User Manual

Scanner Mode

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1 Introduction

1.1 Welcome

This manual provides descriptions on the use of network application functions used with the Internet or on an intranet.

For precautions concerning the use and safety of the main device, refer to the User Manual provided with the device.

Store the User Manual and utilities disk in a safe place.

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1.2   Precautions

1.2.1   General precautions

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2. The content of this manual is subject to change without notice.

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4. This manual was created with careful attention to content; however, if inaccuracies, errors or omissions are noticed, please contact your sales or service representative.

5. Some network application functions may not be supported, depending on the operating environment or other software.
    The actual performance of network application functions is determined by various factors, such as the system configuration, customer data and operator controls.
    Since the operating environment of network application functions differs depending on the customer, the configuration of specific products and the suitability of the application software should be determined specifically for the customer.

6. We assume no responsibility for consequences arising from use, regardless of items 4 and 5 mentioned above.

7. The software provided with the device, the software included on the CD-ROM and information such as the design of and materials related to this manual are the sole property of NEC Corporation, NEC Access Technica and their licensors.
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8. The touch panel screens and computer windows and dialog boxes shown in this manual may differ slightly from the actual products.

1.2.2 User Instructions

For the U.S.A. Users

FCC Part 15-Radio Frequency Devices

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

NOTE
This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and radiate radio frequency energy and if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications.
Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

WARNING
The design and production of this unit conform to FCC Regulations, and any changes or modifications must be registered with the FCC and are subject to FCC control. Any changes made by purchaser or user without first contacting the manufacturer will be subject to penalty under FCC regulations.

FCC-F02

This device must be used with shielded interface cables. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under FCC rules.

For Canada Users

Interference-Causing Equipment Standard (ICES-003 Issue 3)

This Class A digital apparatus complied with Canadian ICES-003
Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

IC-F03

For European Users

CE Marking (Declaration of Conformity)

This product complies with the following EU directives:
89/336/EEC, 73/23/EEC and 93/68/EEC directives.
This declaration is valid for the area of the European Union.

This device must be used with shielded interface cables. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under EU directives.

For Users of the Class B regulation's countries

This device must be used with shielded interface cables. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under CISPR 22 rules and local rules.

For Users except the Class B regulation's countries

WARNING
This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

This device must be used with shielded interface cables. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under CISPR 22 rules and local rules.

Precautions for using network applications

● Internet faxes and Scan to E-mail transmissions are sent and received with the help of a mail server; they are not sent directly to the recipient or received directly from the sender. In addition, as soon as transmission with the server is finished correctly, the transmission is considered complete.

● If transmission from the mail server to the recipient is not possible for some reason, an e-mail describing the error will be received from the server.

● For some reason, the e-mail describing the error may not be received. If confirmation of the transmission is required, call the recipient after transmission to confirm reception.

● Since the privacy of transmissions through the Internet or an intranet is limited, we recommend sending important documents directly to the recipient through a common telephone line.

● Telephones on a LAN cannot be used.

● It may take some time for a transmission to be sent due to Internet/intranet traffic.

● Depending on the mail servers, it may not be possible to send documents with a large number of pages or a large amount of image data.

Functions that cannot use network applications

The following functions can be used with normal fax transmissions using a common telephone line, but cannot be used with network applications.

● Batch transmission

● Polling transmission

● Real-Time transmission

● Password transmission

● Remote copying

● Confidential box

● Bulletin board registration

● On-hook

● Remote retrieval of bulletin board

✎ **. . .**

Note
Password transmission and remote copying can be specified in the operation, but they will not function.

The following functions can be used with network applications.

- Image quality specification
- Density specification
- Non-reduction mode
- Scan area specification
- 2in1
- 2-sided transmission
- TX marker stamp (optional)
- TSI
- Destination insert
- Forward the received facsimile ducuments (Document Management)
- Priority transmission
- Timer transmission
- Rotation transmission

1.3 Check for Enclosed Accessories

Check that all of the following are included.

If anything is missing or damaged, contact your service representative.

Network Scan Kit (SU-2)

● CD-ROM containing electronic manuals
This CD-ROM contains the Scanner Mode User Manual and the PageScope Light User Manual.

Internet Fax & Network Scan Kit (SU-3)

● CD-ROM containing electronic manuals
This CD-ROM contains the Scanner Mode User Manual and the PageScope Light User Manual.

● Utility Disk (CD-ROM)
The Utility Disk contains the utilities (e.g., IP Scanner and Network FAX) and the Network FAX User Manual.

✎ **. . .**

Tip
In order to use the scanning operations, the Network Interface Card (NC-4) and the Network Scan Kit (SU-2) or the Internet Fax & Network Scan Kit (SU-3) must be installed.

✎ **. . .**

Note
The LAN cable (cable for Fast Ethernet 100BASE-TX) is not included.

⚠

CAUTION

Only use the CD-ROM in a player that is CD-ROM-compatible.
→ If a player not compatible with the CD-ROM format is used, your ears or speakers may be damaged by the loud noise produced.

2 Overview

Paper documents can easily be converted to electronic data and used, for example, with electronic filing. Scanned image data (scan data) can be sent to other computers through a network as either a TIFF file or a PDF file.

The scanned image can be sent using any of the following methods. Choose the appropriate method according on the network environment and purpose.

2.1 Scan to E-mail

● Scan data is attached to an e-mail message as a TIFF or PDF file, then sent to a computer through an intranet or the Internet.

● A network environment that includes a mail server is required.
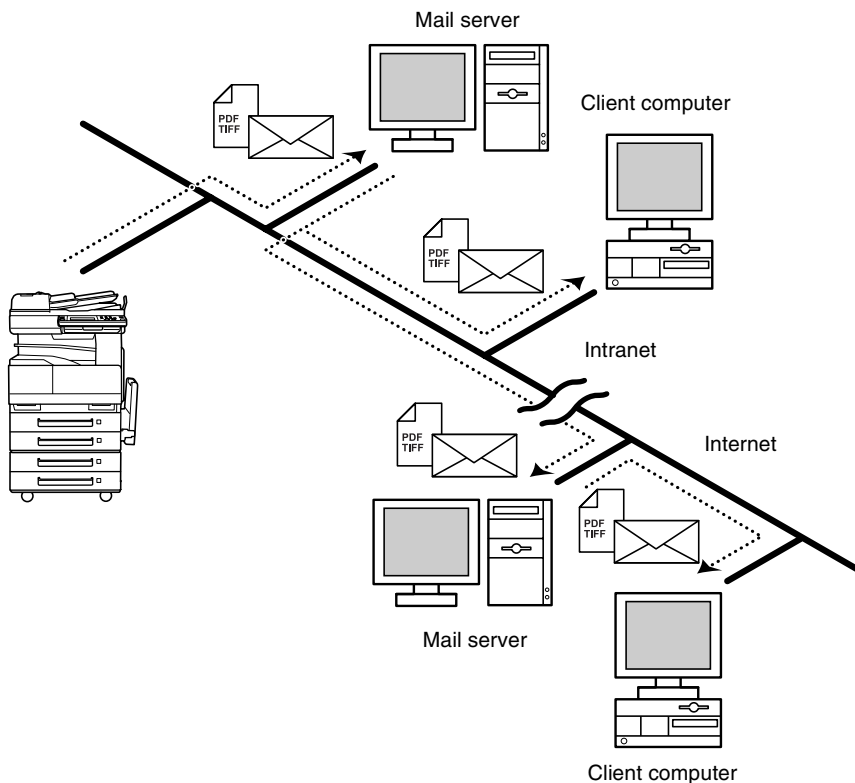
2.2   Scan to Server (FTP)

● Scan data can be uploaded as TIFF or PDF files to a specified directory on an FTP server.

● A network environment that includes an FTP server is required.

● An FTP server on the Internet can be accessed through a proxy server.

● A maximum of five FTP server can be registered, and a maximum of five directories can be set up on each FTP server.
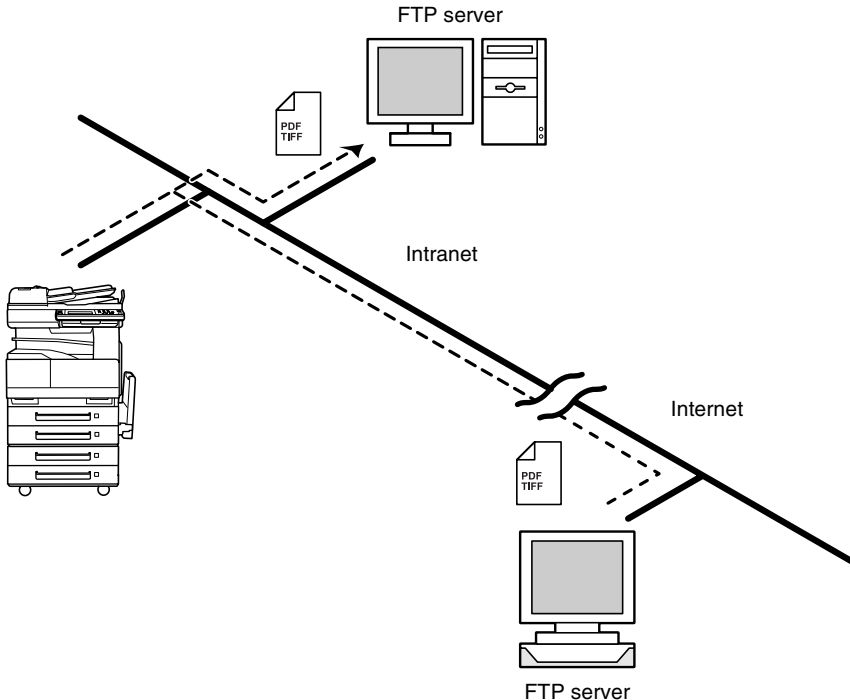
FTP server

PDF
TIFF

Intranet

Internet

PDF
TIFF

FTP server

● With the "URL Report" function, a notification of the URL where the scan data is saved can be sent by e-mail. (If the "URL Report" function is used, a mail server is required.)

FTP server

FTP server

Internet

Client computer

Intranet

Internet

Mail server
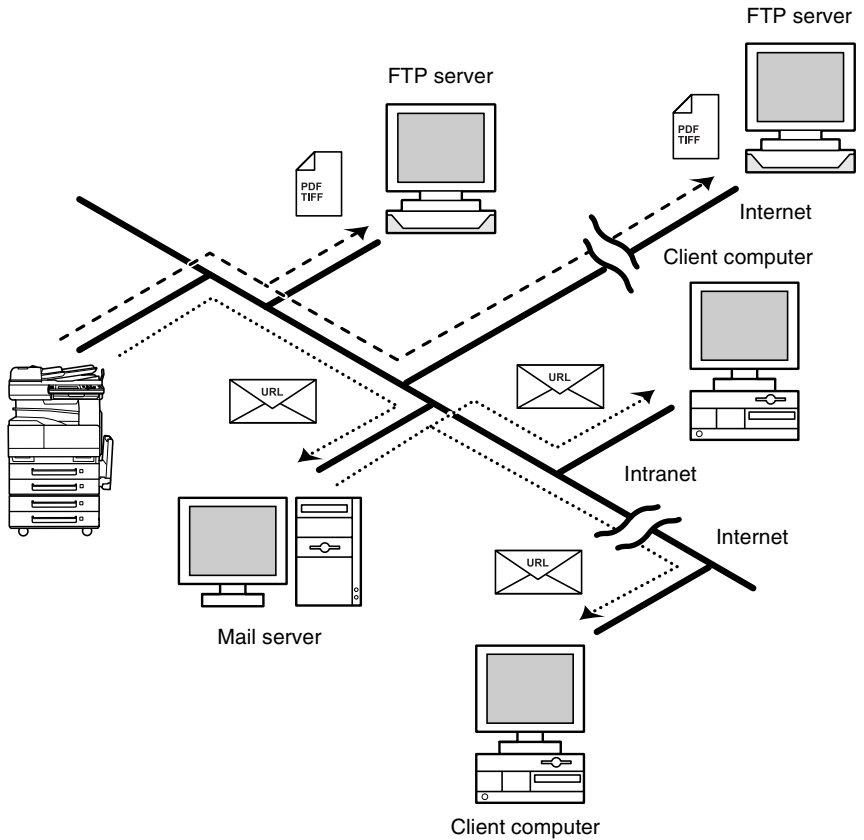
Client computer

2.3   Scan to PC (FTP)

- Scan data can be sent as TIFF or PDF files to client computers using FTP.

- The FTP server application must be running on the client computers.

- The forwarding destination on the client computer is the root folder specified with the FTP server application. This setting cannot be specified from the copier's control panel or from PageScope Light.

Scanner Mode
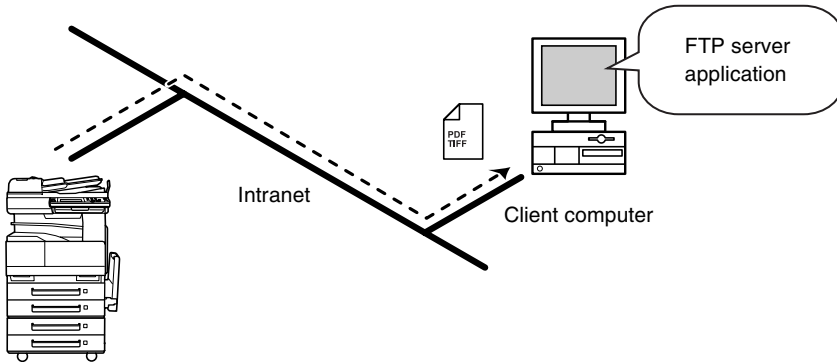
2.4 Scan to HDD

● Scan data is saved on the copier's hard disk as TIFF or PDF files. The saved files can be retrieved with PageScope Light.

● With the "URL Report" function, a notification of the URL where the scan data is saved can be sent by e-mail. (If the "URL Report" function is used, a mail server is required.)
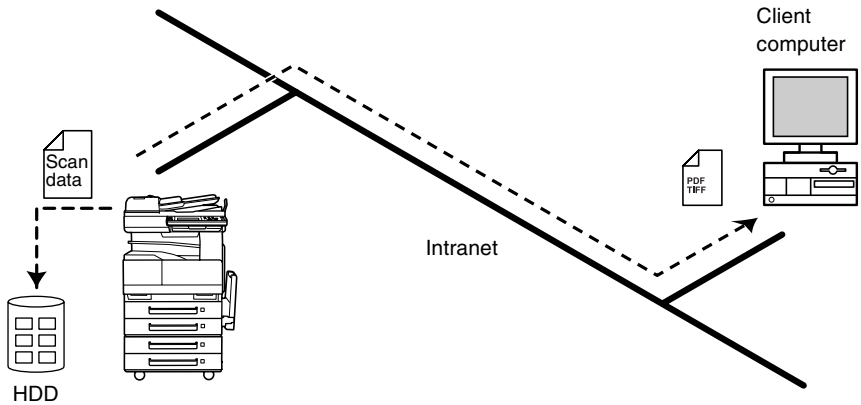
2.5   Internet Faxing

●   As opposed to a normal fax, which transmits through telephone lines, Internet fax sends and receives fax images through the Internet. Internet fax uses the Internet electronic mail (e-mail) setup to send and receive fax images. Image data scanned at an Internet fax terminal is attached to an e-mail message as a TIFF-F file, then sent to the recipient's Internet fax terminal. The file attached to the received e-mail message is printed by the Internet fax terminal on the receiving end.
In addition, since e-mail is used, the fax can be sent to an individual e-mail address, not just an Internet fax terminal. In this case, the fax image arrives at the receiving end as an attachment to an e-mail message received with the usual mail client software.
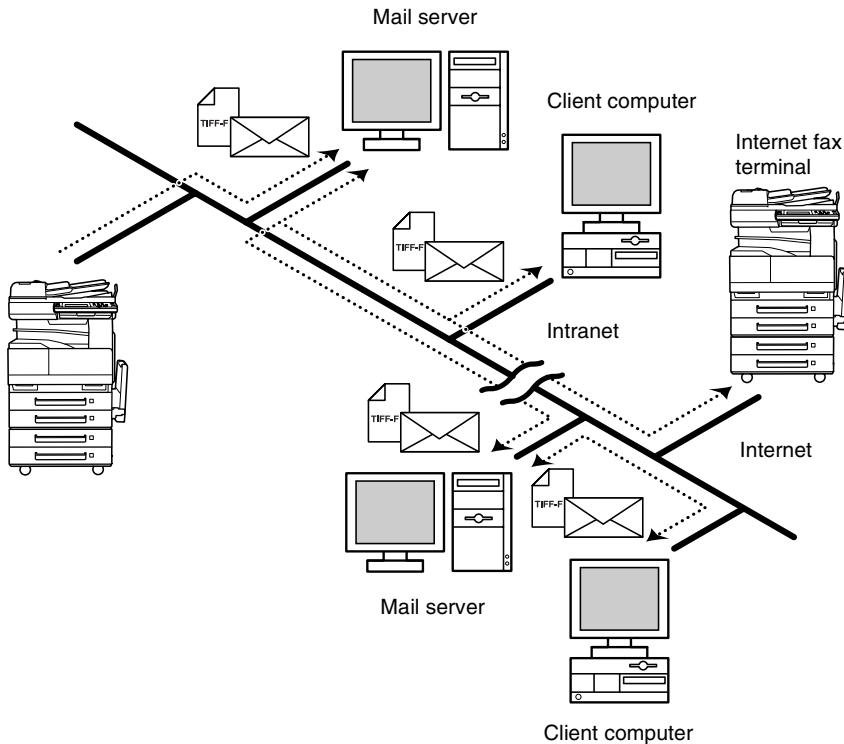
2.6 IP Address FAX (LAN-FAX)

● Scan data is sent to a copier of the same type (Internet fax) through the Internet, without passing though a mail server.

Internet fax terminal
(Same type of unit
as copier)

Intranet
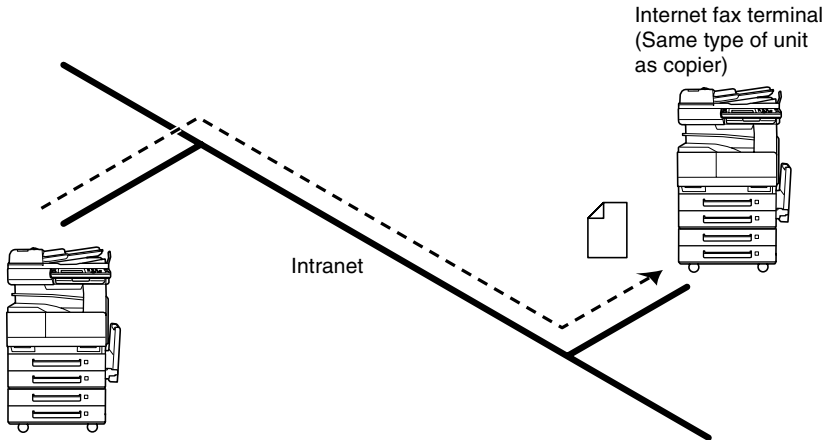
1 Program a one-touch key with the IP address or the host name of the recipient.

2 Use the one-touch key to specify the recipient, and then specify the settings for sending the data (IP address fax transmission).

3 The recipient receives the fax image (IP address fax reception).

2.7   Scan to PC (SMTP)

● Scan data can be sent as TIFF or PDF files to client computers using SMTP.

● From the client computer, the enclosed IP Scanner application must be used to first specify the folder where data is saved. In addition, the IP Scanner application can be set to save the data in a folder that was created using the name of the one-touch key.

● In order to receive the data at a client computer and save it as an image file, the enclosed utilities IP Scanner and Image Receiver are required.

● If there is a DHCP server on the network, this function may not operate correctly since IP addresses are automatically distributed to each computer. In this case, specify a fixed IP address for the computer or use IP Scanner.

Client computer

Intranet
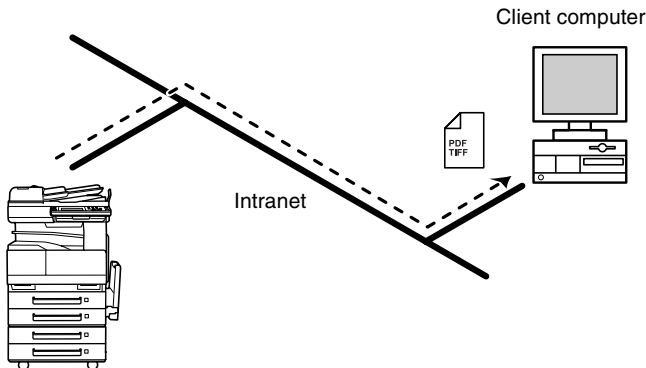
1 Program a one-touch key with the IP address of the computer receiving the data.

2 Using the same procedure for sending e-mail messages, specify that the data is to be sent to a computer.

3 The sent scan data is received by the recipient computer.

4 The IP Scanner application converts the data to a TIFF or PDF file, then saves the file in the specified folder.

2.8 IP Scanner

● Scan data is sent to a client computer, where it is saved in a folder that is created using the name of the scanner button.

● After programming a button (Scan data destination and scan settings) from the client computer when scanning, a paper document can easily be saved as an electronic file with just the touch of a button in the copier's touch panel.
In order to receive the data at a client computer and save it as an image file, the enclosed utilities IP Scanner and Image Receiver are required.

● This function can be used in a network without a LAN if a crossover cable is used to connect the copier to a client computer. (Network settings are required.)
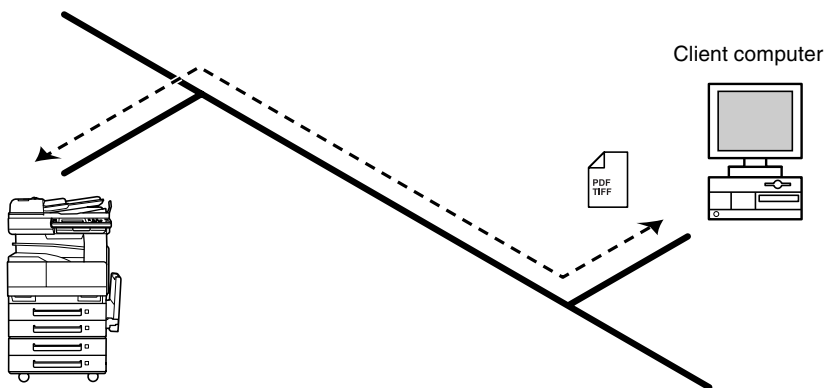
Client computer

1 From the computer, program a button (recipient of the scan data).

2 Touch the programmed button to send the scan image.

3 The sent scan image is received by the recipient computer.

4 The IP Scanner application converts the data to a TIFF or PDF file, then saves the file in the specified folder.

2.9 Document Forwording/Archive Distribution

- ● Image data received from a fax machine on a common telephone line can be sent directly to a computer or attached to an e-mail message. In order to transmit the fax document by e-mail, a network environment that includes a mail server is required.

- ● The fax document can be be received at your own computer.

- ● Received fax documents can be classified as "F-Code", "Port" or "Public Document", and the distribution destinations for each type of document can be specified.
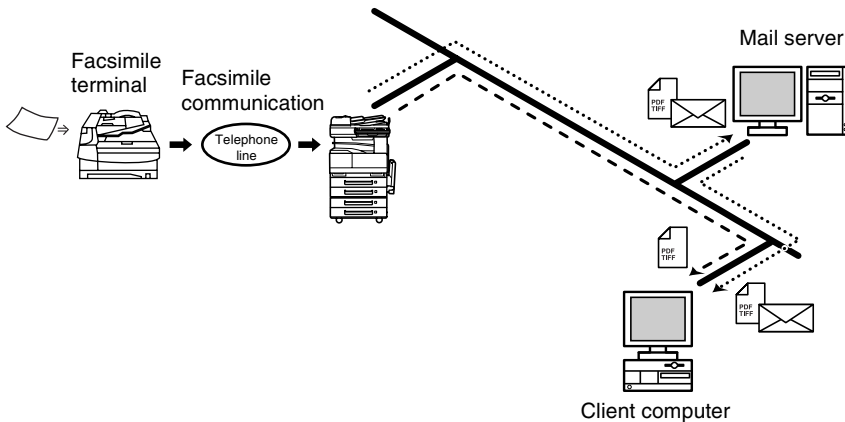
1 From the copier, select a Doc. Manage setting to classify the fax image.

2 The fax image is sent to the computer specified as the recipient.

3 The fax image is received by the recipient computer as an image file.

2.10   Network Fax Transmission

● To use Network Fax transmission, "Network FAX" is required, one of the attached utilities. Be sure to confirm the network environment, then perform the network setting and the setup of Network FAX.

● A document created in an application, such as word-processing software, can be faxed by specifying the telephone (fax) number of the recipient, without first printing the document.
In addition, the result of the fax transmission can be checked from the computer.

● An e-mail address or a telephone (fax) number can be specified for the recipient.

● In order to perform direct faxing operations using a mail server, the DNS settings must be specified.
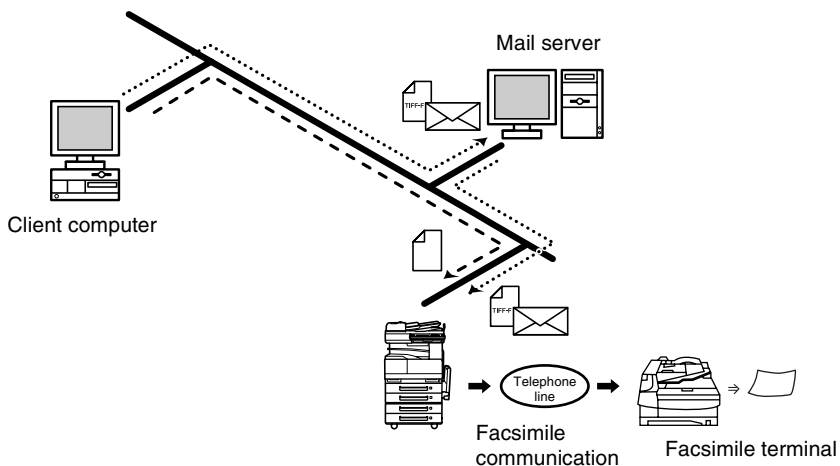
1 Specify the fax number of the destination (specify the recipient after specifying printing from the application).

2 The image data is transmitted from the client computer or mail server.

3 The data received by the computer is sent to the specified fax number.

2.11 Environments for Transmitting Scan Data

The following types of environments are required in order to send scan data.

✎ **. . .**

Tip

In order to use the scanning operations, the Network Interface Card (NC-4) and the Network Scan Kit (SU-2) or the Internet Fax & Network Scan Kit (SU-3) must be installed.

All scanning operations can only be used in a TCP/IP network.

Required environment

<Operations that can be performed if the Network Scan Kit is installed>

	Scan to E-mail	Scan to Server(FTP)	Scan to PC(FTP)	Scan to HDD
Required options	-	-	-	Hard Disk Drive Kit
Required environment for image data transmission	Mail server	FTP server	FTP client computer (FTP server application)	-
Required environment for image data importing	Mail client computer	FTP client computer	FTP client computer (FTP server application)	Web browser

<Operations that can be performed if the Internet Fax & Network Scan Kit is installed>

In addition to the operations that can be performed when the Network Scan Kit is installed (refer to the above table), the following operations are available.

	Scan to PC (SMTP)	Internet Faxing	IP Address Faxing	IP Scanner	Distribution of Fax Documents	Network FAX
Required options	-	-	-	-	Only with the Di2010f[1], Di2510f, Di3010f or Di3510f	Only with the Di2010f[1], Di2510f, Di3010f or Di3510f
Required environment for image data transmission	IP Scanner and Image Receiver utilities	Mail server	The recipient must be the same type of unit as the copier.	IP Scanner and Image Receiver utilities	Environment required for the scan function selected as the distribution method	Network FAX (EX Lite) utility
Required environment for image data importing	IP Scanner and Image Receiver utilities	Internet fax terminal	The recipient must be the same type of unit as the copier.	IP Scanner and Image Receiver utilities		-

*   1: Di2010 and Di2010f are sold only in the U.S.A. and Canada.

3 Preparation

3.1 LAN Connection

This copier can transmit with the TCP/IP protocol on a LAN. Therefore, the LAN cable must be connected.

Connect to the LAN by using a LAN cable (cable for Fast Ethernet 100BASE-TX).

Connecting the LAN cable

Insert one plug on the LAN cable into the connector (marked LAN) at the back of the machine, and then insert the other plug into the hub.

✎ **. . .**

Tip
The connector is at the back of the machine.

The LAN cable should be a cable for Fast Ethernet 100BASE-TX (Category 5).

The LAN cable is not included as an accessory.

Connector for LAN cable

USB printer connector (optional)
• For more details, refer to the manual for the Pi3505e printer controller.

LED indicator

Power cord connector
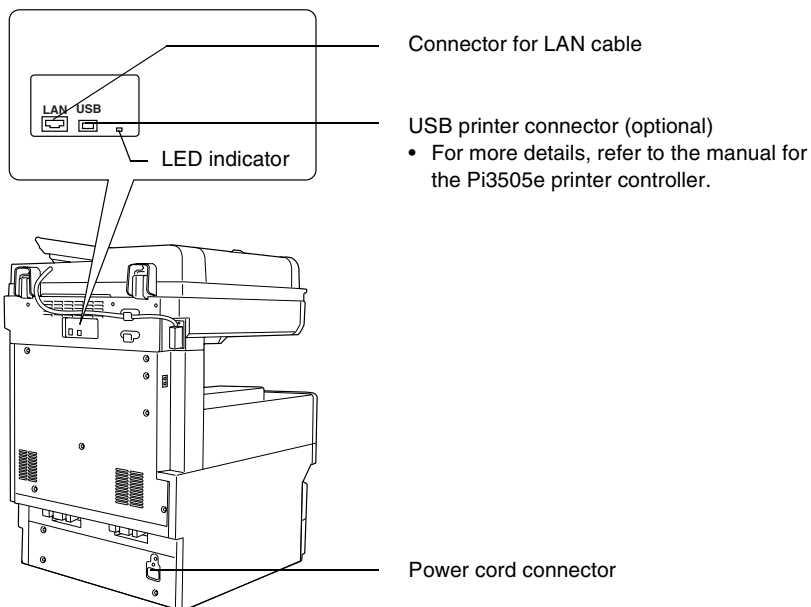
LED indicators

LED Color	Condition	Meaning
Green	Lit	The LAN is connected correctly.
	Off	The copier has not been turned on. The LAN is not connected correctly.
	Flashing	Data is being sent or received.
Red	Lit	Operating at 100 Mbps
	Off	Operating at 10 Mbps

3.2   Network Settings

The available network operations are limited according to the connected LAN environment. Specify the network settings according to the environment and functions to be used.

The network settings can be specified from the copier's control panel or from Administrator mode of PageScope Light. The procedure for specifying the network settings from the copier's control panel is described below.

For details on specifying PageScope Light settings, refer to the PageScope Light User Manual.

3.2.1   List of Network Settings

●: Required; ○: Available
▲: Necessary depending on environment; -: Unnecessary

Operation / Parameter	Scan to E-mail	Scan to Server(FTP)	Scan to PC(FTP)	Scan to PC (SMTP)	Scan to HDD	IP Scanner	Internet Faxing	IP Address Faxing	Distribution of Fax Documents (fax reception)	Network FAX
Basic Settings screen										
DHCP	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲
IP Address	●	●	●	●	●	●	●	●	●	●
Subnet Mask	●	●	●	●	●	●	●	●	●	●
Gateway	●	●	●	●	●	●	●	●	●	●
Self-domain Name	-	-	-	-	-	-	-	○	-	○
Network Board Settings	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲
DNS Settings screen										
DNS Setting	▲	▲	▲	▲	▲	-	▲	▲	▲	-
Host Name	▲	▲	▲	▲	▲	-	▲	▲	▲	-
Domain Name	▲	▲	▲	▲	▲	-	▲	▲	▲	-
DNS Server Address	▲	▲	▲	▲	▲	-	▲	▲	▲	-

Operation / Parameter	Scan to E-mail	Scan to Server(FTP)	Scan to PC(FTP)	Scan to PC (SMTP)	Scan to HDD	IP Scanner	Internet Faxing	IP Address Faxing	Distribution of Fax Documents (fax reception)	Network FAX
Equipment Name										
Equipment Name	○	○	○	-	○	-	○	-	○	-
SMTP Settings screen										
SMTP Server Address	●	▲*1	-	-	▲*1	-	●	-	●	-
Port Number	●	▲*1	-	-	▲*1	-	●	-	●	-
E-mail Address	●	▲*1	-	-	▲*1	-	●	-	●	-
POP3 Settings screen										
POP3 Server Address	-	-	-	-	-	-	●	-	-	-
Port Number	-	-	-	-	-	-	●	-	-	-
POP3 User Name	-	-	-	-	-	-	●	-	-	-
POP3 Password	-	-	-	-	-	-	●	-	-	-
Auto-RX Check	-	-	-	-	-	-	●	-	-	-
Mail/Scan Settings screen										
E-mail Mode	-	-	-	-	-	-	○	○	○	-
Scan Mode	○	○	○	○	○	-	-	-	-	-
Scanner Settings screen										
Activity Report	-	-	-	-	-	-	○	-	-	-
RX Doc. Header Print	-	-	-	-	-	-	○	-	-	-
TX Doc. Text Insert	○	-	-	-	-	-	○	-	○	-
Gateway Send	-	-	-	-	-	-	-	-	-	●
Subject Registration	○	-	-	-	-	-	○	-	-	-

Operation \ Parameter	Scan to E-mail	Scan to Server(FTP)	Scan to PC(FTP)	Scan to PC (SMTP)	Scan to HDD	IP Scanner	Internet Faxing	IP Address Faxing	Distribution of Fax Documents (fax reception)	Network FAX
Devide Setting	○	-	-	-	-	-	○	-	-	-
File Destination Memory Input										
File Destination Memory Input	-	●	-	-	-	-	-	-	-	-
Ping										
This function is used to check if the network connection (LAN connection) is correctly connected. *The ping can be sent with an SMTP server or POP3 server specified. In addition, a ping can be sent with any IP address specified.										
Frame Type Setting										
When connecting to the NetWare server and using the PC print function, specify the frame type.										
Administrator mode in PageScope Light: [Network]>[FTP Server]>[FTP Configuration]										
Proxy server address	-	▲	-	-	-	-	-	-	-	-
Proxy port number	-	▲	-	-	-	-	-	-	-	-
FTP Connection Timeout	-	▲	-	-	-	-	-	-	-	-

*   1: If the "URL Report" function is used, the e-mail transmission (SMTP) settings must be specified. (Refer to page 3-11.)

Copier domain name and registering with a DNS server

In order to perform Network Fax transmissions through a mail server, this copier must be registered with a DNS server as a mail server.

<Sample settings>

E-mail domain name	xyz.co.jp
Copier IP address	192.168.100.200
Copier's self-registered domain name	abcde.xyz.co.jp
DNS server setting for xyz.co.jp	abcde.xyz.co.jp MX192.168.100.200

If the settings are specified as shown in the above example, e-mail addressed to "abcde.xyz.co.jp" will be received by this copier.

3.2.2   Specifying Network Settings

✎ **. . .**

Note
Before specifying network settings, check with the network
administrator for the necessary information.

Displaying the Network Settings screen

1 Press the [Utility] key on the copier control panel.

2 Touch [Admin.
    Management].

```
Utility                          Exit

User Set    Meter      Copy
            Count      Job Recall

User        Admin.     Reports
Management  Management

                             Memory 100%
                             Free
```
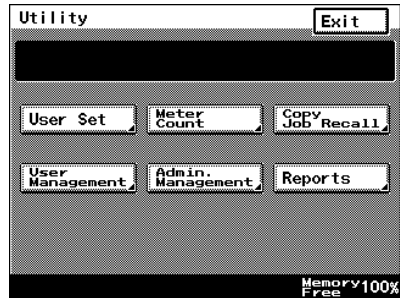
3 Use the keypad to type in
    the administrator access
    code, and then touch
    [Enter].

```
Utility

Enter the number(Max.8 digits).

Administrator Code  Cancel   Enter



          _

                             Memory 100%
                             Free
```

4 Touch [Admin. 2].

```
Utility



Administrator Management    Enter



        Admin.1    Admin.2



                             Memory 100%
                             Free
```

5 Touch [Network Set].

```
Utility

  Administrator Management 2    Enter

  Network Set  Print Set   Soft SW Set
  Job Delete   Server(RD)

                           Memory 100%
                           Free
```
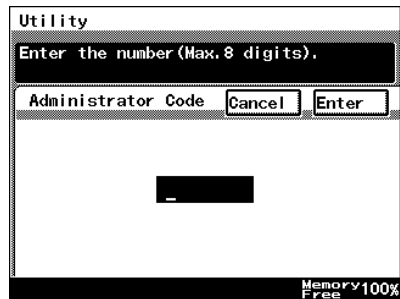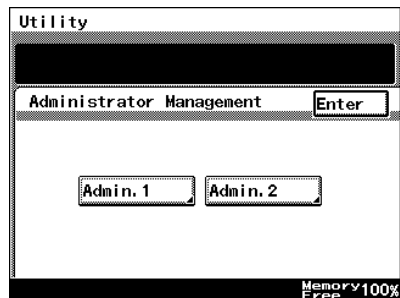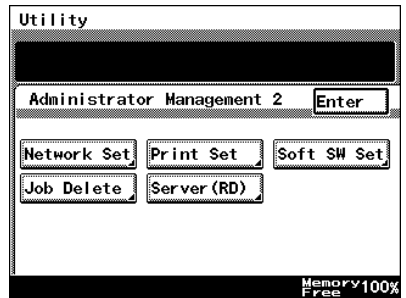
6 Specify the necessary settings for the parameters in the screen that appeared.

❍ For details on specifying settings for the various parameters, refer to the following pages.
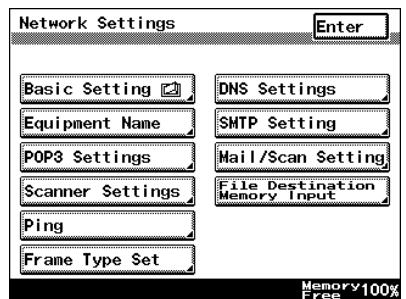
```
Network Settings           Enter

  Basic Setting 🖾    DNS Settings
  Equipment Name      SMTP Setting
  POP3 Settings       Mail/Scan Setting
  Scanner Settings    File Destination
                      Memory Input
  Ping
  Frame Type Set
                           Memory 100%
                           Free
```

7 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

✎ **. . .**
Note
After changing the setting of a parameter marked with 🖾, the copier must be turned off, then on again.

✎ **. . .**
Note
The list of the settings specified for each function can be printed.

For details on printing the list of settings, refer to "Checking the Settings For Each Function (Settings List)" on page 14-15.

Basic Settings screen

The following parameters can be set from the Basic Settings screen.

```
Basic Settings        Cancel   Enter

DHCP                   IP Input

IP Address              .   .   .

Subnet Mask             .   .   .

Gateway                 .   .   .

Self-domain Name

Network Board Set

                       Memory 100%
                       Free
```

Parameter	Description
DHCP	Specify whether to automatically retrieve the IP address from the DHCP server or to specify a fixed IP address.
IP Address	Type in the IP address of this unit. *Type in the IP address only if the "DHCP" parameter is set to "IP Input".
Subnet Mask	Type in the subnet mask of the connected network. *Type in the subnet mask only if the "DHCP" parameter is set to "IP Input".
Gateway	Type in the default gateway address of the connected network. *Type in the default gateway address only if the "DHCP" parameter is set to "IP Input".
Self-domain Name	Type in the domain name of this unit. This setting is required in order to perform direct fax transmissions through a mail server.

Parameter	Description
Network Board Set	Specify the network board transmission speed (Auto/100 Mbps/10 Mbps) and duplex mode (Half Duplex/Full Duplex). *The "Network Board Speed" parameter is normally set to "Auto". This automatically selects the transmission speed through auto negociation. The "Duplex" parameter is only available if the "Network Board Speed" parameter is set to "100M" or "10M".

1 In the Network Settings screen, touch [Basic Settings].

2 Specify the necessary settings for the parameters in the page that appeared.

3 Touch [Enter].

DNS Settings screen

The following parameters can be set from the DNS Settings screen.

Parameter	Description
DNS Setting	Specify whether or not the DNS (Domain Name System) function is used.
Host Name	Type in the host name for the DNS server. *Type in the server address only if the "DNS Setting" parameter is set to "Yes".

Parameter	Description
Domain Name	Type in the domain name for the DNS server. *Type in the server address only if the "DNS Setting" parameter is set to "Yes".
DNS Server Address	Type in the IP address of the DNS server. A maximum of three DNS server addresses can be specified. *Type in the server address only if the "DNS Setting" parameter is set to "Yes".

1 In the Network Settings screen, touch [DNS Settings].

2 Specify the necessary settings for the parameters in the page that appeared.

3 Touch [Enter].

Specifying the device name

The Equipment Name is used as a part of the file name with Scan to E-mail transmissions, Scan to Server transmissions, Scan to PC transmissions, Scan to HDD transmissions and Internet fax transmissions. In addition, it is used as a part of the subject with Internet fax transmissions and Scan to E-mail transmissions.

1 In the Network Settings screen, touch [Equipment Name].

2 Type the name of the device (16 characters or less), and then touch [Enter].
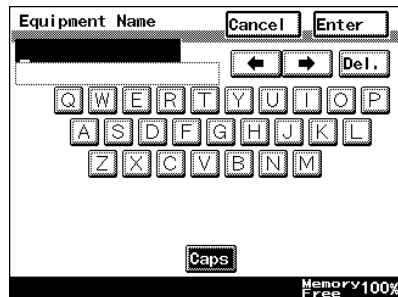
SMTP Settings screen

<Scan to E-mail settings and settings for sending Internet faxes (These settings are also used for the e-mail notifications of the Scan to FTP and Scan to HDD operations.)>

The following parameters can be set from the SMTP Settings screen.

Parameter	Description
SMTP Server Address	Type in the IP address or host name for the SMTP server. *Both the host name and the IP address can be typed in if the "DNS Setting" parameter is set to "Yes". If "No" is selected, only the IP address can be typed in. If necessary, change the port number of the SMTP server.
E-mail Address	Type in the e-mail address of this unit.

1 In the Network Settings screen, touch [SMTP Settings].

2 Specify the necessary settings for the parameters in the page that appeared.

3 Touch [Enter].

POP3 Settings screen

<Reception settings for Internet faxing>

The following parameters can be set from the POP3 Settings screen.

```
POP3 Settings                    Enter

  POP3 Server Address      .    .    .
  POP3 User Name
  POP3 Password
  Auto-RX Check            Check OFF


                               Memory
                               Free  100%
```

Parameter	Description
POP3 Server Address	Type in the IP address or host name for the POP3 server. *Both the host name and the IP address can be typed in if the "DNS Setting" parameter is set to "Yes". If "No" is selected, only the IP address can be typed in. If necessary, change the port number of the POP3 server.
POP3 User Name	Type in the login name (account name) for the POP3 server.
POP3 Password	Type in the password for logging into the POP3 server.
Auto-RX Check	Specify the interval for connecting to the POP3 server and checking for e-mail (Internet faxes).

1 In the Network Settings screen, touch [POP3 Settings].

2 Specify the necessary settings for the parameters in the page that appeared.

3 Touch [Enter].

Mail/Scan Setting (E-mail Mode) screen

Specify the maximum size of data that can be transmitted, the maximum transmission resolution and the coding method that is given priority with Internet faxing and IP address fax transmissions. The transmission size specified here is the default transmission size when new one-touch keys are registered.

With Internet faxing, the fax may be sent using a transmission size, transmission resolution or coding method that is not supported by the receiving device, or it may not be possible for the recipient to view the received data. During transmission, the maximum values for the receiving device must be entered in the E-mail Mode screen. If the maximum values are correctly specified, the data is sent with the maximum settings previously specified, even if settings that are not supported by the receiving device are specified during transmission.

The following parameters can be set from the Mail/Scan Setting (E-mail Mode) screen.

```
Utility
Select E-mail Mode.

E-mail Mode                    Enter

TX Size (Max.)        11x17
TX Quality (Max.)     600dpi
Coding Method         MH

                        Memory 100%
                        Free
```

Parameter	Description
TX Size (Max.)	Select the maximum document size for transmission. Inch Area: Letter/Legal, 11 × 17 Metric Area: A4, B4, A3
TX Quality (Max.)	Select the maximum transmission resolution. 200/400/600dpi
Coding Method	Select the coding method for scan data that is to be transmitted. MH/MR/MMR

1   In the Network Settings screen, touch [Mail/Scan Setting].

2   Touch [E-mail Mode].
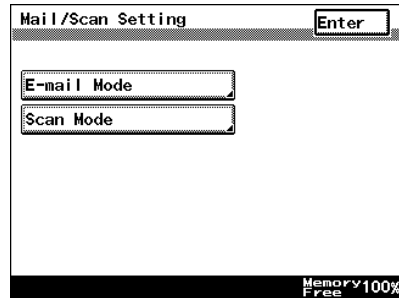
```
┌─────────────────────────────────────┐
│ Mail/Scan Setting          │Enter │  │
│ ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ │
│                                      │
│  ┌────────────────────────────┐     │
│  │ E-mail Mode              ┘ │     │
│  ├────────────────────────────┤     │
│  │ Scan Mode                ┘ │     │
│  └────────────────────────────┘     │
│                                      │
│                                      │
│                         Memory 100%  │
│                         Free         │
└─────────────────────────────────────┘
```

3   Specify the necessary settings for the parameters in the page that
    appeared.

4   Touch [Enter].

Mail/Scan Setting (Scan Mode) screen

Specify the file format and coding method that is given priority with Scan
to E-mail, Scan to Server, Scan to PC (FTP), Scan to PC (SMTP) or Scan
to HDD transmissions.

The file format specified here is the default file format when new one-
touch keys are registered.

```
┌───────────────────────────────────────┐
│ Utility                                │
│ ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ │
│ Set the default for Scan-to-PC.        │
│                                        │
│ Scan Mode         │Cancel││Enter │     │
│ ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ │
│  File Format │ Coding Method           │
│  ┌────────┐  │                         │
│  │  TIFF  │  │                         │
│  ├────────┤  ┌────────┐  ┌──────────┐  │
│  │  PDF   │  │   HH   │  │   MMR    │  │
│  └────────┘  └────────┘  └──────────┘  │
│                                        │
│                         Memory 100%    │
│                         Free           │
└───────────────────────────────────────┘
```
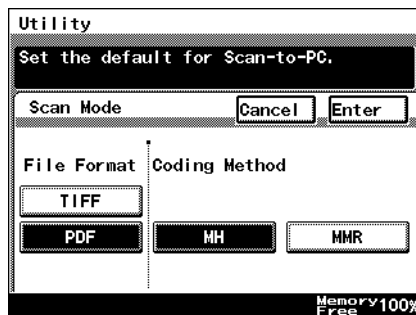
Parameter	Description
File Type	Select the file format for scan data that is to be transmitted. TIFF/PDF

Parameter	Description
Coding Method	Select the coding method for scan data that is to be transmitted. MH/MMR

1 In the Network Settings screen, touch [Mail/Scan Setting].

2 Touch [Scan Mode].
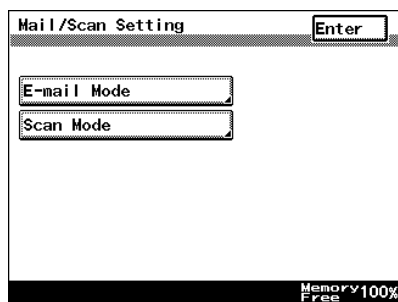
```
Mail/Scan Setting                    Enter

     E-mail Mode
     Scan Mode

                              Memory 100%
                              Free
```

3 Specify the necessary settings for the parameters in the page that appeared.

4 Touch [Enter].

Scanner Settings screen

The following parameters can be set from the Scanner Settings screen.

```
Scanner Settings                    Enter

Activity Report          OFF
RX Doc. Header Print     OFF
E-mail Header Text       OFF
Gateway TX               No
Subject Registration
Divide Settings
                                    Memory
                                    Free  100%
```

Parameter	Description
Activity Report	Select whether ("ON") or not ("OFF") to send a notification of the result for the reception of the Internet fax. (Full mode) For details, refer to *"Specifies Settings Concerning Full Mode Functions With Internet Faxing (Mode 373)" on page 13-56*.
RX Doc. Header Print	Select whether ("ON") or not ("OFF") to print the e-mail header information when printing received Internet fax documents.
E-mail Header Text	Select whether or not to insert text explaining that a file is attached with Internet faxing and Scan to E-mail transmissions. With a Scan to E-mail transmission, the fixed text is inserted even if "OFF" was selected. Fixed Text/Custom Text/OFF *If "Custom Text" is selected, previously registered text is inserted. Register text from PageScope Light. (Refer to *"Registering text" on page 8-39*.) *Touch [Text Check] to check the registered custom text.

Parameter	Description
Gateway TX	Select whether ("Yes") or not ("No") to perform the direct fax transmission operation. If "YES" is selected on a machine installed with the multi port, the screen for selecting the transmission mode for a gateway transmission appears. Select the transmission mode to be used with direct fax transmissions.
Subject Registration	Specify subject text for Internet fax and Scan to E-mail transmissions. (A maximum of four can be registered.)
Devide Settings	Select whether ("Yes") or not ("No") the file is divided and sent in separate sections with Internet fax and Scan to E-mail transmissions. Page Division/Size Division/Divide Size *With Internet fax transmissions, the document can be divided into its separate pages and sent (Page Division). With Scan to E-mail transmissions, the document can be divided into its separate pages (Page Division) or divided into sections of a specified size (Size Division). The recipient's e-mail application may not be able to handle documents sent using the "Size Division" settings.

1 In the Network Settings screen, touch [Scanner Settings].

2 Specify the necessary settings for the parameters in the page that appeared.

3 Touch [Enter].

Registering an FTP site

<The following settings must be specified in order for the Scan to Server (FTP) operation to be performed.>

1   In the Network Settings screen, touch [File Destination Memory Input].

2   Touch [Input], and then touch ⬆ where an FTP site has not yet been registered.

    ○ A maximum of five FTP servers can be registered, and a maximum of five directories can be set up on each FTP server.

✎ **. . .**
    Tip
    Touch [Check] to check or change the settings for a registered FTP site or touch [Delete] to delete a registered FTP site, and then touch the button for the FTP site.
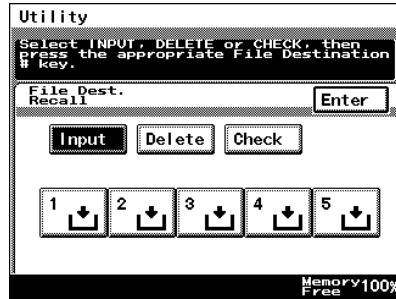
3   Type in the name of the FTP server, and then touch [Next].
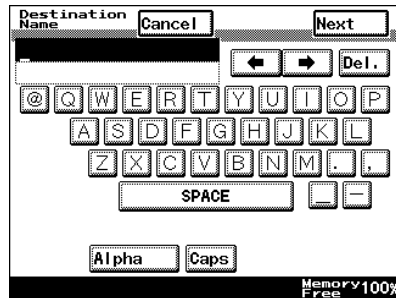
4 Type in the address of the
FTP server, and then touch
[Next].

```
Utility
Input the FTP Server Address using the
10-key Pad.
FTP Server          Cancel   Prev.    Next
Address

              192.168.0  .100

               ←   →   Delete

                                  Memory 100%
                                  Free
```
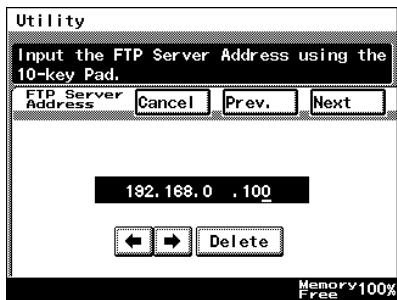
5 Select whether or not a
proxy is used, and then
touch [Next].

```
Utility
Indicate whether or not a Proxy
Server will be used (ON=Yes, OFF=No).
Use Proxy   Cancel   Prev.    Next

  ON            OFF

                                  Memory 100%
                                  Free
```
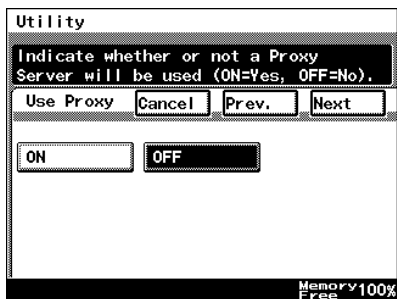
6 Type in the port number of
the FTP server, and then
touch [Next].

```
Utility
Input the FTP Port No. if Proxy Server
is not used.
FTP         Cancel   Prev.    Next
Port No.

     21
1~65535

                                  Memory 100%
                                  Free
```
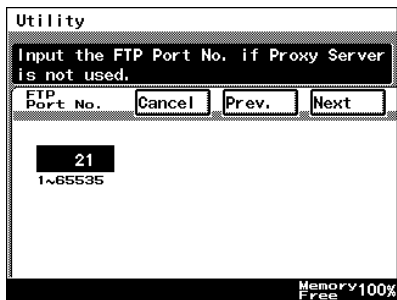
7 Select whether the FTP server is public or private (whether or not there is a server link), and then touch [Next].

❍ If "Private Site" was selected, type in the user name and the password.
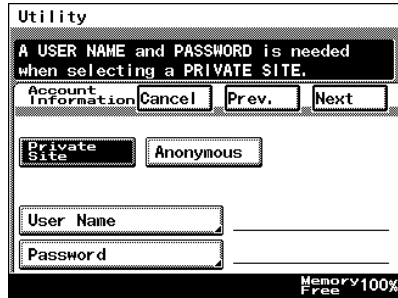
8 The "Directory Memory Input" screen appears. Touch [Input], and then touch ✦ where a directory has not yet been registered.
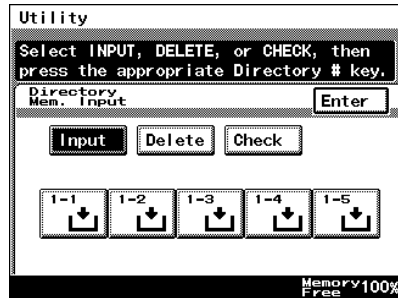
9 Type in the name of the directory, and then touch [Enter].

✎ **. . .**

Tip
By typing in "." (period), the root directory can be specified.
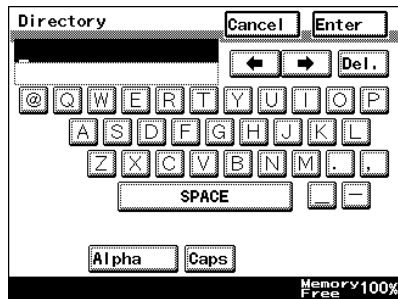
10 Check the name of the directory, and then touch [Enter].

```
Directory
Mem. Input                    Enter

 Directory            document




                              Memory 100%
                              Free
```

11 When specifying multiple directories (up to five), repeat steps 8 through 10.

12 Check the specified settings in the File Destination Memory Check screen, and then touch [Enter].

✎ . . .
   Note
   Enabling or disabling the Passive Mode is set from PageScope Light. Refer to page 3-56 of the PageScope Light User Manual.

```
File Destination Memory Check  Enter

 Destination Name      ftp1
 FTP Server Address    192.168.0 .100
 Use Proxy             OFF
 FTP Port No.          21
 Account
 Information           Private Site
 Directory
 Passive Mode          Disable
                              Memory 100%
                              Free
```

Specifying a proxy

<The following settings must be specified in order to connect to an FTP server through a proxy server. These settings can only be specified with PageScope Light.>

The following parameters can be set from the FTP Configuration page.
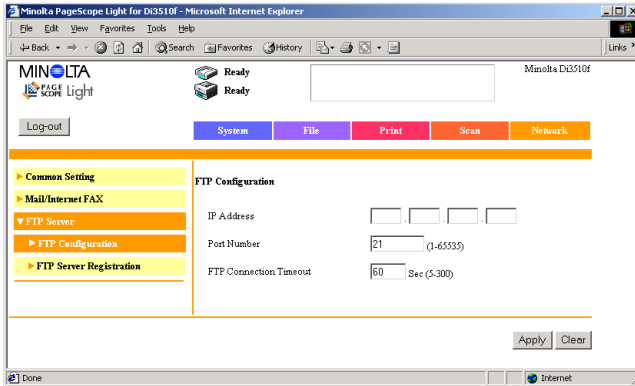
Parameter	Description
IP Address	Type in the IP address or host name for the proxy server. *The host name can only be typed in if the "DNS Setting" parameter is set to "Yes".
Port Number	Type in the port number of the proxy server.
FTP Connection Timeout	Specify the amount of time until the connection with the FTP server times out.

1 Start up PageScope Light.

○ Refer to *"Using PageScope Light" on page 3-25*.

2 Log into PageScope Light in Administrator mode.

3 Click [FTP Configuration] in the sub-menu that appeared after clicking [FTP Server] in the menu on the [Network] tab.

4 Specify the necessary settings for the parameters in the page that appeared.

5 Click the [Apply] button.

Scanner Mode

Frame Type Setting

1 In the Network Settings screen, touch [Frame Type Set].

2 Select the frame type
according to the Netware
environment that this copier
is connected to, and then
touch [Enter].

   ❍ Select a type from
   "Auto", "Ethernet-II",
   "802.2", "802.3" or
   "SNAP".
   These settings are
   available when this

   copier is connected to a Netware server and is used for PC print
   functions.

```
Utility

Frame Type          Cancel   Enter

Auto      Ethernet   802.2
          -II

802.3     SNAP

                    Memory 100%
                    Free
```
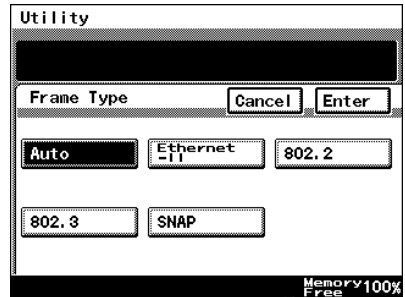
Ping

Use this feature to check if the network is correctly connected.

1 In the Network Settings screen, touch [Ping].

2 Select the recipient where
the ping is to be sent, and
then press the [Start] key.

   The message "Pinging"
   appears.

```
Utility
Select the address and press START.

Ping                        Enter

Self IP Address

SMTP Server Address      .   .   .

POP3 Server Address      .   .   .

Ping IP Address          .   .   .

                    Memory 100%
                    Free
```
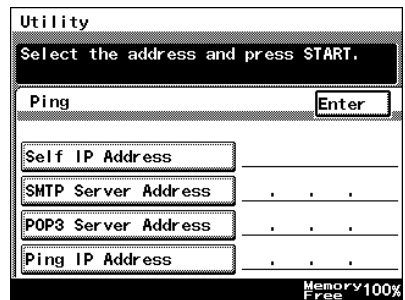
3   Check the displayed results, and then touch [Enter].
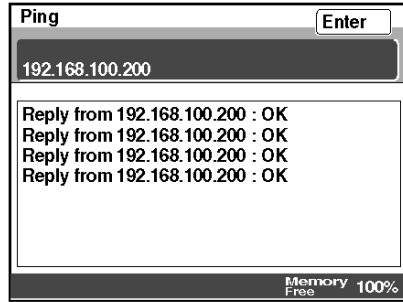
4   Touch [Enter].
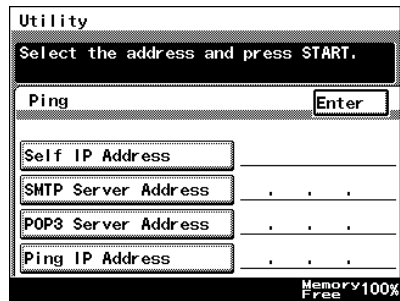
3.2.3 Using PageScope Light

PageScope Light is a utility for managing devices supported by the HTTP server integrated into the printer/scanner controller. Using a Web browser, PageScope Light can remotely control the printer/scanner controllers on the network.

Indexes and one-touch keys can be registered and network settings can be specified from PageScope Light.

Accessing PageScope Light

✎ **. . .**

Note
In order to use PageScope Light, the IP address must be set in advance. For details on setting the IP address, refer to page 3-8.

PageScope Light can be accessed through a Web browser.

1 Start up the Web browser.

2 In the Address bar, type the IP address of this copier in the format shown below, and then press the computer keyboard's [Enter] key.
`http://`controller_IP_address`/`
(Example) If the copier's IP address is 192.168.0.10:
`http://192.168.0.10/`

3 The initial page of PageScope Light appears.

Operation

PageScope Light is used in the same way that Internet Web pages are viewed. Click Web page links to display those pages, or click the [Back] (or [Forward]) button to display the previous (or next) page.

Logging in Administrator mode

By logging into PageScope Light in Administrator mode, printer/scanner controller settings can be specified or checked.

1 In the **Admin Password** box in the upper-left corner of the page, type the administrator password.

2 Click the [Log-in] button to log into the Administrator mode.
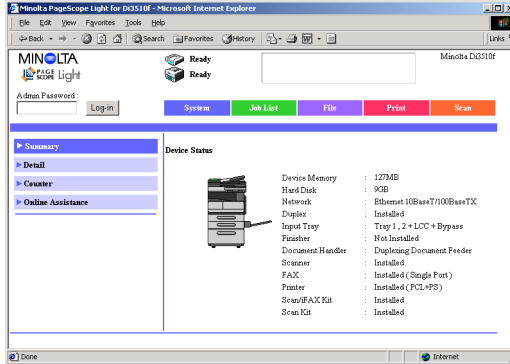
3 To log out, click the [Log-out] button.
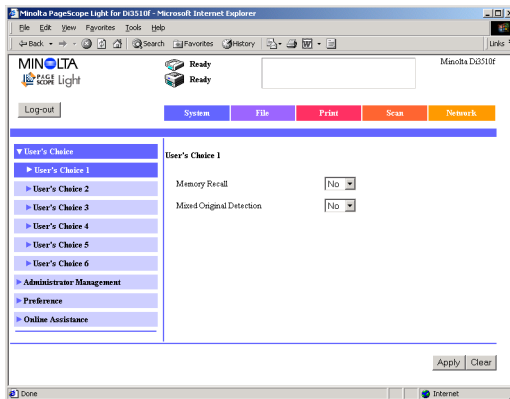
✎
. . .
Note
For the administrator password, use the administrator access code for the copier. For details, contact the administrator for your copier.

If no operation is performed for 10 minutes after logging into PageScope Light in Administrator mode, the user is automatically logged out.

While logged into PageScope Light in Administrator mode, not all operations can be performed from the copier's control panel.

Selecting the Display Language

If necessary, the language in which PageScope Light pages are displayed can be changed. This setting only applies to PageScope Light pages.

1 Log into PageScope Light in Administrator mode.

2 Click [Preference] in the menu on the [System] tab.

3 Select the desired language for PageScope Light.

4 Click the [Apply] button.
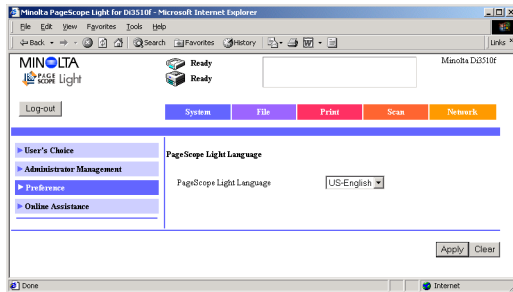
3.2.4 Using the Domain Name Buttons

If domain names (characters after @ at the end of the e-mail address, such as "@xyz.com") are registered in the domain name buttons, recipient e-mail addresses can quickly and correctly be specified.

Programming a domain name button

1 Press the [Utility] key on the copier control panel.

2 Touch [User Set].

3 Touch [Fax Input].

   ❍ For a copier, touch [E-mail Input].

4 Touch [Domain Name].
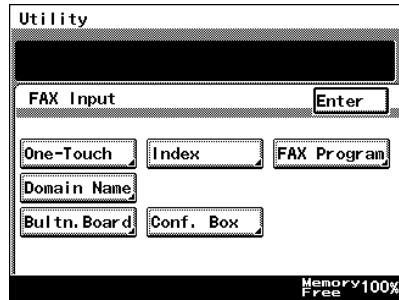
5 Touch the domain name button that you wish to program.
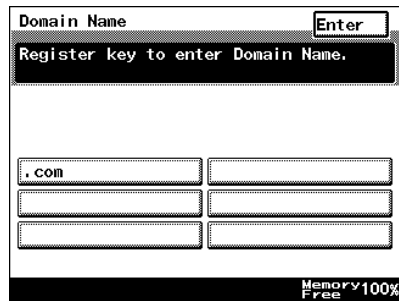
6 Type the characters that you wish to register (64 characters or less), and then touch [Enter].
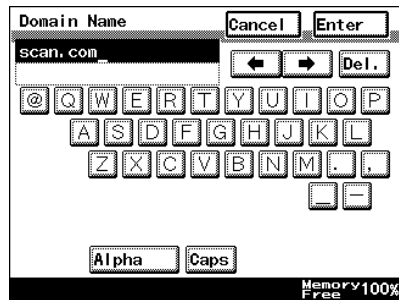
7 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

○ To program more buttons, repeat steps 5 and 6.

Using the domain name buttons

✎
. . .
Tip
From all screens that contain the [Domain Name] button, a domain name can be entered using the same procedure.

1 Type in the e-mail address, and then touch [Domain Name].

2 Touch the button programmed with the desired domain name.

  ❍ To return to the text input screen, touch [Alpha].

3.2.5 Installing the Utilities

The procedure for installing IP Scanner is described below.

Precautions

● For details on installing the Network FAX, refer to the Network FAX User's Manual.

Utilities disk

The utilities disk contains the IP Scanner and Network FAX applications.

In order to install each utility, the amount of hard disk space shown below must be available.

● IP Scanner: About 5 MB

● Network FAX: About 22 MB

Installing IP Scanner (Windows Me, 98/95, XP, 2000 and NT4.0)

1 Start up Windows, and then insert the utilities disk (CD-ROM) into the CD-ROM drive.

The DiALTA Installer starts up, and the DiALTA Installer dialog box appears.

✎ **. . .**

Tip
If the installer does not start up automatically, double-click "My Computer" on the desktop, and then double-click the icon for the CD-ROM drive containing the CD-ROM. Double-click [setup.exe] on the CD-ROM to start up the installer.

2 Click the [GO] button beside Install IP Scanner.

✎ **. . .**
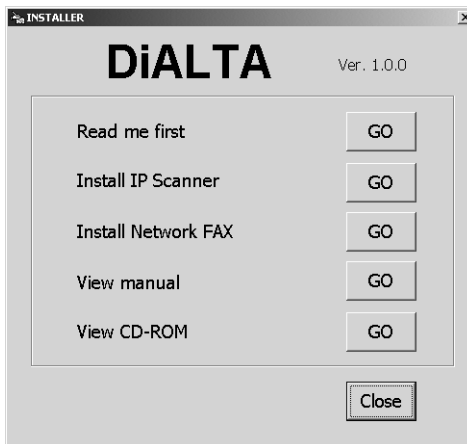
Note
The dialog boxes that appear may differ depending on the operating system.

3 Check the contents of the dialog box, and then click the [Next] button.

4 Check the contents of the dialog box, and then click the [Yes] button.

✎ **...**

Note
If you do not agree with the license agreement, IP Scanner cannot be installed.
Check the provisions of the agreement, and then click the [Yes] button.

5 Check which folder IP Scanner will be installed into, and then click the
[Next] button.

○ To change the folder where IP Scanner will be installed, click the
[Browse...] button, and then select the desired folder.
○ While specifying settings in the installer dialog boxes, if you
choose the wrong setting or want to change a setting, click the
[Back] button to return to the previous dialog box and specify the
settings as desired.

6 Select the folder where IP Scanner will be registered, and then click
the [Next] button.
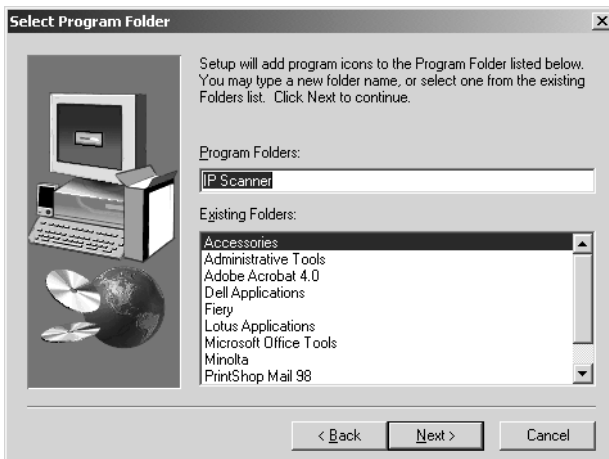
The installation begins.

7 Click the [Finish] button.

A message may appear, informing you that the computer should be restarted.
Restart the computer to complete the installation.

8 In the DiALTA Installer dialog box, click the [Close] button.

9 Restart the computer.

Installer Information

You must restart your computer. Click Yes to restart
now or No if you plan to manually restart later.

[Yes]   [No]
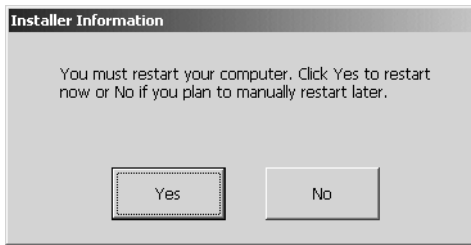
○ Click the [Yes] button to restart the computer.

 Scanner Mode

Uninstalling (Windows Me, 98/95 and NT4.0)

✎
. . .
Note
Quit Image Receiver before uninstalling IP Scanner.

1 In Windows, click the [Start] button, point to [Settings], and then click [Control Panel] to display the Control Panel window.

2 Double-click the [Add or Remove Programs] icon.

3 Select "IP Scanner", and then click the [Add/Remove...] button.
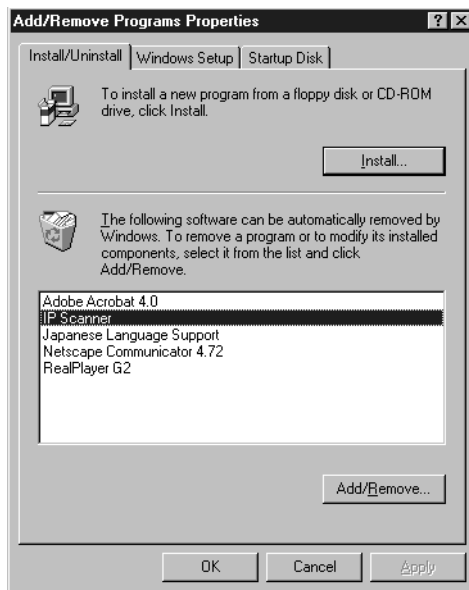
4 Click the [Yes] button.
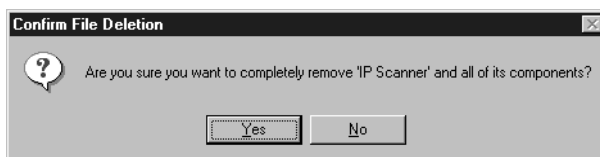
5 Restart the computer.

Uninstalling (Windows XP and 2000)

✎ . . .
Note
Quit Image Receiver before uninstalling IP Scanner.

1   In Windows, click the [Start] button, point to [Settings], and then click
      [Control Panel] to display the Control Panel window.

2   Double-click the [Add/Remove Programs] icon (the [Add or Remove
      Programs] icon in Windows XP).

3   Select "IP Scanner", and then click the [Change/Remove] button.
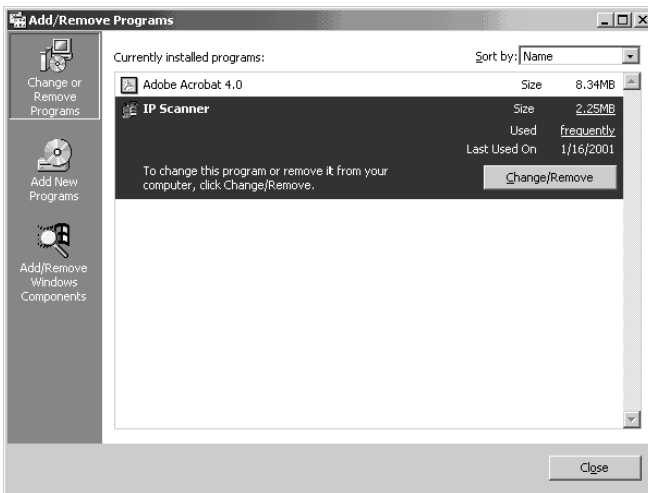
4   Click the [Yes] button.
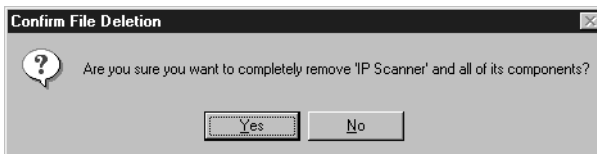
5   Restart the computer.

4 Performing a Scan to E-Mail Operation

4.1 Basic Transmission
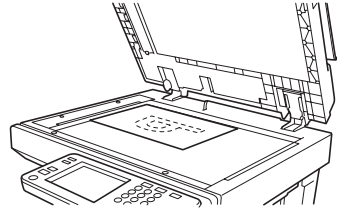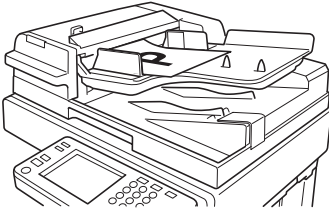
1 Position the document(s) to be scanned.

2 Press the [Fax/Scan] key.

❍ For a copier, press the [Scan] key.

3 Touch [10-Key Dialing]. Specify the recipient in any of the following ways.

❍ For a copier, touch [Addr. Input].

❍ Select a recipient from the list on the One-Touch screen. → Refer to page 4-5.

❍ Select a recipient by searching for it by name. → Refer to page 4-6.

❍ Type in the number of the one-touch key for the desired recipient. → Refer to page 4-8.
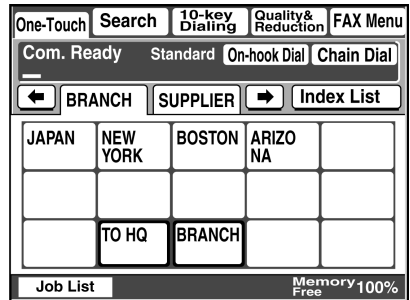
4   Touch [Com. Mode].
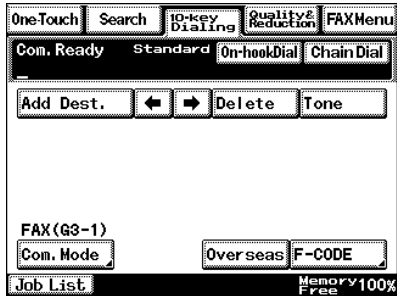
5   Touch [PC], then [E-mail],
    and then touch [Enter].

6   Type in the e-mail address
    of the recipient.

Scanner Mode
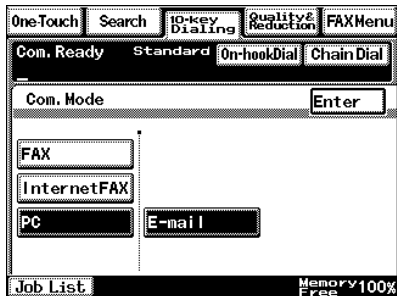
7 To change the file format or coding method, touch [Scan Mode], and then specify the desired settings.
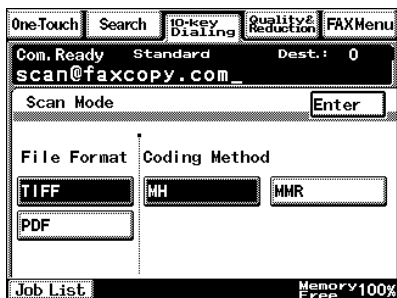
8 Specify the image quality, density and zoom ratio according to the document to be scanned.

○ Refer to *"Specifying the Scanning Options" on page 4-18*.
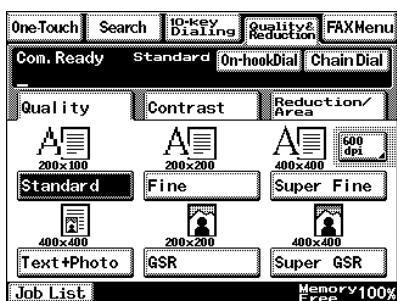
9 Press the [Start] key.

The transmission begins.

If the document is placed on the original glass:

● When scanning multiple document pages, continue scanning by placing each consecutive page on the original glass, then pressing the [Start] key.

● After all pages of the document to be sent are scanned, touch [Scan End], and then press the [Start] key. The transmission begins.

If the transmission could not be completed

● The unit will automatically try again (auto redial) up to five more times at one-minute intervals.

● The number of auto redials and the interval can be specified. For details, refer to *"Specifying Transmission Settings" on page 13-21*.

● If the transmission could not be completed after auto redialing, a transmission report is outputted.
Part of the first page of sent document is copied onto this report.
If it is not necessary to output the transmission report, change the settings.

For details, refer to *"Specifying Report Output Settings" on page 13-41*.


```
                                                              1           2

                                                                           P.1
  The Following document has not been transmitted. Try to retransmit.
                                                              2003 APR 23 (WED) 11:32
                                                              CHICAGO

  ACCOUNT NAME :SALES                          DOCUMENT#    :6514316-761
  DESTINATION   :NEW YORK                      TIME STORED  :APR 23 11:10
  ADDRESS       :123451234@xyz.com             TIME SENT    :APR 23 11:10
                                               DURATION     :2 min, 28 sec
  F-CODE        :                              MODE         :E-mail

  PAGES         :0 sheets
  RESULT        :EA0006                                        3



                          IMAGE
```
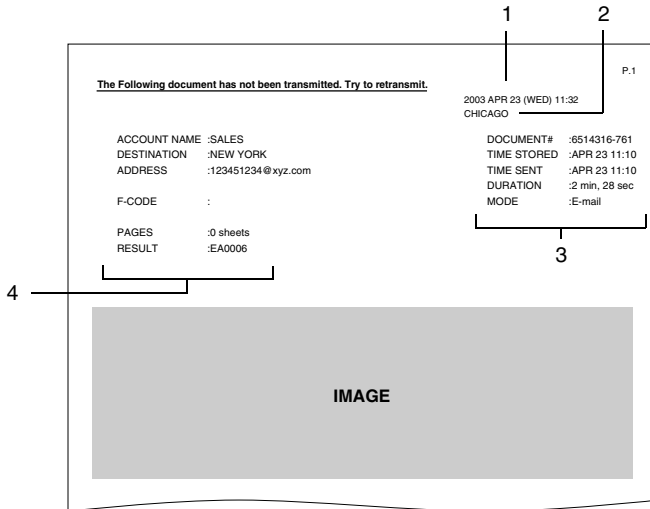
1   Report output date

2   Transmission source name

3   Details of transmission

4   Transmission results
- INTERR: The transmission was interrupted.
- F.MEM: The memory is full.
- NG: The transmission failed.
- PT.DEL: Part of the transmission failed.
- Error Code: Refer to *"Transmission Results Error Codes" on page 15-3*.

● You can try again to send documents that could not be transmitted. (maximum of 20 documents)
To send documents again, touch [Job List], touch [Com.], and then search for documents that could not be sent.
If [Re-TX] or [Dest. chng] appears in the touch panel, the document can be resent without having to be placed on the original glass.
Touch [Re-TX] to send the document to the same recipient.
Touch [Dest. chng] to change the recipient, then send the document.

4.2 Selecting a Recipient From the List on the One-Touch Screen

✎ **. . .**

Note

The recipient must have been registered as a one-touch key in advance.

1 Position the document(s) to be scanned.

2 Press the [Fax/Scan] key.

❍ For a copier, press the [Scan] key.

3 Touch [One-Touch].

4 Select an index, and then select a recipient from the one-touch key list that appears.

✎ **. . .**

Note

Touch an index tab or touch [←], [→] or [Index List], and then search for the one-touch key of the desired recipient.

One-Touch	Search	10-key Dialing	Quality& Reduction	FAX Menu
Com. Ready		Standard	On-hook Dial	Chain Dial

| ← BRANCH | SUPPLIER → | | Index List |

JAPAN	NEW YORK	BOSTON	ARIZO NA	
	TO HQ	BRANCH		

Job List   Memory Free 100%
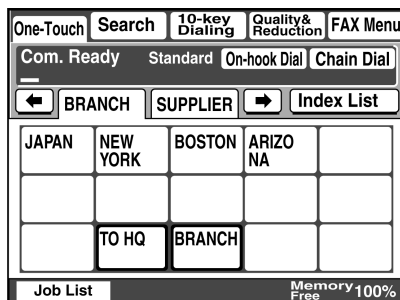
5 Press the [Start] key.

4.3 Selecting a Recipient by Searching for It by Name

✎ **. . .**

Note
The recipient must have been registered as a one-touch key in advance.

1 Position the document(s) to be scanned.

2 Press the [Fax/Scan] key.

❍ For a copier, press the [Scan] key.

3 Touch [Search].
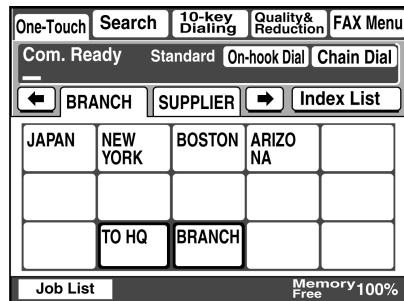
4 Touch [Search], type in the search name for the recipient, and then touch [Enter].

✎ **. . .**

Tip
A recipient can also be selected by touching its one-touch key.

Scanner Mode
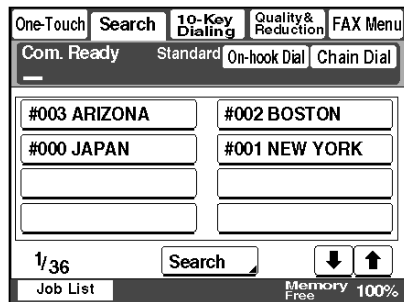
5 Select the desired recipient,
and then press the
[Start] key.

One-Touch | Search | 10-Key Dialing | Quality& Reduction | FAX Menu

Com. Ready   Standard   On-hook Dial   Chain Dial

#001 NEW YORK

1/1   Search   ↓   ↑

Job List   Memory Free 100%
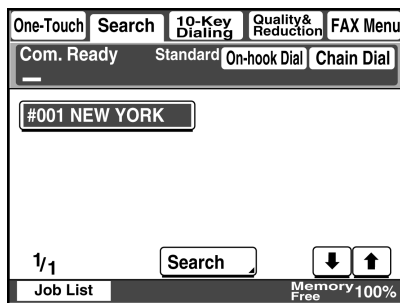
4.4   Typing In the Number of the One-Touch Key for the Recipient

A number is specified for each one-touch key, as shown below. Instead of selecting a one-touch key, the number (between 000 an 539) of the one-touch key can be entered in order to specify the recipient.

One-Touch	Search	10-key Dialing	Quality& Reduction	FAXMenu
Com. Ready	Standard	On-hookDial	Chain Dial	

←		→	Index List

000	001	002	003	004
005	006	007	008	009
010	011	012	013	014

Job List   Memory Free 100%

~

One-Touch	Search	10-key Dialing	Quality& Reduction	FAXMenu
Com. Ready	Standard	On-hookDial	Chain Dial	

←		→	Index List

525	526	527	528	529
530	531	532	533	534
535	536	537	538	539

Job List   Memory Free 100%
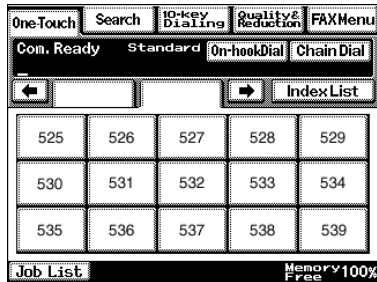
Index 1   Index 36

1 Position the document(s) to be scanned.

2 Press the [Fax/Scan] key.

   ❍ For a copier, press the [Scan] key.

3 Press the [#] key.

One-Touch	Search	10-key Dialing	Quality& Reduction	FAX Menu
Com. Ready	Standard		#	

←	BRANCH	SUPPLIER	→	Index List

JAPAN	NEW YORK	BOSTON	ARIZONA	
	TO HQ	BRANCH		

Job List   Memory Free 100%
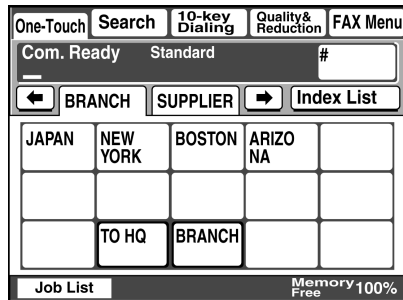
4 Type in the three-digit number of the one-touch key for the desired recipient.

The one-touch key of the entered number is highlighted.

5 Press the [Start] key.

4.5 Registering a Recipient

Registering a recipient in the copier in advance is useful for using a scanning operation. Recipients can be registered from either the copier's control panel or from PageScope Light.

In addition, registered one-touch keys can be searched through more easily if the indexes are used to classify the one-touch keys. There are 36 indexes, and up to 15 one-touch keys can be registered in each index.

The procedure for registering one-touch keys from the copier's control panel is described below.

For details on registering one-touch keys using PageScope Light, refer to the PageScope Light User Manual.

1 Index tab

2 One-touch keys registered in the selected index

Registering indexes

1 Press the [Utility] key.

2 Touch [User Set].

3   Touch [Fax Input].

   ❍ For a copier, touch [E-
      mail Input].

```
┌──────────────────────────────────────┐
│ Utility                    ┌─────────┐│
│                            │  Enter  ││
│                            └─────────┘│
│ ▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀  │
│ User Set                               │
│                                        │
│ ┌─────────┐  ┌───────────┐             │
│ │ User's  │  │ FAX Input │             │
│ │ Choice  │  └───────────┘             │
│ └─────────┘                            │
│                                        │
│                            Memory      │
│                            Free   100% │
└──────────────────────────────────────┘
```

4   Touch [Index].

```
┌──────────────────────────────────────┐
│ Utility                                │
│ ▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀  │
│                                        │
│ FAX Input                  ┌─────────┐ │
│                            │  Enter  │ │
│                            └─────────┘ │
│ ┌─────────┐ ┌────────┐ ┌────────────┐ │
│ │One-Touch│ │ Index  │ │FAX Program │ │
│ └─────────┘ └────────┘ └────────────┘ │
│ ┌───────────┐                          │
│ │Domain Name│                          │
│ └───────────┘                          │
│ ┌───────────┐ ┌──────────┐             │
│ │Bultn.Board│ │Conf. Box │             │
│ └───────────┘ └──────────┘             │
│                            Memory      │
│                            Free   100% │
└──────────────────────────────────────┘
```
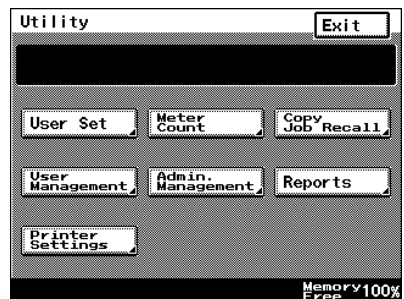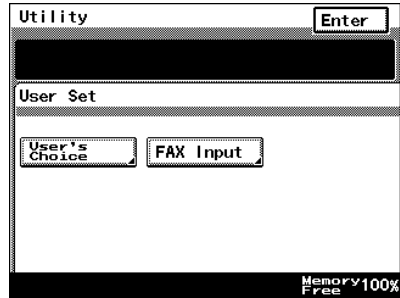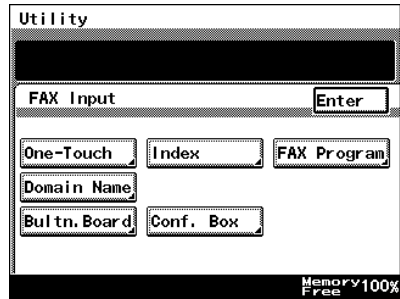
5   Touch a key where an index
    has not yet been registered.

```
┌──────────────────────────────────────┐
│ Index                      ┌─────────┐ │
│                            │  Enter  │ │
│ ▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀ └─────────┘ │
│ ┌─────┐ ┌─────┐ ┌─────┐ ┌─────┐        │
│ └─────┘ └─────┘ └─────┘ └─────┘        │
│ ┌─────┐ ┌─────┐ ┌─────┐ ┌─────┐        │
│ └─────┘ └─────┘ └─────┘ └─────┘        │
│ ┌─────┐ ┌─────┐ ┌─────┐ ┌─────┐        │
│ └─────┘ └─────┘ └─────┘ └─────┘        │
│ ┌─────┐ ┌─────┐ ┌─────┐ ┌─────┐        │
│ └─────┘ └─────┘ └─────┘ └─────┘        │
│ ┌─────┐ ┌─────┐ ┌─────┐ ┌─────┐        │
│ └─────┘ └─────┘ └─────┘ └─────┘        │
│ ¹/₂                        ┌──┐┌──┐    │
│                            │ ↓││ ↑│    │
│                            └──┘└──┘    │
│                            Memory      │
│                            Free   100% │
└──────────────────────────────────────┘
```
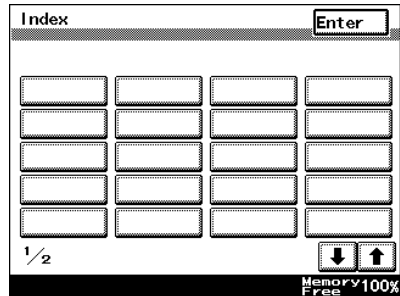
6 Type in the name of the index.
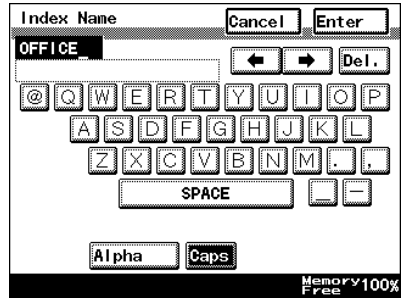
7 Touch [Enter].
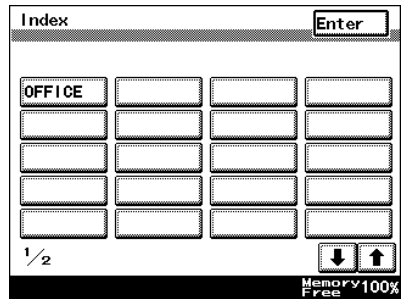
Registering one-touch keys

If a recipient is registered with a one-touch key, the recipient's information can be retrieved with just the touch of a button in the copier's touch panel. Registering recipients where data is frequently sent is convenient since it no longer requires the recipient information to be entered each time data is sent.

Up to 540 one-touch keys can be registered. However, the total number of one-touch keys and fax programs (maximum of 30) must not exceed 540.

1 Press the [Utility] key.

2 Touch [User Set].

3 Touch [Fax Input].

❍ For a copier, touch [E-mail Input].

Scanner Mode

4 Touch [One-Touch].

```
Utility

FAX Input                    Enter

One-Touch   Index      FAX Program
Domain Name
Bultn.Board  Conf. Box

                        Memory 100%
                        Free
```

5 Select an index, and then touch a key where nothing has been registered yet.

```
One-Touch                    Enter
Select One-Touch to REG/CHANGE/DEL.
Touch [Enter].
 ← BRANCH            →   Index List

                        Memory 100%
                        Free
```

6 Type in the recipient name that will appear on the one-touch key, and then touch [Next].

```
Dest. Name  Cancel        Next
ARIZONA_              ←   →   Del.
@ Q W E R T Y U I O P
  A S D F G H J K L
  Z X C V B N M . ,
          SPACE       □ —

      Alpha  Caps
                        Memory 100%
                        Free
```
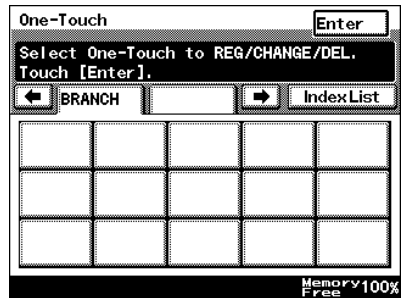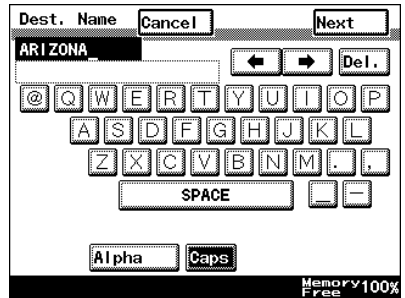
7 Touch [PC], then [E-mail], and then touch [Next].

8 Type in the e-mail address of the recipient, and then touch [Next].

❍ To change the file format or coding method, touch [Scan Mode], and then specify the desired settings.

Scanner Mode
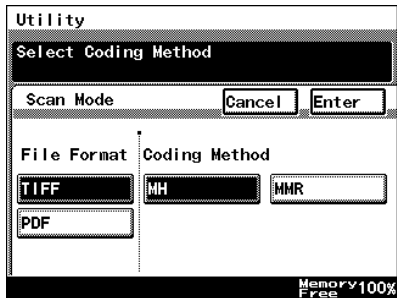
9 Check the information to be
registered, and then touch
[Enter].

```
One-     #002          Cancel   Enter
Touch
ARIZONA                          Delete

  Dest.    Mode 1    Mode 2    One-
                                Touch

  Destination Name    ARIZONA
  Destination Address scan@faxcopy.com
  Commnication Mode   PC(E-mail)

                                Memory 100%
                                Free
```

4.6 Changing/Deleting Recipients

1 Press the [Utility] key.

2 Touch [User Set].

3 Touch [Fax Input].

❍ For a copier, touch [E-mail Input].

4 Touch [One-Touch].

5 Select an index, and then touch the one-touch key that you wish to
delete or whose information you wish to change.

6 To change the one-touch key information, change the information as
desired, and then touch [Enter].

❍ To delete the one-touch key, touch [Delete].

4.7   Copying a One-Touch Key

1 Press the [Utility] key.
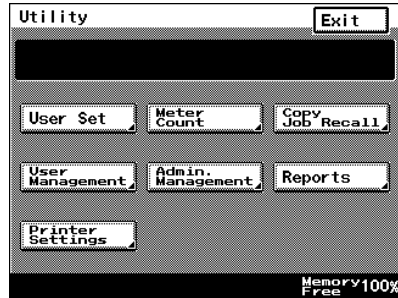
2 Touch [User Set].

```
Utility                          Exit

User Set    Meter      Copy
            Count      Job Recall

User        Admin.     Reports
Management  Management

Printer
Settings

                        Memory 100%
                        Free
```

3 Touch [Fax Input].

❍ For a copier, touch [E-mai Input].

```
Utility                         Enter

User Set

User's      FAX Input   Image Mem.
Choice                  Input

                        Memory 100%
                        Free
```

4 Touch [One-Touch].

```
Utility

FAX Input              Enter

One-Touch   Index      FAX Program
Domain Name
Bultn.Board Conf. Box

                        Memory 100%
                        Free
```
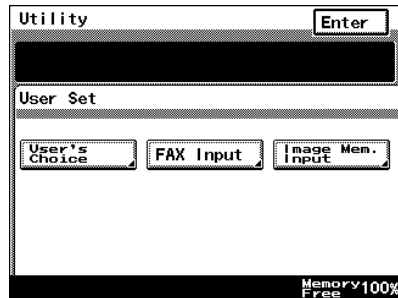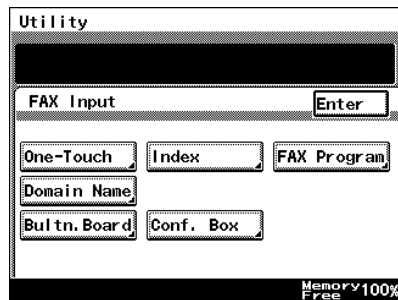
5 Select an index, and then touch a key where a recipient has already been registered.

```
One-Touch Copy          Cancel   Enter
Select One-Touch key to be copied.
 ←  BRANCH   SUPPLIER  →   IndexList
┌────────┬────────┬────────┬────────┬────────┐
│ JAPAN  │NEW YO  │BOSTON  │ARIZON  │        │
│        │RK      │        │A       │        │
├────────┼────────┼────────┼────────┼────────┤
│ TO HQ  │BRANCH  │        │        │        │
├────────┼────────┼────────┼────────┼────────┤
│        │        │        │        │        │
└────────┴────────┴────────┴────────┴────────┘
                              Memory 100%
                              Free
```
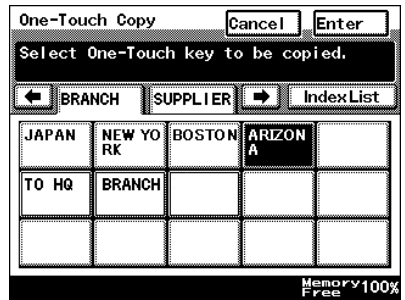
6 Touch [One-Touch], and then touch [One-Touch Copy].

```
One-
Touch   #003           Cancel   Enter
┌──────────────────────┐    ┌────────┐
│ ARIZONA              │    │ Delete │
└──────────────────────┘    └────────┘
 Dest.    Mode 1   Mode 2   One-
                            Touch
┌──────────────────────┐
│ One-Touch Copy       │
└──────────────────────┘
                              Memory 100%
                              Free
```
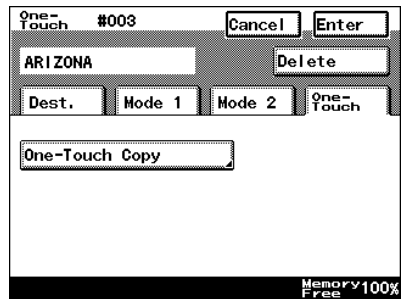
7 Touch the one-touch key where nothing has been registered yet and where you wish to copy the information to.

```
One-Touch Copy          Cancel   Enter
Select One-Touch key to be copied.
 ←  BRANCH   SUPPLIER  →   IndexList
┌────────┬────────┬────────┬────────┬────────┐
│ JAPAN  │NEW YO  │BOSTON  │ARIZON  │        │
│        │RK      │        │A       │        │
├────────┼────────┼────────┼────────┼────────┤
│ TO HQ  │BRANCH  │        │        │        │
├────────┼────────┼────────┼────────┼────────┤
│        │        │        │        │        │
└────────┴────────┴────────┴────────┴────────┘
                              Memory 100%
                              Free
```
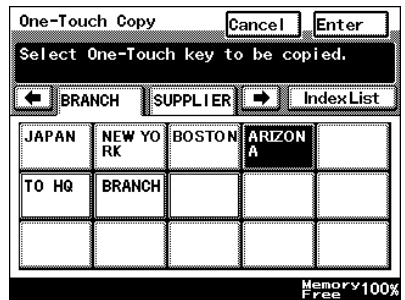
8 Check that the one-touch key is copied.

If so, touch [Enter].

9 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

4.8 Specifying the Scanning Options

4.8.1 Quality & Reduction Screen

Quality tab

Select the scanning resolution.

"Standard" (200 × 100 dpi), "Fine" (200 × 200 dpi), "Super Fine" (400 × 400 dpi), "Text+Photo" (400 × 400 dpi), "GSR" (200 × 200 dpi), "Super GSR" (400 × 400 dpi), "600dpi Text" (600 × 600 dpi), "600dpi Photo" (600 × 600 dpi), or "600dpi Photo+Text" (600 × 600 dpi)

Contrast tab

Touch [Lighter], [Normal] or [Darker] to select the desired scanning contrast.

✎ **. . .**
Note
If "600dpi Text" or "600dpi Photo+Text" was selected on the Quality tab, the contrast can only be set to one of three levels: "Lighter", "Normal" and "Darker". (The two "Lighter" settings and the two "Darker" settings are each the same contrast level.)

Scanner Mode

Reduction/Area tab
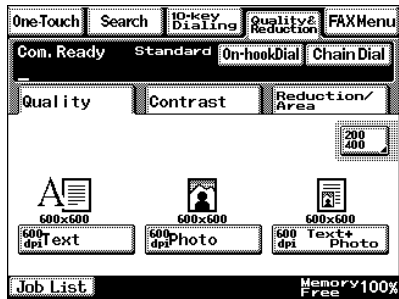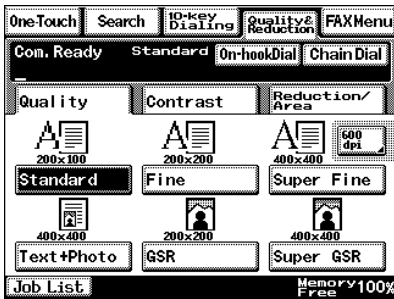
Scan Area: Select the scanning size.

4.8.2   FAX Menu Screen

● With a copier, the settings are specified from the Menu screen.

Network tab
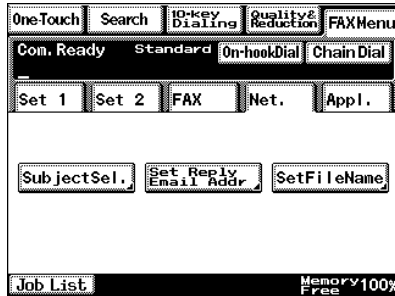
Subject: <Subject text must have been registered in
                       advance.> → Refer to *"Scanner Settings screen"*
                       on page 3-16.
                       Select the subject of the e-mail message. If a
                       subject is not specified, the e-mail message is
                       sent with the default subject.
                       Default subject: [Image File] One-
                       touch_key_name, Device_name,
                       Automatic_numbering

✎ **. . .**
Tip
Touch [Cancel] to cancel the setting.

Scanner Mode
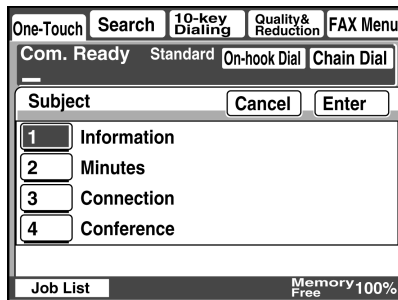
Reply: Specify the reply e-mail address. (Select from
                        the list of one-touch keys.) If a reply e-mail
                        address is not specified, the e-mail message is
                        sent with the e-mail address of this unit.
                        For details on specifying the e-mail address of
                        this unit, refer to *"SMTP Settings screen" on*
                        page 3-11.
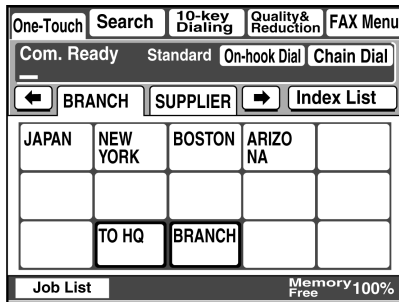
✎ **. . .**
Tip
Touch [Cancel] to cancel the setting.

File Name: Specify the name of the attached file. If a file
                        name is not specified, the default file name is
                        used.
                        Default file name: Device_name
                        Automatic_numbering_(date_and_time).Extensi
                        on

✎ **. . .**

Tip
Touch [Cancel] to cancel the setting.
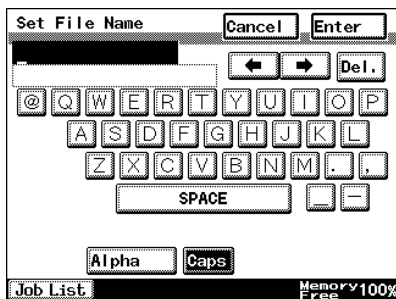
An extension (.tif or .pdf) is automatically added to file name.

Settings for the "TSI", "TX Report", "2in1", "2-Sided TX", "Priority TX", "Timer Set", and "TX Marker" functions can also be specified. For details, refer to "FAX Menu Screen" on page 8-19.

4.9 Inserting Text Into a Transmission Document

By first setting this function, text (any or a fixed string of characters) is inserted in front of the image data for the Scan to E-mail document before the E-mail is sent. For details on specifying the settings, refer to *"Scanner Settings screen" on page 3-16*.

FROM: NEWYORK
Image data has been attached to the e-mail.

5 Performing a Scan to Server (FTP) Operation

5.1 Basic Transmission
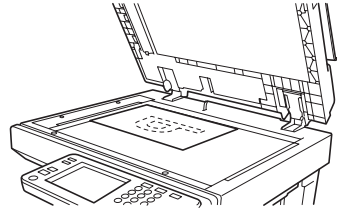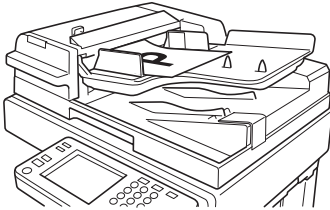
1 Position the document(s) to be scanned.

2 Press the [Fax/Scan] key.

❍ For a copier, press the [Scan] key.

3 Select an index, and then select a recipient from the list of one-touch keys. Specify the recipient in any of the following ways.

❍ Select a recipient by searching for it by name. → Refer to page 4-6.
❍ Type in the number of the one-touch key for the desired recipient. → Refer to page 4-8.
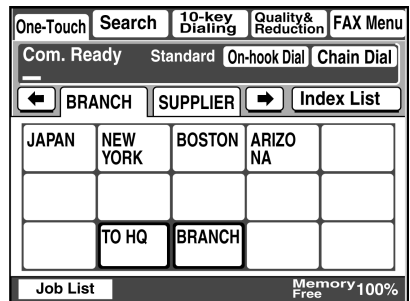
4 Touch [Quality&Reduction], and then adjust the image quality, density and zoom ratio according to the document to be scanned.

   ❍ Refer to *"Specifying the Scanning Options" on page 5-8*.
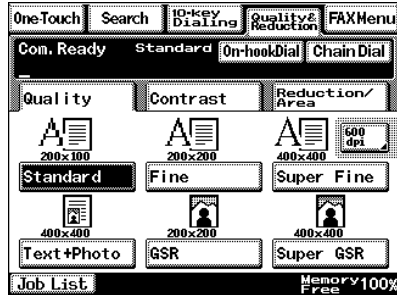
5 Press the [Start] key.

The transmission begins.

If the document is placed on the original glass:

● When scanning multiple document pages, continue scanning by placing each consecutive page on the original glass, then pressing the [Start] key.

● After all pages of the document to be sent are scanned, touch [Scan End], and then press the [Start] key. The transmission begins.

✎ **. . .**

Tip
If the "URL Report" parameter was set to "ON", a notification of the URL where the image data is saved will be sent by e-mail. Select the setting for the "URL Report" parameter when registering the recipient. (Refer to page 5-3.)

Scanner Mode

5.2 Registering a Recipient

✎ **. . .**

Note
The FTP site must have been registered in advance. Refer to
"Registering an FTP site" on page 3-18.

1 Press the [Utility] key.
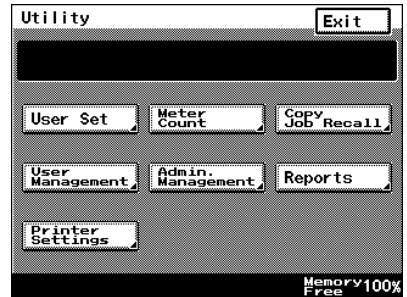
2 Touch [User Set].

```
Utility                          Exit

User Set    Meter        Copy
            Count        Job Recall

User        Admin.       Reports
Management  Management

Printer
Settings
                              Memory 100%
                              Free
```

3 Touch [FAX Input].

❍ For a copier, touch [E-mail Input].

```
Utility                          Enter

User Set

User's      FAX Input    Image Mem.
Choice                   Input

                              Memory 100%
                              Free
```

4 Touch [One-Touch].

```
Utility

FAX Input                    Enter

One-Touch   Index        FAX Program
Domain Name
Bultn.Board Conf. Box
                              Memory 100%
                              Free
```
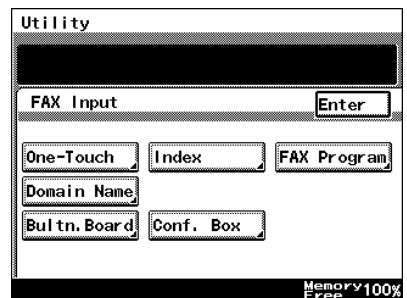
5   Select an index, and then
    touch a key where nothing
    has been registered yet.
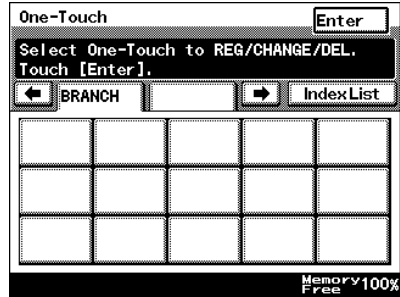
6   Type in the recipient name
    that will appear on the one-
    touch key, and then touch
    [Next].
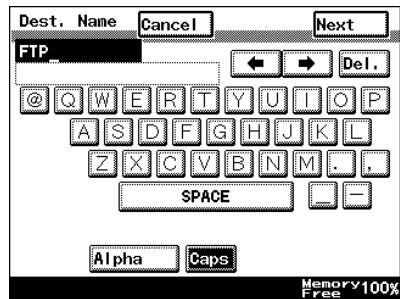
7   Touch [PC], then [FTP
    Server], and then touch
    [Next].

Scanner Mode
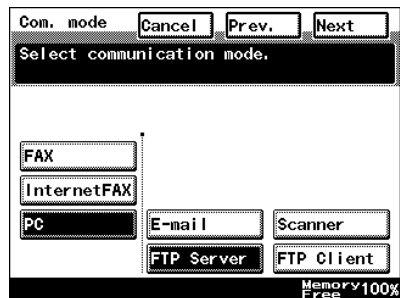
8 Touch the button for the FTP site where you wish to send the data, and then touch [Next].

```
Utility
To recall the destination of the file,
press the appropriate key below.
File Dest.
Recall      Cancel    Prev.     Next

   1     2     3     4     5

                              Memory 100%
                              Free
```
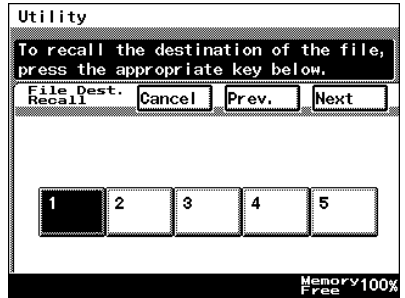
9 Touch the button for the directory where you wish to send the data, and then touch [Next].

```
Utility
To recall the directory, press one of
the keys below.
Directory
Recall      Cancel    Prev.     Next

   1-1   1-2

                              Memory 100%
                              Free
```

10 Check the information to be registered.

```
One-    #003            Cancel    Enter
Touch
FTP                            Delete
  Dest.    Mode 1   Mode 2   One-
                             Touch
  Dest. Name          FTP
  Destination Address  ftp1
  Com. mode           FTP Server

                              Memory 100%
                              Free
```

11 Touch [Mode1], and then specify the file format and coding method.
In addition, specify whether a URL Report will be sent. If the "URL Report" parameter was set to "ON", type in the e-mail address where the notification will be sent.

12 Touch [Enter].
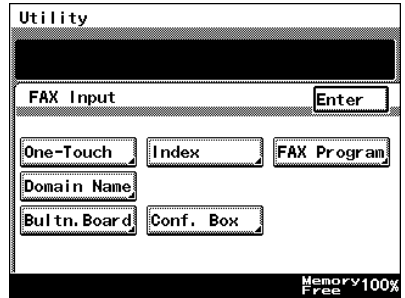
5.3 Changing/Deleting Recipients

1 Press the [Utility] key.

2 Touch [User Set].

3 Touch [FAX Input].

❍ For a copier, touch [E-mail Input].

4 Touch [One-Touch].
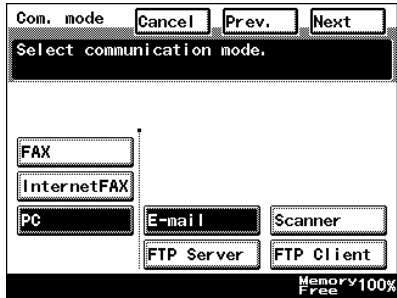
5 Select an index, and then touch the one-touch key that you wish to delete or whose information you wish to change.

6 To change the one-touch key information, change the information as desired, and then touch [Enter].

❍ To delete the one-touch key, touch [Delete].

5.4 Specifying the Scanning Options

5.4.1 Quality & Reduction Screen

Quality tab

Select the scanning resolution.

"Standard" (200 × 100 dpi), "Fine" (200 × 200 dpi), "Super Fine" (400 × 400 dpi), "Text+Photo" (400 × 400 dpi), "GSR" (200 × 200 dpi), "Super GSR" (400 × 400 dpi), "600dpi Text" (600 × 600 dpi), "600dpi Photo" (600 × 600 dpi), or "600dpi Photo+Text" (600 × 600 dpi)

Contrast tab

Touch [Lighter], [Normal] or [Darker] to select the desired scanning contrast.

✎ **. . .**

Note
If "600dpi Text" or "600dpi Photo+Text" was selected on the Quality tab, the contrast can only be set to one of three levels: "Lighter", "Normal" and "Darker". (The two "Lighter" settings and the two "Darker" settings are each the same contrast level.)

Scanner Mode

Reduction/Area tab

Scan Area: Select the scanning size.
Select "AutoDetect." or specify a size.

5.4.2 FAX Menu Screen

● With a copier, the settings are specified from the Menu screen.

Network tab

File Name: Specify the name of the attached file. If a file name is not specified, the default file name is used. Default file name: Device_name Automatic_numbering_(date_and_time).Extension

✎ **. . .**

Tip
Touch [Cancel] to cancel the setting.
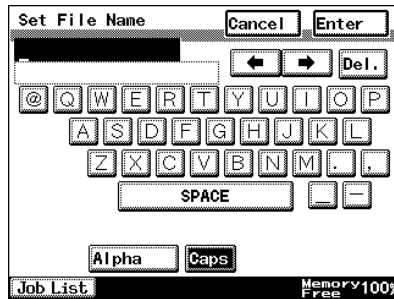
An extension (.tif or .pdf) is automatically added to file name.

Settings for the "TX Report", "2in1", "2-Sided TX", "Priority TX", "Timer Set", and "TX Marker" functions can also be specified. For details, refer to "FAX Menu Screen" on page 8-19.

5.5 URL Report

With this function, a notification of the URL where the scan data is saved can be sent by e-mail. The file is not attached to the e-mail message. However, the location where the scan data is saved can easily be accessed when the receiver of the URL Report e-mail message clicks the URL in the text of the e-mail message.

✎ **. . .**

Note
The URL Report e-mail message is sent according to the Scan to E-mail settings. In order to use the "URL Report" function, settings must be specified for the parameters on the SMTP Settings screen. (Refer to page 3-11.)

<Notification information>

`ftp://`IP_address _of_FTP_server`/`Directory_name`/`File_name

✎ **. . .**

Tip
In order to access the FTP server, the user name and password are required.

The user name and password are not included in the notification e-mail message.

6 Performing a Scan to PC (FTP) Operation

6.1 Basic Transmission

✎ **. . .**

Note
The FTP server application must be running on the client computers.

With the Scan to PC (FTP client) operation, the following settings are used and data is sent by FTP.

If necessary, specify the following settings from the FTP server application on the computer at the receiving end.
Login: anonymous
Password: E-mail address of this machine

1 Position the document(s) to be scanned.
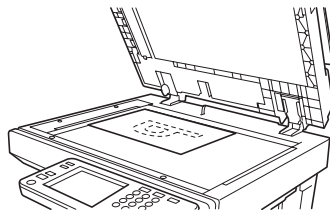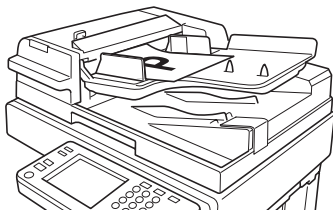
2 Press the [Fax/Scan] key.

   ❍ For a copier, press the [Scan] key.

3 Select an index, and then select a recipient from the list of one-touch keys. Specify the recipient in any of the following ways.

   ❍ Select a recipient by searching for it by name. → Refer to page 4-6.
   ❍ Type in the number of the one-touch key for the desired recipient. → Refer to page 4-8.

One-Touch	Search	10-key Dialing	Quality& Reduction	FAX Menu

| Com. Ready | Standard | On-hook Dial | Chain Dial |

← BRANCH | SUPPLIER → | Index List

JAPAN	NEW YORK		BOSTON	ARIZO NA	
	TO HQ	BRANCH			

| Job List | | Memory Free 100% |
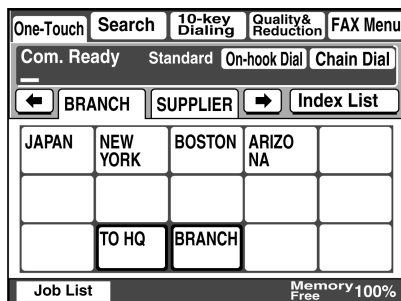
4 Touch [Quality/Reduction], and then adjust the image quality, density and zoom ratio according to the document to be scanned.

❍ Refer to *"Specifying the Scanning Options" on page 6-7*.

5 Press the [Start] key.

The transmission begins.

If the document is placed on the original glass:

● When scanning multiple document pages, continue scanning by placing each consecutive page on the original glass, then pressing the [Start] key.

● After all pages of the document to be sent are scanned, touch [Scan End], and then press the [Start] key. The transmission begins.

Scanner Mode

6.2 Registering a Recipient
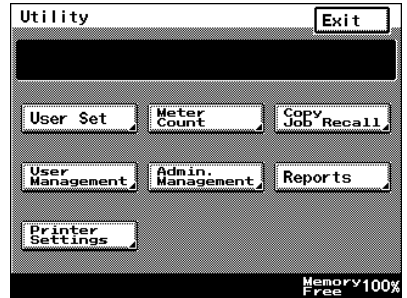
1 Press the [Utility] key.

2 Touch [User Set].

```
Utility                          Exit

User Set    Meter       Copy
            Count       Job Recall

User        Admin.      Reports
Management  Management

Printer
Settings
                              Memory
                              Free  100%
```

3 Touch [FAX Input].

❍ For a copier, touch [E-mail Input].

```
Utility                         Enter

User Set

User's      FAX Input   Image Mem.
Choice                  Input
                              Memory
                              Free  100%
```

4 Touch [One-Touch].

```
Utility

FAX Input                      Enter

One-Touch   Index      FAX Program
Domain Name
Bultn.Board Conf. Box
                              Memory
                              Free  100%
```

5 Select an index, and then touch a key where nothing has been registered yet.

```
One-Touch                    Enter
Select One-Touch to REG/CHANGE/DEL.
Touch [Enter].
 ←  BRANCH          ⇒   Index List




                              Memory 100%
                              Free
```

6 Type in the recipient name that will appear on the one-touch key, and then touch [Next].

```
Dest. Name  Cancel          Next
PC_
                    ←   ⇒  Del.
@ Q W E R T Y U I O P
  A S D F G H J K L
  Z X C V B N M . ,
         SPACE       _ _

     Alpha  Caps
                         Memory 100%
                         Free
```
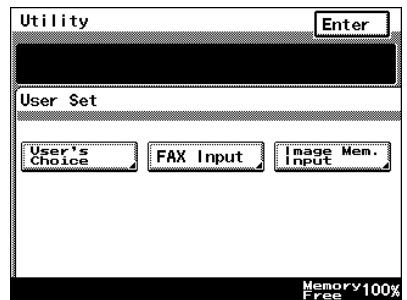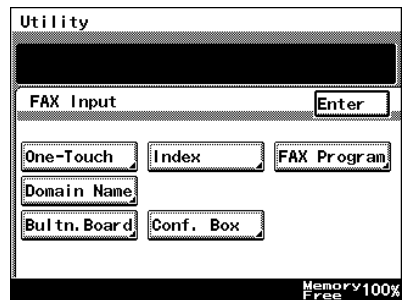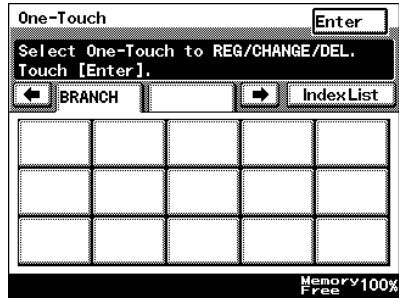
7 Touch [PC], then [FTP Client], and then touch [Next].

```
Com. mode   Cancel  Prev.  Next
Select communication mode.



FAX
InternetFAX
PC      E-mail      Scanner
        FTP Server  FTP Client
                         Memory 100%
                         Free
```

Scanner Mode

8 Type in the IP address of the computer that the data will be sent to, and then touch [Next].

```
FTP Client   Cancel   Prev.   Next
Set IP address of destination PC.
192.168.0  .20_
              ←  →   Delete




Port                          Scan Mode
                              Memory 100%
                              Free
```

○ To change the port number, touch [Port], and then specify the desired setting.

```
Utility
Set the Port Number using the 10-key
pad.
Port Number      Cancel   Enter


      21
1~65535



                              Memory 100%
                              Free
```

○ To change the file format or coding method, touch [Scan Mode], and then specify the desired settings.

```
Utility
Select the desired file format and
coding method for scan-to-e-mail.
Scanning Mode    Cancel   Enter


File Format Coding Method

 TIFF      MH           MMR

 PDF

                              Memory 100%
                              Free
```

9 Check the information to be registered, and then touch [Enter].

```
One-    #004        Cancel   Enter
Touch
 PC                         Delete

  Dest.    Mode 1   Mode 2   One-
                             Touch

 Dest. Name         PC

 Destination Address  192.168.0  .20

 Com. mode          FTP Client

                              Memory 100%
                              Free
```
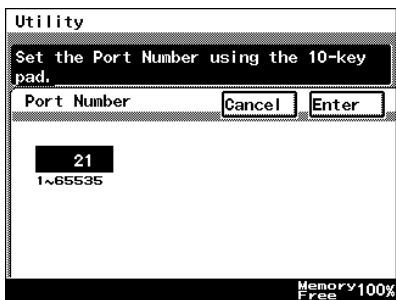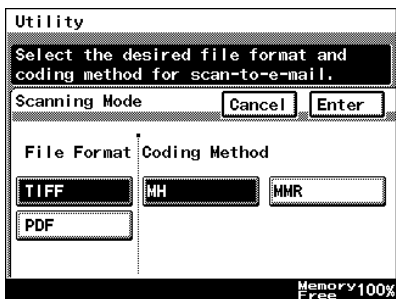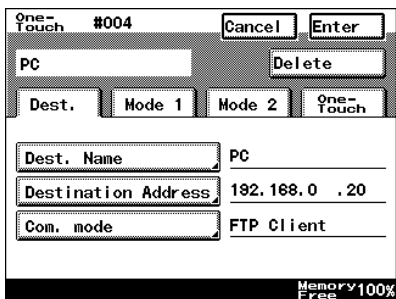
6.3   Changing/Deleting Recipients

1 Press the [Utility] key.

2 Touch [User Set].

3 Touch [FAX Input].

❍ For a copier, touch [E-mail Input].

4 Touch [One-Touch].

5 Select an index, and then touch the one-touch key that you wish to delete or whose information you wish to change.

6 To change the one-touch key information, change the information as desired, and then touch [Enter].

❍ To delete the one-touch key, touch [Delete].

6.4 Specifying the Scanning Options

6.4.1 Quality/Reduction Screen

Quality tab

Select the scanning resolution.

"Standard" (200 × 100 dpi), "Fine" (200 × 200 dpi), "Super Fine" (400 × 400 dpi), "Text+Photo" (400 × 400 dpi), "GSR" (200 × 200 dpi), "Super GSR" (400 × 400 dpi), "600dpi Text" (600 × 600 dpi), "600dpi Photo" (600 × 600 dpi), or "600dpi Photo+Text" (600 × 600 dpi)

Contrast tab

Touch [Lighter], [Normal] or [Darker] to select the desired scanning contrast.

✎ **. . .**

Note
If "600dpi Text" or "600dpi Photo+Text" was selected on the Quality tab, the contrast can only be set to one of three levels: "Lighter", "Normal" and "Darker". (The two "Lighter" settings and the two "Darker" settings are each the same contrast level.)

Reduction/Area tab

Scan Area: Select the scanning size.
                    Select "AutoDetect." or specify a size.

6.4.2 FAX Menu Screen

● With a copier, the settings are specified from the Menu screen.

File Name: Specify the name of the attached file. If a file name is not specified, the default file name is used.
Default file name: Device_name Automatic_numbering_(date_and_time).Extensi on

✎ **. . .**

Tip
Touch [Cancel] to cancel the setting.
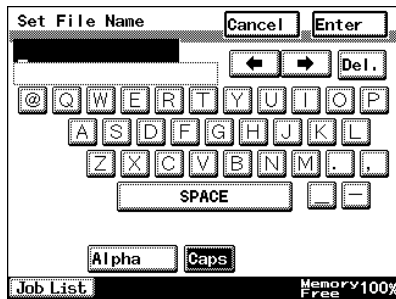
An extension (.tif or .pdf) is automatically added to file name.

Settings for the "TX Report", "2in1", "2-Sided TX", "Priority TX", "Timer Set", and "TX Marker" functions can also be specified. For details, refer to "FAX Menu Screen" on page 8-19.

7 Performing a Scan to HDD Operation

7.1 Basic Transmission
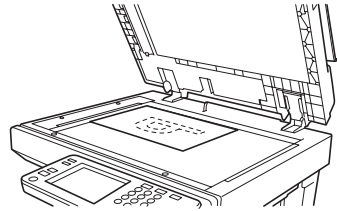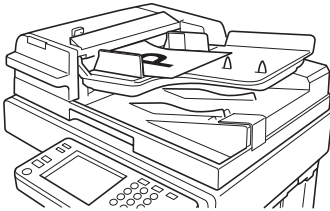
1 Position the document(s) to be scanned.

2 Press the [Fax/Scan] key.

❍ For a copier, press the [Scan] key.

3 Select an index, and then select a recipient from the list of one-touch keys. Specify the recipient in any of the following ways.

❍ Select a recipient by searching for it by name. → Refer to page 4-6.

❍ Type in the number of the one-touch key for the desired recipient. → Refer to page 4-8.

One-Touch	Search	10-key Dialing	Quality& Reduction	FAX Menu
Com. Ready		Standard	On-hook Dial	Chain Dial

← BRANCH SUPPLIER → Index List

JAPAN	NEW YORK	BOSTON	ARIZO NA	
	TO HQ	BRANCH		

Job List   Memory Free 100%
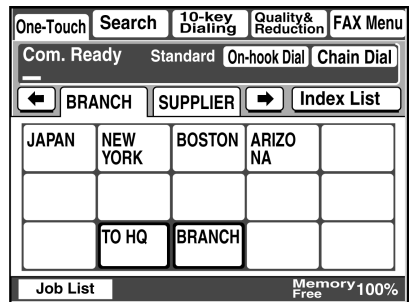
4 Touch [Quality&Reduction], and then adjust the image quality, density and zoom ratio according to the document to be scanned.

❍ Refer to *"Specifying the Scanning Options" on page 7-7*.

5 Press the [Start] key.

The transmission begins.

If the document is placed on the original glass:

● When scanning multiple document pages, continue scanning by placing each consecutive page on the original glass, then pressing the [Start] key.

● After all pages of the document to be sent are scanned, touch [Scan End], and then press the [Start] key. The transmission begins.

✎
...
Tip
If the "URL Report" parameter was set to "ON", a notification of the URL where the image data is saved will be sent by e-mail. Select the setting for the "URL Report" parameter when registering the recipient. (Refer to page 7-2.)
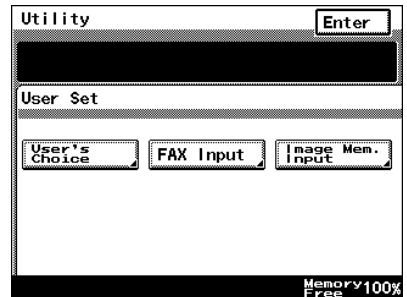
7.2 Registering a Recipient

✎
...
Note
A mail box must have been created in advance using PageScope Light.

A maximum of 115 mail boxes can be created.

Creating a mail box (PageScope Light)

The following parameters can be set from the Create Mail Box page of PageScope Light.
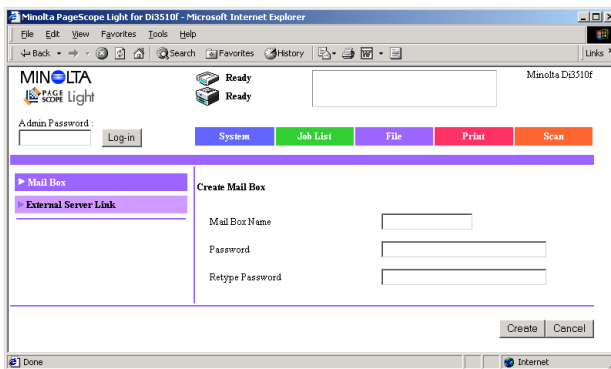
Mail Box Name:	Type in the name of the mail box. (12 characters or less)
Password:	Type in the password. (64 characters or less)
Retype Password:	Type in the password again.

Scanner Mode

1 Start up PageScope Light.

   ❍ Refer to *"Using PageScope Light" on page 3-25*.

2 Click [Mail Box] in the menu on the [File] tab.

3 Click the [Create] button.

4 Type in the name of the mail box and the password, and then click the [Create] button.

After using PageScope Light to create the mail box, register the recipient.

1 Press the [Utility] key.

2 Touch [User Set].

3 Touch [FAX Input].

   ❍ For a copier, touch [E-mail Input].

4   Touch [One-Touch].

```
Utility
┌─────────────────────────────────────┐
│                                     │
├─────────────────────────────────────┤
│  FAX Input                  [Enter] │
├─────────────────────────────────────┤
│ [One-Touch] [Index]    [FAX Program]│
│ [Domain Name]                       │
│ [Bultn.Board] [Conf. Box]           │
│                                     │
│                          Memory     │
│                          Free  100% │
└─────────────────────────────────────┘
```

5   Select an index, and then
    touch a key where nothing
    has been registered yet.

```
One-Touch                     [Enter]
Select One-Touch to REG/CHANGE/DEL.
Touch [Enter].
[←] BRANCH  [        ] [→] [Index List]
┌────┬────┬────┬────┬────┐
│    │    │    │    │    │
├────┼────┼────┼────┼────┤
│    │    │    │    │    │
├────┼────┼────┼────┼────┤
│    │    │    │    │    │
└────┴────┴────┴────┴────┘
                       Memory
                       Free  100%
```

6   Type in the recipient name
    that will appear on the one-
    touch key, and then touch
    [Next].

```
Dest. Name [Cancel]          [Next]
HDD_                   [←] [→] [Del.]
[@][Q][W][E][R][T][Y][U][I][O][P]
   [A][S][D][F][G][H][J][K][L]
   [Z][X][C][V][B][N][M][.][.]
        [    SPACE    ] [_][-]

        [Alpha] [Caps]
                       Memory
                       Free  100%
```
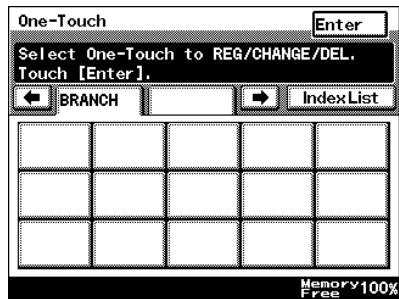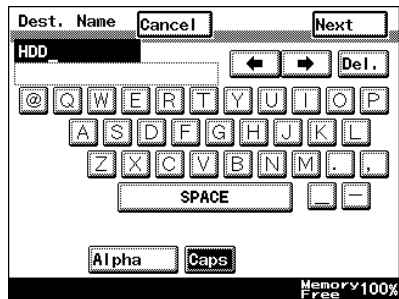
7 Touch [HDD], and then touch [Next].

```
Com. mode    Cancel  Prev.   Next
Select communication mode.



  FAX
  InternetFAX
    PC
    HDD
                          Memory 100%
                          Free
```
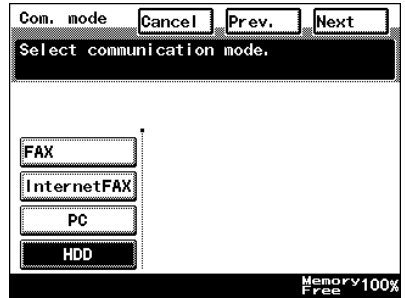
8 Select the user box where you wish to send the data, and then touch [Next].

```
Utility
Enter destination by selecting
Mail Box.
  Mail Box   Cancel  Prev.   Next

                              Next
  public          MailBox03
  MailBox05       MailBox07
  MailBox09       MailBox11
                          Memory 100%
                          Free
```

9 Touch [Mode1], and then specify the file format and coding method.

❍ In addition, specify whether a URL Report will be sent. If the "URL Report" parameter was set to "ON", type in the e-mail address where the notification will be sent.

```
One-     #007        Cancel   Enter
Touch
  HDD                    Delete
  Dest.   Mode 1   Mode 2   One-
                            Touch
  File Format/        TIFF-MH
  Coding Method


  URL Report          OFF

                          Memory 100%
                          Free
```

10 Check the information to be
registered, and then touch
[Enter].

```
One-     #007              Cancel   Enter
Touch
HDD                                  Delete

  Dest.    Mode 1    Mode 2    One-
                                      Touch

  Dest. Name              HDD
  Destination Address     public
  Com. mode               HDD

                              Memory 100%
                              Free
```

7.3   Changing/Deleting Recipients

1 Press the [Utility] key.

2 Touch [User Set].

3 Touch [FAX Input].

  ❍ For a copier, touch [E-mail Input].

4 Touch [One-Touch].

5 Select an index, and then touch the one-touch key that you wish to
delete or whose information you wish to change.

6 To change the one-touch key information, change the information as
desired, and then touch [Enter].

  ❍ To delete the one-touch key, touch [Delete].

Scanner Mode

7.4 Specifying the Scanning Options

7.4.1 [Quality&Reduction Screen]

Quality tab

Select the scanning resolution.

"Standard" (200 × 100 dpi), "Fine" (200 × 200 dpi), "Super Fine" (400 × 400 dpi), "Text+Photo" (400 × 400 dpi), "GSR" (200 × 200 dpi), "Super GSR" (400 × 400 dpi), "600dpi Text" (600 × 600 dpi), "600dpi Photo" (600 × 600 dpi), or "600dpi Photo+Text" (600 × 600 dpi)

Contrast tab

Touch [Lighter], [Normal] or [Darker] to select the desired scanning contrast.

✎ **. . .**

Note
If "600dpi Text" or "600dpi Photo+Text" was selected on the Quality tab, the contrast can only be set to one of three levels: "Lighter", "Normal" and "Darker". (The two "Lighter" settings and the two "Darker" settings are each the same contrast level.)

Reduction/Area tab
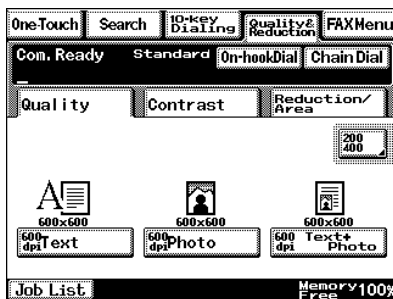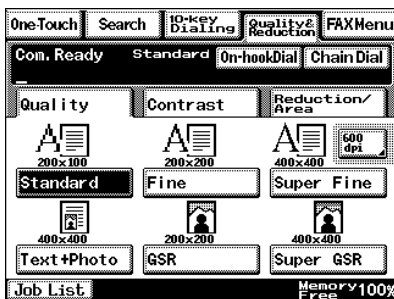
Scan Area: Select the scanning size.
                       "Auto Size" or "No Reduction"

Scanner Mode
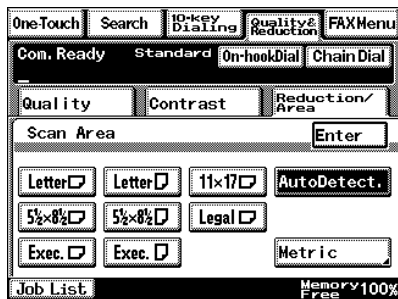
7.4.2 FAX Menu Screen

● With a copier, the settings are specified from the Menu screen.

Network tab

File Name: Specify the name of the attached file. If a file
name is not specified, the default file name is
used.
Default file name: Device_name
Automatic_numbering_(date_and_time).
Extension
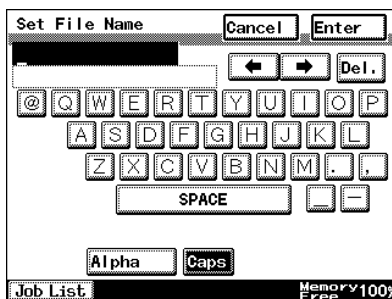
✎ **. . .**
Tip
*To cancel the setting, touch [Cancel]. The extension (.tif or .pdf) is
automatically added to the file name.*

*Settings for the "TX Report", "2in1", "2-Sided TX", "Priority TX", "Timer
Set", and "TX Marker" functions can also be specified. For details,
refer to "FAX Menu Screen" on page 8-19.*

7.4.3 Specifying the File Storage Life

The length of time that files are saved on the hard disk can be specified.

1 Start up PageScope Light.

❍ Refer to *"Using PageScope Light" on page 3-25*.

2 Log into PageScope Light in Administrator mode.

3 Click [File Storage Life] in the menu on the [File] tab.

4 Specify the length of time that files are saved on the hard disk, and then click the [Apply] button.
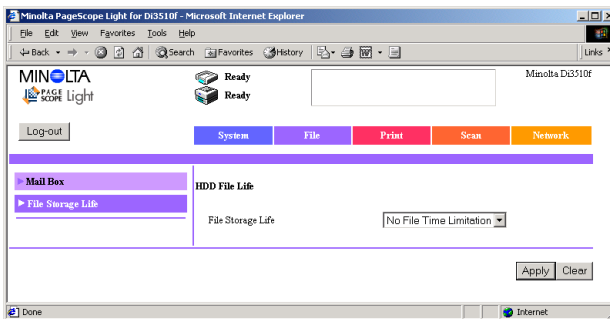
7.5 Retrieving Scan Data Using PageScope Light

Scan data saved on the copier's hard disk can be retrieved using PageScope Light.

1 Start up PageScope Light.

❍ Refer to *"Using PageScope Light" on page 3-25*.

2 Click [Mail Box] in the menu on the [File] tab.

3 From the HDD Directories list, click the mail box containing the file that you wish to retrieve.
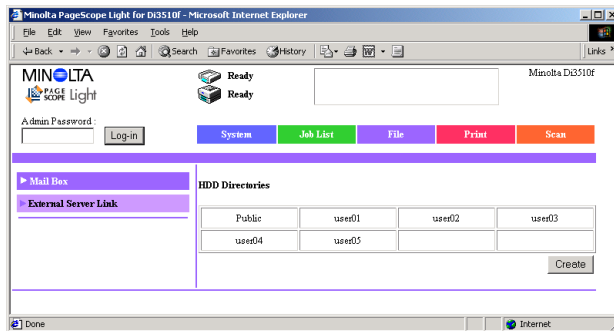
4 Type in the password for the mail box, and then click the [Apply] button.
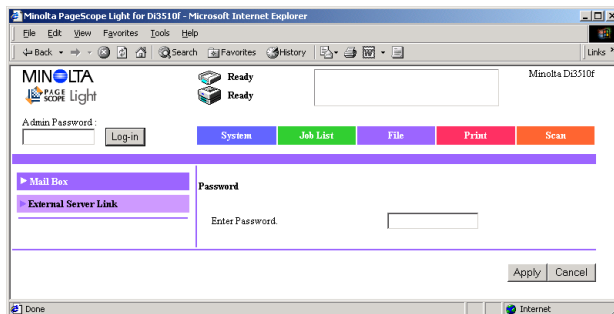
5 Click the name of the file to download the file to the computer. (The dialog box for downloading files appears.)
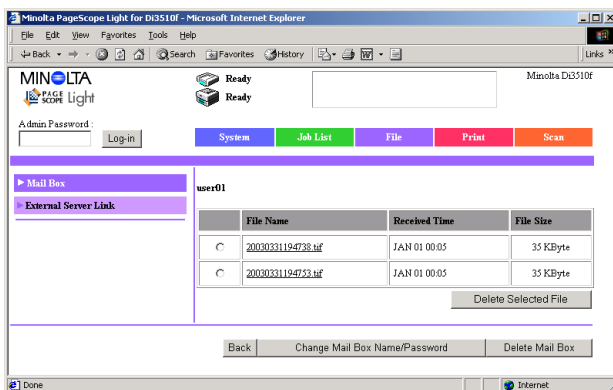
7.6 URL Report

With this function, a notification of the URL where the scan data is saved can be sent by e-mail. The file is not attached to the e-mail message. However, the location where the scan data is saved can easily be accessed when the receiver of the URL Report e-mail message clicks the URL in the text of the e-mail message.

✎
...

Note
The URL Report e-mail message is sent according to the Scan to E-mail settings. In order to use the "URL Report" function, settings must be specified for the parameters on the SMTP Settings screen. (Refer to page 3-11.)

<Notification information>

Controller_IP_address/Mail_box_name/File_name

✎
...

Tip
The password is required in order to access the mail box.

The password is not included in the notification e-mail message.

8 Performing an Internet Fax/IP Address FAX Operation

8.1 Basic Transmission
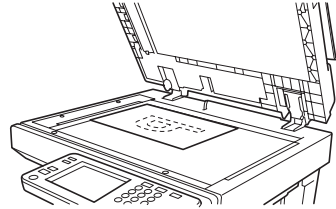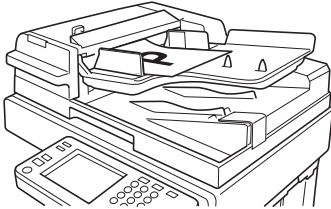
1 Position the document(s) to be faxed.

2 Press the [Fax/Scan] key.

❍ For a copier, press the [Scan] key.

3 Touch [10-Key Dialing]. Specify the recipient in any of the following ways.

❍ For a copier, touch [Addr. Input].
❍ Select a recipient from the list on the One-Touch screen. → Refer to page 4-5.
❍ Select a recipient by searching for it by name. → Refer to page 4-6.
❍ Type in the number of the one-touch key for the desired recipient. → Refer to page 4-8.
❍ Select a fax program → Refer to page 8-4.
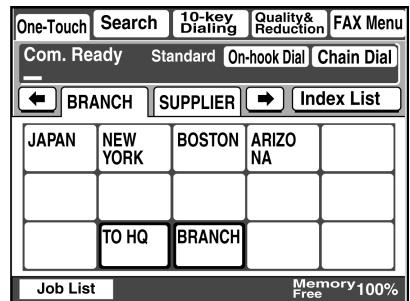
✎
. . .
Note
An IP address cannot be specified from the 10-Key Dialing screen. In order to perform an IP address fax operation, register the IP address in a one-touch key.

4 Touch [Com. Mode].
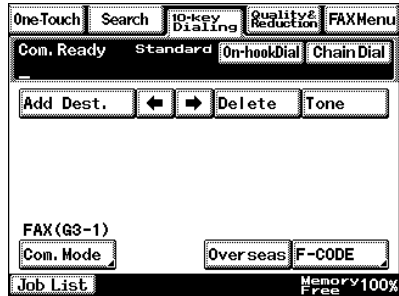
5 Touch [InternetFAX], then [E-mail], and then touch [Enter].

6 Type in the e-mail address of the recipient.

Scanner Mode
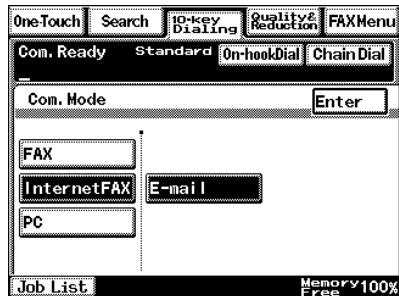
7 To change the transmission size (maximum), transmission resolution (maximum) or coding method, touch [E-mail Mode], and then specify the desired settings.

```
One-Touch   Search   10-key    Quality&  FAXMenu
                     Dialing   Reduction
Com.Ready      Standard         Dest.:  0
test@tet.local_
  E-mail Mode                        Enter


  TX Size (Max.)      11x17
  TX Quality (Max.)   600dpi
  Coding Method       MH
  Job List                        Memory 100%
                                  Free
```

8 Specify the image quality, density and zoom ratio according to the document to be scanned.

   ❍ Refer to *"Specifying the Scanning Options" on page 8-16*.

9 Press the [Start] key.

   The transmission begins.

   If the document is placed on the original glass:

   ● When scanning multiple document pages, continue scanning by placing each consecutive page on the original glass, then pressing the [Start] key.

   ● After all pages of the document to be sent are scanned, touch [Scan End], and then press the [Start] key. The transmission begins.

Scanner Mode
8-3

8.2 Selecting a Fax Program

✎ **. . .**

Note
The recipient and transmission settings must have been registered as a fax program in advance. Refer to "Registering as a Fax Program" on page 8-11.

The data can be transmitted to multiple recipients if they are all registered in the fax program, or the data can be transmitted at a specific time if the transmission time is specified.

1 Position the document(s) to be faxed.

2 Press the [Fax/Scan] key.

❍ For a copier, press the [Scan] key.

3 Touch [One-Touch].

One-Touch	Search	10-key Dialing	Quality& Reduction	FAX Menu

Com. Ready　　Standard　On-hook Dial　Chain Dial

← BRANCH　SUPPLIER　→　Index List

JAPAN	NEW YORK	BOSTON	ARIZO NA	
	TO HQ	BRANCH		

Job List　　　　　　Memory Free 100%
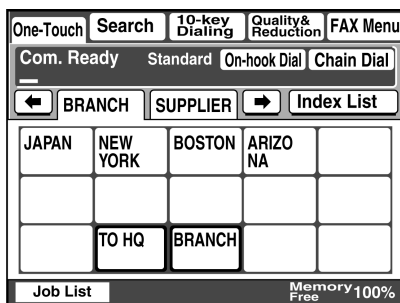
4 Select an index, and then select a fax program from the one-touch key list that appears.

✎ **. . .**

Tip
The keys registered with fax programs have a frame around them.

5 Press the [Start] key.

Scanner Mode

8.3 Registering a Recipient

8.3.1 Registering as a One-Touch Key

For an Internet fax

1 Press the [Utility] key.
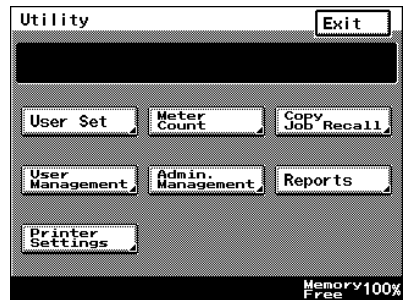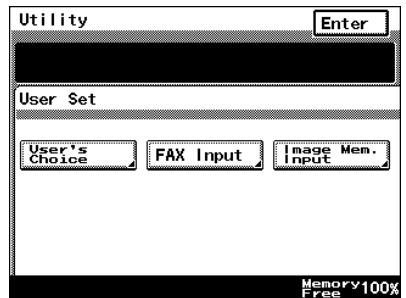
2 Touch [User Set].

```
Utility                           Exit

User Set      Meter       Copy
              Count       Job Recall

User          Admin.      Reports
Management    Management

Printer
Settings
                                  Memory 100%
                                  Free
```

3 Touch [FAX Input].

○ For a copier, touch [E-mail Input].

```
Utility                           Enter

User Set

User's        FAX Input   Image Mem.
Choice                    Input

                                  Memory 100%
                                  Free
```

4 Select an index, and then touch a key where nothing has been registered yet.

```
One-Touch                         Enter

Select One-Touch to REG/CHANGE/DEL.
Touch [Enter].

←  BRANCH           →  Index List

                                  Memory 100%
                                  Free
```
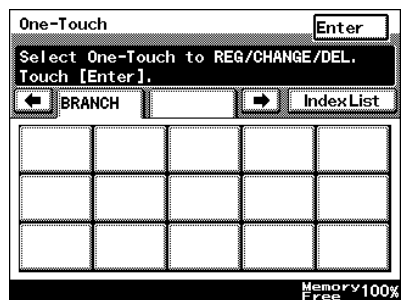
5 Type in the recipient name that will appear on the one-touch key, and then touch [Next].
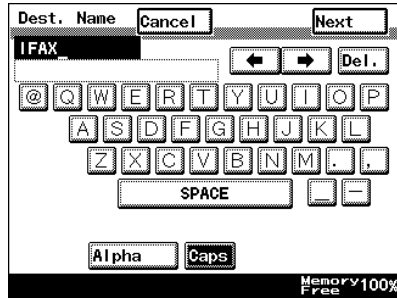
6 If the one-touch key will be used with Internet fax transmissions, touch [InternetFAX], then [E-mail], and then touch [Next].
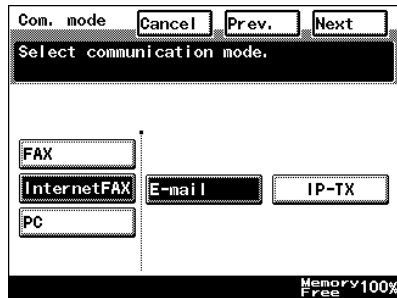
7 If the one-touch key will be used with Internet fax transmissions, type in the e-mail address of the recipient, and then touch [Next].

❍ To change the file format or coding method, touch [E-mail Mode], and then specify the desired settings.

```
Utility
Select E-mail Mode.

E-mail Mode                    Enter

TX Size (Max.)      11x17
TX Quality (Max.)   600dpi
Coding Method       MH
                            Memory
                            Free  100%
```

❍ To change the port number, touch [Port], and then specify the desired setting.

```
Utility
Port number can be changed.

Port            Cancel   Enter
                        Default

            25
          1to65535
    ←  →  Delete
                   Memory
                   Free  100%
```

8 Check the information to be registered, and then touch [Enter].

```
One-
Touch  #002        Cancel   Enter

IFAX                    Delete

Dest.  Mode 1  Mode 2  One-
                        Touch

Destination Name    IFAX
Destination Address test@test.local
Commnication Mode   E-mail
                        Memory
                        Free  100%
```
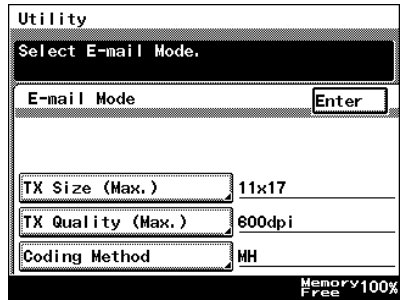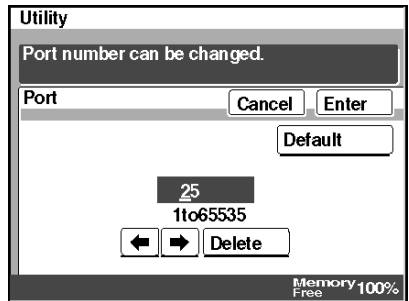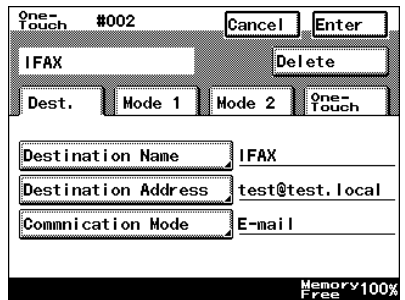
For an IP address fax

1 Press the [Utility] key.
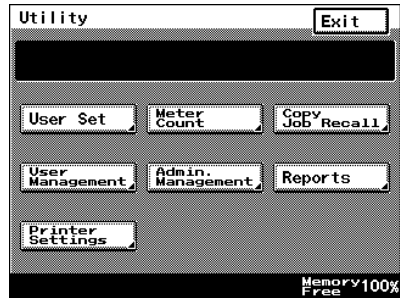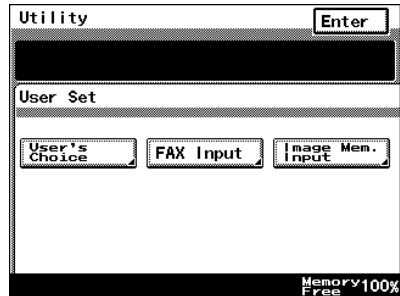
2 Touch [User Set].

```
Utility                          Exit

 User Set    Meter      Copy
             Count      Job Recall

 User        Admin.     Reports
 Management  Management

 Printer
 Settings

                            Memory 100%
                            Free
```

3 Touch [FAX Input].

❍ For a copier, touch [E-mail Input].

```
Utility                         Enter

 User Set

 User's      FAX Input   Image Mem.
 Choice                  Input

                            Memory 100%
                            Free
```

4 Select an index, and then touch a key where nothing has been registered yet.

```
One-Touch                       Enter
Select One-Touch to REG/CHANGE/DEL.
Touch [Enter].
 ⬅ BRANCH           ➡   Index List




                            Memory 100%
                            Free
```
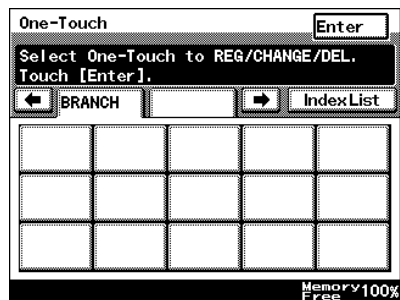
5 Type in the recipient name that will appear on the one-touch key, and then touch [Next].

6 If the one-touch key will be used with IP address fax transmissions, touch [InternetFAX], then [IP-TX], and then touch [Next].
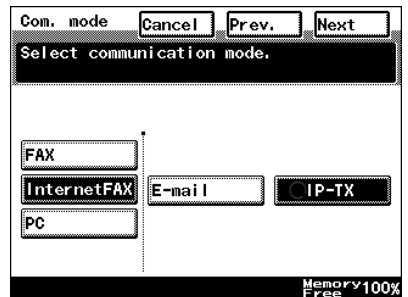
7 Type in the IP address, and then touch [Next].

❍ To specify the recipient by its host name, touch [Host Name].
In order to specify the recipient by its host name, the DNS setting must first be specified. Refer to *"DNS Settings screen" on page 3-9*.

❍ To change the file format or coding method, touch [E-mail Mode], and then specify the desired settings.

```
Utility
Select E-mail Mode.

E-mail Mode                    Enter


TX Size (Max.)        11x17
TX Quality (Max.)     600dpi
Coding Method         MH
                              Memory 100%
                              Free
```

❍ To change the port number, touch [Port], and then specify the desired setting.

```
Utility
Port number can be changed.

Port              Cancel   Enter
                          Default


             25
          1to65535
          ←  →  Delete
                              Memory 100%
                              Free
```
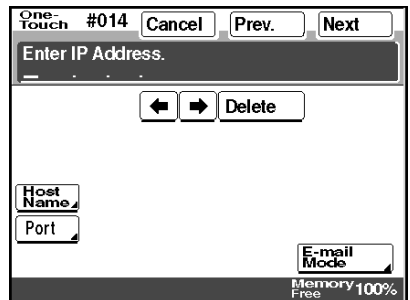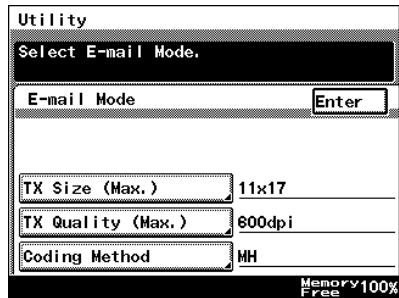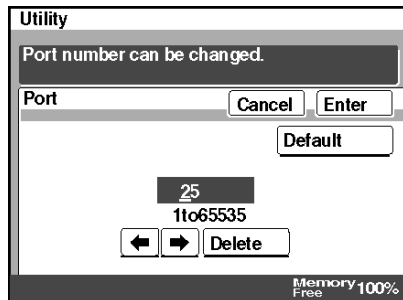
8 Check the information to be registered, and then touch [Enter].

8.3.2 Registering as a Fax Program

Settings that can be registered

● The following transmission functions and settings can be registered together with the recipient information.
The image quality, contrast and reduction settings in addition to settings for the "priority transmission", "timer transmission", "TSI", "destination insertion", "transmission report", "2in1 transmission", "2-sided transmission", "rotation transmission" and "TX marker (optional)", "subjcet", "reply", and "file name" functions can be registered with the fax program.

● With an Internet fax feature, the "Real-Time", "Password TX" and "Remote Copy" functions cannot be used. Even if settings are specified, they will not be applied.

● With Internet faxing, polling reception or batch transmission cannot be used.

● Since Internet faxing can operate with telephone fax functions in a completely different environment, there are particular limitations. Refer to *"Precautions" on page 1-2*.

Up to 30 fax programs can be registered. However, the total number of one-touch keys and fax programs must not exceed 540.

1 Press the [Utility] key.

2 Touch [User Set].

Utility	Exit
User Set	Meter Count	Copy Job Recall
User Management	Admin. Management	Reports
Printer Settings		
		Memory Free 100%

3 Touch [FAX Input].

  ❍ For a copier, touch [E-mail Input].

```
Utility                        Enter
_____
_____
User Set
_____
User's     FAX Input   Image Mem.
Choice                 Input
                          Memory100%
                          Free
```
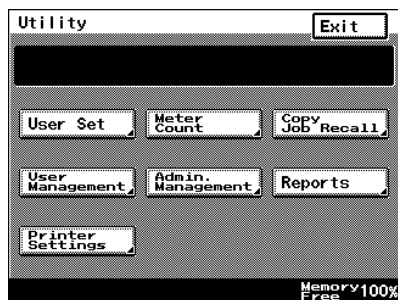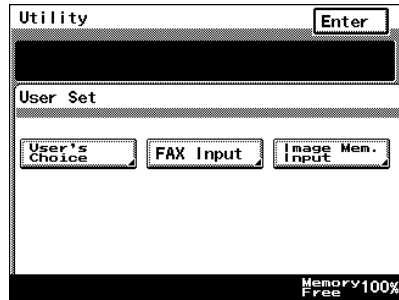
4 Touch [Fax Program].

  ❍ For a copier, touch [Mail Program].
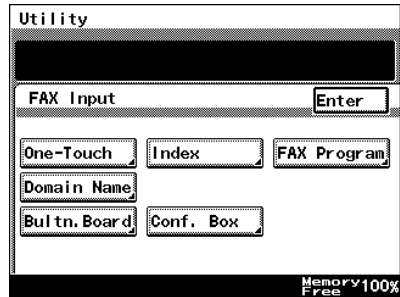
```
Utility
_____
_____
FAX Input                      Enter
_____
One-Touch   Index      FAX Program
Domain Name
Bultn.Board Conf. Box
                          Memory100%
                          Free
```

5 Select an index, and then touch a key where nothing has been registered yet.

```
One-Touch                      Enter
Select One-Touch to REG/CHANGE/DEL.
Touch [Enter].
← BRANCH            →   IndexList
_____
|    |    |    |    |    |
|    |    |    |    |    |
|    |    |    |    |    |
                          Memory100%
                          Free
```
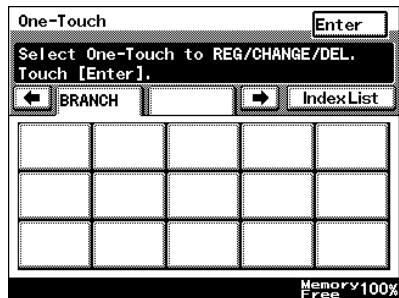
6 Type in the recipient name that will appear on the fax program key, and then touch [Next].

7 Type in the search name (or abbreviation) for the recipient, and then touch [Next].

8 Select [TX] for the mode, and then touch [Next].

✎ **. . .**
Note
If [Batch] or [Polling RX] is selected, the recipient of the Internet fax cannot be specified.

```
FAX Program [Cancel] [Prev.] [Next]
Select Program Mode.

[TX]      [Batch]      [Polling RX]
                              Memory 100%
                              Free
```
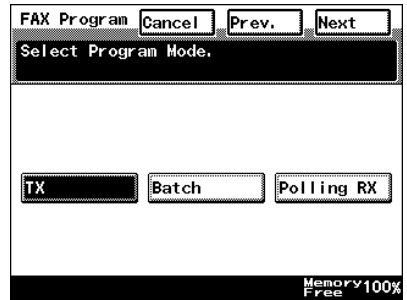
9 Specify the recipient, and then touch [Next].

❍ To select a recipient from the list of one-touch keys, touch [One-Touch], touch the one-touch key for the recipient, and then touch [Enter].

❍ To select a recipient by searching for it by name, touch [Search] and specify the recipient, and then touch [Enter].

❍ To register no recipient, touch [No Dest.].

```
FAX Program [Cancel] [Prev.] [Next]
Select destination.   Dest. :  0

                              [No Dest.]
[One-Touch] [Search]
                              Memory 100%
                              Free
```

✎ **. . .**
Note
A maximum of 300 recipients can be registered.
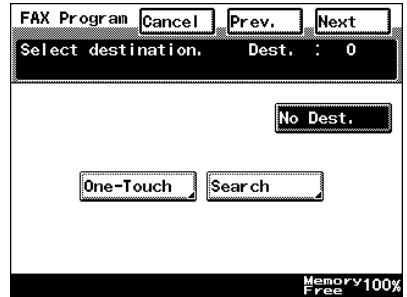
10 Touch [Transmission Setting], select the functions to be registered, and then touch [Enter]. For details on each function, refer to page 8-16.

- ❍ Quality tab: The image quality, zoom ratio, density and scanning area can be specified.

- ❍ Menu 1: Settings for the "Transmission Report", "Priority Transmission", "Timer Transmission", "TSI", "2in1 Transmission", "Destination Insert", "2-Sided Transmission", "TX Marker (Optional)" and "Rotation Transmission" functions can be specified.

- ❍ Menu 2: The subject, reply address and file name can be specified.

✎ **. . .**

Note

If a 2in1 transmission was specified, the "Zoom" parameter is set to "Auto Size".

With an Internet fax, the "Real-Time", "Password TX" and "Remote Copy" functions cannot be used. Even if settings are specified, they will not be applied.

11 Check the information to be registered, and then touch [Enter].

Scanner Mode

8.4 Changing/Deleting Recipients

1 Press the [Utility] key.

2 Touch [User Set].

3 Touch [FAX Input].

❍ For a copier, touch [E-mail Input].

4 Touch [One-Touch] or [Fax Program].

5 Select an index, and then touch the one-touch key that you wish to delete or whose information you wish to change.

6 To change the one-touch key information, change the information as desired, and then touch [Enter].

❍ To delete the one-touch key, touch [Delete].

8.5 Specifying the Scanning Options

8.5.1 Quality&Reduction Screen

Quality tab

Select the scanning resolution.

"Standard" (200 × 100 dpi), "Fine" (200 × 200 dpi), "Super Fine" (400 × 400 dpi), "Text+Photo" (400 × 400 dpi), "GSR" (200 × 200 dpi), "Super GSR" (400 × 400 dpi), "600dpi Text" (600 × 600 dpi), "600dpi Photo" (600 × 600 dpi), or "600dpi Photo+Text" (600 × 600 dpi)

Contrast tab

Touch [Lighter], [Normal] or [Darker] to select the desired scanning contrast.

✎ **. . .**

Note

If "600dpi Text" or "600dpi Photo+Text" was selected on the Quality tab, the contrast can only be set to one of three levels: "Lighter", "Normal" and "Darker". (The two "Lighter" settings and the two "Darker" settings are each the same contrast level.)

Scanner Mode

Reduction/Area tab

```
One-Touch  Search  10-key    Quality&  FAXMenu
                   Dialing   Reduction
Com. Ready    Standard  On-hookDial  Chain Dial

 Quality      Contrast      Reduction/
                            Area


         Auto Size    Auto
                      Detect.
         Reduction    Scan Area



 Job List                    Memory 100%
                             Free
```
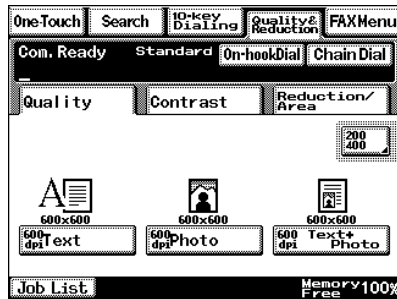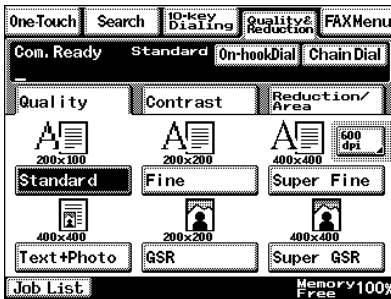
Reduction:	Specify the scanning zoom ratio.
Auto Size:	Sends the document automatically at the size of the recipient's paper.
No Reduction:	Cuts the document to the size of the recipient's paper and sends it at its original size.

```
One-Touch  Search  10-key    Quality&  FAXMenu
                   Dialing   Reduction
Com. Ready    Standard  On-hookDial  Chain Dial

 Quality      Contrast      Reduction/
                            Area
 Reduction                    Enter


       A  ▸  A      A  ▸  A
       Auto Size    No
                    Reduction
 Job List                    Memory 100%
                             Free
```
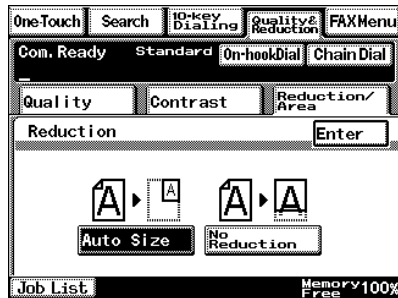
Scan Area: Select the scanning size.
Select "AutoDetect." or specify a size.
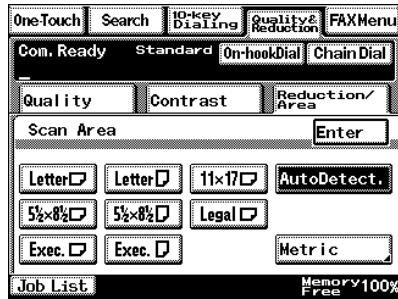
8.5.2 FAX Menu Screen

● With a copier, the settings are specified from the Menu screen.

Functions that can be specified from the FAX Menu screen
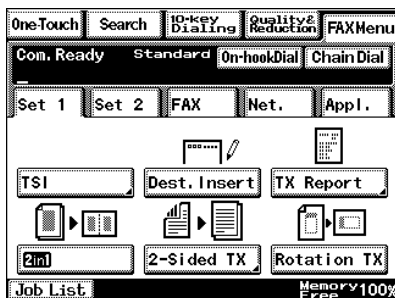
| [TSI]: | If transmission source information is set to be added, information such as the source name, transmission date, document number and page number is printed at the edge of the received document.
A maximum of eight transmission source names can be registered. Refer to *"Programming the Transmission Source Name" on page 13-17*.
The specified transmission source information is used with normal faxing, Internet faxing, IP address faxing and Scan to E-mail transmissions.
The TSI setting is reset after each transmission. For details on specifying the default transmission source name, refer to *"Programming the Transmission Source Name" on page 13-17*. |
| [Dest. Insert]: | The fax can be sent with the name of the recipient added in addition to the transmission source name.
The Dest. Insert setting is reset after each transmission. For more details, refer to "Specifying Software Settings (Machine Functions)" in the Advanced Operations volume of the copier's User Manual. |

[TX Report]:	The transmission results can be printed out as a report. This function can be set to one of the following: "Default", "Output On" and "Output Off" or "If TX Fail". The TX Report setting is reset after each transmission. Refer to *"Specifying Report Output Settings" on page 13-41*
[2in1]:	Scans of two document pages can be sent as a single page. This can be used, for example, to combine two legal-size document pages and send them as one legal-size page.
[2-Sided TX]:	Double-sided document pages can be scanned and sent. The 2-Sided TX setting is reset after each transmission. Refer to *"Specifying Transmission Settings" on page 13-21*.
[Rotation TX]:	You normally feed your document to the reader as "portrait", so when you set the letter-size document as "landscape", the reader handles it as ledger-size document, and it gets reduced at reception when the recipient facsimile paper is letter size. If you setup Rotation TX, you can send letter-size documents as a letter-size document whether its direction is landscape or portrait. Rotation TX is valid only when you send letter-size documents with under 200 dpi image quality setting, by the normal facsimile or Internet Fax (E-mail) transmission. The Rotation TX setting is canceled after each transmission. Refer to *"Specifying Transmission Settings" on page 13-21*.
[Priority TX]:	If documents are queued for transmission, a document specified as urgent can be given priority and sent.
[Timer]:	A document can be scanned and stored in the memory to be sent at a specified time. This function is convenient for sending documents at discounted calling times.

[TX Marker]:   A stamp can be applied to the document to
                      indicate that it was scanned.
                      In order to use TX Marker, the optional TX
                      Marker is required. When you set TX Marker, use
                      an automatic document feeder.
                      If the stamp is weak, replace it. Refer to "The
                      stamp is weak." in "Troubleshooting" of the Basic
                      Operations volume of this User Manual.

[Subject]:   Previously registered text can be inserted as a
                      subject when e-mail messages are sent.
                      A maximum of 4 subject texts can be registered.
                      Refer to *"Network Settings" on page 3-3*.

[Reply]:   When sending an e-mail message, the e-mail
                      address registered at a one-touch key can be set
                      as the recipient (Reply-to address) where reply
                      e-mail messages sent by the recipient will be
                      sent.

[File Name]:   The file name of image data attached to an e-
                      mail that is being sent or scanned image data
                      can be changed to this file name.
                      The file name can contain a maximum of 16
                      characters.

Specifying FAX Menu settings

1 Press the [Fax/Mail] key.

❍ For a copier, press the
[Scan] key.
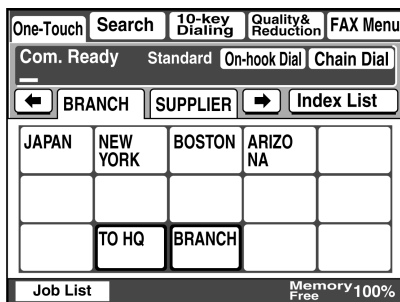
2 Touch [FAX Menu].

❍ For a copier, touch [Menu].

3 Specify settings for the various transmission parameters.

For details on specifying a setting for each transmission parameter, refer
to the appropriate page indicated below.

● Specifying the transmission source name → page 8-23

● Specifying whether the destination name is inserted → page 8-24

● Specifying the setting for the "TX Report" parameter → page 8-24

● Specifying the 2in1 transmission setting → page 8-25

● Specifying double-sided transmission settings → page 8-26

● Specifying the rotation transmission setting → page 8-27

● Specifying the priority transmission setting → page 8-27

● Specifying the timer transmission setting → page 8-28

● Specifying the TX Marker setting (optional) → page 8-29

● Specifying the Subject setting → page 8-29

● Specifying the Reply setting → page 8-30

● Specifying the file name setting → page 8-31

Specifying the transmission source name

1 Touch [Set 1], and then touch [TSI].
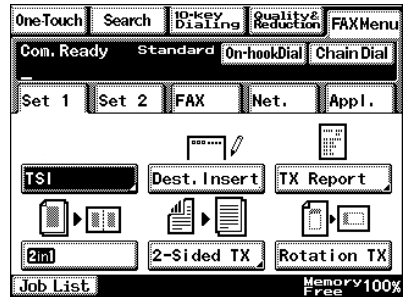
2 Select the transmission source name, and then touch [Enter].

❍ To cancel the setting, touch [Cancel].

✎ **. . .**
Note

The date and the name of the transmission source must be specified in advance.

For details on specifying the date, refer to "Specifying the Date and Time" on page 13-12.
For details on registering transmission source names, refer to "Programming the Transmission Source Name" on page 13-17.
For details on specifying the transmission source name, refer to "Specifying Transmission Settings" on page 13-21.

Specifying whether the destination name is inserted

→ Touch [Set 1], and then touch [Dest. Insert].

[Dest. Insert] is highlighted.

✎
. . .
Note
The destination name can be inserted only if the transmission source information is added.
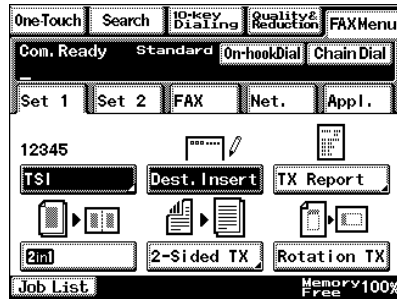
The destination name must have been registered as a one-touch key in advance. Refer to "Registering as a One-Touch Key" on page 8-5.

Specifying the setting for the "TX Report" parameter

1 Touch [Set 1], and then touch [TX Report].
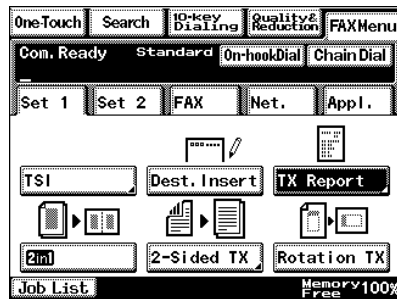
2 Select how to output the report, and then touch [Enter].

❍ To output the transmission report in method that has been previously specified, touch [Default]. Refer to *"Specifying Report Output Settings" on page 13-41*.

❍ To output a transmission result report with every transmission, touch [On].

❍ To output a transmission result report only if the transmission failed, touch [If TX Fail].

❍ To stop the transmission result report from being outputted, touch [Off].

Specifying the 2in1 transmission setting

➜ Touch [Set 1], and then touch [2in1].

[2in1] is highlighted.
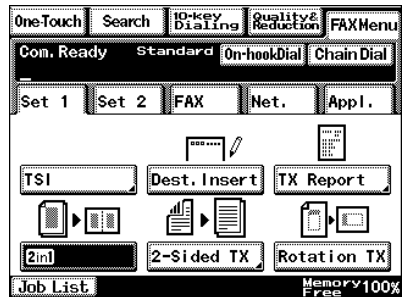
Specifying double-sided transmission settings

1 Touch [Set 1], and then touch [2-Sided TX].

✎
. . .
Note
A double-sided document is received (printed) by the recipient as a single-sided document.
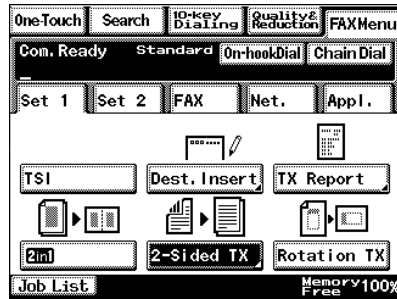
2 Select the desired setting for the binding margin (left or top).
According to the position of the binding margin, touch [Standard Book] or [Top Margin].

   ❍ To specify that the binding margin is automatically determined by the scanning direction, touch [Auto].
   ❍ To cancel the setting, touch [Cancel].
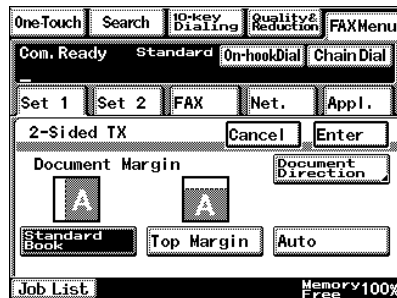
3 Touch [Document Direction].

4 Select the orientation of the document, and then touch [Enter].
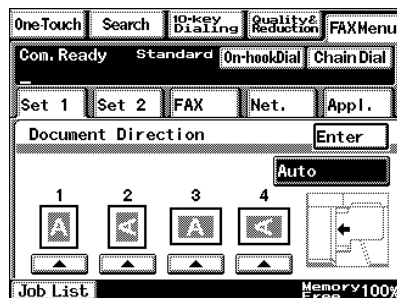
✎ **. . .**
Tip
Select the appropriate setting according to the following descriptions.
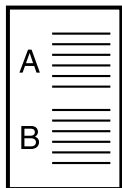
When a portrait
document is
loaded
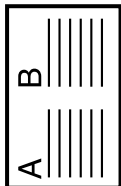
When a landscape
document is
loaded sideways
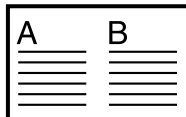
When a landscape
document is
loaded

When a portrait
document is
loaded sideways

Specifying the rotation transmission setting

→ Touch [Set 1], and then
touch [Rotation TX].

[Rotation TX] is highlighted.
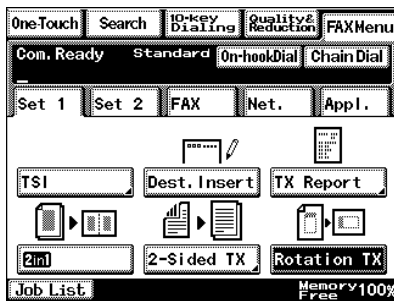
Specifying the priority transmission setting

→ Touch [Set 2], and then touch
[Priority TX].

[Priority TX] is highlighted.

✎ **. . .**
Note
*Priority transmission cannot
be used if multiple recipients
are specified.*

*Priority transmission and
timer transmission cannot be specified at the same time.*
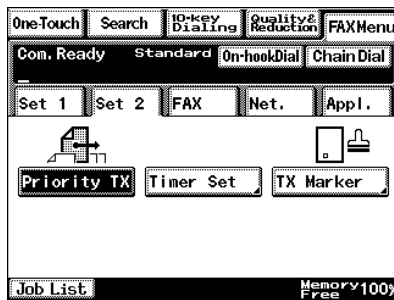
Specifying the timer transmission setting

1 Touch [Set 2], and then touch [Timer Set].

✎ **. . .**
    Tip
    Up to 64 documents can
    be specified.

✎ **. . .**
    Note
    The timer transmission setting is reset after the transmission is
    sent.

    Timer transmission and priority transmission cannot be specified at
    the same time.
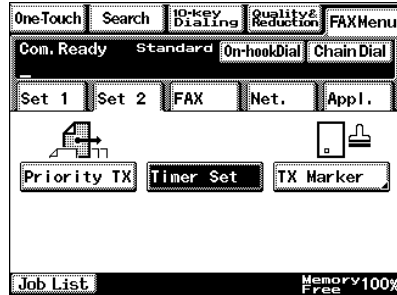
2 Type in the time that you wish to send the transmission, and then touch [Enter].
Touch [Hour] or [Minute], and then use the keypad to type in the numbers.
To send the transmission at midnight, type "00" for the hours and "00" for the minutes.
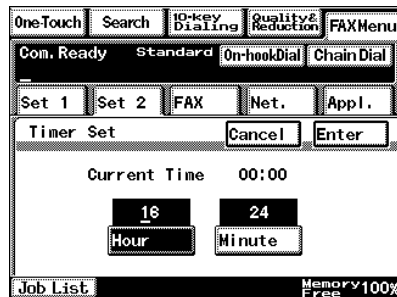
○ To erase the entered numbers, press the [C] (clear) key.
○ To cancel the setting, touch [Cancel].

✎ **. . .**
    Note
    The time is set for a 24-hour period. If the machine is not programmed
    with the current time, the fax cannot be sent at the specified time.
    Refer to "Specifying the Date and Time" on page 13-12.

Scanner Mode

Specifying TX Marker (optional)

1 Touch [Set 2], and then touch [TX Marker].

✎ **. . .**
Note
[TX Marker] appears only if the optional TX Marker is used.
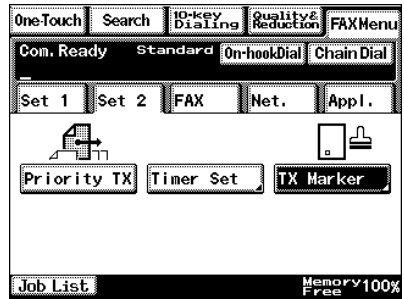
2 Specify the desired stamp setting, and then touch [Enter].

○ Touch [Bottom], [Top&Bottom] or [OFF] to select the desired setting.
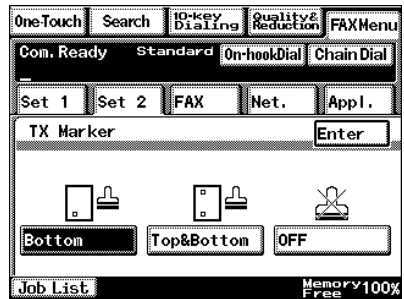
Specifying the Subject setting

1 Touch [Net.], and then touch [SubjectSet.].
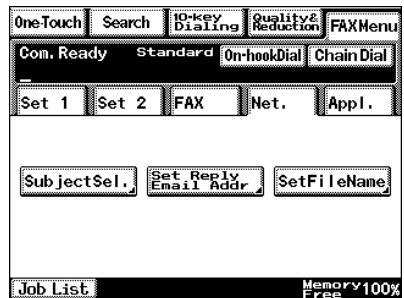
2 Select the desired subject,
and then touch [Enter].

❍ To cancel the setting,
touch [Cancel].

✎ **. . .**
Note
*A subject must have been
registered in advance. Refer
to "Specifying Network
Settings" on page 3-6.*

```
One-Touch  Search  10-key    Quality&    FAX Menu
                   Dialing   Reduction
Com. Ready    Standard  On-hook Dial  Chain Dial
―
  Subject                    Cancel    Enter
  1    Information
  2    Minutes
  3    Connection
  4    Conference
  Job List                    Memory  100%
                             Free
```

Specifying the Reply setting

1 Touch [Net.], and then touch
[Set Reply Email Addr].

```
One-Touch  Search  10-key    Quality&    FAX Menu
                   Dialing   Reduction
Com. Ready    Standard  On-hookDial  Chain Dial
―
  Set 1   Set 2   FAX      Net.    Appl.


  SubjectSel.  Set Reply    SetFileName
               Email Addr

  Job List                    Memory  100%
                             Free
```

2 Select the one-touch key of
the recipient to be specified
as the reply address, and
then touch [Enter].

❍ To cancel the setting,
touch [Cancel].

✎ **. . .**
Note
*A one-touch key must
have been registered in
advance. Refer to "Registering as a One-Touch Key" on page 8-5.*

```
One-Touch  Search  10-key    Quality&    FAX Menu
                   Dialing   Reduction
Com. Ready    Standard  On-hook Dial  Chain Dial
―
  ←  BRANCH   SUPPLIER   →   Index List
  JAPAN  NEW     BOSTON  ARIZO
         YORK            NA


         TO HQ   BRANCH
  Job List                    Memory  100%
                             Free
```

Specifying the file name setting

1 Touch [Net.], and then touch [SetFileName].
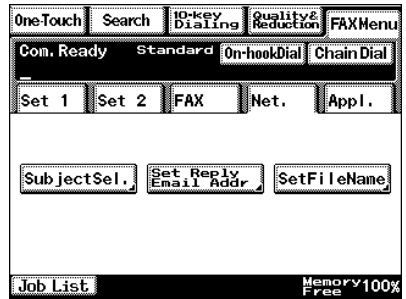
2 Type in the file name to be given to the image data, and then touch [Enter].

   ○ To cancel the setting, touch [Cancel].

✎ **. . .**
   Tip
   An extension (.tif or .pdf) is automatically added to file name.
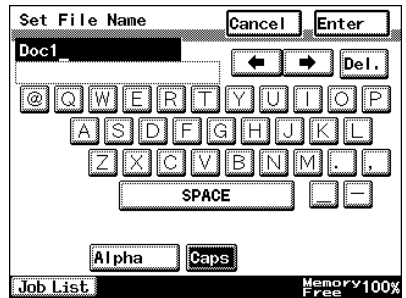
8.6   Transmitting to Multiple Recipients (Broadcast Transmission)

● The same document can be sent to multiple recipients at one time.

● A maximum of 300 recipients can be specified for the same transmission. However, if recipients are specified using 10-key Dialing screen, only a maximum of 12 can be specified.

Specifying using the one-touch keys

For details, refer to *"Selecting a Recipient From the List on the One-Touch Screen" on page 4-5*.

1   Position the document(s).

2   Press the [Fax/Scan] key.

❍   For a copier, press the [Scan] key.

3   From the list of one-touch keys, select all recipients where the data is to be sent.

4   Press the [Start] key.

Specifying using 10-key Dialing screen

1   Position the document(s).

2   Press the [Fax/Scan] key.

❍   For a copier, press the [Scan] key.

3   Touch [Com. Mode], and then touch [InternetFAX], then [E-mail].

4   Type in the e-mail address of the recipient on the 10-key Dialing screen.

5   Touch [Add Dest.].

6   Type in the e-mail address of the next recipient.

7   Repeat steps 5 through 7 until all e-mail addresses are specified.

8   Press the [Start] key.

Specifying using a fax program

1 Position the document(s).

2 Press the [Fax/Scan] key.

   ❍ For a copier, press the [Scan] key.

3 From the list of one-touch keys, select the fax program.

4 Press the [Start] key.

✎ **. . .**

Tip
You can specify whether or not a screen asking for confirmation of the settings is displayed before a broadcast transmission. → *Refer to page 13-47.*

Checking the results of the broadcast transmission

Whether or not the data is transmitted to all recipients can be viewed in a report. Refer to *"Specifying Report Output Settings" on page 13-41*.

```
                                                                          P.1
    SERIAL BROADCAST REPORT
                                       2003 APR 23 (WED) 11:32
                                       CHICAGO

 ACCOUNT NAME  :SALES                  DOCUMENT#    :6514376-760
 TOTAL DST.    :8stations              TIME STORED  :APR 23 11:10
 PAGES         :5sheets                TIME SENT    :APR 23 11:10
                                       DURATION     :4min, 30sec

 FIN. :7station
 No.      DESTINATION   RESULT    No.     DESTINATION  RESULT   No.    DESTINATION  RESULT
 #000     AA            OK        #001    BB           OK       #002   CC           OK
 #003     DD            OK        #004    EE           OK       #005   FF           OK

 DESTINATION                      F-CODE       RESULT
 12345678                         12345        OK


 T.B.S. :1station
 No.      DESTINATION   RESULT    No.     DESTINATION  RESULT   No.    DESTINATION  RESULT
 #006     GG            EA0006
```

1 Report output date

2 Transmission source name

3 Recipients where the transmission was completed correctly

4 Recipients where the transmission failed

5 Transmission results
   - OK: The transmission was completed correctly.
   - INTERR: The transmission was interrupted.
   - F.MEM: The memory is full.
   - NG: The transmission failed.
   - Error Code: Refer to *"Transmission Results Error Codes" on page 15-3*.

8.7 Transmitting Using a Combination of One-Touch Keys and Manual Input (Chain Dialing)
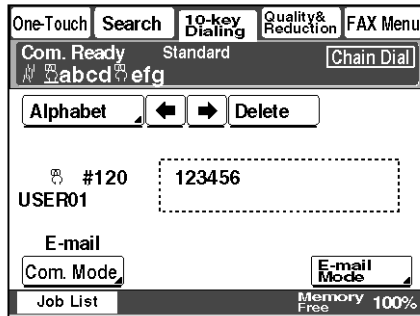
- Multiple one-touch keys can be combined to specify recipients. This is called "chain dialing".
- Chain dialing by combining one-touch keys and manually entering the numbers is possible.
- When transmitting with chain dialing, a maximum of 192 characters can be specified. (Up to 64 characters can be displayed in the message display of the copier's screen.)
- A one-touch key programmed with an IP address cannot be used.

Using the one-touch keys

For details, refer to *"Selecting a Recipient From the List on the One-Touch Screen" on page 4-5*.

1 Position the document(s).

2 Press the [Fax/Scan] key.

❍ For a copier, press the [Scan] key.

3 Touch [Chain Dial].

4 In the 10-Key Dialing screen, touch [Com. Mode], and then touch [InternetFAX], then [E-mail].

5 If [One-Touch] is touched, 🖼 appears.
For details, refer to *"Selecting a Recipient From the List on the One-Touch Screen" on page 4-5*.

❍ To check the information, touch [10-key Dialing], and then move the cursor over 🖼 . Touch [DetailDest.] to display the address registered in the one-touch key. Move the cursor using [←] and [→].

❍ To change the address, touch [10-key Dialing], and then either move the cursor using [←] and [→] or press the [C] (clear) key and type in the new information. To delete the one-touch key selected by the cursor, touch [Delete].
Touch [Alpha] to return to the previous screen.

❍ To enter another address, touch the next one-touch key that you wish to specify.

6 Press the [Start] key.

The transmission begins.

By typing in the address

1 Position the document(s) to be faxed.

2 Press the [Fax/Scan] key.

❍ For a copier, press the [Scan] key.

3 Touch [Chain Dial].

4 In the 10-Key Dialing screen, touch [Com. Mode], and then touch [InternetFAX], then [E-mail].

5 Type in the e-mail address.
Refer to *"Basic Transmission" on page 8-1*.

❍ To change the address, either move the cursor using [←] and [→] or press the [C] (clear) key, and then type in the new information. To delete the one-touch key selected by the cursor, touch [Delete].

✎ **. . .**
Tip
If a frequently used domain name is registered in a domain name button, the e-mail address can be entered more easily. Refer to "Programming a domain name button" on page 3-27.

6 Press the [Start] key.

The transmission begins.

8.8 Inserting Text Into a Transmission Document

● By first setting this function, text (any or a fixed string of characters) is inserted in front of the image data for the Internet fax document before the fax is sent. Use this function for example when sending Internet faxes to computers.

FROM: NEWYORK
Image data has been attached to the e-mail.

✎ . . .
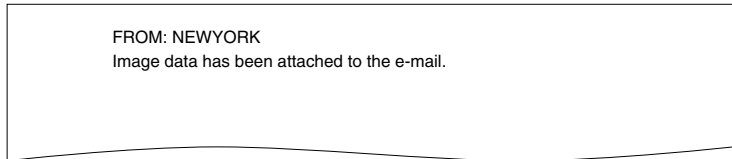
Note
With some e-mail applications, if an e-mail is received containing no text and only an attached file, it may not be possible to open the attached file.

Register Custom Text from PageScope Light. Custom Text cannot be registered from the copier's control panel.

1 Press the [Utility] key.

2 Touch [Admini. Management].

3 Type in the administrator access code, and then touch [Enter].

4 Touch [Admin. 2].

5 Touch [Network Set].

6 Touch [Scanner Settings].

7 Touch [TX Doc. Text Insert].

```
Utility
Select Text for E-mail header sheet.

E-mail Header Text    Cancel    Enter
                                Text Check

Fixed Text    Custom Text    OFF

                              Memory 100%
                              Free
```
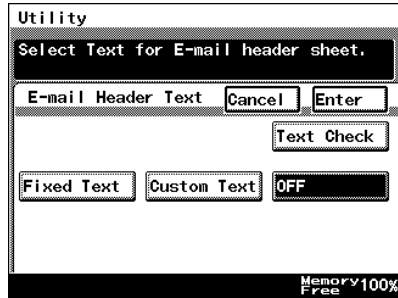
8 Select the text to be inserted, and then touch [Enter].

Fixed Text:	Select this setting to insert into the transmission document the fixed text previously specified with the device.
Custom Text:	Select this setting to insert into the transmission document the text registered with PageScope Light.
OFF:	Select this setting to insert no text into the transmission document.
Text Check:	Click this button to check the custom text that has been registered.

Registering text

1 Start up PageScope Light.

   ❍ Refer to *"Using PageScope Light" on page 3-25*.

2 Log into PageScope Light in Administrator mode.

3 Click [Subject/Text] in the sub-menu that appeared after clicking [Mail/Internet FAX] in the menu on the [Network] tab.

4 Type the text into the text box, and then click the [Apply] button. (256 characters or less)
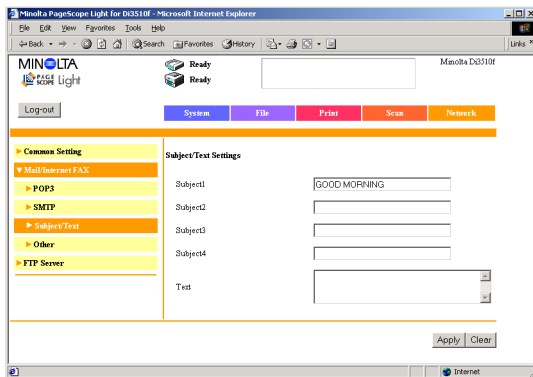
8.9 Checking Transmission Results

● Transmission result information, such as whether the document is queued for transmission, being transmitted, finished being transmitted or whether the document is received, is recorded in the copier. The transmission status can be viewed from the copier's touch panel or from PageScope Light. The procedure for viewing the transmission results from the copier's control panel is described below.
For details on using PageScope Light, refer to the PageScope Light User Manual.

1 Touch [Job List].

2 Touch the button for the report that you wish to view.

```
Job List              4/23 11 : 32   [Enter]
[Job] [Print  [Print]  [Com.]  [Doc.]
       Order]
 Time    : 4/23  11 : 32          11 : 32
 Stored
 Doc. #  : 6512345-678
  Dest.  :    0/123
  Page   : 002
 Com.Mode : PC (E-mail)
                            [RX Doc.]
 Result    : To Be Sent
 [Interim]    [Delete]          [↓] [↑]
 [ Job List ]               Memory  85%
                            FREE
```
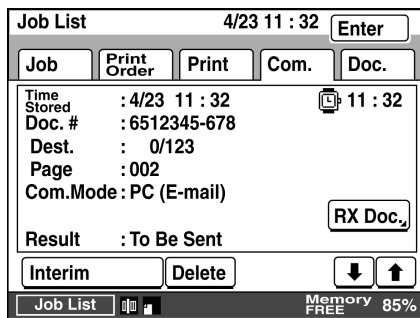
Job: Touch this button to view the list of jobs that are still being performed.

Print Order: Touch this button to view the order for up to 8 documents, such as copies, received faxes, reports and printouts, being printed or queued to be printed.

Print: Touch this button to view the print status of copies and printouts.

Com.:   Touch this button to view the status of sent and received documents.

Document	Maximum Number Listed
Document being sent or queued to be sent	200
Sent documents	96

Documents being received or queued to be printed	200
Received documents	96

Doc.: Indicates documents saved in this unit.

- Bulletin Board: Indicates documents registered as bulletins. Documents saved as bulletins can be printed or deleted. This parameter is available only when sending faxes on a common telephone line.

- Confidential: Indicates the documents saved in Confidential box. Documents saved in mailboxes can be printed or deleted. This parameter is available only when sending faxes on a common telephone line.

- Public: Indicates public documents saved in the Document Management. Saved documents can be printed, forwarded or deleted.

✎ **. . .**

Tip
If the recipient has a machine that is compatible with the full mode for Internet faxing, the transmission results can be viewed in the MDN or the DSN. In order to use the full mode functions, certain software settings must first be specified.
For details, refer to "Specifies Settings Concerning Full Mode Functions With Internet Faxing (Mode 373)" on page 13-56.

If an error e-mail message is received

- If an error e-mail message is not received as an MDN or a DSN, the operations specified by the settings for the received document are performed, just as with a regular received document.
  Refer to *"Specifying the procedure for received documents ("Doc. Manage." function)" on page 13-33*.

- The format of the error e-mail message differs depending on the mail server.

Checking the operating functions

1 Touch [Job List].

```
Scanning        Standard


                      Scan Page(s)   005




 Job List                        Memory  85%
                                 Free
```
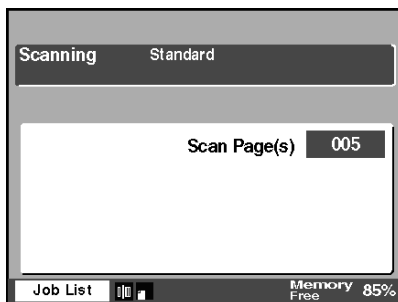
2 Touch this button to view the list of jobs that are still being performed.

✎ . . .
   Tip
   The statuses of up to four jobs can be displayed in one screen. If the desired function is not displayed, touch [↓] and [↑] to scroll through the list.

```
Job List        4/23 11 : 32  Enter

 Job   Print   Print   Com.   Doc.
       Order

Status          Device         Rcvd
 Sending       NEW YORK        04/23
                               11:00



1/1                            ↓   ↑
 Job List                      Memory  85%
                               Free
```
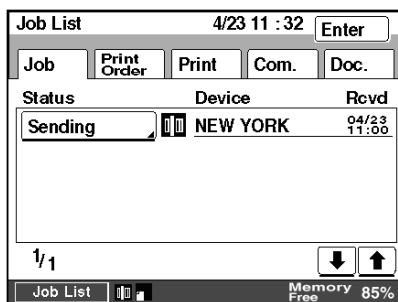
3 To check the details of a job, touch the job that you wish to check.
   ❍ Check the details of the job, and then touch [Enter].

```
Sending          4/23 11 : 00  Enter

    Time  : 4/23  11 : 00
    Stored
    Doc. # : 6512345-678
     Dest. : NEW YORK
     Page : 005/005


Quality : Standard



              Cancel
 Job List                      Memory  85%
                               Free
```
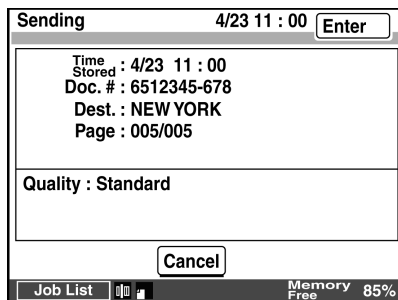
4 Touch [Enter].

The previous screen is displayed.

Checking Transmission Results

1 Touch [Job List].

| One-Touch | Search | 10-key Dialing | Quality& Reduction | FAX Menu |

Com. Ready Standard On-hook Dial Chain Dial

← BRANCH SUPPLIER → Index List

JAPAN	NEW YORK	BOSTON	ARIZO NA	
	TO HQ	BRANCH		

Job List Memory Free 85%

2 Touch [Com.].

Job List 4/23 11 : 32 Enter

Job Print Order Print Com. Doc.

Status Device Rcvd

Sending NEW YORK 04/23 11:00

1/1

Job List Memory Free 85%
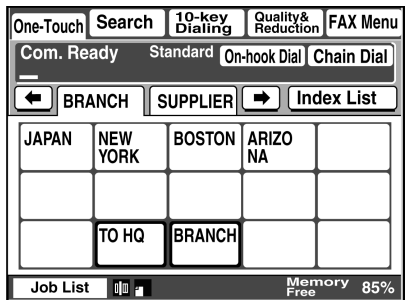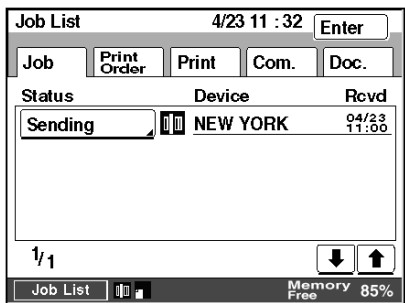
3 Touch [↓] and [↑] to search for the desired document, and then check the transmission results.

❍ If [Interim] appears, touch [Interim] during transmission to output a transmission progress report.

❍ If [Delete] appears, touch [Delete] while a job is queued to delete the queued job.

Job List 4/23 11 : 32 Enter

Job Print Order Print Com. Doc.

Time Stored : 4/23 11 : 32 11 : 32
Doc. # : 6512345-678
Dest. : 0/123
Page : 002
Com.Mode : PC (E-mail)
RX Doc.
Result : To Be Sent
Interim Delete ↓ ↑

Job List Memory FREE 85%

❍ If [Pause] appears, touch [Pause] while a document is being scanned or sent to pause the operation.

✎...
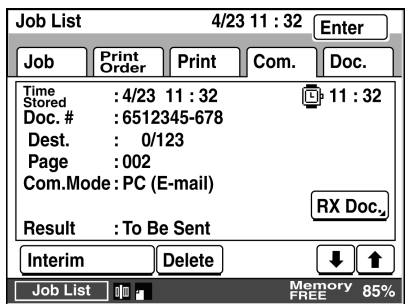
Tip
If timer transmission was specified, appears to the right of the date that the job was received.

4 Touch [Enter].

The previous screen is displayed.

Checking Reception Results

1 Touch [Job List].

```
One-Touch  Search   10-key      Quality&   FAX Menu
                     Dialing     Reduction
Com. Ready       Standard  On-hook Dial  Chain Dial

  ◄   BRANCH     SUPPLIER    ➡    Index List

 JAPAN  NEW      BOSTON  ARIZO
        YORK             NA


        TO HQ   BRANCH

  Job List                    Memory   85%
                             Free
```

2 Touch [Com.].

3 Touch [RX Doc.].

```
Job List           4/23 11 : 32   Enter

 Job    Print    Print   Com.    Doc.
        Order
Time      : 4/23  11 : 32        11 : 32
Stored
Doc. #    : 6512345-678
 Dest.    :   0/123
 Page     : 002
Com.Mode : PC (E-mail)
                              RX Doc.

 Result    : To Be Sent (Scanned)
 Interim         Delete        ↓   ↑
  Job List                  Memory   85%
                            Free
```
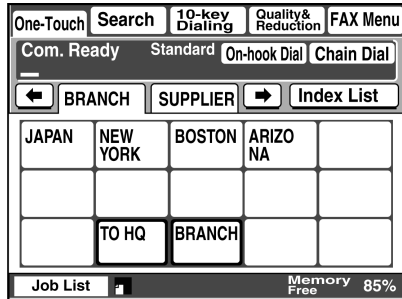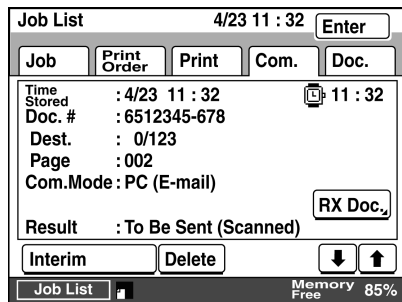
4 Touch [↓] and [↑] to search for the desired document, and then check the reception results.

```
Job List           4/23 11 : 32   Enter

 Job    Print    Print   Com.    Doc.
        Order
Time      : 4/23  11 : 00
Stored
Doc. #    : 6512345-543
 Dest.    : sales@xyz.com
 Page     : 005
Com.Mode : FAX (G3)
                              RX Doc.

 Result    : RX (OK)
                               ↓   ↑
  Job List                  Memory   85%
                            Free
```
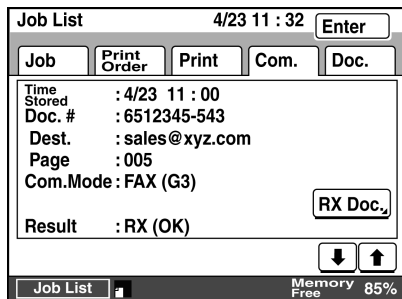
5 Touch [Enter].

The previous screen is displayed.

8.10 Receiving Documents (POP3 Reception)

Receiving Internet faxes

● The network settings must be specified. → Refer to page 3-3.
If the "Auto-RX Check" parameter is set to "Check OFF", an Internet fax cannot be received. The factory settings is "Check OFF". Therefore, in order to automatically receive Internet faxes, specify a time interval for the "Auto-RX Check" parameter.

● The received documents can be printed or saved in a box. Refer to *"Specifying the procedure for received documents ("Doc. Manage." function)" on page 13-33*.

● If the "Auto-RX Check" parameter is set to "Check OFF" or if you wish to immediately receive the fax, the fax can be received manually.

● The setting for specifying the answering method for fax settings in the Administrator Management screen is available only when sending faxes on a common telephone line. It is not available when receiving Internet faxes.

Manually receiving faxes

1 Press the [Utility] key.

2 Touch [User Management].

3 Touch [POP3 RX].

If there are e-mail messages at the POP3 server, the e-mail messages are received. While e-mail messages are being received, 📇 appears.

✎ **. . .**
Tip
E-mail messages can be received in any of the following four formats:
Text
TIFF-F image
Text/TIFF-F image
DSN, MDN
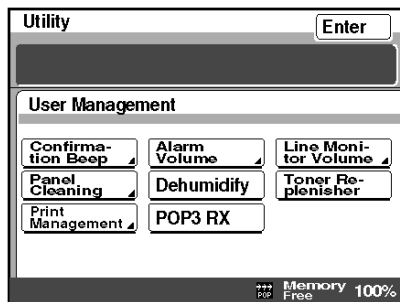
Receiving an IP address fax

● The network settings must be specified. If the IP address of the machine has not been entered, it cannot receive an IP address fax. → Refer to page 3-3.

● If an IP address fax is sent, it is automatically received and printed.

8.11 Requesting/Returning the Activity Report

● This unit can be set to request from the recipient a reception result for Internet faxes.
In addition, if there was a request from the sender or if the fax was not received correctly, an e-mail message (MDN or DSN) can be returned to inform the recipient of the reception result for the e-mail message.

● In order to request a result notification, the recipient must also have a machine that is compatible with the full mode.
For details, refer to *"Specifies Settings Concerning Full Mode Functions With Internet Faxing (Mode 373)" on page 13-56*.

For details on specifying the setting for the "Activity Report" parameter, refer to page 3-16.

Conditions for sending a result notification

● If there is a request from the sender for a result notification, the result notification is sent back.

● The result notification is sent back if reception result error code [E6xxxx] appeared. Refer to *"Transmission Results Error Codes" on page 15-3*.

```
This message is in MIME format. Since your mail reader does not understand
this format, some or all of this message may not be legible.
                                        Wed, 23 Apr 2003 17:20:54

USER NAME  : Sales
FROM NAME  : New York
DOCUMENT# : 0000000003. 001. 20001220172021@xyz. com
TOTAL DST.  : 1station TIME SENT : Wed 23 Apr 2003 17:20:21 –0500
T.B.S       : 1station

  ----- Received message was not accepted -----

DESTINATION                                           RESULT
newyork@xyz.com                                       NG
```

Full mode compatibility

● When sending an Internet fax, the reception result at the recipient's side can be checked. In addition, the receiving performance of the recipient's machine can be detected when sending Internet faxes and the data can be sent using a transmission method appropriate for the recipient's machine.
In order to use the full mode functions, certain machine settings must first be specified. Refer to *"Specifies Settings Concerning Full Mode Functions With Internet Faxing (Mode 373)" on page 13-56*.

● You cannot use when the page division setting is set as "ON".

8.12 Printing the Header Information in the Received Document

● The e-mail message header information can be added to the first page of the received document. This is useful for viewing the sender information.

Received: from xyz.com (192.168.2.100 [192.168.2.100]) by beverly.xyz.com.with SMTP
(Microsoft Exchange Internet Mail Service Version 5.5.2232.9)
　　　　id xxxxxxxx; Wed, 23 Apr 2003 11:32:30 +0900
message-id: 5500001042.001.20000308190403
to: sales@xyz.com
subject: [Fax Image Fail:] sales, #042
from: tokyo@xyz.com
reply-to: tokyo@xyz.com
date: Wed, 23 Apr 2003 11:20:30 +0900
MIME-Version: 1.0
Content-Type: multina/mixed; boundary="Boundary_ Internet_Facsimile"
FROM:
Image data (TIFF-F format) has been attached to the e-mail.

For details on specifying the setting for the "RX Doc. Header Print" parameter, refer to page 3-16.

9 Performing a Scan to PC (SMTP) Operation

● If there is a DHCP server on the network, this function may not perform correctly since IP addresses are automatically distributed to each computer.
In this case, set a fixed IP address with the DHCP server or use IP Scanner (refer to page 10-1).

● First, install IP Scanner onto the computer, and then start it up. → Refer to page 10-21.
Refer to *"Installing the Utilities" on page 3-29*.

● The transmitted image is received with Image Receiver, then saved by IP Scanner as an image file.

● When using IP Scanner, check that Image Receiver is running. Refer to *"IP Scanner" on page 10-1*.

● The operations performed from the copier are described below. For details on viewing the image file from the computer, refer to *"Viewing the scanned image (from the computer)" on page 10-25*.

9.1 Basic Transmission
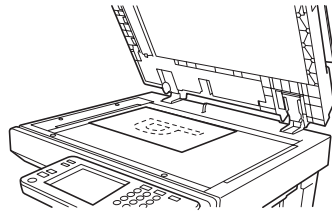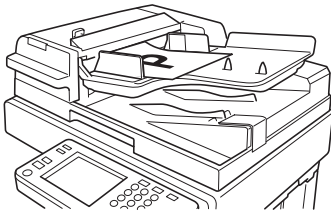
1 Position the document(s) to be scanned.

2 Press the [Fax/Scan] key.

❍ For a copier, press the [Scan] key.

3 Select an index, and then select a recipient from the list of one-touch keys. Specify the recipient in any of the following ways.

❍ Select a recipient by searching for it by name. → Refer to page 4-6.

❍ Type in the three-digit number of the one-touch key. → Refer to page 4-8.
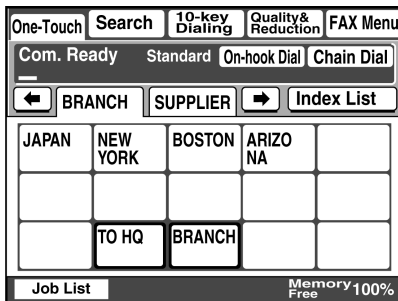
4 Specify the image quality, density and zoom ratio according to the document to be scanned.

❍ Refer to *"Specifying the Scanning Options" on page 9-6*.

5 Press the [Start] key.

The transmission begins.

If the document is placed on the original glass:

● When scanning multiple document pages, continue scanning by placing each consecutive page on the original glass, then pressing the [Start] key.

● After all pages of the document to be sent are scanned, touch [Scan End], and then press the [Start] key. The transmission begins.

Scanner Mode

9.2 Registering a Recipient

1 Press the [Utility] key.

2 Touch [User Set].

```
Utility                          Exit

User Set    Meter        Copy
            Count        Job Recall

User        Admin.       Reports
Management  Management

Printer
Settings
                            Memory 100%
                            Free
```

3 Touch [FAX Input].

❍ For a copier, touch [E-mai Input].

```
Utility                         Enter

User Set

User's      FAX Input    Image Mem.
Choice                   Input

                            Memory 100%
                            Free
```

4 Touch [One-Touch].

```
Utility

FAX Input                       Enter

One-Touch   Index        FAX Program

Domain Name

Bultn.Board Conf. Box

                            Memory 100%
                            Free
```

5 Select an index, and then touch a key where nothing has been registered yet.

One-Touch | Enter
Select One-Touch to REG/CHANGE/DEL.
Touch [Enter].
← BRANCH | | → | Index List
Memory Free 100%

6 Type in the recipient name that will appear on the one-touch key, and then touch [Next].

Dest. Name | Cancel | Next
PC
← | → | Del.
@ Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M . ,
SPACE
Alpha | Caps
Memory Free 100%

7 Touch [PC], then [Scanner], and then touch [Next].

Com. mode | Cancel | Prev. | Next
Select communication mode.

FAX
InternetFAX
PC | E-mail | Scanner
FTP Server | FTP Client
Memory Free 100%

8 Type in the IP address of the recipient, and then touch [Next].

❍ To specify the recipient by its host name, touch [Host Name].
In order to specify the recipient by its host name, the DNS setting must first be specified. Refer to *"DNS Settings screen" on page 3-9*.

❍ To change the file format or coding method, touch [Scan Mode], and then specify the desired settings.

❍ To change the port number, touch [Port], and then specify the desired setting.

9 Check the information to be registered, and then touch [Enter].
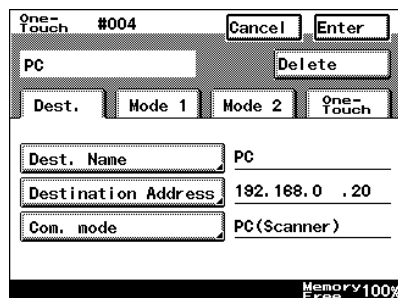
9.3   Changing/Deleting Recipients

1   Press the [Utility] key.

2   Touch [User Set].

3   Touch [FAX Input].

❍   For a copier, touch [E-mai Input].

4   Touch [One-Touch].

5   Select an index, and then touch the one-touch key that you wish to
delete or whose information you wish to change.

6   To change the one-touch key information, change the information as
desired, and then touch [Enter].

❍   To delete the one-touch key, touch [Delete].

9.4   Specifying the Scanning Options

9.4.1   Quality & Reduction Screen

Quality tab

Select the scanning resolution.

"Standard" (200 × 100 dpi), "Fine" (200 × 200 dpi), "Super Fine" (400 × 400
dpi), "Text+Photo" (400 × 400 dpi), "GSR" (200 × 200 dpi), "Super GSR"
(400 × 400 dpi), "600dpi Text" (600 × 600 dpi), "600dpi Photo" (600 × 600
dpi), or "600dpi Photo+Text" (600 × 600 dpi)

Contrast tab

Touch [Lighter], [Normal] or [Darker] to select the desired scanning contrast.

✎ **. . .**

Note
If "600dpi Text" or "600dpi Photo+Text" was selected on the Quality tab, the contrast can only be set to one of three levels: "Lighter", "Normal" and "Darker". (The two "Lighter" settings and the two "Darker" settings are each the same contrast level.)

Reduction/Area tab
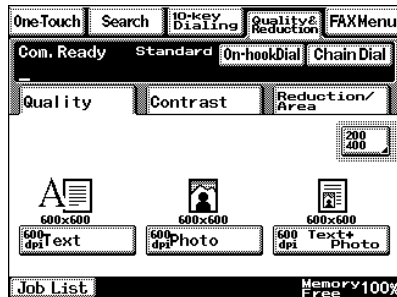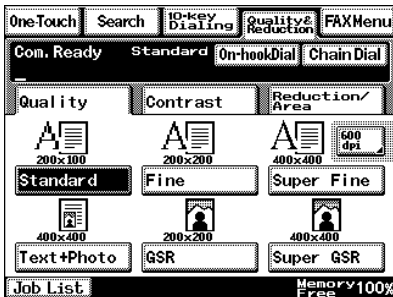
Scan Area: Select the scanning size.

9.4.2 FAX Menu Screen

● With a copier, the settings are specified from the Menu screen.

Network tab

File Name: Specify the name of the attached file. If a file name is not specified, the default file name is used.
Default file name: Device_name Automatic_numbering_(date_and_time).Extension

```
Set File Name          Cancel   Enter
                        ←   →   Del.
@ Q W E R T Y U I O P
  A S D F G H J K L
  Z X C V B N M . ,
         SPACE        _ -

      Alpha  Caps
Job List              Memory 100%
                      Free
```
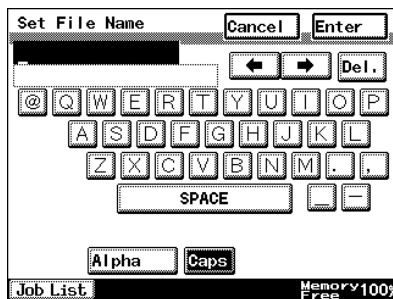
✎ **. . .**
Tip
To cancel the setting, touch [Cancel].

An extension (.tif or .pdf) is automatically added to file name.

Settings for the "TX Report", "2in1", "2-Sided TX", "Priority TX", "Timer Set", and "TX Marker" functions can also be specified. For details, refer to "FAX Menu Screen" on page 8-19.

10 Using IP Scanner

✎ **. . .**

Note
In order for a computer to be used as a recipient, the TCP/IP setting must first be specified.

10.1 IP Scanner

● First, install IP Scanner onto the computer.
Refer to *"Installing the Utilities" on page 3-29*.

● The transmitted image is received by the Image Receiver, and saved by IP Scanner as an image file in the "My Images" folder.
If the "Save folder as a key" check box in the main window was selected, a new folder with the same name as the scanner button is created and the image file is saved in that folder.
*This setting is available only if the document is scanned with a scanner function. For details on saving the data when the received fax document is transferred to IP Scanner, refer to *"Sort Settings dialog box" on page 10-11*.

● When using IP Scanner, be sure that Image Receiver is running. While Image Receiver is running, its icon (🖼) appears in the Windows taskbar. Normally, Image Receiver starts up automatically when Windows starts up. If Image Receiver has not started up, start it up as described below.

"Start" → "Programs" → "IP Scanner" → "Image Receiver"

● When Image Receiver begins to receive image data, the icon in the Windows taskbar flashes.

✎ **. . .**

Note
With IP Scanner, JBIG-encoded TIFF files cannot be viewed.

Using a dial-up router

● When using IP Scanner, be sure that the IP address of the main device
is correctly specified.
If an incorrect IP address is specified in an environment where a dial-
up router is used, the dial-up router may unnecessarily be dialed up.
In addition, depending on the network environment of the computer,
the dial-up router may be unnecessarily dialed up, regardless of
whether the correct IP address was specified.

Using a modem or terminal adapter

● If a computer with a built-in modem (or a computer connected to
terminal adapter) is used, they may be used to dial up.
If this occurs, select either "Never dial a connection" or "Dial whenever
a network connection is not present" in the "Dial-up settings" group box
on the Connections tab of the Internet Properties dialog box. For
details, refer to the instruction manual for the operating system.

10.2 IP Scanner Window and Dialog Boxes

Main window
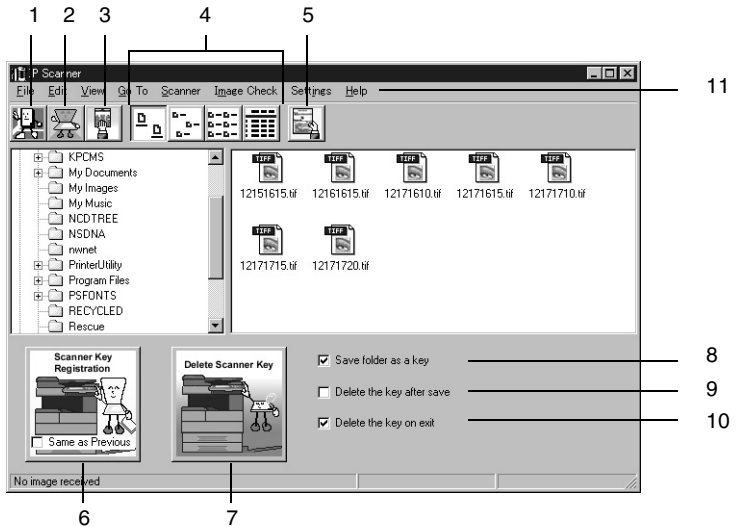
Num ber	Item Name	Description
1	[Close] button	Quits IP Scanner.
2	[Scanner Settings] button	Displays the Scanner Settings dialog box. Refer to *"Scanner Settings dialog box" on page 10-8*.
3	[Check RX now] button	Checks if scan data has arrived.
4	[Large Icons] button [Small Icons] button [List] button [Details] button	Allows the display of the icons to be changed.
5	[Thumbnails] button	Starts up View Window and displays a list of thumbnails for all TIFF and PDF files in the open folder. Refer to *"ViewWindow" on page 10-20*.

Num ber	Item Name	Description
6	[Scanner Key Registration] button	Programs a button on the copier for specifying the computer where scan data is sent. Click this button to display the Scanner Settings dialog box. If the **Same as Previous** check box is selected, the button can be programmed with the same settings as when it was previously programmed.
7	[Delete Scanner key] button	The programmed scanner button on the copier is erased.
8	"Save folder as a key" check box	If this check box is selected, a folder with the same name as the button is automatically created when the scanner button is programmed.
9	"Delete the key after save" check box	If this check box is selected, the scanner button is automatically erased as soon as the scanned image is saved in a folder.
10	"Delete the key on exit" check box	If this check box is selected, the scanner button is automatically erased when IP Scanner is closed.
11	Menu bar	Allows various settings to be specified.

Main window (menu bar)

1 2 3 4 5 6 7 8

IP Scanner

File Edit View Go To Scanner Image Check Settings Help
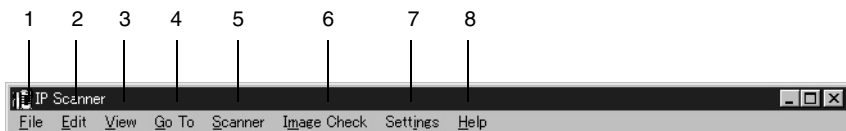
Num ber	Menu	Description
1	File	
	• View file	Allows the selected image file to be viewed.
	• New Folder	Creates a new folder in the folder that is displayed.
	• Delete	Deletes the selected file or folder.
	• Rename	Allows the name of the selected file or folder to be changed.
	• Exit	Quits IP Scanner.
2	Edit	Allows the selected image file to be viewed.
	• Cut	Selects, moves, copies, etc. the file or folder.
	• Copy	
	• Paste	
	• Select All	
3	View	
	• Large Icons	Allows the display of the icons to be changed.
	• Small Icons	
	• List	
	• Details	
	• Thumbnails	Starts up View Window and displays a list of thumbnails for all TIFF and PDF files in the open folder.
	• Refresh	Updates the display of files and folders.

Num ber	Menu	Description
4	Go To	
	• Saving folder	Displays the folder where the data was saved.
5	Scanner	
	• Scanner Settings	Displays the Scanner Settings dialog box. Refer to *"Scanner Settings dialog box" on page 10-8*.
	• Scanner Key Registration	Programs a scanner button on the copier.
	• Scanner Key Delete	Erases the scanner button registered in the main unit.
	• Reg. same as previous	Programs the button with the same settings as when it was previously programmed.
6	Image Check	
	• Check now	Checks if scan data has arrived.
	• Automatic	Automatically checks if scan data has arrived.
	• Manual	Manually checks if scan data has arrived.

Num ber	Menu	Description
7	Settings	
	Connection Setting	Specifies the IP address of the device.
	• Image Folder Setting	Changes the folder where the image is saved. ✎ **...** **Note** *A network drive cannot be specified.*
	• Viewer settings	Changes the viewer that is opened from IP Scanner.
	• Sort settings	Displays the Sort Setting dialog box. Refer to *"Sort Settings dialog box" on page 10-11*.
	• Divided settings	Displays the Divided Setting dialog box. Refer to *"Divided Settings dialog box" on page 10-14*.
	• Notify Settings	Displays the Notify Setting dialog box. Refer to *"Notify Settings dialog box" on page 10-17*.
	• Selected folder as saving location	Specifies the displayed folder as the save destination.
	• Configure Arrival Notification	Specifies the displayed folder as the notification folder for computer reception notifications.
	• Show dialogue after received	Displays a dialog box to notify that the image was received.
	• Notify other PC after received	Sends a notification informing a different computer that the image was received.
8	Help	
	• Computer Information	Displays the IP address of the computer and the SMTP port of Image Receiver.
	• Help	Displays help for IP Scanner.
	• About This Product	Displays the version information for IP Scanner.

Scanner Settings dialog box

Num ber	Item Name	Description
1	"Scanner Key Name" box	Type in the name of the scanner button that will appear on the copier. If the **Save folder as a key** check box in the main window was selected, a folder with the same name as the button is created on the computer.
2	"Scan Area" box	From the drop-down menu, select the size of the scanning area: "Auto", "A4P", "A4L", "A3P", "A5P", "A5L", "B4P", "B5P", "B5L", "FLS.", "Letter P", "Letter L", "11 × 17 P", "5 1/2 × 8 1/2 P", "5 1/2 × 8 1/2 L", "Legal P", "Exec. P" or "Exec. L". If "Auto detect" is selected, the scanning area is automatically determined according to the size of the document.

Num ber	Item Name	Description
3	"Quality" box	From the drop-down menu, select the scanning resolution: "Text 200dpi (Fine)", "Text 400dpi (Super Fine)", "Text 600dpi", "Photo 200dpi (GSR)", "Photo 400dpi (S-GSR)", "Photo 600dpi", "Text+Photo 200dpi", "Text+Photo 400dpi" or "Text+Photo 600dpi".
4	"Contrast" slider	Specify the scanning contrast.
5	"File Format" box	From the drop-down menu, select the format in which the file is saved: "TIFF-MMR (Text)", "TIFF-MH (Photo)", "PDF-MH (Photo)" or "PDF-MR (Text)". Depending on whether the data is encoded, some images may not viewed on the computer. In that case, select an MH setting to improve the possibility of viewing the image. An amount of encoded data exists in image data; however, generally, MMR has more than MH.
6	"Specify File Name" parameter	If "Yes" is selected, a specified file name will be given to the image data when it is saved. If "No" is selected, the file will be saved with a name consisting of the device name and date that the image was scanned.
7	"File Name" box	Type in the name that the file will be saved with when **Specify File Name** is set to "Yes".
8	"2in1" group box	If "Yes" is selected, a two-page document is scanned and filed as a one-page scanned image. Available only if an automatic document feeder is used.
9	"Original" group box	Select whether the document is single-sided or double-sided. If "2 sided" is selected, the location of the binding margin and the document orientation can be specified.

Num ber	Item Name	Description
10	[Default] button	Reverts all parameters to their default settings.
11	[Save and Close] button	Saves the current settings and closes the Scanner Settings dialog box.
12	[Scanner Key Registration] button	Programs a button on the copier for specifying the location where the data is filed.

Sort Settings dialog box
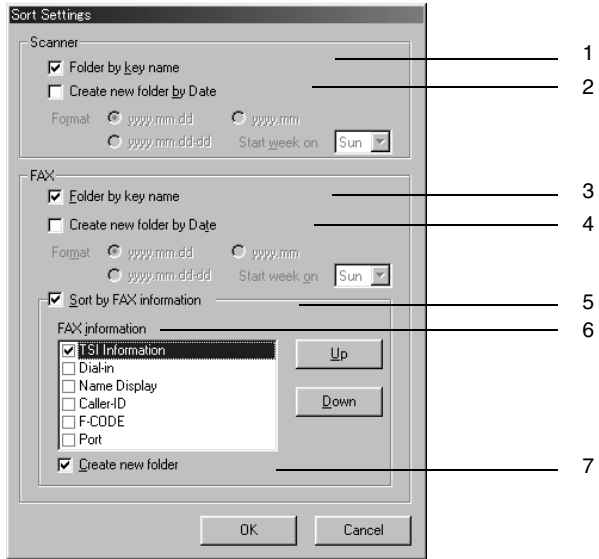
Num ber	Item Name	Description
1	"Folder by key name" check box	If this check box is selected, a folder with the same name as the button is automatically created when the scanner button is programmed. This check box is connected to the **Save folder as a key** check box in the main window.
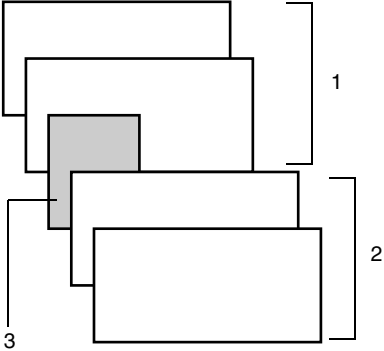
Num ber	Item Name	Description
2	"Create new folder by Date" check box	If this check box is selected, a folder is created with a name that is the same as the date that the image was sent from the copier and the data is saved in that folder. The format of the date can be specified. Example: For December 24, 2003 • "yyyy.mm.dd": Ex. 2003.12.24 • "yyyy.mm": Ex. 2003.12 • "yyyy.mm.dd-dd": Ex. 2003.12.22-28 *If a day is selected: (A week is considered to be 7 days from the selected day. However, at the end of the month, the month will not be straddled.)
3	"Folder by key name" check box	If this check box is selected and a received fax document is transferred to IP Scanner, a folder with the same name as the button is automatically created when the scanner button is programmed. This check box functions independently of the **Save folder as a key** check box in the main window. Refer to *"Forwarding a Received Fax to IP Scanner" on page 11-3*.
4	"Create new folder by Date" check box	If this check box is selected, a folder is created with a name that is the same as the date that the fax was received and the data is saved in that folder. The format of the date can be specified. Example: For December 24, 2003 • "yyyy.mm.dd": Ex. 2003.12.24 • "yyyy.mm": Ex. 2003.12 • "yyyy.mm.dd-dd": Ex. 2003.12.22-28 *If a day is selected: (A week is considered to be 7 days from the selected day. However, at the end of the month, the month will not be straddled.)
5	"Soft by FAX information" check box	If this check box is selected, a folder is created using the recipient information of the fax and the data is saved in that folder.
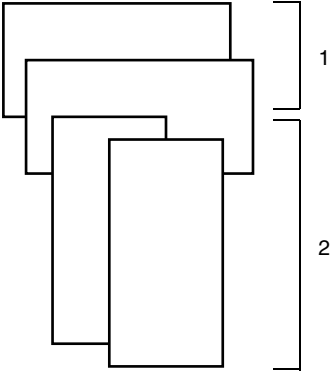
Num ber	Item Name	Description
6	"Fax information" list	Click the [Up] button and the [Down] button to select the fax information that will be used to classify the data. From the selected items, the items at the top of the list will be given priority when the data is classified.
7	"Create a new folder" check box	If this check box is selected and there is no folder created with transmission source information for the recipient's fax, a folder is created with the transmission source information of a new fax and the document (image data) is saved in that folder.

Divided Settings dialog box
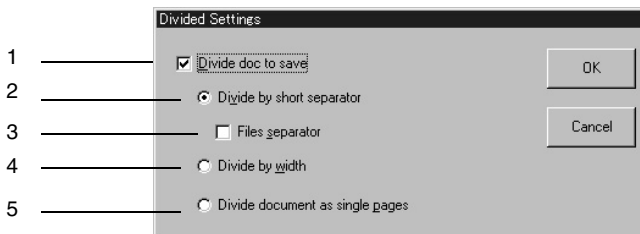
Num ber	Item Name	Description
1	"Divide doc to save" check box	If this check box is selected, the scanned document is separated and saved as individual files. This enables you to scan in a single operation a document that will be saved as separate files.

Using IP Scanner
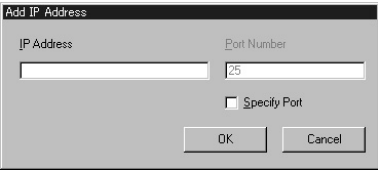
Num ber	Item Name	Description
2	"Divide by short separator" setting	If this setting is selected and documents of different lengths are scanned, those documents are identified as interleaves separating the document that are saved as separate files. This setting is available only if the **Divide doc to save** check box is selected. ✎ **. . .** **Note** *Load the documents so that the left sides of the pages (leading edges) are aligned.* 1 Document 1 2 Document 2 3 Interleaf (document with a different length)
3	"Files separator" check box	If this check box is selected, the documents inserted as interleaves are also saved as image data. This check box is available only if the **Divie by short separator** setting is selected.

Num ber	Item Name	Description
4	"Divide by width" setting	If this setting is selected and documents of different widths are scanned, the documents of the same width are saved together as separate files. This setting is available only if the **Divide doc to save** check box is selected. ✎ **...** **Note** *Load the documents so that the top edges of the pages (edges toward the rear of the machine) are aligned.* 1 Document 1 2 Document 2
5	"Divide document as single pages" setting	If this setting is selected, each page of the scanned document is saved as a separate file.

Notify Settings dialog box
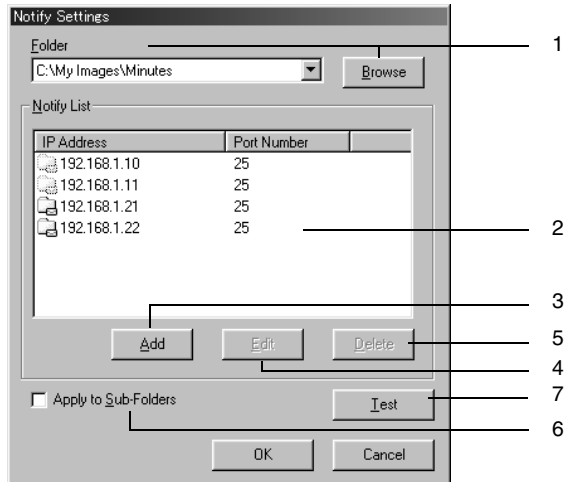
Num ber	Item Name	Description
1	"Folder" and "Browse" box	Select the folder where image data will be saved.
2	"Notify List"	Displays information on the notification destination specified for the folder selected in the list. A faint icon beside a folder indicates that the notification destination is set for the containing folder.

Num ber	Item Name	Description
3	[Add] button	Adds a notification destination. Type in the IP address of the computer that will receive the notification, and then click the [OK] button. If a port number is specified, select the "Specify Port" check box, and then specify the port number. Specify the SMTP port number used by Image Receiver on the computer to receive the notification. Normally, "25".
4	[Edit] button	The selected notification destination can be corrected or changed. Folders (faint icons) where a notification destination is set for the containing folder cannot be edited.
5	[Delete] button	Deletes the selected notification destination. Folders (faint icons) where a notification destination is set for the containing folder cannot be deleted.
6	"Apply to Sub-Folders" check box	If this check box is selected, the same notification settings are applied to all sub-folder contained in the selected folder.

Num ber	Item Name	Description
7	[Test] button	Sends a test notification to the selected notification destination. The following dialog box appears on the computer specified as the notification destination. Image Receiver must be started up on the computer specified as the notification destination. In addition, a test notification cannot be sent to a notification destination (faint icon) specified as a containing folder.

ViewWindow
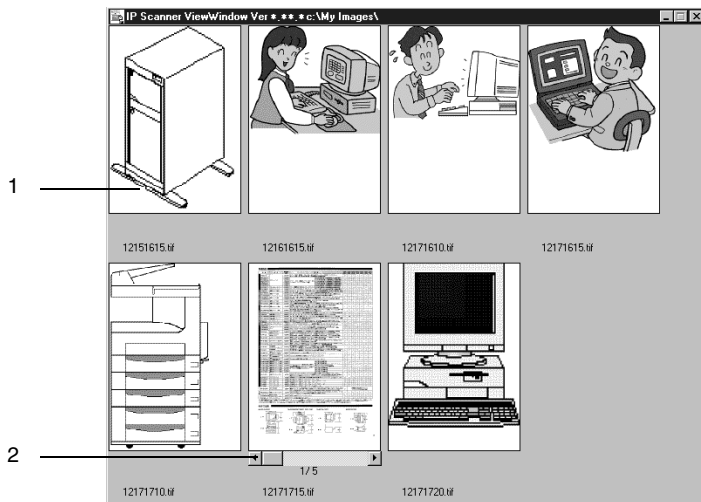
Num ber	Description
1	Click an image to view the file.
2	Appears when the file contains multiple pages. Click ◀ and ▶ to change the page.

✎ **. . .**

Note

JBIG-encoded TIFF files cannot be displayed.

Images created with a device other than this copier (for example, with a computer) may not be displayed.

10.3 Basic Transmission

Programming the scanner button (from the computer)

1 On the computer, start up IP Scanner.

❍ "Start" → "Programs" → "IP Scanner" → "IP Scanner"
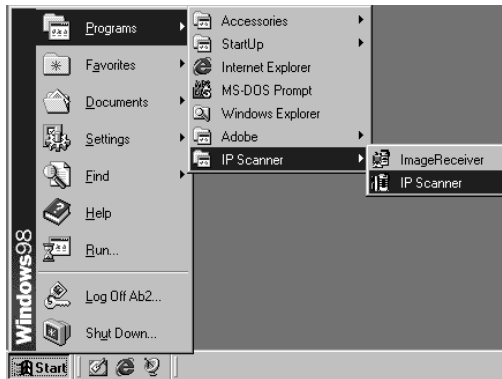
2 Type in the IP address of the main device, and then click the [OK] button.

❍ If the IP address of the main unit has been set, this operation is not required.

The main window appears.
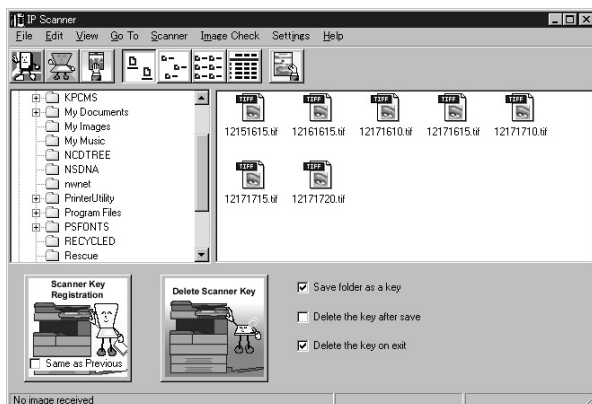
3 Check that Image Receiver has started up.

❍ Normally, Image Receiver starts up automatically when Windows starts up.
❍ If Image Receiver has not started up, start it up as described below.
   "Start" → "Programs" → "IP Scanner" → "Image Receiver"

4 In the main window, click the [Scanner Key Registration] button.
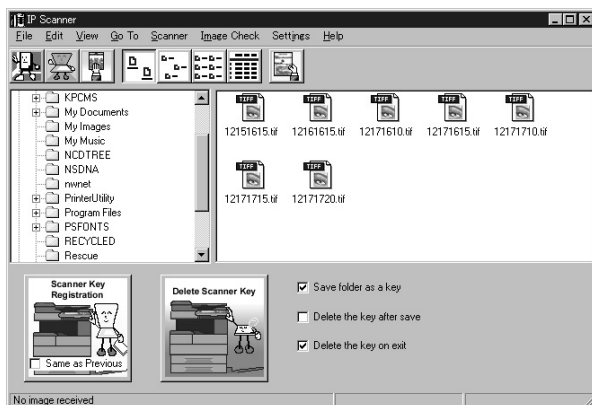
5 In the "Scanner Key Name" box on the Scanner Settings dialog box, type in the name.
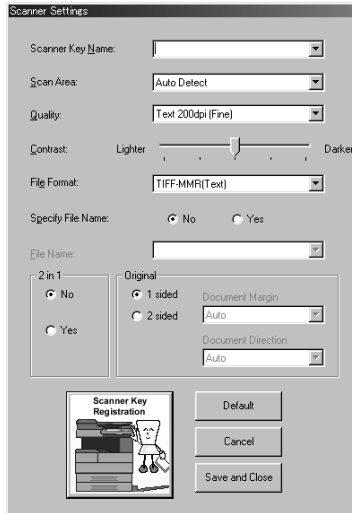
6 Specify the settings for "Scan Area", "Quality", and "Contrast", and then click the [Scanner Key Registration] button.

7 Click the [OK] button.
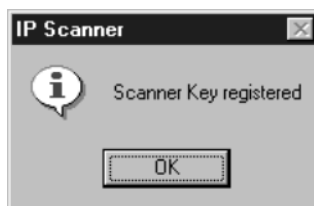
The scanner button on the copier is programmed.

Scanning documents (from the copier)

1   Position the document(s) to be scanned.
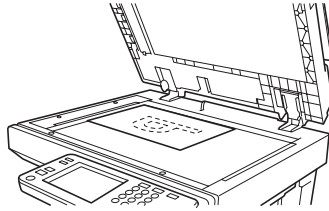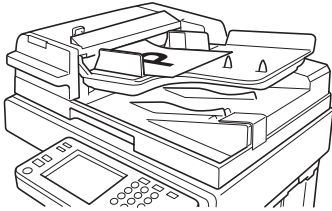
2   Press the [Extra Scan] key.

3   Touch the scanner button for
        the destination of the scan.
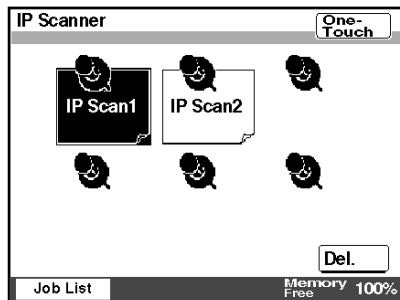
4   Press the [Start] key.

✎ **. . .**

Note
*Only one scanner button can be programmed from a single computer
(same IP address).*

A maximum of six scanner buttons on a copier can be programmed.

*If the maximum number of scanner buttons is reached, they can be
deleted from the touch panel.*
*Select the scanner button that you wish to delete, and then touch
[Del.].*
*When a scanner button is deleted from the touch panel, the message
"Ready" remains displayed on the computer. If this occurs, click the
[Delete Scanner Key] button from the computer, and then follow the
instructions that appear to return to the Scanner Settings dialog box.*

             Scanner Mode

Viewing the scanned image (from the computer)

→ In the main window, select the image file that you wish to view, and then double-click it.

The software corresponding to the TIFF or PDF file format starts up.

✎...
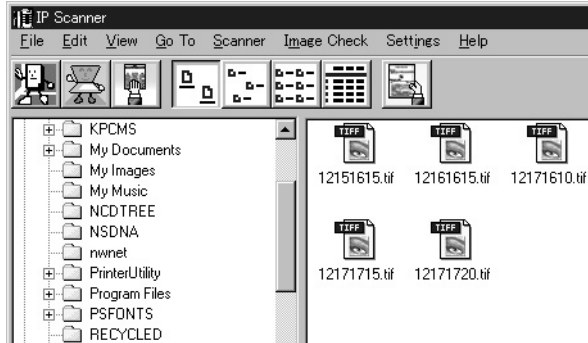
Tip

The transmitted image is received by the Image Receiver, and saved by IP Scanner as an image file in the "My Images" folder.
If the "Save folder as a key" check box in the main window was selected, a new folder with the same name as the button is created and the image file is saved in that folder.

Click the [Thumbnails] button to display a list of thumbnails for all TIFF and PDF files in the opened folder. Click a thumbnail to display the file.
→ Refer to "ViewWindow" on page 10-20.

If the "Show dialogue after received" setting is selected, the file can be displayed by selecting [Details]-[Open] in the dialog box that appears at transmission.

Scanner Mode

11 Distribution of Fax Documents

11.1 Specifying the Setting

The following information must be registered and settings must be specified in order to distribute documents received as faxes.

Parameter	Page Reference
To manage documents • F-Code • RX Doc. Settings • Forwarding Destination	Refer to *"Specifying the procedure for received documents ("Doc. Manage." function)" on page 13-33.*
To register the e-mail address of a distribution destination in a one-touch key	Refer to *"Registering a Recipient" on page 4-9.*

F codes

F codes are mailbox functions, such as "SUB" (sub-addresses) and "PWD" (passwords), regulated by the G3 standards of the ITU-T (International Telecommunication Union). F codes are specified using the keypad keys (0 through 9, * and #) depending on use, as described below.

SUB:	Specify when transmitting using F codes.
SID/PWD:	Specify when limiting the recipient/caller with a password.

✎ **. . .**

Tip

Forwarding destinations are prioritized in the following order: "Dial-in", "Caller-ID", "F-Code", "Reception Port" or "Public Document".

By specifying a one-touch key as a forwarding destination, the received fax will be forwarded as TIFF or PDF image data.

F codes are used in various other ways, such as a mailbox or a bulletin board.
When specifying F codes, we recommend using control number, for example, to classify the data by function.

11.2 Forwarding a Received Fax to IP Scanner

● Image data received from a fax machine on a common telephone line can be converted to a TIFF or PDF image file, then forwarded to the IP Scanner on the computer.

● In order to transfer a received fax document to IP Scanner, the following settings must be specified.

Item	Page Reference
To manage documents • F-Code • RX Doc. Settings • Forwarding Destination	Refer to *"Specifying the procedure for received documents ("Doc. Manage." function)" on page 13-33*.
To register the IP address of a distribution destination in a one-touch key	Refer to *"Registering a Recipient" on page 9-3*.

● If the "Sort by FAX information" check box on the dialog box displayed by selecting [Sort Settings] on the [Settings] menu of IP Scanner is selected, a folder is created with a name that is the same as the transmission source information (telephone number, etc.) for the received fax document and the image file is saved in that folder.

✎ **. . .**

Note

*If the recipient information contains characters that cannot be used in folder names (\ / : * ? " < > or |), a folder is not created by using the recipient information. In this case, the image file is saved in a folder with the name of the button or the date. (If there are characters that cannot be used in the folder name created from the name of the button, they are replaced with "_" (underline).) However, if the "Folder by key name" check box or the "Create new folder by Date" check box is not selected, the data is saved in the folder "My Images".*

If the forwarding destination computer is not turned on or if Image Receiver has not started up, the fax document that was forwarded cannot be received and the forwarded image file is lost.

● If it is difficult to identify the recipient from a folder name created with only the recipient information, for example, if the recipient information (transmission source information) contains only a telephone number, a more easily identifiable name can be added in front of the recipient information.
To change the folder name, use the [Rename] command in Windows.

Example: "Sales $ 123456789"

Name used to identify the recipient

"$" must be entered.

Recipient information
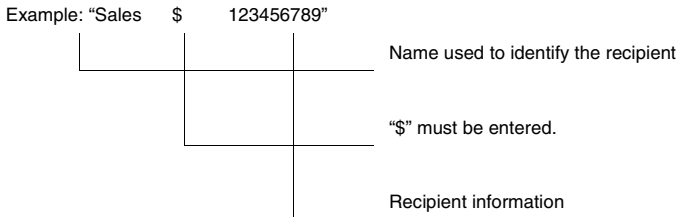
To change the folder name

1. Right-click the folder that you wish to rename.
2. Select [Rename].
3. In front of the recipient information, type in "$" and the name for identifying the recipient.

11.3 Forwarding to IP Scanner

1 In a one-touch key, register the IP address of the computer where the data will be forwarded.

❍ Refer to *"Registering a Recipient" on page 9-3*.

2 Specify the document management settings.

❍ Refer to *"Specifying the procedure for received documents ("Doc. Manage." function)" on page 13-33*.

3 In the Sort Settings dialog box in IP Scanner, specify the folder for filing.

❍ Refer to *"Using IP Scanner" on page 10-1*.

4 When a fax document is received, the document is forwarded to the specified folder on the computer according to the specified document management conditions.

11.4 Sending a Fax to a Recipient

If F codes are used to distribute received faxes, the sender must add an F code that specifies the user when sending the fax.

● Inform the sender of the F code (SUB) (maximum 20 characters) and F code password (SID/PWD) (maximum 20 characters). For details on specifying the F code from the receiver's fax machine, refer to the instruction manual for the sender's fax machine.

✎ **. . .**

Note
This function is not available with models that are not compatible with F codes.

12 Network Fax Transmission

✎ **. . .**

Note
The "Gate Way TX" parameter on the Network Settings screen must be set to "Yes". → Refer to "Scanner Settings screen" on page 3-16.

Network FAX must first be installed onto the computer.
For details on installing Network FAX, refer to the Network FAX User's Manual.

12.1 Network FAX Utility

● For details on the initial setup and operation of Network FAX, refer to the Network FAX User's Manual.

● For [Setup]-[Fax Setup] dialogue of Network Fax, set the following items in the same way as items for the network configuration of this device.

Parameters from [Setup]-[Fax Setup] in Network FAX	Copier Network Settings Screen Parameters
Fax Domain	Self-domain Name
Fax IP Address	IP Address

● The recipients are specifies as telephone (fax) numbers or e-mail addresses.

● If both fax numbers and e-mail addresses are specified as recipients, broadcast transmission is possible.

● Specify an e-mail address to send an e-mail with TIFF image data attached.

12.2 Operation

● There are no operations that can be performed from the copier. Perform direct fax transmissions from Network FAX installed on the computer.
For details on operating Network FAX, refer to the Network FAX User's Manual.

13 Specifying Management Settings

13.1 Specifying the Initial Screen

The first screen that is displayed before the copier is operated is called the standby screen.

The standby screen can be set to the copy screen, the fax screen, the scan screen or any screen, according to the operation that is being performed.

Copy Screen: The copy screen is recommended if the unit is mainly being used as a copier.
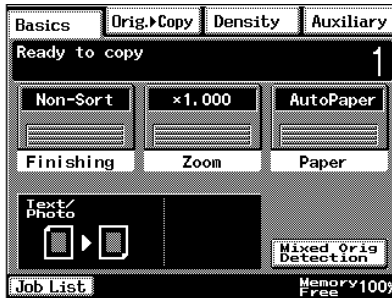
Fax Screen: The fax screen is recommended if the unit is mainly being used for sending faxes and e-mails. In addition, the fax screen that is given priority can be selected.
page 13-4
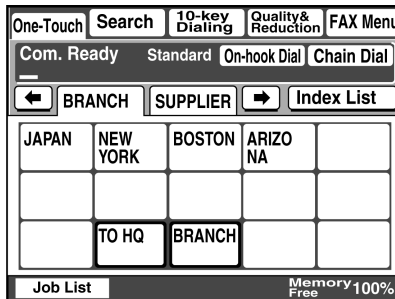
Scanner Screen: The scan screen is recommended if the unit is
                     mainly being used as a scanner.
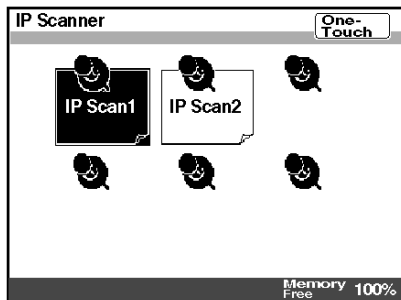
Auto Mode Screen: The screen that is used is displayed, regardless
                     of whether the unit is being used for faxing or
                     copying.
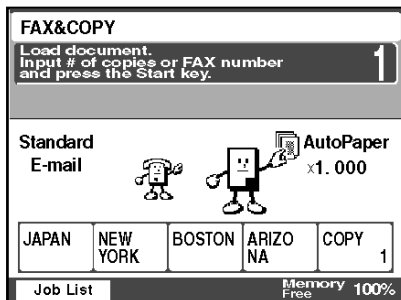
Precautions

● The factory setting is the Copy screen.

● Before changing the default screen, perform the auto panel reset
  operation. (Refer to "Changing Default Settings" in the Advanced
  Operations volume of the copier's User Manual.)

Specifying the setting

1 Press the [Utility] key.

2 Touch [User Set].

```
Utility                          Exit

User Set    Meter        Copy
            Count        Job Recall

User        Admin.       Reports
Management  Management

Printer
Settings

                          Memory 100%
                          Free
```

3 Touch [User's Choice].

```
Utility                          Enter

User Set

User's      FAX Input
Choice

                          Memory 100%
                          Free
```

4 Touch [6/6], and then touch [Priority Screen].

```
Utility                          Enter
1/6  2/6  3/6  4/6  5/6  6/6

User's Choice
Priority Screen      Auto
Priority Device      Copier
Density (ADF only)   

                          Memory 100%
                          Free
```
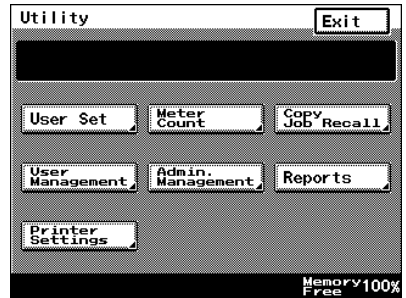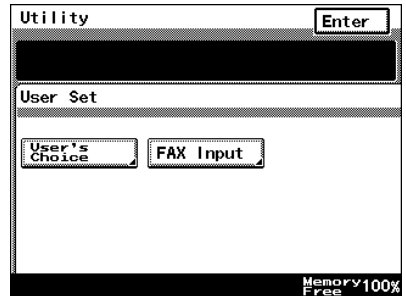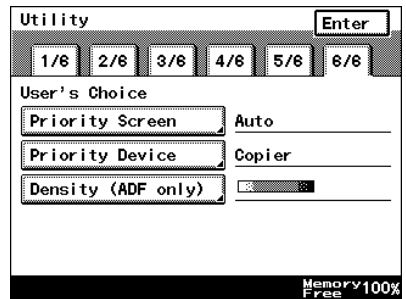
5 Touch [Default Device Priority].

6 Select the screen that you wish to have priority, and then touch [Enter].
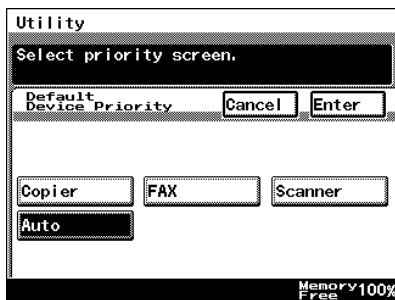
7 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the standby screen (initial screen).

13.2 Specifying the Initial Recipient Selection Screen

The initial screen that is displayed when the [Fax/Scan] key is pressed can be set to the One-Touch screen, the Search screen, the 10-Key Dialing screen or the Index screen, according to the operation that is being performed.

One-Touch: The One-Touch screen is displayed when the [Fax/Scan] key is pressed.
- For a copier, press the [Scan] key.

 Scanner Mode
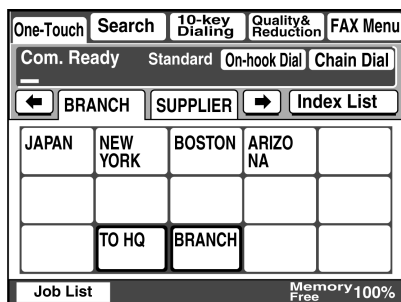
Search: The Search screen is displayed when the [Fax/ Scan] key is pressed.
• For a copier, press the [Scan] key.

One-Touch	Search	10-Key Dialing	Quality & Reduction	FAX Menu

Com. Ready   Standard | On-hook Dial | Chain Dial

#003 ARIZONA	#002 BOSTON
#000 JAPAN	#001 NEW YORK

1/36   Search   ↓ ↑

Job List   Memory Free   100%
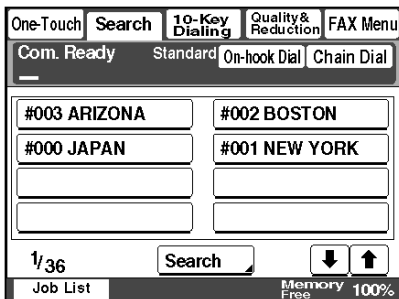
10-Key Dialing: The 10-Key Dialing screen, which allows the recipient to be entered, is displayed when the [Fax/Scan] key is pressed.
• For a copier, press the [Scan] key.

One-Touch	Search	10-Key Dialing	Quality & Reduction	FAX Menu

Com. Ready   Standard | On-hook Dial | Chain Dial

Add Dest.   ←   →   Delete   Tone

FAX(G3-1)
Com. Mode   Overseas   F-CODE

Job List   Memory Free 100%
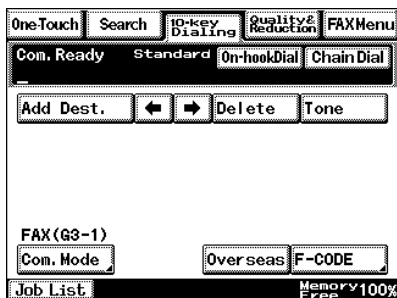
Index: The screen containing the list of indexes is
                                displayed when the [Fax/Scan] key is pressed.
                                • For a copier, press the [Scan] key.
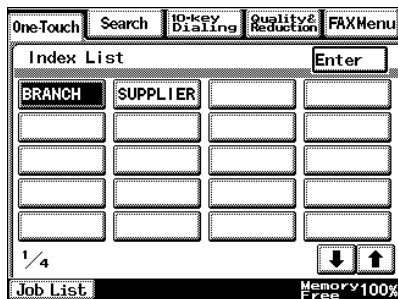
Precautions

● The factory setting is "One-touch".

● Before changing the default fax screen, perform the auto panel reset
  operation. (Refer to "Changing Default Settings" of the copier's User
  Manual.)

● If the "Priority FAX Screen" parameter is set to "Index", the Index
  screen is given priority when displaying screens for registering one-
  touch keys and fax programs.

Specifying the setting

1 Press the [Utility] key.

2 Touch [User Set].

 Scanner Mode

3 Touch [User's Choice].

```
Utility                        Enter

User Set

 User's    FAX Input
 Choice

                        Memory 100%
                        Free
```

4 Touch [6/6], and then touch [Priority Screen].

```
Utility                        Enter
 1/6   2/6   3/6   4/6   5/6   6/6
User's Choice
 Priority Screen      Auto
 Priority Device      Copier
 Density (ADF only)   

                        Memory 100%
                        Free
```
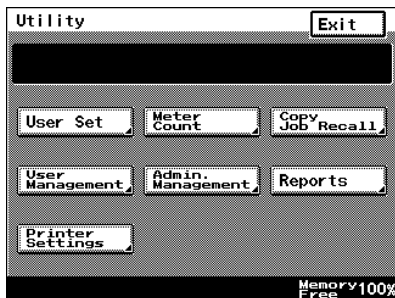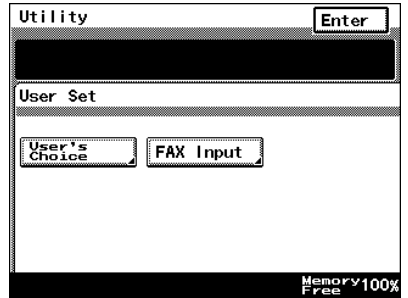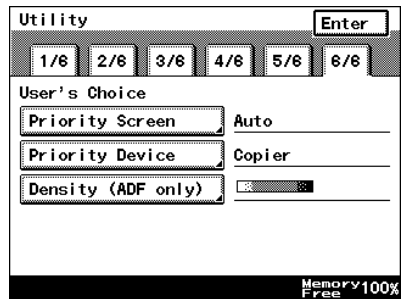
5 Touch [Priority FAX Screen].
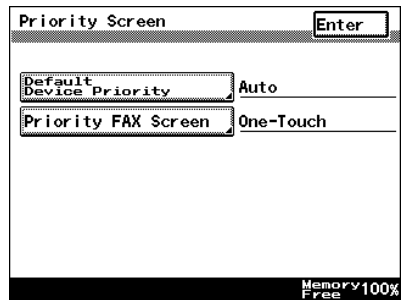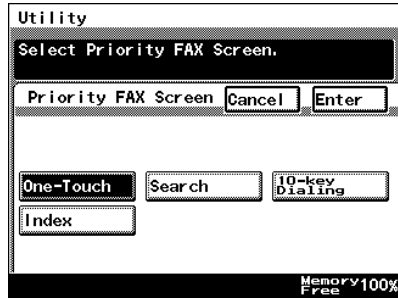
```
Priority Screen                Enter


 Default
 Device Priority     Auto
 Priority FAX Screen One-Touch



                        Memory 100%
                        Free
```

6 Select the screen that you wish to have priority, and then touch [Enter].

```
Utility
Select Priority FAX Screen.

Priority FAX Screen  [Cancel]  [Enter]


[One-Touch]  [Search]  [10-key
                        Dialing]
[Index]

                        Memory 100%
                        Free
```

7 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the standby screen (initial screen).

13.3 Viewing Counters ("Meter Count" Function)

A list of counters can be displayed, showing the total number of copies printed since the copier was installed.

"Meter Count" Function

- Total: This counter shows the total number of copies and printouts made since the copier was installed.

- Copier Total: This counter shows the total number of copies made.

- Copier Size: This counter shows the total number of copies made on the specified paper size. (The paper size that is counted should be set by the service representative.)

- Copier 2-Sided: This counter shows the total number of double-sided copies made.

- Printer Total: This counter shows the total number of printouts made.

- Printer Size: This counter shows the total number of printouts made on the specified paper size. (The paper size that is counted should be set by the service representative.)

- Printer 2-Sided: This counter shows the total number of double-sided computer printouts made.

- Scanner: This counter shows the total number of pages that have been scanned.

- Accounts Total: This counter shows the total number of pages printed by each account that is currently used. (This counter only appears if accounts have been specified.)

Viewing counters

1 Press the [Utility] key.

2 Touch [Meter Count].

```
Utility                          Exit

 User Set    Meter        Copy
             Count        Job Recall

 User        Admin.       Reports
 Management  Management

 Printer
 Settings

                           Memory
                           Free    100%
```
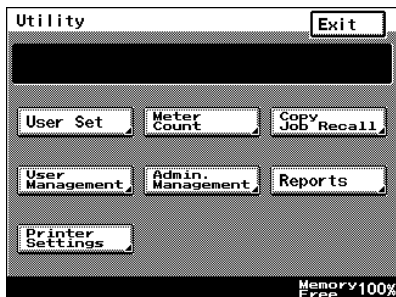
3 Check the counters, and
then touch [Exit].

✎ **. . .**

Note
*There are two Meter
Count screens.*

*To view the other
screen, touch [Next].*

*To return to the previous
screen, touch [Back].*
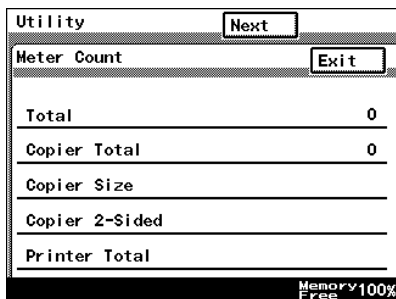
```
Utility             Next

Meter Count              Exit

 Total                      0

 Copier Total               0

 Copier Size

 Copier 2-Sided

 Printer Total

                     Memory
                     Free  100%
```

4 Continue touching [Enter] to return to the Utility screen, and then touch
[Exit] to return to the standby screen (initial screen).

 Scanner Mode

13.4 Displaying the Administrator Management screen

The procedure for displaying the Administrator Management screen, which contains various operations that can be performed or functions whose settings are specified by the administrator, is described below.

Displaying the Administrator Management screen

1 Press the [Utility] key.

2 Touch [Admin. Management].

```
Utility                              Exit


          User Set    Meter      Copy
                      Count      Job Recall

          User        Admin.     Reports
          Management  Management

          Printer
          Settings
                                    Memory 100%
                                    Free
```
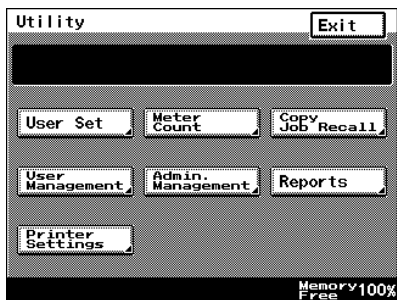
3 Type in the administrator access code (maximum 8 digits), and then touch [Enter].

Refer to "Specifying Administrator Settings" in the Advanced Operations volume of the copier's User Manual.

```
Utility

Enter the number(Max.8 digits).

Administrator Code  Cancel   Enter


              _

                                    Memory 100%
                                    Free
```
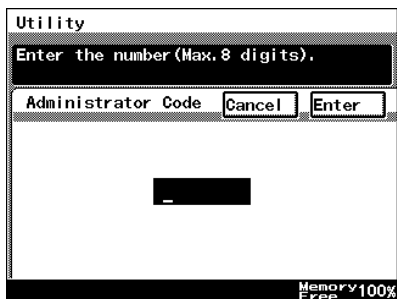
4 Touch [Admin. 1] or [Admin. 2], and then select the operation that you wish to perform or the function whose setting you wish to specify.

```
Utility



Administrator Management        Enter



        Admin.1     Admin.2

                                    Memory 100%
                                    Free
```
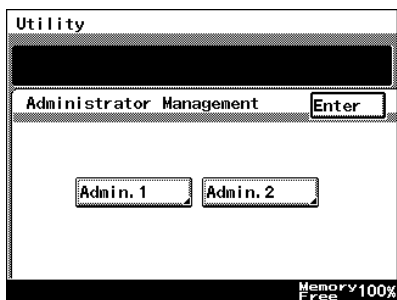
5 After performing the operation or specifying the setting for the function, continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the standby screen (initial screen).

13.5 Specifying the Date and Time

Before using the copier, be sure to specify the date and time.

This is required in order to send e-mail messages at a specified time or to record the correct time in reports.

Setting the date and time

1 Touch [Admin. 1], and then touch [Initial Settings].

❍ Refer to *"Displaying the Administrator Management screen" on page 13-11*.

2 Touch [Date/Time Set].

```
Initial Settings                    Enter

Date/Time Set         Language(Com.)
Self-telephone #
Information
TSI Registration      Self-ID

                                 Memory 100%
                                 Free
```

3 Touch [TimeDate].

```
Utility
Set Date and Time settings.

Date/Time Set                    Enter

TimeDate    TimeZone    D.S.T

                                 Memory 100%
                                 Free
```
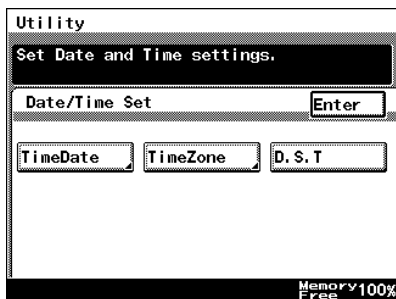
4 Type in the date and time, and then touch [Enter].

✎ **. . .**

Tip

To specify the settings: Touch [Year], [Month], [Day], [Hour] or [Min.]. Specify the time in the 24-hour format.

To change the date or

Date/Time Settings

Input date and time.

| Time | Date | Cancel | Enter |

2003	04	23
Year	Month	Day
11	32
Hour	Minute

Memory Free 100%

time, touch the button for the value that you wish to change ([Year], [Month], [Day], [Hour] or [Min.]), and then correct the value.

To change the entered value: Press the [C] (clear) key, and then type in the new value.

5 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the standby screen (initial screen).

Setting the time zone

Specify the time difference from Greenwich Mean Time, which is added to the header of mails that are sent. (The time difference can be adjusted in 30-minute intervals.)

1 Touch [Admin. 1], and then touch [Initial Settings].

  ❍ Refer to *"Displaying the Administrator Management screen" on page 13-11*.

2 Touch [Date/Time Set].

Initial Settings   Enter

Date/Time Set   Language(Com.)

Self-telephone # Information

TSI Registration   Self-ID

Memory Free 100%

3 Touch [TimeZone].

```
Utility
Set Date and Time settings.

  Date/Time Set                    Enter

  TimeDate     TimeZone      D.S.T

                                Memory 100%
                                Free
```

4 Touch [▲] and [▼] to select the desired time zone, and then touch [Enter].

5 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the standby screen (initial screen).

```
Date/Time Settings
Set TimeZone.

TimeZone              Cancel    Enter


              -05:00
         GMT -12:00to+12:00
              ▼      ▲

                                Memory 100%
                                Free
```

Setting the Daylight Saving Time

1 Touch [Date/Time Set].

Initial Settings	Enter
Date/Time Set	Language (Com.)
Self-telephone # information 1	Self-telephone # information 2
TSI Registration	Self-ID

Memory Free 100%

2 Touch [D.S.T.].

Utility

Set Date and Time settings.

Date/Time Set   Enter

TimeDate   TimeZone   D.S.T

Memory Free 100%
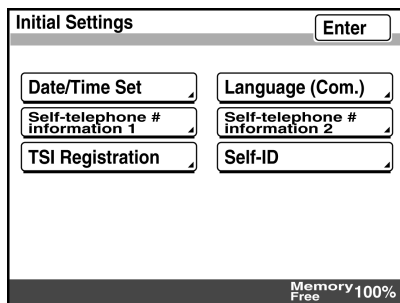
3 Select [Auto] or [OFF] for Daylight Saving Time and then touch [Enter].

Data/Time Settings

Auto-Setting for Daylight Saving Time.

Daylight Saving Time   Cancel   Enter

Auto   OFF

Memory Free 100%
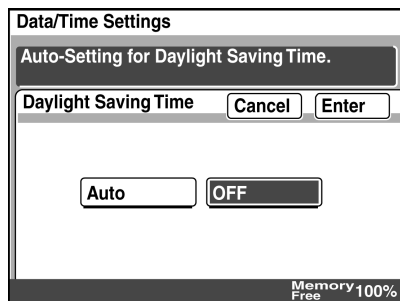
4 Touch [Enter] repeatedly until the screen returns to the stand-by screen (initial screen).

13.6 Specifying the Language of the Reports and the Transmission Source Name

The language used for the TSI source name and for the reports can be specified.

Specifying the setting

1 Touch [Admin. 1], and then touch [Initial Settings].

   ❍ Refer to *"Displaying the Administrator Management screen" on page 13-11*.

2 Touch [Language (Com.)].

```
┌─────────────────────────────────────────┐
│ Initial Settings              │Enter │   │
│ ▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒ │
│                                          │
│ ┌──────────────┐  ┌──────────────┐       │
│ │Date/Time Set │  │Language(Com.)│       │
│ ├──────────────┤  └──────────────┘       │
│ │Self-telephone #│                       │
│ │Information   │                         │
│ ├──────────────┤  ┌──────────────┐       │
│ │TSI Registration│ │Self-ID     │        │
│ └──────────────┘  └──────────────┘       │
│                                          │
│                                          │
│                            Memory 100%   │
│                            Free          │
└─────────────────────────────────────────┘
```

3 Select the desired language, and then touch [Enter].

4 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the standby screen (initial screen).

13.7 Programming the Transmission Source Name

The procedure for specifying the name of the user (transmission source name) is described below.

The transmission source name is used to notify the recipient of the name of this transmission source.

Precautions

● A maximum of eight transmission source names can be registered. Since multiple transmission source names can be registered, a different transmission source name can be used for different recipients or for different accounts. Refer to *"FAX Menu Screen" on page 8-19*.

● The transmission source name can contain a maximum of 40 characters.

● The transmission source name is printed at the top of sent documents.

● The registered transmission source name can be changed by following the same procedure used to register it.

Registering the transmission source name

1 Touch [Admin. 1], and then touch [Initial Settings].

  ❍ Refer to *"Displaying the Administrator Management screen" on page 13-11*.

2 Touch [TSI Registration].

3 Select the number where you wish to register the transmission source name.

```
Utility
Select TSI to register.
TSI is the sender's information.
TSI Registration          Enter
  1
  2
  3
  4
1/2                        ↓  ↑
                     Memory 100%
                     Free
```

4   Type in the transmission
    source name, and then
    touch [Enter].

```
┌─────────────────────────────────────┐
│ TSI Registration    │Cancel│ │Enter│ │
│ ┌─────────────────┐                  │
│ │Office1          │  │←│ │→│ │Del.│  │
│ └─────────────────┘                  │
│ @ Q W E R T Y U I O P                │
│   A S D F G H J K L                  │
│   Z X C V B N M . . .                │
│        ┌──── SPACE ────┐  │_│ │─│    │
│        └───────────────┘             │
│                                      │
│        │Alpha│ │Caps│                │
│                          Memory 100% │
│                          Free        │
└─────────────────────────────────────┘
```
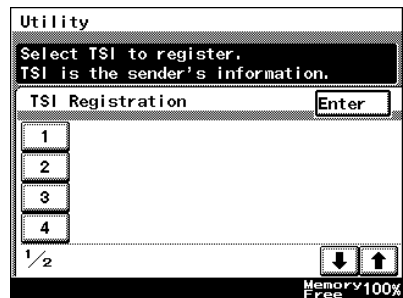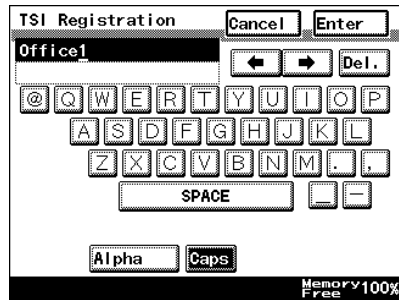
5   Check the information to be registered, and then touch [Enter].

✎...
    Tip
    To correct the registered name, touch the button for the desired
    number, and then re-register the name.

6   Continue touching [Enter] to return to the Utility screen, and then touch
    [Exit] to return to the standby screen (initial screen).

 Scanner Mode

13.8 Specifying Network Settings for Accounts

By registering accounts, the number of prints can be restricted for each account or, if access codes are specified, unauthorized use of the copier can be restricted. By managing the accounts, the transmission of anonymous e-mail can be prevented.

The procedure for specifying network settings for accounts is described below.

For details on specifying account management settings, refer to "Account Management Operations" in the Advanced Operations volume of the copier's User Manual.

In order to specify network setting, certain software switch settings must be specified. For details on specifying software switch settings, refer to *"Specifying Report Output Settings" on page 13-41*.

● To identify which account sent e-mail messages are sent from (software switch: mode 366, bit 5 set to 1), specify the From e-mail address.

● To receive authentication from the POP3 server before the e-mail is sent to the SMTP server (software switch: mode 350, bit 6 set to 1), specify a POP3 user name and POP3 password.

Specifying the setting

1   Touch [Admin. 1], and then touch [Account Reg].

2   Touch the button of the account whose settings you wish to specify.

3   Touch [Network Settings].

4   In the screen that appeared, the following settings can be specified.
These settings are specified to prevent anonymous e-mail from being sent.

    ❍   From e-mail address: Type in the e-mail address for the account.
    ❍   POP3 User name: Type in the POP3 user name for the account.
    ❍   POP3 Password: Type in the POP3 password for the account.

```
Utility
Network settings can be changed.
Network Settings                    Enter
  'From' E-mail Address    _____
  POP3 User Name           _____
  POP3 Password            _____
                                 Memory
                                 Free  100%
```

5   Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

13.9 Specifying Transmission Settings

The procedure for specifying transmission settings, which are set by the administrator, is described below.

13.9.1 Transmission Settings

Priority Quality:	Specify the default resolution setting that is selected when an operation is finished. During the production of this unit, the "Standard" setting was selected.
Priority Contrast:	Specify the default contrast setting that is selected when an operation is finished. During the production of this unit, the "Normal" setting was selected.
Com. Mode:	Specify the default communication mode that is selected when an operation is finished. During the production of this unit, the "G3-1" setting was selected.
Default Transmission Mode:	Specify whether the transmission mode returns to memory transmission or immediate transmission when an operation is finished. During the production of this unit, the "Memory TX" setting was selected. This parameter is available only when sending faxes on a common telephone line.
Attach TSI:	Specify whether the default transmission source name is selected when an operation is finished if multiple transmission source names are registered. During the production of this unit, the setting for the transmission source name registered at "1" was selected.
Rotation TX:	Specify whether or not rotation transmission is selected when an operation is finished. During the production of this unit, the "ON" setting was selected.
2-Sided TX:	Specify whether or not double-sided transmission is selected when an operation is finished, and specify the default binding margin settings for double-sided transmissions. During the production of this unit, the "No" setting was selected.

13.9.2 Specifying Transmission Settings

1 Touch [Admin. 1], and then touch [TX Settings].

❍ Refer to *"Displaying the Administrator Management screen" on page 13-11*.

2 Specify settings for the various transmission parameters.

```
TX Settings                              Enter

  Quality/Mode            Com. Menu

                                      Memory
                                      Free  100%
```
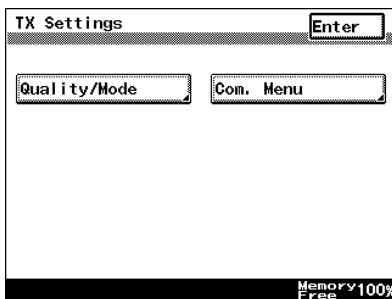
Specify the default resolution

1 Touch [Quality/Mode].

2 Touch [Priority Quality].

```
Quality/Mode                            Enter

  Priority Quality      Standard
  Priority Contrast     ◀□□■□□▶
  Commnication Mode     G3-1

                                      Memory
                                      Free  100%
```
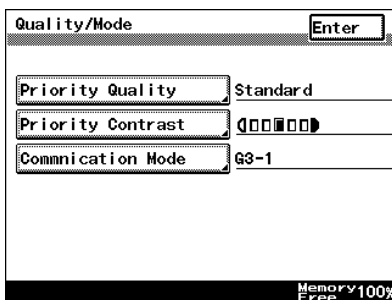
3 Select the resolution that you wish to specify as the default, and then touch [Enter].

```
Utility
Select Priority Quality.

 Priority Quality       Cancel  Enter

   A▤          A▤          A▤
 200x100     200x200     400x400
 Standard    Fine        Super Fine

   ▥          ▨          ▨
 400x400     200x200     400x400
 Text+Photo  GSR         Super GSR

                                      Memory
                                      Free  100%
```

 Scanner Mode
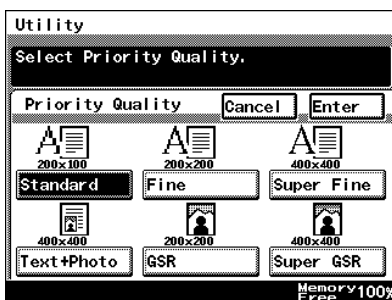
Specify the default contrast

1 Touch [Quality/Mode].

2 Touch [Priority Contrast].

3 Select the contrast that you wish to specify as the default, and then touch [Enter].

```
Utility
Set Priority Contrast.

Priority Contrast   Cancel   Enter

      ( □ ▦ ▣ ▦ ▦ )

      Lighter  Normal  Darker
                        Memory 100%
                        Free
```
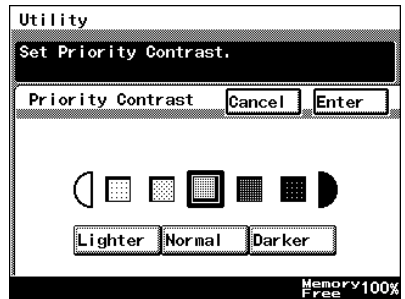
Specifying the default communication mode

1 Touch [Quality/Mode].

2 Touch [Communication Mode].

3 Select the communication mode that you wish to specify as the default, and then touch [Enter].

```
Utility
Select communication mode.

Com. Mode          Cancel   Enter

FAX

InternetFAX  E-mail

PC
                        Memory 100%
                        Free
```
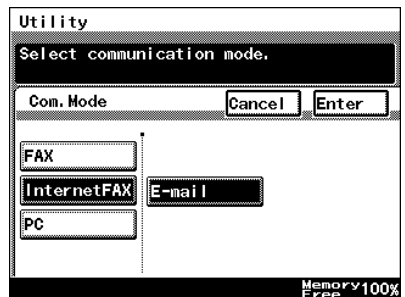
Specifying the default transmission mode

1 Touch [Com. Menu].

2 Touch [TX].

```
Communication Menu              Enter

 TX                    Memory TX
 TSI
 Rotation TX           OFF
 2-Sided TX

                              Memory 100%
                              Free
```
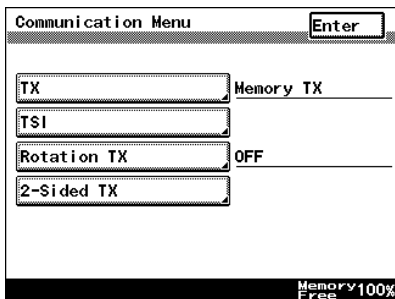
3 Select the transmission mode that you wish to specify as the default, and then touch [Enter].

```
Utility
Select transmission mode.

 TX                    Cancel   Enter


        Memory TX   Real-Time

                              Memory 100%
                              Free
```

Scanner Mode
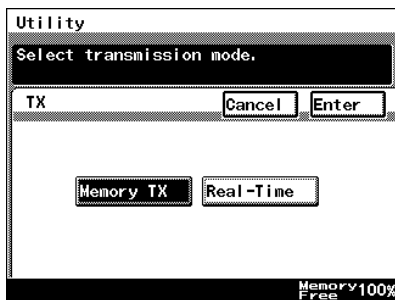
Specifying the default method for attaching the transmission source name

1 Touch [Com. Menu].

2 Touch [TSI].

```
Communication Menu          Enter

  TX                    Memory TX
  TSI
  Rotation TX           OFF
  2-Sided TX


                           Memory
                           Free   100%
```

3 Touch [TSI Position].

```
TSI                         Enter


  TSI Position          On The Doc.
  TSI Selection         1




                           Memory
                           Free   100%
```
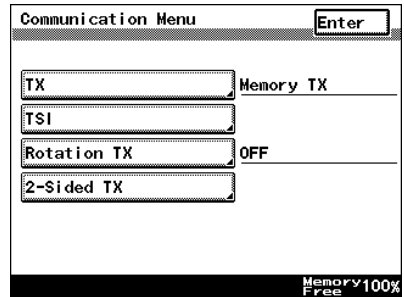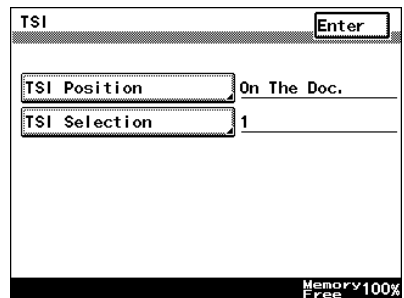
4 Select the method for attaching the transmission source name that you wish to specify as the default, and then touch [Enter].

```
Utility
Select TSI print position.

  TSI Position      Cancel   Enter



On The Doc.  Out of Doc.  OFF


                           Memory
                           Free   100%
```

Specifying the default transmission source name

1 Touch [Com. Menu].

2 Touch [TSI].

```
Communication Menu          Enter

TX                    Memory TX
TSI
Rotation TX           OFF
2-Sided TX

                      Memory 100%
                      Free
```

3 Touch [TSI Selection].

```
TSI                         Enter

TSI Position          On The Doc.
TSI Selection         1

                      Memory 100%
                      Free
```

4 Select the transmission
   source name that you wish
   to specify as the default, and
   then touch [Enter].

```
Utility

Select TSI.

TSI Selection      Cancel   Enter

  1    NEW YORK
  2
  3
  4
 1/2                        ⬇  ⬆
                      Memory 100%
                      Free
```
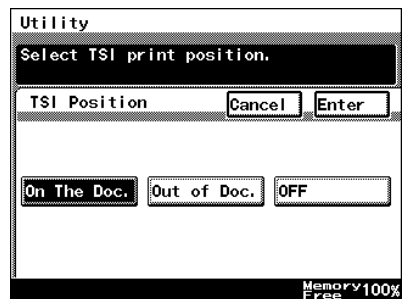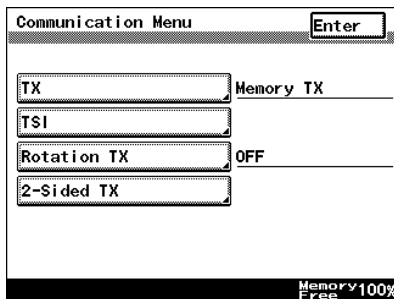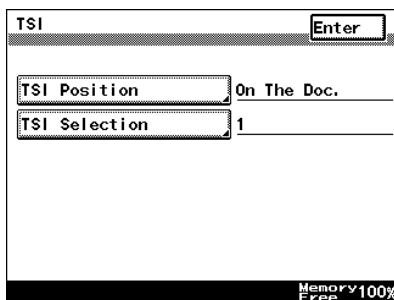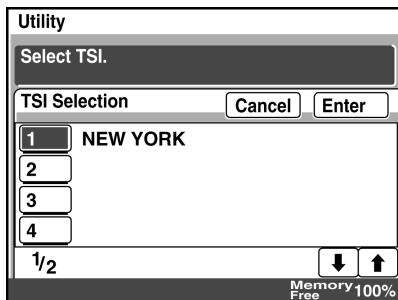
Specifying the default rotation transmission setting

1 Touch [Com. Menu].

2 Touch [Rotation TX].

```
Communication Menu              Enter

  TX                     Memory TX
  TSI
  Rotation TX            OFF
  2-Sided TX


                                Memory 100%
                                Free
```
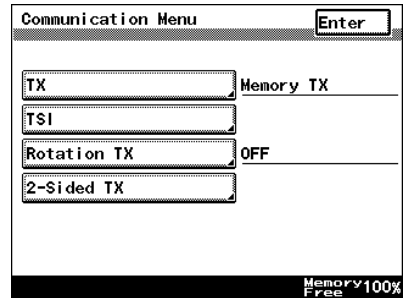
3 Specify whether ([ON]) or not ([OFF]) to perform rotation transmission, and then touch [Enter].

```
Utility
TX Rotation setting can be set.

  Rotation TX           Cancel  Enter


         ON        OFF


                                Memory 100%
                                Free
```
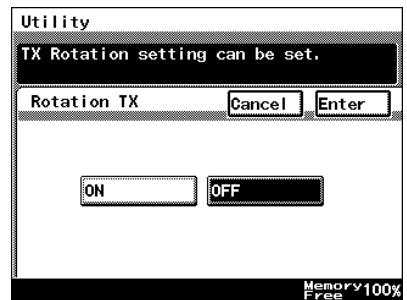
Specifying double-sided transmission settings

1 Touch [Com. Menu].

2 Touch [2-Sided TX].
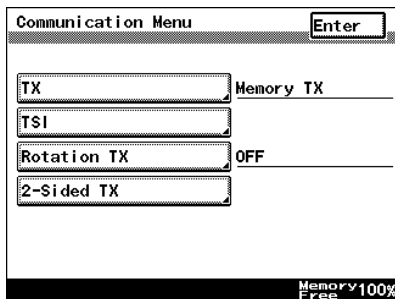
3 Specify whether ([ON]) or
not ([OFF]) to allow double-
sided transmissions, and
then touch [Enter]. If "ON" is
selected, specify the default
binding margin settings.
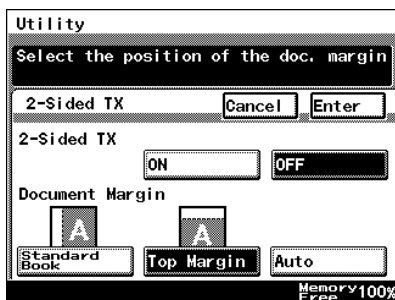
13.10 Specifying that Received Documents Not Be Printed ("Memory Lock" Function)

If the setting not to print received fax documents (including Internet faxes and IP address faxes) is specified, they can all be printed at a later time.

By specifying a time period when faxes are not printed or by restricting printing with a password, faxes, for example, those received at night, can be received at a safer time.

Notes

● Printing can be stopped only for received faxes.
  Printing cannot be stopped for copies or computer printouts.

● The time period when faxes are not printed can be set by day.

● If a time period is specified, all documents saved while printing was stopped are automatically printed once printing restarts.

● To manually print a document, touch [Print Management] on the User Management screen, and then perform the necessary operation to begin printing.

● If printing is restricted with a password, touch [Memory Lock Password], and then register the password.
  If a password is not registered, printing can be restarted without entering a password.

Specifying the time to stop printing

1 Touch [Admin. 1], and then touch [RX Settings].

   ❍ Refer to *"Displaying the Administrator Management screen" on page 13-11*.

2 Touch [Memory Lock].

3 Touch [Memory Lock On/Off].

```
Utility
Memory Lock RX Setting.

  Memory Lock                          Enter

  Memory Lock On/Off   │Reset
  Memory Lock Password │

                                      Memory 100%
                                      Free
```
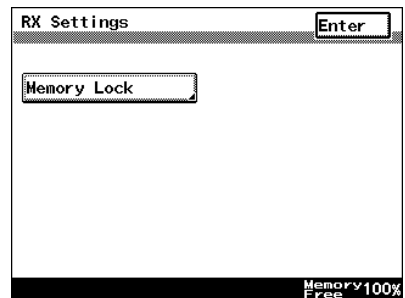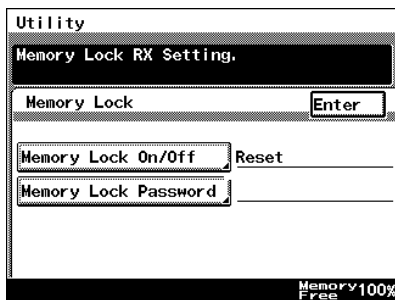
4 Touch the buttons for the days that printing will be stopped on.

```
Utility
Memory Lock RX Settings.

Time Setting              Cancel   Enter

  Stop Time    00:00    Days select: Locked
                        for Start-Stop time
  Start Time   00:00    Days not backlit:
                        Locked all day.
Day:   SUN    MON    TUE    WED

       THU    FRI    SAT
                                 Memory 100%
                                 Free
```
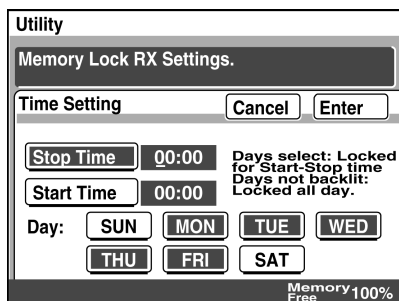
5 Touch [Stop Time], and then use the keypad to type in the time for printing to begin.

6 Touch [Start Time], and then use the keypad to type in the time for printing to stop. Then, touch [Enter].

❍ To cancel the setting, touch [Cancel].

✎ **. . .**
Note
When specifying the time, be sure to select the days.

The time setting is common for all days. Different time periods cannot be specified for different days.

7 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the standby screen (initial screen).
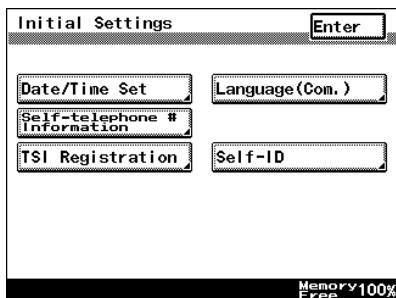
Specifying the password to restrict printing

1 Touch [Admin. 1], and then touch [RX Settings].

  ❍ Refer to *"Displaying the Administrator Management screen" on page 13-11*.

2 Touch [Memory Lock].

3 Touch [Memory Lock Password].

```
Utility
Memory Lock RX Setting.

  Memory Lock                    Enter

  Memory Lock On/Off    Reset
  Memory Lock Password

                              Memory 100%
                              Free
```

4 Use the keypad to type in the four-digit password to allow printing, and then touch [Enter].

```
Utility
Memory Lock password enables printing
of RX doc. During memory lock.
  Memory Lock Password Cancel   Enter



              1234



                              Memory 100%
                              Free
```
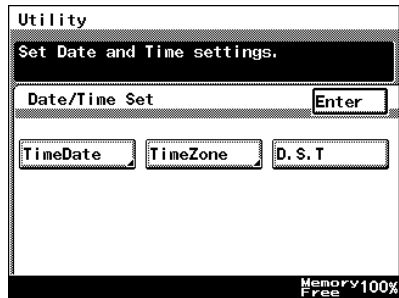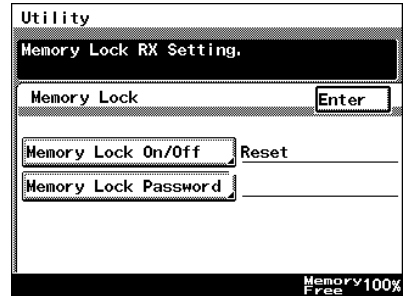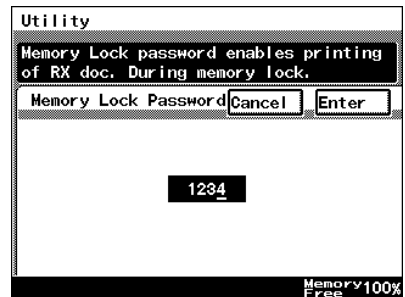
5 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the standby screen (initial screen).

Starting printing manually
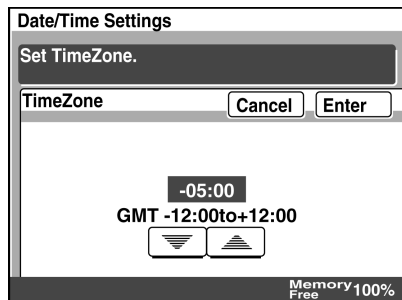
1 Press the [Utility] key.

2 Touch [User Management].

3 Touch [Print Management].
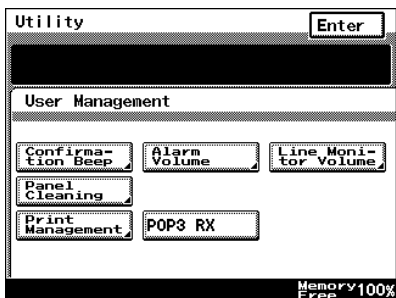
```
Utility                    Enter

  User Management

  Confirma-  Alarm      Line Moni-
  tion Beep  Volume     tor Volume
  Panel
  Cleaning
  Print      POP3 RX
  Management
                       Memory 100%
                       Free
```

4 Use the keypad to type in the four-digit password to allow printing, and then touch [Enter].

```
Utility
Input Memory Lock RX password.

Memory Lock Password Cancel  Enter



           _

                       Memory 100%
                       Free
```

5 Touch [Lock Stop], and then touch [Enter].

✎
. . .
Tip
To stop printing, touch [Lock On], and then touch [Enter]. To restart printing, touch [Temp. Print].
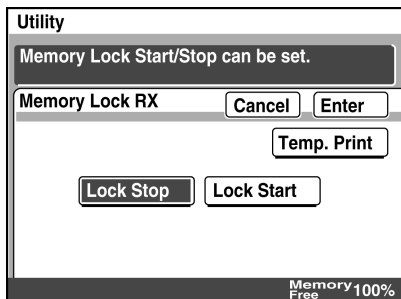
```
Utility

Memory Lock Start/Stop can be set.

Memory Lock RX      Cancel   Enter

                           Temp. Print

        Lock Stop    Lock Start


                       Memory 100%
                       Free
```

6 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the standby screen (initial screen).

13.11 Specifying the procedure for received documents ("Doc. Manage." function)

The procedure that is performed for received documents can be specified.

Received documents are classified as "F-Code", "rception port" or "Public Document", and a different procedure can be specified for each type of document.

Classifications of received document

- F-Code: Specify the procedure that is performed when documents are received for each F code. A document with an F code assigned is received according to the procedure previously specified for the F code.

- Port: Specify the procedure that is performed when documents are received at each port.

- Public Document: Specify the procedure that is performed when regular documents (other than those mentioned above) are received.

Document management

- Print: Select this setting to immediately print the document once it is received.

- Forward: Select this setting forward the received document to the specified destination.

- Print and Forward: Select this setting to immediately print the document once it is received and forward it to the specified destination.

- Save To Box: Select this setting to save the received document in a box without printing it.

Precautions

● The factory setting is "Print".

● If a remote copy fax is received using a common telephone line, it is printed, regardless of the setting.

● The settings are prioritized in the following order: "F-Code", "Port" or "Public Document".

For documents classified with "Public Document"

1 Touch [Admin. 1], and then touch [Doc. Manage.].

   ❍ Refer to *"Displaying the Administrator Management screen" on page 13-11*.

2 Touch [Public document].
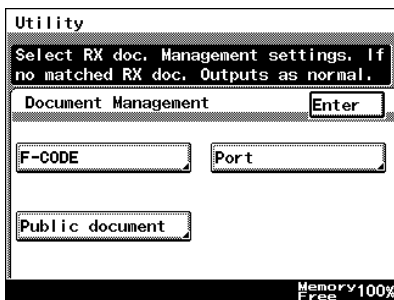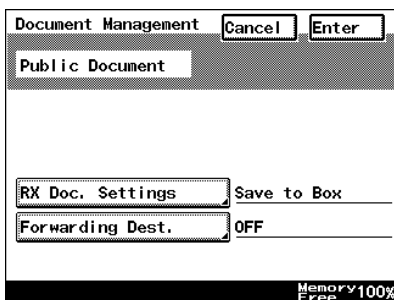
```
Utility
┌─────────────────────────────────────┐
│ Select RX doc. Management settings. If│
│ no matched RX doc. Outputs as normal. │
│ ┌─ Document Management ──────┬─────┐  │
│ │                            │Enter│  │
│ └────────────────────────────┴─────┘  │
│ ┌───────────┐      ┌───────────┐      │
│ │F-CODE    ▲│      │Port      ▲│      │
│ └───────────┘      └───────────┘      │
│ ┌───────────┐                         │
│ │Public document ▲│                   │
│ └───────────┘                         │
│                          Memory Free 100%│
└─────────────────────────────────────┘
```

3 Touch [RX Doc. Settings].

```
┌─────────────────────────────────────┐
│ Document Management  [Cancel] [Enter]│
│ ┌────────────────┐                   │
│ │Public Document │                   │
│ └────────────────┘                   │
│                                      │
│ ┌────────────────┐ Save to Box       │
│ │RX Doc. Settings│                   │
│ ├────────────────┤ OFF               │
│ │Forwarding Dest.▲│                  │
│ └────────────────┘                   │
│                          Memory Free 100%│
└─────────────────────────────────────┘
```

4 Select the procedure that should be performed.

   ❍ If [Forward] or [Prt&Forward] was selected, also select a forwarding destination.
   ❍ To specify multiple recipients, touch [Add Dest.], and then select the next recipient.

```
┌─────────────────────────────────────┐
│ Document Management                  │
│ ┌─────────────────────────────────┐ │
│ │Select processing of Received Doc.│ │
│ └─────────────────────────────────┘ │
│ ┌─ Settings of RX Doc. ──────┬─────┐│
│ │                            │Enter││
│ └────────────────────────────┴─────┘│
│ ┌──────┐  ┌───────┐  ┌──────────┐   │
│ │Print │  │Forward▲│ │Prt&Forward│  │
│ └──────┘  └───────┘  └──────────┘   │
│ ┌───────────┐                       │
│ │Save to Box│                       │
│ └───────────┘            Memory Free 100%│
└─────────────────────────────────────┘
```

✎ **. . .**
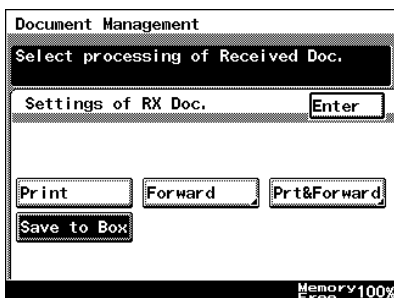
Tip
To print a document saved in a box, search a document and print out at "Print" in "Doc." menu in "Job List".

5 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the standby screen (initial screen).

For documents classified with "F-Code"

1 Touch [Admin. 1], and then touch [Doc. Manage.].

   ❍ Refer to *"Displaying the Administrator Management screen" on page 13-11*.

2 Touch [F-CODE].

```
Utility
Select RX doc. Management settings. If
no matched RX doc. Outputs as normal.
 Document Management              Enter

F-CODE              Port

Public document

                                 Memory 100%
                                 Free
```
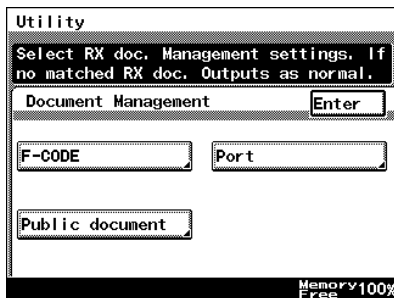
3 Touch the button to be registered.

```
Document Management              Enter

F-CODE

 F-CODE              Forward Print

                         0dest.OFF

                         0dest.OFF

                         0dest.OFF

                         0dest.OFF

 1/3                       ↓  ↑
                                 Memory 100%
                                 Free
```
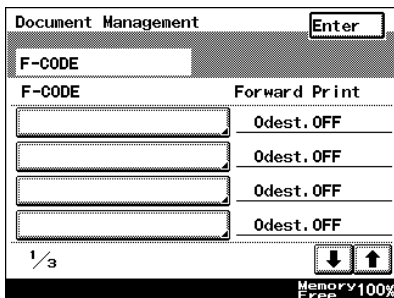
4 Touch [F-CODE].

   ❍ To delete the F code, touch [Delete].

```
Document Management   Cancel  Enter

F-CODE                         Delete


F-CODE

RX Doc. Settings      Print

Forwarding Dest.      OFF


                                 Memory 100%
                                 Free
```

5 Touch [F-CODE].
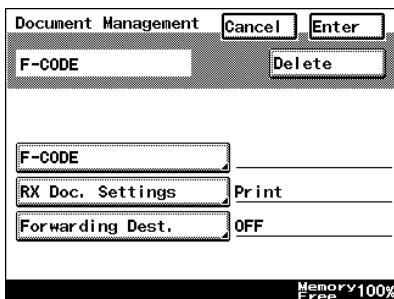
```
Document Management
Enter F-CODE.
F-CODE                           Enter
F-CODE
F-CODE Password
Remote Input Check    OFF
                              Memory 100%
                              Free
```
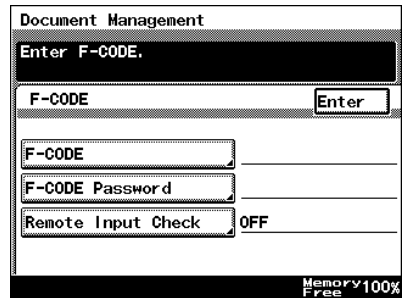
6 Use the keypad to type in the F code, and then touch [Enter].

✎ **. . .**

Tip

To change a number, touch [←] and [→] to move the cursor to the number that you wish to change, and then touch [Delete] to erase the number above the cursor.

To erase all numbers, press the [C] (clear) key.

```
Document Management
Enter F-CODE.
F-CODE              Cancel  Enter

        _

    ← → Delete
                              Memory 100%
                              Free
```
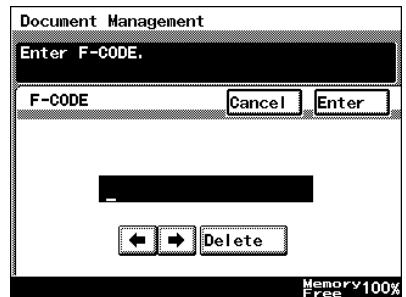
7 Touch [F-CODE Password].

8 Use the keypad to type in the F code password, and then touch [Enter].

✎ **. . .**

Tip

To change a number, touch [←] and [→] to move the cursor to the number that you wish to change, and then touch [Delete] to erase the number above the cursor.

To erase all numbers, press the [C] (clear) key.

```
Document Management
Enter F-CODE password
that is used for Remote Input check.
F-CODE Password     Cancel  Enter

        _

    ← → Delete
                              Memory 100%
                              Free
```
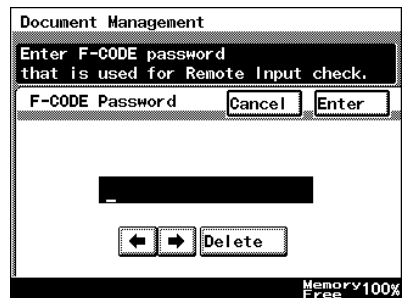
9 Touch [Remote Input Check].

10 Touch either [ON] or [OFF], and then touch [Enter].

```
Document Management
Password restriction can be set.

Remote Input Check    Cancel   Enter


        ON            OFF


                              Memory 100%
                              Free
```
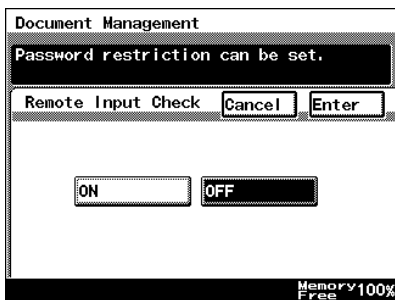
11 Check the F code settings, and then touch [Enter].

12 Touch [RX Doc. Settings].

13 Select the procedure that should be performed.

   ❍ If [Forward] or [Prt&Forward] was selected, also select a forwarding destination.

   ❍ To specify multiple recipients, touch [Add Dest.], and then select the next recipient.

```
Document Management
Select processing of Received Doc.

Settings of RX Doc.           Enter


Print      Forward      Prt&Forward


                              Memory 100%
                              Free
```
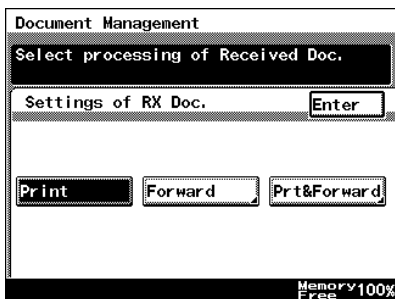
14 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the standby screen (initial screen).

For documents classified with "Port"

1 Touch [Admin. 1], and then touch [Doc. Manage.].

❍ Refer to *"Displaying the Administrator Management screen" on page 13-11*.

2 Touch [Port].

```
Utility
Select RX doc. Management settings. If
no matched RX doc. Outputs as normal.
Document Management          Enter

F-CODE              Port

Public document

                          Memory 100%
                          Free
```

3 Select the port.

```
Document Management          Enter
Port

Port                Forward Print
G3-1                Odest.OFF
G3-2                Odest.OFF
Network             Odest.OFF

 1/1                       ↓ ↑
                          Memory 100%
                          Free
```
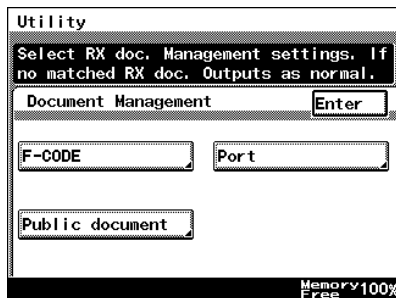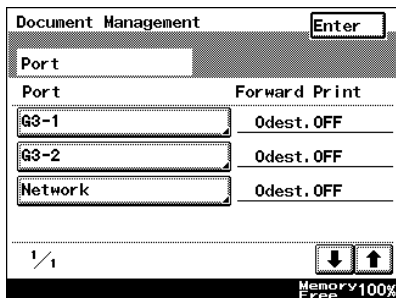
4 Touch [RX Doc. Settings].

Yes:
Select this setting to apply the setting to each port. To specify how received documents are handled, select "Yes". In addition, to change the way in which documents are handled or to change the forwarding destination, select "Yes".
No:
Select this setting to not apply the setting to each port.
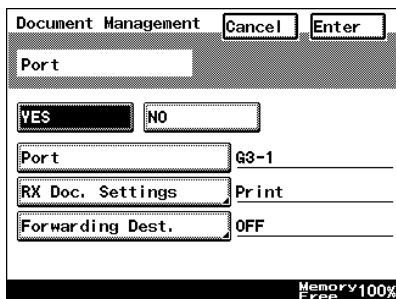
```
Document Management   Cancel   Enter
Port

YES        NO
Port              G3-1
RX Doc. Settings  Print
Forwarding Dest.  OFF

                          Memory 100%
                          Free
```

5   Select the procedure that
    should be performed.

    ○ If [Forward] or
       [Prt&Forward] was
       selected, also select a
       forwarding destination.
    ○ To specify multiple
       recipients, touch [Add
       Dest.], and then select
       the next recipient.

```
┌─────────────────────────────────────────┐
│ Document Management                       │
│ ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓  │
│ Select processing of Received Doc.        │
│                                           │
│  Settings of RX Doc.           ┌───────┐ │
│ ░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░ │ Enter │ │
│                                └───────┘ │
│                                           │
│ ┌──────────┐ ┌──────────┐ ┌────────────┐ │
│ │ Print    │ │ Forward  │ │ Prt&Forward│ │
│ └──────────┘ └──────────┘ └────────────┘ │
│                                           │
│                              Memory  100% │
│                              Free         │
└─────────────────────────────────────────┘
```
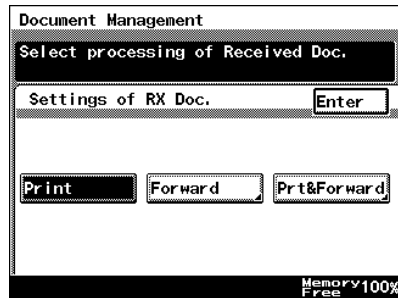
6   Continue touching [Enter] to return to the Utility screen, and then touch
    [Exit] to return to the standby screen (initial screen).

13.12 Specifying Report Output Settings

The procedure for specifying report settings, which are set by the administrator, is described below.

Report settings

- TX Report: Select how to output the report showing the transmission result.
                      The factory setting is "Single destination : If TX Fail, Multiple destination : If TX Fail".

- Activity Report: Specify whether or not to automatically output the activity report with every 50 communications. The factory setting is "ON".

Specifying the setting for the "TX Report" parameter

1 Touch [Admin. 1], and then touch [Report Settings].

  ❍ Refer to *"Displaying the Administrator Management screen" on page 13-11*.

2 Touch [TX Report].
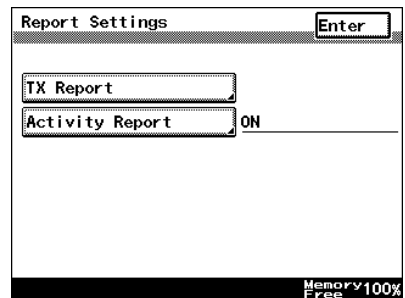
3 Select how to output the report, and then touch [Enter].

○ Select how to output the transmission result report when there is only one recipient and when there are two or more recipients.
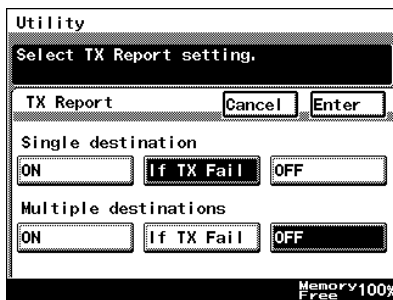
ON: Select this setting to automatically output a transmission result report with every transmission.
If TX Fail: Select this setting to output the transmission result report only if the transmission failed.
OFF: Select this setting to stop the transmission result report from automatically being outputted.

4 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the standby screen (initial screen).

Specifying the setting for the "Activity Report" parameter

1 Touch [Admin. 1], and then touch [Report Settings].

○ Refer to *"Displaying the Administrator Management screen" on page 13-11.*

2 Touch [Activity Report].

3 Touch whether ("ON") or not ("OFF") to automatically output the activity report, and then touch [Enter].
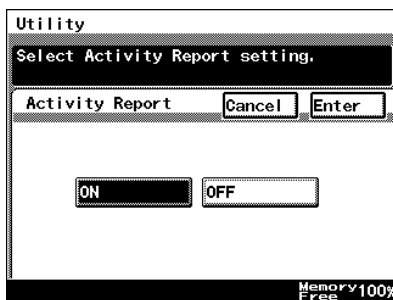
4 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the standby screen (initial screen).

13.13 Specifying Software Switch Settings (Machine Functions)

Various functions of this copier are already specified when it is purchased.

However, by using the software switch settings, the functions can be changed to meet your specific needs.

Precautions

● Do not change any modes or bits other than those described in this manual.

Software switch settings

● [Mode Selection]: Specify the three-digit number for the parameter that you wish to specify with the software switch settings.

● [Bit Selection]: The bits are the eight numbers that construct the mode. By specifying a binary number (0 or 1) for each of the bits (0 through 7), each function can be specified.

● [HEX Selection]: Specify a setting for each mode as a hexadecimal number (0 through 9 and A through F).
For example, to specify the bit setting "00110000", specify the hexadecimal setting "30".

Reference: Examples of [Bit Selection] binary numbers and [HEX Selection] hexadecimal numbers

Decimal number	[Bit Selection] binary numbers	[HEX Selection] hexadecimal numbers
0	0000 0000	00
1	0000 0001	01
2	0000 0010	02
3	0000 0011	03
4	0000 0100	04
5	0000 0101	05
6	0000 0110	06
7	0000 0111	07
8	0000 1000	08
9	0000 1001	09
10	0000 1010	0A
11	0000 1011	0B
12	0000 1100	0C
13	0000 1101	0D

Decimal number	[Bit Selection] binary numbers	[HEX Selection] hexadecimal numbers
14	0000 1110	0E
15	0000 1111	0F
16	0001 0000	10
17	0001 0001	11
18	0001 0010	12
19	0001 0011	13
20	0001 0100	14
•	•	•
•	•	•
•	•	•
252	1111 1100	FC
253	1111 1101	FD
254	1111 1110	FE
255	1111 1111	FF

13.13.1 Specifying Software Switch Settings

Specifying functions with [Bit Selection]

1 Touch [Admin. 2], and then touch [Soft SW Set].

❍ Refer to *"Displaying the Administrator Management screen"* on page 13-11.

2 Touch [Mode Selection], and then use the keypad to type in the mode number.

```
Soft Switch Set          [ Enter ]

Mode Selection    | 000

Bit Selection     | 00110000
                    (76543210)
HEX Selection     | 30
              [A][B][C] [←][→]
              [D][E][F] [Enter]
                         Memory 100%
                         Free
```
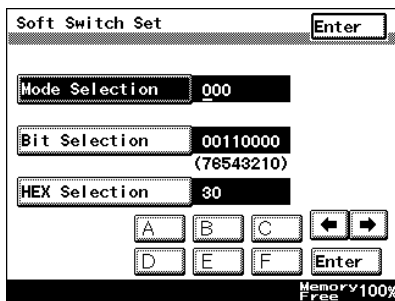
3 Touch [Bit Selection], and then touch [←] and [→] to move the cursor below the bit to be changed.

```
Soft Switch Set          [ Enter ]

Mode Selection    | 000

Bit Selection     | 00110000
                    (76543210)
HEX Selection     | 30
              [A][B][C] [←][→]
              [D][E][F] [Enter]
                         Memory 100%
                         Free
```
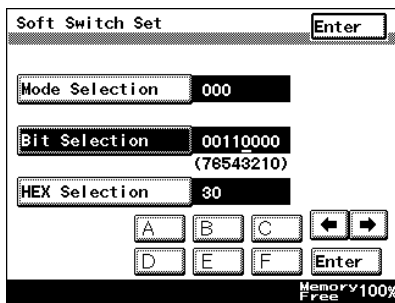
4 Use the keypad to specify either "0" or "1" for the bit, and then touch [Enter].
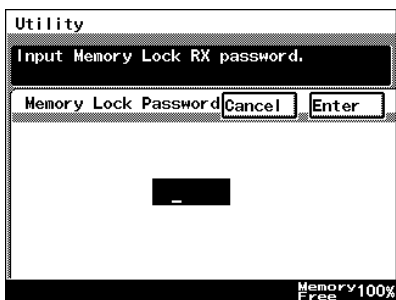
  ○ To change other modes, repeat the procedure from step 2.

5 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the standby screen (initial screen).

Specifying functions with [HEX Selection]

1 Touch [Admin. 2], and then touch [Soft SW Set].

  ○ Refer to *"Displaying the Administrator Management screen"* on page 13-11

```
Utility


Administrator Management 2  [ Enter ]

[Network Set] [Print Set] [Soft SW Set]




                         Memory 100%
                         Free
```
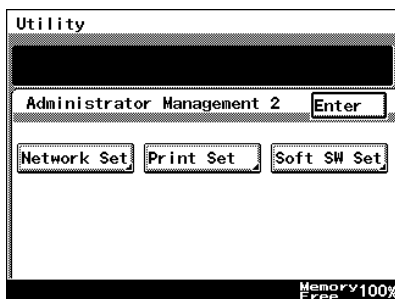
2 Touch [Mode Selection], and then use the keypad to type in the mode number.

3 Touch [HEX Selection].
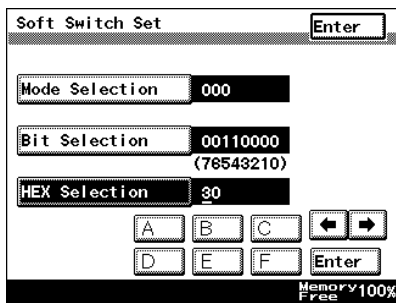
4 Use the keypad and [A] through [F] to specify the hexadecimal number, and then touch [Enter].

❍ To change other modes, repeat the procedure from step 2.

5 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the standby screen (initial screen).

13-46   Scanner Mode

13.13.2 Specifying Settings Concerning the Confirmation Screen For Broadcast Transmissions (Mode 014)

You can specify whether or not a screen asking for confirmation of the settings is displayed before a broadcast transmission.

Setting during production

Bit	7	6	5	4	3	2	1	0	
Setting	0	0	0	0	0	0	0	0	(HEX:01)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side are page number with descriptions for the corresponding function.

Bit	Function	Setting	Description	Page reference
7, 6, 5, 4, 3, 2	-	000000	*Do not change these bits.	-
1, 0	Specifies whether or not a screen asking for confirmation of the settings is displayed before a broadcast transmission.	00	The setting confirmation screen is not displayed.	p. 8-32
		01	The setting confirmation screen is displayed before a broadcast transmission.	
		10	The setting confirmation screen is normally displayed, regardless of whether a broadcast transmission is being performed.	
		11	*Do not change this setting.	

13.13.3 Specifying Settings Concerning Whether or Not There Is a Connected Telephone or a Received Date Report and Their Formats (Mode 016)

You can specify whether or not there is a connected telephone or a received date report in the E-mail and fax modes, and you can specify their formats.

Setting during production

Bit	7	6	5	4	3	2	1	0	
Setting	0	1	0	0	0	0	0	0	(HEX:40)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side are page number with descriptions for the corresponding function.

Bit	Function	Setting	Description	Page reference
7	-	0	*Do not change these bits.	-
6	Specifies whether or not a connected telephone is used.	0	Not used	-
		1	Used	
5	Specifies whether or not a received date report is attached in E-mail mode.	0	Not attached	-
		1	Attached	
4	Specifies whether the received date report is attached outside or inside of the image in E-mail mode.	0	Attached within the image	-
		1	Attached outside of the image	
3, 2	-	00	*Do not change these bits.	-
1	Specifies whether or not a received date report is attached in Fax mode.	0	Not attached	-
		1	Attached	
0	Specifies whether the received date report is attached outside or inside of the image in fax mode.	0	Attached within the image	-
		1	Attached outside of the image	

13.13.4 Specifies Settings Concerning Internet Faxing (Mode 350)

You can specify the POP3 and the efficiency of the recipient's machine for Internet faxing.

Setting during production

Bit	7	6	5	4	3	2	1	0	
Setting	1	0	1	0	1	0	0	0	(HEX:A8)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side are page number with descriptions for the corresponding function.

Bit	Function	Setting	Description	Page reference
7	Specifies whether to return to standard or expanded after an operation with the Internet fax function is finished.	0	Standard (A4, 200 dpi or less, MH)	-
		1	Expanded (Functions defined as options are recommended.)	
6	Specifies whether or not to check (POP3) if data arrives before SMTP.	0	Does not check if data arrives.	p. 13-19
		1	Checks if data arrives.	
5, 4, 6, 2, 1, 0	-	1010000	*Do not change these bits.	-

13.13.5 Specifying Settings Concerning the SMTP Transmission Timeout (Mode 356)

You can specify the time until a connection with the SMTP server times out during an e-mail transmission.

Setting during production

Bit	7	6	5	4	3	2	1	0	
Setting	0	1	0	0	0	0	0	0	(HEX:40)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side are page number with descriptions for the corresponding function.

Bit	Function	Setting	Description	Page reference
7, 6, 5, 4	Time until a connection with the SMTP server times out during an e-mail transmission	0001	30 seconds	-
		0010	60 seconds	
		0011	90 seconds	
		0100	120 seconds	
		0101	150 seconds	
		0110	180 seconds	
		0111	210 seconds	
		1000	240 seconds	
		1001	270 seconds	
		1010	300 seconds	
		Others	*Do not specify any settings other than those mentioned above.	
3, 2, 1, 0	-	0000	*Do not change these bits.	-

13.13.6 Specifying Settings Concerning the SMTP Reception Timeout (Mode 357)

You can specify the time until a connection with the SMTP server times out during an e-mail reception.

Setting during production

Bit	7	6	5	4	3	2	1	0	
Setting	0	1	0	0	0	0	0	0	(HEX:40)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side are page number with descriptions for the corresponding function.

Bit	Function	Setting	Description	Page reference
7, 6, 5, 4	Time until a connection with the SMTP server times out during an e-mail reception	0001	30 seconds	-
		0010	60 seconds	
		0011	90 seconds	
		0100	120 seconds	
		0101	150 seconds	
		0110	180 seconds	
		0111	210 seconds	
		1000	240 seconds	
		1001	270 seconds	
		1010	300 seconds	
		Others	*Do not specify any settings other than those mentioned above.	
3, 2, 1, 0	-	0000	*Do not change these bits.	-

13.13.7 Specifying Settings Concerning the POP3 Reception Timeout (Mode 358)

You can specify the time until a connection with the POP3 server times out during an e-mail reception.

Setting during production

Bit	7	6	5	4	3	2	1	0	
Setting	0	0	1	0	0	0	0	0	(HEX:20)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side are page number with descriptions for the corresponding function.

Bit	Function	Setting	Description	Page reference
7, 6, 5, 4	Time until a connection with the POP3 server times out during an e-mail transmission	0001	30 seconds	-
		0010	60 seconds	
		0011	90 seconds	
		0100	120 seconds	
		0101	150 seconds	
		0110	180 seconds	
		0111	210 seconds	
		1000	240 seconds	
		1001	270 seconds	
		1010	300 seconds	
		Others	*Do not specify any settings other than those mentioned above.	
3, 2, 1, 0	-	0000	*Do not change these bits.	-

13.13.8 Specifying Settings Concerning the Default Address Input Screen and the From Information for Accounts (Mode 366)

In order to prevent anonymous e-mail from being sent, you can specify whether or not the account setting is in the From information for e-mail messages.

Setting during production

Bit	7	6	5	4	3	2	1	0	
Setting	0	0	0	0	1	0	0	0	(HEX:08)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side are page number with descriptions for the corresponding function.

Bit	Function	Setting	Description	Page reference
7	-	0	*Do not change these bits.	-
6	Specifies the default address input screen for Scan to PC (SMTP) transmissions.	0	The IP address input has priority.	p. 9-3
		1	The host name input has priority.	
5	Specifies whether or not the account setting is in the From information for e-mail messages.	0	Do not include the account setting.	p. 13-19
		1	Include the account setting.	
4, 3, 2, 1, 0	-	01000	*Do not change these bits.	-

13.13.9 Specifying Settings Concerning the Timeout for a DNS Inquiry (Mode 367)

You can specify the time until a connection with the DNS server times out.

Setting during production

Bit	7	6	5	4	3	2	1	0	
Setting	0	0	1	0	0	0	0	0	(HEX:20)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side are page number with descriptions for the corresponding function.

Bit	Function	Setting	Description	Page reference
7, 6, 5, 4, 3	Time until a connection with the DNS server times out	00001	30 seconds	p. 3-3
		00010	40 seconds	
		00011	80 seconds	
		00100	160 seconds	
		00101	320 seconds	
		00110	640 seconds	
		Others	*Do not specify any settings other than those mentioned above.	
2, 1, 0	-	000	*Do not change these bits.	-

13.13.10 Specifying Settings Concerning the Transmission Interval for Divided E-Mail Messages (Mode 372)

You can specify the time interval for transmitting divided e-mail messages.

Setting during production

Bit	7	6	5	4	3	2	1	0	
Setting	0	0	0	0	1	1	1	1	(HEX:0F)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side are page number with descriptions for the corresponding function.

Bit	Function	Setting	Description	Page reference
7, 6, 5, 4, 3, 2, 1, 0	Specifies the time interval for transmitting divided e-mail messages.	00000101	5 seconds	p. 3-3
		00001010	10 seconds	
		00001111	15 seconds	
		00011110	30 seconds	
		00111100	60 seconds	
		01011010	90 seconds	
		01111000	120 seconds	
		10010110	150 seconds	
		10110100	180 seconds	
		11010010	210 seconds	
		11110000	240 seconds	
		00000000	*Do not change this setting.	

* A setting between "0000 0001" (HEX value: 01) for 1 second to "1111 1111" (HEX value: FF) for 255 seconds can be specified.
When specifying the setting, refer to the HEX table.

13.13.11 Specifies Settings Concerning Full Mode Functions With Internet Faxing (Mode 373)

You can specify settings concerning Full mode functions with Internet faxing.

Setting during production

Bit	7	6	5	4	3	2	1	0	
Setting	0	0	0	0	1	0	0	0	(HEX:08)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side are page number with descriptions for the corresponding function.

Bit	Function	Setting	Description	Page reference
7	Specifies whether or not there are Full mode functions.	0	No	p. 8-47
		1	Yes	
6, 5, 4, 3, 2, 1, 0	-	0001000	*Do not change these bits.	-

14 Reports and lists

14.1 Checking the Transmission Status (Activity Report (TX))

The transmission activity report can confirm the document number, starting time of transmission, time required, recipient, mode, number of transmitted pages, transmission result and amount transmitted.

Precautions

● The procedure for manually outputting a report is described below.

● During the production of this unit, it was set to automatically output this report after every 50 transmissions. Refer to *"Specifying Report Output Settings" on page 13-41*.

Outputting the Transmission Activity Report

1 Press the [Utility] key.

2 Touch [Reports].

3 Touch [TX Act. Report].

```
Utility


┌Report──────────────────────┬───Enter──┐

┌TX Act. Report┐      ┌RX Act. Report┐
┌One-Touch List┐      ┌FAX Program List┐
┌Bulletin Board│      ┌Confidential List┐
│List          │
                                Memory 100%
                                Free
```

4 Touch [Enter].

The transmission activity report is outputted.

✎ ...

Tip
Even if [Enter] is not touched, the report is automatically outputted.

```
Reception Completed        Enter



        Time Stored : 12:00

         Rep. Print : TX Act. Report


    ■                        Memory 100%
                             Free
```

1   TSI source name

2   Report output date

3   Com. Mode
   - ECM : ECM mode
   - G3 : G3 mode
   - BR : Broadcast transmission
   - RESULT : Activity Report transmission
   - PC-M : Scan to E-mail
   - PC-S : Scan to PC(SMTP)
   - FTP-S : Scan to Server(FTP)
   - FTP-C : Scan to PC(FTP)
   - HDD : Scan to HDD
   - E-mail : Internet FAX
   - IP-TX : IP Address FAX

4   Transmission function
   - C: Confidential communications
   - B: Batch transmission
   - P: Polling reception
   - I: Individual login
   - F: Forwarding
   - Blank: Other transmission

5   Number of transmitted pages
   Indicates the number of document pages transmitted.

6 Transmission results details
- OK: The transmission was completed correctly.
- BUSY: Appears only when a fax is transmitted using a common telephone line. Refer to "Confirming Transmission Details" of the User Manual.
- NO ANS: Appears only when a fax is transmitted using a common telephone line. Refer to "Confirming Transmission Details" of the User Manual.
- INTERR: The transmission was interrupted.
- F.MEM: The memory is full.
- NG: The transmission failed.
- PT.DEL: Part of the transmission failed.
- F.DATA: The data exceeded the amount that can be transmitted.
- IMG NG: The transmission failed due to an image error.
- Error Code: Refer to *"Transmission Results Error Codes" on page 15-3*.

7 Name of account used

8 Size
Indicates the amount of data after data conversion when transmitting through a LAN.
Therefore, the amount of data that appears at the receiving end and the amount of data that appears on this copier's report is different.

14.2 Checking the Reception Status (Activity Report (RX))

The reception activity report can confirm the document number, starting time of reception, time required, recipient, mode, number of printed pages and the transmission result.

Precautions

● The procedure for manually outputting a report is described below.

● During the production of this unit, it was set to automatically output this report after every 50 transmissions. Refer to *"Specifying Report Output Settings" on page 13-41*.

Outputting the Reception Activity Report

1 Press the [Utility] key.

2 Touch [Reports].

3 Touch [RX Act. Report].

```
Utility


 Report                          Enter


 TX Act. Report      RX Act. Report

 One-Touch List      FAX Program List

 Bulletin Board      Confidential List
 List

                                 Memory
                                 Free  100%
```
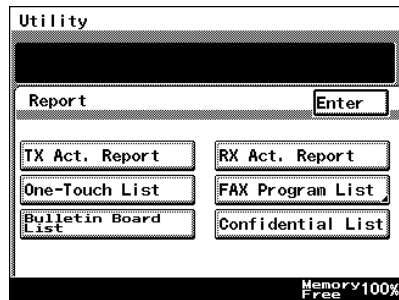
4 Touch [Enter].

The reception activity report is outputted.

✎ **. . .**
Tip
Even if [Enter] is not touched, the report is automatically outputted.

```
Reception Completed             Enter



    Time Stored : 12:00

    Rep. Print : RX Act. Report



                                 Memory
                                 Free  100%
```

1   2

```
                                                                    P.1

    ACTIVITY REPORT (RX)
                                   2003 APR 23 (WED) 11:32
                                   CHICAGO

DOCUMENT # TIME RCVED DURATION DESTINATION     MODE    PAGES   RESULT    ACCOUNT NAME
3714316-753   APR 21 20:32   49"  NEW YORK      G 3        2    F.MEM
3502268-511   APR 21 21:00   28"  123451234     G 3   P    1    OK        MKTING
3714316-753   APR 22  9:18   26"  BOSTON        ECM        1    OK
3714316-756   APR 22  9:55   48"  987654321     ECM        2    OK
6080361-236   APR 22 10:03   50"  987698765     G 3        2    OK
5114316-768   APR 22 14:00   25"  ABCDEF        ECM        1    OK
```

3   4   5   6   7

1 TSI source name

2 Report output date

3 Com. Mode
   • ECM : ECM mode
   • G3 : G3 mode
   • RESULT : Activity Report reception
   • NET. : Internet FAX, IP Address FAX

4 RX Functions
   • C: Confidential communications
   • B: Batch transmission
   • P: Polling reception
   • I: Individual login
   • F: Forwarding
   • Blank: Other reception

5 Number of printed pages
   Indicates the number of document pages that were printed.

6   Transmission results details
   - OK: The transmission was completed correctly.
   - BUSY: Appears only when a fax is transmitted using a common telephone line. Refer to "Chapter 11 Checking the Reception Status" of the User Manual.
   - NO ANS: Appears only when a fax is transmitted using a common telephone line. Refer to "Chapter 11 Checking the Transmission Status" of the User Manual.
   - INTERR: The transmission was interrupted.
   - F.MEM: The memory is full.
   - NG: The transmission failed.
   - PT.DEL: Some communications were unsuccessful.
   - F.DATA: The data exceeded the amount that can be transmitted.
   - IMG NG: The transmission failed due to an image error.
   - Error Code: Refer to *"Transmission Results Error Codes" on page 15-3*.

7   Name of account used

14.3 Checking the Registered One-Touch Keys (One-Touch Key List)

The list of recipients registered as one-touch key can be outputted and checked.

Precautions

● Unregistered one-touch keys are not printed.

Outputting the one-touch key list

1 Press the [Utility] key.

2 Touch [Reports].

3 Touch [One-Touch List].

```
Utility

 Report                         Enter

 TX Act. Report      RX Act. Report
 One-Touch List      FAX Program List
 Bulletin Board      Confidential List
 List
                              Memory 100%
                              Free
```
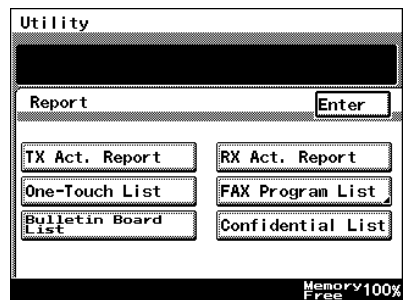
4 Touch [Enter].

The one-touch key list is outputted.

✎ **...**
Tip
Even if [Enter] is not touched, the report is automatically outputted.

```
Reception Completed             Enter



        Time Stored : 12:00

         Rep. Print : One-Touch List




                              Memory 100%
                              Free
```

```
                                        1              2


                                                                              P.1
        ONE−TOUCH LIST
                                             2003 APR 23 (WED) 11:32
                                             CHICAGO

     INDEX      No.      DESTINATION      DEST. NUMBER                      COM. MODE
     BRANCH     #001     NEW YORK         Address    :123451234@xyz.com     E-MAIL
     BRANCH     #002     BOSTON           Address    :123123123@xyz.com     E-MAIL
     Scanner    #000     PC1              IP ADDR    :192.168.100.0         SCANNER




                                        3                            4
```

1   TSI source name

2   Report output date

3   Details registered in one-touch keys

4   Com. Mode
   • G3: G3 fax transmission using a common telephone line
   • G3-1: G3 fax transmission (port 1) using a common telephone line
   • G3-2: G3 fax transmission (port 2) using a common telephone line
   • PC(E-mail) : Scan to E-mail
   • PC(SCANNER) : Scan to PC(SMTP)
   • FTP(SERVER) : Scan to Server(FTP)
   • FTP(CLIENT) : Scan to PC(FTP)
   • HDD : Scan to HDD
   • E-MAIL : Internet FAX
   • IP-TX : IP Address FAX

14.4 Checking the Details of Registered Fax Programs (Fax Program List)

The details of transmission settings registered in one-touch keys as fax programs can be outputted as a report.

Outputting a fax program list

1 Press the [Utility] key.

2 Touch [Reports].

3 Touch [Fax Program List].

```
Utility

Report                          Enter

TX Act. Report      RX Act. Report
One-Touch List      FAX Program List
Bulletin Board      Confidential List
List
                              Memory 100%
                              Free
```
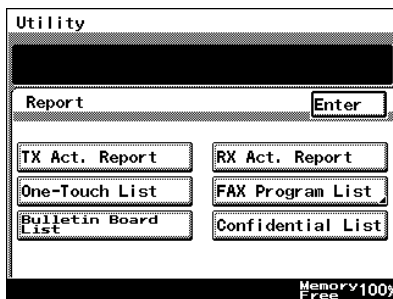
4 Touch the button for the fax program whose details you wish to output as a report.

```
FAX Program List               Enter
Select FAX Prog. to be output.
 ◄  BRANCH   SUPPLIER  ➡  Index List

JAPAN   NEW    BOSTON  ARIZO
        YORK           NA


        TO HQ  BRANCH
                        Memory  100%
                        Free
```
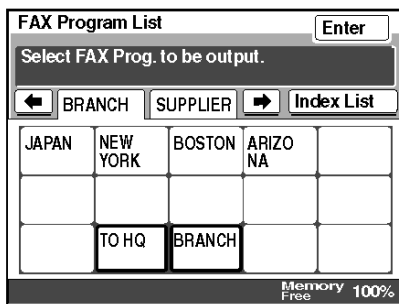
5 Touch [Enter].

The fax program list is outputted.

✎ **. . .**

Tip
Even if [Enter] is not touched, the report is automatically outputted.

```
Reception Completed          Enter



          Time Stored : 11 : 32
              Output : FAX Program
                       List


                              Memory  100%
                              Free
```

```
                                                          P.1
    FAX PROGRAM LIST              2003 APR 23 (WED) 11:32
                                  CHICAGO

PROGRAM NAME   :BRANCH
INDEX          :BRANCH
PROGRAM MODE   :TX

TSI SELECTION   :1 (CHICAGO                    )
2-SIDED TX      :OFF
QUALITY         :STANDARD      CONTRAST    :□□■□□     TX MARKER     :OPTION
REDUCTION       :AUTO          2in1        :OFF       SCAN AREA     :AUTO
ROTATION TX     :OFF           TIMER       :OFF       TX REPORT     :IF TX FAIL
PRIORITY TX     :OFF           TSI         :ON THE DOC.  DEST. INSERT :ON
PASSWORD TX     :OFF           REAL-TIME   :OFF       REMOTE COPY   :OFF
BATCH TIME      :OFF           BATCH INTERVAL :OFF

No.    DESTINATION     No.    DESTINATION     No.    DESTINATION     No.    DESTINATION
#000   AAA             #001   BBB             #002   CCC             #003   DDD
#004   EEE             #005   FFF             #006   GGG             #007   HHH
#008   I I I           #009   J J J           #010   K K K
```

1   TSI source name

2   Report output date

3   Details of transmission setting registered in the fax program

14.5 Checking Account Information (Account List)

Registered account information can be checked.

Precautions

● Users can only select and output a list of their own account information.

● The administrator can output a list containing all registered account information.

Outputting an account list

1 Touch [Admin. 1], and then touch [Rep. Print].

   ❍ Refer to *"Displaying the Administrator Management screen" on page 13-11.*

   ✎ **. . .**
   Tip
   If this operation is performed after an account is selected, the list of information for only the selected account is outputted.

2 Touch [Account List].

Report Print	Enter
Account List	Account List (Security)
Setting List	Forward List
	Memory Free 100%
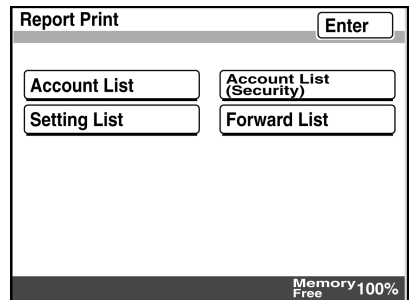
3 Touch [Enter].

The account list is outputted.

   ✎ **. . .**
   Tip
   Even if [Enter] is not touched, the report is automatically outputted.

Reception Completed	Enter
Time Stored : 11 : 32	
Rep. Print : Account List	
	Memory Free 100%

1 2

| ACCOUNT LIST | | | | | P.1 |

2003 APR 23 (WED) 11:32
CHICAGO

ACCOUNT NAME	ACCOUNT NUMBER	ACCESS NUMBER	COPIES	MAX PRT	TX
SALES	0001	******	999	100000	120
MKTING	0002	******	777	100000	55

1 TSI source name

2 Report output date
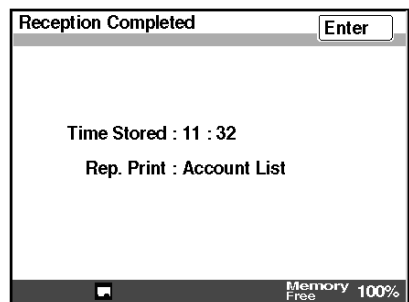
14.6 Checking Secured Information for Each Account (Account List (Security))

A list containing the secured information for each account, such as the e-mail address or the POP3 user name, can be checked.

Precautions

● The account list (security) can be outputted only if you have logged in with the administrator access code.

Outputting an account list (security)

1 Touch [Admin. 1], and then touch [Rep. Print].

   ❍ Refer to *"Displaying the Administrator Management screen" on page 13-11.*

2 Touch [Account List (Security)].

> **Report Print**   **Enter**
>
> **Account List**   **Account List (Security)**
> **Setting List**   **Forward List**
>
> **Memory Free** 100%
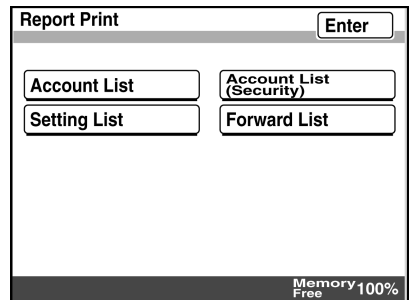
3 Touch [Enter].

The account list (security) is outputted.

✎ **. . .**

Tip
Even if [Enter] is not touched, the report is automatically outputted.

> **Reception Completed**   **Enter**
>
> Time Stored : 11 : 32
> Output : Account List
> (Security)
>
> **Memory Free** 100%

```
                              1              2

                                                                    P.1
    ACCOUNT LIST (SECURITY)
                                    2003 APR 23 (WED) 11:32
                                    CHICAGO

    ACCOUNT NAME    ACCOUNT NUMBER    ACCESS NUMBER    SECURITY INFORMATION
    SALES           0001              ******           FROM E-MAIL ADDR: sales@xyz. com
    MKTING          0002              ******           POP3 USER NAME: pop3
                                                       POP3 PASSWORD: ******
```

1   TSI source name

2   Report output date
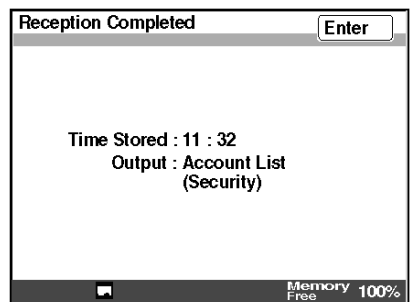
14.7 Checking the Settings For Each Function (Settings List)

The selected settings for all functions can be outputted in a list.

Precautions

● The settings list can be outputted only if you have logged in with the administrator access code.

Outputting the settings list

1 Touch [Admin. 1], and then touch [Rep. Print].

   ❍ Refer to *"Displaying the Administrator Management screen" on page 13-11*.

2 Touch [Setting List].

```
Report Print                    Enter

  Account List        Account List
                      (Security)
  Setting List        Forward List


                                Memory
                                Free  100%
```
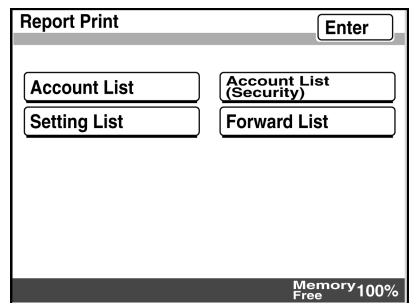
3 Touch [Enter].

The settings list is outputted.

✎ **. . .**
   Tip
   Even if [Enter] is not touched, the report is automatically outputted.

```
Reception Completed            Enter



       Time Stored : 12:00
        Rep. Print : Setting List



                                Memory
                                Free  100%
```

1 2

```
                                                              P.1
   SETTING LIST
                           2003 APR 23 (WED) 11:32
                           CHICAGO

  【USER SETTINGS】
  《USER CHOICE》
  〈1〉
     MEMORY RECALL            :OFF
     MIXED ORIGINAL DETECTION :OFF
  〈2〉
     ORIGINAL→COPY DEFAULT  :1SIDED→1SIDED
     AUTO PAPER/AUTO SIZE   :AUTO PAPER
     TRAY PRIORITY          :1
     [SPECIAL PAPER]
       1st CASSETTE         :NORMAL
       2nd CASSETTE         :NORMAL
       3rd CASSETTE         :NORMAL
       4th CASSETTE         :NORMAL
       BYPASS TRAY          :OPTION
     AUTO SCALE             :ON
```

1 TSI source name

2 Report output date

* The POP3 password and the Administrator Number appear with "*".

14.8 Checking the Forwarding Settings (Forwarding List)

The forwarding settings, specified for forwarding, can be checked.

Outputting the forwarding list

1 Touch [Admin. 1], and then touch [Rep. Print].

○ Refer to *"Displaying the Administrator Management screen" on page 13-11*.

2 Touch [Forward List].

```
Report Print                        Enter

Account List          Account List
                      (Security)
Setting List          Forward List

                              Memory 100%
                              Free
```
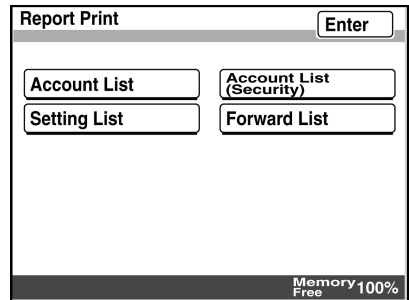
3 Touch [Enter].

The forwarding list is outputted.

✎
...
Tip
Even if [Enter] is not touched, the report is automatically outputted.

```
Reception Completed          Enter

        Time Stored : 12:00
         Rep. Print : Forward List

                        ▣   Memory 100%
                            Free
```

```
                                              1              2

                                                                              P.1
      FORWARDING LIST
                                    2003 APR 23 (WED) 11:32
                                    CHICAGO

RX INFORMATION                    RX DOC.SET      FORWARDING DEST.
  · F-CODE          :12345678     FORWARD      2stat  #001  SALES      #002  MKTING
    F-CODE PASSWD :*******************
    REMOTE CHECK :ON
  · PORT           :G3-1          PRINT        1stat  #001  SALES
  · PORT           :G3-2          FORWARD      0stat
  · PORT           :NETWORK       PRT&FORWARD  2stat  #002  MKTING    #003  HQ

  · PUBLIC DOC.                   SAVE TO BOX   2stat  #001  SALES     #003  HQ
```

1   TSI source name

2   Report output date

Scanner Mode

15 Troubleshooting

15.1 When Certain Displays Appear

The following describes the icons that indicate the operating status of the network application and the alarm screens that appear if, for example, a network application function is not operating correctly.

Precautions

● For details on the necessary measures that should be taken if an icon or screen other than those mentioned here appears, refer to "When Certain Displays Appear" in the Basic Operations volume of this copier's User Manual.

15.1.1 Icons

POP reception

Appears during POP3 reception (when e-mail messages are being received).

POP3 reception error

If this icon appears at the bottom of the screen
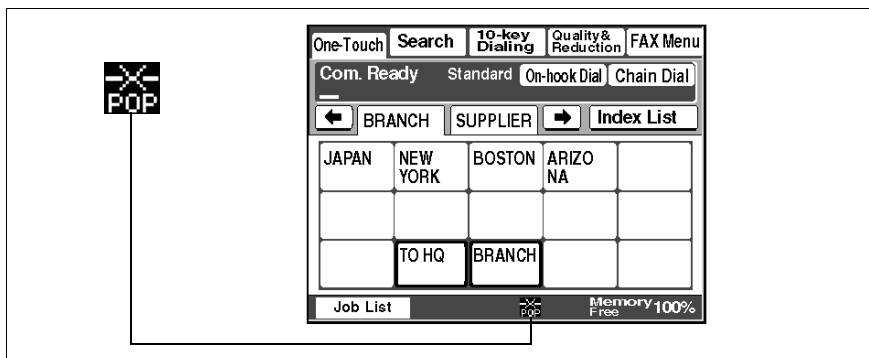
| Possible cause | POP3 reception failed. |
| Remedy | Check that the POP3 user name and POP3 password are correctly specified. |

15.1.2 Administrator login

While registering the network

```
┌────────────────────────────────────────────┐
│ Registering in network                     │
│ ▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐ │
│                                            │
│                                            │
│          Registering in network.          │
│          Other operations halted.         │
│          Please wait.                      │
│                                            │
│                                            │
│                                            │
│                                            │
└────────────────────────────────────────────┘
```
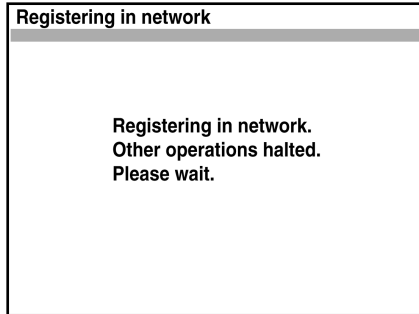
Possible cause   The administrator is logging in from PageScope
                        Light.

Remedy   Wait until the administrator has finished the
                        operations and logged out.

15.2 Transmission Results Error Codes

The following error codes appear in transmission activity report, reception activity report and the Job List screen.

Precautions

● If a malfunction occurs during the operation of a network application function, an error code appears in the Job List screen or report. Refer to *"Checking Transmission Results" on page 8-40*. In addition, refer to *"Reports and lists" on page 14-1*.

Scan to Server (FTP) transmissions

Error Code	Cause	Remedy	Page reference
ED2502	The LAN cable is not connected correctly or the transmission to the FTP server failed. Otherwise, an attempt was made to send the data to the wrong recipient.	Check that the LAN cable is correctly connected, and check that the FTP server address and port number and the proxy server address and port number settings are correctly specified.	p. 3-1, p. 3-18, p. 3-22
ED2503	Login could not be completed because the user name or the password is incorrect.	Check the user name and password settings.	p. 3-18
ED2504	The specified folder is incorrect.	Check the folder name setting.	p. 3-18
ED2505	The FTP server disk is full.	Ensure that there is enough disk space.	-
ED2506	AN error occurred while forwarding data to the FTP server.	Check that the LAN cable is correctly connected, and that transmission to the FTP server is possible.	p. 3-1
ED2508	An error other than those listed above occurred with the FTP server.	Check that the FTP server can transmit.	-
EF2509	The memory has become full.	Change the resolution to "Fine" or "Standard".	p. 5-8

Scan to PC (FTP) transmissions

Error Code	Cause	Remedy	Page reference
ED2502	The LAN cable is not connected correctly or the transmission to the FTP server failed. Otherwise, an attempt was made to send the data to the wrong recipient.	Check that the LAN cable is correctly connected, and check that the FTP server address and port number settings are correctly specified.	p. 3-1, p. 6-3
ED2503	The user name or the password is incorrect.	Check the user name and password settings.	-
ED2505	The FTP server disk is full.	Ensure that there is enough disk space.	-
ED2506	AN error occurred while forwarding data to the FTP server.	Check that the LAN cable is correctly connected, and that transmission to the FTP server is possible.	p. 3-1
ED2508	An error other than those listed above occurred with the FTP server.	Check that the FTP server can transmit.	-
EF2509	The memory has become full.	Change the resolution to "Fine" or "Standard".	p. 6-7

Scan to HDD transmissions

Error Code	Cause	Remedy	Page reference
EF2509	The memory has become full.	Change the resolution to "Fine" or "Standard".	p. 7-7
EE2510	The hard disk drive is full.	Delete some file from the hard disk drive, and then try sending again.	p. 7-10, p. 7-11

URL notification (with Scan to Server (FTP) and Scan to HDD transmissions)

Error Code	Cause	Remedy	Page reference
EF2502	A connection to the SMTP server cannot be established.	Check the SMTP server address settings.	p. 3-11
EF2506	AN error occurred while forwarding data to the SMTP server.	Check that the LAN cable is correctly connected, and that transmission to the SMTP server is possible.	p. 3-1

Error Code	Cause	Remedy	Page reference
EF2508	An error other than those listed above occurred with the SMTP server.	Check that the SMTP server can transmit.	-
EF2509	The memory has become full.	Change the resolution to "Fine" or "Standard".	p. 4-18

Internet fax transmissions/Scan to E-mail transmissions

Error Code	Cause	Remedy	Page reference
E4DXXX	Since the SMTP server address is not specified, a connection to the mail server cannot be established.	Specify the SMTP server address.	p. 3-3
E5AXXX	Since the DNS setting is incorrect, transmission is not possible.	Check the DNS settings.	p. 3-3
E5DXXX	Since the e-mail address or e-mail address of the recipient is not specified correctly, transmission is not possible.	Check the settings and the e-mail address of the recipient.	p. 3-3, p. 8-1
E6FXXX	An attempt was made to send data that is too large to be sent.	Even though scanning may have finished, it may not be possible to send some documents. Change the resolution to "Fine" or "Standard".	p. 8-16
EAXXXX	The LAN cable is not connected or the transmission to the SMTP server failed. Otherwise, an attempt was made to send the data to the wrong recipient address.	Check that the LAN cable is correctly connected, that transmission is possible to the SMTP server, that the network settings, such as the subnet mask, are correct, and that the recipient's e-mail address is correct.	p. 2-12, p. 3-3, p. 8-1
EABXXX	Verification of POP3 before SMTP failed.	Check the POP3 account and password.	p. 3-3

Internet fax receptions

Error Code	Cause	Remedy	Page reference
E40XXX	Since the POP3 server address is not specified correctly, a connection to the mail server cannot be established. Otherwise, if the server is malfunctioning, a connection to the server cannot be established.	Check the POP3 server address. Check if the POP3 server is operating correctly.	p. 3-3
E50XXX E51XXX E52XXX	Since the POP3 user name or password is either not specified or is incorrect, reception is not possible.	Check the settings.	p. 3-3
E60XXX E61XXX	Data that cannot be printed was received through a POP3 reception. An attached file other than a TIFF-F file, text with a line that exceeds 1000 character or an e-mail with a large size was received. Otherwise, an e-mail message containing no data was received.	Check with the sender.	-
ECXXXX	The LAN cable is not connected or the transmission with the POP3 server failed. Otherwise, the user name and password are not registered with the server or the settings in the copier are different.	Check that the LAN cable is correctly connected and check that the POP3 server settings are correctly specified.	p. 2-12, p. 3-3

Scan to PC (SMTP) transmissions

Error Code	Cause	Remedy	Page reference
EAXXXX	The IP address specified by the sender is incorrect.	The sender should specify the correct IP address.	p. 9-3
	Image Receiver did not start up.	Start up Image Receiver.	p. 9-1
	Data from another scanner is being received.	Try sending again after the reception is finished.	-
	The IP address of the sender is not specified correctly with settings from Image Receiver.	Erase the IP address specified in Image Receiver, and then quit and restart Image Receiver.	p. 9-1
	Image Receiver is not operating correctly.	Restart the computer. Re-install IP Scanner. Check the TCP/IP settings on the computer.	p. 3-29
	The LAN cable is not connected.	Check that the LAN cable is correctly connected.	p. 2-12
	The network settings on the computer are not specified correctly.	Check the TCP/IP settings on the computer.	-
	The network load on the sender's computer is too high.	Check that large e-mail messages are not being sent from the sender's computer and that large files are not being downloaded from the Web.	-
	Too much data is being sent.	If a high scanning resolution has been specified, reduce the pages and scan again.	-

IP Scanner

Error Code	Cause	Remedy	Page reference
EAXXXX	Image Receiver did not start up.	Start up Image Receiver.	p. 10-1
	Data from another scanner is being received.	Try sending again after the reception is finished.	-
	The IP address specified by the sender is incorrect.	The sender should specify the correct IP address.	-
	The IP address of the sender is not specified correctly with settings from Image Receiver.	Erase the IP address specified in Image Receiver, and then quit and restart Image Receiver.	p. 10-1
	Image Receiver is not operating correctly.	Restart the computer. Re-install IP Scanner. Check the TCP/IP settings on the computer.	p. 3-29
	The LAN cable is not connected.	Check that the LAN cable is correctly connected.	p. 2-12
	The network settings on the computer are not specified correctly.	Check the TCP/IP settings on the computer.	-
	The network load on the sender's computer is too high.	Check that large e-mail messages are not being sent from the sender's computer and that large files are not being downloaded from the Web.	-
	Too much data is being sent.	If a high scanning resolution has been specified, reduce the pages and scan again.	-

Network FAX (Gateway TX)

Error Code	Cause	Remedy	Page reference
E53XXX	Since the recipient specified for gateway transmission is incorrect, transmission is not possible.	Check with the sender.	-
E65XXX	An attempt was made to send data that cannot be sent through a gateway transmission. An attempt was made to send an e-mail message with a file attachment in a format other than TIFF-F or with text where one line exceeds 1000 characters.	Check with the sender.	-
EBXXXX	Data sent through a gateway transmission cannot be received.	Check that the mail server can transmit and that the network settings are correct.	p. 3-3

15.3 Troubleshooting

Remedies for several possible problems are described below.

Internet fax transmissions/Scan to E-mail transmissions

Problem	Cause	Remedy	Page reference
Transmission is not possible.	The connections are incorrect.	Check the LED indicator on the hub and check the connections.	-
	A user logged in with their account access code and tried to send data when no e-mail address is specified for that account.	Register an e-mail address for the account that is logged in.	p. 13-19
	The settings necessary for the device are not registered.	Specify the necessary network settings.	p. 3-1
	The LAN cable is damaged.	Replace the LAN cable.	-
	Other causes	Touch the [Com.] button on the Job List screen to check the details of the transmission error, and then refer to the table of error codes.	p. 8-40, p. 15-3
Transmission is possible, but the image cannot be outputted at the recipient's terminal or computer.	The recipient's terminal is not able to handle the sent image.	Change the size, resolution and coding method so that they are supported by the recipient's terminal, and then try sending the data again.	p. 3-13
	The document text was not inserted when the data was sent.	With some e-mail applications, if an e-mail is received containing no text and only an attached file, it may not be possible to open the attached file. Therefore, text should be inserted into the document that is sent.	p. 8-37
An interruption in the transmission was specified, but the transmission was not interrupted.	It takes some time to interrupt an Internet fax transmission.	Wait until the transmission is interrupted.	-

IP address faxing

Problem	Cause	Remedy	Page reference
Transmission is not possible.	The connections are incorrect.	Check the LED indicator on the hub and check the connections.	-
	Since the image data is too large, a timeout occurred at the receiving end.	• Increase the timeout setting on the receiving end. • Decrease the size of the image data, and then try sending it again.	-
	The settings necessary for the device are not registered.	Specify the necessary network settings.	p. 3-3
	The LAN cable is damaged.	Replace the LAN cable.	-
	Other causes	Touch [Com.] on the Job List screen to check the details of the transmission error, and then refer to the table of error codes.	p. 8-40, p. 15-3

Internet fax receptions

Problem	Cause	Remedy	Page reference
Reception is not possible.	The connections are incorrect.	Check the LED indicator on the hub and check the connections.	-
	The setting to not automatically check for new e-mail messages has been specified.	Specify a time interval for automatically checking for new e-mail messages.	p. 3-1
	The settings necessary for the device are not registered.	Specify the necessary network settings.	p. 3-1
	The same POP3 user name is being used by a different e-mail application or another user.	Do not use the same POP3 user name that is used by a different e-mail application.	-
	The LAN cable is damaged.	Replace the LAN cable.	-

Problem	Cause	Remedy	Page reference
The data is received, but not printed.	An e-mail message with data of an incompatible format attached or with no data was received.	Ask the sender to send a TIFF-F file or text.	-
	The setting to print received documents has not been specified.	In order to print received documents, select the setting to print received documents.	p. 13-33
	The memory is full.	Print saved documents and reduce the amount of memory that is used, and then ask the sender to send the data again.	-
	Other causes	Touch the [Com.] button on the Job List screen to check the details of the transmission error, and then refer to the table of error codes.	p. 8-40, p. 15-3
Binary code data was received (printed).	Data in a format other than MIME is attached or the mail was received through a server that is not compatible with MIME.	If data in a format other than MIME is attached, the binary codes are printed as is as text. (This is not a malfunction of the device.) Ask the sender to send the data as MIME.	-
The same document is received many times.	Since the size of the mail is too large, the connection with the server times out while the data is being received.	Specify that the data be kept on the computer, and delete the corresponding e-mail messages from the server. Ask the sender to try sending e-mail messages of smaller sizes.	-
An interruption in the reception was specified, but the reception was not interrupted.	It takes some time to interrupt an Internet fax reception.	Wait until the reception is interrupted.	-
The POP3 reception error icon does not disappear.	After the previous POP3 reception failed, a POP3 reception operation has not been performed since the time until the next automatic check for new messages has not elapsed.	Once the POP3 reception error icon appears, it does not disappear until a reception is completed successfully. Reduce the time until the next automatic check for new messages and check that a POP3 reception is completed successfully.	p. 3-1

Distribution of Fax Documents

Problem	Cause	Remedy	Page reference
An attempt was made to distribute mail, but the transmission failed.	An e-mail address is not specified for the account from where mail distribution is set.	In order to send mail, an e-mail address must be specified. Register an e-mail address for the account from where mail distribution will be set.	p. 13-19
Mail distribution was specified from the copier, but the mail did not arrive at the forwarding location.	The forwarding address is incorrect.	Check the e-mail address in the one-touch key specified as the forwarding location.	p. 11-1
	Other causes	An error e-mail message may be received at the e-mail address of the account that is setting mail distribution. Check the contents of the e-mail message.	p. 11-1

Scan to PC (SMTP) transmissions

Problem	Cause	Remedy	Page reference
Transmission is not possible.	Refer to the transmission error codes.	Touch the [Com.] button on the Job List screen to check the details of the transmission error, and then refer to the table of error codes.	p. 8-40, p. 15-3
	The LAN cable is damaged.	Replace the LAN cable.	-
The data is not received by the computer.	Refer to the transmission error codes.	Touch the [Com.] button on the Job List screen to check the details of the transmission error, and then refer to the table of error codes.	p. 8-40, p. 15-3

Problem	Cause	Remedy	Page reference
The data was received, but the image cannot be viewed.	IP Scanner has not started up.	Start up IP Scanner, check for new messages, and then replace the received data file with the image file.	p. 10-21
	An application that allows images to be viewed is not installed, or the application is installed, but is not linked to images.	Install the viewing application. Link the file to a viewing application that allows you to view TIFF and PDF files.	p. 3-29
	An error occurred while the image is converted by IP Scanner or the file was not created correctly.	That file is unusable. Close Image Receiver, and then start it up again and send the scan again. If the image resolution is high, lower it before scanning it, or reduce the number of pages before scanning it.	-
Transmission from a terminal or reception to a computer cannot be interrupted.	It takes some time to interrupt the operation.	Wait until the operation is interrupted. To interrupt the operation quickly, close Image Receiver. However, data already received at the computer but not yet processed with IP Scanner will be deleted.	-

IP Scanner

Problem	Cause	Remedy	Page reference
Transmission is not possible.	Refer to the transmission error codes.	Touch the [Com.] button on the Job List screen to check the details of the transmission error, and then refer to the table of error codes.	p. 8-40, p. 15-3
	The IP address for Image Receiver is not specified correctly.	Check the IP setting for Image Receiver.	p. 10-21
	The LAN cable is damaged.	Replace the LAN cable.	-
The data is not received by the computer.	Refer to the transmission error codes.	Touch the [Com.] button on the Job List screen to check the details of the transmission error, and then refer to the table of error codes.	p. 8-40
	Another mailer is started up.	Close the mailer.	-

Problem	Cause	Remedy	Page reference
The data was received, but the image cannot be viewed.	IP Scanner has not started up.	Start up IP Scanner, check for new messages, and then replace the received data file with the image file.	p. 10-21
	An application that allows images to be viewed is not installed, or the application is installed, but is not linked to images.	Install the viewing application. Link the file to a viewing application that allows you to view TIFF and PDF files.	p. 3-29
	An error occurred while the image is converted by IP Scanner or the file was not created correctly.	That file is unusable. Close Image Receiver, and then start it up again and send the scan again. If the image resolution is high, lower it before scanning it, or reduce the number of pages before scanning it.	-
Transmission from a terminal or reception to a computer cannot be interrupted.	It takes some time to interrupt the operation.	Wait until the operation is interrupted. To interrupt the operation quickly, close Image Receiver. However, data already received at the computer but not yet processed with IP Scanner will be deleted.	-
The message "Failed to connect to machine" appears.	The copier has not been turned on.	Turn on the copier.	-
	The IP address for the device that inputs into IP Scanner is incorrect.	Correct the IP address.	-
	The TCP/IP setting for the computer is incorrect.	Check the network settings on the computer.	-
	The computer is not connected to a network.	Check the network connections for the computer.	-
	The LAN cable is not connected.	Check that the LAN cable is correctly connected.	p. 2-12
The message "Connection Failure with ImageReceiver. Do you want to start up ImageReceiver?" appears.	Image Receiver did not start up.	Start up Image Receiver.	p. 10-1
	Image Receiver is not operating correctly.	Restart the computer.	-
	Two LAN boards are installed.	This configuration cannot be used if two LAN boards are installed.	-

Problem	Cause	Remedy	Page reference
The message "ImageReceiver detected conflict of xxx" appears.	Other software is using this port.	The mail server and IP Scanner cannot be used together. Do not start up the mail server. In addition, if other software is the cause, close that software that causing the problem. Follow the instructions to change the port.	-
The message "Connection Failure with ImageReceiver" appears.	IP Scanner or Image Receiver is not operating correctly.	Restart the computer. If the problem is still not resolved, uninstall IP Scanner, and then install it again.	p. 3-29
The message "Failed to create image files" appears.	The received data is unusable.	Close Image Receiver, and then, after starting it up again, perform the scan transmission again. When Image Receiver is closed, received data that has not yet been processed with IP Scanner will be deleted.	-
	A high load was temporarily placed on the computer.	While receiving the scan transmission image, complicated processes cannot be performed by the computer.	-
	The file size of the received data is large.	The received data may have exceeded the amount that can be used by that computer. Decrease the resolution before scanning and sending again, or decrease the number of pages before scanning and sending again.	-
	There is no storage directory.	Create a directory.	-
	The directory is read-only.	Allow the directory to be written.	-
The message "Selected Scanner key not found" appears.	The button has already been erased from the copier.	Check if the button has already been erased from the copier, and then reprogram a scanner button.	-

Problem	Cause	Remedy	Page reference
Even though the button on the device has been erased, the icon that indicates that transmission can be performed has changed to an icon for programming a scanner button.	Delete the scanner button from the device. Otherwise, turn the copier off, then on again.	Click the [Delete Scanner Key] button.	p. 10-3
Even though the [Check now] button was clicked, nothing happened.	No file was received.	Scan the document again.	-
Image files cannot be opened.	The file is not an image file received from the device.	Use a viewer compatible with TIFF and PDF files.	-
The image file is not displayed correctly.	Display the image in the viewer at a reduced size.	View the image at a zoom ratio of 100%.	-
	The received data is unusable.	Scan the document again.	p. 10-24
IP Scanner cannot be started up.	TCP/IP is not ready.	Open Network and Dial-up Connections in Windows, add the Microsoft TCP/IP protocol, and then restart the computer.	-
	IP Scanner is already started up.	Multiple copies of the application cannot run at the same time.	-
Image Receiver cannot start up.	TCP/IP is not ready.	Open Network and Dial-up Connections in Windows, add the Microsoft TCP/IP protocol, and then restart the computer.	-
The message "Number of Scanner keys reached maximum" appears.	Since Image Receiver was started up during the previous uninstallation, then reinstalled without restarting the computer, Image Receiver may have been deleted after restart.	Delete any unnecessary buttons.	p. 10-24
The message "Scanner key name has invalid character" appears.	Characters other than the standard characters cannot be used in button names.	Specify a button name that contains only the standard characters.	-

Problem	Cause	Remedy	Page reference
The message "Incorrect IP address" appears.	Letters are entered into the IP address.	Specify the IP address in the format xxx.xxx.xxx.xxx.	p. 10-21
The message "Currently this command not acceptable" appears.	While communicating with the copier, for example, while programming or deleting a button, the next transmission is performed.	Wait until the current connection is cut (until the message "Currently this function is not available. Try again later." disappears from the taskbar at the bottom of the window) before performing the next operation.	-
The message "Failed to write to image file" appears.	There is not enough space in the save destination.	Change the save destination or create some free space on the drive.	-
	There is a problem with the drive of the save destination.	Change the save destination.	-
The message "Image folder not found" appears.	The specified folder does not exist.	• Check the name of the storage folder. • Change the name of the storage folder.	p. 10-5

Network FAX (Gateway TX)

Problem	Cause	Remedy	Page reference
Data does not arrive at the copier.	The settings for Network FAX are incorrect.	Check the settings for Network FAX.	Network FAX (EX Lite) User's Manual
	The necessary network settings, such as DNS, have not been specified.	Specify the necessary network settings.	p. 3-1
	Since the size of the received data is large, it cannot be received due to the server's limitations.	Reduce the size of the data, for example, by decreasing the number of pages, and then try sending again.	-
A fax cannot be sent from this machine.	The communication mode for gateway transmissions is incorrectly specified.	The "Gate Way TX" parameter must be set to "Yes", and the communication mode must be set correctly.	p. 3-1

PageScope Light

Problem	Cause	Remedy	Page reference
A connection with PageScope Light cannot be established.	The IP address for the device is not specified correctly.	Specify the IP address.	p. 3-1
	The URL setting in the Web browser is incorrect.	In the "Address" box, type the IP address of the specified device.	-
	The settings in the Web browser are incorrect.	Even though the device can be accessed, certain settings must be specified according to the network configuration in order to establish a connection. For details, contact your network administrator.	-
	If a proxy is specified with the browser and the IP address of this copier cannot be recognized by the proxy server, the MFP agent window cannot be display.	Use the proxy settings in the browser to add the IP address of this copier to the list of exceptions that the proxy server will not use.	-
	The LAN cable is damaged.	Replace the LAN cable.	-
Login failed.	Before logging in this time, a different user name and password had been entered to log in.	Once login is successful, that user name and password is saved in the browser until the browser is closed. Close the browser, and then start it up again.	-
The text in the window is disorganized.	The browser is too small.	Increase the size of the browser.	-
	An appropriate font size is not selected.	Specify an appropriate font size for the computer and in the browser.	-
Japanese text is not displayed.	The correct encoding setting is not selected.	Select the Shift-JIS encoding setting.	-
Items that do not match the device configuration are displayed.	Settings that do not match the device configuration are not available when specifying settings. They do not have any effect on the actual settings.	-	-
"•" appears in the window.	Depending on the browser, this character may appear.	-	-
Some deleted characters remain in the window.	The operation differs depending on the browser used.	Reload the browser window or rescan.	-

Problem	Cause	Remedy	Page reference
The number of digits in an input or display area and the number of characters that can be registered are different.	Depending on the browser, scroll within the input area. If this is not possible, this should not affect the actual setting operation, although it may be a problem for displaying.	-	-
Some characters cannot be specified or displayed.	Depending on the operating system, some characters cannot be specified or displayed.	-	-
Space characters cannot be specified or displayed.	Spaces entered at the end of words may be removed.	-	-
Entered data was erased when an error occurred while specifying settings.	Depending on the browser, settings that appear as "*", such as passwords, may be erased.	-	-

Others

Problem	Cause	Remedy	Page reference
Even though the network application is installed, [Network Settings] does not appear on the Administrator Management screen.	The device is not operating correctly.	Contact your service representative.	-
A fax cannot be sent from any screen.	The priority transmission mode is set to sending e-mail.	To change the transmission mode setting, touch [Admin. Management] [Admin. 1] [TX Settings] [Quality/Mode] [Communication]. In addition, if "E-mail" was selected for this communication mode setting, change it to "FAX".	p. 13-21

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