KONICA MINOLTA

Giving Shape to Ideas

bizhub 4750/4050

User's Guide: Scan Functions

Table of contents

1 Scan Function

1.1 Available operations in scan function 1-2

1.2 How to scan 1-3

1.2.1 Sending (basic operation flow) 1-3

1.2.2 Recalling a program for sending 1-5
Program 1-5
Registering a program 1-5
Recalling a program for sending 1-6

1.3 Specifying a destination 1-8
Selecting a destination from Favorites 1-8
Selecting a destination from Address Book 1-8
Directly entering data 1-9
Selecting a destination from the history 1-11
Searching for an E-mail address from the LDAP server 1-11

1.4 Scan option settings 1-12

1.4.1 Basic options such as color and original size 1-12
Selecting the color mode to scan the original ([Color]) 1-12
Specifying the size of the original to be scanned ([Scan Size]) 1-12
Specifying the resolution to scan the original ([Resolution]) 1-12
Specifying the file type to save the scanned original data ([File Type]) 1-13
Scanning both sides of an original ([Simplex/Duplex]) 1-13
Changing the file name, E-mail subject, or body ([File Name/Subject Name/Other]) 1-14
Renaming a file ([File Name]) 1-14

1.4.2 Specifying the method to scan the original 1-14
Specifying the original direction ([Original Direction]) 1-14
Specifying a binding position ([Binding Position]) 1-14
Scanning a number of originals in several batches ([Separate Scan]) 1-15

1.4.3 Adjusting quality/density 1-15
Selecting the appropriate image quality level for the contents of the original ([Original Type]) 1-15
Adjusting the density of the original to be scanned ([Density]) 1-15
Adjusting the background density of the original to be scanned ([Background Removal]) 1-15
Erasing text or shadows in the margins of an original ([Frame Erase]) 1-16
Sharpening the border between texts ([Sharpness]) 1-16

1.4.4 Other option settings 1-16
Encrypting an E-mail ([E-mail Encryption]) 1-16
Adding a digital signature to E-mails ([Digital Signature]) 1-16
Notifying where to save original data by E-mail ([URL Notif. Setting]) 1-16

1.4.5 Viewing the current settings 1-17

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

2.1 Scan to E-mail function 2-2

2.2 Preparation for Scan to E-mail (for administrators) 2-3

2.2.1 Preparation flow 2-3

2.2.2 Operations required to use this function 2-4
Checking a LAN cable for connection 2-4
Checking the network settings 2-4
Configuring the Scan to E-mail environment 2-4

2.2.3 Option settings....2-4
Registering a frequently used destination....2-4
Using an LDAP server to specify addresses....2-4
Registering the subject and message text of an E-mail to be sent....2-4
Using SMTP authentication....2-4
Using POP before SMTP authentication....2-5
Using an SSL/TLS communication....2-5
Using S/MIME....2-5
2.3 How to send....2-6
2.4 Application functions....2-8
2.4.1 Sending an E-mail to your address (Scan to Me)....2-8
Scan to Me....2-8
Operations required to use this function (for administrators)....2-8
Operation flow....2-8
2.4.2 E-mail encryption and adding a digital signature (S/MIME)....2-9
S/MIME....2-9
Operations required to use this function (for administrators)....2-9
Operation flow....2-9

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

3.1 SMB Send function....3-2
3.2 Preparation for SMB Send....3-3
3.2.1 Preparation flow....3-3
3.2.2 Computer side: Operations required to use this function....3-4
When using Windows 7/8/8.1:....3-4
When using Windows Vista:....3-6
When using Mac OS X 10.5/10.6/10.7/10.8/10.9:....3-9
3.2.3 Machine side: Operations required to use this function (for administrators)....3-12
Checking a LAN cable for connection....3-12
Checking the network settings....3-12
Configuring the SMB Send environment....3-12
3.2.4 Option settings....3-13
Registering a frequently used destination....3-13
Using the WINS server....3-13
Using the direct hosting SMB service....3-13
Using LLMNR....3-13
Using in the DFS environment....3-13
3.3 How to send....3-14
3.4 Application functions....3-16
3.4.1 Sending data to your computer (Scan to Home)....3-16
Scan to Home....3-16
Operations required to use this function (for administrators)....3-16
Operation flow....3-16
3.4.2 Notifying where to save original data by E-mail (URL notification)....3-17
URL notification....3-17
Operations required to use this function (for administrators)....3-17
Operation flow....3-17

4 Sending to an FTP Server (FTP Send)

4.1 FTP Send function....4-2
4.2 Preparation for FTP Send (for administrators)....4-3
4.2.1 Preparation flow....4-3
4.2.2 Operations required to use this function....4-3
Checking a LAN cable for connection....4-3
Checking the network settings....4-3
Checking the environment to use the FTP TX function....4-3
4.2.3 Option settings....4-4
Registering a frequently used destination....4-4
Using the proxy server....4-4

4.3 How to send 4-5
4.4 Application functions 4-7
4.4.1 Notifying where to save original data by E-mail (URL notification) 4-7
URL notification 4-7
Operations required to use this function (for administrators) 4-7
Operation flow 4-7

5 Sending to a WebDAV Server (WebDAV Send)

5.1 WebDAV Send function 5-2
5.2 Preparation for WebDAV send (for administrators) 5-3
5.2.1 Preparation flow 5-3
5.2.2 Operations required to use this function 5-3
Checking a LAN cable for connection 5-3
Checking the network settings 5-3
Checking the environment to use the WebDAV Send function 5-3
5.2.3 Option settings 5-4
Registering a frequently used destination 5-4
Using the proxy server 5-4
Using SSL communication 5-4
5.3 How to scan 5-5
5.4 Application functions 5-7
5.4.1 Notifying where to save original data by E-mail (URL notification) 5-7
URL notification 5-7
Operations required to use this function (for administrators) 5-7
Operation flow 5-7

6 Saving a File in the HDD of This Machine (Save to HDD)

6.1 Save to HDD function 6-2
6.2 How to save 6-3
6.3 Using files saved on the HDD 6-6
6.3.1 Downloading the file saved on the HDD 6-6
6.3.2 Viewing or deleting the file saved on the HDD 6-7
6.4 Application functions 6-8
6.4.1 Notifying where to save original data by E-mail (URL notification) 6-8
URL notification 6-8
Operations required to use this function (for administrators) 6-8
Operation flow 6-8

7 Saving Data in USB Memory (Save to USB)

7.1 USB memory saving function 7-2
7.2 Preparation for saving data to USB memory 7-3
7.3 How to save 7-4

8 Sending with Web Service (WS Scan)

8.1 WS Scan function 8-2
8.2 Preparation for WS Scan 8-3
8.2.1 Preparation flow 8-3
8.2.2 Machine side: Operations required to use this function (for administrators) 8-3
Checking a LAN cable for connection 8-3
Checking the network settings 8-3
Configuring the environment to use the WS Scan transmission function 8-3
8.2.3 Computer side: Operations required to use this function 8-4
8.2.4 Machine side: Option settings (for administrators) 8-5
Using SSL communication 8-5
8.3 How to send 8-6

8.4 Importing data from a computer 8-8

9 Importing Images by TWAIN/WIA Scan

9.1 TWAIN/WIA scan function 9-2
9.2 Preparation for TWAIN/WIA scanning 9-3
9.2.1 Machine side: Operations required to use this function (for administrators) 9-3
Checking a LAN cable for connection 9-3
Checking the network settings 9-3
9.2.2 Computer side: Operations required to use this function 9-3
Operating environment of computer 9-3
Installing the scanner driver (Windows) 9-3
Installing the scanner driver (Mac OS) 9-4
Network Utility setting 9-4
9.3 TWAIN scanning 9-5
9.4 WIA scanning 9-7
9.5 Uninstalling the scanner driver 9-8
In Windows: 9-8
In Mac OS: 9-8

10 Registering Frequently Used Destinations (Address Book)

10.1 Address Book 10-2
10.2 Registering an address book 10-3
10.2.1 Registering an address book in Utility 10-3
Registering E-mail addresses 10-3
Registering an SMB destination 10-3
Registering an FTP destination 10-4
Registering a WebDAV destination 10-5
10.2.2 Registering information on the main screen in Scan TX mode 10-6
10.3 Registering directly entered destinations in address book 10-7

11 Index

1 Scan Function

1 Scan Function

1.1 Available operations in scan function

The original data scanned by this machine can be sent to a computer or server, or saved on the HDD of the machine.

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

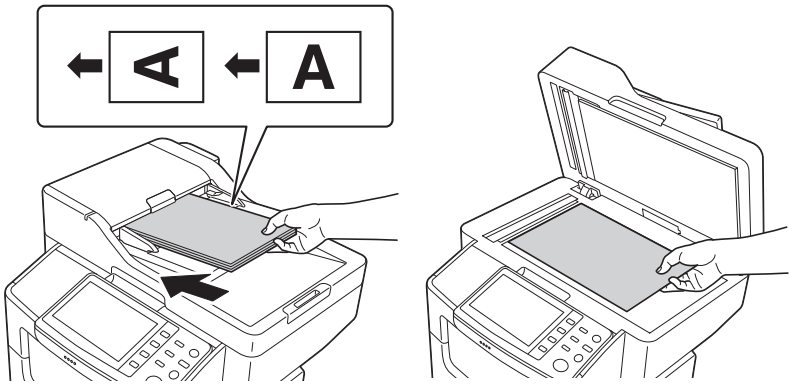
The scan function provides the following sub-functions.

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 TX	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 to HDD	Saves the original data scanned by this machine in the built-in HDD. The original data saved in the HDD can be downloaded via the Web browser on your computer.
Save to USB Memory	Saves the original data scanned by this machine in the USB memory device connected to the machine.
WS Scan	Imports original data by issuing a scan instruction from a computer without configuring complicated system settings, or sends original data scanned by this machine to a computer. This function is supported by Windows of Vista or later.
TWAIN/WIA Scan	Converts the original data scanned by this machine into a file, and imports it from a computer on the network using TWAIN/WIA-compatible applications.

1.2 How to scan

1.2.1 Sending (basic operation flow)

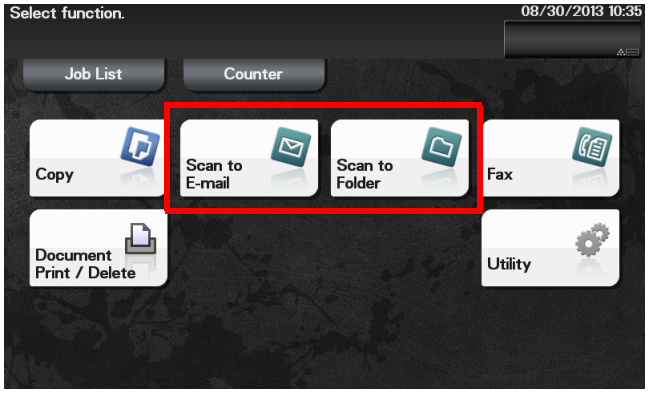
1 Load the original.



2 Tap the key of the desired function.

➔ To use Scan to E-mail, tap [Scan to E-mail].

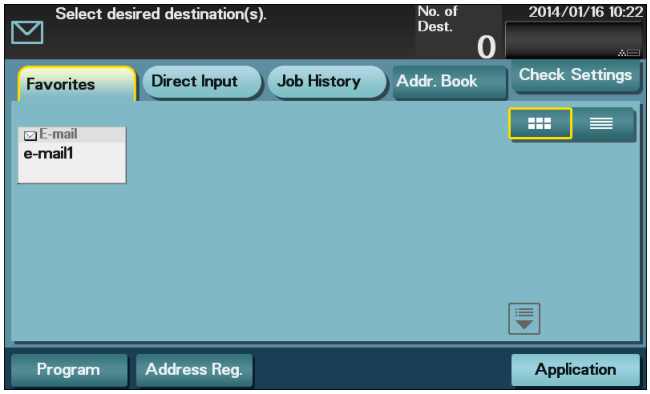
➔ To use SMB Send, FTP Send, WebDAV Send, Save to HDD, Save to USB Memory, or WS Scan, tap [Scan to Folder].



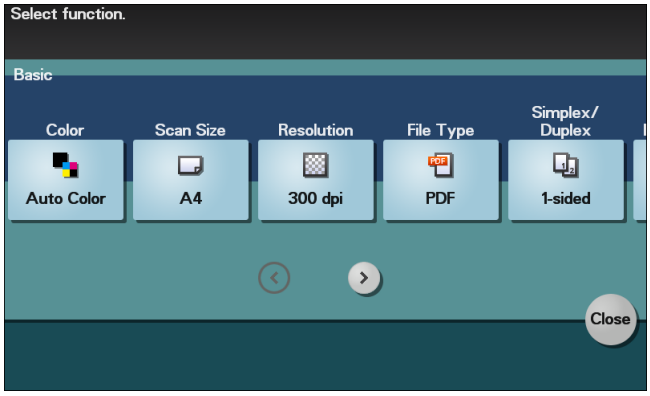
3 Specify the destination.

➔ For details on how to specify a destination, refer to page 1-8.

➔ You can specify multiple destinations.



4 Tap [Application], then configure scan option settings.



➔ Before scanning the original on this machine, specify the size of the original to be scanned. If you fail to set the original size correctly, the image may be cut off. For details on how to specify the original size, refer to page 1-12.

➔ 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 1-12
To specify the method to scan the original	page 1-14
To adjust the image quality or density depending on the contents of the original	page 1-15

5 Press the **Start** key.

➔ Tap [Check Settings] before sending data, and check the specified destination and settings if necessary.

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

➔ If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.

Sending starts.

Related setting

You can change the default options for scan transmission to suit your environment.
To configure settings: [Utility] - [User Settings] - [Scan/Fax Settings] - [Default Scan Settings]

1.2.2 Recalling a program for sending

Program

Program is a function used to register a combination of frequently used option settings and destination information as a recall key.

When you register a program, you can recall a combination of option settings and destination information with a single key action on the main screen.

Registering a program

You can register up to 400 programs.

If 400 programs have already been registered, delete unnecessary programs before registering a new program.

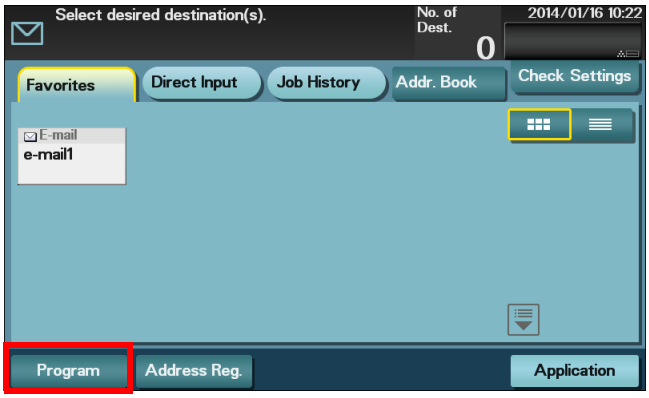
✔ To register a program, you must register the address book in advance. For details on how to register a destination, refer to page 10-2.

1 Tap [Scan to E-mail] or [Scan to Folder].

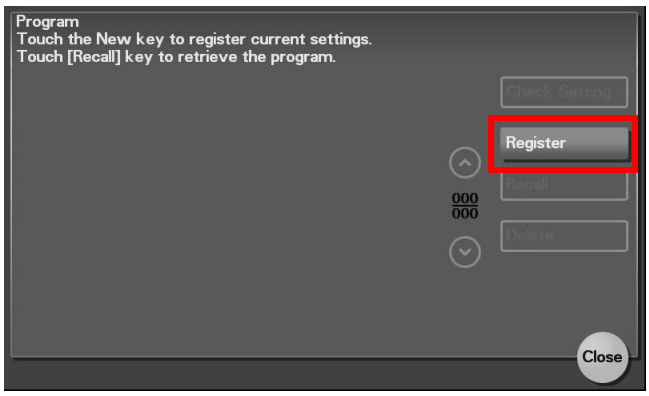
2 Tap [Application], then configure scan option settings.

➔ The settings configured here are registered as a program.

3 Tap [Program].



4 Tap [Register].



5 Enter the program name and destination, then tap [OK].

Settings	Description
[Name]	Enter the program name (using up to 72 bytes).
[Dest.]	Select the desired destination from Address Book or Group registered in this machine. Only one destination can be specified.

Reference

*You can also use **Web Connection** to register a program. For details, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].*

Related setting (for the administrator)

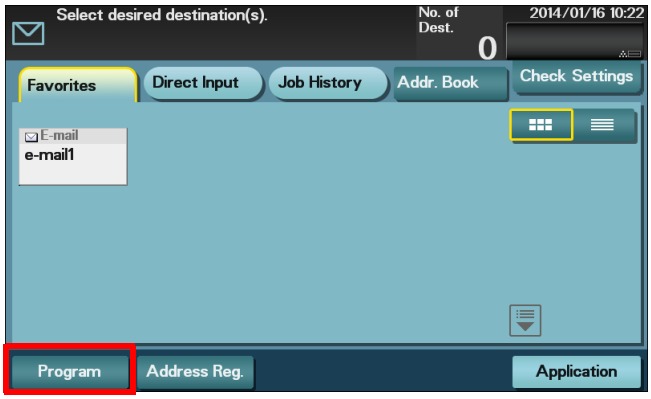
The shortcut key for a registered program can be arranged on the main menu.
To configure settings: [Utility] - [Administrator Settings] - [System Settings] - [Main Menu Default Settings]

Recalling a program for sending

1 Load the original.

2 Tap [Scan to E-mail] or [Scan to Folder].

3 Tap [Program].



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

The registered content of the program is applied.

➔ When you tap [Check Setting], you can view the registered content of the selected program.

➔ Tap [Delete] to delete the selected program.

5 Press the **Start** key.

➔ Tap [Check Settings] before sending data, and check the specified destination and settings if necessary.

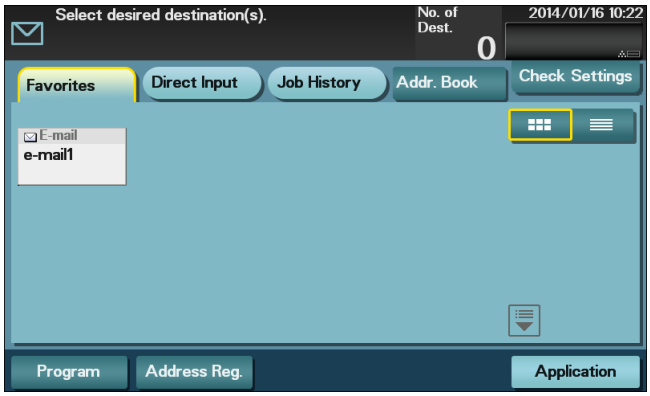
➔ To redo operations for specifying destinations or option settings, press the **Reset** key.

Sending starts.

1.3 Specifying a destination

Selecting a destination from Favorites

Select a destination registered on this machine. Tapping [Favorites] displays the destinations registered in Favorites. You can send data by broadcast transmission if you select multiple destinations.



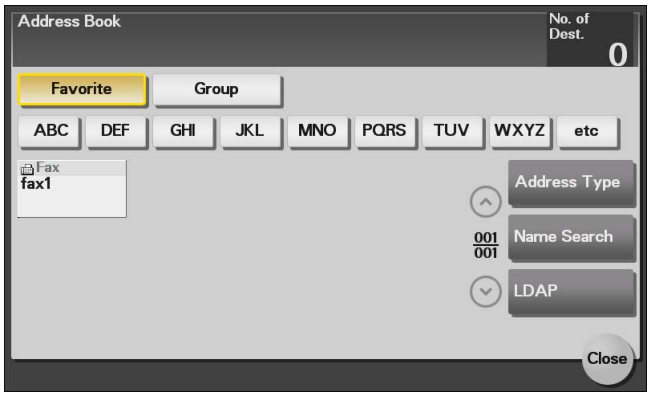
Item	Description
	Switches the destination list to the button or list view.
	Enlarges or reduces the destination display area. Displayed when the number of destination keys is so large that they cannot be displayed on one screen.
Scroll keys	Scrolls the destination display area. Displayed when the number of destination keys is so large that they cannot be displayed on one screen.

Reference

For details on how to register a destination, refer to page 10-2.

Selecting a destination from Address Book

Tapping [Addr. Book] displays the address book. From the address book, select a destination registered on this machine. You can send data by broadcast transmission if you select multiple destinations.



Specify the index or address type assigned to the registered destination to narrow down the destinations to be displayed in the address book.

Item	Description
[Favorites]	Displays the destinations registered in Favorites when registering a destination.
[Group]	Displays group destinations.

Item	Description
[Address Type]	Narrow down destinations by the type of the registered destination.
[Name Search]	Searches for the specified destination using its registration name.
[LDAP]	When you are using the LDAP server or Active Directory of Windows Server, search for an E-mail address through the server. For details, refer to page 1-11.

Reference

For details on how to register a destination, refer to page 10-2.

*A group destination can be registered in [Utility] of **Control Panel** or **Web Connection**. For details on the registration procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].*

Directly entering data

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

When specifying multiple destinations, tap [Next Dest.] to add destinations up to 30.

[E-mail]

Settings	Description
E-mail Address	Enter the E-mail address as a destination (using ASCII characters of up to 320 bytes).

[FTP]

Settings	Description
[Host Name]	Enter the host name or IP address of the destination FTP server (using up to 253 bytes). • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[File Path]	Enter the name of the storage folder in the FTP server specified in [Host Name] (using up to 127 bytes). • Entry example: "scan" When specifying a folder in the FTP folder, insert a symbol, "/", between the folder names. • Entry example: "scan/document" When not specifying a file path, enter "/". • Entry example: "/"
[User Name]	If authentication is required in the destination FTP server, enter the available user name to log in (using ASCII characters of up to 63 bytes). • Entry example: "public_user"
[Password]	Enter the password (using ASCII characters of up to 63 bytes).
[Port No.]	If necessary, change the port number. Normally, you can use the original port number. [21] is specified by default.
[Pasv]	When the PASV mode is used in your environment, select this item.
[Proxy]	When a proxy server is used in your environment, select this item.

[PC (SMB)]

Settings	Description
[Host Name]	Enter the computer name (host name) or IP address of the destination computer (using up to 253 bytes). • Example of computer name (host name) entry: "HOME-PC" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[File Path]	Enter the shared folder name of the computer specified in [Host Name] (using up to 255 bytes). The shared folder name is generally referred to as a share name. • Entry example: "scan" When specifying a folder in the shared folder, insert a symbol, "\", between folder names. • Entry example: "scan\document"
[User Name]	Enter the name of a user who has privileges to access the folder specified in [File Path] (using up to 255 bytes). • Entry example: "public user"
[Password]	Enter the password.
[Browse]	Searches for a computer to send a file to, and selects a target shared folder.

[WebDAV]

Settings	Description
[Host Name]	Enter the host name or IP address of the WebDAV server (using up to 253 bytes). • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[File Path]	Enter the name of the storage folder in the WebDAV server specified in [Host Name] (using up to 142 bytes). • Entry example: "scan" When specifying a folder in the WebDAV folder, insert a symbol, "/", between the folder names. • Entry example: "scan/document"
[User Name]	Enter the name of a user who has privileges to access the folder specified in [File Path] (using ASCII characters of up to 63 bytes). • Entry example: "public_user"
[Password]	Enter the password (using ASCII characters of up to 63 bytes).
[Port No.]	If necessary, change the port number. Normally, you can use the original port number. [80] is specified by default.
[Proxy]	When a proxy server is used in your environment, select this item.
[SSL Setting]	When the SSL is used in your environment, select this item.

Reference

For details on [HDD], refer to page 6-2.

For details on [External Memory], refer to page 7-2.

For details on [DPWS], refer to page 8-2.

You can register the destination that you have entered directly into the address book. For details, refer to page 10-7.

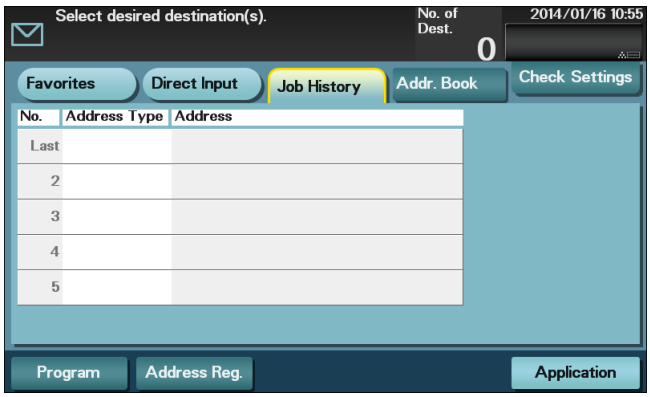
Related setting (for the administrator)

You can specify whether or not to allow the user to directly enter a destination.
To configure settings: [Utility] - [Administrator Settings] - [Security Settings] - [Security Details] - [Manual Destination Input] (default: [Allow]).

Selecting a destination 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 destinations. If necessary, multiple destinations can be selected from the history.



Tips

If a registered destination is edited or the Main Power Switch is turned off and on, history information is deleted.

Searching for an E-mail address from the LDAP server

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

✔ The server must be registered in advance. The registration procedure is explained using **Web Connection**. For details, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

✔ This function is available in Scan to E-mail mode.

1 Select [Addr. Book] - [LDAP], then tap [Address Search (LDAP)] or [Adv. Search (LDAP)].

2 Enter the keyword, then tap [Search].

➔ [Address Search (LDAP)] is performed using a single keyword.

➔ [Adv. Search (LDAP)] is performed using a combination of keywords for each category.

3 Select the destination from the search result.

➔ If you tap [Register], you can add the searched destination to the address book.

➔ If you tap [Details], you can view detailed information of the searched destination.

1.4 Scan option settings

1.4.1 Basic options such as color and original size

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

To display: [Application] - [Basic] - [Color]

Select a color mode for scanning originals.

Settings	Description
[Auto Color]	Select this option to automatically determine [Full Color] or [Gray Scale] to fit the original color when scanning the original.
[Full Color]	Select this option to scan in full color regardless of the original color. Select this option to scan an original that has colors other than black and white or scan a color photo.
[Gray Scale]	Select this option to scan in gray scale regardless of the original color. This option is available when scanning original pages with many halftones such as black and white photos.
[Black]	Select this option to scan the original in black or white without using neutral colors between black and white. This option is available when scanning an original such as a line drawing in which the boundary between black and white is clear.

Specifying the size of the original to be scanned ([Scan Size])

To display: [Application] - [Basic] - [Scan Size]

Select the size of the original to be scanned.

Settings	Description
[Standard Size]	Select the original size to scan the original in the standard size such as the metric or inch size.
[Custom Size]	Select this option to scan originals in custom size. Enter vertical and horizontal values.

Specifying the resolution to scan the original ([Resolution])

To display: [Application] - [Basic] - [Resolution]

Select a resolution at which to scan the original.

Tips

The finer the scan resolution is, the larger the data volume becomes, resulting in longer transmission time. When you use an E-mail as a transmission method such as Scan to E-mail or Internet fax transmission, make sure that the data capacity is not restricted.

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

To display: [Application] - [Basic] - [File Type]

Select the file type used for saving the scanned data.

Settings	Description
[File Type]	Select the file type to be saved from the following: • [PDF]: Most operating systems support this file format. You can specify a password or encrypt the file. • [Compact PDF]: Used to save files that are smaller in size than the normal PDF type. We recommend this option when you want to reduce file size to enable sending it by E-mail. • [TIFF]: This is one kind of versatile image formats. This type is available for a multi-page file that provides multiple pages in one file. • [JPEG]: A file type to save a file commonly used for a digital camera, which is suitable for saving photos. JPEG does not support the saving of multiple pages into one file. • [XPS]: A file type that is supported in Windows Vista or later.
[Page Setting]	Tap this button to select a filing page unit when an original consists of multiple pages. However, this option is not available when [File Type] is set to [JPEG]. • [Multi Page]: Select this check box to convert all pages to a single file. • [Page Separation]: Select this check box to split a file for each page when sending a file.
[PDF Encrypt]	If [PDF] or [Compact PDF] is selected as the file type, you can configure PDF option settings. • [Encryption Level]: When specifying permissions for a PDF file, select the encryption level to suit the desired security level. • [Password]: Enter the password to restrict file accesses. Create a PDF file that is accessible by specific users who know the password. • [Document Permissions]: To specify permissions for printing and editing a PDF file in detail, enter the authorization password. • [Printing Allowed]: Select whether or not to allow users to print PDF files. If [Encryption Level] is set to [High Level 1] or [High Level 2], you can allow only the printing with low resolution ([Low Resolution]). • [Enable Copying]: Select whether or not to allow users to copy texts and images from PDF files. • [Printing Allowed]: Select whether or not to allow users to change the contents of a PDF file. If [Encryption Level] is set to [High Level 1] or [High Level 2], you can select the contents to be allowed in more detail.
[PDF/A]	Select whether or not to create a PDF/A-based PDF file when [PDF] is selected as the file type.

Scanning both sides of an original ([Simplex/Duplex])

To display: [Application] - [Basic] - [Simplex/Duplex]

Select the surface of the original to be scanned.

Settings	Description
[1-sided]	Tap this button to scan a single side of original.
[2-sided]	Tap this button to scan both sides of the original.

Changing the file name, E-mail subject, or body ([File Name/Subject Name/Other])

To display: [Application] - [Basic] - [File Name/Subject Name/Other]

This function is available in Scan to E-mail mode.

Change the file name of the scanned original. In addition, you can specify the subject name and message text of an E-mail or the sender's E-mail address (From address).

Settings	Description
[File Name]	If necessary, you can rename a file of the scanned original (using up to 30 characters).
[Subject]	If necessary, you can change the subject of an E-mail (using up to 64 characters). If fixed subject phrases are registered in **Web Connection**, you can select a subject from those registered. "Message from (Device name)" is displayed by default.
[From]	If necessary, change the sender E-mail address.
[Body]	If necessary, you can enter the message text of an E-mail (using up to 256 characters). If fixed message text phrases are registered in **Web Connection**, you can select the desired message text from those registered. The text area is blank by default.

Related setting

The subject and message text of an E-mail can only be registered in **Web Connection**. For details, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].

Renaming a file ([File Name])

To display: [Application] - [Basic] - [File Name]

This function is available in Scan to Folder mode.

If necessary, you can rename a file of the scanned original (using up to 30 characters).

1.4.2 Specifying the method to scan the original

Specifying the original direction ([Original Direction])

To display: [Application] - [Original] - [Original Settings] - [Original Direction]

Specify the orientation of the loaded original.

Specifying a binding position ([Binding Position])

To display: [Application] - [Original] - [Original Settings] - [Binding Position]

When scanning a 2-sided original, select the original binding position to prevent the binding positions from being reversed between the front and rear faces.

Settings	Description
[Auto]	Automatically configures the binding position of the original. When the long side of the original is 11-11/16 inches (297 mm) or less, the binding position is set to the long edge of the paper. When the long side of the original exceeds 11-11/16 inches (297 mm), the binding position is set to the short edge of the paper.
[Left Bind]	Select this option when the binding position is set to the left of the original.
[Top Bind]	Select this option when the binding position is set to the top of the original.

Scanning a number of originals in several batches ([Separate Scan])

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

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

1 Load the original.

NOTICE
*Do not load more than 50 sheets at a time into the original tray, and do not load the sheets up to the point where the top of the stack is higher than the ▼mark. Doing so may cause a paper jam involving the originals, damage the originals, and/or cause an **ADF** failure.*

2 Tap [Application] - [Original] - [Separate Scan], then set to [ON].

3 Press the **Start** key.

The original is scanned.

4 Load the next original, then press the **Start** key.

➔ Press [Change Settings] to change the option settings according to the new original if necessary.

5 Repeat Step 4 until all originals have been scanned.

6 After all original pages have been scanned, tap [Finish].

Sending starts.

1.4.3 Adjusting quality/density

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

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

Select the appropriate setting for the original to scan it at the optimal image quality level.

Settings	Description
[Text]	Tap this button to scan an original, which consists mostly of text, at the optimum image quality level. This function sharpens the edges of each character, creating easy-to read images.
[Text/Photo]	Tap this button to scan an original, which consists of text and photos, at the optimum image quality level. This function sharpens the edges of the text, and reproduces smoother photos.
[Photo]	Tap this button to scan an original that consists of only photos at the optimum image quality level.

Adjusting the density of the original to be scanned ([Density])

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

Scan originals by adjusting the density according to the original.

Adjusting the background density of the original to be scanned ([Background Removal])

To display: [Application] - [Quality/Density] - [Background Removal]

Adjust the background density of an original with the colored background such as newspaper or an original made with recycled paper.

Erasing text or shadows in the margins of an original ([Frame Erase])

To display: [Application] - [App] - [Frame Erase]

Erases the four sides of the original to the same width. You can specify the width to be erased for each side.

Settings	Description
[ON]/[OFF]	Select [ON] to specify Frame Erase.
[Frame]	Select this option to erase the four sides of the original to the same width. In [Erase Amount], tap [+]/[-] or **Keypad** to specify the width to be erased. To display the **Keypad**, tap the input area for the numeral.
[Top]/[Bottom]/[Left]/[Right]	Select this option to erase the four sides of the original to different widths. [Frame] setting, select a side ([Top], [Bottom], [Left], or [Right]), then tap the [+] or [-] key or the **Keypad** in [Erase Amount] to specify the width you want to erase for each side. To display the **Keypad**, tap the input area for the numeral. If you do not want to erase the side, cancel the setting for [Erase].

Sharpening the border between texts ([Sharpness])

To display: [Application] - [App] - [Sharpness]

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

1.4.4 Other option settings

Encrypting an E-mail ([E-mail Encryption])

To display: [Application] - [App] - [E-mail Encryption]

This function is available in the E-mail transmission mode.

Encrypt an E-mail to be sent from this machine when using S/MIME. For details, refer to page 2-9.

Reference

*This option is displayed when S/MIME is enabled. S/MIME can be configured only using **Web Connection**. For details, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].*

Adding a digital signature to E-mails ([Digital Signature])

To display: [Application] - [App] - [Digital Signature]

This function is available in the E-mail transmission mode.

Add a digital signature to an E-mail to be sent from this machine when using S/MIME. For details, refer to page 2-9.

Reference

*This option is displayed when S/MIME is enabled. S/MIME can be configured only using **Web Connection**. For details, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].*

Notifying where to save original data by E-mail ([URL Notif. Setting])

To display: [Application] - [App] - [URL Notif. Setting]

This function is available in the file transmission mode.

Send an E-mail, which contains a destination specifying where to save original data, to a specified E-mail address after SMB Send, FTP Send, WebDAV Send, or Save to HDD has been ended. For details, refer to page 3-17.

1.4.5 Viewing the current settings

Tapping [Check Settings] displays a list of specified destinations. You can reconfirm the specified destinations and settings before sending data.

Settings	Description
[Broadcast Destinations]	Displays a list of specified destinations. • When you tap [Address Details], you can view detailed information of the selecting destination. If a destination is entered directly, its information can be edited. • When you tap [C], you can delete the selected destination.
[Setting Details]	Displays details of transmission settings.

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 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 Scan to E-mail function**
- **Registering an E-mail server (SMTP)**
- **Registering an E-mail address of this machine**
  - ➔ The registered E-mail address is used as the "From" address.

Configuring the machine to suit your environment

- **Registering frequently used E-mail addresses**
  - ➔ This will save you from having to enter a destination each time you send data.
- **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 phrases as the standard; you can select a desired one when sending an E-mail.
- **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 connected to the network is connected to the LAN port of this machine.

Checking the network settings

Print out the Configuration Page, then check that an IP address is assigned to this machine.

To print out the Configuration Page, select [Utility] - [User Settings] - [Printer Settings] - [Print Reports] - [Configuration Page].

Reference

If no IP address is assigned to this machine, you will need to configure the network. For details, refer to Chapter 4 "Initial Settings of This Machine" in [Quick Start Guide].

Configuring the Scan to E-mail environment

Enable the Scan to E-mail function. Also, register the E-mail server for E-mail transmission and E-mail address of this machine.

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

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 from having to enter it each time you send an e-mail.

For details on how to register it, refer to page 10-2.

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.

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

Reference

For details on how to search using the LDAP server, refer to page 1-11.

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 of an E-mail; you can use them depending on destinations.

The subject and message text of an E-mail can only be registered in **Web Connection**. For details on the registration procedure, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].

Using SMTP authentication

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

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

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.

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

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.

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

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.

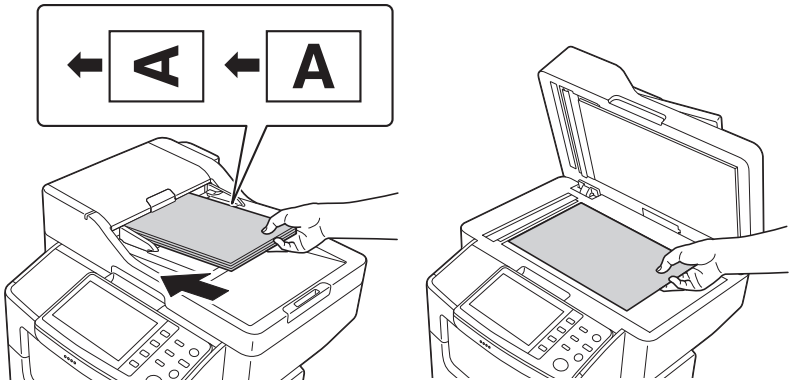
For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

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.



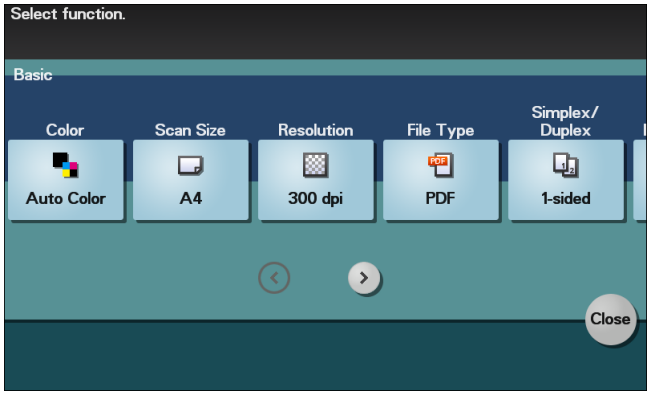
2 Tap [Scan to E-mail].

3 Specify the destination E-mail address.

➔ For details on how to specify a destination, refer to page 1-8.

➔ You can specify multiple destinations.

4 Tap [Application], then configure scan option settings.



➔ Before scanning the original on this machine, specify the size of the original to be scanned. If you fail to set the original size correctly, the image may be cut off. For details on how to specify the original size, refer to page 1-12.

➔ 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 1-12
To specify the method to scan the original	page 1-14
To adjust the image quality or density depending on the contents of the original	page 1-15

5 Press the **Start** key.

➔ Tap [Check Settings] before sending data, and check the specified destination and settings if necessary.

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

➔ If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.

Sending starts.

Reference

It is convenient to register frequently used destinations in a program. For details on the program, refer to page 1-5.

Related setting

If necessary, you can change the default of the Scan to E-mail screen.
To configure settings: [Utility] - [User Settings] - [Custom Display Settings] - [Scan/Fax Settings] - [Scan to E-mail Default Tab] (default: [Favorites]).

2.4 Application functions

2.4.1 Sending an E-mail to your address (Scan to Me)

Scan to Me

The Scan to Me function transmits original data scanned on this machine to your address easily.

If you log in to this machine that provides user authentication, the [Me] key appears on the [Favorites] screen. The [Me] key is assigned to an E-mail address of the login user. If you select the [Me] key, you can send an E-mail to your E-mail address.

This function is convenient because you do not need to register your E-mail address in the address book.

Operations required to use this function (for administrators)

The user authentication function must be enabled on this machine.

In addition, the E-mail address of the user logged in to this machine must be registered in the user's registration information.

Tips

- When using MFP authentication, the E-mail address of the user must be registered when registering a user to this machine. For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].
- If Active Directory is used as an authentication server, register the user's E-mail address in Active Directory.

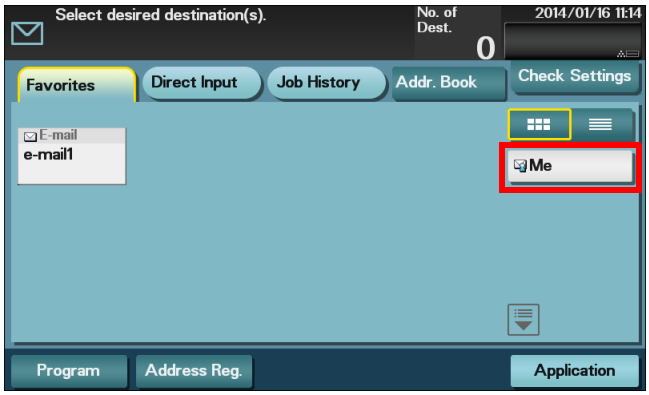
Operation flow

1 Load the original.

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

3 Tap [Scan to E-mail].

4 Select [Me].



5 Configure Scan option settings as necessary.

6 Press the **Start** key.

➔ Tap [Check Settings] before sending data, and check the specified destination and settings if necessary.

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

➔ If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.

Sending starts.

2.4.2 E-mail encryption 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.

Operations required to use this function (for administrators)

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

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

Operation flow

1 Load the original.

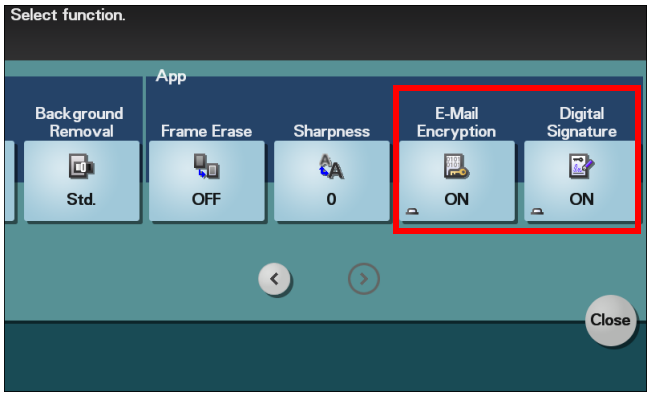
2 Tap [Scan to E-mail].

3 Select [Application] - [App], and configure [E-mail Encryption] and [Digital Signature].

➔ To apply E-mail encryption, set [E-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 or not to always add a signature is specified by the administrator.



4 Specify the E-mail address of the destination.

➔ To encrypt an E-mail, select an E-mail address with the certificate registered.

➔ Up to 10 E-mails can be broadcast.

5 Press the **Start** key.

➔ Tap [Check Settings] before sending data, and check the specified destination and settings if necessary.

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

➔ If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.

Sending starts.

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

- **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.

Preparing 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 suit your environment

- **Registering a frequently used destination**
  - ➔ This will save you from having to enter a destination each time you send data.
- **Using the WINS server**
  - ➔ If WINS (Windows Internet Name Service) is used to communicate with a device on the network, register the WINS server.
- **Using the direct hosting SMB service**
  - ➔ When using the direct hosting SMB service to communicate 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) to communicate 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: Operations required to use this function

When using Windows 7/8/8.1:

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.

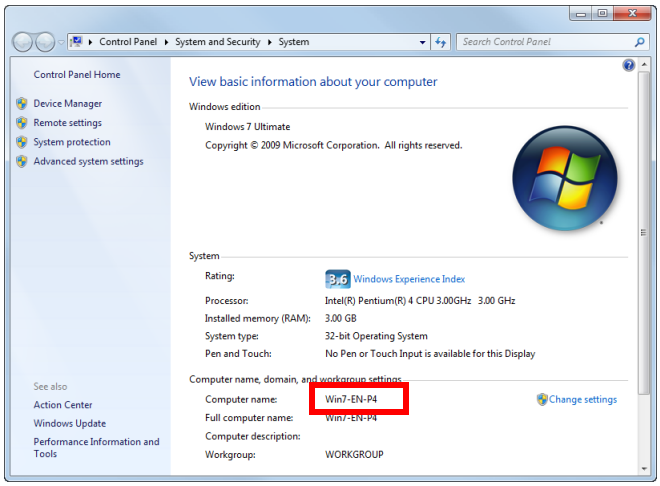
1 From the Start menu, click [Computer] - [System Properties].

➔ In Windows 8.1, click [⊕] in the Start window, then click [PC]. From the toolbar, click [Computer] - [System Properties].

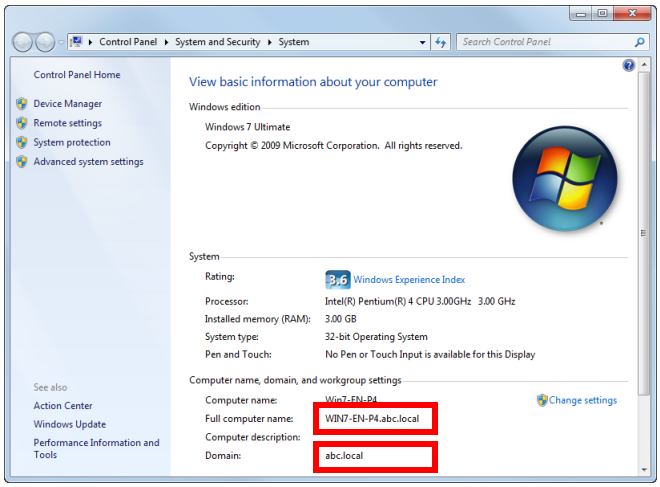
➔ In Windows 8, right-click the Start window, then click [All apps] - [Computer]. From the toolbar, click [Computer] - [System Properties].

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.

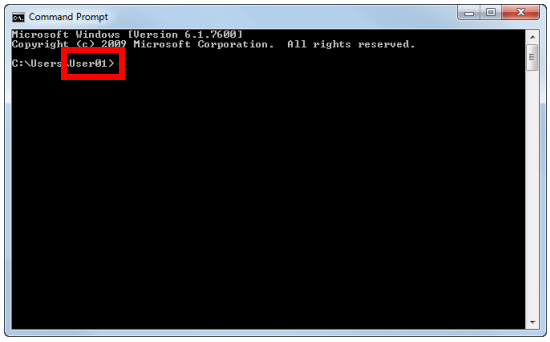
3 From the Start menu, click [All Programs] - [Accessories] - [Command Prompt].

➔ In Windows 8.1, click [⊕] in the Start window, then click [Command Prompt].

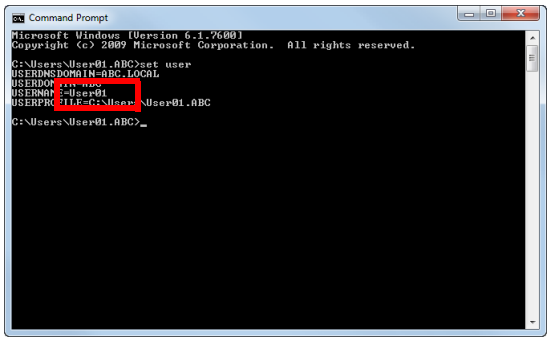
➔ In Windows 8, right-click the Start window, then click [All apps] - [Command Prompt].

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] - [Change advanced sharing settings].

➔ In Windows 8.1, click [⊕] in the Start window, then click [Control Panel] - [Network and Sharing Center] - [Change advanced sharing settings].

➔ In Windows 8, right-click the Start window, then click [All apps] - [Control Panel] - [Network and Sharing Center] - [Change advanced sharing settings].

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

Click [Save Changes], and close the window.

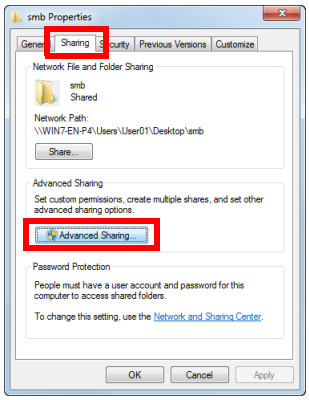
7 Create a new folder in any place, and name it.

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

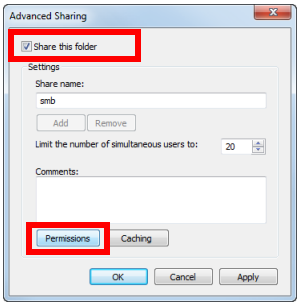
➔ Specify the folder name using alphanumeric characters.

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

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

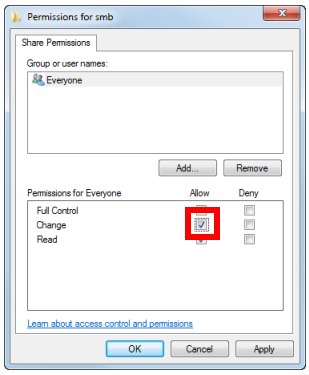


10 Select the [Share this folder] check box, then click [Permissions].



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

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



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

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

When using Windows Vista:

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

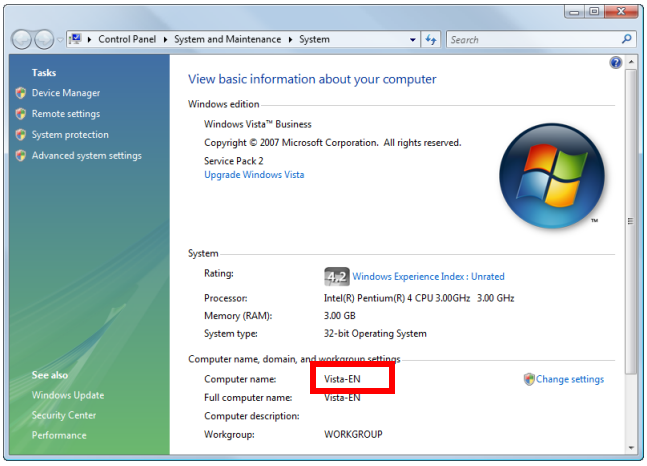
First, check the name of your computer and that of the login user.

✔ Administrator privileges are required to perform this task.

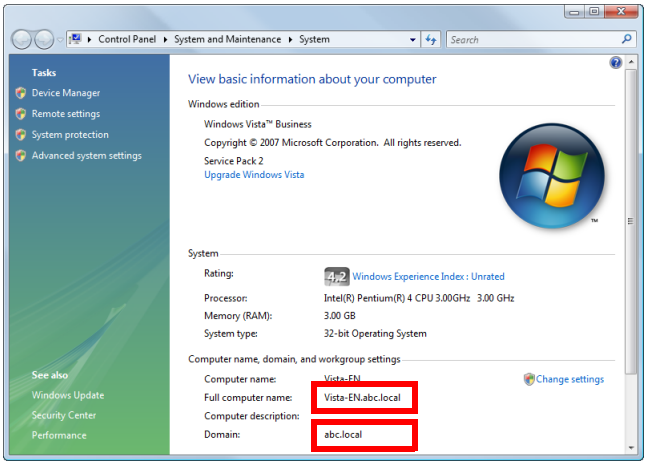
1 From the Start menu, click [Computer] - [System Properties].

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.



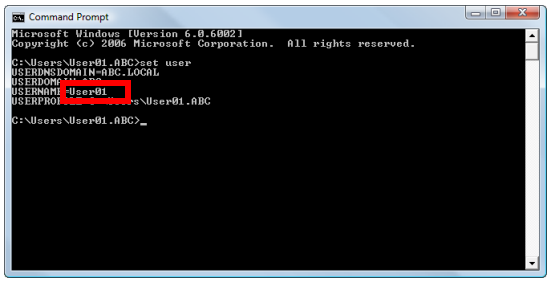
Then, close the window.

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 [Save changes], and close the window.

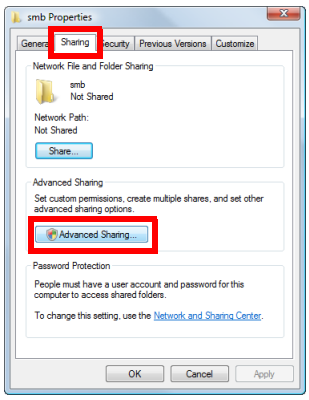
7 Create a new folder in any place, and name it.

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

➔ Specify the folder name using alphanumeric characters.

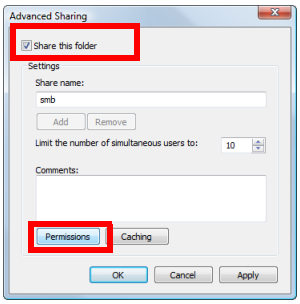
8 Right-click on the folder, then click [Properties].

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



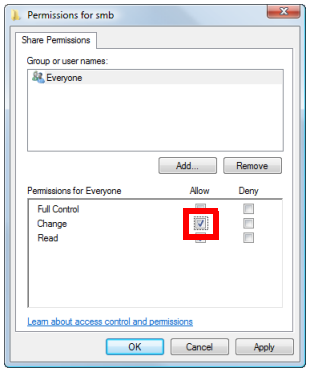
➔ If you see the screen for reconfirming the start of file sharing, click [Continue].

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], then close each screen.

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

When using Mac OS X 10.5/10.6/10.7/10.8/10.9:

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.

➔ Specify the folder name using alphanumeric characters.

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

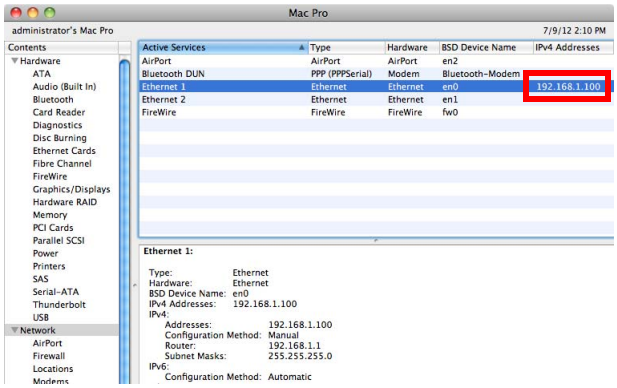
The [About This Mac] screen appears.

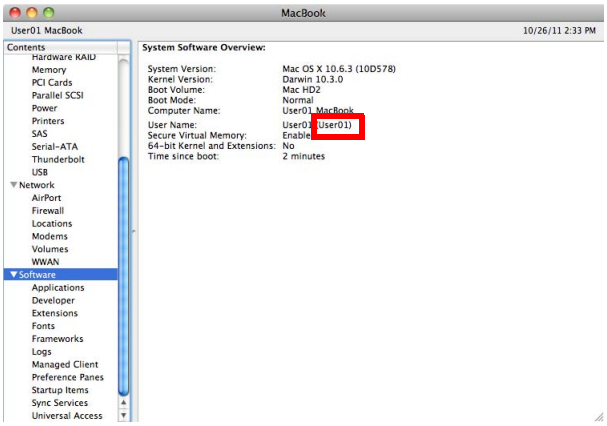
3 Click [More Info...].

➔ In Mac OS X 10.7/10.8/10.9, 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.



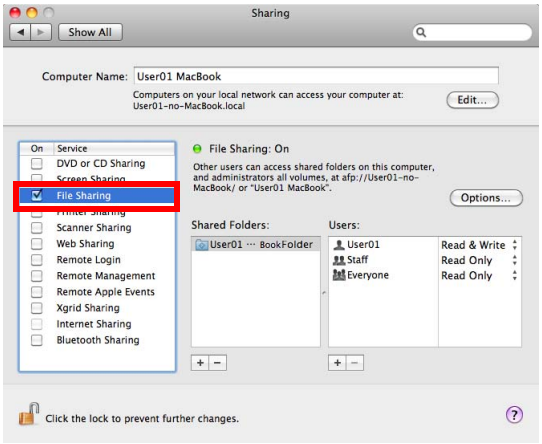


Then, close the window.

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

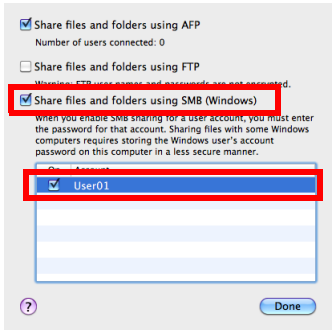
6 In the [System Preferences...] screen, click [Sharing].

7 Select the [File Sharing] check box.



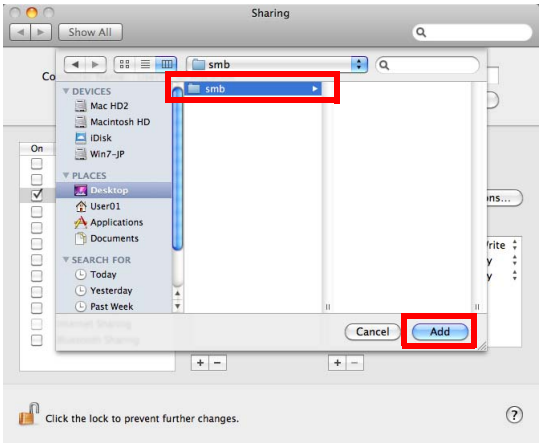
8 Click [Options], and select the [Share files and folders using SMB (Windows)] check box. Then, select the log-in user name (displayed name) check box.

➔ When the [Authentication] screen appears, enter the password of the login user, then click [OK].



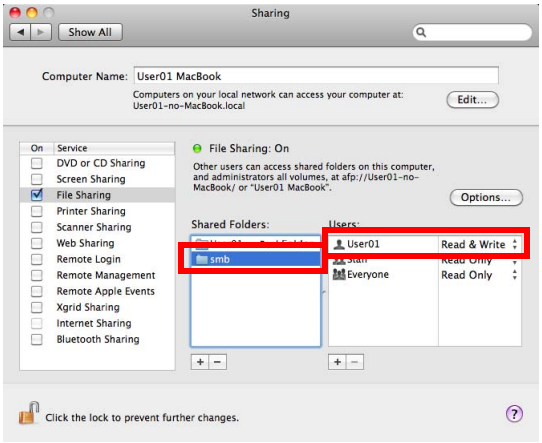
Click [Done], and close the window.

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 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: Operations required to use this function (for administrators)

Checking a LAN cable for connection

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

Checking the network settings

Print out the Configuration Page, then check that an IP address is assigned to this machine.

To print out the Configuration Page, select [Utility] - [User Settings] - [Printer Settings] - [Print Reports] - [Configuration Page].

Reference

If no IP address is assigned to this machine, you will need to configure the network. For details, refer to Chapter 4 "Initial Settings of This Machine" in [Quick Start Guide].

Configuring the SMB Send environment

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

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

Tips

In Mac OS X 10.7/10.8/10.9, configure the following setting.

- Setting [Authentication] in [SMB Client Settings] to [NTLM v1/v2]
- Enabling the direct hosting SMB service
- Synchronizing the date and time, including the time zone, between the machine and your computer

3.2.4 Option settings

Registering a frequently used destination

Pre-register frequently-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 it, refer to page 10-2.

Using the WINS server

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

For details on the registration procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

Using the direct hosting SMB service

When using the direct hosting SMB service to communicate 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.

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

Using LLMNR

When using LLMNR (Link-local Multicast Name Resolution) to communicate 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.

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

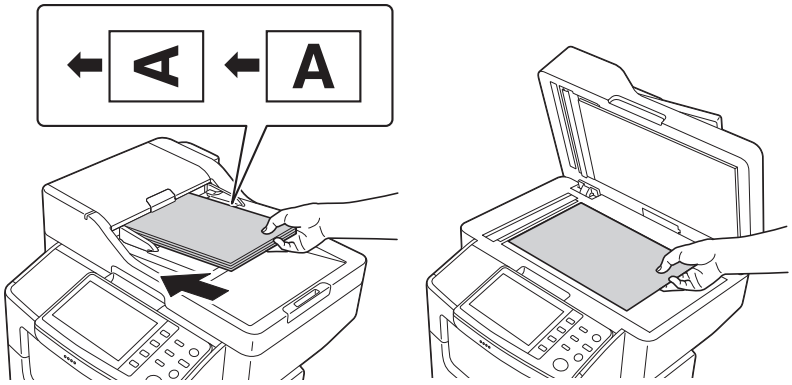
Using in the DFS environment

If DFS (Distributed File System) is installed in your environment, enable DFS. (You can use this function with the default settings unless otherwise requested.)

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

3.3 How to send

1 Load the original.

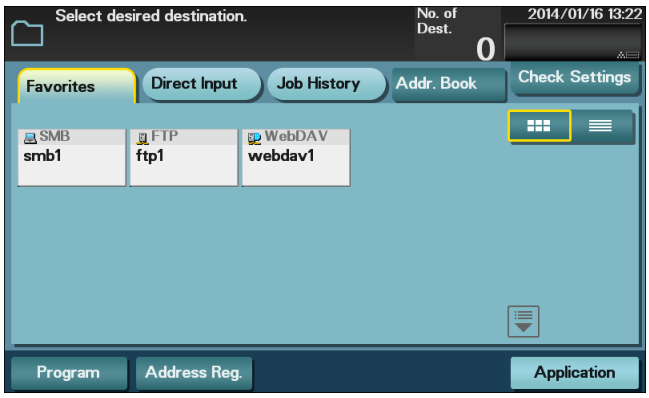


2 Tap [Scan to Folder].

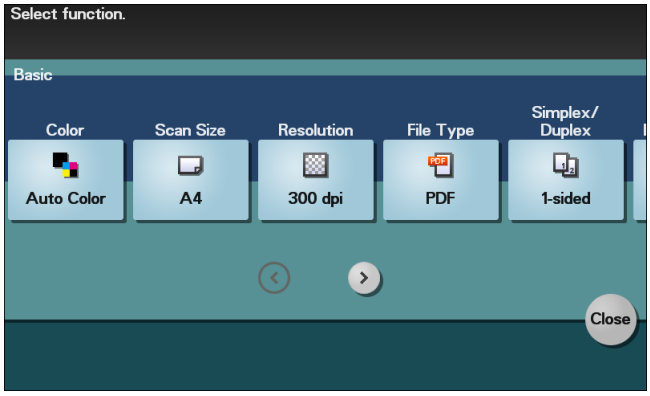
3 Specify the destination computer, user, and folder names.

➔ For details on how to specify a destination, refer to page 1-8.

➔ You can specify more than one destination to simultaneously perform FTP Send and SMB Send.



4 Tap [Application], then configure scan option settings.



➔ Before scanning the original on this machine, specify the size of the original to be scanned. If you fail to set the original size correctly, the image may be cut off. For details on how to specify the original size, refer to page 1-12.

➔ 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 1-12
To specify the method to scan the original	page 1-14
To adjust the image quality or density depending on the contents of the original	page 1-15

5 Press the **Start** key.

➔ Tap [Check Settings] before sending data, and check the specified destination and settings if necessary.

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

➔ If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.

Sending starts.

Reference

It is convenient to register frequently used destinations in a program. For details on the program, refer to page 1-5.

Related setting

If necessary, you can change the default of the Scan to Folder screen.
To configure settings: [Utility] - [User Settings] - [Custom Display Settings] - [Scan/Fax Settings] - [Scan to Folder Default Tab] (default: [Favorites]).

3.4 Application functions

3.4.1 Sending data to your computer (Scan to Home)

Scan to Home

Scan to Home can easily send the original data scanned on this machine to a shared folder on a server or on your computer.

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

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

Operations required to use this function (for administrators)

To use the Scan to Home function, the following settings are required.

- Registering the Home directory in Active Directory as user's registration information
- Configuring the Active Directory authentication on this machine
- Enabling the Scan to Home function of this machine

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

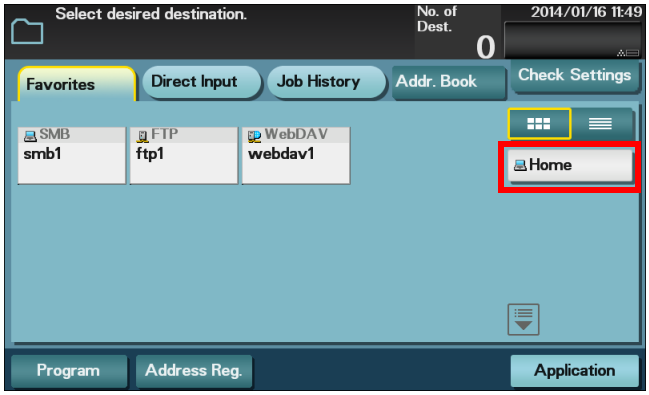
Operation flow

1 Load the original.

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

3 Tap [Scan to Folder].

4 Select [Home].



5 Configure Scan option settings as necessary.

6 Press the **Start** key.

➔ Tap [Check Settings] before sending data, and check the specified destination and settings if necessary.

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

➔ If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.

Sending starts.

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

URL notification

Send an E-mail, which contains a destination where to save original data, to a specified E-mail address after scan transmission or HDD saving has been completed.

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 E-mail function, which can notify where original data is saved, is available only for SMB Send, FTP Send, WebDAV Send, and Save to HDD.

Operations required to use this function (for administrators)

Prepare the E-mail environment.

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

Operation flow

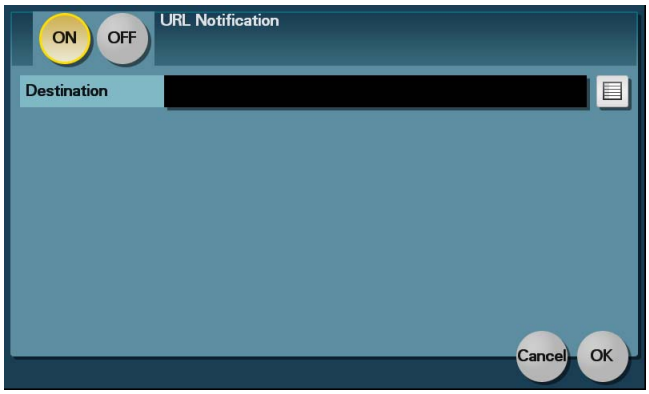
1 Load the original.

2 Tap [Scan to Folder].

3 Specify the destination.

4 Select [Application] - [App], set [URL Notif. Setting] to [ON], then specify an E-mail address to which a destination is notified either by direct input or by selecting from the address book (E-mail Address).

➔ 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 Settings] before sending data, and check the specified destination and settings if necessary.

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

➔ If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.

Sending starts.

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 usually 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 administrators)

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.

Preparing the environment required to use the FTP TX function

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

Configuring the machine to suit your environment

- **Registering a frequently used destination**
  - ➔ This will save you from having to enter a destination each time you send data.
- **Using the 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 connected to the network is connected to the LAN port of this machine.

Checking the network settings

Print out the Configuration Page, then check that an IP address is assigned to this machine.

To print out the Configuration Page, select [Utility] - [User Settings] - [Printer Settings] - [Print Reports] - [Configuration Page].

Reference

If no IP address is assigned to this machine, you will need to configure the network. For details, refer to Chapter 4 "Initial Settings of This Machine" in [Quick Start Guide].

Checking the environment to use the FTP TX function

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

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

4.2.3 Option settings

Registering a frequently used destination

Pre-register a frequently-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 it, refer to page 10-2.

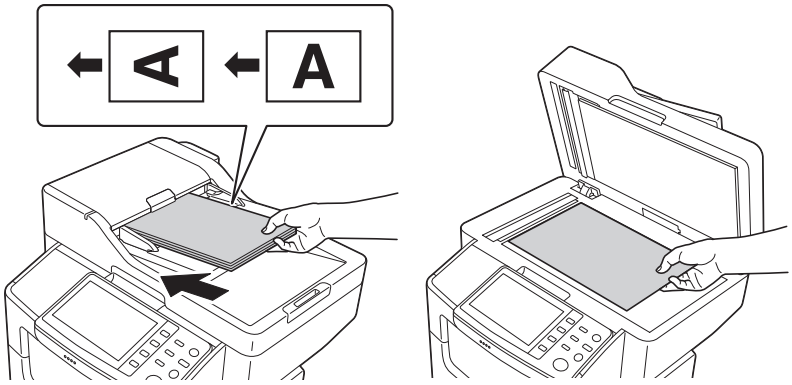
Using the proxy server

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

For details on the registration procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

4.3 How to send

1 Load the original.

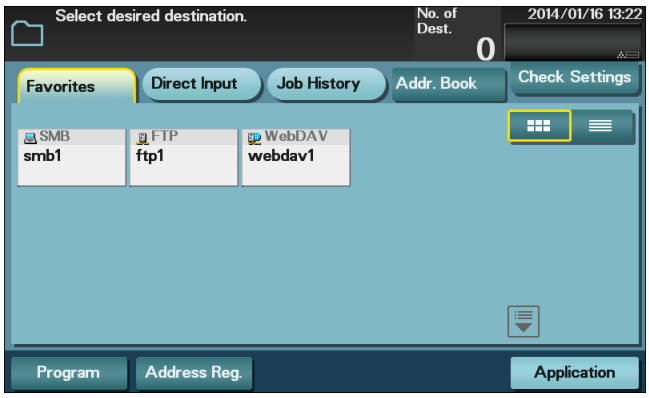


2 Tap [Scan to Folder].

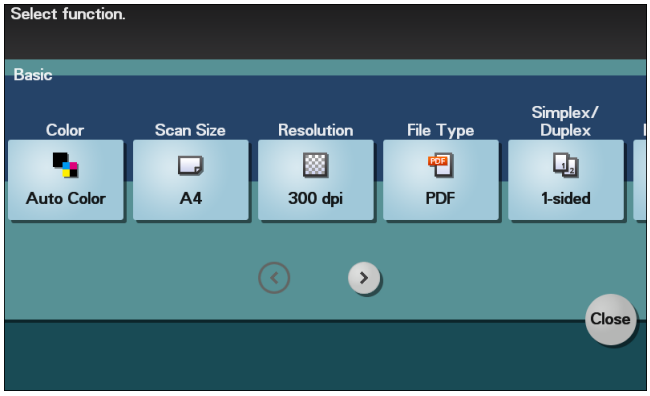
3 Specify a destination FTP server.

➔ For details on how to specify a destination, refer to page 1-8.

➔ You can specify more than one destination to simultaneously perform FTP Send and SMB Send.



4 Tap [Application], then configure scan option settings.



➔ Before scanning the original on this machine, specify the size of the original to be scanned. If you fail to set the original size correctly, the image may be cut off. For details on how to specify the original size, refer to page 1-12.

➔ 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 1-12
To specify the method to scan the original	page 1-14
To adjust the image quality or density depending on the contents of the original	page 1-15

5 Press the **Start** key.

➔ Tap [Check Settings] before sending data, and check the specified destination and settings if necessary.

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

➔ If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.

Sending starts.

Reference

It is convenient to register frequently used destinations in a program. For details on the program, refer to page 1-5.

Related setting

If necessary, you can change the default of the Scan to Folder screen.
To configure settings: [Utility] - [User Settings] - [Custom Display Settings] - [Scan/Fax Settings] - [Scan to Folder Default Tab] (default: [Favorites]).

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 where to save original data, to a specified E-mail address after scan transmission or HDD saving has been completed.

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 E-mail function, which can notify where original data is saved, is available only for SMB Send, FTP Send, WebDAV Send, and Save to HDD.

Operations required to use this function (for administrators)

Prepare the E-mail environment.

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

Operation flow

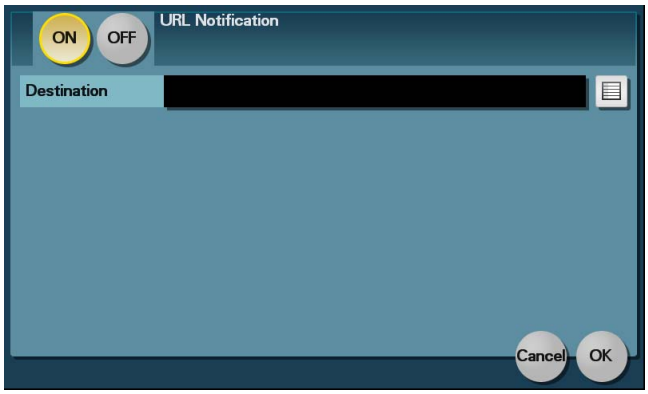
1 Load the original.

2 Tap [Scan to Folder].

3 Specify the destination.

4 Select [Application] - [App], set [URL Notif. Setting] to [ON], then specify an E-mail address to which a destination is notified either by direct input or by selecting from the address book (E-mail Address).

➔ 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 Settings] before sending data, and check the specified destination and settings if necessary.

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

➔ If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.

Sending starts.

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 administrators)

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.

Preparing 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 suit your environment

- **Registering a frequently used destination**
  - ➔ This will save you from having to enter a destination each time you send data.
- **Using the 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 connected to the network is connected to the LAN port of this machine.

Checking the network settings

Print out the Configuration Page, then check that an IP address is assigned to this machine.

To print out the Configuration Page, select [Utility] - [User Settings] - [Printer Settings] - [Print Reports] - [Configuration Page].

Reference

If no IP address is assigned to this machine, you will need to configure the network. For details, refer to Chapter 4 "Initial Settings of This Machine" in [Quick Start Guide].

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.)

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

5.2.3 Option settings

Registering a frequently used destination

Pre-register a frequently-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 it, refer to page 10-2.

Using the proxy server

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

For details on the registration procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

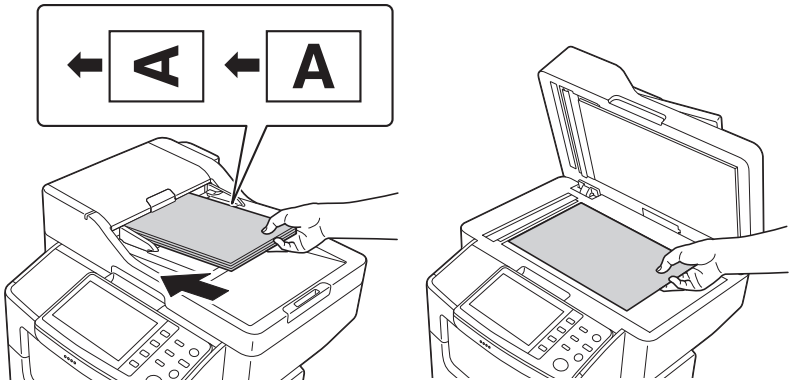
Using SSL communication

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

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

5.3 How to scan

1 Load the original.

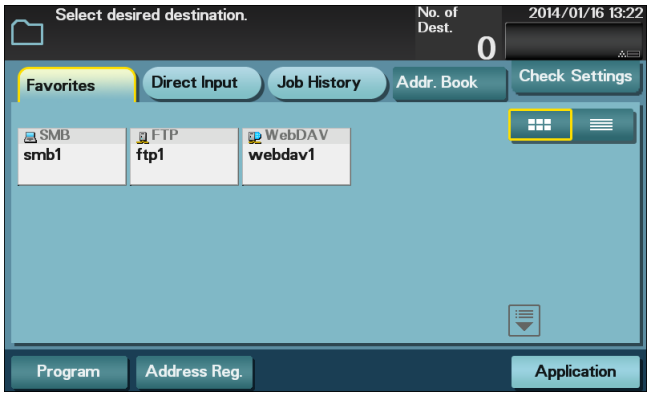


2 Tap [Scan to Folder].

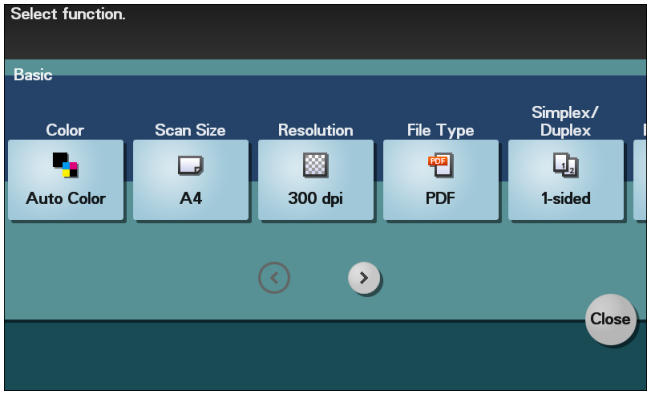
3 Specify a destination WebDAV server.

➔ For details on how to specify a destination, refer to page 1-8.

➔ You can specify more than one destination to simultaneously perform WebDAV Send and SMB Send.



4 Tap [Application], then configure scan option settings.



➔ Before scanning the original on this machine, specify the size of the original to be scanned. If you fail to set the original size correctly, the image may be cut off. For details on how to specify the original size, refer to page 1-12.

➔ 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 1-12
To specify the method to scan the original	page 1-14
To adjust the image quality or density depending on the contents of the original	page 1-15

5 Press the **Start** key.

➔ Tap [Check Settings] before sending data, and check the specified destination and settings if necessary.

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

➔ If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.

Sending starts.

Reference

It is convenient to register frequently used destinations in a program. For details on the program, refer to page 1-5.

Related setting

If necessary, you can change the default of the Scan to Folder screen.
To configure settings: [Utility] - [User Settings] - [Custom Display Settings] - [Scan/Fax Settings] - [Scan to Folder Default Tab] (default: [Favorites]).

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 where to save original data, to a specified E-mail address after scan transmission or HDD saving has been completed.

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 E-mail function, which can notify where original data is saved, is available only for SMB Send, FTP Send, WebDAV Send, and Save to HDD.

Operations required to use this function (for administrators)

Prepare the E-mail environment.

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

Operation flow

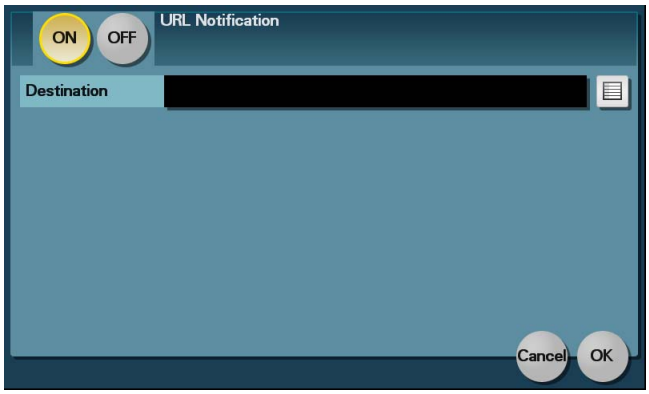
1 Load the original.

2 Tap [Scan to Folder].

3 Specify the destination.

4 Select [Application] - [App], set [URL Notif. Setting] to [ON], then specify an E-mail address to which a destination is notified either by direct input or by selecting from the address book (E-mail Address).

➔ 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 Settings] before sending data, and check the specified destination and settings if necessary.

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

➔ If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.

Sending starts.

6 Saving a File in the HDD of This Machine (Save to HDD)

6 Saving a File in the HDD of This Machine (Save to HDD)

6.1 Save to HDD function

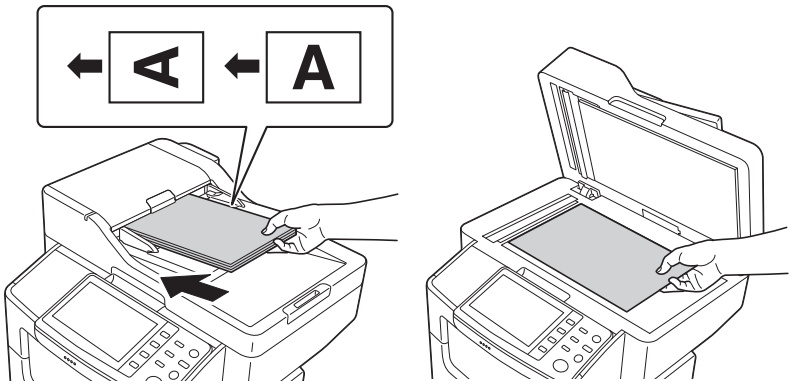
The Save to HDD function is used to save original data scanned by this machine in the HDD on this machine.

The original data saved in the HDD can be downloaded via the Web browser on your computer.

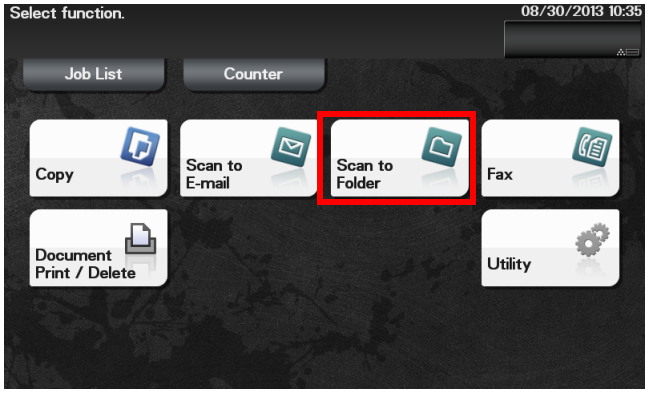
6.2 How to save

✔ Up to 100 files can be saved.

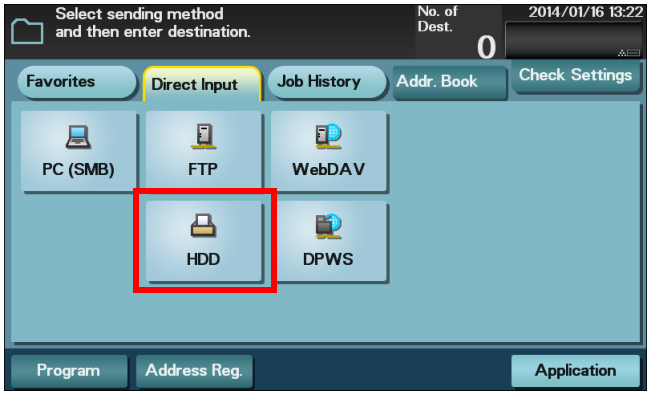
1 Load the original.



2 Tap [Scan to Folder].



3 Tap [Direct Input] - [HDD].

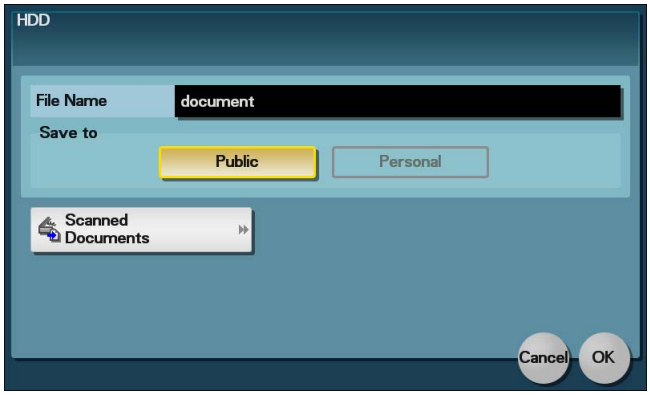


4 Enter the file name of the original you want to save in the HDD, then tap [OK].

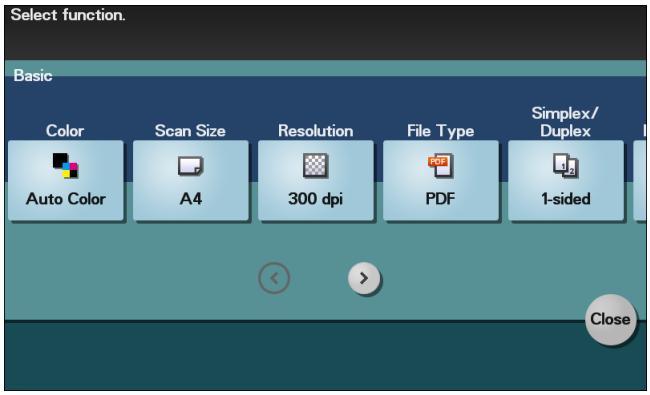
➔ If user authentication is used , and if you are logging in as a registered user, select [Public] (public area in the HDD) or [Personal] (personal area in the HDD) as a destination where to save a file.

➔ If user authentication is not employed, you can only select [Public] (public area in the HDD) as a destination to save the file to.

➔ When you tap [Scanned Documents], you can check detailed information of files on the HDD or delete a specified file.



5 Tap [Application], then configure scan option settings.



➔ Before scanning the original on this machine, specify the size of the original to be scanned. If you fail to set the original size correctly, the image may be cut off. For details on how to specify the original size, refer to page 1-12.

➔ 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 1-12
To specify the method to scan the original	page 1-14
To adjust the image quality or density depending on the contents of the original	page 1-15

6 Press the **Start** key.

➔ Tap [Check Settings] before sending data, and check the specified destination and settings if necessary.

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

➔ If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.

Saving starts.

Related setting

If necessary, you can change the default of the Scan to Folder screen.
To configure settings: [Utility] - [User Settings] - [Custom Display Settings] - [Scan/Fax Settings] - [Scan to Folder Default Tab] (default: [Favorites]).

6.3 Using files saved on the HDD

6.3.1 Downloading the file saved on the HDD

Use **Web Connection** to check, download, or delete files in the HDD.

1 Access to the **Web Connection** using the Web browser.

➔ Enter the IP address of this machine in the URL field of the Web browser, then press the Enter key on the keyboard.
http://<IP address of this machine>/

2 Log in as a public user or registered user.

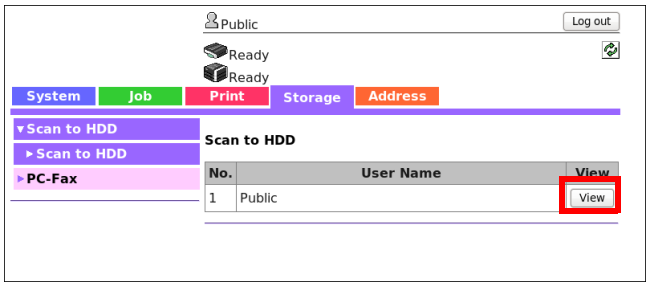
➔ If you log in to the administrator mode, you can view or delete files of all users.

3 In the [Storage] tab, click [Scan to HDD].

This displays a list of users who are saving files in the HDD.

4 Click [View] in the column of the user who is saving the file to be downloaded in the HDD.

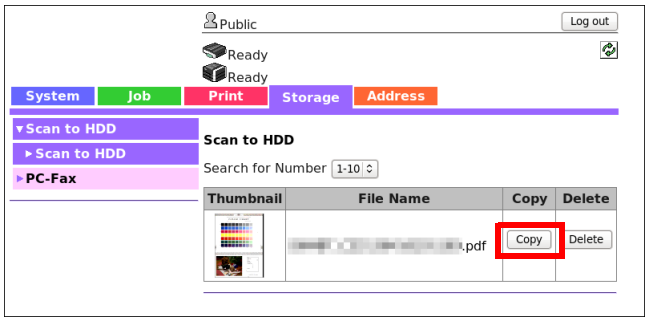
➔ If you are logging in to the administrator mode, click [Delete]; you can delete all files of the selected user.



5 Click [Copy] in the column of the file to be downloaded.

➔ Clicking a thumbnail or file name displays detailed information of the selected file.

➔ Click [Delete] to delete the selected file.



This starts downloading the selected file.

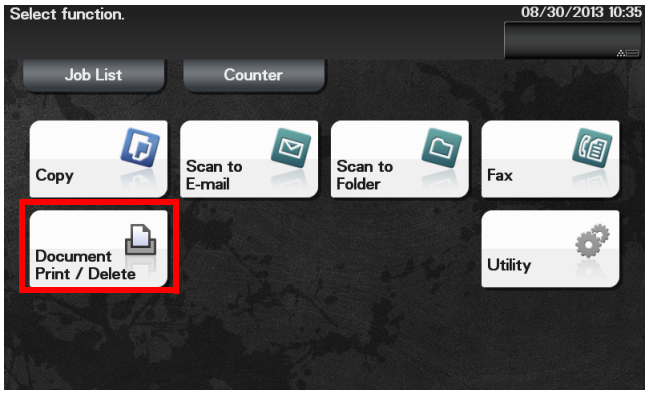
Reference

*For details on how to use **Web Connection**, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].*

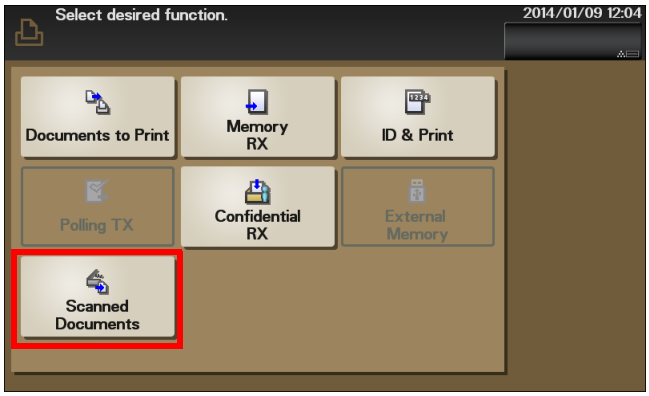
6.3.2 Viewing or deleting the file saved on the HDD

You can view or delete a file in the HDD from the **Control Panel**.

1 Tap [Document Print/Delete].



2 Tap [Scanned Documents].



3 Select a file, then select the desired operation.

➔ To view a file, tap [Details].

➔ To delete a file, tap [Delete].

6.4 Application functions

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

URL notification

Send an E-mail, which contains a destination where to save original data, to a specified E-mail address after scan transmission or HDD saving has been completed.

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 E-mail function, which can notify where original data is saved, is available only for SMB Send, FTP Send, WebDAV Send, and Save to HDD.

Operations required to use this function (for administrators)

Prepare the E-mail environment.

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

Operation flow

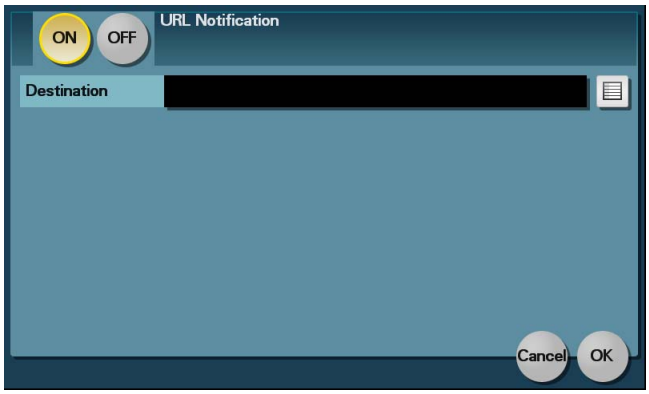
1 Load the original.

2 Tap [Scan to Folder].

3 Specify the destination.

4 Select [Application] - [App], set [URL Notif. Setting] to [ON], then specify an E-mail address to which a destination is notified either by direct input or by selecting from the address book (E-mail Address).

➔ 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 Settings] before sending data, and check the specified destination and settings if necessary.

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

➔ If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.

Sending starts.

7 Saving Data in USB Memory (Save to USB)

7 Saving Data in USB Memory (Save to USB)

7.1 USB memory saving function

The USB memory saving function is used to save original data scanned by this machine in the USB memory device connected to this machine.

7.2 Preparation for saving data to USB memory

USB memory devices that have the following specifications can be connected to this machine.

Item	Requirement
Interface	Compatible with USB Version 1.0/2.0 interface
Format type	Formatted in FAT32
Security	Securities such as data encryption and password lock shall be released, or the security function shall be turned Off.

Note the following points when connecting a USB memory device to this machine.

- Do not disconnect the USB memory device while saving a file to the USB memory or printing a file in the USB memory.
- Do not use a USB device such as a hard disk other than a USB memory device or USB hub.
- When this machine is starting up, do not insert or remove the USB memory device to/from the USB port.
- Do not disconnect the USB memory device directly after connecting it.
- When a USB memory device is installed, do not change the angle of the **Control Panel**. Contact with the **Control Panel** and damage to a USB memory device may be caused depending on the size or shape of the USB memory device.

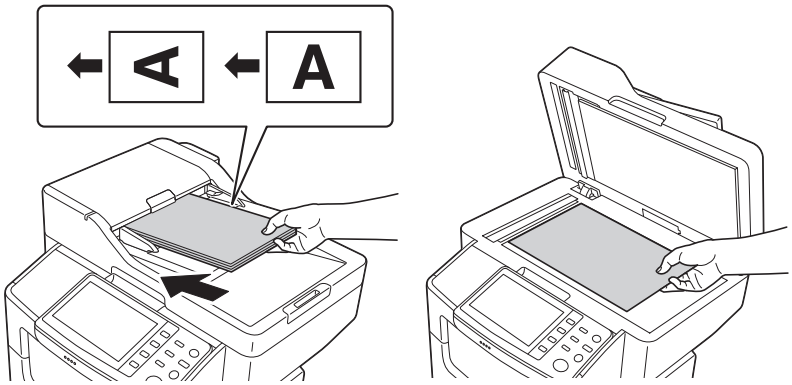
Related setting (for the administrator)

You can select whether or not to permit saving files in the USB memory.
To configure settings: [Utility] - [Administrator Settings] - [System Settings] - [Folder Settings] - [External Memory Function Settings] - [Restrict Scan to USB] (default: [OFF]).

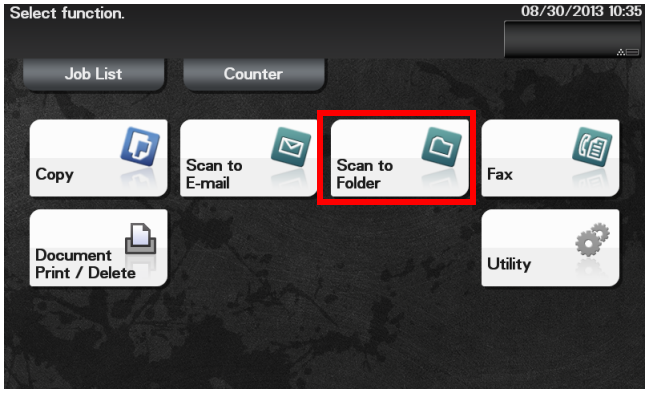
7.3 How to save

1 Connect a USB memory device to the USB port of this machine.

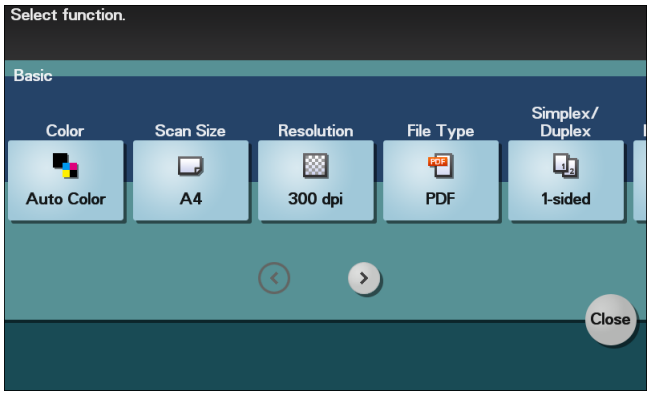
2 Load the original.



3 Tap [Scan to Folder].



4 Tap [Application], then configure scan option settings.



➔ Before scanning the original on this machine, specify the size of the original to be scanned. If you fail to set the original size correctly, the image may be cut off. For details on how to specify the original size, refer to page 1-12.

➔ 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 1-12
To specify the method to scan the original	page 1-14
To adjust the image quality or density depending on the contents of the original	page 1-15

5 Tap [Direct Input] - [External Memory].

➔ If another destination has already been specified, you cannot select [External Memory].

6 Enter the file name of the original you want to save on the USB memory, then tap [Start].

Saving starts.

Related setting

If necessary, you can change the default of the Scan to Folder screen.
To configure settings: [Utility] - [User Settings] - [Custom Display Settings] - [Scan/Fax Settings] - [Scan to Folder Default Tab] (default: [Favorites]).

8 Sending with Web Service (WS Scan)

8 Sending with Web Service (WS Scan)

8.1 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 in an operating system of Windows Vista or later (Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2).

8.2 Preparation for WS Scan

8.2.1 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 the WS Scan transmission function

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

Preparing the environment required to use a computer

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

Configuring the machine to suit your environment

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

Preparation finished

8.2.2 Machine side: Operations required to use this function (for administrators)

Checking a LAN cable for connection

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

Checking the network settings

Print out the Configuration Page, then check that an IP address is assigned to this machine.

To print out the Configuration Page, select [Utility] - [User Settings] - [Printer Settings] - [Print Reports] - [Configuration Page].

Reference

If no IP address is assigned to this machine, you will need to configure the network. For details, refer to Chapter 4 "Initial Settings of This Machine" in [Quick Start Guide].

Configuring the environment to use the WS Scan transmission function

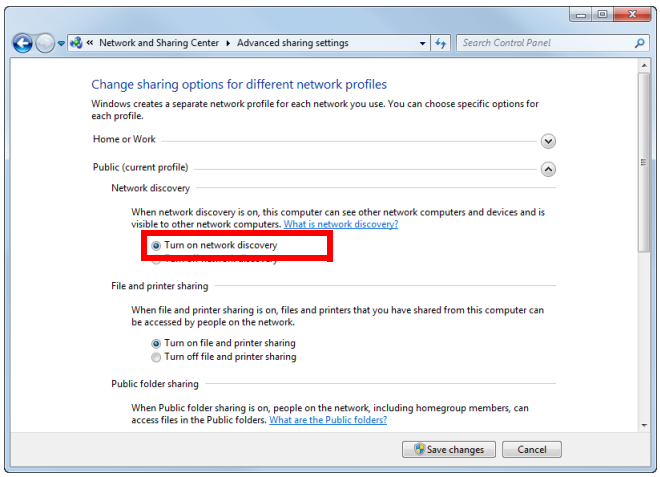
Enable the scan using the Web service. In addition, configure settings used to detect this machine using the Web service, information for this machine as a scanner, and the method to connect to this machine.

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

8.2.3 Computer side: Operations required to use this function

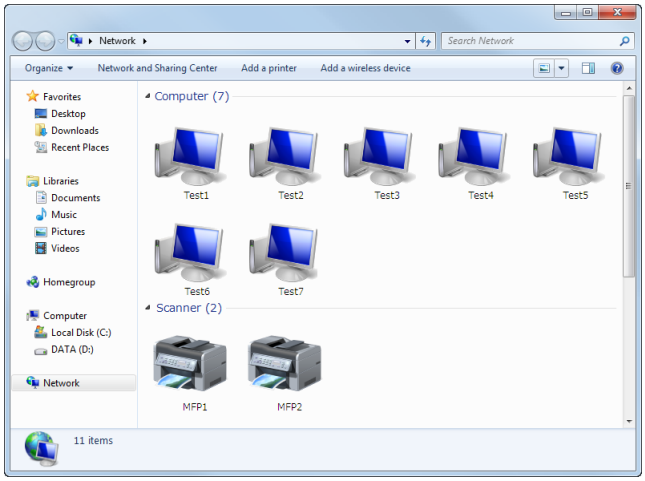
Install a scanner driver required for WS scan transmission in a computer. Then, configure operations to be performed after scan transmission, in the scanner driver. This example shows a procedure for Windows 7.

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 proceed to the next step.

➔ If both of the scan and printer functions are enabled in the Web service settings of this machine, this machine is represented by the printer icon.

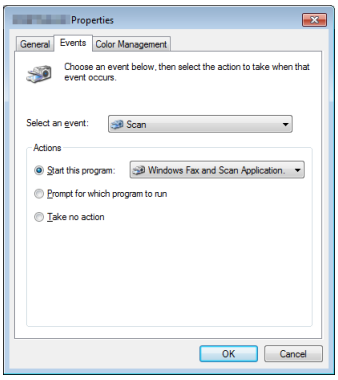
➔ In Windows 8/8.1/Server 2012/Server 2012 R2, click [Network] - [Add devices and printers] on the toolbar. On the displayed window, select the device name of this machine, then click [Next].

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).



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 on a computer selected as a WS Scan destination, and displays the scanned original data in 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 on 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 If necessary, right-click the icon of this machine, then click [Scan profiles] to change the default scan settings.

➔ For details on the scan settings, refer to page 8-8.

7 On the **Control Panel** of this machine, tap [Direct Input] - [DPWS] on the Scan to Folder screen, and check that a target computer is displayed.

The settings on the computer are then completed.

8.2.4 Machine side: Option settings (for administrators)

Using SSL communication

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

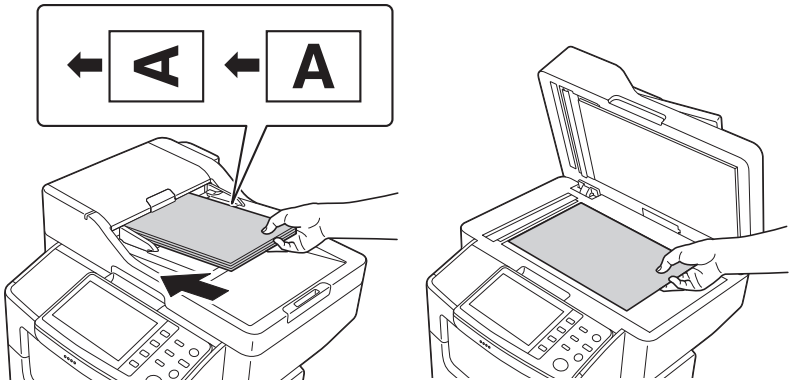
For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

Tips

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

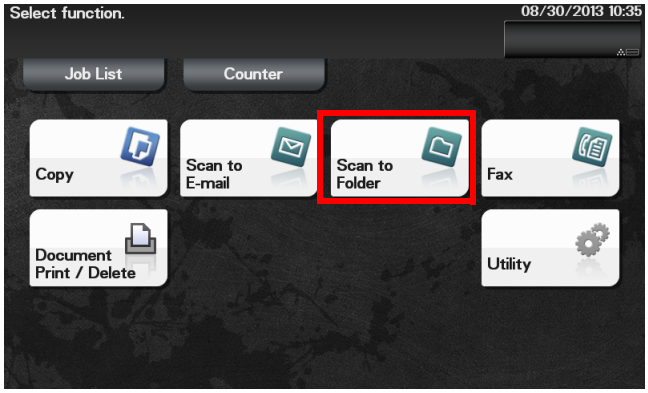
8.3 How to send

1 Load the original.



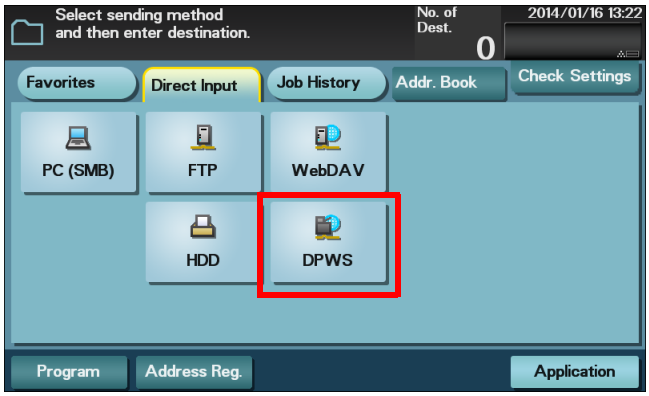
➔ Load the original when it is specified as the default in [Source] of [Scan profiles]. For details on how to check [Scan profiles], refer to step 6 in "Computer side: Operations required to use this function" (page 8-4).

2 Tap [Scan to Folder].



3 Select [Direct Input] - [DPWS].

➔ If another destination has already been specified, you cannot select [DPWS].



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

4 Select a destination computer, then tap [Start].

➔ If you tap the index entry area, 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.

Sending starts.

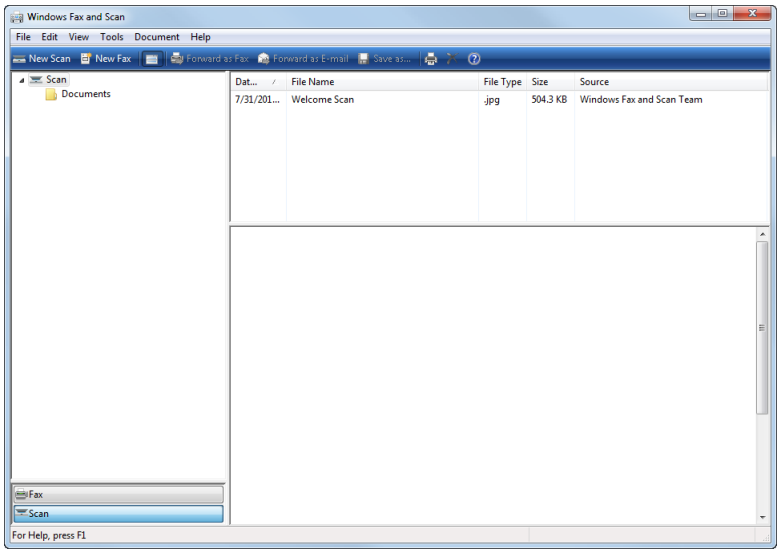
5 Use the destination computer to handle the application for importing original data or check files saved by a scan transmission.

➔ 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 8-4.

8.4 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.

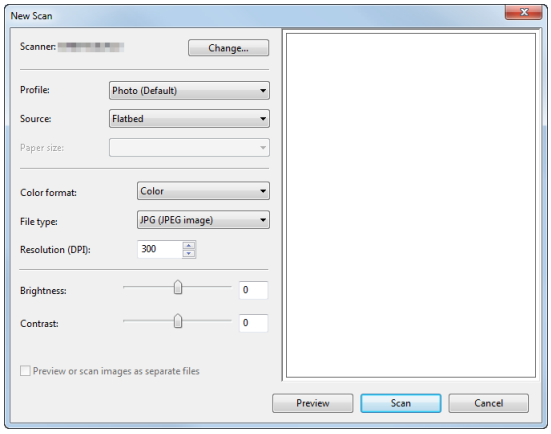
1 From the Start menu, click [All Programs] - [Windows Fax and Scan].



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.

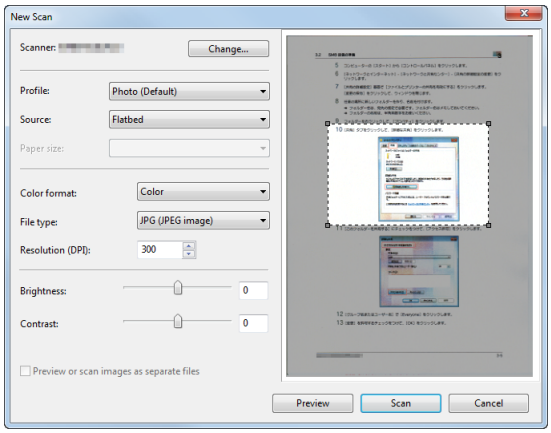


Settings	Description
[Scanner]	Displays the scanner name of this machine. To switch other scanner, click [Change].
[Profile]	Select a profile to fit the original you want to load onto this machine. • [Photo]: Select this option to scan an original that consists primarily of photos. • [Documents]: Select 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.

Settings	Description
[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]	When [Feeder] is selected in [Source], specify the size of the original to be scanned.
[Color format]	Select either [Color] or [Gray Scale] as the color mode to scan originals. The original is scanned in the selected color mode regardless of the original color.
[File type]	Select a file type to save a file. • [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 files frequently used with digital cameras, which is available for saving photos. JPEG 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 is one kind of versatile image formats. This type is available for a multi-page file that provides multiple pages in one file. • [XPS]: A file type that is supported in Windows Vista or later.
[Resolution (DPI)]	Specify the resolution at which 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 at which 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.
If 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 in the application window of [Windows Fax and Scan].

9 Importing Images by TWAIN/WIA Scan

9 Importing Images by TWAIN/WIA Scan

9.1 TWAIN/WIA scan function

Operate this machine through various TWAIN/WIA-compliant applications, and import the scanned original data.

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

9.2 Preparation for TWAIN/WIA scanning

9.2.1 Machine side: Operations required to use this function (for administrators)

Checking a LAN cable for connection

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

Checking the network settings

Print out the Configuration Page, then check that an IP address is assigned to this machine.

To print out the Configuration Page, select [Utility] - [User Settings] - [Printer Settings] - [Print Reports] - [Configuration Page].

Reference

If no IP address is assigned to this machine, you will need to configure the network. For details, refer to [Quick Start Guide].

9.2.2 Computer side: Operations required to use this function

Operating environment of computer

In Windows:

Item	Specifications
Supported operating systems	Windows Vista/7/8/8.1/Server 2003/Server 2008 (32 bit) Windows Vista/7/8/8.1/Server 2003/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2 (64 bit) * For the latest information such as the service pack, refer to Readme.
CPU	Any processor of the same or higher specifications as recommended for your operating system
Memory	Memory capacity as recommended for your operating system

In Mac OS:

Item	Specifications
Supported operating systems	Mac OS X (10.3.9, 10.4.x, 10.5.x, 10.6.x, 10.7.x, 10.8.x, 10.9.x)
CPU	PowerPC, Intel Processor
Memory	Memory capacity as recommended for your operating system

Installing the scanner driver (Windows)

Install the scanner driver from the CD-ROM supplied with this machine to a computer.

✔ Administrator privileges are required to perform this task.

✔ Use the **Driver & Utilities CD-ROM**.

1 Insert the CD-ROM for the scanner driver into the CD-ROM drive of the computer.

➔ Make sure that the installer starts, then proceed to Step 2.

➔ If the installer does not start, open the scanner driver folder on the CD-ROM, double-click [AutoRun.exe], then proceed to Step 3.

➔ If the [User Account Control] window appears, click [Continue] or [Yes].

2 Click [Scanner].

The scanner driver installer starts.

3 Click [Next].

4 Read the license agreement, select [I accept the terms of the license agreement], then click [Next].

5 Select this machine from the device list, then click [OK].

➔ If this machine is not found in the device list, click [Update] or select [Specify IP address], then enter the IP address of this machine.

6 Click [Finish].

Installation of the scanner driver is then completed.

Installing the scanner driver (Mac OS)

Install the scanner driver from the CD-ROM supplied with this machine to a computer.

✔ Administrator privileges are required to perform this task.

✔ Use the **Driver & Utilities CD-ROM**.

1 Insert the CD-ROM for the scanner driver into the CD-ROM drive of the computer.

2 Double-click the CD icon shown on the desktop, then double-click the pkg file in the [Drivers] - [Mac] - [Scanner] folder.

The scanner driver installer starts.

3 Click [Continue].

4 Click [Continue].

5 Read the license agreement, then click [Continue].

6 Click [Agree].

7 Click [Install] in the standard installation or easy installation window.

➔ If the authentication window appears, enter the name and password of the computer administrator.

8 Then, click [OK] or [Install Software].

9 Click [Close].

Installation of the scanner driver is then completed.

Network Utility setting

The **Network Utility** is used to specify the IP address when using the scanner connected to the network. The **Network Utility** is installed on the computer at the same time as the scanner driver is installed.

If you do not specify the IP address when installing the scanner driver, or if you change the IP address of this machine after installing the scanner driver, specify the IP address using **Network Utility**.

1 Start **Network Utility**.

➔ In a Windows environment, open the Start menu, click [All Programs] (or [Programs]) - [KONICA MINOLTA] - Model name of this machine - [Scanner], then start **Network Utility**.

➔ In a Mac OS environment, open [Library] - [Applications Support] - [KONICA MINOLTA] in [Macintosh HD] (hard disk of the system), click the folder which has the model name of this machine, then start **Network Utility**.

➔ If it is necessary to specify the IP address when using TWAIN scanning, **Network Utility** starts when you attempt to start the scanner driver from the application software.

2 Select this machine from the device list, then click [OK].

➔ If this machine is not found in the device list, click [Update] or select [Specify IP address], then enter the IP address of this machine.

9.3 TWAIN scanning

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

1 Load the original on this machine.

After loading the original, go to the front of the computer to perform TWAIN scanning.

2 Start the TWAIN-compliant application to import scanned data.

3 Follow the application software setting to start the scanner driver.

➔ If a message indicating that the scanner is not available because the IP address is not specified appears, you need to specify the IP address using **Network Utility**. For details, refer to page 9-4.

4 If the original is loaded into the **Original Glass**, click [Prescan] to import the original to the preview area.

➔ If the original is loaded into the **ADF**, [Prescan] is not available. Go to Step 5.

5 Configure scan settings.

➔ [Basic Mode] setting items

Settings	Description
[Scan Objective]	Select the document type.
[Scan Type]	Specify the type of image to be scanned. Select the desired one from full color, gray, or black and white.
[Resolution]	Select the resolution at which to scan the original.
[Auto Color Adjustment]	Specify whether or not to automatically adjust the color.
[Auto Deskew]	Specify whether or not to automatically adjust the inclination of the original.
[Paper source]	Select whether or not to load the original on the original glass (flatbed) or ADF. When using the ADF to scan the original, select 1-sided or 2-sided.
[Original Size]	Specify the size of the original.
[Rotation]	Specify the orientation of the image to be scanned. Selecting the [Rotate back side] check box rotates the back side 180 degrees to scan the original (this setting is available when [Paper source] is set to [ADF (2-sided)]).
[Image size]	Displays the data size of the image to be scanned.
Clear icon	Clears the preview image.
[Before] / [After] (RGB)	If you move the cursor on the preview image, the image at the cursor position is displayed with the tone before and after the adjustment.
[Width] / [Height]	Displays the width and height of the selected range in the preview area.

➔ [Advanced Mode] setting items

Settings	Description
[Paper source]	Select whether or not to load the original on the original glass (flatbed) or ADF. When using the ADF to scan the original, select 1-sided or 2-sided.
[Original Size]	Specify the size of the original.
[Scan Type]	Specify the type of image to be scanned. Select the desired one from full color, gray, or black and white.
[Resolution]	Select the resolution at which to scan the original.
[Scale]	Specify the enlargement or reduction ratio. This setting is not supported when [Resolution] is 1200 dpi × 1200 dpi or higher.

Settings	Description
[Scanning Mode]	Select the scan mode. • [Auto]: Automatically adjusts a light image to a dark one and a dark image to a light one for a preview image. • [Manual]: Manually adjusts settings using the Brightness/Contrast, Filter, Curve, Level, Color Balance, Hue/Saturation tab.
[Image size]	Displays the data size of the image to be scanned.
[Rotation]	Specify the orientation of the image to be scanned. Selecting the [Rotate back side] check box rotates the back side 180 degrees to scan the original (this setting is available when [Paper source] is set to [ADF (2-sided)]).
[Auto Deskew]	Specify whether or not to automatically adjust the inclination of the original.
Auto Crop icon	Click this icon to automatically detect the position of the original displayed in the preview area and draw a crop frame that fits the original.
Zoom Prescan icon	Click this icon to rescan the selected range in the preview area and display it in the entire preview area.
Mirror Image icon	Click this icon to reverse the left and right sides of the preview image.
Gradation Reverse icon	Click this icon to reverse the color of the preview image.
Clear icon	Clears the preview image.
[Before] / [After] (RGB)	If you move the cursor on the preview image, the image at the cursor position is displayed with the tone before and after the adjustment.
[Width] / [Height]	Displays the width and height of the selected range in the preview area.
[Save]	Click this button to save the current setting as a configuration file (dat file).
[Load]	Click this button to scan the saved configuration file (dat file).
[Default]	Click this button to restore all settings to the defaults.

6 Click [Scan].

The desired image is imported to the application software.

9.4 WIA scanning

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

1 Load the original on this machine.

After loading the original, go to the front of the computer to perform WIA scanning.

2 Start the WIA-compliant application to import scanned data.

3 Follow the application software setting to start the scanner driver.

4 Configure a scan setting, then click [Preview].

Settings	Description
[Paper source]	Select whether or not to load the original on the original glass (flatbed) or ADF (document feeder).
[Color Picture]	Select this option to scan the original in color mode.
[Grayscale picture]	Select this option to scan the original in gray scale mode.
[Black and white picture or text]	Select this option to scan the original in black and white mode.
[Custom Settings]	Select this option to use the setting values in the Detailed Properties window.
[About the quality of the scanned pictures]	Specify the brightness, contrast, resolution, and image type in the Detailed Properties window. The contents specified in the Detailed Properties window are used as custom settings.
[Page size]	Specify the size of the original. This option is available when [Document Feeder] is selected in [Paper source].

5 While checking the preview image, specify the scanning area or adjust the color tone.

6 Click [Scan].

The desired image is imported to the application software.

9.5 Uninstalling the scanner driver

In Windows:

If the printer driver was installed using the installer, the uninstallation function for the printer driver is also installed.

✔ Administrator privileges are required to perform this task.

1 Start the uninstallation program.

➔ From the Start menu, click [All Programs] (or [Programs]) - [KONICA MINOLTA] - model name of this machine - [Scanner] - [Uninstall].

➔ In Windows 8.1, click [⊛] in the Start window, select [Control Panel] - [Programs], then click [Uninstall a program]. Double-click the driver to be uninstalled in the list.

➔ In Windows 8, right-click the Start window, select [All apps] - [Control Panel] - [Programs], then click [Uninstall a program]. Double-click the driver to be uninstalled in the list.

➔ In Windows Server 2012/Server 2012 R2, open the Start window, then click [Control Panel] - [Programs] - [Uninstall a program]. Double-click the driver to be uninstalled in the list.

2 Follow the subsequent on-screen instructions.

3 If the dialog box prompting to restart the computer appears, click [OK].

Uninstallation of the scanner driver is then completed.

In Mac OS:

1 In [Macintosh HD] (HDD of the system), open [Library] - [Applications Support] - [KONICA MINOLTA], then double-click the uninstallation program in the folder of this machine.

2 Click [Uninstallation].

3 Follow the subsequent on-screen instructions.

4 If a message indicating that the uninstallation of the scanner driver has been completed appears, click [OK].

Uninstallation of the scanner driver is then completed.

10 Registering Frequently Used Destinations (Address Book)

10 Registering Frequently Used Destinations (Address Book)

10.1 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.

Up to 2,000 address books can be registered. The destination types that can be registered are E-mail address, computer name, etc. depending on the transmission mode.

Related setting (for the administrator)

You can select whether or not to allow the user to register or change destinations.
To configure settings: [Utility] - [Administrator Settings] - [System Settings] - [Restrict User Access] - [Restrict Access to Job Settings] - [Registering and Changing Addr.] (default: [Allow]).

Reference

*Address books can also be registered using **Web Connection**. For details, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].*

10.2 Registering an address book

10.2.1 Registering an address book in Utility

Registering E-mail addresses

Register destination E-mail addresses.

1 Tap [Utility] - [One-Touch/User Box Registration] - [E-mail] - [New].

2 Enter destination information, then tap [OK].

Settings	Description
[No.]	Destination registration number. The smallest available number that is not used is automatically assigned.
[Name]	Enter the destination name (using up to 72 characters).
[Favorite]	Select this option to register a frequently used destination. The registered destination is displayed in [Favorite], enabling you to easily specify a destination.
[Index]	Select a corresponding character so that the destination can be index searched by name.
[E-mail]	Enter the E-mail address as a destination (using ASCII characters of up to 320 bytes). Tapping [Details] displays the full text of the E-mail address.

Tips

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

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] - [SMB] - [New].

2 Enter destination information, then tap [OK].

Settings	Description
[No.]	Destination registration number. The smallest available number that is not used is automatically assigned.
[Name]	Enter the destination name (using up to 72 characters).
[Favorite]	Select this option to register a frequently used destination. The registered destination is displayed in [Favorite], enabling you to easily specify a destination.
[Index]	Select a corresponding character so that the destination can be index searched by name.
[Connection]	Register information of the destination computer.

Settings	Description
[Host Name]	Enter the computer name (host name) or IP address of the destination computer (using up to 253 bytes). • Example of computer name (host name) entry: "HOME-PC" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16" Tapping [Details] displays the full text of the host name.
[File Path]	Enter the shared folder name of the computer specified in [Host Name] (using up to 255 bytes). • Entry example: "scan" When specifying a folder in the shared folder, insert a symbol, "\", between folder names. • Entry example: "scan\document" Tapping [Details] displays the full text of the file path.
[User ID]	Enter the name of a user who has privileges to access the folder specified in [File Path] (using up to 255 bytes). • For workgroup user, only type in the user name. Entry example: "User01" • For domain user, type in user-name@domain-name. Entry example: "User01@abc.local"
[Password]	Enter the password (using up to 127 bytes).
[Reference]	Detect the target computer on the network, then select the shared folder. Information of the selected folder is registered.

Tips

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

Registering an FTP destination

Register the host name or IP address of the destination FTP server.

1 Tap [Utility] - [One-Touch/User Box Registration] - [FTP] - [New].

2 Enter destination information, then tap [OK].

Settings	Description
[No.]	Destination registration number. The smallest available number that is not used is automatically assigned.
[Name]	Enter the destination name (using up to 72 characters).
[Favorite]	Select this option to register a frequently used destination. The registered destination is displayed in [Favorite], enabling you to easily specify a destination.
[Index]	Select a corresponding character so that the destination can be index searched by name.
[Connection]	Register information of the destination FTP server.

Settings		Description
	[Host Name]	Enter the host name or IP address of the destination FTP server (using up to 253 bytes). • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16" Tapping [Details] displays the full text of the host name.
	[File Path]	Enter the name of the storage folder in the FTP server specified in [Host Name] (using up to 127 bytes). • Entry example: "scan" When specifying a folder in the FTP folder, insert a symbol, "/", between the folder names. • Entry example: "scan/document" When the file path is not specified, only enter the "/". • Entry example: "/" Tapping [Details] displays the full text of the file path.
	[User ID]	If authentication is required in the destination FTP server, enter the available user name to log in (using ASCII characters of up to 63 bytes).
	[Password]	Enter the password (using up to 63 bytes).
	[Detail Settings]	Configure settings to establish communications with the FTP server. • [Port No.]: If necessary, change the port number. Normally, you can use the original port number. [21] is specified by default. • [Pasv]: When the PASV mode is used in your environment, select [ON]. [ON] is specified by default. • [Proxy]: When a proxy server is used in your environment, select [ON]. [OFF] is specified by default.

Tips

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

Registering a WebDAV destination

Register the host name or IP address of the destination WebDAV server.

1 Tap [Utility] - [One-Touch/User Box Registration] - [WebDAV] - [New].

2 Enter destination information, then tap [OK].

Settings	Description
[No.]	Destination registration number. The smallest available number that is not used is automatically assigned.
[Name]	Enter the destination name (using up to 72 characters).
[Favorite]	Select this option to register a frequently used destination. The registered destination is displayed in [Favorite], enabling you to easily specify a destination.
[Index]	Select a corresponding character so that the destination can be index searched by name.
[Connection]	Register information of the destination WebDAV server.

Settings	Description
[Host Name]	Enter the host name or IP address of the destination WebDAV server (using up to 253 bytes). • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16" Tapping [Details] displays the full text of the host name.
[File Path]	Enter the name of the storage folder in the WebDAV server specified in [Host Name] (using up to 142 bytes). • Entry example: "scan" When specifying a folder in the WebDAV folder, insert a symbol, "/", between the folder names. • Entry example: "scan/document" Tapping [Details] displays the full text of the file path.
[User ID]	Enter the name of a user who has privileges to access the folder specified in [File Path] (using up to 63 bytes).
[Password]	Enter the password (using up to 63 bytes).
[Detail Settings]	Configure settings to establish communications with the WebDAV server. • [Port No.]: If necessary, change the port number. Normally, you can use the original port number. [80] is specified by default. • [Proxy]: When a proxy server is used in your environment, select [ON]. [OFF] is specified by default. • [SSL Setting]: When SSL is used in your environment, select [ON]. [OFF] is specified by default.

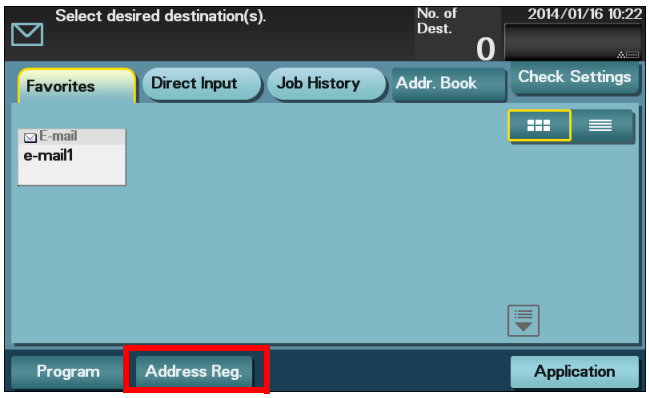
Tips

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

10.2.2 Registering information on the main screen in Scan TX mode

1 Tap [Scan to E-mail] or [Scan to Folder].

2 Tap [Address Reg.]



3 Tap [Input New Address], then tap the type of the destination you want to register.

4 Enter destination information, then tap [Register].

➔ The registered information is the same as that to be registered from the Utility. For details, refer to page 10-3.

10.3 Registering directly entered destinations in address book

1 Tap [Scan to E-mail] or [Scan to Folder].

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

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

4 Tap the destination you want to register in 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 10-6.

5 Enter the registration name for the destination.

Settings	Description
[Address Type]	Displays the type of the destination you selected in Step 4.
[Name]	Enter the destination name (using up to 72 characters).
[Favorites]	Select this option to register a frequently used destination. The registered destination is displayed in [Favorites], enabling you to easily specify a destination.
[Index]	Select a corresponding character so that the destination can be index searched by name.
[Address]	The destination that is specified by direct input is displayed.

6 Tap [Register], then [Close].

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

11 Index

11 Index

A

Address Book 10-2
Address Registration 10-2
- FTP TX 10-4
- Send to E-mail 10-3
- SMB Send 10-3
- WebDAV Send 10-5

B

Background Removal 1-15
Binding Position 1-14
Body 1-14

C

Color 1-12

D

Density 1-15

F

File Name 1-14
File Type 1-13
Frame Erase 1-16
FTP Send
- How to Send 4-5
- Overview 4-2
- Preparation 4-3
- URL notification 4-7

O

Original Direction 1-14
Original Size 1-12
Original Type 1-15

P

Program 1-5
- Recalling 1-6
- Register 1-5

R

Resolution 1-12

S

Save to HDD
- Delete 6-7
- Download 6-6
- How to Save 6-3
- Overview 6-2
- URL notification 6-8

Save to USB
- How to Save 7-4
- Overview 7-2
- Preparation 7-3

Scan
- How to Scan 1-3
- Overview 1-2

Scan Size 1-12
Scan to E-mail
- How to Send 2-6
- Overview 2-2
- Preparation 2-3
- S/MIME 2-9
- Scan to Me 2-8

Scanner Driver
- Install (Mac OS) 9-4
- Install (Windows) 9-3
- Uninstall 9-8

Separate Scan 1-15
Settings 1-12
Sharpness 1-16
Simplex/Duplex 1-13
SMB Send
- How to Send 3-14
- Overview 3-2
- Preparation 3-3
- Scan to Home 3-16
- URL notification 3-17

Specifying a destination 1-8
- Address Book 1-8
- Direct Input 1-9
- Favorites 1-8
- History 1-11
- LDAP 1-11

Subject 1-14

T

TWAIN
- How to Scan 9-5
- Overview 9-2
- Preparation 9-3

W

WebDAV Send
- How to Send 5-5
- Overview 5-2
- Preparation 5-3
- URL notification 5-7

WIA
- How to Scan 9-7
- Overview 9-2
- Preparation 9-3

WS Scan
- How to Send 8-6
- Importing data from a computer 8-8
- Overview 8-2
- Preparation 8-3

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