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You can read the recommendations in the user guide, the technical guide or the installation guide for RICOH AFICIO 2075. You'll find the answers to all your questions on the RICOH AFICIO 2075 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual RICOH AFICIO 2075
User guide RICOH AFICIO 2075
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Instruction manual RICOH AFICIO 2075

 **Printer/Scanner Unit
Type 2075**

**Operating Instructions
Scanner Reference**



- 1 Getting Started
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Read this manual carefully before you use this product and keep it handy for future reference. For safe and correct use, please be sure to read the Safety Information in the "General Settings Guide" before using the machine.



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...85 When an Error Message Appears; Printer/Scanner Unit Type 2075 printer/scanner option The following software products are referred to using a general name: · DeskTopBinder Lite and DeskTopBinder Professional DeskTopBinder · ScanRouter EX Professional* and ScanRouter EX Enterprise* the ScanRouter delivery software * Optional 1 2 1. Getting Started Control Panel This illustration shows the control panel when options are installed. ADF002S 1. {Use Tools/Counter} key } Use to change default or operation parameters according to the operating conditions. 6. {Clear Modes} key } Press to clear the current settings.*

7. {Energy Saver} key } Press this key to begin warm-up.



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Pressing this key again while in warm-up mode cancels warm-up. 2. Indicators Display errors and the machine status. See "Control Panel", General Settings Guide. m: Data In Indicator L: Service Call indicator x: Misfeed indicator M: Open Cover indicator d: Add Staple indicator D: Add Toner indicator Note This key is inactive while scanning or setting scanner defaults. 8. {Interrupt} key } Press this key to interrupt the scanner mode and to activate the copy mode.

3.

Display panel Displays the operation status and messages. 9. Main power indicator and power indicator The main power indicator lights up when the main power switch is set to on. The power indicator lights up when the machine is on. 4.

{Check Modes} key } Press to check the destinations which are currently selected. 5. {Program} key } Use to register settings used frequently as a program or to recall the registered program. Important Do not turn off the main power while the power indicator is lit or blinking. Doing so may cause a failure of the hard disk.

3 Getting Started 10. Operation switch Press this switch to turn the machine on. The power indicator lights up. To turn the machine off, press this switch again. See "Turning On the Power", General Settings Guide. 1 Note This key is inactive while scanning or setting scanner defaults. 11. Function status indicators · When lit green, the corresponding function is active. · When lit red, the corresponding function is interrupted. Press the respective key, and then follow the instructions that appear on the screen.

12. Function keys Press the { Copy}, { Document Server}, } } {Printer}, or {Scanner} key to activate the } } respective function. The display content changes accordingly. The indicator for the selected function lights up. 13. Number keys Use to enter numeric values. 14. {#} key (Enter key) } Use to confirm the entered numeric value. 15. {Clear/Stop} key } · Clear: Clears an entered numeric value · Stop: Stops scanning 16.

{Start} key } Use to begin scanning, file storing, or delivery. 4 Network Scanner Network Scanner By installing the printer/scanner option, the machine can be used as a network scanner. As a network scanner, the machine can send e-mail, send files to the FTP server or the shared folders of client computers, store scan files, operate as a network delivery scanner, and operate as a network TWAIN scanner. 1 E-mail A scan file that is attached to an e-mail can be sent using the e-mail system through a LAN or the Internet. Reference p.

15 "Sending Scan Files by E-mail" ZZZ601S 1. This machine A scan file can be attached to an e-mail and sent to a mail server. In combination with the file storage function, scan files from multiple originals that have been temporarily stored can be sent all at once. 3. Client computer An e-mail with a scan file attached is received from the mail server.

Check the content of the file using an appropriate application. 2. Mail server A mail server is an SMTP server used for an e-mail system. It transfers a received email to a specified destination through a LAN or the Internet. 4. LDAP server The LDAP server provides a directory service for search operations or inquiries from a client computer on the same network. You can use the LDAP server to search for e-mail information when the server is used as data base to manage user authentication and e-mail accounts. 5 Getting Started Scan to Folder 1 A scan file can be sent to the FTP server folders or the shared Windows folders on the same network. Reference p.29 "Sending Scan Files by Scan to Folder" ZZZ602S 1.

This machine A scan file can be sent to the FTP server folders using FTP or to the shared Windows folders using SMB. In combination with the file storage function, scan files from multiple originals that have been temporarily stored can be sent all at once. 3. Client computer A scan file that is sent from the machine is received in shared Windows folders. Check the content of the file using an appropriate application. 2. FTP server The FTP server is a server that provides file transfer services among computers on the same network. A scan file that is sent to the FTP server is stored, and the stored files can be downloaded by a client computer that logs on to the FTP server. 6 Network Scanner Store A scan file is stored on the hard disk of the machine and can be viewed, copied, deleted, or retrieved using DeskTopBinder from a client computer via a network. A file can be searched for using the user name or the file name.

Also, others can be kept from viewing a file by setting a password for the file. Reference p.41 "Storing Files" 1 ZZZ603S 1. This machine A scan file from the originals scanned by the machine is stored. 2.

Client computer A stored file can be viewed, copied, or deleted by connecting to the machine using DeskTopBinder. Also, a file stored in the machine can be viewed, downloaded, or deleted using Web Image Monitor. Reference For details about DeskTopBinder, see the DeskTopBinder manuals. See p.i "Manuals for This Machine".

7 Getting Started Network Delivery Scanner 1 A scan file from the originals scanned by the machine is stored in the delivery server and delivered to the folders of client computers on the same network. Reference p.55 "Delivering Scan Files" Note To use the delivery scanner function, a delivery server installed with the ScanRouter delivery software is required. When the ScanRouter delivery software is used, the machine can also deliver scan files using e-mail, store scan files in the document management server, and the files can be viewed from a client computer using Web Image Monitor. ZZZ604S 1. This machine A scan file from the originals scanned by the machine is sent to the delivery server. In combination with the file storage function, scan files from multiple originals that have been temporarily stored can be delivered all at once. See p.63 "Simultaneous Storage and Delivery". 3.

Client computer The contents of a stored file can be checked in the following ways: · View the file in the in-tray using DeskTopBinder to check the contents. (C in the figure) · Use Auto Document Link to receive the file stored in the in-tray, and check the contents with an appropriate application. (D in the figure) · Access the Windows folder where the file is stored via the network, and check the contents with an appropriate application. (E in the figure) 2. Delivery server The ScanRouter delivery software is installed in this computer which is used as a delivery server. A received file is delivered to the in-tray of the specified destination (A in the figure). According to the settings of the in-tray, the file is stored in the in-tray or in a Windows folder (B in the figure). 8 Network Scanner Reference For details about DeskTopBinder, or Auto Document Link, see the respective manuals.



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See p.i "Manuals for This Machine".

Network TWAIN Scanner The scanner function of this machine can be used from a client computer via a network using Ethernet, optional IEEE 1394 (IP over 1394), or optional IEEE 802.11b (wireless LAN). Reference p.67 "Using the Network TWAIN Scanner Function" 1 ZZZ605S 1. This machine The scanner function of the machine can be used from a client computer via a network.

2. Client computer Originals are scanned using the TWAIN Driver from an application. Note When using the machine as a network TWAIN scanner, it is not necessary to press the {Scanner} key on the control panel. When the TWAIN Driver be) comes active on a client computer, the display automatically switches to the following screen. Press [Exit] to use functions other than the network TWAIN scanner function.

9 Getting Started Installing Software 1 This section describes how to install the software supplied on the "Scanner Driver and Document Management Utility" CD-ROM. Reference For details about the software on the CD-ROM and the system requirements of the software, see p.114 "Software Supplied on CDROM".

If [Cancel] is selected during installation, the installation will be stopped and all the remaining software will not be installed. If [Cancel] has been selected, reinstall the remaining software after restarting the client computer. For information about the software that can be installed by Auto Run, see p.114 "Software Supplied on CD-ROM". Limitation For installation under Windows 2000/XP, Windows Server 2003, or Windows NT 4.0, log on as an Administrators group member. Quick Install When the CD-ROM is inserted into a client computer running Windows 95/98/Me/2000/XP, Windows Server 2003, or Windows NT 4.

0, the installer starts automatically (Auto Run) to install various software. Note If Plug and Play starts, click [Cancel] in the [New Hardware Found], [Device Driver Wizard], or [Found New Hardware Wizard] dialog box, and then insert the CD-ROM. The [New Hardware Found], [Device Driver Wizard], or [Found New Hardware Wizard] dialog box appears depending on the operating system used. TWAIN Driver To use the machine as a network TWAIN scanner, it is essential to install the TWAIN Driver on a client computer. If an application that supports TWAIN is not installed on the client computer, it is also necessary to install DeskTopBinder. For information about the installation of DeskTopBinder, see p.11 "DeskTopBinder". Preparation Before installation, check the system requirements for the TWAIN Driver. For details about the system requirements, see p.114 "Software Supplied on CD-ROM". Note Use Auto Run for installation. Auto Run may not automatically work with certain operating system settings. If this happens, launch "SETUP.exe" on the CDROM root directory. To disable Auto Run, press the { SHIFT} key when inserting the } CD-ROM into the drive and keep it pressed until the computer finishes reading from the CD-ROM.

A Start 10 Windows, and then insert the CD-ROM labeled "Scanner Driver and Document Management Utility" into the CD-ROM drive of the client computer. Installing Software Reference If the installer does not start automatically, see p.10 "Quick Install". Note Use Auto Run for installation. B Click [TWAIN Driver].

The Software Setup screen appears. To use the network delivery scanner function, you need to install the ScanRouter delivery software (optional) on the client computer used as the delivery server. 1 C The installer of the TWAIN Driver starts. Follow the instructions. Note When the installation is complete, a message about restarting the client computer may appear. In this case, restart the client computer. A Start Windows, and then insert the CD-ROM labeled "Scanner Driver and Document Management Utility" into the CD-ROM drive of the client computer. The CD-ROM Launcher screen appears. B Click [DeskTopBinder Lite]. The DeskTopBinder Lite Setup screen appears.

After the installation is complete, a folder with the name of the machine in use is in [Program] on the [Start] menu. Help can be displayed from here. Notes on using the network TWAIN scanner are provided in "Readme.txt". Be sure to read them before use. C Click [DeskTopBinder Lite]. The installer of the DeskTopBinder starts. Follow the instructions on the screen. DeskTopBinder To check an in-tray or to retrieve files using the network delivery scanner function, you must install DeskTopBinder on the client computer. Preparation Before installation, check the system requirements for DeskTopBinder. See p. 114 "Software Supplied on CD-ROM". Reference For information about the subsequent installation procedure, see Setup Guide that can be displayed from the Setup screen of the respective software. Reference For information about the subsequent installation procedure, see Setup Guide that can be displayed from the Setup screen of DeskTopBinder. 11 Getting Started User Authentication 1 When user authentication (User Code Authentication, Basic Authentication, Windows Authentication, or LDAP Authentication) is set, the authentication screen is displayed.

Unless a valid user name and password are entered, operations are not possible with the machine. Log on to operate the machine, and log off when you are finished operations. Be sure to log off to prevent unauthorized users from using the machine. Note Consult the User Administrator about your login user name, password, and user code. For details about the various types of user authentication, consult the appropriate administrators.

Login (Using the Control Panel) Follow the procedure below to log in when Basic Authentication, Windows Authentication, or LDAP Authentication is set. Follow the procedure below to log in when basic authentication, Windows authentication, or LDAP authentication is set. A Press [Enter] for [Login User Name]. For user code authentication, enter a number registered in the address book as [User Code]. B Enter a login user name, and then press [OK]. User Code Authentication (Using the Control Panel) When user authentication is set, the following screen appears. C Press [Enter] for [Login Password]. D Enter a login password, and then press [OK]. E Press [Login]. When the user is authenticated, the screen for the function you are using appears.

Enter a User Code (eight digit), and then press [#]. # 12 User Authentication Log Off (Using the Control Panel) Follow the procedure below to log off when Basic Authentication, Windows Authentication, or LDAP Authentication is set. } A Press {User Tools / Counter}. B Press [Logout]. 1 C Press [Yes]. D Press {User Tools / Counter}. { } 13 Getting Started Programming E-mail Addresses and Folders 1 You can program e-mail addresses and folders using Address Book Management in the Administrator Tools menu under System Settings.



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You can also register the programmed e-mail addresses and folders in a Group. Note You can register entries in the address book using Web Image Monitor or SmartDeviceMonitor for Admin. For details about installing SmartDeviceMonitor for Admin, see "Monitoring and Configuring the Printer", Network Guide.

For details about registering addresses, see each application's Help. Reference "E-mail Destination", General Settings Guide "Folder Destination", General Settings Guide "Registering Destinations to a Group", General Settings Guide 14 2. Sending Scan Files by Email Scan file can be sent from this machine to a specified destinations using the email system. This chapter explains the preparation for sending files by the e-mail system, various display screens, procedures for sending, and how to check the sending results when this function is used. Preparation for Sending by E-mail To send scan files by the e-mail system, the preparation described below is required.

Note If you establish an e-mail server on the network, set up the e-mail server on the network in advance. For information about setting up an e-mail server, see the manuals of the mail server to be used and the software to be installed. Connect the machine to the network with an Ethernet cable or IEEE 1394 cable, or use wireless LAN. @@@@See Network Guide. 2 Make System Settings To send scan files by e-mail, the following [System Settings] settings must be specified correctly.

(Certain other settings must also be specified.) · IP address · subnet mask · DNS server · SMTP server name For details about making settings and other settings, see Network Guide. You also need to register destinations and other information in the address book. For details, see General Settings Guide. Make settings for sending e-mail such as file type priority and sender's default. See p.103 "Send Settings". 15 Sending Scan Files by E-mail E-mail Screen The e-mail is as shown. The function items displayed serve as selector keys. You can select or specify an item by lightly pressing it.

When you select or specify an item on the display panel, it is highlighted like . Keys that cannot be selected appear like . 2 1. Destination field Displays the selected destination. If multiple destinations are selected, the destinations are displayed in the order they were selected by pressing [UPrev.] or U [TNext]. T 6. [Attach Sender's Name] [Return Receipt] [Subject / Message] [File Type] Set the sender, a reception confirmation e-mail, subject, and message of the e-mail to be sent. If necessary, specify the file type and file name of the scan file attached to the email. Note To check the selected destinations, press the {Check Modes} key.

} 7. [] Switch Destination List/Search/Switch Title Press to switch a destination from the delivery server list to the destination list of this machine, to search for an e-mail destination. 2. [] E-mail/Scan to Folder Press to switch between the e-mail function and the Scan to Folder function. You can send a file to e-mail destinations and Scan to Folder destinations at the same time.

8. Destination list Displays the destinations registered in the delivery server or this machine. 3. E-mail icon () Indicates that the e-mail screen is displayed. 4. [Registration No.] Press to specify a destination using a five digit registration number. 5. [Manual Input] When specifying a destination that is not listed, press [Manual Input], and then enter the destination using the soft keyboard. Note When the entire list does not fit on one screen, [U] or [T] can be used to scroll U T through the list. Group destinations are denoted by this symbol (). 16 Sending Scan Files by E-mail Sending Scan Files by E-mail Procedure for Sending E-mail A scan file is sent after scan settings and destinations are specified. } A Press the {Scanner} key. E Make the scan settings. Reference There are two ways to specify scan settings, as described below: · Configure each setting for scanning.

For details, see p.71 "Specifying Scan Settings". · Recall registered settings. For details, see p.79 "Programs". 2 F If ZZZ606S Note The illustration is an example. The actual appearance may be different. the network delivery scanner screen appears, switch to the the e-mail screen. A Press []. B Press [Switch Destination List].

B Make sure that no previous settings remain. Note If a previous setting remains, press the {Clear Modes} key. } C Press [E-mail]. C Place originals.

Reference The procedure for placing originals is the same as that for placing originals for copying.

For details about placing originals, see "Placing Originals", Copy Reference. D Press [Exit]. The e-mail screen appears. G Specify the destination. You can specify the destination in the following ways: · Select it from the destination list.

· Specify its registration number. · Enter the e-mail address directly. · Search for it in the destination list. · Search for it in the LDAP server. D Make settings for original orientation, the sides scanned, and other settings if necessary. Reference p.73 "Making the Settings Related to the Orientation of the Original and Scanned Sides" 17 Sending Scan Files by E-mail Note Destinations in the destination list and registration numbers must be registered in advance in [System Settings]. For details, see "System Settings", General Settings Guide. B To select more destinations, repeat steps A. Note To deselect a destination, press the destination once more, or press [UPrev.

] or [TNext] to U T display the destination in the destination field, and then press the {Clear/Stop} key. } 2 For details about the maximum number of destinations that can be selected for each transmission, see p.116 "E-mail". Before selecting the destination, be sure to select [To]. If necessary, select [Cc] or [Bcc] and the respective destinations. Depending on the security settings, certain destinations may not be displayed. Using a registration number to select a destination A Press [Registration No.]. B Enter the five digit registration number that has been assigned to a destination folder using the number keys. If the entered number is less than five digits, press the {#} } key after the last number.

Example: To enter 00003 Press the { 3} key, and then } press the {#} key. } Selecting a destination from the list A Select the destination. The selected destination is highlighted and also displayed in the destination field at the top of the screen. Note If the target destination does not appear, take one of the following steps: C To select more destinations, repeat steps A to B. Note To deselect a destination, press [UPrev.

] or [TNext] to U T display the destination in the destination field, and then press the {Clear/Stop} key.



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J · Display the destination by selecting its initial letter from the title. · Display the destination by pressing [U] or [T]. U T 18 Sending Scan Files by E-mail Manual entry of an e-mail address A Press [Manual Input]. The soft keyboard appears.

Note Depending on the security settings, [Manual Input] may not be displayed. Note To deselect a destination, press [UPrev.] or [TNext] to U T display the destination in the destination field, and then press the {Clear/Stop} key. } Searching for a destination in the destination list A Press []. 2 B Enter the e-mail address. Note For details about the maximum number of characters that can be entered, see p.116 "E-mail". It is possible to enter alphanumeric characters and periods. The symbols () \ , ; : " and spaces cannot be entered. For details, see p.

116 "E-mail". C Press [OK]. Note An e-mail address entered manually can be registered in the list. Press [ProgDest], and a screen for registering the email address appears. For information, see General Settings Guide. B Press [Search by Dest. Name]. The soft keyboard appears. Note To search using an e-mail addresses, press [E-mail Address]. To change an e-mail address entered, press [Change] located on the left side of the destination field.

The soft keyboard appears. Make any changes, and then press [OK]. To check the selected destinations, press the { Check Modes} key. } Depending on the security settings, [ProgDest] may not be displayed. D To enter more destinations, repeat steps A to C.

C Enter part of the destination name. Note Enter the first character or characters of the destination name. It is also possible to perform a combined search using [Search by Dest. Name] and [Email Address]. 19 Sending Scan Files by E-mail It is necessary to differentiate between uppercase and lowercase letters. D Press [OK]. E Select a destination. 2 Make sure that the LDAP server you want to search is selected and highlighted. If a server is not selected, the search is not performed and an error message appears. E Press [OK]. F Press [Advanced Search]. F Press [Exit]. Searching for a destination in the LDAP server A Press []. G Enter a character string related to the destination for a search condition such as [Name], [Email Address], [Fax Number], [Company Name], or [Department Name]. B Press [Search LDAP].

C Press [Select Server]. D Select the LDAP server. Note The LDAP server can be registered in advance in [System Settings]. For details, see Network Guide. 20 Note Each search condition (Name, E-mail Address, Fax Number, Company Name, and Department Name) corresponds to a item that is registered in the LDAP server. If you press a search condition item, the soft keyboard appears. Enter the first character or characters for the name, address, or number. If you select [SSearch OpS tions] in [Program / Change / Delete LDAP Server] in [Administrator Tools] in [System Settings], you can add a field for LDAP search. For details, see Network Guide. Sending Scan Files by E-mail When the search condition [Name] is used for searching, whether the first name or surname is searched for depends on the setting made by the administrator.

For example, if you want to search for "John Doe", enter "John" or "Doe" according to the setting made by the administrator. Consult your administrator for which name to use. H Press [Search Criteria] corresponding to each item, and then select criteria from the list displayed. · [Include One of Words]: The names which contain an entered character or characters are targeted. For example, to search for "ABC", enter "A", "B", or "C".

· [Exclude Words]: The names which do not contain an entered character or characters are targeted. For example, to search for "ABC", enter "D". · [Fuzzy Search]: a vague search (The function of this vague search depends on the system supported by the LDAP server.) I Press [OK]. Note The e-mail address searched for in the LDAP server cannot be specified correctly if it contains too many characters.

For details about the maximum number of characters that can be entered, see p.116 "E-mail". 2 Note You can select criteria from the following list: · [Search Beginning Word]: The names which start with the entered character or characters are targeted. For example, to search for "ABC", enter "A". · [Search End Word]: The names which end with the entered character or characters are targeted. For example, to search for "ABC", enter "C". · [Exact Match]: The names which correspond to an entered character or characters are targeted. For example, to search for "ABC", enter "ABC". If a user name and password for the LDAP server authentication are not set, a log-on screen appears. Enter a user name and password.

Multiple e-mail addresses can be registered for one person, but a search will only find one e-mail address per person. Depending on the LDAP server, the address which was registered first is generally found. To display details about the destination, press [Details]. J Select a destination. K Press [Exit]. 21 Sending Scan Files by E-mail 2 Note An e-mail address found in a search can be registered in the list. Press [ProgDest], and a screen for entering the email address appears. For more information, see General Settings Guide. C Select the file type of the file. Checking selected destinations A Use the destination field at the top of the screen to check which destinations are selected.

Note Press [UPrev.] or [TNext] to U T scroll through the list. Destinations are displayed in the order they were selected. To check the selected destinations, press the { Check Modes} key. } D Press [OK] twice.

J Specify the file name if necessary. A Press [Attached File]. B Press [File Name]. The soft keyboard appears. C Enter a file name.

D Press [OK] twice. K Specify the e-mail sender. You can specify the sender in the following ways: · Select the sender from the list. · Enter the registration number of the sender using the number keys. · Search for the sender. Note Performing step K is unnecessary when [Yes] is selected for [Sender's Name Default] in [Send Settings] in [Scanner Features]. H For a reception confirmation email, press [Return Receipt]. Note If you have not specified the sender, you cannot press the key. When [Return Receipt] is selected, an e-mail notifying that the e-mail has been read by the destination party is sent to the sender selected here. However, if the mailing software used by the destination party does not support MDN (Message Disposition Notification), the e-mail may not be sent.

I Select the file type if necessary. A Press [Attached File]. B Press [File Type] If you specify the sender, information about the sender is included in the file being sent.



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The name of the specified sender is automatically placed in the from field of the e-mail so that the sender can be identified when the e-mail is received. To prevent misuse of a sender name, we recommend you set protection code for that sender name. See General Settings Guide. 22 Sending Scan Files by E-mail Depending on the security settings, [Attach Sender's Name] may be selected as the user name when logging in. Using a registration number to specify a sender name A Press [Attach Sender's Name]. Selecting a sender from the list A Press [Attach Sender's Name]. 2 B Select the sender.

B Enter the five digit registration number that has been assigned to a destination folder using the number keys. If the entered number is less than five digits, press the { # } key after the last number. Example: To enter 00006 Press the { 6 } key, and then } press the {#} key. } Note When a protection code has been set, a screen for entering the protection code appears after selecting the sender. Enter the protection code, and then press [OK].

If the protection code you entered is correct, the sender name is displayed. C Press [OK]. Note When a protection code has been set, a screen for entering the protection code appears after selecting the sender. Enter the protection code, and then press [OK]. If the protection code you entered is correct, the sender name and [Return Receipt] are displayed.

C Press [OK]. 23 Sending Scan Files by E-mail Searching for a sender A Press [Attach Sender's Name]. It is necessary to differentiate between uppercase and lowercase letters. E Press [OK]. F Select the sender. 2 B Press []. Note When a protection code has been set, a screen for entering the protection code appears after selecting the sender. Enter the protection code, and then press [OK]. If the protection code you entered is correct, the sender name is highlighted. C Press [User (Dest.

) Name]. G Press [Exit]. H Press [OK]. L For The soft keyboard appears. Note To search for an e-mail address, press [E-mail Address]. a reception confirmation email, press [Return Receipt]. Note If you have not specified the sender, you cannot press the key. D Enter part of the sender name. Note Enter the first character or characters of the sender name. It is also possible to perform a combined search using [User (Dest.

) Name] and [E-mail Address]. When [Return Receipt] is selected, an e-mail notifying that the e-mail has been read by the destination party is sent to the sender selected here. However, if the mailing software used by the destination party does not support MDN (Message Disposition Notification), the e-mail may not be sent. M Specify a subject if necessary. 24 Sending Scan Files by E-mail Note To specify a subject, you can select it from the list, enter it directly, or combine selecting and entering it.

F Press [OK]. For details about the maximum number of characters that can be entered, see p.116 "E-mail". When a subject has been specified, this information is added to the scan file. The subject is automatically placed in the subject field of the e-mail.

The subjects that can be selected from the list must be registered in [System Settings] in advance. See Network Guide. The procedure to specify the subject "[Urgent] New product appearance" is explained as an example here. A Press [Subject / Message]. B Press [Attach Subject]. 2 G Press [OK] twice. N Enter a message if necessary. Note For details about the maximum number of characters that can be entered, see p.116 "E-mail". When a message has been entered, this information is added to the scan file.

The messages that can be selected from the list must be registered in [System Settings] in advance. See Network Guide. A message can be selected from the list or entered directly. Selecting a message from the list A Press [Subject / Message]. B Press [E-mail Message]. C Select the subject [Urgent]. D Press [Manual Input]. The soft keyboard appears. E Enter the subject "New product appearance". 25 Sending Scan Files by E-mail C Select a message.

2 D Press [OK] twice. To interrupt scanning, press the {Clear/Stop} key or press [Stop] } on the display panel. When placing multiple originals one-by-one, place the next original. For details, see p.76 "Scanning Originals in Several Times".

Simultaneous Storage and Sending by E-mail You can use the e-mail function and the storage function together. The scan file is sent by e-mail and at the same time is stored. Note This section explains mainly the procedure for simultaneous storage and sending of e-mail. For details, see p.17 "Procedure for Sending E-mail".

The file stored when simultaneously storing a file and sending it by e-mail cannot be resent in the email screen. To resend the file, select the file in the [Select Stored File] screen and send it. See p.48 "Sending Stored Files by E-mail or Scan to Folder, or Delivering". Manual entry of a message A Press [Subject / Message]. B Press [E-mail Message]. C Press [Manual Input]. The soft keyboard appears. D Enter the message "Thank you for what you did yesterday". E Press [OK] three times.

A Place originals. Note The procedure for placing originals is the same as that for placing originals for copying. For details about placing originals, see "Placing Originals", Copy Reference. O Press the {Start} key. } Note For details about the maximum size of the scan file and maximum number of pages that can be sent, see p.116 "E-mail". B Make settings for original orientation, the sides scanned, and other settings if necessary. 26 Sending Scan Files by E-mail Reference p.73 "Making the Settings Related to the Orientation of the Original and Scanned Sides" H Specify file information if necessary. Reference For details about specifying file information, see p.

43 "Specifying file information". C Make the scan settings. Note There are two ways to specify scan settings, as described below: · Configure each setting for scanning. For details, see p.71 "Specifying Scan Settings".

· Recall registered settings. For details, see p.79 "Programs". I Press [OK]. } J Press the {Start} key.

2 D Specify the destination. E Specify the sender and a subject. F Press [Store File]. G Make sure [Send & Store] is selected. 27 Sending Scan Files by E-mail Checking the E-mail Results The sending results can be checked. Note For details about the maximum number of sending operations that can be checked, see p.104 "Print & Delete Scanner Journal". B Check the displayed records. 2 Items that can be checked · Date / Time The date and time the e-mail was sent or the date and time "Error" or "Cancelled" was confirmed is displayed. · Destination The sending function (e-mail, Scan to Folder, or delivery function) used is displayed with an icon.



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When multiple destinations were selected, the first selected destination is displayed. · Sender · File Name The file name is displayed only when a file is stored at the same time and when a stored file is sent. · Status One of the following status is displayed: "Done", "Sending...", "Waiting...", "Error", or "Cancelled".

Note Depending on the security settings, certain records may not be displayed.

One screen shows the records for five sending operations. Use [UPrev.] or [TNext] to scroll U T through the list. When the status of a file is "Waiting..", the sending can be canceled by selecting that file, and then pressing [Cancel]. Press [Print] to print the whole journal. C Press [Exit]. The e-mail screen appears.

A Press [Scanned Files Status] on the e-mail screen. 28 3. Sending Scan Files by Scan to Folder Scan files can be sent to the folders of the FTP server or the shared folders of Windows. This chapter explains the preparation for sending files by Scan to Folder, various display screens, procedures for sending, and how to check the sending results when this function is used. Preparation for Sending by Scan to Folder To send scan files by Scan to Folder, the preparation described below is required. Connect the machine to the network with an Ethernet cable or IEEE 1394 cable, or use wireless LAN. @@@@See Network Guide. 2 Make System Settings To send scan files by Scan to Folder, the following [System Settings] settings must be specified correctly. (Certain other settings must also be specified.) · IP address · subnet mask For details about making settings and other settings, see Network Guide.

You also need to register destinations and other information in the address book. For details, see General Settings Guide. Make settings for sending such as compression and file type priority. See p.103 "Send Settings". Note Under Windows Server 2003, you may not be able to send files by Scan to Folder. Sending files using SMB is available only under a NetBIOS over TCP/IP environment. Sending files using SMB is not available under a NetBEUI environment. Even when settings made with the control panel, Web Image Monitor, Telnet, or other methods do not permit the use of SMB and FTP, sending files is still possible.

29 Sending Scan Files by Scan to Folder Scan to Folder Screen The Scan to Folder screen is as shown.

The function items displayed serve as selector keys. You can select or specify an item by lightly pressing it. When you select or specify an item on the display panel, it is highlighted like . Keys that cannot be selected appear like . 3 1.

Destination field Displays the selected destination. If multiple destinations are selected, the destinations are displayed in the order they were selected by pressing [UPrev.] or U [TNext]. T 6. [Attach Sender's Name] [Return Receipt] [Subject / Message] [File Type] Set the sender, a reception confirmation e-mail, file name, subject, and message of the scan file to be sent.

If necessary, make settings for the file type and file name of the file. Note To check the selected destinations, press the {Check Modes} key. } 2. [] E-mail/Scan to Folder Press to switch between the Scan to Folder function and the e-mail function. You can send a file to Scan to Folder destinations and e-mail destinations at the same time. 3. Scan to Folder icon () Shows that the Scan to Folder screen is displayed. Important When the scan file is sent to destinations for e-mail and Scan to Folder at the same time, the sender, subject, and message are sent to the e-mail destinations only. [Return Receipt] is also used for e-mail transmission. For details, see p.

15 "Sending Scan Files by E-mail". 7. [] Switch Destination List/Search/Switch Title Press to switch between the destination list of the delivery server and the destination list of this machine, or to search for an e-mail destination. 4. [Registration No.] Press to specify a destination using a five digit registration number. 5. [Enter Destination] When specifying a destination that is not listed, press [Enter Destination], and then enter the destination using the soft keyboard. 8. Destination list Displays the destinations registered in the delivery server or this machine.

30 Preparation for Sending by Scan to Folder Note When the entire list does not fit on one screen, press [U] or [T] to scroll U T through the list. Group destinations are denoted by this symbol (). 3 31 Sending Scan Files by Scan to Folder Sending Scan Files by Scan to Folder Procedure for Sending by Scan to Folder A scan file is sent after scan settings and destinations are specified. E Make the scan settings. Reference There are two ways to specify scan settings, as described below: 3 A Press the {Scanner} key.

} · Configure each setting for scanning. For details, see p.71 "Specifying Scan Settings". · Recall registered settings. For details, see p. 79 "Programs". F If ZZZ606S Note The illustration is an example. The actual appearance may be different. the network delivery scanner screen appears, switch to the Scan to Folder screen. A Press []. B Press [Switch Destination List]. B Make sure that no previous settings remain. Note If a previous setting remains, press the {Clear Modes} key. } C Press [E-mail]. C Place originals.

Reference The procedure for placing originals is the same as that for placing originals for copying. For details about placing originals, see "Placing Originals", Copy Reference. D Make settings for original orientation. D Press [Exit]. The e-mail screen appears. E Press []. The Scan to Folder screen appears. tation, the sides scanned, and other settings if necessary. Reference p.73 "Making the Settings Related to the Orientation of the Original and Scanned Sides"

G Specify the destination folder. You can specify the destination folder in the following ways: · Select it from the destination list.

· Specify its registration number. 32 Sending Scan Files by Scan to Folder · Enter the path for the folder of a client computer on the same network directly. · Specify the folder in the FTP server. · Select it from the client computers on the same network. Note Destinations in the destination list and registration numbers must be registered in advance in [System Settings].

For details, see "System Settings", General Settings Guide. If a protection code has been set for the shared folder, a screen for entering the protection code appears. B To select more destination folders, repeat step A. Note To deselect a destination, press the destination once more, or press [UPrev.] or U [TNext] to display the destination in the destination field, and then press the {Clear/Stop} key.

} 3 Depending on the security settings, certain destinations may not be displayed.



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Using a registration number to select a destination folder A Press [Registration No.]. B Enter the five digit registration number that has been assigned to destination folder using the number keys. If the entered number is less than five digits, press the { # } key after the last number. Example: To enter 00004 Press the { 4 } key, and then } press the { # } key. } Selecting a destination folder from the list A Select the destination folder. The selected folder is highlighted and also is displayed in the destination field at the top of the screen. Note If the target destination does not appear, take one of the following steps: · Display the destination by selecting its initial letter from the title. · Display the destination by pressing [U] or [T].

U T Note If a protection code has been set for the shared folder, a screen for entering the protection code appears. C To select more destination folders, repeat step B. 33 Sending Scan Files by Scan to Folder Note To deselect a destination, press [UPrev.] or [TNext] to U T display the destination in the destination field, and then press the {Clear/Stop} key. } F If entering a user name to log on is required, press [Manual Input] on the right side of the user name field. The soft keyboard appears. G Enter the user name. Reference For details about the maximum number of characters that can be entered, see p.117 "Scan to Folder". 3 Manual entry of a path for the destination folder of the client computer on the same network A Press [Enter Destination].

B Press [SMB]. H Press [OK]. I If entering a password to log on is required, press [Manual Input] for [Password]. The soft keyboard appears. J Enter the password.

K Press [OK]. L Press [Connection Test]. C Press [Manual Input] on the right side of the path field. The soft keyboard appears. D Enter the path for the folder.

Note For details about the maximum number of characters that can be entered, see p.117 "Scan to Folder". 34 The following is an example of a path where the folder name is "user" and the computer name is "desk01": \\desk01\user An IP address can also be entered if you use one of the following operating systems : Windows 98/Me/XP/2000 or Windows NT 4.0. Computer and shared folder names consisting of more than 12 characters cannot be displayed. E Press [OK]. A connection test is performed to check whether the specified shared folder exists. Note The connection test may take time. You may not be able to press [Connection Test] right after pressing [Cancel] during a connection test. Though the connection test was successful, the machine may fail to transfer the file if writing authority is lacking or if there is not enough free space on the hard disk.

Sending Scan Files by Scan to Folder M Check the connection test result, and then press [Exit]. N Press [OK]. O To enter more destinations, repeat steps A to N. Note To deselect a destination, press [UPrev.] or [TNext] to U T display the destination in the destination field, and then press the {Clear/Stop} key. } C Press [Manual Input] on the right side of the server name field. To change the path for the folder that has been entered, press [Change] on the left side of the destination field. Enter the correct path for the folder, and then press [OK]. To check the selected destinations, press the { Check Modes } key. } The soft keyboard appears.

D Enter a server name. Note For details about the maximum number of characters that can be entered, see p.117 "Scan to Folder". 3 Specifying a folder in the FTP server A Press [Enter Destination]. B Press [FTP].

An IP address also can be entered. E Press [OK]. F Press [Manual Input] on the right side of the path field. The soft keyboard appears. G Enter the path for the folder.

Note For details about the maximum number of characters that can be entered, see p.117 "Scan to Folder". The following is an example of a path where the folder name is "user" and the subfolder name is "lib": user\lib H Press [OK]. I If entering a user name to log on is required, press [Manual Input] on the right side of the user name field. The soft keyboard appears. J Enter the user name. A confirmation message for changing the protocol appears. 35 Sending Scan Files by Scan to Folder Reference For details about the maximum number of characters that can be entered, see p.117 "Scan to Folder". 3 K Press [OK].

L If entering a password to log on is required, press [Manual Input] for [Password]. The soft keyboard appears. M Enter the password. N Press [OK]. O To change the port number which is set in [System Settings], press [Change] on the right side of the port number field. Enter a port number using the number keys, and then press the {#}key. } P Press [Connection Test]. Note To deselect a destination, press [UPrev.] or [TNext] to U T display the destination in the destination field, and then press the {Clear/Stop} key. } To change the path for the folder that has been entered, press [Change] on the left side of the destination field.

Enter the correct path for the folder, and then press [OK]. To check the selected destinations, press the { Check Modes } key. } Searching for a destination folder in client computers on the network A Press [Enter Destination]. A connection test is performed to check whether the specified shared folder exists. Note The connection test may take time.

You may not be able to press [Connection Test] right after pressing [Cancel] during a connection test. Q Check the connection test result, and then press [Exit]. R Press [OK]. S To enter more destinations, repeat steps A to R. B Press [SMB].

C Press [Browse Network] on the right side of the path field. The list of client computers on the same network appears. 36 Sending Scan Files by Scan to Folder Note Computer and shared folder names consisting of more than 12 characters cannot be displayed. If the client computer you want to select is not displayed, press [Up One Level] to select another workgroup, and then search for the client computer. The maximum number of client computers and shared folders that can be displayed is 100. D Select the client computer that has the destination folder. If authentication is required for the selected folder, a logon screen appears. Enter the user name and password. F Press [OK]. G Press [OK].

Searching for a destination folder in the destination list A Press []. 3 B Press [Search by Dest. Name]. Note If authentication is required for the selected computer, a log-on screen appears. Enter the user name and password. The list of folders on the selected computer appears. E Select the destination folder. The soft keyboard appears. Note To search by path, press [Search by Folder Name]. C Enter part of the destination folder name.

Note Enter the first character or characters of the destination name. Note When the selected folder has sub-folders, the sub-folders list appears.



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It is necessary to differentiate between uppercase and lowercase letters. 37 Sending Scan Files by Scan to Folder It is also possible to perform a combined search using [Search by Dest. Name] and [Search by Folder Name].

D Press [OK]. E Select a destination folder. B Press [File Name]. The soft keyboard appears. C Enter a file name.

Note A scan file is given a 21-digit (excluding the extension) file name which combines the time and date the original was scanned with a 4-digit page number. (Example : When one page is scanned in TIFF at 15.10 seconds, 3.30 p.m., 31 December, 2020, the file name is 202012311530150100001.tif) 3 F Press [Exit]. Checking selected destinations A Use the destination field at the top of the screen to check which destinations are selected. Note Press [UPrev.] or [TNext] to U T scroll through the list.

Destinations are displayed in the order they were selected. To check the selected destinations, press the { Check Modes} key. } D Press [OK]. E Press [OK]. J Press the {Start} key. } Note For details about the maximum size of the scan file that can be sent, see p.117 "Scan to Folder". To interrupt scanning, press the {Clear/Stop} key or press [Stop] on the display panel. When placing multiple originals one-by-one, place the next original. For details, see p. 76 "Scanning Originals in Several Times". H Select the file type if necessary. A Press [Attached File]. B Press [File Type]. C Select the file type.

D Press [OK] twice. I Specify the file name if necessary. 38 A Press [Attached File]. Sending Scan Files by Scan to Folder Simultaneous Storage and Sending by Scan to Folder You can use the Scan to Folder function and the storage function together. The scan file is sent by Scan to Folder and at the same time is stored.

Note This section explains mainly the procedure for simultaneous storage and sending by Scan to Folder. For details, see p.32 "Procedure for Sending by Scan to Folder". Note There are two ways to specify scan settings, as described below: · Configure each setting for scanning. For details, see p.71 "Specifying Scan Settings". · Recall registered settings. For details, see p.79 "Programs". D Select the destination.

E Specify the sender, subject, F Press [Store File]. 3 The file stored when simultaneously storing a file and sending it by Scan to Folder cannot be resent from the Scan to Folder screen. To resend the file, select the file in the [Select Stored File] screen and send it. See p.48 "Sending Stored Files by E-mail or Scan to Folder, or Delivering". and message when sending e-mail is performed at the same time. A Place originals. Note The procedure for placing originals is the same as that for placing originals for copying. For details about placing originals, see "Placing Originals", Copy Reference. G Make sure that [Send & Store] is selected.

B Make settings for original orientation, the sides scanned, and other settings if necessary. Reference p.73 "Making the Settings Related to the Orientation of the Original and Scanned Sides" H Specify file information if necessary. Reference For details about specifying file information, see p.43 "Specifying file information".

C Make the scan settings. I Press [OK]. J Press the {Start} key. } 39 Sending Scan Files by Scan to Folder Checking the Scan to Folder Results The sending results can be checked. Note For details about the maximum number of sending operations that can be checked, see p.

104 "Print & Delete Scanner Journal". B Check the displayed records. 3 Items that can be checked · Date / Time The date and time sending was requested or the date and time "Error" or "Cancelled" is confirmed is displayed. · Destination The sending function (e-mail, Scan to Folder, or delivery function) used is displayed with an icon. When multiple destinations were selected, the destinations are displayed individually. · Sender · File Name The file name is displayed only when a file is stored at the same time and when a stored file is sent. · Status One of the following status is displayed: "Done", "Sending...", "Waiting.

..", "Error", or "Cancelled". Note Depending on the security settings, certain records may not be displayed. One screen shows the records for five sending operations. Press [UPrev.] or [TNext] to U T scroll through the screen. When the status of a file is "Waiting...", the sending can be canceled by selecting that file, and then pressing [Cancel]. Press [Print] to print the whole journal. C Press [Exit]. The Scan to Folder screen appears. A Press [Scanned Files Status] on the Scan to Folder screen.

40 4. Storing Files Scan files can be stored in the hard disk of the machine using the Document Server function, and the stored file can be used later. Using DeskTopBinder, stored files can be viewed or retrieved with a client computer. Important A password can be set for every stored file. There is a risk that stored files without a password can be accessed by someone using DeskTopBinder on the same LAN.

We recommend you consider security measures such as setting passwords to protect against unauthorized access. Scan file stored in the machine may be lost if some kind of failure occurs. We advise against using the hard disk to store important files. The supplier shall not be responsible for any damage that may result from the loss of files. For long-term storage of files, we recommend the use of DeskTopBinder. For details, contact your local dealer. Note When a delivery server is added to the network, stored files can be delivered. You can store scan files and simultaneously deliver them with the network delivery scanner function, send it by e-mail, or send it by Scan to Folder. See p.48 "Sending Stored Files by E-mail or Scan to Folder, or Delivering".

Storing Files This section explains how to store files and how to specify file information for stored files. Note For details about the maximum number of files that can be stored, see p.118 "Store". The stored files are deleted automatically after a certain number of days have passed. For information about making settings and changing settings, see General Settings Guide. Files cannot be printed from the control panel after being stored using the scanner function. Print scan files after a client computer receives them. See p.49 "Viewing a list of stored files using DeskTopBinder" or p.50 "Viewing a list of stored files using Web Image Monitor".

41 Storing Files Storage Procedure You can scan and store files. J A Press the {Scanner} key. Reference There are two ways to specify scan settings, as described below: · Configure each setting for scanning. For details, see p.71 "Specifying Scan Settings".



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