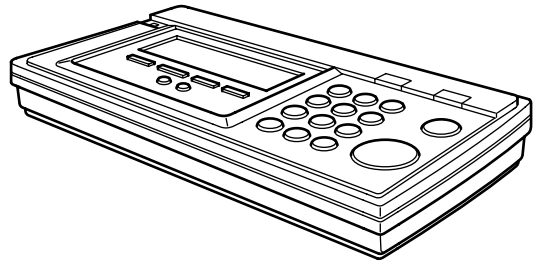




# Network Scanning Unit Type A



## Operating Instructions



- 
- 1** What You Can Do With This Machine
  - 2** Setting Up the Machine
  - 3** Configuring the Scanner Settings
  - 4** Setting Originals on a Scanner
  - 5** Sending Scan File by E-mail
  - 6** Sending Scan File by Scan to Folder
  - 7** Sending Scan File by Scan to FTP
  - 8** Printing Scanned Image Files
  - 9** Sending Scan Files Using Delivery Server
  - 10** Using the Network TWAIN Scanner Function
  - 11** Appendix

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in this manual before using the machine.

## Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

## Power Source

120V 60 Hz, 2A or more

Please be sure to connect the Power Cord to a power source as above.

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

## Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

Certain options might not be available in some countries. For details, please contact your local dealer.

Some illustrations in this manual might be slightly different from the machine.

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The Proper names of the Windows operating systems are as follows:

- The product name of Windows® 95 is Microsoft® Windows® 95
- The product name of Windows® 98 is Microsoft® Windows® 98
- The product name of Windows® Me is Microsoft® Windows® Millennium Edition (Windows Me)
- The product names of Windows® 2000 are as follows:
  - Microsoft® Windows® 2000 Professional
  - Microsoft® Windows® 2000 Server
  - Microsoft® Windows® 2000 Advanced Server
- The product names of Windows® XP are as follows:
  - Microsoft® Windows® XP Home Edition
  - Microsoft® Windows® XP Professional
- The product names of Windows Server™ 2003 are as follows:
  - Microsoft® Windows Server™ 2003 Standard Edition
  - Microsoft® Windows Server™ 2003 Enterprise Edition
  - Microsoft® Windows Server™ 2003 Web Edition
- The product names of Windows® NT 4.0 are as follows:
  - Microsoft® Windows NT® Workstation 4.0
  - Microsoft® Windows NT® Server 4.0

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# Safety Information

When using this machine, the following safety precautions should always be followed.

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## Safety During Operation

---

In this manual, the following important symbols are used:

**⚠ WARNING:**  
*Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.*

**⚠ CAUTION:**  
*Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.*

---

### **⚠ WARNING:**

---

- **Connect the Power Cord directly into a wall outlet and never use an extension cord.**
- **Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.**
- **Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following conditions exists:**
  - **You spill something into the equipment.**
  - **You suspect that your equipment needs service or repair.**
  - **Your equipment's cover has been damaged.**
- **Disposal can take place at our authorized dealer or at appropriate collection sites.**

---

**⚠ CAUTION:**

---

- *Protect the equipment from dampness or wet weather, such as rain, snow, and so on.*
- *Unplug the Power Cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the Power Cord will not be damaged under the equipment.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the equipment.*
- *For environmental reasons, do not dispose of the equipment or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer or at appropriate collection sites.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the “hot surface”. Otherwise it could cause a personal burn.*
- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

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## **Lithium Batteries (Memory Back-up)**

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**⚠ WARNING:**

---

- ***Do not try to replace the lithium batteries by yourself. A battery of this type can explode if incorrectly replaced. If the lithium batteries need to be replaced, contact an authorized dealer to request servicing.***
- ***Never dispose of the lithium batteries by incineration. This can cause them to rupture resulting in injury.***

** Note**

- Please return used NIC boards to our authorized dealer or service representative. Your cooperation with our recycling activities is appreciated.***
- NIC boards are equipped with a lithium battery. In the case NIC boards are disposed of by the customer, please dispose them in accordance with national or local regulations after separating the lithium batteries from the NIC board.***

# Manuals for This Machine

The following manuals describe the operational and maintenance procedures of this machine.

To enhance safe and efficient operation of this machine, all users should read and follow the instructions carefully.

## ❖ **Quick Installation Guide**

Describes how to install this machine.

## ❖ **Operating Instructions (this manual)**

Provides all of the information how to install, set up, and use this machine. This manual is provided as a PDF file.

## **Note**

There is a CD-ROM that comes with this machine.

# How to Read This Manual

---

## Symbols

---

The following set of symbols is used in this manual.

### **WARNING:**

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

### **CAUTION:**

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

\* The statements above are notes for your safety.

### **Important**

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

### **Preparation**

This symbol indicates information or preparations required prior to operating.

### **Note**

This symbol indicates precautions for operation, or actions to take after abnormal operation.

### **Limitation**

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

### **Reference**

This symbol indicates a reference.

[    ]

Keys that appear on the machine's display panel.

[    ]

Keys and buttons that appear on the computer's display.

[    ]

Keys built into the machine's control panel.

[    ]

Keys on the computer's keyboard.

# 1. What You Can Do With This Machine

This section introduces various functions of this machine, and provides most basic information such as control locations and standby screens, etc.

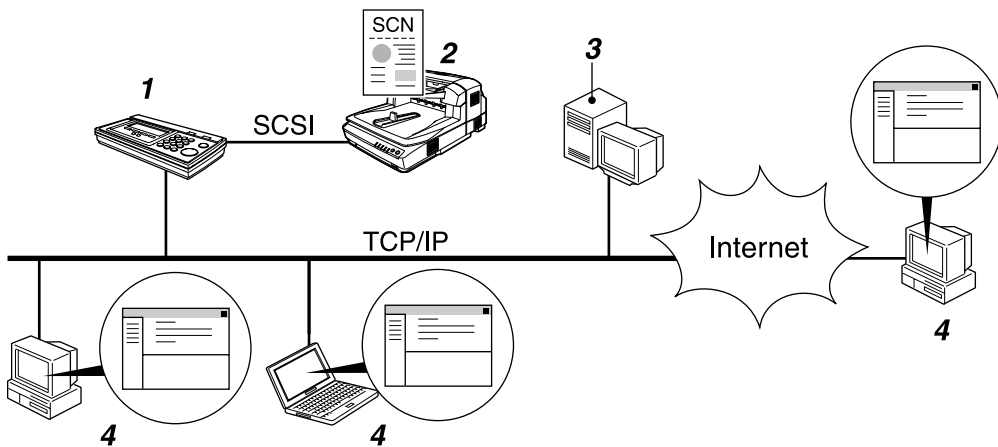
## Outline

---

### Scan to E-mail

---

You can directly send a scanned data as an attached file from this machine. The e-mail destinations can be pre-registered.



AHQ005S

#### 1. This machine

Connect this machine to a network (TCP/IP) using a 100BASE-TX, or 10BASE-T cable. It is possible to connect using an optional wireless LAN card.

#### 2. Scanner

Connect this machine to a scanner by the SCSI cable.

#### 3. SMTP server

You need to have an access to an e-mail server that supports SMTP (Simple Mail Transfer Protocol), to use Scan to E-mail function. However, it is not essential to have an e-mail server inside the LAN where this machine belongs to.

#### 4. E-mail client software

Use an e-mail client software (such as Microsoft Outlook) to receive the e-mail messages and scanned file attachments that are generated by this machine.

---

## Process Flow

---

- 1** Specify an e-mail destination, subject, and make necessary settings for scanning using the control panel of "1. This machine."
- 2** Originals are scanned by "2. Scanner."
- 3** An E-mail message with a scanned file attachment is sent to "3. SMTP server" from "1. This machine."
- 4** The E-mail message is delivered to a specified destination's POP server from "3. SMTP server", and received by "4. E-mail client software."

---

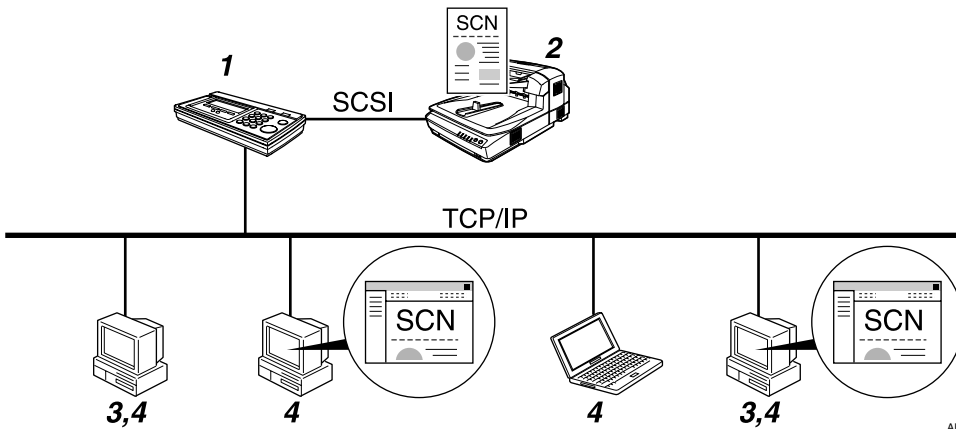
## Scan to Folder

---

It is possible to register Windows shared folders to this machine, as destinations for sending a scanned data. You can easily send and save scanned files to a Windows shared folder that is registered to this machine.

 **Note**

- This function is displayed as "SMB" on the display panel of this machine. The SMB (Server Message Block) standard, to which various operating systems including Windows adhere, is a popular protocol for sharing files, folders, printers and so on.



AHQ006S

### 1. This machine

Connect this machine to a network (TCP/IP) using a 100BASE-TX, or 10BASE-T cable. It is possible to connect using an optional wireless LAN card.

### 2. Scanner

Connect this machine to a scanner by the SCSI cable.

### 3. Computer with a shared folder

To use this function, it is necessary to create a shared folder in advance. You can specify a shared folder to save scanned files.

### 4. Client computer

You can use a client computer on the network to perform a Scan to Folder operation remotely (which requires a Web browser). You can also browse a scanned file saved to a shared folder from a client computer.

---

## Process Flow

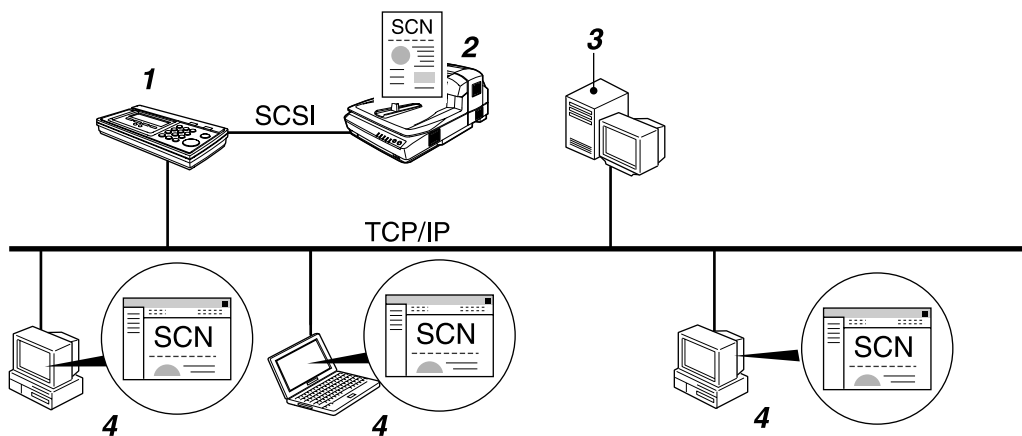
---

- 1** Specify a shared folder, file name, and make necessary settings for scanning using "4. Client computer", or the control panel of "1. This machine."
  - 2** Originals are scanned by "2. Scanner."
  - 3** A scanned data is saved in a specified shared folder on "3. Computer with a shared folder."
  - 4** You can use a scanned data from "4. Client computer."
- 

## Scan to FTP

---

It is possible to register FTP servers to this machine as destinations for sending a scanned data. You can easily send and save scanned files to an FTP server that is registered to this machine.



AHQ007S

### 1. This machine

Connect this machine to a network (TCP/IP) using a 100BASE-TX, or 10BASE-T cable. It is possible to connect using an optional wireless LAN card.

### 2. Scanner

Connect this machine to a scanner by the SCSI cable.

### 3. FTP server

You can specify an FTP server to save scanned files. Note, however, that it is essential to have the FTP server inside the LAN/WAN to where this machine belongs. It is not possible to access an FTP server via a proxy server.

### 4. Client computer

You can browse the scanned files saved to an FTP server from a client computer. You need to have an FTP client program on a computer to connect to an FTP server.

---

## Process Flow

---

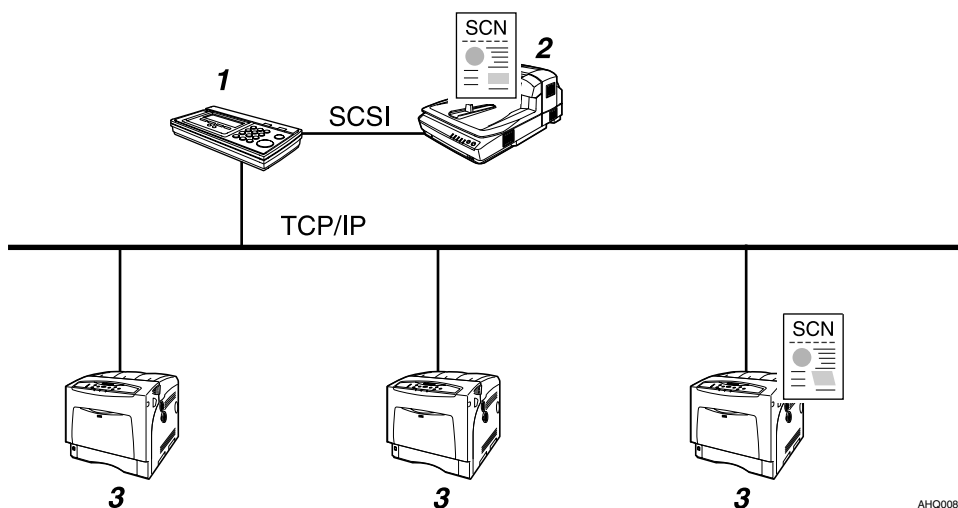
- 1** Specify an FTP server, file name, and make necessary settings for scanning using the control panel of "1. This machine."
- 2** Originals are scanned by "2. Scanner."
- 3** A scanned data is saved in a specified folder on "3. FTP server."
- 4** You can use a scanned data from "4. Client computer."

---

## Scan to Print

---

You can send a scanned file directly to a printer, so it is possible to use a printer connected to this machine like a copier.



### 1. This machine

Connect this machine to a network (TCP/IP) using a 100BASE-TX or 10BASE-T cable. It is possible to connect using an optional wireless LAN card.

### 2. Scanner

Connect this machine to a scanner by the SCSI cable.

### 3. Network printer

Printers connected to a network (TCP/IP) using a 100BASE-TX or 10BASE-T cable. It is necessary to assign a fixed IP address to each of the network printers. It is necessary to register a printer to this machine.



## Process Flow

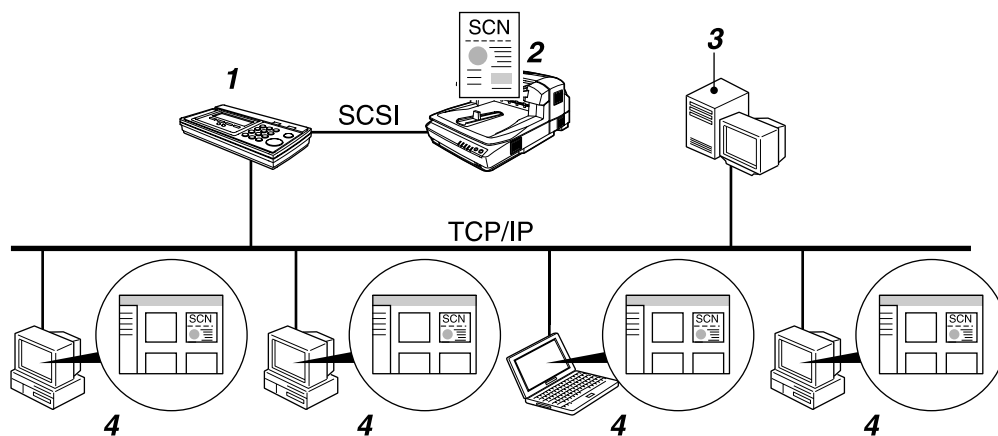
- 1** Perform a Print Scan operation using the control panel of “1. This machine.”
- 2** Originals are scanned by “2. Scanner.”
- 3** A scanned data is interpreted to a printer language and sent to one of “3. Network printers” you have specified.
- 4** A scanned data is printed by a printer (one of “3. Network printers”) you have specified.

## Delivery Server

By using ScanRouter V2 Lite/EX Professional/EX Enterprise (hereinafter ScanRouter delivery software), it is possible to deliver a scanned data that is scanned by a scanner connected to this machine to multiple destinations.

### Note

- To use the Delivery scanner function, an optional ScanRouter delivery software is required.



AHQ009S

### 1. This machine

Connect this machine to a network (TCP/IP) using a 100BASE-TX or 10BASE-T cable. It is possible to connect using an optional wireless LAN card. You can connect up to two units of this machine to a network where you have a computer with a ScanRouter delivery software.

### 2. Scanner

Connect this machine to a scanner by the SCSI cable.

### 3. Delivery Server

A ScanRouter delivery software, which manages destinations including e-mail addresses, shared folders, groups, etc., and data files sorted by each of the destinations.

### 4. Client computer

You can browse document data files on a Delivery Server from a client computer, by using DeskTopBinder Lite. You can also save those files on the local hard disk of the client computer, as necessary.

---

## Process Flow

---

1

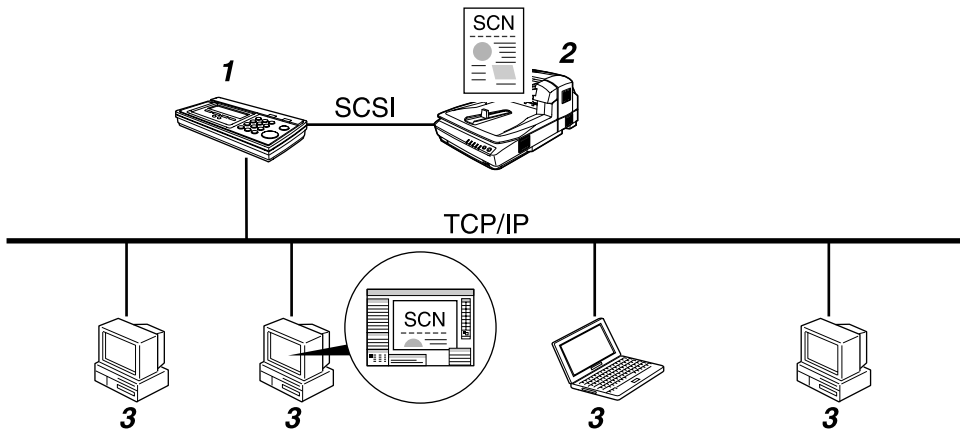
- 1** Specify destinations, and make necessary settings for scanning using the control panel of “1. This machine.”
- 2** Originals are scanned by “2. Scanner.”
- 3** A scanned data is sent to and saved on “3. Delivery Server.”
- 4** “3. Delivery Server” performs jobs as configured, such as giving delivery notice to a specified destination, or storing a scanned data on a specified hard disk, etc.
- 5** You can use a scanned data from “4. Client computer” by using DeskTop-Binder Lite.

---

## Network TWAIN Scanner

---

You can use a scanner connected to this machine as a network TWAIN scanner, by operating this machine from a client computer on the network.



AHQ010S

### 1. This machine

Connect this machine to a network (TCP/IP) using a 100BASE-TX or 10BASE-T cable. It is possible to connect using an optional wireless LAN card.

### 2. Scanner

Connect this machine to a scanner by the SCSI cable.

### 3. Client computer

The scanner can be operated using a TWAIN-compliant application (such as DeskTopBinder Lite), after installing the TWAIN driver.

---

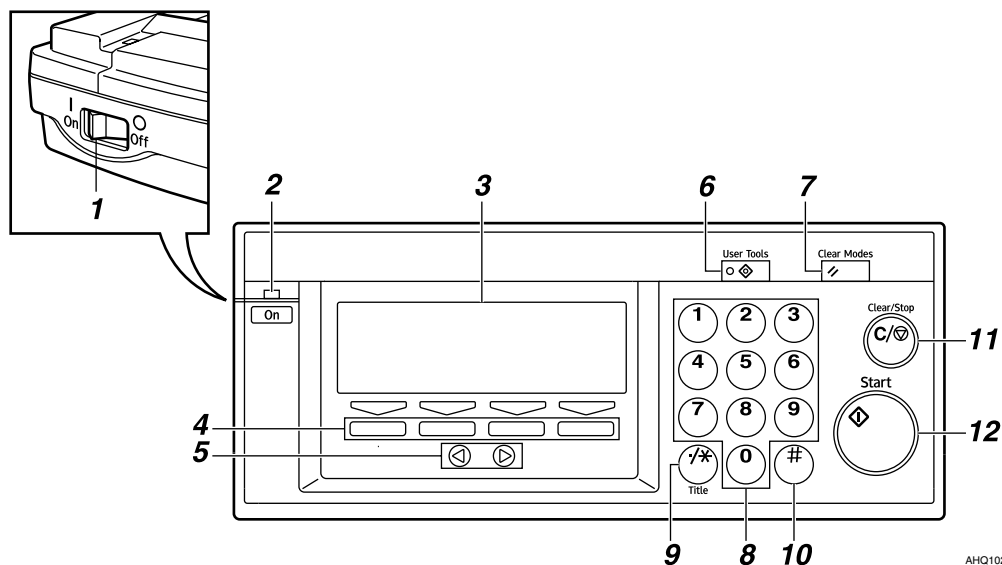
**Process Flow**

---

- 1** Use a TWAIN-compliant application on “3. Client computer” to send a command for scanning via the TWAIN driver.
- 2** Originals are scanned by “2. Scanner”, via “1. This machine.”
- 3** A scanned data can be edited and stored using a TWAIN-compliant application on “3. Client computer.”

# Guide to This Machine

1



AHQ102S

## 1. Power switch

Turns on and off the power of this machine.

## 2. Power indicator

Lights up in green when the power is turned on.

## 3. Display panel

Displays items to configure and the contents.

## 4. Function keys

Used to select functions that appear on the display panel of this machine. See p.13 "Using Keys Displayed on the Screen" for details.

## 5. [◀]/[▶] (Cursor) keys

Used to move highlight on the screen for selecting an option.

## 6. ⬠ (User Tools) key

Press this key to configure various settings such as Send Scan, Print Scan, Network, etc.

## 7. ⚡ (Clear Modes) key

Press this key to return to the initial screen that is displayed when you turn on the power of this machine.

## 8. Number keys

Used to select a menu item displayed on the screen, or enter numeric values.

## 9. [/\*] (Title) key

Press this key to display a list of titles.

## 10. [#] key

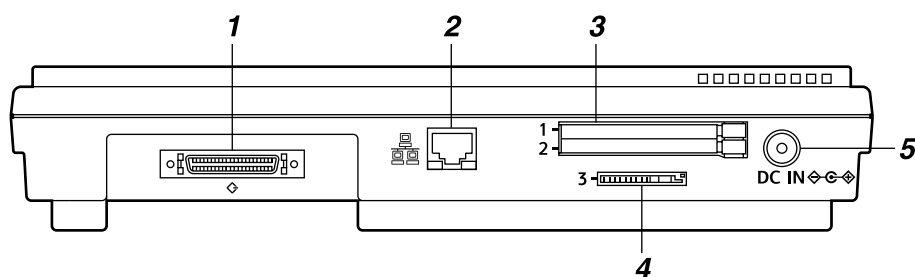
Used to enter various IP addresses. You can move by every 3 digits toward the right.

## 11. C/⊗ (Clear/Stop) key

Press this key when you wish to clear the value that you have entered, or stop scanning by a scanner currently in progress.

## 12. ⬠ (Start) key

Press this key to start scanning by a scanner.



ZKJH030J

### 1. SCSI connector

Connects with a scanner by the SCSI cable.

### 2. Network interface connector

For connection of an Ethernet network cable.

### 3. PC card slots

This machine has two Type II PC card slots, and you can use the slot for an optional wireless LAN card by inserting one of the slots.

### 4. SD card slot

Used for the authorized customer engineer's maintenance purposes only.

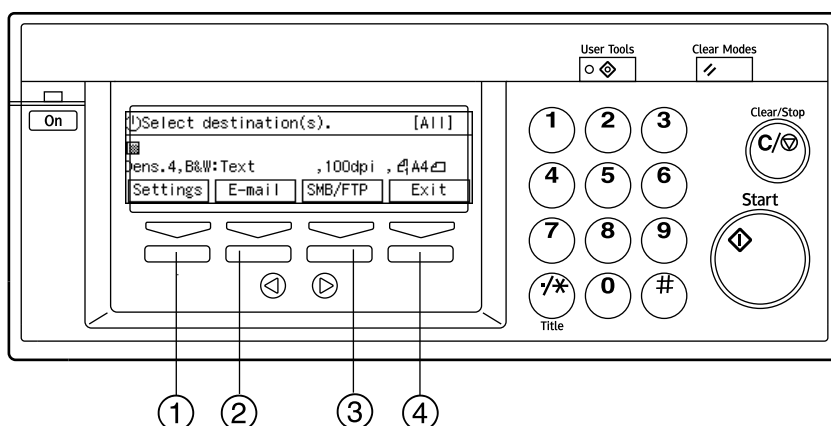
### 5. Power connector

For connection of the bundled AC power cord.

## Using Keys Displayed on the Screen

You can use the function keys, located under the display panel, to operate keys that appear on the display panel.

Example:



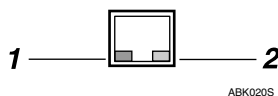
AHQ101S

To execute a key operation on the display panel, press the relevant function key.

- Press ① to select **[Settings]**.
- Press ② to select **[E-mail]**.
- Press ③ to select **[SMB/FTP]**.
- Press ④ to select **[Exit]**.

## Network Interface Indicators

The network interface connector on the rear panel of this machine is equipped with the following two indicators.



### 1. Green indicator

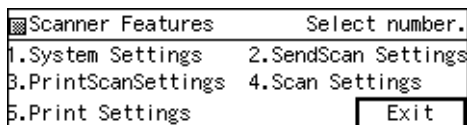
Lights when this machine is connected to the network correctly.

### 2. Yellow indicator

Lights when this machine is sending/receiving data through the network.

## Scanner Features Menu

Pressing the **[User Tools]** key displays the Scanner Features menu. You can configure settings for network, Send Scan, Print Scan, and Scan/Print conditions to meet your requirements.



## Function Settings and Standby Screens

You cannot use the following functions at the same time.

- E-mail (See p.5 "Scan to E-mail" )
- Send File (SMB) (See p.6 "Scan to Folder" )
- Send File (FTP) (See p.7 "Scan to FTP" )
- Print Scan (See p.8 "Scan to Print" )
- Delivery Server (See p.9 "Delivery Server" )
- TWAIN (See p.10 "Network TWAIN Scanner" )

To select a function you use, you must configure the following settings in advance, referring to p.64 "Configuring [Send Scan Settings]".

- With the options in **[6.Select Method]**, select a method that suits for a function you wish to use.
- With the options in **[Function Priority]** and **[1.Send File/TWAIN Priority]**, select the initial screen that is displayed when you turn on the machine.

**Note**

- ❑ [1.Send File/TWAIN Priority] and [6.Select Method] are menu items that are included in [2.Send Scan Settings] under Scanner Features menu, which is displayed by pressing the [User Tools] key. [Function Priority] is a menu item that is included in [1.System Settings] under Scanner Features menu.

**Reference**

See p.57 "Send Scan Settings" for details about how to configure the above settings.

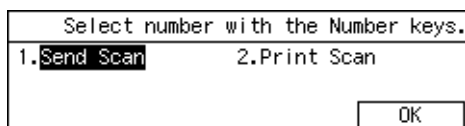
**Function Priority**

You can select an initial screen displayed each time you turn on this machine. It is a good idea to select the initial screen in accordance with how frequently you use Print Scan. The following three options are available.

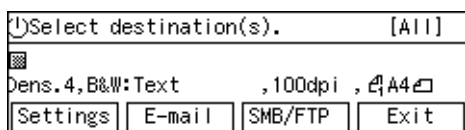
- Select: Send/Print  
Select this option if you use Print Scan as well as Delivery Server/Send File. On the Select Method screen (which is initially displayed when you select this option), pressing the [1] key displays the same screen as one of the Send Scan initial screens, and pressing the [2] key displays the same screen as the Print Scan initial screen.

**Note**

- ❑ Instead of pressing the Number keys, you can also use the [◀] or [▶] key to highlight "Send Scan" or "Print Scan" on the screen, and then press [OK].

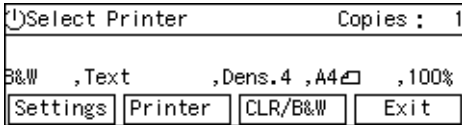


- Send Scan  
Select this option if you hardly use Print Scan. With this option, one of the following screens is displayed as the initial screen, depending on the setting in [6.Select Method] : Delivery Server standby screen; E-mail/Send File standby screen; or TWAIN standby screen.  
If you wish to print a scanned data while the Send Scan initial screen is displayed, press [Exit] to display the Select Method screen, and then press the [2] key.



- **Print Scan**

Select this option if you use Print Scan frequently. With this option, the Print Scan standby screen is displayed as the initial screen. If you wish to use any one of the functions other than Print Scan (Delivery Server, E-mail, Send File or TWAIN) while the Print Scan standby screen is displayed, press **[Exit]** to display the Select Method screen, and then press the **[1]** key. At this time, either Delivery Server standby screen, E-mail/Send File standby screen, or TWAIN standby screen is displayed, depending on the settings in **[1.Send File/TWAIN Priority]** and **[6.Select Method]**.




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### Select Method

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- With the options in **[6.Select Method]**, you can select a combination of the functions that suits for the method how you use this machine. The following three options are available.
  - **Delivery Server/TWAIN**  
Select this option if you wish to use Delivery Server and TWAIN. With this option, E-mail, Send File (SMB), and Send File (FTP) are not available.
  - **Send File/TWAIN**  
Select this option if you wish to use E-mail, Send File (SMB), Send File (FTP), and TWAIN. With this option, Delivery Server is not available.
  - **TWAIN**  
Select this option if you wish to use TWAIN only. With this option, Delivery Server, E-mail, Send File (SMB), and Send File (FTP) are not available.
- The following table shows which standby screen will be displayed as the Send Scan initial screen in accordance with the settings in **[1.Send File/TWAIN Priority]** and **[6.Select Method]** (which settings are included in **[2.Send Scan Settings]**).

		1.Send File/TWAIN Priority	
		Send File	TWAIN
6.Select Method	Delivery Server/TWAIN	Delivery Server standby screen	TWAIN standby screen
	Send File/TWAIN	E-mail/Send File standby screen	
	TWAIN	-	TWAIN exclusive standby screen

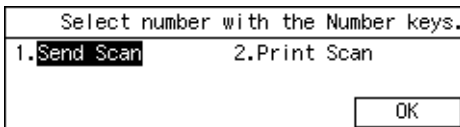


## Standby screens

- Select Method screen

While this screen is displayed, pressing the **[1]** key displays either Delivery Server standby screen, E-mail/Send File standby screen, TWAIN standby screen, or TWAIN exclusive standby screen. Pressing the **[2]** key displays the Print Scan standby screen.

When you start the TWAIN driver from a TWAIN-compliant application on a client computer, the TWAIN standby screen is displayed. Press **[Exit]** to return to the Select Method screen.

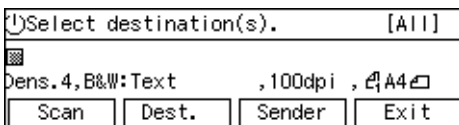


- Delivery Server standby screen

While this screen is displayed, pressing **[Dest.]** enables you to deliver a scanned data using the address book in ScanRouter delivery software. You can also configure various settings using the control panel of this machine, or using a Web browser on a client computer.

You can send any file by using a Web browser on a client computer; however, you cannot send an e-mail or a file by SMB/FTP using the control panel of this machine.

When you start the TWAIN driver from a TWAIN-compliant application on a client computer, the TWAIN standby screen is displayed. Press **[Exit]** to return to the Delivery Server standby screen.



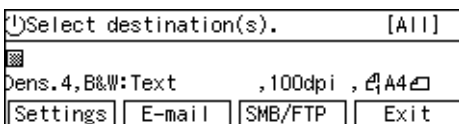
- E-mail/Send File standby screen

While this screen is displayed, pressing **[E-mail]** enables you to send an e-mail. Pressing **[SMB/FTP]** enables you to send a file by SMB or FTP. You can also send any file by using a Web browser on a client computer, and configure various settings using the control panel of this machine or a Web browser on a client computer.

You cannot deliver a scanned data by using Delivery Server.

If you wish to print a scanned data, press **[Exit]** and display the Select Method screen.

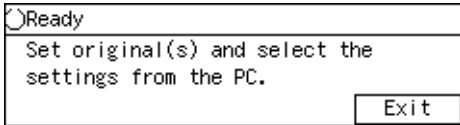
When you start the TWAIN driver from a TWAIN-compliant application on a client computer, the TWAIN standby screen is displayed. Press **[Exit]** to return to the E-mail/Send File standby screen.



- TWAIN standby screen

While this screen is displayed, you can use a scanner connected to this machine as a network TWAIN scanner, by starting the TWAIN driver from a TWAIN-compliant application on a client computer. You can also configure various settings using the control panel of this machine, or using a Web browser on a client computer.

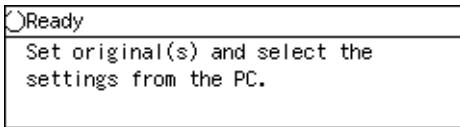
When this screen is initially displayed after you turn on the machine, pressing **[Exit]** will display one of the following standby screens according to the settings in **[1.Send File/TWAIN Priority]** and **[6.Select Method]**.



- TWAIN exclusive standby screen

While this screen is displayed, you can use a scanner connected to this machine as a network TWAIN scanner, by starting the TWAIN driver from a TWAIN-compliant application on a client computer. You can also configure various settings using the control panel of this machine, or using a Web browser on a client computer.

However, you cannot use the following functions: Print Scan, Delivery Server, E-mail, Send File (SMB), Send File (FTP), sending a custom file by using a Web browser on a client computer.

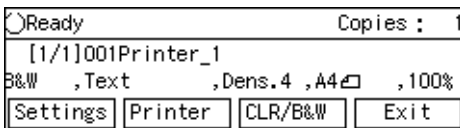


- Print Scan standby screen

While this screen is displayed, you can print a scanned data by a printer.

If you wish to use any other functions such as Delivery Server, E-mail or Send File (SMB/FTP), press **[Exit]** and display the Select Method screen. At this time, a function that you can use changes depending on the settings in **[1.Send File/TWAIN Priority]** and **[6.Select Method]**.

When you start the TWAIN driver from a TWAIN-compliant application on a client computer, the TWAIN standby screen is displayed. Press **[Exit]** to return to the Print Scan standby screen.

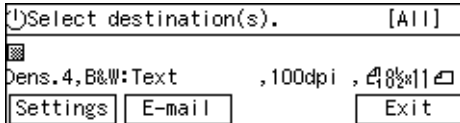


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## When using [Send Function Permission]

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When you have selected the mode **[Send File/TWAIN]** at **[6. Select Method]** in **[Send Scan Settings]** from the **[User Tools]** key, you can select a Send File function among the available send menus at **[13. Send Function Permission]** in **[System Settings]**; **[All Send Functions]**, **[E-mail Only]**, **[SMB Only (File Name Changeable)]**, **[SMB Only (File Name Unchangeable)]**, **[FTP Only (File Name Changeable)]**, **[FTP Only (File Name Unchangeable)]**. This example screen shows that the **[E-mail Only]** is configured.





## 2. Setting Up the Machine

This section explains how to setup this machine to get it ready for use, and how to make necessary connections.

### Checking the Location of This Machine

Before setting up this machine, take a few minutes to check the location where you are going to install it.

**⚠ WARNING:**

- ***Make sure the wall outlet is near the machine and easily accessible so that in event of an emergency it can be unplugged easily.***

**⚠ CAUTION:**

- *Keep the machine away from humidity and dust. A fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, it could cause injury.*

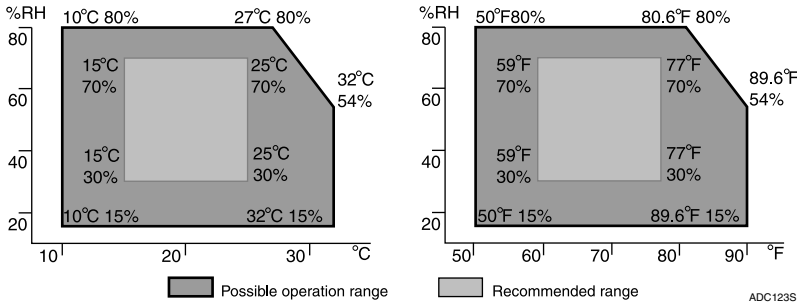
- Place this machine on a level, stable, vibrating-free surface. Allowable inclination of the surface for installation is within 5 mm (0.2") (when measuring difference of heights between an end and the other end of this machine, compared to a level surface).

◆ Installation environment

**⚠ Important**

- ❑ Do not set up this machine in any of the following types of locations. Doing so creates the risk of malfunction of this machine.
  - In a location exposed to direct sunlight
  - In a location where the scanner will be subjected to blowing air or radiant heat, such as near an air conditioner or heater
  - In a location near other electronic devices, such as a radio or television set
  - In a location subject to extreme temperatures or humidity
  - Near a humidifier

Set up this machine in a location where the temperature and humidity will fall within the ranges shown below.



**⚠ Important**

- ❑ Save the box and cushioning material in which this machine has been packed so that they can be used if it is necessary to transport this machine in the future.
- ❑ When this machine is moved from a cold to a warm location, sudden temperature changes cause condensation inside of this machine. Wait one hour or more before turning on this machine to allow the condensation to evaporate.

# Connecting to a Scanner via SCSI Cable

This section explains how to connect a scanner to this machine.

## Important

- Prepare a marketed SCSI cable before connection procedures.

## Note

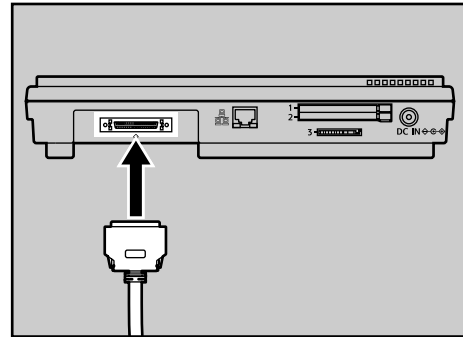
- This machine complies with the SCSI-2 standard. The SCSI interface on this machine has a 50-pin half-pitch (pin type) connector. Connect an ANSI-compliant shielded SCSI-2 cable to this machine. Note that some combinations of cables and the devices may not work together properly, so check this carefully.
- Only one scanner can be connected to this machine.

- 1** Assign a SCSI ID to one of the numbers from 0 to 6.

## Note

- The SCSI ID of this machine is fixed to 7 and cannot be changed.
- Follow the instructions of the manual of your scanner to connect to this machine for how to change the SCSI ID of your scanner.

- 2** Connect a SCSI cable to this machine.



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- 3** Connect the other end of the SCSI cable to the SCSI port of a scanner.

# Connecting to a Network

This section explains how to connect this machine to a network.

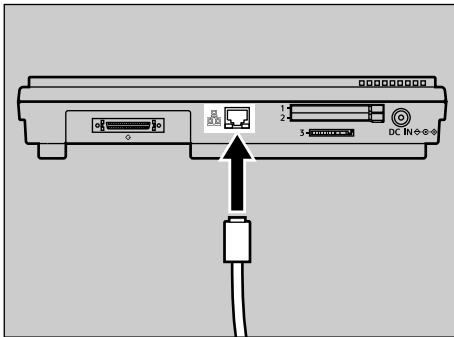
## Important

- ❑ Use a 100BASE-TX (category 5) or 10BASE-T network cable when you connect this machine to a network.

## Reference

See p.177 “Using Wireless LAN” when using an optional wireless LAN card.

- 1** Insert the network cable’s end to the network interface connector of this machine.



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- 2** Insert the other end of the network cable to an appropriate connector of a network device, such as an Ethernet hub.



# Connecting to a Power Source

This section explains how to connect this machine to a power source, using the bundled AC power cord.

## **⚠ WARNING:**

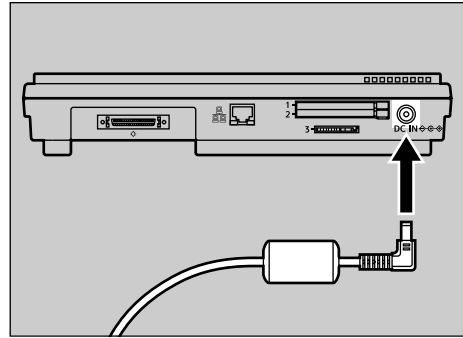
- **Do not use with a power source with a voltage different from the specified voltage. Do not use a power outlet with multiple devices plugged in. These could create the risk of fire or electric shock.**
- **Avoid the use of an extension cord.**
- **Do not damage, break, twist or modify the Power Cord. Placing heavy objects on the cord, pulling on or bending it excessively can damage the Power Cord, creating the risk of fire or electric shock.**
- **Never touch or unplug the power plug with wet hands. This can create the risk of electric shock.**

## **⚠ CAUTION:**

- **When unplugging from an outlet, be sure to grasp the plug when pulling. Never pull on the cord. This could damage the cord creating the risk of fire or electrical shock.**

- 1** Confirm that the power switch is set to off.
- 2** Connect the bundled AC adaptor and the power code.

- 3** Push the terminal of the AC adaptor all the way into the power connector on this machine.



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## **✎ Note**

- Be sure to use the power cord that comes with this machine.

- 4** Insert the power plug into the power outlet.

## Turning on the Power

Turn on the power of this machine after turning on the power of the connected scanner.

- 1** Turn on the power of a scanner connected to this machine.
- 2** Turn on the power of this machine.

---

## Turning off the Power

---

You can turn off the powers of a scanner and this machine in any order.




2

### Before turning off the power

Before you turn off the power of this machine, make sure that a standby screen is displayed on the display panel.

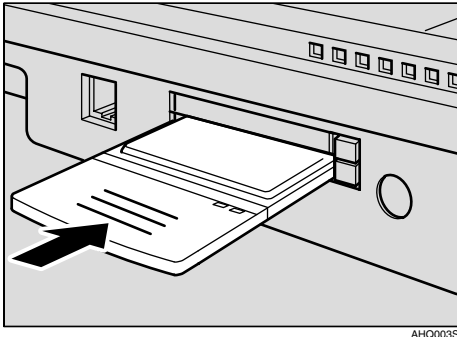
If you turn off the power while the Scanner Features menu is displayed, all the settings that you have configured will be discarded, and this machine will return to its factory default status.

You should also confirm that the “A horizontal line of small, light gray dots, starting with a larger dot on the left side.

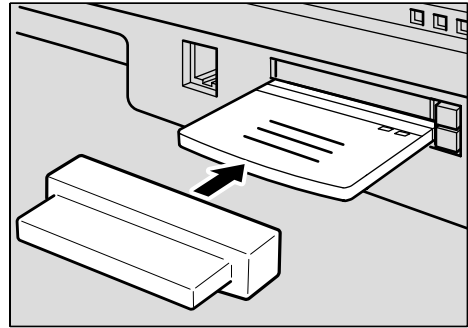
# Inserting a Wireless LAN Card

*The optional Wireless LAN Card is required.*

- 1** Turn off the power of this machine and a scanner connected to this machine.
- 2** Insert the wireless LAN card to one of the PC Card slots on the rear panel of this machine.



- 3** Attach the Wireless LAN Card cover.



## Note

- Only a single side of the wireless LAN card has three horizontal lines, which is located on the black end of the card. When you insert the card, make sure that the side with the three lines is facing up. Inserting in the wrong direction creates the risk of damage to the card and the card slot.
- Make sure that the card is securely inserted, until you feel the card click into place.



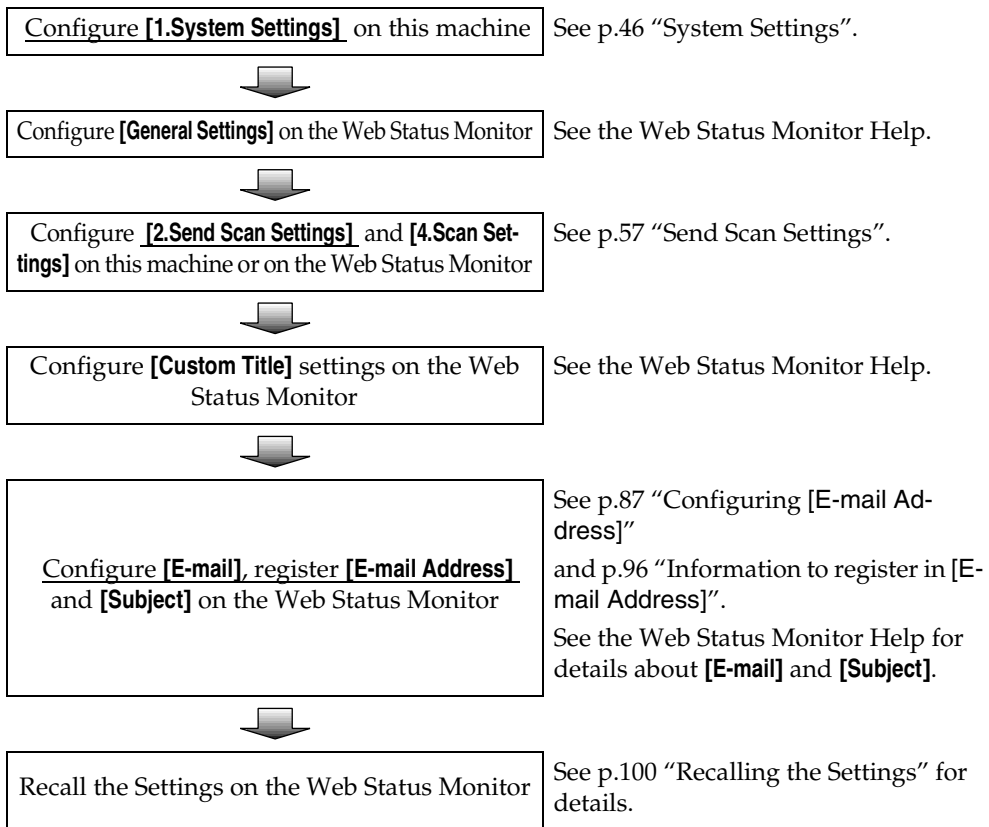
# 3. Configuring the Scanner Settings

## Outline to Use Scan to E-mail

The following overview diagram shows the preparation steps for sending a scanned file as an e-mail attachment. Note that the underlined steps are essential.

### Reference

There are three types of setup items: 1) items that you can configure the settings using the control panel of this machine, 2) items that you can configure the settings using a Web browser on a client computer, 3) items that you can configure the settings using both of the above. See p.37 “Initial Scanner Setup” for details. This manual covers only the setting procedures that you can perform using the control panel of this machine. For details about the settings that this manual does not cover, see the Web Status Monitor Help. For information about how to view the Web Status Monitor, see p.84 “Accessing This Machine”.



### Reference

For the configuration items, see p.37 “Initial Scanner Setup” and for operation of the configuration, see p.115 “Sending Scan File by E-mail”.

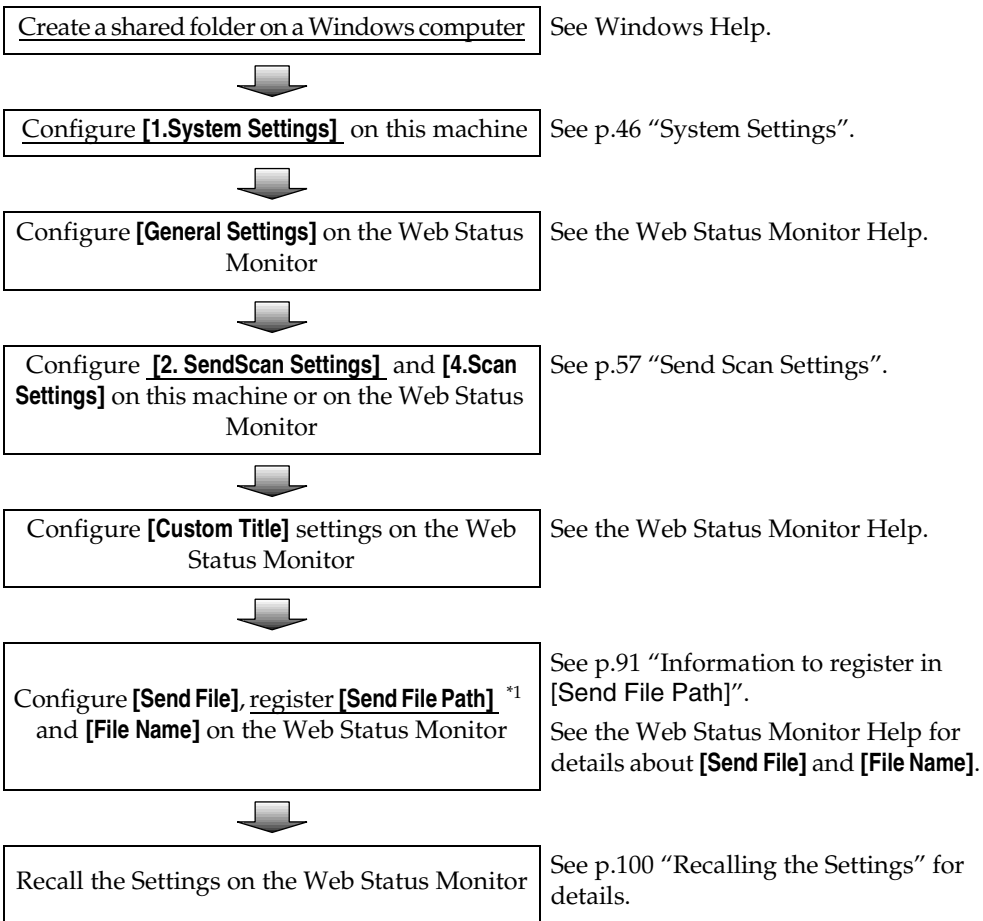
# Outline to Use Scan to Folder

The following overview diagram shows the preparation steps for sending a scanned file to a shared folder of Windows using SMB protocol. Note that the underlined steps are essential.

## Reference

There are three types of setup items: 1) items that you can configure the settings using the control panel of this machine, 2) items that you can configure the settings using a Web browser on a client computer, 3) items that you can configure the settings using both of the above. See p.37 “Initial Scanner Setup” for details.

This manual covers only the setting procedures that you can perform using the control panel of this machine. For details about the settings that this manual does not cover, see the Web Status Monitor Help. For information about how to view the Web Status Monitor, see p.84 “Accessing This Machine”.



\*1 This setting becomes essential if you wish to perform the Scan to Folder (SMB) operation from this machine. When you perform the **[Enter Custom Send File]** operation using the Web Status Monitor, it is not necessary to register the **[Send File Path]** in advance.

 **Reference**

For the configuration items, see p.37 “Initial Scanner Setup” and for operation of the configuration, see p.131 “Sending Scan File by Scan to Folder”.

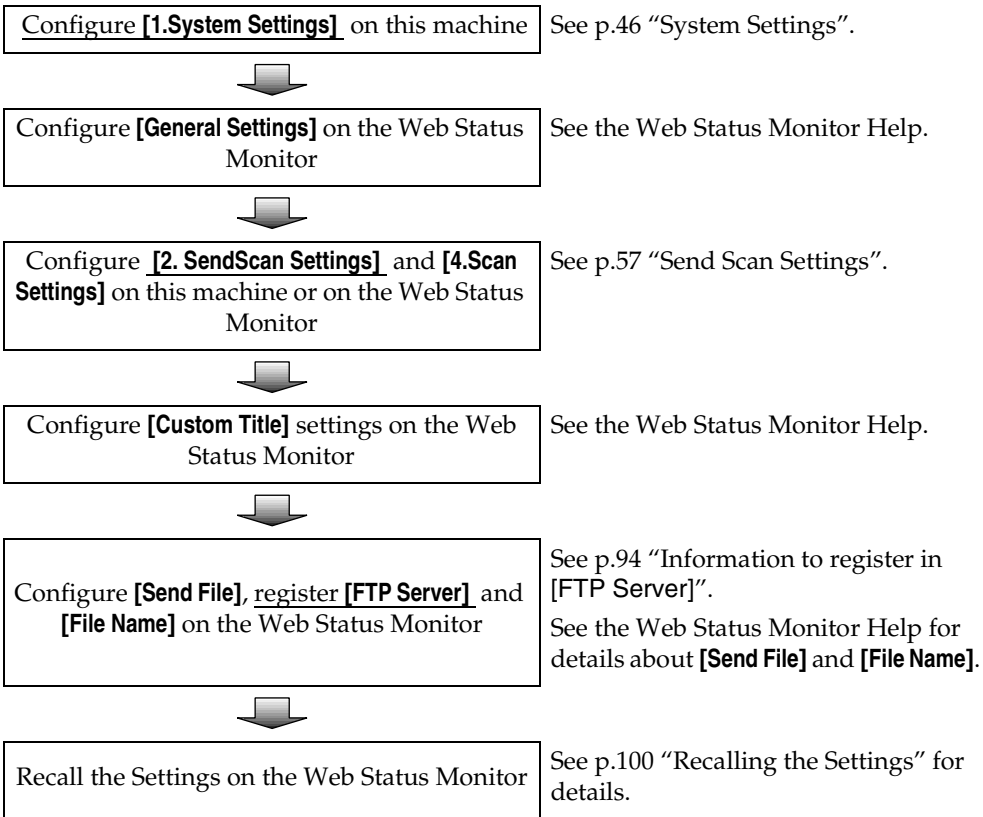
# Outline to Use Scan to FTP

The following overview diagram shows the preparation steps for sending a scanned file to a folder on an FTP server. Note that the underlined steps are essential.

## Reference

There are three types of setup items: 1) items that you can configure the settings using the control panel of this machine, 2) items that you can configure the settings using a Web browser on a client computer, 3) items that you can configure the settings using both of the above. See p.37 “Initial Scanner Setup” for details.

This manual covers only the setting procedures that you can perform using the control panel of this machine. For details about the settings that this manual does not cover, see the Web Status Monitor Help. For information about how to view the Web Status Monitor, See p.84 “Accessing This Machine”.



## Reference

For the configuration items, see p.37 “Initial Scanner Setup” and for operation of the configuration, see p.141 “Sending Scan File by Scan to FTP”.



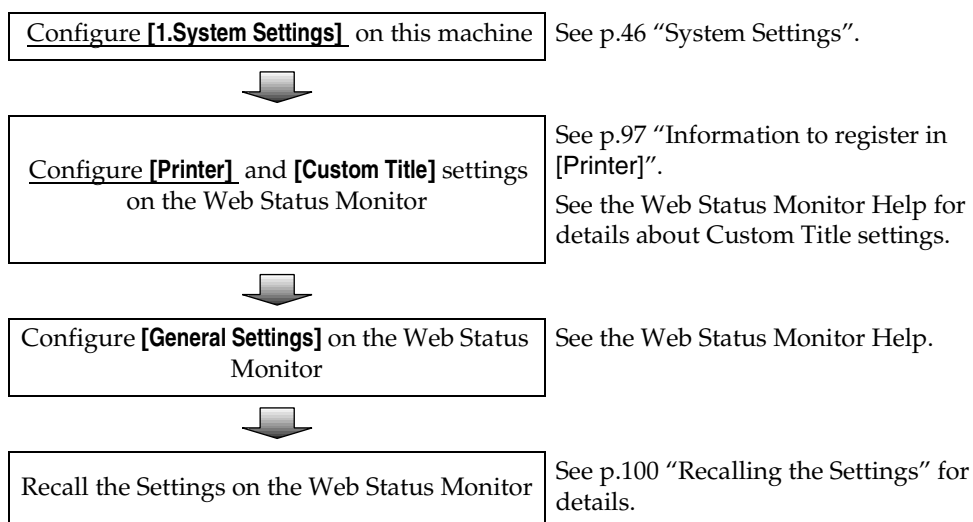
# Outline to Use Scan to Print

The following overview diagram shows the preparation steps for printing a scanned data by Print Scan. Note that the underlined steps are essential.

## Reference

There are three types of setup items: 1) items that you can configure the settings using the control panel of this machine, 2) items that you can configure the settings using a Web browser on a client computer, 3) items that you can configure the settings using both of the above. See p.37 “Initial Scanner Setup” for details.

This manual covers only the setting procedures that you can perform using the control panel of this machine. For details about the settings that this manual does not cover, see the Web Status Monitor Help. For information about how to view the Web Status Monitor, see p.84 “Accessing This Machine”.



## Reference

For the configuration items, see p.37 “Initial Scanner Setup” and for operation of the configuration, see p.147 “Printing Scanned Image Files”.

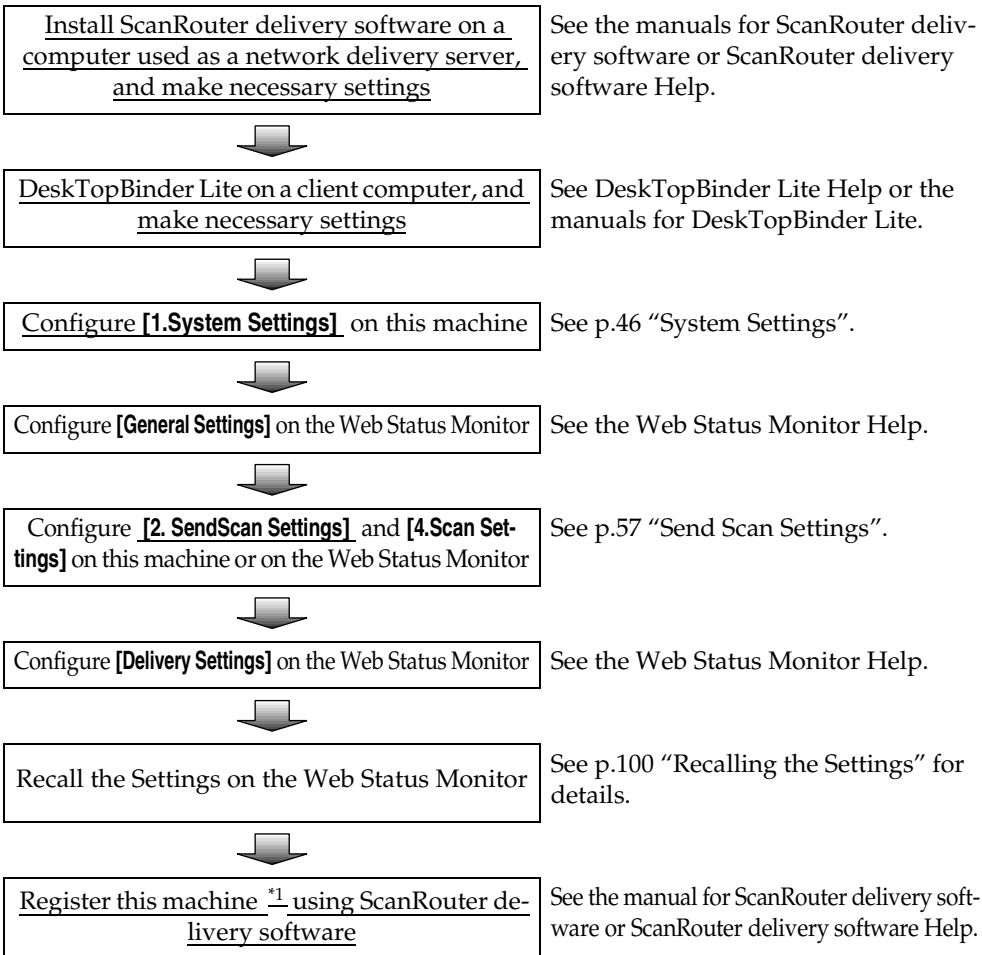
# Outline to Use the Network Delivery

The following overview diagram shows the preparation steps to use a scanner connected to this machine as a network delivery scanner, which function is enabled using ScanRouter delivery software. Note that the underlined steps are essential.

## Reference

There are three types of setup items: 1) items that you can configure the settings using the control panel of this machine, 2) items that you can configure the settings using a Web browser on a client computer, 3) items that you can configure the settings using both of the above. See p.37 “Initial Scanner Setup” for details.

This manual covers only the setting procedures that you can perform using the control panel of this machine. For details about the settings that this manual does not cover, see the Web Status Monitor Help. For information about how to view the Web Status Monitor, see p.84 “Accessing This Machine”.



\*1 Enter an IP address directly using [**Set I/O Device**].

 **Reference**

For the configuration items, see p.37 “Initial Scanner Setup” and for operation of the configuration, see p.157 “Sending Scan Files Using Delivery Server”.

# Outline to Use for a Network TWAIN Scanner

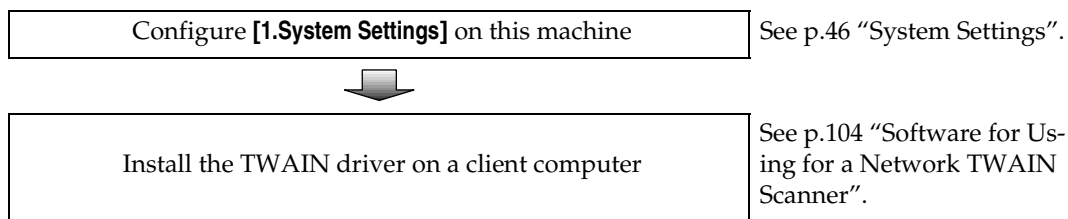
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## To Use for a Network TWAIN Scanner

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The following overview diagram shows the preparation steps for using a scanner connected to this machine as a network TWAIN scanner.

3



# Initial Scanner Setup

The table on the next page shows all the setup items and their factory default values. The table also includes the information about for which of the functions each of the setup items is used (see the columns under “Purpose”), and the available method for the configuration (see the columns under “Method”).

For information about how to configure each of the setup items and how it works, see the sections from p.46 “System Settings” to p.84 “Configuring Settings Using a Web Browser”, and also see the Web Status Monitor Help.

3

## How to Read the Function Table

### Note

□ (WSM) signifies the names of Setup Items in Web Status Monitor.

### ◆ The Purpose Row

Under “Purpose” in the table on the next page, there is a column for each of the functions listed below.

Column name:	Means the function for:
Delivery Server	Sending a scanned file by a ScanRouter delivery software.
E-mail	Sending a scanned file as an e-mail attachment.
SMB	Sending a scanned file to a Windows shared folder.
FTP	Sending a scanned file to an FTP server.
Print	Printing a scanned file.
TWAIN	Using a scanner connected to this machine as a network TWAIN scanner.

- A “◎” in a column means that the setup item to the left is essential to use the function. Be sure to configure these settings before using this machine.
- A “○” in a column means that the setup item to the left is related to the function, but is not essential. Configure these settings as necessary.
- No mark in a column means that the setup item to the left has no direct relation to the function.

❖ **The Method Row**

Under “Method” in the table on the next page, there is a column for each of the setup methods listed below.

Column name:	Means if:
This machine	Each of the setup items to the left can be configured using the control panel of this machine.
Web	Each of the setup items to the left can be configured using the Web Status Monitor.

- A “○” in a column means that the setup item to the left can be configured using the method.
- A “x” in a column means that the setup item to the left cannot be configured using the method. Use the other available method for the setting.
- A “-” in a column means that the item to the left cannot be changed (for the display information purpose only).
- A “(null)” in the “Default” column means that the setup item to the left has no factory default value.

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## Function Table

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### Basic Settings

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	Setup Item	Default	Purpose						Method	
			Delivery	E-mail	SMB	FTP	Print	TWAIN	This machine	Web
General Settings	Device Name	RNP***** *1	○	○	○	○		○	×	○
	Comment	(null)							×	○
	URL Name	URL							×	○
	URL	/cgibin/url.cgi/							×	○
	Help URL	/cgibin/help.cgi							×	○

Setup Item	Default	Purpose						Method	
		Delivery	E-mail	SMB	FTP	Print	TWAIN	This machine	Web
Function Priority	Select: Send/Print	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	×
IP Address	11.22.33.44	<input checked="" type="radio"/> *2	<input checked="" type="radio"/> *2	<input checked="" type="radio"/> *2	<input checked="" type="radio"/> *2	<input checked="" type="radio"/> *2	<input checked="" type="radio"/> *2	<input type="radio"/>	<input type="radio"/> *3
Subnet Mask	0.0.0.0	<input checked="" type="radio"/> *2	<input checked="" type="radio"/> *2	<input checked="" type="radio"/> *2	<input checked="" type="radio"/> *2	<input checked="" type="radio"/> *2	<input checked="" type="radio"/> *2	<input type="radio"/>	<input type="radio"/>
Default Gateway Address	0.0.0.0	<input checked="" type="radio"/> *2	<input checked="" type="radio"/> *2	<input checked="" type="radio"/> *2	<input checked="" type="radio"/> *2	<input checked="" type="radio"/> *2	<input checked="" type="radio"/> *2	<input type="radio"/>	<input type="radio"/>
Access Control	0.0.0.0						<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access Mask	0.0.0.0						<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
DNS Server 1 IP Address	0.0.0.0		<input checked="" type="radio"/>					×	<input type="radio"/>
DNS Server 2 IP Address	(null)		<input type="radio"/>					×	<input type="radio"/>
DNS Server 3 IP Address	(null)		<input type="radio"/>					×	<input type="radio"/>
Network Boot	NONE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transmission Speed	Auto	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
LAN Type	Ethernet	<input type="radio"/> *4	<input type="radio"/> *4	<input type="radio"/> *4	<input type="radio"/> *4	<input type="radio"/> *4	<input type="radio"/> *4	<input type="radio"/> *5	<input type="radio"/>
Wireless LAN Signal		<input type="radio"/> *4	<input type="radio"/> *4	<input type="radio"/> *4	<input type="radio"/> *4	<input type="radio"/> *4	<input type="radio"/> *4	—*5	—
Communication Mode	802.11 Ad hoc mode	<input type="radio"/> *4	<input type="radio"/> *4	<input type="radio"/> *4	<input type="radio"/> *4	<input type="radio"/> *4	<input type="radio"/> *4	×	<input type="radio"/>
SSID	(Null)	<input type="radio"/> *4	<input type="radio"/> *4	<input type="radio"/> *4	<input type="radio"/> *4	<input type="radio"/> *4	<input type="radio"/> *4	×	<input type="radio"/>
Channel	(Null)	<input type="radio"/> *4	<input type="radio"/> *4	<input type="radio"/> *4	<input type="radio"/> *4	<input type="radio"/> *4	<input type="radio"/> *4	×	<input type="radio"/>
WEP Setting	Disable	<input type="radio"/> *4	<input type="radio"/> *4	<input type="radio"/> *4	<input type="radio"/> *4	<input type="radio"/> *4	<input type="radio"/> *4	×	<input type="radio"/>
WEP Key	(Null)	<input type="radio"/> *4	<input type="radio"/> *4	<input type="radio"/> *4	<input type="radio"/> *4	<input type="radio"/> *4	<input type="radio"/> *4	×	<input type="radio"/>
Confirm WEP Key	(Null)	<input type="radio"/> *4	<input type="radio"/> *4	<input type="radio"/> *4	<input type="radio"/> *4	<input type="radio"/> *4	<input type="radio"/> *4	×	<input type="radio"/>
SNMP *6	Community Name 1 to 10	public *7	<input type="radio"/>				<input type="radio"/>	×	<input type="radio"/>
	Access Type 1 to 10	read-only *7	<input type="radio"/>				<input type="radio"/>	×	<input type="radio"/>
	Protocol 1 to 10	TCP/IP	<input type="radio"/>				<input type="radio"/>	×	
	Manager IP Address	(Null)						×	—

Setup Item	Default	Purpose						Method		
		Delivery	E-mail	SMB	FTP	Print	TWAIN	This machine	Web	
Password	Current Password	(null)							×	○
	New Password	(null)							×	○
Scan Settings(WSM), Scan Settings*8	Scan Type	Binary:Text	○	○	○	○			○	○
	Resolution	100dpi	○	○	○	○			○	○
	Scan Size	(depending on a scanner)	○	○	○	○			○	○
	Position	0	○	○	○	○			○	○
	Scanning Area	0	○	○	○	○			○	○
	Image Density	4	○	○	○	○			○	○
	Noise Reduction	Off	○	○	○	○			○	○
	Edge Smoothing	Off	○	○	○	○			○	○
	Filter	None	○	○	○	○			○	○
	Inversion	Off	○	○	○	○			○	○
	Erase Color	None	○	○	○	○			○	○
	File Type	Single Page	○	○	○	○			○	○
Original Setting/Orientation	<input checked="" type="checkbox"/> : 1 Sided	○	○	○	○			○	○	
Print Settings(WSM), Print Settings*8	Image Density	4					○		○	○
	Original Size (Scan Size)	(depending on a scanner)					○		○	○
	Reduce/Enlarge	100					○		○	○
	Duplex	1 Sided Orig. -> 1 Sided Print					○		○	○
	Create Margin	Off					○		○	×
	Quality/Speed	Speed					○		○	×



	Setup Item	Default	Purpose						Method	
			Delivery	E-mail	SMB	FTP	Print	TWAIN	This machine	Web
Scanner(WSM), Send Scan Settings	Function Priority	Send	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	TWAIN Standby Time	Off	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Auto Reset Timer	Off	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>
	Compression(Binary)	On	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>
	Compression (Color/Gray Scale)	Normal Compression	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>
	Auto Update Destination List	Off	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>
	Unit of Measure	inch	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>
	sRGB	Off	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>
	End of Scan Option	Clear Settings after Each Scan Job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>
	Border Erase	0mm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>
	Language Select	English	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>
	Wait Time for Additional Scanning	3 second(s)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		×	<input type="radio"/>
	Function Options	Send File/TWAIN	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Send Function Permission	All Send Functions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>
	Title Priority	All	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		×	<input type="radio"/>
	Select Title	Alphabets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		×	<input type="radio"/>
	Time Zone	GMT	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		×	<input type="radio"/>
Double Feed Detect	Off	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	×	<input type="radio"/>	
Length Difference	+/-10 mm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	×	<input type="radio"/>	
Custom Title	Custom Title 1: to 5:	1 to 5		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		×	<input type="radio"/>
Backup	Send File Path	(Null)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	×	<input type="radio"/>
	Login User Name	(Null)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	×	<input type="radio"/>
	Login Password	(Null)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	×	<input type="radio"/>
	Backup File Name	(Null)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	×	<input type="radio"/>

Setup Item	Default	Purpose						Method	
		Delivery	E-mail	SMB	FTP	Print	TWAIN	This machine	Web
Time Server(WSM), Date/Time	Time Server IP Address	0.0.0.0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Polling Interval	30	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

- \*1 \*\*\*\*\* is the last six digits of the machine's MAC address.
- \*2 An essential setting when **[Network Boot]** is set to "NONE." Do not enter anything when **[Network Boot]** is set to "DHCP."
- \*3 Be sure to configure this setting on this machine first. You can change the setting on the Web Status Monitor after you configure the first time setting on the machine.
- \*4 Set these items when using the wireless LAN.
- \*5 It is enabled only when an optional wireless LAN card is installed.
- \*6 Available up to 10 registrations.
- \*7 The default value applied to the Community Name 1 and Access Type 1.
- \*8 Available up to 4 registrations, including "Default."

### Send File Settings

Setup Item	Default	Purpose						Method	
		Delivery	E-mail	SMB	FTP	Print	TWAIN	This machine	Web
Send File	Interval Time for Resending	Off		<input type="radio"/>	<input type="radio"/>			<input checked="" type="radio"/>	<input type="radio"/>
	No. of Times to Resend	Off		<input type="radio"/>	<input type="radio"/>			<input checked="" type="radio"/>	<input type="radio"/>
	Job Delivery Data Max. Setting	Off		<input type="radio"/>	<input type="radio"/>			<input checked="" type="radio"/>	<input type="radio"/>
	File Name + Time	On		<input type="radio"/>	<input type="radio"/>			<input checked="" type="radio"/>	<input type="radio"/>
	Create Device Name Folder	On		<input type="radio"/>	<input type="radio"/>			<input checked="" type="radio"/>	<input type="radio"/>

Setup Item	Default	Purpose						Method		
		Delivery	E-mail	SMB	FTP	Print	TWAIN	This machine	Web	
Send File Path *1	Program No.	(Automatically assigned)			⊙				×	○
	Send File Path Name	(null)			⊙				×	○
	Key Display	(null)			⊙				×	○
	Assign Title	ABC/1/On			⊙				×	○
	Send File Path	(null)			⊙				×	○
	Login User Name	(null)			⊙				×	○
	Login Password	(null)			⊙				×	○
	Sender's Password	On			⊙				×	○
	Protected Password	(null)			⊙				×	○
FTP Server *1	Program No.	(Automatically assigned)			⊙				×	○
	FTP Server Name	(null)			⊙				×	○
	Key Display	(null)			⊙				×	○
	Assign Title	ABC/1/On			⊙				×	○
	Server Name/Path Name	(null)			⊙				×	○
	Login User Name	(null)			⊙				×	○
	Login Password	(null)			⊙				×	○
	PASV Mode Configuration	Off			⊙				×	○
	Sender's Password	On			⊙				×	○
Protected Password	(null)			⊙				×	○	
File Name *2	No.1 to 30	(null)			○	○			×	○

\*1 Available up to 1000 registrations.

\*2 Available up to 30 registrations.

## E-mail Settings

Setup Item	Factory Default Value	Purpose						Method	
		Delivery	E-mail	SMB	FTP	Print	TWAIN	This machine	Web
E-mail	POP Server Address	(null)	<input type="radio"/>					<input type="checkbox"/>	<input type="radio"/>
	POP Server Port No.	110	<input type="radio"/>					<input type="checkbox"/>	<input type="radio"/>
	SMTP Server Address	(null)	<input checked="" type="radio"/>					<input type="checkbox"/>	<input type="radio"/>
	SMTP Server Port No.	25	<input type="radio"/>					<input type="checkbox"/>	<input type="radio"/>
	Domain Name	(null)	<input checked="" type="radio"/>					<input type="checkbox"/>	<input type="radio"/>
	Authentication Method	Off	<input type="radio"/>					<input type="checkbox"/>	<input type="radio"/>
	Authentication User Name	(null)	<input checked="" type="radio"/>					<input type="checkbox"/>	<input type="radio"/>
	Authentication Password	(null)	<input checked="" type="radio"/>					<input type="checkbox"/>	<input type="radio"/>
	Sender's Name Default	Administrator's Address	<input type="radio"/>					<input type="checkbox"/>	<input type="radio"/>
	Administrator's Name	(null)	<input type="radio"/>					<input type="checkbox"/>	<input type="radio"/>
	Administrator's E-mail Address	(null)	<input type="radio"/>					<input type="checkbox"/>	<input type="radio"/>
	Interval Time for Resending E-mails	30	<input type="radio"/>					<input type="checkbox"/>	<input type="radio"/>
No. of Times to Resend E-mails	1	<input type="radio"/>					<input type="checkbox"/>	<input type="radio"/>	
Max. E-mail Size	Off	<input type="radio"/>					<input type="checkbox"/>	<input type="radio"/>	
E-mail Address*1	Program No.	(Automatically assigned)	<input type="radio"/>					<input type="checkbox"/>	<input type="radio"/>
	Name	(null)	<input type="radio"/>					<input type="checkbox"/>	<input type="radio"/>
	Key Display	(null)	<input type="radio"/>					<input type="checkbox"/>	<input type="radio"/>
	Assign Title	ABC/1/On	<input type="radio"/>					<input type="checkbox"/>	<input type="radio"/>
	E-mail Address	(null)	<input checked="" type="radio"/>					<input type="checkbox"/>	<input type="radio"/>
	Register as Sender	On	<input type="radio"/>					<input type="checkbox"/>	
	Sender's Password	On	<input type="radio"/>					<input type="checkbox"/>	<input type="radio"/>
Protected Password	(null)	<input type="radio"/>					<input type="checkbox"/>	<input type="radio"/>	
Subject	1 to 30	(null)	<input type="radio"/>					<input type="checkbox"/>	<input type="radio"/>

\*1 Available up to 2000 destinations.

## Delivery Settings

	Setup Item	Default	Purpose						Method	
			Delivery	E-mail	SMB	FTP	Print	TWAIN	This machine	Web
Delivery	Delivery Server IP Address	0.0.0.0	☉ *1						— *2	—
	Interval Time for Redelivery	Off	○						×	○
	No. of Times to Redeliver	Off	○						×	○
	Job Delivery Data Max. Setting	1	○						○ *3	○

\*1 Automatically configured when you register this machine on ScanRouter delivery software. It is essential to register this machine on ScanRouter delivery software.

\*2 Display using [1. System Settings] on this machine.

\*3 Configure using [2. SendScan Settings] on this machine.

## Print Scan Settings

	Setup Item	Default	Purpose						Method	
			Delivery	E-mail	SMB	FTP	Print	TWAIN	This machine	Web
Print Scan	Max. Number of Copies	999					○		○	○
	Color/Black and White	Black and White:Text					○		○	○
Printer *1	Program No.	(Automatically assigned)					○		×	○
	Name(s)	(null)					○		×	○
	Key Display	(null)					○		×	○
	Assign Title	ABC/1/On					○		×	○
	Attachment Type	Network Printer					☉		×	○
	Default Printer	No *2					○		×	○
	Locked Print	Off					○		×	○
Paper Source Tray	Auto Tray Select					○		×	○	

\*1 Available up to 99 registrations.

\*2 "Yes" is automatically selected for the first printer that is registered. "No" is selected for all other printers.

# System Settings

This section describes the setup items contained in the System Settings menu. They include an item used to select the initial screen of the machine, and basic setup items for operating this machine on a network, such as an IP address setting. This section also shows you how to configure these settings using the control panel of this machine.

## Reference

The System Settings menus are available by pressing the **[User Tools]** key.

For the configuration using the System Settings menus, see p.51 “Configuring [System Settings]”.

See p.177 “Using Wireless LAN” when using an optional wireless LAN card.

## Note

- ❑ The items marked with (WSM) on the titles signify that they are configured on the Website at the Web Status Monitor.

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## Information to Set in [System Settings]

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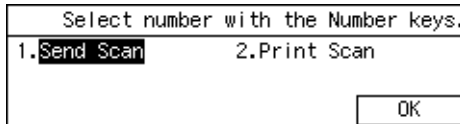
## Note

- ❑ You can configure the settings that are mentioned in this section, using the Web Status Monitor. However, you must configure the IP address setting first using the control panel of this machine. And then, you can change the settings on the Web Status Monitor.

## ❖ Function Priority

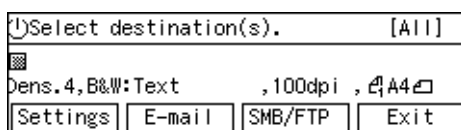
This item lets you select the initial screen that is displayed when you turn on the power.

- Select: Send/Print



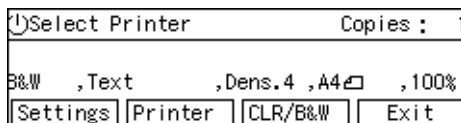
When you select this option, the “Select Method” screen is initially displayed. On this screen, pressing the **[1]** key displays either the Delivery Server standby screen or the E-mail/Send File standby screen, depending on the settings in **[6.Select Method]**. Pressing the **[2]** key displays the Print Scan standby screen for printing a scanned data.

- Send Scan



When you select this option, either the Delivery Server standby screen or the E-mail/Send File standby screen is initially displayed. The screen initially displayed depends on the settings in **[6.Select Method]**.

- Print Scan



When you select this option, the Print Scan standby screen is displayed as the initial screen.

#### ❖ IP Address

When a static IP address is assigned to this machine on the network you use, enter the IP address to this item in the form of xxx.xxx.xxx.xxx (xxx:0 through 255).

Do not specify this item manually when you use this machine on a DHCP environment. An IP address is automatically assigned to this machine by selecting "DHCP" for **[Network Boot]**.

#### ❖ Subnet Mask

When a static IP address is assigned to this machine on the network you use, enter the subnet mask to this item in the form of xxx.xxx.xxx.xxx (xxx:0 through 255).

Do not specify this item manually when you use this machine on a DHCP environment, because this item is automatically assigned to this machine by selecting "DHCP" for **[Network Boot]**.

#### ❖ Default Gateway Address

When a static IP address is assigned to this machine on the network you use, enter the default gateway address to this item in the form of xxx.xxx.xxx.xxx (xxx:0 through 255).

Do not specify this item manually when you use this machine on a DHCP environment, because this item is automatically assigned to this machine by selecting "DHCP" for **[Network Boot]**.

❖ **Access Control and Access Mask**

Use these setup items together to determine which of client computers has right to access this machine when a scanner is connected to this machine as a network TWAIN scanner.

Each of the client computers is granted or denied its access to this machine by its IP address, which is determined by an access control entry and an access mask entry in combination. An access control entry is used as a reference value of the IP address, while an access mask entry determines the range of the IP addresses.

- Access control is the value that becomes the reference for restricting the client computers that use a scanner connected to this machine as a network TWAIN scanner.
- Access mask is the value to specify the restriction range. It is collated (logically multiplied) with an access control to limit the client computers that can use a scanner connected to this machine as a network TWAIN scanner.

Specify both the access control and the access mask in the form of xxx.xxx.xxx.xxx (xxx:0 through 255).

 **Note**

- When you wish to set no limitation of access to this machine, leave these settings as their default values.
- When an IP address of a client computer falls within the logical products of the access control entry and the access mask entry, the client computer is granted its access to this machine.
- For example, a client computer that has an IP address within the range shown under “Access-enabled IP address” column in the following table has right to access this machine, in accordance with the entry of the access mask to the left, when you set the access control to 192.168.15.18. In the following table, “xxx” means any value is available.

Access mask entry	Access-enabled IP address
000.000.000.000	xxx.xxx.xxx.xxx
255.255.000.000	192.168.xxx.xxx
255.255.240.000	192.168.0.xxx ~192.168.15.xxx
255.255.255.000	192.168.15.xxx
255.255.255.240	192.168.15.16 ~192.168.15.31
255.255.255.255	192.168.15.18



### ❖ Network Boot

Use this item to select whether you use this machine on a DHCP environment or not. Set this item to “NONE” when a static IP address is assigned to this machine on the network you use. Set this item to “DHCP” when you use this machine on a DHCP environment.

#### Note

- If you plan to use the Delivery Server function, assign a static IP address of this machine, even when you use this machine on a DHCP environment. You still have to select “DHCP” for **[Network Boot]**, and do not enter any value to the following setup items: **[IP Address]**, **[Subnet Mask]**, **[Default Gateway Address]**.
- After you have changed the setting of this item, turn off the power of both this machine and a scanner and then back on to activate the change.

### ❖ DNS Server 1 IP Address (WSM)

Specify the IP address of the primary DNS server on the network you use this machine, in the form of xxx.xxx.xxx.xxx (xxx:0 through 255).

#### Note

- This setting can only be configured using the Web Status Monitor.

### ❖ DNS Server 2 IP Address (WSM)

When a secondary DNS server runs on the network you use this machine, specify the IP address of the secondary DNS server in the form of xxx.xxx.xxx.xxx (xxx:0 through 255).

#### Note

- This setting can only be configured using the Web Status Monitor.

### ❖ DNS Server 3 IP Address (WSM)

When a third DNS server runs on the network you use this machine, specify the IP address of the third DNS server in the form of xxx.xxx.xxx.xxx (xxx:0 through 255).

#### Note

- This setting can only be configured using the Web Status Monitor.

### ❖ Delivery Server IP Address

This item is automatically configured when you register this machine to a Delivery Server operated by ScanRouter delivery software. Do not specify this item manually.

### ❖ MAC Address

This item is automatically configured.

### ❖ Transmission Speed

Use this item to select a network transmission speed from “Auto”, “100 Mbps” or “10 Mbps.”

### ❖ LAN Type

Use this item to select the type of LAN from the following options.

- Ethernet  
Select this option when you connect this machine to a network using a cable.
- IEEE 802.11b  
Select this option when you connect this machine to a network using an optional wireless LAN card.

For procedures of configuration, see p.178 “Configuring Wireless LAN Settings”.

#### Note

- After you have changed the setting of this item, turn off the power and then back on to activate the change.
- You can set this item only when a wireless LAN card has been installed.

### ❖ Wireless LAN Signal

In the Infrastructure mode among the Communication Modes, a signal strength of the wireless LAN appears as a percentage at the Web Status Monitor's **[Wireless LAN Signal]** (that is included under the **[Configuration]** → **[Basic Settings]** → **[TCP/IP]**), or **[Wireless LAN Signal]** in **[1. System Settings]** under the Scanner Features menu on this machine.

#### Note

- You can set this item only when a wireless LAN card has been installed.

### ❖ Send Function Permission

Use this item to limit the function that the users can use with this machine. With this mode, this machine can be used with **[All Send Functions]**, or limited to use either; **[E-mail Only]**, **[SMB Only (File Name Changeable)]**, **[SMB Only (File Name Unchangeable)]**, **[FTP Only (File Name Changeable)]**, or **[FTP Only (File Name Unchangeable)]**.

### ❖ Date/Time(Yr/Month/Day/Hr/Min/Sec)

This item lets you adjust the machine's date and time. The current date and time affects all the related operations of this machine, such as a time stamp inserted in each of the e-mail messages sent from this machine. Also, you can assign a polling interval of the Time Server from the Web Status Monitor.

### ❖ Select Language

This item lets you select a language for displaying messages on the screen.

#### Note

- This setting will be effective after reboot.

### ❖ Firmware Version

This item displays the number of the firmware version.

## Configuring [System Settings]

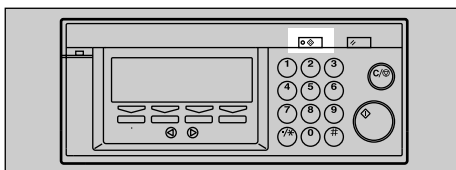
### Reference

See p.13 “Using Keys Displayed on the Screen” for information about how to select the items displayed on the screen.

### Important

- Be sure to connect a scanner to this machine before configuration, and turn on the power of the scanner. You cannot make any settings without the connection.

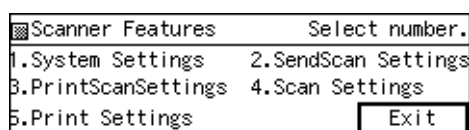
#### 1 Press the [User Tools] key.



ZKJ5020J

The Scanner Features menu is displayed.

#### 2 Press the [1] key.



The System Settings menu is displayed, and “1. Function Priority” appears as the setup item currently selected.

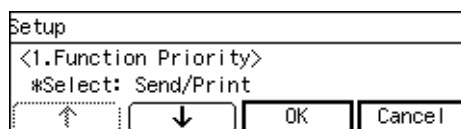
#### 3 Press [Settings].

The setting screen for “1. Function Priority” appears.

### Note

- Pressing [Exit] returns to the parent menu screen.

#### 4 Select the option you wish among “Select: Send/Print”, “Send Scan” and “Print Scan.”



- The option currently selected is displayed first.
- The “\*” mark appears along with the option currently selected
- Use [↑] or [↓] to display the option you wish to select.

#### 5 While the option you wish to select is displayed, press [OK].

This saves the setting you have configured, and returns to the System Settings menu.

### Note

- Pressing [Cancel] discards the selected option, and returns to the previous screen.

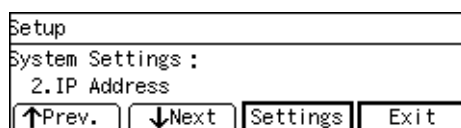
#### 6 Configure the necessary settings in accordance with your network environment.

To configure network boot and related settings when a static IP address is assigned to this machine

#### 1 Press [↓Next].

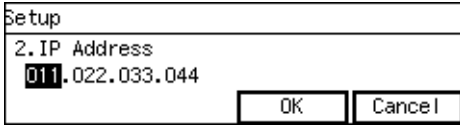
“2. IP Address” appears as the setup item currently selected.

#### 2 Press [Settings].



The setting screen for “2. IP Address” appears.

**3 Specify the IP address of this machine.**



- Enter the IP address using the Number keys.
- An IP address consists of four parts, and each part has a number within the range of 0 to 255. Make sure that you enter each part of the IP address in three digits. For example, when you wish to specify “8” for a part, highlight the part and then enter “008” using the Number keys.  
You can use **[▶]** (or **[#]**) or **[◀]** key to move the highlighting to right or left.

**Note**

- You can use the **[Clear/Stop]** key to clear the three-digit number currently highlighted.

**4 When you are finished, press [OK].**

This returns to the System Settings menu.

**Note**

- Pressing **[Cancel]** discards the value that you have specified, and returns to the previous screen.

**5 Press [↓Next].**

“3. Subnet Mask” appears as the setup item currently selected.

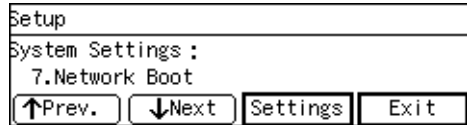
**6 Specify the respective values for “3. Subnet Mask”, “4. Default Gateway Address”, “5. Access Control” and “6. Access Mask” in the same way you have done in the steps 2 through 5.**

“7. Network Boot” appears as the setup item currently selected.

**Note**

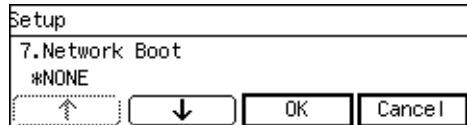
- When you wish to set no limitation of access to this machine, it is not necessary to specify “5. Access Control”, while you need to confirm that “6. Access Mask” is set to “000.000.000.000.”

**7 Press [Settings].**



The setting screen for “7. Network Boot” appears.

**8 Use [↑] or [↓] to display “NONE.”**



**Note**

- The “\*” mark appears along with the option currently selected.

**9 While “NONE” is displayed, press [OK].**

This returns to the System Settings menu.

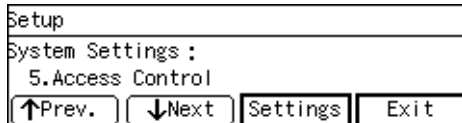
**Note**

- Pressing **[Cancel]** leaves the setting as it has been (the option marked with “\*” remains active), and returns to the previous screen.

To configure network boot settings when you use this machine on a DHCP environment

**1 Press [↓Next] four times at 1. Function Priority.**

“5. Access Control” appears as the setup item currently selected.



**Note**

- It is not necessary to specify “2. IP Address”, “3. Subnet Mask” and “4. Default Gateway Address.” The DHCP server on your network assigns these values automatically.

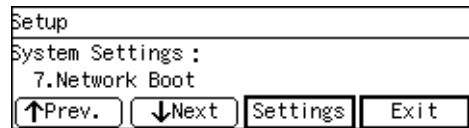
**2 Specify the respective values for “5. Access Control” and “6. Access Mask.”**

You can specify these values in the same way you have done in the steps 2 through 5 under p.51 “To configure network boot and related settings when a static IP address is assigned to this machine”. When you are finished, “7. Network Boot” appears as the setup item currently selected.

**Note**

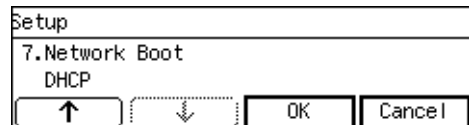
- When you wish to set no limitation of access to this machine, it is not necessary to specify “5. Access Control”, while you need to confirm that “6. Access Mask” is set to “000.000.000.000.”

**3 Press [Settings].**



The setting screen for “7. Network Boot” appears.

**4 Use [↑] or [↓] to display “DHCP.”**



**Note**

- The “\*” mark appears along with the option currently selected.

**5 While “DHCP” is displayed, press [OK].**

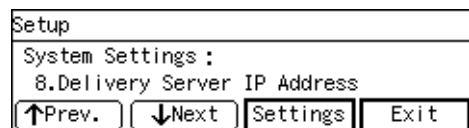
This returns to the System Settings menu.

**Note**

- Pressing [Cancel] leaves the setting as it has been (the option marked with the “\*” remains active), and returns to the previous screen.

**7 Press [↓Next].**

“8. Delivery Server IP Address” appears as the setup item currently selected.



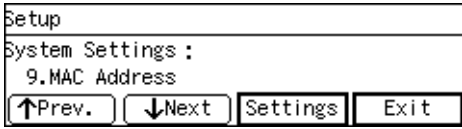
**8 Press [Settings].**

**Note**

- This item is automatically configured when you register this machine to a Delivery Server operated by ScanRouter delivery software. Press [Cancel] to return to the System Settings menu.

**9** Press [**↓Next**].

“9. MAC Address” appears as the setup item currently selected.



**Note**

□ MAC address is a hardware address that uniquely identifies each machine, and cannot be changed. Press [**Settings**] to see the MAC address of this machine, and then press [**Exit**], then [**Cancel**] to return to the System Settings menu.

**10** By pressing [**↓Next**] to display “10. Transmission Speed” and “11. LAN Type” as the setup items, select the options for each of them in the same way that you have done for setting “7. Network Boot.”

**Note**

□ “11. LAN Type” is fixed to “Ethernet” for this machine when a wireless LAN card is not installed.

**11** Press [**↓Next**].

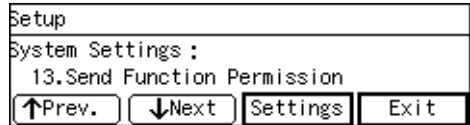
“12. Wireless LAN Signal” appears in gray tone when a wireless LAN card is not configured.

**12** Press [**↓Next**].

“13. Send Function Permission” appears.

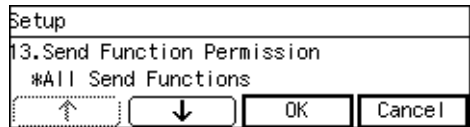
To specify the Send Function Permission

**1** Press [**Settings**].



You can specify a type of Send Functions to be available by selecting among: “All Send Functions”, “E-mail Only”, “SMB Only (File Name Changeable)”, “SMB Only (File Name Unchangeable)”, “FTP Only (File Name Changeable)”, or “FTP Only (File Name Unchangeable)” with [**↓**] or [**↑**].

**2** Press [**OK**], to select the function you wish.



**Note**

- The selected menu is marked with the “\*” in front of the item.
- By pressing [**Cancel**] if you do not wish to change, you will return to the “13. Send Function Permission.”

**13** Press [**↓Next**].

“14. Date/Time(Yr/Month/Day/Hr/Min/Sec)” appears.

---

To set the date and time

---

**1** Press [**Settings**].

Setup
System Settings :
14.Date/Time(Yr/Month/Day/Hr/Min/Sec)
<input type="button" value="↑Prev."/> <input type="button" value="↓Next"/> <input type="button" value="Settings"/> <input type="button" value="Exit"/>

**2** Enter the numeric values to correct the date and time using the Number keys.

Setup
14.Date/Time(Yr/Month/Day/Hr/Min/Sec)
2004.12.23 12:53:27
<input type="button" value="Time Svr"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/>

**3** Press [**OK**].

---

To specify the IP address of the Time Server

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**1** Press [**Settings**].

Setup
System Settings :
14.Date/Time(Yr/Month/Day/Hr/Min/Sec)
<input type="button" value="↑Prev."/> <input type="button" value="↓Next"/> <input type="button" value="Settings"/> <input type="button" value="Exit"/>

**2** Press [**Time Svr**].

Setup
14.Date/Time(Yr/Month/Day/Hr/Min/Sec)
2004.12.23 12:53:27
<input type="button" value="Time Svr"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/>

**3** Enter the IP address of your local time server.

Setup
14.Date Setting : Time Server
000.000.000.000
<input type="button" value="OK"/> <input type="button" value="Cancel"/>

**Note**

- Press [**Cancel**] twice if you do not wish to change. You will return to the “14. Date/Time (Yr/Month/Day/Hr/Min/Sec).”

**4** Press [**OK**] twice.**Reference**

For configuration of the Time Server, set by referring to [**Configuration**] → [**Basic Settings**] → [**Scanner**] → [**Time Zone**] on the Web Status Monitor.

**14** Press [**↓Next**].

“15. Select Language” appears. Press [**Settings**] and select a language you wish to use with [**↓**] or [**↑**]. Press [**OK**] to return to the menu.

**Note**

- Press [**Cancel**] if you do not wish to change.

**15** Press [**↓Next**].

“16. Firmware Version” appears. Press [**Settings**] to confirm the firmware version with this screen.

**16** Press [**Exit**].

Setup
System Settings :
16.Firmware Version
<input type="button" value="↑Prev."/> <input type="button" value="↓Next"/> <input type="button" value="Settings"/> <input type="button" value="Exit"/>

This returns to the System Settings menu.

**17** Press [**Exit**].

This exits the Scanner Features menu, and returns to the standby screen that is displayed when you turn on the power.

 **Important**

- Never turn off the power of this machine before the standby screen is displayed. Doing so will discard all the settings you have configured, and return this machine to its factory default status.

 **Note**

- Instead of pressing **[Exit]**, you can press a Number key to enter another setting menu.

**18** If you have changed the settings of “7. Network Boot” and “11. LAN Type”, turn off the power of this machine and then back on.

The changes to the above settings are activated.



# Send Scan Settings

This section describes the setup items contained in the Send Scan Settings, and shows you how to configure the settings in the Send Scan Settings menu (which includes the main setup items in the Send Scan Settings) using the control panel of this machine.

## Reference

The Send Scan Settings menu is available by pressing the **[User Tools]** key.

For the configuration using the Send Scan Settings menu, see p.64 “Configuring [Send Scan Settings]”.

## Important

- Some of the items may not be able to set according to a type of a connected scanner. When such a scanner is connected to this machine, these items are displayed in gray tone.

## Note

- The items marked with (WSM) on the titles signify that they are configured on the Website at Web Status Monitor.

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## Information to Set in [Send Scan Settings]

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### ❖ Send File/TWAIN Priority

This item lets you select which of the functions of this machine has priority when you use this machine. You can select one from the following two options.

- TWAIN  
With this option, the TWAIN standby screen is displayed as the Send Scan initial screen. This means that the machine stands by for receiving a scanning command from a client computer. While the TWAIN standby screen is displayed, press **[Exit]** to use the Delivery Server function or the E-mail/Send File function (except for performing a Custom Send File operation).
- Send File  
With this option, the Delivery Server standby screen or the E-mail/Send File standby screen is displayed as the Send Scan initial screen. While either of these screens is displayed, you can use a scanner connected to this machine as a network TWAIN scanner or perform a Custom Send File operation from a client computer, whenever no operation is performed on this machine.

## Note

- When you set “6. Select Method” to “TWAIN”, this setup item is dimmed and cannot be configured.

### ❖ TWAIN Standby Time

This item lets you specify the time after which this machine stands by for a TWAIN command (or a **[Enter Custom Send File]** command), from the last operation of the control panel of this machine. When you set this item to “Off”, this machine always stands by for these commands. When you set this item to “On”, you can set the time within the range of 3 to 30 seconds in 1-second increments.

#### Note

- When this machine receives a TWAIN command (or a **[Enter Custom Send File]** command) before a specified TWAIN standby time goes by, the message “Unable to make configurations because Scanner is currently in use. Please try again later.” appears on the client computer.

### ❖ Auto Reset Timer

This item lets you select whether to return to the state immediately after power-on when this machine is not used for a specified period of time. When you set this item to “Off”, the screen currently displayed remains as it is until another operation is performed or until the power is turned off. When you set this item to “On”, you can set the time within the range of 10 to 999 seconds in 1-second increments.

### ❖ Compression (Black and White)

This item determines whether to compress a scanned data that is created under the following conditions.

- Scan is performed for sending the scanned data using the Delivery Server function or Send Mail/Send File function.
- Scan is performed with one of the following options that is selected for **[Scan Settings]** → **[Scan Type]** : “Black and White:Text”, “Black and White:Text/Photo”, or “Black and White:Photo.”

#### Note

- Compressing a scanned data increases the number of original pages that can be processed at a time. The number of original pages changes depending on the status of the originals.
- When not compressing a scanned data, a file size is determined by the scanning size and resolution, regardless of the status of the original.

### ❖ **Compression (Gray Scale/Full Color)**

This item determines whether to compress a scanned data that is created under the following conditions.

- Scan is performed for sending the scanned data using the Delivery Server function or Send Mail/Send File function.
- Scan is performed with one of the following options that is selected for **[Scan Settings]** → **[Scan Type]**: “Black and White:Gray Scale” or “Color:Full Color.”

You can select one from the following four options. JPEG compression is performed when you select any of the compression options.

- **Normal Compression**  
Intermediate compression is performed with the scanned data, and the intermediate file size and image quality can be obtained.
- **High Compression**  
Higher compression is performed with the scanned data so that the file size becomes much smaller, while the image quality gets relatively lower (in comparison with the normal compression).
- **Low Compression**  
Lower compression is performed with the scanned data so that the image quality becomes relatively higher, while the file size gets larger (in comparison with the normal compression).
- **Off**  
A scanned data is not compressed. Quality is not lost, but the file size and memory usage increase. A file size is determined by the scanning size and resolution, regardless of the status of the original.

#### **Note**

- The size of a compressed data varies among originals even if the same quality setting is made for them. The number of original pages that can be processed at a time also varies.

### ❖ **Select Method**

You can select a method that suits for a combination of the functions you wish to use when you perform a Send Scan operation. The following three options are available.

- **Delivery Server/TWAIN**  
Select this option if you wish to use the Delivery Server and the TWAIN.
- **Send File/TWAIN**  
Select this option if you wish to use the E-mail, the Send File (SMB), the Send File (FTP), and the TWAIN.
- **TWAIN**  
Select this option if you wish to use the TWAIN only.

### ❖ Auto Update Destination List

- When the “Delivery Server/TWAIN” is selected under **[6.Select Method]** Select whether to update the contents of the Address Book automatically with the latest data from the Delivery Server. When “On” is selected, the Address Book is updated each time you press **[Dest.]** or **[Sender]** on this machine. When “Off” is selected, the Address Book is updated only when the power is turned on.
- When “Send File/TWAIN” is selected under **[6.Select Method]** Select whether to update the contents of the destination list of E-mail Addresses, Send File Paths, and FTP servers automatically with the latest data registered using the Web Status Monitor’s **[E-mail Address]**, **[Send File Path]** and **[FTP Server]**. When “On” is selected, the destination list is updated each time you press **[E-mail]** on this machine. When “Off” is selected, the destination list is updated only when the power is turned on.

#### Note

- You can select “Off” if you do not plan to update the Address Book or the destination list frequently. Selecting “Off” makes this machine react quickly when you press **[E-mail]**.

### ❖ Unit of Measure

This item lets you select a unit of measurement that is used when you specify the values for **[Custom Size]** of **[Original Size]** setting. You can select between “mm” and “inch.”

### ❖ sRGB

This item lets you select whether to scan originals with the sRGB color matching function enabled. This function is available only when you select “Color:Full Color” in **[Scan Type]** under **[Scan Settings]**.

- When “Off” is selected, the sRGB color matching function is disabled.
- When “sRGB 1” is selected, the original's color tone is accurately reproduced, but the paper's yellowish tone may be reproduced also.
  - Selecting “sRGB 2” reduces the paper's yellowish tone.

#### Note

- Selecting “sRGB 1” or “sRGB 2” disables the **[Image Density]** setting. See p.72 “Image Density”.

### ❖ End of Scan Option

This item lets you select how a scanner connected to this machine behaves after a scanning operation ends. The option selected for this item applies to the scanning performed in a Send Scan (Delivery Server or E-mail/Send File) operation.

#### Note

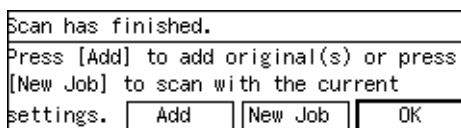
- You can perform an additional scan operation by a scanner after a scanning from the exposure glass is finished, regardless of the setting of this item.
- When you perform a Print Scan operation, the option selected for this set-up item does not apply.

- **Show Options after Each Scan Job**

The screen for selecting the next operation appears on the display panel of this machine.

When scanning is performed from the ADF of a scanner

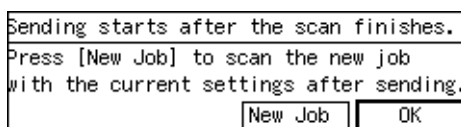
The following screen appears when all the originals on the ADF are scanned by a scanner.



- Press **[Add]** to continue scanning to add the scanned data to the current image file.
- Pressing **[New Job]** finishes the current scanning job and sends the scanned data. You can start a new job with the current settings after the scanned data is sent.
- Pressing **[OK]** finishes the current scanning job, sends the scanned data, and then returns to the initial screen when the power of this machine is turned on.

When scanning is performed from the exposure glass of a scanner

The following screen appears when you press **[Finish]** after scanning the original on the exposure glass of a scanner.



- Pressing **[New Job]** finishes the current scanning job and sends the scanned data. You can start a new job with the current settings after the scanned data is sent.
- Pressing **[OK]** finishes the current scanning job, sends the scanned data, and then returns to the initial screen when the power of this machine is turned on.

 **Note**

- ❑ You can specify the time during the time the screen for selecting the next operation remains displayed using **[Configuration]** → **[Basic Settings]** → **[Scanner]** → **[Wait Time for Additional Scanning]** on the Web Status Monitor. See the Web Status Monitor Help.
- ❑ When you perform the **[Enter Custom Send File]** operation from the Web Status Monitor, selecting both **[New Job]** and **[OK]** on the selection screen finishes the current scanning job by a scanner, sends the scanned data, and the **[Enter Custom Send File]** settings are retained. Press **[Exit]** to return to the initial screen when the power of this machine is turned on.

- **Clear Settings after Each Scan Job**

The initial screen displayed immediately after power-on appears on the display panel of this machine, and files will be sent.

 **Note**

- When you perform the **[Enter Custom Send File]** operation from the Web Status Monitor, the **[Enter Custom Send File]** settings are retained after files have been sent. Press **[Exit]** to return to the initial screen when the power of this machine is turned on.

- ❖ **Erase Border**

When you perform a scan operation by a scanner, it may happen that a borderline is reproduced on a scanned data by the shadow of the paper ends of the original. A scanner connected to this machine can erase the borderline using a white line, which width you can specify using **[Erase Border]**. You can select a line width from 1mm (0.04") to 5mm (0.2"). Select "0mm" if you do not wish to have the borderline erased. The option selected for this item applies to the scanning performed in a Send Scan (Delivery Server or E-mail/Send File) operation.

 **Note**

- This item is disabled with IS760 series when:
  - the originals has a edge smaller than 20mm (0.8").
  - the image is saved in full colored JPEG. See p.70 "Scan Type" and p.73 "File Type" for details.

- ❖ **ADF Thin Paper**

This item lets you select how the ADF works.

- On  
Select this option when you scan originals that are 52g/m<sup>2</sup> (45kg) or thinner, or A5 size or smaller, using the ADF. With this option, feeding becomes stable even when you place such originals as mentioned above on the ADF. However, feeding becomes rather slower.
- Off  
Select this option when you scan the originals other than those of mentioned in the "On" option. The ADF works at its highest speed when you select this option.

- ❖ **Job Delivery Data Max. Setting**

This item lets you select whether to limit the maximum file size of the scanned data to be sent by using the Delivery Server. When you set a limitation of the size, you can specify it within the range of 1MB to 64MB, in 1MB increments. Error message will appear when the image data size exceeds 64MB.

 **Note**

- You can also configure this setting by selecting **[Configuration]** → **[Delivery Settings]** → **[Delivery]** on the Web Status Monitor.

### ❖ Wait Time for Additional Scanning (WSM)

When “Show options after each scan job” is selected for [End of Scan Option], enter the time during the time the setting menu appears. Specify the time in seconds within the range of 3 through 900. When the specified time elapses, the initial screen displayed immediately after power-on appears on the control panel of this machine and files will be sent.

#### Note

This setting can only be configured using the Web Status Monitor.

### ❖ Scanned Sheet Counter

This item displays the number of scanned sheets, on ADF and the exposure glass of a scanner respectively.

### ❖ Scanned Page Counter

This item displays the number of scanned pages, on ADF and the exposure glass of a scanner respectively.

### ❖ ADF Pad Counter

This item is disabled in this machine.

### ❖ ADF Pick Roller Counter

This item is disabled in this machine.

### ❖ Select Title (WSM)

This item lets you select the titles that are displayed when you press the [/\*] (Title) key. You can select between “Alphabet” and “Custom Title”.

#### Note

This setting can only be configured using the Web Status Monitor.

Before using “Custom Title”, it is necessary to register custom titles using the Web Status Monitor, and restart this machine.

### ❖ Time Zone (WSM)

This item lets you specify your local time zone, by selecting the time offset from GMT (Greenwich Mean Time).

### ❖ Double Feed Detect (WSM)

This item lets you specify to avoid a double feed of the originals on a scanner, by selecting from; Off, Ultrasonic Wave, Length, and Ultrasonic Wave+Length.

### ❖ Length Difference (WSM)

This item lets you specify to avoid a mis-feed of the originals on a scanner, by setting a certain length of an original with differences of; +/-10 mm, +/-15 mm, and +/-20 mm.

## Configuring [Send Scan Settings]

Follow the steps below to configure the Send Scan Settings using the control panel of this machine.

### Important

- Be sure to connect a scanner to this machine before configuration, and turn on the power of the scanner before turning on this machine. You cannot make any settings without the connection.

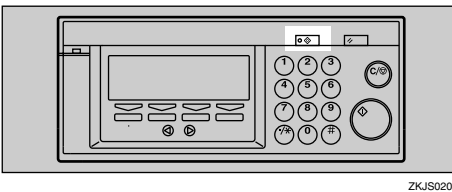
### Note

- You can also configure these settings using the Web Status Monitor.

### Reference

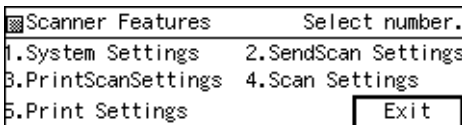
See p.13 “Using Keys Displayed on the Screen” for information about how to select items displayed on the screen.

#### 1 Press the [User Tools] key



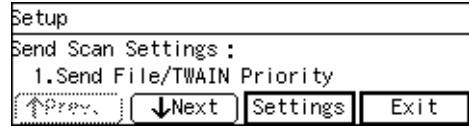
The Scanner Features menu is displayed.

#### 2 Press the [2] key.



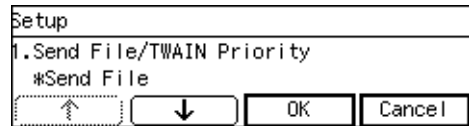
The Send Scan Settings menu is displayed, and “1. Send File/TWAIN Priority” appears as the setup item currently selected.

#### 3 Press [Settings].



The setting screen for “1. Send File/TWAIN Priority” appears.

#### 4 Select the function that you mainly use from “Send File” or “TWAIN.”



- The option currently selected is displayed first.
- The “\*” mark appears along with the option currently selected.
- Use [↑] or [↓] to display the option you wish to select.

#### 5 Press [OK].

This saves the setting you have made, and returns to the Send Scan Settings menu.

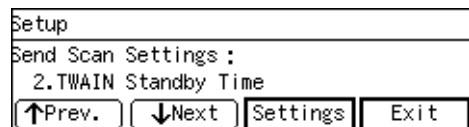
### Note

- Pressing [Cancel] discards the selected option, and returns to the previous screen.

#### 6 Press [↓Next].

“2. TWAIN Standby Time” appears as the setup item currently selected.

#### 7 Press [Settings].



The setting screen for “2. TWAIN Standby Time” appears.



### 8 Select the option you wish for “2. TWAIN Standby Time.”

If you select “On”, specify the time after which this machine stands by for a TWAIN command (or a [Enter Custom Send File] command) using the Number keys.

Setup
2.TWAIN Standby Time
Off      On 03 sec. (3-30 sec.)
OK      Cancel

- Use the [▶] or [◀] key to highlight the setting you wish.

#### Note

- To correct the number, press the [Clear/Stop] key to clear the number you have entered.
- Pressing [Cancel] discards the adjusted time value, and returns to the previous screen.

### 9 Press [OK].

This saves the setting you have configured, and returns to the Send Scan Settings menu.

#### Note

- Pressing [Cancel] discards the selected option, and returns to the previous screen.

### 10 Press [↓Next].

“3. Auto Reset Timer” appears as the setup item currently selected.

#### Note

- Pressing [↑Prev.] displays the previous setup item.

### 11 Set the Auto Reset Timer in the same way you have done in the steps 7 through 9.

Setup
Send Scan Settings :
3.Auto Reset Timer
↑Prev.   ↓Next   Settings   Exit

### 12 By pressing [↓Next] to display “4. Compression (Black and White)” through “12. ADF Thin Paper” as the setup items, select the options for each of them in the same way you have done in the steps 3 through 5. Then proceed to the next item by pressing [↓Next] twice.

Setup
Send Scan Settings :
13.Job Delivery Data Max. Setting
↑Prev.   ↓Next   Settings   Exit

“13. Job Delivery Data Max. Setting” appears as the setup item currently selected.

### 13 Select the option you wish to refer to in “13. Job Delivery Data Max. Setting”, in the same way you have done in the steps 7 through 9.

### 14 Press [↓Next].

Setup
Send Scan Settings :
13.Job Delivery Data Max. Setting
↑Prev.   ↓Next   Settings   Exit

“14. Scanned Sheet Counter” appears.

### 15 Press [Settings].

Setup
Send Scan Settings :
14.Scanned Sheet Counter
↑Prev.   ↓Next   Settings   Exit

The number of sheets scanned is shown.

### 16 Press [Cancel].

Setup
14.Scanned Sheet Counter
ADF : 704      Exposure Glass : 39
Cancel

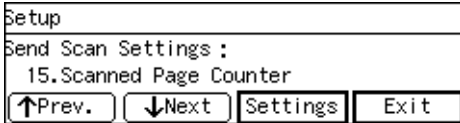
Returns to the Send Scan Settings menu.

**17** Press [**↓Next**].

“15. Scanned Page Counter” appears.

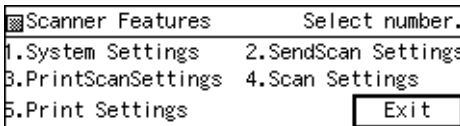
To configure the number of the scanned pages, repeat the same way you have done in the steps **15** through **16**.

**18** Press [**Exit**].



This returns to the Scanner Features menu.

**19** Press [**Exit**].



This exits the Scanner Features menu, and returns to the standby screen that is displayed when you turn on the power of this machine.

**Important**

- Never turn off the power of this machine before the standby screen is displayed. Doing so will discard all the settings you have configured, and return this machine to its factory default status.
- Reboot this machine after configuring [**Send File/TWAIN Priority**] and [**6. Select Method**] to activate your configuration values.

**Note**

- Instead of pressing [**Exit**], you can press a Number key to enter another setting menu.

# Print Scan Settings

This section describes all the setup items included in the Print Scan Settings menu, and shows you how to configure these settings using the control panel of this machine.

## Reference

The System Settings menu is available by pressing the **[User Tools]** key.

For the configuration using the System Settings menu, see p.51 “Configuring [System Settings]”.

---

## Information to Set in [Print Scan Settings]

---

3

### ❖ Max. Number of Copies

This item lets you set an upper limit for the number of copies that you can specify when you perform a Print Scan operation by a scanner, within the range of 1 to 999.

#### Note

- You can also configure this setting by selecting **[Configuration]** → **[Print Scan Settings]** → **[Print Scan]** on the Web Status Monitor.

### ❖ Color/Black and White

This item lets you select the default Scan Settings for Print Scan, between “Color” and “Black and White.”

- Color:Text  
Scans standard originals containing mainly text as the color images.
- Color:Text/Photo  
Scans originals containing graphs, photos, and text as the color images.
- Color:Photo  
Scans originals containing mainly color photos and graphs as the color images.
- Black and White:Text  
Scans standard originals containing mainly text as the black-and-white binary images.
- Black and White:Text/Photo  
Scans originals containing graphs, photos, and text as the black-and-white binary images.
- Black and White:Photo  
Scans originals containing mainly black-and-white photos and graphs as the black-and-white binary images.

#### Note

- Scan by a scanner is performed with black and white or in gray scale, depending on the setting you have configured in the Print Scan Settings menu. If you select “Text” as **[Scan Type]** in the Print Scan Settings menu, scan is performed with black and white. If you select “Text/Photo” or “Photo”, scan is performed with gray scale.

## Configuring [Print Scan Settings]

Follow the steps below to configure Print Scan Settings using the control panel of this machine.

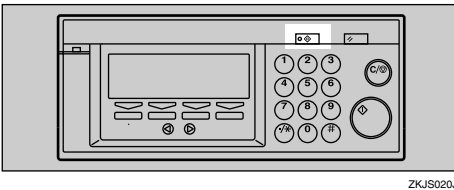
**Note**

You can also configure these settings using the Web Status Monitor.

**Reference**

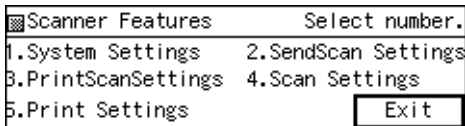
See p.13 “Using Keys Displayed on the Screen” for information about how to select items displayed on the screen.

**1** Press the **[User Tools]** key.



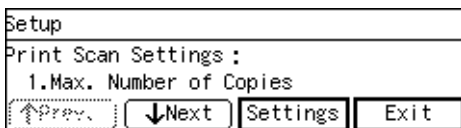
The Scanner Features menu is displayed.

**2** Press the **[3]** key.



The Print Scan Settings menu is displayed, and “1. Max. Number of Copies” appears as the setup item currently selected.

**3** Press **[Settings]**.

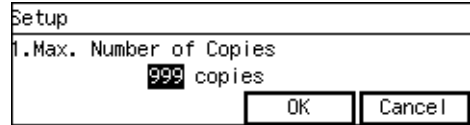


The setting screen for “1. Max. Number of Copies” appears.

**Note**

Pressing **[Exit]** returns to the parent menu screen.

**4** Input the maximum number of copies you wish to set using the Number keys.



**Note**

To correct the number, press **[Clear/Stop]** key to clear the number you have entered.

**5** Press **[OK]**.

This saves the setting you have made, and returns to the Print Scan Settings menu.

**Note**

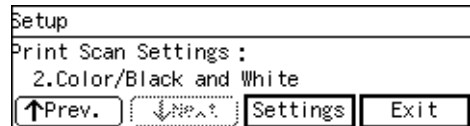
Pressing **[Cancel]** discards the entered value, and returns to the previous screen.

**6** Press **[↓Next]**.

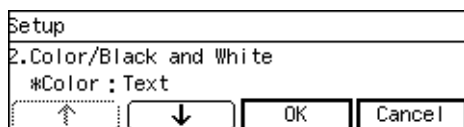
“2. Color/Black and White” appears as the setup item currently selected.

**7** Press **[Settings]**.

The setting screen for “2. Color/Black and White” appears.

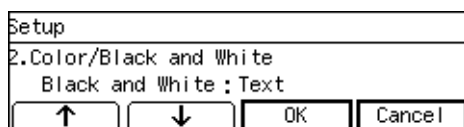


## 8 Display the option you wish to select.



- The option currently selected is displayed first.
- The "\*" mark appears along with the option currently selected.
- Use [↑] or [↓] to display the option you wish to select.

## 9 Press [OK].

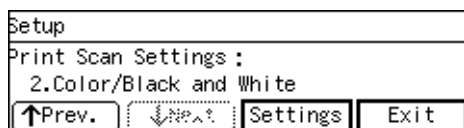


This saves the setting you have configured, and returns to the Print Scan Settings menu.

### Note

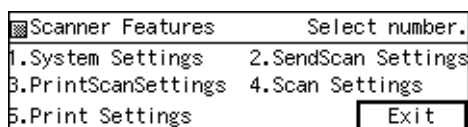
- Pressing [Cancel] discards the selected option, and returns to the previous screen.

## 10 Press [Exit].



This returns to the Scanner Features menu.

## 11 Press [Exit].



This exits the Scanner Features menu, and returns to the standby screen that is displayed when you turn on the power of this machine.

## Important

- Never turn off the power of this machine before the standby screen is displayed. Doing so will discard all the settings you have configured, and return this machine to its factory default status.

### Note

- Instead of pressing [Exit], you can press a Number key to enter another setting menu.

## Scan Settings

You can configure and register up to four sets of the settings for scanning by a scanner, when performing a Send Scan (E-mail, Send File (SMB/FTP) or Delivery Server) operation.

Memory areas named “Default”, “User 1”, “User 2”, and “User 3” are available for registering the Scan Settings. You can easily recall the settings you have registered to “User 1”, “User 2”, or “User 3”, which means you don’t have to configure the detailed settings each time you send a scanned data. Settings registered to “Default” apply when you send a scanned data without selecting “User 1”, “User 2”, or “User 3”, or without manually configuring the Scan Settings.



### Reference

The System Settings menu is available by pressing the **[User Tools]** key.

For the configuration using the System Settings menu, see p.51 “Configuring [System Settings]”.



### Important

- Some of the items may not be able to set according to a type of a connected scanner. When such a scanner is connected to this machine, these items are displayed in gray tone.

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## Information to Register in [Scan Settings]

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### ❖ Scan Type

This item lets you select a scan type by a scanner. The number of colors and gradation levels are automatically selected according to the selected scan type.



### Important

- You may not be able to configure this item according to a type of a scanner. When such a scanner is connected to this machine, this item is displayed in gray tone.
  - Color:Full Color  
Scans high-definition color photos.
  - Black and White:Text  
Scans standard originals containing mainly text as the black-and-white binary images.
  - Black and White:Text/Photo  
Scans originals containing graphs, photos, and text as the black-and-white binary images.
  - Black and White:Photo  
Scans originals containing mainly black-and-white photos and graphs as the black-and-white binary images.

- **Black and White:Gray Scale**  
Scans originals containing mainly black-and-white photos, and color photos as the black-and-white photos.  
Selecting **[Gray Scale]** reduces the number of original pages that can be scanned at a time.

 **Note**

- Selecting **[Color:Full Color]** reduces the number of original pages that can be scanned at a time.

❖ **Resolution**

This item lets you select the scan resolution. You can select from 100dpi, 200dpi, 300dpi, 400dpi, 600dpi and Custom Resolution.

 **Note**

- The higher the resolution, the smaller the number of original pages that can be scanned by a scanner at a time.
- The custom resolution values vary according to a scanner connected to this machine.

❖ **Scan Size**

This item lets you select the size of the area to be scanned.

 **Note**

- Sizes to be scanned are different according to a scanner connected to this machine. Select a size among those displayed on the screen of this machine.
- When **[Custom Area Setting]** is selected, specify the scanning area of a scanner you use for **[Start Positn.]** and **[Scanning Area]**.

❖ **Start Positn.**

Specify the position where scanning by a scanner you use will start when **[Custom Area Setting]** is selected in the **[Scan Size]** list.

Enter the offset from the reference (start) point in millimeters or inches.

 **Note**

- This setting is enabled only when **[Custom Area Setting]** is selected in the **[Scan Size]** list.
- You can select millimeters or inches to specify the position using **[Unit of Measure]** in **[2.SendScan Settings]** under the Scanner Features menu. See p.60 "Unit of Measure" for details.

❖ **Scanning Area**

Specify the position where scanning ends by a scanner you use when **[Custom Area Setting]** is selected in the **[Scan Size]** list.

Enter the offset from the position specified for **[Start Positn.]**, in millimeters or inches.

 **Note**

- This setting is enabled only when **[Custom Area Setting]** is selected in the **[Scan Size]** list.
- You can select millimeters or inches to specify the position using **[Unit of Measure]** in **[2.SendScan Settings]** under the Scanner Features menu. See p.60 “Unit of Measure” for details.
- Make sure that you specify the vertical/horizontal positions and scanning areas of a scanner you use to be within the available scan area. The available scan area varies depending on where you place the originals (on the exposure glass or on the ADF of the scanner).
- Configure the vertical and horizontal values of both start position and scanning area within the allowances of a scanner connected to this machine. The scanning area and the type of originals are different according to scanners to connect. Refer to the instruction manual of the corresponding scanner.

❖ **Image Density**

This item lets you select the scanning density of a scanner you use in one of the seven steps. The larger the value is set, the darker the scanned image becomes.

❖ **Erase Color**

This setting is available only when “Black and White:Text”, “Black and White:Text/Photo”, “Black and White:Photo”, or “Black and White:Gray Scale” is selected in the **[Scan Type]** list. You can select an erase color from red, green, or blue, which color is deleted (ignored) when scanning is performed by a scanner you use. Select “Off” when you wish to disable Erase Color.

 **Note**

- The availability of configuration and selection items are different according to a scanner to be connected to this machine.
- The Erase Color function may not work as expected depending on the colors on the originals.

❖ **Noise Reduction**

This item lets you select the size of spots erased from the scanned image as unwanted noise. Spot size is indicated in dots. When **[Off]** is selected, all small spots are scanned.

 **Note**

- The numbers in each of the options (“3x3”, “4x4”, and “5x5”) stand for the minimum range of detecting isolated dots on the original. All the isolated dots that are fully covered by the specified range are erased, in accordance with the option you select.



### ❖ Edge Smoothing

This item lets you select whether to enable or disable edge smoothing, when “Black and White:Text”, “Black and White:Text/Photo”, or “Black and White:Photo” is selected in the **[Scan Type]** list.

When “On” is selected for this item, text and graphics are scanned with their edges smoothed.

### ❖ Filter

This item lets you select whether to use a filter for scanning by a scanner you use.

- Off  
No filter for scanning.
- MTF  
Images are scanned with sharpened borders.
- Fine Noise  
Images are scanned with softened borders.

### ❖ Inversion

This item lets you select whether to scan an original by a scanner with white and black portions inverted, when “Black and White:Text”, “Black and White:Text/Photo”, “Black and White:Photo”, or “Black and White:Gray Scale” is selected in the **[Scan Type]** list.

### ❖ File Type

This item lets you select the format for saving the scanned images by a scanner you use. The option you select for this setup item affects the Send File operations, including sending a file as an e-mail attachment, sending a file to a Windows shared folder, and sending a file to an FTP server.

#### Note

- When a Send File operation is performed using the Delivery Server function, the file type is determined in accordance with the Delivery Server setting.
- Single Page  
Each page is saved as a single, separate file. When an original of two or more pages is scanned by a scanner you use, the same number of files as the number of original pages is created.

#### Note

- When “Black and White:Gray Scale” or “Color:Full Color” is selected in the **[Scan Type]** list, and “High Compression”, “Normal Compression”, or “Low Compression” is selected in the **[Compression (Gray Scale/Full Color)]** list under **[System Settings]**, the scanned image is saved as a JPEG file. Otherwise, it is saved as a TIFF file.
- PDF  
The scanned image is saved as a PDF file.

- **Multi-page TIFF**

An original of two or more pages is saved as one file.

When “Black and White:Gray Scale” or “Color:Full Color” is selected in the **[Scan Type]** list, and “High Compression”, “Normal Compression”, or “Low Compression” is selected in the **[Compression (Gray Scale/Full Color)]** list under **[System Settings]**, the scanned image is saved as a PDF file. Otherwise, it is saved as a TIFF file.

	Single Page	PDF	Multi-page TIFF
Image file format when B&W:Gray Scale or Color:Full Color and High Compression, Normal Compression or Low Compression are made:	JPEG	PDF	PDF
Image file format when settings other than the cell above are made:	TIFF	PDF	TIFF

❖ **Original Settings**

This item lets you select the orientation of an original, and whether to scan one side or both sides of the original by a scanner you use. See p.112 “Original Orientation” for details.

**Note**

- An original orientation is not available when an image file format is saved in JPEG or TIFF.

## Registering [Scan Settings]

Follow the steps below to configure and register Scan Settings using the control panel of this machine.

**Important**

- Be sure to connect a scanner to this machine before configuration, and turn on the power of the scanner before turning on this machine. You cannot make any settings without the connection.

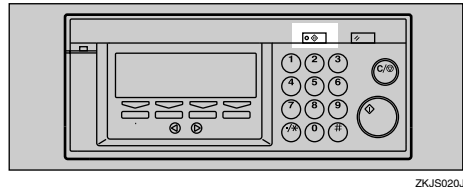
**Note**

- You can also configure these settings using the Web Status Monitor.

**Reference**

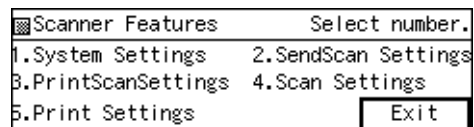
See p.13 “Using Keys Displayed on the Screen” for information about how to select the items displayed on the screen.

**1** Press the **[User Tools]** key.



The Scanner Features menu is displayed.

**2** Press the **[4]** key.



The Scan Settings menu is displayed.

On this menu, you can select a memory area (“Default”, “User 1”, “User 2”, or “User 3”) for registering the Scan Settings configuration.

**3** Press the **[1]** key.

Scan Settings		Select number.
1.Default	2.User 1	
3.User 2	4.User 3	
		Exit

The Default Scan Settings menu is displayed, and “1. Scan Type” appears as the setup item currently selected.

This example shows that all the users have already been configured; if a user has not been configured, the item is displayed in gray tone.

**4** Press **[Settings]**.

Setup
Default Scan Settings :
1.Scan Type
<input type="button" value="↑Prev."/> <input type="button" value="↓Next"/> <input type="button" value="Settings"/> <input type="button" value="Exit"/>

The setting screen for “1. Scan Type” appears.

**Note**

- ❑ Press **[Exit]** to return to the parent menu screen.

**5** Select a scan type.

Setup
Default Scan Settings : 1.Scan Type
*Black and White : Text
<input type="button" value="↑"/> <input type="button" value="↓"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/>

- The option currently selected is displayed first.
- The “\*” mark appears along with the option currently selected.
- Use **[↑]** or **[↓]** to display the option you wish to select.

**6** While the option you wish to select is displayed, press **[OK]**.

This saves the setting you have selected, and returns to the Default Scan Settings menu.

**Note**

- ❑ Pressing **[Cancel]** discards the selected option, and returns to the Default Scan Settings menu.

**7** Press **[↓Next]**.

“2. Resolution” appears as the setup item currently selected.

**Note**

- ❑ Press **[Exit]** to return to the parent menu screen.

**8** Press **[Settings]**.

Setup
Default Scan Settings :
2.Resolution
<input type="button" value="↑Prev."/> <input type="button" value="↓Next"/> <input type="button" value="Settings"/> <input type="button" value="Exit"/>

The setting screen for “2. Resolution” appears.

**9** Select the resolution you wish.

Setup
Default Scan Settings : 2.Resolution
*100 dpi
<input type="button" value="↑"/> <input type="button" value="↓"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/>

- The option currently selected is displayed first.
- The “\*” mark appears along with the option currently selected.
- Use **[↑]** or **[↓]** to display the option you wish to select.

To select a preset resolution

**1** While the preset resolution you wish to select is displayed, press **[OK]**.

This saves the setting you have selected, and returns to the Default Scan Settings menu.

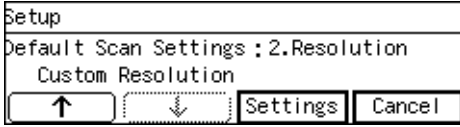
**Note**

- ❑ Pressing **[Cancel]** discards the selected option, and returns to the Default Scan Settings menu.

3

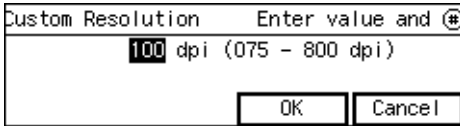
To specify the resolution manually using **[Custom Resolution]**

1 While **[Custom Resolution]** is displayed, press **[Settings]**.



The setting screen for “Custom Resolution” appears.

2 Specify the resolution manually by using the Number keys.



**Note**

- To correct the number, press the **[Clear/Stop]** key to clear the number you have entered.

3 Press **[OK]**.

This saves the setting you have entered, and returns to the Default Scan Settings menu.

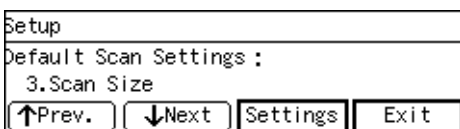
**Note**

- Pressing **[Cancel]** discards the values you have entered, and returns to the Default Scan Settings menu.

10 Press **[↓Next]**.

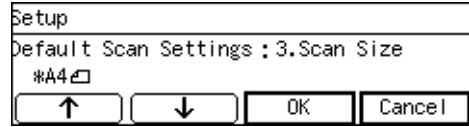
“3. Scan Size” appears as the setup item currently selected.

11 Press **[Settings]**.



The setting screen for “3. Scan Size” appears.

12 Select a Scan Size.



- The option currently selected is displayed first.
- The “\*” mark appears along with the option currently selected.
- Use **[↑]** or **[↓]** to display the option you wish to select.

To select a scan size from preset sizes

1 While the preset scan size you wish to select is displayed, press **[OK]**.

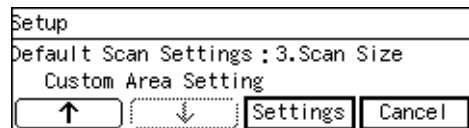
This saves the setting you have selected, and returns to the Default Scan Settings menu.

**Note**

- Pressing **[Cancel]** discards the selected option, and returns to the Default Scan Settings menu.

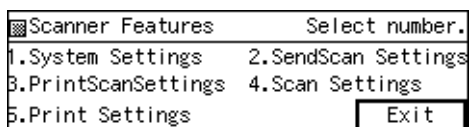
To set a custom area

1 While the option “Custom Area Setting” is displayed, press **[Settings]**.



The setting screen for “Custom Area Setting” appears.



**22** Press **[Exit]**.

This exits the Scanner Features menu, and returns to the standby screen that is displayed when you turn on the power.

**3****Important**

- Never turn off the power of this machine before the standby screen is displayed. Doing so will discard all the settings you have configured, and return this machine to its factory default status.

**Note**

- Instead of pressing **[Exit]**, you can press a Number key to enter another setting menu.

# Print Settings

You can configure and register up to four sets of settings for printing the scanned data by a printer. Memory areas named “Default”, “User 1”, “User 2”, and “User 3” are available for registering the Print Settings. You can easily recall the settings you have registered to “User 1”, “User 2”, or “User 3”, which means you don't have to configure the detailed settings each time you print a scanned data. The settings registered in “Default” apply when you print the scan data without selecting “User 1”, “User 2”, or “User 3”, or without manually configuring the Print Settings.

## Reference

The System Settings menu is available by pressing the **[User Tools]** key.

For the configuration using the System Settings menu, see p.51 “Configuring [System Settings]”.

3

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## Information to Register in [Print Settings]

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### ❖ Image Density

Use this item to adjust density of the image for scanning by a scanner. You can select one of the seven steps from 1 (lightest) to 7 (darkest).

### ❖ Original Size

Use this item to select the size of an original to be scanned by a scanner. The available sizes of an original vary according to a scanner connected to this machine.

- When you select **[Custom Size]**, you can specify the dimensions of the Scan area (width and height) of the scanner you use.

### ❖ Duplex

Use this item to select a type of duplex prints.

- 1 Sided Orig. -> 1 Sided Print  
Scans a single-sided original and prints onto a single-sided page.
- 1 Sided Orig. -> 2 Sided Print  
Scans two single-sided originals and prints onto a two-sided page.
- 2 Sided Orig. -> 1 Sided Print  
Scans each side of a two-sided original and prints onto two separate pages.
- 2 Sided Orig. -> 2 Sided Print  
Scans a two-sided original and prints onto a two-sided page.

### ❖ Reduce/Enlarge

This item lets you print the scanned data by a scanner you use with the reduced or enlarged image using a preset ratio, or even changing the reproduction ratio in 1% increments.

- 25%
- 50%: 11" × 17" → 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"
- 60%: 11" × 17" → 8<sup>1</sup>/<sub>2</sub>" × 11"
- 73%:
- 78%: 8<sup>1</sup>/<sub>2</sub>" × 14" → 8<sup>1</sup>/<sub>2</sub>" × 11"
- 85%:
- 93%:
- 121%: 8<sup>1</sup>/<sub>2</sub>" × 14" → 11" × 17"
- 129%: 8<sup>1</sup>/<sub>2</sub>" × 11" → 11" × 17"
- 155%: 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>" → 8<sup>1</sup>/<sub>2</sub>" × 14"
- 200%: 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>" → 11" × 17"
- 400%:
- Custom Ratio: By selecting this option, you can change the reproduction ratio in 1% increments within the range of 25% to 400%.

#### Note

- This setup item appears as "Zoom" on the Web Status Monitor.

### ❖ Create Margin

Use this item to reduce the image to 93% of an original size.

#### Note

- This setup item is included under **[Reduce/Enlarge]** on the Web Status Monitor.
- When **[Create Margin]** is set to "On", the image is reduced to 93%, regardless of the settings in **[Reduce/Enlarge]**.

### ❖ Quality/Speed

Use this item to select a scanning resolution by a scanner you use.

- Quality  
Scanning is performed in the quality priority mode.
- Speed  
Scanning is performed in the speed priority mode.



## Registering [Print Settings]

Follow the steps below to configure and register Print Settings using the control panel of this machine.

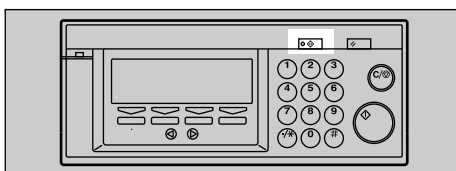
### Note

- ❑ You can also configure these settings using the Web Status Monitor.

### Reference

See p.13 “Using Keys Displayed on the Screen” for information about how to select the items displayed on the screen.

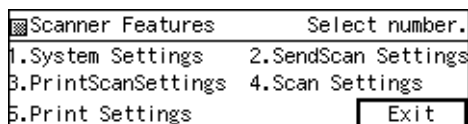
#### 1 Press the [User Tools] key.



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The Scanner Features menu is displayed.

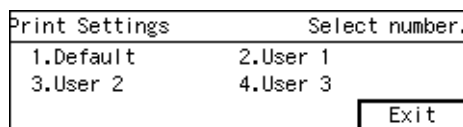
#### 2 Press the [5] key.



The Print Settings menu is displayed.

On this menu, you can select a memory area (“Default”, “User 1”, “User 2”, or “User 3”) for registering the Print Settings configuration.

#### 3 Press the [1] key.

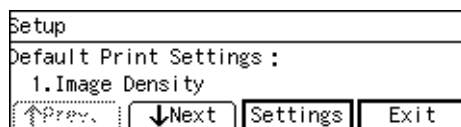


The Default Print Settings menu is displayed, and “1. Image Density” appears as the setup item currently selected.

### Note

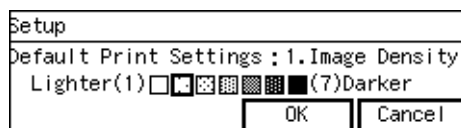
- ❑ Pressing [Exit] returns to the parent menu screen.

#### 4 Press [Settings].



The setting screen for “1. Image Density” appears.

#### 5 Use the [▶] or [◀] key to highlight the setting you wish.



#### 6 Press [OK].

This saves the setting you have selected, and returns to the Default Print Settings menu.

### Note

- ❑ Pressing [Cancel] discards the selected setting, and returns to the Default Print Settings menu.

#### 7 Press [↓Next].

“2. Original Size” appears as the setup item currently selected.

**8** Press [Settings].



The setting screen for “2. Original Size” appears.

**9** Select an original size.



- The option currently selected is displayed first.
- The “\*” mark appears along with the option currently selected.
- Use [↑] or [↓] to display the option you wish to select.

**Note**

- Pressing [Cancel] discards the selected option, and returns to the Default Print Settings menu.

To select an original size from preset sizes

**1** While the preset original size you wish to select is displayed, press [OK].

This saves the setting you have selected, and returns to the Default Print Settings menu.

**Note**

- Pressing [Exit] discards the selected option, and returns to the Default Print Settings menu.

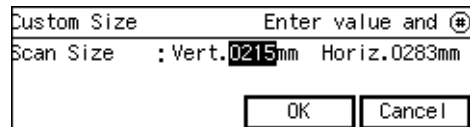
To set a custom size

**1** While the option “Custom Size” is displayed, press [Settings].



The setting screen for “Custom Size” appears.

**2** Use the [▶] or [◀] key to highlight the item you wish to enter, and then use the Number keys to enter the value.



**Note**

- To correct the number you have entered, use the [▶] or [◀] key to highlight it, and then press the [Clear/Stop] key to clear the number.
- You can also use the [#] key as well as the [▶] and [◀] keys to move selection.

**3** Press [OK].

This saves the setting you have entered, and returns to the Default Print Settings menu.

**Note**

- Pressing [Cancel] discards the values you have entered, and returns to the Default Print Settings menu.

**10** Press [↓Next], and then select an option for “3. Duplex” in the same way you have done in the steps **8** through **9**.

- 11** Press [**↓Next**], and then select an option for “4. Reduce/Enlarge” in the same way you have done in the steps **8** through **9**.

 **Note**

- When you select the “Custom Ratio” option, use the Number keys or [**-**] / [**+**] to enter the value.

- 12** By pressing [**↓Next**] to display “5. Create Margin” and “6. Quality/Speed” as the setup items, select the options for each of them in the same way you have done in the steps **8** through **9**.

- 13** After all the settings are done in the way you wish, press [**Exit**].

Setup	
Default Print Settings :	
6. Quality/Speed	
<b>↑</b> Prev.	Settings
<b>↓</b> Next	Exit

This registers the Print Settings you have configured in the “Default” memory area, and returns to the Print Settings menu.

- 14** While the Print Settings menu is displayed, press [**2**], [**3**] or [**4**] key to display the corresponding User Print Settings menu.

Print Settings		Select number.
1.Default	2.User 1	
3.User 2	4.User 3	
		Exit

For example, press the [**2**] key to display the User 1 Print Settings menu.

- 15** Repeat the steps **8** through **13** for each of “User 1”, “User 2”, and “User 3” memory areas.

- 16** When you are finished, press [**Exit**].

This returns to the Scanner Features menu.

- 17** Press [**Exit**].

Scanner Features		Select number.
1.System Settings	2.SendScan Settings	
3.PrintScanSettings	4.Scan Settings	
5.Print Settings		Exit

This exits the Scanner Features menu, and returns to the standby screen that is displayed when you turn on the power of this machine.

 **Important**

- Never turn off the power of this machine before the standby screen is displayed. Doing so will discard all the settings you have configured, and return this machine to its factory default status.

## Configuring Settings Using a Web Browser

This section describes the procedures to make various settings using a Web browser on a client computer.

### Important

- Before making any settings, connect this machine to the network and specify its IP address. See p.51 “Configuring [System Settings]”.
- To confirm the IP address of this machine that you have specified, press the **[User Tools]** key, press the **[1]** key to select **[1.System Settings]**, select **[2.IP Address]**, and then press **[OK]**. When you are finished, press **[Cancel]**, and then press the **[User Tools]** key to return to the standby screen.
- Be sure to connect a scanner to this machine before configuration, and turn on the power of the scanner before turning on this machine. You cannot make any configuration without the connection.

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## Accessing This Machine

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### System requirements of a client computer

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#### ❖ OS

- Microsoft Windows 95/98/98SE/Me/2000/XP
- Microsoft Windows Server 2003
- Microsoft Windows NT 4.0

#### ❖ Web browser

- Microsoft Internet Explorer 4.0, 5.0, 5.5, 6.0

When you use a proxy server, set the Web browser not to use the proxy server when accessing this machine.

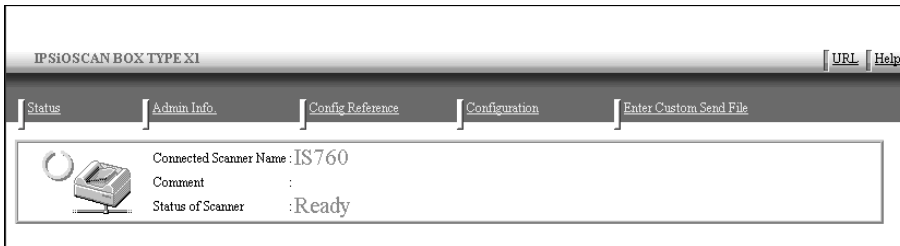
When using Internet Explorer, you can make this setting by selecting **[Internet Options]** on the **[Tools]** menu, click **[LAN Settings]** on the **[Connections]** tab, and then select the **[Bypass proxy server for local addresses]** check box in the **[Proxy Server]** area. The setting can also be configured by entering the IP address of this machine to **[Exceptions]** box on the dialog box that appears when you click **[Advanced]** in the **[Proxy Server]** area.

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## To access this machine from a Web browser

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- 1** Start up a Web browser on a client computer.
- 2** Enter “<http://xxx.xxx.xxx.xxx/>” (“xxx.xxx.xxx.xxx” is the IP address for this machine) in the Web browser’s address bar, and then press the **[Enter]** key.  
The top page of the “Web Status Monitor” is displayed on the Web browser, which means that you have been successful in accessing to this machine.



### Note

- The Web Status Monitor is embedded in this machine, so it is not necessary to install it to a client computer. You can use the Web Status Monitor to make settings or administering the statuses of this machine.

---

## General guide to the Web Status Monitor

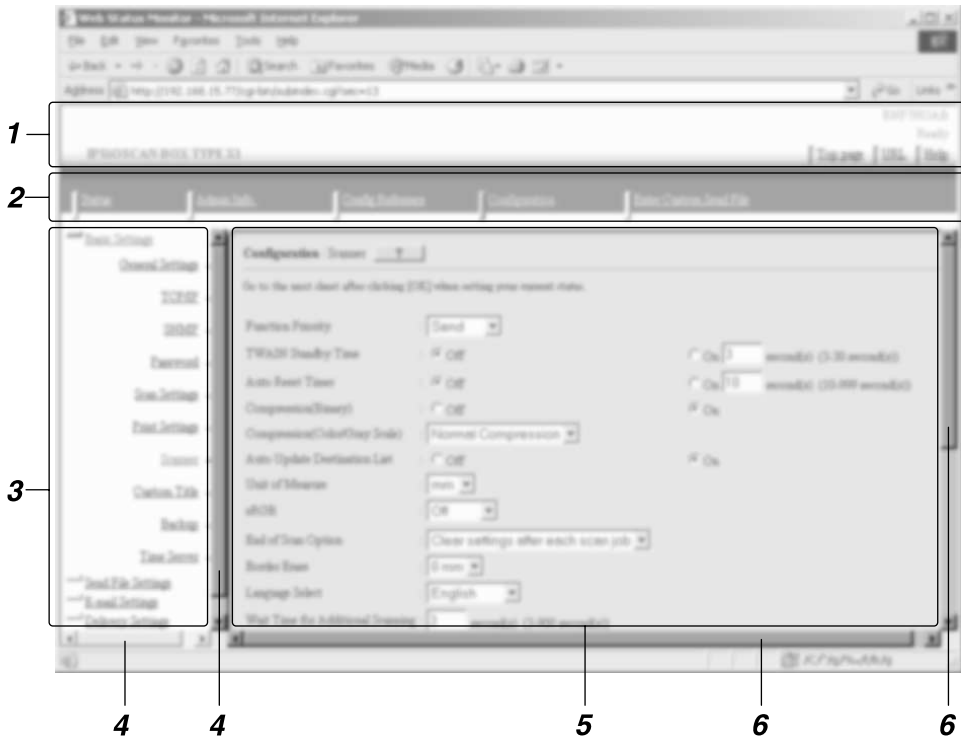
---

There are five main menus on the Web Status Monitor; namely, **[Status]**, **[Admin Info.]**, **[Config Reference]**, **[Configuration]** and **[Enter Custom Send File]**.

In **[Configuration]** particularly, there are the sub-menus that you can configure this machine to optimally utilise according to your needs.

For details about configuring the respective menus, refer to the **[Help]** menu.

The figure below shows a screen of the Web Status Monitor when the following menus are selected: **[Configuration]** main menu → **[Basic Settings]** sub-menu → **[Scanner]** sub-menu.



AHQ013S

**1. Header Area**

Contains the links to the top page and the online help of the Web Status Monitor.

**2. Main Menu Area**

Contains the main menu items such as **[Status]**, **[Config Reference]** and **[Configuration]**. Clicking a main menu item refreshes the sub-menu area, displaying the sub-menu items that are included under the main menu item.

**3. Sub-Menu Area**

Displays the sub-menu items in accordance with the main menu item currently selected. Clicking a sub-menu item displays the contents of the item in the work area.

**4. Scroll bars for the Sub-Menu Area**

Use these scroll bars to scroll through the sub-menu area, when the lower or upper part or rightmost/leftmost part of its content is out of sight.

**5. Work Area**

Displays the contents such as the setup items, options, and status information, in accordance with the sub-menu item currently selected.

**6. Scroll bars for the Work Area**

Use these scroll bars to scroll through the work area, when the lower/upper or rightmost/leftmost part of its content is out of sight.

**Important**

- ❑ It may not be possible to return to the previous page using the browser's **[Back]** button. In such a case, click the **[Update]** button on the browser. If a main menu or a sub-menu is clicked again, the information you have entered will be cleared.
- ❑ Depending on the font size setting, the contents may not be displayed properly. It is recommended to set the font size to the "medium" or smaller.
- ❑ When you shift to another screen during configuration, the configured data will be discarded at the time.

## Example Procedures Using [Configuration] Main Menu

This section gives you a few example procedures, to make settings of this machine using the Web Status Monitor.

### Configuring [Scan Settings]

- 1** Click **[Configuration]** on the main menu.

The password input dialog box appears.

#### Note

- Once you set the password, the password input dialog box will not appear from the second time. When the dialog doesn't appear, proceed to **4**.

- 2** Enter "scanner" for the user name, and enter the password.

#### Note

- The user name is fixed to "scanner."
- The password is set to "password" as the factory default. You can change the password using **[Configuration]** → **[Basic Settings]** → **[Password]**.

- 3** Click **[OK]**.

The setup screen appears.

- 4** Click **[Basic Settings]**, and then **[Scan Settings]** in the sub-menu area.

- 5** Click **[Default]** in the **[Select User]** area.

- 6** Make settings to each of the setup items on the screen.

#### Note

- Register the scanning conditions for a scanner you use that are most frequently used in **[Default]**. If scanning conditions are not specified for a Send Scan operation, the conditions set to **[Default]** applies.

- 7** Click **[OK]**.

#### Note

- Be sure to click **[OK]** to save the settings you have made on the currently displayed screen. Once you move to another page without clicking **[OK]**, all the settings that you have made on the previous page will be cleared.
- The changes will be discarded if you click **[Cancel]**.

- 8** By selecting **[User 1]**, **[User 2]**, or **[User 3]** in the **[Select User]** area, repeat the steps **6** and **7** for each of them, as necessary.

### Configuring [E-mail Address]

- 1** Click **[Configuration]** on the main menu.

The password input dialog box appears.

#### Note

- Once you set the password, the password input dialog box will not appear from the second time. When the dialog doesn't appear, proceed to **4**.

- 2** Enter "scanner" for the user name, and enter a password.

 **Note**

- The user name is fixed to “scanner”.
- The password is set to “password” as the factory default. You can change the password using **[Configuration]** → **[Basic Settings]** → **[Password]**.

**3** Click **[OK]**.

The settings screen appears.

**4** Click **[E-mail Settings]**, and then **[E-mail Address]** in the sub-menu area.

**5** Follow the steps below to register e-mail addresses, change or delete the existing e-mail addresses, export address data to a CSV file, or import address data from a CSV file.

---

To register an e-mail address

---

- 1** Click **[Add]**.
- 2** Make entry to or select an option for each of the setup items on the screen.
- 3** Click **[OK]**.

 **Note**

- Be sure to click **[OK]** to save the settings you have made on the currently displayed screen. Once you move to another page without clicking **[OK]**, all the settings that you have made on the previous page will be cleared.
- The entered information will be cleared when you click **[Cancel]**.

---

To change an existing e-mail address

---

**1** Display the item that you wish to change within the list on the screen.

 **Note**

- You can select the number of items to be displayed at a time by selecting a number in the **[Display Items]** box.
- Click **[Next]** or **[Prev]** to display the next or previous page. Click **[Top]** or **[End]** to display the first or last page.
- If you wish to display a specific page, enter the page number in the **[Page(s)]** box, and then press **[Go]**.

**2** Select the item that you wish to change, by clicking the option button to the left of the item.

**3** Click **[Change]**.

**4** Make necessary changes.

**5** Click **[OK]**.

 **Note**

- Be sure to click **[OK]** to save the settings you have made on the currently displayed screen. Once you move to another page without clicking **[OK]**, all the settings that you have made on the previous page will be cleared.
- The changes will be discarded if **[Cancel]** is clicked.



---

## To delete an existing e-mail address

---

- 1 Display the item that you wish to delete within the list on the screen.

 **Note**

- You can select the number of items to be displayed at a time by selecting a number in the **[Display Items]** box.
  - Click **[Next]** or **[Prev]** to display the next or previous page. Click **[Top]** or **[End]** to display the first or last page.
  - If you wish to display a specific page, enter the page number in the **[Page(s)]** box, and then press **[Go]**.
- 2 Select an item that you wish to delete, by clicking the option button to the left of the item.
  - 3 Click **[Delete]**.
  - 4 On the confirmation dialog box that appears, click **[OK]** to delete the item.

---

## To export the address data to a CSV file

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- 1 Click **[Export]**.  
The **[Export Data]** page appears.
- 2 Click the **[Download]** button to the right of **[Entered Program Information]**.
- 3 On the dialog box that appear, select **[Save this file to disk]**, and then click **[OK]**.

 **Note**

- The above dialog box varies depending on the version of the operating system (Windows). When a save dialog box appears here, click **[Save]** here.

The **[Save As]** dialog box appears.

- 4 Specify a file name and the location to save the file, and then click **[Save]**.

 **Note**

- The default name that is automatically assigned to the file is "<device name\_addr.csv." For "<device name", the name specified for the machine's device name is used. (You can specify the device name using **[Configuration]** → **[Basic Settings]** → **[General Settings]** → **[Device Name]**.)

This returns to the **[Export Data]** page.

 **Note**

- When the **[Close this dialog when download completes]** check box is not selected on the dialog box that appears when you click **[Save]**, the dialog box remains displayed after the download is finished. In this case, press **[Close]** to close the dialog box and return to the **[Export Data]** page.

- 5 If you wish to export a title information (device tag information), click the **[Download]** button to the right of **[Device Tag Information]**.
- 6 Repeat the steps 3 and 4 to save the device tag information.

 **Note**

- The default name that is automatically assigned to the file is “<device name>\_taginfo.csv.” For “<device name>”, the name specified for the machine’s device name is used. (You can specify the device name using **[Configuration]** → **[Basic Settings]** → **[General Settings]** → **[Device Name]**.)

---

To import the address data from a CSV file

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 **Limitation**

- If you perform the following procedures, the current address data is overwritten by the address data that you import. Before importing the address data, be sure to export the current address data for a backup.

 **Note**

- It is a good idea to start with the CSV file to be exported using the Web Status Monitor. You can use the file to be exported using **[Entered Program Information]** for adding, changing or deleting the address data. It becomes much easier to update the address book information by importing the edited file. See the Web Status Monitor Help for more information.

 **Reference**

For information about the file format of the CSV file, see p.174 “E-mail Address Book Data Format and Device Tag Information”.

- 1** Prepare a CSV file that you wish to use for importing the address data, and save it on a local disk or in a shared folder on your network.

- 2** Click **[Import]**.

The **[Import Data]** page appears.

- 3** Click **[Browse...]**, select the CSV file that you have prepared, and then click **[Open]**.

- 4** On the **[Import Data]** page, click **[OK]**.

A confirmation dialog box for a batch registration of the address book appears.

- 5** Click **[OK]**.

When the import operation is finished, the message “Programmed Address Book as a batch. Click **[Back]** to continue.” appears.

- 6** Click **[Back]** on the web browser.

 **Note**

- To return to the E-mail Address screen, click **[Back]** again, or click **[E-mail Address]** in the sub-menu area.

- 6** If “Off” is selected for **[Auto Update Destination List]** in **[2.Send Scan Settings]** on this machine, restart this machine to reflect additions and changes made to the destination list.

 **Note**

- If “On” is selected for **[Auto Update Destination List]**, the destination list is automatically updated when you press **[OK]** in the step **5** above. You can instantly use the updated destination list by pressing **[Dest.]** or **[Sender]** on the control panel of this machine. See p.60 “Auto Update Destination List” for details.

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## Information to Register from Web Status Monitor

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You can register **[Send Function Permission]**, **[Time Server]**, **[Send File Path]**, **[FTP Server]**, **[Search Destinations]** and **[E-mail Address]** as destinations for sending a scanned data. This section describes the setup items included in these sub-menus.

This section also explains the setup items that are included in **[Printer]**, which determine a printer for the Print Scan output.

See the Web Status Monitor Help for information about the setup items that are not described here.

---

### Information to Register in [Time Server]

---

It can assign a polling interval of the time server, by using: **[Configuration]**→**[Basic Settings]**→**[Time Server]**

#### Note

- Be sure to reboot this machine after this configuration.

#### ◆ Time Server IP Address

This assigns the IP address of the time server using numeric from 0 to 9. If you do not use the time server, specify “225.225.225.225” is prohibited to use.

#### ◆ Polling Interval

Configure the polling interval by selecting either **[When Scanner On]** or **[Constant Intervals]** with the radio button. If you have selected **[Constant Intervals]**, enter a numeral within a range of 15 to 10080.

#### Note

- You can view all the information displayed, regardless of the screen size, but the character line may be returned. A scroll bar may be equipped.
- When you shift to another screen during configuration, the configured data will be discarded at the time.

---

### Information to register in [Send File Path]

---

You can register a path for sending a scanned data to a shared folder using SMB by using: **[Configuration]** → **[Send File Settings]** → **[Send File Path]** → **[Add]** on the Web Status Monitor. Up to 1000 destination folders can be registered.

#### Reference

See the Web Status Monitor Help for information about how to register a Send File Path.

**❖ Program No.**

Enter a number for the destination folder between 00001 and 50000. You cannot enter a number already used.

** Note**

- The first unused program number is displayed as the default.

**❖ Send File Path Name**

Enter a name for identifying the destination folder, using up to 80 characters.

**❖ Key Display**

Enter a name to appear on the control panel of this machine, using up to 16 characters. The first 16 characters of the Send File Path name are automatically used if you skip registering a key display name.

**❖ Assign Title**

You can assign a Send File Path record under the following three types of titles for recalling the key display name quickly on the control panel of this machine.

- Alphabet  
[ABC], [DEF], [GHI], [JKL], [MNO], [PQRS], [TUV], [WXYZ]
- Custom Title  
[1], [2], [3], [4], [5]
- Frequently Used Title(s)  
Select "On" if you wish the Send File Path record to be included in the [Freq.] page, which is displayed as the first title for both the alphabetical and custom title lists. Select "Off" if you do not wish the item in the [Freq.] page.

** Important**

- Before assigning a custom title, it is necessary to register the custom titles using the Web Status Monitor, and restart this machine. You cannot configure [Send File Path] and [Custom Title] settings at the same time.

** Note**

- Under each of the records, the assigned items are listed by the order of registration.

**❖ Send File**

- Send File Path  
Enter the path to the destination in the format of "\\host name\folder name" or "\\IP address\folder name."

** Note**

- Be sure to specify folders that are on the root directory of a host computer. You cannot specify any sub-directories for the "folder name" in the above syntax.

- **Login User Name**  
Enter a user name with a shared folder access, in the format of “work group name\user name” or “domain name\user name.”

 **Note**

- When the shared folder you register is on a file server, enter a user name available for logging in to the file server.
- When the shared folder you register is configured an access right on Windows 2000/XP, Windows Server 2003, or Windows NT 4.0, enter the user name that is specified as the administrator of the operating system.
- When the shared folder you register is on a client computer, enter a user name available for logging in to the network.

- **Login Password and Confirm Login Password**  
Enter the password for the user name displayed in the **[Login User Name]** box. Each password character appears as “\*.”

 **Note**

- When accessing a shared folder that is password protected on Windows 95/98/98SE/Me, enter the password.

- **[Test]**  
Click this button to confirm the availability of the entry to the **[Send File Path]**, **[Login User Name]**, and **[Login Password]** box.
- **Sender's Password**  
Select whether to set a password for the destination folder.  
When **[On]** is selected, a password is required when this folder is specified as the destination.
- **Protected Password and Confirm Protected Password**  
Enter the password when **[On]** is selected for **[Sender's Password]**, using four to eight digits.  
Each password digit appears as “\*.”

❖ **Change Order**

This item is displayed only when you perform **[Change]** in the “Send File Path” operation. Normally, the Send File Paths you have registered using **[Add]** in the “Send File Path” are displayed by the order of registration. If you wish to change the order of the registered Send File Paths, select “On” for **[Change Order]**, and then enter the number of the new order (that applies to when you select “All” in a title list screen of this machine) into the **[Change Order]** box.

 **Note**

- If you enter “5” into the **[Move to]** box and perform the **[Change Order]** operation for the Send File Path that is currently displayed in the 15th place when you select “All” in a title list screen of this machine, the Send File Path moves to the 5th place. At this time, the Send File Paths that have formerly been displayed in the 5th through 14th places move to the 6th through 15th places, respectively.

---

## Information to register in [FTP Server]

---

You can register an FTP server address for sending a scanned data to a shared folder on the FTP server by using: **[Configuration]** → **[Send File Settings]** → **[FTP Server]** → **[Add]** on the Web Status Monitor. Up to 1000 FTP server addresses can be registered.

### Reference

See the Web Status Monitor Help for the information about how to register an FTP Server address.

3

### ❖ Program No.

Enter a number for the FTP server address between 00001 and 50000. You cannot enter the number already used.

#### Note

The first unused program number is displayed as the default.

### ❖ FTP Server Name

Enter a name for identifying the FTP server address, using up to 80 characters.

### ❖ Key Display

Enter a name to appear on the control panel of this machine, using up to 16 characters. The first 16 characters of the FTP server name are automatically used if you skip registering a key display name.

### ❖ Assign Title

You can assign an FTP server record under the following three types of titles for recalling the key display name quickly on the control panel of this machine.

- Alphabet  
[ABC], [DEF], [GHI], [JKL], [MNO], [PQRS], [TUV], [WXYZ]
- Custom Title  
[1], [2], [3], [4], [5]
- Frequently Used Title(s)  
Select "On" if you wish the FTP server record to be included in the **[Freq.]** page, which is displayed as the first title for both the alphabetical and custom title lists. Select "Off" if you do not wish the item in the **[Freq.]** page.

### Important

Before assigning a custom title, it is necessary to register the custom titles using the Web Status Monitor, and restart this machine. You cannot configure **[FTP Server]** and **[Custom Title]** settings at the same time.

#### Note

Under each of the records, the assigned items are listed by the order of registration.

## ❖ FTP Server

- **Server Name/Path Name**  
Enter a path to the FTP server shared folder, in the format of “server name\folder name” or “IP address\folder name.”

### **Note**

- Be sure to specify a folder that is on the root directory of an FTP server. You cannot specify any sub-directories for a “folder name” in the above syntax.
- When you connect to an FTP server using a specific port, enter the port number in decimal followed by “:” after a server name (or an IP address). If you do not specify a port number, the default port number (21) is automatically assigned.
- **Login User Name**  
Enter a user name with shared folder access.

### **Note**

- A login user name is registered using up to 20 characters on the Web Status Monitor. Specify a login user name within 20 characters on the FTP server, to which you wish to send scanned files from this machine.
- **Login Password and Confirm Login Password**  
Enter the password for the user name displayed in the **[Login User Name]** box.

### **Note**

- A login password is registered using up to 14 characters on the Web Status Monitor. Specify a login password within 14 characters on the FTP server, to which you wish to send scanned files from this machine.
- **[Test]**  
Click this button to confirm the availability of the entries to the **[Server Name/Path Name]**, **[Login User Name]**, and **[Login Password]** boxes.
- **PASV Mode Configuration**  
Select whether to use the PASV mode to send a file.  
The default is **[Off]**. If you can log on to a specified FTP server but cannot send a file, select **[On]**.

### **Note**

- This machine does not support connection to an FTP server via a proxy server.
- **Sender's Password**  
Select whether to set a password for the FTP server address.  
When **[On]** is selected, a password is required when this FTP server address is specified as the destination.
- **Protected Password and Confirm Protected Password**  
Enter the password when **[On]** is selected for **[Sender's Password]**, using four to eight digits.  
Each password digit appears as “\*.”

---

## Information to register in [E-mail Address]

---

You can register destinations of e-mail addresses to which you use for sending the scanned data as an e-mail attachment by using: **[Configuration]** → **[E-mail Settings]** → **[E-mail Address]** → **[Add]** on the Web Status Monitor. Up to 2000 e-mail addresses can be registered.

### ❖ Program No.

Enter a number for the e-mail address between 00001 and 50000. You cannot enter the number already used.

#### Note

The first unused number is displayed as the default.

### ❖ Name(s)

The name specified here is used for recognizing each of the registered destinations (or senders) on the Web Status Monitor. Register a name within 20 characters.

### ❖ Key Display

The key display is used for selecting a destination (or a sender) on the control panel of this machine. Register a key display name within 16 characters. The first 16 characters of the name that you have registered to **[Name(s)]** are automatically used if you skip registering a key display name.

### ❖ Assign Title

You can assign an item under the following three types of titles for recalling the destination's (or a sender's) key display name quickly on the control panel of this machine.

- Alphabet  
[ABC], [DEF], [GHI], [JKL], [MNO], [PQRS], [TUV], [WXYZ]
- Custom Title  
[1], [2], [3], [4], [5]
- Frequently Used Title(s)  
Select "On" if you wish the item to be included in the **[Freq.]** page, which is displayed as the first title for both the alphabetical and custom title lists. Select "Off" if you do not wish the item in the **[Freq.]** page.

#### Important

Before assigning a custom title, it is necessary to register the custom titles using the Web Status Monitor, and restart this machine. You cannot configure **[E-mail Address]** and **[Custom Title]** settings at the same time.

#### Note

Under each of the titles, the assigned items are listed by the order of registration.



## ❖ E-mail

- **E-mail Address**  
Enter an e-mail address used as the destination.
- **Register as Sender**  
Select whether to use an e-mail address not only as a destination but as a sender also.
- **Sender's Password**  
Select whether to set a password for an e-mail address.  
When **[On]** is selected, a password is required when this e-mail address is specified as a destination.
- **Protected Password and Confirm Protected Password**  
Enter the password when **[On]** is selected for **[Sender's Password]**, using four to eight digits.  
Each password digit appears as “\*.”

---

## Information to register in [Printer]

---

You can register up to 99 printers.

### Note

- You cannot select a paper tray to supply paper when performing a Print Scan operation. To select a certain paper tray for the Print Scan, it is necessary to register each of paper trays of a printer as an independent printer, by using **[Configuration]** → **[Print Scan Settings]** → **[Printer]** → **[Add]** on the Web Status Monitor.

### Reference

See the Web Status Monitor Help for information about how to register a printer.

## ❖ Program No.

Assign a program number to each of the printer registrations within the range of 01 through 99. The smallest unused program number is automatically assigned when you register a new printer. You can also change the program number manually.

## ❖ Printer Name

**[Printer Name]** is used for recognizing each of the registered printers on the Web Status Monitor when monitoring the printout jobs. Enter a printer name within 80 characters.

## ❖ Key Display

Enter a name to appear on the control panel of this machine, using up to 16 characters. The first 16 characters of the printer name are automatically used if you skip registering a key display name.

### Important

- If you enter nothing into the **[Key Display]** box (by clearing the characters that are automatically entered) and then press **[OK]**, the message “This parameter does not have any changes. Click [Back] to continue.” appears. Never leave the **[Key Display]** box empty.

### ❖ Assign Title

You can assign a printer under the following three types of titles for recalling the printer's key display name quickly on the control panel of this machine.

- Alphabet  
[ABC], [DEF], [GHI], [JKL], [MNO], [PQRS], [TUV], [WXYZ]
- Custom Title  
[1], [2], [3], [4], [5]
- Frequently Used Title(s)  
Select "On" if you wish a printer to be included in the **[Freq.]** page, which is displayed as the first title for both the alphabetical and custom title lists. Select "Off" if you do not wish the printer in the **[Freq.]** page.

### ⚠ Important

- Before assigning a custom title, it is necessary to register custom titles using the Web Status Monitor, and restart this machine. You cannot configure **[Printer]** and **[Custom Title]** settings at the same time.

### 📝 Note

- Under each of the titles, the assigned printers are listed by the order of registration.

### ❖ Attachment Type

A type of connection method between a printer and this machine is fixed to **[Network Printer]**.

### ❖ Network Printer

Enter the IP address of the printer in the form of xxx.xxx.xxx.xxx (xxx:0 through 255).

### 📝 Note

- You cannot configure this setting using a host name.
- Be sure to assign a static IP address even if you use the printer on a DHCP environment.

### ❖ [Obtain Printer Information]

Click to obtain a paper tray information for the printer.

For a network printer, be sure to enter a correct IP address, and then click **[Obtain Printer Information]**.

An error message appears if the IP address entered is incorrect. Enter the correct IP address.

### ❖ Default Printer

Click **[Yes]** to set the printer as the default printer.

Only one printer can be set as the default printer at a time.

#### Note

- When only one printer is registered, that printer is set as the default automatically.
- If **[Yes]** is selected for this printer, the previous default printer will no longer be the default.
- If the setting for the current default printer is changed to **[No]**, the error message appears. Set another printer as the default.

### ❖ Locked Print

Select **[On]** to print the scanned images only after a password is entered on the control panel of this machine. This prevents other people from seeing the prints.

### ❖ Paper Source Tray

Select a paper tray.

Click **[Obtain Printer Information]** to update the list of available paper trays.

For a network printer, be sure to enter the IP address in the box of **[Attachment Type]** first, and then click **[Obtain Printer Information]**.

### ❖ Change Order

This item is displayed only when you perform **[Change]** in the “Printer” operation. Normally, the printers you have registered using **[Add]** in the “Printer” are displayed by the order of registration. If you wish to change the order of the registered printers, select “On” for **[Change Order]**, and then enter the number of the new order (that applies when you select “All” in a title list screen of the machine) into **[Move to]** box.

#### Note

- If you enter “5” into **[Move to]** box and perform **[Change Order]** operation for a printer that is currently displayed in the 15th place when you select “All” in a title list screen of this machine, the printer moves to the 5th place. At this time, the printers that are formerly displayed in the 5th through 14th places move to the 6th through 15th places, respectively.

## Recalling the Settings

You can recall the current settings of this machine for confirmation, by using the Web Status Monitor.

### To recall the settings

- 1** Click **[Config Reference]** on the main menu.
- 2** Click the item that you wish to recall in the sub-menu area.

## Creating a Backup File of All the Settings

It is possible to store the settings such as the scanning conditions as a file in a shared folder on the network. This file can be used to restore the settings in case they are lost. In addition, if you use two or more units of the scanners connected to this machine, it is possible to configure the necessary settings on only one unit and copy the settings to other units.

### Setup items to be backed-up and restored

You can create a backup file that contains all the settings included under the **[Configuration]** main menu (except **[Backup]** in the **[Basic Settings]** sub-menu), and the settings can be restored using the backup file.

Even the settings that have been configured by using the control panel of this machine are backed up, as long as the settings are included under the **[Configuration]** main menu of the Web Status Monitor. Note, however, that there are setup items that can only be configured by using the control panel of this machine. These setup items are not included in the backup file.

### Note

- You cannot specify the items to be backed up or restored separately.
- When you use a backup file to copy the settings to another unit, it is necessary to change the settings that must be unique for each of the units, such as an IP address setting.

### To create a backup file

- 1** Click **[Configuration]** on the main menu.

The password input dialog box appears.

### Note

- Once you set the password, the password input dialog box will not appear from the second time. When the dialog doesn't appear, proceed to **4**.

- 2** Enter "scanner" for the user name and enter the password.

### Note

- The user name is fixed to "scanner."
- The password is set to "password" as the factory default. You can change the password using **[Configuration]** → **[Basic Settings]** → **[Password]**.

- 3** Click **[OK]**.

The setup screen appears.

- 4** Click **[Basic Settings]**, and then **[Backup]** in the sub-menu area.

**5** Enter each of the items on the screen.**❖ Send File Path**

Enter the shared folder path for storing the backup file. Enter the path in the format of “\\host name\folder name” or “\\IP address\folder name.”

**📝 Note**

- The specified IP address is effective only for the computer running on Windows 2000/XP or Windows NT as the operating system. An IP address cannot be specified for a host running on Windows 98/Me as the operating system.

**❖ Login User Name**

Enter a user name with a shared folder access, in the format of “work group name\user name” or “domain name\user name.”

**❖ Login Password**

Enter the password for the user name displayed in the **[Login User Name]** box. Each password character appears as “\*.”

**📝 Note**

- If you are running Windows 98/Me and a shared folder password is required, enter it.

**❖ [Test]**

Click to check whether connection to the specified shared folder is enabled when data is entered in the **[Send File Path]**, **[Login User Name]**, and **[Login Password]** box.

**❖ Backup File Name**

Enter a file name for the backup file. Enter a name using up to 20 characters.

**6** When everything is done in the way you wish, click **[Backup]**.**📝 Note**

- Click **[Cancel]** to restore the former settings on the screen.

After a backup file is created, the message “Backup has succeeded.” appears.

**7** Confirm that the backup file is created in the folder you have specified.

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**To restore settings from a backup file**

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**1** Click **[Configuration]** on the main menu.

The password input dialog box appears.

**📝 Note**

- Once you set the password, the password input dialog box will not appear from the second time. When the dialog doesn't appear, proceed to **4**.

**2** You can change the password using **[Configuration]** → **[Basic Settings]** → **[Password]**.**📝 Note**

- The user name is fixed to “scanner.”
- The password is set to “password” as the factory default. You can change the password using **[Configuration]** → **[Basic Settings]** → **[Password]**.

**3** Click **[OK]**.

The setup screen appears.

**4** Click **[Basic Settings]**, and then **[Backup]** in the sub-menu area.

**5** Enter each of the items on the screen.❖ **Send File Path**

Enter the path to the shared folder where the backup file is stored. Enter the path in the format of “\\host name\folder name” or “\\IP address\folder name.”

 **Note**

- The specified IP address is effective only for the computer running on Windows 2000/XP or Windows NT as the operating system. An IP address cannot be specified for a host running on Windows 98/Me as the operating system.

❖ **Login User Name**

Enter a user name with a shared folder access, in the format of “work group name\user name” or “domain name\user name.”

❖ **Login Password**

Enter the password for the user name displayed in the **[Login User Name]** box.  
Each password character appears as “\*.”

 **Note**

- If you are running Windows 98/Me and a shared folder password is required, enter it.

❖ **[Test]**

Click to check whether connection to the specified shared folder is enabled when data is entered in the **[Send File Path]**, **[Login User Name]**, and **[Login Password]** boxes.

❖ **Backup File Name**

Enter the backup file name from which you wish to restore the settings. Enter a name using up to 20 characters.

**6** When everything is done in the way you wish, click **[Restore]**. **Note**

- Click **[Cancel]** to restore the former settings on the screen.

After a restore operation is complete, the message “Restore has succeeded.” appears.

**7** Turn off the power of this machine, and then back on.

This applies the settings that are restored from the backup file to this machine.

# Installing Software

To use a scanner connected to this machine as a network TWAIN scanner, it is necessary that the TWAIN driver is installed on the client computer from which you use this machine.

To use a scanner connected to the machine as a network delivery scanner, it is essential to install the optional ScanRouter delivery software on the Delivery software. To check an in-tray or retrieve file, it is necessary to install DeskTopBinder Lite on the client computer.

3

## List of Files

CD-ROM Drive	Wizard for the TWAIN driver and utilities		
	DRIVERS	TWAIN	TWAIN driver for Windows 95/98/Me, Windows XP, Windows 2000, Windows NT 4.0, Windows Server 2003
	UTILITY	DeskV2	DeskTopBinder Lite
	NET-WORK	DEVMON	SmartDeviceMonitor for Admin, SmartDeviceMonitor for Client

## Auto Run Program

When the CD-ROM is inserted into a client computer on Windows 95/98/Me, Windows XP, Windows 2000, Windows NT 4.0, or Windows Server 2003, the installer starts automatically (Auto Run) to install the TWAIN driver and various software.

### Note

- Auto Run might not automatically work with the certain operating system settings. In this case, launch "Setup.exe" located in the CD-ROM root directory.
- If you wish to install the software without using Auto Run, hold down the **[Shift]** key while inserting the CD-ROM. Keep the **[Shift]** key held down until the client computer has finished accessing the CD-ROM.
- If **[Cancel]** is pressed during installation, the installation will be stopped and all the remaining software will not be installed. If **[Cancel]** has been pressed, reinstall the remaining software after restarting the client computer.

### Limitation

- For installation on Windows 2000, Windows XP, Windows NT 4.0, or Windows Server 2003, log in as a member of the administrators group.

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## Software for Using for a Network TWAIN Scanner

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To use a scanner connected to this machine as a network TWAIN scanner, it is essential to install the TWAIN driver on the client computer.

If you do not have applications that work with TWAIN, it is necessary to also install DeskTopBinder Lite. For information about the installation of DeskTopBinder Lite, see p.106 “DeskTopBinder Lite”.

---

### System requirements

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3

#### 🔔 Limitation

- On Windows NT with the RISC-based processors (MIPS R series, Alpha AXP, or PowerPC), this driver is not available.
- Hardware
  - PC/AT compatible
- CPU
  - Pentium or faster (Pentium 150 MHz or faster recommended)
- Operating system
  - Microsoft Windows 95 (OSR 2 or later)
  - Microsoft Windows 98
  - Microsoft Windows Millennium Edition (Windows Me)
  - Microsoft Windows 2000 Professional (SP4 or later)
  - Microsoft Windows 2000 Server (SP4 or later)
  - Microsoft Windows XP Home Edition
  - Microsoft Windows XP Professional
  - Microsoft Windows NT Workstation 4.0 (Service Pack 5 or later)
  - Microsoft Windows NT Server 4.0 (Service Pack 5 or later)
  - Microsoft Windows Server 2003
- Memory
  - Operating system min. operation memory + 8 MB (64 MB or more recommended)
- Hard disk space
  - 100 MB or more
- Display resolution
  - 800 × 600 pixels, 256 colors or higher
- Network protocol
  - TCP/IP



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## Installing TWAIN Driver

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Install the TWAIN driver using Auto Run.

- 1** Start Windows, and then insert the supplied CD-ROM labeled “Scanner Driver(s), Utilities and Operating Instructions” into the CD-ROM drive of the client computer.

The CD-ROM Launcher screen appears.

### Reference

If the installer does not start automatically, see p.103 “Auto Run Program”.

- 2** Click a button that shows the name of the scanner connected to this machine.

- The installer of the respective scanner is activated. Install according to the instruction on the screen.
- The client computer installed with the TWAIN driver can get the scanning data from a scanner connected to this machine using a TWAIN-compliant application.

- 3** The installer of the TWAIN driver starts. Follow the instructions on the screen.

### Note

- When the installation is complete, a message to prompt you to restart the client computer may appear. In this case, restart the client computer.
- After the installation is completed, a menu with the name of a scanner you have connected is created in the “Program” folder of the Start menu. Help can be displayed from here.

- Notes on using with the network TWAIN scanner are provided in “Readme.txt.” Be sure to read them before use.

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## DeskTopBinder Lite

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Use Auto Run for installation.

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### System requirements

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- Computer  
PC/AT compatible computer
- One of the following operating systems:  
Microsoft Windows 98 Second Edition  
Microsoft Windows Millennium Edition  
Microsoft Windows 2000 Server Service Pack 1 or later  
Microsoft Windows 2000 Professional Service Pack 1 or later  
Microsoft Windows XP Professional  
Microsoft Windows XP Home Edition  
Microsoft Windows Server 2003 Standard Edition  
Microsoft Windows Server 2003 Enterprise Edition
- CPU  
Pentium 133 MHz or faster  
(Pentium II 266 MHz or faster recommended)
- RAM  
48 MB or more  
(128 MB or more recommended)
- Hard Drive Space Available  
150 MB or more (200 MB recommended)
- Network protocol  
TCP/IP

---

## Installing DeskTopBinder Lite

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### Preparation

Log on to the computer as a member of the Administrators group, for installation to Windows 2000/XP, or Windows Server 2003.

- 1** Start Windows, and then insert the supplied CD-ROM labeled “Scanner Driver(s), Utilities and Operating Instructions” into the CD-ROM drive of the client computer.

The CD-ROM Launcher screen appears.

---

### When installation does not start automatically

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Auto Run might not automatically work with certain operating system settings.

- 1** Launch “Setup.exe” located in the CD-ROM root directory.
- 2** Click [DeskTopBinder Lite].  
The DeskTopBinder Lite Setup screen appears.
- 3** Click [DeskTopBinder Lite]. The Installer of the DeskTopBinder Lite starts. Follow the instructions on the screen.

### Reference

For information about the subsequent installation procedures, see Setup Guide that can be displayed from the Setup screen of DeskTopBinder Lite.

## SmartDeviceMonitor

### About SmartDeviceMonitor for Admin and SmartDeviceMonitor for Client

“SmartDeviceMonitor for Admin” is a utility software for managing multiple scanners and printers on a network efficiently. Install this software on an administrator computer if necessary.

“SmartDeviceMonitor for Client” is a utility software for the effective use of multiple scanners and printers on a network with IP addresses. Install this software on a client computer as necessary.

3

This software:	Manages:	Performs (related to scanners):	To be installed on:
SmartDeviceMonitor for Admin	Multiple scanners and printers on the network	<ul style="list-style-type: none"> <li>• Changing the device name <sup>*1</sup></li> <li>• Changing the IP address <sup>*1</sup></li> <li>• Displaying status</li> </ul>	Network administrator's computer
SmartDeviceMonitor for Client	Multiple scanners and printers on the network	<ul style="list-style-type: none"> <li>• Displaying status</li> </ul>	Each of client computers
Web Status Monitor	This machine	<ul style="list-style-type: none"> <li>• Making various settings (see p.37 “Initial Scanner Setup”)</li> </ul>	--

<sup>\*1</sup> You cannot use the Ethernet board setup tool included in the SmartDeviceMonitor for Admin when you access to this machine (it's not possible to change the device name and the IP address of this machine). You can change the device name and the IP address of other devices.

#### Note

- Address Management Tool on SmartDeviceMonitor for Admin is disabled.
- When SMNP Community Name for this machine is changed, change the SMNP Community Name for SmartDeviceMonitor for Admin as well.

---

## Installing SmartDeviceMonitor

---

Use Auto Run for installation.

- 1** Start Windows, and then insert the supplied CD-ROM labeled “Scanner Driver(s), Utilities and Operating Instructions” into the CD-ROM drive of the computer.

The CD-ROM Launcher screen appears.

- 2** Click the key of the software to be installed.

- Click [**SmartDeviceMonitor for Admin**], and then the SmartDeviceMonitor for Admin Setup screen appears.
- Click [**SmartDeviceMonitor for Client**], and then the SmartDeviceMonitor for Client Setup screen appears.

- 3** Follow the instructions on the screen.

### Note

- After the installation is complete, the “SmartDeviceMonitor for Admin” or “SmartDeviceMonitor for Client” folder is in the “Program” folder on the Start menu. Help can be displayed from here.
- Notes on using the relevant software are provided in “Readme.txt.” Be sure to read them before use.



# 4. Setting Originals on a Scanner

Refer to the corresponding instruction manual of a scanner to be connected to this machine, for setting an original on the exposure glass or the ADF (Automatic Document Feeder), and available sizes of paper to be set as an original.

## About E-mail/Send File or Print Mode

This E-mail/Send File function and Print function will not be available when a scanner is used as a network TWAIN scanner, or used for **[Enter Custom Send File]** of the Main Menu Area on the Web Status Monitor.

Make sure that the E-mail/Send File Ready screen in E-mail/Send File mode, or Print Ready screen in Print mode, is displayed on this machine's display panel, and then set an original(s) on the scanner connected to this machine.

### Reference

See p.118 "E-mail/Send File Ready screen", and p.148 "About Print Scan Ready screen".

# Original Orientation

The default of this machine is to scan a one-sided original in the top to bottom direction. Specify respectively when you wish to scan an original in the landscape direction, or a both-sided original by [4. Scan Settings] → [Default or User 1 to 3] → [11. Original Settings].

 **Note**

- When using Scan to Print function, original orientation is not required to set.
- The items to select will vary according to a scanner connected to this machine. If the items are not selectable, they will be displayed in gray tone.

**4**

## About Location To Set Originals

When using the scanning function of this machine other than the network TWAIN scan, you do not need to specify a location to set the original(s), even in case of a scanner equipped with both the ADF (Automatic Document Feeder) and the exposure glass.





In this case, when an original(s) is set on the ADF, it is scanned on the ADF; when an original is set on the exposure glass, it is scanned on the exposure glass. However, when originals are set on both the ADF and exposure glass, the one on the ADF is scanned.

## When Using Send Scan Function

Select "1 Sided" of the  or  in the [Settings]→Settings for each Users→[Original Settings] for the send scan function in with one sided originals.

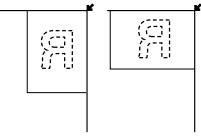
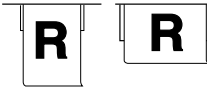
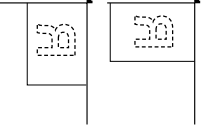

Settings made in [Original Settings] is valid when the [File Type] is set to [PDF]. See p.73 "File Type" for details.

◆ **Simplex originals with 297mm (11") or more length**

Exposure Glass	ADF	Settings
		<input type="checkbox"/>
		<input type="checkbox"/>

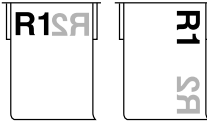
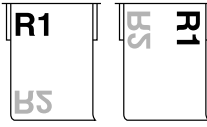


### ❖ Simplex originals with 297mm (11") or less length

Exposure Glass	ADF	Settings
		<input type="checkbox"/> R
		<input type="checkbox"/> R

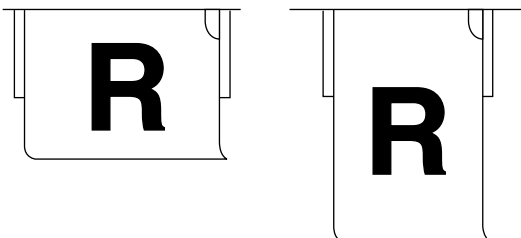
### ❖ Duplex Originals

Select "2 Sided:TtoT" or "2 Sided:TtoB" of the  R or  B in the **[Settings]**→Settings for each User→**[Original Settings]** for the send scan function in with one sided originals.

ADF	Settings
	2 Sided T to T
	2 Sided T to B

## Settings for Print Scan in Simplex Scanning

- When you perform a Print Scan operation while scanning one side of an original, set the original in the ADF as illustrated below, regardless of the width of the originals.



AHQ012S

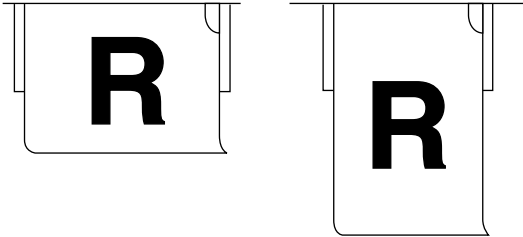
- Select (1 Sided Orig. → 1 Sided Print) or (1 Sided Orig. → 2 Sided Print) to perform simplex scanning, by using **[Duplex]** under **[5. Print Settings]** on this machine. See p.79 "Duplex" for details.

### ! Limitation

- When you select 2-sided print, the printout orientation is fixed to top to top.

## Settings for Print Scan in Duplex Scanning

- When you perform a Print Scan operation while scanning both sides of originals, set the originals in the ADF as illustrated below, regardless of the width of the originals.



AHQ012S

4

- Select (2 Sided Orig. → 1 Sided Print) or (2 Sided Orig. → 2 Sided Print) to perform duplex scanning, by using **[Duplex]** under **[5. Print Settings]** on this machine. See p.79 “Duplex” for details.

### ! Limitation

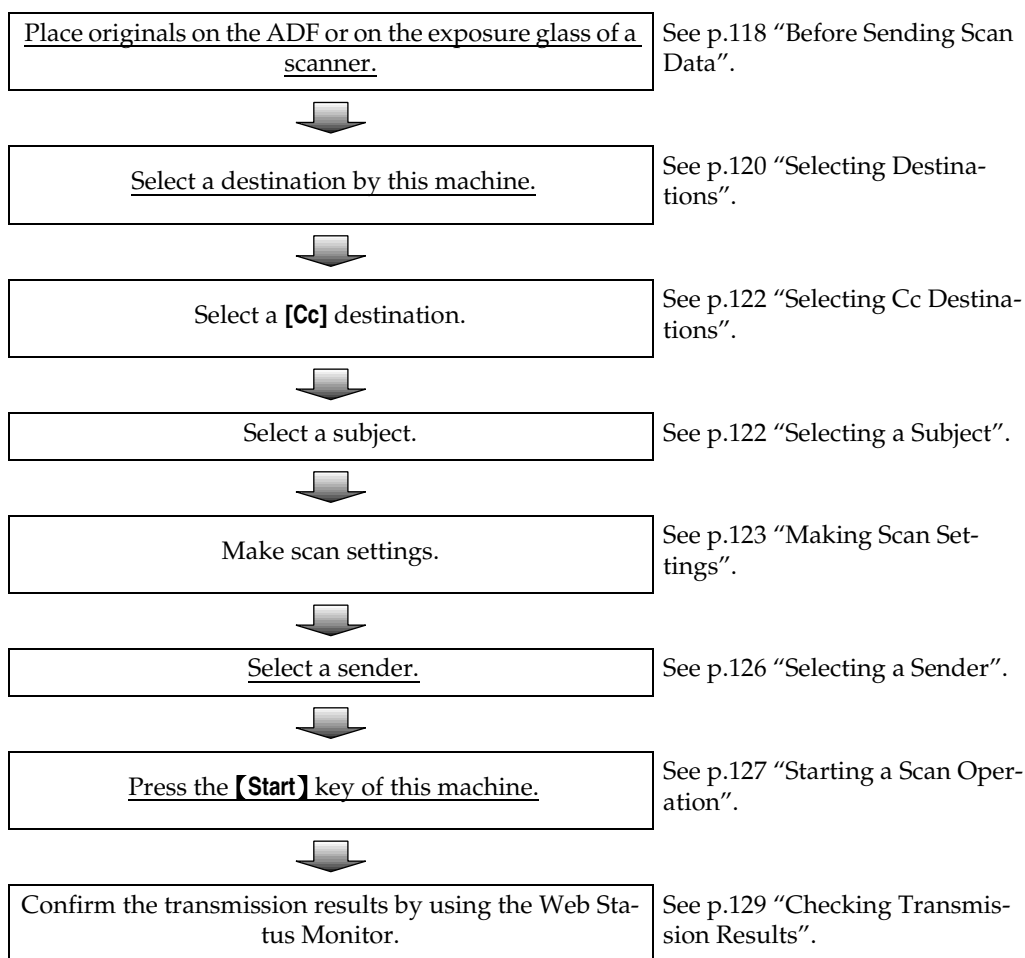
- When you select duplex scanning in a Print Scan operation, scanning of the originals is fixed to top to top. This means that the originals must be bound on either side.
- When you select 2-sided print, the printout orientation is fixed to top to top.
- When the originals are bound at the top, or when you do not set the originals as illustrated above, you’ll never have the printout results as expected.

# 5. Sending Scan File by E-mail

This chapter explains how to send a scanned file as an e-mail attachment.

## Procedure Breakdown

The following overview diagram shows the flow of the steps for sending a scanned file as an E-mail attachment. Note that the underlined steps are essential.



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## E-mail Content

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### Sender

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- If you specify a sender of an e-mail using the **[Sender]** list on this machine, the user you have specified becomes the sender.

 **Note**

- It is necessary to set **[Register as Sender]** to “On” to have a registered user displayed on this machine’s **[Sender]** list. The setup item **[Register as Sender]** is included under **[Configuration]** → **[E-mail Settings]** → **[E-mail Address]** on the Web Status Monitor.
- If you do not specify a sender of an e-mail when **[Sender's Name Default]** is set to “Administrator's Address”, the registered administrator’s address becomes the sender.  
The setup item **[Sender's Name Default]** is included under **[Configuration]** → **[E-mail Settings]** on the Web Status Monitor.

 **Note**

- It is essential to specify a sender of an e-mail, when **[Sender's Name Default]** is set to “No.”

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### Subject

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You can select a subject of an e-mail from the **[Subject]** list displayed on this machine.

 **Note**

- No subject appears on your e-mail message when you do not specify a subject. (Depending on the e-mail client software on the side of the receiver, such string like “No subject” appears as the subject.)

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### File name and file type of an e-mail attachment

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A scanned image file to be sent as an e-mail attachment is automatically named as “SDOC0001.xxx” (“xxx” is a file extension). The four-digit number in the file name is counted up sequentially, when you perform scanning of multiple pages, with the **[File Type]** setting is set to “Single Page.”

 **Note**

- Scanned image files are sent in the file format that you have specified in **[File Type]** under **[Scan Settings]**. See p.73 “File Type”.

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## Related information

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The following information is automatically generated and used as a body text of your e-mail message.

### Note

- You cannot change the auto-generated body text.

### ❖ First line

The following sentence is inserted to the first line of an e-mail body.

“This E-mail was sent from <device name> (model name).”

### Note

- For “<device name>”, the name that is specified for the machine’s device name is used. (You can specify the device name using **[Configuration]** → **[Basic Settings]** → **[General Settings]** → **[Device Name]**.)

- For “model name”, the product ID of this machine is automatically inserted.

### ❖ Date and time when scan is performed

Date and time information is inserted to the second line of an e-mail body, in the following format.

“Date/Time(Yr/Month/Day/Hr/Min/Sec)”

### Note

- You can set the time and date using **[Date/Time(Yr/Month/Day/Hr/Min/Sec)]** in **[2.Send Scan Settings]** under the Scanner Features menu.

- “Offset from GMT” shows the time offset from Greenwich Mean Time. You can specify this setting by using **[Configuration]** → **[Basic Settings]** → **[Scanner]** → **[Time Zone]** on the Web Status Monitor.

### ❖ Contact information

When **[Sender's Name Default]** (included under **[Configuration]** → **[E-mail Settings]** on the Web Status Monitor) is set to “Administrator's Address”, the registered administrator’s e-mail address is inserted to the third line of an e-mail body, as a contact representative.

When **[Sender's Name Default]** is set to “No” and administrator’s address is not registered, the contact information is omitted.

# Before Sending Scan Data

## Reference

See p.111 “Setting Originals on a Scanner” for information about how to place the originals on the ADF (Auto Document Feeder) or on the exposure glass of a scanner, and about the available paper sizes and weights.

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## Original Location

When you perform a Send Scan (E-mail, Send File (SMB/FTP) or Delivery Server) operation, it is not necessary to select the location (ADF or exposure glass) for scanning by a scanner.

The scanner connected to this machine automatically detects the originals placed on the ADF or on the exposure glass, and scan is performed. Note, however, that the originals on the ADF are scanned when the originals are set on both the ADF and the exposure glass.

5

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## Original Orientation and Scanning Sides

When you perform a Send Scan (E-mail, Send File (SMB/FTP) or Delivery Server) operation, you can specify the original orientation and scanning sides on a scanner manually, by pressing **[Scan]** on the E-mail/Send File standby screen of this machine, and then selecting **[Manual]**. Instead of manually specifying these settings, you can also use the settings you have registered to “Default”, “User 1”, “User 2”, or “User 3.” See p.123 “Making Scan Settings” for details.

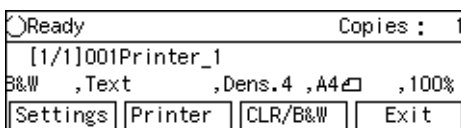
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## E-mail/Send File Ready screen

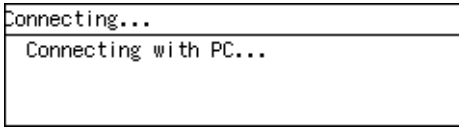
Before performing a Send Scan operation, make sure that the E-mail/Send File Ready screen is displayed on this machine’s display panel.

The E-mail/Send File Ready screen is displayed as the Send Scan initial screen when **[Select Method]** (in **[2.Send Scan Settings]** under the Scanner Features menu) is set to “Send File/TWAIN”, while the Delivery Server Ready screen is displayed when **[Select Method]** is set to “Delivery Server/TWAIN.”

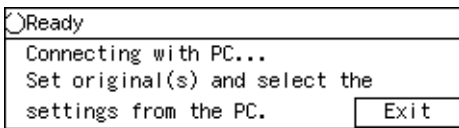
- When the message “Ready” and the number of copies are displayed on the first line of the display panel of this machine, this machine is standing by for the Print Scan. Press **[Exit]** to return to the Select Method screen.



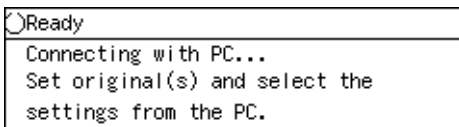
- When the message “Connecting with PC...” is displayed on the display panel of this machine, a scanner connected to this machine is used from a client computer, and scanning is in progress. Wait until the job in progress ends.



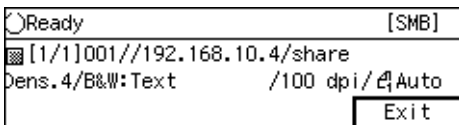
- When the message “Connecting with PC... Set original(s) and select the settings from the PC.” is displayed on the display panel of this machine, a scanner connected to this machine is standing by for the network TWAIN scanner. Press **[Exit]**.



If there is no **[Exit]**, the TWAIN exclusive standby screen is displayed on the display panel of this machine. Set **[6.Select Method]** (in **[2.Send Scan Settings]** under the Scanner Features menu) to “Send File/TWAIN”, and then restart this machine.



- When a Send File Path name is displayed on the second line of the screen on the display panel of this machine, the standby screen for **[Enter Custom Send File]** is displayed. In this case, press **[Exit]**.

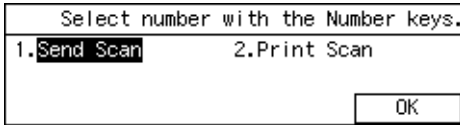


# Selecting Destinations and a Subject

You can specify up to 100 destinations at a time, by selecting from the registered destinations on this machine. You can also specify Cc (carbon copies) destinations and a subject of an e-mail.

## Selecting Destinations

**1** Press the **[1]** key.

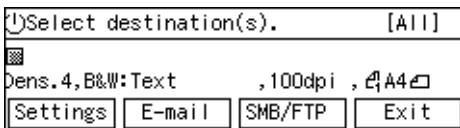


**Note**

- You can skip this step when the E-mail/Send File standby screen is displayed.

The E-mail/Send File standby screen is displayed.

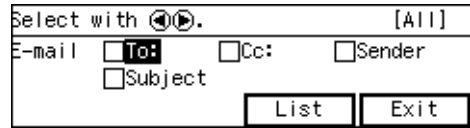
**2** Press **[E-mail]**.



**Note**

- If "On" is selected for **[Auto Update Destination List]** in **[2. Send Scan Settings]** under the Scanner Features menu on this machine, the destination list is automatically updated when you press **[E-mail]**. See p.60 "Auto Update Destination List" for details.
- The destination search is effective only when **[To:]** or **[Cc:]** is selected.

**3** Press **[List]** or the **[./#]**(Title) key according to your operation while **[To:]** is highlighted.

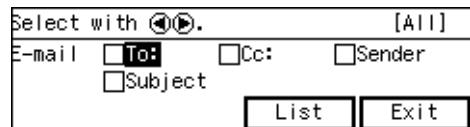


**Note**

- If **[To:]** appears with its check box selected, there is a destination that is already set. To clear the previous settings, press **[Clear]** in the functions you used to set the destination.
- The maximum number of the destinations you can set for the E-mail/Send File will be 100. You cannot set destinations more than 100.
- It is required to set at least one **[To:]** destination when sending an e-mail.

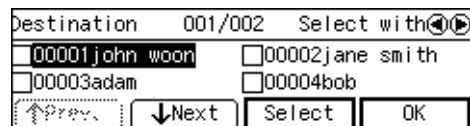
To select destinations from the address book

**1** Press **[List]** while **[To:]** is highlighted.



**2** Press **[Select]** while the destination you wish to select is highlighted.

The check mark will appear when the destination is selected.





**Note**

- To select another destination, highlight the destination you wish to select with the **[▶]** or **[◀]** key and press **[Select]**.
- To clear the selected destination, press **[Clear]** while the destination is highlighted. The check mark will disappear when the destination is not selected.

**3 Press [OK].**

---

To recall destinations using a title

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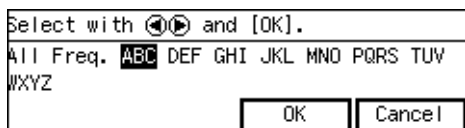
**1 Press the [/\*] (Title) key.**

A list of titles appears on the screen.

**Note**

- The titles are displayed according to the settings in **[Configuration] → [Basic Settings] → [Scanner] → [Select Title]** on the Web Status Monitor.

**2 Use the [▶] or [◀] key to highlight the title you wish to select, and then press [OK].**

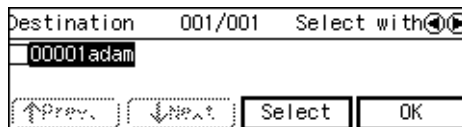


The destinations assigned to the selected title are displayed.

**Note**

- You can select the title under which each of the registered destinations is assigned in **[Configuration] → [E-mail Settings] → [E-mail Address] → [Assign Title]** on the Web Status Monitor.

**3 Highlight the destination you wish to select, and then press [Select].**



**Note**

- While highlighting a destination with its check box selected, press **[Clear]** to clear the check box (this deselects the destination).
- If you wish to select from another title, press the **[/\*]** (Title) key. This displays a list of titles again.

**4 Press [OK].**

---

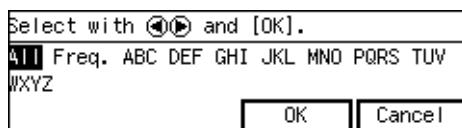
To recall all available destinations

---

**1 Press the [/\*] (Title) key.**

A list of titles appears on the screen.

**2 Use the [▶] or [◀] key to highlight [All], and then press [OK].**



**3 Select the destination.**

**4 When you are finished, press [Exit].**

This returns to the screen that has been displayed in the step **3**.

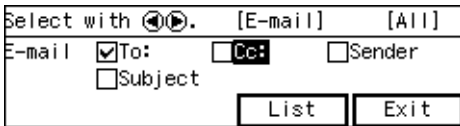
**Note**

- When no cc (carbon copies) destination and subject is necessary, press **[Exit]** here. The E-mail/Send File standby screen is displayed, and the first destination you have selected appears on the second line of the screen. When you have selected the multiple destinations, you can confirm them by using the **[▶]** and **[◀]** keys.

## Selecting Cc Destinations

You can specify destinations to send the “cc” (carbon copies) of an e-mail message as necessary. Up to 100 destinations can be selected per an e-mail message in all, including those specified as [To:] and [Cc:].

- 1 Use the [⏪] or [⏩] key to highlight [Cc:], and then press [List].



The list of the destinations that are registered to this machine appears.

- 2 Follow the same procedures as the step 3 under “Selecting Destinations”.

- 3 When you are finished, press [Exit].

This returns to the screen that has been displayed in the step 1.

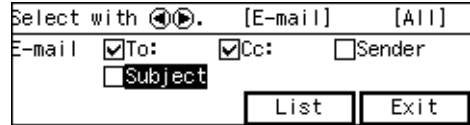
**Note**

- When no subject is necessary, press [Exit] here. The E-mail/Send File standby screen is displayed.
- The second line of the screen shows the first destination that you have specified for [To:] in “Selecting Destinations.” You can confirm all the specified destinations by using the [⏪] and [⏩] keys, when you have selected the multiple destinations.
- You cannot confirm the “Cc” (carbon copies) destinations on the E-mail/Send File standby screen.

## Selecting a Subject

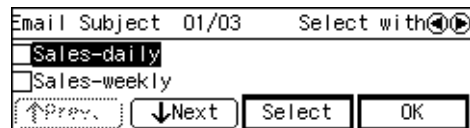
- 1 Use the [⏪] or [⏩] key to highlight [Subject].

- 2 Press [List].



The list of the subjects that are registered to this machine appears.

- 3 Use [↓Next] or [↑Prev.] to scroll through the pages, and display the subject you wish to select.



- 4 Use the [⏪] or [⏩] key to highlight the subject you wish to select, and then press [Select].

This selects the check box in front of the subject.

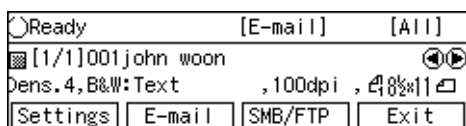
**Note**

- Selecting another subject automatically deselects the subject currently selected (so that the check mark next to the subject is cleared).
- While highlighting a subject with its check box selected, press [Clear] to clear the check box (this deselects the subject).

# Making Scan Settings

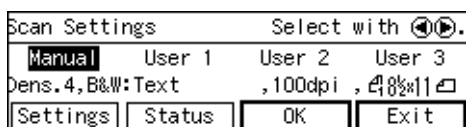
Follow the steps below to configure scan settings before you perform a Send Scan operation by the scanner connected to this machine. If you skip the following steps, scan is performed using the settings that you have configured and registered to **[Default]** in **[4.Scan Settings]** under the Scanner Features menu.

- 1 At E-mail Ready screen, press **[Settings]**.



The Scan Settings screen is displayed.

- 2 Select whether you configure the scan settings manually, or use one of the user settings you have registered.



## Reference

You can confirm the Scan Settings you have registered. See p.124 "Confirming the Scan Settings".

## Note

- ❑ Press **[Exit]** if you wish to use the settings you have registered to **[Default]**.

- ❑ You cannot edit and save the settings that you have registered to **[User 1]**, **[User 2]** and **[User 3]** here. If you wish to use one of the user settings while changing some of them, recall the user setting you wish to use by highlighting it and press **[OK]** first. And then, change the settings by selecting **[Settings]**.

To recall the registered scan settings

- 1 Use the **[▶]** or **[◀]** key to highlight **[User 1]**, **[User 2]** or **[User 3]** on the screen, and then press **[OK]**.

This returns to the E-mail/Send File standby screen, and the corresponding Scan Settings are displayed on the third line of the screen.

To configure scan settings manually

- 1 Use the **[▶]** or **[◀]** key to highlight **[Manual]** on the screen, and then press **[Settings]**.

The first page of the Scan Settings screen ( Scan Settings 1/3) is displayed.

- 2 Use **[↓Next]** or **[↑Prev.]** to scroll through the pages, use the **[▶]** or **[◀]** key to highlight the setup item you wish to change, and then press **[Settings]**.



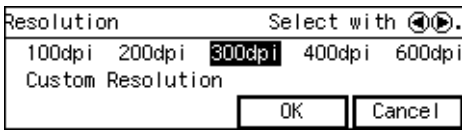
**Reference**

See p.70 “Information to Register in [Scan Settings]” for details about each of the set-up items.

**Note**

- For example, [Resolution] is selected here.

- Highlight the option you wish to select by using the [▶] or [◀] key, and then press [OK].



**Note**

- Pressing [Cancel] discards the selected option, and returns to the previous screen.
- When you select “Custom Resolution” for [Resolution] and/or “Custom Area Setting” for [Scan Size], use the Number keys to specify the values.

- Repeat the steps 2 and 3 as necessary.

- When you are finished, press [Exit].

This returns to the Scan Settings screen.

- Press [OK].

This returns to the E-mail/Send File standby screen, and the current Scan Setting is displayed on the third line of the screen.

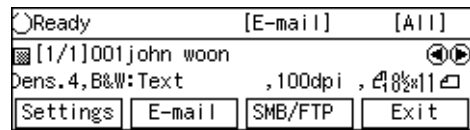
## Confirming the Scan Settings

You can confirm the current Scan Settings, or the Scan Settings that you have registered to [Default], [User 1], [User 2] or [User 3].

**Note**

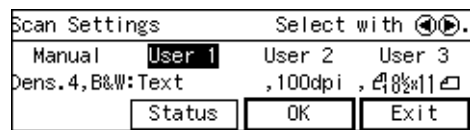
- You can confirm the [Default] settings by selecting [Manual] in the step 2 below, unless you configure the Scan Settings manually. After you have manually configured the Scan Settings, selecting [Manual] displays the current settings.

- Press [Settings].



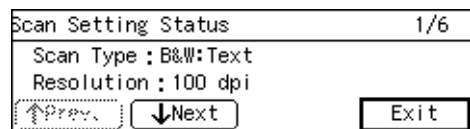
The Scan Settings screen is displayed.

- Use the [▶] or [◀] key to highlight [Manual], [User 1], [User 2] or [User 3] on the screen, and then press [Status].



The status screen appears.

- Use [↓Next] or [↑Prev.] to display the setting of the setup item you wish to confirm.



- When you are finished, press [Exit].

**5** Press **[Cancel]** or **[OK]**.

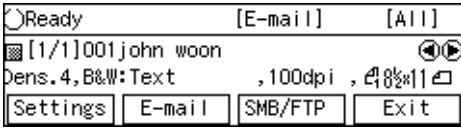
 **Note**

- If you wish to apply the Scan Settings you have selected in the step **2**, press **[OK]**. If you wish to exit the status screen without changing anything, press **[Cancel]**.

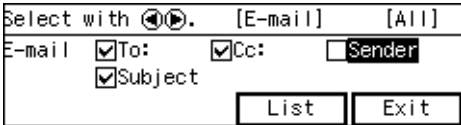
This returns to the E-mail/Send File standby screen.

# Selecting a Sender

You can select a sender of an e-mail using the **[Sender]** list on this machine. The **[Sender]** list displays the registered users, whose **[Register as Sender]** settings (included under **[Configuration]** → **[E-mail Settings]** → **[E-mail Address]** on the Web Status Monitor) are set to “On.”



**1** At E-mail Ready screen, press **[E-mail]**, then select **[Sender]** by using **[▶]** or **[◀]**, and press **[List]**.



The list of the senders that are registered to this machine appears.

**2** Use **[↓Next]** or **[↑Prev.]** to scroll through the pages, use the **[▶]** or **[◀]** key to highlight the sender you wish to select, and then press **[Select]**.



This selects the check box in front of the sender’s name.

**Note**

- ❑ Selecting another sender automatically deselects the sender currently selected (so that the check mark in front of the sender’s name is cleared).
- ❑ While highlighting a sender with its check box selected, press **[Clear]** to clear the check box (this deselects the sender).

- ❑ When you select a user whose **[Sender’s Password]** setting (included under **[Configuration]** → **[E-mail Settings]** → **[E-mail Address]** on the Web Status Monitor) is set to “On”, a dialog box for entering a password appears. Enter the registered password using the Number keys.
- ❑ You can recall the specific senders by selecting a title. See p.121 “To recall destinations using a title”.

**3** Press **[Exit]**.

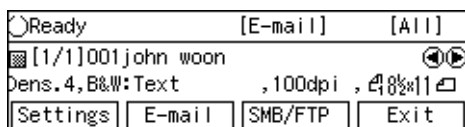
This returns to the E-mail/Send File standby screen.

# Performing Scan Operation

## Starting a Scan Operation

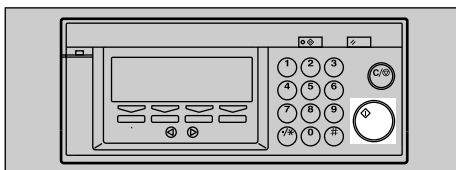
### To start with originals on the ADF

- 1 Confirm that the E-mail Ready screen is displayed.



When “Select destination(s).” is displayed, no destination is selected. Select a destination to display “Ready” on the screen.

- 2 Press the **[Start]** key of this machine.



AH0004S

Scanning originals starts on the ADF of the scanner connected to this machine.

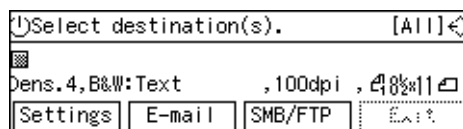
#### Note

- To interrupt scanning, press the **[Clear/Stop]** key.
- When “Show Options after Each Scan Job” is selected for **[End of Scan Option]** under **[2.Send Scan Settings]**, a screen for selecting the next operation appears after scanning of all the originals on the ADF of the scanner is completed.
  - Press **[Add]** to continue scanning by adding the scanned data to the current image file.

- Press **[New Job]** to finish the current scanning job and send the scanned data. You can start a new job with the current settings after the scanned data is sent.
- Press **[OK]** to finish the current scanning job, send the scanned data, and then return to the initial screen at the time when the power has been turned on.

If you do not press any key, this machine acts as if **[OK]** has been pressed, after the specified period.

When scanning finishes properly, the e-mail is sent to the E-mail (SMTP) Server. The “✉” appears at the upper right corner of the screen while the e-mail is sent.



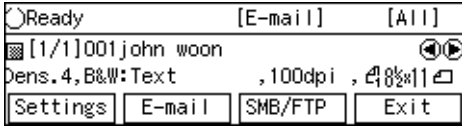
#### Note

- You cannot perform any operations while the “✉” is displayed on the screen.
- Do not turn off the power of this machine while the “✉” is displayed on the screen.

The “✉” disappears when the e-mail has been sent to the E-mail (SMTP) Server, and the E-mail/Send File standby screen appears.

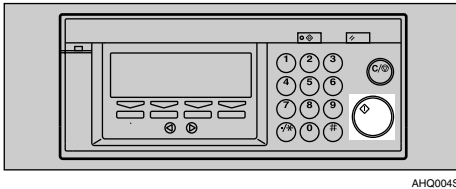
**To start with an original on the exposure glass**

**1** Confirm that the E-mail Ready screen is displayed.



When “Select destination(s).” is displayed, no destination is selected. Select a destination to display “Ready” on the screen.

**2** Press the **[Start]** key of this machine.



AHQ004S

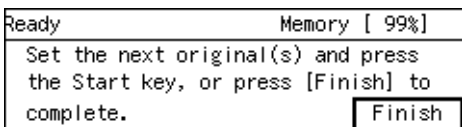
Scanning an original on the exposure glass of the scanner starts.

**Note**

To interrupt scanning, press the **[Clear/Stop]** key of this machine.

After the original is scanned properly, the message “Set the next original(s) and press the Start key, or press [Finish] to complete.” appears.

**3** Place the next original on the exposure glass of the scanner, and then press the **[Start]** key of this machine.



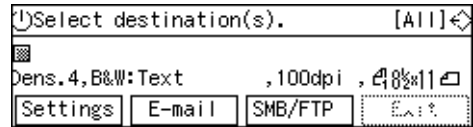
**4** Repeat the step **3** as necessary.

**5** Press **[Finish]** when all the originals are scanned.

**Note**

When “Show Options after Each Scan Job” is selected for **[End of Scan Option]** under **[2.Send Scan Settings]**, a screen for selecting the next operation appears after you press **[Finish]**.

When scanning finishes properly, the e-mail is sent to the E-mail (SMTP) Server. The “↔” appears at the upper right corner of the screen while the e-mail is sent.



**Note**

You cannot perform any operations while the “↔” is displayed on the screen.

Do not turn off the power of this machine while the “↔” is displayed on the screen.

The “↔” disappears when the e-mail has been sent to the E-mail (SMTP) Server, and the E-mail/Send File standby screen appears.



## Checking Transmission Results

Follow the steps below to check the transmission results using the Web Status Monitor on a client computer.

- 1** Start a Web browser, and then enter this machine's IP address in the address bar.

### Reference

See p.85 "To access this machine from a Web browser"

### Note

- You can confirm the IP address of this machine by selecting **[IP Address]** in **[1.System Settings]** under the Scanner Features menu.

The top page of the Web Status Monitor appears.

- 2** On the main menu, click **[Admin Info.]**.

- 3** On the sub-menu, click **[Send Info.]**.

- 4** Check the transmission result.

### Note

- Up to 20 transmission results are displayed in the **[Send Info.]** list at a time. Each time you perform a Send Scan operation, the list is updated and only the latest 20 transmission results are displayed.
- The transmission results are cleared when the power of this machine is turned off.
- In the **[Status]** column, **[Standby]**, **[Sending]**, **[Complete]**, or **[Not Sent]** is displayed.

- If an e-mail or a file could not be sent for any reason, **[Not Sent]** appears in the **[Status]** column.
- The **[Send Type]** column indicates the type of transmission: **[E-mail]**, **[SMB]**, **[FTP]**, **[Delivery]** or **[Print Scan]**.
- The number of original pages that are scanned appears in the **[Pages]** column.



# 6. Sending Scan File by Scan to Folder

This chapter explains how to send a scanned file to a Windows shared folder. In this chapter, the following two types of Scan to Folder procedures are explained separately:

- Procedures to send a scanned file to a registered shared folder.
- Procedures to send a scanned file to a shared folder that is not registered to this machine. This function is called “Enter Custom Send File.”

## Sending a Scanned File to a Registered Shared Folder

By using the control panel of this machine, you can send a scanned file to a Windows shared folder that is registered to this machine.

---

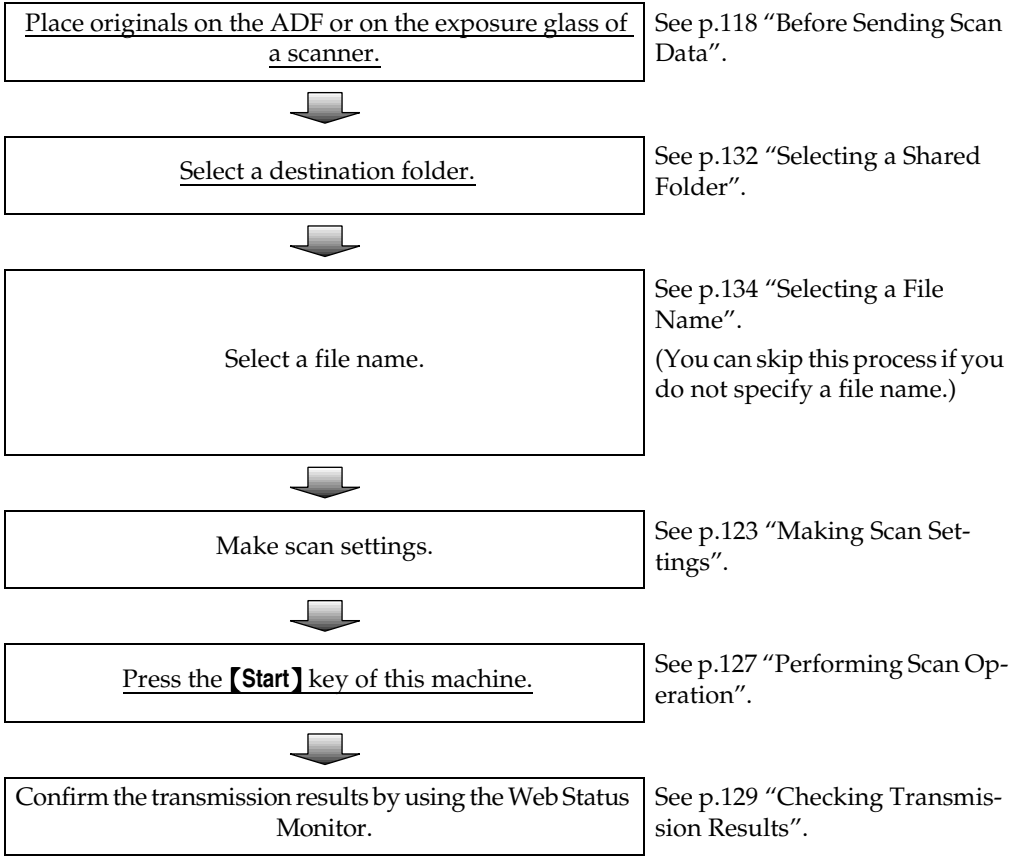
### Procedure Breakdown

---

The following overview diagram shows the flow of the steps for sending a scanned file to a Windows shared folder that is registered to this machine. Note that the underlined steps are essential.

#### Note

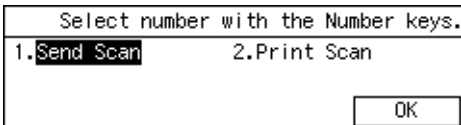
- Some of the steps such as making Scan Settings are identical to those explained under “Sending Scan Files by E-mail.” See the relevant pages shown to the right of the following overview diagram.



## Selecting a Shared Folder

You can select a single shared folder as a destination to which you send a scanned file. Follow the steps below to select a shared folder.

**1** Press the **[1]** key.

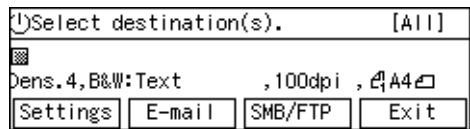


**Note**

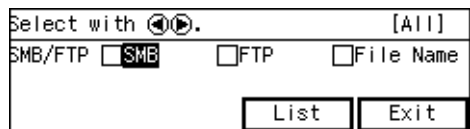
- You can skip this step when the E-mail/Send File standby screen is displayed.

The E-mail/Send File standby screen is displayed.

**2** Press **[SMB/FTP]**.

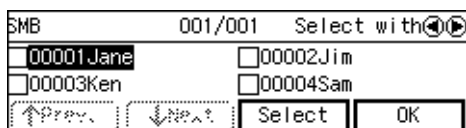


**3** Press the **[▶]** or **[◀]** key to highlight **[SMB]**, and then press **[List]**.



The list of the shared folders registered to this machine appears.

- Use [↓Next] or [↑Prev.] to scroll through the pages, and display the shared folder name you wish to select.



- Use the [▶] or [◀] key to highlight the shared folder name you wish to select, and then press [Select].

This selects the check box in front of the shared folder name.

**Note**

- Because you can select only one shared folder, selecting another folder automatically deselects the folder currently selected (so that the check mark next to the folder name is cleared).

To recall shared folders using a title

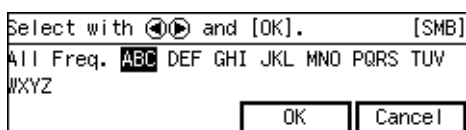
- Press the [./\*] (Title) key.

A list of titles appears on the screen.

**Note**

- Titles are displayed according to the settings in [Configuration] → [Basic Settings] → [Scanner] → [Select Title] on the Web Status Monitor.

- Use the [▶] or [◀] key to highlight the title you wish to select, and then press [OK].

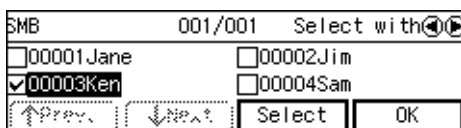


The shared folders assigned to the selected title are displayed.

**Note**

- You can select the title under which each of the registered destinations is assigned in [Configuration] → [Send File Settings] → [Send File Path] → [Assign Title] on the Web Status Monitor.

- Highlight the shared folder name you wish to select, and then press [Select].



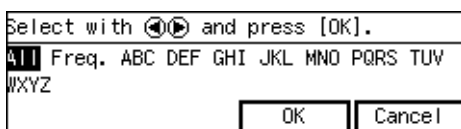
This selects the check box in front of the folder name.

To recall all available destinations

- Press the [./\*] (Title) key.

A list of titles appears on the screen.

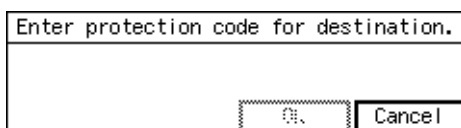
- Use the [▶] or [◀] key to highlight [All], and then press [OK].



- Press [OK].

The message “Enter protection code for destination.” appears.

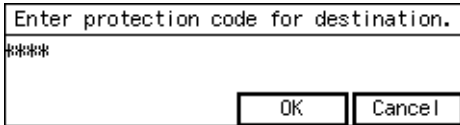
- Enter the protection code using the Number keys.



**Note**

- Enter the four- through eight-digit number that is specified in [Configuration] → [Send File Settings] → [Send File Path] → [Protected Password] on the Web Status Monitor.

**8** Press [OK].



This returns to the screen that has been displayed in the step 3.

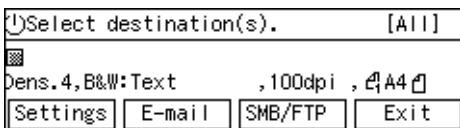
**Note**

- When you do not specify a file name, press [OK] here. The E-mail/Send File standby screen is displayed, and the shared folder name that you have selected appears on the second line of the screen.

## Selecting a File Name

You can specify a file name (actually a prefix string for a file name) for the scanned file to be sent to the shared folder. When you do not specify a file name, the default file name “DOC” is assigned automatically.

**1** While the E-mail/Send File standby screen is displayed, press [SMB/FTP].



**Note**

- If this screen is already displayed, you can skip this step.
- If you do not specify a file name, you can skip this step.

**2** Use the [▶] or [◀] key to highlight [File Name], and then press [List].



The list of the file names that are registered to this machine appears.

**3** Use [↓Next] or [↑Prev.] to scroll through the pages, and display the file name you wish to select.



**4** Use the [▶] or [◀] key to highlight the file name you wish to select, and then press [Select].

This selects the check box in front of the file name.

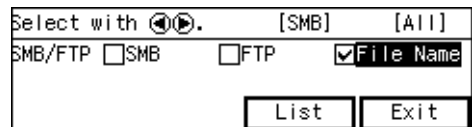
**Note**

- Selecting another file name automatically deselects the file name currently selected (so that the check mark next to the file name is cleared).
- While highlighting a file name with its check box selected, press [Clear] to clear the check box (this deselects the file name).

**5** Press [OK].

This returns to the screen that has been displayed in the step 2.

**6** Press [Exit].



This returns to the E-mail/Send File standby screen.

# Using [Enter Custom Send File] to Send a Scanned File to an Unregistered Shared Folder

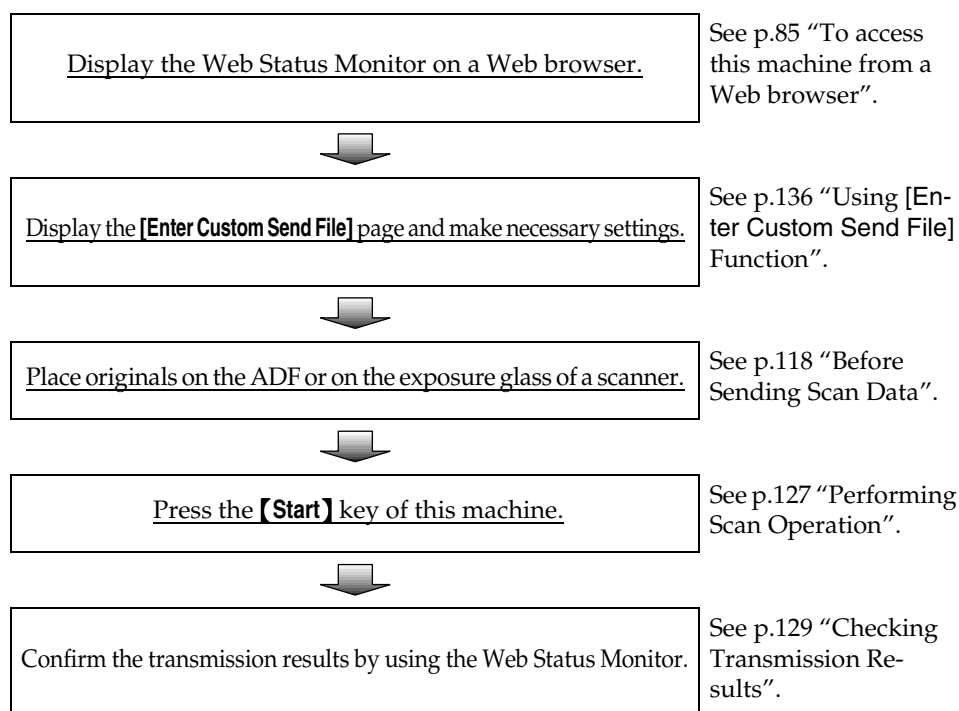
By using the **[Enter Custom Send File]** function on the Web Status Monitor, you can send a scanned file to any of Windows shared folders that you have an access right.

## Procedure Breakdown

The following overview diagram shows the flow of the steps for sending a scanned file to a Windows shared folder using the Web Status Monitor. Note that the underlined steps are essential.

### Note

- ❑ Some of the steps such as “Making Scan Settings” are identical to those explained under “Sending Scan Files by E-mail.” See the relevant pages shown to the right of the following overview diagram.



## Using [Enter Custom Send File] Function

Follow the steps below to send a scanned file to a Windows shared folder using the [Enter Custom Send File] function.

- 1 Start a Web browser on a client computer, and then enter the IP address of this machine in the address bar.

### Reference

See p.85 "To access this machine from a Web browser"

### Note

- You can confirm the IP address of this machine by selecting [IP Address] in [1.System Settings] under the Scanner Features menu.

The top page of the Web Status Monitor appears.

- 2 On the main menu, click [Enter Custom Send File].

The [Enter Custom Send File] page appears.

- 3 Make the necessary settings on the screen.

### Reference

See p.70 "Information to Register in [Scan Settings]" for information about the setup items at the top through middle of the [Enter Custom Send File] page ("Scan Type" through "File Type").

See p.112 "Original Orientation" for information about [Original Setting/Orientation].

See below for information about the settings included under [Send File] group.

### ❖ Send File Path

Enter the path to the shared folder where you are sending the file, in the format of "\\host name\folder name" or "\\IP address\folder name."

You can also specify a shared folder that is not specified on the [Configuration:Send File Settings:Send File Path] page.

### Note

- The specified IP address is effective only for the computer running on Windows 2000/XP or Windows NT as the operating system. An IP address cannot be specified for a host running on Windows 98/Me as the operating system.

### ❖ Login User Name

Enter a user name with shared folder access, in the format of "work group name\user name" or "domain name\user name."

### Note

- If the shared folder is on the FTP server, enter a user name with FTP server access.

### ❖ Login Password

Enter the password for the user displayed in the [Login User Name] box.

Each password character appears as "\*"."

### Note

- When accessing a shared folder that is password protected on Windows 95/98/98SE/Me, enter the password.



❖ **[Test]**

Click to check whether connection to the specified shared folder is enabled when data is entered in the **[Send File Path]**, **[Login User Name]**, and **[Login Password]** boxes.

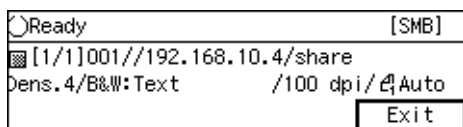
❖ **File Name**

Enter the name of the file to store, using up to 20 characters in alphanumeric characters.

#### 4 When everything is done in the way you wish, click [OK].

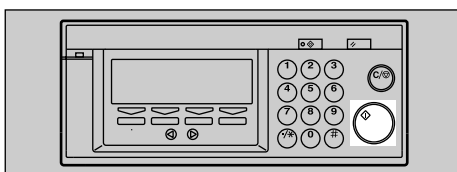
The message “Custom Send File has been set. To reconfigure, click Enter Custom Send File” appears on the computer, and the settings you have made are sent to this machine.

At this time, a scanner connected to this machine stands by for scanning, and “Ready” message appears on the display panel of this machine.



#### 5 Place originals on the ADF of the scanner.

#### 6 Press the [Start] key of this machine.



AH0004S

Scanning starts with the scanner.

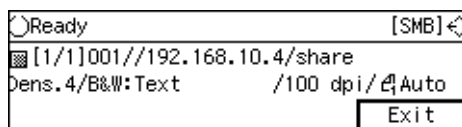
#### 📌 Note

- ❑ To interrupt scanning, press the **[Clear/Stop]** key.

#### 🔍 Reference

When you place the original on the exposure glass of the scanner, see p.128 “To start with an original on the exposure glass”.

When scanning finishes properly, the file is sent to the shared folder. The “⏏” appears at the upper right of the screen while the file is sent.



#### 📌 Note

- ❑ You cannot perform operations on this machine while the “⏏” is displayed.

#### 7 Press [Exit].

The display of this machine returns to the standby screen that has been displayed before you have started the **[Enter Custom Send File]** operation.

#### 📌 Note

- ❑ Be sure to press **[OK]** to go back to a standby screen on this machine before performing another **[Enter Custom Send File]** operation. If you start another **[Enter Custom Send File]** operation without displaying a standby screen on the machine, the message “Unable to make configurations because Scanner is currently in use. Please try again later.” appears on the Web Status Monitor.

# Scanned Image Files Sent to Shared Folders

This section describes how the file name and the file location of a scanned file are determined when you perform the Scan to Folder operation.

## File Locations

A scanned file created by the Scan to Folder operation is sent to the shared folder that you have specified in **[Send File Path]** of **[Configuration]** on the Web Status Monitor, and is saved in a sub-folder inside of the specified folder. The sub-folder name is identical to the device name of this machine.

- Example 1:  
Specified folder: \\computername\folder  
Device name of this machine: RNP6219DA  
File location:  
\\computername\folder\RNP6219DA

### Note

- You can specify the device name of this machine using **[Configuration]** → **[Basic Settings]** → **[General Settings]** → **[Device Name]**.

## File Names

Files created by the Scan to Folder operation are named as described below in accordance with the file name you specified.

In case you have not specified a file name, the default file name “DOC” is assigned.

### Note

- It is essential to specify a file name when you use the **[Enter Custom Send File]** function.

### ❖ File names with time

When **[File Name + Time]** (included under **[Configuration]** → **[Send File Settings]** → **[Send File]** on the Web Status Monitor) is set to “On”, file names are generated in the following manner.

“Specified file name/Year/Month/Day/Hour/Minute/ Second/(4-digit sequential number)”

- Example 2:  
Specified file name: image  
File format: single page  
Pages: black white, text  
Original page count: 2, two-sided  
Time when scanned: 2003/9/16/13:07:21  
The following files are generated:

image030916130721(0001).TIF  
 image030916130721(0002).TIF  
 image030916130721(0003).TIF  
 image030916130721(0004).TIF

- Example 3:  
 Specified file name: (none)  
 File format: multi-page TIFF  
 Original type: color, full color  
 Pages: 2, two-sided  
 Time when scanned: 2003/9/16/13:07:21  
 The following files are generated:  
 DOC030916130721(0001).PDF

#### ❖ File names without time

When **[File Name + Time]** (included under **[Configuration]** → **[Send File Settings]** → **[Send File]** on the Web Status Monitor) is set to “Off”, file names are generated in the following manner.

“Specified file name/(4-digit sequential number)”

- Example 4:  
 Specified file name: image  
 File format: single page  
 Original type: black white, text  
 Pages: 2, two-sided  
 Time when scanned: 2003/9/16/13:07:21  
 The following files are generated:  
 image(0001).TIF  
 image(0002).TIF  
 image(0003).TIF  
 image(0004).TIF
- Example 5:  
 Specified file name: (none)  
 File format: multi-page TIFF  
 Original type: color, full color  
 Original page count: 2, two-sided  
 Time when scanned: 2003/9/16/13:07:21  
 The following files are generated:  
 DOC(0001).PDF

#### Reference

For details about file formats and extensions, see p.73 “File Type”.

#### Note

- All the files created in the examples 2 to 5 are saved to the same folder, which is explained in the example 1.
- When you send the scanned files to the shared folder that you have already sent the scanned files before, be sure to assign a different file name if **[File Name + Time]** is set to “Off.” If you specify the same file name and file type that you have specified in the previous Send File operation, the previous scanned files are overwritten by new ones.



# 7. Sending Scan File by Scan to FTP

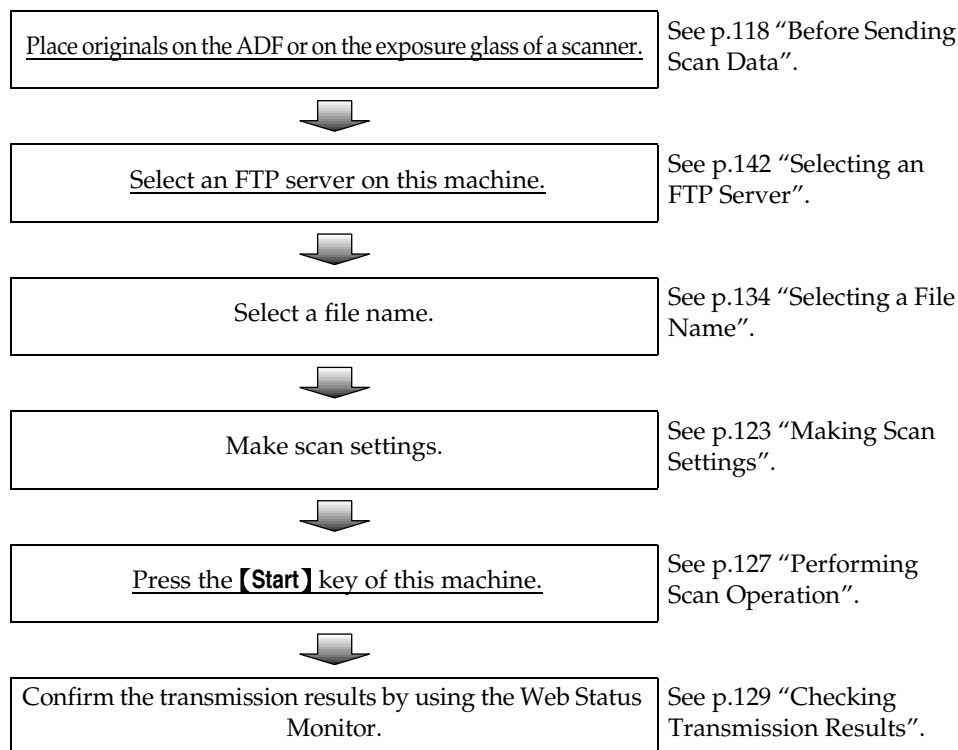
This chapter explains the procedures to send a scanned file to an FTP server.

## Procedure Breakdown

The following overview diagram shows the flow of the steps for sending a scanned file to an FTP server that is registered to this machine. Note that the underlined steps are essential.

### Note

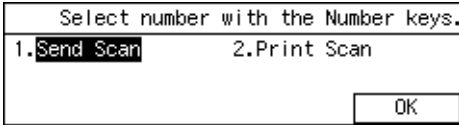
- Some of the steps such as Making Scan Settings are identical to those explained under “Sending Scan Files by E-mail.” See the relevant pages shown to the right of the following overview diagram.



# Selecting an FTP Server

You can select a single FTP server as a destination to which you send a scanned file. Follow the steps below to select an FTP server.

**1** Press the **[1]** key.

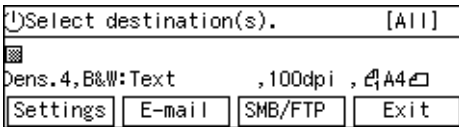


**Note**

- You can skip this step when the E-mail/Send File standby screen is displayed.

The E-mail/Send File standby screen is displayed.

**2** Press **[SMB/FTP]**.

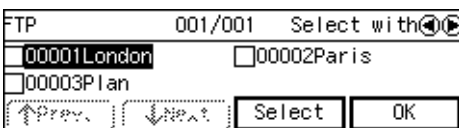


**3** Press the **[▶]** or **[◀]** key to highlight **[FTP]**, and then press **[List]**.



The list of the FTP servers that are registered to this machine appears.

**4** Use **[↓Next]** or **[↑Prev.]** to scroll through the pages, and display the FTP server name you wish to select.



To recall FTP servers using a title

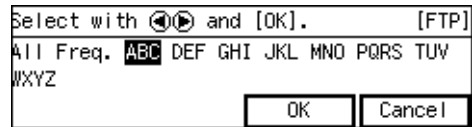
**1** Press the **[./\*]** (Title) key.

A list of titles appears on the screen.

**Note**

- Titles are displayed according to the settings in **[Configuration]** → **[Basic Settings]** → **[Scanner]** → **[Select Title]** on the Web Status Monitor.

**2** Use the **[▶]** or **[◀]** key to highlight the title you wish to select, and then press **[OK]**.



The FTP servers assigned to the selected title are displayed.

**Note**

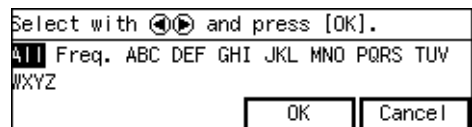
- You can select the title under which each of the registered destinations is assigned in **[Configuration]** → **[E-mail Settings]** → **[E-mail Address]** → **[Assign Title]** on the Web Status Monitor.

To recall all available destinations

**1** Press the **[./\*]** (Title) key.

A list of titles appears on the screen.

**2** Use the **[▶]** or **[◀]** key to highlight **[All]**, and then press **[OK]**.



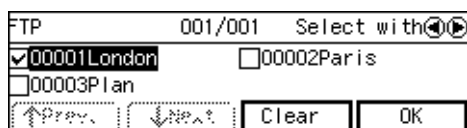
- 5** Use the **[⏪]** or **[⏩]** key to highlight the FTP server name you wish to select, and then press **[Select]**.

This selects the check box in front of the FTP server name.

 **Note**

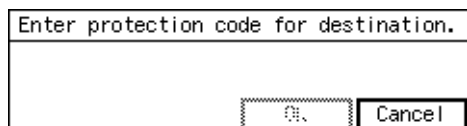
- Because you can select only one FTP server, selecting another FTP server automatically deselects the FTP server currently selected (so that the check mark next to the FTP server name is cleared).

- 6** Press **[OK]**.



If **[Protected Password]** is set, the message “Enter protection code for destination.” appears.

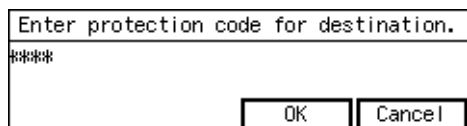
- 7** Enter the protection code using the Number keys.



 **Note**

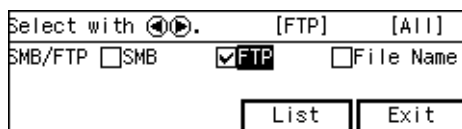
- Enter the four- through eight-digit number that is specified in **[Configuration]** → **[Send File Settings]** → **[FTP Server]** → **[Protected Password]** on the Web Status Monitor.

- 8** Press **[OK]**.



This returns to the screen that has been displayed in the step **3**.

- 9** Press **[Exit]**.



This returns to the E-mail/Send File standby screen.

# Scanned Image Files Sent to FTP Servers

This section describes how the file name and the file location of a scanned file are determined when you perform a Scan to FTP operation.

---

## File Locations

---

A scanned file created by a Scan to FTP operation is sent to a folder on the FTP server that you have specified, and is saved in a sub-folder inside of the specified folder. The sub-folder name is identical to the device name of this machine.

- Example 1:  
Specified FTP server: \\FTPserver\folder  
Device name of this machine: RNP6219DA  
File location:  
\\FTPserver\folder\RNP6219DA

 **Note**

- You can specify the device name of this machine using **[Configuration]** → **[Basic Settings]** → **[General Settings]** → **[Device Name]**.
- If the specified directory does not exist in the FTP server, a directory is automatically created.

7

---

## File Names

---

Files created by a Scan to FTP operation are named as described below in accordance with the file name you have specified.

In case you have not specified a file name, the default file name “DOC” is assigned.

◆ **File names with time**

When **[File Name + Time]** (included under **[Configuration]** → **[Send File Settings]** → **[Send File]** on the Web Status Monitor) is set to “On”, file names are generated in the following manner.

“Specified file name/Year/Month/Day/Hour/Minute/ Second/(4-digit sequential number)”

- Example 2:  
Specified file name: image  
File format: single page  
Original type: black white, text  
Pages: 2, two-sided  
Time when scanned: 2003/9/16/13:07:21  
The following files are generated:  
image030916130721(0001).TIF  
image030916130721(0002).TIF  
image030916130721(0003).TIF  
image030916130721(0004).TIF



- Example 3:  
Specified file name: (none)  
File format: multi-page TIFF  
Original type: color, full color  
Pages: 2, two-sided  
Time when scanned: 2003/9/16/13:07:21  
The following file is generated:  
DOC030916130721(0001).PDF

#### ❖ File names without time

When **[File Name + Time]** (included under **[Configuration]** → **[Send File Settings]** → **[Send File]** on the Web Status Monitor) is set to “Off”, file names are generated in the following manner.

“Specified file name/(4-digit sequential number)”

- Example 4:  
Specified file name: image  
File format: single page  
Original type: black white, text  
Pages: 2, two-sided  
Time when scanned: 2003/9/16/13:07:21  
The following files are generated:  
image(0001).TIF  
image(0002).TIF  
image(0003).TIF  
image(0004).TIF
- Example 5:  
Specified file name: (none)  
File format: multi-page TIFF  
Original type: color, full color  
Original page count: 2, two-sided  
Time when scanned: 2003/9/16/13:07:21  
The following file is generated:  
DOC(0001).PDF

#### Reference

For details about the file formats and extensions, see p.73 “File Type”.

#### Note

- ❑ All the files created in the examples 2 to 5 are saved to the same folder, which is explained in the example 1.
- ❑ When you send the scanned files to the folder that you have already sent the scanned files before, be sure to assign a different file name if **[File Name + Time]** is set to “Off.” If you specify the same file name and file type that you have specified in the previous Send File operation, the previous scanned files are overwritten by new ones.



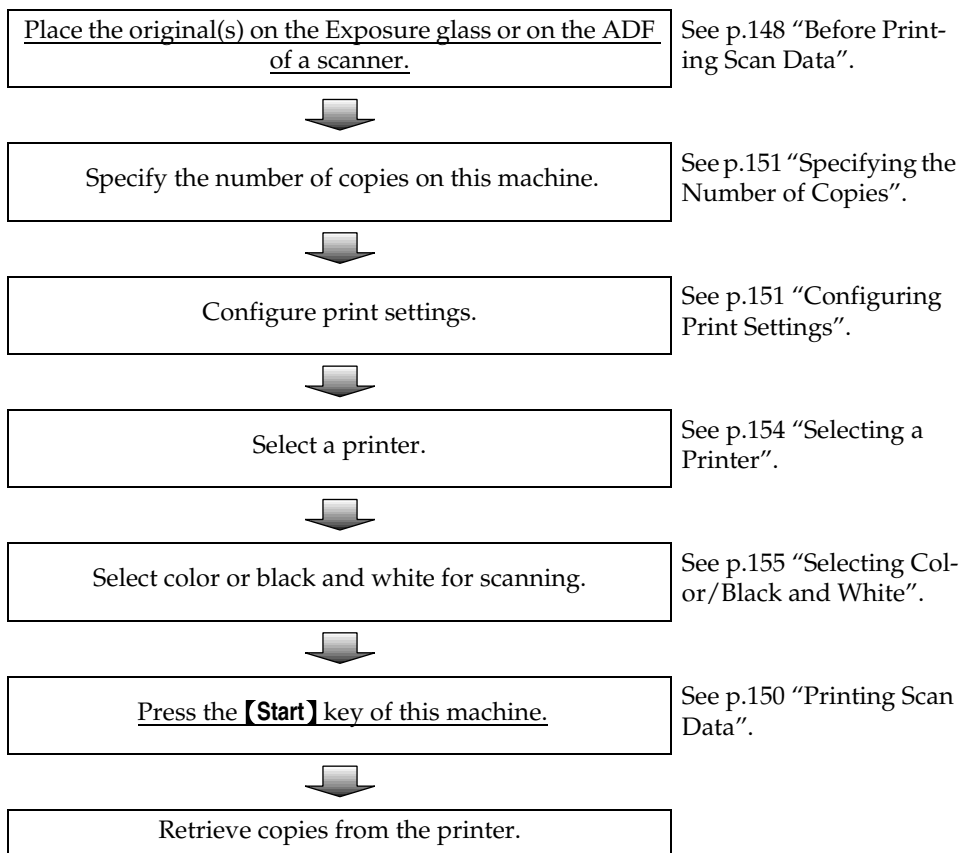
# 8. Printing Scanned Image Files

This chapter explains how to use “Print Scan” function, which enables you to print the scanned data directly by a printer.

## Procedure Breakdown

The following overview diagram shows the flow of the steps for printing the scanned data using a registered printer.

Note that the underlined steps are essential.



# Before Printing Scan Data

## Important

- ❑ You need to register a printer with Web Status Monitor before using the Print Scan function. See p.33 “Outline to Use Scan to Print” for the outline of procedures to use the function.

## Reference

See p.111 “Setting Originals on a Scanner” for information about how to place the originals on the ADF (Auto Document Feeder) or exposure glass of a scanner.

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## Original Locations

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When you perform a Print Scan operation, it is not necessary to select the location (ADF or exposure glass) for scanning by a scanner. This machine automatically detects the originals placed on the ADF or the exposure glass, and scan is performed. Note, however, that the originals on the ADF are scanned when the originals are placed on both of the ADF and the exposure glass.

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## About Paper Tray Settings

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You can specify a certain paper tray of a printer by selecting **[Configuration]** → **[Print Scan Settings]** → **[Printer]** → **[Paper Source Tray]** on the Web Status Monitor. By using the control panel of this machine, you can select a specific printer, but you cannot select a specific paper tray of a printer.

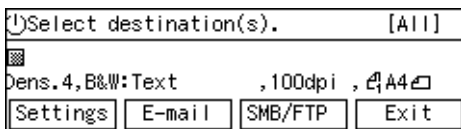
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## About Print Scan Ready screen

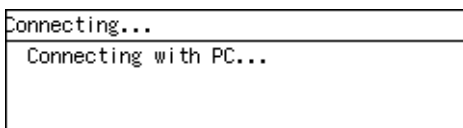
---

Before performing a Print Scan operation, make sure that the Select Method screen or Print Scan initial screen is displayed on this machine's display panel.

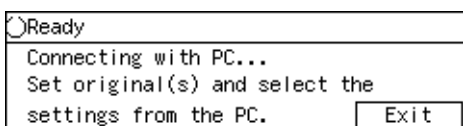
- When the message “Select destination(s).” is displayed on the display panel, a scanner connected to the machine is standing by for Send Scan. Press **[Exit]** to return to the Select Method screen for selecting either Send Scan or Print Scan.



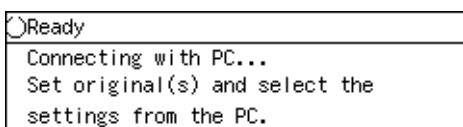
- When the message “Connecting with PC...” is displayed on the display panel of this machine, a scanner connected to the machine is used from a client computer, and scanning is in progress. Wait until the job now in progress ends.



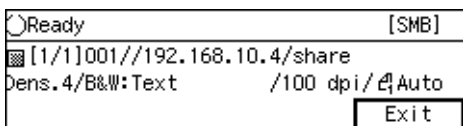
- When the message “Connecting with PC... Set original(s) and select the settings from the PC.” is displayed on the display panel of this machine, a scanner connected to the machine is standing by for the network TWAIN scanner. Press **[Exit]**.



If there are no **[Exit]**, the TWAIN exclusive standby screen is displayed on the display panel of this machine. In this case, restart the machine.



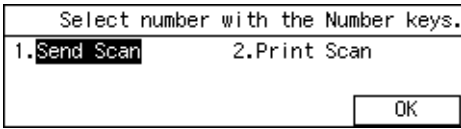
- When a Send File Path name is displayed on the second line of the screen on the display panel of this machine, the standby screen for **[Enter Custom Send File]** is displayed. In this case, press **[Exit]**.



# Printing Scan Data

Follow the steps below to print the scanned data using the Print Scan settings.

**1** Press the **[2]** key.

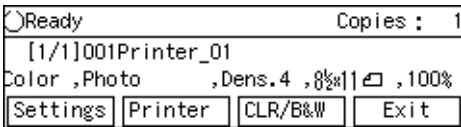


**Note**

- You can skip this step when the Print Scan standby screen is displayed. See p.17 “Standby screens” for information about the Print Scan standby screen.

The Print Scan standby screen is displayed.

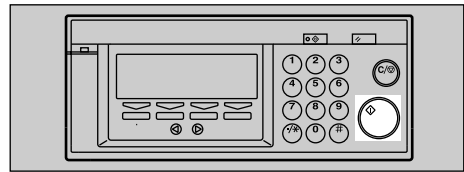
**2** Check if all the settings displayed on the screen (number of copies, printer, color, and other print settings) are done in the way you wish.



- **Number of copies**  
The number of copies is displayed at the top right of the screen (default: 1). See p.151 “Specifying the Number of Copies” for details about changing the number of copies.
- **Printer**  
The default printer is selected using **[Default Printer]** in **[Configuration]** → **[Print Scan Settings]** → **[Printer]** on the Web Status Monitor. For details, see Web Status Monitor Help.

- **Color/Black and White**  
The default setting selected using **[Color/Black and White]** (in **[3.Print Scan Settings]** under the Scanner Features menu of this machine) is displayed at the left end of the third line of the screen. See p.155 “Selecting Color/Black and White” for information about changing this setting.
- **Other print settings**  
The default settings configured using **[Scan Type]**, **[Image Density]**, **[Original Size]**, and **[Reduce/Enlarge]** in **[5.Print Settings]** under the Scanner Features menu are displayed as the second to fifth items on the third line of the screen. See p.151 “Configuring Print Settings” to change these settings.

**3** Press the **[Start]** key of this machine.



The original is scanned on a scanner connected to this machine, and the scanned data is printed using the selected printer.

**Note**

- If you wish to cancel printing, press the **[Clear/Stop]** key.

The “Ready” message changes to “Printing....”

**Note**

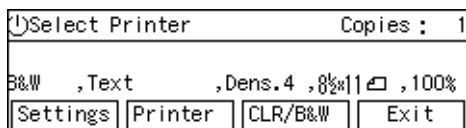
- Do not turn off the power of this machine while the “↻” is displayed on the screen.

- If you wish to continue printing the scanned data by scanning the originals on the exposure glass of the scanner, repeat the steps 2 and 3.

## Specifying the Number of Copies

You can specify the number of copies within the range that you have configured using **[Max. Number of Copies]** in **[3.Print Scan Settings]** under the Scanner Features menu.

- While the Print Scan standby screen is displayed, enter the number of copies you wish by using the Number keys.

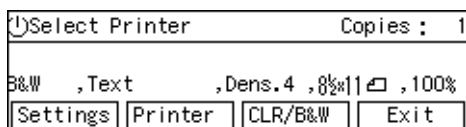


The number you have entered is displayed at the top right of the screen

## Configuring Print Settings

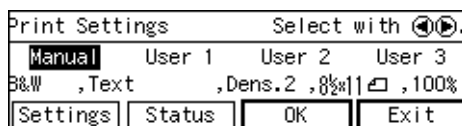
When you perform a Print Scan operation, you can change the settings initially displayed on the screen (which settings are those that you have configured and registered to **[Default]** in **[5.Print Settings]** under the Scanner Features menu).

- While the Print Scan standby screen is displayed, press **[Settings]**.



The Print Settings screen is displayed.

- Select whether you configure the print settings manually, or use one of the user settings you have registered.



### Reference

You can confirm the print settings you have registered. See p.153 "Confirming Print Settings".

### Note

- Press **[Exit]** if you wish to use the settings you have registered to **[Default]**.
- You cannot edit and save the settings that you have registered to **[User 1]**, **[User 2]** and **[User 3]** here. If you wish to use one of the user settings while changing some of them, recall the user setting you wish to use by highlighting it and pressing **[OK]** first. And then, change the settings by selecting **[Manual]**.

To recall registered print setting

- Use the **[⏩]** or **[⏪]** key to highlight **[User 1]**, **[User 2]** or **[User 3]** on the screen, and then press **[OK]**.

This returns to the Print Scan standby screen, and the corresponding Print Settings are displayed on the third line of the screen.

To configure print settings manually

- 1 Use the [▶] or [◀] key to highlight [Manual] on the screen, and then press [Settings].

The first page of the Print Settings screen (Print Settings 1/2) is displayed.

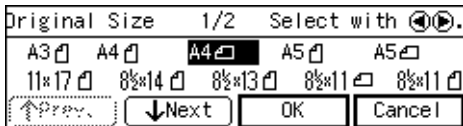
- 2 Use the [▶] or [◀] key to highlight the setup items you wish to change, and then press [Settings].



**Reference**

See p.79 “Information to Register in [Print Settings]” for details about each of the setup items.

- 3 Highlight the option you wish to select by using the [▶] or [◀] key (and [↓Next] or [↑Prev.] if necessary), and then press [OK].



**Note**

- ❑ Pressing [Cancel] discards the selected option, and returns to the previous screen.
- ❑ When you select [Custom Size], use the Number keys to enter the dimensions of the scan area (width and height).

- 4 Repeat the steps 2 and 3 with other items as necessary.

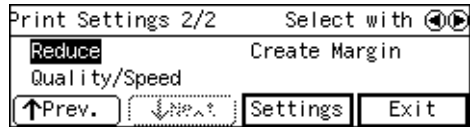
When you are finished, make sure that the first page of the Print Settings screen (Print Settings 1/2) is displayed.

- 5 Press [↓Next].



The second page of the Print Settings screen (Print Settings 2/2) is displayed.

- 6 Use the [▶] or [◀] key to highlight the setup items you wish to change, and then press [Settings].



**Note**

- ❑ If you change the settings in [Enlarge], [Reduce] and [Create Margin], only the latest setting that you have selected within all of these setup items applies.

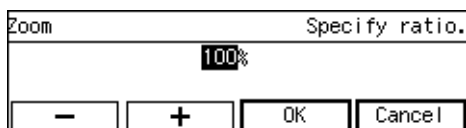
- 7 Highlight the option you wish to select by using the [▶] or [◀] key.

**Note**

- ❑ While the setting screen for [Enlarge] or [Reduce] is displayed, highlighting one of the preset ratios displays pairs of “original size → copy paper size” on the third line of the screen.



- 8 If you wish to set a custom ratio for [Enlarge] or [Reduce], highlight the nearest preset ratio, by pressing [Zoom], and then use the Number keys (otherwise [-] or [+] ) to specify the ratio.



- 9 Press [OK].

This saves the ratio you have entered, and returns to the second page of the Print Settings screen (Print Settings 2/2).

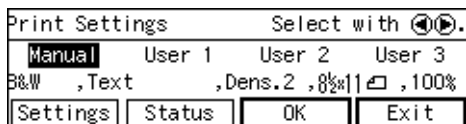
**Note**

- Pressing [Cancel] discards the setting you have entered, and returns to the previous screen.

- 10 When you are finished, press [Exit].

This returns to the Print Settings screen.

- 11 Press [OK].



This returns to the Print Scan standby screen, and the Print Settings are displayed on the third line of the screen.

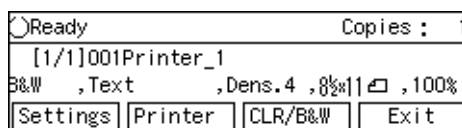
## Confirming Print Settings

You can confirm the current Print Settings, or the Print Settings that you have registered to [Default], [User 1], [User 2] or [User 3].

**Note**

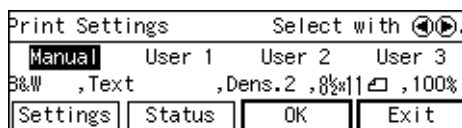
- You can confirm the [Default] settings by selecting [Manual] in the step 2 below, unless you configure the Print Settings manually. After you have manually configured the Print Settings, selecting [Manual] displays the current settings.

- 1 While the Print Scan Ready screen is displayed, press [Settings].



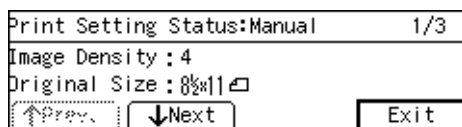
The Print Settings screen is displayed.

- 2 Use the [Right] or [Left] key to highlight [Manual], [User 1], [User 2] or [User 3] on the screen, and then press [Status].



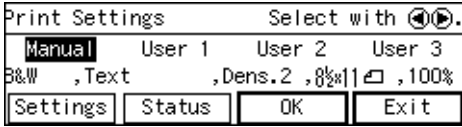
The status screen of your selection appears.

- 3 Use [Down] or [Up] to display the setting of the setup item you wish to confirm.



- 4 When you are finished, press [Exit].

**5** Press **[Exit]** or **[OK]**.



**Note**

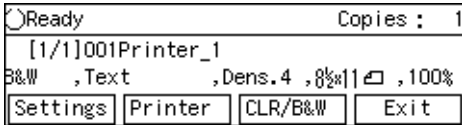
- If you wish to apply the Print Settings you have selected in the step 2, press **[OK]**. If you wish to exit the status screen without changing anything, press **[Exit]**.

This returns to the Print Scan standby screen.

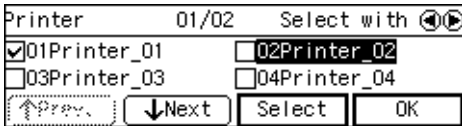
## Selecting a Printer

When you perform a Print Scan operation, you can select a printer other than the default printer (that is selected using **[Default Printer]** in **[Configuration]** → **[Print Scan Settings]** → **[Printer]** on the Web Status Monitor).

**1** While the Print Scan Ready screen is displayed, press **[Printer]**.



**2** Display the printer you wish to select by using **[↓Next]** or **[↑Prev.]**.



### To recall printers using a title

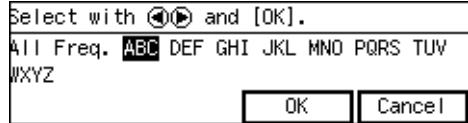
**1** Press the **[./\*]** (Title) key.

A list of titles appears on the screen.

**Note**

- Titles are displayed according to the settings in **[Configuration]** → **[Basic Settings]** → **[Scanner]** → **[Select Title]** on the Web Status Monitor.

**2** Use the **[▶]** or **[◀]** key to highlight the title you wish to select, and then press **[OK]**.



The printers assigned to the selected title are displayed.

**Note**

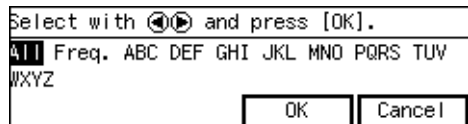
- You can select the title under which each of the registered printers is assigned in **[Configuration]** → **[Print Scan Settings]** → **[Printer]** → **[Assign Title]** on the Web Status Monitor.
- While highlighting a printer name with its check box selected, press **[Clear]** to clear the check box (this deselects the printer).
- If you wish to select from another title, press the **[./\*]** (Title) key. This displays the list of titles again.

### To recall all available printers

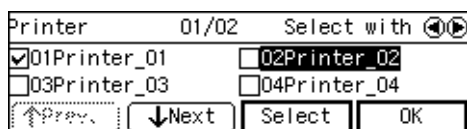
**1** Press the **[./\*]** (Title) key.

A list of titles appears on the screen.

**2** Use the **[▶]** or **[◀]** key to highlight **[All]**, and then press **[OK]**.



- Highlight the printer you wish to select, by using the [⏪] or [⏩] key and then press [Select].



This selects the check box in front of the printer name.

**Note**

- Selecting another printer automatically deselects the printer currently selected (so that the check mark next to the printer is cleared).
- While highlighting a printer name with its check box selected, press [Clear] to clear the check box (this deselects the printer).

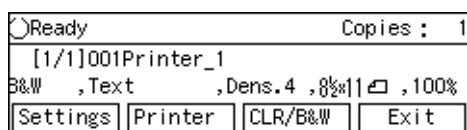
- Press [OK].

This returns to the Print Scan standby screen.

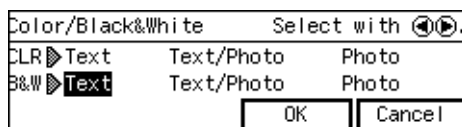
## Selecting Color/Black and White

When you perform a Print Scan operation, you can select between “Color” scanning and “Black and White” scanning. If you do not select this setting, the default setting selected using [Color/Black and White] (in [3.Print Scan Settings] under the Scanner Features menu) applies.

- While the Print Scan standby screen is displayed, press [CLR/B&W].



- Use the [⏪] or [⏩] key to highlight [B&W] or [CLR] on the screen.



**Note**

- When the above screen is displayed, currently selected option is highlighted.

- While the option you wish is highlighted, press [OK].

This returns to the Print Scan standby screen.

**Note**

- Pressing [Cancel] discards the selected option, and returns to the previous screen.



# 9. Sending Scan Files Using Delivery Server

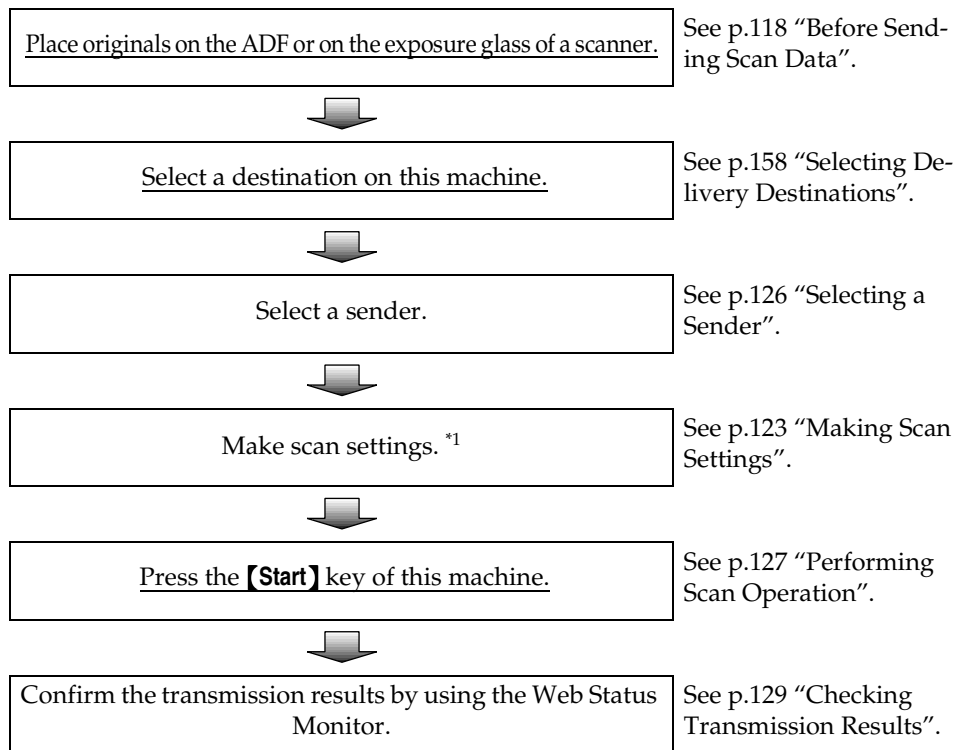
This chapter explains the procedures to deliver a scanned file to multiple destinations by using a Delivery Server with ScanRouter delivery software installed.

## Procedure Breakdown

The following overview diagram shows the flow of the steps for sending a scanned file using an address book on a Delivery Server. Note that the underlined steps are essential.

### Note

- Some of the steps such as Making Scan Settings are identical to those explained under “Sending Scan Files by E-mail.” See the relevant pages shown to the right of the following overview diagram.

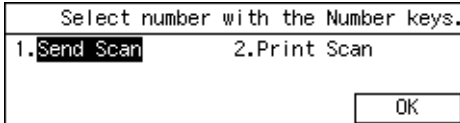


\*1 The settings that are configured using ScanRouter delivery software determine the file type and compression method of the image file to be distributed.

# Selecting Delivery Destinations

You can specify up to 100 destinations at a time, by selecting from the registered destinations in the address book of the Delivery Server.

**1** Press the **[1]** key.

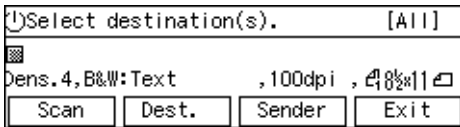


**Note**

- You can skip this step when the Delivery Server standby screen is displayed.

The Delivery Server standby screen is displayed.

**2** Press **[Dest.]**.

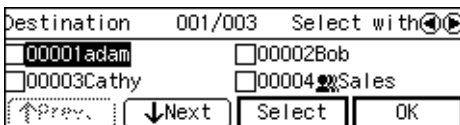


**Note**

- If "On" is selected for **[Auto Update Destination List]** in **[2.Send Scan Settings]** under the Scanner Features menu on this machine, the destination list is automatically updated with the Delivery Server's e-mail address book, when you press **[Dest.]**. See p.60 "Auto Update Destination List" for details.

The list of destinations registered to the Delivery Server appears.

**3** Use **[↓Next]** or **[↑Prev.]** to scroll through the pages, and display the destination you wish to select.



**4** Use the **[▶]** or **[◀]** key to highlight the destination you wish to select, and then press **[Select]**.

This selects the check box in front of the destination.

**Note**

- The "☒" appears next to a group destination.

**5** Repeat the steps **3** and **4** for selecting each of the additional destinations.

**Note**

- While highlighting a destination with its check box selected, press **[Clear]** to clear the check box (this deselects the destination).

---

To recall destinations using a title

---

**1** Press the **[./\*]** (Title) key.

A list of titles appears on the screen.

**Note**

- The titles that are configured using ScanRouter delivery software appear.

**2** Use the **[▶]** or **[◀]** key to highlight the title you wish to select, and then press **[OK]**.



The destinations assigned to the selected title are displayed.

 **Note**

- You can select the title under which each of the registered destinations is assigned by using ScanRouter delivery software.

**3 Highlight the destination you wish to select, and then press [Select].**

 **Note**

- While highlighting a destination with its check box selected, press **[Clear]** to clear the check box (this deselects the destination).
- If you wish to select from another title, press the **[/\*]** (Title) key. This displays the list of titles again.

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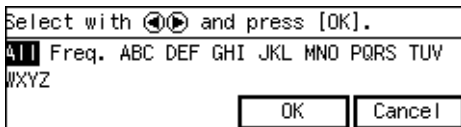
To recall all available destinations

---

**1 Press the [/\*] (Title) key.**

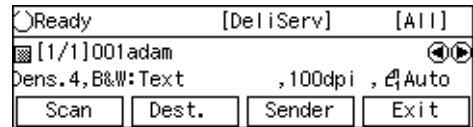
A list of titles appears on the screen.

**2 Use the [▶] or [◀] key to highlight [All], and then press [OK].**



**6 When you are finished, press [OK].**

The Delivery Server Ready screen appears. The first destination you have selected appears on the second line of the screen. When you have selected multiple destinations, you can confirm them by using the **[▶]** and **[◀]** keys.





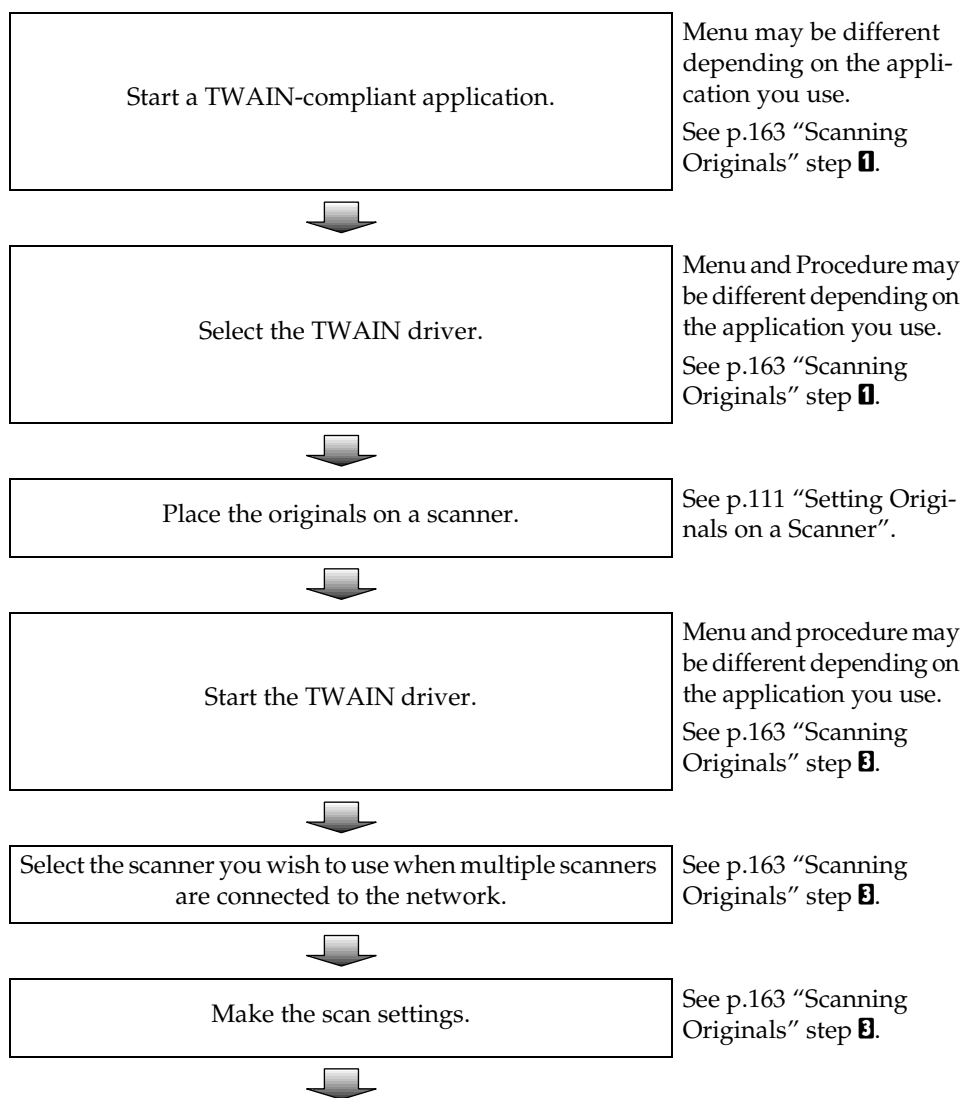


# 10. Using the Network TWAIN Scanner Function

This chapter describes the operations of DeskTopBinder Lite for scanning originals by using a scanner connected to this machine as a network TWAIN scanner.

## Procedure Breakdown

The following overview diagram shows the flow of the steps for scanning originals from a client computer using the TWAIN driver.



Click **[Scan]** on the Scanner Property dialog box.

See p.163 "Scanning Originals" step **4**.



Save the scanned image.

Menu and procedure may be different depending on the application you use. See p.163 "Scanning Originals" step **5**.

# Scanning Originals

This section explains how to scan originals using the TWAIN scanner function.

The procedure goes along with p.161 "Procedure Breakdown".

- 1** On the **[Start]** menu, point to **[Program]**, point to **[DeskTopBinder]**, and then click **[DeskTopBinder]**.

DeskTopBinder Lite starts.

- 2** Click **[Scanner Settings...]** on the **[Tools]** menu.

**[Scanner Settings]** dialog box appears.

 **Note**

- Check the settings in the **[File format for scanned image(s)]** area. Scanned data will be saved by the format specified here.

- 3** Click **[Select Scanner Driver...]**.

The name of the scanner you installed with the TWAIN driver will be displayed in the **[Source]** list.

- 4** Select the model name and then click **[Select...]**.

The TWAIN driver for the scanner is selected, and the **[Source]** list dialog box will be closed.

- 5** Click **[OK]** on the **[Scanner Settings]** dialog box.

The **[Scanner Settings]** dialog box closes.

- 6** On the **[File]** menu, point to **[Add Document]**, and then click **[Scan...]**.

After a short while, the dialog box of the TWAIN driver that operates the scanner appears.

- 7** Place the Originals.

 **Note**

- Place the originals either on the Exposure Glass or on the ADF. See p.111 "Setting Originals on a Scanner" for details.

- 8** Make the scan settings.

View the TWAIN driver help files for the details of making the scan settings and the preview function.

- 9** Click **[Scan...]**

 **Note**

- If you checked **[Start from Scanner]** on the TWAIN driver, press the **[Start]** key after you clicked **[Scan...]**.

The image is scanned. It will be displayed in the DeskTopBinder Viewer and the TWAIN driver dialog will close.

 **Note**

- With DeskTopBinder Lite, it is possible to edit and print scan files. For more information about how to edit and print, see DeskTopBinder Lite Help.

- 10** Save the scanned image in DeskTopBinder Lite.

- 1** On the **[File]** menu, click **[Exit]**.

- 2** Enter the file name, and then click **[OK]**.

The image is stored in DeskTopBinder Lite, and DeskTopBinder Viewer closes.

- 11** Close DeskTopBinder Lite.

- 1** On the **[File]** menu, click **[Exit]**.

DeskTopBinder Lite closes.



## Troubleshooting

### When Scanning is Not Performed as Expected

Condition	Possible Cause and Required Action
The scanned image is dirty.	<ul style="list-style-type: none"><li>• Exposure glass, the ADF exposure glass, white sheet or original roller of the scanner is dirty.</li><li>• Clean the exposure glass, the ADF exposure glass, white sheet, or original roller of the scanner.</li></ul>
Image is distorted or out of position.	<ul style="list-style-type: none"><li>• The original has been moved while scanning. Do not move the original while scanning.</li><li>• The original has not been pressed flat against the exposure glass. Make sure that the original is pressed flat against the exposure glass.</li></ul>
The scanned image is upside down.	<ul style="list-style-type: none"><li>• The original has been placed upside down. Place the original in the correct orientation. See p.112 "Original Orientation".</li></ul>
No image results from scanning.	<ul style="list-style-type: none"><li>• The original has been placed with the front and back reversed. When the original is placed directly on the exposure glass, the side to be scanned must face down. When the original is fed via the ADF, the side to be scanned must face up.</li></ul>
The printer that you have specified for printing the scanned data does not print after you perform a Print Scan operation.	<ul style="list-style-type: none"><li>• If an error message is shown on the display of this machine, see p.166 "When an Error Message Appears" to eliminate the error.</li><li>• If no error message is displayed on this machine, it means an error has occurred on the printer, or the printer may not be configured properly. Confirm that the printer operates normally, and is properly configured. See the manual that comes with the printer.</li></ul>

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## When an Error Message Appears

---

When an error message appears, see the following lists of error messages to find the possible causes of the error, and take the steps necessary to eliminate the cause of the error.

The lists are classified into several categories such as “Scanner Unit Error Messages”, “Scan Settings Error Messages” and “Send Scan Operation Error Messages”, making it easy for you to find the error you encounter.

This section includes all the error messages that are displayed on this machine, and also includes some of the error messages displayed on the Web Status Monitor.

### **Note**

- If an error message that is not contained in this section appears, turn off the power of this machine and the connected scanner, and then back on. If the message is still shown, note the content of the message and the error number and contact your service representative.

### **Reference**

See the TWAIN driver help when an error message appears on the client computer via the scanner you use connected to this machine as a network TWAIN scanner.

## Scanner unit error messages

Message	Possible Cause and Required Action
Cannot recognize the scanner. Check the power. [Exit]	Turn on the power of the scanner, and then turn on the power of this machine.
Cover Open Close ADF Cover. [Exit]	<ul style="list-style-type: none"> <li>The ADF cover is open. Close it.</li> </ul>
Paper Misfeed Remove the original(s) in ADF. [Exit]	<ul style="list-style-type: none"> <li>Some pages are jammed on the ADF. Remove the jammed pages.</li> </ul>
Functional Problems Turn operation switch off then on. If the same error occurs again, please call service.	<ul style="list-style-type: none"> <li>Confirm that the scanner is properly connected to the network.</li> <li>When the machine is moved from a cold location to a warm location, a sudden temperature change causes condensation inside of the scanner. Wait one hour or more before turning on the scanner to allow the condensation to evaporate.</li> <li>Restart the scanner and this machine. If the error appears again, note the contents of the error message and the error number, and contact a service centre. ("SC4xxx" is the error number. The number displayed differs according to the error type.)</li> </ul>
Remove the original(s) in ADF. [Exit]	Double Feed (more than 2 sheets of originals were fed into the ADF at once) has occurred and it was detected. Remove the double fed originals from the ADF and press <b>[Exit]</b> .

## Scan settings error messages

Message	Possible Cause and Required Action
Cannot detect the scan size. Check whether the original is set, then select the proper size. [Exit]	<p>The original is not on the exposure glass, or it is placed but the scan size cannot be automatically detected.</p> <ul style="list-style-type: none"> <li>If the original is not there, place it on the exposure glass.</li> <li>Because the scanner detects the scan size when the ADF is opened and closed, make sure that you open the ADF to an angle of 30 degrees or more.</li> </ul>

Message	Possible Cause and Required Action
<p>Exceeded Job Delivery Data Max. Scanning will be stopped and the scanned data will be deleted.</p> <p><b>[Exit]</b></p>	<p>Scanning of the first original has failed.</p> <ul style="list-style-type: none"> <li>• Confirm the setting in <b>[4.Scan Settings]</b> → <b>[Scan Type]</b>. If “Color:Full Color” is selected, change to another option. “Black and White:Text” is good for scanning most monochrome originals, and even “Black and White:Text/Photo” is enough for scanning originals in 2 colors (e.g. an original containing text printed in black and charts drawn in red).</li> <li>• Confirm the setting in <b>[4.Scan Settings]</b> → <b>[Resolution]</b>. Specify a lower resolution, if the current setting is unnecessarily high. Normally, 200dpi or lower resolution setting is enough for scanning text.</li> <li>• Set <b>[Compression (Black and White)]</b> in <b>[2.Send Scan Settings]</b> to “On” when <b>[Scan Type]</b> in <b>[4.Scan Settings]</b> is set to one of the “Black and White” options. Set <b>[Compression (Gray Scale/Full Color)]</b> in <b>[2.Send Scan Settings]</b> to an option that is higher than the current setting, when <b>[Scan Type]</b> in <b>[4.Scan Settings]</b> is set to one of the “Color” options.</li> <li>• Make the value of the following settings larger using the Web Status Monitor: <ul style="list-style-type: none"> <li>• <b>[Configuration]</b> → <b>[E-mail Settings]</b> → <b>[E-mail]</b> → <b>[Max. E-mail Size]</b> when sending scan data as an e-mail attachment</li> <li>• <b>[Configuration]</b> → <b>[Delivery Settings]</b> → <b>[Delivery]</b> → <b>[Job Delivery Data Max. Setting]</b> when you send the scanned data using a Delivery Server</li> <li>• <b>[Configuration]</b> → <b>[Send File Settings]</b> → <b>[Send File]</b> → <b>[Job Delivery Data Max. Setting]</b> when the scanned data to a Windows shared folder or an FTP server</li> </ul> </li> </ul>
<p>Exceeded Job Delivery Data Max. Send the current scanned data or delete to cancel this job.</p> <p><b>[ Delete ] [ Send ]</b></p>	<p>Scanning of the second or subsequent original has failed.</p> <ul style="list-style-type: none"> <li>• To send the data up to the previous pages scanned, press <b>[Send]</b>. After the “↔” mark on the screen disappears, press the <b>[Start]</b> key to scan the remaining pages.</li> <li>• If you press <b>[Delete]</b>, the scanned data is deleted and the document is not sent. Try scanning with such settings that make data size smaller, or perform scanning several times to create a number of separate files, each of which file size is small enough for a Send Scan operation.</li> </ul>



**Send Scan (E-mail, Send File (SMB/FTP) or Delivery Server) operation error messages**

Message	Possible Cause and Required Action
<p>Updating the destination list... Please wait.</p>	<ul style="list-style-type: none"> <li>When "On" is selected for <b>[Auto Update Destination List]</b> in <b>[2.Send Scan Settings]</b> on this machine, pressing <b>[Dest.]</b> accesses the sender and destination information from the Delivery Server, and updates the address book. This function allows you to access the latest destination information. Depending on the number of destinations and senders registered, and the network conditions, you may have to wait a moment while the address book is being updated.</li> </ul>
<p>Updating destination list failed. Do you want to try again? <b>[Yes][No]</b></p>	<p>Address book (a list of destinations and senders) information could not be accessed on the Delivery Server. Click <b>[Yes]</b> and try again. If the same message appears, one of the following may have occurred.</p> <ul style="list-style-type: none"> <li>The Delivery Server is not turned on, or it is not being serviced.</li> <li>The Delivery Server is temporarily down for reasons such as insufficient memory.</li> </ul>
<p>Cannot communicate with the server. Check the server status and connection. <b>[Exit]</b></p>	<ul style="list-style-type: none"> <li>If you have specified to perform a Scan to Folder (SMB) operation, check if the computer on which the Windows shared folder exists is turned on.</li> <li>If you have specified to perform a Send Scan operation using a Delivery Server, check if the it is turned on.</li> <li>If you have specified to perform a <b>[Enter Custom Send File]</b> operation using the Web Status Monitor, click <b>[Back]</b> on the Web browser, and then click <b>[Test]</b>. If the message "Connection to the Send File Path has failed. Confirm the settings.." is displayed, <b>[Send File Path]</b> is not specified correctly.</li> </ul>
<p>Sending data has failed. Scan with the same settings and re-send. <b>[Exit]</b></p>	<ul style="list-style-type: none"> <li>The machine has failed to send a scanned data due to a network connection problem. After confirming that the network cable is properly connected to this machine and the scanner, try to perform another Send Scan operation using the same settings. If the same message appears, there may be a network congestion. Consult your network administrator.</li> </ul>

Message	Possible Cause and Required Action
Exceeded max. scan pages. To scan remaining pages as a new job, press [Exit] then press the Start key. [Exit]	<ul style="list-style-type: none"> <li>Continued scanning and reached the maximum scan limit (100 pages). Press <b>[Exit]</b>. The scanned original is sent. The specified destination and scanning condition settings remain the same even after you have pressed <b>[Exit]</b>. Place the next original and press the <b>[Start]</b> key.</li> </ul>

### Print Scan operation error messages

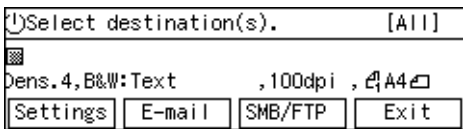
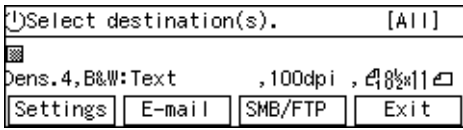
Message	Possible Cause and Required Action
Printer is offline. Check the printer. [Exit]	<ul style="list-style-type: none"> <li>The printer you have selected for printing is currently offline. Press the <b>[Online]</b> key on the printer to make it online. Press <b>[Exit]</b> to start printing.</li> </ul>
The printer is currently in use. Cannot print. [Exit]	<ul style="list-style-type: none"> <li>The printer is currently in use. Press <b>[Exit]</b> to cancel the print job (this discards the scan data), and try again later.</li> </ul>
Selected printer is not supported. Check the printer. [Exit]	<ul style="list-style-type: none"> <li>The printer is not compatible with this machine. Select other printer that is supported for use with this machine.</li> </ul>
No response from the device. Check the power and cables. [Exit]	<ul style="list-style-type: none"> <li>The printer is not responding. Check if the printer is turned on, and the cables are connected correctly.</li> </ul>
Warming up... Check the printer. [Exit]	<ul style="list-style-type: none"> <li>The printer is not ready to print, because it is still warming up. Wait until the printer gets ready.</li> </ul>
Add paper to the printer. [Exit]	<ul style="list-style-type: none"> <li>Take the necessary action in accordance with the message that is displayed. See the manual that comes with the printer for information about adding paper, replacing toner bottle, closing the cover of the printer, or clearing misfeeds.</li> </ul>
Add Toner Replace Toner Bottle in the printer. [Exit]	
Cover Open Check the printer. [Exit]	
Paper Misfeed Check the printer. [Exit]	
Functional Problems Check the printer. [Exit]	
Functional Problems Check the printer. [Exit]	<ul style="list-style-type: none"> <li>The printer has functional problems other than those mentioned above. Check to make sure that the printer operates normally. See the manual that comes with the printer.</li> </ul>

## Error messages displayed on the Web Status Monitor

Message	Possible Cause and Required Action
Wrong parameter for Login User Name.	<ul style="list-style-type: none"> <li>The format for entering <b>[Login User Name]</b> is incorrect. Confirm that <b>[Login User Name]</b> is specified in the format of "work group name\user name" or "domain name\user name." For example, when the work group name is "abcd" and the user name is "john", enter "abcd\john" into <b>[Login User Name]</b>.</li> </ul>
Wrong parameter for Send File Path Name.	<ul style="list-style-type: none"> <li>The information entered to <b>[Send File Path]</b>, <b>[Login User Name]</b>, or <b>[Login Password]</b> is incorrect. When entering information, be careful not to mix up upper case letters and lower case letters.</li> <li>In most cases, it is required to enter the password into <b>[Login Password]</b> for the user entered in <b>[Login User Name]</b>. However, when accessing a shared folder that is password protected under Windows 95/98/98SE/Me, it is necessary to enter the shared folder's protection password into <b>[Login Password]</b>. Confirm the operating system of the computer that you are trying to access, and make necessary settings in accordance with it, as described the above.</li> </ul>
Unable to make configurations because Scanner is currently in use. Please try again later.	<ul style="list-style-type: none"> <li>The scanner connected to this machine is currently used as a network TWAIN scanner, by another client computer.</li> <li>You may be trying another <b>[Enter Custom Send File]</b> operation. Before performing another <b>[Enter Custom Send File]</b> operation, it is necessary to press <b>[Exit]</b> on the control panel of this machine to display a Send File standby screen.</li> </ul>

## Other Problems

Problem	Possible Cause and Required Action
<p>Two or more units of this machine with the same (or similar) device name exist on the same network.</p>	<ul style="list-style-type: none"> <li>You can change the device name of this machine from <b>[Configuration]</b> → <b>[Basic Settings]</b> → <b>[General Settings]</b> → <b>[Device Name]</b> on the Web Status Monitor. The factory default for the device name is "RNP*****" ("*****" is the last six digit of the machine's MAC address). When you change the device name, note that you cannot change to a name that starts with "RNP."</li> </ul>
<p>Cannot login to this machine using a Web browser.</p>	<ul style="list-style-type: none"> <li>Check the display panel of this machine. When the Scanner Features menu is displayed, it becomes unavailable to access this machine using a Web browser. Press <b>[Exit]</b> or the <b>[User Tools]</b> key to return to a standby screen. See p.14 "Scanner Features Menu".</li> <li>Check if the IP address of this machine is correctly configured, in accordance with the assignment of the network that this machine belongs to. When configured incorrectly, it is not possible to access this machine using a Web browser. You can confirm the IP address of this machine using <b>[IP Address]</b> in <b>[1.System Settings]</b> under Scanner Features menu. If the IP address of this machine is set to "11.22.33.44", it means that you haven't configured this machine yet, or all the settings of this machine have returned to their default values for some reasons. In this case, you have to configure all the necessary settings including the IP address and Scan Settings, etc.</li> <li>When you use this machine on a DHCP environment, and when the IP address of this machine is allocated dynamically, the machine's IP address changes each time when this machine is turned on. Under this condition, it is necessary for you to check the current IP address of this machine, and then enter the address to a Web browser from which you access this machine. (It makes no sense to add the current address to a favorite, because it changes each time when this machine is turned on.) If it is possible, we recommend you to assign an IP address of this machine, even when you use this machine on a DHCP environment. You still have to select "DHCP" for <b>[Network Boot]</b> in <b>[1.System Settings]</b> to have the IP address of this machine allocated automatically.</li> </ul>
<p>No response from the display panel when it is touched.</p>	<ul style="list-style-type: none"> <li>The display panel of this machine is not a touch panel. To use the keys displayed on the screen, press the function keys. See p.13 "Using Keys Displayed on the Screen".</li> </ul>

Problem	Possible Cause and Required Action
Entered information or selected option is cleared while operating.	<ul style="list-style-type: none"> <li>Auto Reset Timer is activated. After a specified period of the last operation, this machine automatically returns to the state immediately after power-on. You can change the time after which the Auto Reset Timer works, or even disable it. See p.58 "Auto Reset Timer".</li> </ul>
This machine does not work in accordance with the Scan Settings configured on the Web Status Monitor.	<ul style="list-style-type: none"> <li>After configuring the Scan Settings (specifically, after clicking <b>[OK]</b> on the <b>[Scan Settings]</b> screen) on the Web Status Monitor, press the <b>[Clear Modes]</b> key. By pressing the <b>[Clear Modes]</b> key, the settings under <b>[Scan Settings]</b> of this machine instantly reflect the settings configured using the Web Status Monitor.</li> </ul>
Some of the registered destinations are not displayed on the destination list.	<ul style="list-style-type: none"> <li>Check if <b>[All]</b> is displayed at the top right corner of the "Select destination(s)." screen.</li> </ul>  <p>If another title like <b>[A]</b>, <b>[B]</b> or <b>[Freq.]</b> is displayed on the screen, it means that you have searched destinations using the <b>[/*]</b> (Title) key, and only the matched destinations are currently available for selection. In this case, press the <b>[/*]</b> (Title) key, highlight <b>[All]</b>, and then press <b>[OK]</b>. See p.121 "To recall all available destinations" for details.</p>
The e-mail destinations (including Cc destinations) are cleared when a file name is specified.	<p>When you perform a Send Scan operation, note the following things.</p> <ul style="list-style-type: none"> <li>You cannot use the following functions at the same time: <ul style="list-style-type: none"> <li>Scan to E-mail (referred to as "e-mail function" here)</li> <li>Scan to Folder (SMB) (referred to as "SMB function" here)</li> <li>Scan to FTP (referred to as "FTP function" here)</li> </ul> </li> </ul>  <p>When you select <b>[File Name]</b> and then press <b>[Settings]</b> on the screen shown above, it means that you select either of the SMB or FTP function, and the e-mail function is disabled. Because of this, the e-mail destinations are cleared automatically. Specifying <b>[To:]</b>, <b>[Cc:]</b>, or <b>[Subject]</b> disables the SMB or FTP function. Specifying <b>[SMB]</b> disables the e-mail and FTP function. Specifying <b>[FTP]</b> disables the e-mail and SMB function.</p>

# E-mail Address Book Data Format and Device Tag Information

This section describes the data format of CSV files that are exported by selecting **[Entered Program Information]** and **[Device Tag Information]** using the Web Status Monitor. Read this section when you create or edit a CSV file for updating the address book of this machine.

## Reference

For information about the procedures, see p.89 “To export the address data to a CSV file”.

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## Entered Program Information

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The following table shows the example contents of a CSV file exported from the address book (e-mail destination list) of this machine using the Web Status Monitor. You can use a CSV file created in this format, to update the address book data of this machine.

Line 1	#Entered Program Information
Line 2	#Format Version:3.1.1.0
Line 3	#Obtained Date:16/04/2004 07:35:36
Line 4	#Device Name:RNP7983AD
Line 5	#Address:192.168.0.133
Line 6	#Program No.,Type,Name,Displayed Name,Freq.,Title 1,Title 2,Title 3,E-mail,Sender,Password,User Code, Assigned Group
Line 7	[00001], [A], [Sam], [Sam], [1], [1], [6], [1], [Sam@company.com], [1], [], [], []
Line 8	[00002], [A], [Jane], [Jane], [1], [1], [4], [1], [Jane@company.com], [1], [], [], []

## Note

- Lines 1 through 6 contain the information obtained from this machine. When you wish to update the address book of this machine using a CSV file, use an exported CSV file and edit it, while leaving these lines as they are.
- Line 7 and subsequent lines include the e-mail address information. For details, see “About the e-mail address information” below.
- The default name of a CSV file that is exported using **[Entered Program Information]** is “<device name>\_addr.csv.” When the <device name> of this machine is set to “RNP625C65”, for example, the default file name becomes “RNP625C65\_addr.csv.”

## About the e-mail address information

The following example shows a set of values that constitute an e-mail address record. When you edit a CSV file for updating the address book data of this machine, insert a line that is formatted in the following way per an e-mail address record into the file.

Example of an e-mail address record:

```
[00015], [A], [Edward], [Edward], [0], [1], [2], [3], [Edward@abcdefg.com], [1], [TExMTA==], [ ] [ ]
```

- ❖ **[00015] : Program No.**  
Indicates the number for the e-mail address.
- ❖ **[A] : Type**  
The value of this item is fixed to "A." "A" indicates the e-mail address type is "user."
- ❖ **[Edward] : Name**  
Indicates the e-mail address owner (user) name.
- ❖ **[Edward] : Key Display**  
Indicates the name to appear on the control panel.
- ❖ **[0] : Frequently Used Title(s)**  
Determines whether the e-mail address information is to be registered to the [Freq.] title.  
[0] : Registered [1] : Not registered
- ❖ **[1] : Title 1**  
The value of this item is fixed to "1."
- ❖ **[2] : Alphabet (Title 2)**  
Determines under which the alphabetical title this e-mail address record belongs to.  
Title2 Convention:  
ABC=1,DEF=2,GHI=3,JLK=4,MNO=5,PQRS=6,TUV=7,WXYZ=8  
For example, [2] indicates "DEF" is selected for the alphabetical title of this record.
- ❖ **[3] : Custom Title (Title 3)**  
Determines under which the Custom Title this e-mail address record belongs to.  
Title3 Convention:  
1=1,2=2,3=3,4=4,5=5  
For example, [3] indicates "03" is selected for the Custom Title of this record.
- ❖ **[Edward@abcdefg.com] : E-mail Address**  
Indicates the destination's e-mail address.

❖ **[1] : Register as Sender**

Determines whether the e-mail address is used not only as the destination but as the sender also.

[0] : Not used as sender [1] : Used as sender

❖ **[TExMTA==] : Protected Password**

When an e-mail address record in the exported CSV file from this machine is password protected, the encrypted password appears like the one shown above.

 **Note**

- When you update the address book of this machine using a CSV file, create the file with its password entries are all left blank. You can set a sender's password for each of the e-mail addresses after you have imported the CSV file, by selecting an e-mail address and clicking **[Change]** button inside the **[E-mail Address]** screen (which you can display from **[Configuration]** → **[E-mail Settings]** → **[E-mail Address]** ) on the Web Status Monitor.

 **Note**

- The last two items (shown as "[ ], [ ]" in the example) are fixed to blank for this machine.

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## Device Tag Information

---

The following table shows an example of the Device Tag Information, which contains the title information of this machine. You can export the Device Tag Information to a CSV file using the Web Status Monitor.

Line 1	#Device Tag Information
Line 2	#Obtained Date:16/04/2004 07:36:14
Line 3	#Device Name:RNP7983AD
Line 4	#Address:192.168.0.133
Line 5	#Program Frequently Used Title(s),Off=0,On=1,
Line 6	Program Title 1,,
Line 7	Program Title 2,ABC=1,DEF=2,GHI=3,JKL=4,MNO=5,PQRS=6,TUV=7,WXYZ=8,
Line 8	Program Title 3,1=1,2=2,3=3,4=4,5=5,

 **Note**

- You can use the Device Tag Information file only for your reference. It cannot be imported to this machine.
- The default name of a CSV file that is exported using **[Device Tag Information]** is "<device name>\_taginfo.csv."



# Using Wireless LAN

This section describes the setting procedures related to a network when the optional “802.11b Interface Unit Type A” is used.

## Preparation

Prepare a 10BASE-T or 100BASE-TX cross network cable beforehand. When you use a network device as a hub, prepare a 10BASE-T or 100BASE-TX straight network cable.

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## Outline to Use Wireless LAN

---

You can configure the settings for a wireless LAN card using **[Configuration]** → **[Basic Settings]** → **[TCP/IP]** on the Web Status Monitor. Before getting started, it is necessary to prepare for logging in the Web Status Monitor.

Make preparations to log in to the web status monitor.

Connect this machine and a computer using a network cable temporarily

Sample setting for this machine:

IP Address : 192.168.1.2

Subnet Mask :

255.255.255.0

Sample setting for the computer:

IP Address : 192.168.1.3

Subnet Mask :

255.255.255.0



Use the Web Status Monitor to configure the wireless LAN settings.

## Configuring Wireless LAN Settings

### Preparation

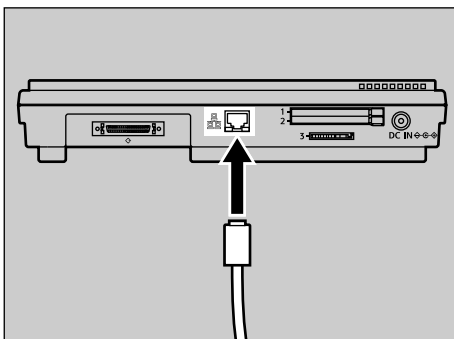
Be sure to connect a scanner to this machine before configuration, and turn on the power of the scanner. You cannot make any settings without the connection.

It is necessary to change the network settings of a client computer that you use for configuring the wireless LAN settings. Be sure to note your computer's network settings before you change them, for reference when you restore the settings afterwards.

- 1 Connect a client computer to this machine.

### When you use a cross network cable

- 1 Connect a cross network cable to the network interface connector of this machine.

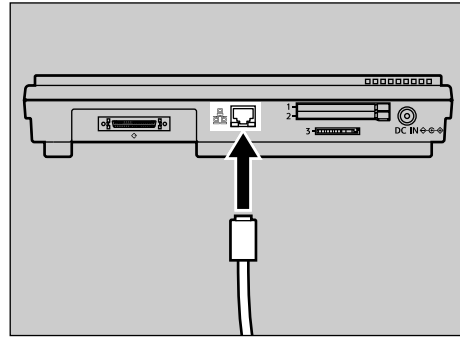


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- 2 Connect the other end of the cable to the client computer.

### When you use a hub

- 1 Connect a straight network cable to the network interface connector of this machine.



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- 2 Connect the other end of the cable to an available connector of the hub.
- 3 Confirm that the computer is connected to the hub 2.

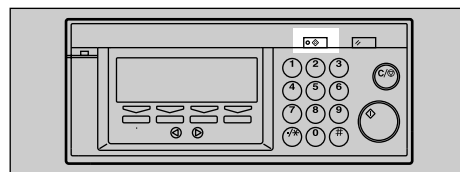
If not connected, connect the computer to the hub using a 10BASE-T or 100BASE-TX straight network cable.

- 2 Change the computer's IP address to 192.168.1.3, and subnet mask to 255.255.255.0.

- 3 Restart the computer.

The computer's IP address is changed to 192.168.1.3.

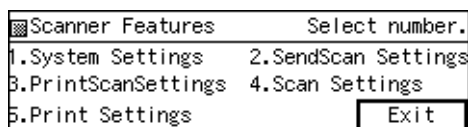
- 4 Press the **[User Tools]** key on this machine.



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The scanner Features menu appears.

- 5** Press the **[1]** key.



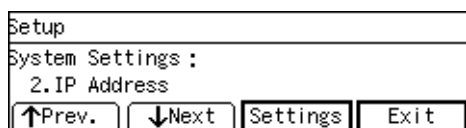
The System Settings menu is displayed, and “1. Function Priority ” appears as the setup item currently selected.

- 6** Press **[↓Next]**.

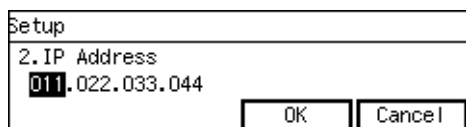
“1. Function Priority ” appears and press **[↓Next]** again.

“2. IP Address ” appears as the setup item currently selected.

- 7** Press **[Settings]**.



- 8** Enter “192.168.1.2” with the Number keys.



#### Note

- Enter each part of the IP address in three digits.
- You can use **[▶]** (or **[#]**) and **[◀]** key to move the highlighting to right and left.
- You can use the **[Clear/Stop]** key to clear the three-digit number currently highlighted.

- 9** Press **[OK]**.

This returns to the System Settings menu.

- 10** Press **[↓Next]**.

“3. Subnet Mask ” appears as the setup item currently selected.

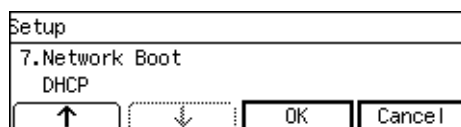
- 11** Set **[Subnet Mask]** to 255.255.255.0 in the same way you have done in the steps **7** through **10**.

“4. Default Gateway Address ” appears as the setup item currently selected.

- 12** Press **[↓Next]** three times, and then press **[Settings]**.

The setting screen for “7. Network Boot ” appears.

- 13** Confirm that **[7. Network Boot]** is set to “ NONE ”, and press **[OK]**.



#### Note

- The “\*” mark appears along with the option currently selected.
- If **[7.Network Boot]** is set to “ DHCP ”, change it to “ NONE ”, and then press **[OK]**.

- 14** Confirm that **[10.Transmission Speed]** is set to “ Auto ” and **[11.LAN Type]** is set to “ Ethernet ”, in the same way you have done for **[7.Network Boot]**.

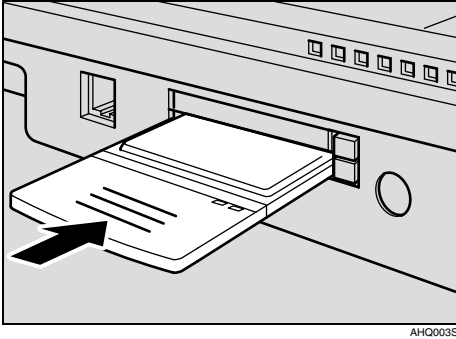
- 15** Press **[OK]**, and then **[Exit]**.

This exits the Scanner Features menu, and returns to the standby screen that is displayed when you turn on the power.

#### Important

- Never turn off the power of this machine before the standby screen is displayed. Doing so will discard all the settings you have configured, and return this machine to its factory default status.

- 16** Turn off the power of this machine. Insert the wireless LAN card to one of the PC Card slots on the rear panel and then attach the Wireless LAN Card cover.



#### Reference

See p.27 “Inserting a Wireless LAN Card”

- 17** Turn on the powers of this machine.
- 18** Start a Web browser on the client computer, and enter “http://192.168.1.2/” in the address bar.

#### Reference

For details about the Web Status Monitor, see p.84 “Accessing This Machine”.

- 19** Click **[Configuration]** on the main menu.

The password input dialog box appears.

#### Note

- Once you set the password, the password input dialog box will not appear from the second time. When the dialog doesn't appear, proceed to step **21**.

- 20** Enter “scanner” for the user name, enter the password, and then click **[OK]**.

#### Note

- User name is fixed to “scanner.”
- The initial factory default password is “password.” You can change the password using **[Configuration]** → **[Basic Settings]** → **[Password]**.

The setup screen appears.

- 21** Click **[Basic Settings]**, and then **[TCP/IP]** on the sub-menu.
- 22** Make settings to each of the setup items on the screen.

#### Reference

See p.46 “System Settings”

#### ❖ LAN Type

Switch between network interface board and wireless LAN (IEEE 802.11b) board. Be sure to set this item to “IEEE 802.11b.”

#### ❖ Network Boot

Select **[DHCP]** to use the DHCP server to make network settings automatically. When using DHCP, the IP address, subnet mask, and default gateway address obtained from the DHCP server are used.

Select **[NONE]** to make network settings manually.

#### ❖ Communication Mode

Select the communication mode.

- Infrastructure mode
 

A method of communicating with other client computers via an access point. The SSID must be the same as the one set for the access point.

- Ad hoc mode  
A method of communicating with other client computers, peer to peer, without an access point. The same communication channel must be used for all client computers.
  - 802.11 Ad hoc mode  
A method of communicating with other client computers, peer to peer, without an access point. The same communication channel and SSID must be used for all client computers.
- ❖ **SSID**  
Enter the SSID (Service Set Identifier) you want to use, using up to 32 characters. The SSID currently in use appears in parentheses.  
This information appears if **[802.11 Ad hoc mode]** or **[Infrastructure mode]** is selected in the **[Communication Mode]** list.  
The SSID is an identifier used when connecting between an access point and a wireless LAN client. Only a wireless LAN client and an access point that have the same SSID can communicate with each other.
- ❖ **Channel**  
If **[802.11 Ad hoc mode]** or **[Ad hoc mode]** is selected in the **[Communication Mode]** list, select a communication channel.  
The channel is a set radio frequency used for wireless LAN (IEEE 802.11b). Client computers using the same channel can communicate with each other.
- ❖ **WEP Setting**  
Select whether to enable or disable WEP (Wired Equivalent Privacy) encryption.  
WEP encryption protects wireless data communication. To communicate using WEP, data from both transmitting and receiving computers must be set with the same WEP Key. To enable WEP encryption, select **[Enable]** in the list, and then enter the WEP key in the **[WEP Key]** box.
- ❖ **WEP Key and Confirm WEP Key**  
The same WEP key must be entered in **[WEP Key]** and **[Confirm WEP Key]** boxes.
- 64 bit Key  
When **[Enable]** is selected in the **[WEP Setting]** list, enter a 10-digit hexadecimal WEP key value in **[WEP Key]** and **[Confirm WEP Key]** boxes. Enter the WEP key value without the prefix "0x." The value entered appears as the "\*."
  - 128 bit Key  
When **[Enable]** is selected in the **[WEP Setting]** list, enter a 26-digit hexadecimal WEP key value in **[WEP Key]** and **[Confirm WEP Key]** boxes. A 128-bit key provides higher security than a 64-bit key. Enter the WEP key value without the prefix "0x." The value entered appears as the "\*."
- 23** Click **[Apply]** to apply the settings.  
The set value will be written into this machine.
- 24** Remove the cable you connected from this machine in the step **1**.
- 25** Restore the network settings on the client computer.

**26** Turn off the power of this machine, and then back on to activate the settings.

 **Note**

- When you change the **[LAN Type]** setting and/or change the **[Network Boot]** setting from “NONE” to “DHCP”, it is essential to restart this machine to activate the changes.
- In infrastructure mode, signal strength of the wireless LAN appears as a percentage at the Web Status Monitor’s **[Wireless LAN Signal]** (that is included under **[Configuration]** → **[Basic Settings]** → **[TCP/IP]** ), or **[Wireless LAN Signal]** in **[1.System Settings]** under the Scanner Features menu on this machine. The following list provides an indication of the signal strength of the wireless LAN. Note, however, that the wireless LAN connection may fail due to noise or other reasons, even when **[Wireless LAN Signal]** displays a percentage that falls “Good” in the following list.
  - 100~76% : Best
  - 75~41% : Good
  - 40~21% : Poor
  - 20~0% : Communication impossible

---

# Option

## ❖ Wireless LAN Card

- 802.11b Interface Unit Type A  
Provides a wireless connection to a network. This card is enabled by inserting into one of the PC Card slots on the rear panel of this machine.

# Specifications

Type:	External Box	
Interface	Image input	SCSI interface × 1 (50-pin half pitch female)
	Image output	Ethernet interface × 1 (10BASE-T or 100BASE-TX)
	Function expansion	Type II PC card slot × 2
Control	Display panel	240×64 pixels, STN liquid crystal (4-line monochrome display)
	Operation keys	Number keys, 4 function keys, cursor keys (left/right), Start, Clear/Stop, Scanner Features, Reset, #, *
	Display language	English, German, French, Spanish, Portuguese, Dutch, Italian
Memory	RAM: 128MB (64 MB is used for image processing)	
Main features	<ul style="list-style-type: none"> <li>• Supports network TWAIN driver</li> <li>• Scan to Print</li> <li>• Scan to E-mail</li> <li>• Scan to Folder (SMB)</li> <li>• Scan to FTP</li> <li>• Delivery Server</li> </ul>	
Operating environment	Temperature: 10-32 °C (50-89.6 °F), humidity 15-80%	
Power	120V, 60Hz	
Power consumption	Under 8W (Without an option)	
Warm-up time	Max. 40 seconds	
Dimensions	290 × 120 × 60mm (11.4" × 4.7" × 2.3")(W×D×H)	
Weight	Less than 1kg (3.08lbs) (AC Adapter excluded)	



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## Note to users in the United States of America

### Note:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

**Reorient or relocate the receiving antenna.**

**Increase the separation between the equipment and receiver.**

**Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.**

**Consult the dealer or an experienced radio /TV technician for help.**

### Caution:

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

### Declaration of Conformity

Product Name: External Box

Model Number: Network Scanning Unit Type A

Responsible party: Ricoh Corporation

Address: 5 Dedrick Place, West Caldwell, NJ 07006

Telephone number: 973-882-2000

This device complies with Part 15 of the FCC Rules.

Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. this device must accept any interference received, including interference that may cause undesired operation.

### Note to users in Canada

### Note:

This Class B digital apparatus complies with Canadian ICES-003.

### Remarque concernant les utilisateurs au Canada

### Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

**I** means POWER ON.

**O** means POWER OFF.



# Network Scanning Unit Type A Operating Instructions