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1 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.

Function	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. The **Hard Disk** is optional in some areas. To use this function, the optional **Hard Disk** is required.
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 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.
Panel Link Scan	Sends the original data scanned on this machine to the storage of the Android terminal or Google Drive. When the Android terminal is connected to this machine using **Remote Access** to remote-control the **Control Panel**, you can send original data scanned on this machine to the Android terminal connected to this machine.

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]/[Use a USB Memory Device (External Memory)]".

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 1-11.

➔ 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 "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

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 1-15
To configure options to scan various types of originals such as various sizes and books	page 1-17
To adjust the image quality level of the original such as colored background (newspaper, etc.) or light printing original	page 1-21
To print date/time and page number	page 1-22
Other option settings	page 1-24

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 the **Reset** key.

C754-C654_MEN001032A_D.EPS

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 "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

1.2.2 Checking the Finish before Sending

1 Load the original.

2 Tap [Scan/Fax].

ZEUSMLK_MEN003551A_D.EPS

3 Specify the destination.

4 Configure Scan option settings as necessary.

5 Press the **Preview** key (default: Register key **4**).

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6 Select the original direction.

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

The original is scanned, and the Preview screen appears.

8 Check the preview display, and rotate the page or change settings as required.

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

➔ To start a transmission, tap [SendNow] or press the **Start** key.

➔ If you tap the tab key on the right of the screen, you can display or hide the setting key. The setting key allows you to rotate or delete a page.

5G-21_MEN010219C_D.TIF

9 After all originals have been scanned, tap [SendNow] or press the **Start** key.

Transmission begins.

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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 "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

- 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 "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
- You can select conditions to display a preview image (default: [Preview Settings Screen]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

1.2.3 Sending a Data 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.

The **Hard Disk** is optional in some areas. If the **Hard Disk** is not installed, up to 200 Fax/Scan programs can be registered.

1 Tap [Scan/Fax].

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2 Configure the Scan option settings.

➔ Register the settings configured here as a program.

3 Tap [Program].

5G-21_MEN009925B_D_03.TIF

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 Notif. Destination]	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 Notif. Destination], 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]/[Registering Various Types of Information]".*

Recalling the scan/fax program for transmission

1 Load the original.

2 Tap [Scan/Fax].

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3 Tap [Program].

5G-21_MEN009925B_D_03.TIF

4 Select the program you want to recall, and tap [Recall].

The registered content of the program is applied.

5G-21_MEN009934B_D_01.TIF

➔ If necessary, you can change the page to be displayed in the main screen of the program (default: [PAGE1]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

5 Specify the destination if no destination is registered for a program.

6 Press the **Start** key.

➔ If necessary, tap [Check Setting] before sending, and check the specified destination and settings.

➔ To redo operations for specifying destinations or option settings, press the **Reset** key.

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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 12-2.

No.	Description
1	Narrow down destinations with the search text specified for the registered destination. Using [Address] in combination further narrows down destinations. The following keys can be used to narrow down destinations: • [All]: All address book entries registered on this machine are displayed. • [Favorite]: The destinations specified with [Favorite] as search text are displayed. • [etc]: Displays destinations for which the registered name of each begins with a character other than an alphabet character.
2	Switches the display of the registered destinations to the button or list view mode. Listing enables sorting of the registrations by registration number, destination type or registration name.
3	Narrow down destinations by the type of the registered destination. Using also search text further narrows down destinations.
4	Expands the area when scrolling is required in the area where the registered destinations are displayed.

Related setting

- You can select the search text or destination type to be displayed at the top when [Address Book] is displayed (default: [Favorites]/[All]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
- 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 "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
- You can select the default display of the [Address Book] between button images and listing (default: [One-Touch Button Layout]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

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 "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
- You can specify whether the registered information for the selected destination is displayed every time the destination is selected from the destinations registered on this machine (default: [OFF]). Using this function helps to prevent wrong transmissions. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

Specifying a group destination

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 12-16.

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].

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 "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

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	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
To save data in a User Box of this machine	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
To send data to a shared folder of a computer or server	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
To send data to the FTP server	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
To send data to the WebDAV server	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
To use the scan transmission using the Web Service of Windows Vista/7/8/8.1/10	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
To automatize a scan transmission workflow via a scan server	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

Reference

If necessary, you can register the destination that you have entered directly into the address book. For details, refer to page 12-14.

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 "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

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.

✔ To use the LDAP server or Active Directory to specify the destination, you must register the server on this machine. The registration procedure is explained using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Configuring the Scan Environment]".

1 Tap [Addr. Search] - [Search] - [Address Search (LDAP)] or [Adv. Search (LDAP)].

➔ When using one keyword to conduct a search, tap [Address Search (LDAP)].

➔ When combining keywords by category to conduct a search, tap [Adv. Search (LDAP)].

2 Enter the keyword, then tap [Search].

3 Select the destination from the search result.

Displaying the broadcast destination list

To display the broadcast destination list and check or delete the specified destinations, specify multiple destinations, then tap [No. of Addr.]. The list display location can be moved by dragging the top of the list.

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 "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".

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

Select the resolution of the original for scanning.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".

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 "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".

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

The available file types are PDF, TIFF, JPEG, XPS, PPTX, DOCX, XLSX, and other types. You should use the password encrypted PDF file format to store important original data.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".

Tips

- To specify DOCX or XLSX for the file type, the optional **Extension Memory** and **i-Option LK-110 v2** are required
- The file types, XPS, Compact XPS, and PPTX, are available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled.

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

Select the size of the original to be scanned.

There are various scan sizes, including [Auto] for scanning in the same size as the original size, [Inches], [Metric Sizes], and [Photo Size].

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".

Changing a file name ([File Name/Subject Name/Other])

If necessary, change the file name of the scanned original. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".

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. • C: Copy • S: Scan/Fax or 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 was 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 "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

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 "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

Changing a subject and message text of an E-mail ([File Name/Subject Name/Other])

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 "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".

Related setting

- You can register the fixed subject and text phrase of the E-mail message. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

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 "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

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 "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".

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 "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".

Scanning a folded original ([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 be detected accurately. To scan a folded original through the **ADF**, use [Z-Folded Original].

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".

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.*

Scan 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, **ADF** will detect the size automatically.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".

Tips

- This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled.

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 "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".

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 "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".

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

When scanning an original through **ADF**, scanning of original and dust removal from the **Slit Scan Glass** are performed alternately, so that the original is always scanned using clean **Slit Scan Glass**.

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

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".

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 "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".

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 "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".

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.

POSEIDON-10_MCO007896A_D.EPS

1 Load the original.

NOTICE

*Do not load more than 100 sheets (21-1/4 lb (80 g/m^2)) 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 ▼ <POSEIDON-10_MCO007512A_D.EPS> 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].

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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.

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5 Repeat Step 4 until all originals have been scanned.

6 After all originals have been 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: [No]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

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 "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".

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

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

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".

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 "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".

1.4.4 Adding a Stamp/Page Number (Application Settings)

Adding the 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 be printed either on all pages or only on the first page.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".

Tips

- This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled.

Adding a 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 "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".

Tips

- This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled.

Adding a stamp ([Stamp])

Text 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 "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".

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Tips

- This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled.

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

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

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".

POSEIDON-10_MCO007904A_D.EPS

Tips

- This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled.

Related setting (for the administrator)

- For details on how to register the information to be added for the header and footer, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

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 "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".

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

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

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

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".

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 read from the Annotation User Box and used for printouts or transmitted to a recipient, the date/time and any annotations (previously determined for management) are automatically added to the header or footer of each image. By creating the document that can identify the source and date of creation, unauthorized use can be prevented.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".

Tips

- This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled.
- The **Hard Disk** is optional in some areas. To use this function, the optional **Hard Disk** is required.

Reference

To use the Annotation User Box, it must be registered in advance. For details on how to register, refer to "User's Guide[Box Operations]/[Annotate Files (Annotation)]".

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 "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".

1.5 Searching for Scan-to-Send function settings

You can search for Scan-to-Send function settings to go to the target function screen from the search result.

1 Tap [Function Search].

2 Enter the search keyword (using up to 32 characters).

➔ When the keyword is entered, searching starts, and the search result is updated.

3 Select the target item from the search result list.

The display moves to the target function screen.

Tips

- Settings of the copy function or fax/scan function are targeted for searching.

Related setting

- You can specify whether to use the search function (default: [Search On]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

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

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.

Preparing the E-mail environment

- **Enabling the E-mail transmission function**
  - ➔ Normally, you can use this function in default settings.
- **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.

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.

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]/[Operations Required to Use Web Connection]".

Configuring the Scan to E-mail environment

Enable the E-mail transmission function. Also, register the E-mail server address and administrator's E-mail address required for Scan to E-mail.

The registration procedure is explained using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Configuring the Scan Environment]".

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 12-2.

Reference

Using the Address Link function allows you to specify the target E-mail address registered in the address book of the Android terminal as a destination. For details on the Address Link function, refer to page 11-2.

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]/[Configuring the Scan Environment]".

Reference

For details on how to search using the LDAP server, refer to page 1-14.

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 "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

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 "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

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]/[Configuring the Scan Environment]".

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]/[Configuring the Scan Environment]".

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]/[Configuring the Scan Environment]".

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]/[Configuring the Scan Environment]".

Reference

For details on how to send data using S/MIME, refer to page 2-9.

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 1-11.

➔ 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 [File Name/Subject Name/Other] 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 "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

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 1-15
To configure options to scan various types of originals such as various sizes and books	page 1-17
To adjust the image quality level of the original such as colored background (newspaper, etc.) or light printing original	page 1-21
To print date/time and page number	page 1-22
Other option settings	page 1-24

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 the **Reset** key.

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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 1-5.

It is convenient to register commonly-used destinations in a scan/fax program. For details on the program, refer to page 1-7.

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]/[Restricting Users from Using this Device]".

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 how to log in, refer to "User's Guide[Control Panel]/[Login Screen]".
3. Tap [Scan/Fax].

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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 the **Reset** key.

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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 a 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.

Tips

- The **Hard Disk** is optional in some areas. To use this function, the optional **Hard Disk** is required.

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]/[Configuring the Scan Environment]".

Operation flow

1 Load the original.

2 Tap [Scan/Fax].

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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.

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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.

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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 the **Reset** key.

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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 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

Preparing a destination computer (Windows Vista/7/8/8.1/10 or Mac OS X 10.6 or later)

- **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.

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.

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.

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

Preparation finished

3.2.2 Computer Side: Steps Required to Use this Function

In Windows 7/8/8.1/10:

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.

✔ Administrator privileges are required to perform this task.

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

➔ In Windows 8/8.1/10, while pressing the [Windows] (<5G-21_MCO010304A_D.EPS>) key, press the [X] key, and then click [System properties] in the displayed menu.

2 Check [Computer name].

➔ The computer name is required to specify a destination. Write down the computer name.

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➔ For domain user, the domain name is required to specify a destination along with the user name. Write down the domain name.

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Then, close the window.

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

➔ In Windows 8/8.1/10, while pressing the [Windows] (<5G-21_MCO010304A_D.EPS>) key, press the [X] key, and then click [Command Prompt] in the displayed menu.

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.

➔ For domain users, type in "set user", and check 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] - [Change advanced sharing settings].

➔ In Windows 8/8.1/10, while pressing the [Windows] (<5G-21_MCO010304A_D.EPS>) key, press the [X] key, and then click [Control Panel] - [Network and Sharing Center] - [Change advanced sharing settings] in the displayed menu.

6 In the [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.

In 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.

✔ Administrator privileges are required 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.

➔ For domain user, the domain name is required to specify a destination along with the user name. Write down the domain 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.

➔ For domain users, type in "set user", and check 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 [Apply], 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.

In Mac OS X 10.6 or later:

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.

The following shows a procedure example for Mac OS X 10.6.

✔ Administrator privileges are required 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...].

➔ In Mac OS X 10.7 or later, click [More Info...], then click [System Report...].

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.

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Then, close the window.

5 Select [Preferences...] in the Apple menu.

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

7 Select the [File Sharing] check box.

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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]/[Operations Required to Use Web Connection]".

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]/[Configuring the Scan Environment]".

Tips

In Mac OS X 10.7 or later, configure the following setting.

- Set [SMB Authentication Setting] to [NTLM v1/v2]. For details, refer to "User's Guide[Web Management Tool]/[Configuring the Scan Environment]".
- Enable the direct hosting SMB service. (You can use this function with the default settings unless otherwise requested.) For details, refer to "User's Guide[Web Management Tool]/[Configuring the Scan Environment]".
- Synchronize the date and time, including the time zone, between the machine and your computer. For details on how to set the date and time of this machine, refer to "User's Guide[Web Management Tool]/[Configuring Basic Information Settings of this Machine]".

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 12-3.

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]/[Configuring the Scan Environment]".

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]/[Configuring the Scan Environment]".

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]/[Configuring the Scan Environment]".

Using in the DFS environment

If DFS (Distributed File System) is installed in your environment, enable DFS. (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]/[Configuring the Scan Environment]".

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 1-11.

➔ 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 "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

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 1-15

Purpose	Reference
To configure options to scan various types of originals such as various sizes and books	page 1-17
To adjust the image quality level of the original such as colored background (newspaper, etc.) or light printing original	page 1-21
To print date/time and page number	page 1-22
Other option settings	page 1-24

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 the **Reset** key.

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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 1-5.

It is convenient to register commonly-used destinations in a scan/fax program. For details on the program, refer to page 1-7.

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.

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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]/[Restricting Users from Using this Device]".

Operation flow

1 Load the original.

2 Enter user information, and log in to this machine.

➔ For details on how to log in, refer to "User's Guide[Control Panel]/[Login Screen]".

3 Tap [Scan/Fax].

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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 the **Reset** key.

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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]/[Configuring the Scan Environment]".

Operation flow

1 Load the original.

2 Tap [Scan/Fax].

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3 Specify a destination computer.

4 Tap [Application] - [App] - [URL Notification Setting], then directly enter the E-mail address to notify the storage location or select the desired E-mail address from the address book.

➔ 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.

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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 the **Reset** key.

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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.

3.4.3 Sending in the single sign-on environment of Active Directory

Single sign-on

If you log in to this machine using the external server authentication of Active Directory, you can send data to the shared folder without re-entering the authentication information (user ID and password) at SMB transmission.

Operations required to use this function (for the administrator)

Enable the single sign-on setting.

How to configure the setting is explained using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Restricting Users from Using this Device]".

Operation flow

1 Load the original.

2 Tap [Scan/Fax].

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3 Tap [Direct Input], then tap [PC (SMB)].

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4 Directly type in the host name and file path of the destination, or tap [Reference] and specify the shared folder of the destination. Then, tap [OK].

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 the **Reset** key.

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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

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.

Prepare the environment required to use the FTP Send function

- **Enabling the FTP Send function**
  - ➔ You can use this function with the default settings unless otherwise requested.

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 a proxy server**
  - ➔ When transferring data via a proxy server in your network environment, configure its setting.

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]/[Operations Required to Use Web Connection]".

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]/[Configuring the Scan Environment]".

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 12-5.

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]/[Configuring the Scan Environment]".

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 1-11.

➔ 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 "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

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 1-15

Purpose	Reference
To configure options to scan various types of originals such as various sizes and books	page 1-17
To adjust the image quality level of the original such as colored background (newspaper, etc.) or light printing original	page 1-21
To print date/time and page number	page 1-22
Other option settings	page 1-24

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 the **Reset** key.

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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 1-5.

It is convenient to register commonly-used destinations in a scan/fax program. For details on the program, refer to page 1-7.

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]/[Configuring the Scan Environment]".

Operation flow

1 Load the original.

2 Tap [Scan/Fax].

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3 Specify a destination FTP server.

4 Tap [Application] - [App] - [URL Notification Setting], then directly enter the E-mail address to notify the storage location or select the desired E-mail address from the address book.

➔ 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 the **Reset** key.

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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.

5 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

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.

Prepare the environment required to use the WebDAV Send function

- **Enabling the WebDAV Send function**
  - ➔ You can use this function with the default settings unless otherwise requested.

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 a proxy server**
  - ➔ When transferring data via a proxy server in your network environment, configure its setting.
- **Using SSL communication**
  - ➔ If a communication with the WebDAV server is encrypted using SSL in your environment, configure its setting.

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]/[Operations Required to Use Web Connection]".

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]/[Configuring the Scan Environment]".

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 12-6.

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]/[Configuring the Scan Environment]".

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]/[Configuring the Scan Environment]".

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 1-11.

➔ 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 the fax/scan mode (default: [Address Book]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

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 1-15
To configure options to scan various types of originals such as various sizes and books	page 1-17
To adjust the image quality level of the original such as colored background (newspaper, etc.) or light printing original	page 1-21
To print date/time and page number	page 1-22
Other option settings	page 1-24

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 the **Reset** key.

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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 1-5.

It is convenient to register commonly-used destinations in a scan/fax program. For details on the program, refer to page 1-7.

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]/[Configuring the Scan Environment]".

Operation flow

1 Load the original.

2 Tap [Scan/Fax].

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3 Specify a destination WebDAV server.

4 Tap [Application] - [App] - [URL Notification Setting], then directly enter the E-mail address to notify the storage location or select the desired E-mail address from the address book.

➔ 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 the **Reset** key.

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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.

Tips

- The **Hard Disk** is optional in some areas. To use this function, the optional **Hard Disk** is required.

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]/[Store Documents as Files in MFP and Use Them Again When Necessary]".

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 12-8.

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 1-11.

➔ 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 "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

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 1-15

Purpose	Reference
To configure options to scan various types of originals such as various sizes and books	page 1-17
To adjust the image quality level of the original such as colored background (newspaper, etc.) or light printing original	page 1-21
To print date/time and page number	page 1-22
Other option settings	page 1-24

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 the **Reset** key.

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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 1-5.

It is convenient to register commonly-used destinations in a scan/fax program. For details on the program, refer to page 1-7.

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]/[Store Documents as Files in MFP and Use Them Again When Necessary]".
- For information on how to send a file saved in a User Box, refer to "User's Guide[Box Operations]/[Store Documents as Files in MFP and Use Them Again When Necessary]".

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]/[Store Documents as Files in MFP and Use Them Again When Necessary]".

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.

To download **Box Operator**, select [PageScope Utilities] in the **Driver & Utilities CD-ROM Vol.1** or **Driver & Utilities CD-ROM Vol.2** menu, then display the page to download utility software. For details on how to install or use this application, refer to the relevant manual of **Box Operator**.

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]/[Configuring the Scan Environment]".

Operation flow

1 Load the original.

2 Tap [Scan/Fax].

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3 Specify the user box to save the data.

4 Tap [Application] - [App] - [URL Notification Setting], then directly enter the E-mail address to notify the storage location or select the desired E-mail address from the address book.

➔ 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.

5G-21_MEN009938B_D.TIF

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 the **Reset** key.

C754-C654_MEN001032A_D.EPS

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.

7 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/7/8/8.1/10/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2).

7.2 Preparation for WS Scan

7.2.1 Preparation Flow

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.

Prepare the environment required to use the WS scan transmission function

- **Enabling the Web service function**
  - ➔ Check the Web service settings and scanner name.

Prepare the environment required to use a computer

- **Installing the scanner driver**
  - ➔ Install a scanner driver used for Web service.

Configuring the machine to your environment

- **Using SSL communication**
  - ➔ If a communication that uses the Web service is encrypted with SSL in your environment, configure its setting.
- **Using a proxy server**
  - ➔ When using a proxy server for a communication that uses the Web service, configure its setting.

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]/[Operations Required to Use Web Connection]".

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]/[Configuring the Scan Environment]".

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] - [Change 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.

➔ In Windows 8/8.1/10/Server 2012/Server 2012 R2, click [Network] - [Add devices and printers] on the toolbar. On the displayed window, select the device name of this machine, then click [Next].

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).

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Settings	Description
[Select an event]	Select [Scan].
[Actions]	Select the operation of a destination computer when performing a scan transmission on this machine. • [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]/[Configuring the Scan Environment]".

Tips

- In Windows 8/8.1/10, a communication using the Web service cannot be encrypted using SSL.

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]/[Configuring the Scan Environment]".

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 1-15
To configure options to scan various types of originals such as various sizes and books	page 1-17
To adjust the image quality level of the original such as colored background (newspaper, etc.) or light printing original	page 1-21
To print date/time and page number	page 1-22
Other option settings	page 1-24

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 the **Reset** key.

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 7-4.

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. • [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. • [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. • [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].

8 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]/[Operations Required to Use Web Connection]".

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]/[Configuring the Scan Environment]".

8.2.2 Computer Side: Steps Required to Use This Function

Operating environment of computer

Item	Specifications
Supported Operating Systems	Windows Vista Home Basic (SP2 or later) * Windows Vista Home Premium (SP2 or later) * Windows Vista Business (SP2 or later) * Windows Vista Enterprise (SP2 or later) * Windows Vista Ultimate (SP2 or later) * Windows 7 Home Basic (SP1 or later) * Windows 7 Home Premium (SP1 or later) * Windows 7 Professional (SP1 or later) * Windows 7 Enterprise (SP1 or later) * Windows 7 Ultimate (SP1 or later) * Windows 8 */Windows 8.1 * Windows 8 Pro */Windows 8.1 Pro * Windows 8 Enterprise */Windows 8.1 Enterprise * Windows 10 Home * Windows 10 Pro * Windows 10 Enterprise * Windows 10 Education * * Supports 32-bit (x86)/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 CD-ROM supplied with this machine to a computer.

1. Start the Windows system.
2. Insert **Driver & Utilities CD-ROM Vol.2** into the CD-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 as "KONICA MINOLTA 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 as "KONICA MINOLTA 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 until the operation panel is unlocked automatically (default: [120 sec.]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

9 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 sending to the SMB folder, E-mail address, or Microsoft Office SharePoint Server based on the registered scan process.

The scan server uses the distributed scan server function of Windows Server 2008 R2/Server 2012/Server 2012 R2.

Tips

- For details on the distributed scan server function, refer to the relevant Windows Server 2008 R2/Server 2012/Server 2012 R2 manual.

9.2 Preparation to Send Data via a Scan Server (for the Administrator)

9.2.1 Preparation Flow

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.

Prepare the environment required to send data via a scan server

- **Enabling the Distributed Scan function**

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]/[Operations Required to Use Web Connection]".

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]/[Associating with External Application]".

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 1-15
To configure options to scan various types of originals such as various sizes and books	page 1-17
To adjust the image quality level of the original such as colored background (newspaper, etc.) or light printing original	page 1-21
To print date/time and page number	page 1-22
Other option settings	page 1-24

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 a scan process.

➔ A scan process is used to automate a preset scanning workflow such as a distribution destination from a scan server. This is created by the Windows Server 2008 R2/Server 2012/Server 2012 R2 application, and registered in Active Directory.

➔ Up to 50 scan processes can be obtained. However, multiple scan processes cannot be selected as destinations.

➔ Tapping [Search Again] updates the scan process list.

➔ Tapping [Detail] displays the details of the selected scan process.

➔ 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 scan process is selected or no destination is set to a scan process.

Related setting

- When PDF is set to a scan process as the file format, you can select [PDF] or [Compact PDF] to send data to a scan server. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
- When XPS is set to a scan process as the file format, you can select [XPS] or [Compact XPS] to send data to a scan server. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

10 Sending Data to an Android Terminal (Panel Link Scan)

10 Sending Data to an Android Terminal (Panel Link Scan)

10.1 Panel Link Scan Function

Panel Link Scan is a function that sends original data scanned on this machine to the storage of the Android terminal or Google Drive.

When the Android terminal is connected to this machine using **Remote Access** to remotely control the **Control Panel**, you can send original data scanned on this machine to the storage of the Android terminal connected to this machine, or Google Drive.

Tips

- To use this function, **Remote Access** must be installed on the Android terminal.
- The Panel Link Scan function does not support the user authentication function of this machine. To use the Panel Link Scan function in the environment with user authentication installed, you need to permit public users (default: [Restrict]). For details on public users, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
- To send data to the Google Drive using the Panel Link Scan function, the Android terminal needs to be connected to a network that can be connected to both this machine and the Google Drive.

10.2 Preparation for Using Panel Link Scan

10.2.1 Preparation Flow

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.

Preparing the environment required to use Panel Link Scan function

- **Enabling the Panel Link Scan function**
  - ➔ On this machine, permit a connection from an Android terminal using **Remote Access**, and enable the Panel Link Scan function.
- **Configuring a setting to associate this machine with an Android terminal**
  - ➔ Configure a setting to support NFC on this machine. Also, for this machine, set network information required to connect an Android terminal to this machine.
- **Placing the shortcut key of the Panel Link Scan function on the main menu**
- **Setting the destination using Remote Access**
  - ➔ Set either the storage of the Android terminal or the Google Drive as the Panel Link Scan destination.

Preparation finished

10.2.2 Operations 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]/[Operations Required to Use Web Connection]".

Enabling the Panel Link Scan function

On this machine, permit a connection from an Android terminal using **Remote Access**, and enable the Panel Link Scan function.

How to configure the setting is explained using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Associating with External Application]".

Configuring a setting to associate this machine with an Android terminal

It is advisable to use the NFC function of this machine when connecting an Android terminal to this machine using **Remote Access**. Using the NFC function of this machine allows you to easily connect an Android terminal to this machine using **Remote Access** by simply placing the Android terminal on the mobile touch area on the **Control Panel** of this machine.

Configure a setting to support NFC on this machine. Also, for this machine, set network information required to connect an Android terminal to this machine.

How to configure the setting is explained using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Associating with External Application]".

Placing the shortcut key of the Panel Link Scan function on the main menu

Place the shortcut key to the Panel Link Scan screen on the main menu.

For details on how to place a shortcut key on the main menu, refer to "User's Guide[Control Panel]/[Operations of Touch Panel and Explanation of Major Screens]".

Setting the destination using Remote Access

Set either the storage of the Android terminal or the Google Drive as the Panel Link Scan destination.

For details on how to set the destination, refer to the help of **Remote Access**.

Tips

- To send data to the Google Drive using the Panel Link Scan function, the Android terminal needs to be connected to a network that can be connected to both this machine and the Google Drive.

10.3 How to send

This section describes how to connect an Android terminal to this machine via **Remote Access** using the NFC function and perform Panel Link Scan.

✔ When using NFC to connect an Android terminal to this machine using **Remote Access**, connect the Android terminal to this machine or the access point that can be connected to this machine in advance.

✔ Set the destination in advance using **Remote Access**. For details on how to set the destination, refer to the help of **Remote Access**.

✔ To send data to the Google Drive using the Panel Link Scan function, the Android terminal needs to be connected to a network that can be connected to both this machine and the Google Drive.

1 Load the original.

2 Start **Remote Access** on the Android terminal, then tap [Panel Link].

3 Place the Android terminal on the mobile touch area on the **Control Panel** of this machine.

➔ If the Android terminal is in the sleep mode (the screen is off) or the screen is locked, cancel the sleep mode of the Android terminal, unlock the screen, then place the Android terminal on the mobile touch area.

The terminal is then connected to this machine using **Remote Access**.

4 On the Android terminal's screen, tap [Panel Link Scan] of the main menu.

5 If necessary, configure scan transmission option settings on the [Panel Link Scan] screen.

➔ The file formats that can be selected are either PDF or Compact PDF. If Compact PDF is selected, a searchable PDF file can be created.

6 On the Android terminal's screen, tap [Start].

This starts sending data to the storage of the Android terminal or Google Drive.

Tips

- If the language specified for the Android terminal is different from that specified for this machine, the file name of the scanned original data may not be displayed correctly on the screen on the terminal side.
- When the primary start mode is set to [Panel Link] to start **Remote Access**, if the Android terminal is placed on the mobile touch area without starting **Remote Access**, the terminal is automatically connected in Panel Link mode. For details on the setting, refer to "User's Guide[Web Management Tool]/[Associating with External Application]".
- A connection with the Google Drive is required to create a searchable PDF file. The Android terminal must be connected to the network via which it can be connected to both this machine and the Google Drive.
- For details on how to operate Panel Link Scan, refer to the help of **Remote Access**.

11

Specifying the target E-mail address registered in the address book of the Android/iOS terminal as a

11 Specifying the target E-mail address registered in the address book of the Android/iOS terminal as a destination (Address Link)

11.1 Address Link function

Address Link is a function that transfers the target E-mail address registered in the address book of an Android/iOS terminal to the **Control Panel** of this machine using **Remote Access** and specifies the E-mail address as the destination.

By using the Address Link function when you want to send the scanned original data to an E-mail address registered in the address book of an Android/iOS terminal, you can save the trouble of entering the E-mail address on the **Control Panel** of this machine.

Tips

- To use this function, **Remote Access** must be installed on the Android/iOS terminal.

11.2 Preparation of Address Link

11.2.1 Preparation Flow

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.

Preparing the environment required to use Address Link function

- **Enabling the Address Link function**
  - ➔ On this machine, permit a connection from an Android terminal using **Remote Access**, and enable the Address Link function.
- **Configuring a setting to associate this machine with an Android terminal**
  - ➔ Configure a setting to support NFC on this machine. Also, for this machine, set network information required to connect an Android terminal to this machine.
- **Configuring a setting to associate this machine with an iOS terminal**
  - ➔ Configure a setting to support Bluetooth LE on this machine. Also, for this machine, set network information required to connect an iOS terminal to this machine.

Preparation finished

11.2.2 Operations 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.

Tips

- If no IP address is displayed, you need to set up the network. For details, refer to "User's Guide[Web Management Tool]/[Operations Required to Use Web Connection]".

Enabling the Address Link function

On this machine, permit a connection from an Android terminal using **Remote Access**, and enable the Address Link function.

How to configure the setting is explained using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Associating with External Application]".

Configuring a setting to associate this machine with an Android terminal

It is advisable to use the NFC function of this machine when connecting an Android terminal to this machine using **Remote Access**. Using the NFC function of this machine allows you to easily connect an Android terminal to this machine using **Remote Access** by simply placing the Android terminal on the mobile touch area on the **Control Panel** of this machine.

Configure a setting to support NFC on this machine. Also, for this machine, set network information required to connect an Android terminal to this machine.

How to configure the setting is explained using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Associating with External Application]".

Configuring a setting to associate this machine with an iOS terminal

It is advisable to use the Bluetooth LE function of this machine when connecting an iOS terminal to this machine using **Remote Access**. Using the Bluetooth LE function of this machine allows you to easily connect an iOS terminal to this machine using **Remote Access** by simply placing the iOS terminal on the mobile touch area on the **Control Panel** of this machine.

Configure a setting to support Bluetooth LE on this machine. Also, for this machine, set network information required to connect an iOS terminal to this machine.

How to configure the setting is explained using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Associating with External Application]".

Tips

- The optional **Local Interface Kit EK-609** is required to use this function. This setting must be configured in advance by your service representative. For details, contact your service representative.

11.3 Specifying a destination

For Android terminal

This section describes how to connect an Android terminal to this machine via **Remote Access** using the NFC function and perform Address Link.

✔ When using NFC to connect an Android terminal to this machine using **Remote Access**, connect the Android terminal to this machine or the access point that can be connected to this machine in advance.

1 Start **Remote Access** on the Android terminal, then tap [Address Link].

2 Select an E-mail address from the address book.

➔ If there are multiple address books, select the address book that you want to use, and then select the E-mail address.

➔ When multiple E-mail addresses are assigned to one destination, the screen for selecting which E-mail address is to be used is displayed.

3 Place the Android terminal on the mobile touch area on the **Control Panel** of this machine.

➔ If the Android terminal is in the sleep mode (the screen is off) or the screen is locked, cancel the sleep mode of the Android terminal, unlock the screen, then place the Android terminal on the mobile touch area.

The terminal is then connected to this machine using **Remote Access**.

4 On the **Control Panel** of this machine, tap [Scan Address Use] or [User Box Address Use].

➔ If the main screen of the copy mode or the main screen of the scan/fax mode is displayed when you connect to this machine, [Scan Address Use] appears.

➔ If the box mode file transmission screen is displayed when you connect to this machine, [User Box Address Use] appears.

The selected E-mail address will be specified as the destination.

Tips

- For details on how to operate Address Link, refer to the help of **Remote Access**.

For iOS terminal

This section describes how to connect an iOS terminal to this machine via **Remote Access** using the Bluetooth LE function and perform Address Link.

✔ When using Bluetooth LE to connect an iOS terminal to this machine using **Remote Access**, connect the iOS terminal to this machine or the access point that can be connected to this machine in advance.

1 Start **Remote Access** on the iOS terminal, then tap [Address Link].

The dedicated address book opens.

2 Select an E-mail address from the address book.

3 Place the iOS terminal on the mobile touch area on the **Control Panel** of this machine.

➔ If the iOS terminal is in the sleep mode (the screen is off) or the screen is locked, cancel the sleep mode of the iOS terminal, unlock the screen, then place the iOS terminal on the mobile touch area.

The iOS terminal is then connected to this machine using **Remote Access**.

4 On the **Control Panel** of this machine, tap [Scan Address Use] or [User Box Address Use].

➔ If the main screen of the copy mode or the main screen of the scan/fax mode is displayed when you connect to this machine, [Scan Address Use] appears.

➔ If the box mode file transmission screen is displayed when you connect to this machine, [User Box Address Use] appears.

The selected E-mail address will be specified as the destination.

Tips

- For details on how to operate Address Link, refer to the help of **Remote Access**.
- When **Remote Access** is running in the background, if the iOS terminal is placed on the mobile touch area on the **Control Panel** of this machine, **Remote Access** is displayed in the foreground.

12 Managing Destinations

12 Managing Destinations

12.1 Registering Frequently Used Destinations (Address Book)

12.1.1 Registering from the Utility

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 one-touch destinations in the address book. The destination types that can be registered are E-mail address, computer name, etc. depending on the transmission mode.

The **Hard Disk** is optional in some areas. If the **Hard Disk** is not installed, up to 1000 destinations can be registered in the address book.

Related setting (for the administrator)

- Select whether to allow the user to register or change destinations (default: [Allow]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

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 "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

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 Various Types of Information]".*

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 "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

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)

- When you register a SMB destination in the single sign-on environment, a screen appears to prompt you to select whether to include the authentication information in the SMB destination registration information when logging in to this machine depending on the [Edit SMB User Credentials] setting. For

details on the [Edit SMB User Credentials] setting, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

Reference

*You can also register an SMB destination using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Registering Various Types of Information]".*

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 "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

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 Various Types of Information]".*

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 "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

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 Various Types of Information]".*

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]/[Store Documents as Files in MFP and Use Them Again When Necessary]".

✔ The **Hard Disk** is optional in some areas. To use this function, the optional **Hard Disk** is required.

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 registration information, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

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]/[Registering Various Types of Information]".*

12.1.2 Registering from the Fax/Scan basic screen

Address Book

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

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

The **Hard Disk** is optional in some areas. If the **Hard Disk** is not installed, up to 1000 destinations can be registered in the address book.

Related setting (for the administrator)

- Select whether to allow the user to register or change destinations (default: [Allow]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

Registering an E-mail address

Register destination E-mail addresses.

1 Tap [Scan/Fax].

ZEUSMLK_MEN003551A_D.EPS

2 Tap [Address Reg.].

5G-21_MEN009925B_D_02.TIF

3 Tap [Input New Address].

4 Tap [E-mail].

5 Enter destination information, then tap [New].

➔ The registered information is the same as that to be registered from the Utility. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

Tips

- You can check, change or delete the settings for a registered destination from the Utility.
  For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

Reference

*You can also register an E-mail address using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Registering Various Types of Information]".*

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 [Scan/Fax].

ZEUSMLK_MEN003551A_D.EPS

2 Tap [Address Reg.].

5G-21_MEN009925B_D_02.TIF

3 Tap [Input New Address].

4 Tap [PC (SMB)].

5 Enter destination information, then tap [New].

➔ The registered information is the same as that to be registered from the Utility. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

Tips

- You can check, change or delete the settings for a registered destination from the Utility.
  For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

Related setting (for the administrator)

- When you register a SMB destination in the single sign-on environment, a screen appears to prompt you to select whether to include the authentication information in the SMB destination registration information when logging in to this machine depending on the [Edit SMB User Credentials] setting. For details on the [Edit SMB User Credentials] setting, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

Reference

*You can also register an SMB destination using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Registering Various Types of Information]".*

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 [Scan/Fax].

ZEUSMLK_MEN003551A_D.EPS

2 Tap [Address Reg.].

5G-21_MEN009925B_D_02.TIF

3 Tap [Input New Address].

4 Tap [FTP].

5 Enter destination information, then tap [New].

➔ The registered information is the same as that to be registered from the Utility. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

Tips

- You can check, change or delete the settings for a registered destination from the Utility.
  For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

Reference

*You can also register an FTP destination using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Registering Various Types of Information]".*

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 [Scan/Fax].

ZEUSMLK_MEN003551A_D.EPS

2 Tap [Address Reg.].

5G-21_MEN009925B_D_02.TIF

3 Tap [Input New Address].

4 Tap [WebDAV].

5 Enter destination information, then tap [New].

➔ The registered information is the same as that to be registered from the Utility. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

Tips

- You can check, change or delete the settings for a registered destination from the Utility.
  For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

Reference

*You can also register a WebDAV destination using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Registering Various Types of Information]".*

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]/[Store Documents as Files in MFP and Use Them Again When Necessary]".

✔ The **Hard Disk** is optional in some areas. To use this function, the optional **Hard Disk** is required.

1 Tap [Scan/Fax].

ZEUSMLK_MEN003551A_D.EPS

2 Tap [Address Reg.].

5G-21_MEN009925B_D_02.TIF

3 Tap [Input New Address].

4 Tap [User Box].

5 Enter destination information, then tap [New].

➔ The registered information is the same as that to be registered from the Utility. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

Tips

- You can check, change or delete the settings for a registered destination from the Utility.
  For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

Reference

*You can also register a User Box destination using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Registering Various Types of Information]".*

12.1.3 Registering Directly Entered Destinations in Address Book

1 Tap [Scan/Fax].

ZEUSMLK_MEN003551A_D.EPS

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

5G-21_MEN009927B_D_03.TIF

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

5G-21_MEN009931B_D_01.TIF

4 Tap a destination you want to register with the address book.

➔ Tap [Input New Address] to register the new address, which is not yet entered. For details on how to register, refer to page 12-9.

5 Enter the registration name for the destination.

➔ Add additional search text 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. • For a frequently used destination, also select [Favorite]. If [Favorite] is selected, the destination will appear in the main screen of the 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 (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 [New], 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.

Related setting (for the administrator)

- When you register a SMB destination in the single sign-on environment, a screen appears to prompt you to select whether to include the authentication information in the SMB destination registration information when logging in to this machine depending on the [Edit SMB User Credentials] setting. For details on the [Edit SMB User Credentials] setting, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

12.2 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 "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

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 "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

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]/[Registering Various Types of Information]".*

12.3 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]/[Managing the Machine Status]".

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]/[Managing the Machine Status]".

12.4 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 Select whether to print destinations within the specified range or print all destinations.

➔ [Print Selection]: Select this option to specify the destination range and print destinations in the specified range. If you select [Print Selection], go to Step 3.

➔ [Print All]: Select this option to print all destinations. If you select [Print All], go to Step 4.

3 Specify the type and range of destinations to be printed.

➔ If you select [Specify] in [List Output Number], specify the range of destinations to be printed in [Starting Destination No.] (registered number of a destination) and [Number of Destinations].

➔ If you select [All] in [List Output Number], all destinations of the type selected in [Print Destination List by Type] are printed.

4 Tap [Print].

5 Select the original feed tray for print sheets and the side to be printed, then 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 range of destinations to be printed.

➔ If you select [Specify] in [List Output Number], specify the range of destinations to be printed in [Starting Destination No.] (registered number of a destination) and [Number of Destinations].

➔ If you select [All] in [List Output Number], all groups are printed.

3 Tap [Print].

4 Select the original feed tray for print sheets and the side to be printed, then 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 Select the type of programs to be printed.

➔ [One-Touch]: Select this option to print programs with the address book being registered.

➔ [Group]: Select this option to print programs with a group being registered.

➔ [DirectInput (Selection)]: Select this option to print programs in which destinations are registered using Direct Input.

➔ [DirectInput (All)]: Select this option to print all programs in which destinations are registered using Direct Input.
If you select [DirectInput (All)], go to Step 4. Otherwise, go to Step 3.

3 Specify the range of programs to be printed.

➔ If you select [Specify] in [List Output Number], specify the range of programs to be printed in [Starting Destination No.] (registered number of a program) and [Number of Destinations].

➔ If you select [All] in [List Output Number], all programs of the type selected in Step 2 are printed. If you select [DirectInput (Selection)] in Step 2, select the type of destinations to be printed by [Print Destination List by Type].

4 Tap [Print].

5 Select the original feed tray for print sheets and the side to be printed, then tap [Start].

List printing starts.