

# Avision

## *NetDeliver @V5100*    **User's Manual**



English

# 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:***

Only use the AC adapter (Model: ADP-50ZB, Manufacturer: Delta Electronics Inc.) included with the equipment. Using other AC adapters may cause an electric shock or fire.

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

**⚠ CAUTION:**

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.
- Be sure to use the proper AC power source.
- 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, pass-ports, 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.

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# 1 Getting Started

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## Introduction

Thank you for purchasing our @V5100, an internet appliance. @V5100 offers an unprecedented document delivery technology, transmitting paper documents electronically over the internet. With @V5100, you can instantly scan paper-based document and deliver the electronic image to various destinations including e-mail addresses, printers, ftp servers, web, 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 fax, mail, or courier.

## Features

### **Scan to E-mail:**

Connected to an Ethernet network and a SMTP server, @V5100 allows you to transmit document(s) over the internet via e-mail. 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.

### **Scan to File:**

@V5100 allows you to send 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), AVPP(Avision Post Processing) protocol. The scan to filing feature off-loads the mail server from handling large attachments.

**Digital Copying:**

Connected to a color or black and white laser printer, @V5100 becomes a digital copier. With an intuitive control panel, making digital copy becomes fast and easy.

**Multiple Pages Sending:**

With the optional Auto Document Feeder, @V5100 allows a stack of 50-page document(s) to be continuously scanned at one time in reliable quality to increase your efficiency.

**Post Processing**

The @V5100 can be used as a paper-scan input device with a thin client, which directs the back-end server to do various customized post processing.

**Address Book/Profiles Managing:**

@V5100 provides a convenient way to manage all the e-mail addresses and profiles(filing destinations). Simply by typing the machine's IP address in the URL field of your browser, @V5100 web page will be prompted. This web page allows you to create up to 2000 e-mail addresses and several filing destinations to manage your document.

## External View

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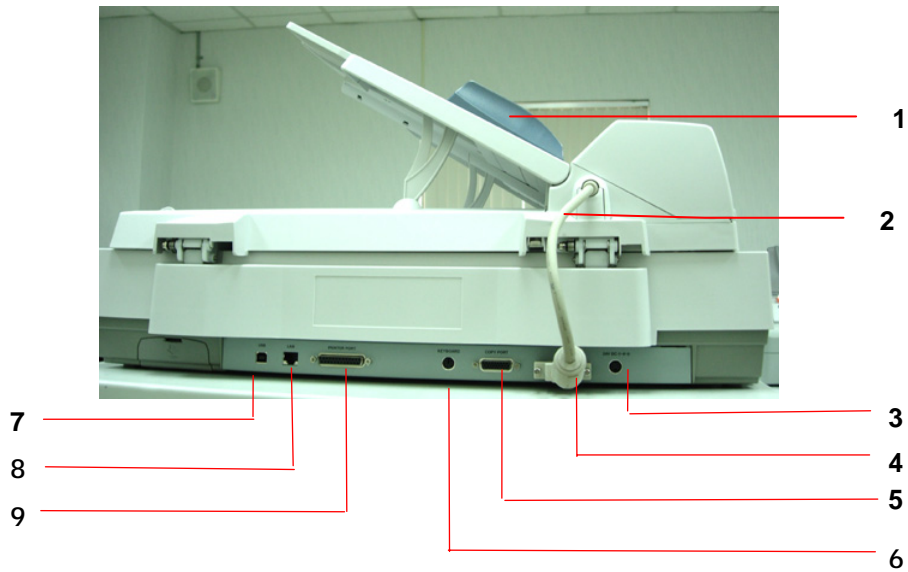
### THE FRONT VIEW



- |                    |                      |
|--------------------|----------------------|
| 1. ADF Front Cover | 4. ADF Paper Support |
| 2. LCD-display     | 5. Document(s) Cover |
| 3. ADF Paper Tray  | 6. Control Panel     |

\* ADF (Automatic Document Feeder) unit is optional.

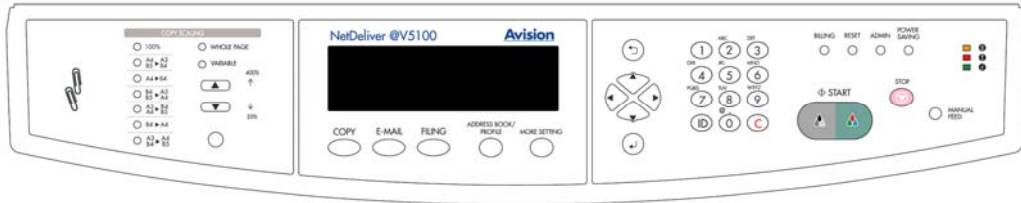
## THE REAR VIEW



- |                       |  |
|-----------------------|--|
| 1. ADF Unit:          | To load multi-page document.                                 |
| 2. ADF Cable:         | To connect the main unit.                                    |
| 3. Power Jack         | To connect power cable.                                      |
| 4. ADF Connector      | To connect ADF cable.  |
| 5. Copy Connector     | To connect printer supplied by Avison for high speed copies. |
| 6. Keyboard Connector | To connect keyboard.   |
| 7. USB Connector      | To connect a personal computer with USB interface.           |
| 8. LAN Connector:     | To connect an ethernet cable.                                |
| 9. Printer Connector: | To connect a color laser printer.                            |

*\* ADF unit is optional.*

## THE CONTROL PANEL



Part A

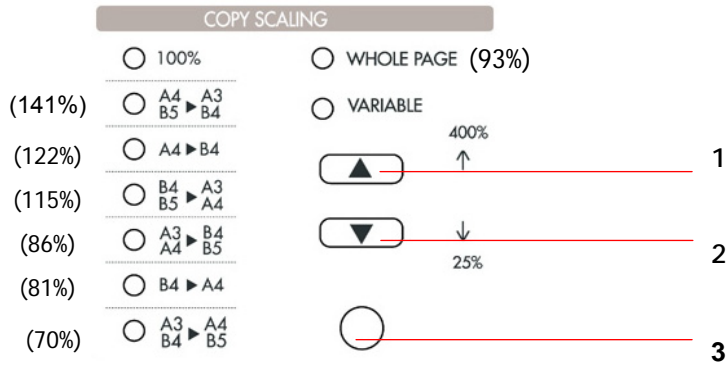
Part B

Part C

Part D

### Part A: Scaling Area:

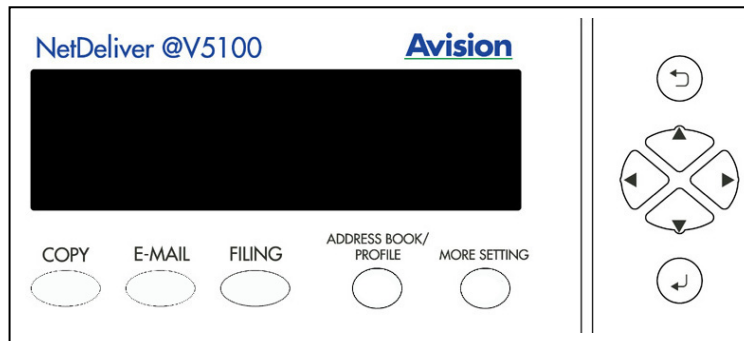
Used to reduce document(s) down to 25% or enlarge up to 400%.











1. Increase scaling in 1% increment up to 400%
2. Decrease scaling in 1% Decrement down to 25%
3. Select scaling from the preset percentages

## Part B: LCD-display & Function Keys:

Used to display current operation and select key working mode.



### Function Keys and others:

	Press to use the Copy function (also the default working mode).
	Press to use the email function.
	Press to use the filing function.
	Press to select an email address from an address book or select a profile from a profile list.
	Press to setup more settings for copy, e-mail or filing individually.
	Press to previous screen or input.
	Used to move to up/down/left/right.
	Used to select a command.

## Part C: The Numeric/Character Keypad:

Used to enter the network parameters or copy page number.



: Used to clear previous input.





: Used to select frequent used message shown in the subject or memo field when sending e-mail. (Refer to the machine's homepage to complete the settings.)

## Part D: Start & Other Keys:

Used to select special requirement or the start key to send or copy your document(s).



BILLING <input type="radio"/>	Select to end and count previous batch of scanning jobs.
RESET <input type="radio"/>	Select to clear current settings and return to panel default settings.
ADMIN <input type="radio"/>	Select to enter administrator menu.
POWER SAVING <input type="radio"/>	Select to enter power saving mode.
	<ul style="list-style-type: none"> <li>The Power LED – Used to indicate power on and ready status.</li> <li>The warning LED – Used to indicate error.</li> <li>The sleeping LED – Used to indicate power-saving status.</li> </ul>
<input type="radio"/> MANUAL FEED	Select to scan and send multi-page document on the document glass continuously or from the auto document feeder batch by batch.

	Select to stop processing.
	Select to start copying, e-mailing, or filing.



## Pre Installation Information

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@V5100 has to be setup properly on your network to perform e-mail and filing functions. In order for other network devices to find the @V5100 on the network, the following network parameters have to be collected from your network administrator.

<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:

1. *DHCP Enable:	Choose Yes to obtain IP/subnet/gateway addresses automatically from DHCP server.
2. *IP Address:	The Internet Protocol (IP) address assigned to your machine by your network administrator.
3. Subnet Mask:	The net mask address assigned by your network administrator.
4. Gateway IP:	The gateway IP address assigned by your network administrator.
5. *SMTP Server:	The IP address of your SMTP Mail Server assigned by your network administrator.

6. SMTP Port:	The port number of your SMTP Mail Server.
7. *DNS server:	The IP address of DNS Server assigned by your network administrator.
8. *POP3 Server:	The IP address of your POP3 server.
9. *POP3 Port	The port number of your POP3 Server. Please enter the DNS name or IP and port number of your POP3 server if your mail server requires POP3 authentication before sending e-mails from the machine.
10. *LDAP Server:	The IP address of your LDAP server.
11. LDAP Port:	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 @V5100.
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, such as Pegasus.com.tw instead of 120.3.2.23.
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.

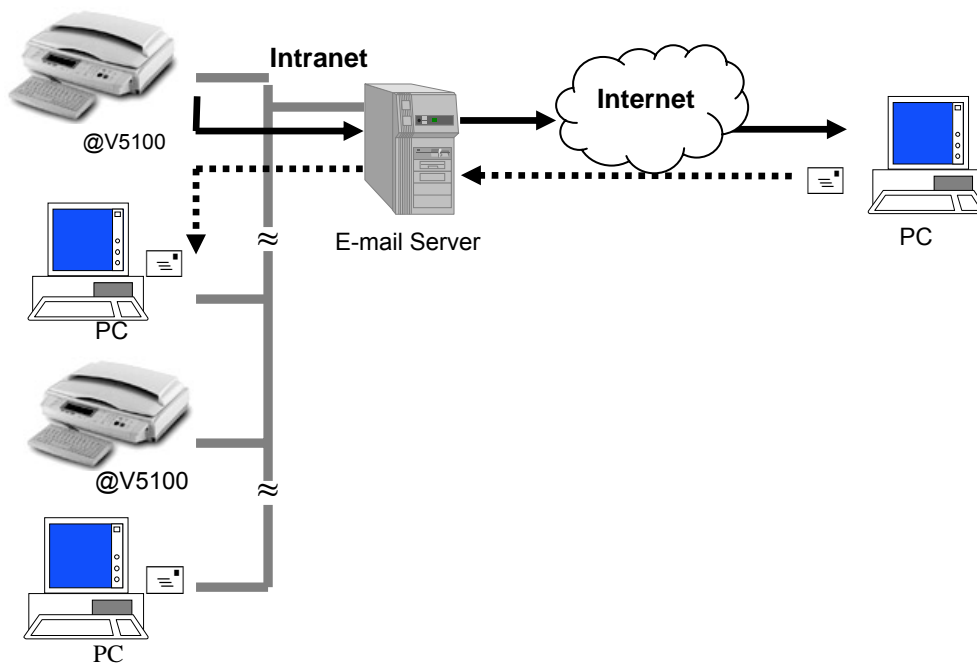
## Internet Communication Features

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### SCAN TO E-MAIL

@V5100 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 @V5100, @V5100 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.

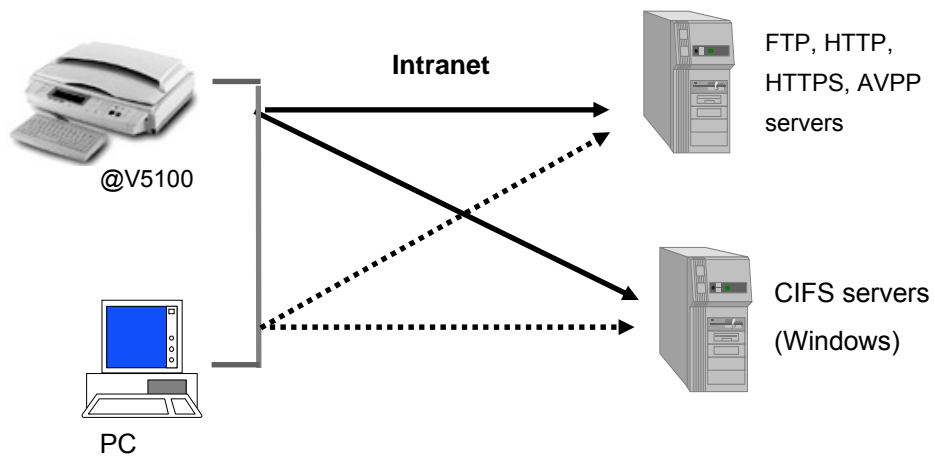


## SCAN TO FILE

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Through the intranet with FTP (File Transfer Protocol), HTTP (Hypertext Transfer Protocol), HTTPS (a secure way of using HTTP), CIFS (Common Internet File System), or AVPP (Avision Post Processing Protocol), @V5100 allows you to save scanned document directly to a designated server or a personal computer on the network in a standard PDF, JPEG, TIFF, or MTIFF file format.

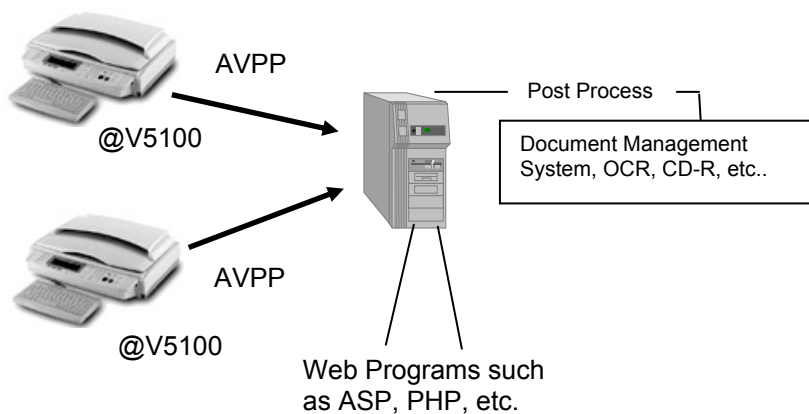
CIFS is the sharing system of Microsoft Windows. What's unique about this filing function is to let entire corporate users share one machine to send documents to each desired file folder on a designated server or individual computer.



## POST PROCESSING

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The @V5100 uses an AVPP (Avision Post-processing Protocol) protocol to provide the post processing mechanism for filing document. The AVPP is a protocol developed by Avision. The distinguishing feature of such AVPP's post processing is to treat the @V5100 as a workstation's input device and a simplified post-processing controller. Before and after a document is filed, @V5100 will inquire a user how to manage the document further by following the applications (usually made of page programs like ASP, PHP, JSP etc...) on the post-end server. Such an architecture enables a single server to serve multiple sets of @V5100 simultaneously.



**Note:**

The usage of AVPP needs to develop and deploy the back-end server page programs. These programs are not included in this product service, please consult with professional web page developers to provide a customized application system.

## 2 Installing Your Machine

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This chapter is specifically targeted to the persons who are responsible for the administration of @V5100. It is recommended that the administrator read this chapter before installing the machine.

### Minimum Configuration Requirements

To make the best of @V5100, the following configuration is required:

**To send e-mails from @V5100:**

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

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

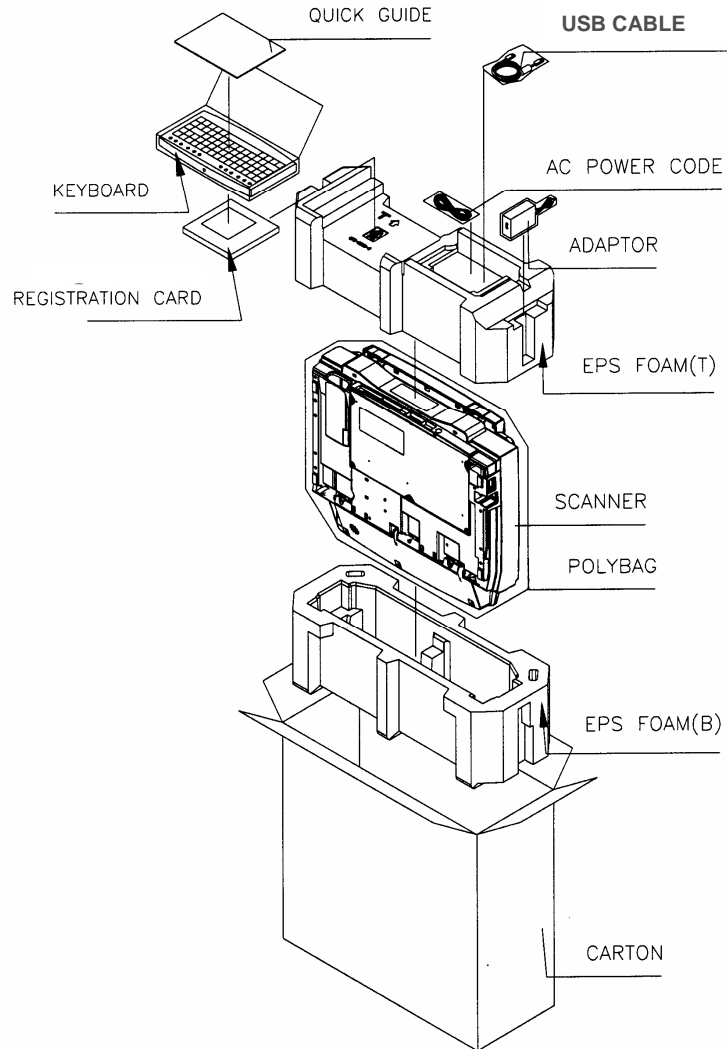
- FTP, HTTP, HTTPS, CIFS, or AVPP Protocol environment
- Windows 95, Windows 98, Windows NT, Windows 2000, Windows Me, Windows XP, HTTP or FTP server

**To make copies from @V5100:**

- A PostScript-compliant laser printer

## Checking Package Contents

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





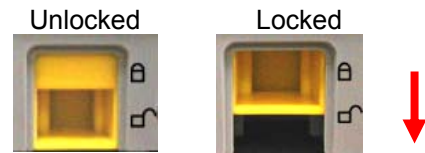
## Unlocking the Scan Unit

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 the "Unlock" position.



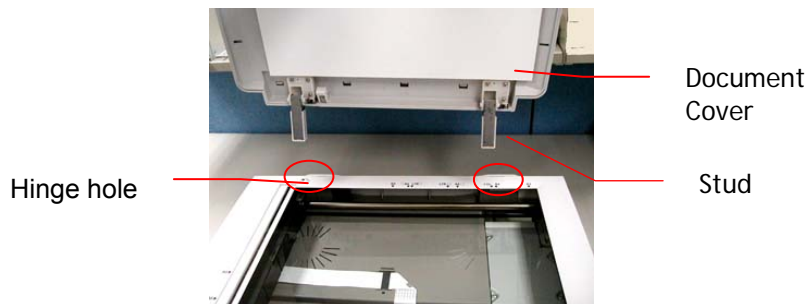
### Note:

If you need to move your @V5100 for repair or any other reason, be sure to lock your @V5100 before moving. To lock your @V5100, please do the following,

1. Turn off your @V5100.
2. If the scan unit is not located at the front of the glass, turn on the machine. After the scan unit is returned to the front end, turn off the machine.
3. Move the lock switch to the "Locked Position".

## Setting up the Optional 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 legs beneath the ADF Tray and insert the wire legs to the holes on the document cover.
5. Pull out the ADF Tray extension to its full length.



ADF Wire Legs



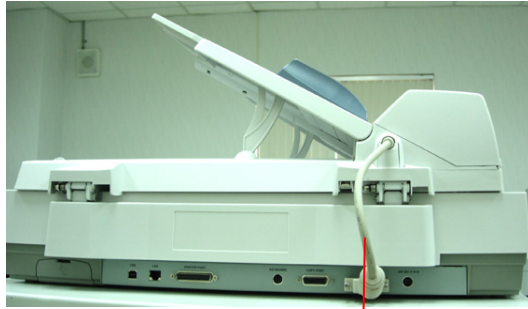
ADF Tray Extension

## Connecting the Cables

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### CONNECTING THE ADF CABLE

Connect the ADF (Auto Document Feeder) cable (attached to the document(s) cover) to the ADF port at the back of @V5100.



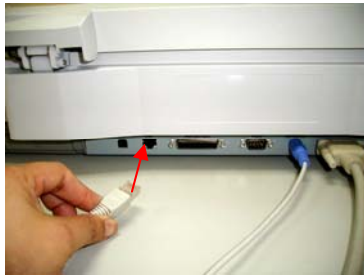
ADF Cable

## CONNECTING THE ETHERNET CABLE

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

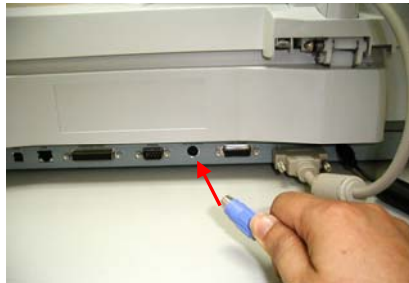


2. Connect the other end to the network port at the back of your @V5100.



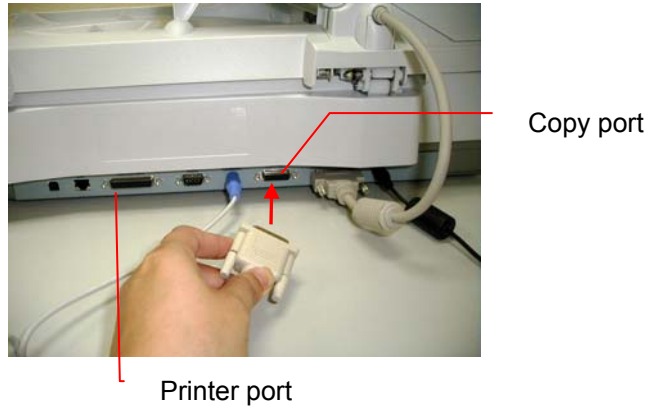
## CONNECTING THE KEYBOARD CABLE

1. Connect the cable of the keyboard to the PS2 port at the back of @V5100.



## CONNECTING THE PRINTER CABLE

1. Connect one end of the printer cable to the printer supplied by Avision.
2. Connect the other end to the “Copy port” of your @V5100. If your printer is not supplied by Avision, connect it to the “Printer port” of your @V5100.



### Note:

To make copies through printer, please first turn on the printer and then turn on @V5100. Otherwise, you may encounter problem in making copies through the printer.

## CONNECTING THE POWER AND TURNING ON THE MACHINE

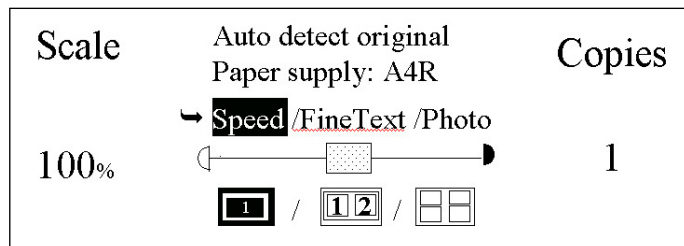
1. Press the power switch to the “0” position to turn off @V5100.
2. Connect the small end of the power cable to the power port of your @V5100.



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



4. Press the power switch to the "I" position to turn on your @V5100. After showing the booting up message, the LCD display prompts the Copy ready status (preset) as shown below.



**Note:**

You can press the **Power Saving** button on the control panel to switch to the power saving mode. If @V5100 is idle for four hours, it automatically shuts off the scanning lamp. Press any key (except the Power Saving button) to return to the ready status.

# 3 Configuring the Machine

---

This chapter is specifically targeted to the persons who are responsible for the administration of @V5100. Administrator activities are password protected with privileges that are denied to the ordinary users.

The following settings or destinations must be defined by the system administrator before the @V5100 can be 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.

**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 @V5100 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 Administrator Information

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The Administrator information is password protected and available to the Administrator only. When the machine is shipped, the login name and password for the administrator are left blank. It is recommended that system administrator of @V5100 create a new login name and password before using the machine. The administrator can either use the control panel or the @V5100 web page to specify the administrator information.

### SPECIFYING THE ADMINISTRATOR INFORMATION BY THE CONTROL PANEL

1. Press ADMIN  on the control panel. This prompts the login name and password message.


**Admin. Login:**  
**Password:**

2. Press **Select**  as the default login name and password are left blank. This prompts the following **Administrator** screen.

1. **General**  
2. **Network configuration**  
3. **Copy**  
4. **E-Mail**  
5. **Profile template**  
6. **Function buttons**  
7. **Management**  
8. **Information**  
9. **Exit**

3. Choose **Management**. The following **Management** screen appears.

1. **Admin. Profile:**
2. **Security:**
3. **Billing:**
4. **Device e-mail address account:**
5. **External address book:**
6. **Add "To" addr. after sending: Yes**
7. **Add new profile after filing: Yes**
8. **Time to power saving: 1 hr**
9. **Enable device log: No**
10. **Panel display language:**
11. **Save & Exit:**
12. **Exit**

4. Enter your input and then press **Select** .

5. Use ▲ or ▼ to scroll between items and finally choose **Save & Exit** to save your desired settings.

Items which must be entered are marked with an "\*" and are explained in below: (Leave other items for the default value and modify at a later day)

Item	Description
<b>Admin. Profile</b>	Allow the system administrator to change his or her login name, password, e-mail address. <b>Choice:</b> 1. <b>Login name (up to 16 characters or digits)</b> 2. <b>Password (up to 8 characters or digits)</b> 3. <b>E-mail address (up to 60 characters or digits)</b> (Note the login name and password are case-sensitive.)

<b>Security</b>	<p>Allow the system administrator to define the security type and location of the security server. If you choose "Local" or "SMTP", you can assign the accessing activities via the machine's webpage.(Simply type the machine's IP address in your browser).</p> <p><b>Choice:</b></p> <ol style="list-style-type: none"> <li><b>Type:</b> No, HTTP, LDAP, SMTP, Local</li> <li><b>Server URL:</b> Enter the server URL if you choose HTTP, LDAP, or SMTP as your security type.</li> <li><b>Port:</b> Enter port number if you choose HTTP, LDAP, or SMTP as your security type.</li> </ol>
<b>Billing</b>	<p>Enter information if you wish to send the billing result.</p> <p><b>Choice:</b></p> <ol style="list-style-type: none"> <li><b>Method:</b> By e-mail, By Web server</li> <li><b>URL/To:</b> Enter the URL address or e-mail address to send your billing result..</li> <li><b>Port:</b> Enter port number of the server.</li> <li><b>Login Name:</b> Enter login name of the server.</li> <li><b>Password:</b> Enter password of the server.</li> </ol>
<b>Device e-mail account</b>	<p>Enter logon information for SMTP or POP3 authentication.</p> <p><b>Choice:</b></p> <ol style="list-style-type: none"> <li><b>E-mail address:</b> (default "From" address)</li> <li><b>Authentication method:</b> SMTP, POP3</li> <li><b>Login name:</b> (Login name for SMTP or POP3 authentication.)</li> <li><b>Password:</b> (Password for SMTP or POP3 authentication.)</li> </ol>
<b>External address book</b>	<p>If you wish to link external e-mail address book from other devices, enter your LDAP server here.</p> <p><b>Choice:</b></p> <ol style="list-style-type: none"> <li><b>LDAP server URL:</b> Enter your LDAP server URL here.</li> <li><b>Port:</b> Enter port number of the LDAP server.</li> <li><b>Login name:</b> Enter login name of the LDAP server.</li> <li><b>Password:</b> Enter password of the LDAP server.</li> </ol>

<b>Add “To addr. after sending</b>	Choose yes to add the “To” address to current address book after sending the e-mail from @V5100. <b>Choice: Yes, No</b>
<b>Add new profile after filing</b>	Choose yes to add the new profile to current profile list after sending the scanned document to the server from @V5100. <b>Choice: Yes, No</b>
<b>Time to power saving mode</b>	Set how long the machine will automatically enter the power saving mode after the latest action. <b>Choice: 30 min., 1 hr, 2 hr, 3 hr, 4 hr</b>
<b>Enable device log</b>	Choose yes if you need to enable device log for diagnostic purpose. <b>Choice: Yes, No</b>
<b>Panel display language</b>	Choose the language you wish to show on the LCD-display. <b>Choice: English, Native</b>
<b>Save and Exit</b>	Choose this to save the above settings and exit.
<b>Exit</b>	Choose this to exit without saving the above settings.

## SPECIFYING ADMINISTRATOR INFORMATION BY @V5100 WEB PAGE

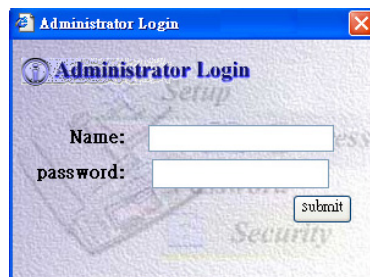
- 1 Type the IP address of the @V5100 in the URL field of your browser and then press **Enter**. The @V5100 web page appears.

For example:

http://192.32.35.10



- 2 Click **Administrator** to prompt the login dialog box. Press **Submit** since the machine is shipped with no specific login name and password. The **Administrator** screen appears.



2. Click **Management** to prompt the **Management** screen.

The screenshot displays a web-based configuration interface titled "Setup Information". On the left is a "Setup Menu" with options: General, Network Config., Copy, E-Mail, Profile template, Function buttons, and Management. The "Management" option is selected. The main area is divided into sections: "Admin. profile" with fields for Login name, password (masked with asterisks), and Email address; "Security" with a button; "Billing" with a button; "Device email account" with a button; and "External address book" with a button. Below these is the "Other Setting" section with four dropdown menus: "Add 'To' addr. after Sending" (No), "Add New Profile after Filing" (Yes), "Time to power saving Mode" (1 hour), "Enable device log" (No), and "Panel display language" (English). At the bottom are "Update" and "Cancel" buttons.

3. Enter your input and then press **Save** to save your settings.  
(Refer to previous section to change the settings.)

## Specifying Network Configurations

---

Before @V5100 can be used to distribute document to e-mail addresses, the network administrator must assign an IP address, subnet mask, gateway, SMTP, and POP3 to the @V5100. The administrator can assign these parameters either by using the control panel or using @V5100 web page.

### SPECIFYING NETWORK CONFIGURATION BY THE CONTROL PANEL


3. After turning on @V5100, press ADMIN  to prompt the login dialog.

**Admin. Login:**

**Password:**


**Note:**

The access to the **Administrator activities** is blocked by the administrator password. It is recommended that the administrator create a password before performing these activities. Both Login and Password are in blank for the default.

4. Enter login name and password or press Select  if the administrator has not created a new one. Choose **Network Configuration** to prompt the **Network Configuration** screen (see below) in the LCD-display.

- |                 |    |   |   |
|-----------------|----|---|---|
| 1. DHCP enable: |    |   |   |
| 2. IP address:  | .  | . | . |
| 3. Subnet mask: | .  | . | . |
| 4. Gateway IP:  | .  | . | . |
| 5. DNS server:  | .  | . | . |
| 6. SMTP server: | .  | . | . |
| 7. SMTP port:   | 25 |   |   |
| 8. POP3 server  | .  | . | . |
| 9. POP3 port    |    |   |   |
| 10. Save & Exit |    |   |   |
| 11. Exit        |    |   |   |

The Network Configuration Settings


5. Enter the network parameters respectively and press **Select**  to complete. (Refer to page 1-9)

For example:

- |                                  |
|----------------------------------|
| 1. DHCP enable: No               |
| 2. IP address: 10.1.40.185       |
| 3. Subnet mask: 255.255.255.12   |
| 4. Gateway IP: 10.1.40.135       |
| 5. SMTP server: smtp.company.com |
| 6. SMTP port: 25                 |
| 7. DNS server: 10.1.45.23        |
| 8. POP3 server: pop.company.com  |
| 9. POP3 port: 110                |
| 10. Save & Exit                  |
| 11. Exit                         |

**Note:**

If you have a DHCP server available on your network and the DHCP has been selected, the above IP, subnet mask, gateway, and DNS server will be automatically given.

6. Use ▼ ▲ to select **Save & Exit** and press **Select**  to save your settings.



## SPECIFYING THE NETWORK CONFIGURATION BY @V5100 WEB PAGE

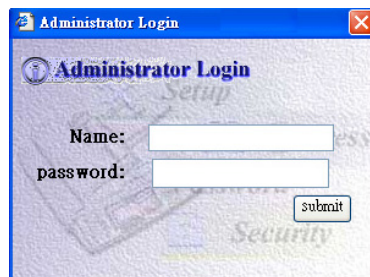
- 1 Type the IP address of the @V5100 in the URL field of your browser and then press Enter. The @V5100 web page appears.

For example:

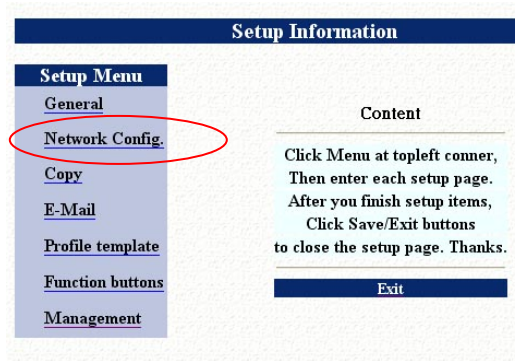
http://192.32.35.10



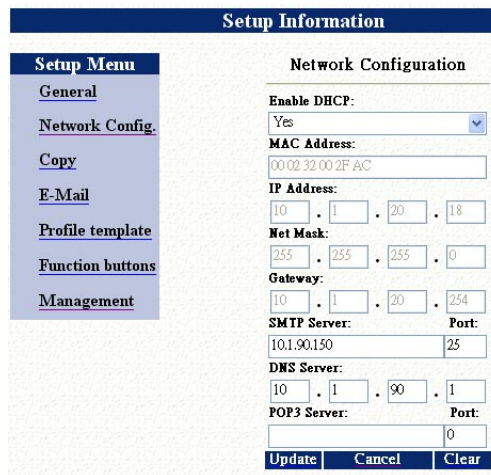
- 2 Click **Administrator** to prompt the login dialog box. Press **Submit** since the machine is shipped with no specific login name and password. The **Administrator** screen appears.



3. Click **Setup** and then **Network** to prompt the **Network Configuration** screen.



4. Enter the network parameters respectively. (Refer to page 1-9)  
For example,



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


## Specifying the Profile Template

---


To simplify the filing operation, the administrator can set up the filing parameters including protocols, directory, file name and other scanning parameters as a template to create a new filing profile. Setting up the filing parameters can be done either on the control panel or on the @V5100 web page.

### SPECIFY THE PROFILE TEMPLATES BY THE CONTROL PANEL

1. Press <sup>ADMIN</sup>  on the control panel. The login dialog will appear.




The screenshot shows a light blue rectangular dialog box with a black border. Inside the box, the text "Admin. Login:" is positioned above "Password:". There are no input fields or buttons visible within the dialog box.

2. Enter login name and password or press **Select**  if the administrator has not created a new one. (When the machine is shipped, the login name and password are left blank for the default.)
3. When the **Administrator** menu appears, choose **Profile template**. The following **Profile template** screen appears.

\* - Items must be filled out to send file to servers from the @V5100

- \* 1. Protocol:
- \* 2. Target URL:
- \* 3. Port
- \* 4. Login name:
- \* 5. Password:
- \* 6. File name:
7. Color output format:
8. B&W output format:
9. Resolution: 200
10. Density: 4
11. Subfolder: No
12. Report to e-mail:
13. Save & Exit:
14. Exit

4. Enter your input and then press **Select**  .
5. Use ▲ or ▼ to scroll between items and finally choose **Save & Exit** to save your desired settings.

Items must be entered are explained in below: (Other items please use default value and modify at a later day.)

Items	Description
Protocol	Choose the protocol you desire to store your scanned image. <b>Choice: *FTP, *HTTP, *CIFS, *HTTPS, *AVPP</b>
Target *URL	Enter the directory for the scanned document. Note that the directory is different due to the protocol. The route starts from the root directory in FTP, HTTP, HTTPS, and CIFS. For example, ftp://, http://, and file://, https://.  When choosing AVPP protocol, the path has to start from entering the application program route and program name, for example: app.company.com/AVPPDEMO/APP1/Login.asp
Port	If your port number for the protocol is different from the default, please enter the port number in this field. Default settings: FTP:21, HTTP:80, HTTPS:443, CIFS:139, AVPP:80
Login name	Enter login name of the server.
Password	Enter password of the server.
File name	Enter file name for the scanned image. Or you can type #Y#M#D#h#m#s#n to make file name change as time goes. (Y, M, D, h, m, d and n represent year, month, date, hour, minute, second, and series number respectively.) For example, test#m#s lets the file name show minutes and seconds at the last part of file name like test1120, test1260, etc.

## **THE SETTINGS OF FILING SERVER**

### **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. 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 @V5100, you need to have the privilege of adding a new directory.

### **HTTP AND AVPP**

Both HTTP and AVPP use RFC 2616[HTTP 1.1] as their protocol, and the default Port is usually 80. If you are not using the HTTP port or AVPP port 80 to save the files, you must change the HTTP Port or AVPP Port of @V5100 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 or AVPP Server allows anonymous account for authentication when you use @V5100 to keep the files, there is no need for setting any text in the field of Login name and Password of @V5100.

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 @V5100 respectively.

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

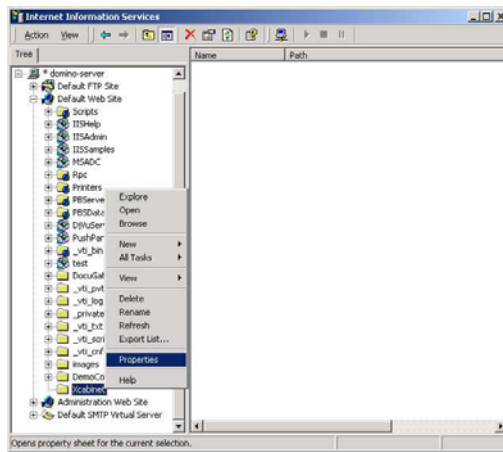
Since @V5100 will check whether the directory for file saving really exists before proceeding file saving and then writing the file after scanning to the specified directory, you have to set the directory for files saving as "browse" and allow for writing in Web Server; otherwise, @V5100 will not be able to write the file into the directory.

If you wish to use @V5100 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, @V5100 will not be able to "write" the scanned file in the file system.

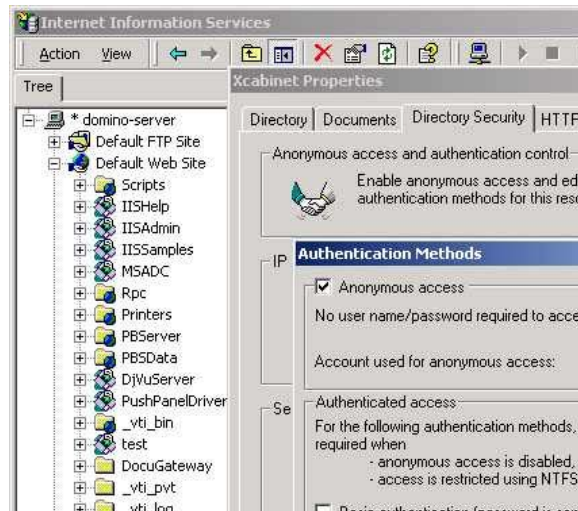
The following uses the IIS setting for anonymous access to Microsoft Windows 2000 as an example, and assumes the AVPP application is installed in the root directory of IIS, C:\inetpub\wwwroot\X cabinet, and the directory for files saving is in C:\inetpub\wwwroot\X cabinet\File. For non-anonymous access, 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\X cabinet, and select "Properties".



2. In the X cabinet 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.





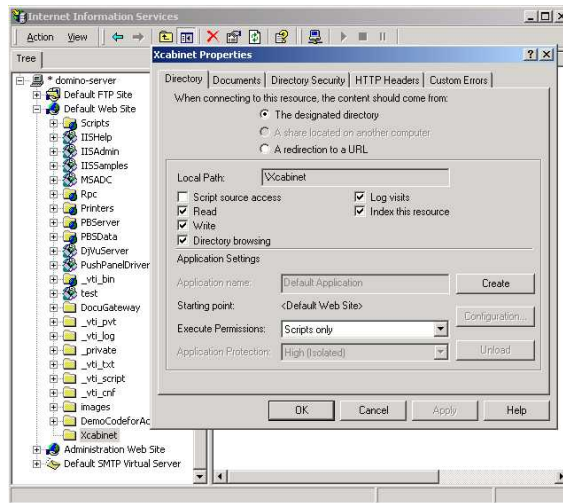
3. Click on "Edit" to Open " Account for anonymous access".



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\X cabinet, and select " Properties " .
2. Select "Directory" tab in the Properties page. Please ensure the privileges for "Read", "Write" and "Directory Browsing" are selected.



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\X cabinet\Files, you have to make sure the anonymous account is with sufficient privilege. You may make the following settings:

1. Select C:\inetpub\wwwroot\X cabinet\Files 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 and AVPP cannot add server sub-directory from @V5100.
2. When using Apache as HTTP server, you need to have a HTTP/1.1 put add-in module since @V5100 uses chunked Transfer-encoding. In addition, the Apache will have to be set to accept HTTP PUT command in order to accept @V5100 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.

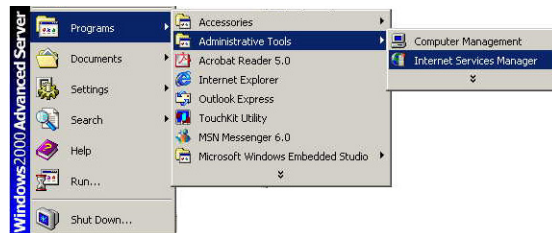
## HTTPS

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.

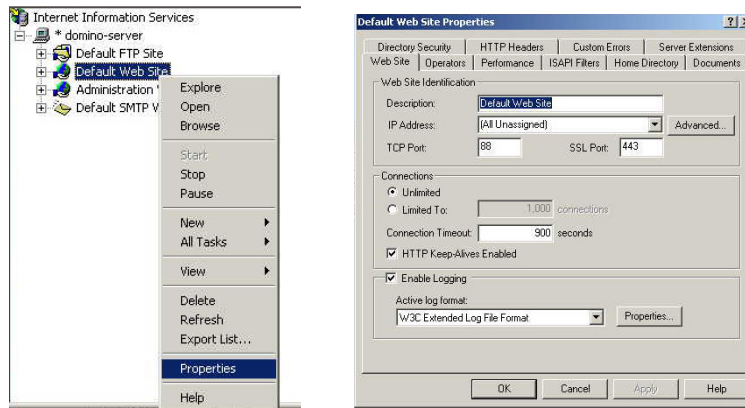
To send scanned document to servers using HTTPS, you must install SSL on the destination servers. How to install SSL properly on the server, please refer to the server's manual. After SSL has been installed well, please check if the SSL port is editable and the directory security has been selected. The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

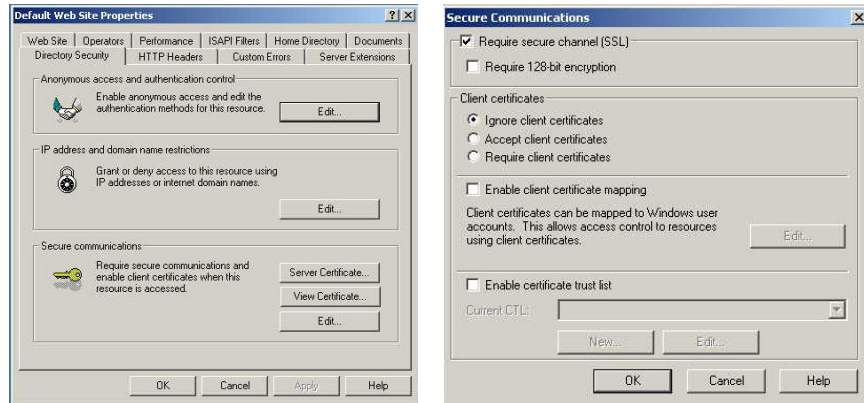
1. Click Start>Program>Administrator Tools>Internet Service Manager in succession.



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 @V5100 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:\>

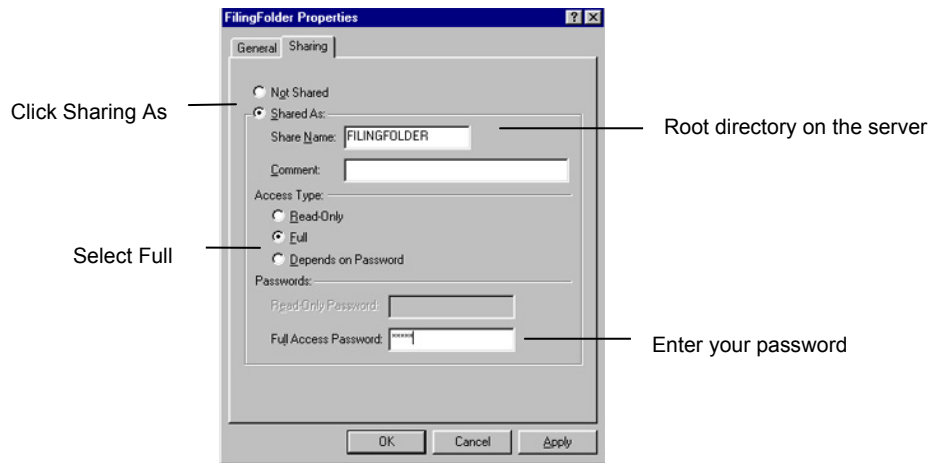
```

## 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, under the Windows 9x/Me Share level mode, use the "Full Control" password for the directory as the password of @V5100 folder and leave the login name field blank. Under the User level mode of Windows NT/2000, use the account and password with the privilege of "write" as the login name and Password of @V5100 folder.

Note: Windows NT can use local account as files saving account only. If adding a Windows NT domain, the domain account is not suitable as files saving account. In Windows XP, check following HKEY.  
HKEY\_local\_machine\system\currentcontrolset\services\lanmagserver\parameters\enablesecuritysignature=0, requiresecuritysignature=0

Below is the Win98 CIFS server sharing set up screen for your reference.



## SPECIFYING THE PROFILE TEMPLATE BY @V5100 WEB PAGE

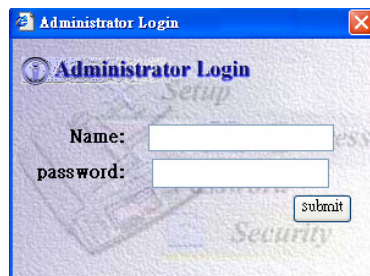
- 1 Start your browser, either I.E 5.0 or higher, or Netscape 6.0 or higher.
- 2 Type the IP address of the @V5100 in the URL field of your browser and then press Enter. The @V5100 web page appears.

For example:

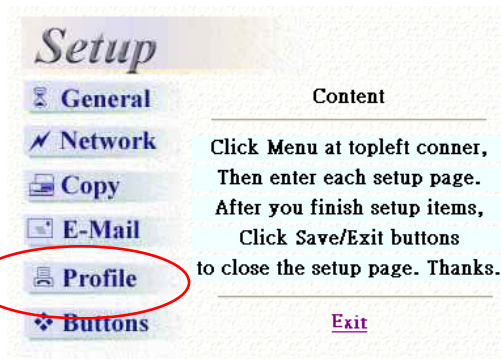
http://192.32.35.10



- 2 Click **Administrator** to prompt the login dialog box. Press **Submit** since the machine is shipped with no specific login name and password. The Administrator screen appears.



3. Click **Setup** to prompt the **Setup** screen.



4. Click **Profile** to prompt the Profile Template screen. (Refer to the previous section, *Specifying the Profile Template By the Control Panel*, to enter your profile information.)

The screenshot shows the 'Profile template' configuration screen. The left menu is the same as in the previous screenshot, with 'Profile' selected. The main area contains the following fields and controls:

- Protocol:** A dropdown menu.
- Port:** A text input field.
- Target URL:** A text input field.
- File name:** A text input field.
- Color output format:** A button.
- B&W output format:** A button.
- Resolution:** A dropdown menu with '75' selected.
- Density:** A dropdown menu with '1' selected.
- Sub Folder:** A dropdown menu with 'No' selected.
- Report to email:** A text input field.

At the bottom of the form are two buttons: 'Update' and 'Cancel'.

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



# 4 Administration

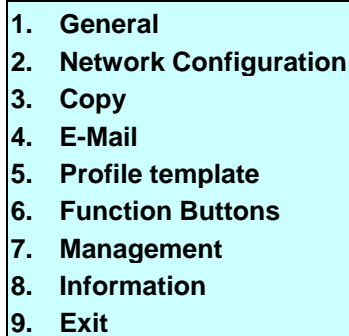
---



This chapter describes how to perform the administrator activities either on the control panel or on @V5100 web page.

The access to the administrator activities is blocked by the administrator password. It is recommended that an administrator create a password before performing these activities. Both Login and Password are in blank for the default.

## Administering the @V5100 by the Control Panel

1. Press ADMIN  (**Admin.**). The Administrator Setting screen appears as below.

- 
- A screenshot of the Administrator Setting screen, which is a light blue rectangular box containing a numbered list of menu items:
1. General
  2. Network Configuration
  3. Copy
  4. E-Mail
  5. Profile template
  6. Function Buttons
  7. Management
  8. Information
  9. Exit

2. Use ▲ or ▼ to scroll between the menus. Press  (**Select**) to enter each menu. To exit from the menu, press  (**Return**). Finally, press **Save & Exit** to save the changes and exit from the menu.
3. For the contents of each menu, please see the subsequent section, **Summary of Administrator Activities**.

## Administering the @V5100's by Web Page

---

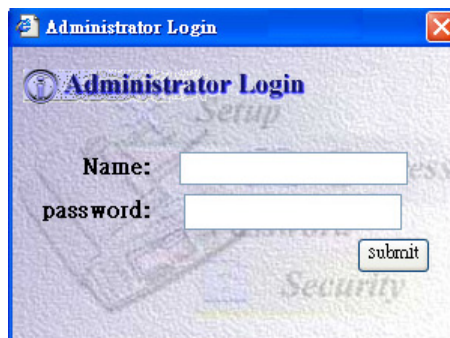
Before administering the @V5100 by the web page, please set up the network parameters which have been described in page 3-5.

To administer the @V5100 by the web page,

1. Start your browser, either I.E 5.0 or higher, or Netscape 6.0 or higher.
2. Type the IP address of your @V5100 in the URL field of your browser. @V5100 web page appears.



3. Click on **Administrator** to prompt the **Administrator Login** dialog. Enter your name and password and click **Submit**. Enter the same value as you created on the LCD-display. Both Name and Password are in blank for the default.



The Setting screen appears as below.



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

## Summary of Administrator Activities

---

ADMIN

Press  (**Admin.**) on the control panel. After typing the login name and password, the following **Administrator** screen will appear.

1. **General**
2. **Network configuration**
3. **Copy**
4. **E-mail**
5. **Profile template**
6. **Function buttons**
7. **Management**
8. **Information**
9. **Exit**

Choose **General** and the following settings will appear.

Items	Description
Device Name	Display the model name. You can input the device name.
Date/Time	Current date and time.
Time Zone	Time zone of your location. (Based on Greenwich Mean Time (GMT)).
Save & Exit	Save the above settings and exit.
Exit	Exit the screen without saving.

Choose **Network Configuration** and the following settings will appear.

Items	Description
DHCP enable	Select Yes if you wish to enable DHCP.
IP address	IP address of your @V5100.
Subnet mask	The subnet mask of your @V5100.
Gateway IP	The IP address of your gateway.
DNS server	IP address of your DNS server.
SMTP server	IP address of your SMTP server.
SMTP port	The port number of your SMTP server.
POP3 server	The IP address of your POP3 server if POP3 authentication is needed.
POP3 port	The port number of your POP3 server if POP3 authentication is needed.
Save & Exit	Save the above settings and exit.
Exit	Exit the screen without saving.

Choose **Copy** and the following settings will appear.

Items	Description
Printer	PostScript-compliant printer (Depend on printer profile. The printer profile can be changed only by Network Management Program through the network port)
Paper supply	Choice: A5 to A3
Media type	<b>Choice: Plain paper, transparency.</b>
Background removal (B&W)	Remove the background color of your B&W document. <b>Choice: Yes, No</b>
Sort	Choose to enable automatic sorting. <b>Choice: Yes, No</b>
Watermark	Enter the words for watermark.
Duplex	Choose if you wish to use duplex (double-sided) function if duplex is available for your printer.
Save & Exit	Save the above settings and exit.
Exit	Exit the screen without saving.

**Note:**

- The copy settings actually depend on the type of printer you have.
- Default settings: Media type: plain paper, Background removal: No, Sort: No, Water mark: No, Duplex: No.

Choose **E-mail** and the following settings will appear.

Items	Description
Default Subject	Default text for the <b>Subject</b> field in e-mail messages from @V5100. <b>Up to 64 characters are allowed.</b> The default subject is used <b>only</b> when users did not enter anything in the <b>Subject</b> field in e-mail message from @V5100.
Color Output Format	File format for documents to be sent in colors via e-mail from @V5100. <b>Choice:</b> <b>1. File format: PDF, JPG, TIFF, WDL, MTIFF(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 rate: Low, Medium, High</b> (If TIF or MTIFF is selected as a file format, the compression rate is defined as RAW only.)
B/W Output Format	File format for documents to be sent in black and white via e-mail from @V5100. <b>Choice:</b> <b>1. Multi-level B&amp;W(Gray): Yes, No</b> <b>2. File format: PDF, PCX, WDL, MTIFF(Multi-page TIFF), TIFF</b> <b>3. Compression rate: Low, Medium, High</b> (If you choose Multi-level B&W (Gray) to be Yes, the file formats will include PDF, JPG, TIF, MTIF. If TIF or MTIFF is selected as your file format, the compression rate is limited to RAW only. If you choose Multi-level B&W (Gray) to be No, the file formats will include PDF, PCX, TIF, MTIF and then the selection of compression rate of MTIF and TIF will include G3, G4, and Raw. ) <b>4. Enable Background removal: Yes, No</b> <b>5. Document type: Text, Photo</b>
Resolution	The scanning resolution you choose to scan from @V5100. <b>Choice: 75, 100, 150, 200, 300, 400, 600 (dpi)</b>

Separation Limit	Limit the maximum space for each incoming e-mail mainly the attachment. <b>Choice: No, 2MB, 4MB, 5MB, 10MB, Unlimited.</b>
Density	Choose the density level. <b>Choice: 1,2,3,4,5,6,7.</b>
Save & Exit	Save the above settings and exit.
Exit	Exit without saving the above settings.

**Note:**

- MTIFF(Multi-page TIFF): Scan multi-page document and convert it to a single image file. To view a PDF file, Acrobat Reader is required. To view a JPG, TIFF, or MTIFF file, an application that supports TIFF, JPEG, or MTIFF (such as Imaging for Windows) is required.
- Default settings: Color output format: PDF, Low(Compression rate), B&W output format: PDF, Text, Low, Resolution: 200, Density: 4



Choose **Profile template** and the following settings will appear.

Items	Description
Protocol	Choose the protocol you desire to file your scanned image. <b>Choice: FTP, HTTP, CIFS, AVPP, HTTPS</b>
Target URL	Enter the directory to save the scanned document. 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://.
Port	The port number for your filing server.
Login name	Enter login name for the server.
Password	Enter password for the server.
File name	The file name for filing a 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 test05001
Color Output Format	File format for documents to be sent in colors via filing from @V5100. <b>Choice:</b> <b>1. File format: PDF, JPG, TIFF, WDL, MTIFF</b> <b>2. Compression rate: Low, Medium, High</b> (If TIF or MTIFF is selected as your file format, the compression rate is limited to RAW only.)
B/W Output Format	File format for documents to be sent in black and white via filing from @V5100. <b>Choice:</b> <b>1. Multi-level B&amp;W (Gray): Yes, No</b> <b>2. File format: PDF, PCX, WDL, MTIFF, TIFF, Raw, PCX</b> <b>3. Compression rate: Low, Medium, High</b> (If you choose Multi-level B&W (Gray) to be Yes, the file formats will include PDF, JPG, TIF, MTIF. If you choose Multi-level B&W (Gray) to be No, the file formats will include PDF, PCX, TIF, MTIF and then the selection of compression rate of MTIF and TIF will include G3, G4, and Raw. ) <b>4. Enable Background removal: Yes, No</b> <b>5. Document type: Text, Photo</b>
Resolution	The scanning resolution you choose to scan from @V5100. <b>Choice: 75, 100, 150, 200, 300, 400, 600 (dpi)</b>

Density	Choose the density level. <b>Choice: 1,2,3,4,5,6,7.</b>
Subfolder	Choose <b>Yes</b> if you wish to save files in a subfolder under target URL. You may create a new subfolder on demand. <b>Choice: Yes, No</b>
Report to e-mail	Choose <b>Yes</b> if you wish to send the filing report to your e-mail. In this e-mail, you will receive a URL link direct to the scanned document. <b>Choice: Yes, No</b>
Save & Exit	Save the above settings and exit.
Exit	Exit without saving the above settings.

**Note:**

- MTIFF(Multi-page TIFF): Scan multi-page document and convert it to a single image file. To view a PDF file, Acrobat Reader is required. To view a JPG, TIFF, or MTIFF file, an application that supports TIFF, JPEG, or TIFF (such as Imaging for Windows) is required.
- Default settings: Color output format: PDF, Low(Compression rate), B&W output format: PDF, Text, Low, Resolution: 200, Density: 4

Choose **Function Button** and the following settings will appear.

Items	Description
Button #1~6	Setting up the most frequently used function keys Fn#1-6 on the keyboard packaged along with the machine) <b>Choice: Copy, E-mail, and Filing</b>

Choose **Management** and the following settings will appear.

Item	Description
<b>Admin. Profile</b>	<p>Allow the system administrator to change his or her login name, password, e-mail address.</p> <p><b>Choice:</b></p> <ol style="list-style-type: none"> <li><b>1. Login name</b> (Up to 16 characters or digits are allowed.)</li> <li><b>2. Password</b> (Up to 8 characters or digits are allowed.)</li> <li><b>3. E-mail address</b> (Up to 60 characters or digits are allowed.)</li> </ol> <p>(Note the login name and password are case-sensitive.)</p>
<b>Security</b>	<p>Allow the system administrator to define the security type and location of the security server. If you choose "Local" or "SMTP", you can assign the accessing activities via the machine's webpage.(Simply type the machine's IP address in your browser.).</p> <p><b>Choice:</b></p> <ol style="list-style-type: none"> <li><b>1. Type:</b> No, HTTP, LDAP, SMTP, Local</li> <li><b>2. Server URL:</b> Enter the server URL if you choose HTTP, LDAP, or SMTP as your security type.</li> <li><b>3. Port:</b> Enter port number if you choose HTTP, LDAP, or SMTP as your security type.</li> </ol>
<b>Billing</b>	<p>Enter information if you wish to send the billing result.</p> <p><b>Choice:</b></p> <ol style="list-style-type: none"> <li><b>1. Method:</b> By e-mail, By Web server</li> <li><b>2. URL/To:</b> Enter the URL address or e-mail address to send your billing result..</li> <li><b>3. Port:</b> Enter port number of the server.</li> <li><b>4. Login Name:</b> Enter login name of the server.</li> <li><b>5. Password:</b> Enter password of the server.</li> </ol>
<b>Device e-mail account</b>	<p>Enter logon information for SMTP or POP3 authentication.</p> <p><b>Choice:</b></p> <ol style="list-style-type: none"> <li><b>1. E-mail address:</b> (default "From" address)</li> <li><b>2. Authentication method:</b> SMTP, POP3</li> <li><b>3. Login name:</b> (Login name for SMTP or POP3 authentication.)</li> <li><b>4. Password:</b> (Password for SMTP or POP3 authentication.)</li> </ol>

<b>External address book</b>	If you wish to link external e-mail address book from other devices, enter your LDAP server here. <b>Choice:</b> 1. <b>LDAP server URL:</b> Enter your LDAP server URL here. 2. <b>Port:</b> Enter port number for the LDAP server. 3. <b>Login name:</b> Enter login name of the LDAP server. 4. <b>Password:</b> Enter password of the LDAP server
<b>Add “To addr. after sending</b>	Choose yes to add the “To” address to current address book after sending the e-mail from @V5100. <b>Choice: Yes, No</b>
<b>Add new profile after filing</b>	Choose yes to add the new profile to current profile list after sending the scanned document to the server from @V5100. <b>Choice: Yes, No</b>
<b>Time to power saving mode</b>	Set how long the machine will automatically enter the power saving mode after the latest action. <b>Choice: 30 min., 1 hr, 2 hr, 3 hr, 4 hr</b>
<b>Enable device log</b>	Choose yes if you wish to enable device log. <b>Choice: Yes, No</b>
<b>Panel display language</b>	Choose the language you wish to show on the LCD-display. <b>Choice: English, Native</b>
<b>Save and Exit</b>	Choose this to save the above settings and exit.
<b>Exit</b>	Choose this to exit without saving the above settings.

**Note:**

- Default settings: Add “To” addr. After sending: Yes, Add new profile after filing: Yes, Time to power saving: 1 hr, Using English: No.

Choose **Information** and the following information will appear.

Items	Description
Model	Display the model name.
IP address	Display current IP address for @V5100.
Serial number	Display serial number.
Manufacturer	Display the manufacturer.
F/W version	Display firmware version.
Scanner F/W	Display scanner firmware version.
Resource file	Display resource file.
Scan count	The count for all scanned documents. <b>Sub items:</b> 1. Total: 2. Copy (B&W): 3. Copy (color): 4. E-mail (B&W): 5. E-mail (Color): 6. Filing (B&W): 7. Filing (Color): 8. USB Scan (B&W): 9. USB Scan (Color): 10. ADF: 11. Print Counter Report: 12. Exit
Print Admin. Setting	Print out current settings of Administrator.
Exit	Exit the screen.

**Note:**

When you need to call for service, be sure to write down the above system information for an effective response.

## Administrator Activities Performed only On the Machine's Homepage

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There are some activities which can be set only through the homepage of the machine. For example, if you choose Local or SMTP as your security type, then you can define the accessing activity of a user through the machine's homepage. Or, you can define some frequent used message that need to be shown in the Subject or Memo field when sending e-mail from the machine to save your time in typing these message. How to define these features will be described in the following sections.

### ADDING A NEW USER

1. Start your browser, Microsoft I.E. 5.0 or higher, or Netscape Communicator 6.0 or higher.
2. Type IP address of your @V5100 in the URL field. For example, `http://10.1.30.40`  
The @V5100 web page appears as shown below.



3. Click **Administrator** to prompt the **Login** dialog.



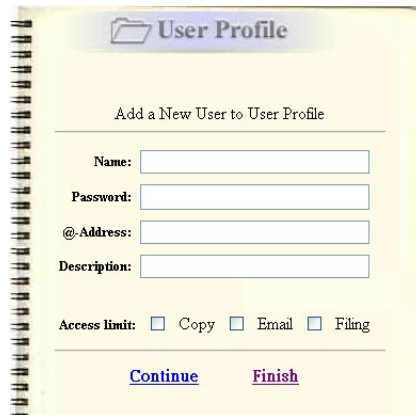
4. Enter the name and password of the administrator and click **Submit**.  
The **Administrator** screen appears.



5. Click "User Profile", the following **User Profile** screen appears.

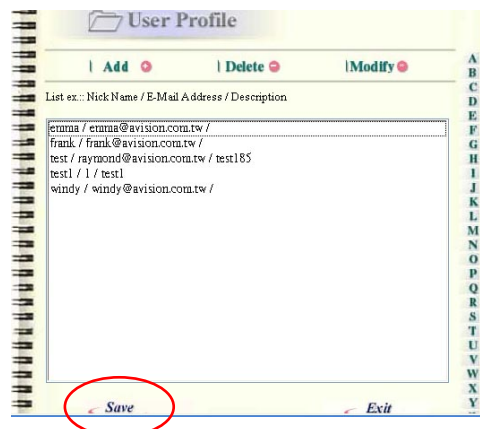


6. Click “Add” to prompt the “Add a New User to User Profile” screen.



The screenshot shows a web interface titled "User Profile" with a sub-header "Add a New User to User Profile". Below the header are four input fields: "Name:", "Password:", "@Address:", and "Description:". Underneath these fields are three checkboxes labeled "Access limit:" with options "Copy", "Email", and "Filing". At the bottom of the form are two buttons: "Continue" and "Finish".

7. Enter name and password and the accessing activities of the new user. Click **Continue** for the next input or **Finish** to temporarily save the latest data and return to the main screen.



The screenshot shows the "User Profile" screen with a list of users. The list is titled "List ex.: Nick Name / E-Mail Address / Description" and contains the following entries: "etuna / etuna@avision.com.tw /", "frank / frank@avision.com.tw /", "test / raymond@avision.com.tw / test185", "test1 / / test1", and "windy / windy@avision.com.tw /". Above the list are three buttons: "Add", "Delete", and "Modify". To the right of the list is a vertical alphabetical index from A to Y. At the bottom of the screen, the "Save" button is circled in red, and the "Exit" button is visible to its right.

8. Click **Save** to permanently save all the latest settings, or **Exit** to leave without saving any latest settings.



## MODIFYING A CURRENT USER

To modify a current user profile,

1. Repeat Step 1 to Step 5 from the previous section, *Adding an New User*. The **User Profile** dialog appears.



2. Choose the user profile you want to modify from the list. A **Modify the User Profile** dialog appears.



3. Modify your user profile.

4. Click **Update** to temporarily save the settings and return to the User's Profile's main screen, or **Cancel** to exit.
5. Click **Save** to permanently save all the latest settings, or **Exit** to leave without saving any latest data.



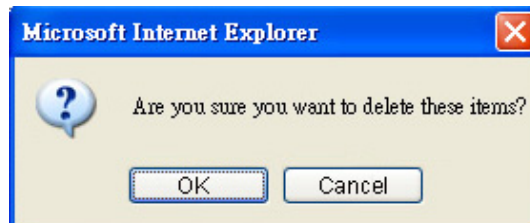
## DELETING A CURRENT USER

To delete a current user,

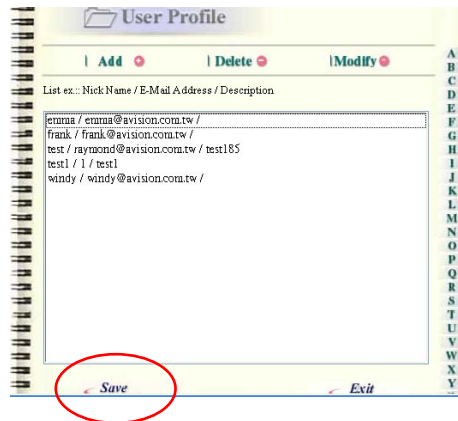
1. Repeat Step 1 to Step 5 from the previous section, *Adding A New User*. The **User Profile** dialog appears.



2. Choose the user you want to delete from the list.
3. Click **Delete** to erase the user. A warning message appears to confirm your deletion. Click **OK** to confirm or **Cancel** to exit.



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



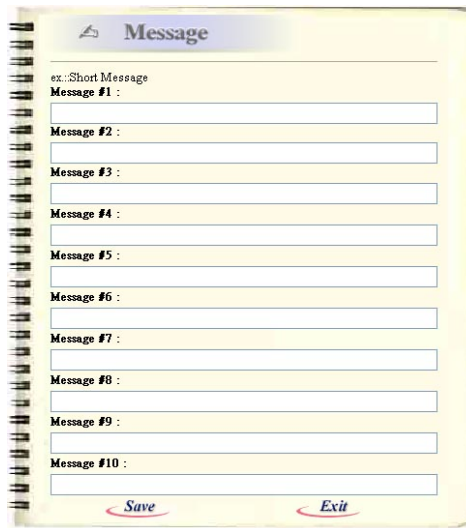
## SETTING YOUR FREQUENTLY USED MESSAGE

To set your frequently used message,

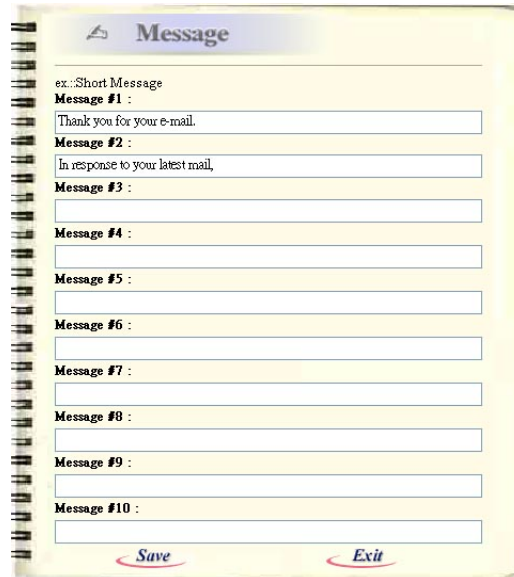
1. Repeat Step 1 to Step 4 from the previous section, *Adding a New User*. The **Administrator** screen appears.



2. Choose **Message** to prompt the following **Message** dialog.

The image shows a dialog box titled 'Message'. It contains a list of ten message slots, each labeled 'Message #1' through 'Message #10'. Each slot has a text input field. Above the first slot, there is a small example: 'ex.:Short Message'. At the bottom of the dialog, there are two buttons: 'Save' and 'Exit'.

3. Type your frequently used message in the blank box. For example,



The screenshot shows a 'Message' screen with a list of message templates. The screen has a yellow background and a spiral binding on the left. At the top, there is a title bar with a left-pointing arrow and the word 'Message'. Below the title bar, there is a text area with the example 'ex.:Short Message'. The list of messages is as follows:

- Message #1 : Thank you for your e-mail.
- Message #2 : In response to your latest mail.
- Message #3 : [Blank box]
- Message #4 : [Blank box]
- Message #5 : [Blank box]
- Message #6 : [Blank box]
- Message #7 : [Blank box]
- Message #8 : [Blank box]
- Message #9 : [Blank box]
- Message #10 : [Blank box]




At the bottom of the screen, there are two buttons: 'Save' and 'Exit'.

4. Click Save to save your settings or Exit to leave without saving these settings.

**Note:**

To use the **Short Message** while sending e-mail, simply click



from the numeric keypad (    ) and select your desired message from the list in the **Subject** or **Memo** field.

# 5 Managing the Address Book

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Our Java-Manager is a convenient browser-based tool to manage the address book of @V5100 remotely. Since only the administrator can manage the address book, it is highly recommended that the administrator read this chapter before manage @V5100.

## Managing Your E-mail Address Book

### 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.
2. Type IP address of your @V5100 in the URL field. For example, `http://10.1.30.40`

@V5100 web page appears as shown below.



**Note:**

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

**3.** Click **Administrator** to prompt the **Login** dialog.

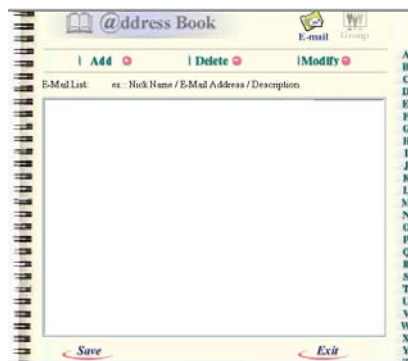




4. Enter the name and password of the administrator and click **Submit**.  
The **Administrator** screen appears.



5. Press "**@address**" to prompt the **Address Book** dialog.



6. Press the **E-mail** icon and choose **Add** to prompt the **Add a New E-mail Address** dialog.



7. Enter a local user's name, password, and e-mail address, and click **Continue** for the next input or **Finish** to temporarily save the latest data and return to the main screen.



**@address Book**

Add a New E-Mail Address

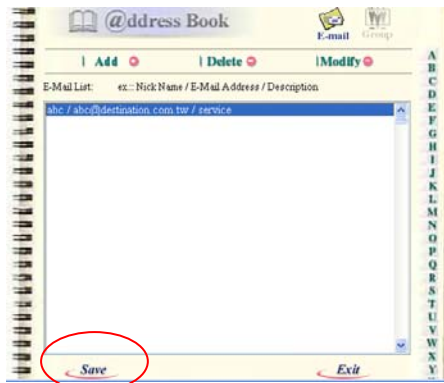
Name: abc

@-Address: abc@destination.com.tw

Description: service

Continue Finish

8. Click **Save** to permanently save all the latest change on @V5100, or **Exit** to leave without saving any latest change.



**@address Book**

Add Delete Modify

E-Mail List: ex.: Nick Name / E-Mail Address / Description

abc / abc@destination.com.tw / service

Save Exit

## MODIFYING AN E-MAIL ADDRESS

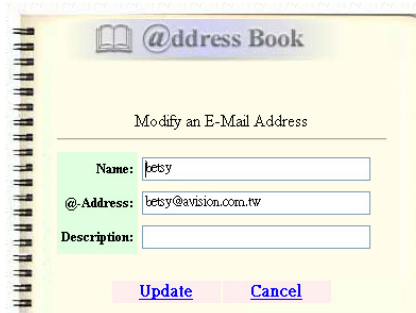
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To modify an e-mail address,

1. Repeat Step 1 to Step 5 from the previous section, *Adding an E-mail Address*. The **Address book** dialog appears.

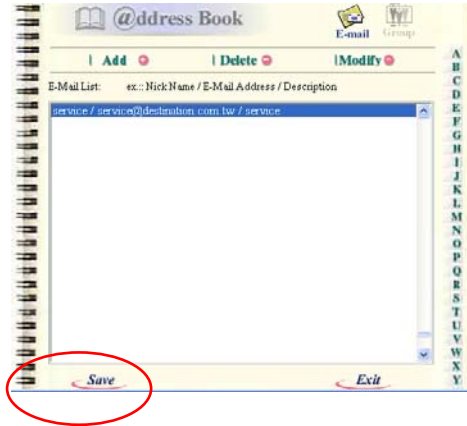


2. Click the **E-mail** icon and choose the address you want to modify from the list. A Modify E-mail address dialog appears.

A screenshot of the 'Modify an E-Mail Address' dialog box. The title bar shows '@address Book'. The dialog has a title 'Modify an E-Mail Address' and three input fields: 'Name' with the value 'betsy', '@-Address' with the value 'betsy@avision.com.tw', and 'Description' which is empty. At the bottom are 'Update' and 'Cancel' buttons.

3. Modify your address.

4. Click **Update** to temporarily save the latest data, or **Cancel** to exit.
5. Click **Save** to permanently save all the latest data on @V5100, or **Exit** to leave without saving any latest data.

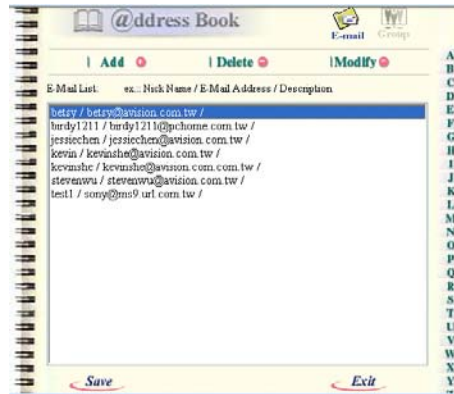


## DELETING AN E-MAIL ADDRESS

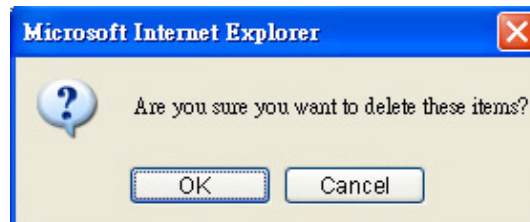
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To delete an e-mail address,

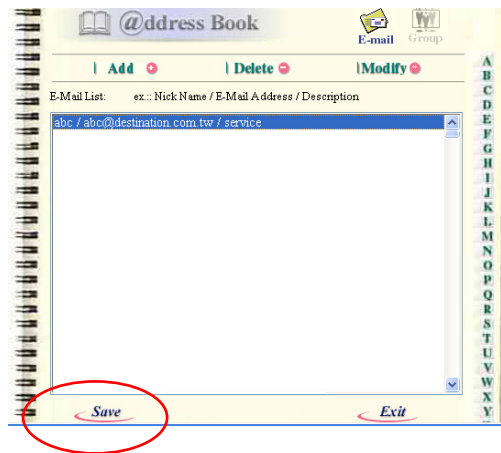
1. Repeat Step 1 to Step 5 from the previous section, *Adding An E-mail Address*. The **Address Book** dialog appears.



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



4. Click **Save** to permanently save all the latest data on @V5100, or **Exit** to leave without saving any latest data.



## Managing Your Groups

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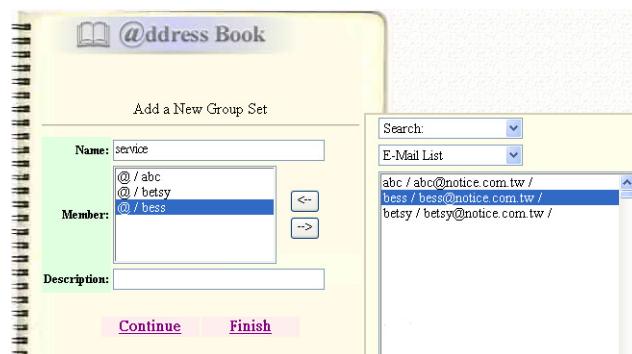
### ADDING A NEW GROUP

To add new groups,

1. Repeat Step 1 to Step 5 from the previous section, *Adding An E-mail Address*. The **Address book** dialog appears.

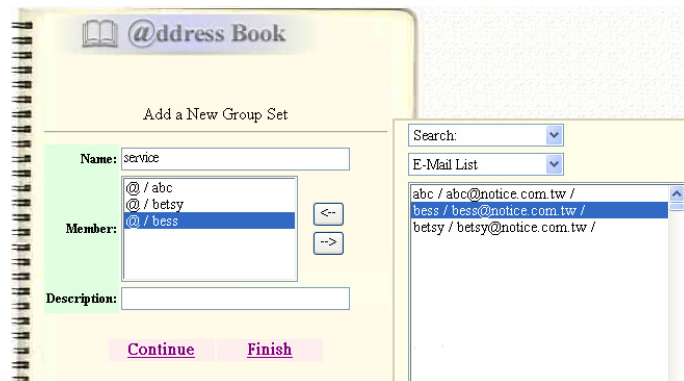


2. Click the **Group** icon and choose **Add** to prompt the **Add A New Group** dialog.

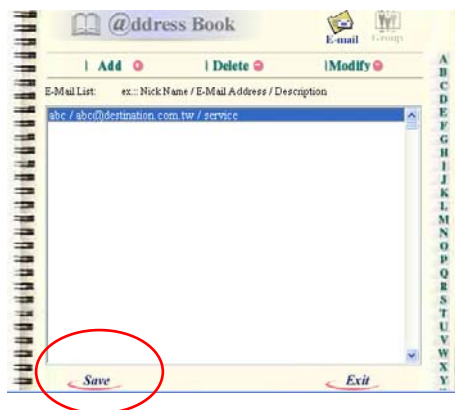


3. Enter your group name.

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



5. Click **Continue** for the next input or **Finish** to temporarily save the latest data and return to the main screen.
6. Click **Save** to permanently save all the latest data on @V5100, or **Exit** to leave without saving any latest data.



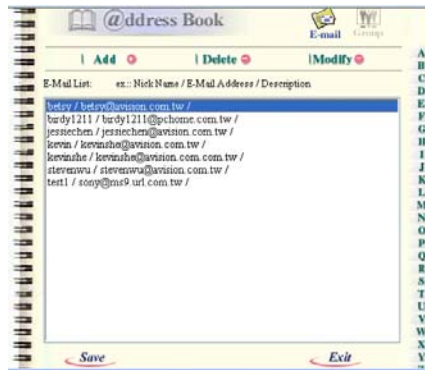


## MODIFYING GROUP

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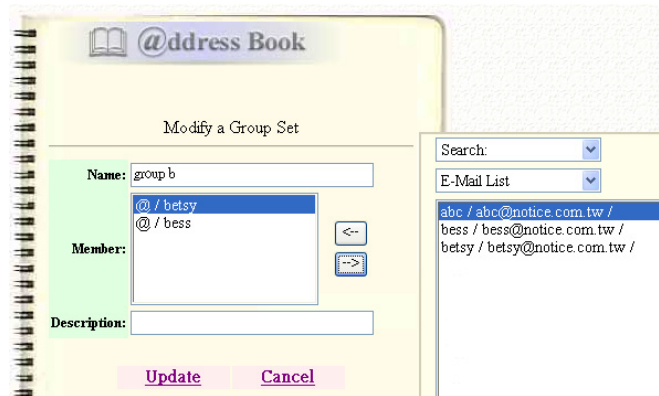
To modify a group,

1. Repeat Step 1 to Step 5 from the previous section, *Adding An E-mail Address*. The **Address book** dialog appears.

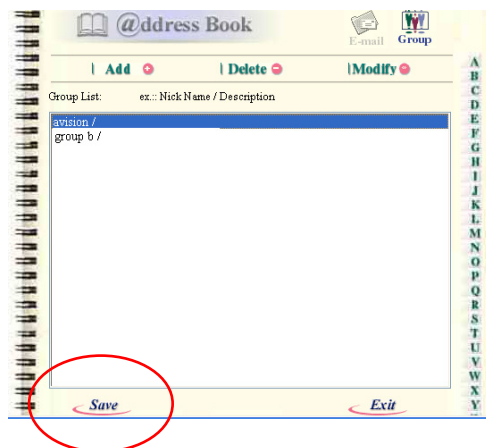


2. Click the **Group** icon on the top and choose **Modify** to display the **Modify A Group Set** dialog.

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 by choosing the address on the right side and clicking the ← key to insert to the group.



4. Click **Update** to temporarily save the latest data, or **Cancel** to exit.
5. Click **Save** to permanently save all the latest data on @V5100, or **Exit** to leave without saving any latest data.




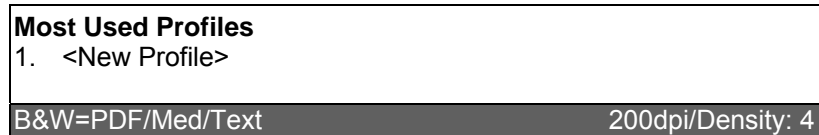
# 6 Managing Profiles

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## Adding a New Profile on the Control Panel


A profile contains a list of information including the type of your protocol, target directory, file name, file format, and scanning parameters for your scanned document to be sent to your filing servers. Create some new profiles you frequently use to speed up the filing process.

1. Press  on the control panel, the **Profile** list screen appears.



2. Choose **<New Profile>**, the following **Profile Parameters** screen will appear.

1. Profile name:
2. Protocol : ftp →
3. Target URL : ftp://
4. Port : 21
5. Login name:
6. Password:
7. File name :
8. Color output format :
9. B&W output format:
10. Resolution: 200
11. Density: 4
12. Sub folder: No
13. Report to e-mail:
14. Document size:

3. Enter your profile name and choose your desired protocol. Note that the root of the target URL will automatically change due to the protocol you have selected. Use ▲ ▼ to scroll between items and press **Select**  to complete each entry.

For example,

- \* 1. Profile name: test
- \* 2. Protocol : FTP
- \* 3. Target URL : ftp://ftp.company.com
- \* 4. Port : 21
- \* 5. Login name: xxxxxx
- \* 6. Password: xxxxxx
- \* 7. File name : test#D#n
- 8. Color output format
- 9. B&W output format
- 10. Resolution: 200
- 11. Density: 4
- 12. Sub folder: No
- 13. Report to e-mail: bess@test.com.tw
- 14. Document size: A4

\* Stands for must items to be filled to send scanned document to filing servers.

#### Terms and explanation:

Items	Description
Profile name	Give a name of your new profile. The name of profile will appear when you press the Filing key.
Protocol	Choose the protocol you desire to file your scanned image. <b>Choice: FTP, HTTP, CIFS, AVPP, HTTPS</b>
Target URL	Enter the directory to save the scanned document. 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://.
Port	The port number for your filing server.
Login name	Enter login name for the server.
Password	Enter password for the server.

File name	The file name for filing a 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 test05001
Color Output Format	File format for documents to be sent in colors via filing from @V5100. <b>Choice:</b> <b>1. File format: PDF, JPG, TIFF, WDL, MTIFF</b> <b>2. Compression rate: Low, Medium, High</b> (If TIF or MTIFF is selected as your file format, the compression rate is limited to RAW only.)
B/W Output Format	File format for documents to be sent in black and white via filing from @V5100. <b>Choice:</b> <b>6. Multi-level B&amp;W (Gray): Yes, No</b> <b>7. File format: PDF, PCX, WDL, MTIFF, TIFF, Raw, PCX</b> <b>8. Compression rate: Low, Medium, High</b> (If you choose Multi-level B&W (Gray) to be Yes, the file formats will include PDF, JPG, TIF, MTIF. If you choose Multi-level B&W (Gray) to be No, the file formats will include PDF, PCX, TIF, MTIF and then the selection of compression rate of MTIF and TIF will include G3, G4, and Raw. ) <b>9. Background removal: Yes, No</b> <b>10. Document type: Text, Photo</b>
Resolution	The scanning resolution you choose to scan from @V5100. <b>Choice: 75, 100, 150, 200, 300, 400, 600 (dpi)</b>
Density	Choose the density level. <b>Choice: 1,2,3,4,5,6,7.</b>
Subfolder	Choose <b>Yes</b> if you wish to save files in a subfolder under target URL. You may create a new subfolder on demand. <b>Choice: Yes, No</b>
Report to e-mail	Choose <b>Yes</b> if you wish to send the filing report to your e-mail. In this e-mail, you will receive a URL link direct to the scanned document. <b>Choice: Yes, No</b>



## File size v.s. resolution

File size	PDF	TIFF	JPEG
B&W 200 dpi, A4	34K	484K	N/A
300 dpi, A4	59K	1089K	N/A
Color 150 dpi, A4	144K	6550K	141K
200 dpi, A4	235K	24576K	234K

\* The above file size information is for your reference. The data may vary due to the contents of your original.

### Note:

The default settings: Profile name: None, Protocol: FTP, Target URL: ftp://, Port: 21, File name: None, Color output format: PDF, B&W output format: PDF, Resolution: 200, Density:4, Subfolder: No, report to-email: None.

4. After you have completed your entry, press  to send your document(s) in black and white. Or press  to send your document(s) in colors. If default login name or password in profile are invalid, a login screen will be prompted to enter your login name and password to send document to your filing server.


Login name:

Password:

5. After your input, the machine begins scanning and sending the scanned document to the filing server. After this is completed, the screen will enquire if you wish to include the new profile to your profile list if you have chosen “Yes” in the “Add profile after filing” from the submenu of **Management** when you press Administrator button.

Save new profile?

**No** →

6. Use ► to select Yes and press **Select**  to complete. The new profile will be added to the profile list as below.

Most Used Profiles	
1. test	
2. <New Profile>	
B&W=PDF/Low/Text	200dpi/Density: 4

**Note:**

1. On the control panel, you can add new profiles only. Modifying or deleting profiles is available on @V5100's web page.
2. You can set up a maximum of 50 profiles. The Filing main screen can show up to 5 profiles. If your profile name does not appear in the Filing main screen, please press "**Address Book/Profile**" to choose your desired profile name from the list.



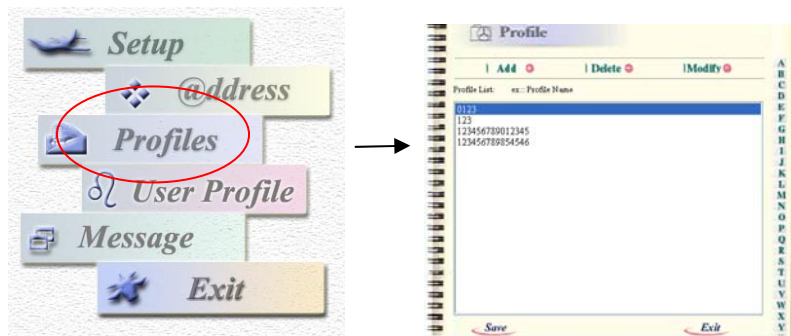
# Managing Profiles on @V5100 Web Page

---

## ADDING A NEW PROFILE

To add a new profile,

1. Repeat Step 1 to 4 from the previous chapter, *Managing the Address Book*, and click **Profiles** icon to prompt the **Profile** dialog as shown below:



2. Click **Add** to prompt the **Add a New Profile** dialog.



3. Enter your profile information. For example,

The screenshot shows a 'Profile' configuration window with the following fields and values:

- Profile Name: avftp
- Protocol: FTP
- Target URL: ftp:// ftp.notice.com.tw
- Port: 21
- File Name: test1
- Resolution: 200
- Density: 4
- Sub folder: No
- Report to e-mail: betsy@notice.com.tw

Buttons at the bottom include 'Continue' and 'Finish'.

4. Click **Continue** for the next input or **Finish** to temporarily save the latest data and return to the main screen.

The screenshot shows the 'Profile' main screen with a list of profiles:

Profile List:	ex.: Profile Name
01	avftp
	avftp.2
	cifs-case1
	cifs-case2
	cifs-case2.2
	myhomepage
	nancylu

Buttons at the bottom include 'Save' (circled in red) and 'Exit'.

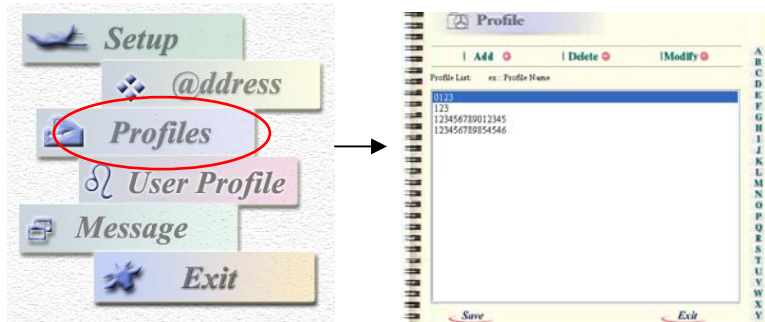
5. Click **Save** to permanently save all the latest data on @V5100, or **Exit** to leave without saving any latest data.

## MODIFYING CURRENT PROFILES

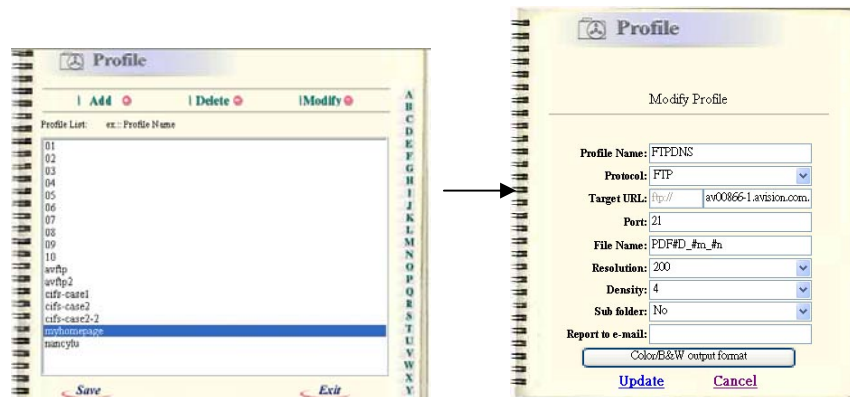
---

To modify a current profile,

1. Repeat Step 1~4 in the *Managing the Address Book* section. The **Profile** dialog appears, as below:



2. Choose the profile you wish to modify and click **Modify** to prompt **Modify Profile** dialog as shown below:



3. Modify your profile content. For example,

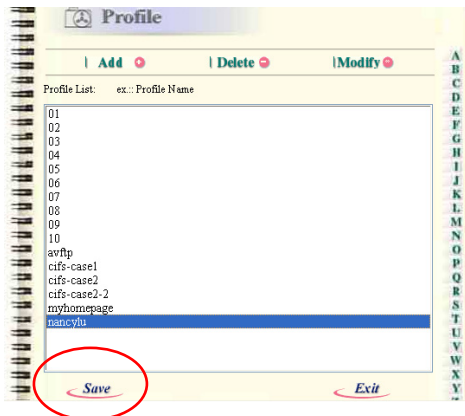


The screenshot shows a 'Profile' dialog box with a 'Modify Profile' section. The fields are as follows:

Profile Name:	myhomepage
Protocol:	HTTP
Target URL:	http:// dir\
Port:	80
File Name:	betsy002
Resolution:	200
Density:	4
Sub folder:	Yes
Report to e-mail:	betsy@notice.com.tw

Below the fields is a button labeled 'Color/B&W output format'. At the bottom are two buttons: 'Update' and 'Cancel'.

4. Click **Update** to temporarily save the latest data, or **Cancel** to exit.



The screenshot shows the 'Profile' dialog box with a 'Profile List' section. The list contains the following entries:

01	
02	
03	
04	
05	
06	
07	
08	
09	
10	
avtbp	
cifs-case1	
cifs-case2	
cifs-case2-2	
myhomepage	
nanyhi	

The 'Save' button at the bottom left is circled in red. The 'Exit' button is at the bottom right.

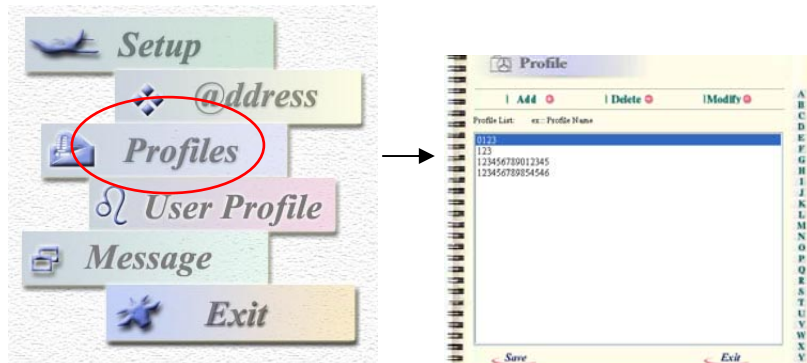
5. Click **Save** to permanently save all the latest data on @V5100, or **Exit** to leave without saving any latest data.

## DELETING PROFILES

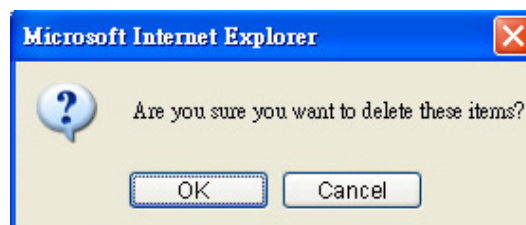
---

To delete a profile,

1. Repeat Step 1 in the **Adding a New Profile** section, the **Profile** dialog appears, as below:



2. Choose the profile you wish to delete.
3. Click **Delete** to erase the profile. A warning message appears to confirm your deletion. Click **OK** to confirm or **Cancel** to exit.






4. Click **Save** to permanently save all the latest data on @V5100, or **Exit** to leave without saving any latest data.



# 7 Operation

---

With an intuitive control panel, @V5100 is designed to be easy-to-use. After the administrator has completed the configuration of the machine, basically, operating @V5100 takes a few simple steps:

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 in the "To" field. If you are pressing  , choose your desired profile.

4. Press  ("**Black & White**") or  ("**Color**") to start scanning and send the scanned document to your printer, e-mail address, or filing server.

The following sections describe the advanced steps on how to make copy of your scanned document or how to distribute your document on the internet.

## Loading Paper

---

@V5100 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 17 inches (Legal).
- Document(s) can range in weight from 16 to 41 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

---

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 feed in first.



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 the document(s) in the upper-left corner.




3. Close the document cover.

## Sending Your Document to E-mails

---

### BASIC OPERATION


1. Place your document(s) with text **FACE UP** in the ADF or **FACE DOWN** on the glass.
2. Enter your login name and password if required and press **Select**  on the control panel. The following **E-mail** screen will appear.


To:	
Subj:	
CC:	
BCC:	
Memo:	
B&W=PDF/Low/Text	200dpi\Density: 4

#### Note:




The last line of the initial E-mail screen will be switching between “B&W=PDF/Low/Text” and “Color=PDF/Low 200dpi/Density:4” to remind users the default scanning settings for the document.

### -Manual Feed

You can enable multi-batch document scanning. Press  on the panel when loading more than 50 pages on the ADF or more than one page on the flatbed. Manual Feed is valid when the LED is lit.



3. Enter your e-mail address with the keyboard. To enter next e-mail address, press .

Or you may select the e-mail address from the Address Book by

pressing  on the control panel. Use ▲ ▼ to select multiple e-mail addresses and press . Or you may simply type the initial letter of the e-mail address for a fast operation. Press  to return to E-mail main screen.



4. Enter or select CC and BCC address as well, if necessary. Enter the subject for your E-mail. If not entered, **Default Subj.** will be displayed.

5. Enter your e-mail message in the **Memo** field.

6. Press  to send your document(s) in black and white. Or press  key to send your document(s) in colors.

## ADVANCED OPERATION



If you are not satisfied with the scanned image, learn to use the advanced features to enhance your scanned image.

To use the advanced features, press  and then  on the control panel to prompt the More settings screen. Refer to the following table to modify the scanning settings.

Menu items	Description
File name	File name for the scanned document.
From	Enter your From address. This is also the "From" address in your e-mail when you receive an e-mail from the @V5100.
Reply	Enter "Reply" address if you wish to specify a reply address which is different from the "From" address.
Color output format	Choose the output format for the document to be scanned in colors from PDF, TIFF, JPEG, and *MTIFF.
B&W output format	Choose the output format for the document to be scanned in B&W from PDF, TIFF, PCX, and *MTIFF.
Resolution	Choose the scanning resolution for the scanned document from a selection of 75, 100, 150, 200, 300, 400, 600 dpi. A higher resolution reproduces your image with greater details yet it requires more disk space. (Refer to page 6-3)
Separation limit	Limit the maximum space for each incoming e-mail mainly the attachment. <b>Choice: No, 2MB, 4MB, 5MB, 10MB.</b>

Density	If your original comes with a lighter or darker contrast, choose the density level from 1 to 7 to optimize your image.
Document size	If you wish to define the scanning area instead of the entire page, choose your desired area here. <b>Choice: Auto, A3, A4, A4R, A5, A5R, B5, B5R, Letter, LetterR, Legal, 11 x 17"</b>

**Note:**

1. If you make a mistake during the process, press  on the control panel to cancel the operation.
2. 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.
3. This machine allows you to send scanned document to multiple e-mail addresses. Simply add a comma between each address.
4. Up to 18 lines of text on the LCD-display (each line includes 34 characters) can be shown in the **Memo** field. Press Enter key on the keyboard to change the line.
5. If you wish to scan multi-page document and convert it to a single image file, please choose your output file format to be MTIFF or PDF.
6. To select your desired e-mail address from the "Address Book", you can also use the "Advanced Search". Simply press , there are three choices display on the screen, Group, Search All, External LDAP address book.

In "Group search", you can pick some addresses from a selected group.

In "Search all", you can type the similar or incomplete address and let the machine to look for the related e-mail addresses.

In "External LDAP address book", the machine will perform a search like "Search all" but target to the LDAP server.


## Sending Your Document to Filing Servers

---

Before sending your document to filing servers, you should set up a few profiles first to speed up the filing process. A profile contains a list of filing parameters such as your filing protocol, directory, file name and other scanning parameters. On how to set up a new profile, please refer to the “**Adding a New Profile on the Control Panel**” section in Chapter Six.

### BASIC OPERATION

1. Place your document(s) with text FACE UP in the ADF or FACE DOWN on the glass.


2. Press  on the Control Panel. The LCD-display prompts the following **Filing** screen. For example,


Most Used Profiles	
1. ftp3	
2. <New Profile>	
B&W=PDF/Med/Text	200dpi\Density: 4



**Note:**

The last line of the Filing screen will be switching between “B&W=PDF/Med/Text ” and “Color=PDF/Med 200dpi/Density:4” to remind users the default scanning settings for the document.

### -Manual Feed

You can enable multi-batch document scanning. Press  on the panel when loading more than 50 pages on the ADF or more than one page on the flatbed. Manual Feed is valid when the LED is lit.

3. Choose your desired profile (filing destination) and press **Select** ()

4. Press  to send your document(s) in black and white. Or press  to send your document(s) in colors.



#### Note:

You can create up to 50 profiles to be selected from. The Filing main screen can show up to 5 profiles. If your profile name does not appear in the Filing main screen, please press “**Address Book/Profile**” to choose your desired profile name from the list.



## ADVANCED OPERATION


If you are not satisfied with the scanned image, learn to use the advanced features to enhance your scanned image.

To use the advanced features, press  and then  on the control panel to prompt the More settings screen. Refer to the following table to modify the scanning settings.

Items	Description
Profile name	Give a name of your new profile. The name of profile will appear when you press the Filing key.
Protocol	Choose the protocol you desire to file your scanned image. <b>Choice: FTP, HTTP, CIFS, AVPP, HTTPS</b>
Target URL	Enter the directory to save the scanned document. 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://.
Port	The port number for your filing server.
Login name	Enter login name for the server.
Password	Enter password for the server.
File name	The file name for filing a 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 test05001
Color Output Format	File format for documents to be sent in colors via filing from @V5100. <b>Choice:</b> <b>3. File format: PDF, JPG, TIFF, WDL, MTIFF</b> <b>4. Compression rate: Low, Medium, High</b> (If TIF or MTIFF is selected as your file format, the compression rate is limited to RAW only.)

B/W Output Format	File format for documents to be sent in black and white via filing from @V5100. <b>Choice:</b> <b>1. Multi-level B&amp;W (Gray): Yes, No</b> <b>2. File format: PDF, PCX, WDL, MTIFF, TIFF, Raw, PCX</b> <b>3. Compression rate: Low, Medium, High</b> (If you choose Multi-level B&W (Gray) to be Yes, the file formats will include PDF, JPG, TIF, MTIF. If you choose Multi-level B&W (Gray) to be No, the file formats will include PDF, PCX, TIF, MTIF and then the selection of compression rate of MTIF and TIF will include G3, G4, and Raw. ) <b>4. Enable Background removal: Yes, No</b> <b>5. Document type: Text, Photo</b>
Resolution	The scanning resolution you choose to scan from @V5100. <b>Choice: 75, 100, 150, 200, 300, 400, 600 (dpi)</b>
Density	Choose the density level. <b>Choice: 1,2,3,4,5,6,7.</b>
Subfolder	Choose <b>Yes</b> if you wish to save files in a subfolder under target URL. You may create a new subfolder on demand. <b>Choice: Yes, No</b>
Report to e-mail	Choose <b>Yes</b> if you wish to send the filing report to your e-mail. In this e-mail, you will receive a URL link direct to the scanned document. <b>Choice: Yes, No</b>
Document size	If you wish to define the scanning area, choose your desired area here. <b>Choice: Auto, A3, A4, A4R, A5, A5R, B5, B5R, Letter, LetterR, Legal, 11 x 17"</b>
Save & Exit	Save the above settings and exit.
Exit	Exit without saving the above settings.

**Note:**

1. If you make a mistake during the process, press  on the control panel to cancel the operation.
2. After sending your scanned document to filing servers, if no more work is left to be done, please press the Logout key on the keyboard to log out of the system in order to avoid people to misuse the user's ftp account for filing. If there is no any other operation within 3 minutes, the system will log out automatically.



## Making Copy

---

### BASIC OPERATION

#### Important!

Before making copies through your printer, please make sure your printer has been properly connected to @V5100 and that the power of the printer has been turned on **FIRST**. Otherwise, an error LED will be on from your printer.

1. Place your document(s) with text **FACE UP** in the ADF or **FACE DOWN** on the glass.
2. Press  to copy your document(s) in black and white. Or press  to send your document(s) in colors.



#### Note:

If you make a mistake during the transmission process, press



to cancel the operation.

## ADVANCED OPERATION

If you are not satisfied with the scanned image, use the copy features to enhance your scanned image. Basic copy features are shown in the initial Copy screen. More copy features are available when press  and then  on the control panel.

Basic copy features include the following:

- Changing Scaling
- Focusing on Speed/FineText/Photo
- Adjusting Density
- Increasing Copy Count
- Selecting Paper Saver

More copy features includes the following:

- Paper Supply
- Media Type
- Background Removal (B&W)
- Sort
- Water mark
- Duplex

Refer to the following section on how to use the copy features.

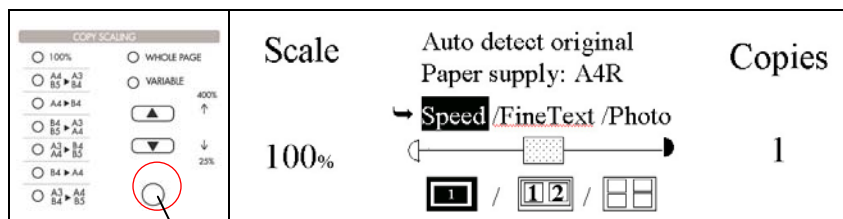
## CHANGING SCALING

---

The machine is preset to 100% scaling. If you wish to reduce or enlarge your original, you can apply this feature to enlarge up to 400% or reduce down to 25%.

**To reduce or enlarge the original document,**

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



The select button

2. Press ▲ ▼ to enlarge or reduce your document in 1 percent increment. Or you may press the above Select button to choose a preset value of 141%, 122%, 115%, 100%, 93%(whole page), 86%, 81%, 70%.

### Note:


After you have completed your copying, the machine will automatically return to the preset scale.

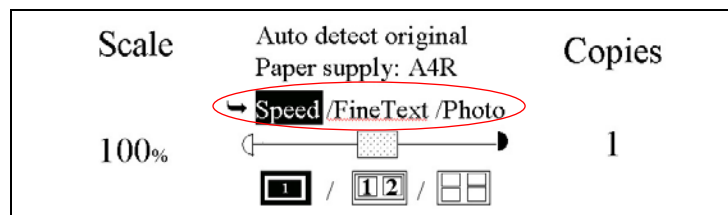
## FOCUSING ON SPEED/FINETEXT/PHOTO


---

The machine is preset to Speed, a mode to speed up the document to be scanned. If required, you can change to Fine Text or Photo if you wish to focus your copy result on text or photo.

To change your focus on FineText or Photo,

1. Press  on the control panel to prompt the Copy screen.



2. Use ► to choose your focus and press **Select**  to complete.

### Note:

After you have completed your copying, the machine will automatically return to the preset document focus.

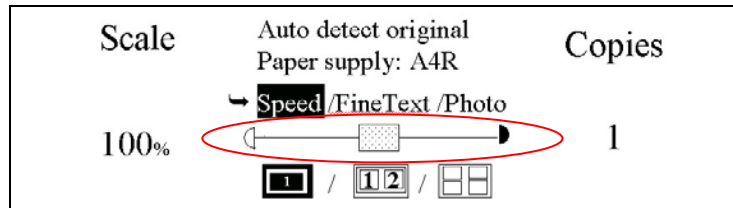
## ADJUSTING DENSITY


---

@V5100 is preset to the Normal level (level 4) 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**” key on the panel to prompt the Copy screen.



2. Press ▼ to move your cursor down to the **Density** field.
3. Choose your desired density with ► ◀ and press **Select**  to complete.

### Note:

After you have completed your copying, the machine will automatically return to the preset value.



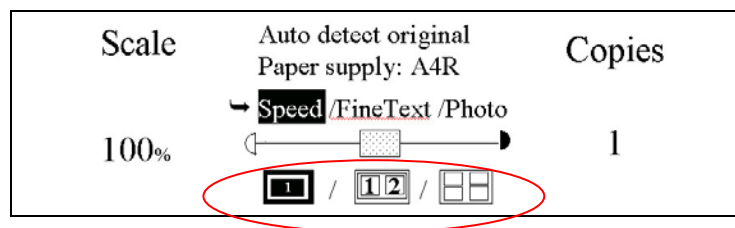
## CHOOSING PAPER SAVER


---

The machine is preset without **Paper Saver** feature. To minimize paper usage, you can copy a 2-page or a 4-page document to a single page. Yet please check if your printer supports Paper Saver before using this feature.

To choose paper saver,

1. Press the “**Copy**” key on the panel to prompt the **Copy** screen.



2. Press ▼ to move your cursor down to the **Paper Saver** field.
3. Choose your desired option from 1-page to 1-page, 2-page to 1-page, or 4-page to 1-page with ► ◀ and press **Select**  to complete.

### Note:

After you have completed your copying, the machine will automatically return to the preset settings.

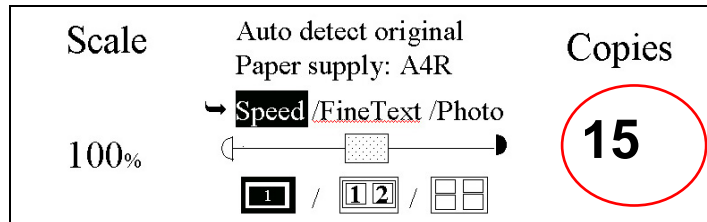
## INCREASING COPY COUNT

---

@V5100 is preset to 1 copy count. 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**” key 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.



### Note:

After you have completed your copying, the machine will automatically return to the preset count.

## CHOOSING COPY AREA

---

*\*This feature depends on the capability of your printer.*

Please note that the machine provides the auto detect paper size feature. The detectable paper size includes Ledger, A4, A4R, Letter, LTR, A3, A4, A4R, B5, B5R, Letter, LetterR, A4, A4R, B4, B4R, A3. If you wish to make copy for a particular area of your original, you can manually specify paper size to make a copy for that particular area only.

Please note that the paper size ending with a letter R represents a portrait style (☐) while the paper size ending without a letter R represents a landscape style.

To change your copy area,

1. Press the **“Copy”** key on the control panel and then **“More Settings”** key to prompt the **More Settings** screen.

1. **Paper supply:**
2. **Media type:**
3. **Background removal (B&W):**
4. **Sort**
5. **Watermark:**
6. **Duplex**

2. Use ◀ or ▶ to select your desired paper size from the **Paper Supply** drop-down menu and press the **Select** key to complete.

**Note:**

After you have completed your copying, the machine will automatically return to the preset size.

## CHOOSING MEDIA TYPE

---



*\*This feature depends on the capability of your printer.*

If you wish your output is transparency rather than plain paper, you can choose transparency from the **Media Type** option.

To choose media type,

1. Press the “**Copy**” key on the control panel and then “**More Settings**” key to prompt the **More Settings** screen.

1. **Paper supply:**
2. **Media type:**
3. **Background removal (B&W):**
4. **Sort**
5. **Water mark:**
6. **Duplex**

2. Choose **Media type** field with ▼ and press  (**Select**).
3. Use ◀ or ▶ to select **Transparency** from the drop-down menu and press  (**Select**) to complete.

**Note:**

After you have completed your copying, the machine will automatically return to the preset scale.

## CHOOSING BACKGROUND REMOVAL

---

If your original document contains color background, please choose to enable Background removal to sharpen your text.

To remove background,

1. Press the **“Copy”** key on the control panel and then **“More Settings”** key to prompt the **More settings** screen.

1. **Paper supply:**
2. **Media type:**
3. **Background removal (B&W):**
4. **Sort**
5. **Watermark:**
6. **Duplex**

2. Use to choose the **Background removal** field and press



(**Select**).

3. Use ◀ or ▶ to select **Yes** from the drop-down menu and press



(**Select**) to complete.

### Note:

After you have completed your copying, the machine will automatically return to the default settings.

## CHOOSING SORTING YOUR DOCUMENT

---



*\*This feature depends on the capability of your printer.*

@V5100 is preset without the sorting feature. If you wish to sort your document, please apply this feature to increase your efficiency.

To sort your document,

1. Press the “**Copy**” key on the control panel and then “**More Settings**” key to prompt the **More Settings** screen.

- |  |
|--|
| <ol style="list-style-type: none"><li>1. <b>Paper supply:</b></li><li>2. <b>Media type:</b></li><li>3. <b>Background removal (B&amp;W):</b></li><li>4. <b>Sort</b></li><li>5. <b>Watermark:</b></li><li>6. <b>Duplex</b></li></ol> |
|--|

1. Use ▼ to choose the **Sort** field and press  (**Select**).
2. Use ◀ or ▶ to select **Yes** from the drop-down menu and press  (**Select**) to complete.

**Note:**

After you have completed your copying, the machine will automatically return to the default settings.
---

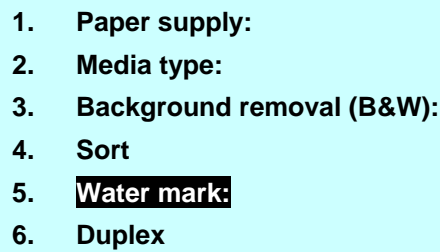
## ADDING WATER MARK



---

@V5100 is preset without the watermark and stamp feature. If you wish to contain specific wordings as your watermark or stamp, please enter text in this option for your scanned document.

To use watermark,

1. Press the **“Copy”** key on the control panel and then **“More Settings”** key to prompt the **More Settings** screen.

- 
- A screenshot of the 'More Settings' menu on a light blue background. The menu items are listed vertically: 1. Paper supply:, 2. Media type:, 3. Background removal (B&W):, 4. Sort, 5. Water mark: (highlighted with a black background), and 6. Duplex.
1. Paper supply:
  2. Media type:
  3. Background removal (B&W):
  4. Sort
  5. **Water mark:**
  6. Duplex

2. Use ▼ to choose the **Watermark** field and press  (**Select**).
3. Enter text as your watermark and press  (**Select**) to complete.

For example, type “CONFIDENTIAL” as your watermark. The result will look as below:

**Features:**

**Scan to Filing:**

@V5100 allows you to send 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), AVPP(Avision Post Processing) protocol. The scan to filing feature off-loads the mail server from handling large attachments.

CONFIDENTIAL

**Note:**

After you have completed your copying, the machine will automatically return to the default settings.



## CHOOSING DUPLEX

---



*\*This feature depends on the capability of your printer.*

@V5100 is preset without **Duplex** feature. If you wish to copy a 2-page document to a single page and double-sided document, please apply this feature to save your paper. Before using this feature, check if your printer supports Duplex function.

To use duplex,

1. Press the “**Copy**” key on the control panel and then “**More Settings**” key to prompt the **More Settings** screen.

- |  |
|--|
| <ol style="list-style-type: none"><li>1. <b>Paper supply:</b></li><li>2. <b>Media type:</b></li><li>3. <b>Background removal (B&amp;W):</b></li><li>4. <b>Sort</b></li><li>5. <b>Watermark:</b></li><li>6. <b>Duplex</b></li></ol> |
|--|

2. Use ▼ to choose the **Manual duplex** field and press  (**Select**).
3. Use ◀ or ▶ to select **Yes** from the drop-down menu and press  (**Select**) to complete.

**Note:**

After you have completed your copying, the machine will automatically return to the default settings.
---

# 8 Troubleshooting

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## Information Codes/Message

### Information Codes During Scanning and Copying

Info code	Meaning	Action
10001	SRAM error	Restart your @V5100. If the code still appears, contact your nearest dealer.
10002	DRAM error	Restart your @V5100. If the code still appears, contact your nearest dealer.
10003, 10004	Lamp error	Restart your @V5100. If the code still appears, contact your nearest dealer.
10005	Home sensor error	Restart your @V5100. If the code still appears, contact your nearest dealer.
10006	Lamp error	Restart your @V5100. If the code still appears, contact your nearest dealer.
10007	Lock error	1. Turn off your @V5100. 2. Find the lock switch underneath the machine and unlock the machine. 3. Restart your @V5100. If the code still appears, contact your nearest dealer.

10008, 10009	ADF error.	ADF paper jam. Open the ADF cover and remove the paper from the ADF then restart your @V5100.  If the code still appears, contact your nearest dealer.
10201	Z1 access error	Restart your @V5100. If the code still appears, contact your nearest dealer
10202	Z1 SRAM error	Restart your @V5100. If the code still appears, contact your nearest dealer

#### MESSAGE DURING SCANNING AND COPYING

LCD Message	Action
Copy function disables.	Please download the printer profile.
Check printer cable or status.	<ol style="list-style-type: none"> <li>1. Check if the printer cable has been correctly connected.</li> <li>2. Check if the printer is turn on.</li> <li>3. Restart the @V5100 and your printer.</li> <li>4. If the message still appears, contact your nearest dealer.</li> </ol>

## INFORMATION CODES DURING NETWORKING

Info Code	Meaning	Action
20512	The connection failed.	Ping the IP address of the @V5100 from another PC in DOS prompt. For example, type "Ping 10.1.20.144" in Dos prompt. If the @V5100 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 @V5100 IP address. 4. Check the destination IP address. 5. Check Subnet Mask. 6. Check Gateway IP.
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.	
29999	Fail to connect Email Server	

## INFORMATION CODES DURING E-MAILING

Info Code	Meaning	Action
30001	Device internal failure	Reboot the machine, and try again. If the error is still there, contact your nearest dealer.
30002	Fail to connect Mail server	Contact your network administrator for further help.
30009 31019 31029 31049 32009 33009 33019	Fail to get Mail server response	Turn on Log File option in [ADMIN / MANAGEMENT/ Service mode] to record and observe network actions and contact your network administrator or nearest dealer for further help.
31000 31020 31030 32000 33000 33010	Unpredicted error	Turn on Log File option in [ADMIN / MANAGEMENT/ Service mode] to record and observe network actions and contact your network administrator or nearest dealer for further help.
31001 31021 31031 32001	SMTP [421] Service not available, closing transmission channel. The Server is going to shut down.	Contact your network administrator for further help.
31010	Mail server doesn't support SMTP service extension	Contact your network administrator for further help.
31011	Mail server doesn't support SMTP LOGIN authentication	Contact your Mail server administrator to turn on SMTP LOGIN option.
31012	SMTP login user name error	Check your login user name

31032	SMTP [450]Requested mail action not taken: mailbox unavailable	Check "To" address.
31022 31033 32002 33001	SMTP [451]Requested action aborted: local error in processing	Contact your network administrator for further help.
31023 31034 33002	SMTP [452]Requested action not taken: insufficient system storage	Contact your network administrator for further help.
31013	SMTP [454]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. Choose SMTP authentication for Email security or turn off the mail server's authentication and try again.
31002 31024 31035 32003 33011	SMTP [500]Syntax error, command unrecognized	Reboot the machine, and try again. If the error is still there, contact your nearest dealer.
31003 31025 31036 32004	SMTP [501]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. 4. Contact your network administrator for further help.
31037 32005	SMTP [503]Bad sequence of commands	Reboot the machine, and try later. If the error is still there, contact your nearest dealer.

31004	SMTP [504]Command parameters not implemented	Check if the Device Name is valid. The Device Name can be found in Menu/General.
31027	SMTP [530] Authentication requires Mail server requires authentication in order to perform the requested action.	Contact your network administrator for further help on mail server's authentication mechanism. Choose SMTP authentication for Email security or turn off the mail server's authentication and try again.
31038	SMTP [550]Requested action not taken: mailbox unavailable [E.g., mailbox not found, no access]	Check "To" address.
31039	SMTP [551]User not local: please try again.	Check "To" address.
31026 31040 33003	SMTP [552]Requested mail action aborted: exceeded storage allocation	1. Check "To" address. 2. Check mailbox storage allocation. 3. Contact your network administrator for further help.
31041	SMTP [553]Requested action not taken: mailbox name not allowed	Check "To" address.
32006 33004	SMTP [554]Transaction failed	Contact your network administrator for further help.
32999	Connection broken during data transmission.	1. Check network environment. 2. Check if email attachment size is larger than the mailbox quota.

## INFORMATION CODES DURING FILING

Info Code	Meaning	Action
40001 40002 40003 40004 40005 40006 41001 41002 41003	Device internal failure	Reboot the machine, and try later. If the error is still there, contact your nearest dealer.
41004	Fail 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.
41000 42000 43000	Unpredicted error	Turn on Log File option in [ADMIN / MANAGEMENT/ log action] to log and observe device actions and contact your server administrator or nearest dealer for further help.
42001	FTP login name error	Check your login name and try again
42002	FTP password incorrect	Check your password and try again
43001	FTP can't enter this directory	Make sure your have privilege to enter this directory.
43003	FTP can't check file existed or not	Make sure your have privilege to browse this directory.
44001	FTP can't change data transfer type	Contact your server administrator for further help.
44002	FTP store file error	Make sure your have privilege to store file in this position (server/directory)
44003	Insufficient storage space in system.	Check FTP server free storage space and contact your server administrator.
44004	File name not allowed.	Change file name to meet naming convention of FTP server's OS.



50001	CIFS Network share name incorrect.	Check directory in profile and make sure it follows UNC, such as \\Computer\Share\directory.
51001	CIFS fail to connect	Check that server supports CIFS(SMB) connection.
51002	CIFS Computer name error	Make sure computer name in directory is correct.
51003	CIFS dialect negotiation fail	This CIFS may not support PC NETWORK PROGRAM 1.0 dialect.
52001	CIFS (User level) login fail.	Check login name and password you typed and try again.
53001	CIFS (User level) can not make subdirectory	This account has not right to create new subdirectory.
54001	CIFS fail to create file.	Make sure you have full control privilege on this network share.
54002	CIFS send data error	
61001 63001 63002 64000	HTTP fail to connect	Check Server IP and HTTP port. Make sure they are correct. Or, Check whether that server supports HTTP connection.
62001 64001	HTTP [401] Unauthorized	This HTTP server needs authorization. Make sure your account has correct authorization.
62002 64002	HTTP [403] Forbidden	This action is forbidden in this server. This is not unauthorized but forbidden.
62009 64009	Unpredicted error	Turn on Log File option in [ADMIN / MANAGEMENT/ log action] to log and observe device actions and contact your server administrator or nearest dealer for further help.
63003	HTTP [405] MKCOL method not allowed	Contact server administrator to change permission on this privilege.
63004	HTTP [501] MKCOL method not implemented	HTTP server does not support MKCOL to create directory. Give up creating new directory or create directory at server in advance.

64003	HTTP [405] PUT method not allowed	Contact server administrator to change permission on this privilege.
64004	HTTP [500] internal server error	Contact your server administrator for further help.
64005	HTTP [501] PUT method not implemented	That server does not implement HTTP PUT method. @V5100 can't store file on this server, contact your system administrator for help
64006	HTTP [503] service unavailable	Contact your server administrator for help.
64007	HTTP [505] server does not support HTTP version 1.1	That server does not support HTTP version 1.1 (@V5100 uses), contact your server administrator for help.
64021 65001	HTTP [404] Resource not found	That server can't save the files, contact your server administrator for help.

## Clearing a Paper Jam

---

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

1. Pull the Paper Jam Release button on the front cover.
2. Gently open the ADF front cover to the left.
3. Carefully pull the paper out of the ADF unit.
4. Close the ADF front cover. Your @V5100 is now ready to use.



Paper Jam Release  
button

ADF Front Cover

## Removing the Abnormal Line Image

---

When the scanned image is with abnormal lines on it, clean the strip of glass area as indicated below.

Clean this area. ←



## Cleaning the ADF

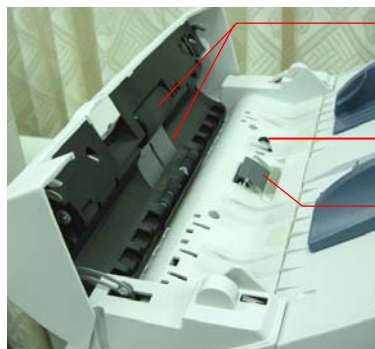
---

From time to time the pad assembly and feeding rollers may become contaminated with ink, toner particles or paper dust. In this case the @V5100 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. Pull the Paper Jam Release 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 cover. Your machine is now ready to use.



Paper Jam  
Release  
Button



Feeding Roller

Pick Spring

ADF Pad

## Replacing the Snap-in Pad Module

---

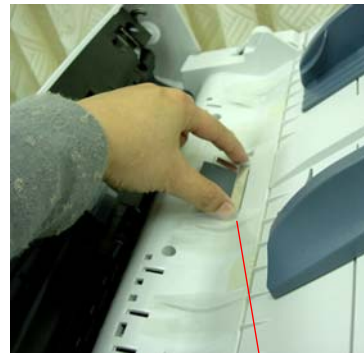
After scanning approximately 100,000 pages through the ADF, the pad module may be worn out and you may experience problems with document feeding. In this case, it is highly recommended to replace the pad module with a new one. For ordering the pad module, please consult your nearest dealer and follow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

### Disassembling Procedure

1. Pull the Paper Jam Release button.
2. Open the ADF front cover to the left.
3. Press both sides 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 @V5100 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 @V5100 is now ready for use.



1. Document Cover
2. Document Glass



# 9 Use @V5100 As A Scanner

---

## System Requirements

- IBM compatible PC (Pentium or later);
- Microsoft Windows 98, Windows Me, Windows 2000, Windows XP
- 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

Installation procedures of the @V5100 driver and utilities are as follows:

1. Start Microsoft Windows.
2. Insert the supplied CD-ROM into your CD ROM drive.
3. 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:cdsetup.exe (d: the CD-ROM drive in use), and then click OK.
4. Follow the on-screen instructions to complete the driver installation.

***Important:***

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

## Scanner Operation

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 @5100 /32 x.xx.  
You need to select the source only once, unless you want to choose another scanner.
4. Place the document **FACE DOWN** on the document glass or **FACE UP** in the ADF.
5. Pull down the File menu and choose **Acquire**.  
A dialog box containing scanning features appears.

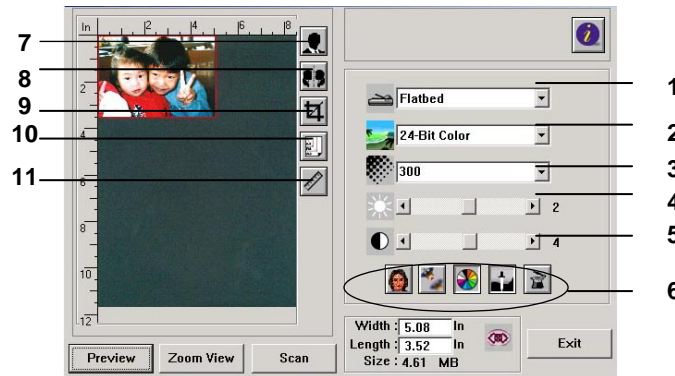


6. Select the scanning method you want to use on the **Scan Method** drop-down menu.
7. Select the mode you want to use for your scans on the **Image Type** drop-down menu.
8. Select a scanning resolution on the **Resolution** drop-down menu.



9. Select the setting for the scanning features (e.g. Sharpen, Descreen, etc.) that you want to use.
10. 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/Multi-page, 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, A3, or scanner maximum.
<b>11. Measuring Unit</b>	<b>Choice:</b> cm, Inch, and Pixel.

## Editing Your Image

### USING THE BASIC FEATURES

#### CHOOSING YOUR SCAN METHOD

##### 1. Scan Method

###### Choice:

**Flatbed:** Select this setting if you need to scan photo, or newspaper clippings.

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



1

## SELECTING A PROPER IMAGE TYPE

### 1. Image Type

Please see following table for a choice of an ideal image type.

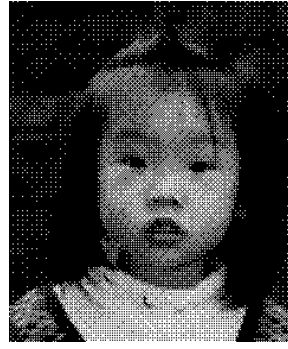


1

<b>Black &amp; White</b>	Choose B&W if your original contains only B&W text, pencil or ink sketch.
<b>Halftone</b>	Halftones are reproduction of image that gives the illusion gray. An example of halftone imaged would be the pictures you see in newspapers.
<b>8-Bit Gray</b>	8-Bit Gray images contain actual shades of gray.
<b>24-Bit Color</b>	Choose 24-Bit Color if you wish to scan a color image.
<b>48-Bit Color</b>	Choose 48-Bit Color (input) if you wish to scan a color image.



**Black & White**



**Halftone**



**Gray**



**24- Bit Color/48-Bit Color**

## DETERMINING A PROPER RESOLUTION

### 1. Resolution

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



Resolution: 50 dpi



Resolution: 100 dpi

### **Note:**

For your information, an A4 size color image scanned at 300 dpi at True Color mode consumes approximately 25 MB of disk space. A higher resolution (usually means over 600 dpi) is only recommended when you need to scan a small area at True Color mode.

## 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.



Decrease Brightness



Normal



Increase Brightness



Decrease Contrast



Normal



Increase Contrast

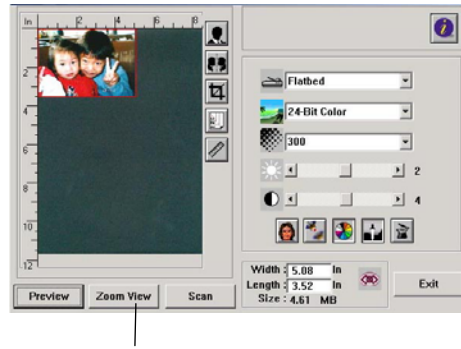
## ENLARGING PREVIEWED IMAGE



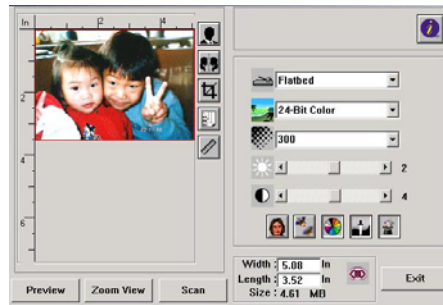
**1. Zoom View**

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.***



Before Zoom

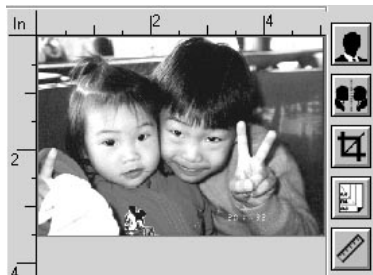
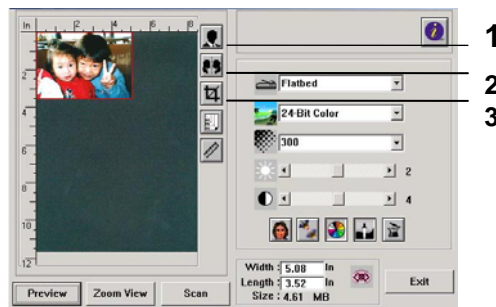


After Zoom

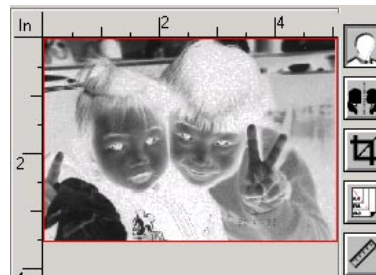
## INVERTING AND SELECTING YOUR IMAGE

### 1. Invert

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.



Before Invert



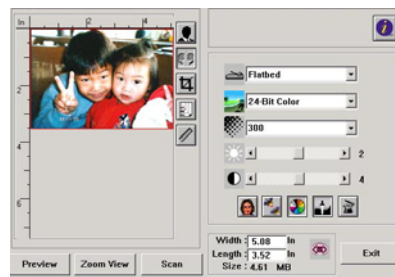
After Invert

### 2. Mirror Function

Reverse the right and left side of your image.



Before Mirror



After Mirror

### 3. 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

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

**3. 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

**4. Auto Level**

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



Normal



After Auto Level

**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**

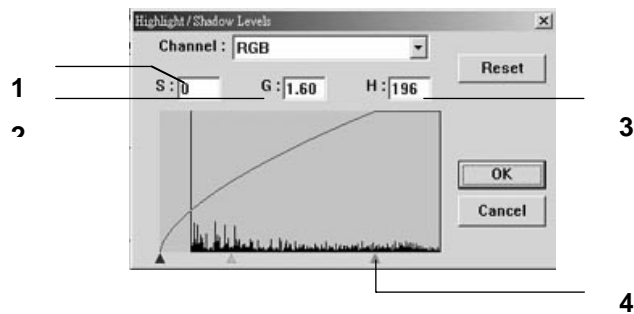


1 2

## 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



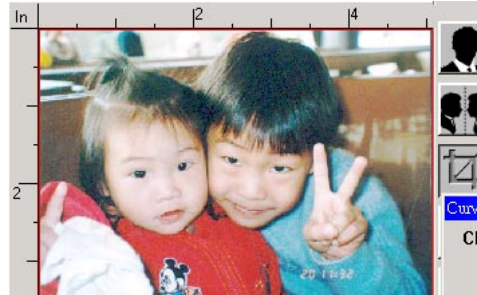
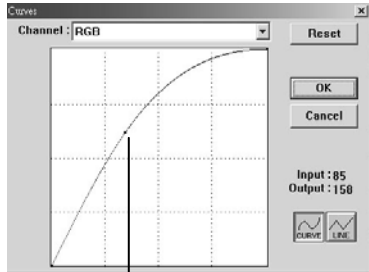
Highlight: 255/Shadow: 50



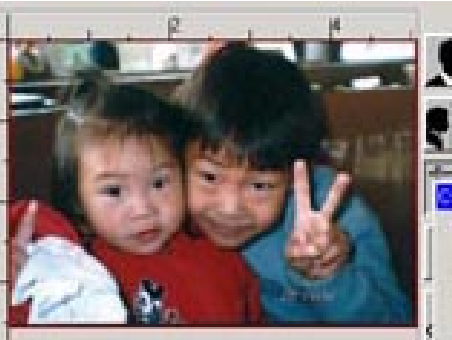
## ADJUSTING THE BRIGHTNESS CURVE



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.

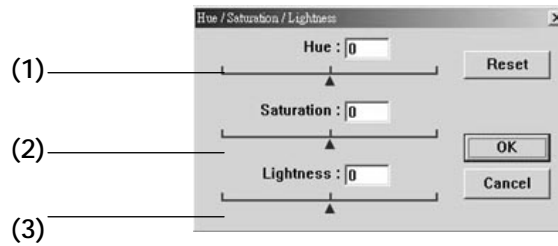




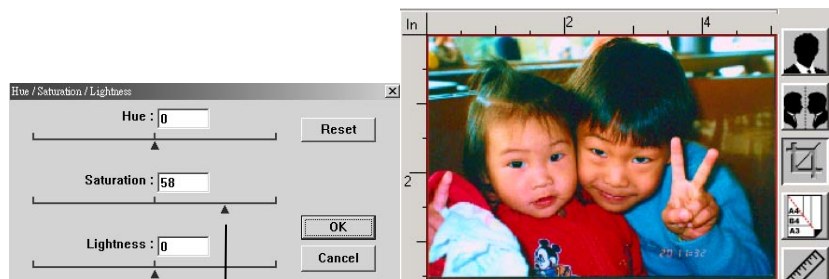
## Changing Color Hue/Saturation/Lightness



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



<b>(1). 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).
<b>(2). 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.
<b>(3). Lightness</b>	Increase the lightness by moving the triangle to the right or to the left to decrease the lightness.

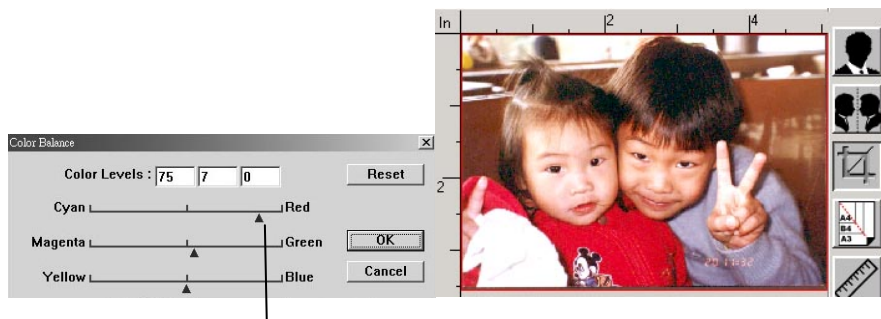


Move the Saturation pointer to the right, the color turns rich.

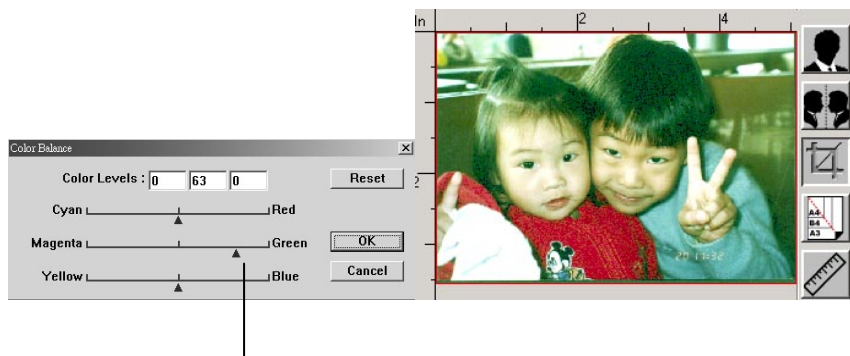
## USING COLOR BALANCE



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



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



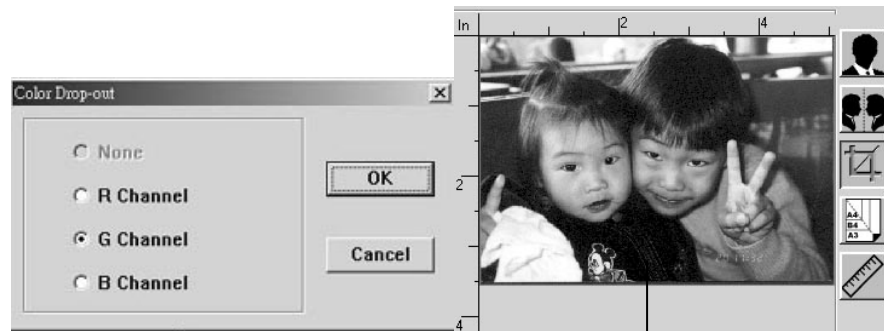
Move the pointer toward Green, the image turns into a greenish hue.

## COLOR DROP-OUT

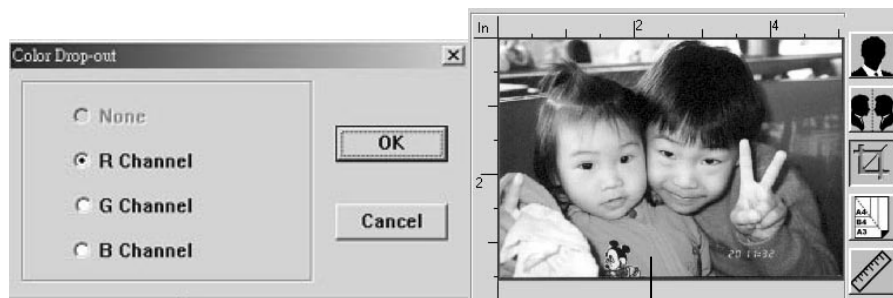


Click the button and a dialog box in below will be displayed. This dialog allows you to remove one of the R (Red), G (Green), or B (Blue) color channel. This function is particularly useful when you need to convert text using OCR software.

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.

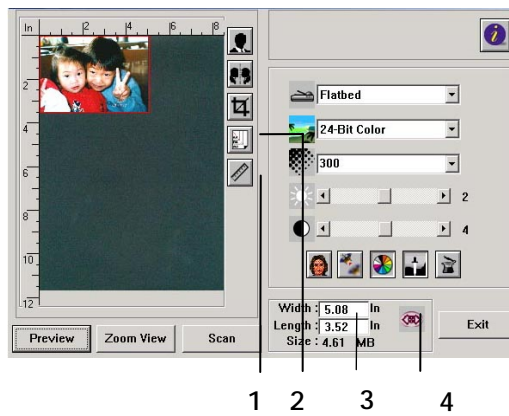


The effect on image after removing the G channel.



The effect on image after removing the R channel.

## USING OTHER TOOLS



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

# Appendix

## Quick Guide

### Placing Your Documents

#### For multi-page transmission

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





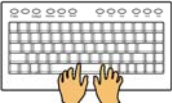












#### For single-page transmission

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



## Simple Operation Steps

<p><b>To make copy,</b></p> <p style="text-align: center;">COPY</p>  <p>Press the Copy key.</p>	<p>Enter your copy count via the numeric keypad</p> 	 <p>Press the key to make B&amp;W copy.</p>
<p><b>To send e-mail,</b></p> <p style="text-align: center;">E-MAIL</p>  <p>Press the E-Mail key.</p>	<p>Enter an e-mail address with your keyboard.</p>  <p>or press "Address Book/Profiles" key to select an e-mail address from the list.</p>    <p>(i.e. )</p>	 <p>Press the key to send your document in B&amp;W.</p>
<p><b>To send document to filing server,</b></p> <p style="text-align: center;">FILING</p>  <p>Press the Filing key.</p>	<p>Select your desired profile as your filing destination, or choose your desired profile from the "Address Book/Profiles" .</p>    <p>(i.e. )</p>	 <p>Press the key to file your document in B&amp;W.</p>
		 <p>Press the key to file your document in color.</p>

## Specifications

Items	Specifications
<b>General Specifications</b>	
System Description	Stand-alone Internet Appliance
Image Sensor	Color CCD
Light Source	Cold Cathode Fluorescent Lamp
Optical Resolution	600 x 600 dpi
Output Quality	Input: 36 bits color Output: 24 bits Color 8 bits Gray 4 bits CMYK 1 bit Monochrome
Memory Size	112.5 Mbytes
LCD Size	240 x 640 dots Effective area: 127.15 x 33.87 mm
Paper Size Auto Detection (Flatbed and ADF)	Ledger, Legal, A3, B5R, A4, A4R, Letter, LetterR, B4, B4R, A5, A5R
External Connections	1. RJ-45 (for Network connection) 2. AV_COPYPORT 3. IEEE 1284 (SPP, ECP) compatible 4. PS2 (for External standard PS2 keyboard) 5. ADF port 6. USB 2.0 (For PC Scan)
Network Connection	10/100 Mbits auto-negotiation
Networked Workgroup Solution for:	Stand-alone Copy E-Mail via Internet/Intranet Filing
Output Format	PDF, JPEG, TIFF, Postscript, PCL, PCX
Duty Cycle	7,500 pages/month
Dimension	447x365x275(mm)
Weight	9 kgs
Power Supply	24V DC, 2A external power adapter
Power Consumption	Less than 30W
<b>Auto Document Feeder</b>	
Capacity	50 sheets
Dimension	540 x 422 x 210 mm
Weight	4.1 kgs
Document Size	4.5" x 5.5" ~ 11.8" x 17"
Document Weight/Thickness	16 ~ 41 lb / 0.002" ~ 0.006"
Paper Feed	Face Up

<b>Copy Specification (printer supplied by Avision)</b>	
Copy Port	Copy port
First copy time	8 seconds
Multiple Copies	Up to 99
Copy Resolution	600 x 600 dpi
Copy Media	Plain paper, Heavy paper, Transparency
Copy Mode	Speed, Fine Text, Photo
Density Control	7 Levels
Background Remove	Yes
Output Format	Postscript, PCL, LIPS
Enlarge / Reduce	Whole Page (93%) 25%~400% in 1% increment/decrement Pre-set Scales
Input Capacity	Standard: 250 sheets Bypass: 100 sheets Max.: 1350 sheets
Output Capacity	250 sheets
Copy Application	One scan, multiple copies Water mark and Stamp
<b>2<sup>nd</sup> Port Color Copy Specification</b>	
Color Copy Port	Connect printer by IEEE 1284 port ECP/SPP
Printer Language	Postscript, PCL/PJL, ESC/P, ESC/P-C, LIPS IV
Copy Media	Plain paper, Heavy paper, Transparency
Copy Mode	Speed, Fine Text, Photo
<b>Network Specification</b>	
Connectivity	Ethernet 10BaseT/100BaseTX auto-negotiation with RJ-45 connector
Communication Protocol	TCP/IP, SMTP, HTTP, HTTPS, MIME, FTP, CIFS, AVPP, DHCP, DNS, LDAP
Supported Browsers	Microsoft IE 5.0 or higher Netscape Navigator 6.0 or higher



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>	
Communication Protocol	SMTP, MIME, POP3
File Formats B&W Gray/Color	PDF, WDL, TIFF, MTIFF, PCX PDF, WDL, TIFF, MTIFF, JPEG
Default File Format	PDF
Separation Limit	Yes, 2MB, 3 MB, 4 MB, 5MB, 10 MB, Unlimited
Document Type	Text/Photo
Resolution	75, 100, 150, 200, 300, 400, 600 dpi
Default Resolution	200 dpi
Compression Method B&W Gray/Color	G4/G3, Run Length JPEG
Address Book Volume Max. Addresses Group No. of Addresses in Each Group	2000 50 99
Multiple Recipients Allow	Yes
Security Check	Yes
Mail Server Authentication	SMTP, POP3
Supported Mail Server Application	Lotus Mail Server 5.0 MS Exchange Server 2000 RedHat 7.0 SendMail MAC Mail Server in OS 9.04
Supported LDAP Server	Windows 2000 Active Directory Windows NT 4.0 + MS Exchange 5.5 Lotus Notes R5

Supported Mail Application	Microsoft Outlook 2000 Microsoft Outlook Express 5.0 Microsoft Outlook Express 6 Netscape Messenger 4.7 Netscape Messenger 4.73 MAC built-in MAIL application Eudora 4.3.2J Lotus Notes R5
<b>Filing Specification</b>	
Communication Protocol	FTP, HTTP, HTTPS, CIFS, AVPP
Post Processing Protocols for System Integrator	AVPP
File Formats B&W Gray/Color	PDF, WDL, TIFF, MTIFF, PCX PDF, WDL, TIFF, MTIFF, JPEG
Default File Format	PDF
Resolution	75, 100, 150, 200, 300, 400, 600 dpi
Default Resolution B&W Gray/Color	200 dpi 150 dpi
Compression Method B&W Gray/Color	G3/G4 JPEG
Number of Most Used Profiles	5
Max. Number of Profiles	50

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