



SP C231SF/C232SF

Scanning and Faxing Guide

English



-
- 1 Using the Scanner Function
 - 2 Using the Fax Function

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read "Safety Information" before using the machine.

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1. Using the Scanner Function

Guide to the Scanner Function

There are two scanning methods: scanning from the computer (TWAIN scanning) and scanning using the control panel.

❖ Scanning from the computer

TWAIN scanning allows you to operate the machine from your computer and scan originals into your computer directly.

TWAIN scanning can be performed using a TWAIN-compliant application, such as PageManager. TWAIN scanning is available with both USB and network connections.

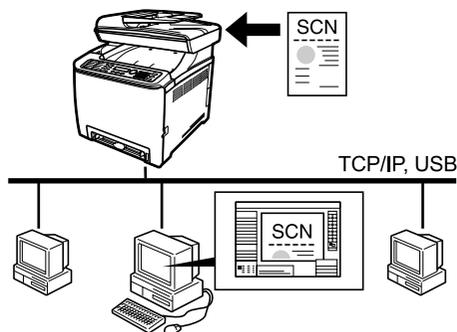
❖ Scanning using the control panel

Scanning using the control panel allows you to send scanned files via e-mail (Scan to E-mail), to an FTP server (Scan to FTP), or to the shared folder of a computer on a network (Scan to Folder).

Scanning using the control panel is available with network connection only.

Scanning from a computer

You can operate the machine from your computer and scan originals into your computer directly.



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❖ Preparation for scanning from a computer with USB connection

- ① Connect the machine to the computer using a USB cable, and install the scanner driver on the computer.

For details about installing the scanner driver, see the instructions provided on the driver CD-ROM.

- ② If a TWAIN-compliant application is not installed on the computer, install PageManager. For details, see the instructions provided on the driver CD-ROM.

❖ Preparation for scanning from a computer with network connection

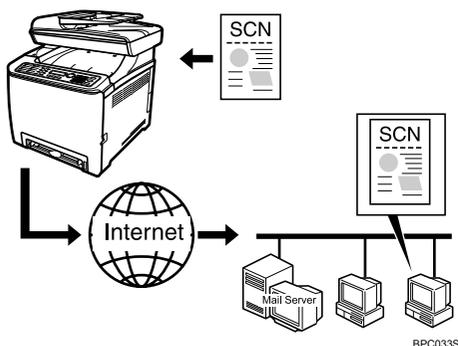
- ① Connect the machine to the network.
- ② Configure the IP address, subnet mask, and gateway address using the control panel.

For details, see p.3 "Configuring the IP Address Settings".

- ③ Install the scanner driver on the computer.
For details, see the instructions provided on the driver CD-ROM.
- ④ If a TWAIN-compliant application is not installed on the computer, install PageManager.
For details, see the instructions provided on the driver CD-ROM.

Sending scanned files via e-mail

You can send scanned files via e-mail using the control panel.



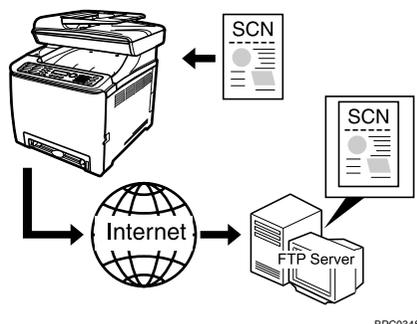
❖ Preparation for sending scanned files via e-mail

- ① Connect the machine to the network.
- ② Configure the IP address, subnet mask, and gateway address using the control panel.
For details, see p.3 "Configuring the IP Address Settings".
- ③ Configure the DNS and SMTP settings using Web Image Monitor.
For details, see "Configuring the DNS Settings" and "Configuring the SMTP Settings", User Guide .

- ④ Register the destinations to the Address Book using Web Image Monitor.
For details, see p.5 "Registering Scan Destinations".

Sending scanned files to an FTP server

You can send scanned files to an FTP server using the control panel.

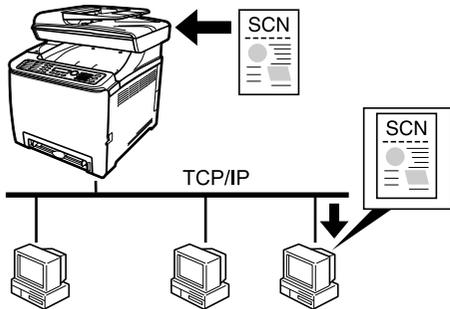


❖ Preparation for sending scanned files to an FTP server

- ① Connect the machine to the network.
- ② Configure the IP address, subnet mask, and gateway address using the control panel.
For details, see p.3 "Configuring the IP Address Settings".
- ③ Register the destinations to the Address Book using Web Image Monitor.
For details, see p.5 "Registering Scan Destinations".

Sending scanned files to a computer's shared folder

You can send scanned files to the shared folder of a computer on a network using the control panel.



❖ Preparation for sending scanned files to a computer's shared folder

- ① Connect the machine to the network.
- ② Configure the IP address, subnet mask, and gateway address using the control panel.

For details, see p.3 "Configuring the IP Address Settings".

- ③ Create a destination folder on the computer's hard disk drive, and configure it as a shared folder.

For details, see your operating system's documentation.

- ④ Register the destinations to the Address Book using Web Image Monitor.

For details, see p.5 "Registering Scan Destinations".

Note

- If you are using the Scan to Folder function on a network that uses Active Directory, you must specify the server name and domain name in the DNS settings.

Reference

For details about the DNS settings, see "Configuring the DNS Settings", User Guide .

Configuring the IP Address Settings

The machine is set to obtain IP address information automatically by the network by default (DHCP). If you want to assign IP address information manually, follow the procedure below.

Important

- If you are using the machine on a network that uses DHCP, print the configuration page to check the IP address information assigned to the machine. Perform steps 19 to 21 of the procedure below.

- 1** Press the **[User Tools]** key.

- 2** Press the **[▲][▼]** keys to select **[Network Settings]**, and then press the **[OK]** key.

- 3** If you are requested to enter a password, enter the password using the number keys, and then press the **[OK]** key.

- 4** Press the **[▲][▼]** keys to select **[IP Configuration]**, and then press the **[OK]** key.

- 5** Press the **[▲][▼]** keys to select **[DHCP Activated]**, and then press the **[OK]** key.

- 6** Press the **[▲][▼]** keys to select **[Off]**, and then press the **[OK]** key.

The new setting is displayed with an “✖” symbol, indicating that the setting has been changed.

7 Confirm the setting, and then press the [↵] key.

8 Press the [▲][▼] keys to select [IP Address], and then press the [OK] key.

9 Enter the machine’s IP address using the number keys, and then press the [OK] key.

Press the [▲][▼] keys to move between fields.

10 Confirm the setting, and then press the [↵] key.

11 Press the [▲][▼] keys to select [Subnet Mask], and then press the [OK] key.

The current subnet mask is shown.

12 If the subnet mask shown is incorrect, enter the new subnet mask using the number keys, and then press the [OK] key.

Press the [▲][▼] keys to move between fields.

13 Confirm the setting, and then press the [↵] key.

14 Press the [▲][▼] keys to select [Gateway], and then press the [OK] key.

The current gateway address is shown.

15 If necessary, enter a new gateway address using the number keys, and then press the [OK] key.

Press the [▲][▼] keys to move between fields.

16 Confirm the setting, and then press the [↵] key.

17 Press the [Clear/Stop] key to return to the initial screen.

18 If you are requested to reboot the machine, turn off the machine, and then turn it back on.

19 Press the [User Tools] key.

20 Press the [▲][▼] keys to select [Reports Print], and then press the [OK] key.

21 Press the [▲][▼] keys to select [Configuration Page], and then press the [OK] key.

The configuration page is printed. The IP address setting will appear under “TCP/IP” on the configuration page.

Registering Scan Destinations

This section describes how to register scan destinations in the Address Book. To send scanned files to an e-mail address (Scan to E-mail), FTP server (Scan to FTP), or a shared folder on a network computer (Scan to Folder), you must first register the destination in the Address Book using Web Image Monitor.

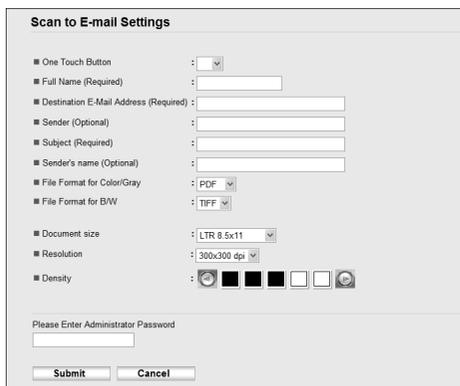
Important

- ❑ Depending on your network environment, the Scan to FTP and Scan to Folder functions may require a user name and password to be correctly entered in the destination information. In such cases, after registering destinations, check that the user name and password are correctly entered by sending test documents to those destinations.

The Address Book can contain up to 100 entries, including 20 Quick Dial entries. Destinations registered as Quick Dial entries can be selected by pressing the corresponding One Touch button.

- 1** Start the Web browser, and access the machine by entering its IP address.
- 2** Click [One Touch Button] or [Scan Destination].
- 3** From the [Add New Type] list, select [E-mail], [FTP] or [Folder].
- 4** Register information as necessary.
The information you must register varies depending on the destination type. For details, see the tables below.
- 5** Enter the administrator password if required.
- 6** Click [Submit].
- 7** Close the Web browser.

Scan to E-mail Settings



Item	Setting	Description
One Touch Button	Optional	Select when setting the destination as a Quick Dial entry.

Item	Setting	Description
Full Name	Required	Name of the destination. The name specified here will be shown on the screen when selecting a scan destination.
Destination E-mail Address	Required	E-mail address of the destination.
Sender	Optional	E-mail address to which a notification is sent after transmission.
Subject	Required	Subject of the e-mail.
Sender's name	Optional	Name of e-mail sender. The name specified here will be shown under "From" or similar field of the receiver's email application.
File Format for Color/Gray	Required	File format of the scanned file when scanning in color.
File Format for B/W	Required	File format of the scanned file when scanning in black and white.
Document size	Optional	Select the scanning size for the original.
Resolution	Optional	Select the scan resolution.
Density	Optional	Specify the image density by clicking the right or left buttons.

Scan to FTP Settings

Item	Setting	Description
One Touch Button	Optional	Select when setting the destination as a Quick Dial entry.
Full Name	Required	Name of the destination. The name specified here will be shown on the screen when selecting a scan destination.
Host name or IP Address	Required	Name or IP address of the FTP server.

Item	Setting	Description
File Format for Color/Gray	Required	File format of the scanned file when scanning in color.
File Format for B/W	Required	File format of the scanned file when scanning in black and white.
FTP User Name	Optional	User name for logging in to the FTP server.
Password	Optional	Password for logging in to the FTP server.
Directory	Optional	Name of the FTP server directory where scanned files are stored.
Sender	Optional	E-mail address to which a notification is sent after transmission.
Document size	Optional	Select the scanning size for the original.
Resolution	Optional	Select the scan resolution.
Density	Optional	Specify the image density by clicking the right or left buttons.

Scan to Folder Settings

Item	Setting	Description
One Touch Button	Optional	Select when setting the destination as a Quick Dial entry.
Full Name	Required	Name of the destination. The name specified here will be shown on the screen when selecting a scan destination.
Service Name	Required	Path to the directory where scanned files will be stored. Consists of the IP address or name of the destination computer, and name of the shared folder.

Item	Setting	Description
Domain	Optional	If the destination computer is a member of an Active Directory domain, specify that domain name.
User Name	Optional	User name for logging in to the destination computer.
Password	Optional	Password for logging in to the destination computer.
Directory	Optional	Directory within the shared folder for storing scanned files.
File Format for Color/Gray	Required	File format of the scanned file when scanning in color.
File Format for B/W	Required	File format of the scanned file when scanning in black and white.
Document size	Optional	Select the scanning size for the original.
Resolution	Optional	Select the scan resolution.
Density	Optional	Specify the image density by clicking the right or left buttons.

Note

- To send files via e-mail, SMTP and DNS settings must be configured properly.
- To send files to an FTP server or computer, the user name, password, and directory must be configured properly.
- If you are using the Scan to Folder function on a network that uses Active Directory, you must specify the server name and domain name in the DNS settings.
- The Scan to Folder destination must operate on one of the following operating systems: Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008, or Mac OS X.
- Scan destinations cannot be registered using the control panel.

Reference

For details about SMTP and DNS settings, see "Configuring the DNS Settings" and "Configuring the SMTP Settings", User Guide .

Scanning Using the Control Panel

Scanning using the control panel allows you to send scanned files via e-mail (Scan to E-mail), to an FTP server (Scan to FTP), or to the shared folder of a computer on a network (Scan to Folder).

Scanning using the control panel is only available with network connection.

Basic Operation for Sending Scanned Files

This section describes the basic operation for scanning using the control panel. The scanned file is sent via E-mail, to an FTP server, or a computer, depending on the specified destination.

- 1** Press the **[Scanner]** key.
- 2** Place the original on the exposure glass or in the ADF.
If necessary, configure advanced scan settings.
- 3** Press the **[Address book]** key.
You can press the **[▲]****[▼]** keys to scroll the address book.
- 4** Search for the desired destination by entering the destination name using the number keys, and then press the **[OK]** key.
The screen changes to show the names that match the characters you enter.
- 5** Press the **[B&W Start]** key or the **[Color Start]** key.
To scan in black and white, press the **[B&W Start]** key.
To scan in color, press the **[Color Start]** key.

Depending on the machine's settings, you may be prompted to place another original on the exposure glass. In this case, proceed to the next step.

- 6** If you have more originals to scan, place the next original on the exposure glass, and then press **[1]**. Repeat this step until all originals are scanned.
- 7** When all originals have been scanned, press **[2]** to start sending the scanned file.

Reference

For complete information about the scanner function, see User Guide .

Scanning from a Computer

1

Scanning from a computer (TWAIN scanning) allows you to operate the machine from your computer and scan originals into your computer directly.

TWAIN scanning is available with both USB and network connections.

Basic Operation for TWAIN Scanning

TWAIN scanning is possible if your computer is running a TWAIN-compatible application. PageManager, which is provided on the driver CD-ROM, can be used for TWAIN scanning.

Reference

For details about the TWAIN scanning operation, see "Scanning from a Computer", User Guide  and TWAIN driver Help.

English

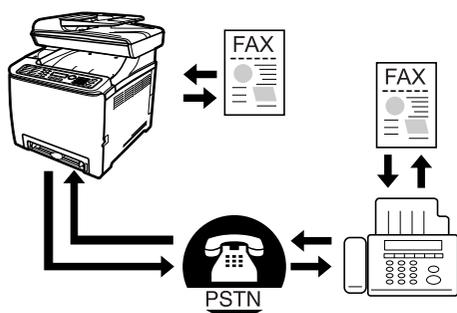
2. Using the Fax Function

This chapter describes the fax functions.

Guide to the Fax Function

This section describes basic procedures for using this machine as a fax machine.

Using as a fax machine



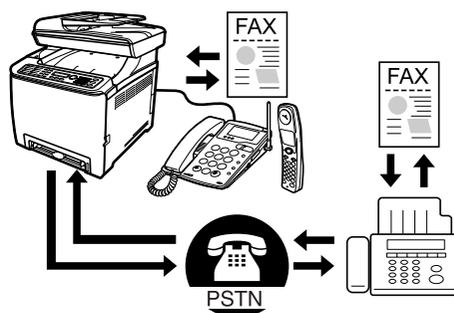
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❖ Preparation for using as a fax machine

- ① Connect the machine to the telephone line.
For details, see p.12 “Connecting to a Telephone Line”.
- ② Configure the telephone network settings.
For details, see p.13 “Configuring Telephone Network Settings”.
- ③ Configure the time and date.
For details, see p.14 “Setting the Date and Time”.
- ④ Register the destinations to the Address Book using the control panel or Web Image Monitor.
For details, see p.15 “Registering Fax Destinations”.

Using the machine with an external telephone

You can use this machine as a fax machine and also use the same telephone line for voice calls.



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❖ Preparation for using the machine with an external telephone

- ① Connect an external telephone to the machine.
For details, see p.12 “Connecting to a Telephone Line”.
- ② Select the fax reception mode.
For details, see p.16 “Receiving a Fax”.

Sending faxes from a Computer (LAN-Fax)

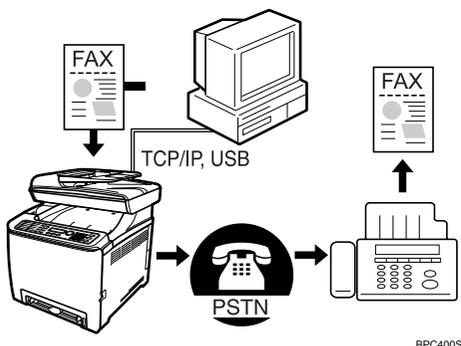
You can send documents created with a Windows application from a computer via the machine to another fax machine without having to print it out.

Important

- ❑ This function is supported by Windows 2000/XP/Vista and Windows Server 2003/2003 R2/2008. Mac OS X does not support this function.

Reference

For details about the LAN-Fax function, see "Using the Fax Function from a Computer (LAN-Fax)", User Guide (8).



Connecting to a Telephone Line

You can connect the machine to the public switched telephone network (PSTN) directly or through a private branch exchange (PBX).

Also, you can connect an external telephone to use the same telephone line for voice calls.

CAUTION:

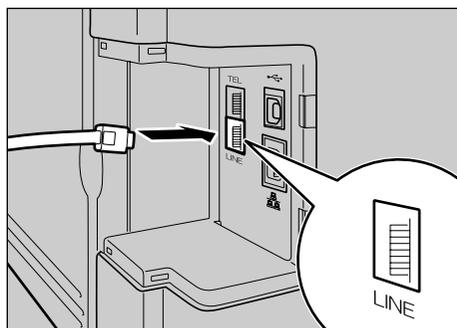
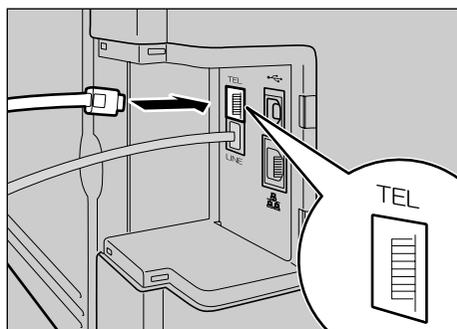
- **120V**: To reduce the risk of fire, use only No. 26 AWG or larger telecommunication line cord.

ATTENTION:

- **120V**: Pour réduire le risque d'incendie, utilisez uniquement des No. 26 AWG ou plus grand cordon de télécommunication.

Important

- ❑ Make sure the connector is the correct type before you start.

1 Remove the cable cover.**2** Connect a telephone line cord to LINE.**3** If using an external telephone, connect the telephone to TEL.**4** Re-attach the cable cover.

Configuring Telephone Network Settings

Selecting the telephone line type

Select the telephone line type according to your telephone line service. There are two types: tone and pulse dial.

This function is not available in some regions.

- 1** Press the [User Tools] key.
- 2** Press the [▲][▼] keys to select [Admin Settings], and then press the [OK] key.
- 3** If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.
- 4** Press the [▲][▼] keys to select [TEL Line Type], and then press the [OK] key.
- 5** Press the [▲][▼] keys to select the telephone line type appropriate for your telephone service, and then press the [OK] key.
- 6** Confirm the setting, and then press the [↵] key.
- 7** Press the [Clear/Stop] key to return to the initial screen.

Selecting the telephone network connection type

Select the type of connection to the telephone network.

There are two types: public switched telephone network (PSTN) and private branch exchange (PBX).

- 1** Press the [User Tools] key.
- 2** Press the [▲][▼] keys to select [Admin Settings], and then press the [OK] key.
- 3** If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.
- 4** Press the [▲][▼] keys to select [PBX Selection], and then press the [OK] key.
- 5** Press the [▲][▼] keys to select [PSTN] or [PBX], and then press the [OK] key.
- 6** Confirm the setting, and then press the [↵] key.
- 7** Press the [Clear/Stop] key to return to the initial screen.

Setting the outside line access number

If the machine is connected to the telephone network through a PBX, set the dial number to access the outside line.

Important

- Make sure to set the outside line access number that matches the setting of your PBX. Otherwise, you may not be able to send faxes to outside destinations.

- 1** Press the [User Tools] key.
- 2** Press the [▲][▼] keys to select [Admin Settings], and then press the [OK] key.

- 3** If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.
- 4** Press the [▲][▼] keys to select [PBX Access Digit], and then press the [OK] key.
- 5** Enter the outside line access number using the number keys, and then press the [OK] key.
- 6** Confirm the setting, and then press the [↵] key.
- 7** Press the [Clear/Stop] key to return to the initial screen.

Setting the Date and Time

This section describes how to set the time and date for the machine's internal clock, and how to select the display format.

- Date
Year, month, date, and date format (MM/DD/YYYY, DD/MM YYYY, or YYYY MM/DD)
- Time
Hour, minute, time format (12- or 24-hour), and AM/PM stamp (when 12-hour time format is selected)

- 1** Press the [User Tools] key.
 - 2** Press the [▲][▼] keys to select [Admin Settings], and then press the [OK] key.
 - 3** If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.
 - 4** Press the [▲][▼] keys to select [Date/Time Setup], and then press the [OK] key.
 - 5** Press the [▲][▼] keys to select [Date Setting], and then press the [OK] key.
 - 6** Enter the current year using the number keys, and then press the [OK] key.
- You can press the [▲][▼] keys to change the value in the increments of 1.
- 7** Enter the current month using the number keys, and then press the [OK] key.
You can press the [▲][▼] keys to change the value in the increments of 1.
 - 8** Enter the current day using the number keys, and then press the [OK] key.
You can press the [▲][▼] keys to change the value in the increments of 1.
 - 9** Press the [▲][▼] keys to select the desired date format, and then press the [OK] key.
 - 10** Confirm the setting, and then press the [OK] key.
 - 11** Press the [▲][▼] keys to select [Time Setting], and then press the [OK] key.
 - 12** Select the desired time format using [▲][▼] keys, and then press the [OK] key.
If you selected [24 hours], proceed to step 14.
If you selected [12 hours], proceed to the next step.

- 13 Press the [▲][▼] keys to select [Am] or [Pm], and then press the [OK] key.
- 14 Enter the current hour using the number keys, and then press the [OK] key.
- 15 Enter the current minute using the number keys, and then press the [OK] key.
- 16 Confirm the current setting, and then press the [OK] key.
- 17 Press the [↵] key to return to the previous level of menu tree.
- 18 Press the [Clear/Stop] key to return to the initial screen.

Registering Fax Destinations

This section describes how to register fax destinations in the Address Book using the control panel or Web Image Monitor. The Address Book allows you to specify fax destinations quickly and easily.

The Address Book can contain up to 70 entries (20 Quick Dial entries and 50 Speed Dial entries).

❖ Quick Dial entries

Destinations registered as Quick Dial entries can be selected by pressing the corresponding One Touch button.

❖ Speed Dial entries

Destinations registered as Speed Dial entries can be selected by pressing the [Address book] key, and then entering the corresponding registration number.

Registering Fax Destinations Using Web Image Monitor

This section describes how to register destinations using Web Image Monitor.

- 1 Start the Web browser and access the machine by entering its IP address.
- 2 Click [One Touch Button] or [Fax Speed Dial].
- 3 From the [Add New Type] list, select [Fax].
- 4 Select [Quick Dial] or [Speed Dial], and then select the registration number from the list.
- 5 Register [Name] and [Fax Number] as necessary.
- 6 Enter the administrator password if required.
- 7 Click [Submit].
- 8 Close the Web browser.

Fax destination settings

Item	Setting	Description
Quick Dial / Speed Dial	Required	Select the number to which you want to register Quick Dial or Speed Dial destination.
Name	Optional	Name of the destination. The name specified here will be shown on the screen when selecting a fax destination. Can contain up to 20 characters.
Fax Number	Required	Fax number of the destination. Can contain up to 40 characters.

Basic Operation for Sending a Fax

This section describes the basic operation for sending a fax.

1 Press the **[Facsimile]** key.

2 Place the original on the exposure glass or in the ADF.

If necessary, configure the advanced scan settings.

3 Enter the fax number (up to 40 characters) using the number keys.

4 Press the **[B&W Start]** key.

When using the exposure glass in Memory Transmission mode, you will be prompted to place another original. In this case, proceed to the next step.

5 If you have more originals to scan, press **[1]** within 60 seconds, place the next original on the exposure glass, and then press the **[OK]** key. Repeat this step until all originals are scanned.

If you do not press **[1]** within 60 seconds, the machine will start to dial the destination.

6 When all originals have been scanned, press **[2]** to start sending the fax.

Reference

For complete information about the fax function, see User Guide .

Receiving a Fax

This section describes the reception modes and the basic operations for receiving a fax.

Selecting Reception Mode

This section describes how to select the reception mode.

The reception modes are as follows:

- Manual mode (manual reception)
- Fax Only mode (auto reception)
- FAX/TEL mode (auto reception)
- FAX/TAD mode (auto reception)

1 Press the **[User Tools]** key.

- 2 Press the [▲][▼] keys to select [Fax Settings], and then press the [OK] key.
- 3 Press the [▲][▼] keys to select [RX Settings], and then press the [OK] key.
- 4 Press the [▲][▼] keys to select [RX Mode], and then press the [OK] key.
- 5 Press the [▲][▼] keys to select the desired reception mode, and then press the [OK] key.
- 6 Confirm the setting, and then press the [↵] key.
- 7 Press the [Clear/Stop] key to return to the initial screen.

 **Note**

- In FAX/TAD mode, the machine automatically starts to receive faxes after the external telephone answering device rings the number of times specified in [Overall Ringings w/ TAD] under [Fax Settings]. Make sure to set the external telephone answering device to answer calls before the machine starts to receive faxes.

Receiving a Fax in Manual Mode

This section describes the basic operation for receiving a fax when the reception mode is set to Manual mode.

- 1 **Pick up the handset of the external telephone to answer the call.**
A normal telephone call starts.

- 2 When you hear a fax calling tone or no sound, press the [Facsimile] key, and then press the [B&W Start] key.

- 3 Press [3].

- 4 Press the [B&W Start] key.

- 5 Replace the handset.

Receiving a Fax in Fax Only Mode

When the reception mode is set to Fax Only mode, the machine automatically answers all incoming calls in fax reception mode.

Receiving a Fax in FAX/TEL Mode

When the reception mode is set to FAX/TEL mode, the machine receives a fax automatically if the incoming call is a fax call and rings when it receives voice calls.

- ① When there is an incoming call, the machine tries to detect a fax calling tone for five seconds.
If a fax calling tone is detected, the machine starts to receive the fax automatically.
- ② If a fax calling tone is not detected, the machine starts to ring, and continues to try to detect a fax calling tone for the period of time specified in [F/T Ring Time] under [Fax Settings].
 - If a fax calling tone is detected, or if you do not pick up the handset, the machine starts to receive the fax automatically.

- To start a normal telephone call, pick up the handset, press the **[Facsimile]** key, and then press the **[Clear/Stop]** key. If you hear a fax calling tone or no sound, receive the fax manually.
- If you pick up the handset but the time specified in **[F/T Ring Time]** passes before a normal telephone call starts, the machine starts to receive the fax automatically.
- If a fax calling tone or no sound is detected, the machine starts to receive the fax automatically.
- If a voice is detected, a normal telephone call starts. The external telephone answering device records messages.

Note

- After you pick up the handset to answer a call, make sure to press the **[Facsimile]** key to activate fax mode before pressing the **[Clear/Stop]** key. If the machine is not in fax mode, pressing the **[Clear/Stop]** key will not let you start a normal telephone call.

Receiving a Fax in FAX/TAD Mode

When the reception mode is set to FAX/TAD mode, the external telephone answering device answers and records messages when the machine receives telephone calls. If the incoming call is a fax call, the machine receives the fax automatically.

- ① When there is an incoming call, the external telephone answering device rings the number of times specified in **[Overall Ringings w/ TAD]** under **[Fax Settings]**.
If the external telephone answering device does not answer, the machine starts to receive the fax automatically.
- ② If the external telephone answering device answers, the machine monitors silence on the line for 30 seconds (silence detection).

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