Printer/Scanner Unit Type 2238

Operating Instructions

Scanner Reference

1 Network Scanner
2 Preparations for Use as a Network Scanner
3 Setting Originals
4 Sending Scan File by E-mail
5 Sending Scan File by Scan to Folder
6 Using the Document Server Function
7 Using the Network Delivery Scanner Function
8 Using the Network TWAIN Scanner Function
9 Appendix

For safe and correct use of this machine, please be sure to read the Safety Information in the *General Settings Guide* before you use it.

Introduction

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

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

Manuals for This Machine

The following manuals describe the operational procedures of this machine. For particular functions, see the relevant parts of the manual.

Note

- ❒ The manuals provided are specific to machine type.
- ❒ Adobe Acrobat Reader is necessary to view the manuals as a PDF file.
- ❒ Two CD-ROMs are provided:
  - CD-ROM 1 "Operating Instructions for Printer / Scanner"
  - CD-ROM 2 "Scanner Driver & Document Management Utilities"

❖ **General Settings Guide**

Provides an overview of the machine and describes System Settings (paper trays, Key Operator Tools, etc.), Document Server functions, and troubleshooting.
Refer to this manual for Address Book procedures such as registering fax numbers, e-mail addresses, and user codes.

❖ **Network Guide (PDF file - CD-ROM1)**

Describes procedures for configuring the machine and computers in a network environment.

❖ **Copy Reference**

Describes operations, functions, and troubleshooting for the machine's copier function.

❖ **Facsimile Reference <Basic Features>**

Describes operations, functions, and troubleshooting for the machine's facsimile function.

❖ **Facsimile Reference <Advanced Features>**

Describes advanced functions and settings for key operators.

❖ **Printer Reference 1**

Describes system settings and operations for the machine's printer function.

❖ **Printer Reference 2 (PDF file - CD-ROM1)**

Describes operations, functions, and troubleshooting for the machine's printer function.

❖ **Scanner Reference (this manual) (PDF file - CD-ROM1)**

Describes operations, functions, and troubleshooting for the machine's scanner function.

❖ Manuals for DeskTopBinder V2 Lite

DeskTopBinder V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".

- DeskTopBinder V2 Lite Setup Guide (PDF file - CD-ROM2)
  Describes the installation of DeskTopBinder V2 Lite, and the operating environment for DeskTopBinder V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when DeskTopBinder V2 Lite is installed.
- DeskTopBinder V2 Lite Introduction Guide (PDF file - CD-ROM2)
  Describes operations with DeskTopBinder V2 Lite and provides an overview of its functions. This guide is added to the **[Start]** menu when DeskTopBinder V2 Lite is installed.
- Auto Document Link Guide (PDF file - CD-ROM2)
  Describes operations and functions of Auto Document Link installed with DeskTopBinder V2 Lite. This guide is added to the **[Start]** menu when DeskTopBinder V2 Lite is installed.

❖ Manuals for ScanRouter V2 Lite

ScanRouter V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".

- ScanRouter V2 Lite Setup Guide (PDF file - CD-ROM2)
  Describes the installation of ScanRouter V2 Lite, settings, and the operating environment for ScanRouter V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when ScanRouter V2 Lite is installed.
- ScanRouter V2 Lite Management Guide (PDF file - CD-ROM2)
  Describes delivery server management and operations, and provides an overview of ScanRouter V2 Lite functions. This guide is added to the **[Start]** menu when ScanRouter V2 Lite is installed.

❖ Other manuals

- PS3 Supplement (PDF file - CD-ROM1)
- UNIX Supplement (available from an authorized dealer, or as a PDF file on our Web site)

TABLE OF CONTENTS

Manuals for This Machine i
How to Read This Manual 1
Symbols 1
Names of Major Options 1

1. Network Scanner

Outline 3
E-mail 3
Scan to Folder 4
Document Server 5
Network Delivery Scanner 6
Network TWAIN Scanner 7
Control Panel 8
Display Contents 9

2. Preparations for Use as a Network Scanner

Initial Scanner Setup 11
Scanner Features 11
Scan Settings 14
Destination List Settings 19
Send Settings 19
Programs 22
Registering a Program 22
Recalling a Program 23
Changing a Registered Program 23
Deleting a Program 23
Changing the program name 24
Installing Software 25
Auto Run Program 25
Software for Using a Network TWAIN Scanner 27
Software for Using the Network Delivery Scanner Function 28
DeskTopBinder V2 Lite 28
Software Supplied on CD-ROM 29

3. Setting Originals

Placing Originals 35
Placing on the Exposure Glass 36
Placing in the Auto Document Feeder 37
Original Orientation and Scan Area 39
For E-mail, Scan to Folder, and a Network Delivery Scanner 39
For a Network TWAIN Scanner 41
Scanning Originals in Several Times 42

4. Sending Scan File by E-mail

Preparation for Sending by E-mail **45**
E-mail Screen 46
Sending Scan File by E-mail **47**
Procedure for Sending E-mail 47
Simultaneous Storage and Sending by E-mail 56
Checking the Status of E-mail **58**

5. Sending Scan File by Scan to Folder

Preparation for Sending by Scan to Folder **59**
Scan to Folder Screen 60
Sending Scan File by Scan to Folder **61**
Procedure for Sending by Scan to Folder 61
Simultaneous Storage and Sending by Scan to Folder 69
Checking the Status of Scan to Folder **71**

6. Using the Document Server Function

Storing Files **73**
Storage Procedure 74
Viewing a List of Stored Files **77**
Viewing the List 77
Searching for Files 80
Sending Stored Files by E-mail or Scan to Folder, or Delivering 81
Managing Stored Files **82**
Deleting Files 82
Changing File Information 83

7. Using the Network Delivery Scanner Function

Preparation for Delivering **85**
Network Delivery Scanner Screen 86
Delivering Scan File **87**
Delivery Procedure 87
Simultaneous Storage and Delivery 93
Checking the Status of Delivery **94**

8. Using the Network TWAIN Scanner Function

Preparation for Using the Network TWAIN Scanner **95**
Scanning Originals **96**
Functions of the TWAIN Driver 98

9. Appendix

Relationship between Resolution and File Size.....99
When Using as E-mail, Scan to Folder, Document Server or Network Delivery Scanner.....99
When Using as a Network TWAIN Scanner.....100
Relationship between File Type Specified and File Type Used When Sending E-mail.....102
Max. Number of Addresses Which Can Be Specified and Files Which Can Be Stored.....103
Troubleshooting.....104
When Scanning Is Not Performed as Expected.....104
When the Delivery Function Does Not Work.....104
When Stored Files Cannot Be Accessed.....105
When an Error Message Appears on the Control Panel.....105
When an Error Message Appears on the Client Computer.....111
Specifications.....114
INDEX.....115

How to Read This Manual

Symbols

In this manual, the following symbols are used:

Important

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

Preparation

This symbol indicates the prior knowledge or preparations required before operating.

Note

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

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.

Names of Major Options

Major options of this machine are referred to as follows in this manual:

- File Format Converter Type B → File Format Converter

The following software products are referred to using a general name:

- DeskTopBinder V2 Lite and DeskTopBinder V2 Professional → DeskTopBinder V2 Lite/Professional
- ScanRouter V2 Lite and ScanRouter V2 Professional (optional) → ScanRouter V2 Lite/Professional

1. Network Scanner

Outline

By installing the printer/scanner controller, the machine can be used as a network scanner.

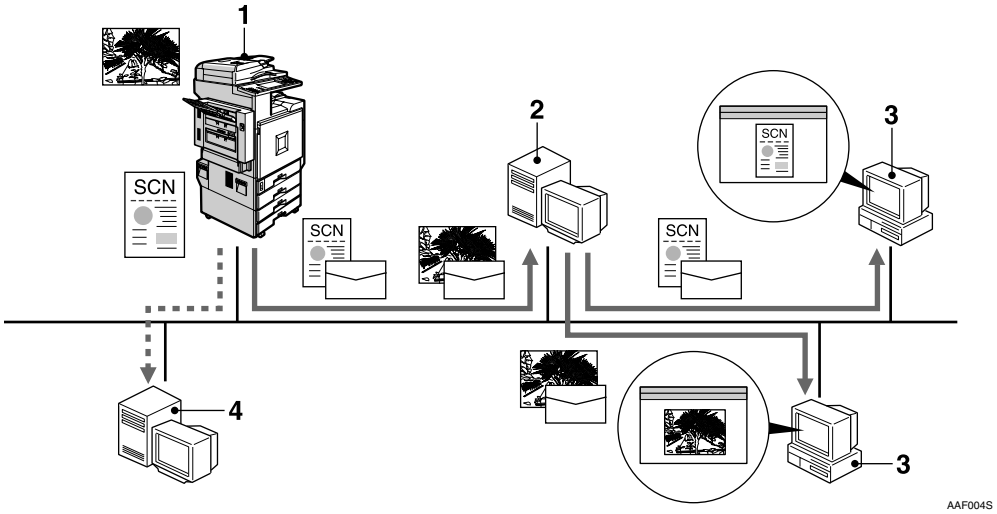
As a network scanner, the machine can send e-mail, send files to the FTP server or the shared folders of client computers, store scan files in the Document Server, operate as a network delivery scanner, and operate as a network TWAIN scanner.

E-mail

Scan file that is attached to an e-mail can be sent using the e-mail system through a LAN or the Internet.

Reference

p.45 "Sending Scan File by E-mail"



1. This machine

Scan file that is attached to an e-mail can be sent to an e-mail server. In combination with the file storage function, scan files from multiple originals that have been temporarily stored can be sent all at once.

2. E-mail server

An e-mail server is the SMTP server used for an e-mail system. It transfers a received e-mail to a specified destination through a LAN or the Internet.

3. Client computer

An e-mail with scan file attached is received from the e-mail server using e-mail software.

Check the content of the file using an application appropriate for the file type.

4. LDAP server

LDAP server provides a directory service corresponding to the inquiry or reference operation from the client computer on the same network.

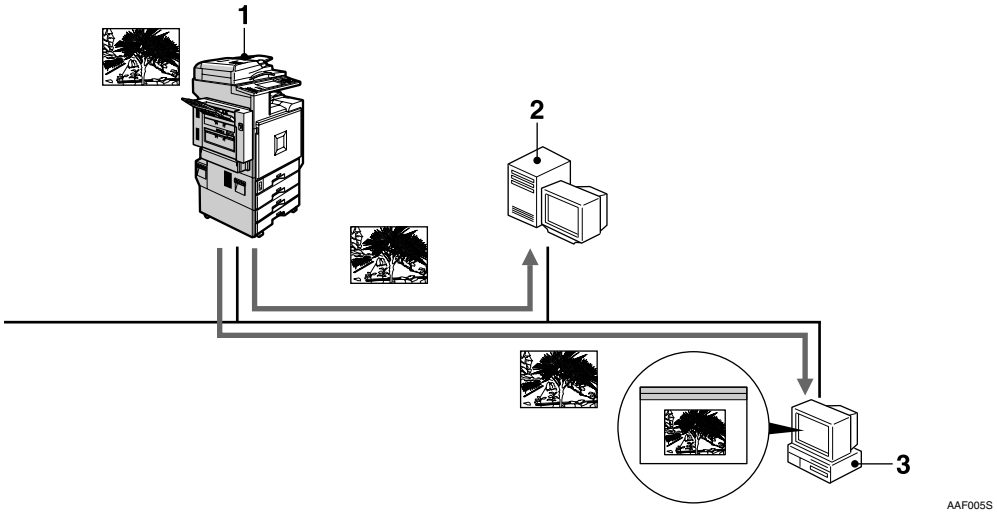
E-mail address information can be searched for from the machine when you use LDAP server as a data base of the user authentication and the e-mail account management.

Scan to Folder

Scan file can be sent to the folders of the FTP server or the shared folders of Windows on the same network.

Reference

p.59 “Sending Scan File by Scan to Folder”



1. This machine

Scan file can be sent to the folders of the FTP server using FTP protocol or the shared folders of Windows using SMB protocol. In combination with the file storage function, scan files from multiple originals that have been temporarily stored can be sent all at once.

2. FTP server

The FTP server is a server that provides file transfer services among client computers on the same network. Scan file that is sent to the FTP server can be stored, and the stored file can be downloaded by a client computer that logs onto the FTP server.

3. Client computer

Scan file that is sent from the machine is received in the shared folders of Windows.

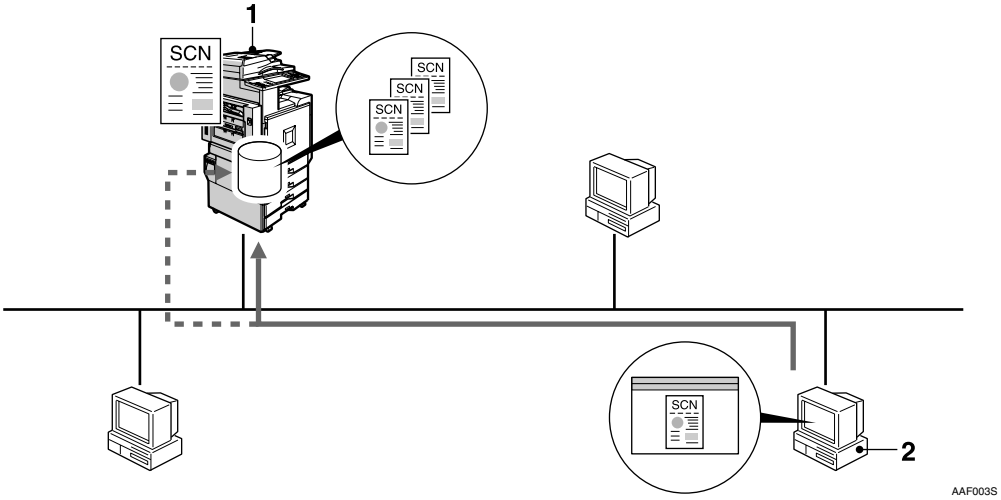
Check the content of the file using an application appropriate for the file type.

Document Server

Scan file from the originals is stored as a file on the hard disk of the machine and can be viewed, copied, deleted, or retrieving using DeskTopBinder V2 Lite/Professional from a client computer via a network. A file can be searched for using the user name or the file name. Also, others can be kept from viewing a file by setting a password for the file.

Reference

p.73 "Using the Document Server Function"



1. This machine

Scan file from the originals scanned by the scanner is stored.

2. Client computer

A stored file can be viewed, copied, or deleted by connecting to the machine using DeskTopBinder V2 Lite/Professional.

Also, a file stored in the machine can be viewed, downloaded or deleted using a Web Browser.

Reference

For more information about DeskTopBinder V2 Lite, see the DeskTopBinder V2 Lite manuals. See p.i "Manuals for This Machine".

1

Network Delivery Scanner

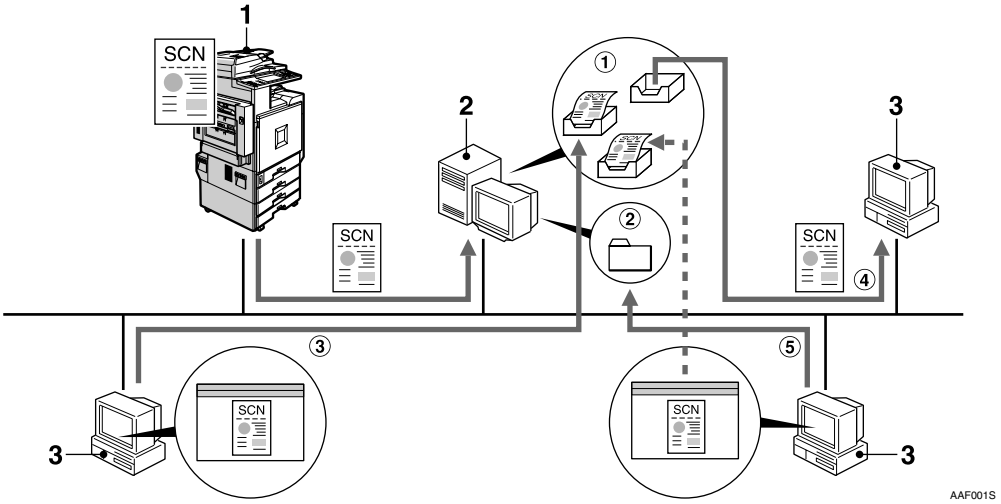
The machine is used as a delivery scanner with ScanRouter V2 Lite/Professional. Scan file from the originals scanned by the machine is stored in the delivery server and delivered to the folders of client computers on the same network.

Reference

p.85 "Using the Network Delivery Scanner Function"

Note

❒ When the optional ScanRouter V2 Professional is used, the machine can also deliver scan file using e-mail, store scan file in the Document Server, and the file can be viewed from a client computer using a Web browser.



1. This machine

Scan file from the originals scanned by the scanner is sent to the delivery server.

In combination with the file storage function, scan files from multiple originals that have been temporarily stored can be delivered all at once. See p.93 "Simultaneous Storage and Delivery".

2. Delivery server

ScanRouter V2 Lite/Professional is installed in this computer which is used as a delivery server.

Received file is delivered to the in-tray of the specified destination (① in the figure). According to the settings of the in-tray, the file is stored in the in-tray or in a Windows folder (② in the figure).

3. Client computer

The contents of stored file can be checked in the following ways:

- View the file in the in-tray using DeskTopBinder V2 Lite to check the contents. (③ in the figure)
- Use Auto Document Link to receive the file stored in the in-tray, and check the contents with an application corresponding to the file format. (④ in the figure)
- Access the Windows folder where the file is stored via the network, and check the contents with an application corresponding to the file format. (⑤ in the figure)

Reference

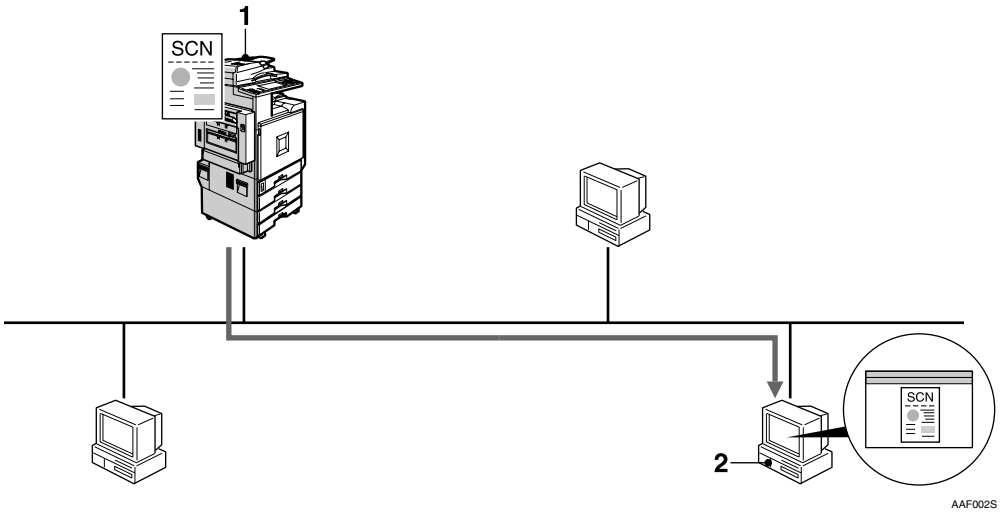
For more information about ScanRouter V2 Lite, DeskTopBinder V2 Lite, or Auto Document Link, see the respective documentation. See p.i "Manuals for This Machine".

Network TWAIN Scanner

The scanning function of this machine can be used from a client computer via a network (Ethernet, IEEE 1394 (IP over 1394) [optional], or IEEE 802.11b (Wireless LAN) [optional]). Originals can be scanned with the same operation used for SCSI- and USB-connected scanners.

Reference

p.95 "Using the Network TWAIN Scanner Function"



1. This machine

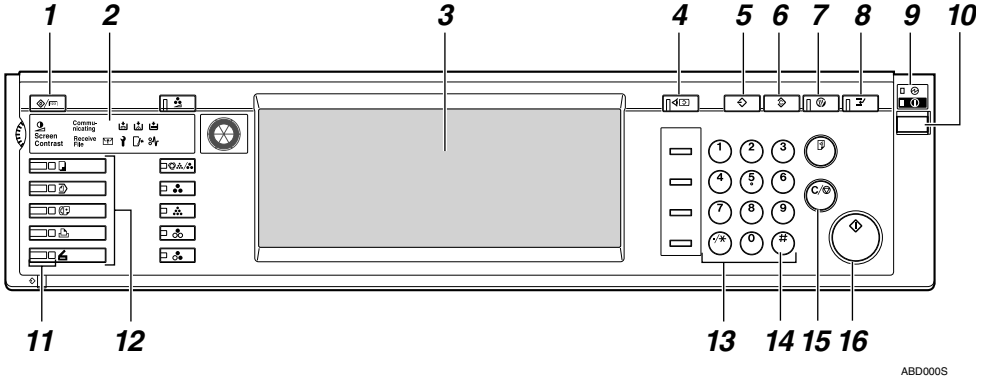
The scanning function of the machine can be used from a client computer via a network.

2. Client computer

Originals are scanned using the TWAIN driver for the machine from an application.

Control Panel

This illustration shows the control panel when options are installed.



1. 【Use Tools/Counter】 key

Use to change default or operation parameters according to the operating conditions.

2. Indicators

Display errors and the machine status.

: Add Staple indicator

: Add Toner indicator

: Add Paper indicator

: Service Call indicator

: Open Cover indicator

: Misfeed indicator

Reference

For more information, see *General Settings Guide*.

3. Display panel

Displays the operation status and messages.

4. 【Check Modes】 key

Press to check the destinations which are currently selected.

5. 【Program】 key

Use to register settings used frequently as a program or to recall the registered program.

6. 【Clear Modes】 key

Press to clear the current settings.

7. 【Energy Saver】 key

Press this key to begin warm-up.

Pressing this key again while in warm-up mode cancels warm-up.

Note

- ❒ This key is inactive while scanning or setting scanner defaults.

8. 【Interrupt】 key

Press this key to interrupt the scanner mode and to activate the copy mode.

9. Main power indicator and power indicator

The main power indicator lights up when the main power switch is set to on. The power indicator lights up when the machine is on.

Important

- ❒ Do not turn off the main power while the power indicator is lit or blinking. Doing so may cause a failure of the hard disk.

10. Operation switch

Press this switch to turn the machine on. The power indicator lights up. To turn the machine off, press this switch again.

Note

❒ This key is inactive while scanning or setting scanner defaults.

11. Function status indicators

- When lit green, the corresponding function is active.
- When lit red, the corresponding function is interrupted. Press the respective key, and then follow the instructions that appear on the screen.

12. Function keys

Press the **【Copy】**, **【Document Server】**, **【Facsimile】**, **【Printer】**, or **【Scanner】** key to activate the respective function. The display content changes accordingly.

The indicator for the selected function lights up.

13. Number keys

Use to enter numeric values.

14. 【#】 key (Enter key)

Use to confirm the entered numeric value.

15. 【Clear/Stop】 key

- Clear: Clears an entered numeric value
- Stop: Stops scanning

16. 【Start】 key

Use to begin scanning, file storing, or delivery.

Display Contents

This section explains the normal screen configuration.

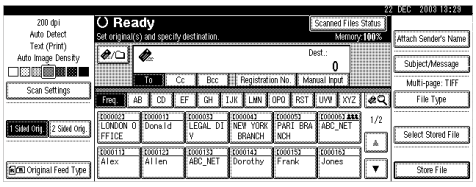
The display's contents differ depending on the function.

Note

❒ The Copy screen is set as the default screen when the machine is turned on. You can change this setting in the System Settings. See *General Settings Guide*.

Using e-mail

Press the **【Scanner】** key to display the e-mail screen (when **[E-mail/ Folder]** has been selected in **[Destination List Display Priority 1]** and **[E-mail Address]** has been selected in **[Destination List Display Priority 2]**). If the Network TWAIN Scanner screen appears, press **[Exit]**.



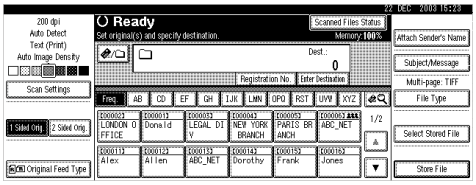
Reference

For information about Destination List Display Priority, see p.19 “Destination List Settings”.

1

Using Scan to Folder

Press the 【**Scanner**】 key to display the Scan to Folder screen (When **[E-mail/Folder]** has been selected in **[Destination List Display Priority 1]** and **[Folder]** has been selected in **[Destination List Display Priority 2]**). If the Network TWAIN Scanner screen appears, press **[Exit]**.

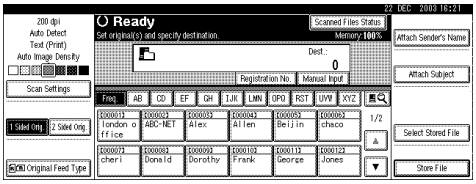


Reference

For information about Destination List Display Priority, see p.19 “Destination List Settings”.

Using as a network delivery scanner

Press the 【**Scanner**】 key to display the Network Delivery Scanner screen (when **[Delivery Server]** has been selected in **[Destination List Display Priority 1]**). If the Network TWAIN Scanner screen appears, press **[Exit]**.

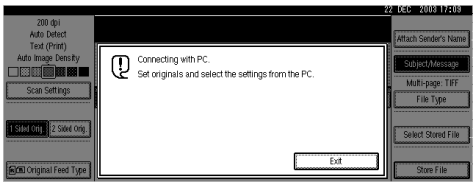


Reference

For information about Destination List Display Priority, see p.19 “Destination List Settings”.

Using as a network TWAIN scanner

When using the machine as a network TWAIN scanner, it is not necessary to press the 【**Scanner**】 key on the control panel. When the TWAIN driver becomes active on a client computer, the display automatically switches to the following screen.



Press **[Exit]** to use functions other than the network TWAIN scanner function.

2. Preparations for Use as a Network Scanner

To use the machine as a network scanner, you must make settings required for use as a scanner as well as basic settings for use in a network.

Reference

First, see *General Settings Guide* for details about how to make basic settings, and then make scanner settings.

For more information about settings for sending by e-mail, see *Network Guide*.

Initial Scanner Setup

This section explains all required settings and procedures for using the machine as a network scanner.

Scanner Features

The settings for using the network scanner functions of the machine are listed below. Make the necessary settings.

Note

❒ Make settings for the items marked with ❍ if necessary.

❖ Scan Settings

For explanations of settings, see p.14 “Scan Settings”.

Settings		Default	E-mail	Scan to Folder	Store	Delivery	TWAIN
Default Scan Settings	Scan Type	Black & White: Text (Print)	❍	❍	❍	❍	
	Resolution	200 dpi	❍	❍	❍	❍	
	Image Density	Auto Image Density (Medium)	❍	❍	❍	❍	
	Scan Size	Auto Detect	❍	❍	❍	❍	
Wait Time for Next Orig.: Exposure Glass		Set Wait Time (60 sec.)	❍	❍	❍	❍	
Wait Time for Next Original(s): SADF		Set Wait Time (60 sec.)	❍	❍	❍	❍	
Original Setting		1 sided original	❍	❍	❍	❍	
Original Feed Type Priority		Off	❍	❍	❍	❍	
Mixed Original Sizes Priority		Off	❍	❍	❍	❍	
Original Orientation Priority			❍	❍	❍	❍	

Settings	Default	E-mail	Scan to Folder	Store	Delivery	TWAIN
Change Initial Mode	Standard	❍	❍	❍	❍	
Auto Colour Select: Mode Priority	Black & White	❍	❍	❍	❍	
A.C.S. Sensitivity Level	Medium	❍	❍	❍	❍	

2

❖ Destination List Settings

For explanations of settings, see p.19 "Destination List Settings".

Settings	Default	E-mail	Scan to Folder	Store	Delivery	TWAIN
Destination List Display Priority 1	Delivery Server	❍	❍		❍	
Destination List Display Priority 2	E-mail Address	❍	❍			
Select Title	Title 1	❍	❍		❍	
Update Delivery Server Destination List	-				❍	

Note

❒ **[Destination List Display Priority 1]** and **[Update Delivery Server Destination List]** will not be displayed when **[OFF]** is selected for **[Delivery Option]** in **[File Transfer]** of System Settings. See *Network Guide*.

❖ Send Settings

For explanations of settings, see p.19 "Send Settings".

Settings	Default	E-mail	Scan to Folder	Store	Delivery	TWAIN
TWAIN Standby Time	10 sec.	❍	❍	❍	❍	❍
File Type Priority	Multi-page: TIFF	❍	❍			
Compression (Black & White)	On	❍	❍	❍	❍	
Compression (Gray Scale/Full Colour)	High	❍	❍	❍	❍	
Print & Delete Scanner Journal	Delete oldest only	❍	❍		❍	
Max. E-mail Size	2048KB	❍				
Divide & Send E-mail	Yes (per max. size)	❍				
E-mail Information Language	British English	❍				
Sender's Name Default	No	❍				

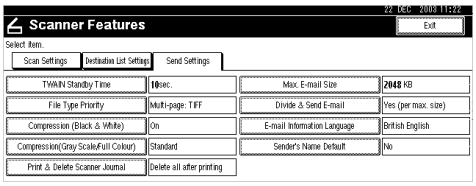
Setting procedure

1 **Press the 【Use Tools/Counter】 key.**

2 **Press [Scanner Features].**

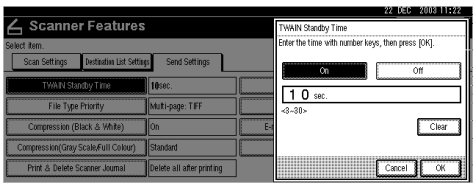
3 **Press the item to be set.**

4 **Press the item to be set.**



Example: TWAIN Standby Time setting

5 **Change the setting.**



- To select an item, touch its key on the screen. The item is highlighted.
- To enter numbers, use the number keys.

Note

❒ To cancel changing a setting, press **[Cancel]**. The setting returns to the previous condition.

6 **Press [OK].**

7 **Repeat steps 4 to 6 to make other settings.**

8 **Press [Exit].**

The initial display reappears.

Scan Settings

This section explains how to set the defaults for scan settings.

The scan settings consist of the following. For the list about settings and defaults, see p.11 "Scanner Features".

❖ Default Scan Settings

Various basic settings (scan type, resolution, image density, scan size) can be set.

- Scan Type
  The scan method suitable for the original is set.
  - Auto Colour Select
    The colour of original is automatically detected, and then the original is scanned.

  For black and white or gray scale scans, select from the following types.
  - Text (Print)
    For standard originals containing mainly text (for print)
  - Text (OCR)
    For standard originals containing mainly text (for OCR)
  - Text/ Photo
    For originals containing a mixture of text and photographs
  - Photo
    For originals containing photographs and other pictures (two-value)
  - Gray Scale
    For originals containing photographs and other pictures (multi-value)

  When the original is scanned in full colour, the following items should be set.
  - Text/ Photo
    For standard originals containing mainly text
  - Glossy Photo
    For originals containing photographs or other pictures
  - sRGB *1
    When scanning the original as a sRGB (international standard of colour space) image, select **[On]**. This function is available when "Full Colour: Text/Photo" or "Full Colour: Glossy Photo" is selected.

    *1 File Format Converter (optional) is required to use this function.

Note

❒ Printer printing is best scanned with Text (Print). Text (OCR) is suitable for higher OCR accuracy.

❒ An image is scanned with black and white in "Photo", and with gray scale/full colour in "Gray Scale". As a general rule, scanning for the purpose of printing is best done with "Photo", and scanning for viewing on the computer screen with "Gray Scale".

❒ When **[Auto Colour Select]** is set and multi-page TIFF is specified for the file format, the format is automatically changed to PDF.

- Resolution
  Select the resolution from 100 dpi, 200 dpi, 300 dpi, 400 dpi, or 600 dpi.
- Image Density
  Set the image density for Black & White/ Gray Scale scanning. The setting can be made in Auto Image Density or seven steps, from "Lighter" (1) to "Darker" (7).
  For full colour scans, set the image density. It can be set in seven steps from "Lighter" (1) to "Darker" (7).

- Scan Size
  Select the size of the original to be scanned.
  When **[Auto Detect]** is selected, the auto detect function of the machine is used to set the original size.
  When the size is specified, scanning is performed for that size, regardless of the actual size of the original. The following sizes can be selected:
  A3▭, A4▯, A4▭, A5▯, A5▭, 11 × 17▭, $8^1/_2$ × 14▭, $8^1/_2$ × 13▭, $8^1/_2$ × 11▯, $8^1/_2$ × 11▭, $5^1/_2$ × $8^1/_2$▯, $5^1/_2$ × $8^1/_2$▭, B4 JIS▭ (Japanese Industrial Standard), B5 JIS▯, B5 JIS▭, Custom size

Note

❒ When **[Custom size]** is selected, the dimensions of the scan area (width and height) can be specified.

❒ When selecting **[Custom size]** for **[Scan Size]**, see p.17 "Selecting a custom size".

❖ Wait Time for Next Orig.: Exposure Glass

When dividing originals and scanning them individually with the exposure glass to form a single file, select **[Off]**, **[Set Wait Time]**, or **[Continuous Wait]** for the waiting status.

Note

❒ If either **[SADF]** or **[Batch]** is specified when scanning, this setting is invalid.

❒ If **[Off]** is selected, sending will start automatically after one page of original is scanned.

❒ If **[Set Wait Time]** is selected, enter the waiting time in seconds (3-999) for placing additional originals with the number keys. Scanning will start when additional originals are placed and the **【Start】** key is pressed within this time. You can end scanning and begin sending by pressing the **【#】** key within this time. If the specified time has passed, sending starts automatically and you do not need to press the **【#】** key.

❒ If **[Continuous Wait]** is selected, the machine will wait for additional originals until the **【#】** key is pressed. Scanning will start when additional originals are placed and the **【Start】** key is pressed. You can end scanning and begin sending by pressing the **【#】** key.

❒ If originals are placed in the ADF, sending will start without waiting for additional originals after all originals in the ADF have been scanned even if you select **[Continuous Wait]**.

❒ If a paper jam occurs or any of the following operation is performed while the machine is waiting for additional originals, the countdown stops and the machine will wait for additional originals until the **【#】** key is pressed.

- Changing the settings such as the scan settings
- Pressing the **【Interrupt】** key to activate the copy mode

❖ Wait Time for Next Original(s): SADF

When dividing originals and scanning them separately with the ADF to form a single file, select **[Set Wait Time]** or **[Continuous Wait]** for the waiting status.

Note

- ❒ If **[SADF]** is specified when scanning, this setting is valid.
- ❒ If **[Set Wait Time]** is selected, enter the waiting time in seconds (3-999) for placing additional originals with the number keys. Scanning will start automatically when additional originals are placed within this time. You can end scanning and begin sending by pressing the **【#】** key within this time. If the specified time has passed, sending starts automatically and you do not need to press the **【#】** key.
- ❒ If **[Continuous Wait]** is selected, the machine will wait for the additional originals until the **【#】** key is pressed. Scanning will start when additional originals are placed and the **【Start】** key is pressed. You can end scanning and begin sending by pressing the **【#】** key.
- ❒ Even if originals are placed on the exposure glass, the machine will function as the settings. However, every time originals are placed, you must press the **【Start】** key to start scanning.
- ❒ If a paper jam occurs or any of the following operation is performed while the machine is waiting for additional originals, the countdown stops and the machine will wait for additional originals until the **【#】** key is pressed.
  - Changing the settings such as the scan settings
  - Pressing the **【Interrupt】** key to activate the copy mode

❖ Original Setting

Set the default for whether originals are one-sided or two-sided and if two-sided, the relationship between those sides. When the originals are always the same, set this for the default to make operation easier. You can select **[1 Sided Original]**, **[2 Sided Orig.:T to T]** (Top to Top), or **[2 Sided Orig.:T to B]** (Top to Bottom).

Reference

p.39 "Original Orientation and Scan Area"

❖ Original Feed Type Priority

Multiple originals can be divided and scanned separately using the exposure glass or ADF to form a single file. In this case, the waiting time for placing additional originals to scan can be specified.

If **[SADF]** is selected, the **[Wait Time for Next Original(s): SADF]** setting will be valid when scanning.

If **[Batch]** is selected, scanning will start when the additional originals are placed and the **【Start】** key is pressed regardless of the setting for **[Wait Time for Next Orig.: Exposure Glass]** or **[Wait Time for Next Original(s): SADF]**.

If **[Off]** is selected, the **[Wait Time for Next Orig.: Exposure Glass]** setting is valid when scanning.

Note

- ❒ The countdown for scanning additional originals stops when scanning conditions are changed. The machine keeps waiting for restarting the countdown until the **【#】** key is pressed.

❖ Mixed Original Sizes Priority

This setting determines whether the original size is to be automatically detected when originals of different sizes are inserted in the ADF. You can select **[On]** or **[Off]**.

Note

- ❒ If the original size is specified when scanning, this setting is ignored.
- ❒ When **[Off]** is selected and **[Auto Detect]** is selected for scan size, if originals of different sizes are placed in the ADF, the maximum size will be detected as the scan size.

❖ Original Orientation Priority

Select the default for original placement orientation. When originals are always positioned the same way, select that orientation as the default to make operation easier.

Reference

p.39 "Original Orientation and Scan Area"

❖ Change Initial Mode

If you use the settings which are displayed when modes are cleared, reset, or immediately after the operation switch is turned on as the initial mode, select **[Standard]**.

Select **[Program No.10]** when you use the settings stored in Program No. 10 as the initial mode.

❖ Auto Colour Select: Mode Priority

Select either **[Full Colour]** or **[Black & White]** for the image quality when **[Scan Type]** is set to **[Auto Colour Select]**.

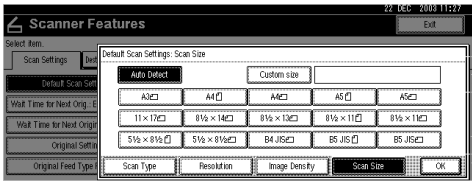
❖ A.C.S. Sensitivity Level

Set the sensitivity level for detecting colours/black and white to scan the original when **[Scan Type]** is set to **[Auto Colour Select]**.

Selecting a custom size

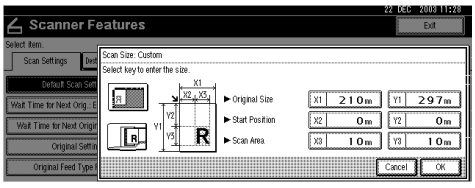
When selecting **[Custom size]** as the scan size, follow the procedure below.

1 Press [Custom size] on the Scan Size Setting screen.



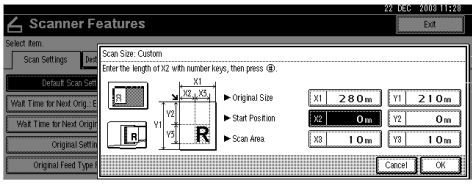
2 Enter the original size with the number keys.

Select and enter values for **[X1]** and **[Y1]**, and then press the **[#]** key.



3 Enter the scan starting point in relation to the standard scan starting point.

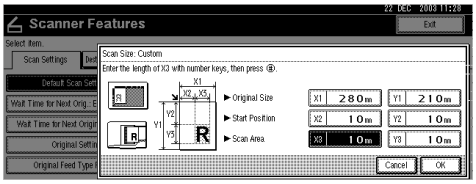
Select and enter values for **[X2]** and **[Y2]**, and then press the **[#]** key.



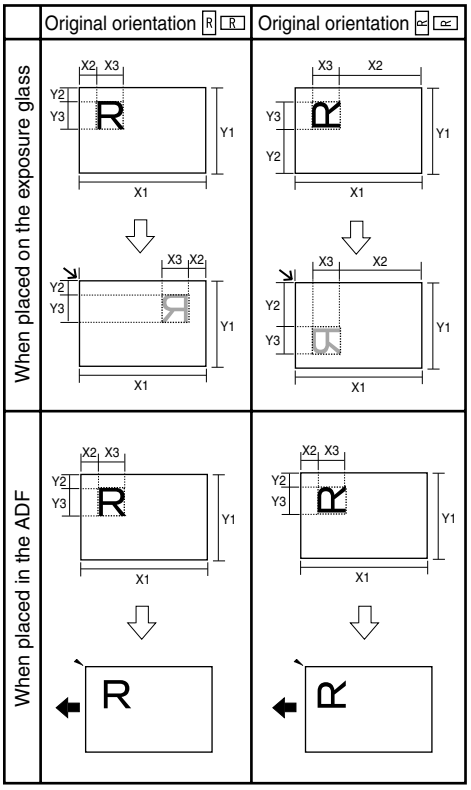
2

4 Enter the scan size (area) with the number keys.

Select and enter values for **[X3]** and **[Y3]**, and then press the **[#]** key.



Depending on how the original is positioned, the scan starting point will be as follows:



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R shows the face of the original.

R shows the back of the original.

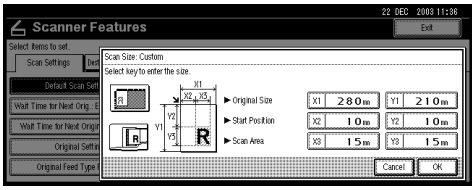
⬅ shows the feeding direction.

The range of possible original sizes and scan sizes is as follows:

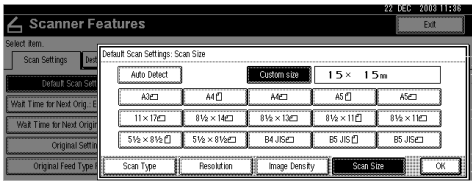
- Original Size
  X1: 140 - 432 mm (5.5″ - 17.0″)
  Y1: 140 - 297 mm (5.5″ - 11.7″)
- Scan Size
  X3: 10 - 432 mm (0.4″ - 17.0″)
  Y3: 10 - 297 mm (0.4″ - 11.7″)

Keep the scan area settings within these range.

5 When all dimensions are entered, press [OK].



6 Make sure that the area specified in step 4 (X3 and Y3) is shown in the [Custom size] field, and then press [OK].



7 Press [Exit].

The initial display reappears.

Destination List Settings

This section explains how to set the defaults for the destination list and titles displayed.

The destination list settings consist of the following. For the list about settings and defaults, see p.11 "Scanner Features".

❖ Destination List Display Priority 1

Select a destination list to be displayed when the machine is in the initial state. You can select either **[E-mail/ Folder]** or **[Delivery Server]**.

❖ Destination List Display Priority 1

This function is available when **[E-mail/ Folder]** is selected for **[Destination List Display Priority 1]**.

Select a destination list of the machine to be displayed when the machine is in the initial state.

You can select either **[E-mail Address]** or **[Folder]**.

❖ Select Title

Select what titles are displayed on the screen. Selecting a title on the screen will display the destinations programed for that title. This allows for easy selection of destinations including e-mail destinations and Scan to Folder destinations. Select either **[Title 1]** (ten titles), **[Title 2]** (ten titles), or **[Title 3]** (five titles).

❖ Update Delivery Server Destination List

To update the Delivery Server Destination List, press **[Update Delivery Server Destination List]**.

Ordinarily, the Delivery Server Destination List is automatically updated. This function allows updating at any time.

Send Settings

This section explains how to set the defaults for sending settings such as the compression level for scan file and how the machine switches to the network TWAIN scanner function.

The send settings consist of the following. For the list about settings and defaults, see p.11 "Scanner Features".

❖ TWAIN Standby Time

When the machine is being used to send e-mail or a file, or functioning as Document Server or a network delivery scanner, a scanning request to the machine as a TWAIN scanner will switch the machine to the network TWAIN scanner function. This setting determines the delay until the machine switches to the network TWAIN scanner function.

- When **[Off]** is selected, the machine will switch to the network TWAIN scanner function at once.
- When **[On]** is selected, you can enter the delay time with the number keys (3 - 30 seconds). The machine will switch to the network TWAIN scanner function when the time set here passes after the last key operation.

❖ File Type Priority

Select whether to send the file of scanned originals using a single page or multiple pages.
When sending using multiple pages, select either TIFF or PDF.

Note

- ❒ If you specify multi-page TIFF for file in a JPEG format, the format is automatically changed to PDF.
- ❒ When **[Scan Type]** is set to **[Auto Colour Select]** and multi-page TIFF is specified for the file format, the format is automatically changed to PDF.

❖ Compression (Black & White)

This setting determines whether scan file for the black and white setting is to be compressed.

Note

- ❒ The actual time required for file transfer will vary depending on the file size and network load.
- ❒ Compression reduces the time required for transferring the scan file.

❖ Compression (Gray Scale/Full Colour)

This setting determines to what extent scan file for the grayscale or full colour setting is to be compressed. You can select **[High]**, **[Standard]**, **[Low]**, or **[Off]**.

Note

- ❒ The compression ratio decreases in the order **[High]**, **[Standard]**, **[Low]**, and **[Off]**, and the time required for file transfer increases accordingly.
- ❒ The actual time required for file transfer will vary depending on the file size and network load.

❖ Print & Delete Scanner Journal

Select whether to print the Scanner Journal automatically when the number of delivelies or sendings reaches 100.

Note

- ❒ When printed, all records are deleted after printing. When not printed, records over the limit are automatically deleted in succession from the oldest record.
- ❒ While the journal is being printed, files waiting for sending cannot be sent.

❖ Max. E-mail Size

Select whether the size of an e-mail is limited or not.
When **[On]** is selected, enter the size limit (64 - 102400 KB) with the number keys.

Note

- ❒ When the SMTP limits the size, match that setting.

❖ Divide & Send E-mail

This function is effective only when **[On]** is selected for **[Max. E-mail Size]**.
Select whether or not an image exceeding the size specified in **[Max. E-mail Size]** should be divided and sent using more than one e-mail.
Select either **[No]**, **[Yes (per Page)]**, or **[Yes (per Max. Size)]**. When **[Yes (per Max. Size)]** is selected, enter the Max. Number of Divisions (2-500) with the number keys.

Note

- ❒ When **[Multi-page: TIFF]** or **[Multi-page: PDF]** is selected for **[File Type Priority]**, the image will not be divided even if **[Yes (per Page)]** is selected.
- ❒ When **[Yes (per Max. Size)]** is selected, some received files may not be able to be restored, depending on the type of e-mail software.
- ❒ When **[No]** is selected, the e-mail is not sent if its size exceeds the limit, and an error message appears. The scan file is discarded.
- ❒ Set the maximum e-mail size within the capacity of the SMTP server.

❖ E-mail Information Language

Select a language for E-mail Information Language with which Title, Document name, Sender's name and others are sent.
Select one of the following 20 languages: British English, American English, German, French, Italian, Spanish, Dutch, Portuguese, Polish, Czech, Swedish, Finnish, Hungarian, Norwegian, Danish, Japanese, Simplified Chinese, Traditional Chinese, Russian, and Hangul.

Note

- ❒ The e-mail text which is a template cannot be changed.

❖ Sender's Name Default

Select whether an administrator is registered as a sender or a sender is specified each time an e-mail is sent. If the access code has been set, enter the code with the number keys, and then press the **【#】** key.

- Select **[No]** when a sender is to be specified each time.
- Select **[Yes]** when an administrator is to be the sender.

Important

- ❒ It is recommended that protection code be set to prevent the sender's name from being misused.

Note

- ❒ When **[On]** is selected for **[Key Operator Code]** in **[Key Operator Tools]** of System Settings and **[Partial]** is set for the range, enter the access code when **[Sender's Name Default]** is selected. For more information about the System Settings, see "User Tools (System Settings)", *General Settings Guide*.

Programs

You can register frequently used settings in the machine memory and recall them for future use.

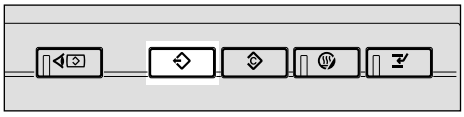
Note

- ❒ You can register up to 10 programs for the scanner mode.
- ❒ You can use the settings registered in program No.10 as the initial mode by selecting **[Program No.10]** in **[Change Initial Mode]** in **[Scanner Features]**.
- ❒ Programs are not deleted by turning the power off or by pressing the **【Clear Modes】** key. They are deleted only when you delete or overwrite them with another program.
- ❒ The items which can be registered as a program are as follows: the scan settings, 1 sided/2 sided original, Top to Top/Top to Bottom, Last Page, Original Feed Type, File Type, and Batch/SADF.

Registering a Program

1 Make the settings you want to register in the initial display of the scanner mode.

2 Press the 【Program】 key.



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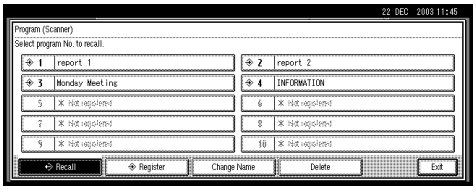
3 Press [Register].



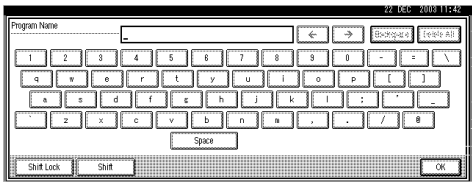
4 Press the program number you want to register.

Note

- ❒ Program numbers with ➔ already have settings in them.

5 Enter the program name with the letter keys on the display panel.

You can enter up to 40 characters.



Reference

For details about entering characters, see "Entering Text", *General Settings Guide*.

Note

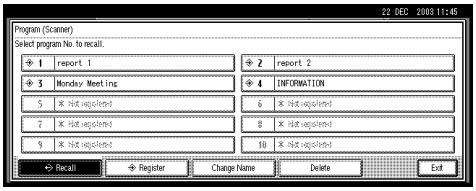
- ❒ If it is not necessary to enter the program name, proceed to step **6**.

6 Press [OK].

When the settings are successfully registered, ➔ appears on the left side of the registered program number and the program name appears on the right side. The display returns to the initial display after a moment.

Recalling a Program

1. **Press the 【Program】 key in the initial display of the scanner mode.**
2. **Press [Recall].**



3. **Press the number of the program you want to recall.**

   The registered settings are displayed.

   Note

   ❒ Program numbers with ➔ already have settings in them.

4. **Place the originals, and then press the 【Start】 key.**

Changing a Registered Program

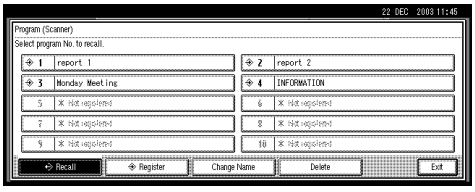
1. **Make sure the 【Scanner】 key is selected, press the 【Program】 key.**
2. **Press [Recall].**
3. **Press the number of the program you want to change.**
4. **Change settings of the program.**
5. **Press the 【Program】 key.**
6. **Press [Register].**
7. **Press the number of the program you changed the setting.**
8. **Press [Register] to accept the confirmation message.**
9. **Enter a program name.**
10. **Press [OK].**

    Note

    ❒ The registered program is deleted when you restore the program.

Deleting a Program

1. **Make sure the 【Scanner】 key is selected, press the 【Program】 key.**
2. **Press [Delete].**



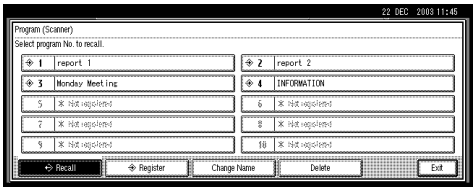
3. **Press the number of the program you want to delete.**
4. **Press [Yes].**

   The program is deleted, and the display returns to the initial display after a moment.

Changing the program name

1 **Make sure the 【Scanner】 key is selected, press the 【Program】 key.**

2 **Press [Change Name].**



3 **Press the number of the program you want to change name.**

4 **Enter a new program name.**

A program name can be entered up to 40 characters.

For details about entering characters, see "Entering Text", *General Settings Guide*.

5 **Press [OK].**

The display returns to the initial display after a moment.

Installing Software

The machine comes with two CD-ROMs containing various software.

The CD-ROM labeled "Scanner Driver & Document Management Utilities" contains the necessary software to use the machine as a network scanner. The CD-ROM labeled "Printer Driver & Utilities" contains the necessary software to use the machine as a printer.

This section explains the software to use the machine as a network scanner.

Auto Run Program

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

Note

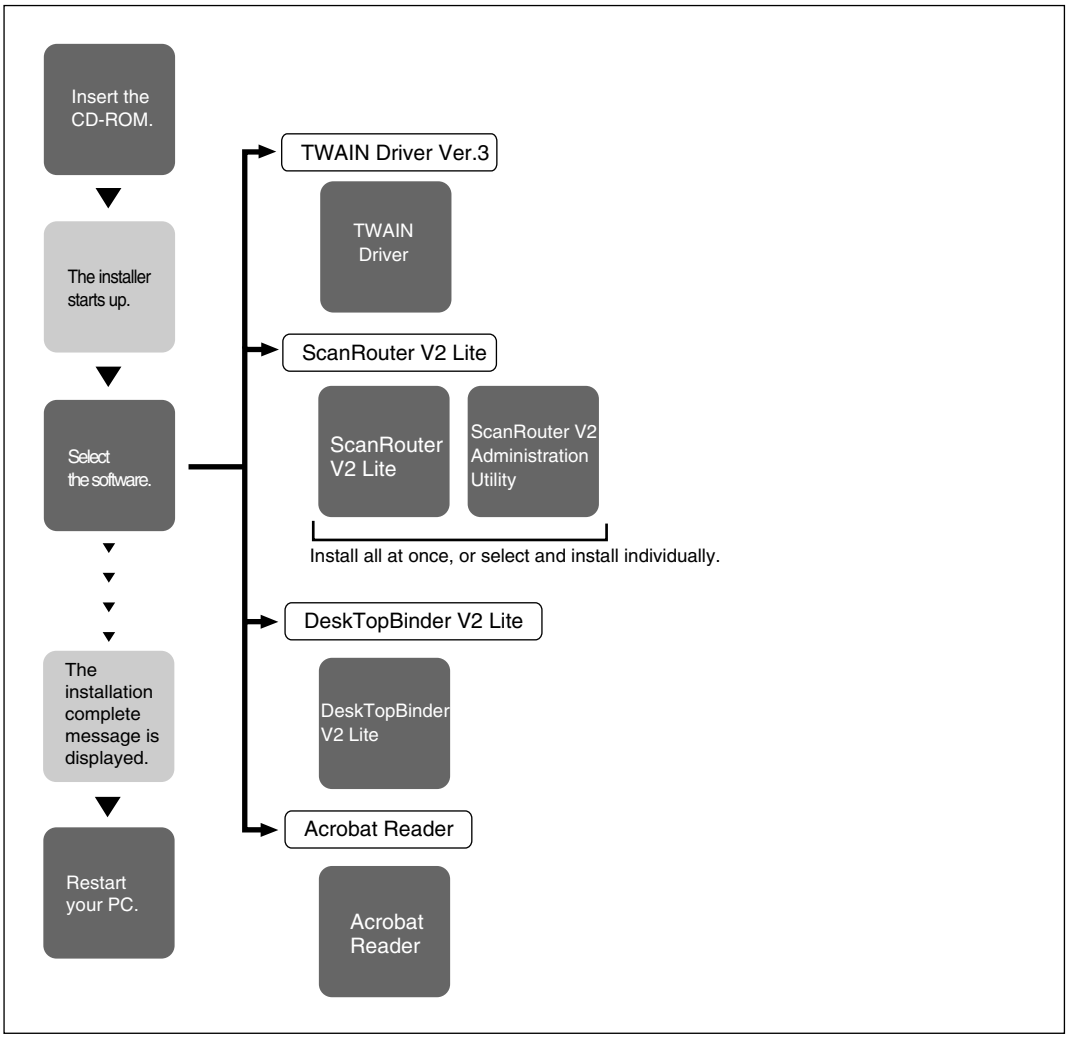
- ❒ Auto Run might not automatically work with certain operating system settings. In this case, launch "Set up.exe" located in the CD-ROM root directory.
- ❒ If you want to install the software without using Auto Run, hold down the **【Shift】** key while inserting the CD-ROM. Keep the **【Shift】** key 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 in Windows 2000, Windows XP, or Windows NT 4.0, log in as a member of the administrators group.

The installing sequence using Auto Run is as follows:

Installation Sequence



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For information about the software that can be installed by Auto Run, see p.29 “Software Supplied on CD-ROM”.

Software for Using a Network TWAIN Scanner

To use the machine as a network TWAIN scanner, it is essential to install the TWAIN driver.

If you do not have applications that work with TWAIN, it is necessary to also install DeskTopBinder V2 Lite. For information about the installation of DeskTopBinder V2 Lite, see p.28 "DeskTopBinder V2 Lite".

Preparation

Before installation, check the system requirements for the TWAIN driver. See p.29 "Type 2238 TWAIN Driver".

Using Windows 95/98/Me, Windows XP, Windows 2000, or Windows NT 4.0

Install the TWAIN driver using Auto Run.

1 Start Windows, and then insert the supplied CD-ROM labeled "Scanner Driver & Document Management Utilities" 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.25 "Auto Run Program".

2 Click [TWAIN Driver].

The Software Setup screen appears.

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 complete, the "Type 2232C_2238C TWAIN V3" folder is in the "Program" folder on the Start menu. Help can be displayed from here.
- ❒ Notes on using the network TWAIN scanner are provided in "Readme.txt". Be sure to read them before use.

Software for Using the Network Delivery Scanner Function

To use the machine as a network delivery scanner, it is essential to install ScanRouter V2 Lite on the delivery server. To check an in-tray or retrieve file, it is necessary to install DeskTopBinder V2 Lite on the client computer.

Use Auto Run for installation.

2

Preparation

Before installation, check the system requirements for the software. See p.29 "Software Supplied on CD-ROM".

1 Start Windows, and then insert the supplied CD-ROM labeled "Scanner Driver & Document Management Utilities" into the CD-ROM drive of the client computer.

The CD-ROM Launcher screen appears.

2 Click the key of the software to be installed.

- Click **[ScanRouter V2 Lite]**, and then the ScanRouter V2 Lite Setup screen appears.
- Click **[DeskTopBinder V2 Lite]**, and then the DeskTopBinder V2 Lite Setup screen appears.

3 Click [ScanRouter V2 Lite] or [DeskTopBinder V2 Lite]. The installer of the software starts. Follow the instructions on the screen.

Reference

For information about the subsequent installation procedure, see *Setup Guide* that can be displayed from the Setup screen of the respective software.

DeskTopBinder V2 Lite

Use Auto Run for installation.

Preparation

Before installation, check the system requirements for DeskTopBinder V2 Lite. See p.30 "DeskTopBinder V2 Lite".

1 Start Windows, and then insert the supplied CD-ROM labeled "Scanner Driver & Document Management Utilities" into the CD-ROM drive of the client computer.

The CD-ROM Launcher screen appears.

2 Click [DeskTopBinder V2 Lite].

The DeskTopBinder V2 Lite Setup screen appears.

3 **Click [DeskTopBinder V2 Lite]. The Installer of the DeskTopBinder V2 Lite starts. Follow the instructions on the screem.**

Reference

For information about the subsequent installation procedure, see *Setup Guide* that can be displayed from the Setup screen of DeskTopBinder V2 Lite.

Software Supplied on CD-ROM

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
	Utility	RouterV2	ScanRouter V2 Lite , ScanRouter V2 Administration Utility
		DeskV2	DeskTopBinder V2 Lite
		Acroread	Acrobat Reader

Type 2238 TWAIN Driver

This driver is required to scan an original on the machine.

To use the machine as a network TWAIN scanner, this driver must be installed.

❖ File storage folder

The files are stored in the following folder on the CD-ROM provided with this machine:

\DRIVERS\TWAIN

❖ System requirements

Limitation

❒ Under Windows NT with 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
  Microsoft Windows 2000 Server
  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)
- 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 colours or higher
- Network protocol
  TCP/IP

DeskTopBinder V2 Lite

DeskTopBinder V2 Lite is to be installed on the client computers for integration and management of various kinds of file such as scan file, files created with applications, and existing scan files. This software allows you to use various functions for scan files stored in the Document Server, e.g., viewing stored files. Also, with ScanRouter V2 Lite, you can view the files stored in in-trays of the delivery server or use other functions for stored files.

See DeskTopBinder V2 Lite Help or the manuals for DeskTopBinder V2 Lite.

❖ File storage folder

The files are stored in the following folder on the CD-ROM provided with this machine:

\UTILITY\DESKV2

❖ System requirements

- Hardware
  PC/AT compatible
- CPU
  Pentium 133 MHz or faster (Pentium II 266 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 (Service Pack 1 or later)
  Microsoft Windows 2000 Server (Service Pack 1 or later)
  Microsoft Windows XP Home Edition
  Microsoft Windows XP Professional
  Microsoft Windows Server 2003 Standard Edition
  Microsoft Windows Server 2003 Enterprise Edition
  Microsoft Windows Server 2003 Web Edition
  Microsoft Windows NT Workstation 4.0 (Service Pack 5 or later)
  Microsoft Windows NT Server 4.0 (Service Pack 5 or later)
- Memory
  48 MB or more (128 MB or more recommended)
- Hard disk space
  50 MB or more (200 MB or more recommended)
- Display resolution
  800 × 600 pixels, 64K colours or higher
- Network protocol
  TCP/IP

❖ Software installed with DeskTopBinder V2 Lite

- Auto Document Link
  Auto Document Link on the client computer monitors in-trays of the delivery server. In addition, the file delivered to in-trays can be retrieved or the arrival of file can be received at the client computer with this software.
- Function Palette
  Function Palette allows you to use functions such as the network TWAIN scanner, printing, printing preview, sending files by e-mail or sending faxes without starting DeskTopBinder V2 Lite. You must make settings in advance in the **[Extended Features...]** to use Function Palette. Refer to manuals related to DeskTopBinder V2/Lt for the details.
- Extended Features Wizard
  You can make settings equal to **[Extended Features...]** of the **[Tools]** menu with Extended Features Wizard. Refer to manuals related to DeskTopBinder V2/Lt for the details.

ScanRouter V2 Lite

ScanRouter V2 Lite is to be installed on the delivery server. The scan file can be sorted in the delivery server, stored in specified in-trays, or saved in folders of client computers on the same network.

See the manuals for ScanRouter V2 Lite or ScanRouter V2 Lite Help.

❖ File storage folder

The files are stored in the following folder on the CD-ROM provided with this machine:

\UTILITY\ROUTERV2

❖ System requirements

Limitation

- ❒ When installing the software in Windows NT Server or Windows 2000 Server, a stand-alone server must be used. Do not use the primary domain controller or backup domain controller.
- ❒ If you install this software in an operating system, such as Windows NT Workstation and Windows 2000 Professional, in which a client server is not permitted to be used in a network, you may violate the license agreement of Microsoft Corporation.
- ❒ Under Windows Server 2003, this software is not available.

- Hardware
  PC/AT compatible
- CPU
  Pentium 200 MHz or faster (Pentium II 350 MHz or faster recommended)
- Operating system
  Microsoft Windows 95 (OSR 2 or later)
  Microsoft Windows 98
  Microsoft Windows Millennium Edition
  Microsoft Windows 2000 Professional (Service Pack 1 or later)
  Microsoft Windows 2000 Server (Service Pack 1 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)
- Memory
  64 MB or more (128 MB or more recommended)
- Hard disk space
  Minimum free space required for installing: 200 MB

  Note

  - ❒ In addition to the space required for installation, the hard disk should have at least 500 MB of free space for files.

- Network protocol
  TCP/IP

❖ Software installed with ScanRouter V2 Lite

- ScanRouter V2 Administration Utility
  ScanRouter V2 Administration Utility manages the delivery system run by ScanRouter V2 Lite.
  You can register destination and sender information for the scanned documents in the delivery server. In addition, you can perform maintenance for free disk space monitoring, error log recording, and other features of the delivery server.

  Note

  ❒ ScanRouter V2 Administration Utility can be installed not only on the delivery server but also on client computers. To install it, click **[ScanRouter V2 Lite]** on the ScanRouter V2 Lite Setup screen.

3. Setting Originals

This chapter explains the procedure for placing originals on the exposure glass and in the ADF, and setting the original scan area and orientation according to the placement method.

To correctly display the top/bottom orientation of the scanned original on a client computer, the placement of the original and the settings made on the control panel and scanner driver must match.

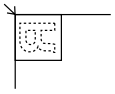
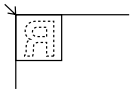
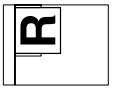
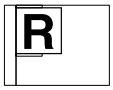
Placing Originals

There are two orientations for placing the original. See the table below.

Note

❒ Normally, an original is R or R, but in the table below, a square original is used to make original orientation easy to understand. If the actual shape of the original is different, the combination of original orientation and the orientation specified on the control panel or scanner driver does not change.

❖ Specifying original orientation and setting originals

1 An original to be scanned	R			
2 Decide the placement method.	Exposure glass		ADF	
3 Place the original. (There are two original orientations.)	Place the original so that the top edge touches the top left of the exposure glass. 	Place the original so that the top edge touches the rear of the exposure glass. 	Place the top edge of the original first. 	Place the original so that the top edge touches the back of the ADF. 

4 Specify the orientation.	When scanning using the e-mail function, the Scan to Folder function, the Document Server function, or the delivery scanner function. (Specified on the control panel screen)	Original Orientation	Original Orientation	Original Orientation	Original Orientation
	When scanning using the TWAIN scanner function (Specified in the Scanner Control dialog box)				
5 The original displayed on a computer					

Placing on the Exposure Glass

Originals which do not fit into the ADF, such as sheets with glued-on parts, books, etc., can be placed directly on the exposure glass for scanning.

Note

❒ For information about the originals which can be placed on the exposure glass, see *Copy Reference*.

1 **Lift the exposure glass cover or the ADF.**

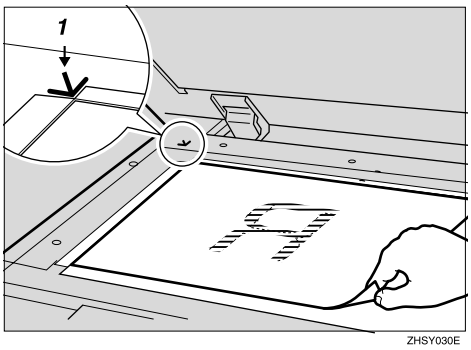
Note

❒ Lift the exposure glass cover or ADF more than 30 degrees. The opening/closing action triggers the automatic original size detection process.

2 **Place the original on the exposure glass with the side to be scanned facing down. Align the original with the back left corner mark.**

There are two original orientations.

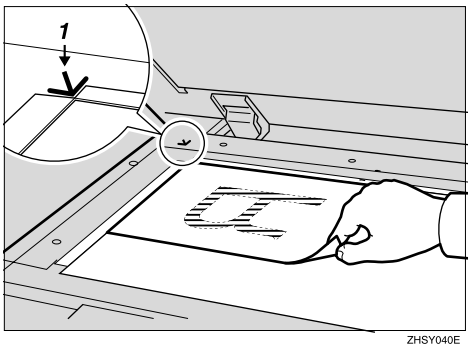
❖ **When placing the original so that the top edge touches the rear of the exposure glass**



1. **Positioning mark**

❖ **When placing the original so that the top edge touches the top left of the exposure glass**

When using the machine as a network TWAIN scanner, this orientation is the standard setting for the TWAIN driver. Normally, use this orientation for placing originals.



ZHSY040E

1. **Positioning mark**

3 **Lower the exposure glass cover or the ADF.**

4 **Select the original orientation according to the orientation of the placed original.**

Reference

p.35 "Specifying original orientation and setting originals"

Proceed to p.39 "Original Orientation and Scan Area".

Placing in the Auto Document Feeder

The ADF allows you to place multiple originals at one time. Originals placed in the ADF can be scanned on one side or both sides.

❖ **Originals that can and cannot be placed in the ADF**

For information about the originals that can and cannot be placed in the ADF, see *Copy Reference*.

Attempting to use unsuitable originals in the ADF can lead to a misfeed and damage to the originals. Place such originals directly on the exposure glass.

Important

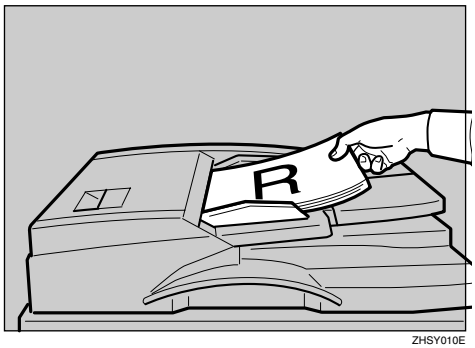
❒ For information about which original sizes can be detected automatically and notes on placing originals in the ADF, see *Copy Reference*.

1 **Adjust the original guide to match the size of the originals.**

2 **Place the originals with the side to be scanned facing up. (For originals which are to be scanned on both sides, the first side should face up.)**

There are two orientations.

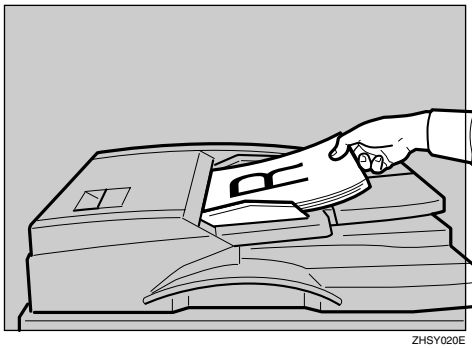
❖ When placing the originals so that the top edges touch the back of the ADF



ZHSY010E

❖ When placing the top edges of the originals first

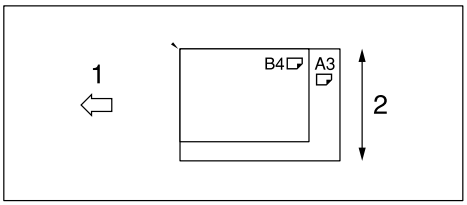
When using the machine as a network TWAIN scanner, this orientation is the standard setting for the TWAIN driver. Normally, use this orientation for placement.



ZHSY020E

Note

❒ Originals with different sizes can be placed at the same time. Place the originals as shown:



ZHSY080E

1. **ADF placement orientation**
2. **Height**
   - ❒ For information about the originals with different sizes, see p.41 “Mixed size selection”.
   - ❒ Originals are scanned in the inserted order, starting with the topmost page.

3 Select the original orientation according to the orientation of the placed originals.

Reference

p.35 “Specifying original orientation and setting originals”

Proceed to p.39 “Original Orientation and Scan Area”.

Original Orientation and Scan Area

To correctly display the top/bottom orientation of a scanned original on a client computer, original orientation and page flow must be set when placing the original.

When using the e-mail function, the Scan to Folder function, the Document Server function, and the network delivery scanner function, settings are made on the control panel of the machine. When using the machine as a network TWAIN scanner, settings are made with the TWAIN driver.

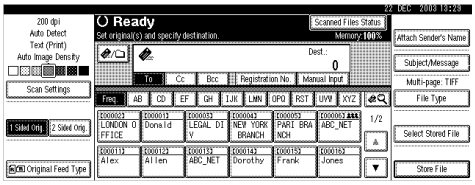
Note

❒ The difference between scanning with the TWAIN scanner function and the e-mail function, the Scan to Folder function, the Document Server function, or the network delivery scanner function is shown in the following table:

	TWAIN Scanner	E-mail/Scan to Folder/Document Server/Network Delivery Scanner
Auto Detect Non-Mixed Original Sizes	A whole batch of originals is scanned using the size of the first original.	Auto detection is used to determine the size of each original placed on the exposure glass. A whole batch of originals set in the ADF will be scanned by the maximum size original.
Auto Detect Mixed Original Sizes	Auto detection is used to determine the size of each original.	
Size Specification	When an original is smaller than the specified size, a blank space appears in the resulting image.	

For E-mail, Scan to Folder, and a Network Delivery Scanner

1 **Make settings for one-sided/two-sided combination.**



Note

❒ The defaults can be changed using **[Original Setting]** of Scanner Features. See p.14 “Scan Settings”.

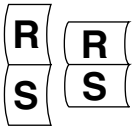
One-sided original/Two-sided original selection

❶ **When scanning one-sided originals, make sure that [1 Sided Orig.] is selected.**

❷ **When scanning two-sided originals, press [2 Sided Orig.] to select [2 Sided Orig.:T to T] or [2 Sided Orig.:T to B] according to the binding orientation of the original.**

Top to top original:

Top to bottom original:



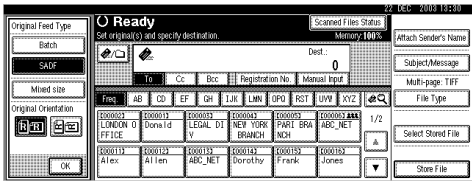
❸ **When the last page of two-sided originals is blank, select [1 Side] to skip that side and finish scanning, or select [2 Sides] to scan that side as a blank page.**

Note

❒ When **[1 Side]** is selected for **[Last Page]**, file size will be bigger than the one for the originals, and the e-mail cannot be sent beyond the limit of Max. E-mail Size. In this case, change the setting of **[Max. E-mail Size]** of **[Scanner Features]**.

❹ **Press [OK].**

❷ **Make settings for Batch/SADF, mixed original sizes, and original orientation by pressing [Original Feed Type].**



Note

❒ The defaults can be changed using **[Original Feed Type Priority]**, **[Mixed Original Sizes Priority]**, and **[Original Orientation Priority]** of Scanner Features. See p.14 "Scan Settings"

Batch/SADF selection

❶ **When scanning a large number of originals by dividing the originals and scanning them individually or in batches, check that either [Batch] or [SADF] is selected.**

Note

❒ Select **[SADF]**, and the setting of **[Wait Time for Next Original(s): SADF]** of **[Scan Settings]** of **[Scanner Features]** is available. Or select **[Batch]**, and the machine waits until additional originals are set. See p.42 "Scanning Originals in Several Times".

Mixed size selection

❶ **When originals of different sizes are placed, select [Mixed size].**

Note

❒ If **[Mixed size]** is selected and **[Auto Detect]** is selected for scan size, the maximum size detected is set as the scan size. For originals smaller than this size, a blank space will appear in the resulting image.

❒ Originals of different width may be sometimes scanned a little slantways because the guide of the original cannot be fitted to the size of the small original.

Orientation selection

❶ **Press the key for the same orientation as the actual orientation of the original, or .**

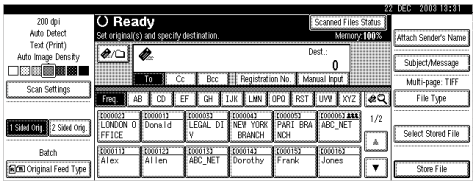
Reference

p.35 "Specifying original orientation and setting originals"

3 **Press [OK].**

Note

❒ The current settings are displayed.



For a Network TWAIN Scanner

1 **Open the Scanner Properties dialog box.**

Reference

p.96 "Scanning Originals"

2 **Select the position from the [Document:] list in the [Document] area.**

3 **Select [/] or [/] from the [Orientation:] list.**

Reference

p.35 "Specifying original orientation and setting originals"

4 **When the originals are placed in the ADF, select [Simplex], [Duplex (Top to Top)], or [Duplex (Top to Bottom)] in the [Side:] list.**

Note

❒ If originals of different sizes are placed in the ADF, specify the document size or detection method in the **[Size:]** box. If **[Auto detection (Uni-size)]** is selected, all originals are scanned using the size of the first page. If **[Auto detection (Multi-size)]** is selected, all originals are scanned according to their own width. For both Uni-size and Multi-size, all originals are scanned using their own length.

Scanning Originals in Several Times

Multiple originals can be scanned as a single file by dividing them and scanning them using the exposure glass or the ADF. When scanning originals dividing in several times, there are two waiting status for setting additional originals: specifying a time limit for additional originals or not.

Specifying a time limit for additional originals

In advance, specify the waiting time in seconds for placing the additional originals.

- Scanning using the exposure glass
  Select **[Set Wait Time]** for **[Wait Time for Next Orig.: Exposure Glass]**.
- Scanning using the ADF
  Select **[Set Wait Time]** for **[Wait Time for Next Original(s): SADF]**.

Reference

p.15 “Wait Time for Next Orig.: Exposure Glass” or “Wait Time for Next Original(s): SADF”

1 Place the originals.

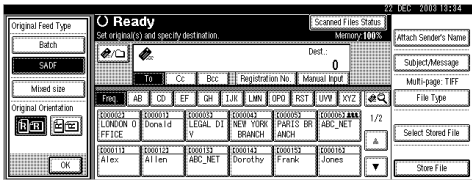
Reference

p.35 “Placing Originals”

Note

❒ Originals are scanned in order. Place them from the first page.

2 Make settings for scanning area and original orientation.



Reference

p.39 “Original Orientation and Scan Area”

3 Make settings for sending by e-mail, Scan to Folder, storing, or delivering.

Reference

p.47 “Procedure for Sending E-mail”

p.61 “Procedure for Sending by Scan to Folder”

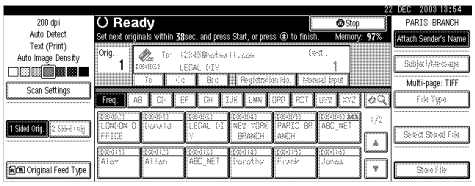
p.74 “Storage Procedure”

p.87 “Delivery Procedure”

When using the exposure glass

❶ Press the 【Start】 key.

When scanning is finished, the remainder time until the additional original is placed is displayed.



❷ When there are additional originals, place them within the specified time, and them press the 【Start】 key.

Repeat this procedure until the last original is scanned.

Note

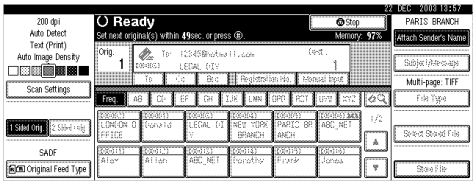
❒ When the scan settings are changed while performing the procedure, the countdown for additional originals is stopped. After scanning is finished by pressing the **【Start】** key, the countdown will be restarted.

When using the ADF

❶ **Select [SADF] in [Original Feed Type].**

❷ **Press the 【Start】 key.**

When scanning is finished, the remainder time until the additional original is placed is displayed.



❸ **When there are additional originals, repeat placing them within the specified time.**

The machine starts scanning automatically.

Note

❒ When the scan settings are changed while performing the procedure, the countdown for additional originals is stopped. After scanning is finished by pressing the **【Start】** key, the countdown will be restarted.

❒ You can also use the exposure glass instead of the ADF. In this case, you must press the **【Start】** key to start scanning.

❹ **When all originals are scanned and the countdown is finished, the machine starts storing or sending automatically.**

Note

❒ You can also press the **【#】** key to restart storing or sending.

Not specifying a time limit for additional originals

1 **Place the originals.**

Reference

See p.35 "Placing Originals".

Note

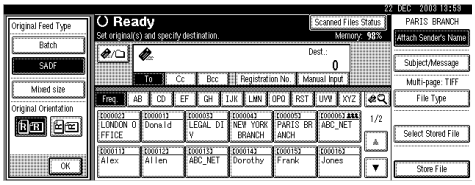
❒ Originals are scanned in order. Place them from the first page.

2 **Make settings for scanning area and original orientation.**

Reference

p.39 "Original Orientation and Scan Area"

3 **Select [Batch] for [Original Feed Type].**



4 **Make settings for sending by e-mail, or Scan to Folder, storing, or delivering.**

Reference

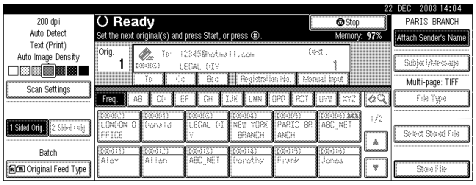
p.47 "Procedure for Sending E-mail"

p.61 "Procedure for Sending by Scan to Folder"

p.74 "Storage Procedure"

p.87 "Delivery Procedure"

5 **Press the 【Start】 key.**



6 **When there are additional originals to scan, place them and press the 【Start】 key.**

Repeat this step until all originals are scanned.

7 **After all originals are scanned, press the 【#】 key.**

Storing or sending will start.

4. Sending Scan File by E-mail

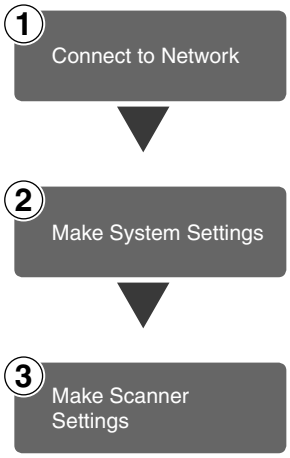
Scan file can be sent from this machine to a specified destination using e-mail system. This chapter explains the preparation for sending file by e-mail system, various display screens, procedures for sending, and how to check the sending result when this function is used.

Preparation for Sending by E-mail

To send by e-mail system, the preparation described below is required.

Note

❒ Set up an e-mail server on the network in advance. For information about setting up an e-mail server, see the instruction manuals of the e-mail server to be used and the software to be installed.



Connect the machine to the network with an Ethernet cable or IEEE 1394 (optional) cable, or use Wireless LAN (optional).

See *Network Guide*.

Make the network settings, settings for sending e-mail such as for the SMTP server and TCP/IP, or the destination (sender) settings in System Settings.

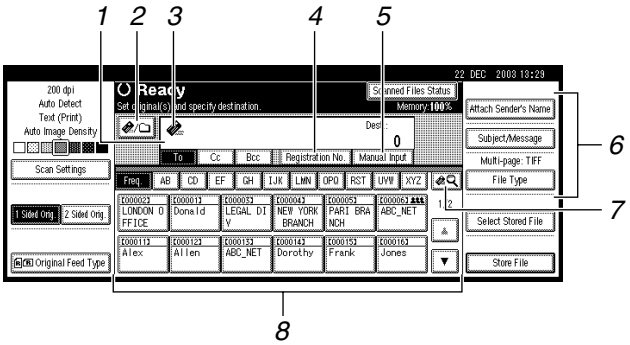
See *Network Guide* and *General Settings Guide*.

Make settings for sending e-mail such as file type priority and sender's default.

See p.19 “Send Settings”.

E-mail Screen

The screen when using the machine for e-mail is as shown.



1. Destination field

The selected destination is shown here. If multiple destinations are selected, the destinations are displayed in the order they were selected by pressing **[▲ Prev.]** or **[▼ Next]**.

Note

- ❒ Pressing the **【Check Modes】** key lets you check the selected destinations.

2. [ ] E-mail/Scan to Folder

Press to switch the e-mail function to the Scan to Folder function. You can send file to the destinations for both e-mail and Scan to Folder at the same time.

3. E-mail icon ( )

Shows that the screen for sending e-mail is displayed.

4. [Registration No.]

Press to specify a destination using a five-digit registration number.

5. [Manual Input]

When specifying a destination that is not listed, press **[Manual Input]**, and then enter the destination with the soft keyboard.

6. [Attach Sender's Name] [Subject/Message] [File Type]

Set the sender, subject, and message of the e-mail to be sent.

If necessary, set the file type and file name of the scan file attached to the e-mail.

7. [ ] Switch Destination List/Search/Switch Title

Press to switch a destination from the delivery server list to the destination list of this machine, to search for an e-mail destination, or to switch the titles.

8. Destination List

Displays the destinations programed in the delivery server or this machine.

Note

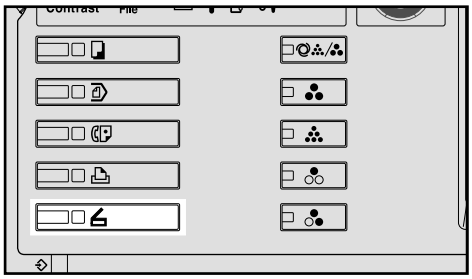
- ❒ When the entire list does not fit on one screen, **[▲]** or **[▼]** can be used to scroll through the display.
- ❒ Group destinations are denoted by this symbol ( ).

Sending Scan File by E-mail

Procedure for Sending E-mail

Scan file is sent after specifying scan settings and destinations.

1 Press the 【Scanner】 key.



ZHFS013E

2 If user codes are set, enter a user code with the number keys, and then press the 【#】 key.

The Scanner Function screen appears.

Reference

For information about user codes, see *General Settings Guide*.

3 Make sure that no previous settings remain.

Note

❒ If a previous setting remains, press the 【Clear Modes】 key.

4 Place the original and then adjust the scan settings, settings for original size and orientation if required.

To make the scan settings, recall stored settings or make the settings individually.

Reference

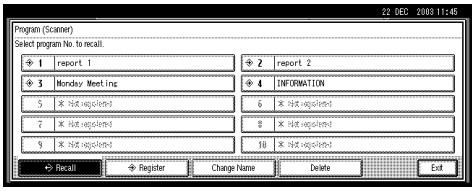
p.14 “Scan Settings”

p.35 “Setting Originals”

Recalling stored scan settings

❶ **Press the 【Program】 key.**

❷ **Select a program of scan settings.**

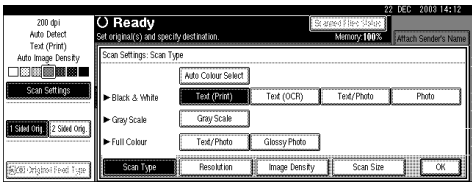


The settings of the selected program are applied.

Making the settings individually

❶ **Press [Scan Settings].**

❷ **Select items such as resolution and original size, and then change their settings.**



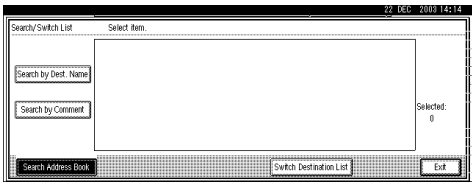
Scan settings can be made in the same way as Default Scan Settings. See p.14 “Default Scan Settings”.

❸ **Press [OK].**

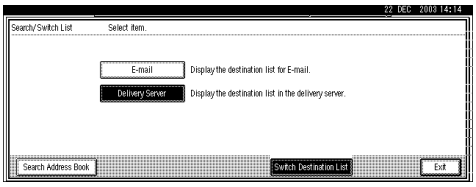
5 If the network delivery scanner screen appears, switch to the screen for sending e-mail.

❶ **Press [ ].**

❷ **Press [Switch Destination List].**



❸ **Press [E-mail].**



❹ **Press [Exit].**

The E-mail screen appears.

6 Specify the destination.

To specify a destination, you can select it from the list, select it by specifying a registration number, enter the e-mail address directly, search for the destination from the Destination List and selecting it, or search for the destination from the LDAP server and selecting it.

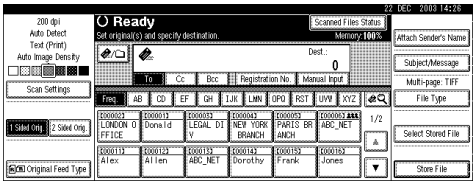
Note

- ❒ Before selecting the destination, be sure to select **[To]**. If necessary, select **[Cc]** or **[Bcc]** and the respective destinations.
- ❒ More than 500 destinations cannot be specified for **[To]**, **[Cc]**, and **[Bcc]**. See p.103 "Max. Number of Addresses Which Can Be Specified and Files Which Can Be Stored".

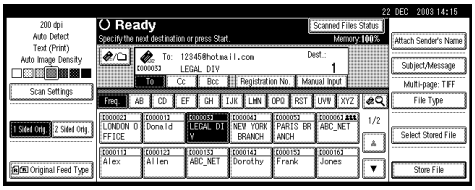
When selecting a destination from the list

❶ **Press the title for the destination. The destinations for that title are displayed.**

If the destination is not displayed, press **[▲]** or **[▼]** to display the destination.



❷ **Select the destination to which the scan file is to be sent.**



The selected destination is highlighted and also displayed in the destination field at the top of the screen.

❸ **To select more destinations, repeat steps ❶ to ❷.**

Note

- ❒ To deselect a destination, press the destination once more, or press **[▲ Prev.]** or **[▼ Next]** to display the destination in the destination field, and then press the **【Clear/Stop】** key.

Using a registration number to select a destination

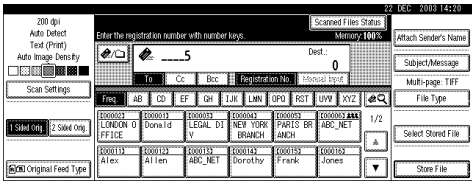
❶ **Press [Registration No.].**

❷ **Use the number keys to enter the five-digit registration number that has been assigned to a destination.**

If the entered number is less than five digits long, press the **【#】** key after the last number.

Example: To enter 00005

Press the **【5】** key, and then press the **【#】** key.



❸ **To select more destinations, repeat steps ❶ to ❷.**

Note

❒ To deselect a destination, press **[▲ Prev.]** or **[▼ Next]** to display the destination in the destination field, and then press the **【Clear/Stop】** key.

Manual entry of an e-mail address

❶ **Press [Manual Input].**

The soft keyboard is displayed for entering the e-mail address.

❷ **Enter the e-mail address.**

Note

❒ It is possible to enter letters, numbers, @, and periods up to 128 characters. The symbols ()\,;:" cannot be used.

Reference

For information about how to enter characters, see *General Settings Guide*.

❸ **Press [OK].**

Note

❒ An e-mail address entered manually can be registered in the list. Press **[ProgDest]**, and a screen for entering the address appears. For information about registering destinations, see *General Settings Guide*.

❒ To change an e-mail address that has been entered, press **[Change]** located on the left side of the destination field. A soft keyboard for entering the e-mail address is displayed. Make any changes, and then press **[OK]**.

❒ Pressing the **【Check Modes】** key on the control panel lets you check the list of selected destinations.

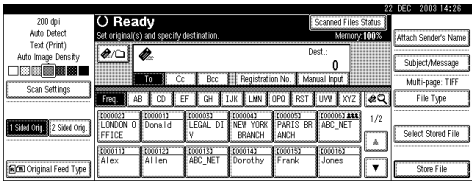
❹ **To enter more destinations, repeat steps ❶ to ❸.**

Note

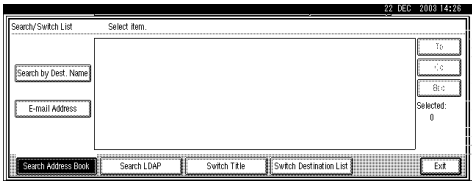
❒ To deselect a destination, press **[▲ Prev.]** or **[▼ Next]** to display the destination in the destination field, and then press the **【Clear/Stop】** key.

Searching to select a destination from the Destination List

❶ **Press [ ].**



❷ **Press [Search by Dest. Name].**



Note

❒ To search using e-mail addresses, press **[E-mail Address]**.

The soft keyboard is displayed for entering a user name.

❸ **Enter part of the destination name.**

Note

❒ Enter the first character or characters of the destination name.

❒ It is also possible to perform a combined search using **[Search by Dest. Name]** and **[E-mail Address]**.

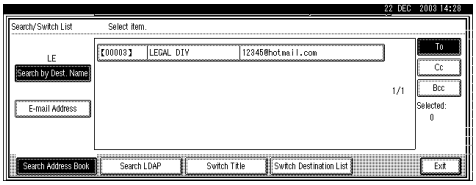
❒ It is necessary to differentiate between capital and small letters.

Reference

For information about how to enter characters, see *General Settings Guide*.

❹ **Press [OK].**

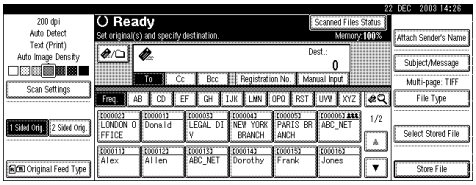
❺ **Select a destination.**



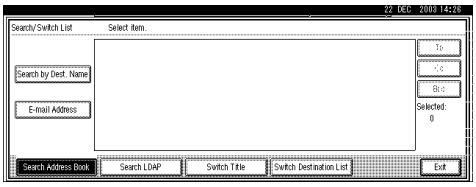
❻ **Press [Exit].**

Searching to select a destination from the LDAP server

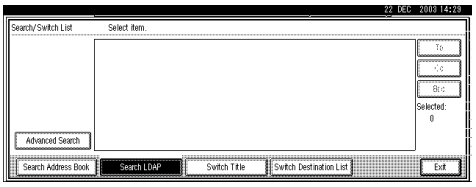
❶ **Press [ ].**



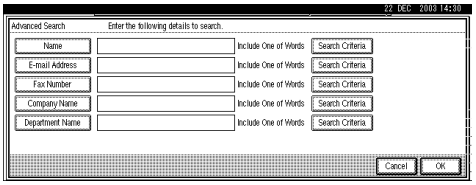
❷ **Press [Search LDAP].**



❸ **Press [Advanced Search].**



❹ **Enter information for each item of the destination.**



Note

❒ Press the item, and the soft keyboard is displayed for entering information appears. Enter the first character or characters of the item.

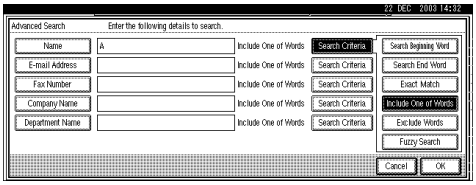
❒ One reference item of Advanced Search can be added when **[Search Options]** is specified in **[Program/ Change LDAP Server]** of **[Key Operator Tools]** of System Settings. For more information, see "User Tools (System Settings)", *General Settings Guide*.

❒ It is necessary to differentiate between capital and small letters.

Reference

For information about how to enter characters, see *General Settings Guide*.

❺ **Press [Search Criteria] corresponding to each item and then select criteria from the list to be displayed.**



Note

❒ You can select criteria from the following list:

- **[Search Beginning Word]**: The name located in front of an entered character is looked up.
- **[Search End Word]**: The name located at the back of an entered character is looked up.
- **[Exact Match]**: The name which corresponds to an entered character is looked up.
- **[Include One of Words]**: The name which contains an entered character is looked up.
- **[Exclude Words]**: The name which does not contain an entered character is looked up.
- **[Fuzzy Search]**: a vague reference (The function of the vague reference depends on the system supported by the LDAP server.)

❻ **Press [OK].**

Note

❒ If a user name and password for the LDAP authentication are not set, a screen for entering a user name and password will appear. Enter them to log on.

❒ A destination cannot be specified as a proper address when the number of characters of the e-mail address searched from the LDAP server exceeds 128 characters.

❒ Some e-mail addresses can be registered for one person, but only one e-mail address can be hit by searching. Depending on the system supported by the LDAP server, generally, the address which was registered for first is hit.

❼ **Select a destination.**

❽ **Press [Exit].**

Note

❒ A searched e-mail address can be registered in the list. Press **[ProgDest]**, and a screen for entering the address appears. For information about registering destinations, see *General Settings Guide*.

Checking selected destinations

❶ **Use the destination field at the top of the screen to check which destinations are selected.**

Note

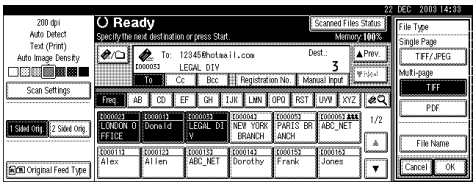
❒ When multiple destinations are selected, the selected destinations are displayed in the order they were selected by pressing **[▲ Prev.]** or **[▼ Next]**.

❒ Pressing the **【Check Modes】** key on the control panel lets you check the list of selected destinations.

7 **Select the file type if necessary.**

❶ **Press [File Type].**

❷ **Select the file type of the file to be attached to the e-mail from the displayed types.**



❸ **Press [OK].**

8 **Specify the file name of the file to be sent if necessary.**

❶ **Press [File Type].**

❷ **Press [File Name].**

The soft keyboard is displayed for entering a file name.

❸ **Enter a file name.**

❹ **Press [OK] twice.**

9 **Specify the e-mail sender.**

To specify a sender, you can select the sender from the list, enter the five-digit registration number of the sender with the number keys, and search for the sender and selecting it.

Note

❒ The operation of step **9** is unnecessary when **[Yes]** is specified for **[Sender's Name Default]** in **[Send Settings]** of **[Scanner Features]**. Proceed to step **10**.

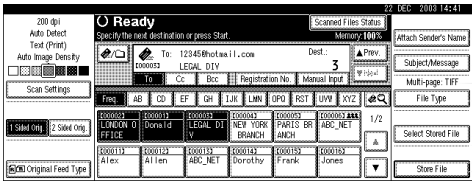
❒ When a sender is selected, the sender name is automatically placed in the From field of the e-mail so that the sender can be identified when the e-mail is received.

❒ To prevent misuse of a sender name, we recommend you set protection code for that sender name.

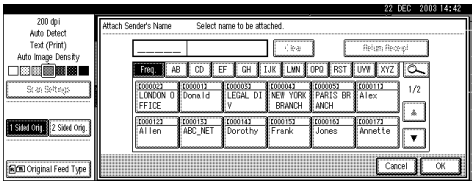
❒ Be sure to select or enter a sender name. Otherwise Key Operator's E-mail Address is used as the sender name. See *General Settings Guide*.

When selecting a sender from the list

❶ **Press [Attach Sender's Name].**



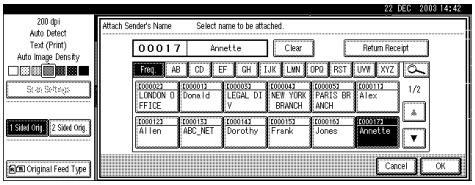
❷ **Select the sender.**



Note

❒ When a protection code has been set, a screen for entering the protection code appears after selecting the sender. Enter the protection code, and then press **[OK]**. When the protection code you entered is correct, the sender name is displayed.

❸ **For a reception confirmation e-mail, press [Return Receipt].**



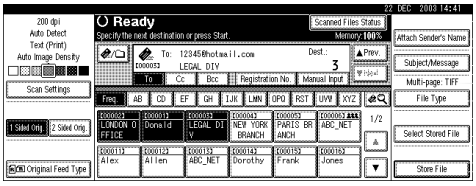
Note

- ❒ When **[Return Receipt]** is selected, an e-mail notifying that the e-mail has been read by the destination party is sent to the sender selected here. However, if the mailing software used by the destination party does not support MDN (Message Disposition Notification), the e-mail may not be sent.

❹ **Press [OK].**

Using a registration number to specify a sender name

❶ **Press [Attach Sender's Name].**

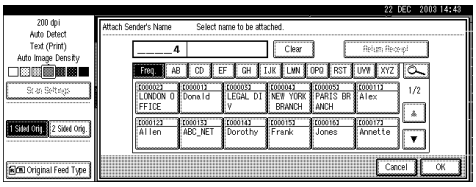


❷ **Use the number keys to enter the five-digit registration number that has been assigned to a sender.**

If the entered number is less than five digits long, press the 【#】 key after the last number.

Example: To enter 00004

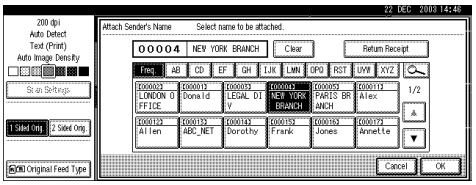
Press the 【4】 key, and then press the 【#】 key.



Note

- ❒ When a protection code has been set, a screen for entering the protection code appears after selecting the sender. Enter the protection code, and then press **[OK]**. When the protection code you entered is correct, the sender name and **[Return Receipt]** are displayed.

❸ **For a reception confirmation e-mail, press [Return Receipt].**



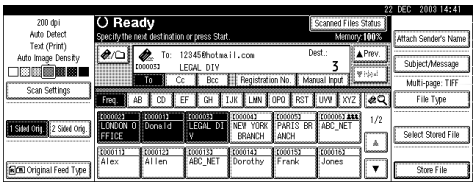
Note

- ❒ When **[Return Receipt]** is selected, an e-mail notifying that the e-mail has been read by the destination party is sent to the sender selected here. However, if the mailing software used by the destination party does not support MDN (Message Disposition Notification), the e-mail may not be sent.

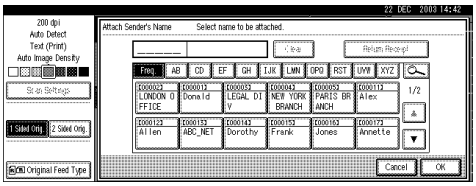
❹ **Press [OK].**

Searching to select a sender

❶ **Press [Attach Sender's Name].**

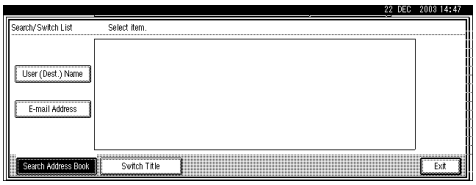


❷ **Press [ ].**



❸ **Press [User (Dest.) Name].**

To search using e-mail addresses, press **[E-mail Address]**.



The soft keyboard is displayed for entering a user name.

❹ **Enter part of the sender name.**

Note

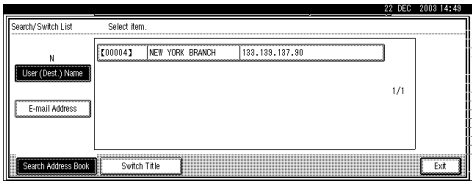
- ❒ Enter the first character or characters of the sender name.
- ❒ It is also possible to perform a combined search using **[User (Dest.) Name]** and **[E-mail Address]**.
- ❒ It is necessary to differentiate between capital and small letters.

Reference

For information about how to enter characters, see *General Settings Guide*.

❺ **Press [OK].**

❻ **Select the sender.**

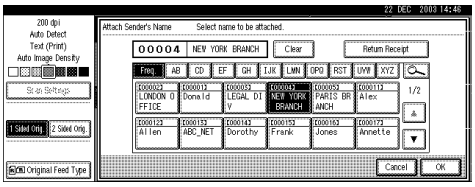


Note

- ❒ When a protection code has been set, a screen for entering the protection code appears after selecting the sender. Enter the protection code, and then press **[OK]**. When the protection code you entered is correct, the sender name is highlighted.

❼ **Press [Exit].**

❽ **For a reception confirmation e-mail, press [Return Receipt].**



Note

- ❒ When **[Return Receipt]** is selected, an e-mail notifying that the e-mail has been read by the destination party is sent to the sender selected here. However, if the mailing software used by the destination party does not support MDN (Message Disposition Notification), the setting in **[Return Receipt]** becomes invalid.

❾ **Press [OK].**

10 Specify a subject if necessary.

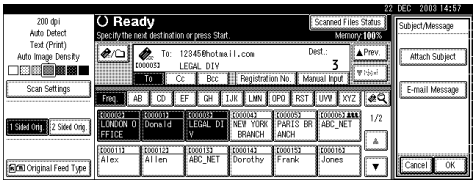
Note

- ❒ When a subject has been set, this information is added to the scan file. The subject name is automatically placed in the Subject field of the e-mail.
- ❒ To specify a subject name, you can select it from the list, enter it directly, or combine selecting and entering it.
- ❒ Subject name to select from the list must be registered in System Settings in advance. See *Network Guide*.
- ❒ Subject name can be entered up to 64 characters including characters of the name selected from the list.

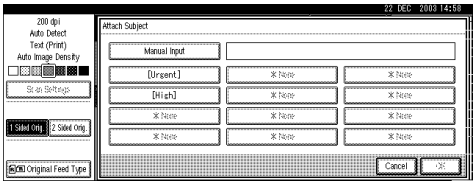
The operation to specify a subject name "[Urgent] New product appearance" is explained as an example here.

❶ **Press [Subject/Message].**

❷ **Press [Attach Subject].**



❸ **Select a subject [Urgent].**



❹ **Press [Manual Input].**

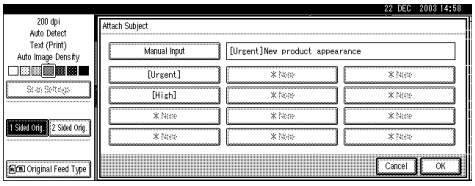
The soft keyboard is displayed for entering a subject.

❺ **Enter the subject "New product appearance".**

Reference

For information about how to enter characters, see *General Settings Guide*.

❻ **Press [OK].**



❼ **Press [OK].**

11 Enter a messsage if necessary.

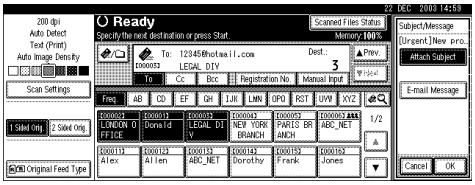
Note

- ❒ When a message has been entered, this information is added to the scan file.
- ❒ Message to select from the list must be registered in System Settings in advance. See *Network Guide*.
- ❒ Message can be entered to up to 80 characters.
- ❒ To specify a message, you can select it from the list, or enter it directly.

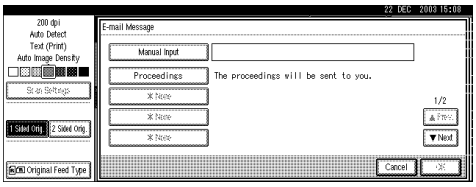
When selecting a message from the list

❶ **Press [Subject/Message].**

❷ **Press [E-mail Message].**



❸ **Select a message.**



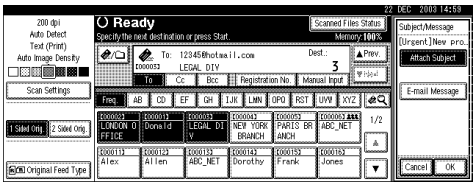
❹ **Press [OK] twice.**

Manual entry of a message

The operation to specify a message "Thank you for what you did yesterday." is explained as an example here.

❶ **Press [Subject/Message].**

❷ **Press [E-mail Message].**



❸ **Press [Manual Input].**

The soft keyboard is displayed for entering a message.

❹ **Enter the message "Thank you for what you did yesterday".**

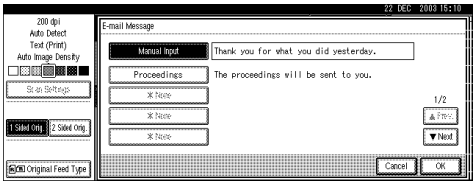
Reference

For information about how to enter characters, see *General Settings Guide*.

Note

❒ Message can be entered to up to 80 characters.

❺ **Press [OK] three times.**



⓬ **Press the [Start] key.**

Note

❒ To interrupt scanning, press the **[Clear/Stop]** key or press **[Stop]** on the screen.

❒ When using the Batch function or the SADF function, place the next original after the others have been scanned. See p.42 "Scanning Originals in Several Times".

❒ Regardless of the divide e-mail size setting, it is not possible to send e-mail with over 725.3MB of data. It is also not possible to send over 1,000 pages of file.

Simultaneous Storage and Sending by E-mail

You can use sending file by e-mail with storing file in the Document Server.

Scan file is stored in the Document Server at the same time the file is sent by e-mail.

Note

❒ This section explains mainly the operation for simultaneous storage and sending of e-mail. For more information, see p.47 "Procedure for Sending E-mail".

❒ The file stored when simultaneously storing file and sending file by e-mail cannot be resent in the E-mail screen. To resend the file, select the file in the Select Stored File screen and send it. See p.81 "Sending Stored Files by E-mail or Scan to Folder, or Delivering".

1 **Place the original, and then adjust the settings for original size and orientation if required.**

Reference

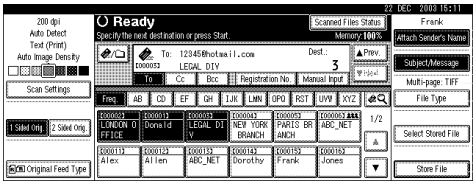
p.35 “Setting Originals”

2 **Make the scan settings.**

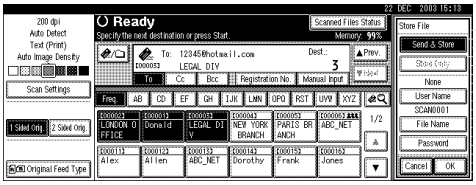
3 **Select the destination.**

4 **Specify the sender and a subject if necessary.**

5 **Press [Store File].**



6 **Make sure [Send & Store] is selected.**



7 **Set file information if necessary.**

Reference

p.75 “Specifying file information”

8 **Press [OK].**

9 **Press the 【Start】 key.**

4

Checking the Status of E-mail

The status of the last 100 sendings can be checked. For every new sending record after 100, the oldest record is deleted.

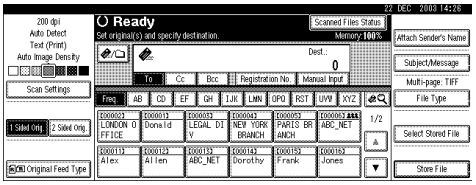
Note

❒ When **[Print & Delete Scanner Journal]** is set to **[Delete All after Printing]**, the whole journal is printed when the number of records reaches 100.

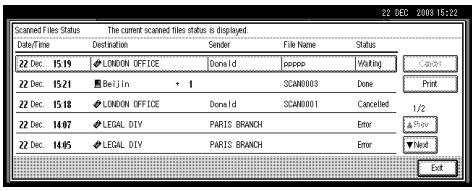
❖ Items that can be checked

- Date/Time
  The date and time the e-mail was sent or the date which "Error" or "Cancelled" is confirmed is displayed.
- Destination
  A used sending function (e-mail, Scan to Folder, or delivery function) is displayed with an icon.
  When multiple destinations were selected, the first selected destination is displayed.
- Sender
- File Name
  The file name is displayed only when storing a file and sending e-mail are performed simultaneously by pressing **[Send & Store]** or resending the file stored.
- Status
  Either of the following status is displayed: "Done", "Sending", "Waiting", "Error", or "Cancelled".

1 **Press [Scanned Files Status] on the screen for sending e-mail.**



2 **Check the displayed records.**



Note

❒ One screen shows the records for five sending operations. Use **[▲ Prev.]** or **[▼ Next]** to scroll through the screen.

❒ When the status of a file is waiting, the sending can be stopped by selecting that file, and then pressing **[Cancel]**.

❒ Press **[Print]**, and the whole journal is printed.

3 **Press [Exit].**

The display returns to the screen for sending e-mail.

5. Sending Scan File by Scan to Folder

Scan file can be sent to the folders of the FTP server or the shared folders of Windows. This chapter explains the preparation for sending file by Scan to Folder, various display screens, procedures for sending, and how to check the sending result when this function is used.

Preparation for Sending by Scan to Folder

To send by Scan to Folder, the preparation described below is required.

1. **Connect to Network**

   Connect the machine to the network with an Ethernet cable or IEEE 1394 (optional) cable, or use Wireless LAN (optional).

   See *Network Guide*.

2. **Make System Settings**

   Make the network settings, settings for sending by Scan to Folder such as for protocols, or the destination (sender) settings in System Settings.

   See *Network Guide* and *General Settings Guide*.

3. **Make Scan Settings**

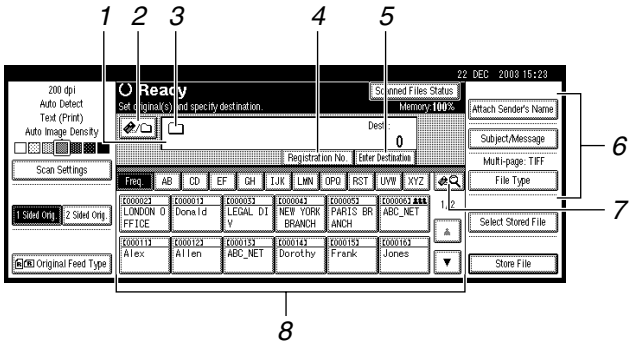
   Make settings for sending such as compression and file type priority.

   See p.19 “Send Settings”.

Sending files using SMB protocol is available only under the environment of NetBIOS over TCP/IP. Sending files using SMB protocol is not available under the NetBEUI environment.

Scan to Folder Screen

The screen when using the machine for Scan to Folder is as shown.



1. Destination field

The selected destination is shown here. If multiple destinations are selected, the destinations are displayed in the order they were selected by pressing **[▲ Prev.]** or **[▼ Next]**.

Note

❒ Pressing the **【Check Modes】** key lets you check the selected destinations.

2. [ ] E-mail/Scan to Folder

Press to switch the Scan to Folder function to the e-mail function. You can send file to the destinations for both Scan to Folder and e-mail at the same time.

3. Scan to Folder icon ( )

Shows that the screen for sending by Scan to Folder is displayed.

4. [Registration No.]

Press to specify a destination using a five-digit registration number.

5. [Enter Destination]

When specifying a destination that is not listed, press **[Enter Destination]**, and then enter the destination with the soft keyboard.

6. [Attach Sender's Name] [Subject/Message] [File Type]

Set the sender, subject, and message of the scan file to be sent.

Set the file type and file name of the scan file to be sent.

Important

❒ When the scan file is sent to the destinations for both e-mail and Scan to Folder at the same time, the sender, subject, and message are sent to the destination for e-mail only.

7. [ ] Switch Destination List/Search/Switch Title

Press to switch a destination from the delivery server list to the destination list of this machine, to search for a destination, or to switch the titles.

8. Destination List

Displays the destinations programed in the delivery server or this machine.

Note

❒ When the entire list does not fit on one screen, **[▲]** or **[▼]** can be used to scroll through the display.

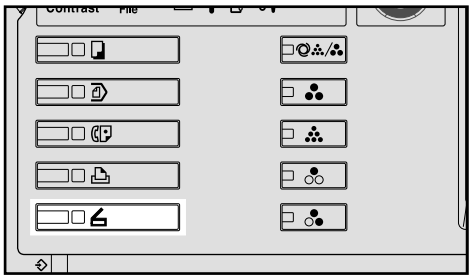
❒ Group destinations are denoted by this symbol ( ).

Sending Scan File by Scan to Folder

Procedure for Sending by Scan to Folder

Scan file is sent after specifying scan settings and destinations.

1 Press the 【Scanner】 key.



ZHFS013E

2 If user codes are set, enter a user code with the number keys, and then press the 【#】 key.

The Scanner Function screen appears.

Reference

For information about user codes, see *General Settings Guide*.

3 Make sure that no previous settings remain.

Note

❒ If a previous setting remains, press the 【Clear Modes】 key.

4 Place the original, and then adjust the scan settings, settings for original size and orientation if required.

To make the scan settings, recall stored settings or make the settings individually.

Reference

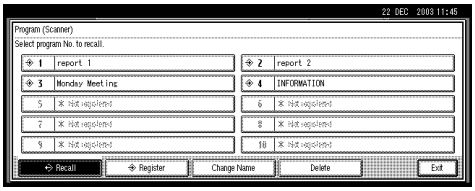
p.14 “Scan Settings”

p.35 “Setting Originals”

Recalling stored scan settings

❶ **Press the 【Program】 key.**

❷ **Select a program of scan settings.**

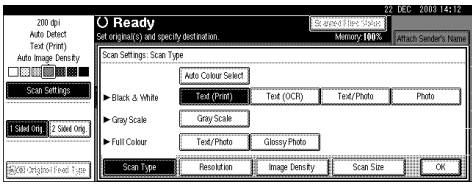


The settings of the selected program are applied.

Making the settings individually

❶ **Press [Scan Settings].**

❷ **Select items such as resolution and original size, and then change their settings.**



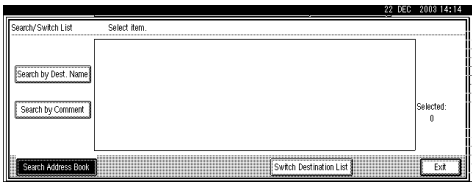
Scan settings can be made in the same way as Default Scan Settings. See p.14 “Default Scan Settings”.

❸ **Press [OK].**

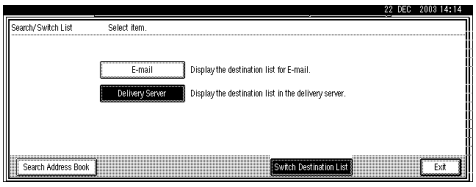
5 If the network delivery scanner screen appears, switch to the screen for Scan to Folder.

❶ **Press [ ].**

❷ **Press [Switch Destination List].**



❸ **Press [E-mail].**



❹ **Press [Exit].**

The E-mail screen appears.

❺ **Press [ ].**

The Scan to Folder screen appears.

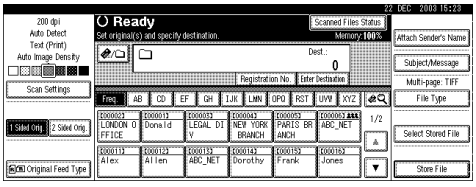
6 Specify the destination folder.

To specify the destination folder, you can select it from the list, select it by specifying a registration number, enter the path for the folder of the client computers on the same network directly, specify the folder in the FTP server, or select the destination from the client computers on the same network.

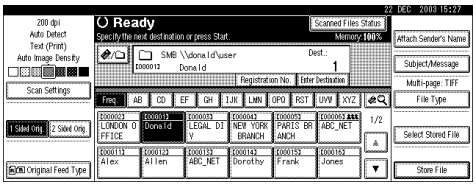
When selecting a destination folder from the list

❶ **Press the title for the destination folder. The destination folders for that title are displayed.**

If the folder is not displayed, press **[▲]** or **[▼]** to display the other folders.



❷ **Select the destination folder to which the scan file is to be sent.**



The selected folder is highlighted and also is displayed in the destination field at the top of the screen.

Note

❒ If a protection code has been set for the shared folder, a screen for entering the protection code appears.

❸ **To select more destination folders, repeat step ❷.**

Note

❒ To deselect a destination, press the destination once more, or press **[▲ Prev.]** or **[▼ Next]** to display the destination in the destination field, and then press the **【Clear/Stop】** key.

Using a registration number to select a destination folder

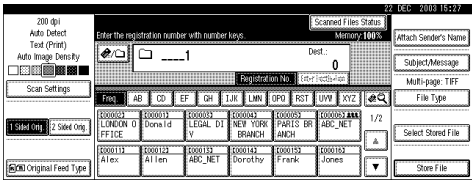
❶ **Press [Registration No.].**

❷ **Use the number keys to enter the five-digit registration number that has been assigned to a destination folder.**

If the entered number is less than five digits long, press the **【#】** key after the last number.

Example: To enter 00001

Press the **【1】** key, and then press the **【#】** key.



Note

❒ If a protection code has been set for the shared folder, a screen for entering the protection code appears.

❸ **To select more destination folders, repeat step ❷.**

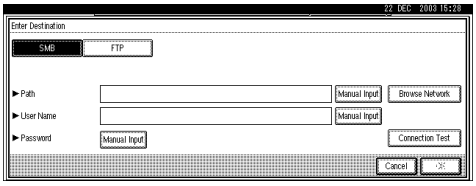
Note

❒ To deselect a destination, press **[▲ Prev.]** or **[▼ Next]** to display the destination in the destination field, and then press the **【Clear/Stop】** key.

Manual entry of a path for the destination folder of the client computers on the same network

❶ **Press [Enter Destination].**

❷ **Press [SMB].**



❸ **Press [Manual Input] on the right side of the path field.**

The soft keyboard is displayed for entering the path for the folder.

❹ **Enter the path for the folder.**

Note

❒ This is an example of entering a pass to send to the folder "user" of the computer "desk01". \\desk01\user

❒ An IP address can be also entered if you use the following operating systems are available: Windows 98/Me, Windows XP, Windows 2000, Windows NT 4.0.

Reference

For information about how to enter characters, see *General Settings Guide*.

❺ **Press [OK].**

❻ **If entering a user name to log on is required, press [Manual Input] on the right side of the user name field.**

The soft keyboard is displayed for entering the user name field.

❼ **Enter the user name.**

❽ **Press [OK].**

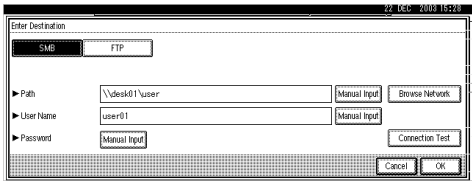
❾ **If entering a password to log on is required, press [Manual Input] on the right side of the password field.**

The soft keyboard is displayed for entering a password.

❿ **Enter a password.**

⓫ **Press [OK].**

⓬ **Press [Connection Test].**



A connection test is performed to check whether the specified shared folder exists.

Note

❒ To change the path for the folder that has been entered, press **[Change]** located on the left side of the destination field. Enter a path for the folder properly, and then press **[OK]**.

❒ Pressing the **【Check Modes】** key on the control panel lets you check the list of selected destinations.

❒ The connection test sometimes takes time.

- ❒ **[Connection Test]** can not be pressed right after **[Cancel]** was pressed during the connection test.
- ❒ Though the connection test is succeeded, the machine sometimes fails in the file transfer, when the shared folder lacks writing authority or when there is no space in the hard disk.

⓭ **To enter more destinations, repeat steps ❶ to ⓬.**

Note

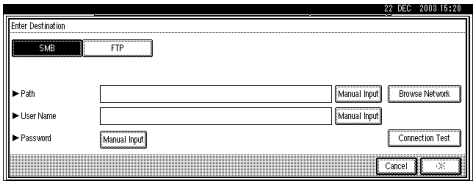
- ❒ To deselect a destination, press **[▲ Prev.]** or **[▼ Next]** to display the destination in the destination field, and then press the **【Clear/Stop】** key.

⓮ **Press [OK].**

Specifying a folder in the FTP server

❶ **Press [Enter Destination].**

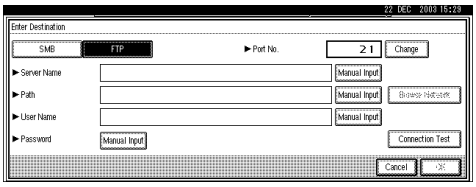
❷ **Press [FTP].**



A confirmation message for changing the protocol appears.

❸ **Press [Yes].**

❹ **Press [Manual Input] on the right side of the server name field.**



The soft keyboard is displayed for entering the server name.

❺ **Enter a server name.**

Note

- ❒ An IP address can be also entered.

❻ **Press [OK].**

❼ **Press [Manual Input] on the right side of the path field.**

The soft keyboard is displayed for entering the path for the folder.

❽ **Enter the path for the folder.**

Note

- ❒ This is a pass to send to the sub-folder "lib" in the folder "user". user\lib

Reference

For information about how to enter characters, see *General Settings Guide*.

❾ **Press [OK].**

❿ **If entering a user name to log on is required, press [Manual Input] on the right side of the user name.**

The soft keyboard is displayed for entering the user name.

⓫ **Enter the user name.**

⓬ **Press [OK].**

⓭ **If entering a password to log on is required, press [Manual Input] for password.**

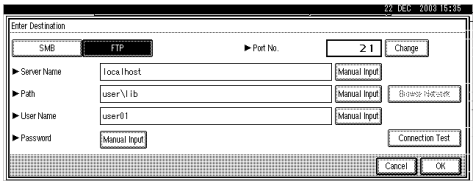
The soft keyboard is displayed for entering a password.

⓮ **Enter a password.**

⓯ **Press [OK].**

⓰ **To change the port number which is set in the initial scan setting, press [Change] on the right side of the Port No. field. Enter a port number using the number keys, and then press [#].**

⓱ Press [Connection Test].



A connection test is performed to check whether the specified shared folder exists.

Note

- ❒ To change a path for the folder that has been entered, press **[Change]** located on the left side of the destination field. Enter a path for the folder properly, and then press **[OK]**.
- ❒ Pressing the **【Check Modes】** key on the control panel lets you check the list of selected destinations.
- ❒ The connection test sometimes takes time.
- ❒ **[Connection Test]** can not be pressed right after **[Cancel]** was pressed during the connection test.

⓲ To enter more destinations, repeat steps ❶ to ⓱.

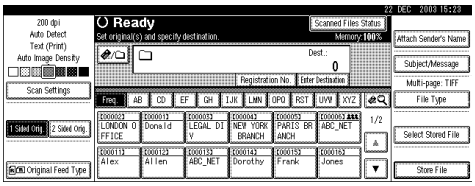
Note

- ❒ To deselect a destination, press **[▲ Prev.]** or **[▼ Next]** to display the destination in the destination field, and then press the **【Clear/Stop】** key.

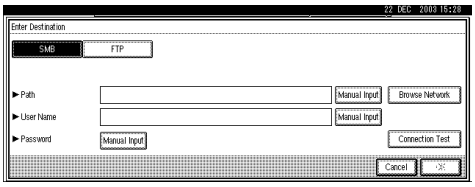
⓳ Press [OK].

Searching to select a destination folder from the network

❶ Press [Enter Destination].



❷ Press [SMB].



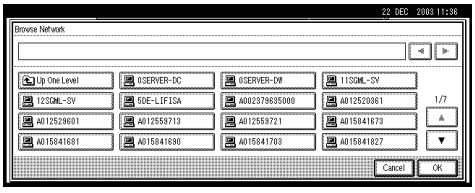
❸ Press [Browse Network] on the right side of the path field.

The client computers list on the same network appears.

Note

- ❒ Workgroup names or domain names must be set properly to browse the network.
- ❒ If the client computer you want to select is not displayed, press **[Up One Level]** to select other workgroups, and then you can search for the client computer.
- ❒ The maximum number of client computers and shared folders displayed is 100.

❹ Select the client computer that has the destination folder.



Note

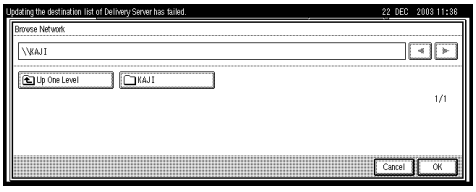
❒ The log on screen is displayed when the machine is required to authenticate the selected computer. Enter the user name and password correctly.

The folders list of the selected computer appears.

❺ **Select the destination folder.**

Note

❒ When the selected folder has sub-folders, the sub-folders list appears.



❻ **Press [OK].**

❼ **If entering a user name to log on is required, press [Manual Input] on the right side of the user name field.**

The soft keyboard is displayed for entering a user name.

❽ **Enter a user name.**

❾ **Press [OK].**

❿ **If entering a password to log on is required, press [Manual Input] on the right side of the password field.**

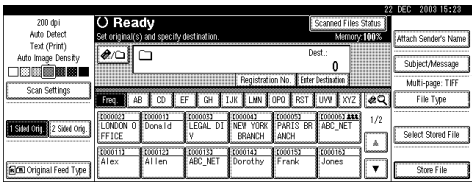
The soft keyboard is displayed for entering a password.

⓫ **Enter a password.**

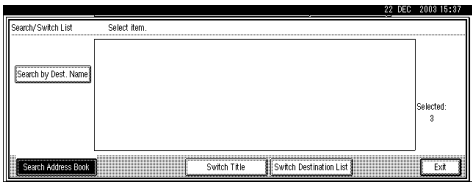
⓬ **Press [OK] twice.**

Searching to select a destination folder from the Destination List

❶ **Press [ ].**



❷ **Press [Search by Dest. Name].**



The soft keyboard is displayed for entering a user name.

❸ **Enter part of the destination folder name.**

Note

❒ Enter the first character or characters of the destination name.

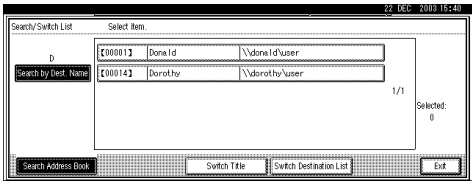
❒ It is necessary to differentiate between capital and small letters.

Reference

For information about how to enter characters, see *General Settings Guide*.

❹ **Press [OK].**

❺ **Select a destination folder.**



❻ **Press [Exit].**

Checking selected destinations

❶ **Use the destination field at the top of the screen to check which destinations are selected.**

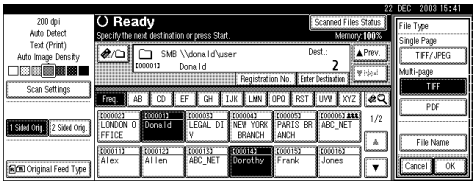
Note

- ❒ When multiple destinations are selected, the selected destinations are displayed in the order they were selected by pressing **[▲ Prev.]** or **[▼ Next]**.
- ❒ Pressing the **【Check Modes】** key on the control panel lets you check the list of selected destinations.

7 Select the file type if necessary.

❶ **Press [File Type].**

❷ **Select the file type of the file to be sent from the displayed types.**



❸ **Press [OK].**

8 Specify the file name of the file to be sent if necessary.

❶ **Press [File Type].**

❷ **Press [File Name].**

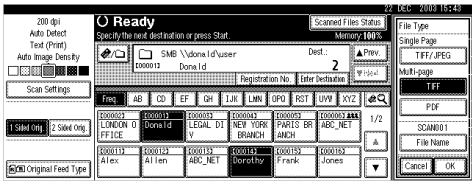
The soft keyboard is displayed for entering a file name.

❸ **Enter a file name.**

Note

- ❒ The scan file is given a 21-digit (except the extension) file name which combines the time and date of scanning originals with a 4-digit page number. (Example : When one page is scanned in TIFF at 15.10 seconds, 3.30 p.m., 31 December, 2003, the file name is 20031231153015010001.tif)

❹ **Press [OK].**



❺ **Press [OK].**

9 Select a sender if necessary.

To specify a sender, you can select the sender from the list, enter the five-digit registration number of the sender with the number keys, and search for the sender and selecting it.

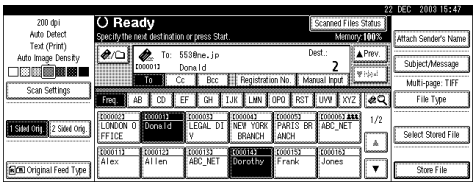
Note

- ❒ When the sender name is specified in this step, it is displayed in the journal.
- ❒ To prevent misuse of a sender name, we recommend you set a protection code for that sender name.
- ❒ Be sure to select or enter a sender name. Otherwise Key Operator's E-mail Address is used as the sender name. See *General Settings Guide*.

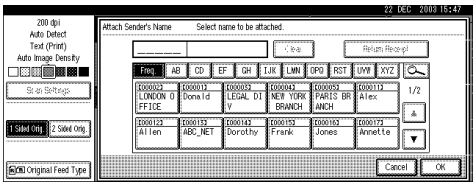
5

When selecting a sender from the list

❶ **Press [Attach Sender's Name].**



❷ **Select the sender.**



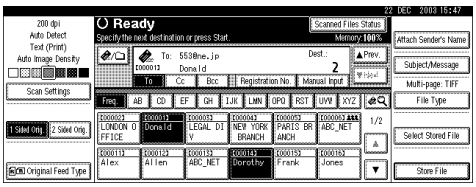
Note

❒ When a protection code has been set, a screen for entering the protection code appears after selecting the sender. Enter the protection code, and then press **[OK]**. When the protection code you entered is correct, the sender name is displayed.

❸ **Press [OK].**

Using a registration number to specify a sender name

❶ **Press [Attach Sender's Name].**

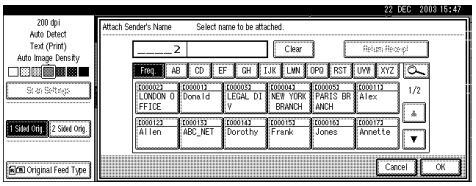


❷ **Use the number keys to enter the five-digit registration number that has been assigned to a sender.**

If the entered number is less than five digits long, press the 【#】 key after the last number.

Example: To enter 00002

Press the 【2】 key, and then press the 【#】 key.



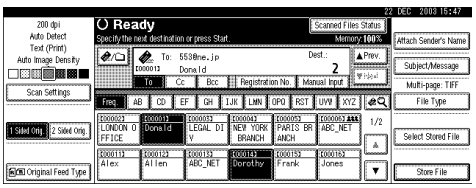
Note

❒ When a protection code has been set, a screen for entering the protection code appears after selecting the sender. Enter the protection code, and then press **[OK]**. When the protection code you entered is correct, the sender name and **[Return Receipt]** are displayed.

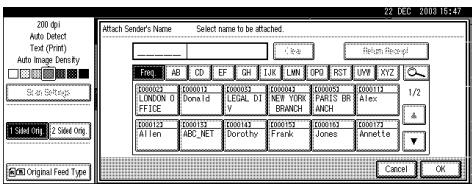
❸ **Press [OK].**

Searching to select a sender

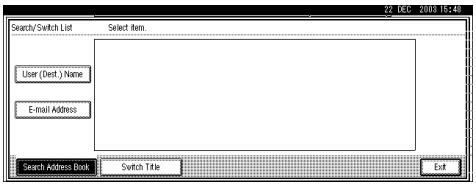
❶ **Press [Attach Sender's Name].**



❷ **Press [ ].**



❸ **Press [User (Dest.) Name].**



The soft keyboard is displayed for entering a sender name.

❹ **Enter part of the sender name.**

Note

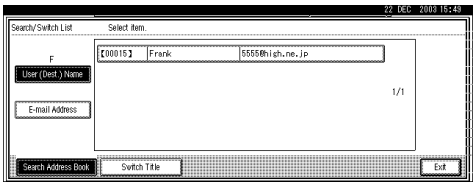
- ❒ Enter the first character or characters of the sender name.
- ❒ It is necessary to differentiate between capital and small letters.

Reference

For information about how to enter characters, see *General Settings Guide*.

❺ **Press [OK].**

❻ **Select the sender.**



Note

- ❒ When a protection code has been set, a screen for entering the protection code appears after selecting the sender. Enter the protection code, and then press **[OK]**. When the protection code you entered is correct, the sender name is highlighted.

❼ **Press [Exit].**

❽ **Press [OK].**

❿ **Press the 【Start】 key.**

Note

- ❒ To interrupt scanning, press the **【Clear/Stop】** key or press **[Stop]** on the screen.
- ❒ When using the Batch function or the SADF function, place the next original after the others have been scanned. See p.42 "Scanning Originals in Several Times".
- ❒ A file beyond 2000 MB cannot be sent.

Simultaneous Storage and Sending by Scan to Folder

You can use sending file by Scan to Folder with storing file in the Document Server.

Scan file is stored in the Document Server at the same time the file is sent by Scan to Folder.

Note

- ❒ This section explains mainly the operation for simultaneous storage and sending by Scan to Folder. For more information, see p.61 "Procedure for Sending by Scan to Folder".
- ❒ The file stored when simultaneously storing file and sending file by Scan to Folder cannot be resent in the Scan to Folder screen. To resend the file, select the file in the Select Stored File screen and send it. See p.81 "Sending Stored Files by E-mail or Scan to Folder, or Delivering".

1 **Place the original, and then adjust the settings for original size and orientation if required.**

Reference

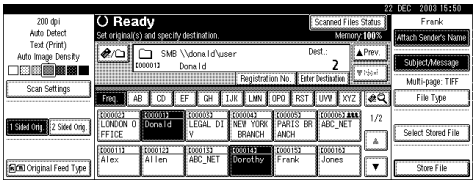
p.35 “Setting Originals”

2 **Make the scan settings.**

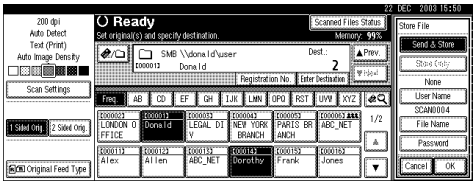
3 **Select the destination.**

4 **Specify the sender name, subject, and message when storing a file and sending e-mail are performed at the same time.**

5 **Press [Store File].**



6 **Make sure [Send & Store] is selected.**



7 **Set file information if necessary.**

Reference

p.75 “Specifying file information”

8 **Press [OK].**

9 **Press the 【Start】 key.**

Checking the Status of Scan to Folder

The status of the last 100 sendings can be checked. For every new sending record after 100, the oldest record is deleted.

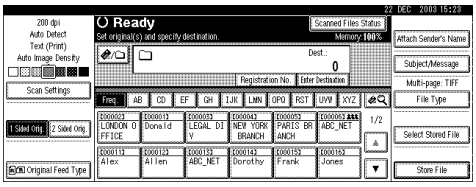
Note

❒ When **[Print & Delete Scanner Journal]** is set to **[Delete All after Printing]**, the whole journal is printed when the number of records reaches 100.

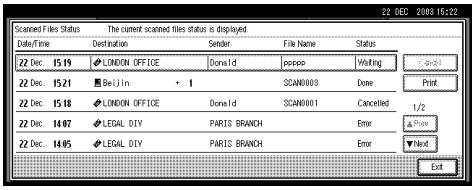
❖ Items that can be checked

- Date/Time
  The date and time the sending was requested or the date which "Error" or "Cancelled" is confirmed is displayed.
- Destination
  A used sending function (e-mail, Scan to Folder, or delivery function) is displayed with an icon.
  When multiple destinations were selected, the destinations are displayed individually.
- Sender
- File Name
  The file name is displayed by pressing **[Send & Store]** or re-sending the file stored.
- Status
  Either of the following status is displayed: "Done", "Sending", "Waiting", "Error", or "Cancelled".

1 **Press [Scanned Files Status] on the screen for Scan to Folder.**



2 **Check the displayed records.**



Note

❒ One screen shows the records for five sending operations. Use **[▲ Prev.]** or **[▼ Next]** to scroll through the screen.

❒ When the status of a document is waiting, the sending can be stopped by selecting that document, and then pressing **[Cancel]**.

❒ Press **[Print]**, and the whole journal is printed.

3 **Press [Exit].**

The display returns to the screen for sending by Scan to Folder.

5

6. Using the Document Server Function

Scan file obtained by scanning originals can be stored in the hard disk of the machine using the Document Server, and the stored file can be used later. Using DeskTopBinder V2 Lite/Professional, stored file can be viewed, retrieved, or deleted with a client computer.

The stored file can also be viewed, downloaded, printed, or deleted using Web browser from a client computer.

Reference

For more information about using the Document Server, see *General Settings Guide*.

Important

- ❒ A password can be set for every stored file in the Document Server. There is a fear that stored files with no password can be accessed by the user who uses DeskTopBinder V2 Lite/Professional. We recommend you should consider a security system such as setting a password that protects illegal accesses.
- ❒ Scan file stored in the machine might be lost if some kind of failure occurs. The supplier shall not be responsible for any damage that might result from the loss of file. For long-term storage of files, we recommend the use of DeskTopBinder V2 Lite or DeskTopBinder V2 Professional (optional). For more information, please contact your local dealer.

Note

- ❒ When a delivery server is added to the network, files stored in the Document Server can be delivered. You can store scan files in the Document Server and simultaneously deliver it with the network delivery scanner function, send it by e-mail, or send it by Scan to Folder. See p.81 "Sending Stored Files by E-mail or Scan to Folder, or Delivering".

Storing Files

This section describes how to store files in the Document Server and how to specify file information for stored files.

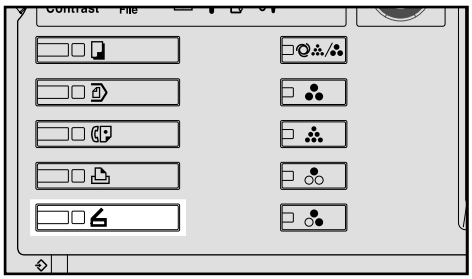
Note

- ❒ The files stored in the Document Server are deleted automatically after a certain number of days have passed. For information about making settings and changes, see *General Settings Guide*.
- ❒ The theoretical maximum number of files that can be stored is 2,000 (1,000 pages per file). However, the actual maximum may be less depending on the space used by the copier function and other functions of the machine.
- ❒ Stored file scanned using the scanner function cannot be printed from the control panel. Print the file after retrieving them, using DeskTopBinder V2 Lite/Professional.

Storage Procedure

Scan and store the file in the Document Server.

1 Press the 【Scanner】 key.



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2 If the user codes are set, enter a user code with the number keys, and then press the 【#】 key.

The Scanner Function screen appears.

Reference

For information about the user codes, see *General Settings Guide*.

3 Make sure that no previous settings remain.

Note

❒ If a previous setting remains, press the 【Clear Modes】 key.

4 Place the original in the machine, and then adjust the settings for original size and orientation if required.

Reference

p.35 “Setting Originals”

5 Make the scan settings.

To make the scan settings, recall the stored settings or make the settings individually.

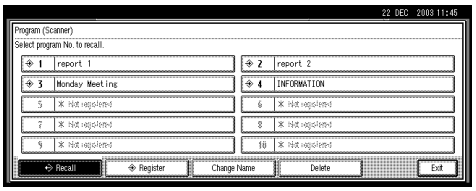
Reference

p.14 “Scan Settings”

Recalling stored scan settings

❶ **Press the 【Program】 key.**

❷ **Select a user program of scan settings.**

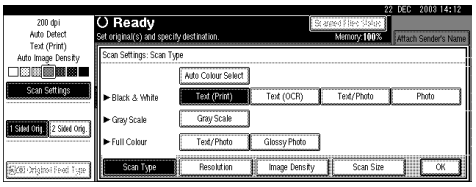


The selected user program settings are applied.

Making settings individually

❶ **Press [Scan Settings].**

❷ **Select items such as resolution and original size and change their settings.**

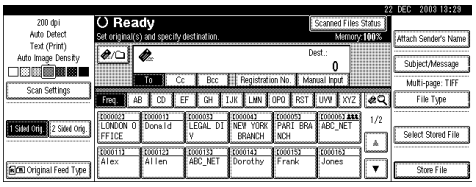


Scan settings can be made in the same way as Default Scan Settings. See p.14 “Default Scan Settings”.

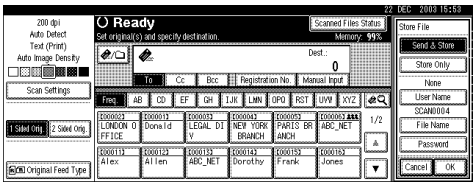
❸ **Press [OK].**

6 Make the settings for storing scan files.

❶ **Press [Store File].**



❷ **Press [Store Only].**



Note

- ❒ To store and deliver scan files, press **[Send & Store]**. See p.56 "Simultaneous Storage and Sending by E-mail", p.69 "Simultaneous Storage and Sending by Scan to Folder", or p.93 "Simultaneous Storage and Delivery".
- ❒ **[Store Only]** cannot be pressed if even a single destination or sender is selected.

❸ **Press [OK].**

7 Specify file information.

Specify a user name, file name, and password for the file to be stored.

Reference

For more information about how to specify file information, see p.75 "Specifying file information".

8 Press the 【Start】 key.

Note

- ❒ To abort the scanning process, press the **【Clear/Stop】** key or press **[Stop]** on the screen.
- ❒ When using the SADF function, place the next original after the others have been scanned. See p.42 "Scanning Originals in Several Times".

Specifying file information

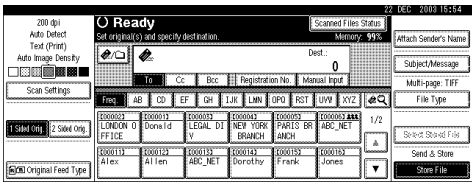
You can specify a user name, file name, and password for a stored scan file.

According to the settings made, you can search for files by user name or file name and you can prevent unauthorized persons from accessing the files.

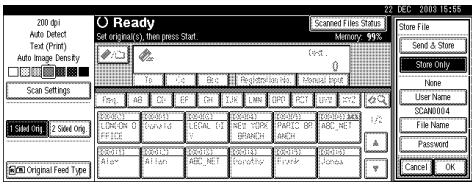
Note

- ❒ The file name can be up to 64 characters long. The user name can be up to 20 characters long. The first 15 characters are shown on the control panel. From a client computer with DeskTopBinder V2 Lite/Professional installed, you can view all the characters entered.

1 Press [Store File].



The File Information screen appears.



2 Specify file information.

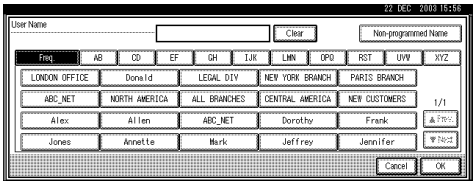
Specifying a user name

❶ **Press [User Name].**

Note

❒ If no user code is programed on the Key Operator Tools tab in System Settings, the User Code screen does not appear. Instead, the Non-programmed Name screen appears. Enter any user name.

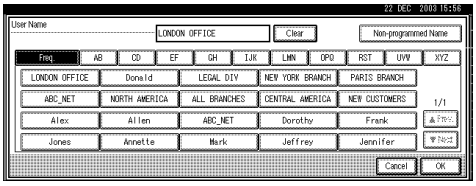
❷ **Select the user name.**



Note

❒ The user names shown here are names that were programed on the Key Operator Tools tab in System Settings. To specify a name not shown here, press **[Non-programmed Name]**, and then enter the user name.

❸ **Press [OK].**



Specifying a file name

Scan files are automatically named SCAN0001, SCAN0002, etc. If necessary, you can change the file name.

❶ **Press [File Name].**

The soft keyboard is displayed for entering a file name.

❷ **Enter the file name.**

Reference

For information about how to enter characters, see *General Settings Guide*.

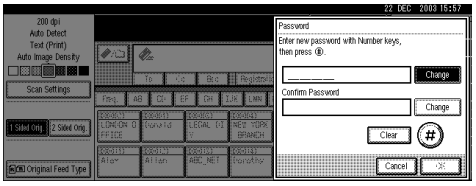
❸ **Press [OK].**

Specifying a password

When a password is specified, only a person who knows the password can view the file.

❶ **Press [Password].**

❷ **Enter a four-digit password with the number keys.**



❸ **Press the 【#】 key.**

Note

❒ To change the password, press **[Change]**, and then enter a new one.

❹ **Enter the same number as you entered in step ❷ to verify.**

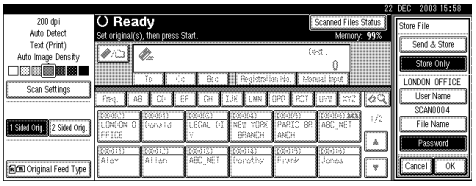
❺ **Press the 【#】 key.**

❻ **Press [OK].**

Important

❒ Do not forget the password. If you forget it, consult the system administrator of the machine.

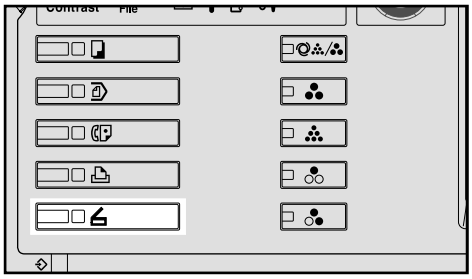
3 Press [OK] to return to the previous screen.



Viewing a List of Stored Files

From the list of stored files, you can delete the files stored in the Document Server or change the file information. To show the list of stored files, perform the following steps:

1 Press the 【Scanner】 key.



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2 If user codes are set, enter a user code using the number keys, and then press the 【#】 key.

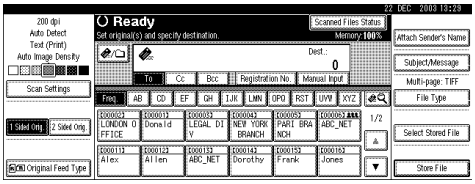
The Scanner Function screen appears.

Reference

For information about the user codes, see *General Settings Guide*.

3 The list of stored files is displayed.

❶ Press [Select Stored File].

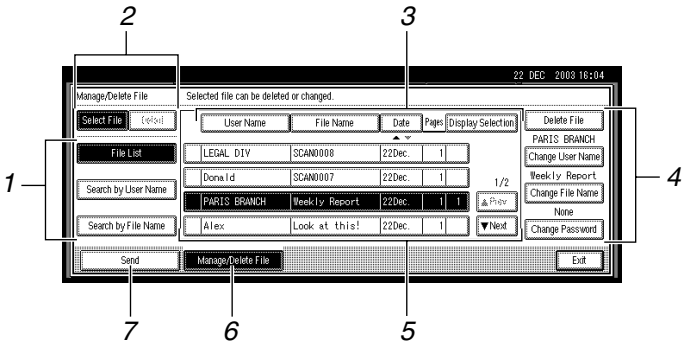


❷ Press [Manage/Delete File].

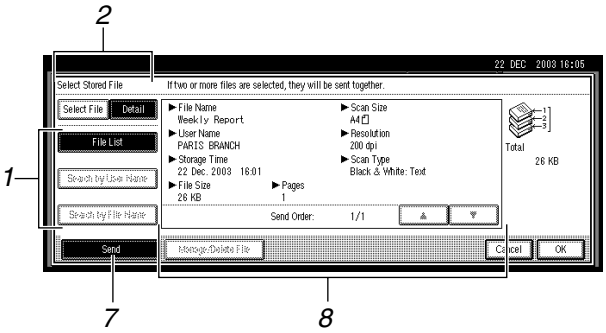
Viewing the List

The list of stored files has the following elements.

❖ When using the network delivery scanner function, e-mail, or Scan to Folder



❖ When displaying information of a selected stored file



1. Keys for searching files

Switch to the screens for searching for a file by user name or file name, or to the screen for displaying all files.

2. Keys to switch to the information display

Use to switch between the stored file list and the detailed information of the selected file.

3. Keys for sorting files

Sort the files using the selected item. Select the same item once more for a reverse sort. However, the files cannot be sorted in reverse delivery order.

4. Keys for changing file information

Use for deleting the selected file or changing the user name, file name, or password.

5. List of stored files

The list of stored files is displayed.

Note

- ❒ Stored files cannot be shown when a function other than the scanning function is being used.
- ❒ If the file is not displayed, use **[▲ Prev.]** or **[▼ Next]** to scroll through the list.
- ❒ For files which are password protected, a key symbol(⚷) is shown to the left of the file name.

6. [Manage/Delete File]

Press to manage or delete files stored in the Document Server or to change file information etc..

7. [Send]

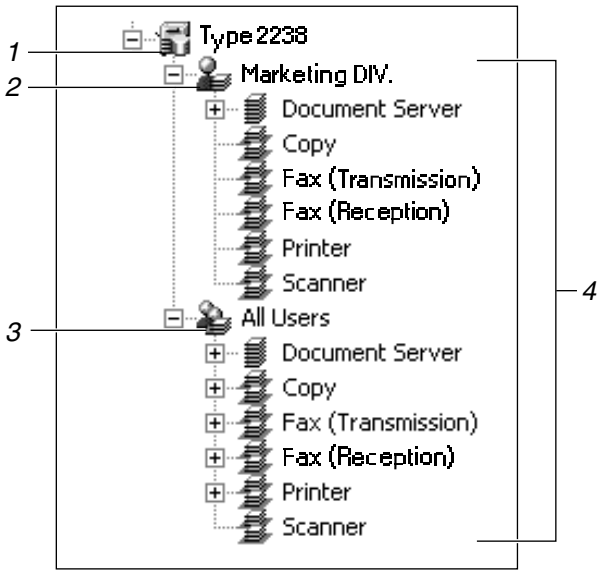
Press to send or deliver files stored in the Document Server. For more information, see p.81 “Sending Stored Files by E-mail or Scan to Folder, or Delivering”.

8. Information of a selected stored file

Press **[Detail]** to display the information of a file after selecting the file from the file list.

Viewing a list of stored files in DeskTopBinder V2 Lite

The files stored in the Document Server are shown below using DeskTopBinder V2 Lite.



1. Connected device name

The files stored in the connected device are displayed on the desk tree divided into User name and All Users folders.

2. User name

Only the files stored with the same user name specified in the connected device properties are displayed. The files stored from the scanner are shown in the Scanner folder.

3. All Users

All files stored in the connected device are displayed.

4. Folder contents display

The files in the selected folder are displayed.

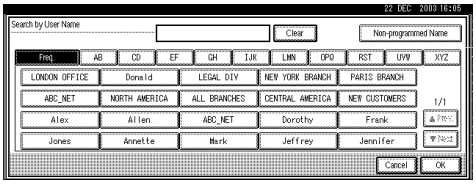
Searching for Files

You can search for files from the stored files using the user name or file name.

Searching by user name

1 On the screen with the list of stored files, press [Search by User Name].

2 Select the user name to be used for the search.

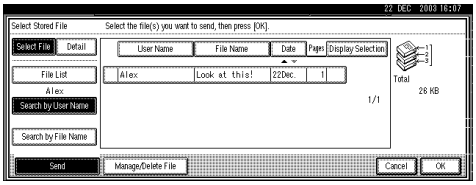


Note

❒ The user names shown here are names that were registered on the Key Operator Tools tab in System Settings. To specify a user name not shown here, press **[Non-programmed Name]**, and then enter the name.

3 Press [OK].

The search starts, and files whose user name starts with the specified string are displayed.



Searching by file name

1 On the screen with the list of stored files, press [Search by File Name].

The soft keyboard is displayed for searching by file name.

2 Enter the file name to search for.

Note

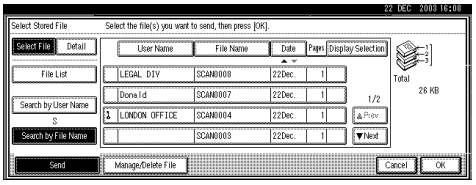
❒ It is necessary to differentiate between capital and small letters.

Reference

For information about how to enter characters, see *General Settings Guide*.

3 Press [OK].

The search starts, and files whose name starts with the entered string are displayed.



Sending Stored Files by E-mail or Scan to Folder, or Delivering

Files stored in the Document Server can be sent by e-mail or Scan to Folder, or delivered to the delivery server.

Note

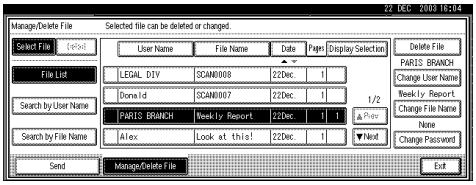
- ❒ This section explains how to select files to be sent or delivered. For more information about sending by e-mail, see p.47 "Procedure for Sending E-mail". For more information about sending by Scan to Folder, see p.61 "Procedure for Sending by Scan to Folder". For more information about delivering stored files, see p.87 "Delivering Scan File".
- ❒ When sending or delivering stored files, scan settings cannot be changed. The files are sent or delivered with the scan settings specified when they were stored in the Document Server.

1 **Display the list of stored files by pressing [Select Stored File].**

Reference

p.77 "Viewing a List of Stored Files".

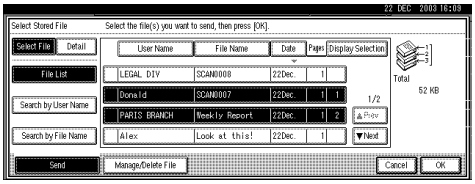
2 **Select a file to be sent or delivered.**



Note

- ❒ When you select a password protected file, the Password screen appears. After you have entered the correct password and pressed **[OK]**, the file will be selected.

3 **To select multiple files, repeat step 2.**



Note

- ❒ You can select up to 30 files for one operation.
- ❒ If you select multiple files, the files will be sent or delivered in the order they were selected.
- ❒ If you press **[Display Selection]**, the selected files will be shown in the order of delivery.

4 **Press [OK].**

The screen for sending or delivering appears.

5 **Switch the Destination List if necessary.**

6 **Specify a destination to be sent or delivered.**

7 **Select the sender, subject, and message if necessary.**

8 **Press the [Start] key.**

6

Managing Stored Files

Displaying and Downloading Stored Files Using a Web Browser

Using a Web Browser in a client computer, you can display or download the files in the Document Server. When http:// (machine IP address) / is entered in the address bar of the Web browser in a client computer, the Stored Files List screen for the Document Server is displayed.

Reference

For displaying or downloading stored files using a Web Browser, see *General Settings Guide*.

For more information about making settings for using a Web Browser, see *Network Guide*.

For more information about functions for managing stored files using a Web Browser, click **[Help]** on the upper-right corner of the displayed screen.

Deleting Files

You can delete files that are no longer needed.

Limitation

- ❒ Files waiting for delivery cannot be deleted.

Reference

Using a Web Browser (See *General Settings Guide*) from a client computer, you can also delete the files stored in the Document Server.

1 **Display the list of stored files by pressing [Select Stored File].**

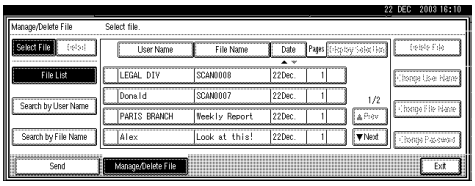
Reference

p.77 "Viewing a List of Stored Files"

2 **Press [Manage/Delete File].**

The Manage/Delete File screen appears.

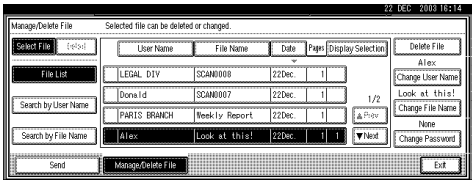
3 **Select the file to be deleted.**



Note

- ❒ Up to 30 files can be selected.
- ❒ When you select a password protected file, the Password screen appears. Enter the correct password, and then press **[OK]**. When more than one file is selected, the Password screen appears each time a password protected file is selected.

4 **Press [Delete File].**



A confirmation message for file deleting appears.

5 **Press [Delete].**

6 **Press [Exit].**

Changing File Information

The information about files stored in the Document Server (user name, file name, and password) can be changed.

Limitation

❒ Information about files waiting for delivery cannot be changed.

Reference

Using a Web Browser (See *General Settings Guide*) from a client computer, you can change the information of files stored in the Document Server.

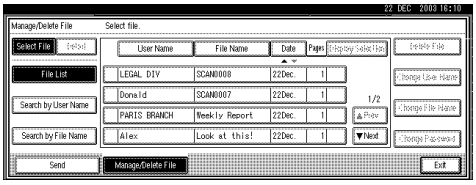
1 Display the list of stored files by pressing [Select Stored File].

Reference

p.77 "Viewing a List of Stored Files"

2 Press [Manage/Delete File].

3 Select the file for which you want to change the file information.



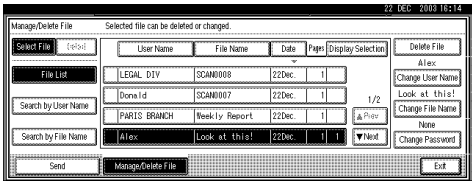
Note

❒ When you select a password protected file, the Password screen appears. Enter the correct password, and then press **[OK]**.

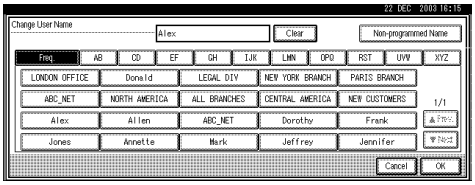
4 Change the file information.

Changing the user name

❶ Press [Change User Name].



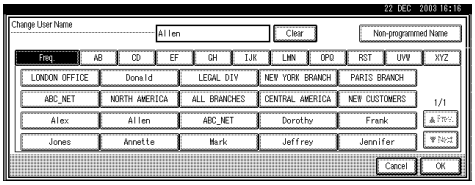
❷ Select the new user name.



Note

❒ The user names shown here are names that were registered on the Key Operator Tools tab in System Settings. To change a user name not shown here, press **[Non-programmed Name]**, and then enter the user name.

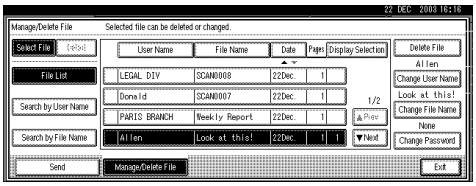
❸ Press [OK].



6

Changing the file name

❶ **Press [Change File Name].**



The soft keyboard is displayed for changing the file name.

❷ **Enter the new file name.**

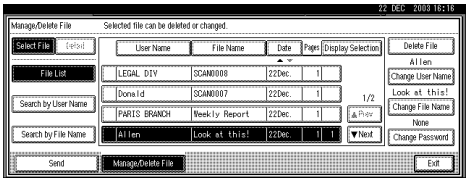
Reference

For information about how to enter characters, see *General Settings Guide*.

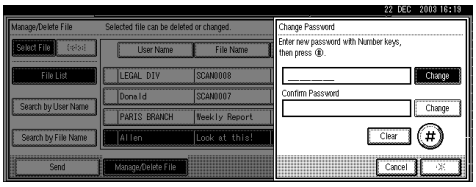
❸ **Press [OK].**

Changing the password

❶ **Press [Change Password].**



❷ **Enter a new four-digit password using the number keys.**



❸ **Press the [#] key.**

Note

❒ To change the password, press **[Change]**, and then enter a new one.

❹ **Enter the same number as you entered in step ❷ to verify.**

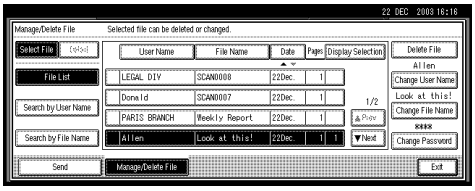
❺ **Press the [#] key.**

❻ **Press [OK].**

Important

❒ Do not forget the password. If you forget it, consult the system administrator of the machine.

5 **Make sure that the file information was changed as necessary, and press [Exit].**



6

7. Using the Network Delivery Scanner Function

Scan file can be sent to a specified destination using the network delivery scanner function. This chapter explains the preparation sequence, various display screens, delivery procedures, and how to check the delivery result when this function is used.

Important

❒ A delivery server in which ScanRouter V2 Lite/Professional is installed is necessary to use the network delivery scanner function. Information about delivery destinations and senders must be registered first into the delivery server. Also, configure connected devices in **[Set I/O Device]** of ScanRouter V2 Administration Utility. For more information, see ScanRouter V2 Administration Utility Help.

Preparation for Delivering

To use the machine as a network delivery scanner, the preparation described below is required.

1. **Connect to Network**

   Connect the machine to the network with an Ethernet cable, IEEE 1394 (optional) cable, or use Wireless LAN (optional).

   See *Network Guide*.

2. **Make System Settings**

   Check the network settings in System Settings, and change if required.

   See *Network Guide*.

3. **Make Scanner Settings**

   Make settings for the network delivery scanner function, such as Destination List Settings.

   See p.11 “Initial Scanner Setup”.

4. **Install Delivery Software**

   Install the software required for using the network delivery scanner functions, such as ScanRouter V2 Lite, on the delivery server. After installing the software, make the required settings for server maintenance and delivery service.

   See p.32 “ScanRouter V2 Lite”.

5. **Set Destination, Sender Information, and connected devices**

   Use ScanRouter V2 Administration Utility to set the destination, sender information, and connected devices.

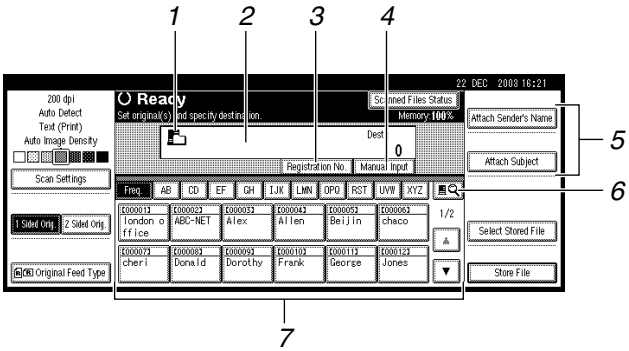
6 Install Client Computer Software

On the client computers, install the software required for viewing or retrieving file by connecting to the delivery server, such as DeskTopBinder V2 Lite.

See p.28 “DeskTopBinder V2 Lite”.

Network Delivery Scanner Screen

The screen when using the machine as a network delivery scanner is as shown.



1. Network delivery scanner icon (🖧)

Shows that the screen for network delivery scanner function is displayed.

2. Destination field

The selected destination is shown here. If multiple destinations are selected, the destinations are displayed in the order they were selected by pressing **[▲ Prev.]** or **[▼ Next]**.

Note

- ❒ Pressing the **【Check Modes】** key lets you check the selected destinations.

3. [Registration No.]

Press to specify a destination using a five-digit registration number.

4. [Manual Input]

When sending e-mail via the delivery server, press **[Manual Input]**, and then enter the destination with the soft keyboard that is displayed. For information about sending e-mail from the delivery server, see the manual for ScanRouter V2. See p.i “Manuals for This Machine”.

5. [Attach Sender's Name] [Attach Subject]

Set the sender, subject, and message of the document to be delivered.

6. [🔍] Switch Destination List/Search

Press to switch a destination list from the delivery server to the destination list of this machine or to search by user name.

7. Destination list

Displays the destinations programed in the delivery server or this machine.

Note

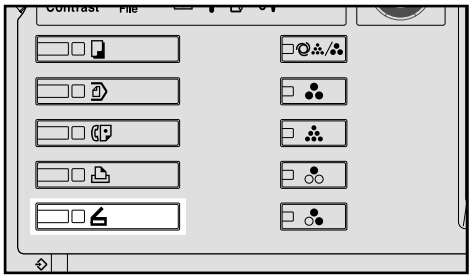
- ❒ When the entire list does not fit on one screen, **[▲]** or **[▼]** can be used to scroll through the display.
- ❒ Group destinations are denoted by this symbol (👥).

Delivering Scan File

Delivery Procedure

Scan file is delivered after scan settings and destinations are specified. If necessary, you can select a sender and a subject.

1 Press the 【Scanner】 key.



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2 If user codes are set, enter a user code with the number keys, and then press the 【#】 key.

The Scanner Function screen appears.

Reference

For information about the user codes, see *General Settings Guide*.

3 Make sure that no previous settings remain.

Note

❒ If a previous setting remains, press the **【Clear Modes】** key.

4 Place the original, and then adjust the scan settings, settings for original size and orientation if required.

To make the scan settings, recall stored settings or make the settings individually.

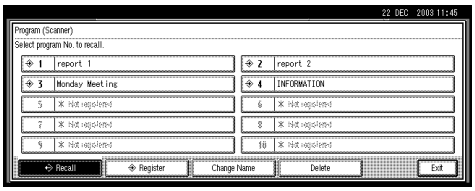
Reference

p.14 "Scan Settings"
p.35 "Setting Originals"

Recalling stored scan settings

❶ **Press the 【Program】 key.**

❷ **Select a program of scan settings.**

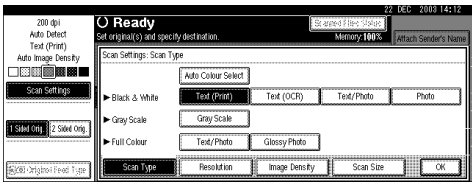


The settings of the selected program are applied.

Making settings individually

❶ **Press [Scan Settings].**

❷ **Select items such as resolution and original size, and then change their settings.**



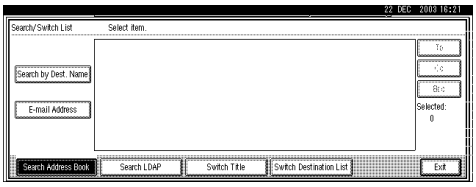
Scan settings can be made in the same way as Default Scan Settings. See p.14 "Default Scan Settings".

❸ **Press [OK].**

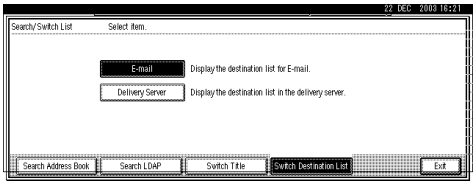
5 If the E-mail screen appears, switch to the screen for network delivery scanner.

❶ **Press [ ].**

❷ **Press [Switch Destination List].**



❸ **Press [Delivery Server].**



❹ **Press [Exit].**

The Network Delivery Scanner screen appears.

6 Specify the destination.

To specify a destination, you can select it from the list, specifying a registration number, select it after search for it, or directly enter the e-mail address.

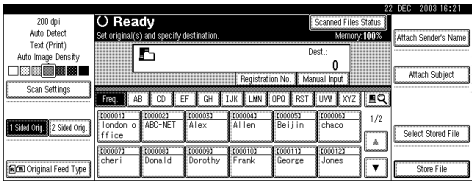
Note

❒ When using ScanRouter V2 Lite/Professional , the destination list is updated automatically.

When selecting a destination from the list

❶ **Press the title for the destination. The destinations for that title are displayed.**

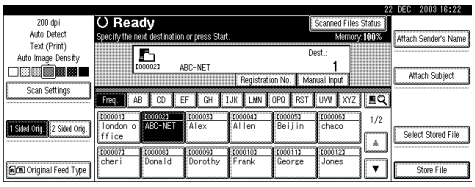
If the destination is not displayed, press **[▲]** or **[▼]** to display the destination.



Note

❒ The destination titles are programed in the delivery server.

❷ **Select the destination to which the scan file is to be delivered.**



The selected destination is highlighted and also is displayed in the destination field at the top of the screen.

❸ **To select more destinations, repeat step ❷.**

Note

❒ To deselect a destination, press the destination once more, or press **[▲ Prev.]** or **[▼ Next]** to display the destination in the destination field, and then press the **【Clear/Stop】** key.

Using a registration number to select a destination

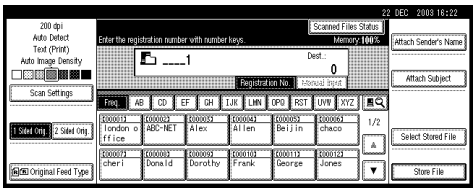
❶ **Press [Registration No.].**

❷ **Use the number keys to enter the five-digit registration number that has been assigned to a destination.**

If the entered number is less than five digits long, press the 【#】 key after the last number.

Example: To enter 00001

Press the 【1】 key, and then press the 【#】 key.



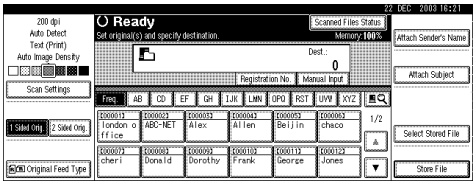
❸ **To select more destinations, repeat step ❷.**

Note

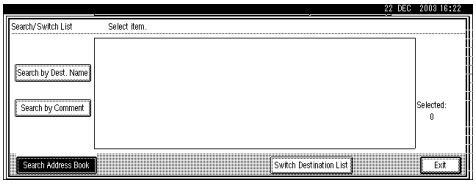
❒ To deselect a destination, press **[▲ Prev.]** or **[▼ Next]** to display the destination in the destination field, and then press the 【Clear/Stop】 key.

Searching to select a destination

❶ **Press [ ].**



❷ **Press [Search Address Book].**



❸ **Press [Search by Dest. Name].**

Note

❒ When using ScanRouter V2 Professional, it is possible to search by comments.

The soft keyboard is displayed for entering a name.

❹ **Enter part of the destination name.**

Note

❒ Enter the first character or characters of the destination name.

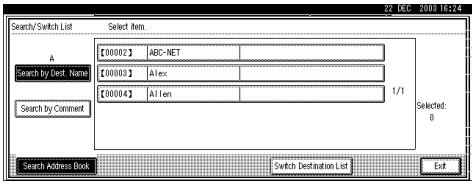
❒ It is necessary to differentiate between capital and small letters.

Reference

For information about how to enter characters, see *General Settings Guide*.

❺ **Press [OK].**

❻ **Select a destination.**



❼ **Press [Exit].**

Manual entry of a destination

Note

- ❒ When using ScanRouter V2 Professional, it is possible to enter the destination e-mail address directly. In advance, you must make settings for sending e-mail with ScanRouter V2 Professional.

❶ **Press [Manual Input].**

The soft keyboard is displayed for entering a destination (e-mail address).

❷ **Enter the destination.**

Note

- ❒ Enter the e-mail address of the destination when sending via the delivery server.
- ❒ It is possible to use letters, numbers, and periods. The symbols ()\,;:" cannot be used.

Reference

For information about how to enter characters, see *General Settings Guide*.

❸ **Press [OK].**

❹ **To enter more destinations, repeat steps ❶ to ❸.**

Note

- ❒ To deselect a destination, press **[▲ Prev.]** or **[▼ Next]** to display the destination in the destination field, and then press the **【Clear/Stop】** key.
- ❒ Pressing the **【Check Modes】** key on the control panel lets you check the list of selected destinations.

Checking selected destinations

❶ **Use the destination field at the top of the screen to check which destinations are selected.**

Note

- ❒ When multiple destinations are selected, the selected destinations are displayed in the order they were selected by pressing **[▲ Prev.]** or **[▼ Next]**.
- ❒ Pressing the **【Check Modes】** key on the control panel lets you check the list of selected destinations.

7 Specify the scan file sender if necessary.

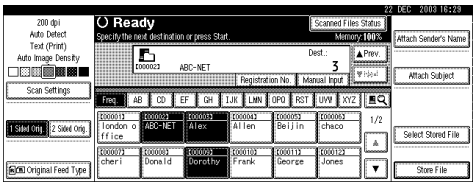
To specify a sender, you can select the sender from the list, enter the five-digit registration number of the sender with the number keys, and search for the sender and selecting it.

Note

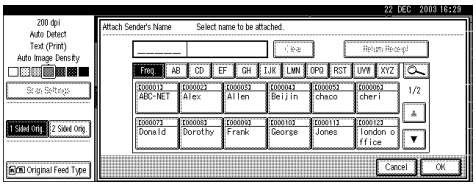
- ❒ When a sender has been specified, this information is added to the scan file. Select a sender from the senders programed in the delivery server.

When selecting a sender from the list

❶ **Press [Attach Sender's Name].**



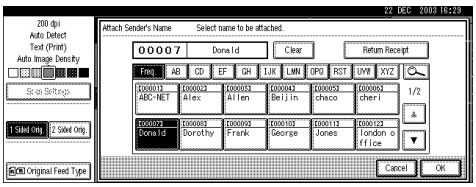
❷ **Select the sender.**



The selected sender and its registration number are displayed.

Note

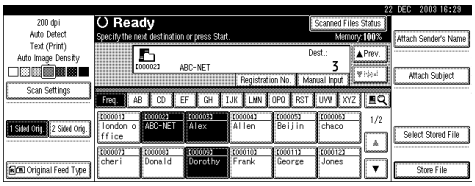
- ❒ When using ScanRouter V2 Professional, **[Return Receipt]** is displayed when a sender is selected.
- ❒ When **[Return Receipt]** is selected, an e-mail notifying that the file has been read by the destination party is sent to the sender selected here. To use **[Return Receipt]**, it is necessary to make settings such as the e-mail address in advance in ScanRouter V2 Professional.



❸ **Press [OK].**

Using a registration number to specify a sender name

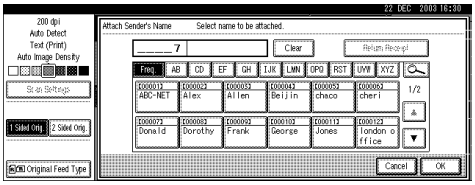
❶ **Press [Attach Sender's Name].**



❷ **Use the number keys to enter the five-digit registration number that has been assigned to a sender.**

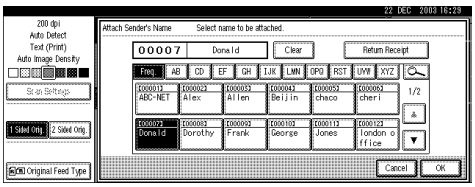
Example: To enter 00007

Press the 【7】 key, and then press the 【#】 key.



Note

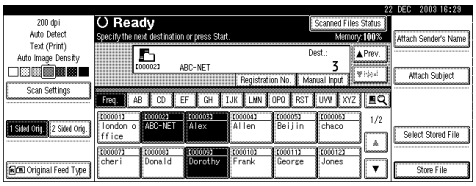
- ❒ When using ScanRouter V2 Professional, **[Return Receipt]** is displayed when a sender is selected.
- ❒ When **[Return Receipt]** is selected, an e-mail notifying that the file has been read by the destination party is sent to the sender selected here. To use **[Return Receipt]**, it is necessary to make settings such as the e-mail address in advance in ScanRouter V2 Professional.



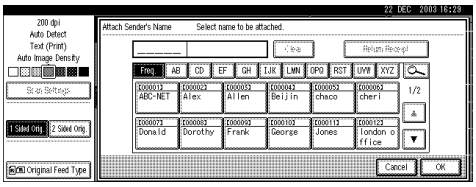
❸ **Press [OK].**

Searching to select a sender

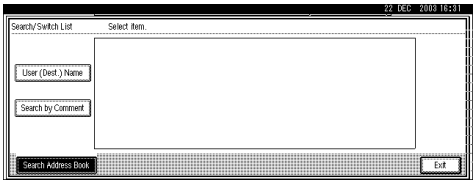
❶ **Press [Attach Sender's Name].**



❷ **Press [ ].**



❸ **Press [User (Dest.) Name].**



The soft keyboard is displayed for entering a sender name.

❹ **Enter part of the sender name.**

Note

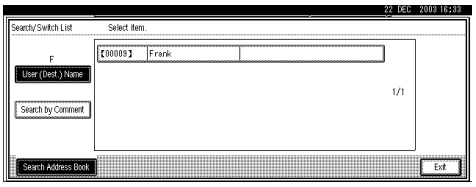
- ❒ Enter the first character or characters of the sender name.
- ❒ It is necessary to differentiate between capital and small letters.

Reference

For information about how to enter characters, see *General Settings Guide*.

❺ **Press [OK].**

❻ **Select a sender.**



❼ **Press [Exit].**

❽ **Press [OK].**

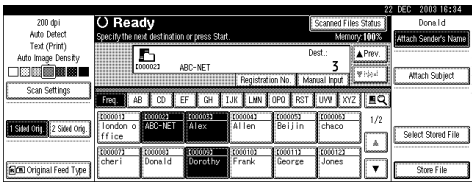
8 Specify a subject if necessary.

Note

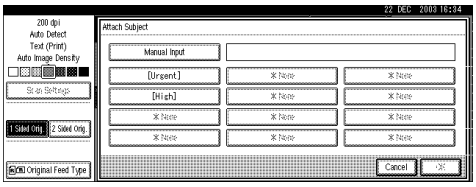
- ❒ When a subject has been specified, this information is added to the scan file.
- ❒ When ScanRouter V2 Professional is used to send documents using e-mail, the subject is automatically entered as the message subject.
- ❒ To specify a subject name, you can select it from the list, enter it directly, or combine selecting and entering it.
- ❒ Subject name to select from the list must be registered in System Settings in advance. See *Network Guide*.
- ❒ Subject name can be entered up to 64 characters.

The operation to specify a subject name "[Urgent] New product appearance" is explained as an example here.

❶ **Press [Attach Subject].**



❷ **Press a subject [Urgent].**



❸ **Press [Manual Input].**

The soft keyboard is displayed for entering a subject.

❹ **Enter the subject "New product appearance".**

Reference

For information about how to enter characters, see *General Settings Guide*.

❺ **Press [OK] twice.**

9 Press the 【Start】 key.

Note

❒ To interrupt scanning, press the 【Clear/Stop】 key or [Stop] on the screen.

❒ When using the Batch or SADF function, place the next original after the others have been scanned. See p.42 "Scanning Originals in Several Times".

Simultaneous Storage and Delivery

You can use the network delivery scanner function with the Document Server.

Scan file is stored in the Document Server at the same time the file is delivered.

Note

❒ This section explains mainly the operation for simultaneous delivery and storage. For more information, see p.87 "Delivering Scan File".

1 Place the original, and then adjust the settings for original size and orientation if required.

Reference

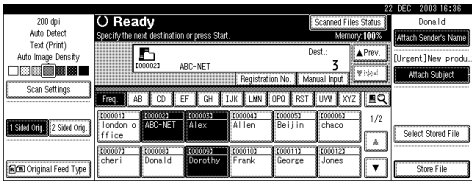
p.35 "Setting Originals"

2 Make the scan settings.

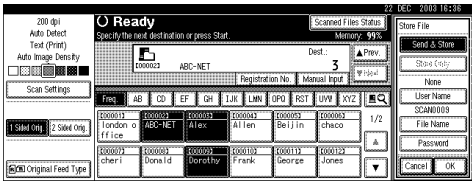
3 Select the destination.

4 Specify the sender name and a subject if necessary.

5 Press [Store File].



6 Make sure [Send & Store] is selected.



7 Set file information if necessary.

Reference

p.75 "Specifying file information"

8 Press [OK].

9 Press the 【Start】 key.

Checking the Status of Delivery

The status of the last 100 deliveries can be checked. For every new delivery record after 100, the oldest record is deleted.

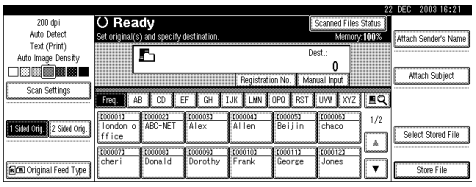
Note

❒ When **[Print & Delete Scanner Journal]** is set to **[Delete All after Printing]**, the whole journal is printed when the number of records reaches 100.

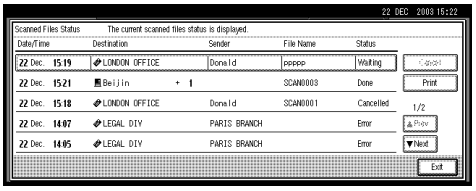
❖ Items that can be checked

- Date/Time
  The date and time the delivery was requested or the date which "Error" or "Cancelled" is confirmed is displayed.
- Destination
  A used sending function (e-mail, Scan to Folder, or delivery function) is displayed with an icon.
  When multiple destinations were selected, the first selected destination is displayed.
- Sender
- File Name
  The file name is displayed only when storing a file and sending e-mail are performed simultaneously by pressing **[Send & Store]** or resending the file stored.
- Status
  Either of the following status is displayed: "Done", "Sending", "Waiting", "Error", or "Cancelled".

1 **Press [Scanned Files Status] on the Network Delivery Scanner screen.**



2 **Check the displayed records.**



Note

❒ One screen shows the records for five delivery operations. Use **[▲ Prev.]** or **[▼ Next]** to scroll through the screen.

❒ When the status of a file is waiting, the delivery can be stopped by selecting that file, and then pressing **[Cancel]**.

❒ Press **[Print]**, and the whole journal is printed.

3 **Press [Exit].**

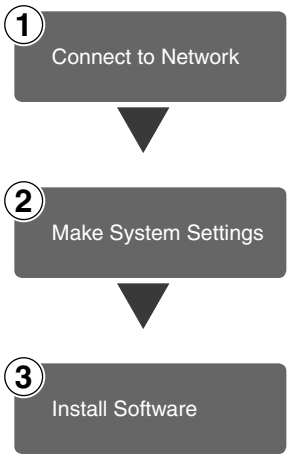
The display returns to the Network Delivery Scanner screen.

8. Using the Network TWAIN Scanner Function

This chapter describes the operations for scanning originals with the network TWAIN scanner using DeskTopBinder V2 Lite. In addition, the preparation for using the network TWAIN scanner and some functions of the TWAIN driver are introduced.

Preparation for Using the Network TWAIN Scanner

To use the machine as a network TWAIN scanner, the preparation described below is required.



Connect the machine to the network with an Ethernet cable, IEEE 1394 (optional) cable, or use Wireless LAN (optional).

See *Network Guide*.

Check the network settings in System Settings, and change if required.

See *Network Guide*.

On the client computers, install the software required for using the network TWAIN scanner functions, such as a TWAIN driver and DeskTopBinder V2 Lite.

See p.27 “Software for Using a Network TWAIN Scanner”.

Scanning Originals

This section explains how to scan originals using the network TWAIN scanner function.

1 Start DeskTopBinder V2 Lite, and then select the scanner driver.

❶ **On the [Start] menu, point to [Program], point to [DeskTopBinder V2], and then click [DeskTopBinder V2].**

❷ **Click [Scanner Settings] on the [Tools] menu.**

If the scanner is already selected, no scanner settings are necessary. Check the settings in the **[File format for scanned image(s)]** area, and then proceed to step ❺.

❸ **Click [Select Scanner Driver...].**

❹ **Select the name of the machine you want to use in the [Source] list, and then click [Select...].**

❺ **Click [OK].**

2 Place the original in the scanner.

Reference

p.35 "Setting Originals"

3 Make the scan settings.

❶ **On the [File] menu, point to [Add Document], and then click [Scan].**

The TWAIN driver starts.

After a short while, the dialog box of the TWAIN driver that operates the scanner appears. This dialog box is called the Scanner Properties dialog box.

Note

❒ The name of the scanner currently being used is shown on the title bar of the dialog box. When multiple machines are connected, make sure that the indicated machine is the machine you want to use. If it is different, click **[Select Scanner]** to select the scanner again.

❒ If the machine you want to use is not displayed in the list, make sure that the IP address is configured and that the machine is correctly connected to the network. If the machine is still not displayed in the list after confirming the above, consult with your network administrator.

❷ **Depending on the type of original or the objective for scanning, click the appropriate button in [Mode].**

- **[Standard]** is suitable for scanning standard originals that are comprised of mainly text.
- **[Photo]** is suitable for scanning originals that include photos, shaded illustrations, etc.
- **[OCR]** is suitable for conversion processing with an OCR (Optical Character Reading) application after scanning the original.
- **[Filing]** is suitable for use with filing applications, etc.

Note

❒ For advanced settings, click **[Detail]** to display the Detail window. For information about the Detail window, see TWAIN driver Help.

❸ **According to the settings of [Document:] and [Orientation:], change the other setting of the [Document] group.**

Reference

p.41 "For a Network TWAIN Scanner"

For information about making settings for the **[Document]** group, see TWAIN driver Help.

When you want to configure the scanning area

When you do not configure the scanning area, the area scanned is the size specified in the **[Size:]** box.

❶ **Click [Preview].**

The original that was placed is scanned and the **[Preview]** dialog box appears. The scanning area in the preview is displayed within the broken lines.

❷ **Configure the scanning area by dragging a border or a corner.**

When reconfiguring the area, click and drag one corner of the area towards or away from its opposite corner.

Note

❒ Depending on the scanning resolution, the area to be scanned may be subject to restrictions. For more information about the relationship between the resolution and the scanning area, see TWAIN driver Help.

❸ **Click [Close].**

Note

❒ When an original placed in the ADF is previewed, place that original again.

4 **Click [Scan].**

When there are additional originals to scan, place the original, and then click **[Continue]**. When there are no more originals, click **[Complete]**.

5 **Save the scan file in DeskTopBinder V2 Lite.**

❶ **On the [File] menu, click [Exit].**

❷ **Enter the file name, and then click [OK].**

The image is stored in DeskTopBinder V2 Lite, and DeskTopBinder Viewer closes.

Editing and printing scan files

With DeskTopBinder V2 Lite, it is possible to edit and print scan files. For more information about how to edit and print, see DeskTopBinder V2 Lite Help.

Functions of the TWAIN Driver

The following is an introduction to the various functions of the TWAIN driver:

Reference

For more information about these functions or other functions, see TWAIN driver Help.

❖ Automatic Tilt Correction

This function automatically corrects character strings that were scanned slanted.

❖ Printing to the Image

This function allows you to imprint dates, page numbers, or your favorite characters on a scan file. You can also change the fonts of the imprints as well as change the ascending order of images to a descending order.

❖ Scanning Mode Registration

This function allows you to register other scanning configurations that are often used as scanning modes besides the already pre-installed ones. After registration, you can quickly scan with these scanning configurations.

Relationship between Resolution and File Size

Resolution and scan area are inversely related. The higher the resolution is set, the smaller the area that can be scanned. Conversely, the larger the scan area, the lower the resolution that can be set.

The relationship between the scanning resolution and the file size is shown below. If the file size is too large, the message "`Exceeded max. data capacity. Check the scanning resolution.`" appears on the control panel of the machine. Specify the scan size and resolution again.

Limitation

❒ Depending on the image compression level, the maximum image size will be limited.

When Using as E-mail, Scan to Folder, Document Server or Network Delivery Scanner

❖ When Text, Text/ Photo, or Photo is selected as the Scan Type

All combinations up to A3/297 × 432 mm (11 × 17 inches) and 600 dpi are possible.

❖ When Gray Scale is selected as the Scan Type

The originals can be scanned using combinations marked with ❍ in the table.

	100 dpi	200 dpi	300 dpi	400 dpi	600 dpi
A3	❍	❍	❍	❍	❍
B4	❍	❍	❍	❍	❍
A4	❍	❍	❍	❍	❍
B5	❍	❍	❍	❍	❍
A5	❍	❍	❍	❍	❍
B6 *1	❍	❍	❍	❍	❍
A6 *1	❍	❍	❍	❍	❍
A7 *1	❍	❍	❍	❍	❍
11 x 17	❍	❍	❍	❍	❍
Legal ($8^1/_2$ x 14)	❍	❍	❍	❍	❍
$8^1/_2$ x 13	❍	❍	❍	❍	❍
Letter ($8^1/_2$ x 11)	❍	❍	❍	❍	❍
$5^1/_2$ x $8^1/_2$	❍	❍	❍	❍	❍

*1 The scanning size must be manually entered.

❖ When Full Color is selected as the Scan Type

The originals can be scanned using combinations marked with ❍ in the table.

	100 dpi	200 dpi	300 dpi	400 dpi	600 dpi
A3	❍	❍	❍	❍	
B4	❍	❍	❍	❍	
A4	❍	❍	❍	❍	❍
B5	❍	❍	❍	❍	❍
A5	❍	❍	❍	❍	❍
B6 *1	❍	❍	❍	❍	❍
A6 *1	❍	❍	❍	❍	❍
A7 *1	❍	❍	❍	❍	❍
11 x 17	❍	❍	❍	❍	
Legal ($8^1/_2$ x 14)	❍	❍	❍	❍	
$8^1/_2$ x 13	❍	❍	❍	❍	
Letter ($8^1/_2$ x 11)	❍	❍	❍	❍	❍
$5^1/_2$ x $8^1/_2$	❍	❍	❍	❍	❍

*1 The scanning size must be manually entered.

When Using as a Network TWAIN Scanner

Reference

To specify the scanning area or resolution when using the machine as a network TWAIN scanner, see TWAIN driver Help.

❖ When Binary, Halftone, Gray Scale, 8 colors, or 8 colors (halftone) is selected as the Colors/ Gradations

The originals can be scanned using combinations marked with ❍ in the table (Original orientation: ⊡).

	100 dpi	200 dpi	300 dpi	400 dpi	500 dpi	600 dpi	700 dpi	800 dpi	900 dpi	1000 dpi	1100 dpi	1200 dpi
A3	❍	❍	❍	❍	❍	❍						
B4	❍	❍	❍	❍	❍	❍						
A4	❍	❍	❍	❍	❍	❍	❍	❍				
B5	❍	❍	❍	❍	❍	❍	❍	❍	❍			
A5	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
B6	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
A6	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍

	100 dpi	200 dpi	300 dpi	400 dpi	500 dpi	600 dpi	700 dpi	800 dpi	900 dpi	1000 dpi	1100 dpi	1200 dpi
A7 *1	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
11x17	❍	❍	❍	❍	❍	❍						
Legal ($8^1/_2$x14)	❍	❍	❍	❍	❍	❍	❍					
$8^1/_2$x13	❍	❍	❍	❍	❍	❍	❍					
Letter ($8^1/_2$x11)	❍	❍	❍	❍	❍	❍	❍	❍				
$5^1/_2$x$8^1/_2$	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍

*1 The scanning size must be manually entered.

❖ When 16770K colors is selected as the Colors/ Gradations

The originals can be scanned using combinations marked with ❍ in the table (Original orientation: ⎙).

	100 dpi	200 dpi	300 dpi	400 dpi	500 dpi	600 dpi	700 dpi	800 dpi	900 dpi	1000 dpi	1100 dpi	1200 dpi
A3	❍	❍	❍	❍								
B4	❍	❍	❍	❍								
A4	❍	❍	❍	❍	❍	❍						
B5	❍	❍	❍	❍	❍	❍						
A5	❍	❍	❍	❍	❍	❍	❍	❍				
B6	❍	❍	❍	❍	❍	❍	❍	❍	❍			
A6	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
A7 *1	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
11x17	❍	❍	❍	❍								
Legal ($8^1/_2$x14)	❍	❍	❍	❍	❍							
$8^1/_2$x13	❍	❍	❍	❍	❍							
Letter ($8^1/_2$x11)	❍	❍	❍	❍	❍	❍						
$5^1/_2$x$8^1/_2$	❍	❍	❍	❍	❍	❍	❍	❍				

*1 The scanning size must be manually entered.

Relationship between File Type Specified and File Type Used When Sending E-mail

The relationship between the file type specified when scanning originals and the file type converted into when sending e-mail or storing files is shown below by scan type.

<table>
<tr><td rowspan="2">File type specified
Scan type</td><td>Single page</td><td colspan="2">Multi page</td></tr>
<tr><td>TIFF/JPEG</td><td>TIFF</td><td>PDF</td></tr>
<tr><td>Text (Print)</td><td rowspan="4">TIFF</td><td rowspan="4">Multi-page: TIFF</td><td rowspan="7">PDF</td></tr>
<tr><td>Text (OCR)</td></tr>
<tr><td>Text/ Photo</td></tr>
<tr><td>Photo</td></tr>
<tr><td>Gray Scale</td><td rowspan="3">TIFF (Non-compression) / JPEG (Compression) *1</td><td rowspan="3">Multi-page TIFF (Non-compression) / PDF</td></tr>
<tr><td>Full Colour: Text/ Photo</td></tr>
<tr><td>Full Colour: Glossy Photo</td></tr>
</table>

*1 When Gray Scale or Full Colour is used, the file format is converted to JPEG when **[Standard]**, **[High]**, or **[Low]** is selected for **[Compression (Gray Scale/Full Colour)]** in **[Send Settings]**, and TIFF when **[Off]** is selected.

Note

- ❒ Files are stored in single-page style. When sending files by e-mail, you can select single-page style or multi-page style.
- ❒ When multi-page TIFF is specified for the files saved in JPEG format, they are automatically changed to PDF.
- ❒ When **[Scan Type]** of the default scan settings is set to **[Auto Colour Select]** and multi-page TIFF is specified for the file format, the format is automatically changed to PDF.

Max. Number of Addresses Which Can Be Specified and Files Which Can Be Stored

<table>
<tr><th></th><th>E-mail</th><th>Scan to Folder</th><th>Delivery Server</th></tr>
<tr><td rowspan="2">The number of addresses which can be specified at a time when sending</td><td>500 *1 *2</td><td>50 *1</td><td rowspan="2">500 *5</td></tr>
<tr><td colspan="2">When sending e-mail and sending by Scan to Folder at the same time: 550 *1 *3</td></tr>
<tr><td>The number of addresses which can be registered in the list</td><td colspan="2">2000</td><td>See the manuals for ScanRouter V2 Lite/Professional.</td></tr>
<tr><td>The max. number of files which can be stored</td><td colspan="3">2000 *4</td></tr>
<tr><td>The max. number of pages which can be stored</td><td colspan="3">9000 *4</td></tr>
<tr><td>The max. number of pages which can be stored as a single file</td><td colspan="3">1000</td></tr>
</table>

*1 There is a limitation to the number of addresses to specify in the following 1-4 case.
① The number of addresses to enter directly for sending e-mail: 65
② The number of addresses to enter directly for sending by Scan to Folder: 50
③ The number of addresses to search and specify from the LDAP server: 65
④ The number of addresses to specify combining with above 1, 2, and 3: 65

*2 When specifying 65 addresses to enter directly, the remainder of address should be specified from the registered ones within 500 addresses.

*3 When sending e-mail and sending by Scan to Folder at the same time, the address of e-mail cannot be specified over 500, and the address for Scan to Folder cannot be specified over 50.

*4 It is the number including the files which is stored using not only the Scanner function, but the copy function, the facsimile function, the Document Server function, and the printer function.

*5 The maximum number of addresses which can be specified differs when you use either Scan Router V2 Lite/Professional. See the manual for Scan Router V2 Lite/Professional.

Note

❒ Sometimes the machine cannot store or send files to the maximum number depending on the files and originals.

Troubleshooting

This section contains advice on what to do if you have problems scanning an original, or if the network delivery scanner or e-mail function does not work. Various messages that may appear on the control panel or client computer are listed, along with causes and solutions.

When Scanning Is Not Performed as Expected

Problems	Causes and solutions
No image results from scanning.	The original was 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. See p.35 "Setting Originals".
The image is distorted or out of position.	• The original was moved during scanning. Do not move the original during scanning. • The original was not pressed flat against the exposure glass. Make sure that the original is pressed flat against the exposure glass.
The scanned image is dirty.	The exposure glass or the exposure glass cover is dirty. Clean these parts. See *General Settings Guide*.
The scanned image is upside down.	• The original was placed upside down. Place the original in the correct orientation. See p.35 "Setting Originals". • When the original is scanned in gray scale or full color and **[Single Page: TIFF/JPEG]** is selected for **[File Type Priority]** of Scanner Features, place the top edge of the original first in the ADF.

When the Delivery Function Does Not Work

Problems	Causes and solutions
The delivery scanner function screen is not displayed.	• If the network TWAIN scanner screen appears when the machine is switched to scanner mode, press **[Exit]** to switch to the network delivery scanner screen. • If the display does not switch from network TWAIN scanner to network delivery scanner, the delivery scanner settings are not correct. See p.11 "Scanner Features", and then make the appropriate settings.

When Stored Files Cannot Be Accessed

Problems	Causes and solutions
The stored file is locked and is not accessible.	The stored file with the protecting function is locked because the wrong password was entered ten times. For information about how to unlock the file, see "8. Security" *General Settings Guide*.

When an Error Message Appears on the Control Panel

Note

❒ If an error message that is not included in this section appears, turn off the main power switch of the machine, and then turn it on again. If the message still appears, note the content of the message and the error number (if listed in the table), and contact your service representative. For information about how to turn off the main power switch, see *General Settings Guide*.

Message	Causes and solutions
`Cannot cancel sending certain file(s). To confirm the result, check [Scanned Files Status].`	Only files in waiting can be canceled. Files with a delivery status of successful or other result cannot be canceled.
`Cannot detect original size. Select scan size.`	• Place the original correctly. • Specify the scan size. • When placing an original directly on the exposure glass, the lifting/lowering action of the ADF triggers the automatic original size detection process. Lift the ADF by more than 30 degrees.
`Cannot enter manually more than nnn destinations at the same time.` **Note** ❒ "nnn" in the message represents changeable number.	When there are 65 or more destinations for an e-mail, split the destinations into two or more groups.
`Cannot find the specified path. Please check the settings.`	Check whether the computer name and the folder name for the destination are correct.
`Cannot log on with the entered user name or password.`	Make settings correctly for the user name and the password for the authentication.
`Cannot select over 30 files at the same time.`	To deliver more than 31 stored files, divide the files and perform the operation several times.

Message	Causes and solutions
Cannot specify more than 500 destinations at the same time.	When there are 500 or more destinations for a delivery or an e-mail, split the destinations into two or more groups.
Cannot specify more than 50 folders at the same time.	When there are 50 or more destinations for Scan to Folder, split the destinations into two or more groups.
Captured file exceeded max. number of pages per file. Cannot send the scanned data.	The maximum number of pages which can be stored as a single file is 1000. Reduce the number of pages and send them again.
Connection with LDAP server has failed. Check the server status.	A network error has occurred and connection has failed. Try the operation once more. If the message is still shown, the network may be crowded. Check the information of System Settings.
E-mail address entered is not correct. Please re-enter.	Make sure the e-mail address is correct, and then enter it again.
Entered protection code for destination is incorrect. Please re-enter.	Make sure the protection code is correct, and then enter it again.
Exceeded max. data capacity. Check the scanning resolution, then press Start again.	Specify the scan size and resolution again. Note that it may not be possible to scan very large originals at a high resolution. See p.99 "Relationship between Resolution and File Size".
Exceeded max. data capacity. Check the scanning resolution, then reset nnn original(s). **Note** ❒ "nnn" in the message represents changeable number.	Specify the scan size and resolution again. Note that it may not be possible to scan very large originals at a high resolution. See p.99 "Relationship between Resolution and File Size".
Exceeded max. E-mail size. Sending E-mail has been cancelled. Check [Max. E-mail Size] in Scanner Features.	• Increase the size of **[Max. E-mail Size]**. • Set **[Divide & Send E-mail]** to **[Yes (per Page)]** or **[Yes (per Max. Size)]**.
Exceeded max. file capacity. Delete the unnecessary stored files.	The maximum number of files that can be stored is 2000. Reduce the number of files or delete unneeded files.

Message	Causes and solutions

`Exceeded max. No. of search results which can be displayed.`
`Max.: nnn`
Note
❒ "nnn" in the message represents changeable number.
	Search again after changing the search conditions.

`Exceeded max. number of alphanumeric characters.`	Make sure the maximum number of characters which can be entered, and then enter it again.
`Exceeded max. number of alphanumeric characters for the path.`	The maximum number of characters which can be entered for path is 128. Check the number of character you entered, and then enter it again.
`Exceeded max. number of files which can be sent at the same time. Reduce the number of the selected files.`	The number of files exceeded the maximum number possible. Reduce the number of files and send them again.
`Exceeded max. number of files which can be used in Document Server at the same time.`	Make sure the files stored by the other functions, and then delete unneeded files.
`Exceeded max. number of pages per file. Do you want to store the scanned pages as 1 file?`	The maximum number of pages per file is 1000. Specify whether to use the data or not. Scan the pages that were not scanned and store them as a new file.
`Exceeded max. number of standby files. Try again after the current file is sent.`	There are 100 files waiting in the sending queue for e-mail, Scan to Folder, or delivery function. Wait until files have been sent.
`Exceeded max. number of stored files. Cannot send the scanned data as capturing files is unavailable.`	The maximum number of files that can be stored in Document Server is 2000. Reduce the number of files or delete unneeded files.
`Exceeded max. page capacity per file. Press [Send] to send the scanned data, or press [Cancel] to delete.`	Because the number of pages has reached the maximum number that can be sent, the data up to this point is sent. Scan the remaining pages after transmission.
`Exceeded time limit for LDAP server search. Check the server status.`	A network error has occurred and connection has failed. Try the operation once more. If the message is still shown, the network may be crowded. Check the information of System Settings.

Message	Causes and solutions
LDAP server authentication has failed. Check the settings.	Make settings correctly for the user name and the password for LDAP server authentication.
Load paper of the following sizes.Required:A3 B4 JIS A4 A4	Load paper of the sizes listed in the message.
Memory is full. Cannot scan. The scanned data will be deleted.	Because of insufficient hard disk space, the first page could not be scanned. Try one of the following measures: • Wait for a while, and then retry the scan operation. • Reduce the scan area or scanning resolution. • Delete unneeded stored files.
Memory is full. Press [Send] to send the current scanned data, or press [Cancel] to delete.	Because there is not enough free hard disk space in the machine for delivering or sending by e-mail while storing into the Document Server, only some of the pages could be scanned. Specify whether to use the data or not.
Memory is full. Do you want to store scanned file?	Because there is not enough free hard disk space in the machine for storing into the Document Server, only some of the pages could be scanned. Specify whether to use the data or not.
No HDD is available for this function. Cannot store. Set original and select the TWAIN settings from the PC.	Files can be stored with TWAIN by switching to the network TWAIN scanner function.
Original is being scanned by another function.	The machine is using another function such as copying. Retry scanning after the operation with the other function is completed.
Out of paper in … Load paper of the following size.	Load paper in the tray indicated.
Output buffer is full. Sending the data has been cancelled. Please try again later.	Too many files are waiting to be delivered. Please try again after they have been delivered.
Selected file is currently in use. Cannot change file name.	The name of a file that is being edited with DeskTopBinder V2 Lite/Professional or that is waiting for delivery cannot be changed. Try the operation again after editing is finished or delivery is canceled.

Message	Causes and solutions
`Selected file is currently in use. Cannot change password.`	The password of a file that is being edited with DeskTopBinder V2 Lite/Professional or that is waiting for delivery cannot be changed. Try the operation again after editing is finished or delivery is canceled.
`Selected file is currently in use. Cannot change user name.`	The user name of a file that is being edited with DeskTopBinder V2 Lite/Professional or that is waiting for delivery cannot be changed. Try the operation again after editing is finished or delivery is canceled.
`Selected file is currently in use. Cannot delete it.`	A file that is being edited with DeskTopBinder V2 Lite/Professional or that is waiting for delivery cannot be deleted. Try the operation again after editing is finished or delivery is canceled.
`Sender's name is not selected. Please specify sender's name.`	A sender's name should be specified before sending e-mail. Send e-mail after specifying the sender's name.
`Sending the data has failed. The data will be resent later.`	A network error has occurred and a file was not sent correctly. Wait until sending is retried automatically after the preset interval. If the sending fails again, consult the network administrator.
`Sending the data has failed. To confirm the result, check [Scanned Files Status].`	While a file was being sent, a network error occurred and the file could not be sent correctly. Try the operation once more. If the message is still shown, the network may be crowded. Consult the network administrator. If multiple files were sent, use the Scanned Files Status screen to check for which file the problem occurred. See p.58 “Checking the Status of E-mail”, p.71 “Checking the Status of Scan to Folder”, or p.94 “Checking the Status of Delivery”. If there is not enough free hard disk space in the client computer, gain the enough free hard disk space.

Message	Causes and solutions
The destination list has been updated. Specified destination(s) or sender's name has been cleared.	A specified destination or sender's name was cleared when the destination list in the delivery server was updated. Specify the destination or sender's name again.
The entered path is not correct. Please re-enter.	Make sure the computer for destination and the path, and then enter if again.
The specified group contains some invalid destination(s). Do you want to select only valid destination(s)?	The specified group contains some destinations for sending by e-mail and sending by Scan to Folder. To select destinations for sending by e-mail, press **[Select]** for the warning displayed on the e-mail screen. To select destination for sending by Scan to Folder, press **[Select]** for the warning displayed on the Scan to Folder screen.
Updating the destination list. Please wait. Specified destination(s) or sender's name has been cleared.	If a destination or sender's name was already selected, re-select it after this message disappeared.
Updating the destination list has failed. Try again?	Check whether the server is connected.

When an Error Message Appears on the Client Computer

This section describes the main possible causes and actions for error messages displayed on the client computer when the TWAIN driver is used.

Note

❒ If an error message that is not contained in this section appears, turn off the main power switch of the machine, and then turn it on again. If the message is still shown after scanning is performed again, note the content of the message and the error number (if listed in the table), and contact your service representative. For information about how to turn off the main power switch, see *General Settings Guide*.

Message	Causes and solutions
[Cannot add any more scanning mode.]	The maximum number of modes that can be stored is 99. Delete unneeded modes.
[Cannot connect to the scanner. Check the network Access Control Range in Configuration.]	The access mask is set. Consult the network or scanner administrator.
[Cannot detect the paper size of the original. Specify the scanning size.]	• Place the original correctly. • Specify the scan size. • When placing an original directly on the exposure glass, the lifting/lowering action of the ADF triggers the automatic original size detection process. Lift the ADF by more than 30 degrees.
[Cannot find the scanner. Check if the scanner main power is on.]	• Check whether the main power switch of the machine is turned off. • Check whether the machine is connected to the network correctly. • Deselect the personal firewall function of the client computers.
[Cannot specify any more scanning area.]	The maximum number of scanning areas that can be stored is 99. Delete unneeded scanning area.
[Clear Misfeed(s) in ADF.]	Remove the originals jamming. When the originals are misfed, place them again. Check whether the originals are proper to be scanned by the machine.
[Communication error has occurred on the network.]	Check whether the client computer can use the TCP/IP protocol.
[Error has occurred in the scanner.]	Check whether the scanning settings made with the application exceed the setting range of the machine.

Message	Causes and solutions
[Error has occurred in the scanner driver.]	• Check whether the network cable is connected correctly to the client computer. • Check whether the Ethernet board of the client computer is recognized correctly by Windows. • Check whether the client computer can use the TCP/IP protocol.
[Fatal error has occurred in the scanner.]	An recoverable error has occurred in the machine. Call your service representative.
[Insufficient memory. Close all other applications, then restart scanning.]	• Close all the unnecessary applications running on the client computer. • Uninstall the TWAIN driver, and then reinstall the driver after restarting the computer.
[Insufficient memory. Reduce the scanning area.]	• Reset the scan size. • Lower the resolution. • Set with no compression. See p.19 "Send Settings". **Note** ❒ "The Relationship between the Resolution and the Scanning Area" chart in Help for halftone scanning might not always apply. Scanning cannot be performed if large values are set for brightness when using halftone or high resolution. ❒ When a paper misfeed occurs in the machine during printing, scanning cannot be performed. In this case, after the misfed paper has been removed, proceed with scanning.
[Invalid Winsock version. Please use version 1.1 or higher.]	Install the operating system of the computer or copy Winsock from the operating system CD-ROM.
[No response from the scanner.]	• Check whether the machine is connected to the network correctly. • The network is crowded. Wait for a while, and then try to reconnect.
[No User Code is registered. Consult your system administrator.]	Access is restricted with user codes. Consult the system administrator of the machine.
[Please call your service representative.]	An unrecoverable error has occurred in the machine. Call your service representative.

Message	Causes and solutions
[Scanner is in use for other function. Please wait.]	A function of the machine other than the scanner function is being used such as the copier function. Wait for a while and reconnect.
[Scanner is not available. Check the scanner connection status.]	• Check whether the main power switch of the machine is turned off. • Check whether the machine is connected to the network correctly. • Deselect the personal firewall function of the client computers.
[Scanner is not ready. Check the scanner and the options.]	Check whether the ADF cover is closed.
[The name is already in use. Check the registered names.]	You tried to register a name that is already in use. Use another name.

Specifications

Scan method	Flatbed scanning
Scan speed	• E-mail/Scan to Folder/Network Delivery Scanner: Black & White: 31 pages/minute [Scan size: A4, Scan settings: Scan type: Black & White Text (Print)/Resolution: 200dpi/Compression: On (MH)] Colour: 28 pages/minute [Scan size: A4, Scan settings: Scan type: Full Colour Text/Photo/Resolution: 200dpi/Compression: Standard] • TWAIN Scanner Black & White: 21 pages/minute [Size: A4, Quality: Colors/Gradations: Binary/Resolution: 200dpi/Compression: Data compression (MMR)] Colour: 15 pages/minute [Size: A4, Quality: Colors/Gradations: 16770K colors/Resolution: 200dpi/Compression: Standard quality]
Maximum power consumption	1500 W
Image sensor type	CCD Image Sensor
Scan type	Sheet, book
Interface	Ethernet interface (10BASE-T or 100BASE-TX), IEEE 1394 (IP over 1394) [optional], and IEEE 802.11b (Wireless LAN) [optional]
Maximum scan size	A3/297 × 432 mm, 11 × 17 inches
Scan size that can be detected automatically	• Exposure glass A3, B4, A4, B5, 8″ × 13″ • ADF A3, B4, A4, B5, A5, B6, 8.5″ × 13″, 8K, 16K
Resolution	600 dpi (8-bit grayscale)
Variable range of scan resolution	• E-mail/Scan to Folder/Network Delivery Scanner Setting range: 100 dpi, 200 dpi, 300 dpi, 400 dpi, and 600 dpi • TWAIN Scanner Setting range: 100 dpi - 1200 dpi
File formats that can be sent by e-mail	TIFF, JPEG, PDF
Compression method	Black & White: TIFF (MH, MR, MMR) Gray Scale/Full Colour: JPEG
Protocol	Network: TCP/IP Sending e-mail: SMTP Scan to Folder: SMB, FTP

INDEX

A

A.C.S. Sensitivity Level, 17
Auto Colour Select: Mode Priority, 17
Automatic Tilt Correction, 98
Auto run program, 25

C

Change Initial Mode, 17
Checking the status of delivery, 94
【**Check Modes**】key, 8
【**Clear Modes**】key, 8
【**Clear/Stop**】key, 9
Compression (Black & White), 20
Compression (Gray Scale/Full Colour), 20

D

Default Scan Settings, 14
DeskTopBinder V2 Lite, 28, 30, 95
Destination List Display Priority 1, 19
Destination List Settings, 12, 19
Display Contents
- *E-mail*, 9
- *Network delivery scanner*, 10
- *Network TWAIN scanner*, 10
- *Scan to Folder*, 10

Display panel, 8
Divide & Send E-mail, 20
Document Server, 5, 73

E

E-mail, 3, 45
E-mail Information Language, 21
【**Energy Saver**】key, 8
【**#**】Enter key, 9

F

File Type Priority, 20
FTP server, 4, 64
Function keys, 9
Function status indicators, 9

I

Image density, 14
Indicators, 8
Initial scanner setup, 11
Installing software, 25
【**Interrupt**】key, 8

L

LDAP server, 4

M

Main power indicator and power indicator, 8
Max. E-mail Size, 20
Max. Number of Addresses Which Can Be Specified and Files Which Can Be Stored, 103
Mixed Original Sizes Priority, 17
Mode, 96

N

Network delivery scanner, 6, 85
Network TWAIN scanner, 7, 95
Not specifying a time limit for additional originals, 43
Number keys, 9

O

Operation switch, 9
Original Feed Type Priority, 16
Original orientation and scan area, 39
Original Orientation Priority, 17
Original Setting, 16

P

Placing original in the Auto Document Feeder (ADF), 37
Placing original on the exposure glass, 36
Preview, 97
Print & Delete Scanner Journal, 20
Printing to the image, 98
【**Program**】key, 8
Programs, 22

R

Relationship between File Type Specified and File Type Used When Sending E-mail, 102
Relationship between resolution and file size, 99
Resolution, 14

S

Save, 97
Scanner Features, 11
Scanning mode registration, 98
Scanning originals, 96
Scanning Originals in Several Times, 42
ScanRouter V2 Lite, 32
Scan Settings, 11, 14
Scan size, 15
Scan to Folder, 4, 59
Scan type, 14
Selecting a custom size, 17
Select Title, 19
Sender's Name Default, 21
Send Settings, 12, 19
Simultaneous Storage and Delivery, 93
Simultaneous Storage and Sending by E-mail, 56
Simultaneous Storage and Sending by Scan to Folder, 69
SMB, 4, 63
SMTP server, 3
Software supplied on CD-ROM, 29
【**Start**】key, 9
Storing Files, 73

T

Troubleshooting, 104
TWAIN Standby Time, 19
Type 2238 TWAIN Driver, 29

U

Update delivery server destination list, 19
【**Use Tools/Counter**】key, 8

V

Viewing a list of stored files in DeskTopBinder V2 Lite, 79

W

Wait Time for Next Orig.: Exposure Glass, 15
Wait Time for Next Original(s): SADF, 16

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

❙ means POWER ON.

○ means POWER OFF.

⏻ means STAND BY.

CE

Declaration of Conformity

"The Product complies with the requirements of the EMC Directive 89/336/EEC and its amending directives and the Low Voltage Directive 73/23/EEC and its amending directives."

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  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
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