



Operazioni Scanner
Scan Operations
Scannen Opérations
Numérisation
Operaciones de escáner

d-COLOR MF652/d-COLOR MF752

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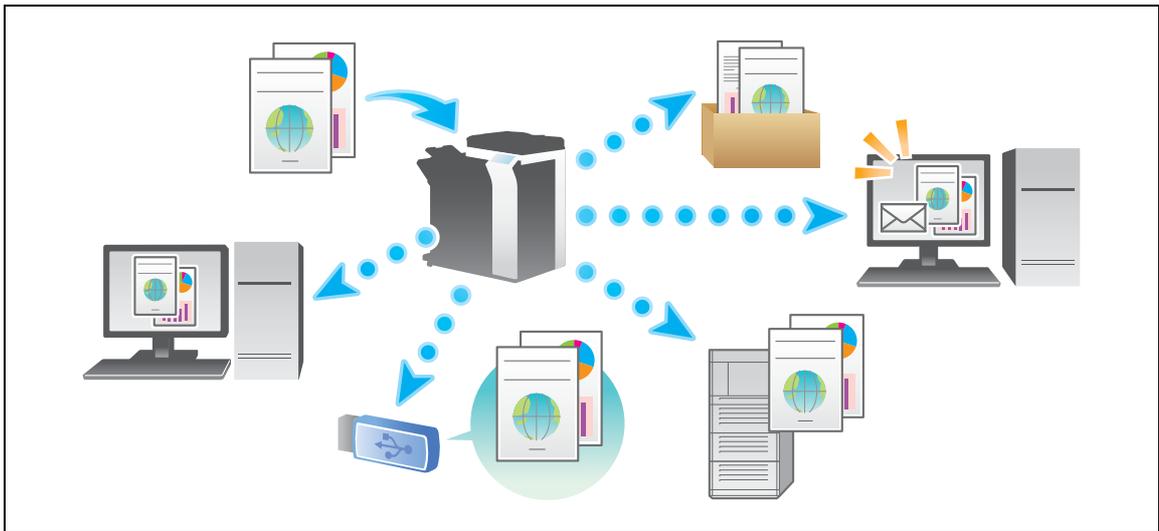
Scan-to-Send Function

1 Scan-to-Send Function

1.1 Operations Available with Scan-to-Send Function

The scanned original data can be sent to a computer or server, and saved on the hard disk (User Box) of this machine.

It may be necessary to make the following settings prior to using the Scan-to-Send Function. For details, refer to the explanations of each function.



The Scan-to-Send Function provides the following sub-functions.

Functions	Description
Scan to E-mail	Sends a converted file to any E-mail address as an E-mail attachment.
SMB Send	Sends a converted file to a shared folder of a computer. To use this function, specify your computer or file server as a destination.
FTP Send	Sends a converted file to the FTP server. This function is useful when transferring a file through the FTP server.
WebDAV Send	Sends a converted file to the WebDAV server. This function is useful when transferring a file through the WebDAV server.
Save in User Box	Saves the original data scanned by this machine in a User Box of this machine. The original data saved in a User Box can be sent to a shared folder or sent as an E-mail attachment.
WS scan	Imports original data by issuing a scan instruction from a computer without configuring complicated system settings, or sends original data scanned by this machine to a computer. This function is supported by Windows of Vista or later.
TWAIN scan	Converts original data scanned by this machine into a file, and imports it from a computer on the network using applications compatible with a TWAIN device.
Scan server sending	Sends a converted file to a scan server. When receiving a file, a scan server sends it as an E-mail attachment based on a workflow, or saves it in a shared folder of a computer.



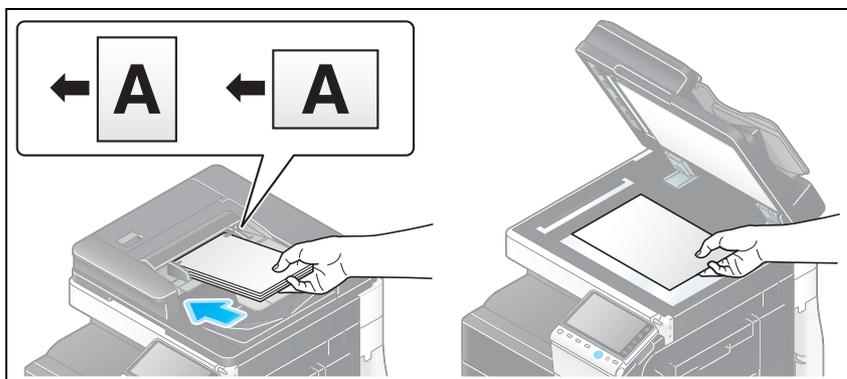
Reference

Original data scanned by this machine can be saved in the USB memory connected to this machine. For details, refer to [User's Guide: Box Operations].

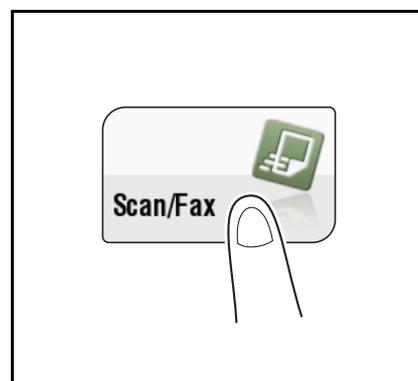
1.2 How To Send

1.2.1 Sending (basic operation flow)

- 1 Load the original.

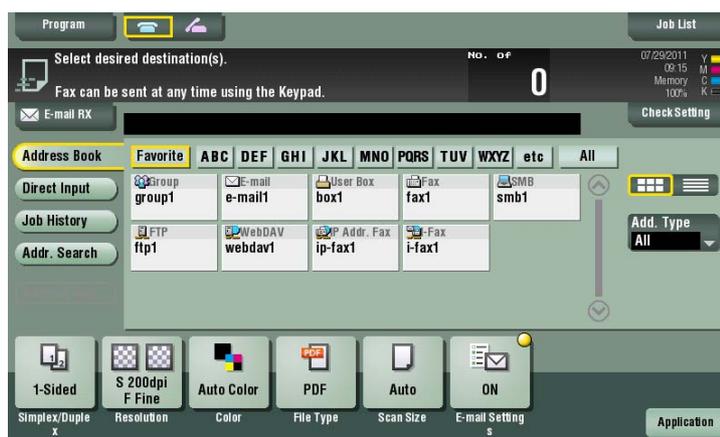


- 2 Tap [Scan/Fax].



- 3 Specify the destination.

- For details on how to specify a destination, refer to page 1-13.
- Specifying multiple destinations carries out computer sending and fax transmission simultaneously.



- If necessary, you can change the display of the main screen in fax/scan mode (default: [Address Book]). For details, refer to page 12-12 ([Default Tab]).

4 Configure Scan option settings as necessary.

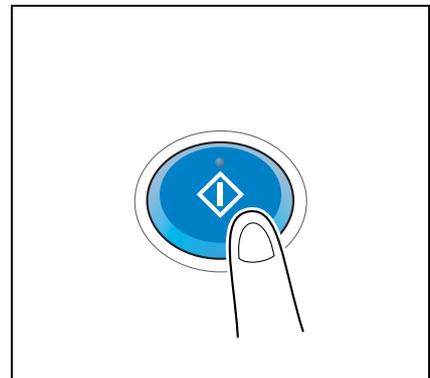


→ For details on configuring option settings, refer to the respective columns of the following table.

Purpose	Reference
To configure basic options such as color and original size	page 1-19
To configure options to scan various types of originals such as various sizes and books	page 1-21
To adjust the image quality level of the original such as colored background (newspaper, etc.) or light printing original	page 1-26
To print date/time and page number	page 1-27
Other option settings	page 1-28

5 Press the **Start** key.

- Tap [Check Setting] before sending, and check the destination and settings as necessary.
- To redo operations for specifying destinations or option settings, press **Reset**.



Transmission begins.

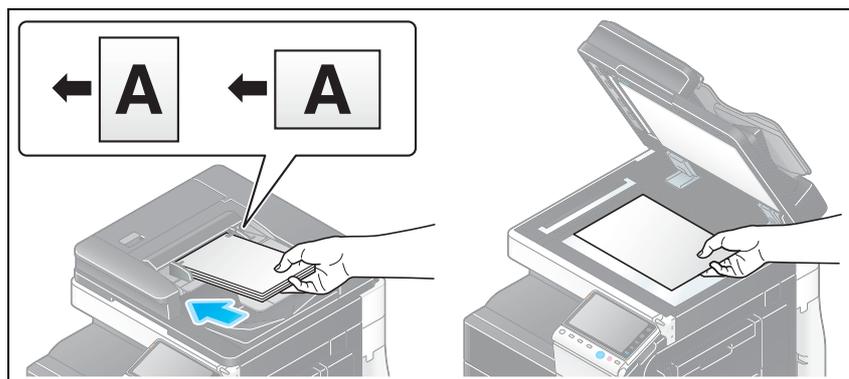
- If you press the **Stop** key while scanning an original, the scanning process stops, and a list of stopped jobs appears. To cancel scanning of the original, delete inactive jobs from the list.

Related setting

- You can change the default options for scan transmission to suit your environment. For details, refer to page 12-14.

1.2.2 Checking the finish before sending

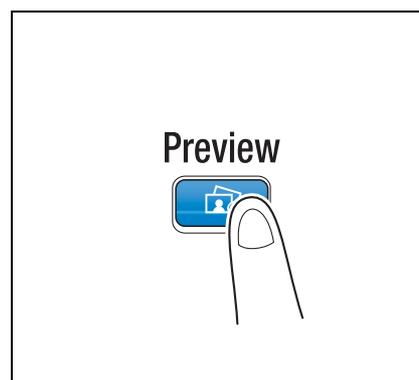
- 1 Load the original.



- 2 Tap [Scan/Fax].



- 3 Specify the destination.
- 4 Configure Scan option settings as necessary.
- 5 Press **Preview**.



- 6 Select the original direction.



- 7 Tap [Start] or press the **Start** key.

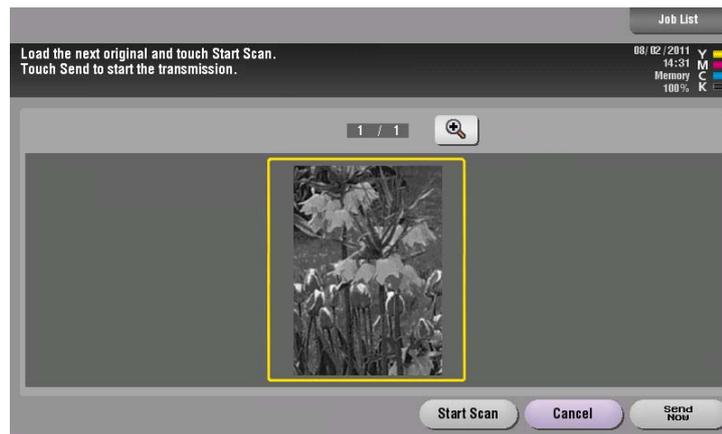
The original is scanned, and the Preview screen appears.

- 8 Tap .

The screen used to change the preview display appears.

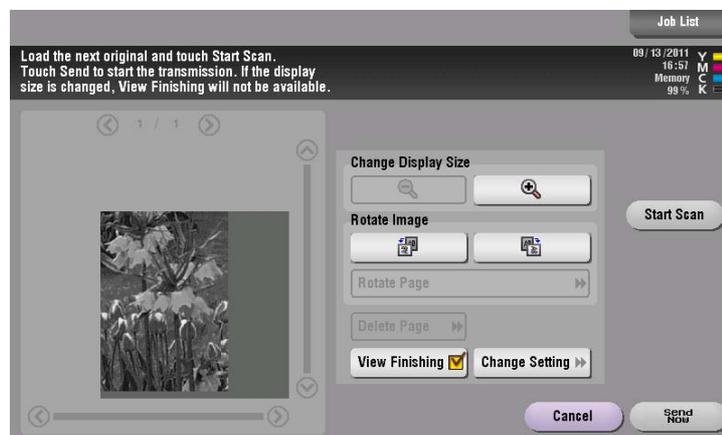
→ To continue to scan originals, load the original, and tap [Start Scan].

→ To start sending, tap [Send Now] or press the **Start** key.



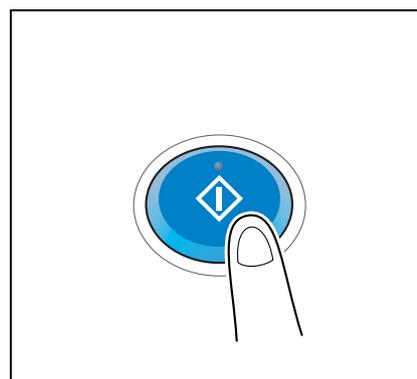
- 9 Check the preview display, and rotate the image or change settings as needed.

→ To continue to scan originals, load the original, and tap [Start Scan].



10 After all originals are scanned, tap [Send Now] or press the **Start** key.

Transmission begins.



Related setting (for the administrator)

- Normally, preview images are displayed after all the original data has been scanned. When necessary, you can use the real-time preview, which displays preview images on a page basis while scanning the originals (default: [OFF]). For details, refer to page 13-8([Realtime Preview]).
- You can select whether to display the screen to select the original loading direction (default: [ON]) after pressing the **Preview** key. For details, refer to page 13-8([Original Direction Confirmation Screen]).
- You can select conditions to display a preview image (default: [Preview Settings Screen]). For details, refer to page 13-8 ([Preview Display Conditions (Standard Application)]).

1.2.3 Sending a fax by recalling a program

Fax/Scan Program

Program is a function used to register a combination of frequently used option settings as a recall key. The program to be registered in Fax/Scan mode is called Fax/Scan program.

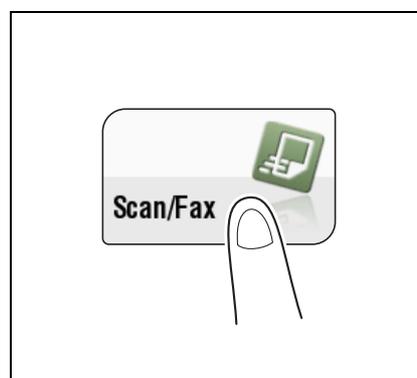
When you register a Fax/Scan program, you can recall the combination of option settings from the main screen with a single key action. You can also include a destination in program registration.

Registering a Fax/Scan program

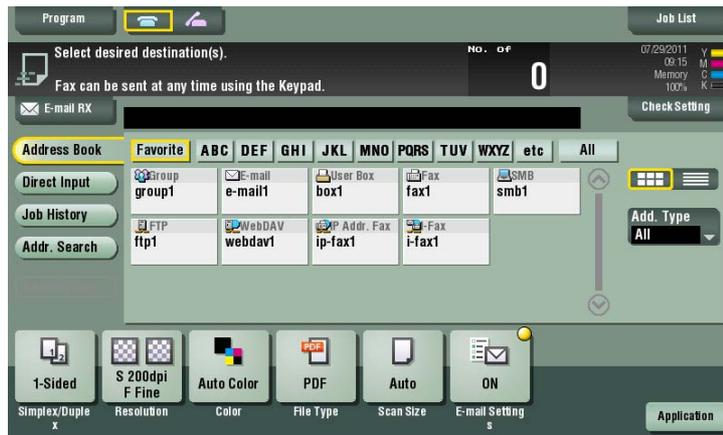
You can register up to 400 Fax/Scan programs.

If 400 Fax/Scan programs are already registered, delete unnecessary Fax/Scan programs before registering a new program.

1 Tap [Scan/Fax].



- 2 Configure the Scan option settings.
 - The settings configured here are registered as a program.



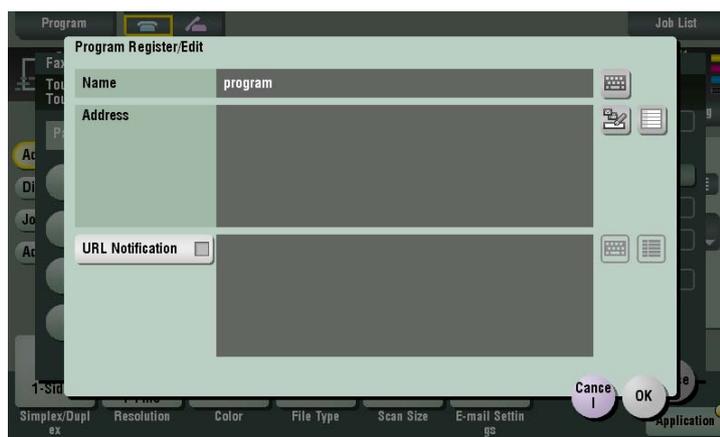
- 3 Tap the [Program] key.



- 4 Select one of the keys that has not been registered and tap [New].



- 5 Enter the program name, then tap [OK].
 → Specify the destination in [Address] as necessary.



Settings	Description
[Name]	Enter the program name (using up to 24 characters).
[Address]	Specify whether you want to include a destination for the program. Specify either by direct input or by selecting among the destinations registered on this machine. Only one destination can be specified.
[URL Notification]	You can send the E-mail message that contains the save location of the original data to the specified E-mail address. You can use this function for SMB Send, FTP Send, WebDAV Send, and Save in User Box. To notify the save location of the original data, select [URL Notification], tap the keyboard icon or list icon, and specify the E-mail address to which you want to send the E-mail message.

Tips

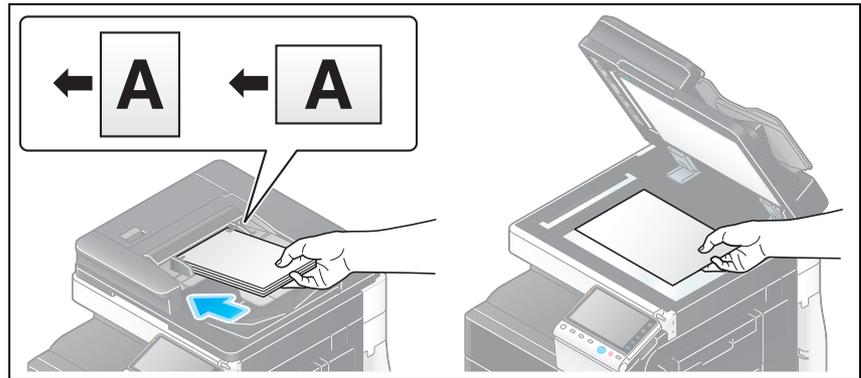
- For Fax/Scan program, in addition to normal program, temporary program for temporary use is also available. Temporary program is registered using **Web Connection**. By specifying a sending setting in advance, you can simplify the operation when sending data on this machine. Temporary programs are deleted once data is sent to the registered destination or when the machine is turned OFF.
- Up to 10 temporary programs can be registered. If 10 temporary programs are already registered, delete unnecessary temporary programs before registering a new program.

Reference

You can also register Fax/Scan programs using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

Sending a fax by recalling a Fax/Scan program

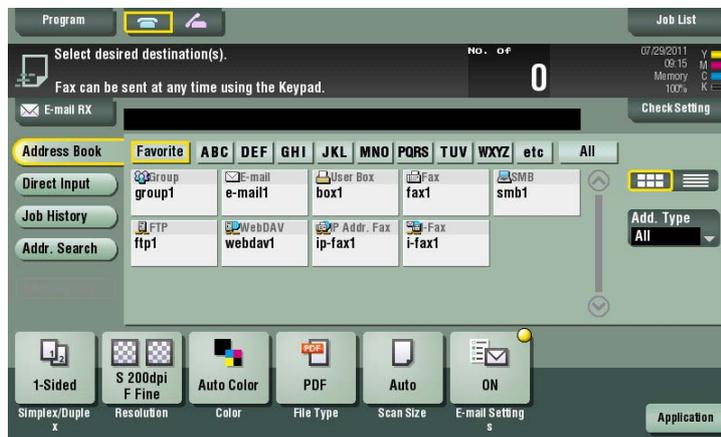
- 1 Load the original.



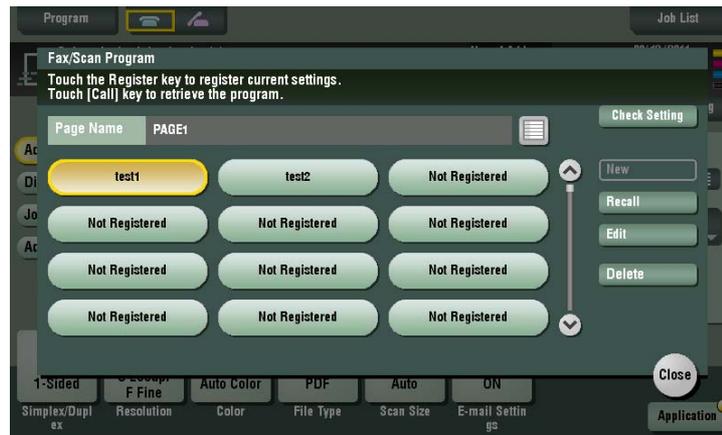
- 2 Tap [Scan/Fax].



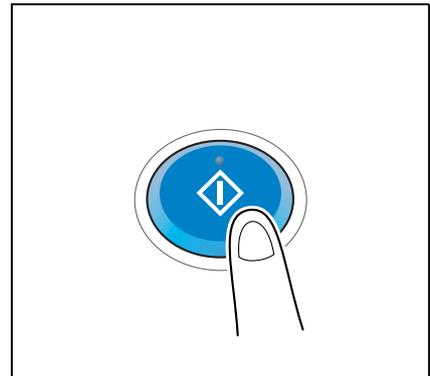
- 3 Tap the [Program] key.



- 4 Select the program you want to recall, and tap [Recall].
The registered content of a program is applied.



- If necessary, you can change the page to be displayed in the main screen of the program (default: [PAGE1]). For details, refer to page 12-12([Program Default]).
- 5 Specify the destination if no destination is registered for a program.
- 6 Press the **Start** key.
- Tap [Check Setting] before sending, and check the destination and settings as necessary.
- To redo operations for specifying destinations or option settings, press **Reset**.



Transmission begins.

- If you press the **Stop** key while scanning an original, the scanning process stops, and a list of stopped jobs appears. To cancel scanning of the original, delete inactive jobs from the list.

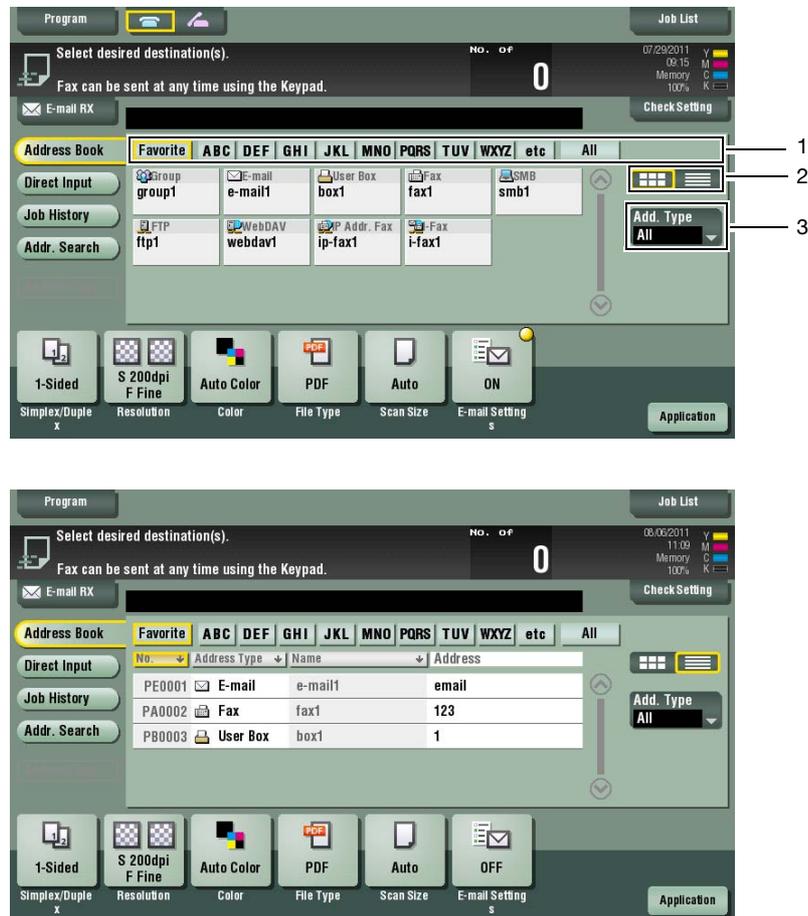
1.3 Specifying a destination

Selecting from address book

In [Address Book], select the destination registered on this machine.

You can send data by broadcast transmission if you select multiple destinations. You can also use broadcast transmission by combining different sending modes such as Scan to E-mail and SMB Send.

For details on how to register a destination, refer to page 10-3.



No.	Description
1	<p>Narrow down destinations with the index specified for the registered destination. Also using [Add. Type] further narrows down destinations.</p> <p>The following keys can be used to narrow down destinations:</p> <ul style="list-style-type: none"> • [All]: All address book entries registered on this machine are displayed. • [Favorite]: The destinations specified with [Favorites] as search text are displayed. • [etc]: Displays destinations for which a character other than an alphabet character is specified as the initial character of a registered name and no index is specified.
2	<p>Switches the display of the registered destinations to the button or list view mode.</p> <p>If the list view mode is selected, you can sort destinations by registration number, destination type, or registered name.</p>
3	<p>Narrow down destinations by the type of the registered destination. Also, using search text further narrows down destinations.</p>

Related setting

- You can select the index or destination type to be displayed at the top when [Address Book] is displayed (Default: [Favorites]/[All]). For details, refer to page 12-12 ([Address Book Index Default]).
- You can select the list order of destinations to be displayed in [Address Book] between an order by registration number and by registration name (default: [Number Order]). For details, refer to page 12-12 ([Default Address Sort Method]).
- You can select the default display of the [Address Book] between button images and listing (default: [One-Touch Button Layout]). For details, refer to page 12-12 ([Default Address Display Method]).

Related setting (for the administrator)

- You can specify whether to prohibit users from specifying more than one destination (for broadcasting) or not (default: [OFF]). For details, refer to page 13-6.

Specifying a group

When you frequently send data by broadcast transmission, it is convenient to use a Group that groups multiple destinations.

When a Group is selected in [Address Book], select the destinations you want send data among the destinations registered in the group. If there is certain destination that you want to delete from sending data among the destinations registered in the group, tap [Select All], then tap the target destination to deselect.

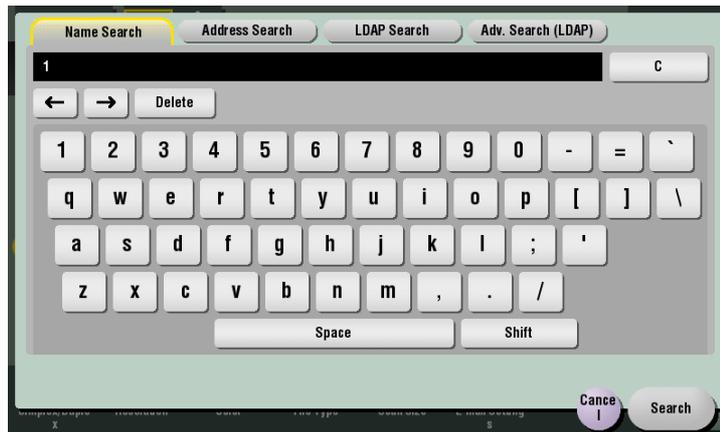
For details on how to register a Group, refer to page 10-10.



Searching for destinations

If a large number of destinations is registered, search for a destination by registration name or destination (E-mail address or computer name).

- 1 Tap [Addr. Search] - [Search] - [Name Search] or [Address Search].
 - When searching for a destination by registration name, tap [Name Search].
 - When searching for a destination by E-mail address or computer name, tap [Address Search].
- 2 Enter the text you want to search for, then tap [Search].
 - Using [Name Search]



- Using [Address Search]



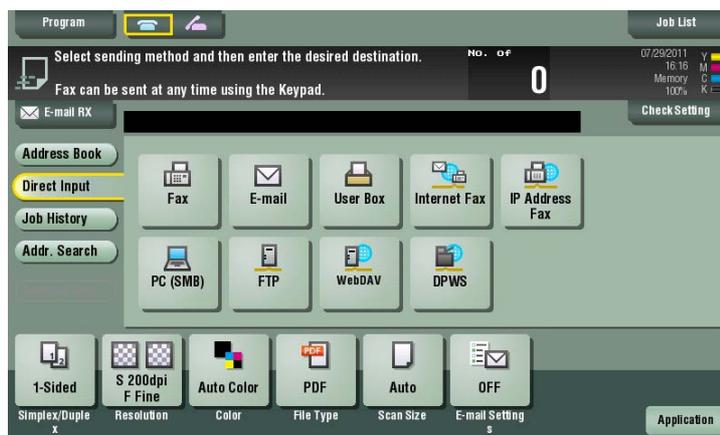
- 3 Select the destination from the search result.

Related setting

- You can select whether to differentiate upper case and lower case characters (default: [Differentiate]) when searching for a destination. You can also specify whether to display the check box for switching between case-sensitive and case-indifferent search modes in the search screen (default: [OFF]). For details, refer to page 12-13.

Direct input

In [Direct Input], tap the corresponding key of the destination type to which you want to save or send, then enter the destination information.



Purpose	Reference
To send a file as an E-mail attachment	page 11-5
To save data in a User Box of this machine	page 11-5
To send data to a shared folder of a computer or server	page 11-6
To send data to the FTP server	page 11-7
To send data to the WebDAV server	page 11-8
To use the scan transmission using the Web Service of Windows Vista or Windows 7	page 11-9
To automatize a scan transmission workflow via a scan server	page 11-9



Reference

You can register the destination that you have entered directly into the address book. For details, refer to page 10-12.

Related setting (for the administrator)

- You can specify whether to allow the user to directly enter a destination (default: [Allow All]). For details, refer to page 13-21.

Selecting from the history

In [Job History], select a destination from the history of scan transmission destinations or saved destinations. The history shows the latest five fax destinations. When necessary, multiple destinations can be selected from the history.



Tips

- If you edit a registered destination or User Box or turn the main power off or on, history information is deleted.

Searching for an E-mail address through the LDAP server

When using the LDAP server or Active Directory of Windows Server, search for an E-mail address through the server.

There are two ways to search: Use [LDAP Search] in which a fax number is searched by a single keyword, and use [Adv. Search (LDAP)] in which a fax number is searched by a combination of keywords of different categories.

- ✓ To use the LDAP server or Active Directory to specify the destination, you must register the server on this machine. The registration process is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

- 1 Tap [Addr. Search] - [Search] - [LDAP Search] or [Adv. Search (LDAP)].
- 2 Enter the keyword, then tap [Search].
 - Using [LDAP Search]



- To use [Adv. Search (LDAP)]



- 3 Select the destination from the search result.

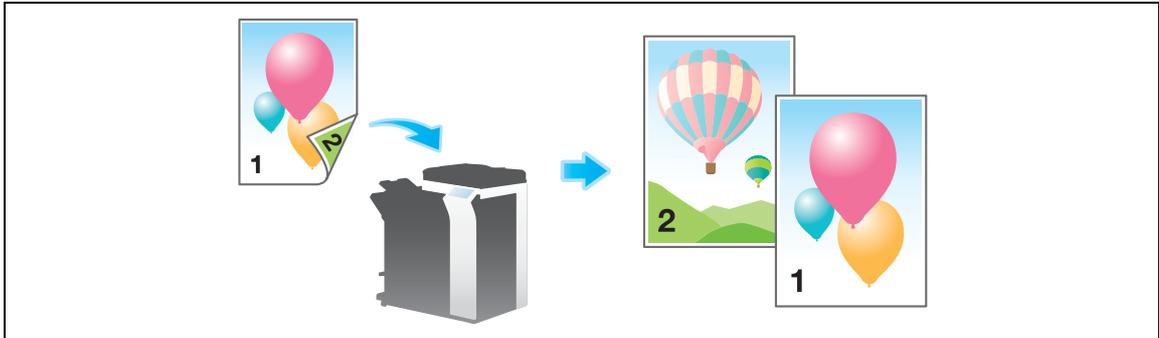
1.4 Scan option settings

1.4.1 Basic options such as color and original size

Scanning a 2-sided original ([Simplex/Duplex])

Using the **ADF**, you can automatically scan the front and back faces of an original. Also, you can scan only one side of the first page, then scan both sides of the remaining pages.

For details, refer to page 11-13.



Specifying the resolution of an original for scanning ([Resolution])

Select the resolution of the original for scanning.

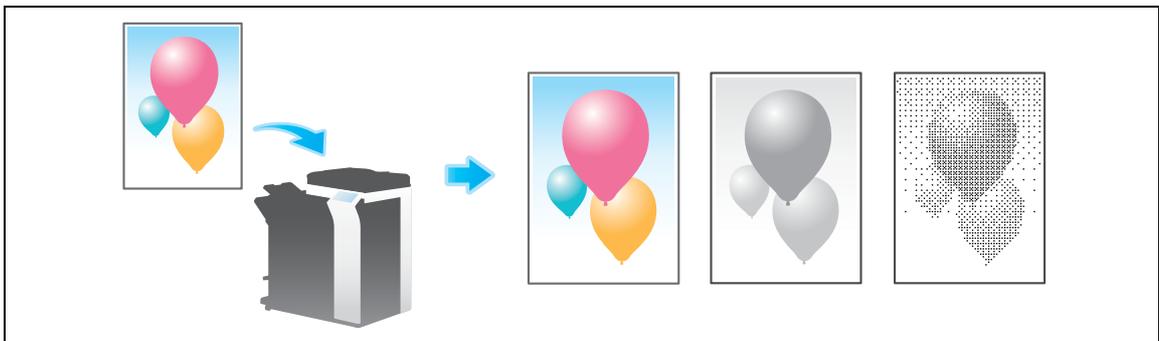
For details, refer to page 11-14.

Selecting the color mode to scan the original ([Color])

The original is scanned using the selected color mode.

There are four color modes: [Auto Color] to scan based on the original color, [Full Color], [Gray Scale], and [Black].

For details, refer to page 11-15.



Specifying the file type used to save the scanned original data ([File Type])

For the file type, select PDF, TIFF, JPEG, XPS, PPTX, and other types. We recommend that an important original is converted to a PDF file that can be encrypted.

For details, refer to page 11-16.

Specifying the original size for scanning ([Scan Size])

Select the size of the original to be scanned.

There are [Auto], [Inches], [Metric Sizes], [Photo Size], etc. for scan size.

For details, refer to page 11-19.

Changing a file name ([E-Mail Settings])

If necessary, change the file name of the scanned original. For details, refer to page 11-20.

If you do not change the file name, the file name is automatically assigned according to the rule of "Initial of the function" + "Device Name" + "Date" + "sequential number" + "Page Number" + "File extension". A file name consists of the following information:

Item	Description
Initial of the function	Indicates the mode used for scanning data. <ul style="list-style-type: none"> • C: Copy • S: Fax/Scan, User Box • P: Print • R: Received fax
Device Name	The name of this machine registered in [Utility] - [Administrator Settings] - [Administrator/Machine Settings] - [Input Machine Address] - [Device Name].
Date	Indicates the year, month, date, time, and minute that the original is scanned. For example "11050115230" means that the file is scanned on May 1, 2011, 15:23. The last digit (0) indicates the order when file conversion is performed multiple times in a certain minute. If file conversion is performed twice between 15:23 and 24, the last digit appears as 231 and 232.
Sequential number	A sequential number is given when each page of a multiple-page original is converted consecutively, and the number indicates the page number of the original. Page numbers are automatically included in the file name when the file is saved or sent. Consider this part for FTP Send or other transmission when a FTP server has restrictions regarding file names.
File extension	Extension of the file to be saved. An extension is automatically included in the file name when the file is saved or sent.

Related setting

- To avoid duplicate file names being created in the destination, you can adjust the setting to automatically add text to the file name. For details, refer to page 12-15.

Related setting (for the administrator)

- You can change the default file name. You can specify whether to add an initial of the function or whether to specify an arbitrary text instead of the device name. For details, refer to page 13-8.

Changing a subject and message text of an E-mail ([E-Mail Settings])

The default subject name and message text are automatically inserted into an E-mail. If multiple E-mail subjects and message text are registered, subject and message text can be changed using the default.

When necessary, you can change the sender E-mail address ("From" address).

For details, refer to page 11-20.

Related setting

- You can register the fixed subject and text phrase of the E-mail message. For details, refer to page 12-9.

Related setting (for the administrator)

- Select whether to allow the user to change the sender E-mail address ("From" address) (default: [Allow]). For details, refer to page 13-5([Change the "From" Address]).

1.4.2 Settings to scan various types of originals (Application settings)

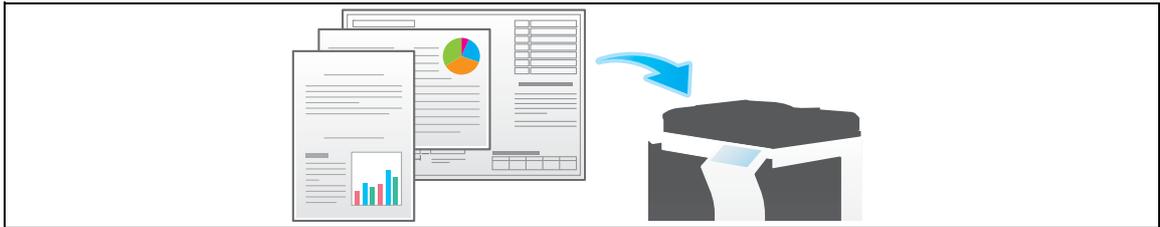
Scanning originals of varying sizes in a batch ([Mixed Original])

Even for an original with pages of different sizes, by using the **ADF**, you can scan data while detecting the size of each page.

For details, refer to page 11-22.

NOTICE

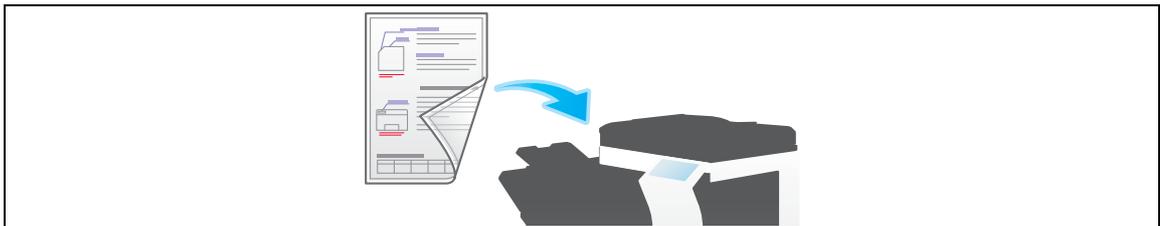
*Load all the original pages into the **ADF** so that the tops of the pages are at the back or left side of the machine.*



Scanning an original that is thinner than plain paper ([Thin Paper Original])

Reduce the original feed speed of the **ADF** to prevent thin paper from getting caught.

For details, refer to page 11-22.



Scan originals with folds ([Z-Folded Original])

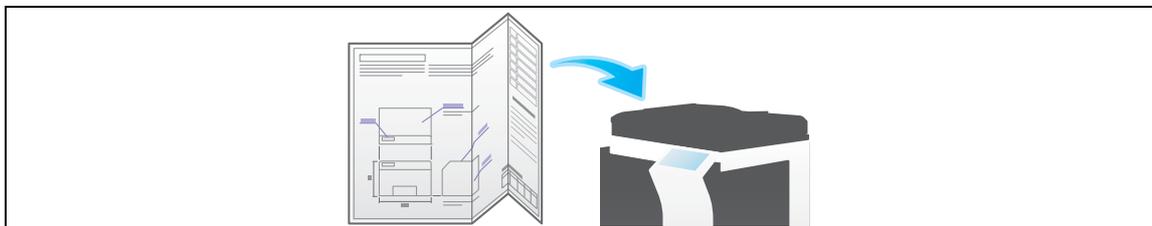
Even the original sizes of folded originals can be detected accurately.

If a folded original is loaded into the **ADF**, the original size may not be able to be detected accurately. To scan a folded original through the **ADF**, use [Z-Folded Original].

For details, refer to page 11-22.

NOTICE

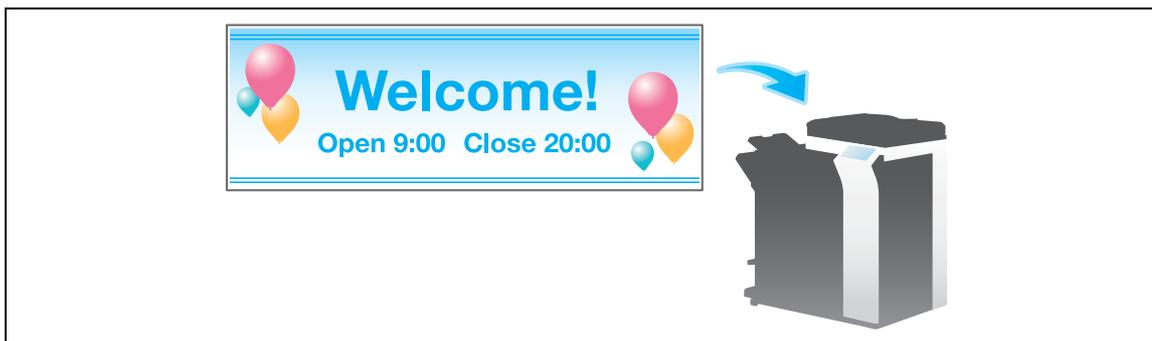
*Unfold folded originals before loading them into the **ADF**. If a folded original is not unfolded before scanning, a paper jam may occur or the size may not be correctly detected.*



Scanning a long original ([Long Original])

Load a long original that cannot be placed on the **Original Glass** and that is larger in the feeding direction than the full standard size (A3 or 11 × 17) into the **ADF**. There is no need to enter the original size in advance; the **ADF** will automatically detect the size.

For details, refer to page 11-22.



Specifying the original loading direction ([Original Direction])

When scanning a 2-sided original etc., you can specify the direction in which the original is loaded so that the vertical direction is set correctly.

For details, refer to page 11-22.



Specifying the original binding position ([Binding Position])

When scanning a double-sided original, specify the binding position of the original in [Binding Position] to prevent the binding position from being reversed between the front and rear faces.

For details, refer to page 11-22.



Scanning while removing dust from the slit glass ([Despeckle])

When the **ADF** scans an original, scanning of the original(s) and removal of dust from the **Slit Scan Glass** are performed alternately so that the original is always scanned on clean **Slit Scan Glass**.

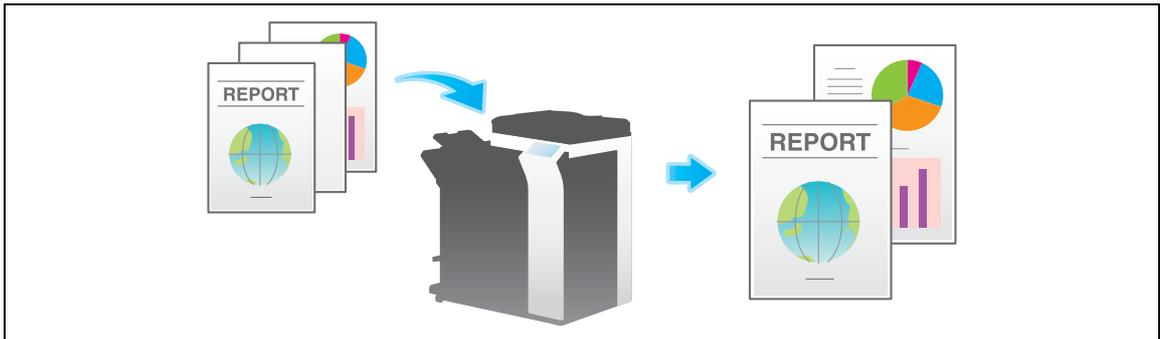
It takes longer to finish scanning, compared to the normal operation.

For details, refer to page 11-22.

Skipping blank pages ([Blank Page Removal])

Blank pages contained in the original loaded into the **ADF** are skipped when the original is scanned.

For details, refer to page 11-22.



Splitting the left and right pages of a book and catalog ([Book Original])

You can scan two-page spreads such as books and catalogs separately into left and right pages, or scan them as one page. If you place a book or catalog on the **Original Glass**, you do not need to close the **ADF** to scan it.

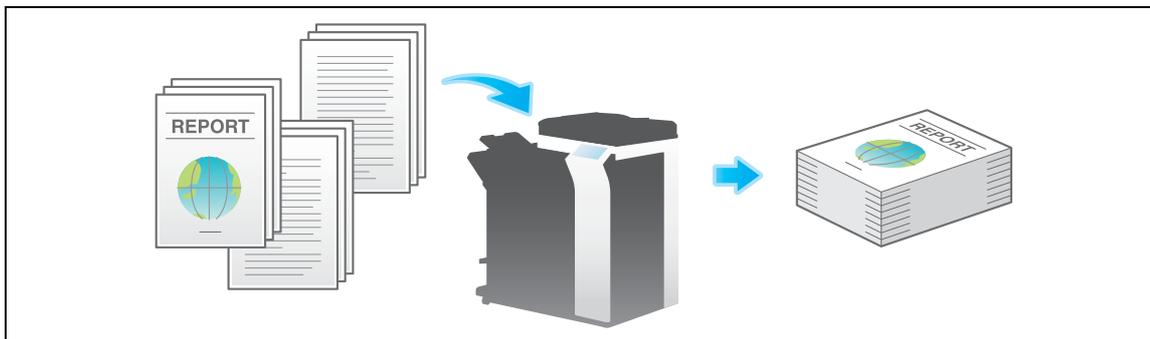
For details, refer to page 11-23.



Scanning a number of originals ([Separate Scan])

If the number of original sheets is so large that they cannot be loaded into the **ADF** at the same time, you can load them in several batches and handle them as one job.

In [Separate Scan], you can switch between the **ADF** and **Original Glass** to scan the originals.

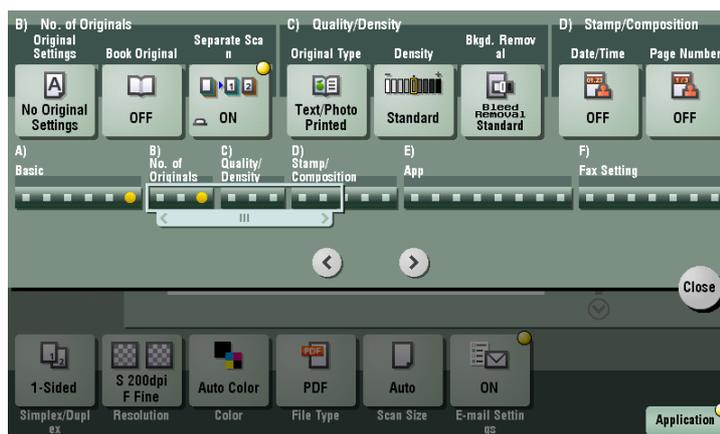


- 1 Load the original.

NOTICE

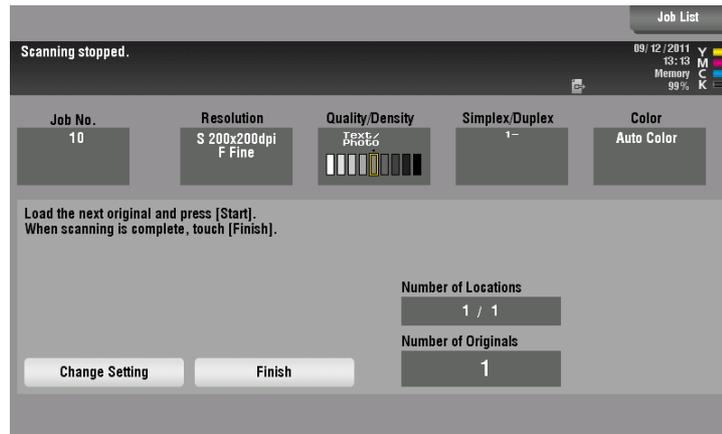
*Do not load more than 150 sheets at a time into the original tray, and do not load the sheets up to the point where the top of the stack is higher than the , ▼ mark. Doing so may cause an original paper jam, damage the originals, and/or cause an **ADF** failure.*

- 2 Tap [Application] - [No. of Originals] - [Separate Scan], and set to [ON].



- 3 Press the **Start** key.
The original is scanned.

- 4 Load the next original, then press the **Start** key.
→ Tap [Change Setting] to change the option settings according to the new original as necessary.



- 5 Repeat Step 4 until all originals are scanned.
- 6 After all originals are scanned, tap [Finish] and press the **Start** key.
Transmission begins.

Related setting

- Select whether to always scan originals continuously without specifying [Separate Scan] when scanning originals using the **Original Glass** (Default value: [No]). For details, refer to page 12-11.

1.4.3 Adjusting image quality level/density (Application settings)

Selecting the appropriate image quality level for the original ([Original Type])

Select the appropriate image quality level for the original and scan at the optimal level of image quality.

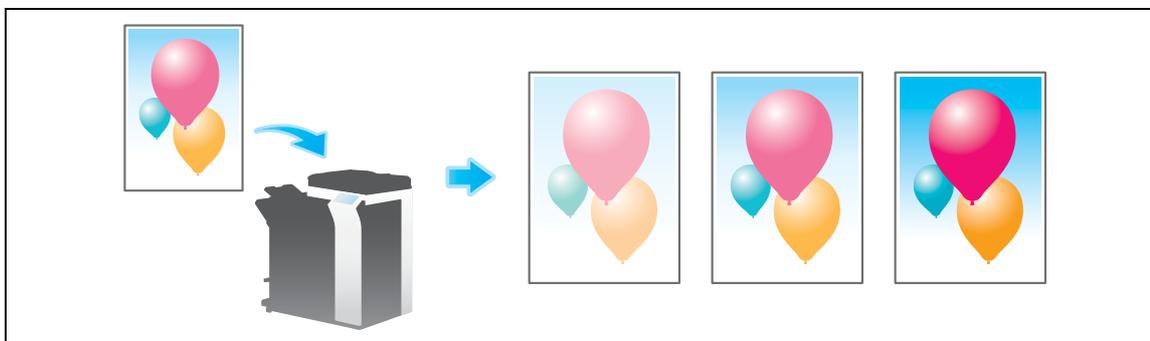
For details, refer to page 11-24.



Adjusting the density to scan the original ([Density])

Select the scan density (dark, light) of the original.

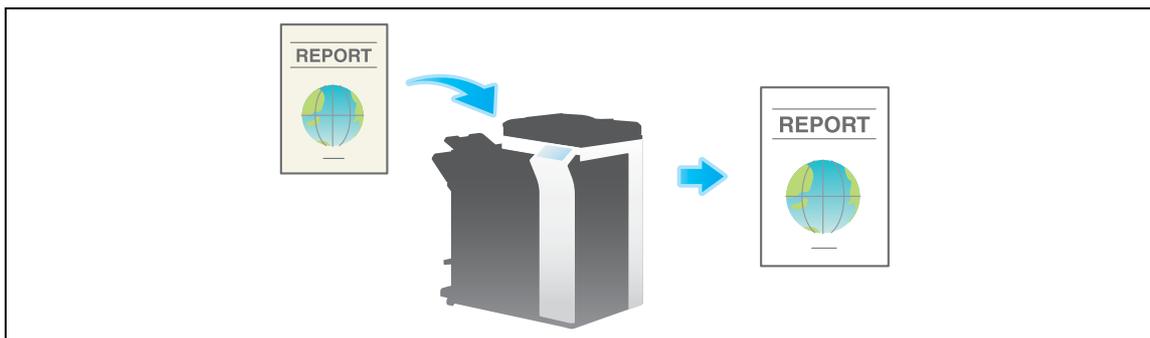
For details, refer to page 11-25.



Adjusting the background density of the original ([Bkgd. Removal])

You can adjust the density of the background area for originals with colored backgrounds (newspaper, recycled paper, etc.) or originals that are so thin that text or images on the back would be scanned.

For details, refer to page 11-26.



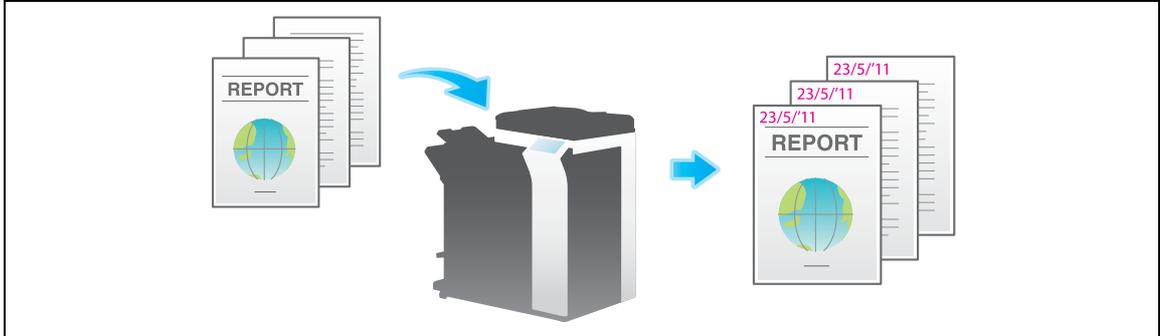
1.4.4 Adding a stamp/page number (Application settings)

Adding a date and time ([Date/Time])

Select the stamping position and representation, and add the date and time the original is scanned.

The date and time can either be printed on all pages or only on the first page.

For details, refer to page 11-27.

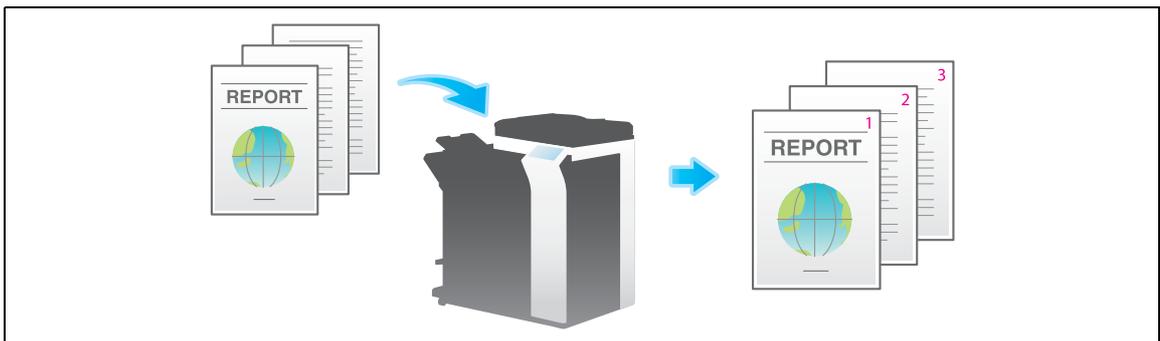


Adding the page number ([Page Number])

Select the stamping position and format, and add page and chapter numbers.

Page and chapter numbers are printed on all pages.

For details, refer to page 11-28.

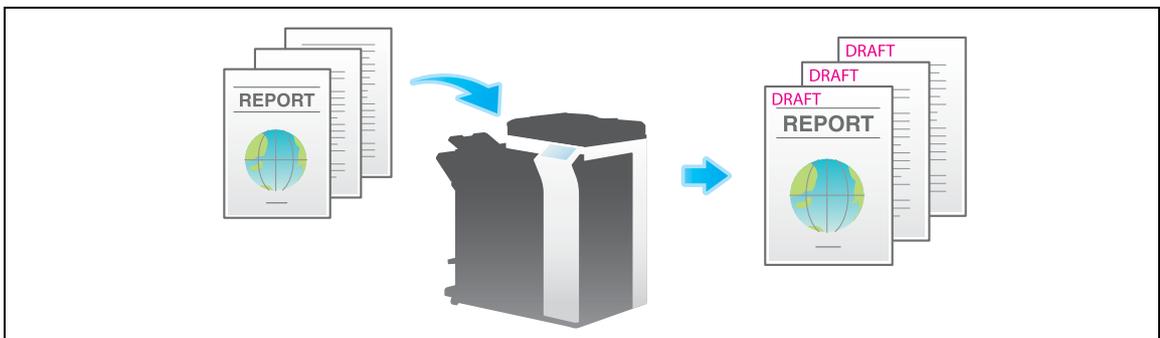


Adding a stamp ([Stamp])

Texts such as "PLEASE REPLY" and "DO NOT COPY" are printed on the first page or all pages. You can select the text to be added from the registered fix stamps and arbitrary registered stamps.

Since text is added without the original being modified, it is convenient to handle important documents on which additions or modifications are not permitted.

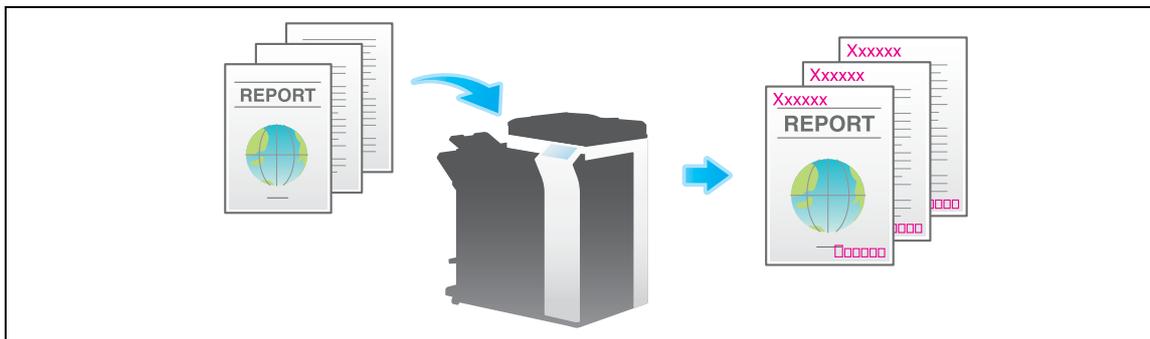
For details, refer to page 11-29.



Adding information to the header/footer ([Header/Footer])

Add the date, time, and any arbitrary text in the top and bottom margins (header/footer) of the specified page. You must register the information to be added to the header and footer on this machine in advance.

For details, refer to page 11-30.



Related setting (for the administrator)

- For details on how to register the information to be added for header and footer, refer to page 13-7.

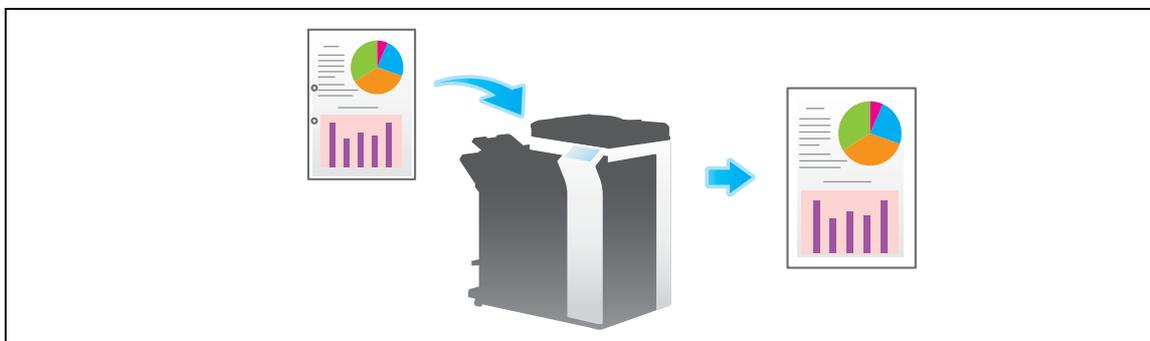
1.4.5 Other option settings (Application settings)

Scanning after erasing text and shadows in the margins of an original ([Frame Erase])

Erases an area of an identical specified width along the four sides of an original. You can specify the width to be erased for each side.

This is convenient when you want to erase the reception record of the header and footer of a fax, or shadows of punch holes on the original.

For details, refer to page 11-31.

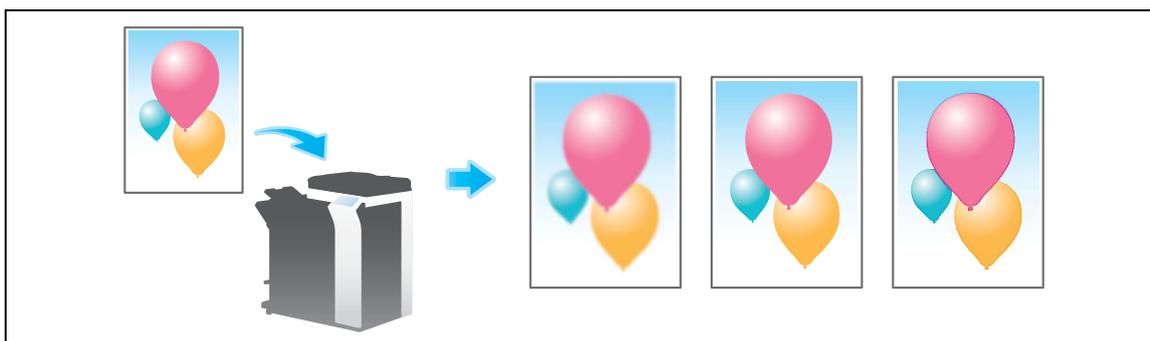


Sharpening the border between text etc. ([Sharpness])

Sharpen the edges of the image such as text in the table and graphic, to improve legibility.

Smoother the rough contours of an image or sharpen blurred images.

For details, refer to page 11-31.

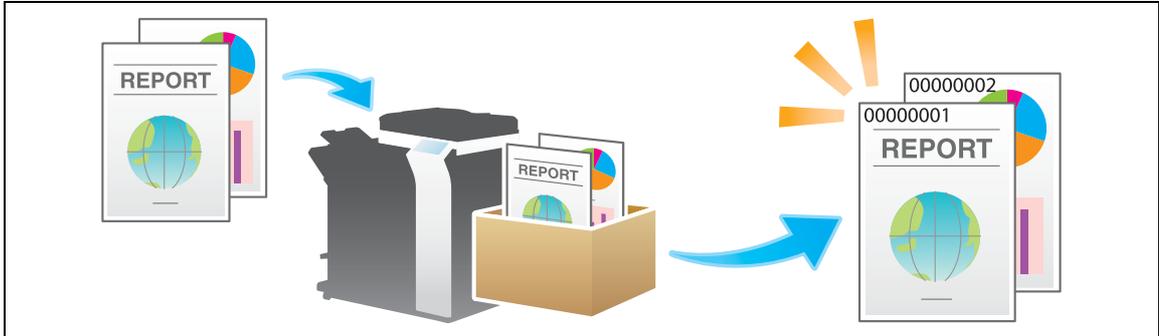


Adding a filing number to original data ([Annotation User Box])

Annotation User Box provides a function that adds filing numbers to original data for each job or page.

When a file is taken out from the Annotation User Box, the predetermined control date, time and filing number are automatically added to the header and footer positions of the image. By creating the document that can identify the source and date of creation, unauthorized use can be prevented.

For details, refer to page 11-32.



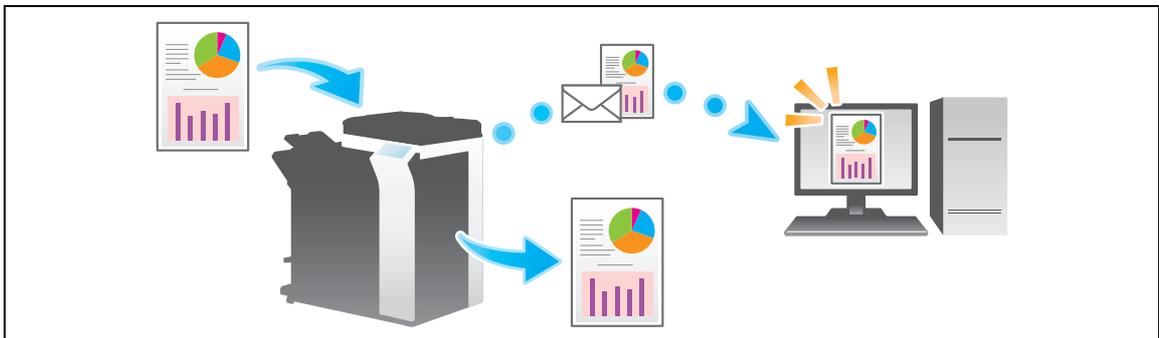
Reference

To use the Annotation User Box, it must be registered in advance. For details on the registration procedure, refer to [User's Guide: Box Operations].

Sending and printing at the same time ([Save & Print])

Printing can be performed simultaneously during each scan transmission such as Scan to E-mail or saving data in a User Box.

For details, refer to page 11-32.



2

Sending Original Data as an E-mail Attachment (Scan to E-mail)

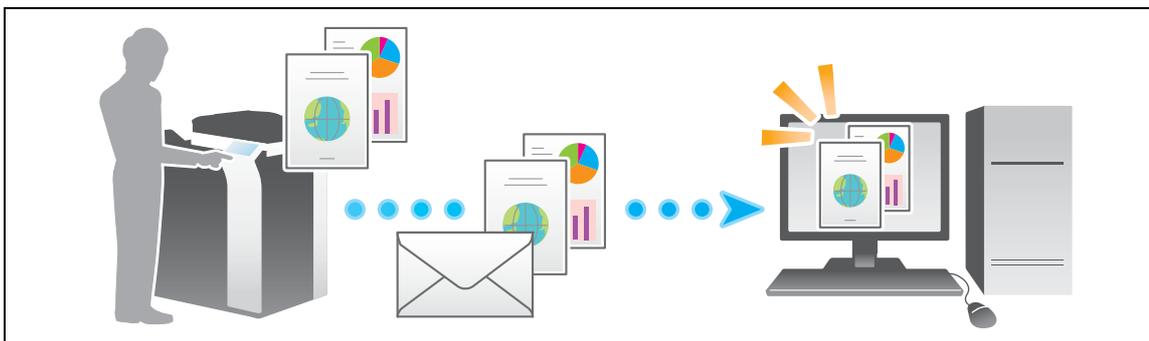
2 Sending Original Data as an E-mail Attachment (Scan to E-mail)

2.1 Scan to E-mail Function

The Scan to E-mail function converts original data scanned by this machine into a file supported by a computer, and sends it to any E-mail address as an E-mail attachment.

Using this function, you can send a file in the same way as when sending an E-mail, enabling easy operation and installation.

It supports S/MIME or SSL/TLS encryption and POP before SMTP authentication, assuring security measures. If the LDAP server or Active Directory of Windows Server is used for user management, an E-mail address can be searched via the server.



2.2 Preparation for Scan to E-mail (for the administrators)

2.2.1 Preparation flow

- 1 Connecting this machine to the network
 - Checking a LAN cable for connection
 - Checking the network settings

Check that an IP address is assigned to this machine.
- 2 Preparing the E-mail environment.
 - Registering an E-mail server (SMTP)
 - Registering an E-mail address of an administrator

The registered E-mail address is used as the "From" address.
- 3 Configuring the machine to your environment
 - Registering commonly-used E-mail addresses

This will save you the trouble of entering a destination each time you send an e-mail.

 - Using an LDAP server to specify addresses

When the LDAP server or Active Directory is used, you can search for a destination on the server.

 - Registering the subject and message text of an E-mail to be sent

Register E-mail subjects and fixed message text phrase as the standard; you can select a desired one when sending an E-mail.

 - Registering a prefix and suffix of each destination

Register a prefix and suffix of each E-mail address, enabling you to easily enter an E-mail address.

 - Using SMTP authentication

This machine supports SMTP authentication. If SMTP authentication is installed in your environment, configure its setting.

 - Using POP Before SMTP authentication

This machine supports POP before SMTP authentication. If POP before SMTP authentication is installed in your environment, configure its setting.

 - Using an SSL/TLS communication

This machine supports SMTP over SSL and Start TLS. If a communication with an E-mail server is encrypted using SSL in your environment, configure its setting.

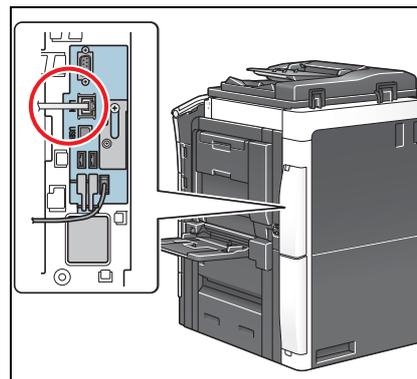
 - Using S/MIME

This machine supports S/MIME to avoid risks such as an E-mail interception or sender spoofing. If S/MIME is installed in your environment, configure its setting.
- 4 Preparation finished.

2.2.2 Operations required to use this function

Checking a LAN cable for connection

Check that a LAN cable is connected to the LAN port of this machine via the network.



Checking the network settings

Ensure that this machine has an IP address assigned to it. Tap [Utility] - [Device Information], and check that an IP address is displayed.



Reference

If no IP address is displayed, you need to set up the network. For details, refer to [User's Guide: Web Management Tool].

Configuring the environment to use the Scan to E-mail function

Register the E-mail server address and administrator's E-mail address required for Scan to E-mail.

The registration process is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

2.2.3 Option settings

Registering a frequently used destination

Registering a frequently used E-mail address to this machine as a destination will save you the trouble of entering it each time you send an e-mail.

For details on how to register, refer to page 10-3.

Using an LDAP server to specify addresses

When the LDAP server or Active Directory is used for user management, an E-mail address can be searched or specified via the server. To use the LDAP server to specify a destination, you must register the server on this machine.

The registration process is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].



Reference

For details on how to search using the LDAP server, refer to page 1-18.

Registering the subject and message text of an E-mail to be sent

The default subject name and message text are automatically inserted into an E-mail. Pre-register multiple preset text for the subject and fixed message text phrase of an E-mail; you can use them depending on destinations.

For details on how to register, refer to page 12-9.

Registering a prefix and suffix of each destination

Register a prefix and suffix of an E-mail address.

If a domain contains a large number of E-mail addresses, register a character string (domain name) following an "@" (at mark). By registering a domain name, you can recall the registered domain name to complement E-mail address entry.

This will help to prevent input errors of E-mail addresses with long domain names.

For details on how to register, refer to page 13-18.

Using SMTP authentication

This machine supports SMTP authentication. If SMTP authentication is installed in your environment, configure its setting.

How to configure the setting is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

Using POP Before SMTP authentication

This machine supports POP before SMTP authentication. If POP before SMTP authentication is installed in your environment, configure its setting.

How to configure the setting is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

Using an SSL/TLS communication

This machine supports SMTP over SSL and Start TLS. If a communication with an E-mail server is encrypted using SSL in your environment, configure its setting.

How to configure the setting is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

Using S/MIME

This machine supports S/MIME to avoid risks such as an E-mail interception or sender spoofing. If S/MIME is installed in your environment, configure its setting.

How to configure the setting is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

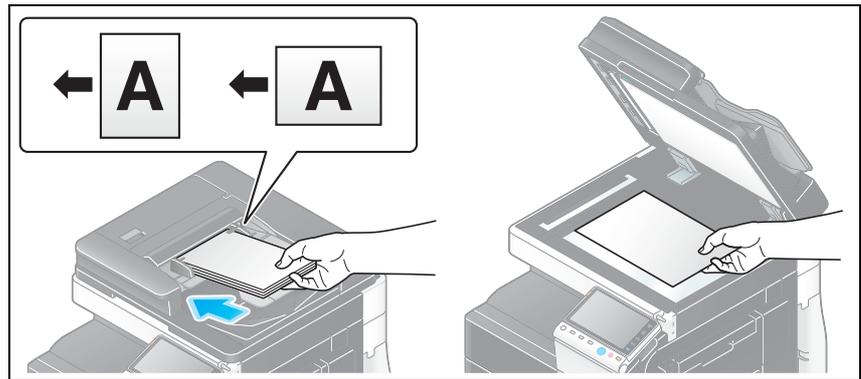


Reference

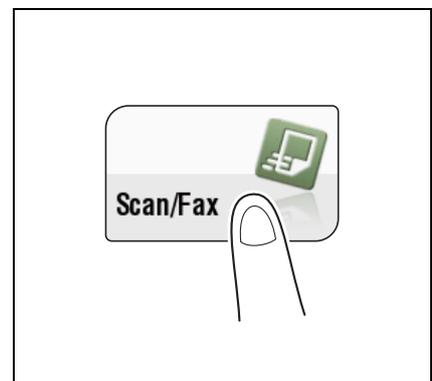
For details on how to send data using S/MIME, refer to page 2-11.

2.3 How To Send

- 1 Load the original.

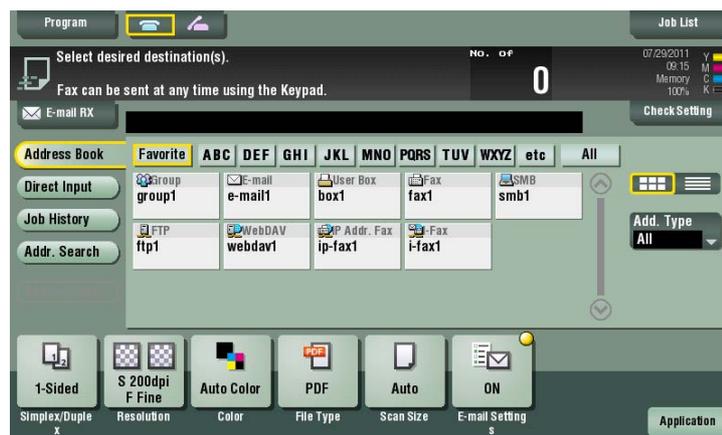


- 2 Tap [Scan/Fax].



- 3 Specify the destination E-mail address.

- For details on how to specify a destination, refer to page 1-13.
- Specifying multiple destinations carries out computer sending and fax transmission simultaneously.
- If a message appears to indicate that the From address is not registered after a destination has been specified, select [E-Mail Settings] in Options, and enter the sender's E-mail address into [From].



- If necessary, you can change the display of the main screen in fax/scan mode (default: [Address Book]). For details, refer to page 12-12 ([Default Tab]).

- 4 Configure Scan option settings as necessary.

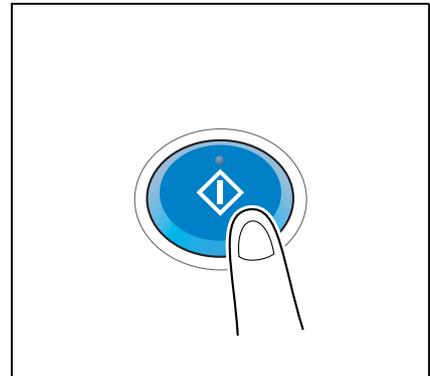


- For details on configuring option settings, refer to the respective columns of the following table.

Purpose	Reference
To configure basic options such as color and original size	page 1-19
To configure options to scan various types of originals such as various sizes and books	page 1-21
To adjust the image quality level of the original such as colored background (newspaper, etc.) or light printing original	page 1-26
To print date/time and page number	page 1-27
Other option settings	page 1-28

- 5 Press the **Start** key.

- Tap [Check Setting] before sending, and check the destination and settings as necessary.
 → To redo operations for specifying destinations or option settings, press **Reset**.



Transmission begins.

- If you press the **Stop** key while scanning an original, the scanning process stops, and a list of stopped jobs appears. To cancel scanning of the original, delete inactive jobs from the list.

Reference

Using the preview function, you can check the finishing status before sending. For details on how to send, refer to page 1-6.

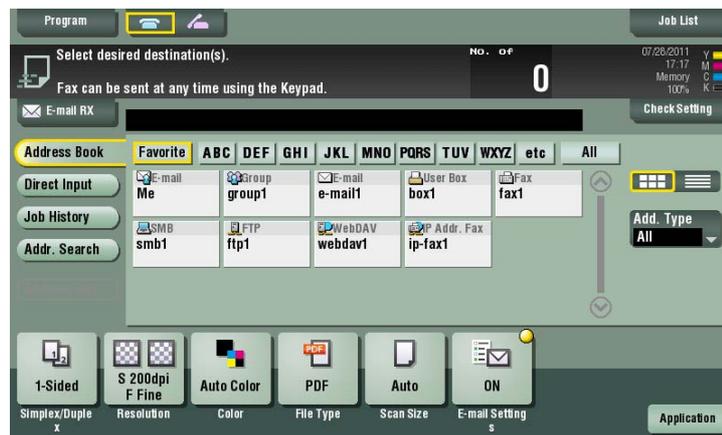
It is convenient to register commonly-used destinations in a scan/fax program. For details on the program, refer to page 1-8.

2.4 Application Functions

2.4.1 Sending to your address (Scan to Me)

Scan to Me

By selecting the [Me] key displayed in the [Address Book] screen, you can send E-mails to your E-mail address. If you log in to this machine that provides user authentication, the [Me] key appears in the [Address Book] screen. The [Me] key is assigned to an E-mail address of the login user. To use this function, you do not have to register your E-mail address in the address book.



Operations required to use this function (for the administrator)

Register an E-mail address in the user's registration information.

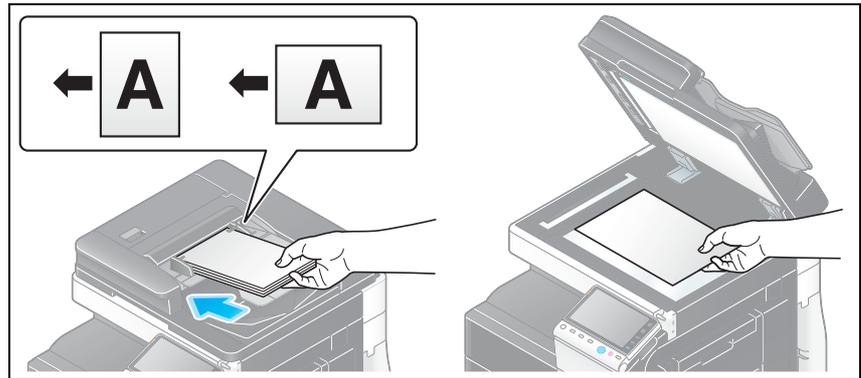
The registration process is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

Tips

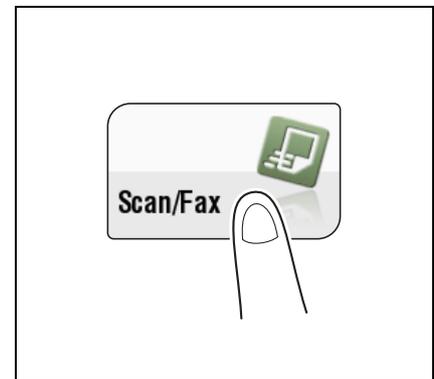
- If Active Directory is used as an authentication server, register the user's E-mail address in Active Directory.

Operation flow

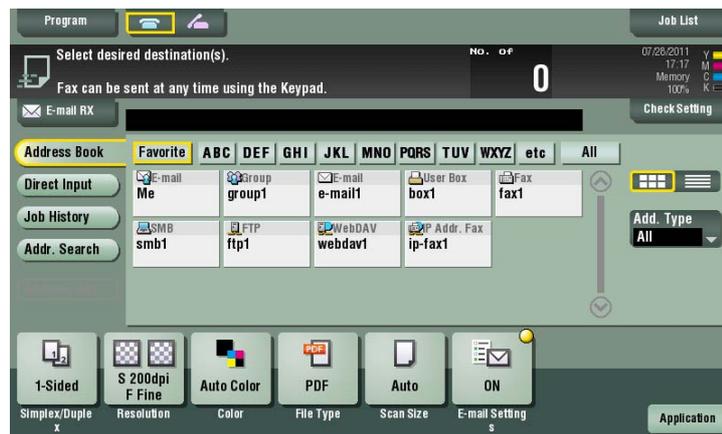
- 1 Load the original.



- 2 Enter user information, and log in to this machine.
→ For details on the login procedure, refer to [User's Guide: Control Panel].
- 3 Tap [Scan/Fax].

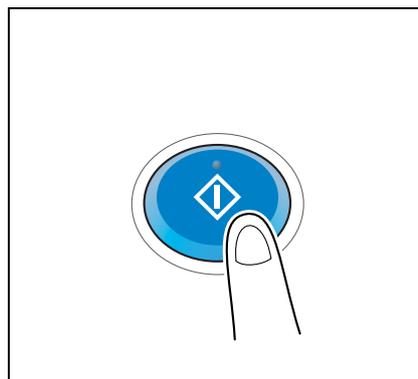


- 4 Select [Me].



- 5 Configure Scan option settings as necessary.

- 6 Press the **Start** key.
- Tap [Check Setting] before sending, and check the destination and settings as necessary.
 - To redo operations for specifying destinations or option settings, press **Reset**.



Transmission begins.

- If you press the **Stop** key while scanning an original, the scanning process stops, and a list of stopped jobs appears. To cancel scanning of the original, delete inactive jobs from the list.

2.4.2 Encrypting an E-mail and adding a digital signature (S/MIME)

S/MIME

S/MIME is one of the E-mail encryption schemes. Using S/MIME encrypts an E-mail sent from this machine, preventing an interception by third parties during transmission. Adding a digital signature to an E-mail provides assurance regarding the authenticity of the sender, and certifies that no data has been falsified.

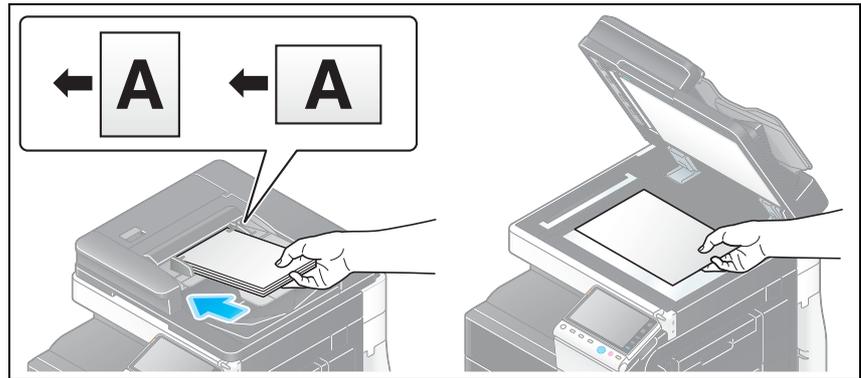
Operations required to use this function (for the administrator)

Enable the S/MIME mode. To encrypt an E-mail, register the encryption certificate in the E-mail address.

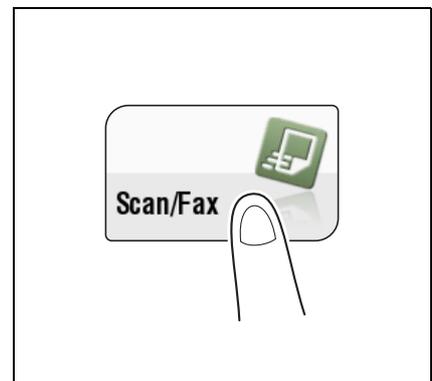
How to configure the setting is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

Operation flow

- 1 Load the original.



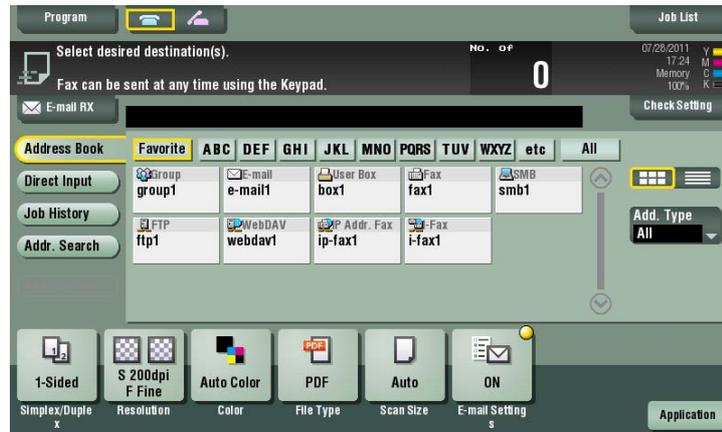
- 2 Tap [Scan/Fax].



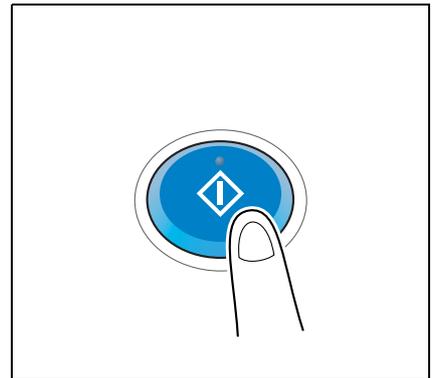
- 3 Select [Application] - [App], and configure [Mail Encryption] and [Digital Signature].
 - To apply E-mail encryption, set [Mail Encryption] to [ON].
 - To add a digital signature, set [Digital Signature] to [ON].
 - If you cannot change [ON] or [OFF] in [Digital Signature], whether to always add a signature is specified by the administrator.



- 4 Specify the E-mail address of the destination.
- To encrypt an E-mail, select an E-mail address with the certificate registered. An E-mail address with the certificate registered is marked by a key-shaped icon.
 - Up to 10 E-mails can be broadcast.



- 5 Press the **Start** key.
- Tap [Check Setting] before sending, and check the destination and settings as necessary.
 - To redo operations for specifying destinations or option settings, press **Reset**.



Transmission begins.

- If you press the **Stop** key while scanning an original, the scanning process stops, and a list of stopped jobs appears. To cancel scanning of the original, delete inactive jobs from the list.

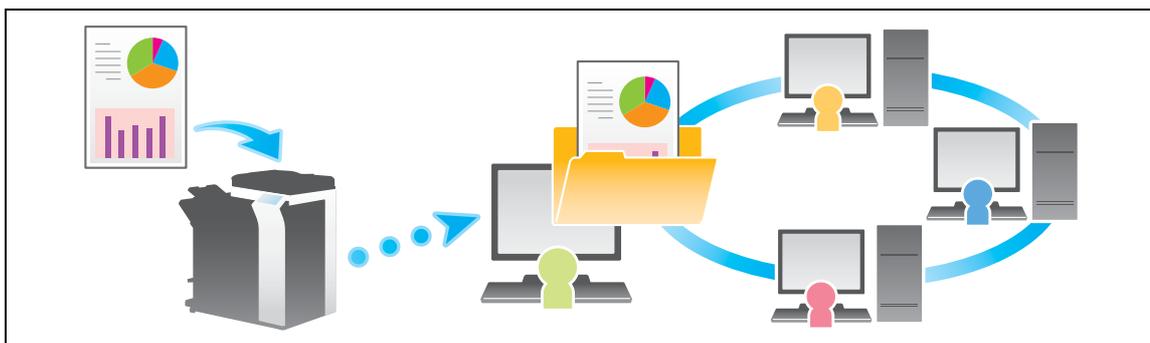


Sending a File to a Shared Folder of a Computer (SMB Send)

3 Sending a File to a Shared Folder of a Computer (SMB Send)

3.1 SMB Send Function

This function converts original data scanned by this machine into a file supported by a computer, and sends it to a shared folder of a computer or server. It also sends a file to your computer as well as to a file server that is usually used to transfer files, which enables sharing of the file between computers.



3.2 Preparation for SMB Send

3.2.1 Preparation flow

- 1 Prepare a destination computer (Windows 7, Windows Vista, Windows XP, or Mac OS X 10.6/10.5).
 - Checking the computer and user names
Check the destination computer name and available user name.
 - Creating a shared folder
Create a destination folder, and start sharing.
- 2 Connecting this machine to the network
 - Checking a LAN cable for connection
 - Checking the network settings
Check that an IP address is assigned to this machine.
- 3 Prepare the environment required to use the SMB Send function
 - Enabling the SMB Send function
You can use this function with the default settings unless otherwise requested.
- 4 Configuring the machine to your environment
 - Registering a frequently used destination
This will save you the trouble of entering a destination each time you send data.
 - Using the WINS server
If WINS (Windows Internet Name Service) is used for a communication with a device on the network, register the WINS server.
 - Using the direct hosting SMB service
When using the direct hosting SMB service for a communication with a device on the network, enable the direct hosting SMB service. (You can use this function with the default settings unless otherwise requested.)
 - Using LLMNR
When using LLMNR (Link-local Multicast Name Resolution) for a communication with a device on the network, enable LLMNR. (You can use this function with the default settings unless otherwise requested.)
 - Using DFS
If DFS (Distributed File System) is installed in your environment, configure its setting.
- 5 Preparation finished

3.2.2 Computer side: Steps required to use this function

When using Windows 7:

Carry out preparations to send original data scanned by this machine to your computer.

First, check the name of your computer and that of the login user.

✓ You need to have the administrator privileges to perform this task.

1 From the Start menu, click [Computer] - [System Properties].

2 Check [Computer name].

→ The computer name is required to specify a destination. Write down the computer name. Then, close the window.

3 From the Start menu, click [All Programs] - [Accessories] - [Command Prompt].

4 Check the name of the user who logs in to the computer.

→ The user name is required to configure folder sharing settings and specify destinations. Write down the user name.

Then, close the window.

Next, create a folder where to send the scanned original data, and start sharing.

5 From the Start menu, click [Control Panel] - [Network and Internet] - [Network and Sharing Center] - [Advanced sharing settings].

6 In the [Change advanced sharing settings] screen, click [Turn on file and printer sharing].

Click [Save Changes], and close the window.

7 Create a new folder in any place, and name it.

→ The folder name is required to specify a destination. Write down the folder name.

8 Right-click on the folder, then click [Properties].

9 Click the [Sharing] tab, and also click [Advanced Sharing].

10 Select the [Share this folder] check box, then click [Permissions].

11 In [Group or user names], click [Everyone].

12 Select the check box to permit [Change], then click [OK].

13 Click [OK] or [Close], and close each screen.

The settings on the computer are then completed. The computer, user, and folder names you wrote down in this procedure are required to specify a destination.

When using Windows Vista:

Carry out preparations to send original data scanned by this machine to your computer.

First, check the name of your computer and that of the login user.

✓ You need to have the administrator privileges to perform this task.

1 From the Start menu, click [Computer] - [System properties].

2 Check [Computer name].

→ The computer name is required to specify a destination. Write down the computer name. Then, close the window.

3 From the Start menu, click [All Programs] - [Accessories] - [Command Prompt].

4 Check the name of the user who logs in to the computer.

→ The user name is required to configure folder sharing settings and specify destinations. Write down the user name.

Then, close the window.

Next, create a folder where to send the scanned original data, and start sharing.

5 From the Start menu, click [Control Panel] - [Network and Internet] - [Network and Sharing Center].

6 In [File sharing] of [Sharing and Discovery], click [Turn on file sharing].

Click [Save Changes], and close the window.

7 Create a new folder in any place, and name it.

→ The folder name is required to specify a destination. Write down the folder name.

8 Right-click on the folder, then click [Properties].

9 Click the [Sharing] tab, and also click [Advanced Sharing].

→ If you see the screen for reconfirming the start of file sharing, click [Continue].

10 Select the [Share this folder] check box, then click [Permissions].

11 In [Group or user names], click [Everyone].

12 Select the check box to permit [Change], then click [OK].

13 Click [OK] or [Close], and close each screen.

The settings on the computer are then completed. The computer, user, and folder names you wrote down in this procedure are required to specify a destination.

When using Windows XP:

Carry out preparations to send original data scanned by this machine to your computer.

First, check the name of your computer and that of the login user.

✓ You need to have the administrator privileges to perform this task.

1 From the Start menu, right-click [Computer], then click [Properties].

2 Click the [Computer Name] tab, and check [Full computer name].

→ The computer name is required to specify a destination. Write down the computer name. Then, click [Cancel].

3 From the Start menu, click [All Programs] - [Accessories] - [Command Prompt].

4 Check the name of the user who logs in to the computer.

→ The user name is required to configure folder sharing settings and specify destinations. Write down the user name.

Then, close the window.

Next, create a folder where to send the scanned original data, and start sharing.

5 Create a new folder in any place, and name it.

→ The folder name is required to specify a destination. Write down the folder name.

6 Double-click the folder, and select [Tools] - [Folder Options...].

7 Click the [View] tab, and clear the [Use simple file sharing (Recommended)] check box.

Click [OK], and close the window.

8 Right-click on the closed folder, then click [Sharing and Security...].

9 Select the [Share this folder] check box, then click [Permissions].

→ Do not change [Share name].

10 In [Group or user names], click [Everyone].

11 Select the check box to permit [Change], then click [OK].

12 Click [OK], and close the screen.

The settings on the computer are then completed. The computer, user, and folder names you wrote down in this procedure are required to specify a destination.

When using Mac OS X 10.6:

Carry out preparations to send original data scanned by this machine to your computer.

First, create a shared folder that is only to be used to receive scanned original data. Then, check the IP address and user name, and start sharing.

This step is also applied to Mac OS X 10.5.

✓ You need to have the administrator privileges to perform this task.

1 Create a new folder in any place, and name it.

→ The folder name is required to specify a destination. Write down the folder name.

2 Select [About This Mac] in the Apple menu.

The [About This Mac] screen appears.

3 Click [More Info...].

4 Check the IP address and the name of the user who logs in to the computer.

→ The IP address and user name are required to configure folder sharing settings and specify destinations. Write them both down.

Then, close the window.

5 Select [System Preferences] in the Apple menu.

6 In the [System Preferences] screen, click [Sharing].

7 Select the [File Sharing] check box.

8 Click [Options], and select the [Share files and folders using SMB (Windows)]. Then, select the log-in user name (displayed name) check box.

→ When [Authentication] screen appears, enter the password of the login user, then click [OK]. Click [Done], and close the window.

9 Click [+]. On the displayed window, select the created folder, then click [Add].

10 Check the user name and access rights of the created folder.

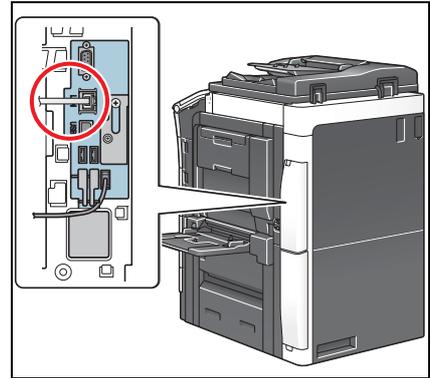
→ Check that the user name you wrote down in Step 4 is displayed and the access rights are set to [Read & Write].

The settings on the computer are then completed. The IP address, user name, and folder name you wrote down in this procedure are required to specify a destination.

3.2.3 Machine side: Steps required to use this function (for the administrator)

Checking a LAN cable for connection

Check that a LAN cable is connected to the LAN port of this machine via the network.



Checking the network settings

Check that an IP address is assigned to this machine. Tap [Utility] - [Device Information], and check that an IP address is displayed.



Reference

If no IP address is displayed, you need to configure the network. For details, refer to [User's Guide: Web Management Tool].

Configuring the SMB Send environment

Enable the SMB Send function. (You can use this function with the default settings unless otherwise requested.)

How to configure the setting is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

3.2.4 Option settings

Registering a frequently used destination

Pre-register commonly-used computers and servers as destinations on this machine; it will save having to carry out many steps in order to enter an address for each transmission.

For details on how to register, refer to page 10-4.

Using the WINS server

If WINS (Windows Internet Name Service) is used for a communication with a device on the network, register the WINS server.

The registration process is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

Using the direct hosting SMB service

When using the direct hosting SMB service for a communication with a device on the network, enable the direct hosting SMB service. (You can use this function with the default settings unless otherwise requested.)

A communication destination can be specified using the IP address (IPv4 or IPv6) or host name. In the IPv6 environment, be sure to enable this service.

How to configure the setting is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

Using LLMNR

When using LLMNR (Link-local Multicast Name Resolution) for a communication with a device on the network, enable LLMNR. (You can use this function with the default settings unless otherwise requested.)

LLMNR is a protocol to resolve the name of the device on the network in a local network environment with no DNS server. It is available in Windows Vista or later.

How to configure the setting is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

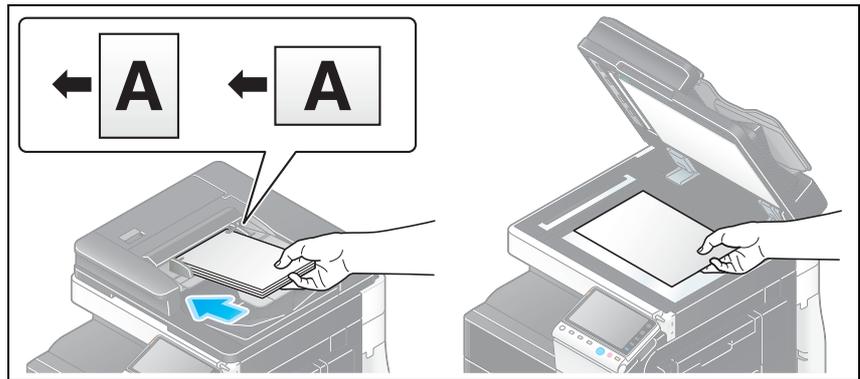
Using in the DFS environment

If DFS (Distributed File System) is installed in your environment, enable DFS.

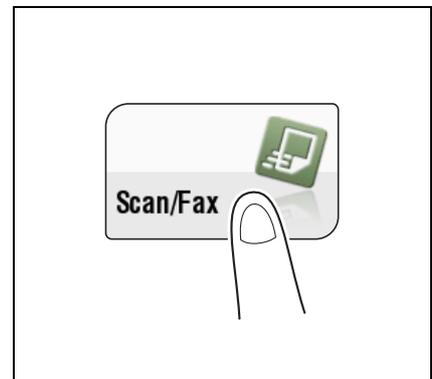
How to configure the setting is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

3.3 How To Send

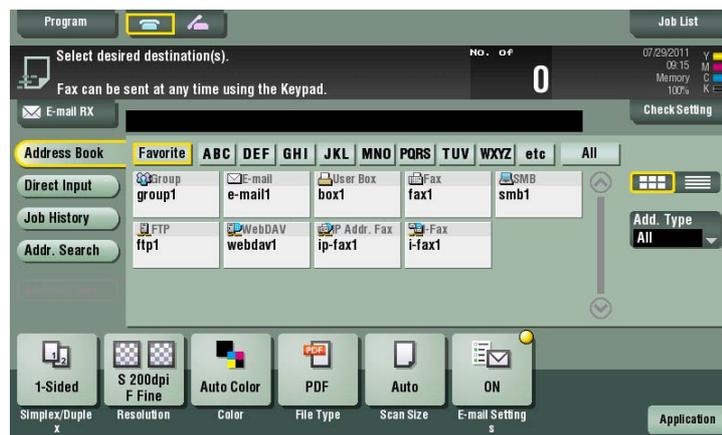
- 1 Load the original.



- 2 Tap [Scan/Fax].



- 3 Specify the destination computer, user, and folder names.
 - For details on how to specify a destination, refer to page 1-13.
 - Specifying multiple destinations carries out computer sending and fax transmission simultaneously.



- If necessary, you can change the display of the main screen in fax/scan mode (default: [Address Book]). For details, refer to page 12-12 ([Default Tab]).

- 4 Configure Scan option settings as necessary.

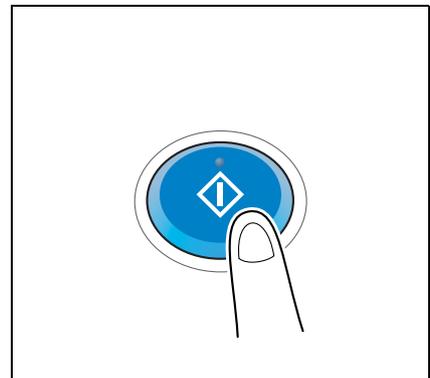


- For details on configuring option settings, refer to the respective columns of the following table.

Purpose	Reference
To configure basic options such as color and original size	page 1-19
To configure options to scan various types of originals such as various sizes and books	page 1-21
To adjust the image quality level of the original such as colored background (newspaper, etc.) or light printing original	page 1-26
To print date/time and page number	page 1-27
Other option settings	page 1-28

- 5 Press the **Start** key.

- Tap [Check Setting] before sending, and check the destination and settings as necessary.
 → To redo operations for specifying destinations or option settings, press **Reset**.



Transmission begins.

- If you press the **Stop** key while scanning an original, the scanning process stops, and a list of stopped jobs appears. To cancel scanning of the original, delete inactive jobs from the list.

Reference

Using the preview function, you can check the finishing status before sending. For details on how to send, refer to page 1-6.

It is convenient to register commonly-used destinations in a scan/fax program. For details on the program, refer to page 1-8.

3.4 Application Functions

3.4.1 Sending to Your Computer (Scan to Home)

Scan to Home

If you log in to this machine while user authentication is installed on this machine and Active Directory is used as an authentication server, the [Home] key appears in the [Address Book] screen.

To send scanned original data to a shared folder on the server or your computer, select the [Home] key.



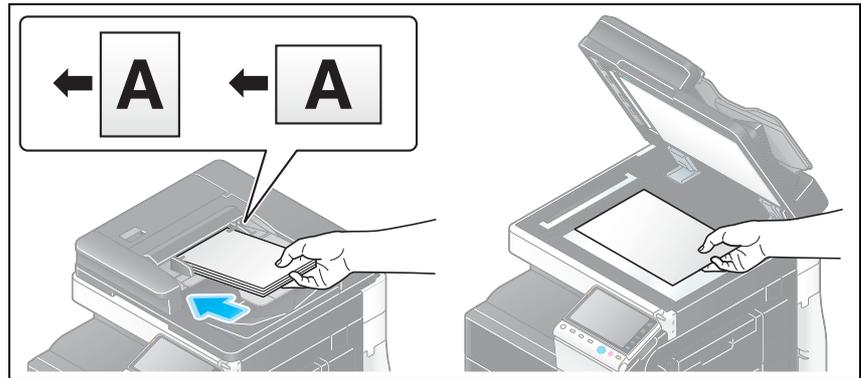
Operations required to use this function (for the administrator)

Enable the Scan to Home function.

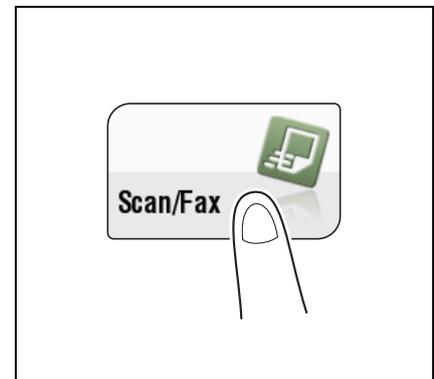
How to configure the setting is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

Operation flow

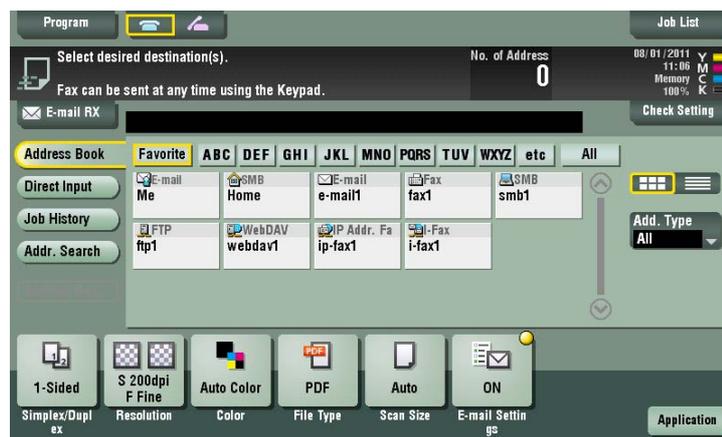
- 1 Load the original.



- 2 Enter user information, and log in to this machine.
→ For details on the login procedure, refer to [User's Guide: Control Panel].
- 3 Tap [Scan/Fax].

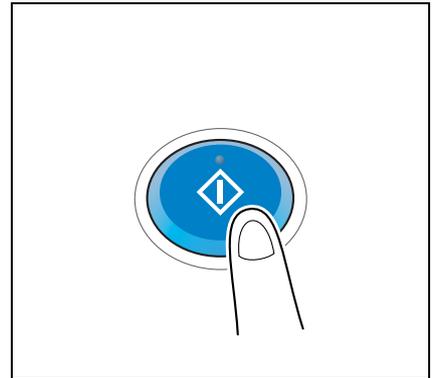


- 4 Select [Home].



- 5 Configure Scan option settings as necessary.

- 6 Press the **Start** key.
- Tap [Check Setting] before sending, and check the destination and settings as necessary.
 - To redo operations for specifying destinations or option settings, press **Reset**.



Transmission begins.

- If you press the **Stop** key while scanning an original, the scanning process stops, and a list of stopped jobs appears. To cancel scanning of the original, delete inactive jobs from the list.

3.4.2 Notifying where to save original data by E-mail (URL notification)

URL notification

Send an E-mail, which contains a destination specifying where to save original data, to a specified E-mail address after scan transmission or Save in User Box has been ended.

For example, when using a shared folder, FTP server, or WebDAV server to transfer a file between project members, specify an E-mail address for the mailing list as a destination of a notification E-mail, enabling easy information sharing.

Tips

- The Scan-to-Send function, which can notify where original data is saved, is available only for SMB Send, FTP Send, WebDAV Send, and Save in User Box.

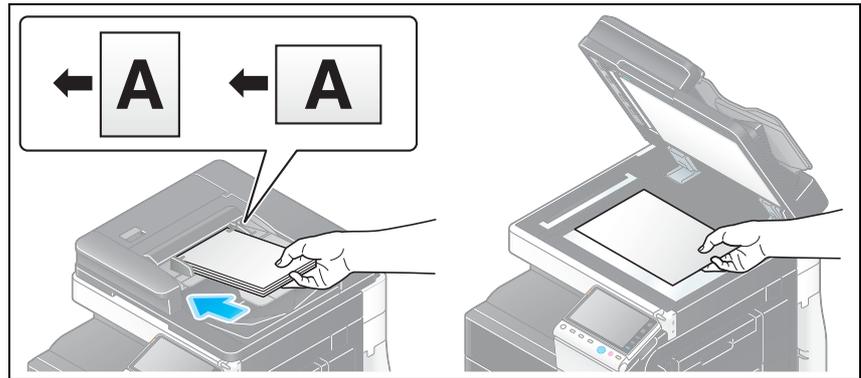
Operations required to use this function (for the administrator)

Prepare the E-mail environment.

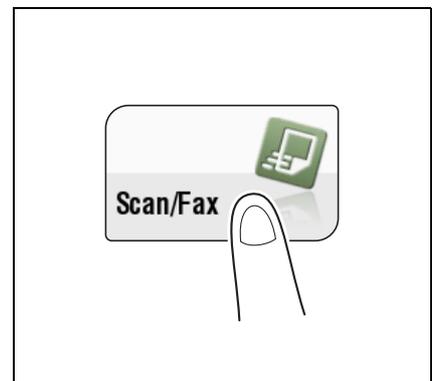
How to configure the setting is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

Operation flow

- 1 Load the original.



- 2 Tap [Scan/Fax].



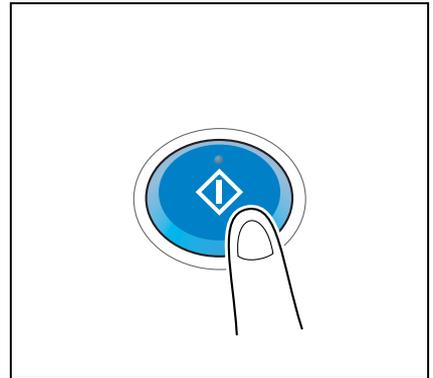
- 3 Specify a destination computer.

- 4 Press [Application] - [App] - [URL Dest. Settings], and select an E-mail address where to notify a destination.

→ The Scan function can notify only one E-mail address. If the mailing list is used, it is convenient to register its E-mail address as a destination.



- 5 Press the **Start** key.
- Tap [Check Setting] before sending, and check the destination and settings as necessary.
 - To redo operations for specifying destinations or option settings, press **Reset**.



Transmission begins.

- If you press the **Stop** key while scanning an original, the scanning process stops, and a list of stopped jobs appears. To cancel scanning of the original, delete inactive jobs from the list.

4

Sending to an FTP server (FTP Send)

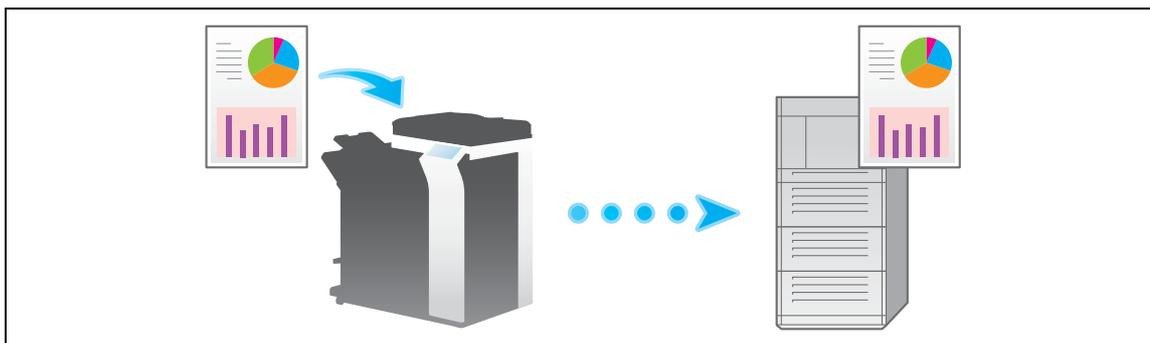
4 Sending to an FTP server (FTP Send)

4.1 FTP Send Function

This function converts original data scanned by this machine into a file supported by a computer, and uploads it to the FTP server.

This function is useful when transferring a file through the FTP server.

A file uploaded to the FTP server can be downloaded from a computer.



4.2 Preparation for FTP Send (for the Administrator)

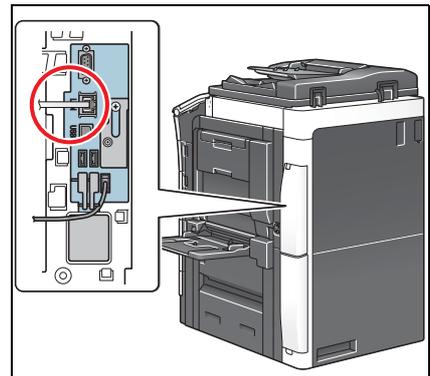
4.2.1 Preparation flow

- 1 Connecting this machine to the network
 - Checking a LAN cable for connection
 - Checking the network settingsCheck that an IP address is assigned to this machine.
- 2 Prepare the environment required to use the FTP Send function
 - Enabling the FTP Send functionYou can use this function with the default settings unless otherwise requested.
- 3 Configuring the machine to your environment
 - Registering a frequently used destinationThis will save you the trouble of entering a destination each time you send data.
 - Using a proxy serverWhen transferring data via a proxy server in your network environment, configure its setting.
- 4 Preparation finished

4.2.2 Operations required to use this function

Checking a LAN cable for connection

Check that a LAN cable is connected to the LAN port of this machine via the network.



Checking the network settings

Check that an IP address is assigned to this machine. Tap [Utility] - [Device Information], and check that an IP address is displayed.



Reference

If no IP address is displayed, you need to configure the network. For details, refer to [User's Guide: Web Management Tool].

Checking the environment to use the FTP Send function

Enable the FTP Send function. (You can use this function with the default settings unless otherwise requested.)

How to configure the setting is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

4.2.3 Option settings

Registering a frequently used destination

Pre-register a commonly-used FTP server as a destination on this machine; it will save having to carry out many steps in order to enter a destination for each transmission.

For details on how to register, refer to page 10-6.

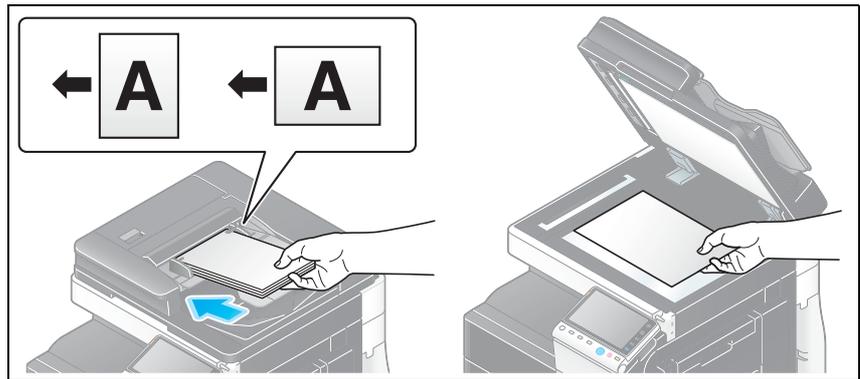
Using a proxy server

When transferring data via a proxy server in your network environment, register a proxy server.

The registration process is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

4.3 How To Send

- 1 Load the original.

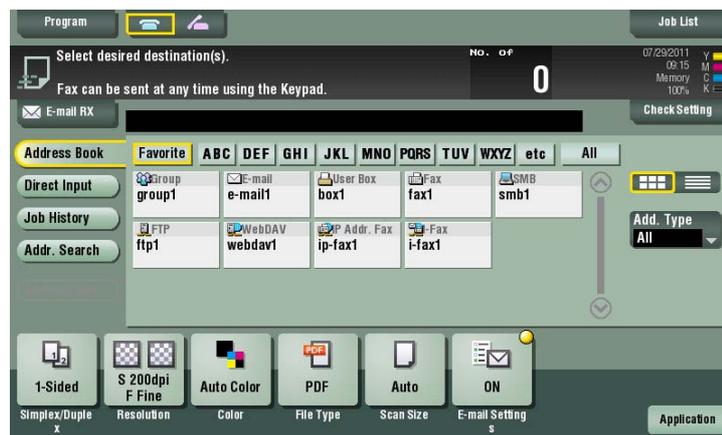


- 2 Tap [Scan/Fax].



- 3 Specify a destination FTP server.

- For details on how to specify a destination, refer to page 1-13.
- Specifying multiple destinations carries out the FTP Send and Fax TX functions simultaneously.



- If necessary, you can change the display of the main screen in fax/scan mode (default: [Address Book]). For details, refer to page 12-12 ([Default Tab]).

4 Configure Scan option settings as necessary.

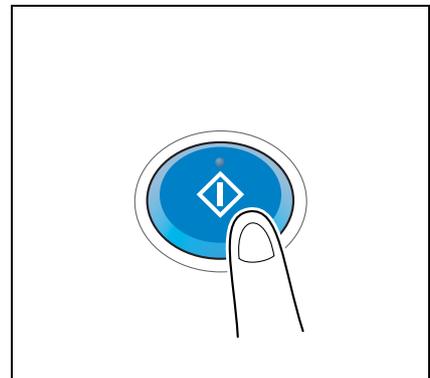


→ For details on configuring option settings, refer to the respective columns of the following table.

Purpose	Reference
To configure basic options such as color and original size	page 1-19
To configure options to scan various types of originals such as various sizes and books	page 1-21
To adjust the image quality level of the original such as colored background (newspaper, etc.) or light printing original	page 1-26
To print date/time and page number	page 1-27
Other option settings	page 1-28

5 Press the **Start** key.

- Tap [Check Setting] before sending, and check the destination and settings as necessary.
- To redo operations for specifying destinations or option settings, press **Reset**.



Transmission begins.

- If you press the **Stop** key while scanning an original, the scanning process stops, and a list of stopped jobs appears. To cancel scanning of the original, delete inactive jobs from the list.

Reference

Using the preview function, you can check the finishing status before sending. For details on how to send, refer to page 1-6.

It is convenient to register commonly-used destinations in a scan/fax program. For details on the program, refer to page 1-8.

4.4 Application Functions

4.4.1 Notifying where to save original data by E-mail (URL notification)

URL notification

Send an E-mail, which contains a destination specifying where to save original data, to a specified E-mail address after scan transmission or Save in User Box has been ended.

For example, when using a shared folder, FTP server, or WebDAV server to transfer a file between project members, specify an E-mail address for the mailing list as a destination of a notification E-mail, enabling easy information sharing.

Tips

- The Scan-to-Send function, which can notify where original data is saved, is available only for SMB Send, FTP Send, WebDAV Send, and Save in User Box.

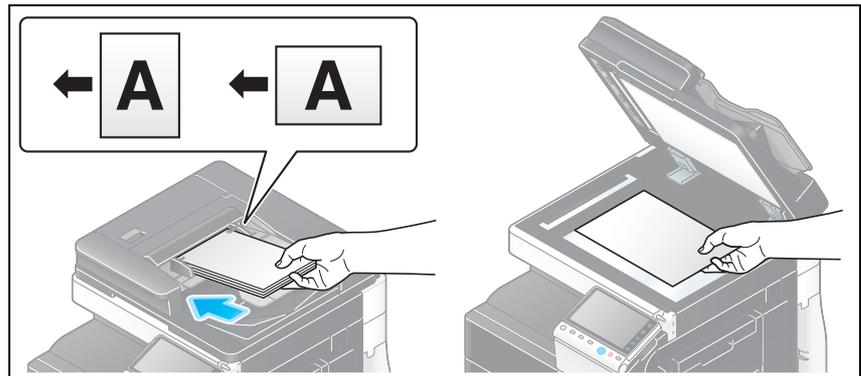
Operations required to use this function (for the administrator)

Prepare the E-mail environment.

How to configure the setting is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

Operation flow

- 1 Load the original.



- 2 Tap [Scan/Fax].

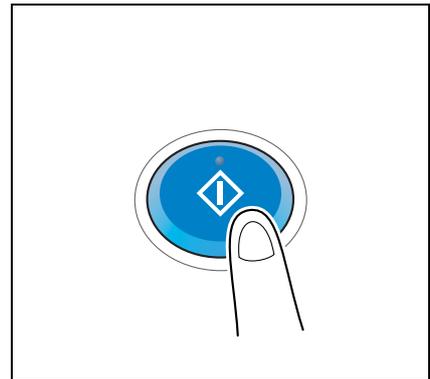


- 3 Specify a destination FTP server.

- 4 Press [Application] - [App] - [URL Dest. Settings], and select an E-mail address where to notify a destination.
- The Scan function can notify only one E-mail address. If the mailing list is used, it is convenient to register its E-mail address as a destination.



- 5 Press the **Start** key.
- Tap [Check Setting] before sending, and check the destination and settings as necessary.
- To redo operations for specifying destinations or option settings, press **Reset**.



Transmission begins.

- If you press the **Stop** key while scanning an original, the scanning process stops, and a list of stopped jobs appears. To cancel scanning of the original, delete inactive jobs from the list.



**Sending to a WebDAV server
(WebDAV Send)**

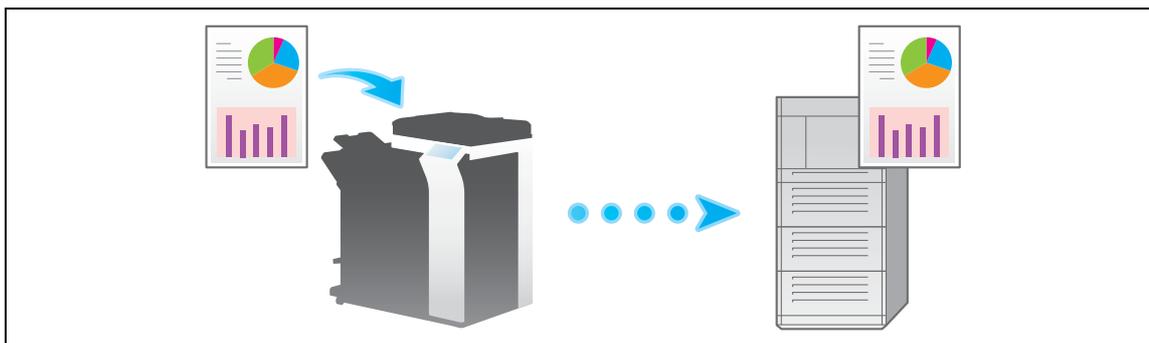
5 Sending to a WebDAV server (WebDAV Send)

5.1 WebDAV Send Function

This function converts original data scanned by this machine into a file supported by a computer, and uploads it to the WebDAV server.

This function is useful when transferring a file through the WebDAV server.

A file uploaded to the WebDAV server can be downloaded from a computer.



5.2 Preparation for WebDAV Send (for the Administrator)

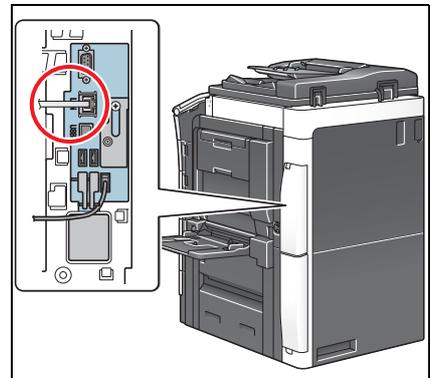
5.2.1 Preparation flow

- 1 Connecting this machine to the network
 - Checking a LAN cable for connection
 - Checking the network settingsCheck that an IP address is assigned to this machine.
- 2 Prepare the environment required to use the WebDAV Send function
 - Enabling the WebDAV Send functionYou can use this function with the default settings unless otherwise requested.
- 3 Configuring the machine to your environment
 - Registering a frequently used destinationThis will save you the trouble of entering a destination each time you send data.
 - Using a proxy serverWhen transferring data via a proxy server in your network environment, configure its setting.
 - Using SSL communicationIf a communication with the WebDAV server is encrypted using SSL in your environment, configure its setting.
- 4 Preparation finished

5.2.2 Operations required to use this function

Checking a LAN cable for connection

Check that a LAN cable is connected to the LAN port of this machine via the network.



Checking the network settings

Check that an IP address is assigned to this machine. Tap [Utility] - [Device Information], and check that an IP address is displayed.



Reference

If no IP address is displayed, you need to configure the network. For details, refer to [User's Guide: Web Management Tool].

Checking the environment to use the WebDAV Send function

Enable the WebDAV Send function. (You can use this function with the default settings unless otherwise requested.)

How to configure the setting is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

5.2.3 Option settings

Registering a frequently used destination

Pre-register a commonly-used WebDAV server as a destination on this machine; it will save having to carry out many steps in order to enter a destination for each transmission.

For details on how to register, refer to page 10-7.

Using a proxy server

When transferring data via a proxy server in your network environment, register a proxy server.

The registration process is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

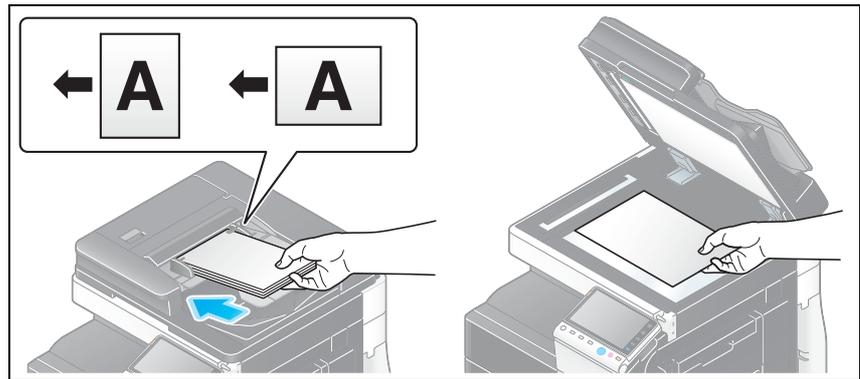
Using SSL communication

If a communication with the WebDAV server is encrypted using SSL in your environment, configure SSL communication settings.

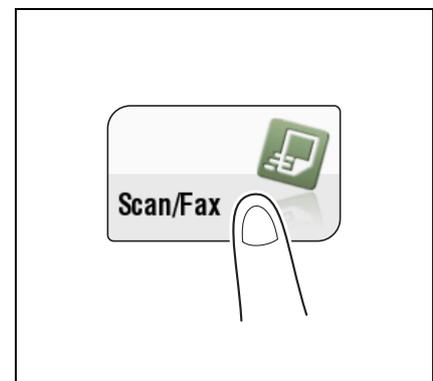
How to configure the setting is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

5.3 How To Send

- 1 Load the original.

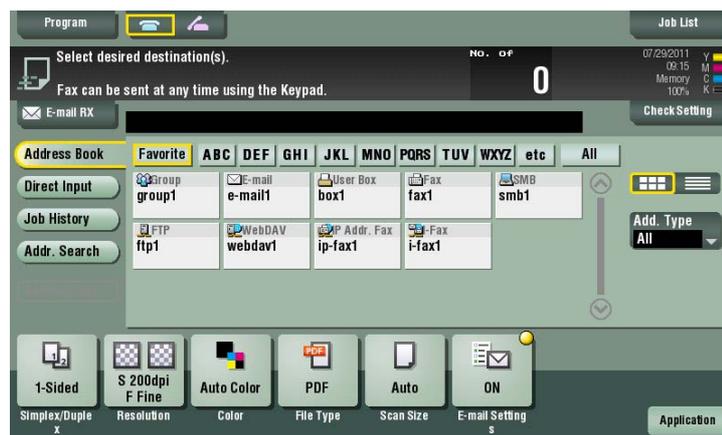


- 2 Tap [Scan/Fax].



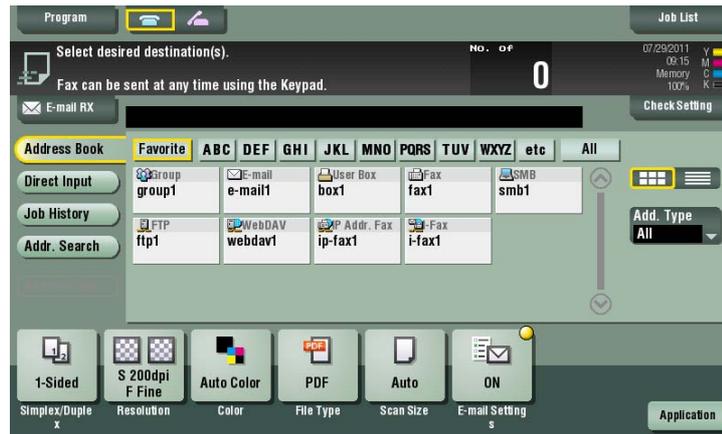
- 3 Specify a destination WebDAV server.

- For details on how to specify a destination, refer to page 1-13.
- Specifying multiple destinations carries out the WebDAV Send and Fax TX functions simultaneously.



- If necessary, you can change the display of the main screen in fax/scan mode (default: [Address Book]). For details, refer to page 12-12 ([Default Tab]).

4 Configure Scan option settings as necessary.

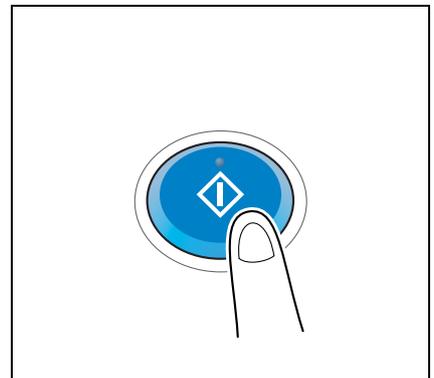


→ For details on configuring option settings, refer to the respective columns of the following table.

Purpose	Reference
To configure basic options such as color and original size	page 1-19
To configure options to scan various types of originals such as various sizes and books	page 1-21
To adjust the image quality level of the original such as colored background (newspaper, etc.) or light printing original	page 1-26
To print date/time and page number	page 1-27
Other option settings	page 1-28

5 Press the **Start** key.

- Tap [Check Setting] before sending, and check the destination and settings as necessary.
- To redo operations for specifying destinations or option settings, press **Reset**.



Transmission begins.

- If you press the **Stop** key while scanning an original, the scanning process stops, and a list of stopped jobs appears. To cancel scanning of the original, delete inactive jobs from the list.

Reference

Using the preview function, you can check the finishing status before sending. For details on how to send, refer to page 1-6.

It is convenient to register commonly-used destinations in a scan/fax program. For details on the program, refer to page 1-8.

5.4 Application Functions

5.4.1 Notifying where to save original data by E-mail (URL notification)

URL notification

Send an E-mail, which contains a destination specifying where to save original data, to a specified E-mail address after scan transmission or Save in User Box has been ended.

For example, when using a shared folder, FTP server, or WebDAV server to transfer a file between project members, specify an E-mail address for the mailing list as a destination of a notification E-mail, enabling easy information sharing.

Tips

- The Scan-to-Send function, which can notify where original data is saved, is available only for SMB Send, FTP Send, WebDAV Send, and Save in User Box.

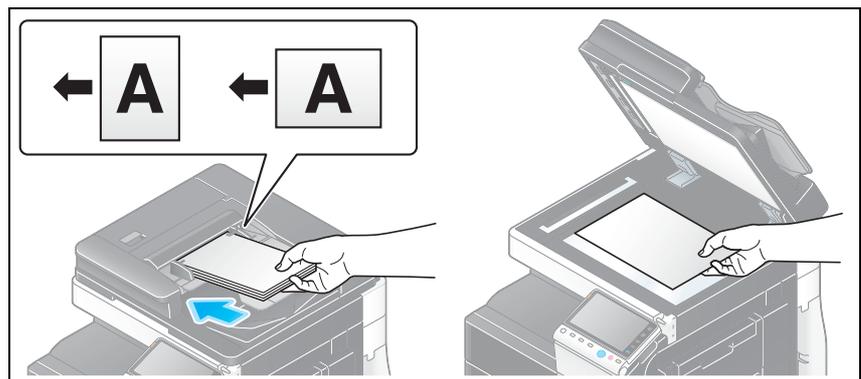
Operations required to use this function (for the administrator)

Prepare the E-mail environment.

How to configure the setting is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

Operation flow

- 1 Load the original.



- 2 Tap [Scan/Fax].

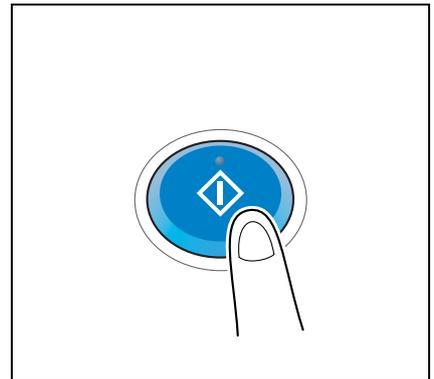


- 3 Specify a destination WebDAV server.

- 4 Press [Application] - [App] - [URL Dest. Settings], and select an E-mail address where to notify a destination.
- The Scan function can notify only one E-mail address. If the mailing list is used, it is convenient to register its E-mail address as a destination.



- 5 Press the **Start** key.
- Tap [Check Setting] before sending, and check the destination and settings as necessary.
- To redo operations for specifying destinations or option settings, press **Reset**.



Transmission begins.

- If you press the **Stop** key while scanning an original, the scanning process stops, and a list of stopped jobs appears. To cancel scanning of the original, delete inactive jobs from the list.



6

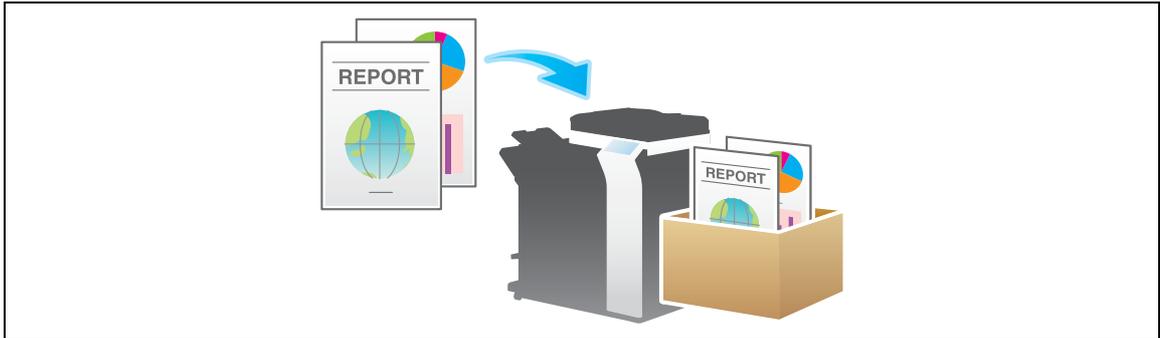
**Saving a file in a User Box of
this Machine (Save in User
Box)**

6 Saving a file in a User Box of this Machine (Save in User Box)

6.1 Save in User Box Function

Save in User Box is a function that saves original data scanned by this machine in a User Box on this machine.

Original data saved in a User Box can be printed or sent at any time using the **Touch Panel** of this machine or through a computer.



6.2 Preparation to save in User Box

Operations required to use this function

Register a User Box where to save the scanned original data.

For details on the registration procedure, refer to [User's Guide: Box Operations].

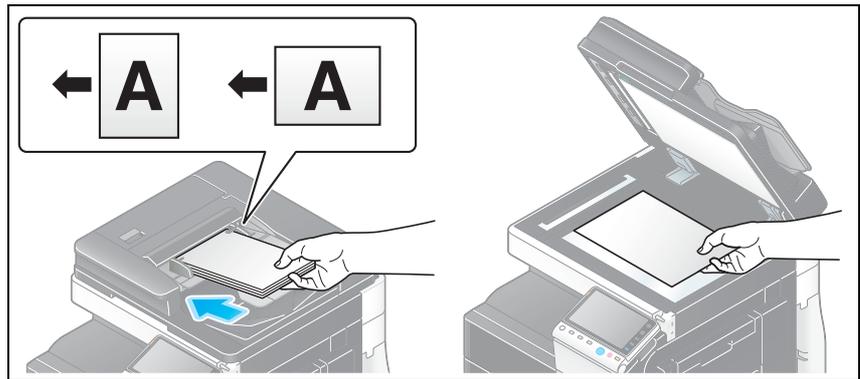
Option settings

Pre-register commonly-used User Boxes as destinations on this machine; it will save having to carry out many steps in order to enter a destination for each transmission.

For details on how to register, refer to page 10-9.

6.3 How to Save

- 1 Load the original.

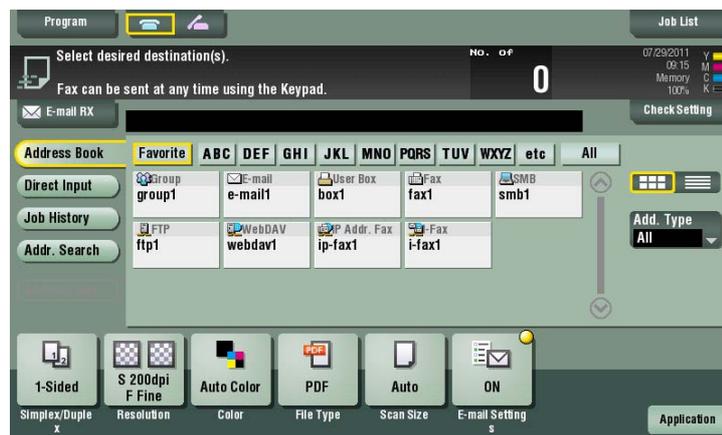


- 2 Tap [Scan/Fax].



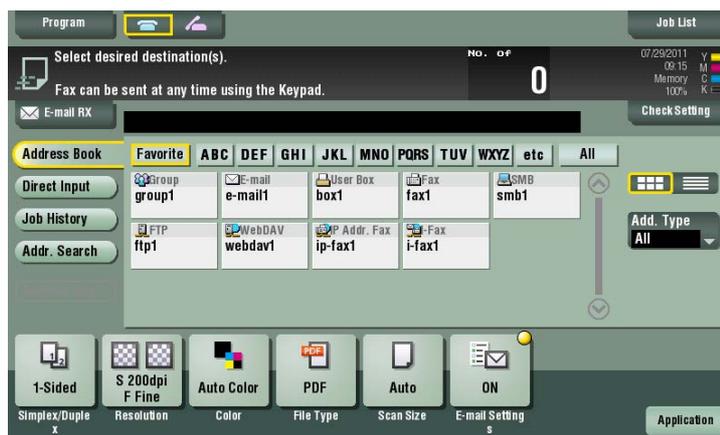
- 3 Specify a User Box where to save data.

- For details on how to specify a destination, refer to page 1-13.
- Specifying multiple destinations carries out the User Box filing and Fax TX functions simultaneously.



- If necessary, you can change the display of the main screen in fax/scan mode (default: [Address Book]). For details, refer to page 12-12 ([Default Tab]).

- 4 Configure Save in User Box options if necessary.

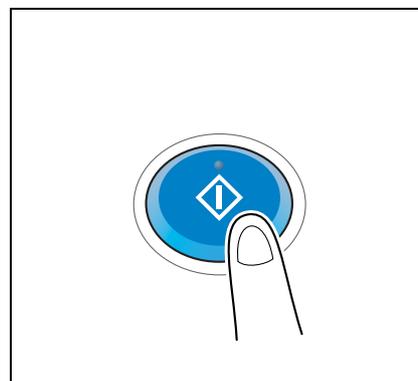


- For details on configuring option settings, refer to the respective columns of the following table.

Purpose	Reference
To configure basic options such as color and original size	page 1-19
To configure options to scan various types of originals such as various sizes and books	page 1-21
To adjust the image quality level of the original such as colored background (newspaper, etc.) or light printing original	page 1-26
To print date/time and page number	page 1-27
Other option settings	page 1-28

- 5 Press the **Start** key.

- If necessary, tap [Check Setting] before saving, and check the specified destination and settings.
 → To redo operations for specifying destinations or option settings, press **Reset**.



Saving starts.

- If you press the **Stop** key while scanning an original, the scanning process stops, and a list of stopped jobs appears. To cancel scanning of the original, delete inactive jobs from the list.



Reference

Using the preview function, you can check the finishing status before sending. For details on how to send, refer to page 1-6.

It is convenient to register commonly-used destinations in a scan/fax program. For details on the program, refer to page 1-8.

6.4 Application Functions

6.4.1 Using a file saved in a User Box

Operating a User Box using the Control Panel

A file saved in a User Box can be printed, and also sent as an E-mail attachment or sent to a shared folder of a computer in the same way as other scan transmissions.

- For information on how to print a file saved in a User Box, refer to [User's Guide: Box Operations].
- For information on how to send a file saved in a User Box, refer to [User's Guide: Box Operations].

Operating a User Box using Web Connection

Operate a User Box using **Web Connection** from a computer. You can print a file or download a file to a computer while checking files in a User Box with thumbnail images.

For details, refer to [User's Guide: Box Operations].

Operating a User Box using Box Operator

Box Operator is application software to access files saved in a User Box from a Windows computer.

You can view the contents of a file as thumbnail images, and perform operations such as printing, deletion, and copying to a computer.

Install the **Box Operator** software on the PC, using the **DVD-ROM** disk contained in the accessory pack. For information about software installation and operation details, refer to the **Box Operator** Manual stored on the **DVD-ROM** disk.

6.4.2 Notifying where to save original data by E-mail (URL notification)

URL notification

Send an E-mail, which contains a destination specifying where to save original data, to a specified E-mail address after scan transmission or Save in User Box has been ended. The message text of an E-mail contains a URL. Clicking this URL accesses a User Box through **Web Connection**. A file saved in a User Box can be downloaded from the displayed User Box.

For example, when using a shared folder, FTP server, or WebDAV server to transfer a file between project members, specify an E-mail address for the mailing list as a destination of a notification E-mail, enabling easy information sharing.

Tips

- The Scan-to-Send function, which can notify where original data is saved, is available only for SMB Send, FTP Send, WebDAV Send, and Save in User Box.

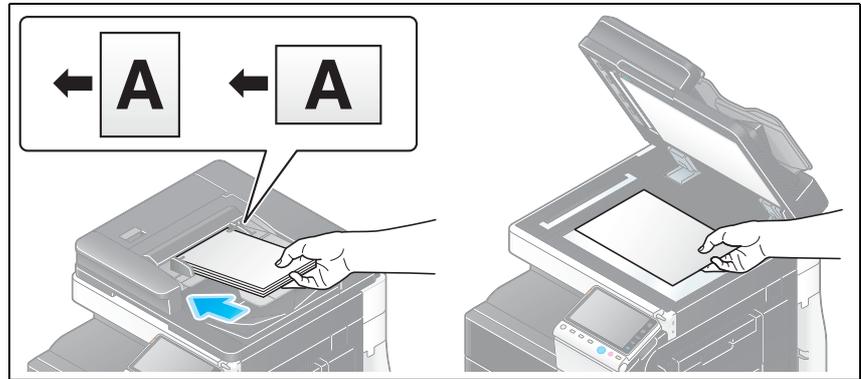
Operations required to use this function (for the administrator)

Prepare the E-mail environment.

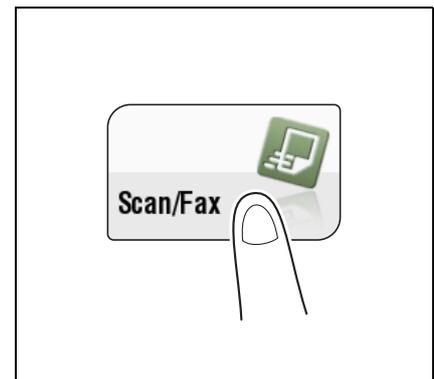
How to configure the setting is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

Operation flow

- 1 Load the original.



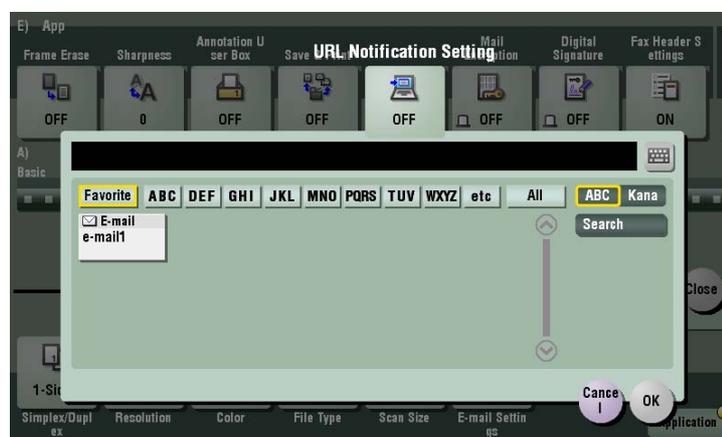
- 2 Tap [Scan/Fax].



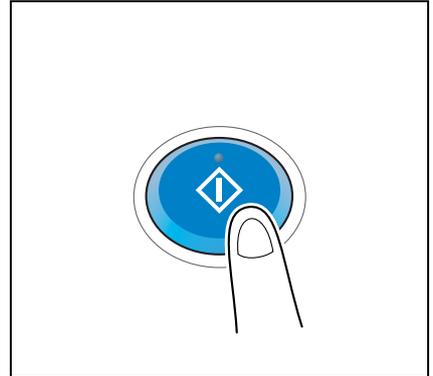
- 3 Specify a User Box where to save a file.

- 4 Press [Application] - [App] - [URL Dest. Settings], and select an E-mail address where to notify a destination.

→ The Scan function can notify only one E-mail address. If the mailing list is used, it is convenient to register its E-mail address as a destination.



- 5 Press the **Start** key.
- If necessary, tap [Check Setting] before saving, and check the specified destination and settings.
 - To redo operations for specifying destinations or option settings, press **Reset**.



Saving starts.

- If you press the **Stop** key while scanning an original, the scanning process stops, and a list of stopped jobs appears. To cancel scanning of the original, delete inactive jobs from the list.



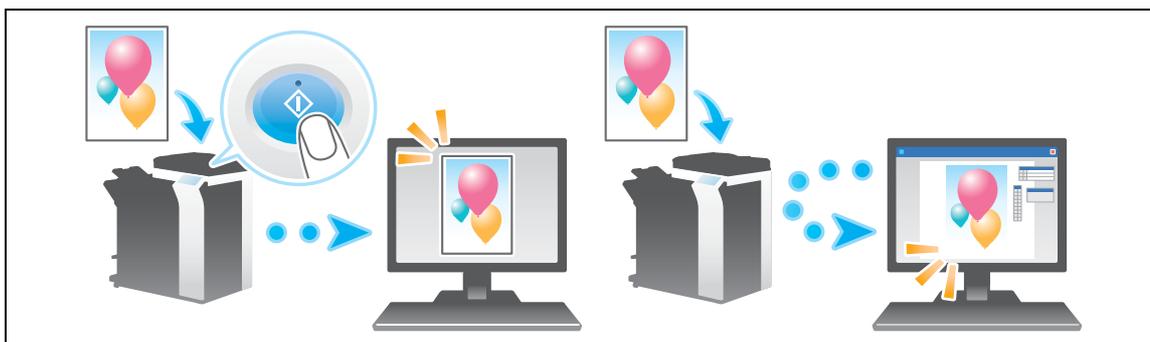
Sending with Web Service (WS Scan)

7 Sending with Web Service (WS Scan)

7.1 WS Scan Function

This function imports original data by issuing a scan instruction from a computer without configuring complicated system settings, or sends original data scanned by this machine to a computer.

This function is supported by the computer loaded with Windows Vista or later (Windows Vista/7/Server 2008/Server 2008 R2).



Tips

- This function is not available when the optional **Image Controller** is installed on this machine.

7.2 Preparation for WS scan

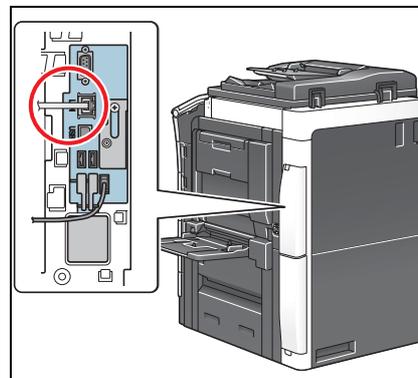
7.2.1 Preparation flow

- 1 Connecting this machine to the network
 - Checking a LAN cable for connection
 - Checking the network settingsCheck that an IP address is assigned to this machine.
- 2 Prepare the environment required to use the WS scan transmission function
 - Enabling the Web service functionCheck the Web service settings and scanner name.
- 3 Prepare the environment required to use a computer
 - Installing the scanner driverInstall a scanner driver used for Web service.
- 4 Configuring the machine to your environment
 - Using SSL communicationIf a communication that uses the Web service is encrypted with SSL in your environment, configure its setting.
 - Using a proxy serverWhen using a proxy server for a communication that uses the Web service, configure its setting.
- 5 Preparation finished

7.2.2 Machine side: Steps required to use this function (for the administrator)

Checking a LAN cable for connection

Check that a LAN cable is connected to the LAN port of this machine via the network.



Checking the network settings

Ensure that this machine has an IP address assigned to it. Tap [Utility] - [Device Information], and check that an IP address is displayed.



Reference

If no IP address is displayed, you need to set up the network. For details, refer to [User's Guide: Web Management Tool].

Configuring the environment to use the WS scan transmission function

Enable scanning using the Web service. Also, configure settings to detect this machine using the Web service, define information of this machine used as a scanner, and specify how to connect to this machine.

How to configure the setting is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

7.2.3 Computer side: Steps required to use this function

Install a scanner driver required for WS scan transmission in a computer. Then, configure operations to be performed after scan transmission, in the scanner driver. This example shows a procedure for Windows 7.

Before installation, from the [Start] menu, select [Control Panel] - [Network and Internet] - [Network and Sharing Center] - [Advanced sharing settings], and check that [Network discovery] is enabled.

- 1 From the [Start] menu, click [Computer] - [Network].
This displays the devices connected to the network.
- 2 Right-click the scanner icon of this machine, and select [Install].
 - Depending on the settings on the computer, the UAC (User Account Control) dialog box may appear. Check the details, and continue.
 - If both of the scan and printer functions of the Web service are enabled on this machine, the machine is represented by the printer icon.
 The driver is installed automatically. When the confirmation dialog box appears, click [Close].
- 3 From the Start menu, click [Devices and Printers].
- 4 Right-click the icon of this machine, then click [Scan properties].
- 5 Click the [Events] tab, and specify the operation (how to save original data) of a destination computer at scan transmission (WS Scan).

Settings	Description
[Select an event]	Select [Scan].
[Actions]	Select the operation of a destination computer when performing a scan transmission on this machine. <ul style="list-style-type: none"> • [Start this program]: Starts the application for WS Scan that is installed in a computer selected as a WS Scan destination, and displays the scanned original data on the application window. Select the application to be started from the list. • [Prompt for which program to run]: Displays a list of applications for WS Scan installed in your computer (destination computer) in the screen of the computer that performed a scan transmission. • [Take no action]: Saves original data in the following folder as a file without starting the application. On your computer, select [Start] - [Documents] - [Scanned Documents].

- 6 On the **Control Panel** of this machine, tap [Direct Input] - [DPWS] in the scan/fax mode, and check that a target computer is displayed.
The settings on the computer are then completed.

7.2.4 Machine side: Option settings (for the administrator)

Using SSL communication

If a communication that uses the Web service is encrypted with SSL in your environment, configure SSL communication settings.

How to configure the setting is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

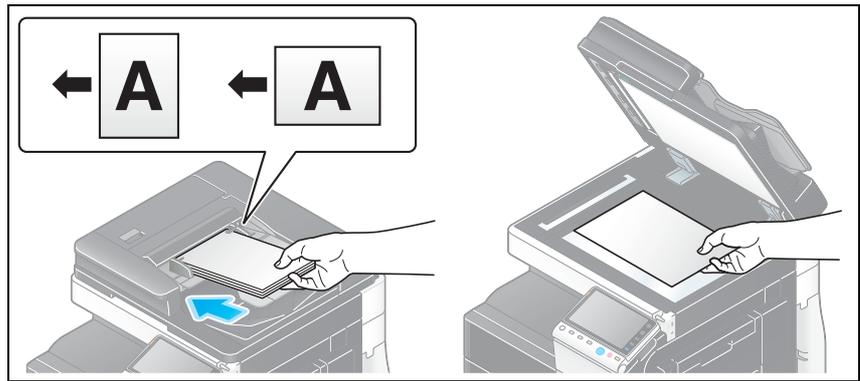
Using a proxy server

When a discovery proxy server is installed to use the WS Scan function in a computer over a subnet, register the discovery proxy server.

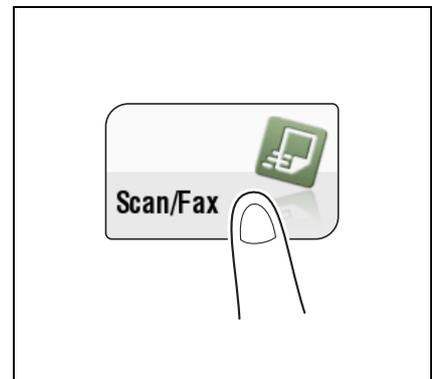
The registration process is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

7.3 Using Scan Transmission

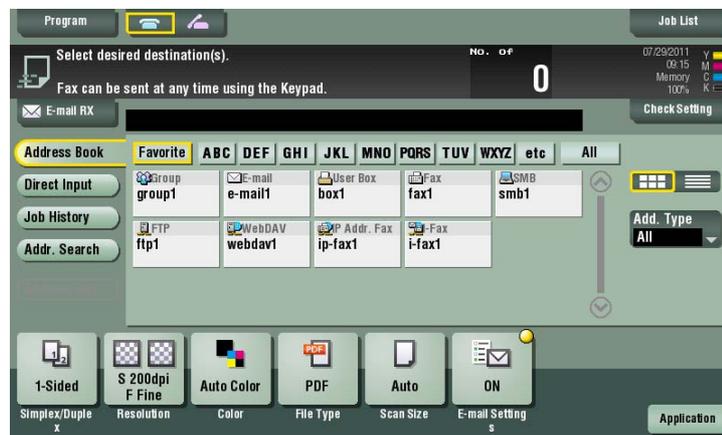
- 1 Load the original.



- 2 Tap [Scan/Fax].



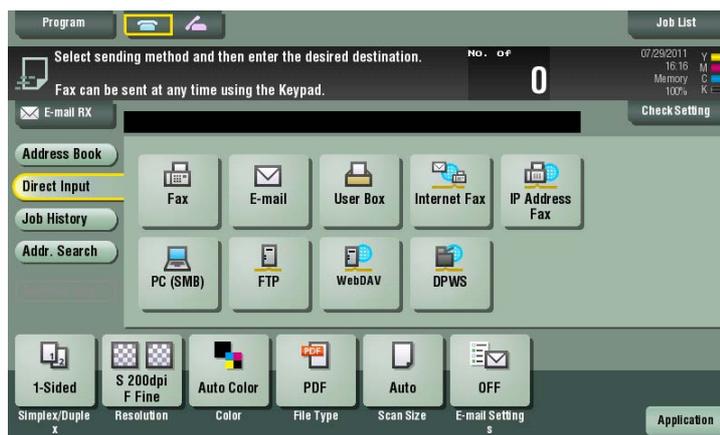
- 3 Configure Scan option settings as necessary.



→ For details on configuring option settings, refer to the respective columns of the following table.

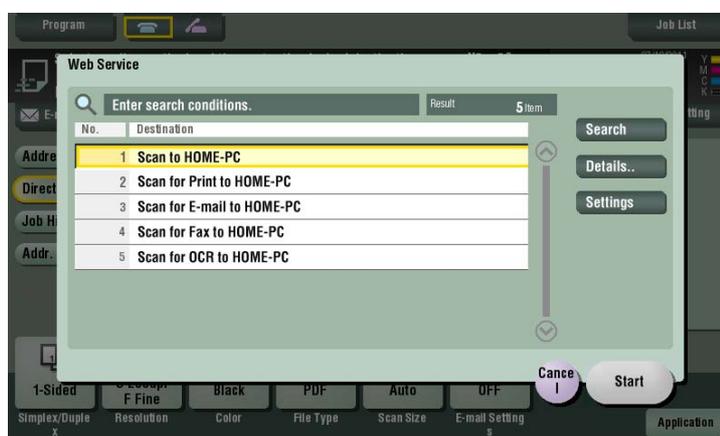
Purpose	Reference
To configure basic options such as color and original size	page 1-19
To configure options to scan various types of originals such as various sizes and books	page 1-21
To adjust the image quality level of the original such as colored background (newspaper, etc.) or light printing original	page 1-26
To print date/time and page number	page 1-27
Other option settings	page 1-28

- 4 Select [Direct Input] - [DPWS].



The computers on the network, in which this machine is designated as the Web service scanner, appear as the destinations.

- 5 Select a destination computer.



- By tapping [Search], you can enter a keyword included in a destination name and search for a destination.
- Tapping [Details..] displays the name and URL of a destination.
- By tapping [Settings], you can change option settings such as [Color] and [Scan Size].

- 6 Tap [Start].

- To redo operations for specifying destinations or option settings, press **Reset**. Transmission begins.

- 7 Use the destination computer to handle the application for importing original data or check files saved by a scan transmission.

- When using a scan transmission from this machine, start the application on a destination computer to import original data, or save original data in a specific folder. For details, refer to page 7-5.

7.4 Importing Data from a Computer

Operate this machine through the application on a destination computer, and import the scanned original data. The imported original data can be edited or saved in a computer. This section explains an example using Windows 7 and [Windows Fax and Scan] application software.

- 1 From the Start menu, click [All Programs] - [Windows Fax and Scan].
- 2 Click [New Scan].
The [New Scan] dialog box appears.
- 3 Specify the desired items from among the following to fit the original to be scanned.

Settings	Description
[Scanner]	Displays the scanner name of this machine. To switch other scanner, click [Change].
[Profile]	Select a profile to fit the original you want to load onto this machine. <ul style="list-style-type: none"> • [Photo]: Select this option to scan an original that consists primarily of photos. • [Documents]: Select this option to scan an original that consists primarily of text. • [Last used settings]: Select this option to scan an original using the previous settings. • [Add profile...]: Select this option to create a new profile other than the options above and add it as an option. Selecting [Add profile...] displays the [Add New Profile] window.
[Source]	Select the position to set the original. <ul style="list-style-type: none"> • [Flatbed]: Select this option to load the original on the Original Glass. By selecting [Flatbed], you can use [Preview], which is a scan function. • [Feeder]: Select this option to load the original into the ADF.
[Paper size]	If [Feeder] is selected in [Source], [Auto detect page size] starts to automatically detect the size of the original loaded into the ADF . If you are always scanning originals of the same size without the machine automatically detecting the size of the original loaded into the ADF , select any size.
[Color format]	Select either [Color] or [Gray Scale] color mode to scan originals. The original is scanned in the selected color mode regardless of the original color.
[File Type]	Select a type of a file to be saved. <ul style="list-style-type: none"> • [BMP]: Used to save an image file adopted by the Paint software supplied with Windows. This type does not support a function that compresses data to be saved, so the file size is larger than JPEG or PNG. • [JPG]: Used to save a file commonly used for a digital camera, which is available for saving a photo. This type does not support the saving of multiple pages into one file. • [PNG]: Used to save an image file with no quality degradation when compressing a file. Note that some files cannot be displayed in old Web browsers. • [TIF]: This type is a versatile image format. This type is available for a multi-page file that provides multiple pages in one file. • [XPS]: A new image file format introduced in Windows Vista.
[Resolution (DPI)]	Specify the resolution to scan the original.
[Brightness]	Specify the brightness with which to scan the original. To specify the brightness level, drag the slider, or type in a numerical value.
[Contrast]	Specify the contrast to scan the original. To specify the contrast level, drag the slider, or type in a numerical value.

- 4 Click [Scan].
 - If you select [Flatbed] in [Source], click [Preview] before saving data as a file, and check the image of the scanned original.
When necessary, trim a displayed image, or adjust [Brightness], [Contrast], or [Resolution (DPI)]. After checking the scanned original, click [Scan].

The original is scanned, and displayed on the application window of [Windows Fax and Scan].



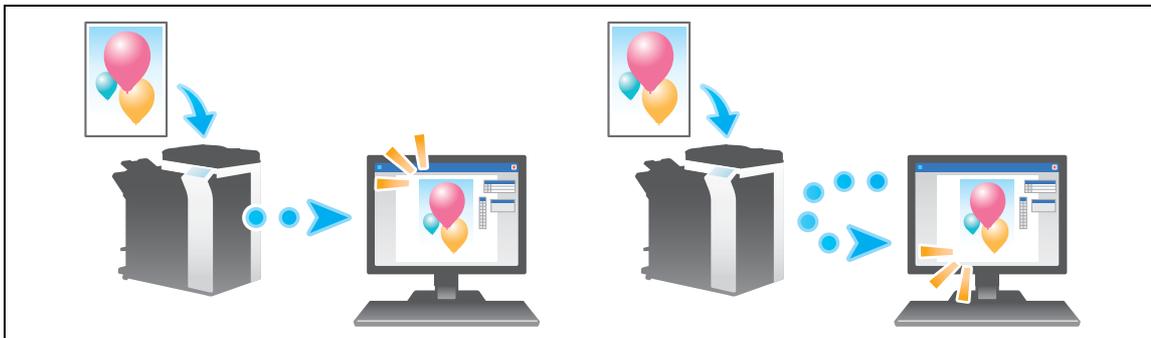
Importing Images by TWAIN Scan

8 Importing Images by TWAIN Scan

8.1 TWAIN Scan Function

Operate this machine through various applications compatible with a TWAIN device, and import the scanned original data.

The imported original data can be edited or saved in a computer.

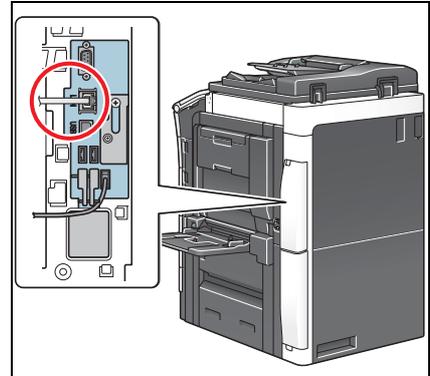


8.2 Preparation for TWAIN scanning

8.2.1 Machine side: Steps required to use this function (for the administrator)

Checking a LAN cable for connection

Check that a LAN cable is connected to the LAN port of this machine via the network.



Checking the network settings

Ensure that this machine has an IP address assigned to it. Tap [Utility] - [Device Information], and check that an IP address is displayed.



Reference

If no IP address is displayed, you need to set up the network. For details, refer to [User's Guide: Web Management Tool].

Checking the environment to use the TWAIN scan function

Check that the appropriate settings are configured to use this machine as a scanner. (You can use this function with the default settings unless otherwise requested.)

How to configure the setting is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

8.2.2 Computer side: Steps required to use this function

Operating environment of computer

Item	Specifications
Supported Operating Systems	Windows XP Home Edition (Service Pack 3 or later) Windows XP Professional (Service Pack 3 or later) Windows XP Professional x64 Edition (Service Pack 2 or later) Windows Vista Home Basic (Service Pack 2 or later)* Windows Vista Home Premium (Service Pack 2 or later)* Windows Vista Business (Service Pack 2 or later)* Windows Vista Enterprise (Service Pack 2 or later)* Windows Vista Ultimate (Service Pack 2 or later)* Windows 7 Home Basic (Service Pack 1 or later)* Windows 7 Home Premium (Service Pack 1 or later)* Windows 7 Professional (Service Pack 1 or later)* Windows 7 Enterprise (Service Pack 1 or later)* Windows 7 Ultimate* (Service Pack 1 or later) * Supports the 32-bit (x86) or 64-bit (x64) environment.
Computer	Conforms to the OS specifications
Memory	Conforms to the OS specifications
Network	Computer with correct TCP/IP protocol settings
Hard disk	Requires free memory space of 20 MB or more

Tips

- This function requires a TWAIN-compatible image processing application.
- For the latest information such as the service pack, refer to Readme.

Installing the TWAIN driver

Install the TWAIN driver from the DVD-ROM supplied with this machine to a computer.

- 1 Start the Windows system.
- 2 Insert "DVD-ROM" into the DVD-ROM drive of a computer.
- 3 Select [TWAIN driver] from [Install Scanner], and execute steps according to the on-screen instructions. Installation starts, and the required file is copied. After copying ends, the installation completion screen appears.
- 4 Click [Finish].
The installation is then completed.

8.3 Using TWAIN scan

Operating this machine for scanning

Use the **control panel** to scan data. The scanned image data is displayed in the window of the application software compatible with the TWAIN driver.

This example shows how to use Adobe Photoshop.

- 1 Start Adobe Photoshop.
- 2 In the File menu, select [Import], and select your TWAIN driver.
→ The TWAIN driver is displayed "GENERIC TWAIN".
- 3 Select this machine in the [Select Devices] screen, then click [Connect].
The main dialog box appears.
- 4 Select the [PUSH Scan] check box.
→ If necessary, use the [Settings] tab to configure scan settings.
- 5 Click [Scan].
If the [Waiting for scanning to start] dialog box appears, go to the front of this machine.
- 6 Load the original on this machine.
- 7 Press the **Start** key on the **Control Panel**.
The original is scanned, and an image appears in the application window of the computer.

Scanning using a computer

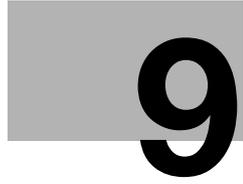
Use a computer to perform scanning. The scanned image data is displayed in the window of the application software compatible with the TWAIN driver.

This example shows how to use Adobe Photoshop.

- 1 Load the original on this machine.
After loading the original, go to the front of the computer to perform TWAIN scanning.
- 2 Start Adobe Photoshop.
- 3 In the File menu, select [Import], and select your TWAIN driver.
→ The TWAIN driver is displayed "GENERIC TWAIN".
- 4 Select this machine in the [Select Devices] screen, then click [Connect].
The main dialog box appears.
→ If necessary, use the [Settings] tab to configure scan settings.
- 5 Click [Scan].
The original is scanned, and an image appears in the application window of the computer.

Related setting

- The **Control Panel** of this machine is locked during TWAIN scanning through a computer. If necessary, change the time required to automatically unlock the **Control Panel** (default: [120 sec.]). For details, refer to page 12-14.



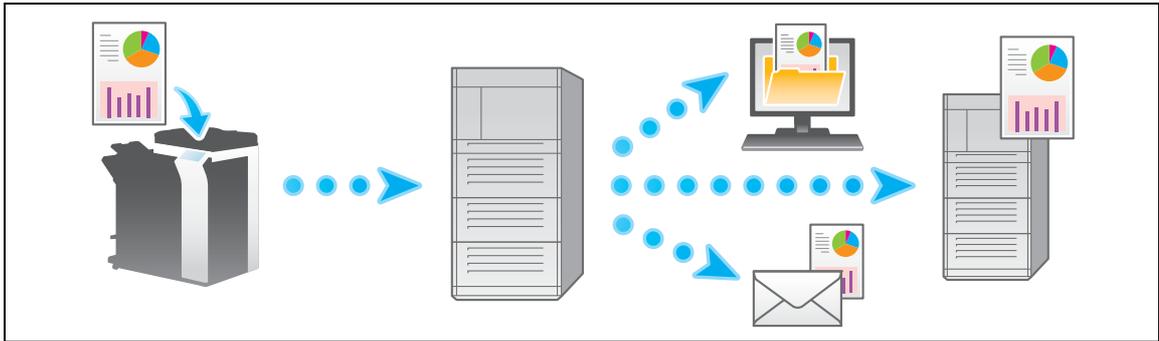
Distributing Data via a Scan Server

9 Distributing Data via a Scan Server

9.1 Scan Server

This machine converts the scanned original data into a computer compatible file format, and sends its file to a scan server. When receiving the file, the scan server carries out SMB Send or Scan to E-mail, or sending to Microsoft Office SharePoint Server based on the registered PSP (Post-Scan-Process).

The scan server uses the distributed scan server function of Windows Server 2008 R2.



Tips

- For details on the distributed scan server function, refer to the relevant Windows Server 2008 R2 manual.

9.2 Preparation to send data via a scan server (for the administrator)

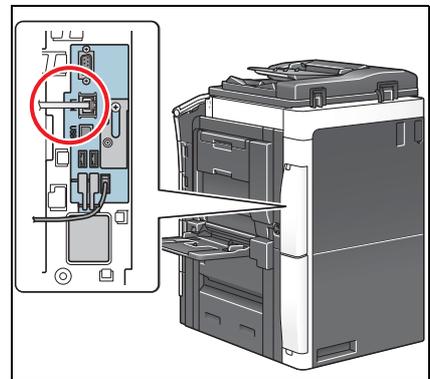
9.2.1 Preparation flow

- 1 Connecting this machine to the network
 - Checking a LAN cable for connection
 - Checking the network settingsCheck that an IP address is assigned to this machine.
- 2 Prepare the environment required to send data via a scan server
 - Enabling the Distributed Scan function
- 3 Preparation finished

9.2.2 Operations required to use this function

Checking a LAN cable for connection

Check that a LAN cable is connected to the LAN port of this machine via the network.



Checking the network settings

Ensure that this machine has an IP address assigned to it. Tap [Utility] - [Device Information], and check that an IP address is displayed.



Reference

If no IP address is displayed, you need to set up the network. For details, refer to [User's Guide: Web Management Tool].

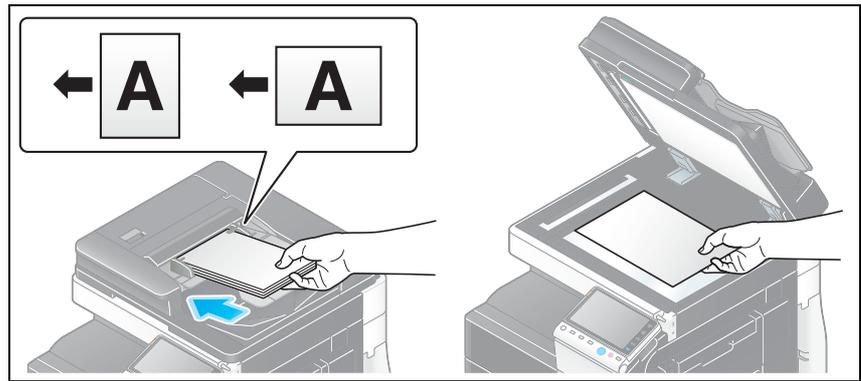
Configuring the environment to send data via a scan server.

Enable the Distributed Scan function.

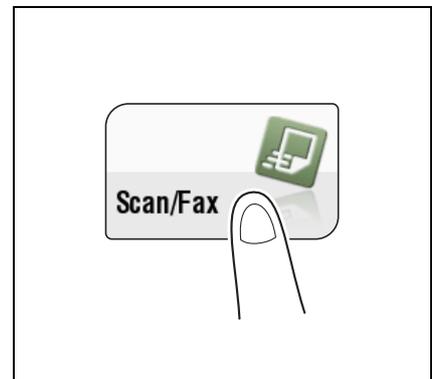
How to configure the setting is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

9.3 How To Send

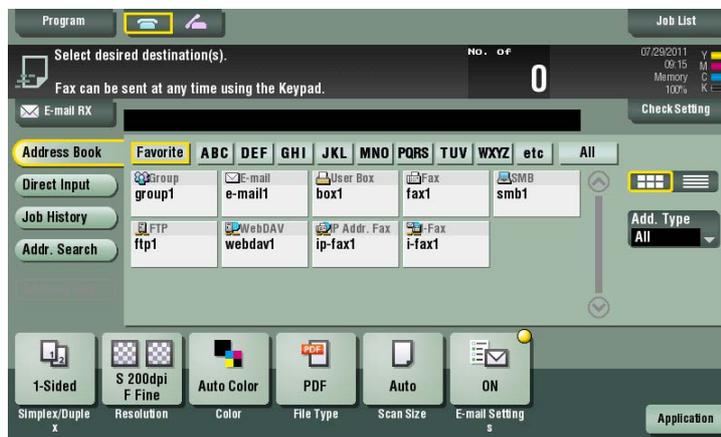
1 Load the original.



2 Tap [Scan/Fax].



3 Configure Scan option settings as necessary.

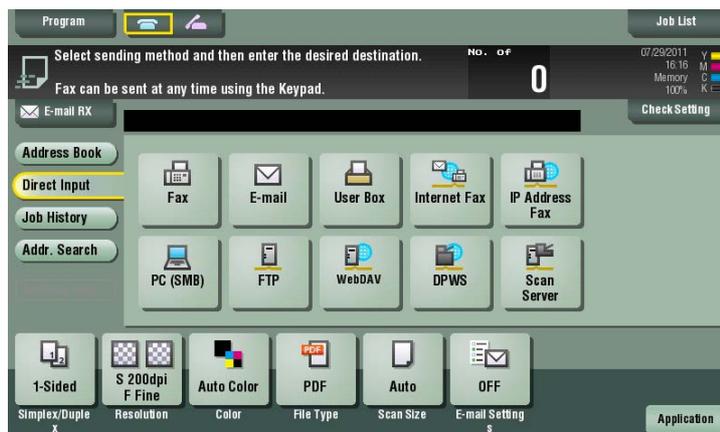


→ For details on configuring option settings, refer to the respective columns of the following table.

Purpose	Reference
To configure basic options such as color and original size	page 1-19
To configure options to scan various types of originals such as various sizes and books	page 1-21
To adjust the image quality level of the original such as colored background (newspaper, etc.) or light printing original	page 1-26
To print date/time and page number	page 1-27
Other option settings	page 1-28

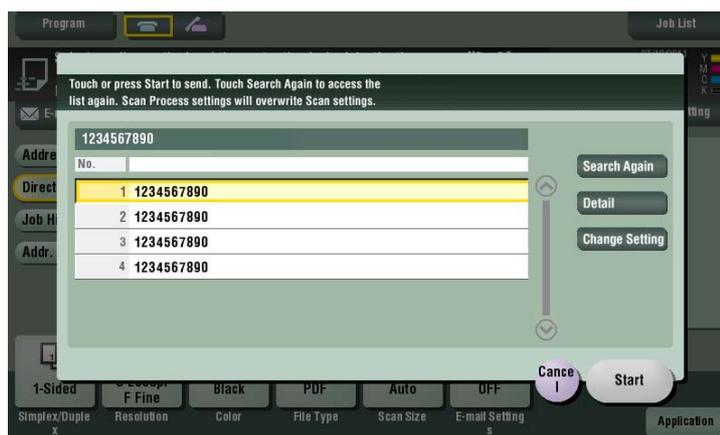
4 Select [Direct Input] - [Scan Server].

- When sending data via a scan server, you cannot send data to other destinations simultaneously or use a fax/scan program.



5 Select PSP.

- PSP (Post-Scan-Process) is a function that automatizes a preset scanning workflow such as a distribution destination from a scan server. This is created by the Windows Server 2008 R2 application, and registered in Active Directory.
- Up to 50 PSPs can be obtained. However, multiple PSPs cannot be selected as destinations.



- Tapping [Search Again] updates the PSP list.
- Tapping [Details] displays the details of the selected PSP.
- By tapping [Change Setting], you can change option settings such as [Color] and [Scan Size].

6 Tap [Start].

Transmission begins.

- However, transmission fails if no PSP is selected or no destination is set to PSP.

10

Managing Destinations

10 Managing Destinations

10.1 Registering frequently used destinations (Address Book)

Address Book

Registering a frequently used destination on this machine will save you the trouble of having to enter it each time you send data. A destination registered on this machine is called an "Address Book".

You can register up to 2000 address books. The destination types that can be registered are E-mail address, computer name, etc. depending on the transmission mode.

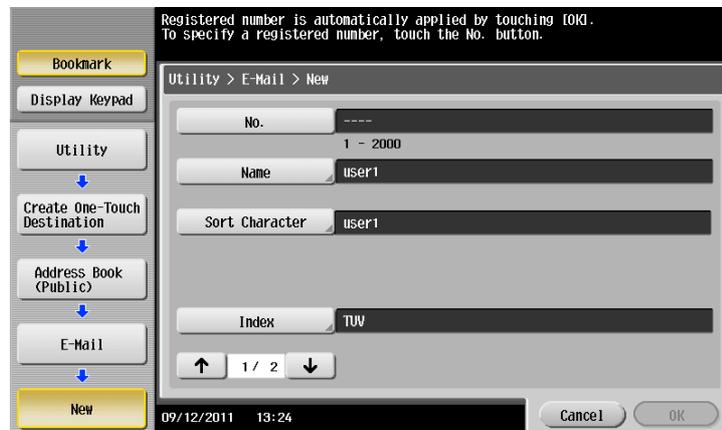
Related setting (for the administrator)

- Select whether to allow the user to register or change destinations (default: [Allow]). For details, refer to page 13-5 ([Registering and Changing Addresses]).

Registering an E-mail address

Register destination E-mail addresses.

- 1 Tap [Utility] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Address Book (Public)] - [E-Mail] - [New].
 - The administrator can perform the same actions by selecting [Administrator Settings] - [One-Touch/User Box Registration].
- 2 Enter destination information, then tap [OK].
 - For details on registration information, refer to page 12-4.



Tips

- To check the settings for a registered destination, select its registered name, then tap [Check Job Set.].
- To change the settings for a registered destination, select its registered name, then tap [Edit].
- To delete a registered destination, select its registered name, then tap [Delete].



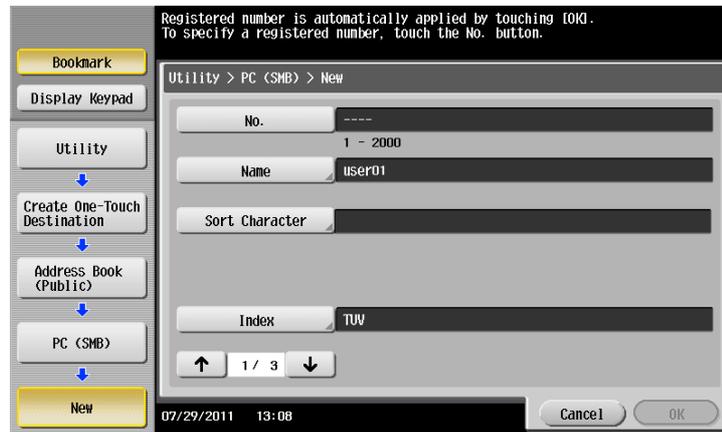
Reference

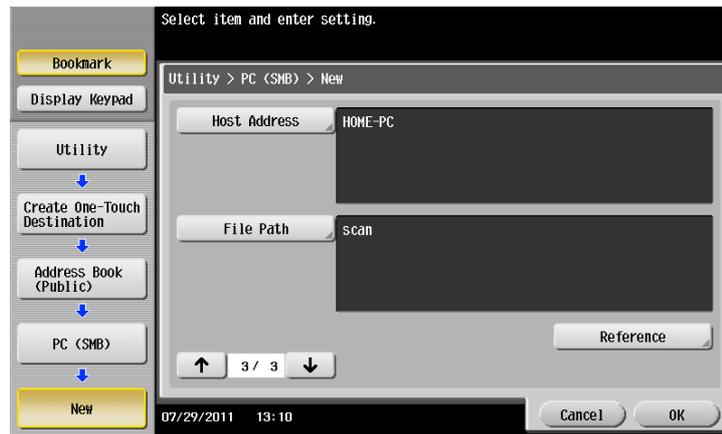
You can also register an E-mail address using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

Registering an SMB destination

Register a destination computer name (host name) or IP address. Also register a folder for saving a file or information for accessing a folder.

- 1 Tap [Utility] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Address Book (Public)] - [PC (SMB)] - [New].
 - The administrator can perform the same actions by selecting [Administrator Settings] - [One-Touch/User Box Registration].
- 2 Enter destination information, then tap [OK].
 - For details on registration information, refer to page 12-5.





Tips

- To check the settings for a registered destination, select its registered name, then tap [Check Job Set].
- To change the settings for a registered destination, select its registered name, then tap [Edit].
- To delete a registered destination, select its registered name, then tap [Delete].



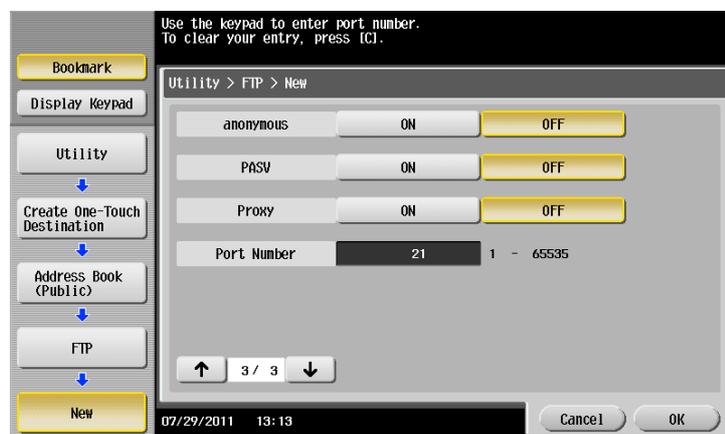
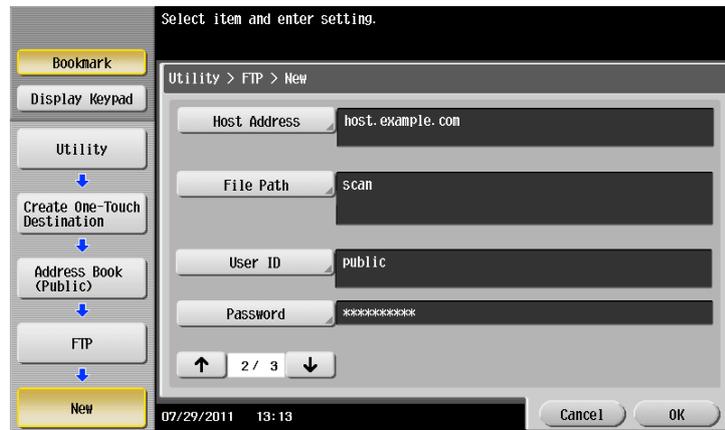
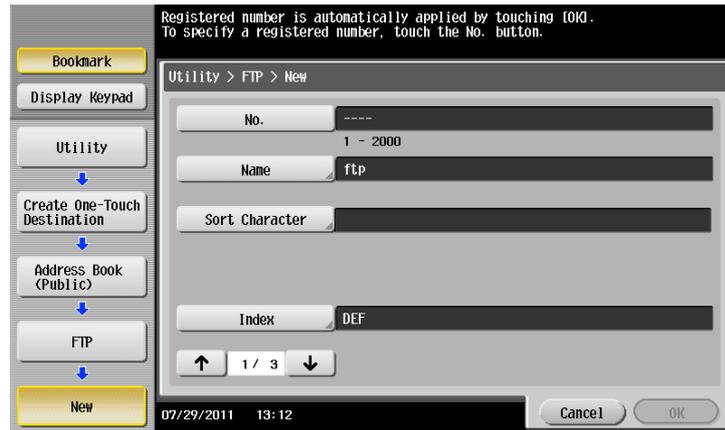
Reference

You can also register an SMB destination using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

Registering an FTP destination

Register destination FTP server host names or IP addresses. Also register a folder for saving a file or account information.

- 1 Tap [Utility] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Address Book (Public)] - [FTP] - [New].
 - The administrator can perform the same actions by selecting [Administrator Settings] - [One-Touch/User Box Registration].
- 2 Enter destination information, then tap [OK].
 - For details on registration information, refer to page 12-6.



Tips

- To check the settings for a registered destination, select its registered name, then tap [Check Job Set].
- To change the settings for a registered destination, select its registered name, then tap [Edit].
- To delete a registered destination, select its registered name, then tap [Delete].



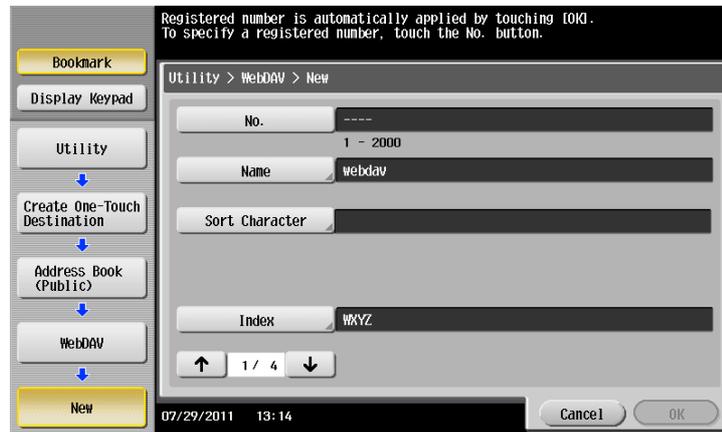
Reference

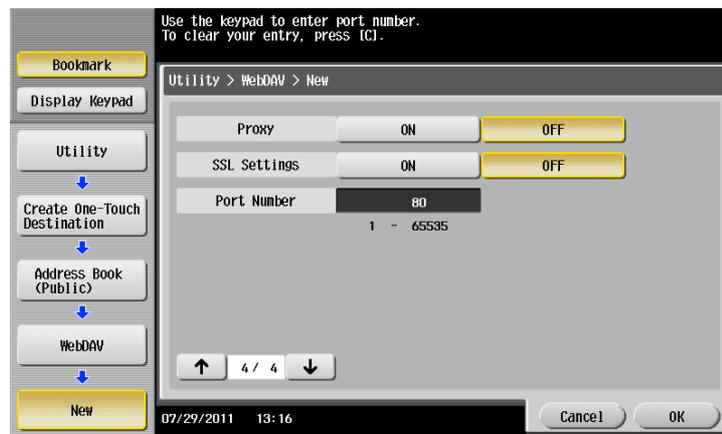
You can also register an FTP destination using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

Registering a WebDAV destination

Register destination WebDAV server host names or IP addresses. Also register a folder for saving a file or account information.

- 1 Tap [Utility] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Address Book (Public)] - [WebDAV] - [New].
 - The administrator can perform the same actions by selecting [Administrator Settings] - [One-Touch/User Box Registration].
- 2 Enter destination information, then tap [OK].
 - For details on registration information, refer to page 12-7.





Tips

- To check the settings for a registered destination, select its registered name, then tap [Check Job Set].
- To change the settings for a registered destination, select its registered name, then tap [Edit].
- To delete a registered destination, select its registered name, then tap [Delete].



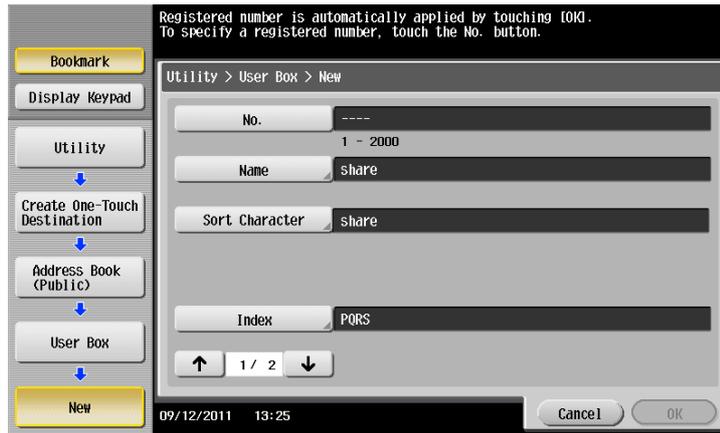
Reference

You can also register a WebDAV destination using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

Registering a User Box destination

Register user boxes to save.

- ✓ Register a User Box before registering its destination. For details, refer to [User's Guide: Box Operations].
- 1 Tap [Utility] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Address Book (Public)] - [User Box] - [New].
 - The administrator can perform the same actions by selecting [Administrator Settings] - [One-Touch/User Box Registration].
- 2 Enter destination information, then tap [OK].
 - For details on the registered information, refer to page 12-5.



Tips

- To check the settings for a registered destination, select its registered name, then tap [Check Job Set].
- To change the settings for a registered destination, select its registered name, then tap [Edit].
- To delete a registered destination, select its registered name, then tap [Delete].



Reference

You can also register a User Box destination using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

10.2 Registering multiple destinations as a group (Group)

Group

Register multiple destinations as a group. Group is a convenient way to broadcast data.

Up to 100 groups can be registered for Group.

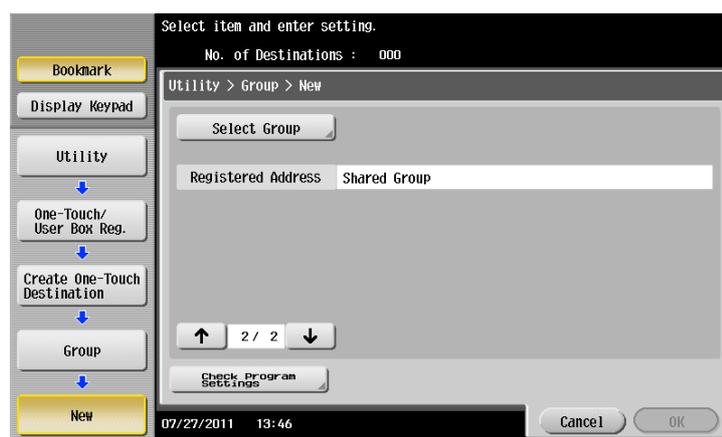
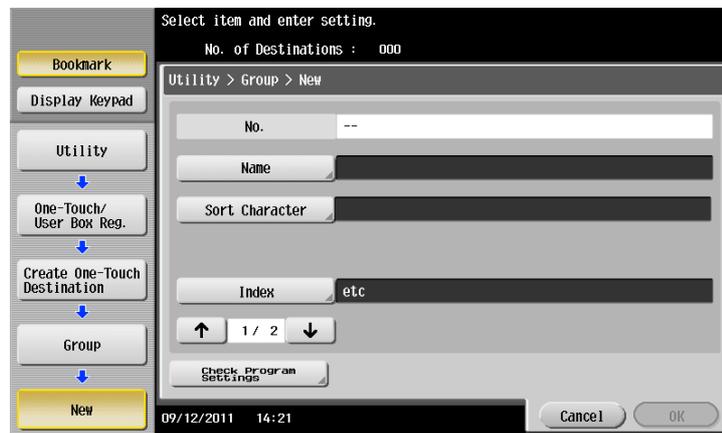
Related setting (for the administrator)

- Select whether to allow the user to register or change destinations (default: [Allow]). For details, refer to page 13-5 ([Registering and Changing Addresses]).

Registering a group

- ✓ To register a group, you must register the address book to be added to the group in advance.

- 1 Tap [Utility] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Group] - [New].
→ The administrator can perform the same actions by selecting [Administrator Settings] - [One-Touch/User Box Registration].
- 2 Enter destination information, then tap [OK].
→ For details on registration information, refer to page 12-8.



Tips

- To check the settings for a registered group, select its registered name, then tap [Check Job Set.].
- To change the settings for a registered group, select its registered name, then tap [Edit].
- To delete a registered group, select its registered name, then tap [Delete].



Reference

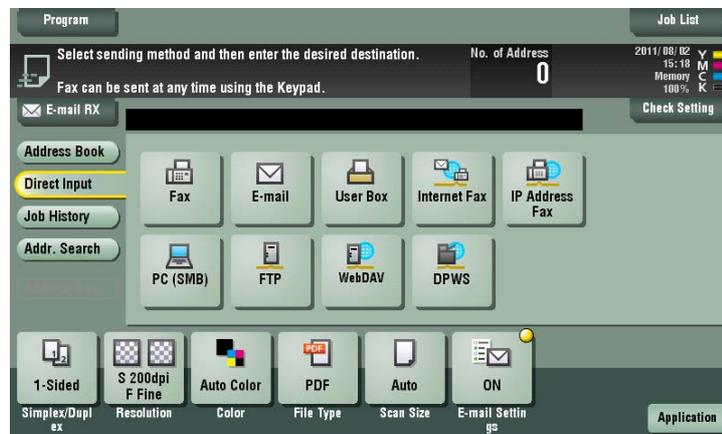
*You can also register groups using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].*

10.3 Registering directly entered destinations in Address Book

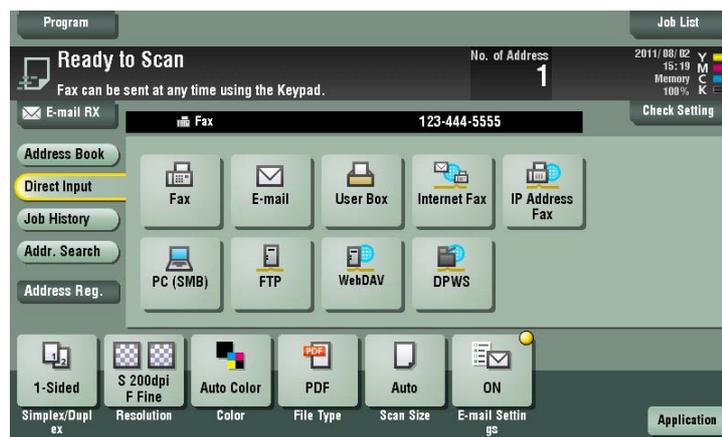
- 1 Tap [Scan/Fax].



- 2 Tap [Direct Input], select the destination type, and then enter a destination.



- 3 After entering the destination, tap [Address Reg.].



- 4 Select a destination you want to register with the address book, and then tap [New].



- 5 Tap the keyboard icon of [Name], and enter the registration name of the destination.
→ Add an index key or enter a sort character as necessary.



Settings	Description
[Address Type]	The destination type selected in the [Direct Input] are displayed.
[Index]	Select a corresponding character so that the destination can be index-searched by registration name. <ul style="list-style-type: none"> For a frequently used destination, also select [Favorite]. If [Favorite] is selected, the destination will appear in the main screen of fax/scan mode, enabling the user to easily select a destination.
[Name]	Enter the destination name to be displayed on the Touch Panel (using up to 24 characters). Assign a name that helps you easily identify the destination.
[Sort Character]	Enter the same name as the registered name (using up to 24 characters). You can sort destinations by registration name.
[Address]	The destination that is specified by direct input is displayed.

- 6 Tap [Register], then [Close].

When a fax transmission to the destination which is specified by direct input is complete, tap [Address Book] and check that the destination is registered.

10.4 Exporting/importing destination information (for the administrator)

Exporting destination information

You can save (export) destinations registered on this machine to a computer for backup. You can add new destinations to or edit exported destinations as necessary.

To export information, use **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

Importing destination information

You can write (import) destination information, which is exported from this machine, from a computer to this machine. You can also import destination information to other MFP of the same model.

To import information, use **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

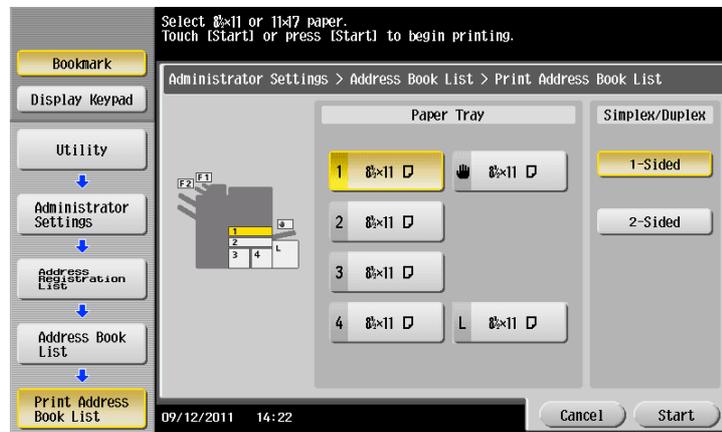
10.5 Printing the list of destination information (for the administrator)

Printing a destination list

- 1 Tap [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [One-Touch/User Box Registration List] - [Address Book List].
- 2 Specify the print range in [Starting Destination No.] (destination registration number) and [Number of Destinations].
 - You can further narrow down destinations to be printed from the specified print range by using [Print Destination List by Type].



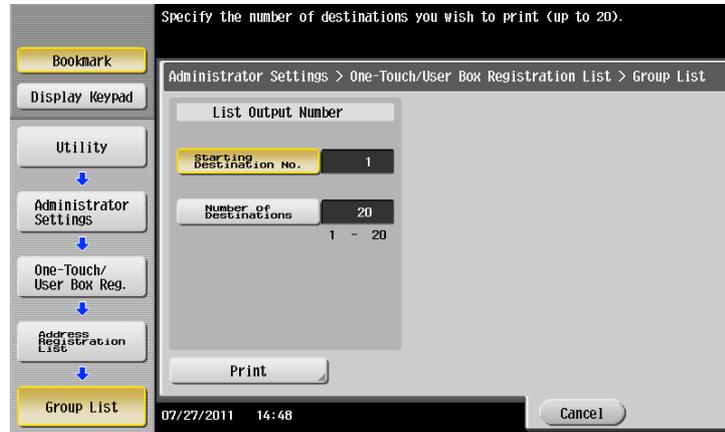
- 3 Specify the print range, and tap [Print].
- 4 Select the print paper tray and print surface, and tap [Start].



List printing starts.

Printing a group list

- 1 Tap [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [One-Touch/User Box Registration List] - [Group List].
- 2 Specify the print range in [Starting Destination No.] (destination registration number) and [Number of Destinations].



- 3 Specify the print range, and tap [Print].
- 4 Select the print paper tray and print surface, and tap [Start].



List printing starts.

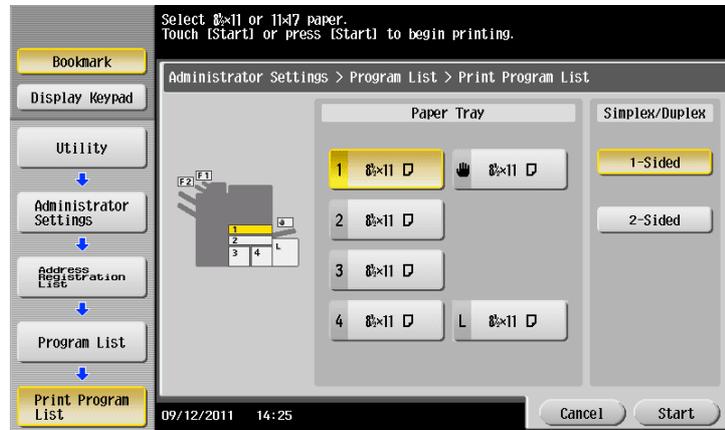
Printing a program list

Program list contains a list of programs and destinations included in the respective programs.

- 1 Tap [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [One-Touch/User Box Registration List] - [Program List].
- 2 Specify the print range in [Starting Destination No.] (program registration number) and [Number of Destinations].
 → Using [Print Destination List by Type], you can narrow down destinations further by group or destination type from the specified printing range.



- 3 Specify the print range, and tap [Print].
- 4 Select the print paper tray and print surface, and tap [Start].



List printing starts.

11

Description of Setup Buttons

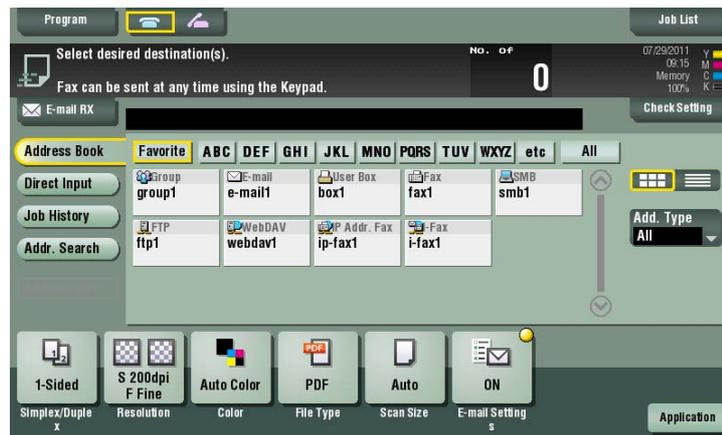
11 Description of Setup Buttons

[Address Book]

To display: [Scan/Fax] - [Address Book]

Select a destination registered on this machine. You can send data by broadcast transmission if you select multiple destinations.

You can also search for a destination by destination type and index key.



[Direct Input]

To display: [Scan/Fax] - [Direct Input]

Enter destination information according to the saving and transmission mode.



Settings	Description
[Fax]	Enter a destination fax number when scanned original data is sent by fax.
[E-mail]	Enter a destination E-mail address when scanned original data is sent by E-mail attachment.
[User Box]	Select a user box to save scanned original data in the user box of this machine.
[Internet Fax]	Enter a destination E-mail address when scanned original data is sent by Internet fax.
[IP Address Fax]	Enter a destination IP address or E-mail address when scanned original data is sent by IP address fax.
[PC (SMB)]	Enter a destination computer name (host name) or IP address when scanned original data is sent to a share folder of a computer on the network.
[FTP]	Enter a destination FTP server host name or IP address when scanned original data is sent to a FTP server.
[WebDAV]	Enter a destination WebDAV server host name or IP address when scanned original data is sent to a WebDAV server.
[DPWS]	Enter a destination computer when scanned original data is sent to a computer detected by the Web service.
[Scan Server]	Forward scanned original data to another location (secondary delivery) via a scan server. When selecting a destination, select an arbitrary PSP (Post-Scan-Process). In PSP, destinations for secondary delivery etc. are registered.

Related setting (for the administrator)

- You can specify whether to allow the user to directly enter a destination (default: [Allow All]). For details, refer to page 13-21.



Reference

You can register the destination that you have entered directly into the address book. For details on how to register, refer to page 10-12.

[E-mail]

To display: [Scan/Fax] - [Direct Input] - [E-mail]

Enter a destination E-mail address when scanned original data is sent by E-mail attachment.

When specifying multiple destinations, tap [Next Dest.] to add destinations.

If E-mail address prefixes and suffixes are registered, you can recall a registered domain name etc. to complement entry.



Related setting (for the administrator)

- By registering E-mail address prefixes and suffixes, you can complement E-mail address entry. For details, refer to page 13-18.

[User Box]

To display: [Scan/Fax] - [Direct Input] - [User Box]

Select a user box to save scanned original data in the user box of this machine. If necessary, change the file name to save it.



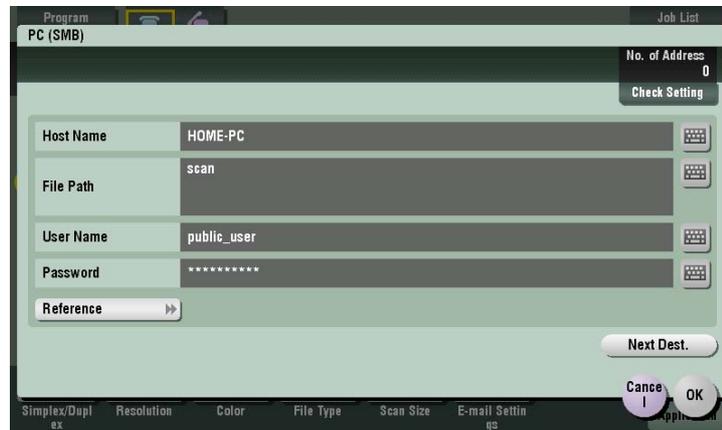
Settings	Description
[User Box]	Select a User Box to save files in.
[File Name]	Displays a name of a file to be saved in a User Box. If necessary, rename the file using up to 30 characters.

[PC (SMB)]

To display: [Scan/Fax] - [Direct Input] - [PC (SMB)]

Enter a destination computer name (host name) or IP address when scanned original data is sent to a share folder of a computer on the network.

When specifying multiple destinations, tap [Next Dest.] to add destinations.



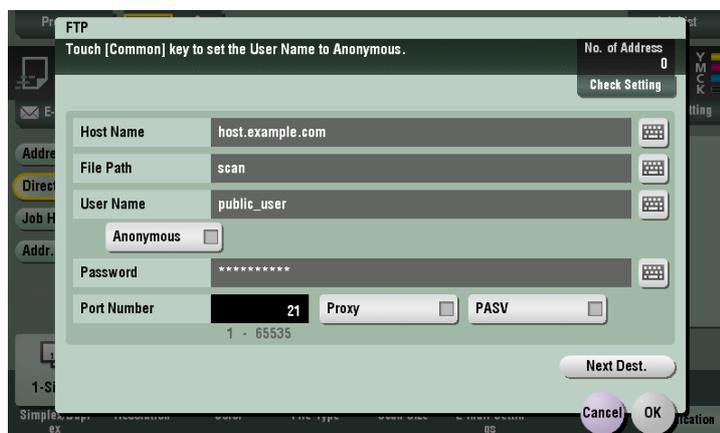
Settings	Description
[Host Name]	<p>Enter a computer name (host name) or IP address as a destination with up to 253 bytes.</p> <ul style="list-style-type: none"> • Example of computer name (host name) entry: "HOME-PC" (uppercase letters only) • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[File Path]	<p>Enter the shared folder name of the computer specified in [Host Name] with up to 255 bytes. The shared folder name is generally referred to as a shared name.</p> <ul style="list-style-type: none"> • Entry example: "scan" <p>When specifying a folder in the shared folder, insert a symbol, "\", between the folder names.</p> <ul style="list-style-type: none"> • Entry example: "share\document"
[User Name]	<p>Using up to 64 characters, enter the name of a user, who has privileges to access the folder specified in [File Path].</p> <ul style="list-style-type: none"> • Entry example: "public user"
[Password]	<p>Enter the password of the user specified in [User Name].</p>
[Reference]	<p>On the Touch Panel, search for a computer to send a file to, and select a target shared folder.</p> <p>When the authentication screen appears, enter the name and password of a user who has privileges to access the selected folder. After authentication, [Host Name] or [File Path] is entered automatically.</p> <p>The Reference function may fail under the following conditions.</p> <ul style="list-style-type: none"> • If 512 or more workgroups or computers are on the network (subnet) connected to this machine, this function may fail. • This function is not available in the IPv6 environment.

[FTP]

To display: [Scan/Fax] - [Direct Input] - [FTP]

Enter a destination FTP server host name or IP address when scanned original data is sent to a FTP server.

When specifying multiple destinations, tap [Next Dest.] to add destinations.



Settings	Description
[Host Name]	Enter the host name or IP address of the destination FTP server with up to 63 bytes. <ul style="list-style-type: none"> Host name entry example: "host.example.com" Example of IP address (IPv4) entry: "192.168.1.1" Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[File Path]	Enter the name of a destination folder in the FTP server specified in [Host Name] with up to 127 bytes. <ul style="list-style-type: none"> Entry example: "scan" When not specifying a file path, enter "/".
[User Name]	If authentication is required in the destination FTP server, enter the login-enabled user name (using up to 64 characters). <ul style="list-style-type: none"> Entry example: "public_user"
[Anonymous]	When authentication is not required for the destination FTP server, select this item.
[Password]	Enter the password of the user specified in [User Name].
[Port Number]	If necessary, change the port number. In normal circumstances, you can use the original port number.
[Proxy]	When a proxy server is used in your environment, select this item.
[PASV]	When a PASV server is used in your environment, select this item.

[WebDAV]

To display: [Scan/Fax] - [Direct Input] - [WebDAV]

Enter a destination WebDAV server host name or IP address when scanned original data is sent to a WebDAV server.

When specifying multiple destinations, tap [Next Dest.] to add destinations.



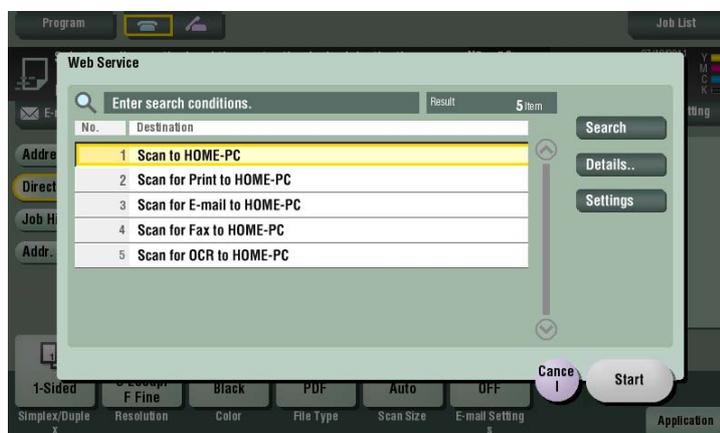
Settings	Description
[Host Name]	Enter the host name or IP address of the WebDAV server with up to 253 bytes. <ul style="list-style-type: none"> • Host name entry example: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[File Path]	Enter the name of a destination folder in the WebDAV server specified in [Host Name] with up to 142 bytes. <ul style="list-style-type: none"> • Entry example: "scan"
[User Name]	Using up to 64 characters, enter the name of a user, who has privileges to access the folder specified in [File Path]. <ul style="list-style-type: none"> • Entry example: "public_user"
[Password]	Enter the password of the user specified in [User Name].
[Port Number]	If necessary, change the port number. In normal circumstances, you can use the original port number.
[Proxy]	When a proxy server is used in your environment, select this item.
[SSL Setting]	When the SSL is used in your environment, select this item.

[DPWS]

To display: [Scan/Fax] - [Direct Input] - [DPWS]

Enter a destination computer when scanned original data is sent to a computer detected by the Web service.

If it is hard to find a target because there are too many destinations, tap [Search]. Select a destination, and tap [Details..] to check destination information. To select an option setting, tap [Settings].



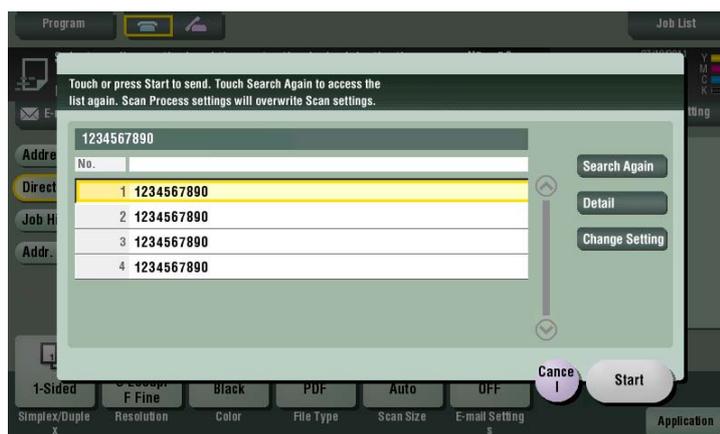
Settings	Description
[Search]	Searches for a computer that enables file sending using the Web Service.
[Details..]	If necessary, check the registered name and URL of the destination.
[Settings]	Configure Scan option settings as necessary.

[Scan Server]

To display: [Scan/Fax] - [Direct Input] - [Scan Server]

Forward scanned original data to another location (secondary delivery) via a scan server. When selecting a destination, select an arbitrary PSP (Post-Scan-Process).

PSP is a function that automatizes a preset scanning workflow such as a distribution destination from a scan server. This is created by the Windows Server 2008 R2 application, and registered in Active Directory.

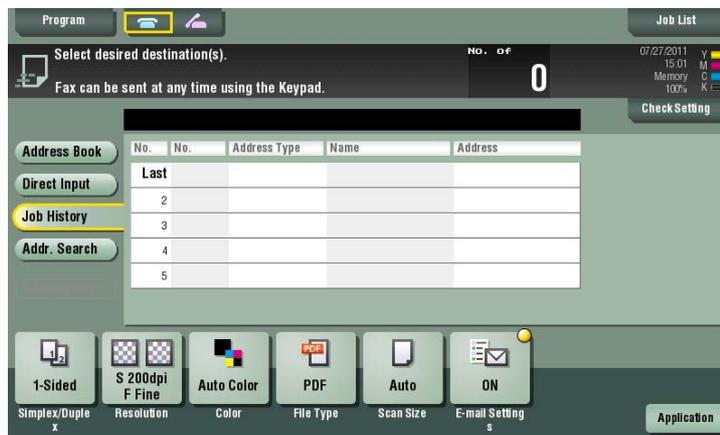


Settings	Description
[Search Again]	Updates the PSP list.
[Detail]	Displays the details of the selected PSP as necessary.
[Change Setting]	Configure Scan option settings as necessary.

[Job History]

To display: [Scan/Fax] - [Job History]

In [Job History], select a destination from the fax, scan or saved job history. The history shows the latest five fax destinations. When necessary, multiple destinations can be selected from the history.



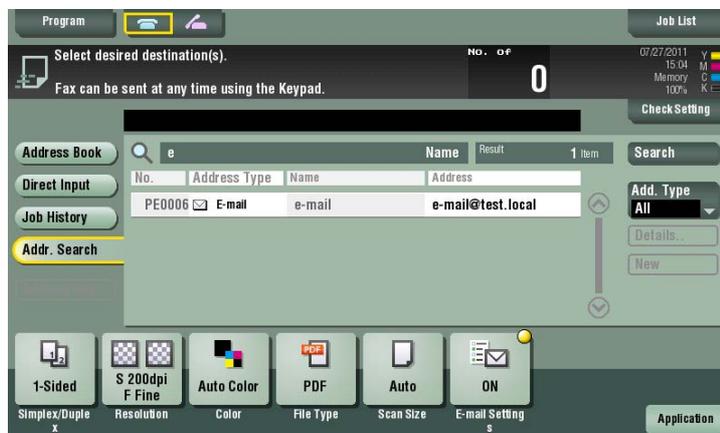
Tips

- If you edit a registered destination or User Box or turn the main power off or on, history information is deleted.

[Addr. Search]

To display: [Scan/Fax] - [Addr. Search]

Press [Addr. Search] to display the search results. Select a destination from the list.



[Name Search]

To display: [Scan/Fax] - [Addr. Search] - [Search] - [Name Search]

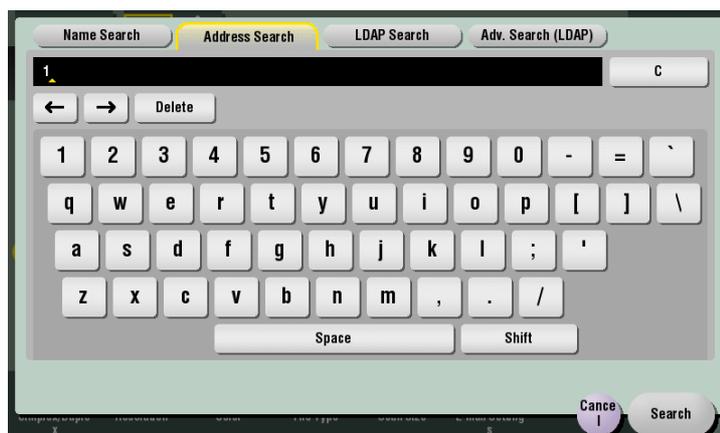
Performs a prefix search for registered destination name (words that begin with the search word are displayed).



[Address Search]

To display: [Scan/Fax] - [Addr. Search] - [Search] - [Address Search]

Performs a prefix search by text or numeral in a destination (words that begin with the search word are displayed).



[LDAP Search]

To display: [Scan/Fax] - [Addr. Search] - [Search] - [LDAP Search]

In the LDAP server or Windows Server Active Directory is used, specify a single keyword to search for an E-mail address or fax number.



[Adv. Search (LDAP)]

To display: [Scan/Fax] - [Addr. Search] - [Search] - [Adv. Search (LDAP)]

In the LDAP server or Windows Server Active Directory is used, specify a combination of keywords from different categories to search for an E-mail address or fax number.



[Address Reg.]

To display: [Scan/Fax] - [Direct Input] - **Enter Destination** - [Address Reg.]

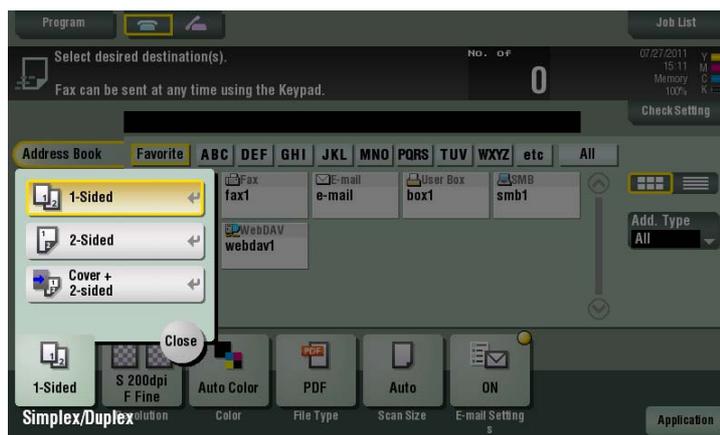
Register the destination that you have entered directly into the address book. For details, refer to page 10-12.



[Simplex/Duplex]

To display: [Scan/Fax] - [Simplex/Duplex]

Select the surface of the original to be scanned.

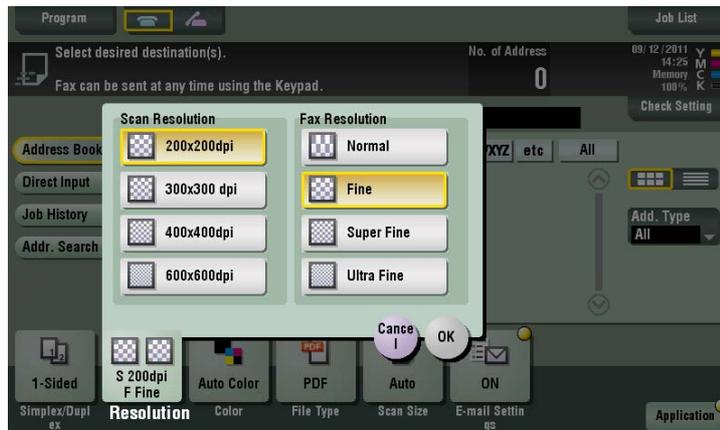


Settings	Description
[1-Sided]	Press this button to scan one side of an original.
[2-Sided]	Press this button to scan both sides of an original.
[Cover + 2-sided]	Press this button to scan only one side for the first page in the original, and scan both sides of the remaining pages.

[Resolution]

To display: [Scan/Fax] - [Resolution]

Select the resolution of the original for scanning.



Settings	Description
[Scan Resolution]	<p>Select the resolution of the original for scan transmission. When using Scan to E-mail, SMB Send, FTP Send, WebDAV Send, or Save in User Box, select the following resolution to scan an original.</p> <ul style="list-style-type: none"> • [200 × 200 dpi]: Select this option to scan a standard original. • [300 × 300 dpi]: Select this option to scan a standard original with a higher resolution. • [400 × 400 dpi]: Select this option to scan an original containing small characters and drawings. • [600 × 600 dpi]: Select this option to convert an original into a file of the maximum size. This option is available when scanning an original such as a full-color photo, which requires a fine level of image quality.
[Fax Resolution]	<p>Select the resolution of the original for sending a fax. When using fax transmission, Internet fax transmission, or IP address fax transmission, select the following resolution to scan an original.</p> <ul style="list-style-type: none"> • [Normal]: Select this option to scan originals that do not require a fine level of image quality, or when you want to send a large number of originals quickly. • [Fine]: Select this option to scan a standard original. • [Super Fine]: Select this option to scan originals containing small characters or drawings. • [Ultra Fine]: Select this option to scan originals that require a fine level of image quality.

Tips

- The finer the scan resolution is, the larger the data volume becomes, resulting in longer transmission time. To use an E-mail as a transmission method such as Scan to E-mail or Internet fax transmission, check that the data capacity are not limited.

[Color]

To display: [Scan/Fax] - [Color]

Select the color mode to scan originals.



Settings	Description
[Auto Color]	Scan by automatically selecting either [Full Color] or [Gray Scale] according to the original color.
[Full Color]	Scan in full color, regardless of whether the original is in color or in black and white. Select this option to scan originals of other than black and white and scanning color photos.
[Gray Scale]	Scan in gray scale, regardless of whether the original is in color or in black and white. Select this option to scan originals with many halftones, such as black and white photos.
[Black]	Scan originals in white and black, no shades of gray. Select this option to scan originals with distinct black and white areas, such as line drawings.

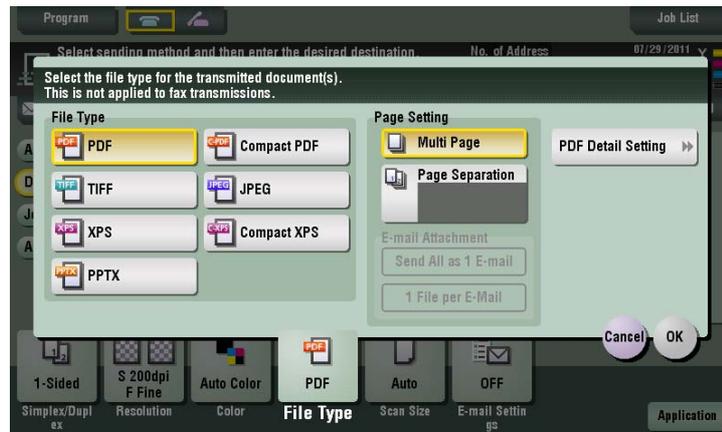
Related setting

- If the original is not properly scanned to fit its color although you have selected [Auto Color], adjust the color judgment level. For details, refer to page 12-11.

[File Type]

To display: [Scan/Fax] - [File Type]

Select the file type used for saving the scanned original data.

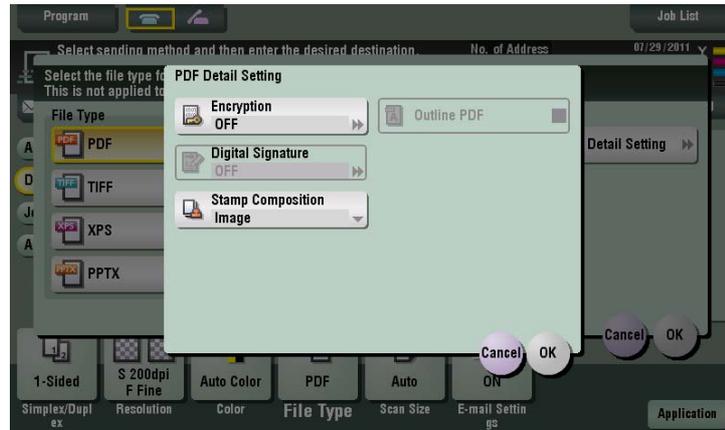


Settings	Description
[File Type]	<p>Select the file type to be saved from the following:</p> <ul style="list-style-type: none"> [PDF]: Most operating systems support this file format. You can specify a password or encrypt the file. Important original data should be saved as a PDF file. [Compact PDF]: Save to a file that has a smaller size than normal PDF format. We recommend this format when you want to reduce file size for sending by E-mail etc. [TIFF]: This is one kind of versatile image formats. This type is available for a multi-page file that provides multiple pages in one file. [JPEG]: A file format widely used in digital cameras. Suitable for saving photo data. This type does not support the saving of multiple pages into one file. [XPS]: A new image file format introduced in Windows Vista. [Compact XPS]: Save to a file that has a smaller size than normal XPS format. [PPTX]: Extension of a XML-base file that is created using PowerPoint of Microsoft Office 2007 or later.
[Page Setting]	<p>Select a unit of pages to be saved in a file if the original contains multiple pages.</p> <ul style="list-style-type: none"> [Multi Page]: Convert all pages in a single file. [Page Separation]: Convert the specified number of pages as a single file. For example, if you enter "2" to scan 10 original pages, they are separated into five files, and converted. However, if [File Type] is set to [JPEG], you cannot select [Page Separation].
[E-mail Attachment Method]	<p>You can select the E-mail attachment method when [Scan Setting] is set to [Page Separation].</p> <ul style="list-style-type: none"> [Send All as 1 E-mail]: Attach all files to one E-mail. [1 File per E-Mail]: Attach one file to one E-mail.
[PDF Detail Setting]	<p>If [PDF] or [Compact PDF] is selected for file format, you can configure the PDF option settings.</p> <p>You can enhance security by attaching a digital signature that identifies the author of the file, by file encryption, etc.</p> <p>For details, refer to page 11-17.</p>

[PDF Detail Setting]

To display: [Scan/Fax] - [File Type] - [PDF Detail Setting]

If [PDF] or [Compact PDF] is selected for file format, you can configure the PDF option settings.

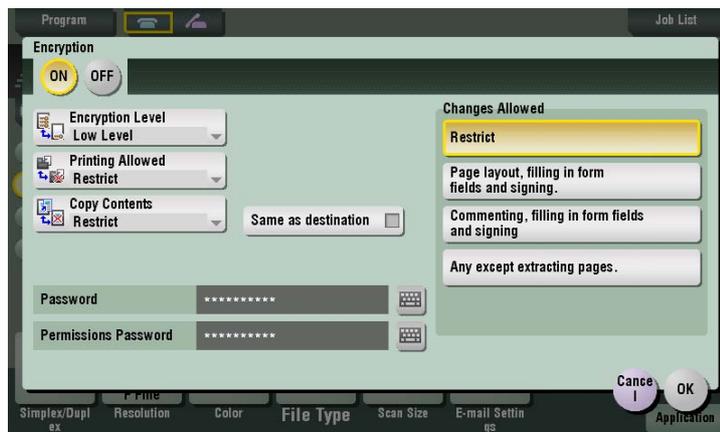


Settings	Description
[Encryption]	Select [ON] to encrypt a file. Enter the password to restrict access to the file. To specify permissions for printing and editing PDFs more in detail, enter an authorization password, then specify [Encryption Level], [Printing Allowed], [Copy Contents], and [Changes Allowed]. For details, refer to page 11-18.
[Digital Signature]	Select [ON] to add a digital signature (certificate) of this machine to a PDF file, and select [SHA1] or [SHA256] as the encryption level of the signature. You can certify the author of a PDF, and prevent forgery or unauthorized modification. This function is enabled when a certification is registered on this machine.
[Stamp Composition]	Specify this option to print date/time, page number, and header/footer on a PDF. Select [Text] if you want to compose the text to be printed on a PDF as text. If you select [Image], the text will be composed as an image.
[Outline PDF]	Specify this option to save a file in compact PDF format. If you select the check box of [Outline PDF], the text portion of the original is extracted and converted to a vector image.

[Encryption]

To display: [Scan/Fax] - [File Type] - [PDF Detail Setting] - [Encryption]

If [PDF] or [Compact PDF] is selected for file format, you can encrypt PDF files.



Settings	Description
[Password]	Enter the password to restrict access to the file. Create a PDF file that is accessible by specific users who know the password.
[Permissions Password]	To specify permissions for printing and editing a PDF file, enter an authorization password.
[Encryption Level]	When specifying permissions for a PDF file, select an encryption level according to the security level that you want to specify. If you select [High level], you can specify permissions more in detail.
[Printing Allowed]	Select whether to permit printing of PDF files. If [Encryption Level] is set to [High level], you can permit printing of PDF files only in low resolution ([Low Resolution]).
[Copy Contents]	Select whether to permit copying of text and image from PDF files.
[Changes Allowed]	Select the content of PDF for which modification is permitted. If [Encryption Level] is set to [High level], you can select the contents to be permitted more in detail.

[Scan Size]

To display: [Scan/Fax] - [Scan Size]

Select the size of the original to be scanned.



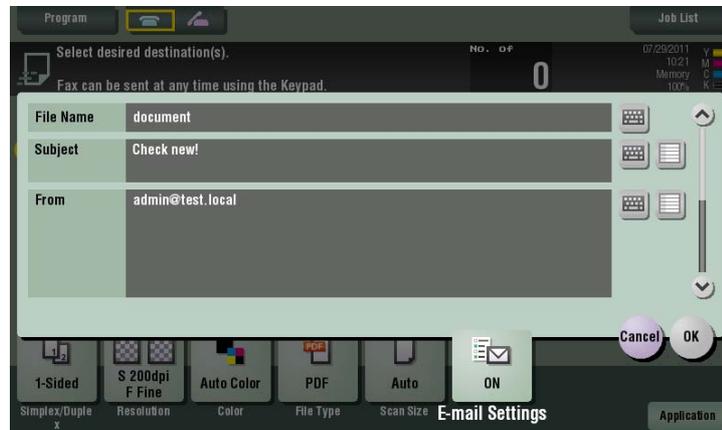
Settings	Description
[Auto]	Scan by automatically selecting the size according to the original size.
[Inches]	Select this option to scan an inch-size original. Tap [Inch Sizes], and select a standard inch size.
[Metric Sizes]	Select this option to scan a metric-size original. Tap [Metric Sizes], and select the standard metric size respectively.
[Other]	Select this option to scan a postcard or an original other than an inch- or metric-size original. Tap [Other] to select each standard size.
[Photo Size]	Select this option to scan photos or originals in photo size. Tap [Photo Size], and select a standard size.
[Custom Size]	Select this option to scan originals in custom size. Enter vertical and horizontal values.

[E-mail Settings]

To display: [Scan/Fax] - [E-mail Settings]

Change the file name of the scanned original.

When sending by E-mail, you can specify the subject and text of the E-mail message and change the sender E-mail address ("From" address).



Settings	Description
[File Name]	If necessary, change the file name of the scanned original.
[Subject]	If necessary, change the subject of the E-mail. If fixed subject phrases are registered, you can select a subject from those registered.
[From]	If necessary, change the sender E-mail address. In normal circumstances, the E-mail address of the administrator is used as sender E-mail address. If user authentication is installed on this machine, the E-mail address of the login user is used as sender E-mail address.
[Body]	If necessary, change the message text of the E-mail. If fixed message text phrase is registered, you can select message text from those registered.

Related setting

- You can register the fixed subject and text phrase of the E-mail message. For details, refer to page 12-9.

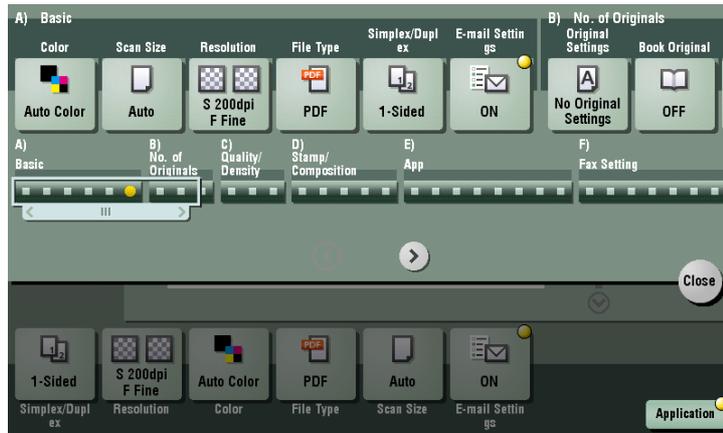
Related setting (for the administrator)

- You can change the default file name. You can specify whether to add an initial of the function or whether to specify an arbitrary text instead of the device name. For details, refer to page 13-8.
- Select whether to allow the user to change the sender E-mail address ("From" address) (default: [Allow]). For details, refer to page 13-5 ([Change the "From" Address]).

[Application]

To display: [Scan/Fax] - [Application]

Configure the application option settings for the Scan/Fax mode.

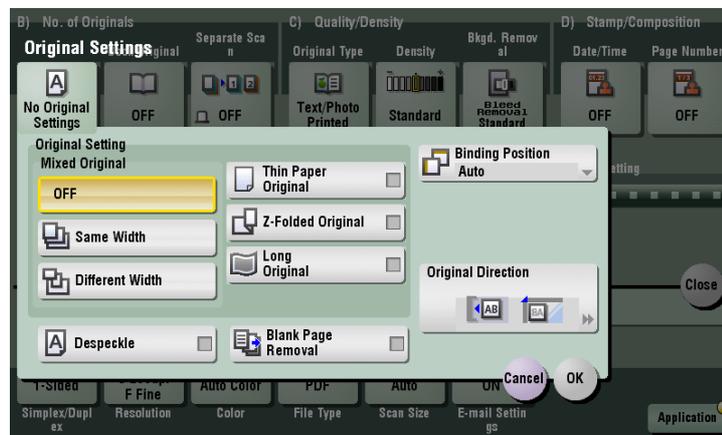


Settings	Description
[No. of Originals]	Specify the scanning method for various originals.
[Quality/Density]	Adjust the image quality level and density according to the original.
[Stamp/Composition]	Add the date/time or page number to the original.
[App]	Configure the application option settings, such as notifying the save location of the original data by E-mail, and changing Header Position of the fax.
[Fax Setting]	Configure the fax transmission settings, such as specifying the transmission time, and sending by confidential communication.

[Original Settings]

To display: [Scan/Fax] - [Application] - [No. of Originals] - [Original Settings]

Configure the setting so as to scan originals accurately according to the properties of the originals to be loaded.



Settings	Description
[Original Setting]	<p>Configure the setting so as to scan originals accurately according to the properties of the originals to be loaded.</p> <ul style="list-style-type: none"> [Mixed Original]: Even for an original with pages of different sizes, by using the ADF, you can scan data while detecting the size of each page. If the widths of the originals are the same, select [Same Width]. If the widths of the originals are different, select [Different Width]. [Thin Paper Original]: Reduces the transport speed of the original on the ADF to prevent the original from being caught when scanning an original that is thinner than plain paper. [Z-Folded Original]: Even the original sizes of folded originals can be detected accurately. [Long Original]: Select this option when loading a long original that is larger in the feeding direction than the full standard size (11 × 17 or A3).
[Despeckle]	<p>Scan an original using the ADF while removing dust from the Slit Scan Glass. It takes longer to finish scanning, compared to the normal operation.</p>
[Blank Page Removal]	<p>Blank pages contained in the original loaded into the ADF are skipped when the original is scanned. Select this check box when scanning an original that contains blank pages. Any blank pages that are detected are not counted as original pages.</p>
[Binding Position]	<p>When scanning a 2-sided original, select the original binding position to prevent the binding positions being reversed between the front and rear faces.</p> <ul style="list-style-type: none"> [Auto]: The binding position is automatically set. A page margin position along the long side of the paper is selected if the original length is 11-11/16 inches (297 mm) or less. A page margin along the short side of the paper is selected if the original length exceeds 11-11/16 inches (297 mm). [Left Bind]: Select this option when the binding position is set to the left of the original. [Top Bind]: Select this option when the binding position is set to the top of the original.
[Original Direction]	<p>Specify the orientation of the loaded original.</p>

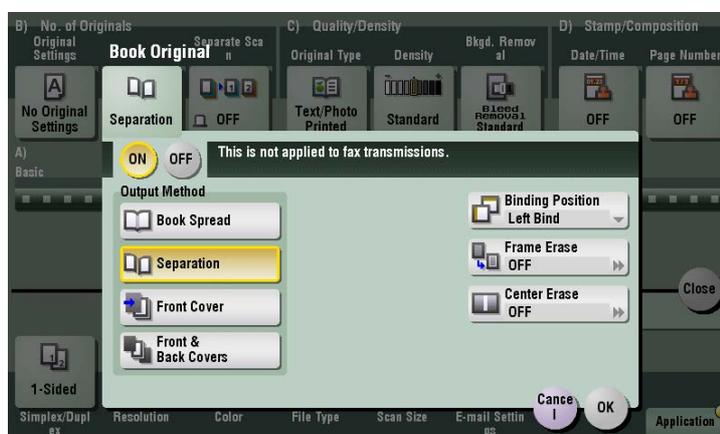
Related setting

- If blank pages are not detected correctly although [Blank Page Removal] has been specified to scan an original, adjust the level to detect blank pages. For details, refer to page 12-11.

[Book Original]

To display: [Scan/Fax] - [Application] - [No. of Originals] - [Book Original]

You can scan two-page spreads such as books and catalogs separately into left and right pages, or scan then as one page. If you place a book or catalog on the **Original Glass**, you do not need to close the **ADF** to scan it.



Settings	Description
[ON]/[OFF]	Select [ON] to specify Book Original.
[Output Method]	Specify the method to scan a two-page spread. <ul style="list-style-type: none"> • [Book Spread]: Scan a two-page spread as one page. • [Separation]: Scan the right and left pages of two-page spreads separately in page number order. • [Front Cover]: Scan the front cover and two-page spreads according to the page order of the original (scan in the order of front cover and two-page spreads). • [Front & Back Covers]: Scan the front and back covers and two-page spreads according to the page order of the original (scan in the order of front cover, back cover, and two-page spreads).
[Binding Position]	If [Separation], [Front Cover] or [Front & Back Covers] is selected for [Output Method], select the two-page spread binding position. Select [Left Bind] for two-page spreads of left binding, and [Right Bind] for two-page spreads of right binding. Note that if the binding position is incorrectly specified, the page order of the two-page spread is reversed between the left- and right-hand pages.
[Frame Erase]	Erases the shadow of the surrounding that is created when the original cover cannot be closed properly due to the thickness of the original. You can erase the four sides of the original to the same width. Additionally, you can erase the four sides of the original to different widths. <ul style="list-style-type: none"> • [Frame]: Select this option to erase the four sides of the original to the same width. In [Erase Amount], tap [+]/[-] for the inch area, or tap [+]/[-] or press the Keypad for the centimeter area to specify the width of the area to be erased. • [Individual]: Select this option to erase the four sides of the original to different widths. Select a side ([Top], [Bottom], [Left] or [Right]) and specify the width of the area in [Erase Amount] by tapping [+]/[-] for an inch area and by tapping [+]/[-] or pressing the Keypad for a centimeter area. Likewise, specify the width for all the other sides one by one. If you do not want to erase the side, cancel the setting for [Erase].
[Center Erase]	Erases the shadow created in the center when the original cover cannot be closed correctly due to the thickness of the original. Specify the width of the area to erase by tapping [+]/[-] for the inch area, or by tapping [+]/[-] or pressing the Keypad for the centimeter area.

[Separate Scan]

To display: [Scan/Fax] - [Application] - [No. of Originals] - [Separate Scan]

If the number of original sheets is so large that they cannot be loaded into the **ADF** at the same time, you can load them in several batches and handle them as one job.

You can also scan the original using both **ADF** and **Original Glass** alternately.



Reference

For details on the operation procedure of Serial Scan, refer to page 1-24.

[Original Type]

To display: [Scan/Fax] - [Application] - [Quality/Density] - [Original Type]

Select the appropriate image quality level for the original and scan at the optimal level of image quality.



Settings	Description
[Text]	Press this button to scan an original that consists primarily of text at the optimum level of image quality. Sharpen the edges of text to improve legibility.
[Text/Photo Printed]	Press this button to scan an original containing of text and photos at the optimum level of image quality. Sharpen the edges of text, and smoothen photos. Select this option to scan printed originals such as brochures and catalogs.
[Text/Photo PhotoPaper]	Press this button to scan an original containing of text and photos at the optimum level of image quality. Sharpen the edges of text, and smoothen photos. Select this option to scan originals in that include photos printed on photographic paper.

Settings	Description
[Photo Printed]	Press this button to scan an original consisting of only photos at the optimum image quality level. Select this option to scan printed originals such as brochures and catalogs.
[Photo PhotoPaper]	Press this button to scan an original consisting of only photos at the optimum image quality level. Select this option to scan originals printed on photographic paper.
[Dot Matrix Original]	Press this button to scan an original that consists primarily of thin or faint text at the optimum level of image quality. Darken the text to improve legibility.
[Copied Paper]	Press this button to scan originals containing uniform density and that are printed on copier or printer, at the optimum level of image quality.

[Density]

To display: [Scan/Fax] - [Application] - [Quality/Density] - [Density]

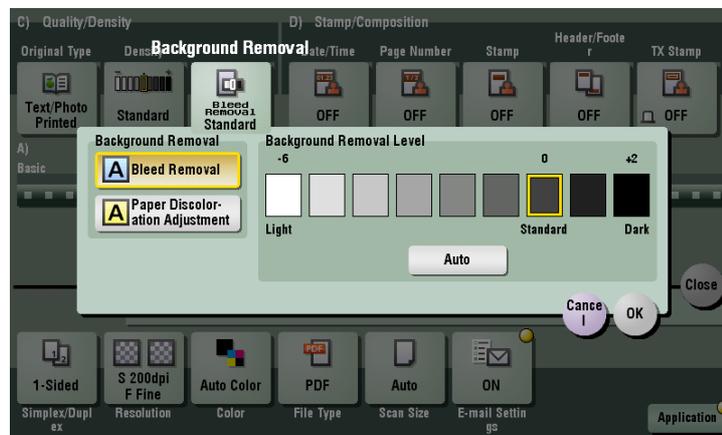
Scan originals by adjusting the density according to the original.



[Bkgd. Removal]

To display: [Scan/Fax] - [Application] - [Quality/Density] - [Bkgd. Removal]

Adjust the density of the original with a colored background (newspaper, recycle paper, etc.) or the background of an original that is so thin that text or images on the back would also be scanned.

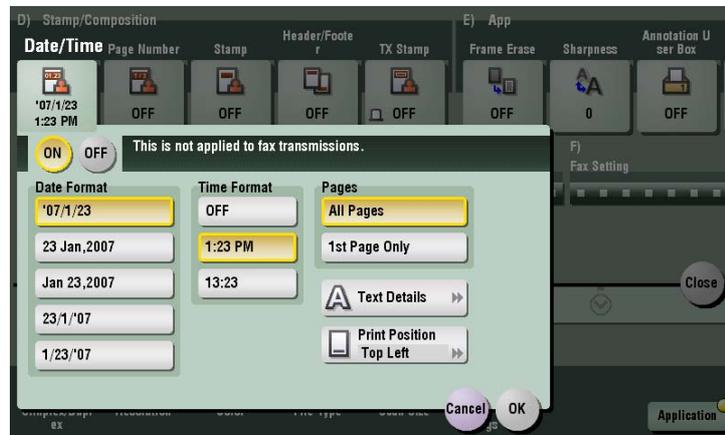


Settings	Description
[Background Removal]	<p>Press this button to scan a thin 2-sided original or an original with a colored background at the optimal level of image quality.</p> <ul style="list-style-type: none"> [Bleed Removal]: Select this option to prevent bleeding of the back of the paper when printing a 2-sided original that is so thin that the contents of the back side would be scanned. [Paper Discoloration Adjustment]: Select this option to scan an original with a colored background such as a map.
[Background Removal Level]	<p>Press this button to adjust the density of the background color for an original that has a colored background. Selecting [Auto] automatically determines the density of the background color, and scans an original at the optimum background density level.</p>

[Date/Time]

To display: [Scan/Fax] - [Application] - [Stamp/Composition] - [Date/Time]

Select the stamping position and representation, and add the date and time the original is scanned. The date and time can either be printed on all pages or only on the first page.

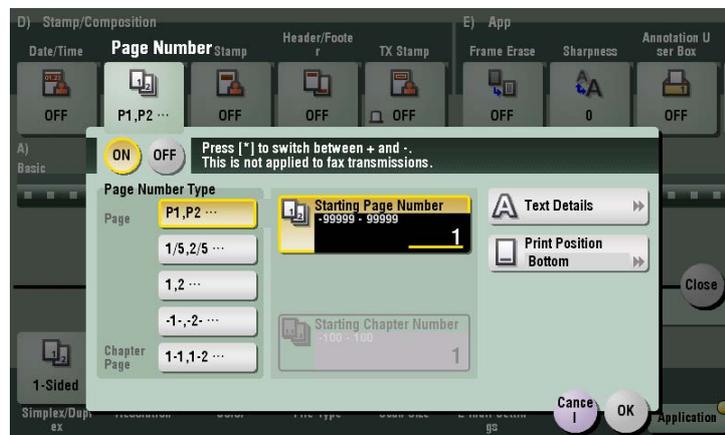


Settings	Description
[ON]/[OFF]	Select [ON] to print the date/time.
[Date Format]	Select the date/time format.
[Time Format]	Select the time format. If you do not want to print time, select [OFF].
[Pages]	Select the range of pages to print.
[Text Details]	If necessary, select the print size, font, and text color.
[Print Position]	If necessary, select the print position of the text. You can more finely adjust the print position in [Adjust Position].

[Page Number]

To display: [Scan/Fax] - [Application] - [Stamp/Composition] - [Page Number]

Select the stamping position and format, and add page and chapter numbers. Page and chapter numbers are printed on all pages.

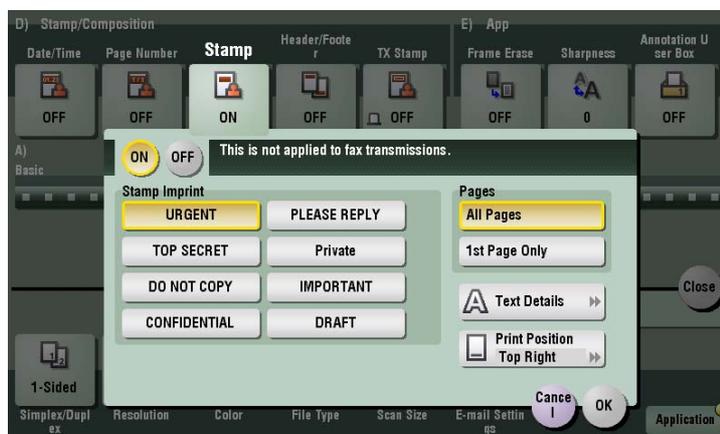


Settings	Description
[ON]/[OFF]	Select [ON] to print page numbers.
[Page Number Type]	Select the format of the page number.
[Starting Page Number]	Enter the starting page number to be printed on the first page. For example, to print page numbers from the third page of the original, enter "-1". The first page of the original is counted as "-1", and the second page as "0", and the third page is counted as "1". In [Starting Page Number], a page number is printed on pages 1 and later. If "2" is entered, page numbers are printed from the first page of the original as "2, 3", etc. in order. The "-" (minus sign) changes to + each time you press *.
[Starting Chapter Number]	Enter the starting chapter number if an original is divided into chapters, and you want to print chapter numbers from the second chapter. You can specify chapter numbers only when you have selected [Chapter Page] in [Page Number Type].
[Text Details]	If necessary, select the print size, font, and text color.
[Print Position]	If necessary, select the print position of the text. You can more finely adjust the print position in [Adjust Position].

[Stamp]

To display: [Scan/Fax] - [Application] - [Stamp/Composition] - [Stamp]

Texts such as "PLEASE REPLY" and "DO NOT COPY" are printed on the first page or all pages. You can select the text to be added from the registered fix stamps and arbitrary registered stamps.

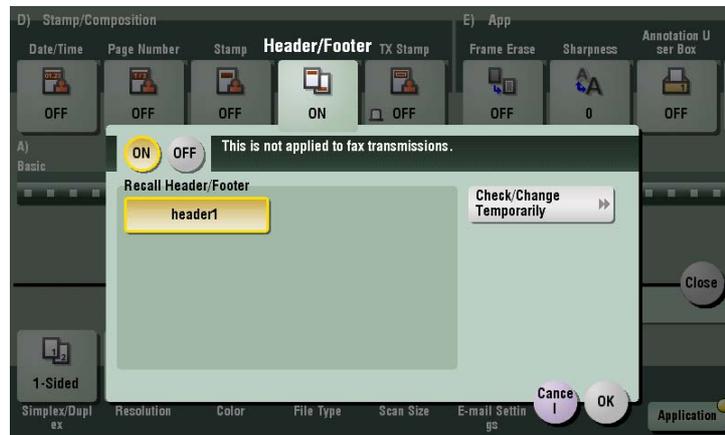


Settings	Description
[ON]/[OFF]	Select [ON] to print a stamp.
[Stamp Imprint]	Select the stamp you want to print.
[Pages]	Select the range of pages to print.
[Text Details]	If necessary, select the print size and text color.
[Print Position]	If necessary, select the print position of the text. You can more finely adjust the print position in [Adjust Position].

[Header/Footer]

To display: [Scan/Fax] - [Application] - [Stamp/Composition] - [Header/Footer]

Add the date, time, and any arbitrary text in the top and bottom margins (header/footer) of the specified page. You must register the information to be added to the header and footer on this machine in advance.



Settings	Description
[ON]/[OFF]	Select [ON] to print the header/footer.
[Recall Header/Footer]	Select the header/footer to be printed. Select the header/footer from those registered in advance.
[Check/Change Temporarily]	<p>If necessary, check or temporarily change the details of the program that is selected in [Recall Header/Footer].</p> <ul style="list-style-type: none"> • [Header Setting]: Change the content of the header. • [Footer Setting]: Change the content of the footer. • [Pages]: Change the range of pages to print. • [Text Details]: Change the print size, font, and text color.

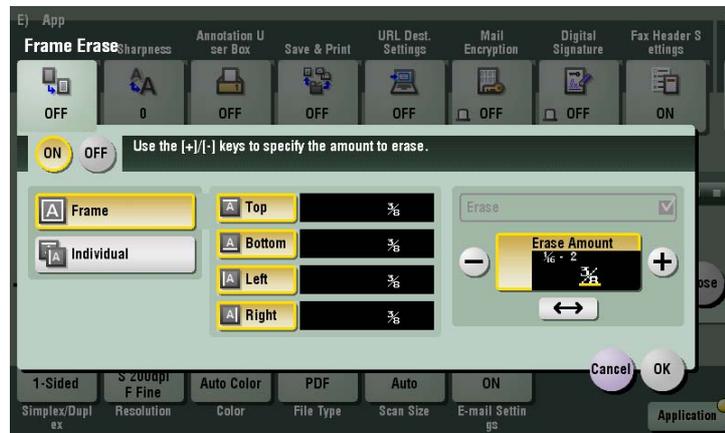
Related setting (for the administrator)

- For details on how to register the information to be added to the header and footer, refer to page 13-7.

[Frame Erase]

To display: [Scan/Fax] - [Application] - [App] - [Frame Erase]

Erases the four sides of the original to the same width. You can also erase the four sides of the original to different widths.

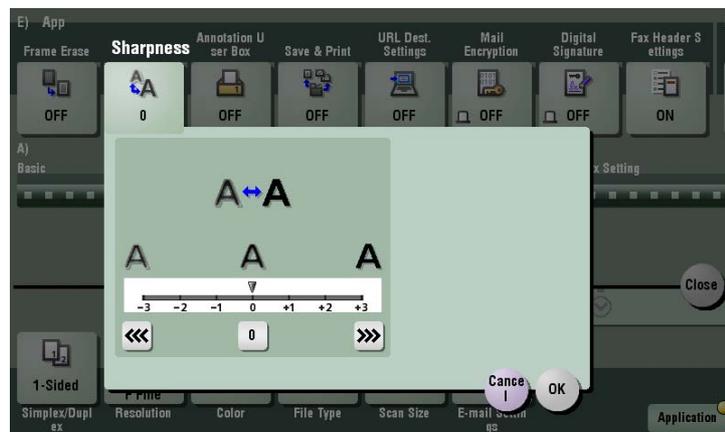


Settings	Description
[ON]/[OFF]	Select [ON] to specify Frame Erase.
[Frame]	Select this option to erase the four sides of the original to the same width. In [Erase Amount], tap [+] / [-] for the inch area, or tap [+] / [-] or press the Keypad for the centimeter area to specify the width of the area to be erased.
[Individual]	Select this option to erase the four sides of the original to different widths. Select a side ([Top], [Bottom], [Left] or [Right]) and specify the width of the area in [Erase Amount] by tapping [+] / [-] for an inch area and by tapping [+] / [-] or pressing the Keypad for a centimeter area. Likewise, specify the width for all the other sides one by one. If you do not want to erase the side, cancel the setting for [Erase].

[Sharpness]

To display: [Scan/Fax] - [Application] - [App] - [Sharpness]

Sharpen the edges of the image to improve legibility. Smoothen rough contours of an image or sharpen blurred image.

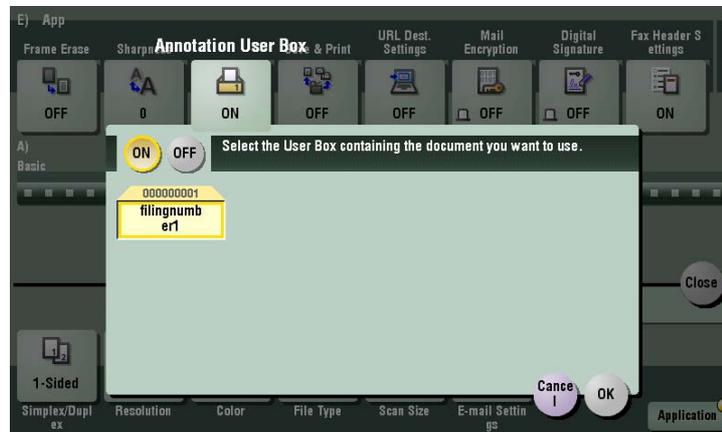


[Annotation User Box]

To display: [Scan/Fax] - [Application] - [App] - [Annotation User Box]

Annotation User Box is a box in which the function to add filing numbers to the saved original data for each job or page.

If Annotation User Box is selected, originals are sent by adding a filing number.



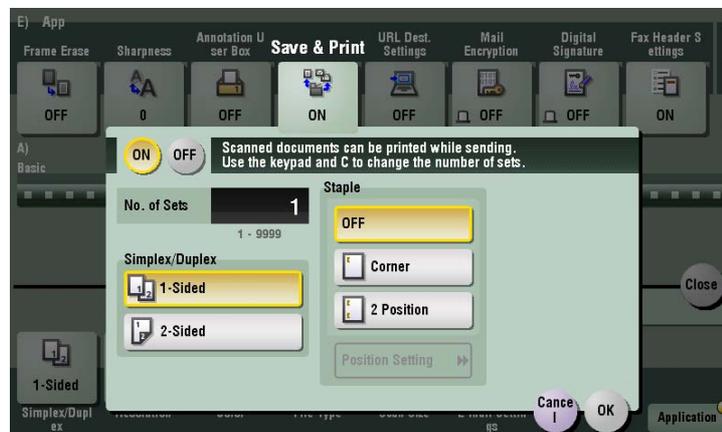
Reference

To use the Annotation User Box, it must be registered in advance. For details on the registration procedure, refer to [User's Guide: Box Operations].

[Save & Print]

To display: [Scan/Fax] - [Application] - [App] - [Save & Print]

You can print data simultaneously with Scan or Fax TX.



Settings	Description
[ON]/[OFF]	Select [ON] to send and print at the same time.
[No. of Sets]	If necessary, enter the number of copies to print.
[Simplex/Duplex]	Select [2-Sided] to print on both sides of sheets of paper.
[Staple]	Select the binding positions for sheet stapling. <ul style="list-style-type: none"> • [Corner]: Each set of printed sheets is stapled in one corner before it is output. • [2 Position]: Each set of printed sheets is stapled at two positions (in the top, left, or right) before it is output. • [Position Setting]: Select the binding position. If [Auto] is specified for the binding position, the binding position is determined automatically.

[URL Dest. Settings]

To display: [Scan/Fax] - [Application] - [App] - [URL Dest. Settings]

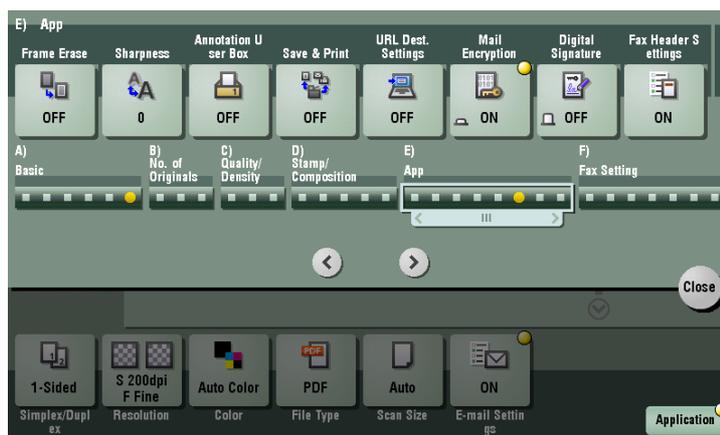
Send an E-mail, which contains a destination specifying where to save original data, to a specified E-mail address after SMB Send, FTP Send, WebDAV Send, or Save in User Box has been ended.



[Mail Encryption]

To display: [Scan/Fax] - [Application] - [App] - [Mail Encryption]

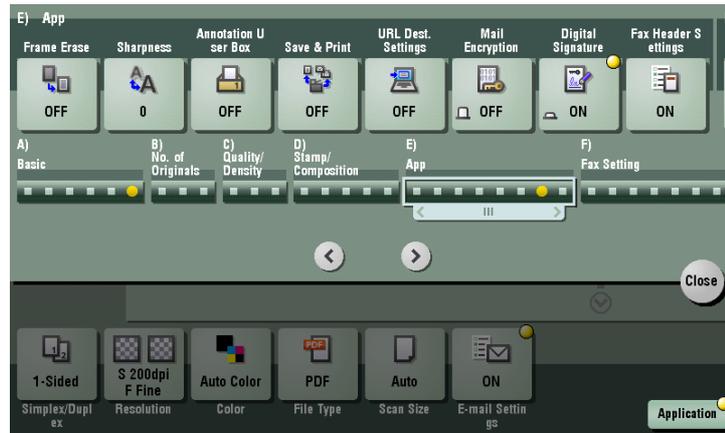
Encrypt an E-mail to be sent from this machine when using S/MIME.



[Digital Signature]

To display: [Scan/Fax] - [Application] - [App] - [Digital Signature]

Add a digital signature to an E-mail to be sent from this machine when using S/MIME.



Tips

- If you cannot change the [ON] or [OFF] state, it is assumed that whether or not a digital signature is always added is specified by the administrator.

12

Description of Setup Buttons (User Settings)

12 Description of Setup Buttons (User Settings)

[Utility]

To display: [Utility]

Used to check the various settings and usage of this machine.

Settings	Description
[One-Touch/User Box Registration]	Register destinations or User Boxes.
[User Settings]	Press this button to enable users to change settings. You can change the defaults or screen displays of the copy, scan/fax, or print function in a user-friendly manner to suit your environment.
[Administrator Settings]	Press this button to display settings that can only be configured by the administrator. To configure settings, you need to enter the administrator password of this machine. You can specify the initial operations of the copy, print, fax, or User Box function, power saving function, and network function to suit your environment. Also, you can manage the use status of this machine or inhibit an information leakage by specifying the authentication or security function.
[Check Consumable Life]	Press this button to check the status of consumables (consumption level) on this machine. When necessary, print the status of consumables in list form.
[Banner Printing]	Press this button to select whether to permit banner printing of the print function.
[Device Information]	Press this button to display the function version or IP address (IPv4/IPv6) of this machine.
[Remote Panel Operation]	Press this button to start remote operation of the Control Panel of this machine.

[One-Touch/User Box Registration]

To display: [Utility] - [One-Touch/User Box Registration]

Register destinations or User Boxes.

Settings	Description
[Create One-Touch Destination]	Register frequently used destinations and fixed subject and message text phrase of the E-mail. You can select registered information before sending.
[Create User Box]	Register various user boxes such as shared user box and exclusive user box.
[Limiting Access to Destinations]	Limit the access to destinations for each user.

[Create One-Touch Destination]

To display: [Utility] - [One-Touch/User Box Registration] - [Create One-Touch Destination]

Register frequently used destinations and fixed subject and message text phrase of the E-mail. You can select registered information before sending.

Settings	Description
[Address Book (Public)]	Register destinations for each transmission mode, such as Scan to E-Mail and Fax TX.
[Group]	Register multiple destinations as a group. You can register different types of destinations for a group, such as Scan to E-Mail, SMB Send and Fax TX.
[E-Mail Settings]	Register fixed subject and message text phrase of the E-mail. You can select a registered subject and message text before sending.

[Address Book (Public)]

To display: [Utility] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Address Book (Public)]

Register destinations for each transmission mode, such as Scan to E-Mail and Fax TX.

Settings	Description
[E-Mail]	Register destination E-mail addresses.
[User Box]	Register user boxes to save.
[Fax]	Register destination fax numbers.
[PC (SMB)]	Register destination computer names (host name) or IP addresses.
[FTP]	Register destination FTP server host names or IP addresses.
[WebDAV]	Register destination WebDAV server host names or IP addresses.
[IP Address Fax]	Enter any of the IP address, host name or E-mail address of the destination.
[Internet Fax]	Register destination E-mail addresses.

[E-Mail]

To display: [Utility] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Address Book (Public)] - [E-Mail] - [New]

Register destination E-mail addresses.

Settings	Description
[No.]	Destination registration number. [No.] is automatically registered using an unused smaller number. If you want to specify a number, tap [No.] and enter the number within the range of 1 to 2000.
[Name]	Enter the destination name to be displayed on the Touch Panel (using up to 24 characters). Assign a name that helps you easily identify the destination.
[Sort Character]	Enter the same name as the registered name (using up to 24 characters). You can sort destinations by registration name.
[Index]	Select a corresponding character so that the destination can be indexed by registration name. <ul style="list-style-type: none"> If an alphabet character is specified for the initial of a registration name, search text is automatically specified with the alphabet character. If anything other than alphabet character is specified for the initial of a registration name, [etc] is specified by default. For a frequently used destination, also select [Favorites]. If [Favorites] is selected, the destination will appear in the main screen in fax/scan mode, enabling the user to easily select a destination.
[E-Mail Address]	Enter a destination E-mail address. If prefixes and suffixes are registered, you can recall a registered domain name etc. to complement entry.

Tips

- To check the settings for a registered destination, select its registered name, then tap [Check Job Set].
- To change the settings for a registered destination, select its registered name, then tap [Edit].
- To delete a registered destination, select its registered name, then tap [Delete].

Related setting (for the administrator)

- By registering E-mail address prefixes and suffixes, you can complement E-mail address entry. For details, refer to page 13-18.

[User Box]

To display: [Utility] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Address Book (Public)] - [User Box] - [New]

Register user boxes to save.

Settings	Description
[No.]	Destination registration number. [No.] is automatically registered using an unused smaller number. If you want to specify a number, tap [No.] and enter the number within the range of 1 to 2000.
[Name]	Enter the destination name to be displayed on the Touch Panel (using up to 24 characters). Assign a name that helps you easily identify the destination.
[Sort Character]	Enter the same name as the registered name (using up to 24 characters). You can sort destinations by registration name.
[Index]	Select a corresponding character so that the destination can be index-searched by registration name. <ul style="list-style-type: none"> If an alphabet character is specified for the initial of a registration name, search text is automatically specified with the alphabet character. If anything other than alphabet character is specified for the initial of a registration name, [etc] is specified by default. For a frequently used destination, also select [Favorites]. If [Favorites] is selected, the destination will appear in the main screen in fax/scan mode, enabling the user to easily select a destination.
[User Box]	Select one target User Box from [Public User Box], [Personal User Box], and [Group]. <ul style="list-style-type: none"> [Personal User Box] is available when user authentication is installed on this machine. [Group] is available when account track is installed on this machine.

Tips

- To check the settings for a registered destination, select its registered name, then tap [Check Job Set].
- To change the settings for a registered destination, select its registered name, then tap [Edit].
- To delete a registered destination, select its registered name, then tap [Delete].

[PC (SMB)]

To display: [Utility] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Address Book (Public)] - [PC (SMB)] - [New]

Register destination computer names (host name) or IP addresses.

Settings	Description
[No.]	Destination registration number. [No.] is automatically registered using an unused smaller number. If you want to specify a number, tap [No.] and enter the number within the range of 1 to 2000.
[Name]	Enter the destination name to be displayed on the Touch Panel (using up to 24 characters). Assign a name that helps you easily identify the destination.
[Sort Character]	Enter the same name as the registered name (using up to 24 characters). You can sort destinations by registration name.
[Index]	Select a corresponding character so that the destination can be index-searched by registration name. <ul style="list-style-type: none"> If an alphabet character is specified for the initial of a registration name, search text is automatically specified with the alphabet character. If anything other than alphabet character is specified for the initial of a registration name, [etc] is specified by default. For a frequently used destination, also select [Favorites]. If [Favorites] is selected, the destination will appear in the main screen in fax/scan mode, enabling the user to easily select a destination.
[User ID]	Using up to 64 characters, enter the name of a user, who has privileges to access the folder specified in [File Path].

Settings	Description
[Password]	Enter the password of the user specified in [User ID].
[Host Address]	Enter a computer name (host name) or IP address as a destination with up to 253 bytes. <ul style="list-style-type: none"> • Example of computer name (host name) entry: "HOME-PC" (uppercase letters only) • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[File Path]	Enter the shared folder name of the computer specified in [Host Address] with up to 255 bytes. The shared folder name is generally referred to as a shared name. <ul style="list-style-type: none"> • Entry example: "scan" When specifying a folder in the shared folder, insert a symbol, "\", between the folder names. <ul style="list-style-type: none"> • Entry example: "share\document"
[Reference]	On the Touch Panel , search for a computer to send a file to, and select a target shared folder. When the authentication screen appears, enter the name and password of a user who has privileges to access the selected folder. After authentication, [Host Address] or [File Path] is entered automatically. The Reference function may fail under the following conditions. <ul style="list-style-type: none"> • If 512 or more workgroups or computers are on the network (subnet) connected to this machine, this function may fail. • This function is not available in the IPv6 environment.

Tips

- To check the settings for a registered destination, select its registered name, then tap [Check Job Set.].
- To change the settings for a registered destination, select its registered name, then tap [Edit].
- To delete a registered destination, select its registered name, then tap [Delete].

[FTP]

To display: [Utility] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Address Book (Public)] - [FTP] - [New]

Register destination FTP server host names or IP addresses.

Settings	Description
[No.]	Destination registration number. [No.] is automatically registered using an unused smaller number. If you want to specify a number, tap [No.] and enter the number within the range of 1 to 2000.
[Name]	Enter the destination name to be displayed on the Touch Panel (using up to 24 characters). Assign a name that helps you easily identify the destination.
[Sort Character]	Enter the same name as the registered name (using up to 24 characters). You can sort destinations by registration name.
[Index]	Select a corresponding character so that the destination can be index-searched by registration name. <ul style="list-style-type: none"> • If an alphabet character is specified for the initial of a registration name, search text is automatically specified with the alphabet character. If anything other than alphabet character is specified for the initial of a registration name, [etc] is specified by default. • For a frequently used destination, also select [Favorites]. If [Favorites] is selected, the destination will appear in the main screen in fax/scan mode, enabling the user to easily select a destination.
[Host Address]	Enter the host name or IP address of the destination FTP server with up to 63 bytes. <ul style="list-style-type: none"> • Host name entry example: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"

Settings	Description
[File Path]	Enter the name of a destination folder in the FTP server specified in [Host Address] with up to 127 bytes. <ul style="list-style-type: none"> Entry example: "scan" When not specifying a file path, enter a slash "/".
[User ID]	If authentication is required in the destination FTP server, enter the login-enabled user name (using up to 64 characters).
[Password]	Enter the password of the user specified in [User ID].
[anonymous]	When authentication is not required for the destination FTP server, press [ON]. [OFF] is specified by default.
[PASV]	When the PASV mode is used in your environment, press [ON]. [OFF] is specified by default.
[Proxy]	When a proxy server is used in your environment, press [ON]. [OFF] is specified by default.
[Port Number]	If necessary, change the port number. In normal circumstances, you can use the original port number. [21] is specified by default.

Tips

- To check the settings for a registered destination, select its registered name, then tap [Check Job Set].
- To change the settings for a registered destination, select its registered name, then tap [Edit].
- To delete a registered destination, select its registered name, then tap [Delete].

[WebDAV]

To display: [Utility] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Address Book (Public)] - [WebDAV] - [New]

Register destination WebDAV server host names or IP addresses.

Settings	Description
[No.]	Destination registration number. [No.] is automatically registered using an unused smaller number. If you want to specify a number, tap [No.] and enter the number within the range of 1 to 2000.
[Name]	Enter the destination name to be displayed on the Touch Panel (using up to 24 characters). Assign a name that helps you easily identify the destination.
[Sort Character]	Enter the same name as the registered name (using up to 24 characters). You can sort destinations by registration name.
[Index]	Select a corresponding character so that the destination can be index-searched by registration name. <ul style="list-style-type: none"> • If an alphabet character is specified for the initial of a registration name, search text is automatically specified with the alphabet character. If anything other than alphabet character is specified for the initial of a registration name, [etc] is specified by default. • For a frequently used destination, also select [Favorites]. If [Favorites] is selected, the destination will appear in the main screen in fax/scan mode, enabling the user to easily select a destination.
[User ID]	Using up to 64 characters, enter the name of a user, who has privileges to access the folder specified in [File Path].
[Password]	Enter the password of the user specified in [User ID].
[Host Address]	Enter the host name or IP address of the destination WebDAV server with up to 253 bytes. <ul style="list-style-type: none"> • Host name entry example: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[File Path]	Enter the name of a destination folder in the WebDAV server specified in [Host Address] with up to 142 bytes. <ul style="list-style-type: none"> • Entry example: "scan"

Settings	Description
[Proxy]	When a proxy server is used in your environment, press [ON]. [OFF] is specified by default.
[SSL Settings]	When SSL is used in your environment, press [ON]. [OFF] is specified by default.
[Port Number]	If necessary, change the port number. In normal circumstances, you can use the original port number. [80] is specified by default.

Tips

- To check the settings for a registered destination, select its registered name, then tap [Check Job Set].
- To change the settings for a registered destination, select its registered name, then tap [Edit].
- To delete a registered destination, select its registered name, then tap [Delete].

[Group]

To display: [Utility] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Group] - [New]

Register multiple destinations as a group. You can register different types of destinations for a group, such as Scan to E-Mail, SMB Send and Fax TX.

Settings	Description
[Name]	Enter the group name to be displayed on the Touch Panel (using up to 24 characters). Assign a name that helps you easily identify the destination.
[Sort Character]	Enter the same name as the registered name (using up to 24 characters). You can sort destinations by registration name.
[Index]	Select a corresponding character so that the destination can be index-searched by registration name. <ul style="list-style-type: none"> • If an alphabet character is specified for the initial of a registration name, search text is automatically specified with the alphabet character. If anything other than alphabet character is specified for the initial of a registration name, [etc] is specified by default. • For a frequently used destination, also select [Favorites]. If [Favorites] is selected, the destination will appear in the main screen in fax/scan mode, enabling the user to easily select a destination.
[Select Group]	Select destinations to be included in a group. To narrow down destinations, press [Index] or [Registration Number], and enter an index or registration number. You can register up to 500 destinations for a group. You can also register different types of destinations, such as E-mail address and fax number, in a group.
[Check Program Settings]	If necessary, check the destinations registered for the group.

Tips

- To check the settings for a registered group, select its registered name, then tap [Check Job Set].
- To change the settings for a registered group, select its registered name, then tap [Edit].
- To delete a registered group, select its registered name, then tap [Delete].

[E-Mail Settings]

To display: [Utility] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [E-Mail Settings]

Register fixed subject and message text phrase of the E-mail. You can select a registered subject and message text before sending.

Settings	Description
[E-Mail Subject]	Register a fixed subject phrase of the E-mail message. You can register up to 10 subject phrases. Tapping [E-Mail Subject] displays a list of subjects registered on this machine. The subject appears as [Default] is automatically inserted as the subject when sending E-mail. To change the subject to be automatically inserted, select a subject you wish to change to, then tap [Set as Default].
[E-mail Body]	Register a fixed text phrase of the E-mail message. You can register up to 10 message text phrases. Tapping [E-mail Body] displays a list of message text registered on this machine. The message text appears as [Default] is automatically inserted as the message text when sending E-mail. To change the message text to be automatically inserted, select a message text you wish to change to, then tap [Set as Default].

[E-Mail Subject]

To display: [Utility] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [E-Mail Settings] - [E-Mail Subject] - [New]

Register a fixed subject phrase of the E-mail message. You can register up to 10 subject phrases.

Settings	Description
[Subject]	Enter a fixed subject phrase (using up to 64 characters).

Tips

- To check the registered fixed subject phrase, select the subject, then tap [Check Job Settings].
- To change the registered fixed subject phrase, select the subject, then tap [Edit].
- To delete the registered fixed subject phrase, select the subject, then tap [Delete].

[E-mail Body]

To display: [Utility] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [E-Mail Settings] - [E-mail Body] - [New]

Register a fixed text phrase of the E-mail message. You can register up to 10 message text phrases.

Settings	Description
[Body]	Enter a fixed text (using up to 256 characters).

Tips

- To check the registered fixed message text phrase, select the message text, then tap [Check Job Settings].
- To change the registered fixed message text phrase, select the message text, then tap [Edit].
- To delete the registered fixed message text phrase, select the message text, then tap [Delete].

[Limiting Access to Destinations]

To display: [Utility] - [One-Touch/User Box Registration] - [Limiting Access to Destinations]

Limit the access to destinations for each user.

Settings	Description
[Apply Levels/Groups to Destinations]	To limit access to a destination by users, assign a permissible access level or reference allowed group to the destination. After selecting a destination from [Address Book], [Group] or [Program], tap [Apply Level] or [Apply Group], then assign an access allowed level or reference allowed group to the destination.

Tips

- You can specify [Apply Levels/Groups to Destinations] within the access allowed level for the respective users. For details, contact your administrator.
- To specify a reference allowed group, the administrator must register the group in advance. For details, contact your administrator.



Reference

*How to configure the setting for limiting the access to destinations for each user is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].*

[User Settings]

To display: [Utility] - [User Settings]

Press this button to enable users to change settings. You can change the defaults or screen displays of the copy, scan/fax, or print function in a user-friendly manner to suit your environment.

Settings	Description
[System Settings]	Configure the operating environment of this machine.
[Custom Display Settings]	Change the Touch Panel display to the convenience of the user.
[Copier Settings]	Configure settings for copy operations.
[Scan/Fax Settings]	Configure setting for fax and scan operations.
[Printer Settings]	Configure settings for printer operations.
[Change Password]	Change the password of the user who is logged in through user authentication.
[Change E-Mail Address]	Change the E-mail address of the user who is logged in through user authentication.
[Register Authentication Information]	Register the biometric authentication information or Card authentication information of the user who is logged in through user authentication.
[Synchronize User Auth. and Account Track]	When user authentication and account track are both employed, specify whether to synchronize user authentication and account track setting for the login user.
[Cellular Phone/PDA Setting]	Configure the settings for printing from a Bluetooth-compatible mobile phone, smartphone, tablet PC or others.

[System Settings]

To display: [Utility] - [User Settings] - [System Settings]

Configure the operating environment of this machine.

Settings	Description
[Language Selection]	Specify a language displayed in the Touch Panel and a language used for keyboard input.
[Select Keyboard]	Select a keyboard type displayed in the Touch Panel .
[Measurement Unit Settings]	Select a system of units for numeric values displayed in the Touch Panel .
[Paper Tray Settings]	Specify the settings related to selection and switching of paper trays.
[Auto Color Level Adjust.]	When setting the color mode to [Auto Color] to scan an original, adjust the standard to judge whether the original is in color or black and white.
[Power Supply/Power Save Settings]	You can specify this option when you have permission from the administrator to change the setting.
[Output Settings]	You can specify this option when you have permission from the administrator to change the setting.
[AE Level Adjustment]	You can specify this option when you have permission from the administrator to change the setting.
[Auto Paper Select for Small Original]	Specify whether to copy an original when an original that is so small that the machine cannot detect the size automatically is placed on the original glass.
[Blank Page Print Settings]	You can specify this option when you have permission from the administrator to change the setting.
[Page Number Print Position]	You can specify this option when you have permission from the administrator to change the setting.
[Blank Sheet Detection Level]	Adjust the detection level of blank page when [Blank Page Removal] is specified for [Original Settings] in copy or fax/scan mode.
[Separate Scan from Platen]	Select whether to scan originals continuously at all times even though [Separate Scan] is not specified when scanning originals using the Original Glass .

[Auto Color Level Adjust.]

To display: [Utility] - [User Settings] - [System Settings] - [Auto Color Level Adjust.]

When setting the color mode to [Auto Color] to scan an original, adjust the standard to judge whether the original is in color or black and white.

Tap [Black] or [Full Color] to adjust to the appropriate one of the five levels.

[3] is specified by default.

[Blank Sheet Detection Level]

To display: [Utility] - [User Settings] - [System Settings] - [Blank Sheet Detection Level]

Adjust the detection level of blank page when [Blank Page Removal] is specified for [Original Settings].

Tap [Do not detect] or [Detect] to adjust to the appropriate one of the five levels.

[0] is specified by default.

[Separate Scan from Platen]

To display: [Utility] - [User Settings] - [System Settings] - [Separate Scan from Platen]

Select whether to scan originals continuously at all times even though [Separate Scan] is not specified when scanning originals using the **Original Glass**.

[NO] is specified by default.

[Custom Display Settings]

To display: [Utility] - [User Settings] - [Custom Display Settings]

Change the **Touch Panel** display to the convenience of the user.

Settings	Description
[Copier Settings]	Change the default main screen in copy mode.
[Scan/Fax Settings]	Change the default main screen in fax/scan mode.
[User Box Settings]	Change the default main screen in user box mode.
[Function Display Key(Copy/Print)]	Change the function key to be displayed in the main screen in copy mode and the print settings screen in User Box mode.
[Function Display Key(Send/Save)]	Change the function key to be displayed in the main screen in fax/scan mode and the send and save settings screens in User Box mode.
[Copy Screen]	Configure settings for the screen displayed in copy operations.
[FAX Active Screen]	Select whether to display the screen indicating the machine status during fax transmission.
[Search Option Settings]	Configure the contents of the search screen when performing a detail search for registered destinations.

[Scan/Fax Settings] ([Custom Display Settings])

To display: [Utility] - [User Settings] - [Custom Display Settings] - [Scan/Fax Settings]

Change the default main screen in fax/scan mode.

Settings	Description
[Default Tab]	Select the main screen in fax/scan mode from [Address Search/LDAP Search], [Job History], [Address Book], and [Direct Input]. [Address Book] is specified by default.
[Program Default]	Select a page to be displayed in the main screen of [Program]. [PAGE1] is specified by default.
[Address Book Index Default]	Select the index and destination type that are initially shown when [Address Book] is displayed. <ul style="list-style-type: none"> [Index]: Select the index search text that has been selected when the destination was registered. [Favorites] is specified by default. [Address Type]: Select a destination type to be displayed such as E-mail, fax and user box. [All] is specified by default.
[Default Address Sort Method]	Select the list order of destinations to be displayed in [Address Book] between registration number and registration name. If you select the registration name, destinations are sorted according to [Sort Character] specified for the destinations. [Number Order] is specified by default.
[Default Address Display Method]	Select the display in [Address Book] between button and list. [One-Touch Button Layout] is specified by default.

[Function Display Key(Send/Save)]

To display: [Utility] - [User Settings] - [Custom Display Settings] - [Function Display Key(Send/Save)]

Change the function key to be displayed in the main screen in fax/scan mode and the send and save settings screens in User Box mode.

Select a function key number, and specify the function to assign.

The following shows the default functions.

- [Function Key 1]: [Simplex/Duplex]
- [Function Key 2]: [Resolution]
- [Function Key 3]: [Color]
- [Function Key 4]: [File Type]
- [Function Key 5]: [Scan Size]
- [Function Key 6]: [E-mail Settings]
- [Function Key 7]: [OFF]

Tips

- The above functions can be configured when you are allowed to change a function key by the administrator.

[Search Option Settings]

To display: [Utility] - [User Settings] - [Custom Display Settings] - [Search Option Settings]

Configure the contents of the search screen when performing an detail search for registered destinations.

Settings	Description
[Uppercase and Lowercase Letters]	Select whether to distinguish between upper and lower case alphabet characters when searching for a registered destination. [Differentiate] is specified by default.
[Search Option Screen]	If you want to change the setting of [Uppercase and Lowercase Letters] when searching for a destination, select [ON]. If you select [ON], the check box for switching the setting is displayed in the [Name Search] and [Address Search] screen respectively. [OFF] is specified by default.

[Scan/Fax Settings]

To display: [Utility] - [User Settings] - [Scan/Fax Settings]

Configure setting for fax and scan operations.

Settings	Description
[JPEG Compression Level]	Select the default compression method for color fax from [High Quality], [Standard] and [High Compression].
[Black Compression Level]	Select the default compression method for black-and-white fax from [MH] and [MMR].
[TWAIN Lock Time]	If you scan data from a computer using TWAIN-compatible application software, the Control Panel of this machine is locked. If necessary, change the time until the operation panel is unlocked automatically.
[Default Scan/Fax Settings]	Change the default settings (settings when the power is turned on, and the Reset is pressed) in fax/scan mode.
[Default Enlarge Display Settings]	Change the default settings (settings when the power is turned on, and the Reset is pressed) in fax/scan mode, when using in enlarge display mode.
[Compact PDF/XPS Compression Level]	Select the default compression method for saving data in the compact PDF or compact XPS format from [High Quality], [Standard] and [High Compression].
[Color TIFF Type]	Select the default compression method for saving original data in the TIFF format from [TIFF(TTN2)] and [TIFF(modified TAG)].
[Graphic Outlining]	Select the outline processing accuracy of images (graphics) when saving data in the Outline PDF format.

Settings	Description
[Auto Rename Function]	To avoid duplicate file names being created in the destination when the file name is specified by the user, select whether to automatically add text to the file name.

[JPEG Compression Level]

To display: [Utility] - [User Settings] - [Scan/Fax Settings] - [JPEG Compression Level]

Select the default compression method for color fax from [High Quality], [Standard] and [High Compression].

Data size is the largest in [High Quality] and the lowest in [High Compression].

[Standard] is specified by default.

[Black Compression Level]

To display: [Utility] - [User Settings] - [Scan/Fax Settings] - [Black Compression Level]

Select the default compression method for black-and-white fax from [MH] and [MMR].

Data size of [MH] is larger than [MMR]. If you cannot open the file saved in [MMR], save data in [MH].

[MMR] is specified by default.

[TWAIN Lock Time]

To display: [Utility] - [User Settings] - [Scan/Fax Settings] - [TWAIN Lock Time]

If you scan data from a computer using TWAIN-compatible application software, the **Control Panel** of this machine is locked.

If necessary, change the time until the operation panel is unlocked automatically.

[120 sec.] is specified by default.

[Default Scan/Fax Settings]

To display: [Utility] - [User Settings] - [Scan/Fax Settings] - [Default Scan/Fax Settings]

Change the default settings (settings when the power is turned on, and the **Reset** is pressed) in fax/scan mode.

You can change the setting by selecting [Current Setting] after the option settings in fax/scan mode are changed.

[Factory Default] is specified by default.

[Default Enlarge Display Settings]

To display: [Utility] - [User Settings] - [Scan/Fax Settings] - [Default Enlarge Display Settings]

Change the default settings (settings when the power is turned on, and the **Reset** is pressed) in fax/scan mode, when using in enlarge display mode.

You can change the setting by selecting [Current Setting] after the option settings in fax/scan mode are changed.

[Factory Default] is specified by default.

[Compact PDF/XPS Compression Level]

To display: [Utility] - [User Settings] - [Scan/Fax Settings] - [Compact PDF/XPS Compression Level]

Select the default compression method for saving data in the compact PDF or compact XPS format from [High Quality], [Standard] and [High Compression].

Data size is the largest in [High Quality] and the lowest in [High Compression].

[Standard] is specified by default.

[Color TIFF Type]

To display: [Utility] - [User Settings] - [Scan/Fax Settings] - [Color TIFF Type]

Select the default compression method for saving original data in the TIFF format from [TIFF(TTN2)] and [TIFF(modified TAG)].

If you cannot open the file saved in [TIFF(TTN2)], save data in [TIFF(modified TAG)].

[TIFF(TTN2)] is specified by default.

[Graphic Outlining]

To display: [Utility] - [User Settings] - [Scan/Fax Settings] - [Graphic Outlining]

Select the outline processing accuracy of images (graphics) when saving data in the Outline PDF format.

The outline processing accuracy is improved in the order of [LOW], [MIDDLE], and [HIGH]. If you select [OFF], outline processing is not performed.

[OFF] is specified by default.

[Auto Rename Function]

To display: [Utility] - [User Settings] - [Scan/Fax Settings] - [Auto Rename Function]

To avoid duplicate file names being created in the destination when the file name is specified by the user, select whether to automatically add text to the file name.

[OFF] is specified by default.

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Description of Setup Buttons (Administrator Settings)

13 Description of Setup Buttons (Administrator Settings)

[Administrator Settings]

To display: [Utility] - [Administrator Settings]

Press this button to display settings that can only be configured by the administrator. To configure settings, you need to enter the administrator password of this machine.

You can specify the initial operations of the copy, print, fax, or User Box function, power saving function, and network function to suit your environment. Also, you can manage the use status of this machine or inhibit an information leakage by specifying the authentication or security function.

For the administrator password, refer to the [Quick Assist Guide] booklet manual.

Settings	Description
[System Settings]	Configure the operating environment of this machine such as the date and time of this machine, power saving function, functional operations, and screen displays.
[Administrator/Machine Settings]	Register information on the administrator and this machine.
[One-Touch/User Box Registration]	Register destinations or User Boxes. Also, print an address list, or specify the maximum number of User Boxes that can be created.
[User Authentication/Account Track]	Configure user authentication and account track. You can restrict users who can use this machine or manage the use status of this machine. Specify the authentication method, or register user information or account track information.
[Network Settings]	Configure the network function such as TCP/IP settings or the Scan-to-Send function operating environment.
[Copier Settings]	Configure each function used in copy mode.
[Printer Settings]	Specify the time-out time to limit a communication between this machine and a computer, or configure settings of a communication with the printer driver.
[Fax Settings]	Configure the settings to use the fax or network fax function.
[System Connection]	Configure settings to establish the association of this machine and other system.
[Security Settings]	Configure the security functions of this machine, such as password and data management method.
[License Settings]	Issue a request code required to use an advanced function, or enable an advanced function.
[OpenAPI Certification Management Setting]	Specify a restriction code to prevent an OpenAPI connection application from being registered on this machine.
[Remote Access Setting]	Specify whether to remotely rewrite user data (import or export) such as destination information using the remote diagnosis system.

[System Settings]

To display: [Utility] - [Administrator Settings] - [System Settings]

Configure the operating environment of this machine such as the date and time of this machine, power saving function, functional operations, and screen displays.

Settings	Description
[Power Supply/Power Save Settings]	Configure the settings on how to use the Power key and the machine action in power save mode.
[Output Settings]	Configure the output settings of this machine, such as the print setting of print and received fax data, and changing of primary output tray.
[Date/Time Settings]	Specify the current date and time and time zone of this machine.
[Daylight Saving Time]	Select whether to apply daylight saving time settings. To apply daylight saving time, specify the daylight saving time, and the start and end dates.
[Weekly Timer Settings]	Select whether to automatically switch between power save and normal mode using the weekly timer. To use the weekly timer, specify the schedule for switching between power save and normal modes. Optionally, you can use a learning function that automatically sets a schedule to fit your office usage.
[Restrict User Access]	You can restrict change and delete operations for each user. Also, you can delete registered copy programs.
[Expert Adjustment]	Specify this setting if the color tone of the print image, staple, hole-punch, and folding positions are changed. You can adjust various settings such as correction of printed image, staple, hole-punch, and folding positions.
[List/Counter]	Print the list that includes the machine settings and manage the counter.
[Reset Settings]	Select whether to reset the functions and settings that are currently displayed when this machine has not been operated for a certain period of time.
[User Box Settings]	Specify the user box settings, such as deletion of unnecessary user boxes and files, and the time until the file saved in each user box is automatically deleted.
[Standard Size Setting]	Specify the detection capability setting of original size in the Original Glass and the Foolscap paper size setting.
[Stamp Settings]	Register header/footer programs and specify the stamp setting when sending a fax.
[Blank Page Print Settings]	Select whether to print date/time and stamp on blank pages inserted by the cover seat and inter sheet functions.
[Registered Key Settings]	Change the function to be assigned to Register Key 1 to Register Key 3 in the Control Panel .
[Job Priority Operation Settings]	Specify the printing priority order and whether to skip a job when you cannot perform a printing job immediately.
[Default Bypass Paper Type Setting]	Specify the default paper type used in the Bypass Tray .
[Page Number Print Position]	Select the printing position on the back side of the paper relative to the printing position of the page number in the front side for printing on both sides and when specifying both the booklet format and page number printing at the same time.
[Preview Settings]	Specify the preview function settings, such as the display mode of preview images that appear when Preview is pressed on the Control Panel .
[Enlarge Display Settings]	Select whether to use Enlarge Display mode as the initial display of the Touch Panel . Also, select whether to inherit the settings configured in the normal screen display when switching the screen from Normal to Enlarge Display
[Scan File Name Settings]	Press this button to change the default file name of scanned original data when saving it.
[Set Paper Name by User]	Select whether to use custom paper for which a given paper name and type have been registered. To use custom paper, register paper name and type to be assigned to it.

Settings	Description
[Custom Display Settings]	Change the view of the main screen for the main menu and each mode in a user-friendly manner.

[Restrict User Access]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Restrict User Access]

You can restrict change and delete operations for each user. Also, you can delete registered copy programs.

Settings	Description
[Copy Program Lock Settings]	Restricts a change or deletion of the registered copy or image adjustment program name. This option can be specified for each program.
[Delete Saved Copy Program]	Deletes a registered copy or image adjustment program.
[Restrict Access to Job Settings]	Select whether to allow the user to change information, such as destinations and senders' E-mail addresses.
[Restrict Operation]	Specify items for which access is restricted.

[Restrict Access to Job Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Restrict User Access] - [Restrict Access to Job Settings]

Select whether to allow the user to change information, such as destinations and senders' E-mail addresses.

Settings	Description
[Changing Job Priority]	Select whether to allow the user to change the priority of print jobs. If [Restrict] is selected, [Increase Priority] does not appear in [Job List] screen. [Allow] is specified by default.
[Delete Other User Jobs]	Select whether to allow the user to delete other user jobs if user authentication is used on this machine. If [Allow] is selected, you can delete other user jobs in the [Job List] screen. [Restrict] is specified by default.
[Registering and Changing Addresses]	Select whether to allow the user to register or change destinations. [Allow] is specified by default.
[Changing Zoom Ratio]	Select whether to allow the user to change the zoom ratio. [Allow] is specified by default.
[Change the "From" Address]	Select whether to allow the user to change sender E-mail address ("From" address). <ul style="list-style-type: none"> [Allow]: Allow the user to change the "From" address. [Administrator E-Mail Address]: Prohibit changing of the "From" address and use the administrator's E-mail address. [Login User Address]: Prohibit changing of the "From" address and use user's E-mail address. Administrator's E-mail address is used if user's E-mail address has not been registered. The default is [Allow] (without user authentication) or [Login User Address] (with user authentication enabled).
[Change Registered Overlay]	Select whether to allow the user to overwrite or delete a registered overlay image. [Allow] is specified by default.
[Biometric/IC Card Info. Registration]	Select whether to allow the user to register or change user's biometric or Card authentication information. [Restrict] is specified by default.
[Synchronize User Authentication & Account Track]	Specify whether to allow users to change the settings for synchronizing user authentication and account track when user authentication and account track are enabled. This option is available when [Synchronize by User] is selected in [Administrator Settings] - [User Authentication/Account Track] - [General Settings] - [Synchronize User Authentication & Account Track]. [Allow] is specified by default.

[Restrict Operation]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Restrict User Access] - [Restrict Operation]

Specify items for which access is restricted.

Settings	Description
[Restrict Broadcasting]	Select whether to prohibit the user from sending faxes to multiple destinations. To prohibit broadcast, select [ON]. [OFF] is specified by default.

[Reset Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Reset Settings]

Select whether to reset the functions and settings that are currently displayed when this machine has not been operated for a certain period of time.

Settings	Description
[System Auto Reset]	Select whether to reset all settings (except registered settings) when this machine has not been operated for a certain period of time.
[Auto Reset]	Select whether to reset all settings (except registered settings) for each of Copy, Fax/Scan, User Box functions when this machine has not been operated for a certain period of time.
[Job Reset]	Select whether to reset settings for the conditions that are applied when changing users or loading a document into the ADF .

[Job Reset]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Reset Settings] - [Job Reset]

Select whether to reset settings for the conditions that are applied when changing users or loading a document into the **ADF**.

Settings	Description
[When Account is changed]	Select whether to initialize all settings (except registered settings) when the key counter or management card is removed. [Reset] is specified by default.
[When original is set on ADF]	Select whether to reset all settings (except registered settings) when document is loaded into the ADF . [Do Not Reset] is specified by default.
[Next Job]	Select whether to reset Staple Setting, Original Set/Bind Direction settings, and TX Settings for each job. <ul style="list-style-type: none"> [Staple Setting]: Select whether or not to take over the settings upon completion of a job for which Staple has been specified. [OFF] is specified by default. [Original Set/Bind Direction]: Select whether or not to take over the settings upon completion of a job for which Original Set and Bind Direction have been specified. [OFF] is specified by default. [Reset Data After Job]: Select whether to clear all settings or only destinations when resetting for each job in Scan/Fax TX Settings. If you select [Confirm with User], a confirmation screen appears to check with you if settings or destinations are to be cleared. [Reset All] is specified by default.
[Default Basic/Enlarge Display Common Setting]	Select whether to configure the initial values for Normal and Enlarge Display mode at the same time. If [Apply to all] is selected, [Default Enlarge Display Settings] does not appear. Initial values for each mode that are changed in [Default Copy Settings] or [Default Scan/Fax Settings] are applied to both Normal and Enlarge Display modes. [Do not Apply] is specified by default.

[Stamp Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Stamp Settings]

Register header/footer programs and specify the stamp setting when sending a fax.

Settings	Description
[Header/Footer Settings]	You can register header/footer programs, and change or delete registered programs.
[Fax TX Settings]	Select whether to cancel stamp setting when sending a fax.

[Header/Footer Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Stamp Settings] - [Header/Footer Settings] - [New]

You can register header/footer programs, and change or delete registered programs.

Settings	Description
[Name]	Enter the name of header/footer program using up to 16 characters. When selecting a header or footer, give it a name that helps you easily identify it.
[Header Settings]	Select whether to print a header. To print it, specify what to print. <ul style="list-style-type: none"> [Text]: Characters you entered are printed. [Date/Time]: Select whether to print date and time. To print it, select the appropriate display format. [Other]: Select whether to print information, such as job number, machine's serial number, and distribution control number. [Do Not Print] is specified by default.
[Footer Settings]	Select whether to print a footer. To print it, specify what to print. <ul style="list-style-type: none"> [Text]: Characters you entered are printed. [Date/Time]: Select whether to print date and time. To print it, select the appropriate display format. [Other]: Select whether to print information, such as job number, machine's serial number, and distribution control number. [Do Not Print] is specified by default.
[Pages]	Select to print the header/footer on all pages or only on the first page. [All Pages] is selected by default.
[Text Details]	Select the size, font, and color of the text to be printed.

Tips

- To check or edit a header/footer program you registered, select it, then tap [Check/Edit].
- To delete a header/footer program you registered, select it, then tap [Delete].

[Preview Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Preview Settings]

Specify the preview function settings, such as the display mode of preview images that appear when **Preview** is pressed on the **Control Panel**.

Settings	Description
[Original Direction Confirmation Screen]	Specify whether to display the screen for selecting the original loading direction after pressing Preview when scanning an original in fax/scan mode. [ON] is specified by default.
[Realtime Preview]	Select whether or not to display a preview image for each page when scanning an original in Scan/Fax mode. Each preview image shows the scanned original as is. [OFF] is specified by default.
[Preview Display Conditions (Standard Application)]	Select the conditions for displaying preview images. <ul style="list-style-type: none"> • [Job Executed]: Shows a preview image when pressing Start to execute a job as well as when pressing Preview. • [Preview Settings Screen]: Shows a preview image only when Preview is pressed. [Preview Settings Screen] is specified by default.
[Preview Display Conditions (Registered Application)]	Select conditions to display preview images when using an OpenAPI application. <ul style="list-style-type: none"> • [Job Executed]: Shows a preview image when pressing Start to execute a job as well as when pressing Preview. • [Preview Settings Screen]: Shows a preview image only when Preview is pressed. • [Use Standard App. Settings]: Follows the setting of [Preview Display Conditions (Standard Application)]. [Preview Settings Screen] is specified by default.

[Scan File Name Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Scan File Name Settings]

Press this button to change the default file name of scanned original data when saving it.

The file name is: "initial of the function" + "text to be added" + "date" + "sequential number" + "page number" + "file extension".

Settings	Description
[Function Mode Initial]	Select whether to use an initial of the relevant function as a prefix for the file name. The following letters are used as prefixes for file name. C: Copy S: Fax/Scan, User Box P: Print [Attach] is selected by default.
[Supplementary File Name]	Select whether to add a device name or desired text to the file name. To add desired text, enter it. For the device name, use the name you specified by selecting [Administrator/Machine Settings] - [Input Machine Address] - [Device Name]. [Device Name] is set by default.

[One-Touch/User Box Registration]

To display: [Utility] - [Administrator Settings] - [One-Touch/User Box Registration]

Register destinations or User Boxes. Also, print an address list, or specify the maximum number of User Boxes that can be created.

Settings	Description
[Create One-Touch Destination]	Register frequently used destinations and fixed subject and message text phrase of the E-mail. You can select registered information before sending.
[Create User Box]	Register various user boxes such as shared user box and exclusive user box.
[One-Touch/User Box Registration List]	Print the list of destination registration information.
[Maximum Number of User Boxes]	Specify the maximum number of user boxes that can be created for each user.

[Create One-Touch Destination]

To display: [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [Create One-Touch Destination]

Register frequently used destinations and fixed subject and message text phrase of the E-mail. You can select registered information before sending.

Settings	Description
[Address Book (Public)]	Register destinations for each transmission mode, such as Scan to E-mail and Fax TX.
[Group]	Register multiple destinations as a group. You can register different types of destinations for a group, such as E-mail, SMB and fax.
[E-Mail Settings]	Register fixed subject and message text phrase of the E-mail. You can select a registered subject and message text before sending.

[Address Book (Public)]

To display: [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Address Book (Public)]

Register destinations for each transmission mode, such as Scan to E-Mail and Fax TX.

Settings	Description
[E-Mail]	Register destination E-mail addresses.
[User Box]	Register user boxes to save.
[Fax]	Register destination fax numbers.
[PC (SMB)]	Register destination computer names (host name) or IP addresses.
[FTP]	Register destination FTP server host names or IP addresses.
[WebDAV]	Register destination WebDAV server host names or IP addresses.
[IP Address Fax]	Enter any of the IP address, host name or E-mail address of the destination.
[Internet Fax]	Register destination E-mail addresses.

[E-Mail]

To display: [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Address Book (Public)] - [E-Mail] - [New]

Register destination E-mail addresses.

Settings	Description
[No.]	Destination registration number. [No.] is automatically registered using an unused smaller number. If you want to specify a number, tap [No.] and enter the number within the range of 1 to 2000.
[Name]	Enter the destination name to be displayed on the Touch Panel (using up to 24 characters). Assign a name that helps you easily identify the destination.
[Sort Character]	Enter the same name as the registered (using up to 24 characters). You can sort destinations by registration name.
[Index]	Select a corresponding character so that the destination can be index-searched by registration name. <ul style="list-style-type: none"> If an alphabet character is specified for the initial of a registration name, search text is automatically specified with the alphabet character. If anything other than alphabet character is specified for the initial of a registration name, [etc] is specified by default. For a frequently used destination, also select [Favorites]. If [Favorites] is selected, the destination will appear in the main screen in fax/scan mode, enabling the user to easily select a destination.
[E-mail Address]	Enter a destination E-mail address. If prefixes and suffixes are registered, you can recall a registered domain name etc. to complement entry.

Tips

- To check the settings for a registered destination, select its registered name, then tap [Check Job Set.].
- To change the settings for a registered destination, select its registered name, then tap [Edit].
- To delete a registered destination, select its registered name, then tap [Delete].

Related setting (for the administrator)

- By registering E-mail address prefixes and suffixes, you can complement E-mail address entry. For details, refer to page 13-18.

[User Box]

To display: [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Address Book (Public)] - [User Box] - [New]

Register user boxes to save.

Settings	Description
[No.]	Destination registration number. [No.] is automatically registered using an unused smaller number. If you want to specify a number, tap [No.] and enter the number within the range of 1 to 2000.
[Name]	Enter the destination name to be displayed on the Touch Panel (using up to 24 characters). Assign a name that helps you easily identify the destination.
[Sort Character]	Enter the same name as the registered name (using up to 24 characters). You can sort destinations by registration name.
[Index]	Select a corresponding character so that the destination can be index-searched by registration name. <ul style="list-style-type: none"> If an alphabet character is specified for the initial of a registration name, search text is automatically specified with the alphabet character. If anything other than alphabet character is specified for the initial of a registration name, [etc] is specified by default. For a frequently used destination, also select [Favorites]. If [Favorites] is selected, the destination will appear in the main screen in fax/scan mode, enabling the user to easily select a destination.
[User Box]	Select a User Box to save files in.

Tips

- To check the settings for a registered destination, select its registered name, then tap [Check Job Set].
- To change the settings for a registered destination, select its registered name, then tap [Edit].
- To delete a registered destination, select its registered name, then tap [Delete].

[PC (SMB)]

To display: [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Address Book (Public)] - [PC (SMB)] - [New]

Register destination computer names (host name) or IP addresses.

Settings	Description
[No.]	Destination registration number. [No.] is automatically registered using an unused smaller number. If you want to specify a number, tap [No.] and enter the number within the range of 1 to 2000.
[Name]	Enter the destination name to be displayed on the Touch Panel (using up to 24 characters). Assign a name that helps you easily identify the destination.
[Sort Character]	Enter the same name as the registered name (using up to 24 characters). You can sort destinations by registration name.
[Index]	Select a corresponding character so that the destination can be index-searched by registration name. <ul style="list-style-type: none"> • If an alphabet character is specified for the initial of a registration name, search text is automatically specified with the alphabet character. If anything other than alphabet character is specified for the initial of a registration name, [etc] is specified by default. • For a frequently used destination, also select [Favorites]. If [Favorites] is selected, the destination will appear in the main screen in fax/scan mode, enabling the user to easily select a destination.
[User ID]	Using up to 64 characters, enter the name of a user, who has privileges to access the folder specified in [File Path].
[Password]	Enter the password of the user specified in [User ID].
[Host Address]	Enter a computer name (host name) or IP address as a destination with up to 253 bytes. <ul style="list-style-type: none"> • Example of computer name (host name) entry: "HOME-PC" (uppercase letters only) • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[File Path]	Enter the shared folder name of the computer specified in [Host Address] with up to 255 bytes. The shared folder name is generally referred to as a shared name. <ul style="list-style-type: none"> • Entry example: "scan" When specifying a folder in the shared folder, insert a symbol, "\", between the folder names. <ul style="list-style-type: none"> • Entry example: "share\document"
[Reference]	On the Touch Panel , search for a computer to send a file to, and select a target shared folder. When the authentication screen appears, enter the name and password of a user who has privileges to access the selected folder. After authentication, [Host Address] or [File Path] is entered automatically. The Reference function may fail under the following conditions. <ul style="list-style-type: none"> • If 512 or more workgroups or computers are on the network (subnet) connected to this machine, this function may fail. • This function is not available in the IPv6 environment.

Tips

- To check the settings for a registered destination, select its registered name, then tap [Check Job Set].
- To change the settings for a registered destination, select its registered name, then tap [Edit].
- To delete a registered destination, select its registered name, then tap [Delete].

[FTP]

To display: [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Address Book (Public)] - [FTP] - [New]

Register destination FTP server host names or IP addresses.

Settings	Description
[No.]	Destination registration number. [No.] is automatically registered using an unused smaller number. If you want to specify a number, tap [No.] and enter the number within the range of 1 to 2000.
[Name]	Enter the destination name to be displayed on the Touch Panel (using up to 24 characters). Assign a name that helps you easily identify the destination.
[Sort Character]	Enter the same name as the registered name (using up to 24 characters). You can sort destinations by registration name.
[Index]	Select a corresponding character so that the destination can be index-searched by registration name. <ul style="list-style-type: none"> If an alphabet character is specified for the initial of a registration name, search text is automatically specified with the alphabet character. If anything other than alphabet character is specified for the initial of a registration name, [etc] is specified by default. For a frequently used destination, also select [Favorites]. If [Favorites] is selected, the destination will appear in the main screen in fax/scan mode, enabling the user to easily select a destination.
[Host Address]	Enter the host name or IP address of the destination FTP server with up to 63 bytes. <ul style="list-style-type: none"> Host name entry example: "host.example.com" Example of IP address (IPv4) entry: "192.168.1.1" Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[File Path]	Enter the name of a destination folder in the FTP server specified in [Host Address] with up to 127 bytes. <ul style="list-style-type: none"> Entry example: "scan" When not specifying a file path, enter a slash "/".
[User ID]	If authentication is required in the destination FTP server, enter the login-enabled user name (using up to 64 characters).
[Password]	Enter the password of the user specified in [User ID].
[anonymous]	When authentication is not required for the destination FTP server, press [ON]. [OFF] is specified by default.
[PASV]	When the PASV mode is used in your environment, press [ON]. [OFF] is specified by default.
[Proxy]	When a proxy server is used in your environment, press [ON]. [OFF] is specified by default.
[Port Number]	If necessary, change the port number. In normal circumstances, you can use the original port number. [21] is specified by default.

Tips

- To check the settings for a registered destination, select its registered name, then tap [Check Job Set].
- To change the settings for a registered destination, select its registered name, then tap [Edit].
- To delete a registered destination, select its registered name, then tap [Delete].

[WebDAV]

To display: [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Address Book (Public)] - [WebDAV] - [New]

Register destination WebDAV server host names or IP addresses.

Settings	Description
[No.]	Destination registration number. [No.] is automatically registered using an unused smaller number. If you want to specify a number, tap [No.] and enter the number within the range of 1 to 2000.
[Name]	Enter the destination name to be displayed on the Touch Panel (using up to 24 characters). Assign a name that helps you easily identify the destination.
[Sort Character]	Enter the same name as the registered (using up to 24 characters). You can sort destinations by registration name.
[Index]	Select a corresponding character so that the destination can be index-searched by registration name. <ul style="list-style-type: none"> • If an alphabet character is specified for the initial of a registration name, search text is automatically specified with the alphabet character. If anything other than alphabet character is specified for the initial of a registration name, [etc] is specified by default. • For a frequently used destination, also select [Favorites]. If [Favorites] is selected, the destination will appear in the main screen in fax/scan mode, enabling the user to easily select a destination.
[User ID]	Using up to 64 characters, enter the name of a user, who has privileges to access the folder specified in [File Path].
[Password]	Enter the password of the user specified in [User ID].
[Host Address]	Enter the host name or IP address of the destination WebDAV server with up to 253 bytes. <ul style="list-style-type: none"> • Host name entry example: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[File Path]	Enter the name of a destination folder in the WebDAV server specified in [Host Address] with up to 142 bytes. <ul style="list-style-type: none"> • Entry example: "scan"
[Proxy]	When a proxy server is used in your environment, press [ON]. [OFF] is specified by default.
[SSL Settings]	When SSL is used in your environment, press [ON]. [OFF] is specified by default.
[Port Number]	If necessary, change the port number. In normal circumstances, you can use the original port number. [80] is specified by default.

Tips

- To check the settings for a registered destination, select its registered name, then tap [Check Job Set.].
- To change the settings for a registered destination, select its registered name, then tap [Edit].
- To delete a registered destination, select its registered name, then tap [Delete].

[Group]

To display: [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Group] - [New]

Register multiple destinations as a group. You can register different types of destinations for a group, such as Scan to E-Mail, SMB Send and Fax TX.

Settings	Description
[Name]	Enter the group name to be displayed on the Touch Panel (using up to 24 characters). Assign a name that helps you easily identify the destination.
[Sort Character]	Enter the same name as the registered name (using up to 24 characters). You can sort destinations by registration name.
[Index]	Select a corresponding character so that the destination can be index-searched by registration name. <ul style="list-style-type: none"> If an alphabet character is specified for the initial of a registration name, search text is automatically specified with the alphabet character. If anything other than alphabet character is specified for the initial of a registration name, [etc] is specified by default. For a frequently used destination, also select [Favorites]. If [Favorites] is selected, the destination will appear in the main screen in fax/scan mode, enabling the user to easily select a destination.
[Select Group]	Select destinations to be included in a group. You can narrow down destinations by tapping [Index] or [Registration Number] and entering a search text or registration number. You can register up to 500 destinations for a group. You can also register different types of destinations, such as E-mail address and fax number, in a group.
[Check Program Settings]	If necessary, check the destinations registered for the group.

Tips

- To check the settings for a registered group, select its registered name, then tap [Check Job Set].
- To change the settings for a registered group, select its registered name, then tap [Edit].
- To delete a registered group, select its registered name, then tap [Delete].

[E-Mail Settings]

To display: [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [E-Mail Settings]

Register fixed subject and message text phrase of the E-mail. You can select a registered subject and message text before sending.

Settings	Description
[E-Mail Subject]	Register a fixed subject phrase of the E-mail message. You can register up to 10 subject phrases. Tapping [E-Mail Subject] displays a list of subjects registered on this machine. The subject appears as [Default] is automatically inserted as the subject when sending E-mail. To change the subject to be automatically inserted, select a subject you wish to change to, then tap [Set as Default].
[E-mail Body]	Register a fixed text phrase of the E-mail message. You can register up to 10 message text phrases. Tapping [E-mail Body] displays a list of message text registered on this machine. The message text appears as [Default] is automatically inserted as the message text when sending E-mail. To change the message text to be automatically inserted, select a message text you wish to change to, then tap [Set as Default].

[E-Mail Subject]

To display: [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [E-Mail Settings] - [E-Mail Subject] - [New]

Register a fixed subject phrase of the E-mail message. You can register up to 10 subject phrases.

Settings	Description
[Subject]	Enter a fixed subject phrase (using up to 64 characters).

Tips

- To check the registered fixed subject phrase, select the subject, then tap [Check Job Settings].
- To change the registered fixed subject phrase, select the subject, then tap [Edit].
- To delete the registered fixed subject phrase, select the subject, then tap [Delete].

[E-mail Body]

To display: [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [E-Mail Settings] - [E-mail Body] - [New]

Register a fixed text phrase of the E-mail message. You can register up to 10 message text phrases.

Settings	Description
[Body]	Enter a fixed text (using up to 256 characters).

Tips

- To check the registered fixed message text phrase, select the message text, then tap [Check Job Settings].
- To change the registered fixed message text phrase, select the message text, then tap [Edit].
- To delete the registered fixed message text phrase, select the message text, and then tap [Delete].

[One-Touch/User Box Registration List]

To display: [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [One-Touch/User Box Registration List]

Print the list of destination registration information.

Settings	Description
[Address Book List]	Print the list of address books registered on this machine.
[Group List]	Print the list of groups registered on this machine.
[Program List]	Print the list of programs registered on this machine.
[E-Mail Subject/Text List]	Print the list of E-mail subjects and message text registered on this machine.

[Address Book List]

To display: [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [One-Touch/User Box Registration List] - [Address Book List]

Print the list of address books registered on this machine.

Settings	Description
[List Output Number]	Specify the range of destinations you want to print. <ul style="list-style-type: none"> • [Starting Destination No.]: Specify the registration number of the destination from which to start printing. • [Number of Destinations]: Specify the number of destinations you want to print.
[Print Destination List by Type]	Select the type of destinations you want to print. You can further narrow down destinations to be printed from the print range you specified in [List Output Number].
[Print]	Moves to a screen used to configure print settings. Change print settings as required, then tap [Start] to start printing.

[Group List]

To display: [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [One-Touch/User Box Registration List] - [Group List]

Print the list of groups registered on this machine.

Settings	Description
[List Output Number]	Specify the range of destinations you want to print. <ul style="list-style-type: none"> • [Starting Destination No.]: Specify the registration number of the destination from which to start printing. • [Number of Destinations]: Specify the number of destinations you want to print.
[Print]	Moves to a screen used to configure print settings. Change print settings as required, then tap [Start] to start printing.

[Program List]

To display: [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [One-Touch/User Box Registration List] - [Program List]

Print the list of programs registered on this machine.

Settings	Description
[List Output Number]	Specify the range of destinations you want to print. <ul style="list-style-type: none"> • [Starting Destination No.]: Specify the registration number of the program from which to start printing. • [Number of Destinations]: Specify the number of programs you want to print.
[Print Destination List by Type]	Select the type of destinations you want to print. You can further narrow down destinations to be printed from the print range you specified in [List Output Number].
[Print]	Moves to a screen used to configure print settings. Change print settings as required, then tap [Start] to start printing.

[E-Mail Subject/Text List]

To display: [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [One-Touch/User Box Registration List] - [E-Mail Subject/Text List]

Print the list of E-mail subjects and message text registered on this machine.

Change print settings as required, then tap [Start] to start printing.

[Network Settings]

To display: [Utility] - [Administrator Settings] - [Network Settings]

Configure the network function such as TCP/IP settings or the Scan-to-Send function operating environment.

Settings	Description
[TCP/IP Settings]	Configure the settings for using this machine in a TCP/IP environment.
[NetWare Settings]	Configure the settings for using this machine in a NetWare environment.
[HTTP Server Settings]	Select whether to restrict the use of Web Connection , and configure the IPP operating environment.
[FTP Settings]	Configure the FTP Send environment and the FTP server function setting of this machine.
[SMB Settings]	Set up the SMB (Server Message Block) operating environment.
[LDAP Settings]	Configure the settings to search for destinations from the LDAP server or Active Directory.
[E-Mail Settings]	Configure the settings for sending and receiving E-mails using this machine.
[SNMP Settings]	Configure the settings for obtaining the machine information and monitoring the machine using SNMP (Simple Network Management Protocol).
[AppleTalk Settings]	When using the Mac operating system, set up the AppleTalk operating environment.
[Bonjour Setting]	When using the Mac operating system, set up the Bonjour operating environment.
[TCP Socket Settings]	Configure the TCP Socket operating environment.
[Network Fax Settings]	Select whether to use Internet fax and IP address fax respectively. To use IP address fax, configure the SMTP transmission environment.
[WebDAV Settings]	Configure the WebDAV Send environment and the WebDAV server function setting of this machine.
[DPWS Settings]	Configure the settings to print or scan data using the Web service (DPWS: Devices Profile for Web Services).
[Distributed Scan Settings]	Select whether to use the Distributed Scan Management on this machine.
[BMLinkS Settings]	Configure the settings for printing using the BMLinkS integrated printer driver.
[SSDP Settings]	Select whether to use the SSDP (Simple Service Discovery Protocol). To use SSDP, change the multicast TTL as necessary.
[Detail Settings]	Configure the detailed network settings.
[IEEE802.1x Authentication Settings]	Select whether to use IEEE802.1x authentication. To use IEEE802.1x authentication, check the authentication status and configure the certification verification items.
[Web Browser Setting]	Select whether to enable a Web Browser.
[Bluetooth Setting]	Select whether to enable Bluetooth.
[Single Sign-On Setting]	Join this machine to the Active Directory domain, and configure settings to build the single sign-on environment.
[IWS Settings]	Configure the IWS (Internal Web Server) operating environment.
[Remote Panel Settings]	Configure the settings for remote control of the Control Panel of this machine from another computer.

Settings	Description
[Internet ISW Settings]	Download the firmware of this machine via the Internet, and configure settings to update the firmware.

[Detail Settings]

To display: [Utility] - [Administrator Settings] - [Network Settings] - [Detail Settings]

Configure the detailed network settings.

Settings	Description
[Device Setting]	Check the MAC address of this machine, enable or disable LLTD (Link Layer Topology Discovery), and specify the network speed setting.
[Time Adjustment Setting]	Configure the setting for automatically adjusting the date and time on this machine the using the NTP (Network Time Protocol) server.
[Status Notification Setting]	Configure the setting for notifying to the registered E-mail address when a warning such as for toner replacement or a paper jam occurs on this machine.
[Total Counter Notification Settings]	Configure the setting for sending counter information managed by this machine to a registered E-mail address.
[PING Confirmation]	Send a ping to the device communicating with this machine to check that the correct connection has been made.
[SLP Setting]	Select whether to enable SLP (Service Location Protocol).
[LPD Setting]	Select whether to enable LPD (Line Printer Daemon).
[Prefix/Suffix Setting]	Register a prefix or suffix of an E-mail address. Also, configure the setting for recalling the registered prefix and suffix when entering an E-mail address.
[Error Code Display Setting]	Select whether to display network error code on the Touch Panel .

[Prefix/Suffix Setting]

To display: [Utility] - [Administrator Settings] - [Network Settings] - [Detail Settings] - [Prefix/Suffix Setting]

Register a prefix or suffix of an E-mail address. Also, configure the setting for recalling the registered prefix and suffix when entering an E-mail address.

Settings	Description
[ON/OFF Setting]	Select whether to use Prefix/Suffix Setting. If you select [ON], you can recall the registered prefix and suffix which are registered in [Prefix/Suffix Setting] when entering an E-mail address. [OFF] is selected by default.
[Prefix/Suffix Setting]	Register a prefix and suffix to complement E-mail address entry. You can register up to 8 prefixes and suffixes. <ul style="list-style-type: none"> • [Prefix]: Enter a prefix (using up to 20 characters). • [Suffix]: Enter a suffix (using up to 64 characters).

[Security Settings]

To display: [Utility] - [Administrator Settings] - [Security Settings]

Configure the security functions of this machine, such as password and data management method.

Settings	Description
[Administrator Password]	If necessary, change the administrator password of this machine.
[User Box Administrator Setting]	If necessary, assign a user box administrator if the user authentication has been adopted into this machine. The user box administrator can create or delete a user box for all users as well as use files in the boxes. If the administrator of this machine wishes to delegate only the management of files in the boxes to a particular person, assign a user box administrator.
[Administrator Security Levels]	From those items that are set up by the administrator, select levels at which users are authorized to change settings.
[Security Details]	Restricts functions that are related to authentication operations and data management to enhance security.
[Enhanced Security Mode]	Select whether to enable the Enhanced Security Mode. If you enable the Enhanced Security Mode, the various security functions are forcibly configured. This allows you to ensure higher-level security of data management. For details, contact your service representative.
[HDD Settings]	Manages the hard disk of this machine. Prevents the leakage of personal and corporate information by protecting data in the hard disk against erasure and protecting the hard disk with a password and encryption.
[Function Management Settings]	Select whether to use network functions that are difficult to count.
[Stamp Settings]	Select whether to force application of stamps to original data when printing or sending fax. It is also used to delete the stamps registered on this machine.
[Driver Password Encryption Setting]	Used to change the encryption passphrase to encrypt authentication passwords (such as user and account passwords) when printing data using a printer driver. The same encryption passphrase must be set for this machine and printer driver.
[FIPS Settings]	Select whether to enable the FIPS (Federal Information Processing Standardization) Mode. FIPS defines security requirements for cryptographic modules. These standards have been adopted by many organizations, including U.S. federal government agencies. Enabling the FIPS Mode makes the functions of this machine conform to the FIPS.

[Security Details]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Security Details]

Restricts functions that are related to authentication operations and data management to enhance security.

Settings	Description
[Password Rules]	Configure whether to enable the password rules. Once you enable it, the number of characters and text types that are available for passwords is restricted. If necessary, change the minimum number of password characters.
[Prohibited Functions When Authentication Error]	Define the severity of penalties applied if an incorrect password is entered during the authentication process.
[Confidential Document Access Method]	Specify how to enter an ID and a password when accessing a file in the Secure Print User Box. The method is forcedly determined in conjunction with [Prohibited Functions When Authentication Error].
[Manual Destination Input]	Select whether to allow the user to directly enter destinations.
[Print Data Capture]	Select whether to allow capturing of print data received by this machine to analyze a printer-related failure.
[Job Log Settings]	Select whether to obtain a job log. After you have changed these settings, the job log is obtained when you restart this machine. You can check usage, paper usage, operations and job history for each user or account in the job log. For details on how to view the output job logs, contact your service representative.
[Restrict Fax TX]	Select whether to restrict fax transmissions.
[Personal Data Security Settings]	Specify whether to hide personal information, such as destination and file name, in [In Progress] and [Log] in the [Job List] screen.
[Hide Personal Information (MIB)]	Specify whether to display the file name, destination, and User Box name or User Box number for the MIB information.
[Display Activity Log]	Select whether to show the activity log on Scan, Fax TX and RX.
[Initialize]	Initializes the settings in [Job History], [Copy Program], [Network Settings], and [Address Registration]. Select items you want to initialize, then tap [OK].
[Job History Thumbnail Display]	Specify whether to show thumbnail images of a job in [Log] in the [Job List] screen.
[Secure Print Only]	Specify whether the printing from the computer should be limited only to the security document.
[Copy Guard]	Select whether to use the Copy Guard function. To use the Copy Guard function, optional Security Kit is required.
[Password Copy]	Select whether to use the Password Copy function. To use the Password Copy function, optional Security Kit is required.
[Web browser contents access]	Select whether to allow an access to the Web page contents saved on the hard disk of this machine.
[TX Operation Log]	Select whether to obtain an operation log on the Control Panel when scanning or sending a fax as a send operation log. This helps to analyze any security issues that occur.

[Manual Destination Input]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Security Details] - [Manual Destination Input]

Select whether to allow the user to directly enter destinations.

Settings	Description
[Allow All]	Allows the direct input of destinations. [Allow All] is specified by default.
[Individual Allowance]	Select whether to allow direct input for each function.
[Restrict]	Prohibits the direct input of destinations. Hides [Direct Input] in the main screen in fax/scan mode.

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14 Index

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DIRECTIVE 2002/96/EC ON THE TREATMENT, COLLECTION, RECYCLING AND DISPOSAL OF ELECTRIC AND ELECTRONIC DEVICES AND THEIR COMPONENTS

INFORMATION

1. FOR COUNTRIES IN THE EUROPEAN UNION (EU)

The disposal of electric and electronic devices as solid urban waste is strictly prohibited: it must be collected separately.

The dumping of these devices at unequipped and unauthorized places may have hazardous effects on health and the environment.

Offenders will be subjected to the penalties and measures laid down by the law.

TO DISPOSE OF OUR DEVICES CORRECTLY:

- a) Contact the Local Authorities, who will give you the practical information you need and the instructions for handling the waste correctly, for example: location and times of the waste collection centres, etc.
- b) When you purchase a new device of ours, give a used device similar to the one purchased to our dealer for disposal.



The crossed dustbin symbol on the device means that:

- when it to be disposed of, the device is to be taken to the equipped waste collection centres and is to be handled separately from urban waste;
- The producer guarantees the activation of the treatment, collection, recycling and disposal procedures in accordance with Directive 2002/96/EC (and subsequent amendments).

2. FOR OTHER COUNTRIES (NOT IN THE EU)

The treatment, collection, recycling and disposal of electric and electronic devices will be carried out in accordance with the laws in force in the country in question.