Panasonic

Operating Instructions

(For Scanner and Email)

Digital Color Imaging Systems

Model No. DP-C354 / C264

Model No. DP-C323 / C263 / C213

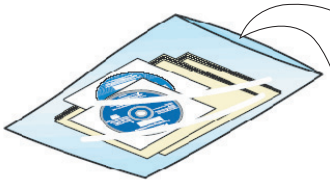
WORKIO™

Before operating this machine, please carefully read this manual,
and keep this documentation in a safe place for future reference.
(Illustration shows optional accessories that may not be installed on your machine.)

English

Operating Instructions

The following Operating Instruction manuals are included with this machine. Please refer to the appropriate manual and keep all manuals in a safe place for future reference. If you lose the manual, contact the authorized Panasonic dealer.



Accessories

Operating Instructions (For Setting Up)

This manual contains essential information for setting up the machine.

Operating Instructions (For Basic Operations)

This manual contains essential information for proper operation of the machine.
It describes basic Copy, Print, Facsimile/Internet Fax, Scan/Email, and other functions.
For a more detailed explanation of each function, please refer to the Operating Instruction manuals included on two CD-ROM as illustrated below.

Operating Instructions CD

Contains manuals with detailed information for Copy, Facsimile/Internet Fax, Scan/Email Functions, Function Parameters, and User Authentication.

Document Management System CD

Contains the PDMS Application Software, and manuals with detailed information for the Print function, and PDMS Application software.

Operating Instructions CD

Copy Function

Describes how to make a Color Copy with creative features.

Facsimile and Internet Fax Function

(These functions are available when optional G3 Fax Board/ Internet Fax Module is installed.)
Describes how to send/receive a Facsimile/Internet Fax, or describes the course of action to take when a trouble message appears, etc.

Scan and Email Function

(Standard on DP-C354/C264, for DP-C323/C263/C213 when the optional Network Scanner/Email Module, Hard Disk Drive, Main Memory, and Image Memory are installed.)
Describes how to scan, and send an Email.

Function Parameters

Describes how to change the default settings of each function using the Control Panel of the machine.

User Authentication

Describes how to enable and use the user authentication function.

Document Management System CD

Print Function

Describes how to print with color, change default printer settings, or describes the course of action to take when a problem message appears, etc.

Application Software

Describes how to use the application software.
Ex: Web Device Monitor, Panafax Desktop, Document Manager/ Viewer, Client Device Monitor, Network Config/Add Editor, Network Setup Tool, Embedded Web Launcher

Conventions

Icons

The following icons are used in this manual.

Icon	Description
ATTENTION	Indicates important information that must be read in detail.
NOTE	Indicates reference Information.

Notation

The following notations are used in this manual.

Notation	Description
For Keys and Buttons	Hard buttons on the Control Panel are depicted as ******** key, soft buttons on the Touch Panel are depicted as “**xxx**”. **Ex**: Press the **Start** key and select “**More Menus**”.

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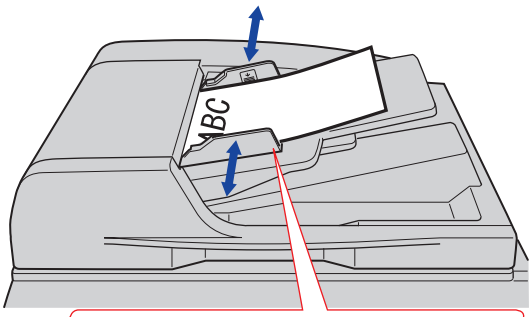
Basic Operation Procedure

This section describes the workflow of Scan/Email operations. For a detailed description of each setup item involved, refer to the relevant suggested section.

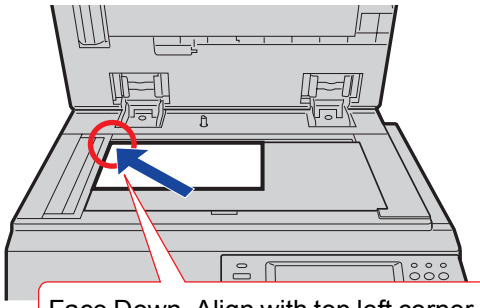
NOTE

- The DP-C323/C263/C213 models require the optional Hard Disk Drive, Main Memory, and Image Memory for Scanner Function operation.

1 Place the original(s).



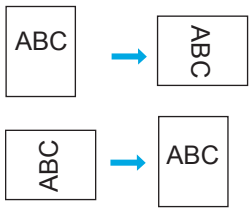
Up to 85 sheets (20 lb / Letter).



Face Down. Align with top left corner. Close the ADF.

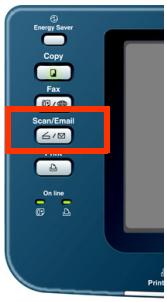
- When using the Scan/Email function, the created images are rotated by 90 degrees. Place the originals with their top edges aligned with the left side of the scanner to create upright scan data.

Original Scan Data



- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Scan/Email** key.



3 Select "**Basic Menu**", and then set the desired scanning mode if necessary.

- For more detailed instructions, refer to the **Scanner Settings** (see pages 38-50).

NOTE

- When address is selected, the address button changes to yellow.

4 Select the location, or destination.

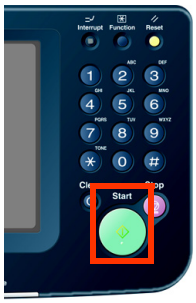
❑ To Save

SD memory Card, or PCMCIA/PC Card	Select "**SD Card/Hard Drive**", and then select "**SD Card**", or "**PC Card**".
Internal Hard Disk Drive	Select "**SD Card/Hard Drive**", and then select "**Image Box**".

❑ To Transmit

To the Computer	Select desired destination from the address book
Email	Select "**Email**", and then select desired destination.

5 Press the **Start** key.



- When scanning from the Platen Glass, place the next original, and then follow the instructions described on the touch panel display.

Transferring the scanned image(s) to the SD Memory Card, or PCMCIA/PC Card, PC or Email.

❑ To the SD Memory Card, or PCMCIA/PC Card

- Refer to **Scan to the SD Memory Card** (see page 10).
- Refer to the **Scan to the PCMCIA/PC Card** (see page 12).

❑ To the Internal Hard Disk Drive

- Refer to **Scan to the Internal Hard Disk Drive** (see page 14).

❑ To the Computer

A reception notice appears on the destination PC's display.

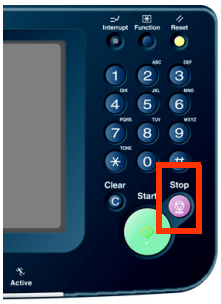
- Refer to the **Scan to the Computer** (see page 16).

❑ To Email

- Refer to the **Scan to Email** (see page 18).

NOTE

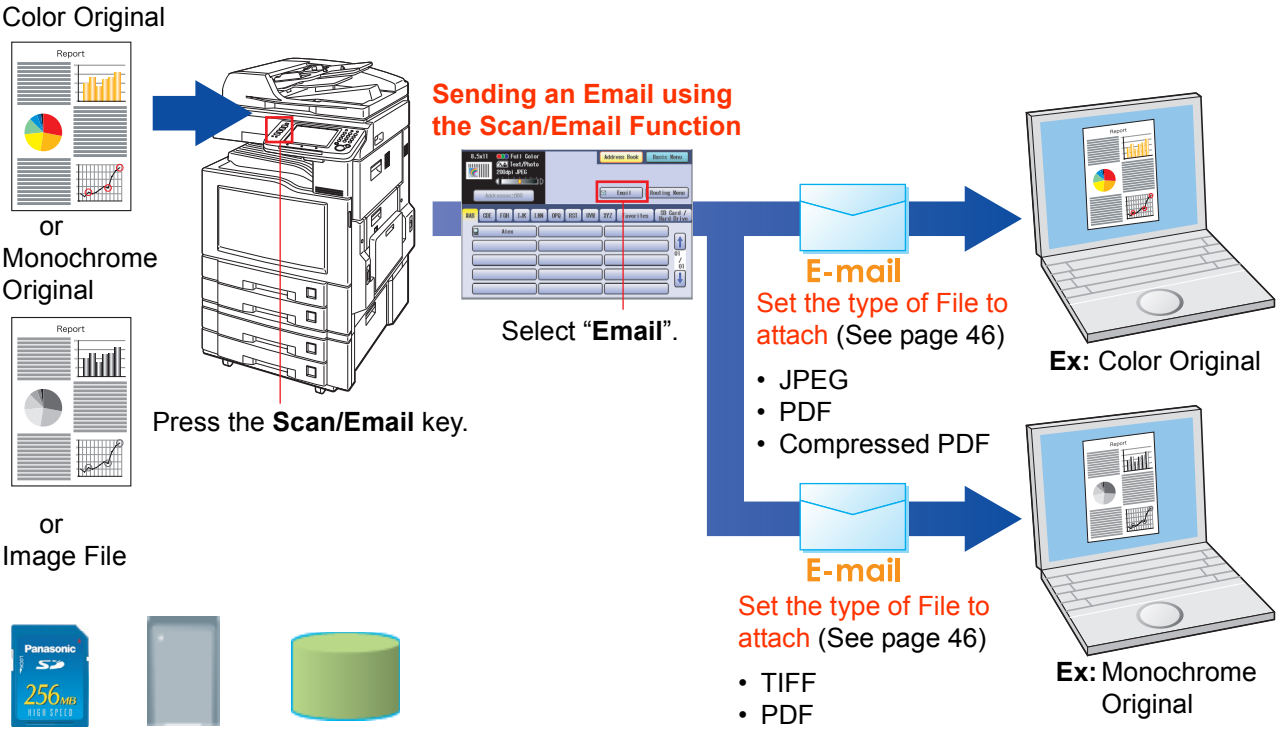
- When canceling the operation, press the **Stop** key on the Control Panel, and then select "**Yes**" on the Touch Panel Display.



Sending an Email

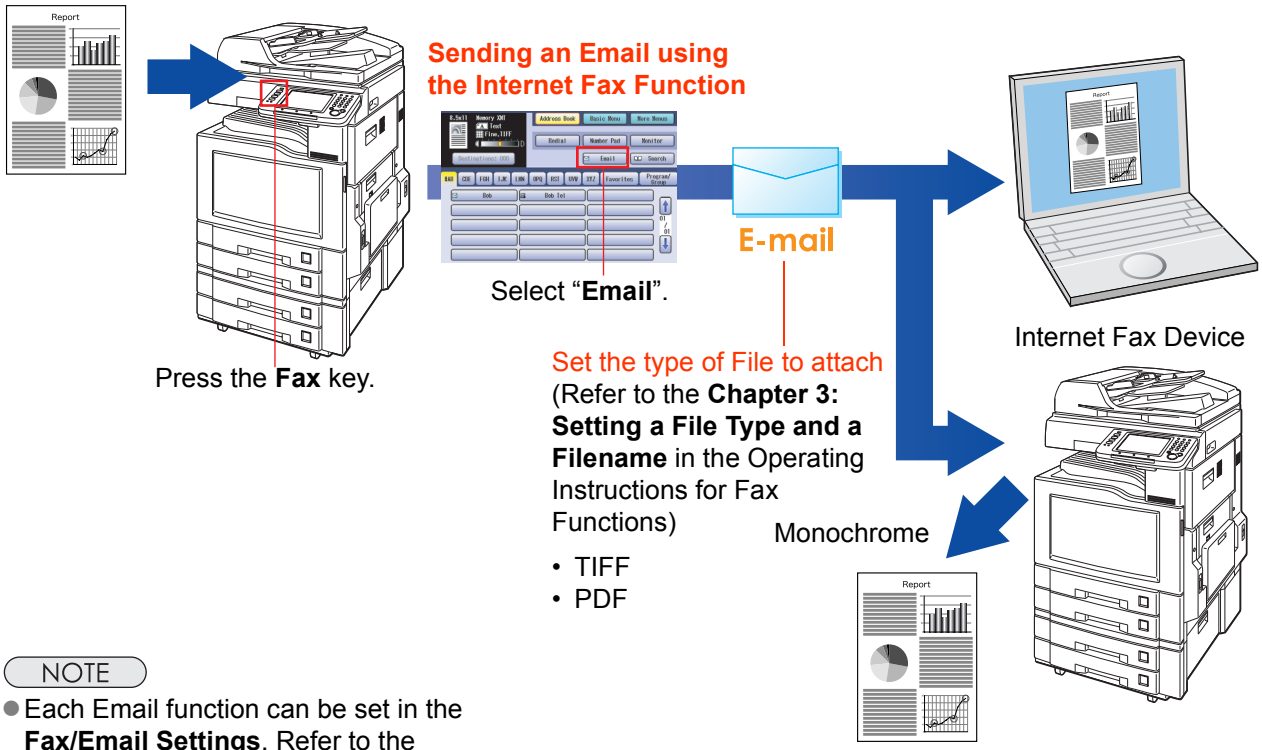
- There are two ways of sending the scanned data via Email.
  - Sending an Email using the Scan/Email Function : For DP-C323/C263/C213 models, available when the Scan/Email Option is installed on your machine.
  - Sending an Email using the Internet Fax Function : Available when Internet Fax Option is installed on your machine

Scan/Email Function



Internet Fax Function

Monochrome
Original



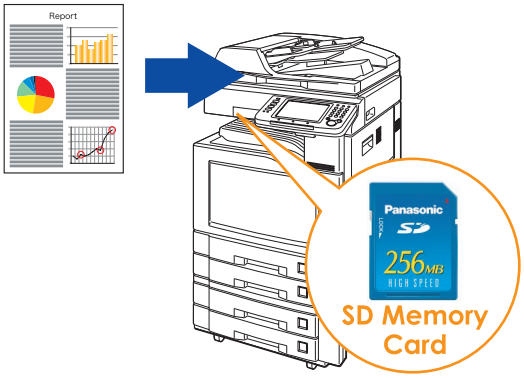
NOTE

- Each Email function can be set in the **Fax/Email Settings**. Refer to the **Chapter 4 Fax/Email Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

PDF file can be printed when the optional Printer Controller Module (for Adobe® PostScript® 3™) is installed on your device.

Scan to the SD Memory Card

The scanned image will be directly transferred to the SD Memory Card.



ATTENTION

- Be sure to use only Genuine SD Memory Card. (Up to 1 GB)

NOTE

- The SD logo is a trademark.

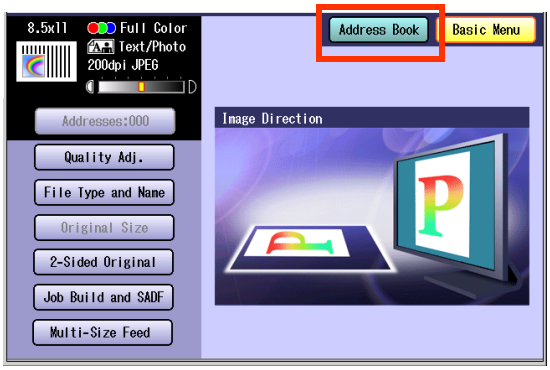
1 Place the original(s).

- For instructions on how to place originals, refer to **Basic Operation Procedure** (see page 6). For more details, refer to **Placing Originals (Copy)** in the Operating Instructions (for Basic Operations).

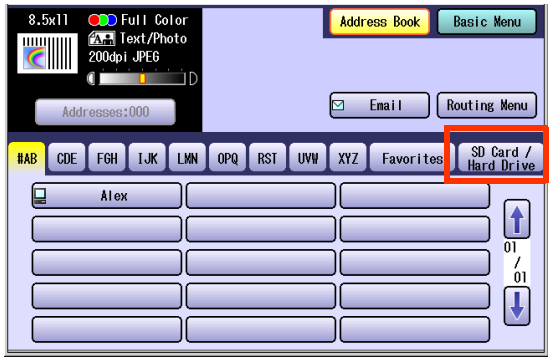
2 Press the **Scan/Email** key.

3 Select "**Basic Menu**" to configure the required settings, and then select "**OK**".
Refer to **Scanner Settings** (see pages 38-50).

4 Select "**Address Book**".

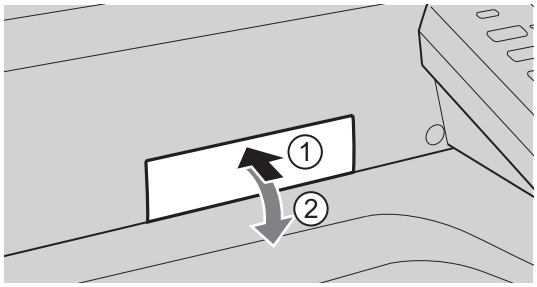


5 Select "**SD Card/Hard Drive**".

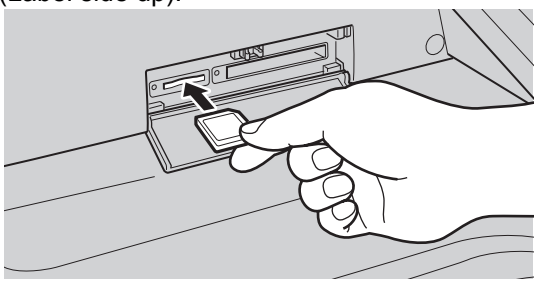


6 Insert the SD Memory Card.

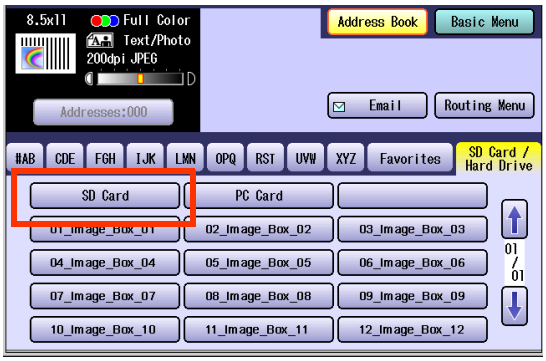
① Push the Slot Cover to open it.



② Insert the SD Memory Card as illustrated. (Label side up).



7 Select "**SD Card**".



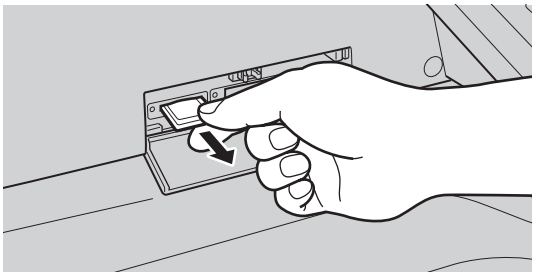
- Only one storage device can be selected at a time. When the "**SD Card**" is selected as a storage device, the scanned image cannot be saved to the PCMCIA/PC Card, or Hard Disk Drive at the same time.

8 Press the **Start** key.

Scanned image is saved in the following directory of the SD Memory Card.

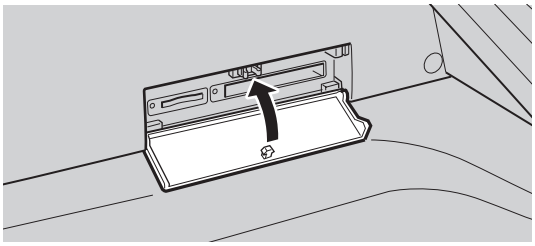
- Directory: \PRIVATE\MEIGROUP\PCC\DI\IMAGE
- The data saved on the SD Memory Card can be printed by this machine or another DP-C354, DP-C264, DP-C323, DP-C263 or DP-C213. For more details, refer to **Printing from SD Memory Card/PC** in the Operating Instructions (for Basic Operations). When printing PDF data, or high-compression PDF data, install and set up the Memory Card Print Utility. For details, refer to the Help of the Memory Card Print Utility on the Document Management System CD-ROM.

9 Push the SD Memory Card, and then remove it.



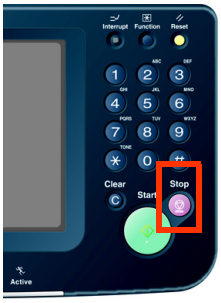
- Do not remove the SD Memory Card while the Access Indicator is flashing.

10 Close the Slot Cover.



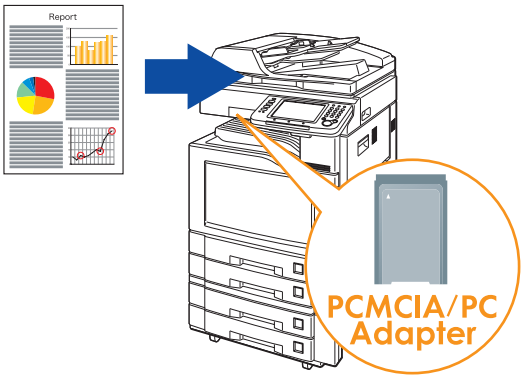
NOTE

- When canceling the operation, press the **Stop** key on the Control Panel, and then select "**Yes**" on the Touch Panel Display.



Scan to the PCMCIA/PC Card

The scanned image will be directly transferred to the memory card into the PCMCIA/PC Card Adapter.



ATTENTION

- Be sure to use only PCMCIA/PC Card Adapter (Type II) for memory card.
- For types of memory cards that can be used with the PCMCIA/PC Card Adapter, refer to the document that came with the PCMCIA/PC Card Adapter.

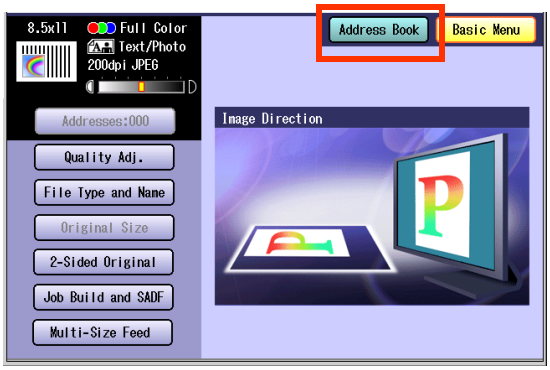
1 Place the original(s).

- For instructions on how to place originals, refer to **Basic Operation Procedure** (see page 6). For more details, refer to **Placing Originals (Copy)** in the Operating Instructions (for Basic Operations).

2 Press the **Scan/Email** key.

3 Select "**Basic Menu**" to configure the required settings, and then select "**OK**".
Refer to **Scanner Settings** (see pages 38-50).

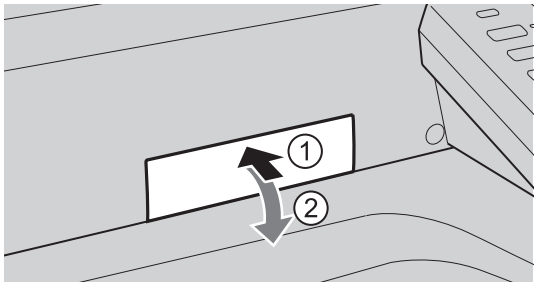
4 Select "**Address Book**".



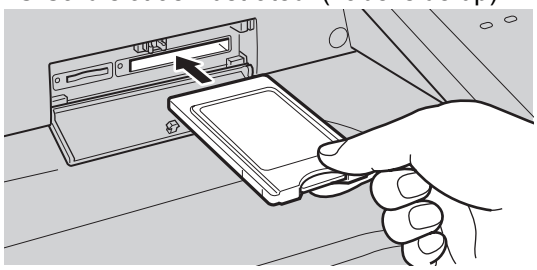
5 Select "**SD Card/Hard Drive**".

6 Insert a PCMCIA/PC Card Adapter with a memory card.

Push on the slot cover to open it.



Insert a PCMCIA/PC card into the PCMCIA/PC Card slot as illustrated. (Label side up)



7 Select "**PC Card**".

- Only one storage device can be selected at a time. When the "**PC Card**" is selected as a storage device, the scanned image cannot be saved to the SD Memory Card, or Hard Disk Drive at the same time.

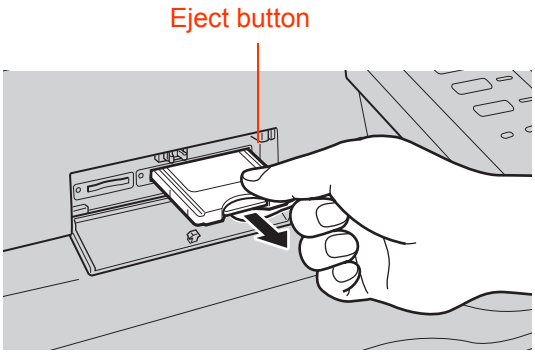
8 Press the **Start** key.

The scanned image is saved into the PCMCIA/PC Card.

The scanned data is saved on the following directory of the memory card.

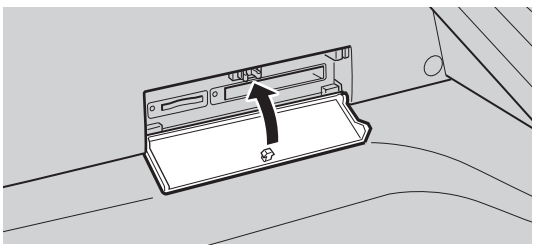
- Directory:
  \PRIVATE\MEIGROUP\PCC\DI\IMAGE
- The data saved on the memory card in the PC Card Adapter can be printed by this machine or another DP-C354, DP-C264, DP-C323, DP-C263 or DP-C213. For more details, refer to **Printing from SD Memory Card/PC** in the Operating Instructions (for Basic Operations). When printing PDF data, or high-compression PDF data, install and set up the Memory Card Print Utility. For details, refer to the Help of the Memory Card Print Utility on the Document Management System CD-ROM.

9 Push the Eject button on the right side of PCMCIA/PC Card slot, and then remove the PCMCIA/PC Card Adapter.



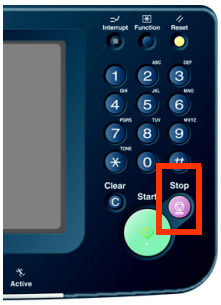
- Do not remove the PCMCIA/PC Card while the Access Indicator is flashing.

10 Close the Slot Cover.



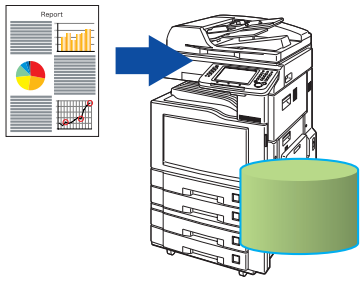
NOTE

- When canceling the operation, press the **Stop** key on the Control Panel, and then select "**Yes**" on the Touch Panel Display.



Scan to the Internal Hard Disk Drive

The scanned image can be saved to the Internal Hard Disk Drive, and then the saved data can be retrieved using a computer via a network.



NOTE

- The hard disk is provided with 12 image boxes. For instructions on how to change the image box name, refer to **Editing Image Box Name** (see page 56).
- All data saved on the Hard Disk Drive can be deleted with a scanner function. For more details, refer to Chapter 5 "**Scanner Settings**" in the Operating Instructions (for Function Parameters).
- When the image data is stored in the Hard Disk Drive, Scan/Email memory indication does not go below 1 %.
- The Hard Disk Drive is included with DP-C354/C264, and it is available as an option for DP-C323/C263/C213.

1 Place the original(s).

- For instructions on how to place originals, refer to **Basic Operation Procedure** (see page 6). For more details, refer to **Placing Originals (Copy)** in the Operating Instructions (for Basic Operations).

2 Press the **Scan/Email** key.

3 Select "**Basic Menu**" to configure the required settings, and then select "**OK**". Refer to **Scanner Settings** (see pages 38-50).

4 Select "**Address Book**".

5 Select "**SD Card/Hard Drive**".

6 Select an Image Box in the Hard Disk Drive.

- Only one Image Box can be selected at a time.
- When the Hard Disk Drive is selected to be the storage destination, the scanned image cannot be saved to the SD Memory Card, or PCMCIA/PC Card at the same time.

7 Press the **Start** key.

When the document scanning completes, the scanned data is saved on the Hard Disk Drive.

- For instructions on how to download the saved data, refer to **Retrieve Scanned Image from Hard Disk Drive** (see page 15).

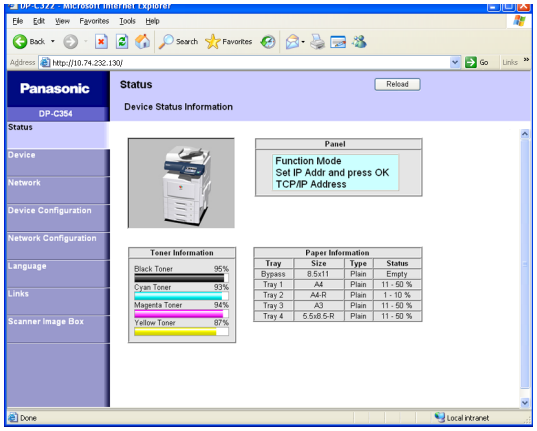
Retrieve Scanned Image from Hard Disk Drive

1 Start a Web Browser, such as the Internet Explorer, on your computer.

2 Enter the IP Address that has been set on this machine.

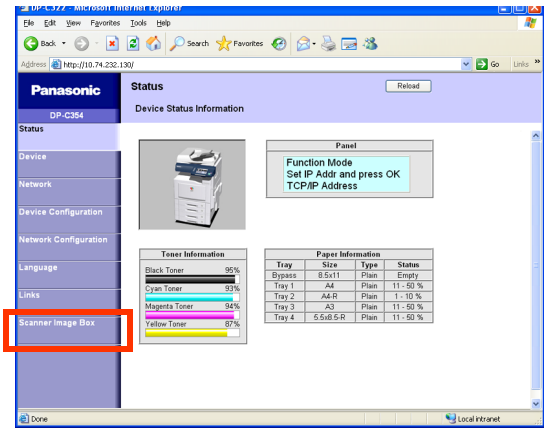
Ex: http://10.74.232.130

- Machine Status will be displayed on the Web browser.

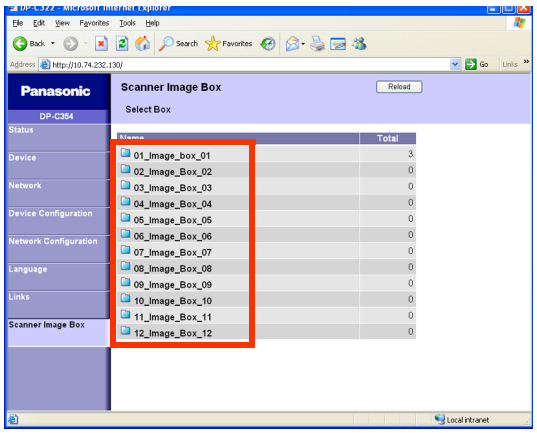


3 Select an Image Box from its scanner image box list, and then download the image data from the image box onto the computer.

① Click “Scanner Image Box”

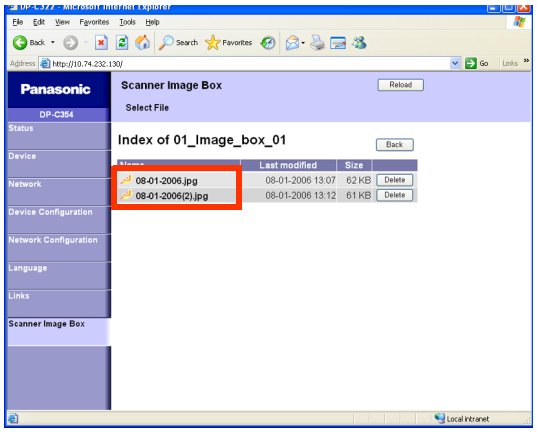


② Select an Image Box where image data is saved.



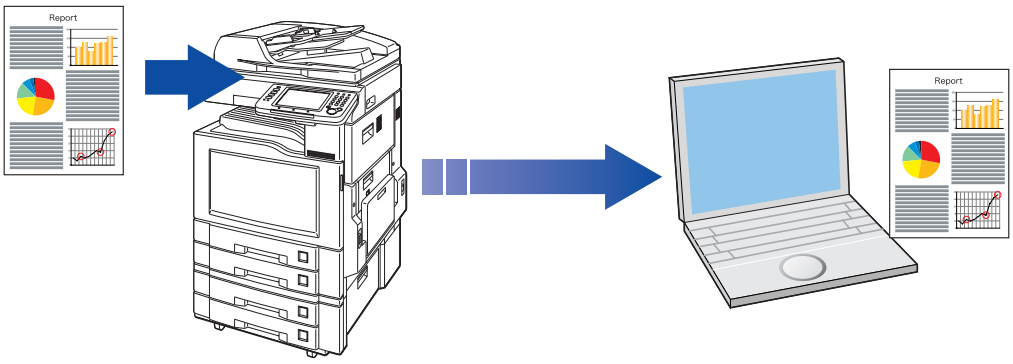
③ Select a file where image data is saved.

- Open it with a left-click, and save it with a right-click of your PC mouse.



Scan to the Computer

The scanned image will be transferred to desired computer.



NOTE

- Before transferring the scanned image to your PC, it is necessary first to install the Panasonic Document Management System software, and then setup the scanner configuration on your PC.
  Refer to the Operating Instructions (For Setting Up) of provided booklet.
- Computers (with the following settings) on the network are automatically displayed in the Address Book. (They are not displayed in “Favorites” on the Search tab.)
  - •The scanner settings are made with the Panasonic Communication Utility.
  - •The Panasonic Communication Utility has been activated.
    (The Panasonic Communication Utility is automatically activated when Windows starts)
- The Panasonic Communication Utility can display up to 120 computers in the Address Book.
- The computer is automatically deleted from the Address Book under the following cases:
  - •When the computer is logged off from the network
  - •When the Panasonic Communication Utility is terminated

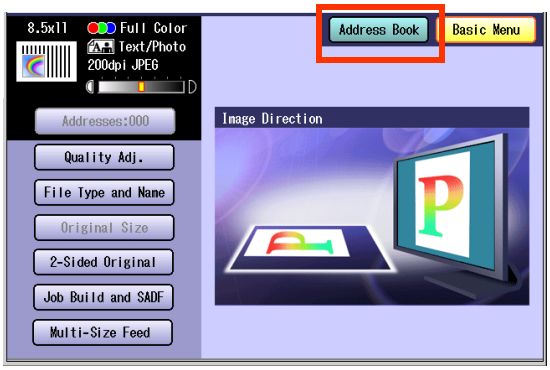
1 Place the original(s).

- For instructions on how to place originals, refer to **Basic Operation Procedure** (see page 6). For more details, refer to **Placing Originals (Copy)** in the Operating Instructions (for Basic Operations).

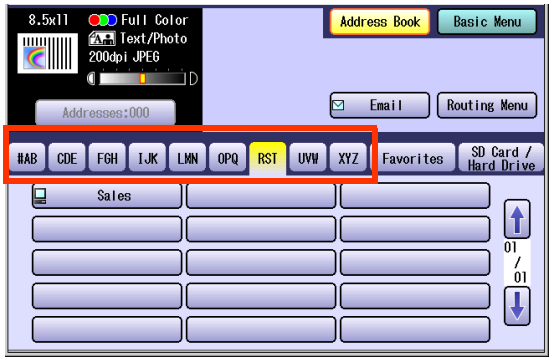
2 Press the **Scan/Email** key.

3 Select “**Basic Menu**” to configure the required settings, and then select “**OK**”.
Refer to **Scanner Settings** (see pages 38-50).

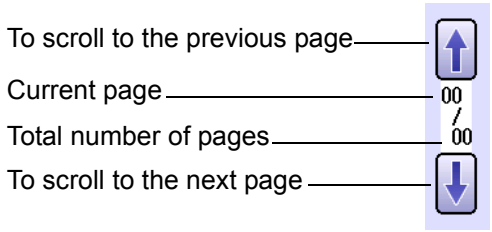
4 Select “**Address Book**”.



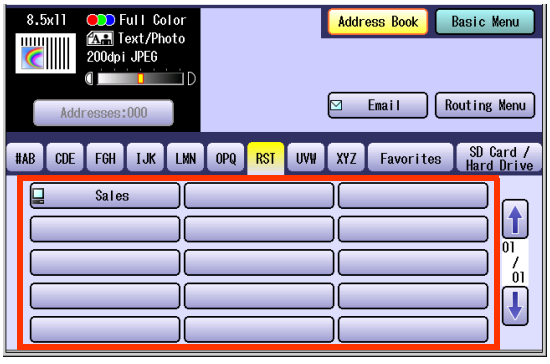
5 Select an alphabet tab.



❑ Scrolling Pages



6 Select a computer.



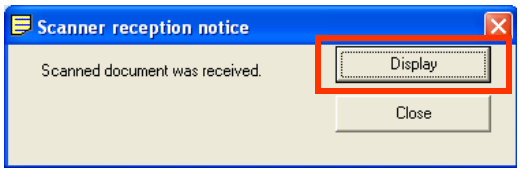
- Only one computer can be selected at a time.

7 Press the **Start** key.

When the scanned image is transferred to the PC, the scanner reception notice appears on the destination PC’s display.

- When scanning from the Platen Glass, place the next original, and then follow the instructions described on the touch panel display.

8 Click “**Display**”.



The Quick Image Navigator software starts.

- For more details, refer to the Operating Instructions (Panasonic Document Management System) on the provided CD-ROM.

Scan to Email

The scanned image can be emailed to network connected computers.

ATTENTION

- JPEG (jpg) file is not available for multiple pages.
- JPEG (jpg) file is only available in Color/Gray Scale mode.
- TIFF file is only available in Monochrome mode.

When sending a multi-page color document:

<To a Single Address>

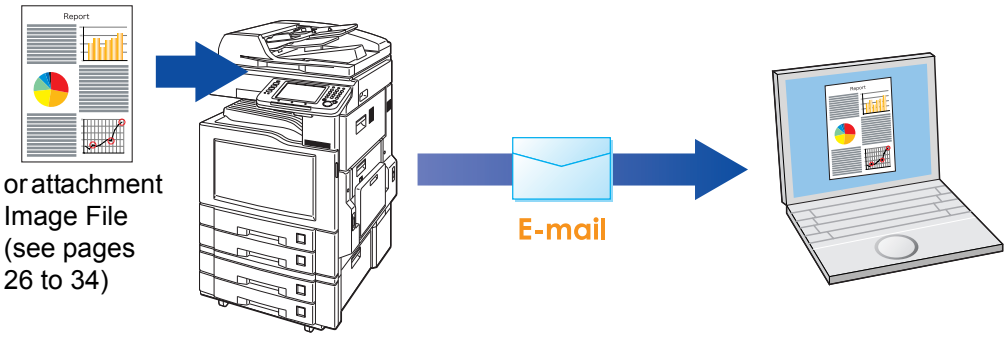
- When attaching a multi-page color document in JPEG/PDF (except Compressed PDF) file, the machine sends an individual Email for each scanned page. If you scan more than one page, the same number of Emails will be sent.
- To send a multi-page document as a single Email attachment, change the Fax Parameter "**183 Color Attachment**" to "**Multi**".
  For more details, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters).

<To Multiple Addresses>

- By default, the machine will send an Email with a multi-page (PDF) file, or multi-files (JPEG) color document.

NOTE

- A multi-page color scanned JPEG/PDF document tends to become very large in size.
  If the attachment exceeds the maximum allowed data size for your network environment, send each page at a time.

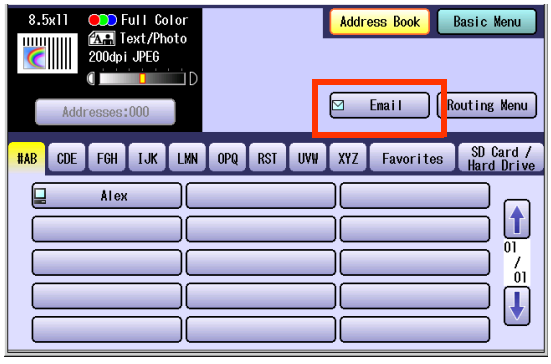


1 Place the original(s).

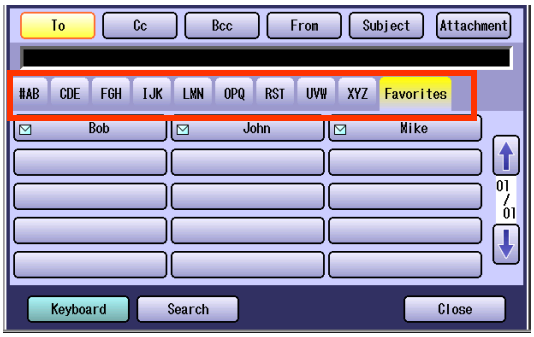
- For instructions on how to place originals, refer to **Basic Operation Procedure** (see page 6). For more details, refer to **Placing Originals (Copy)** in the Operating Instructions (for Basic Operations).

2 Press the **Scan/Email** key.

3 Select "**Email**".

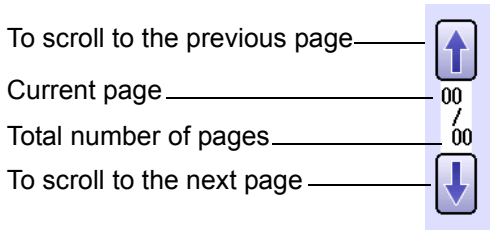


4 Select an alphabet tab.



- When inputting the Email Address manually, select "**Keyboard**", and then input an address. Refer to the **Add an Email Address to the Address Book** (see page 23).
- When searching for address(es) via LDAP server, refer to the **Email Addressing from LDAP Server** (see page 21).

❑ Scrolling through pages



5 Select an email address.

6 Select "**Cc**", "**Bcc**" and/or "**From**" address field and follow the same procedures as in steps 4 and 5 if necessary.

NOTE

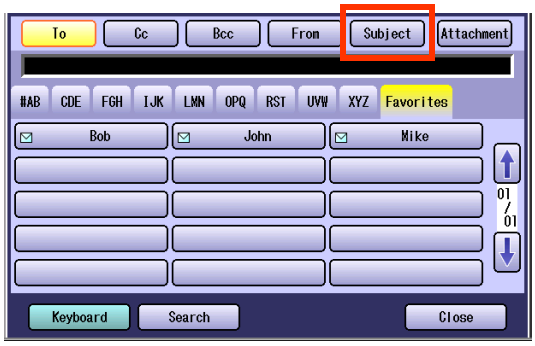
- If the Function Parameter "**145 Sender Selection**" (Fax/Email Settings> Fax Parameters) is set to "**Valid**", you can preset up to 25 sender names. You can select from the sender list when sending an Email. However, if you select "**From**" on the Email screen, the sender list will not be displayed. For more details on this setting, refer to **Fax/ Email Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

7 Input the subject if necessary.

NOTE

- If the Function Parameter "**21 Default Subject**" has been set in the (Fax/Email Settings> User Parameters). For programming instructions, refer to **Fax/ Email Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

① Select "**Subject**".

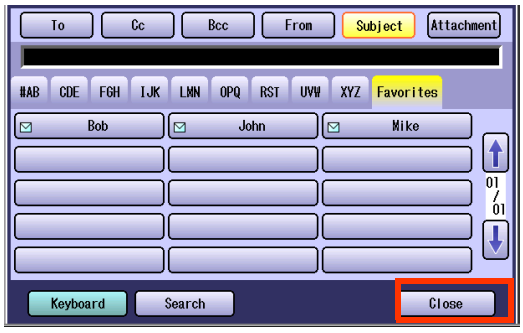


② Input a subject, and then select "**OK**".

- Up to 40 characters.
- For instructions on how to enter characters, refer to **Using the Keyboard** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

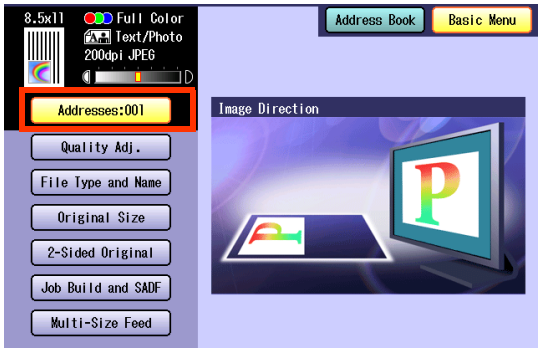
Continue on the next page...

8 Select "**Close**".

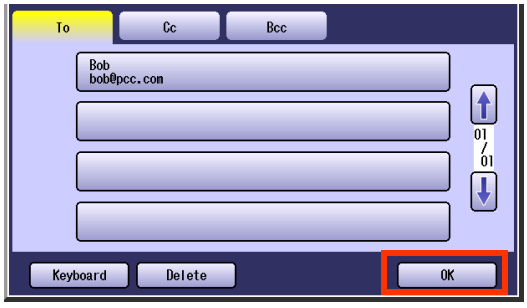


9 To confirm the selected, or inputted Email Address.

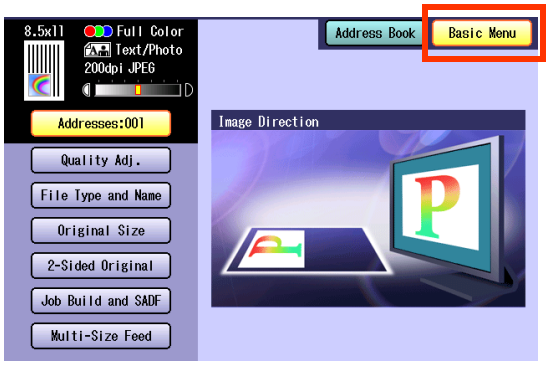
① Select "**Addresses: ###**".
(###: Number of selected email addresses)



② Select "**OK**".



10 Select "**Basic Menu**" to configure the required settings, and then select "**OK**".
Refer to **Scanner Settings** (see pages 38 to 50).



11 Press the **Start** key.

Transferring the scanned image(s) to Email.

- When scanned image transfer fails, a transfer error message is printed out.

Email Addressing from LDAP Server

You can search an Email Address through the server (LDAP Server) for computer names beginning with a specified character(s).

NOTE

- This function is available where the LDAP Server is configured.
  For setting of LDAP Server, refer to Operating Instructions (For Function Parameters) on provided CD-ROM.

1 Place the original(s).

- For instructions on how to place originals, refer to **Basic Operation Procedure** (see page 6). For more details, refer to **Placing Originals (Copy)** in the Operating Instructions (for Basic Operations).

2 Press the **Scan/Email** key.

3 Select "**Email**".

4 Select "**Search**".

5 Input the first few characters of the computer name.

6 Select "**Global**".

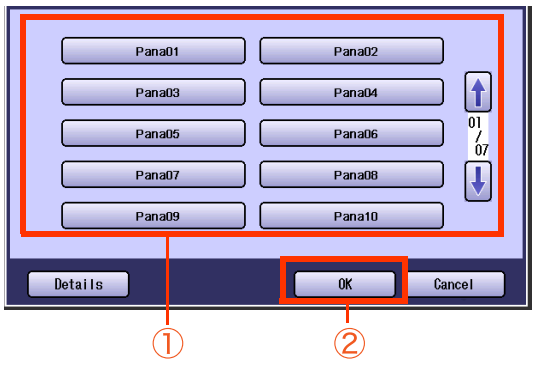
7 Select "**Search**".

- Select "**Local**" to cancel the search for computers, and exit to the previous screen.
- Select the desired computer, and select "**Add to Local**" to add it to the address book. Refer to **Add an Email Address to the Address Book** (see page 23).
- For instructions on how to enter characters, refer to **Using the Keyboard** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

The result of the Email address search is shown on the display.

Continue on the next page...

8 Select a computer, and then select "**OK**".

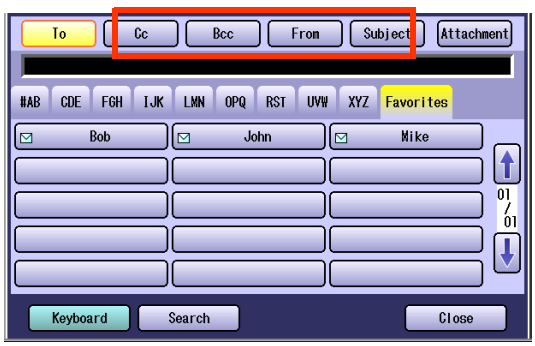


- Only one station can be selected at a time.

9 Select "**OK**".

10 To select "**Cc**", "**Bcc**" and/or "**From**", select the corresponding button, and then perform steps 4 to 9.

- If the Function Parameter "**145 Sender Selection**" (Fax/Email Settings> Fax Parameters) is set to "**Valid**", you can preset up to 25 sender names. You can select from the sender list when sending an Email. However, if you select "**From**" on the Email screen, the sender list will not be displayed. For more details on this setting, refer to **Fax/ Email Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

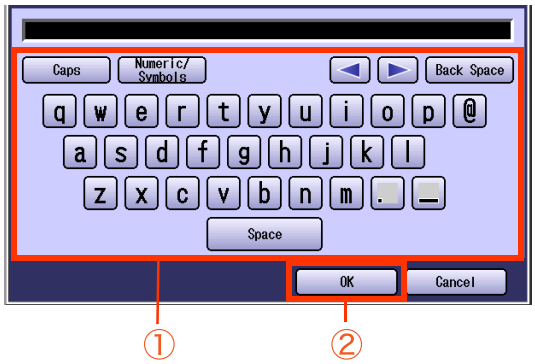


11 Input the subject if necessary.

- If the Function Parameter "**21 Default Subject**" has been set in the (Fax/Email Settings> User Parameters). For programming instructions, refer to **Fax/ Email Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

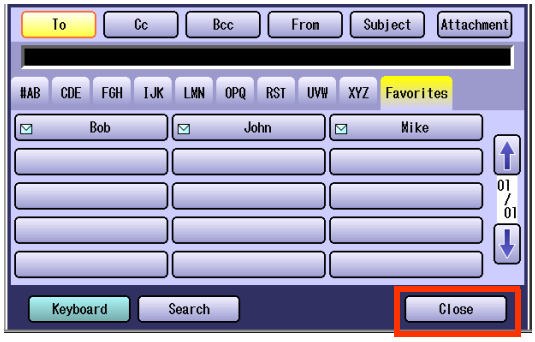
① Select "**Subject**".

② Input a subject, and then select "**OK**".



- Up to 40 characters.
- For instructions on how to enter characters, refer to **Using the Keyboard** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

12 Select "**Close**".



- For the following steps, refer to steps 9 to 11 in **Scan to Email** (see pages 18-20).

Add an Email Address to the Address Book

Email addresses that have been entered from the Scan/Email basic screen can be added to the address book.

1 Press the **Scan/Email** key.

2 Select "**Email**".

3 Select "**Keyboard**".

4 Input an email address.

Ex: pcc@panasonic.com

- Up to 60 characters.
- For instructions on how to enter characters, refer to **Using the Keyboard** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

5 Select "**Add to Local**".

6 Select "**Edit**".

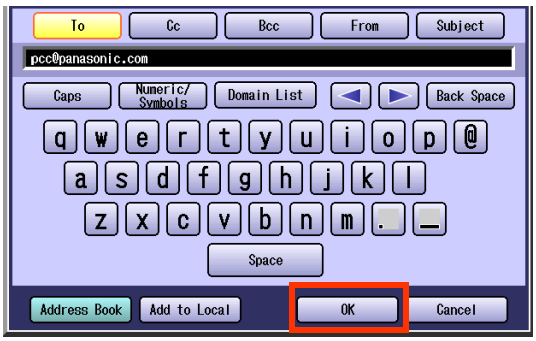
7 Input a station name and a key name, and then select "**OK**" to edit the station name and key name selected in step 5.

- Up to 15 characters.
- For instructions on how to enter characters, refer to **Using the Keyboard** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

Continue on the next page...

8 Select “**OK**” to register the email address as a station.

9 Select “**OK**”.



- For the following steps, refer to steps 6 to 11 in **Scan to Email** (see pages 18-20).

Memo

Sending an Email with Image File Attachment

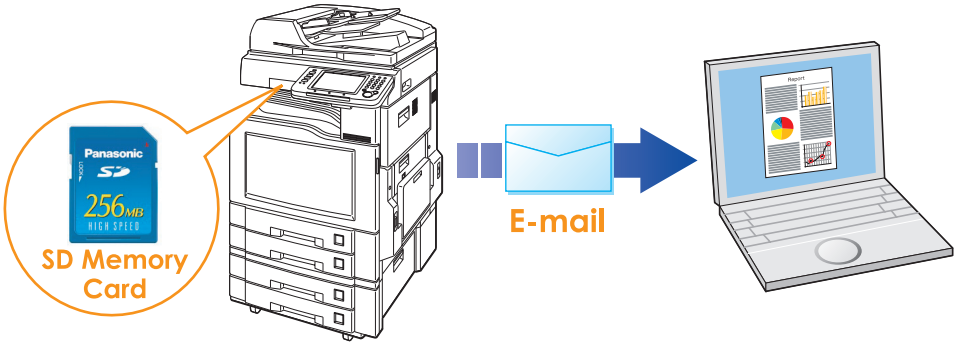
The image data saved on the SD Memory Card, the PCMCIA/PC Card, or the Internal Hard Disk Drive can be emailed to network connected computers.

NOTE

- Original is not scanned in this operation. The image data that has already been saved on the storage device can be attached.
- Only one storage device can be selected. The image file on the different storage device can not be attached to an Email at a time.

Attach Image File on the SD Memory Card

The image data saved on the SD Memory Card can be emailed to network connected computers.



ATTENTION

- Be sure to use only Genuine SD Memory Card. (Up to 1 GB)

NOTE

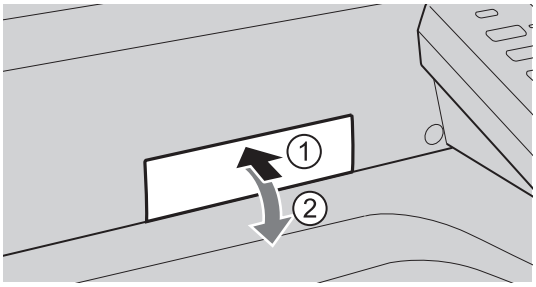
- The SD logo is a trademark.

1 Press the **Scan/Email** key.

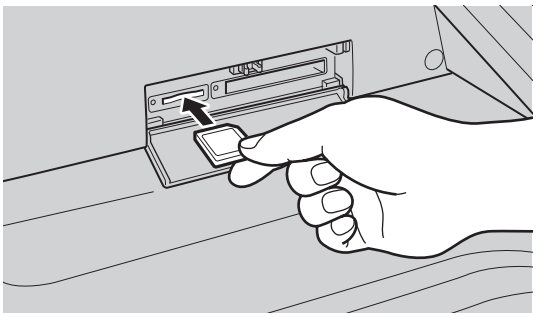
2 Select "**Email**".

3 Insert the SD Memory Card.

Push the Slot Cover to open it.

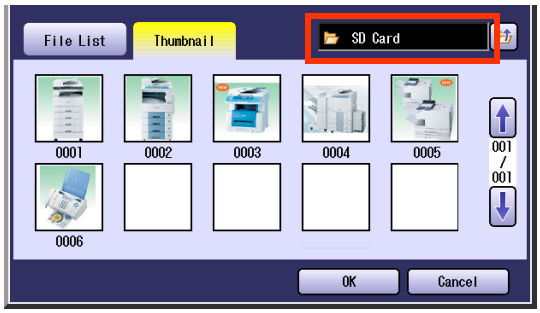


Insert the SD Memory Card as illustrated. (Label side up)



4 Select "**Attachment**".

5 Select "**SD Card**".



- Only one storage device can be selected at a time.

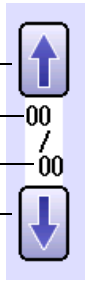
❑ Scrolling through pages

To scroll to the previous page

Current page — 00

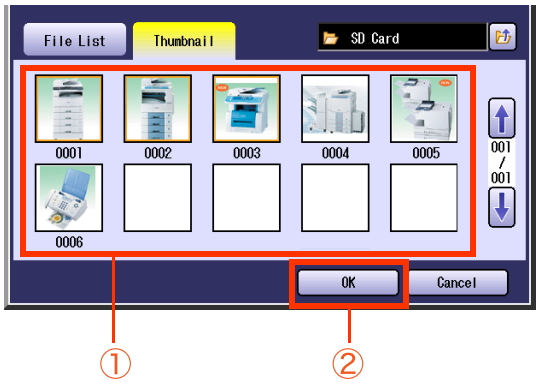
Total number of pages — 00

To scroll to the next page



6 Select the Thumbnail(s).

Select one or more Thumbnail(s), and then select "**OK**".



- Only JPEG files are displayed in thumbnail form. Some JPEG file(s) may not display as thumbnail.
- Up to 80 image files in a folder can be selected at a time.
- Only one folder can be selected at a time.

7 Select an alphabet tab.

- When inputting the Email Address manually, select "**Keyboard**", and then input an address. Refer to the **Add an Email Address to the Address Book** (See page 23).
- When searching for address(es) via LDAP server, refer to the **Email Addressing from LDAP Server** (See page 21).

8 Select an email address.

Continue on the next page...

9 Select “**Cc**”, “**Bcc**” or “**From**” address field, and follow the same procedures as in steps 7 and 8 if necessary.

NOTE

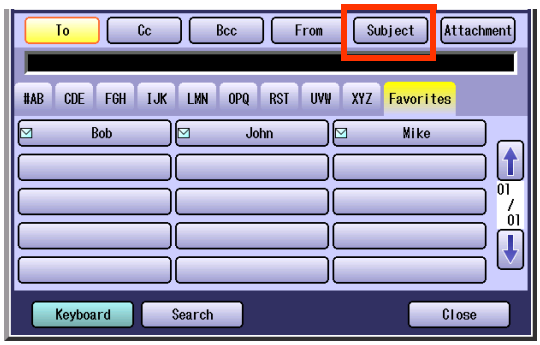
- If the Function Parameter “**145 Sender Selection**” (Fax/Email Settings> Fax Parameters) is set to “**Valid**”, you can preset up to 25 sender names. You can select from the sender list when sending an Email. However, if you select “**From**” on the Email screen, the sender list will not be displayed.
- For more details on this setting, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

10 Input the subject if necessary.

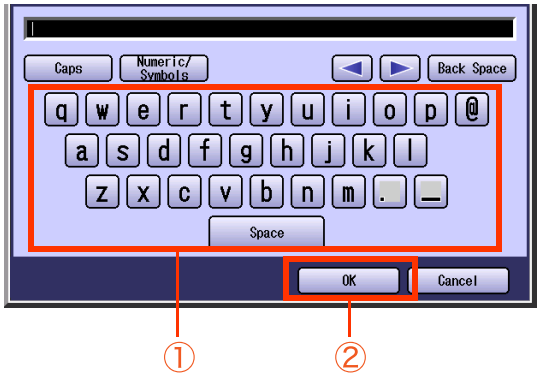
NOTE

- Default Subject is preset if “**21 Default Subject**” has been set in Function Parameters (Fax/Email Settings> User Parameters). For programming instructions, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

① Select “**Subject**”.



② Input a subject, and then select “**OK**”.

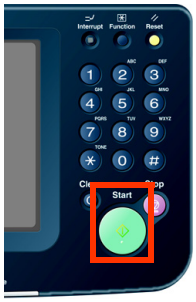


- Up to 40 characters.
- For instructions on how to enter characters, refer to **Using the Keyboard** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

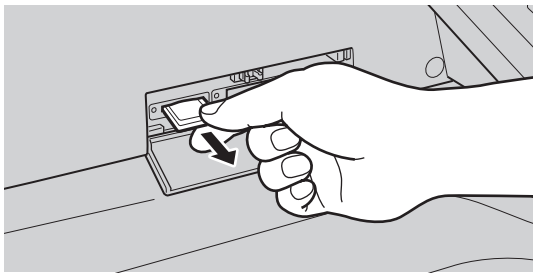
11 Select “**Close**”.

12 Press the **Start** key.

Sending an Email with image file(s) attached.

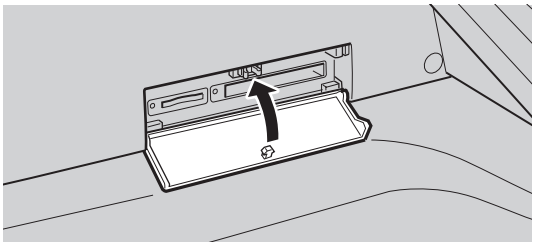


13 Push the SD Memory Card, and then remove it.



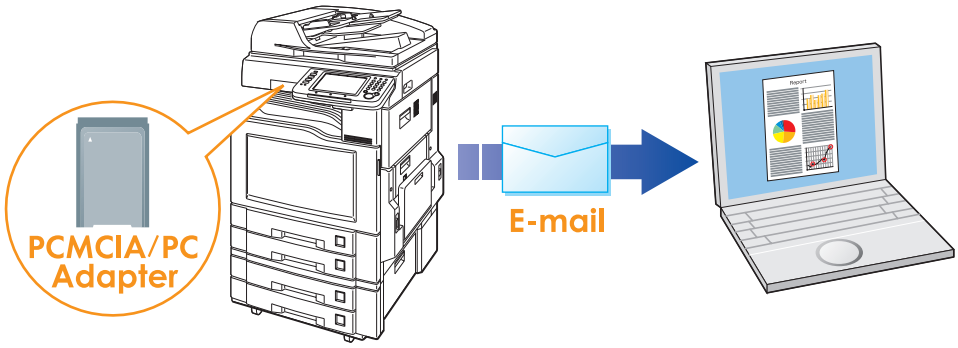
- Do not remove the SD Memory Card while the Access Indicator is flashing.

14 Close the Slot Cover.



Attach Image File on the PCMCIA/PC Card

The image data saved on the memory card in the PCMCIA/PC Card Adapter can be emailed to network connected computers.



ATTENTION

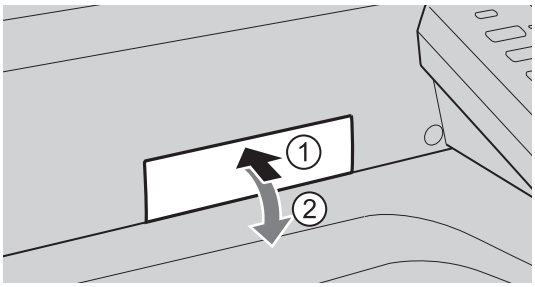
- Be sure to use only PCMCIA/PC Card Adapter (Type II) for Memory Card.
- For types of memory cards that can be used with the PCMCIA/PC Card Adapter, refer to the document that came with the PCMCIA/PC Card Adapter.

1 Press the **Scan/Email** key.

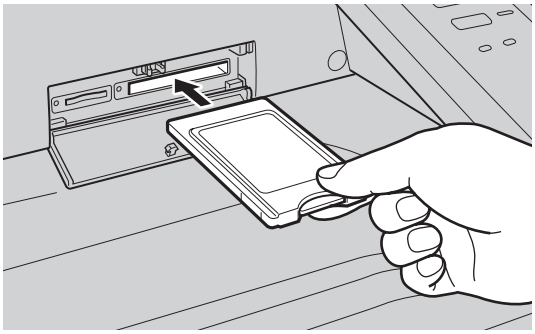
2 Select "**Email**".

3 Insert a PCMCIA/PC Card Adapter with a memory card.

Push on the Slot Cover to open it.



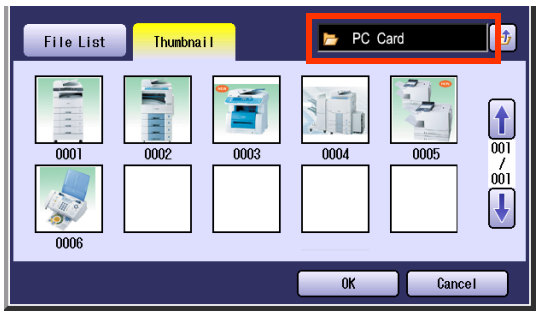
Insert a PCMCIA/PC Card Adapter into the PCMCIA/PC Card Slot as illustrated. (Label side up)



4 Select "**Attachment**".

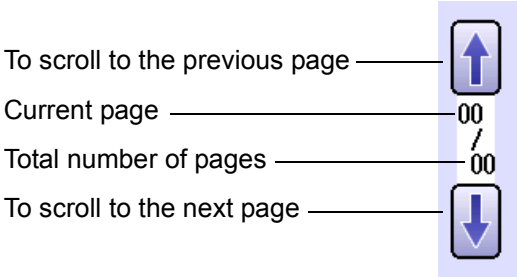
Continue on the next page...

5 Select "**PC Card**".



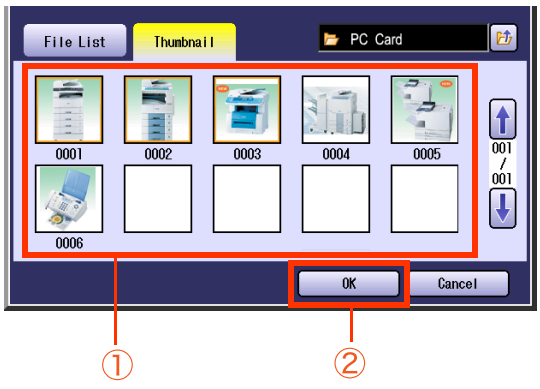
- Only one storage device can be selected at a time.

❑ Scrolling through pages



6 Select the Thumbnail(s).

Select one or more Thumbnail(s), and then select "**OK**".



- Only JPEG files are displayed by thumbnail form. Some JPEG files may not appear as thumbnail.
- Up to 80 image files in a folder can be selected at a time.
- Only one folder can be selected at a time.

7 Select an alphabet tab.

- When inputting the Email Address manually, select "**Keyboard**", and then input an address. Refer to the **Add an Email Address to the Address Book** (See page 23).
- When searching for address(es) via LDAP server, refer to the **Email Addressing from LDAP Server** (See page 21).

8 Select an email address.

9 Select "**Cc**", "**Bcc**" and/or "**From**" address field, and follow the same procedures as in steps 7 and 8 if necessary.

NOTE

- If the Function Parameter "**145 Sender Selection**" (Fax/Email Settings> Fax Parameters) is set to "**Valid**", you can preset up to 25 sender names. You can select from the sender list when sending an Email. However, if you select "**From**" on the Email screen, the sender list will not be displayed.
- For more details on this setting, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

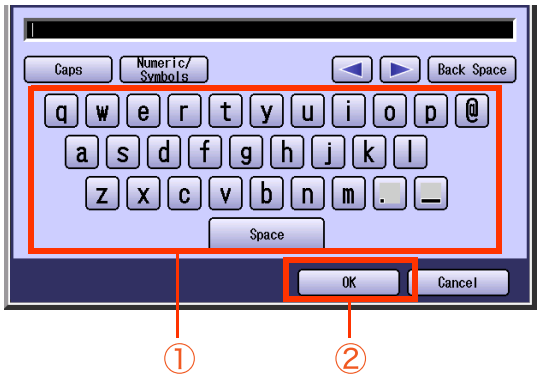
10 Input the subject if necessary.

NOTE

- Default Subject is preset if "**21 Default Subject**" has been set in Function Parameters (Fax/Email Settings> User Parameters). For programming instructions, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

① Select "**Subject**".

② Input a subject, and then select "**OK**".

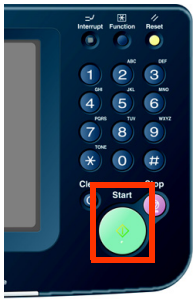


- Up to 40 characters.
- For instructions on how to enter characters, refer to **Using the Keyboard** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

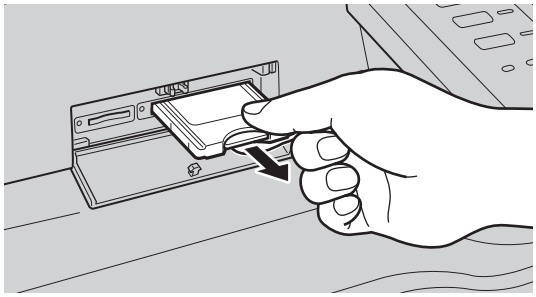
11 Select "**Close**".

12 Press the **Start** key.

Sending an Email with image file(s) attached.

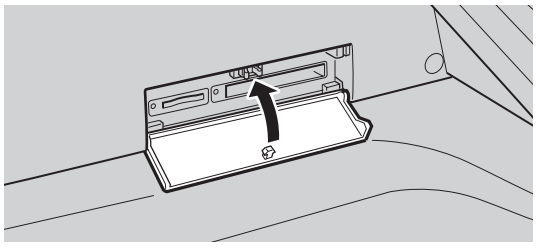


13 Push the Eject button on the right side of PCMCIA/PC Card Slot, and then remove the PCMCIA/PC Card Adapter.



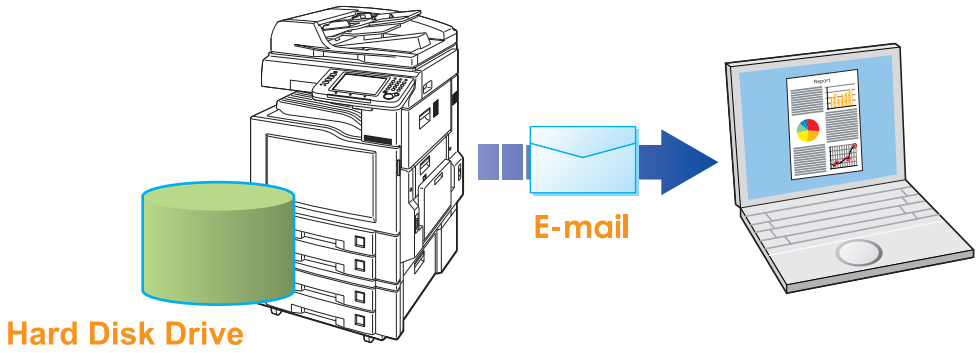
- Do not remove the PCMPIA/PC Card Adapter while the Access Indicator is flashing.

14 Close the Slot Cover.



Attach Image File on the Internal Hard Disk Drive

The image data saved on the Internal Hard Disk Drive can be emailed to network connected computers.



NOTE

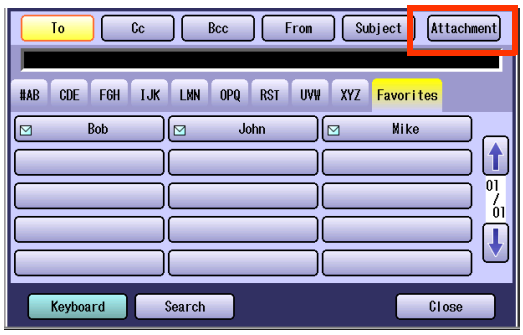
- The Hard Disk Drive is included with DP-C354/C264, and it is available as an option for DP-C323/C263/C213.

- Confirm the card slot so that nothing inserted. If SD card or PCMCIA/PC card inserted, Hard Disk Drive cannot be selected.

1 Press the **Scan/Email** key.

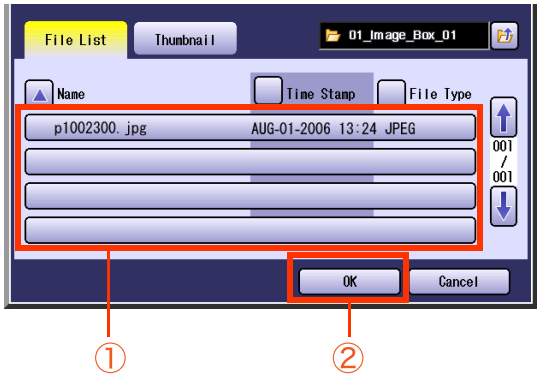
2 Select "**Email**".

3 Select "**Attachment**".

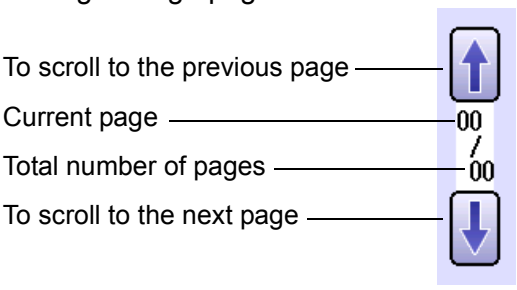


4 Select the data folder, and then select image file(s).

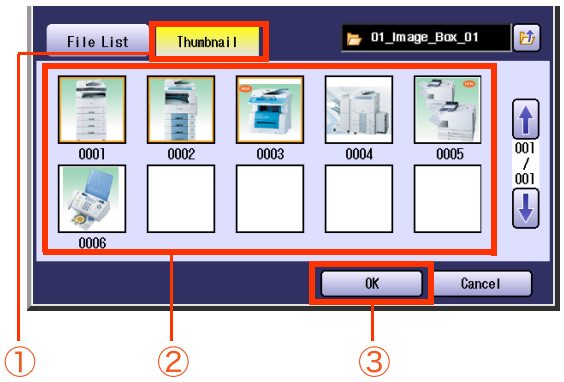
① Select a image file in File List, and then select "**OK**".



❑ Scrolling through pages

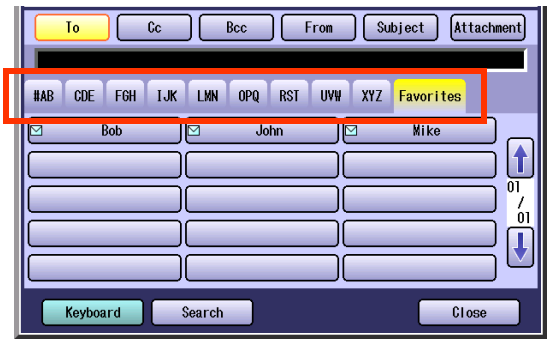


② To perform another operation, select "**Thumbnail**", and then select one or more image files in Thumbnail, and then select "**OK**".



- Only JPEG files are displayed in thumbnail form. Some JPEG file(s) may not display as thumbnail.
- Up to 80 image files in a folder can be selected at a time.
- Only one folder can be selected at a time.

5 Select an alphabet tab.



- When inputting the Email Address manually, select "**Keyboard**", and then input an address. Refer to the **Add an Email Address to the Address Book** (See page 23).
- When searching for address(es) via LDAP server, refer to the **Email Addressing from LDAP Server** (See page 21).

6 Select an email address.

7 Select "**Cc**", "**Bcc**" and/or "**From**" address field and follow the same procedures as in steps 6 and 7 if necessary.

NOTE

- If the Function Parameter "**145 Sender Selection**" (Fax/Email Settings> Fax Parameters) is set to "**Valid**", you can preset up to 25 sender names.You can select from the sender list when sending an Email. However, if you select "**From**" on the Email screen, the sender list will not be displayed.
- For more details on this setting, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

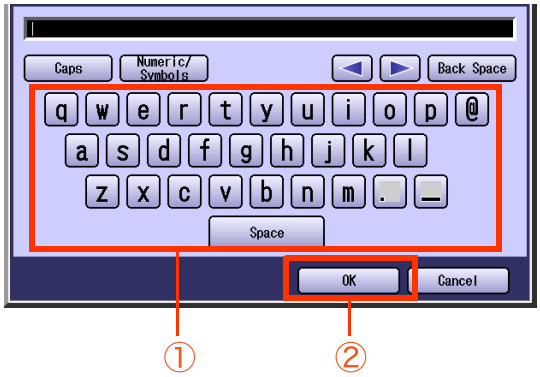
8 Input the subject if necessary.

NOTE

- Default Subject is preset if "**21 Default Subject**" has been set in Function Parameters (Fax/Email Settings> User Parameters). For programming instructions, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

① Select "**Subject**".

② Input a subject, and then select "**OK**".



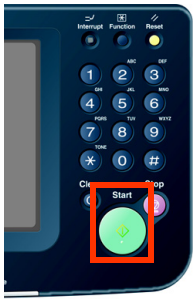
- Up to 40 characters.
- For instructions on how to enter characters, refer to **Using the Keyboard** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

Continue on the next page...

9 Select “**Close**”.

10 Press the **Start** key.

Sending an Email with image file(s) attached.



Memo

Receiving an Email

This function is only available when the optional Internet Fax Module (DA-NF320) is installed.

If the machine connects to a network as a POP Client, it can receive an Email, and print the attached file either automatically, or manually. The Email reception method from a POP Server varies depending on the POP settings programmed in Function Parameters.

Configure to Receive Email

Program the following parameters in Function Parameters (Fax/Email Settings> Fax Parameters) to receive Email:

Item Name	Setting
"**146 POP Timer**"	Set the time interval for checking the Email on POP Server. • Set an interval between 0 and 60 minutes. • An interval setting of 0 minutes would not retrieve Email automatically.
"**147 Auto POP Receive**"	Set whether to send queries to the POP Server periodically. • If there is Email, it is retrieved and printed. • If this parameter is set to "**Invalid**", only the number of the incoming Email messages on the POP Server appears on the display.
"**148 Del POP Receive Mail**"	Set whether to delete the Email from the server after it has been retrieved.
"**149 Del POP Error Mail**"	Set whether to delete Email from the server when the attached file is in a format that cannot be printed.

NOTE

- For instructions on how to configure the POP Server, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- With POP manual reception preprogrammed on a program key, POP Email can be retrieved by a user name other than the one preprogrammed as in the local station information.

Receiving Email Automatically

With "**147 Auto POP Receive**" set to "**Valid**" and POP acquisition interval set between 1 and 60 minutes in Function Parameters (Fax/Email Settings> Fax Parameters), queries are transmitted to the POP Server periodically to check for new mail.

If there is Email on the POP Server when a query is transmitted, it is retrieved and the attached file is printed automatically.

Receiving Email Manually

With "**147 Auto POP Receive**" set to "**Invalid**" in Function Parameters (Fax/Email Settings> Fax Parameters), Email is received manually.

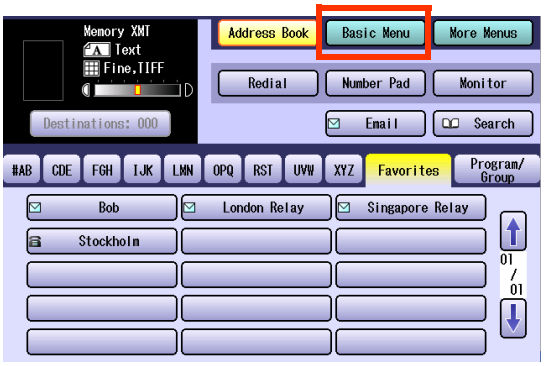
NOTE

- With POP acquisition interval set between 1 and 60 minutes, queries are transmitted to the POP Server periodically to check for new mail, and the number of the incoming Email messages on the server appears on the display.

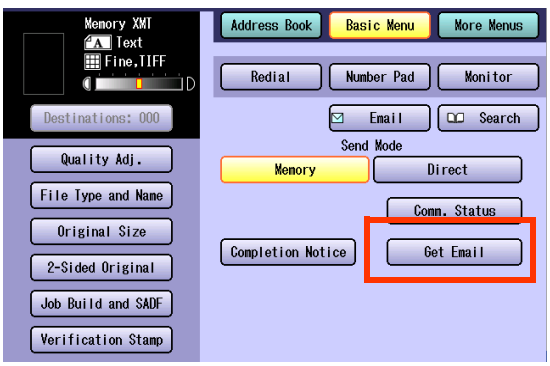
1 Press the **Fax** key.

2 Check for incoming mail(s).

3 Select "**Basic Menu**".



4 Select "**Get Email**".



The attached file in retrieved Email is printed.

Setting the Scanning Quality

Documents, whether in Full Color or Monochrome, are scanned in three-colors.

NOTE

- Color mode settings are reset to their factory defaults when:
  -The **Reset** key is pressed.
  -The Auto Reset Time interval has lapsed (default = 1 min).
  -The power is turned OFF.
  -A scan job is completed.

1 Select "**Basic Menu**".

2 Set the desired scanning modes.

Quality Adj.

File Type and Name (see page 46)

Original Size:

From Platen Glass only.
When the original size is not correctly detected, select "**Original Size**", and then select original size and touch "**OK**" on the display.

2-Sided Original (see page 48)

Job Build and SADF (see page 50, 51)

Multi-Size Feed:

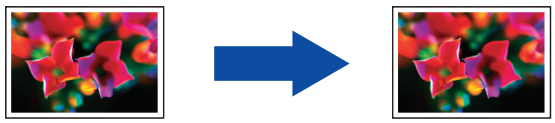
When scanning mixed size originals, select "**Multi-Size Feed**".

Ex: 8.5" x 11" and 11" x 17" size originals

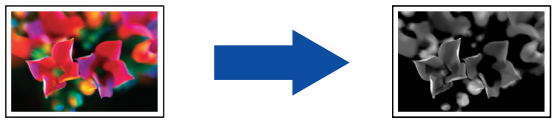
Quality Adjustment

Color Setting

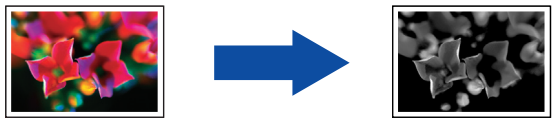
Full Color Mode

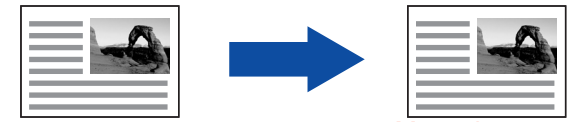


Grayscale Mode

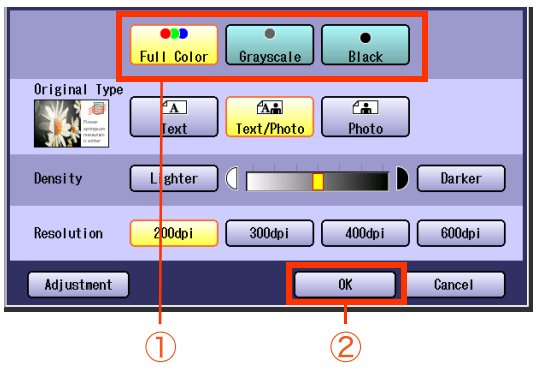


Black Mode



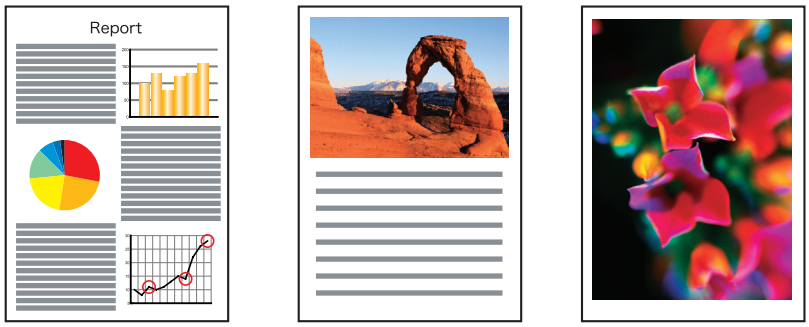


1 Select the Color Mode, and then "**OK**".



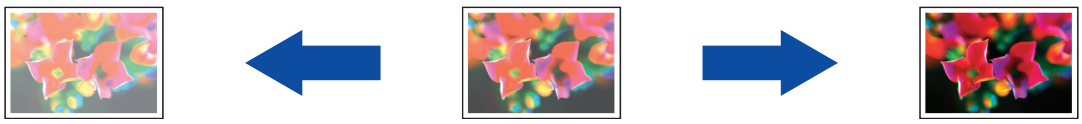
Setting Original Type and Scanning Density

■ Selecting Original Type



Text　Text/Photo　Photo

■ Adjusting Scanning Density



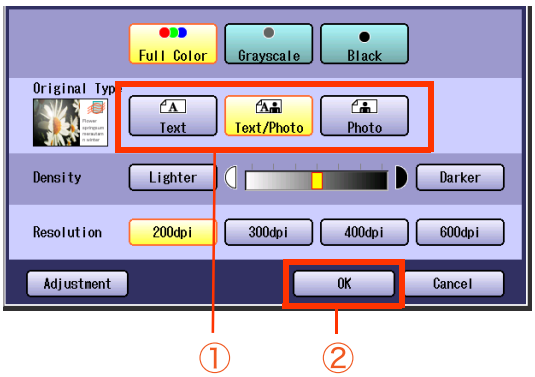
Lighter　Darker

NOTE

- The standard setting of "**Original Type**", and "**Density**" can be changed, refer to **Scanner Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

Selecting Original Type

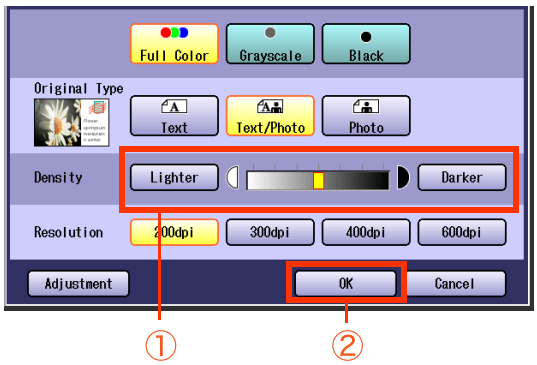
1 Select the original type, and then select "**OK**".



Text	Mainly a Text original.
Text/ Photo	Text and Photo combined original.
Photo	Mainly a Photo original.

Adjusting Scanning Density

1 Adjust the scanning density with "**Lighter**" or "**Darker**", and then select "**OK**".



Lighter	For dark image originals.
Darker	For light image originals.

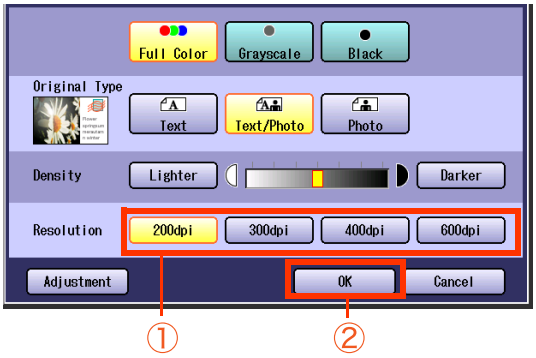
Scanning Resolution

You can set the appropriate resolution according to your originals.

NOTE

- The standard setting of "**Resolution**" can be changed, refer to **Scanner Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- Resolution settings are reset to their factory defaults when:
  -The **Reset** key is pressed.
  -The Auto Reset Time interval has lapsed (default = 1 min).
  -The power is turned OFF.
  -A scan job is completed.

1 Select a desired resolution, and then select "**OK**".



- Most originals such as photos can be scanned without problems using the default resolution (200 dpi), and picture quality level (Full Color).
  To scan smaller characters (8-point or smaller) clearly, increase the resolution or select Adjustment, and then select High Quality for Compression (Full Color).
  Since the file size increases with higher resolutions, the transfer time becomes longer depending on the specifications of the network, and the computer you are using.

  Ex: The time required for transferring an A4 size color photo scanned at 600 dpi is three times as long as that for the same photo scanned at 200 dpi.

Memo

Advanced Color Quality Settings

The following picture qualities can be adjusted:

- Compression (Full Color)
- Compression (Grayscale)
- Compression (Black)
- Background Removal
- Contrast

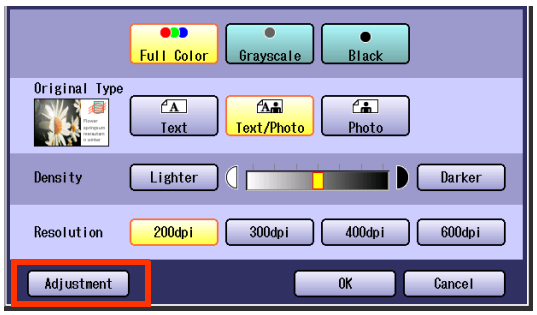
NOTE

- The standard setting of "**Compression (Full Color)**", "**Compression (Grayscale)**", "**Compression (Black)**", "**Background Removal**" and "**Contrast**" can be changed, refer to **Scanner Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- The picture quality settings are reset to their default settings when:
  -The **Reset** key is pressed.
  -The Auto Reset Time interval has lapsed (default = 1 min).
  -The power is turned OFF.
  -A scan job is completed.

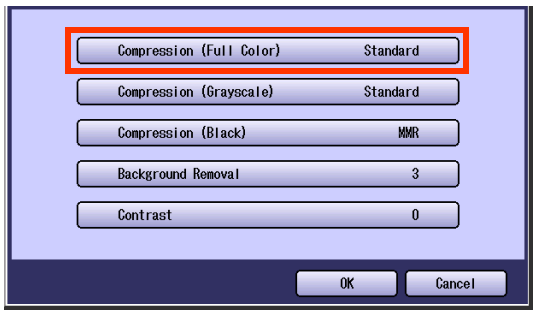
Compression (Full Color)

Select picture quality in Full Color mode.

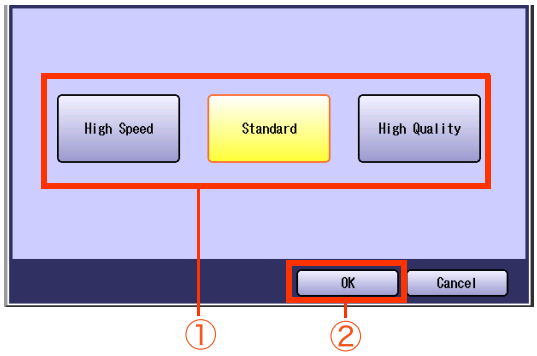
1 Select "**Adjustment**".



2 Select "**Compression (Full Color)**".

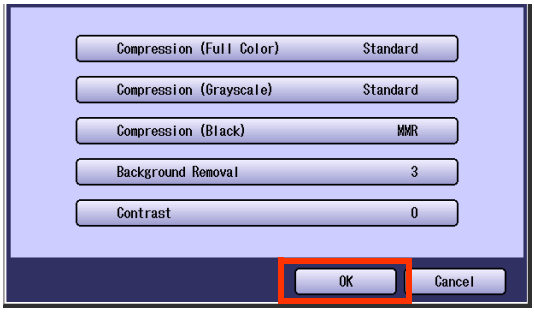


3 Select a picture quality, and then select "**OK**".



High Speed	Low picture quality. Transferring data at the higher speed.
Standard	Standard picture quality.
High Quality	High picture quality. Transferring data at the slower speed.

4 Select “**OK**”.

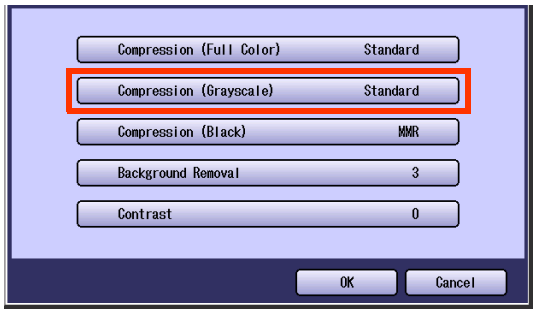

Compression (Full Color) Standard
Compression (Grayscale) Standard
Compression (Black) MMR
Background Removal 3
Contrast 0
OK
Cancel

Compression (Grayscale)

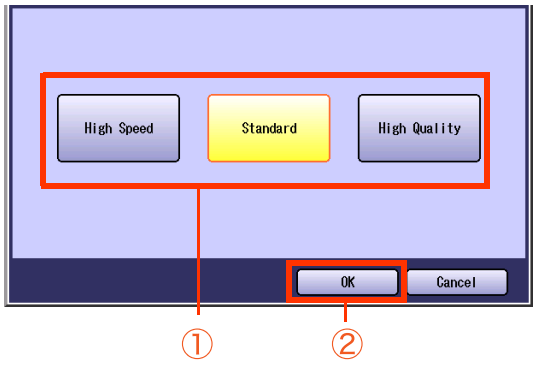
Selects picture quality, and then compression mode in Grayscale mode.

1 Select "**Adjustment**". (See page 42)

2 Select "**Compression (Grayscale)**".



3 Select an image quality, and then select "**OK**".



High Speed	Low picture quality. Transferring data at the higher speed.
Standard	Standard picture quality.
High Quality	High picture quality. Transferring data at the slower speed.

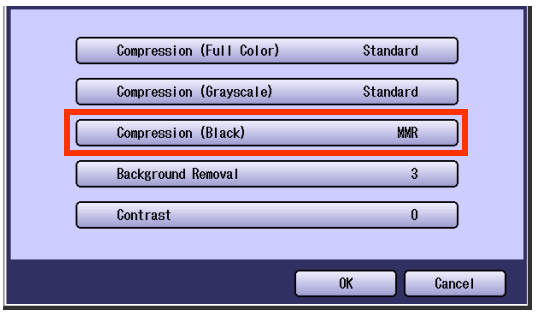
4 Select "**OK**".

Compression (Black)

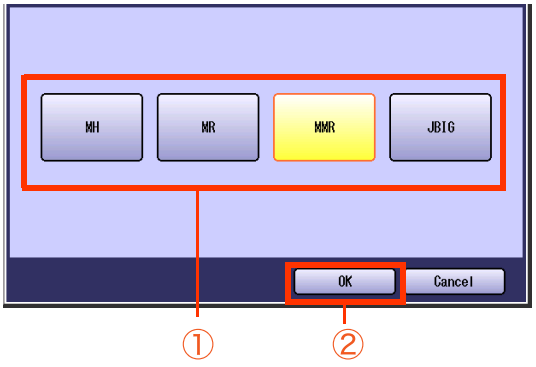
Documents can be scanned with a Monochrome setting.

1 Select "**Adjustment**". (See page 42)

2 Select "**Compression (Black)**".



3 Select a compression, and then select "**OK**".

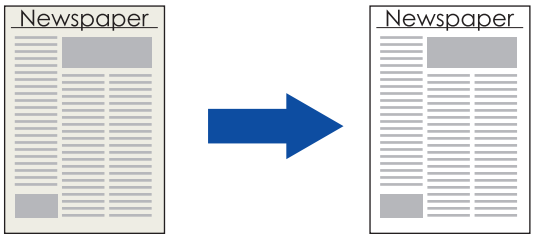


MH	Modified Huffman format: Lowest compression
MR	Modified Read format: Higher compression than MH
MMR	Modified MR format: Higher compression than MR
JBIG	Joint Bi-level Image format: Higher compression than MMR

4 Select "**OK**".

Background Removal

Color documents can be scanned in monochrome with their background removed. This feature is convenient for scanning newspapers, background-colored documents or the like.

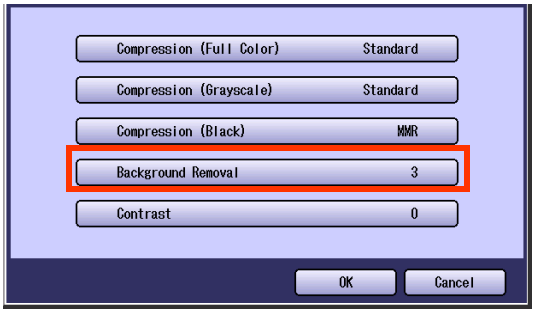


NOTE

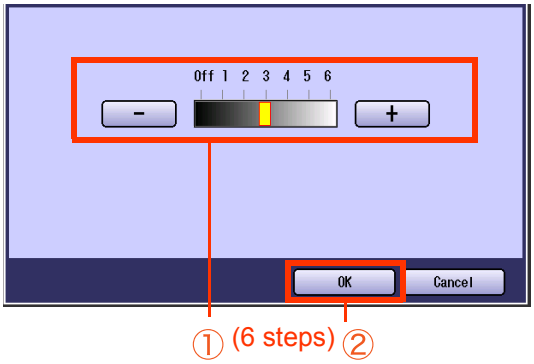
- When the Photo original is selected in the Original Type (see page 39), this Background Removal setting is not available.
- With the Background Removal function, when the Compressed PDF is chosen as a file type, only level 4~6 are available. Levels 1-3 are not available, and are in the OFF state.

1 Select "**Adjustment**". (See page 42)

2 Select "**Background Removal**".



3 Adjust the Background Removal level with "**-**" and "**+**", and then select "**OK**".

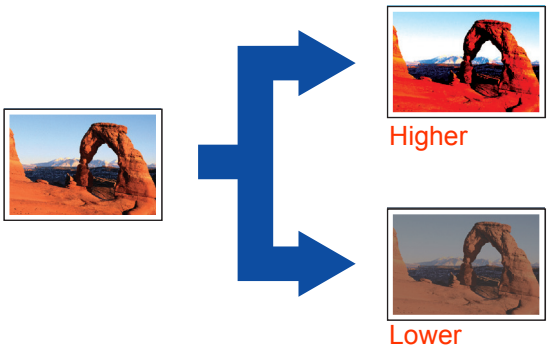


+	Background-color is darker
-	Background-color is lighter

4 Select "**OK**".

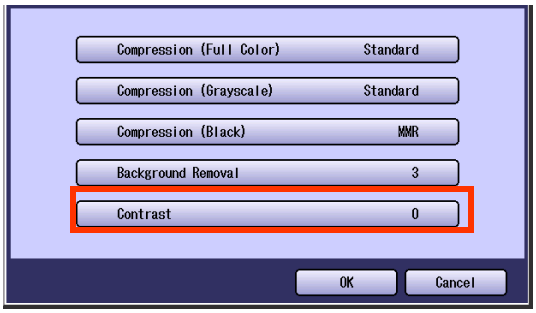
Contrast

The scanning contrast can be adjusted to match the original.

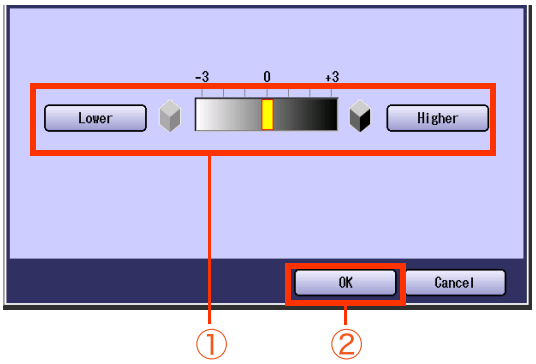


1 Select "**Adjustment**". (See page 42)

2 Select "**Contrast**".



3 Adjust the contrast level "**Lower**" or "**Higher**", and then select "**OK**".



Lower	For darker original
Higher	For lighter original

4 Select "**OK**".

Setting the File Type and/or File Name

Documents can be scanned with a file type specified. While files are named after their date by default, documents may also be scanned with a filename specified.

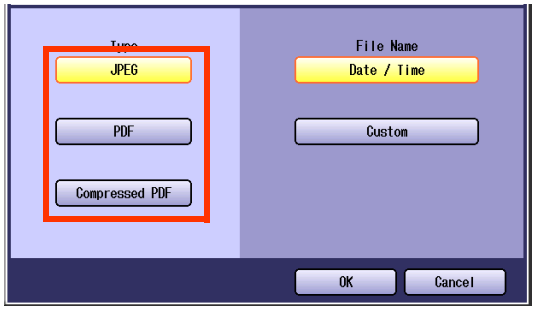
NOTE

- The standard setting of "**File Type and Name**" can be changed, refer to **Scanner Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- The "**File Type and Name**" setting is reset to its standard setting when:
  -The **Reset** key is pressed.
  -The Auto Reset Time interval has lapsed (default = 1 min).
  -The power is turned OFF.
  -A scan job is completed.

1 Select "**Basic Menu**".

2 Select "**File Type and Name**".

3 Select a file type.



JPEG	Saved with JPEG format. It is compression image file format.
PDF	Saved with standard PDF format.
Compressed PDF	PDF file format which is compressed at a higher compression ratio.

When the "**Black**" is selected with the "**Quality Adj.**", "**PDF**" or "**TIFF**" is selected.

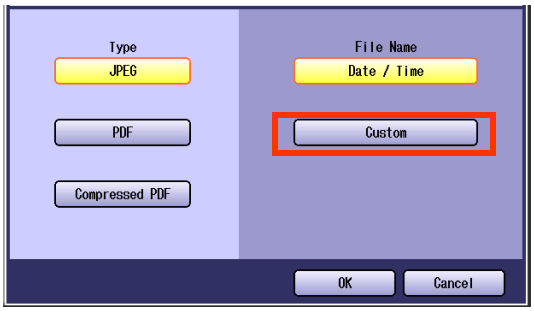
TIFF	Saved with monochrome image format.
PDF	Saved with standard PDF (monochrome) format.

- When a Full Color or Grayscale type original is selected in the Color Mode, only JPEG, PDF, or Compressed PDF file type can be selected.
- When a Black type original is selected in the Color Mode, TIFF or PDF file type is only selected.
- When the Compressed PDF is selected, the selected Resolution will be automatically adjusted to the 300 dpi.
- When the Compressed PDF is selected, the selected **Compression** (Full Color) or (Grayscale) will be automatically adjusted to "**High Speed**" (see page 42).

4 Select a File Name type.

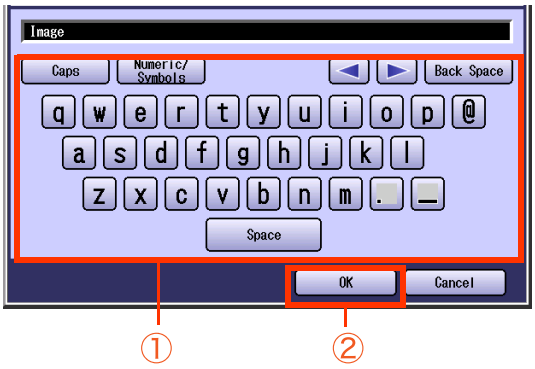
To enter File Name

① Select “**Custom**”.



- When the Date/Time is selected for the File Name, the file name will automatically default to Date/Time format.

② Enter a filename by using the onscreen keyboard, and then select “**OK**”.



- Up to 20 characters.
- When scanning to the SD Memory Card or PCMCIA/PC Card, display limitation is up to 8 characters on the screen in lower case letters.
- For instructions on how to enter characters, refer to **Using the Keyboard** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- When storing the data in a memory card (**Ex:** SD Memory Card), the confirmation massage will appear to overwrite the data with the same file name.

Scanning Special Originals

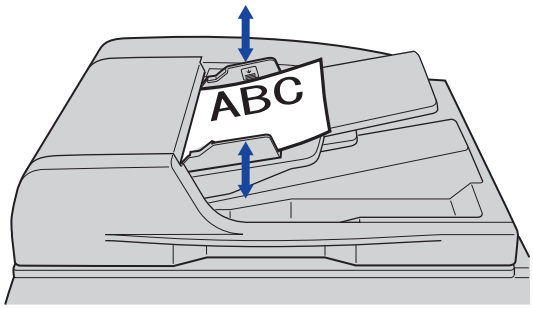
Scanning 2-Sided Originals

2-Sided Originals can be scanned, and the binding position is selectable.

NOTE

The standard setting of "**2-Sided Original**" can be changed, refer to **Scanner Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

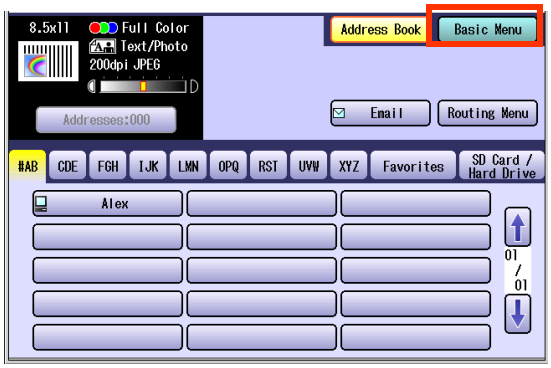
1 Place the Original(s) on the ADF.



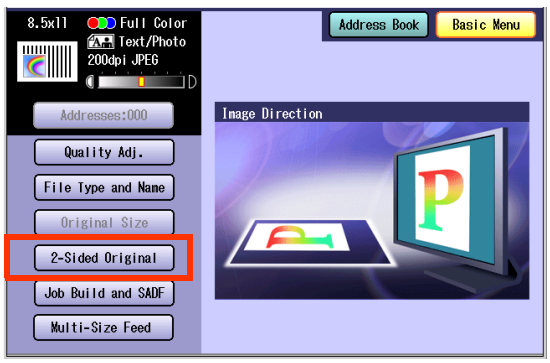
- For instructions on how to place originals, refer to **Basic Operation Procedure** (see page 6). For more details, refer to **Placing Originals (Copy)** in the Operating Instructions (for Basic Operations).

2 Press the **Scan/Email** key.

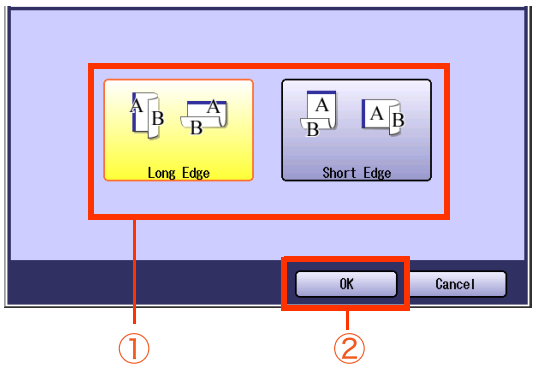
3 Select "**Basic Menu**".

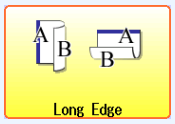
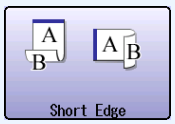


4 Select "**2-Sided Original**".



5 Select a bind position, and then select "**OK**".



 Long Edge	**Long Edge:** Scans both sides of the original, facing them in the same direction.
 Short Edge	**Short Edge:** Scans both sides of the original, facing them in the opposite direction.

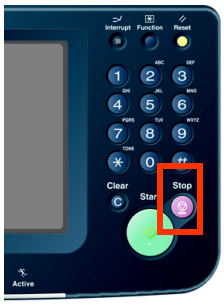
6 Select "**Address Book**", and then select a destination.

- For more details, refer to **Basic Operation Procedure** (see page 6).

7 Press the **Start** key.

NOTE

- When canceling the operation, press the **Stop** key on the Control Panel, and then select "**Yes**" on the Touch Panel Display.

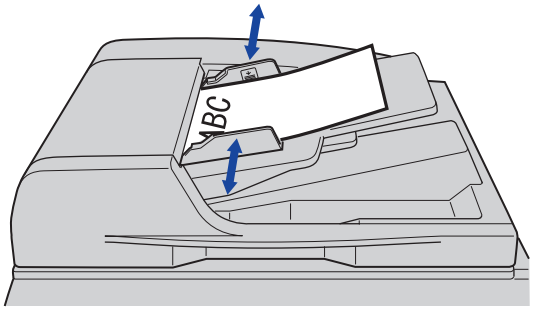


Scanning Special Originals (Thin Paper, etc.) from ADF

■ SADF

Special originals (like thin paper, etc.) can be fed from the ADF, and scanned continuously using the Job Build and SADF Mode.

1 Place one original. (Minimum 50 g/m²)



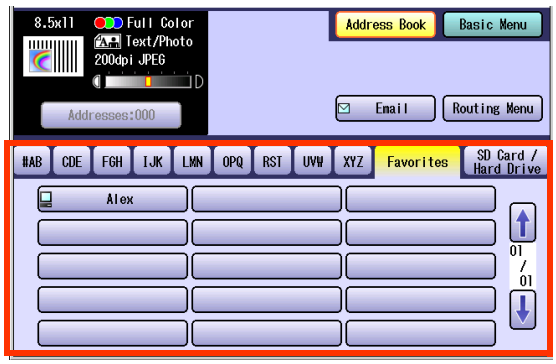
- For instructions on how to place originals, refer to **Basic Operation Procedure** (see page 6). For more details, refer to **Placing Originals (Copy)** in the Operating Instructions (for Basic Operations).

2 Press the **Scan/Email** key.

3 Select "**Basic Menu**".

4 Select "**Job Build and SADF**".

5 Select "**Address Book**", and then select a destination.



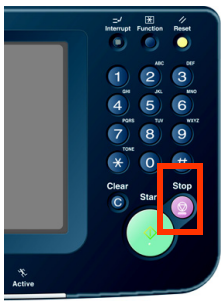
- For more details, refer to **Basic Operation Procedure** (see page 6).

6 Press the **Start** key.

- Place the next original within 5 sec. of last scanned original.
- If "Another Original? Yes or No" message is displayed, select "**No**" if you do not have any more documents to scan.

NOTE

- When canceling the operation, press the **Stop** key on the Control Panel, and then select "**Yes**" on the Touch Panel Display.



■ Job Build

This is useful, when scanning multiple sets of originals that exceed the maximum capacity of the ADF of 85 sheets (20 lb). (See the Example below)

Ex: To make quality adjusted scanning of 100-sheet of originals.

(a) Place the first 85 sheets of originals on the ADF.

(b) Select "**Basic Menu**", and choose "**Job Build and SADF**".

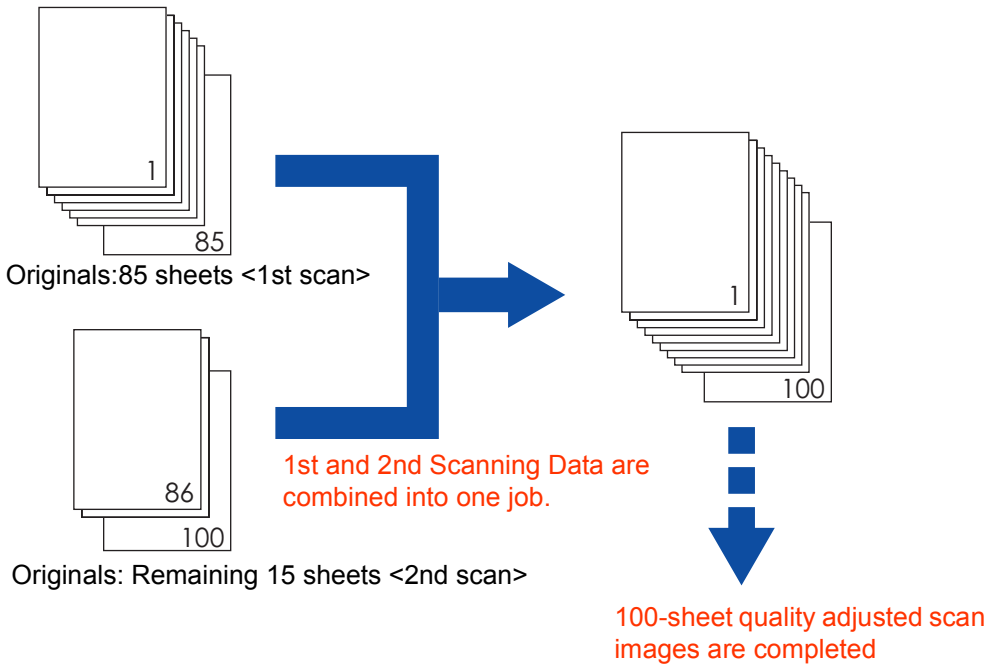
(c) Select "**Quality Adj.**" menu, and choose the desired quality adjusting end result.

(d) Press the **Start** key.

(e) After scanning the first 85 sheets, you can place the remaining 15 sheets of originals on the ADF within 5 second to continue scanning without interrupting the cycle. Or if you do nothing, the machine will display "**Another original? / Yes or No**".

(f) Place the remaining 15 sheets of originals on the ADF tray, and select "**Yes**".

(g) After scanning the remaining 15 sheets, "**Another original? / Yes or No**" will display, select "**No**" to start the next process.



NOTE

- Original should be placed on the ADF.
- Up to 999 sheets of the originals can be scanned in one job. The maximum capacity of the scanned data can be reached prior to attaining 999 sheets of originals depending on the type of sheets being scanned. If the memory becomes full during scanning, follow the instructions on the Display.

Editing the Address Book

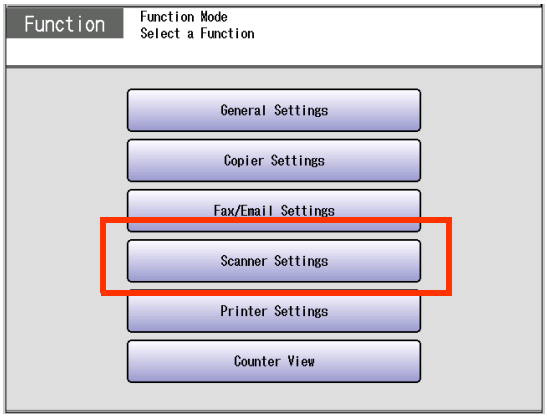
The IP and Email Addresses in the address book can be edited or deleted.

Edit an Email Address

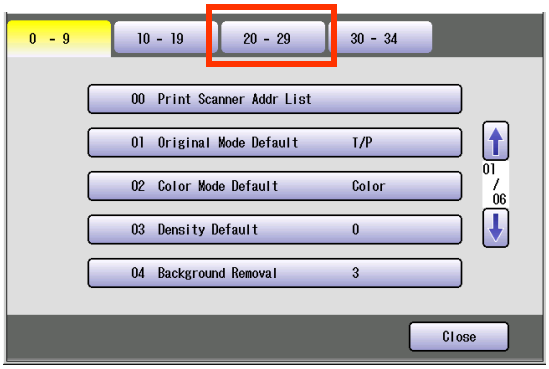
The Email address can be edited.

1 Press the **Function** key.

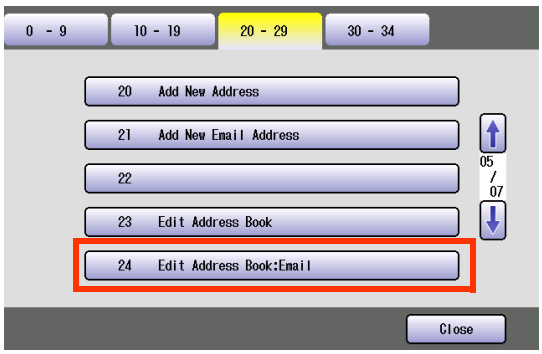
2 Select "**Scanner Settings**".



3 Select "**20-29**".

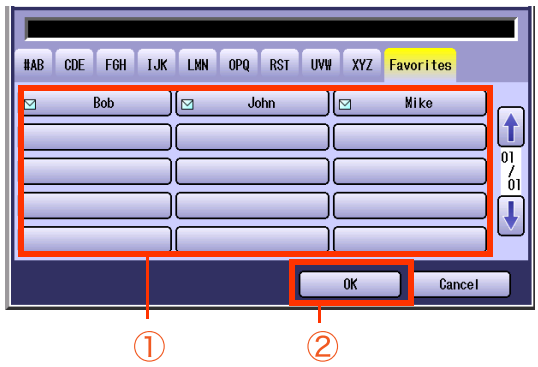


4 Select "**24 Edit Address Book: Email**".

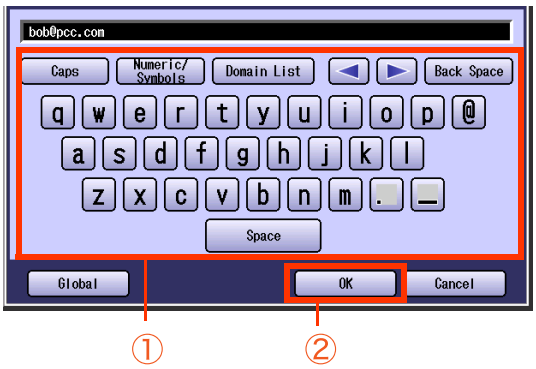


5 Select an alphabet tab.

6 Select an email address to edit, and then select "**OK**".



7 Edit the email address, and then select “**OK**”.

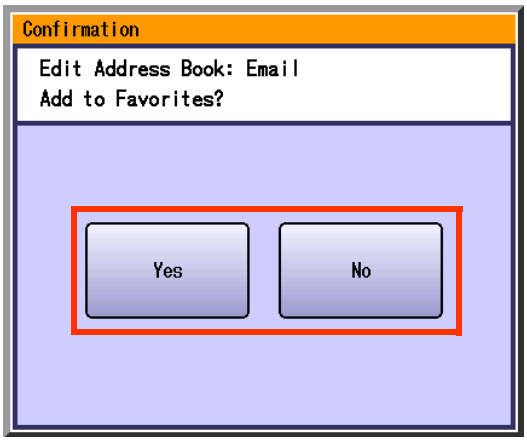


- Enter an Email Address (up to 60 characters).
- For instructions on how to enter characters, refer to **Using the Keyboard** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

8 Enter a station name, and then select “**OK**”.

9 Enter a key name, and then select “**OK**”.

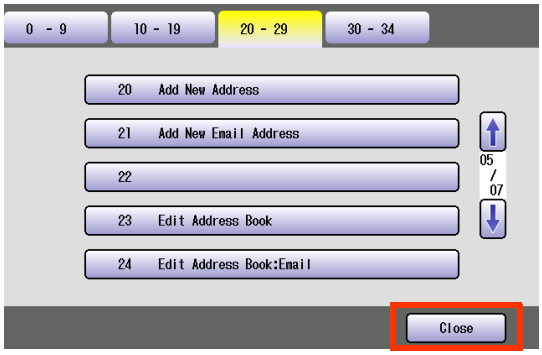
10 Select “**Yes**” or “**No**”.



11 Select “**Cancel**”.

The Email Address is updated.

12 Select “**Close**”.

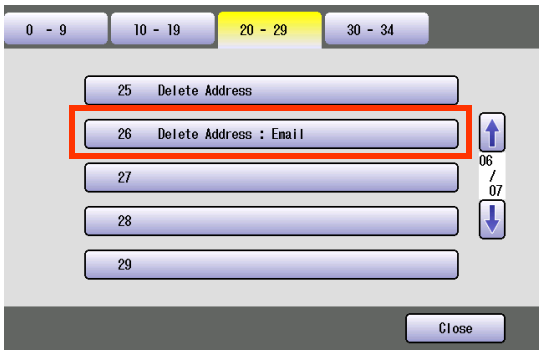


13 Press the **Reset** key.

Delete an Email Address

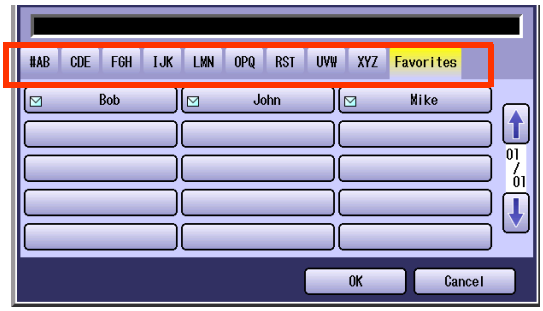
The Email Addresses in the address book can be deleted.

1 On the Scanner Settings screen (see page 52), select "**26 Delete Address: Email**".

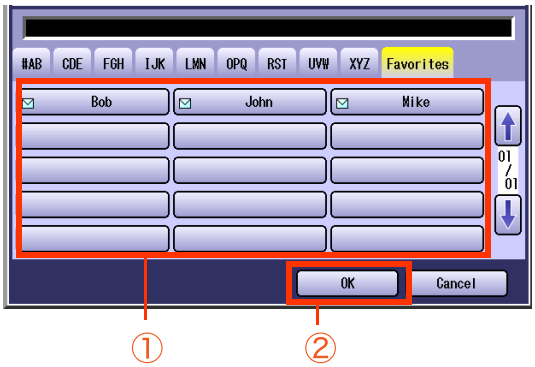


- For instructions on how to display the Scanner Settings screen, refer to steps 1 to 3 in the **Edit an Email Address** (see page 52).

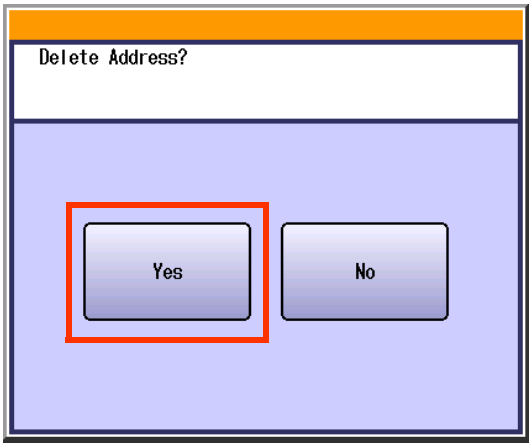
2 Select an alphabet tab.



3 Select the desired Email Address, and then select "**OK**".



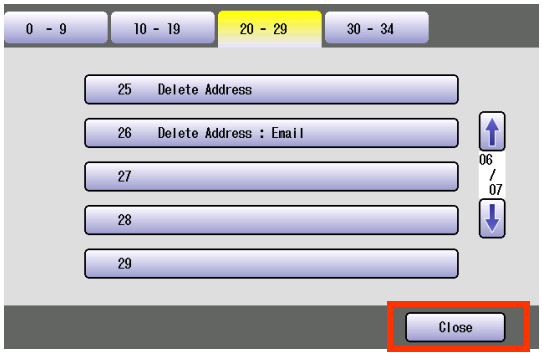
4 Select "**Yes**".



The Email Address is deleted.

5 Select "**Cancel**".

6 Select "**Close**".



7 Press the **Reset** key.

Memo

Editing Image Box Name

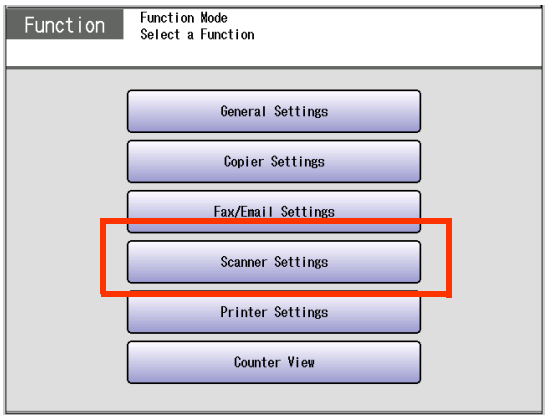
The image box name can be changed.

NOTE

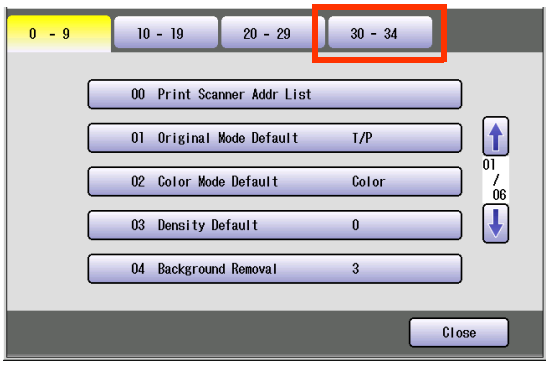
- For instructions on how to save Scanned image to an image box, refer to **Scan to the Internal Hard Disk Drive** (see page 14).
- When there is data stored in the image box, the image box name cannot be changed.

1 Press the **Function** key.

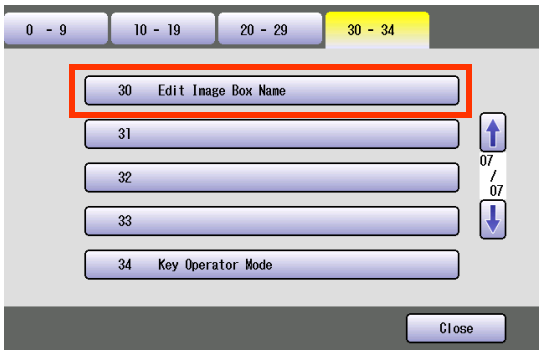
2 Select "**Scanner Settings**".



3 Select "**30-34**".

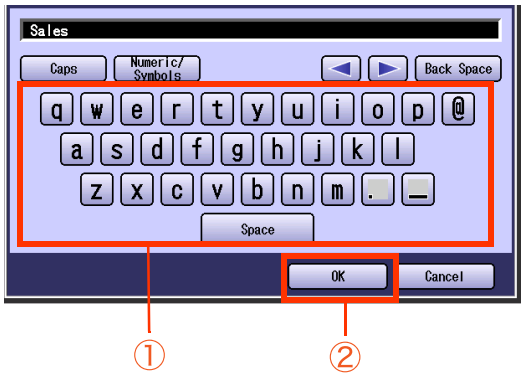


4 Select "**30 Edit Image Box Name**".



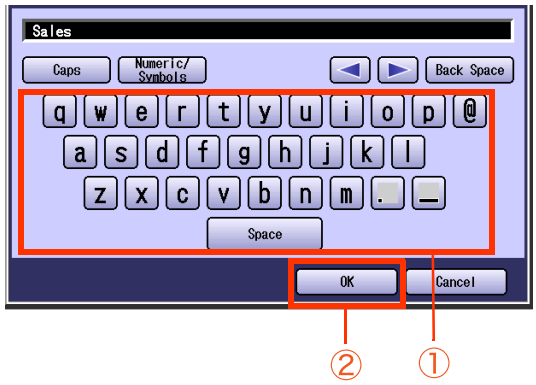
5 Select the desired image box name.

6 Input the new image box name, and then select "**OK**".



- Up to 15 characters.
- For instructions on how to enter characters, refer to **Using the Keyboard** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

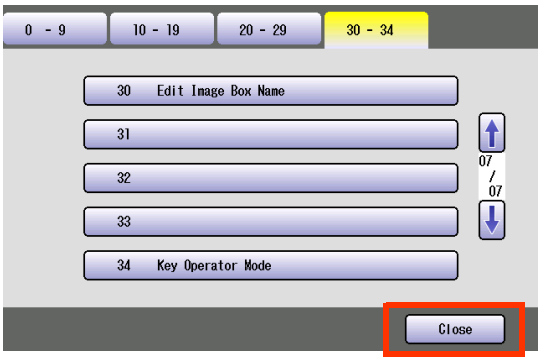
7 Input a button name, and then select "**OK**".



- Up to 12 characters.

8 Select "**OK**", or "**Cancel**".

9 Select "**Close**".



10 Press the **Reset** key.

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