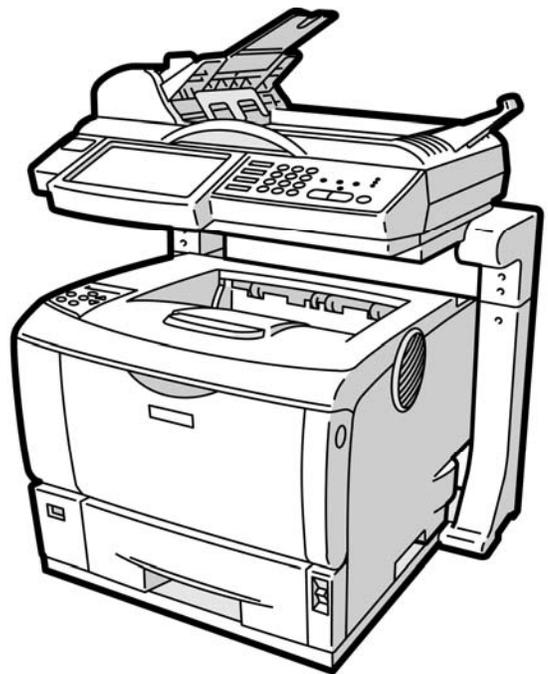


---

## *User's Manual for MFP*

---



# Safety Information

When using this equipment, the following safety precautions should always be followed.

## Safety During Operation

In this manual, the following important symbols are used:

 **WARNING:**

Indicates potentially hazardous situations, which if instructions are not followed, could result in death or serious injury.

 **CAUTION:**

Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

**Important:**

Indicates operational requirements and restrictions. Please read and follow these instructions to ensure a proper operation and to avoid damage to the machine.

**Note:**

Indicates further explanation or clarification. Reading this is highly recommended.

 **WARNING:**

To avoid hazardous electric shock or fire, do not remove any covers or screws other than those specified in this manual.

 **CAUTION:**

- ✓ To reduce the risk of fire, use only no.26AWG or larger telecommunication line cord.
- ✓ Disconnect the power plug by pulling the plug, not the cable.
- ✓ Do not touch the metal fingers of the ADF pad module. The edges are sharp and touching them may result in injury.

## **Precautions**

- Do not install the equipment near heating or air conditioning units.
- Do not install the equipment in a humid or dusty place.
- Use only the AC adapters (HEG42-240200-7L by Hitron) included with the machine. Using other AC adapters may damage the machine and void the warranty.
- Place the equipment securely on an even, flat surface. Tilted or uneven surfaces may cause mechanical or paper-feeding problems.
- Retain the box and packing materials for shipping purposes.

## **Notice**

### **Important**

- Do not make copies of any item for which copying is prohibited by law.
- Copying the following items are normally prohibited by the local law:
- Bank bills, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.
- This machine is equipped with a function that prevents making counterfeit bank bills. Due to this, images similar to bank bills may not be copied properly.

## **Copyrights and Trademarks**

Ethernet is a registered trademark of Xerox Corporation.

Microsoft, Windows, Windows NT, Windows XP, and Windows Vista are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Other product names used herein are for identification purposes only and may be trademarks of their respective companies. We disclaim any and all rights to those marks.

The proper names of the Windows operating systems are as follows:

## **Warranty**

The information contained in this document(s) is subject to change without notice.

The manufacturer makes no warranty of any kind with regard to this material, including, but not limited to, the implied warranties of fitness for a particular purpose.

The manufacturer shall not be liable for errors contained herein or for incidental or consequential damages in connection with the furnishing, performance, or use of this material.

## **FCC Radio Frequency Interference Statement**

This product has been tested and found to comply with the limits for a class B digital device, pursuant to Part 15 of the 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. The FCC Class B 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 or 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 your point of purchase or service representative for additional suggestions.

## **CE Warning**

This product satisfies the Class B limits of EN55022, EN55024 and safety requirements of EN 60950.

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# 1 Getting Started

---

## Introduction

Thank you for purchasing the product, a 4-in-1 MFP. The product offers an unprecedented document delivery technology, transmitting paper documents electronically over the internet. With the product, you can instantly scan paper-based document and deliver the electronic image to various destinations including e-mail addresses, printer, fax machine, ftp servers, web site, or someone else's computer on the network. The new way to distribute documents is faster, more cost effective, and safer than any traditional methods such as mail, or courier.

## Features

### **Digital Copying:**

Since the product includes a laser printer, it is able to perform digital copies with outstanding copy quality. With an intuitive control panel and a quality LCD-display, making digital copy becomes fast and easy.

### **E-mailing:**

Connected to an ethernet network and a SMTP server, the product allows you to transmit document(s) to your e-mail as attachment. With a touch of the e-mail key and the selection of your recipients' e-mail addresses, the document(s) is/are first scanned and converted into an image file, and then transmitted to remote recipients within minutes.

### **Filing (Scan to Folder):**

The product allows you to send the scanned documents to a server or a personal computer's file folder over intranet with FTP (File Transfer Protocol), HTTP (Hypertext Transfer Protocol), HTTPS (a secure way of using HTTP), CIFS (Common Internet File System). The scan-to-folder feature off-loads the mail server from handling large attachments.

### **Faxing:**

With the built-in fax modem and an additional telephone line, the product is able to transmit your scanned document to a remote fax machine just like regular fax machine.

**Sending Multi-Page Document:**

With the Auto Document Feeder, the product allows a stack of 50-page document(s) to be continuously scanned at one time in reliable quality to increase your efficiency.

**Managing the Product Remotely:**

The product provides a convenient way to manage your e-mail address book, filing destinations (folders), and telephone book remotely. By simply typing the machine's IP address in the URL field of your browser, the product web page will be prompted. This web page allows the administrator to create up to 2000 e-mail addresses, 40 filing destinations, and 200 fax numbers to conveniently deliver the scanned documents to multiple recipients.

## External View

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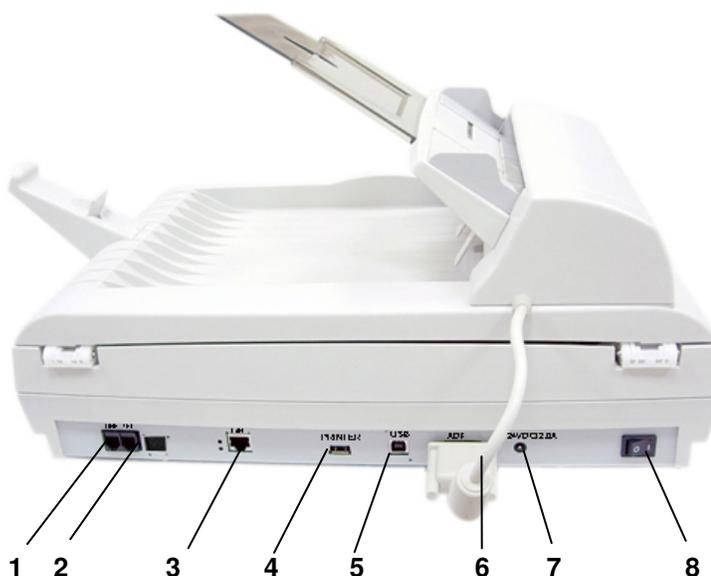
### The Front View



1. Input Paper Tray and Paper Support
2. Paper Stopper
3. Document Cover
4. Handle
5. Control Panel
6. LCD-display
7. ADF Unit

## The Connection Ports

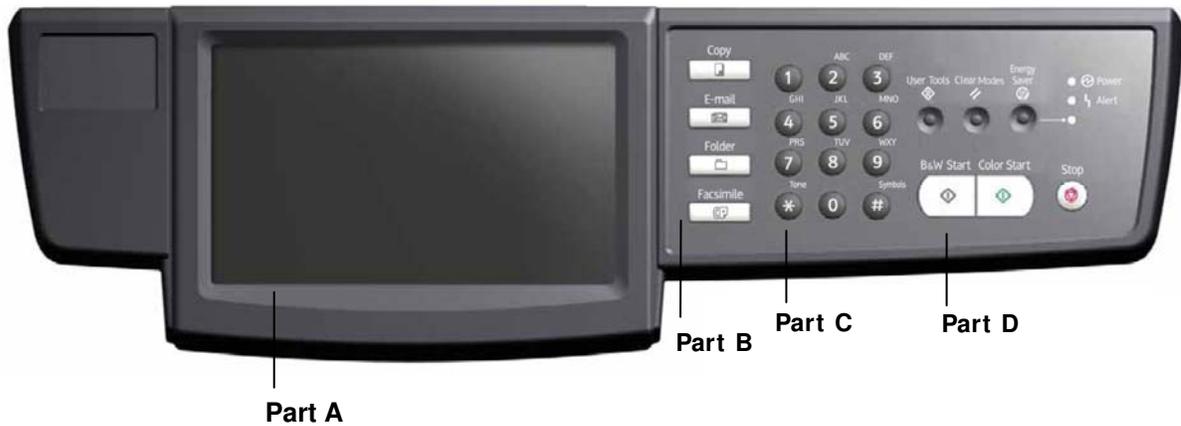
---



1. Line Jack: To connect the product to a "RJ-11" telephone jack provided by the telephone company with a telephone line.  
  
Note: If you wish to use the product as a regular fax machine, you must plug one end of the telephone line to the "Line" jack (the external one) and plug the other end to the "RJ-11" telephone jack with a telephone line.
2. Telephone Jack: This telephone jack should be ignored since no handset is provided with the product.
3. LAN Port: To connect network with a network cable..
4. Printer Port: To connect the printer with a USB cable.
5. USB Port: To connect a computer as a USB scanner.
6. ADF Port: To connect the ADF unit with an ADF cable.
7. 24VDC/2.0A: To connect power with a power cable.
8. Power Switch: To turn on and off the machine.

## The Control Panel

---



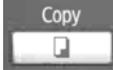
### Part A: LCD Display

Used to display current operation.

### Part B: Function Keys:

Used to select a working mode.

#### Function Keys:

	Press to make copy.
	Press to send your scanned document to e-mail.
	Press to send your scanned document to a designated server.
	Press to send your scanned document to a fax machine.

## Part C: The Numeric Keypad:

Used to enter copy quantity, or the fax number.



## Part D: Start & Other Keys:

Used to select special requirements or the start key to start sending or copying your document(s).



	<p>Select to access the user tools to set up the system.</p>
	<p>Select to clear current settings and return to the default settings. Press the button for over 5 seconds to return to the factory default settings.</p>
	<p>Select to enter power saving mode.</p>
	<ul style="list-style-type: none"> <li>• The Power LED – Used to indicate power on and ready status.</li> <li>• The Alert LED – Used to indicate error.</li> <li>• The Sleep LED – Used to indicate power-saving status.</li> </ul>
	<p>Select to stop processing.</p>
	<p>Select to start copying, e-mailing, filing or faxing in black and white mode.</p>
	<p>Select to start copying, e-mailing, or filing in color mode.</p>

## Preinstallation Information

---

The product has to be setup properly on your network to perform e-mail and filing functions. Before using the product, please setup the product properly on your network for e-mail and filing function. The following network parameters have to be set.

***Important !***

**Make a copy of the following table and ask your Network Administrator to complete the information.**

<b>1. DHCP Enable:</b>	
<b>2. IP Address:</b>	. . .
<b>3. Subnet Mask:</b>	. . .
<b>4. Gateway IP:</b>	. . .
<b>5. DNS Server:</b>	. . .
<b>6. SMTP Server:</b>	
<b>7. SMTP Port:</b>	25
<b>8. POP3 Server:</b>	
<b>9. POP3 Port:</b>	
<b>10. LDAP Server:</b>	. . .
<b>11. LDAP Port:</b>	

**Explanation of contents:**

<b>1. * DHCP Enable:</b>	Choose Yes to obtain IP/subnet/gateway addresses automatically from DHCP server.
<b>2. * IP Address:</b>	The Internet Protocol (IP) address assigned to your machine by your network administrator or by DHCP server.
<b>3. Subnet Mask:</b>	The net mask address assigned by your network administrator or by DHCP server.
<b>4. Gateway IP:</b>	The gateway IP address assigned by your network administrator or by DHCP server or by DHCP server.
<b>5. * DNS server:</b>	The IP address of DNS server assigned by your network administrator.
<b>6. * SMTP Server:</b>	The IP address of your SMTP mail server assigned by your network administrator.
<b>7. SMTP Port:</b>	The port number of your SMTP Mail Server.
<b>8. * POP3 Server:</b>	The IP address of your POP3 server.
<b>9. * POP3 Port</b>	The port number of your POP3 server.
<b>10. * LDAP Server:</b>	The IP address of your LDAP server.
<b>11. LDAP Port:</b>	The port number of your LDAP server.

**Note:**

1. DHCP server: With DHCP (Dynamic Host Configuration Protocol), a host can automatically be given a unique IP address each time it connects to a network--making IP address management an easier task for network administrators. If the DHCP server is available from your network, you do not need to enter TCP/IP, subnet mask, gateway, and DNS information. Instead, this information will be automatically given for the product.
2. IP Address: An IP (Internet Protocol) address uniquely identifies a host connection to an IP network. System administrator or network designer assigns the IP address. The IP address consists of two parts, one identifying the network and the one identifying your node.  

The IP address is usually written as four numbers separated by periods. Each number can be zero to 255. For example, 10.1.30.186 could be an IP address.
3. SMTP: Stands for Simple Mail Transfer Protocol. It is the main communication protocol used to send and receive e-mail on the internet.
4. DNS: Stands for Domain Name System. The DNS server identifies hosts via names instead of IP addresses. If the DNS server is available on your network, you can enter the domain name instead of digits for the IP address.
5. POP3: POP3 is the latest Post Office Protocol 3, this is a service that stores and serves e-mails for various client machines that are not connected to the Internet 24 hours a day. E-mails are held in POP3 until you log on.
6. LDAP: Stands for Lightweight Directory Access Protocol. LDAP enables users to access directories and address books directly from external networked devices to simplify document distribution.

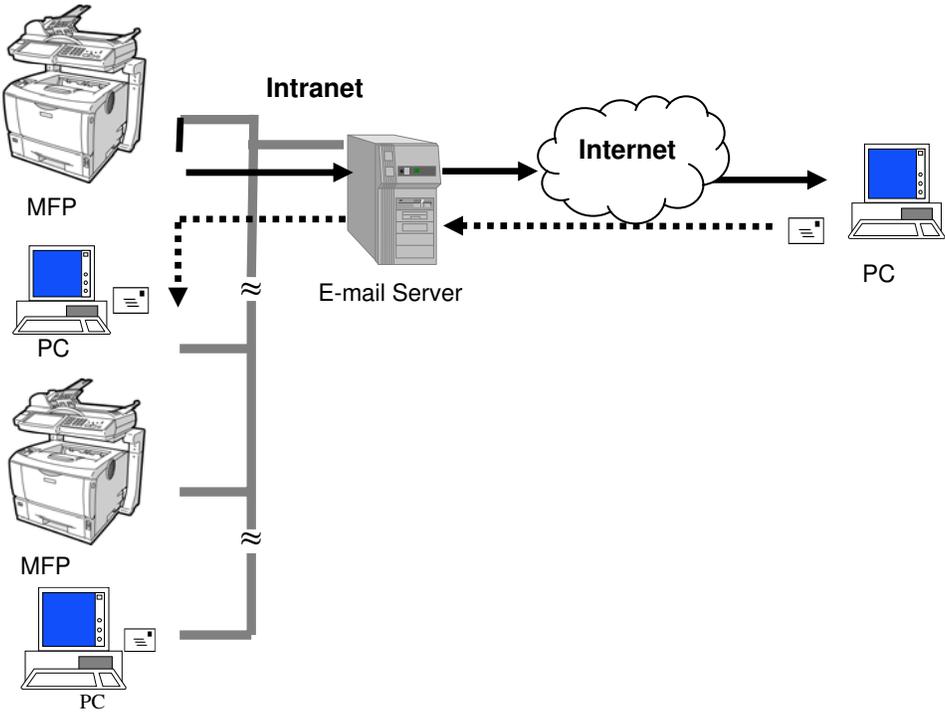
# Internet Communication Features

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## Scan to E-mail

The product allows you to deliver your scanned document to e-mail addresses on the network. The document is first scanned and converted to a standard PDF, JPEG, TIFF, or MTIF (Multi-page TIFF) file format and then transmitted to remote recipients simultaneously as an e-mail attachment.

When you send an e-mail to someone via the product, the product uses Simple Mail Transfer Protocol (SMTP) to transfer your outgoing e-mails to your SMTP mail server, and then send these e-mails to your recipients through internet.

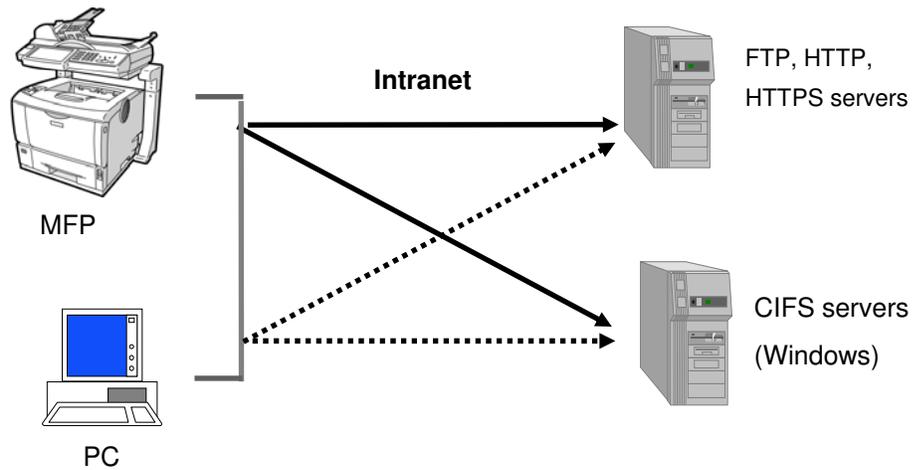


## Scan to Folder

---

Through the intranet with FTP (File Transfer Protocol), HTTP (Hypertext Transfer Protocol), HTTPS (a secure way of using HTTP), or CIFS (Common Internet File System), the product allows you to save scanned document directly to a designated server or a personal computer on the network in a standard PDF, JPEG, JPEG\_EXIF, TIFF, or MTIFF file format.

CIFS is the sharing system of Microsoft Windows. What's unique about this filing function is to let entire corporate users share one machine to send documents to each desired file folder on a designated server or individual computer.



# 2 Installing Your Machine

---

This chapter is specifically targeted to the persons who are responsible for the administration of the product. It is recommended that the administrator read this chapter before installing the machine.

## Minimum Configuration Requirements

To make the best use of the product, the following configuration is required:

**To send e-mails from the product:**

- TCP/IP network
- A SMTP and a optional POP3 server

**To file document(s) via intranet**

- FTP, HTTP, HTTPS, or CIFS protocol environment
- Windows 98SE, Windows NT, Windows 2000, Windows Me, Windows XP, Windows Vista, HTTP or FTP server

## Unlocking the Scan Unit

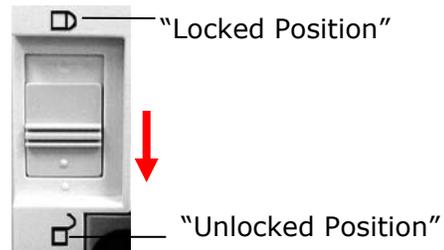
---

The scan unit is locked during transport to protect the scanning mechanism from being damaged. **Be sure to unlock the scan unit before using the machine.**

1). Locate the lock switch beneath the scanner.



2). Move the lock switch to the "unlocked position".



The scanning unit at this position before locking the scanner

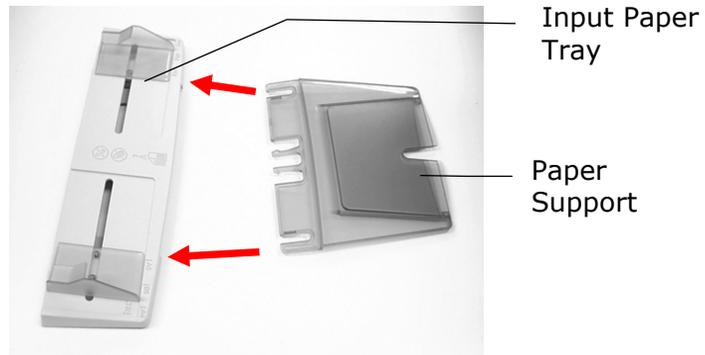
### Note:

If you need to move the product for repair or any other reason, be sure to lock the product before moving. To lock the product, please do the following,

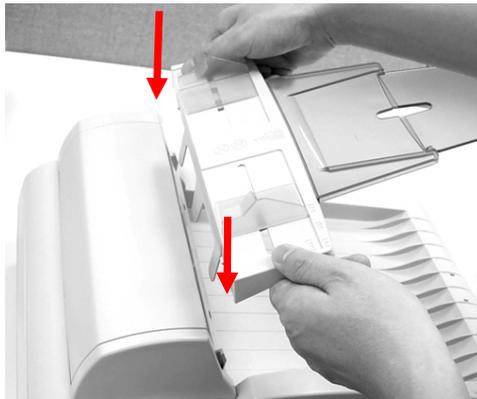
1. Turn off the product.
2. If the scan unit is not located at the front of the glass, turn on the product. After the scan unit returns to the front end, turn off the product.
3. Move the lock switch to the "Locked Position".

## Installing the Input Paper Tray

1. Attach the Paper Support to the Input Paper Tray.



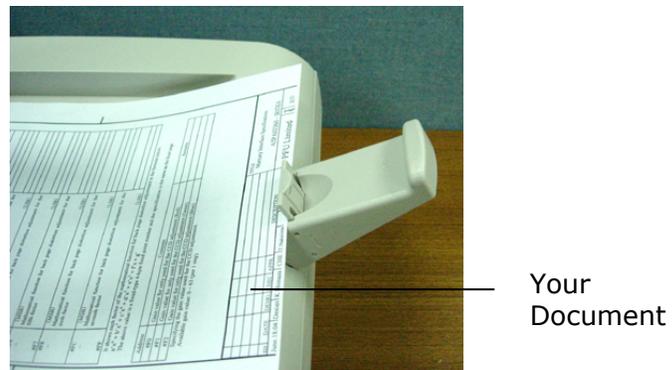
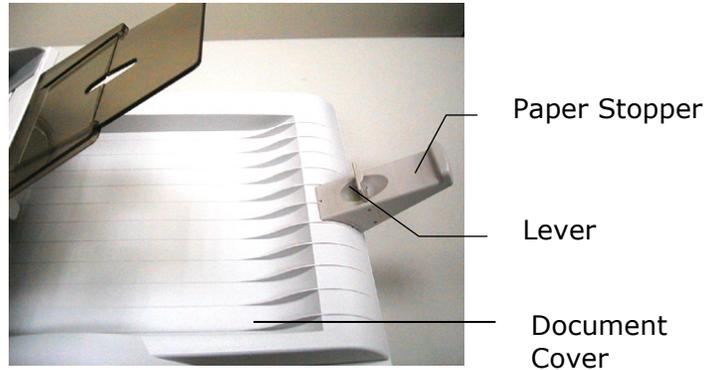
2. Then, attach the Input Paper Tray to the machine.



## Installing the Paper Stopper

Attach the Paper Stopper to the slot of the document cover as illustrated below.

- If you are using A4 or letter size paper, pull the lever up to avoid document falling from the MFP to the floor.
- If you are using legal size paper, press down the lever.



## Connecting the Cables

---

### Connecting the ADF Cable

Connect the ADF (Auto Document Feeder) cable (attached to the document cover) to the **ADF** port at the back of the product.



ADF Port

### Connecting the Ethernet Cable

1. Connect one end of your Ethernet LAN cable to an available port of your Ethernet Hub.



2. Connect the other end to the **LAN** port at the back of the product.



LAN Port

### Connecting the Printer Cable

1. Connect one end of the printer cable to the printer.
2. Connect the other end to the **PRINTER** port at the rear of the product.



Printer Port

## Connecting the Telephone Line

1. Plug one end of the telephone line to the **LINE** jack at the left end of the rear panel.



Line Jack

2. Plug the other end of telephone line to the “**RJ-11**” telephone jack provided by the telephone company.

## Connecting the Power and Turning on the Machine

1. Press the power switch to the “0” position to turn off the product.
2. Connect the small end of the power cable to the power (**24Vdc/ 2.0A**) jack of the product.



24Vdc/2.0A Jack

3. Connect the other end to an appropriate power outlet.
4. Press the power switch to the “I” position to turn on the product. After showing the booting up message, the LCD display prompts the preset ready status.

### Note:

You can press the **Energy Saver** button on the control panel to switch to the power saving mode. If the product is idle for 15 minutes (default setting), it automatically shuts off the scanning lamp. Press any key except the Power Saving button to return to the ready status.

# 3 Installing the Printer Driver

---

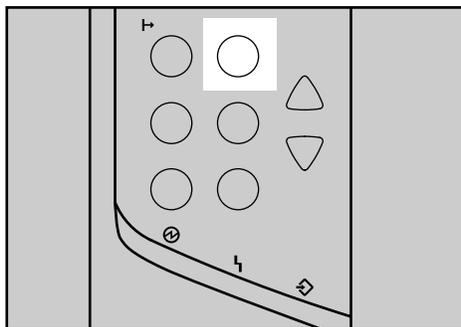
Before beginning this chapter, be sure to set up the machine by following the procedures shown in the *Quick Installation Guide*.

## Before Installing the Printer Driver

### Selecting the Panel Display Language

The default language setting for the printer display panel is English. Omit the following procedure if you want to use English on the panel display.

1. Turn on the printer power.
2. Press the **Menu** key.

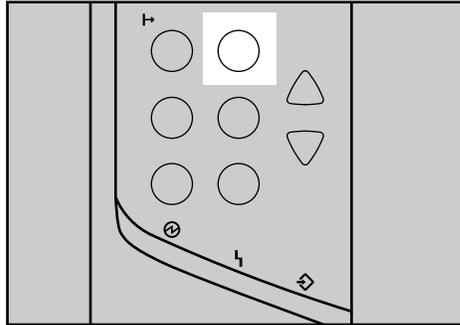


3. Press the ▼ or ▲ key to display **Language**, and then press the # **Enter** key.
4. Press the ▼ or ▲ key to select the language, and then press the # **Enter** key.
5. Press the **Menu** key to return to the initial screen.

## Printing the Test Page

You can confirm that the printer works properly by printing a test page (configuration page). However, you cannot check the connection between the printer and your computer by printing the test page.

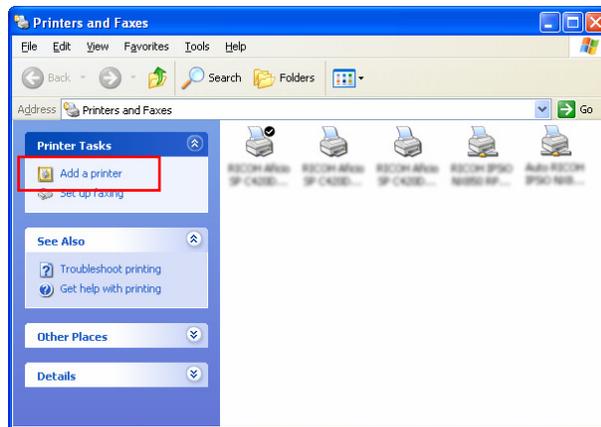
1. Press the **Menu** key.



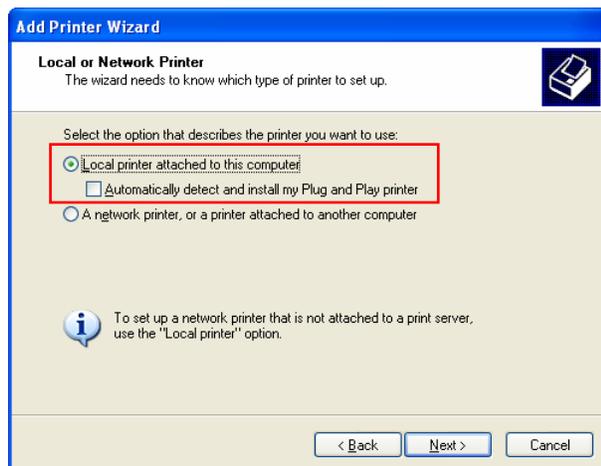
2. Press the ▼ or ▲ key to display **List/ Test Print**, and then press the # **Enter** key.
3. Press the ▼ or ▲ key to display **Config.Page**, and then press the # **Enter** key.
4. Press the # **Enter** key to return to the initial screen.

## Installing the Printer Driver Using Network

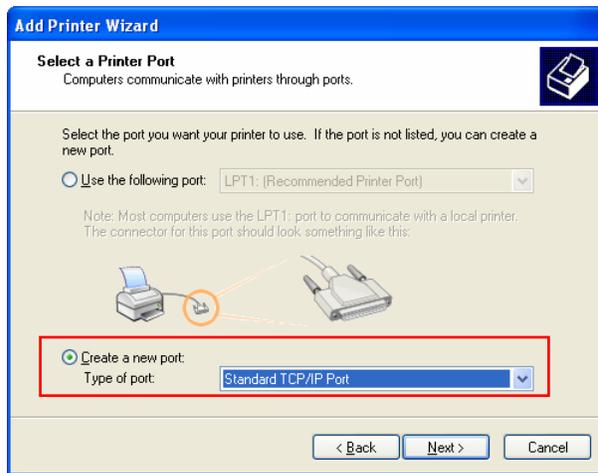
1. Insert the provided CD-ROM into the CD-ROM drive.  
If Auto Run starts, click **Cancel**, and then **Exit**.
2. Open the **Printers and Faxes** window or **Printers** window.
3. Click **Add a printer**.  
This will start the Add Printer Wizard, and then click **Next**.



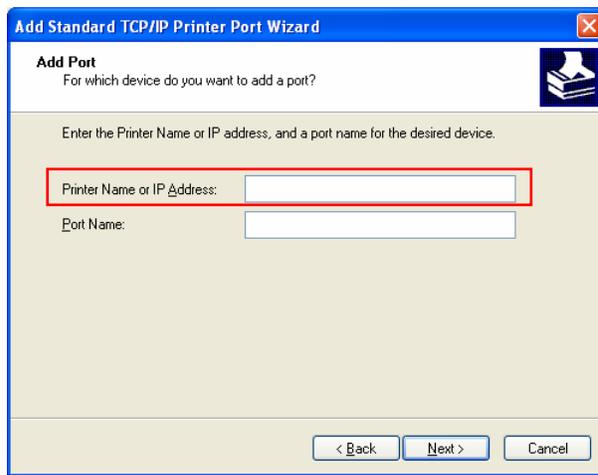
4. Click **Local printer attached to this computer** or **Local printer**, clear the **Automatically detect and install my Plug and Play printer** check box, and then click **Next**.



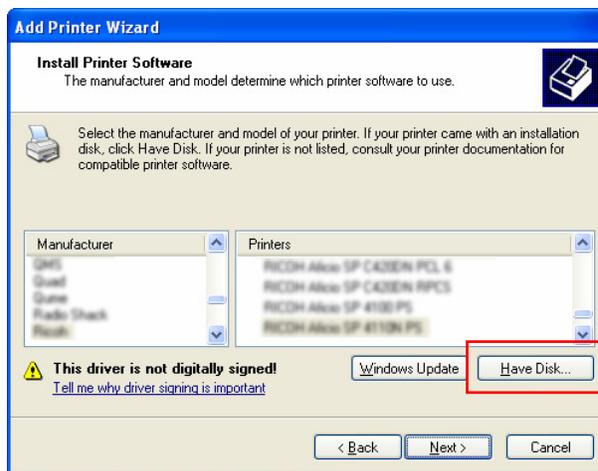
5. Click **Create a new port**, and then select **Standard TCP/ IP Port** in "Type of port".



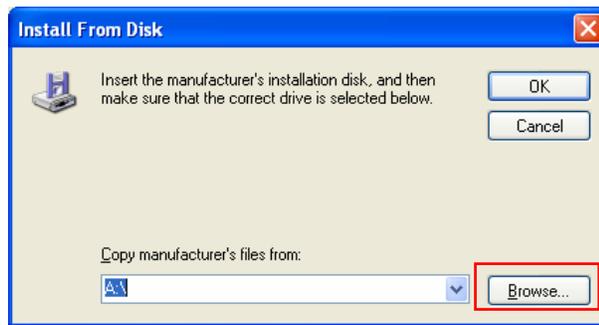
6. Click Next to run the Add Standard TCP/IP Printer Port Wizard.
7. Enter the scanner's IP address, and then click **Next**.  
For setting the scanner's IP address, see "Specifying the Product's Network Settings".



8. Click **Have Disk...**



9. Click **Browse...**, and then specify a location for the printer driver.



If the CD-ROM drive is D, the source files of the printer driver are stored in the following location:

**RPCS printer driver**

D:\DRIVERS\RPCS\WIN2K\_XP\Language\DISK1

D:\DRIVERS\RPCS\WIN9X\_ME\Language\DISK1

**PCL5E printer driver**

D:\DRIVERS\PCL5E\WIN2K\_XP\Language\DISK1

D:\DRIVERS\PCL5E\WIN9X\_ME\Language\DISK1

**PCL6 printer driver**

D:\DRIVERS\PCL6\WIN2K\_XP\Language\DISK1

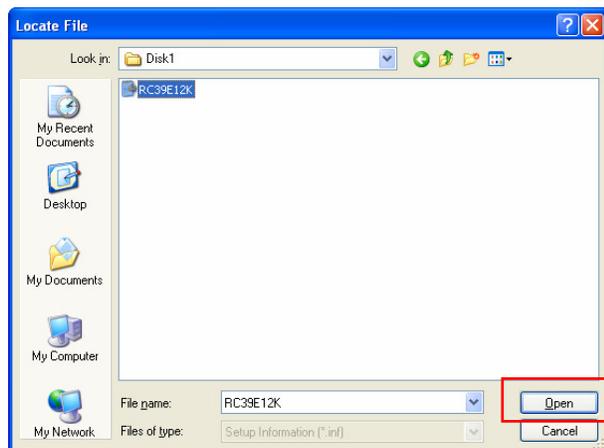
D:\DRIVERS\PCL6\WIN9X\_ME\Language\DISK1

**PostScript 3 printer driver**

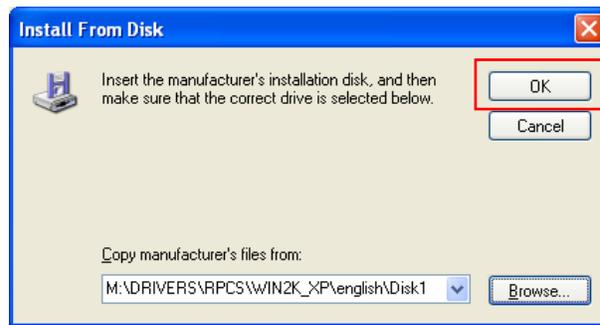
D:\DRIVERS\PS3\WIN2K\_XP\Language\DISK1

D:\DRIVERS\PS3\WIN9X\_ME\Language\DISK1

10. Select the Setup Information file for the printer driver you want to install, and then click **Open**.



11. Click **OK**.



12. Follow the on-screen instructions to complete the driver installation.

**Note:**

When you use the printer under Windows Vista, you have to download the printer driver from the following supplier's web site. Select this printer and the operating system you are using, and then download it.

# 4 Configuring the Machine

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The following settings or destinations must be defined by the system administrator before the product is used to distribute the scanned document on the network.

- Network and E-mail parameters: Defines the parameters for TCP/IP, SMTP, and POP3 protocols to send your scanned document to e-mail addresses.
- Filing Destinations: Defines the protocols and destinations to send your scanned document to FTP servers, web, or any personal computers on the network.

To specify these settings or destinations, the administrator can enter relevant value from the options of **User Tools** on the control panel. In addition to using the control panel, the product allows the administrator to remotely configure the machine by either launching the product's embedded web page (Web Image Monitor) or starting the Network Management Tool provided in the supplied Scanner Driver CD-ROM.

The product's embedded web page (Web Image Monitor) allows the administrator to configure each machine remotely with a web browser while the Network Management Tool allows the administrator to update the product and manage several MFPs on the network. For more information on how to use the product's Network Management Tool, please refer to the online help of the Network Management Tool.

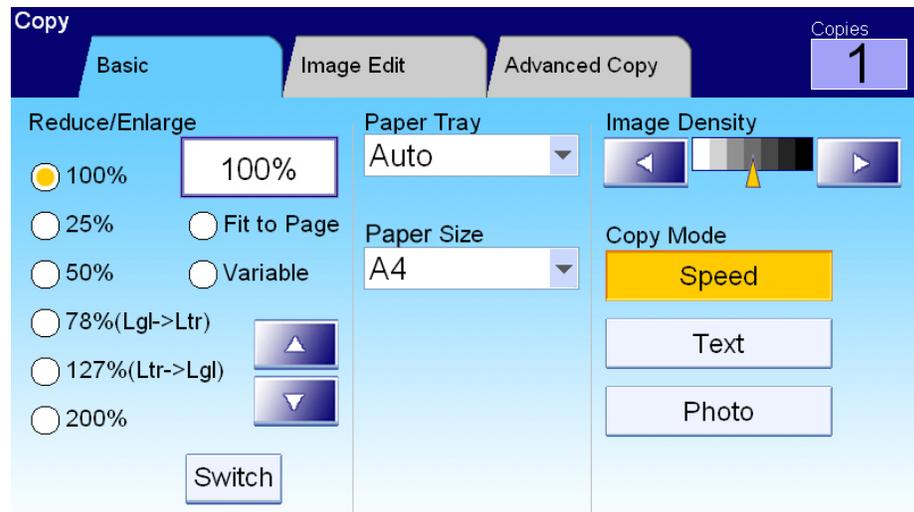
**Note:**

- ✓ If the system administrator has chosen DHCP, then the IP address of TCP/IP, gateway, subnet mask, and DNS server will be automatically given.
- ✓ When installing the product for the first time, it is recommended that the Administrator retain the default system settings. The settings can be customized at a later date once you are familiar with the operation and functionality.

## Specifying the Product's Network Settings

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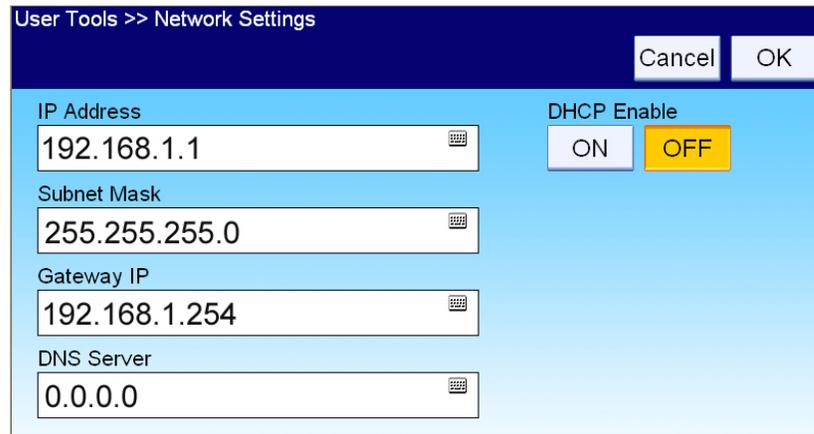
1. Turn on the machine. After warming up for a few seconds, the default working mode is prompted on the touch panel. For example, the following **Copy** mode.



2. Press the **User Tools** button on the control panel. This prompts the following **User Tools** screen.



3. Touch **Network Settings** to prompt the following **Network Settings** screen.



4. Since the default TCP/IP information is incorrect, please enter your own network information via the soft keyboard. Touch anywhere on the **IP Address/Subnet Mask/Gateway IP/DNS Server** field to bring up the soft keyboard and then enter the relevant value. For example,



5. Touch **Return** after completing entering your information to return to the **Network Settings** screen.
6. In the **Network Settings** screen, press **OK** to return to the **User Tools** screen.



## Specifying More Administrator Settings by the Product's Web Page

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1. Specify the network settings on the control panel via the soft keyboard. (Please refer to the preceding section, *Specifying the Product's Network Settings*.)
2. The product is designed with an embedded web page to allow the system administrator to remotely manage the product. Simply type the IP address of the product in the URL field of your browser and then press **Enter**. The product's web page appears.



3. Click each item on the menu to enter relevant value. For details on each setting, please refer to the subsequent section, *Summary of the User Tools*.

**Note:**

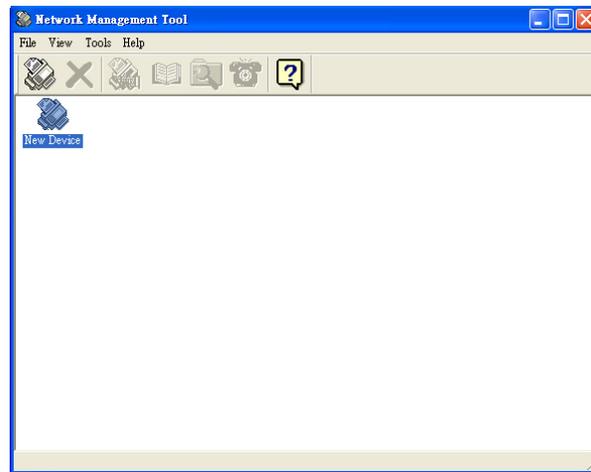


- ✓ The “**Management**” item and the “**Administrative Settings**” menu are blocked by password. Click **Login** to enter the detailed settings since the machine is shipped with no specific password. You can create a password later and write it in your notes in case you may forget it.
- ✓ For effective management, it is recommended to create administrator’s login password later.
- ✓ If you wish to return to factory default settings, simply press the **Clear Modes** button for over 5 seconds. In a second, all the values in the **Management** and **Administrative** Settings will be changed to factory default.
- ✓ Please note that some of the settings in the “User Tools” can also be set by users while they are making copies, sending individual mails, sending individual files to folder, or sending individual files to fax machine when they press the “Copy”, “E-mail”, “Folder”, or “Facsimile” button on the control panel. However, if the users fail to set these settings, then the default settings will be automatically applied to the copier, e-mails, folder, or the fax sent by the users. That is to say, the administrator assigns default settings for common functions. Yet, an individual user also has a chance to set his or her own settings when he or she is performing one of the function modes.
- ✓ Alternatively, you may specify more administrator settings on the control panel via the soft keyboard. Refer to the preceding section, *Specifying the Product’s Network Settings*, to specify the administrator settings via the soft keyboard.

## Specifying More Administrator Settings by the Network Management Tool

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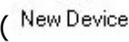
1. Place the Scanner Driver CD-ROM into your CD-ROM drive. In a second, the installation graphic appears.
2. Choose **Network Management Tool** and follow the on-screen instruction to complete the installation.
3. Start **Network Management Tool** by choosing Start>All Programs>Network Management Tool>Network Management Tool.
4. In a second, the **Network Management Tool** main screen appears as follows.



5. Choose **New Device** from the **File** menu to prompt the following New Device dialog box.

Or you may click the new device tool from the toolbar.

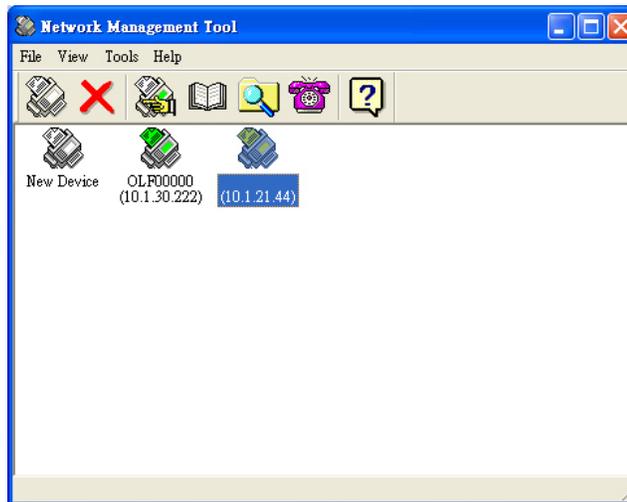


Or double click the large new device icon (  ).

6. Enter the IP address of your device as illustrated.



7. In a second, the MFPs on the network will be displayed in the main screen as follows.



8. Double click the device's icon or you may try either of the following ways to prompt the product's embedded web page to specify your desired settings.
  - Select the device's icon and choose the **Menu Settings** tool in the toolbar.
  - Select the device's icon and click your right mouse button and choose **Menu**.
9. Click each item on the menu to enter relevant value. For details on each setting, please refer to the subsequent section, *Summary of the User Tools*.



**Note:**

For more information on how to use the Network Management Tool, please refer to the online help of the Network Management Tool.

## Summary of the User Tools

**Information:** Used to displays the product's basic information.

Item	Description
<b>Model</b>	Displays the product's model name.
<b>Manufacturer</b>	Displays the manufacturer name.
<b>MAC Address</b>	Displays the scan unit's MAC address.
<b>Serial Number</b>	Displays the product's serial number.
<b>System Firmware Version</b>	Displays the system's firmware version.
<b>Scanner Firmware Version</b>	Displays the scanner's firmware version.
<b>Homepage Version</b>	Displays the homepage's version.
<b>Page Count</b>	Displays the counters for B&W Net Scan+PC Scan, Color Net Scan+PC Scan, B&W copy, Fax Send, Fax Received, ADF, Total. <b>Menu Map:</b> Touch "Print" to print out all the menu items and their values. <b>Usage Report:</b> Touch "Print" to print out the counter information.

**General:** Used to specify the product's general information.

Item	Description
<b>Machine Name</b>	Sets product's machine name. (The name that you wish to show in recipient's e-mail.)
<b>Country Code</b>	Select the country which you are located. This setting is required to perform the facsimile function.
<b>Time Zone</b>	Sets local time zone based on Greenwich Mean Time (GMT). With the time zone setting, your overseas e-mail will display your local time instead of sender's local time.
<b>Date/ Time</b>	Sets the device's clock including date and time.

**Network Setting:** Used to specify the product's network settings.

Item	Description
<b>DHCP Enable</b>	If you have a DHCP server available on your network and the DHCP has been enabled, the above IP, subnet mask, gateway, and DNS server will be automatically given. <b>Choice: ON, * OFF</b>
<b>IP Address</b>	The Internet Protocol (IP) address assigned to your machine by your network administrator.
<b>Subnet Mask</b>	The net mask address assigned by your network administrator.
<b>Gateway IP</b>	The gateway IP address assigned by your network administrator.
<b>DNS Server</b>	The Domain Name Server assigned by your network administrator.
* Factory Default	

**Mail Server:** Used to specify the product's mail server information.

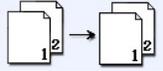
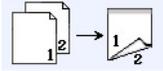
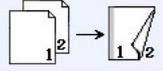
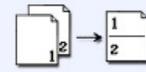
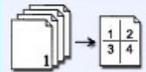
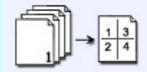
Item	Description
<b>Device E-mail Address Account</b>	
<b>Device E-mail Address</b>	Enter the email address of the device. This is also the default "From" address when you are sending email from the device.
<b>OutBox Server (SMTP) IP or URL</b>	Enter the SMTP IP or SMTP URL address.
<b>Port #</b>	Enter the port number of the SMTP server. * 25
<b>Authentication Method</b>	Enter the email authentication method. <b>Choice: * None, SMTP, POP3</b>
<b>Login Name</b>	Enter the login name for SMTP or POP3 authentication.
<b>Password</b>	Enter the password for SMTP or POP3 authentication.
<b>POP3 Server IP or URL</b>	Enter the POP3 server IP or POP3 URL address.
<b>Port #</b>	Enter the port number of the POP3 server. * 110
<b>External Address Book</b>	
<b>LDAP Server IP or URL</b>	Enter your LDAP server IP or URL address here.
<b>Port #</b>	Enter the port number of the LDAP server. * 389
<b>Login Name</b>	Enter the login name of the LDAP server.
<b>Password</b>	Enter the password of the LDAP server.
* Factory Default	

**Note**

The login name and password are case-sensitive and are up to 28 characters.

**Copier Default:** Used to specify the product’s default copy settings. Note when system auto reset time is over or the device is turned on and off again, the copy settings will be reset to these values.

Item	Description
<b>Basic</b>	
<b>Image Density</b>	Adjust the image density in seven steps using the control panel. And you can specify the default value of image density in the range of 1 to 7 using the product’s Web Page. Increasing the value makes the printouts darker and decreasing the value makes the printouts lighter. <b>Choice: 1, 2, 3, * 4, 5, 6, 7</b>
<b>Copy Mode</b>	Choose the focus of your copy result. For example, if your document contains many pictures, choose Photo. If your document contains text only, choose Text. Speed mode is a standard mode for all documents. <b>Choice: * Speed, Text, Photo.</b>
<b>Image Edit</b>	
<b>Erase Border</b>	Sets the length of border you wish to cut. <b>Choice: * 0/ 0.25/ 0.5/ 0.75/ 1.0 inch or * 0/ 6/ 13/ 19/ 25 mm.</b>
<b>Margin Adjustment</b>	The “Margin Adjustment” option will move the copy image to the right or/and to the bottom; depending on “Right” and “Bottom” parameters. <b>Choice for Right or Bottom: * 0/ 0.25/ 0.5/ 0.75/ 1.0 inch or * 0/ 6/ 13/ 19/ 25 mm.</b>
<b>Unit</b>	Choose the unit you wish to use. <b>Choice: * Inch, mm</b>
* Factory Default	

Advanced Copy	
<b>Collate</b>	Choose your copies to be placed in " <b>* Sort</b> " (e.g. pages 1,2,3/1,2,3/1,2,3) or " <b>Stack</b> " (e.g. pages 1,1,1/2,2,2/3,3,3) orders.
<b>Duplex</b>	<p>Choose one of the three types for your duplex printing.  <b>Choice: * OFF, Short Edge, Long Edge</b> (Check if your printer includes a duplex option.)</p> <p>Short Edge means the short edge of the paper will be printed first.  Long Edge means the long edge of the paper will be printed first.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>OFF</p> </div> <div style="text-align: center;">  <p>Short Edge</p> </div> <div style="text-align: center;">  <p>Long Edge</p> </div> </div>
<b>N-Up (Paper Saving)</b>	<p>Use the setting to print multiple pages of document to a single sheet of paper and set the sequence of the page images on each sheet of paper. . .</p> <p><b>Choice: * 1-in-1, 2-in-1, 4-in-1 (landscape), 4-in-1 (portrait).</b></p> <p>1-in-1 means one page will be printed in a single sheet of paper.</p> <p>2-in-1 means two pages will be printed in a single sheet of paper as illustrated.</p> <p>4-in-1 (landscape) means four pages will be printed in a single sheet of paper in rows from left to right, top to bottom as illustrated.</p> <p>4-in-1 (portrait) means four pages will be printed in a single sheet of paper in column from top to bottom, left to right as illustrated.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>2-in 1</p> </div> <div style="text-align: center;">  <p>4-in 1(landscape)</p> </div> <div style="text-align: center;">  <p>4-in-1(portrait)</p> </div> </div>
<b>Stamp</b>	<p>If you wish to contain specific wordings as your stamp, please enter text in this option for your scanned document.</p> <p>(Note: In the <b>Stamp</b> field, there is a small "Soft Keyboard" icon shown at the upper-right corner. Touch anywhere on the <b>Stamp</b> field to bring up the soft keyboard to enter your stamp characters.)</p>
* Factory Default	

**E-Mail Default:** Used to specify the default settings set by the administrator when sending an e-mail from the product. The default settings mean the e-mail settings will be reset to these values when the system auto reset time is over or when the product turn off and on again.

<b>Default E-mail Options</b>	
<b>Item</b>	<b>Description</b>
<b>Default Subject</b>	Enter text for the default email subject for all outgoing mails sending from the product. Up to 64 characters are allowed. Touch anywhere in "Subject" field to bring up the soft keyboard to enter your subject.
<b>Default File Separation</b>	Choose default maximum image size for attachment sent by the product. The purpose to set file separation is to avoid the file size limitation of SMTP servers. Use the combo box to select from the list. <b>Choice: 1MB/ 3MB/ 5MB/ 10M/ 30MB/ * Unlimited</b>
<b>Default Scan Options</b>	
<b>Item</b>	<b>Description</b>
<b>Original Size</b>	Choose your default document size. <b>Choice: * A4/ Letter/ A5/ B5/ Legal.</b> Note: The Legal option is only for ADF scan.
<b>Resolution</b>	Choose your default resolution for the scanned document. The higher the resolution, the greater details for the scanned image yet it requires more disk space. <b>Choice: 75, 100, 150, * 200, 300, 400, 600 dpi.</b>
<b>Image Density</b>	Adjust the image density in seven steps using the control panel. And you can specify the default value of image density in the range of 1 to 7 using the product's Web Page. Increasing the value makes your scanned image darker and decreasing the value makes your scanned image lighter. Choice: 1, 2, 3, * 4, 5, 6, 7
<b>Color</b>	File format for documents to be sent in colors via E-mail from the product. <b>Choice:</b> <ol style="list-style-type: none"> <li><b>File Format: * PDF, JPEG, TIFF, JPEG_EXIF, MTIF (Multi-page TIFF)</b> Note: Choose MTIFF or PDF when you need to scan multi-page document and convert it to a single image file.</li> <li><b>Compression Level: * Low, Medium, High</b> (If TIF or MTIFF is selected as a file format, the compression Level is defined as Raw only.)</li> </ol>

<b>Black/ White</b>	<p><b>B&amp;W Multi-Level ( Gray) :</b> Choose "ON" if you wish to make gray copies or OFF to make a B&amp;W (single-bit) copies.</p> <p><b>Choice:</b></p> <ol style="list-style-type: none"> <li><b>1. Multi-level B&amp;W/ Gray: ON, * OFF</b></li> <li><b>2. File format: * PDF, MTIFF(Multi-page TIFF), TIFF</b></li> <li><b>3. Compression Level: * Low, Medium, High</b></li> </ol> <p>(If you choose ON from Multi-level B&amp;W/Gray, the file formats include PDF, JPEG, TIF, MTIF, and JPEG_EXIF. If TIF or MTIFF is selected as your file format, the compression Level is limited to Raw only.</p> <p>If you choose OFF from Multi-level B&amp;W/Gray, the file formats include PDF, TIF, and MTIF. The compression Level of MTIF or TIF includes G3, G4, and Raw.)</p>
* Factory Default	

**Explanation of file format:**

<b>PDF</b>	PDF(Portable Document Format) is a very popular file format used by Adobe. You can view PDF files using Adobe Acrobat or Adobe Reader.
<b>TIFF/ MTIFF</b>	TIFF (The Tagged-Image File Format) is a flexible bitmap image format supported by virtually all paint, image-editing, and page-layout applications. Also, virtually all desktop scanners can produce TIFF images.
<b>JPEG</b>	JPEG (Joint Photographic Experts Group) compression provides the best results with continuous-tone color and the smallest file size.
<b>JPEG_EXIF</b>	Exchangeable image file format for digital cameras.

The following table gives you an idea of file size v.s. file format

File Format	TIFF	PDF	JPEG
File Size (A4, Color, @200 dpi)	10M	53KB	212KB

**Folder Template:** Used to specify the parameters for a Folder Template. The Folder Template contains similar information as the new folder screens. The Folder Template will display on the folder screen when users want to add a new folder to save the time to retype these data again.

<b>Server Settings</b>	
<b>Item</b>	<b>Description</b>
<b>Target URL</b>	<p>Please choose the type of protocol of your filing server in the first field. <b>Choice includes * FTP, HTTP, CIFS, HTTPS.</b></p> <p>Please enter the target URL in the second field. You can enter either the domain name or the IP address with the directory path. Note that the directory will be varied due to different protocol. The route starts from the root directory in FTP, HTTP, HTTPS, and CIFS. For example, ftp://, http://, and file:\\, https://.</p> <p><b>Important note:</b> You must use this CIFS filing format, file:\\IP\computer name\folder name, to set CIFS URL.</p>
<b>Port #</b>	<p>Enter the port number for the server which you want to store your scanned document.</p> <p><b>Default value: * ftp:21, http:80, CIFS:139, https:443</b></p> <p>If the default value is different from the real case, input the correct port number in this field. Touch anywhere on the "Port" field to bring up the soft keyboard to enter the text. Default: 21</p>
<b>File Name</b>	<p>The file name for your scanned document without extension. If you have not entered a value in the box, the system will bring you a default file name, image. Using #Y#M#D#h#m#s#n makes file name change as time goes. (Y), M, D, h, m, s, and n represent year, month, date, hour, minute, second and series number respectively.) For example, type file name: test#D#n will bring your filing file name as test0500001</p>
<b>Report to e-mail</b>	<p>Enter an e-mail address if you wish to send the filing report to the e-mail.</p>
<b>Create a Subfolder</b>	<p>Choose <b>ON</b> to enable the server to create a subfolder when sending the scanned image to the destination server. (Check if you are authorized to write under the destination server.)</p> <p><b>Choice: ON, * OFF</b></p>
*Factory Default	

Default Scan Options	
Item	Description
<b>Document Size</b>	Choose your default document size. <b>Choice: * A4/ Letter/ A5/ B5/ Legal.</b>
<b>Resolution</b>	Choose your default resolution for the scanned document. The higher the resolution, the greater details for the scanned image yet it requires more disk space. <b>Choice: 75, 100, 150, * 200, 300, 400, 600 dpi.</b>
<b>Image Density</b>	Adjust the image density in seven steps using the control panel. And you can specify the default value of image density in the range of 1 to 7 using Web Page. Increasing the value makes your scanned image darker and decreasing your scanned image lighter. <b>Choice: 1, 2, 3, * 4, 5, 6, 7</b>
<b>Color</b>	File format for the scanned documents to be sent in colors via filing from the product. <b>Choice:</b> <ol style="list-style-type: none"> <li><b>File Format: * PDF, JPEG, TIFF, JPEG_EXIF, MTIF</b> (Multi-page TIFF) Note: Choose MTIFF or PDF when you need to scan multi-page document and convert it to a single image file.</li> <li><b>Compression Level: * Low, Medium, High</b> (If TIFF or MTIFF is selected as a file format, the compression Level is defined as RAW only.)</li> </ol>
<b>Black/ White</b>	File format for documents to be sent in black and white via filing from the product. <b>Choice:</b> <ol style="list-style-type: none"> <li><b>Multi-level B&amp;W(Gray): ON,* OFF</b></li> <li><b>File format: * PDF, MTIFF(Multi-page TIFF), TIFF</b></li> <li><b>Compression Level: * Low, Medium, High</b> (If you choose ON from Multi-level B&amp;W/Gray, the file formats include PDF, JPEG, TIF, MTIF, and JPEG_EXIF. If TIF or MTIFF is selected as your file format, the compression Level is limited to RAW only. If you choose OFF from Multi-level B&amp;W/Gray, the file formats include PDF, TIF, and MTIF. The compression Level of MTIF or TIF includes G3, G4, and Raw.)</li> </ol>
* Factory Default	

**Explanation of file format:**

<b>PDF</b>	PDF(Portable Document Format) is a very popular file format used by Adobe. You can view PDF files using Adobe Acrobat or Adobe Reader.
<b>TIFF/ MTIFF</b>	TIFF (The Tagged-Image File Format) is a flexible bitmap image format supported by virtually all paint, image-editing, and page-layout applications. Also, virtually all desktop scanners can produce TIFF images.
<b>JPEG</b>	JPEG (Joint Photographic Experts Group) compression provides the best results with continuous-tone color and the smallest file size.
<b>JPEG_EXIF</b>	<u>Exchangeable image file format (Exif)</u> for digital cameras.

The following table gives you an idea of file size v.s. file format

<b>File Format</b>	<b>TIFF</b>	<b>PDF</b>	<b>JPEG</b>
File Size (A4, Color, @200 dpi)	10M	53KB	212KB

**Fax Default:** Used to specify the fax default settings.

Item	Description
<b>Quality</b>	Set default quality type. <b>Choice: Standard, * Fine, Extra Fine, Photo</b> Standard (200 x 100 dpi): Suitable for most typed originals. Fine (200 x 200 dpi): Good for small print. Extra Fine (200 x 400 dpi): Good for small print or artwork and transmits slower than Fine resolution. Photo (200 x 200 dpi): Use when the original has varying shades of gray. Note: Faxes are sent in the specified resolution if that resolution is supported by the receiving fax machine.
<b>Document Size</b>	Set default document size. <b>Choice: * A4, Letter, A5, B5, Legal.</b> Note: The Legal option is only for ADF scan.
<b>Image Density</b>	Adjust the image density in seven steps using the control panel. And you can specify the default value of image density in the range of 1 to 7 using Web Page. Increasing the value makes your scanned image darker and decreasing the value makes your scanned image lighter. Set default image density level. <b>Choice: 1, 2, 3, * 4, 5, 6, 7</b>
<b>Polling Reception</b>	Set default status of polling reception. Choose ON to use the product to poll other machines. Polling is the process of retrieving faxes from another fax machine. <b>Choice: ON, * OFF</b>
<b>Overseas Mode</b>	Set default overseas mode. Choose ON to avoid transmission problems when faxing overseas. <b>Choice: ON, * OFF</b>
*Factory Default	

**Fax Settings:** Used to specify more fax Settings.

<b>Settings</b>	
<b>Item</b>	<b>Description</b>
<b>ID Number</b>	Enter the ID number of the product. Up to 20 characters can be entered. Normally, you can enter your company name or the fax number of your company in this field. Touch anywhere on the "ID number" field to bring up the soft keyboard to type your text. The text in this field as well as the station number (telephone number of the product), the product's clock including date and time, the receiving fax number, and page index will be printed at the top of all outgoing faxes as header information.
<b>Station Number</b>	Enter the telephone number of the product. The Station Number is the phone number of the line connected to the built-in modem and the Station Number should be a value not more than 20 characters. Some characters such as "-", "#", "*", "P" (pause) are supported. The value of the station number will be printed as part of the fax header information of all outgoing faxes. Touch anywhere on the "Station Number" field to bring up the soft keyboard to type your number.
<b>Select Line</b>	Select to use the device's fax telephone line as a direct outside line (PSTN line) or as an extension (PABX line). <b>Choice: * Outside, Extension</b>
<b>PSTN Access No.</b>	Enter the number to access the PSTN (Public Switched Telephone Network) line if your device's fax telephone line is used as an extension. For example, enter 0 or 9 in the field via the soft keyboard.
<b>Redial</b>	Sets the number of redial attempts if the number dialed is busy. <b>Choice: 0, 1, * 2, 3, 4, 5, 6, 7, 8, 9, 10</b> (The Redial value 0 indicates no redial.)
<b>Redial Interval</b>	The redial interval setting selects the number of minutes between each redial if the number dialed is busy. <b>Choice: 1, 2, * 3, 4, 5, 6 minutes.</b>
<b>Ring Response</b>	Lets you set the number of times the phone ring before the fax answer. <b>Choice: * 1 ring, 5, 10, 15, 20 seconds.</b>
<b>Sound Volume</b>	Use the arrow keys to adjust the sound volume during fax communication. <b>Choice: 0, 1, 2, * 3</b>
*Factory Default	

<b>Options</b>	
<b>Item</b>	<b>Description</b>
<b>Add Phone #</b>	Choose ON then the new fax number will be automatically included in the Phone Book after finishing sending the fax. <b>Choice: ON, * OFF</b>
<b>Transmission Report</b>	Choose if you wish to print the fax transmission report. This report lists the time and date of transmission and whether the transmission was successful (OK). If you select Yes, the report will be print after each transmission. If you select Error, the report will only be printed when a fax fails to transmit. <b>Choice: * Yes, No, Error only</b>
<b>Fit to Page</b>	Choose Enable to scale the entire contents of your receiving fax to fit into the paper of the printer. If this setting is disabled, an incoming image larger than the page splits across pages. <b>Choice: * Enable, Disable</b>
<b>Detect Dial Tone</b>	Choose Enable to allow this product to wait for and detect dial tone before proceeding with dialing. If you are using the product on the same line as your phone, turn on the detect dial tone setting. This will prevent the product from sending a fax while someone is on the phone. <b>Choice: Enable, * Disable</b>
<b>Detect Busy Tone</b>	Choose Enable to allow this product to detect busy tone when sending a fax. <b>Choice: * Enable, Disable</b> (The default setting varies based on country code.)
<b>Manual Receive</b>	Choose Enable to perform manual receive fax function or Disable to perform auto receive fax function. Manual receive means when there is a fax being sent to the product, it will ring until you press Start button, and then receive and print the fax automatically. <b>Choice: Enable, * Disable</b>
<b>ECM Mode</b>	Choose Enable to perform the "ECM Mode". The Error Correction Mode function helps this product to improve communication in areas where telephone line conditions are poor. <b>Choice: * Enable, Disable</b>
* Factory Default	

<b>Report Print</b>	<p>Choose to print the following reports.</p> <p><b>Activity Report:</b> Choose to print a report showing the latest record of up to 50 communications between the sending and receiving fax machines. (The default setting is to print a record of every 50 communications between sending and receiving fax machines.) The report may contain the information and result which is useful to troubleshoot a particular problem.</p> <p><b>Broadcast Report:</b> Choose to print the group transmission report.</p> <p><b>Transmission Report:</b> Choose to print the latest transmission report to check if the transmission result is successful disregarding which selection you have chosen in the <b>Transmission Report</b> option.</p>
<b>Cancel Fax Jobs</b>	
<b>Item</b>	<b>Description</b>
<b>Delete</b>	If you wish to cancel pending fax jobs, you can choose the item in the delayed send fax job list and then press the "Delete" button to cancel it.

**Phone Book:** Used to create and edit the fax phone book which includes 200 individual phone numbers and 20 groups.

Single Dial	
Item	Description
<b>Program</b>	Enter a new name and phone number. Up to 200 phone numbers can be entered.
<b>Change</b>	Change a current phone number. Select a phone number you wish to change and then touch the <b>Change</b> button.
<b>Delete</b>	Delete a current phone number. Select a phone number you wish to delete and then touch the <b>Delete</b> button. The selected phone number will be deleted.
Group Dial	
Item	Description
<b>Program</b>	Enter a new group. Up to 20 phone groups can be created.
<b>Change</b>	Change a current phone group. Select a group you wish to change and then touch the <b>Change</b> button.
<b>Delete</b>	Delete a current phone group. Select a group you wish to delete and then touch the <b>Delete</b> button. The selected group will be deleted.

**Management:** Used to specify administration's authentication and other management settings such as energy saver (timer), display language, the default operation mode and so on.

<b>Administrator Profile</b>	
<b>Item</b>	<b>Description</b>
<b>Login Name</b>	Enter the login name to access the User Tools. Up to 32 characters or digits are allowed and is case-sensitive.
<b>Password</b>	Enter the password to access the User Tools. Up to 8 characters or digits are allowed and is case-sensitive.
<b>E-mail Address</b>	Enter the e-mail address of the administrator of the product so that system can send the error or warning message. Up to 64 characters or digits are allowed and is case-sensitive.
<b>Management Settings</b>	
<b>Item</b>	<b>Description</b>
<b>Add "To" Addr. After Sending</b>	Choose Enable to include the "To" address to current address book after finishing sending the e-mail from the product. <b>Choice: * Enable, Disable</b>
<b>Add a New Folder After Sending</b>	Choose Enable to include the new folder to current folder list after finishing sending the scanned document to the new server from the product. <b>Choice: * Enable, Disable</b>
<b>Energy Saver</b>	Set to enable or disable the energy saver. The energy saver lets you reduce power usage while the machine is idle. <b>Choice: * Enable, Disable</b>
<b>Energy Saver (Timer)</b>	If Energy Saver has been enabled, choose how long the machine will be idle before it automatically enter the energy saving mode after the last action. The factory default setting is 15 minutes. <b>Choice: 5, * 15, 30, 60, 240 minutes</b>
<b>System Auto Reset (Timer)</b>	Specify the system's auto reset time. If users have not performed any action during the limited reset time, the LCD display will automatically return to the default operation mode, for example, copy, or e-mail working mode. <b>Choice: 20, 40, * 60, 120, 180 seconds</b>
<b>Language</b>	Choose the language you wish to show in the LCD-display. <b>Choice: * English, German, French, Italian, Spanish, Portuguese, Dutch, Sweden, Norwegian, Finnish, Danish, Hungarian, Czech, Polish, and Russian.</b>
<b>Default Mode</b>	Specify a default operation mode. The default mode will show after system auto reset time is over or when system is turned off and on again. <b>Choice: * Copy, E-Mail, Folder, Facsimile</b>
* Factory Default	

**Account Management:** Used to set user's privileges including using the copy, e-mail, folder, or facsimile function of the product by assigning an account authentication method.

**Important!**

For effective management, the product allows the administrator to specify users' privileges only through the product's embedded web page. Simply type the product's IP address in the URL field of your browser and choose Account Management to set users' privileges in the product's web page. (For more details, please see Appendix.)

<b>Account Management</b>	
<b>Item</b>	<b>Description</b>
<b>Authentication Type</b>	Choose to select the authentication type for account management. <b>Choice:</b> <b>None, Local, HTTP, LDAP, SMTP</b> <b>Note:</b> "None" means no account management will be applied. "Local" means using the product as the authentication type, and the name and password entered in the Account management are saved in the product memory. "HTTP, LDAP, or SMTP" means using a HTTP, LDAP, or SMTP server as the authentication type.
<b>Server Information IP or URL</b>	Assign the server IP or the URL address of the authenticating SMTP, HTTP or LDAP server. Touch anywhere on the URL field to bring up the soft keyboard to enter the text.
<b>Port #</b>	Enter the port number if you choose HTTP, LDAP, or SMTP as your authenticating server.

## Specifying A Folder Template

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Before you begin to send your scanned document to your destination server, there are a few things you need to be aware of. The following will introduce you several server systems used with the product.

### **Settings the Servers to Store Your Image**

#### **FTP**

FTP Stands for "File Transfer Protocol." It is a common method of transferring files via the Internet from one computer to another. FTP use RFC 959[FTP] as their protocol, and the default Port is usually 21. Therefore, please make sure you have legal FTP account with the privilege of writing under the directory to save the files and the password before using FTP to save the files. To add a sub-directory from the product, you need to have the privilege of adding a new directory.

#### **HTTP**

HTTP uses RFC 2616[HTTP 1.1] as the protocol, and the default port is usually 80. If you are not using the HTTP port to save the files, you must change the HTTP Port of the product to the port for the Web Server.

Generally speaking, Web Server, such as IIS or the other HTTP server, will use anonymous account for authentication, so that the user can link directly to the web page without entering the user name and password first. Hence, if the HTTP Server allows anonymous account for authentication when you use the product to keep the files, there is no need for setting any text in the field of Login name and Password of the product.

On the other hand, if IIS or HTTP server does not allow anonymous account for authentication connecting to the web page, the user will be prompted to enter the user name and password first while connecting to the web site. In this mode, the file saving feature is available only when entering the user name and password permitted by the server in the field of Login name and Password for the product respectively.

Therefore, please make sure the mode that your Web Server allows before using HTTP for files saving. If anonymous access mode is not allowed, you must have legal HTTP account and password.

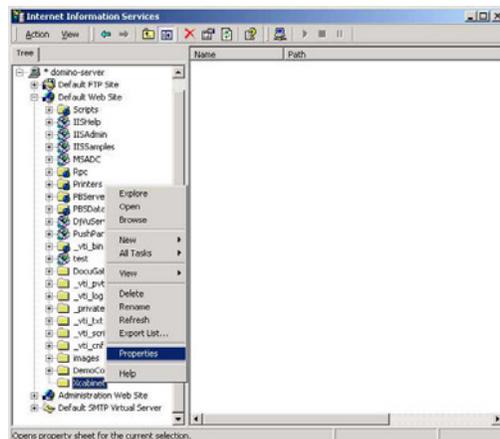
Since the product will check whether the directory for file saving really exists before proceeding file saving and then writing the file after scanning to the specified directory, you have to set the directory for files saving as "browse" and allow for writing in Web Server; otherwise, the product will not be able to write the file into the directory.

If you wish to use the product to save files, in addition to making some settings in Web Server, you will have to confirm the account with the privilege of writing for connecting Web Server; otherwise, the product will not be able to "write" the scanned file in the file system.

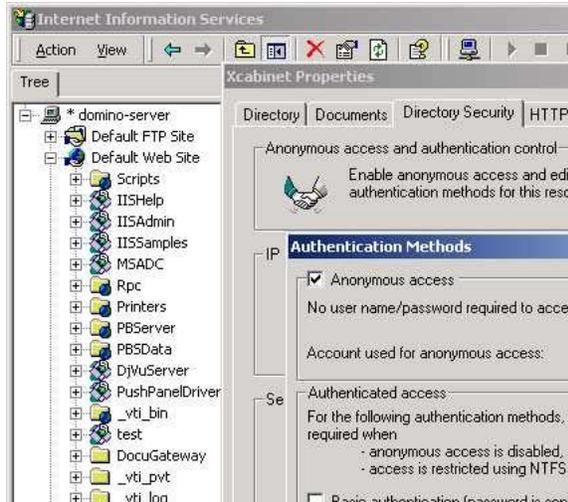
The following uses the IIS setting for anonymous access to Microsoft Windows 2000 as an example, and assumes the HTP application is installed in the root directory of IIS, C:\Inetpub\wwwroot\Xcabinet, and the directory for files saving is in C:\Inetpub\wwwroot\Xcabinet. For non-anonymous access, refer to IIS for more detail information.

The settings for IIS anonymous access is as below:

1. Start "Internet service manager" in "Control Panel", select "Default Web site" and right click C:\Inetpub\wwwroot\Xcabinet, and select "Properties".



- In the Xcabinet dialog box, select "Directory security" tab, and click "Edit" for "Anonymous Access and Authentication Control". Please make sure "Anonymous Access" is selected in "Authentication Methods" dialog box.



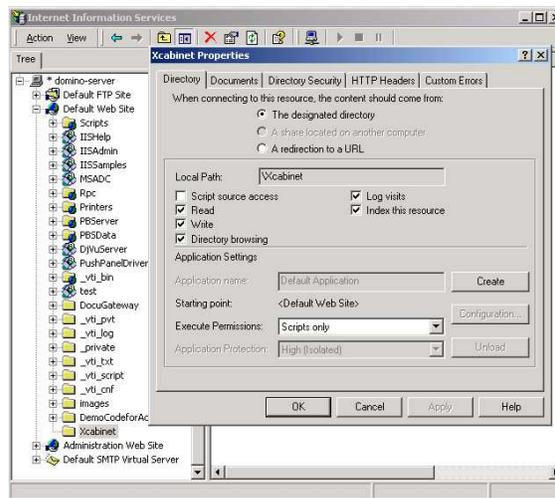
- Click on "Edit" to Open "Account for anonymous access".



Please make sure that the account, stored in your computer system, in the "username" filed is with sufficient privilege to access the file system.

The settings for IIS privilege is as below:

1. Like the setting in anonymous access, start "Internet service manager" and select "Default Web site", and right click C:\Inetpub\wwwroot\Xcabinet, and select "Properties".
2. Select "Directory" tab in the Properties page. Please ensure the privileges for "Read", "Write" and "Directory Browsing" are selected.



The settings for directory is as below:

If the file management system in your server is NTFS, in order to allow IIS to use an anonymous account to access the files in the directory of C:\Inetpub\wwwroot\Xcabinet, you have to make sure the anonymous account is with sufficient privilege. You may make the following settings:

1. Select C:\Inetpub\wwwroot\Xcabinet directory in Windows Explorer, and right click to select "Properties".
2. Select "Security" tab in the File dialog box, and select "Everyone". Select the privileges for "Read and Execute", "Folder Properties List", "Read" and "Write".

After that "every user" has the privilege to manage all files in the directory of files saving.

Note: For the actual security concern of the scanned files, we should not allow the group of "Everyone" to have full privileges of the file directory. Therefore, when setting the access privilege for your file system, it is recommended to set the privilege of the directory for file saving to IIS anonymous account or the other users and groups that can use the directory only.

Note:

1. Please note that HTTP cannot add server sub-directory from the product.
2. When using Apache as HTTP server, you need to have a HTTP/1.1 put add-in module since the product uses chunked Transfer-encoding. In addition, the Apache will have to be set to accept HTTP PUT command in order to accept the product for files saving. For more information, refer to the related document of Apache.
3. For IIS 6.0 on Windows 2003, you need to enable WebDAV in Server Extension folder.

## HTTPS

HTTPS is a secure way of using HTTP. HTTP provides almost no security feature. It contains only basic authentication mechanisms, and supports little privacy. HTTPS solves this problem by adding SSL, a secure transport layer over insecure TCP.

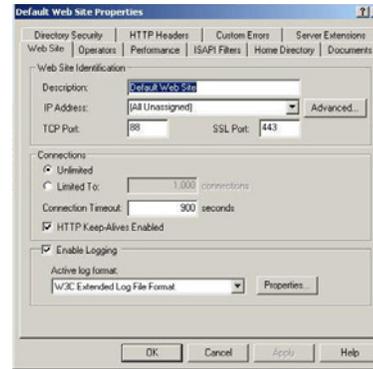
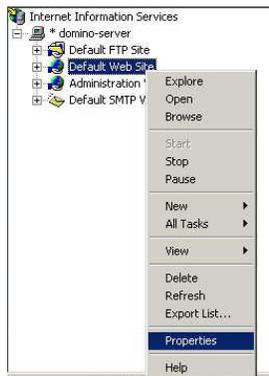
To send scanned document to servers using HTTPS, you must install SSL on the destination servers. How to install SSL properly on the server, please refer to the server's manual. After SSL has been installed well, please check if the SSL port is editable and the directory security has been selected. The following illustrations show how to check the SSL port and directory security in Windows 2000 Server system.

To check if SSL port and directory security have been selected,

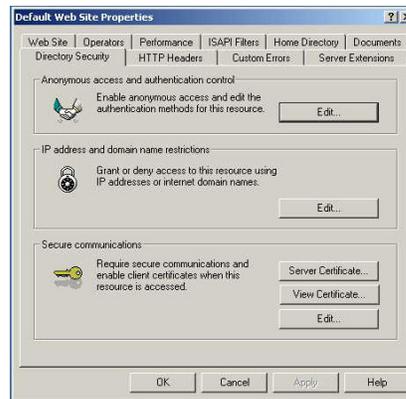
1. Click Start>Program>Administrator Tools>Internet Service Manager in succession.



2. Click **Default Web Site** and click the right mouse button and choose **Properties**. The **Default Web Site Properties** dialog box appears. Click the **Web Site** tab and check if SSL port is editable.



3. In the **Default Web Site Properties** dialog, click the **Directory Security** tab and then click the **Edit** button from the **Secure communication** field. The **Secure Communication** dialog appears.



4. Check if **"Require secure channel (SSL)"** and **"Ignore client certificates"** have been selected.

Or

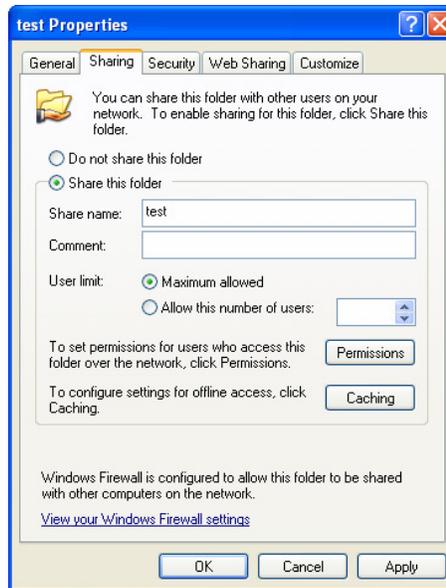
You may simply type "netstat" in a MS-DOS command. If the https has been established as below, then the server is ready to receive scanned document from the product via HTTPS.

```
C:\>netstat
Active Connections

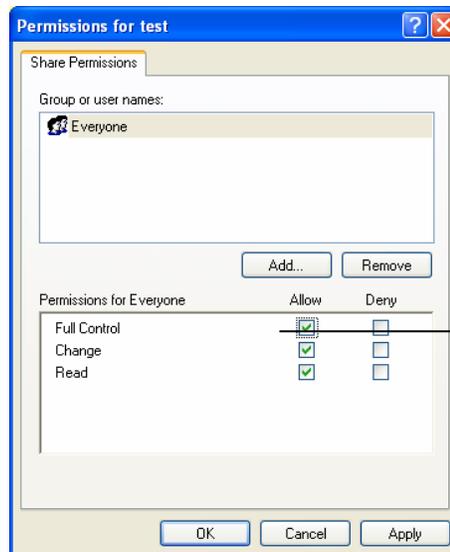
Proto Local Address           Foreign Address         State
TCP   domino-server:kerberos  domino-server:1065    TIME_WAIT
TCP   domino-server:https    domino-server:1066    ESTABLISHED
TCP   domino-server:1066     domino-server:https   ESTABLISHED
C:\>
```

## CIFS

CIFS (Windows Network Share) is a file saving protocol generally used for “recourse sharing” of network in Microsoft Windows systems. Please set up the “shared directory” per the network settings for sharing in MS Windows. Generally, on the shared directory Properties dialog box under the Windows XP, select “Sharing” tab, and select “Share this folder”. Click “Permissions” button to open “Permissions for the shared directory” dialog box.



Check the “Full Control” to have full privileges of the shared directory.



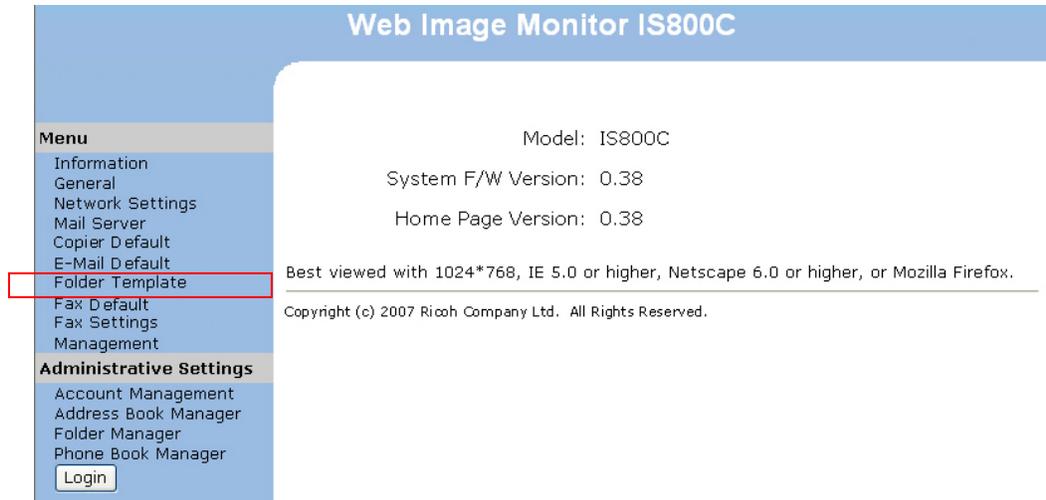
Check “Full Control”

# Specifying a Folder Template by the Product's Embedded Web Page

For management purpose, the product allows the administrator to specify the Folder Template remotely only through the product's embedded web page. Please note it is not available to specify these settings on the Touch panel.

## To specify the Folder Template by the product's web page,

1. Type the IP address of the product in the URL field of your browser and then press **Enter** to launch the product web page.



2. Click **Folder Template** to prompt the following **Folder Template** screen.

Folder Template		Update
	Protocol:	FTP
	Target URL:	ftp://
	Port:	0
	File Name:	
Color File Format	File Format:	TIF
	Compression Level:	RAW
Black/White File Format	Multi-Level B&W-Gray:	ON
	File Format:	TIF
	Compression Level:	RAW
	Resolution:	75 dpi
	Image Density:	4
	Subfolder:	ON
	Report to e-mail:	
	Document Size:	A4

3. Enter or select an input parameter respectively, and then finally click **Update** to save your settings. Refer to the following table for the detail of each setting:

Item	Description
<b>Protocol</b>	Choose the protocol you desire to store your scanned image. <b>Choice: * FTP, HTTP, CIFS, HTTPS</b>
<b>Target URL</b>	Specify the filing server address and path. Note that the directory will be varied due to different protocol. The route starts from the root directory in FTP, HTTP, HTTPS, and CIFS. For example, ftp://, http://, and file:\\, https://. <b>Important note:</b> You must use this CIFS filing format, file:\\IP\computer name\folder name, to set CIFS URL.
<b>Port #</b>	The port number for your filing server. <b>Default value: FTP:21, HTTP:80, CIFS:139, HTTPS:443</b> If the default value is different from the real case, input the correct port number in this field.
<b>File Name</b>	The file name for your scanned document without extension. Using #Y#M#D#h#m#s#n makes file name change as time goes. (Y), M, D, h, m, s, and n represent year, month, date, hour, minute, second and series number respectively.) For example, type file name: test#D#n will bring your filing file name as test0500001
<b>Color File Format</b>	File format for the scanned documents to be sent in colors via filing from the product. <b>Choice:</b> <b>1. File Format: * PDF, JPEG, TIFF, JPEG_EXIF, MTIF(Multi-page TIFF)</b> Note: Choose MTIFF or PDF when you need to scan multi-page document and convert it to a single image file. <b>2. Compression Level: * Low, Medium, High</b> (If TIFF or MTIFF is selected as a file format, the compression Level is defined as Raw only.)

<b>Black/ White File Format</b>	<p>File format for documents to be sent in black and white via filing from the product.</p> <p><b>Choice:</b></p> <ol style="list-style-type: none"> <li>1. <b>Multi-level B&amp;W/ Gray: ON, * OFF</b></li> <li>2. <b>File Format: * PDF, MTIFF(Multi-page TIFF), TIFF</b></li> <li>3. <b>Compression Level: * Low, Medium, High</b>          (If you choose ON from Multi-level B&amp;W/Gray, the file formats include PDF, JPEG, TIF, MTIF, and JPEG_EXIF. If TIF or MTIFF is selected as your file format, the compression Level is limited to RAW only. If you choose OFF from Multi-level B&amp;W/Gray, the file formats include PDF, TIF, and MTIF. The compression Level of MTIF or TIF includes G3, G4, and Raw.)</li> </ol>
<b>Resolution</b>	<p>The scanning resolution for your scanned document. The higher resolution makes a clearer image, but occupies more space.</p> <p><b>Choice: 75, 100, 150, * 200, 300, 400, 600 (dpi)</b></p>
<b>Image Density</b>	<p>Adjust the image density in seven steps using the control panel. Also you can specify the default value of image density in the range of 1 to 7 using Web Page. Increasing the value makes your scanned image darker and decreasing the value makes your scanned image lighter.</p> <p><b>Choice: 1, 2, 3, * 4, 5, 6, 7</b></p>
<b>Subfolder</b>	<p>Input the name of the subfolder. (Make sure you have the privilege to create a subfolder under the server.)</p> <p><b>Choice: * ON, OFF</b></p>
<b>Report to e-mail</b>	<p>Enter an e-mail address if you wish to send the filing report to the e-mail.</p>
<b>Document Size</b>	<p>Choose your document size.</p> <p><b>Choice: * A4, A5, B5, Letter, Legal</b> Note the legal size is available from the ADF only.</p>
* Factory Default	

## Editing a Folder by the Product's Web Page

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You can edit a folder by creating a new folder, modifying a current folder, or deleting a current folder.

### To add a new folder,

1. Type the IP address of the product in the URL field of your browser and then press **Enter** to launch the product web page.
2. Choose **Administrator Settings**. The Login dialog box is prompted. Click **Login** since the machine is shipped with no specific login name and password, and then click **Folder Manager** to prompt the **Folder Manager** screen.



3. Click **New** to prompt the **New Folder** dialog box.

**New Folder** Add Cancel

Folder Name:		<input type="text"/>
Protocol:		FTP
Target URL:		ftp:// <input type="text"/>
Port:		21
User Name:		<input type="text"/>
Password:		<input type="password"/>
File Name:		<input type="text"/>
Color File Format	File Format:	PDF
	Compression Level:	Low
Black/White File Format	Multi-Level B&W-Gray:	OFF
	File Format:	PDF
	Compression Level:	Low
Resolution:		200 dpi
Image Density:		3
Subfolder:		OFF
Report to E-mail:		<input type="text"/>
Document Size:		A4

**Note:**

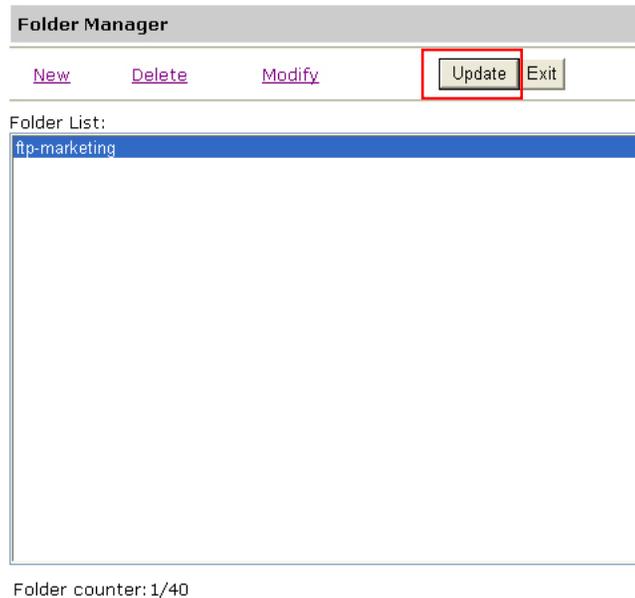
- ✓ If you have already specified the Folder Template, all the settings of the template will be automatically copied to your new folder settings so that you don't need to retype the same settings when adding a new folder.
- ✓ The first five folder names that are often used appear on the Folder main screen. Up to 40 folders can be entered. You can use the Up-Arrow or Down-Arrow key to scroll through all folders in the folder list.

4. Enter your folder information respectively. For simplicity, suppose you want to use the same settings as the Folder Template's.

**New Folder** Add Cancel

Folder Name:		ftp-marketing
Protocol:		FTP
Target URL:		ftp:// ftp.abccompany.com
Port:		21
User Name:		abc
Password:		••••••
File Name:		mydoc#n
Color File Format	File Format:	PDF
	Compression Level:	Low
Black/White File Format	Multi-Level B&W-Gray:	OFF
	File Format:	PDF
	Compression Level:	Low
Resolution:		200 dpi
Image Density:		3
Subfolder:		OFF
Report to E-mail:		<input type="text"/>
Document Size:		A4

5. Click **Add** to temporarily save the latest data and return to the main screen. Your new folder name will be displayed in the main screen. Click **Update** to permanently save all the latest change or **Exit** to leave without saving any change.



**To modify a current folder,**

1. Repeat Step 1 to 2 from the previous section, *Editing a Folder by the Product's Web page*.
2. Choose a folder you wish to edit from the folder list and click **Modify** to prompt the following **Modify Folder** screen. Or you may double click the folder to prompt the **Modify Folder** screen.

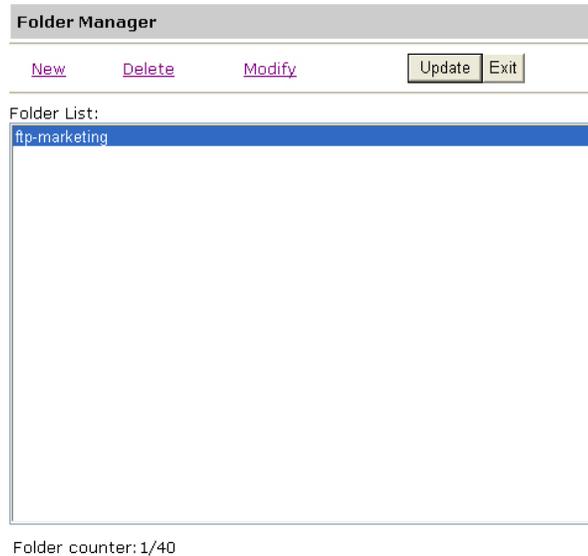
**Modify Folder** Update Cancel

Folder Name:	ftp-marketing	
Protocol:	FTP	
Target URL:	ftp://	ftp.abccompany.com
Port:	21	
User Name:	abc	
Password:	●●●●●●	
File Name:	mydoc#n	
Color File Format	File Format:	PDF
	Compression Level:	Low
Black/White File Format	Multi-Level B&W-Gray:	OFF
	File Format:	PDF
	Compression Level:	Low
Resolution:	200 dpi	
Image Density:	3	
Subfolder:	OFF	
Report to E-mail:		
Document Size:	A4	

3. Modify your folder content and click **Update** to temporarily save the latest data, or **Cancel** to exit and then return to the **Folder Manager** screen.
4. In the **Folder Manager** screen, click **Update** to permanently save all the latest changes on the product, or **Exit** to leave without saving any latest change.

**To delete a folder,**

1. Repeat Step 1 to 2 from the previous section, *Adding a New Folder By the Product's Web Page*.
2. Choose the folder you wish to delete in the **Folder Manager** screen.



3. Click **Delete** to erase the folder. A warning message appears to confirm your deletion. Click **OK** to confirm or **Cancel** to exit.



4. Click **Update** to permanently save all the latest changes on the product, or **Exit** to leave without saving any latest changes.

# Setting Required Fax Settings

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## Setting Your Location

Your location has to be set first to ensure the fax transcending signals are correct.

**To set your location,**

1. Start Your Browser.
2. Type the IP address of your MFP in the URL field. The MFP's web page appears.



3. Click **General** from Menu to prompt the **General** screen.
4. Choose your location from the **Country Code** drop down list box.

5. Click **Update** to save your settings.

**Note:**

Alternatively, you may set your location via the touch panel.

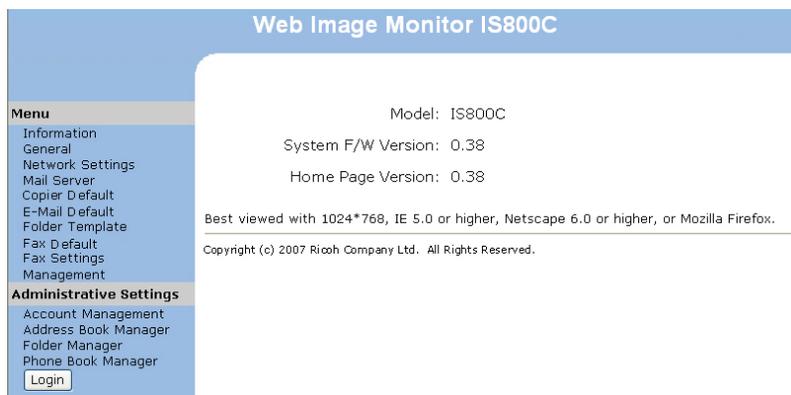
## Setting Your Fax Header

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The fax header consists of date, time, ID number, the receiving fax number and page index which will be shown at the top of all outgoing faxes.

To set the fax header,

1. Start your browser.
2. Type the IP address of your MFP. The MFP's web page appears.



3. Click **General** from **Menu** to prompt the **General** screen.
4. Type current date and time using the format (YYYY/MM/DD) and (hh:mm:ss) and click **Update** to save your settings.

<b>General</b>	<input type="button" value="Update"/>
Machine Name:	<input type="text" value="OLF00000"/>
Date(yyyy/mm/dd):	<input type="text" value="2007/07/24"/>
Time(hr:min:sec):	<input type="text" value="15:01:51"/>
Time Zone:	<input type="text" value="(GMT+08:00)"/>
Country Code:	<input type="text" value="U.S.A"/>

5. Click **Fax Settings** from **Menu** to prompt the **Fax Settings** screen.
6. Enter your text in the **ID #** field. For example, your company name or your fax number. Up to 20 characters or digits can be entered.
7. Enter the product's fax number in the **Station Number** field on the **Fax Settings** screen. Up to 20 digits can be entered and some characters such as "+", "-", " "(space), "#", "\*", "P" (pause) are supported.

The following is an example of the fax header.

ID#: AAA Company Station #: 5231111 To:1234567 2007/07/31 15:31 Page:1

# 5 Operation

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With an intuitive control panel and a large LCD display, the product is designed to be easy-to-use. After the administrator has completed the configuration of the machine, basically, operating the product takes only a few steps as follows.

1. Place your paper either in the ADF or on the glass.

2. Press , , , or  on the control panel.

3. If you are pressing , enter an e-mail address or select one address from the address book. If you are pressing , choose your desired folder to save your image.

If you are pressing , enter a fax number or select one number from the phone book.

4. Press  (“**Black & White**”) or  (“**Color**”) button to start scanning and send the scanned document to your printer, e-mail address, filing server, or a remote fax machine.

The following sections describe the advanced steps on how to make copy of your scanned document, how to fax your scanned document, and how to distribute your document over the internet.

## Loading Paper

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The product can scan and send document(s) either in the ADF (Automatic Document Feeder) or on the glass. If you need to send multiple pages, please load your papers in the ADF. The ADF can hold up to 50 pages at one time. If you need to send pages from books, newspaper clippings, or paper with wrinkles or curls, please place your paper on the glass.

### Notice on Using the ADF

Before using the ADF, please make sure that your paper meets the following specifications:

- Document(s) can range in size from 4.5 by 5.5 inches to 8.5 by 14 inches (Legal).
- Document(s) can range in weight from 16 to 28 lbs (0.002" to 0.006").
- Document(s) should be square or rectangular and in good condition (not fragile or worn).
- Document(s) should be free of curl, wrinkle, tears, wet ink, or punch holes.
- Document(s) should be free of staples, paper clips, paper sticky notes.
- Keep the glass clean without document placed on it.

#### Note:

To transmit irregular types of document(s), place the document(s) on the glass or make a copy first and then transmit the copy instead.

## Placing Document(s) in the ADF

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1. Make sure your document is free of staples, paper clips and is not tore out.
2. If you have multiple pages, fan your document(s) to avoid occasional paper jam. The ADF holds up to 50 pages at one time.



3. Place your document(s) with the text **FACE UP** in the ADF and make sure that the top of each page feeds in first.



4. Adjust the Paper Guides to center the document(s) in the ADF.

## Placing Document(s) on the Glass

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1. Open the document(s) cover to reveal the glass.
2. Place your document with the text **FACE DOWN** on the glass and align the document in the upper-left corner.



3. Close the document cover.

# Making Copies

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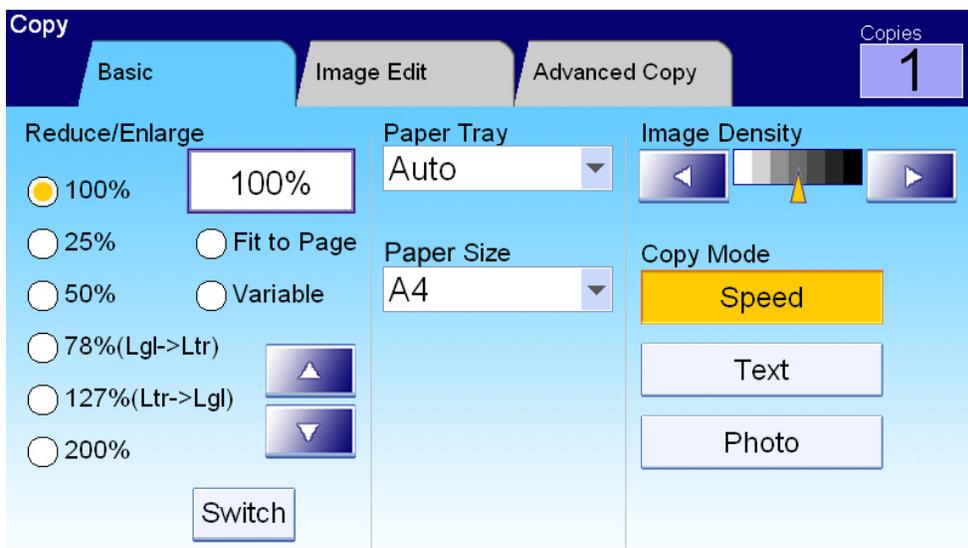
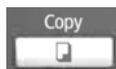
## Basic Operation

### Important!

Before making copies through your printer, please make sure your printer has been properly connected to the product and that the power of the printer has been turned on **FIRST**. Otherwise, the copy function may not work properly.

### Using the Default Settings

1. Place your document(s) with text **FACE UP** in the ADF or **FACE DOWN** on the glass.
2. Press the **Copy** button on the control panel to prompt the **Copy** main screen.



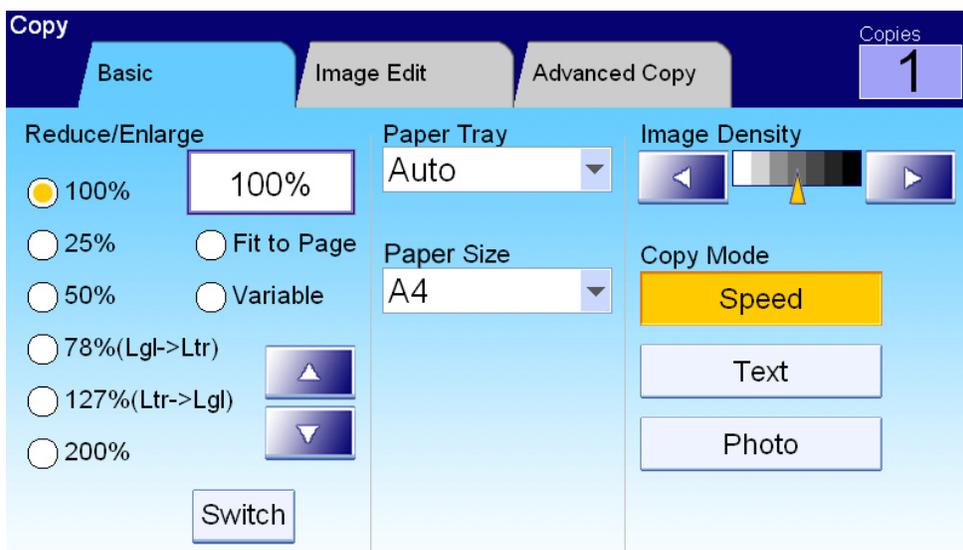
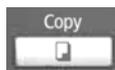
3. Press the **B&W Start** or **Color Start** button on the control panel to copy your document(s) in black and white.

## Advanced Operation

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### Using Special Settings

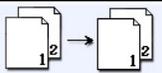
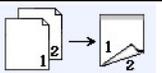
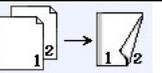
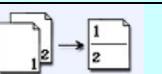
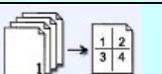
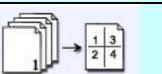
1. Place your document(s) with text **FACE UP** in the ADF or **FACE DOWN** on the glass.
2. Press the **Copy** button on the control panel to prompt the **Copy** main screen.



3. If you need to make more than one copy, enter your desired copy count with the numeric keypad on the control panel. The number of copy will appear on the upper right corner.
4. On the **Basic** screen, check if the original size, the present scaling percentage, the image density or the copy mode meets your requirement. If not, make any change that suits your needs.
5. Choose the **Image Edit** or the **Advanced Copy** tab to prompt more settings. (For more information about the settings, see the settings description below.)
6. Press the **B&W Start** or **Color Start** button on the control panel to copy your document(s) in black and white.

## Settings Description

Basic	
Item	Description
<b>Reduce/ Enlarge:</b>	Select your scaling percentage by touching the <b>Switch</b> button. <b>Choice: * 100% , 25% , 50% , 78% (Legal -&gt; Letter), 93% (Fit to Page), 127% (Letter -&gt; Legal), 200% , Variable</b> Variable means selecting your scaling percentage in one percent increment from 25%~400% by the Up-arrow and Down-arrow key.
<b>Paper Tray:</b>	Sets which paper tray will be used for current Copy job. <b>Choice: * Auto</b> (Select paper tray automatically), <b>Tray 1, Tray 2, MP(Multi-purpose) Tray</b>
<b>Paper Size:</b>	Sets your paper size. <b>Choice: Legal, * A4, Letter, A5, B5.</b> Note Legal size is available on the ADF only.
<b>Image Density</b>	Use "Density" control to adjust image density from level 1 to level 7. <b>Choice: 1, 2, 3, * 4, 5, 6, 7</b>
<b>Copy Mode:</b>	Choose the focus of your copy result. For example, if your document contains many pictures, choose Photo. If your document contains text only, choose Text. Speed mode is a standard mode for all documents. <b>Choice: * Speed, Text, Photo</b>
Image Edit	
<b>Erase Border</b>	Sets the length of border you wish to cut. <b>Options: * 0/ 0.25/ 0.5/ 0.75/ 1.0 inch or * 0/ 6/ 13/ 19/ 25 mm.</b>
<b>Margin Adjustment</b>	The "Margin Adjustment" option will move the copy image to the right or/and to the bottom; depending on "Right" and "Bottom" parameters. <b>Right or Bottom options: * 0/ 0.25/ 0.5/ 0.75/ 1.0 inch or * 0/ 6/ 13/ 19/ 25 mm.</b>
<b>Unit</b>	Choose the unit you wish to use. <b>Choice: * Inch, mm</b>
* Factory Default	

Advanced Copy	
<b>Collate</b>	Choose your copies to be placed in "Sort" (e.g. pages 1,2,3/1,2,3/1,2,3) or "* Stack" (e.g. pages 1,1,1/2,2,2/3,3,3) orders.
<b>Duplex</b>	<p>Choose one of the three types for your duplex printing.  <b>Choice: * OFF, Short Edge, Long Edge</b> (Check if your printer includes a duplex option.)</p> <p>Short Edge means the short edge of the paper will be printed first.  Long Edge means the long edge of the paper will be printed first.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>OFF</p> </div> <div style="text-align: center;">  <p>Short Edge</p> </div> <div style="text-align: center;">  <p>Long Edge</p> </div> </div>
<b>N-Up (Paper Saving)</b>	<p>Use the setting to print multiple pages of document to a single sheet of paper and set the sequence of the page images on each sheet of paper. . .</p> <p><b>Choice: * 1-in-1, 2-in-1, 4-in-1 (landscape), 4-in-1 (portrait).</b></p> <p>1-in-1 means one page will be printed in a single sheet of paper.</p> <p>2-in-1 means two pages will be printed in a single sheet of paper as illustrated.</p> <p>4-in-1 (landscape) means four pages will be printed in a single sheet of paper in rows from left to right, top to bottom as illustrated.</p> <p>4-in-1 (portrait) means four pages will be printed in a single sheet of paper in column from top to bottom, left to right as illustrated.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>2-in 1</p> </div> <div style="text-align: center;">  <p>4-in 1(landscape)</p> </div> <div style="text-align: center;">  <p>4-in-1(portrait)</p> </div> </div>
<b>Stamp</b>	<p>If you wish to contain specific wordings as your stamp, please enter text in this option for your scanned document.</p> <p>(Note: In the <b>Stamp</b> field, there is a small "Soft Keyboard" icon shown at the upper-right corner. Touch anywhere on the <b>Stamp</b> field to bring up the soft keyboard to enter your stamp characters.)</p>
* Factory Default	

# Sending Your Document to E-mails

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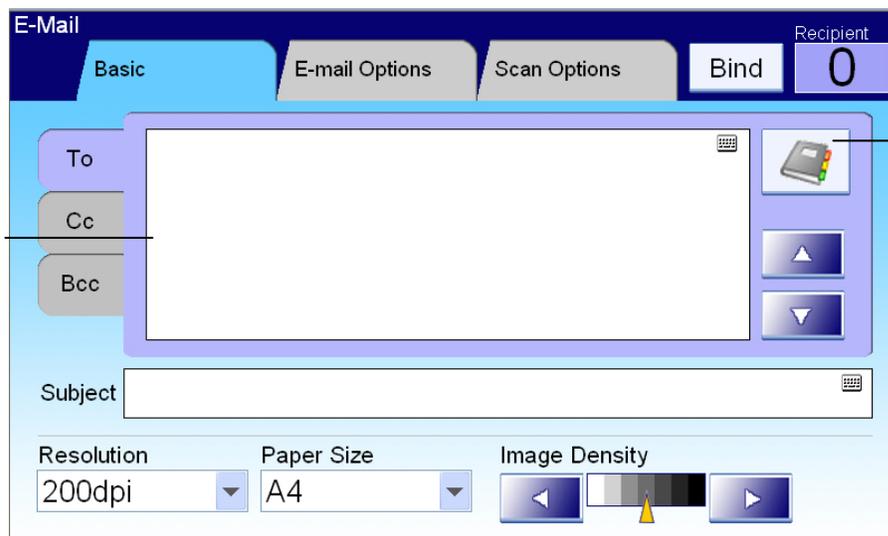
## Basic Operation

### Using the Default Setting

1. Place your document(s) with text **FACE UP** in the ADF or **FACE DOWN** on the glass.
2. Press the **E-mail** button on the control panel. The following **E-mail** main screen appears.



The "To"/"CC"/  
"BCC" Field



The Address  
Book button

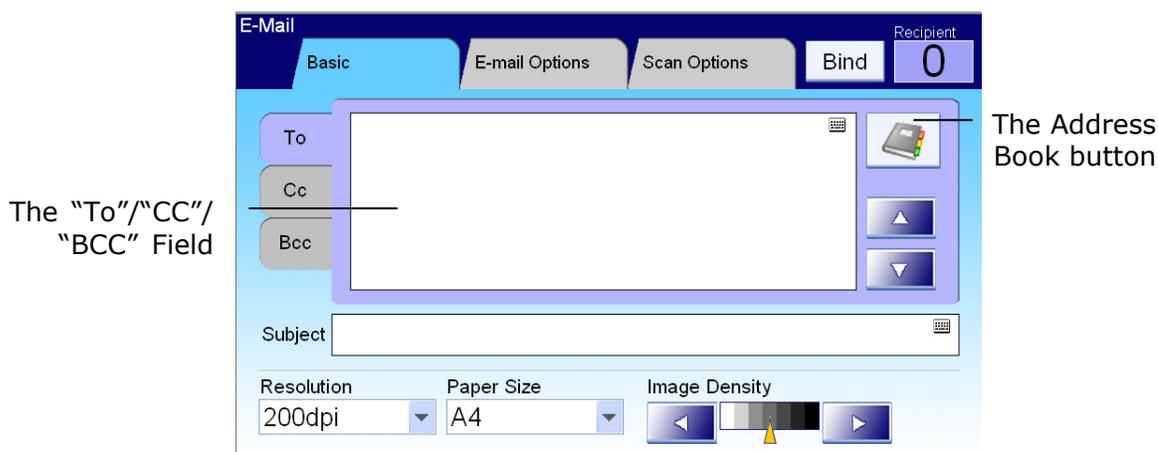
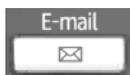
3. Enter the e-mail address.
  - Touch any place on the "To" field (the empty box in the center) to bring up the "soft keyboard" to type your email address. Press **Enter** to type the 2<sup>nd</sup> e-mail address and then click **Return** to return to the **E-mail** main screen.
  - You may also touch the **Address Book** button to bring up the address book and then select from the list. You can also select multiple addresses at one time.
4. Press the **B&W Start** button to send your document(s) in black and white, or the **Color Start** button to send your document(s) in color.

## Advanced Operation

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### Using Special Settings

1. Place your document(s) with text **FACE UP** in the ADF or **FACE DOWN** on the glass.
2. Press the **E-mail** button on the control panel. The following **E-mail** main screen appears.



3. Enter the e-mail address.
  - Touch any place on the "To" field (the empty box in the center) to bring up the "Soft Keyboard" to type your email address. Press **Enter** to type the 2<sup>nd</sup> e-mail address and then click **Return** to return to the **E-mail** main screen.
  - You may also touch the **Address Book** button to bring up the address book and then select from the list. You can also select multiple addresses at one time.
4. Enter or select CC and BCC address as well, if necessary. Enter the subject of your e-mail via the soft keyboard. If not, the "Default Subject" will be displayed in recipients' e-mail message.
5. On the **Basic** screen, check if the paper size, scanning resolution, or image density meets your requirement. If not, change the settings to suit your needs.
6. Press the **E-mail Options** tab to prompt the **E-mail Options** screen. Enter the file name of the scanned document, the "**From**" address, and type your e-mail message if necessary in the **Text** field via the soft keyboard. (For more information about the settings, see the settings description below.)

7. Press the **Scan Options** tab to prompt the **Scan Options** screen. Change the file format and compression level of the scanned image if the default settings are not satisfactory.
8. Press the **B&W Start** button to send your document(s) in black and white, or the **Color Start** button to send your document(s) in color.

## Settings Descriptions

Basic	
Item	Description
<b>Resolution:</b>	Choose scanning resolution for your scanned document. The higher the resolution, the greater details for the scanned image yet it requires more disk space. <b>Choice: 75, 100, 150, * 200, 300, 400, 600 dpi.</b>
<b>Paper Size:</b>	Choose your original paper size. <b>Choice: * A4, Letter, A5, B5, Legal.</b> Note: The Legal option is only for ADF scan.
<b>Image Density</b>	Adjust the image density in seven steps using the control panel. And you can specify the default value of image density in the range of 1 to 7 using Web Page. Increasing the value makes the printouts darker and decreasing the value makes the printouts lighter. <b>Choice: 1, 2, 3, * 4, 5, 6, 7</b>
<b>Bind</b>	Multi-batch document scanning from the ADF or Multi-page scanning from the flatbed can be enabled. Press the <b>Bind</b> button when loading more than 50 pages on the ADF or more than one page on the flatbed. After scanning the 1 <sup>st</sup> batch or 1 <sup>st</sup> page, a dialog box will pop up enquiring if you wish to <b>Bind</b> or <b>End</b> . Choose <b>Bind</b> to scan next batch or page of document or <b>End</b> to stop scanning.
E-Mail Options	
Item	Description
<b>File Name of Attachment</b>	Enter the file name for your scanned document without extension. If you have not entered a value in the box, the system will bring you a default file name, image. Using #Y#M#D#h#m#s#n makes file name change as time goes. (Y, M, D, h, m, s, and n represent year, month, date, hour, minute, second and series number respectively.) For example, type file name: test#D#n will bring your filing file name as test0500001

<b>From</b>	Enter the "From" address of your outgoing mails from the product. If an e-mail can not be sent, notification is returned to this address. If the administrator has not set the device's email account in the Mail Server settings, you can enter the email address here. This is the "From" address in your e-mail when you receive an email from the product.
<b>Reply To</b>	Enter a "Reply to" address if you wish to specify a reply address which is different from the "From" address. Up to 60 characters can be entered in the field. To enter the address, you may press anywhere on the "Reply To" field to bring up the soft keyboard to type the address.
<b>Text</b>	Type your email message here. To enter the text, you may press anywhere on the "Text" field to bring up the soft keyboard to type the text.
<b>File Separation</b>	Limit the file size of the attachment of each outgoing email to avoid the size limitation from SMTP servers. Use the combo box to select from the list. <b>Choice: 1MB/ 3MB/ 5MB/ 10M/ 30MB/ * Unlimited</b>
<b>Scan Options</b>	
<b>Color</b>	<b>File Format:</b> Choose the file format for your scanned image. <b>Choice includes * PDF, TIF, JPEG, MTIF, JPEG_EXIF</b> Note: Choose MTIFF or PDF when you need to scan multi-page document and convert it to a single image file. <b>Compression Level:</b> Choose the compression level for your scanned image. <b>Choice: * Low, Medium, High</b> If TIFF or MTIFF is selected as a file format, the compression Level is defined as Raw only.
<b>Black/ White</b>	<b>B&amp;W Multi-Level (Gray):</b> Choose "ON" if you wish to make gray copies or * OFF to make a B&W (single-bit) copies. <b>File Format:</b> Choose the file format for your scanned image. Choice includes * PDF, TIF, JPEG, MTIF, JPEG_EXIF for Gray image or * PDF, TIFF, MTIF for B&W image. <b>Compression Level: * Low, Medium, High</b> (If you choose ON from Multi-level B&W/Gray, the file formats include PDF, JPEG, TIF, MTIF, and JPEG_EXIF. If TIF or MTIFF is selected as your file format, the compression Level is limited to Raw only. If you choose OFF from Multi-level B&W/Gray, the file formats include PDF, PCX, TIF, and MTIF. The compression Level of MTIF or TIF includes G3, G4, and Raw.)
<b>* Factory Default</b>	

**Note:**

- ✓ If you make a mistake during the process, press the **Stop** button on the control panel to cancel the operation.
- ✓ The machine allows you to send the scanned document(s) to multiple e-mail addresses. After finishing entering your first e-mail address, simply press **Enter** to type your next address in the next line.
- ✓ Up to 64 characters can be entered in the File Name of Attachment, "To", "From", "Reply to", "Subject", and the "Text" fields.
- ✓ If you wish to scan a multi-page document and convert it to a single image file, choose your output file format to be MTIFF or PDF.
- ✓ If you wish to send multiple pages from the flatbed or more than one load (50 pages) from the ADF, press the Bind button first. The button will be highlighted and after finishing scanning your first page or first load, you will be prompted to enquire if you wish to bind next page or next load. Place your next page on the flatbed or next load on the ADF and choose **Bind** to continue. After finishing scanning all your pages, choose **End** to close the dialog box.

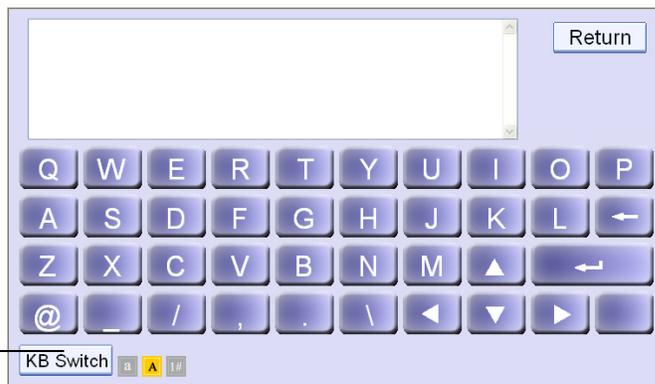
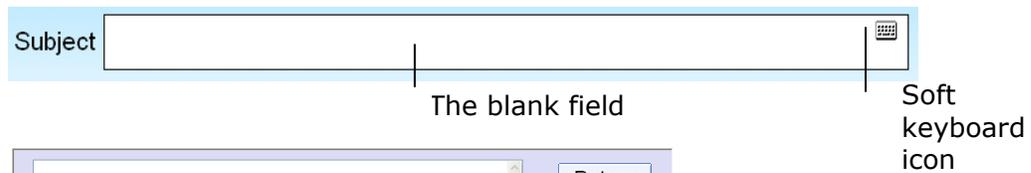
## Using the Soft Keyboard

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In the **E-mail** main screen, the soft keyboard is used to enter your e-mail address, or message in the text field.

**To use the soft keyboard,**

1. Whenever there is a soft keyboard icon shown in the blank field, for example, the following **Subject** field on the **E-mail** screen, touch anywhere on the blank field to bring up the soft keyboard.



Keyboard Switch button

2. To enter small letters or other characters, press the **KB Switch** button to bring up the small-letter keyboard as shown below.



3. To return to the **E-mail** main screen, press the **Return** button.

## Using the Address Book

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To select e-mail addresses,



1. Touch the **Address Book** icon on the **E-mail** main screen. The following **Address Book** screen appears.
2. Touch an e-mail address to select it. The selected one will be highlighted. (You may touch another address for multiple selections.)
3. Touch **OK** to return to the **E-mail** main screen.



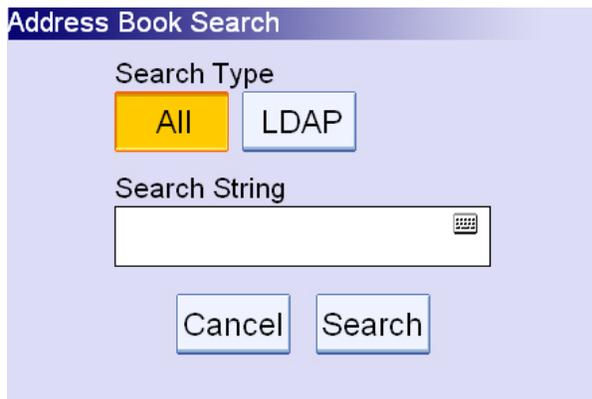
To select a group address,

1. On the **Address Book** screen, touch the **Group** tab to prompt the following **Group** screen.
2. Touch a group to select it and touch **OK** to return to the **E-mail** main screen. (You may touch another group to select multiple groups)



To search an e-mail address or a group,

1. On the **Address Book** main screen, touch **Search** to prompt the following **E-mail Search** screen.
2. Choose your search type. (**All** means to search the addresses from current Address Book of the product. **LDAP** means to search the addresses from an external address book on a LDAP server.)
3. Enter your search string via the soft keyboard.
4. Touch the **Search** button to start searching.



## Sending Your Document to Filing Servers

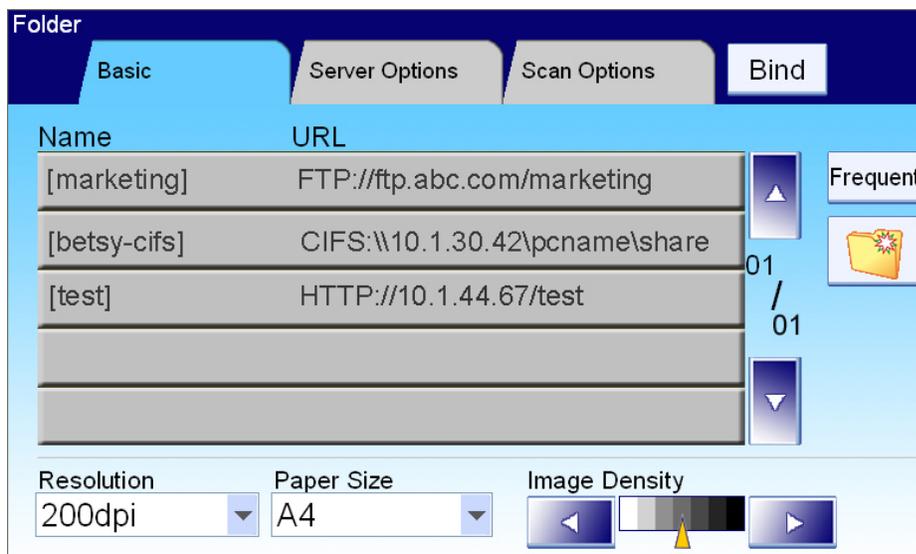
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Before sending your document to destination servers, you should set up a few folders first to speed up the process. A folder contains a list of parameters such as your filing protocol, directory, file name and other scanning parameters. On how to set up a new folder, please refer to the preceding section, “**Adding a New Folder By the Product’s Web page**” in the previous chapter.

### Basic Operation

#### Using the Default Settings

1. Place your document(s) with text **FACE UP** in the ADF or **FACE DOWN** on the glass.
2. Press the **Folder** button on the control panel. The LCD-display prompts the following **Folder** main screen.



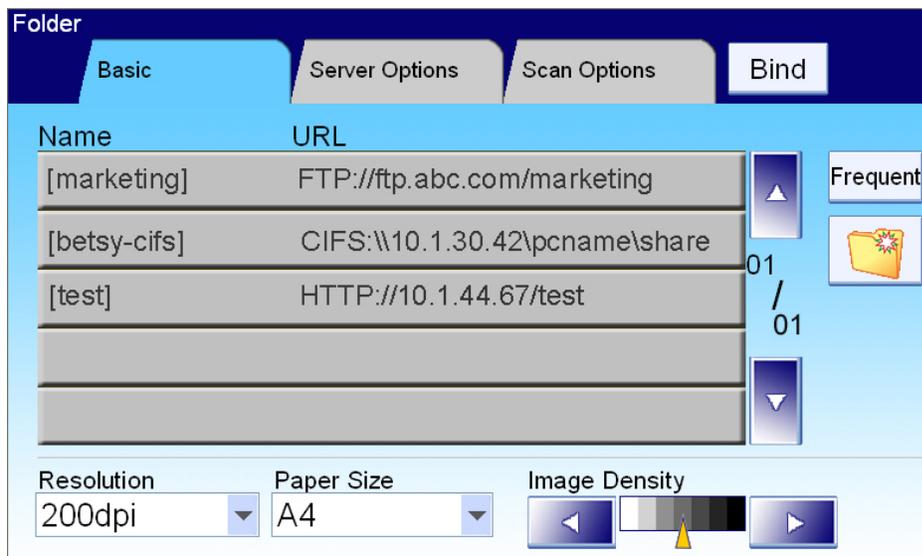
3. Choose a folder to place your scanned image.
  - Or you may use the **Up-arrow** or **Down-arrow** button to scroll from the list.
  - Or you may switch to most frequently used folder list by touching the **Show All** button.
4. Press the **B&W Start** button to send your document(s) in black and white, or the **Color Start** button to send your document(s) in color.

## Advanced Operation

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### Using Special Settings

1. Place your document(s) with text **FACE UP** in the ADF or **FACE DOWN** on the glass.
2. Press the **Folder** button on the control panel. The LCD-display prompts the following **Folder** main screen.



3. Choose a folder to place your scanned image.
  - Or you may use the **Up-arrow** or **Down-arrow** button to scroll from the list.
  - Or you may switch to most frequently used folder list by touching the **Show All** button.
4. On the **Basic** screen, check if the paper size, scanning resolution, or image density meets your requirement. If not, change the settings to suit your needs.
5. Touch the **Server Options** tab to prompt the **Server Options** screen. If you are a registered user with a different login name displayed on the **Server Options** screen, please enter your own login name and password, your desired file name for the scanned image, the e-mail address to send the filing report, and check if you wish to create a subfolder on the screen.
6. Touch the **Scan** tab to prompt the **Scan Settings** screen. Change the file format and the compression if they are not your ideal choice. (For information about the setting, please see the setting descriptions below.)
7. Press the **B&W Start** button to send your document(s) in black and white, or the **Color Start** button to send your document(s) in color.

## Setting Descriptions

Basic	
Item	Description
<b>Resolution</b>	Choose scanning resolution for your scanned document. The higher the resolution, the greater details for the scanned image yet it requires more disk space. <b>Choice: 75, 100, 150, * 200, 300, 400, 600 dpi.</b>
<b>Original Size</b>	Choose your original paper size. <b>Choice: * A4, Letter, A5, B5, Legal.</b> Note: The Legal option is only for ADF scan.
<b>Image Density</b>	If your original document is too light or too dark, you can use this option to adjust the density level. <b>Choice: 1, 2, 3, * 4, 5, 6, 7</b>
<b>Bind</b>	Multi-batch document scanning from the ADF or Multi-page scanning from the flatbed can be enabled. Press the <b>Bind</b> button when loading more than 50 pages on the ADF or more than one page on the flatbed. After scanning the 1 <sup>st</sup> batch or 1 <sup>st</sup> page, a dialog box will pop up enquiring if you wish to perform continue scan. Choose <b>Bind</b> to scan next batch or page of document or <b>End</b> to stop scanning.
Server Options	
<b>Login Name</b>	If you are a registered user with a different login name displayed on the <b>Server Options</b> screen, please enter your own login name here.
<b>Password</b>	Enter your own password of the destination server if you are a registered user yet with a different login name displayed on the screen.
<b>File Name</b>	Enter your desired file name if you wish to create a different file name that is previous set in the folder. Using #Y#M#D#h#m#s#n makes file name change as time goes. (Y), M, D, h, m, s, and n represent year, month, date, hour, minute, second and series number respectively.) For example, type file name: test#D#n will bring your filing file name as test0500001

<b>Report to E-mail</b>	Enter an e-mail address if you wish to send the filing report to the e-mail.
<b>Create a Subfolder</b>	Choose <b>ON</b> to enable the server to create a subfolder when sending the scanned image to the destination server. (Check if you are authorized to write under the destination server.) <b>Choice: ON, * OFF</b>
* Factory Default	

Scan Options	
Item	Description
<b>Color</b>	<p>File format for documents to be sent in colors via filing from the product.</p> <p>Choice:</p> <ol style="list-style-type: none"> <li><b>File Format: * PDF, JPEG, TIFF, JPEG_EXIF, MTIF(Multi-page TIFF)</b> Note: Choose MTIFF or PDF when you need to scan multi-page document and convert it to a single image file.</li> <li><b>Compression Level: * Low, Medium, High</b> (If TIF or MTIFF is selected as a file format, the compression Level is defined as Raw only.)</li> </ol>
<b>Black/ White</b>	<p>File format for documents to be sent in black and white via filing from the product.</p> <p>Choice:</p> <ol style="list-style-type: none"> <li><b>Multi-level B&amp;W/ Gray: ON, * OFF</b></li> <li><b>File Format: * PDF, PCX, MTIFF(Multi-page TIFF), TIFF</b></li> <li><b>Compression Level: * Low, Medium, High</b> (If you choose ON from Multi-level B&amp;W/Gray, the file formats include PDF, JPEG, TIF, MTIF, and JPEG_EXIF. If TIF or MTIFF is selected as your file format, the compression Level is limited to Raw only. If you choose OFF from Multi-level B&amp;W/Gray, the file formats include PDF, PCX, TIF, and MTIF. The compression Level of MTIF or TIF includes G3, G4, and Raw.)</li> </ol>
* Factory Default	

## Adding A New Folder

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If your location to save current scanned document is not in current Folder list, add a new one by touching the **Add New Folder** button. This prompts the following **New Folder** screen. The **New Folder** screen contains server and scanning parameters that are almost the same with the parameters of Folder Template except the Folder Name. Refer to the following table to enter the relevant value and then finally touch the **B&W Start** or **Color Start** button to start sending your document.

### Note:

After sending the scanned document to your target server, the new folder will be automatically added to the folder list in the **Folder** main screen.

Server Information	
Item	Description
<b>Folder Name</b>	Enter name of your folder.
<b>Target URL</b>	<p>Please choose the type of protocol of your filing server in the first field. <b>Choice includes * FTP, HTTP, CIFS, HTTPS.</b></p> <p>Please enter the target URL in the second field. You can enter either the domain name or the IP address with the directory path. Note that the directory will be varied due to different protocol. The route starts from the root directory in FTP, HTTP, HTTPS, and CIFS. For example, ftp://, http://, and file:\\, https://.</p> <p><b>Important note:</b> You must use this CIFS filing format, file:\\IP\computer name\folder name, to set CIFS URL.</p>

<b>Port #</b>	<p>Enter the port number for the server which you want to store your scanned document.</p> <p><b>Default value: FTP:21, HTTP:80, CIFS:139, HTTPS:443</b></p> <p>If the default value is different from the real case, input the correct port number in this field. Touch anywhere on the "Port" field to bring up the soft keyboard to enter the text.</p>
<b>Server Options</b>	
<b>Login Name</b>	Enter the login name of the destination server.
<b>Password</b>	Enter the password of the destination server.
<b>File Name</b>	<p>Enter the file name for your scanned document without extension. Using #Y#M#D#h#m#s#n makes file name change as time goes. (Y), M, D, h, m, s, and n represent year, month, date, hour, minute, second and series number respectively.) For example, type file name: test#D#n will bring your filing file name as test0500001</p>
<b>Report to E-mail</b>	Enter an e-mail address if you wish to send the filing report to the e-mail.
<b>Create a Subfolder</b>	<p>Choose <b>ON</b> to enable the server to create a subfolder when sending the scanned image to the destination server. (Check if you are authorized to write under the destination server.)</p> <p><b>Choice: ON, * OFF</b></p>
<b>Scan Options</b>	
<b>Item</b>	<b>Description</b>
<b>Paper Size</b>	<p>Choose your document size.</p> <p><b>Choice: * A4, A5, B5, Letter, Legal</b> Note the legal size is available from the ADF only.</p>
<b>Resolution</b>	<p>The scanning resolution for your scanned document. The higher resolution makes a clearer image, but occupies more space.</p> <p><b>Choice: 75, 100, 150, * 200, 300, 400, 600 (dpi)</b></p>
<b>Image Density</b>	<p>Choose the density level.</p> <p><b>Choice: 1, 2, 3,* 4, 5, 6, 7.</b> (1 means the weakest density while 7 means the strongest density.)</p>

<b>Color File Format</b>	<p>File format for the scanned documents to be sent in colors via filing from the product.</p> <p><b>Choice:</b></p> <ol style="list-style-type: none"> <li><b>File Format: * PDF, JPEG, TIFF, JPEG_EXIF, MTIF(Multi-page TIFF)</b>  <b>Note: Choose MTIFF or PDF when you need to scan multi-page document and convert it to a single image file.</b></li> <li><b>Compression Level: * Low, Medium, High</b>          (If TIFF or MTIFF is selected as a file format, the compression Level is defined as Raw only.)</li> </ol>
<b>B&amp;W File Format</b>	<p>File format for documents to be sent in black and white via filing from the product.</p> <p><b>Choice:</b></p> <ol style="list-style-type: none"> <li><b>Multi-level B&amp;W/ Gray: ON,* OFF</b></li> <li><b>File Format: * PDF, MTIFF(Multi-page TIFF), TIFF</b></li> <li><b>Compression Level: * Low, Medium, High</b>          (If you choose ON from Multi-level B&amp;W/Gray, the file formats include PDF, JPEG, TIF, MTIF, and JPEG_EXIF. If TIF or MTIFF is selected as your file format, the compression Level is limited to Raw only.          If you choose OFF from Multi-level B&amp;W/Gray, the file formats include PDF, TIF, and MTIF. The compression Level of MTIF or TIF includes G3, G4, and Raw.)</li> </ol>
* Factory Default	

# Faxing Your Scanned Document

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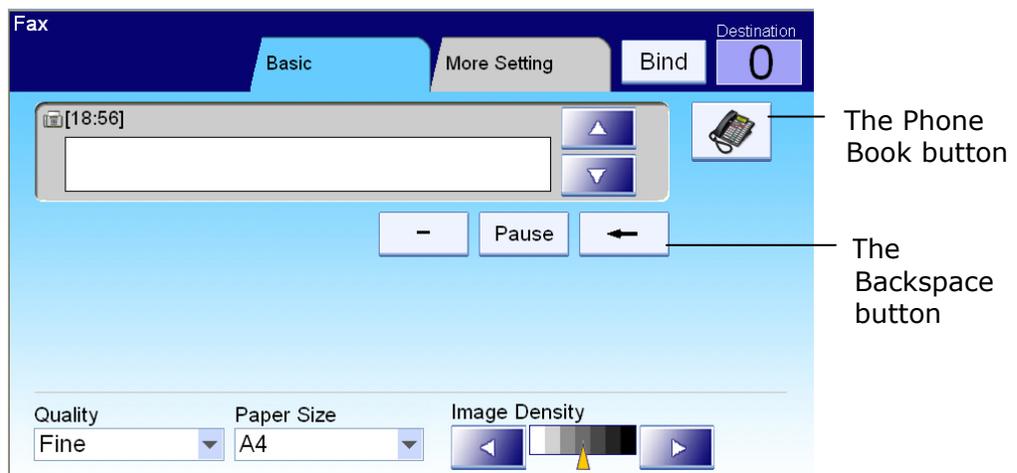
## Important!

Before faxing your document through the MFP, make sure that you have installed a telephone line on the MFP. Refer to Chapter 2 on how to connect a telephone line.

## Basic Operation

### Using the default settings

1. Place your document(s) with text **FACE UP** in the ADF or **FACE DOWN** on the glass.
2. Press the **Facsimile** button on the control panel to prompt the **Fax** main screen.



3. Enter the fax number with the numeric keypad on the control panel.
  - Or you may touch the **Phone Book** button to bring up the telephone book and then select the number from the list.
  - You can also select multiple fax numbers at one time. To enter next fax number, press the **Down-arrow** key at the right of the **Phone Number** field after finishing entering the first fax number.
4. Press the **B&W Start** button to send your document(s) in black and white.



**Note:**

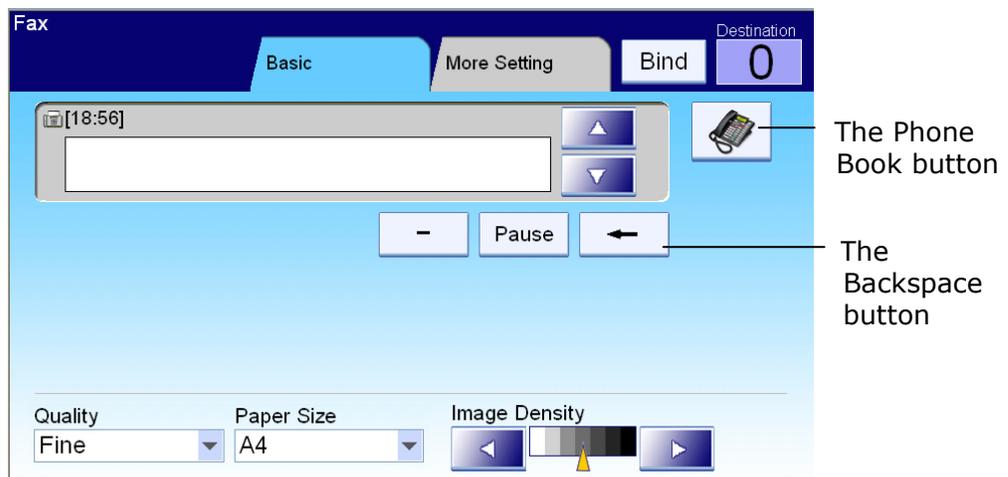
- ✓ If you make a mistake during the process, press the **Stop** button on the control panel to cancel the operation.
- ✓ Up to 20 characters can be entered in the **Fax Number** field and some characters such as "-", "#", "\*", "P" (a 2-second pause) are supported.
- ✓ **When entering a phone number from the numeric keypad, include any PSTN access number (number to access the public telephone line, usually a 9 or 0), area codes, and the telephone number.**
- ✓ The machine allows broadcast faxing. This means it allows you to send the scanned document(s) to multiple fax numbers. After finishing entering your first fax number, press the **Down Arrow** button on the LCD-display to enter your next fax number in the next line. Up to 200 fax numbers can be entered and broadcasted at one time.
- ✓ If you wish to send multiple pages from the flatbed or more than one load (50 pages) from the ADF, press the Bind button first. The button will be highlighted and after finishing scanning your first page or first load, you will be prompted to enquire if you wish to bind next page or next load. Place your next page on the flatbed or next load on the ADF and choose **Bind** to continue. After finishing scanning all your pages, choose **End** to close the dialog box.

## Advanced Operation

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### Using Special Settings

1. Place your document(s) with text **FACE UP** in the ADF or **FACE DOWN** on the glass.
2. Press the **Facsimile** button on the control panel to prompt the **Fax** main screen.



3. Enter the fax number with the numeric keypad on the control panel.



- Or you may touch the **Phone Book** button to bring up the preset telephone book and then select it from the list.
- You can also select multiple fax numbers at one time. To enter next fax number, press the **Down-arrow** key at the right of the **Phone Number** field after finishing entering the first fax number.

Note the **Destination** button on the upper right corner will display the number of recipients you have chosen.

4. Check if the quality, paper size, or image density meets your requirement. If not, change the setting to suit your needs. (For more information about the settings, refer to the setting descriptions below.)

5. Click the **More Setting** tab to prompt the **More Setting** screen. Check if you wish to use Delay Send, Polling Reception or the Overseas Mode. (For more information about the settings, please see the setting descriptions below.)
  
6. Press the **B&W Start** or the **Color Start** button to send your document(s) in black and white.

## Setting Descriptions

Basic	
Item	Description
<b>Quality:</b>	Choose your favorable quality type. <b>Choice: Standard, * Fine, Extra Fine, Photo</b> <b>Standard (200 x 100 dpi):</b> Suitable for most typed originals. <b>Fine (200 x 200 dpi):</b> Good for small print. <b>Extra Fine (200 x 400 dpi):</b> Good for small print or artwork and transmits slower than Fine resolution. <b>Photo (200 x 200 dpi):</b> Use when the original has varying shades of gray.
<b>Paper Size:</b>	Choose your original paper size. <b>Choice: * A4, Letter, A5, B5, Legal.</b> Note: The Legal option is only for ADF scan.
<b>Image Density:</b>	If your original document is too light or too dark, you can use this option to adjust the density level. <b>Choice: 1, 2, 3, * 4, 5, 6, 7</b>
More Settings	
Item	Description
<b>Send Later (Date/ Time)</b>	Enter specific date and time you wish to send the fax via the soft keyboard. This frees you from the need to manually start the transmission.
<b>Polling Reception</b>	Choose ON to use the product to poll other machines. Polling is the process of retrieving faxes from another fax machine. <b>Choice: ON, * OFF</b>
<b>Overseas Mode</b>	Choose ON to avoid transmission problems when faxing overseas. <b>Choice: ON, * OFF</b>
* Factory Default	

## Canceling a Fax Job

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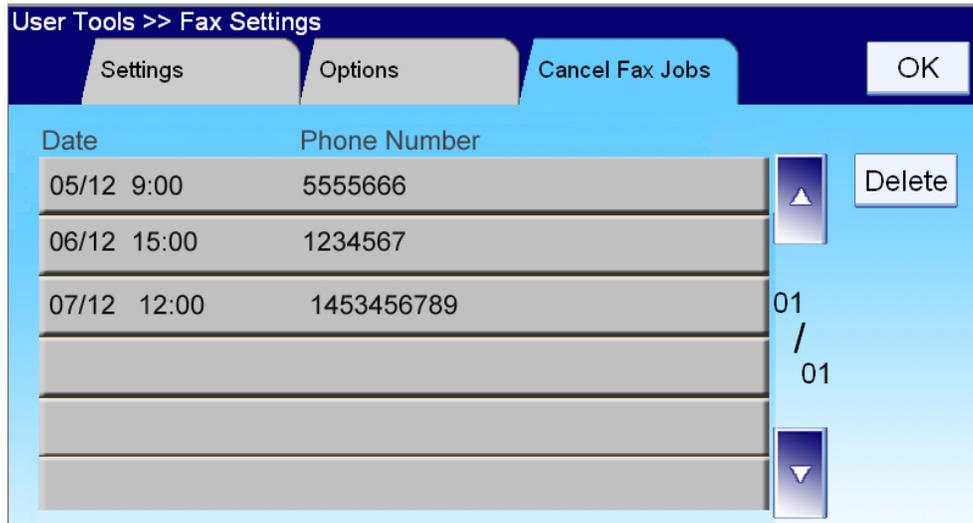
### To cancel a fax during scanning,



When the original documents are still scanning, press the **Stop** button to cancel sending the fax.

### To cancel a fax during waiting,

If you wish to cancel a previous set delayed sent fax, touch the **Cancel Fax Job** tab to prompt the following **Cancel Fax Job** screen. Touch the fax job you wish to cancel and then the **Delete** button to cancel the fax job.



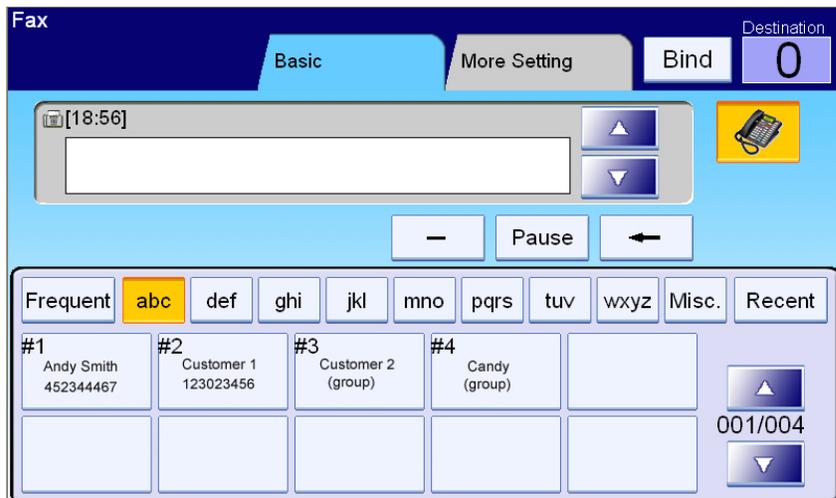
## Using the Phone Book

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To select a fax phone number or a fax group,



1. In the **Fax** main screen, press the **Phone Book** icon to prompt the **Phone Book** screen.



2. To choose a phone number or a group, you may use
  - Touch the name of an individual phone number or a group shown in the screen that you wish to fax your scanned document. Touch another phone number or group for multiple selections.
  - If your receiving name of the phone number of group does not appear in the screen, you may find the name by touching the **Characters** button for a quick search.
  - Or you may touch the **Frequent** or the **Recent** button to show the 10 frequently used or 10 recently used names of phone numbers or groups.

# Scanning Your Documents

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## System Requirements

- IBM compatible PC (Pentium or later);
- Microsoft Windows 2000, Windows XP, Windows Vista
- A USB (universal serial bus) port
- At least 100M bytes of free hard disk space
- At least 128M bytes of system memory
- A VGA monitor
- A CD-ROM drive

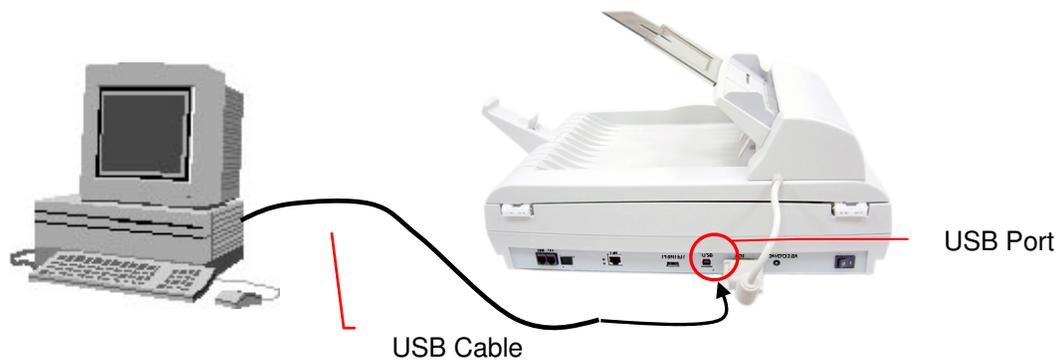
## Installation procedure

### Important:

To ensure the scan function work properly, please install the scanner driver **FIRST** before connecting the USB cable to the computer.

Installation procedures are as follows:

1. Connect the power cable and turn on your product.
2. Start Microsoft Windows.
3. Insert the supplied CD-ROM into your CD ROM drive.
4. The CD-ROM will auto launch on most systems. However, if your system does not support auto launching CD-ROMs, press the **Start** button, choose **RUN**, type d:\driver\setup.exe (d: the CD-ROM drive in use), and then click **OK**.
5. Follow the on-screen instructions to complete the driver installation.
6. Connect the **square end** of the USB cable to the USB port of your product. Connect the **rectangle end** to the USB port of your computer as illustrated below.



7. The computer should detect a new USB device and prompt a “**New Hardware Found**” message.
8. In Windows 98SE or Windows ME, confirm that the “**Search for a better driver.**” is selected and click the “**Next**” button.  
In Windows XP, click the **Next** button to continue. When the XP certification screen appears, click **Continue Anyway** to complete the installation.
9. Follow the on-screen instruction to complete the installation.

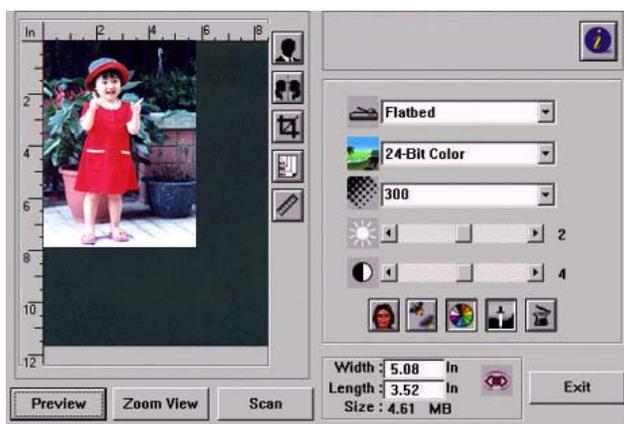
**Note:**

To uninstall the scanner driver in Windows 2000/XP, be sure to keep your scanner connecting to your computer.

## Scanner Operation

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1. Start your scanning application.
2. Pull down the **File** menu and choose **Select Source**.  
If the **Select Source** command is not available on the **File** menu, see your application's user's guide to determine how the TWAIN link is used. A dialog box with a list of scanning sources appears.
3. Select the model name of your product.  
You need to select the source only once, unless you want to choose another scanner.
3. Place the document **FACE DOWN** on the document glass or **FACE UP** in the ADF.
4. Pull down the **File** menu and choose **Acquire**.  
A dialog box containing scanning features appears.



5. Select the scanning method you want to use on the **Scan Method** drop-down menu.



6. Select the mode you want to use for your scans on the **Image Type** drop-down menu.

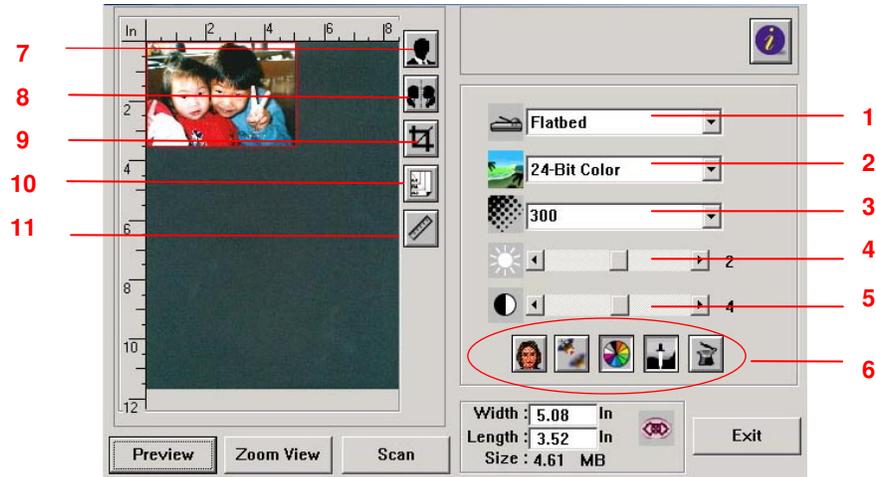


7. Select a scanning resolution on the **Resolution** drop-down menu.

8. Select the setting for the scanning features (e.g. Sharpen, Descreen, etc.) that you want to use.

9. Click on the **Preview** or **Scan** button to preview or scan your documents.

## A Glance of the User Interface



<b>1. Scan Method</b>	<b>Choice:</b> ADF/Multipage, Flatbed.
<b>2. Image Type</b>	<b>Choice:</b> Black & White, Halftone1-4, Diffusion, 8-Bit Gray, 24-Bit Color, 48-Bit Color.
<b>3. Resolution</b>	<b>Choice:</b> 50, 72, 100, 144, 150, 200, 300, 600, 1200 (dpi).
<b>4. Brightness:</b>	Adjust the brightness level from -100 to +100.
<b>5. Contrast</b>	Adjust the contrast level from -100 to +100.
<b>6. Further Tools</b>	Descreen, Sharpen, Color Adjustment, Auto Level, Advanced Settings (From left to right).
<b>7. Invert</b>	Reverse the color of your scanned image.
<b>8. Mirror Function</b>	Flap your image.
<b>9. Preview Auto Area</b>	Resize your scanned area.
<b>10. Paper Size</b>	Select your paper size from Card 4"x2.5", Photo 5"x3.5", Photo 3.5"x5", Photo 4"x6", Photo 6"x4", A5, B5, A4, Letter, Legal, scanner maximum.
<b>11. Measuring Unit</b>	<b>Choice:</b> cm, inch, and pixel.

## Using the Basic Features

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### Choosing Your Scan Method

#### Choice:

**Flatbed:** Used to scan a single page on the flatbed, for example, pages from newspaper clipping, paper with wrinkles or curls.

**ADF/ Multipage:** Select this setting if you need to scan multi-page document from the automatic document feeder (ADF).

### Selecting a Proper Image Type

**Black & White** Choose B&W if your original contains only B&W text, pencil or ink sketch.

**Halftone** Halftones are reproduction of image that gives the illusion gray. An example of halftone imaged would be the pictures you see in newspapers.

**8-bit Gray** 8-bit Gray images contain actual shades of gray.

**8-bit Color** 8-bit Color image provides 256 levels of color hues.

**24-bit Color** Choose 24-bit Color if you wish to scan a color image.



**Black & White**



**Halftone**



**Gray**



**8-bit Color**



**24-bit Color**

## **Determining a Proper Resolution**

A proper resolution reproduces a clear image with good details. The resolution is measured by dots per inch (dpi).

## **Adjusting the Brightness and Contrast**

### **1. Brightness**

Adjusts the lightness or darkness of an image. The higher the value, the brighter the image.

### **2. Contrast**

Adjusts the range between the darkest and the lightest shades in the image. The higher the contrast, the bigger the different grayscale.

## **Enlarging Previewed Image**

Enlarge your previewed image to the max. of the preview window.

***Note this function only enlarging your preview image. This does not enlarge your real image.***

## **Inverting and Selecting Your Image**

The invert command reverses the brightness and the color in the image. For color images, each pixel will be changed into its complementary color at the command of Invert.

## **Mirror Function**

Reverse the right and left side of your image.

## **Auto Select Image**

Automatically set the whole image as your scan area. (Or you may resize the area by "drag and drop" diagonally.)

## Enhancing Your Image

### 1. Descreen

Eliminates the *moire patterns*\* commonly found in printed matter.

### 2. Sharpen

Sharpen the scanned image.



Before Descreen



After Descreen



Before Sharpen



After Sharpen

\* *Moire pattern*: An undesirable pattern in a color printing resulting from incorrect screen angle of overprinting halftone.

## Color Adjustment

Adjusts the color quality of the image so that it comes close to the original. This function uses default parameters to adjust the image.



Normal



After Color Matching

## Auto Level

Automatically adjusts the highlight and shadow areas of the scanned image to optimize your image.



Normal



After Auto Level

## Using the Advanced Features

### The Switch button

1. Click the button to pop up the advanced settings bar at the right side. The advanced settings include Highlight/Shadow, Hue/Saturation/Lightness, Curve, Color Balance, Color Drop-out.
2. The Advanced Settings bar

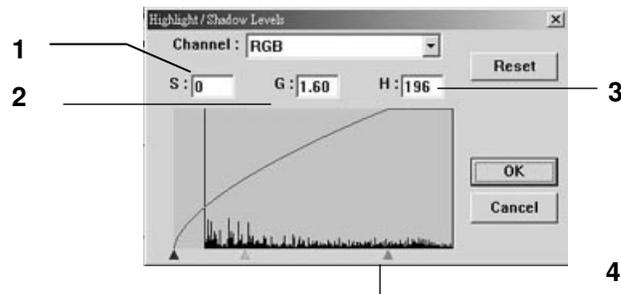


1 2

## Adjusting Highlight/ Shadow Levels



Highlight refers the lightest point in a scanned image while shadow refers the darkest point. Using Highlight and Shadow tool together allows you to extend the range of color and reveal more details in a gray or color image.



1. **Shadow**: The darkest point of an image.
2. **Gamma**: The midtones of the image.
3. **Highlight**: The lightest point of an image.
4. **Pointer**: Move the pointer to change the value.

**When the value of gamma changes, the image changes accordingly.**

Gamma Value: 1.0



Gamma Value: 1.4



Gamma Value: 2.0



When the value of highlight and shadow change, the image changes accordingly.

Highlight: 255/Shadow: 0(Normal)



Highlight: 210/Shadow: 10



Highlight: 200/Shadow: 0



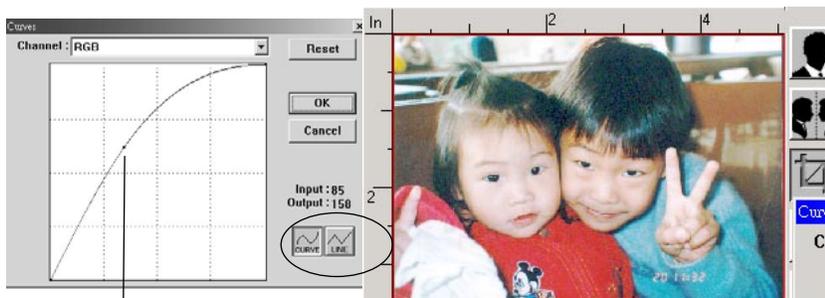
Highlight: 255/Shadow: 50



### Adjusting the Brightness Curve



Adjusts the midtones of the image without dramatically altering the lightest and the darkest areas.

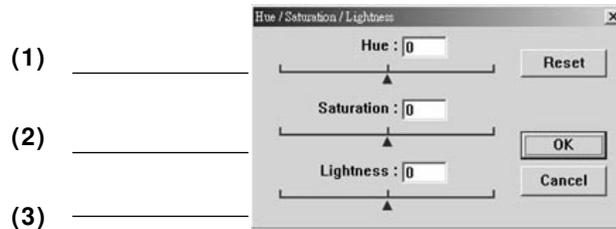


When the curve is moved up or down, the image turns brighter or darker.

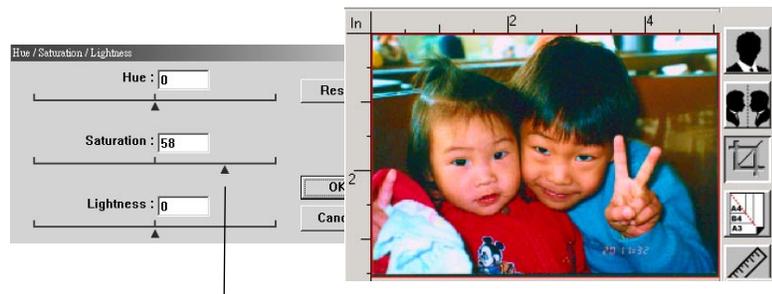
## Changing Color Hue/ Saturation/ Lightness



Improve your image by changing the level of hue/saturation/lightness.



(1). <b>Hue</b>	Adjust the hue by moving the triangle to the right or left. (Note the level of intensity for the color will be changed simultaneously when the hue adjustment is made).
(2). <b>Saturation</b>	Move the triangle to the right to increase the saturation level or to the left to decrease the level. The level of saturation decides if the color is pale or rich.
(3). <b>Lightness</b>	Increase the lightness by moving the triangle to the right or to the left to decrease the lightness.

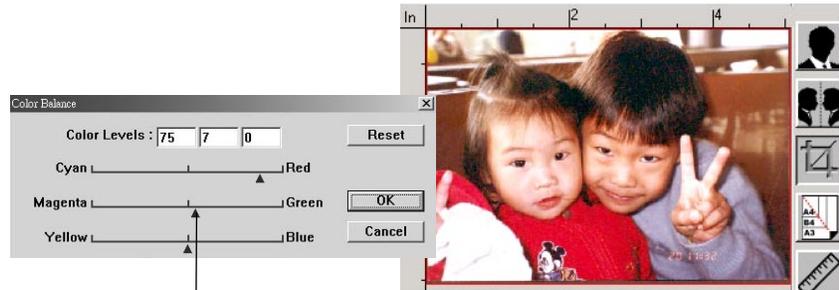


Move the Saturation pointer to the right, the color turns rich.

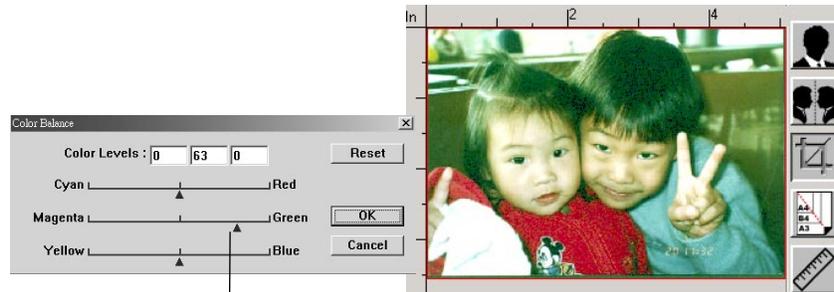
## Using Color Balance



The Color Balance allows you to obtain an optimal image quality.



Move the pointer toward Red, the image turns into a reddish hue.



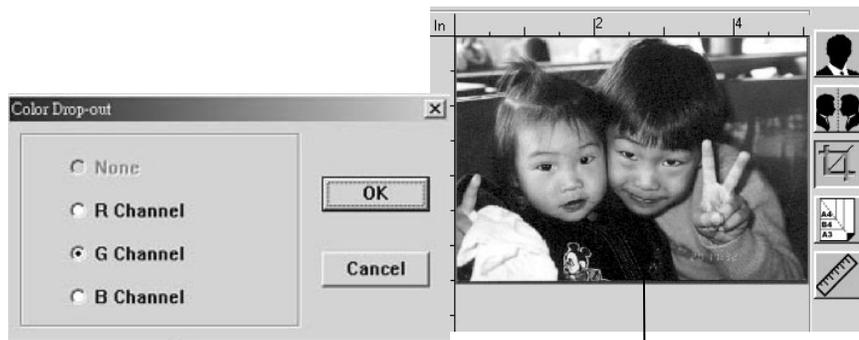
Move the pointer toward Green, the image turns into a greenish hue.

## Color Drop-out

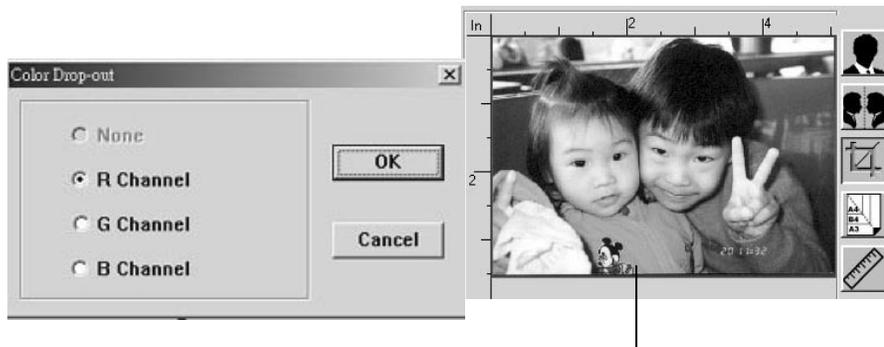


Click the button and a dialog box in below will be displayed. This dialog allows you to remove one of the R (Red), G (Green), or B (Blue) color channel. This function is particularly useful when you need to convert text using OCR software.

Note that this function supports only black & white and gray image. Therefore, be sure to choose any black & white or gray image type while applying this function.



The effect on image after removing the G channel



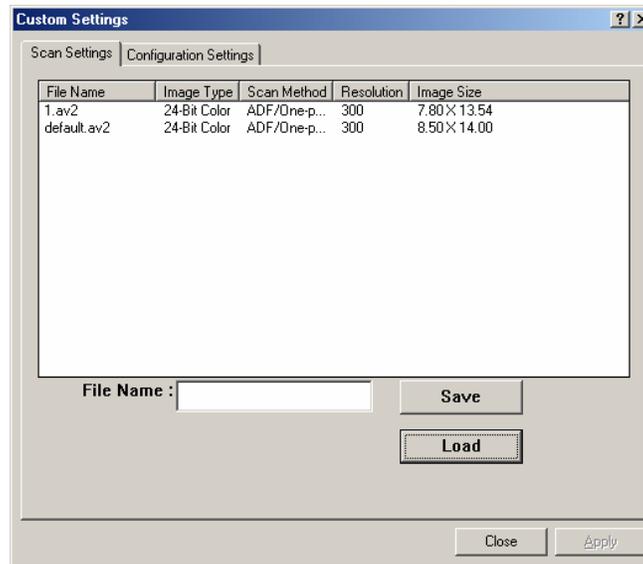
The effect on image after removing the R channel.

## Custom Settings

Click the **Custom Settings** button to access a dialog box where you can save your scan settings and configuration settings. There are two tabs: Scan Settings and Configuration Settings.

### Scan Settings

The **Scan Settings** tab allows you to save your scanning feature settings in a file, load an existing file, or delete an existing file.



### Saving a scan settings file

Type a name for your settings in the **File Name** text box and click the **Save** button. Your settings will be saved and the file name will appear in the list box.

### Using a scan settings file

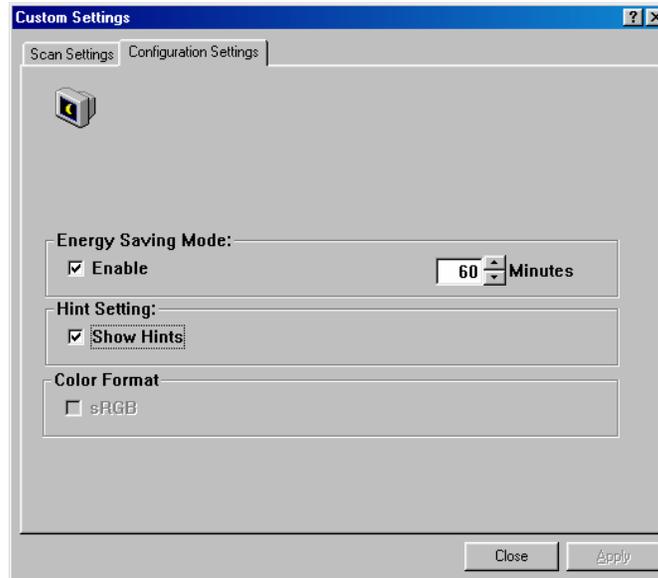
You can use an existing settings file. Right-click the file name for the settings you want to use and click the **Load** button. The settings in the file will automatically be specified in the scanning features dialog box.

### Deleting a scan settings file

Right-clicks a file name and press the **Delete** button the computer keyboard to delete the file. Note you cannot delete the default scan settings file default.av2.

## Configuration Settings

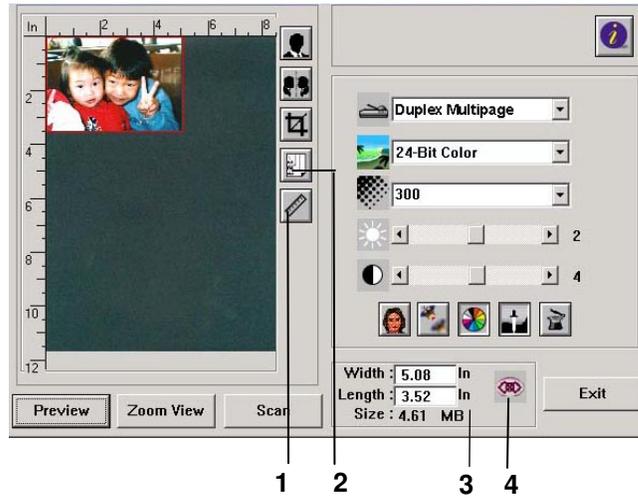
The **Configuration Settings** tab allows you to customize some special settings.



**Energy Saving Mode**—checks the **Enable** box to enable energy savings. You can specify a time delay in the **Minutes** box. Click the **Apply** button to save the changes. The default setting is 15 minutes.

**Hint Setting**—check the **Show Hints** box if you want to have flags that show the name of an item appear when you place the mouse cursor on an item in the dialog box. Click the **Apply** button to save the changes.

## Using Other Tools



- 1. Measuring Unit** A reminder of the measuring system in use. By clicking the button, you can change the measuring unit.  
**Choice: Inch, cm, Pixel.**
- 2. Paper Size** Provide frequently used scan sizes.  
**Choice: Card 4"x2.5", Photo 5"x3", Photo 6"x4", B5, A5, A4, Letter, and Scanner Maximum.**
- 3. Image Size** Display image size for the scanned area.
- 4. Lock Image** Fix your output width and height.

# 6 Troubleshooting

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## Information Message

### Information Messages During Scanning and Copying

Message	Action
Home sensor error	Restart your product. If the code still appears, contact your nearest dealer.
Lamp error	Restart your product. If the code still appears, contact your nearest dealer.
ADF paper jam	ADF paper jam. Open the ADF cover and remove the paper from the ADF then restart your product. If the code still appears, contact your nearest dealer.
Lock error	Scanning unit is locked. 1. Turn off your product. 2. Find the lock switch underneath the machine and unlock the machine. 3. Restart your product. If the code still appears, contact your nearest dealer.
Check printer cable or status.	1. Check if the printer cable has been correctly connected. 2. Check if the printer is turn on. 3. Restart the product and your printer. 4. If the message still appears, contact your nearest dealer.

## Information Messages During Networking

Message	Action	
The connection has failed. Please check network settings.	Ping the IP address of the product from another PC in DOS prompt. For example, type "Ping 10.1.20.144" in Dos prompt. If the product has no response, then perform the following steps. 1. Check if the RJ-45 connector is firmly plugged-in. 2. Check the Ethernet cable. 3. Check the product's IP address. 4. Check the destination IP address. 5. Check Subnet Mask. 6. Check Gateway IP.	
The address is invalid. Please check network settings.		
Network is down. Please check network settings.		
Network is unreachable. Please check network settings.		
Connection aborted by the server. Please check network settings.		
Connection reset by the server. Please check network setting.		
Connection timed out. Please check network setting.		
Unable to reach the destination host. Please check network settings.		
Failed to connect mail server. Please check network environment.		Check network environment.
Connection error. Please check network environment.		
Failed to create socket for DHCP	Check IP address of DHCP server or contact your network administrator for further help.	
Failed to search DHCP server.		
Failed to get IP from DHCP server.		
Failed to renew IP from DHCP server.		

## Information Messages During E-Mailing

Message	Action
Sequence error	Reboot the machine, and try later. If the error is still there, contact your nearest dealer.
Device internal failure	Reboot the machine, and try again. If the error is still there, contact your nearest dealer.
Failed to connect mail server	Contact your network administrator for further help.
Failed to get response from mail server.	Contact your network administrator or nearest dealer for further help.
SMTP server is empty. Please specify SMTP server in User Tools.	Please specify IP address of the SMTP server by pressing the User Tools button on the panel.
SMTP server address is wrong. Please check SMTP server.	Check the IP address of the SMTP server.
Unpredicted error	Contact your network administrator or nearest dealer for further help.
Insufficient System Storage	Contact your network administrator for further help.
Mail server doesn't support SMTP service extension	Contact your network administrator for further help.
Mail server doesn't support SMTP login authentication.	Contact your network administrator to turn on SMTP login option.
SMTP login error	Check your login user name.
Mailbox Unavailable	Check "To" address.
Processing Error	Contact your network administrator for further help.
Temporary authentication failure	Contact your network administrator for further help on mail server's authentication mechanism. Choose SMTP authentication for E-mail security or turn off the mail server's authentication and try again.
Command error	Reboot the machine, and try again. If the error is still there, contact your nearest dealer.
Parameters or argument error	<ol style="list-style-type: none"> <li>1. Check if the Device Name is valid. The Device Name can be found in User Tools&gt;General.</li> <li>2. Check "From" address.</li> <li>3. Check "To" address.</li> <li>4. Contact your network administrator for further help.</li> </ol>

Command parameters not implemented	Check if the Device Name is valid. The Device Name can be found in User Tools>General. Or you may contact your network administrator for further help.
Authentication requires	Contact your network administrator on mail server's authentication mechanism. Choose SMTP authentication for E-mail security or turn off the mail server's authentication and try again.
Mailbox unavailable	Check "To" address.
User not local	Check "To" address.
Service unavailable	Contact your network administrator for further help.
Mail server does not support SMTP service extension.	Contact your network administrator for further help.
Exceeded storage allocation	<ol style="list-style-type: none"> <li>1. Check "To" address.</li> <li>2. Check mailbox storage allocation.</li> <li>3. Contact your network administrator for further help.</li> </ol>
Mailbox name is not allowed	Check "To" address.
Mail action has not been taken.	Check "To" address.
Connection error	<ol style="list-style-type: none"> <li>1. Check network environment.</li> <li>2. Check if email attachment size is larger than the mailbox quota.</li> </ol>
The transaction has failed.	Contact your network administrator for further help.

## Information Messages During Filing

Meaning	Action
Can not create a subfolder.	Make sure you have the privilege.
Device internal failure	Reboot the machine, and try later. If the error is still there, contact your nearest dealer.
Failed to connect FTP server.	Make sure the FTP server is not shut downing and port number is correct. If the error is still there, contact your FTP server administrator.
Unpredicted error	Contact your network administrator for further help.
FTP login name error	Check your login name and try again
FTP password incorrect	Check your password and try again
FTP can't enter this directory.	Make sure your have privilege to enter this directory.
FTP can't check file existed or not	Make sure your have privilege to browse this directory.
FTP can't change data transfer type.	Contact your server administrator for further help.
FTP store file error	Make sure your have privilege to store file in the server.
Insufficient storage space in system.	Check FTP server free storage space and contact your server administrator.
File name not allowed.	Change file name to meet naming convention of FTP server's OS.
FTP permission denied.	Check the privilege of your account.
CIFS (User level) can not make subdirectory	This account has not right to create new subdirectory.
CIFS Network share name incorrect.	Check directory in folder and make sure it follows UNC, such as \\Computer\Share\directory.
Failed to connect CIFS	Check if server supports CIFS(SMB) connection.
CIFS Computer name error	Make sure computer name in the directory is correct.
CIFS dialect negotiation failed.	This CIFS may not support PC NETWORK PROGRAM 1.0 dialect.
CIFS (User level) login fail.	Check login name and password and try again.

CIFS fail to create file.	Make sure you have full control privilege on this network share.
CIFS send data error	Check your network administrator for help.
CIFS failed to send file attribute.	Make sure you have full control privilege.
HTTP unauthorized	This HTTP server needs authorization. Make sure your account has correct authorization.
Failed to connect HTTP	Check Server IP and HTTP port. Make sure they are correct. Or, Check whether that server supports HTTP connection.
HTTP Resource not found	That server can't save the files, contact your server administrator for help.
HTTP Forbidden	This action is forbidden in this server. This is not unauthorized but forbidden.
Unpredicted error	Contact your server administrator or nearest dealer for further help.
HTTP MKCOL method not allowed	Contact server administrator to change permission on this privilege.
HTTP MKCOL method not implemented	HTTP server does not support MKCOL to create directory. Give up creating a new directory or create directory at server in advance.
HTTP PUT method not allowed	Contact server administrator to change permission on this privilege.
HTTP internal server error	Contact your server administrator for further help.
HTTP PUT method not implemented	That server does not implement HTTP PUT method. This product can't store file on this server, contact your system administrator for help.
HTTP server unavailable	Contact your server administrator for help.
HTTP server does not support HTTP version 1.1	That server does not support HTTP version 1.1 (the product uses), contact your server administrator for help.
POP3 server address is wrong.	Check IP address of POP3.
Failed to connect POP3 server.	Contact your network administrator for help.
Failed to login POP3 server.	Check login name and password.

LDAP server login error	Check login name and password.
LDAP server IP error	Check IP address of LDAP server. Or contact your network administrator for help.
LDAP port error	Check if the port number is correct.
LDAP user password error	Check if the password is correct.

## Information Codes During Faxing

Please note when a problem occurs during faxing, only "**Communication Error**" will be shown in the LCD-display. The information codes which indicate possible causes will only be shown in the **Fax Activity Report**. To print the Fax Activity Report, simply select "**Yes**" or "**Error only**" in the "**Transmission Report**" option when you press the "**User Tools**" button and choose **Fax Settings** and then **Options** in succession.

Code	Description/ Cause
0	Fax is done & OK.
0200	Error occurs, but cause is unknown since your fax machine has not received fax message from the remote fax machine. Check the remote fax machine and then try again.
0201	No Dial Tone "Detect Dial Tone" is enabled and there is no dial tone detected.
0202	1. Your fax machine receives wrong fax message from the remote fax machine. Please try again or use another line. 2. The line quality is poor. Please try again or use another line. 3. If the error still occurs, please call service.
0203	No fax response. The remote modem or fax modem has not sent fax message within the specified time. Check the remote fax machine and then try again.
0204	Destination line is busy. Waits a few seconds, then try again.
0205	User has cancelled the job during scanning or transmission.
0207	1. Your fax machine receives wrong fax message from the remote fax machine. Please try again or use another line. 2. The line quality is poor. Please try again or use another line. 3. If the error still occurs, please call service.
0209	The remote fax machine may be disconnected. Check the remote fax machine and then try again.
0212	1. Your fax machine receives wrong fax message from the remote fax machine. Please try again or use another line. 2. The line quality is poor. Please try again or use another line. 3. If the error still occurs, please call service.

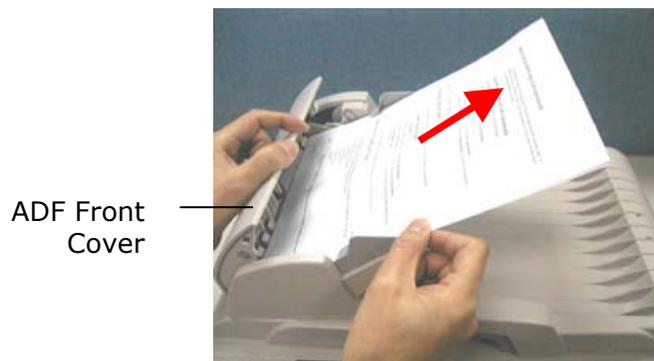
0213	Your fax machine receives wrong fax message from the remote fax machine. Please try again or use another line.
0215	Your fax machine receives wrong fax message from the remote fax machine. Please try again or use another line.
0225	The line quality is poor. Please try again or use another line.
0226	<ol style="list-style-type: none"> <li>1. Your fax machine receives wrong fax message from the remote fax machine. Please try again or use another line.</li> <li>2. The line quality is poor. Please try again or use another line.</li> <li>3. If the error still occurs, please call service.</li> </ol>
0229	<ol style="list-style-type: none"> <li>1. Your fax machine receives wrong fax message from the remote fax machine. Please try again or use another line.</li> <li>2. The line quality is poor. Please try again or use another line.</li> <li>3. If the error still occurs, please call service.</li> </ol>
0230	<ol style="list-style-type: none"> <li>1. Your fax machine receives wrong fax message from the remote fax machine. Please try again or use another line.</li> <li>2. The line quality is poor. Please try again or use another line.</li> <li>3. If the error still occurs, please call service.</li> </ol>
0234	<p>Memory Full</p> <ol style="list-style-type: none"> <li>1. Check if the printer is connected. If the printer is not connected, the scanned image will be stored in MFP's memory.</li> <li>2. Your printer may have error message. Check and solve the problems.</li> <li>3. Check Send Later jobs. These jobs are waiting to be transmitted in memory. Carry out these transmissions to free some memory.</li> <li>4. Current memory is not enough to process the scanning job. Press "Start" to send the pages successfully scanned or "Stop" to abort the job. You may choose a lower resolution or try to send fewer pages at once.</li> </ol>
0237	<ol style="list-style-type: none"> <li>1. Your fax machine receives wrong fax message from the remote fax machine. Please try again or use another line.</li> <li>2. The line quality is poor. Please try again or use another line.</li> <li>3. If the error still occurs, please call service.</li> </ol>
0238	<ol style="list-style-type: none"> <li>1. Your fax machine receives wrong fax message from the remote fax machine. Please try again or use another line.</li> <li>2. The line quality is poor. Please try again or use another line.</li> <li>3. If the error still occurs, please call service.</li> </ol>

## Clearing a Paper Jam

---

In the event of a paper jam, follow the procedures below to remove the paper:

1. Gently open the ADF front cover to the left.
2. Carefully pull the paper out of the ADF unit.
3. Close the ADF front cover. The product is now ready to use.



## Removing the Abnormal Line Image

---

When the scanned image is with abnormal lines on it, clean the white area on the glass as indicated below with a clean lintless cloth.



# 7 Maintaining Your Machine

---

## Cleaning the Glass

The product is designed to be maintenance-free. However, it still needs to be cleaned occasionally to ensure optimum image quality and performance.

### To clean the glass,

1. Open the document cover as shown below.
2. Dip a soft clean cloth with isopropyl alcohol (95%).
3. Gently wipe the document glass and the white sheet beneath the document cover to remove the dust or any toner particles.
4. Close the document cover. The product is now ready for use.



1. Document Cover
2. Document Glass

## Cleaning the LCD-display

---

To clean the display surface, use a soft cloth, either dry or moistened with neutral detergent or ethanol. Do not use any organic solvents, acid or alkali solution.

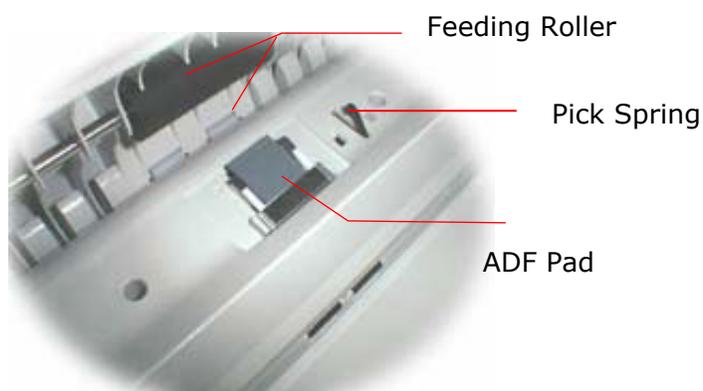


## Cleaning the ADF

---

From time to time the pad assembly and feeding rollers may become contaminated with ink, toner particles or paper dust. In this case the product may not feed documents smoothly. If this occurs please follow the cleaning procedures to return your machine to its original state.

1. Lift both end of the Input Paper Tray to remove it.
2. Moisten a clean lintless cloth with isopropyl alcohol (95%).
3. Gently open the ADF front cover. Wipe the feeding rollers from side to side. Rotate the rollers forward with your finger and repeat the above cleaning procedures until the rollers are clean. Be careful not to snag or damage the pick springs.
4. Wipe the pad in the direction from top to bottom. Be careful not to hook the pick springs.
5. Close the ADF unit. Your machine is now ready to use.



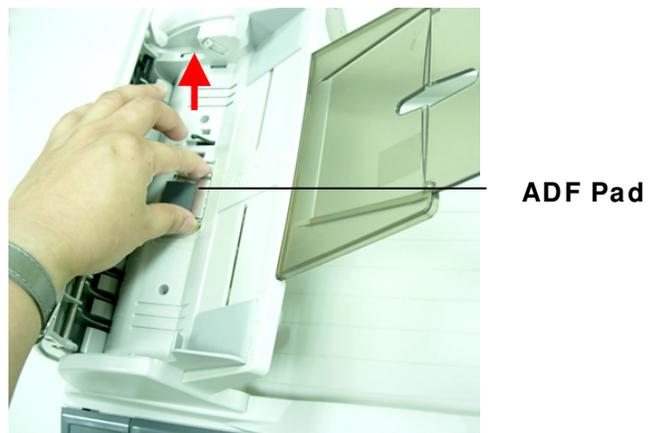
## Replacing the ADF Snap-in Pad

---

After scanning approximately 50,000 pages through the ADF, the pad may be worn out and you may experience problems with document feeding. In this case, it is highly recommended to replace the pad module with a new one. For ordering the pad module, please consult your nearest dealer and follow the procedure below to replace it.

### Disassembling Procedure

1. Gently open the ADF front cover to the left.
2. Press both sides of the ADF snap-in pad inwardly with your fingers to pull out the ADF snap-in pad from the slot.



### Assembling Procedure

1. Take out the ADF pad module from the box.
2. Press both arms of the ADF snap-in pad module inwardly with your two fingers.
3. Place it into the holes until it snaps into place.



# Appendix

## Managing the Address Book

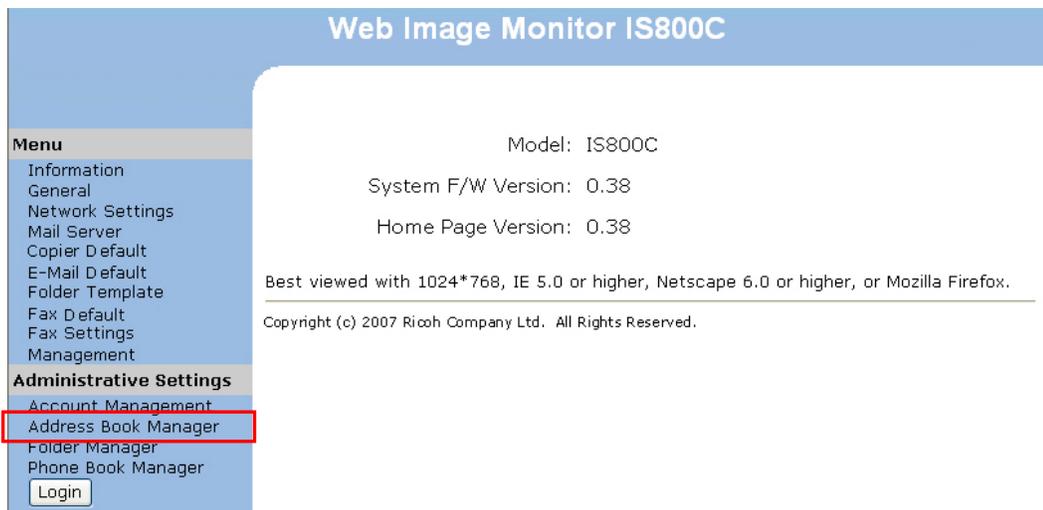
---

The product's Java-Manager is a convenient and effective browser-based tool to manage the address book of the product remotely. Since only the administrator can manage the address book, it is highly recommended that the administrator read this chapter before manage the product.

### Adding an E-mail Address

To add an e-mail address,

1. Start your browser, Microsoft I.E. 5.0 or higher, or Netscape Communicator 6.0 or higher, or Mozilla Firefox.
2. Type IP address of the product in the URL field. For example, http://10.1.30.83. The product's embedded web page appears as shown below.

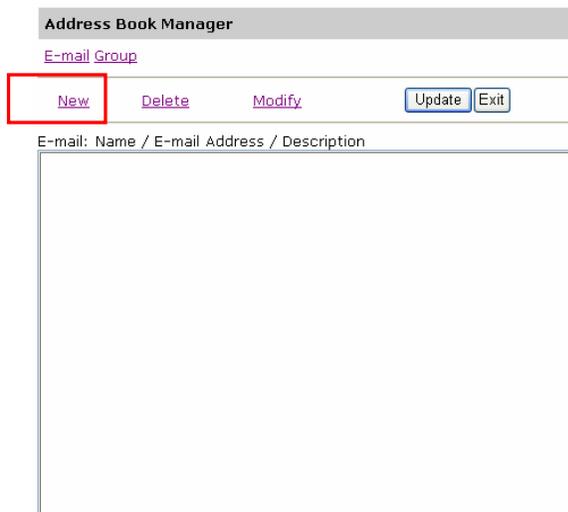


3. Click **Address Book Manager** and you will be prompted to enter a password.



A dialog box titled "Login" with a grey header bar. Below the header, the text "Password:" is followed by a text input field. At the bottom right, there are two buttons: "Login" and "Cancel".

4. Click **Login** since the machine is shipped with no specific login name and password to prompt the **Address Book Manager** screen. (You can assign your password later.)



The "Address Book Manager" screen has a grey header bar with the title. Below it, the text "E-mail Group" is displayed. A menu bar contains the following items: "New" (highlighted with a red box), "Delete", "Modify", "Update", and "Exit". Below the menu bar, the text "E-mail: Name / E-mail Address / Description" is shown above a large, empty rectangular area.

5. Click the **E-mail** icon and choose **New** to prompt the following **Add a New E-Mail Address** dialog box.



A dialog box titled "Add a New E-Mail Address" with a grey header bar. Below the header, there are three text input fields labeled "Name:", "E-mail Address:", and "Description:". At the bottom, there are two buttons: "Add" and "Cancel".

6. Enter name, e-mail address, and description and then click **Add** to temporarily save the latest data or **Cancel** to return to the **Address Book Manager** screen.

**Add a New E-Mail Address**

---

Name:

E-mail Address:

Description:

7. Click **Update** to permanently save the new e-mail address, or **Exit** to leave without saving the address.

**Address Book Manager**

[E-mail Group](#)

---

[New](#)   [Delete](#)   [Modify](#)  

---

E-mail: Name / E-mail Address / Description

john / john@abc.com / new distributor
mary / mary@bbb.com / my customer

E-mail counter: 2/300

**Note:**

Up to 300 e-mail addresses can be entered in the Address Book.

## Modifying an E-mail Address

---

To modify an e-mail address,

1. Repeat Step 1 to Step 4 from the previous section, *Adding an E-mail Address*. The **Address Book Manager** dialog appears.

**Address Book Manager**

[E-mail Group](#)

New Delete Modify Update Exit

E-mail: Name / E-mail Address / Description

john / john@abc.com / new distributor
mary / mary@bbb.com / my customer

E-mail counter: 2/300

2. Choose the address you want to modify from the list and choose **Modify** to prompt the **Modify an E-Mail Address** dialog box. Or double click the address which you want to modify to prompt the **Modify an E-Mail Address** dialog box.

**Modify an E-Mail Address**

Name: john

E-mail Address: john@abc.com

Description: my distributor

Update Cancel

3. Modify your address data.

- Click **Update** to temporarily save the latest data, or **Cancel** to return to the **Address Book Manager** screen.

**Modify an E-Mail Address**

---

Name:	<input type="text" value="john"/>
E-mail Address:	<input type="text" value="john@abc.com"/>
Description:	<input type="text" value="distributor in LA"/>

- Click **Update** to permanently save all the latest changes, or **Exit** to leave without saving any latest change.

**Address Book Manager**

[E-mail Group](#)

---

[New](#)   [Delete](#)   [Modify](#)  

---

E-mail: Name / E-mail Address / Description

<a href="#">john lee / john@abc.com / distributor in LA</a>
mary / mary@bbb.com / my customer

E-mail counter: 2/300

## Deleting an E-mail Address

---

To delete an e-mail address,

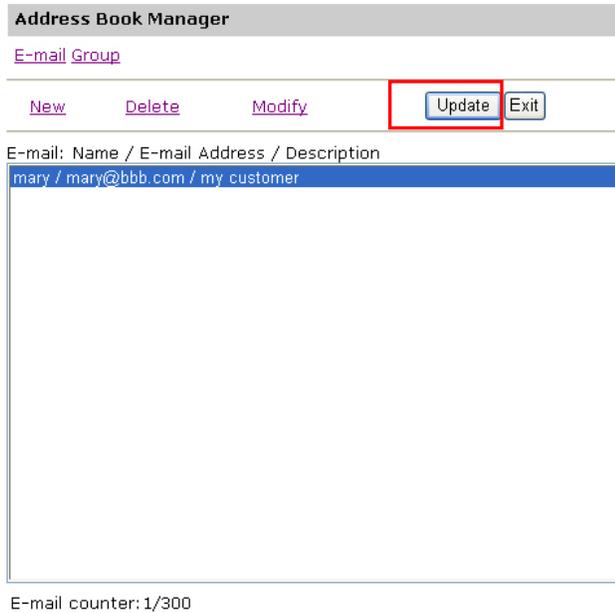
1. Repeat Step 1 to Step 4 from the previous section, *Adding An E-mail Address*. The **Address Book Manager** dialog appears.



2. Choose the address you want to delete from the list and then choose **Delete** to erase the address. A Confirmation dialog box appears to confirm your deletion. Click **OK** to confirm or **Cancel** to exit.



3. Click **Update** to permanently save all the latest changes, or **Exit** to leave without saving any latest change.



**Note:**

You can make multiple selections by choosing one email and then pressing the Shift key to delete them at once.

## Adding A New Group

---

To send multiple addresses simultaneously at one time, you can create address group to speed up the process. Up to 99 addresses can be included in one group and a total of 20 groups can be created in the Address Book.

**To add a new group,**

1. Repeat Step 1 to Step 4 from the previous section, *Adding An E-mail Address*. The **Address Book Manager** dialog box appears.

Address Book Manager

E-mail Group

New Delete Modify Update Exit

E-mail: Name / E-mail Address / Description

john / john@abc.com / new distributor
mary / mary@bbb.com / my customer

E-mail counter: 2/300

2. Click the **Group** icon and choose **New** to prompt the **Add a New Group Set** dialog box.

Add a New Group Set

Name:

Member:  <-- -->

Description:

Add Cancel

Search:

E-Mail List

catherine lee / catherine@ccc.com / finance
john / john@abc.com / my distributor
mary / mary@bbb.com / my customer

3. Enter your group name.
4. Choose the address from the right side and click ← to add a member to the group.

**Add a New Group Set**

Name: office staff

Member: catherine brown  
linda

Description: office staff

Search: [v]  
E-Mail List: [v]

catherine brown / catherine\_brown@bbc.com  
linda / linda@ccc.com / engineer  
mary / mary@bbb.com / my customer

←

→

Add Cancel

5. Click **Add** to temporarily save the latest data, or **Cancel** to return to the **Address Book Manager** screen.

**Add a New Group Set**

Name: office staff

Member: catherine brown  
linda

Description: office staff

Search: [v]  
E-Mail List: [v]

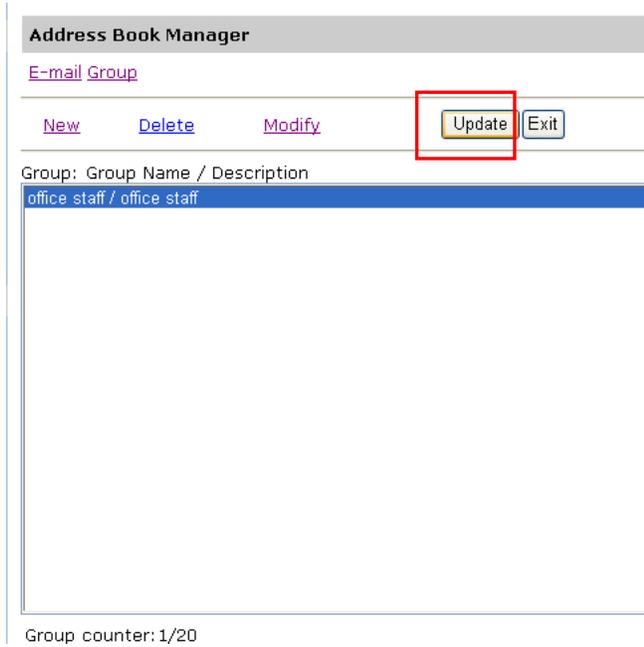
catherine brown / catherine\_brown@bbc.com  
linda / linda@ccc.com / engineer  
mary / mary@bbb.com / my customer

←

→

Add Cancel

6. Click **Update** to permanently save all the latest changes, or **Exit** to leave without saving any latest change.



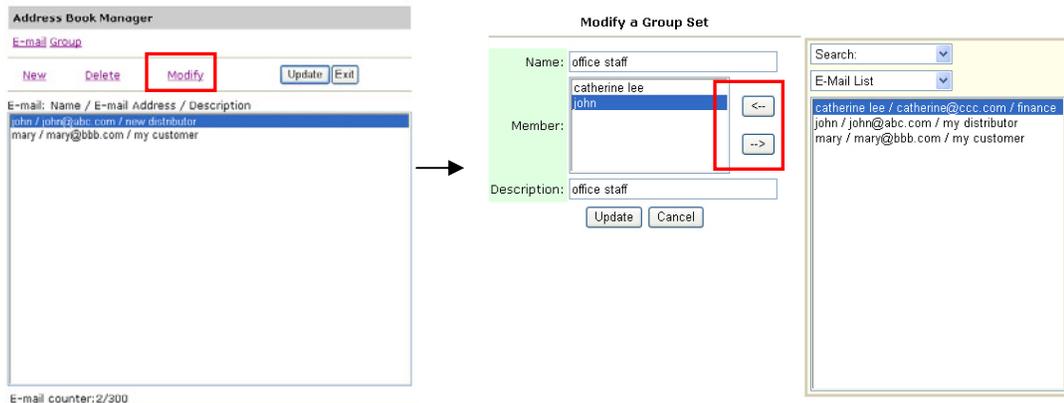
The screenshot displays the 'Address Book Manager' interface. At the top, there is a grey header bar with the text 'Address Book Manager'. Below this, the text 'E-mail Group' is displayed. A horizontal line separates this from a row of action buttons: 'New', 'Delete', 'Modify', 'Update', and 'Exit'. The 'Update' button is highlighted with a red rectangular box. Below the buttons, the text 'Group: Group Name / Description' is shown. A table with one row is visible, containing the text 'office staff / office staff'. At the bottom of the interface, the text 'Group counter: 1/20' is displayed.

## Modifying a Group

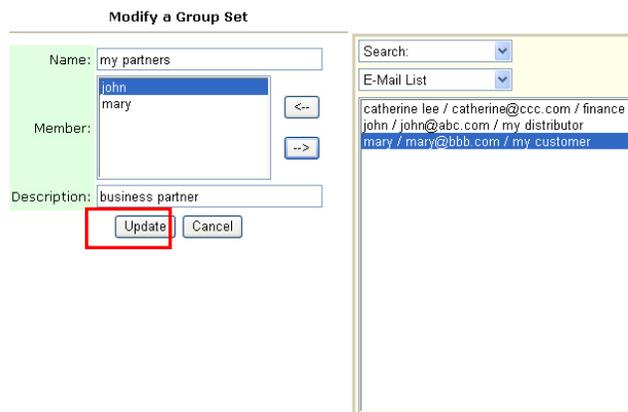
---

To modify a group,

1. In the Address Book Manager screen, click the **Group** icon and choose **Modify** to prompt the **Modify a Group Set** dialog box. Or you may double click the group to prompt the **Modify a Group Set** dialog box.



2. Modify your group information. Choose the group member you wish to add and then click **<** to add the new member or click **>** to delete an old member from the group.
3. Click **Update** to temporarily save the latest data, or **Cancel** to return to the **Address Book Manager** screen..



4. Click **Update** to permanently save all the latest change on the product, or **Exit** to leave the screen without saving any latest change.

**Address Book Manager**

[E-mail Group](#)

---

[New](#)   [Delete](#)   [Modify](#)     

---

Group: Group Name / Description

partner / my business partner
-------------------------------

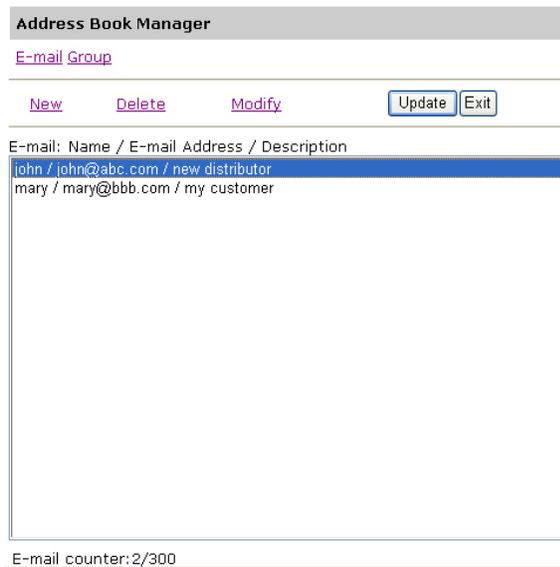
Group counter: 1/20

## Deleting Groups

---

To delete a group,

1. In the **Address Book Manager** screen, click the **Group** icon and choose a group you wish to delete.



2. Click **Delete** to erase the group. A Confirmation dialog box appears to confirm your deletion. Click **OK** to delete or **Cancel** to exit.



3. Click **Update** to permanently save all the latest data on the product, or **Exit** to leave the screen without saving any latest data.

### Note:

You can make multiple selections by choosing one group and then pressing the Shift or the Ctrl key to delete them at once.

# Managing Fax Phone Book

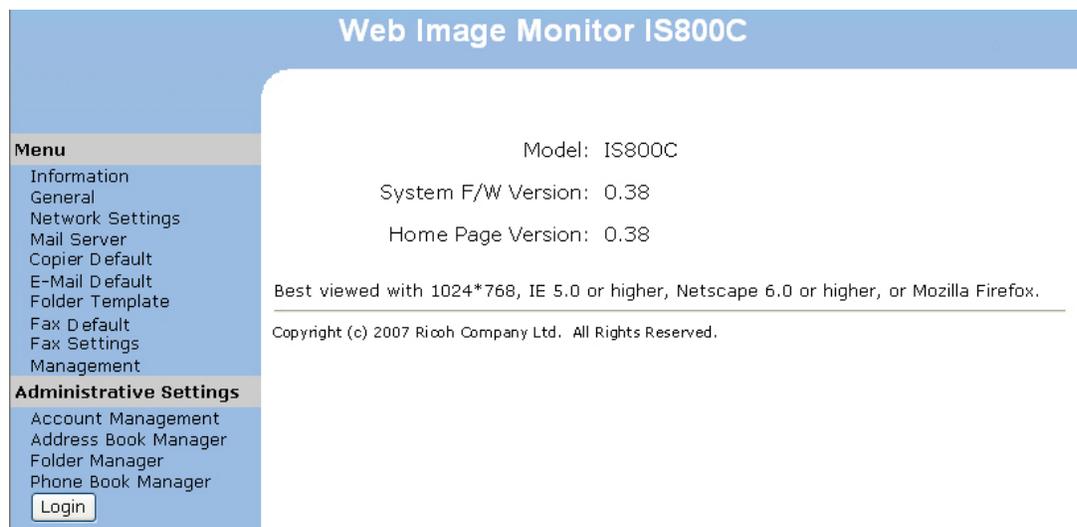
---

With the Fax Phone Book, you can send your scanned documents simultaneously to multiple fax machines to increase your efficiency. The Fax Phone Book allows you to create up to 200 phone numbers and 20 phone groups to save the time entering your number.

## Adding a New Fax Number

To add a new fax number,

1. Start your browser, Microsoft I.E. 5.0 or higher, or Netscape Communicator 6.0 or higher, or Mozilla Firefox.
2. Type IP address of the product in the URL field. For example, `http://10.1.30.83`  
The product's embedded web page appears as shown below.



3. Click Phone Book Manager from the Administrative Settings menu. In the login dialog box, click **Login** since no specific password is assigned in default setting.
4. In the **Phone Book** screen, create your phone book by entering the names and phone numbers as illustrated below.

Phone Book Manager	
Phone No. List	Phone Group
#1 Name: <input type="text" value="market"/> Phone No.: <input type="text" value="1234567"/>	#2 Name: <input type="text" value="finance"/> Phone No.: <input type="text" value="2345678"/>
#3 Name: <input type="text" value="human resource"/> Phone No.: <input type="text" value="3456789"/>	#4 Name: <input type="text" value="abc"/> Phone No.: <input type="text" value="7777777"/>
#5 Name: <input type="text" value="my distributor"/> Phone No.: <input type="text" value="5555555"/>	#6 Name: <input type="text" value="customer 1"/> Phone No.: <input type="text" value="5677777"/>
#7 Name: <input type="text"/> Phone No.: <input type="text"/>	#8 Name: <input type="text"/> Phone No.: <input type="text"/>
#9 Name: <input type="text"/> Phone No.: <input type="text"/>	#10 Name: <input type="text"/> Phone No.: <input type="text"/>

- Click **Update** after completing your entry or **Exit** to leave the screen without saving your changes.

## Deleting or Modifying Phone Numbers

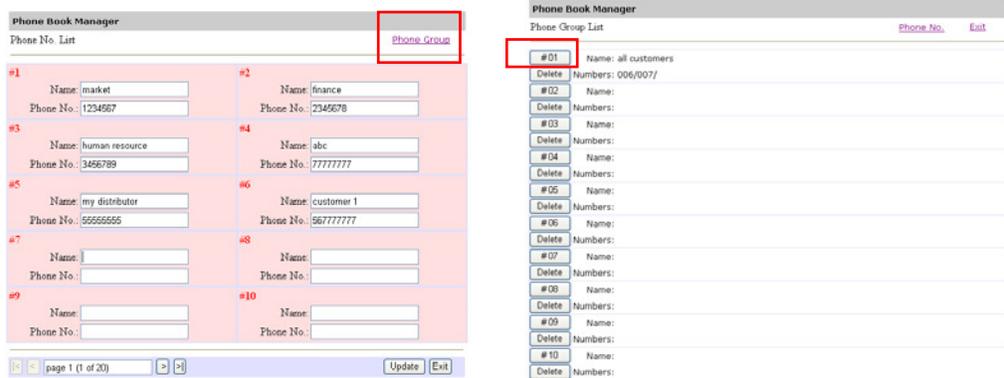
To delete or modify current phone number, simply make your changes in the **Phone Book Manager** screen and then click **Update** to save the changes.

## Adding a New Fax Group

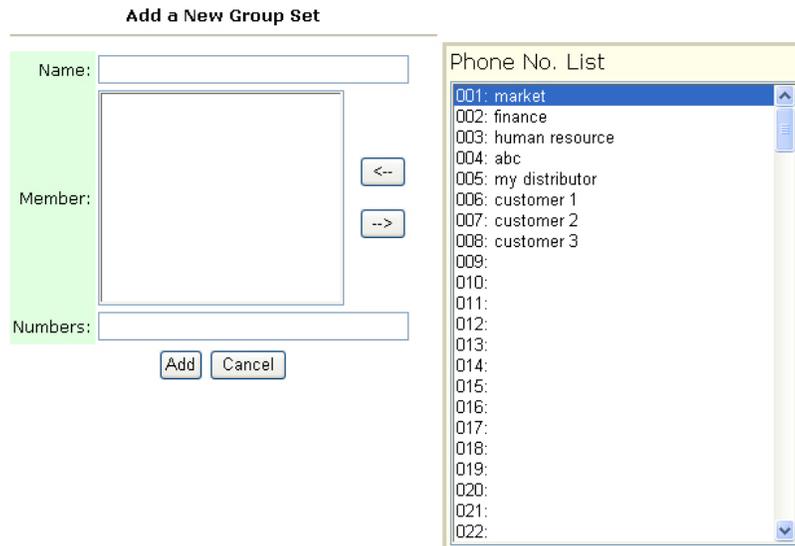
Please note up to 50 phone numbers can be included in a fax group and up to 20 groups can be created in the Phone Book.

To add a new group,

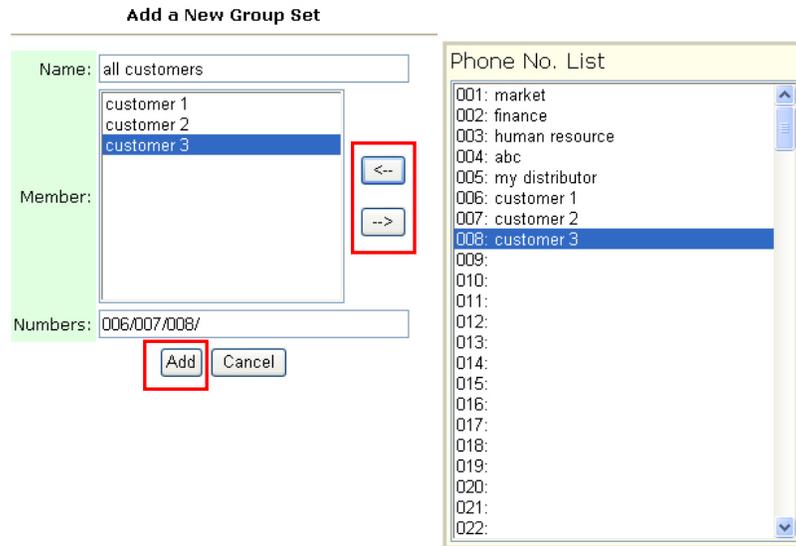
1. In the **Phone Book** screen, click **Phone Group** at the upper right corner to prompt the following **Phone Group List** screen.



2. Click a new group number to prompt the following **Add a New Group Set** screen.



3. Enter the name of the group, and select group members by the arrow keys as illustrated below.



4. Click **Add** to save your settings and return to the **Phone Group List** screen.

## Modifying a Phone Group

To modify a phone group,

1. In the **Phone Group List** screen, click the group which you wish to modify.
2. In the **Modify a Group Set** screen, enter your changes and then click **Update** to save your settings and return to the **Phone Group List** screen.

## Deleting a Phone Group

To delete a phone group,

1. In the **Phone Group List** screen, click **Delete** beneath the group number which you wish to delete.
2. A **Confirmation** dialog box is prompted. Click **Yes** to delete or **No** to cancel.

# Account Management

---

This chapter is specifically targeted to the persons who are responsible for the administration of the product. If you are the administrator of this product, please read this chapter before using the product.

This chapter describes how to set up the Account Management. If you wish to assign local users and their privileges in using the individual product feature such as the Copy, E-mail, Folder, or the Fax function, you must set up accounts in the Account Management. The Account Management is available only through the product's embedded web page.

After the administrator has set up accounts in the Account Management and restarted the product, a user is required to create login name and password and quota to use the product. The access to the Account Management is blocked by the administrator password. It is recommended that an administrator create a password before performing these activities.

## Setting up Account Management By the Product's Web Page

1. Start your browser, Microsoft I.E. 5.0 or higher, or Netscape Communicator 6.0 or higher, or Mozilla Firefox.
2. Type IP address of the product in the URL field. For example, `http://10.1.30.83`. The product's embedded web page appears as shown below.



- Click **Account Management** and you will be prompted to enter a password.

- Click **Login** since the machine is shipped with no specific login name and password to prompt the Account Management dialog box. (It is suggested to assign a password later for effective management.)

- In the Basic Settings tab, select your security type and then enter the server's URL in the Server URL field, type in your server port in the Port field. Finally click **Update** to save your settings. You may refer to the following table for the details of each setting:

Basic Settings	
Item	Description
<b>Type</b>	Choose your preferable authentication type for account management. <b>Choice: None, Local, HTTP, LDAP, SMTP</b> "No" means no account management will be applied. "Local" means using the product as the authentication type, and the name and password entered in the Account management are saved in the product memory. "HTTP, LDAP, or SMTP" means using a HTTP, LDAP, or SMTP server as the authentication type.
<b>Server Information IP or URL</b>	Assign the URL of authenticating SMTP, HTTP or LDAP server. Touch anywhere on the URL field to bring up the soft keyboard to enter the text.
<b>Port #</b>	Enter the port number if you choose HTTP, LDAP, or SMTP as your authenticating server. <b>Default value: http:80, CIFS:139, https:443</b>

6. Once you have chosen either one of the Local, SMTP server, LDAP server, or HTTP server as your security type. You need to set each local user's login name and password. To create a new account, click the **Account List** tab to open the following **Account List** dialog box, as shown below.

The screenshot shows a window titled "Account Management" with a sub-tab "Account List". Below the tab is a list box containing the following text:

- aaa
- bbb
- bess
- zzzz

To the right of the list box are four buttons: "New Account", "Copy Account", "Edit", and "Delete".

7. Click the **New Account** button to open the **New Account** dialog box, as shown below.

The screenshot shows a window titled "New Account" with "Update" and "Cancel" buttons in the top right. It contains the following fields:

- Name: [text input field]
- Password: [text input field]
- Description: [text input field]

Below these fields is a section titled "Function" with four checkboxes:

- Copy
- E-mail
- Folder
- Facsimile

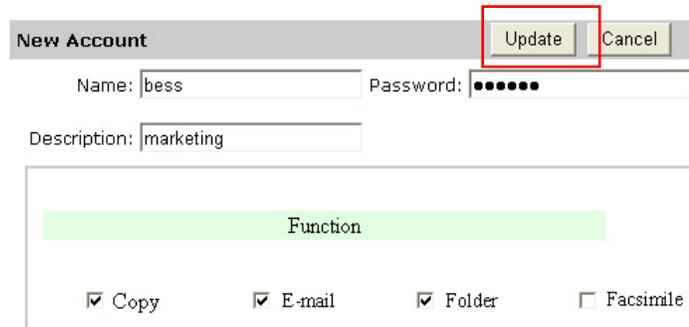
8. Set up your user name and password respectively in the **Name** and **Password** fields. The name and password are case-sensitive and up to 64 characters can be entered in the **Name** field and up to 16 characters can be entered in the **Password** field. Fill the **Description** field if necessary.

9. Define the user's privilege in using the product.

- **Function**

Check the name of function to be allowed to perform.

For example, the administrator allows the user, Bess, to perform the Copy, E-mail, and Fold function, but does not allow him to use the Facsimile function. The **New Account** settings are demonstrated as below.



**New Account** [Update] [Cancel]

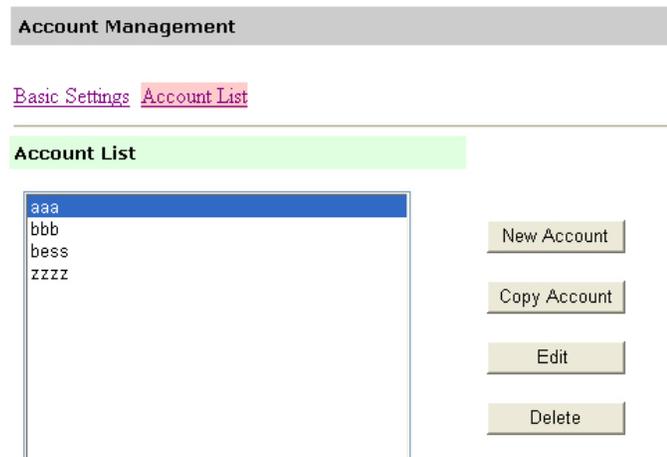
Name:  Password:

Description:

**Function**

Copy     E-mail     Folder     Facsimile

10. Click **Update** to save the settings and return to the **Account List** screen.



**Account Management**

[Basic Settings](#) [Account List](#)

**Account List**

aaa
bbb
bess
zzzz

[New Account] [Copy Account] [Edit] [Delete]

**Copy Account:**

If you wish to permit other users to use the same privileges as one user, simply select the account from the account list and then click the **Copy Account** button to prompt the **Copy Account** screen. You only need to give a new name and password for the new user without retyping the rest. Click **Update** to save the settings or **Cancel** to return to the **Account Management** screen without saving any latest changes.

**Edit:**

If you wish to edit a specified local user, choose the account from the account list and then click the **Edit** button to prompt the **Edit Account** screen. Modify the required changes and then click **Update** to save the settings or **Cancel** to return to the **Account Management** screen without saving any latest changes.

**Delete:**

If you wish to delete a current local user, select the account from the account list and click the **Delete** button. A warning message appears to confirm your deletion. Click **OK** to confirm or **Cancel** to exit. Click **Update** to save the settings or **Cancel** to return to the **Account Management** screen without saving any latest changes.

**Note:**

You can make multiple selections by choosing one group and then pressing the Shift or the Ctrl key to delete them at once.

## Specifications

Items	Specification
<b>General Specifications</b>	
Regulatory Model	IS800C/Aficio IS800C
Type	A4 Flatbed with ADF
Memory Size	System: 64Mbytes, Image:64Mbytes
Flash Memory Size	8.5 Mbytes
Light Source	Cold Cathode Fluorescent Lamp
Color Output Quality	24 bits Color, 8 bits Gray 4 bits CMYK, 1 bit mono
Optical Resolution	600x600 dpi
Network Connection	10/100 Mbits auto-negotiation
Dimensions (W x D x H)	444 x 412 x 272 mm (with ADF)
Weight	6.2 Kgs (With ADF)
Warm Up Time	45 seconds
Power Requirement	24Vdc, 2A
Power Consumption	Working < 36 W Standby < 24 W Sleep < 18 W
LCD Size	800*480 dots Effective Area: 152.4 * 91.44 mm
LCD Display	7" color TFT LCD
LED Indication	Power Warning Power Saving
Copy Port	USB 2.0
Power Saving Mode	Time to Off: 5/15/30/60/240 min
Acoustic Noise	Standby $\leq$ 45dB Flatbed Scanning $\leq$ 54 dB ADF Scanning $\leq$ 58 dB
Operation Environment	5 ~ 35 degree C, 10 ~ 85% RH
<b>Specification of Flatbed</b>	
Maximum Scanning Area (Flatbed)	8.5" x 11.7"
Lamp Life	More than 10,000 hours
Maximum Document Thickness	13mm

<b>Specification of Auto Document Feeder</b>	
Type	U-shape
Capacity	50 sheets (Xerox 4024 DP 20lb paper)
Dimensions (W x D x H)	434 x 292 x 177 mm
Weight	1.6 Kg
Document Size	Width:4.5"~ 8.5" Length: 5.5" ~ 14"
Paper Feed	Face Up
Paper Weight	16 lb ~ 28 lb (60g/m <sup>2</sup> ~ 105 g/m <sup>2</sup> ) (0.002"~0.006")
Recommended Daily Scans	Up to 1,000 pages a day
<b>Specification of Copy</b>	
Copy Port	USB 2.0 Host Rev 2.0
Printer Language	PCL5
Multi-Copy Speed(ADF) B&W Speed mode Text mode	18 CPM (copies per minute) 11 CPM 11 CPM
Multiple Copies(Copy count)	Up to 99
Copy Print Resolution	600 x 600 dpi
Original Size	Up to Legal(ADF)
Copy Size	Up to Legal
Density Control	1~7 levels
Variable	25% ~ 400%, in 1% increments
Paper Supply	Legal, Letter, A4, B5, A5
Scaling Option	100% 25% 50% 78% (Legal→Letter) 93% (Fit to Page) 127% (Letter→Legal) 200%
Edge Erase	0/ 6/ 13/ 19/ 25 mm
Margin Shift (right, bottom)	0/ 6/ 13/ 19/ 25 mm

Paper saving(N-Up)	1 in 1, 2 in 1, 4 in 1 (landscape), 4 in 1 (portrait)
Collate	Sort/Stack
Duplex(printer)	On/Off
<b>Network Specification</b>	
Configuration Requirement	<ol style="list-style-type: none"> <li>1. IP address</li> <li>2. Subnet mask</li> <li>3. Gateway</li> <li>4. SMTP server/POP3 server</li> <li>5. FTP server</li> <li>6. Web server</li> </ol>
<b>E-mail Specification</b>	
Protocol	SMTP, MIME,
Mail Sever Authentication	SMTP-AUTH, POP3
File format	
B/W (single bit)	PDF, TIFF, M-TIFF
Gray (8 bit)	PDF, JPEG, TIFF, M-TIFF
Color (24 bit)	PDF, JPEG, TIFF, M-TIFF
Compression Method	
B/W	RAW, G3, G4
Gray	JPEG
Color	JPEG
Compression Level	Low / Medium / High
Supported Resolution	75, 100, 150, 200, 300, 400, 600 dpi
Default Resolution	200 dpi
Address Book Capacity	
Max. Address	2000
Group	100
No. of Address in Each Group	99
Multiple Recipients allowed	Yes
Supported Mail Server	Lotus Mail Server 5.0 MS Exchange Server 2000/2003 RedHat 7.0 SendMail
Supported LDAP Server	Windows 2003 Active Directory with SFU( Service for Unix) Windows Server 2000 + MS Exchange 5.5 Lotus Notes R5
Supported Mail Application	Microsoft Outlook 2000 Microsoft Outlook Express 5.0 Microsoft Outlook Express 6 Eudora 4.3.2J Lotus Notes R5

<b>Fax Specifications</b>	
Compatibility	ITU-T G3 (ECM)
Modem Speed	33.6K
Resolution	Receive(dpi): 200x100, 200x200, 200x400 dpi Send(dpi): 200x100, 200x200
Compression	MH, MR, MMR
Transmission Speed	Approx. 3sec.(*1)
Page Memory	2.5 MB in Flash
Speed Dial	200 sets
Error Correction Mode	Yes
Contrast Control	7 Levels
Monitor Speaker	Yes
Busy Tone Detection	Yes
Redial	Automatic / Manual
Immediate Transmission	N/A
Memory Transmission	Yes
<b>Specification of Filing</b>	
Protocol	FTP, HTTP, HTTPS, CIFS
File format	B/W (single bit) PDF, TIFF, M-TIFF Gray (8 bit) PDF, JPEG, TIFF, M-TIFF Color (24 bit) PDF, JPEG, TIFF, M-TIFF
Compression Method	B/W Raw, G3, G4 Gray JPEG Color JPEG
Compression Level	Low / Medium / High
Supported Resolution	75, 100, 150, 200, 300, 400, 600 dpi
Default Resolution	B/W: 200 dpi Gray: 200 dpi Color: 200 dpi
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