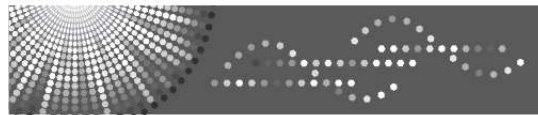




# Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for RICOH AFICIO MP C3500. You'll find the answers to all your questions on the RICOH AFICIO MP C3500 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 MP C3500**  
**User guide RICOH AFICIO MP C3500**  
**Operating instructions RICOH AFICIO MP C3500**  
**Instructions for use RICOH AFICIO MP C3500**  
**Instruction manual RICOH AFICIO MP C3500**



## **Operating Instructions Scanner Reference**



- 1 Sending Scan Files by E-mail
- 2 Sending Scan Files to Folders
- 3 Storing Files Using the Scanner Function
- 4 Delivering Scan Files
- 5 Scanning Originals with the Network TWAIN Scanner
- 6 Various Scan Settings
- 7 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 "About This Machine" before using the machine.



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**Manual abstract:**

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*Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights to those marks. . . . The product name of Windows® 95 is Microsoft® Windows® 95. 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 Refer to the manuals that are relevant to what you want to do with the machine. About This Machine Be sure to read the Safety Information in this manual before using the machine. This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided. General Settings Guide Explains User Tools settings, and Address Book procedures such as registering fax numbers, e-mail addresses, and user codes. Also refer to this manual for explanations on how to connect the machine. Troubleshooting Provides a guide to solving common problems, and explains how to replace paper, toner, staples, and other consumables.*

*Security Reference This manual is for administrators of the machine. It explains 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. Copy/ Document Server Reference Explains Copier and Document Server functions and operations. Also refer to this manual for explanations on how to place originals. Facsimile Reference Explains Facsimile functions and operations. Printer Reference Explains Printer functions and operations. Scanner Reference Explains Scanner functions and operations. Network Guide Explains how to configure and operate the machine in a network environment, and use the software provided. This manual covers all models, and includes descriptions of functions and settings that might not be available on this machine.*

*Images, illustrations, and information about operating systems that are supported might also differ slightly from those of this machine. i Other manuals . . . Manuals for This Machine . Safety Information . Quick Reference Copy Guide . Quick Reference Fax Guide . Quick Reference Printer Guide . Quick Reference Scanner Guide . PostScript3 Supplement . UNIX Supplement . Manuals for DeskTopBinder Lite . DeskTopBinder Lite Setup Guide . DeskTopBinder Introduction Guide . Auto Document Link Guide Note Manuals provided are specific to machine types. Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files. For "UNIX Supplement", please visit our Web site or consult an authorized dealer. "PostScript3 Supplement" and "UNIX Supplement" include descriptions of functions and settings that might not be available on this machine.*

*The following software products are referred to using general names: Product name DeskTopBinder Lite and DeskTopBinder Professional \* ScanRouter EX Professional \* and ScanRouter EX Enterprise \* \*Optional General name DeskTopBinder the ScanRouter delivery software ii TABLE OF CONTENTS*

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.... 159 v vi How to Read This Manual Symbols This manual uses the following symbols: Indicates important safety notes. Ignoring these notes could result in serious injury or death. Be sure to read these notes. They can be found in the "Safety Information" section of About This Machine. Indicates important safety notes. Ignoring these notes could result in moderate or minor injury, or damage to the machine or to property.

Be sure to read these notes. They can be found in the "Safety Information" section of About This Machine. Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations. Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

This symbol is located at the end of sections. It indicates where you can find further relevant information. [ ] Indicates the names of keys that appear on the machine's display panel. { } Indicates the names of keys on the machine's control panel. 1 About the Scanner Functions This section describes functions you can use in the scanner mode.

For details about each function, see respective chapters. Sending scanned files There are several methods you can use to send captured data as files to computers. · Sending scan files by e-mail For details, see chapter 1 "Sending Scan Files by E-mail". · Sending scan files to a shared folder For details, see chapter 2 "Sending Scan Files to Folders". · Sending scan files to an FTP server For details, see chapter 2 "Sending Scan Files to Folders". · Sending scan files to a NetWare server For details, see chapter 2 "Sending Scan Files to Folders". · Delivering scan files using the delivery server For details, see chapter 4 "Delivering Scan Files". Scanning originals using the TWAIN driver Use the TWAIN driver to specify the machine where originals will be scanned from a client computer. For details, see chapter 5 "Scanning Originals with the Network TWAIN Scanner". Storing files You can store scan files on the machine's hard disk.

Stored files can be sent later. For details, see chapter 3 "Storing Files Using the Scanner Function". Reference p.11 "Sending Scan Files by E-mail" p.37 "Sending Scan Files to Folders" p.83 "Delivering Scan Files" p.101 "Scanning Originals with the Network TWAIN Scanner" p.61 "Storing Files Using the Scanner Function" 2 Display Panel This section explains the simplified display and three confirmation screens: Check Modes, Preview, and Transmission File Status. You can find explanations about the E-mail screen, Scan to Folder screen, List of Stored Files screen, or Network Delivery Scanner screen in this manual. For details, see "E-mail Screen", "Scan to Folder Screen", "List of Stored Files", and "Network Delivery Scanner Screen".

Reference p.13 "E-mail Screen" p.42 "Scan to Folder Screen" p.69 "List of Stored Files" p.86 "Network Delivery Scanner Screen" 3 Simplified Display This section explains how to switch to the simplified display.

When you press {Simplified Display}, the screen changes from the initial display to the simplified display. Letters and keys are displayed at a larger size, making operations easier. AQI002S Example of Simplified Display ARE006S 1. [Key Colour] Press to change the key colour and increase the brightness of the display panel. This does not apply to the initial scanner screen.

Note To return to the initial screen, press {Simplified Display} again. Certain keys do not appear on the simplified display. 4 Confirmation Displays This section explains three confirmation displays: Check Modes, Preview and Transmission File Status. Check Modes This section explains items that are displayed and how to display the Check Modes screen. Use the Check Modes screen to check scanning and transmission settings. Pressing [Check Modes] switches the screen from the initial scanner screen to the Check Modes screen. Check Modes ARE007S 1. Original Displays Scan Settings, Original Feed Type, and other scanning settings. 4. Send Displays transmission settings such as Sender and Subject.

2. Transmission function icon Displays the icon of the transmission function in use. 5. [Expand Group Dest.] Press to display the members of the group, when a group is specified as the destination. 3. Sender and Destination Displays the sender and transmission or delivery destinations. 5 Preview This section explains items that are displayed and how to display the Preview screen. Use the Preview screen to check that of originals have been scanned correctly. You can display the Preview screen when sending files by e-mail or Scan to Folder, delivering files, or simultaneously sending and delivering files.



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To display the Preview screen, press [Preview], and then start scanning while [Preview] is still selected. Preview ARE008S 1. [Zoom Out] and [Zoom In] Press to reduce or enlarge the displayed preview. 5. Display File Displays a file's name and size.

2. [ ] [ ] [ ] [ ] Press to shift the displayed area. 6. Display Page Displays the number of the currently displayed page, total number of pages, page size, and colour mode. 3.

[Cancel TX] Press to close a preview and interrupt a transmission. 7. [Switch] Press to change the page of the selected file that is displayed. 4. [Continue TX] Press to close a preview and continue a transmission. 8. Display Position Displays the position of an image when enlarged. 6 Note Preview is not available if a file is stored using [Store Only]. Preview is not available when sending a stored file. You can view a stored file using the Preview screen displayed from the list of stored files.

For details about viewing a stored file, see "Checking a Stored File Selected from the List". Preview is not available if you select High Compression PDF as the file type. Preview might not be displayed if scanning failed or the image file is corrupted. If this is the case, scan the original again. Reference p.72 "Checking a Stored File Selected from the List" Transmission File Status This section explains items that are displayed and how to display the Transmission File Status screen. Use the Transmission File Status screen to check e-mail transmission, Scan to Folder, and delivery results. Press [Scanned Files Status] to display the Transmission File Status screen. Up to 9 transmission or delivery results are displayed at the same time. Press [U] or [T] to switch between results.

7 Transmission File Status ARE009S 1. Date/Time Displays the time and date transmission was specified by this machine or the time and date when Completed, Error, or Cancelled was confirmed. 4. Sender Displays the sender name. 5.

File Name Displays the stored file name of files that are simultaneously sent and stored, or of stored files that are sent. 2. Transmission function icon Displays the icon of the transmission function used. 6. Status Displays one of the following transmission statuses: Completed, Sending,

..., Waiting..., Error, or Cancelled. 3. Destination Displays the transmission destination. If you have selected multiple destinations, the first selected destination is displayed. Other destinations appear as "+ X".

(X indicates the number of destinations.) 7. [Stop TX] To cancel transmission, select a file whose status is [Waiting...], and then press [Stop TX]. 8. [Print List] Press to print transmission results. Note You cannot check scanner function transmission results by pressing [Job List] at the bottom of the screen. To check transmission results, press [Scanned Files Status], and then display the Transmission File Status screen.

Depending on security settings, some transmission results might not be displayed. 8 Scanner Features This section explains Scanner Features settings. To display the Scanner Features screen, press [User Tools / Counter]. For detailed setting method, see General Settings Guide. General Settings Items Switch Title Update Delivery Server Destination List Description Sets index to use when the list of destinations of this machine is displayed.

Allows you to update the delivery server's destination list by pressing [Update Delivery Server Destination List]. To use this function, under [System Settings], set [Delivery Option] to [On]. Specify the default search destination list from the machine's address book or the LDAP server. To search through an LDAP server, under [System Settings], register the LDAP server, and then set [LDAP Search] to [On]. Select the machine's response if a client computer tries to use the TWAIN scanner while scanning is in progress.

Select the default destination list from the machine's destination list or from the Destination List managed by the delivery server. Select whether to prioritize the e-mail destination list or the folder destination list. Specify the machine's response of the maximum number of scanner journals is exceeded. Allows you to print the scanner journal. The scanner journal is then deleted. Allows you to delete the scanner journal without printing it. Search Destination TWAIN Standby Time Destination List Display Priority 1 Destination List Display Priority 2 Print & Delete Scanner Journal Print Scanner Journal Delete Scanner Journal Scan Settings Items A.C.S. Sensitivity Level Description Allows you to set the sensitivity level for judging colour/black and white for scanning originals when [Scan Type] is set to [Auto Colour Select].

Set which operation the machine performs while waiting for additional originals after scanning from the exposure glass. Sets the operation of this machine on the queue for additional originals after scanning the originals with Automatic Document Feeder (ADF). Corrects scanning density to improve resolution of paper types such as non-white paper like newspaper or transparent originals. Wait Time for Next Orig.: Exposure Glass Wait Time for Next Original(s):

SADF Background Density of ADS (Full Colour) 9 Send Settings Items Compression (Black & White) Compression (Gray Scale / Full Colour) High Compression PDF Level Max. E-mail Size Divide & Send E-mail Description Specify a compression method for files scanned in black and white. specify a compression method for files scanned in gray scale or full colour. Specify the data compression method for High Compression PDF files. Select whether or not to limit the size of e-mail that has attachments. Select whether or not to divide files that exceed the size specified in [Max.

E-mail Size] and send them as multiple e-mails. Select the language in which document information such as the title, date, and administrator's name is sent. Set the number of digits in serial numbers used for single-page file names. Sets the default for whether to attach a file or send URL Link when sending stored files by e-mail. E-mail Information Language No.

of Digits for Single Page Files Stored File E-mail Method Initial Settings Items Menu Protect Description Set the default access level for functions whose settings can be changed by users other than the administrator. 10 1. Sending Scan Files by E-mail You can attach scan files to e-mails and send them via connections such as LAN and the Internet. Before Sending Scan Files by E-mail This section explains the necessary preparations and the procedure for sending scan files by e-mail. Outline of Sending Scan Files by E-mail This section outlines the function for sending scan files by e-mail.

ZZZ508S 1. This machine A scan file can be attached to an e-mail and sent to a mail server. 3. Client computer Use e-mail client software to receive email messages and scan file attachments that are generated by this machine.



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2. SMTP server You need to have an access to an e-mail server that supports SMTP (Simple Mail Transfer Protocol), to send scan files by email. However, it is not essential to have an e-mail server inside the LAN where this machine belongs. It transfers a received e-mail to a specified destination through a LAN or the Internet. 4. LDAP Server Use this server for administering e-mail accounts, searching the network, and authenticating the computers that access the machine.

Using the LDAP server, you can search for destinations from the machine. 11 Sending Scan Files by E-mail Preparation for Sending by E-mail 1 This section explains the preparation and settings for sending scan files by email. A Connect the machine to the network. Connect the machine to the network using an Ethernet cable or IEEE 1394 cable, or wireless LAN (IEEE 802.11b). B Make the necessary network setting in [System Settings]. If you have connected the machine to the network using an Ethernet cable, make the following settings. For details, see General Settings Guide. · Specify the machine's IPv4 address and subnet mask. · Specify the IPv4 gateway address.

· In [Effective Protocol], enable [IPv4]. · Specify the SMTP server. C If necessary, change settings in [Send Settings] under [Scanner Features]. Note To connect the machine to the network using an IEEE 1394 cable or wireless LAN (IEEE 802.11b), an extended 1394 board or extended wireless LAN board is required respectively.

For details, see Network Guide. Items to set up in [System Settings] vary depending on the network environment. For more information about network settings, see General Settings Guide. For more information about [Scanner Features], see General Settings Guide. Registering E-mail Addresses in the Address Book You can register frequently used e-mail addresses in the address book.

Register e-mail addresses in [Address Book Management] under [Administrator Tools] from [System Settings]. Addresses can also be registered as groups. Note For details about registering e-mail addresses in the address book, see General Settings Guide. You can also register e-mail addresses in the address book using Web Image Monitor or SmartDeviceMonitor for Admin. For details about how to install these applications, see Network Guide. For details about registering addresses in the address book, see Help of respective applications. 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. 12 Before Sending Scan Files by E-mail E-mail Screen This section explains the screen layout when sending scan files by e-mail. The function items displayed serve as selector keys. You can select or specify an item by pressing it.

When you select or specify an item on the display panel, it is highlighted like [ ]. Keys that cannot be selected appear like [ ]. 1 ALQ006S 1. Destination field The specified destination appears. If more than one destination has been specified, press [U] or [T] to scroll through the destinations. 5. [Reg. No.] Press this key to specify the destination using a 5-digit registration number. 6.

Destination List The list of destinations registered in the machine appears. If all of the destinations cannot be displayed, press [U] or [T] to switch the screen. Group destinations are denoted by this symbol ( ). 2. E-mail / Folder Press these tabs to switch between the Email screen and Scan to Folder screen. Switch the screen also when sending the same files by both e-mail and Scan to Folder. 3. E-mail icon Indicates that the E-mail screen is displayed. 7. [Text][Subject][Sender Name][Recept.

Notice] Enter the message and specify the subject, sender, and whether or not to use Message Disposition Notification. 4. [Manual Entry] To specify destinations not registered in the address book, press this key, and then enter the e-mail addresses using the soft keyboard that appears. 13 Sending Scan Files by E-mail Basic Operation for Sending Scan Files by E-mail This section describes the basic operation for sending scan files by e-mail. 1 A Make sure that no previous settings remain. If a previous setting remains, press {Clear Modes}. B If the network delivery scanner screen or Scan to Folder screen appears, switch to the E-mail screen. For details, see "Switching to the E-mail Screen". C Place originals. D If necessary, press [Scan Settings] to specify scanner settings such as resolution and scan size.

For details, see "Various Scan Settings". E If necessary, specify the scanning density. For details, see "Adjusting Image Density". F If necessary, press [Original Feed Type] to specify settings such as original orientation. For details, see "Setting of Original Feed Type". G If necessary, press [File Name / Type] to specify settings such as file name and file format. For details, see "Setting File Type and File Name". 14 Basic Operation for Sending Scan Files by E-mail H Specify the destination. You can specify multiple destinations. For details, see "Specifying E-mail Destinations".

I If necessary, press [Text] to enter the e-mail message. For details, see "Specifying the E-mail Message" I J If necessary, press [Subject] to specify the e-mail subject. For details, see "Specifying the E-mail Subject". K To specify the e-mail sender, press [Sender Name]. For details, see "Specifying the E-mail Sender".

L To use Message Disposition Notification, press [Recept. Notice]. If you select [Recept. Notice], the selected e-mail sender will receive e-mail notification when the e-mail recipient has opened the e-mail. M Press {Start}.

If you are scanning batches, place the next originals. Note If you have selected two or more destinations, the destinations can be made to appear one by one by pressing [U] or [T] next to the destination field. To cancel a selected destination, display the destination in the destination field, and then press {Clear / Stop}. You can cancel a destination selected from the destination list by pressing the selected destination again. In [System Settings], you can specify the administrator's e-mail address as the default sender name. This lets you send e-mail without entering anything for [Sender Name]. For details, see General Settings Guide. Depending on the security setting, the logged-on user may be specified as [Sender Name]. To use Message Disposition Notification, log on to the machine as a user and specify the sender. Note, however, that the [Recept.

Notice] notification e-mail may not be transmitted if the e-mail software of the recipient does not support Message Disposition Notification. By pressing {Check Modes}, you can switch from the initial scanner screen to the Check Modes screen so you can check the settings.



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For details, see "Check Modes". If you press [Preview], and then scan a document, the Preview screen appears. For details, see "Preview". To cancel scanning, press {Clear / Stop}. You can also store a scan file and simultaneously send it by e-mail. For details, see "Simultaneous Storage and Sending by E-mail". 15 Sending Scan Files by E-mail Reference p.17 "Switching to the E-mail Screen" 1 p.

107 "Various Scan Settings" p.118 "Adjusting Image Density" p.119 "Setting of Original Feed Type" p.128 "Setting File Type and File Name" p.18 "Specifying E-mail Destinations" p.

32 "Specifying the E-mail Message" p.31 "Specifying the E-mail Subject" p.27 "Specifying the E-mail Sender" p.5 "Check Modes" p.6 "Preview" p.34 "Simultaneous Storage and Sending by E-mail" 16 Switching to the E-mail Screen Switching to the E-mail Screen This section explains how to switch the screen to the E-mail screen. If the Scan to Folder screen is being displayed, press [E-mail] to switch to the Email screen. If the network delivery scanner screen is being displayed, switch to the E-mail screen as follows: 1 A Press [Delivery Dest.]. The E-mail screen or Scan to Folder screen appears. B If the Scan to Folder screen appears, press [E-mail]. The E-mail screen appears. Note You cannot switch from the network delivery scanner screen while delivery destinations are being specified. To clear the specified destination, display the destination in the destination field of the network delivery scanner screen, and then press {Clear / Stop}. 17 Sending Scan Files by E-mail Specifying E-mail Destinations 1 This section explains how to specify e-mail destinations.

You can specify e-mail destinations by any of the following methods: · Select the destination from the machine's address book · Enter the e-mail address directly · Search the LDAP server for the destination and select it Before you select destinations, make sure you have selected [To]. If necessary, press [Cc] or [Bcc], and then select destinations. Selecting the Destination from the Machine's Address Book This section explains how to select the destination from the machine's address book. Important To use this function, you must register the destinations in [System Settings] in advance. For details, see General Settings Guide. You can use the following methods to select destinations registered in the machine's address book: · Select a destination from the list · Select a destination by entering the registration number · Select a destination by searching the machine's address book Selecting a destination from the list Select the destination from the destination list. A In the destination list, press the key including the destination name. The key of the selected destination is highlighted, and the destination appears in the destination field at the top of the screen. 18 Specifying E-mail Destinations 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] Note Depending on the security setting, some destinations may not appear in the destination list. 1 Selecting destinations by entering the registration numbers Select the destination from the machine's address book using its registration number.

A Press [Reg. No.]. B Using the number keys, enter the five-digit registration number assigned to the required destination folder. If the entered number is less than five digits, press {q} after the last number. Example: To enter 00003 Press {3}, and then press {q}. By pressing [Change], you can change the selected destination. C Press [OK]. 19 Sending Scan Files by E-mail Searching the machine's address book for the destination and selecting it This section explains how to search the machine's address book for the destination and select it. 1 A Press [Search Dest.]. B To search by destination name, press [Name]. To search by e-mail address, press [E-mail Address]. The soft keyboard appears. You can also search by combining [Name] and [E-mail Address]. C Enter part of the destination name. To search by e-mail address, enter part of the address. D Press [OK]. E If necessary, press [Advanced Search], and then specify the detailed search criteria. By pressing [Advanced Search], you can search using criteria such as [Name], [Email Address], and [Folder Name].

You can also search by combining the [Beginning Word] or [End Word] criteria with the other criteria. The illustrated screen is an example. The items that actually appear on the screen may differ. 20 Specifying E-mail Destinations F Press [Start Search]. Destinations that match the search criteria are displayed. G Select a destination. H Select [To], [Cc], or [Bcc]. I Press [OK]. Note If [LDAP Search] is set to [On] in [System Settings], check that [Address Book] in the upper part on the screen has been selected before executing the search. 1 Search criteria that appear in [Advanced Search], such as [Name], [E-mail Address], and [Folder Name], are registered in the machine's address book.

For details, see General Setting Guide. By pressing [Details], you can view details about the selected destinations. Up to 100 destinations can be displayed as search results. By pressing [Advanced Search], the following criteria appear: · [Beginning Word]: The names which start with the entered character or characters are targeted. For example, to search for "ABC", enter "A". · [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". · [Include one Word]: 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". 21 Sending Scan Files by E-mail Entering an E-mail Address Manually This section explains how to enter an e-mail address manually. 1 A Press [Manual Entry]. The soft keyboard appears so you can enter the e-mail address. B Enter the e-mail address. C Press [OK]. Note Depending on the security settings, [Manual Entry] may not be displayed. To change a registered destination e-mail address, press [Edit] to the left of the destination field to display the soft keyboard, use the soft keyboard to enter the new address, and then click [OK].

For details, see General Setting Guide. By pressing [Details], you can view details about the selected destinations. Up to 100 destinations can be displayed as search results. By pressing [Advanced Search], the following criteria appear: · [Beginning Word]: The names which start with the entered character or characters are targeted. For example, to search for "ABC", enter "A". · [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". · [Include one Word]: 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". 21 Sending Scan Files by E-mail Entering an E-mail Address Manually This section explains how to enter an e-mail address manually. 1 A Press [Manual Entry]. The soft keyboard appears so you can enter the e-mail address. B Enter the e-mail address. C Press [OK]. Note Depending on the security settings, [Manual Entry] may not be displayed. To change a registered destination e-mail address, press [Edit] to the left of the destination field to display the soft keyboard, use the soft keyboard to enter the new address, and then click [OK].

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". 21 Sending Scan Files by E-mail Entering an E-mail Address Manually This section explains how to enter an e-mail address manually. 1 A Press [Manual Entry]. The soft keyboard appears so you can enter the e-mail address. B Enter the e-mail address. C Press [OK]. Note Depending on the security settings, [Manual Entry] may not be displayed. To change a registered destination e-mail address, press [Edit] to the left of the destination field to display the soft keyboard, use the soft keyboard to enter the new address, and then click [OK].



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The e-mail address that is entered directly can be registered in the machine's address book. For details, see "Registering a Directly-Entered Destination in the Address Book". Reference p.26 "Registering a Directly-Entered Destination in the Address Book" 22 Specifying E-mail Destinations Selecting Destinations by Searching an LDAP Server By accessing an LDAP server, you can search for destinations and select them. Important To use this function, an LDAP server must be connected to the network. In addition, under [System Settings], the server must be registered and [LDAP Search] must be set to [On].

For details, see General Settings Guide. 1 A Press [Search Dest.]. B Select the LDAP server that appears next to [Address Book].

Register the LDAP server in advance in [System Settings]. If authentication is required to access the selected server, the authentication screen appears. To authenticate, enter the user name and password. C To search by destination name, press [Name]. To search by e-mail address, press [E-mail Address].

The soft keyboard appears. You can also search by combining [Name] and [E-mail Address]. If you search by [Name], whether the search is based on surname or first name depends on how the administrator has configured searching. 23 Sending Scan Files by E-mail D Enter part of the destination name. To search by e-mail address, enter part of the destination address.

I E Press [OK]. F If necessary, press [Advanced Search], and then specify the detailed search criteria. By pressing [Advanced Search], you can search using criteria such as [Name], [Email Address], [Company Name], [Department Name], and [Search Options]. You can also search by combining the [Beginning Word] or [End Word] criteria with the other criteria. The illustrated screen is an example. The items that actually appear on the screen may differ. G Press [Start Search]. Destinations that match the search criteria are displayed. H Select the destination. I Select [To], [Cc], or [Bcc].

J Press [OK]. Note The [Fax Destination], [Company Name], [Department Name], and [Search Options] search criteria that appear in [Advanced Search] are registered in the LDAP server. [Search Options] can be registered in [System Settings]. For details, see General Settings Guide. By pressing [Details], you can view details about the selected destinations. Up to 100 destinations can be displayed as search results. If an e-mail address returned by the LDAP server is too long, it will be impossible to specify it as the destination. For details about the number of characters that can be specified, see "Sending E-mail". It is possible for more than one e-mail address to be registered for a destination. However, only one e-mail address per destination will appear in the search results.

It depends on the LDAP server which e-mail address will be displayed. Usually, it is the e-mail address registered first. 24 Specifying E-mail Destinations By pressing [Advanced Search], the following criteria appear: · [Beginning Word]: The names which start with the entered character or characters are targeted.

For example, to search for "ABC", enter "A". · [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". · [Include one Word]: 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.) Reference p.154 "Sending E-mail" 1 25

Sending Scan Files by E-mail Registering a Directly-Entered Destination in the Address Book 1 This section explains how to register a directly-entered destination in the machine's address book. You can also register a destination selected from the LDAP server. A In the destination field, display the destination you want to register. B Press [Prg. Dest.].

C Press [Names], and then specify the name and other information to be registered. For details about specifying the information to be registered, see General Settings Guide. D Press [OK]. Note Depending on the security setting, [Prg. Dest.] may not appear. In such case, you cannot complete the registration. To register in the machine's address book a destination searched for and selected from the LDAP server, display the destination, and then press [Prg. Dest.].

26 Specifying the E-mail Sender Specifying the E-mail Sender This section explains how to specify the e-mail sender. To send e-mail, you must specify the name of the sender. You can specify the e-mail sender by any of the following methods: · Select the sender from the machine's sender list · Select the sender by entering the registration number · Select the sender by searching the machine's address book Note Senders must be registered in advance under [System Settings]. For details, see General Settings Guide. 1 In [System Settings], you can specify the administrator's e-mail address as the default sender name.

This lets you send e-mail without entering anything for [Sender Name]. For detail, see General Settings Guide. Depending on the security setting, the logged-on user may be specified as [Sender Name]. 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. Selecting a Sender from the List This section explains how to select the sender from the machine's sender list. A Press [Sender Name]. B Select the sender. C Press [OK]. 27 Sending Scan Files by E-mail Using a Registration Number to Specify a Sender Name Select the sender from the destination list according to the registration number. 1 A Press [Sender Name]. B Press [Registration No.].

C Using the number keys, enter the five-digit registration number assigned to the required destination folder.

If the entered number is less than five digits, press {q} after the last number. Example: To enter 00006 Press {6}, and then press {q}. By pressing [Change], you can change the selected destination. D Press [OK] twice. 28 Specifying the E-mail Sender Selecting the Sender by Searching the Machine's Address Book This section explains how to select the sender by searching the machine's address book.



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A Press [Sender Name]. 1 B Press [Search]. C To search by user name, press [Name]. To search by e-mail address, press [E-mail Address]. The soft keyboard appears so you can specify a name or e-mail address to search by.

You can also search by combining [Name] and [E-mail Address]. D Enter the part of the sender's name you want to search for. To search by e-mail address, enter part of the address. E Press [OK]. F If necessary, press [Advanced Search], and then specify the detailed search criteria.

By pressing [Advanced Search], you can search using criteria such as [Name], [Email Address], and [Folder Name]. You can also search by combining the [Beginning Word] or [End Word] criteria with the other criteria. The illustrated screen is an example. The items that actually appear on the screen may differ. 29 Sending Scan Files by E-mail G Press [Start Search].

Destinations that match the search criteria are displayed. 1 H Select the sender. I Press [OK]. Note If [LDAP Search] is set to [On] in [System Settings], check that [Address Book] in the upper part on the screen has been selected before executing the search. Search criteria that appear in [Advanced Search], such as [Name], [E-mail Address], and [Folder Name], are registered in the machine's address book. For details, see General Setting Guide. By pressing [Details], you can view details about the selected sender. By pressing [Advanced Search], the following criteria appear: · [Beginning Word]: The names which start with the entered character or characters are targeted. For example, to search for "ABC", enter "A". · [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". · [Include one Word]: 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". 30 Specifying the E-mail Subject Specifying the E-mail Subject This section explains how to specify the e-mail subject. A Press [Subject]. 1 The soft keyboard appears.

B Enter the subject. C Press [OK]. 31 Sending Scan Files by E-mail Specifying the E-mail Message 1 This section explains how to specify the e-mail message. The message can be created in the following ways: · Select the e-mail message from the list · Enter the message directly Selecting a Message from the List You can select a message from the list. Important The messages that can be selected from the list must be registered in [System Settings] in advance. A Press [Text]. B Select a message. C Press [OK]. 32 Specifying the E-mail Message Manual Entry of a Message You can enter the message manually. A Press [Text].

1 B Press [Manual Entry]. The soft keyboard appears so you can enter the message. C Enter the message. D Press [OK] twice. 33 Sending Scan Files by E-mail Simultaneous Storage and Sending by E-mail This section explains how to store a file and simultaneously send it by e-mail. 1 A Press [Store File]. B Make sure [Send & Store] is selected. C If necessary, specify file data, such as [User Name], [File Name], and [Password]. For details, see "Specifying File Information for a Store File". D Press [OK].

E Specify the setting for sending the file by e-mail, and then send the file. For details about sending a file by e-mail, see "Basic Operation for Sending Scan Files by E-mail". Note If you simultaneously store scan files and send them by e-mail, the files cannot be retransmitted from the E-mail screen. To retransmit the files, select the file on the screen for selecting stored files, and then send them. For details, see "Sending a Stored File". Reference p.66 "Specifying File Information for a Stored File" p.14 "Basic Operation for Sending Scan Files by E-mail" p.75 "Sending a Stored File" 34 Simultaneous Storage and Sending by E-mail Sending the URL by E-mail This section explains how to send the URL of the stored file by e-mail. Important To send the URL of the stored file by e-mail without sending the file itself, you must specify the setting in [Scanner Features].

For details, see General Settings Guide. 1 You can send the URL when you send a stored file by e-mail, and when you store a file and simultaneously send it by e-mail. With the transmitted URL, the recipient can view, download, or delete the file indicated by the URL over the network using Web Image Monitor. Even if you cannot send a file by e-mail because of network limitations, you can still send the URL of the file. A In [Scanner Features], select [Send URL Link] under [Stored File E-mail Method].

For details about specifying the setting, see General Settings Guide. B Send a stored file by e-mail. Alternatively, store a file and simultaneously send it by e-mail. For details about sending a stored file by e-mail, see "Sending a Stored File". For details about storing a file and simultaneously sending it by e-mail, see "Simultaneous Storage and Sending by E-mail".

An e-mail such as the one shown below will be sent to the destination. C In the e-mail destination, click the URL. Web Image Monitor starts. D View, delete, or download the file over the network using Web Image Monitor. Note It is recommended that you use Web Image Monitor on the same network environment. For details about settings for using Web Image Monitor, see Network Guide. Depending on the environment, even if you click the URL in the file sent by e-mail, the browser may not start and you may not be able to view the file. If this happens, click the same URL again, or manually enter the URL in the browser's address bar. 35 Sending Scan Files by E-mail 1 For details about the functions for displaying and downloading stored files using Web Image Monitor, see Copy/ Document Server Reference. To display details about the functions for managing stored files using Web Image Monitor, click [Help] on the upper right of each Web browser's window.

You can send the URL by e-mail and simultaneously send it by Scan to Folder. In this case, the file is sent to the Scan to Folder destination, not the URL. 36 2. Sending Scan Files to Folders Using the Scan to Folder function, you can send scan files over the network to shared folders, FTP server folders, or NetWare folders. Before Sending Files by Scan to Folder This section describes the preparations and procedure for sending files by Scan to Folder.



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*Outline of Sending Scan Files by Scan to Folder* This section outlines the function for sending scan files by Scan to Folder. Sending files to shared folders ZZZ509S 1. This machine You can send scan files to shared network folders. To send scan files to shared network folders, use the SMB protocol. 2. Computer with a shared folder To use this function, it is necessary to create a shared folder in advance. You can specify a shared folder to save scan files. 3. Client computer You can also browse scanned files saved to a shared folder from a client computer. 37 Sending Scan Files to Folders Sending files to an FTP server 2 ZZZ510S 1.

This machine You can send scan files to FTP server folders. To send scan files to FTP server folders, use the FTP protocol. 3. Client computer You can browse scanned files saved to an FTP server from a client computer. You need to have an FTP client program on the computer to connect to an FTP server.

2. FTP server The FTP server is a server that provides file transfer services among computers on the same network. Transferred files are stored on this server. It is essential to have the FTP server inside the LAN/WAN where this machine belongs. It is not possible to access an FTP server via a proxy server. 38 Before Sending Files by Scan to Folder Sending files to a NetWare server 2 ZZZ511S 1. This machine You can send scan files to NetWare folders. To send scan files to NetWare folders, use the NCP protocol. 3. Client computer To download files, a computer must be running the NetWare client and be logged onto the server.

2. NetWare Server You can use this server to share files over the network via NetWare. By sending image data to the server, files can be stored on the server. 39 Sending Scan Files to Folders Preparation for Sending by Scan to Folder This section describes the preparations and settings for sending scan files by Scan to Folder. Important Files can be sent to shared folders on client computers. 2 Files can also be sent to FTP servers if any exist on the network. Files can also be sent to NetWare servers if any exist on the network. A Connect the machine to the network. Connect the machine to the network using an Ethernet or IEEE 1394 cable, or wireless LAN (IEEE 802.11b).

B Make the necessary network settings in [System Settings]. If you have connected the machine to the network using an Ethernet cable, make the following settings. For details, see General Settings Guide. · Specify the machine's IPv4 address and subnet mask. · Specify the IPv4 gateway address.

· In [Effective Protocol], enable [IPv4]. · To send files to shared folders, enable [SMB] in [Effective Protocol]. To send files to NetWare folders, enable [NetWare] in [Effective Protocol]. C If necessary, change settings in [Send Settings] under [Scanner Features]. Note To connect the machine to the network using an IEEE 1394 cable or wireless LAN (IEEE 802.

11b), an extended 1394 board or extended wireless LAN board is required respectively. For details, see Network Guide. Items to set up in [System Settings] vary depending on the network environment. For more information about network settings, see General Settings Guide. For details about [Scanner Features], see General Settings Guide. 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. 40 Before Sending Files by Scan to Folder Registering Destination Folders in the Address Book You can register the addresses of frequently-used destination folders in the address book. Register the folder addresses in [Address Book Management] under [Administrator Tools] from [System Settings].

These addresses can also be registered as groups. Note For details about registering the address of a destination folder in the address book, see General Settings Guide. 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. 2 41 Sending Scan Files to Folders Scan to Folder Screen This section describes the screen layout when sending scan files by Scan to Folder. The function items displayed serve as selector keys. You can select or specify an item by 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 ALQ007S 1. Destination field The specified destination appears. If more than one destination has been specified, press [U] or [T] to scroll through the destinations. 5.

[Reg. No.] Press to specify a destination using a fivedigit registration number. 6. Destination List The list of destinations registered in the machine appears. If all of the destinations cannot be displayed, press [U] or [T] to switch the screen. Group destinations are denoted by this symbol ( ). 2. E-mail/ Folder Press to switch between the Scan to Folder screen and E-mail screen Also switch the screen when sending a file simultaneously by both Scan to Folder and e-mail. 3. Scan to Folder icon Shows that the Scan to Folder screen is displayed. 7. [Text][Subject][Sender Name][Recept. Notice] You can enter the message and specify the subject, sender, and whether or not to use Message Disposition Notification. The entries will be used for e-mail transmission when sending files simultaneously by Scan to Folder and e-mail.

For details, see "Sending Scan Files by E-mail". 4. [Manual Entry] To specify destinations not registered in the address book, press this button to display the soft keyboard, and then enter the address of the destination folder. 42 Reference p.11 "Sending Scan Files by E-mail" Basic Operations When Using Scan to Folder Basic Operations When Using Scan to Folder This section describes the basic operations involved in using Scan to Folder. A Make sure that no previous settings remain. If a previous setting remains, press {Clear Modes}. B If the network delivery scanner screen or E-mail screen appears, switch to the Scan to Folder screen. For details, see "Switching to the Scan to Folder Screen". 2 C Place originals.

D If necessary, press [Scan Settings] to specify scanner settings such as resolution and scan size. For details, see "Various Scan Settings". E If necessary, specify the scanning density.



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For details, see "Adjusting Image Density". F If necessary, press [Original Feed Type] to specify settings such as original orientation. For details, see "Setting of Original Feed Type". G If necessary, press [File Name / Type] to specify settings such as file name and file format. For details, see "Setting File Type and File Name". 43 Sending Scan Files to Folders H Specify the destination. You can specify multiple destinations. For details, see "Specifying Scan to Folder Destinations". I Press [Start]. If you are scanning batches, place the next originals. 2 Note If you have selected more than one destination, you can press [U] or [T] next to the destination field to scroll through the destinations. To cancel a selected destination, display the destination in the destination field, and then press [Clear / Stop]. You can cancel a destination selected from the address book by pressing the selected destination again. By pressing [Check Modes], you can switch from the initial scanner screen to the Check Modes screen so you can check the settings. For details, see "Check Modes". If you press [Preview], and then scan a document, the Preview screen appears. For details, see "Preview".

To cancel scanning, press [Clear / Stop]. You can also store a file and simultaneously send it by Scan to Folder. For details, see "Simultaneous Storage and Sending by Scan to Folder". Reference p.45 "Switching to the Scan to Folder Screen" p.107 "Various Scan Settings" p.118 "Adjusting Image Density" p.119 "Setting of Original Feed Type" p.128 "Setting File Type and File Name" p.46 "Specifying Scan to Folder Destinations" p.5 "Check Modes" p.6 "Preview" p.60 "Simultaneous Storage and Sending by Scan to Folder" 44 Switching to the Scan to Folder Screen Switching to the Scan to Folder Screen This section explains how to switch to the Scan to Folder screen. If the E-mail screen is being displayed, press [Folder] to switch to the Scan to Folder screen. If the network delivery scanner screen is being displayed, switch to the Scan to Folder screen as follows: A Press [Delivery Dest.]. 2 The E-mail screen or Scan to Folder screen appears. B If the E-mail screen appears, press [Folder]. The Scan to Folder screen appears. Note You cannot switch from the network delivery scanner screen while delivery destinations are being specified.

To clear the specified destination, display the destination in the destination field of the network delivery scanner screen, and then press [Clear / Stop]. 45 Sending Scan Files to Folders Specifying Scan to Folder Destinations This section explains how to specify Scan to Folder destinations. You can send a file by Scan to Folder by any of the following methods: · Select a destination registered in the machine's address book · Send a file to a shared network folder · Send a file to an FTP server · Send a file to an NDS tree or a NetWare server 2 Selecting the Destination from the Machine's Address Book This section explains how to select the destination from the machine's address book. Important To use this function, you must register the destinations in [System Settings] in advance. You can select a destination registered in the machine's address book by any of the following methods: · Select the destination from the destination list · Select the destination by entering its registration number · Select the destination by searching the machine's address book Note If you have specified the address protection code for accessing the address book, the screen for entering the address protection code appears. Depending on the security setting, some destinations may not appear in the destination list. 46 Specifying Scan to Folder Destinations Selecting a destination registered in the destination list Select the destination from the destination list. A In the destination list, press the key including the destination name. The key of the selected destination is highlighted, and the destination appears in the destination field at the top of the screen. 2 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] Note Depending on the security setting, some destinations may not appear in the destination list.

Selecting destinations by entering the registration numbers Select the destination from the machine's address book using its registration number. A Press [Reg. 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 [q] after the last number. Example: To enter 00004 Press [4], and then press [q]. 47 Sending Scan Files to Folders C Press [OK]. By pressing [Change], you can change the selected destination. Searching the machine's address book for the destination and selecting it This section explains how to search the machine's address book for the destination and select it. 2 A Press [Search Dest.]. B To search by destination name, press [Name]. To search by path, press [Folder Name]. The soft keyboard appears so you can enter the name or path. You can also search by combining [Name] and [Folder Name]. C Enter part of the destination name. To search by path, enter part of the path. D Press [OK]. 48 Specifying Scan to Folder Destinations E If necessary, press [Advanced Search], and then specify the detailed search criteria. By pressing [Advanced Search], you can search using criteria such as [Name], [Email Address], and [Folder Name]. You can also search by combining the [Beginning Word] or [End Word] criteria with the other criteria. 2 The illustrated screen is an example. The items that actually appear on the screen may differ. F Press [Start Search]. Destinations that match the search criterion are displayed. G Select the destination folder. H Press [OK]. Note Search criteria that appear in [Advanced Search], such as [Name], [E-mail Address], and [Folder], are registered in the machine's address book. For details, see General Setting Guide.

· · · · · By pressing [Details], you can view details about the selected destinations. Up to 100 destinations can be displayed as search results. By pressing [Advanced Search], the following criteria appear: [Beginning Word]: The names which start with the entered character or characters are targeted. For example, to search for "ABC", enter "A". [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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