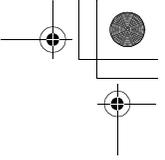
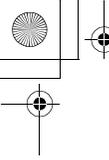


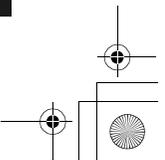
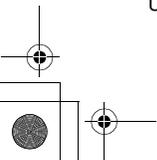
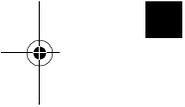
Capture Box Option Type 270

Operating Instructions

Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.



Capture Box Option Type 270 Operating Instructions



Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.



Notes:

Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.



Power Source:

120V, 60Hz, 1A

Please be sure to connect the power cord to a power source as above. For details about the power source, ⇒ P.29 "Power Connection"

Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

- Reorient or relocate the receiving antenna.**
- Increase the separation between the equipment and receiver.**
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.**
- Consult the dealer or an experienced radio /TV technician for help.**

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Properly shielded and grounded cables and connectors must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.

- Connect the PEU board to Capture Box with the shielded cable provided.
- Connect the PC-Fax Expander Type 185 to Capture Box with a shielded RS232C serial cable.

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Declaration of Conformity

Product Name: Capture Box
Model Number: Option Type 270
Responsible party: Ricoh Corporation
Address: 5 Dedrick Place, West Caldwell, NJ 07006
Telephone number: 973-882-2000

This device complies with part 15 of FCC Rules.

Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. this device must accept any interference received, including interference that may cause undesired operation.

In accordance with IEC 60417, this machine uses the following symbols for the main switch:

- I** means **POWER ON.**
- ⏻** means **STAND BY.**

Safety Information

When using your machine, the following safety precautions should be always followed.

Safety During Operation

In this manual, the following important symbols are used:

- | |
|---|
| <p>⚠ WARNING:
<i>Ignoring this warning could cause serious injury or even death.</i></p> <p>⚠ CAUTION:
<i>Ignoring this caution could cause injury or damage to property.</i></p> |
|---|

⚠ WARNING:

- | |
|--|
| <ul style="list-style-type: none">• Connect the power cord directly into a wall outlet and never use an extension cord.• Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.• To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.• Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following conditions exists:<ul style="list-style-type: none">• You spill something into the equipment.• You suspect that your equipment needs service or repair.• Your equipment's cover has been damaged.• Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.• Disposal can take place at our authorized dealer or at appropriate collection sites.• Dispose of the used toner bottle in accordance with the local regulation. |
|--|

⚠ CAUTION:

- *Protect the equipment from dampness or wet weather, such as rain, snow, and so on.*
- *Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the equipment.*
- *Keep toner (used or unused) and toner bottle out of the reach of children.*
- *For environmental reasons, do not dispose of the equipment or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer or at appropriate collection sites.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise it could cause a personal burn.*
- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

How to Read This Manual

In this manual, Capture Box refers to Capture Box Option Type 270.

Symbols

In this manual, the following symbols are used:

WARNING:

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

CAUTION:

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates the prior knowledge or preparations required before operating.

Note

This symbol indicates precautions for operation, or actions to take after misoperation.

Reference

This symbol indicates a reference.

[]

Keys that appear on the machine's panel display.

[]

Keys built into the machine's operation panel.

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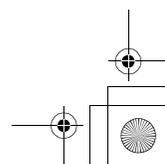
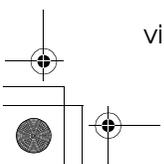
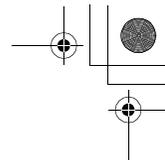
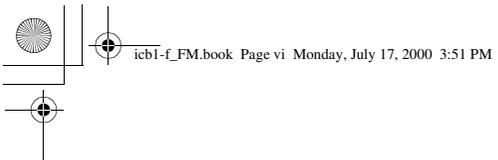
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1. Getting Started

What Is Capture Box?

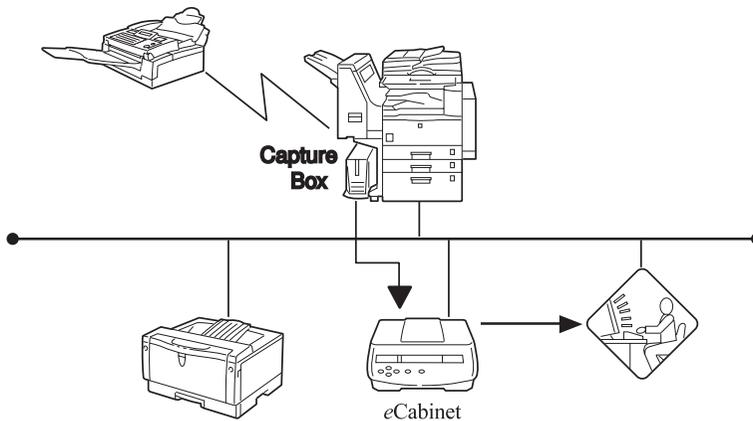
Capture Box Option Type 270 allows you to capture paper documents, such as faxes and copies, in electronic format.

Whenever copies are made, faxes are sent, faxes are received or originals are scanned, these images are captured and transferred to eCabinet for storage (eCabinet is a thin server for managing documents). By using standard copying and faxing procedures, documents can be accumulated in a manner transparent to the user. The data transferred to eCabinet for storage can be viewed at any time from a Web browser running on a client PC.

Capture Box Option Type 270 transfers images captured from an I/O Device (copier) to eCabinet.

As well as transferring the captured image data, Capture Box Option Type 270 also attaches additional information, such as the date and the document owners. Documents can be easily searched for from eCabinet using this information.

When capturing a document, for security purposes you can choose whether all users can access it or only certain users you specify.



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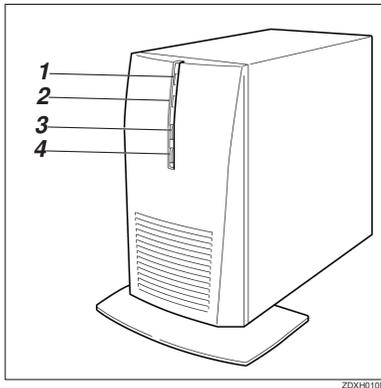
Part Names

1

Capture Box Main Body

This section describes the layout of Capture Box when viewed from the front and rear.

Front

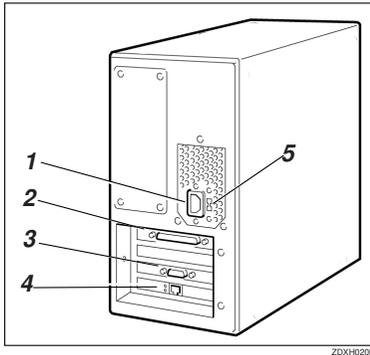


- ① Hard Disk Access indicator
Lights when the hard disk is being accessed.
- ② Power indicator
Lights when the power is on.
- ③ Power switch
Since power up and power down of Capture Box is controlled from the I/O Device (copier), only use this switch under special circumstances, such as if Capture Box will not turn off for some reason.
- ④ Reset switch
Reboots Capture Box. Only touch this switch if Capture Box will not turn off even when the power switch is pressed.

 **Note**

- Under normal circumstances it is not necessary to touch the power switch or reset switch.

Rear



1

- ① Power connector:
Connect one end of the power cord here and the other end to an AC 120V power outlet. Always connect to an outlet with an earth terminal.
 - ② I/O Device connection port:
Connect the I/O Device.
 - ③ RS232C serial cable connector:
Connect in order to be able to capture incoming faxes.
PC-FAX EXPANDER Type 185 is necessary.
 - ④ Ethernet port:
Connect this port to the network with a 10BASE-T ,100BASE-TX compliant cable. 100BASE-TX is recommended.
 - ⑤ 120V /220-240V flipover switch
Do not touch the 120V /220-240V flipover switch.
- An RS232C serial cable is required for transferal of fax documents to Capture Box.

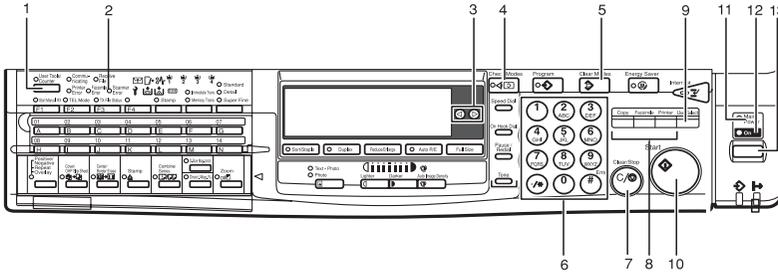
3

Getting Started

I/O Device (Copier) Operation Panel

This section describes the indicators, keys and switches related to Capture Box.

1



ZDXS12N

- ① **【User Tools/Counter】** key
Press to change the default settings to meet your requirements. Also use to power down of Capture Box.
- ② Scanner Error indicator
Lights when there is a scanner or Cpture Box malfunction, the connection is broken, or captured data cannot be passed to Capture Box.
- ③ Cursor keys
Press to select items (e.g. users) on the display panel.
- ④ **【Check Modes】** key
Press to show a list of users selected as document owners when the Capture Menu display is shown.
- ⑤ **【Clear Modes】** key
Press to deselect all owners when the Capture Menu display is shown.
- ⑥ Number keys
Use the letters associated with each number to search for users.
- ⑦ **【Clear/Stop】** key
Use to deselect owners one at a time. Also use to stop scanning
- ⑧ Function keys
Press to switch between Copy, Facsimile and Printer modes.
- ⑨ **【User Select】** key
Press to display the “Capture menu” menu where you can choose the document owner(s).
 - lit
Capture Box is running normally.
 - flashing
Can capture copies or outgoing faxes.
 - Unlit
Cannot capture copies or outgoing faxes at the moment. Capture Box might not be running properly.
- ⑩ **【Start】** key
In Scan mode, use to switch from the User Select display to the Scan Setting display.
- ⑪ Main power indicator
Lights when the I/O Device (copier) main power is turned on. When unlit, the main power is turned off.
- ⑫ On indicator
Lights when the operating switch is turned on. When unlit, the operating switch is turned off.
- ⑬ Operation switch
Press to turn the power on: the On indicator will light. Press again to turn the power off.

Power

Power up and power down of Capture Box is controlled from the I/O Device (copier). If the I/O Device (copier) main power is on, the Capture Box power is also turned on. You can check whether the Capture Box power indicator is lit to confirm this.

When the I/O Device (copier) **[User Select]** key indicator is lit, it is possible to capture documents.

Preparation

In principle, connection of the I/O Device (copier) and use of the main power switch should be confined to service representatives and administrators.

Before you begin the following procedure, turn the I/O Device (copier) power off.

Turning Capture Box On

Follow these steps to turn Capture Box on.

1 Make sure the Capture Box power cord plug is firmly inserted into the power outlet.

2 Make sure the cable connecting Capture Box and the I/O Device (copier) is plugged in.

Note

- An RS232C serial cable is required for transferal of fax documents to Capture Box.

3 Turn the I/O Device (copier) main power on. Make sure the Capture Box power indicator is lit.

4 If the I/O Device (copier) display panel is not lit, press the operation panel power switch located on the right. Check that the User Select indicator is lit.

Note

- If the I/O Device (copier) is turned on and not used for a given period of time, the display goes blank and the machine enters an energy saving mode. For details, refer to the I/O Device (copier) documentation.
- Even if the I/O Device (copier) power is on and the **[User Select]** key indicator is flashing, capture might not be possible if the connection between the I/O Device (copier) and Capture Box has been lost. This could be due to a Capture Box malfunction. In this case turn the power on again in the recommended manner.

Turning Capture Box Off

To turn Capture Box off, the I/O Device (copier) main power switch must also be turned off. We recommend that only your service representative operate this switch. Always consult your system administrator before turning off the main power switch.

Follow these steps to turn Capture Box off.

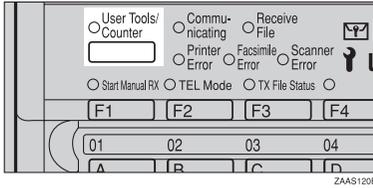
1

5

Getting Started

1 On the operation panel, press the **[User Tools/Counter]** key.

1



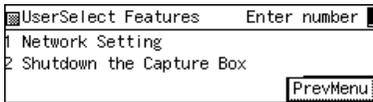
2 Press number key **[5]** to choose "User Select".



Note

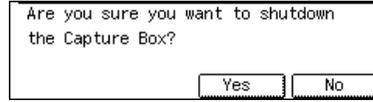
- If the "Key Operator Code" display appears, enter the key operator code. This code restricts access to various settings, such as management of machine usage. Ask your system administrator for the key operator code.

3 Press number key **[2]**.

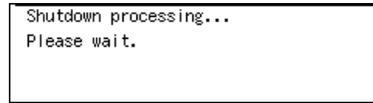


The shutdown confirmation message appears.

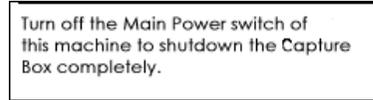
4 Press **[Yes]**.



After the shutdown in progress message, a message appears on the display prompting you turn off the I/O Device (copier) main power switch.



5 Turn off the I/O Device (copier) main power switch.



Note

- If power is turned off before transfer of captured data is complete, transfer starts from the subsequent transfer when power is next turned on.

Limitation

- After the shutdown message is displayed, copy functions etc. are not possible.

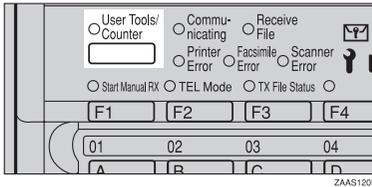
Capture Box Initial Settings

A few settings need to be made before you can use Capture Box.

The Capture Box IP address can be set manually, or acquired automatically by DHCP.

TCP/IP Settings

- 1 From the operation panel, press the **[User Tools/Counter]** key.



The "User Tools Main Menu" display appears.

- 2 Press number key **[5]** to choose "User Select".

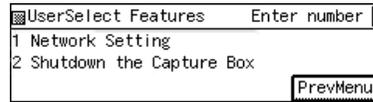


The "User Select Features" display appears.

Note

- If the "Key Operator Code" display appears, enter the key operator code. This code restricts access to various settings, such as management of machine usage. Ask your system administrator for the key operator code.

- 3 Press number key **[1]**.



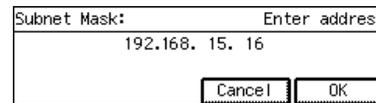
The "Network Settings" display appears.

Configuring Network Settings Manually

- 1 Press number key **[1]**.



- 2 Enter the IP address.



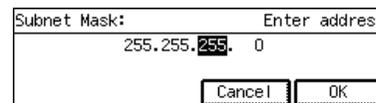
Note

- Each time 3 digits are entered, the next field is highlighted. To move between fields, press the **[Left]** or **[Right]** key.

- 3 Press **[OK]**.

- 4 Press number key **[2]**.

- 5 Enter the subnet mask.



- 6 Press **[OK]**.

If you press **[Prev.]** on the next display a message indicating Capture Box will restart appears.

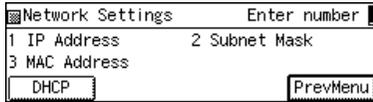
1

Getting Started

1

Having Network Settings Configured Automatically (DHCP)

1 Press [DHCP].



2 Press [PrevMenu].

A message indicating Capture Box will restart appears.

Note

- [1] After restarting, on the "Network Settings" display you can press to check the IP address setting.

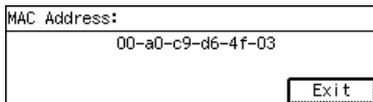
Limitation

- While Capture Box is rebooting, documents cannot be transferred to eCabinet. Copying etc. is also not possible from the I/O Device (copier).

Checking the MAC Address

1 Press number key [3].

A message appears showing the MAC address of Capture Box.



The MAC address is unique to each machine.

2 Press [Exit].

The "Network Settings" display reappears.

Web Browser Settings

These steps describe how to configure further Capture Box settings from a Web browser.

Note

- For details about the settings, refer to the Capture Box help pages.

1 Make sure Capture Box has finished rebooting. The I/O Device (copier) User Select indicator should be lit. Then launch your Web browser and enter the IP address of Capture Box (http://***.***.***.***/).

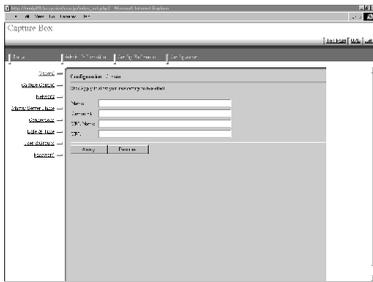
2 From the top page, click on [Configuration].



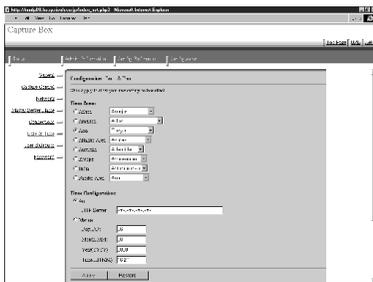
Note

- The default password is "password". To change it, click on [Password].

3 Click on [Date & Time].



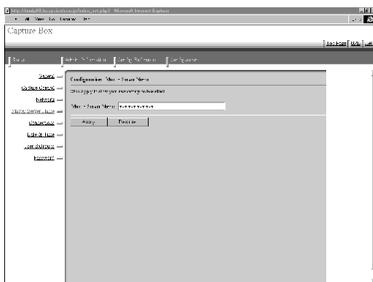
4 Make the settings, then click on [Apply].



5 Click on [Master Server Name].

The "Master Server Name" page appears.

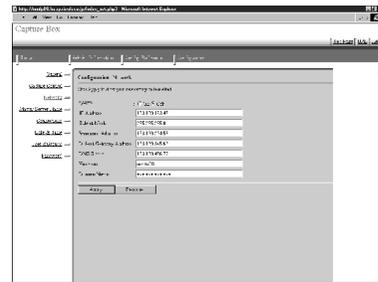
6 Make the settings, then click on [Apply].



7 Click on [Network].

The "Network" page appears.

8 Make the settings, then click on [Apply].



1

If changes were made, a message indicating Capture Box will restart appears on the I/O Device (copier) display panel.

From the I/O Device (copier), press the [OK] key.

Important

- If you intended to configure eCabinet as a DNS server for your NOA Workgroup, enter the IP address of eCabinet in the DNS Server Field. If eCabinet is configured to act as your DNS server, before configuring Capture Box you must configure eCabinet to recognize the host-name and IP address of Capture Box. For more information, refer to "DNS Management" in the eCabinet Installation Guide.
- If you wish to use an existing DNS server for your eCabinet and Capture Box, enter the IP address of the DNS server in the DNS Server Field. Before configuring Capture Box, you must have configured the following records on the DNS server :
 - A : The address record for resolving the host name of Capture Box to its IP address.
 - PTR : The pointer record for resolving the IP address of Capture Box to its host name.

Getting Started

- 9** After Capture Box has rebooted, Click on **[Connections]**.

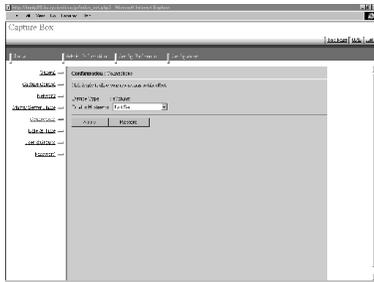
The "Connections" page appears.

1

Note

- It may take a short while to connect to eCabinet.

- 10** Make the settings, then click on **[Apply]**.



Do not leave the Device Hostname setting left as "Not Set".

2. Basic Document Capture

Copying/Fax Transmission

The following describes how to choose the document owners then carry out a basic copy or fax operation.

Other scanning methods are described elsewhere in this manual.

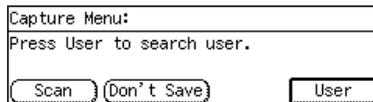
⇒ P.12 "Scanning"

Reference

For more details on fax and copy features, refer to the Copy Reference and Facsimile Reference.

Copying / Faxing with Document Capture

- 1 Make sure the Capture Menu display is shown.

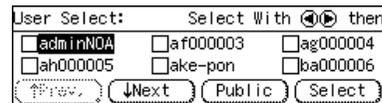


Note

- If the Capture Menu display is not shown, press the **[User Select]** or **[Clear Modes]** key.
 - If **[Prev.]** is shown on the Scan Setting display, press **[Prev.]** then press the **[User Select]** key.
- 2 On the Capture Menu display, press **[User]**.

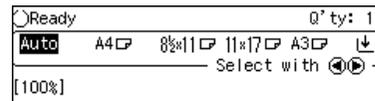
- 3 Select the document owners.

⇒ P.15 "Document Owners"



- 4 Press the **[Copy]** or **[Facsimile]** key.

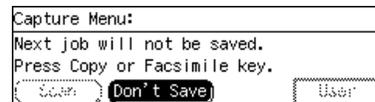
The machine switches to Copy or Fax mode. The **[User Select]** key indicator flashes to inform you that capture will take place.



- 5 Carry out the fax or copy operation as you hold normally.

Copying /Faxing Without Document Capture

- 1 From the Capture Menu display, press **[Don't save]**.



- 2 Press the **[Copy]** or **[Facsimile]** key.

The machine switches to Copy or Fax mode. The **[User Select]** key indicator stays off to inform you that capture will not take place.

Scanning

When you press **[Scan]** on the Capture Menu display, the User Select display appears automatically.

2

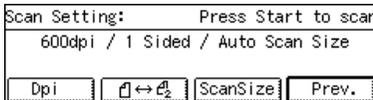
Capturing Scanned Documents

- 1** Set your original in the document feeder or on the exposure glass.
- 2** On the Capture Menu display, press **[Scan]**.
- 3** Select the owner.



P.15 "Document Owners"

- 4** Press the **[Start]** key.
The Scan Setting display appears.
- 5** Check the scan settings and make any adjustments as necessary.



- 6** Press the **[Start]** key.
The "Scanning..." display appears.

- ◆ **If you set your document in the document feeder...**
After all pages of the document are scanned in, the Scan Setting display reappears automatically.

- ◆ **If you set your document on the exposure glass...**

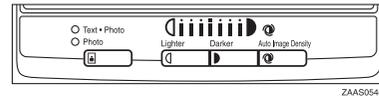
- Set the next page of your original then press the **[Start]** key. When all pages have been scanned in, press **[Finish]**. The Scan Setting display reappears.

Scan Settings

There are 5 kinds of scan settings:

- Resolution
- 1 Sided/2 Sided
- Scan Size
- Original Type
- Image Density

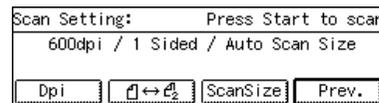
Original Type and Image Density can be adjusted with the keys shown below.



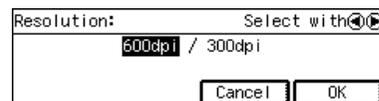
Resolution

Select a resolution of 300dpi or 600dpi. The default is 600dpi.

- 1** Press **[Dpi]**.



- 2** Press **[Left]** or **[Right]** to select the resolution.

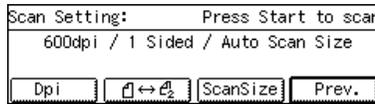
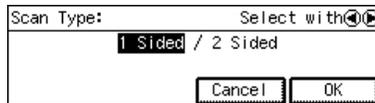


3 Press [OK].

The Scan Setting display reappears.

1 Sided/2 Sided

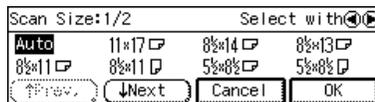
Select whether to scan one side or both sides of the original.

1 Press [↔].**2** Press or to select 1 Sided/2 Sided.**3** Press [OK].

The Scan Setting display reappears.

Scan Size

By default, Auto (Auto Scan Size) is selected and the size of your original is detected automatically. If you prefer, follow these steps to select the size manually.

1 Press [ScanSize].**2** Press [Next] or [Prev.] to switch between the two menu displays.**3** Press or to select the scan size.**4** Press [OK].

The Scan Setting display reappears.

Note

- You can adjust the Original Type and Image Density settings in the same way as when making copies.

2

Incoming Faxes

You can have incoming faxes captured by Capture Box then forwarded to eCabinet for storage.

2

In order to have incoming faxes captured, configure the settings required. ⇒ P.22 *“Capture and Printing of Incoming Faxes”*

Once configured, capture takes place automatically without require user intervation.

Document Owners

Selecting one or more users as owners of a captured document allows those users to read and delete documents from eCabinet.

Browsing Users

To browse through users on the User Select display, press the **[Next]**, **[Prev.]**, **⏪** and **⏩** keys.

Selecting an Owner

Make sure the user name is highlighted, then press **[Select]**.

A check mark appears next to the user name.

If you press **[Public]**, all users registered with eCabinet can read it.

Searching for Users with the Number Keys

E.g. if you press the **[4]** key, user names starting with G, H and I are displayed.

The following table lists the search letters available under each number key.

Number Key	User Name Search Letters
2	ABC
3	DEF
4	GHI
5	JKL
6	MNO
7	PQRS
8	TUV
9	WXYZ
#	Users beginning with a number

Note

- ❑ If the number key you press does not correspond to any existing user, the users closest in the list are displayed.

Checking which Users Are Owners

To check which users are selected as owners, press the **[Check Modes]** key.

To return to the User Select display, press **[EXIT]**.

Deselecting Owners

To deselect an owner, from the User Select display highlight the user name then press **[Select]** or the **[Clear/Stop]** key to clear the check mark.

If you press the **[Clear Modes]** key, ownership is removed from all users and the Capture Menu display reappears.

Storing Documents under the Default Owner

2

If the **[Copy]** or **[Fax]** key is pressed without selecting any owners, the operation that follows results in the document being registered under the default owner.

You can change the default owner from the Capture Box Capture Control Web page.

Note

- If no default owner has been registered by the system administrator, the document is stored in eCabinet under owner "Unknown" and all users can access it.

3. Captured Data

Data Transferred to eCabinet

This section describes the information that is transferred to eCabinet in addition to the image data.

This information is appended to the document as text data. Most of the fields can act as keys when searching for documents.

Information Appended to All Images

The following items can be used as search keys when searching eCabinet.

Field	Description
Creation date	When the document was stored in Capture Box
Document owner	Any user names that were specified as owners of this document
Capture device type	Copier, Fax, Scanner
Capture device function	Copier, Fax Send/Receive, Scanner
Public	Whether the document is public: true or false

Information Appended to Outgoing Fax Images

Field	Description
Fax number	The fax number the fax was sent to

Information Appended to Incoming Fax Images

Field	Description
RCVFAX TSI	The sender's RTI/TSI

Document Segmentation

This section describes how the machine divides copy jobs, faxes and scans into separate documents for capture.

Segmentation of Copy Documents

3

Copy jobs are captured as separate documents in the following cases.

Setting Originals in the ADF

- When all originals set in the ADF are copied
- When "Single-sided to double-sided" or Combine is selected, the ["Set next orig. Press Start.Press # after last original."message is displayed, and an original is added or [#] is pressed

Setting Originals in the SADF

- When copying has finished and the next original was not set within the SADF Auto Reset Time (default 4 seconds)
- When Sort mode is selected and the [#] key was pressed to end copying
- When "Single-sided to double-sided", Combine, or when printing/overlaying page numbers or stamps on the first page only and the [#] key is pressed to finish copying
- When copy mode is canceled, the reset key is pressed etc. and SADF mode is canceled

Setting Originals on the Exposure Glass

- When scanning from the exposure glass
- When Sort mode is selected and the [#] key is pressed to finish copying
- When "Single-sided to double-sided", Combine, or when printing/overlaying page numbers or stamps on the first page only and the [#] key is pressed to finish copying
- When the [#] key is pressed to finish copying

When a Scanning Operation Is Interrupted

- If the [Clear/Stop] key then the Exit key is pressed, processing is interrupted
- Documents set in the ADF: when paper runs out, toner runs out, copy paper jams, or a document jam occurs in the ADF, capture of the remaining documents is put on standby. When the [Clear Mode] or [Copy] key is pressed, the document is segmented at the point in time at which the job was canceled.

Note

- If [Clear/Stop] is pressed then copying continued, the job will be stored as a single document including the pages copied after the interruption occurred.
- Copies made with the Interrupt Copy feature are not captured.
- If power is lost during capture, originals captured so far are captured as a single document.

Segmentation of Fax Documents

Individual transmissions and receptions are captured as separate documents. In addition, faxes are captured as separate documents in the following cases.

When Scanning In of a Document for Fax Transmission Is Interrupted

- If the **[Clear/Stop]** key is pressed, scanning is interrupted, and the document is segmented where the fax transmission was halted
- Pages scanned in up until the **[Clear/Stop]** key is pressed are stored in eCabinet

Note

- When a document jam occurs in the ADF, capture of the remaining documents is put on standby. When the **[Clear Modes]** or **[Copy]** key is pressed, the document is segmented at the point in time at which the job was canceled.
- With the Batch Transmission function, multiple incoming faxes might be captured as a single document.

Segmentation of Scanned Documents

Scanned originals are captured as separate documents in the following cases.

Setting Originals in the ADF

- When all originals set in the ADF are scanned in

Setting Originals on the Exposure Glass

- When pressing the **[#]** key when prompted to by a message on the display

When a Scanning Operation Is Interrupted

- When the **[Clear/Stop]** key is pressed during scanning. A confirmation message appears on the display. If the **[Exit]** key is pressed, processing is interrupted and the document is segmented.
- Images captured up until the **[Clear/Stop]** key is pressed are stored in eCabinet

3

Capture Limitations

All Devices

Any scan settings selected may not be reflected in the captured document. The actual image might differ from the image of the captured document.

3

The following limitations apply when scanning in both sides of originals with the Duplex feature:

- When Top to Bottom is selected, the captured image may differ depending on:
- Whether the original was scanned from the ADF or exposure glass
- Whether the original was set in the long edge or short edge direction
- When Top to Top is selected, the captured image may differ from the scanned image if the original is fed short edge first into the ADF

Copying

- Copies made with the Interrupt Copy feature are not captured
- Any enlargement or reduction of original images with the Reduce/Enlarge function will not be reflected in captured copies

Scan Settings Not Reflected in Captured Documents

- ❖ **Combine**
Documents are captured without separation lines
- ❖ **Overlay copying**
The original document data is captured

- ❖ **Cover**

Cover divisions are not captured

- ❖ **OHP Slip Sheets**

Capture takes place without slip sheets

- ❖ **Stamp/Page Numbering**

Page images are captured without page numbers or Stamp images

- ❖ **Repeat Image**

Images are captured onto a single page without separation lines

Situations When the Copy Result and Captured Data Differ

- When copying a portrait original onto landscape paper loaded in the bypass tray, part of the image might not be copied. However, the captured image will be rotated automatically and no portion of the image will be lost.
- When using the Series Copies function, the position where the image is split on the captured image might not exactly match the copies
- When copying a portrait original onto paper loaded in the bypass tray, the paper size might not be detected
- Margins around the image on copies and captured documents may be slightly different when using the Combine feature

Faxing

Outgoing Faxes

- Even when an error occurs during memory transmission, all scanned pages are captured
- If an error occurs when sending using immediate transmission from the ADF and the fax is canceled, the number of pages captured may differ from the actual number of pages scanned into the ADF
- Polling transmission is not supported
- If outgoing faxes are sent with an Auto Document attached, the Auto Document will not be captured

Incoming Faxes

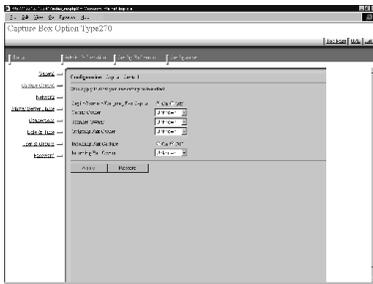
- When receiving large faxes, the image is split onto several A4  or 8 $\frac{1}{2}$ " \times 11"  pages when printed. However, the captured image data is not split.
- Messages received with the Confidential Reception, Memory Lock, and Subaddress features are not captured but are registered on logs
- Faxes using the Transfer Request, Polling Reception and Memory Forwarding features are not captured or registered on logs
- If communication during reception is interrupted, transmission is halted by the sending party, this information is not captured. The captured data will consist of the data that has been received so far.

Captured Data

Capture and Printing of Incoming Faxes

You can specify whether incoming faxes are transferred to Capture Box with the I/O Device (copier) User Parameters. To specify whether these faxes are then transferred to eCabinet for capture, access the Capture Box settings from your Web browser.

3



You can also choose whether incoming faxes are printed out at the I/O Device (copier), and how Confidential Receptions are handled.

User Parameter Settings(SW31)

Setting	Bit	
	5	4
Transfer incoming faxes and print them(default)	0	0
Do not transfer incoming faxes, but print them	-	1
Transfer incoming faxes, but do not print them. Faxes received with the Confidential Reception feature are not transferred Capture Box but stored in the I/O Device (copier).	1	0

Important

- ❑ If the bit switches are set to not print incoming faxes and Incoming Fax Capture is turned off from the Capture Box-Web-Capture Control screen, incoming faxes are not captured or printed and all fax data will be lost.

Note

- ❑ If you specify that incoming faxes are transferred to Capture Box as well as printed out, it will take a while before the fax is printed out. This is because printing takes place after the transfer is complete.
- ❑ PC-Fax Expander Type 185 and An RS232C serial cable are required for capture of incoming faxes. Use the cable recommended for the PC-Fax Expander Type 185 or an RS232C serial cable.

Reference

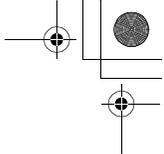
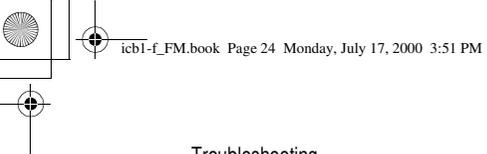
For how to adjust the User Parameters, refer to "Changing the User Parameters" in the Facsimile Reference.

4. Troubleshooting

Troubleshooting

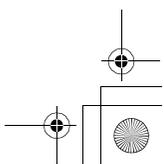
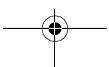
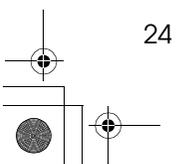
Problem	Possible Causes	Suggested Solution
Copies, incoming faxes, and outgoing faxes are not captured.	Capture Box power has been lost or the power connection broken. If power is restored, it will take about 2 minutes for Capture Box to reboot, during which capture is not possible.	Make sure the Capture menu display appears when you press the [User Select] key. If it does not appear, make sure the Capture Box power is on.
Copies and outgoing faxes are not captured.	[Don't Save] is selected. If Capture Box memory was full but some has just become free, [Don't Save] is not canceled automatically.	Make sure "Don't Save" is not highlighted on the User Select display. If it is highlighted, press [Clear] .
Only incoming faxes are not captured.	The I/O Device (copier) has been configured not to print out incoming faxes, and incoming fax capture is turned off from the Capture Box Capture Control Web page.	With the User Parameters, make sure the I/O Device (copier) is configured to transfer incoming faxes to eCabinet. From the Capture Box Capture Control Web page, make sure that incoming fax capture is turned on. You can check whether faxes have been received by viewing the log. However, data cannot be restored.
	The RS232C serial cable might have become disconnected.	Make sure the RS232C serial cable is connected properly.
A fax memory transmission that was canceled is still captured.	If the transmission was canceled after scanning had finished, it will still be captured and only the transmission will be canceled.	If necessary, delete the document from eCabinet.

- Since printing of incoming faxes takes place after the data has been transferred to Capture Box, printing may be slow to start.
- If the other party has turned Batch Transmission on, multiple incoming faxes may be captured as a single document.



Troubleshooting

4



5. Display Messages

Display Messages

Message	Cause	Solution
Cannot communicate with the server. Check operating status and server connection.	An error occurred when connecting to eCabinet.	Please consult your system administrator.
Compressing data.	This is displayed when the hard disk has become full and [OK] is pressed. Data is being compressed.	Wait until some free disk space becomes available.
Disk is almost full	The Capture Box hard disk is almost full.	Check the Capture Box Web page. Wait until enough documents have been transferred to eCabinet to free up disk space.
Disk is full. Check server status. http://capture.box.hostname/Job will not be saved.	The Capture Box hard disk is full. Capture is not possible while this message is displayed.	Check the Capture Box Web page. If an error, such as a Network Error, has occurred, consult your system administrator. Wait until some free disk space becomes available.
File save error	One or more documents could not be captured.	Check the Capture Box error messages from your Web browser.
Function Problems Press Shutdown. If error appears again, call service.	An error occurred.	If this message is displayed, press [Shutdown] to shut the machine down. If after the machine has restarted this message appears again, please contact your service representative.
Please wait.	The scanner is warming up (Scan Setting display).	Please wait.
Press start to continue.	This message is displayed after an ADF jam was cleared during scanning.	There is no need to set the original again. Press the [Start] key.
Problems with serial cable. Cannot save Facsimile data to server. Check connection of the cable.	The serial cable is not connected (the fax was not captured).	Check the serial connection.
Remove original on glass.	There is an original left on the exposure glass.	Remove the original from the exposure glass.
Reset 1 original then Press start to continue.	This message is displayed after an ADF jam was cleared during scanning.	Set the specified number of originals again, then press the [Start] key.
Restarting...	Capture Box is restarting to reflect changes made from the Capture Box Web page.	Please wait.

Display Messages

Message	Cause	Solution
Settings have been changed.Press OK to Restart/Update Capture Box. Job will not be saved during restart.	The Capture Box settings have been changed from the Capture Box Web page.	Press [OK] to restart Capture Box.
This function is not available. Press cancel to exit.	A serious error occurred.	Please call your service representative.
Transmission error	An error occurred when transferring to eCabinet.	Check the Capture Box Web page for the cause of the error and act accordingly.

6. Remarks

Do's and Don'ts

⚠ CAUTION:

- *Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.*
- Do not disconnect the Capture Box power cord.
- Do not touch the power switch or reset key unnecessarily.

Remarks

Where to Put Your Machine

Machine Environment

Your machine's location should be carefully chosen because environmental conditions greatly affect its performance.

Optimum environmental conditions

⚠ CAUTION:

- *Keep the equipment away from humidity and dust. Otherwise a fire or an electric shock might occur.*
- *Do not place the equipment on an unstable or tilted surface. If it topples over, it could cause injury.*

⚠ CAUTION:

- *Before moving the equipment, be sure to pull all four handles fully out. Not doing this may result in an injury, such as getting your fingers pinched. After moving the equipment, return the four handles to their original positions.*
- *When the optional paper tray unit is installed, do not push the upper part of the main unit horizontally. If the paper tray unit becomes detached from the main unit, this could cause an injury.*

⚠ CAUTION:

- *If you use the equipment in a confined space, make sure there is a continuous air turnover.*
- Temperature: 10 – 32°C (50 – 89.6°F), humidity 50% at 32°C, 89.6°F
- Humidity: 15 – 80%, temperature 27°C, 80.6°F at 80%
- A strong and level base.
- The machine must be level within 5mm, 0.2" both front to rear and left to right.

Environments to avoid

- Locations exposed to direct sunlight or strong light (more than 1,500 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes might cause condensation within the machine.)
- Places where the machine might be subjected to frequent strong vibration.
- Dusty areas.
- Areas with corrosive gases.

Power Connection

⚠ WARNING:

- **Only connect the machine to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.**
- **Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.**

⚠ CAUTION:

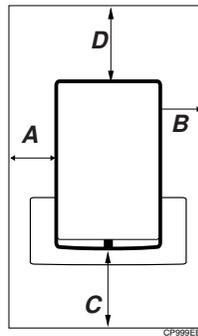
- **Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.**

⚠ CAUTION:

- **When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).**

Access to Machine

Place the machine near the power source, providing clearance as shown.

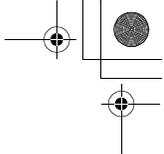
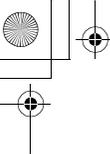


A,B : at least 1 inch

C,D : at least 4 inches

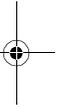
Disposing of the Machine

If you want to dispose of the machine, contact your local dealer or service representative.

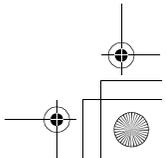
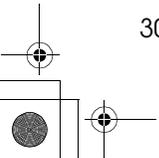


Remarks

6



30



7. Specifications

Capture Box Option Type 270

◆ Hardware Specifications:

Dimensions	225×374×315mm, (8.9"×14.7"×12.4")
Weight	8.2Kg (18.2lb)
power source	120V, 60Hz, 1A
Network Topology	100Base-TX (recommended), 10Base-T (acceptable)

◆ Function Specifications:

Capturing sources	Copy, Outgoing Fax, Incoming Fax, Scanner
Maximum number of registerable users	150
Maximum number of selectable users	150
Operation	I/O device operation panel Web I/F
Copy Capture	Resolution : 600dpi (*1) Maximum number of Pages : 255 Pages/Document Capture speed: 22cpm (ADF 1to1) Max capture size : 11.0" × 17.0" <input type="checkbox"/> or A3 <input type="checkbox"/>
Outgoing FAX capture (*2)	Maximum number of pages : 255 Pages/Document Max capture size : 11.0" × 17.0" <input type="checkbox"/> or A3 <input type="checkbox"/>
Incoming FAX capture (*3)	The number of max pages : no limitation (depends on the Fax option implementation memory capacity)
Scanner	Resolution : 300dpi / 600dpi (*1) Maximum number of Pages : 255 Pages/Document Capture speed : 35Scan/minute(A4/8.5" × 11.0" <input type="checkbox"/> 300dpi) .22Scan / minute (A4/8.5" × 11.0" <input type="checkbox"/> 600dpi) Max capture size : 11.0" × 17.0" <input type="checkbox"/> or A3 <input type="checkbox"/> Detectable Original size (Exposure Glass) : 11.0" × 17.0", 8.5" × 14.0", 8.5" × 11.0" <input type="checkbox"/> / <input type="checkbox"/> , 10.0" × 14.0" <input type="checkbox"/> , 8.5" × 13.0" <input type="checkbox"/> , 8.0" × 10.0" <input type="checkbox"/> Detectable Original size (ADF) : 11.0" × 17.0, 8.5" × 14.0, 8.5" × 11.0" <input type="checkbox"/> / <input type="checkbox"/> , 10.0" × 14.0" <input type="checkbox"/> , 5.5" × 8.5" <input type="checkbox"/> / <input type="checkbox"/> , 8.0" × 10.0" <input type="checkbox"/> Scan Type: Text, Text/Photo, Photo Scan density : 7 levels

*1: eCabinet converts images to 300dpi when saving.

*2: Capture to outgoing faxes requires the Fax option.

*3: Capture to outgoing faxes requires the PC-Fax Expander Type 185 option and an RS232C serial cable.

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