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You can read the recommendations in the user guide, the technical guide or the installation guide for RICOH AFICIO 3035. You'll find the answers to all your questions on the RICOH AFICIO 3035 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 3035**  
**User guide RICOH AFICIO 3035**  
**Operating instructions RICOH AFICIO 3035**  
**Instructions for use RICOH AFICIO 3035**  
**Instruction manual RICOH AFICIO 3035**



**Printer/Scanner Unit**  
**Type 3045**

**Operating Instructions**  
**Scanner Reference**



- 1 Getting Started
- 2 Sending Scan Files by E-mail
- 3 Sending Scan Files by Scan to Folder
- 4 Storing Files
- 5 Delivering Scan Files
- 6 Using the Network TWAIN Scanner Function
- 7 Configuring/Registering Scan Settings
- 8 Troubleshooting
- 9 Initial Scanner Setup
- 10 Appendix

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



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**Manual abstract:**

Two kinds of size notation are employed in this manual. With this machine refer to the inch version. © In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine. Do not copy or print any item for which reproduction is prohibited by law. Copying or printing the following items is generally prohibited by local law: bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses. The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor. Trademarks . . . .

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The product name of Windows® 98 is Microsoft® Windows® 98. The product name of Windows® Me is Microsoft® Windows® Millennium Edition (Windows Me). The product names of Windows® 2000 are as follows: Microsoft® Windows® 2000 Professional Microsoft® Windows® 2000 Server Microsoft® Windows® 2000 Advanced Server The product names of Windows® XP are as follows: Microsoft® Windows® XP Home Edition Microsoft® Windows® XP Professional The product names of Windows Server™ 2003 are as follows: Microsoft® Windows Server™ 2003 Standard Edition Microsoft® Windows Server™ 2003 Enterprise Edition Microsoft® Windows Server™ 2003 Web Edition The product names of Windows NT® 4.0 are as follows: Microsoft® Windows NT® Workstation 4.0 Microsoft® Windows NT® Server 4.

0 . . . Manuals for This Machine The following manuals describe the operational procedures of this machine. For particular functions, see the relevant parts of the manual. Note The manuals provided are specific to machine type. Adobe Acrobat Reader/Adobe Reader is necessary to view the manuals as a PDF file.

Two CD-ROMs are provided: · CD-ROM 1 "Operating Instructions" · CD-ROM 2 "Scanner Driver and Document Management Utility" General Settings Guide Provides an overview of the machine and describes System Settings (such as Tray Paper Settings), Document Server functions and troubleshooting. Refer to this manual for Address Book procedures such as registering fax numbers, e-mail addresses, and user codes. Security Reference This manual is for administrators of this machine. It describes security functions that the administrators can use to protect data from being tampered, or prevent the machine from unauthorized use. Also refer to this manual for the procedures for registering administrators, as well as setting user and administrator authentication.

Network Guide (PDF file - CD-ROM1) Provides information about configuring and operating the printer in a network environment or using software.

This manual covers all models, and therefore contains functions and settings that may not be available for your model. Images, illustrations, functions, and supported operating systems may differ from those of your model. Copy Reference Describes operations, functions, and troubleshooting for the machine's copier function. Facsimile Reference <Basic Features> Describes operations, functions, and troubleshooting for the machine's facsimile function. Facsimile

Reference <Advanced Features> Describes advanced facsimile functions such as line settings and procedures for registering IDs. Printer Reference Describes system settings, operations, functions, and troubleshooting for the machine's printer function. i Scanner Reference (this manual) (PDF file - CD-ROM1) Describes operations, functions, and troubleshooting for the machine's scanner function. Manuals for DeskTopBinder Lite DeskTopBinder Lite is a utility included on the CD-ROM labeled "Scanner Driver and Document Management Utility". · DeskTopBinder Lite Setup Guide (PDF file - CD-ROM2) Describes the installation of DeskTopBinder Lite, and the operating environment for DeskTopBinder Lite in detail. This guide can be displayed from the

[Setup] dialog box when DeskTopBinder Lite is installed.

· DeskTopBinder Lite Introduction Guide (PDF file - CD-ROM2) Describes operations with DeskTopBinder Lite and provides an overview of its functions. This guide is added to the [Start] menu when DeskTopBinder Lite is installed. · Auto Document Link Guide (PDF file - CD-ROM2) Describes operations and functions of Auto Document Link installed with DeskTopBinder Lite. This guide is added to the [Start] menu when DeskTopBinder Lite is installed. Other manuals · PS3 Supplement (PDF file - CD-ROM1) · UNIX Supplement (available from an authorized dealer, or as a PDF file on our Web site) ii TABLE OF CONTENTS Manuals for This Machine .

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. 127 v vi How to Read This Manual Symbols In this manual, the following symbols are used: Important If this instruction is not followed, paper might be misfed, originals might be damaged, or files might be lost. Be sure to read this. Preparation This symbol indicates the prior knowledge or preparations required before operating. Note This symbol indicates precautions for operation or actions to take after misoperation. Limitation This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used. Reference This symbol indicates a reference. [ ] Keys that appear on the machine's display panel. [ ] Keys and buttons that appear on the computer's display. { } Keys built into the machine's control panel.

{ } Keys on the computer's keyboard. Names of Major Options Major options of this machine are referred to as follows in this manual: · Printer/Scanner Unit Type 3045 o printer/scanner option · File Format Converter Type B\* o File Format Converter The following software products are referred to using a general name: · DeskTopBinder Lite and DeskTopBinder Professional\* o DeskTopBinder · ScanRouter EX Professional\* and ScanRouter EX Enterprise\* o the ScanRouter delivery software \* Optional 1 2 1. Getting Started Control Panel The illustration below details the control panel of a machine that has all options installed. AHV002S 1. Indicators Display errors and the machine status. See "Control Panel", General Settings Guide. d: Add Staple indicator D: Add Toner indicator B: Add Paper indicator L: Service Call indicator M: Open Cover indicator x: Misfeed indicator 6. {Clear Modes} key Press to clear the current settings. 7. {Energy Saver} key Press this key to begin warm-up. Pressing this key again while in warm-up mode cancels warm-up. Note This key is inactive while scanning or setting scanner defaults. 2. {User

Tools/Counter} key Use to change default or operation parameters according to the operating conditions. 8. {Interrupt} key Press this key to interrupt the scanner mode and to activate the copy mode. 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. 3. Display panel Displays operation status, error messages, and function menus. 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}, {Fax}, {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 shared network folders, FTP server folders, or NetWare folders, 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. Also, you can use this function together with the file storage function to e-mail URL addresses of files stored in the machine instead of sending the files as e-mail attachments. 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 You can send scan files to shared network folders, FTP server folders, or NetWare folders. Reference p.31 "Sending Scan Files by Scan to Folder" ZZZ507D 1. This machine You can send scan files to shared network folders, FTP server folders, or NetWare folders. To send scan files to shared network folders, use the SMB protocol.

To send scan files to FTP server folders, use the FTP protocol. To send scan files to NetWare folders, use the NCP protocol. In combination with the file storage function, scan files from multiple originals that have been temporarily stored can be sent all at once. 3. NetWare server You can use this server to share files over the network via NetWare.

By sending image data to the server, images can be stored on the server for download by computers on the network. To download images, a computer must be running the NetWare client and be logged onto the server.



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4. Client computer A scan file that is sent from the machine is received in shared 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 You can store scanned documents as files on the machine's hard disk. The stored scan files can be viewed, copied, deleted, or retrieved over the network using DeskTopBinder from a client computer. You can also view, delete or download scan files over the network using Web Image Monitor from the client. 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. Also, stored files can be sent by e-mail or Scan to Folder, or delivered. When sending stored files by e-mail, you can select to send only the URL addresses of file locations.

Reference p.47 "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". For details about Web Image Monitor, see the Web Image Monitor Help.

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.61 "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. 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.69 "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 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 folder (B in the figure). 8 Network Scanner Reference For details about DeskTopBinder, or Auto Document Link, see the respective manuals. 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.73 "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 becomes 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.120 "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.120 "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.120 "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. 10 Installing Software 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. Reference If the installer does not start automatically, see p.10 "Quick Install".

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.120 "Software Supplied on CD-ROM".



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Note Use Auto Run for installation. 1 B Click [TWAIN Driver]. The Software Setup screen appears.

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. To use the network delivery scanner function, you need to install the ScanRouter delivery software (optional) on the computer used as the delivery server.

A Start 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. 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. The DeskTopBinder Lite Setup screen appears. Reference For information about the subsequent installation procedure, see Setup Guide that can be displayed from the Setup screen of DeskTopBinder. B Click [DeskTopBinder Lite].

11 Getting Started User Authentication 1 When user authentication (User Code Authentication, Basic Authentication, Windows Authentication, or LDAP Authentication, Integration Server 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, Integration Server Authentication is set. A Press [Enter] for [Login User Name]. B Enter a login user name, and then press [OK]. For user code authentication, enter a number registered in the address book as [User Code].

C Press [Enter] for [Login Password]. D Enter a login password, and then press [OK]. User Code Authentication (Using the Control Panel) When user code authentication is set, the following screen appears. 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 [#]. Note You do not need to log off after user code authentication. 12 User Authentication Log Off (Using the Control Panel) Follow the procedure below to log off when Basic Authentication, Windows Authentication, or LDAP Authentication, Integration Server Authentication is set. 1 A Press [User Tools / Counter]. B Press [Logout].

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. 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. Depending on the machine type, you may not be able to use the machine when it is updating the address book using CSV files (retrieved using SmartDeviceMonitor for Admin) that contain user codes. Reference "E-mail Destination", General Settings Guide "Registering Folders", General Settings Guide "Registering Destinations to a Group", General Settings Guide 14 2. Sending Scan Files by E-mail Scan files can be sent from this machine to 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. 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.110 "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. @@Keys that cannot be selected appear like . 2 1. Destination field Displays the selected destination.

@@[Attach Sender's Name] [Return Receipt] [Subject / Message] [File Name / Type] Press to specify the sender, return receipt setting, subject, message, and names and formats of the files you want to send. 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 a destination list of this machine, to search for a 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. Note When the entire list does not fit on one screen, [U] or [T] can be used to scroll through the list. Group destinations are denoted by this symbol ( ). 5. [Manual Input] When specifying a destination that is not listed, press [Manual Input], and then enter the destination using the soft keyboard. 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.



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E Make the scan settings.

Reference There are two ways to specify scan settings, as described below: A Press the {Scanner} key. 2 · Configure each setting for scanning. For details, see p.77 "Specifying Scan Settings". · Recall registered settings.

For details, see p.86 "Recalling a Program". ZZZ607S F If Note The illustration is an example. The actual appearance may be different. B Make sure that no previous settings remain.

Note If a previous setting remains, press the {Clear Modes} key. the network delivery scanner screen appears, switch to the email screen. A Press [ ]. B Press [Switch Destination List]. 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. C Press [E-mail]. D Make settings for original orientation, the sides scanned, and other settings if necessary. Reference p.

79 "Making the Settings Related to the Orientation of the Original and Scanned Sides" D Press [Exit]. The e-mail screen or Scan to Folder screen appears. E If the Scan to Folder screen appears, press [ ]. The e-mail screen appears. 17 Sending Scan Files by E-mail 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.

Note Destinations in the destination list and registration numbers must be registered in advance in [System Settings]. For details, see "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide. Selecting a destination from the list A Select the destination. 2 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:

For details about the maximum number of destinations that can be selected for each transmission, see p.

122 "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. · Display the destination by selecting its initial letter from the title.

· Display the destination by pressing [U] or [T]. B To select more destinations, repeat steps A. Note To deselect a destination, press the destination once more, or press [UPrev.] or [TNext] to display the destination in the destination field, and then press the {Clear/Stop} key. 18 Sending Scan Files by E-mail

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. Note For details about the maximum number of characters that can be entered, see p.

122 "E-mail". It is possible to enter alphanumeric characters and periods. The symbols ( ) \ , ; : " and spaces cannot be entered. For details, see p.122 "E-mail". C Press [OK]. Note If you press [ProgDest], a screen for registering and changing address book entries appears. Using this screen, you can register email addresses directly into the address book. 2 C To select more destinations, repeat steps A to B. Note To deselect a destination, press [UPrev.]

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

Note To deselect a destination, press [UPrev.] or [TNext] to display the destination in the destination field, and then press the {Clear/Stop} key. B Enter the e-mail address. 19 Sending Scan Files by E-mail Searching for a destination in the destination list A Press [ ]. E Select a destination. 2 F Press [Exit]. B Press [Search by Dest. Name]. Searching for a destination in the LDAP server A Press [ ]. The soft keyboard appears.

Note To search using an e-mail addresses, press [E-mail Address]. B Press [Search LDAP]. 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]. D Press [OK]. 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 Sending Scan Files by E-mail 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].

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]. If you select [SSearch Options] 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. 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. 2 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. Note You can select criteria from the following list: If you select a search condition setting, a soft keyboard appears. Enter a text string according to the search criteria. · [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".



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21 Sending Scan Files by E-mail 2 · [Exact Match]: The names which correspond to an entered character or characters are targeted.

For example, to search for "ABC", enter "ABC". · [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.122 "E-mail".

To display details about the destination, press [Details]. J Select a destination. K Press [Exit]. Note If you press [ProgDest], a screen for registering and changing address book entries appears. Using this screen, you can register email addresses directly into the address book. 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 scroll through the list. Destinations are displayed in the order they were selected. To check the selected destinations, press the {Check Modes} key. H Select the file type if necessary. A Press [File Name / Type]. B Press [File Type] C Select the file type of the file. 22 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. D Press [OK] twice. Sending Scan Files by E-mail I Specify the file name if necessary. A Press [File Name / Type].

B Press [File Name]. The soft keyboard appears. C Enter a file name. D Press [OK] twice. Depending on the security settings, [Attach Sender's Name] may be selected as the user name when logging in. Selecting a sender from the list A Press [Attach Sender's Name]. J 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 Register the sender in advance under [System Settings]. For details, see "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide. 2 B Select the sender. If you specify the sender, information about the sender is included in the file being sent. 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. Depending on system settings, the administrator's e-mail address may appear automatically in the e-mail header's from field. To change the address, specify the sender in Step J. To prevent misuse of a sender name, we recommend you set protection code for that sender name. See "Registering a Protection Code" "General Settings Guide". 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]. 23 Sending Scan Files by E-mail Using a registration number to specify a sender name A Press [Attach Sender's Name]. Searching for a sender A Press [Attach Sender's Name]. 2 B Press [ ]. 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. C Press [User (Dest.

) Name]. The soft keyboard appears. 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. Note To search for an e-mail address, press [E-mail Address]. D Enter part of the sender name. Note Enter the first character or characters of the sender name. C Press [OK]. 24 It is also possible to perform a combined search using [User (Dest. ) Name] and [E-mail Address]. E Press [OK]. Sending Scan Files by E-mail F Select the sender. 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. For details about the maximum number of characters that can be entered, see p.122 "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 [Exit]. H Press [OK]. K For a reception confirmation email, press [Return Receipt]. Note To use [Return Receipt] you must: · Log on as a user · Specify the sender in Step J 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 StepJ. However, if the mailing software used by the destination party does not support MDN (Message Disposition Notification), the email may not be sent.

C Select the subject [Urgent]. L Specify a subject if necessary. Note To specify a subject, you can select it from the list, enter it directly, or combine selecting and entering it. D Press [Manual Input]. The soft keyboard appears. E Enter the subject "New product appearance". 25 Sending Scan Files by E-mail F Press [OK]. C Select a message. 2 G Press [OK] twice. D Press [OK] twice.

M Enter a message if necessary. Note For details about the maximum number of characters that can be entered, see p.122 "E-mail". Manual entry of a message A Press [Subject / Message]. B Press [E-mail Message].

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.



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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 Press [Manual Input]. The soft keyboard appears. D Enter the message "Thank you for what you did yesterday". E Press [OK] three times. N Press the [Start] key. 26 Sending Scan Files by E-mail Note For details about the maximum size of the scan file and maximum number of pages that can be sent, see p.122 "E-mail". B Make settings for original orientation Reference p.79 "Making the Settings Related to the Orientation of the Original and Scanned Sides" tation, the sides scanned, and other settings if necessary.

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.82 "Scanning Originals in Several Times". C Make the scan settings. Note There are two ways to specify scan settings, as described below: 2 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".

· Configure each setting for scanning. For details, see p.77 "Specifying Scan Settings". · Recall registered settings. For details, see p. 86 "Recalling a Program". D Specify the destination. E Specify the sender and a subject. F Press [Store File]. 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.54 "Sending Stored Files by E-mail or Scan to Folder, or Delivering". G Make sure [Send & Store] is selected. 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. 27 Sending Scan Files by E-mail H Specify file information if necessary. Reference For details about specifying file information, see p.49 "Specifying file information".

2 I Press [OK]. J Press the [Start] key. Simultaneously storing files and sending their URL addresses You can store scan files and simultaneously send the URL addresses of their locations by e-mail. In this case, scan files will not be attached to the email. Transmitted URL addresses allow a stored file to be viewed, deleted, or downloaded over the network using Web Image Monitor. This is useful if you cannot attach files to email due to network restrictions. Note Settings for the above functions must be made in advance under [Scanner Features]. See p.112 "Stored File E-mail Method". For details about the transmission procedure, see p.

27 "Simultaneous Storage and Sending by E-mail". If you want to always e-mail the URL addresses of scan file locations, Under [Scanner Features], [Send Settings], set [Stored File E-mail Method] to [Send URL Link] and [Store File Priority] to [Send & Store]. See p.112 "Stored File E-mail Method" and p.112 "Store File Priority".

28 Checking the E-mail Results 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.111 "Print & Delete Scanner Journal". B Check the displayed records. 2 Note Depending on the security settings, certain records may not be displayed.

Items that can be checked · Date / Time The date and time the e-mail was sent or the date and time "Done", "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. 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". One screen shows the records for five sending operations. Use [UPrev.] or [TNext] to scroll 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. 29 Sending Scan Files by E-mail 2 30 3. Sending Scan Files by Scan to Folder You can send scan files to shared network folders, FTP server folders, or NetWare folders. 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. 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.110 "Send Settings". Note 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. 31 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. @@Keys that cannot be selected appear like . 3 I. Destination field Displays the selected destination. @@[File Name / Type] Press to specify the names and formats of the files you want to send. 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.

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.



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[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 a destination in the delivery server list to a destination list of this machine, to search for a destination. 3. Scan to Folder icon ( ) Shows that the Scan to Folder screen is displayed. 8. Destination list Displays the destinations registered in the delivery server or this machine.

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. Note When the entire list does not fit on one screen, press [U] or [T] to scroll through the list. Group destinations are denoted by this symbol ( ). 32 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: A Press the {Scanner} key.

· Configure each setting for scanning. For details, see p.77 "Specifying Scan Settings". · Recall registered settings. For details, see p.86 "Recalling a Program". 3 F If ZZZ607S 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, the sides scanned, and other settings if necessary. Reference p.79 "Making the Settings Related to the Orientation of the Original and Scanned Sides" D Press [Exit].

The e-mail screen or the scan to folder screen appears. E If the e-mail screen appears, press [ ]. The Scan to Folder screen appears. 33 Sending Scan Files by Scan to Folder 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. · Directly enter the path for the folder of a client computer on the same network. · Directly enter the path for the folder on the FTP server. · Directly enter the path for the folder in the NDS tree or on the NetWare server. · Select a folder on a network computer.

· Select a folder in the NDS tree or on the NetWare server. Note Destinations in the destination list and registration numbers must be registered in advance in [System Settings]. For details, see "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide. Selecting a destination folder from the list A Select the destination folder. 3 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: Depending on the security settings, certain destinations may not be displayed. · Display the destination by selecting its initial letter from the title. · Display the destination by pressing [U] or [T]. 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 [TNext] to display the destination in the destination field, and then press the {Clear/Stop} key. 34 Sending Scan Files by Scan to Folder 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 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.

Directly enter the path for the folder of a client computer on the same network A Press [Enter Destination]. B Press [SMB]. 3 Note If you try to switch to a protocol from one for which [Path], [User Name] or [Password] is specified, a message asking you to confirm the protocol change appears.

Note If a protection code has been set for the shared folder, a screen for entering the protection code appears. 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.123 "Scan to Folder". C To select more destination folders, repeat step AaB. Note To deselect a destination, press [UPrev.] or [TNext] to display the destination in the destination field, and then press the {Clear/Stop} key. 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, Windows NT 4.

0 or Windows Server 2003. 35 Sending Scan Files by Scan to Folder 3 Computer and shared folder names consisting of more than 12 characters cannot be displayed. E Press [OK]. F Enter the user name according to the setting at the destination. Press [Manual Input] to the right of the user name field to display the soft keyboard. Reference For details about the maximum number of characters that can be entered, see p.123 "Scan to Folder". 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. I Check the connection test result, and then press [Exit]. J Press [OK].

K To enter more destinations, repeat steps A to J. Note To deselect a destination, press [UPrev.] or [TNext] to display the destination in the destination field, and then press the {Clear/Stop} key. G Enter the password according to the setting at the destination. Press [Manual Input] for [Password] to display the soft keyboard.

H Press [Connection Test]. 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. Directly enter the path for the folder on the FTP server A Press [Enter Destination].

B Press [FTP]. A connection test is performed to check whether the specified shared folder exists.



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Note The connection test may take time. You may not be able to press [Connection Test] right after pressing [Cancel] during a connection test. 36 Sending Scan Files by Scan to Folder Note If you try to switch to a protocol from one for which [Path], [User Name] or [Password] is specified, a message asking you to confirm the protocol change appears. I Enter the user name according to the setting at the destination. Press [Manual Input] to the right of the user name field to display the soft keyboard. Reference For details about the maximum number of characters that can be entered, see p.123 "Scan to Folder". C Press [Manual Input] on the right side of the server name field.

3 The soft keyboard appears. D Enter a server name. Note For details about the maximum number of characters that can be entered, see p.123 "Scan to Folder". 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.

123 "Scan to Folder". J Enter the password according to the setting at the destination. Press [Manual Input] for [Password] to display the soft keyboard. K 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.

L Press [Connection Test]. A connection test is performed to check whether the specified shared folder exists. Note The connection test may take time. 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]. You may not be able to press [Connection Test] right after pressing [Cancel] during a connection test.

37 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 display the destination in the destination field, and then press the {Clear/Stop} key. C Select "Connection Type". To specify the NDS tree name, press [NDS]. To specify the NetWare server name, press [Bindery]. 3 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. D Press [Manual Input] on the right side of the path field. The soft keyboard appears. E Enter the path for the folder. Note If you set "Connection Type" to [NDS], the NDS tree name is "tree", the name of the context including the volume is "context", the volume name is "volume", and the folder name is "folder", the path will be "\tree\volume.context\folder". Directly enter the path for the folder in the NDS tree or on the NetWare server A Press [Enter Destination]. B Press [NCP]. Note If you try to switch to a protocol from one for which [Path], [User Name] or [Password] is specified, a message asking you to confirm the protocol change appears. 38 If you set "Connection Type" to [Bindery], the NetWare server name is "server", the volume name is "volume", and the folder name is "folder", the path will be "\server\volume\folder". For details about the maximum number of characters that can be entered, see p.123 "Scan to Folder". F Press [OK]. G Enter the user name for logging on to the NDS tree or NetWare server. Press [Manual Input] to the right of the user name field.

The soft keyboard appears. Sending Scan Files by Scan to Folder Note If you press [NDS] for "Connection Type", enter the user name, and then enter the name of the context containing the user object. If the user name is "user" and the name of the Context is "context", the user name will be "user.context". Reference For details about the maximum number of characters that can be entered, see p.

123 "Scan to Folder". L To enter more destinations, repeat steps A to K. Note To deselect a destination, press [UPrev.] or [TNext] until the destination appears in the destination field, and then press the {Clear/Stop} key. H If a password is required for logging on, enter it. Press [Manual Input] to the right of the password field. The soft keyboard appears. I Press [Connection Test]. A connection test checks the specified shared folder exists. Note You cannot connect to folders you are not allowed to read.

To change the path for an entered folder, 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 {CheckModes} key. 3 Select a folder on a network computer A Press [Enter Destination]. B Press [SMB]. The connection test may take time. You may not be able to press [Connection Test] right after pressing [Cancel] during a connection test. Even if the connection test was successful, the machine may fail to transfer the file if you do not have write privileges for the file or there is not enough free hard disk space. J Check the connection test result, and then press [Exit]. K Press [OK].

Note If you try to switch to a protocol from one for which [Path], [User Name] or [Password] is specified, a message asking you to confirm the protocol change appears. C Press [Browse Network] on the right side of the path field. The list of client computers on the same network appears. 39 Sending Scan Files by Scan to Folder Note Computer and shared folder names consisting of more than 12 characters cannot be displayed. 3 If the client computer you want to select is not displayed, press [Up One Level] 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 you cannot find the destination folder, press [Up One Level] and then search for the folder at that level. If authentication is required for the selected folder, a logon screen appears. Enter the user name and password.

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. F Press [OK]. G Press [OK]. Selecting a destination folder in an NDS tree or on a NetWare server A Press [Enter Destination]. B Press [NCP]. 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. Note If you try to switch to a protocol from one for which [Path], [User Name] or [Password] is specified, a message asking you to confirm the protocol change appears.



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