

Quick Reference Scanner Guide

➡ Please put this guide above your machine ⬅

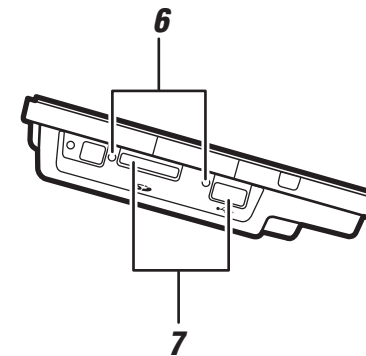
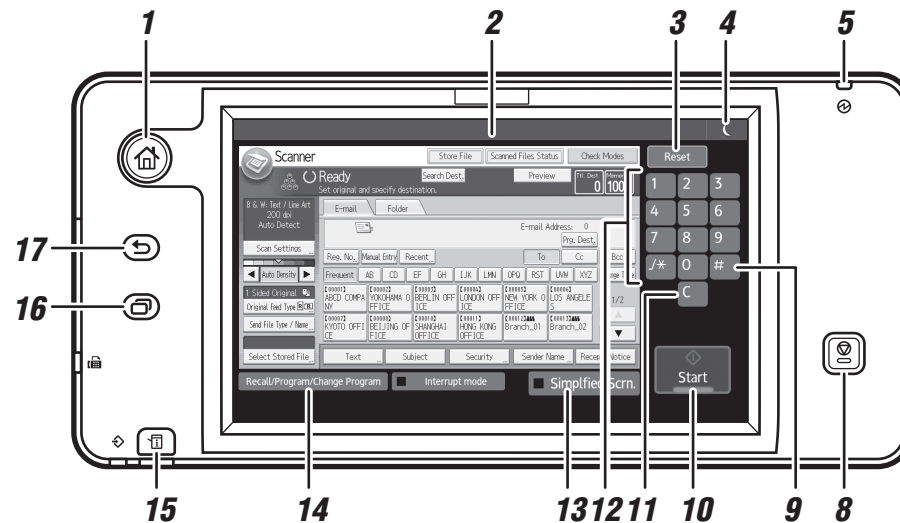
*The shape of the machine, screen displays, procedures, and titles in references vary depending on the machine you are using. Also, not all functions are available on all machines.

1. **[Home] key**
Press to display the [Home] screen.
2. **Display panel**
3. **[Reset]**
Press to clear the current settings.
4. **Energy Saver**

5. **Main power indicator**
6. **Media access lamp**
7. **Media slots**
8. **[Stop] key**
Press to stop a job in progress, such as copying, scanning, faxing, or printing.
9. **[#] (Enter key)**

10. **[Start]**
Press to start copying, printing, scanning, or sending.
11. **[C] (Clear key)**
Press to delete a number entered.
12. **Number keys**
13. **[Simplified Scrn.]**

14. **[Recall/Program/Change Program]**
Press to register frequently used settings, or to recall registered settings.
15. **[Check Status] key**
16. **[Menu] key**
17. **[Return] key**



How to scan...

Available scan functions:

- 1 Scan to E-mail
- 2 Scan to Folder (SMB/FTP/NCP)
- 3 Scan Using WSD (Web Services on Devices)
- 4 Store to Hard Disk
- 5 Save to Memory Storage Device
- 6 Scan to Delivery Server
- 7 Scan via TWAIN Driver

! For details about 1, 2, 3, 4, and 7, see Scan on the supplied CD-ROM.

How to use Scan to E-mail/ Scan to Folder... (Sending Scanned Documents to a Client Computer)

- 1 Press the **[Home]** key on the top left of the control panel. Flick the screen to the left, and then press the **[Scanner]** icon on the Home screen 4.
- 2 Press **[Reset]**.
- 3 Press the **[E-mail]** or **[Folder]** tab.
- 4 Place originals.
- 5 If necessary, specify the scan settings according to the original to be scanned.

- 6 If necessary, press **[Send File Type / Name]** to specify settings such as file name and file format.

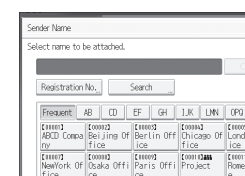
- 7 Specify the destination(s). You can specify multiple destinations.

For scan to e-mail:

- ! Before you select destination(s), make sure you have selected **[To]**. If necessary, press **[Cc]** or **[Bcc]**, and then select destination(s).

- 8 **For scan to e-mail only**
Specify the e-mail sender.

- ! Depending on the security settings, the logged-in user may be specified as **[Sender Name]**.



- To specify the e-mail sender, press **[Sender Name]**.
- Select a sender.
- Press **[OK]**.
- For reception confirmation e-mail, press **[Recept. Notice]**.

- 9 **For scan to e-mail only**
Enter a subject line if necessary.
 - Press **[Subject]**.
 - Enter the subject.
 - Press **[OK]**.
- 10 Press **[Start]**.

How to save to the machine's hard disk...

(Storing and Saving the Scanned Documents)

- 1 Press the **[Home]** key on the top left of the control panel. Flick the screen to the left, and then press the **[Scanner]** icon on the Home screen 4.
- 2 Press **[Reset]**.
- 3 Place originals.
- 4 Press **[Store File]**.
- 5 Press **[Store to HDD]**.
- 6 If necessary, specify file information, such as **[User Name]**, **[File Name]**, **[Password]**, and **[Select Folder]**.
- 7 Press **[OK]**.
- 8 If necessary, press **[Scan Settings]** to specify scanner settings such as resolution and scan size.
- 9 Press **[Start]**.

For details about saving to memory storage device, see "Storing the Scanned Documents to a USB Flash Memory Device or SD Card", Scan on the supplied CD-ROM.

Why use it?

To store scanned files in the hard disk of the machine for later (shared) use. (See Scan.)

Displaying a list of files stored on the machine's hard disk (Storing and Saving the Scanned Documents)

- 1 Press the **[Home]** key on the top left of the control panel. Flick the screen to the left, and then press the **[Scanner]** icon on the Home screen 4.
- 2 Press **[Select Stored File]**.
- 3 Specify the folder where the file is stored. The list of stored files is displayed.

Registering an E-mail destination... (Registering Addresses and Users, Connecting the Machine/ System Settings)

- 1 Press the **[Home]** key on the top left of the control panel. Flick the screen to the left, and then press the **[User Tools]** icon (⚙) on the Home screen 4.
- 2 Press **[Address Book Mangmnt]**.
- 3 Check that **[Program / Change]** is selected.
- 4 Select the name whose e-mail address you want to register. Press the name key, or enter the registered number using the number keys.
- 5 Press **[E-mail]**.
- 6 Press **[Change]** under "E-mail Address".
- 7 Enter the e-mail address.
- 8 Press **[OK]**.

For details about registering folders, see "Registering Addresses and Users", Connecting the Machine/ System Settings.