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You can read the recommendations in the user guide, the technical guide or the installation guide for KONICA MINOLTA BIZHUB 350. You'll find the answers to all your questions on the KONICA MINOLTA BIZHUB 350 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

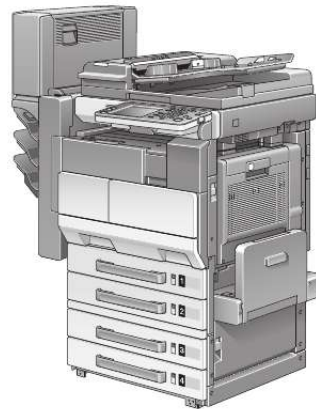
**User manual KONICA MINOLTA BIZHUB 350**  
**User guide KONICA MINOLTA BIZHUB 350**  
**Operating instructions KONICA MINOLTA BIZHUB 350**  
**Instructions for use KONICA MINOLTA BIZHUB 350**  
**Instruction manual KONICA MINOLTA BIZHUB 350**



The essentials of imaging

## **bizhub 350/250**

User's Guide [Box Operations]



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3 5.4 x-4 200/250/350 1 Introduction Introduction 1 1 Introduction Thank you for choosing a Konica Minolta digital electrophotographic copier. This User's Guide contains details on the necessary operations of the various Box functions of the bizhub 200, 250 and 350, precautions on their use, and basic troubleshooting procedures. In order to ensure that these machines are used correctly and efficiently, carefully read this User's Guide before using the machine. After reading the User's Guide, store it in the User's Guide holder so that it can easily be referred to when questions or problems arise during operation. Views of the actual equipment may be slightly different from the illustrations used in this User's Guide. 1.1 Energy Star® As an ENERGY STAR® Partner, we have determined that this machine meets the ENERGY STAR® Guidelines for energy efficiency. What is an ENERGY STAR® Product? An ENERGY STAR® product has a special feature that allows it to automatically switch to a "low-power mode" after a period of inactivity. An ENERGY STAR® product uses energy more efficiently, saves you money on utility bills and helps protect the environment.

200/250/350 1-3 1 1.2 Trademarks and registered trademarks Introduction KONICA MINOLTA, KONICA MINOLTA Logo, and The essentials of imaging are registered trademarks or trademarks of KONICA MINOLTA HOLDINGS, INC. PageScope istribution and use in source and binary forms, with or without modification, are permitted provided that the following conditions are met: 1. Redistributions of source code must retain the copyright notice, this list of

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Introduction The word 'cryptographic' can be left out if the routines from the library being used are not cryptographic related :-).



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e. this code cannot simply be copied and put under another distribution licence [including the GNU Public Licence.] All other product names mentioned are trademarks or registered trademarks of their respective companies 1-6 200/250/350 Introduction 1 1.3 About this manual This User's Guide covers the Box functions of the bizhub 200, 250 and 350. This section introduces the structure of the manual and the notations used for product names, etc.

This manual is intended for users who understand the basic operations of computers and the machine. For operating procedures of the Windows or Macintosh operating system and software applications, refer to the corresponding manuals. Structure of the manual This manual consists of the following chapters.

Chapter 1 Overview of the Box Functions Chapter 2 Saving and Printing Documents Chapter 3 Utility/Counter Screen and PageScope Web Connection Chapter 4 Appendix Notations Product Name bizhub 200/250/350 Microsoft Windows 98 Microsoft Windows Me Microsoft Windows NT 4.0 Microsoft Windows 2000 Microsoft Windows XP When the operating systems listed above are all written together Notation in the Manual this machine or 200/250/350 Windows 98 Windows Me Windows NT 4.0 Windows 2000 Windows XP Windows 98/Me Windows NT 4.0/2000/XP Windows 98/Me/NT 4.0/2000/XP Images that are used Generally, the touch panel screens and application windows shown in this manual are images where only the optional hard disk drive has been installed. 200/250/350 1-7 1 1.4 Explanation of manual conventions Introduction The marks and text formats used in this manual are described below.

Safety advices 6 DANGER Failure to observe instructions highlighted in this manner may result in fatal or critical injuries in fact of electrical power. % Observe all dangers in order to prevent injuries. 7 WARNING Failure to observe instructions highlighted in this manner may result in serious injuries or property damage. % Observe all warnings in order to prevent injuries and to ensure safe use of the copier. 7 CAUTION Failure to observe instructions highlighted in this manner may result in slight injuries or property damage. % Observe all cautions in order to prevent injuries and to ensure safe use of the copier. Sequence of action 1 2 The number 1 as formatted here indicates the first step of a sequence of actions. Subsequent numbers as formatted here indicate subsequent steps of a sequence of actions. An illustration inserted here shows what operations must be performed. Text formatted in this style provides additional assistance.

% Text formatted in this style describes the action that will ensure the desired results are achieved. ? 1-8 200/250/350 Introduction Tips 1 2 Note Text highlighted in this manner contains useful information and tips to ensure safe use of the copier. 2 Reminder Text highlighted in this manner contains information that should be reminded. ! Detail Text highlighted in this manner contains references for more detailed information. Special text markings [Copy] key The names of keys on the control panel are written as shown above.

MACHINE SETTING Display texts are written as shown above. 200/250/350 1-9 1 1.5 User's Guides Introduction The following User's Guides have been prepared for this machine. User's Guide Copy Operations This manual contains details on basic operations and the operating procedures for the various copy functions. - Refer to this User's Guide for details on operating procedures for copy functions, including precautions on installation/use, turning the machine on/off, loading paper, and troubleshooting operations such as clearing paper misfeeds.

User's Guide Network Scanner Operations This manual contains details on specifying network functions for standard equipment and on operations for scanning functions. - Refer to this User's Guide for details on operating procedures for network functions and for using the Scan to E-Mail, Scan to FTP, Scan to SMB and Internet fax operations. User's Guide Box Operations (this manual) This manual contains details on operating procedures for using the Box functions. - Refer to this User's Guide for details on using the Scan to HDD operation, on printing a proof copy or a locked job, and on functions using the optional hard disk. User's Guide Print Operations This manual contains details on operating procedures using the standard built-in printer controller. - Refer to this User's Guide for details on operating procedures for using the print functions. 1-10 200/250/350 Introduction 1 1.6 CD-ROM configuration The printer controller CD-ROMs consist of the following: - User Software CD-ROM - PostScript Printer Driver CD-ROM (Win/Mac) Each CD-ROM contains printer drivers (for Windows and for Macintosh) and utilities as well as screen fonts and documentation, such as the User's Guides and release notes. Browse through the CD-ROMs for the desired folders and files. - The folder and file names may not be listed below starting from the root directory.

- Use all of the files in each language folder. 200/250/350 1-11 1 Introduction 1-12 200/250/350 2 Overview of the Box functions Overview of the Box functions 2 2 2.1 Overview of the Box functions Box functions The Box functions allow data of scanned documents and documents set to be printed from the printer driver to be saved in a box, then printed when needed. If this machine is installed with a hard disk, boxes can be created on the hard disk, and data of scanned documents can be saved in those boxes. In addition, if "Save in User Box" is specified when printing a document open on the computer, the document data can be saved on the machine's hard disk, and printed from the machine's control panel when needed.



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By using the Box functions, the trouble of constantly scanning frequently used documents and saving various data on the computer can be avoided. Types of boxes Depending on the desired application, the following types of boxes can be registered. Boxes for saving documents scanned with the machine The optional hard disk drive is required. Box Name Public User box Description This box can be used by all users. The box name "Public" cannot be changed. A maximum of 100 documents can be saved in this box. Boxes can be created and named for various users or accounts. A password can be specified for the box in order to limit access to it. A maximum of 115 user boxes can be created. A maximum of 100 documents can be saved in each user box.

Boxes specified from the printer driver In order to use the Store to HDD operation, the optional hard disk drive is required. Box Name Store to HDD box Proof Print box Secure Print box Description Data set to be printed can be saved in this box. This box is used when making proof prints. After checking the proof, print the remaining number of copies. When printing a confidential document, specify an ID and password, and then save the document in the Secure Print box.

When printing the document, type in the ID and password. 200/250/350 2-3 2 2.2 Available Box functions Overview of the Box functions Scanning documents and saving the data (Scan to HDD) The optional hard disk drive is required. Scanned document data can be saved in the specified box. For details on saving data, refer to "Scanning documents and saving the data (Scan to HDD)" on page 3-6. Downloading saved scan documents to the computer The optional hard disk drive is required. Saved scan documents can be downloaded and saved on a computer on the network. For details, refer to "Downloading saved documents to the computer" on page 3-27. Saving print documents The optional hard disk drive is required. The data opened on the computer can be saved on the built-in hard disk.

At the same time, the document can be printed. For details, refer to "Saving print data" on page 3-29. Printing a proof copy A single proof copy can be printed in order to check the data opened on the computer, and the print settings can be changed or the remaining number of copies can be printed from the machine's control panel. For details, refer to "Printing a proof copy" on page 3-37. Printing confidential documents When printing the data opened on the computer, an ID and password can be specified and the data can be saved in this machine's confidential box. The document can be printed if the ID and password are entered from the machine's control panel. This is useful for printing documents that should not be read by other people. For details, refer to "Printing a confidential document" on page 3-48. 2-4 200/250/350 Overview of the Box functions 2 2.3 Specifying settings for using the Box functions Before using the Box functions, the following settings should be specified.

Creating boxes In order to save scan documents in user boxes, the user box for saving the document must be created. User boxes can be set up by using PageScope Web Connection from a Web browser on a computer on the network. For details, refer to "Using PageScope Web Connection" on page 4-22.

Registering and specifying settings for destinations Register the boxes where scan documents are to be saved with a one-touch key as an HDD destination.

Boxes can be set up by using the machine's touch panel or by using PageScope Web Connection from a Web browser on a computer on the network.

! Detail For details on registering and specifying settings for destinations, refer to the sections listed below. "Registering one-touch recipients from the control panel" on page 4-5 "Registering one-touch recipients" on page 4-29 Specifying network settings Various settings must be specified in order to perform the Scan to HDD operation. For details on the various settings and the procedures for specifying the settings, refer to the User's Guide "Network Scanner Operations". 200/250/350 2-5 2 Overview of the Box functions 2-6 200/250/350 3 Saving and printing documents Saving and printing documents 3 3.1

Saving and printing documents General information Keep in mind the following information before saving documents.

User authentication This machine can be set so that an account or user name and a password must be entered in order to use the machine. Contact the administrator for details on the account or user name for using the machine. With user authentication Type in the user name and password, and then touch [Login]. Input User Name and Password to login. User Authentication Login User Name Password With account track Type in the account name and password, and then press the [Access] key. Input Account Name and Password to Login. Account Track Account Name Password Memory Free 100% 200/250/350 3-3 3 Available functions/parameters Saving and printing documents Touch [Quality & Reduction] or [Menu] in the screen that appears after the [Fax/Scan] key in the control panel is pressed, and then specify settings for the following functions/parameters when saving the scanned document. 2 Note The following Quality & Reduction parameters have no effect, even if settings have been specified. - "Reduction" on the Reduction/Area tab Quality/Reduction screen Parameter Original Type Density Reduction/ Area Set Original Size Description Select the scanning resolution (amount of details). Specify the density for scanning.

Select the desired standard size for the area to be scanned. Page Reference p. 3-8 p. 3-10 p. 3-12 2 Note The following Menu functions and parameters have no effect, even if settings have been specified. - "TSI" on the Setting 1 tab - "Dest. Insert" on the Setting 1 tab - "Rotation TX" on the Setting 1 tab - "Subject Selection" on the Network tab - "Reply Address" on the Network tab 3-4 200/250/350 Saving and printing documents Menu screen Function Setting 1 TX

Report 2in1 2-Sided TX Description Select the conditions for printing the results report. Select whether or not to send the data using the "2in1" function (reducing two pages to fit in a single page). Select whether or not a double-sided transmission is performed. The position of the binding margin and the page orientation can also be specified.

Select whether or not the data is sent (saved) with priority over the other jobs. Specify the time for sending (saving) the data. Touch [Enter] to specify that the data will be sent (saved) at the specified time. Specify whether the scanned image is stamped to indicate that it has been scanned. In addition, the document must be loaded into the ADF.

3 Page Reference p. 3-14 p.



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3-17 p. 3-18 Setting 2 Priority TX Timer TX Setting Stamp p. 3-19 p.

3-20 p. 3-21 2 Note In order to use the "Stamp" function, optional stamp unit must be installed. Network File Name Email Notification Type in the name of the file to be saved. Up to 16 characters can be entered. Select a recipient registered with a one-touch dial button where an e-mail message is to be sent to inform the recipient that the file has been saved. p. 3-22 p. 3-24 200/250/350 3-5 3 3.2 Saving and printing documents Scanning documents and saving the data (Scan to HDD) Scan data can be saved in an HDD box on the machine's internal hard disk. The following procedures describe operations that must be performed and the settings that must be specified when touching a single button to save a document.

Saving data by touching a one-touch dial button Program a one-touch dial button with the location of a box where data is to be saved. For details on programming one-touch dial buttons, refer to "Utility/Counter screen and PageScope Web Connection" on page 4-3. 2 Note In addition to touching a one-touch dial button to select it, it can be selected by entering the number of the one-touch dial button or by searching for it by name. For details on these procedures, refer to the User's Guide [Network Scanner Operations]. To save scan data using a one-touch button 1 2 3 4 Load the document. Press the [Fax/Scan] key. Touch [One-Touch]. Select the index containing the desired recipient, and then touch the one-touch dial button. Using one-touch dial buttons, multiple recipients can be specified. A maximum of 300 recipients can be specified at a time.

Fax/Scan 3-6 200/250/350 Saving and printing documents 3 To select an index, touch the tab of the desired index, or touch [\*] or [ ]) to select a different index. SCANReady box01 Standard Direct Input No.ofDest. 1 Menu One-Touch Search JPN Tokyo Quality& Reduction US IndexList Osaka Nagoya Fukuok a Center Center box01 1 2 Job List Memory Free 100% 5 Specify the image quality, density and zoom ratio according to the document. For details, refer to "Specifying the scanning quality" on page 3-8 and later.

SCANReady One-Touch Original Type Standard Direct Input No.ofDest. 1 Menu Search Quality& Reduction Density Reduction/ Area 600 dpi Standard Fine Super Fine Text/Photo Job List GSR Super GSR Memory Free 100% 6 Press the [Start] key. The document is scanned and the data is saved. 200/250/350 3-7 3 Specifying the scanning quality Saving and printing documents From the Original Type tab, select the scanning resolution (amount of details).

From the following available resolution settings, select the appropriate resolution according to the type of document being scanned. Setting Standard Fine Super Fine 600 dpi Text Text/Photo 600 dpi Text & Photo GSR Super GSR 600 dpi Photo Description For documents with normal text (such as handwriting) For documents containing small print, such as newspapers, or documents containing detailed illustrations For documents containing both text and images with color shades (such as photos) For documents with color shades, such as photos 2 Note If data is saved with the "Text/Photo" setting selected, moiré patterns may appear in the photos of some documents. This is not a sign of a malfunction. To reduce the appearance of moiré patterns, save the data with the "GSR" or "Super GSR" setting. When data is saved, the settings return to their defaults. If "600 dpi Text" or "600 dpi Text & Photo" is selected, the density can be set to one of three levels: "Light", "Std.", and "Dark". 3-8 200/250/350 Saving and printing documents To specify the scanning quality 3 1 Touch [Quality & Reduction]. SCANReady Standard Direct Input Quality& Reduction Chain Menu One-Touch Search JPN Tokyo US IndexList Tokyo box Osaka Nagoya Fukuok a Center Center 1 2 Job List Memory Free 100% 2 Touch [Original Type], and then touch the button for the desired Original Type setting. To select a higher resolution, touch [600 dpi].

SCANReady One-Touch Original Type Standard Direct Input Quality& Reduction Chain Menu Search Density Reduction/ Area 600 dpi Standard Fine Super Fine Text/Photo Job List GSR Super GSR Memory Free 100% 200/250/350 3-9 3 Specifying the scanning density Saving and printing documents From the following five resolution settings, select the appropriate resolution according to the type of document being scanned. Setting Light \ Std. \ Dark Description For documents with a dark background color, such as newspaper and blueprints For normal documents For documents with faint or colored text 2 Note When data is saved, the settings return to their defaults. If "600 dpi Text" or "600 dpi Text & Photo" is selected, the density can be set to one of three levels: "Light", "Std.", and "Dark". 3-10 200/250/350 Saving and printing documents To specify the scanning density 3 1 Touch [Quality & Reduction]. SCANReady Standard Direct Input Quality& Reduction Chain Menu One-Touch Search JPN Tokyo US IndexList Tokyo box Osaka Nagoya Fukuok a Center Center 1 2 Job List Memory Free 100% 2 Touch [Density], and then touch the button for the desired Density setting. SCANReady One-Touch Original Type Standard Direct Input Quality& Reduction Chain Menu Search Density Reduction/ Area Light Job List Std. Dark Memory Free 100% 200/250/350 3-11 3 Specifying the document scanning size Saving and printing documents The scanned area can be specified as a standard size. However, a portion of a large document can be saved or a non-standard-sized document can be saved as a standard size.

1 Touch [Quality & Reduction]. SCANReady Standard Direct Input Quality& Reduction Chain Menu One-Touch Search JPN Tokyo US IndexList Tokyo box Osaka Nagoya Fukuok a Center Center 1 2 Job List Memory Free 100% 2 Touch [Reduction/Area], and then touch [Set Original Size]. SCANReady One-Touch Original Type Standard Direct Input Quality& Reduction Chain Menu Search Density Reduction/ Area Auto Reduction Auto Detect. Set Original Size Reduction Job List Memory Free 100% 3-12 200/250/350 Saving and printing documents 3 3 Select the desired scanning size, and then touch [OK]. Touch [Auto Detect].

] to automatically select the size closest to the size of the document. However, if the document is smaller than Letter size, Letter size is selected.



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SCANReady Standard Direct Input Quality& Reduction Chain Menu One-Touch Search Original Type Density Reduction/ Area Set Original Size Letter 58 1 /2 1 /2 Enter Auto Detect. Letter 58 1 /2 1 /2 Legal Metric Memory 100% Free Exec. Job List Exec.

2 Note Touch [Metric] to specify a metric size. When data is saved, the settings return to their defaults. 200/250/350 3-13 3 Printing the result report Saving and printing documents The conditions for printing the result report can be specified. The conditions for printing the result report are preset with the Report Settings parameters from the Administrator Management 1 screen. Follow the procedure described below to change these conditions. The following settings can be specified. Setting Default ON If TX Fails OFF Description Select this setting to apply the displayed print conditions specified in Administrator mode.

Select this setting to print the report, regardless of the transmission result. Select this setting to print the report if the data could not be saved. Select this setting to not print the report, regardless of the transmission result.

2 Note For details on the settings available from the Administrator Management screen to print the result report, refer to the User's Guide "Network Scanner Operations". 3-14 200/250/350 Saving and printing documents To print the transmission report 3 1 Touch [Menu]. SCANReady Standard Direct Input Quality& Reduction Chain Menu One-Touch Search JPN Tokyo US IndexList Tokyo box Osaka Nagoya Fukuoka Center Center 1 2 Job List Memory Free 100% 2 Touch [TX Report] on the Setting 1 tab. SCANReady Standard Direct Input Quality& Reduction Chain Menu One-Touch Search Setting 1 Setting 2 Network TSI Dest.Insert TX Report 2in1 2-Sided TX Rotation TX Memory Free Job List 100% 200/250/350 3-15 3 3 Saving and printing documents Specify the printing condition, and then touch [Enter]. SCANReady One-Touch Search Standard Direct Input Quality& Reduction Chain Menu Setting 1 TX Report Default ON Job List Setting 2 Network Enter Single Dest Broadcast If TX Fails : : If TX Fails If TX Fails OFF Memory Free 100% 3-16 200/250/350 Saving and printing documents Specifying the 2in1 setting 3 1 2 Touch [Menu]. Touch [Setting 1], then [2in1]. Touch the key again to cancel the settings. The key is highlighted. SCANReady Standard Direct Input Quality& Reduction Chain Menu One-Touch Search Setting 1 Setting 2 Network TSI Dest.

Insert TX Report 2in1 2-Sided TX Rotation TX Memory Free Job List 100% 200/250/350 3-17 3 Specifying the 2-Sided TX setting Saving and printing documents 1 2 Touch [Menu]. Touch [Setting 1], then [2-Sided TX]. SCANReady Standard Direct Input Quality& Reduction Chain Menu One-Touch Search Setting 1 Setting 2 Network TSI Dest.Insert TX Report 2in1 2-Sided TX Rotation TX Memory Free Job List 100% 3 Select the binding position. To specify the load direction and the portrait orientation of the original document, touch [Original Direction].

SCANReady One-Touch Search Standard Direct Input Quality& Reduction Chain Menu Setting 1 2-Sided TX Setting 2 OFF Network Enter Original Direction Original Bind Direction Left Bind Job List Top Bind Auto Memory Free 100% 4 Touch [Enter]. Touch [OFF] to cancel the settings. 3-18 200/250/350 Saving and printing documents Specifying the Priority TX setting 3 1 2 Touch [Menu]. Touch [Setting 2], then [Priority TX]. Touch the key again to cancel the settings.

The key is highlighted. SCANReady One-Touch Search Standard Direct Input Quality& Reduction Chain Menu Setting 1 Setting 2 Network Priority TX Timer TX Setting Stamp Job List Memory Free 100% 200/250/350 3-19 3 Specifying the Timer TX Setting Saving and printing documents 1 2 Touch [Menu]. Touch [Setting 2], then [Timer TX Setting]. SCANReady One-Touch Search Standard Direct Input Quality& Reduction Chain Menu Setting 1 Setting 2 Network Priority TX Timer TX Setting Stamp Job List Memory Free 100% 3 Enter the time for transmission. Touch [Hour] and [Minute] and type in the value using the keypad. SCANReady One-Touch Search Standard Direct Input Quality& Reduction Chain Menu Setting 1 Setting 2 OFF Network Enter Timer TX Setting Current Time 16 Hour Job List 15 : 55 24 Minute Memory Free 100% 4 Touch [Enter]. Touch [OFF] to cancel the settings. 3-20 200/250/350 Saving and printing documents Specifying the Stamp setting 3 1 2 Touch [Menu]. Touch [Setting 2], then [Stamp]. SCANReady One-Touch Search Standard Direct Input Quality& Reduction Chain Menu Setting 1 Setting 2 Network Priority TX Timer TX Setting Stamp Job List Memory Free 100% 3 Select the print position of the stamp, and then touch [Enter].

SCANReady One-Touch Search Standard Direct Input Quality& Reduction Chain Menu Setting 1 Stamp Setting 2 Network Enter Trail Edge Job List Lead&Trail OFF Memory Free 100% 200/250/350 3-21 3 Specifying the file name Saving and printing documents The name of the saved document file can be specified. 1 Touch [Menu]. SCANReady Standard Direct Input Quality& Reduction Chain Menu One-Touch Search JPN Tokyo US IndexList Tokyo box Osaka Nagoya Fukuoka Center Center 1 2 Job List Memory Free 100% 2 Touch [File Name] on the Network tab. SCANReady One-Touch Search Standard Direct Input Quality/ Reduction Chain Menu Setting 1 Setting 2 Network Subject Selection Email Notification Reply Address File Name Job List Memory Free 100% 3-22 200/250/350 Saving and printing documents 3 3 Type in the file name, and then touch [Enter]. To cancel the setting, touch [OFF]. Up to 16 characters can be entered. It is not necessary to enter the file extension. If no file name is specified, the file is sent with a name automatically specified, as shown below. <machine\_name><date\_&\_time\_scanned>.<extension> File Name OFF Enter Del.

@QW A Z S X E D C R F V SPACE Alpha Caps Memory Free T G Y H B U J N I K M \_ O L . - P , Job List 100% 200/250/350 3-23 3 Saving and printing documents Specifying the e-mail notification recipient An e-mail message can be sent to inform the specified recipient where the data has been saved. The IP address of the machine where the data is saved and the name of the box are indicated in the body of the e-mail message.



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1 Touch [Menu]. SCANReady Standard Direct Input Quality& Reduction Chain Menu One-Touch Search JPN Tokyo US IndexList Tokyo box Osaka Nagoya Fukuoka Center Center 1 2 Job List Memory Free 100% 2 Touch [E-Mail Notification] on the Network tab.

SCANReady One-Touch Search Standard Direct Input Quality/ Reduction Chain Menu Setting 1 Setting 2 Network Subject Selection Email Notification Reply Address File Name Job List Memory Free 100% 3-24 200/250/350 Saving and printing documents 3 3 Select the e-mail address of the recipient, and then touch [Enter]. To cancel the setting, touch [OFF]. Select E-Mail Notification Address from One-Touch keys. E-Mail Notification Address OFF Enter IndexList JPN Tokyo US Osaka Nagoya Fukuoka Tokyo box a Center Center 1 2 Job List Memory Free 100% 200/250/350 3-25 3 Viewing the transmission report Saving and printing documents 2 P.1 TRANSMISSION REPORT (WED) 2005MAY24 11:32 CHICAGO 1 USER NAME DESTINATION :SALES :NEW YORK DOCUMENT# TIME STORED TX START DURATION MODE :6614316-761 :MAY24 11:32 :MAY24 11:32 :8 sec :HDD PAGES RESULT :1page :OK 4 3 IMAGE 5 No.

1 2 3 4 Item Report output date Transmission source name Transmission information Transmission results Description Shows the date that the report was printed. Shows the name and address of the transmission source. Shows the number for the document, the duration, and the mode. Shows the results. Any of the following may be indicated. OK: The data was saved successfully. INTERR: The transmission was interrupted. F.MEM: The memory is full. NG: The operation was completed unsuccessfully.

Error code: For details, refer to "Error codes" on page 5-4. Shows a part of the image. 5 Transmission image 3-26 200/250/350 Saving and printing documents 3 3.3 Downloading saved documents to the computer A document saved on the machine's hard disk can be downloaded to and saved on a computer connected to the network. PageScope Web Connection is used to download the document. For details on using PageScope Web Connection, refer to "Using PageScope Web Connection" on page 4-22. To download a scan document 1 2 3 Start the Web browser, and then display the PageScope Web Connection page. Click the User Box tab. Under "User Box List", click the name of the box where the data is saved. A list of documents saved in the box appears.

If a password has been set for the box, type in the password, and then click [Apply]. 200/250/350 3-27 3 4 Saving and printing documents Click the name of a document to be downloaded, and then click [Download]. 5 Specify the location where the document is to be saved, and then click [Save]. ! Detail To delete unnecessary documents, refer to "Deleting a document saved in a box" on page 4-43. 3-28 200/250/350 Saving and printing documents 3 3.

4 Saving print data Data opened on the computer can be saved on the machine's hard disk with the same operation used for printing. The document can also be printed at the same time that it is saved on the hard disk. Saved data can be printed at any time by touching [Store to HDD] in the machine's touch panel. To save a print document 1 2 On the [File] menu of the software, click [Print]. The print settings dialog box appears.

From the "Output Method" list, select "Save in User Box" or "Save in User Box and Print". If "Save in User Box" is selected, the document is saved in the box without being printed. If "Save in User Box and Print" is selected, the document is saved in the box and printed. 200/250/350 3-29 3 3 Saving and printing documents Specify the name that the document is to be saved as, and then click [OK]. 4 5 Specify any other desired print settings. Click [OK]. ! Detail For details on the print settings, refer to the User's Guide "Print Operations". 3-30 200/250/350 Saving and printing documents 3 3.5 Printing documents saved using the Store to HDD operation Documents saved using the Scan to HDD operation can be printed, or unnecessary documents can be deleted. To print saved document 1 2 Press the [Box] key in the control panel.

Touch [Store to HDD]. Please select desired User Box. User Box Store to HDD Proof Print Secure Print Job List 3 4 Select the document to be printed.

Touch [Action]. When there are five or more documents, touch [+] or [,] to change the screen that is displayed. Select the document. Store to HDD Date/Time Stored 1 /1 Enter User Name user01 user02 user03 user01 Document Name 03/18 09:23 03/21 11:59 03/21 15:40 03/23 10:15 document01 document02 test sample Action Job List Delete All 200/250/350 3-31 3 5 Saving and printing documents Check the document information that appeared, and then touch [Print]. Set the Operation. Store to HDD Date/Time Stored Back 03/21 user02 document02 11:59 User Name Document Name Delete Job List Print 6 Touch [Enter]. The job is accepted.

Accepted Time : 19:43 Job No. :00015 Enter Job List The document is printed. 3-32 200/250/350 Saving and printing documents Deleting the specified document 3 A document that has been printed or is no longer needed can be selected to be deleted. 1 2 Press the [Box] key in the control panel.

@@@@@@@@@@@@@@@@@@@@Use the keypad to type in a number between 1 and 999.

Select whether a single-sided or double-sided copy is to be printed. @@To specify the stapling position, touch [Position Setting]. @@To specify the holepunching position, touch [Position Setting]. The pages can be folded in half. @@@@@@@@@@@@@@@@@@For details, refer to the User's Guide [Print Operations].

@@@@@The print settings dialog box appears. @@Click [OK]. @@@@@Touch [Action]. @@@@@[Proof Print]: Touch to print another proof copy after the settings have been changed. The remaining number of copies to be printed does not change no matter how many times a proof copy is printed. [Change Settings]: Touch to change the print settings. [Delete]: Touch to delete the selected document. [Print]: Touch to print with the currently selected settings.

Proof Print Enter # of Sets: 3 SingleSided Finishing Print: Job List 200/250/350 3-41 3 6 Saving and printing documents To change the settings, touch [Change Settings]. Change the settings of the selected document.

Proof Print Cancel Enter # of sets Corner Staple 535 Print SingleSided DoubleSided 2 Staples Hole-Punch Crease Position Setting Proof Print Print Job List A screen appears, allowing you to change the print settings. 7 Check the document information that appeared, and then touch [Print].



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To print another proof copy after the settings have been changed, touch [Proof Print]. The remaining number of copies to be printed does not change no matter how many times a proof copy is printed. Change the settings of the selected document. Proof Print Cancel Enter # of sets Corner Staple 535 Print SingleSided DoubleSided 2 Staples Hole-Punch Crease Position Setting Proof Print Job List 3-42 200/250/350 Saving and printing documents 3 8 Touch [Enter]. The job is accepted. Accepted Time : 12:03 Job No. :00252 Enter Job List The document is printed. 200/250/350 3-43 3 Deleting the specified document Saving and printing documents After proof printing is finished, the data saved on the machine is automatically deleted.

To delete any other data that does not need to be printed, follow the procedure described below. 1 2 Press the [Box] key in the control panel. Touch [Proof Print]. Please select desired User Box. User Box Store to HDD Proof Print Secure Print Job List 3 4 Select the document to be deleted.

Touch [Action]. Select the document. Proof Print Date/Time Stored 1/1 User Name user01 user02 user03 user01 Enter Document Name 03/18 03/21 03/21 03/23 09:23 11:59 15:40 10:15 document01 document02 test sample Action Job List Delete All 3-44 200/250/350 Saving and printing documents 3 5 Check the document information that appeared, and then touch [Delete]. Set the Operation. Proof Print Date/Time Stored Back 03/21 user02 document02 Proof Print 11:59 User Name Document Name Detail Change Settings Delete Print Job List 6 To delete the document, touch [Yes], and then touch [Enter].

@@The document is deleted. Do you want to delete these documents? Document Delete Confirmation Yes No Enter Job List 200/250/350 3-45 3 Deleting all document Saving and printing documents All document saved as proof copies can be deleted. 1 2 Press the [Box] key in the control panel. Touch [Proof Print]. Please select desired User Box. User Box Store to HDD Proof Print Secure Print Job List 3 Touch [Delete All]. Select the document. Proof Print Date/Time Stored 1/1 User Name user01 user02 user03 user01 Enter Document Name 03/18 03/21 03/21 03/23 09:23 11:59 15:40 10:15 document01 document02 test sample Action Job List Delete All 3-46 200/250/350 Saving and printing documents 3 4 To delete the documents, touch [Yes], and then touch [Enter]. @@All documents are deleted. Is it OK to delete all documents? Delete All Confirmation Yes Number of Documents Enter No :4 Job List 200/250/350 3-47 3 3.

7 Saving and printing documents Printing a confidential document When printing a document opened on a computer, an ID and password can be specified. The document can be printed if the ID and password are entered from the machine's control panel. This is useful for printing documents that should not be read by other people. ! Detail When the machine is turned off, saved confidential document data is deleted. If the machine is turned off before the data is printed, the document must be specified again for printing from the computer. Printing a confidential document from the computer 1 2 On the [File] menu of the software, click [Print]. The print settings dialog box appears. From the "Output Method" list, select "Secure Print". 3-48 200/250/350 Saving and printing documents 3 3 Type in the ID and password for the confidential document, and then click [OK]. 4 5 Specify any other desired print settings.

Click [OK]. ! Detail For details on the print settings, refer to the User's Guide "Print Operations". 200/250/350 3-49 3 Saving and printing documents Checking the settings of the confidential document By typing in an ID and password for confidential documents, a list of documents appears, showing those that match the entered ID and password. 1 2 Press the [Box] key in the control panel. Touch [Secure Print].

Please select desired User Box. User Box Store to HDD Proof Print Secure Print Job List 3 Touch [Secure Print ID]. Input the Secure Print ID and Password to operate. Secure Print Cancel Enter Secure Print ID Secure Print Password Job List 3-50 200/250/350 Saving and printing documents 3 4 Type in the ID for the confidential document, and then touch [Enter]. Input Secure Print ID.

Cancel Enter Del. @QW A Z S X E D C R F V SPACE Alpha Job List T G Y H B U J N I K M \_ O L . - P , Caps 5 Touch [Secure Print Password]. Input the Secure Print ID and Password to operate. Secure Print Cancel Enter Secure Print ID Secure Print Password 1111 Job List 200/250/350 3-51 3 6 Saving and printing documents Type in the password for the confidential document, and then touch [Enter]. Input Secure Print Password. Cancel Enter Del. @QW A Z S X E D C R F V SPACE Alpha Job List T G Y H B U J N I K M \_ O L . - P , Caps 7 Touch [Enter]. Input the Secure Print ID and Password to operate.

Secure Print Cancel Enter Secure Print ID Secure Print Password 1111 \*\*\*\*\* Job List The list of confidential documents appears. 3-52 200/250/350 Saving and printing documents Printing the specified document 3 1 2 Select the document to be printed. Touch [Action]. When there are five or more documents, touch [+] or [,] to change the screen that is displayed. Select the document. Secure Print Date/Time Stored 1/1 User Name user01 user02 Back Document Name 03/18 03/21 09:23 11:59 document01 document02 Action Job List Batch Operations 3 Check the document information that appeared, and then touch [Print]. Set the Operation. Secure Print Date/Time Stored Back 03/21 user02 document02 11:59 User Name Document Name Delete Job List Print 200/250/350 3-53 3 4 Touch [Enter]. Saving and printing documents The job is accepted. Accepted Time : 19:43 Job No.

:00015 Enter Job List The document is printed. 3-54 200/250/350 Saving and printing documents Deleting the specified document 3 After a confidential document is printed, it is automatically deleted. To delete any other data that does not need to be printed, follow the procedure described below. 1 2 Select the document to be deleted. Touch [Action].

Select the document. Secure Print Date/Time Stored 1/1 User Name user01 user02 Back Document Name 03/18 03/21 09:23 11:59 document01 document02 Action Job List Batch Operations 3 Check the document information that appeared, and then touch [Delete].



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Set the Operation. Secure Print Date/Time Stored Back 03/21 user02 document02 11:59 User Name Document Name Delete Job List Print 200/250/350 3-55 3 4 Saving and printing documents To delete the document, touch [Yes], and then touch [Enter]. @@The document is deleted.

Do you want to delete these documents? Document Delete Confirmation Yes No Enter Job List 3-56 200/250/350 Saving and printing documents Printing all document 3 1 Touch [Batch Operations]. Select the document. Secure Print Date/Time Stored 1/ 1 User Name user01 user02 Back Document Name 03/18 03/21 09:23 11:59 document01 document02 Action Job List Batch Operations 2 Touch [Batch Print], and then touch [Enter]. Select desired batch operation. Secure Print Enter Batch Delete Batch Print Job List 200/250/350 3-57 3 3 Saving and printing documents To print the documents, touch [Yes], and then touch [Enter]. To return to the previous screen, touch [No], and then touch [Enter]. Are you sure you want to print all documents? Batch Print Enter Yes No Job List All documents are printed. 3-58 200/250/350 Saving and printing documents Deleting all document The data for all confidential documents that is saved can be deleted. 3 1 Touch [Batch Operations]. Select the document.

Secure Print Date/Time Stored 1/ 1 User Name user01 user02 Back Document Name 03/18 03/21 09:23 11:59 document01 document02 Action Job List Batch Operations 2 Touch [Batch Delete], and then touch [Enter]. Select desired batch operation. Secure Print Enter Batch Delete Batch Print Job List 200/250/350 3-59 3 3 Saving and printing documents To delete the documents, touch [Yes], and then touch [Enter]. @@All documents are deleted. Is it OK to delete all documents? Delete All Confirmation Yes Number of Documents Enter No :2 Job List 3-60 200/250/350 4 Utility/Counter screen and PageScope Web Connection Utility/Counter screen and PageScope Web Connection 4 4.1 Utility/Counter screen and PageScope Web Connection Available functions Various basic settings and advanced parameters for using this machine can be set from the Utility/Counter screen. Operations can be performed from the Utility/Counter screen in the machine's touch panel or from the utility PageScope Web Connection from a computer on the network. Specifying settings from the control panel The following Utility/Counter screen parameters are described in this manual. Operation Registering, changing and deleting onetouch recipients Deleting a confidential document Specifying software switch settings Description When saving a document with the Scan to HDD operation, register the user box as a one-touch dial button. All saved confidential documents can be deleted.

Use to specify the machine settings. ! Detail If the "Restrict One-Touch Editing" parameter on the Administrator Set screen (displayed from the Administrator Management screen) is set to "ON", [E-Mail Input] is added to the Administrator Management 1 screen and can be used to register, change and delete one-touch dial buttons. [E-Mail Input] does not appear on the User Setting screen. For details on the Administrator Set screen, refer to the User's Guide [Copy Operations]. 200/250/350 4-3 4 Utility/Counter screen and PageScope Web Connection Performing operations from PageScope Web Connection Operation Registering, changing and deleting onetouch recipients Creating and editing user boxes Description When saving a document with the Scan to HDD operation, register the user box destination with a onetouch dial registration.

When saving a document with the Scan to HDD operation, create a user box, change its name, and specify its password. Download document data saved with the Scan to HDD operation to a computer where it can be saved. Specify the length of time for saving documents saved with the Scan to HDD operation. Downloading documents Specifying when documents are deleted from boxes ! Detail If the "Restrict One-Touch Editing" parameter on the Administrator Set screen (displayed from the Administrator Management screen) is set to "ON", the Scan(2) tab is added to the Administrator mode page so that one-touch recipients can be registered, changed and deleted. The Scan tab does not appear on the Administrator mode page.

Other related parameters Parameter Document Hold Time Description Specify the length of time that proof print data is saved on the machine. For details, refer to the User's Guide [Print Operations]. 4-4 200/250/350 Utility/Counter screen and PageScope Web Connection 4 4.2 Registering one-touch recipients from the control panel Programming a one-touch dial button If a destination is registered with a one-touch dial button, the data can be saved easily and accurately. To program one-touch dial buttons with similar settings, touch [One-Touch Copy], and then change the settings to create a new one-touch dial button. Settings can be specified for the following. Item One-Touch Name User Box File Type/ Coding Method Description Type in the name of the recipient that will appear on the onetouch dial button. Up to 12 characters can be entered. Select the box where the recipient is to be registered. Select the file type and coding method for the data to be saved.

The file type can be set to "Multi Page TIFF", "Single Page TIFF", or "PDF". The coding method can be set to "MH" or "MMR". The data amount with the MMR coding method is less than with the MH method. 2 Note For details on changing index names or registering mail programs with one-touch operations, refer to the User's Guide [Network Scanner Operations]. 200/250/350 4-5 4 1 Utility/Counter screen and PageScope Web Connection To program a one-touch dial button Press the [Utility/Counter] key. Utility/ Counter 2 Touch [User Setting]. Utility/Counter User Setting User Management Enter Total Counter 357 Admin. Management Reports Total Copy Counter 285 Printer Setting Total Copy Size 5 Check Detail 3 Touch [E-Mail Input]. Utility/Counter User Setting User s Choice E-Mail Input Enter Store Overlay 4-6 200/250/350 Utility/Counter screen and PageScope Web Connection 4 4 Touch [One-Touch]. Utility/Counter E-Mail Input Enter One-Touch Domain Name Index Mail Program 5 Touch the one-touch recipient button to be registered. Touch an index tab or touch [Index List], and then touch the desired one-touch button. If the machine is set to allow LDAP searches, a screen appears, allowing the one-touch dial button to be set to either permit or prohibit the address from being found with an LDAP search.



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In this case, select "No". Select One-Touch to REG/CHANGE/DEL. Touch [Enter].

One-Touch JPN Tokyo US Enter IndexList Osaka Nagoya Fukuok a Center Center 1 2 200/250/350 4-7 4 6 Utility/Counter screen and PageScope Web Connection Type in the recipient name that will appear on the one-touch button, and then touch [Next]. One-Touch Name Cancel Next Del. @QW A Z S X E D C R F V SPACE Alpha Caps T G B Y H N U J M \_ I K . O L , P 7 Select the communication mode. Touch [HDD], and then touch [Next].

Select default Communication Mode. Com. mode Cancel Back Next InternetFAX PC HDD 4-8 200/250/350 Utility/Counter screen and PageScope Web Connection 4 8 Select the box where the data is to be saved, and then touch [Next]. Boxes other than the "Public" box must be created with PageScope Web Connection in advance. For details, refer to "Creating a user box" on page 4-39. Enter destination by selecting User Box. Utility/Counter User Box Cancel

Back Enter Public box02 box01 box03 9 Check the information to be registered. OneTouch #014 Cancel Enter BOX01 Dest. Mode 1 Mode 2 Delete OneTouch Remote Destination Name BOX01 HDD box01 Com. mode Destination 10 To specify the format in which the file is saved and the coding method, touch [File Type/Coding Method] on the Mode 1 screen.

200/250/350 4-9 4 11 Utility/Counter screen and PageScope Web Connection Select the file format and coding method, and then touch [Enter]. Select the desired file type and coding method for scan-to-e-mail. Utility/Counter Scanning Mode File Type/ Coding Method Cancel Enter TIFF PDF Multiple MH MMR Single 12 Touch [Enter] in each screen until the first screen appears. 4-10 200/250/350 Utility/Counter screen and PageScope Web Connection Changing/deleting a one-touch recipient 4 1 2 Perform steps 1 through 4 of the procedure "Programming a one-touch dial button". Touch the button for the one-touch recipient that you wish to change or delete. Select One-Touch to REG/CHANGE/DEL. Touch [Enter]. One-Touch JPN Tokyo US Enter IndexList Osaka Nagoya Fukuok a Center Center 1 2 BOX01 3 Touch the button for the setting to be changed, and then change the setting. To delete the one-touch recipient, touch [Delete]. OneTouch #014 Cancel Enter BOX01 Dest.

Mode 1 Mode 2 Delete OneTouch Remote Destination Name BOX01 HDD box01 Com. mode Destination 4 5 Check the information to be registered, and then touch [Enter]. Touch [Enter] in each screen until the first screen appears. 200/250/350 4-11 4 1 2 3 Utility/Counter screen and PageScope Web Connection Copying a one-touch recipient Perform steps 1 through 4 of the procedure "Programming a one-touch dial button". Touch the button for the one-touch recipient to be copied.

Touch [One-Touch], and then touch [One-Touch Copy]. OneTouch #014 Cancel Enter Delete BOX01 Dest. Mode 1 Mode 2 OneTouch One-Touch Copy 4 Touch the button where the one-touch recipient is to be copied. Select a one-touch recipient button where no settings have already been registered. To deselect the one-touch dial button where the information is to be copied to, touch the selected one-touch dial button again.

Select the One-Touch key you wish to copy to. One-Touch Copy JPN Tokyo US Cancel Enter IndexList Osaka Nagoya Fukuok a Center Center 1 2 BOX01 5 4-12 Touch [Enter] in each screen until the first screen appears. 200/250/350 Utility/Counter screen and PageScope Web Connection 4 4.3 Deleting confidential documents Although the data for a confidential document is automatically deleted when the document is printed from the machine, all remaining data that is not printed can also be deleted. This operation can easily be performed without entering the ID and password for each confidential document. To delete confidential documents 1 Press the [Utility/Counter] key. Utility/ Counter 2 Touch [Admin. Management]. Utility/Counter User Setting User Management Enter Total Counter 357 Admin. Management Reports Total Copy Counter 285 Printer Setting Total Copy Size 5 Check Detail 200/250/350 4-13 4 3 Utility/Counter screen and PageScope Web Connection Type in the administrator code, and then touch [Enter].

Input Administrator Code. Utility/Counter Administrator Code Cancel Enter 4 Touch [Admin. 2], and then touch [Delete Job]. Utility/Counter Administrator Management 2 Network Settings Printer Setting Enter Software SW Ping Delete Job SSL/TLS 4-14 200/250/350 Utility/Counter screen and PageScope Web Connection 4 5 To delete all confidential documents, touch [Yes], and then touch [Enter]. Delete all confidential print? Utility/Counter Delete Job Yes No Enter 6 Touch [Enter] in each screen until the initial screen appears. 200/250/350 4-15 4 4.4 Utility/Counter screen and PageScope Web Connection Specifying software switch settings (machine functions) By specifying the software switch settings ("Mode Selection", "Bit Selection" and "Hex Selection"), various machine functions can be changed to meet your specific needs. 2 Reminder Do not change any modes or bits other than those described in this manual. Software SW settings Parameter Mode Selection Bit Selection Description The parameter to be specified is expressed as a three-digit number. Use the keypad to type in the value.

The bits are the eight numbers that construct the mode status. By specifying a binary number (0 or 1) for each of the bits (0 through 7), a setting for each parameter can be specified. Specify a setting for each mode as a hexadecimal number (0 through 9 and A through F). Bit setting "0011 0000" is expressed as the hexadecimal setting "30". Specify a mode setting by using either bits or hexadecimal values.

HEX Selection Examples of settings for "Bit Selection" (binary numbers) and "HEX Selection" (hexadecimal numbers) are shown below. Decimal number 0 1 2 3 4 5 6 7 8 9 10 11 "Bit Selection" setting (binary number) 0000 0000 0000 0001 0000 0010 0000 0011 0000 0100 0000 0101 0000 0110 0000 0111 0000 1000 0000 1001 0000 1010 0000 1011 "HEX Selection" setting (hexadecimal number) 00 01 02 03 04 05 06 07 08 09 0A 0B 4-16 200/250/350 Utility/Counter screen and PageScope Web Connection 4 Decimal number 12 13 14 15 16 17 18 19 20 . . . 252 253 254 255 "Bit Selection" setting (binary number) 0000 1100 0000 1101 0000 1110 0000 1111 0001 0000 0001 0001 0001 0010 0001 0011 0001 0100 . . . 1111 1100 1111 1101 1111 1110 1111 1111 "HEX Selection" setting (hexadecimal number) 0C 0D 0E 0F 10 11 12 13 14 . . . FC FD FE FF 200/250/350 4-17 4 1 Utility/Counter screen and PageScope Web Connection To change a software switch setting After entering Administrator mode, touch [Admin].



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