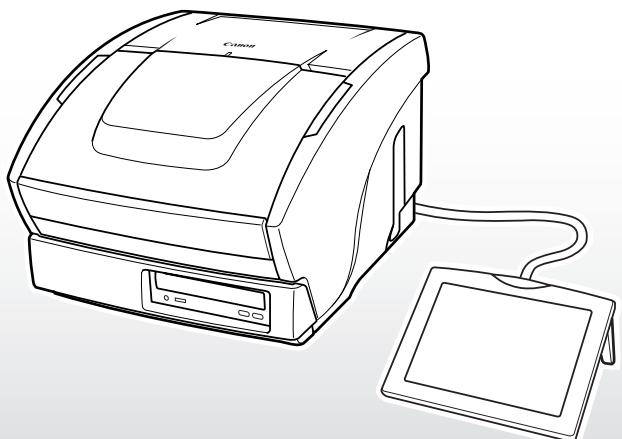


# Canon

## CD-R Document Recorder **CD-4070NW**

### INSTRUCTIONS

**Software Version**



Please read this manual before operating the document recorder. After you finish reading this manual, store it in a safe place for future reference.

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# Welcome!

Thank you for purchasing the Canon CD-4070NW.

Two manuals are provided for the Canon CD-4070NW: Instructions (Hardware Version) and Instructions (Software Version). This manual describes how to operate the CD-4070NW Software.

Instructions (Hardware Version) describes the general features of the CD-4070NW. It also explains how to scan documents and troubleshoot problems, such as paper jams.

Instructions (Software Version) explains screen displays and how to use the touch panel.

Please read these manuals thoroughly before operating the document in order to familiarize yourself with its capabilities, and to make the most of its many functions. After reading the manuals, store them in a safe place for future reference.

# Read Me

## To Ensure Safe Management of Recorded Data

### **1. Do not subject discs to shock.**

If you subject a CD-R disc to shock while data is being written to it, the data currently being written, including data that is already on the disc can be lost, and other errors may occur. If this happens, the lost data cannot be recovered. Canon cannot assume any responsibility for lost data. Therefore, please pay careful attention to subjecting the document recorder to shock during operation and, in particular, during writing to a CD-R disc.

### **2. Do not allow the label side of the CD-R to become dirty or scratched.**

Data is recorded onto the label side of the CD-R. If the label side of the CD-R becomes dirty or scratched, any data on the disc may be lost. Also, writing on the label side of the CD-R with a ballpoint pen or a sharp instrument will damage the recording layer of the CD-R, and result in data becoming unreadable.

In either case, it is impossible to retrieve data from a damaged disc. If you must write on the disc, always use a felt-tip pen or a pen with a soft point. Also, please be careful when handling discs.

### **3. Make backup discs.**

CD-R discs can store a large volume of information. Therefore, a scratch on the disc can result in a large amount of data being lost. We strongly recommend making frequent backup discs using the disc copy function. (See “Copying Backup Data,” on p.30.)

### **4. Prepare spare discs**

Always keep at least one spare disc for backups, or if a disc becomes unusable.

### **5. Use only suitable discs.**

Use only appropriate high-quality discs that are compatible with the CD-R document recorder drive. For details, contact your local authorized Canon dealer.

### **6. Be careful when using CD-R discs that have been written onto by this document recorder when used in other CD-R or CD-rewritable drives. If write operations are performed on discs using other drives, there is a possibility that discs could become unusable with the document recorder.**

### **7. Always wait at least 10 seconds after turning the power OFF before you turn the power back ON.**

# Table of Contents

<b>Read Me .....</b>	<b>2</b>
Conventions .....	5
<b>Chapter 1. Before Recording .....</b>	<b>7</b>
Overview of the Main Screen .....	7
Selecting Items .....	9
How to Use the Keyboard Screen .....	11
Basic Setup .....	12
Setting the Date and Time .....	13
Setting the Date Format .....	14
Setting the Touch Panel Tone .....	15
Setting the Maximum Recordable Size .....	16
Setting the Write Speed .....	17
Setting the Pointer .....	18
CD-R Discs .....	19
Changing Disc Names .....	20
Disc Information .....	21
Setting the Password .....	22
Changing the Password .....	25
Ejecting a Disc .....	27
Backing Up Data .....	28
Backup Data Management .....	29
Field Setup .....	33
Changing Field Names .....	34
Changing Field Attributes .....	35
Changing the Number of Keyword Characters .....	35
Deleting Fields .....	37
Adding Fields .....	38
Cabinet and Folders .....	40
What Are Cabinets and Folders? .....	40
Making Cabinets or Folders .....	41
Changing Cabinet and Folder Names .....	42
Deleting Cabinets and Folders .....	43
<b>Chapter 2. Recording .....</b>	<b>44</b>
Recording Data .....	44
Checking Recorded Images .....	53
Changing the Name of Recorded Documents .....	54
<b>Chapter 3. Recording Using the Input Support Functions .....</b>	<b>56</b>
Recording Using the Full Text OCR Function .....	56
Recording Using the Automatic Keyword Recording Function .....	59
Using BarCode Information (Optional) .....	59
Using MICR Information .....	65
Using OCR Information .....	72
Confirming Text Recognition .....	78

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<b>Chapter 4. Network Connection Functions .....</b>	<b>81</b>
Connecting the CD-4070NW to a Network .....	81
Connecting the Network Cable and Keyboard .....	81
Setting Up the Network .....	82
Recording to Shared Folders .....	84
Accessing Data in Shared Folders .....	86
<b>Chapter 5. E-mail Functions .....</b>	<b>87</b>
Basic E-mail Settings .....	87
E-mail Addresses .....	91
Registering E-mail Addresses and Distribution Lists .....	91
Modifying/Deleting E-mail Addresses and Distribution Lists .....	94
Registering Your Signature .....	97
Sending Documents via E-mail .....	99
Sending E-mail Messages Directly .....	99
Sending Previously Recorded Documents via E-mail .....	100
<b>Chapter 6. Other Functions .....</b>	<b>102</b>
Searching for Documents .....	102
Making Templates .....	106
Using Templates .....	107
Displaying the Content of Templates .....	109
Changing Template Names .....	110
Deleting Templates .....	111
<b>Chapter 7. Reading CD-4070NW Discs Made on a Personal Computer .....</b>	<b>113</b>
Viewer Applications .....	113
Viewing CD-4070NW Discs .....	114
How to View CD-4070NW Documents on a Computer .....	115
How to View Text Information Using the Full Text OCR Function .....	117
Searching for a Document on a Computer .....	118
How to Search Using a Keyword .....	118
How to Search for Text Information in a PDF File .....	119
Viewing Backup Data in a Web Browser .....	121
<b>Chapter 8. Troubleshooting .....</b>	<b>122</b>
<b>Chapter 9. Appendix .....</b>	<b>128</b>
Index .....	128

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## Conventions

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

 **WARNING**

Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings.

 **CAUTION**

Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.

 **DISC SECURITY**

Indicates a precaution that you must observe to ensure that data recorded on a disc is safely managed.

 **IMPORTANT**

Indicates operational requirements and restrictions. Be sure to read these items carefully in order to operate the machine correctly, and to avoid damage to the machine.

 **NOTE**

Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.



# Chapter 1 Before Recording

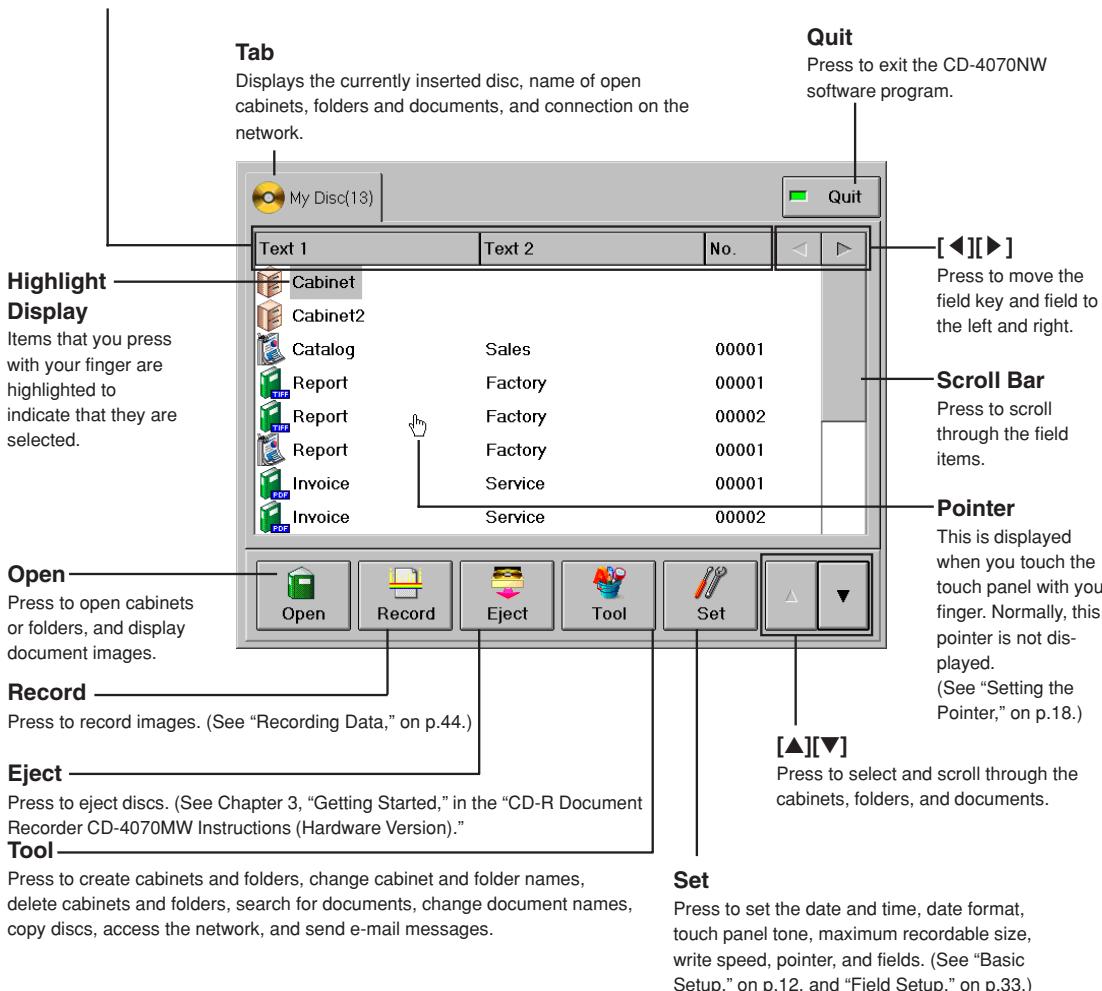
## Overview of the Main Screen

The Main screen is the basic operations screen. It is used for recording, searching and basic setup operations. When Network or Mail is selected in the Tool box, the corresponding Main screen is displayed.

This document recorder is operated via a touch panel screen. This screen can be operated by lightly touching the keys displayed on the screen. Grayed out keys cannot be used.

### Field

Displays the name of the field set in Field setup. (See "Field Setup," on p.33.) The items under the field keys are cabinets, folders, document icons, and preset keywords. Press the field key to sort the keywords underneath.



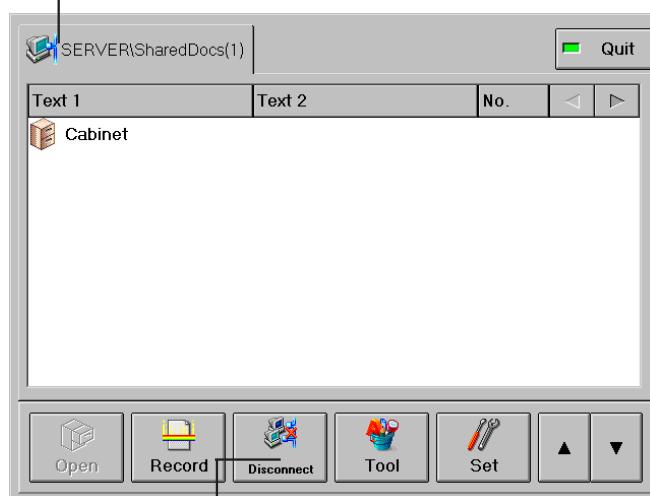
### CAUTION

- Be sure to press the touch panel only with your fingertip. Do not touch it with a sharp-pointed object, such as your fingernail or a ball point pen. Doing so may scratch the touch panel and cause the screen to malfunction.
- When pressing keys on the touch panel, make sure to press only the required areas. Pressing other areas on the touch panel may cause a malfunction.

## Chapter 1. Before Recording

### Tab

Displays the currently accessed network.



Network Main Screen

### Disconnect

Terminates the connection to a shared folder on the network, and returns you to the Main screen. (See "Recording to Shared Folders," on p.84.)

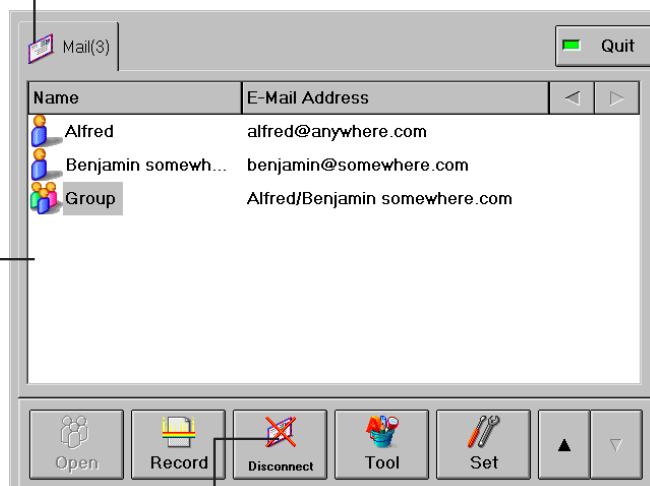
### Field

Displays registered e-mail addresses and distribution lists.

(See "Registering E-Mail Addresses and Distribution Lists," on p.91.)

### Tab

Indicates the number of the currently registered mail addresses or distribution lists.



Mail Main screen

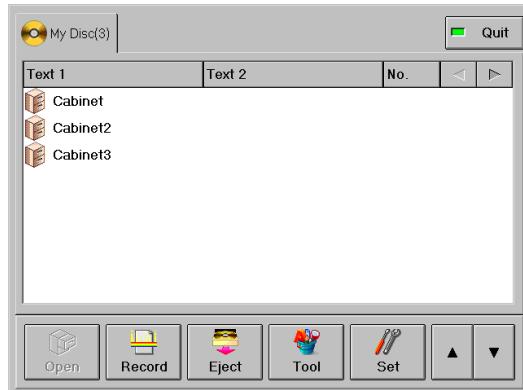
### Disconnect

Quits the Mail Main screen and returns you to the Main screen. (See "Sending E-Mail Messages Directly," on p.99.)

## Selecting Items

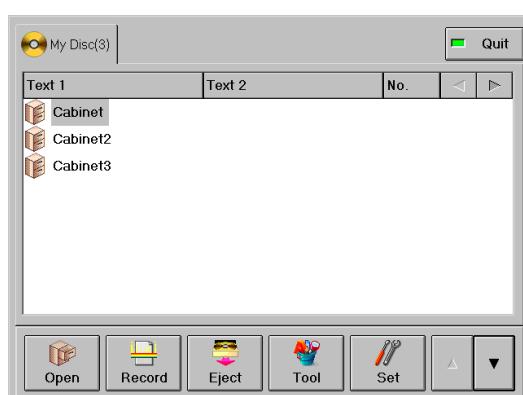
To select items on the screen, press the desired item or key with your fingertip. You can also select items by pressing [▲] or [▼].

1 Nothing is selected.

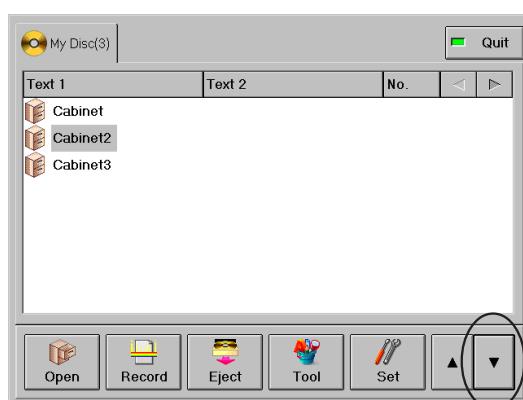


2 Press [▲] to select the first displayed item.

The top line is selected.



3 Press [▼] to select items below the first item.

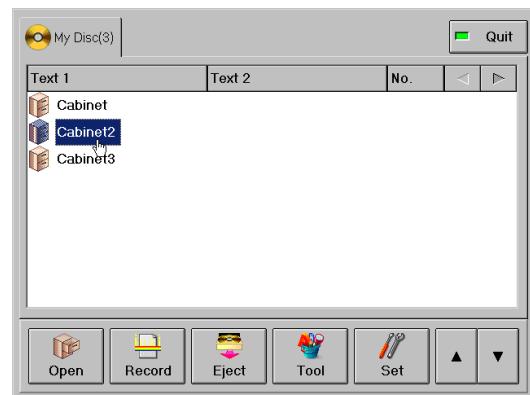


### NOTE

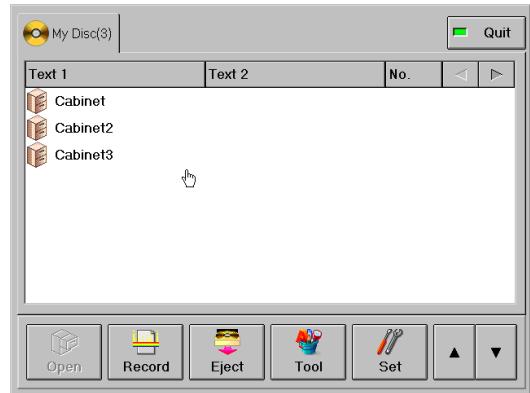
Press [▲] or [▼] to scroll through a list of items. When the desired item is highlighted, that item is selected.

## Chapter 1. Before Recording

You can also touch the screen with your finger to select an item.

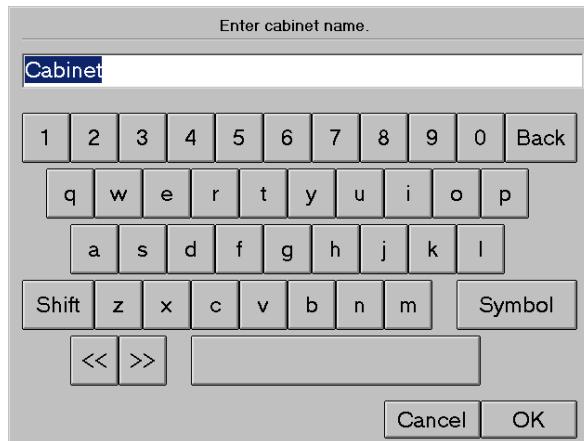


If you touch an area where characters are not displayed, the selection is canceled.



## How to Use the Keyboard Screen

The Keyboard screen is displayed when you change the names of cabinets or folders, and when you enter text such as keywords. This Keyboard screen is operated very much like the keyboard you find on a word processor or computer keyboard.



- [Back]** : This key deletes all selected (inverted) text. If text is not selected, this key deletes the character to the left of the cursor.
- [Shift]** : This key toggles between lower case and upper case alphabet characters. Press once to enter upper case characters, and touch again to enter lower case characters.
- [Symbol]** : This key selects the alphabetic screen or symbol screen. When one symbol is entered, the symbol screen is canceled, and the alphabet screen is displayed.
- [OK]** : The Main screen is displayed.
- [Cancel]** : All entered characters are deleted, and the Main screen is displayed.
- [<<] [>>]** : These keys move the cursor one character to the left or right.
- [ ]** : This key is used for entering spaces.

## Basic Setup

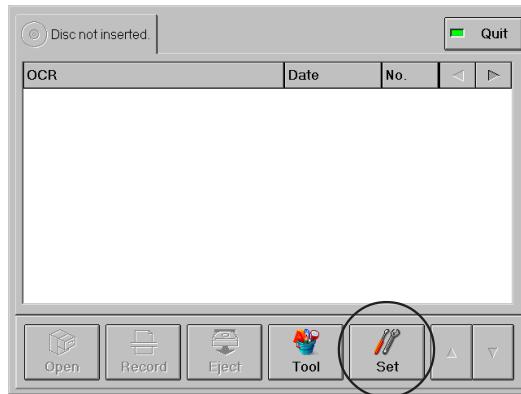
This section describes the basic setup of the CD-4070NW.

**1** Display the Main screen.



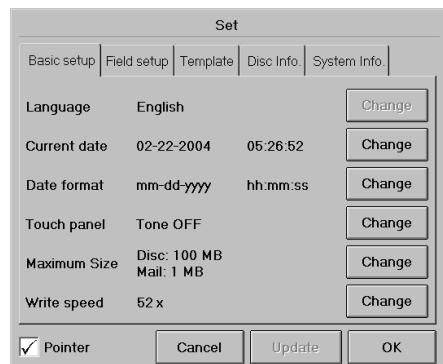
**2** Press [Set].

The Set Press screen is displayed.



**3** Press [Basic setup].

The Basic setup screen is displayed.



**4** Set each item.

See “Setting the Date and Time,” on p.13.

See “Setting the Date Format,” on p.13.

See “Setting the Touch Panel Tone,” on p.15.

See “Setting the Maximum Recordable Size,” on p.16.

See “Setting the Write Speed,” on p.17.

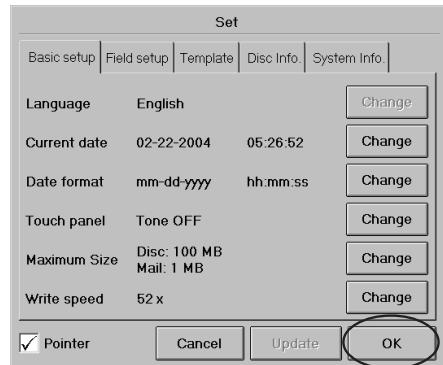
See “Setting the Pointer,” on p.18.

**5** Press [OK].

The Main screen is displayed.

**NOTE**

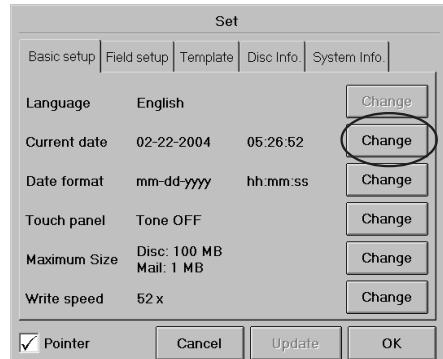
- If you Press [Cancel], the basic settings are not changed, and the Main screen is displayed.
- To carry out other operations, Press [Update].

**Setting the Date and Time**

You can change the date and time. The date and time set here indicate the current date and time.

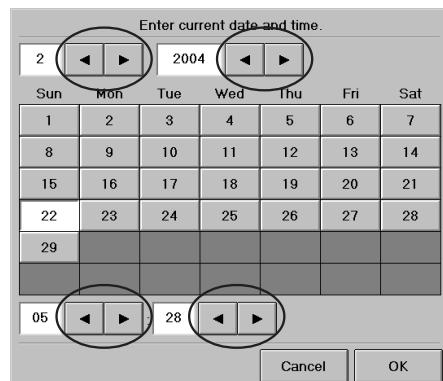
**1** Press [Change] for Current date on the Basic setup screen.

The Calendar screen is displayed.

**2** Set the date and time.

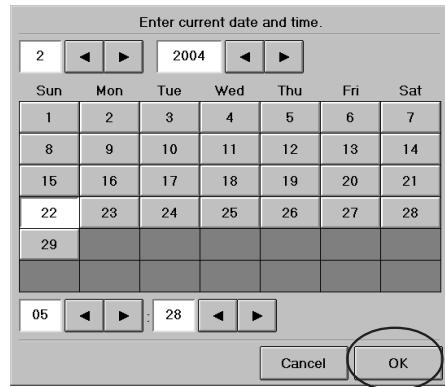
Press [ $\blacktriangleleft$ ] or [ $\triangleright$ ] for each of the date and time items to set the current year, month, hour, and minutes.

Set the day by pressing the desired date on the calendar. The selected day is highlighted on the calendar.



### 3 Press [OK].

The Basic setup screen is displayed and the clock is set to 00 second.



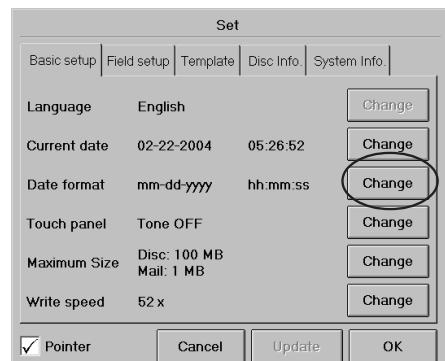
## Setting the Date Format

You can change the format of the date and time.

### 1 Press [Change] for Date format on the Basic setup screen.

The Date format screen is displayed.

The currently selected format is highlighted.

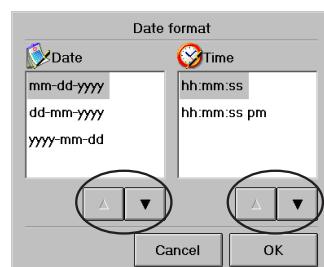


### 2 Select the format of the date and time by pressing [▲] or [▼].

The format of the Date format screen is as follows:

yyyy	-	year	hh	-	hour
mm	-	month	mm	-	minute
dd	-	day	ss	-	second
			pm	-	a.m./p.m.

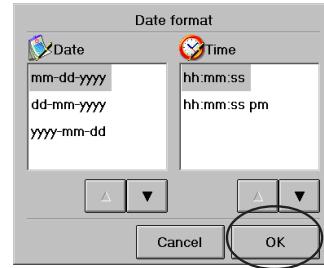
The selected format is highlighted.



**NOTE**  
The date format set here is used for displaying CD-4070NW. A file name has a format of yyyy-mm-dd as a keyword when you search for the file with your personal computer.

**3** Press [OK].

The Basic setup screen is displayed.

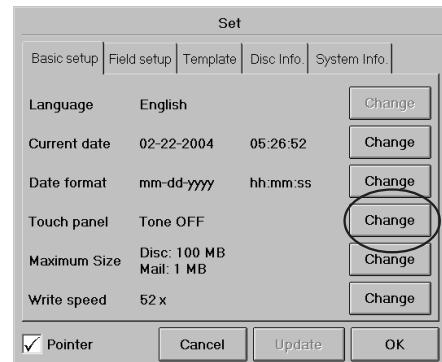


## Setting the Touch Panel Tone

You can set the touch panel tone so that the document recorder sounds or not when a key on the screen is pressed. (The factory default setting for touch panel tone is “ON”).

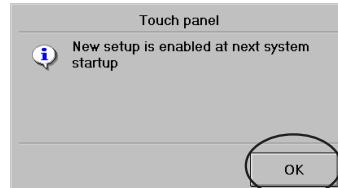
**1** Press [Change] for Touch panel on the Basic setup screen.**NOTE**

When you press [Change], “Tone OFF” or “Tone ON” are displayed alternately and the <Touch panel> message screen is displayed.

**2** Press [OK].

The Basic setup screen is displayed.

After you have changed the touch panel tone, the new setting is enabled when you next start up the system.



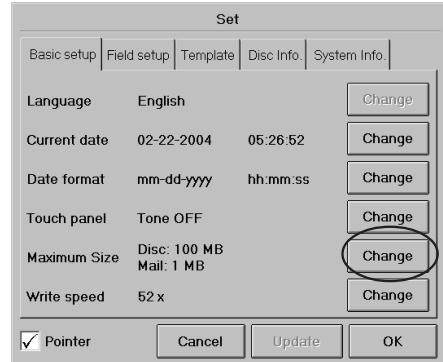
## Setting the Maximum Recordable Size

You can select and choose from one of four sizes (10MB, 20MB, 50 MB, or 100MB) as the maximum size that can be recorded to a disc.

Also, you can select and choose from one of six sizes (50KB, 100KB, 1MB, 2MB, 5MB, or 10MB) as the maximum size that can be sent by e-mail.

1 Press [Change] for Maximum Recordable Size on the Basic setup screen.

The Maximum Size screen is displayed.



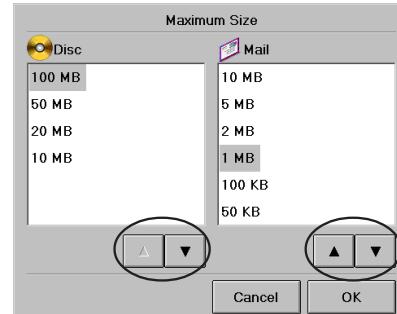
2 Select the Maximum Size of a disc by pressing [ $\blacktriangle$ ] or [ $\blacktriangledown$ ].

The selected record size is highlighted.



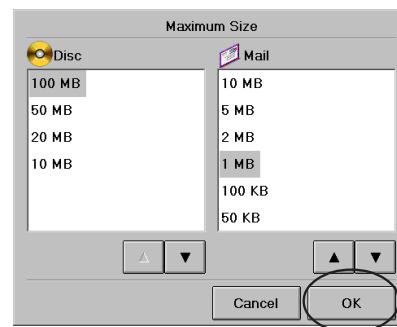
### NOTE

The setting of the Maximum Recordable Size of an e-mail will influence the mailing system. Therefore, only the administrator of the mailing system should perform this setting.



3 Press [OK].

The Basic setup screen is displayed.

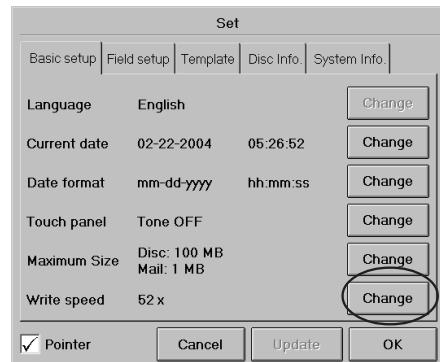


## Setting the Write Speed

The maximum speed that data can be written to a disc is set to 52x at the factory. You can adjust the CD-R drive's actual write speed depending on the disc you are using, however errors may occur. If this happens, reduce the maximum write speed and then write the data to the disc.

**1** Press [Change] for Write speed on the Basic setup screen.

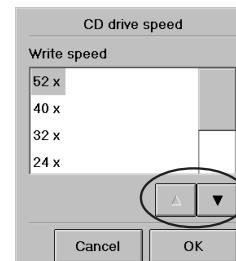
The CD drive speed screen is displayed.



**2** Select the write speed by pressing [ $\Delta$ ] or [ $\nabla$ ].  
The write speed that you select is highlighted.

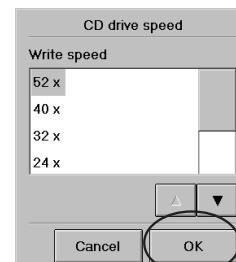
### ⚠ CAUTION

If write errors continue to occur after you have changed the write speed, contact your local authorized Canon dealer.



**3** Press [OK].

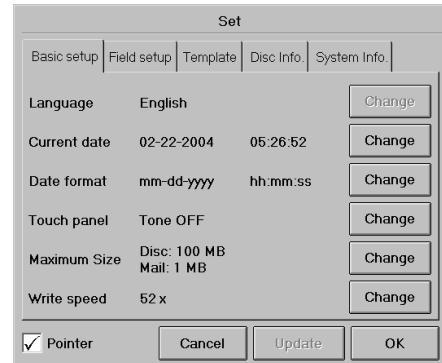
The Basic setup screen is displayed.



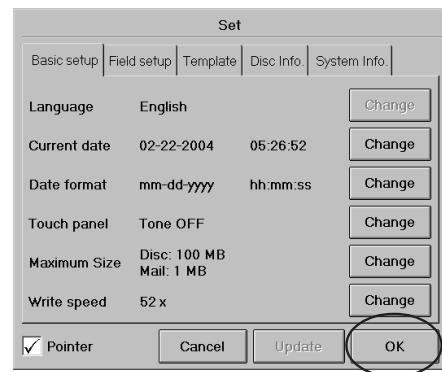
### Setting the Pointer

You can set so that the pointer is displayed or not. (The factory default setting for Pointer is no checkmark (pointer is not displayed).)

- 1 Press [Pointer] on the Basic setup screen.  
Each time you press [Pointer], the checkbox toggles between checked (pointer is displayed) and not checked (pointer is not displayed).



- 2 Press [OK].  
The pointer is displayed and the Main screen is displayed.



## CD-R Discs

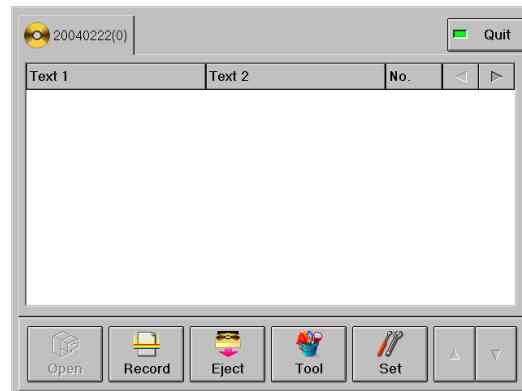
This section describes the CD-R discs that are used with the document recorder.



### NOTE

- Scanned documents are saved as backed up data, and the data is written to a CD-R disc when [Eject] is pressed to remove the disc from the drive. (See “Backing Up Data,” on p.28.)
- You cannot change the names or delete cabinets or folders that have been written to a disc. (See “Cabinets and Folders,” on p.40.)
- You cannot change the names of documents that have been written to a disc. (See “Changing the Name of Recorded Documents,” on p.54.)
- Discs created with the CD-4050 become read-only and further documents cannot be recorded.

1 Display the main screen and insert a CD-R disc.



The disc icon displayed in the upper left side of the screen changes, as shown below, according to the disc that was inserted.



(Blank disc)

Today's date is assigned as the initial value for the disc's name. For details on how to change disc names, see “Changing Disc Names,” on p.20.



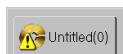
(Loaded disc)

The volume of data on the disc is displayed in blue.



(Protected or Locked disc)

You cannot write documents to a disc indicated by this icon. (See “Ejecting a Disc,” on p.27.)



(Abnormal disc)

The CD-4070NW cannot recognize or use this disc. Replace the disc with a different disc.

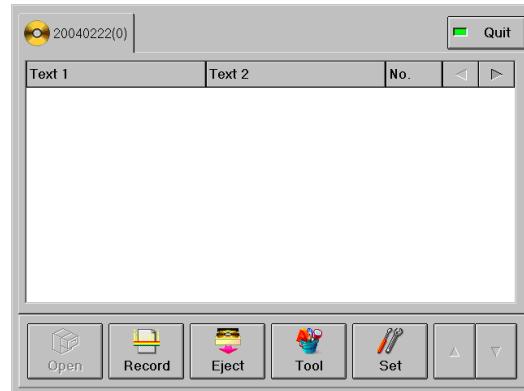
## Changing Disc Names

If you insert a new disc, today's date is set as the name of the disc. You can change the name of the disc if it is necessary.

### NOTE

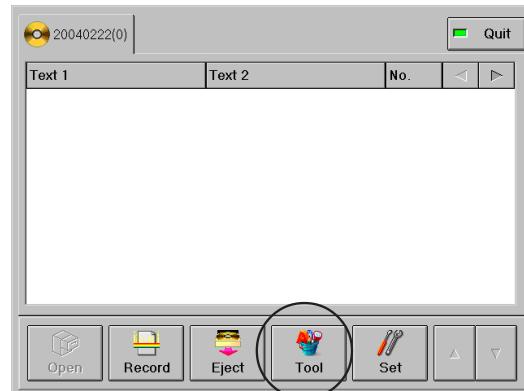
You can also change the name of the disc after it has been removed from the drive.

**1** Display the Main screen and insert a disc.



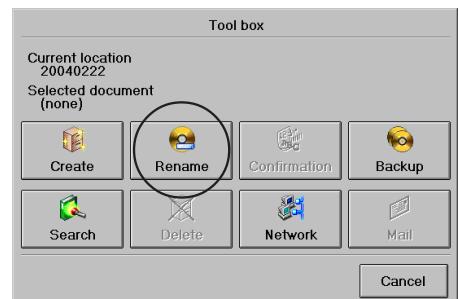
**2** Press [Tool].

The Tool box screen is displayed.



**3** Press [Rename].

The Keyboard screen is displayed.



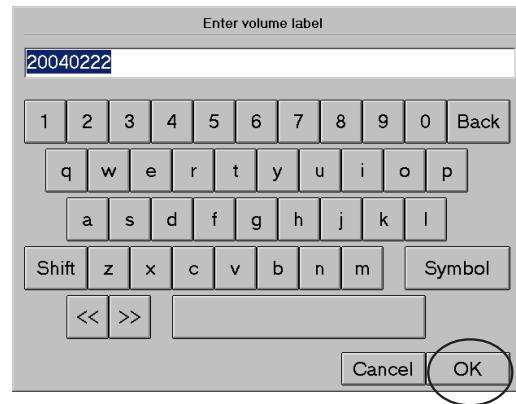
**4** Enter the name that you want to set or change.  
(See “How to use the Keyboard Screen,” on p.11.)  
You can enter disc names up to 11 characters long.

**NOTE**

- The “+” and “=” symbols cannot be used in disc names.
- Use umlauts and accents only in English, French, German, Italian, and Spanish environments.  
Umlauts and accents may not be legible in other language environments.



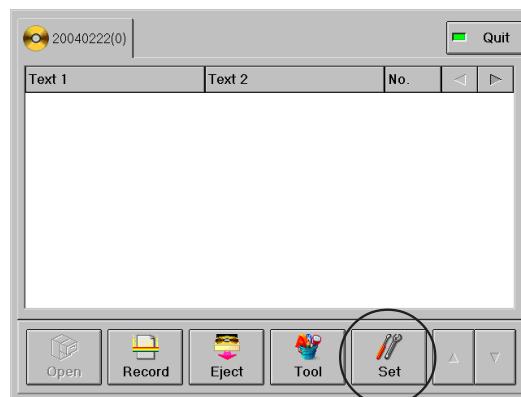
**5** Press [OK].  
The disc name is set, and the Main screen is displayed.



## Disc Information

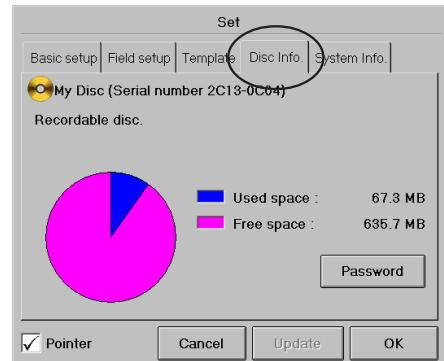
The volume of data and the space available for the disc in the drive are shown in a pie graph.

**1** Display the Main screen → insert a disc → press [Set].  
The Set screen is displayed.



### 2 Press [Disc Info].

Information on the disc currently in the drive is displayed.

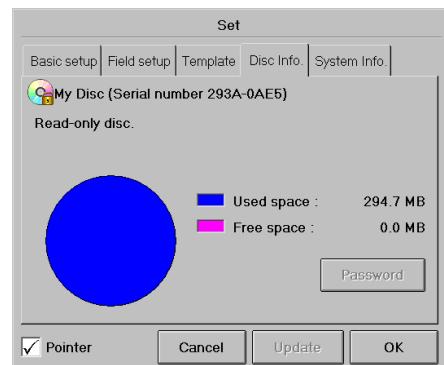


- If the disc is write protected, it is displayed as "Read-only disc."



#### NOTE

When you remove a protected disc from the drive, the available space is displayed as 0.0 MB.

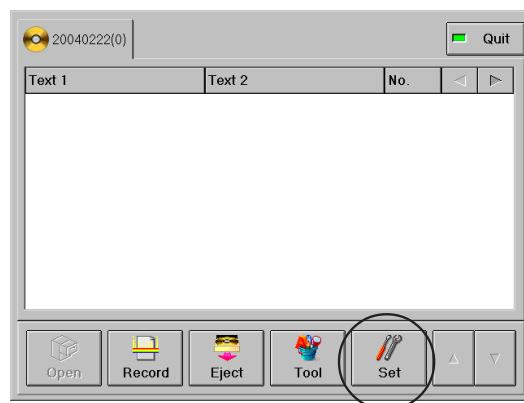


## Setting the Password

You can set passwords for discs used with the document recorder. When you have set a password for a disc, you need to enter the password when you copy or delete backed up data or view backed up data from the web. Be careful not to forget the password after you have set it. (For information on setting up the document recorder for use over a network, see "Network Connection Functions," on p.81.)

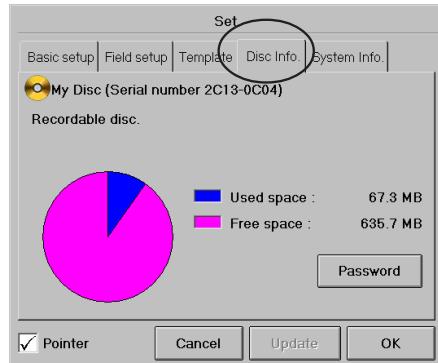
### 1 Display the Main screen → insert a disc → press [Set].

The Set screen is displayed.



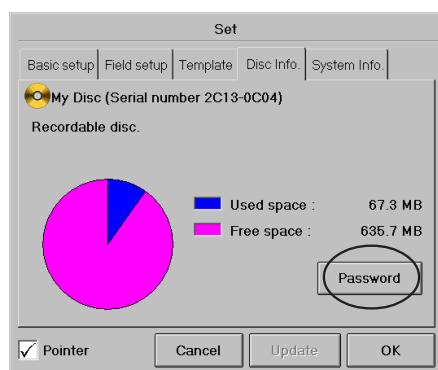
### 2 Press [Disc Info].

Information about the disc that has been inserted is displayed.



### 3 Press [Password].

The Enter new password. screen is displayed.



### 4 Enter a password → press [OK].

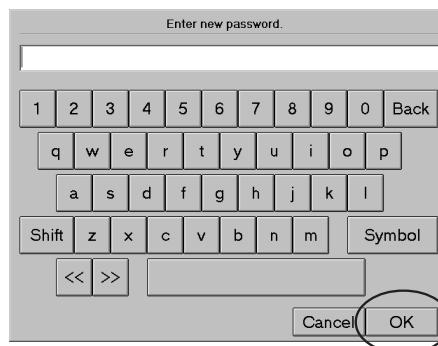
You can enter up to 8 single-byte characters for the password.

The Enter again for confirmation. screen is displayed.



#### NOTE

Passwords are case sensitive.



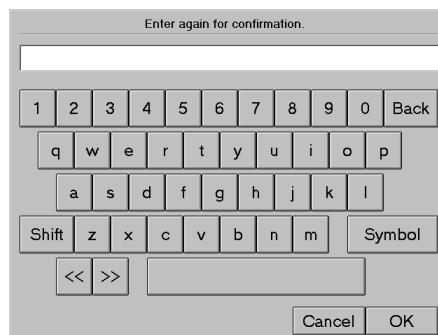
### 5 Enter the password again → press [OK].

The disc's password is set and the Set screen is displayed.



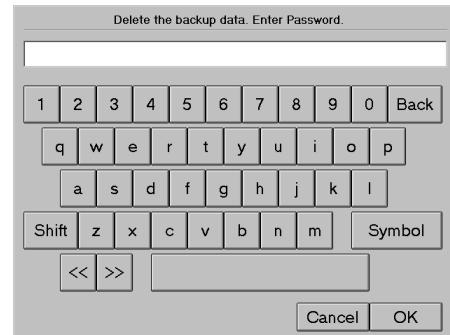
#### NOTE

If you press [Cancel] the password is not set and the Set screen is displayed.

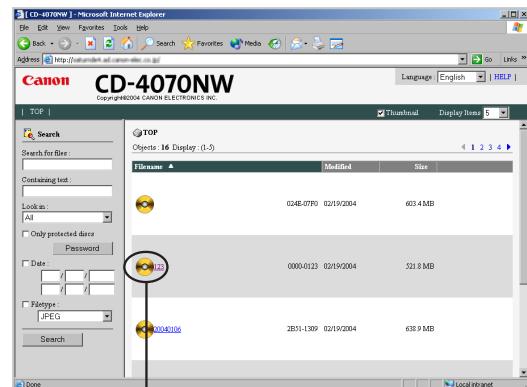


## ■ The password that has been set is needed in the following situations:

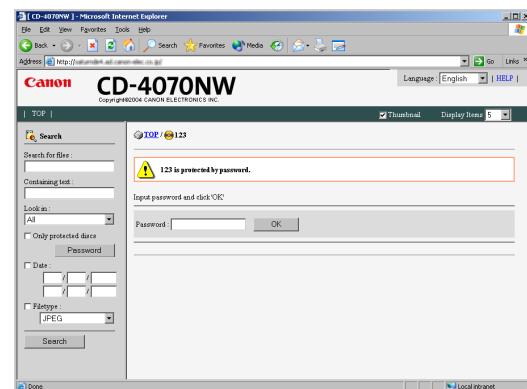
- The enter password screen is displayed when you copy or delete backed up data on a disc for which a password has been set.  
(See “Deleting Backup Data,” on p.31.)



- You need to enter the password that has been set for the backed up data when you view the backed up data with a web browser.



Disc for which a password has been set.

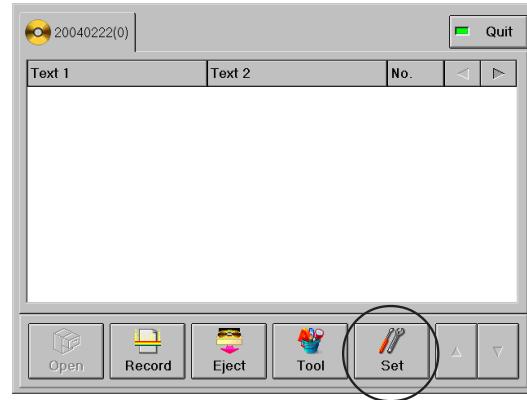


Enter Password Screen

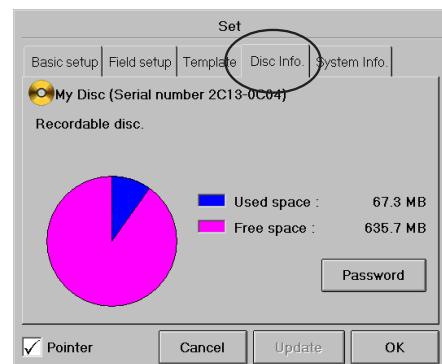
## Changing the Password

You can change the password for a disc by following the procedure below.

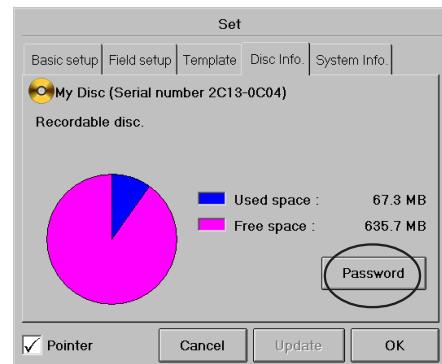
- 1 Display the Main screen → insert a disc for which a password has been set → press [Set].  
The Set screen is displayed.



- 2 Press [Disc Info.].  
Information about the disc that has been inserted is displayed.

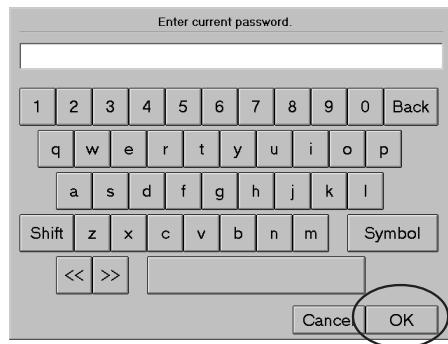


- 3 Press [Password].  
The Enter current password. screen is displayed.

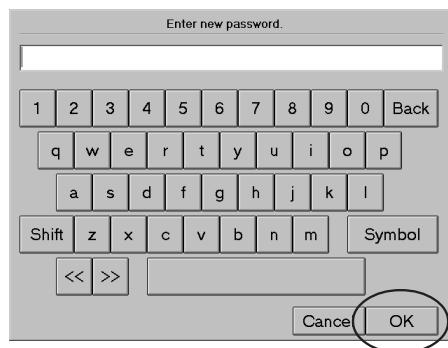


## Chapter 1. Before Recording

4 Enter the current password → press [OK].  
The Enter new password. screen is displayed.



5 Enter the new password → press [OK].  
The Enter again for confirmation screen is displayed.

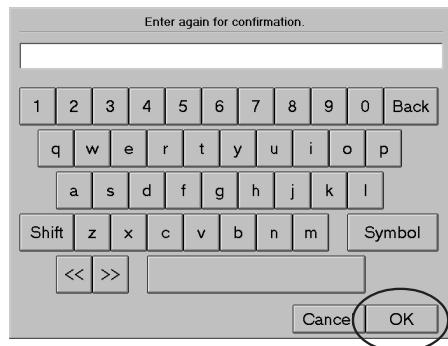


6 Enter the new password → press [OK].  
The new password is set and the Set screen is displayed.



### NOTE

If you press [Cancel] the password is not set, and the Main screen is displayed.



## Ejecting a Disc

Documents that have been scanned are written to the disc when the disc is ejected.

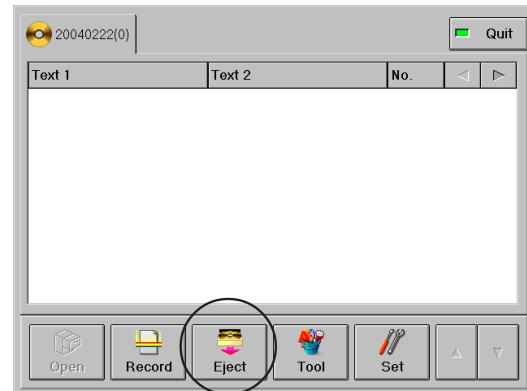
For more information, see “Backing Up Data,” on p.28.



### NOTE

- You cannot change the name or delete cabinets or folders that have already been written to a disc. (See “Cabinets and Folders,” on p.40.)
- You cannot change the name of documents that have already been written to a disc. (See “Changing the Name of Recorded Documents,” on p.54.)

**1** Display the Main screen → press [Eject].



**2** Set whether to enable or disable rewriting to the disc → press [OK].

If you check “Inhibit re-write,” you cannot overwrite what is on the disc.



Data that has not been written to the disc is written to the disc.



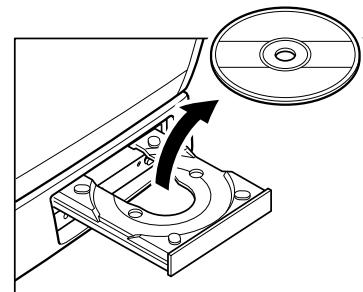
### NOTE

Writing data to the disc may take a few minutes depending on the amount of data. Do not touch the disc drive until the data has been written successfully to the disc.



**3** When the data is written to the disc, the disc drive opens.

Remove the disc from the tray, put it in a case, and store it.



## Backing Up Data

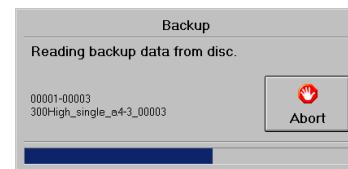
Backup data is always created on the hard disk drive in the CD-4070NW. Documents that are scanned are saved as backup data before they are written to a CD-R disc. The data is written to a CD-R disc when the eject button is pressed to remove the disc from the drive. (See “Ejecting a Disc,” on p.27.)

The backup data is the same as the data saved to the CD-R disc. If the CD-R disc is damaged and the data cannot be read, you can make a new copy of the CD-R disc from the backup data.

### ● Creating backup data

Backup data is not created as soon as a new disc is inserted. Backup data is created when the name of the disc is changed, a cabinet is created, or some other change is made to the content of the disc.

When you insert a disc that was created on a CD-4050 or another CD-4070NW, then the backup data is created when the disc is inserted. For more information, see “Backup Data Management,” on p.29.



### ● The number of discs on which backup data can be saved

The maximum amount of backup data that can be saved on the CD-4070NW is fixed. Refer to the hardware manual for information about the maximum amount of data that can be backed up.

When the backup data reaches the set limit, the Delete Backup Data screen appears when you try to create new backup data. For more information, see “When the Backup Data Has Reached the Maximum Number of Discs,” on p.32.

Delete backup data				
Select data to be deleted.				
Volume label	Serial number	Used space	Backup Date	
20040422	131D-0CDE	52.5 MB	04-22-2004	
My Disc	1976-0D0B	146.6 MB	02-23-2004	
Document	3572-0DED	452.0 MB	01-23-2004	
Document2	334D-08D4	214.3 MB	03-10-2004	
ISO9000	2C74-08E3	50.7 MB	03-23-2004	
ISO14000	382B-08FD	23.6 MB	03-23-2004	

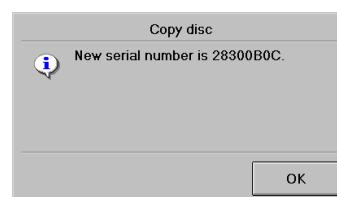
**▲ ▼**

**Cancel** **OK**

### ● Copying backup data

When you copy backup data, the disc on which the data is copied is assigned a different serial number from the original disc.

Therefore, new backup data is created when you insert a copied disc. For more information, see “Copying Backup Data,” on p.30.

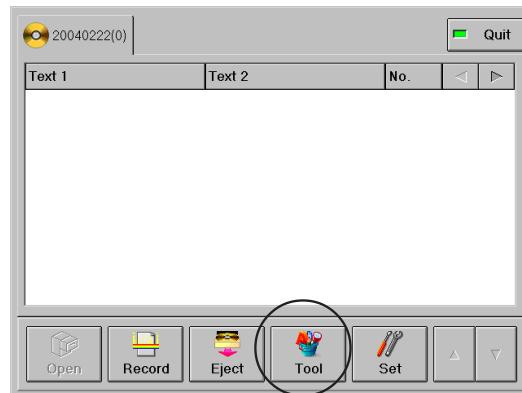


## Backup Data Management

This section describes how to copy and delete backup data.

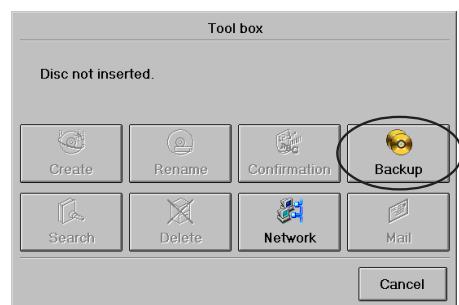
1 Press [Tool] on the Main screen.

The Tool box screen is displayed.



2 Press [Backup].

The Backup management screen is displayed.

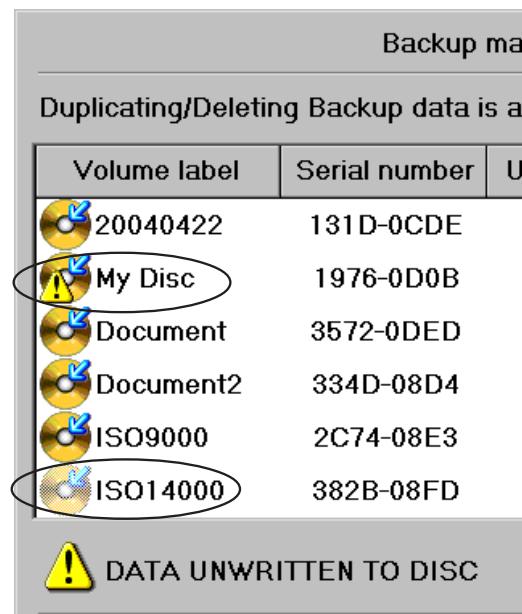


### IMPORTANT

#### Abnormal backup data

A Caution icon appears over the backup data icon when leftover backup data has not been written to the disc. If a Caution icon appears over the backup data icon, for any data other than the disc that has been inserted, insert the relevant disc, or insert a new disc, and copy the data.

Backup data is created when you insert a disc that was created on a CD-4050 or an other CD-4070NW. If you do not want to create backup data, press [Abort]. The icon for the backup data is highlighted , and the backup data is not created. To complete backing up the data, insert the relevant disc, create and finish the backup.



When the backup data is abnormal

## ■ Copying Backup Data

### 1 Display the Backup management screen.

If necessary, see steps 1 and 2 of “Backup Data Management,” on p.29.

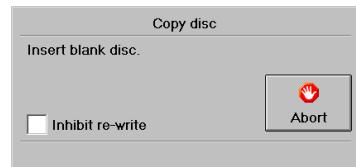
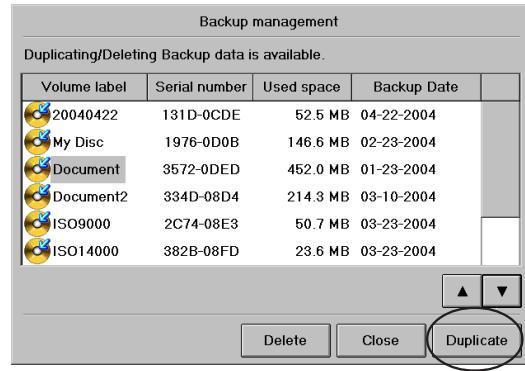
### 2 Select the backup data → press [Duplicate].

The Copy disc screen is displayed.



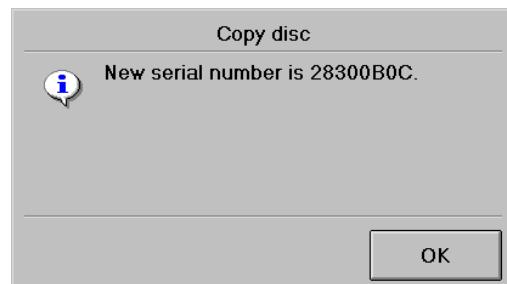
#### NOTE

- If the backup data is protected by a password, the password entry screen is displayed when you press [Duplicate]. Enter the correct password then proceed to the next step. For more information, See “Setting the Password,” on p.22.
- If “Inhibit re-write” is checked, then you cannot rewrite to this disc.



### 3 Insert a new disc.

The new serial number is displayed.



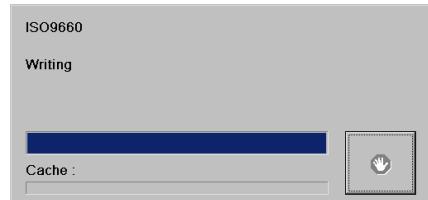
### 4 Confirm the new serial number → press [OK].

Copying starts.



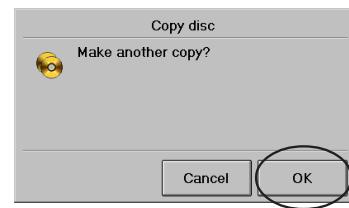
#### NOTE

Writing data to the disc may take a few minutes depending on the amount of data. Do not touch the disc drive until the data has been written successfully to the disc.



**5** If you want to create another copy of the disc, press [OK].

If you do not want to create another copy of the disc, press [Cancel].



## ■ Deleting Backup Data



### NOTE

- Create a duplicate of the backup data on a CD-R disc before deleting it from the hard disk. (See "Copying Backup Data" on p.30.)
- Once backup data is deleted from the hard disk it cannot be restored from the CD-4050NW. Load the CD-R disc containing a duplicate of the backup data into a computer, and create the backup data from scratch.
- You cannot recover data from a disc that has been damaged. If you delete the data from the hard disk, we recommend making two CD-R discs to protect the data if you intend to keep all the data on CD-R discs only.

**1** Display the Backup Management screen.

If necessary, see steps 1 and 2 of "Backup Data Management," on p.29.

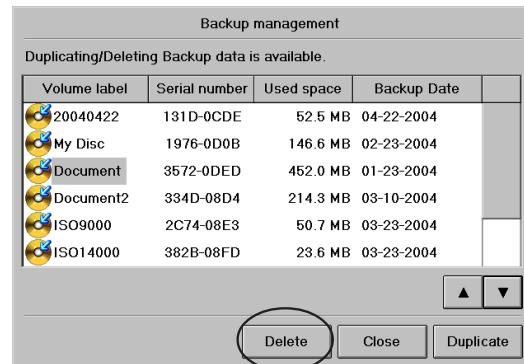


### IMPORTANT

- You cannot delete backup data that has a Caution icon  over the backup data icon. Insert the relevant disc or a new disc to make a copy.

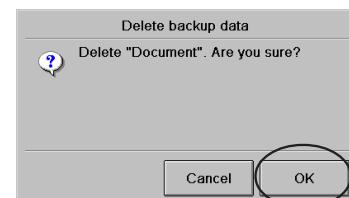
**2** Select the backup data to delete → press [Delete].

The Delete backup data screen is displayed.



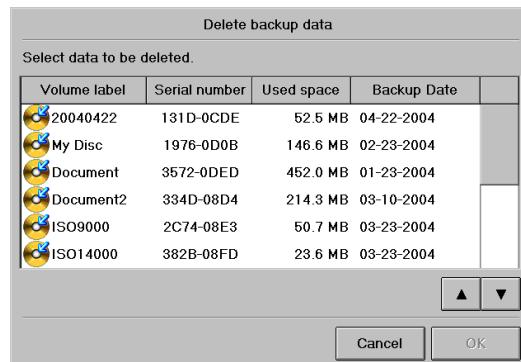
**3** If you want to delete the backup data, press [OK].

The backup data is deleted.

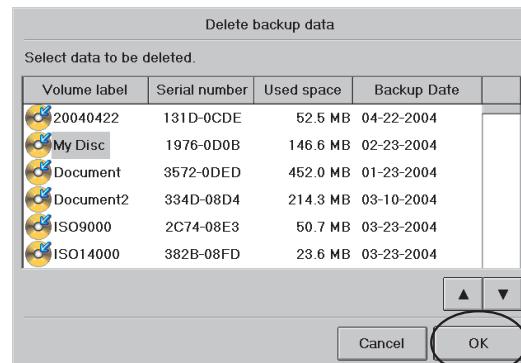


## ■ When the Backup Data Has Reached the Maximum Number of Discs.

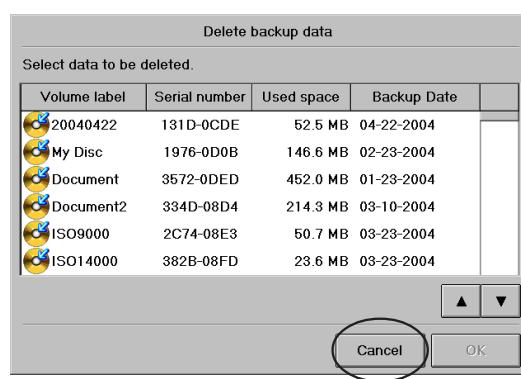
There is a limit to how much backup data can be stored on the internal hard disk. When the amount of backup data reaches this limit no more backup data can be stored, so a screen prompting you to delete backup data is displayed. For more information, see “Backing Up Data,” on p.28.



If you know which backup data you can delete, select the backup data, and press [OK]. The backup data you select is deleted, and the new backup data is created.



If you do not know which backup disc you can delete, press [Cancel] to stop the job. Remove the CD-R disc, organize your backup data, and then restart the job.



### NOTE

- Create a duplicate of the backup data on a CD-R disc before deleting it from the hard disk. (See “Copying Backup Data” on p.30.)
- For details on the maximum number of backup discs, see Chapter 1, “Overview of the CD-4070NW,” in the Instructions (Hardware Version) Guide.
- Backup data cannot be created and CD-R discs cannot be used, if you are using the maximum number of CD-R discs. We recommend organizing your backup data periodically.

## Field Setup

This section describes the procedure for setting fields. Fields can be set for each disc, cabinet, and folder that is open. It is possible to set a maximum of three field keys.

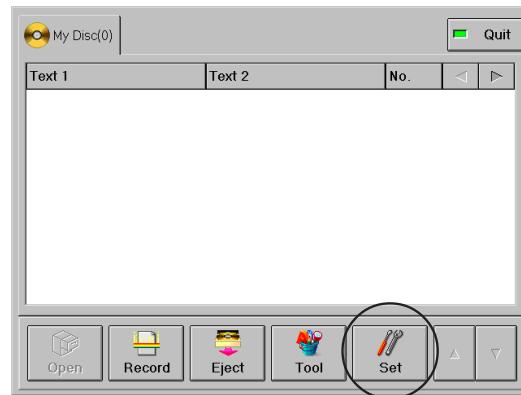
### 1 Display the Main screen → press [Set].

The Setup screen is displayed.



#### NOTE

- If you press a field key on the Main screen, and the order of the keywords below that key changes. Before you press the field key, the order of keywords is not sorted. At the first press of the key, the keywords are sorted in ascending order. At the second press of the key, the keywords are sorted in descending order.
- Press [ $\blacktriangleleft$ ] or [ $\triangleright$ ] to display the document size and date created information.



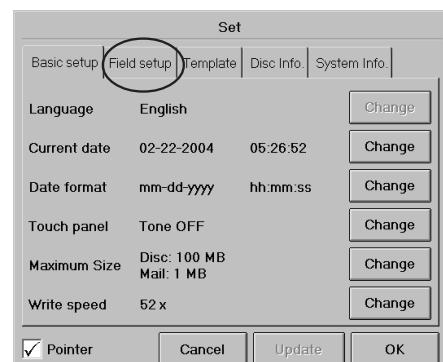
### 2 Press the [Field setup] tab.

The Field setup screen is displayed.



#### NOTE

- The field is set to the default setting (Text 1, Text 2) when no disc is inserted.
- The field is set to open each cabinet and folder on an inserted disc.
- The field is set to open each cabinet and folder on the shared folder when you are connected to the shared folder on the network.



### 3 Perform the field settings.

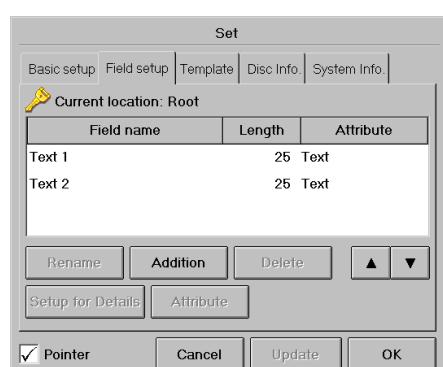
To change the field name, see “Changing Field Names” on p.34.

To change the field attributes, see “Changing Field Attributes” on p.35.

To change the number of keyword characters, see “Changing the Number of Keyword Characters” on p.35.

To delete a field, see “Deleting Fields” on p.37.

To add a field, see “Adding Fields” on p.38.



### 4 Press [OK].

The Main screen is displayed.



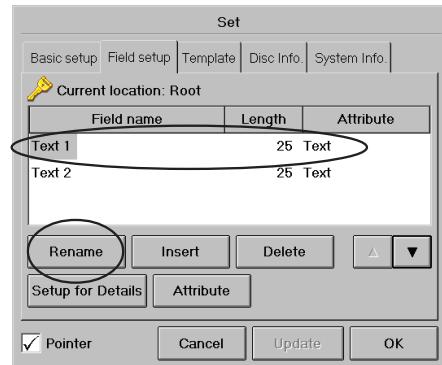
#### NOTE

- The changes you make to the field settings will influence the default settings.
- If you press [Cancel], the field settings are not changed, and the Main screen is displayed.
- To carry out other operations, press [Update].

## Changing Field Names

1 Select the field name to change → press [Rename].

To Keyboard screen appears.

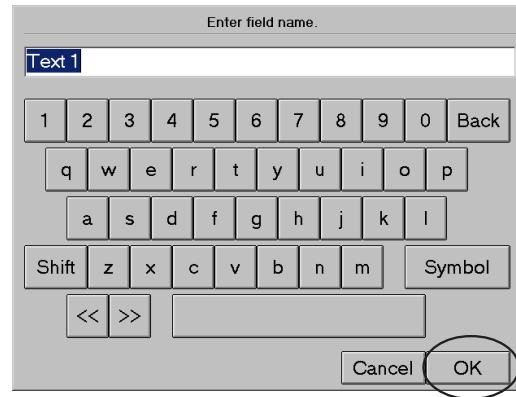


2 Enter the new field name → press [OK].



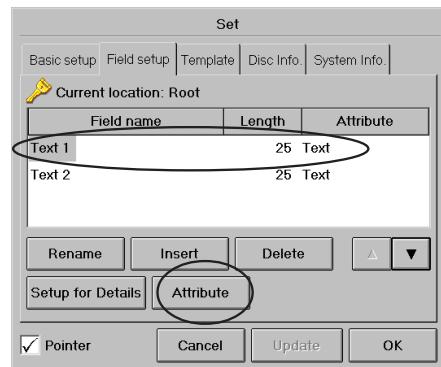
### NOTE

- You can enter up to 16 characters for the field name.
- If you press [Cancel], the field name is not changed, and the Field Setup Screen is displayed.



## Changing Field Attributes

1 Select the field name whose attributes you want to change → press [Attribute].  
The Attribute screen is displayed.



2 Press [▲] or [▼] to select the desired field attribute (Text string, Date, OCR, MICR, BarCode) → press [OK].  
The Field setup screen is displayed.



### NOTE

- If you select OCR, MICR, or BarCode (optional), refer to “Recording Using the Automatic Keyword Recording Functions,” on p.59.
- For details on barcodes, contact your local authorized Canon dealer, or see “Using BarCode Information (Optional),” on p.59.
- If you press [Cancel], the attributes are not changed.



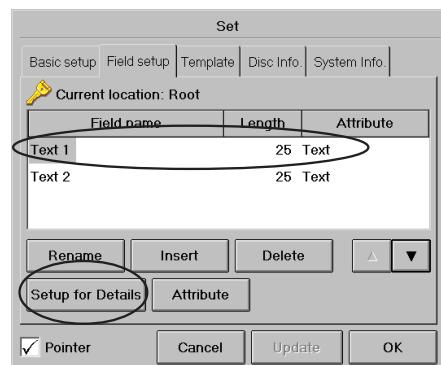
## Changing the Number of Keyword Characters

1 Select the field name whose number of keyword characters you want to change → Press [Setup for Details].  
The Setup for Details screen is displayed.



### NOTE

- The Setup for Details screen changes according to the set field attributes.
- When “Date” is set as the field attribute, the details setup is not available because the number of characters is fixed to ten.



### 2 Set the values for the details.

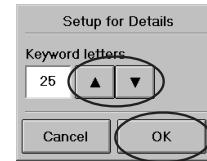
#### ● When “Text” is the selected attribute:

Press [ $\blacktriangle$ ] or [ $\blacktriangledown$ ] to select the number of keyword characters → press [OK]. The Field Setup screen is displayed.



#### NOTE

- Set the number of keyword characters using single-byte characters. This number can be set using two-byte characters, however, the number of characters will be halved. For example, if you enter “07,” the number will be shown as “7”.
- You can set the number of characters between five and 50.



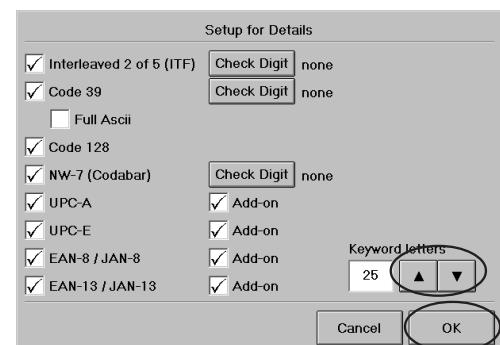
#### ● When “BarCode” is the selected attribute:

Press [ $\blacktriangle$ ] or [ $\blacktriangledown$ ] to select the number of keyword characters that matches the barcode details setup → press [OK].



#### NOTE

For more information on setting up BarCode details, see “Setting Barcodes,” on p.59.



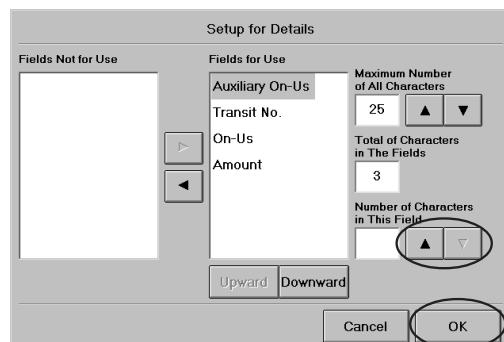
#### ● When “MICR” is the selected attribute:

Press [ $\blacktriangle$ ] or [ $\blacktriangledown$ ] for Number of Characters in This Field, and make sure it matches the MICR details setup → press [OK].



#### NOTE

For more information on setting up MICR details, see “Setting MICR,” on p.66.



#### ● When “OCR” is the selected attribute:

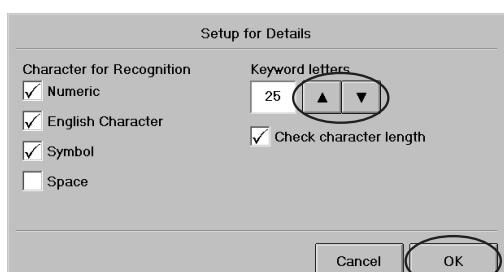
Press [ $\blacktriangle$ ] or [ $\blacktriangledown$ ] to select the number of keyword characters that matches the OCR details setup → press [OK].

The Field setup screen is displayed.



#### NOTE

For more information on setting up OCR details, see “Setting OCR,” on p.72.

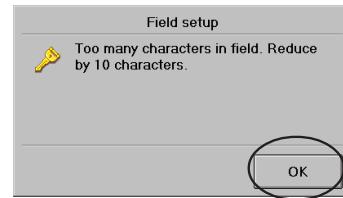


**3** Press [OK].

The Main screen is displayed.

**NOTE**

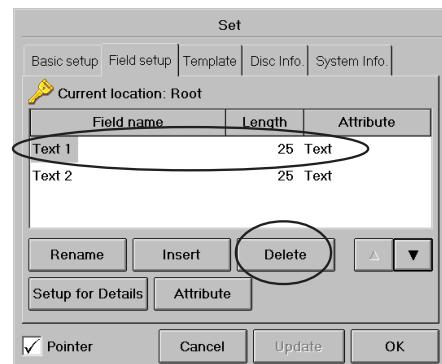
Set the number of keyword characters so that the total number of keyword characters in all of the fields is 50 or fewer. If the total number exceeds 50, a message prompting you to decrease the total number of characters is displayed after you press [OK].



## Deleting Fields

**1** Select the field name that you want to delete → press [Delete].

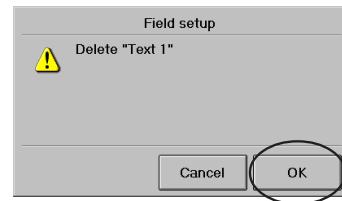
A screen appears asking you to confirm that you want to delete the selected field.

**2** Press [OK].

The Field setup screen is displayed.

**NOTE**

- If you press [Cancel], the selected field is not deleted.
- To delete a field, more than one field must be setup. When there is only one field, that field cannot be deleted.



## Adding Fields

You can insert three fields.

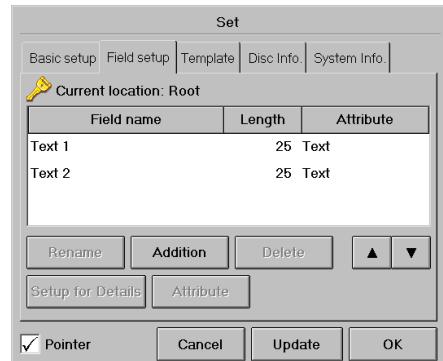
### 1 Display the Field setup screen.

If necessary, see steps 1 and 2 in “Field Setup,” on p.33.

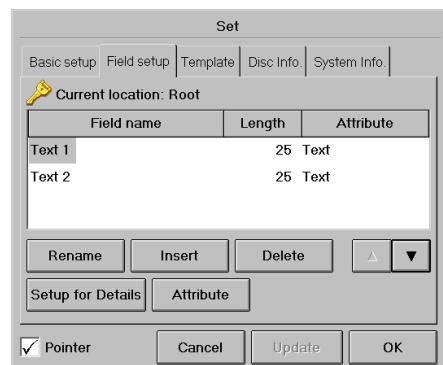


#### NOTE

- [Addition] is only displayed when a field name is not selected, and a new field name is added at the bottom of the Field Name list.
- [Insert] is only displayed when a field name is selected. A new field name is inserted above the currently selected field name.



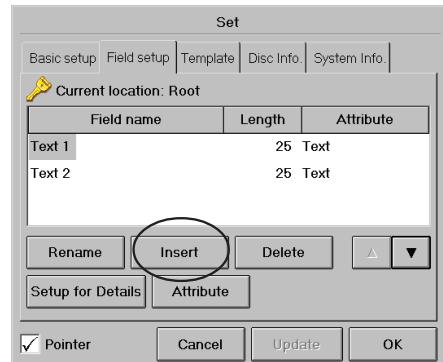
Field Setup Screen When Adding a Field



Field Setup Screen When Inserting a Field

### 2 Press [Addition] or [Insert].

The Keyboard screen is displayed.

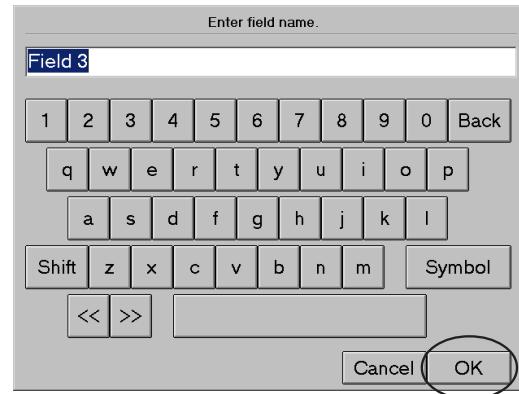


3 Enter the field name → press [OK].



**NOTE**

- You can enter up to 16 characters for the field name.

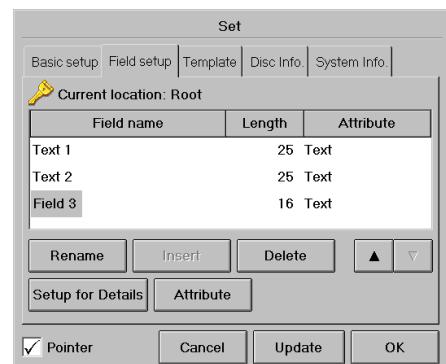


The Field setup screen is displayed.



**NOTE**

- If you press [Cancel], the field is not added, and the Field setup screen is displayed.
- If you add fields, the number of keyword characters changes. (See “Changing the Number of Keyword Characters,” on p.35.)



4 Press [OK].

The Main screen is displayed.

## Cabinets and Folders

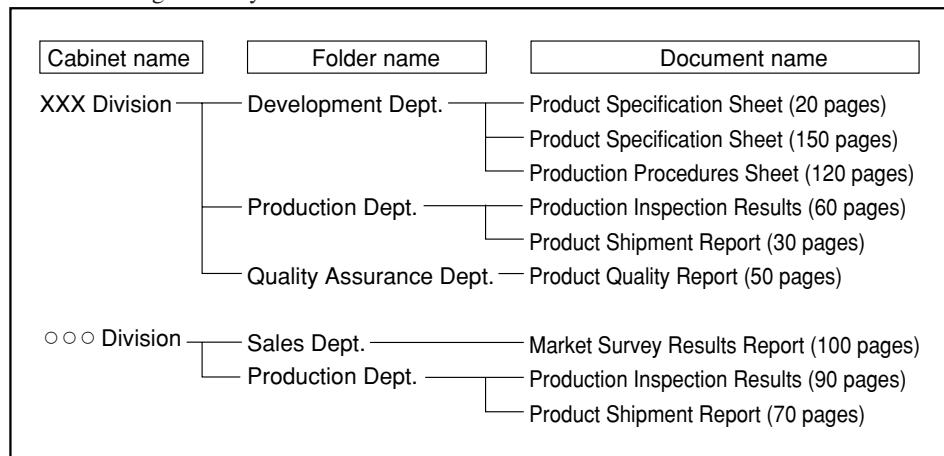
This section describes the concept behind “cabinets” and “folders,” and how to create them.

### What Are Cabinets and Folders?

If you organize documents in binders according to their purpose, you can easily search for the required information. Likewise, on this unit, image files are recorded to and managed in cabinets and folders according to their purpose.

The following diagram illustrates the relationship between cabinets, folders and documents.

**Example:** When technical documents (e.g., specifications) from various departments are organized by division.



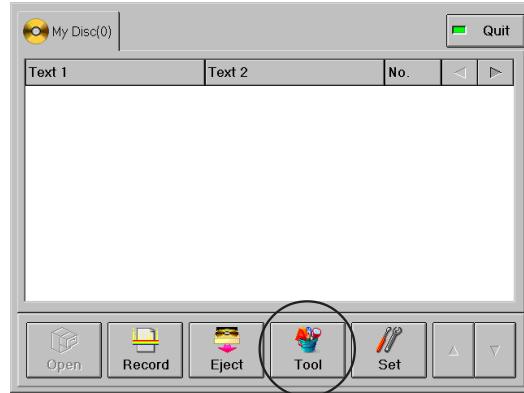
#### NOTE

- Create cabinets and folders before you start recording documents.
- Documents cannot be moved on this system.
- Documents can be made at the same level as cabinets and folders. However, we recommend creating this hierarchy – “cabinet → folder → document” – to ensure efficient processing.
- Limit the total number of documents, folders, and cabinets in a single hierarchy to 200.
- Change the names or delete cabinets or folders before writing to a disc. You cannot change the name of cabinets and folders that have been written to a disc.

## Making Cabinets or Folders

This section describes the procedure for making cabinets or folders. Make cabinets in the My Disc screen, and folders in the screen where the cabinet is opened.

**1** Insert the disc → press [Tool].  
The Tool box screen is displayed.



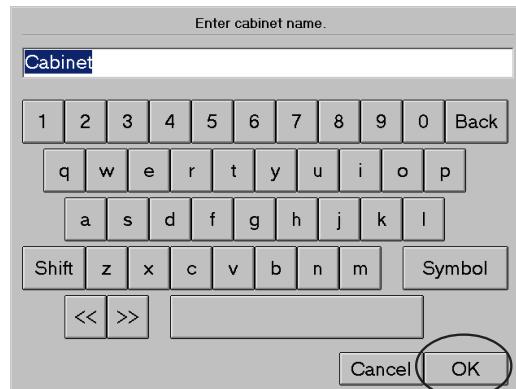
**2** Press [Create cabinet] or [Create folder].  
The Keyboard screen is displayed.

**3** Enter the cabinet or folder name → press [OK].



### NOTE

- Immediately after you have made the cabinet or folder, it is selected.
- You can enter up to 20 characters for the cabinet or folder name.



## Changing Cabinet and Folder Names

You can change the names of folders and cabinets before they are written to a disc.

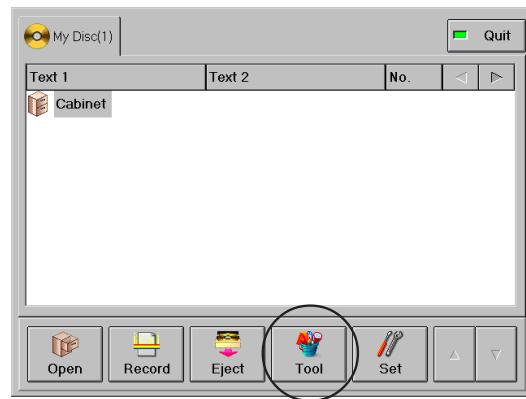


### NOTE

Cabinet and folder names cannot be changed after the disc has been removed from the drive.

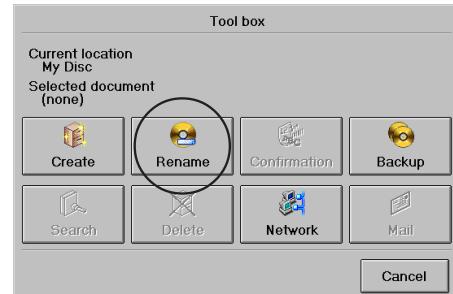
**1** Select the cabinet or folder whose name you want to change → press [Tool].

The Tool Box screen is displayed.



**2** Press [Rename].

The Keyboard screen is displayed.

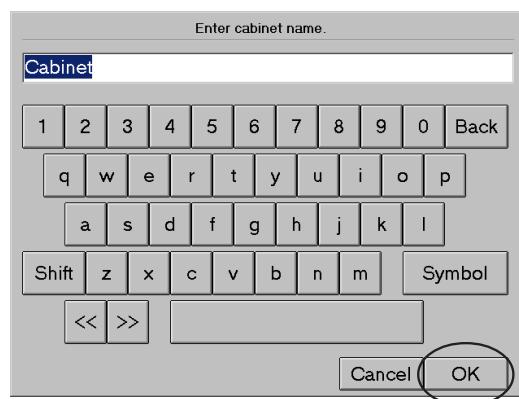


**3** Enter the new cabinet or folder name → press [OK].



### NOTE

- Immediately after you have changed the cabinet or folder name, it is selected.
- You can enter up to 20 characters for cabinet or folder name.



## Deleting Cabinets and Folders

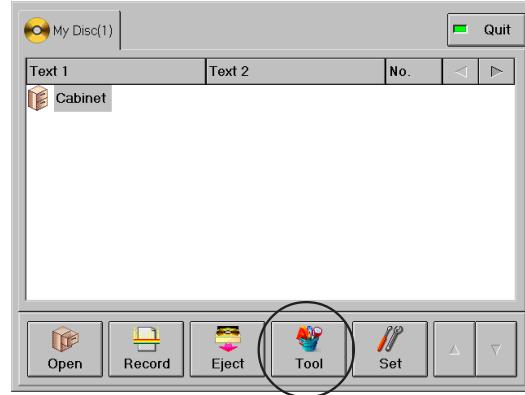
You can delete the cabinets and folders you have created.

### NOTE

- Documents cannot be deleted once they are recorded to a disc. Cabinets and folders also containing documents cannot be deleted.
- Cabinets and folders cannot be deleted once they are recorded to a disc.

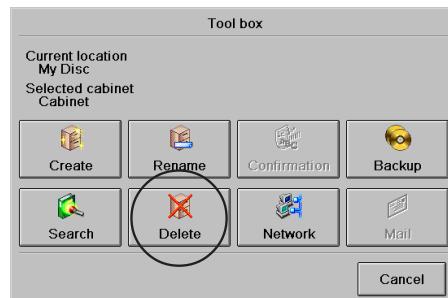
**1** Select the cabinet or folder that you want to delete → press [Tool].

The Tool Box screen is displayed.



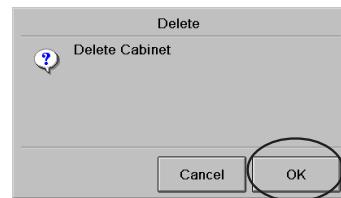
**2** Press [Delete].

A screen asking you to confirm that you want to delete the cabinet or folder is displayed.



**3** Press [OK].

The select cabinet or folder is deleted.



# Chapter 2 Recording

## Recording Data

This section describes the procedures for recording data to a CD-R.

### NOTE

- For information on document handling, refer to Chapter 2, “Overview of the CD-4070NW,” in the Instructions Hardware Version Guide.
- Set the brightness, paper size, and other recording items before you start recording.

**1** Display the Main screen.

**2** Insert the disc to record the document.

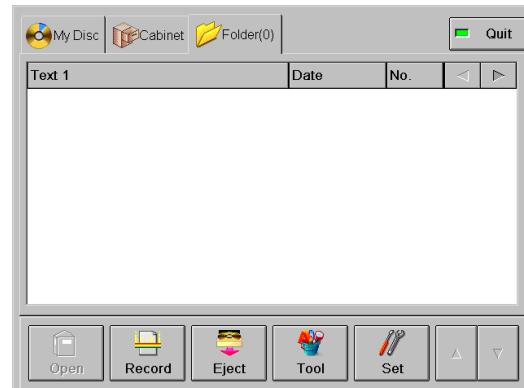


### NOTE

If the icon for the inserted disc is  or , data cannot be recorded on this disc. Eject the disc and insert another disc or a new disc. (See “CD-R Discs” on p.19.)

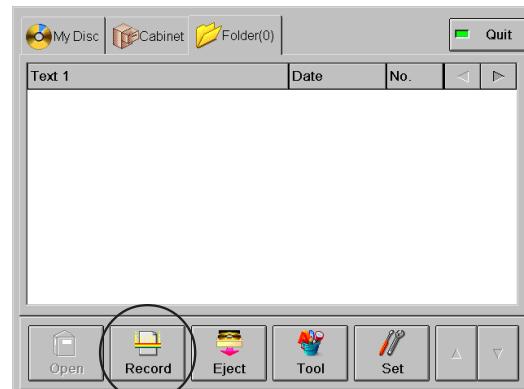
**3** Select and open the cabinet and folder to which you want to record.

The following description is made on the assumption that the cabinet name is “CABINET”, the folder name is “FOLDER”, and the field settings are “Text 1” (attribute: character string) and “Date” (attribute: date).

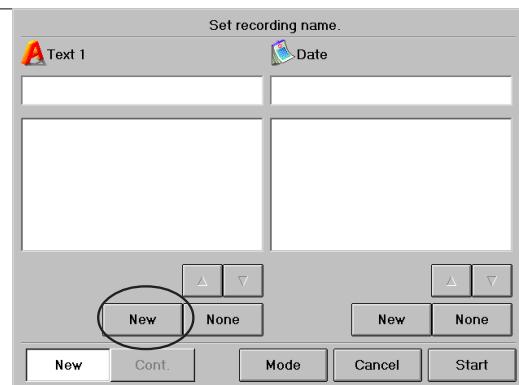


**4** Press [Record].

The Set recording name screen is displayed.



5 Press the Text 1 text box → press [New].



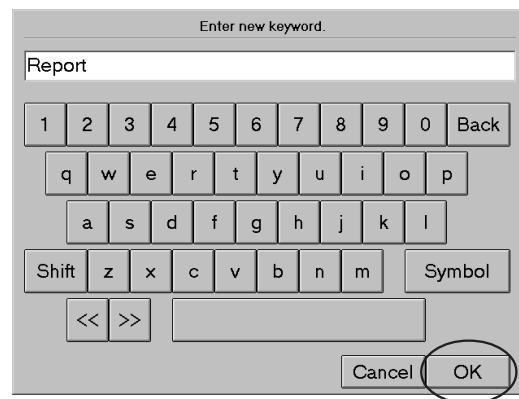
6 Enter the new keyword → press [OK].

The new keyword is set.



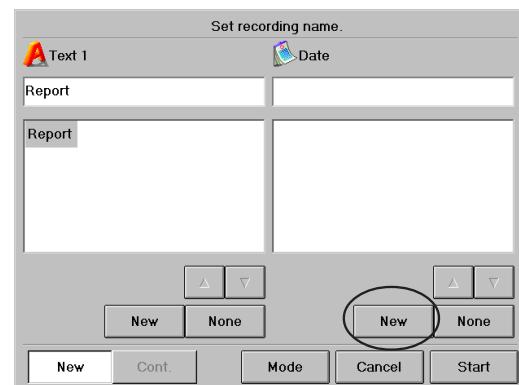
#### NOTE

- Do not use the following characters: ; : ¥ [ ] / ? < > \_ ,
- Press [None] on the set recording name screen to omit the keyword.



7 Press [New] under the Date field.

The Calendar screen is displayed.

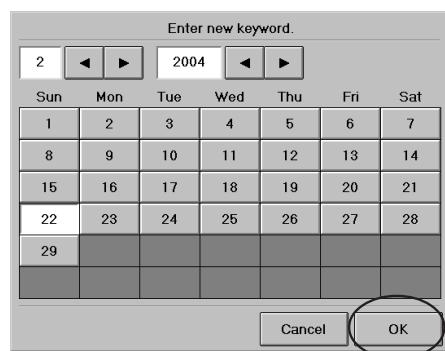


8 Select the year, month, and day → press [OK].



#### NOTE

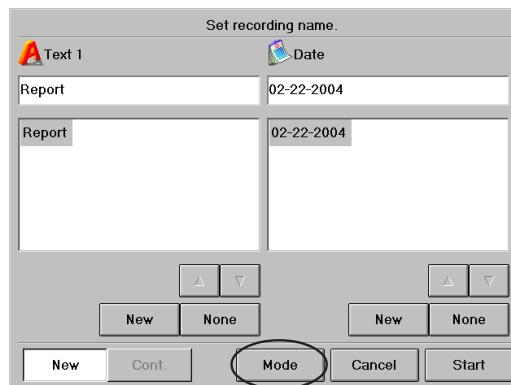
- Press [None] on the set recording name screen to bypass entering keywords → proceed to step 9.



## Chapter 2. Recording

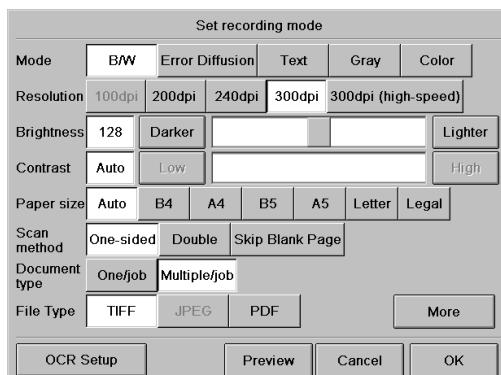
### 9 Press [Mode].

The Set recording mode screen is displayed.



### 10 Set the recording mode.

#### ● Mode Screen



Mode: Select the scan mode according to the document you are scanning.

[B/W]: Scans lines and documents in black-and-white.

[Error Diffusion]: Use for documents that have many photographs. The document will be scanned in black-and-white.

[Text]: This mode emphasizes text, in documents that are printed on a dark background, or written in pencil with faint text. The document will be scanned in black-and-white.

[Gray]: Documents are scanned in 256 level grayscale.

[Color]: The fronts of documents are scanned in 24 bit color, and the backs of documents are scanned in 256 level grayscale.

Resolution: Select the resolution for scanning.

Available scan resolutions depend on the scanning mode:

Mode	100dpi	200dpi	240dpi	300dpi	300dpi (high-speed)
B/W	×	○	○	○	○
Error Diffusion	×	○	○	○	×
Text					
Gray	×	○	○	○	×
Color	○	○	×	×	×

If you select [300 dpi (high-speed)], images scanned at 300 dpi (horizontal) × 150 dpi (vertical) are output as 300 dpi (horizontal) × 300 dpi (vertical). This will slightly reduce the quality of the image, but the scanning speed is faster.

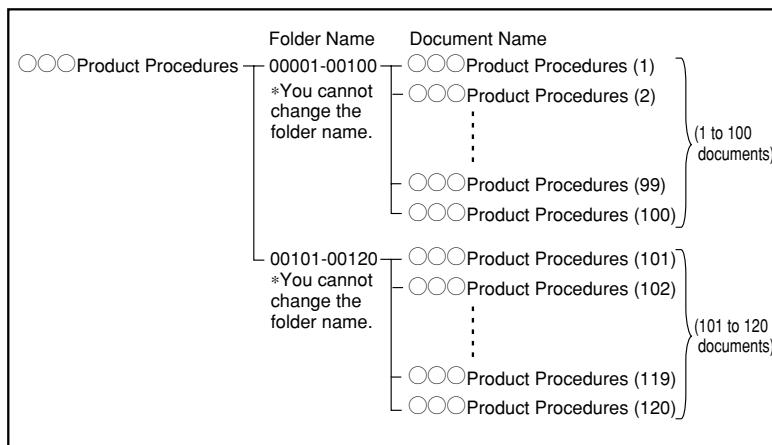
Brightness:	Select the brightness in 255 steps. Press [Darker] to lower the brightness, and press [Lighter] to lighten the brightness of the image.
Contrast:	If the scan mode is set to [Gray] or [Color], there are seven adjustment levels. Press [Low] or [High] to adjust the contrast. The contrast for other modes is set automatically.
Paper size:	Select the paper size. If you select [Auto], the document is automatically scanned according to its size.
Scan method:	Specify whether you are scanning a one-sided or two-sided document. If you select [Skip Blank Page], blank pages are not saved when both sides of the document are scanned.
Document type:	Select the method for recording documents.
[One/job]:	When you scan a document that has two or more sheets, one document is made for each sheet.
[Multiple/job]:	When you scan a document that has two or more sheets, all of the sheets are processed as a single document.
File Type:	Select the file format in which to save the document.
[TIFF]:	Select [TIFF] if the scan mode is set to [B/W], [Error Diffusion] or [Text].
[JPEG]:	Select [JPEG] if the scan mode is set to [Gray] or [Color].
[PDF]:	Select [PDF] for any scan mode. If you save the document as a PDF, and press [OCR Setup], type fonts in images are recognized as text, and they are attached to the PDF file as text data. For more information on OCR Setup, see "OCR Setup," on p.47.
[More]:	Opens the More Settings screen. See p.48 for details.
[OCR Setup]:	Opens the OCR Setup screen. See p.49 for details.
[Preview]:	Opens the Preview screen. See p.50 for details.



### NOTE

- If you select [Multiple /job], it is possible to make large documents into one document, but it may take a long time to open the document file depending on the settings and the volume of the document.
- If you select [One/job], one folder is automatically made for every 100 sheets. You cannot change the name of folders that are made automatically.

Example: Saving 120 Sheets

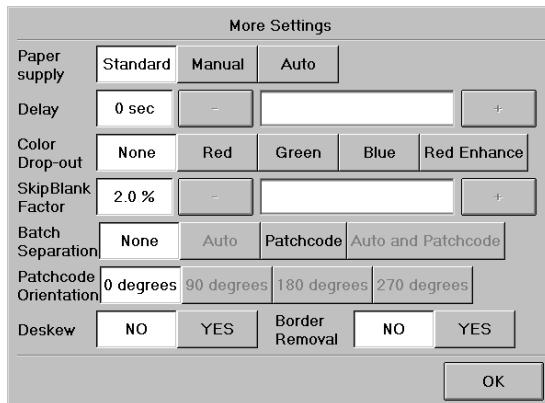


- If [One/job] is selected, you cannot use [Batch separation] when you press [More] on the Set recording mode screen.
- You cannot use the Automatic Keyword Recording Functions if the scan mode is set to [Skip Blank Page]. For details, see "Recording Using the Automatic Keyword Recording Function," on p.59.

## Chapter 2. Recording

- The recording parameters you set is registered in folders or cabinets. When you record a document in an existing folder or cabinet, the recording parameters you set for that folder or cabinet previously are reproduced.
- Adobe Acrobat Reader is needed to open PDF files on a personal computer.

### ● More Settings Screen



Paper supply: Select the way to feed documents.

[Standard]: Documents are fed in batches, and scanning ends when there are no documents left in the paper feed tray.

[Manual]: One document is fed at a time in the manual bypass and scanned. Scanning continues until [Abort] is pressed.

[Auto]: Documents placed in the paper feed tray are detected and scanned automatically. Scanning continues until [Abort] is pressed.

Delay: Press [-] or [+] to set the time the document will be fed when [Auto] is selected for the paper supply. The delayed time can be set from 0 to 60 seconds.

Color Drop-out: Set the scanner to not recognize (drop-out) one color (red, green, or blue), or to emphasize red.

Skip Blank Factor: Press [-] or [+] to set the proportion of black in the document when [Skip Blank Page] is selected as the scan method.

Batch Separation: Select the batch separation method.

[None]: Batch separation is not performed.

[Auto]: Enabled when [Auto] is selected as the paper supply method. Each document placed in the paper feed tray is separated into a batch automatically.

[Patchcode]: Available when [Standard] or [Auto] is selected as the paper feed method, this function segments files when patch code sheets are detected.

[Auto and Patchcode]: Enabled when [Auto] is selected as the paper supply method. Each document is separated into a batch when it is placed in the paper feed tray, as well as every time a patch code sheet is detected.

Patchcode orientation: Select the orientation of the patch code sheet when performing a batch separation.

Deskew: Detects scanned images that are skewed. Select [YES] to straighten out the image, or select [NO] to leave the image skewed.

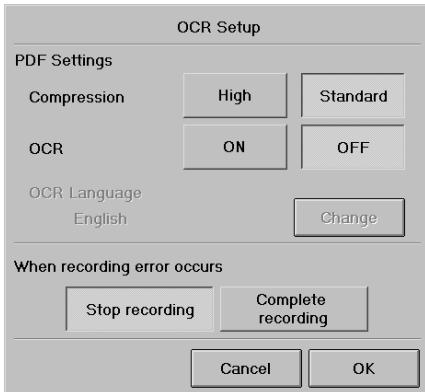
Border Removal: Select whether to remove the black border around images.

[OK]: Press [OK] to validate all settings and changes made in the More Settings screen.

**NOTE**

Deskew is enabled when OCR, MICR, or barcode (option) attribute fields are set on files in the cabinet or folder in which you are recording documents, or when OCR (→ p. 49) is enabled.

### ● OCR Setup Screen



**PDF Settings:**

Sets the compression ratio and OCR function On or Off for PDF files when [PDF] is selected as the file format.

**Compression:**

Setting the compression ratio to [High] reduces the image quality, but keeps the filesize small.

**OCR:**

Setting OCR to [ON] recognizes an attached PDF file with text data. When OCR is set to [ON], [Change] is activated, and you can select the language in which OCR processes text. For more information, see “Recording Using the Full Text OCR Function,” on p.56.

**When recording error occurs:**

Select the method to handle errors when using the Automatic Keyword Recording Function to scan. For more information, see “Recording Using the Automatic Keyword Recording Function,” on p.59.

[Stop recording]:

Stops recording when an error occurs during scanning.

[Complete recording]:

Continues to record when an error occurs during scanning.

**NOTE**

The following characters have a low recognition value when OCR is set to “ON”:  
Characters that are similar to !, 1, l and 0, and O among others.

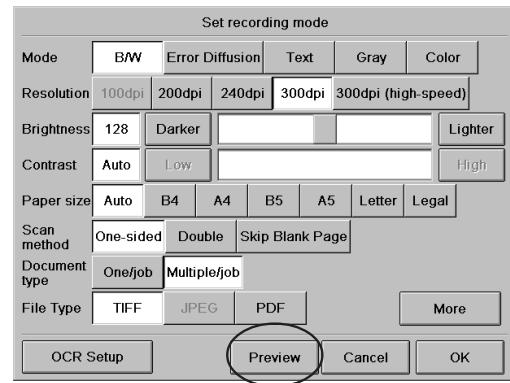
### 11 Press [OK].

The Set recording mode screen is displayed.

### 12 Place your document → press [Preview].

“Previewing” allows you to check the image that you are about to scan before you record the document to a disc. The image is previewed in the set recording mode.

We recommend previewing images before you record them to a disc.



### 13 Check the image.

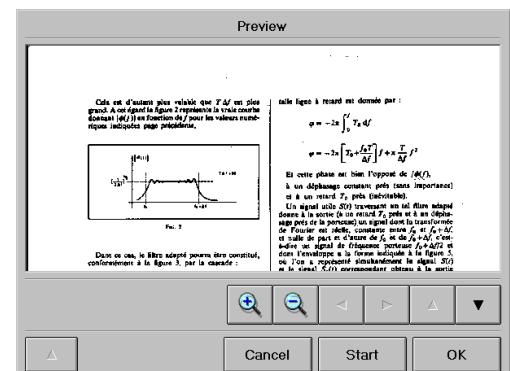
The following keys can be used to check the image:

- : Enlarges the currently displayed image.
- : Reduces the currently displayed image.
- : Shifts the image to the left or right if part of the currently displayed image is hidden on the screen.
- : Shifts the image up or down if part of the currently displayed image is hidden on the screen.



#### NOTE

- Only the image on last page can be checked when previewing multiple pages.
- To continue previewing images, place the document → press [Start].
- You can preview a document as soon as it is set in the Auto or Manual mode.



### 14 Press [OK] or [Cancel].

The Set recording mode screen is displayed.

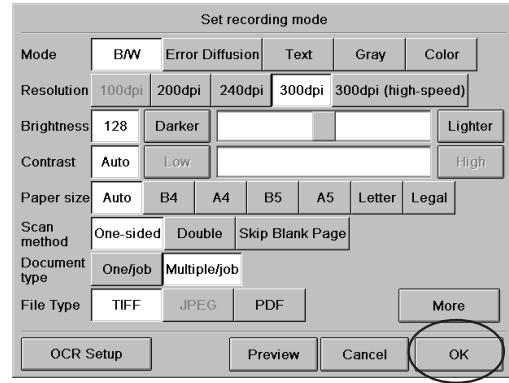
## 15 Press [OK].

The recording setup is complete.



### NOTE

- If you press [Cancel] before pressing [OK], the settings set in step 10 is not fixed, and the Set recording name screen is displayed. The previous recording setup remains as is.



## 16 Press [Start].

Recording starts, and the scanned image is displayed on the screen.

### • In the standard paper feed mode

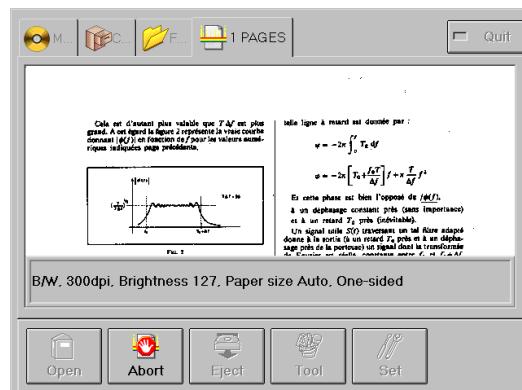
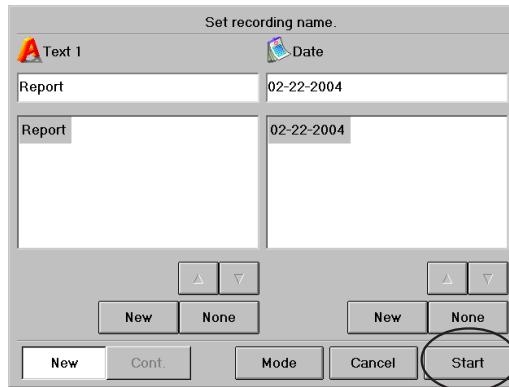
Scanning stops when there are no more documents left in the paper feed tray.

### • In the manual bypass mode

One document is scanned as it is placed in the paper feed tray at a time. Scanning continues until [Abort] is pressed.

### • In the automatic paper feed mode

Documents are scanned as they are detected. Scanning continues until [Abort] is pressed.



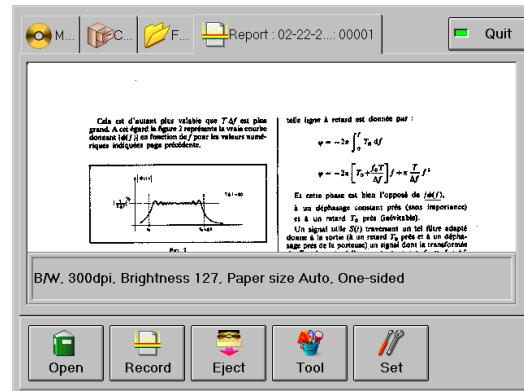
Screen During Recording

## Chapter 2. Recording



### NOTE

- If you press [Abort], recording is canceled.
- In the Automatic feed mode, the paper feed entrance of the paper feed tray is lowered when the document is removed.
- If a system error occurred during scanning, please make sure that the document was recorded properly. If the document was not recorded properly, scan the document again.



Screen After Recording

## 17 Press [Record] if you want to continue recording.

### ● Adding to documents

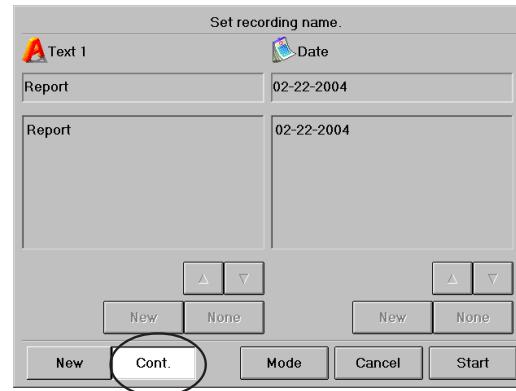
Press [Cont.].

The recording name becomes the same name as an already registered document.

You cannot set the recording name in this operation.

[Cont.]: The page is added to the document that you saved earlier.

[New]: Records the page to a new document.  
You can reselect the keyword in this case.



### ● Adding to a document before it is recorded to a disc

To add to a document before it is recorded to a disc, first open the Main screen, select the document to which you want to add the page, and press [Record].



### NOTE

You cannot add to a document that is already saved to a disc.



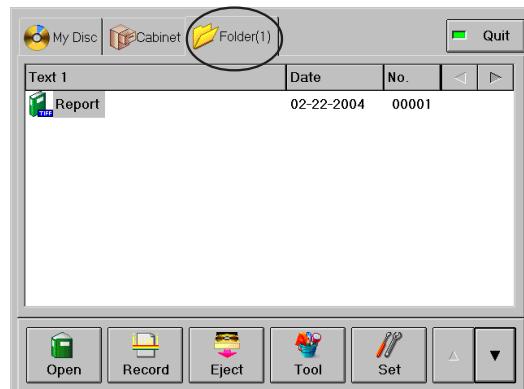
## 18 Press the [Folder] tab.

The Main screen is redisplayed.



### NOTE

The document that you saved before is selected.

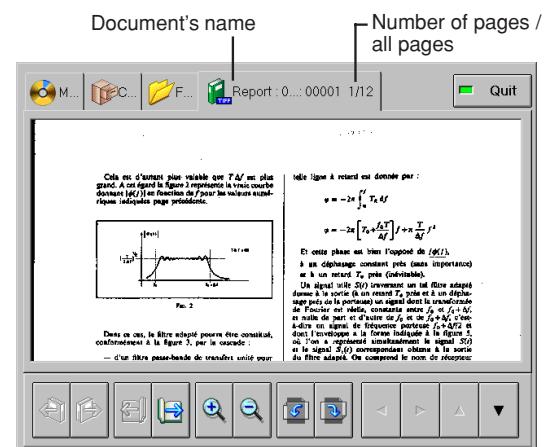
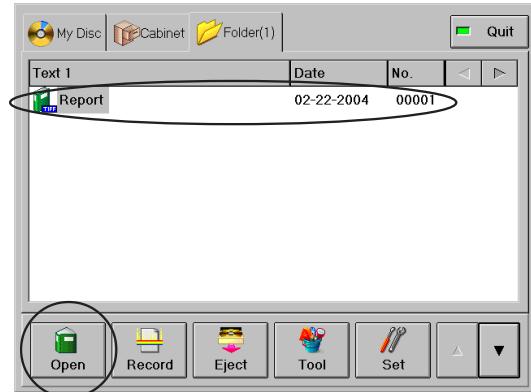


## Checking Recorded Images

This section describes how to display recorded images.

### 1 Select the document → press [Open].

The selected image is displayed. The tabs displayed on the screen indicate the document's name and number of pages out of the total number of pages.



### 2 Check the image.

The following keys can be used to check the image, and move pages and documents:

- ◀ : Displays the previous document.
- ▶ : Displays the next document.
- ◀▶ : Displays pages in this order: back → front → back of previous page → front...
- ◀▶ : Displays pages in this order: front → back → front of next page → back....
- 🔍 : Enlarges the currently displayed image.
- 🔍 : Reduces the currently displayed image.
- ⟳ : Rotates the currently displayed image 90° at a time to the left.
- ⟳ : Rotates the currently displayed image 90° at a time to the right.
- ◀▶ : Shifts the image to the left and right if part of the currently displayed image is hidden on the screen.
- ▲ ▼ : Shifts the image up and down if part of the currently displayed image is hidden on the screen.

## Changing the Name of Recorded Documents

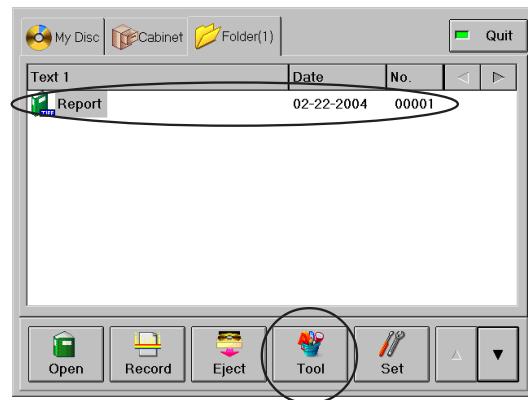
Follow this procedure to change the name of a recorded document.

### NOTE

It is possible to change the name of documents that are on shared folders on the network or documents that have not been saved to a disc. You cannot change the name of documents that have already been saved to a disc.

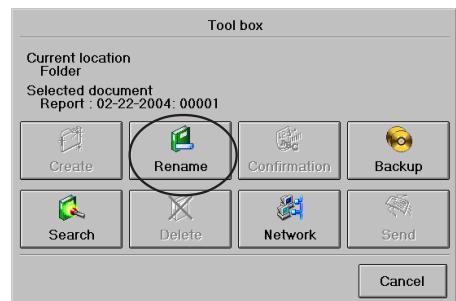
**1** Select the document whose name you want to change → press [Tool].

The Tool box screen is displayed.



**2** Press [Rename].

The Rename screen is displayed.



### NOTE

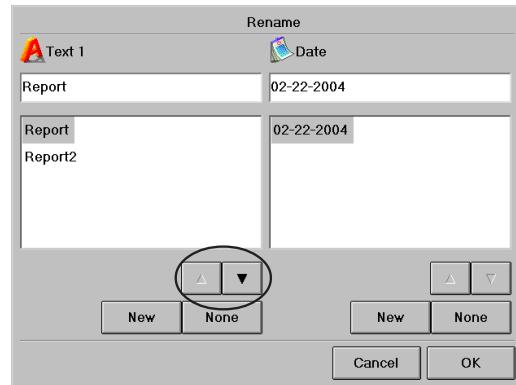
A message is displayed when a document that has already been saved to a disc is selected.



**3** Change the name.

Press [ $\Delta$ ] or [ $\nabla$ ] to select a name from the keyword candidate list. The selected keyword is highlighted.

If the desired name is not on the list, press [New] to open the Keyboard screen. Enter a new keyword  $\rightarrow$  press [OK]. If you want to omit the keyword, press [None].

**4** Press [OK].

The Main screen is displayed.

# Chapter 3 Recording Using the Input Support Functions

Input support functions are the Full Text OCR function or the Automatic Keyword Recording function. Documents that have been recorded with the Full Text OCR function are recorded as documents that include text data. Therefore, you can search for documents in which a keyword has not been recorded or has been forgotten, allowing you to use an arbitrary text string to find a document. The Automatic Keyword Recording function automatically records a keyword and recognizes text data according to specified field attributes, BarCode (optional), MICR, or OCR information. Either function can be used independently, or they can be used together. Using these functions when scanning documents enables a reduction in keyword recording work.

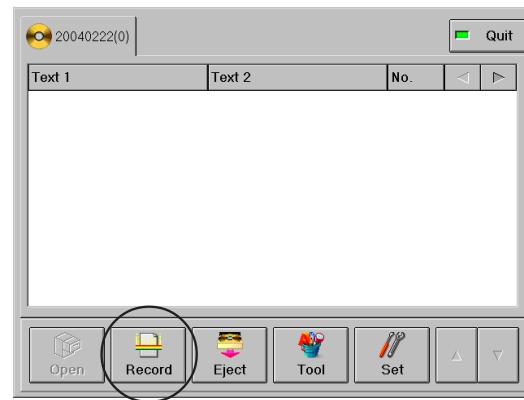
## Recording Using the Full Text OCR Function

The Full Text OCR function uses optical character recognition to recognize text in all pages of a document. This function is enabled when the file is in the PDF format. To save a document as a PDF file that includes text information, and is recognized by OCR processing, select [PDF] in the Set recording mode screen, and set the character recognition OCR setting to [ON]. (See “Recording Data” on p.44)

**1** Display the Main screen → insert a disc.

**2** Press [Record].

The Set recording name screen is displayed.

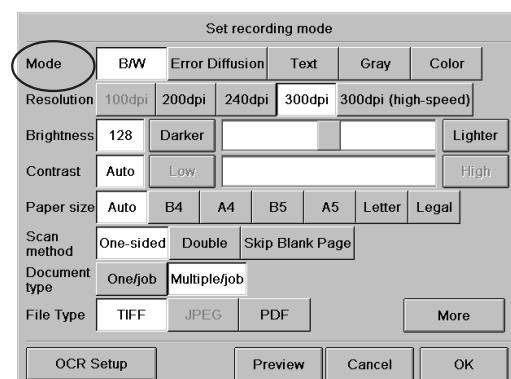


**3** Set the keyword.

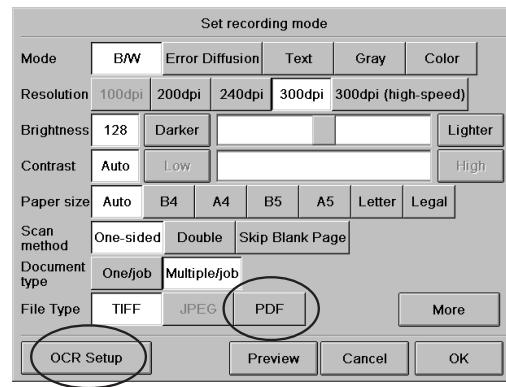
If necessary, see steps 5 and 6 of “Recording Data,” on p.45.

**4** Press [Mode].

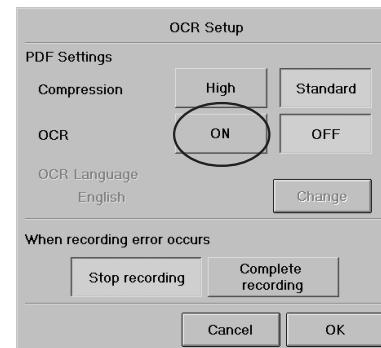
The Set recording mode screen is displayed.



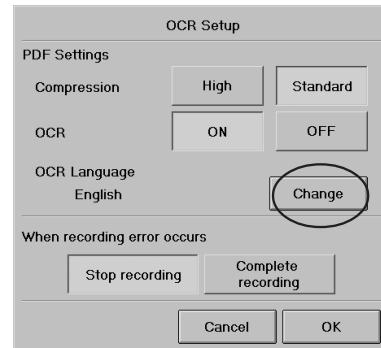
5 Select [PDF] as the file type → press [OCR Setup].  
The OCR Setup screen is displayed.



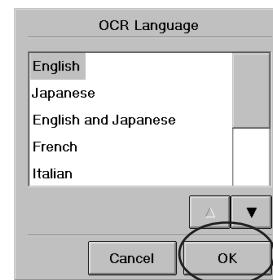
6 Press [ON] next to OCR.  
OCR Language is enabled.



7 Press [Change]  
The OCR Language screen is displayed.



8 Set the OCR language according to the document's language → press [OK].  
The OCR Setup screen is displayed.



9 Press [OK].  
The Set recording mode screen is displayed.

**10** Press [OK].

The Set recording name screen is displayed.

**11** Place your document → press [Start].

Scanning starts, and a PDF file that includes the information as text is created.



### NOTE

- You cannot check OCR results on the CD-4070NW.
- You can check the text information included in the PDF file by opening the file in an application that supports PDF files. For more information, see “Viewer Applications,” on p.113.

## Recording Using the Automatic Keyword Recording Function

The Automatic Keyword Recording functions recognize the information on the front of the document as text according to the field attributes (BarCode, MICR, OCR), and automatically records a keyword. By specifying the attributes for each field, a maximum of three keywords can be recorded automatically. BarCode, MICR, and OCR are explained separately in this manual; however, depending on the field settings, a mixture of BarCode, MICR, and OCR can be recognized.

### Using BarCode Information (Optional)

By installing the optional BarCode module, the scanner can recognize barcodes in the document as text information. BarCode information is saved in a keyword field with a “BarCode” attribute. For details on installing the BarCode module, contact your local authorized Canon dealer.

### ■ Setting BarCodes

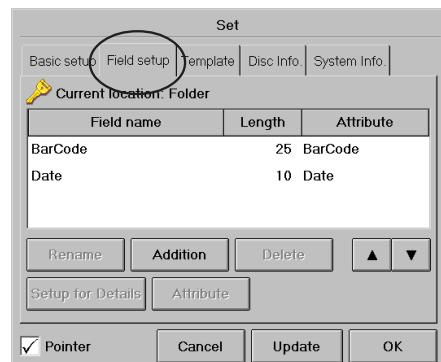
- 1 Display the Main screen → insert a disc.
- 2 Select and open the cabinet and folder to which you want to record.

The following description is made on the assumption that the cabinet name is “BARCODE,” the folder name is “FOLDER,” and the field settings are “BarCode” (attribute: barcode) and “Date” (attribute: date).



- 3 Press [Set] → select the [Field setup] tab.

The Field setup screen is displayed.



## Chapter 3. Recording Using the Input Support Functions

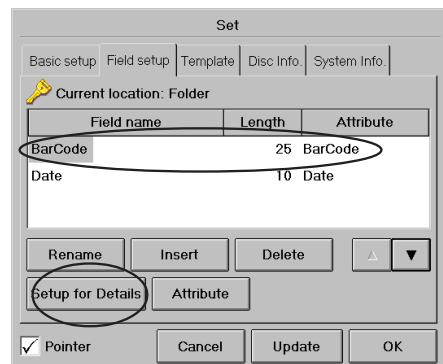
4 Select a field name whose attribute is barcode → press [Setup for Details].

The Setup for Details screen is displayed.



### NOTE

If there is no name for the field whose attribute is barcode, select a field or add a new field change the attribute to “Barcode”. (See “Field Setup,” on p.33.)

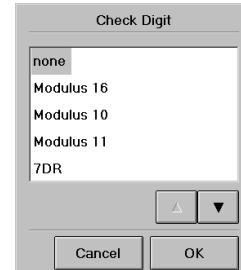
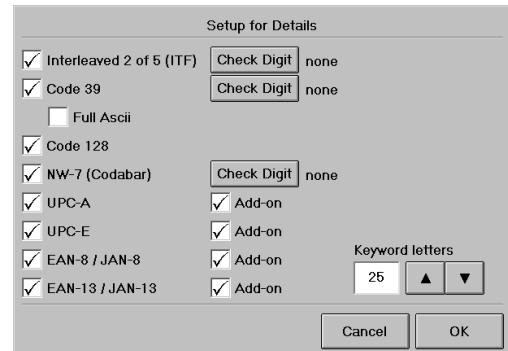


5 Select the type of barcode to be scanned from the Setup for Details screen → check the checkbox.



### NOTE

- If it is necessary to change the check digit, press [Check Digit].
- In the case of Interleaved 2 of 5 or Code 39, the check digit is displayed when [Check Digit] is pressed.
- Only in the case of Codabar (NW-7), the check digit selection screen is displayed when [Check Digit] is pressed. Select the type of check digit → press [OK].



Check Digit Screen for Codabar (NW-7)

6 Set the number of Keyword Letters → press [OK].  
The “Field setup screen” is redisplayed.



### NOTE

For instructions on setting the number of keyword letters, see “Changing the Number of Keyword Characters,” on p.35.

7 Press [OK].  
The Main screen is displayed.

## ■ Using Barcode Information for Recording



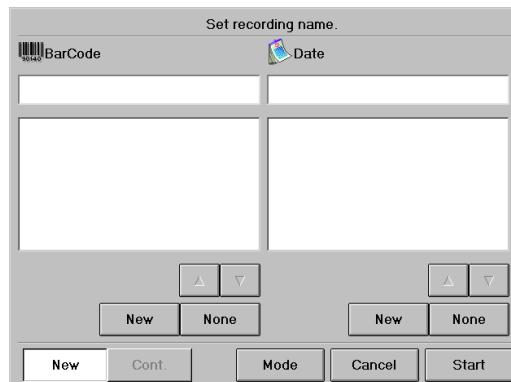
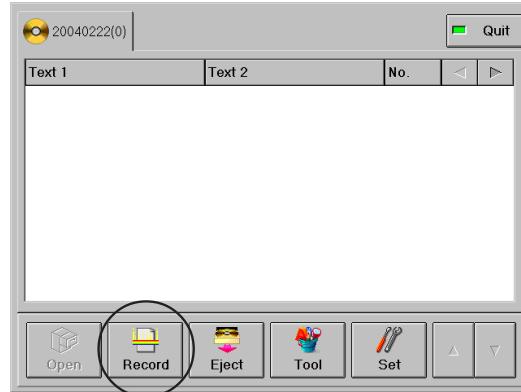
### NOTE

The following symbols are converted to blank spaces when they are contained in a barcode:  
 [ ] \ / ; : , \* ? “ < > | \_ # %

**1** Display the Main screen.

**2** Press [Record].

The Set recording name screen is displayed.

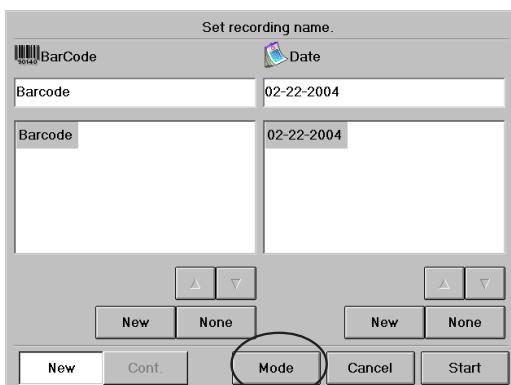


**3** Set the keyword.

If necessary, see Steps 5 and 6 of “Recording Data,” on p.45.

**4** Press [Mode].

The Set recording mode screen is displayed.



## Chapter 3. Recording Using the Input Support Functions

5 Set the recording parameters → place your document → press [Preview].

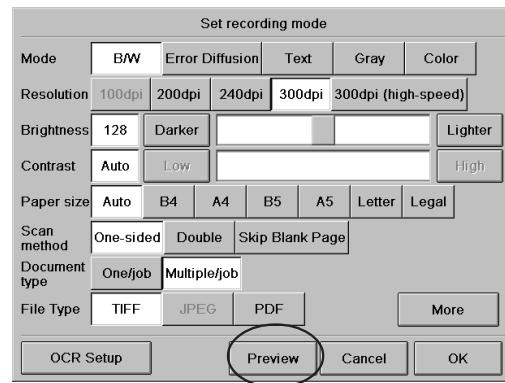
The document is scanned, and the Preview screen is displayed.



### NOTE

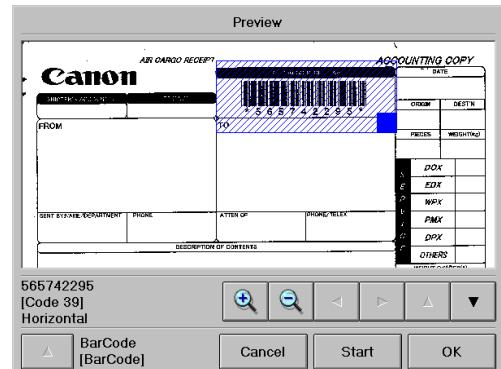
Set the recording mode as follows when scanning barcodes:

- Mode: [B/W] (recommended)
- Resolution: [200 dpi] or [300 dpi (high-speed)]  
The vertical barcode cannot be scanned with the resolution set to [300 dpi (high-speed)]
- Scan method: [Skip Blank Page] disabled.
- Only barcodes on the front of the document are recognized even when the scan method is set to [Double].
- For instructions on setting the recording parameters, see step 10 on p.46.



6 Select the area in which barcode information is to be recognized.

Touch the start of the area on the preview screen with your finger and drag it to the end of the area. The area you selected is indicated by diagonal lines.



### NOTE

- If you do not specify an area, all barcodes in a document are scanned. Specify an area if there are multiple barcodes.
- To select the area again, touch outside the selected area to cancel the area selection.
- You can change the size of the area by touching the ■ in the bottom right corner of the specified area and move it.
- You can move the area by touching inside the selected area with your finger and moving your finger to the desired area.
- The recognition result is displayed in the bottom left.
- When “BarCode” is set with multiple field attributes, the [▲] in the lower left corner of the Preview screen is enabled. Pressing [▲] displays the Select field screen. In this screen, you can select the field to be recognized. A maximum of three fields can be selected.

7 Press [OK] or [Cancel].

The Set recording mode screen is displayed.

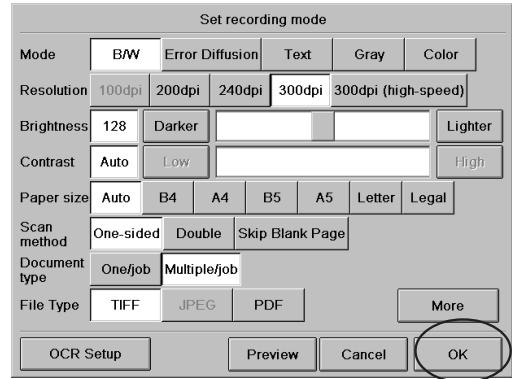
### 8 Press [OK].

The Set recording name screen is displayed.



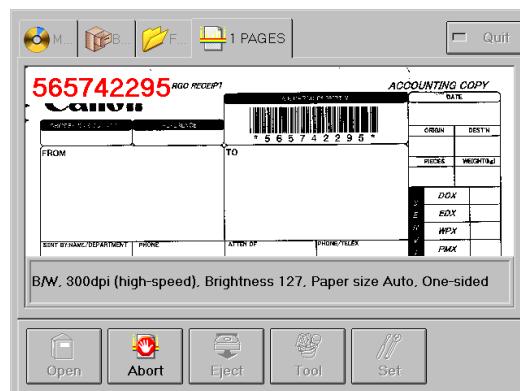
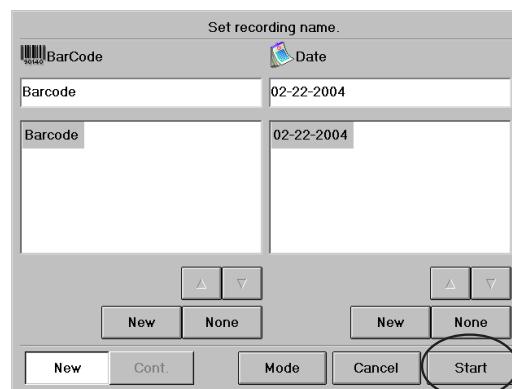
#### NOTE

- If you press [Cancel] before you press [OK], the recording mode is not set.



### 9 Place your document → press [Start].

Recording starts, and the scanned image and the BarCode results are displayed.



## Chapter 3. Recording Using the Input Support Functions

**10** When recording is finished (aborted) an image of the barcode on the first page of the document is displayed on a screen to confirm the results of the scan.

Compare the image and the keyword. If they do not match, you can correct them on the keyboard that appears.



### NOTE

- The Automatic Keyword Recording Function records the scan result on the first page as a keyword.
- In the automatic paper feed mode, recording continues until there is no paper in the feed tray, and the Keyboard screen is displayed.
- In the manual bypass mode, the Keyboard screen is displayed when [Abort] is pressed.



**11** Check the other barcodes and images.

You can use the following keys to check the other scanned barcodes and images:

- : Enlarges the currently displayed image.
- : Reduces the currently displayed image.
- : Rotates the currently displayed image 90° to the left.
- : Rotates the currently displayed image 90° to the right.
- : Shifts the image to the left and right if it does not fit on the screen.
- : Shifts the image up and down if it does not fit on the screen.
- [Next] : Enabled when there are multiple areas. Press to display the next area.
- [Prev] : Enabled when there are multiple areas. Press to display the previous area.

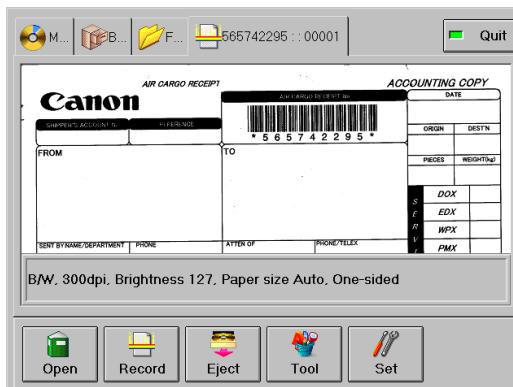
**12** Press [End].

The Main screen and the recorded image is displayed.



### NOTE

If there is a system error during a scan, be sure to confirm that the document has been recorded correctly. If the document was not recorded properly, scan the document again.



## Using MICR Information

E13-B fonts in a selected area of a scanned image are read, and the results are saved as a field keyword with “MICR” as the field attribute.

### ■ MICR Characters

The part enclosed by **■** and **■** on the right side of a MICR character is called the “Amount Character,” and the part enclosed by **■** and **■** is called the “Transit No. Character.” The part between the Amount Character and the Transit No. Character is called the “On-Us Character.” The left side of the Transit No. character is called the “Auxiliary On-Us Character,” and is not printed sometimes.

The Amount character is also not printed sometimes. If it is not printed, the right side of a Transit No. character becomes an On-Us character.

Example

<b>■ 700 200</b>	<b>■ 1 2500004 7 ■</b>	<b>00400 28 70 ■ 15 ■ 0 2 ■</b>	<b>0400000000 ■</b>
Aux. On-Us	Transit No.	On-Us	Amount

In the case above, the characters are as follows:

Auxiliary On-Us character:	<b>■ 700 200</b>
Transit No. character:	<b>■ 1 2500004 7 ■</b>
On-Us character:	<b>00400 28 70 ■ 15 ■ 0 2</b>
Amount character:	<b>0400000000</b>

On the CD-4070NW, **■** is replaced with X and **■** is replaced with -.

Auxiliary On-Us character:	X700200
Transit No. character:	125000047
On-Us character:	004002870-15X02
Amount character:	0400000000

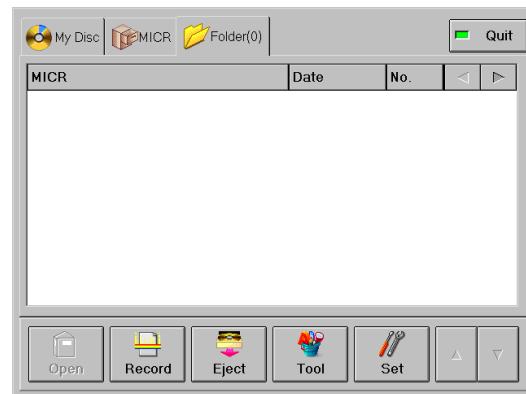
## ■ Setting MICR

1 Display the Main screen.

2 Insert the disc to record the document.

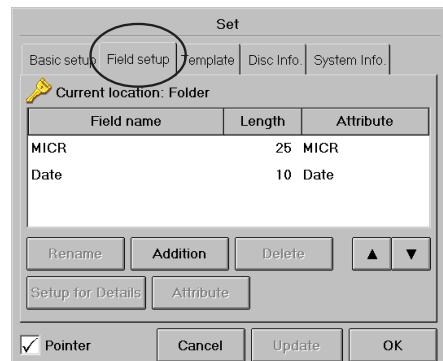
3 Select and open the cabinet and folder to which you want to record.

The following description is made on the assumption that the cabinet name is “MICR,” the folder name is “FOLDER,” and the field settings are “MICR” (attribute: MICR) and “Date” (attribute: date).



4 Press [Set] → select the [Field setup] tab.

The Field setup screen is displayed.



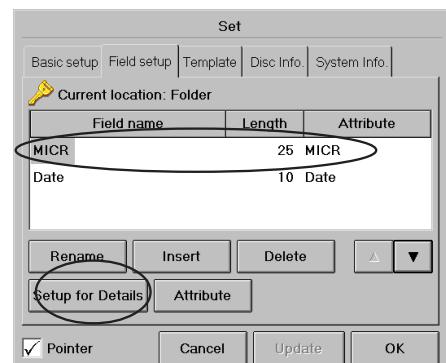
5 Select a field name whose attribute is MICR → press [Setup for Details].

The Setup for Details screen is displayed.

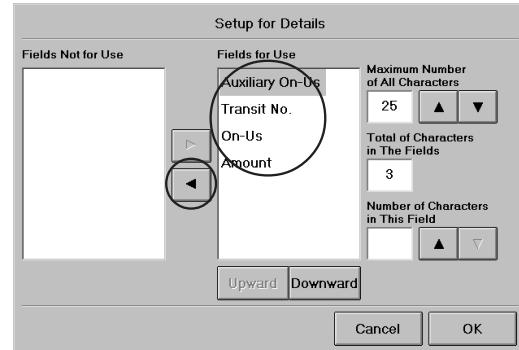


### NOTE

If there is no name for the field whose attribute is MICR, select a field or add a new field → change the attribute to “MICR.” (See “Field Setup,” on p.33.)

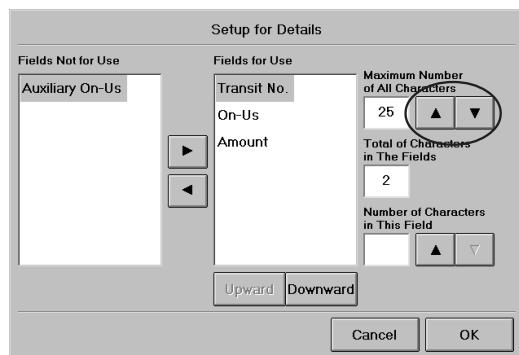


**6** Select the unwanted field types from the “Fields for Use” list → press [**◀**].



**7** Press [**▲**] or [**▼**] to set the “Maximum Number of All Characters.”

The maximum number of characters that can be saved to the currently selected field is displayed.



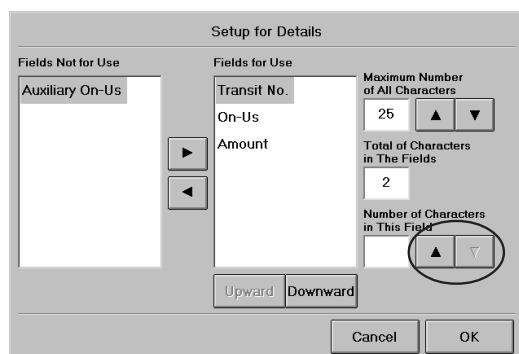
**8** Select the field you want to use from the “Fields for Use” list → press [**▲**] or [**▼**] to set the “Number of Characters in This Field”.

The maximum number of characters that can be saved to the currently selected field is displayed.



### NOTE

- The total number of required characters for the selected field and the number of characters that can be saved to the currently selected field is displayed in “Total of Characters in The Fields”.
- If the “Total of Characters in The Fields” exceeds the “Maximum Number of All Characters”, the total is displayed in red. In this case, set the “Maximum Number of All Characters” or “Number of Characters in This Field” again.
- If the number of character in the field is unknown, set the numbers of all the fields in “Fields for Use” to zero, and set a larger number for “Maximum Number of All Characters”.



**9** Press [OK].

The Fields setup screen is displayed.

**10** Press [OK].

The Main screen is displayed.

## ■ Using MICR Information for Recording



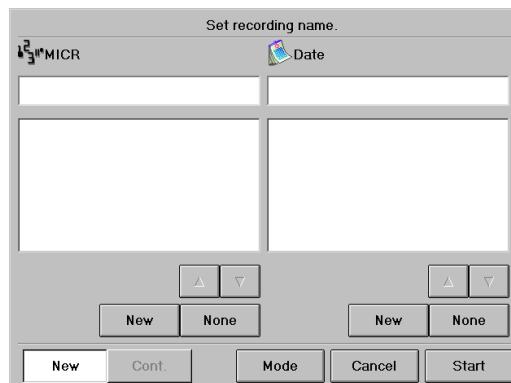
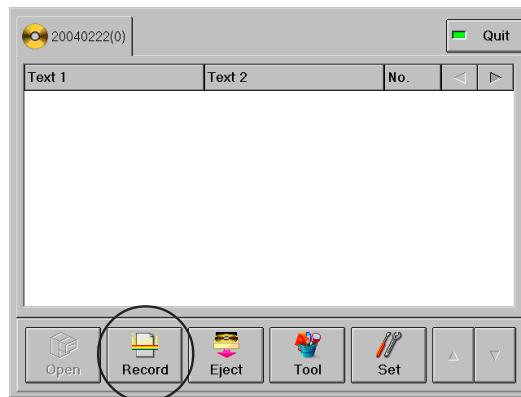
### NOTE

- When two or more MICR fields are set for use, delimit each MICR field with a “,” (comma).
- Stroke 12 (||) in E13-B fonts is recognized as the “X” symbol, and stroke 13 (|||) as the (–) symbol.

1 Display the Main screen.

2 Press [Record].

The Set recording name screen is displayed.

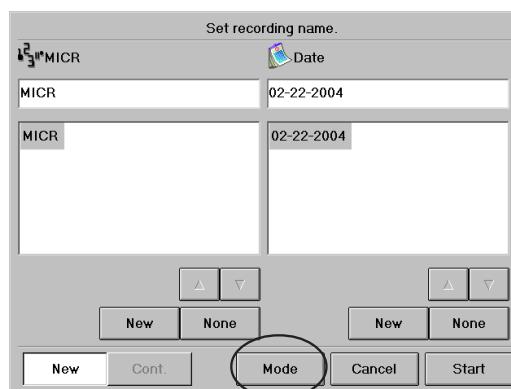


3 Set the keyword.

If necessary, see steps 5 and 6 of “Recording Data,” on p.44.

4 Press [Mode].

The Set recording mode screen is displayed.



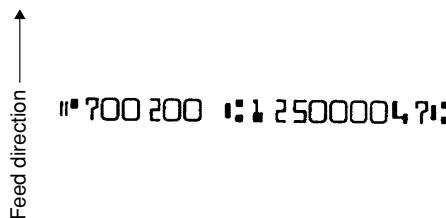
5 Set the recording parameters → place your document → press [Preview].  
 The document is scanned, and the Preview screen is displayed.



### NOTE

Set the recording mode as follows when scanning MICR characters:

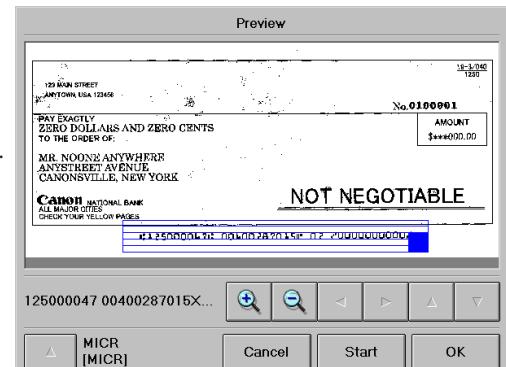
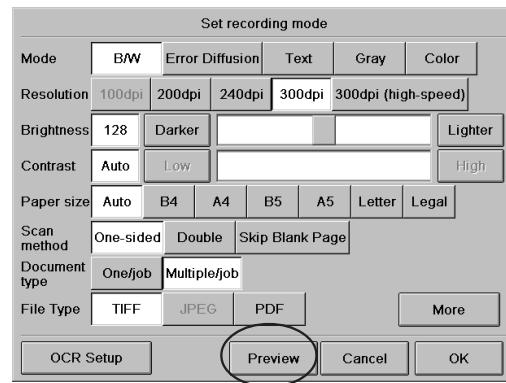
- Mode: [Text] (recommended)
- Resolution: [300 dpi]
- MICR cannot be scanned with a resolution other than 300 dpi.
- Scan method: [Skip Blank Page] disabled.  
 Only MICR characters on the front of the document are recognized even when the scan method is set to [Double].
- MICR characters are scanned only in the following direction.



### Feed Direction of MICR Characters to Be Scanned

- For instructions on setting the recording parameters, see step 10 on p.46.

6 Select the area in which MICR information is to be recognized.  
 Touch the start of the area on the preview screen with your finger and drag it to the end of the area.  
 The area you selected is indicated by horizontal lines.



### NOTE

- MICR information cannot be scanned unless you specify an area.
- If you specify an area, you can scan and recognize all MICR information in that area.
- To select the area again, touch outside the selected area to cancel the area selection.
- You can change the size of the area by touching the ■ in the bottom right corner of the specified area and move it.
- You can move the area by touching inside the selected area with your finger and moving your finger to the desired area.
- The recognition result is displayed in the bottom left.
- When "MICR" is set with multiple field attributes, the [▲] in the lower left corner of the preview screen is enabled. Pressing [▲], displays the Select field screen. In this screen, you can select the field to be recognized. A maximum of three fields can be selected.

## Chapter 3. Recording Using the Input Support Functions

7 Press [OK] or [Cancel].

The Set recording mode screen is displayed.

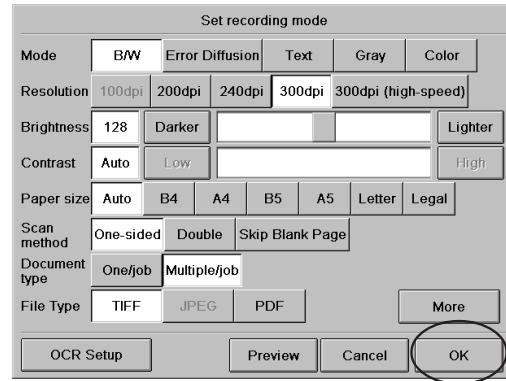
8 Press [OK].

The Set recording name screen is displayed.



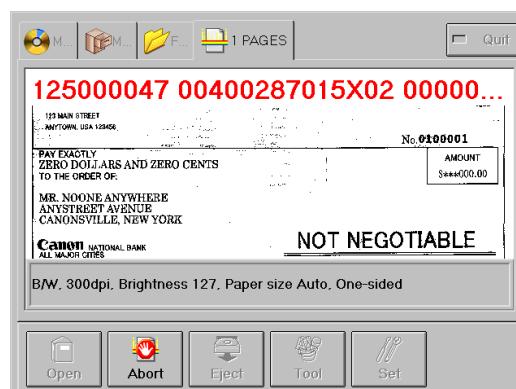
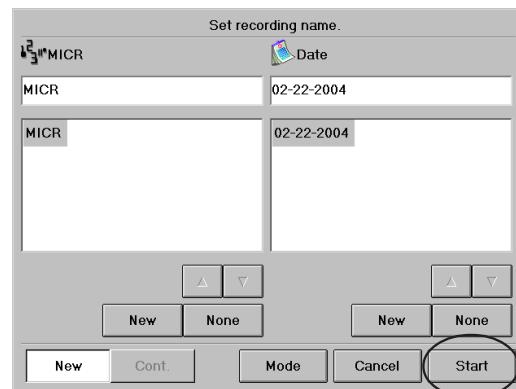
### NOTE

If you press [Cancel] before you press [OK], the recording mode is not set.



9 Place your document → press [Start].

Recording starts, and the scanned image and the MICR results are displayed.



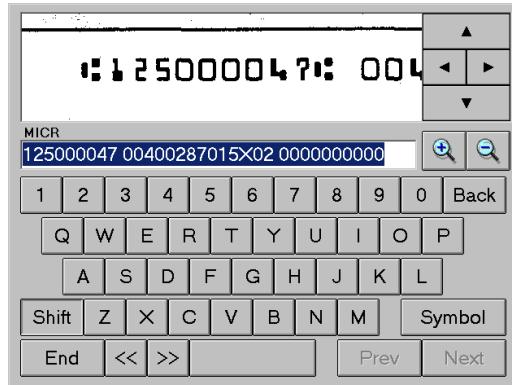
**10** When recording is finished (aborted) an image of the MICR information on the first page of the document is displayed on a screen to confirm the results of the scan.

Compare the image and the keyword. If they do not match, you can correct them on the keyboard that appears.



### NOTE

- The Automatic Keyword Recording Function records the scan result on the first page as a keyword.
- In the automatic paper feed mode, recording continues until there is no paper in the feed tray and the Keyboard screen is displayed.
- In the manual bypass mode, the Keyboard screen is displayed when [Abort] is pressed.



**11** Check the other MICR and images.

You can use the following keys to check the other scanned MICR information and images:

-  : Enlarges the currently displayed image.
-  : Reduces the currently displayed image.
-  : Rotates the currently displayed image 90° to the left.
-  : Rotates the currently displayed image 90° to the right.
-  : Shifts the image to the left and right if it does not fit on the screen.
-  : Shifts the image up and down if it does not fit on the screen.
- [Next] : Enabled when there are multiple areas. Press to display the next area.
- [Prev] : Enabled when there are multiple areas. Press to display the previous area.

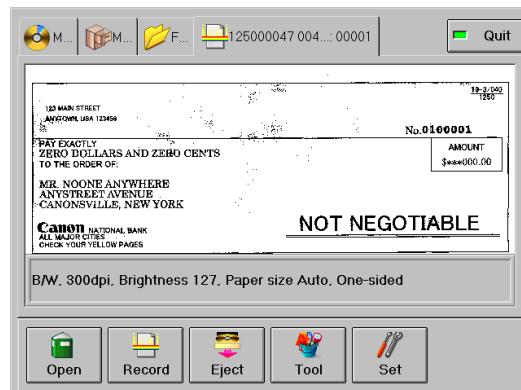
**12** Press [End].

The Main screen, and the recorded image is displayed.



### NOTE

If there is a system error during a scan, be sure to confirm that the document has been recorded correctly. If the document was not recorded properly, scan the document again.



## Using OCR Information

Text information in a selected area can be read, and the results saved as a field (part of a file).

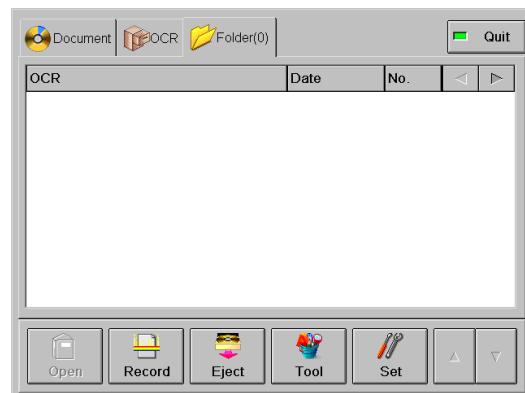
### ■ Setting OCR

**1** Display the Main screen.

**2** Insert the disc to record the document.

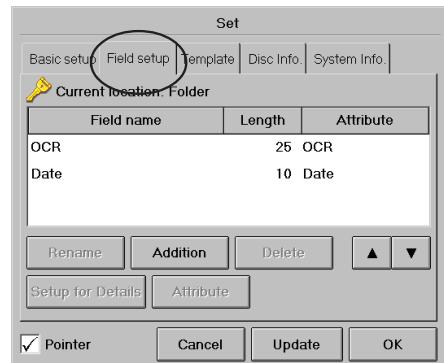
**3** Select and open the cabinet and folder to which you want to record.

The following description is made on the assumption that the cabinet name is “OCR,” the folder name is “FOLDER,” and the field settings are “OCR” (attribute: OCR) and “Date” (attribute: date).



**4** Press [Set] → select the [Field setup] tab.

The Field setup screen is displayed.



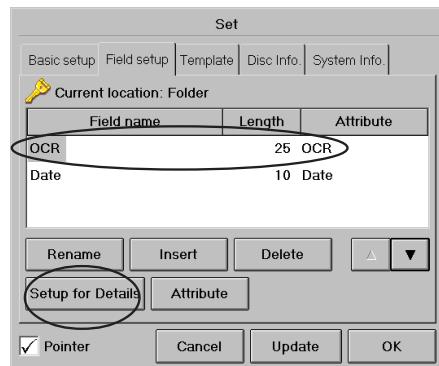
5 Select a field name whose attribute is OCR → press [Setup for Details].

The Setup for Details screen is displayed.



### NOTE

If there is no name for the field whose attribute is OCR, select a field or add a new field → change the attribute to “OCR”. (See “Field Setup,” on p.33.)

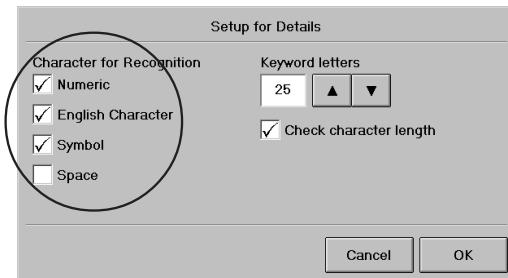


6 Select the type of character to be recognized under “Character for Recognition.”



### NOTE

- If the type of character whose checkbox is not marked exists in the area in which OCR information is to be recognized, an error is generated.
- If the “Space” checkbox is not marked, spaces are deleted.



7 Press [ $\Delta$ ] or [ $\nabla$ ] to set the number of keyword letters.



### NOTE

- If the “Check character length” checkbox is marked, the number of recognized characters is checked when characters are actually recognized. If the number of characters is different, an error is generated.
- For more information on setting the number of keyword letters, see “Changing the Number of Keyword Characters,” on p.35.

8 Press [OK].

The Field setup screen is displayed.



### NOTE

If you press [Cancel], the OCR setup details are not set.

9 Press [OK].

The Main screen is displayed.



### NOTE

To make another setting, press [Update].

## ■ Using OCR Information for Recording



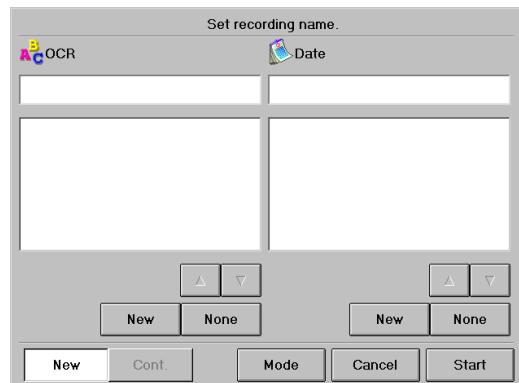
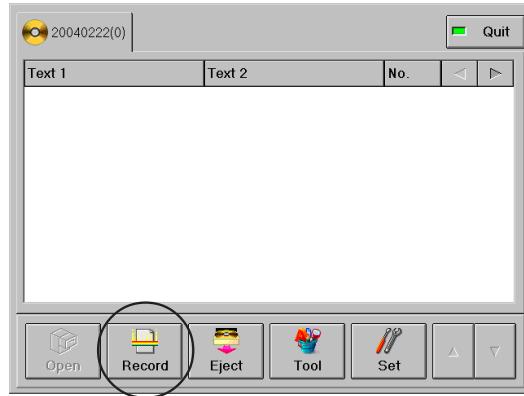
### NOTE

It is sometimes difficult for the OCR function to recognize the following characters:  
!, 1, l or 0, O (or similar)

**1** Display the Main screen.

**2** Press [Record].

The Set recording name screen is displayed.

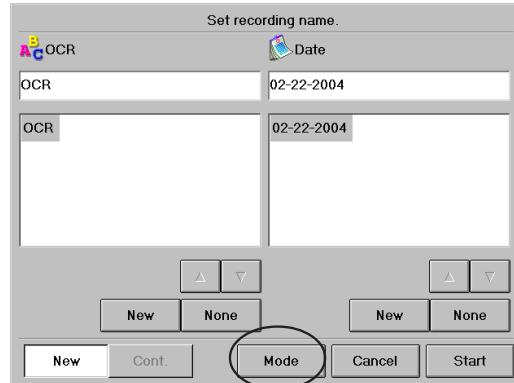


**3** Set the keyword.

If necessary, see steps 5 and 6 of “Recording Data,” on p.45.

### 4 Press [Mode].

The Set recording mode screen is displayed.



### 5 Set the recording parameters → place your document → press [Preview].

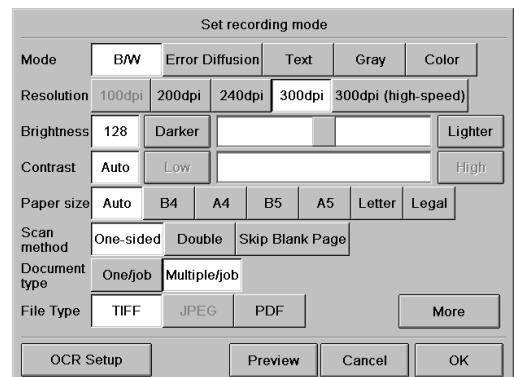
The document is scanned, and the Preview screen is displayed.



#### NOTE

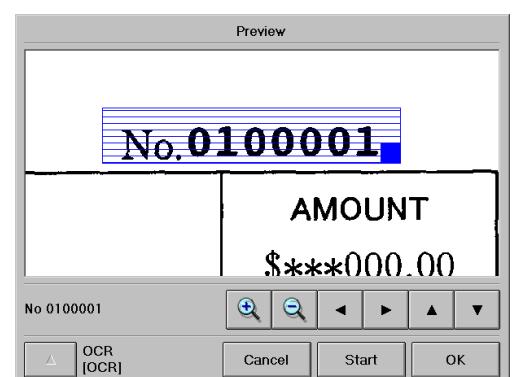
Set the recording mode as follows when scanning documents to be recognized by OCR:

- Mode: [B/W] (recommended)
- Resolution: [200 dpi] or [300 dpi]
- Scanning method: [Skip Blank Page] disabled.
- Only characters on the front of the document are recognized even when the scan method is set to [Double].
- For instructions on setting the recording parameters, see step 10 on p.46.



### 6 Select the area in which OCR information is to be recognized.

Touch the start of the area on the preview screen with your finger and drag it to the end of the area. The area you selected is indicated by horizontal lines.



#### NOTE

- If you specify an area, you can scan characters in that area and save them as keywords.
- To select the area again, touch outside the selected area to cancel the area selection.
- You can change the size of the area by touching the □ in the bottom right corner of the specified area, and move it.
- You can move the area by touching inside the selected area with your finger and moving your finger to the desired area.
- The recognition result is displayed in the bottom left.
- When “OCR” is set with multiple field attributes, the [▲] in the lower left corner of the Preview screen is enabled. Pressing [▲] displays the Select field screen. In this screen, you can select the field to be recognized. A maximum of three fields can be selected.

## Chapter 3. Recording Using the Input Support Functions

7 Press [OK] or [Cancel].

The Set recording mode screen is displayed.

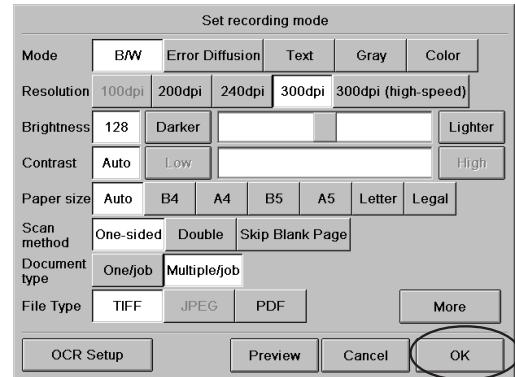
8 Press [OK].

The Set recording name screen is displayed.



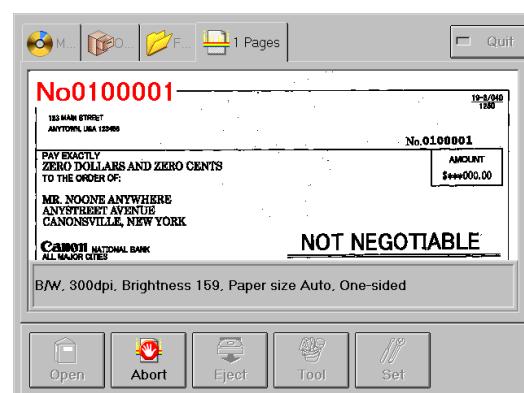
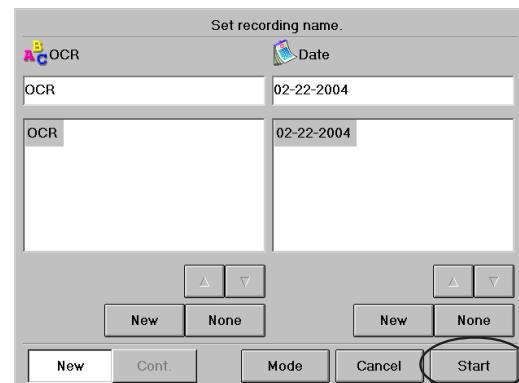
### NOTE

If you press [Cancel], before you press [OK], the recording mode is not set.



9 Place your document → press [Start].

Recording starts, and the scanned image and the OCR results are displayed.



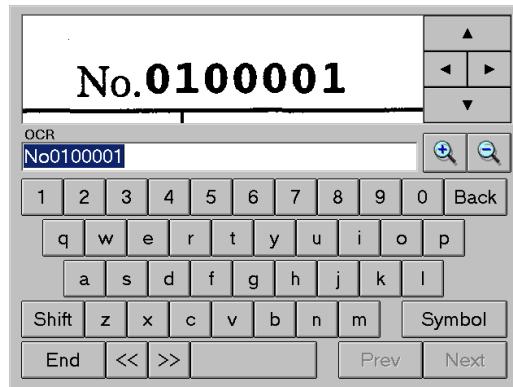
**10** When recording is finished (aborted) an image of the OCR text on the first page of the document is displayed on a screen to confirm the results of the scan.

Compare the image and the keyword. If they do not match, you can correct them on the keyboard that appears.



#### NOTE

- The Automatic Keyword Recording Function records the scan result on the first page as a keyword.
- In the automatic paper feed mode, recording continues until there is no paper in the feed tray, and the Keyboard screen is displayed.
- In the manual bypass mode, the Keyboard screen is displayed when [Abort] is pressed.



**11** Check the other OCR information and images.

You can use the following keys to check the other scanned OCR information and images:

- : Enlarges the currently displayed image.
- : Reduces the currently displayed image.
- : Rotates the currently displayed image 90° to the left.
- : Rotates the currently displayed image 90° to the right.
- : Shifts the image to the left and right if it does not fit on the screen.
- : Shifts the image up and down if it does not fit on the screen.
- [Next] : Enabled when there are multiple areas. Press to display the next area.
- [Prev] : Enabled when there are multiple areas. Press to display the previous area.

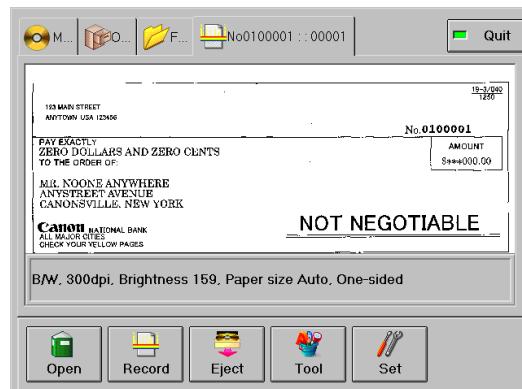
**12** Press [End].

The Main screen and the recorded image is displayed.



#### NOTE

If there is a system error during a scan, be sure to confirm that the document has been recorded correctly. If the document was not recorded properly, scan the document again.



## Confirming Text Recognition

You can confirm the character recognition of scanned Barcodes, MICR, and OCR information.

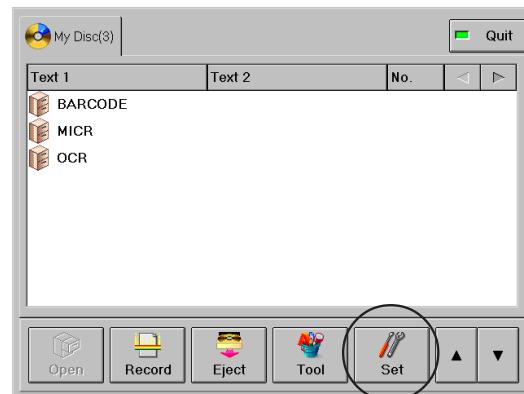
### ■ Confirming Text Recognition

**1** Display the Main screen.

**2** Insert the disc on which the document was recorded.

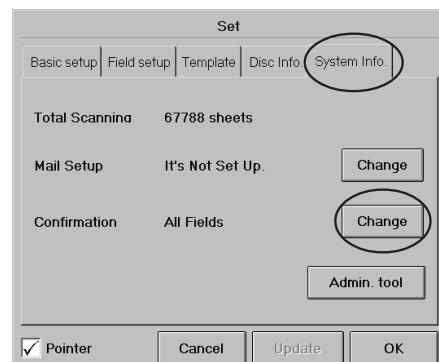
**3** Press [Set].

The Set screen is displayed.



**4** Press the System Info. tab → press [Change] next to Confirmation.

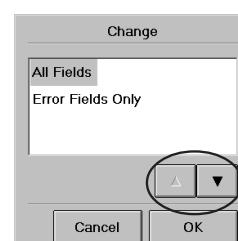
The Confirmation screen is displayed.



**5** Press [▼] or [▲] to select the fields you want to confirm.

[All Fields] : Confirms text recognition of all fields including fields that have already been recognized.

[Error Fields Only] : Confirms text recognition of only the fields where scanning errors have occurred.



**6** Press [OK].

The System Info. screen is displayed.



**NOTE**

If you press [Cancel], text recognition confirmation is not set.

**7** Press [OK].

The Main screen is displayed.



**NOTE**

To make another setting, press [Update].

## ■ Checking the Recognition Result

**1** Select the file to be confirmed.

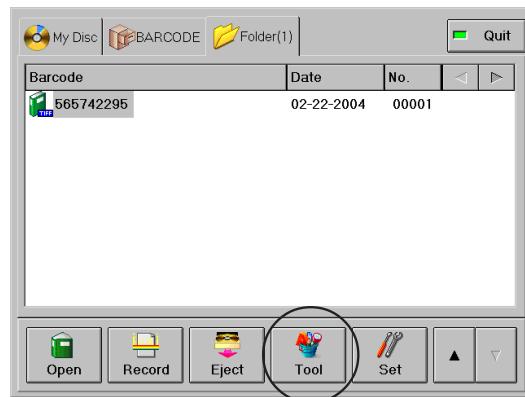
**2** Press [Tool].

The Tool box screen is displayed.



**NOTE**

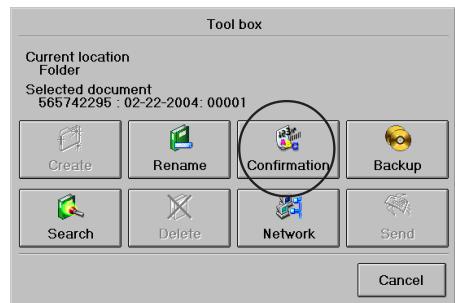
When a scanned image contains OCR, MICR, or barcode information, [Confirmation] is displayed on the Tool box screen.



## Chapter 3. Recording Using the Input Support Functions

### 3 Press [Confirmation].

An image of the selected area and the Keyboard screen containing the recognized keyword are displayed.



### 4 If necessary, correct the file name.

Compare the data and the image on the screen. If they do not match, you can correct them with the keyboard.

For details on how to use the keyboard, see "How to Use the Keyboard Screen," on p.11. You can also use the following keys:

[Next] : Displays the keyword assigned to the next field.

[Prev] : Displays the keyword assigned to the previous field.

[End] : Ends the checking of recognition results.

### 5 Press [End].

The Main screen is displayed.

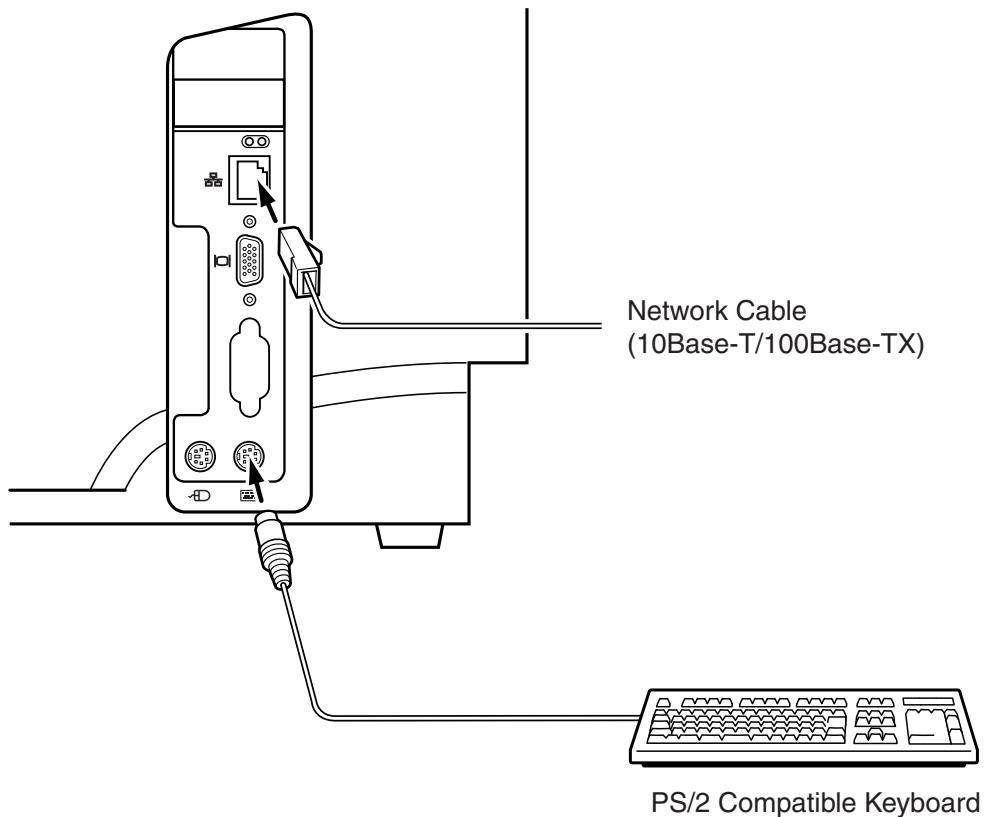
## Connecting the CD-4070NW to a Network

After the CD-4070NW is connected to the network, data can be recorded on a personal computer that is attached to the network. Data can also be transferred as an attachment to an e-mail message, and then recorded.

When the CD-4070NW is connected to the network, specific network settings must be enabled according to the network environment. Therefore, only the network system administrator should perform the connection of the CD-4070NW to the network and its related settings.

## Connecting the Network Cable and Keyboard

Before turning ON the power, connect the network cable (10Base-T/100Base-TX) and the keyboard (PS/2 compatible) to perform the network settings, as shown below.



### NOTE

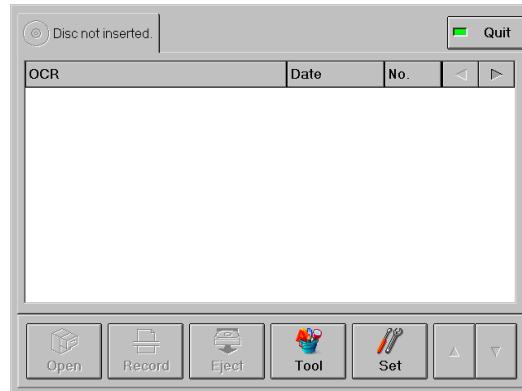
- Be sure to connect a keyboard before turning ON the power.
- A keyboard can be used to enter characters when the network is not in use.

## Setting Up the Network

Only the network system administrator should make these settings.

**1** Connect the network cable and the keyboard, and then turn the power ON.

The Main screen is displayed.

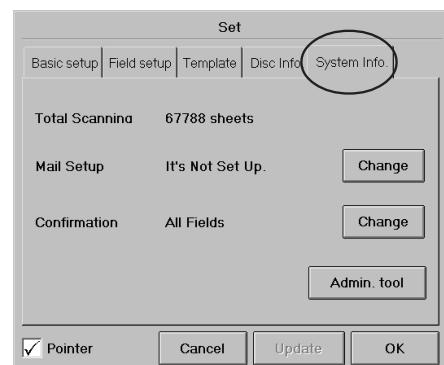


**2** Press [Set].

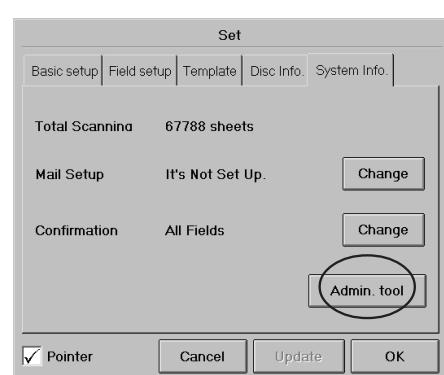
The Set screen is displayed.

**3** Press the [System Info.] tab.

The System Info. screen is displayed.



**4** Press [Admin. tool].



**5** Press [Change].

The System Properties screen is displayed.

**⚠ CAUTION**

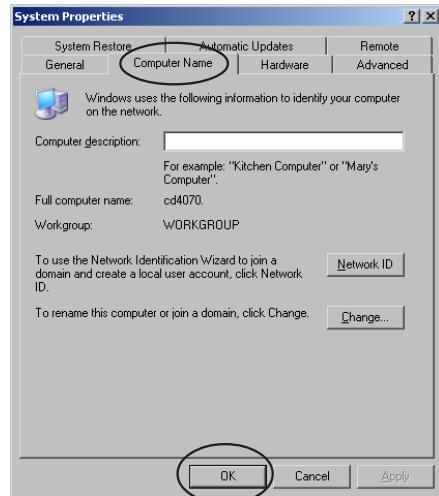
Do not make any settings except for those on the [Computer Name] tab. Making other settings may cause malfunctions to occur.

**6** Press the [Computer Name] tab, and make the desired settings for the network or user account → press [OK].

The Administration tool screen is displayed.

**IMPORTANT**

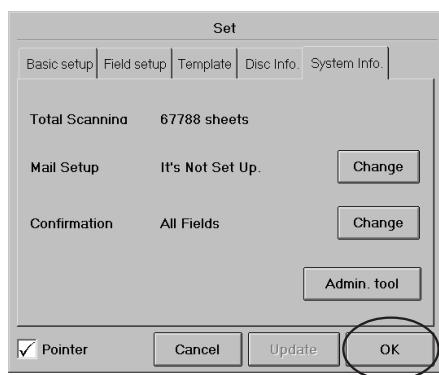
The network settings you set may influence the entire network. Only the network system administrator should make these settings.

**7** Press [OK] on the Administration tool screen when the settings are completed.

A message requesting that you restart your computer appears after you have changed the network settings. If this happens, press [No] to continue working, or press [OK] to end work on the CD-4070NW.

**8** If you selected [NO] in step 7, press [OK] on the System Info. screen.

The Main screen is displayed.



## Recording to Shared Folders

You can use the network to record data to shared folders that have been opened on the network. Contact the administrator of the computer on which the shared files have been opened so that you may access the shared folders.



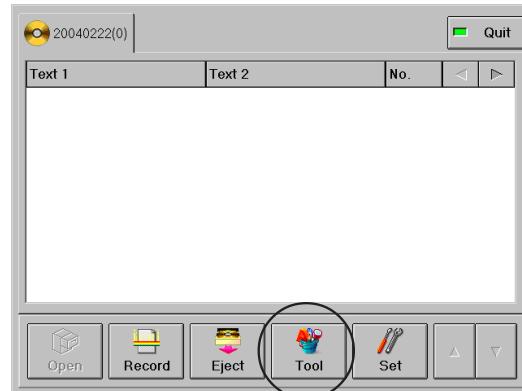
### NOTE

- Documents are not recorded to the CD-R disc even if one is inserted in the drive.
- Backup data is not created for documents that are recorded to shared folders.
- You can record additions to documents that have been recorded to shared files.

**1** Display the Main screen.

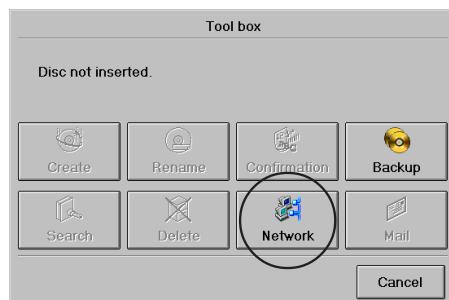
**2** Press [Tool].

The Tool box screen is displayed.

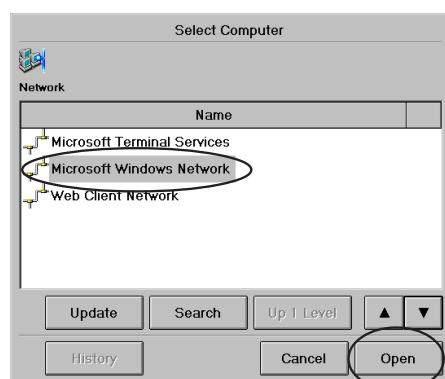


**3** Press [Network].

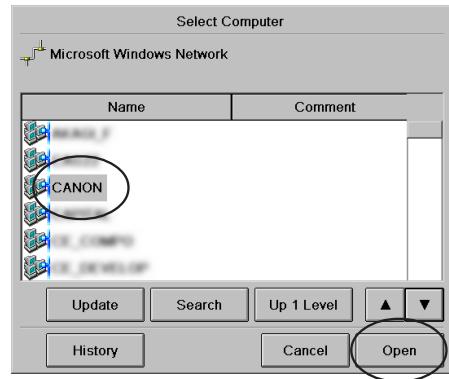
The Select Computer screen is displayed.



**4** Select [Microsoft Windows Network] → press [Open].



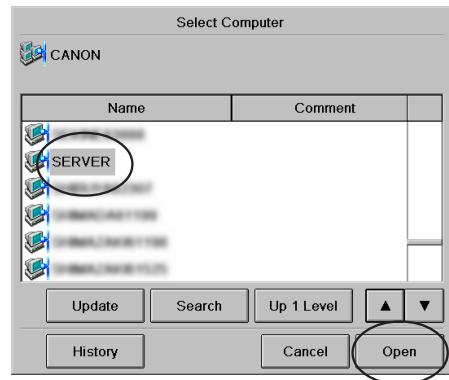
**5** Select a workgroup, and press [Open].  
The computers related to the selected workgroup are displayed.

**NOTE**

The Account and Password screen is displayed when a password has been set for the desired computer or shared folder. Press [Change], and enter the account and password that have been set for the shared folder.



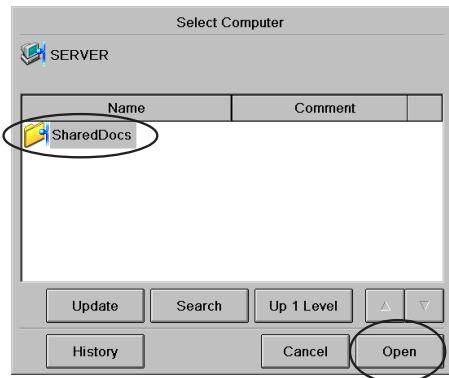
**6** Select a computer, and press [Open].  
The shared folders are displayed.



**7** Select a shared folder, and press [Open].  
The shared folder is connected.

**NOTE**

- Press [Search] to enter a computer name that is connected.
- Press [History] to display the history of a shared folder.



**8** Create a cabinet or a folder. (See “Making Cabinets or Folders,” on p.41.)

**9** Set the fields. (See “Field Setup,” on p.33.)

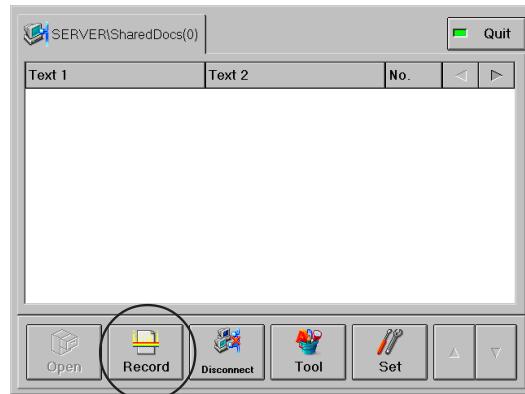
### 10 Press [Record].

Recording starts, and the Main screen is displayed.



#### NOTE

Documents are recorded to the hard drive, and are not recorded to the CD-R disc even if one is inserted in the CD-4070NW.



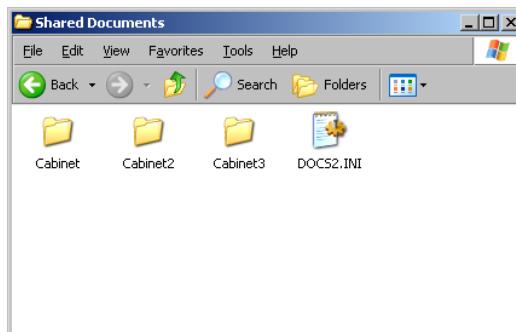
### 11 When recording is finished, press [Disconnect] to disconnect from the network.

Connection to the network is broken, and the Main screen is displayed.

## Accessing Data in Shared Folders

On a personal computer, a folder that is created in a shared folder has the same name as the cabinet created in the CD-4070NW. Also, a file whose name is “Docs2.ini” is created in each shared folder, cabinet and folder in which fields are set on the CD-4070NW. For more information, see “Field Setup,” on p.33.

For details on viewing recorded data on the CD-4070NW, see “Viewing CD-4070NW Discs,” on p.114.



#### CAUTION

Important information, such as fields set on the CD-4070NW is recorded in “Docs2.ini”. If this file is deleted, the field information of the previous data recording is not displayed if data is recorded to the same shared folder on the CD-4070NW.

# Chapter 5 E-mail Functions

If e-mail (Internet mail) is available via the network in your environment, scanned documents can be directly transferred via e-mail.

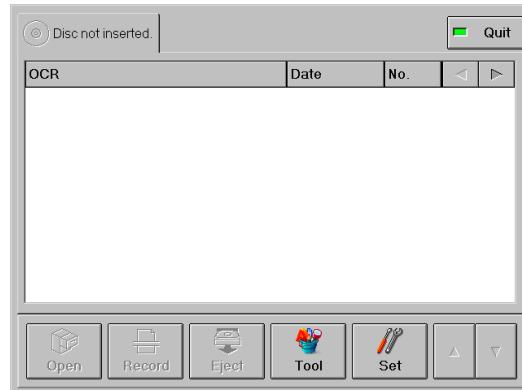
## Basic E-mail Settings

Set the mail server (SMTP server) to enable e-mail, the sender information, and file size. You can only send e-mail messages from the CD-4070NW. The CD-4070NW does not support incoming data via e-mail.

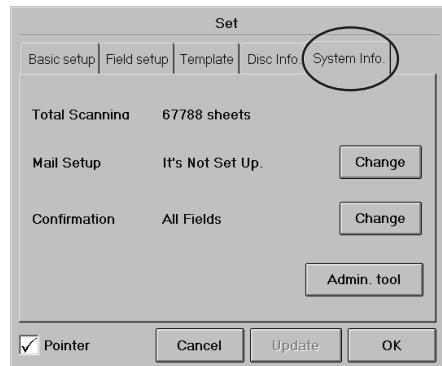
### **IMPORTANT**

E-mail settings should only be made by the mail system administrator.

- 1 Check to make sure that the network cable is connected, and then turn ON the power.  
The Main screen is displayed.

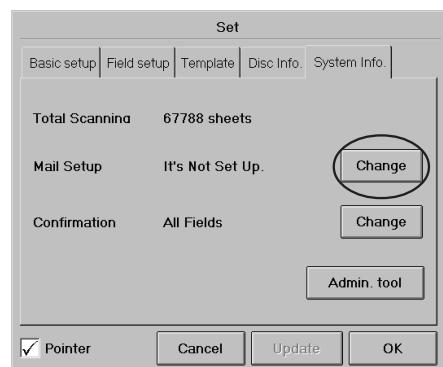


- 2 Press [Set].  
The Set screen is displayed.
- 3 Press the [System Info.] tab.  
The System Info. screen is displayed.



4 Press [Change] for Mail Setup.

The Mail Setup screen is displayed.

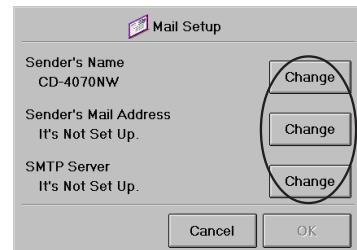


5 Select an item to set → press [Change] next to the desired item.

Sender's Name: Set the sender's name.

Sender's Mail Address: Set the sender's e-mail address.

SMTP Server: Set the SMTP server address.



### NOTE

Set the mail address registered in the SMTP server for “Sender’s Mail Address”. When there is a reply from those who received the mail from the CD-4070NW, it is sent to the mail address set here.

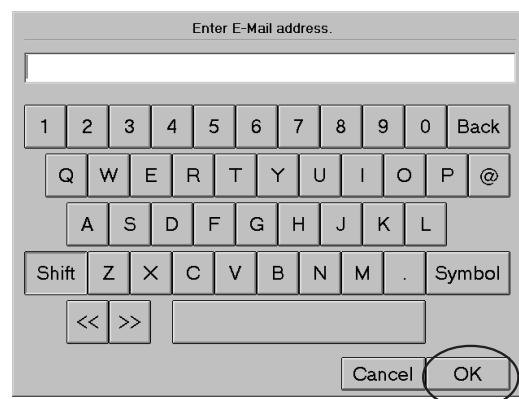


### IMPORTANT

Mail settings cannot be returned to their default settings (no setting) once mail settings have been made.

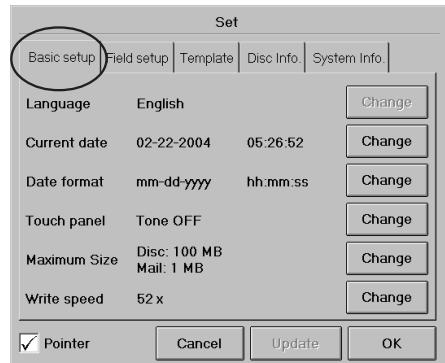
6 Enter the sender's name, e-mail address, and SMTP Server address using the Keyboard screen that appears → press [OK].

The System Info. screen is displayed.



7 Press the [Basic setup] tab.

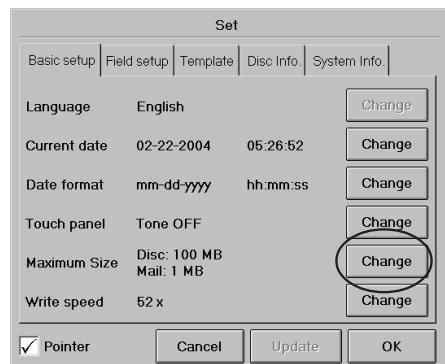
The Basic setup screen is displayed.



8 Press [Change] for Maximum Size.

The Maximum Size screen is displayed.

The maximum size current set is highlighted.



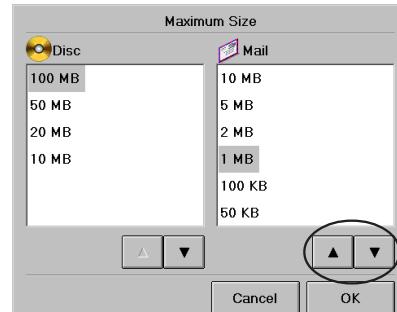
9 Press [ $\Delta$ ] or [ $\nabla$ ] to select the maximum data size of the e-mail.

The selected maximum data size is highlighted.



### IMPORTANT

The maximum data size setting may influence your mail system. Therefore, this setting should only be made by the mail system administrator.



10 Press [OK].

The Basic setup screen is displayed.

11 Press [OK].

The Main screen is displayed.

## Chapter 5. E-mail Functions

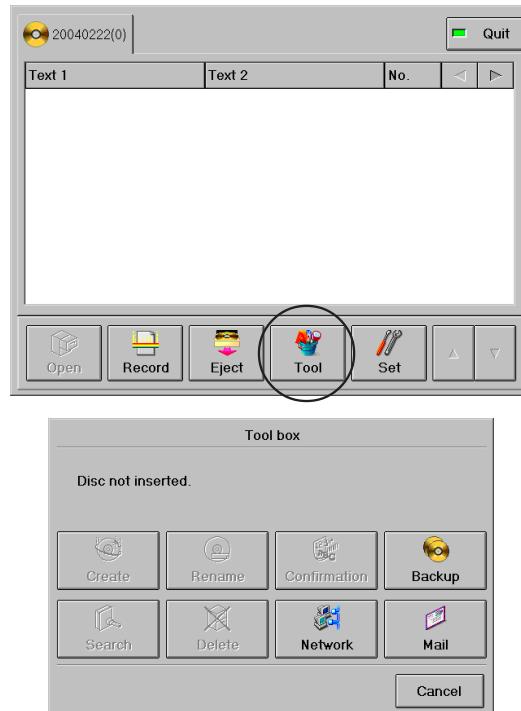
### 12 Press [Tool].

The Tool box screen is displayed.



#### NOTE

When the Mail settings are complete, [Mail] is enabled in the toolbox.



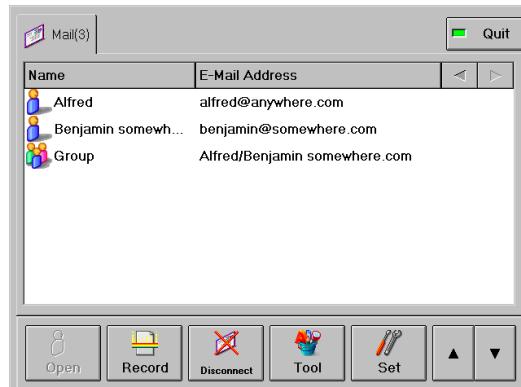
### 13 Press [Mail].

If an e-mail address has been registered, the e-mail address appears in the window.



#### NOTE

Press [Disconnect] to return to the Main screen.



## E-mail Addresses

You can register or modify an e-mail address.



### NOTE

You must register an e-mail address before you can send an e-mail message.

## Registering E-mail Addresses and Distribution Lists

You can register up to 500 e-mail addresses and distribution lists.

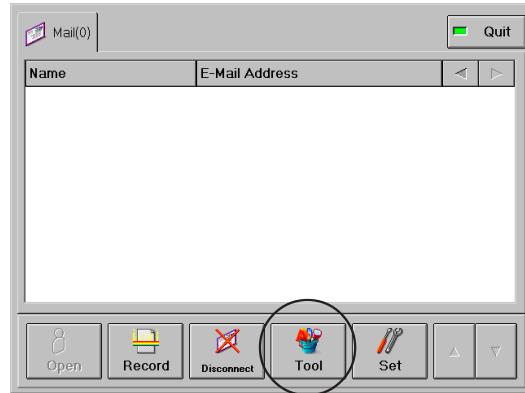
- 1 On the Main screen, press [Tool] → [Mail] to display the Mail screen.



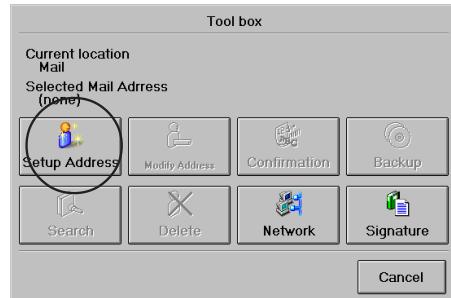
### NOTE

If an e-mail address has been registered, the e-mail address is displayed in the window.

- 2 Press [Tool].  
The Mail Tool box screen is displayed.



- 3 Press [Setup Address].  
The Select Registration screen is displayed.



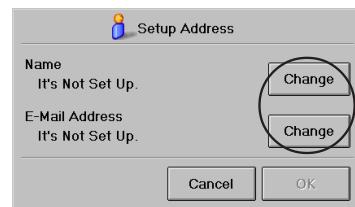
- 4 Select [Mail Address] or [Distribution List] → press [OK].



## Chapter 5. E-mail Functions

### ● If you select [Mail Address]:

- Press [Change] to the right of Name or E-mail Address.

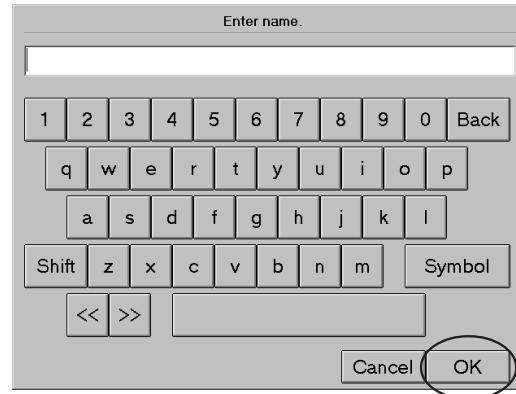


- Enter the name or e-mail address using the keyboard screen that appears → press [OK].

#### NOTE

If the name contains a “,” (comma), transmission errors may occur. Please make sure that the name does not contain a “,” (comma).

The Setup Address screen is displayed.



### ● If you select [Distribution List]:

#### NOTE

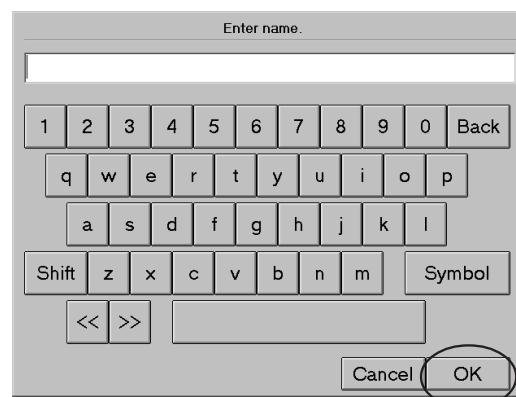
You can create distribution lists only when e-mail addresses have been registered. Make sure to register e-mail addresses first before performing this procedure.

- Press [Change] to the right of Name.

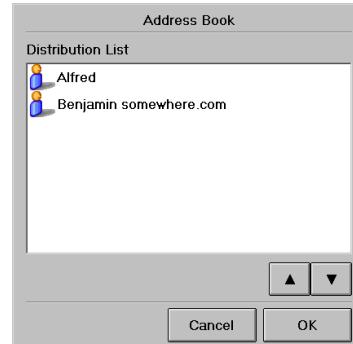


- Enter the name of the distribution list using the keyboard screen that appears → press [OK].

The Setup Address screen is displayed.



□ Press [Change] to the right of Distribution List.  
 The Address Book screen is displayed.

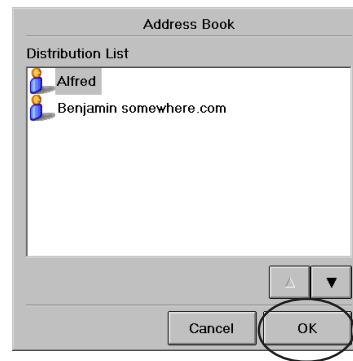


□ Select the distribution destinations → press [OK].



**NOTE**  
 To select two or more distribution destinations, press them directly with your finger or you can press [ $\blacktriangle$ ] or [ $\blacktriangledown$ ] to select one destination at a time.

The Setup Address screen is displayed.



**5** Press [OK].

The Mail screen is displayed.

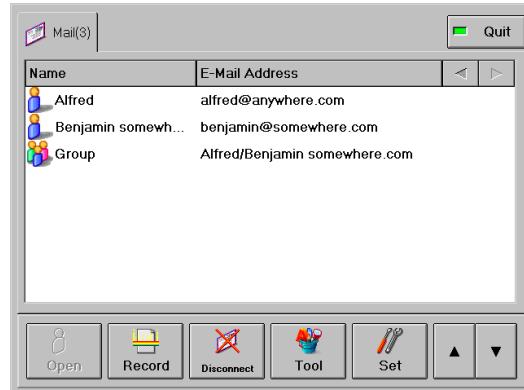
**6** Press [Disconnect] to return to the Main screen.

## Modifying/Deleting E-mail Addresses and Distribution Lists

Registered e-mail addresses and distribution lists can be modified or deleted.

### 1 Display the Mail screen.

If necessary, see the procedure in “Registering E-mail Addresses and Distribution Lists,” on p.91. The registered e-mail addresses and distribution lists are displayed in the window.



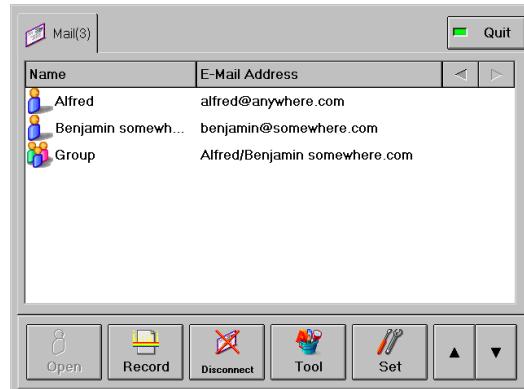
### 2 Select an e-mail address or distribution list to modify or delete.

The selected e-mail address or distribution list is highlighted.



#### NOTE

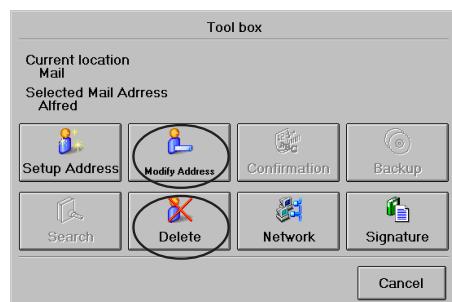
Only one address can be modified or deleted at a time.



### 3 Press [Tool].

The Mail Tool box screen is displayed.

### 4 Press [Modify Address] or [Delete].



● If you select [Modify Address]:

□ Press [Change] to the right of Name.

The Keyboard screen is displayed.



Modify Address Screen



Modify Distribution List Screen

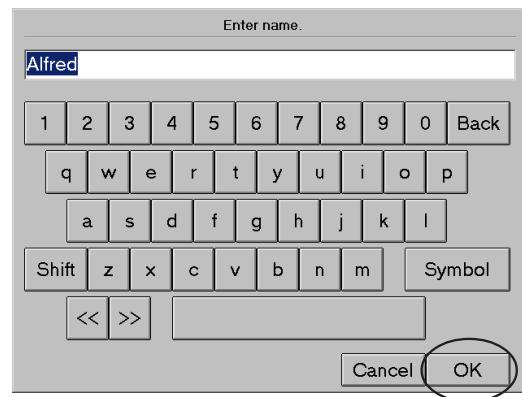
□ Modify the name as required → press [OK].



**NOTE**

If you press [Cancel], the name is not modified, and the Modify Address screen is displayed.

The Modify Address screen is displayed.



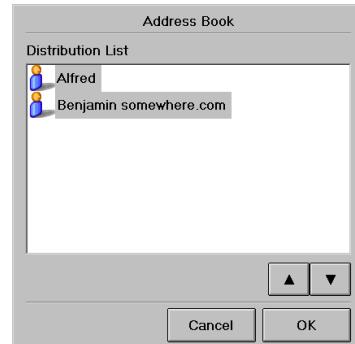
□ Press [Change] to the right of E-Mail Address or Distribution List.

If you want to modify the e-mail address, the Keyboard screen is displayed.



## Chapter 5. E-mail Functions

If you want to modify the distribution list, the Address Book screen is displayed.



- Modify the e-mail address or distribution list as required → press [OK].

The Modify Address screen is displayed.

- Press [OK].

The Mail screen is displayed.

- If you select [Delete] in step 4:

- The Delete screen is displayed → press [OK].



The e-mail address or distribution list you selected is deleted, and the Mail screen is displayed.

## Registering Your Signature

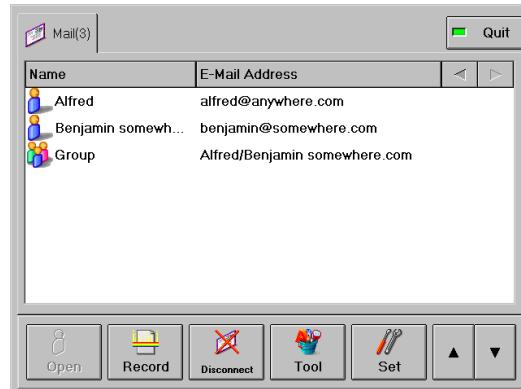
You can register/modify your signature that accompanies your e-mail.

The registered signature is always attached to the e-mail messages you send from the CD-4070NW. If you do not want to attach your signature, you must delete it.

### 1 Display the Mail screen.

If necessary, see the procedure in “Registering E-mail Addresses and Distribution Lists,” on p.93.

The registered e-mail addresses and distribution lists are displayed in the window.

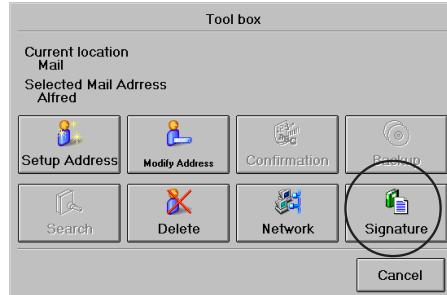


### 2 Press [Tool].

The Mail Tool box screen is displayed.

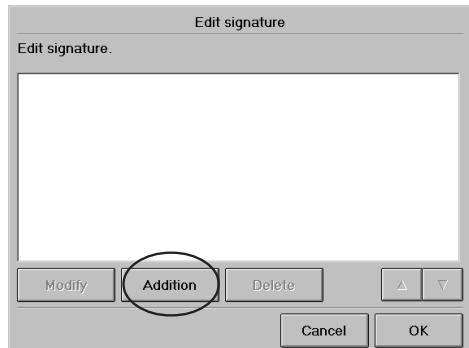
### 3 Press [Signature].

The Edit signature screen is displayed.



### 4 Press [Addition].

The Keyboard screen is displayed.

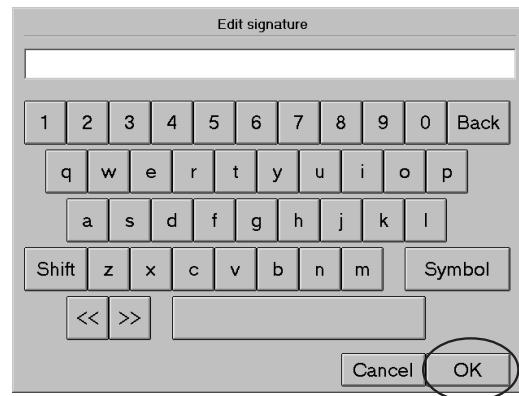


5 Enter your signature → press [OK].



### NOTE

Each line of your signature can hold up to 72 characters.



The Edit signature screen is displayed.

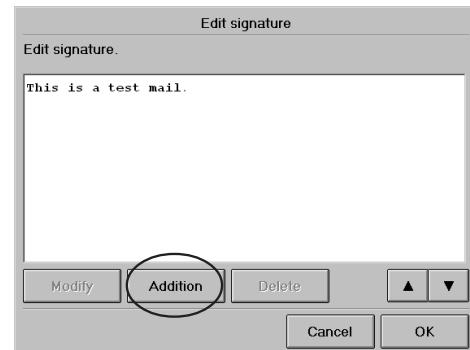
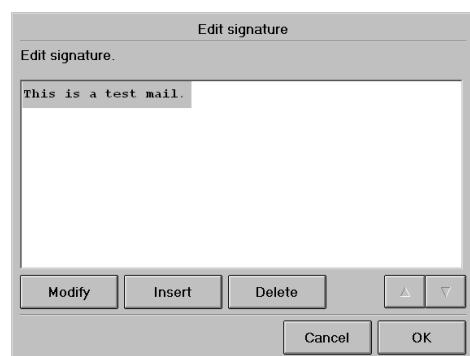
When text is selected, you can edit the text using the following:

- [Modify]: Modifies the currently selected line of text.
- [Insert]: Inserts text before the currently selected line of text.
- [Delete]: Deletes the currently selected line of text.

Touch outside the text (in the white space of the window) to cancel the text selection.

When no text is selected, press [Addition] to add a line of text after your signature.

Edit the signature in the same way as described in steps 3 to 5.



6 Press [OK] on the Edit signature screen.

The Mail screen is displayed.

## Sending Documents via E-mail

There are two ways to e-mail documents; e-mailing documents directly without recording them to the disc, and e-mailing documents that have been previously recorded.

### Sending E-mail Messages Directly

**1** Display the Mail screen.

If necessary, see the procedure in “Registering E-mail Addresses and Distribution Lists,” on p.91.

The registered e-mail addresses and distribution lists are displayed in the window.

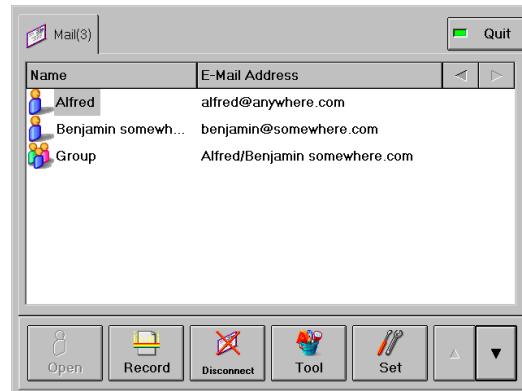
**2** Select the address to which you want to send the document.

The address you select is highlighted.



**NOTE**

- You can touch a name with your finger or press [▲] or [▼] to select an e-mail address. To cancel a selection, press the selected name again.
- You can select multiple destinations by pressing the desired destinations with your finger. Pressing [▲] or [▼] enables you to select only one destination at a time.
- To cancel multiple selections, quickly press any part of the screen other than the address area twice.
- Be sure to confirm the selected addresses before pressing [Record].



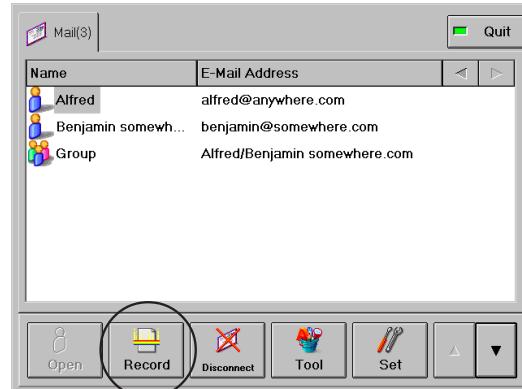
**3** Press [Record] to record the document.

When recording is finished the Mailing confirmation screen is displayed.



**NOTE**

When you select two or more addresses, all of the selected addresses are not displayed in the “Mailing confirmation screen”.



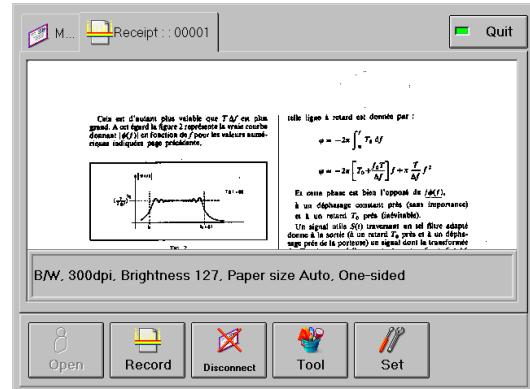
### 4 Press [Send].

The Mail screen is displayed.



#### NOTE

- If you do not want to send, press [Delete].
- Press [Record] → return to step 3, and you can send the same document to the same destination repeatedly.
- If you press the [Mail] tab, the E-Mail Address screen is displayed, and all the selected addresses are cancelled.
- When a document is separated into multiple files with the Batch Separation Function, the number of e-mail messages sent is the same as the number of files into which the document was separated.



### 5 Press [Disconnect].

The Main screen is displayed.

## Sending Previously Recorded Documents via E-mail



#### NOTE

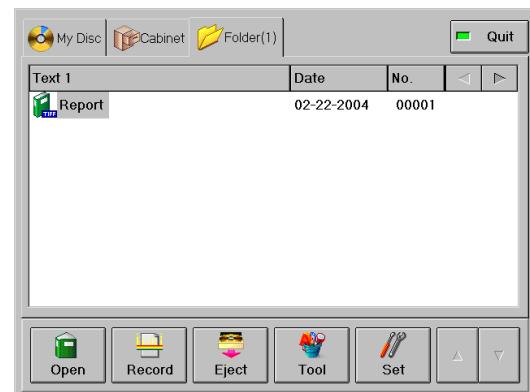
Documents that have been backed up and saved in the CD-4070NW cannot be sent by e-mail.

### 1 Display the Main screen.

### 2 Insert the disc on which the document has been recorded.

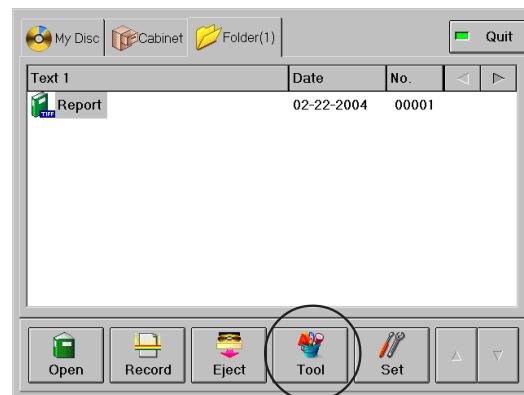
### 3 Select a document.

The document you select is highlighted.



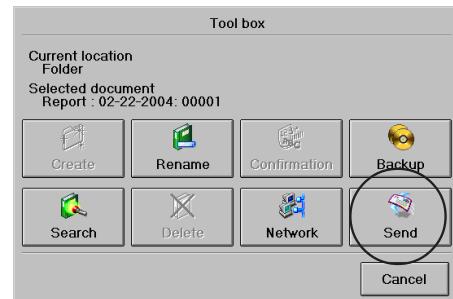
**4** Press [Tool].

The Tool box screen is displayed.



**5** Press [Send].

The addresses registered in the address book are displayed.



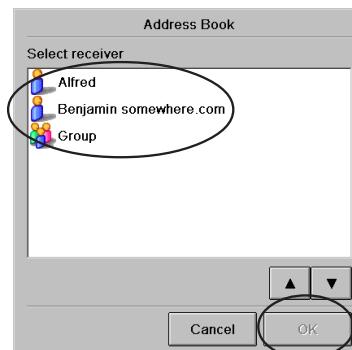
**6** Select the address to which you want to send the document → press [OK].

The address you select is highlighted, and the Mailing Confirmation screen is displayed.



**NOTE**

Be sure to confirm the selected addresses before pressing [OK].



**7** Press [OK] to send your document.

The Mail screen is displayed.



**NOTE**

If you do not want to send your document, press [Cancel].



## Searching for Documents

You can search for recorded documents by entering a keyword, text string, date created, or other criteria. This section describes the procedure for conducting a search.



### NOTE

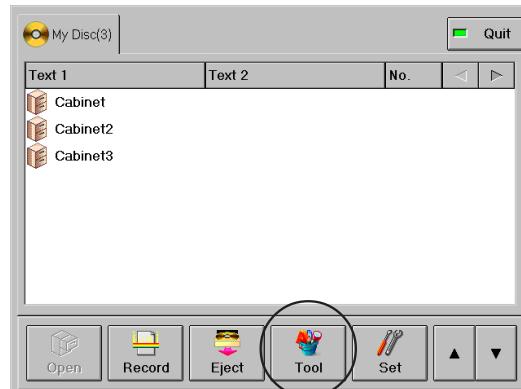
- Backup data saved in the CD-4070NW cannot be searched.
- You can only search by a character string if the document has been saved in PDF format.
- The CD-4070NW search function uses the operating system's indexing service. Therefore, when trying to search a disc just after inserting it when the index was cleared (e.g., due to a power outage), it is necessary to wait until the index finishes being built.
- Indexes are rebuilt automatically while the CD-4070NW is in standby mode. No message is displayed indicating indexes are being rebuilt, so do not operate the CD-4070NW while waiting

**1** Display the Main screen.

**2** Insert the disc containing the documents to search.

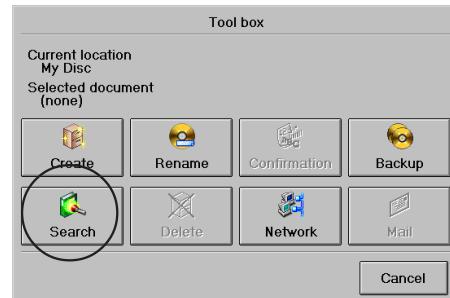
**3** Press [Tool].

The Tool box screen is displayed.

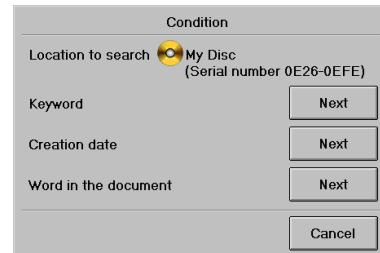


**4** Press [Search].

The Search Condition screen is displayed.

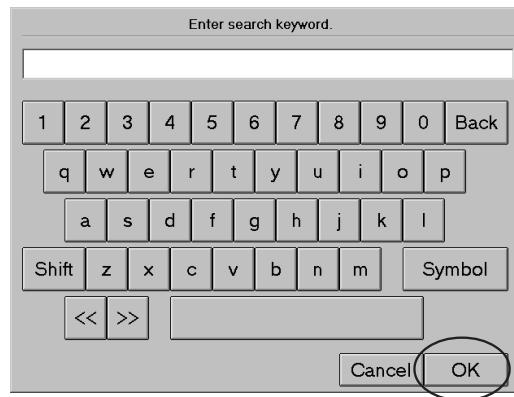


**5** Select the search criteria (Keyword, Creation date, Word in the document).



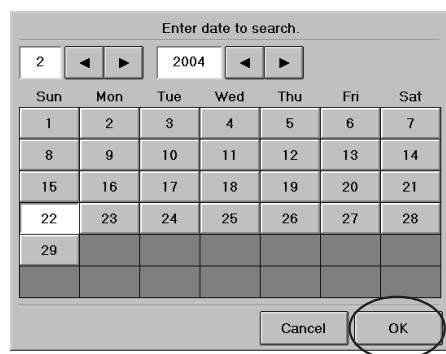
● If you select [Keyword]:

- Press [Next] to the right of Keyword.
- Enter a name for which to search → press [OK].



● If you select [Creation date]:

- Press [Next] to the right of Creation date.
- Select the year, month, and day for which to search → press [OK].



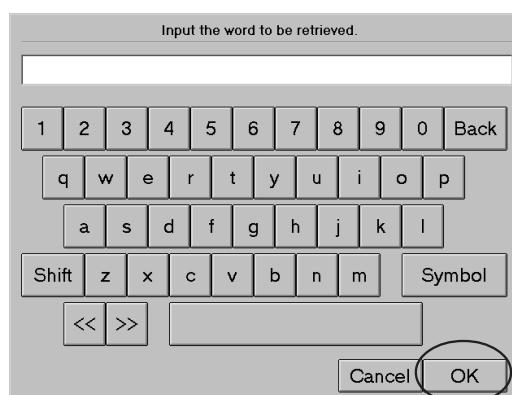
● If you select [Word in the document]:

- Press [Next] to the right of Word in the document.
- Use the keyboard to enter the desired word for which to search → press [OK].



**NOTE**

The Windows search screen and search function varies depending on the Windows operating system you are using. For details on the search function, see the manual or Help screen for your Windows operating system.



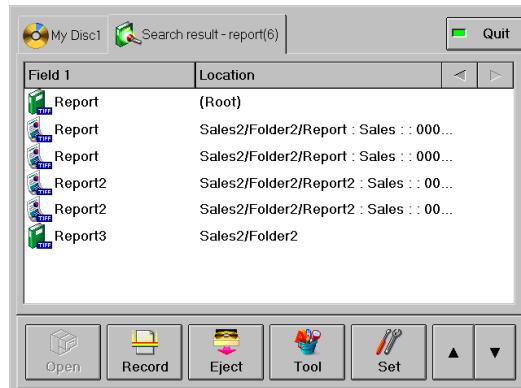
## Chapter 6. Other Functions

The search is done according to the conditions entered. When the search ends, a list of documents, folders and cabinets is displayed.



### NOTE

When you carry out a keyword search, no distinction is made between upper and lower case characters.



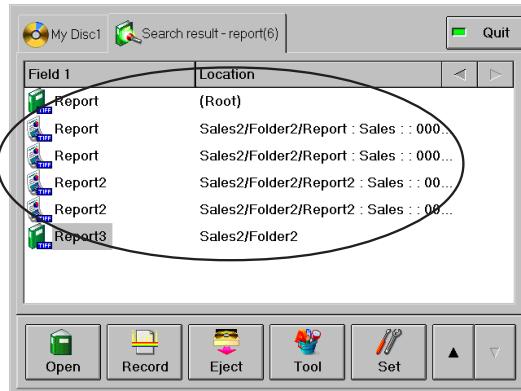
## 6 Select the desired document.

The selected document is highlighted.



### NOTE

- Continuous recording is enabled for documents that are saved in shared files on the network and documents that have not been saved to a disc. Continuous recording cannot be done to documents that have been written to a disc.
- You can continue recording only to multiple sheets/job in the “Search results screen” and not to one sheet/jobs. New jobs cannot be performed to both multiple sheets/job and one sheet/jobs from this procedure.



## 7 Press [Record].

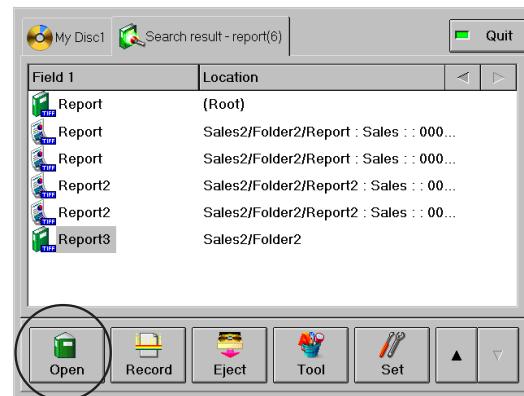


### NOTE

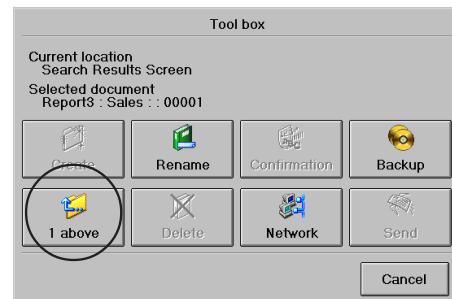
- The message below is displayed if a document that has been written to a disc is selected.



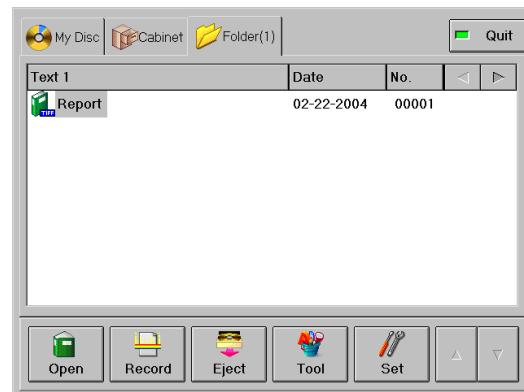
8 To open a cabinet or folder containing the searched document, select the cabinet or folder from the Search results screen → press [Open]. The selected document is highlighted.



9 Press [Tool] → [1 above].



The cabinet or folder containing the selected document opens.



## Making Templates

Templates are used for saving and reproducing filing structures. They enable you to easily make new discs with the same file structure when the original disc becomes full.

### NOTE

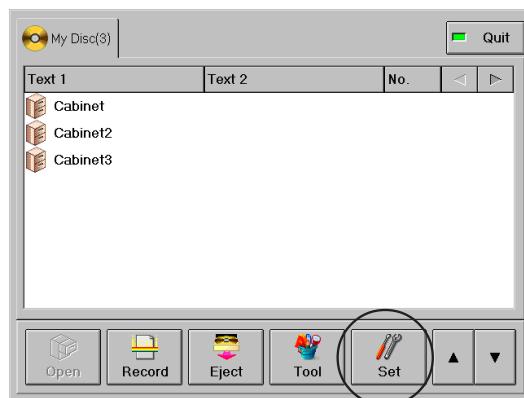
- Templates store the hierarchy of the inserted disc, field setup, and keyword list. They do not store documents.
- A maximum of 50 templates can be created.

**1** Display the Main screen.

**2** Insert the disc containing the structure you want to save.

**3** Press [Set].

The Setup screen is displayed.

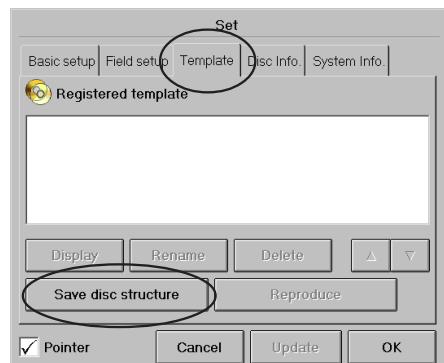


**4** Press the [Template] tab → press [Save disc structure].

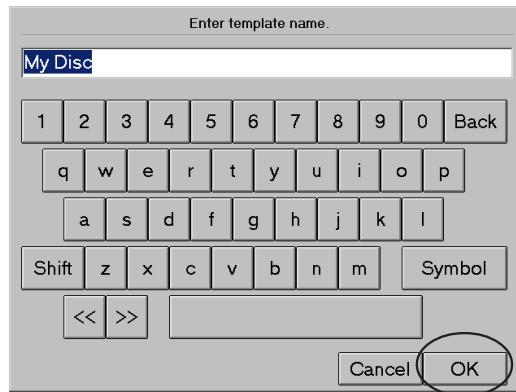
The Keyboard screen is displayed.

### NOTE

The same name as the disc name appears as the default template name. If the disc has not been given a name, the default template name is “TEMPLATE.”



**5** Enter the template name → press [OK].  
 The template name can contain up to 11 characters.  
 The structure of the currently inserted disc is saved as a template.

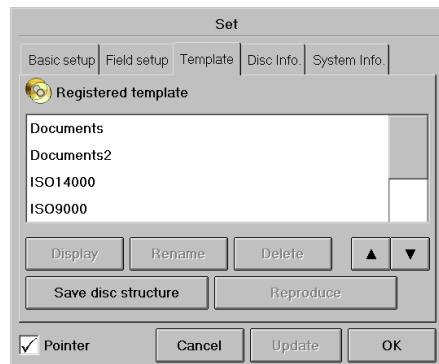


## Using Templates

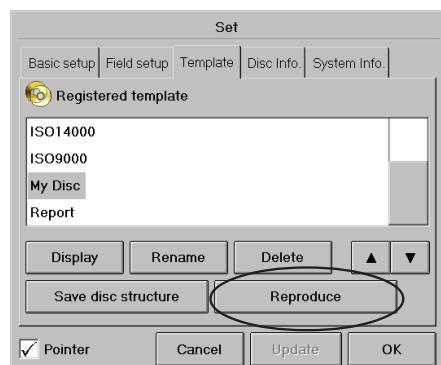
**1** Insert the disc containing the template you want to reproduce.

**2** Display the Template screen.

If necessary, see steps 3 and 4 of “Making Templates,” on p.106.



**3** Select the template that you want to use → press [Reproduce].



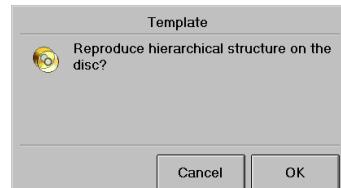
The screen below is displayed to confirm that you want the template to be reproduced.



### NOTE

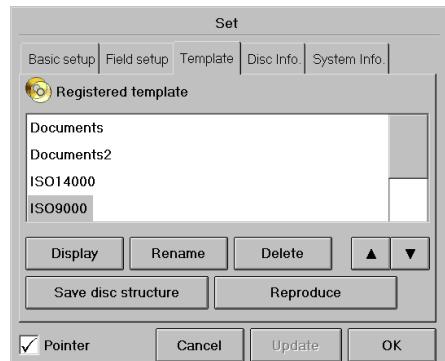
If the hierarchy for the cabinets and folders on the disc that is in the drive has already been created, the template for the cabinet and folder hierarchy that was selected for the disc template is added.

Press [OK] if you want to add the hierarchy.



#### 4 Press [OK] to reproduce the hierarchy.

When reproduction is complete, the Template screen is displayed, and the name of the template is used as the disc name.



### NOTE

- You can enter up to 11 characters for the disc name. If the name of the template exceeds 11 characters, only 11 characters are reproduced.

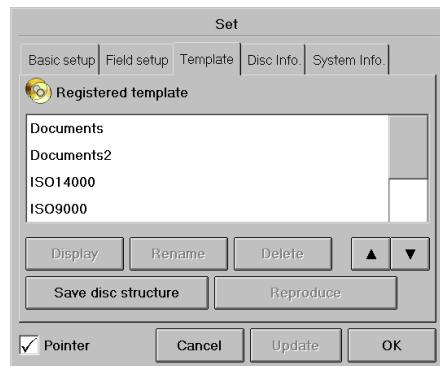
Example: Admin service (13 characters) → Admin servi  
Audits & legislative (19 characters) → Audits & le  
Legal & legislative (19 characters) → Legal & leg

- Template names can be changed.  
(See "Changing Template Names," on p.110.)
- If you press [Cancel], the template is not reproduced.

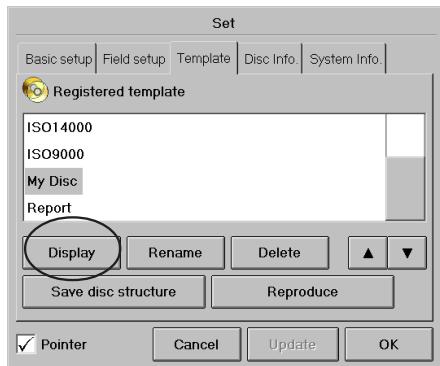
## Displaying the Content of Templates

### 1 Display the Template screen.

If necessary, see steps 3 and 4 of “Making Templates,” on p.106.



### 2 Select the template you want to display → press [Display].



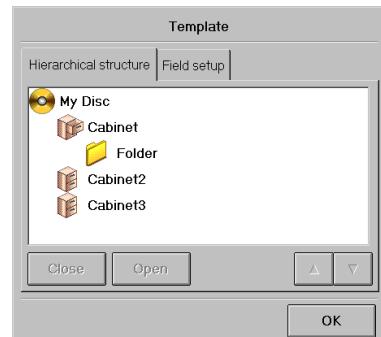
The contents of the selected template are displayed.

#### ● If the [Hierarchical structure] tab is selected:



##### NOTE

- The contents of the template can be viewed by pressing [▲] or [▼].
- Press [Open] to open a selected cabinet.
- Press [Close] to close a selected cabinet.

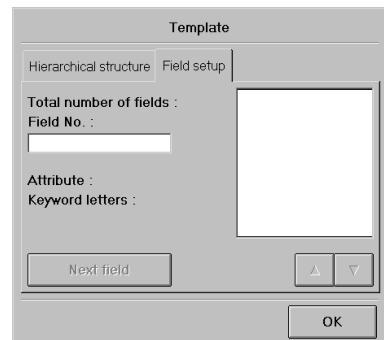


● If the [Field setup] tab is selected:



### NOTE

- The hierarchy setting that was selected in the Hierarchical structure screen is displayed in the Field setup screen.
- The contents of the keyword list can be viewed by pressing [▲] or [▼].
- Press [Next field] to display the contents of the next field.
- If a template does not contain a field setup, the [Field setup] tab is not displayed.



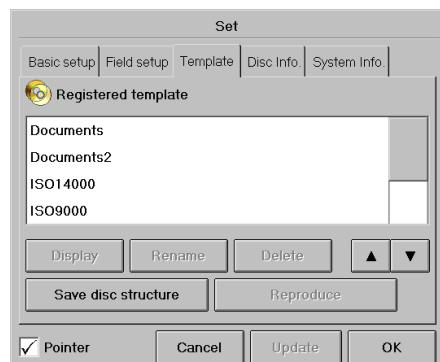
**3** Press [OK].

The Template screen is displayed.

## Changing Template Names

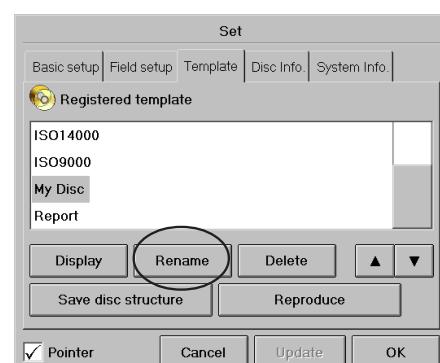
**1** Display the Template screen.

If necessary, see steps 3 and 4 of “Making Templates,” on p.106.



**2** Select the template name you want to change → press [Rename].

The Keyboard screen is displayed.



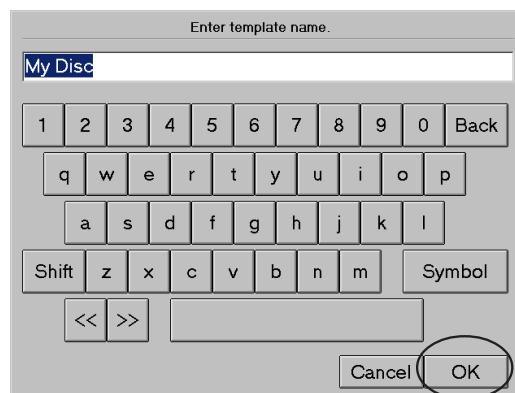
3 Enter the new name → press [OK].

The Template screen is displayed.



**NOTE**

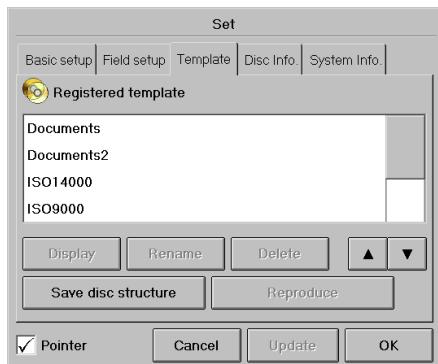
If you press [Cancel], the name is not changed.



## Deleting Templates

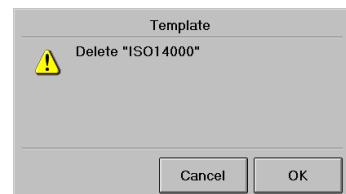
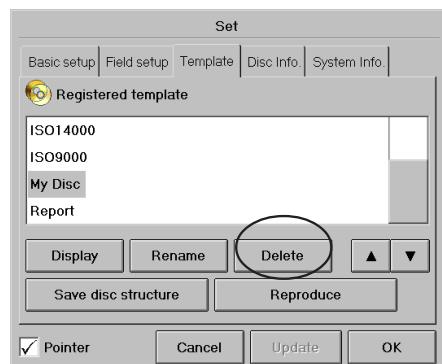
1 Display the Template screen.

If necessary, see steps 3 and 4 of “Making Templates,” on p.106.



**2** Select the template that you want to delete → press [Delete].

The screen to confirm if you want to delete the selected template appears.



**3** Press [OK].

The Template screen is displayed.

**NOTE**

If you press [Cancel], the template is not deleted.

## Viewer Applications

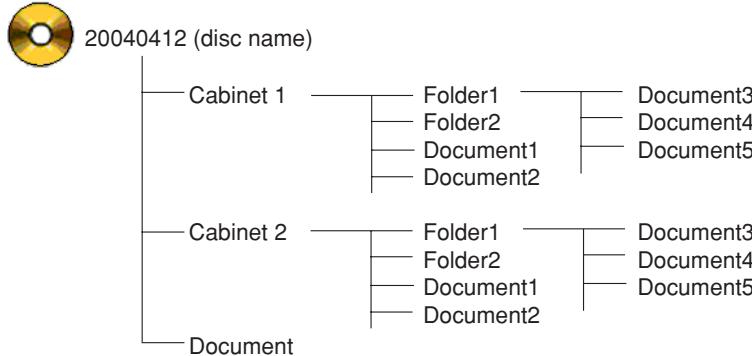
To view documents that have been created by the CD-4070NW on your computer, you will need software that supports the file format. You can open standard files with your Windows operating system to view TIFF and JPEG files. However, to view PDF files, you will need Adobe Reader or Acrobat Reader from Adobe Systems Incorporated.

<b>File Format</b>	<b>Compatible Application</b>
[TIFF]	Imaging (Windows 98, ME, 2000) Windows Images and FAX Viewer (Windows XP)
[JPEG]	Internet Explorer
[PDF]	Adobe Reader, Acrobat Reader, etc.

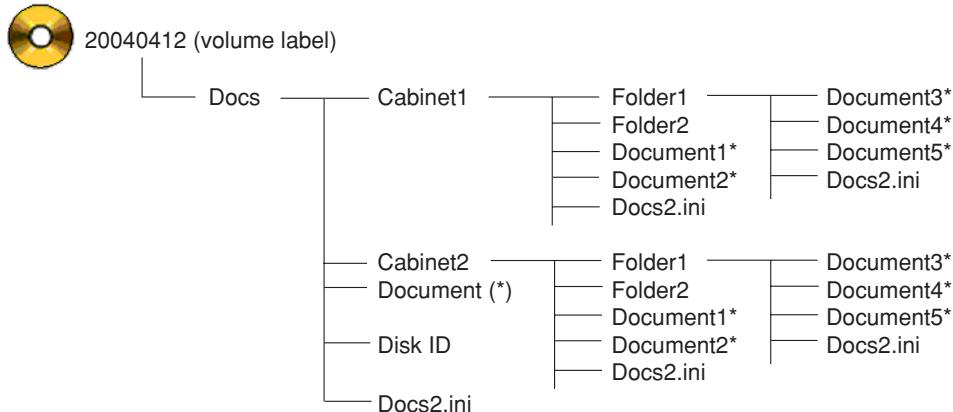
## Viewing CD-4070NW Discs

The hierarchy for CD-4070NW discs when viewing them on a computer is as shown below.

### ● Hierarchy of discs on the CD-4070NW



### ● Hierarchy of discs opened on a computer



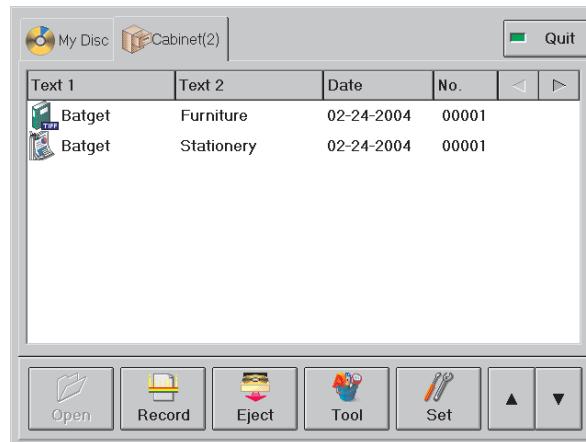
When you open the disc on the CD-ROM drive of a computer, there is a folder named “Docs” and, in the Docs folder, there is a CD-4070NW cabinet and folder with the same name.

\* When viewing documents on a computer, the files are named with the keyword that was set when they were recorded. (See “How to View CD-4070NW Documents on a Computer,” on p. 115.)

## How to View CD-4070NW Documents on a Computer

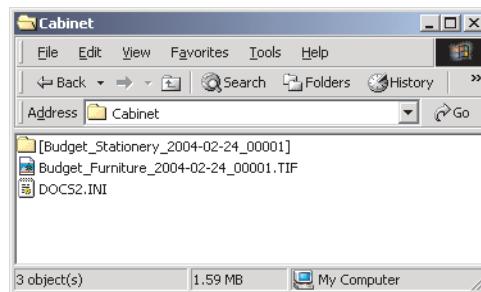
The hierarchy for CD-4070NW discs when viewing them on a computer is as follows.

This section describes the file configuration for documents recorded as multiple jobs with three keywords (“Budget”, “Furniture”, “2004-02-24”), and documents recorded as one job with three keywords (“Budget”, “Stationery”, “2004-02-24”).



### ■ For Documents Recorded as Multiple Jobs

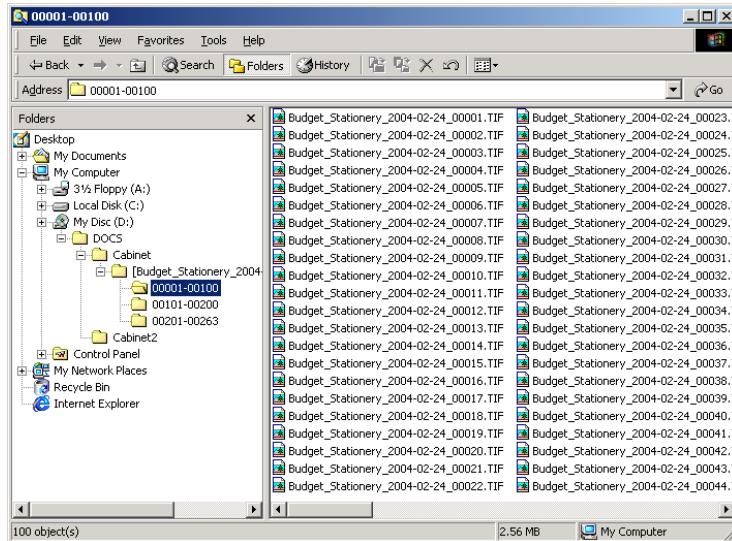
When documents are recorded as multiple jobs, one multi-page TIFF file named “Budget\_Furniture\_2004-02-24\_00001.TIF” is created.



The three keywords (“Budget”, “Furniture”, and “2004-02-24”) in the file name are connected by an “\_” (underscore). To differentiate the files when the same keywords are used, a five digit identification number “00001” is attached to the file name.

## ■ For Documents Recorded as One Job

When documents are recorded as one job, a folder named “[Budget\_Stationery\_2004-02-24\_00001]” is created.

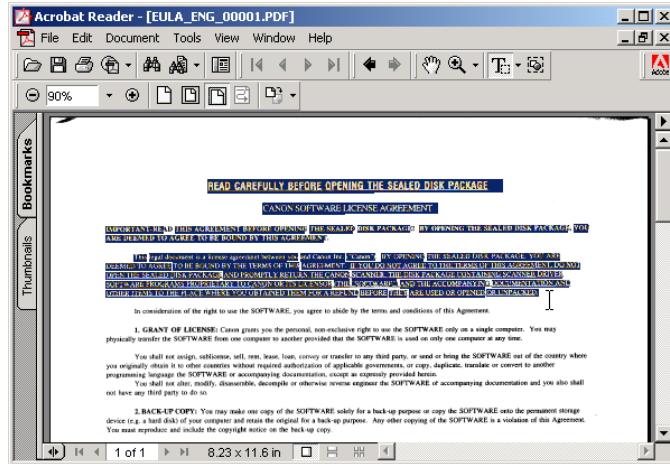


The three keywords (“Budget”, “Stationery”, “2004-02-24”) in the folder name are connected by an “\_” (underscore). To differentiate the files when the same keywords are used, a five digit identification number “00001” is attached to the file name.

In addition to the [Budget\_Stationery\_2004-02-24\_00001] folder, there are subfolders named “0001-00100,” “00101 to 00200”, containing up to 100 TIFF files each named “Budget\_Stationery\_2004-02-24\_xxxxx.TIF” (xxxxx is the five digit identification number).

## How to View Text Information Using the Full Text OCR Function

The text information included in a PDF file that was recorded using the full text OCR function, is attached in the same position as the image. If you are using Adobe Acrobat Reader, you can select the text information that is attached by using the text select tool, and use the cut and paste function to move the data to another application on your computer.

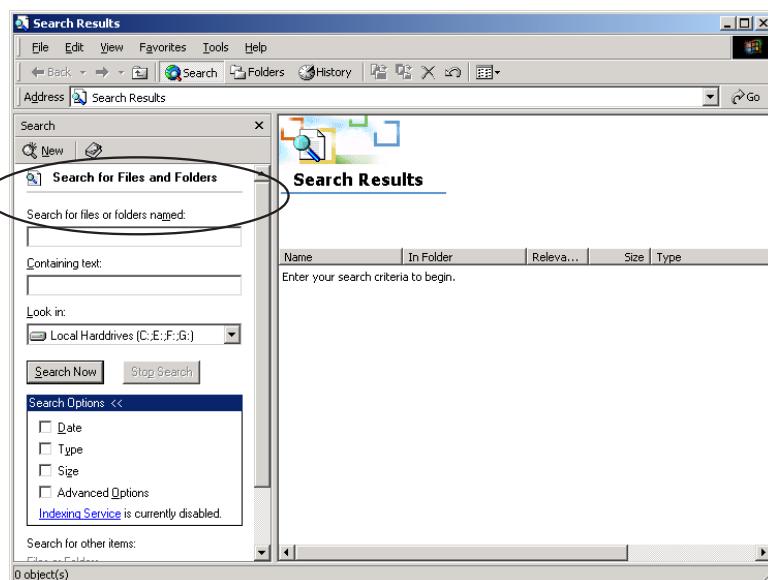


## Searching for a Document on a Computer

Documents created on the CD-4070NW have file names that contain the keyword given to them when they were registered. If there are a lot of files or if the location of the folder is not known, use the Windows file search function to find the file using the keyword. Rather than searching for a file name, you can search for PDF files that were made using the full text OCR function and contain the text information in the PDF file by searching a text string.

### How to Search Using a Keyword

Open the Windows search screen on your computer, enter a keyword for which you want to search, and then start the search.



Windows 2000 Search Screen

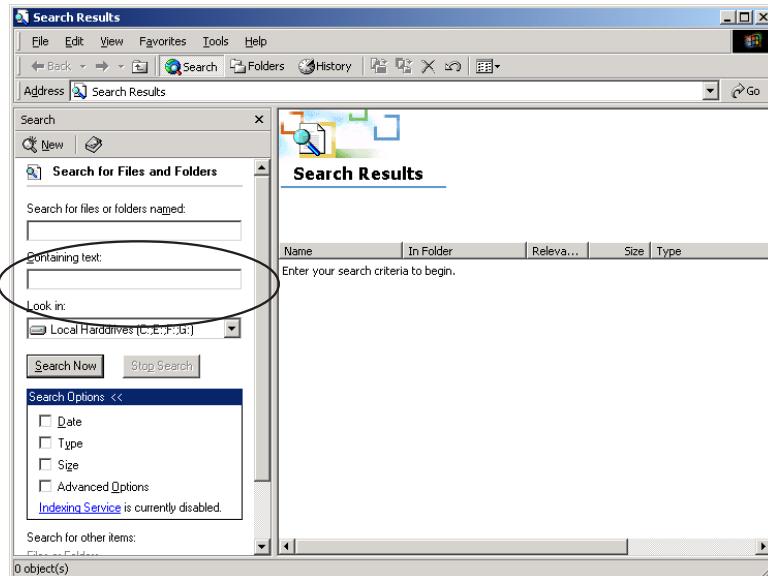


#### NOTE

The Windows search screen and search function varies depending on the Windows operating system you are using. For details on the search function, see the manual or Help screen for your Windows operating system.

## How to Search for Text Information in a PDF File

Open the Windows search screen on your computer, enter a text string in “Containing text” for which you want to search, and then start the search.



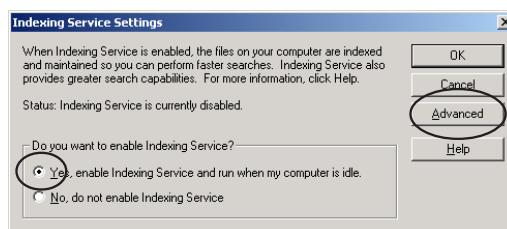
### NOTE

If you are using Windows 2000 or Windows XP, the standard settings may prevent you from searching for PDF files. In this situation, you need to set the “Indexing Service.” The following section explains the procedure for Windows 2000. The procedure for Windows XP is different, for details refer to “Help support.”

- (1) Click [Indexing Service] on the search screen.



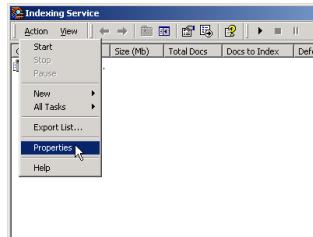
- (2) Click [Yes, enable Indexing Service and run when my computer is idle.] → click [Advanced].



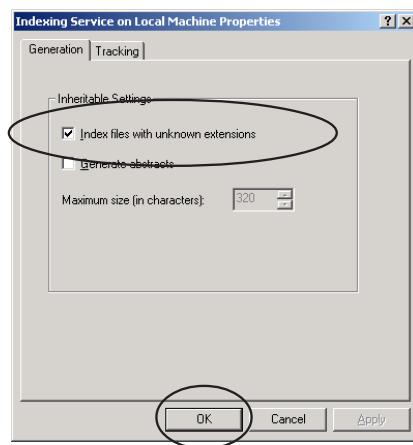
## Chapter 7. Reading CD-4070NW Discs Made on a Personal Computer

(3) Click [Indexing Service].

(4) On the [Action] menu, select [Properties].



(5) Check [Index files with unknown extensions] → press [OK].



(6) Press [OK] until the Search screen.

## Viewing Backup Data in a Web Browser

The CD-4070NW has a web search function. The web search function lets you access the backup data stored on the document recorder's hard drive on a network. This allows the data to be searched and viewed by using a web browser from a computer.

Normally, it is not possible to check recorded documents before they are exported to a disc from another computer. However, this function allows you to check documents on the web immediately after they have been recorded.

It is also possible to search for and view any document in the backup data using the search function. This makes it much easier to search for documents on high volume discs.

### Web Search URL

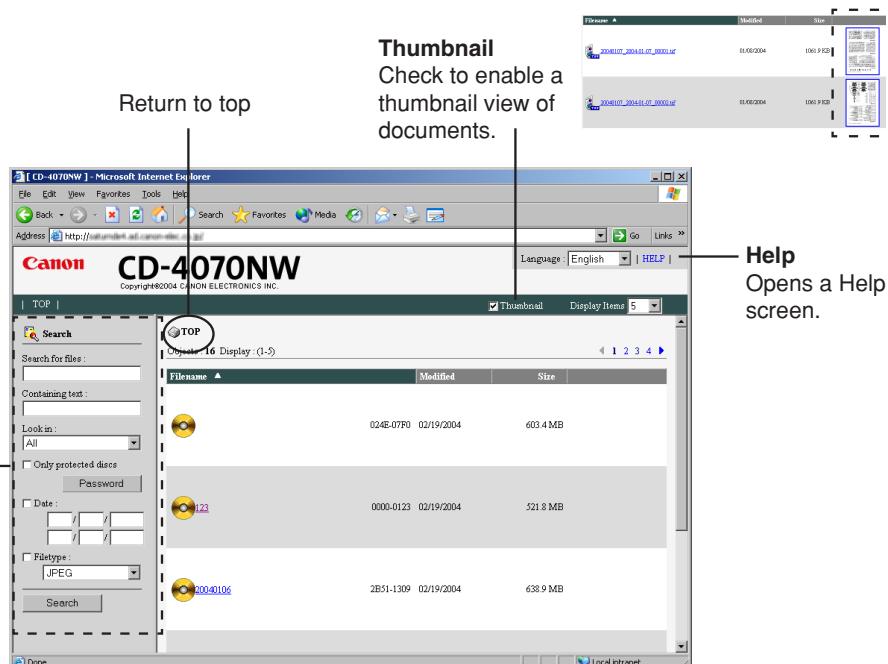
Point your web browser to the address formed as follows: the computer name that the CD-4070NW is set to use (see "setting Up the Network," on p.86) followed by a colon then the port number (50000).

Example: <http://cd4070NW:50000>

### Web Search Pages

The web search function is displayed in your browser as shown below.

For more information click the [Help] link at the top right of the page to display the online Help.



#### NOTE

- We recommend using a web browser, such as Internet Explorer 5.0 or later.
- Click [HELP] for detailed information on the various screens.
- If you are using a web browser, the response time may slow depending on the amount of data and the network environment.

# Chapter 8 Troubleshooting

Error messages are displayed on the screen when the CD-4070NW does not operate properly, or if processing is not normal. You can check the prescribed remedies in this section to solve the problem.

<b>Error message</b>	<ul style="list-style-type: none"><li>• <b>Invalid compression type.</b></li><li>• <b>Cannot read specified file.</b></li></ul>
Description and remedy	The image data format is different or the image data is corrupted, and will not open. The disc may be dirty. Read and follow the warnings provided with the CD-R disc.
<b>Error message</b>	<b>Bad disc.</b>
Description and remedy	Cannot read the disc. Remove the disc from the drive, and insert it again. If the disc still cannot be read, the disc may be damaged.
<b>Error message</b>	<b>Unable to record documents of more than xx continuously.</b>
Description and remedy	A document that exceeds the maximum recording size was scanned continuously. Continuous scanning cannot be done to a document that exceeds the maximum recording size. Split up the document into smaller files, and try recording again.
<b>Error message</b>	<ul style="list-style-type: none"><li>• <b>Hierarchy is too deep. You cannot get document list.</b></li><li>• <b>Hierarchy is too deep. You cannot retrieve under this folder.</b></li></ul>
Description and remedy	The folder hierarchy in which you are trying to create documents or folders, retrieve document lists, or search for documents is too deep. The CD-4070NW has reached its limit (all file names are limited to paths of 260 characters or less) or has almost reached its limit so you cannot perform searches, retrieve lists, or create folders or documents. Move the folder up one level, or shorten the folder name.
<b>Error message</b>	<b>No paper on the paper-feed tray.</b>
Description and remedy	There is no document in the paper feed tray. Place the document in the paper feed tray and perform the operation again. (For details, see Chapter 4, "Using the CD-4070NW," in the Instructions (Hardware Version Guide).)
<b>Error message</b>	<b>The backup data of currently inserted disc can not be deleted.</b>
Description and remedy	The backup data on the disc currently inserted in the CD-4070NW cannot be deleted. For details on the back up data, see "Backup Data Management" on p.29.
<b>Error message</b>	<b>Recording possible only if multiple/job document is selected in Search Results Screen.</b>
Description and remedy	Continuous recording can only be done for multiple jobs from the Search Results screen. Either no document has been selected in the Search Result screen, or a cabinet or folder has been selected for recording. If you want to perform a new recording, or you want to record one job continuously, open the desired document or folder, and press [Record].

<b>Error message</b>	<b>Continuous recording as a JPEG file is not available on the Search Result screen.</b>
Description and remedy	You cannot continuously record a document in the JPEG format from the Search Result screen. Select a document in the TIFF or PDF format.
<b>Error message</b>	<ul style="list-style-type: none"> <li><b>The change of the name for this document is not available because it has been recorded on the disc already.</b></li> <li><b>The change of the name for this Cabinet is not available because it has been recorded on the disc already.</b></li> <li><b>The change of the name for this Folder is not available because it has been recorded on the disc already.</b></li> <li><b>This document cannot be deleted because it has been recorded on the disc already.</b></li> <li><b>This Cabinet cannot be deleted because it has been recorded on the disc already.</b></li> <li><b>This Folder cannot be deleted because it has been recorded on the disc already.</b></li> <li><b>This document cannot be added because it has been recorded on the disc already.</b></li> </ul>
Description and remedy	You cannot change the name or delete documents, cabinets, or folders that have already been written to a disc. Insert a new disc. Documents, cabinets, and folders can only be deleted or have their names changed before they are written to a disc.
<b>Error message</b>	<ul style="list-style-type: none"> <li><b>This cabinet is not empty. You cannot change the name.</b></li> <li><b>Cannot delete folder as it is not empty.</b></li> </ul>
Description and remedy	There is a document in the folder you are trying to delete. Delete all documents in the folder, and then try to delete the folder.
<b>Error message</b>	<b>Following message returned from the Server.</b>
Description and remedy	The mail server returned an error message after an e-mail message was sent. The e-mail message was not sent correctly. Have the system administrator check the content of the error message.
<b>Error message</b>	<b>Up to xx receiver's names can be registered. Unable to register more names.</b>
Description and remedy	A maximum of 500 recipients (e-mail addresses/distribution lists) can be created. Delete unnecessary recipients before adding new ones.
<b>Error message</b>	<b>Number of Characters Error.</b>
Description and remedy	Dust or a stain on the image was recognized as text, or a section of text was not recognized during OCR operations. Therefore, a different number of words was recognized other than the number of words specified by the user. Or, the area or brightness settings are not appropriate. Check the image on the recognition result confirmation screen, and input the correct text. If the area or brightness settings are not appropriate, reset them.

<b>Error message</b>	<b>Power OFF detected on scanner. Quit operation.</b>
Description and remedy	The power to the scanner went OFF, and then back ON again. The scanner is unstable. Press [OK] to end the operation.
<b>Error message</b>	<b>Scanner not connected, or powers not ON. Quit operation.</b>
Description and remedy	Press [OK], and turn the power back ON. If the error message is displayed after turning the power back ON, contact your local authorized Canon dealer.
<b>Error message</b>	<b>That name has already been registered. You cannot create the name.</b>
Description and remedy	The e-mail address/distribution list you are trying to create has already been created. Register it under a different name.
<b>Error message</b>	<b>Now, CD-4070NW is busy due to processing by the access through the network. Please try again later.</b>
Description and remedy	Backup data on the inserted disc is being accessed by a network computer via the Web search function. Wait until access is finished, then try again.
<b>Error message</b>	<b>Session close is not available because CD-4070NW is busy due to processing by the access through the network. Eject the disk?"</b>
Description and remedy	The disc cannot be ejected because backup data on the inserted disc is being accessed by a network computer via the Web search function. Press [Cancel], wait access is finished, then eject the disc. Be careful: pressing [OK] to forcibly eject the disc will result in additional data not being written to the disc.
<b>Error message</b>	<b>There is data which is not recorded on the disc. Insert the disc to be recorded the data and close the session, or record it on a new disc by Duplicate button on the Backup management screen.</b>
Description and remedy	There is backup data that is currently under operation, and it has not been written to a disc. Write the relevant data to a disc or copy the backup data to a new disc.
<b>Error message</b>	<b>Can not delete due to the data under operation which is not recorded on the disc.</b>
Description and remedy	Backup data with a  includes data that has not been written to a disc. Therefore, it cannot be deleted.
<b>Error message</b>	<b>Little disc space left. Prepare a new disc.</b>
Description and remedy	This message is displayed when there is 60 MB of available space left on the disc. You need to prepare a new disc.
<b>Error message</b>	<b>Cannot record more due to insufficient disc space. Close the session.</b>
Description and remedy	This message is displayed when there is 40 MB of available space left on the disc. Close the session and switch the disc.

<b>Error message</b>	<b>Failed to eject disc. Press button of CD-R drive.</b>
Description and remedy	The disc could not be ejected from the drive. The disc in the drive may be an abnormal disc. Press the eject button on the side of the CD-R drive to remove the disc.
<b>Error message</b>	<b>Eject the disc currently inserted, before copying.</b>
Description and remedy	Cannot copy the backup data while a disc is inserted in the drive. Remove the disc that is in the drive.
<b>Error message</b>	<b>Possible disc error. Replace with new disc.</b>
Description and remedy	If the scanner cannot recognize or use the disc that has been inserted, then the disc is abnormal. Remove the disc.
<b>Error message</b>	<b>Could not make directory.</b>
Description and remedy	Failed while attempting to create a new folder or cabinet on a network share. Check the permissions on the shared folder.
<b>Error message</b>	<b>xx of documents being recorded, system quit recording more.</b>
Description and remedy	Because one document exceeds the maximum recording size, scanning was stopped. Record the document again as separate documents.
<b>Error message</b>	<b>Reading Error.</b>
Description and remedy	There was no text in the user specified area that could be recognized by the BarCode, MICR, or OCR function. Or, the area or brightness settings are not appropriate. Check the image on the Recognition Result Confirmation screen and input the correct text. If the area or brightness settings are not appropriate, reset them.
<b>Error message</b>	<b>The network name cannot be found.</b>
Description and remedy	The shared folder has disappeared from the network because the computer it was on was turned off, or the network connection was disrupted. Check the specified computer.
<b>Error message</b>	<ul style="list-style-type: none"> <li>• <b>Delete the backup data. Enter Password.</b></li> <li>• <b>Duplicate Backup data. Enter Password.</b></li> </ul>
Description and remedy	A password has been assigned to the backup data. Enter the correct password.
<b>Error message</b>	<b>Fail the backup Not available to record on this disc.</b>
Description and remedy	The data was not written to the disc. Copy the backup data to a new disc.

## Chapter 8. Troubleshooting

<b>Error message</b>	<b>Close the original feeder.</b>
Description and remedy	The feeder is open. Or, it might not be closed completely. Close the feeder completely. For details on the feeder, see Chapter 4, “Using the CD-4070NW,” in the Instructions (Hardware Version) Guide.
<b>Error message</b>	<b>Close the original feeder, after opening it to remove the paper.</b>
Description and remedy	Paper has jammed in the scanner. Open the feeder and remove the jammed paper.
<b>Error message</b>	<b>Too many characters in the field. Reduce by xx characters.</b>
Description and remedy	There are too many characters in the field. Reduce the number of characters in the field according to the value in the error message.
<b>Error message</b>	<b>File with illegal file name exists. Session close was canceled.</b>
Description and remedy	The session was not closed. The name of the file had more than 64 characters, or the current characters may not be supported. Shorten the name or change the characters to a supported language.
<b>Error message</b>	<b>You failed to send the mail.</b>
Description and remedy	The e-mail message you tried to send was not sent. Check your e-mail settings and the cable connections, and then try sending the e-mail message again. If there are no problems with the settings and you still cannot send the e-mail message, contact the system administrator.
<b>Error message</b>	<b>Remove paper, then close the original feeder.</b>
Description and remedy	Paper has jammed in the scanner. Open the feeder and remove the jammed paper.
<b>Error message</b>	<b>Unable to access xx (shared folder name). Do you want to quit accessing this network?</b>
Description and remedy	The scanner cannot access the shared folder on the computer because the network is down or the computer’s power is OFF. Press [OK] → terminate access to the shared folder. Make sure the computer is functioning, and then try to access the shared folder again. Press [Cancel] to continue to access the shared folder.
<b>Error message</b>	<b>Rejected your access to xx (shared folder name).</b>
Description and remedy	You do not have the proper rights to access the shared folder. Contact the administrator of the computer on which the file is kept, or contact the network administrator.

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<b>Error message</b>	<b>Could not disconnect the network connection to xx (shared folder name).</b>
Description and remedy	The shared folder has disappeared from the network, or its shared status has been changed. Either the computer was turned OFF, or the network connection was disrupted. Therefore, the network cannot be disconnected correctly. Press [OK] to continue the process, and check the specified computer or network connection.
<b>Error message</b>	<b>CD-R drive not found. System will shut down.</b>
Description and remedy	The system cannot recognize the CD-R drive. Press [OK] → turn the power OFF and then back ON. If the malfunction occurs immediately after restarting, the drive may be damaged or the disc is corrupted.
<b>Error message</b>	<b>Skip Blank page is not available when any of OCR/MICR/Barcode detections is set.</b>
Description and remedy	If the scan method for the recording mode is set to “Skip blank page,” then OCR, MICR, and BarCode recognition cannot be done. Set the scan method to “One-side” or “Double.”

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## INDEX

<b>A</b>	Abnormal backup data ..... 29
	Account and Password screen ..... 85
	Adding fields ..... 38
	Address Book screen ..... 93
	Applications ..... 113
	[Attribute] button ..... 35
	Attribute screen ..... 35
	BarCord ..... 35
	Data ..... 35
	MICR ..... 35
	OCR ..... 35
	Text string ..... 35
	Automatic Keyword Recording Functions ... 59
<b>B</b>	Backup data ..... 28
	Backup managemant screen ..... 29
	BarCords (optional) ..... 59
	Basic setup screen ..... 12
	[Basic setup] tab ..... 12
	Brightness ..... 46
<b>C</b>	Cabinets ..... 40
	Cabinet name ..... 40
	CD-R discs ..... 19
	Abnormal disc ..... 19
	Blanc disc ..... 19
	Loaded disc ..... 19
	Locked disc ..... 19
	Protected disc ..... 19
	[Change] button ..... 13
	Calender screen ..... 13
	Current data and time ..... 13
	Data format ..... 14
	Maximum recordable Size ..... 16
	Pointer ..... 18
	[Pointer] button ..... 18
	Touch panel tone ..... 15
	Write speed ..... 17
	Check character length ..... 73
	[Check Digit] button ..... 60
	Confirmation screen ..... 78
	[All Fields] ..... 78
	[Error Fields Only] ..... 78
	[Confirmation] button ..... 80
	Contrast ..... 46
	Copy disc screen ..... 30
	[Delete] button ..... 31
	Inhibit re-write ..... 30

<b>D</b>	Deleting fields ..... 37
	Disc information ..... 21
	[Disc Info] tab ..... 22
	Distribution Lists ..... 93
	Docs2.ini ..... 86
	Document type ..... 47
	[Multiple/job] ..... 47
	[One/job] ..... 47
	[Duplicate] button ..... 30
<b>E</b>	Ejecting a disc ..... 27
	E-mail ..... 87
	Enter new password. screen ..... 23
<b>F</b>	Field setup screen ..... 33
	File Type ..... 47
	[JPEG] ..... 47
	[PDF] ..... 47
	[TIFF] ..... 47
	Folder ..... 40
	Document name ..... 40
	Folder name ..... 40
	Full Text OCR Function ..... 56
<b>H</b>	Help ..... 121
	[Hierarchical structure] tab ..... 109
<b>I</b>	[Insert] button ..... 38
<b>K</b>	Keyboard ..... 80
	Keyboard screen ..... 11
	[ ] ..... 11
	[ << ] [ >> ] ..... 11
	[Back] ..... 11
	[Cancel] ..... 11
	[OK] ..... 11
	[Shift] ..... 11
	[Symbol] ..... 11
<b>M</b>	Mail Address ..... 91
	Mail Setup screen ..... 88
	Mailing confirmation screen ..... 100
	[Disconnect] button ..... 100
	[Send] button ..... 100
	Main screen ..... 7
	[◀][▶] buttons ..... 7
	[▲][▼] buttons ..... 7
	Disconnect button ..... 8

Eject button .....	7	When recording error occurs .....	49
Field .....	8		
Open button .....	7		
Pointer .....	7		
Quit button .....	7		
Record button .....	7		
Set button .....	7		
Tab .....	7		
Tool button .....	7		
Maximum number .....	32		
MICR Characters .....	65		
Maximum Number of All Characters	67		
Number of Character in This Field	67		
Total of Characters in The Fields	67		
Mode .....	46		
[B/W] .....	46		
[Color] .....	46		
[Error Diffusion] .....	46		
[Glay] .....	46		
[Text] .....	46		
[Modify Address] button .....	94		
Modify Address screen .....	95		
[More] button .....	47, 48		
[Auto] .....	48		
[Auto and Patchcord] .....	48		
Batch Separation .....	48		
Border Removal .....	48		
Color Drop-out .....	48		
Delay .....	48		
Deskew .....	48		
[Manual] .....	48		
[None] .....	48		
[OK] button .....	48		
Paper supply .....	48		
[Patchcord] .....	48		
Patchcord orientation .....	48		
Skip Blank Factor .....	48		
[Standard] .....	48		
<b>N</b>			
Network .....	82		
Network Cable .....	81		
[Network] button .....	84		
<b>O</b>			
OCR .....	72		
OCR Language screen .....	57		
[OCR Setup] button .....	46		
[Complete recording] .....	49		
[Compression] .....	49		
[OCR] .....	49		
PDF Settings .....	49		
[Stop recording] .....	49		
<b>P</b>			
Paper size .....	47		
Password .....	22		
[Preview] button .....	47, 50		
<b>R</b>			
Recording .....	44		
Recording images .....	53		
[Rename] button .....	34		
[Reproduce] button .....	107		
Resolution .....	46		
<b>S</b>			
[Save disc structure] button .....	106		
Scan method .....	47		
Search frame .....	121		
[Rename] button .....	20		
[Search] button .....	102		
Search Condition screen .....	102		
Select Computer screen .....	84		
[History] button .....	85		
[Search] button .....	85		
Sender's Mail Address .....	88		
Sender's name .....	88		
Set recording mode screen .....	46		
[Setup Address] button .....	91		
Select Registration screen .....	91		
Setup for details screen .....	60		
[Setup for Details] button .....	36		
Setup screen .....	12		
Shared Folders .....	84		
[Signature] button .....	97		
Edit signature screen .....	97		
Insert .....	98		
Modify .....	98		
SMTP Server .....	88		
Enter E-mail address screen .....	88		
Maximum Size screen .....	89		
Space .....	73		
[Start] button .....	51		
Adding to document .....	52		
automatic paper feed mode .....	51		
[Cont.] button .....	52		
manual bypass mode .....	51		
[New] button .....	52		
Standard paper feed mode .....	51		
System Info. Screen .....	82		
[Admin. Tool] button .....	82		
[System Info.] tab .....	82		

## Chapter 9. APPENDIX

- T** [Template] tab ..... 106
- Templates ..... 106
- Text Recognition ..... 78
- Thumbnail ..... 121
- Trubleshooting ..... 122

- U** [Update] button ..... 73

- W** Web browser ..... 121

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