



**DIGITAL MULTIFUNCTIONAL  
SYSTEM**

**OPERATION MANUAL**  
(for network scanner)

	Page
• <b>INTRODUCTION</b> .....	<b>1</b>
• <b>BEFORE USING THE NETWORK SCANNER FUNCTION</b> .....	<b>3</b>
• <b>HOW TO USE THE NETWORK SCANNER FUNCTION</b> .....	<b>20</b>
• <b>TROUBLESHOOTING</b> .....	<b>32</b>
• <b>METADATA DELIVERY</b> .....	<b>37</b>
• <b>SPECIFICATIONS</b> .....	<b>42</b>

## **Warranty**

While every effort has been made to make this operation manual as accurate and helpful as possible, SHARP Corporation makes no warranty of any kind with regard to its content. All information included herein is subject to change without notice. SHARP is not responsible for any loss or damages, direct or indirect, arising from or related to the use of this operation manual.

---

---

# INTRODUCTION

The network scanner expansion Kit enables the machine to be used as a network scanner.

- To enable the network scanner function of this machine, a product key (password) must be entered using a key operator program. This is only required once. Use the "PRODUCT KEY" program to enter the product key. If you do not know your product key, please ask your dealer. (For information on using key operator programs, refer to key operator's guide.)
- The printer expansion kit (AR-P27) and at least 128 MB of memory\* are required to use the network scanner function.
- For the procedures for using the software programs, see the user's guides on the CD-ROM.

\* Memory can be added by installing a commercially available 128 MB or 256 MB memory module (144-pin SDRAM SODIMM). For more information, consult your dealer.

- This manual only explains features that can be used when the Network Scanner Expansion Kit is installed. For information on loading paper, replacing toner cartridges, clearing paper misfeeds, handling peripheral devices, and other copier-related information, please refer to your operation manual for copier.
- The explanations in this manual assume that the person who will install the product and the users of the product have a working knowledge of Microsoft Windows.
- In this manual, American spellings are used.
- For information on the operating system, please refer to your operating system manual or the online Help function.
- The explanations of screens and procedures in this manual are for Windows XP. The screens may vary depending on your Windows version and settings.
- This manual refers to the Reversing single pass feeder as the "RSPF".

---

---

# CONTENTS

INTRODUCTION .....	1
--------------------	---

## 1

### BEFORE USING THE NETWORK SCANNER FUNCTION

ABOUT THE NETWORK SCANNER FUNCTION....	3
SETTINGS AND PROGRAMMING REQUIRED FOR THE NETWORK SCANNER FEATURE.....	4
● SETTINGS REQUIRED FOR THE NETWORK SCANNER FUNCTION .....	4
● ACCESSING WEB PAGES .....	4
● ABOUT THE WEB PAGE .....	5
● BASIC SETTINGS FOR NETWORK SCANNING ...	6
● SMTP SERVER AND DNS SERVER SETTINGS....	7
● CONFIGURING LDAP SERVER SETTINGS (WHEN USING AN LDAP SERVER) .....	8
● PROGRAMMING CUSTOM INDEX NAMES...	9
● SETTING UP DESTINATION INFORMATION .....	10
● STORING THE SENDER INFORMATION (Scan to E-mail) .....	15
● PROTECTING INFORMATION PROGRAMMED IN THE WEB PAGE ("Passwords") .....	16
● RESTRICTING USE OF THE NETWORK SCANNER FUNCTION (USER AUTHENTICATION) .....	17
INITIAL SCREEN OF SCANNER MODE .....	18

## 2

### HOW TO USE THE NETWORK SCANNER FUNCTION

SENDING AN IMAGE .....	20
● BASIC TRANSMISSION METHOD .....	20
● TRANSMISSION METHODS FOR SCAN TO E-MAIL .....	22
● SCANNING AND TRANSMITTING A TWO-SIDED ORIGINAL (when an RSPF is installed).....	24
● SCANNING A LARGE NUMBER OF ORIGINALS (when an RSPF is installed) .....	25
SCANNING SETTINGS (ORIGINAL SIZE, QUALITY, RESOLUTION, FILE FORMAT, AND SEND SETTING).....	26
● MANUALLY SETTING THE SCANNING SIZE.....	26
● SELECTING THE QUALITY .....	27
● SELECTING THE RESOLUTION .....	28
● SELECTING THE FILE FORMAT.....	29
● CHANGING THE SEND SETTINGS .....	30
CANCELING AN E-MAIL/FTP TRANSMISSION .....	31

## 3

### TROUBLESHOOTING

TROUBLESHOOTING .....	32
● DISPLAY MESSAGES.....	33
● IF YOUR E-MAIL IS RETURNED .....	34
● IMPORTANT POINTS WHEN USING SCAN TO E-MAIL .....	35
CHECKING THE IP ADDRESS .....	36

## 4

### METADATA DELIVERY

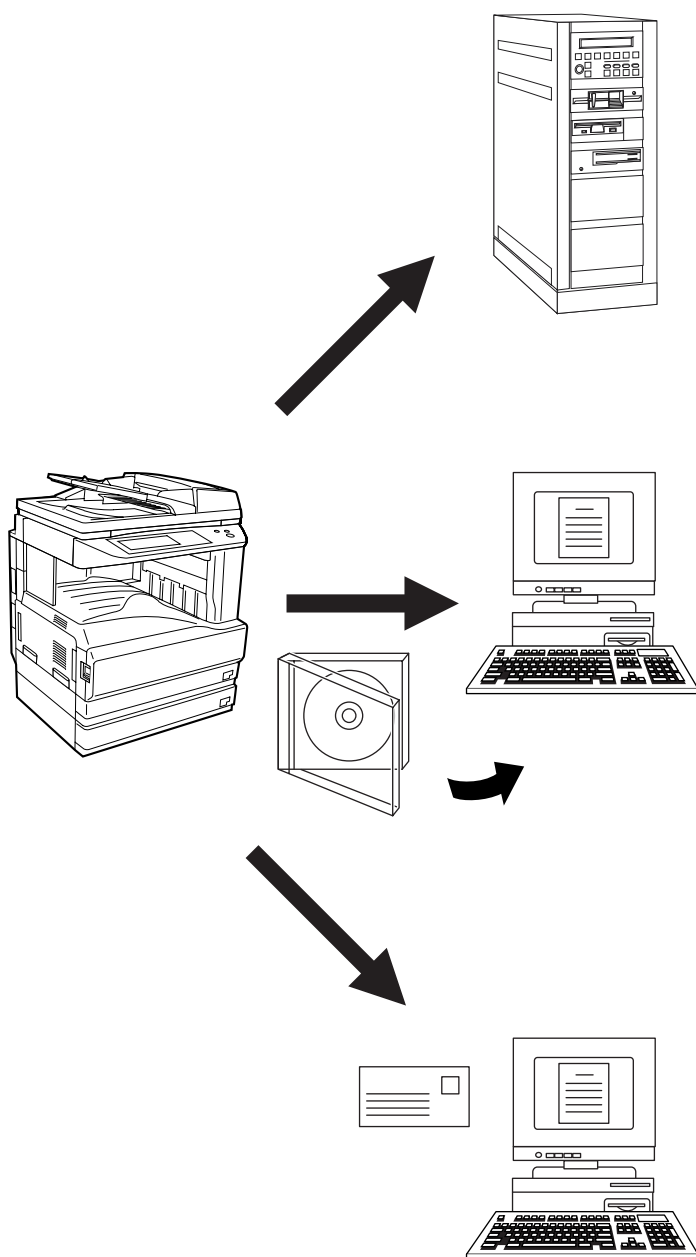
METADATA DELIVERY (DATA ENTRY).....	37
PREPARATIONS FOR METADATA TRANSMISSION .....	38
● SETTINGS REQUIRED IN THE WEB PAGES.....	38
● METADATA TRANSMISSION FOR SCAN TO DESKTOP .....	38
TRANSMITTING METADATA .....	39
● METADATA FIELDS.....	41

## 5

### SPECIFICATIONS

## ABOUT THE NETWORK SCANNER FUNCTION

When the network scanner function is added to the machine, a document or photo can be scanned into an image file and sent over a network or the Internet to a file server, e-mail destination, or your own computer. The scanned image can be sent to the following types of destinations:



1. The scanned image can be sent to a memory storage device on a network (a designated directory on an FTP server). (This is called **"Scan to FTP"** in this manual.)

When sending scanned image to an FTP server, an e-mail message can also be sent to a preset e-mail address to inform the recipient of the location of the scanned image data. (This is called **"Scan to FTP (Hyperlink)"** in this manual.)

2. A scanned image can be sent to a computer connected to the same network as the machine. (This is called **"Scan to Desktop"** in this manual.)

\* Before Scan to Desktop can be performed, the "Network Scanner Tool" software in the CD-ROM that accompanied the Network Scanner Expansion Kit (MX-NSX1) must be installed. For information on Scan to Desktop system requirements, installing the Network Scanner Tool, and storing the destination, see the Users Guide for the Network Scanner Tool on the CD-ROM that accompanies the network scanner expansion kit.

3. The scanned image can be sent to an e-mail recipient. (This is called **"Scan to E-mail"** in this manual.)

\* A limit is set in the Web page for the size of image files that can be sent using Scan to E-mail (p.6).

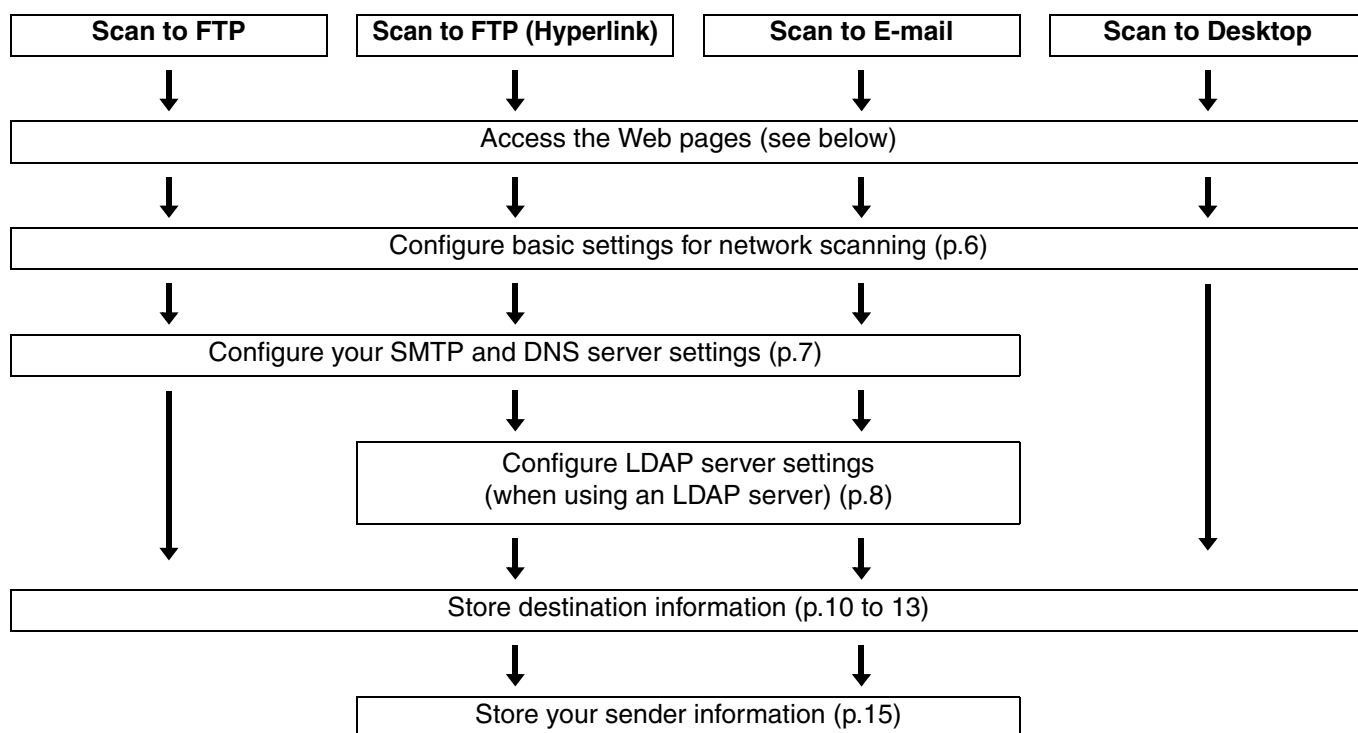
# SETTINGS AND PROGRAMMING REQUIRED FOR THE NETWORK SCANNER FEATURE

To use the Network Scanner feature, settings for the SMTP server, DNS server, and destination addresses must be established.

To establish the settings, use a computer that is connected to the same network as the machine to access the machine's Web page. The Web page can be displayed with your Web browser (Internet Explorer 6.0 or later, Netscape Navigator 7.0 or later, or Safari 1.2 or later).

## SETTINGS REQUIRED FOR THE NETWORK SCANNER FUNCTION

To use transmit images using the network scanner function, configure the settings in the Web pages as follows:



The following settings can also be configured to enable convenient use of the network scanner function:

- Programming custom index names. (p.9)
- Setting passwords. (p.16)

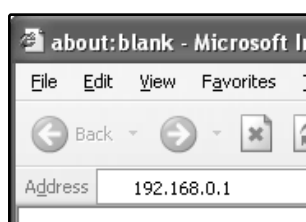
## ACCESSING WEB PAGES

Use the following procedure to access the Web pages.

### 1 Open the Web browser on your computer.

Supported browsers: Internet Explorer 6.0 or later (Windows)  
Netscape Navigator 7.0 or later  
Safari 1.2 or later (Macintosh)

### 2 In the "Address" field of your Web browser, enter the IP address of the machine as a URL.



Enter the IP address that has been programmed in the machine.

If you do not know the IP address, see page 36.

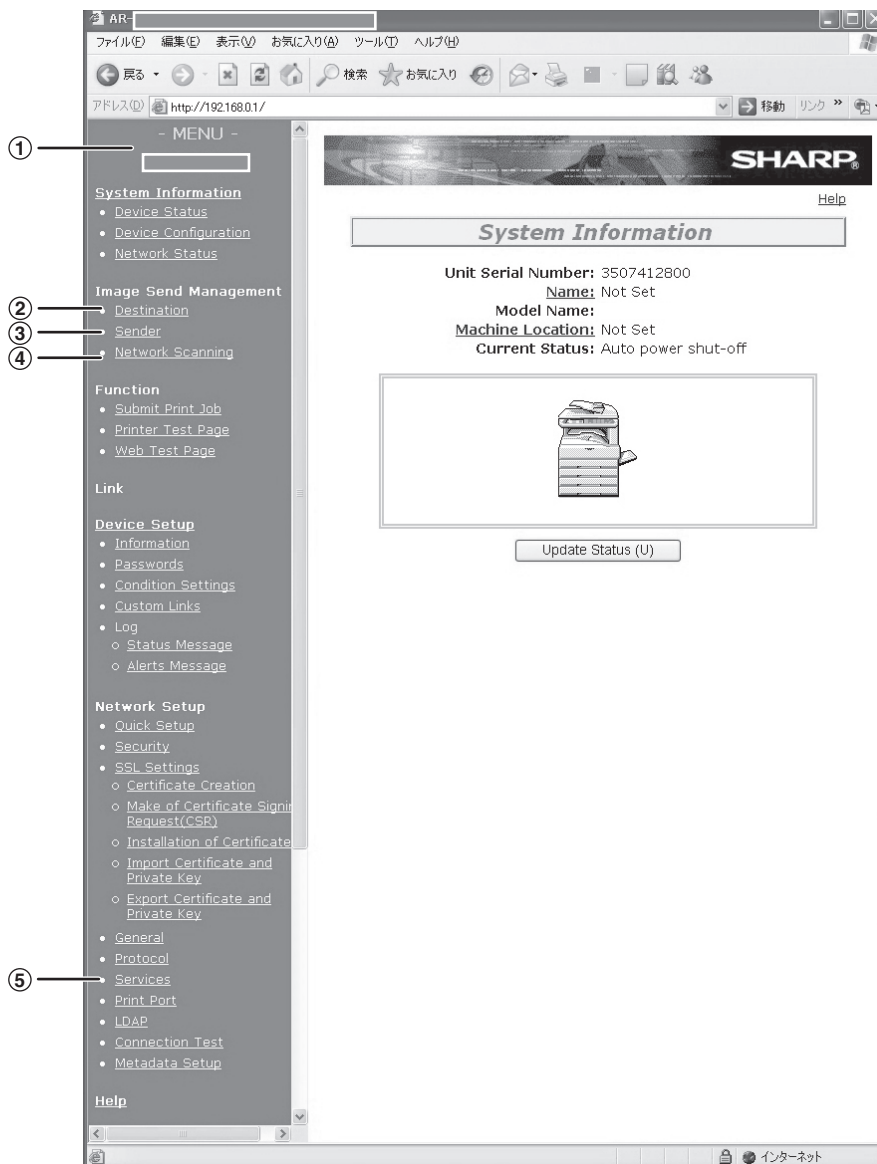
When the connection is completed, the Web page will appear in your Web browser. (p.5)

# ABOUT THE WEB PAGE

When you access the Web page in the machine, the following page will appear in your browser.

A menu frame appears on the left side of the page. When you click an item in the menu, a screen appears in the right frame that allows you to establish settings for that item.

For detailed explanations of the procedures for establishing settings, click "Help" in the menu frame.



## ① Menu frame

Click the menu items displayed here to configure the corresponding settings.

## ② Destination (p.10)

Set up destinations for Scan to FTP, Scan to FTP (Hyperlink), Scan to Desktop, and Scan to E-mail. You can also edit or delete previously set destination information.

## ③ Sender (p.15)

Enter the sender's information that appears in the recipient's e-mail program (sender name and e-mail address) when you send an image using Scan to E-mail.

If user authentication is being used, enter the login name.

## ④ Network Scanning (p.6)

This lets you select transmission methods for the network scanner function, configure settings for Scan to E-mail, and program group indexes.

## ⑤ Services (p.7)

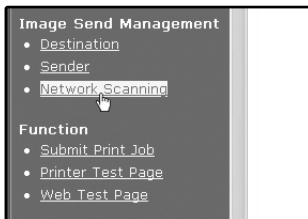
This lets you establish SMTP server settings, DNS server settings, and WINS server settings for Scan to E-mail and Scan to FTP (Hyperlink), and for entering a host name instead of an IP address when storing a transmission destination. Configure LDAP server settings if an LDAP server is used.

# BASIC SETTINGS FOR NETWORK SCANNING

Click "Network Scanning" in the menu frame, and then establish the required settings. These settings should only be established by the network administrator.

For detailed explanations of the procedures for establishing settings, click "Help" in the menu frame.

## 1 Click "Network Scanning" in the menu frame.



The Network Scanning Setup page appears.

## 2 Select the transmission methods that you wish to use.

Select the scanner delivery methods that you want to use. In the "Enable Scanner Delivery to:" field, click the checkbox next to each method that you want to use so that a checkmark appears in the checkbox.

All transmission methods are initially selected (factory default settings).

## 3 Configure the Advanced Setup settings.

Select advanced functions that can be used for Scan to E-mail.

Select the checkboxes of the functions that you wish to use.

- The "Enable User Authentication" checkbox can be selected to restrict use of the network scanner function to authorized users. (p.17)
- To allow a sender to be selected when sending an image by Scan to E-mail, make sure that "Disable selection of sender from Sender List" is not selected. (p.30)
- If you wish to Bcc a copy of a Scan to E-mail transmission to an e-mail address, select the "Bcc:" checkbox and enter the e-mail address.

## 4 Set a limit for the size of image files.

A limit can be set for the size of image files sent by Scan to E-mail to prevent excessively large files from being sent.

If the image file created from the scanned image is larger than the set limit, the image file is discarded. The limit can be set from 1 MB to 10 MB in increments of 1 MB.

The factory default setting is "Unlimited". If you wish to set a limit, remove the checkmark from the "Unlimited" checkbox and enter the desired limit in "Upper Limit".

## 5 Select the method for assigning a file name to a scanned image.

Select the method for assigning a file name to a scanned image. In "File Naming", click the items that you wish to use in the file name. "Destination Name" and "Date & Time" are initially selected.



- If you are going to send images to the same recipient more than once, we recommend that you also select "Session Page Counter" or "Unique Identifier" to prevent sending multiple files with the same name, which would result in each successive file overwriting the previous file.
- If a file name is entered at the time of transmission, the file name entered here will be disregarded.

## 6 Selecting an e-mail subject (only used for Scan to E-mail).

The setting is used to enter the subject that appears in the recipient's e-mail program when you perform Scan to E-mail. (This setting is not necessary if you will not be using Scan to E-mail.) The subject can be up to 80 characters long. Only one subject can be entered. If nothing is entered, "Scanned image from <Device Name>" will appear.

\* The name that appears in <Device Name> is the name stored in "Name" in the screen that appears when you click "System Information" in the menu frame. If a name has not been stored, the product name will appear.



If a subject is entered at the time of transmission, the subject entered here will be disregarded.

## 7 Click "Submit".

After entering the settings, be sure to click "Submit" to store them.



# SMTP SERVER AND DNS SERVER SETTINGS

SMTP is used to transmit e-mail that is sent using Scan to E-mail or Scan to FTP (Hyperlink). To use these transmission methods, your SMTP server settings must be configured.

## Configuring SMTP server settings

### 1 Click "Services" in the menu frame.



### 2 Click "SMTP".



### 3 Enter the required information in "SMTP Setup".

For detailed explanations of the procedures for establishing settings, click "Help" in the menu frame.

### 4 When you have completed all of the entries, click "Submit".

The entries will be stored.

1

## Configuring DNS server settings

If you entered a host name in "Primary SMTP Server" or "Secondary SMTP Server" of "SMTP Setup", you must also configure your DNS server settings.

You will also need to configure your DNS server settings if host names will be entered in "Hostname or IP Address" when storing destinations for Scan to FTP (Scan to FTP (Hyperlink)) or Scan to Desktop.

### 1 Click "Services" in the menu frame.



### 2 Click "DNS".



### 3 Enter the required information in "DNS Setup".

For detailed explanations of the procedures for establishing settings, click "Help" in the menu frame.

### 4 When you have completed all of the entries, click "Submit".

The entries will be stored.

## CONFIGURING LDAP SERVER SETTINGS (WHEN USING AN LDAP SERVER)

If mail addresses are managed on your network by an LDAP server, the e-mail addresses stored in the LDAP server can be used for Scan to E-mail.

In addition, user authentication can be enabled to restrict use of the network scanner function by means of user passwords stored in the LDAP server. (p.17)

To allow the machine to use the e-mail addresses in the LDAP server, the LDAP server settings must be configured in the Web page.

### 1 Click "LDAP" in the menu frame.



### 2 Select "Enable" in the "LDAP Setup" menu.



### 3 Click "Submit".

### 4 Configure the settings in "Global Address Books List".

For detailed explanations of the procedures for establishing settings, click "Help" in the menu frame.

### 5 When you have completed all of the entries, click "Submit".

The entries will be stored.

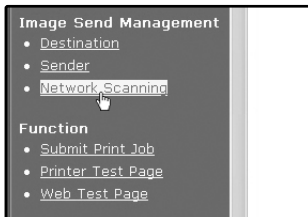
# PROGRAMMING CUSTOM INDEX NAMES

Stored destinations appear as one-touch keys in the Address book screen of the touch panel (p.19). Each stored destination appears in the ABC (alphabetical) index, and can also be included in one of the six custom indexes (note that these are called "group indexes" in the touch panel). To program names for the custom indexes, follow the steps below.



- To change a previously programmed custom index name, simply overwrite the old name.
- To switch between the ABC index and the custom indexes in the Address book screen, see page 19.

## 1 Click "Network Scanning" in the menu frame.



## 2 Click "Custom Index".



## 3 Enter names for groups 1 to 6.

Six group indexes are available, and a name up to six characters long can be assigned to each. The names "USER 1" to "USER 6" are initially entered. Change the names as needed.

Change Custom Index Name					
1	USER 1	2	USER 2	3	USER 3
4	USER 4	5	USER 5	6	USER 6

Submit (S)

## 4 When you have completed all of the entries, click "Submit".

The entries will be stored.

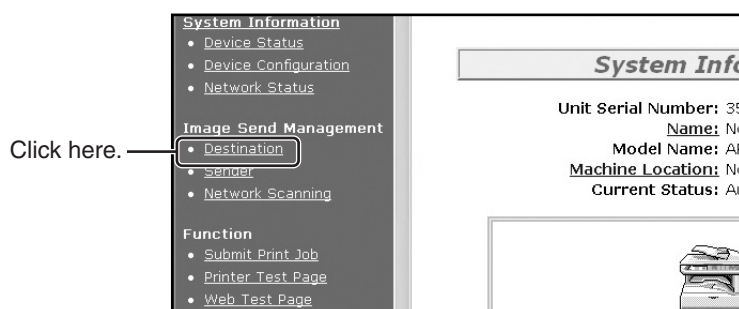
## SETTING UP DESTINATION INFORMATION

To store the name and address of a destination in a one-touch key, click "Destination" in the Web page menu frame. "Destination" can also be used to edit or clear stored destinations. (p.14)

A total of 200 destinations can be stored, including E-mail, FTP, Desktop, and Group destinations.

Stored destinations can be selected in the machine's touch panel when transmission is performed.

\* Multiple e-mail addresses (up to 100) can be stored as a group. Note that this may reduce the maximum number of destinations (normally 200) that can be stored.



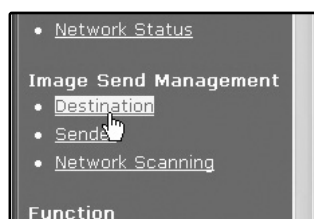
E-mail: See below  
 FTP: Refer to page 11.  
 Desktop: Refer to page 12.  
 Group: Refer to page 13.



**Note** Make sure that the address book screen (p.19) does not appear in the machine's touch panel when you store, edit, or delete destinations. Destinations cannot be edited or deleted when the address book screen appears.

### Storing destinations for Scan to E-mail

#### 1 Click "Destination" in the menu frame.



#### 2 Click "E-mail".



#### 3 Enter the destination information.

For detailed explanations of the procedures for establishing settings, click "Help" in the menu frame.



If user authentication is enabled and you wish to allow login using the above stored information, select the "It adds also to the Sender List." checkbox and enter the "Login Name" (maximum of 32 characters). The login name must be the same as the login name stored in the LDAP server.

#### 4 When you have completed all of the entries, click "Submit".

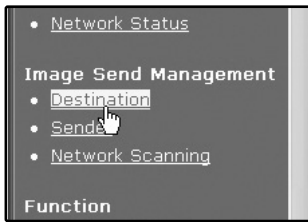
The entries will be stored.



To perform Scan to E-mail, the SMTP server settings must first be established. Click "Application" in the Web page, click "SMTP" in the screen that appears, and then enter the settings under "SMTP Setup" (p.7).

## Storing destinations for Scan to FTP

### 1 Click "Destination" in the menu frame.



### 2 Click "FTP".



### 3 Enter the destination information.

For detailed explanations of the procedures for establishing settings, click "Help" in the menu frame.

 A screenshot of the 'Destination Management' window. It has tabs for '[E-mail]', '[FTP]' (selected), '[Desktop]', and '[Group]'. The 'FTP Destination Control' section contains several input fields: 'Name (Required)', 'Initial (Optional)', 'Display Name (Optional)', 'Custom Index' (with a dropdown set to 'USER 1' and a checked 'Frequently Used' checkbox), 'Hostname or IP Address (Required)', 'User Name (Optional)', 'Password (Optional)', and 'Directory (Optional)'. There is a checkbox for 'Enable Hyperlink to FTP server to be e-mailed'. Below this is the 'E-mail Destination' section with a 'Global Address Search(G)' button and a list of addresses: 'aaa', 'bbb', 'ccc', 'ddd', 'eee'. A 'Submit (S)' button is at the bottom left.


If you select the "Enable Hyperlink to FTP server to be e-mailed" checkbox and select a previously stored recipient (p.10) from "E-mail Destination", an e-mail will be sent to the recipient informing them of the file format and location of the scanned image data. A hyperlink to the file server to which the scanned image data was sent appears in the e-mail, and the recipient can click the hyperlink to go directly to the location where the image data is stored.

### 4 When you have completed all of the entries, click "Submit".

The entries will be stored.

1



If you entered a host name in "Hostname or IP Address", you will need to enter the DNS server or WINS server settings. Click "Application" in the menu frame and then click "DNS" or "WINS" in the page that appears to configure the corresponding settings.

To perform Scan to FTP (Hyperlink), you must also click "SMTP" and then enter the settings under "SMTP Setup" for the SMTP server (p.7).

## Storing destinations for Scan to Desktop

The destination for Scan to Desktop is stored by the Sharp Network Scanner Tool Setup Wizard when "Network Scanner Tool" is installed in your computer. For this reason, there is no need to store the Scan to Desktop destination in the Web page. (The Network Scanner Tool is on the CD-ROM that accompanied the Network Scanner Expansion Kit.)

For information on Scan to Desktop system requirements, installing the Network Scanner Tool, and storing the destination, see the Users Guide for the Network Scanner Tool on the CD-ROM that accompanies the network scanner expansion kit.

Normally your computer is stored as the destination by the method indicated above.

The following page for storing Scan to Desktop destination information appears when "Destination" is selected in the menu frame, followed by "Desktop". This page is used by mainly by the system administrator in the following circumstance.

- When another machine with the network scanner function has been added to the same network, and you wish to perform Scan to Desktop from the added machine to a destination programmed in the previously existing machine. Refer to "Editing and deleting programmed transmission destinations" (p.14), and select the Scan to Desktop destination information that you wish to transfer to the new machine. Enter the displayed information in the same setting screen of the new machine. (When all information has been entered, click "Submit".)

If there are additional destinations that you want to transfer to the new machine, repeat this procedure for each destination.

Note that if there are any discrepancies between the newly programmed information and the information in the host computer, transmission and reception may not be possible.



- For detailed explanations of the procedures for establishing settings, click "Help" in the menu frame.
- If you entered a host name in "Hostname or IP Address", you will need to enter the DNS server or WINS server settings. Click "Application" in the menu frame and then click "DNS" or "WINS" in the page that appears to configure the corresponding settings.

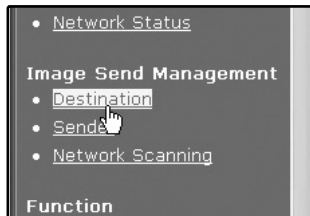
## Storing Groups (Scan to E-mail)

If you are using Scan to E-mail, a scanned image can be sent to multiple destinations in a single operation.



Up to 100 destinations can be stored in one group.

### 1 Click "Destination" in the menu frame.



### 2 Click "Group".



### 3 Enter the destination information.

For detailed explanations of the procedures for establishing settings, click "Help" in the menu frame.

The screenshot shows the 'Destination Management' window with the following sections:

- Group Destination Control**
  - Name (Required): [Text Field]
  - Initial (Optional): [Text Field]
  - Display Name (Optional): [Text Field]
  - Custom Index: [Dropdown Menu] (USER 1)
  - ☒ Frequently Used
  - Address(es) (Required): [Text Field]
  - Global Address Search(G): [Text Field]
  - E-mail: [Text Field] (Not Set)
- Submit(S): [Button]

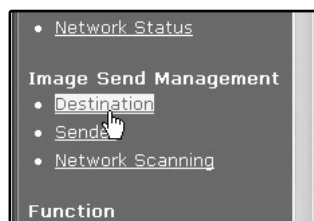
### 4 When you have completed all of the entries, click "Submit".

The entries will be stored.

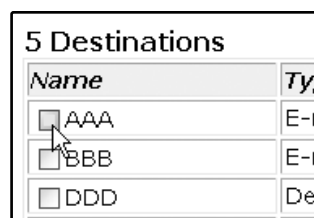
## Editing and deleting programmed transmission destinations

To edit or delete programmed destinations, click "Destination" in the menu frame of the Web page.

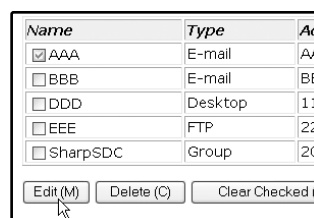
### 1 Click "Destination" in the menu frame of the Web page.



### 2 In the Destinations List, click the checkbox of the destination that you want to edit or delete.



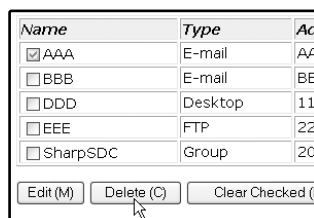
### 3 To edit the selected destination, click "Edit" under the Destinations List.



The programming screen of the destination selected in step 2 appears. Edit the information in the same way as you initially stored it.

When finished, be sure to click "Submit" to save your changes.

**To delete the selected destination, click "Delete" under the Destinations List.**



A message appears asking you to confirm the deletion. Click "Yes" to delete.



If you attempt to edit or delete a programmed destination in the following situations, a warning message will appear and editing/deletion will not be possible.

- The destination that you wish to edit or delete is currently being used for transmission.
- The destination is included in a group.

If the destination is being used for a current transmission, cancel the transmission or wait until it is completed and then edit or delete the destination. If the destination is included in a group, delete the destination from the group and then edit or delete the destination.



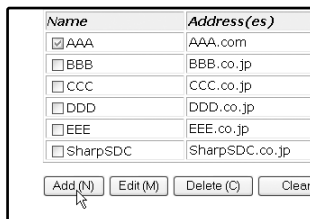
# STORING THE SENDER INFORMATION (Scan to E-mail)

Use this procedure to store the sender information (sender name and e-mail address) that appears when you send an image by Scan to E-mail. Up to 200 senders can be stored (only one sender can be selected for a transmission). The sender name appears in the recipient's e-mail program.

## 1 Click "Sender" in the menu frame.



## 2 Click "Add".



The sender programming screen appears.

## 3 Enter the sender information.

For detailed explanations of the procedures for establishing settings, click "Help" in the menu frame.

The screenshot shows the 'Sender Management' dialog box. It has a 'Sender Control' section with fields for: Name (Required), Initial (Optional), Display Name (Optional), Custom Index (set to USER 1), E-mail Address (Required) with a 'Global Address Search(G)' button, and Login Name (Optional). A 'Submit (S)' button is at the bottom. A 'Help' link is in the top right corner.

If user authentication is enabled and you wish to allow login using the above stored information, enter the login name for that information in "Login Name" (maximum of 32 characters). The login name must be the same as the login name stored in the LDAP server.

## 4 When you have completed all of the entries, click "Submit".

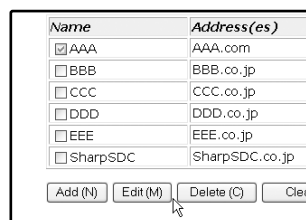
The entries will be stored.

## Editing and deleting programmed sender's information

### 1 Click "Sender" in the menu frame.



### 2 Click "Edit" or "Delete".



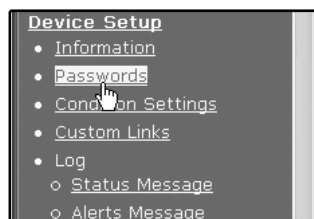
If you clicked "Edit", edit the information in the same way that you initially programmed it and then click "Add" to save your changes. If you clicked "Delete", a message will appear asking you to confirm the deletion. Click "Yes" to delete.

# PROTECTING INFORMATION PROGRAMMED IN THE WEB PAGE ("Passwords")

Passwords can be established to protect the settings and information stored in the Web page. Note that it is not necessary to set passwords; the network scanner functionality can also be used without passwords.

A password can be set for the administrator and a password can be set for users. When the Web page is accessed with the user password, the "Device Setup" and "Network Setup" settings cannot be configured.

## 1 Click "Passwords" in the menu frame.



## 2 Select the "Enable Password Protection of this Web Site" checkbox.

 A screenshot of a web form titled "Admin Password". It has fields for "New Password:", "Confirm Password:", and "Admin Password:". Below the "Confirm Password" field is a checkbox labeled "Enable Password Protection of this Web Site" which is checked. At the bottom is a "Submit (S)" button.

## 3 Enter the current password in "Admin Password".

When establishing a password for the first time, enter **"Sharp"** in "Admin Password".



Be sure to enter "S" in upper case and "harp" in lower case (passwords are case sensitive).

## 4 Enter passwords in "User Password" and "Admin Password".

A maximum of 7 characters and/or numbers can be entered for each password (passwords are case sensitive).

Be sure to enter the same password in "New Password" as you did in "Confirm Password".

## 5 When you have completed all of the entries, click "Submit".

The entered password is stored.

**After setting the password, turn the machine power off and then back on.**

When a password is set, you will be prompted for the password when you attempt to access a Web page with protected settings. For the "User name", enter "user" if you are accessing the page as a user, or "admin" if you are accessing the page as an administrator. For detailed information on setting passwords, refer to "Help".

# RESTRICTING USE OF THE NETWORK SCANNER FUNCTION (USER AUTHENTICATION)

Use of the network scanner function can be restricted by means of user passwords stored in an LDAP server.

## Settings required for user authentication

To implement user authentication, the following settings are required:

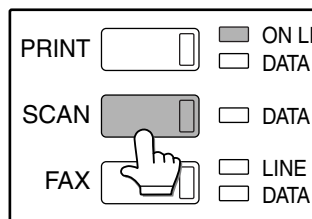
- Enable user authentication (step 3 on page 6)
- Configure LDAP server settings (p.8)
- Store login names (p.15)

## Logging in when user authentication is enabled

To use the network scanner function when user authentication is enabled, you must first log in. Follow these steps:

### 1 Press the [SCAN] key on the operation panel.

The login screen will appear in the touch panel.



If you will use the [SELECT FROM SENDER LIST] key, go to step 3.

### 2 Touch the [LOGIN NAME] key, [E-MAIL ADDRESS] key.

A text entry screen will appear when each key is touched. Enter the LOGIN NAME, SENDER NAME, and E-MAIL ADDRESS. (Go to step 4.)

### 3 Touch the [SELECT FROM SENDER LIST] key.

The sender list screen appears. When you select your login name, sender name and e-mail address are entered.

### 4 Enter the password.

For the password, enter the user password that is stored in the server.

### 5 Touch the [OK] key.

If the login name and password are valid, the initial screen (p.18) of scanner mode appears.



- To logout, press the [\*] key. If audit mode is enabled, you will also log out of your account.
- To switch to a mode other than network scanner mode, you must log out.

# INITIAL SCREEN OF SCANNER MODE

The condition setting screen of scanner mode is displayed by pressing the [SCAN] key (refer to the operation manual for copier) while the copy mode, print mode, fax mode, or job status screen appears in the touch panel. If user authentication is enabled, the initial screen will appear after authentication. (p.17)

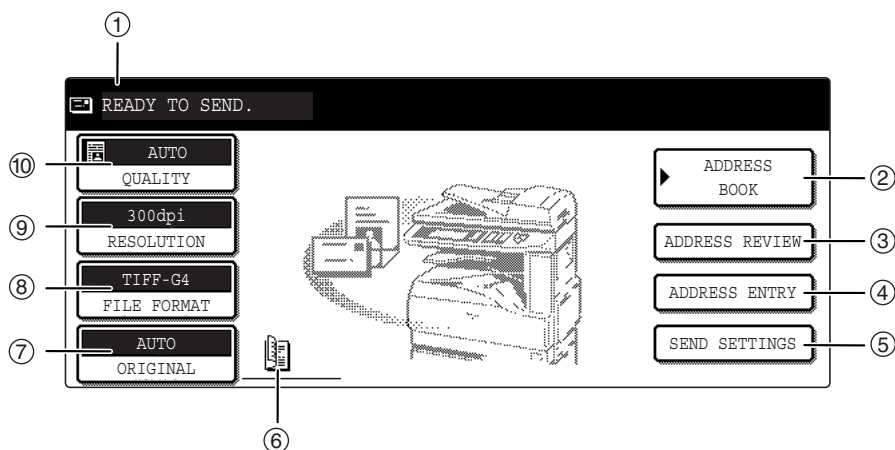
In the explanations that follow, it is assumed that the initial screen that appears after pressing the [SCAN] key is the condition setting screen (shown below). If you have set the display to show the address book screen (following page) when the [SCAN] key is pressed, touch the [CONDITION SETTINGS] key in the address book screen to display the condition setting screen.



- The key operator program "DEFAULT DISPLAY SETTINGS" can be used to set the display to show either the condition setting screen (shown below) or the address book screen (following page) when the [SCAN] key is pressed (refer to the key operator's guide).
- For information on the parts of the machine and the operation panel that are used for network scanning, refer to the operation manual for copier.

## Condition settings screen

The display is initially set (factory setting) to show the following condition setting screen as the initial screen.



### ① Message display

Messages appear here to indicate the current status of the machine.

### ② [ADDRESS BOOK] key (p.19)

This displays the address book screen (next page). Touch this key when you wish to use a one-touch key that has a destination (or group) programmed in it.

### ③ [ADDRESS REVIEW] key (p.22)

When performing Scan to E-mail broadcast transmission, touch this key to check your selected destinations. A list of the destinations will appear, and you can delete any incorrect destinations.

### ④ [ADDRESS ENTRY] key (p.22)

When performing Scan to E-mail, touch this key if you wish to enter the e-mail address of the recipient manually instead of using a one-touch key.

### ⑤ [SEND SETTINGS] key (p.30)

Touch this key to change the subject\*, file name, or sender\* when sending a scanned image.

\* When using Scan to E-mail.

### ⑥ Two-sided original and job build icon display (p.24, 25)

Either icon appears when two-sided scanning or job build scanning (when an RSPF is installed) is selected after pressing the [ORIGINAL] key. The icon can be touched to open a function selection screen.

### ⑦ [ORIGINAL] key (p.24, 25, 26)

Touch this key to set the original size manually, select two-sided scanning, or select job build (when an RSPF is installed).

### ⑧ [FILE FORMAT] key (p.29)

Touch this key to change the format of the image file to be sent, or change the number of pages per file. The selected format is highlighted at the top of the key.

### ⑨ [RESOLUTION] key (p.28)

Touch this key to change the resolution setting for the original to be scanned. The selected resolution setting will be highlighted above the key.

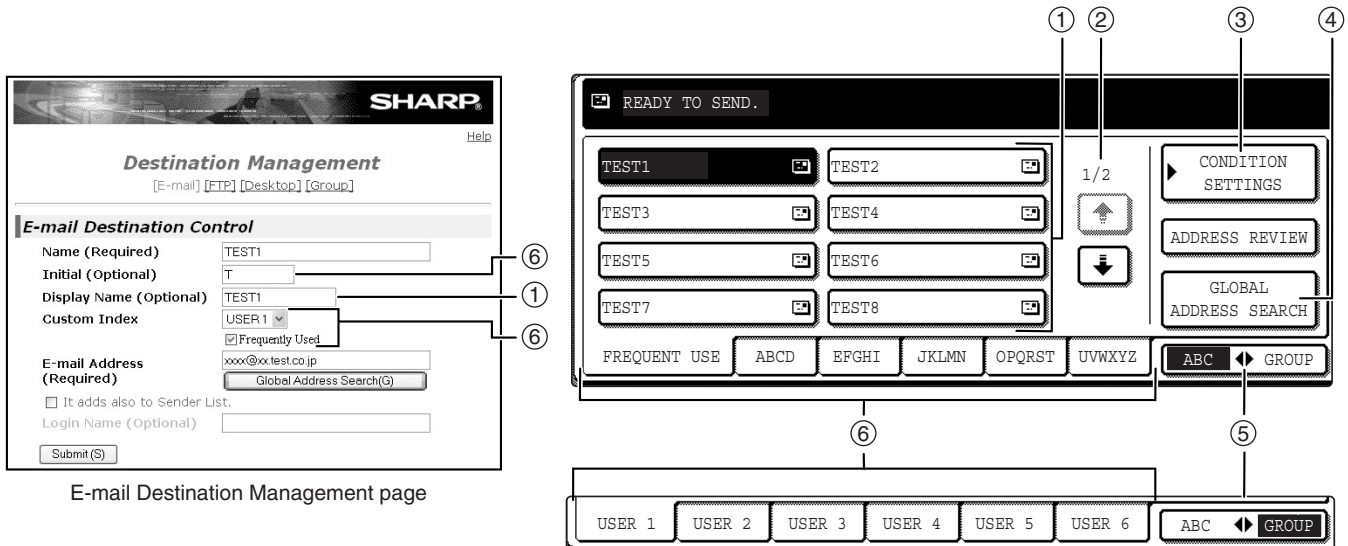
### ⑩ [QUALITY] key (p.27)

Touch this key to change the image quality and density settings for scanning. The selected image quality and density are highlighted at the top of the key.

## Address book screen

Touch the [ADDRESS BOOK] key in the condition setting screen (previous page) to display the screen shown below at right.

Destinations stored using the Web page are grouped in indexes (⑥) according to the letter entered in "Initial" for each destination, and the name entered in "Display Name" is displayed in the one-touch key (①).



E-mail Destination Management page

### ① One-touch key display

This shows the one-touch keys that have been stored on the selected "index card". The key type is indicated by the icon at the right.

:Scan to E-mail

:Scan to FTP

:Scan to Desktop

The number of one-touch keys that appear in one screen can be changed to 6, 8, or 12 using "THE NUMBER OF DIRECT ADDRESS / SENDER KEYS DISPLAYED SETTING" in the key operator programs.

### ② Display switching keys

In cases where the one-touch keys cannot all be displayed on one screen, this shows how many screens are left. Touch the " " " " keys to move through the screens.

### ③ [CONDITION SETTINGS] key

This displays the condition setting screen (p.18), which is used to set various conditions.

### ④ [GLOBAL ADDRESS SEARCH] key (p.23)

If an LDAP server is used, touch this key to select a Scan to E-mail destination in the LDAP server. If an LDAP server is not used, the key is grayed out and cannot be selected.

### ⑤ [ABC <-> GROUP] key

Touch this key to switch between the alphabetical index and the group index. The selected index type is displayed.

### ⑥ Index keys

One-touch key destinations are stored on each of these index cards (alphabetical index or group index). Touch an index key to display the card. Group indexes make it possible to store one-touch keys by group with an assigned name for easy reference. This is done with the custom settings (p.9). Frequently used one-touch key destinations can be stored on the [FREQUENT USE] card for convenient access.

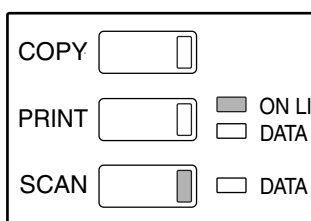


- If the initial screen has been set to the address book screen in the key operator programs, the above screen will be the initial screen.
- If desired, you can use the key operator program, "DEFAULT DISPLAY SETTINGS", to set the default screen to the group index. (Refer to the key operator's guide.)

# SENDING AN IMAGE

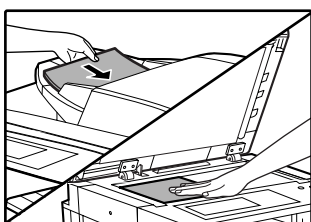
## BASIC TRANSMISSION METHOD

### 1 Make sure the machine is in scanner mode.



When the [SCAN] key light is on, the machine is in scanner mode. If the light is not on, press the [SCAN] key. If user authentication is enabled, you must log in. (p.17)

### 2 Load the original.

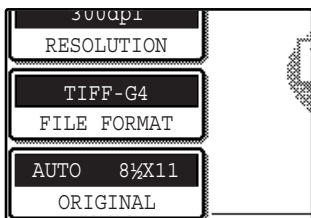


For detailed information on loading an original, refer to the operation manual for copier.



You cannot load documents in both the RSPF and on the document glass and send them in a single transmission. If documents are loaded in both the RSPF and on the document glass, only the document in the RSPF will be scanned and transmitted.

### 3 Check the original size that appears in the top half of the [ORIGINAL] key.

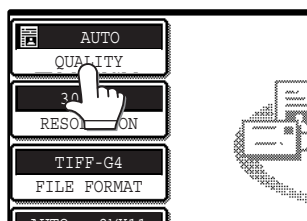


The original size is automatically detected. If you loaded a non-standard size document or wish to change the scanning size, touch the [ORIGINAL] key and set the document size. (Refer to page 26.)



- To scan a two-sided original (when an RSPF is installed), refer to page 24.
- If you are scanning a large number of originals (and the RSPF is installed), follow the procedure on page 25.
- To rotate the document image 90° before transmission, see page 26.

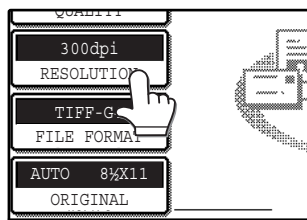
### 4 Adjust the quality setting. (p.27)



The factory default settings are:

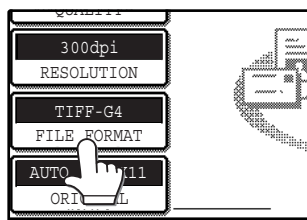
- Image quality: TEXT/PHOTO
- Density: AUTO

### 5 Adjust the resolution setting. (p.28)



The factory default setting is "300dpi".

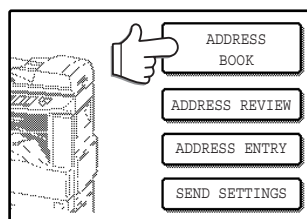
### 6 Select the file format. (p.29)



The factory default settings are:

- FILE TYPE: TIFF
- COMPRESSION MODE: MMR (G4)
- PAGES PER FILE: ALL

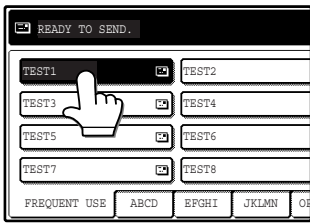
### 7 Touch the [ADDRESS BOOK] key.



The address book screen appears.



## 8 Touch the one-touch key of the desired destination.

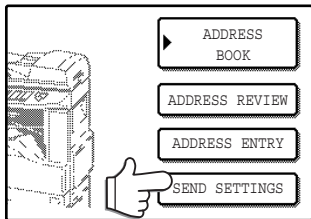


The key you touched is highlighted. If you touch the wrong key, touch the key again to cancel the selection. The key display will return to normal.

### Note

- Refer to pages 10 to 13 for information on programming one-touch key destinations.
- When touching a one-touch key, corresponding information from the email destination screen is shown in the message display.
- The destination e-mail address for Scan to E-mail can be entered manually, or you can search for a destination in an LDAP server on the network (p.22 to 23).
- Multiple destinations can be specified for a Scan to E-mail transmission (p.22).

## 9 Enter a file name for the scanned image. (p.30)



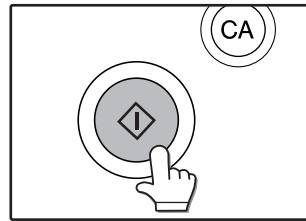
If the send settings are not changed, a file name is assigned based on the items specified in the Web page.

### Note

When sending an image by Scan to E-mail, a subject and sender's name can be entered. Normally the subject and sender are automatically entered based on the information stored in "Reply E-mail Address" in "SMTP Setup" in the Web page. If user authentication is enabled, the e-mail address of the user who logged in is used as the sender.

## Using the RSPF

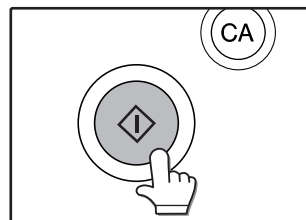
### 10 Press the [START] key (Ⓢ).



Scanning begins. When scanning is finished, "SENDING. PRESS [C] TO CANCEL." appears in the touch panel and transmission begins. When transmission is finished, "SENDING COMPLETED." appears in the touch panel.

## Using the document glass

### 10 Press the [START] key (Ⓢ).



The original is scanned and the [READ-END] key appears.

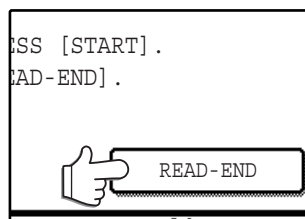
### 11 If you have another page to scan, change pages and then press the [START] key (Ⓢ).

Repeat this sequence until all pages have been scanned.

### Note

If no action is taken for one minute, scanning automatically ends and transmission begins.

### 12 After the final page is scanned, touch the [READ-END] key.



"SENDING. PRESS [C] TO CANCEL." appears in the touch panel and transmission begins. When transmission is finished, "SENDING COMPLETED." appears in the touch panel.

### Note

- To cancel transmission while "SCANNING ORIGINAL." appears in the display or before the [READ-END] key is touched, press the [CLEAR] key (ⓐ) or the [CLEAR ALL] key (ⓐ). If you press the [CLEAR] key (ⓐ), the destination and scan settings are saved. To cancel a transmission, press the [JOB STATUS] key and cancel the job. (p.31)
- If you exceed the number of pages that can be scanned while scanning an original, "THE MEMORY BECOMES FULL." will appear in the touch panel. To send the data that has been scanned to that point, touch the [SEND] key. To cancel the transmission, touch the [CANCEL] key.
- If a misfeed occurs while an original is being scanned, remove the original according to the instructions in the touch panel. To resume scanning after removing the misfeed, press the [START] key (Ⓢ).

# TRANSMISSION METHODS FOR SCAN TO E-MAIL

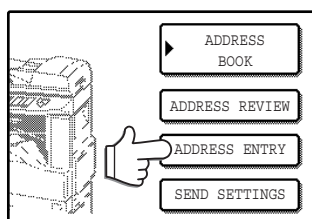
The destination for a Scan to E-mail transmission can be selected from the address book or entered manually. You can also use an e-mail address stored on an LDAP server.

It is possible to select multiple destinations for a Scan to E-mail transmission using a combination of these methods. Use the following procedure when you wish to enter the e-mail address manually or use an e-mail address stored on an LDAP server.

## Sending an image by entering an e-mail address manually

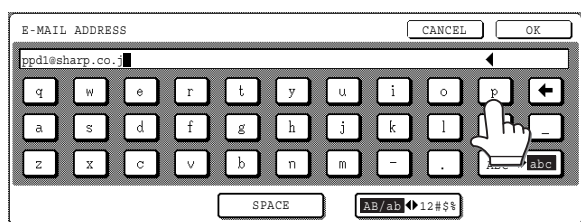
### 1 Perform steps 1 through 6 of "BASIC TRANSMISSION METHOD". (p.20)

### 2 Touch the [ADDRESS ENTRY] key.



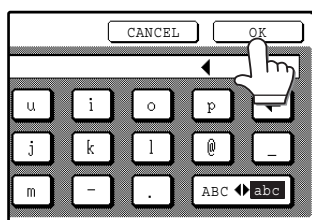
The e-mail address entry screen appears.

### 3 Touch the keys on the keyboard to enter the e-mail address.



- If you make a mistake, touch the [↩] key to move the cursor (■) back to the mistake and then enter the correct character.
- To enter a number, touch the [AB/ab 12#\$%] key. The screen will change to the number entry screen. To return to the text entry screen, touch the [AB/ab 12#\$%] key again.

### 4 Touch the [OK] key.



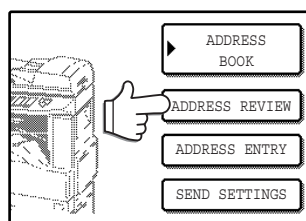
### 5 If you wish to enter another e-mail address, repeat steps 2 through 4.

If you wish to select an e-mail address from the address book screen, follow steps 7 and 8 of "BASIC TRANSMISSION METHOD" (p.20 to 21). If you wish to select an e-mail address in an LDAP server, follow the steps in "Sending an image by selecting an e-mail address in an LDAP server" (p.23).



If you frequently transmit to a fixed group of destinations, you can store the destinations as a group (p.13).

### 6 Touch the [ADDRESS REVIEW] key and check the destinations.



When the [ADDRESS REVIEW] key is touched, only the entered destinations are displayed. To delete a destination, touch the key of the destination that you wish to delete.

Touch the [OK] key to return to the initial screen.



The entered or selected destinations appear in the address review screen as one touch keys. A maximum of 18 characters of the name or e-mail address can appear in each key.

### 7 Continue from step 9 of "BASIC TRANSMISSION METHOD" (p.21).



To cancel the operation when selecting destinations, press the [CLEAR ALL] key (CA).

#### ⚠ Caution

- Important points when using Scan to E-mail  
Be very careful not to send image data files that are too large. Your mail server's system administrator may have placed a limit on the amount of data that can be sent in one e-mail transmission. If this limit is exceeded, the e-mail will not be delivered to the recipient. Even if there is no limit and your e-mail is successfully delivered, a large data file may take a long time to be received and place a heavy burden on the recipient's network, depending on the recipient's network (Internet) connection environment. If large image data files are repeatedly sent, the resulting burden on the network may slow down the speed of other, unrelated data transmissions and in some cases, may even cause the mail server or network to go down. In cases where you need to send multiple documents, try such measures as lowering the resolution mode.
- A limit can be set for the size of image files sent by Scan to E-mail in "Maximum Size of File" (p.6) in the Web page.

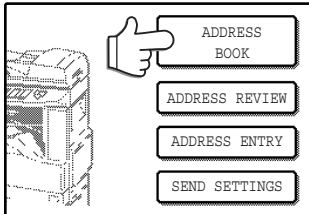


## Sending an image by selecting an e-mail address in an LDAP server

To use an LDAP server, the LDAP server settings must be configured in the Web page.

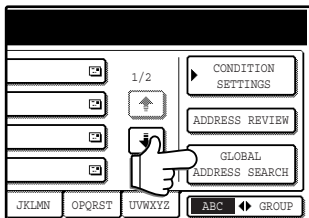
### 1 Perform steps 1 through 6 of "BASIC TRANSMISSION METHOD". (p.20)

### 2 Touch the [ADDRESS BOOK] key.



The address book screen appears.

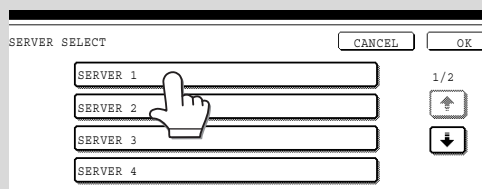
### 3 Touch the [GLOBAL ADDRESS SEARCH] key.



The global address search screen appears.

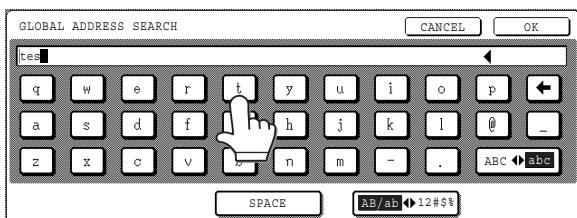



If multiple LDAP servers have been configured, the server select screen appears. Touch the key of the server that you wish to search and then touch the [OK] key.



The selected server key is highlighted.

### 4 Touch the key of the server that you wish to search and then touch the [OK] key.



- If you make a mistake, touch the  key to move the cursor (■) back to the mistake and then enter the correct character.
- To enter a number, touch the [AB/ab ◀ 12#\$%] key. The screen will change to the number entry screen. To return to the text entry screen, touch the [AB/ab ◀ 12#\$%] key again.

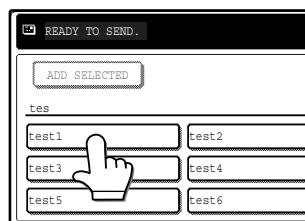
### 5 Touch the [OK] key.

The server begins searching.  
When the search is finished, a list of the matching e-mail addresses appears.



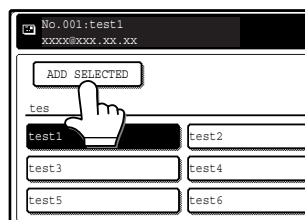
If there are no matches, touch the [OK] key in the message screen that appears. Touch the [SEARCH AGAIN] key and repeat the procedure from step 4.

### 6 Touch the one-touch key of the desired destination.



If you touch the wrong key, touch the correct key.

### 7 Touch the [ADD SELECTED] key.

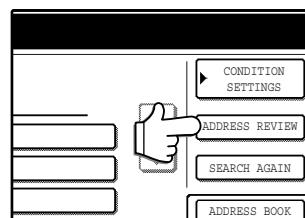


The destination selected in step 6 is entered as a destination of the transmission.

### 8 If you wish to enter another e-mail address, repeat steps 6 through 7.

If multiple LDAP servers have been configured and you wish to select a different server, touch the [ADDRESS BOOK] key and then touch the [GLOBAL ADDRESS SEARCH] key.


### 9 Touch the [ADDRESS REVIEW] key and check the destinations.



When the [ADDRESS REVIEW] key is touched, only the entered destinations are displayed. To delete a destination, touch the key of the destination that you wish to delete. Touch the [OK] key to return to the initial screen.

### 10 Continue from step 9 of "BASIC TRANSMISSION METHOD" (p.21).



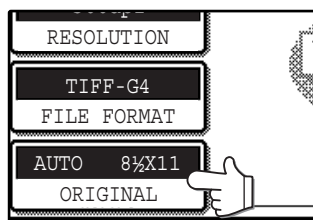
To cancel the operation when selecting destinations, press the [CLEAR ALL] key ().

# SCANNING AND TRANSMITTING A TWO-SIDED ORIGINAL (when an RSPF is installed)

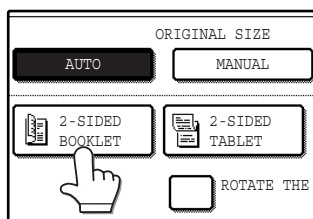
Follow these steps to automatically scan a two-sided original.

- 1 Make sure the machine is in scanner mode and then load the document in the RSPF. (p.20)**

- 2 Touch the [ORIGINAL] key.**



- 3 Touch the [2-SIDED BOOKLET] key or the [2-SIDED TABLET] key as appropriate for the original you loaded.**

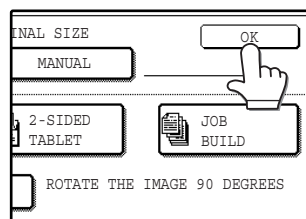


If you wish to rotate the original 90° when creating an image file, touch the [ROTATE THE IMAGE 90 DEGREES] checkbox (a checkmark should appear in the box).



If the correct original size does not appear in the screen of step 2, touch the [MANUAL] key and specify the correct original size (p.26).

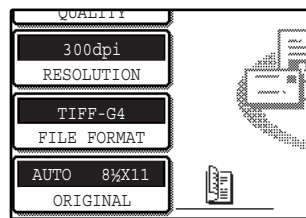
- 4 Touch the [OK] key.**



You will return to the initial screen.

A two-sided original icon appears next to the [ORIGINAL] key.

(Example: The icon that appears when the [2-SIDED BOOKLET] key is touched.)



- 5 Continue from step 4 of "BASIC TRANSMISSION METHOD" (p.20 to 21).**

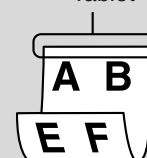


- Booklets and tablets  
Two-sided originals that are bound at the side are booklets, and two-sided originals that are bound at the top are tablets.
- Two-sided scanning mode turns off after transmission is finished. Two-sided scanning mode can also be canceled by pressing the [CLEAR ALL] key (CA).

Booklet



Tablet

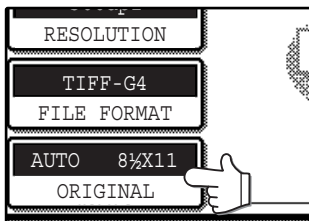


# SCANNING A LARGE NUMBER OF ORIGINALS (when an RSPF is installed)

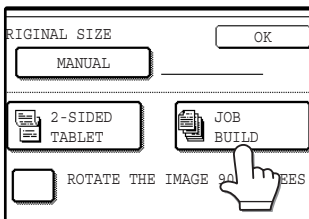
If you have a large number of originals, the originals can be scanned in batches using the RSPF.

**1** Make sure the machine is in scanner mode and then load the document in the RSPF. (p.20)

**2** Touch the [ORIGINAL] key.



**3** Touch the [JOB BUILD] key.

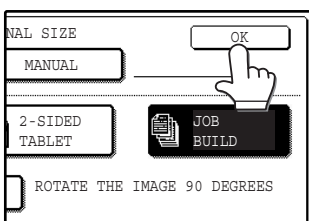


If you wish to rotate the original 90° when creating an image file, touch the [ROTATE THE IMAGE 90 DEGREES] checkbox (a checkmark should appear in the box).



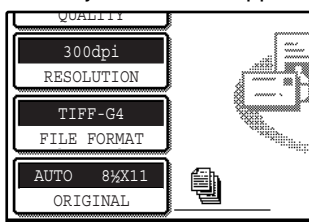
If the correct original size does not appear in the screen of step 2, touch the [MANUAL] key and specify the correct original size (p.26).

**4** Touch the [OK] key.



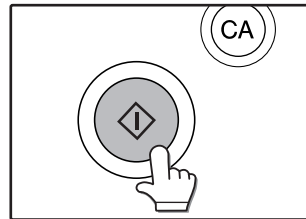
You will return to the initial screen.

A job build icon appears next to the [ORIGINAL] key.



**5** Perform steps 4 through 9 of "BASIC TRANSMISSION METHOD". (p.20 to 21)

**6** Press the [START] key (Ⓢ).



Scanning of the originals begins. A message appears in the touch panel.

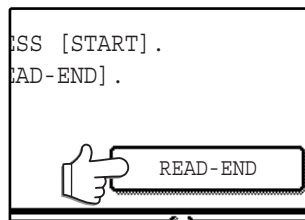
**7** When all of the originals in the RSPF have been scanned, load the next batch and press the [START] key (Ⓢ).

Repeat this sequence until all pages have been scanned.



If no action is taken for one minute, scanning automatically ends and transmission begins.

**8** When all originals have been scanned, touch the [READ-END] key.



"SENDING. PRESS [C] TO CANCEL." appears in the touch panel and transmission begins. When transmission is finished, "SENDING COMPLETED." appears in the touch panel.



- Job build mode turns off after transmission is finished. Job build mode can also be canceled by pressing the [CLEAR ALL] key (Ⓢ).
- When performing Scan to E-mail, see the notes on page 22.

# SCANNING SETTINGS

## (ORIGINAL SIZE, QUALITY, RESOLUTION, FILE FORMAT, AND SEND SETTING)

When sending an image, you can change the original scan size, quality, resolution, file format, and file name.

### MANUALLY SETTING THE SCANNING SIZE

If you load an original that is not a standard size, or if you wish to change the scanning size, touch the [ORIGINAL] key and set the original size manually.

Perform the following steps after loading the document in the RSPF or on the document glass.



#### Standard sizes:

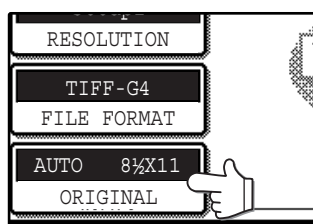
The following originals sizes will be correctly detected:

A3, A4, A4R, A5, A5R\*, B4, B5, B5R

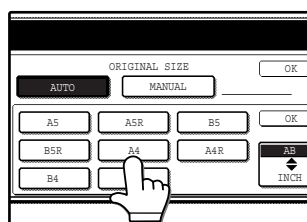
\* These sizes can only be automatically detected when the RSPF is used.

If a non-standard size original is loaded (including special sizes), the closest standard size may be displayed, or the original size may not appear.

#### 1 Touch the [ORIGINAL] key.

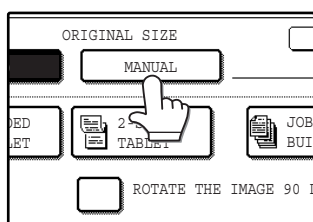


If you wish to select an AB size, touch the [AB  $\leftrightarrow$  INCH] key and then touch the desired original size key.



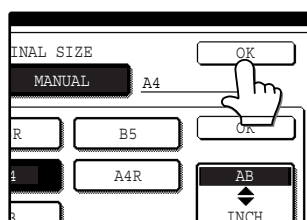
[AB] is highlighted and AB size keys are displayed. To return to the inch size, touch the [AB  $\leftrightarrow$  INCH] key once again.

#### 2 Touch the [MANUAL] key.



The sizes that can be selected are displayed.

#### 4 Touch the outer [OK] key.

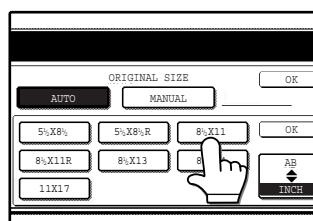


You will return to the initial screen. Touching the inner [OK] key in the step above returns you to step 2.



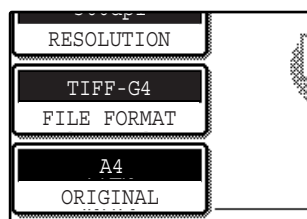
- If you wish to rotate the original 90° when creating an image file, touch the [ROTATE THE IMAGE 90 DEGREES] checkbox (a checkmark should appear in the box).
- The [2-SIDED] key and [JOB BUILD] key do not appear on models that do not have an RSPF installed.

#### 3 Touch the desired original size key.



[AUTO] is no longer highlighted. [MANUAL] and the original size key you touched are highlighted.

#### 5 The selected size appears in the top half of the [ORIGINAL] key.

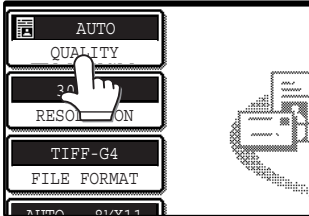


You can return to automatic detection by pressing the [CLEAR ALL] key (CA).

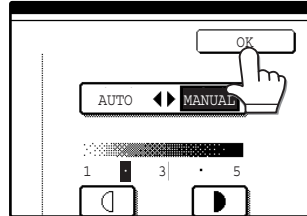
# SELECTING THE QUALITY

You can adjust the quality manually to match the type of original. After loading the original in scanner mode, follow the steps below. The factory default settings are "TEXT/PHOTO" for the image quality, and "AUTO" for the density.

## 1 Touch the [QUALITY] key.

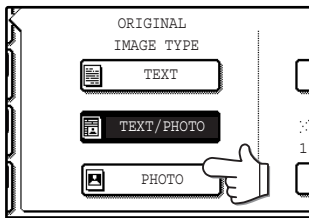


## 5 Touch the [OK] key.






You will return to the initial screen.

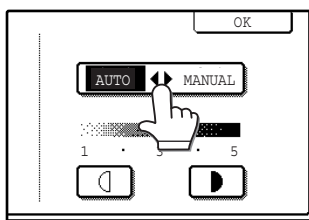
## 2 Selecting the original type.



Touch the appropriate key for the type of original to be scanned. The image will be processed according to the selected type. You can select the original type from "TEXT", "TEXT/PHOTO" or "PHOTO".

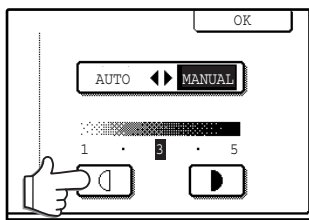
TEXT (  ) : Text original  
 TEXT/PHOTO (  ) : Original with mixed text and photos.  
 PHOTO (  ) : Photograph or illustration





## 3 Touch the [AUTO ◀▶ MANUAL] key.



"MANUAL" is highlighted.

## 4 Adjust the density.



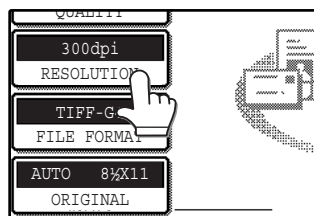
Touch the  or  key to adjust the scanning density. (Touch the  key for a darker image or the  key for a lighter image.)

# SELECTING THE RESOLUTION

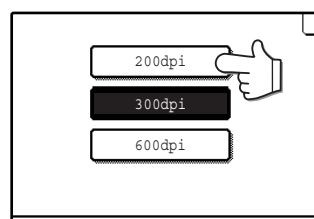
The resolution for scanning an original can be selected. Load the original in scanner mode and then follow the steps below. The factory default setting for the resolution is "300 dpi".

## Change the resolution

### 1 Touch the [RESOLUTION] key.

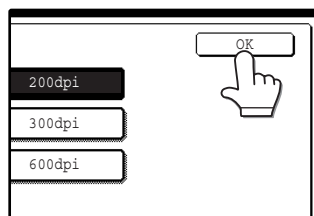


### 2 Touch the desired resolution key.



Touch the resolution key that is most suitable for the original. The selected key will be highlighted.

### 3 Touch the [OK] key.



You will return to the initial screen.

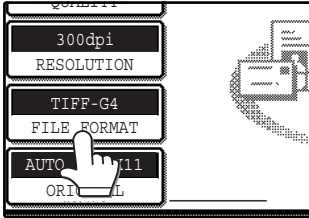


- The resolution is initially set to 300 dpi (factory default setting). A resolution of 200 dpi or 300 dpi produces sufficiently clear image data for normal text originals. (200 dpi is equivalent to the "Fine" character mode used for facsimiles).  
The 600 dpi setting should only be used in cases where high-clarity image reproduction is required, such as a photograph or an illustration. Note that a high resolution setting will result in a larger file size, and transmission may not be successful if there is insufficient disk capacity in the server to which the image is sent (or if the administrator of the server has restricted the file size). If transmission is not successful, you can try such measures as reducing the number of scanned pages in the file or reducing the scan size setting for the original ("MANUALLY SETTING THE SCANNING SIZE" (p.26)).
- The default resolution setting can be changed in the key operator programs. (See "INITIAL RESOLUTION SETTING" in the key operator's guide.)
- The resolution setting cannot be changed once scanning has begun.

# SELECTING THE FILE FORMAT

You can select the format of the image file that will be created (file type, compression mode, and pages per file). The factory default settings are "TIFF" for the file type, "MMR (G4)" for the compression mode, and "ALL" for the pages per file.

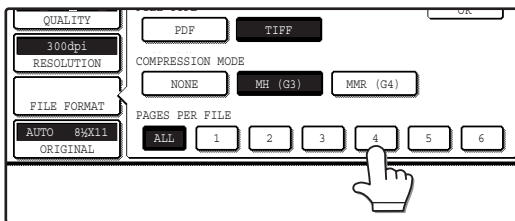
## 1 Touch the [FILE FORMAT] key.



## 2 Select the file type and the compression mode.

Either [TIFF] or [PDF] can be selected for the file type of the image data to be created, and [NONE], [MH (G3)] or [MMR (G4)] can be selected for the compression format.

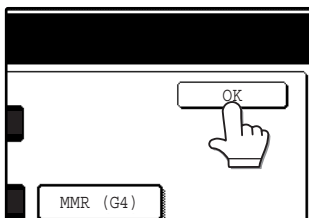
## 3 Set the number of pages per file.



Touch the "ALL" key or one of keys [1] to [6].

- [ALL]: The scanned images are combined into a single file.
- [1] to [6]: Multiple image files are created, each with the selected number of pages per file.

## 4 Touch the [OK] key.



You will return to the initial screen.

### Note

- The factory default setting can be changed in the key operator programs. (See "INITIAL FILE FORMAT SETTING" in the key operator's guide.)
- To open the scanned image without using the software program in the CD-ROM that accompanies the network scanner expansion kit, the recipient must have a viewer program that can open the image format (file type) that was selected as explained above.
- The factory default setting for the image format produces the smallest file (TIFF G4). If the recipient cannot open the image, try sending the image in a different format.
- If the number of scanned originals is not divisible by the number set in "PAGES PER FILE", the last file will have less pages.



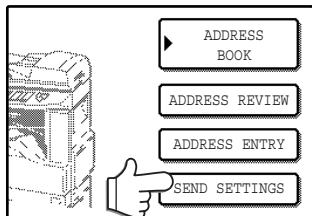
## CHANGING THE SEND SETTINGS

The file name of the scanned image can be changed.

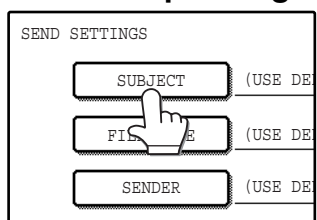
When performing Scan to E-mail, the subject and sender can also be changed.

If the send settings are not changed, these items are entered automatically using the information stored in the Web page.

### 1 Touch the [SEND SETTINGS] key.



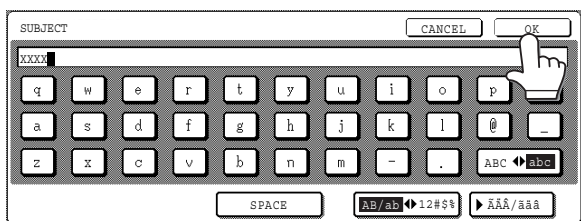
### 2 Touch the [SUBJECT], [FILE NAME], or [SENDER] key to change the corresponding entry.



If the [Enable User Authentication] or [Disable selection of sender from Sender List] checkbox is selected in "Advanced Setup" in "Network Scanning" in the Web page, the [SENDER] key will be grayed out and cannot be selected (p.6).

### 3 If the [SUBJECT] key or [FILE NAME] key is touched, a keyboard will appear. Enter the desired text and then touch the [OK] key.

Up to 64 characters can be entered.



- A maximum of only 54 characters can be displayed in the send settings screen.
- When entering a file name, there is no need to enter a file extension. The file extension is added automatically based on the selected file format.
- The following symbols cannot be used when entering a file name or folder name.

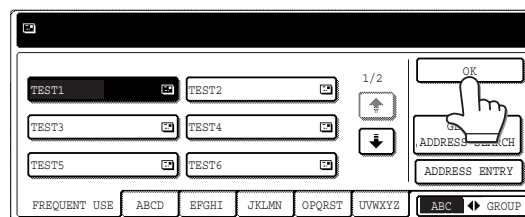
\	?	/	"	;	:	,
<	>	!	*		&	#

Depending on the environment of use of the OS, it may not be possible to use spaces and the symbols indicated below. For example, hyperlinks will not operate correctly or nonsense characters may appear.  
\$ % ' ( ) + - . = @ [ ] ^ ` { } \_

### 4 If [SENDER] is touched, a sender selection screen will appear. Touch the desired one-touch key and then touch the [OK] key.

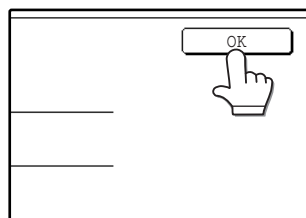
The [GLOBAL ADDRESS SEARCH] key is used to select a user stored in a global address book as a sender. (p.23)

The [ADDRESS ENTRY] key is used to directly enter an e-mail address.



- The senders that have been stored in "Sender" in the Web page appear in the sender select screen. If the desired sender does not appear, you must first store it as a Scan to E-mail destination in "Sender" in the Web page. (p.15)
- When a checkmark appears in the [Disable selection of sender.] checkbox in the Web page, the [SENDER] key in the "SEND SETTING" screen is grayed out to prevent selection of senders and entry of e-mail addresses.
- If an LDAP server is not configured in the Web page, the [GLOBAL ADDRESS SEARCH] key will be grayed out and searching will not be possible.

### 5 Touch the [OK] key in the send settings screen.



You will return to the initial screen.



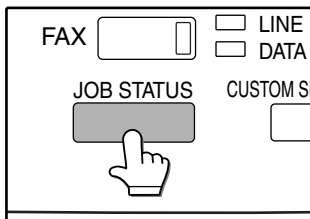
# CANCELING AN E-MAIL/FTP TRANSMISSION

You can cancel a transmission job that is in progress. Cancellation is done from the scanner job status screen.

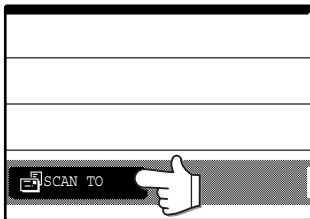


You can cancel a transmission after scanning is finished by pressing the [CLEAR] key ( [C] ) or the [CLEAR ALL] key ( [CA] ) while "SENDING. PRESS [C] TO CANCEL." appears in the touch key.

## 1 Press the [JOB STATUS] key.



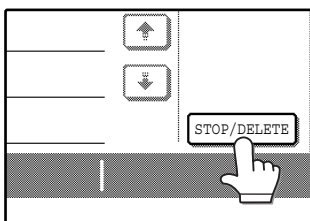
## 2 Touch the [SCAN TO] key.



## 3 Touch the job key of the transmission job that you wish to cancel.

The touched key is highlighted.

## 4 Touch the [STOP/DELETE] key.



A message appears to confirm the cancellation. Touch the [YES] key to delete the selected job key and cancel the transmission.



If you do not wish to cancel the transmission, touch the [NO] key.

# TROUBLESHOOTING

If a problem or question arises, try to solve the situation using the following information before contacting your authorized SHARP dealer.

Problem	Cause and solution	Page
The image cannot be scanned.	<b>The original is loaded upside down.</b> → If you are using the document glass, the original must be placed face down. If you are using the RSPF, the original must be inserted face up.	20
A moiré (stripe pattern) appears on the scanned image.	<b>A slight amount of moiré sometimes appears when printed matter is scanned.</b> → Moiré can in some cases be reduced by changing the scanning resolution. If you are using the document glass, also try shifting the position and/or angle of the original on the document glass.	28
The scanned image is fuzzy or has smudges.	<b>The document glass or the underside of the RSPF (or document cover) is dirty.</b> → To clean the document glass and the underside of the document cover, see operation manual for copier.	—
The scanned image is clipped.	<b>The set original scanning size is smaller than the actual original size.</b> → Set the actual original size. If you intentionally selected a size setting smaller than the actual original size, take into consideration the part of the original that you wish to scan when placing the original. For example, if the actual size is 8-1/2" x 11" and you selected 5-1/2" x 8-1/2" for the size setting, place the original so that the part that you wish to scan is within the 5-1/2" x 8-1/2" area indicated by the guides on the far left side of the document glass.	26
The scanned image is upside down or on its side.	<b>The original was not placed in the correct orientation.</b> → Place the original in the correct orientation. (See operation manual for copier) To rotate the image 90 degrees, touch the [ORIGINAL] key in the initial screen and then touch the "ROTATE THE IMAGE 90 DEGREES" checkbox to make a checkmark appear.	26
The received image data cannot be opened.	<b>The viewer program used by the recipient does not support the format of the received image data.</b> → Try selecting a different file type (TIFF or PDF) and/or a different compression format (NONE, MH (G3), MMR (G4)) when sending the image data. Otherwise, have the recipient use Sharpdesk or a viewer program that supports the above combinations of file types and compression formats.	29
When the same file name is used for two successive Scan to FTP transmissions, the second file is not sent.	The first file may still remain in the cache of the file server client. Disable use of the cache in the client software.	—

Problem	Cause and solution	Page
The recipient does not receive transmitted data.	<b>An incorrect destination was selected.</b> <b>Otherwise, there is a mistake in the information stored for the destination (e-mail address or FTP server information).</b> → Select the correct destination and make sure the correct information is stored for the destination. * If delivery by e-mail (Scan to E-mail) is unsuccessful, an error message such as "Undelivered Message" may be sent to the designated administrator's e-mail address. This information may help you determine the cause of the problem.	10 - 13
The recipient does not receive data sent by e-mail (Scan to E-mail).	Check the Web page to see if a limit has been set for the size of image files sent using Scan to E-mail (the factory default setting is "Unlimited"). A limit can be set from 1 MB to 10 MB. Consult the administrator of the Web page to select a suitable limit.	6
	The amount of data that can be sent in one e-mail transmission is sometimes limited by the administrator of the mail server. Even if the amount of data sent is within the limit setting explained above, if it exceeds the limit set by the administrator of the mail server, the data will not be delivered to the recipient. Decrease the amount of data sent in the e-mail transmission (reduce the number of pages scanned). (Ask your mail server administrator what the data limit is for one e-mail transmission.)	—
Transmission takes a long time.	When there is a large amount of image information, the data file is also large and transmission takes a long time.	—



**In order to select image quality and data compression settings that are suited to the purpose of transmission and create image data that is well-balanced in terms of image quality and file size, pay attention to the following points:**

• **Image quality modes (TEXT, TEXT/PHOTO, PHOTO)**

The factory default setting is "TEXT/PHOTO". If the original does not contain photographs, illustrations, or other halftone images, "TEXT" mode will give you the most workable scanned image. "TEXT/PHOTO" should only be selected when the original includes a photograph and you wish to give priority to the quality of the photograph. (There is no advantage to scanning a text-only original in "TEXT/PHOTO" or "PHOTO" mode.) "PHOTO" mode should only be used to scan a photograph or illustration. Note that this will produce a larger file size than the other modes.

• **Resolution**

The factory default setting is "300 dpi". This is suitable for originals with mixed text and illustrations/photographs; however, it produces a slightly larger file size. For normal text originals, a resolution setting of 200 dpi produces an image that is sufficiently readable. (200 dpi is equivalent to the "Fine" resolution setting of fax machines.)

The 600 dpi setting should only be used in cases where high-clarity image reproduction is required, such as an original that includes photographs or illustrations. Note that a high-resolution setting will result in a larger file size and transmission may not be successful if there is insufficient disk capacity in the server to which the image is sent (or if the administrator of the server has restricted the file size). If transmission is not successful, you can try such measures as reducing the number of scanned pages in the file or reducing the scan size setting for the original.

## DISPLAY MESSAGES

If one of the following messages appears in the display, promptly take action as instructed by the message.

Message	Solution	Page
THE DOCUMENT FEEDER IS DISABLED.	Use of the RSPF has been disabled in the key operator programs. Use the document glass.	—

Message	Solution	Page
YOUR FILENAME IS WRONG.	The characters ¥/;:*?"<> cannot be used in a file name. Select a name that does not use those characters.	—
NO MATCHING ADDRESS FOUND. PRESS [OK] THEN [SEARCH AGAIN].	There are no addresses in the LDAP server that match your search text. Select a different server or change the search text.	23
UNABLE TO ACCESS THE SERVER. CHECK SERVER ADDRESS ON DEVICE WEB PAGE.	The server settings are not configured correctly. Check the server settings.	7
THE ADDRESS LIMIT HAS BEEN REACHED. NO MORE ADDRESSES CAN BE ENTERED.	The maximum number of destinations that can be selected for a single Scan to E-mail transmission is 100. Do not select more than 100 destinations.	—
THE MEMORY BECOMES FULL. SCANNED DATA IS TRANSMITTED.	The memory became full while scanning the originals. If you wish to send just the originals that were scanned, touch the [SEND] key. If you wish to cancel the entire transmission, touch the [CANCEL] key.	—
NO RESPONSE FROM SERVER. COMMUNICATION TERMINATED DUE TO TIMEOUT.	The scanned image was not sent because the server was busy or there was too much traffic. Wait briefly and then try again.	—
NETWORK ERROR THE DIRECTORY NAME OF FTP SERVER IS INVALID.	The scanned image was not sent because the directory of the destination FTP server was not correct. Make sure that the correct FTP server information is configured in the Web page.	11
SERVER ACCESS DENIED. CHECK ACCOUNT INFORMATION ON DEVICE WEB PAGE.	The scanned image was not sent because a connection to the server could not be established. Make sure that the SMTP server settings or FTP server settings in the Web page are correct.	7
	Make sure that your login name and password are correct.	—
NETWORK ERROR. (**-**) CONSULT YOUR KEY OPERATOR OR SYSTEM ADMIN. FOR SPECIFIC INFORMATION.	Turn off the power and turn it back on. Consult with your network administrator to make sure that no problems exist on the network or in the server. If the error is not cleared after turning the power off and on, write down the 2-digit main code and 2-digit sub-code, turn off the power, and contact your dealer.	—

## Error codes

If a transmission error occurs when you send a scanned image, a message informing you of the error and an error code will appear in the touch panel on the machine.

### Error Code Table

Error Code	Description of the Error
CE-01	An interface hardware error has occurred.
CE-03	The server was down during the scanning of the original.
CE-00	An error other than the above has occurred.

## IF YOUR E-MAIL IS RETURNED

If a Scan to E-mail is not successfully transmitted, an e-mail informing you of this fact is sent to the sender selected at the time of transmission. If this happens, read the e-mail and determine the cause of the error, and then repeat the transmission.

# IMPORTANT POINTS WHEN USING SCAN TO E-MAIL

Be very careful not to send image data files that are too large.

Your mail server's system administrator may have placed a limit on the amount of data that can be sent in one e-mail transmission. If this limit is exceeded, the e-mail will not be delivered to the recipient. Even if there is no limit and your e-mail is successfully delivered, a large data file may take a long time to be received and place a heavy burden on the recipient's network, depending on the recipient's network (Internet) connection environment.

If large image data files are repeatedly sent, the resulting burden on the network may slow down the speed of other, unrelated data transmissions and in some cases, may even cause the mail server or network to go down.

The images on the following page will produce the following file sizes when scanned as 8-1/2" x 11" or A4 size originals:

Resolution	File size of text original A when scanned in "TEXT" mode.	File size of photo original B when scanned in "TEXT/PHOTO" mode.
300dpi	Approx. 50 KB	Approx. 1400 KB
600dpi	Approx. 90 KB	Approx. 5000 KB

\* If multiple images are scanned, the file size will be approximately (Size of each image as indicated above) x (Number of images scanned).

Although the actual limitation depends on your network environment, a general guideline for the maximum file size for Scan to E-mail is 2000 KB. In cases where you need to send multiple documents, try such measures as lowering the resolution mode.

## Original image samples

The original images shown below are samples to help you understand the above explanations. Note that these images are smaller than the actual originals (the actual originals are 8-1/2" x 11" size).

Text original A

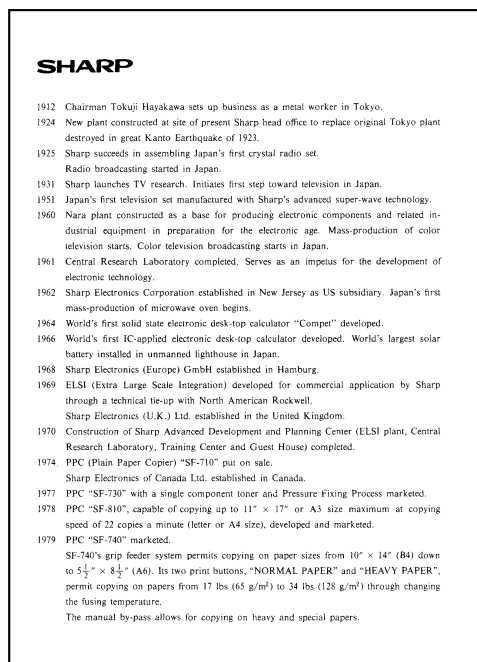
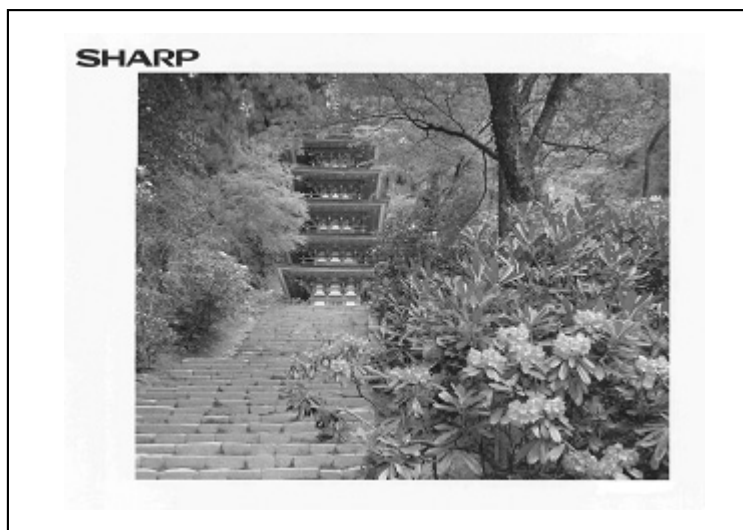


Photo original B

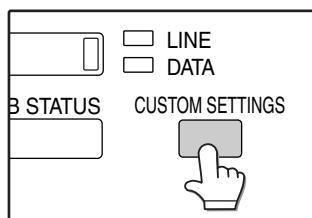


---

# CHECKING THE IP ADDRESS

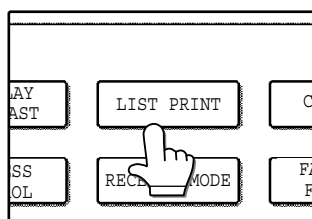
To check the IP address of the machine, print out the settings list from the operation panel of the machine.

## 1 Press the [CUSTOM SETTINGS] key.

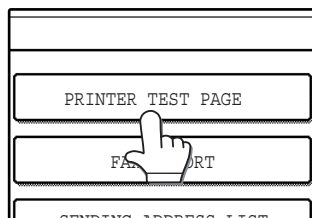


The custom settings screen will appear.

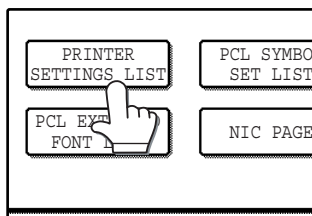
## 2 Touch the [LIST PRINT] key.



## 3 Touch the [PRINTER TEST PAGE] key.



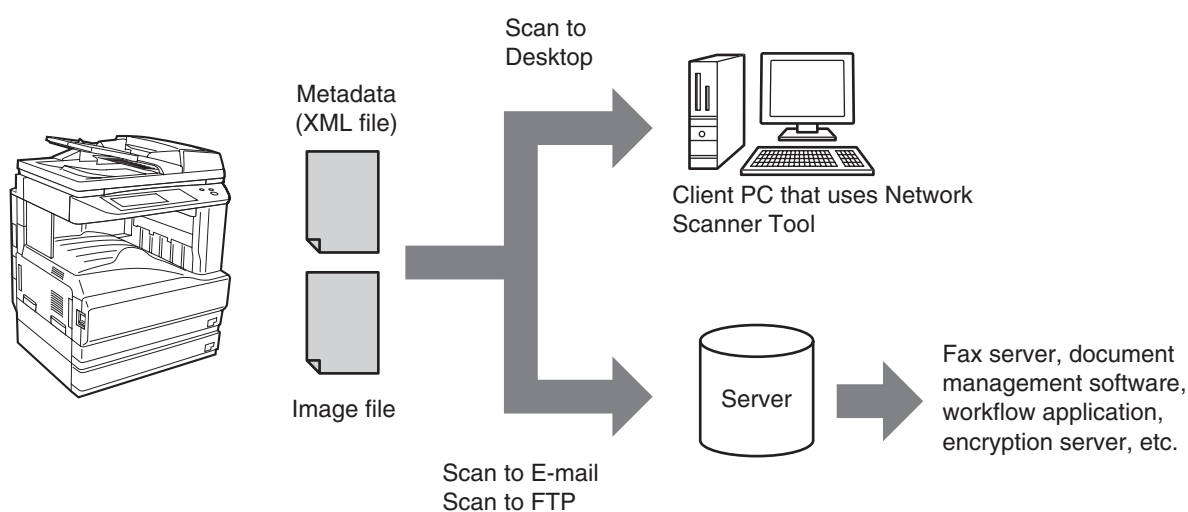
## 4 Touch the [PRINTER SETTINGS LIST] key.



"PRINT JOB IN MEMORY. PLEASE WAIT UNTIL PRINT OUT." appears in the message screen and printing begins.

## METADATA DELIVERY (DATA ENTRY)

When the application integration module is installed and an image file is generated for a scan send transmission, metadata (data indicating the attributes of the image file and how it is to be processed) can be generated based on pre-stored information and transmitted as a separate file. The metadata file is created in XML format. By linking the metadata with applications such as document management software, a workflow application, or an encryption server, a sophisticated document solution environment can be built.



Using the application integration module, information on a generated image file can be entered at the touch panel and transmitted along with the image as an XML file.

---

---

# PREPARATIONS FOR METADATA TRANSMISSION

## SETTINGS REQUIRED IN THE WEB PAGES

All settings related to metadata are configured in the Web pages. (Administrator rights are required.)  
To configure metadata settings, click [Metadata Settings] in the Web page menu frame.

### Storing Metadata Sets

Store the items (the metadata set) that are written to the XML file that is generated during scanning. Up to 10 metadata items can be configured in a metadata set. A stored metadata set can be selected at the time of transmission.



Addresses specified in "Require destination selection and include in metadata" when a metadata set is stored can be selected as transmission destinations at the time of transmission using one-touch keys, manual entry, and/or a global address book search. (Addresses for which metadata entry is not allowed cannot be specified as transmission destinations.)

## METADATA TRANSMISSION FOR SCAN TO DESKTOP

When Network Scanner Tool is used in its factory default configuration, a file will be generated with a new file name on the computer. When Network Scanner Tool is used as a means of sending a metadata file to a third party software application, this setting must be disabled to allow cross referencing between the image file and XML file by means of the file name generated by the computer. (When setting the file name in [SEND SETTINGS], to ensure that a previously existing file on a computer is not overwritten by a transmitted file of the same name, be sure to configure the file name so that name duplication cannot occur; for example, by including a unique extension (the date, etc.) in the generated file name. If the file name setting is left blank, the machine will automatically generate a file name that is unique.)



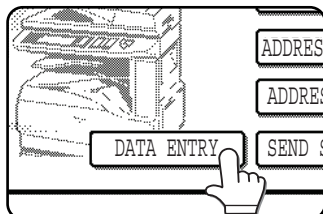
- It is recommended that you use Network Scanner Tool to receive metadata. For more information, see the Network Scanner Tool User's Guide (PDF format) on the "Sharpdesk/Network Scanner Utilities" CD-ROM.
- For information on the license agreement and how to use the CD-ROM that accompanies the application integration module, see the separate "Sharpdesk license kit" manual.
- **Using third party software applications**  
Various types of third party software applications exist. Some applications can start automatically from Network Scanner Tool and some cannot. When the auto-run function of an application is enabled, Network Scanner Tool will start the application with the ".exe" command using the file name as a parameter. Normally an application is started twice, once for the image file and once for the XML file. For example, when Network Scanner Tool is set to start the application "APP.EXE", the following commands are applied when the two files "IMG.TIF" and "IMG.XML" are received.  
APP.EXE IMG.TIF  
APP.EXE IMG.XML



# TRANSMITTING METADATA

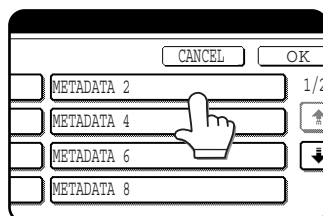
Follow the steps below to select a metadata set, enter each item, and perform metadata transmission.

## 1 Touch the [DATA ENTRY] key.

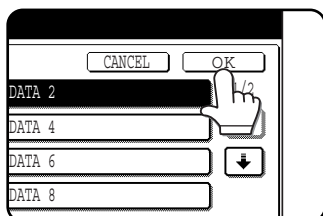


If no metadata sets have been stored, the [DATA ENTRY] key cannot be selected. Store a metadata set in the Web pages and then perform the transmission procedure.

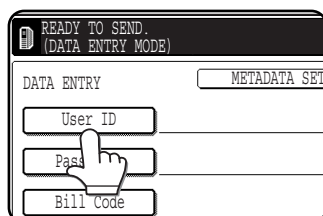
## 2 Touch the key of the metadata that you wish to use.



## 3 Touch the [OK] key.

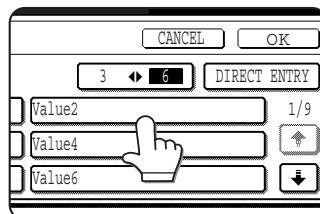


## 4 The keys of the items stored in the metadata set will appear. Touch the key of the item that you wish to enter.



If you selected the wrong metadata set, touch the [METADATA SET] key and return to the screen of step 3. Metadata items entered to that point will not longer be effective.

## 5 Touch the key of the value that you wish to enter.

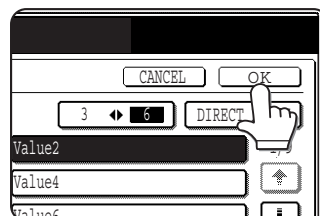


- If the entry values of the metadata item were stored in selection format, the selections will appear as keys. If a value is editable, the [DIRECT ENTRY] key can be touched to manually enter a value.
- If a metadata item requires the entry of text, a text entry screen will appear. Enter the required information.

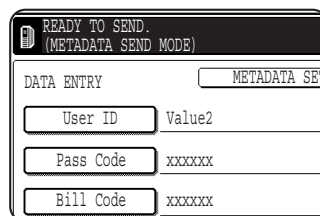


- To change the number of items that appear at once, touch the display item number select key. Each time the key is touched, the number of items displayed switches between 3 and 6.

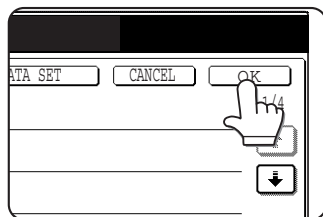
## 6 Touch the [OK] key.



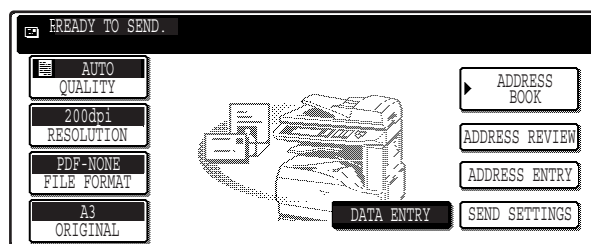
## 7 Enter all items.



## 8 Touch the [OK] key.



## 9 Select image settings and any other settings, and perform the scan send procedure.



- The procedures for selecting settings and performing transmission are the same as for scan send.
- To change an entered value, touch the [DATA ENTRY] key again. The entry screen for the selected metadata set will appear.



- When metadata send settings are configured, the [DATA ENTRY] key is highlighted. If you do not wish to send metadata, cancel the metadata settings and then perform the transmission
- When a destination or metadata setting has been selected in data entry mode, it will not be possible to switch to another mode.

# METADATA FIELDS

The following three types of metadata are included in the XML file that is transmitted.

- Data automatically generated by the machine: These data are always included in the XML file and are automatically stored on your computer.
- Previously defined fields: These fields are automatically recognized by the machine and assigned to appropriate XML tags. These fields are selectable, and can only be included in the XML file if enabled in the Web pages.
- User defined fields: Custom fields can be added to the XML file. These fields are selectable and can be defined in the Web pages.

If a defined metadata field is one of the following fields, a message will appear informing you that the field cannot be entered. Enter appropriate information in the related items of the send settings.

Name entered in metadata field	Description	Where entered
fromName	Name of the user who sent the job. If the name is not entered as metadata, the sender name determined by the usual rules for determining the sender name will be applied as metadata.	[SENDER NAME] (Sender name of selected sender)
senderName	E-mail address to which the transmission result will be sent.	[SENDER NAME] (E-mail address of selected sender)
documentSubject	Job name appearing in the e-mail "Subject" line, or job name on the fax cover sheet. When the user enters a [SUBJECT] in the send settings screen in the touch panel, the entered value is applied as metadata.	[SUBJECT] (Blank until a value is set in the send settings screen.)
fileName	Enter the file name of the image to be sent.	[FILE NAME] (Only when the [Allow Custom Filenames] checkbox is selected <input checked="" type="checkbox"/> in the metadata settings screen in the Web pages.) (Blank until a value is set in the send settings screen.)

# 5

## Chapter 5 SPECIFICATIONS

For information on power requirements, power consumption, dimensions, weight, and other specifications that are common to all features of the machine, refer to the operation manual for copier.

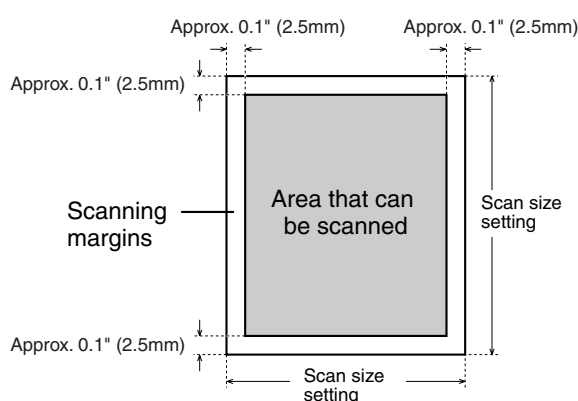
Maximum original size	11" x 17" or A3
Optical resolution	400dpi
Output resolution	200, 300, 600dpi
Output modes	1bit/pixel
Halftone processing	Error dispersion (200/300/600dpi)
File format	File type: TIFF/PDF Compression mode: MH (G3)/MMR (G4)/NONE
File creation method	One file for all pages/One file per each 1 to 6 pages
Two-sided originals	Possible (when an RSPF is installed)
Scan destinations	Scan to FTP, Scan to Desktop, Scan to E-mail
Supported client PC operating systems (for Scan to Desktop function)	Windows 98, Windows Me, Windows NT Workstation 4.0 (Service Pack 6 or later), Windows 2000 Professional, Windows XP Home Edition, Windows XP Professional, Windows Server 2003
Web browser	Internet Explorer 6.0 or later (Windows), Netscape Navigator 7.0 or later, Safari 1.2 or later (Macintosh)
Management system	Uses built-in Web server
Network protocol	TCP/IP, SMTP, LDAP, FTP
Supported mail system	Mail servers supporting SMTP
LAN connectivity	10Base-T/100Base-TX
Number of destinations	200 maximum
Number of destinations for Scan To E-mail broadcast transmission	100 maximum*

\* Multiple e-mail addresses (up to 100) can be stored as a group. Note that this may reduce the maximum number of destinations (normally 200) that can be stored.

Some discrepancies may exist in the illustrations and content due to improvements to the machine.

### Scanning margins

When scanning an original, the area indicated in the following diagram cannot be scanned.









**SHARP®**

SHARP CORPORATION

PRINTED IN FRANCE  
TINSE1742TSZ1

