
NetDeliver @V4800 User's Manual



English

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The Federal Communications Commission Statement

This equipment has been tested and found to comply with the limits for a class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communication. 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 the dealer or an experienced radio/TV technician for help.

You are cautioned that changes or modifications not expressly approved by the party responsible for the compliance could void your authority to operate the equipment.

CE Warning!

This is a class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

EC Declaration of Conformity

Update with final regulations

According to EN55022 and EN55024

Manufacturer's Name: Avision Inc.

Manufacturer's Address: No. 20, Creation Road I,
Science-based Industrial Park, Hsinchu
Taiwan, ROC

Declare that the product

Model Name: NetDeliver @V4800

Conforms to the following Product Specification

Emission: EN 50081-1
EN 55022
EN 61000-3-2
EN 61000-3-3

Immunity: EN 55024
EN 60950
IEC 61000-4-2
IEC 61000-4-3
IEC 61000-4-4
IEC 61000-4-5
IEC 61000-4-6
IEC 61000-4-8
IEC 61000-4-11

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1 Getting Started

Precautions

- Keep the machine out of direct sunlight. Direct exposure to the sun or excessive heat may cause damage to the unit.
- Do not install the machine near heating or air conditioning units.
- Do not install the machine in a humid or dusty place.
- Be sure to use the proper AC power source.
- Only use the AC adapter (model name ADP-50ZB made by Delta Electronics, Inc.) included with the machine. Using other AC adapters may damage the machine and void the warranty.
- Place the machine 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.

Introduction

Thank you for purchasing the Avison NetDeliver @V4800. The NetDeliver @V4800 offers business professionals a fast and cost-effective way to transmit paper documents electronically over the internet. With the speed and cost of e-mails, the @V4800 significantly increases productivity and reduces the cost on document distribution.

Best of all, with the addition of a laser printer, the @V4800 is able to perform digital copying. The innovation provides business users a cost-saving way to upgrade office equipments to digital ones and to increase more business-to-business e-Commerce.

Features

E-mail Forwarding:

Connected to an Ethernet network and a SMTP server, the @V4800 allows you to transmit document(s) over the internet via e-mail. With a touch of the e-mail button and the selection of your recipients' e-mail addresses, the document(s) is first scanned and converted into an image file, and then transmitted to remote recipients within minutes.

Digital Copying:

Connected to a color or black and white laser printer, the @V4800 becomes a digital copier. With an intuitive control panel, making digital copies becomes fast and easy.

Address/Phone Book Managing:

The @V4800 provides a convenient way to manage the address and phone book. Simply typing the machine's IP address in the URL field of your browser, the @V4800 web page will be prompted. This web page allows the administrator to create a list of e-mail addresses and most important allows the administrator to create password for security purpose.

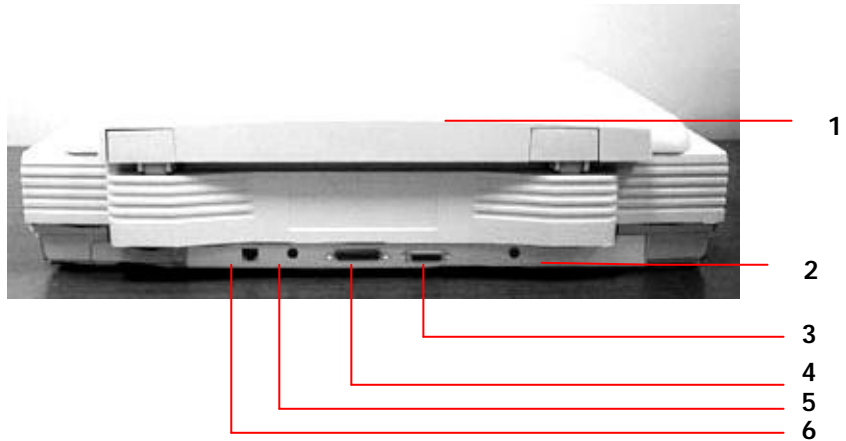
External View

THE FRONT VIEW



1. Document Cover
2. Control Panel
3. Keyboard

THE REAR VIEW



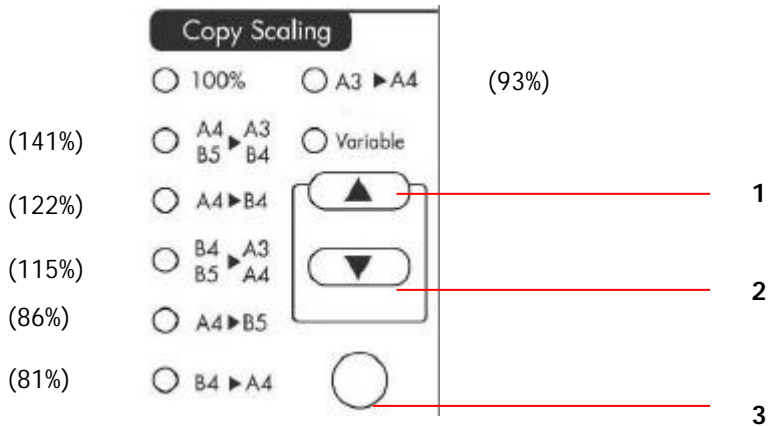
1. Document Cover
2. Power Jack
3. ADF Port
4. Printer Port
5. Keyboard Port
6. RJ-45 Network Port

CONTROL PANEL



① Scaling Area:

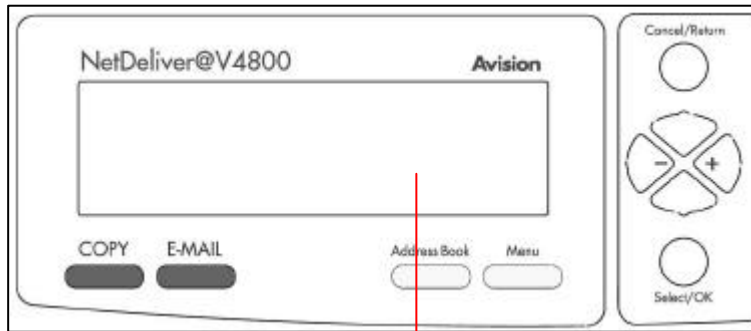
Used to reduce document(s) down to 25% or enlarge it up to 400%.



1. Increase scaling in 1% increment
2. Decrease scaling in 1% Decrement
3. Select scaling from the preset percentage









② LCD-display & Function Keys:

Used to display current operation and select key working mode.



LCD-display

Function Keys and others:

	Press to use the Copy function.
	Press to use the email function.
	Press to select an email address from an address book .
	Press to setup the machine.
	Used to cancel previous input.
	Used to move to up/down/left/right.
	Used to move to the left or to delete last input.
	Used to select or activate your command.

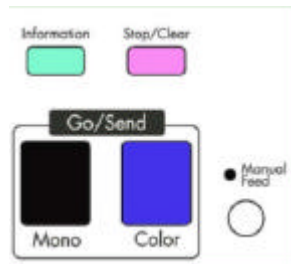
3 The Numeric/Character Keypad:






Used to manually enter email address.



4 Start & Other Keys:

Used to select scanning resolution and start sending or copying document(s).



	Used to show serial number, IP address, firmware version, etc.
	Used to stop sending process or clear previous operation.
	Used to scan and send document(s) in black and white.
	Used to scan and send document(s) in color.
	Used to scan and send multi-page document on the document glass manually one page by one page.

Preinstallation Information

The @V4800 has to be setup properly on your network to perform email and fax forwarding functions. The following network parameters have to be set. For required information and LAN connection, please contact your network administrator.

Important !

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

1. *IP Address:	. . .
2. *Subnet Mask:	. . .
3. *Gateway IP:	. . .
4. *SMTP Server:	. . .
5. *SMTP Port:	25(default)
6. NTP Server:	. . .

Note: "*" requests an IP address you must fill to send e-mail from @V4800.

Explanation of contents:

1. *IP Address: The Internet Protocol (IP) address assigned to your machine by your network administrator.
2. Subnet Mask: The net mask address assigned by your network administrator.
3. Gateway IP: The gateway IP address assigned by your network administrator.
4. *SMTP Server: The IP address of your SMTP Mail Server assigned by your network administrator.
5. *SMTP Port: The port number for SMTP connection.
6. NTP Server: The IP address of your *NTP server.

- Note:**
1. ***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 period. Each number can be zero to 255. For example, 10.1.30.186 could be an IP address.

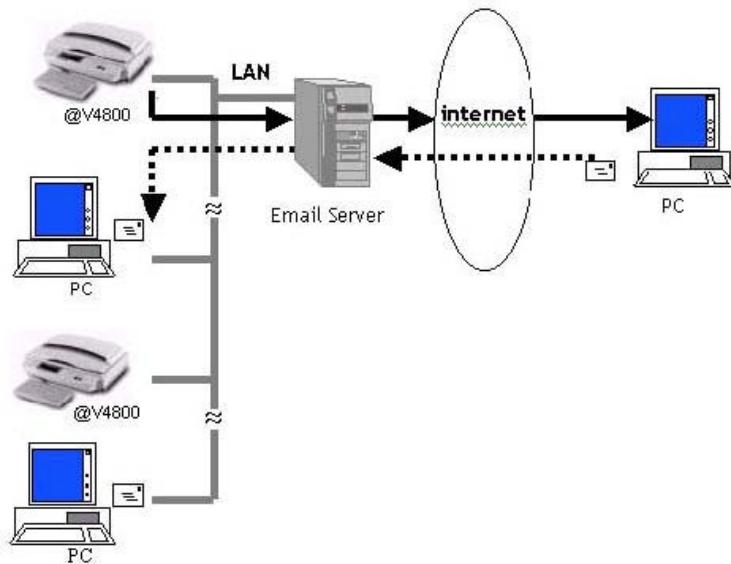
2. ***SMTP:** Stands for Simple Mail Transfer Protocol. It is the main communication protocol used to send and receive email on the Internet.
3. ***SMTP Port:** This setting defines the TCP/IP port for incoming mail. By default, this setting uses port 25 that is the Internet standard for receiving SMTP mail. If your SMTP server listens on a non-standard port, change this value accordingly.
4. ***NTP:** Stands for Network Time Protocol. It is the main time protocol used on Internet.

Internet Communication Features

E-MAIL FORWARDING

The @V4800 allows you to transmit document(s) over the Internet via email. The document is first scanned and converted into a jpg-formatted or a pdf-formatted file, and then transmitted to a remote recipient as an attachment to an email.

When you send an email to someone via the @V4800, the @V4800 uses Simple Mail Transfer Protocol (SMTP) to transfer your outgoing mail to your SMTP mail server, and then to send your mail to the Internet.



2 Setting up Your Machine

Minimum Configuration Requirements

To make the best of the @V4800, the following configuration is required:

To send emails from the @V4800:

- TCP/IP network
- A SMTP server

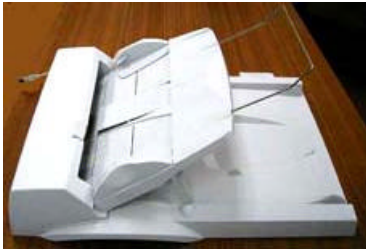
To make copies from the @V4800:

- A PCL-compliant laser printer

Note: If you are not familiar with these terms, contact your network administrator to set up the @V4800 on your network properly.

Checking Package Contents

Unpack the box and check its components. If there is any item missing, contact your dealer immediately.



1



3

1. Auto Document Feeder (Optional)
2. @V4800 Main Unit
3. Keyboard
4. Power Cord
5. Power Adapter

Accessories: Quick Guide.

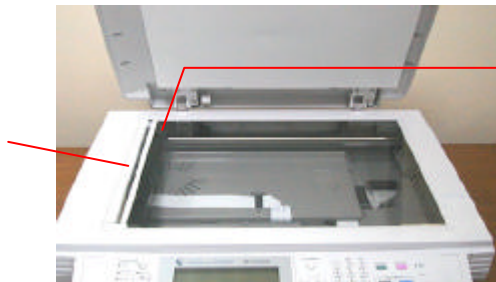
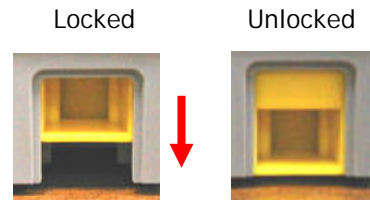
Unlocking the Scan Unit

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 at the left side of the machine.



- 2). Push the lock switch down to unlock the scan unit.



The scan unit at this position before locking

Note:

If you need to move your @V4800 for repair or any other reason, be sure to lock your @V4800 before moving. To lock your @V4800, please do the following,

1. Turn off your @V4800.
2. If the scanning head is not located at the front of the glass, turn the @V4800 on to return the scanning head to the front of the glass. After the scanning head is returned to the home position, turn the power switch off.
3. Move the lock switch to the "Locked Position".

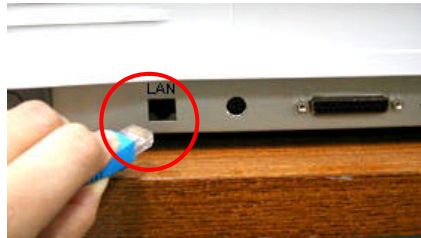
Connecting the Cables

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 network port at the back of your @V4800.



CONNECTING THE KEYBOARD CABLE

1. Connect the cable of the keyboard to the PS2 port at the back of the @V4800.



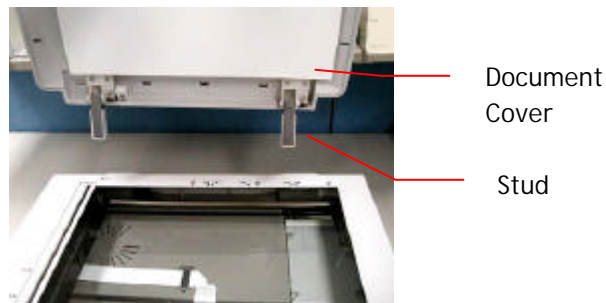
CONNECTING THE PRINTER CABLE

1. Connect one end of the printer cable (not included) to your printer.
2. Connect the other end to the printer port of your @V4800.



Setting up the ADF (auto document feeder)

1. As shown in the figure below, lift the document cover to remove the studs from the hinge holes. The studs are loosely attached to the hinge holes in the purpose to cover your original when it is a few inches high.
2. Insert the studs of the ADF cover to the hinge holes on the document glass.
3. Raise the ADF Tray to about 45 degrees.
4. Pull down the wire leg beneath the ADF Tray.
5. Pull out the ADF Tray extension to its full length.



ADF Wire Legs

ADF Tray
Extension

CONNECTING THE ADF CABLE

Connect the ADF cable which attach to the document cover to the ADF port at the rear of @V4800.



CONNECTING THE POWER AND TURNING ON THE MACHINE

1. Press the power switch to the "0" position to turn off the @V4800.
2. Connect the small end of the power cable to the power port of your @V4800.



3. Connect the other end to an appropriate power outlet.

4. Press the power switch to the "I" position to turn on your @V4800. After showing the warming up message, the LCD display prompts the **Copy** ready status (present) as shown below.



Note: You can leave your @V4800 ON at all times since the @V4800 is designed with a power saving function. If the @V4800 is idle for four hours, it automatically shuts off the scanning lamp.

Setting up Your Network Parameters

Before using the @V4800, please setup the @V4800 properly on your network to perform email and fax forwarding functions. The following network parameters have to be set. For required information and LAN connection, please contact your network administrator.

To set local date and time,

1. After turning on the machine, the following message will appear in the LCD-display.

No NTP server IP,
Please set the time.
Press any key to continue

2. Press the **Menu** button on the **Control Panel** and select **Network Configuration**. A login dialog appears. Enter the password and then **Network Configuration** message appears. Select **NTP Server**.
3. Enter the IP address of NTP server. (For example, 133.100.9.2)

5. SMTP Port: . . .
6. **NTP Server:** . . .
7. Save & Exit:

4. Select **Save & Exit** to save the setting.
5. Press the **Menu** button and then select **General>Time Zone**.
6. Enter local time zone.

1. Device Name:
2. Date/Time: June 20, 2002
15:33:13
3. **Time Zone:** GMT + 08:00
4. Save & Exit:

7. Select **Save & Exit** to save the setting.

Note: It is highly recommended to set the machine time by entering the IP address of NTP server instead of entering the date and time in the *Date/Time* option. This will help the machine reflect actual date and time each time when the machine is turned off and on again.

To set up the network parameters via the control panel,

1. After turning on the @V4800, press the **Menu** button and select the **"Network Configuration"**. A **Login** screen appears. Press the **Select/OK** button to skip to prompt the **Network Configuration** screen (see below) in the LCD-display. (If you have changed the login name and password, the new login name and password are required each time you select the **"Network Configuration"** or **"Administrator"**.)

1. General	1. IP Address: . . .
2. Network Configuration	2. Subnet Mask: . . .
3. Copy	3. Gateway IP: . . .
4. E-Mail	4. SMTP Server: . . .
5. Function Buttons	5. SMTP Port:
6. Administrator	6. NTP Server: . . .
8. Information	7. Save & Exit: . . .
	8. Exit

The Menu items

The Network Setting

2. Consult your network administrator for the network parameters and enter them respectively.
3. Use the ▼ key to scroll the **Save & Exit** menu and press the **Select/OK** button to save your setting.

Note:

1. If you wish to assign a login name, please press the "Menu" button and select the "Administrator">"Admin. Login Name"> and then enter your login name. (Up to 16 characters)
2. If you wish to assign a password, please press the "Menu" button and select the "Administrator">"Admin. Password"> and then enter your password. (Up to 8 characters)
3. Please make a note of your new login name and password. The new login name and password are required each time you select the "Network Configuration" and "Administrator" item.
4. To send document via e-mail from the @V4800, you are required to enter at least the IP address/Subnet Mask/Gateway IP/SMTP server.
5. *NTP Server: Stands for Network Time Protocol. To set the correct time on the @V4800, it is recommended to fill in the IP address of your NTP server. For your information, following IP addresses of the NTP servers can be accessed. Simply choose one of them and fill the IP address in the NTP server field on the Network screen.

Country	Host Name	IP Address
Australia	ntp.cs.mu.OZ.AU	128.250.36.2
Canada	clock.uregina.ca	142.3.100.2
Swiss	swisstime.ethz.ch	129.132.2.21
Germany	ntp0.fau.de	131.188.34.75
France	canon.inria.fr	192.93.2.20
Hong Kong	clock.cuhk.edu.hk	137.189.6.18
Japan	clock.nc.fukuoka-u.ac.jp	133.100.9.2
USA	ntp.alaska.edu	199.165.76.11


2. To set the clock for the @V4800, in addition to entering the IP address of the NTP server, you are requested to choose the appropriate time zone in your area in the "Date/Time" field. To choose the appropriate time zone, please press the "Menu" and then "General" buttons on the Control Panel, then select your time zone in "Time Zone" field. Once you are done, the @V4800 is able to reflect the accurate local date and time each time the machine is powered on.

3 Administering

This chapter describes how to perform the administrator activities either on the control panel or on the @V4800 web page.

The access to the administrator activities is blocked by the administrator password. It is recommended that administrator create a password before performing these activities.



To Administer via the Control Panel

1. Press the **Menu** button () on the **Control Panel** and select **"Network Configuration"**. A **Login** screen appears. Press the **Select/OK** button to skip and prompt the **Network Setting** screen as shown below.

<ol style="list-style-type: none">1. General2. Network Configuration3. Copy4. E-Mail5. Function Buttons6. Administrator8. Information	<ol style="list-style-type: none">1. IP Address: . . .2. Subnet Mask: . . .3. Gateway IP: . . .4. SMTP Server: . . .5. SMTP Port:6. NTP Server: . . .7. Save & Exit: . . .8. Exit
--	--

The Menu items

The Network Setting

2. Use the  or the  key to move between the menus.
3. For the contents of each menu, please see the subsequent section, *Summary of Administrator Activities*.

To Administer via the @V4800 Web Page

1. Start your browser, either Netscape 4.0 ~ 4.78 or Microsoft I.E. 4.0+.
2. Type the IP address of your @V4800 in the URL field of your browser. The @V4800 web page appears.



3. Press the **Menu** button. The following message appears.



4. For the contents of each menu, please see the subsequent section, *Summary of Administrator Activities*.

Summary of Administrator Activities

Configuration Settings	Description
Setup Menu	
General	
Device Name	Displays the model name.
Date/Time	Current date and time.
Time Zone	Based on Greenwich Mean Time(GMT).
Save & Exit	Choose to save your settings and then exit.
Exit	Exit without saving your changed settings.
Network Configuration	
IP Address	IP address of your @V4800.
Subnet Mask	The IP address of your subnet mask.
Gateway	The IP address of your gateway.
SMTP Server	IP address of your SMTP server.
SMTP Port	The port number for SMTP connection.
POP3 Server	IP address of your authenticated POP3 server.
NTP Server	IP address of your NTP server.
Save & Exit	Choose to save your settings and then exit.
Exit	Exit without saving your changed settings.
Copy	
Printer Name	PCL printer
Paper Type	Plain paper
Paper Size	Choice: Letter, A4, Legal, A3
Save & Exit	Choose to save your settings and then exit.
Exit	Exit without saving your changed settings.
E-Mail	
Default Subject	Default text for the Subject field in email messages from the @V4800. Up to 64 characters are allowed. The default subject is used only when users fail to enter anything in the Subject field in email message from the @V4800.
B/W File Format	File format for documents to be sent in black and white via e-mail from @V4800. Choice: PDF or TIF
Color File Format	File format of the color documents to be sent in color via e-mail from @V4800. Choice: TIF, JPG, and PDF
Resolution for B&W	The default scanning resolution you choose to scan from the @V4800. Choice: Fine (75/100/150/200/300/400/600 dpi)

Resolution for Color	The default scanning resolution you choose to scan from the @V4800. Choice: Fine (75/100/150/200/300/400/600 dpi)
Document Type	The contents for your document. Choice: Text, Photo
Compression Rate	The compression level for the documents you send from the @V4800(Jpeg/PDF). Choice: Low, Medium, and High
Enable Background Remove	Remove background color to sharpen the text. Choice: Yes, No
Save & Exit	Choose to save your settings and then exit.
Exit	Exit without saving your changed settings.
Function Buttons	
Button #1-6	Set the most frequent cover message for the Fn#1-6 keys in the supplied PS2 keyboard. Choice: Copy, E-mail
Address Book Menu	
Email	The email address sets for the @V4800. Up to 2000 email addresses can be set. Menus: Add, Delete, and Modify
Group	The group of more than one email address or numbers of fax destination. Up to 100 groups can be set. Up to 99 e-mails or fax destinations can be set in one group. Menus: Add, Delete, and Modify

Administrator	
Login Name	The login name for the administrator. If the administrator wishes to change current name, enter new login name in the field. Note: The login name is case-sensitive and allows up to 8 characters.
Enter New Login Name	New login name for the administrator if the administrator wishes to create a new one. Note: The login name is case-sensitive and is up to 8 characters.
Retype Login Name	Confirmation of the new login name.
Administrator's E-Mail Address	The email address for the administrator. Update administrator's email address in this field.
Enter New E-Mail Address	New e-mail address for the administrator if the administrator wishes to create a new one. Note: Up to 64 characters can be set in the e-mail address.
Retype New E-Mail Address	Confirmation of the new e-mail address.
Password	Current password for the administrator. If the administrator wishes to change current password, double click Password to prompt Change Password dialog.
Enter old Password	Previous password for the administrator.
Enter New Password	New password for the administrator if the administrator wishes to create a new one. Note: Up to 8 characters are allowed.
Retype New Password	Confirmation of the new password.
Login Email Server	Prevent any non-registered users from sending emails. Choice: NO,SMTP,POP3
Add "To" Address After Sending	Scroll to Yes and a dialog appears asking you if you need to add the new email address into the address book after sending your document(s).
E-mail Default From	Default e-mail address for the From field in email message from the @V4800. Up to 64 characters are allowed. The default address is used only when users fail to enter anything in the From field in email message from the @V4800.
Save Current Settings as Default	Save all modified settings to be default.
Save & Exit	Choose to save your settings and then exit.
Exit	Exit without saving your changed settings.

4 Managing the Address Book

Avison Java-Manager is a convenient browser-based tool to manage the address book of the @V4800 remotely. Since only the administrator can manage the address book, it is highly recommended that the administrator read this chapter before using the @V4800.

Managing Your E-mail Address Book

ADDING EMAIL ADDRESSES

To add e-mail addresses,

1. Start your browser, for example Netscape Communicator 4.0~4.78 or Microsoft I.E. 4.0+.
2. Type your IP address in the URL field. For example, `http://100.211.9.10`
The Avison @V4800 web page appears as shown below.

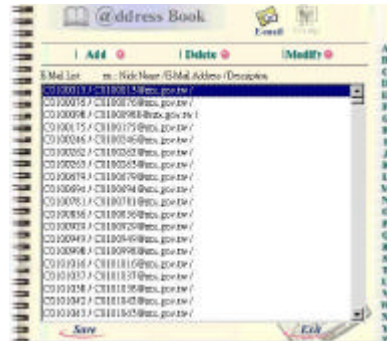


Note: The web page is best viewed at a 1024 x 768 dpi resolution.

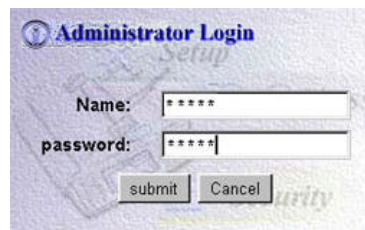
3. Press the **Menu** button to prompt the following dialog.



4. Press **@address** to prompt the **Address Book** dialog.



5. Click **Add** and a login dialog appears.



6. Enter the name and password of the administrator and press **Submit**.
A **New E-mail Address** dialog appears.

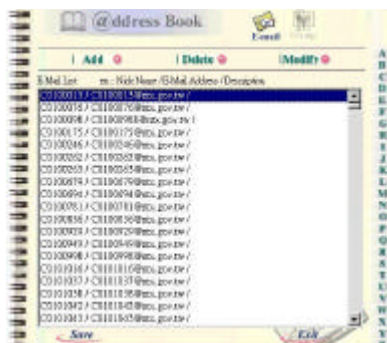
The screenshot shows a software window titled '@Address Book'. Inside the window, there is a section titled 'Add a New E-Mail Address'. Below this title, there are three input fields: 'Name:', '@Address:', and 'Description:'. At the bottom of the form, there are two buttons: 'Continue' and 'Finish'.

7. Enter information of your new e-mail address and click "**Continue**" for the next input or "**Finish**" to save and exit.

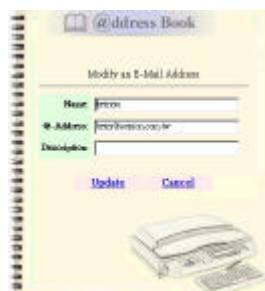
MODIFYING E-MAIL ADDRESSES

To modify e-mail addresses,

1. If you have not logged in yet, follow Step 1 to Step 6 from the previous section, *Adding New E-mail Addresses* to enter the name and password of the Administrator.
2. Click **Finish** to return to the **Address book** dialog.



3. Click the **E-mail** icon and choose the address you want to modify from the list. Then click "**Modify**" to prompt the **Modify E-Mail** address dialog.

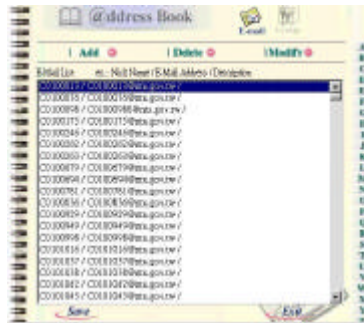


4. Modify your address.
5. Click "**Update**" to save or "**Cancel**" to exit.

DELETING E-MAIL ADDRESSES

To delete e-mail addresses,

1. If you have not logged in yet, follow Step 1 to Step 6 from the previous section, *Adding New E-mail Addresses* to enter the name and password of the Administrator.
2. Click **Finish** to return to the **Address book** dialog.



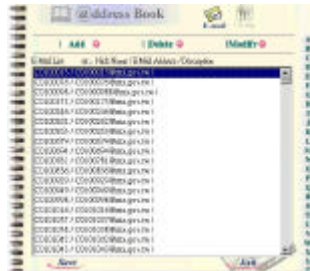
3. Click the **E-mail** icon on the top and choose the addresses you want to delete from the list.
4. Click "**Delete**" to erase the address. A warning message appears to confirm your deletion. Click "**OK**" to confirm the deletion or "**Cancel**" to cancel the deletion.

Managing Your Groups

ADDING NEW GROUPS

To add new groups,

1. If you have not logged in yet, follow Step 1 to Step 6 from the previous section, *Adding New E-mail Addresses* to enter the name and password of the Administrator.
2. Click **Finish** to return to the @address Book dialog.



2. Click the **Group** icon and choose "Add" to prompt the **Add A New Group** dialog.

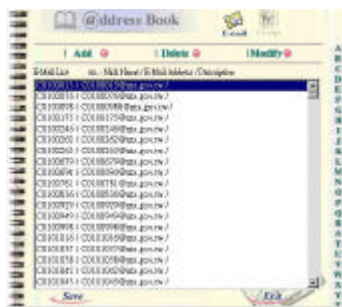


3. Enter your group name.
4. Choose the address from the right side and click ← to add to the group.
5. Click "**Continue**" to continue or "**Finish**" to save and exit.

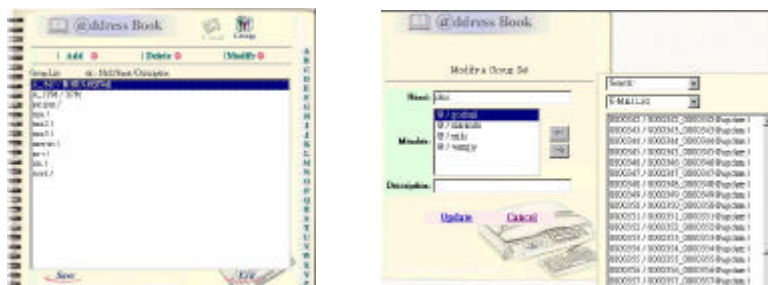
MODIFYING GROUPS

To modify groups,

1. If you have not logged in yet, follow Step 1 to Step 6 from the previous section, *Adding New E-mail Addresses* to enter the name and password of the Administrator.
2. Click **Finish** to return to the @address Book dialog.



2. Click the **Group** icon on the top and choose "Modify" to display the **Modify E-mail Address** dialog.

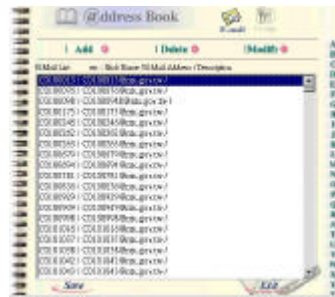


3. Choose one member you want to delete from the group and click the → key to delete or insert a new member from the current addresses/numbers by choosing the address/number on the right side and clicking the ← key to insert to the group.
4. Click "Update" to modify and exit or "Cancel" to exit.

DELETING GROUPS

To delete groups,

1. If you have not logged in yet, follow Step 1 to Step 6 from the previous section, *Adding New E-mail Addresses* to enter the name and password of the Administrator.
2. Click Finish to return to the @ddress Book dialog.





2. Click the **Group** icon and choose the group name you want to delete from the list.



3. Click "Delete" to erase the number. A warning message appears to confirm your deletion. Click "OK" to confirm or "Cancel" to cancel the deletion.

5 Operation

With an intuitive control panel, the @V4800 is designed to be easy-to-use. Basically, to operate the @V4800 takes three simply steps:

1. Place your document face down on the document glass.
2. Type or select your recipient's destination.
3. Press the **"Mono"** button () or the **"Color"** button () to send your document(s).

The following sections describe in detail the things you should know and the advanced features on how to send your document(s) and make copies with the @V4800.

Loading Paper

The @2000 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, 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 6 by 7 inches to 11.69 by 16.5 inches (Legal).
- Document(s) can range in weight from 16 to 28 lbs.
- 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.

**** 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

1. Make sure your document is free of staples, paper clips and is not torn out.
2. If you have multiple pages, fan your document(s) to avoid occasional paper jam. The ADF can hold 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 the pages is fed in first.



Paper Guide

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


PLACING DOCUMENT(S) ON THE GLASS

1. Open the document(s) cover to reveal the glass.
2. Place your document(s) with the text **FACE DOWN** on the glass and align top of your page near the Arrow mark on the document frame.



3. Close the document cover.

Sending Emails

1. Place your document(s) face down on the document glass.
2. Press the  key. The LCD displays the Email screen.

From:
Subj:
To:
CC:
BCC:
Memo:
Size: A4> Press "E-Mail" to change.

You can temporarily select your scanning resolution between **Fine (75 dpi, 100 dpi, 150 dpi, 200 dpi, 300 dpi, 400 dpi)** and **Super Fine (100 dpi, 150 dpi, 200 dpi, 300 dpi, 400 dpi, 600 dpi)** by pressing the **Menu** button and selecting **E-mail** then **Fine Resolution** or **S. Fine Resolution**.

Or you can press the **F. Resolution** button on the control panel to enable the default Fine Resolution value.

3. Enter your email address manually with the keyboard.


Or select the email address from the address book via the




button and the  button.

4. Enter your e-mail message with the keyboard.
5. Press the **E-Mail** button again. The **Document Size** choice appears at the bottom of the LCD-display as shown below. Select your desired paper size.


Doc Size: A4. A4R. B4. A3. B5. B5R

6. Press the  key to send your document(s) in black and white.

Or press the  key to send your document(s) in color.

The LCD displays the scanning progress on the sending of your document(s) via email.

Page 1	100%
E-Mail	OK

- Note:**
1. You can send your document to e-mail addresses or to fax destinations simultaneously.
 2. If the "Enable Security for Email" box has been checked, you have to enter the password to access the e-mail forwarding function.
 3. If you make a mistake during the process, press the  key to cancel.
 4. If you have stopped typing in the From, Subject, To, CC, or BCC fields for three minutes, the LCD-display automatically clears what you have typed.
 5. Up to 18 lines of text on the LCD-display (each line includes 34 characters) can be shown in the Memo field.

Making Copies

BEFORE MAKING COPIES


Before making copies through the control panel, please do the following:


1. Make sure that your printer supports PCL or Postscript printer language. If not, please contact your dealer.
2. Check if your printer has been properly connected to the @V4800.

BASIC OPERATING STEPS

To make simple copies,

1. Place your document(s) on the glass.

2. Press the  key to send your document(s) in black and white.

Or press the  key to send your document(s) in color.
The LCD displays the scanning progress.

Copy	100%
Copy	OK

Note:

If you make a mistake during the transmission process, press the



PRINTER COMPATIBILITY LIST

Before using the copy features, make sure that you have connected a color or black and white laser printer to your @V4800.

Please also note that the @V4800 can be connected to various brands of laser printers as long as they are PCL-compliant (it even supports some PostScript printers). The supported printer list is as follows:

Printer Model
Canon LBP730
Canon LBP2200
CASIO N5
EPSON 3000C
EPSON 8300C
EPSON C8000
EPSON ESCPAGE-C
KYCOREA Mono Printer
NEC 2250H
OKI C9200
OKI C9400
RICOH NX710
PCL printer
... More in the future

Note:

For the most updated printer list, please visit the Avison's web site at <http://www.avision.com>

ACCESSING COPY FEATURES

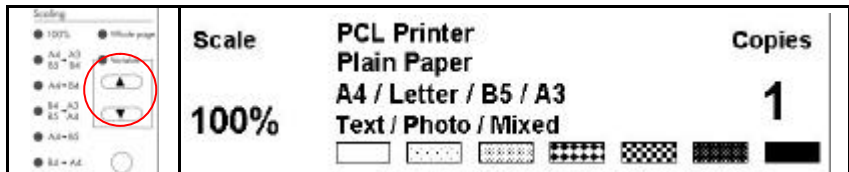
You can access a variety of copy features before pressing the **"Mono"** or **"Color"** buttons. These features include:

- Changing Scaling
- Adjusting Density
- Choosing Copy Quality
- Choosing Paper Size
- Increasing Copy Count
- Focusing on Text/Photo/Mixed

CHANGING SCALING

To reduce or enlarge the original document,

1. Press the **Copy** button on the panel to prompt the **Copy** screen.



2. Press the ▲ key to enlarge your document in 1 percent increment. Or press the ▼ key to reduce your document in 1 percent decrement.

Or, press the round button to choose your scaling from preset scaling from 141%, 122%, 115%, 93% (whole page) 86%, 81%.

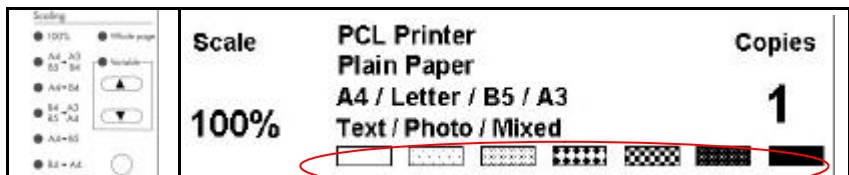
- ** After you have made your copies, the settings you have just made will remain in the LCD-display for three minutes. After three minutes, the machine will automatically return to the factory default settings.





ADJUSTING DENSITY

The @V4800 is preset to the Normal level of density. If your original document comes with a lighter or darker contrast, you can improve the quality using the Adjusting Density feature.

To change your density,

1. Press the **Copy** button on the panel to prompt the **Copy** screen.






2. Press the  key to move your cursor down to the **Density** field.
3. Choose your desired density with the  or  keys and then press the **Select/OK** button ().

** After you have made your copies, the settings you have just made will remain in the LCD-display for three minutes. After three minutes, the machine will automatically return to the factory default settings.




CHOOSING PAPER SIZE

Your machine is preset to Letter size. If your output paper size is different from Letter, change your output size with the touch of the buttons.

To change your output paper size,

1. Press the **Menu** button () on the **Control Panel**.
2. Press the  key to scroll down to the **Copy** menu and press the **Select/OK** button (). The **Copy** menu appears.

1. **Printer Name:**
 2. **Paper Type:**
 3. **Paper Size:**

3. Press the  key to scroll down to **Paper Size** and press the **Select/OK** button to prompt the option. (i.e. Letter/A4/B5/A3)
4. Choose the paper size with the  or  keys and press the **Select/OK** button.

**** After you have made your copies, the settings you have just made will remain in the LCD-display for three minutes. After three minutes, the machine will automatically return to the factory default settings.**

INCREASING COPY COUNT

The @V4800 is preset to 1 copy. If you wish to increase the number of copies, choose your desired copy count with the numeric keypad or keyboard.

To increase your copy count,

1. Press the **Copy** button on the **Control Panel** to prompt the **Copy** screen.
2. Enter your desired copy count with the numeric keypad. The LCD display shows the number of your copy count.



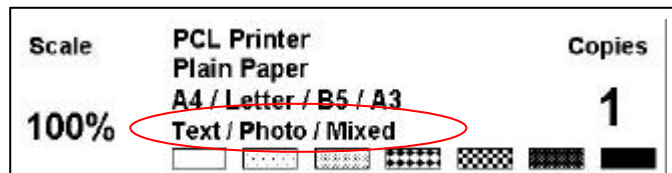
- ** After you have made your copies, the settings you have just made will remain in the LCD-display for three minutes. After three minutes, the machine will automatically return to the factory default settings.




SELECTING PHOTO OR TEXT

If required, you can select photo or text to get an optimum result.

To select photo or text,

1. Press the **Copy** button on the **Control Panel** to prompt the **Copy** screen.





2. Press the  key to scroll down to the **Text/Photo/Mixed** field.
3. Choose your focus with the  or  keys and then press the **Select/OK** button.

Using the Manual Feed Button

The **“Manual Feed”** button allows you to scan multi-page document manually on the document glass one page by one page. With the **“Manual Feed”** button, the recipient can receive your multi-page documents in one mail or one fax transmission.

To use the **“Manual Feed”** button,

1. Press the **“Manual Feed”** button (). The **“Manual Feed”** button appears with a lit LED.
2. Press the e-mail button on the Control Panel.
3. Enter your **“From”** and **“To”** address n the **E-mail** screen.
4. Press the **Mono or Color** button to start sending your document.
5. When the machine completing scanning your first page, the LCD-display will guide you to place your next page.
6. Place your next page on the document glass, then press the **“Color”** or **“Mono”** button according to the LCD-display.
7. Press the **“Manual Feed”** button () again if you want to stop scanning. The LCD light of the **“Manual Feed”** will be off.
8. The LCD-display shows the finish message. And the recipient can receive your multi-page documents in one e-mail.

6 Troubleshooting

Information Codes/Message

INFORMATION CODES DURING SCANNING AND COPYING

Info code	Meaning	Action	Page
10001	SRAM error	Restart your @V4800. (Turn off and on again) If the code still appears, contact your dealer.	--
10002	DRAM error	Restart your @V4800. If the code still appears, contact your dealer.	--
10003, 10004	Lamp error	Restart your @V4800. If the code still appears, contact your dealer.	--
10005	Home sensor error	Restart your @V4800. If the code still appears, contact your dealer.	--
10006	Lamp error	Restart your @V4800. If the code still appears, contact your dealer.	--
10007	Lock error	1. Turn off your @V4800. 2. Find the lock switch underneath the machine and unlock the machine. 3. Restart your @V4800. If the code still appears, contact your dealer.	2-3
10008, 10009	ADF error.	ADF paper jam. Open the ADF cover and remove the paper from the ADF then close the ADF cover. If the code still appears, contact your dealer.	6-2
10201	Z1 access error	Restart your @V4800. If the code still appears, contact your dealer	--
10202	Z1 SRAM error	Restart your @V4800. If the code still appears, contact your dealer	

MESSAGE DURING SCANNING AND COPYING

LCD Message	Action	Page
Copy function disables.	Please download the printer profile.	--
Check printer cable or status.	<ol style="list-style-type: none"> 1. Check if the printer cable has been correctly connected. 2. Check if the printer is turn on. 3. Restart the @V4800 and your printer. 4. If the message still appears, contact your dealer. 	--

INFORMATION CODES DURING NETWORKING

Info Code	Meaning	Action	Page
20512	The connection failed.	Type the IP address of the @V4800 from another PC in DOS prompt. If the @V4800 has no response, then perform the following steps. <ol style="list-style-type: none"> 1. Check if the RJ-45 connector is firmly plugged-in. 2. Check the Ethernet cable. 3. Check the @V4800 IP address. 4. Check the destination IP address. 5. Check Subnet Mask. 6. Check Gateway IP. 	2-5, 2-9
20519	The destination address is invalid.		
20530	Network is down.		
20531	Network is unreachable.		
20533	The connection aborted by the server.		
20534	The connection reset by the server.		
20540	Connection timed out		
20541	The attempt to connect failed.		
20545	The destination host is not able to reach.		

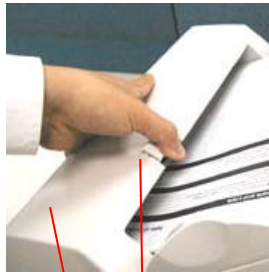
INFORMATION CODES DURING E-MAILING

Info Code	Meaning	Action	Page
30421 31421 32421	Service not available, closing transmission channel. The Server is going to shut down.	Contact your network administrator for further help.	--
31450	Requested mail action not taken: mailbox unavailable	Check "To" address.	
31451 32451	Requested action aborted: local error in processing	Contact your network administrator for further help.	
31452 32452	Requested action not taken: insufficient system storage	Contact your network administrator for further help.	
30454 31454	Temporary authentication failure: The authentication failed due to a temporary server failure.	Contact your network administrator for further help on mail server's authentication mechanism Turn off the mail server's authentication, and try again.	
30500 31500 32500 33500	Syntax error, command unrecognized	Reboot the machine, and try again. If the error is still there, contact your dealer.	
30501 31501	Syntax error in parameters or arguments	1. Check if the Device Name is valid. The Device Name can be found in Menu/General. 2. Check "From" address. 3. Check "To" address. Contact your network administrator for further help.	
31503 32503	Bad sequence of commands	Reboot the machine, and try later. If the error is still there, contact your dealer.	
30504	Command parameters not implemented	Check if the Device Name is valid. The Device Name can be found in Menu/General.	
30530 31530	Authentication required: Mail server requires authentication in order to perform the requested action.	Contact your network administrator for further help on mail server's authentication mechanism Turn off the mail server's authentication, and try again.	
31550	Requested action not taken: mailbox unavailable [E.g., mailbox not found, no access]	Check "To" address.	
31551	User not local: please try again.	Check "To" address.	

31552 32552 33552	Requested mail action aborted: exceeded storage allocation	<ol style="list-style-type: none"> 1. Check "To" address. 2. Check mail box storage allocation. 3. Contact your network administrator for further help. 	
31553	Requested action not taken: mailbox name not allowed	Check "To" address.	
32999	Connection broken during data transmission.	<ol style="list-style-type: none"> 1. Check network environment. 2. Check if file size of the email attachment is larger than the mail box quota. 	

Clearing a Paper Jam

1. Press the ADF release button on the ADF front cover and open the cover to the left.
2. Gently pull out the jammed paper.
3. Close the ADF cover.



ADF Release Button



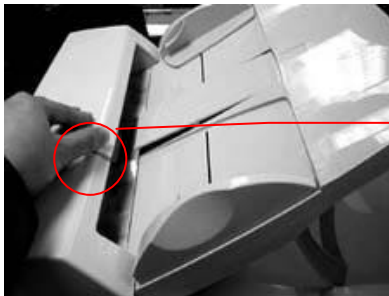
Document

ADF Front Cover

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 @V4800 may not feed documents smoothly. If this occurs please follow the cleaning procedures to return your machine to its original state.

1. Moisten a cotton swab with isopropyl alcohol (95%).
2. Press down the ADF push button.
3. Open the ADF front cover to the left. Wipe the feeding rollers by moving the swab 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.



ADF Push
Button



Feeding Roller

Pick Spring

ADF Pad

Replacing the Snap-in Pad Module

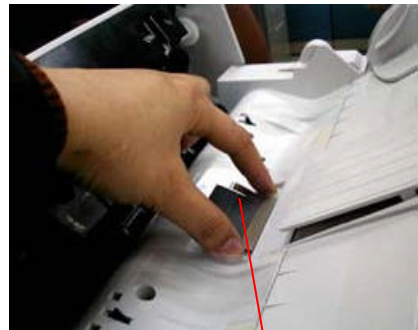
After scanning approximately 100,000 pages through the ADF, the pad may be worn out and you may experience problems with document feeding. In this case, it is highly recommended to replace the pad module with a new one. For ordering the pad module, please consult your nearest dealer and follow the procedure below to replace it.

Disassembling Procedure

1. Press down the ADF release button.
2. Open the ADF front cover to the left.
3. Press both arms of the ADF snap-in pad module inwardly with your fingers to pull out the ADF snap-in pad module.



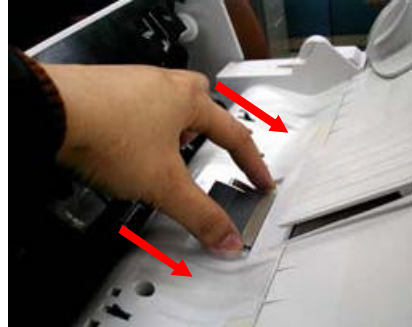
ADF Release
Button



ADF Pad

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.



Cleaning the Glass

The @V4800 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 @V4800 is now ready for use.



1. Document Cover
2. Document Glass

Frequently Asked Questions and Answers

INSTALLATION

Q: I use a dial-up ADSL modem to connect my computer to the Internet. Can I use the @V4800 to send e-mails?

A: Yes, but you have to purchase an ADSL router (which supports Network Address Translation). After connecting the ADSL router to the @V4800 and setting the network parameters assigned by the router on the @V4800, you can send digital documents as e-mail attachments from the @V4800.

E-MAIL TRANSMISSION

Q: Can I adjust the image contrast when sending e-mails from the @V4800?

A: No, when you are sending the image, you are unable to adjust the image contrast since it has been optimized. Yet, your recipient is able to adjust it in an Image Editing software application.

Q: Is it possible to scan and generate multi page documents from the flatbed?

A: Yes, please press the **"Manual Feed"** button before pressing the **E-Mail**, or **Copy** function button. Once the first page has been scanned, the LCD-display will indicate to continue or end your scanning. Follow the instruction to complete the request. After completing the scanning all your pages, press the **"Manual Feed"** button again to end.

COPY

Q: Is the @V4800 compatible with Inkjet color printer?

A: So far the @V4800 is only compatible with laser printer with PCL-compliant printer language.

OTHERS

Q: The @V4800 did not keep up the hour configuration.

A: Please enter the IP address of the NTP (Network Time Protocol) server in the network configuration of the @V4800, for example, 128.250.36.2.

Q: How to know the version of my @V4800?

A: Press the **Menu** key on the control panel and choose **#9 Information**. All information including the IP address, serial number, and the firmware version appear.

Q: How to use the function button #1 to #6 from the keyboard provided by Avison?

A: Function buttons #1 to #6 are used store your favorite settings, for example, your most frequently used copy setting, and e-mail setting. To set your function buttons, simply follow these steps. Press the **"Menu"** button on the Control Panel and then select **"Function Buttons">"Function Button#1">"Copy, or Email"** in succession and then set your favorite copy, e-mail settings. Finally, select **"Save & Exit"** to save the settings.

To use the function button is easy. For example, when you need to copy, simply press the **"Fn#1"** (If your previously set function button #1 is **Copy** setting), the **Copy** screen will appear. Press the **Go** button, and your document will be printed out according to the settings of the Function Button #1.

Likewise, if you need to e-mail, simply press the “**Fn#2**” (If your previously set function button #2 is **E-mail** setting), the **E-mail** screen will appear. Press the **Go** button, and your document will be converted and emailed according to the settings of the Function Button #2.

Q: If the keyboard supplied from Avision is defective, can I use another set of keyboard? And do the function buttons still work?

A: Yes, you can use any other keyboard as long as it is a PS2 type. Type characters and numbers as usual. However, the function buttons and the control keys may not work properly.

Technical Support

If your problem still exists after trying the above solution, please prepare the following information and then contact the technical support of Avision.

- Serial number of your machine
- Your network parameters
- Error Code and its description if any
- Brand and model name of the Printer connected to the machine

Headquarter

Avision Inc.

No. 20, Creation Road I, Science-Based Industrial Park,
Hsinchu 300, Taiwan, ROC
TEL: +886 (3) 578-2388
FAX: +886 (3) 577-7017
E-MAIL: service@avision.com.tw
Web Site: <http://www.avision.com>

US and Canada

Avision Labs., Inc.

6815 Mowry Ave., Newark CA 94560, USA
TEL: +1 (510) 739-2369
FAX: +1 (510) 739-6060
EMAIL: support@avision-labs.com
Web Site: <http://www.avision.com>

Appendix

Quick Guide

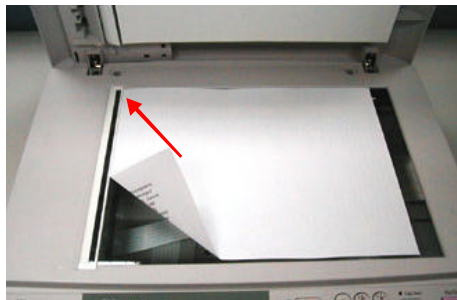
1 Placing Your Documents

For multi-page transmission



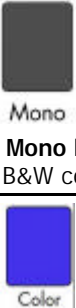
Place your document **FACE UP** in the ADF.



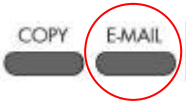


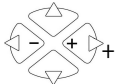

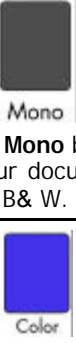
Place your documents **FACE DOWN** on the glass.



2 Making Copies Through Your Printer

 <p>Press the Copy button.</p>	 <p>Enter your copy count via the numeric keypad</p>	 <p>Press the Mono button to make B&W copies.</p> <p>Press the Color button to make color copies.</p>
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3 Sending Your Document via Emails

 <p>Press the E-MAIL button.</p>	<p>Enter an email address with your keyboard or with the character keypad</p>  <p>or press "Address Book" to select from the list</p> <p>(e.g.  +  + )</p>	 <p>Press the Mono button to send your document in B& W.</p> <p>Press the Color button to send your document in color.</p>
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Specifications

Items	Specifications
System Overview	
System Description	Stand-alone Internet Appliance
Scan Engine	A3, Flatbed CCD Scanner
LCD	240x64 Graphic LCD (127.15x33,87mm effective area)
Output Quality	600 dpi
External Connections	<ol style="list-style-type: none"> 1. RJ-45 (for Network connection) 2. IEEE 1284 (for Copy application) 3. RJ-11 (option, for PSTN connection) 4. PS2 (option, for External standard PS2 keyboard)
Transmission Speed (Mono, ADF, A4R)	15 PPM (200 dpi)
Transmission Speed (Color, ADF, A4R)	9 PPM (200 dpi)
Network Connection	Yes, 10/100 Mbits auto-negotiation
Networked Workgroup Solution for:	Stand-alone Copy E-Mail via Internet/Intranet
Paper Size	Up to A3
Output Format	PDF, JPEG, Postscript, PCL
CPU	32 bit RISC CPU
Memory Size	DRAM: 16 MB
ADF Capacity	50 pages
ADF Paper Size	6x7 inch ~ 11.69 x 16.5 inch
ADF Paper Thickness	16~28 lbs
ADF Paper Placing	Face Up
Flatbed Paper Placing	Face Down
Dimension	589x502x153(mm)
Weight	9 kgs
Power Supply	24V DC, 2A external power adapter
Power Consumption	<36W

Copy	
Output Format	Postscript, PCL
Multiple Copies	Up to 99
Copy Speed	Mono: 15 PPM (Oki 9400, A4 Landscape, 300 dpi) Color: 2 CPM (Oki 9400, A4 Landscape, 300 dpi)
First Copy Out Time	16.35 seconds (Oki 9400, A4 Landscape, 300 dpi)
Copy Mode	Standard, High Quality
Enlarge /Reduce	Whole Page (97%) 25%~400% in 1% increment/decrement Pre-set Scales Customized
Network/Internet Applications	
Connectivity	Ethernet 10BaseT/100BaseTX auto-negotiation with RJ-45 connector
Communication Protocol	TCP/IP, SMTP, FTP, HTTP, MIME, LDAP
File Formats	PDF, JPEG, TIFF
Supported Browsers	Microsoft IE 4.1 or higher Netscape Navigator 4.0 or higher
Configuration Requirement	1. IP address & subnet mask 2. Gateway 3. SMTP server/Gateway
System Capacity	E-mail Addresses: 2000 Group: 100 Number of Email in one group: 99
Speed Dial	12 sets
Security	Yes
Network Management	Configuration and administration via standard Web Browsers

Glossary

ADSL - Asymmetrical Digital Subscriber Line

Asymmetrical Digital Subscriber Line, a high speed communications line

Client/server

A client is a computer that requests service from another computer (server).

Dial-up connection

A connection to the Internet made via phone & modem.

Direct connection

A connection made directly to the Internet.

Ethernet

Ethernet is a standard for connecting computers into a local area network (LAN). The most common form of Ethernet is called 10BaseT, which denotes a peak transmission speed of 10 mbps using copper twisted-pair cable.

Gateway

An interface that connects two different networks (a LAN can be connected to the Internet through some kind of gateway.)

Hub

This chunk of hardware is used to network computers together (usually over an Ethernet connection). It serves as a common wiring point so that information can flow through one central location to any other computer on the network.

IP Address

Internet Protocol Address – every computer on the Internet has a unique identifying number, like 191.2.24.2

LAN

Local Area Network – a network of computers installed within a small area, such as an office building.

Modem (MODulator, DEModulator)

A device that you connect to your computer & to a phone line, that allows the computer to talk to other computer through the phone system. Basically, modems do for computers what a telephone does for a human.

Network

Groups of computer that are connected together so that they can share resources and exchange data.

Node

Any server connected to the Internet.

POP

Post Office Protocol – Internet protocol used by your ISP to handle emails for its subscribers. A POP account is just a synonym for an email account.

Protocol

A set of rules and conventions that describes the behaviors that computer must follow in order to understand each other.

Router

A piece of equipment which connect two or more networks.

SMTP

Simple Mail Transfer Protocol – a main protocol to send and receive email between servers on the Internet.

SMTP Port

This setting defines the TCP/IP port for incoming mail. By default, this setting uses port 25 that is the Internet standard for receiving SMTP mail. If your SMTP server listens on a non-standard port, change this value accordingly.

Subnet mask

A mask used to determine what subnet an IP address belongs to. An IP address has two components, the network address and the host address. For example, consider the IP address 150.215.017.009. Assuming this is part of a Class B network, the first two numbers (150.215) represent the Class B network address, and the second two numbers (017.009) identify a particular host on this network.

TCP/IP

Transmission Control Protocol/Internet Protocol – a suite of communication protocol that defines the basic working of the Internet. In fact, TCP/IP is the protocol of the Internet because it's the language by which all Internet computers talk to each other.