



# Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for KONICA MINOLTA BIZHUB 600 SCAN UM 1-1-0. You'll find the answers to all your questions on the KONICA MINOLTA BIZHUB 600 SCAN UM 1-1-0 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 600 SCAN UM 1-1-0**

**User guide KONICA MINOLTA BIZHUB 600 SCAN UM 1-1-0**

**Operating instructions KONICA MINOLTA BIZHUB 600 SCAN UM 1-1-0**

**Instructions for use KONICA MINOLTA BIZHUB 600 SCAN UM 1-1-0**

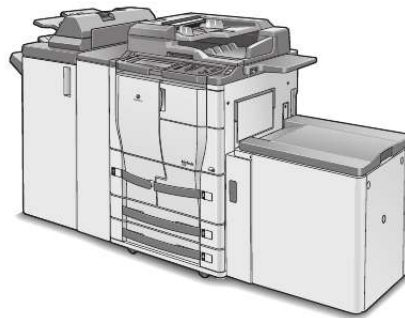
**Instruction manual KONICA MINOLTA BIZHUB 600 SCAN UM 1-1-0**



The essentials of imaging

## **bizhub 750/600**

User's Guide [Network Scanner Operations]



[You're reading an excerpt. Click here to read official KONICA MINOLTA BIZHUB 600 SCAN UM 1-1-0 user guide](http://yourpdfguides.com/dref/2172037)  
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**Manual abstract:**

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6-15 6.2 6.3 6.4 bizhub 750/600 x-13 About this manual This user manual covers the bizhub 750/600 network and scanning functions. This section introduces the structure of the manual and 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 application programs, refer to the respective manuals.

Structure of the manual This manual consists of the following chapters. Chapter 1 Before using the scan functions Chapter 2 Scanning documents Chapter 3 Specifying settings from the control panel Chapter 4 Specifying settings using PageScope Web Connection Chapter 5 Scan function troubleshooting Chapter 6 Appendix Notation Product Name bizhub 750/600 Internal Network Controller Microsoft Windows 98 Microsoft Windows Me Microsoft Windows NT 4.



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0 Microsoft Windows 2000 Microsoft Windows XP When the operating systems above are written together Notation in the Manual This machine, 750/600, device Network Controller Windows 98 Windows Me Windows NT 4.  
0 Windows 2000 Windows XP Windows 95/98/Me Windows NT 4.0/2000/XP Windows 98/Me/NT 4.0/2000/XP x-14 bizhub 750/600 Explanation of manual conventions 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 machine. 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 machine. 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. bizhub 750/600 x-15 Tips 2 Note Text highlighted in this manner contains useful information and tips to ensure safe use of the machine. 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 [Stop] key The names of keys on the control panel are written as shown above. MACHINE SETTING Display texts are written as shown above. x-16 bizhub 750/600 User manuals The following user manuals have been prepared for this machine.

User manual [Copy Operations] This manual contains details on basic operations and the operating procedures for the various copy functions. - Refer to this user manual 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 manual [Network Scanner Operations] <this manual> This manual contains details on specifying network settings for standard equipment and on operations for scanning functions. - Refer to this user manual for details on operating procedures for network functions and for using the Scan to E-Mail, Scan to FTP and PC (SMB) transmission operations. User manual [Box Operations] This manual contains details on operating procedures for using the boxes. - Refer to this user manual for details on operating procedures for using the boxes on the hard disk. User manual [Enlarge Display Operations] This manual contains details on operating procedures for using copy functions in Enlarge Display mode. - Refer to this user manual for details on operating procedures in Enlarge Display mode. bizhub 750/600 x-17 CD-ROM configuration The following CD-ROM is included: - User Software CD-ROM The CD-ROM contains utility software as well as documentation, such as the user manuals and release notes. x-18 bizhub 750/600 1 Before using the scan functions Before using the scan functions 1 1 1.

1 Before using the scan functions Environment required for using the scan functions The following conditions are required to use the network and scanning functions of this machine. - The machine is connected to the network. The functions can be used over a TCP/IP network. For details on the connection, refer to "Connecting to the network" on page 1-12. Also, network parameters such as the IP address of this machine must be specified in order to use the machine on the network.

For details, refer to "Settings for using network/scanning functions" on page 1-8. bizhub 750/600 1-3 1 1.2 Available scanning functions Before using the scan functions "Scanning" refers to the operation of reading the image of a document fed through the ADF or placed on the original glass. The scanning functions can be used to temporarily store the scanned data in the internal memory of the machine and transmit the data in an e-mail message over the network or upload the data to a file server. With the scanning functions, data can be sent to up to 516 destinations at the same time.

In addition, the data can be stored on the internal hard disk of this machine. This function can be used from the Box mode, which is described in the user manual [Box Operations]. 2 Note The maximum number of destinations that can be selected at the same time is 516 (500 programmed destinations, 5 e-mail, FTP and SMB destinations entered directly and 1 box destination). Sending the scanned data in an e-mail message The scanned data can be sent to a specified e-mail address. The destination is specified from the touch panel of this machine, and the scanned data is sent as an e-mail attachment. For details, refer to "Sending data in an e-mail message (Scan to e-mail)" on page 2-8. Original Machine E-mail and scan data E-mail reception Memory SMTP server POP server Internet 1-4 bizhub 750/600 Before using the scan functions Sending the scanned data as files (FTP) 1 The scanned data is uploaded to a specified FTP server. The FTP server address, login password, and other information are entered from the touch panel of this machine. The data files uploaded to the FTP server can be downloaded from a computer on the network. For details, refer to "Sending data to a server (Scan to FTP)" on page 2-20.

Original Machine Scan data Download Memory FTP server Internet bizhub 750/600 1-5 1 Before using the scan functions Sending the scanned data to a computer on the network (SMB) The scanned data can be sent to a shared folder on a specified computer. The name of the destination computer, login password, and other information are entered from the touch panel of this machine. For details, refer to "Sending data to a PC on the network (Scan to SMB)" on page 2-33. Original Machine Scan data Memory Save to a shared folder 1-6 bizhub 750/600 Before using the scan functions Saving the scanned data in boxes 1 The scanned data can be saved in boxes created on the machine's internal hard disk. The data can be used in other applications. The file name can be entered from the touch panel of the machine. For details, refer to the bizhub 750/600 user manual [Box Operations]. Machine Hard disk bizhub 750/600 1-7 1 1.3 Before using the scan functions Settings for using network/scanning functions It is recommended that the settings described below be specified before using the network/scanning functions.



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The network settings described in "Specifying Network Settings" must be specified first.

Set other items as necessary. ! Detail For details on specifying network settings, refer to the chapters listed below. "TCP/IP settings" on page 3-42 "E-mail TX (SMTP) settings" on page 3-80 "4 Specifying settings using PageScope Web Connection" Specifying network settings An IP address must be assigned to the machine and settings such as the SMTP server must be specified to use the machine on the network. Be sure to set them. There are two methods for specifying settings.

One method is to specify the settings from the touch panel of this machine. The other method is to use PageScope Web Connection from a Web browser on a computer on the network. Registering destinations and specifying their settings The destinations (recipients) of scanned data must be registered. The following registration methods are available. - Register from the touch panel of the machine.

- Use PageScope Web Connection from a PC on the network. - Use PageScope Data Administrator from a PC on the network. The following types of destinations can be registered. Name Abbreviated Destination Group Description The destination can be selected with one button. Multiple destinations can be registered in groups. E-mail, FTP, SMB, and box destinations can be registered together in a single group. 1-8 bizhub 750/600 Before using the scan functions 1 2 Note The destination can also be entered before scanning. This is called "direct input". For details, refer to "Entering the addresses directly" on page 2-17. ! Detail For details on registering destinations and specifying settings, refer to the sections listed below.

"Registering abbreviated destinations" on page 3-11 "Registering group destinations" on page 3-24 bizhub 750/600 1-9 1 Setting the from address Before using the scan functions To perform Scan to E-Mail, the From address must be registered. The From address is the address that indicates the sender when data is sent. Normally, it is recommended that the e-mail address of administrator registration be used. If the e-mail address of administrator registration is not specified, the sender e-mail address must be entered for each Scan to E-mail operation. Note that Scan to E-Mail is not possible if the From address is not entered. Specifying the scan settings The following scan settings can be specifying when scanning a document. These settings are specified from the touch panel of the machine. Item File Type Resolution Simplex/Duplex Original Type Scan Size Zoom Density Original Setting Application Description Selects the file type for saving the scanned data. Selects the scan resolution. Selects whether to scan one side of the document or both sides.

Sets the image type of the scanned document. Sets the paper size to be scanned. Sets the zoom ratio for scanning. Frequently used zoom ratios can be stored. Specify the density for scanning.

Specifies the type of document that is loaded, for example, if it contains mixed page sizes or is folded in a zigzag. Provides functions for adjusting the image to be scanned, for example, for scanning books and for scanning pages. ! Detail For details on the scan settings, refer to "Specifying the scan settings" on page 2-45. 1-10 bizhub 750/600 Before using the scan functions Specifying program settings 1 The destination and scan settings can be registered together as a single program. This is convenient for frequently scanning documents and sending data under the same conditions.

These settings are specified from the touch panel of the machine. ! Detail For details, refer to "Registering program destinations" on page 3-27. Specifying default scan settings The settings that are selected when [Scan] in the control panel is touched can be specified. bizhub 750/600 1-11 1 1.4 Connecting to the network Before using the scan functions The machine can be connected to the network. 2 Reminder The machine can be connected via the parallel or USB port. However, be sure to connect to the network to use the scanner function. Network connection Connect a UTP cable (category 5 recommended) from the network to the Ethernet connector on the machine. 1-12 bizhub 750/600 Before using the scan functions 1 1.5 Flow chart of setup and scanning operations The sequence from the setup operations required to use the scanning functions to the scanning operation is shown below.

Specify scan settings in the screen that appears after pressing the [Utility/Counter] key, then touching [User Setting]. \* Specify basic settings such as the format in which scanned data is saved (refer to "Specifying settings from the control panel" on page 3-3). Specify network settings in the screen that appears after pressing the [Utility/Counter] key, then touching [Administrator Setting]. \* Specify settings in order to use the machine on the network (refer to "Specifying settings from the control panel" on page 3-3). Register destinations in the screen that appears after pressing the [Utility/Counter] key. \* Specify e-mail addresses for e-mail transmissions, register FTP servers, and specify destination computers (refer to "Specifying settings from the control panel" on page 3-3). Load the document. Specify the destination. Specify the scan settings (refer to page 2-45). Press the [Start] key in the control panel.

The document is scanned, and the data is transmitted. bizhub 750/600 1-13 1 Before using the scan functions 1-14 bizhub 750/600 2 Scanning documents Scanning documents 2 2.1 Scanning documents Control panel No. 1 Part Name [Power Save] key Description Press to enter Low Power mode. While the machine is in Low Power mode, the indicator on the [Power Save] key lights up in green and the touch panel goes off.

To cancel Low Power mode, press the [Power Save] key again. Displays various screens and messages. Specify the various settings by directly touching the Touch Panel. If user authentication or account track settings have been applied, press this key after completing authentication in order to use this machine. In addition, press this key again when you have finished using the machine to display the authentication screen.

Press to enter Box mode. While the machine is in Box mode, the indicator on the [Box] key lights up in green. For details, refer to the user manual [Box Operations]. Press to enter Fax mode. While the machine is in Fax mode, the indicator on the [Fax] key lights up in green. The [Fax] key is currently not available. Press to enter Scan mode. While the machine is in Scan mode, the indicator on the [Scan] key lights up in green. 2 Touch panel 3 [Access] key 4 [Box] key 5 [Fax] key 6 [Scan] key bizhub 750/600 2-3 2 No. 7 Part Name [Copy] key Description Scanning documents Press to enter Copy mode.



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While the machine is in Copy mode, the indicator on the [Copy] key lights up in green. For details, refer to the user manual [Copy Operations]. Press to clear all settings (except programmed settings) entered in the control panel and touch panel. Press to enter Interrupt mode. While the machine is in Interrupt mode, the indicator on the [Interrupt] key lights up in green and the message "Now in Interrupt mode." appears on the touch panel. To cancel Interrupt mode, press the [Interrupt] key again. Press the [Stop] key during copying to stop the copy operation. Press to start copying. When this machine is ready to begin copying, the indicator on the [Start] key lights up in green.

If the indicator on the [Start] key lights up in orange, copying cannot begin. Press this key to continue a stopped job. Lights up in green when the machine is turned on. Flashes in green while a print job is being received. Lights up in green while a print job is queued to be printed or while it is printing. Press to print a single sample copy to be checked before printing a large number of copies. Use to type in various values, such as the number of copies to be produced and the zoom ratio.

Press to erase a value (such as the number of copies, a zoom ratio, or a size) entered using the keypad. Press to display screens showing the specified settings. Press to display the Utility screen and allow the meter count to be checked. Press to register the desired copy settings as a program or to recall a registered copy program. Use to adjust the contrast of the touch panel.

Press to enter Enlarge Display mode. Press to display the screen for specifying user accessibility functions. Press to display the Main Help Menu screen, where descriptions of the various functions and details of operations can be displayed. 8 9 [Reset] key [Interrupt] key 10 11 [Stop] key [Start] key 12 13 Main Power indicator Data indicator 14 15 16 [Proof Copy] key Keypad [C] (clear) key 17 18 19 20 21 22 23 [Mode Check] key [Utility/Counter] key [Mode Memory] key Contrast dial [Enlarge Display] key [Accessibility] key [Help] key 2-4 bizhub 750/600 Scanning documents 2 2 Reminder Do not apply extreme pressure to the touch panel, otherwise it may be scratched or damaged. Never push down on the touch panel with force, and never use a hard or pointed object to make a selection in the touch panel. bizhub 750/600 2-5 2 2.2 Displaying the scan screen Scanning documents Display the Scan mode screen in order to perform scanning operations. Turn the machine on. When the machine is ready to make copies, the Basic screen appears. Press the [Scan] key in the control panel to display the Scan mode screen.

The displayed functions and modes can be selected by gently touching the buttons that are displayed in the screen. 2 3 4 5 6 7 8 9 10 11 No 1 2 Name Sub display area [Job List] button Description This area displays destinations, etc. Displays jobs being performed and jobs being stored. Various commands for checking and managing jobs are available. Displays the current date/time. Displays the machine status and details on operations that must be performed. Displays destinations that are registered in programs. Displays destinations that are registered in groups. Used to Search for destinations that are registered in the address book. Used to type in the destination when performing Scan to E-mail, Scan to FTP, or Scan to SMB operations or to select the box where the job is to be stored.

This button does not appear if the [Manual Destination Input] on the Security Details screen (displayed by touching [9 Security Setting] on the Administrator Setting screen) is set to "Restrict". Shows the amount of available memory that is used during the scanning operation. Shows the number of specified addresses. 3 4 5 6 7 8 Date/Time display area Message display area [Program] button [Group] button [Address Book] button [Direct Input] button 9 10 Available memory display Address number display area 2-6 bizhub 750/600 Scanning documents 2 Description Used to specify scan settings. No 11 Name [Scan Settings] button bizhub 750/600 2-7 2 2.

3 Scan to e-mail Scanning documents Sending data in an e-mail message (Scan to e-mail) The Scan to E-mail operation is used to send images scanned on this machine to an e-mail address as an attachment. The methods described below are available for specifying the destination. The methods can also be combined, for example, by selecting a group destination, then adding other destinations through direct input. Using programs "Program" refers to a set of destination addresses and scan settings that are registered together. This feature is convenient for frequently scanning documents and sending data under the same conditions.

The following procedure describes how to send data by selecting a program that has been registered in advance. For details on registering programs, refer to "Registering program destinations" on page 3-27. 1 Press the [Scan] key on the control panel. The Scan mode screen appears. 2-8 bizhub 750/600 Scanning documents 2 2 Touch [Program]. The selected destinations are listed under "Broadcast Destinations". Other destination addresses can be added using the address book or through direct input. Only the destinations that can be specified are displayed. 3 Touch [Scan Settings] to check the specified scan settings. The specified settings can also be changed.

For details on the scan settings, refer to "Specifying the scan settings" on page 2-45. bizhub 750/600 2-9 2 4 After checking the settings, touch [OK]. Scanning documents 5 6 Load the document into the ADF or position it on the original glass of the machine. Press the [Start] key on the control panel. The document is scanned, and the data is sent. 2 Note Do not turn off the machine until the scanned jobs disappear from the job list. 2-10 bizhub 750/600 Scanning documents Selecting group addresses 2 "Group" refers to multiple destinations that are registered collectively. The following procedure describes how to send data by selecting a group that has been registered in advance. For details on registering groups, refer to "Registering program destinations" on page 3-27. 1 Press the [Scan] key on the control panel.

The Scan mode screen appears. 2 Touch [Group]. Touching the button for a group displays the list of members registered in the group. ? % What do "E", "F", "S" and "B" refer to? E-mail destinations are indicated by "E", FTP destinations are indicated by "F", SMB destinations are indicated by "S", and box destinations are indicated by "B". bizhub 750/600 2-11 2 3 Scanning documents Select the desired destinations, and then touch [OK].



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4 Touch [Scan Settings], and then specify the scan settings. For details on the scan settings, refer to "Specifying the scan settings" on page 2-45. 5 After specifying the settings, touch [OK]. 2-12 bizhub 750/600 Scanning documents 2 6 7 Load the document into the ADF or position it on the original glass of the machine. Press the [Start] key on the control panel.

The document is scanned, and the data is sent. 2 Note Do not turn off the machine until the scanned jobs disappear from the job list. bizhub 750/600 2-13 2 Selecting destinations from the address book Scanning documents "Address book" refers to the collection of destination addresses that were registered in advance. The following procedure describes how to send data by selecting destinations from the address book. Multiple addresses can be specified simultaneously from the address book. For details on registering addresses in the address book, refer to "Registering abbreviated destinations" on page 3-11. 1 Press the [Scan] key on the control panel. The Scan mode screen appears. 2 Touch [Address Book]. The address book is displayed, and registered address names are displayed by touching the corresponding index button.

? % Why is [LDAP Search] not displayed on the Address Book tab? If the [Manual Destination Input] on the Security Details screen (displayed by touching [9 Security Setting] on the Administrator Setting screen) is set to [Restrict], [LDAP Search] does not appear on the Address Book tab. 3 Touch the button for a destination to select it. 2-14 bizhub 750/600 Scanning documents 2 The selected buttons are highlighted, and the selected destinations are listed under "Broadcast Destinations". bizhub 750/600 2-15 2 Searching the destination Scanning documents The following methods are available for searching the destination. - Detail Search: Searches the address by entering a section of the name or description of the address. - LDAP search: Searches the address that meets the conditions from the addresses registered on the LDAP server. 2 Note In order to perform an LDAP search, "ON" must be selected below "LDAP Function". For details, refer to "Enabling LDAP settings" on page 3-69. Up to five destinations can be combined from the results of an LDAP search and from those entered directly. A "Basic Search" in which a keyword is entered and a "Advanced Search" in which multiple conditions are used to narrow down the search are available.

Basic Search Advanced Search 2-16 bizhub 750/600 Scanning documents Entering the addresses directly 2 "Direct input" refers to the operation of directly entering the destination address from the machine's control panel. Up to five destinations can be combined from those entered directly and from the results of an LDAP search. 1 Press the [Scan] key on the control panel. The Scan mode screen appears. 2 Touch [Direct Input], then [Scan to E-Mail].

A screen for entering the destination address appears. Why is the Direct Input tab not displayed? % If the [Manual Destination Input] on the Security Details screen (displayed by touching [9 Security Setting] on the Administrator Setting screen) is set to [Restrict], the Direct Input tab does not appear. ? bizhub 750/600 2-17 2 3 Scanning documents Enter the destination address, and then touch [OK]. To specify an additional address, touch [Next Dest.], and then specify the address.

Frequently entered user names and domain names can be registered to be recalled and used again. First, prefixes and suffixes must be registered in Administrator mode. The addresses that were entered are listed under "Broadcast Destinations". 2-18 bizhub 750/600 Scanning documents 2 4 Touch [Scan Settings], and then specify the scan settings. For details on the scan settings, refer to "Specifying the scan settings" on page 2-45. 5 After specifying the settings, touch [OK]. 6 7 Load the document into the ADF or position it on the original glass of the machine. Press the [Start] key on the control panel. The document is scanned, and the data is sent. 2 Note Do not turn off the machine until the scanned jobs disappear from the job list.

bizhub 750/600 2-19 2 2.4 Scan to FTP Scanning documents Sending data to a server (Scan to FTP) The Scan to FTP operation can be used in a network environment with an FTP server. The scanned data is sent to a specified folder in an FTP server on the network. This function is suitable for sending data of a large size such as high-resolution images. The methods described below are available for specifying the destination. The methods can also be combined, for example, by selecting a group destination, then adding other destinations through direct input. Transmission may not be possible if the destination server has placed limitations on the document name. Because the document name becomes the file name at the time of transmission, consult your network administrator when specifying the document name. 2 Note If a mail server is available on the network, the e-mail notification function can be used to send an e-mail message containing notification of the storage location of the scan data. For details on the e-mail notification function, refer to "Specifying e-mail settings" on page 2-85.

Using programs "Program" refers to a set of destination FTP servers and scan settings that are registered together. The following procedure describes how to send data by selecting a program that has been registered in advance. If a proxy server is available on the network, FTP servers on the Internet can be accessed via a proxy server. For details on registering programs, refer to "Registering program destinations" on page 3-27. 1 Press the [Scan] key on the control panel.

The Scan mode screen appears. 2-20 bizhub 750/600 Scanning documents 2 2 Touch [Program]. The selected destinations are listed under "Broadcast Destinations". Other destination addresses can be added using the address book or through direct input. 3 Touch [Scan Settings] to check the specified scan settings.

The specified settings can also be changed. For details on the scan settings, refer to "Specifying the scan settings" on page 2-45. bizhub 750/600 2-21 2 4 After specifying the settings, touch [OK]. Scanning documents 5 6 Load the document into the ADF or position it on the original glass of the machine. Press the [Start] key on the control panel. The document is scanned, and the data is sent. 2 Note Do not turn off the machine until the scanned jobs disappear from the job list. 2-22 bizhub 750/600 Scanning documents Selecting group addresses 2 "Group" refers to multiple destinations that are registered collectively.



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The following procedure describes how to send data by selecting a group that has been registered in advance. For details on registering groups, refer to "Registering group destinations" on page 3-24.

1 Press the [Scan] key on the control panel. The Scan mode screen appears. 2 Touch [Group]. Touching the button for a group displays the list of members registered in the group. Other destination addresses can be added using the address book or through direct input. bizhub 750/600 2-23 2 3 Scanning documents Select the desired destination, and then touch [OK]. The selected destinations are listed under "Broadcast Destinations". 4 Touch [Scan Settings], and then specify the scan settings. For details on the scan settings, refer to "Specifying the scan settings" on page 2-45. 5 After specifying the settings, touch [OK].

2-24 bizhub 750/600 Scanning documents 2 6 7 Load the document into the ADF or position it on the original glass of the machine. Press the [Start] key on the control panel. The document is scanned, and the data is sent. 2 Note Do not turn off the machine until the scanned jobs disappear from the job list. bizhub 750/600 2-25 2 Selecting destinations from the address book Scanning documents "Address book" refers to the collection of destination addresses that were registered in advance.

The following procedure describes how to send data by selecting destinations from the address book. Multiple addresses can be specified simultaneously from the address book. For details on registering addresses in the address book, refer to "Registering abbreviated destinations" on page 3-11. 1 Press the [Scan] key on the control panel. The Scan mode screen appears.

2 Touch [Address Book]. The address book is displayed, and registered address names are displayed by touching the corresponding index button. 2-26 bizhub 750/600 Scanning documents 2 ? % 3 How can the address book be searched for the desired address? Touch [Detail Search] to search for addresses. The address book can be searched for names or addresses. Touch the button for a destination to select it. The buttons are highlighted, and the selected destinations are listed under "Broadcast Destinations". 4 Touch [Scan Settings], and then specify the scan settings. For details on the scan settings, refer to "Specifying the scan settings" on page 2-45. bizhub 750/600 2-27 2 5 After specifying the settings, touch [OK]. Scanning documents 6 7 Load the document into the ADF or position it on the original glass of the machine.

Press the [Start] key on the control panel. The document is scanned, and the data is sent. 2 Note Do not turn off the machine until the scanned jobs disappear from the job list. 2-28 bizhub 750/600 Scanning documents Entering the addresses directly 2 "Direct input" refers to the operation of directly inputting the destination address from the machine's control panel. 0 Up to five destinations can be registered through direct input. 1 Press the [Scan] key on the control panel. The Scan mode screen appears. 2 Touch [Direct Input], then [Scan to FTP]. A screen for entering the destination host name, destination folder, and other information appears. Why is the Direct Input tab not displayed? % If the [Manual Destination Input] on the Security Details screen (displayed by touching [9 Security Setting] on the Administrator Setting screen) is set to [Restrict], the Direct Input tab does not appear.

? bizhub 750/600 2-29 2 3 Scanning documents Enter the host name, destination folder, user name, and password. ? 4 Host Name: Use the keyboard that appears in the touch panel to specify the destination host name or IP address, and then touch [OK]. Destination Folder: Use the keyboard that appears in the touch panel to specify the path to the destination folder, and then touch [OK]. User Name: Use the keyboard that appears in the touch panel to specify the login user name, and then touch [OK]. Password: Use the keyboard that appears in the touch panel to specify the password, and then touch [OK].

What settings must be specified in order to access an FTP server anonymously? % To access an FTP server anonymously, touch [Anonymous] in the User Name screen. Touch [Detail Setting], and then specify detailed FTP settings. Port Number: Check the port number. PASV mode: Select whether the PASV (passive) mode is used. Touch [Yes] or [No].

2-30 bizhub 750/600 Scanning documents 2 Proxy: Select whether a proxy server is used. Touch [Yes] or [No]. 5 6 Touch [OK]. Enter the destination information, and then touch [OK]. To specify an additional address, touch [Next Dest.], and then specify the address. The addresses that were entered are listed under "Broadcast Destinations". bizhub 750/600 2-31 2 7 Scanning documents Touch [Scan Settings], and then specify the scan settings. For details on the scan settings, refer to "Specifying the scan settings" on page 2-45. 8 After specifying the settings, touch [OK].

9 10 Load the document into the ADF or position it on the original glass of the machine. Press the [Start] key on the control panel. The document is scanned, and the data is sent. 2 Note Do not turn off the machine until the scanned jobs disappear from the job list. 2-32 bizhub 750/600 Scanning documents 2 2.5 Sending data to a PC on the network (Scan to SMB) Scan to SMB The Scan to SMB operation can be used to directly send the scanned data to a specific computer on the network. To use the Scan to SMB function, specify the Windows shared file setting on the PC that is to receive the data in advance. 2 Reminder When registering a destination for transmitting to a shared Windows folder, type the host name and folder name in uppercase letters. Using programs "Program" refers to a set of destination computers and scan settings that are registered together. The following procedure describes how to send data by selecting a program that has been registered in advance.

For details on registering programs, refer to "Registering program destinations" on page 3-27. 1 Press the [Scan] key on the control panel. The Scan mode screen appears. bizhub 750/600 2-33 2 2 Touch [Program]. Scanning documents The selected destinations are listed under "Broadcast Destinations".

Other destination addresses can be added using the address book or through direct input. 3 Touch [Scan Settings] to check the specified scan settings. The specified settings can also be changed. For details on the scan settings, refer to "Specifying the scan settings" on page 2-45. 2-34 bizhub 750/600 Scanning documents 2 4 After checking the settings, touch [OK].



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5 6 Load the document into the ADF or position it on the original glass of the machine. Press the [Start] key on the control panel. The document is scanned, and the data is sent. 2 Note Do not turn off the machine until the scanned jobs disappear from the job list. bizhub 750/600 2-35 2 Selecting group addresses: Scanning documents "Group" refers to multiple destinations that are registered collectively. The following procedure describes how to send data by selecting a group that has been registered in advance. For details on registering groups, refer to "Registering group destinations" on page 3-24. 1 Press the [Scan] key on the control panel. The Scan mode screen appears. 2 Touch [Group].

Touching the button for a group displays the list of members registered in the group. Other destination addresses can be added using the address book or through direct input. 2-36 bizhub 750/600 Scanning documents 2 3 Select the desired destinations, and then touch [OK]. 4 Touch [Scan Settings], and then specify the scan settings. For details on the scan settings, refer to "Specifying the scan settings" on page 2-45. 5 After specifying the settings, touch [OK]. bizhub 750/600 2-37 2 6 7 Scanning documents Load the document into the ADF or position it on the original glass of the machine. Press the [Start] key on the control panel. The document is scanned, and the data is sent. 2 Note Do not turn off the machine until the scanned jobs disappear from the job list. 2-38 bizhub 750/600 Scanning documents Selecting destinations from the address book 2 "Address book" refers to the collection of destination addresses that were registered in advance. The following procedure describes how to send data by selecting destinations from the address book. Multiple addresses can be specified simultaneously from the address book. For details on registering addresses in the address book, refer to "Registering abbreviated destinations" on page 3-11. 1 Press the [Scan] key on the control panel.

The Scan mode screen appears. 2 Touch [Address Book]. The address book is displayed, and registered address names are displayed by touching the corresponding index button. bizhub 750/600 2-39 2 ? % 3 Scanning documents How can the address book be searched for the desired address? Touch [Detail Search] to search for addresses. The address book can be searched for names or addresses.

Touch the button for a destination to select it. The selected buttons are highlighted, and the selected destinations are listed under "Broadcast Destinations". 4 Touch [Scan Settings], and then specify the scan settings. For details on the scan settings, refer to "Specifying the scan settings" on page 2-45. 2-40 bizhub 750/600 Scanning documents 2 5 After specifying the settings, touch [OK]. 6 7 Load the document into the ADF or position it on the original glass of the machine. Press the [Start] key on the control panel. The document is scanned, and the data is sent. 2 Note Do not turn off the machine until the scanned jobs disappear from the job list. bizhub 750/600 2-41 2 Entering the addresses directly Scanning documents "Direct input" refers to the operation of directly inputting the destination address from the machine's control panel.

0 Up to five destinations can be registered through direct input. 1 Press the [Scan] key on the control panel. The Scan mode screen appears. 2 Touch [Direct Input], then [Scan to SMB]. A screen for entering the destination host name, destination folder, and other information appears. Why is the Direct Input tab not displayed? % If the [Manual Destination Input] on the Security Details screen (displayed by touching [9 Security Setting] on the Administrator Setting screen) is set to [Restrict], the Direct Input tab does not appear. ? 2-42 bizhub 750/600 Scanning documents 2 3 Enter the destination information. Host Name: Specify the destination host name (in uppercase letters) or IP address. Use the keyboard that appeared to type, and then touch [OK]. Destination Folder: Type the path to the destination folder in uppercase letters.

User Name: Use the keyboard that appears in the touch panel to specify the login user name, and then touch [OK]. Password: Use the keyboard that appears in the touch panel to specify the password, and then touch [OK]. Refer: The folder structure of the connected computer can be viewed. The destination folder can also be specified directly. 4 Touch [OK].

To specify an additional address, touch [Next Dest.], and then specify the address. The specified addresses are listed under "Broadcast Destinations". bizhub 750/600 2-43 2 5 Scanning documents Touch [Scan Settings], and then specify the scan settings. For details on the scan settings, refer to "Specifying the scan settings" on page 2-45.

6 After specifying the settings, touch [OK]. 7 8 Load the document into the ADF or position it on the original glass of the machine. Press the [Start] key on the control panel. The document is scanned, and the data is sent. 2 Note Do not turn off the machine until the scanned jobs disappear from the job list. 2-44 bizhub 750/600 Scanning documents 2 2.6 Specifying the scan settings Available settings Detailed scan settings can be specified by touching [Scan Settings] in the Scan mode screen. The settings that can be specified are as follows: Item File Type Resolution Simplex/Duplex Original Type Scan Size Zoom Description Selects the file type for saving the scanned data. Selects the scan resolution. Selects whether to scan one side of the document or both sides.

Sets the image type of the scanned document. Sets the paper size to be scanned. Sets the zoom ratio for scanning. Frequently used zoom ratios can be stored. Specify the density for scanning. Specifies the type of document that is loaded, for example, if it contains mixed page sizes or is folded in a zigzag. Reference "File type" on page 2-46 "Resolution" on page 2-49 "Simplex/Duplex" on page 2-50 "Original type" on page 2-51 "Scan Size" on page 2-53 "To specify the zoom ratio for scanning (Zoom setting)" on page 2-58 "Density" on page 2-60 "Original setting" on page 2-61 Density Original Setting bizhub 750/600 2-45 2 Item Application Description Provides functions for adjusting the image to be scanned, for example, for scanning books and for scanning pages. Scanning documents Reference "Book scanning (Application)" on page 2-64 "Booklet pagination (Application)" on page 2-67 "Neg-/Pos. reverse (Application)" on page 2-69 "Full scan (Application)" on page 2-70 "Frame erase (Application)" on page 2-71 "Center erase (Application)" on page 2-73 "Non-Image area erase (Application)" on page 2-75 "Separate scan" on page 2-76 Separate Scan The scan operation can be divided into several sessions when all pages of a document cannot be loaded into the ADF or when placing the document on the original glass.



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In addition, the documents can be scanned separately according to their type, such as when single-sided documents are mixed with double-sided documents. File type Select the file type for saving the scanned data. The following two file types are available. File type Item PDF TIFF Description Saves to the PDF format. Saves to the TIFF format. Also, grouping of the saved data can be specified.

Scan Setting Item Single Page Description A file is created for each page of the document. When a double-sided document is scanned, a file is created from every two pages that are scanned. The entire scanned document is saved to a single file. Multi Page 2-46 bizhub 750/600 Scanning documents To specify the file type settings 2 1 2 Touch [Scan Settings] in the Scan mode screen. Touch [File Type].

3 Select the file type. bizhub 750/600 2-47 2 4 Select the scan setting. Scanning documents 5 Touch [OK], and then touch [OK] in the next screen that appears. 2-48 bizhub 750/600 Scanning documents Resolution Set the scanning resolution to 200 dpi, 300 dpi, 400 dpi, or 600 dpi. 2 1 2 Touch [Scan Settings] in the Scan mode screen. Touch [Resolution]. 3 Select the resolution. 4 Touch [OK], and then touch [OK] in the next screen that appears. bizhub 750/600 2-49 2 Simplex/Duplex Scanning documents Select whether to scan one side of the document or both sides. Item 1-Sided 2-Sided Description Scans one side of the document.

Scans both sides of the document. To specify the Simplex/Duplex setting 1 2 Touch [Scan Settings] in the Scan mode screen. Touch [Simplex/Duplex]. 3 Select the scan type. 4 Touch [OK], and then touch [OK] in the next screen that appears. 2-50 bizhub 750/600 Scanning documents Original type 2 Select the type according to the document. The following six image types are available. Item Text Text/Photo Photo Dot Matrix Description Select for a document consisting only of text. Select for a document containing text and photo (half tone). Select for a document containing only photos (half tone).

Select for a document with faint text. To specify the original type setting 1 2 Touch [Scan Settings] in the Scan mode screen. Touch [Original Type]. 3 Select the image type. bizhub 750/600 2-51 2 4 Scanning documents Touch [OK], and then touch [OK] in the next screen that appears.

2-52 bizhub 750/600 Scanning documents Scan Size Set the paper size to be scanned. The available scan sizes are as follows: Item Auto Standard sizes Custom Size Description Detects the size of the first page of the loaded document. Select a standard size and direction. 2 Use to enter the dimensions of a custom size not available as a standard size. The lengths in the X and Y directions can be set within the ranges of 2 in. to 17 in. and 2 in. to 11-11/16 in., respectively. To specify the scan size setting 1 2 Touch [Scan Settings] in the Scan mode screen. Touch [Scan Size]. 3 Select the size and direction. bizhub 750/600 2-53 2 Scanning documents Select the size and direction of the paper to be scanned. Touch [Custom Size] to display a screen for specifying the size. Use the keypad or touch [-] and [+] to specify the size.

Touch [⌘] to switch between the integer and the fraction. The integer can be specified in increments of 1 inch, and the fraction can be specified in increments of 1/16 in. Touch [OK]. 2-54 bizhub 750/600 Scanning documents 2 If the values are in millimeters, use the keypad to specify the size. 4 Touch [OK], and then touch [OK] in the next screen that appears. bizhub 750/600 2-55 2 Scanning documents To enlarge/reduce the scan to a preset zoom ratio (Zoom setting)

The scan can be enlarged or reduced to a preset zoom ratio, such as one of the standard sizes. 1 2 Touch [Scan Settings] in the Scan mode screen. Touch [Zoom]. 3 Select the zoom ratio. Touch the zoom ratio button for the desired standard enlargement or reduction size.

To scan the image reduced slightly from the actual size, touch [Minimal]. The zoom ratio for the "Minimal" setting can be changed from the Zoom screen. For details, refer to "To specify the zoom ratio for scanning (Zoom setting)" on page 2-58. To select a stored zoom ratio, touch a Set Zoom button. 2-56 bizhub 750/600 Scanning documents If the values are in millimeters.

2 4 Touch [OK], and then touch [OK] in the next screen that appears. bizhub 750/600 2-57 2 Scanning documents To specify the zoom ratio for scanning (Zoom setting) The document can be scanned at the zoom ratio set in 0.1% increments. 1 2 Touch [Scan Settings] in the Scan mode screen. Touch [Zoom]. 3 Select the zoom ratio. To specify a zoom ratio near a preset ratio, touch the button for a preset zoom ratio, and then touch [+] or [-] to adjust the zoom ratio. 4 5 Touch [XY Zoom]. Select the desired zoom ratio type, and then use the keypad to specify the zoom ratio. To enlarge or reduce the scan at a zoom ratio that is the same horizontally and vertically, select a zoom ratio for "Zoom with Constant X and Y Ratio". 2-58 bizhub 750/600 Scanning documents 2 To enlarge or reduce the X and Y directions at different ratios, touch [X] or [Y] below "Individual Zoom", and then specify the corresponding zoom ratios. To change the zoom ratio for one of the Set Zoom buttons, touch [Set Zoom]. Three zoom ratios can be stored. In addition, the "Minimal" zoom ratio can be changed. 6 Touch [OK], and then touch [OK] in the next two screens that appear.

bizhub 750/600 2-59 2 Density Specify the density for scanning. Scanning documents 1 2 Touch [Scan Setting] in the Scan mode screen. Touch [Density]. To select a specific density, touch [Light] or [Dark]. Touch [Std.] to select the default setting. To scan with the density most appropriate for the detected density of the document, touch [Auto]. 3 Touch [OK], and then touch [OK] in the next screen that appears. 2-60 bizhub 750/600 Scanning documents Original setting 2 Specify the type of document that is loaded, for example, if it contains mixed sizes or is a thick document. 2 Note These functions can be combined.

Item Mixed Original Description Select this setting when documents of different sizes are loaded into the ADF. The scan speed is decreased since the size of each page is detected before it is scanned. Select this setting when the loaded document is folded in a zigzag. Specifies the orientation of the document. The data is processed so that the top and bottom ends are correctly positioned when the document is scanned.

Specifies the binding position for punched holes and staples. This function adjusts the binding position so that it is not reversed when a double-sided document is scanned.



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