ScanRouter Professional

OPERATING INSTRUCTIONS SCANNER & FAX REFERENCE Type 500

Read this manual carefully before you use this product and keep it handy for future reference.

For safety, please follow the instructions in this manual.

Introduction

To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information in the "Operating Instructions" before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

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Preparation

∰Important

- ☐ Do not use ScanRouter Professional in a WAN environment. Depending on the type of network, a time-out may occur while connected and proper delivery may not be made.
- ☐ If the environment to use ScanRouter Professional is connected to a dial-up router, there will be an increase in transmisson costs because the line is connected to the router which confirms reception from the client software.
- ☐ Do not install ScanRouter Professional, Client Software and ScanRouter Plug-in in a computer which is configured for a dial-up router connection.

Introduction

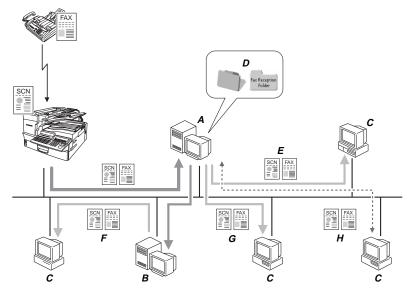
This manual describes how to use the machine as a network delivery scanner and as a delivery fax machine. To deliver documents sent from the machine with ScanRouter Professional, ScanRouter Professional Station settings must be configured in addition to the machine settings. For the setup, see "Setup & Administrator Reference".

Delivery Operation from the Machine

Documents scanned by the machine and received fax documents are sent to ScanRouter Professional Station.

Received documents at the station are delivered or saved in one of the following ways, depending on the ScanRouter Professional Station settings:

- ① Saved in the user folder in ScanRouter Professional Station.
- ② Delivered to the address configured for the user folder by mail.



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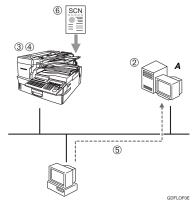
- A. ScanRouter Professional Station
- B. Mail Server
- C. Client
- D. Saved in Folders
- E. Received using Client Software
- F. Delivered by mail
- G. Viewed/downloaded using the WWW browser
- *H.* Viewed/copied using the ScanRouter-Browser

- Note
- ☐ Using ScanRouter Plug-in which comes with ScanRouter Professional, you can also deliver or save documents in Windows folders.
- ☐ To make a delivery by mail, a mail server is required.

From Setup to Delivery

For document delivery, both the server and the machine should be configured properly. Make the setup in the following order, and then start document delivery.

- Read notes about using ScanRouter Professional Station with NIC FAX Kit Type 500.
 - ⇒ P.17 "Specification Differences with the Machine"



A. ScanRouter Professional Station

- ② Set up ScanRouter Professional in the computer to be used as a station. ⇒"Setup & Administrator Reference '1.Setup' "
- ③ Configure the machine for the network environment. ⇒NIC FAX Kit Type 500 "CD-ROM Operator's Manual"
- Register the IP address or host name of ScanRouter Professional Station on the machine, and then assign the scanner function to the User Function key.
 ⇒ P.5 "Delivery Scanner Setup"
- Start the WWW browser using a computer on the network or on the installed ScanRouter Professional Station. Configure the ScanRouter Professional Station environment and create a user/group folder.
 - ⇒"Setup & Administrator Reference 'Initial Settings After Installation' "
- Start the delivery from the machine.⇒ P.13 "Delivering Originals"

Notes when Reading Operating Instructions and Help

When using ScanRouter Professional with NIC FAX Kit Type 500, some specifications are different from those described in Operating Instructions and Help that come with ScanRouter Professional.

Specification differences are described below.

Setup

When using NIC FAX Kit Type 500, received fax documents are forwarded to ScanRouter Professional Station via the network, therefore you do not need to install a modem and a fax delivery application.

Before starting ScanRouter Professional Station setup, be sure to see P.17 "Set-up" to confirm the unnecessary settings.

Fax document delivery

- To deliver fax documents, additional machine configuration is required.
- When specifying the delivery destination where the fax document is to be transmitted using a Fax Transmission ID, the dial-in number and sub-address can be used as a Fax Transmission ID in addition to the F code (SUB).

Limitation

- ☐ ID Personal Confidential Transmission is not enabled.
- ☐ The dial-in number and sub-address can be used when the machine is connected to an ISDN line.

For more information, see P.18 "Fax Delivery Settings".

"PC-Fax Reference" that comes with ScanRouter Profesional is not required.

You are required to use software that comes with NIC FAX Kit Type 500 for fax transmission from a client computer. "PC-Fax Reference" that comes with ScanRouter Profesional is not required.

For information about how to send fax documents, see "CD-ROM Operator's Manual".

Information about a sender is not inserted.

You cannot specify the sender when delivering scanned documents, and information about the sender is not inserted in the file name or in the header of mail.

The display order of the user/group is canceled.

When specifying the address, the display order changed on the station is not applied because information about user/group folders does not appear on the operation panel.

Delivery with Backup Transmission

Using the Backup Transmission function, you can send fax documents to user/group folders in ScanRouter Professional.

For more information about the transmission with this function, see P.26 "Delivery using Backup File Transmission".

1. User Tools

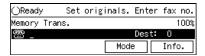
To use the machine as a network delivery scanner, you must configure the network environment and assign the User Function keys in advance.

Delivery Scanner Setup

The following settings are required to use the machine as a network delivery scanner.



- Please consult your network administrator to obtain the IP address, subnet mask, and gateway address settings.
- Make sure the initial display is shown.



If the "Fax Features" or "Key Op. Tools" screen is shown, press [User Tools]. If any other display is shown, press [Clear Modes/Energy Saver].

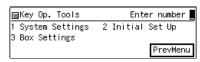
Press [User Tools].



Enter the code for "Key Op. Tools" with the number keys, then press [#].



4 Enter the code for "System Settings" with the number keys.

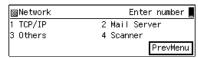


Enter the code for "Network" with the number keys.

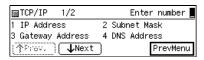
If the item you require is not shown, press [↑Prev.] or [↓Next] until it is.



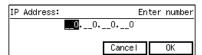
- 6 Configure TCP/IP.
 - Enter the code for "TCP/IP" with the number keys.



2 Enter the code for "IP Address" with the number keys.



3 Enter the IP address of this machine.



Note

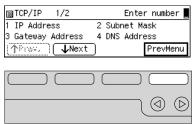
- ☐ If a number has only one or two digits, input it and then press ⑤ to move the cursor to the next number.
- ☐ Press ③ or ⑤ to move the display cursor, and [Clear] to delete characters.
- Consult your systems administrator if you are unsure about this setting.

4 Press [OK].

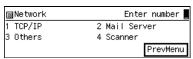




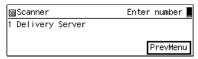
- S Enter the subnet mask, gateway address and DNS address using the same procedure (2-4) used to set the IP address.
- 6 Press [PrevMenu].



- **7** Configure the Delivery Server.
 - **1** Enter the code for "Scanner" with the number keys.



2 Enter the code for "Delivery Server" with the number keys.



Enter the IP address or host name of ScanRouter Professional Station.



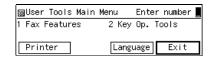
Press ③ or ⑤ to move the display cursor, and [Clear] to delete characters.

4 Press [OK].





Keep pressing [PrevMenu] until the "User Tools Main Menu" display is shown.



Press [Exit].

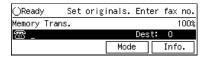
The machine is now ready to be used as a network delivery scanner.

Assigning User Function Keys

To specify the folder in ScanRouter Professional Station as a destination, you must assign the scanner function to the User Function key in advance.



- ☐ The User Function key assigned for the mail function can also be used for the scanner function. If you have already used the mail function, use the same key to use the scanner function.
- Make sure the initial display is shown.



If the "Fax Features" or "Key Op. Tools" screen is shown, press [User Tools]. If any other display is shown, press [Clear Modes/Energy Saver].

Press [User Tools].



Enter the code for "Fax Features" with the number keys.

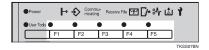


The main menu for initial fax settings is displayed.

Enter the code for "User Functions" with the number keys.



Press the User Function key you want to use.



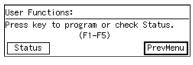
- ☐ If you make a mistake, press **[Cancel]** and try again.
- ☐ You can press **[Status]** to see how the User Function keys are currently programmed.
- 6 Enter the code for "Mail/Scanner" with the number keys and press [OK].





If the item you require is not shown, press [↑Prev.] or [↓Next] until it is.

Press [PrevMenu] twice.





Press [Exit].

The screen returns to the initial display.

Registering Quick/Speed Dials

To improve speed and efficiency, we recommend you register addresses the documents are delivered to as Quick/Speed Dials.

Method of Registration/ Changing

The procedure to register delivery destinations as Quick/Speed Dials is the same as that for registering fax numbers, however the way fax numbers are entered is different.

Here is an example of registering an address as a Quick Dial.

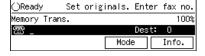
For more information about the procedure for registering/changing Quick/Speed Dials, see Operating Instructions that come with the facsimile.

Limitation

□ When sending documents to the station, the Label Insertion function is not enabled. Setting this function to "On" will have no effect.

Note

- ☐ Assigning the scanner function to the User Function key in advance is necessary. To assign it, see P.7 "Assigning User Function Keys".
- Make sure the initial display is shown.



Mote

- □ Press (User Tools) when the display shown is for initial fax settings or administrator settings. If any other display is shown, press (Clear Modes/Energy Saver).
- Press (User Tools).

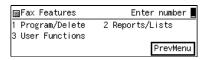


Enter the code for "Fax Features" with the number keys.

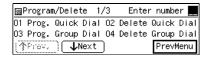


The main menu for initial fax settings is displayed.

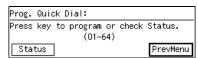
Enter the code for "Program/Delete" with the number keys.



Enter the code for "Prog. Quick Dial" with the number keys.



Press the Quick Dial key to register/change an address.

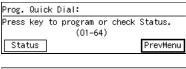


Note

☐ If you make a mistake, press **[Cancel]** and try again.

Registering While Cocfirming Registration Status

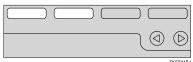
1 Press [Status].





② Press [↑Prev.] or [↓Next] to confirm the registration status.

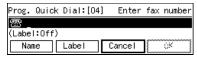




- ☐ To return to the screen displayed in step ☐, press [Cancel].
- 3 Press the Quick Dial key to register/change an address.



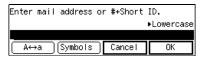
The display for entering fax numbers appears.



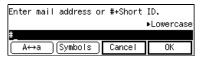
Press the User Function key ([F1]-[F5]) in which the scanner function has been registered.



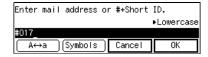
The User Function key indicater lights, and the display for entering the Short ID of the folder appears.



Press [#].

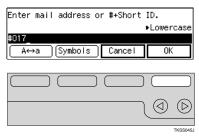


Enter the Short ID (3 digits) of the user/group folder to be used as an address with the number keys.



For information about how to confirm the Short ID of the folder, see P.12 "Confirming the Short ID of Folders".

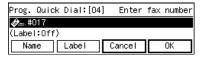
Press [OK].



Register the name on the destination.

To easily find the delivery destination, we recommend that you register the same name as the user/ group name registered in the station.

1 Press [Name].





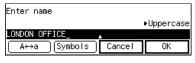
2 Enter the name of the destination.



∅ Note

☐ If the name has already been registered, its details are displayed. If you want to change it, press [Clear] and try again.

3 Press [OK].





Press [OK].

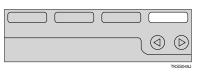




The name on the destination is registered.

If the display for confirming registration status appears, press [Cancel].





Mote

- ☐ This screen is displayed when you select a Quick Dial key while confirming registration status. If this screen is not displayed, go to the next step.
- Press [PrevMenu] three times.
- Press [Exit].

The screen returns to the initial display.

Confirming the Short ID of Folders

Follow the steps below to confirm the Short IDs of the registered folders in ScanRouter Professional Station.

Start the WWW browser, and display the menu page (Top Page) of ScanRouter for Admin.



Click [for Admin].

The menu page (Top Page) of ScanRouter for Admin appears.



- Click [Users/Groups].
- 4 Enter the administrator password and click [OK].

Confirm users/groups with the user/group list displayed on the screen. Short IDs are shown in the list of numbers on the left.



2. Delivering Originals

Delivery Settings

Scanned originals are delivered to the folder registered in ScanRouter Professional Station.

☐ Scanned originals are first sent from the machine to the station.

The delivery made from the station depends on the configuration of the station.

Limitation

- ☐ The following functions are not enabled even if you turn them on.
 - TTI Print
 - Label Insertion
- Confirm that the Memory Transmission indicator is on.



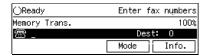
Limitation

Memory Transmission, which saves originals in memory and then automatically starts transmitting, is only available with the network delivery scanner. Immediate Transmission is not enabled.

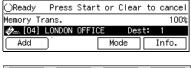
- ☐ If the Immediate Transmission indicator is on, press [Transmission Mode] to light the Memory Transmission indicator.
- 2 Set originals and select the scan settings.

Limitation

- ☐ Even if "Fine" is selected for resolution, the originals are sent to the station with the same resolution as "Detail" (200×200dpi). ⇒ P.14 "Resolution"
- Specify the addess with Quick/ Speed Dials.



- **∅** Note
- ☐ You can also specify the address without using Quick/Speed Dials. For more information, see P.15 "Specifying Addresses without using Quick/Speed Dials".
- To make a delivery to multiple destinations, press [Add] and repeat step [].





☐ If you use the fax number as an address, you can alternate between making scanner deliveries and fax transmissions.

Press [Start].



The scan starts.

To cancel the scan, press [Stop]. When the scan is canceled, the scanned data is deleted and not delivered.

When the scan is completed, the screen returns to the initial display and the scanned data is sent to the station.

Note

- ☐ For scanner delivery, scanned originals are first saved in memory, then converted to a file format, and finally transmitted. A large volume of originals will require some time before the transmission starts.
- ☐ When an address to which the delivery was not successful exists, a communication failure report is printed.

Resolution

When making a scanner delivery from the machine, documents are created with the following resolution.

	Resolut	ion (dpi)
Resolution	While the scan	While sending to the station
Standard	200×100	200×200 *1
Detail	200×200	200×200
Fine	200×400	200×200

^{*1} Actual resolution is around 200× 100dpi.



☐ Regardless of the resolution you use, the size of the file saved in the station will be almost the same.

2

Specifying Addresses without using Quick/Speed Dials

In addition to using Quick/Speed Dials, you can also use Group Dials, Redials and the number keys of the machine to specify addresses.

The basic operation is described below. For more information about each method used to specify addresses, see Operating Instructions that come with the machine.

For Group Dials, you can register both the address which specifies the folder in ScanRouter Professional Station and the address which specifies the fax.

Specifying with Group Dials (Group Numbers)

Enter the address using a Group Dial of the machine.

Press the User Function key ([F1]-[F5]) in which the Group function has been registered.



2 Enter the Group number whose address has been registered with the number keys.

Specifying with Group Dials (Quick Keys)

Press the Quick Dial key in which the Group Dial has been registered.

Specifying with Redials

1 Press [Pause/Redial].



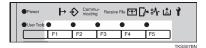
The latest 10 addresses used are displayed. Enter the number (2 digits) used as an address with the number keys.



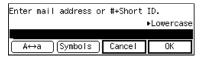
2

Specifying with the Number Keys

Press the User Function key ([F1]-[F5]) in which the scanner fanction has been registered.



The User Function key indicator lights, and the display for entering the Short ID of the folder appears.



2 Press [#].



Enter the Short ID (3 digits) of the user/group folder used as an address with the number keys.



For information about how to confirm the Short ID of the folder, see P.12 "Confirming the Short ID of Folders".

3. Specification Differences with the Machine

Specification differences when using ScanRouter Professional with NIC FAX Kit Type 500, and notes when reading Operating Instructions and Help that come with ScanRouter Professional are described in P.4 "Notes when Reading Operating Instructions and Help". Be sure to read this in advance.

This section provides information about items which have different specifications when using ScanRouter Professional.

Setup

ScanRouter Professional setup should be done by following the instructions described in "Setup & Administrator Reference". When using NIC FAX Kit Type 500, the installation for fax delivery is not required because the machine forwards the fax documents to ScanRouter Professional Station via the network.

The table below contrusts the setup items described in "Setup & Administrator Reference" and nunnecessary ones when NIC FAX Kit Type 500 is used. Skip unnecessary steps for the setup.

Items in Operating Instructions (Operation from top to bottom)	Notes while the setup (For other items not listed here, follow the instructions in Operating Instructions.)
1. System Requirements	Same
2. ScanRouter Professional Station Setup	Follow the instructions in Operating Instructions.
3. ScanRouter Professional Station Software Installation	Follow the instructions in Operating Instructions.
4. Setup of Modem and Fax Delivery Application	For fax document delivery, installing the modem and fax delivery application is not necessary although the procedure for the instllation is described in Operating Instructions.

∅ Note

☐ In addition to a machine which uses NIC FAX Kit Type 500, if you also want to use ScanRouter Professional Station with a machine using a network interface board other than NIC FAX Kit Type 500 as a delivery scanner, follow the instructions described in "Setup & Administrator Reference" to make the setup.

Fax Delivery Settings

Setup with the Machine

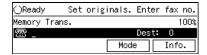
For fax document delivery, make settings so as to forward all the received documents to ScanRouter Professional Station using the Memory File Transfer function. Follow the instructions below to configure the machine.

#Important

☐ If a document is not forwarded successfully, the document is first printed and then deleted. In this case, a communication failure report is also printed.

Forwarding Received Documents to ScanRouter Professional Station

Make sure the initial display is shown.



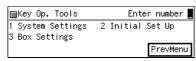
Press (User Tools).



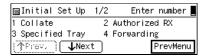
Enter the code for "Key Op. Tools" with the number keys, then press [#].



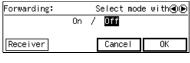
Enter the code for "Initial Set Up" with the number keys.



Enter the code for "Forwarding" with the number keys.

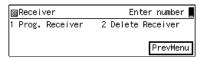


6 Press [Receiver].

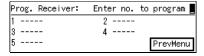




Enter the code for "Prog. Receiver" with the number keys.

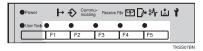


Enter the code for registering the forwarding destination with the number keys.

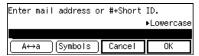


If 1 is not used, select 1.

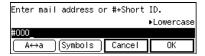
Press the User Function key ([F1]-[F5]) in which the scanner function has been registered.



The User Function key indicator lights, and the display for entering the Short ID of the folder appears.

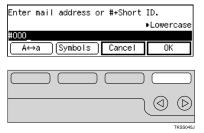


Press [#] [0] [0] and [0] in this order.

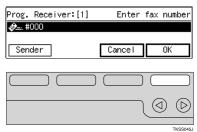


Specifying #000 as an address enables you to forward all the fax documents to ScanRouter Professional Station, and the delivery starts according to the Fax Transmission ID or TSI (RTI or CSI).

Press [OK].



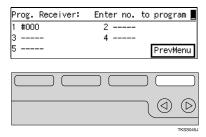
Press [OK] again.



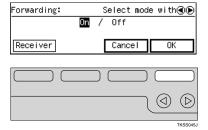
The message notifying that the RTI/CSI has not been entered appears. In this case, press [OK].



- Note
- ☐ Do not enter the RTI/CSI. If it is entered, the document will not be forwarded.
- Press [PrevMenu] twice.



Press [OK].



- Press [PrevMenu] twice.
- Press [Exit].

Ÿ Changing Forwarding Settings for Transmittina Received **Documents**

You can use the User Parameters to configure the forwarding settings for transmitting received fax documents to ScanRouter Professional Station. Configure the settings as required. The combination of the bit values and the conditions for transmission to ScanRouter Professional Station is as follows:

Switch 16: Bit 5

All the received documents are transmitted to ScanRouter Professional Station. This is the default setting. Only the documents which have the Forwarding ID selected from the sender's fax will be transmitted to ScanRouter Professional Station. Other documents will be printed with the machine. For more information about a Fax Forwarding ID, see P.22 "Operation at Transmission-side Fax".

If you want to change the User Parameters, see "Not Printing Received Documents" and select the switch and the bit as required.

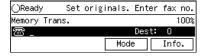
3

Not Printing Received Documents

With the default settings, received documents are first printed by the machine, and later forwarded to ScanRouter Professional Station. If you just want to forward documents without printing them, cancel the setting following the steps below.

∰Important

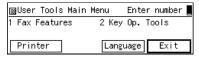
- ☐ If a document is not forwarded successfully, the document is first printed and then deleted. In this case, a communication failure report is also printed.
- Make sure the initial display is shown.



Press [User Tools].



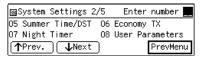
Enter the code for "Key Op. Tools" with the number keys, then press [#].



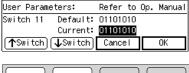
2 Enter the code for "System Settings" with the number keys.



Enter the code for "User Parameters" with the number keys.

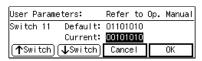


- Note
- ☐ If "User Parameters" is not displayed, press [↑Prev.] or [↓Next] to display it.
- Press [↑Switch] or [↓Switch] to display "Switch 11".

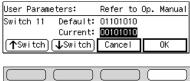




Press [6] on the number keys and change the number shown in bit 6 (second number from the left) to 0.



Press [OK].





- Press [PrevMenu] twice.
- Press [Exit].

Operation at Transmission-side Fax

To select the delivery destination using ScanRouter Professional station from the transmission-side fax, you can specify the destination using the Fax Forwarding ID (4 digits) or by configuring the station according to the TSI. The method you are required to use depends on the available functions of the transmission-side fax and the type of line connection. Select a method appropriate for your environment.

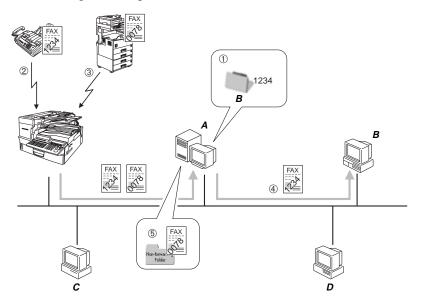
- ☐ TSI stands for "Transmitting Station Identification" and this is the information registered as the RTI or CSI in the facsimile.
- ☐ ScanRouter Professional Station settings are required regardless of the method you use to make settings. For more information about these two methods, see Help of ScanRouter for Admin.

Delivery with the Fax Forwarding ID

Depending on the model of a transmission-side fax and the machine configuration, the destination can be specified using F code (SUB), a sub-address or a dialin number.

Limitation

- ☐ Specifying with the ID Personal Confidential Transmission function is not possible.
- ☐ If none of the methods described above are successful, the delivery with the Fax Forwarding ID is not possible. In this case, use the TSI.



GDFAXI0E

- A. ScanRouter Professional Station
- B. Client A
- C. Client B
- D. Client C
- ① Register the Fax Forwarding ID in the User/Group folder.
- ② A sender uses the receiver's Fax Forwarding ID for transmission.
- 3 A sender uses the receiver's sub-address or dial-in number for transmission.
- A fax is forwarded to the user/group folder, whose Fax Forwarding ID has been selected for transmission. The way of delivering fax documents depends on the folder's delivery type.
- ⑤ If the selected Fax Forwarding ID is not registered in any folder, the documents are saved in the non-forwarding folder.

Specifying with F code (SUB)

This method is available only when entering F code (SUB) is possible at the transmission-side fax.

For transmission, the sender should enter the Fax Forwarding ID (4digits) for F code (SUB).

Specifying with a Dial-in Number

This method is available only when the machine is connected to an ISDN or dial-in line.

The sender should use the dial-in number as a fax number. Specifying the Fax Forwarding ID is not necessary.

- ☐ Assign the last four digits of the dial-in number as a Fax Forwarding ID to ScanRouter Professional Station.
- ☐ To connect the machine to ISDN, the optional G4 unit is required.

Specifying with a Sub-address

This method is available only when both the sender and the machine are connected to ISDN.

For transmission, the sender should enter the Fax Forwarding ID (4 digits) for the sub-address.

Limitation

☐ Specifying with both the sub-address and the dial-in number at the same time is not possible. Select one.

Note

- ☐ The default setting cannot be used to specify a sub-address. If you want to change the setting, contact your sales or service representative.
- $\ \square$ To connect the machine to ISDN, the optional G4 unit is required.

The combination of each method available to specify an address and the type of the line connected to the machine is described below.

Method	Regular telephone line (PSTN)	IS	DN
Wethou	G3	G3	G4
F code (SUB)	0	0	×
Dian-in number *1 *2	×	0	0
Sub-address *1	×	0	0

^{*1} The optional G4 unit is required.

^{*2} Available when the dial-in line is used. Settings by a customer engineer are required.

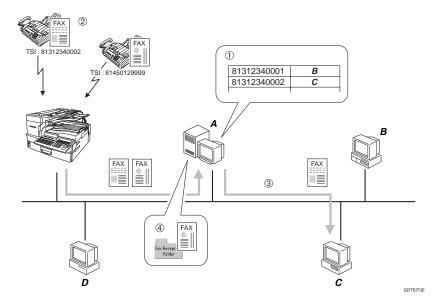
Delivery with the TSI

The operation required for the sender is the same as that for usual fax transmission.

ScanRouter Professional decides the delivery destination according to the information about the TSI (RTI or CSI) registered at the transmission-side fax.

Note

□ When a G4 line is used for communication, ScanRouter Professional decides the delivery destination using the TID (Terminal IDentifier) instead of the TSI.



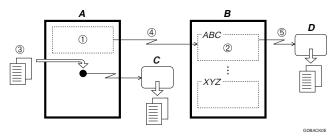
- A. ScanRouter Professional Station
- B. Client A
- C. Client B
- D. Client C
- ① Register a sender's TSI and forwarding destination to the TSI table.
- ② A fax is sent by the sender using a receiver's fax number.

 The TSI will be sent automatically to the receiver with no additional operations.
- ③ If the TSI of the sender's fax machine has been registered to the TSI table, the applicable user folder or group folder becomes a forwarding destination. The way a document is delivered depends on the delivery type set in the folders.
- ④ If the combination of the sender's TSI and the forwarding destination are not registered in the TSI table, the documents will be saved in the "fax reception folder".

Using the Backup File Transmission function, you can deliver fax documents received from the machine to ScanRouter Professional Station, and have them saved as backups.

Documents sent to ScanRouter Professional Station are delivered according to the user/group folder configuration, and you can save the documents in a folder in ScanRouter Professional Station or deliver them to other clients by mail.

The illustration below describes how documents delivered to the facsimile (C) from the machine (A) are sent to ScanRouter Professional Station (B), and then delivered to a client computer (D) by mail.



- A. Machine
- B. ScanRouter Professional Station
- C. Transmission Destination Fax
- D. Delivery Destination PC
- ① Configure Backup File Transmission (backup destination:folder ABC).
- Assign the delivery type for folder ABC for mail transmission (destination: D).
- ③ Send a fax to address C.
- A fax document is also transmitted to folder ABC in ScanRouter Professional Station.
- ⑤ The document received in folder ABC is transmitted to a delivery destination PC (D) by mail.

For more information about Backup File Transmission, see Operating Instructions that come with the machine.

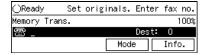
2

3

Setup with the Machine

For Backup File Transmission to ScanRouter Professional Station, setting the destination with the procedure below is required. This setting enables Backup File Transmission to function automatically when sending documents from the machine.

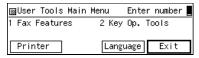
Make sure the initial display is shown.



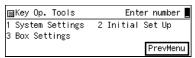
Press (User Tools).



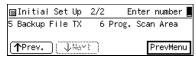
Enter the code for "Key Op. Tools" with the number keys, then press [#].



A Enter the code for "Initial Set Up" with the number keys.

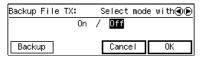


Enter the code for "Backup File TX" with the number keys.



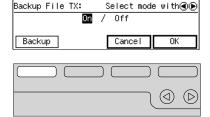
Mote

- ☐ If "Backup File TX" is not displayed, press [↑Prev.] or [↓Next] to display it.
- 6 Press (1) to select "On".

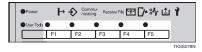




Press [Backup].



Press the User Function key ([F1]-[F5]) in which the scanner function has been registered.



The User Function key indicator lights, and the display for entering the Short ID of the folder appears.



Press [#].

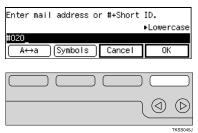


Enter the Short ID (3 digits) of the user/group folder for the Backup File Transmission destination with the number keys.



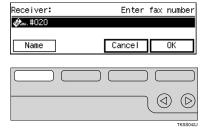
For information about how to confirm the Short ID of the folder, see P.12 "Confirming the Short ID of Folders".

Press [OK].



Registering/Changing the Name of the Destination

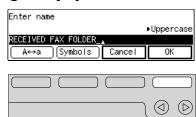
1 Press [Name].



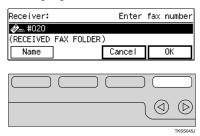
2 Enter the name of the destination.



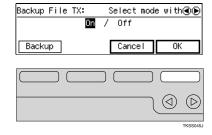
3 Press [OK].



Press [OK].



Press [OK] again.



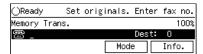
- Press [PrevMenu] twice.
- Press [Exit].

3

Temporarily Suspending Delivery of Fax Documents

To temporarily suspend delivery of received fax documents, clear the Memory Transmission settings following the procedure below. To resume delivery, configure the previous setting again.

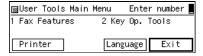
Make sure the initial display is shown.



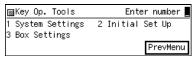
Press [User Tools].



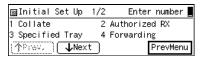
Enter the code for "Key Op. Tools" with the number keys, then press [#].



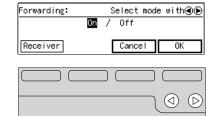
Enter the code for "Initial Set Up" with the number keys.



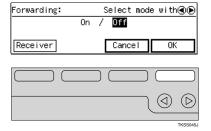
Enter the code for "Forwarding" with the number keys.



6 Press to select "Off".



Press [OK].



- Press [PrevMenu] twice.
- Press [Exit].

4. Appendix

Troubleshooting

Problem	Cause / Action
The transmission to Scan-Router Professional Station does not start after originals are scanned.	For scanner delivery, scanned originals are first saved in memory, then converted to a file format and finally transmitted. A large volume of originals will require some time before the transmission starts.
An error occurred when transmitting to ScanRouter Professional Station or a communication failure report is printed.	 Check if a network error message is displayed. If so, see "CD-ROM Operator's Manual" and take the appropriate action. If ScanRouter Professional Station suspends due to a shortage of free disk space, make free space available.
	 Note If it takes too much time to clear the problem, you can change the settings to print out the received documents by cancelling fax document delivery. ⇒ P.29 "Temporarily Suspending Delivery of Fax Documents" After an error occurs while forwarding received fax documents, the documents are printed. Confirm the contents of the printout and, if necessary, ask the sender to start the delivery again.
The image is scanned having the wrong orientation.	Paper orientation is wrong. Set the original as shown in the illustration below.
The image is scanned upside down.	Paper orientation is upside down. Set the original so that the top edge of the paper is fed first.
The image is not scanned.	The original might be set face down. Set the original with the side to be scanned face up.
The transmission to Scan-Router Professional Station takes too much time.	 Sending a large number of scanned pages will take a long time. Reduce the number of pages sent at a time. When you transmit the scanned document to a fax delivery destination and to ScanRouter Professional Station at the same time (broadcasting), there might be some delay before the transmission starts.

Error Messages

When a message appears on the panel display, take the action below.

□ Only the message related to the delivery scanner operation is described below. If other messages not described here appear, see CD-ROM Operator's Manual.

Message	Cause / Action / Reference
Short ID not found.	The folder to which the Short ID is assigned has not been created in ScanRouter Professional Station. Specify the correct ID. ⇒ P.12 "Confirming the Short ID of Folders"
	ScanRouter Professional Station is not start- ed, or ScanRouter Professional Station is temporarily stopped due to a shortage of free disk space or other resources.
Memory has reached its limit. Document being loaded was deleted.	Transmission has halted because the memory capacity has been reached. Split the document and send each part separately.
Network Error [10-40]	• No IP address is set. Use the NIC FAX control panel to set an IP address.⇒ P.5 "Delivery Scanner Setup"
	Call your network administrator.
Network Error [10-41]	• Multiple IP addresses. Use the NIC FAX control panel to check that the IP address is correct.⇒ P.5 "Delivery Scanner Setup"
	Call your network administrator.
Network Error [10-45]	• DNS server's IP address is not registered. Use NIC FAX Monitor to check that the DNS server's IP address is correct.⇒ P.5 "Delivery Scanner Setup"
	Call your network administrator.
Network Error [10-46]	• Cannot find the DNS server. Use NIC FAX Monitor to check that the DNS server is correctly registered.⇒ P.5 "Delivery Scanner Setup"
	Call your network administrator.

Message	Cause / Action / Reference
Network Error [12-50]	 The IP address or host name of ScanRouter Professional Station is not registered. Register the IP address of ScanRouter Professional Station using the machine's operation panel. Call your network administrator.
Network Error [12-51] Network Error [12-52]	Cannot connect with ScanRouter Professional Station. Make sure that the IP address or host name of ScanRouter Professional Station is registered properly.
	Make sure that ScanRouter Professional Station is running.
	Call your network administrator.
Network Error [12-53]	 Cannot connect with ScanRouter Professional Station. Make sure that ScanRouter Professional Station is running. Call your network administrator.
Network Error [12-55]	A line error occurred while receiving data. Make sure that the LAN cable is connected to the machine properly.
	Make sure that ScanRouter Professional Station is running.Call your network administrator.
Network Error [12-60]	The folder to which the Short ID is assigned does not exist. The folder might have been deleted.

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