

# Quick Reference Scanner Guide

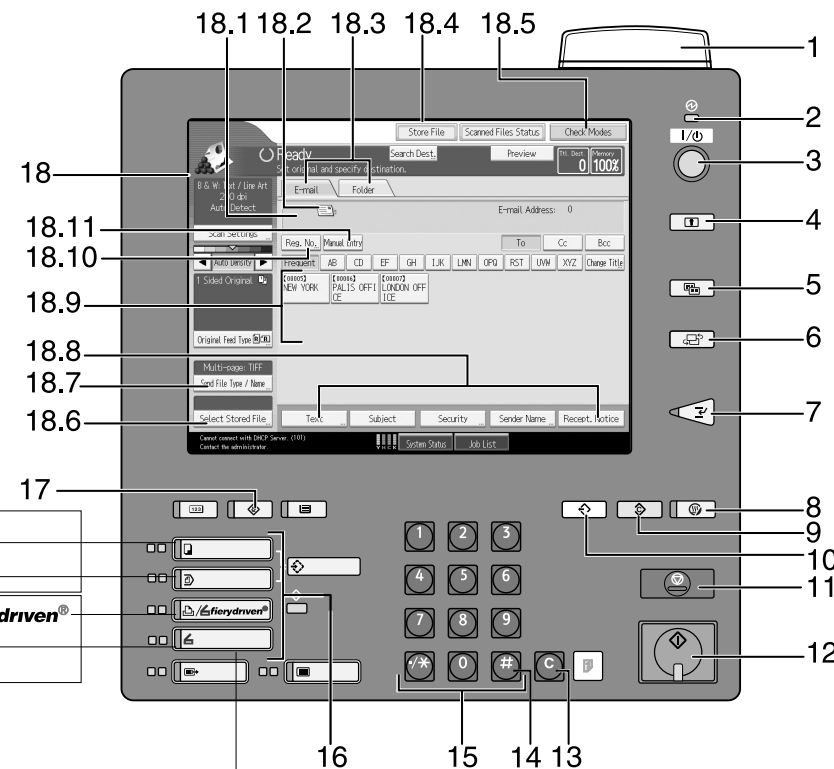
⇒ Please put this guide above your machine ⇐

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

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

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

- 18.1 **Destination field**
- 18.2 **E-mail icon**
- 18.3 **E-mail/Folder**
- 18.4 **[Store File]**
- 18.5 **[Check Modes]**
- 18.6 **[Select Stored File]**
- 18.7 **[Send File Type / Name]**
- 18.8 **[Text] [Subject] [Sender Name]**
- 18.9 **Destination list**
- 18.10 **[Reg. No.]**
- 18.11 **[Manual Entry]**



## Standard available:

Copier:

Document Server:

Printer / Scanner:

Scanner:



This button needs to be selected as a first step.

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

## How to scan...

Available scan functions:

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

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

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

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

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

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



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

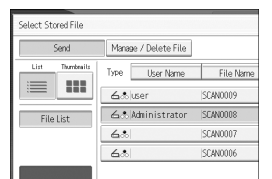
## How to save to the machine's hard disk... (3. Storing Files Using the Scanner Function)

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

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

## Displaying a list of files stored on the machine's hard disk (3. Storing Files Using the Scanner Function)

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



## Registering an E-mail destination... (General Settings Guide 6. Registering Addresses and Users for Scanner Functions)

- 1 Press the [User Tools] key.
- 2 Press [System Settings].
- 3 Press [Administrator Tools].
- 4 Press [Address Book Management].
- 5 Check that [Program / Change] is selected.
- 6 Press [New Program].
- 7 Configure the user details.
- 8 Press [E-mail].
- 9 Press [Change], which is on the right side of the e-mail address.
- 10 Enter the e-mail address, and then press [OK].
- 11 Press [OK].

For details about registering folders, see 6. Registering Addresses and Users for Scanner Functions, *General Settings Guide*.