Quick Reference Scanner Guide

⇨ Please put this guide above your machine ⇦

D0952133

1. Display panel
1.1 Destination field
1.2 E-mail icon
1.3 E-mail/Folder
1.4 [Check Modes]
1.5 Destination list
1.6 [Text] [Subject] [Security]
   [Sender Name] [Recept. Notice]
1.7 [Select Stored File]
1.8 [Send File Type / Name]
1.9 [Reg. No.] [Manual Entry]

2. Number keys
3. 〖Clear Modes〗key
4. 〖Program〗key
5. 〖Interrupt〗key
6. Main power indicator
7. Operation switch
   to turn machine on/off
8. 〖Energy Saver〗key
   Press to warm up

9. 〖Login/Logout〗key
10. 〖#〗key (Enter Key)
11. 〖User Tools〗key
12. 〖Language〗key
13. 〖Simple Screen〗key
14. 〖Start〗key
   Use to begin scanning, file
   storing or delivery.

15. 〖Clear〗key
   - clears an entered numeric
   value
16. 〖Stop〗key
   - stops scanning
17. Function keys
   Press the 〖Scanner〗key to activate.
18. Alert indicator
19. Data In indicator

To use the scanner functions, several settings must be made beforehand. For details about these settings, see *General Settings Guide* **chapter 4 on the supplied CD-ROM.**

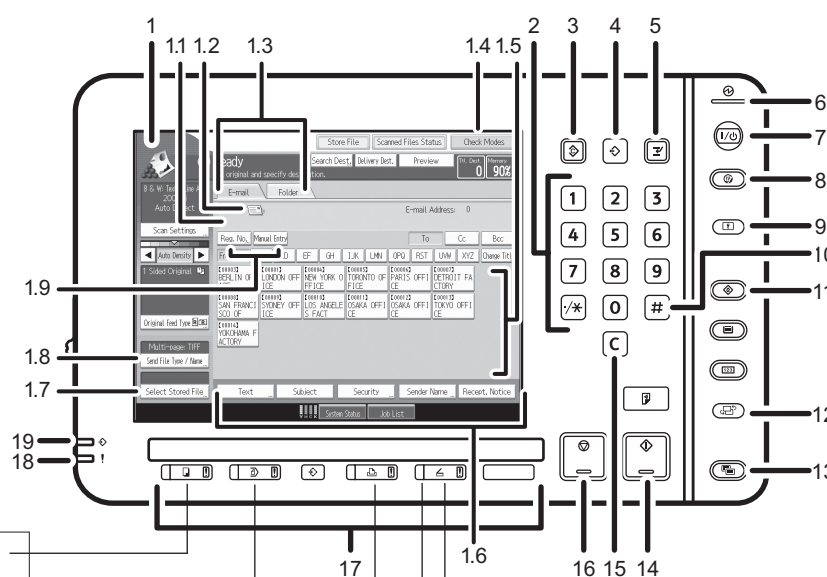## How to scan...

Available scan functions:

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

For details about 4 and 5, see *Scanner Reference* on the supplied CD-ROM.

Standard available:

Copier:
Document Server:
Printer:
Scanner:

This button needs to be selected as a first step.

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-in 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].
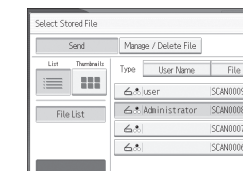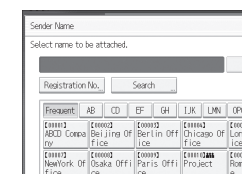7. Press the 〖Start〗key.

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 5. 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 5. Registering Addresses and Users for Scanner Functions, *General Settings Guide*.

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Chapter references in this guide refer to the bundled OI CD; Scanner Reference and General Settings Guide.