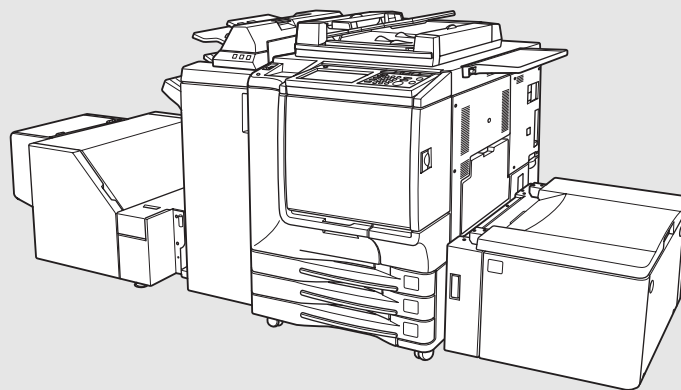


Network Scanner Guide for Fiery S300 50C-K

Read this manual before printing.
Keep readily available for reference.

User's Guide



Introduction

Thank you very much for purchasing the Fiery S300 50C-K.

This Network Scanner Guide includes the instructions necessary for utilizing the full range of functions, as well as safety precautions. Please take the time to read it carefully.

Please read this manual before performing any scanning operations or using the equipment in any way.

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EXEMPTION

- No part of this manual may be used or duplicated without permission.
- Manufacturer and Sales Company will have no liability for any influences caused by using the printing system and this manual.
- The information written in this Network Scanner Guide is subject to change without prior notice.

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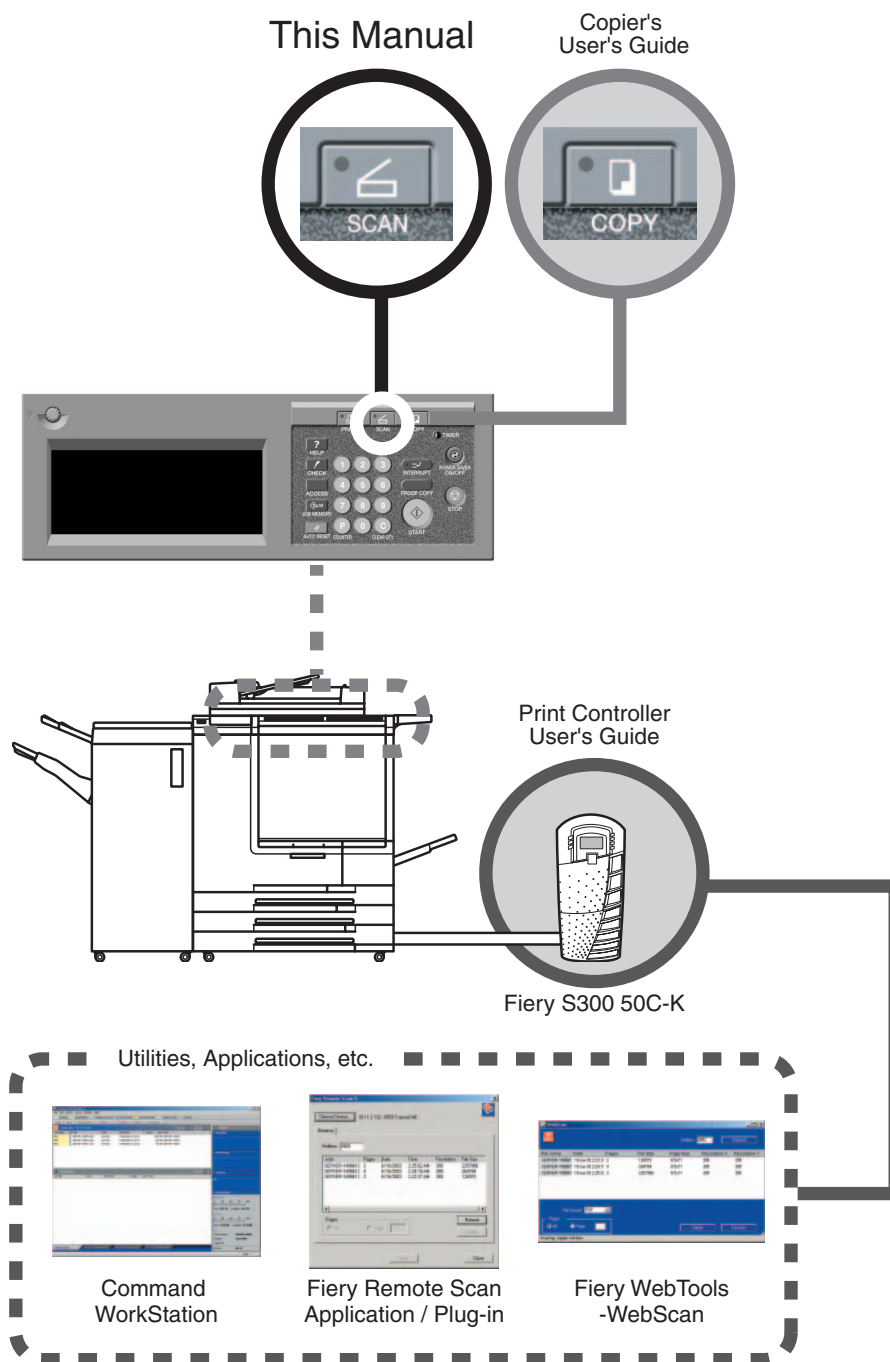
About this Manual

This is the manual for the Network/Scanner features of this Fiery S300 50C-K Color Server.

This Chapter explains about the manual composition and conventions used in this Manual.

This manual assumes that the user is familiar with basic computer and copy machine operations. For detailed operations of Windows and Macintosh computers, please refer to the respective User's Guides.

About other features of this Fiery S300 50C-K Color Server, please refer to the respective User's Guide.



Manual Composition

This manual is composed of the following 6 chapters:

Chapter 1 : Overview of the Scanning Features

Explains about the outline of the Scanner features and how to use the Control Panel.

Chapter 2 : Before Using the Scanning Features

Explains about operations for previously registrations of the destinations to transmit/store the scanning data.

Chapter 3 : Using the Scanning Features

Explains how to use the Network/Scanner features.

Chapter 4 : Importing the Scanned Data

Explains how to import the Scanned Data from the destinations to transmit/store into a computer.

Chapter 5 : Key Operator Mode

Explains about the key operator mode in relation to the Scanner features settings.

Chapter 6 : Troubleshooting

Explains about what to do if problems occur with scanner features.

Appendix

Explains about product specifications for the print controller.

Conventions Used in this Manual

The following abbreviations are used in this manual:

Notation of each product

- Fiery S300 50C-K
Fiery S300 50C-K Color Server → print controller

Others

- Network/Scanner features → Scanner features

Utility Tools of This Product

The Scanning system and the printing system use the following utility tools:

For detailed operations of these utility tools, please refer to the “Print Controller’s User’s Guide”.


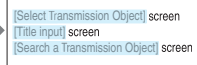


- Command WorkStation Utility Application for job control. Using this application, control the scanning data stored by Scan to QUEUE (p.14).
- Fiery Remote Scan application Application for operating the Remote Scanning function of the print controller. Using this application, access scanned data on the copier’s hard drive and transfer it to a FTP server or to an E-mail recipient as an attachment.
- Fiery Remote Scan plug-in Plug-in compliant to TWAIN. Using this application, access the scanned data stored on the copier’s hard drive through compliant applications from a computer on a network.
- Fiery WebTools - WebScan Web Utilities for use with your Browser application. Using this utility, retrieve the scanned data from the print controller.

How to read this Manual

Shows an object and feature of a procedure.

3-2 Selecting the Destination

When you press **[SCAN]** button, scanning features is activated and the **[Select Transmission Object]** screen appears.



On the **[Select Transmission Object]** screen, you select the key from **[E-Mail]**, **[HDD]**, **[FTP]** or **[QUEUE]** and set items corresponded with your selection.

MEMO
You can select multiple destinations. In this case, select the next destination after setting of items for the destination already selected and omit the procedure to press **[SCAN]** button not to clear the settings for the destination already selected.

E-Mail: **Reference** >>> "Selecting the Destination (E-Mail)" on page 46.

HDD: **Reference** >>> "Selecting the Storage Location (HDD)" on page 55.

FTP: **Reference** >>> "Selecting the Destination (FTP)" on page 60.

QUEUE: **Reference** >>> "Selecting the Destination (QUEUE)" on page 66.


Limitation


After the scanning operation, it is recommended to activate the printer mode or copy mode by pressing the **[PRINT]** button or **[COPY]** button of the control panel.

- Press **[SCAN]** button on the control panel.
The **[Select Transmission Object]** screen is displayed on the LCD screen.
- Make sure that **[E-Mail]** is selected.
When the **[E-Mail]** is not selected, touch **[E-Mail]**.

MEMO
You can remove a selection of the transmission object you selected once by touching the same transmission object once again. However, you cannot remove a selection after you have selected an E-Mail address / Box No. / FTP server on each **[Select Transmission Object]** screen. In this case, please operate it after removing selections of those by touching the same.

This document contains call out spaces in the body. Types of call out shown in this way are as follows.


 **Important**
Explains cautions and restrictions or operating hardware and software.

 **Limitation**
Explains function principles and other functions that cannot be used together.

 **Important**
Explains important notices on operating procedures.

MEMO
Explanations to supplement the body.

 **Reference** >>>
Shows a page to refer. Refer to if necessary.

 **Tips**
Hints and Advices on operating procedures.

[] are used for the terms displayed on the screens.

Describes status of hardware and software when an operation is done.

Describes operating procedures.

This page does not exist in the document.

Chapter 1 : Overview of the Scanning Features

1-1 Classification of the Scanning Features	8
1-2 Before Using	15
1-3 Basic Operation	18


1-1 Classification of the Scanning Features

● What are Scanning Features?

The Scanning Features scan original document as image data (scanned data) from the copier's RADF or the platen glass to the print controller's hard drive and transmit/store the scanned data.

All original documents can be copied and scanned using the scanning features.

You can also scan and transmit/store at once with several size of the original documents.

 ●●● "Original Document type" on page 80.



Important

To use the scanning features, you must make network settings on the print controller. Please refer to the Print controller's User's Guide for information about the network settings.

Four Types of the Scanning Features

According to the transmission object, scanning features fall into four groups:

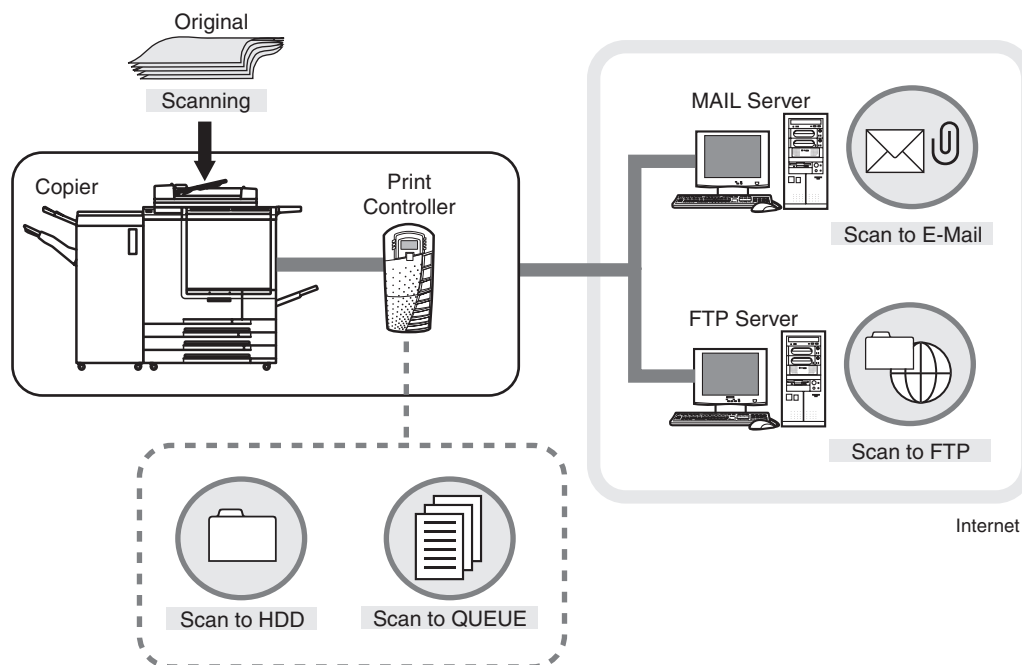
- Scan to E-Mail: Transmit an E-Mail with an attachment file (scanned job) to the address you appoint.
- Scan to HDD: Save the scanned data to the HDD of the print controller.
- Scan to FTP: Upload the scanned data to the FTP server which you appoint.
- Scan to QUEUE: Store the scanned data as a queue on the print controller.

On scanning operation, you can select the transmission object. You can also select multiple objects in a single operation.

MEMO

You can retrieve the scanned data saved with Scan to HDD from a computer on a network.

 ●●● "Retrieving in From HDD" on page 88.



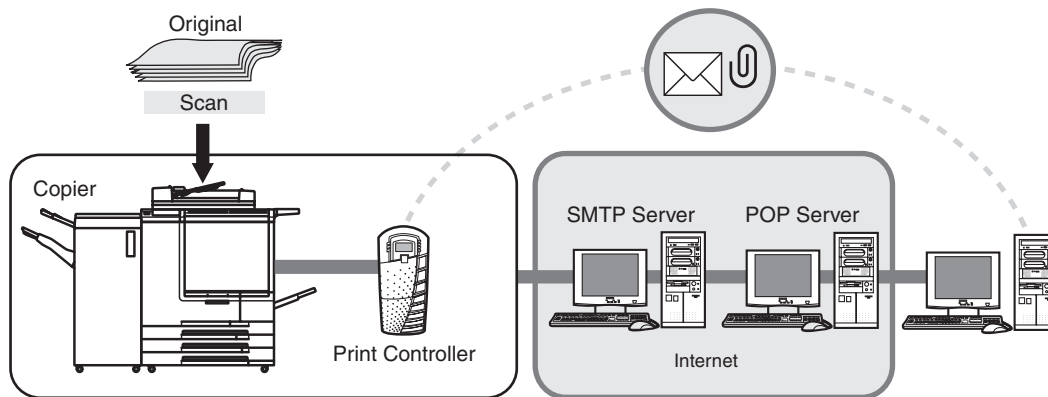
● Scan to E-Mail

You can transmit the image data (scanned data) scanned from the copier's RADF or the platen glass as an attached file via E-Mail or send an E-Mail with a URL link to where the scanned data is stored.

MEMO

Scan to E-Mail ensures that your message successfully reaches your internal (SMTP) server. However, problems may be encountered on the internet or with the recipient's server. Therefore, independent confirmation of receipt is recommended.

Please refer to "Chapter 3 : Using the Scanning Features" (p. 44) about the procedures.



Transmission of an attached file

Scan to E-Mail transmits the scanned data as an attached file of an E-Mail.

Transmission of the URL

Scan to E-Mail will send an email with a URL link to the scanned data on the copier's hard drive if the file size of the scanned data exceeds a pre-established limit.

In this case, the scanned data is stored in the HDD of a print controller, and URL which shows the location automatically is sent in an E-Mail.

MEMO

For detail about restrictions on the transmission size, refer to "Print Controller User's Guide."

Items to set with Scan to E-Mail

E-Mail Address

Set the E-Mail addresses already by selecting an E-Mail address from the address registered or entering it manually.

For information about registering address, please refer to "Registering Destinations (E-Mail)" on page 29.

Title

The default word of Title is " 'Filename' has been scanned.". However, you can change it at the time of operations.

For information about changing Title, please refer to "Setting the Title" on page 54.

File Form

Change the first sentence to "Attachments and stored data can be save as JPEG, TIFF or PDF files.

For information about changing file form, please refer to "FILE FORM" on page 71.

File Name

A name of an attached file / a file to store is generated automatically, but you can change it as needed.

For information about changing file name, please refer to "FILE NAME" on page 69.

The text of E-Mail

The following sentence is contained in the text of E-Mail automatically when transmitting a message as an attached file.

"The following documents has been scanned on the Fiery and attached to this email: Attachment(s) (File name)"

The following sentences are mentioned in the text of E-Mail automatically when transmitting a URL.

"The following documents has been scanned on the Fiery and can be downloaded from: URL(s)

Please download the document within 1 day. **(Note: only if automatic deletion is set for 1 day)**

Please download the document within 7 days. **(Note: only if automatic deletion is set for 7 days. The length of time the file resides on the Fiery is not mentioned if there is no automatic deletion.)"**



- You cannot change the text of E-Mail from the control panel. For information about changing text, please refer to the Print controller's User's Guide.
- When you use "Scan to E-Mail", the scanned data may be damaged due to the network condition or for some other reason.

Be sure to check the scanned data for damage.

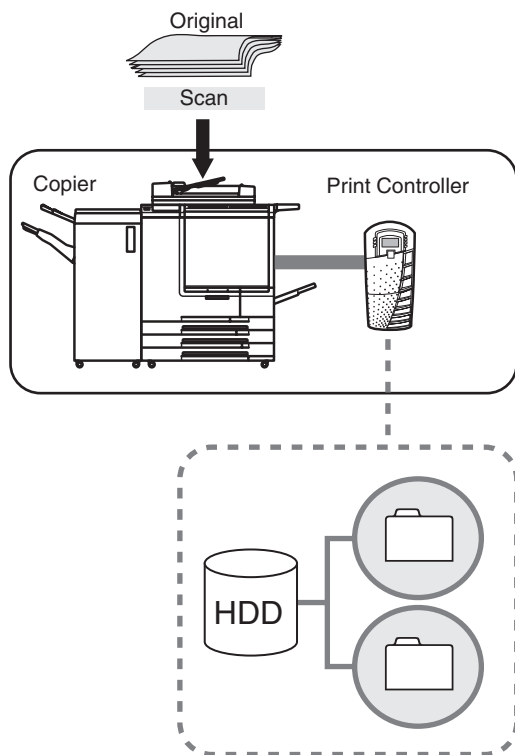
● Scan to HDD

You can store the image data (scanned data) to the HDD of the print controller.

In the HDD there are boxes acting as folders and scanned data is saved in the selected box.

You can retrieve the data stored in a box with a computer on a network.

Please refer to "Chapter 3 : Using the Scanning Features" (p. 44) about the procedures.



MEMO

There is no size limit for the scanned data that each box can store. The cumulative maximum file limit is dependent on the disk space of the Hard Drive.

Items to set for Scan to HDD

Box No.

Set a Box No., using numbers with less than four digits, or select a Box No. from those already registers.

 ●●● "Selecting the Storage Location (HDD)" on page 56.

● Scan to FTP

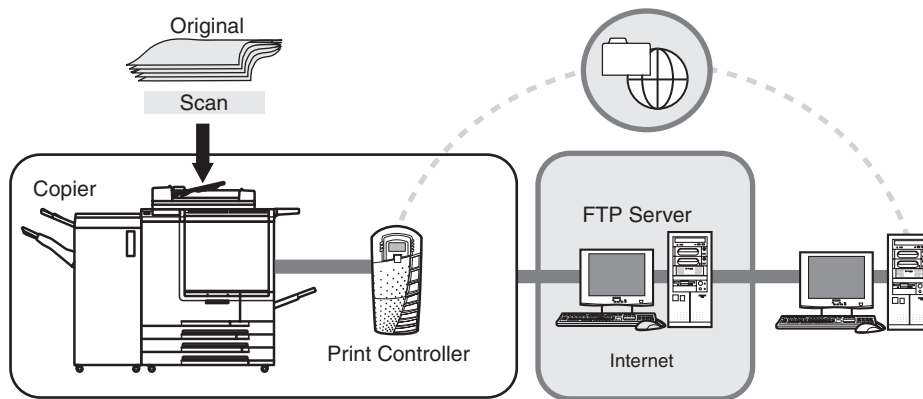
You can transmit the image data (scanned data) to FTP Server.

You can access the scanned data which you transmitted to FTP from a remote computer and download it.

MEMO

- Log file about transmission of the scanned data to FTP is stored to the print controller.
- You can print Log file using Command WorkStation. For information about printing, please refer to the Print Controller's User's Guide.

Please refer to "Chapter 3 : Using the Scanning Features" (p. 44) about the procedures.



Items to set with Scan to FTP

Profile Name

Set the profile name by selecting a profile name from the list of registered profile names or entering it manually.

For information about registering profile name, please refer to "Registration of FTP server" on page 37.

MEMO

You can select / register a Profile that collected information to be necessary for connection to a FTP server.

 "Selecting the Destination (FTP)" on page 61.

Host Address

When there is not a registered profile you need, enter the host address manually.

For information about registering a host address (FTP server name / IP address), please refer to "Registration of FTP server" on page 37.

File Path

When there is not a registered profile you need, enter the file path manually.

For information about registering a file path, please refer to "Registration of FTP server" on page 37.

Port Number

According to need, set the Port Number manually.

For information about setting a port number, please refer to "Registration of FTP server" on page 37.

Login (User Name)

Select a user name from those which have been registered in advance to be connected with the FTP server or set the Login (User Name) manually.

For information about registering a user name, please refer to "Registration of FTP server" on page 37.

Password

Select a password required for the login (User Name) or set the password that corresponds to login (User Name) manually.

For information about password registration, please refer to "Registration of FTP server" on page 37.



When you use "Scan to FTP", the scanned data may be damaged due to the network condition or for some other reason.

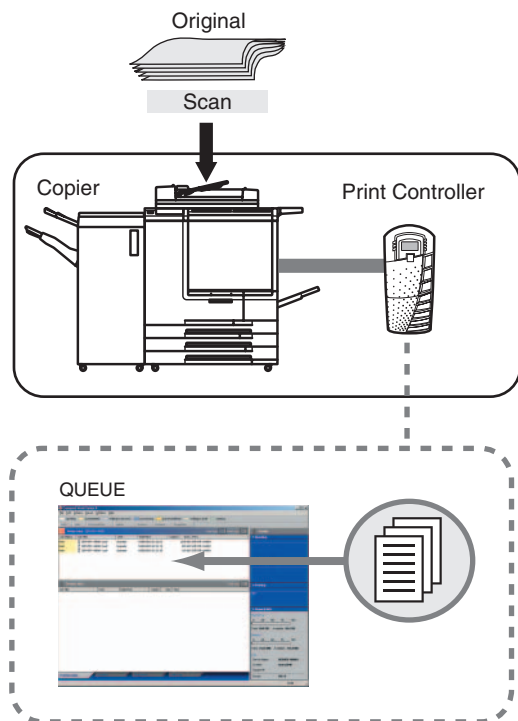
Be sure to check the scan data for damage.

● Scan to QUEUE

You can store the image data (scanned data) as a PDF (Portable Document Format) file in the print controller which can be used as data for a print job (queue).

You can edit or print the scanned data stored as a queue using Command WorkStation.

Please refer to "Chapter 3 : Using the Scanning Features" (p. 44) about the procedures.

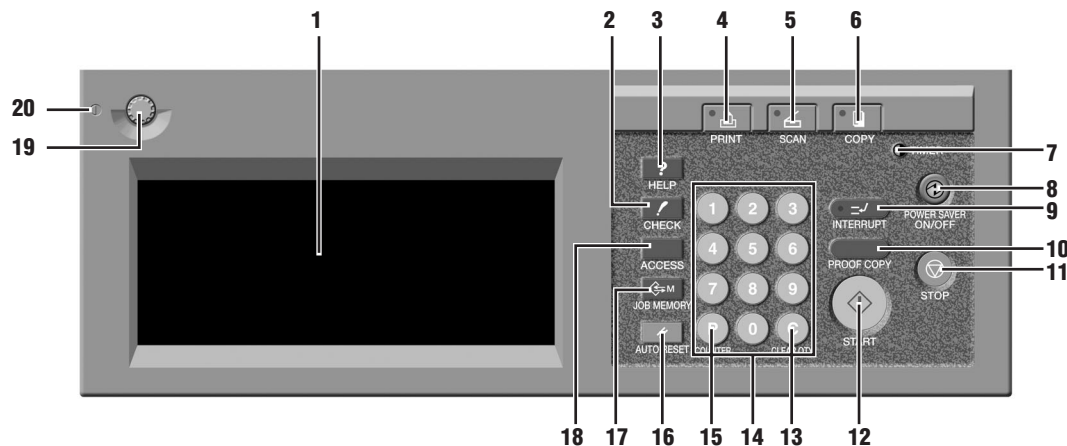


MEMO

- The version of PDF is 1.4.
- For information about Command WorkStation, please refer to the Print Controller's User's Guide.

1-2 Before Using

●Position / Description of the control panel



MEMO

For information about the details of each function, please refer to the Copier's User's Guide.

1. LCD screen

The LCD screen displays the print controller status, menus used for settings, selection items, and other such information. To make settings, touch the key displayed on the screen.

2. [CHECK] button

This displays the [CHECK MODE] screen.

3. [HELP] button

This displays a screen with help for the currently selected function.

4. [PRINT] button

This switches the machine operation mode to printer mode. (Unusable as of August 2003.)

5. [SCAN] button

This switches the machine operation mode to scanner mode.

6. [COPY] button

This switches the machine operation mode to copy mode.

7. [TIMER] button

This lights when the timer function is set.

8. [POWER SAVER ON/OFF] button

This activates the Power-saving mode when the copier is inactive, or activates timer interrupt mode when weekly timer function is active.

9. [INTERRUPT] button

This stops printing in progress to allow copying.

10.[PROOF COPY] button

This prints one copy in order to confirm settings you made.

11.[STOP] button

This stops copy or print processing.

12.[START] button

This resumes paused print processing or starts scanning.

13.[CLEAR QTY.] button

Clear the numeric characters entered.

14.KEYPAD

Enters numeric values.

15.[COUNTER] button

This displays the Counter Screen or accesses programming modes for setting special functions.

16.[AUTO RESET] button

This resets settings to their defaults.

17.[JOB MEMORY] button

This displays the screen for selecting job store/job recall functions.

18.[ACCESS] button

When you cannot copy due to limitations of the ECM password, press this button. This displays the screen to enter the password. Input the right password, to copy.

19.Contrast Adjustment Dial

This is a dial to adjust the contrast of the LCD screen.

20.Power Indication light

This lights on / off according to the status of power supply.

● LCD Screen

Select items by touching the appropriate key displayed on the LCD screen.

When you touch a key and open a setting screen, the selected key is displayed with its colors (black on white) reversed or inverted (white on black).

Keys common to all setting screens

[OK]: The results of the operation are applied.

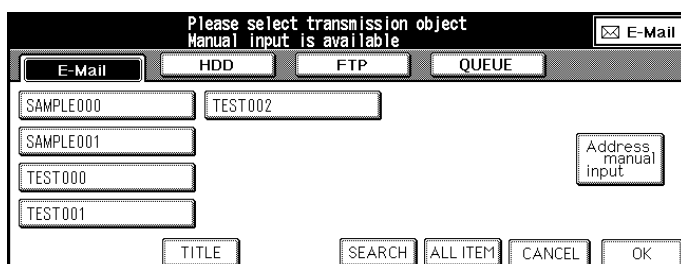
[CANCEL]: The results of the operation are cancelled.

With the copier started, if you press [SCAN] on the control panel, the [Select Transmission Object] screen is displayed on the LCD screen.

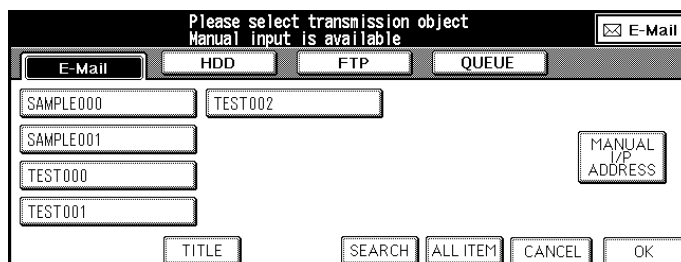
MEMO

The LCD screen display is different in the U.S.A. and in other countries.

- U.S.A.



- Others

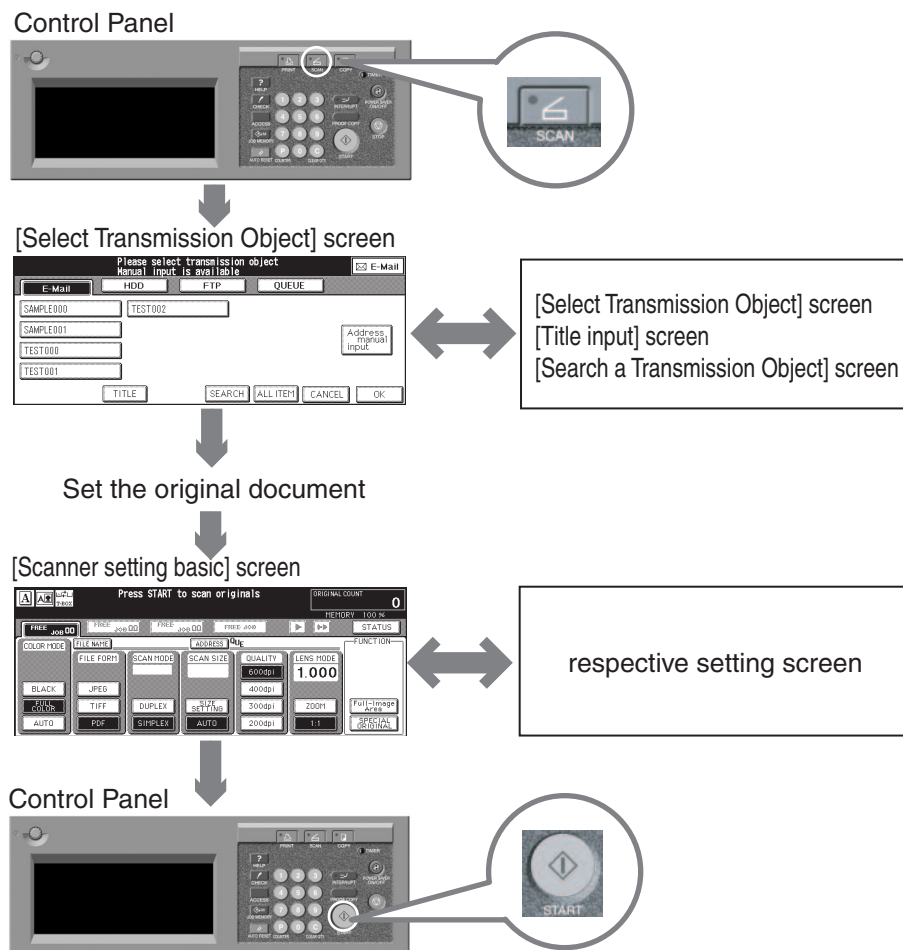


1-3 Basic Operation

● Outline

Scanning operation uses the control panel of the copier.

A flow of basic operation is as follows.



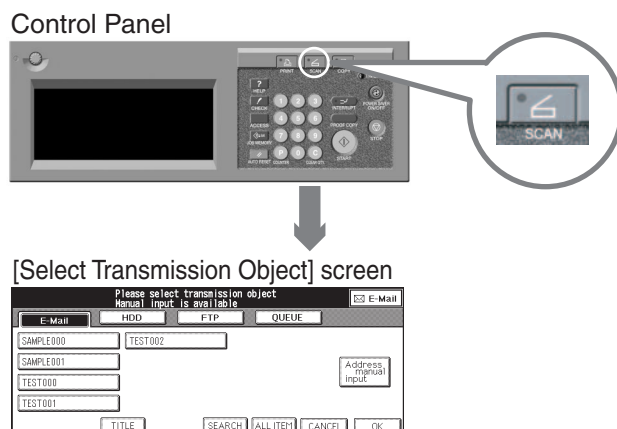
MEMO

For information about registering destinations, refer to the following pages.

- Scan to E-Mail: » “Registering Destinations (E-Mail)” on page 29.
- Scan to HDD: » “Registering Storage Locations (HDD)” on page 33.
- Scan to FTP: » “Registering Destinations (FTP)” on page 37.

●[Select Transmission Object] screen

The [Select Transmission Object] screen is displayed when you push the [SCAN] button of the control panel.



MEMO

When you press [SCAN] of the control panel, the [E-Mail] is selected on the [Select Transmission Object] screen.

With the [Select Transmission Object] screen, you can select the transmission object for scanned data by touching the keys of [E-Mail], [HDD], [FTP], or [QUEUE].

You can select multiple transmission objects to transmit/store the scanned data.

MEMO

You can appoint more than one transmission object.

The [Select Transmission Object] screen is switched to a different screen according to the destination whenever you touch [E-Mail], [HDD] or [FTP].

MEMO

- A screen is not replaced when you touch [QUEUE].
- You can exit the selected transmission object mode by touching the same button again.

The [Scanner setting basic] screen is displayed when you touch [OK] on the [Select Transmission Object] screen.

MEMO

When you touch [ADDRESS] on the [Scanner setting basic] screen, the screen returns to the [Select Transmission Object] screen with settings you made.

In addition, you can search E-Mail address, Box No., or FTP server and list all of the registered destinations.

When you touch **E-Mail** (or just after you pressed the [Scan] button of the control panel);

- U.S.A.

Please select transmission object
Manual input is available

E-Mail HDD FTP QUEUE

SAMPLE000 TEST002

SAMPLE001

TEST000

TEST001

Address manual input

TITLE SEARCH ALL ITEM CANCEL OK

- Others

Please select transmission object
Manual input is available

E-Mail HDD FTP QUEUE

SAMPLE000 TEST002

SAMPLE001





TEST000

TEST001

MANUAL I/P ADDRESS

TITLE SEARCH ALL ITEM CANCEL OK

MEMO

- Registered E-Mail addresses are displayed.
- When E-Mail addresses more than 12 are registered,  and  are displayed on the left lower part of the screen. The next screen is displayed when you touch . By pressing , the previous screen returns.

When you touch **HDD**;

- U.S.A.

Please select transmission object
Manual input is available

HDD HDD

E-Mail **HDD** FTP QUEUE

SAMPLE000 TEST002

SAMPLE001

TEST000

TEST001

Address manual input

SEARCH ALL ITEM CANCEL OK

- Others

Please select transmission object
Manual input is available

HDD HDD

E-Mail **HDD** FTP QUEUE

SAMPLE000 TEST002

SAMPLE001





TEST000

TEST001

MANUAL I/P ADDRESS

SEARCH ALL ITEM CANCEL OK

MEMO





- Registered Box Nos. are displayed.
- When more than 12 Box Nos. are registered,  and  are displayed on the left lower part of the screen. The next screen is displayed when you touch . By pressing , the previous screen returns.

When you touch **FTP**;

- U.S.A.

- Others

MEMO

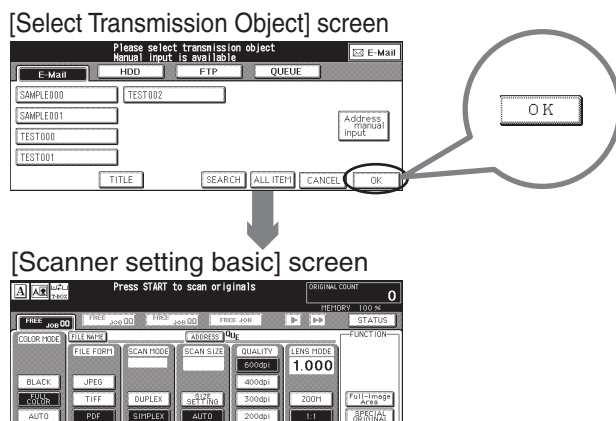
- Registered Profile Names are displayed.
- When more than 12 Profile Names are registered,  and  are displayed on the left lower part of the screen. The next screen is displayed when you touch . By pressing , the previous screen returns.

MEMO

When you touched [QUEUE], the screen is not replaced.

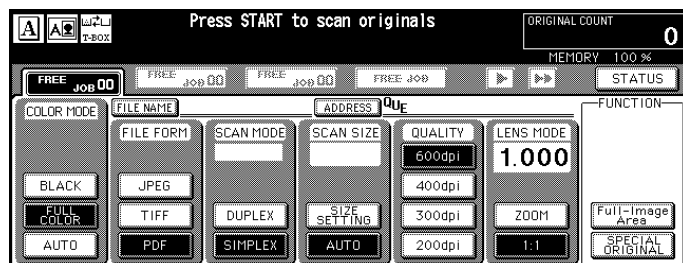
● [Scanner setting basic] screen

The [Scanner setting basic] screen is displayed when you touch [OK] on the [Select Transmission Object] screen.

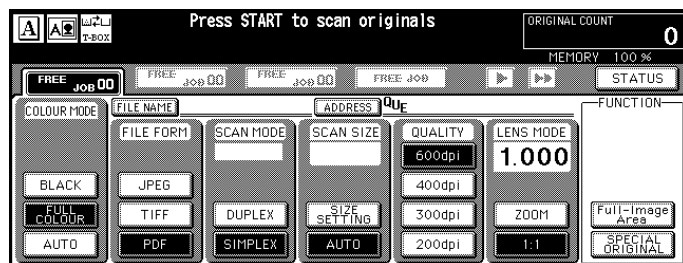


On the [Scanner setting basic] screen, you can set various basic settings to scan the image data.

- U.S.A.



- Others



When you touch [ADDRESS], back to the [Select Transmission Object] screen with setting you made.

MEMO

When the [Scanner setting basic] screen is displayed, you can return to the [Select Transmission Object] screen as follows:

- Touch [CANCEL] on the LCD
- Press [AUTO RESET] button on the control panel

However, the [AUTO RESET] button cancels all of the settings that you made and displays the [Select Transmission Object] screen.

To execute scanning and transmission / storage, press [START] button of the control panel.

MEMO

You can confirm current setting contents with the [Settings check mode] screen which appears when you press [CHECK] button of the control panel.

Items which can set with the [Scanner setting basic] screen are as follows:

FILE NAME

When you touch [FILE NAME], the [File Name Input] screen appears.

Any file name can be up to 26 alphanumeric characters long.

For information about a file name, please refer to “FILE NAME” on page 69.

COLOR MODE (COLOUR MODE)

You can select color mode (colour mode) for scanning [BLACK], [FULL COLOR] ([FULL COLOUR]) or [AUTO].

For information about color mode (colour mode), please refer to “COLOR MODE (COLOUR MODE)” on page 70.

FILE FORM

You can select the file form used for E-mail attachments, saved to the HDD or uploaded to a FTP server.

For information about file form, please refer to “FILE FORM” on page 71.

SCAN MODE

Use this feature to determine whether you scan the original document as a Duplex or Simplex.

For information about scan mode, please refer to “SCAN MODE” on page 71.

SCAN SIZE

Use this feature to determine whether scan size is detected automatically or set manually each time by the user.

For information about scan size, please refer to “SCAN SIZE” on page 72.

QUALITY

Use this feature to select the resolution of scanning.

For information about quality, please refer to “QUALITY” on page 74.

LENS MODE

Use this feature to determine whether to set the magnification ratio.

For information about lens mode, please refer to “LENS MODE” on page 75.

Full-Image Area (FUNCTION)

Normally, scans are made with an image data erasing margin at the top, bottom, left and right edges.

When you touch this feature, the document is scanned completely to the edges.

For information about full-Image area, please refer to “Full-Image Area” on page 78.

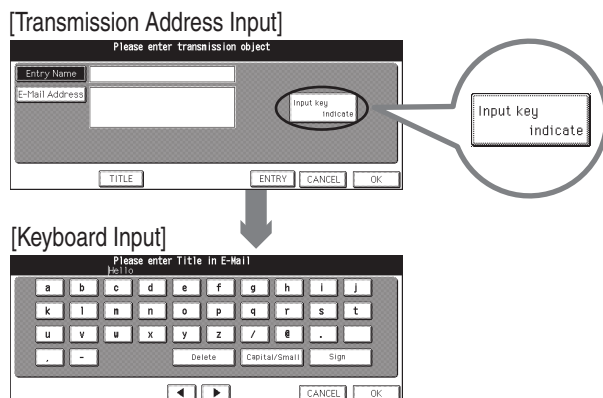
SPECIAL ORIGINAL (FUNCTION)

When you touch [SPECIAL ORIGINAL], the [SPECIAL ORIGINAL] screen appears.

For information about Special Original, please refer to “Original Direction” on page 79 and “Original Document type” on page 80.

● Inputting Text

When inputting the Entry Name or E-Mail address, use the [Keyboard Input] screen that appears with you touch [Input key indicate].



[Keyboard Input] screen

Using the [Keyboard Input] screen, you can input letters and special letters.

Limitation

Use the KEYPAD of the control panel to input numbers.

MEMO

To change the default layout of keyboard, please contact your service representative.

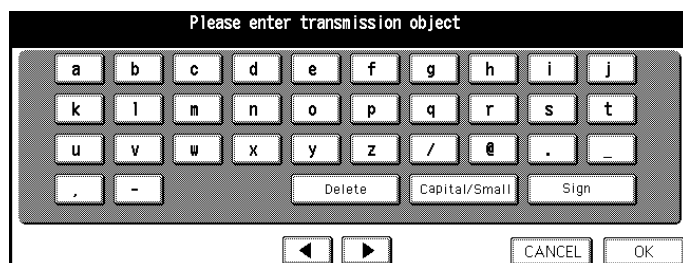
There are three kinds of Keyboard screen as follows.

- The [Lowercase letter input] screen

The [Lowercase letter input] screen appears when you touch [Input key indicate].

When the [Uppercase letter input] screen is displayed, the [Lowercase letter input] screen appears if you touch [Capital/Small].

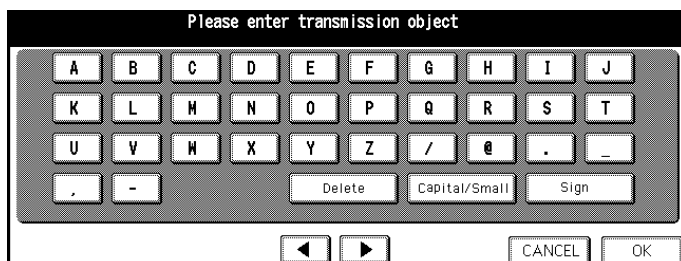
When the [Symbol input] screen is displayed, the [Lowercase letter input] screen appears if you touch [Alphabet].



- The [Uppercase letter input] screen

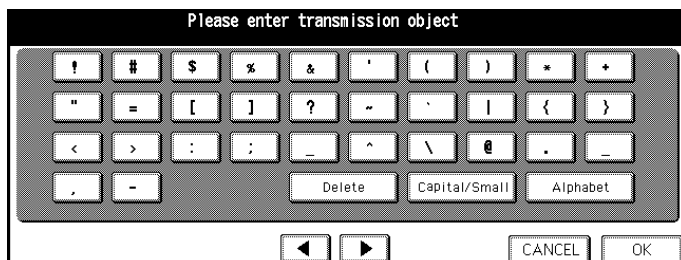
When the [Lowercase letter input] screen is displayed, the [Uppercase letter input] screen appears if you touch [Capital/Small].

When the [Symbol input] screen is displayed, the [Uppercase letter input] screen appears if you touch [Alphabet] first and the [Capital/Small] next.



- The [Symbol input] screen

When the [Lowercase letter input] screen or the [Uppercase letter input] screen is displayed, the [Symbol input] screen appears if you touch [Sign].



Inputting text

MEMO

Use the **KEYPAD** of the control panel to input numbers.



1. Confirm that the [Keyboard Input] screen (Lowercase letter / Uppercase letter / Symbol) you need appears.

If it is not a screen you need, replace the screen by touching the [Alphabet] / [Capital/Small] / [Sign]

- 2. Touch the letter keys on the LCD screen to input the letters.**

Letters you input appear on the upper part of the screen.

MEMO

- Caret “|”, representing an input position, flashes on and off in addition to the letters displayed on the upper part of the screen.
- When you touch [Delete], a letter which is before the caret position is deleted at a time.
- When you touch the , a caret position moves left.
- When you touch the , a caret position moves right.

- 3. Confirm letters you inputted and touch [OK] on the LCD screen.**

The screen returns to the screen that was displayed before touching the [Input key indicate].

Letters you input appear on the screen.




Chapter 2 : Before Using the Scanning Features

2-1 Overview.....	28
2-2 Registering Destinations (E-Mail)	29
2-3 Registering Storage Locations (HDD)	33
2-4 Registering Destinations (FTP)	37

2-1 Overview

This section offers instructions to register destinations of scanned data before using the scanning features.

You can register beforehand the following items:

- Scan to E-Mail: E-Mail address  ●▶ “Registering Destinations (E-Mail)” on page 29.
- Scan to HDD: Box No.  ●▶ “Registering Storage Locations (HDD)” on page 33.
- Scan to FTP: Profile Name  ●▶ “Registering Destinations (FTP)” on page 37.
Host Address
File Path
Login (User Name)
Password
Port No.

MEMO

Scan to QUEUE needs no information to register.

2-2 Registering Destinations (E-Mail)

You can register destinations for Scan to E-Mail beforehand.

Destination used with Scan to E-Mail is an E-Mail Address.

You can register E-Mail Address with the control panel or the Web Utility for the Copier.

This section explains how to register with the control panel.

MEMO

For information about the Web Utility for the Copier, please refer to the Copier's User's Guide.

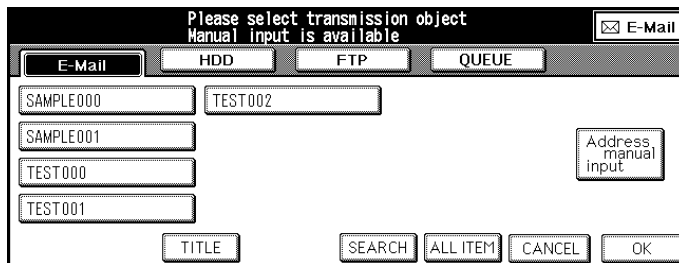
●Registration of E-Mail Address

1. Press [SCAN] button on the control panel.

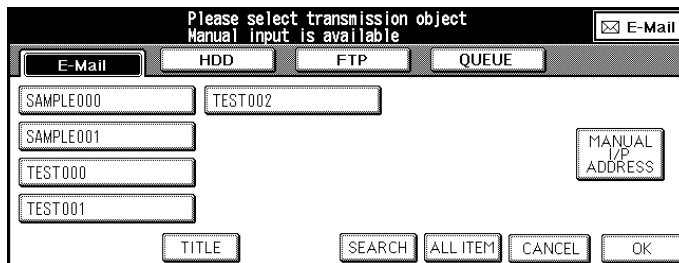


The [Select Transmission Object] screen is displayed on the LCD screen.

- U.S.A.



- Others



2. Make sure that [E-Mail] is selected.

If [E-Mail] is not selected, touch [E-Mail].

MEMO

You can exit the selected transmission object mode by touching the same button again.

3. Touch [Address manual input] ([MANUAL I/P ADDRESS]).

The [Transmission Address Input] screen appears.

MEMO

If you select the [E-Mail] again after using the Scan to E-Mail without exiting the Scan mode, the Entry Name and the E-Mail Address that you inputted before are displayed.

4. Make sure that [Entry Name] is selected.

When the [Entry Name] is not selected, touch [Entry Name].

5. Touch [Input key indicate].

The [Keyboard Input] screen appears.

6. Input the Entry Name and touch [OK].

The display returns to the [Transmission Address Input] screen.

The Entry Name you inputted appears on the [Transmission Address Input] screen.

MEMO

- The Entry Name should not exceed 24 alphanumeric characters.
- Input number with the Keypad of the control panel.
- For information about inputting text, please refer to "Inputting Text" on page 25.

7. Touch [E-Mail Address].

The [E-Mail Address] is highlighted.

8. Touch [Input key indicate].

The [Keyboard Input] screen appears.

9. Input the E-Mail Address and touch [OK].

The display returns to the [Transmission Address Input] screen.

The E-Mail Address you inputted appears on the [Transmission Address Input] screen.

MEMO

- Enter the E-Mail address in 54 alphanumeric characters. Only following marks can be used:
@, - (hyphen), _ (underscore), (space)
- Input number with the Keypad of the control panel.
- For information about inputting text, please refer to "Inputting Text" on page 25.

10. Make sure the contents you input and touch [ENTRY].

The contents you set are saved.

The display returns to the [Select Transmission Object] screen (E-Mail).

The Entry Name you inputted appears on the LCD screen.

MEMO

If no entry name is entered at the time of registration, the E-mail address is shown as the entry name.

● Revision and Deletion of E-Mail Address.

Use the Web Utility for copier or Key Operator Mode to revise and delete a registered E-Mail Address.



● ● ► “Changing / Deleting the destination” on page 95.

About these Web Utility for copier, please refer to the Copier’s User’s Guide.

2-3 Registering Storage Locations (HDD)

You can register storage locations for Scan to HDD, beforehand.

The storage location used with Scan to HDD is Box inside Hard Disk of the print controller.

You can register Box Nos. with the control panel or the Web Utility for the Copier.

This section explains how to enter from the control panel.

MEMO

For information about the Web Utility for the Copier, please refer to the Copier's User's Guide.

Box numbers can be selected in the range of 0000 - 9999.

It is recommended to assign Box No. (from 0001 to 9999) to users and inform them about their allotted numbers in advance.

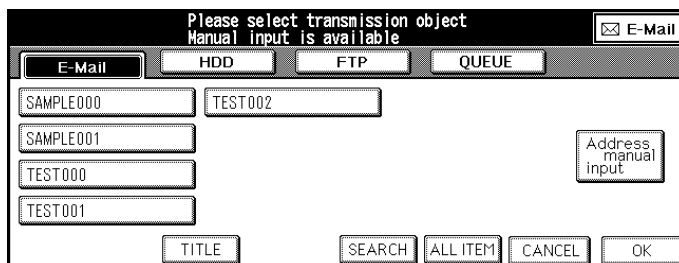
●Registration of Box No.

1. Press [SCAN] on the control panel.

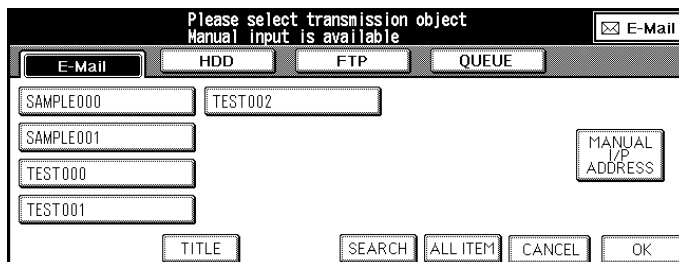


The [Select Transmission Object] screen is displayed on the LCD screen.

- U.S.A.



- Others



2. Touch [HDD].

The [Select Transmission Object] screen (HDD) appears.

If HDD storage locations are already registered, their entry name appears.

- U.S.A.

- Others

MEMO

You can exit the selected transmission object mode by touching the same button again.

3. Touch [Address manual input] ([MANUAL I/P ADDRESS]).

The [HDD Box No. Input] screen appears.

MEMO

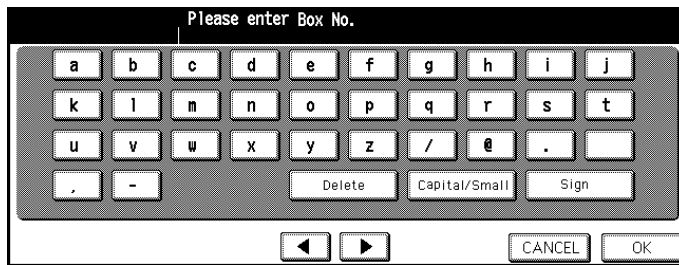
If you select the [HDD] again after using the Scan to HDD without exiting the Scan mode, the Entry Name and the Box No. which you input before are displayed.

4. Make sure that [Entry Name] is selected.

When the [Entry Name] is not selected, touch [Entry Name].

5. Touch [Input key indicate].

The [Keyboard Input] screen appears.



6. Input the Entry Name and touch [OK].

The display returns to the [HDD Box No. Input] screen.

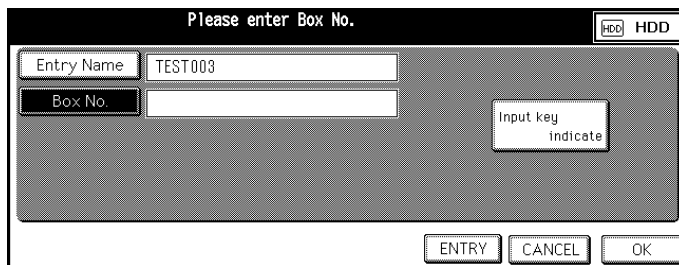
The Entry Name you inputted appears on the [HDD Box No. Input] screen.

MEMO

- The Entry Name should not exceed 24 alphanumeric characters.
- Input numbers with the Keypad of the control panel.
- For information about inputting text, please refer to "Inputting Text" on page 25.

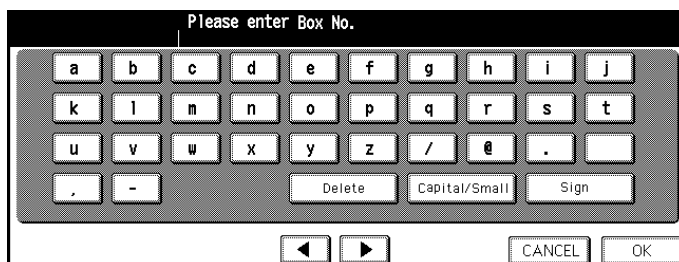
7. Touch [Box No.].

The [Box No.] is highlighted.



8. Touch [Input key indicate].

The [Keyboard Input] screen appears.



9. Input the Box No. with the KEYPAD of the control panel and touch [OK] on the LCD screen.

The display returns to the [HDD Box No. Input] screen.

The Box No. you input appears on the [HDD Box No. Input] screen.

MEMO

- Enter 4 digits of the Box No. into the space for Box No. If you enter "1" only, the Box No. is indicated as "0001".
- When numerals are entered, those numerals advance leftward one by one.

10. Confirm setting and touch [ENTRY].

The contents you set are saved.

The display returns to the [Select Transmission Object] screen (HDD).


The Entry Name you input appears on the LCD screen.

MEMO

If no entry name is entered at the time of registration, the BOX No. is registered as an entry name.

● Revision and Deletion of Box No.

Use the Web Utility for copier or Key Operator Mode to revise and delete a registered Box No..

 ●●● "Changing / Deleting the destination" on page 95.

About the Web Utility for copier, please refer to the Copier's User's Guide.

2-4 Registering Destinations (FTP)

You can register destinations for Scan to FTP, beforehand.

The Destination used with Scan to FTP is the FTP server.

You can register the FTP server with the control panel or the Web Utility for the Copier.

This section explains how to register with the control panel.

MEMO

For information about the Web Utility for the Copier, please refer to the Copier's User's Guide.

●Registration of FTP server

1. Press [SCAN] button on the control panel.



The [Select Transmission Object] screen is displayed on the LCD screen.

- U.S.A.

A screenshot of the copier's LCD screen showing the 'Please select transmission object' menu. The menu has a title bar with 'Please select transmission object' and 'Manual input is available' on the left, and an 'E-Mail' icon on the right. Below the title bar are four tabs: 'E-Mail', 'HDD', 'FTP', and 'QUEUE'. The 'E-Mail' tab is selected. Under this tab, there are four input fields: 'SAMPLE000', 'TEST002', 'SAMPLE001', and 'TEST000'. To the right of these fields is a box labeled 'Address manual input'. At the bottom of the screen are five buttons: 'TITLE', 'SEARCH', 'ALL ITEM', 'CANCEL', and 'OK'.

- Others

A screenshot of the copier's LCD screen showing the 'Please select transmission object' menu. The menu has a title bar with 'Please select transmission object' and 'Manual input is available' on the left, and an 'E-Mail' icon on the right. Below the title bar are four tabs: 'E-Mail', 'HDD', 'FTP', and 'QUEUE'. The 'E-Mail' tab is selected. Under this tab, there are four input fields: 'SAMPLE000', 'TEST002', 'SAMPLE001', and 'TEST000'. To the right of these fields is a box labeled 'MANUAL I/P ADDRESS'. At the bottom of the screen are five buttons: 'TITLE', 'SEARCH', 'ALL ITEM', 'CANCEL', and 'OK'.

2. Touch [FTP].

The [Select Transmission Object] screen (FTP) appears.

If the destination (FTP) is already registered, the profile name appears.

- U.S.A.

- Others

MEMO

You can exit the selected transmission object mode by touching the same button again.

3. Touch [Address manual input] ([MANUAL I/P ADDRESS]).

The [Transmission Address Input] screen appears.

MEMO

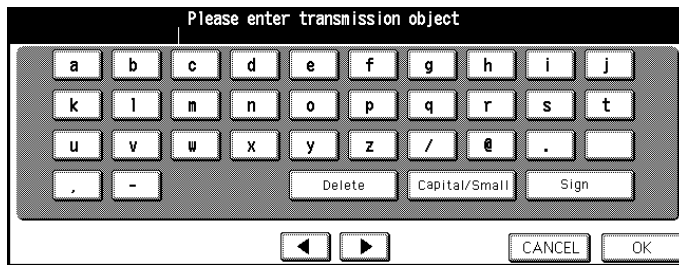
If you select the [FTP] again after using the Scan to FTP without exiting the Scan mode, letters which you input before are displayed.

4. Make sure that [Profile Name] is selected.

When the [Profile Name] is not selected, touch [Profile Name].

5. Touch [Input key indicate].

The [Keyboard Input] screen appears.



6. Input the Profile Name and touch [OK].

The Profile Name is the name displayed on the [Select Transmission Object] screen (FTP).

The display returns to the [Transmission Address Input].

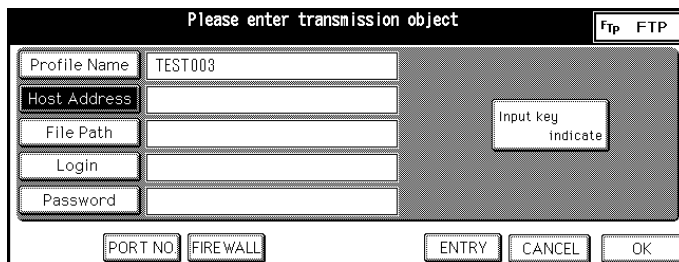
The Profile Name you inputted appears on the [Transmission Address Input].

MEMO

- The Profile Name should not exceed 10 alphanumeric characters.
- Input numbers with the Keypad of the control panel.
- For information about inputting text, please refer to "Inputting Text" on page 25.

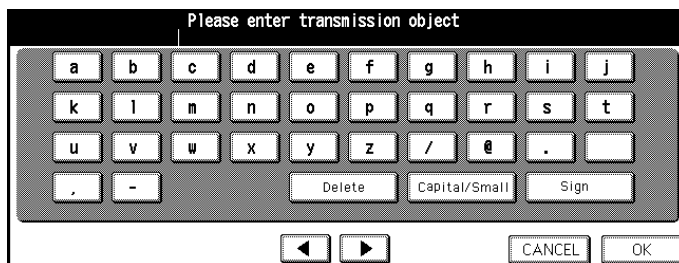
7. Touch [Host Address].

The [Host Address] is highlighted.



8. Touch [Input key indicate].

The [Keyboard Input] screen appears.



9. Input the Host Address and touch [OK].

Host address is the address of FTP server.

The display returns to the [Transmission Address Input].

The Host address you input appears on the [Transmission Address Input].

MEMO

- The Host Address should not exceed 63 characters.
- Input number with the Keypad of the control panel.
- For information about inputting text, please refer to “Inputting Text” on page 25.

10. Touch [File Path].

The [File Path] is highlighted.

11. Touch [Input key indicate].

The [Keyboard Input] screen appears.

12. Input the File Path and touch [OK].

The File Path is the path to the directory inside FTP server.

The display returns to the [Transmission Address Input].

The File Path you input appears on the [Transmission Address Input].

MEMO

- The File Path should not exceed 127 characters.
- Input numbers with the Keypad of the control panel.
- For information about inputting text, please refer to “Inputting Text” on page 25.

13. Touch [Login].

The [Login] is highlighted.

14.Touch [Input key indicate].

The [Keyboard Input] screen appears.

Please enter transmission object

a	b	c	d	e	f	g	h	i	j
k	l	m	n	o	p	q	r	s	t
u	v	w	x	y	z	/	@	.	
,	-	Anonymous	Delete	Capital/Small	Sign				

◀ ▶ CANCEL OK

MEMO

The [Anonymous] displayed does not appear on a usual keyboard screen.

15.Input the Login ID or touch [Anonymous] if the FTP server does not require user authentication and touch [OK].

The Login ID is the user ID to access the directory inside FTP server.

When you touch [Anonymous], the word “Anonymous” is displayed on the upper part of the LCD screen.

After you touch the [OK], the display returns to the [Transmission Address Input].

The Login ID you input or “Anonymous” appears on the [Transmission Address Input].

MEMO

- The Login ID should not exceed 47 characters.
- Input numbers with the Keypad of the control panel.
- For information about inputting text, please refer to “Inputting Text” on page 25.

16.Touch [Password].

The [Password] is highlighted.

Please enter transmission object Ftp FTP

Profile Name	TEST003
Host Address	ftp.abc.def.gh
File Path	/abc/def/ghi
Login	ABC123
Password	

Input key indicate

PORT NO FIREWALL ENTRY CANCEL OK

17.Touch [Input key indicate].

The [Keyboard Input] screen appears.

Please enter transmission object

a	b	c	d	e	f	g	h	i	j
k	l	m	n	o	p	q	r	s	t
u	v	w	x	y	z	/	@	.	
,	-	Delete	Capital/Small	Sign					

◀ ▶ CANCEL OK

18. Input the Password and touch [OK].

Input the password corresponding to Login ID.

After you touch the [OK], the display returns to the [Transmission Address Input].

The Password you input appears with asterisk (*) on the [Transmission Address Input].

MEMO

- The Password should not exceed 25 characters.
- Input numbers with the Keypad of the control panel.
- For information about inputting text, please refer to “Inputting Text” on page 25.

19. Touch [PORT NO.], if necessary.

The [Port No. Input] screen appears.

“21” is the default number.



Important

Changing the port number improperly can create obstructions on the network. Do not change the port number without instructions from the network administrator.

MEMO

- You can set port number to 65565.
- Please change it only if necessary.

20. Input the PORT NO. with the numeric key on the LCD screen and touch [OK].

The display returns to the [Transmission Address Input] screen.

MEMO

- The [Port No.] may be up to five characters.
- By the first input, the default value “21” is cleared.
- “21” and “00021” will be counted as a same value.
- When you touch [RESET], the value returns to the default value.

21. Touch [FIRE WALL], if necessary.

22. To use Firewall when transmitting, set to ON and touch [OK].

The display returns to the [Transmission Address Input] screen.

MEMO

About how to use the [Firewall], please ask network administrator.

23. Confirm settings and touch [ENTRY].

The contents you set are saved.

The display returns to the [Select Transmission Object] screen (FTP).

The Profile Name you input appears on the LCD screen.

MEMO

The [ENTRY] becomes effective when all keys ([Profile Name], [Host Address], [File Path], [Login] and [Password]) are input.

● Revision and Deletion of FTP server

Use the Web Utility for copier or Key Operator Mode to revise and delete a registered FTP server.



●●▶ “Changing / Deleting the destination” on page 95.

Chapter 3 : Using the Scanning Features

3-1 Activating the Scan Mode.....	45
3-2 Selecting the Destination.....	46
3-3 Setting the Original Document.....	67
3-4 Setting Scanner Features	68
3-5 Starting Scanning.....	82
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3-1 Activating the Scan Mode

When you scan documents, first press [SCAN] on the control panel of the Copier.

Control Panel



You cannot activate the Scan Mode under the following situations:

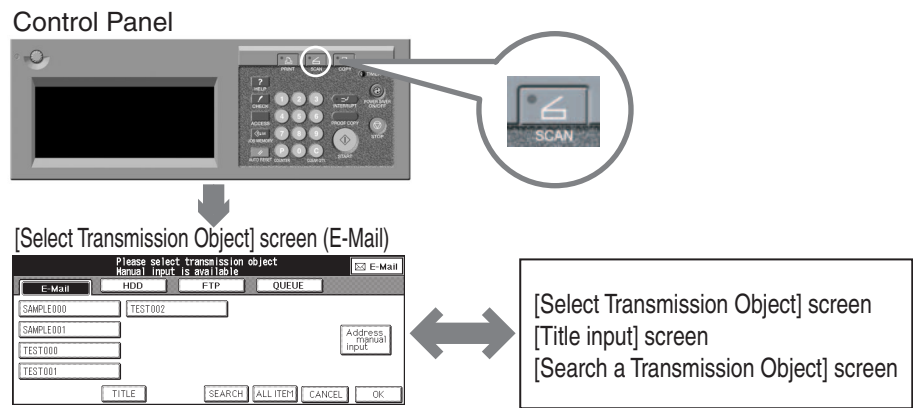
- When an error message is displayed on the LCD screen.

MEMO

For information about error messages, please refer to the “Copier’s User’s Guide”.

3-2 Selecting the Destination





When you press [SCAN], scanning is activated and the [Select Transmission Object] screen appears.



On the [Select Transmission Object] screen, you select the key from [E-Mail], [HDD], [FTP] or [QUEUE] and set items corresponding with your selection.

MEMO

You can select multiple destinations. In this case, select the next destination after setting of items for the destination already selected. Omit the procedure to press [SCAN] to retain and edit the settings for the destination already selected.

- E-Mail:  “Selecting the Destination (E-Mail)” on page 47.
- HDD:  “Selecting the Storage Location (HDD)” on page 56.
- FTP:  “Selecting the Destination (FTP)” on page 61.
- QUEUE:  “Selecting the Destination (QUEUE)” on page 66.



Limitation

After the scanning operation, to activate the Copy mode by pressing the [COPY] button of the control panel.

● Selecting the Destination (E-Mail)

The [E-Mail] is selected when the [Select Transmission Object] screen which appears by pressing the [SCAN] button of the control panel.

When you select the [E-Mail] (Scan to E-Mail), you can set the title and the address of E-mail and transmit the scanned data as an attached file.




MEMO

If the size of scanned data exceeds a limit set beforehand, URL which links to the location of scanning data is sent by an E-Mail.

For detail about restrictions on the size of attached file, refer to "Print Controller User's Guide".

You can also select the other destinations for [HDD], [FTP], and/or [QUEUE] in a single scanning.

You can select the destinations (E-Mail Address) using the following method:

- Select from destinations already registered  ● ● Page 48
- Select from destinations already registered using search  ● ● Page 49
- Set the destination by manual input  ● ● Page 51

For information about the title, please refer "Setting the Title" on page 54.

MEMO

Total number of letters of addresses is up to 512 characters including "," and "(space)".

Selecting from destinations already registered



If you have selected the other transmission object or destination, skip the procedure 1 to retain and edit the settings you have made already.

1. Press [SCAN] button on the control panel.

The [Select Transmission Object] screen is displayed on the LCD screen.

- U.S.A.

- Others

2. Make sure that [E-Mail] is selected.

When the [E-Mail] is not selected, touch [E-Mail].

MEMO

You can exit the selected transmission object mode by touching the same button again.

3. Select the Entry Name (E-Mail address) from the list.

Select the Entry Name (E-Mail address) from the list of registered addresses on the LCD screen.

Total number of letters of addresses is up to 512 characters.

MEMO

To select more than one E-Mail address, please refer to "Setting multiple destinations" on page 55.

4. According to need, set the Title.



▶▶▶ "Setting the Title" on page 54.

5. Set the original document.



▶▶▶ "Setting the Original Document" on page 67.

Selecting destinations already registered using Search



If you have selected the other transmission object or destination, skip the procedure 1 to retain and edit the settings you have made already.

1. Press [SCAN] button on the control panel.

The [Select Transmission Object] screen is displayed on the LCD screen.

- U.S.A.

- Others

2. Make sure that [E-Mail] is selected.

When the [E-Mail] is not selected, touch [E-Mail].

MEMO

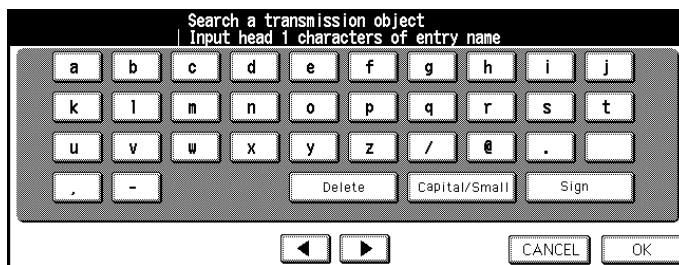
You can exit the selected transmission object mode by touching the same button again.

3. Touch [SEARCH].

[Search a Transmission Object] screen appears.

4. Touch [Input key indicate].

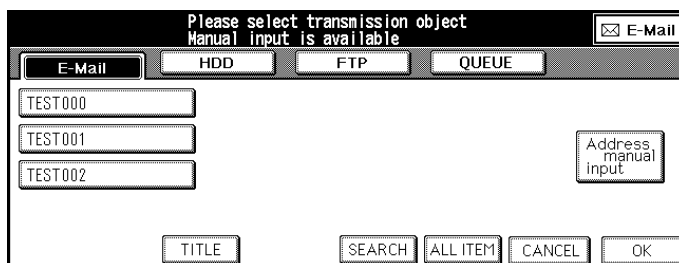
The [Keyboard Input] screen appears.



5. Enter the first letter of the Entry Name to search.

[Search results] screen appears.

The Entry Name corresponding the condition are listed on the LCD screen.



MEMO

- Input numbers with the Keypad of the control panel.
- For information about inputting text, please refer to “Inputting Text” on page 25.

6. Select the Entry Name from the list.


Select the Entry Name from the list of search results on the LCD screen.

Total number of letters of addresses is up to 512 characters.

MEMO

- To select more than one E-Mail address, please refer to “Setting multiple destinations” on page 55.
- At this stage, you can touch [ALL ITEM] to have all registered entry names displayed as before.

7. According to need, set the Title.

 ●● “Setting the Title” on page 54.

8. Set the original document.

 ●● “Setting the Original Document” on page 67.

Setting the destination by manual inputting



If you have selected the other transmission object or destination, skip the procedure 1 to retain and edit the settings you have made already.

1. Press [SCAN] button on the control panel.

The [Select Transmission Object] screen is displayed on the LCD screen.

- U.S.A.

- Others

2. Make sure that [E-Mail] is selected.

When [E-Mail] is not selected, touch [E-Mail].

MEMO

You can exit the selected transmission object mode by touching the same button again.

3. Touch [Address manual input] ([MANUAL I/P ADDRESS]).

The [Transmission Address Input] screen appears.

MEMO

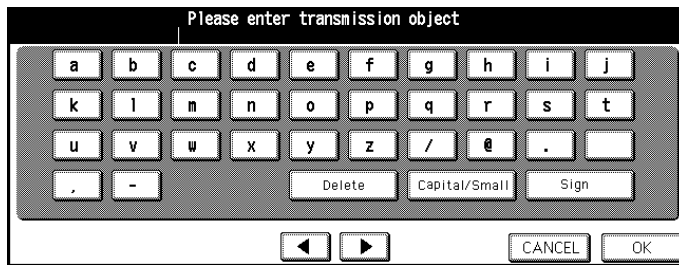
When you select the [E-Mail] again after using the Scan to E-Mail without escaping the Scan mode, the Entry Name and the E-Mail Address which you input before are displayed.

4. Make sure that [Entry Name] is selected.

When [Entry Name] is not selected, touch [Entry Name].

5. Touch [Input key indicate].

The [Keyboard Input] screen appears.



6. Input the Entry Name and touch [OK].

The display returns to the [Transmission Address Input] screen.

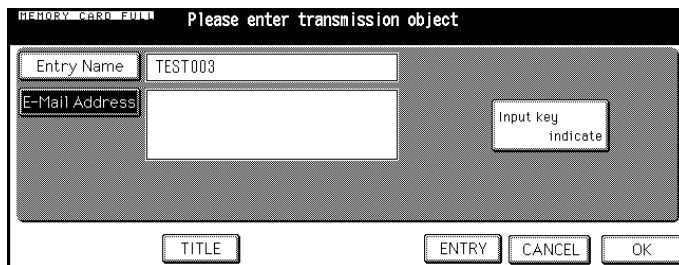
The Entry Name you inputted appears on the [Transmission Address Input] screen.

MEMO

- The Entry Name should not exceed 24 alphanumeric characters.
- Input numbers with the Keypad of the control panel.
- For information about inputting text, please refer to "Inputting Text" on page 25.

7. Touch [E-Mail Address].

The [E-Mail Address] is highlighted.



8. Touch [Input key indicate].

The [Keyboard Input] screen appears.

9. Input the E-Mail Address and touch [OK].


The display returns to the [Transmission Address Input] screen.

The E-Mail Address you input appears on the [Transmission Address Input] screen.

MEMO

- Enter the E-Mail address in 54 alphanumerics. Only following symbols can be used:
@, - (hyphen), _(underscore), (space)
- Input numbers with the Keypad of the control panel.
- For information about inputting text, please refer to “Inputting Text” on page 25.
- About to select more than one E-Mail address, please refer to “Setting multiple destinations” on page 55.
- If you touch [ENTRY] at this stage, you can save the contents you inputted and the screen returns to the [Select Transmission Object] screen on which the entry name you inputted is selected.

10. According to need, set the Title.

 ●●▶ “Setting the Title” on page 54.

11. Set the original document.

 ●●▶ “Setting the Original Document” on page 67.



An E-Mail Address you input by manual operation is not saved when you touch the [OK]. An E-Mail Address used often should be registered when you touch the [ENTRY].

 ●●▶ “Registering Destinations (E-Mail)” on page 29.

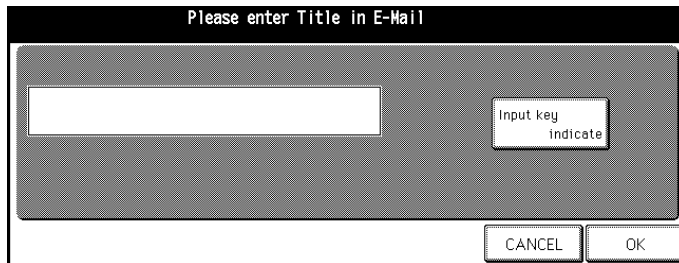
Setting the Title

The Title of the E-Mail is " 'Filename' has been scanned." (Default). However, when you select the [E-Mail] again after using the Scan to E-Mail without escaping the Scan mode, the Title which you inputted before remains.

Change the Title as follows:

1. Touch [TITLE] on the [Select Transmission Object] screen (E-Mail) or the [Transmission Address Input] screen.

The [Title Input] screen appears.



2. Touch [Input key indicate].

The [Keyboard Input] screen appears.



3. Input the Title of the E-Mail Address and touch [OK].

The display returns to the [Select Transmission Object] screen or the [Transmission Address Input] screen.

MEMO

- The Title should not exceed 45 alphanumeric characters.
- Input numbers with the Keypad of the control panel.
- For information about inputting text, please refer to "Inputting Text" on page 25.

Setting multiple destinations

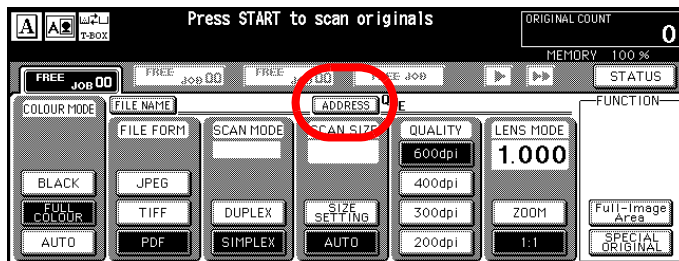
You can set multiple destinations with Scan to E-Mail.

MEMO

Total number of letters of addresses is up to 512 characters.

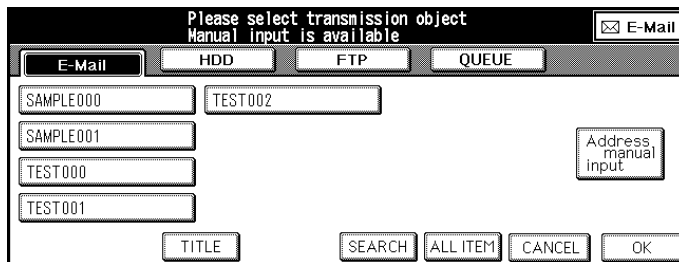
1. Touch [OK] on the [Select Transmission Object] screen (E-Mail), the [Transmission Address Input] screen, or the [Search results] screen.

The [Scanner setting basic] screen appears.



2. Touch [ADDRESS].

The screen returns the [Transmission Address Input] screen.



3. Setting another E-Mail Address with the following procedures.

- select from the list of addresses registered
- select from the list of addresses registered with search
- set the address by manual inputting

Reference ●●▶ Page 48




Reference ●●▶ Page 49

Reference ●●▶ Page 51

● Selecting the Storage Location (HDD)

When you select the [HDD] (Scan to HDD), you can store the scanned data by appointing the Box No. inside the print controller with the KEYPAD of the Copier's control panel.

You can select the destination (Box No.) as follows:

- Select the destination from destinations already registered  Page 57
- Select the destination from destinations already registered with search  Page 58
- Set the destination by manual inputting  Page 60



You can select only one destination (Box No.).

Selecting the destination from destinations already registered



If you have selected the other transmission object or destination, skip the procedure 1 to retain and edit the settings you have made already.

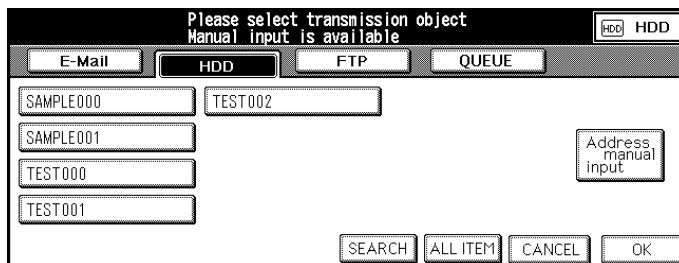
1. Press [SCAN] button on the control panel.

The [Select Transmission Object] screen (E-Mail) is displayed on the LCD screen.

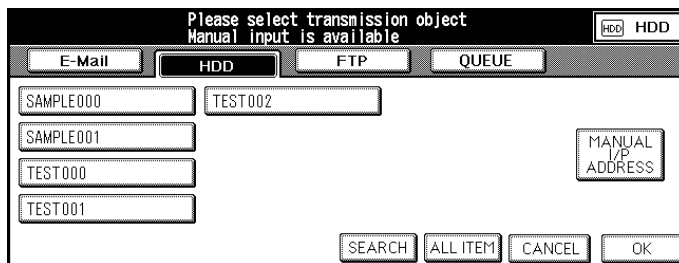
2. Touch [HDD].

The [Select Transmission Object] screen (HDD) appears.

- U.S.A.



- Others



MEMO

You can exit the selected transmission object mode by touching the same button again.

3. Select the Entry Name from the list.

Select the Entry Name from the list of registered Box No. on the LCD screen.

4. Set the original document.



●●▶ "Setting the Original Document" on page 67.

Selecting the destination from destinations already registered with Search



If you have selected the other transmission object or destination, skip the procedure 1 to retain and edit the settings you have made already.

1. Press [SCAN] button on the control panel.

The [Select Transmission Object] screen (E-Mail) is displayed on the LCD screen.

2. Touch [HDD].

The [Select Transmission Object] screen (HDD) appears.

- U.S.A.

- Others

MEMO

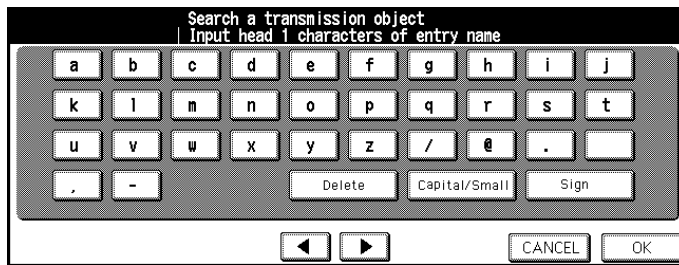
You can exit the selected transmission object mode by touching the same button again.

3. Touch [SEARCH].

[Search a Transmission Object] screen appears.

4. Touch [Input key indicate].

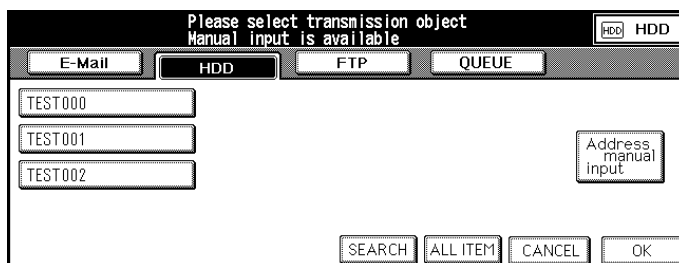
The [Keyboard Input] screen appears.



5. Enter the first letter of the Entry Name to search.

[Search results] screen appears.

The Entry Name corresponding the condition is listed on the LCD screen.



MEMO

- Input numbers with the Keypad of the control panel.
- For information about inputting text, please refer to “Inputting Text” on page 25.

6. Select the Entry Name from the list.

Select the Entry Name from the list of search results on the LCD screen.

MEMO

At this stage, you can touch [ALL ITEM] to have all registered entry names displayed as before.

7. Set the original document.

 ●●▶ “Setting the Original Document” on page 67.

Setting the destination by manual inputting

- 1. Follow the same procedure from step 1. to 9. of “Registering Storage Locations (HDD)” on page 33.**



If you have selected the other transmission object or destination, skip the procedure 1 to retain and edit the settings you have made already.

- 2. Confirm your entry.**

MEMO

If you touch [ENTRY] at this stage, you can save the contents you inputted and the screen returns to the [Select Transmission Object] screen on which the entry name you inputted is selected.

- 3. Set the original document.**






●●▶ “Setting the Original Document” on page 67.

● Selecting the Destination (FTP)

When you select the [FTP] (Scan to FTP), you can upload the scanned data to a FTP server.

You can select the destinations (FTP server) as follows:

- Select from destinations already registered  Page 62
- Select from destinations already registered with search  Page 63
- Set the destination by manual inputting  Page 65



You can select only one destination (FTP server).

For information about setting method of port number, please refer “Registration of FTP server” on page 37.

For information about the Firewall, please refer “Registration of FTP server” on page 37.

Selecting from destinations already registered



If you have selected the other transmission object or destination, skip the procedure 1 to retain and edit the settings you have made already.

1. Press [SCAN] button on the control panel.

The [Select Transmission Object] screen is displayed on the LCD screen.

2. Touch [FTP].

The [Select Transmission Object] screen (FTP) appears.

- U.S.A.

- Others

MEMO

You can exit the selected transmission object mode by touching the same button again.

3. Select the Profile Name from list on the LCD screen.

Select the Profile Name from the list of registered profile Names on the LCD screen.

4. According to need, set the Port Number.

"Registration of FTP server" on page 37.

5. Set the original document.

"Setting the Original Document" on page 67.

Selecting from destinations already registered with Search



If you have selected the other transmission object or destination, skip the procedure 1 to retain and edit the settings you have made already.

1. Press [SCAN] button on the control panel.

The [Select Transmission Object] screen is displayed on the LCD screen.

2. Touch [FTP].

The [Select Transmission Object] screen (FTP) appears.

- U.S.A.

- Others

MEMO

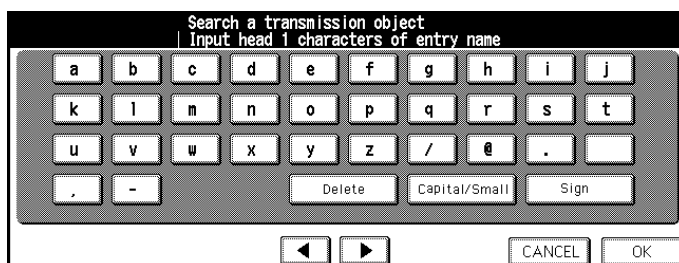
You can exit the selected transmission object mode by touching the same button again.

3. Touch [SEARCH].

[Search a Transmission Object] screen appears.

4. Touch [Input key indicate].

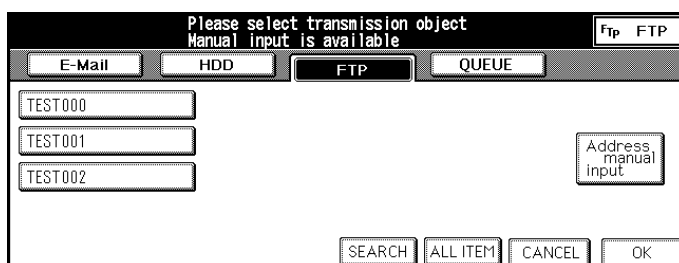
The [Keyboard Input] screen appears.



5. Enter the first letter of the Profile Name to search.

[Search results] screen appears.

The Profile Name corresponding the condition is listed on the LCD screen.



MEMO

- Input numbers with the Keypad of the control panel.
- For information about inputting text, please refer to "Inputting Text" on page 25.


6. Select the Profile Name from the list on the LCD screen.

Select the Profile Name from the list of registered Profile Names on the LCD screen.

MEMO

At this stage, you can touch [ALL ITEM] to have all registered Profile Name displayed as before.

7. According to need, set the Port Number.

 "Registration of FTP server" on page 37.

8. Set the original document.

 "Setting the Original Document" on page 67.

Setting the destination by manual inputting

- 1. Follow the same procedure from step 1. to 18 of “Registering Destinations (FTP)” on page 37.**



If you have selected the other transmission object or destination, skip the procedure 1 to retain and edit the settings you have made already.

- 2. Confirm your entry.**

MEMO

If you touch [ENTRY] at this stage, you can save the contents you inputted and the screen returns to the [Select Transmission Object] screen on which the profile name you inputted is selected.

- 3. According to need, set the Port Number.**



●●▶ “Registration of FTP server” on page 37.

- 4. Set the original document.**



●●▶ “Setting the Original Document” on page 67.



An E-Mail Address you input by manual operation is not saved when you touch the [OK]. An E-Mail Address used often should be registered when you touch the [ENTRY].



●●▶ “Registering Destinations (FTP)” on page 37.

● Selecting the Destination (QUEUE)

When you select the [QUEUE] (Scan to QUEUE), you can store the scanned data as a print job data inside the print controller.

1. Press [SCAN] button on the control panel.

The [Select Transmission Object] screen is displayed on the LCD screen.

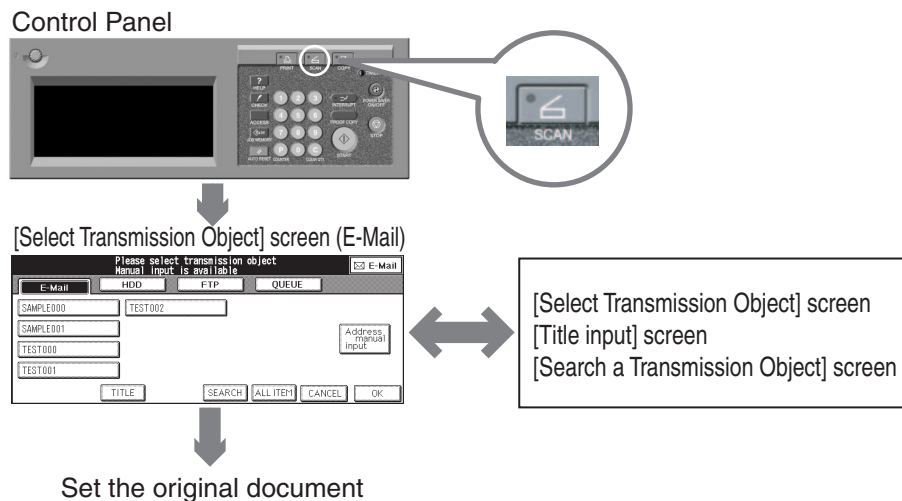
2. Touch [QUEUE].

MEMO

You can exit the selected transmission object mode by touching the same button again.

3-3 Setting the Original Document

After the setting on the [Select Transmission Object] screen, set the original document to the copier's RADF or the platen glass.

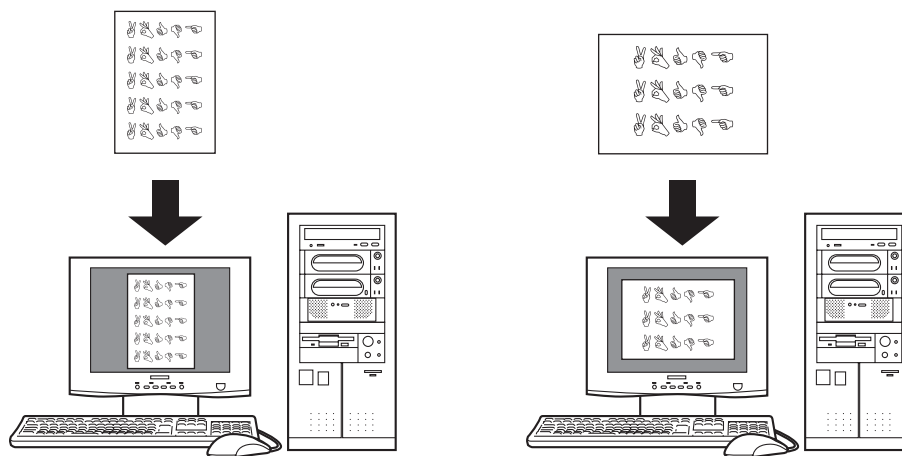


Direction of the Originals

Depending on the direction you set the originals, the direction in which the applications read images will differ.

MEMO

Paper sizes acceptable for scanning and the method of loading the original are the same as in the copy mode. For details, refer to the "Copier's User's Guide".

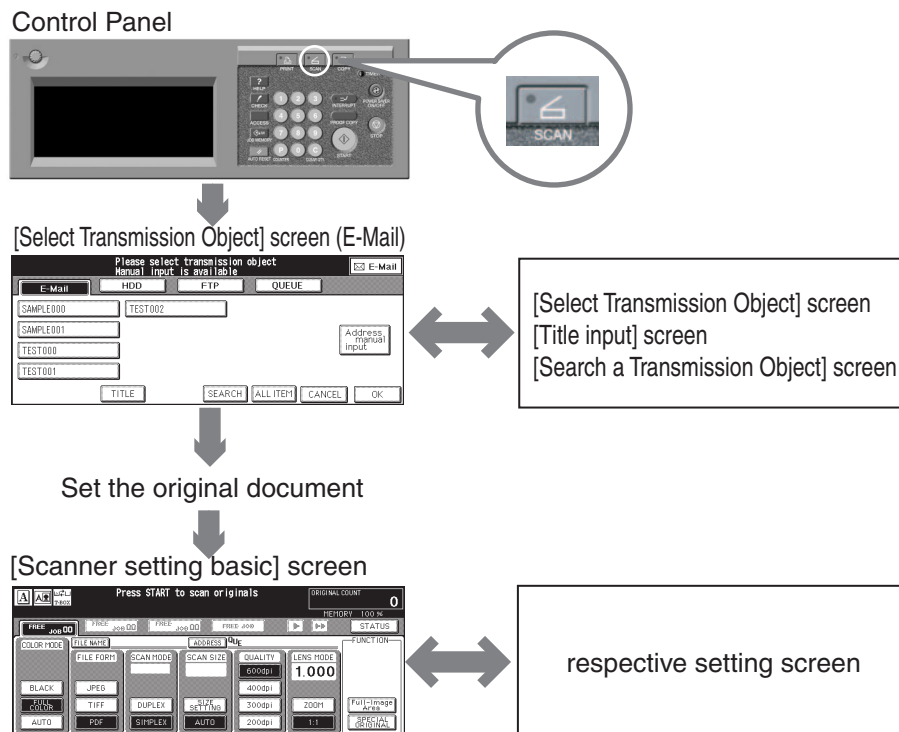


3-4 Setting Scanner Features

When you touch [OK], after the setting the original document to the copier's RADF or the platen glass, the [Scanner setting basic] screen appears.

MEMO

By touching the [Address] on the [Scanner setting basic] screen, it returns to the [Select Transmission Object] screen.



On the [Scanner setting basic] screen, you make various setting about scanning.

- FILE NAME Reference ●●▶ Page 69
- COLOR MODE (COLOUR MODE) Reference ●●▶ Page 70
- FILE FORM Reference ●●▶ Page 71
- SCAN MODE Reference ●●▶ Page 71
- SCAN SIZE Reference ●●▶ Page 72
- QUALITY Reference ●●▶ Page 74
- LENS MODE Reference ●●▶ Page 75
- Full-Image Area (FUNCTION) Reference ●●▶ Page 78
- Original Direction (SPECIAL ORIGINAL (FUNCTION)) Reference ●●▶ Page 79
- Special Setting (SPECIAL ORIGINAL (FUNCTION)) Reference ●●▶ Page 80

● FILE NAME

When scanning, the file name is automatically entered. However, you can set / change the file name on the [Scanning setting basic] screen.



The following characters cannot be used for file names. If any of these characters is used, it may give a serious influence on the network or file system.

Unusable characters:

\ / : ; , * ? " ' < > |

1. Touch [OK] on the [Select Transmission Object] screen.

The [Scanner setting basic] screen appears.

2. Touch [FILE NAME].

The [File Name Input] screen appears.

MEMO

You can exit the selected transmission object mode by touching the same button again.

3. Touch [Input key indicate].

The [Keyboard Input] screen appears.

4. Input the File Name and touch [OK].

The display returns to the [Scanner setting basic] screen.

MEMO

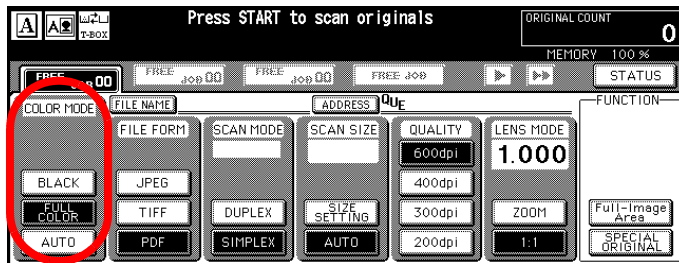
- The File Name should not exceed 26 alphanumeric characters.
- You cannot use a symbol other than "-", "_", ".", "(space)".
- Input numbers with the Keypad of the control panel.
- For information about inputting text, please refer to "Inputting Text" on page 25.

5. Make sure the contents you input and touch [OK].

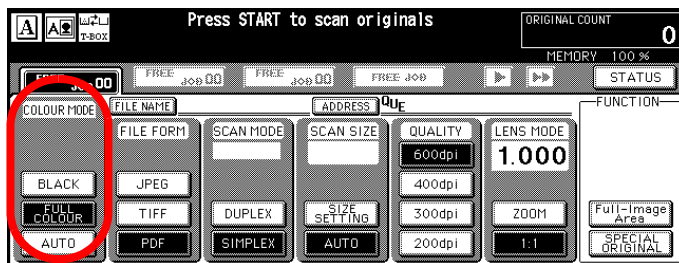
The display returns to the [Scanner setting basic] screen.

● COLOR MODE (COLOUR MODE)

- U.S.A.



- Others



You can select the Color mode from [BLACK], [FULL COLOR] ([FULL COLOUR]) and [AUTO].

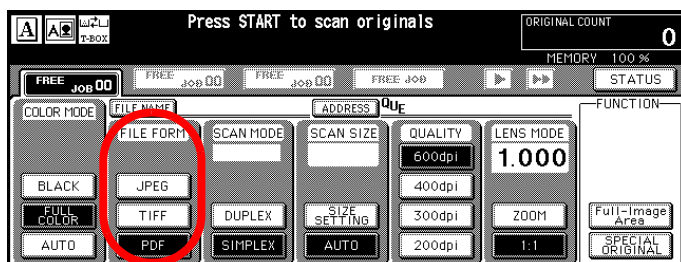
When you select [AUTO], the color mode is coordinated according to the original document.

MEMO

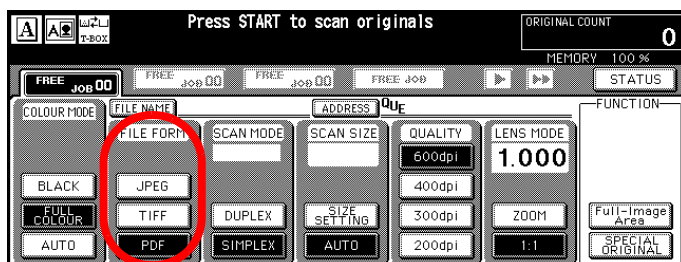
For JPEG, FULL COLOR (FULL COLOUR) or AUTO becomes possible.

● FILE FORM

- U.S.A.



- Others



You can select the file form from [JPEG], [TIFF] and [PDF].

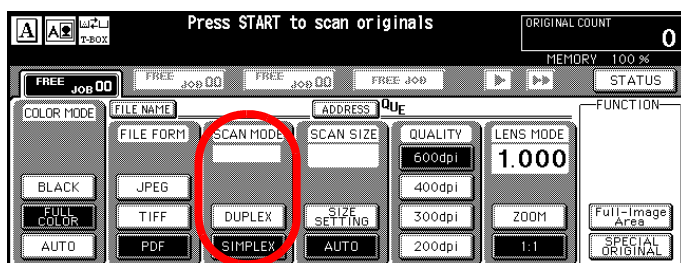
When you scan multiple documents by one time, you cannot change file format individually.

MEMO

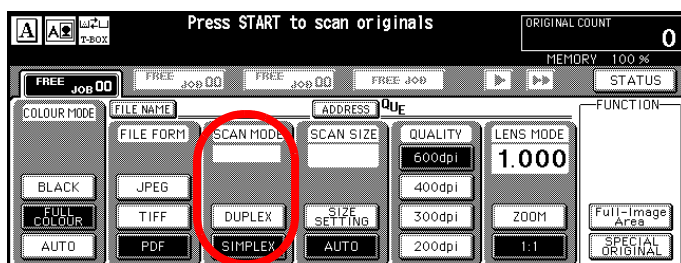
For JPEG, FULL COLOR (FULL COLOUR) or AUTO becomes possible.

● SCAN MODE

- U.S.A.



- Others

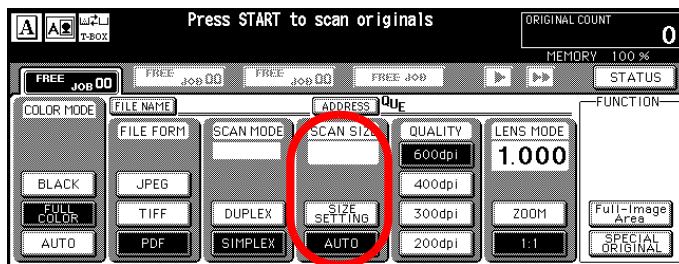


Use this feature to determine whether the original document is Duplex or Simplex.

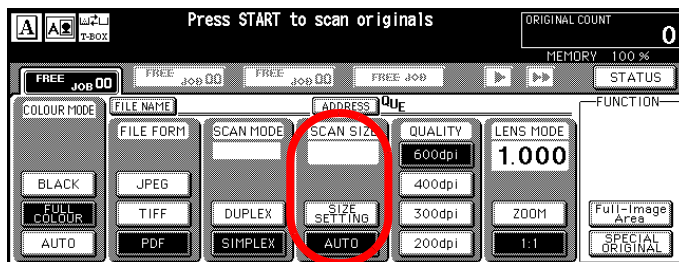
If the RADF is not installed, [Duplex] cannot be selected.

● SCAN SIZE

- U.S.A.



- Others



Use this feature to set the scanning paper size.

You can select [AUTO] or [SIZE SETTING]. The default setting is [AUTO].

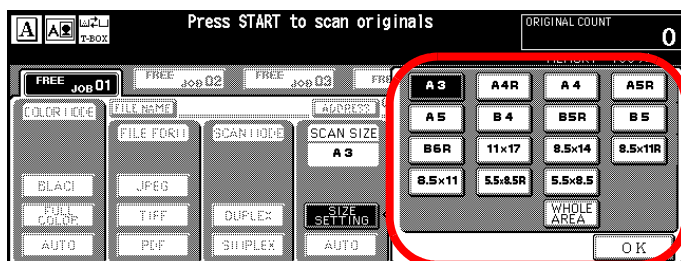
When [AUTO] is selected, the size of the original available to be read is the same as the default in the copy mode.

In case of [SIZE SETTING]:

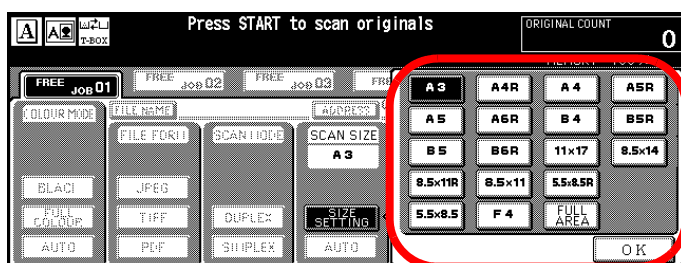
1. Touch [SIZE SETTING].

Pop up screen appears.

- U.S.A.



- Others



2. Select the paper size and touch [OK].

The display returns to the [Scanner setting basic] screen.

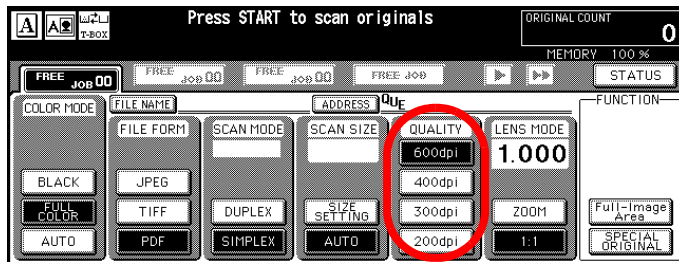
For example, when an A3 original is loaded and you select B5, then the scanning takes on the B5 frame.

Available paper sizes:

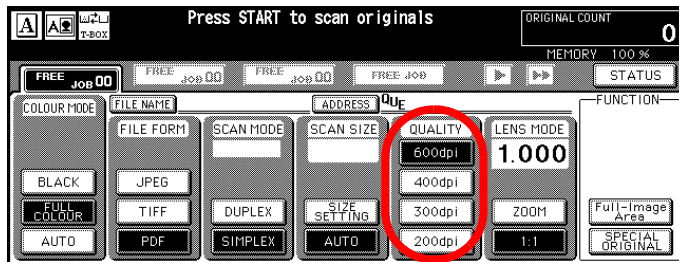
- U.S.A.
A3 / A4R / A4 / A5R / A5 / B4 / B5R / B5 / B6R / 11x17 / 8.5x14 / 8.5x11R / 8.5x11 / 5.5x8.5R / 5.5x8.5 / WHOLE AREA
- Others
A3 / A4R / A4 / A5R / A5 / A6R / B4 / B5R / B5 / B6R / 11x17 / 8.5x14 / 8.5x11R / 8.5x11 / 5.5x8.5R / 5.5x8.5 / F4 / FULL AREA

● QUALITY

- U.S.A.



- Others



Use this feature to select the resolution.

You can select from [600dpi], [400dpi], [300dpi], or [200dpi].

MEMO

If you need to change the default value of [QUALITY], please contact your service representative.

MEMO

The following table shows how many originals can be scanned. (File Form; JPEG, TIFF, PDF)

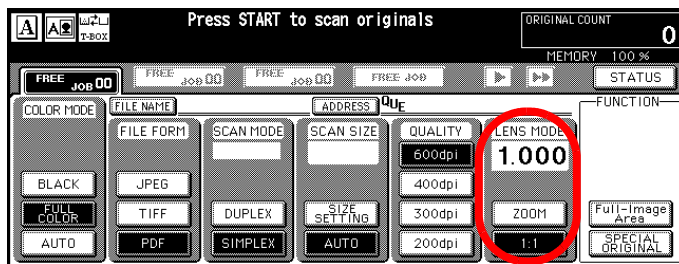
Quality	Data Size	possible pages to read in
200dpi	420KB	about 110,000 page
300dpi	810KB	about 58,000 page
400dpi	1200KB	about 37,000 page
600dpi	2300KB	about 20,000 page

MEMO

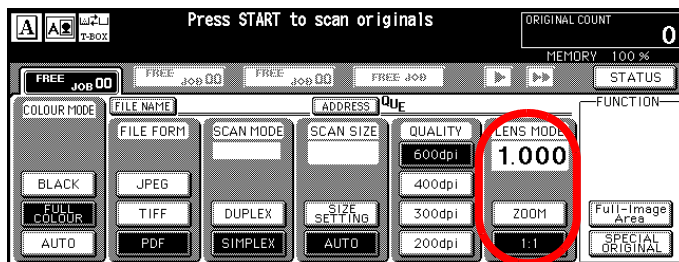
Data Size and No. of Originals available to be read depend on data actually scanned. Understand that the numbers in the table are intended only to serve as a rough guide for you.

● LENS MODE

- U.S.A.



- Others



Touch this key to change the magnification ratio at which the original document is read.

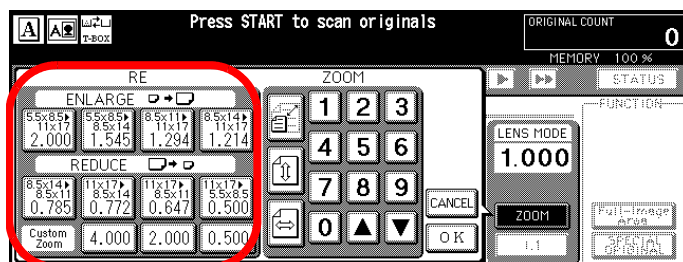
You can select [ZOOM] or [1:1]. The default setting is [1:1].

In case of [ZOOM]; fixed magnification ratios:

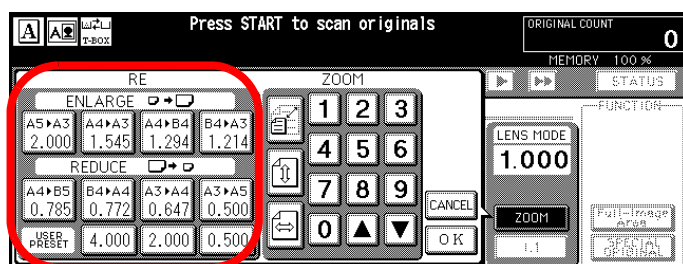
1. Touch [ZOOM].

Pop up screen appears.

- U.S.A.



- Others



2. Select the fixed magnification ratios from [RE] groups and touch [OK].

The display returns to the [Scanner setting basic] screen.

MEMO

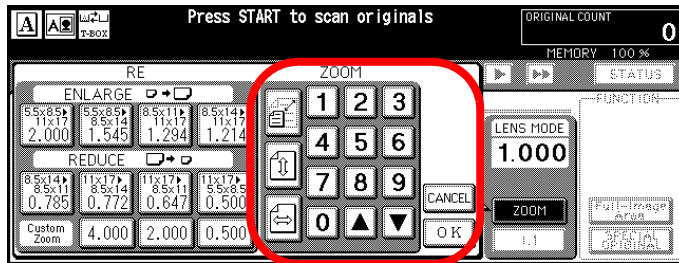
The setting value of the fixed magnification ratios is the same as the default in the copy mode.

In case of [ZOOM]; optional magnification ratios:

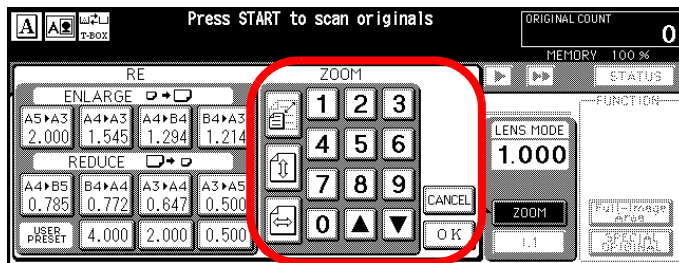
1. Touch [ZOOM].

Pop up screen appears.


- U.S.A.





- Others



2. Touch , , or .

You can select  to zoom with the same ratio.

You can select  to set zoom with the ratio of vertical direction.

You can select  to set zoom with the ratio of horizontal direction.

3. Input the ratio to zoom and touch [OK].

The display returns to the [Scanner setting basic] screen.

MEMO

Optional magnification ratios Changes according to read-in resolution.

For 200 dpi : 75-400%

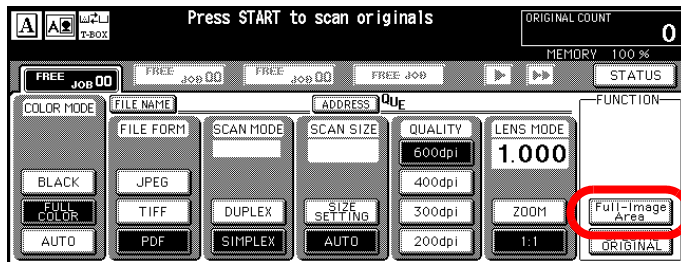
For 300 dpi : 75-400%

For 400 dpi : 38-400%

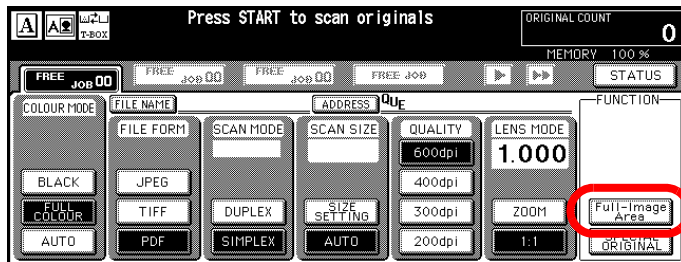
For 600 dpi : 25-400%

● Full-Image Area

- U.S.A.



- Others



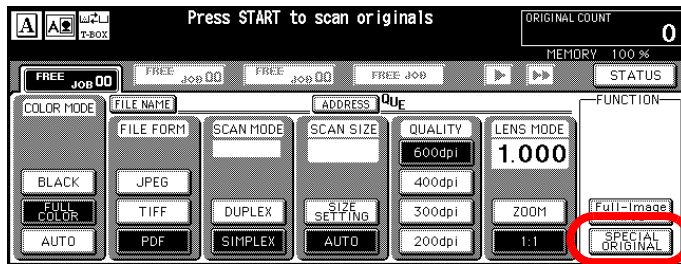
Normally, the scan is made with an image data erase some margin at the top, bottom, left and right edges.

In this mode, the document is scanned completely to the edges.

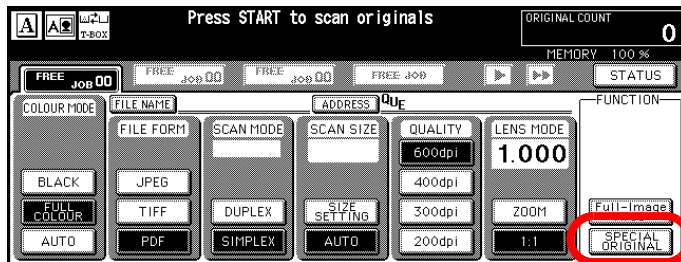
Use this feature to scan the document completely to the edges.

● Original Direction

- U.S.A.



- Others



Use this feature to choose which direction to load the original.

MEMO

Original direction may not be set depending on the file form.

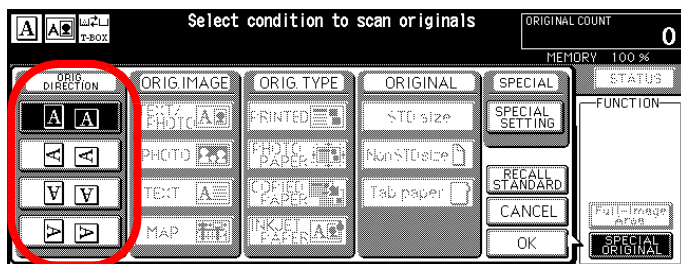
PDF: Settable

JPEG: Not settable

TIFF: Not settable

1. Touch [SPECIAL ORIGINAL].

Pop up screen appears.

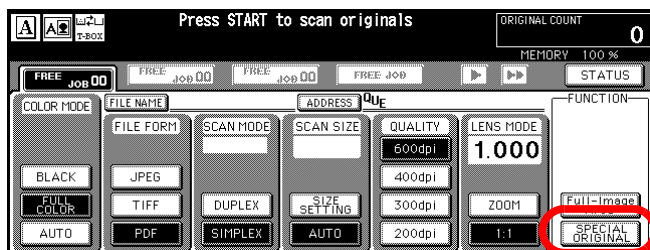


2. Select the orientation of the document to be scanned and touch [OK].

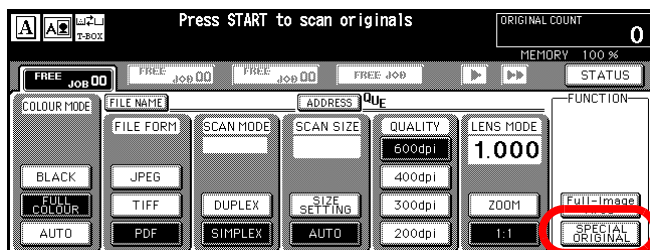
The display returns to the [Scanner setting basic] screen.

● Original Document type

- U.S.A.



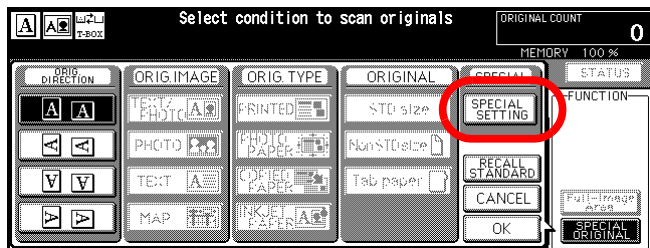
- Others



Use this feature to set the type of the original document.

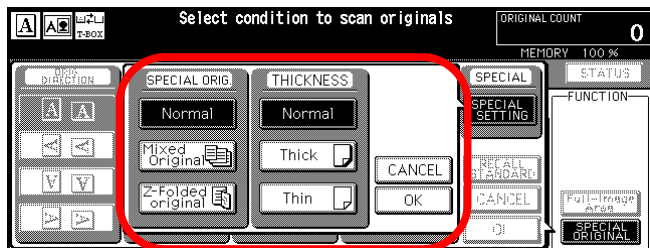
1. Touch [SPECIAL ORIGINAL].

Pop up screen appears.



2. Touch [SPECIAL SETTING].

Pop up screen appears.



- 3. When you scan multiple originals of varying sizes, touch [Mixed Original]. When you scan Z-folded originals, touch [Z-Folded Original].**

In case of the same size originals or one piece of the original, make sure that the [Normal] is selected.

MEMO

Mixed original cannot be implemented in the computer by the TWAIN plug-in function.

- 4. When originals are thick paper, touch [Thick]. When originals are thin paper, touch [Thin].**

In case of the normal paper, make sure that the [Normal] is selected.

- 5. Make sure the contents you select and touch [OK].**

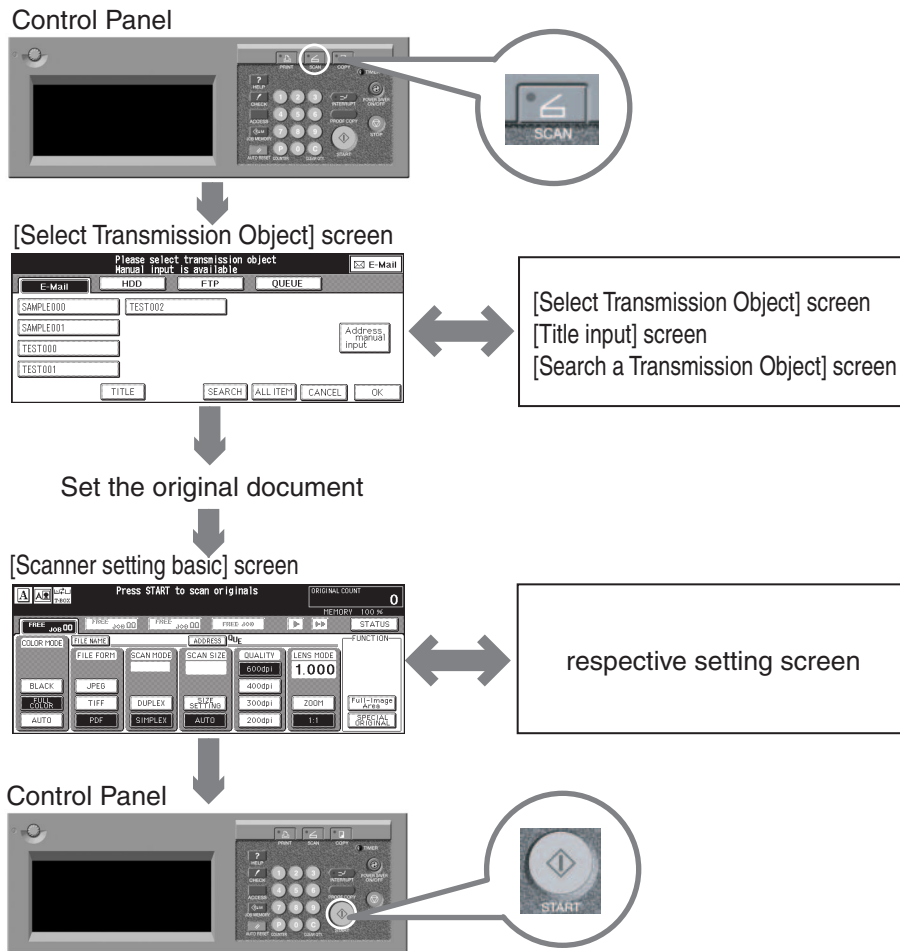
The display returns to the screen mentioned in procedure 1.

- 6. Touch [OK].**

The display returns to the [Scanner setting basic] screen.

3-5 Starting Scanning

After having made necessary settings on the [Scanner setting basic] screen, press [START] on the control panel to start scanning.



After scanning start, the LCD screen returns to the [Select Transmission Object] ([Scanning base mode]) screen.

Limitation

When the copier's control panel is in the scanner mode, no print jobs can be received and therefore no output is produced. Put the control panel into the Copy mode by pressing [COPY] button when you do not need any scanning features.

MEMO

If AUTO RESET is effective, the LCD screen returns to the Copy Mode automatically after setting time passed.

3-6 Checking Status and Scanner Settings

● Tag Display of Operation Status

The following tags are displayed to show the scanning process:

SCANNER READING JOB

A scan job is being read.

SCANNER OUTPUTTING JOB

A scan job is being output to the print controller.

SCANNER WAITING JOB

A scan job has been read in but is waiting to be output because a print job is being output.

SCANNER INTERRUPTING JOB

The reading of a scan job is stopped.

SCANNER JAM JOB

A paper jam has been produced in the process of the reading in of a scan job.

MEMO

When the copier's control panel is in the scanner mode, no print jobs are sent and therefore no output is produced. You are advised to put the control panel into the Copy mode by pressing [COPY] button when you don't need any scanning features. If AUTO RESET is effective, the LCD screen returns to the Copy Mode automatically after setting time passed.

● Check Settings for Scanning

You can check setting for scanning to list the contents of scanner settings on the LCD screen.

You can check those when the [Scanning setting basic] screen is displayed by the following procedures:

MEMO

When a screen other than the [Scanning setting basic] screen is displayed, you cannot check the scanner setting.

1. Press [CHECK] button on the control panel.



The [CHECK MODE] screen is displayed.

- U.S.A.

CHECK MODE 【 BASIC MODE 】		
File Name	Thickness	Normal
File Form	Special Orig.	Normal
Scan Mode	Address	
Color Mode		
Lens Mode		
Scan Size		
Quality		
All-image Area		
CHANGE SETTING		RELEASE SETTING
		EXIT

- Others

CHECK MODE 【 BASIC MODE 】		
File Name	Thickness	Normal
File Form	Special Orig.	Normal
Scan Mode	Address	
Colour Mode		
Lens Mode		
Scan Size		
Quality		
Full-image Area		
CHANGE SETTING		RELEASE SETTING
		EXIT

This screen shows the current settings for scanning.

Using the [CHANGE SETTINGS], you can change the current settings.

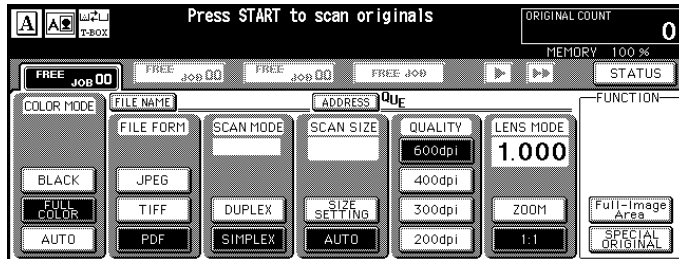
● Change the current settings

1. Touch the item to change settings.

Item selected turns into turn-over indication.

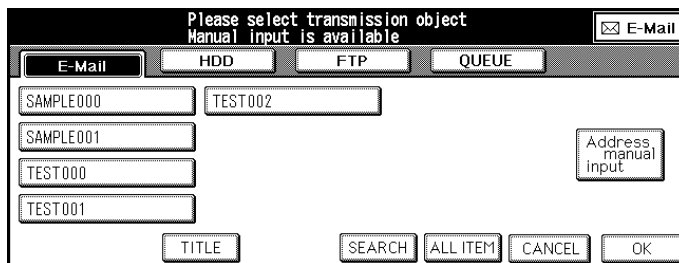
2. Touch [CHANGE SETTINGS].

When you select the item on procedure 1 that has settings on the [Scanner setting basic] screen, the [Scanner setting basic] screen appears.



If you select the item on procedure 1 which does not have settings on the [Scanner setting basic] screen, setting screen for an item appears.

For example : When you select [E-Mail Address], the [Select Transmission Object] screen appears and the [E-Mail] is selected.



3. Change settings and touch [OK].

When you select the item on procedure 1 that has settings on the [Scanner setting basic] screen, the screen returns to the [CHECK MODE] screen.

Then, you can confirm the contents of settings you changed on procedure 2 on this screen.

- U.S.A.

The screenshot shows the 'CHECK MODE [BASIC MODE]' screen. It contains two columns of settings. The left column has: File Name, File Form (PDF), Scan Mode (Simplex), Color Mode (Full Color), Lens Mode (1.00), Scan Size (APS), Quality (400dpi), and All-image Area (OFF). The right column has: Thickness (Normal), Special Orig. (Normal), and Address. At the bottom, there are three buttons: 'CHANGE SETTING', 'RELEASE SETTING', and 'EXIT'.

- Others

This screenshot is identical to the one above, showing the 'CHECK MODE [BASIC MODE]' screen with the same settings and buttons.

If you select an item on procedure 1 which does not have settings on the [Scanner setting basic] screen, the screen returns to the [Scanner setting basic] screen.

In this case, you can do usual procedures you need and scan the document.

You can also return to the [CHECK MODE] screen by pressing the [CHECK] button on the control panel.

MEMO

When you change the other setting sequentially, follow the same procedure from step 1 to 3.

4. To exit the [CHECK MODE] screen, touch [EXIT].

Chapter 4 : Importing the Scanned Data

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4-1 Retrieving in From HDD

How to read in scanned data

Use the Utility of the Copier to read in scanned data stored in HDD of the print controller.

You can import the scanned data with following ways:

- Read in scanned data through WebScan
- Read in scanned data through Fiery Remote Scan application
- Read in scanned data through TWAIN-compliant Fiery Remote Scan plug-in

In those utilities, “Mail Box” means “Box (No.)” on importing the scanned data.

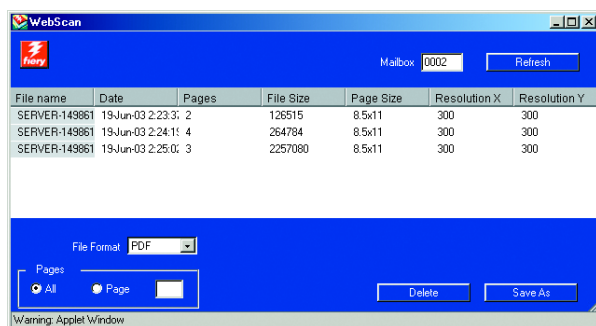
MEMO

For detailed operations of these utility tools, please refer to the “Print Controller’s User’s Guide”.

WebScan

WebScan is one of the “Fiery WebTools” that enables to use scanning features of the print controller through your Browser.

Start WebScan and set the Box No. to the column “MailBox area”, scan jobs (stored scanned data) are listed.

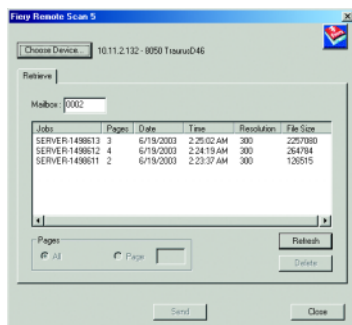


Select a scan job from the list and you can read it into your computer (local saving).

Fiery Remote Scan Application

Fiery Remote Scan is an application to use remote scanning features of the print controller.

Start Fiery Remote Scan application, login to the print controller and set the Box No. to the column “MailBox”. Scan jobs (stored scanned data) are listed.



Select a scan job from the list. You can send it as attached file of an E-Mail, upload it to a FTP server and read it into your computer (local saving).

Fiery Remote Scan plug-in is compliant to TWAIN and you can use it from a TWAIN compliant application.



The scanned data stored to HDD is automatically deleted by day or by week according to the setting of the print controller.

[illegible]

For information about the AUTO DELETE feature, please ask print controller administrator.

- Delete the scanned data using V

- these utilities. “Mail Box” means “Box (Mail)” or deleting the scanned data

For detailed operations of these utility tools, please refer to the “Print Controller’s User’s Guide”.

Fiery Remote Scan Application

TWAIN-compliant Fiery Remote Scan plug-in

List the scan job using the same procedures to read in scan job (stored scanned data), select a scan job to delete and click the [DELETE] button.

Command WorkStation is a Utility Application for job control.

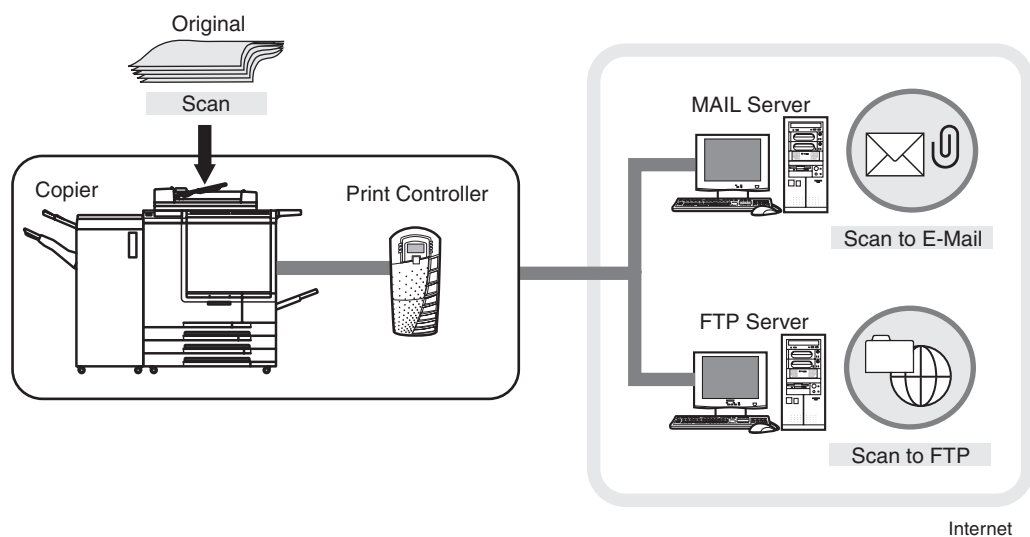
The administrator of the print controller can delete all the scanned data stored inside all Boxes at once.

4-2 Images Scanned to FTP or E-mail

You can receive scanned data as attached file of an E-Mail through a Mail application.

You can download scanned data which is uploaded to FTP server through a FTP client application.

For detailed operations of those applications, please refer to the respective User's Guides.



4-3 Images Scanned to QUEUE

●How to use scanned data

You can edit, print and save scanned data stored as a queue of the print controller from a computer on a network through Command WorkStation.

MEMO

For detailed operations of Command WorkStation, please refer to the Print Controller's User's Guide.

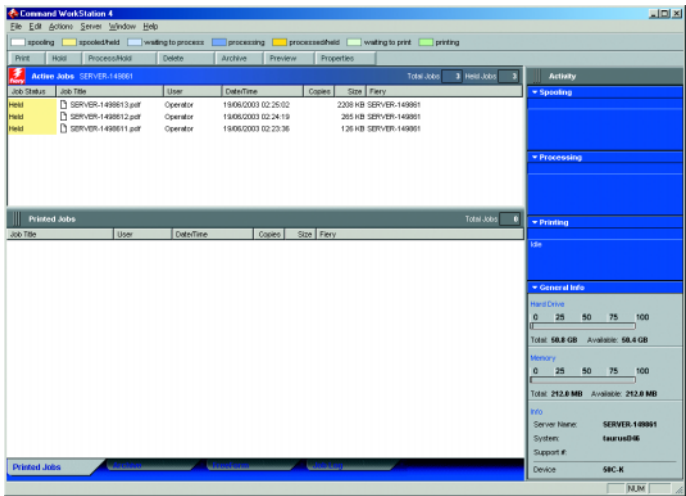
Command WorkStation

Command WorkStation is a Utility Application for job control.

Start Command WorkStation, login to the server, and right-click a queue saved as a PDF file from the list in [Active Job], you can select command of edit, print and save.

MEMO

Scan to QUEUE stores scanned data as a Portable Document Format file.



●How to delete scanned data

You can delete scanned data stored as a queue of the print controller from a computer on a network through Command WorkStation.

MEMO

For detailed operations of Command WorkStation, please refer to the Print Controller's User's Guide.

Command WorkStation

Right-click a queue saved as a PDF file from the list in [Active Job] and select [DELETE].

Chapter 5 : Key Operator Mode

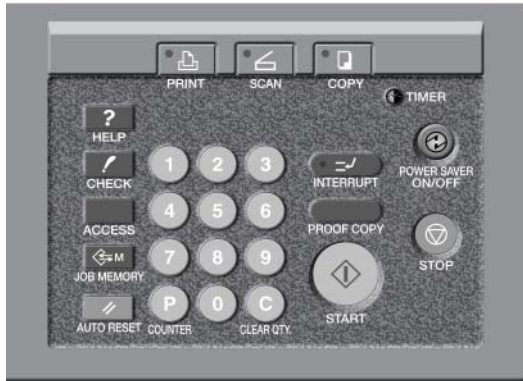
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5-1 Key Operator Mode

The administrator can use the Key Operator Mode and change or delete the destination already registered in this mode.

● Switching the key operator mode

1. Press [COPY] button on the control panel.

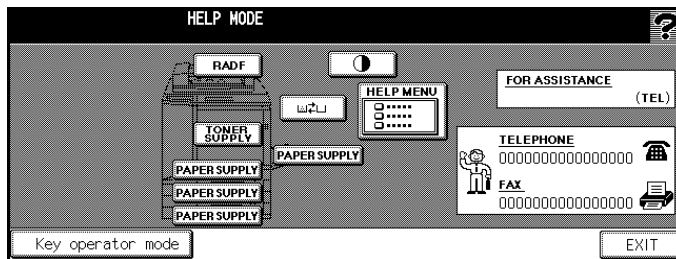


The [Copy basic mode] screen is displayed.

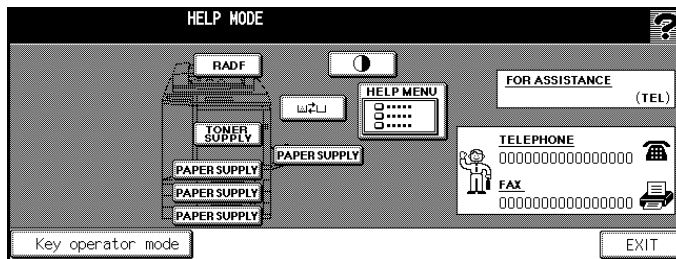
2. Press [HELP] button on the control panel.

The [HELP MODE] screen appears.

- U.S.A.



- Others



3. Touch [KEY OPERATOR MODE].

4. If a password is set, input the key operator password.

If a password is not set, follow the procedure of 5.

Enter Key Operator password

Key operator password(4)

1 2 3

4 5 6

7 8 9

0

CANCEL OK

MEMO

For details on passwords, refer to the “Copier’s User’s Guide”.

5. Touch [OK].

The [Key operator mode] screen appears to switch the key operator mode.

- U.S.A.

Key operator mode menu
Select one of following items

1 System initial setting

2 Copier initial setting

3 User setting mode

4 E.C.M. function setting

5 Lock/delete job memory

6 Paper type / Special size set

7 Panel contrast/Key sound adj.

8 Key operator data setting

9 Weekly timer

10 Control panel adjustment

PREVIOUS SCREEN

- Others

Key operator mode menu
Select one of following items

1 System initial setting

2 Copier initial setting

3 User setting mode

4 E.K.C. function setting

5 Lock/delete job memory

6 Paper type / Special size set

7 Panel contrast/Key sound adj.

8 Key operator data setting

9 Weekly timer

10 Control panel adjustment

PREVIOUS SCREEN

5-2 Changing / Deleting the destination

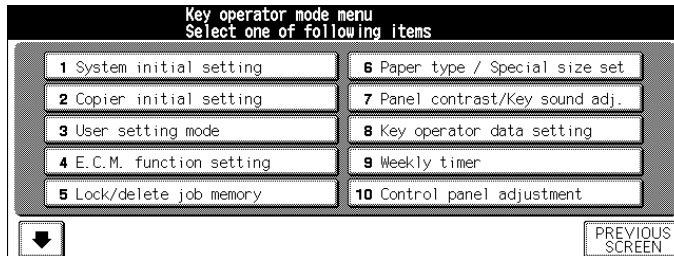
The administrator can change or delete the destination.

MEMO

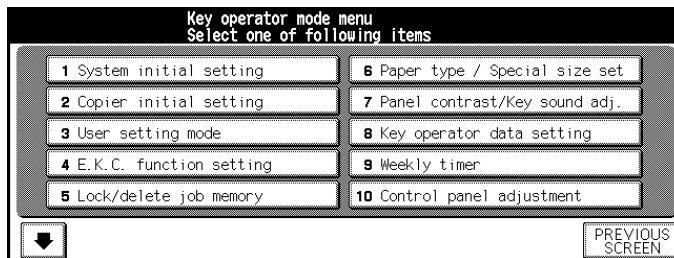
You can use the Web Utility for copier to revise and delete a registered Box No..

1. Display [Key operator mode] screen.

- U.S.A.



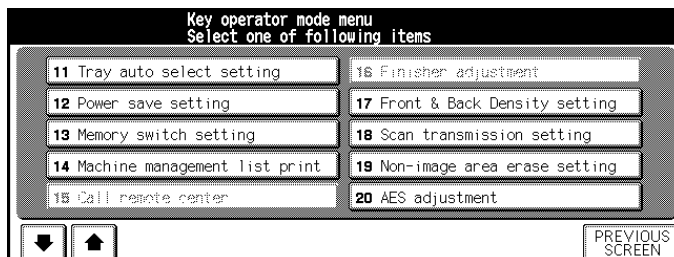
- Others



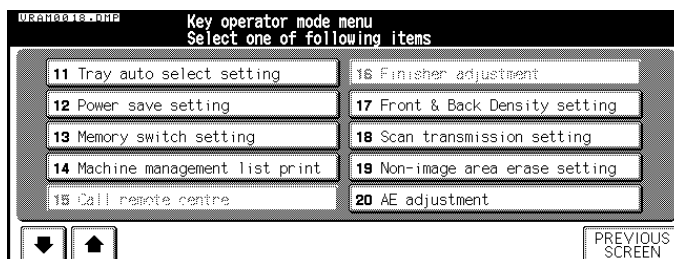
2. Touch [18. Scan transmission setting].

The [Scan transmission setting] screen appears.

- U.S.A.



- Others



MEMO

By touching the [18. Scan transmission setting], the next / before screen appears.

3. Touch the destination to change or delete.**4. Touch [CHANGE] or [DELETE].**

When you touch [CHANGE], you can change and register the destination manually with the same procedures as usual registration.

When you touch [DELETE], the selected destination is deleted.

5. Touch [OK] to exit [Change / Delete Address] screen.

The screen returns to the [Key operator mode] screen.

Chapter 6 : Troubleshooting

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6-1 Cannot use the scanner

●When you cannot connect to the scanner

When an error message appears when attempting to access the scanner, perform the following checks:

MEMO

Consult your network administrator for problems with or questions about your network settings.

1. Check whether the correct IP address of the scanner has been entered.

If the IP address is not correct, enter the correct one.

If the entered IP address is correct, go on to step 2.

2. From the DOS prompt run a ping test through the destination host to the IP address of the scanner.

e.g. : C:\>ping 192.168.101.152

If the ping test fails, check whether the copier's main power is switched on, and also check the network cable for proper connection.

If the ping test is successful, go on to step 3.

3. Check whether the IP router is correctly set.

If it is not correctly set, set it correctly.

If there is no problem in IP router setup, go on to step 4.

4. Trace the routing to the scanner to check whether there are any error conditions within the network.

If any error conditions are found, eliminate them.

If no error is found and yet the connection to the scanner cannot be established, contact your service representative.

●When you cannot scan

When you cannot scan, check whether [3. E.C.M. function setting] ([3. E.K.C. function setting]) -[Switching the Scanner ON/OFF] is [ECM ON] ([EKC ON]) on the Key Operator Mode. About the detail of [3. E.C.M. function setting] ([3. E.K.C. function setting]), please refer to the Copier's User's Guide or Print Controller User's Guide.

6-2 Cannot register a Box No.

You cannot register a new Box No. from the control panel of the Copier when a password is set to a Box No. through Fiery Remote Scan application or WebScan.

When an error message in registering the destination for Scan to HDD and you cannot register a new Box No., please ask network administrator about the condition of password setting.

MEMO

For information about password setting to Box No., please refer to the "Print Controller's User's Guide".

Appendix

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Appendix-1 Product Specifications

About the product specifications of Copier and the print controller, please refer to the respective User's Guide.

●Product Specifications of Scanning Features

- Protocol supported TCP/IP
- Scanner resolution 200dpi, 300dpi, 400dpi, 600dpi
- Scanning speed 37 pages/minute (A4 / 8.5 x 11)
- Scannable range Same as the copier
- Function Scan to E-Mail / Scan to HDD / Scan to FTP / Scan to QUEUE
- Magnification ratio
 - Changes according to read-in resolution
 - For 200dpi: 75 - 400%
 - For 300dpi: 75 - 400%
 - For 400dpi: 38 - 400%
 - For 600dpi: 25 - 400%
- Paper sizes that can read in A3 / A4R / A4 / A5 / A5R / B4 / B5R / B5 / B6R / 8.5x11R / 8.5x11 / 5.5x8.5 / 5.5x8.5R / 8.5Rx14 / 11x17 / POSTC / FULL AREA
- Number of pages that can be stored in the hard disk
 - Depends on the resolution and contents of the document (A4 documents, File Form; JPEG, TIFF, PDF)
 - For 200 dpi: approx. 110,000 pages
 - For 300 dpi: approx. 58,000 pages
 - For 400 dpi: approx. 37,000 pages
 - For 600 dpi: approx. 20,000 pages
- Printable Area
 - Printable area differs from front to back of sheet
 - Standard (not "Full-Image Area")
 - Front: Top 3mm / sides 2mm / bottom 3mm
 - Back: Top 4mm / sides 2mm / bottom 4mm
 - Full-Image Area (only a standard paper size)
 - Front: Top 0mm / sides 0mm / bottom 0mm
 - Back: Top 0mm / sides 0mm / bottom 0mm
- Special functions Dual Page, Mixed Original, Z-Folded Original, Full-Image Area

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