Quick Reference Scanner Guide

⇨ Please put this guide above your machine ⇦

D0887886

1. 【User Tools/Counter】 key
2. Display panel
2.1 Destination field
2.2 E-mail icon
2.3 E-mail/Folder
2.4 [Reg. No.] [Manual Entry] [Recent]
2.5 [Check Modes]
2.6 Destination list

2.7 [Text] [Subject] [Security] [Sender Name] [Recept. Notice]
2.8 [Select Stored File]
2.9 [Send File Type / Name]
3. 【Clear Modes】 key
4. 【Program】 key
5. 【Interrupt】 key
6. 【Energy Saver】 key
   Press this to switch the machine into or out of Energy Saver mode.

7. Main power indicator
8. Operation switch
   Press this to turn the machine on/off.
9. 【Login/Logout】 key
10. 【Simplified Display】 key
11. 【Start】 key
    Press this to begin scanning, storing, or sending.
12. 【#】 key (Enter Key)

13. 【Clear/Stop】 key
    - clears an entered numeric value
    - stops scanning
14. Number keys
15. Function keys
    Press the 【Scanner】 key to activate these keys.
16. Alert indicator
17. Data In indicator
18. Indicators

! To use the scanner functions, several settings must be made beforehand. For details about these settings, see *Scanner Reference* chapter 9 on the supplied CD-ROM.

How to scan...

Available scan functions:

1 Scan to E-mail

2 Scan to Folder (SMB/FTP/NCP)

3 Scan Using WSD (Web Services on Devices)

4 Store to Hard Disk

5 Save to Removable Memory Device

6 Scan to Delivery Server

7 Scan via TWAIN Driver

! For details about 3, 5, 6, and 7, see *Scanner Reference* on the supplied CD-ROM.

Standard available:
Copier:
Document Server:
Facsimile:
Printer:
Scanner:
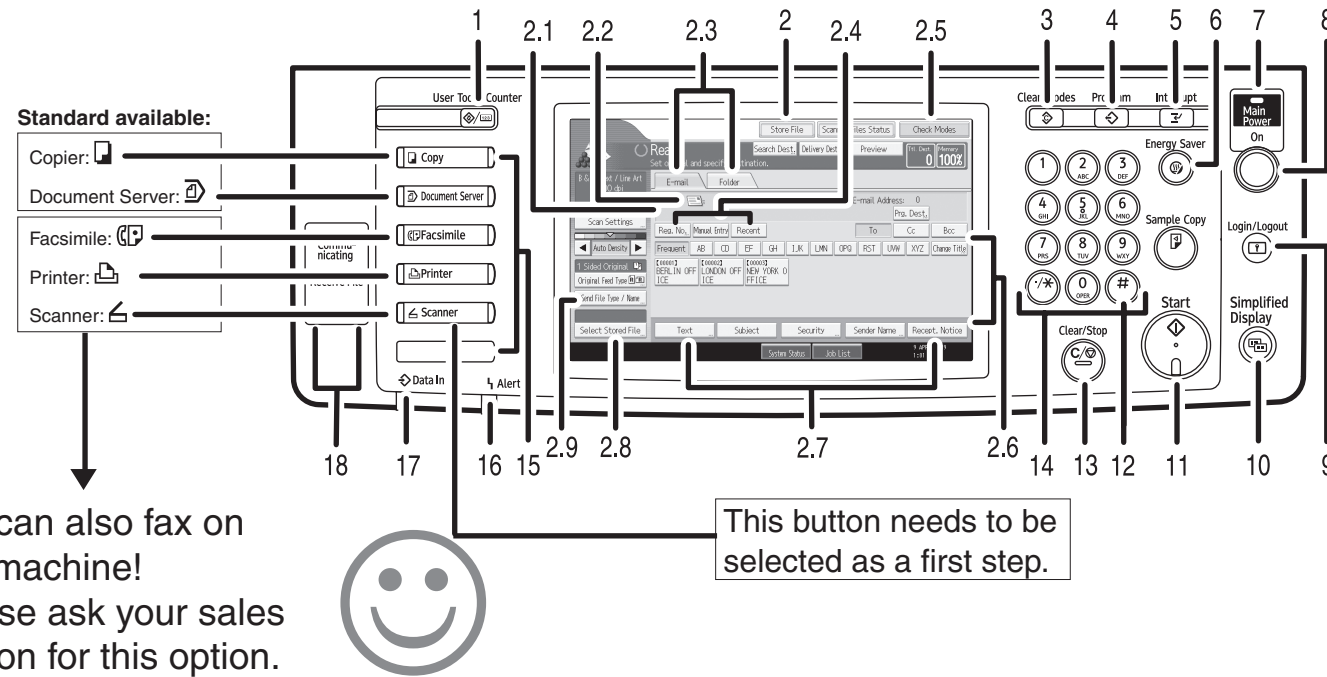
You can also fax on this machine! Please ask your sales person for this option.

This button needs to be selected as a first step.

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

1 Press the 【Scanner】 key.

2 Press the 【Clear Modes】 key.

3 Make settings for storing scanned data files:
  - Press [Store File] and [Store to HDD].

4 Specify the file information: user name, file name, and password. Press [OK].

5 Place the originals and configure the necessary settings via [Original Feed Type].

6 Configure the basic settings (original type, resolution, etc.) via [Scan Settings].

7 Press the 【Start】 key.

For details about saving to removable memory devices, see 5. Saving Scan Files on a Removable Memory Device, *Scanner Reference* on the supplied CD-ROM.

Why use it?
To store scanned files in the hard disk of the machine for later (shared) use. (See *Scanner Reference* ⑧.)

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

1 Press the 【Scanner】 key.

2 Press [Select Stored File].
  The list of stored files is displayed.

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

1 Press the 【Scanner】 key.

2 Press the 【Clear Modes】 key.

3 If the network delivery scanner screen appears, switch to the E-mail screen or Scan to Folder screen.

4 Place the originals and configure the necessary settings such as original size and orientation.

5 Select destination(s).
  In total, up to 500 destinations can be specified.
  For scan to e-mail:
  ! Before selecting the destination, be sure to select [To]. When necessary, select [Cc] or [Bcc] and destination(s).

6 If necessary, press [Send File Type / Name] to specify settings such as file name and file format.

7 **For scan to e-mail only**
  Specify the e-mail sender.
  ! Depending on the security settings, the logged-in user may appear in the [Sender Name] field.

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

8 **For scan to e-mail only**
  Enter a subject line if necessary.
  - Press [Subject].
  - Enter the subject.
  - Press [OK].

9 Press the 【Start】 key.

Registering an E-mail destination...
(Network and System Settings Reference)
5. Registering Addresses and Users for Facsimile/Scanner Functions)

1 Press the 【User Tools/Counter】 key.

2 Press [System Settings].

3 Press [Administrator Tools].

4 Press [Address Book Management].

5 Check that [Program / Change] is selected.

6 Press [New Program].

7 Configure the user details.

8 Press [E-mail].

9 Press [Change], which is on the right side of the e-mail address.

10 Enter the e-mail address, and then press [OK].

11 Press [OK].

For details about registering folders, see 5. Registering Addresses and Users for Facsimile/Scanner Functions, *Network and System Settings Reference* ⑧.

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