ScanRouter Professional

OPERATING INSTRUCTIONS SCANNER & FAX REFERENCE Type270

Read this manual carefully before you use this product and keep it handy for future reference.

For safety, please follow the instructions in this manual.

Introduction

To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information in the "Operating Instructions" before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

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Introduction

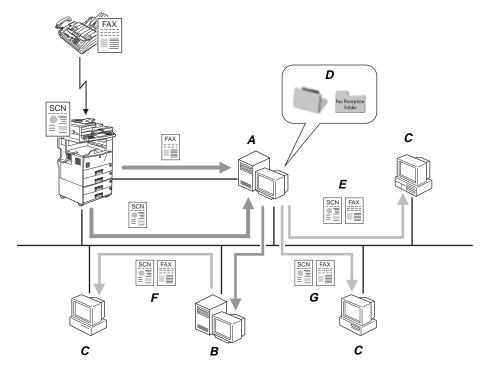
This manual describes how to use the machine as a network delivery scanner and as a delivery fax machine. To deliver documents sent from the machine with ScanRouter Professional, ScanRouter Professional Station settings must be configured in addition to the machine settings. For the setup, see "Setup & Administrator Reference".

Delivery Operations from the machine

The illustration below describes examples of document delivery with the machine. After being delivered to ScanRouter Professional Station, the documents are processed in various ways depending on the settings of ScanRouter Professional Station.

Note

☐ The term "machine" as described in this manual refers to the diverse delivery device for which this application was designed.



TNSX011E

- A. ScanRouter Professional Station
- B. Mail Server
- C. Client
- D. Saved in Folders
- E. Received using Client Software
- *F.* Delivered by mail
- G. Viewed/downloaded using the WWW browser

Ν	വ	e

☐ The fax documents received by the machine are forwarded to ScanRouter Professional Station automatically.

Required Options

To use the machine with ScanRouter Professional, the following options are required.

Required

• Scanner unit

Required for fax document delivery

• Fax unit



- ☐ If required, install the appropriate options such as Expansion Memory (optional). For more information about the Fax unit options, see "Facsimile Reference (option)".
- PC-FAX Expander

Limitation

☐ If delivering a fax document with ScanRouter Professional, the functions used from the computer as described in the PC-FAX Expander manual cannot be used.

1. User Tools

To use the machine as a network delivery scanner, it must be configured for use as both a network scanner and a delivery scanner.

First, see the "Operating Instructions" that comes with Scanner Option for instructions on setting up the network scanner, and then configure the delivery scanner settings.

Delivery Scanner Setup

The following settings are required to use the machine as a network delivery scanner.

Note

☐ When using the machine as a delivery scanner, initial network settings are required in addition to the settings described below. If the setup has not been completed yet, see the "Operating Instructions" that comes with Scanner Option for information on how to do this.

To use the machine as a network delivery scanner, the following items should be configured:

Note

☐ Settings of the items marked with "✓" are necessary for delivery and must be configured. Settings of other items can be changed if required.

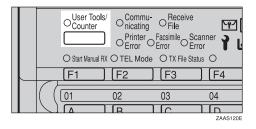
Setting Item	Required
Delivery option	✓
Delivery Server Address	✓
Function Priority	
TWAIN connection time out.	
Scanner Auto Clear Time	
Date	

Setting Item	Required
Auto Address Update	
Measurement Unit	

Enabling Delivery Option

First, select **[Installed]** for the Delivery Option. If you don't do this, you won't be able to change any delivery settings.

1 Press [User Tools/Counter].

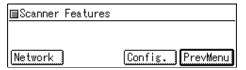


Press [5] on the Number keys.

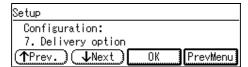
⊠User Tools Main Menu	Enter number 🏻
1 System 2 Copier	3 Fax
4 Printer 5 Scanner	
Counter Language	Exit

The **[Scanner Features]** menu appears.

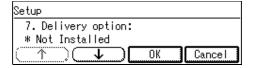
Press [Config.].



Press [↓Next] several times to display [7.Delivery option], and then press [OK].

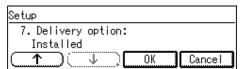


5 Press [↓], and select [Installed].



The current setting is displayed with "*".

Press [OK].



Press [PrevMenu].



Press [PrevMenu] and press [Exit].

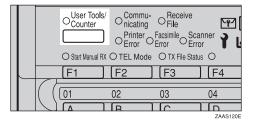


Turn off the machine's main switch and then turn it on.

Now the delivery settings can be configured.

Adjusting Delivery Settings

Press [User Tools/Counter].



2 Press [5] on the Number keys.



The **[Scanner Features]** menu appears.

- First, set the IP address of Scan-Router Professional Station.
 - 1 Press [Network].



2 Press [↓Next] several times to display [7. Delivery Server Address], and then press [OK].



3 Enter the IP address of Scan-Router Professional Station.



To move between each field, press ⊚ or ⊚.

If you make a mistake, press [Clear/Stop] and try again.

4 Press [OK].

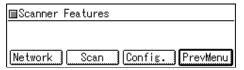


The IP address of ScanRouter Professional Station has been set.

6 Press [PrevMenu].



4 Press [Config.].

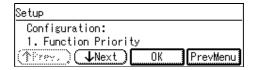


Next, adjust the settings for the scanner-side operations.

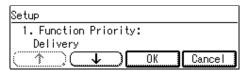
Select a priority setting from Delivery/TWAIN functions.

Select the display mode when switching the machine to a scanner. If you want to use the machine only as a delivery scanner, select **[Delivery]**. If the machine is to be used as a TWAIN scanner and scans are made from the machine, select **[TWAIN]**.

Make sure that [1.Function Priority] is displayed, and then press [OK].



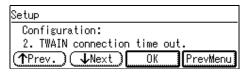
2 Press [↑] or [↓] to display [Delivery] or [TWAIN], and then press [OK].



Set the time for the [TWAIN connection time out].

There are two options to comply with the scan request to the TWAIN scanner while the machine is being used as a delivery scanner.

- switching to a TWAIN scanner immediately.
- switching only after the specified timeout period has passed since the last operation was made with the scanner.
- Press [↓Next] several times to display [2.TWAIN connection time out], and then press [OK].



2 Press ⊚ or ⊚, and select "Off" or "On".

If you want to switch immediately, select "Off", or if you want to switch only after the specified timeout period has passed since the last operation was made with the scanner, select "On".

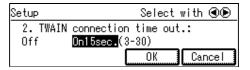


3 If "On" is selected, set the timeout period (3-30 seconds) to switch to the TWAIN scanner with the Number keys.

If the scan request to a TWAIN scanner is made, the scanner will be switched to the TWAIN scanner only after the timeout period has passed since the last operation was made with the scanner.



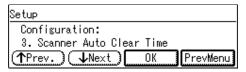
4 Press [OK].



Set the time for the [Scanner Auto Clear Time] option.

You can automatically cancel the settings and return to the main menu after a specified amount of time has passed since the last operation was made with the scanner. If you want to clear the settings, the length of time should be set.

Press [↓Next] several times to display [3. Scanner Auto Clear Time], and then press [OK].



2 Press ⊚ or ⊚, and select "Off" or "On".

If you want to keep the current settings, select "Off", or if you want to cancel the current settings and return to the main menu after the specified time has passed, select "On".



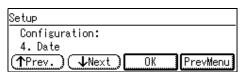
3 If "On" is selected, enter the length of time (10-999 seconds) until returning to the main menu.



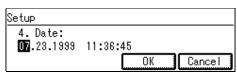
4 Press [OK].



- 8 Set the current date and time.
 - Press [↓Next] several times to display [4.Date], and then press [OK].



2 Set the current date and time.



To move between each field, press o or o.

If you make a mistake, press [Clear/Stop] and try again.

3 Press [OK].

Setup		
4. Date:	_	
07.23.1999	11:38: <u>00</u>	
	OK	Cancel

Select the automatic update option for the address book.

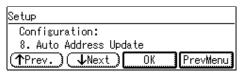
With this option, you can update the address book information automatically when selecting a destination and a sender from the address book.

If [Auto Address Update] is disabled, the address book information is updated only when the machine's operation switch is turned on.

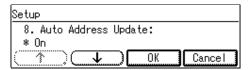
Note

- ☐ If updating the address book automatically, you can use the latest address book. If the address book is changed frequently, select [Auto Address Update].
- ☐ If the address book is not changed frequently, disable [Auto Address Update] so that you don't have to wait for the address book to be updated unnecessarily.
- ☐ If [Auto Address Update] is disabled, be sure to turn the machine's operation switch off then on to update the machine's address book after the station's address book has been changed. If the station's address book has been updated, none of the relevant documents will be delivered and they will be saved in the non-forwarding folder until the machine's address book is updated.

Press [↓Next] four times to display [8. Auto Address Update], and then press [OK].



2 Press [\uparrow] or [\downarrow] to display [On] or [Off], and then press [OK].



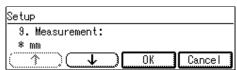
Select the measurement unit.

In this option, you can select "mm" or "inch" as the measurement unit for scanning custom-sized originals.

Press [↓Next] to display [9. Measurement Unit], and then press [OK].



2 Press [\uparrow] or [\downarrow] to display [mm] or [inch], and then press [OK].



Press [PrevMenu].



Press [PrevMenu], and then press [Exit].



The machine is now ready to be used as a network delivery scanner.

Scanner Setup

You can register scanner settings (density, original type, resolution, and original size), which are selected when scanning. If registering the settings in advance for the frequently scanned types of originals, you can select these settings easily when delivering a document.

Note

- ☐ Up to three custom settings can be registered as "User1", "User2", and "User3".
- ☐ The setting registered as "Default" becomes the default scanning setting. If no setting has been selected when delivering a document, the original is scanned with the setting registered as "Default".

Items for Scanner Setup

There are four scanner settings items as follows:

❖ Density

The density for scanning originals. Select from seven levels, from "Lighter (1)" to "Darker (7)". The default setting is the middle density.

Original Type

Originals are scanned using the settings appropriate for that type. The default setting is "Text".

Text
 For originals containing a high-contrast black-and-white image such as text.

• Text/Photo

For originals containing both a high-contrast black-and-white image such as text, and a half-tone image such as a photograph or a drawing.

• Photo

For originals containing a halftone image such as a photograph or a drawing (Black & White).

Gray Scale
 For originals containing a half-tone image such as a photograph or a picture (Grayscale).

Note

☐ If "Photo" is selected, the image is scanned in a Black & White mode, and if "Gray Scale" is selected, the image is scanned in a Grayscale mode. In general, Black & White is suitable for printing and Grayscale is for displaying on the computer screen.

Resolution

Select from 100dpi, 200dpi, 300dpi, 400dpi, and 600dpi. The default setting is "100dpi".

Note

☐ If scanning at a high resolution, the scanned image quality is high but the size of the data is large. When processing a large amount of data, ScanRouter Professional Station and the entire system may take a long time. Be sure to select the appropriate resolution for that image.

Original Size

Select a scanning area. The default setting is "Auto Paper Select".

- Auto Paper Select
 Scans the original size using the machine's Auto Paper Select function.
 - For more information, see the "Copy Reference".
- A3①, A4②, A4②, A5②, A5③, A5①, 11x17②, 8¹/2x14②, 8¹/2x13②, 8¹/2x11②, 5¹/2x8¹/2③, JIS B4②, JIS B5②, JIS B5②, Custom Size If the paper size is selected from above, the original is scanned at the selected size regardless of the original size.

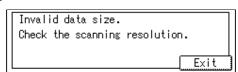
Note

- ☐ If **[Custom Size]** is selected, you can use either "mm" or "inch" as the measurement unit to specify the scanned area.
- ☐ The measurement unit setting can be adjusted in [Configuration] in the [Scanner Features] menu.

Resolutions and Original Sizes

In some cases, a large-sized original cannot be scanned at high resolution.

If the following message appears after the scan fails, adjust the scanner settings and then scan the original again.



The relationships between resolutions and original sizes are as follows:

- When "Text", "Text/Photo", or "Photo" is selected as an Original Type: Scanning is possible with all combinations up to A3, or 600dpi.
- When "Gray Scale" is selected as an Original Type:

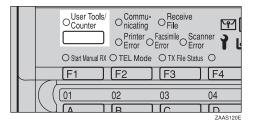
Scanning is possible in combinations marked with " \checkmark " in the following table.

	100	200	300	400	600
	dpi	dpi	dpi	dpi	dpi
A3	✓	✓			
JIS B4	~	✓			
A4	~	✓	~		
JIS B5	✓	✓	~		_
A5	✓	✓	✓	✓ *1	
11x17	✓	✓			
$8^{1}/_{2}x14$	✓	✓			
$8^{1}/_{2}x13$	✓	✓			
$8^{1}/_{2}$ x11	✓	✓	✓		
5 ¹ /	✓	✓	✓	✓ *1	
$_{2}x8^{1}/_{2}$					

^{*1} When placing the originals in the document feeder (ADF), scanning is not possible with this combination

Registering Items for Scanner Setup

Press [User Tools/Counter].

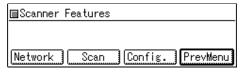


Press [5] on the Number keys.



The **[Scanner Features]** menu appears.

Press [Scan].

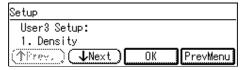


4 Use the Number keys to enter the number of the scanner settings to be configured.

Scan Setup		Enter number.
1 Default	2 User1	
3 User2	4 User3	
		PrevMenu

The density option is displayed as the first item of the scanner settings.

To display the item you want to set up, press [↑Prev.] or [↓Next], and then press [OK].

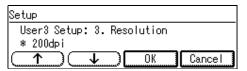


Press ⊗ or [↑][↓] to select the value, and then press [OK].

The following is an example of the density setting.



The following is an example of the resolution setting.



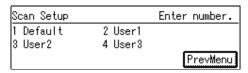
Repeat steps 5 and 6, and set up other items as well.

For more information about the operation when **[Custom Size]** is selected as the original size, see P.12 "Selecting **[Custom Size]** as the Original Size".

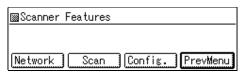
Press [PrevMenu] if all settings are complete.



- If registering other user numbers as well, repeat steps 4-8.
- Press [PrevMenu] if the registration is complete.



Press [PrevMenu], and then press [Exit].

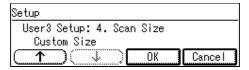


Selecting [Custom Size] as the Original Size

If **[Custom Size]** is selected for an original size, you can use either "mm" or "inch" as the measurement unit to specify the scanned area.

Note

- ☐ The measurement unit setting can be adjusted in [Configuration] in the [Scanner Features] menu.
- Display [Custom Size] on the original size selection display, and then press [OK].



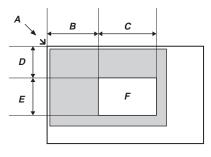
Enter the length from the reference position to the starting point, and the length of the scanned area, with the Number keys and then press [#].

The following is an example with "mm" selected as the measurement unit.



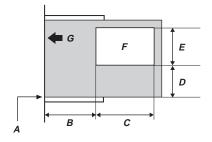
After pressing **[#]**, the cursor is moved to the next field. Or, you can press ③ or ⑤ to move the cursor.

A reference position is defined as the place where the original is set, as illustrated below: ① On the exposure glass (platen glass)



TNSY090E

- A. Reference position
- **B.** Horizontal starting position
- C. Horizontal scanning positionl
- D. Vertical starting position
- E. Vertical scanning position
- F. Scanned area
- ② In the Document Feeder (ADF)

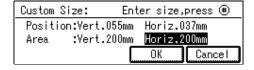


TNSY130E

- A. Reference position
- B. Horizontal starting position
- C. Horizontal scanning position
- D. Vertical starting position
- E. Vertical scanning position
- F. Scanned area
- G. Direction to set original

The maximum scanned area is 297mm (W) x 432mm (L). Make sure that the scanned area does not exceed this area.

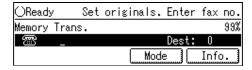
Press [OK] after you enter all the values.



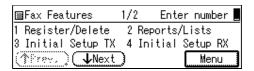
Delivery Fax Setup

To use the machine as a delivery fax, you need to configure the settings for transmitting the received documents to ScanRouter Professional Station.

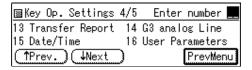
Make sure that the ready screen appears on the panel display.



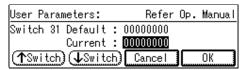
- ☐ If this screen doesn't appear, press the **[Fax]** key.
- Press the [User Tools/Counter] key.
- Press [3] on the Number keys.
 The [Fax Features] menu appears.
- Press [6] on the Number keys, and then press [#] within 3 seconds.



Press [↑Prev.] or [↓Next] to display [User Parameters], and then enter that number with the Number keys.



Press [↑Switch] to display [Switch 31].



Use [0], [1], and [2] on the Number keys to change the digits in [Current] to set the first to third digits from the right (bits 0, 1, and 2).

When pressing the Number keys, the digit changes from left to right.

● Using a combination of bits 0 and 1, configure the settings of document transmission to Scan-Router Professional Station and the settings of the document type to be transmitted.

The combinations of the bit values and the conditions for transmission to ScanRouter Professional Station are as follows:

Bit 1, 0	Conditions for transmission	
0,0	No transmission to Scan-Router Professional Station will be made after receiving the fax documents. The documents will be printed with the machine.	
0, 1	Only the documents which have the Forwarding ID selected from the sender's fax will be transmitted to ScanRouter Professional Station. Other documents will be printed with the machine.	

Bit 1, 0	Conditions for transmission
1, 0	All the received documents will be transmitted to ScanRouter Professional Station.

Note

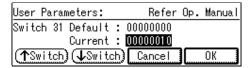
- ☐ If you set the values to "0,1" or "1,0", the machine's Forwarding function is not available. For more information about the Fax unit options, see "Facsimile Reference (option)".
 - If you set the values to "0,1", the received documents will be printed as normal fax documents.
 - If you set the values to "1,0", all of the documents will be transmitted to ScanRouter Professional Station.
- ☐ In the case of setting to "0,1" or "1,0", the setting from Digit 0 to Digit 2 on Switch 21 of User Parameter Settings of the machine becomes invalid. For details about Switch 21 of User Parameter Settings, see the manual of PC-FAX Expander.
- ☐ Documents received by Polling Reception will not be transmitted to ScanRouter Professional Station.

2 Using the bit 2 value, define whether or not to print the transmitted document with the machine when transmission is made to ScanRouter Professional Station.

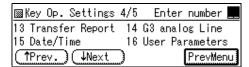
The combinations of the bit 2 values and the conditions for printing are as follows:

Bit 2	Conditions for printing	
0	No printing will occur.	
1	Document will be printed with the machine.	

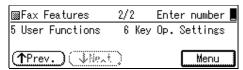
Press [OK].



9 Press [PrevMenu].



Press [Menu], and then press [Exit].



Now the machine is ready to be used as a delivery fax.

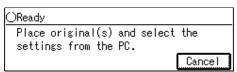
2. Delivering Originals

Delivery Settings

You can deliver the scanned image of the originals to users registered in ScanRouter Professional Station.

Note

- ☐ Scanned originals are forwarded from the machine to ScanRouter Professional Station, and then delivered to the selected users.
- ☐ The delivery type from ScanRouter Professional Station to the users varies depending on the station settings.
- **1** Set originals.
 - PReference
 "Setting Originals" ⇒ P.19
- Press [Scanner].
- If the TWAIN scanner mode display appears, Press [Cancel].



Note

☐ The TWAIN scanner mode display appears if the TWAIN mode is selected in [Function Priority] in the [Scanner Features] menu.

After switching to delivery mode, the following display appears.

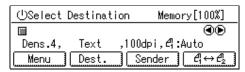


Select scanner settings (density, original type, resolution, and original size).

The currently selected settings are listed on the third line of the display. If these settings are correct, go to step **5** to select a delivery destination. Follow the steps below if you want to change the settings.

Note

- ☐ If you want to cancel the operation and start again, press [Clear Modes].
- 1 Press [Menu].



2 Press ⑤ or ⑤, and select a scanner setting from "User1", "User2", or "User3", and then Press [OK].



Note

□ Up to three custom settings can be registered as "User1", "User2", or "User3" in Scanner Setup mode. If registering the appropriate settings for the frequently scanned originals in advance, you can select these settings easily.⇒ P.9 "Scanner Setup"

□ To change the scanner settings temporarily, select [Manual Setup] and then press [Settings]. When the scanner setup mode display appears, adjust the scanner settings.⇒ P.25 "Changing the Scanner Settings Temporarily"

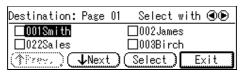
5 Select a delivery destination.

1 Press [Dest.].



The Short ID and the name of each user/group registered in ScanRouter Professional Station are displayed.

- ☐ If **[Auto Address Update]** is enabled, the address book is replaced with the latest one.
- **2** Select the user/group for the delivery destination with **③** or **⑤**.



If you know the Short ID of the user/group (001-200) you want to select, input the number with the Number keys. If you don't know the Short ID, display the user/group by pressing [↑Prev.] or [↓Next], and then select the user/group with ⑤ or ⑤.

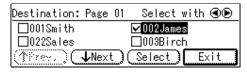
Note

☐ The order of users/groups on the display can be changed with ScanRouter Professional Station.

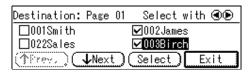
3 Press [Select].



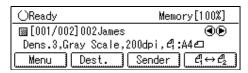
The selected user/group is specified as a delivery destination, with a
✓ mark in the check box. Press [Select] to cancel the selection.



- 4 When delivering multiple users/groups, repeat step 2-3.
- 6 When all the delivery destinations are set, press [Exit].



The selected destination appears on the second line of the display. If multiple delivery destinations have been selected, you can view them with o or o.

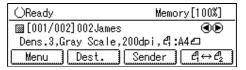


Select a sender (where the original is delivered from).

Note

- ☐ After selecting a sender, the sender's name can be found when receiving or viewing documents from the delivery destination.
- ☐ The sender's column will be blank if no sender is specified.

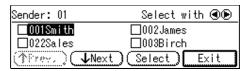
- ☐ Select a single sender from the users/groups registered in Scan-Router Professional Station.
- 1 Press [Sender].



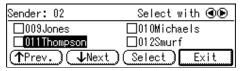
The Short ID and the name of each user/group registered in ScanRouter Professional Station are displayed.

2 Select a user/group for the sender with **③** or **⑤**.

If you know the Short ID of the user/group (001-200) you want to select, input the number with the Number keys. If you don't know the Short ID, display the user/group by pressing [↑Prev.] or [↓Next], and then select the user/group with ③ or ⑤.



3 Press [Select].

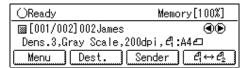


The selected user/group is specified as a sender, with a "\" mark in the check box. Press [Select] to cancel the selection.

4 Press [Exit].



- When originals are set in
 position or when scanning 2-sided originals, select the correct direction of the original from the machine as follows:



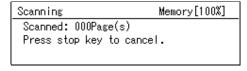
2 Select the direction of the original, and then press [OK].



For more information about the direction of the original, see P.24 "Setting the Direction of the Originals".

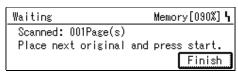
Press [Start].

The scan begins.



To cancel the scan, press **[Clear/Stop]**. After the scan is canceled, all the scanned data is deleted and no delivery is made.

When placing the originals on the exposure glass (platen glass), the following display appears every time after a single page is scanned.



If there is another page to scan, place the original and press [Start]. If there is no page to scan, press [Finish].

After the scan is complete, the display returns to the scanner settings menu and the scanned data is delivered to ScanRouter Professional Station.

∅ Note

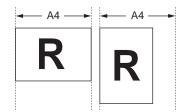
☐ If you do not press [Start] or [Finish] within one minute after scanning, the scan is regarded as finished, and only the scanned pages are delivered to ScanRouter Professional Station.

Setting Originals

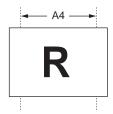
The originals can be placed in either portrait or landscape position for scanning. However, if you want the original to appear in a certain direction on the computer display, be sure to place the original correctly on the scanner.

The direction of the original to be set depends on the width of the original as follows:

• A4 size (297mm) or narrower width:



• Wider than A4 size (297mm):



Note

□ Depending on the direction of the original to be set on the scanner, you need to select the correct direction from the machine for delivery⇒ P.24 "Setting the Direction of the Originals". After changing the direction setting, the scanned image can be rotated by the machine so that the original appears correctly on the computer display.

Limitation

- ☐ The document feeder (ADF) is required to scan 2-sided originals.
- ☐ If the document feeder (ADF) is not installed, "2 Side Bind" and "2 Top Bind" on the panel display appear dimmed and cannot be selected.



Scanning 1-sided Originals

Direction setting depends on the width of the originals as follows:

Width of the Origi- nals	A4 (297mm) or narrower	Wider than A4 (297mm)
Setting originals on the Exposure Glass (Platen Glass) ⇒ P.22 "Setting Originals on the Exposure Glass (Platen Glass)"	Place the original face down and align its upper side with the left side of the exposure glass (platen glass).	Place the original face down and align its upper side with the rear side of the exposure glass (platen glass).
Setting originals in the Document Feeder (ADF) ⇒ P.23 "Setting Originals in the Document Feeder (ADF)"	Set the originals face up with the top edge of the document in the document feeder (ADF).	Set the originals face up and align the top edge of the originals with the rear side of the document feeder (ADF).
Setting the Direction of the Originals ⇒ P.24 "Setting the Direction of the Originals"	Select [1] in . Duplex/Dir: Select with ① B: 4/ 4/Side Bind/ 4/Top Bind E: 4/ 4/Side Bind/ 4/Top Bind OK Cancel Note This setting is set as the default.	Select [1] in R. Duplex/Dir: Select with ① B: 4/ 4/Side Bind/ 4/Top Bind E: 4/ 4/Side Bind/ 4/Top Bind OK Cancel

Scanning 2-sided Originals

Direction setting depends on the width of the originals as follows:

Width of the Originals	A4 (297mm) or narrower	Wider than A4 (297mm)
Setting originals in the Document Feeder (ADF) ⇒ P.23 "Setting Originals in the Document Feeder (ADF)"	Set the originals face up with the top edge of the document in the document feeder (ADF).	Set the originals face up and align the top edge of the originals with the rear side of the document feeder (ADF).
Setting the Direction of the Originals ⇒ P.24 "Setting the Direction of the Originals"	Side-bound Originals RS RS Select [2 Side Bind] in Duplex/Dir: Select with B: 4/ 4 Side Bind/ 4 Top Bind E: 4/ 4 Side Bind/ 4 Top Bind OK Cancel	Side-bound Originals R Select [
	Top-bound Originals R R S Select [2Top Bind] in Duplex/Dir: Select with E: 4/ 4Side Bind/ 2Top Bind E: 4/ 4Side Bind/ Top Bind OK Cancel	Top-bound Originals R S Select [2 Top Bind] in R. Duplex/Dir: Select with ① B: 4/ 4/ 4/Side Bind/ 4/Top Bind B: 4/ 4/ 5/Side Bind/ 4/Top Bind C CAncel

Setting Originals on the Exposure Glass (Platen Glass)

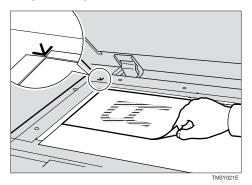
1 Lift the platen cover/document feeder (ADF).



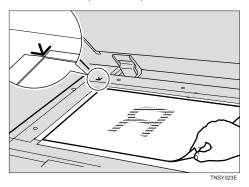
- ☐ Be sure to open the platen cover/document feeder (ADF) by more than 30 degrees, otherwise the original size will not be detected.
- Place the original face down and align its upper left corner with the reference mark in the upper left corner of the exposure glass (platen glass).

For more information about the direction of the original to be set, see P.19 "Setting Originals".

① Width of the original is A4 (297mm) or narrower



② Width of the original is wider than A4 (297mm)



With this setting, you need to select the correct direction from the machine for delivery. ⇒ P.24 "Setting the Direction of the Originals"

Close the platen cover/document feeder (ADF).

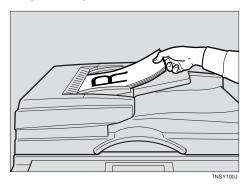
Setting Originals in the Document Feeder (ADF)

- Adjust the guide to the original size.
- 2 Set the aligned originals face up (if 2-sided originals, first-page up) in the document feeder (ADF).

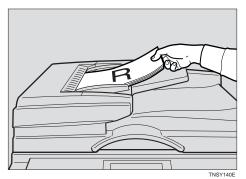
For more information about the direction of the original to be set, see P.19 "Setting Originals".



- ☐ You can set the originals with different horizontal sizes if their vertical sizes are the same.
- ☐ The stacked originals set in the document feeder (ADF) are scanned from the top page.
- ① Width of the original is A4 (297mm) or narrower



② Width of the original is wider than A4 (297mm)



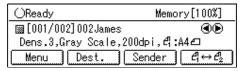
With this setting, you need to select the correct direction from the machine for delivery.⇒ P.24 "Setting the Direction of the Originals"

Note

☐ If scanning 2-sided originals, you need to select the correct direction from the machine for delivery, regardless of the direction to be set on the scanner.⇒ P.24 "Setting the Direction of the Originals"

Setting the Direction of the Originals

When originals are set in \(\mathbb{E} \) direction or when scanning 2-sided originals, select the correct direction of the original from the machine as follows:



2 Select the appropriate combination from the [Duplex/Dir] menu with ⊚ or ⊚.



Setting the Direction of the originals

If the originals are set in the R direction, select from the upper line options, and if set in the direction, select from the lower line options.

1-sided/2-sided originals

If scanning 1-sided originals, select $[\square_1]$.

If scanning 2-sided originals, select [☐₂Side Bind] or [☐₂Top Bind] depending on the binding position of the originals.



 Top-bound originals: [☐ 2Top Bind]



Press [OK].



Changing the Scanner Settings Temporarily

Scanner settings can be selected from "User1", "User2", or "User3" which were registered in advance, however, you can change these settings temporarily when scanning.

Press [Menu] on the delivery scanner mode display.

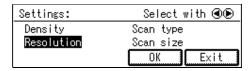


To change the scanner settings temporarily, select [Manual Setup] and then press [Settings].



When the scanner setup mode display appears, adjust the scanner settings.

Select the item you want to change with ③ or ⑤, and then press [OK].



For more information about each of the items, see P.9 "Items for Scanner Setup".

Press ③ or ⑤ to select the option, and then press [OK].



The display returns to the scanner setup mode.

- If changing another item's setting as well, repeat steps **3-4**.
- Press [Exit] when all the settings are complete.
- To change the scanner settings temporarily, select [Manual Setup] and then press [OK].



3. Appendix

Troubleshooting

Problem	Cause / Action
The delivery scanner mode doesn't appear on the panel display.	If the TWAIN scanner mode appears when switching the machine to a scanner, see P.15 "Delivery Settings" to switch to a delivery scanner.
	If the scanner mode cannot be switched from "TWAIN" to "Deliver", the delivery scanner setting is not correct. See P.3 "Delivery Scanner Setup" to adjust the setting.

Error Messages

If the error message appears on the panel display, follow the instructions described below:

Note

☐ These messages are related to the delivery scanner operations. If any message which is not listed here is displayed, see the "Operating Instructions" that comes with Scanner Option.

Message	Cause / Action / Reference
Updating the address book. Please wait.	If [Auto Address Update] is enabled in scanner settings and when you press [Dest.] or [Sender], the address book is updated by the user/group information from ScanRouter Professional Station. Therefore, you can always use the latest information. Updating may take longer, depending on the number of users/groups and the network condition.
Address update failed. Try again? [Yes][No]	 Unable to get the user/group information from ScanRouter Professional Station. Press [Yes] and then try again. If this message appears repeatedly, one of the following may cause this trouble: ScanRouter Professional Station is not started. ScanRouter Professional Station is temporarily stopped due to a shortage of free disk space or other resources.

Message	Cause / Action / Reference
Cannot communicate with the server.	No response from ScanRouter Professional Station. One of the following may cause this trouble:
Check the operating status and server connection.	• The power of the computer running ScanRouter Professional Station Software is off. Or, ScanRouter Professional Station is not started.
[OK]	• [Delivery Server Address] is incorrect.
	• The Machine may not be connected to the network properly. Check the LED on the Network Interface Board.
	SCANNER
	 A. The red light is on when the Machine network scanner is working normally. B. The orange light is on when the Network Interface Board is working normally. C. The green light is on when 100BASE-TX is being used and is off when 10BASE-T is being used. D. The green light is on when the network connection is normal.
Invalid data size. Check the scanning resolution. [OK]	In some cases, a large-sized original cannot be scanned at high resolution. For more information, see P.10 "Resolutions and Original Sizes".
Cannot detect original size.	No original is placed on the exposure glass (platen glass). Or, cannot detect the original size.
Check whether origi-	Place the original on the exposure glass (platen glass).
nal is placed, and select the proper size.	• Open the platen cover/document feeder (ADF) more than 30 degrees to detect the original size correctly.
[OK]	 Some paper sizes will not be automatically detected (e.g. small-sized paper or foreign-sized paper). For more infor- mation, see the "Copy Reference".

Message	Cause / Action / Reference
Page limit exceeded, to scan remaining pages, press Exit then Start (to run as a new Job). [OK]	Achieved the maximum pages (100 pages) which can be scanned continuously. Press [OK]. The scanned originals will be sent. Since the selected destination and other scanner settings remain after pressing [OK], set the rest of the originals and press [Start].
Memory full. Cannot scan.	Due to the memory shortage in the Machine, scanning has been stopped in the middle.
Scanning has stopped, the scanned data has	The first message appears when the first page of the originals cannot be scanned. In this case, press [OK] .
been deleted. Memory full. Cannot continue, send the existing scanned data or delete, reset and repeat the process.	The next message appears when the second or later pages of the originals cannot be scanned. If you want to send the scanned pages (up to the previous page) only, press [Send]. This procedure must be completed within about 15 minutes after the error occurs. If pressing [Delete], all the stored data is deleted and no data is sent.
	Scan the remaining pages after the memory capacity is back to normal.
Error in sending image. Scan with the same settings and resend.	Failed to send a scanned image to ScanRouter Professional Station due to a network error. Scan the originals again be- cause the scanned data has been deleted.
	If the same message appears again, the amount of network traffic could be the reason, therefore, contact the network administrator.
You have exceeded data capacity, please wait until the current data has been sent.	Five documents are waiting to be sent to ScanRouter Professional Station. Wait until the current document data is sent.
Scanner is in use. Cannot scan due to another application currently in use.	The document feeder (ADF) is currently being used to copy or to send a fax. Set the originals in the document feeder (ADF) again.

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