify the width of the original.

Enter the actual width in [Y] then press the [#] key.

Note

- For X and Y, you can specify 10mm (0.4 inches) or larger.
- 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].
- For details about how to place originals, see page 115 "Setting of Original Feed Type".

Scanning part of a custom size original

If you want to scan only a part of a custom size original, select [Partial Scan] as the scan size.

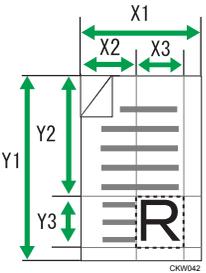
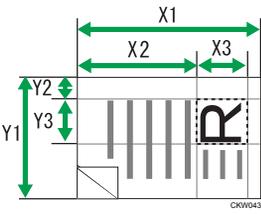
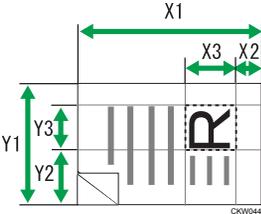
To display the custom size setting screen, on the initial scanner screen, press [Scan Settings] > [Scan Size] > [Partial Scan].

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.

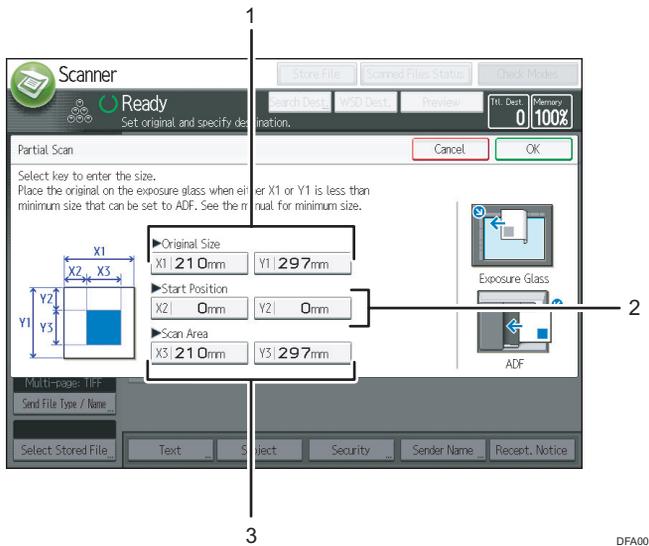
Measuring methods differ depending on where the original is placed and the orientation it is placed in. For details about how to measure Original Size (X1 and Y1), Start Position (X2 and Y2), and Scan Area (X3 and Y3) correctly, see "How to measure sizes".

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

How to measure sizes

Orientation and placement of original	Measuring method for scanning the "R" section
<p>In the  orientation on the exposure glass or in the ADF.</p>	 <p style="text-align: right; font-size: small;">CKW042</p>
<p>In the  orientation in the ADF.</p>	 <p style="text-align: right; font-size: small;">CKW043</p>
<p>In the  orientation on the exposure glass.</p>	 <p style="text-align: right; font-size: small;">CKW044</p>

Scan settings on the partial scan 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

- For details about how to place originals, see page 115 "Setting of Original Feed Type".

Edit

Make editing settings.

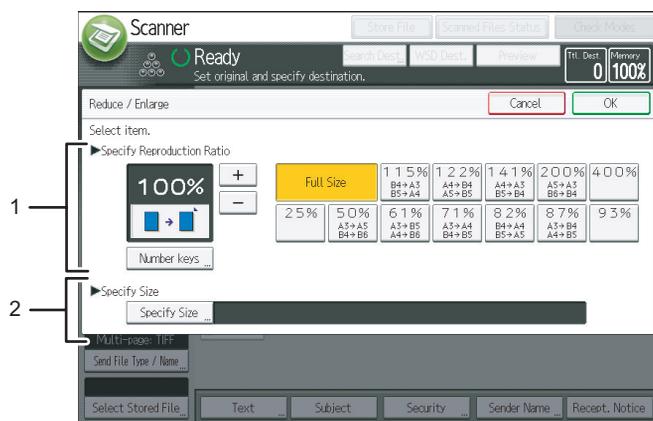
[Erase Center / Border]

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

[Reduce / Enlarge]

When scanning a bundle of mixed size originals, you can unify the size of the scanned data by using [Specify Size].

Entering Values in the Reduce / Enlarge Configuration Screen



DFA004

1. Specify Reproduction Ratio

Enter a value for the reproduction ratio.

To make a small adjustment to the reproduction ratio value, press [+] or [-].

To make a large change to the value, enter the desired value using the [Number keys], and then press [#].

To use a pre-defined reproduction ratio, press the desired ratio.

2. Specify Size

Specify the finished size of the scanned originals.

Press [Specify Size], and then specify the finished size of the scanned originals.

To select [Custom Size] for the finished size of the scanned originals, enter the value of [Short Edge] and [Long Edge] of the scan size using the number keys.

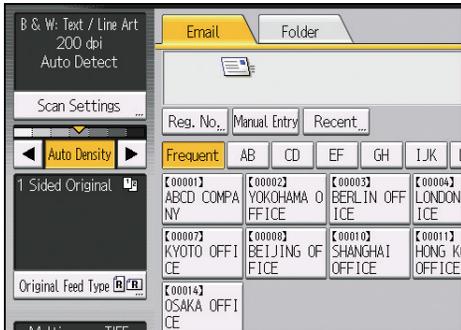
↓ Note

- [High Compression PDF] cannot be selected if the [Reduce / Enlarge] function is used.
- For details about how to edit the pre-defined reproduction ratio, see page 138 "Scan Settings".

Adjusting Image Density

To adjust image density, press [◀] or [▶], at the left and right of [Auto Density]. These keys 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

- When scanning originals in full color, you can specify the [Auto Density] level in [Background Density of ADS (Full Color)] in [Scan Settings] under [Scanner Features]. For details, see page 138 "Scan Settings".

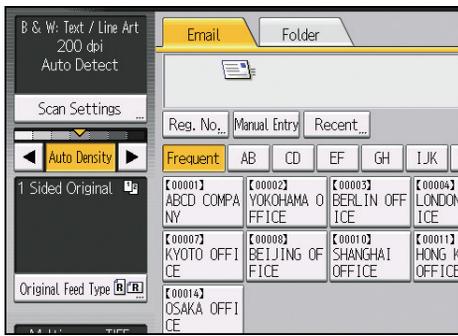
Setting of Original Feed Type

This section explains Original Feed Type settings such as orientation and scan sides of originals.

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 [R/R] or [L/L] to select the same orientation as that of original.

3. Press [OK].

Placing originals

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 tables:

Exposure Glass

Place the original face down on the exposure glass in either the left-right (landscape) or up-down (portrait) orientation.

Original orientation and control panel key selection

Original orientation	Control panel key
<p>top edge touches rear of exposure glass</p>	

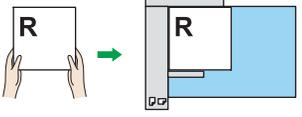
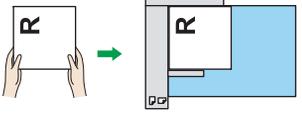
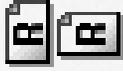
Original orientation	Control panel key
<p>top edge touches top left corner of exposure glass</p> 	

ADF

Hold the original so that its text is in the natural readable orientation, and then place it face up in the ADF.

4

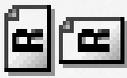
Original orientation and control panel key selection

Original orientation	Control panel key
<p>top edge touches rear of ADF</p> 	
<p>top edge placed first</p> 	

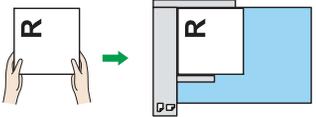
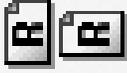
Note

- When you specify [Full Color: Text / Photo], [Full Color: Glossy Photo], [Gray Scale], or [Auto Color Select] under [Original Type], and single page TIFF/JPEG or multi-page TIFF is selected as the file type, see the tables 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.

Exposure glass

Original orientation	Control panel key
top edge touches top left corner of exposure glass 	

ADF

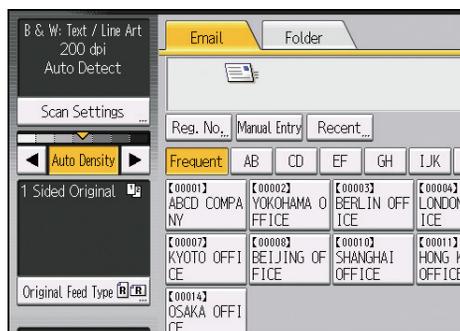
Original orientation	Control panel key
top edge placed first 	

Original Settings

This section explains the settings for the scanning the sides of originals.

One-sided original

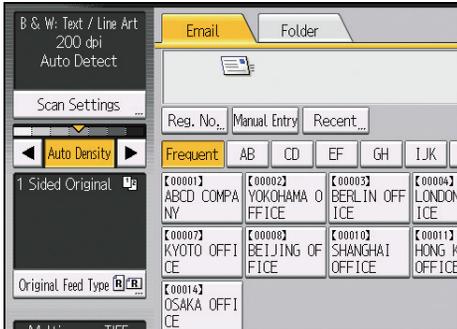
1. Press [Original Feed Type].



2. In "Original Settings", select [1 Sided Original].
3. Press [OK].

Two-sided original

1. Press [Original Feed Type].



4

2. In "Original Settings", select [2 Sided Original].
3. In "Page Opening Orientation", select [Top to Top] or [Top to Bottom] according to the binding orientation of the originals.

Binding orientation and required page opening orientation

Binding orientation	Page opening orientation
	Top to Top
	Top to Bottom

4. If the last page of the last original is blank, in "Last Page", select [1 Side] or [2 Sides].

To skip the last page, select [1 Side].

To scan the last page as blank page, select [2 Sides].

5. Press [OK].

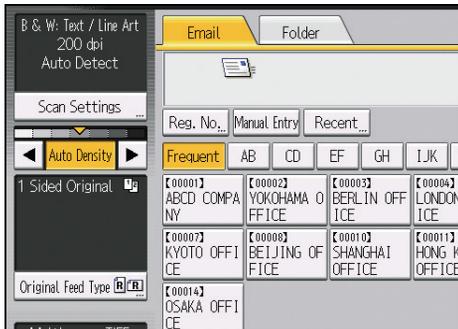
Note

- If you selected [Divide], the setting made here is applied to the last page of each batch of divided originals.

Book Type Original

Scanning Each Page of a Book Type Original as a Single Page.

1. Press [Original Feed Type].



2. In "Original Settings", select [Book Type Original].

3. Press [OK].

↓ Note

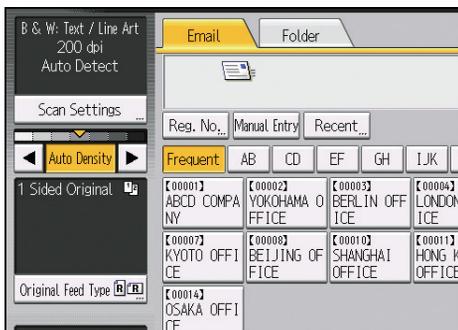
- Place the original on the exposure glass. The Auto Document Feeder (ADF) cannot be used.

Multiple Originals Containing One-sided and Two-sided Pages

This section explains the settings for switching between [1 Sided Original] and [2 Sided Original] when scanning multiple originals containing one-sided and two-sided pages.

Select [Mix 1 & 2 Sided]. Then, before placing additional originals, switch between [1 Sided Original] and [2 Sided Original], and then start scanning.

1. Press [Original Feed Type].



2. Select either [Batch] or [SADF].

If you will be scanning multiple originals multiple times, you must specify this setting beforehand. For details, see page 120 "Batch, SADF".

3. In "Original Settings", select [Mix 1 & 2 Sided].

4. Press [OK].

↓ Note

- You can select [Mix 1 & 2 Sided] and [Divide] at the same time. However, the function selected last has priority.
- To switch the scan setting for additional originals to [1 Sided Original] after scanning one side of the last page of a batch of two-sided originals, press [Change Setting], and then press [1 Sided Original].
- If you select [Mix 1 & 2 Sided], both one-sided and two-sided originals are stacked face up (reversed) in the same output tray. This allows you to check the scanning order regardless of whether they originals are one-sided or two-sided.

4

Batch, SADF

This section explains the settings you need to configure if you want to scan a large number of originals in several batches and send them together as a single job.

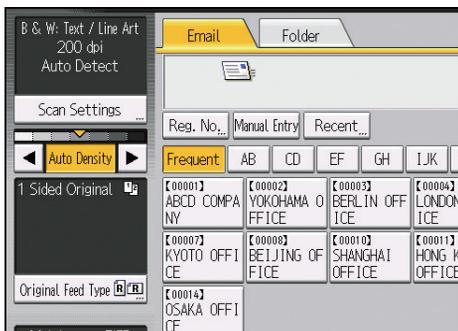
Batch

If you select [Batch], scanning starts when you place the additional originals and press the [Start] key. When all the originals have been scanned, press the [#] key. If you select [Batch], regardless of the default settings, the machine waits until additional originals are placed.

SADF

If [SADF] is selected, scanning starts as soon as you place additional originals in the ADF. Select which operation the machine performs while waiting for additional originals in [Wait Time for Next Original(s): SADF] under [Scanner Features]. For details about [Wait Time for Next Original(s): SADF], see page 138 "Scan Settings".

1. Press [Original Feed Type].



2. Select [Batch] or [SADF].

3. Press [OK].

↓ Note

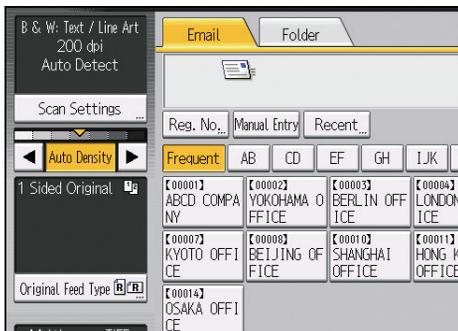
- If [SADF] is selected, scanning starts as soon as you place additional originals in the ADF. However, in the following cases you must press the [Start] key to start scanning additional originals.
 - After scanning additional originals using the exposure glass
 - After changing settings while waiting for additional originals
 - After opening/closing the ADF
- For more details about procedures, see page 123 "Scanning Multiple Pages of Originals as One File".

Divide

4

This section explains settings for dividing multiple originals by a specified number of pages and then sending them.

1. Press [Original Feed Type].



2. Press [Divide].

3. Press [Change], and then use the number keys to enter the number of pages you want to divide the job into sets of.

4. Press the [#] key.

5. If necessary, press [Division Check].

When you select [Division Check], if the originals were not scanned in order due to a paper jam or multi-sheet feed, a screen for stopping or continuing scanning appears at the end of the scan.

6. Press [OK] twice.

↓ Note

- You can select [Divide] and [Mix 1 & 2 Sided] at the same time. However, the function selected last has priority.

- If the last page of a batch of divided two-sided originals is blank, you can skip that page. To skip scanning, in [Last Page] under [2 Sided Original], select [1 Side]. To scan the last page as a blank page, select [2 Sides]. For details, see page 118 "Two-sided original".

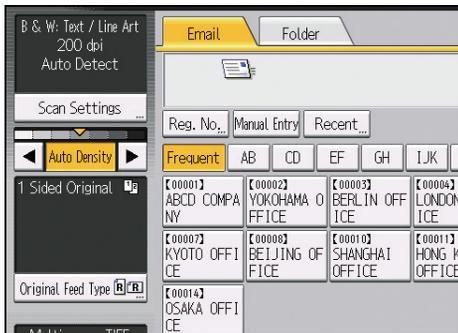
Scanning Multiple Pages of Originals as One File

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 page 125 "Specifying the File Type".

1. Press [Original Feed Type].



2. Select [Batch] or [SADF].

To scan originals using the exposure glass, select [Batch]. To scan originals using the ADF, select [SADF]. For detail about [Batch] and [SADF], see page 120 "Batch, SADF".

3. Press [OK].

4. Place originals.

5. Make settings for sending or storing.

6. Press the [Start] key to scan originals.

If [Batch] is selected, place additional originals, and then press the [Start] key.

If [SADF] is selected, scanning starts automatically when you place additional originals. Place subsequent originals after the originals have been scanned.

Repeat this step until all originals are scanned.

7. After all originals are scanned, press the [#] key.

Storing or transmission starts.

↓ Note

- If [Batch] is selected, originals can be scanned using the ADF.
- When scanning originals using the exposure glass, depending on the settings for [Wait Time for Next Orig.: Exposure Glass] under [Scanner Features], the machine can wait for additional

originals even if [Batch] is not selected in [Original Feed Type]. For details about [Wait Time for Next Orig.: Exposure Glass], see page 138 "Scan Settings".

- If, under [Scanner Features], [Set Wait Time] is set for [Wait Time for Next Orig.: Exposure Glass] or [Wait Time for Next Original(s): SADF], place additional originals within the specified time. When the countdown ends, transmission or storage starts automatically. To start transmission or storage before the countdown is completed, press the [#] key. Countdown is canceled if Scan Settings or other settings are changed in the meantime. Place additional originals, and then press the [Start] key. The machine scans the originals and the countdown is resumed. For details about [Wait Time for Next Orig.: Exposure Glass] and [Wait Time for Next Original(s): SADF], see page 138 "Scan Settings".
- If [SADF] is selected, scanning from the exposure glass is enabled after scanning from the ADF. If this happens, you must press the [Start] key to start scanning.

Specifying the File Type and File Name

This section explains the procedure for specifying the file type, file name, and security for PDF files.

★ Important

- [Send File Type / Name] is not available when the WSD destination list is selected.

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, sending stored files by e-mail or Scan to Folder, and saving files on a memory storage device.

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 page 126 "Notes about and limitations of file types".

1. Press [Send File Type / Name].



2. Select a file type.



If the File Type is set to [PDF], configure PDF File Setting as required.

3. Press [OK].

Note

- If you select [Store to HDD] under [Store File], you can only select [High Compression PDF] or [OCR Settings], and files are stored as single-page files.
- The version of the created PDF files is 1.4.
- If [High Compression PDF] is selected in the PDF File Setting under the File Type, you can reduce the file size without changing the character legibility of uncompressed PDF files. PDF/A is suitable for storing data for a long period of time. For the limitations that apply to each file type, see page 126 "Notes about and limitations of file types".

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 Color)] 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] or [PDF]

- When [Full Color: Text / Photo], [Full Color: Glossy Photo], [Gray Scale], or [Auto Color Select] is specified under [Original Type] and [Compression (Gray Scale / Full Color)] 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.

High Compression PDF

- You cannot select [High Compression PDF] if:
 - [Black & White: Text], [B & W: Text / Line Art], [B & W: Text / Photo], [Black & White: Photo], or [Auto Color Select] is selected under [Original Type].
 - [Reduce / Enlarge] is selected.
 - If [PDF File Type: PDF/A Fixed] in [Administrator Tools] under [System Settings] is set to [On], [PDF] and [High Compression PDF] other than PDF/A cannot be selected.
 - [100 dpi] or [150 dpi] is selected as the resolution.
 - [Preview] is selected.
- Adobe Acrobat Reader 5.0/Adobe Reader 6.0 and later versions support High Compression PDF.
- If [High Compression PDF] is selected as the file type, areas of uneven shade may appear in the halftone sections in the document. If this happens, change the PDF File Setting to [PDF/A].
- When the DSM destination list is used.

PDF/A

- [Security Settings] in the PDF File Setting cannot be selected.

OCR Settings

- You cannot select [OCR Settings] if:
 - [TIFF/JPEG] or [TIFF] is selected as the file type.
 - [100 dpi] or [150 dpi] is selected as the resolution.
 - When the DSM destination list is used.

Specifying the File Name

This section explains how to specify file names.

You can configure the machine, so that the scan date and time can be automatically added to the file name of the scanned document.

When you specify any text string to be included in the file name

If [Add Date&Time] is specified, scanned files are given file names that contain the scan date and time, a four-digit page number, and the specified text string.

- Single-page and divided multi-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 as a single-page TIFF at 15:30 on Dec. 31, 2020, and "test" specified as its name, the file name will be 202012311530_0001.tif)

- Multi-page files are given file names that contain the time and date of scanning.

(Example: For a file scanned as a multi-page TIFF at 15:30 on Dec. 31, 2020, and "test" specified as its name, the file name will be 202012311530.tif)

When you are not specifying the file name

If [Add Date&Time] is specified, scanned files are given file names that contain the scan date and time, a four-digit page number.

- Single-page and divided multi-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.

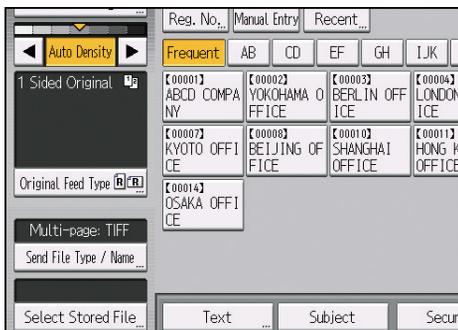
(Example: For a file scanned as a single-page TIFF at 10 ms, 15 sec., 15:30 on Dec. 31, 2020, the file name will be 20201231153015010_0001.tif)

- Multi-page files are given file names that contain the time and date of scanning.

(Example: For a file scanned as a multi-page TIFF at 10 ms, 15 sec., 15:30 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].

3. Enter the file name, and then press [OK].

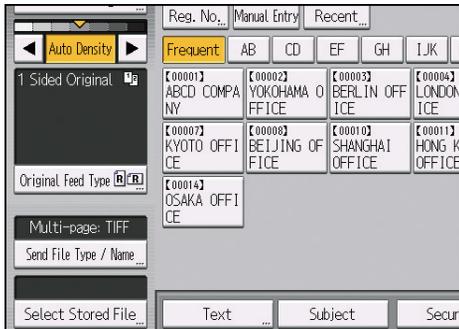
4. If necessary, select [Add Date&Time].

5. Press [OK].

Changing the starting digit of file name serial numbers

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 a single-page file type is selected.
- You cannot specify "9999" or "99999999" as the starting digits if the scan side in "Original Settings" is set to [2 Sided Original] or [Book Type Original].

Embedding Text Information in Scanned Data

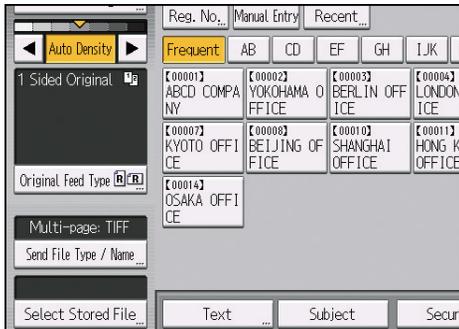
You can use the OCR function to embed the text information in the scanned document without processing the data on your computer.

Important

- For details about the optional units required for this function, see "Functions Requiring Optional Configurations", *Getting Started*.
- This function supports the following file types: [PDF], [High Compression PDF], and [PDF/A].
- If [Black & White: Photo] is selected from [Original Type] when originals are being scanned, the text is scanned in shades of gray, and the characters and the top and bottom of the page may not be recognized correctly. If OCR accuracy has a higher priority than the image quality, select [Black & White: Text] in [Original Type] when scanning the original.
- You cannot use the OCR function in the following cases:
 - [TIFF / JPEG] or [TIFF] is selected as the file type.
 - [100 dpi] or [150 dpi] is selected as the resolution.
 - When the WSD or DSM destination list is used.

1. Place originals.

2. Press [Send File Type / Name].



3. Select [PDF] in [File Type].

4. Select [OCR Settings] in the PDF File Setting, and then press [On].

5. Configure the settings such as [Add Extrct.Text to File Name], [Delete Blank Page] and [Cognitive Language] as required.

6. Press [OK] twice.

7. To send an e-mail, configure the destination address and other required settings.

8. Press the [Start] key.

Note

- The OCR function can process texts up to 40,000 characters per page.
- The OCR function can recognize the following languages:
 - English, German, French, Italian, Spanish, Dutch, Portuguese, Polish, Swedish, Finnish, Norwegian, Hungarian, Danish, Japanese.
- The effective resolution may be less than 200 dpi when an image scanned at 200 dpi or greater resolution is reduced by specifying the reproduction ratio. You can apply the OCR function in such cases, but the text recognition accuracy may deteriorate.
- [Add Extrct.Text to File Name] cannot be specified when [Store to HDD] in [Store File] is selected.
- Depending on character shapes or types, characters may not be recognized correctly.
- A PDF file without embedded text is generated if the scanned page does not contain a section that can be recognized as characters.
- If a page contains large blank areas, the top and bottom of the page may not be recognized correctly.
- No PDF file is generated if all pages in a document are determined as blank pages. If this happens, make sure to set the originals correctly, and try again.
- A blank page or the top and bottom of a page may not be recognized correctly if the scanned page has smears or dirty spots or an image on the back side of the page can be seen through.

- No type faces are identified while the OCR function is being applied to scanning. If the widths of the printed and embedded characters differ, the position of the embedded text may not match that of the printed text on the scanned page.
- When you scan documents with the OCR function enabled to send them to an e-mail or folder destination, the consecutive scanning jobs may take time to start.

Security Settings for PDF Files

Use security settings to prevent unauthorized access to PDF files.

★ Important

- Security settings can be made for PDF and High Compression PDF files only.

4

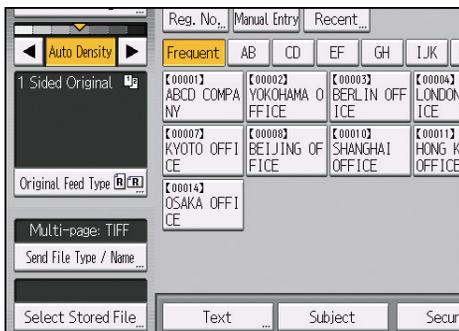
Encrypting PDF files

Set a document 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 that are sent by e-mail or Scan to Folder and saved on a memory storage device.
- You cannot open an encrypted file without a document password. Make sure you do not forget the file's password.

1. Press [Send File Type / Name].



2. Press [PDF].

If necessary, select [High Compression PDF].

3. Press [Security Settings].

4. Select [Encryption] tab.

5. In [Encrypt Document], press [On].

6. 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 to confirm it, and then press [OK].**9. In [Encryption Level], select [40 bit RC4], [128 bit RC4], [128 bit AES] or [256 bit AES].****10. Press [OK] twice.****Note**

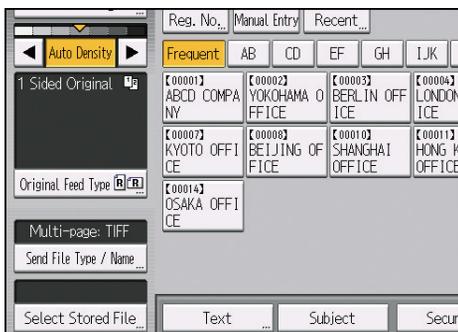
- A document password cannot be the same as the master password.
- Document passwords can contain up to 32 characters.
- You cannot use Adobe Acrobat Reader 3.0 or 4.0 to view PDF files that were created using [128 bit RC4] encryption.
- PDF files created using [128 bit AES] encryption can be viewed only with Adobe Reader 7.0 or later.
- PDF files created using [256 bit AES] encryption can be viewed only with Adobe Reader 9.0 or later.
- If [Low Resolution Only] is selected as the print permission, you cannot select [40 bit RC4] 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

- You cannot reset or change a file's restriction settings without the master password. Write down the master password and keep it secure.

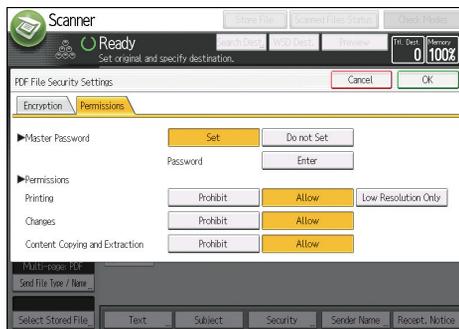
1. Press [Send File Type / Name].**2. Press [PDF].**

If necessary, select [High Compression PDF].

3. Press [Security Settings].
4. Select the [Permissions] tab.
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 to confirm it, 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 master password cannot be the same as a document password.
- Master passwords can contain up to 32 characters.
- If [40 bit RC4] is selected as the PDF encryption level, you cannot select [Low Resolution Only] as the print permission.

Specifying Digital Signature for PDF Files

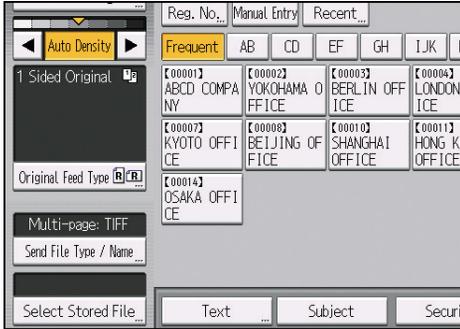
Applying a digital signature to PDF files created from scanned documents helps to detect improper alteration of important documents such as contract documents.

★ Important

- It can be specified for files set to be stored on external storage devices under E-mail, Folder Sending, and Store File settings using the Store to Memory Device function.

- To send PDF files with a Digital Signature, a Device Certificate (PDF Digital Signature) must be registered on the machine beforehand. For details, see Security Guide.

1. Press [Send File Type / Name].



4

2. Press [PDF].

If necessary, select [High Compression PDF] or [PDF/A].

3. Press [Digital Signature].

4. Press [OK].

5. Scanner Features

This chapter describes the user tools in the Scanner Features menu.

General Settings

This section describes the user tools on the [General Settings] tab in [Scanner Features].

Switch Title

Select the title to be shown on the destination list.

Default: [Title 1]

Search Destination

Select a destination list to be used in "Search Destination". To search from LDAP server, it is necessary to register the LDAP server in [System Settings] and set [LDAP Search] to [On].

Default: [Address Book]

For details about "LDAP Search", see "Administrator Tools", Connecting the Machine/System Settings.

Ext. Auth.: Folder Path Overwrite Setting

If the user logs in using LDAP authentication, specify whether or not to overwrite the address book registered in this machine with the folder information of the logged-in user that is registered on the LDAP server.

Default: [Do not Overwrite]

PC Scan Command Standby Time

If the machine receives a TWAIN or WSD (Pull Type) scanning request while it is writing data to memory or performing e-mail, Scan to Folder, or WSD scanning jobs, it switches to the network TWAIN or WSD (Pull Type) scanner function either immediately or after a specified standby time elapses following the last key operation.

Use this setting to specify whether the machine switches to TWAIN or WSD (Pull Type) immediately or waits until the standby time elapses when it receives a TWAIN or WSD (Pull Type) scanning request.

Default: [On], 10 second(s)

If you select [Off], the machine will switch to the network TWAIN or WSD (Pull Type) scanner function immediately.

If you select [On], enter a standby time using the number keys (3-30 seconds). The machine will switch to the network TWAIN or WSD (Pull Type) scanner function when the time set here elapses following the last key operation.

Destination List Display Priority 1

Select a destination list to be displayed when the machine is in the initial state.

You can select [Email / Folder], [WSD], or [DSM].

[WSD] appears when [WSD] is selected in [Use WSD or DSM].

[DSM] appears when [DSM] is selected in [Use WSD or DSM].

Default: [Email / Folder]

Destination List Display Priority 2

In the machine's address book, select which address book appears by default.

You can select either [Email Address] or [Folder].

Default: [Email Address]

Print & Delete Scanner Journal

Up to 250 transmission results can be checked on this machine. If the stored transmission results reach 250, specify whether to print the delivery journal.

Default: [Print and Delete All]

- Print and Delete All

The transmission journal is printed automatically. The printed journal is deleted.

- Do not Print: Delete Oldest

Transmission results are deleted one by one as new results are stored.

- Do not Print: Disable Send

Transmission cannot be performed when the journal is full.

When printed, all records are deleted after printing. When not printed, records over the limit are automatically deleted in succession from the oldest record.

While the journal is being printed, files with the status waiting cannot be sent.

Print Scanner Journal

The scanner journal is printed and deleted.

Delete Scanner Journal

The scanner journal is deleted without being printed.

Delete Recent Destinations

The recent destinations are deleted.

Use WSD or DSM

Specify whether or not to use the WSD or DSM function.

Default: [Do not Use]

Use a Destination List that is not DSM

Specify whether or not to use a destination list other than DSM when using DSM. If [Not Available] is selected, a destination list other than DSM cannot be used.

This list appears when [DSM] is selected in [Use WSD or DSM].

Default: **[Available]**

Program Setting for Destinations

Specify whether or not to register the destination in the machine's address book when registering the program.

Default: **[Exclude Destinations]**

↓ Note

- For details about how to change the Scanner Features, see "Accessing User Tools", Connecting the Machine/System Settings.

Scan Settings

This section describes the user tools in the [Scan Settings] tab under [Scanner Features].

A.C.S. Sensitivity Level

Sets the sensitivity level for judging color/black and white for scanning originals when [Original Type] is set to [Auto Color Select].

Default: The default setting is the middle of 5 adjustment levels.

Wait Time for Next Orig.: Exposure Glass

If you want to divide your originals and scan them separately using the exposure glass and then send them together as a single job, select [Continuous Wait], [Off], or [Set Wait Time] as the waiting status.

Default: [Set Wait Time], 60 second(s)

If you specify [SADF] or [Batch] for the [Original Feed Type] setting, the [Wait Time for Next Orig.: Exposure Glass] setting becomes invalid.

If [Off] is selected, the machine forwards the scan data as soon as it finishes scanning each original.

If [Set Wait Time] is selected, enter the wait time in seconds (3-999) for placing additional originals with the number keys. Scanning will start if additional originals are placed and the [Start] key is pressed within this time. You can end scanning and begin transmission by pressing the [#] key within this time. Once the specified time has elapsed, transmission starts automatically.

If [Continuous Wait] is selected, the machine will wait for additional originals until the [#] key is pressed. Scanning will start when additional originals are placed and the [Start] key is pressed. You can end scanning and begin sending by pressing the [#] key.

If originals are placed in the ADF (auto document feeder), transmission will start without waiting for additional originals after all originals in the ADF have been scanned, regardless of the specified settings.

If a paper misfeed occurs or any of the following operations are performed while the machine is waiting for additional originals, the countdown stops and does not start again until the [#] key is pressed.

- Changing the settings such as the scan settings
- Opening the upper cover of the ADF
- Pressing the [Interrupt] key to activate the copy mode

Wait Time for Next Original(s): SADF

If you want to divide your originals and scan them separately using the ADF and then send them together as a single job, select [Continuous Wait] or [Set Wait Time] as the waiting status.

Default: [Set Wait Time], 60 second(s)

This setting is valid if [SADF] is specified for [Original Feed Type] when scanning.

If [Set Wait Time] is selected, enter the wait time in seconds (3-999) for placing additional originals with the number keys. Scanning will start automatically if additional originals are placed within this time. You can end scanning and begin transmission by pressing the [#] key within this time. Once the specified time has elapsed, transmission starts automatically.

If [Continuous Wait] is selected, the machine will wait for the additional originals until the [#] key is pressed. Scanning will start automatically when additional originals are placed. You can end scanning and begin sending by pressing the [#] key.

Even if originals are placed on the exposure glass, the machine will operate according to the specified settings. However, every time originals are placed on the exposure glass, you must press the [Start] key to start scanning.

If a paper misfeed occurs or any of the following operations are performed while the machine is waiting for additional originals, the countdown stops and does not start again until the [#] key is pressed.

- Changing the settings such as the scan settings
- Opening the upper cover of the ADF
- Pressing the [Interrupt] key to activate the copy mode

Background Density of ADS (Full Color)

Characteristics due to the type of paper such as nonwhiteness like newspaper or transparent originals can be reduced by correcting the scanning density.

Default: The default setting is the middle of 5 adjustment levels.

Blank Page Detect

Use the Blank Page Detect function to prevent blank pages being scanned.

If the first page of the originals is blank, the machine beeps to warn you that you might have placed blank originals.

Default: [On]

When the Blank Page Detect function is set to [On], the outermost 1 mm of an original's edge border cannot be scanned.

Blank pages of custom size originals may not be detected.

This function is available only for scanning from the ADF.

The machine cannot perform blank page detection on the second or subsequent pages of an original.

Reproduction Ratio

You can change the scale factor table of "Specify Reproduction Ratio" displayed when pressing [Reduce / Enlarge] in the [Edit] tab in [Scan Settings] to user specified values.

Select the pre-determined scale factors, or enter any desired values.

Program / Change / Delete Scan Size

You can register, change or delete the original scan size settings to be used in [Custom Size] or [Partial Scan].

The settings configured here will be displayed in [Scan Size].

Up to 5 settings can be registered.

↓ Note

- For details about how to change the Scanner Features, see "Accessing User Tools", Connecting the Machine/System Settings.

Send Settings

This section describes the user tools in the [Send Settings] tab under [Scanner Features].

Compression (Black & White)

Specify whether or not to compress black-and-white scan files.

Default: [On]

Compression reduces the time required for transferring the scan file.

The actual time required for file transfer will vary depending on the file size and network load.

Compression Method (Black & White)

You can select the data compression method from [MH], [MR], [MMR], or [JBIG2].

Default: [MMR]

Compression (Gray Scale / Full Color)

Specify whether or not to compress multi-level (gray scale/full color) scan files.

Default: [On], **Compression Level 4**

If you select [On], you can specify the compression level between one and five.

The image quality is better for lower compression, but the time required for file transfer increases accordingly.

The actual time required for file transfer will vary depending on the file size and network load.

Compression Method for High Compression PDF

Select the compression method for compressing image data when creating high compression PDF files.

Default: [JPEG]

High Compression PDF Level

Select compression level when creating high compression PDF files.

Default: [Standard]

OCR Scanned PDF: Blank Page Sensitivity

Sets the blank page sensitivity level for scanning originals to create PDF files with OCR text information. If you set the sensitivity level to 1, the machine determines only the page that is completely white as a blank page.

If you set the [Most Sensitive] in blank page sensitivity level to 5, the machine determines a page to be blank even if it has slight smears or spots.

If you select [On], you can specify the blank page sensitivity level between one and five.

Default: [Sensitivity Level 2]

Max. Email Size

Specify whether or not to limit the size of an e-mail to which an image is attached.

Default: [On], 2048KB

When [On] is selected, enter the size limit (128-102400 KB) with the number keys.

When the SMTP limits the size, match that setting.

Divide & Send Email

This function is effective only when [On] is selected for [Max. Email Size].

Specify whether or not an image exceeding the size specified in [Max. Email Size] should be divided and sent using more than one e-mail.

Default: [Yes (per Max. Size)], 5

When [Yes (per Max. Size)] is selected, enter the Max. Number of Divisions (2- 500) with the number keys.

If [Yes (per Page)] is selected, a TIFF or PDF file containing more than one page is divided into multiple files at a page break to match the size of a single file to the size specified in [Max. Email Size].

When [Yes (per Max. Size)] is selected, some received files may not be able to be restored, depending on the type of e-mail software.

When [No] is selected, the e-mail is not sent if its size exceeds the limit, and an error message appears. The scan file is discarded.

Set the maximum e-mail size within the capacity of the SMTP server.

Insert Additional Email Info

Select the language in which e-mail information such as title, document name, and sender's name is sent.

If you select [On], select one of the following 23 languages:

English, German, French, Italian, Spanish, Dutch, Portuguese, Polish, Czech, Swedish, Finnish, Hungarian, Norwegian, Danish, Japanese, Simplified Chinese, Traditional Chinese, Russian, Hangul, Catalan, Turkish, Greek and Brazilian Portuguese.

Default: [On], [English]

The e-mail text which is a template cannot be changed.

No. of Digits for Single Page Files

Sets digit number for serial number to attach to Single Page file name.

Default: [4 Digits]

Stored File Email Method

Specify the e-mail setting for sending stored files. You can select [Send File] or [Send URL Link]. This setting can be used for the following:

Default: [Send File]

- Send File
Sending Stored Files by E-mail
- Send URL Link
Simultaneous Storage and Sending by E-mail

If you select [Send File], actual files are attached to e-mails.

If you select [Send URL Link], URL links to file locations are attached to e-mails.

If [Send URL Link] is selected in [Stored File Email Method], a phishing warning may appear after you receive a stored file e-mail, depending on your e-mail application. To prevent phishing warnings appearing after you receive a stored file e-mail, 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.

Default Email Subject

If an e-mail subject is not entered on the machine's control panel, the default e-mail subject is applied when scan files are sent by e-mail.

Specify whether to use the host name or a specified text as the default e-mail subject.

Default: **[Host Name]**

If you select [Host Name], the host name configured on the [Interface Settings] tab under [System Settings] is applied.

Note

- For details about how to change the Scanner Features, see "Accessing User Tools", Connecting the Machine/System Settings.

Initial Settings

This section describes the user tools in the [Initial Settings] tab under [Scanner Features].

Menu Protect

You can specify user access levels for functions whose settings can be changed by users other than the administrator. Using Menu Protect, you can prevent unauthenticated users from changing the user tools.

Menu Protect is a Scanner Features setting item. You can also specify user access levels for each function's default setting.

For details, consult your administrator.

Note

- For details about how to change the Scanner Features, see "Accessing User Tools", Connecting the Machine/System Settings.

6. 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. Similarly, 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.

When Using the E-mail, Folder Sending, WSD Scanner, DSM Scanner, or Storing Functions

This section explains the relationship between resolution and scan size when using the e-mail, Scan to Folder, WSD Scanner, DSM Scanner, or storing functions.

If **[Black & White: Text]**, **[B & W: Text / Line Art]**, **[B & W: Text / Photo]**, **[Black & White: Photo]**, **[Gray Scale]**, **[Full Color: Text / Photo]**, or **[Full Color: Glossy Photo]** is selected for **Original Type**:

All combinations up to A3 (11 × 17) and 600 dpi can be scanned.

When Using the TWAIN Driver

This section explains the relationship between resolution and scan size when using the TWAIN driver with the machine.

To specify the scan area or resolution on the machine you are using as a network TWAIN scanner directly, see the TWAIN driver Help.

If **[Binary(Text)]**, **[Binary(Photo)]**, **[8 Colors]**, or **[8 Colors(Photo)]** is selected in **[Col./Grad.:]** *

The scan size determines the maximum possible resolution.

See the table below for the maximum resolution available for each scan size.

Scan size and maximum resolution

Scan size	Maximum resolution (dpi)
11×17	600

Scan size	Maximum resolution (dpi)
A3	602
B4	695
Legal (8 ¹ / ₂ ×14)	728
8 ¹ / ₂ ×13	785
Letter (8 ¹ / ₂ ×11)	828
A4	851
B5	982
A5, B6, A6, 5 ¹ / ₂ ×8 ¹ / ₂	1200

If [Gray Scale] is selected in [Col./Grad.:] *

The scan size determines the maximum possible resolution.

See the table below for the maximum resolution available for each scan size.

Scan size and maximum resolution

Scan size	Maximum resolution (dpi)
11×17	600
A3	600
B4	693
Legal (8 ¹ / ₂ ×14)	728
8 ¹ / ₂ ×13	785
Letter (8 ¹ / ₂ ×11)	825
A4	848
B5	979
A5, B6, A6, 5 ¹ / ₂ ×8 ¹ / ₂	1200

If [16770K colors] is selected in [Col./Grad.:] *

The scan size determines the maximum possible resolution.

See the table below for the maximum resolution available for each scan size.

Scan size and maximum resolution

Scan size	Maximum resolution (dpi)
11×17	600
A3	600
B4	692
Legal (8 ¹ / ₂ ×14)	728
8 ¹ / ₂ ×13	785
Letter (8 ¹ / ₂ ×11)	825
A4	848
B5	979
A5, B6, A6, 5 ¹ / ₂ ×8 ¹ / ₂	1200

Note

- Certain original types and resolution settings can reduce scanning quality.

Values of Various Set Items for Transmission/Storage Function

This section explains the values of various transmission/storage 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

Sending e-mail

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 specified correctly if they contain more than 128 characters.
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	2,000 MB per file	-

Item	Maximum value	Comments
Sendable number of pages	3,000 pages per file	-

Folder transmission

Values of Set Items for Scan to Folder

Item	Maximum value	Comments
Number of path name characters on SMB	256 characters (256 bytes)	-
Number of user name characters on SMB	64 characters (128 bytes)	-
Number of password characters on SMB	64 characters (128 bytes)	-
Number of server name characters on FTP	64 characters	-
Number of path name characters on FTP	256 characters (256 bytes)	-
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	128 characters (256 bytes)	NDS: 32 alphanumeric characters (32 bytes) Bindery: 47 alphanumeric characters (47 bytes)
Number of user name characters on NCP	64 characters (128 bytes)	-
Number of password characters on NCP	64 alphanumeric characters (64 bytes)	-

Item	Maximum value	Comments
Number of addresses you can specify at the same time	50 addresses	You can specify a maximum of 50 directly entered destinations.
Number of folder in which to save the stored files	200 folders	-
Sendable file size	2,000 MB per file	-

Simultaneous transmission

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	-

WSD scanner transmission

Values of Set Items for WSD Scanner Transmission

Item	Maximum value	Comments
Number of destinations you can specify at the same time	1 destination	-
Sendable file size	2,000 MB per file	-
Sendable number of pages	3,000 pages per file	-

DSM scanner transmission

Values of Set Items for DSM scanner Transmission

Item	Maximum value	Comments
Maximum number of destinations that can be displayed	100 addresses	-
Number of destinations you can specify at the same time	1 destination	-
Sendable file size	2,000 MB per file	-
Sendable number of pages	3,000 pages per file	-

Storage Function

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.
Number of user name characters	20 alphanumeric characters	On the control panel, the first 16 characters are displayed.
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	15,000 pages	This is the total number of files stored under the scanner, copier, document server, and printer functions.

Item	Maximum value	Comments
Storable number of pages per file	3,000 pages	-
Storable size	2,000 MB per file	-

