

TOSHIBA

MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS

Scanning Guide

 e-STUDIO2500c/3500c/3510c

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Preface

Thank you for purchasing e-STUDIO3510c Series Multifunctional Digital Color Systems. This guide provides instructions on how to scan the originals using the equipment. Read this guide before scanning on your e-STUDIO3510c Series. Keep this guide within easy reach, and use it to configure an environment that makes best use of the e-STUDIO's functions.

About This Guide

This manual describes how to scan the originals using the equipment.

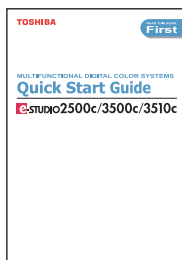
Conventions

- The term “this equipment” in this manual refers to the e-STUDIO3510c Series.
- The term “e-Filing” in this manual is an abbreviation of “electronic filing”.

Lineup of Our Manuals

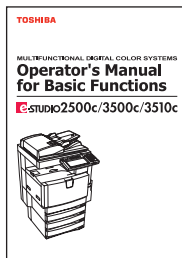
Thank you for purchasing the TOSHIBA multifunctional digital color systems e-STUDIO3510c Series.

We have provided you with these manuals for the operation of this equipment. Select and read the manual best suited to your needs.



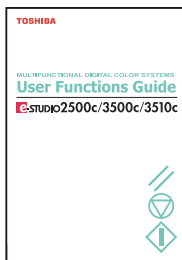
Quick Start Guide

This Quick Start Guide describes the initial setup method of this equipment and accessories of this product such as operator's manuals and CD-ROMs.



Operator's Manual Basic Functions

This Operator's Manual Basic Functions describes how to use the basic functions of this equipment mainly focusing on the copying function. Also this manual contains safety precautions for users to be observed. Be sure to read it first carefully.



User Functions Guide

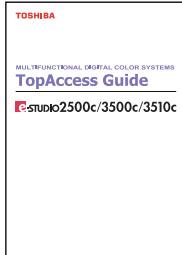
This User Functions Guide describes the functions and settings under the [USER FUNCTIONS] button on the control panel of this equipment.



Color Guide

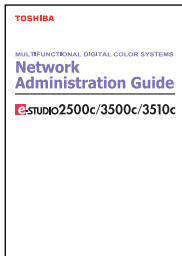
This color Guide simply explains the functions such as “copy density adjustment”, “color adjustment”, “copy editing”, “image editing” and “image processing” in color. This guide also includes the basic knowledge of color.

Other guides are provided by the User Documentation CD-ROM in PDF files:



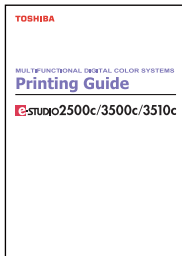
TopAccess Guide

This TopAccess Guide explains how to operate and set up the network functions such as the network scanning function and job management, using the TopAccess (Web-based utility) from client computers.



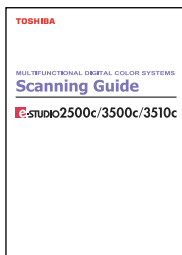
Network Administration Guide

This Network Administration Guide explains the guidelines for setting up network servers to provide various network services, and troubleshooting for network administrators.



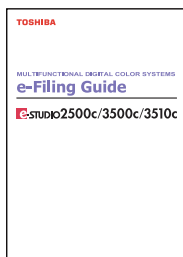
Printing Guide

This Printing Guide explains how to install the client software for printing from Microsoft Windows, Apple Mac OS, and UNIX computers, and print to the equipment.



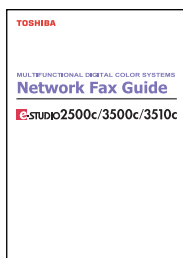
Scanning Guide

This Scanning Guide explains how to operate the scanning function of this equipment.



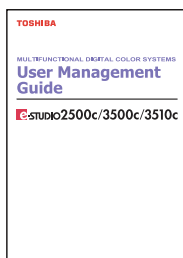
e-Filing Guide

This e-Filing Guide explains how to operate the e-Filing function using the TWAIN driver, File Downloader and e-Filing web utility.



Network Fax Guide

This Network Fax Guide explains how to use the network fax function that enable users to operate fax and internet fax sending from a client computer via network.



User Management Guide

This User Management Guide describes how to manage this equipment using the functions of "Department Management", "User Management Setting" and "User Authentication for Scan to E-mail".

To read manuals in PDF (Portable Document Format) files

Viewing and printing this operator's manual in PDF files require that you install Adobe Reader or Adobe Acrobat Reader on your PC. If Adobe Reader or Adobe Acrobat Reader is not installed on your PC, download and install it from the website of Adobe Systems Incorporated.

Precautions in this manual

To ensure correct and safe use of this equipment, this operator's manual describes safety precautions according to the three levels shown below.

You should fully understand the meaning and importance of these items before reading this manual.

Warning

Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, or serious damage, or fire in the equipment or surrounding assets.

Caution

Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage of the equipment or surrounding assets, or loss of data.

Note

Indicates a procedure you should follow to ensure the optimal performance of the equipment and problem-free copying.

Other than the above, this manual also describes information that may be useful for the operation of this equipment with the following signage:

Tip

Describes handy information that is useful to know when operating the equipment.



Pages describing items related to what you are currently doing. See these pages as required.

TABLE OF CONTENTS

SOFTWARE LICENSE AGREEMENT	1
TRADEMARKS AND COPYRIGHT	3
Preface.....	4
About This Guide.....	4
Conventions	4
Lineup of Our Manuals	4
To read manuals in PDF (Portable Document Format) files	6
Precautions in this manual	7

Chapter 1 Overview

About Scan Features.....	12
About Scan Mode.....	12
Scan to e-Filing Mode	12
Scan to File or USB Mode	13
Scan to E-mail Mode	13
About Expansion Memories.....	14
About Scan Speed	14
How to Perform Scan Operations	16
Confirming the Scan Job Status	22
Confirming the Scan Log.....	23

Chapter 2 Scan to e-Filing

How to Perform Scan to e-Filing	26
How to Use Scanned Data Stored in e-Filing.....	34
Using Scanned Data in e-Filing from Touch Panel Display.....	34
Using Scanned Data in e-Filing from e-Filing Web Utility.....	34

Chapter 3 Scan to File or USB

How to Perform Scan to File or USB	36
How to Use Scanned Data Stored as Files.....	48
When Scanned Data Is Stored in MFP LOCAL.....	48
When Scanned Data Is Stored in USB Media	48
When Scanned Data Is Stored in REMOTE 1 or 2.....	49

Chapter 4 Scan to E-mail

How to Perform Scan to E-mail	52
Specifying Destinations	59

Chapter 5 Using Template

Scanning Using Template.....	76
Registering Scan Template	84

Chapter 6 Copy & File

How to Perform Copy & File	94
----------------------------------	----

Chapter 7 Internet Fax

About Internet Fax.....	102
Precaution for Internet Transmission.....	102
Internet Fax Transmission Overview	102
How to Perform Internet Fax	104
Specifying Destinations	107
Advanced Function.....	118
Sending 2-sided Originals	118
Priority Transmission.....	119
Receiving Internet Fax	121

Chapter 8 Remote Scan

Installing Remote Scan Driver.....	124
Planning for Installation	124
Installing the Remote Scan Driver.....	124
Installing from Client Utilities CD-ROM	124
Installing from TopAccess	127
Scanning Remotely Using Remote Scan Driver	130
How to Scan	130
When You Are Running the First Time.....	131
Configuring Discovery Settings	134
How to Use Remote Scan Driver.....	134
Adding a New Device Using Network Discovery.....	137
Changing the Target Device.....	137
Remote Scan Driver Errors.....	139
Remote Scan Driver Error Conditions	139
Cannot Find the Device	139
Cannot Connect to the Device Found by Discovery.....	139
Cannot Acquire Document	139

INDEX	141
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Overview

This section describes the overview of the scan functions.

About Scan Features	12
About Scan Mode.....	12
About Expansion Memories	14
About Scan Speed	14
How to Perform Scan Operations.....	16
Confirming the Scan Job Status.....	22
Confirming the Scan Log	23

About Scan Features

This section describes about the scan features.

About Scan Mode

If the scanning function is used, originals set on the Automatic Document Feeder or on the original glass can easily be scanned as image data. Then this equipment can save scanned images into e-Filing or shared folder in the equipment. This equipment also can send scanned images to e-mail addresses.

This equipment supports three scan modes, Scan to e-Filing, Scan to File or USB, and Scan to E-mail.

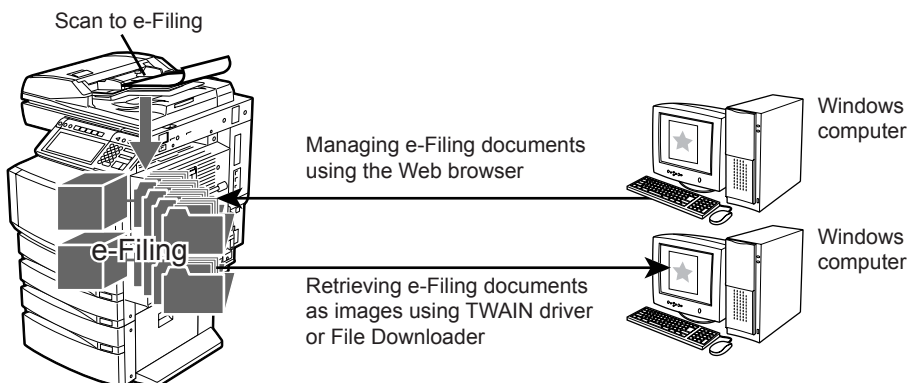
Scan to e-Filing Mode

Scan to e-Filing mode allows users to store scanned images as e-Filing documents in the equipment. Once users store the scanned images as e-Filing documents, the documents can be managed by creating boxes and folders. Users can work with e-Filing documents such as printing them, merging them to create a new document, and so on, using the e-Filing web utility. The e-Filing documents also can be retrieved into user's computer using TWAIN driver or File Downloader.

In the e-Filing boxes, up to 13 GB of data can be stored. The available size is displayed in the Device tab page in TopAccess.

Note

Delete the documents in e-Filing when they are no longer needed.



For instructions on how to perform Scan to e-Filing, see the following section.

 P.25 "Scan to e-Filing"

Tip

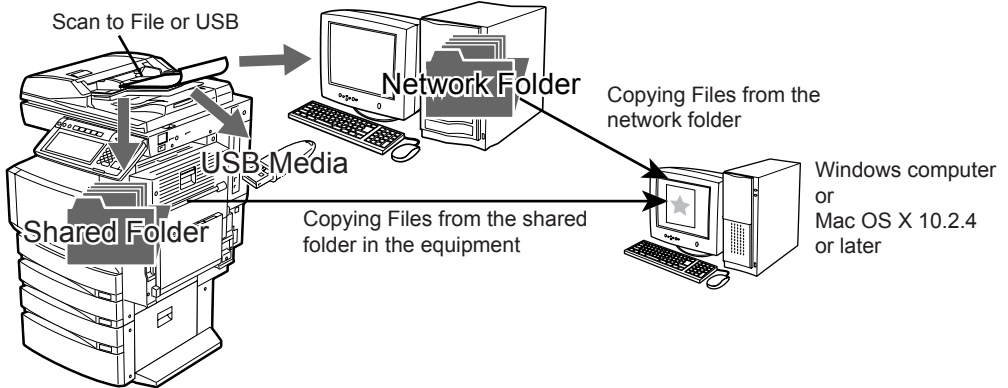
For more information about e-Filing, please see ***e-Filing Guide***.

Scan to File or USB Mode

Scan to File or USB mode allows users to save scanned images as PDF, TIFF, or JPEG files either the shared folder in the equipment, or network folder in another computer. Users can use saved files by copying them from the folder where users save the scanned images. In the shared folder in the equipment, up to 10 GB of data can be stored. The available size is displayed in the Device tab page in TopAccess.

Note

Delete the files in the shared folder when they are no longer needed.



For instructions on how to perform Scan to File or USB, see the following section.

P.35 "Scan to File or USB"

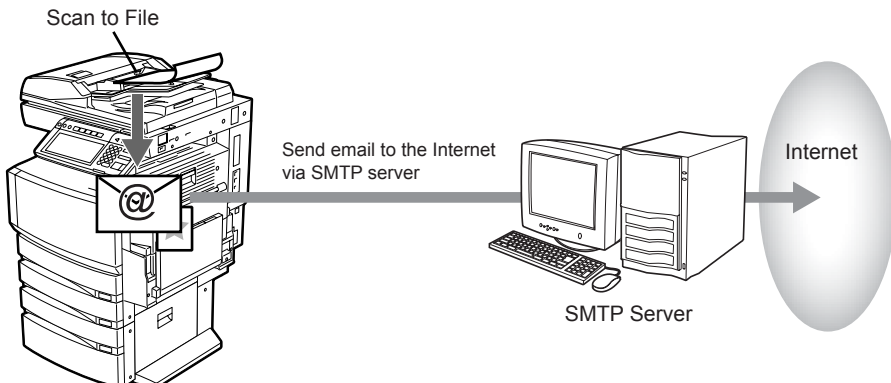
Tip

The Copy & File function, which enables users to copy and store as file at the same time, also will be available. For instruction on how to perform Copy & File, see the following section.

P.93 "Copy & File"

Scan to E-mail Mode

Scan to E-mail mode allows users to send scanned images to specified e-mail addresses. When users perform Scan to E-mail, the scanned image will be converted to a PDF, TIFF, or JPEG file and send them as an attached file of the E-mail message.



For instructions on how to perform Scan to E-mail, see the following section.

 P.51 “Scan to E-mail”

About Expansion Memories

When the optional expansion main memory and page memory are installed, the following functions become available.

- Slim PDF file format for up LD (A3) size originals
- 600 dpi scan in gray scale, color, and auto color mode

The following table describes the functions that become available when the optional main memory is installed.

Main Memory	File Format	Available Original Size
512 MB (Standard)	When [SLIM PDF] is selected	A4, LT, A4-R, A5-R, LT-R, 16K, B5, ST-R, 16K-R, B5-R, 8.5SQ, A6-R
1 GB (Optional)	When [SLIM PDF] is selected	Auto, Mixed Original Size, Other all original sizes

The following table describes the functions that become available when the optional page memory is installed.

Page Memory	Color Mode	Available Resolution
256 MB (Standard)	When [BLACK] is selected	150, 200, 300, 400, 600
	When [GRAY SCALE] is selected	100, 150, 200, 300, 400
	When [FULL COLOR] is selected	100, 150, 200, 300, 400
	When [AUTO COLOR] is selected	100, 150, 200, 300, 400
512 MB (Optional)	When [BLACK] is selected	150, 200, 300, 400, 600
	When [GRAY SCALE] is selected	100, 150, 200, 300, 400, 600
	When [FULL COLOR] is selected	100, 150, 200, 300, 400, 600
	When [AUTO COLOR] is selected	100, 150, 200, 300, 400, 600

About Scan Speed

The scan speed varies depending on the color mode and resolution.

The following table describes the scan speed for each condition.

Color Mode	Resolution	Scan Speed
Black	150 dpi	45 page/minute
	200 dpi 300 dpi 400 dpi 600 dpi	50 page/minute
Gray Scale	100 dpi 150 dpi 200 dpi 300 dpi 400 dpi 600 dpi	45 page/minute



Color Mode	Resolution	Scan Speed
Full Color/Auto Color	100 dpi 150 dpi 200 dpi 300 dpi	40 page/minute
	400 dpi 600 dpi	20 page/minute

How to Perform Scan Operations

Users can scan originals not only by selecting one of the scan modes, but also by combining two scan modes at a single operation.

The following procedures describe about the basic instructions on how to perform the scan operations.

📖 P.16 “Scanning Procedure for Single Agent”

📖 P.18 “Scanning Procedure for Dual Agents”

Tips

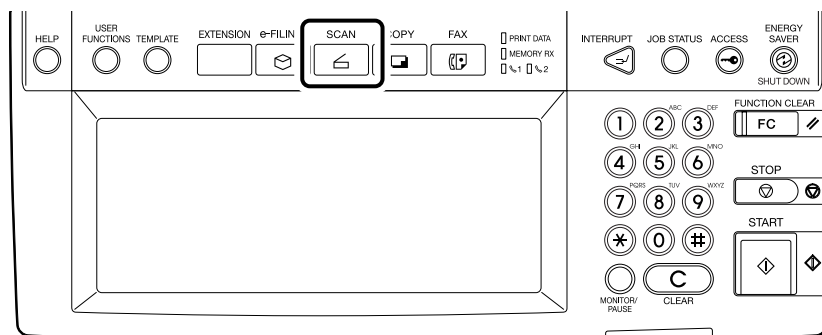
- Users can use a template to perform a scan operation as well. For more information about a template, see the following section.
📖 P.75 “Using Template”
- Users can perform Copy & File, which enables users to copy the originals as well as storing the originals as a file. For more information about Copy & File, see the following section.
📖 P.93 “Copy & File”

Scanning Procedure for Single Agent

1 Place the original(s).

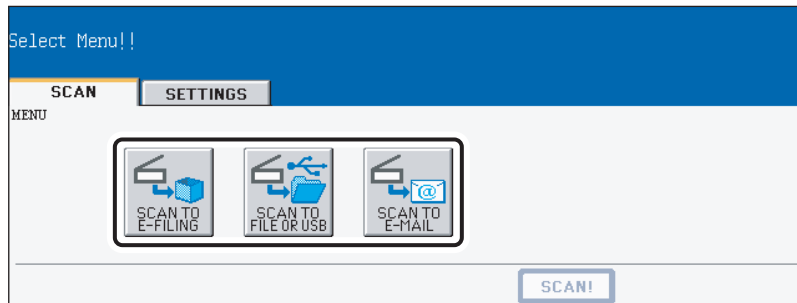
- For instruction about placing the originals, see *Operator’s Manual for Basic Function*.

2 Press the [SCAN] button on the control panel to enter the scan menu.



- The basic scan menu is displayed.

3 Select a button of the desired scan mode.

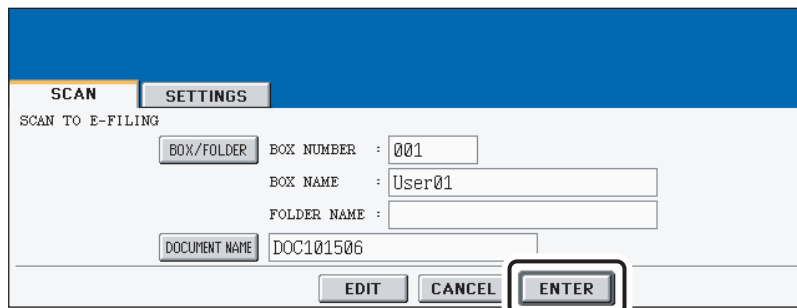


[SCAN TO E-FILING] — Press this to store the scanned images to e-Filing. When you store the scanned images to e-Filing, you can manage them using the e-Filing web utility. You can also retrieve them into your computer using TWAIN driver application or File Downloader.

[SCAN TO FILE OR USB] — Press this to save the scanned images into the shared folder in the equipment or network folder as files.

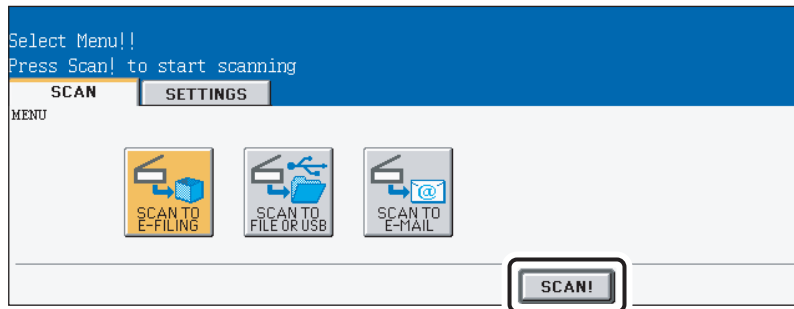
[SCAN TO E-MAIL] — Press this to send the scanned images to specified E-mail addresses.

4 Set the scanning conditions using the buttons on the touch panel and digital keys, and press the [ENTER] button to save the settings.

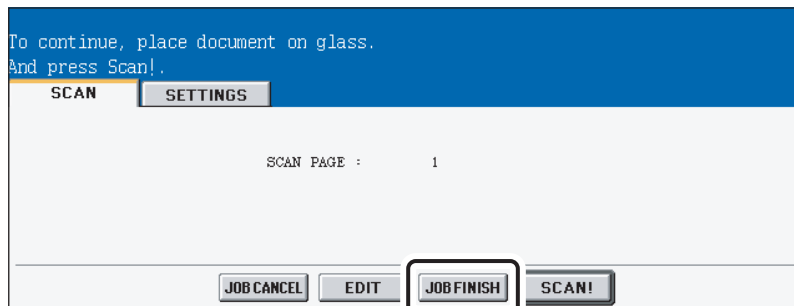


- The above screen shows the example of the SCAN TO E-FILING screen. The setting options vary depending on the scan mode that you selected. For instructions on how to set them, see the instructions for each scan mode.
 - 📖 P.26 "How to Perform Scan to e-Filing"
 - 📖 P.36 "How to Perform Scan to File or USB"
 - 📖 P.52 "How to Perform Scan to E-mail"
- When you press the [ENTER] button, the screen returns to the basic scan menu, and the button that you set will be grayed out.

5 Press the [SCAN!] button.



6 If the “To continue, place document on glass. And press Scan!” message is displayed, place another original on glass and press [SCAN!] to scan another original, or press the [JOB FINISH] button to finish scanning.



- When the original is set on the Automatic Document Feeder, this screen is not displayed. However, this screen is displayed when you press the [CONTINUE] button during scanning the originals.
- If you want to cancel the storage of the scanned data, press the [JOB CANCEL] button.
- You can change the setting of the original type and scanning conditions, using the [EDIT] button before pressing the [SCAN!] button.

Notes

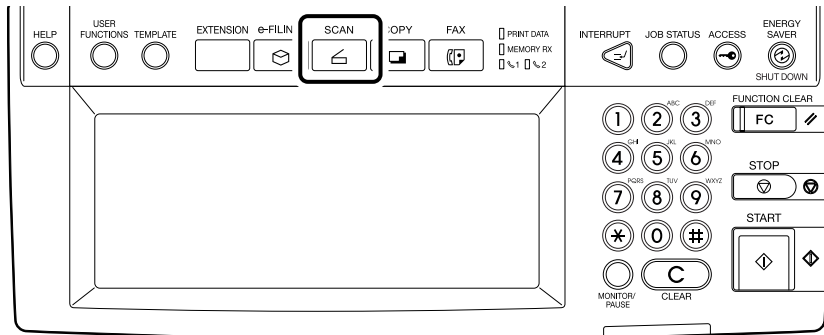
- When you scan more than 1000 pages, the message “The number of originals exceeds the limits. Will you save stored originals?” is displayed. When you want to perform the scan operation with scanned originals that contains 1000 pages, press the [YES] button.
- When the temporary workspace of the HDD becomes full, “Not enough Work Space to store originals. Will you save original(s)?” is displayed. When you want to perform the scan operation with scanned originals, press the [YES] button. The amount of the temporary workspace can be confirmed in the Device tab page of TopAccess.

Scanning Procedure for Dual Agents

1 Place the original(s).

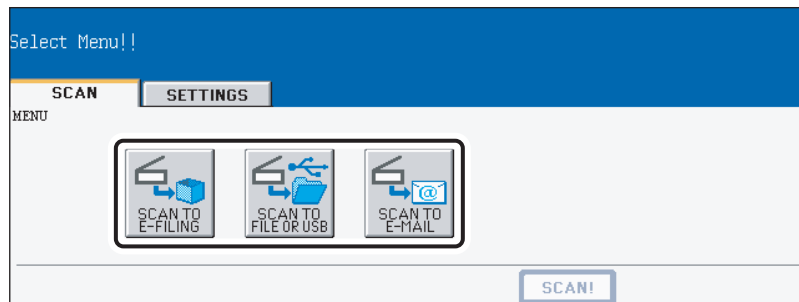
- For instruction about placing the originals, see *Operator’s Manual for Basic Function*.

2 Press the [SCAN] button on the control panel to enter the scan menu.



- The basic scan menu is displayed.

3 Select a button of the desired scan mode.

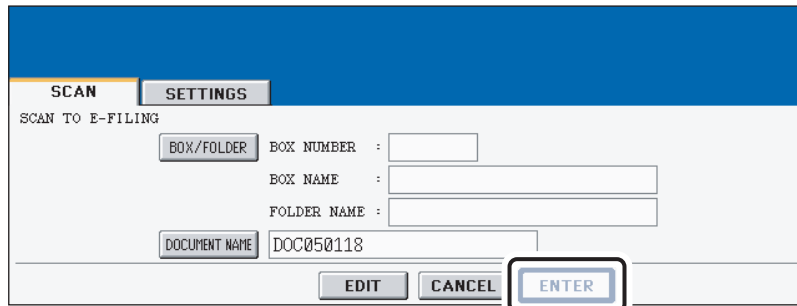


[SCAN TO E-FILING] — Press this to store the scanned images to e-Filing. When you store the scanned images to e-Filing, you can manage them using the e-Filing web utility. You can also retrieve them into your computer using TWAIN driver application or File Downloader.

[SCAN TO FILE OR USB] — Press this to save the scanned images into the shared folder in the equipment or network folder as files.

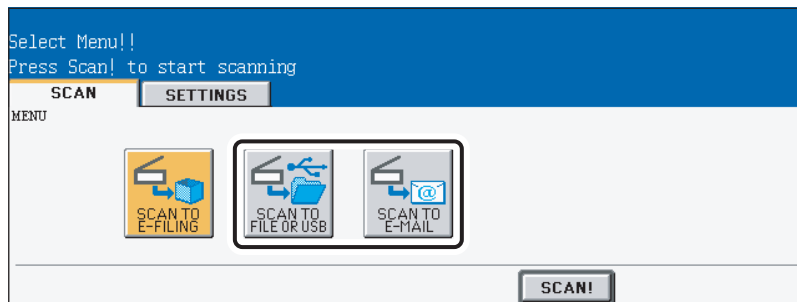
[SCAN TO E-MAIL] — Press this to send the scanned images to specified E-mail addresses.

4 Set the scanning conditions using the buttons on the touch panel and digital keys, and press the [ENTER] button to save the settings.



- The above screen shows the example of the SCAN TO E-FILING screen. The setting options vary depending on the scan mode that you selected. For instructions on how to set them, see the instructions for each scan mode.
 - 📖 P.25 “Scan to e-Filing”
 - 📖 P.35 “Scan to File or USB”
 - 📖 P.51 “Scan to E-mail”
- When you press the [ENTER] button, the screen returns to the basic scan menu, and the button that you set will be grayed out.

5 Select the other button of the desired scan mode.



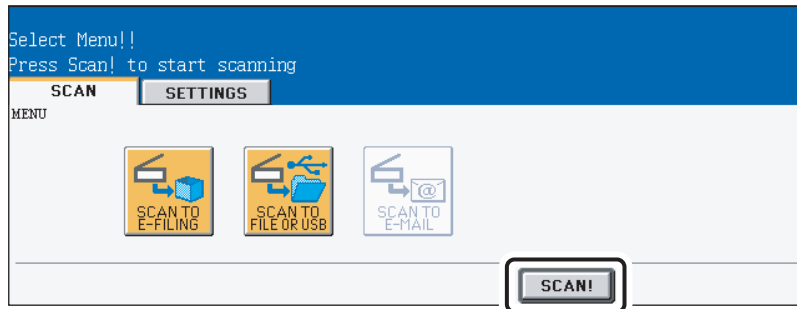
Note

You can set two scan modes at a single operation. You cannot set all three scan modes at a same time.

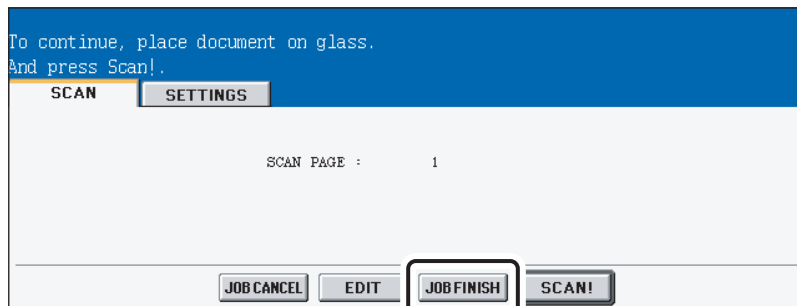
Tip

If you want to cancel a scan mode that you set, press the button the scan mode that you want to cancel and press the [CANCEL] button in the screen. The screen returns to the basic scan menu and the button will be unselected (not grayed out).

6 Press the [SCAN!] button.



7 If the “To continue, place document on glass. And press Scan!” message is displayed, place another original on glass and press [SCAN!] to scan another original, or press the [JOB FINISH] button to finish scanning.



- When the original is set on the Automatic Document Feeder, this screen is not displayed. However, this screen is displayed when you press the [CONTINUE] button during scanning the originals.
- If you want to cancel the storage of the scanned data, press the [JOB CANCEL] button.
- You can change the setting of the original type and scanning conditions, using the [EDIT] button before pressing the [SCAN!] button.

Notes

- When you scan more than 1000 pages, the message “The number of originals exceeds the limits. Will you save stored originals?” is displayed. When you want to perform the scan operation with scanned originals that contains 1000 pages, press the [YES] button.
- When the temporary workspace of the HDD becomes full, “Not enough Work Space to store originals. Will you save original(s)?” is displayed. When you want to perform the scan operation with scanned originals, press the [YES] button. The amount of the temporary workspace can be confirmed in the Device tab page of TopAccess.

Confirming the Scan Job Status

SCAN JOB displays its status and enables to delete the job. 4 jobs are listed on each screen. The jobs for 250 pages (1,000 jobs) are available to display. Press the [Next] button to display the 5th job or later, and press the [Prev] button to display the previous page.

To display the scan job status screen, press the [JOB STATUS] button on the control panel and press the [SCAN] button.

To/File Name	Agent	Date,Time	Pages	Status
user01@ifax.com	E-mail	17,03:12	1	Process

- **Items of table**

To/File Name: Display the name of the file created or the e-mail address of the recipient.

Agent: Display the function used for the scan job.

Date, Time: Display the date and time of the scan job.

Pages: Display the number of pages scanned or sent via E-mail.

Status: Display the status of jobs.

- **Buttons**

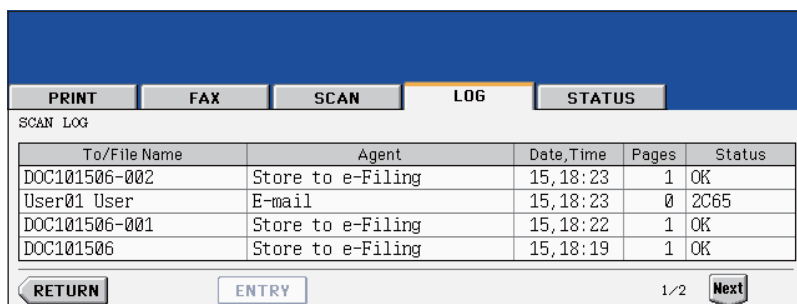
[Delete]: The button becomes active when the deletable job is selected. When this button is pressed, the job is deleted.

Confirming the Scan Log

SCAN LOG allows you to list the jobs that have finished being scanned to confirm the results.

To display the scan log screen, press the [JOB STATUS] button on the control panel and press the [LOG] button in the JOB STATUS screen. Then press the [SCAN] button. When pressing the [SCAN] button on the log menu, the scanning status of the following items is displayed.

- Storing status in e-Filing by copying
- Storing status in Share folder (SAVE AS FILE) by copying
- Storing status in e-Filing or Share folder (SCAN TO FILE OR USB) by scanning
- Sending status of E-mail (SCAN TO E-MAIL) by scanning
- Storing status in Share folder (SAVE AS FILE) by faxing
- Storing status in e-Filing or Share folder by Fax Received Forward
- Storing status in e-Filing or Share folder by Internet Fax Received Forward



To/File Name	Agent	Date,Time	Pages	Status
DOC101506-002	Store to e-Filing	15,18:23	1	OK
User01 User	E-mail	15,18:23	0	2C65
DOC101506-001	Store to e-Filing	15,18:22	1	OK
DOC101506	Store to e-Filing	15,18:19	1	OK

- **Items of list**

To/File Name: Display the storing location of the scanned data or E-mail address of the recipient.

Agent: Display the scanned job in the scan menu.

Date, Time: Display the date and time at the time of scanning.

Pages: Display the number of pages scanned or sent E-mail.

Status: Display the status of job displayed with 'OK' or 'Error code'

- **Buttons**

[ENTRY]: To register the E-mail address in the scanning status to the address book, press this button.

[RETURN]: To return to the log menu, press this button.

Tip

For more information about the error code that is displayed in the Status section, see *Operator's Manual for Basic Function*.

2

Scan to e-Filing

This section describes the instructions on how to perform Scan to e-Filing and how to use the stored data in e-Filing.

How to Perform Scan to e-Filing26

How to Use Scanned Data Stored in e-Filing34

 Using Scanned Data in e-Filing from Touch Panel Display34

 Using Scanned Data in e-Filing from e-Filing Web Utility34

How to Perform Scan to e-Filing

In this function, the scanned original data can be stored in the e-Filing. You can scan up to 200 pages per 1 job.

In the e-Filing boxes, up to 13 GB of data can be stored.

After storing the original data, you can print it at any time from the touch panel. Also you can manage stored documents using the e-Filing web utility. Using the e-Filing web utility, you can manage stored documents by creating user boxes and folders, printing documents, and merging several documents to create a new document.

To store the original data, you can specify the public box or one of user boxes. The public box is a pre-set box since the installation of the equipment, and it will be used to store documents that any user may need to work with. The user box is the one created by the user, and, if password is set, you need to enter the password correctly.

Before storing the original data in e-Filing, you need to set up the user boxes using the touch panel or e-Filing web utility. For setting up the user boxes and printing the stored documents from the touch panel or e-Filing web utility, see **e-Filing Guide**. (The instruction on how to set up the user boxes using the touch panel also describes in **Operator's Manual for Basic Function**.)

Notes

- It is recommended to back up the data on the equipment's hard disk to prevent loss of data. You can back it up with the client PC using the File Downloader or e-Filing Backup/Restore Utility. See **e-Filing Guide** for details.
- Delete the documents in e-Filing when they are no longer needed.

Tip

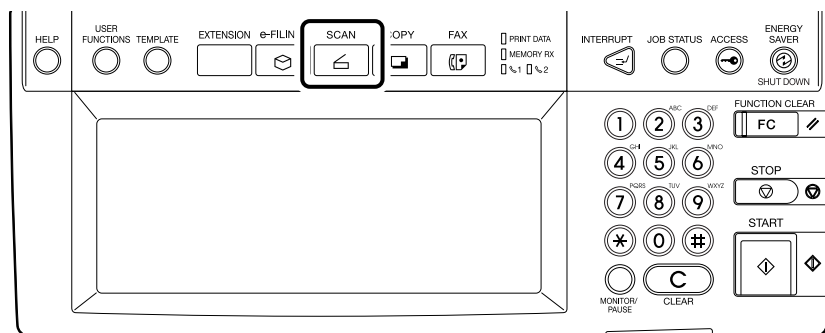
You can also store the copied original data in the e-Filing using the copy operation. However, when you use the original data with the client PC via network, it is recommended to store the original data using the scanning operation explained here, rather than using the copy operation because the data stored by the copy operation is proper for output, but not for importing as an image into your computer.

Scanning Procedure for Scan to e-Filing

1 Place the original(s).

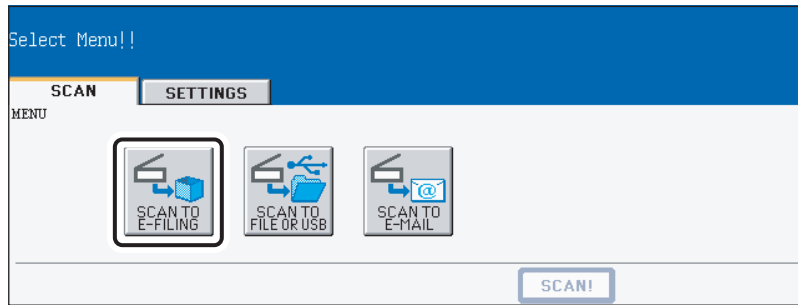
- For instruction about placing the originals, see **Operator's Manual for Basic Function**.

2 Press the [SCAN] button on the control panel to enter the scan menu.



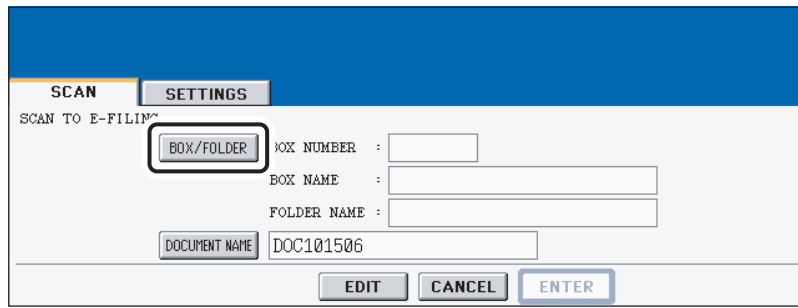
- The basic scan menu is displayed.

3 Press the [SCAN TO E-FILING] button.



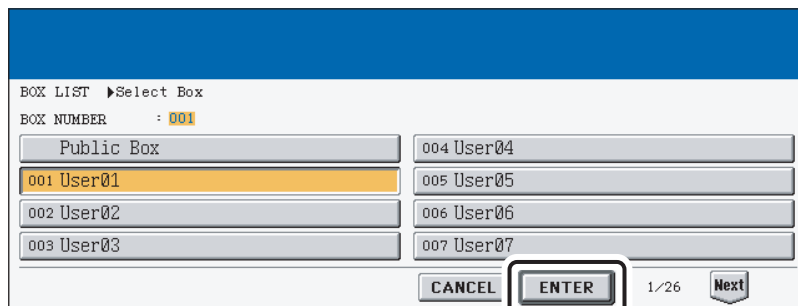
- The SCAN TO E-FILING screen is displayed.

4 Press the [BOX/FOLDER] button.



- The box list screen is displayed.

5 Select the box in which you want to store the data and press the [ENTER] button.



- Select either the “Public Box” button or desired user box button.
- If the user box that you want to store the data is not shown in the list, press the [Next] or [Prev] buttons to change the list on the screen. You can also select the user box by entering the box number using the digital key.

Tip

If the user box that you want to store the data has not been registered, you must register the user box first. For setting up the user boxes, see **e-Filing Guide**. (The instruction on how to set up the user boxes using the touch panel also describes in **Operator's Manual for Basic Function**.)

- 6** If you select a user box that a password is set, the password entry screen may be displayed. If the password entry screen is displayed, enter the password using the digital keys and press the [ENTER] button.

- The list of the documents and folders for the selected box is displayed.

- 7** When you want to store the original(s) in an existing folder, select the folder and press the [OPEN FOLDER] button to display the list in the folder, and then press the [ENTER] button. If you want to store the original(s) in the selected box, press the [ENTER] button.

- The screen returns to the SCAN TO E-FILING screen.

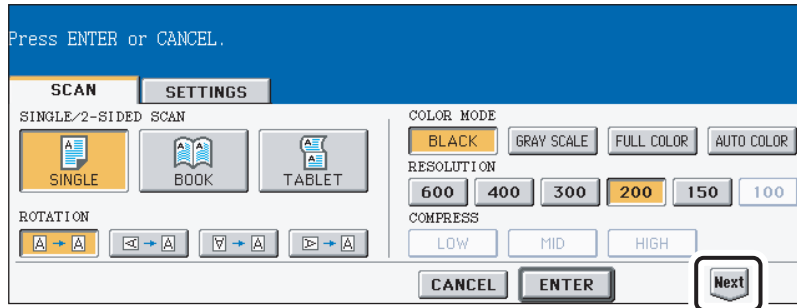
- 8** Press the [DOCUMENT NAME] button if you want rename the document name of the scanned data.

- The letter entry screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

9 Press the [EDIT] button to set the scanning conditions.

- The screen to set the scan conditions is displayed.

10 Specify the following items as you require, and press the [Next] button.



- **SINGLE/2-SIDED SCAN**

[SINGLE] — Press this when scanning only the front page of originals.

[BOOK] — Press this when scanning both side of originals in the same direction.

[TABLET] — Press this when scanning front page in the general direction, and scanning back page rotated 180 degree.

- **ROTATION**

[0 degree] — Press this not to rotate the scanned image.

[90 degree right] — Press this to rotate the scanned image 90 degree on the right.

[180 degree] — Press this to rotate the scanned image 180 degree.

[90 degree left] — Press this to rotate the scanned image 90 degrees on the left.

Note

How the “ROTATION” option applies varies depending on the actual original size and the “ORIGINAL SIZE” option setting when either [GRAY SCALE], [FULL COLOR], or [AUTO COLOR] is selected in the “COLOR MODE” option, [600] is selected in the “RESOLUTION” option.

- When the actual original size is either A3, B4, 8K, LD, LG, COMP:
Regardless of the “ORIGINAL SIZE” option setting, the “ROTATION” option will be disabled and the scanned image will be automatically rotated 90 degrees on the right.
- When the actual original size is other than the above size:
When the actual original size is selected in the “ORIGINAL SIZE” option, the “ROTATION” option will be applied correctly.
When [AUTO] or [MIXED ORIGINAL SIZES] is selected in the “ORIGINAL SIZE” option, the “ROTATION” option will be disabled and the scanned image will not be rotated.

- **COLOR MODE**

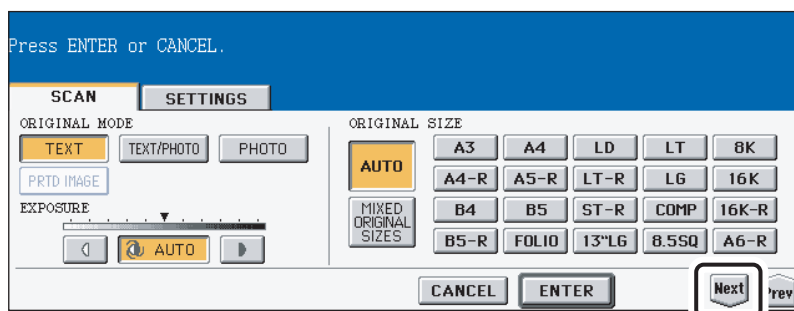
Select the button of the color mode for scanning.

- **RESOLUTION**
 - [600]** — Press this when scanning originals in 600 dpi. This can be set only when [BLACK] is selected in the “COLOR MODE” option. When the optional expansion memory is installed, this can be set even if other than [BLACK] is selected in the “COLOR MODE” option.
 - [400]** — Press this when scanning originals in 400 dpi.
 - [300]** — Press this when scanning originals in 300 dpi.
 - [200]** — Press this when scanning originals in 200 dpi.
 - [150]** — Press this when scanning originals in 150 dpi.
 - [100]** — Press this when scanning originals in 100 dpi. This cannot be set when [BLACK] is selected in the “COLOR MODE” option.
- **COMPRESS**
Select the button of the compression level.

Note

The “COMPRESS” option cannot be set when [BLACK] is selected in the “COLOR MODE” option.

11 Specify the following items as you require, and press the [Next] button.



- **ORIGINAL MODE**
 - [TEXT]** — Press this when scanning the originals that contain texts.
 - [TEXT/PHOTO]** — Press this when scanning originals that contain texts and photos. This can be set only when [BLACK] is selected in the “COLOR MODE” option.
 - [PHOTO]** — Press this when scanning originals that contain photos printed on photographic paper.
 - [PRTD IMAGE]** — Press this when scanning originals as printed images. This can be set only when [FULL COLOR] or [AUTO COLOR] is selected in the “COLOR MODE” option.

Note

The “ORIGINAL MODE” option cannot be set when [GRAY SCALE] is selected in the “COLOR MODE” option.

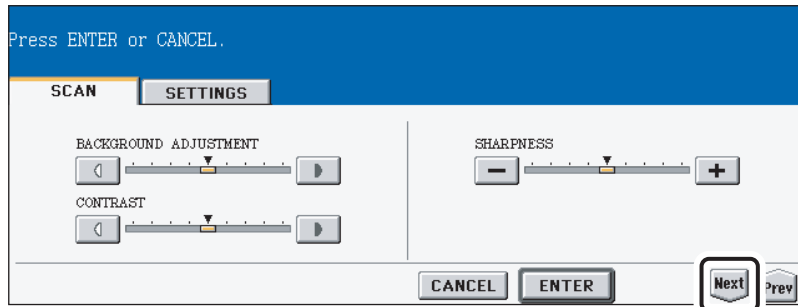
- **EXPOSURE**
Press light or dark buttons to specify the exposure for scanning manually, or press the [AUTO] button to select auto mode for the exposure mode for scanning. The [AUTO] button can be selected only when [BLACK] is selected in the “COLOR MODE” option.

- **ORIGINAL SIZE**

Select the button of the original size, or select the [AUTO] button to automatically detects the original size.

When placing the different size originals on the Automatic Document Feeder, select the [MIXED ORIGINAL SIZE] button.

12 Specify the following items as you require, and press the [Next] button.



- **BACKGROUND ADJUSTMENT**

Press light or dark buttons to specify the background for scanning manually.

- **CONTRAST**

Press light or dark buttons to specify the contrast for scanning manually.

Note

The "CONTRAST" option cannot be set when [BLACK] or [GRAY SCALE] is selected in the "COLOR MODE" option.

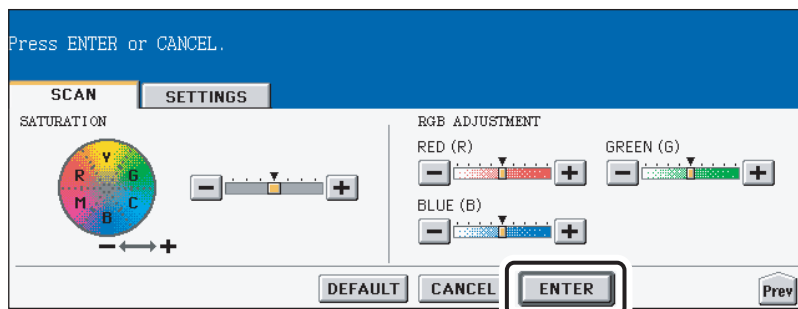
- **SHARPNESS**

Press light or dark buttons to specify the sharpness for scanning manually.

Note

When [BLACK] or [GRAY SCALE] is selected in the "COLOR MODE" option, you cannot press the [Next] button. In that case, press the [ENTER] button to return the SCAN TO E-FILING screen.

13 Specify the following items as you require, and press the [ENTER] button.



- **SATURATION**

Press [-] or [+] buttons to specify the saturation for scanning manually.

- **RGB ADJUSTMENT**
Press [-] or [+] buttons to specify each color density for scanning manually.

14 Press the [ENTER] button.

- The screen returns to the basic scan menu.

15 Press the [SCAN!] button.

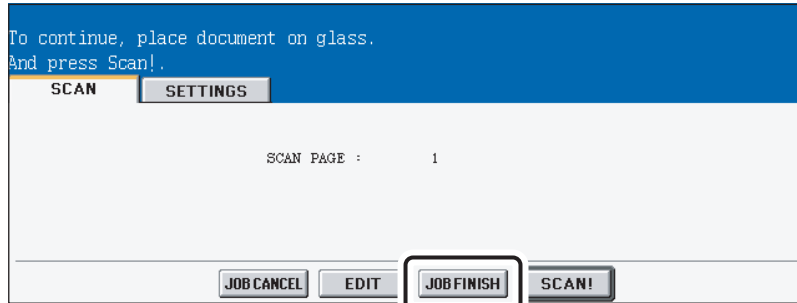
Tip

You can also set another scan agent, by pressing either the [SCAN TO FILE OR USB] button or [SCAN TO E-MAIL] button to set the scanning conditions.

📖 P.36 “How to Perform Scan to File or USB”

📖 P.52 “How to Perform Scan to E-mail”

-
- 16** If the “To continue, place document on glass. And press Scan!” message is displayed, place another original on glass and press [SCAN!] to scan another original, or press the [JOB FINISH] button to finish scanning.



- When the original is set on the Automatic Document Feeder, this screen is not displayed. However, this screen is displayed when you press the [CONTINUE] button during scanning the originals.
- If you want to cancel the storage of the scanned data, press the [JOB CANCEL] button.
- You can change the setting of the original type and scanning conditions, using the [EDIT] button before pressing the [SCAN!] button.

How to Use Scanned Data Stored in e-Filing

Scanned data that is stored in e-Filing can be listed from the touch panel or e-Filing web utility.

Using Scanned Data in e-Filing from Touch Panel Display

The scanned data that is stored in e-Filing can be printed or deleted from the touch panel. For instructions on how to print or delete scanned data in e-Filing from the touch panel, see *Operator's Manual for Basic Function* or *e-Filing Guide*.

Using Scanned Data in e-Filing from e-Filing Web Utility

The scanned data that is stored in e-Filing can be printed, deleted, copied to another boxes or folders, and merged with other scanned data in e-Filing using the e-Filing web utility. For instructions on how to print, delete, copy, or merge scanned data, see *e-Filing Guide*.

3

Scan to File or USB

This section describes the instructions on how to perform Scan to File or USB and how to use the stored files.

How to Perform Scan to File or USB	36
How to Use Scanned Data Stored as Files	48
When Scanned Data Is Stored in MFP LOCAL.....	48
When Scanned Data Is Stored in USB Media.....	48
When Scanned Data Is Stored in REMOTE 1 or 2	49

How to Perform Scan to File or USB

In this SCAN TO FILE OR USB function, the scanned original data can be sent and stored to the Share folder of the hard disk in the equipment, USB media, or the specified PC. You can scan up to 1000 pages per 1 job. You can access the data stored in the Share folder directly from the client PC via network.

In the shared folder in the equipment, up to 10 GB of data can be stored.

Notes

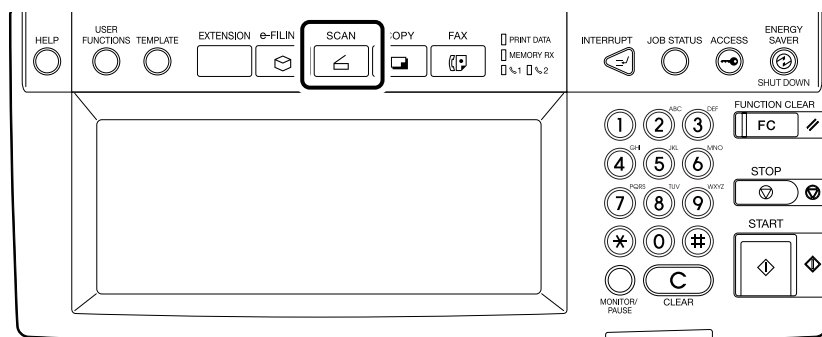
- Up to 999 files can be stored in the shared folder in the equipment.
- The network administrator has to make settings for storing the original data to the PCs. For details, see **Network Administration Guide**.
- It is recommended to back up the data stored in the Share folder of the hard disk with the client PC via network.
- Delete the files in the shared folder when they are no longer needed.

Scanning Procedure for Scan to File or USB

1 Place the original(s).

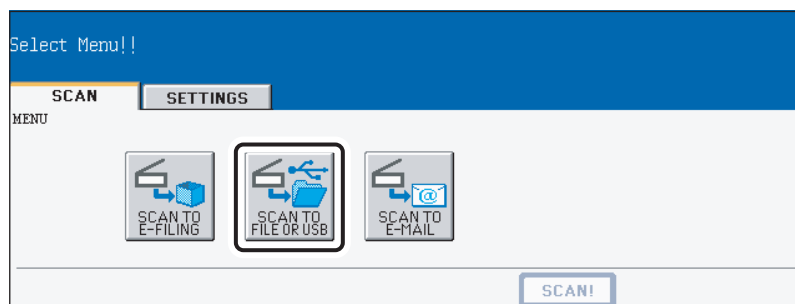
- For instruction about placing the originals, see **Operator's Manual for Basic Function**.

2 Press the [SCAN] button on the control panel to enter the scan menu.



- The basic scan menu is displayed.

3 Press the [SCAN TO FILE OR USB] button.



- The SCAN TO FILE OR USB screen is displayed.

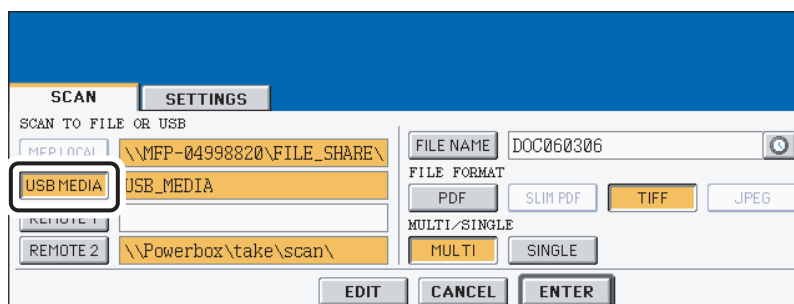
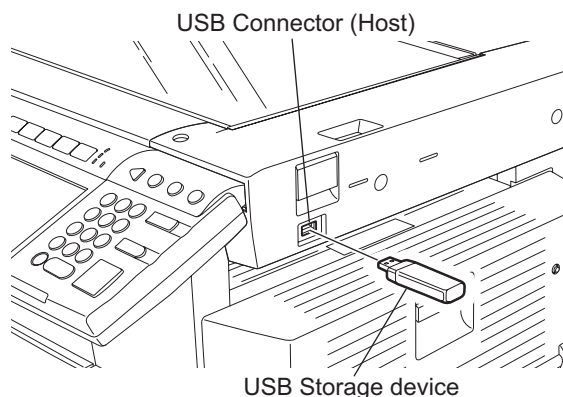
-
- 4** If you want to store the scanned data in the shared folder of the equipment, make sure the [MFP LOCAL] button is selected (displayed as reversed button).

The screenshot shows the MFP control panel interface. At the top, there are two tabs: 'SCAN' and 'SETTINGS'. Below the tabs, there are several options for where to save the scan: 'MFP LOCAL', 'USB MEDIA', 'REMOTE 1', and 'REMOTE 2'. The 'MFP LOCAL' button is highlighted with a yellow background and a black border, indicating it is selected. To the right of these buttons, there are text fields for 'FILE NAME' (containing 'DOC060306') and 'FILE FORMAT' (with buttons for 'PDF', 'SLIM PDF', 'TIFF', and 'JPEG'). Below the file format buttons, there are 'MULTI/SINGLE' buttons, with 'MULTI' selected. At the bottom of the panel, there are three buttons: 'EDIT', 'CANCEL', and 'ENTER'.

Notes

- If the [USB MEDIA] button is selected, you cannot select the [MFP LOCAL] button. When you want to set the [MFP LOCAL] as the destination, press the [USB MEDIA] button to release the selection and then press the [MFP LOCAL] button.
- You can set up to two destinations for Scan to File or USB. If you select the [MFP LOCAL] button, you can specify only one more remote destination. If you want to specify the two remote destinations, press the [MFP LOCAL] button to disable it (displayed as normal button).

- 5** If you want to store the scanned data in the USB media, connect the USB media to the equipment, press the [MFP LOCAL] button to release and then press the [USB MEDIA] button is selected (displayed as reversed button).



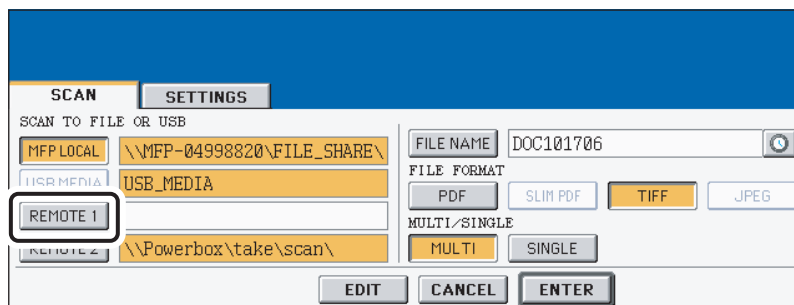
Notes

- If the USB media is not connected to the equipment, the [USB MEDIA] button cannot be selected.
- This equipment has three USB connectors. All connectors can be used to store the data. However, if more than one USB media are connected, the data will be stored in the USB media that was connected first.
- If the [MFP LOCAL] button is selected, you cannot select the [USB MEDIA] button. When you want to set the [USB MEDIA] as the destination, press the [MFP LOCAL] button to release the selection and then press the [USB MEDIA] button.
- You can set up to two destinations for Scan to File or USB. If you select the [USB MEDIA] button, you can specify only one more remote destination. If you want to specify the two remote destinations, press the [USB MEDIA] button to disable it (displayed as normal button).
- Storing to the USB media may take a time according to the amount of the pages.

Caution

When you selected to store the scanned data in the USB media, do not remove the USB media while the data is transmitting. If you remove the USB media during the transmission, the USB media may be corrupted. Please make sure to remove the USB media after the Touch Panel Display indicates the message for removable.

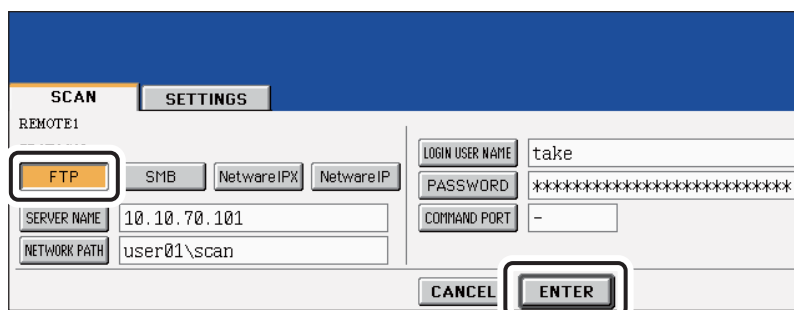
- 6** If you want to store the scanned data in network folder, press the [REMOTE 1] or [REMOTE 2] buttons.



- If the selected remote destination (REMOTE 1 or REMOTE 2) is configured to save the scanned data in specified network folder by the administrator, the button will be the reversed button when you press it. In this case, users cannot change the destination. If the remote destination needs to be changed, it can be configured in the Administration Tab of the TopAccess. Please consult your network administrator.
- If the selected remote destination (REMOTE 1 or REMOTE 2) is configured for users to specify the desired network folder, the screen to set up the remote destination is displayed.

- 7** If the screen to set up the remote destination is displayed by pressing the [REMOTE 1] or [REMOTE 2] button, specify the remote destination. You can specify the remote destination using FTP, SMB, NetWare IPX, or NetWare IP.

When you want to store the data using FTP, select the [FTP] button and specify the following items as you require. Then press the [ENTER] button.



- **[SERVER NAME]**
Press this to enter the IP address of the FTP server. For example, if you want to store the data into "ftp://10.10.70.101/user01/scan/", enter "10.10.70.101" here.
- **[NETWORK PATH]**
Press this to enter the folder path to the folder where you want to store the data in the FTP server. For example, if you want to store the data into "ftp://10.10.70.101/user01/scan/", enter "user01\scan" here. Make sure to use "\" instead of "/" to specify the path.
- **[LOGIN USER NAME]**
Press this to enter the user name to login the FTP server if required.
- **[PASSWORD]**
Press this to enter the password to login the FTP server if required.

- **[COMMAND PORT]**

Press this to enter the port number to be used for command. Generally “-” is entered for the command port. When “-” is entered, the port number that is set by the administrator will be used. Change this option only when you want to use another port number.

Tip

When you press each button, the letter entry screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

When you want to store the data using SMB, select the [SMB] button and specify the following items as you require. Then press the [ENTER] button.

The screenshot shows a software interface with a blue header bar. Below the header, there are two tabs: 'SCAN' (active) and 'SETTINGS'. Under the 'SCAN' tab, there are several fields and buttons:

- REMOTE1**: A label above the 'PROTOCOL' section.
- PROTOCOL**: A section with four buttons: 'FTP', 'SMB' (highlighted with a red box), 'etwareIPX', and 'NetwareIP'.
- SERVER NAME**: An empty text input field.
- NETWORK PATH**: A text input field containing the value '\\powerbox\home\take\scan2'.
- LOGIN USER NAME**: A text input field containing the value 'take'.
- PASSWORD**: A text input field containing a series of asterisks '*****'.
- COMMAND PORT**: An empty text input field.
- At the bottom right, there are two buttons: 'CANCEL' and 'ENTER' (highlighted with a red box).

- **[NETWORK PATH]**

Press this to enter the network path to the folder where you want to store the data.

- **[LOGIN USER NAME]**

Press this to enter the user name to access the network folder if required.

- **[PASSWORD]**

Press this to enter the password to access the network folder if required.

Tip

When you press each button, the letter entry screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

Note

[SERVER NAME] and [COMMAND PORT] are not required to set when selecting the [SMB] button for protocol.

When you want to store the data using NetWare IPX or NetWare IP, select the [NetWare IPX] or [NetWare IP] button and specify the following items as you require. Then press the [ENTER] button.

The screenshot shows a dialog box titled 'SCAN' with a 'SETTINGS' tab. Under 'REMOTE1', the 'PROTOCOL' section has buttons for 'FTP', 'SMB', 'NetWare IPX' (highlighted), and 'NetWare IP'. Below this, there are input fields for 'SERVER NAME' (NWSEV), 'NETWORK PATH' (\sys\scan), 'LOGIN USER NAME' (admin.org), 'PASSWORD' (masked with asterisks), and 'COMMAND PORT'. At the bottom, there are 'CANCEL' and 'ENTER' buttons, with the 'ENTER' button highlighted.

- **[SERVER NAME]**
When you select the [NetWare IPX] button, press this to enter the NetWare file server name or Tree/Context name (when NDS is available).
When you select the [NetWare IP] button, press this to enter the IP address of the NetWare file server.
- **[NETWORK PATH]**
Press this to enter the folder path to the folder where you want to store the data in the NetWare file server. For example, if you want to store the data into “sys\scan” folder in the NetWare file server, enter “\sys\scan” here.
- **[LOGIN USER NAME]**
Press this to enter the user name to login the NetWare file server if required.
- **[PASSWORD]**
Press this to enter the password to login the NetWare file server if required.

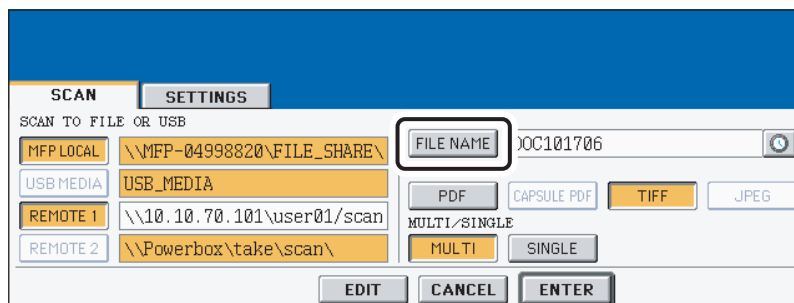
Tip

When you press each button, the letter entry screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

Note


[COMMAND PORT] is not required to set when selecting the [NetWare IPX] or [NetWare IP] button for protocol.

8 Press the [FILE NAME] button if you want rename the document name of the scanned data.

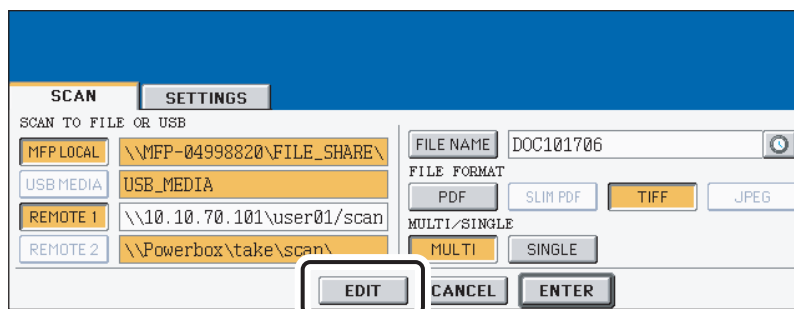


- The letter entry screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

Tip

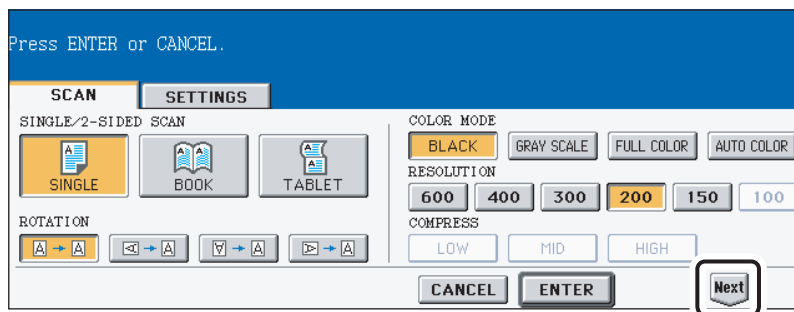
When you want to add the date and time in the file name, press the  button. The number to indicate the date and time that the job is performed is added to the file name displayed in the [FILE NAME] field.

9 Select the following items and press the [EDIT] button.



- **FILE FORMAT**
 - [PDF]** — Press this to attach the scanned data as PDF file.
 - [SLIM PDF]** — Press this to attach the scanned data as slim PDF file. Select this when you give priority to minimizing the file size over quality of image. This can be set only when [FULL COLOR] or [GRAY SCALE] is selected in the “COLOR MODE” option. When no optional memory is installed, [SLIM PDF] will not apply for scanning more than Letter or A4 size originals.
 - [TIFF]** — Press this to attach the scanned data as TIFF file.
 - [JPEG]** — Press this to attach the scanned data as a JPEG file. This can be set only when [FULL COLOR] or [GRAY SCALE] is selected in the “COLOR MODE” option.
- **MULTI/SINGLE**
 - [MULTI]** — Press this to attach the scanned data as a multiple page file. When scanning several pages, this equipment will store all pages as one file.
 - [SINGLE]** — Press this to attach the scanned data as a single file for each page. When scanning several pages, this equipment will store each page separately as files.

10 Specify the following items as you require, and press the [Next] button.



- **SINGLE/2-SIDED SCAN**

[SINGLE] — Press this when scanning only the front page of originals.

[BOOK] — Press this when scanning both side of originals in the same direction.

[TABLET] — Press this when scanning front page in the general direction, and scanning back page rotated 180 degree.

- **ROTATION**

[0 degree] — Press this not to rotate the scanned image.

[90 degree right] — Press this to rotate the scanned image 90 degree on the right.

[180 degree] — Press this to rotate the scanned image 180 degree.

[90 degree left] — Press this to rotate the scanned image 90 degrees on the left.

Note

How the “ROTATION” option applies varies depending on the actual original size and the “ORIGINAL SIZE” option setting when either [GRAY SCALE], [FULL COLOR], or [AUTO COLOR] is selected in the “COLOR MODE” option, [600] is selected in the “RESOLUTION” option.

- When the actual original size is either A3, B4, 8K, LD, LG, COMP:
Regardless of the “ORIGINAL SIZE” option setting, the “ROTATION” option will be disabled and the scanned image will be automatically rotated 90 degrees on the right.
- When the actual original size is other than the above size:
When the actual original size is selected in the “ORIGINAL SIZE” option, the “ROTATION” option will be applied correctly.
When [AUTO] or [MIXED ORIGINAL SIZES] is selected in the “ORIGINAL SIZE” option, the “ROTATION” option will be disabled and the scanned image will not be rotated.

- **COLOR MODE**

Select the button of the color mode for scanning.

- **RESOLUTION**

[600] — Press this when scanning originals in 600 dpi. This can be set only when [BLACK] is selected in the “COLOR MODE” option. When the optional expansion memory is installed, this can be set even if other than [BLACK] is selected in the “COLOR MODE” option.

[400] — Press this when scanning originals in 400 dpi.

[300] — Press this when scanning originals in 300 dpi.

[200] — Press this when scanning originals in 200 dpi.

[150] — Press this when scanning originals in 150 dpi.

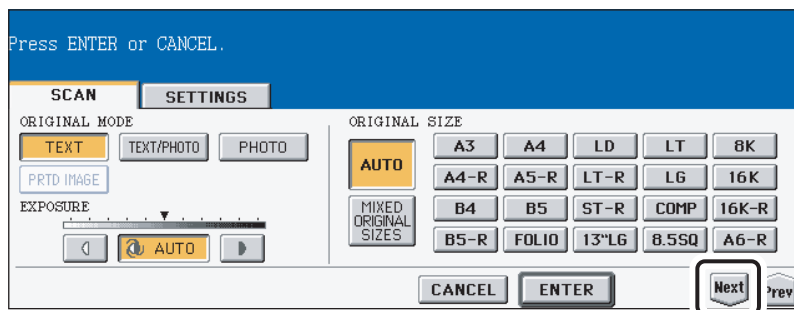
[100] — Press this when scanning originals in 100 dpi. This cannot be set when [BLACK] is selected in the “COLOR MODE” option.

- **COMPRESS**
Select the button of the compression level.

Note

The “COMPRESS” option cannot be set when [BLACK] is selected in the “COLOR MODE” option.

11 Specify the following items as you require, and press the [Next] button.



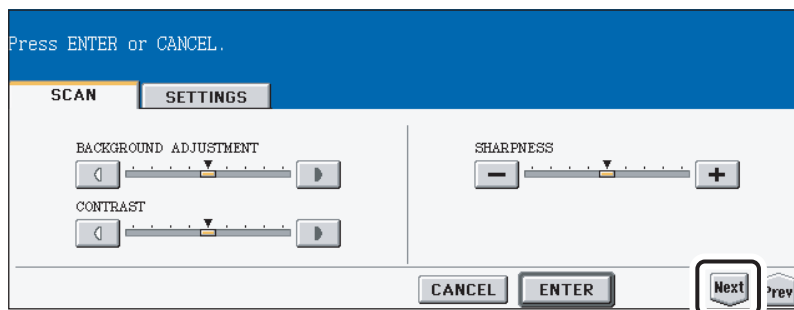
- **ORIGINAL MODE**
[TEXT] — Press this when scanning the originals that contain texts.
[TEXT/PHOTO] — Press this when scanning originals that contain texts and photos. This can be set only when [BLACK] is selected in the “COLOR MODE” option.
[PHOTO] — Press this when scanning originals that contain photos printed on photographic paper.
[PRTD IMAGE] — Press this when scanning originals as printed images. This can be set only when [FULL COLOR] or [AUTO COLOR] is selected in the “COLOR MODE” option.

Note

The “ORIGINAL MODE” option cannot be set when [GRAY SCALE] is selected in the “COLOR MODE” option.

- **EXPOSURE**
Press light or dark buttons to specify the exposure for scanning manually, or press the [AUTO] button to select auto mode for the exposure mode for scanning. The [AUTO] button can be selected only when [BLACK] is selected in the “COLOR MODE” option.
- **ORIGINAL SIZE**
Select the button of the original size, or select the [AUTO] button to automatically detects the original size.
When placing the different size originals on the Automatic Document Feeder, select the [MIXED ORIGINAL SIZE] button.

12 Specify the following items as you require, and press the [Next] button.



- **BACKGROUND ADJUSTMENT**
Press light or dark buttons to specify the background for scanning manually.
- **CONTRAST**
Press light or dark buttons to specify the contrast for scanning manually.

Note

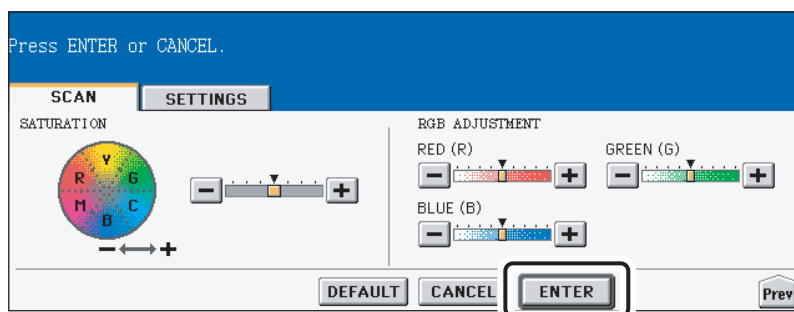
The "CONTRAST" option cannot be set when [BLACK] or [GRAY SCALE] is selected in the "COLOR MODE" option.

- **SHARPNESS**
Press light or dark buttons to specify the sharpness for scanning manually.

Note

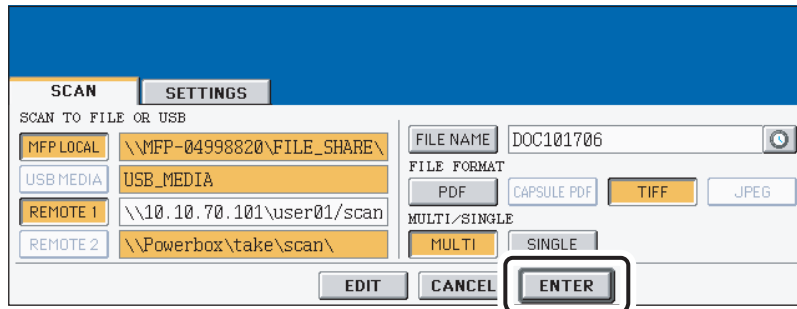
When [BLACK] or [GRAY SCALE] is selected in the "COLOR MODE" option, you cannot press the [Next] button. In that case, press the [ENTER] button to return the SCAN TO E-FILING screen.

13 Specify the following items as you require, and press the [ENTER] button.



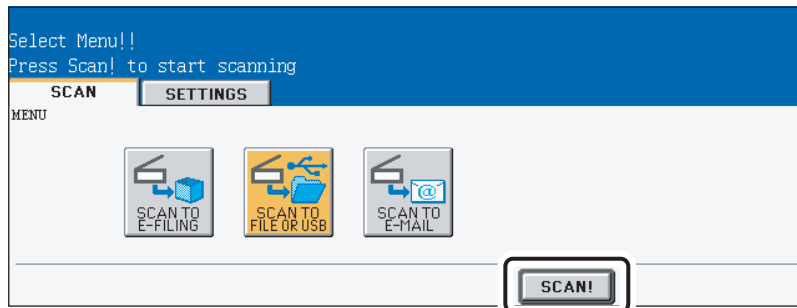
- **SATURATION**
Press [-] or [+] buttons to specify the saturation for scanning manually.
- **RGB ADJUSTMENT**
Press [-] or [+] buttons to specify each color density for scanning manually.

14 Press the [ENTER] button.



- The screen returns to the basic scan menu.

15 Press the [SCAN!] button.

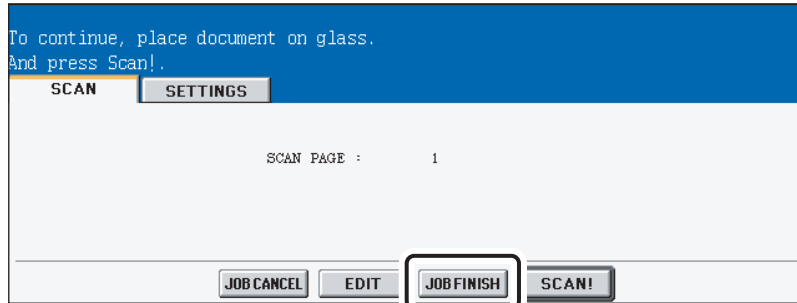


Tip

You can also set another scan agent, by pressing either the [SCAN TO E-FILING] button or [SCAN TO E-MAIL] button to set the scanning conditions.

- 📖 P.26 “How to Perform Scan to e-Filing”
- 📖 P.52 “How to Perform Scan to E-mail”

-
- 16** If the “To continue, place document on glass. And press Scan!” message is displayed, place another original on glass and press [SCAN!] to scan another original, or press the [JOB FINISH] button to finish scanning.



- When the original is set on the Automatic Document Feeder, this screen is not displayed. However, this screen is displayed when you press the [CONTINUE] button during scanning the originals.
- If you want to cancel the storage of the scanned data, press the [JOB CANCEL] button.
- You can change the setting of the original type and scanning conditions, using the [EDIT] button before pressing the [SCAN!] button.

How to Use Scanned Data Stored as Files

Once the scanned data is stored in the shared folder in the equipment, or network folder that you specify, you can access the files using Windows Explorer.

When Scanned Data Is Stored in MFP LOCAL

When selecting the [MFP LOCAL] button for the destination, the scanned data is stored in the shared folder, whose name is “FILE_SHARE”, in the equipment.

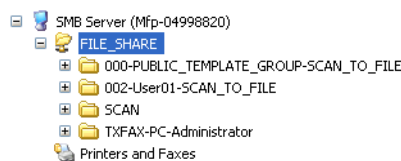
You can access to the shared folder in the equipment from the Windows computers or Mac OS X 10.2.x or later to use scanned data for any uses.

Note

You cannot access to the shared folder in the equipment earlier than Mac OS X 10.2.x because these versions of Mac OS computers does not support SMB.

How scanned data is stored in the shared folder varies depending on the Local Storage Path setting, which can be set in the Save as file Setup page in TopAccess.

When the Local Storage Path is set to send scanned data to a sub folder in the storage path, the equipment creates a sub folder. The name of the sub folders varies depending on how you operate Scan to File. The sub folders are automatically deleted when the folder becomes empty.



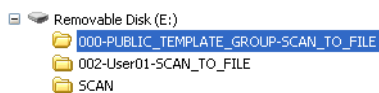
- **“SCAN” folder** — This sub folder contains the files that are stored by pressing the [SCAN TO FILE OR USB] button in the basic scan menu.
- **“000-PUBLIC_TEMPLATE_GROUP-[Template Name]” folder** — This sub folder contains the files that are stored by pressing the template button in the Public Template Group.
- **“[Group No.]-[Group Name]-[Template Name]” folder** — This sub folder contains the files that are stored by pressing the template button in the User Template Group.

When the Local Storage Path is set to send scanned data directly to the storage path, they are stored in the “FILE_SHARE” folder in the equipment.

When Scanned Data Is Stored in USB Media

When selecting the [USB MEDIA] button for the destination, the scanned data is stored in the USB media that connected to the equipment.

When the scanned data is stored in the USB media, the equipment creates a sub folder. The name of the sub folders varies depending on how you operate Scan to File.



- **“SCAN” folder** — This sub folder contains the files that are stored by pressing the [SCAN TO FILE OR USB] button in the basic scan menu.
- **“000-PUBLIC_TEMPLATE_GROUP-[Template Name]” folder** — This sub folder contains the files that are stored by pressing the template button in the Public Template Group.

-
- “[Group No.]-[Group Name]-[Template Name]” folder — This sub folder contains the files that are stored by pressing the template button in the User Template Group.

When Scanned Data Is Stored in REMOTE 1 or 2

When selecting the [REMOTE 1] or [REMOTE 2] button for the destination, the scanned data is stored in the specified network folder.

You can access to the network folder using Windows Explorer to use scanned data for any uses.

4

Scan to E-mail

This section describes the instructions on how to perform Scan to E-mail.

How to Perform Scan to E-mail	52
Specifying Destinations	59

How to Perform Scan to E-mail

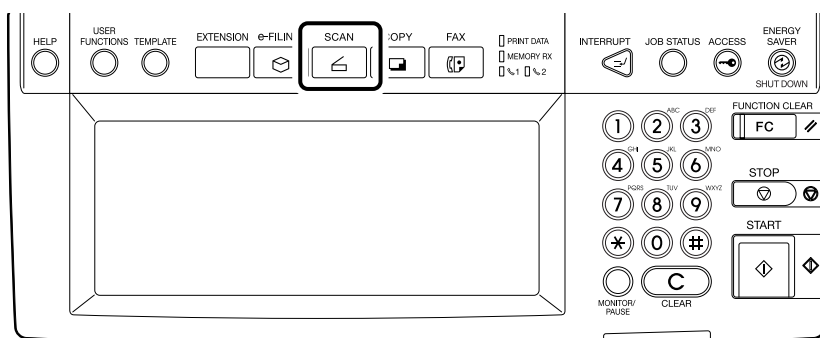
In this function, the scanned data can be sent to the specified E-mail address as an attached file.

Note

To use SCAN TO E-MAIL, the configuration of the equipment needs to be set by the network administrator.

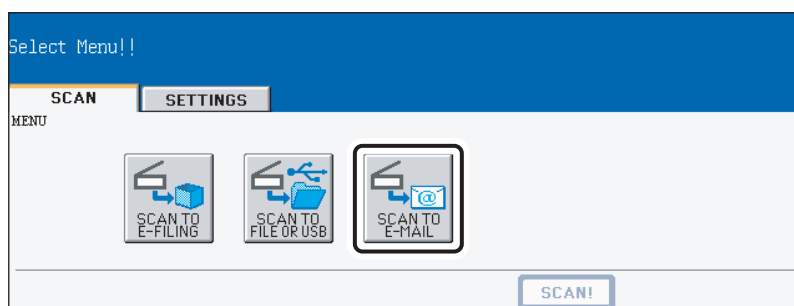
Scanning Procedure for Scan to E-mail

- 1 **Place the original(s).**
 - For instruction about placing the originals, see *Operator's Manual for Basic Function*.
- 2 **Press the [SCAN] button on the control panel to enter the scan menu.**



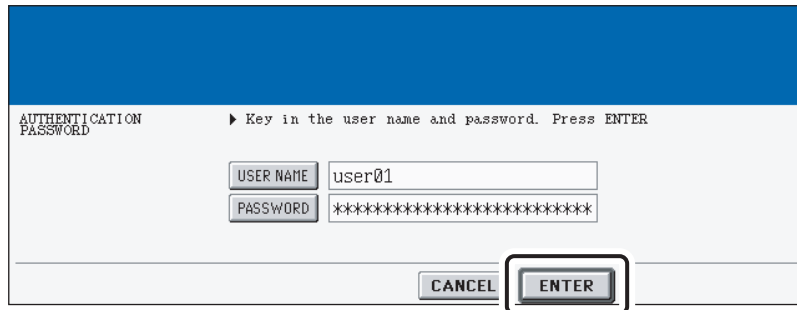
- The basic scan menu is displayed.

- 3 **Press the [SCAN TO E-MAIL] button.**



- When the User Authentication for Scan to E-mail is enabled by the administrator, the AUTHENTICATION screen displayed. If the AUTHENTICATION screen is displayed, continue to next step.
- When the User Authentication for Scan to E-mail is disabled by the administrator, the SCAN TO E-MAIL screen is displayed. If the ADDRESS BOOK screen is displayed, skip to Step 5.

- When the AUTHENTICATION screen is displayed, enter the user name and password by pressing the [USER NAME] and [PASSWORD] buttons, and press the [ENTER] button.

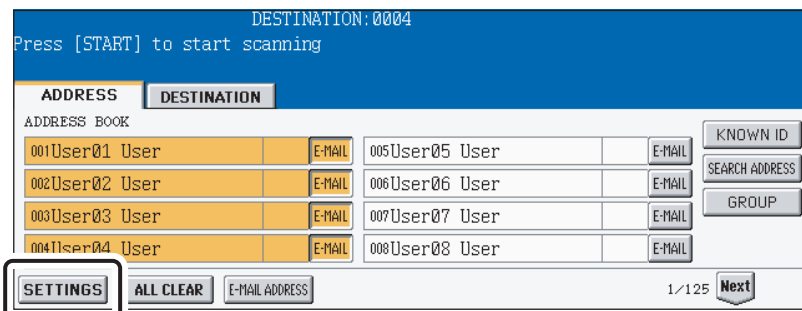


- When pressing each button, the letter entry screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.


Note

This screen is displayed only when the User Authentication for Scan to E-mail is enabled. When this screen is displayed, you must enter your user name and password to login the SCAN TO E-MAIL screen. For user name and password, ask your network administrator.

- Specify the E-mail addresses that you want to send, and press the [SETTINGS] button.



ADDRESS	DESTINATION
001User01 User	E-MAIL
002User02 User	E-MAIL
003User03 User	E-MAIL
004User04 User	E-MAIL
005User05 User	E-MAIL
006User06 User	E-MAIL
007User07 User	E-MAIL
008User08 User	E-MAIL

- You can specify the E-mail address by various ways. See the following procedures for each instruction.
 -  P.59 “Specifying Destinations”

Tip

You can press the [START] button to start sending the E-mail at this screen if you specify an E-mail address and the From Address has been set in TopAccess E-mail setting page or set by the User Authentication for Scan to E-mail setting.

6 Press the [SUBJECT], [BODY], and [FILE NAME] buttons to enter each item.

Press [START] to start scanning

SCAN SETTINGS

SCAN TO E-MAIL

E-MAIL TO User01 User

FILE NAME DOC101506

SUBJECT Scanned from MFP-04998820

BODY

PDF SLIM PDF TIFF JPEG


MULTI/SINGLE

MULTI SINGLE

EDIT CANCEL ENTER Next

- When pressing each button, the letter entry screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

Tips

- When you want to add the date and time in the file name, press the  button. The number to indicate the date and time that the job is performed is added to the file name displayed in the [FILE NAME] field.
- You can also specify the CC destinations for Scan to E-mail by pressing the [E-MAIL CC] button.
- The date and time will be automatically added to the subject.

7 Select the following items and press the [Next] button.

Press [START] to start scanning

SCAN SETTINGS

SCAN TO E-MAIL

E-MAIL TO User01 User

E-MAIL CC

SUBJECT Scanned from MFP-04998820

BODY

FILE NAME DOC101506

FILE FORMAT

PDF SLIM PDF TIFF JPEG

MULTI/SINGLE

MULTI SINGLE

EDIT CANCEL ENTER Next

- **FILE FORMAT**
 - [PDF]** — Press this to attach the scanned data as PDF file.
 - [SLIM PDF]** — Press this to attach the scanned data as slim PDF file. Select this when you give priority to minimizing the file size over quality of image. This can be set only when [FULL COLOR] or [GRAY SCALE] is selected in the “COLOR MODE” option. When no optional memory is installed, [SLIM PDF] will not apply for scanning more than Letter or A4 size originals.
 - [TIFF]** — Press this to attach the scanned data as TIFF file.
 - [JPEG]** — Press this to attach the scanned data as a JPEG file. This can be set only when [FULL COLOR] or [GRAY SCALE] is selected in the “COLOR MODE” option.
- **MULTI/SINGLE**
 - [MULTI]** — Press this to attach the scanned data as a multiple page file. When scanning several pages, this equipment will store all pages as one file.
 - [SINGLE]** — Press this to attach the scanned data as a single file for each page. When scanning several pages, this equipment will store each page separately as files.

8 Specify the following items as you require and click the [EDIT] button.

Press [START] to start scanning

SCAN SETTINGS

SCAN TO E-MAIL

FRAGMENT MESSAGE SIZE(KB)

NONE 64 128 256 512 1024 2048

FROM ADDRESS user01@ifax.com

FROM NAME user01

EDIT CANCEL ENTER Prev

- **FRAGMENT MESSAGE SIZE**
Select the size of the message fragmentation. If the size of attached file exceeds the selected size, this equipment divides the data into some small blocks.
- **[FROM ADDRESS]**
Press this button to edit the From Address for E-mail. When the administrator enable the User Authentication for Scan to E-mail and set that From Address cannot be edited, you cannot edit the From Address.
- **[FROM NAME]**
Press this button to edit the From Name for E-mail.

Tip

When you press the [FROM ADDRESS] or [FROM NAME] button, the letter entry screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

9 Specify the following items as you require, and press the [Next] button.

Press ENTER or CANCEL.

SCAN SETTINGS

SINGLE/2-SIDED SCAN

SINGLE BOOK TABLET

COLOR MODE

BLACK GRAY SCALE FULL COLOR AUTO COLOR

RESOLUTION

600 400 300 200 150 100

COMPRESS

LOW MID HIGH

CANCEL ENTER Next

- **SINGLE/2-SIDED SCAN**
[SINGLE] — Press this when scanning only the front page of originals.
[BOOK] — Press this when scanning both side of originals in the same direction.
[TABLET] — Press this when scanning front page in the general direction, and scanning back page rotated 180 degree.

- **ROTATION**

[0 degree] — Press this not to rotate the scanned image.

[90 degree right] — Press this to rotate the scanned image 90 degree on the right.

[180 degree] — Press this to rotate the scanned image 180 degree.

[90 degree left] — Press this to rotate the scanned image 90 degrees on the left.

Note

How the “ROTATION” option applies varies depending on the actual original size and the “ORIGINAL SIZE” option setting when either [GRAY SCALE], [FULL COLOR], or [AUTO COLOR] is selected in the “COLOR MODE” option, [600] is selected in the “RESOLUTION” option.

- When the actual original size is either A3, B4, 8K, LD, LG, COMP:
Regardless of the “ORIGINAL SIZE” option setting, the “ROTATION” option will be disabled and the scanned image will be automatically rotated 90 degrees on the right.
- When the actual original size is other than the above size:
When the actual original size is selected in the “ORIGINAL SIZE” option, the “ROTATION” option will be applied correctly.
When [AUTO] or [MIXED ORIGINAL SIZES] is selected in the “ORIGINAL SIZE” option, the “ROTATION” option will be disabled and the scanned image will not be rotated.

- **COLOR MODE**

Select the button of the color mode for scanning.

- **RESOLUTION**

[600] — Press this when scanning originals in 600 dpi. This can be set only when [BLACK] is selected in the “COLOR MODE” option. When the optional expansion memory is installed, this can be set even if other than [BLACK] is selected in the “COLOR MODE” option.

[400] — Press this when scanning originals in 400 dpi.

[300] — Press this when scanning originals in 300 dpi.

[200] — Press this when scanning originals in 200 dpi.

[150] — Press this when scanning originals in 150 dpi.

[100] — Press this when scanning originals in 100 dpi. This cannot be set when [BLACK] is selected in the “COLOR MODE” option.

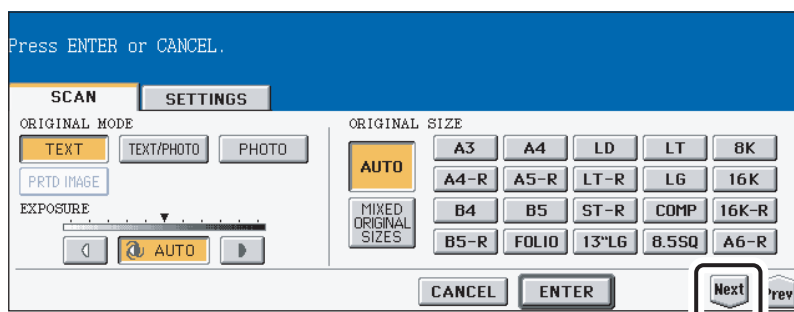
- **COMPRESS**

Select the button of the compression level.

Note

The “COMPRESS” option cannot be set when [BLACK] is selected in the “COLOR MODE” option.

10 Specify the following items as you require, and press the [Next] button.



- **ORIGINAL MODE**

[TEXT] — Press this when scanning the originals that contain texts.

[TEXT/PHOTO] — Press this when scanning originals that contain texts and photos. This can be set only when [BLACK] is selected in the “COLOR MODE” option.

[PHOTO] — Press this when scanning originals that contain photos printed on photographic paper.

[PRTD IMAGE] — Press this when scanning originals as printed images. This can be set only when [FULL COLOR] or [AUTO COLOR] is selected in the “COLOR MODE” option.

Note

The “ORIGINAL MODE” option cannot be set when [GRAY SCALE] is selected in the “COLOR MODE” option.

- **EXPOSURE**

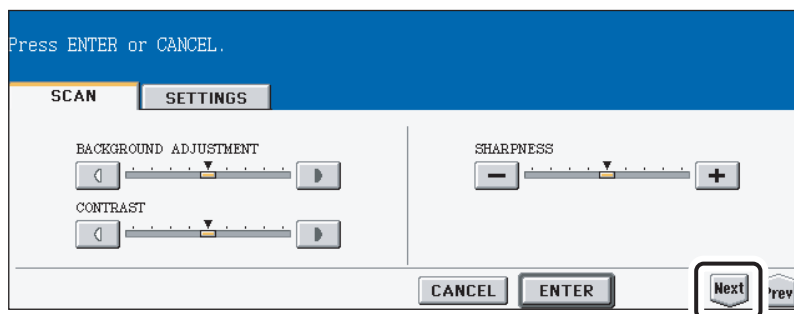
Press light or dark buttons to specify the exposure for scanning manually, or press the [AUTO] button to select auto mode for the exposure mode for scanning. The [AUTO] button can be selected only when [BLACK] is selected in the “COLOR MODE” option.

- **ORIGINAL SIZE**

Select the button of the original size, or select the [AUTO] button to automatically detects the original size.

When placing the different size originals on the Automatic Document Feeder, select the [MIXED ORIGINAL SIZE] button.

11 Specify the following items as you require, and press the [Next] button.



- **BACKGROUND ADJUSTMENT**

Press light or dark buttons to specify the background for scanning manually.

- **CONTRAST**

Press light or dark buttons to specify the contrast for scanning manually.

Note

The “CONTRAST” option cannot be set when [BLACK] or [GRAY SCALE] is selected in the “COLOR MODE” option.

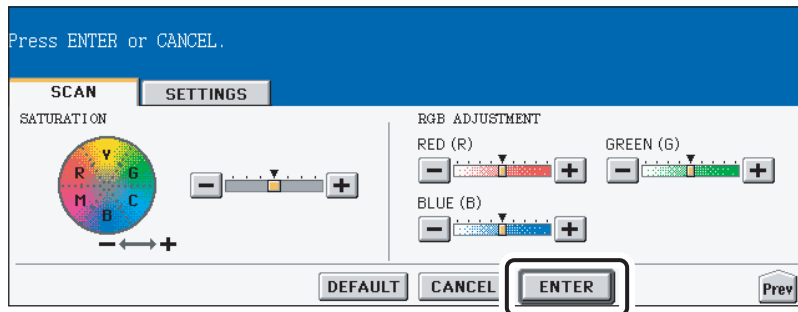
- **SHARPNESS**

Press light or dark buttons to specify the sharpness for scanning manually.

Note

When [BLACK] or [GRAY SCALE] is selected in the “COLOR MODE” option, you cannot press the [Next] button. In that case, press the [ENTER] button to return the SCAN TO E-FILING screen.

12 Specify the following items as you require, and press the [ENTER] button.



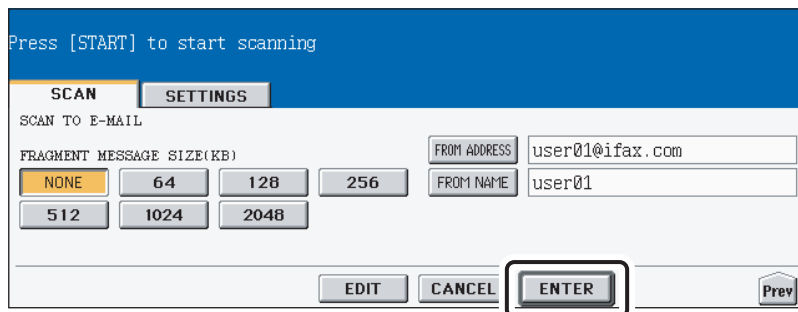
- **SATURATION**

Press [-] or [+] buttons to specify the saturation for scanning manually.

- **RGB ADJUSTMENT**

Press [-] or [+] buttons to specify each color density for scanning manually.

13 Press the [ENTER] button.

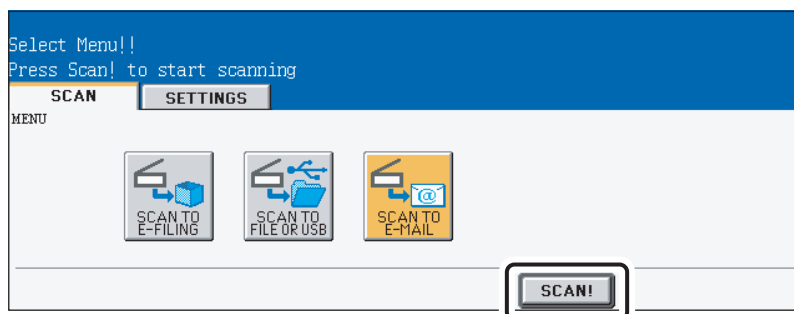


- The screen returns to the basic scan menu.

Tip

You can press the [START] button to start sending the E-mail at this screen without pressing the [ENTER] button.

14 Press the [SCAN!] button.



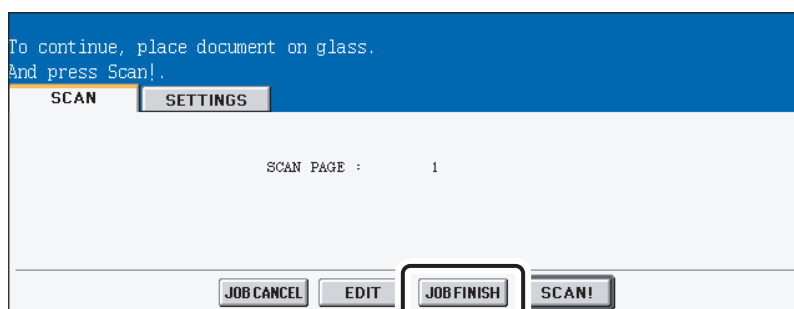
Tip

You can also set another scan agent, by pressing either the [SCAN TO E-FILING] button or [SCAN TO FILE OR USB] button to set the scanning conditions.

📖 P.26 “How to Perform Scan to e-Filing”

📖 P.36 “How to Perform Scan to File or USB”

15 If the “To continue, place document on glass. And press Scan!” message is displayed, place another original on glass and press [SCAN!] to scan another original, or press the [JOB FINISH] button to finish scanning.



- When the original is set on the Automatic Document Feeder, this screen is not displayed. However, this screen is displayed when you press the [CONTINUE] button during scanning the originals.
- If you want to cancel the storage of the scanned data, press the [JOB CANCEL] button.
- You can change the setting of the original type and scanning conditions, using the [EDIT] button before pressing the [SCAN!] button.

Specifying Destinations

When pressing the [E-MAIL TO] button in the SCAN TO E-MAIL screen, the ADDRESS BOOK screen is displayed.

You can specify E-mail addresses for Scan to E-mail by following methods:

📖 P.60 “Entering an E-mail address manually”

📖 P.61 “Selecting from address book”

📖 P.62 “Searching with ID number for a contact”

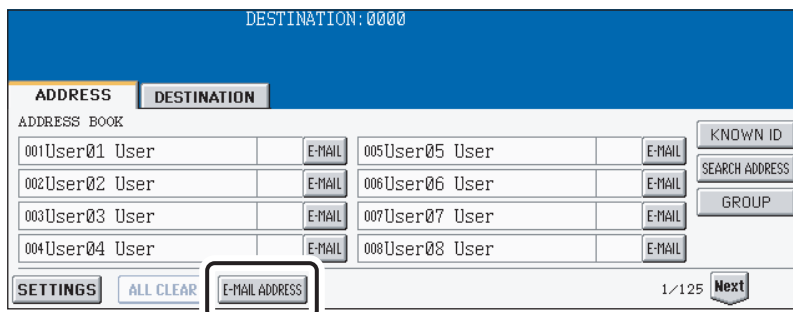
📖 P.63 “Searching with search strings from address book”

📖 P.65 “Searching with search strings from LDAP server”

- 📖 P.68 “Selecting from groups”
- 📖 P.69 “Searching with ID number of a group”
- 📖 P.71 “Searching with group name”

Entering an E-mail address manually

1 Press the [E-MAIL ADDRESS] button.

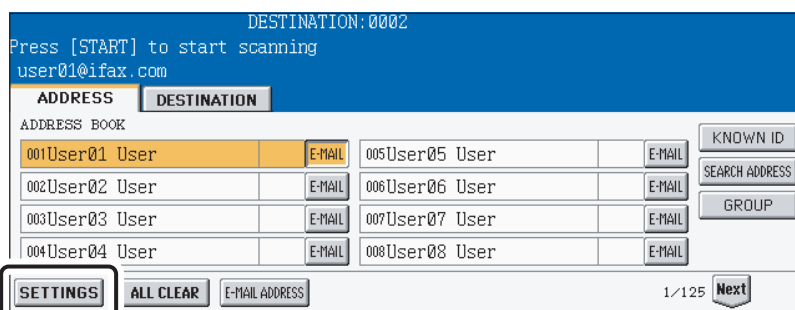


- The letter entry screen is displayed.

2 Enter the E-mail address that you want to send using the keyboard and digital keys, and press the [ENTER] button to set the entry.



3 Press the [SETTINGS] button.



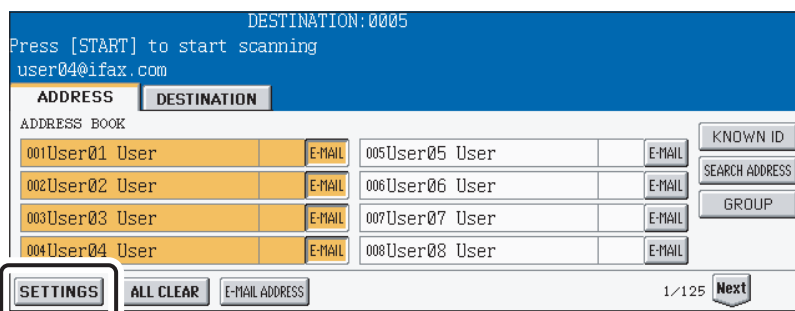
- The screen returns to the SCAN TO E-MAIL screen.

Tips

- Before pressing the [SETTINGS] button, you can specify other E-mail addresses as you require.
- You can confirm or remove the E-mail addresses that you specified in the DESTINATION screen which can be displayed by pressing the [DESTINATION] button.
📖 P.72 “Confirming or removing E-mail addresses from destination”

Selecting from address book

1 Press the contacts that you want to send.



- The selected contacts are displayed as reversed buttons. To cancel the selection, press the contact again, then the button will be a normal button.

2 Press the [SETTINGS] button.

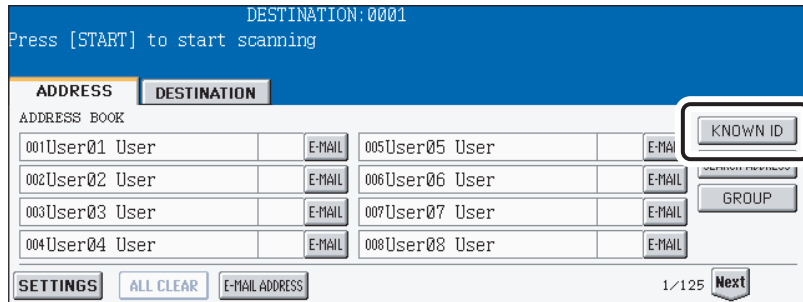
- The screen returns to the SCAN TO E-MAIL screen.

Tips

- Before pressing the [SETTINGS] button, you can specify other E-mail addresses as you require.
- You can confirm or remove the E-mail addresses that you specified in the DESTINATION screen which can be displayed by pressing the [DESTINATION] button.
📖 P.72 “Confirming or removing E-mail addresses from destination”

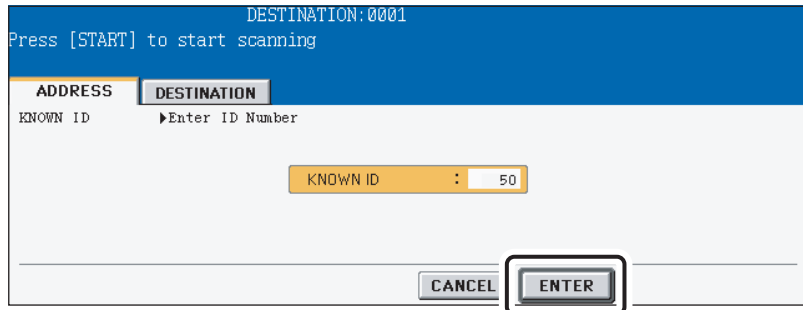
Searching with ID number for a contact

1 Press the [KNOWN ID] button.



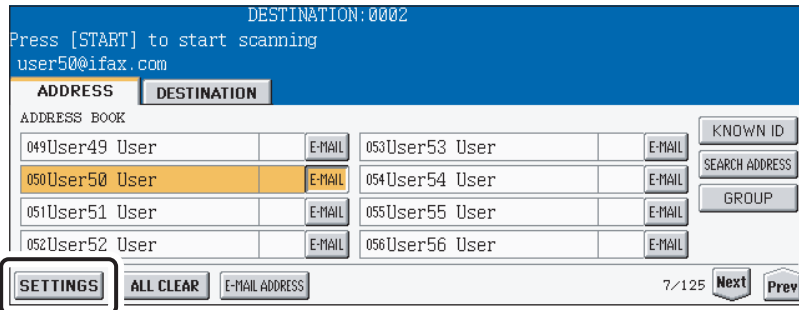
- The KNOWN ID screen is displayed.

2 Enter the ID number of the contact that you want to search using the digital keys, and press the [ENTER] button.



- The ADDRESS BOOK screen that contains the contact of the specified ID is displayed.

3 Press the contact that you want to send, and press the [SETTINGS] button.



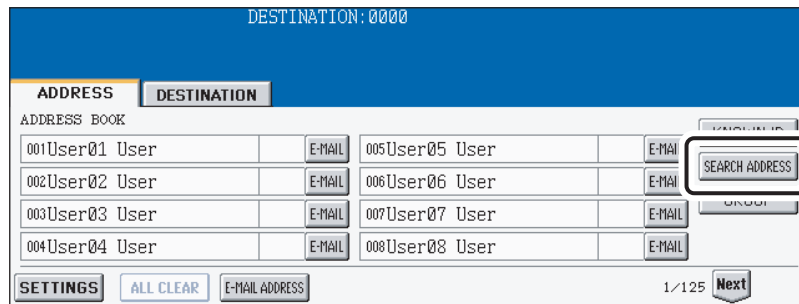
- The screen returns to the SCAN TO E-MAIL screen.

Tips

- Before pressing the [SETTINGS] button, you can specify other E-mail addresses as you require.
- You can confirm or remove the E-mail addresses that you specified in the DESTINATION screen which can be displayed by pressing the [DESTINATION] button.
 P.72 “Confirming or removing E-mail addresses from destination”

Searching with search strings from address book

1 Press the [SEARCH ADDRESS] button.



- The ADDRESS SEARCH screen is displayed.

2 Press the buttons to enter the search strings that you want to specify, and then enter the [SEARCH] button.

- When pressing each button, the letter entry screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

Tip

It will search for the contacts that contain the search text in the specified items.

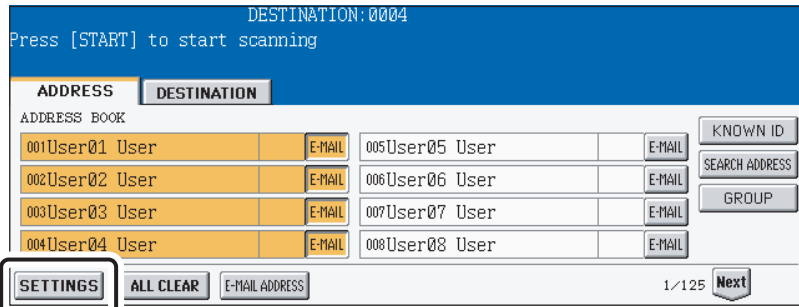
Note

If the [DIR SERVICE] button is displayed as a selected button, this equipment will search for contacts in the LDAP server. In that case, press the [DIR SERVICE] button to display the Directory Service Name screen and clear the selection of a directory service. Then press the [ENTER] button to return the ADDRESS SEARCH screen.

3 Press the contact that you want to send, and press the [ENTER] button.

- The screen returns to the ADDRESS BOOK screen.

4 Press the [SETTINGS] button.



- The screen returns to the SCAN TO E-MAIL screen.

Tips

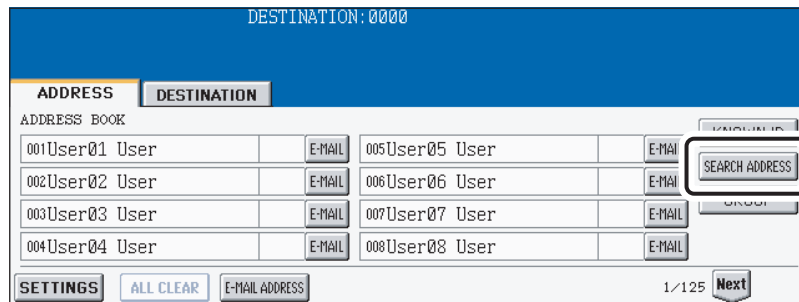
- Before pressing the [SETTINGS] button, you can specify other E-mail addresses as you require.
- You can confirm or remove the E-mail addresses that you specified in the DESTINATION screen which can be displayed by pressing the [DESTINATION] button.
📖 P.72 “Confirming or removing E-mail addresses from destination”

Searching with search strings from LDAP server

Note

To search contacts in the LDAP server, the directory service must be registered using TopAccess by the network administrator.

1 Press the [SEARCH ADDRESS] button.



- The ADDRESS SEARCH screen is displayed.

2 Press the [DIR SERVICE] button.

- The Directory Search Name screen is displayed.

Tip

When the [DIR SERVICE] button is displayed as a selected button, this equipment is currently configured to search a default directory service.

3 Select the directory service name that you want to search from, and press the [ENTER] button.

- The screen returns to the ADDRESS SEARCH screen.

4 Press the buttons to enter the search strings that you want to specify, and then enter the [SEARCH] button.

DESTINATION:0000

ADDRESS DESTINATION

ADDRESS SEARCH

FIRST NAME [] CORP. []

LAST NAME [] DEPT. Dept []

FAX NO. [] KEYWORD []

E-MAIL []

DIR SERVICE CLEAR CANCEL SEARCH

- When pressing each button, the letter entry screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

Tip

It will search for the contacts that contain the search text in the specified items.

5 Press the contact that you want to send, and press the [ENTER] button.

DESTINATION:0004

Press [START] to start scanning
user04@ifax.com

ADDRESS DESTINATION

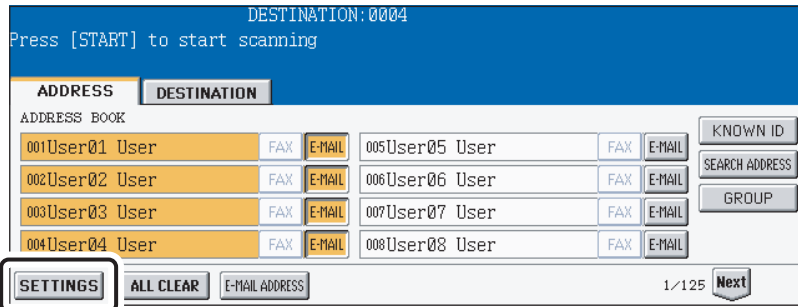
ADDRESS SEARCH

00101 ui	Corp001	Dept001	FAX	E-MAIL	
00202 ui	Corp002	Dept002	FAX	E-MAIL	SEARCH ADDRESS
00303 ui	Corp003	Dept003	FAX	E-MAIL	SEARCH GROUP
00404 ui	Corp004	Dept004	FAX	E-MAIL	

ENTER 1/2 Next

- The screen returns to the ADDRESS BOOK screen.

6 Press the [SETTINGS] button.



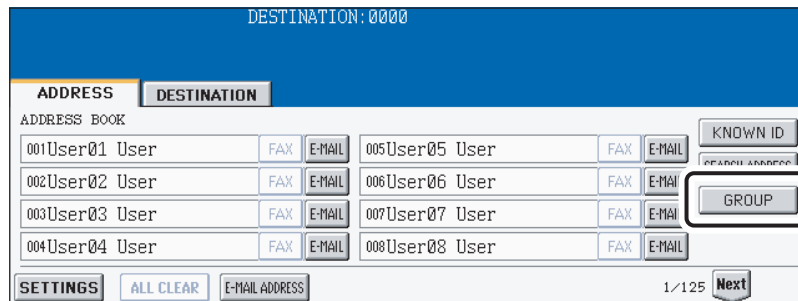
- The screen returns to the SCAN TO E-MAIL screen.

Tips

- Before pressing the [SETTINGS] button, you can specify other E-mail addresses as you require.
- You can confirm or remove the E-mail addresses that you specified in the DESTINATION screen which can be displayed by pressing the [DESTINATION] button.
 P.72 “Confirming or removing E-mail addresses from destination”

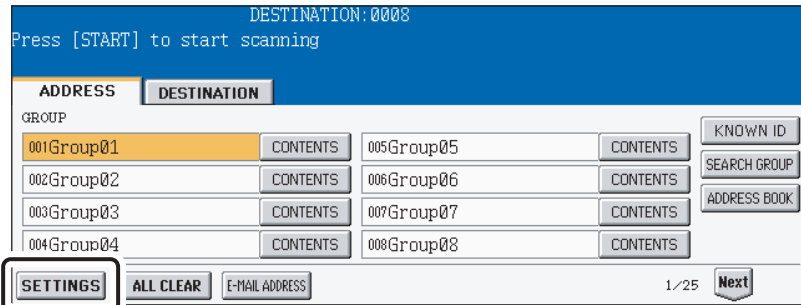
Selecting from groups

1 Press the [GROUP] button.




- The GROUP screen is displayed.

2 Press the group buttons that you want to select as the destination, and press the [SETTINGS] button.



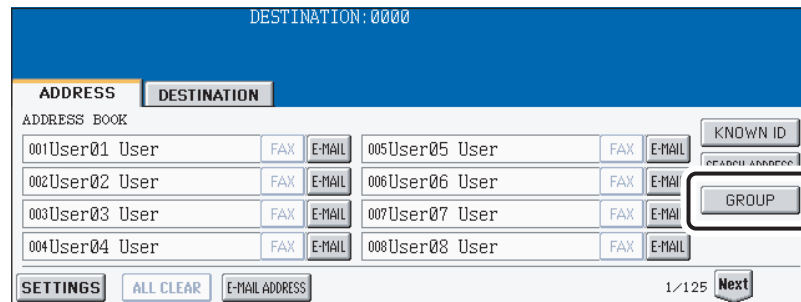
- The screen returns to the SCAN TO E-MAIL screen.

Tips

- You can confirm the E-mail addresses that registered in the group by pressing the [CONTENTS] button.
- Before pressing the [SETTINGS] button, you can specify other E-mail addresses as you require.
- You can confirm or remove the E-mail addresses that you specified in the DESTINATION screen which can be displayed by pressing the [DESTINATION] button.
 P.72 "Confirming or removing E-mail addresses from destination"

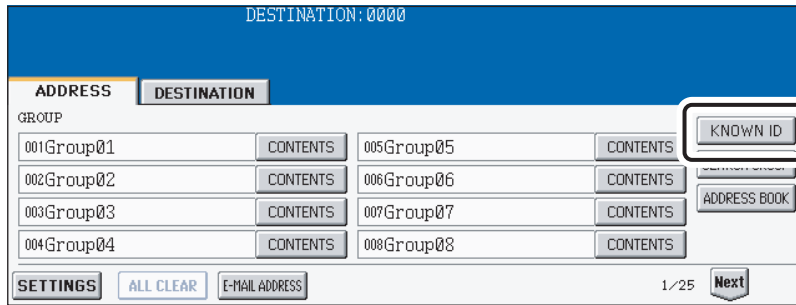
Searching with ID number of a group

1 Press the [GROUP] button.



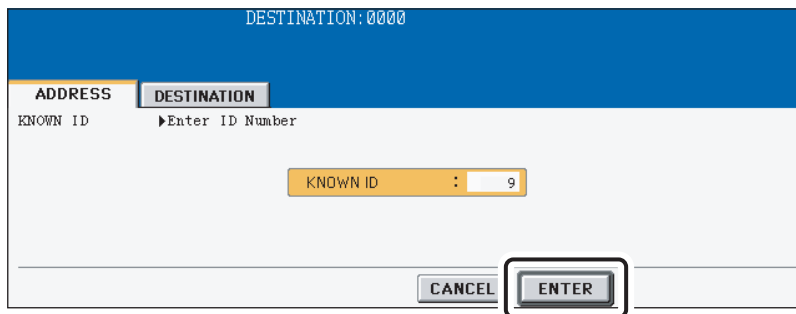
- The GROUP screen is displayed.

2 Press the [KNOWN ID] button.



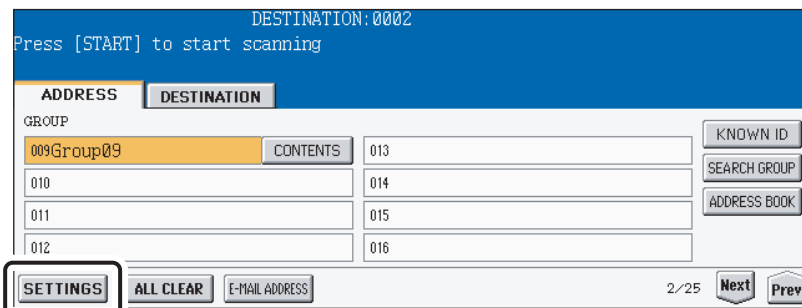
- The KNOWN ID screen is displayed.

3 Enter the ID number of the group that you want to search using the digital keys, and press the [ENTER] button.



- The GROUP screen that contains the group of the specified ID is displayed.

4 Press the group buttons that you want to select as the destination, and press the [SETTINGS] button.



- The screen returns to the SCAN TO E-MAIL screen.

Tips

- You can confirm the E-mail addresses that registered in the group by pressing the [CONTENTS] button.
 - Before pressing the [SETTINGS] button, you can specify other E-mail addresses as you require.
 - You can confirm or remove the E-mail addresses that you specified in the DESTINATION screen which can be displayed by pressing the [DESTINATION] button.
- P.72 “Confirming or removing E-mail addresses from destination”

Searching with group name

1 Press the [GROUP] button.

DESTINATION: 0000

ADDRESS DESTINATION

ADDRESS BOOK

001User01 User	FAX	E-MAIL	005User05 User	FAX	E-MAIL	KNOWN ID
002User02 User	FAX	E-MAIL	006User06 User	FAX	E-MAIL	GROUP
003User03 User	FAX	E-MAIL	007User07 User	FAX	E-MAIL	
004User04 User	FAX	E-MAIL	008User08 User	FAX	E-MAIL	

SETTINGS ALL CLEAR E-MAIL ADDRESS 1/125 Next

- The GROUP screen is displayed.

2 Press the [SEARCH GROUP] button.

DESTINATION: 0000

ADDRESS DESTINATION

GROUP

001Group01	CONTENTS	005Group05	CONTENTS	SEARCH GROUP
002Group02	CONTENTS	006Group06	CONTENTS	
003Group03	CONTENTS	007Group07	CONTENTS	
004Group04	CONTENTS	008Group08	CONTENTS	

SETTINGS ALL CLEAR E-MAIL ADDRESS 1/25 Next

- The KNOWN ID screen is displayed.

3 Press the [GROUP NAME] button to enter the group name that you want to search, and then press the [SEARCH] button.

DESTINATION: 0000

ADDRESS DESTINATION

GROUP SEARCH

GROUP NAME Group09

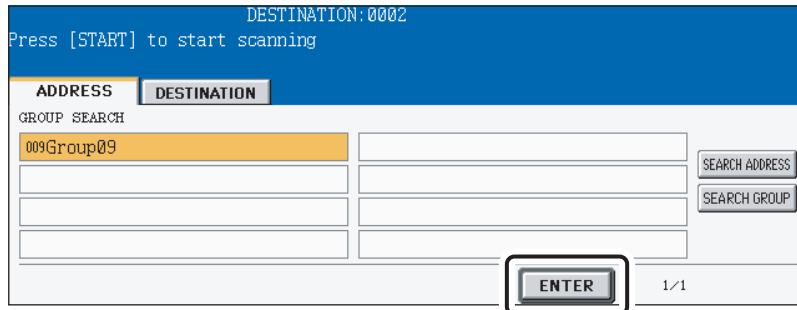
CLEAR CANCEL SEARCH

- When pressing the [GROUP NAME] button, the letter entry screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

Tip

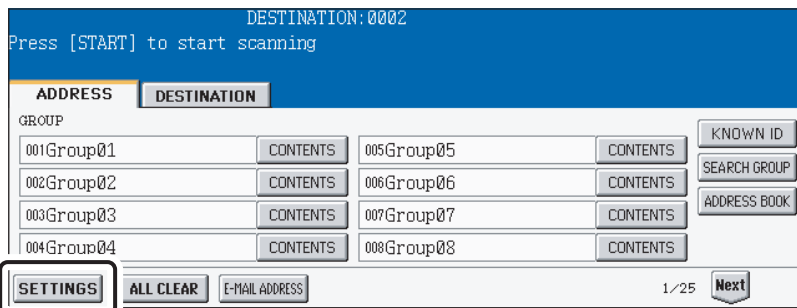
It will search for the groups that contain the search text in the group name.

4 Press the group buttons that you want to select as the destination, and press the [ENTER] button.



- The screen returns to the GROUP screen.

5 Press the [SETTINGS] button.



- The screen returns to the SCAN TO E-MAIL screen.

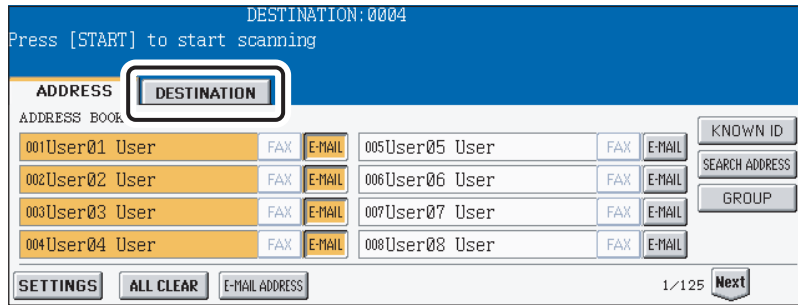
Tips

- You can confirm the E-mail addresses that registered in the group by pressing the [CONTENTS] button.
- Before pressing the [SETTINGS] button, you can specify other E-mail addresses as you require.
- You can confirm or remove the E-mail addresses that you specified in the DESTINATION screen which can be displayed by pressing the [DESTINATION] button.
 - 📖 P.72 "Confirming or removing E-mail addresses from destination"

Confirming or removing E-mail addresses from destination

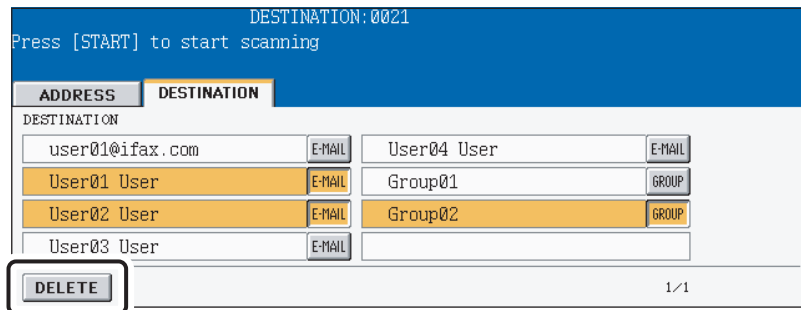
When you want to remove the E-mail addresses, contacts, or groups that are added as the destination, operate the following procedure.

1 Press the [DESTINATION] button.



- The DESTINATION screen is displayed.

2 You can confirm the destinations that are currently specified. To remove E-mail addresses, contacts, or groups that you selected for destination, select the name that you want to remove, and press the [DELETE] button.



5

Using Template

This section describes the instructions on how to use scan templates.

Scanning Using Template	76
Registering Scan Template	84

Scanning Using Template

Users can also use a template to operate scanning on this equipment.

It enables users to register templates for scanning operations.

Once registering a template, users can operate the scanning operation quickly without setting the scanning conditions.

Note

Before scanning using a template, users must register a template for scan operations.

For instructions on how to register a template, see the following section.

📖 P.84 “Registering Scan Template”

Tip

The templates that the Scan to E-mail agent is set will be available after user authenticates the access rights for the Scan to E-mail operation. For instructions on how to operate scan using a template, see the following section.

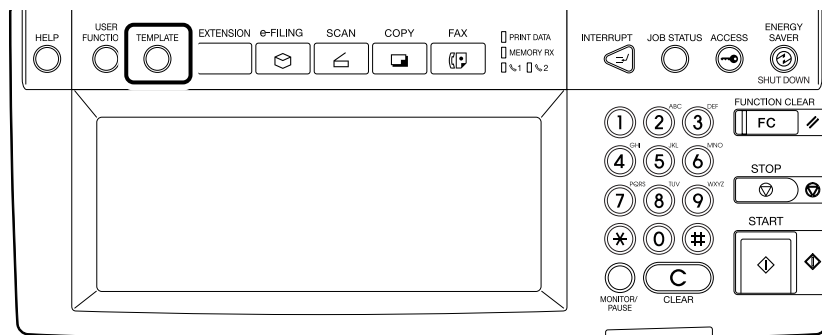
📖 P.79 “Using Scan to E-mail template when User Authentication for Scan to E-mail is enabled”

Scan Procedure using a template

1 Place the original(s).

- For instruction about placing the originals, see *Operator’s Manual for Basic Function*.

2 Press the [TEMPLATE] button on the control panel to enter the template menu.



- The screen to select a template group is displayed.

3 Press the template group button that contains the template that you want to recall.

Select a GROUP

RECALL REGISTRATION

GROUP Number

001 User01 002 003 004 005 006 007

CANCEL 1/26 Next

- When you press the [PUBLIC TEMPLATE GROUP] button or user template group button that the password is not set, the screen to select a template is displayed. If the screen to select a template is displayed, skip to Step 5.
- If the password has been set to the selected user template group, the password input screen is displayed. If the password input screen is displayed, continue to next step.

Tip

If you cannot find the desired user template group button in the screen, press the [Next] button to switch the screen to find the desired user template group button.

4 If the password entry screen displayed, enter the password for the selected user template group using digital keys, and press the [ENTER] button.

PASSWORD
(5-digit)

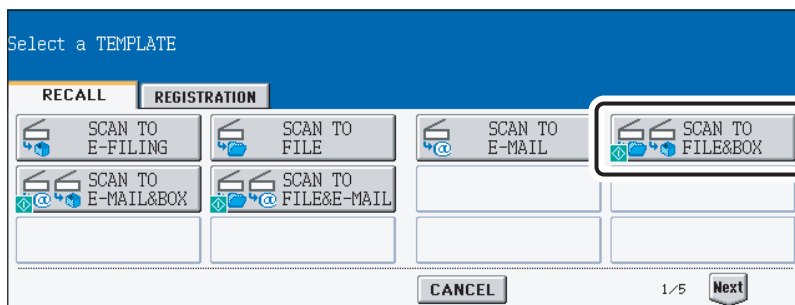
NAME : User01
USER NAME : User01


Password : *****

CANCEL ENTER

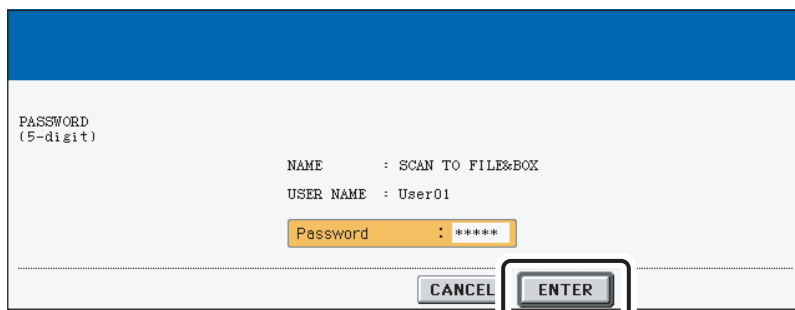
- The screen to select a template is displayed.

5 Press the template button that you want to recall.



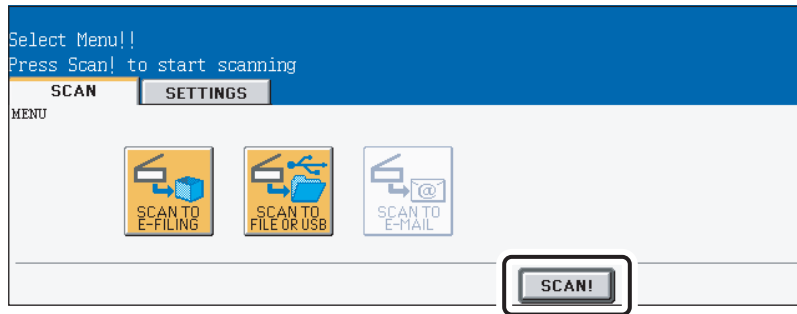
- If you select a template that the automatic start function is enabled (which the  icon is displayed in the lower left corner of the button) and the password is not set, the scanning operation is automatically started and finish the operation. If the password is set to the template, you must enter the password. In that case, continue to the next step.
- If you select a template that the automatic start function is disabled, the basic scan menu is displayed. In that case, continue the operation.

6 If the password is set to the selected template, the password entry screen is displayed. Enter the 5-digit password using the digital keys and press the [ENTER] button.



- If you select the template that the automatic start function is enabled, the scanning operation is automatically started and finish the operation.

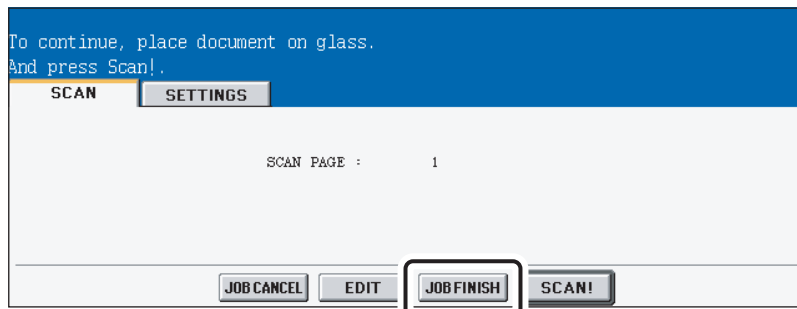
7 Press the [SCAN!] button.



Tip

If you want to change the scan conditions, press the desired agent button and set the scan conditions as you require.

8 If the “To continue, place document on glass. And press Scan!” message is displayed, place another original on glass and press [SCAN!] to scan another original, or press the [JOB FINISH] button to finish scanning.



- When the original is set on the Automatic Document Feeder, this screen is not displayed. However, this screen is displayed when you press the [CONTINUE] button during scanning the originals.
- If you want to cancel the storage of the scanned data, press the [JOB CANCEL] button.
- You can change the setting of the original type and scanning conditions, using the [EDIT] button before pressing the [SCAN!] button.

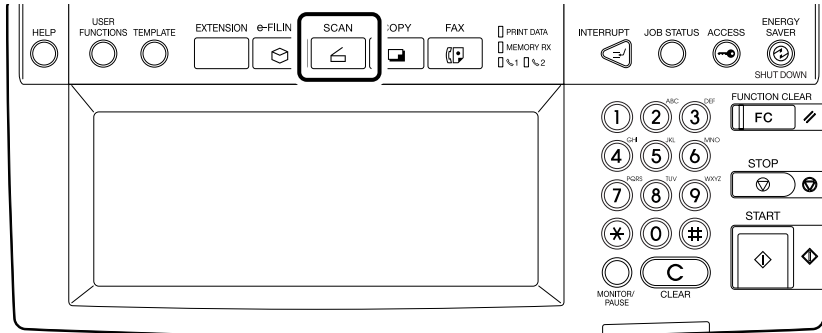
Using Scan to E-mail template when User Authentication for Scan to E-mail is enabled

When the User Authentication for Scan to E-mail is enabled, operate the following procedure to use the template that is registered the Scan to E-mail agent.

1 Place the original(s).

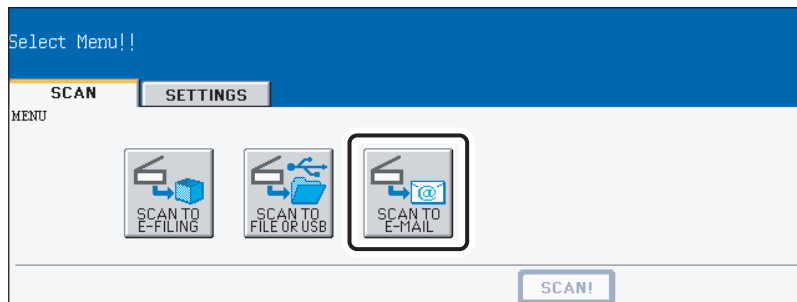
- For instruction about placing the originals, see *Operator's Manual for Basic Function*.

2 Press the [SCAN] button on the control panel to enter the scan menu.



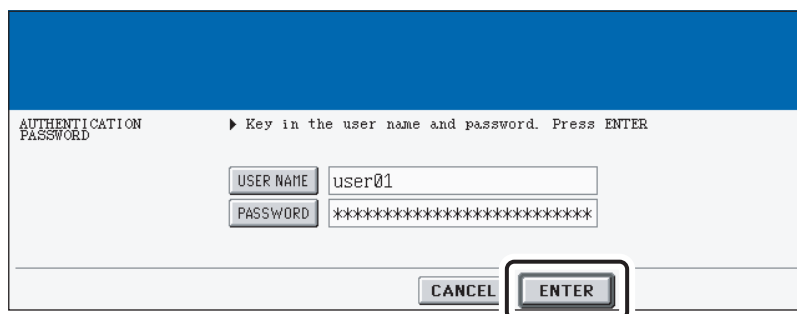
- The basic scan menu is displayed.

3 Press the [SCAN TO E-MAIL] button.



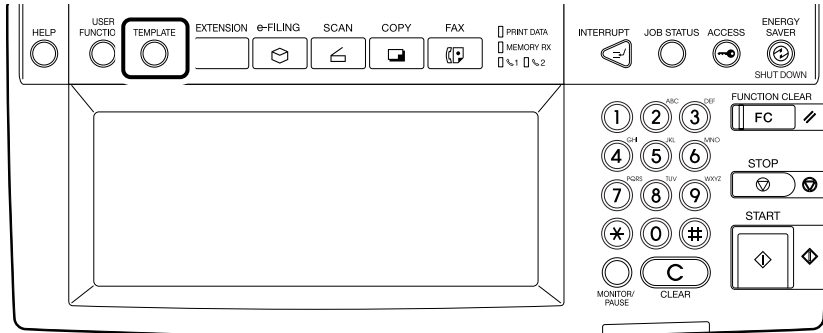
- The AUTHENTICATION screen is displayed.

4 Enter the user name and password by pressing the [USER NAME] and [PASSWORD] buttons, and press the [ENTER] button.



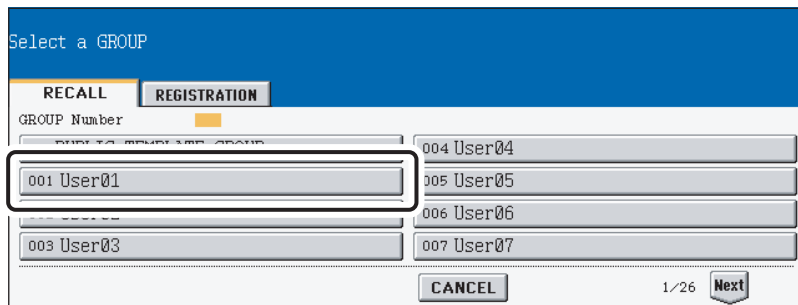
- When pressing each button, the letter entry screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

5 Press the [TEMPLATE] button on the control panel to enter the template menu.



- The screen to select a template group is displayed.

6 Press the template group button that contains the template that you want to recall.



- When you press the [PUBLIC TEMPLATE GROUP] button or user template group button that the password is not set, the screen to select a template is displayed. If the screen to select a template is displayed, skip to Step 8.
- If the password has been set to the selected user template group, the password input screen is displayed. If the password input screen is displayed, continue to next step.

Tip

If you cannot find the desired user template group button in the screen, press the [Next] button to switch the screen to find the desired user template group button.

- 7** If the password entry screen displayed, enter the password for the selected user template group using digital keys, and press the [ENTER] button.

PASSWORD
(5-digit)

NAME : User01
USER NAME : User01

Password : *****

CANCEL ENTER

- The screen to select a template is displayed.

- 8** Press the Scan to E-mail template button that you want to recall.


Select a TEMPLATE

RECALL REGISTRATION

SCAN TO E-FILING SCAN TO FILE SCAN TO E-MAIL SCAN TO FILE&BOX

SCAN TO E-MAIL&BOX SCAN TO FILE&E-MAIL

CANCEL 1/5 Next

- If you select a template that the automatic start function is enabled (which the  icon is displayed in the lower left corner of the button), the scanning operation is automatically started. In that case, finish the operation.
- If you select a template that the automatic start function is disabled, the basic scan menu is displayed. In that case, continue the operation.

- 9** Press the [SCAN!] button.

Updated the template setting

SCAN SETTINGS

MENU

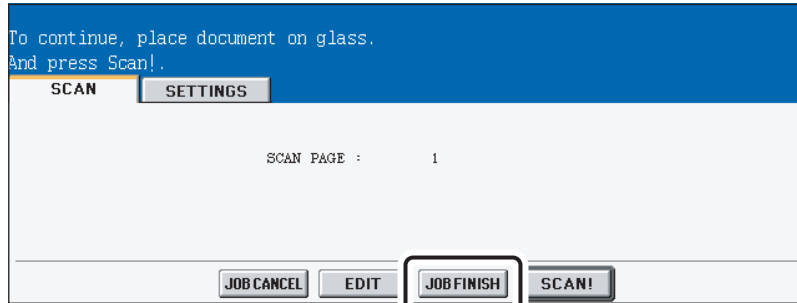
SCAN TO E-FILING SCAN TO FILE OR USB SCAN TO E-MAIL

SCAN!

Tip

If you want to change the scan conditions, press the desired agent button and set the scan conditions as you require.

-
- 10** If the “To continue, place document on glass. And press Scan!” message is displayed, place another original on glass and press [SCAN!] to scan another original, or press the [JOB FINISH] button to finish scanning.



- When the original is set on the Automatic Document Feeder, this screen is not displayed. However, this screen is displayed when you press the [CONTINUE] button during scanning the originals.
- If you want to cancel the storage of the scanned data, press the [JOB CANCEL] button.
- You can change the setting of the original type and scanning conditions, using the [EDIT] button before pressing the [SCAN!] button.


Registering Scan Template

To recall the template, you need to first register the setting combination as a template. It enables users to register templates for scanning operations.

The template is registered either in “PUBLIC TEMPLATE GROUP” or “USER GROUP” depending on your purpose.

- **PUBLIC TEMPLATE GROUP**

Anyone can use the template when the setting combination of the functions frequently used throughout the company or organization have been registered in this group. Up to 60 combinations (templates) are available in this group. According to the purpose of use, you can restrict the use by entering the password.

 P.84 “Registering a scan template in public template group”

- **USER GROUP**

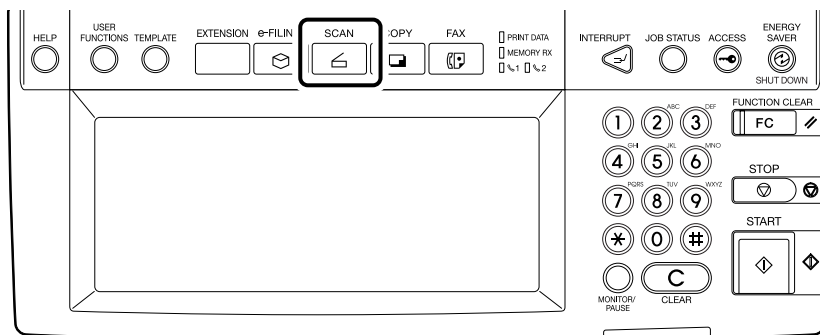
Each department, section or person controls one user group and registers it as a template. It is easier to control it if you set the password for group registration. Up to 200 groups can be set and up to 60 combinations (templates) are available in this group.

Note

When registering the template in the public template group, entering the administrator password is required.

Registering a scan template in public template group

1 Press the [SCAN] button on the control panel to enter the scan menu.



- The basic scan menu is displayed.

2 Press the buttons of the agent and set the scanning conditions.

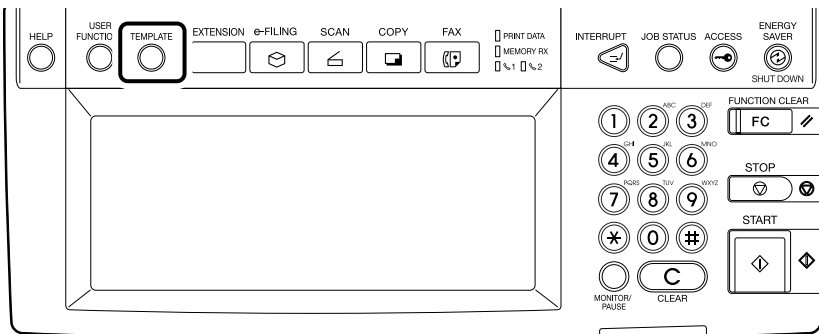


- For instructions on how to set each scan agent, see the instructions for each scan mode.
 - 📖 P.26 “How to Perform Scan to e-Filing”
 - 📖 P.36 “How to Perform Scan to File or USB”
 - 📖 P.52 “How to Perform Scan to E-mail”

Note

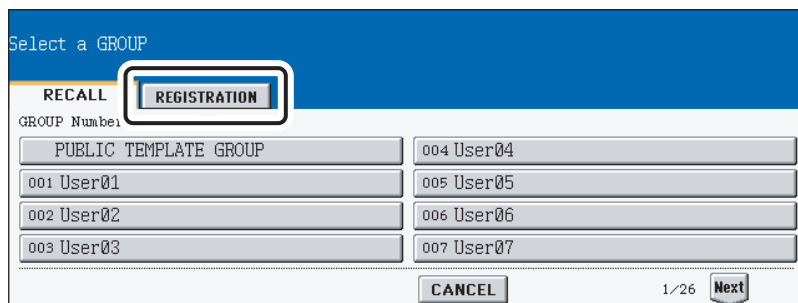
Do not press the [SCAN!] button at this time.

3 Press the [TEMPLATE] button on the control panel to enter the template menu.

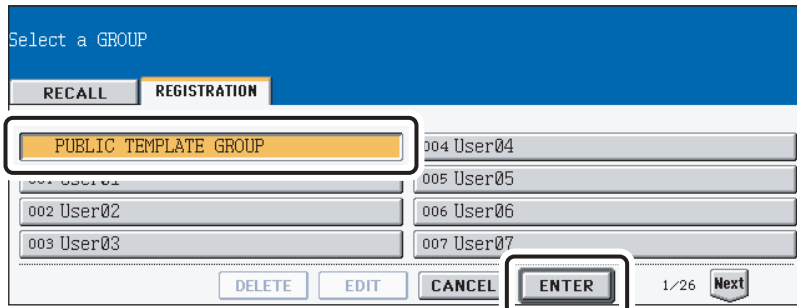


- The screen to select a template group is displayed.

4 Press the [REGISTRATION] button.

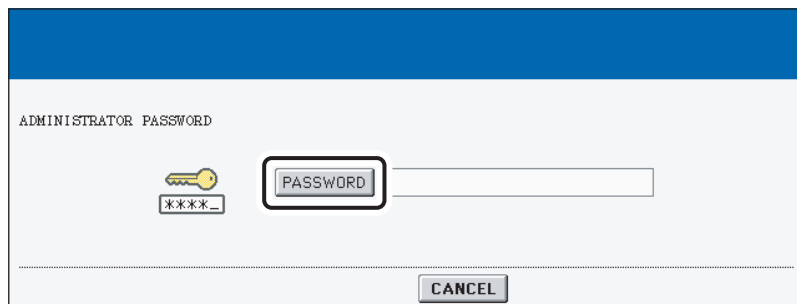


5 Select the “PUBLIC TEMPLATE GROUP” button, and press the [ENTER] button.



- The ADMINISTRATOR PASSWORD screen is displayed.

6 Press the [PASSWORD] button.



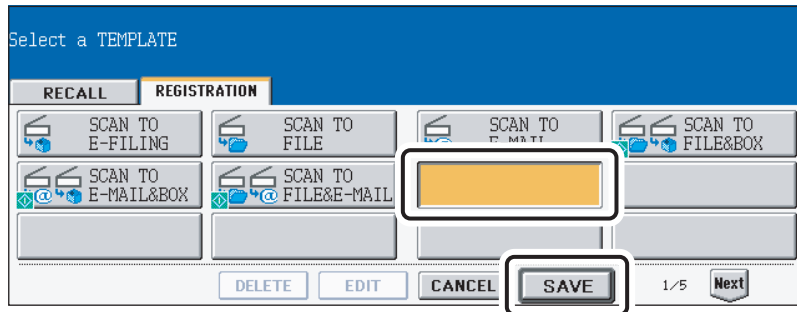
- The letter entry screen is displayed.

7 Enter the administrator password using the keyboard and the digital keys, and press the [ENTER] button.



- The screen to select a template is displayed.

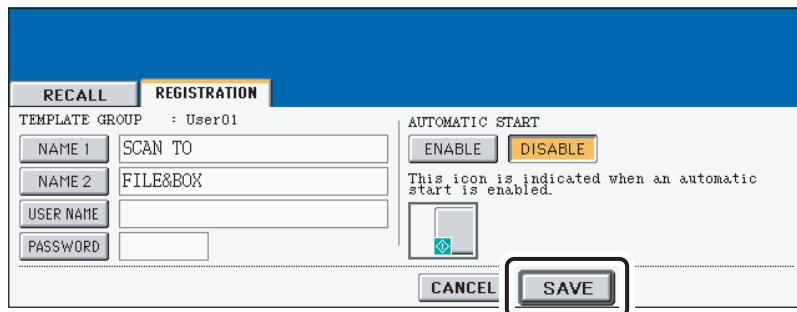
8 Select the blank template button and press the [SAVE] button.




Tip

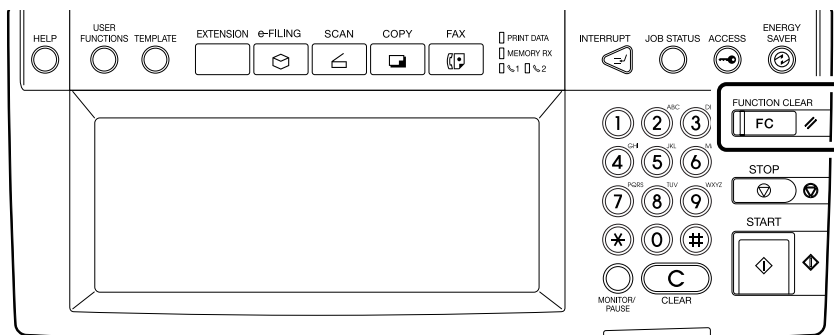
You can also select the existing template button to overwrite the template settings.

9 Specify the following items as you require and press the [SAVE] button.



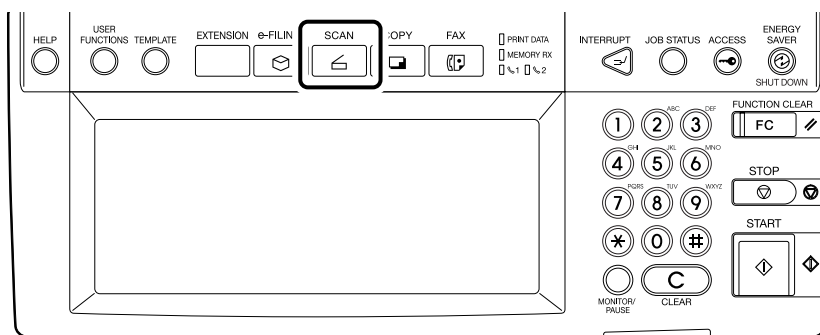
- **[NAME 1]**
Press this to enter the name that appears in the first line on the button.
- **[NAME 2]**
Press this to enter the name that appears in the second line on the button.
- **[USER NAME]**
Press this to enter the user name of the template.
- **[PASSWORD]**
Press this to enter the 5-digit password of the template. If the password is set, users must enter the password to apply the selected template.
- **AUTOMATIC START**
Select whether the automatic start function is enabled or disabled. If the automatic start function is enabled, the operation will be automatically start when user select the template button. The  icon will be displayed in the lower left corner of the template button if this function is enabled.

10 Press the [FUNCTION CLEAR] button on the control panel to clear the settings in the scan menu.



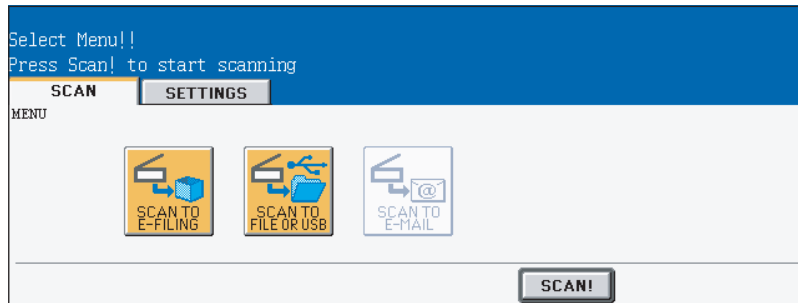
Registering a scan template in a user template group

1 Press the [SCAN] button on the control panel to enter the scan menu.



- The basic scan menu is displayed.

2 Press the buttons of the agent and set the scanning conditions.

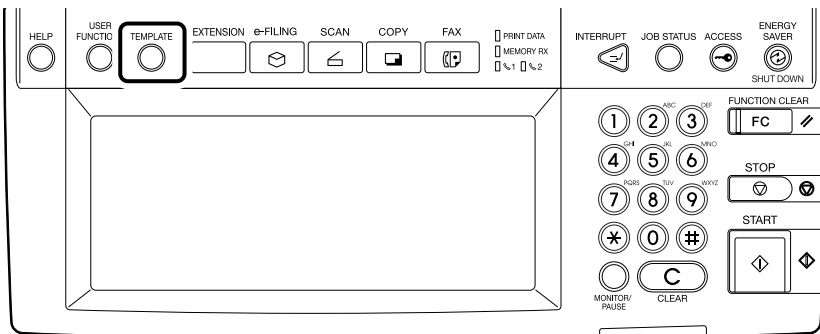


- For instructions on how to set each scan agent, see the instructions for each scan mode.
 - 📖 P.26 “How to Perform Scan to e-Filing”
 - 📖 P.36 “How to Perform Scan to File or USB”
 - 📖 P.52 “How to Perform Scan to E-mail”

Note

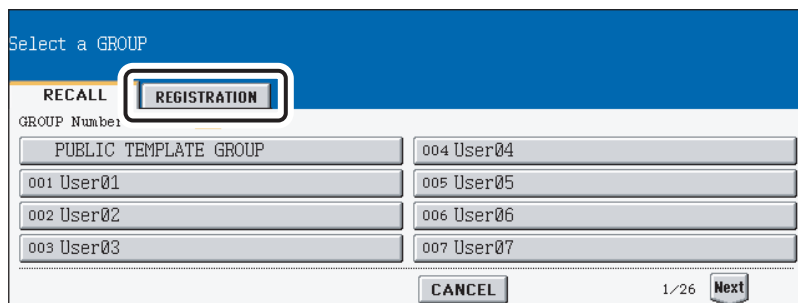
Do not press the [SCAN!] button at this time.

3 Press the [TEMPLATE] button on the control panel to enter the template menu.



- The screen to select a template group is displayed.

4 Press the [REGISTRATION] button.



5 Select a user template group name where you want to register a new template, and press the [ENTER] button.

- When you press the user template group button that the password is not set, the screen to select a template is displayed. If the screen to select a template is displayed, skip to Step 7.
- If the password has been set to the selected user template group, the password input screen is displayed. If the password input screen is displayed, continue to next step.

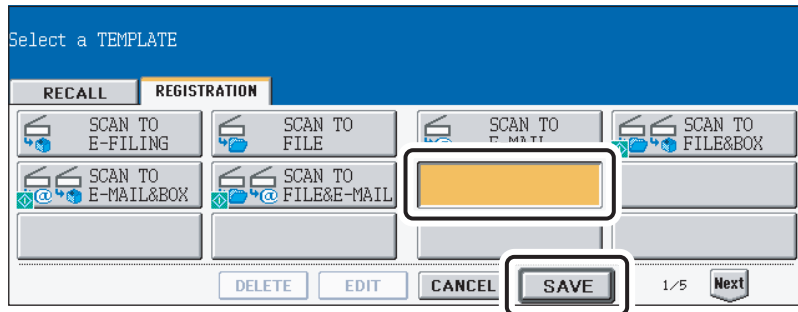
Tip

If you cannot find the desired user template group button in the screen, press the [Next] button to switch the screen to find the desired user template group button.

6 If the password entry screen displayed, enter the password for the selected user template group using digital keys, and press the [ENTER] button.

- The screen to select a template is displayed.

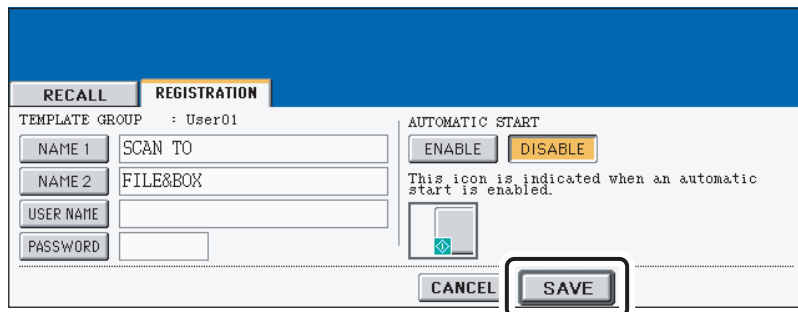
7 Select the blank template button and press the [SAVE] button.




Tip

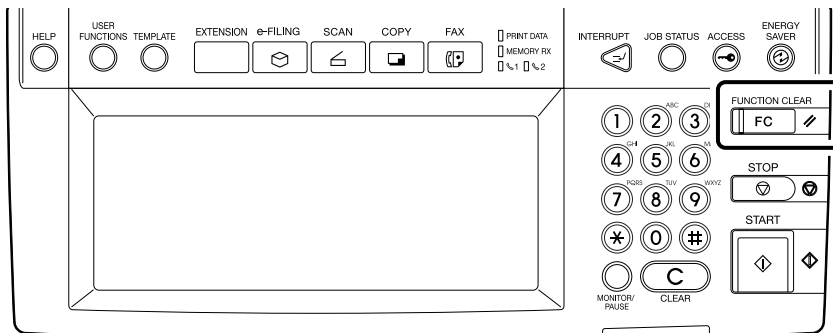
You can also select the existing template button to overwrite the template settings.

8 Specify the following items as you require and press the [SAVE] button.



- **[NAME 1]**
Press this to enter the name that appears in the first line on the button.
- **[NAME 2]**
Press this to enter the name that appears in the second line on the button.
- **[USER NAME]**
Press this to enter the user name of the template.
- **[PASSWORD]**
Press this to enter the 5-digit password of the template. If the password is set, users must enter the password to apply the selected template.
- **AUTOMATIC START**
Select whether the automatic start function is enabled or disabled. If the automatic start function is enabled, the operation will be automatically start when user select the template button. The  icon will be displayed in the lower left corner of the template button if this function is enabled.

9 Press the [FUNCTION CLEAR] button on the control panel to clear the settings in the scan menu.



6

Copy & File

This section describes the instructions on how to perform Copy & File.

How to Perform Copy & File	94
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How to Perform Copy & File

In this COPY & FILE function, the copied original data can be sent and stored to the Share folder of the hard disk in the equipment or the specified PC. You can access the data stored in the Share folder directly from the client PC via network.

Notes

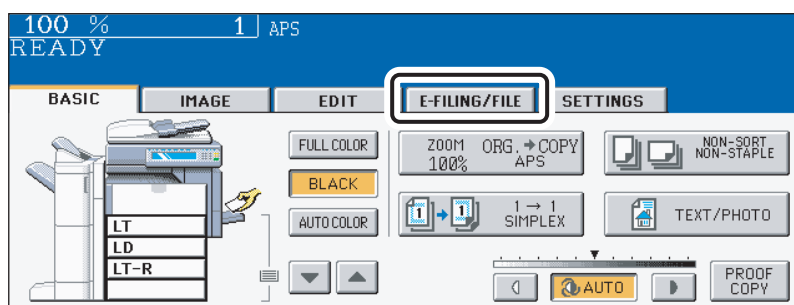
- The scanned images by Copy & File are stored as black images.
- The network administrator has to make settings for storing the original data to the PCs. For details, see **Network Administration Guide**.
- It is recommended to back up the data stored in the Share folder of the hard disk with the client PC via network.
- The Copy & File operation does not allow you to select the resolutions and JPEG file format. A document that is stored by Copy & File is proper for output, and not for importing as an image into your computer. To get the best image quality for importing an image into your computer, please store the document by "Scan to File or USB".
 ⓘ P.35 "Scan to File or USB"

Tip

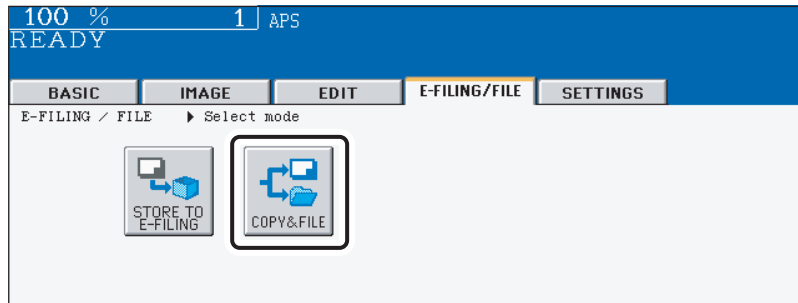
You can also perform Copy & e-Filing. For more information, please refer to the **Operator's Manual for Basic Functions**.

Scanning Procedure for Copy & File

- 1 Place the original(s).**
 - For instruction about placing the originals, see **Operator's Manual for Basic Function**.
- 2 Press the [E-FILING/FILE] button on the basic screen to enter the filing menu.**

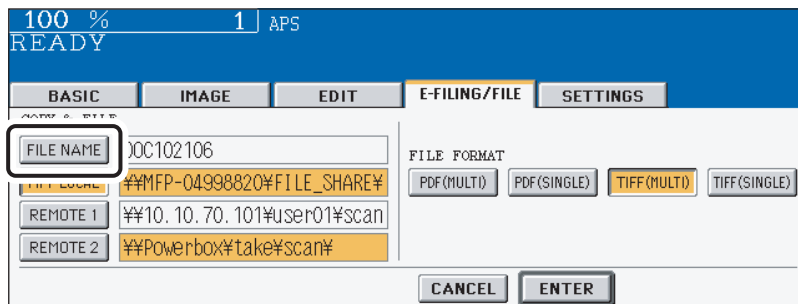


3 Press the [COPY & FILE] button.



- The SAVE AS FILE screen is displayed.

4 Press the [FILE NAME] button if you want rename the document name of the scanned data.



- The letter entry screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

5 If you want to store the scanned data in the shared folder of the equipment, make sure the [MFP LOCAL] button is selected (displayed as reversed button).

Note

You can set up to two destinations for Save as File. If you select the [MFP LOCAL] button, you can specify only one more remote destination. If you want to specify the two remote destinations, press the [MFP LOCAL] button to disable it (displayed as normal button).

6 If you want to store the scanned data in network folder, press the [REMOTE 1] or [REMOTE 2] buttons.

- If the selected remote destination (REMOTE 1 or REMOTE 2) is configured to save the scanned data in specified network folder by the administrator, the button will be the reversed button when you press it. In this case, users cannot change the destination.
- If the selected remote destination (REMOTE 1 or REMOTE 2) is configured for users to specify the desired network folder, the screen to set up the remote destination is displayed.

- 7** If the screen to set up the remote destination is displayed by pressing the [REMOTE 1] or [REMOTE 2] button, specify the remote destination. You can specify the remote destination using FTP, SMB, NetWare IPX, or NetWare IP.

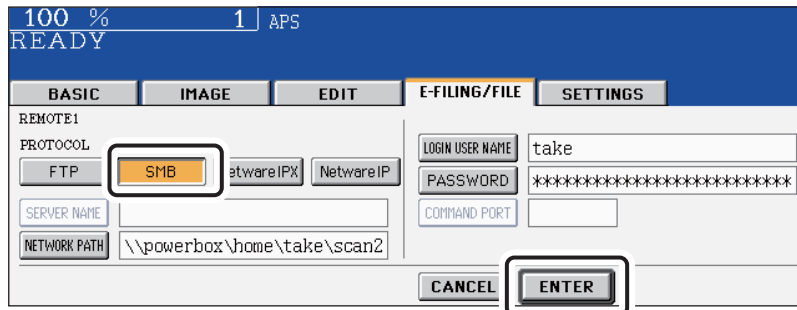
When you want to store the data using FTP, select the [FTP] button and specify the following items as you require. Then press the [ENTER] button.

- **[SERVER NAME]**
Press this to enter the IP address of the FTP server. For example, if you want to store the data into “ftp://10.10.70.101/user01/scan/”, enter “10.10.70.101” here.
- **[NETWORK PATH]**
Press this to enter the folder path to the folder where you want to store the data in the FTP server. For example, if you want to store the data into “ftp://10.10.70.101/user01/scan/”, enter “user01\scan” here. Make sure to use “\” instead of “/” to specify the path.
- **[LOGIN USER NAME]**
Press this to enter the user name to login the FTP server if required.
- **[PASSWORD]**
Press this to enter the password to login the FTP server if required.
- **[COMMAND PORT]**
Press this to enter the port number to be used for command. Generally “-” is entered for the command port. When “-” is entered, the port number that is set by the administrator will be used. Change this option only when you want to use another port number.

Tip

When you press each button, the letter entry screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

When you want to store the data using SMB, select the [SMB] button and specify the following items as you require. Then press the [ENTER] button.



- **[NETWORK PATH]**
Press this to enter the network path to the folder where you want to store the data.
- **[LOGIN USER NAME]**
Press this to enter the user name to access the network folder if required.
- **[PASSWORD]**
Press this to enter the password to access the network folder if required.

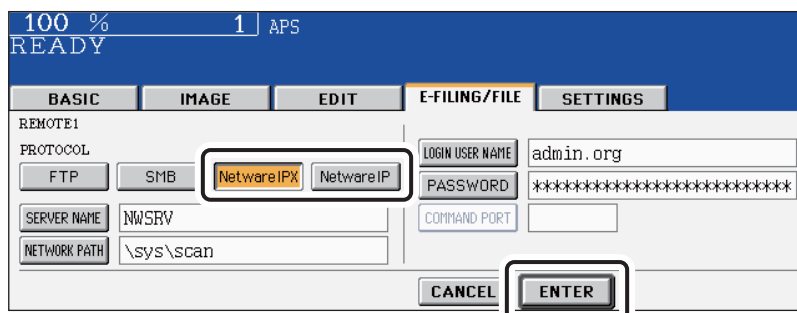
Tip

When you press each button, the letter entry screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

Note

[SERVER NAME] and [COMMAND PORT] are not required to set when selecting the [SMB] button for protocol.

When you want to store the data using NetWare IPX or NetWare IP, select the [NetWare IPX] or [NetWare IP] button and specify the following items as you require. Then press the [ENTER] button.



- **[SERVER NAME]**
When you select the [NetWare IPX] button, press this to enter the NetWare file server name or Tree/Context name (when NDS is available).
When you select the [NetWare IP] button, press this to enter the IP address of the NetWare file server.

- **[NETWORK PATH]**
Press this to enter the folder path to the folder where you want to store the data in the NetWare file server. For example, if you want to store the data into “sys\scan” folder in the NetWare file server, enter “\sys\scan” here.
- **[LOGIN USER NAME]**
Press this to enter the user name to login the NetWare file server if required.
- **[PASSWORD]**
Press this to enter the password to login the NetWare file server if required.

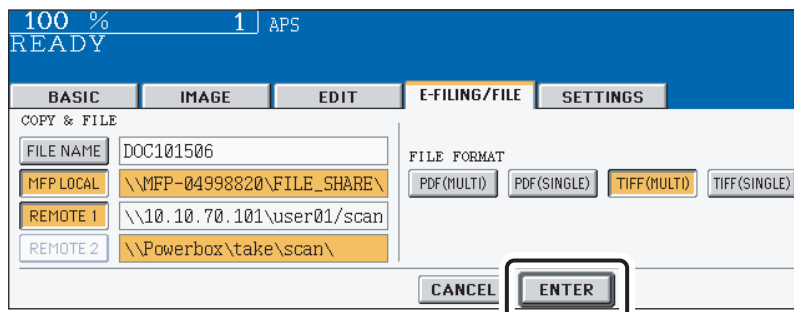
Tip

When you press each button, the letter entry screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

Note

[COMMAND PORT] is not required to set when selecting the [IPX/SPX] button for protocol.

8 Select the file format in “FILE FORMAT” option and press the [ENTER] button.



[PDF (MULTI)] — Press this to attach the scanned data as a multiple page PDF file.

When scanning several pages, this equipment will store all pages as one PDF file.

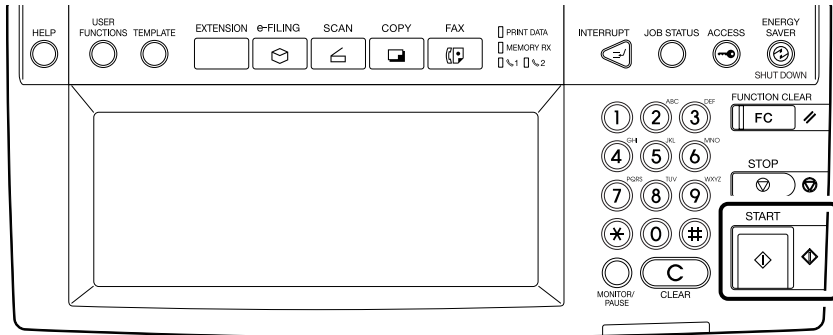
[PDF (SINGLE)] — Press this to attach the scanned data as a single PDF file for each page. When scanning several pages, this equipment will store each page separately as PDF files.

[TIFF (MULTI)] — Press this to attach the scanned data as a multiple page TIFF file.

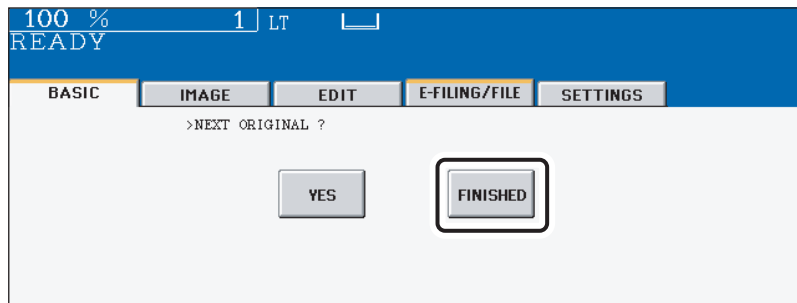
When scanning several pages, this equipment will store all pages as one TIFF file.

[TIFF (SINGLE)] — Press this to attach the scanned data as a single TIFF file for each page. When scanning several pages, this equipment will store each page separately as TIFF files.

9 Press the [START] button.



10 If the “NEXT ORIGINAL?” message is displayed, place another original on glass and press the [YES] button to copy another original, or press the [FINISHED] button to finish copying.



- When the original is set on the Automatic Document Feeder, this screen is not displayed.

Internet Fax

This section describes about the Internet Fax functions.

About Internet Fax	102
Precaution for Internet Transmission	102
Internet Fax Transmission Overview.....	102
How to Perform Internet Fax.....	104
Specifying Destinations	107
Advanced Function	118
Receiving Internet Fax.....	121

About Internet Fax

You can perform the Internet Fax function that provides the ability to transmit a scanned original as an E-mail, with an attached TIFF-FX (Profile S) file. Since an Internet line is used instead of a phone line, the communication cost can be reduced.

In this function, an E-mail address is specified in place of a phone number to transmit a scanned original to the Internet Fax equipment or the client computers.

When the Internet Fax is received, it is automatically output like regular Fax.

Note

The administrator needs to configure the network settings for Internet Fax to function. See the ***Network Administration Guide***.

Precaution for Internet Transmission

Transmissions using the Internet Fax function are the same as E-mail transmissions.

Before you start to use the Internet Fax function, it is recommended that you read this section and understand the precautions for Internet transmission.

- The Internet Fax sends a document to the E-mail server of Internet and it does not send via the PSTN* alike regular facsimile transmissions.
- Internet transmission has low security. It is recommended that you use regular facsimile transmission when confidential document is sent.
- It may take a considerable amount of time for the recipient to receive the document because of the line traffic in the Internet.
- If the document being transmitted has a large amount of data, it may not be successfully sent due to the configuration of the E-mail server.
- If the Internet Fax is sent to the multiple recipients at the same time and the header page is set to be printed on the recipient's devices, all recipient's addresses will be printed on the header page. If you want to secure the recipient information, send the Internet Fax separately to each recipient rather than sending to the multiple recipients at the same time.

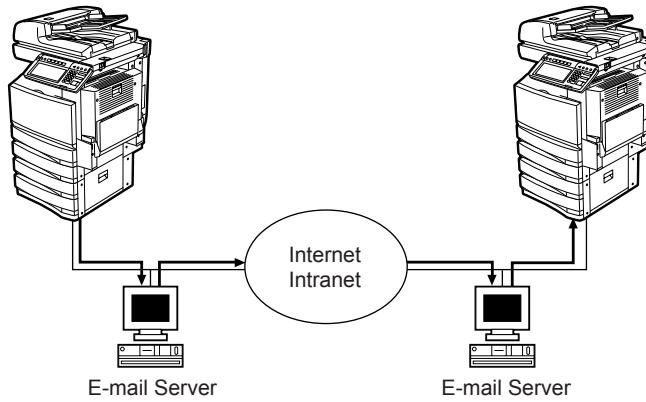
* PSTN (Public Switched Telephone Network) is a global telephone system enables to communicate in worldwide using copper wires to transmit analog data.

Internet Fax Transmission Overview

The following is an overview of the various transmissions that can be performed using the Internet Fax function.

- **Internet Fax to Internet Fax**

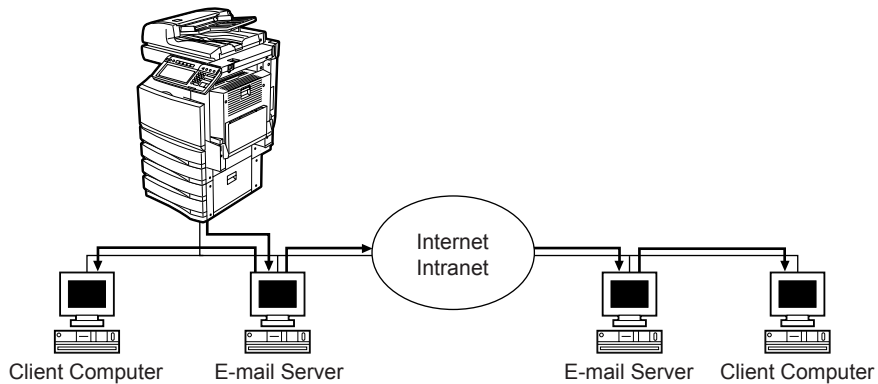
The equipment can send a document to another Internet Fax equipment through the Internet or Intranet. The document is sent as an E-mail.



→ E-mail Transmission
— LAN

- **Internet Fax to/from Client Computers**

The equipment can send a document as an E-mail to client computers through the Internet or Intranet. The client computers can send an E-mail to the equipment as well.



→ E-mail Transmission
— LAN

Notes

- The client computer receives TIFF-FX (Profile S) images when the equipment sends a document using the Internet Fax function.
- The equipment can only print out text files and TIFF images. When sending E-mail from the client computer to this equipment using the E-mail application, files other than text or TIFF images cannot be sent. For Available Format, see the following section.
📖 P.121 "Receiving Internet Fax".

How to Perform Internet Fax

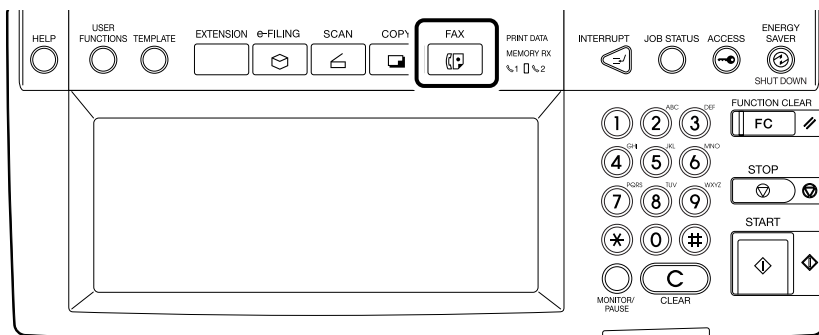
In this function, the scanned data can be sent to the specified E-mail address as an attached file like Scan to E-mail function. However, the Internet Fax function allows to send originals as TIFF-FX (Profile S) file so that any Internet Fax compatible devices

Note

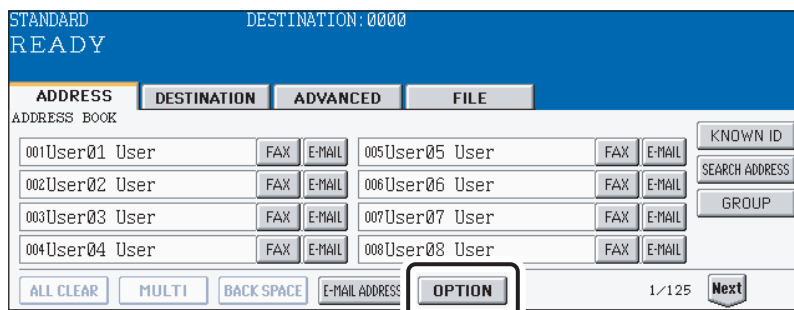
To use Internet Fax, the configuration of the equipment needs to be set by the network administrator.

Sending Procedure for Internet Fax

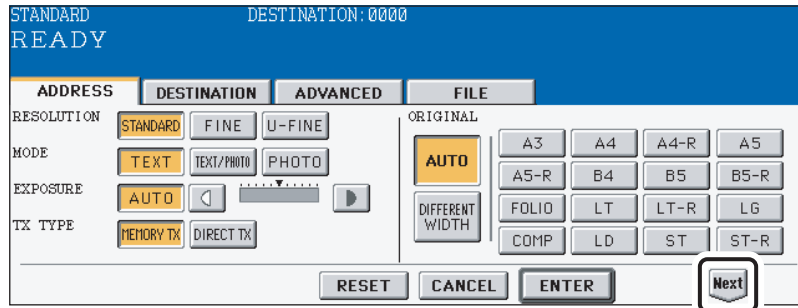
1 Press the [FAX] button on the control panel.



2 Press the [ADDRESS] button to display the address menu, and then press the [OPTION] button.



3 Specify the following items as you require and press the [Next] button.



- **RESOLUTION**

Select the resolution before you scan the original to be sent.

Note

When sending Internet Fax destination only, the [FINE] resolution will be applied even if you select [U-FINE].

- **MODE**

Set the image quality mode before you scan the original to be sent.

[TEXT] — Press this when scanning the originals that contain texts.

[TEXT/PHOTO] — Press this when scanning originals that contain texts and photos.

[PHOTO] — Press this when scanning originals that contain photos printed on photographic paper.

Tip

The transmission time may be longer than usual in case the PHOTO/TEXT or the PHOTO mode is selected.

- **EXPOSURE**

Set the image density according to the contrast of the original to be sent.

In the automatic exposure mode, the copier automatically judges the contrast of the original, and selects the optimum contrast.

In the manual exposure mode, you can adjust the contrast manually in 11 steps.

- **TX TYPE**

When sending Internet Fax, you can only select the [MEMORY TX] button.

- **ORIGINAL**

Select the button of the original size, or select the [AUTO] button to automatically detects the original size.

When placing the different width originals, select the [DIFFERENT WIDTH] button.

Note

For the Internet Fax, LT or LG size originals are sent in the same size as the originals. Originals larger than those sizes are reduced to LT to be sent. Originals smaller than those sizes are sent in LT without being enlarged.

4 Specify the following items as you require and press the [ENTER] button.

- **[SUBJECT]**
Press this to enter the subject of the Internet Fax to be sent.
- **[BODY]**
Press this to enter the body message of the Internet Fax to be sent.

Tip

When you press the [SUBJECT] or [BODY] button, the letter entry screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

Note

Other items such as “ECM”, “QUALITY TX”, “LINE SELECT”, “[SUB/SEP]”, “[SID/PWD]” are only applied to the fax transmission. When you only perform the Internet Fax transmission, you do not need to specify these items.

5 Specify the E-mail addresses that you want to send.

ADDRESS BOOK	FAX	E-MAIL	FAX	E-MAIL
001User01 User	FAX	E-MAIL	005User05 User	FAX E-MAIL
002User02 User	FAX	E-MAIL	006User06 User	FAX E-MAIL
003User03 User	FAX	E-MAIL	007User07 User	FAX E-MAIL
004User04 User	FAX	E-MAIL	008User08 User	FAX E-MAIL

- You can specify the E-mail address by various ways. See the following procedures for each instruction.
 - 📖 P.107 “Specifying Destinations”

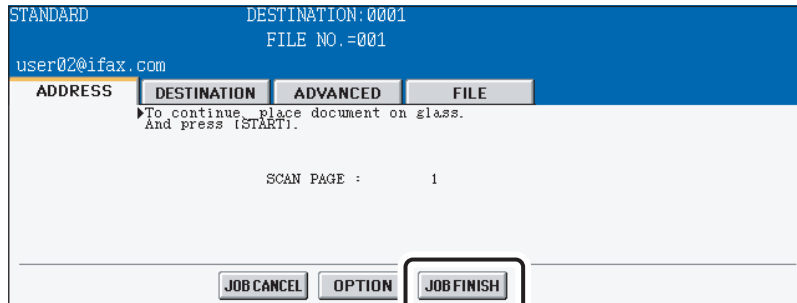
Tip

You can also set the advanced functions such as the 2-sided original transmission and priority transmission.

📖 P.118 “Advanced Function”

6 Press the [START] button.

- 7 If the “To continue, place document on glass. And press [START]” message is displayed, place another original on glass and press [START] button to scan another original, or press the [JOB FINISH] button to finish scanning.



- When the original is set on the Automatic Document Feeder, this screen is not displayed.
- If you want to cancel the storage of the scanned data, press the [JOB CANCEL] button.
- You can change the setting of the transmission conditions, using the [OPTION] button before pressing the [START] button.

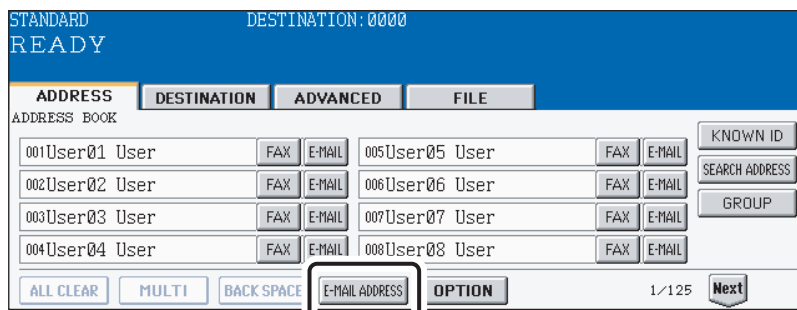
Specifying Destinations

You can specify E-mail addresses for Internet Fax by following methods:

- 📖 P.107 “Entering an E-mail address manually”
- 📖 P.109 “Selecting from address book”
- 📖 P.109 “Searching with ID number for a contact”
- 📖 P.110 “Searching with search strings from address book”
- 📖 P.112 “Searching with search strings from LDAP server”
- 📖 P.114 “Selecting from groups”
- 📖 P.115 “Searching with ID number of a group”
- 📖 P.116 “Searching with group name”

Entering an E-mail address manually

- 1 Press the [E-MAIL ADDRESS] button.



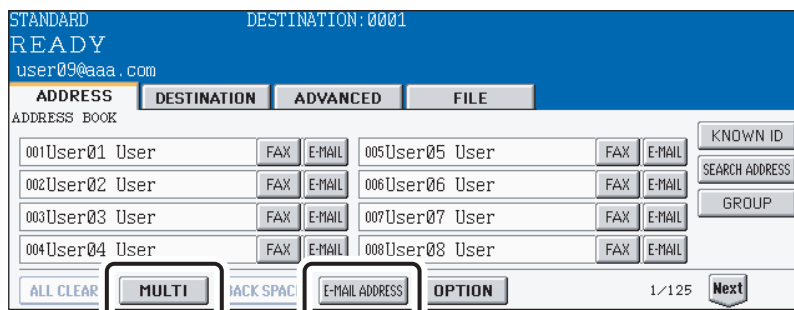
- The letter entry screen is displayed.

- 2** Enter the E-mail address that you want to send using the keyboard and digital keys, and press the [ENTER] button to set the entry.



- The screen returns to the address menu.

- 3** Press the [MULTI] button and then press the [E-MAIL ADDRESS] button if you want to specify another E-mail address manually.



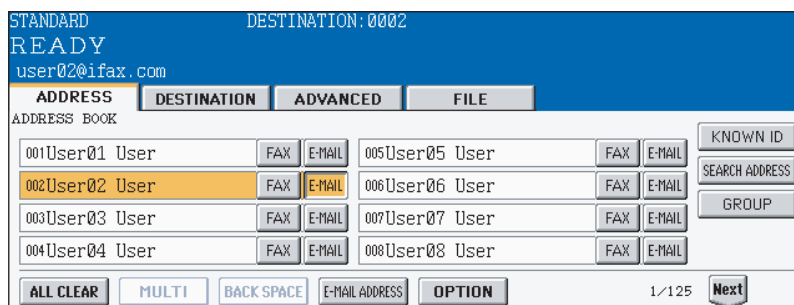
- If you press the [MULTI] button, the entered E-mail address is saved as the destination and you can enter another E-mail address using the [E-MAIL ADDRESS] button.
- If you press the [E-MAIL ADDRESS] button without pressing the [MULTI] button, you can edit the E-mail address that you entered.

Tips

- You can specify other E-mail addresses as you require.
- You can confirm or remove the E-mail addresses that you specified in the DESTINATION screen which can be displayed by pressing the [DESTINATION] button.
[P.117 "Confirming or removing E-mail addresses from destination"](#)

Selecting from address book

- 1 Press the [E-MAIL] button of the contacts that you want to send.



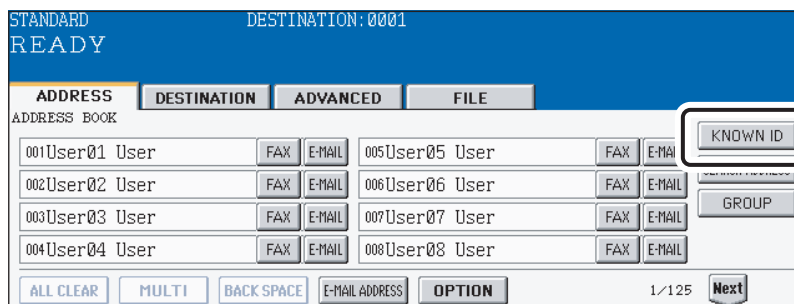
- The selected contacts are displayed as reversed buttons. To cancel the selection, press the contact again, then the button will be a normal button.

Tips

- You can specify other E-mail addresses as you require.
- You can confirm or remove the E-mail addresses that you specified in the DESTINATION screen which can be displayed by pressing the [DESTINATION] button.
 P.117 “Confirming or removing E-mail addresses from destination”

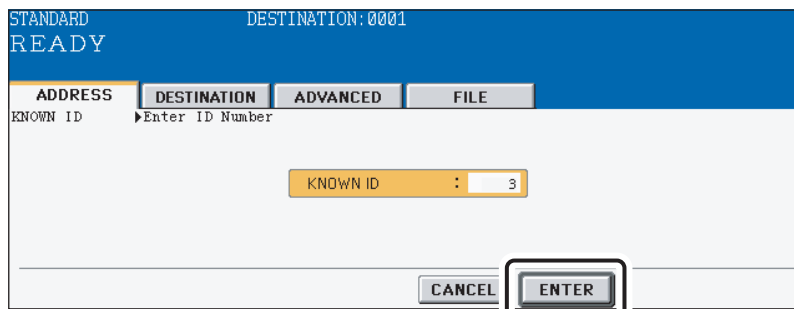
Searching with ID number for a contact

- 1 Press the [KNOWN ID] button.



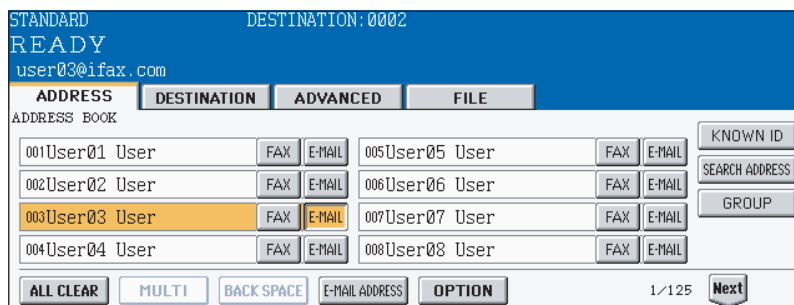
- The KNOWN ID screen is displayed.

- 2 Enter the ID number of the contact that you want to search using the digital keys, and press the [ENTER] button.



- The ADDRESS BOOK screen that contains the contact of the specified ID is displayed.

- 3 Press the [E-MAIL] button of the contact that you want to send.

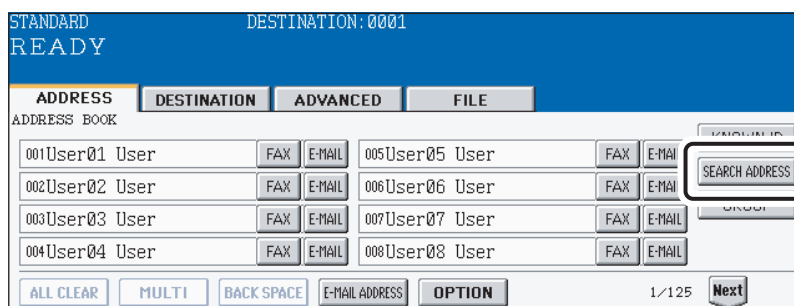


Tips

- You can specify other E-mail addresses as you require.
- You can confirm or remove the E-mail addresses that you specified in the DESTINATION screen which can be displayed by pressing the [DESTINATION] button.
 - 📖 P.117 “Confirming or removing E-mail addresses from destination”

Searching with search strings from address book

- 1 Press the [SEARCH ADDRESS] button.



- The ADDRESS SEARCH screen is displayed.

2 Press the buttons to enter the search strings that you want to specify, and then enter the [SEARCH] button.

DESTINATION: 0001

ADDRESS DESTINATION ADVANCED FILE

ADDRESS SEARCH

FIRST NAME User03 CORP.

LAST NAME DEPT.

FAX NO. KEYWORD

E-MAIL

DIR SERVICE CLEAR CANCEL SEARCH

- When pressing each button, the letter entry screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

Tip

It will search for the contacts that contain the search text in the specified items.

Note

If the [DIR SERVICE] button is displayed as a selected button, this equipment will search for contacts in the LDAP server. In that case, press the [DIR SERVICE] button to display the Directory Service Name screen and clear the selection of a directory service. Then press the [ENTER] button to return the ADDRESS SEARCH screen.

3 Press the contact that you want to send, and press the [ENTER] button.

DESTINATION: 0002

user03@ifax.com

ADDRESS DESTINATION ADVANCED FILE

ADDRESS SEARCH

	FAX	E-MAIL
003User03 User		

ENTER 1/1

- The screen returns to the ADDRESS BOOK screen.

Tips

- You can specify other E-mail addresses as you require.
- You can confirm or remove the E-mail addresses that you specified in the DESTINATION screen which can be displayed by pressing the [DESTINATION] button.
 - 📖 P.117 “Confirming or removing E-mail addresses from destination”

Searching with search strings from LDAP server

Note

To search contacts in the LDAP server, the directory service must be registered using TopAccess by the network administrator.

1 Press the [SEARCH ADDRESS] button.

STANDARD DESTINATION: 0001
READY

ADDRESS BOOK

ADDRESS	DESTINATION	ADVANCED	FILE
001User01 User	FAX	E-MAIL	005User05 User
002User02 User	FAX	E-MAIL	006User06 User
003User03 User	FAX	E-MAIL	007User07 User
004User04 User	FAX	E-MAIL	008User08 User

ALL CLEAR MULTI BACK SPACE E-MAIL ADDRESS OPTION 1/125 Next

The [SEARCH ADDRESS] button is highlighted with a red box.

- The ADDRESS SEARCH screen is displayed.

2 Press the [DIR SERVICE] button.

DESTINATION: 0001

ADDRESS SEARCH

ADDRESS	DESTINATION	ADVANCED	FILE
FIRST NAME		CORP.	
LAST NAME		DEPT.	
FAX NO.		KEYWORD	
E-MAIL			

DIR SERVICE CLEAR CANCEL SEARCH

The [DIR SERVICE] button is highlighted with a red box.

- The Directory Search Name screen is displayed.

Tip

When the [DIR SERVICE] button is displayed as a selected button, this equipment is currently configured to search a default directory service.

3 Select the directory service name that you want to search from, and press the [ENTER] button.

DESTINATION: 0000

ADDRESS DESTINATION ADVANCED FILE

Directory Search Name

ldap1	
ldap2	
ldap3	

CANCEL ENTER 1/1

- The screen returns to the ADDRESS SEARCH screen.

4 Press the buttons to enter the search strings that you want to specify, and then enter the [SEARCH] button.

DESTINATION: 0000

ADDRESS DESTINATION ADVANCED FILE

ADDRESS SEARCH

FIRST NAME		CORP.	
LAST NAME		DEPT.	Dept
FAX NO.		KEYWORD	
E-MAIL			

DIR SERVICE CLEAR CANCEL SEARCH

- When pressing each button, the letter entry screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

Tip

It will search for the contacts that contain the search text in the specified items.

5 Press the [E-MAIL] button of the contact that you want to send, and press the [ENTER] button.

DESTINATION: 0004

user04@ifax.com

ADDRESS DESTINATION ADVANCED FILE

ADDRESS SEARCH

00101	ui	Corp001	Dept001	FAX	E-MAIL
00202	ui	Corp002	Dept002	FAX	E-MAIL
00303	ui	Corp003	Dept003	FAX	E-MAIL
00404	ui	Corp004	Dept004	FAX	E-MAIL

ENTER 1/1

- The screen returns to the ADDRESS BOOK screen.

Tips

- You can specify other E-mail addresses as you require.
- You can confirm or remove the E-mail addresses that you specified in the DESTINATION screen which can be displayed by pressing the [DESTINATION] button.
 - 📖 P.117 “Confirming or removing E-mail addresses from destination”

Selecting from groups

1 Press the [GROUP] button.

STANDARD DESTINATION: 0000
READY

ADDRESS DESTINATION ADVANCED FILE

ADDRESS BOOK

001User01 User	FAX	E-MAIL	005User05 User	FAX	E-MAIL	KNOWN ID
002User02 User	FAX	E-MAIL	006User06 User	FAX	E-MAIL	SEARCH GROUP
003User03 User	FAX	E-MAIL	007User07 User	FAX	E-MAIL	GROUP
004User04 User	FAX	E-MAIL	008User08 User	FAX	E-MAIL	

ALL CLEAR MULTI BACK SPACE E-MAIL ADDRESS OPTION 1/125 Next

- The GROUP screen is displayed.

2 Press the group buttons that you want to select as the destination.

STANDARD DESTINATION: 0008
READY

ADDRESS DESTINATION ADVANCED FILE

GROUP

001Group01	CONTENTS	005Group05	CONTENTS	KNOWN ID
002Group02	CONTENTS	006Group06	CONTENTS	SEARCH GROUP
003Group03	CONTENTS	007Group07	CONTENTS	ADDRESS BOOK
004Group04	CONTENTS	008Group08	CONTENTS	

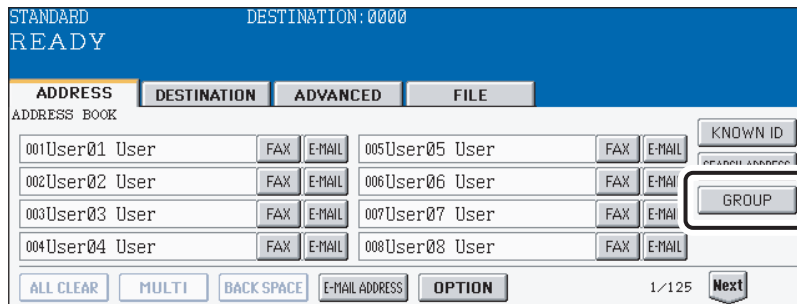
ALL CLEAR MULTI BACK SPACE E-MAIL ADDRESS OPTION 1/25 Next

Tips

- You can confirm the E-mail addresses that registered in the group by pressing the [CONTENTS] button.
- You can specify other E-mail addresses as you require.
- You can confirm or remove the E-mail addresses that you specified in the DESTINATION screen which can be displayed by pressing the [DESTINATION] button.
 - 📖 P.117 “Confirming or removing E-mail addresses from destination”

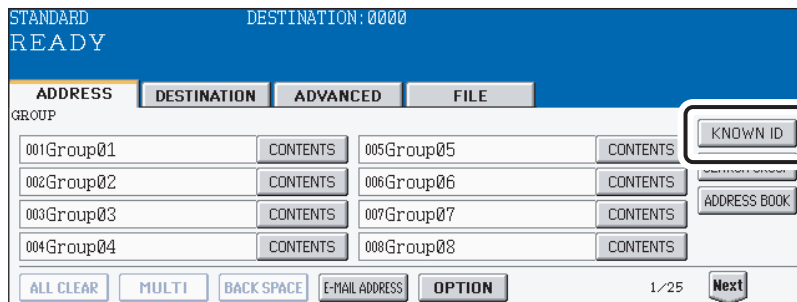
Searching with ID number of a group

1 Press the [GROUP] button.



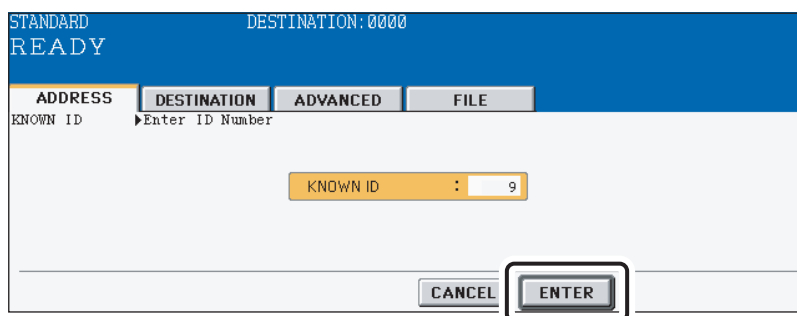
- The GROUP screen is displayed.

2 Press the [KNOWN ID] button.



- The KNOWN ID screen is displayed.

3 Enter the ID number of the group that you want to search using the digital keys, and press the [ENTER] button.



- The GROUP screen that contains the group of the specified ID is displayed.

4 Press the group buttons that you want to select as the destination.

STANDARD READY DESTINATION: 0002

ADDRESS DESTINATION ADVANCED FILE

GROUP

009Group09	CONTENTS	013	KNOWN ID
010		014	SEARCH GROUP
011		015	ADDRESS BOOK
012		016	

ALL CLEAR MULTI BACK SPACE E-MAIL ADDRESS OPTION 2/25 Next Prev

Tips

- You can confirm the E-mail addresses that registered in the group by pressing the [CONTENTS] button.
- You can specify other E-mail addresses as you require.
- You can confirm or remove the E-mail addresses that you specified in the DESTINATION screen which can be displayed by pressing the [DESTINATION] button.
 P.117 "Confirming or removing E-mail addresses from destination"

Searching with group name

1 Press the [GROUP] button.

STANDARD READY DESTINATION: 0000

ADDRESS DESTINATION ADVANCED FILE

ADDRESS BOOK

001User01 User	FAX	E-MAIL	005User05 User	FAX	E-MAIL	KNOWN ID
002User02 User	FAX	E-MAIL	006User06 User	FAX	E-MAIL	SEARCH GROUP
003User03 User	FAX	E-MAIL	007User07 User	FAX	E-MAIL	GROUP
004User04 User	FAX	E-MAIL	008User08 User	FAX	E-MAIL	

ALL CLEAR MULTI BACK SPACE E-MAIL ADDRESS OPTION 1/125 Next

- The GROUP screen is displayed.

2 Press the [SEARCH GROUP] button.

STANDARD READY DESTINATION: 0000

ADDRESS DESTINATION ADVANCED FILE

GROUP

001Group01	CONTENTS	005Group05	CONTENTS	SEARCH GROUP
002Group02	CONTENTS	006Group06	CONTENTS	
003Group03	CONTENTS	007Group07	CONTENTS	ADDRESS BOOK
004Group04	CONTENTS	008Group08	CONTENTS	

ALL CLEAR MULTI BACK SPACE E-MAIL ADDRESS OPTION 1/25 Next

- The KNOWN ID screen is displayed.

- 3 Press the [GROUP NAME] button to enter the group name that you want to search, and then press the [SEARCH] button.

DESTINATION:0000

ADDRESS DESTINATION ADVANCED FILE

GROUP SEARCH

GROUP NAME Group09

CLEAR CANCEL SEARCH

- When pressing the [GROUP NAME] button, the letter entry screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

Tip

It will search for the groups that contain the search text in the group name.

- 4 Press the group buttons that you want to select as the destination, and press the [ENTER] button.

DESTINATION:0002

ADDRESS DESTINATION ADVANCED FILE

GROUP SEARCH

009Group09

ENTER 1/1

- The screen returns to the GROUP screen.

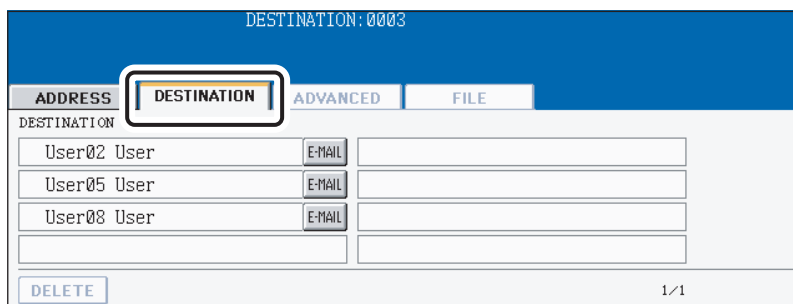
Tips

- You can specify other E-mail addresses as you require.
- You can confirm or remove the E-mail addresses that you specified in the DESTINATION screen which can be displayed by pressing the [DESTINATION] button.
 - 📖 P.117 “Confirming or removing E-mail addresses from destination”

Confirming or removing E-mail addresses from destination

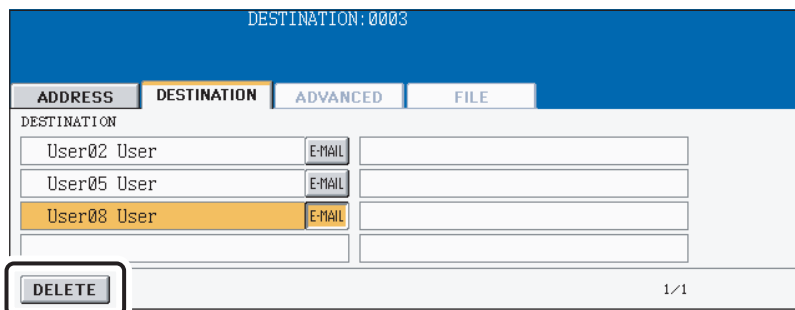
When you want to remove the E-mail addresses, contacts, or groups that are added as the destination, operate the following procedure.

1 Press the [DESTINATION] button.



- The DESTINATION screen is displayed.

2 You can confirm the destinations that are currently specified. To remove E-mail addresses, contacts, or groups that you selected for destination, select the name that you want to remove, and press the [DELETE] button.



Advanced Function

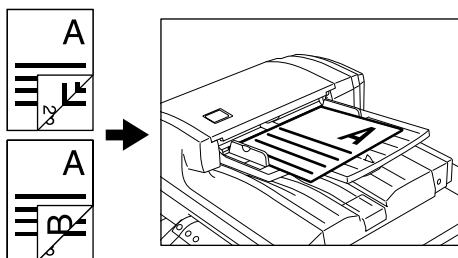
The following advanced function can be used.

- **2-sided original TX:** 2-sided originals can be sent using the Automatic Document Feeder.
- **Priority TX:** You can send originals prior to the reserved transmissions.

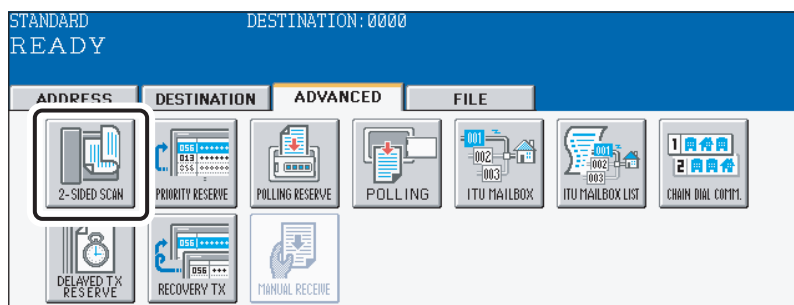
Sending 2-sided Originals

You can scan and send 2-sided originals using the Automatic Document Feeder. Whenever a transmission is completed, the condition will automatically return to the default setting.

- Setting originals when sending LT/A4 2-sided originals
To set the originals on the Automatic Document Feeder, set the originals in the portrait orientation.

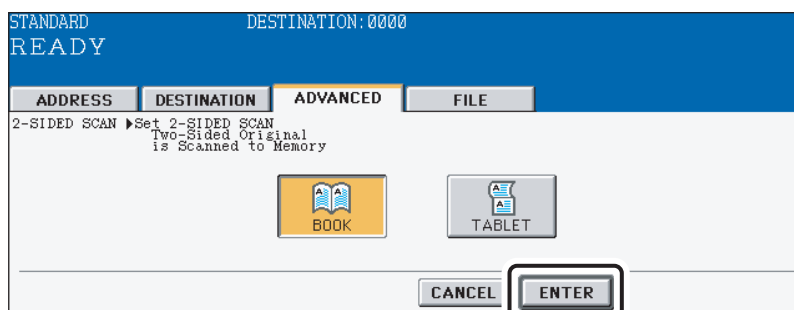


- 1 Press the [ADVANCED] button to display the advanced menu, and then press the [2-SIDED SCAN] button.



- The 2-SIDED SCAN screen is displayed.

- 2 Select the original type either the [BOOK] or [TABLET] button, and then press the [ENTER] button.



- The screen returns to the advanced menu.

- 3 Press the [ADDRESS] button to return to the address menu.

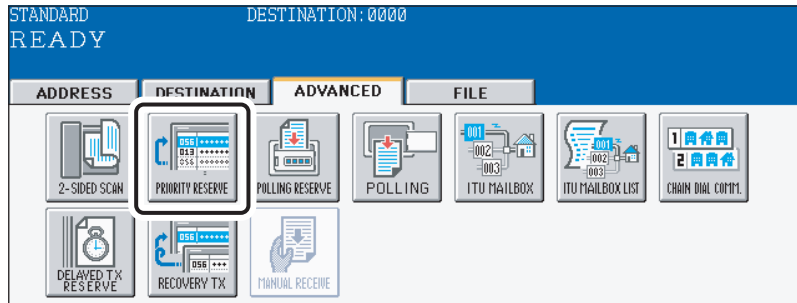
Priority Transmission

Priority TX allows you to execute a transmission prior to the other reserved transmissions.

Notes

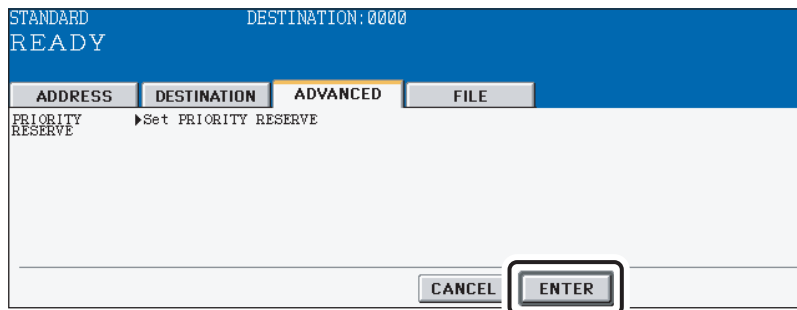
- You can use 'Direct Entry' and 'Address Dialing' to specify the recipients.
- Priority TX can be performed only for 1 transmission.

- 1 Press the [ADVANCED] button to display the advanced menu, and then press the [PRIORITY RESERVE] button.



- The PRIORITY RESERVE screen is displayed.

- 2 Press the [ENTER] button.



- The screen returns to the advanced menu.

- 3 Press the [ADDRESS] button to return to the address menu.

Receiving Internet Fax

The equipment accesses the E-mail server at specified intervals to check whether any E-mail has been delivered. If an E-mail has been delivered, the equipment will automatically retrieve and print out the E-mail.

When the [CHECK E-MAIL] button in the [USER] menu in the [USER FUNCTIONS] screen is pressed, the equipment manually accesses the E-mail server to check whether any E-mail has been delivered. If an E-mail has been delivered, the equipment receives and prints out the E-mail.

Available Format:

The TIFF-FX images, TIFF images scanned by the scanner and the text data can be printed. In addition, the resolution of the TIFF-FX image must be 8 x 3.85, 8 x 7.7 or 8 x 15.4 (dot/mm). The resolution of the TIFF images scanned by the scanner must be 200 x 100, 200 x 200, 200 x 400, 400 x 400 or 600 x 600 (dpi). If the received E-mail contains files that are not the ones described above, an error message will be displayed in the receive log.

To avoid such a case, you can print the report when an error occurs for E-mail printing and also forwarding this E-mail to another E-mail address can be set.

If you want to print the report when an error occurs for E-mail printing, set up "Enable Print E-mail Error".

If you want to forward the E-mail to another E-mail address when an error occurs, set up "Enable E-mail Error Forward" and "E-mail Error Transfer Address".

See the "Setting up the E-mail Print" in the *TopAccess Guide*.

Receiving Automatically

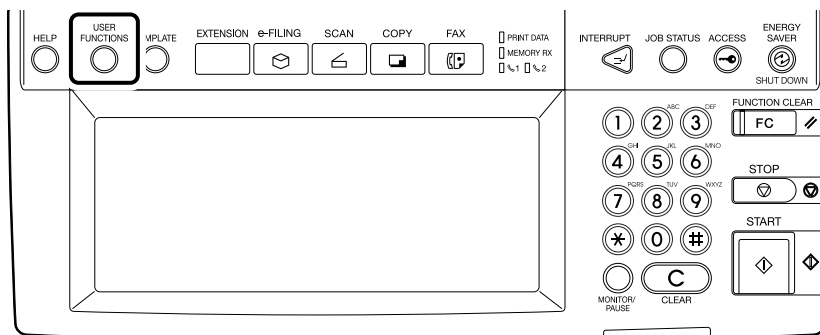
To automatically receive the Internet Fax from the E-mail server, set up the "Scan Rate" in the POP3 Network Service setting using TopAccess.

Checking whether any E-mail has been delivered at specified intervals will be performed automatically. (Default setting: every 5 minutes)

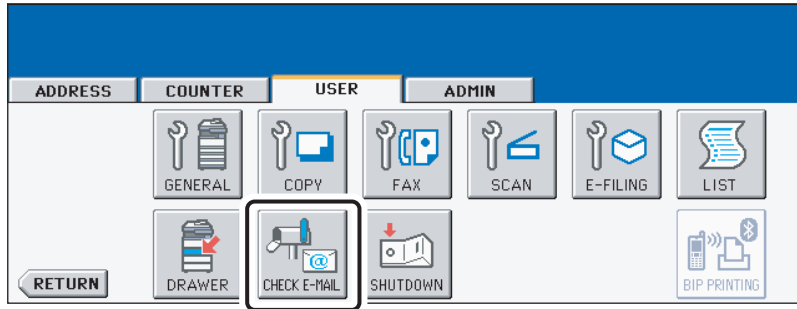
For setting the "Scan Rate", see *TopAccess Guide*.

Receiving Manually

1 Press the [USER FUNCTIONS] button on the control panel.



2 Press the [USER] button, and then press the [CHECK E-MAIL].



- Checking whether any E-mail has been delivered starts.

3 Checking completes.

- If the Internet Fax is received, "RECEIVING E-mail" appears on the screen upper right. Next, "NEW E-mail RECEIVED" appears for 2 seconds. Then, printing the Internet Fax starts.
- If no Internet Fax is received, "CURRENTLY NO E-mail" appears on the screen upper right for 2 seconds.

8

Remote Scan

This section describes about Remote Scan using the Remote Scan driver.

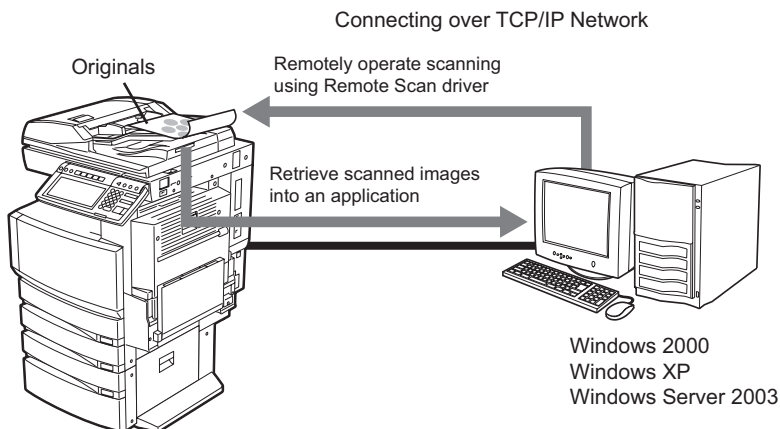
Installing Remote Scan Driver	124
Planning for Installation.....	124
Installing the Remote Scan Driver.....	124
Scanning Remotely Using Remote Scan Driver	130
When You Are Running the First Time.....	131
Remote Scan Driver Errors	139
Remote Scan Driver Error Conditions.....	139

Installing Remote Scan Driver

This section describes how to install the Remote Scan driver.

Planning for Installation

This equipment provides the Remote Scan driver that allows users to operate scanning remotely from the Windows computer and import the scanned images into a TWAIN-compliant application.



The Remote Scan driver can connect to this equipment over TCP/IP network.

System Requirements

The Remote Scan driver is available for following environments:

- **OS**
 - Windows 2000 Service Pack 4
 - Windows XP Service Pack 1/Service Pack 2
 - Windows Server 2003
- **Required Software**
 - TWAIN-compliant application
 - Microsoft Internet Explorer 5.5 SP2 or later must be installed

Installing the Remote Scan Driver

You can install the Remote Scan driver from the Client Utilities CD-ROM or TopAccess.

Installing from Client Utilities CD-ROM

This section describes how to install the Remote Scan driver.

Installing the Remote Scan driver using the installer

This procedure describes an installation on Windows XP. The procedure is the same when other versions of Windows are used.

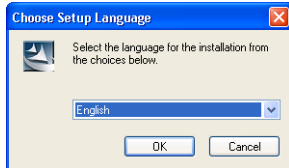
Note

You must log into Windows as a user who has the "Administrators" or "Power Users" privilege, when using the Windows NT 4.0, Windows 2000, Windows XP, or Windows Server 2003.

1 Insert the Client Utilities CD-ROM into the CD-ROM drive.

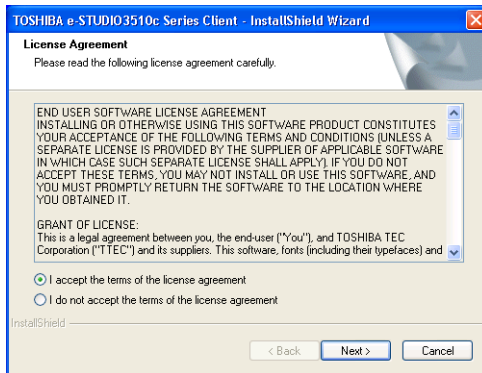
- The installer automatically starts and the Choose Setup Language dialog box appears.
When the installer does not automatically start, double-click “Setup.exe” in the Client Utilities CD-ROM.

2 Select your language and click [OK].



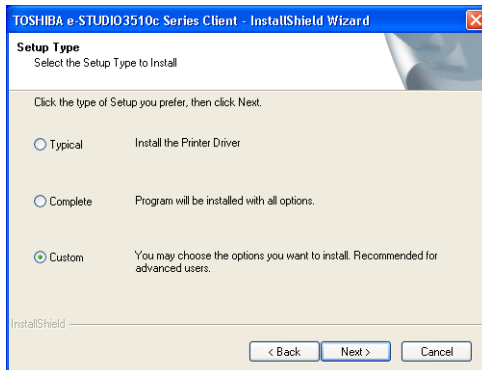
- The License Agreement screen is displayed.

3 Select “I accept the terms of the license agreement” and click [Next].



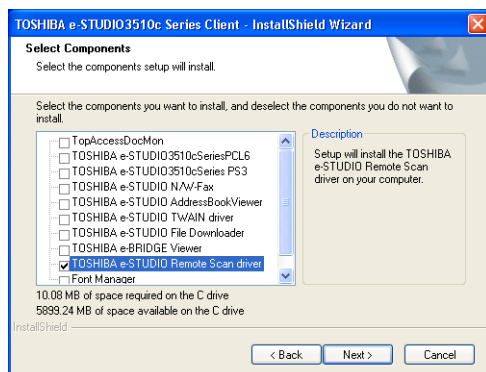
- The Setup Type screen is displayed.

4 Select “Custom” and click [Next].



- The Select Components screen is displayed.

5 Check “TOSHIBA e-STUDIO Remote Scan driver”.



Tip

There are also Printing software, Network Fax software, and e-Filing software in the list. For more information about these software, please see the **Printing Guide**, **Network Fax Guide**, and **e-Filing Guide**.

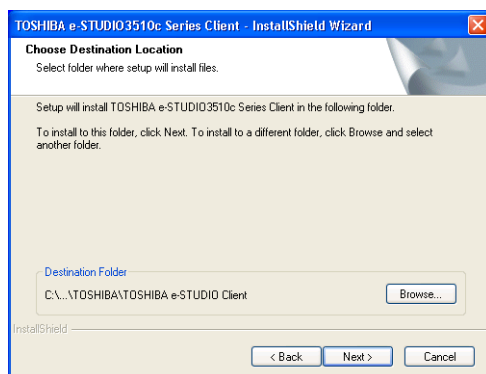
6 Click [Next].

- The Choose Destination Location screen is displayed.

Tip

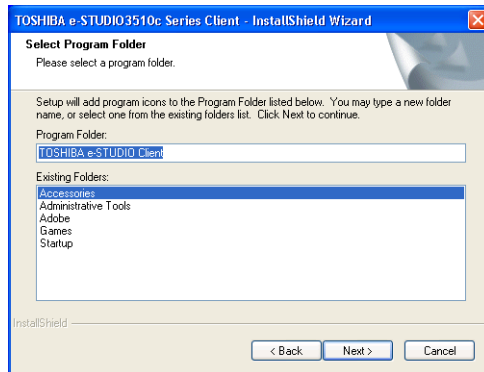
When you select the printer drivers or N/W-Fax driver, the Select Port dialog box appears. In that case, see the **Printing Guide** or **Network Fax Guide** for the instruction.

7 Click [Next].



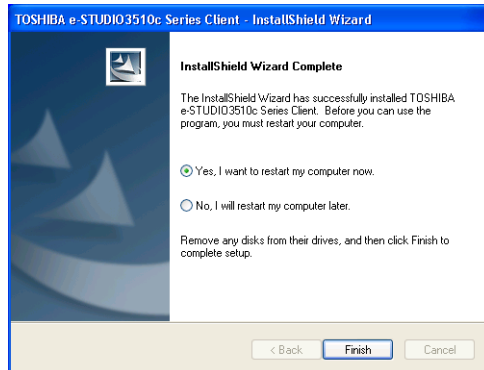
- If you want to change where the programs are installed, click [Browse]. In the dialog box appears, select the folder and click [OK]. The Select Program Folder screen is displayed.

8 Click [Next].



- If you want to change the program folder, rename the folder in the “Program Folder” field.
The Starting Copying Files screen is displayed.

9 Click [Finish].



- The installation is completed.

Note

The Installer may ask you to restart your computer. If it does, select “Yes, I want to restart my computer now.” and click [Finish] to restart your computer.

Installing from TopAccess

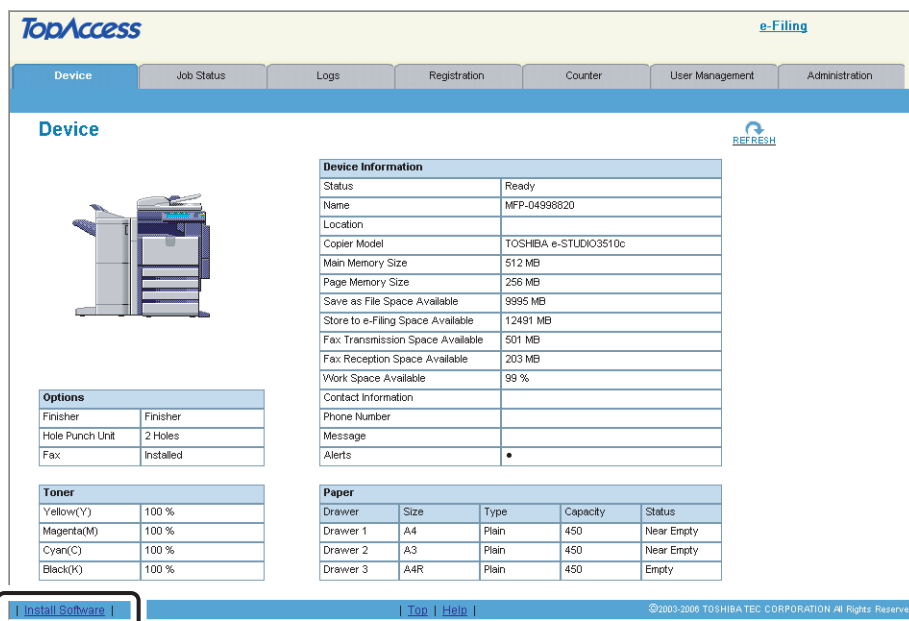
If the system administrator has uploaded the software to this equipment, you can use TopAccess to install the software on your workstation.

Note

For instructions on how to upload the software in the equipment, please refer to the *TopAccess Guide*.

Installing Remote Scan driver from TopAccess

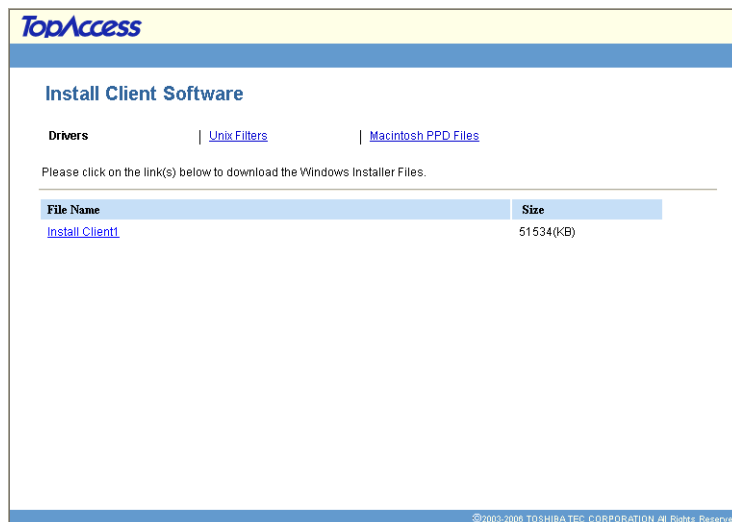
- 1 In TopAccess, click the Install Software link at the bottom of the screen.



The screenshot shows the TopAccess web interface for a device. The page title is "Device" and it includes a navigation menu with options like Job Status, Logs, Registration, Counter, User Management, and Administration. The main content area displays device information for a Toshiba e-STUDIO3510c, including status (Ready), name (MFP-04998520), location, memory sizes, and available space. There are also sections for Options (Finisher, Hole Punch Unit, Fax), Toner levels (Yellow, Magenta, Cyan, Black), and Paper settings (Drawer 1, 2, 3). At the bottom of the page, there is a navigation bar with links for "Install Software", "Top", and "Help". The "Install Software" link is highlighted with a red box.

- The Install Client Software page opens.

- 2 Click the “Install Client1” link to download the installer file.




The screenshot shows the "Install Client Software" page in the TopAccess interface. It includes a navigation menu with "Drivers", "Unix Filters", and "Macintosh PPD Files". Below the menu, there is a message: "Please click on the link(s) below to download the Windows Installer Files." A table lists the available installer files:

File Name	Size
Install Client1	51534(KB)

The "Install Client1" link is highlighted with a red box. The footer of the page contains the copyright notice: ©2005-2006 TOSHIBA TEC CORPORATION All Rights Reserved.

- 3 Download the installer file on your desktop by following the prompts.
- 4 Double-click the “InstallClient1.exe” file that you downloaded.
 - The installer starts and the InstallShield Wizard dialog box appears.

5 Follow the installation procedure using the Client Utilities CD-ROM described in following section.

 P.124 "Installing from Client Utilities CD-ROM"

Scanning Remotely Using Remote Scan Driver

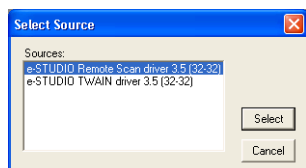
You can use Remote Scan driver to import the scanned images into your TWAIN-compliant application. This software allows you to perform scanning the originals set in the equipment remotely from a client computer and acquire the image into the TWAIN-compliant application.

How to Scan

The Remote Scan driver can be launched from the TWAIN-compliant application.

Scanning using remote scan driver

- 1** Run the TWAIN-compliant application.
- 2** Click [Select Device] (or the same functional command) in the [File] menu.
 - The Select Source dialog box appears.
- 3** Select “e-STUDIO Remote Scan driver” and click [Select].



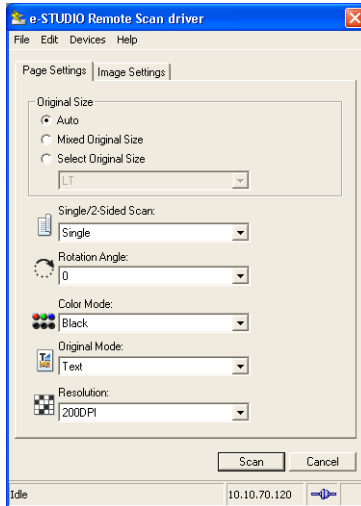
- 4** Click [Acquire Image] (or the same functional command) in the [File] menu.
 - e-STUDIO Remote Scan driver dialog box appears.

Note

When you are running the Remote Scan driver the first time, the TopAccessDocMon Local Discovery dialog box appears. In this case, search the equipment in your network and configure the connection.

📖 P.131 “When You Are Running the First Time”

5 Specify the options and click [Scan].



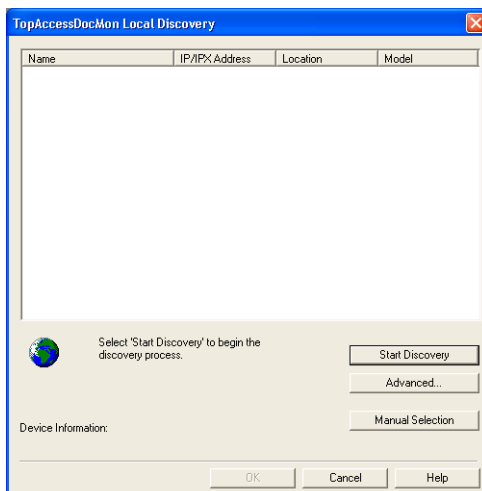
- Scanning originals starts and images are imported into the application when scanning is completed.
(The “Remote Connecting...” message is displayed while scanning the originals.)

When You Are Running the First Time

When you access the Remote Scan driver the first time, the TopAccessDocMon Local Discovery dialog box appears. In this case, search the equipment in your network and configure the connection.

Discovering the device automatically

1 In the TopAccessDocMon Local Discovery dialog box, click [Start Discovery] to begin the process.



- It locates all the compatible devices in your network.

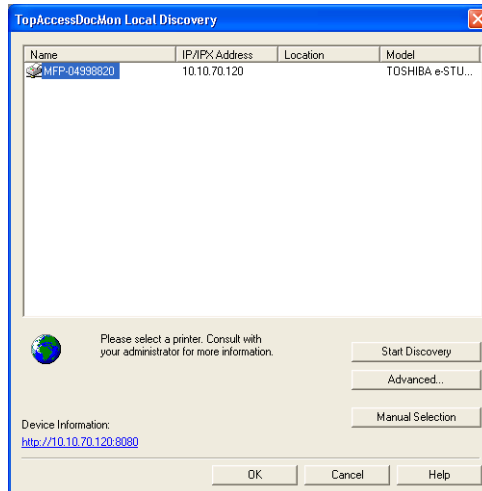
2 When the process is completed, found devices are listed in the list.

Tip

If the process continues for a long time, it is because too many network clients are on the network. In that case, you can configure the discovery using the [Advanced] button.

📖 P.134 “Configuring Discovery Settings”

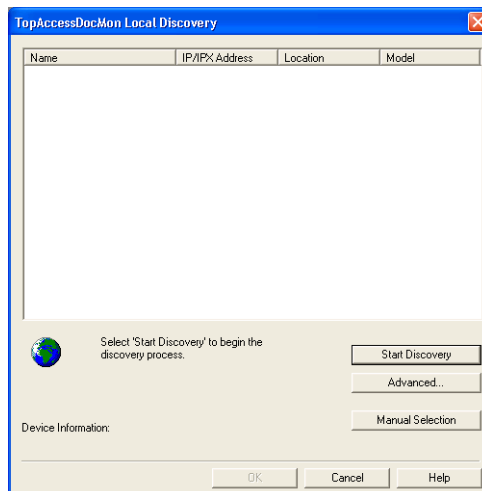
3 Select the equipment that you want to connect from the list and click [OK].



- You are connected to the selected device.

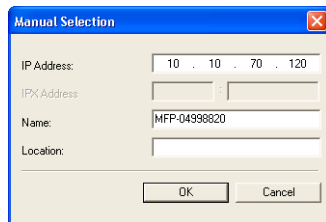
Discovering the device manually

1 In the TopAccessDocMon Local Discovery dialog box, click [Manual Selection].



- The Manual Selection dialog box appears.

2 Enter each item to specify the network address of the device and click [OK].



The 'Manual Selection' dialog box contains the following fields and buttons:

- IP Address: 10 . 10 . 70 . 120
- IPX Address: (disabled)
- Name: MFP-04998820
- Location: (empty)
- Buttons: OK, Cancel

IP Address — Enter the IP address of the printer.

IPX Address — This is disabled because the Remote Scan driver does not support the IPX/SPX connection.

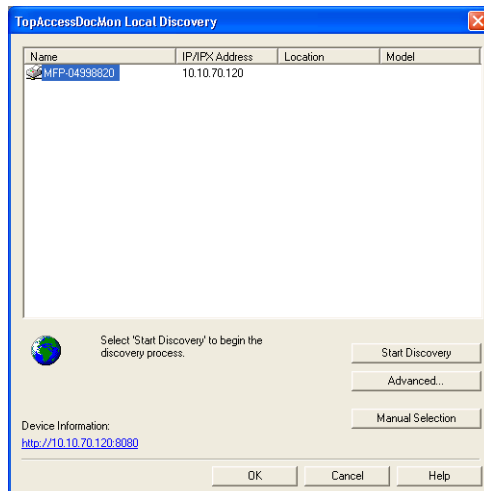
Name — Enter the printer name.

Location — Enter the location of the printer.

Note

You must enter “Name” and “IP Address”.

3 The entered printer is added in the list. Select the printers that you want to monitor from the list and click [OK].



The 'TopAccessDocMon Local Discovery' dialog box displays a table with the following data:

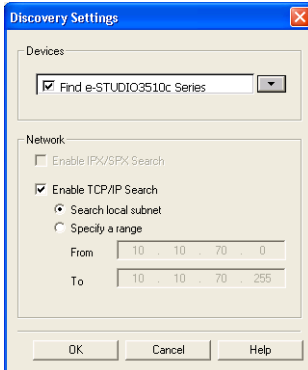
Name	IP/IPX Address	Location	Model
MFP-04998820	10.10.70.120		

Below the table, there is a globe icon and the text: "Select 'Start Discovery' to begin the discovery process." Buttons for "Start Discovery", "Advanced...", and "Manual Selection" are present. At the bottom, there is a "Device Information:" section with a link to <http://10.10.70.120:8080> and buttons for "OK", "Cancel", and "Help".

- You are connected to the selected device.

— Configuring Discovery Settings

You can configure the discovery settings.



1) Devices

Click the arrow button to display the poll down list and check the model name that you want to search.

2) Network - Enable IPX/SPX Search

This is disabled because the Remote Scan driver does not support the IPX/SPX connection.

3) Network - Enable TCP/IP Search

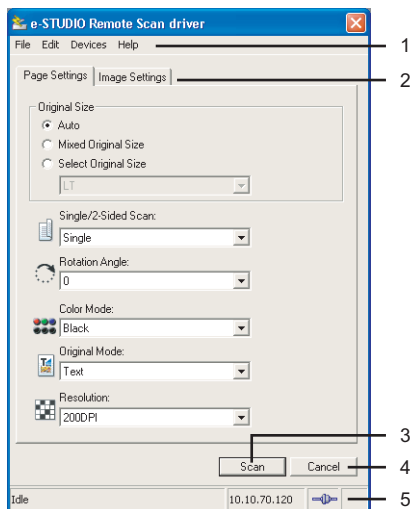
Select this to search for devices connected to the TCP/IP network. This is available only when the TCP/IP protocol is installed.

When this is enabled, select how it searches devices in the TCP/IP network.

- **Search local subnet** — Select this to search devices in local subnet.
- **Specify a range** — Select this to search devices in specific range of IP addresses. When this is selected, enter the IP addresses in “From” field and “To” field to specify the range.

How to Use Remote Scan Driver

In the Remote Scan driver, you can set the various scan settings.



1) Menu Bar

You can select various functions from the menu.

File menu:

- **Page Settings** — Click this menu to display the Page Settings tab.
- **Image Settings** — Click this menu to display the Image Settings tab.
- **Scan** — Click this menu to start remote scanning and acquire the image.
- **Close** — Click this menu to close the Remote Scan driver.

Edit menu:

- **Reset Settings** — Click this to reset the all settings to the factory defaults.

Devices menu:

- **Discovery** — Click this menu to add a new connection to this equipment in your network for the Remote Scan driver.
📖 P.137 “Adding a New Device Using Network Discovery”
- **Select e-STUDIO** — Click this menu to change the target device when retrieving e-Filing documents.
📖 P.137 “Changing the Target Device”

Help

- **Help** — Click this menu to display Online Help.
- **About** — Click this menu to display the version information.

2) Page Settings/Image Settings tab

You can set the various scan settings in each tab.

📖 P.135 “Page Settings Tab”

📖 P.136 “Image Settings Tab”

3) [Scan]

Click this to start remote scanning and acquire the image

4) [Cancel]

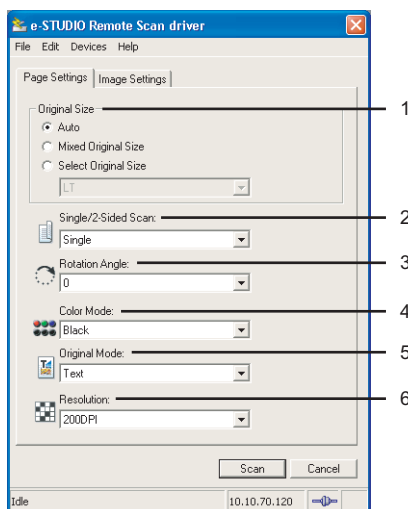
Click this to exit the Remote Scan driver.

5) Status Bar

This displays the communication status and the IP address of the equipment to be connected.

Page Settings Tab

In the Page Settings tab, you can set the following options.



1) Original Size

Select the original size to be scanned.

- **Auto** — Select this to detect the original size automatically.

- **Mixed Original Size** — Select this to scan originals of the mixed sizes.
- **Select Original Size** — Select this to set the original size manually. When this is selected, select the original size in the drop down box.

2) Single/2-Sided Scan

Select whether scanning the 2-sided originals or not. This applies only when the originals are set in the Automatic Document Feeder.

- **Single** — Select this when scanning only the front page of originals.
- **2-sided/Book** — Select this when scanning both side of originals in the same direction.
- **2-sided/Tablet** — Select this when scanning front page in the general direction, and scanning back page rotated 180 degree.

3) Rotation Angle

Select the rotation angle when you want to rotate the scanned images.

4) Color Mode

Select the color mode for scanning.

5) Original Mode

Select the original mode for scanning.

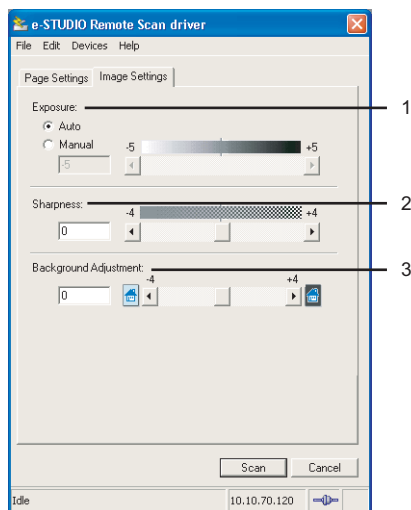
- **Printed Image** — Select this when scanning originals as printed images.
- **Text** — Select this when scanning the originals that contain texts.
- **Photo** — Select this when scanning originals that contain photos printed on photographic paper.
- **Text/Photo** — Select this when scanning originals that contain texts and photos.

6) Resolution

Select the resolution for scanning.

Image Settings Tab

In the Image Settings tab, you can set the following options.



1) Exposure

This sets the exposure for scanning.

- **Auto** — Select this to use auto mode for the exposure mode for scanning.
- **Manual** — Select this to set the exposure manually. When this is selected, set from -5 (lowest) to 5 (highest) in units of 1 by moving the scroll bar.

2) Sharpness

This sets the sharpness for scanning. You can set from -4 (smoothest) to 4 (sharpest) in units of 1 by moving the scroll bar.

Note

This cannot be set when the Remote Scan driver is connecting to the e-STUDIO451c Series, e-STUDIO452 Series, or e-STUDIO282 Series.

3) Background Adjustment


This sets the contrast of background color for scanning. You can set from -4 (lowest) to 4 (highest) in units of 1 by moving the scroll bar.

Notes

- You can set from -2 (lowest) to 2 (highest) in units of 1 by moving the scroll bar when the Remote Scan driver is connecting to the e-STUDIO451c Series.
- This cannot be set when the Remote Scan driver is connecting to the e-STUDIO452 Series or e-STUDIO282 Series.


Adding a New Device Using Network Discovery

You can add a new connection to other equipment by searching the equipment in your network. This enables you to add several devices that you can connect using the Remote Scan driver. To add a new connection, click the [Devices] menu and select [Discovery]. The TopAccessDocMon Local Discovery dialog box appears and discovers the devices in your network to add a new connection. For further instruction on how to discover the devices using the TopAccessDocMon Local Discovery dialog box, see the following section.

 P.131 "When You Are Running the First Time"

Tip

After you add other devices in the connection list, you can change the target equipment by selecting the [Select e-STUDIO] command under the [Devices] menu.

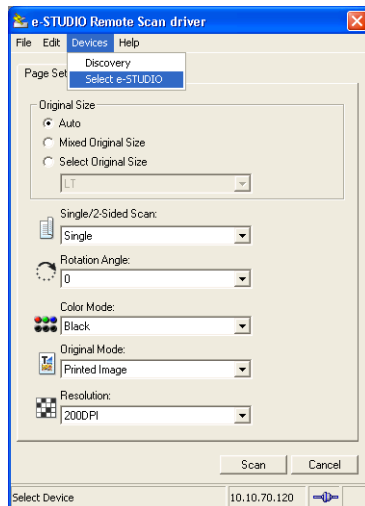
 P.137 "Changing the Target Device"

Changing the Target Device

If you have added more than one device to connect, you can change the target device for scanning originals using the Remote Scan driver.

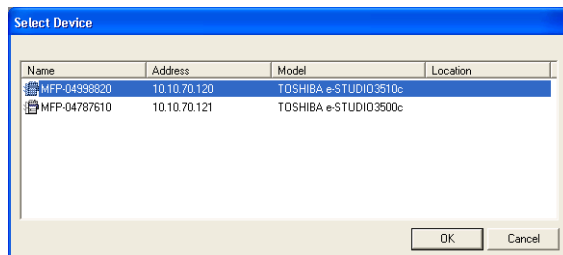
Selecting the target device

1 Click the [Devices] menu and select [Select e-STUDIO].



- The Select Device dialog box appears.

2 Select the name of the equipment that you want to connect to, and click [OK].



- The target device has been changed to the selected equipment.

Remote Scan Driver Errors

This chapter describes the most common Remote Scan driver errors and provides steps to resolve the conditions. If the problem persists after you have followed all of the steps, make sure to note the name of the application you were using, what you were trying to do, and any error messages — and then contact a authorized dealer for further assistance.

Tip

Please refer to the README file for Remote Scan driver about the problems that are not described here.

Remote Scan Driver Error Conditions

Refer to the corrective action for the following error conditions.

📖 P.139 “Cannot Find the Device”

📖 P.139 “Cannot Connect to the Device Found by Discovery”

📖 P.139 “Cannot Acquire Document”

Cannot Find the Device

Problem Description:

Cannot find this equipment using the Local Discovery or Network Discovery feature.

Corrective Action:

Confirm the following statements:

- The equipment and your computer is correctly connected to the TCP/IP network.
- The default gateway setting is correctly set up if the equipment is connected to a different subnet.

Cannot Connect to the Device Found by Discovery

Problem Description:

The Local Discovery finds the device, but you cannot connect to it.

Corrective Action:

1. Make sure Microsoft Internet Explorer 5.5 or later is installed.
2. Make sure the Proxy settings on the Microsoft Internet Explorer have been set correctly so that it can connect to the device.
3. Make sure Microsoft Internet Explorer is not in the off-line mode. If it is in off-line mode, change it to the on-line mode.
4. Make sure that you connect to the equipment.

Note

It also fails to connect to the device when too many computers connect to the device at the same time. Please try again later.

Cannot Acquire Document

Problem Description:

Cannot acquire a document using the Remote Scan driver.

Corrective Action:

If the equipment is not ready for the Remote Scan operation, it cannot acquire document using the Remote Scan driver. Please check the status of the equipment. When the equipment shows the following status, the Remote Scan operation cannot be performed.

- When the paper jam occurs in the equipment.
- When the serviceman call occurs in the equipment.
- When copying, scanning, faxing, or user function setting is performed in the equipment.
- When any cover is open.
- When the document feeder cover is open and the original is set in the document feeder.

INDEX

Numerics

2-SIDED SCAN 119

A

About 135
Advanced 132
Advanced Function 118
AUTHENTICATION 53
AUTOMATIC START 87, 91

B

BACKGROUND ADJUSTMENT 31, 45, 57
BOX/FOLDER 27

C

Client Utilities CD-ROM 124
Close 135
COLOR MODE 29, 43, 56
Color Mode 136
COMMAND PORT 40, 96
COMPRESS 30, 44, 56
CONTRAST 31, 45, 58
COPY & FILE 95

D

Devices 134
Devices menu 135
DIFFERENT WIDTH 105
Discovery 135, 137
Dual Agents 18

E

Edit menu 135
E-MAIL ADDRESS 60, 107
E-MAIL CC 54
Enable IPX/SPX Search 134
Enable TCP/IP Search 134
EXPOSURE 30, 44, 57, 105
Exposure 136

F

FILE FORMAT 42, 54, 98
File menu 135
FRAGMENT MESSAGE SIZE 55
FROM ADDRESS 55
FROM NAME 55

G

GROUP 68, 69, 71, 114, 115, 116
GROUP NAME 71, 117

H

Help 135
Help menu 135

I

Image Settings 135, 136
Internet Fax 101
Internet Fax Transmission Overview 102
IP Address 133
IPX Address 133

K

KNOWN ID 62, 70, 109, 115

L

Location 133
LOGIN USER NAME 39, 40, 41, 96, 97, 98

M

Manual Selection 132
Menu Bar 134
MFP LOCAL 37, 95
MIXED ORIGINAL SIZE 31, 44, 57
MODE 105
MULTI/SINGLE 42, 54

N

Name 133
NAME 1 87, 91
NAME 2 87, 91
NETWORK PATH 39, 40, 41, 96, 97, 98

O

ORIGINAL 105
ORIGINAL MODE 30, 44, 57
Original Mode 136
ORIGINAL SIZE 31, 44, 57
Original Size 135

P

Page Settings 135
PASSWORD .. 39, 40, 41, 87, 91, 96, 97, 98
PDF (MULTI) 98
PDF (SINGLE) 98
Precaution for Internet Transmission 102
PRIORITY RESERVE 120
Priority Transmission 119

R

Receiving from POP3 Server 121
REMOTE 1 39, 95
REMOTE 2 39, 95
Reset Settings 135
RESOLUTION 30, 43, 56, 105
Resolution 136
RGB ADJUSTMENT 32, 45, 58
ROTATION 29, 43, 56
Rotation Angle 136

S

SATURATION	31, 45, 58
Scan	135
Scan Mode	12
SCAN TO E-FILING	17, 19, 27
Scan to e-Filing mode	12
SCAN TO E-MAIL	17, 19, 52, 80
Scan to E-mail mode	13
SCAN TO FILE OR USB	17, 19, 36
Scan to File or USB mode	13
SEARCH ADDRESS	63, 65, 110, 112
SEARCH GROUP	71, 116
Search local subnet	134
Select e-STUDIO	135, 138
Sending 2-sided Originals	118
SERVER NAME	39, 41, 96, 97
SHARPNESS	31, 45, 58
Sharpness	136
Single Agent	16
SINGLE/2-SIDED SCAN	29, 43, 55
Single/2-Sided Scan	136
Specify a range	134
Start Discovery	131

T

TIFF (MULTI)	98
TIFF (SINGLE)	98
TopAccessDocMon Local Discovery	130, 131, 137
TX TYPE	105

U

USER NAME	87, 91
-----------------	--------

MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS

Scanning Guide

e-STUDIO2500c/3500c/3510c

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2-17-2, HIGASHIGOTANDA, SHINAGAWA-KU, TOKYO, 141-8664, JAPAN



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