



imageRUNNER
ADVANCE

C5051/C5051i/C5045/C5045i
C5035/C5035i/C5030/C5030i

Scan and Send



Please read this guide before operating this product.
After you finish reading this guide, store it in a safe place for future reference.

ENG

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Scan and Send

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Scan and Send

This category describes how to use the Scan and Send functions.

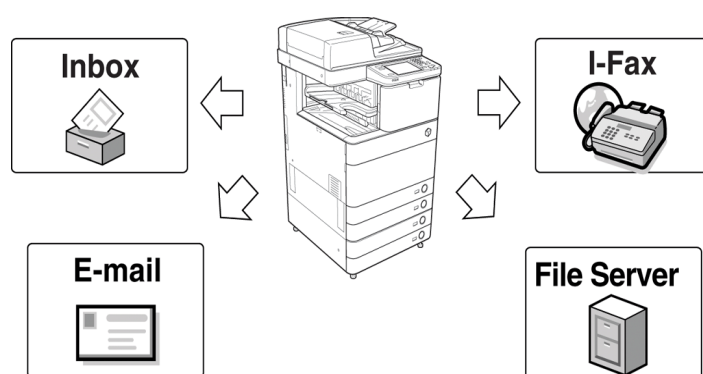
What This Machine Can Do

All the elements you will ever need in colour digital multitasking machine.

The imageRUNNER ADVANCE C5051/C5051i/C5045/C5045i/C5035/C5035i/C5030/C5030i is packed with various send functions.

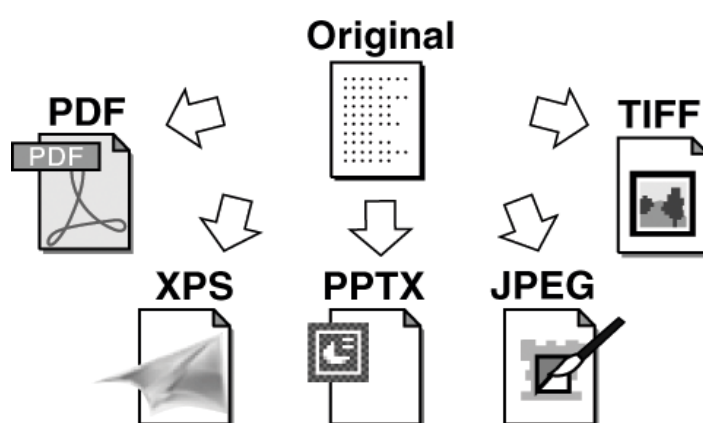
Equipped with features that meet the needs of document work in a digitized office, the imageRUNNER ADVANCE C5051/C5051i/C5045/C5045i/C5035/C5035i/C5030/C5030i represents the ultimate in colour digital multitasking machines.

● Diverse Sending Methods



You can easily scan paper documents and send them to one or multiple recipients via e-mail or I-fax, bringing to your work environment increased efficiency in the arena of document exchange. The ability to send documents to FTP, SMB, and WebDAV file servers also serves to help digitize paper documents for convenient data access and management.

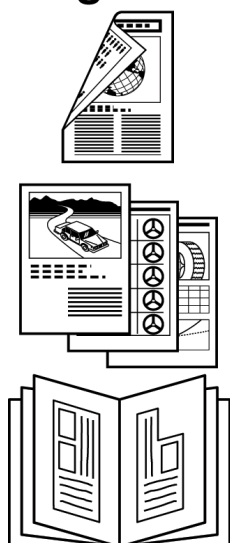
● File Formats for Every Need



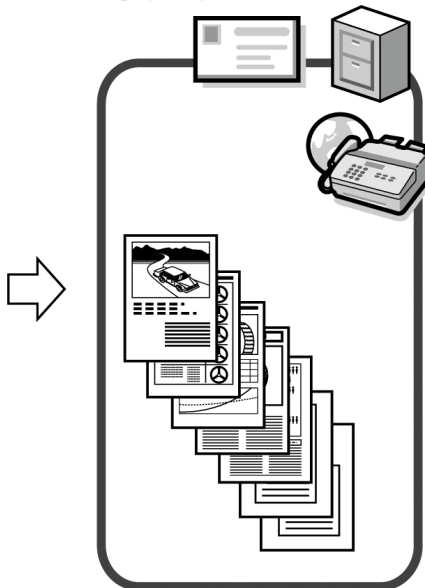
You can send documents in a variety of file formats, including PDF, XPS, OOXML(pptx), JPEG, and TIFF. This gives you the freedom to send documents in a manner that is best suited to the purpose of the document, as well as the recipient's document handling environment.

● Flexible Scan Features

Originals



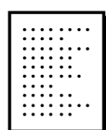
Send



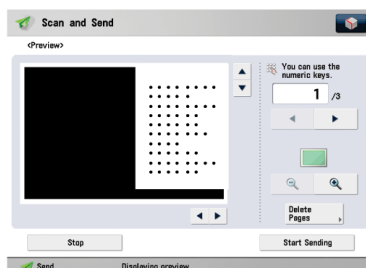
This machine offers a variety of convenient scanning features, such as the scanning of two-sided and book originals, as well as the ability to merge and send documents that are scanned separately. You can also set the exposure, colour mode, and scan size to match the type of original that you are scanning. In addition, you can store preferred scan settings and retrieve them at any time.

● Preview Function

Originals

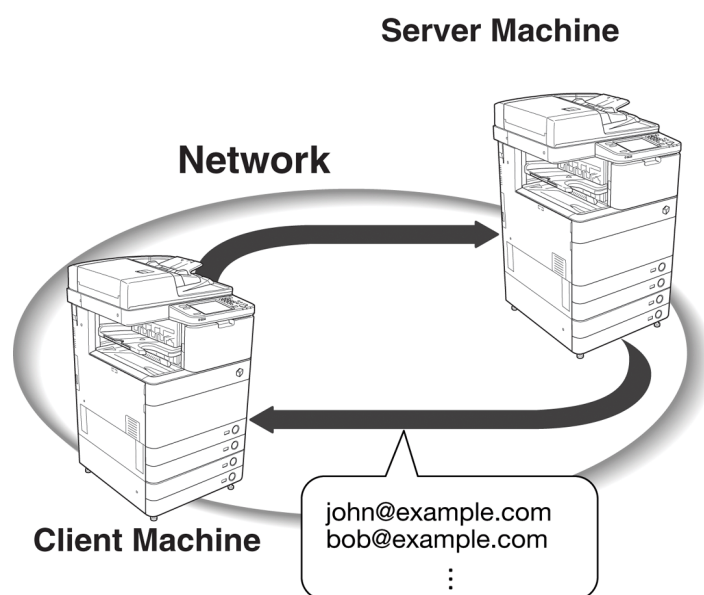


Preview



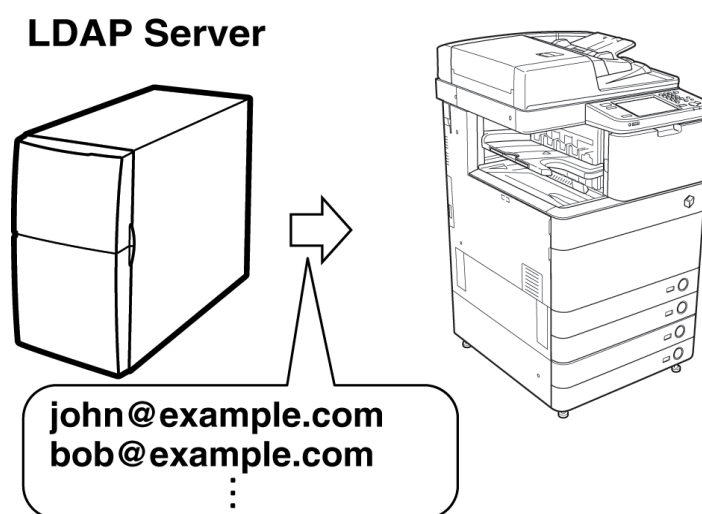
The Preview function enables you to check the contents of documents before sending them. This is useful in preventing mistakes.

● Search for Destination via Address Book



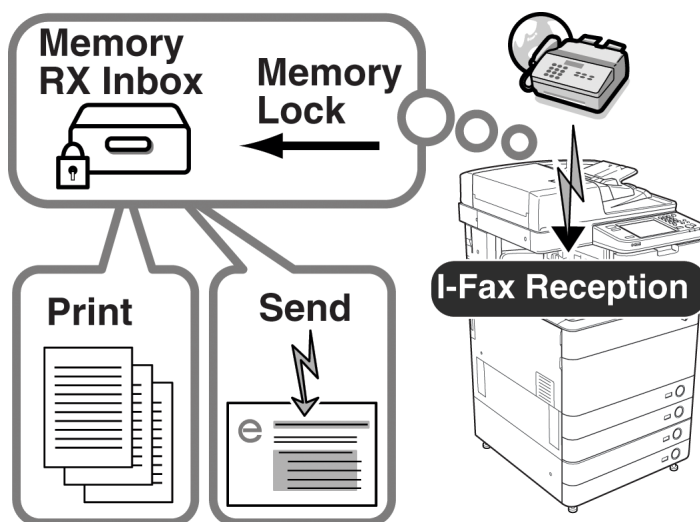
You can specify the destination by searching for the destination in the Address Book of a server machine from a client machine that is connected to the server machine via a network. The imageRUNNER ADVANCE can be set as the server machine or client machine.

● Instant Address Search with LDAP



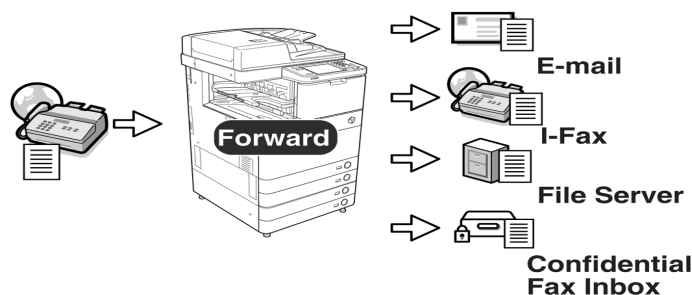
You can search for addresses stored on LDAP (Lightweight Directory Access Protocol) servers on the network and use them as recipients for send jobs or store them in the Address Book.

● **Receiving I-Faxes in Memory (See "Using the Machine to Send/Receive a Fax.")**



Received I-fax documents can be stored in the Memory RX Inbox instead of being printed. You can check the sender information and the number of pages that each document contains before printing it or forwarding it to another destination.

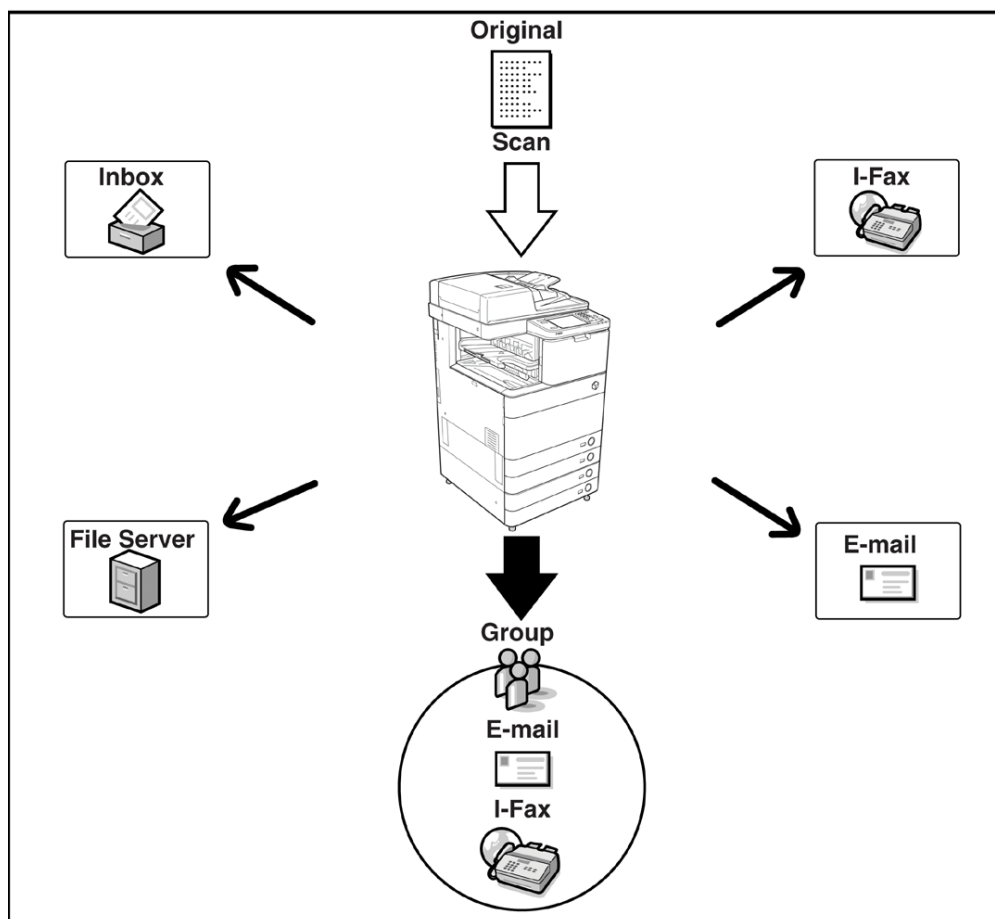
● **Automatic Forwarding**



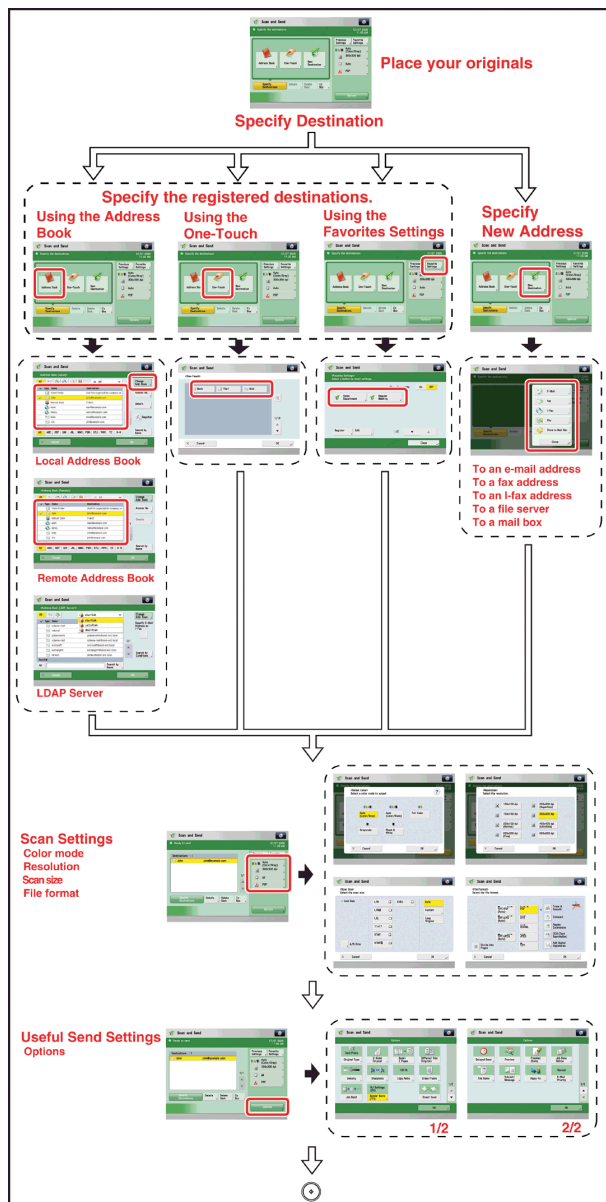
The machine can be set to automatically forward received I-fax documents that match the specified forwarding conditions to any destination using the desired send settings. You can forward I-fax documents to other machines (relay function) or store received documents that are confidential in Confidential Fax Inboxes. Automatic forwarding can be set to activate at a specified time. Since received documents that do not match the forwarding conditions can also be forwarded to any desired destination, this function can be used to sort and deliver received I-fax documents to the appropriate destinations.

Overview of This Function

If you press [Scan and Send] on the Main Menu screen, the Scan and Send Basic Features screen appears. The Send function enables you to scan documents and send them to specified destinations via e-mail or I-fax, save them to a file server, or store them in a mail box to process them at a later date. You can also send documents to multiple destinations simultaneously using various sending methods, such as e-mail and I-fax.



The flow of the sending is as follows.

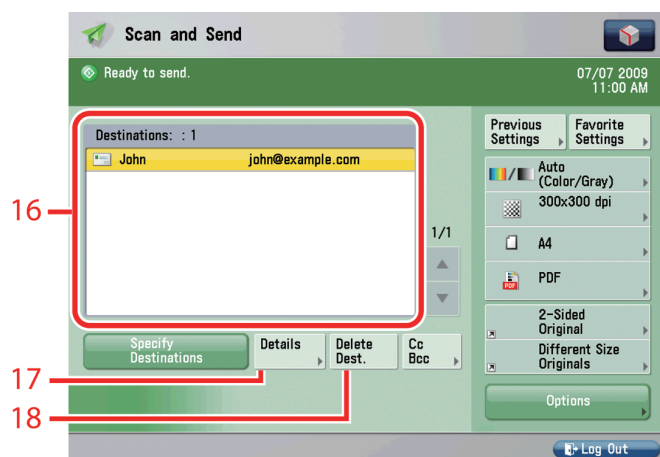
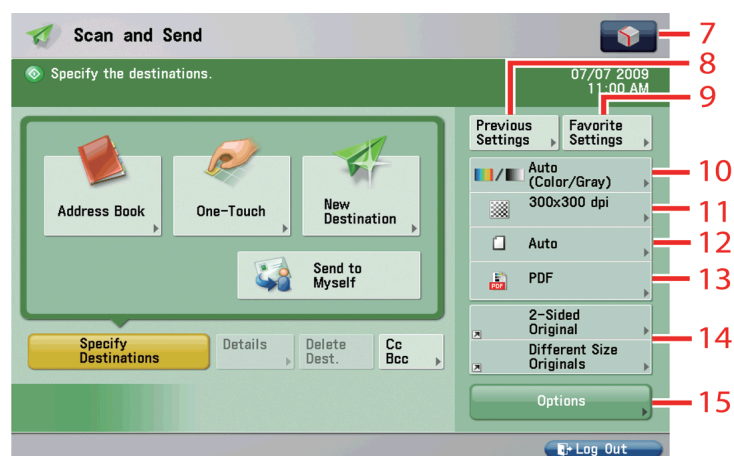
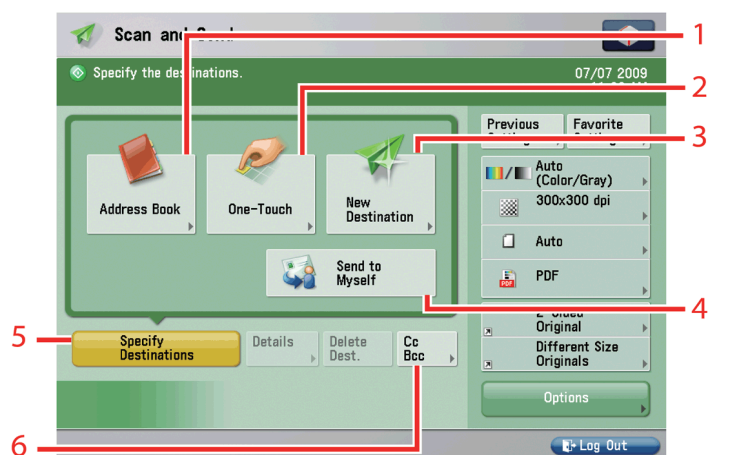


Remark


- Network settings must be specified to be able to send scanned documents to an e-mail address, an I-fax address, or a file server. (See [E-Mail/I-Fax Settings] in "Reference Guide.")

● Scan and Send Basic Features Screen


The screen below, which appears when [Scan and Send] on the Main Menu screen is selected, is called the Scan and Send Basic Features screen.



1	Address Book Press to select a destination from the Address Book.	2	One-Touch Press to recall the destinations stored in a one-touch button.
3	New Destination Press to specify a destination not stored in the Address Book.	4	Send to Myself Press to specify your e-mail address as the destination.
5	Specify Destination Press to select a sending method.	6	Cc Bcc Press to specify the e-mail address as a Cc or Bcc destination.

7	 <p>You can specify the following five settings.</p> <ul style="list-style-type: none"> ● Register Favorites Settings ● Edit Favorites Settings ● Register to Quick Menu ● Change Default Settings ● Register [Options] Shortcuts 	8	<p>Previous Settings</p> <p>Press to recall previously set send jobs, including the destinations, scan settings, and send settings.</p>
9	<p>Favorite Settings</p> <p>Press to recall the destinations and settings stored in a favorite settings button.</p>	10	<p>Select Color</p> <p>Press to set the colour mode.</p>
11	<p>Resolution</p> <p>Press to set the resolution.</p>	12	<p>Scan Size</p> <p>Press to specify the size of the original.</p>
13	<p>File Format</p> <p>Press to select the file format of the document you are going to send (PDF, XPS, OOXML, JPEG, and TIFF).</p>	14	<p>Shortcuts to [Options]</p> <p>Press to select a [Options] mode. [2-sided Original] and [Different Size Originals] are set as default.</p>
15	<p>Options</p> <p>Press to set useful send function such as sending different sized originals together or two-sided originals.</p>	16	<p>Destination List</p> <p>Displays a list of destinations.</p>
17	<p>Details</p> <p>Press to check or change the destination information selected from the destination list.</p>	18	<p>Delete Dest.</p> <p>Press to delete the destination displayed in the destination list.</p>

Remark

 [Send to Myself] is displayed only if authentication by SSO-H Network Settings is set.

Things You Must Do Before Using This Machine

This section describes the important setting registrations and procedures that must be done before the machine is used for sending operations.

Remark

- O** If you attempt to use the machine without registering the necessary information correctly, the machine may not function properly.

● Network Settings (See "Getting Started")

Network settings must be specified to send scanned documents to an e-mail address, an I-fax address, or a file server.

● Setting the Display Language

If you decide to switch the display language, set Language/Keyboard Switch On/Off to 'On' before entering characters.

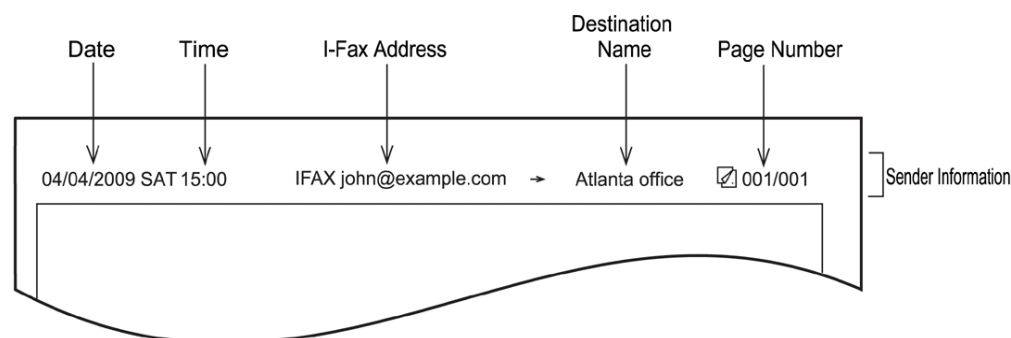
If Language/Keyboard Switch On/Off is set to 'Off', and then you set it to 'On' after entering characters, the characters may not be displayed correctly. In this case, either re-enter the characters after setting Language/Keyboard Switch On/Off to 'On', or enter characters with Language/Keyboard Switch On/Off set to 'Off'. (See [Language/Keyboard Switch On/Off] in "Reference Guide.")

If Language/Keyboard Switch On/Off is set to 'On', some characters are restricted and cannot be entered.

● Registering the Sending Record

The sending record is printed at the top of every document you send via I-fax to the recipient.

The registered information is printed, as shown below. Depending upon the model of the machine at the receiving side, this information may appear on the display while communication is taking place.



● Date and Time

- The date and time of the transmission are recorded.

- I-Fax Address
 - Your machine's I-fax address is recorded.
- Destination Name
 - If you send an original and select a destination from the Address Book, the stored destination's name appears on the sending record. (See "Storing New Addresses(p.1-89).")
- Page Number
 - The current page number out of the total number of pages of the original is recorded.

Remark

- | | |
|---|--|
| <ul style="list-style-type: none"> ● You can set the machine so that the sending record is not printed. However, for users in the United States, this information must be printed at the top of every I-fax document that you send. Therefore, TX Terminal ID must always be set to 'On' in Common Settings in Send in Function Settings (Settings/Registration). (See [TX Terminal ID] in "Reference Guide.") ● If the machine is set so that the sending record is printed at the top of the recording paper, and not all of the items are registered, only the required registered items and the total number of original pages are printed. | <ul style="list-style-type: none"> ● To print the destination's name on the recipient's paper, set <Display Destination Unit Name> to 'On' in TX Terminal ID in Common Settings in Send in Function Settings (Settings/Registration). |
|---|--|

● Setting the Current Date and Time

You can set the current date and time. The current date and time settings are used as standard timer settings for functions that require them. (See [Date/Time Settings] in "Reference Guide.")

- | | |
|---|---|
| <ul style="list-style-type: none"> ● GMT: ● Time Zone: ● Daylight Saving Time: | <p>GMT stands for Greenwich Mean Time.</p> <p>Time Zone: The standard time zones of the world are expressed globally in terms of the difference in hours (± up to 12 hours) from GMT (± 0 hours). A time zone is a region throughout which this time difference is the same.</p> <p>In some countries, time is advanced throughout the summer season. The period in which this is applied is called "Daylight Saving Time."</p> |
|---|---|

Remark

- | | |
|---|--|
| <ul style="list-style-type: none"> ● You can also specify to automatically synchronize the date and time with a server on the network. (See [SNTP Settings] in "Reference Guide.") | |
|---|--|

● Registering the Unit's Name for E-Mail/I-Fax

Your name or company's name must be registered as the unit's name (a department name is optional). When you send a document via e-mail, fax, or I-fax, the unit name that you registered is displayed or printed as the sender's name at the recipient's machine.

Remark

- If the Local Device Authentication user authentication system of SSO-H is set as the login service and you are sending an e-mail message:
 - The e-mail address of the login user registered for the Local Device Authentication user authentication system of SSO-H is displayed in the From field on the e-mail recipient's machine, instead of the e-mail address registered in the Device Information settings for this machine. (See "MEAP.")
- If the Local Device Authentication user authentication system of SSO-H is set as the login service and you are sending an I-fax:
 - The e-mail address that you registered in the Device Information settings for this machine is displayed in the From field on the I-fax recipient's machine, and the e-mail address of the login user registered for the Local Device Authentication user authentication system of SSO-H is displayed in the Sender field. (See "MEAP.")
- If the Domain Authentication user authentication system of SSO-H (including when performing Domain Authentication with the 'Domain Authentication + Local Device Authentication' user authentication system) is set as the login service and you are sending an e-mail message:
 - The e-mail address that you registered for Active Directory or iW Accounting Manager is displayed in the From field on the recipient's machine, instead of the e-mail address that you registered in the Device Information settings for this machine.
- If the Domain Authentication user authentication system of SSO-H (including when performing Domain Authentication with the 'Domain Authentication + Local Device Authentication' user authentication system) is set as the login service and you are sending an I-fax:
 - The e-mail address that you registered in the Device Information settings for this machine is displayed in the From field, and the e-mail address that you registered for Active Directory or iW Accounting Manager is displayed in the Sender field on the recipient's machine.
- If Set Authorized User Destination to Sender is set to 'On' in E-Mail/I-Fax Settings in Send in Function Settings (Settings/Registration), the e-mail address of the login user is displayed in the From field on the recipient's machine, regardless of the login services. If Set Authorized User Destination to Sender is set to 'Off' in E-Mail/I-Fax Settings in Send in Function Settings (Settings/Registration), the e-mail address that you registered in the Device Information settings for this machine is displayed in the From field on the recipient's machine.
- For instructions on storing your machine's e-mail address, see [E-Mail/I-fax Settings] in "Reference Guide."

Flow of Sending Operations

This section describes the flow of basic sending operations.

For Scan and Send, the following five types of sending methods are available.

● Sending a Fax

If <Enable Fax in Scan and Send Function> is set to 'On' in Display Fax Function in Preferences (Settings/Registration), you can scan originals and send them as faxes. (See [Display Fax Function] in "Reference Guide.")

For instructions on specifying a fax number, see "Using the Machine to Send/Receive a Fax."

● Sending an E-Mail Message

You can scan a document and send it as an attached file in an e-mail message. The scanned document can be sent as a PDF, XPS, OOXML, JPEG, or TIFF file.

● Sending an I-Fax

You can scan a document and send it to a destination via the Internet as an I-fax. An I-fax can only be sent to machines that can receive faxes via the Internet.

● Sending a Job to a File Server

You can send a job to any computer that acts as a file server on the network.

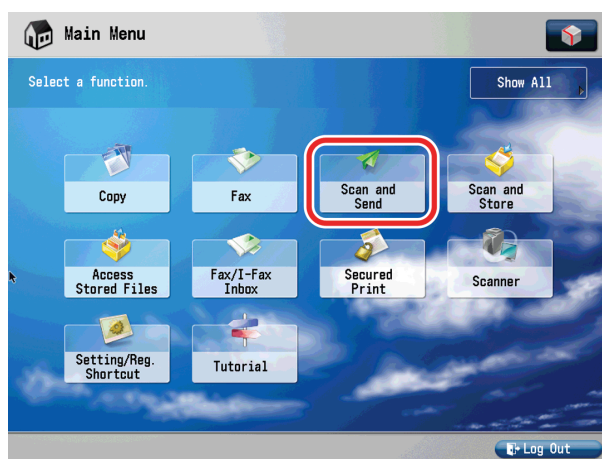
● Sending a Job to a Mail Box

You can scan a document and store it in a mail box. If you include a mail box as one of the destinations to which you are sending your document, the document is stored in the selected mail box for later use. Documents stored in a mail box can be printed and sent to other destinations.

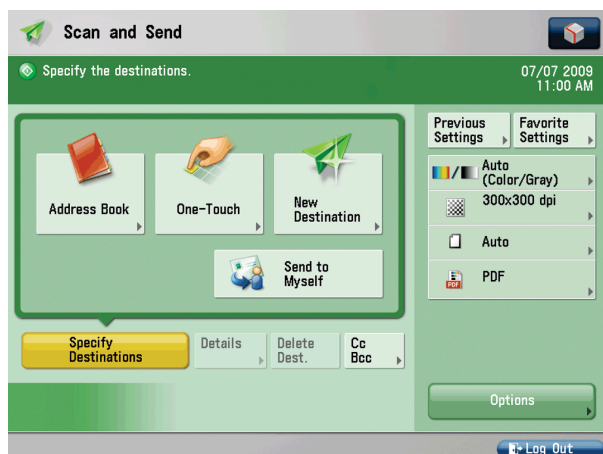
Remark

- If you are using Microsoft Exchange Server 5.5, 2000, or 2003, a sending error may occur when you send an e-mail message in the following cases:
- When a user is logged in to the machine using the SSO-H
 - When <SMTP Authentication (SMTP AUTH) > in <POP AUTH Method> is set to 'On' in Communication Settings in E-Mail/I-Fax Settings in Function Settings (Settings/Registration)
- In these cases, you should add the user logged in to the machine using the SSO-H to [Send on behalf of] in <Delivery Options> in Exchange General. For more information, contact your system administrator.
- Before using the Send function, it is useful to read the following topics:
- Main power and control panel power. (See "Reference Guide.")
 - For instructions on entering characters using the keys displayed on the touch panel display, see "Reference Guide."
- The maximum number of send jobs that the machine can handle is 120, including jobs with error codes. However, the actual number of send jobs that the machine can handle may be less than 120, depending on the following conditions:
- Multiple documents are being sent at the same time
 - Large documents are being sent
 - A large amount of memory is being used for the Mail Box and the Fax/I-Fax Inbox
- You can print a report that contains the results of all send jobs. (See [TX Report] and [Communication Activity Report] in "Reference Guide.")
- If you are using a login service, it is necessary to log in to the machine with the appropriate procedure for the login service you are using.
- If you are using the optional Card Reader-C1 to perform Department ID Management, see "Reference Guide."
 - If you are using Department ID Management, see "Reference Guide."
 - If you are using the SSO-H login service, see "Reference Guide."

1. Press [Scan and Send] on the Main Menu screen.



The Scan and Send Basic Features screen appears.



2. Place your originals.











For instructions on placing your originals, see "Reference Guide."

3. Specify the destinations.

- If a destination type is set to 'On' in Limit New Destination in Common Settings in Send in Function Settings (Settings/Registration), you cannot enter a destination in [New Address]. You have to select a stored destination by pressing [Address Book], [Network Add.Book], or [One-touch Buttons]. (See [Limit New Destination] in "Reference Guide.")
- The maximum of destinations can be specified at the same time is 256. If you specify a group, which is made up of several destinations, each destination is counted as a separate address.

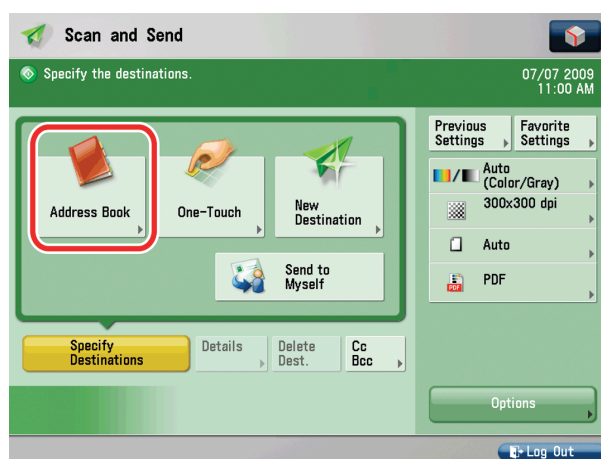
The icons that are displayed on the screen are:

-  : E-Mail
-  : Fax
-  : I-Fax
-  : File Server
-  : Group
-  : Mail Box
-  : Bcc
-  : Cc

- If a destination is stored in the Address Book:
- If a destination is stored in a One-Touch:
- If a destination is not stored in the Address Book:
- If you want to set your e-mail address:
- If you want to specify Cc or Bcc addresses:
- If a destination is stored in a Favorite Settings:

● If a destination is stored in the Address Book:

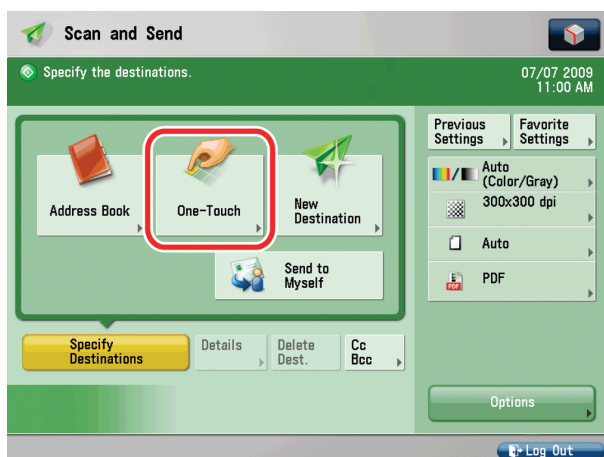
- ☐ Press [Address Book] → select the desired destination. (See " Using the Address Book (p.1-33) " and "Using the Machine to Send/Receive a Fax.")



Besides Local Address Book, you can specify the destination from the Remote Address Book or LDAP Server, depending on the setting.

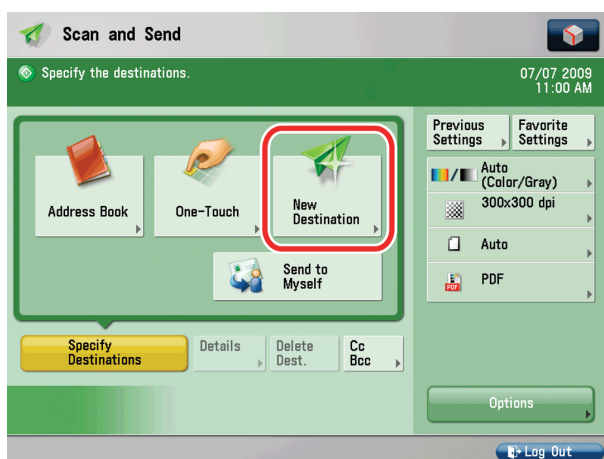
● If a destination is stored in a One-Touch:

- Press [One-Touch] → select the one-touch button that contains the desired destination. (See " One-Touch Button (p.1-45) " and "Using the Machine to Send/Receive a Fax.")



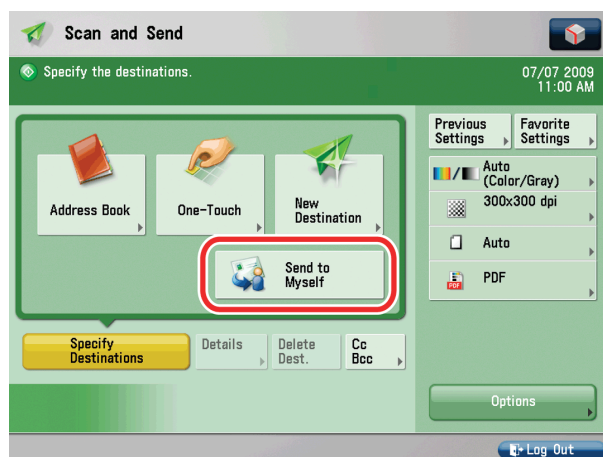
● If a destination is not stored in the Address Book:

- Press [New Destination] → select a sending method → enter the desired destination. (See " Destinations Not Stored in the Address Book (p.1-47) " and "Using the Machine to Send/Receive a Fax.")



- If you want to set your e-mail address:

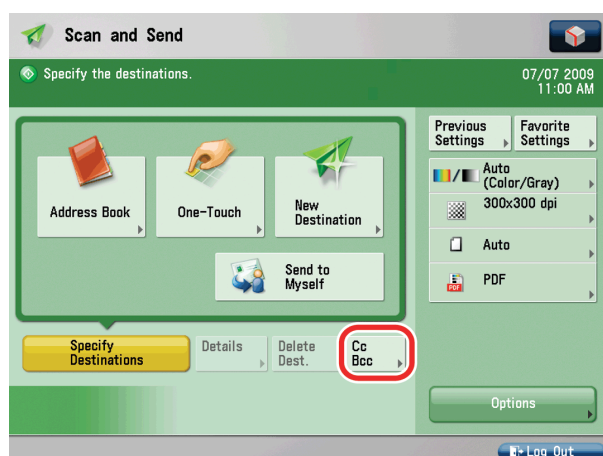
- ☐ Press [Send to Myself]. (See " Sending Documents to Yourself (p.1-68) .")



● [Send to Myself] is displayed only if authentication by SSO-H Network Settings is set.

- If you want to specify Cc or Bcc addresses:

- ☐ Press [Cc Bcc] → specify the e-mail addresses. (See " Setting Cc and Bcc Addresses (p.1-69) .")

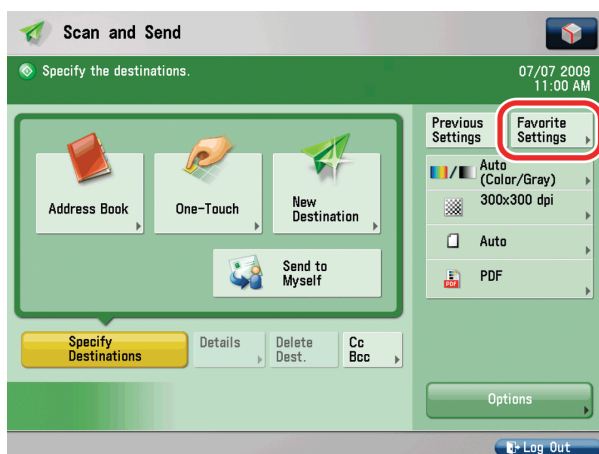


● Only e-mail addresses can be specified as Cc and Bcc addresses.

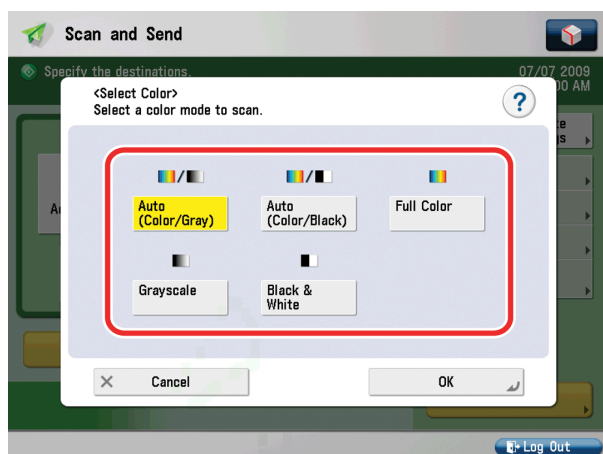
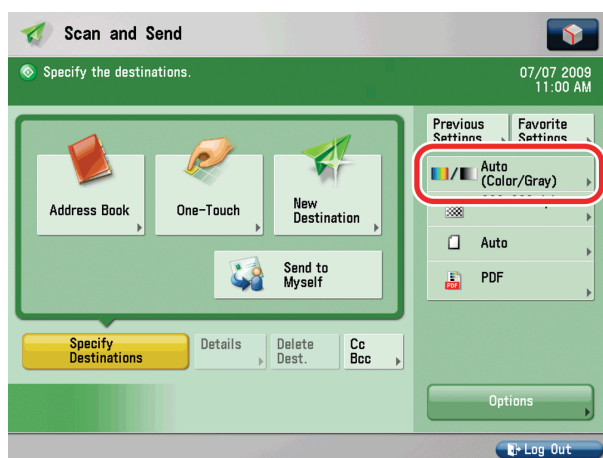
● The maximum number of Cc and Bcc destinations that can be sent at one time is 256 including the destination specified for [To]. Mail boxes are not included in this count.

- If a destination is stored in a Favorite Settings:

- Press [Favorite Settings] → select the button that contains the desired destination. (See " Favorite Settings (p.1-75) .")



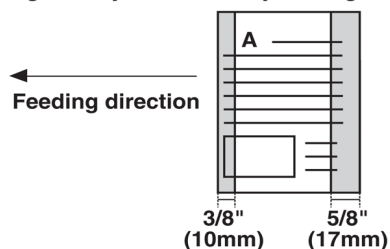
4. Press the Select Color button → select a colour mode.



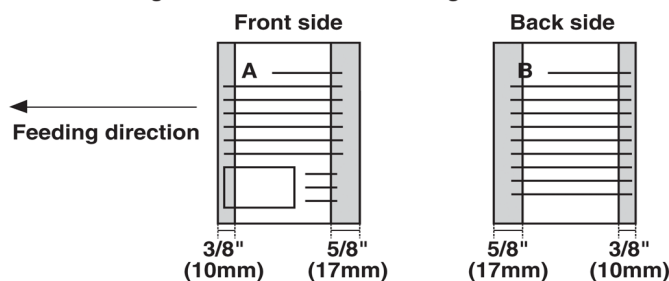
○ When [Auto(Color/Gray)] or [Auto(Color/Black)] is set and your originals contain colour sections, the machine scans them in the Full Color mode. However, the machine may scan the colour originals in the Grayscale or Black mode under the following conditions. To avoid this, set the colour mode to 'Full Color'. (See "Colour Settings(p.1-142).")

- If the originals contain a few colour sections
- If the colour sections are located only on the left side on the left side (within 10 mm from the left edge) or on the right side (within 17 mm from the right edge) of the originals when placing the originals into the feeder

When scanning one-sided originals, or each sided of two-sided originals by automatically turning them over.



When scanning each side of two-sided originals simultaneously.



- If the originals contain light colour densities
- If the colour sections of the originals are close to black

○ For instructions on setting the colour mode, see "Colour Settings(p.1-142)."

5. Press the Resolution button → select a resolution.



For instructions on setting the resolution, see "Resolution Settings(p.1-145)."

6. Press the Scan Size button → select a scan size.



For instructions on setting the scan size, see "Scan Size Settings(p.1-146)."

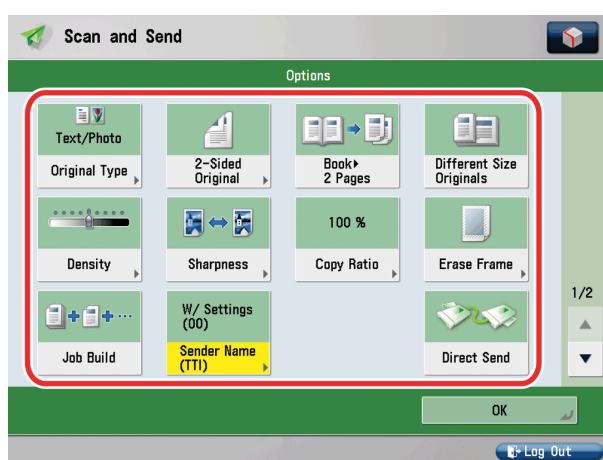
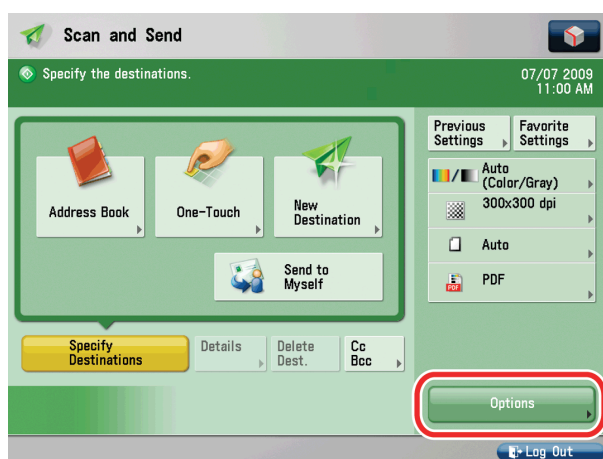
7. Press the File Format button → select a file format.



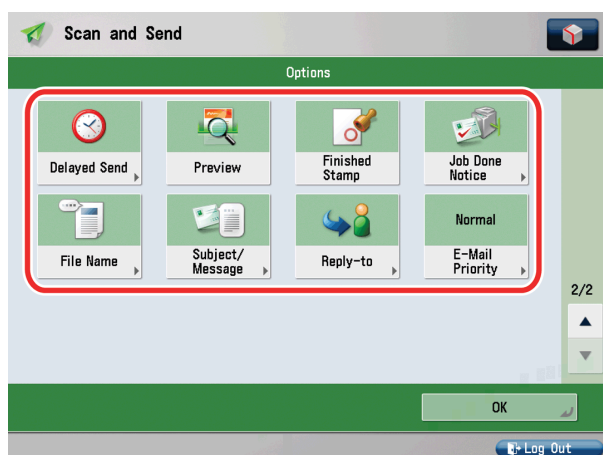
This part of the procedure is not necessary if any one of the following is true:

- A fax address is specified as the destination
 - An I-fax address is specified as the destination
 - A mail box is specified as the destination
- ☞ For instructions on setting the file format, see "Setting the File Format to Send a Document in(p.1-153)."

8. Press [Options] → select the desired mode.



[Options] 1/2



[Options] 2/2

- ☞ For instructions on setting the original type, see "Original Type(p.1-192)."
- ☞ For instructions on scanning 2-sided originals, see "2-Sided Original(p.1-195)."
- ☞ For instructions on scanning a book or bound original see "Book → 2 Pages (p.1-197)."
- ☞ For instructions on scanning different size originals, see "Different Size Originals(p.1-198)."
- ☞ For instructions on adjusting original density, see "Density(p.1-199)."
- ☞ For instructions on adjusting original resolution, see "Sharpness(p.1-203)."
- ☞ For instructions on setting the scanning ratio of the original size, see "Copy Ratio(p.1-205)."


- ☞ For instructions on erasing shadows and line that appear on scanned originals, see "Erase Frame(p.1-212)."
- ☞ For instructions on sending large number of originals, see "Job Build(p.1-221)."
- ☞ For instructions on setting the Delayed Send mode, see "Delayed Send(p.1-224)."
- ☞ For instructions on setting the Preview mode, see "Preview(p.1-226)."
- ☞ For instructions on setting the Finished Stamp mode, see "Finished Stamp(p.1-229)."
- ☞ For instructions on setting the Job Done Notice mode, see "Job Done Notice(p.1-231)."
- ☞ For instructions on setting the file name when sending an e-mail/I-fax or sending to server/mail box, see "File Name(p.1-234)."
- ☞ For instructions on setting the file name when sending an e-mail/I-fax or sending to server/mail box, see "Subject/Message(p.1-237)."
- ☞ For instructions on setting the reply-to destination when sending an e-mail/I-fax, see "Reply-to(p.1-239)."
- ☞ For instructions on setting the e-mail priority when sending an e-mail, see "E-Mail Priority(p.1-242)."
- ☞ If <Enable Fax in Scan and Send Function> is set to 'On' in Display Fax Function in Preferences (Settings/Registration), you can also specify the following optional modes.
 - For information on setting the sender name and the direct sending mode, see "Using the Machine to Send/Receive a Fax."

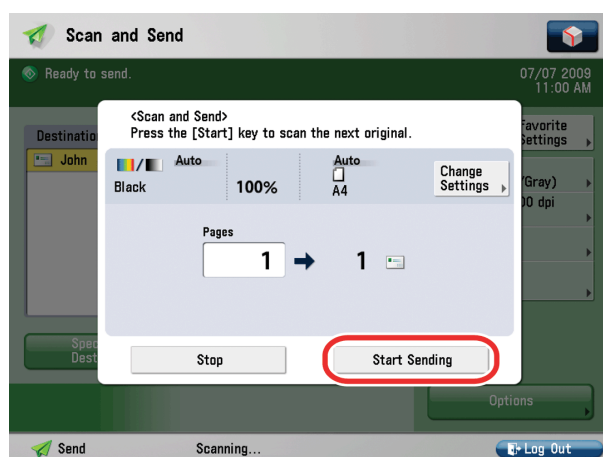
9. Press [OK].

10. Press .

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press . When scanning is complete, press [Start Sending].




Scan the original again from the first page if a message is displayed indicating that scanning is cancelled because the data size for the scanned original exceeds the maximum data size. Scanning may be possible if you set 'High Ratio' for Data Compression Ratio, 'Low' for Sharpness, and lower the resolution.

- The size of the original is detected automatically.
- ☞ If you want to send to an e-mail or I-fax address, a screen to enter the user name and password may be displayed, depending on the e-mail/I-fax settings. If the screen is displayed, enter the user name and password registered in SMTP Authentication. For instructions on setting the user name, password, and screen display, see the following. (See [E-Mail/I-Fax Settings] in "Reference Guide.")


- You can set the user name and password in <Authentication/Encryption> in Communication Settings in E-Mail/I-Fax Settings in Function Settings (Settings/Registration).
- The screen is displayed if [Display Auth. Screen When Send] is set to 'On' in <Authentication/Encryption> in Communication Settings in E-Mail/I-Fax Settings in Function Settings (Settings/Registration).
- If [Use SMTP Authentication for Each User] in E-Mail/I-Fax Settings is set to 'On', you can register the user name and password of the logged in user by pressing [] on the top right of the screen and then selecting [Set SMTP Authentication] from the displayed menu.
- If the destination includes the file server that you set [Enter Password Everytime] to 'On' when the file server is specified as the destination or when the file server is included in the group destination, one-touch button, or favorite settings, a screen prompting you to enter user name and password is displayed. Enter the previously set password. (See "File Server Addresses(p.1-101)")
- If Preview mode is set, you can verify the images from the Preview screen before sending your document. (See "Preview(p.1-226).")

11. If you want to cancel sending, press .

- You can press  to cancel a send job that is being scanned.
- For instructions on cancelling a send job, see "Cancelling a Job(p.1-27)."
- You can also cancel a send job from the Status Monitor/Cancel screen. (See "Using the Status Monitor/Cancel Screen(p.1-30).")

12. When scanning is complete, remove your originals.

Cancelling a Job

You can cancel a send job using the touch panel display, Status Monitor/Cancel screen, or by pressing  on the control panel.

Using the Touch Panel Display (p.1-28)

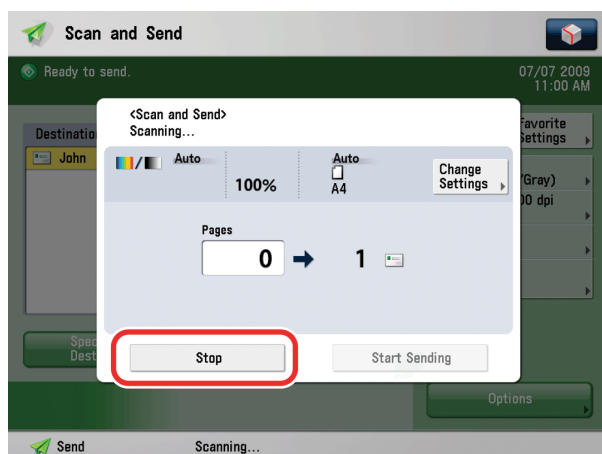
Using the Stop Key (p.1-29)

Using the Status Monitor/Cancel Screen (p.1-30)

Using the Touch Panel Display

You can cancel a send job by pressing [Stop], while the job is being scanned.

1. Press [Stop] on the pop-up screen that appears while the machine is scanning.




2. A screen appears, asking for your confirmation to cancel a job → press [Yes].



The send job is cancelled.


3. Remove your originals.

Using the Stop Key

You can cancel a send job by pressing , while the job is being scanned.

Remark

 You can press  only to cancel a send job that is being scanned.

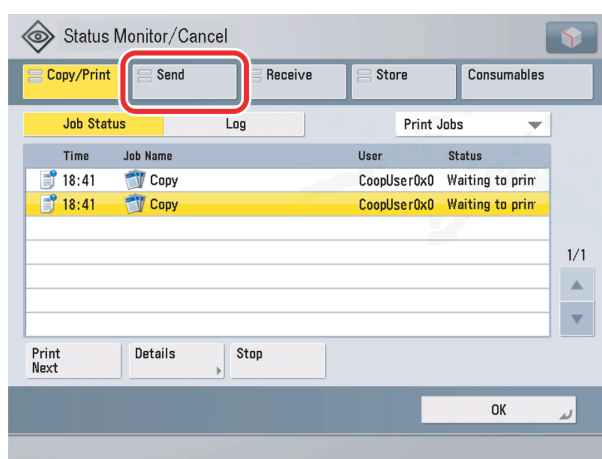
1. Press .
2. A screen appears, asking for your confirmation to cancel a job → press [Yes].

The send job is cancelled.
3. Remove your originals.

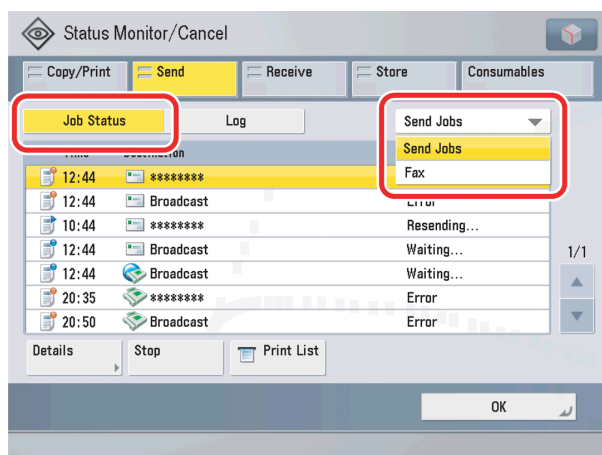
Using the Status Monitor/Cancel Screen

This section describes how to cancel a Send job that is currently being sent or waiting to be sent.

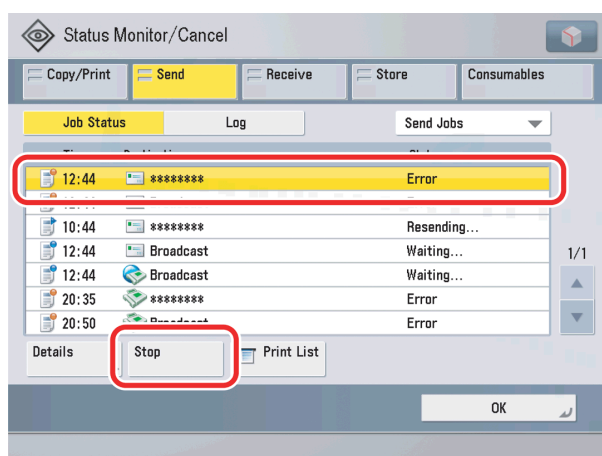
1. Press  → [Send].



2. Press [Job Status] → select the type of job whose log you want to check from the drop-down list.




3. Select the job that you want to cancel → press [Stop].



You cannot select multiple jobs and all at once. Select and cancel one job at a time.

4. Press [Yes].

The job is cancelled and the display returns to the Status screen.

 The cancelled job is displayed as <NG> (No Good) on the Log screen.

Specifying Destinations

You can select a destination stored in the Address Book or a one-touch button, or specify a new address altogether. You can also recall the stored destinations and settings for scan/send in favorite settings. (See "Favorite Settings(p.1-75).")

Remark

☞ To view the detailed information of a selected destination, select the destination → press [Details].

☞ You can change, edit, or delete destinations on the Scan and Send Basic Features screen before scanning. (See "Checking/Changing a Destination(p.1-72)" and "Deleting a Destination(p.1-74).")

Using the Address Book (p.1-33)

One-Touch Button (p.1-45)

Destinations Not Stored in the Address Book (p.1-47)

Sending Documents to Yourself (p.1-68)

Using the Address Book

There are three types of Address Books: Local Address Book, Remote Address Book, and LDAP Server. You can select one of the Address Book, and then search and specify the destination. By storing the destination in the Local Address Book beforehand, you can specify the destination quickly. (See Storing New Addresses (p.1-89) .")

Remark

- The maximum of destinations can be specified at the same time is 256. If you specify a group, which is made up of several destinations, each destination is counted as a separate address.

Address Book (Local) (p.1-34)

Address Book (Remote) (p.1-36)

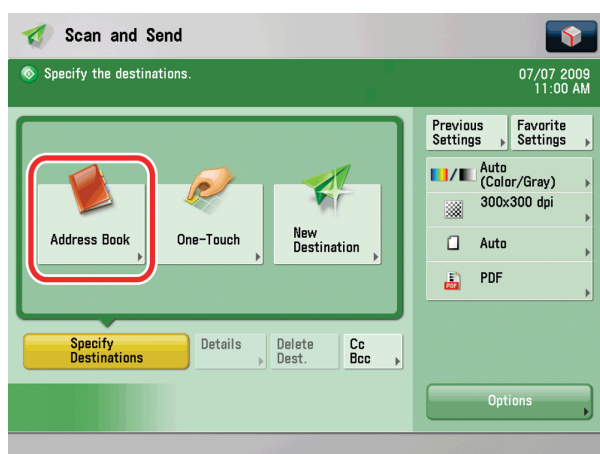
Address Book (LDAP Server) (p.1-39)

Address Book (Local)

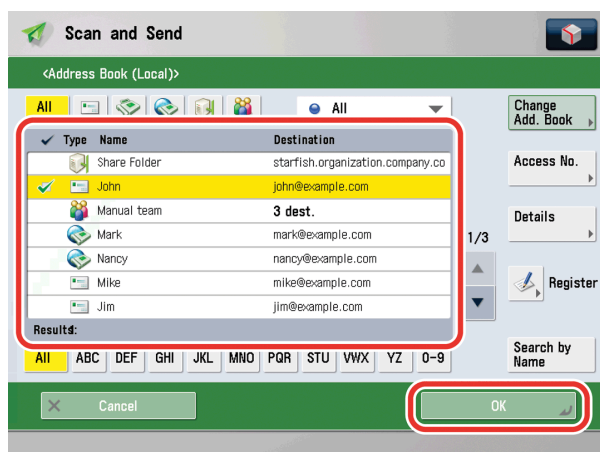
Remark

- Local Address Books can be saved and imported using the Remote User Interface. (See "Remote UI.")

1. Press [Address Book].








2. Select the destination → press [OK].



You can select multiple destinations.

The following are the various methods you can search for the destination. Also, you can search using a combination of these methods.

<Specify Type of Destination button>:

If you press [All], [] (E-Mail), [] (Fax), [] (I-Fax), [] (File), or [] (Group), destinations for each type are displayed.

<Address List drop-down list>:

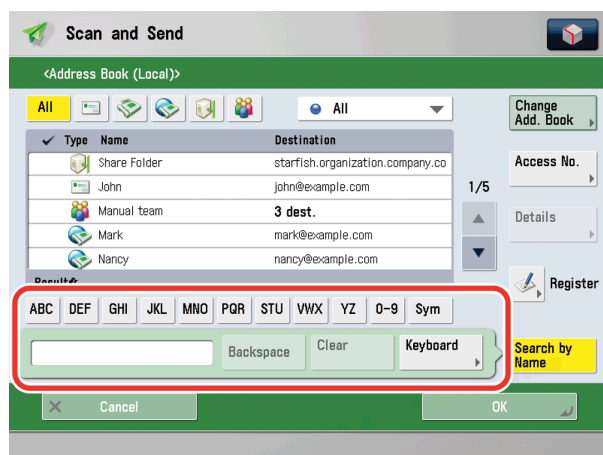
Press the Address List drop-down list to display a list of Address Lists 1 to 10 or one-touch buttons. Address Lists categorize the addresses stored in the Address Book.

<Search Initial Letter button>:

Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries. Press [All] to return to the full address list.

[Search by Name]:

If [Search by Name] is pressed, the pup-up screen for refining the address book is displayed.



You can refine the search by entering not only the first character of the destination name but as many characters as you like. Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can also refine the addresses display by specifying the multiple letters pressing [Keyboard].

Details of each item are shown below.

[Backspace]: Press to delete the last letter entered.

[Clear]: Press to delete all of the text entered.

[Keyboard]: Displays the keyboard on the touch panel display.

Press [Search by Name] to return to the previous screen.

[Access No.]:

If you select a destination that is stored with an access number, press [Access No.] and then enter the access number using 0 - 9 (numeric keys). If you press [Addresses without Access Number], the destinations that are not managed with an access number are displayed.

☞ To cancel a selected destination, select the destination again.

☞ [Access No.] is displayed on the screen only if Manage Address Book Access Number is set to 'On' in Set Destination (Settings/Registration). (See [Manage Address Book Access Number] in "Reference Guide.")

Address Book (Remote)

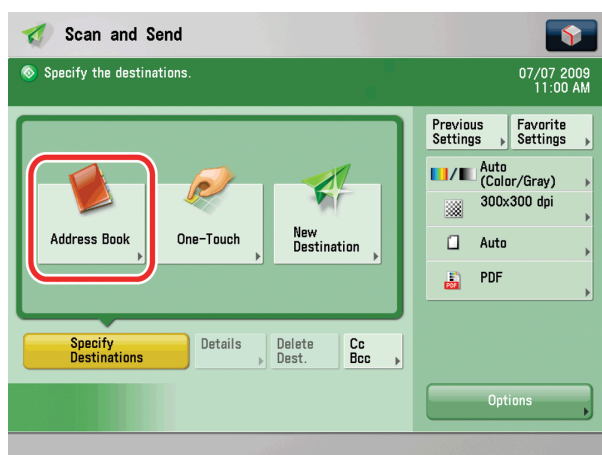
You can specify the destination by searching for the destination in the Address Book of a server machine from a client machine that is connected to the server machine via a network. The address book with the destinations searched from the server machine and then displayed on the client machine is called the Remote Address Book. The imageRUNNER ADVANCE can be set as the server machine or client machine

Remark

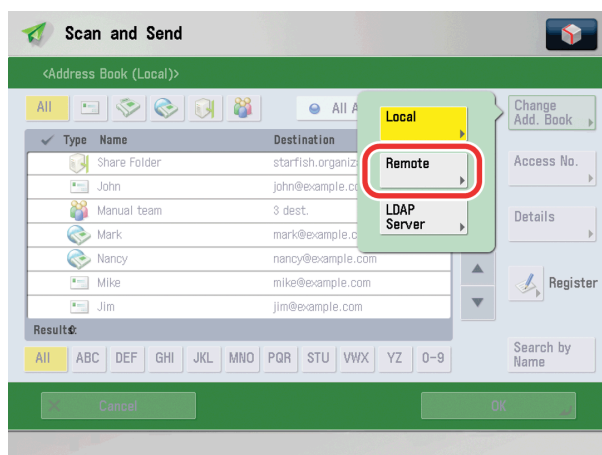
☞ You must first set the settings to use the Remote Address (See [Acquire Remote Address Book] and [Make Remote Add. Book Open] in "Reference Guide.")

☞ If the display language for the server machine and client machine (this machine) is different, the Address Book may have garbled characters.

1. Press [Address Book].

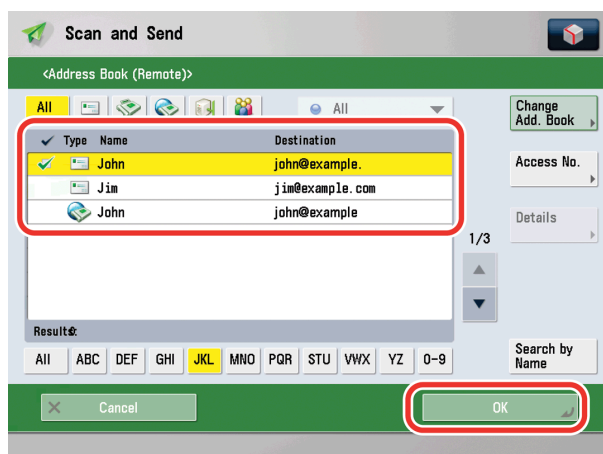


2. Press [Change Add. Book] → select [Remote].



☞ [Change Add. Book] is displayed when both the Remote Address Book and LDAP server are registered. If only the Remote Address Book is registered on the machine, [Remote] is displayed.

3. Select the destination → press [OK].



You can select multiple destinations.

To check the information of the selected destination, press [Details].

The following are the various methods you can search for the destination. Also, you can search using a combination of these methods.

<Specify Type of Destination button>:

If you press [All], [E-Mail], [Fax], [I-Fax], [File], or [Group], destinations for each type are displayed.

<Address List drop-down list>:

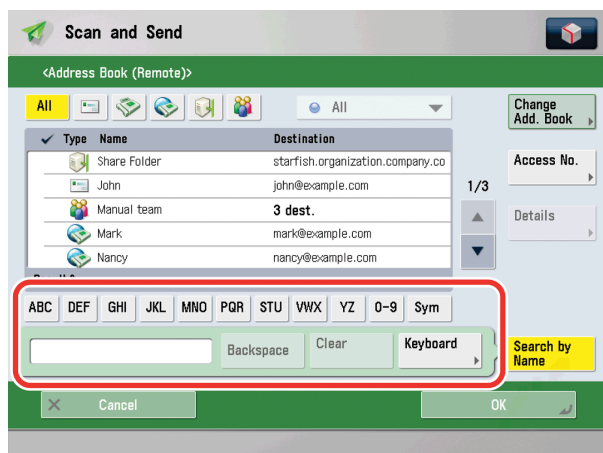
Press the Address List drop-down list to display a list of Address Lists 1 to 10 or one-touch buttons. Address Lists categorize the addresses stored in the Address Book.

<Search Initial Letter button>:

Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries. Press [All] to return to the full address list.

[Search by Name]:

If [Search by Name] is pressed, the pup-up screen for refining the address book is displayed.



You can refine the search by entering not only the first character of the destination name but as many characters as you like. Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can also refine the addresses display by specifying the multiple letters pressing [Keyboard].

Details of each item are shown below.

[Backspace]: Press to delete the last letter entered.

[Clear]: Press to delete all of the text entered.

[Keyboard]: Displays the keyboard on the touch panel display.

Press [Search by Name] to return to the previous screen.

[Access No.]:

If you select a destination that is stored with an access number, press [Access No.] and then enter the access number using ① - ⑨ (numeric keys). If you press [Addresses without Access Number], the destinations that are not managed with an access number are displayed.

- ① If the server machine is performing the system manager information settings, authentication between the server machine and the client machine is performed while the client machine is obtaining the remote address. Authentication is performed by matching the System Manager ID and System PIN set by the server machine and client machine. If the authentication failed between the server machine and client machine, authentication error notice is sent from the server machine to the client machine. The availability of the Remote Address Book depends on the status of the system manager information settings for the server machine and client machine, as shown below.

When server machine is performing the system manager information settings	When client machine is performing the system manager information settings	System Manager ID and System PIN for the server machine and client machine matches	Can use the Remote Address Book
Performing	Performing	Performing	Yes
	Not Performing	Not Performing	No
Not Performing	Performing	Condition Not Met	Yes
	Not Performing		

For instructions on setting the System Manager ID and System PIN, see [System Manager Information Settings] in User Management in Management Settings (Settings/Registration). (See [System Manager Information Settings] in "Reference Guide.")

- ① Up to eight machines, including this machine, can be connected as the client machine at the same time to the server machine with the public Remote Address Book. However, if the server machine is performing other network communication during this time, the number of machines that can connect may be less than eight machines. If this machine cannot connect, network error notice is sent.
- ① If an authentication error between the server machine and client machine or a communication timeout due to network congestion occurs, you cannot obtain the destination. You can set the communication timeout from <Communication Timeout> in [Acquire Remote Address Book] in Set Destination (Settings/Registration). (See [Acquire Remote Address Book] in "Reference Guide.")
- ① To cancel a selected destination, select the destination again.
- ① Regardless of the settings on the server machine, [Access No.] is displayed when [Manage Address Book Access Number] in Set Destination (Settings/Registration) of this machine is set to 'On'. (See [Manage Address Book Access Number] in "Reference Guide.")

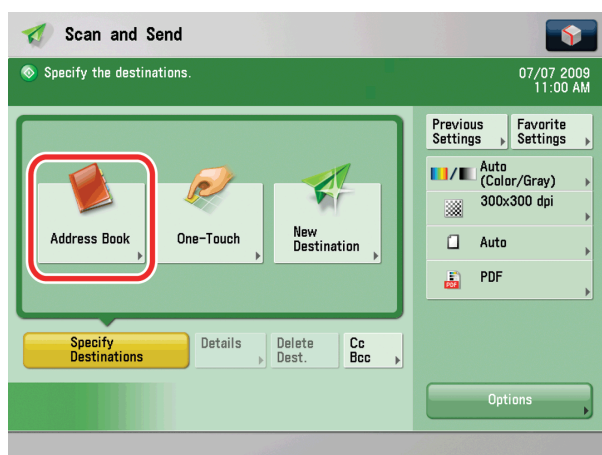
Address Book (LDAP Server)

You can specify a destination by searching the directory listings on the network using LDAP (Lightweight Directory Access Protocol) servers.

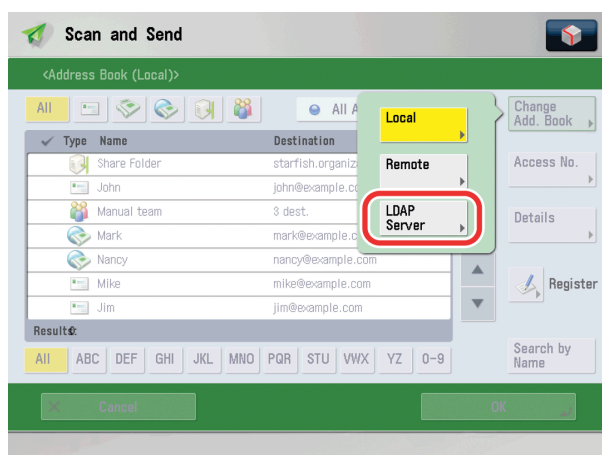
Remark

- ☞ You may have to set up the LDAP servers beforehand, depending on the network environment. For more information on LDAP servers, see [Register LDAP Server] in "Reference Guide."
- ☞ The information that can be obtained through the LDAP server consists of only names and e-mail addresses.
- ☞ You cannot directly specify a destination that is obtained via a server as a forwarding destination. To specify the destination as a forwarding destination, you must first store it in the Local Address Book. (See "Addresses Obtained via an LDAP Server(p.1-109).")

1. Press [Address Book].

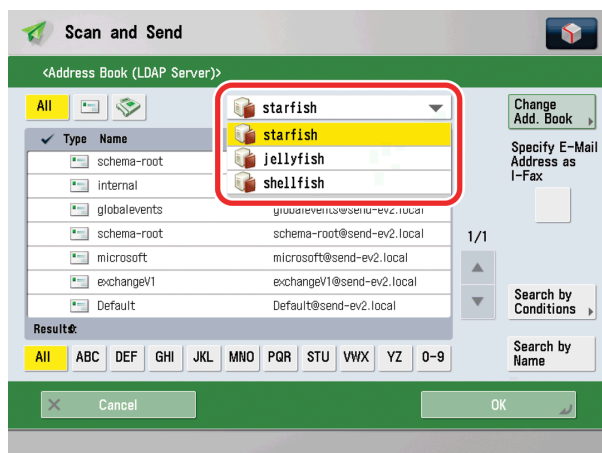


2. Press [Change Add. Book] → select [LDAP Server].



- ☞ [Change Add. Book] is displayed when both the Remote Address Book and LDAP server are registered. If only the LDAP Server is registered on the machine, [LDAP Server] is displayed.

3. Press the Server to Search drop-down list → select the desired server to search.



If the Enter Network Password screen is displayed, enter the user name and the password → press [OK]. After pressing [OK], the password that you entered appears as asterisks (*****) on the Enter Network Password screen. The Enter Network Password screen is displayed if either one of the following is true:

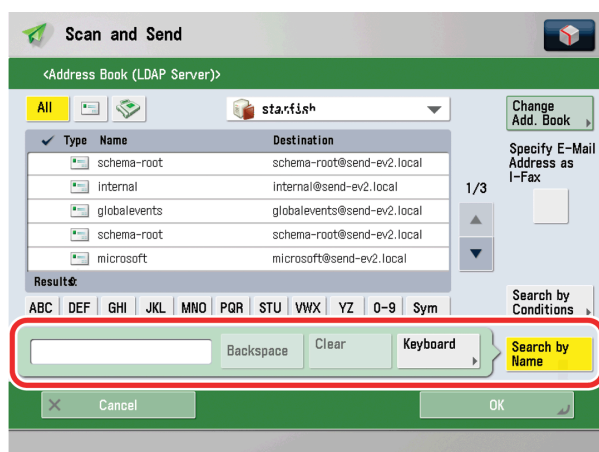
- If <Login Information> in Register LDAP Server in Set Destination (Settings/Registration) is set to 'Use', and <Display Authentication Screen When Searching> on the same screen is set to 'On'.
- If the user name, password, and domain name specified in Register LDAP Server in Set Destination (Settings/Registration) are incorrect.
- Searching for a destination via an LDAP server is not possible if the time setting of the server and the time setting of the machine are more than five minutes apart. If you cannot send even when the user name and password are correct, check the time settings on the server and the machine.
- The number of search results displayed will not exceed the maximum limit set in Register LDAP Server in Set Destination (Settings/Registration). If the desired destination is not displayed, either increase the maximum number of addresses to search, or change the search criteria. (See [Register LDAP Server] in "Reference Guide.")
- If multiple LDAP servers are registered and [Auto Search When Using LDAP Server] is set to 'On' in Set Destinations (Settings/Registration), the first registered server displayed on the drop-down list is searched.

4. Specify the search criteria.

- If a new destination search is performed when a search result is already displayed on the destination list screen, the displayed search result is cleared.
- If the search result for specified criteria is displayed, the search result is cleared and search for all criteria is processed when you press [ALL].
- If Auto Search When Using LDAP Server is set to 'Off' in Set Destination (Settings/Registration), nothing is displayed on the destination list screen until a search is performed.
- If the search result from [Search by Conditions] is displayed on the search list screen, you cannot additionally press [Search by Name] to narrow the search by name.
- If you want to search for a destination that is registered with an e-mail address and a fax number, you can search for the e-mail address by entering the fax number as the search criterion, and vice versa.
- If you want to narrow the search for destination by entering characters of the name on the keyboard:
- If you want to narrow the search for destination by searching the initial letter of the name:
- If you want to search for destination by entering search criteria:

- If you want to narrow the search for destination by entering characters of the name on the keyboard:

☐ Press [Search by Name] → [Keyboard].



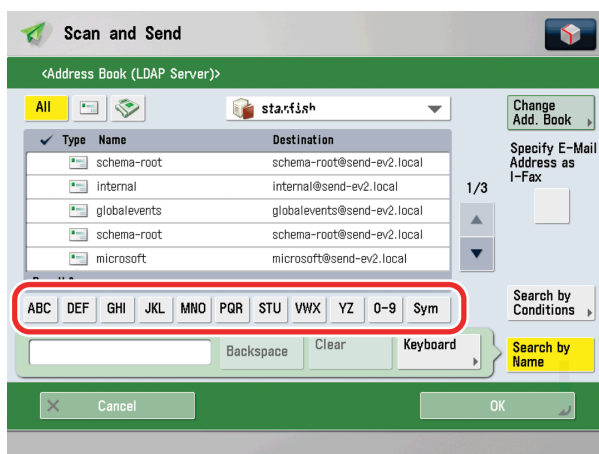
☐ Enter the text to search on the keyboard screen → press [OK].

Enter the first character of the name for the destination. You cannot search if you enter a character other than the first character of the name.

- If you want to narrow the search for destination by searching the initial letter of the name:

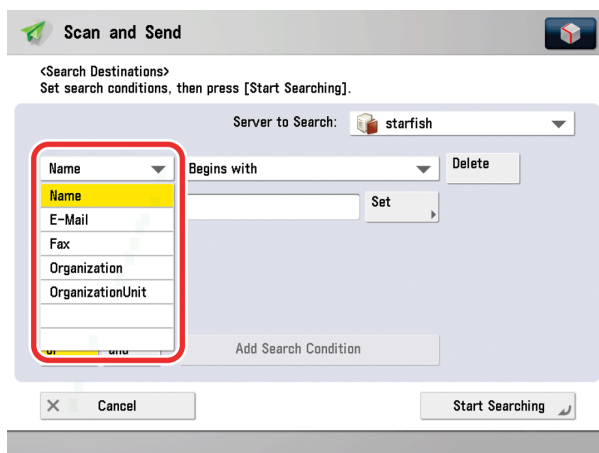
☐ Press [Search by Name].

☐ Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number.



- If you want to search for destination by entering search criteria:

- Press [Search by Conditions].
- Press the search category drop-down list → select the desired search category.



The available search categories are:

- [Name]: Search by name.
- [E-Mail]: Search by e-mail address.
- [Fax]: Search by fax number.
- [Organization]: Search by organization name.
- [OrgnztionUnit]: Search by organizational unit (e.g., departments in an organization).

For example, if cn(common name)=user1, ou(organization unit)=salesdept, o(organization)=canon, c(country)=jp is the distinguished name in the directory, enter the organization/organizationUnit of the user as follows:
organization=canon
organizationUnit=salesdept

- ☞ The organization/organizationUnit can be used as search categories only if the information has been registered on the LDAP Server.
- ☞ Detailed Search by organization/organizationUnit may not be performed, depending on whether the attribute types have been registered on the LDAP server, and depending on the type of application on the server.
- ☞ You can also add additional user-defined search attributes. For more information on registering or editing a search attribute, see [Register LDAP Server] in "Reference Guide."

□ Press the search condition drop-down list → select the desired search condition.

You can select from the following search conditions:

[Contains]:	The result must contain the entered name, e-mail address, fax number, organization, or organizational unit.
[Does Not Contain]:	The result must not contain the entered name, e-mail address, fax number, organization, or organizational unit.
[Equals]:	The result must be exactly the same as the entered name, e-mail address, fax number, organization, or organizational unit.
[Differs from]:	The result must be different from the entered name, e-mail address, fax number, organization, or organizational unit.
[Begins with]:	The result must begin with the same first few letters that you entered for the name, e-mail address, fax number, organization, or organizational unit.
[Ends with]:	The result must end with the same last few letters that you entered for the name, e-mail address, fax number, organization, or organizational unit.

□ Press [Set] → enter the search criterion → press [OK].


If you want to edit the stored search criteria, press [Set] → enter the new search criteria.


To continue adding more search criteria, press [or] or [and] → [Add Search Condition] → repeat the steps.

[or]: The machine searches and returns a result that matches any of the specified search criteria.

[and]: The machine searches and returns a result that matches all of the specified search criteria.


To delete the search criteria, press [Delete]. If you want to set new search criteria, press [Delete] → repeat steps to specify the search criteria.

 You can specify up to four different search criteria at a time.

 If you specify three or more search criteria, you cannot use both [or] and [and] together.

□ Press [Start Searching].

To cancel searching while the machine is searching for your criteria, press [Stop]. If the machine finds some results before you press [Stop], these search results are displayed.



 If you press [Start Searching] without specifying any search criteria, all of the addresses stored on the LDAP server are displayed.

5. Select the desired destination from the search results → press [OK].

You can specify multiple destinations.

You can restrict the type of destinations displayed in the results list by pressing the Type drop-down list.

If you press [Specify E-Mail as I-Fax], the key lights showing that this setting is turned on, and the selected e-mail address can be specified as an I-fax destination.


-  To cancel a selected destination, select the destination again.
-  If you specify an e-mail address as an I-fax destination, the only information that can be retrieved from the server is the I-fax address. To specify settings to match the recipient's receiving conditions, press [Details] on the Send screen.

6. If an I-fax address is specified as the destination, read the displayed message → press [OK].

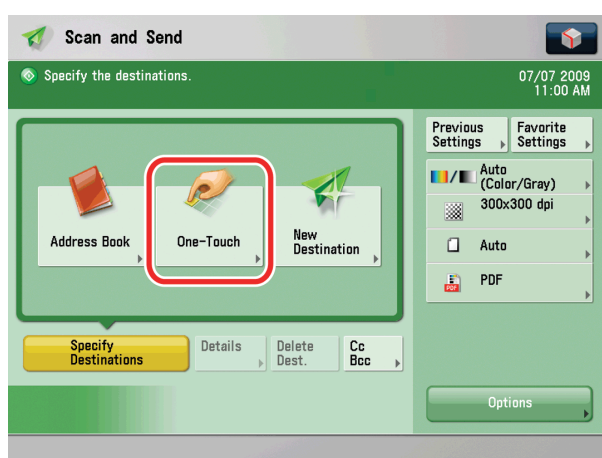
One-Touch Button

You can specify up to 200 destinations as one-touch buttons.

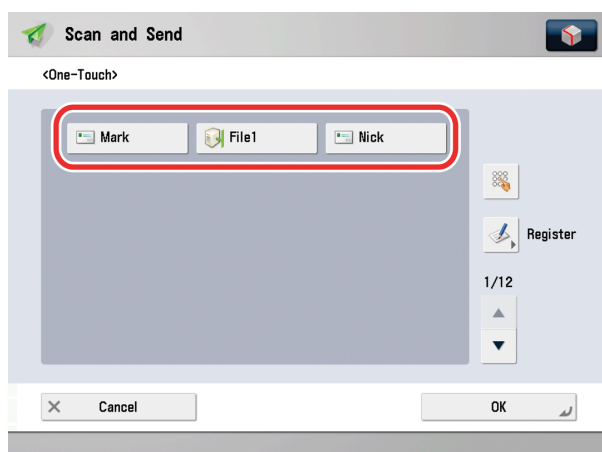
Remark




 To use this feature, you must first register destinations in one-touch buttons. (See "Storing/Editing One-Touch Button(p.1-118).")

1. Press [One-Touch].




2. Select the desired one-touch button.



Each one-touch button is assigned a three digit number. If you know the one-touch button's three digit number, you can press [] (One-Touch Button Number) → enter the three digit number of the desired one-touch button using  -  (numeric keys).

 You can select multiple one-touch buttons.

 To cancel the selected one-touch button, press the one-touch button again.

3. Press [OK].

Destinations Not Stored in the Address Book

You must specify the destination (such as an e-mail address, I-fax address, or file server address) to send documents. This section describes the procedure for specifying destination that has not been stored in the Address Book.

If <Enable Fax in Scan and Send Function> is set to 'On' in Display Fax Function in Preferences (the Settings/Registration screen), you can specify a new fax number. (See [Display Fax Function] in "Reference Guide.")

For instructions on specifying a fax number, see "Using the Machine to Send/Receive a Fax."

<ul style="list-style-type: none"> ○ The destination that you just specified is not stored in the Local Address Book. It is deleted once the document is sent. ● If you frequently send documents to the same destinations, store these destinations in the Local Address Book beforehand. (See "Storing New Addresses(p.1-89).") ● The maximum number of new destinations that can be sent at one time is 256. Mail boxes are not included in this count. 	<ul style="list-style-type: none"> ● To view the detailed information of a selected destination, select the destination → press [Details]. ● You can change, edit, or delete destinations on the Scan and Send Basic Features screen before scanning. (See Checking/Changing a Destination (p.1-72) and Deleting a Destination (p.1-74))
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E-Mail Address (p.1-48)

I-Fax Address (p.1-50)

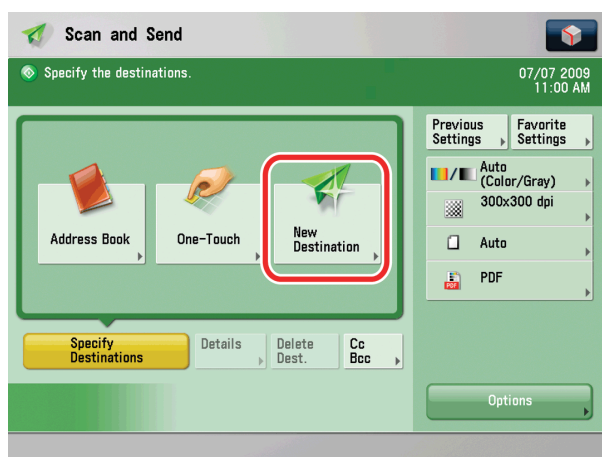
File Server (p.1-55)

Mail Box (p.1-66)

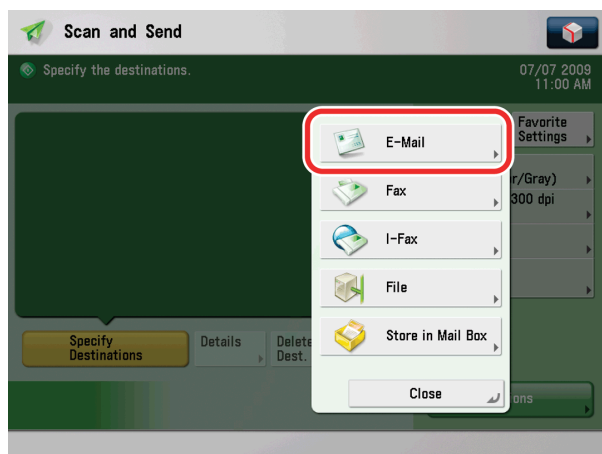
E-Mail Address

You can specify a new e-mail address. You can enter an e-mail address directly from the keyboard on the touch panel display.

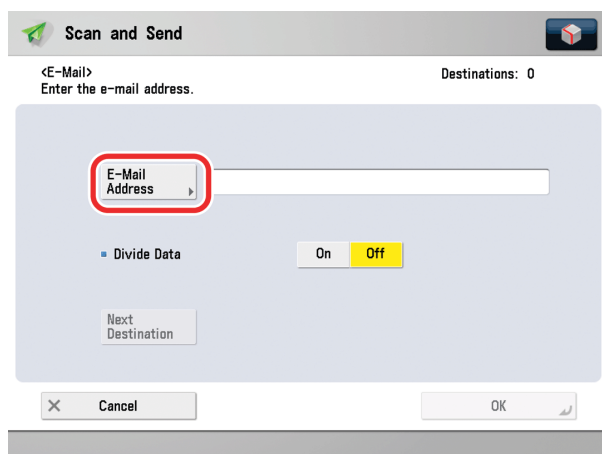
1. Press [New Destination].



2. Press [E-Mail].



3. Enter the e-mail address → press [OK].



4. Select [On] or [Off] for <Divide Data>.

Details of each item are shown below.

[On]: Select [On] if the destination's e-mail software has a function to combine divided data. If the size of the data being sent exceeds the value set for Maximum Data Size for Sending in E-Mail/I-Fax Settings in Send in Function Settings (Settings/Registration), the data is divided into multiple parts before being sent. Once the destination machine receives all of the parts of the data, it combines them into one item of data.

[Off]: Select [Off] if the destination's e-mail software has no function to combine divided data. If the size of the data being sent exceeds the value set for Maximum Data Size for Sending in E-Mail/I-Fax Settings in Send in Function Settings (Settings/Registration), the data is divided into separate pages and sent as multiple e-mail messages.

- Make sure to check the specifications of the destination's e-mail software before setting this mode. A sending error may occur if the destination's e-mail software is not able to combine divided data.
- For more information on the maximum data size for sending, see [Maximum Data Size for Sending] in E-Mail/I-Fax Settings in Settings/Registration. (See [Maximum Data Size for Sending] in "Reference Guide.")

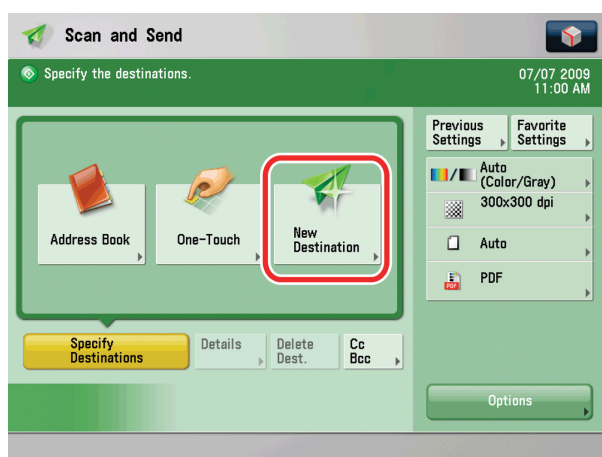
5. To add destination, press [Next Destination] and repeat the procedure of steps 3 and 4.

6. Press [OK].

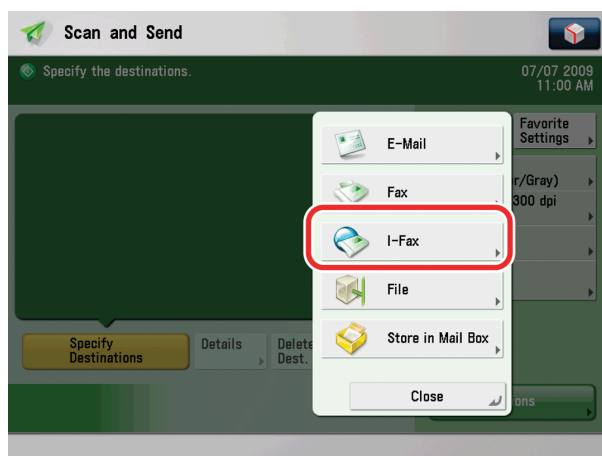
I-Fax Address

You can specify a new I-fax address. Regardless of the distance and area, I-fax helps you to reduce transmission costs by making transactions via the Internet. You can enter an I-fax address directly from the keyboard on the touch panel display. You can also specify the scan settings and the settings at the destination when using I-fax.

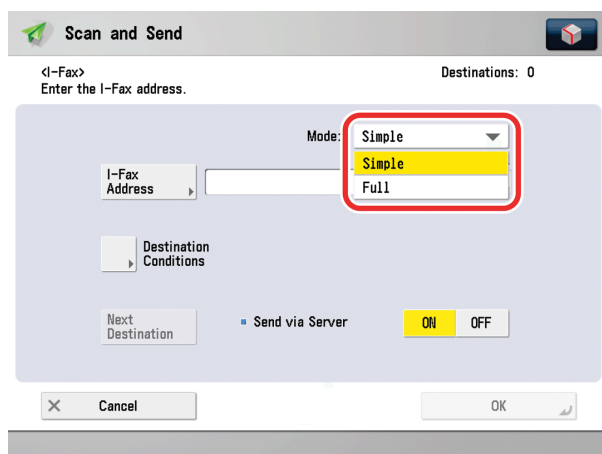
1. Press [New Destination].



2. Press [I-Fax].



3. Press the Mode drop-down list → select [Simple] or [Full].



Details of each item are shown below.

[Simple]: Sends scanned data as an image via the Internet.

[Full]: Sends scanned data as an image via the Internet, and enables you to receive a delivery confirmation message telling you whether your I-fax was sent successfully.

- ☞ In order for you to receive a confirmation message telling you the delivery status of your I-fax document, the recipient's machine must have I-fax capabilities and be compatible with the Full mode.
- ☞ If you send documents using the Full mode to a machine that does not support the Full mode, delivery confirmation cannot be carried out. When this happens, the job concerned is not considered as complete even though the actual sending of the document is successful. Such jobs are displayed as <Waiting for TX result...> on the Status screen until the time set for Full Mode TX Timeout in E-Mail/I-Fax Settings in Send in Function Settings (Settings/Registration) has lapsed. After the timeout, the job is moved to the log, and the result is shown as <-> when sending of the document to a server or other destination could not be verified.

4. Press [I-Fax Address] → enter the I-fax address → press [OK].

- ☞ If you do not send documents via a server, and the recipient's IP address is not registered on a DNS server, use the following format to enter the domain name: (user)@(the recipient's IP address).

5. Press [Destination Conditions].

6. Select [On] or [Off] for <Divide Data>.

The screenshot shows the 'Scan and Send' dialog box with the following settings:

- Paper Size:** A4/LTR, B4, A3/11x17
- Compression Method:** MH, MR, MMR
- Resolution:** 200x100 dpi, 200x200 dpi, 200x400 dpi, 400x400 dpi, 300x300 dpi, 600x600 dpi
- Divide Data:** On, **Off** (highlighted with a red circle)
- Receive in Color:** On, Off

Buttons at the bottom: Cancel, OK.

Details of each item are shown below.

[On]: Select [On] if the destination machine has a function to combine divided data. If the size of the data being sent exceeds the value set for Maximum Data Size for Sending in E-Mail/I-Fax Settings in Send in Function Settings (Settings/Registration), the data is divided into multiple parts before being sent. Once the destination machine receives all the parts of the data, it combines them into one item of data.

[Off]: Select [Off] if the destination machine has no function to combine divided data. If the size of the data being sent exceeds the value set for Maximum Data Size for Sending in E-Mail/I-Fax Settings in Send in Function Settings (Settings/Registration), a sending error occurs.

- ① Set the destination conditions according to the specifications of the recipient's machine. An error in transmission may occur if you set conditions that the recipient's machine does not support.
- ② For more information on the maximum data size for sending, see [Maximum Data Size for Sending] in E-Mail/I-Fax Settings in Settings/Registration. (See [Maximum Data Size for Sending] in "Reference Guide.")

7. Select [On] or [Off] for <Receive in Color>.

- If you want to send in black-and-white:
- If you want to send in colour:

● If you want to send in black-and-white:


☐ Press [Off] for <Receive in Color>.

☐ **Select the paper size, compression method, and resolution → press [OK].**

The following conditions are always selected:

- Paper Size: A4/LTR
- Compression Method: MH (Modified Huffman)
- Resolution: 200 × 100dpi, 200 × 200dpi

A5 included in [A4/LTR].

 Set the destination conditions according to the specifications of the recipient's machine. An error in transmission may occur if you set conditions that the recipient's machine does not support.

 Available compression methods are:

- MMH (Modified Huffman): a coding system that horizontally scans and compresses extended areas of white and black dots.
- MR (Modified Read): a coding system that horizontally and vertically scans and compresses white and black areas. Faster than MH.
- MMR (Modified Modified Read): an adaptation of Modified Read, originally for use in digital machines. Faster than MR.

● **If you want to send in colour:**


☐ **Press [On] for <Receive in Color> → press [Next].**

☐ **Select the paper size and resolution → press [OK].**

The following conditions are always selected:

- Paper Size: A4/LTR
- Resolution: 200 × 200dpi

A5 included in [A4/LTR].


 Set the destination conditions according to the specifications of the recipient's machine. An error in transmission may occur if you set conditions that the recipient's machine does not support.

8. Select [On] or [Off] for <Send via Server>.


Details of each item are shown below.

[On]: Sends your I-fax documents via a mail server. This enables you to send documents to destinations via the Internet in the same way that you send an e-mail message.

[Off]: Does not send your I-fax documents via a server. You can send large amounts of image data to a recipient within the same LAN (Local Area Network) environment without placing a burden on the mail server. This enables you to send documents quickly and directly to the recipient. To use this setting, it is necessary to set up an MX (Mail eXchange) record on the DNS server. Ask your System Manager whether this type of sending is possible before you set <Send via Server> to 'Off'.

 To be able to specify the Send via Server setting, set Use Send via Server to 'On' in E-Mail/I-Fax Settings in Send in Function Settings (Settings/Registration) beforehand. If Use Send via Server is set to 'Off', <Send via Server> is grayed out and cannot be pressed. (See [Use Send via Server] in "Reference Guide.")

It is recommended to set Allow MDN Not Via Server to 'On' in E-Mail/I-Fax Settings in Send in Function Settings (Settings/Registration). (See [Allow MDN Not Via Server] in "Reference Guide.")

 Even if <Send via Server> is set to 'Off', delivery confirmation of documents sent using the Full mode is carried out via the server.

9. To add destination, press [Next Destination] and repeat the procedure from steps 2 to 6.

10. Press [OK].

File Server

This section describes the four procedures for specifying a file server on the network as the destination of a send job.

Remark

- Windows 2000/XP/Vista/Server 2003/Server 2008 restricts the number of users or clients that can be accessed. Once the limit of users or clients has been reached, it is not possible to send documents to a file server using Windows 2000/XP/Vista/Server 2003/Server 2008.
- If Language/Keyboard Switch On/Off is set to 'On' in Display Settings in Preferences (Settings/Registration), the host name and folder path of the file server destination may not be displayed correctly, so you may not be able to refer to them.
- ☒ Set the following items when sending to a file server:
 - Protocol
 - Host Name
 - Folder Path
 - User
 - Password
- ☒ For examples of the settings that are needed to send documents to a file server, see "Network."

● Using the Keyboard

You can specify a file server as the destination directly from the keyboard displayed on the touch panel display. Press [Host Name], [Folder Path], [User], and [Password] to specify the file server settings.

● Using the Browse Key (Windows (SMB))

If you select [Windows(SMB)] as the server protocol, you can specify a file server connected to a specific network by pressing [Browse] on the File screen. You can either specify a file server from a workgroup, or specify the domain name of an Active Directory Server on the machine.

● Using the Host Search Key (Windows (SMB))

If you select [Windows(SMB)] as the protocol, you can specify a file server connected to a specific network by pressing [Host Search] on the File screen.

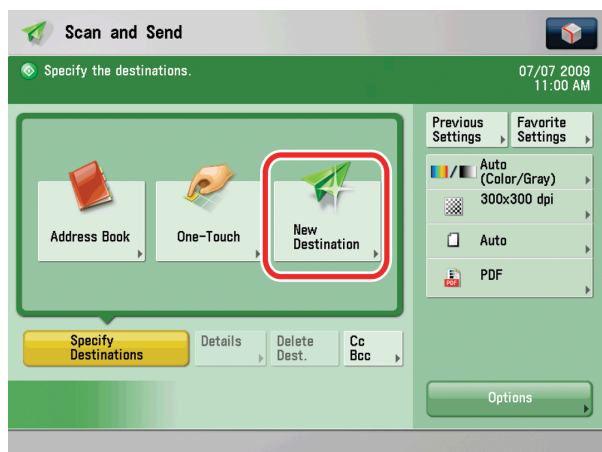
Using the Keyboard (p.1-56)

Using the Browse Key (Windows (SMB)) (p.1-60)

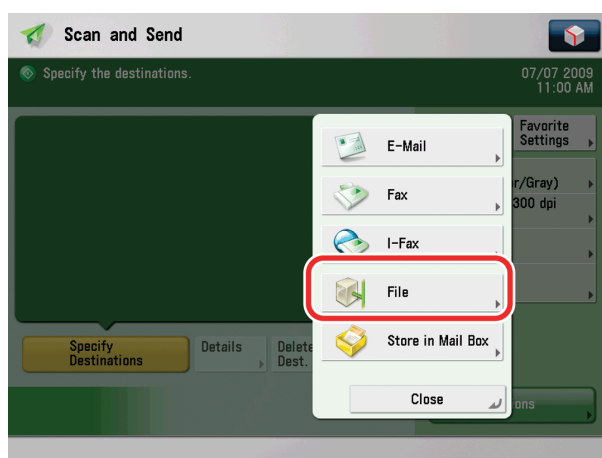
Using the Host Search Key (Windows (SMB)) (p.1-63)

Using the Keyboard

1. Press [New Destination].



2. Press [File].



3. Press the Protocol drop-down list → select the desired server protocol.

The screenshot shows the 'Scan and Send' window. At the top, it says '<File> Destinations: 0' and 'Specify the TX destination file server.' Below this is a form with a 'Protocol' dropdown menu. The dropdown is open, showing three options: 'Windows (SMB)' (highlighted in yellow), 'FTP', and 'WebDAV'. To the left of the dropdown are input fields for 'Host Name', 'Folder Path', 'User', and 'Password'. Below these are buttons for 'Next Destination', 'Search Host', and 'Browse'. At the bottom are 'Cancel' and 'OK' buttons.

The following server protocols may be used.

Confirm the system environment of the destination before sending.

System Requirements for IPv4 Compatible Server:

Protocol	System Requirements	Application
FTP	Sun Solaris V.2.6 or later Mac OS X or later Red Hat Linux 7.2	-
	Windows 2000 Server	Internet Information Services 5.0
	Windows XP Professional	Internet Information Services 5.1
	Windows Server 2003	Internet Information Services 6.0
	Windows Vista Windows Server 2008	Internet Information Services 7.0
Windows(SMB)	Windows 2000/XP Windows Server 2003 Windows Vista Windows Server 2008	-
	Mac OS X v10.2 Red Hat Linux 7.2	Samba 2.2/3.0
WebDAV	Sun Solaris V.2.6 or later Red Hat Enterprise Linux AS/ES/WS 4.0 or later Windows 2000 Server Windows XP Professional Windows Server 2003 Windows Vista Windows Server 2008	Apache 2.0
	Mac OS X	Apache 1.3
	Windows 2000 Professional Windows 2000 Server	Internet Information Services 5.0
	Windows XP Professional	Internet Information Services 5.1
	Windows Server 2003	Internet Information Services 6.0
	Windows Vista Windows Server 2008	Internet Information Services 7.0

System Requirements for IPv6 Compatible Server:

Protocol	System Requirements	Application
FTP	Solaris Version 9.0 or later Red Hat Enterprise Linux AS/ES/WS 4.0 or later Mac OS X 10.3 or later	-
WebDAV	Solaris Version 9.0 or later	Apache 2.0
	Windows Server 2003	Internet Information Services 6.0

- If you are using WebDAV and connect to the Internet using proxies, the proxy server must support IPv6.
- This machine does not support WebDAV transmissions to Windows Vista. However, it is possible to view documents sent to the WebDAV server on the network from Windows Vista.

4. Specify each setting → press [OK].

If you select [Windows(SMB)] as the server protocol, you can specify the file server by pressing [Browse]. For instructions on using the Browse key, see "Using the Host Search Key (Windows (SMB))(p.1-63)."

If you select [Windows(SMB)] as the server protocol, you can specify the file server by pressing [Host Search]. For instructions on using the Host Server key, see "Using the Host Search Key (Windows (SMB))(p.1-63)."

[Host Name]:

Press [Host Name] → enter a host name → press [OK].

A host name is a name assigned to a host computer that provides services on the Internet. A specific host name is assigned to each host computer to identify it on the Internet. In this entry box, enter the name of the file server on the network as the destination of the send job.

When [FTP] or [WebDAV] is selected as the server protocol, you can also specify a port number after the host name address by entering a colon (:) and the port number.

Example: 192.168.100.50:21000

When sending to an IPv6 host, specify the following settings for [Host Name].

[IPv6 Address]: <Port Number>

Example: [5aed:90a0:bc05:01d2:568a:2fc0:0001:12ee]:21000

Make sure to enter the same port number for the Host Name as the one specified for the FTP server or WebDAV server to which you are sending your documents.

When [WebDAV] is selected as the server protocol, the HTTP protocol is used if you specify 'HTTP:/' as the scheme at the start of the host name, and the SSL + HTTP (HTTPS) protocol is used if you specify 'HTTPS:/' as the scheme at the start of the host name. Specifying 'HTTPS:/' as the scheme enables SSL communications between the server and the machine. However, the route between the server and the machine is only encrypted, and a server certificate validity check is not performed using a CA certificate.

[Folder Path]:

Press [Folder Path] → enter a folder path → press [OK].

A folder path is a series of characters that signify the location of the folder. Specify a folder in the file server as the destination of the send job.

[User]:

Press [User] → enter the user name → press [OK].

If [Windows(SMB)] is selected as the server protocol, enter the required user name information in the manner shown below:

- To enter the user name only
Example: user_name
Maximum 20 characters
- To enter the user name and the domain name
Example: domain_name\user_name
Domain name: Maximum 15 characters
User name: Maximum 20 characters
- To enter a UPN (User Principal Name)
Example: user_name@domain_name.com
Maximum 128 characters

[Password]:

Press [Password] → enter a password → press [OK].

Setting the password is optional.

After pressing [OK], the password appears as asterisks (*****) on the File settings screen.

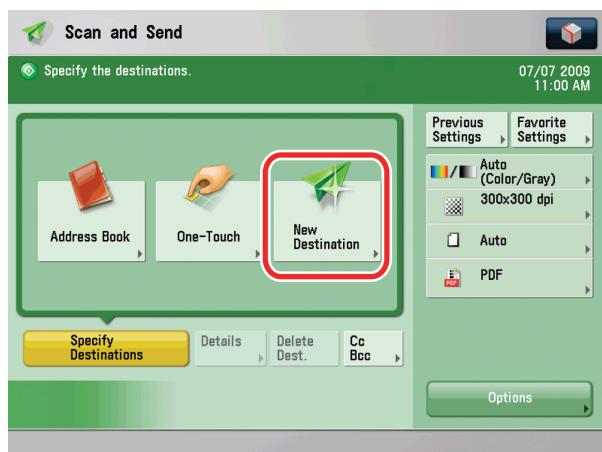
- UPN (User Principal Name) can be used only if you are sending to a computer belonging to a domain operated with Active Directory.
- When sending to a file server on the Internet using WebDAV, proxy server settings may be required, depending on the environment of the destination. (See [Proxy Settings] in "Reference Guide.")

5. To add destination, press [Next Destination] and repeat the procedure of step 4.

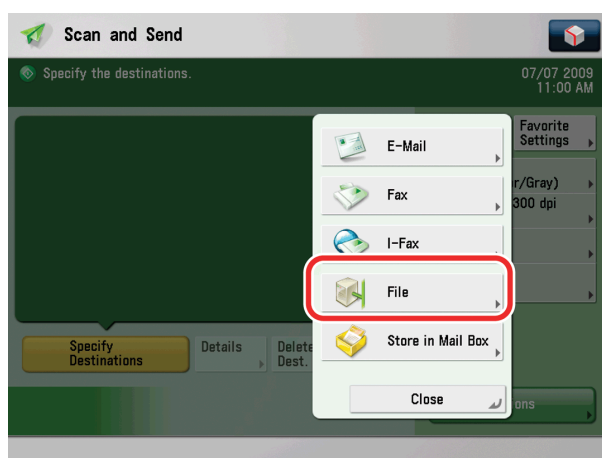
6. Press [OK].

Using the Browse Key (Windows (SMB))

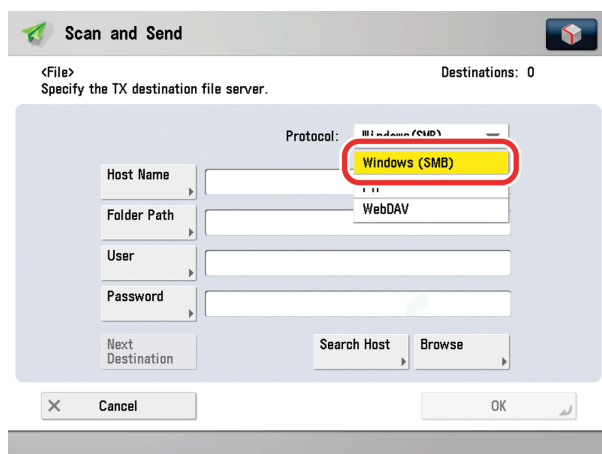
1. Press [New Destination].



2. Press [File].



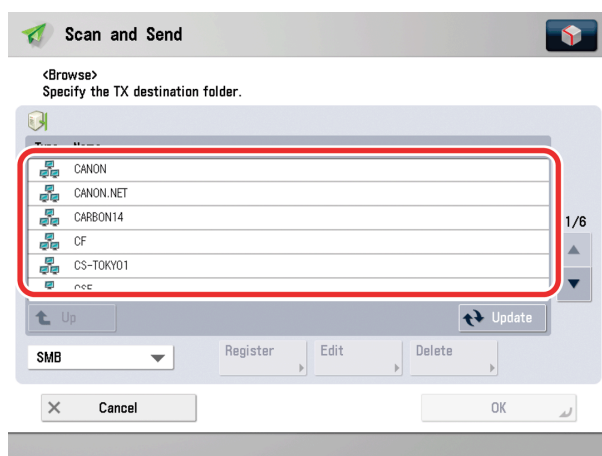
3. Press the Protocol drop-down list → select [Windows(SMB)].



4. Press [Browse].

- After turning the main power ON, you must wait for the time set in Startup Time Settings to elapse before pressing [Browse]. Network transmission is not possible until this startup time has elapsed. (See [Startup Settings] in "Reference Guide.")

5. Select the desired workgroup.



You can also select the workgroup from a list of Active Directory server domain names that are registered in the machine by pressing [Directory] from the drop-down list.

- If you want to register a Directory server domain name:
- If you are not performing the above operation, proceed to the next step.

● If you want to register a Directory server domain name:

- ☐ Press [Register].

□ Enter a domain name → press [OK].

- You can register up to five Directory servers.
- To edit the domain name, select the domain name that you want to edit → press [Edit].
- To delete the domain name, select the domain name that you want to delete → press [Delete] → press [Yes] on the pop-up screen that appears when you press [Delete].

6. Select the desired file server → press [Down].

To move up one level, press [Up].

7. If the Enter Network Password screen is displayed, enter your user name and network password.

□ Specify each setting → press [OK].

[User]:

Press [User] → enter your user name → press [OK].

[Password]:

Press [Password] → enter your network password → press [OK].

After pressing [OK], the password that you entered appears as asterisks (*****) on the Enter Network Password screen.

- Searching for a destination via an LDAP server is not possible if the time setting of the server and the time setting of the machine are more than five minutes apart. If you cannot send even when the user name and password are correct, check the time settings on the server and the machine.

8. Press [Down] → select the folder on the specified server to which you want to send your documents → press [OK].

To go down one level, press [Down].

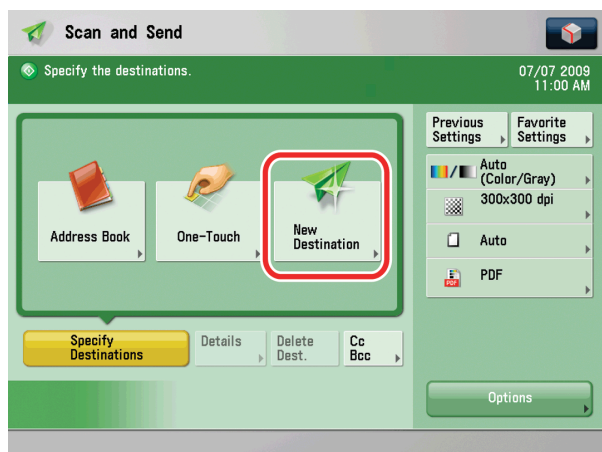
To move up one level, press [Up].

9. To add destination, press [Next Destination] and repeat the procedure from steps 2 to 8.

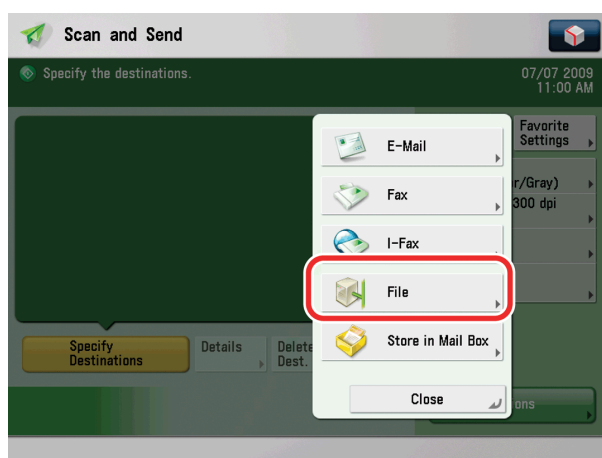
10. Confirm your settings → press [OK].

Using the Host Search Key (Windows (SMB))

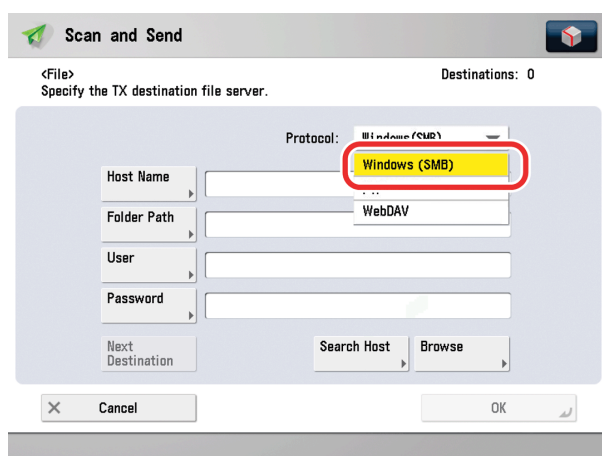
1. Press [New Destination].



2. Press [File].

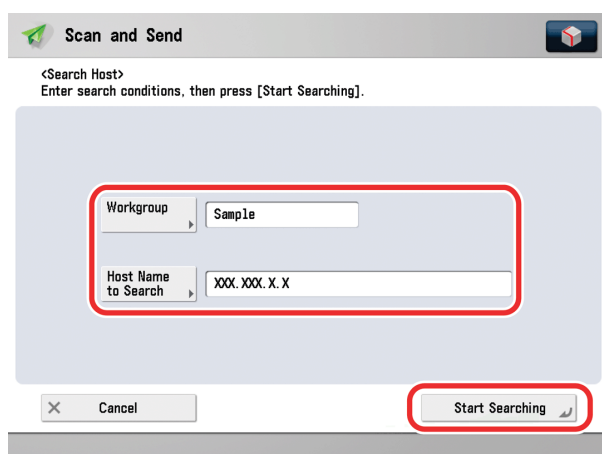


3. Press the Protocol drop-down list → select [Windows(SMB)].



4. Press [Search Host].

5. Enter the search conditions → press [Start Searching].



[Workgroup]:

Press [Workgroup] → enter the workgroup name → press [OK].

[Host Name to Search]:

Press [Host Name to Search] → enter the IP address, FQDN, or NetBIOS name → press [OK].

☞ When entering a NetBIOS name, you can also enter wildcard characters, such as * and ?, as part of your search.

☞ When searching for the host name using wildcard characters, make sure to also enter a workgroup name.

☞ Examples:

- * (asterisk): Replaces one or more characters (up to 15 characters).

Example: tri* → trinity, trinity1, trinity0002

- ?: Replaces only one character.

Example: tr?nity → trinity

6. Select the file server from the search results.

- If there are search results:
- If there are no search results:

● **If there are search results:**

- ☐ **Specify the file server in accordance with steps 5 to 7 of " Using the Browse Key (Windows (SMB)) (p.1-60) ."**

● **If there are no search results:**

- ☐ **Specify the file server in accordance with steps 4 to 7 of " Using the Browse Key (Windows (SMB)) (p.1-60) ."**

7. To add destination, press [Next Destination] and repeat the procedure from steps 2 to 6.

8. Confirm your settings → press [OK].

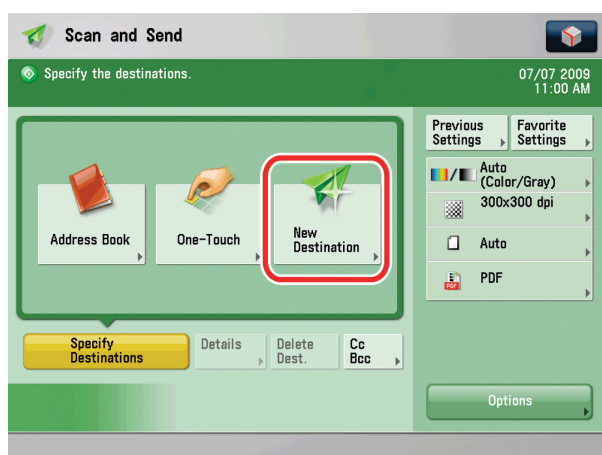
Mail Box

You can store a scanned document in a mail box. If you include a mail box as one of the destinations to which you are sending your document, the document is stored in the selected mail box for later use. Documents stored in a mail box can be printed and sent to other destinations.

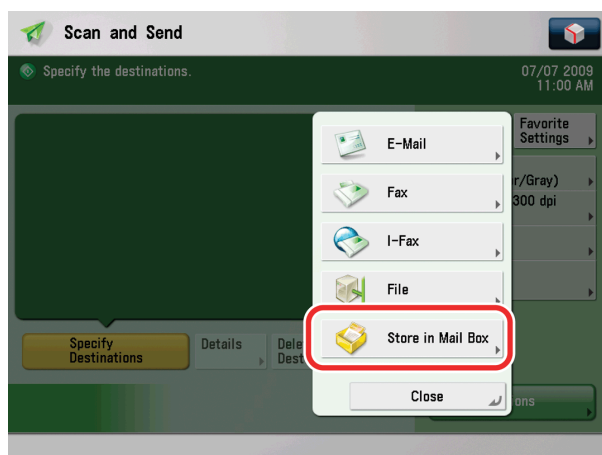
Remark

- Documents that are scanned using a paper size specified by pressing [Custom] or [Long Original] in Scan Size, cannot be stored in a mail box.
- With the current default setting, documents stored in a mail box are automatically deleted after three days. However, you can change this setting. (See [Mail Box Settings] in "Reference Guide.")
- The procedures to store in the Advanced Space is same as the procedures for "File Server(p.1-55)."

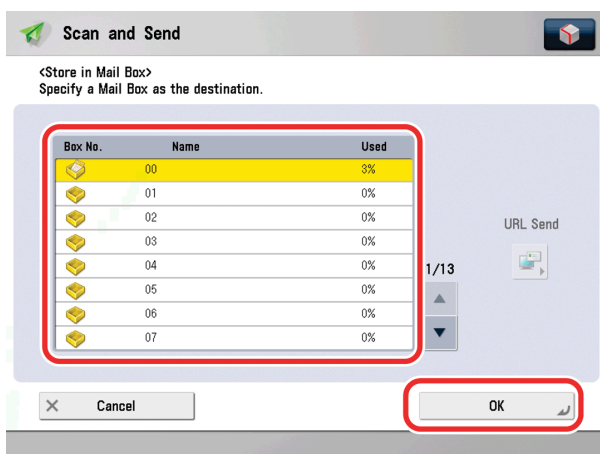
1. Press [New Destination].



2. Press [Store in Mail Box].



3. Select the desired mail box → press [OK].



[URL Send]:

If you want to send a link to a mail box via e-mail, press [URL Send].

A message <Mail Box Incoming Notice> is inserted into the body of the e-mail message stating the link to the mail box.

- Only one mail box can be specified as the destination at a time.
- To be able to send a link via e-mail, it is necessary to register an e-mail address in the mail box beforehand. (See [Mail Box Settings] in "Reference Guide.")
- If the URL Send mode is set, and you specify a group destination that includes a mail box as a send destination, the error message <Cannot send a group destination that includes a box when URL Send is set.> may be displayed.

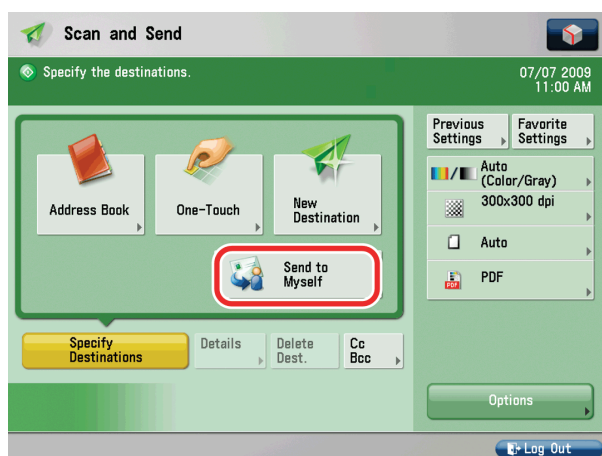
Sending Documents to Yourself

If the SSO-H is set as the login service, you can press [Send to Myself] to specify your e-mail address (registered in the Local Device Authentication user authentication system of SSO-H) as the destination.

Remark

- If the Local Device Authentication system of SSO-H is set as the login service, your e-mail address registered in the Local Device Authentication system of SSO-H is set as the destination.
- If the Domain Authentication system of SSO-H (including when performing domain authentication with the 'Domain Authentication + Local Device Authentication' system) is set as the login service, your e-mail address registered in Active Directory or iW Accounting Manager is set as the destination.
- If the authentication is set by SSO-H, appropriate operation for each authentication is needed. For more information on the SSO-H login service, see "Reference Guide."
- ⊗ [Send to Myself] is displayed only if authentication by SSO-H Network Settings is set.

1. Press [Send to Myself].



Setting Cc and Bcc Addresses

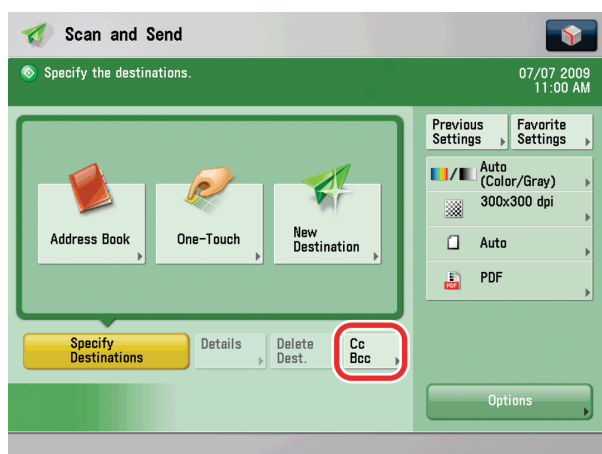
In addition to the destination for the documents, you can also set multiple e-mail address destinations for the Cc (Carbon copy) and Bcc (Blind carbon copy) addresses.

Remark

Only e-mail addresses can be specified for [Cc] and [Bcc].

The maximum number of Cc and Bcc destinations that can be sent at one time is 256 including the destination specified for [To]. Mail boxes are not included in this count.

1. Press [Cc Bcc].



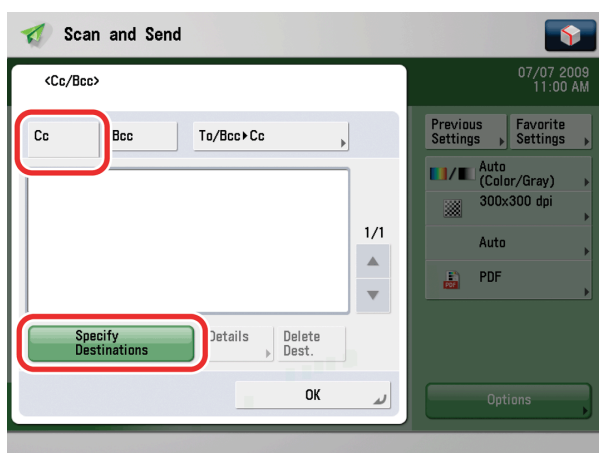
2. Specify the e-mail addresses → press [OK].

Follow the procedure below to set the e-mail addresses for [Cc] and [Bcc].

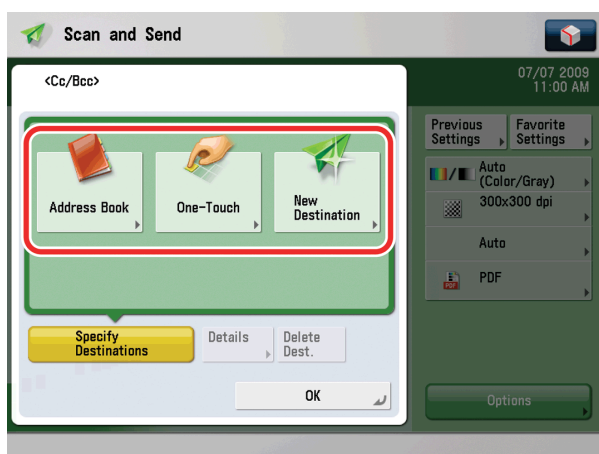
- For instructions on specifying destinations stored in the Address Book, see "Using the Address Book(p.1-33)."
- For instructions on specifying destinations using the one-touch buttons, see "One-Touch Button(p.1-45)."
- For instructions on specifying destinations not registered in the Address Book, see "Destinations Not Stored in the Address Book(p.1-47)."
- To specify e-mail addresses for [Cc]:
- To specify e-mail addresses for [Bcc]:
- To move e-mail addresses from [To] or [Bcc] to [Cc]:
- To move e-mail addresses from [To] or [Cc] to [Bcc]:
- To confirm/change the e-mail address specified for [Cc] or [Bcc]:
- To delete the e-mail address specified for [Cc] or [Bcc]:

- To specify e-mail addresses for [Cc]:

- Press [Cc] → [Specify Destinations].



- Press [Address Book], [One-Touch], or [New Destination] → specify the e-mail addresses → press [OK].



- To specify e-mail addresses for [Bcc]:

- Press [Bcc] → [Specify Destinations] → [Address Book], [One-Touch], or [New Destination] → specify the e-mail addresses → press [OK].

- To move e-mail addresses from [To] or [Bcc] to [Cc]:

- Press [From To/Bcc].

- Press [To] or [Bcc] → select the desired e-mail addresses → press [OK].

 [From To/Bcc] is displayed only if you pressed [Cc].

- To move e-mail addresses from [To] or [Cc] to [Bcc]:

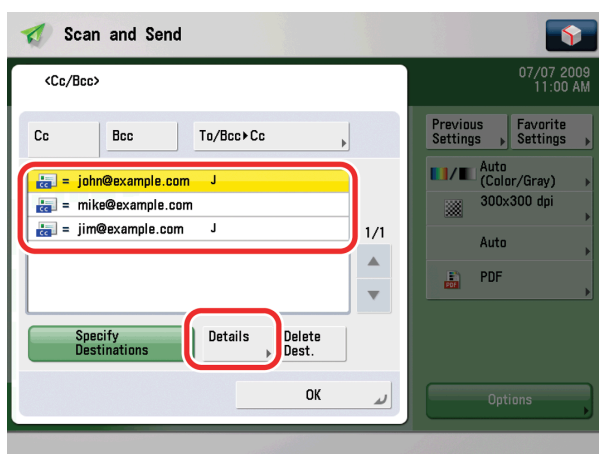
☐ Press [From To/Cc].

☐ Press [To] or [Cc] → select the desired e-mail addresses → press [OK].

 [From To/Cc] is displayed only if you pressed [Bcc].

- To confirm/change the e-mail address specified for [Cc] or [Bcc]:

☐ Select the e-mail address you want to confirm or change → press [Details].



☐ Confirm or change the information of the e-mail address → press [OK].

- To delete the e-mail address specified for [Cc] or [Bcc]:

☐ Select the e-mail address you want to delete → press [Delete Dest.].

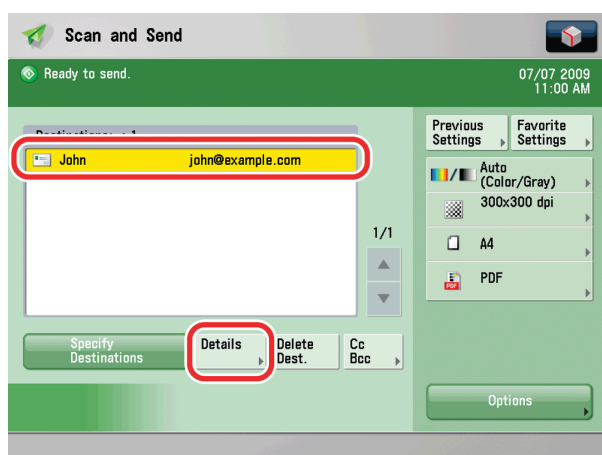
Checking/Changing a Destination

You can check and change a specified destination before you scan your documents.

Remark

- ☞ Only the destinations specified using the New Address and destinations obtained via an LDAP server can be changed.
- ☞ You cannot change multiple destinations simultaneously.
- ☞ For instructions on changing the specified destination after you scan your document, see "Reference Guide."

1. Select the destination → press [Details].



2. If necessary, check or change the destination's information.

- If the destination has been specified from the Local Address Book or Remote Address Book:
 - If the destination has been specified from the LDAP Server:
 - If the destination has been specified using one of the sending methods in the New Destination:
 - If the destination is a group address:
- If the destination has been specified from the Local Address Book or Remote Address Book:

☐ Check the destination's information → press [OK].

● **If the destination has been specified from the LDAP Server:**

- ☐ **Check or change the destination's information → press [OK].**

Change the destination's information in the same way that you specified it. (See "Address Book (LDAP Server)(p.1-39).")

● **If the destination has been specified using one of the sending methods in the New Destination:**

- ☐ **Check or change the destination's information → press [OK].**

Change the destination's information in the same way that you specified it. (See "Specifying Destinations(p.1-32)" and "Using the Machine to Send/Receive a Fax.")

● **If the destination is a group address:**

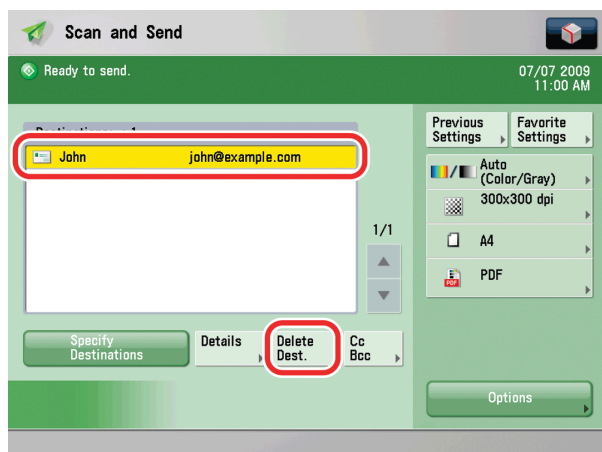
- ☐ **To check the information of registered destinations in a group address, select one destination at a time → press [Details].**

- ☐ **Check the destination's information → press [Close] → [OK].**

Deleting a Destination

You can delete a specified destination from the destination list before you scan your documents.

1. Select the destination to be deleted → press [Delete Dest.].



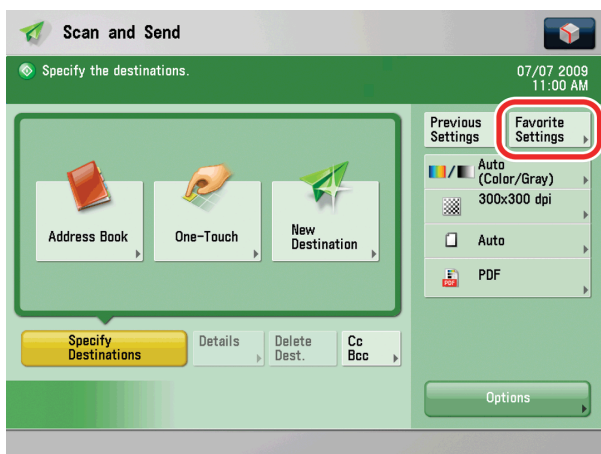
Favorite Settings

If you frequently send documents with the same document settings to the same destination, store these settings in a favorite button. Then, when you need to specify the destination, all you have to do is select the favorite button containing your stored document settings and the desired destination, and send your document.

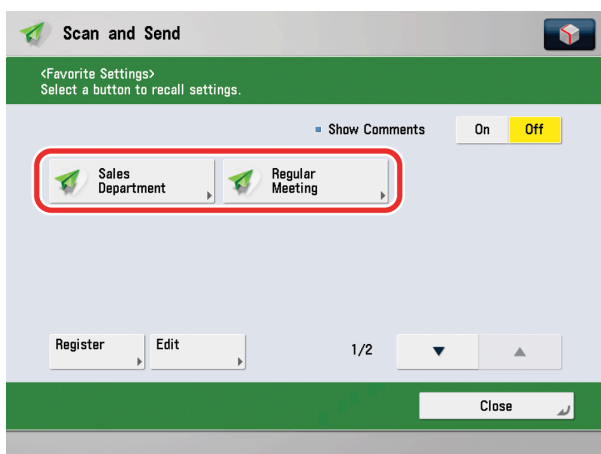
Remark

- To use this feature, you must first register the desired document settings and destinations in favorite settings buttons. For instructions on registering destinations and settings in a favorite settings button, see "Registering Favorite Settings(p.1-77)."


1. Press [Favorite Settings].



2. Select the desired Favorite Settings button.



3. Confirm the settings → press [OK].

- You can manually change the recalled settings from the selected button before you send your documents.
- To cancel all settings, press .
- If multiple destinations are stored under the selected button, the destinations may not be listed in the order in which they were set.

Registering Favorite Settings

You can set any possible combination of send settings and register them in a favorite settings button in memory. There are 18 favorite settings buttons and they can be assigned names and comments for increased convenience. This feature is useful for registering frequently used send settings.

Remark

- ☛ The send settings registered as favorite settings buttons in memory are not deleted, even if the power is turned OFF.
- ☛ If an address included in a favorite settings button is deleted from the Local Address Book, it is also deleted from the settings registered in the favorite settings button.

Registering/Editing Favorite Settings (p.1-78)

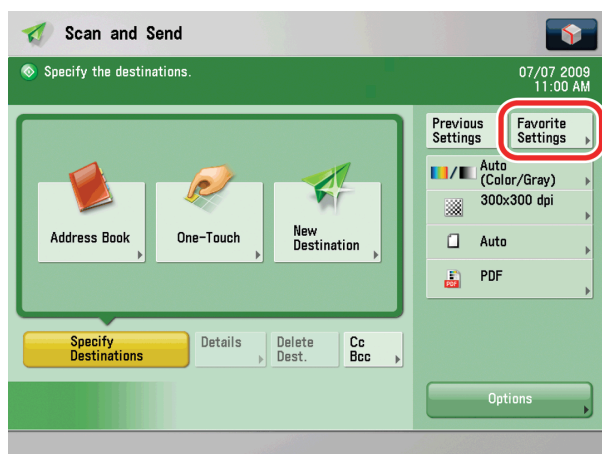
Checking Favorite Settings (p.1-81)

Editing a Name/Comment (p.1-83)

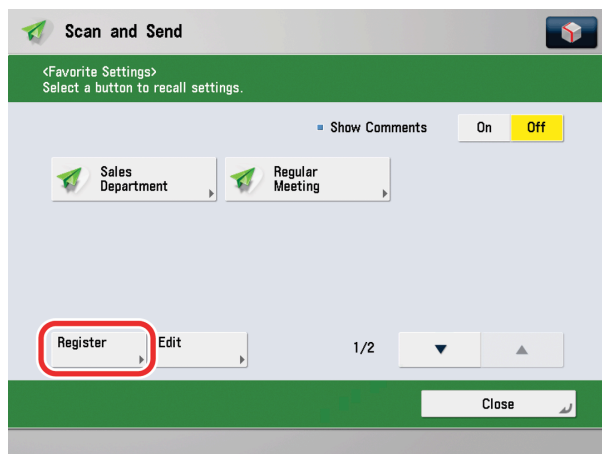
Deleting Favorite Settings (p.1-85)

Registering/Editing Favorite Settings

1. Specify the send settings that you want to register → press [Favorite Settings].

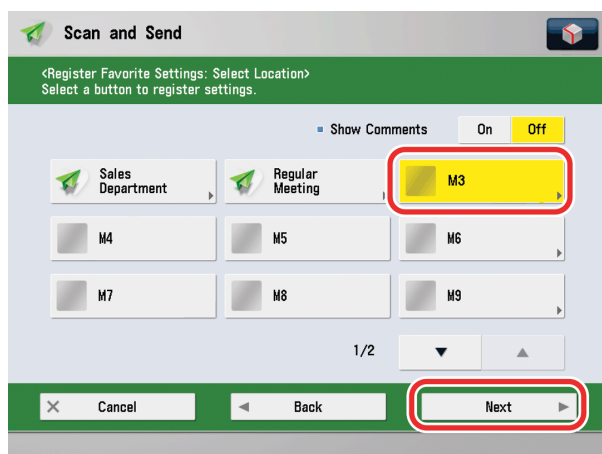



2. Press [Register].



3. Confirm the send settings → press [Next].

4. Select a button for registering the send settings → press [Next].



- If a button already has settings stored in it, () is displayed.
- If you select a button that already has settings stored in it, the settings are displayed.
 - If you select a button without settings:
 - If you select a button that already has settings stored in it:

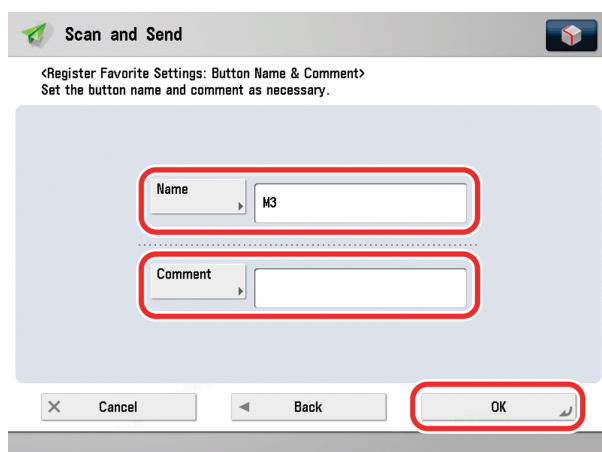
● If you select a button without settings:

- ☐ A screen appears, asking for your confirmation to store the settings → press [Yes].

● If you select a button that already has settings stored in it:


- ☐ A screen appears, asking for your confirmation to overwrite the previous settings → press [Yes].

5. Press [Name] and [Comment] → enter the name and comment → press [OK].

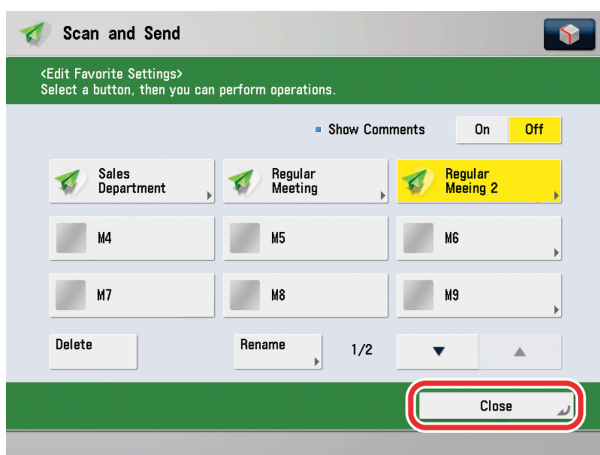


[Name]: Press [Name] → enter the name → press [OK].

[Comment]: Press [Comment] → enter the comment → press [OK].

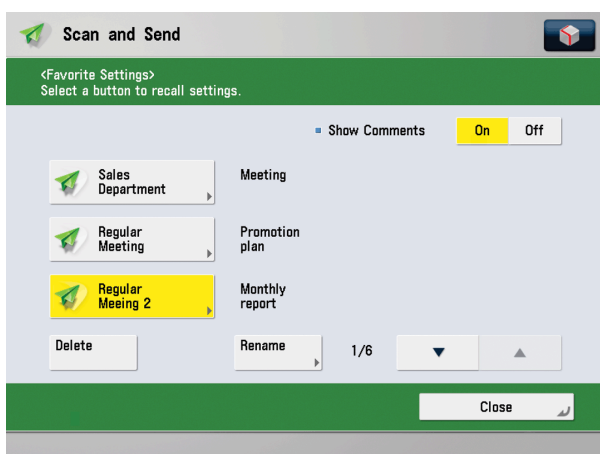
 If you press [OK] without entering any characters, the button name reverts to its current name (default M1 to M18).

6. Press [Close].



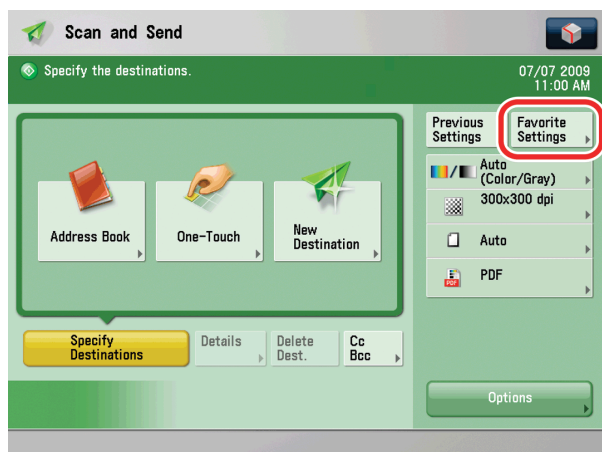
If you want to edit the name or comment for the registered button, press [Rename] → edit desired setting.

If <Show Comments> is set to 'On', the registered comments are displayed.

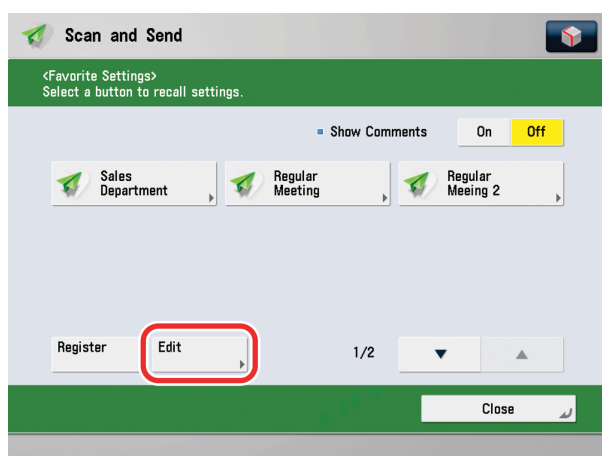


Checking Favorite Settings

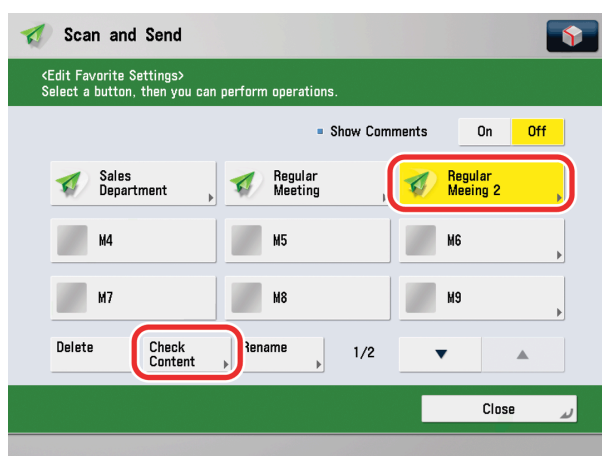
1. Press [Favorite Settings].




2. Press [Edit].



3. Select a button to check the settings → press [Check Content].

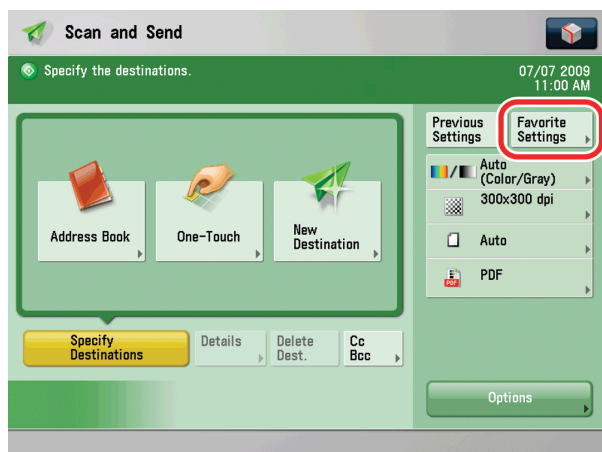


- ☞ If a key already has settings stored in it, () is displayed.
- ☞ If you select a key that already has settings stored in it, the settings are displayed.

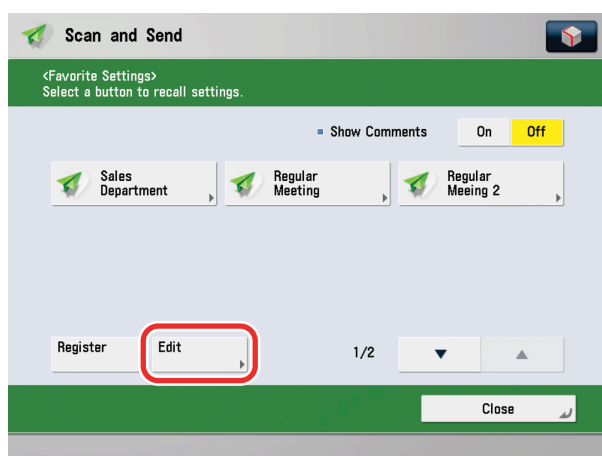
4. Confirm the settings → [OK] → [Close].

Editing a Name/Comment

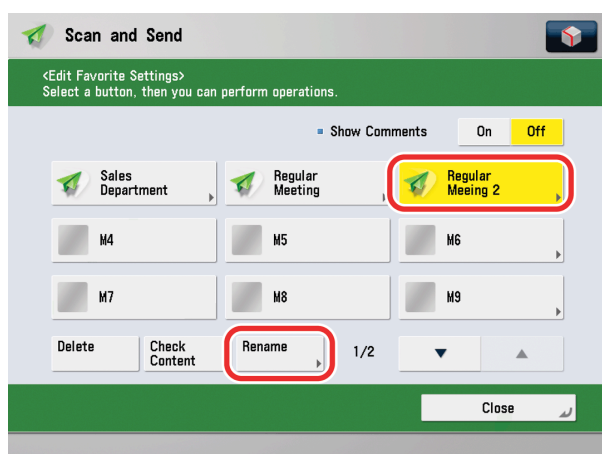
1. Press [Favorite Settings].




2. Press [Edit].



3. Select a button to edit → press[Rename].



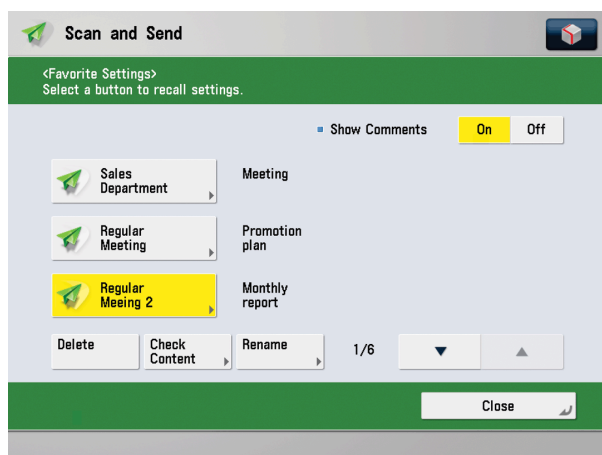
- ☛ If a key already has settings stored in it, () is displayed.
- ☛ If you select a key that already has settings stored in it, the settings are displayed.
- ☛ You can also name keys with no settings stored in them.

4. Edit the name and/or comment → press [OK].

- ☛ If you press [OK] without entering any characters, the key name reverts to its current name (default M1 to M18).

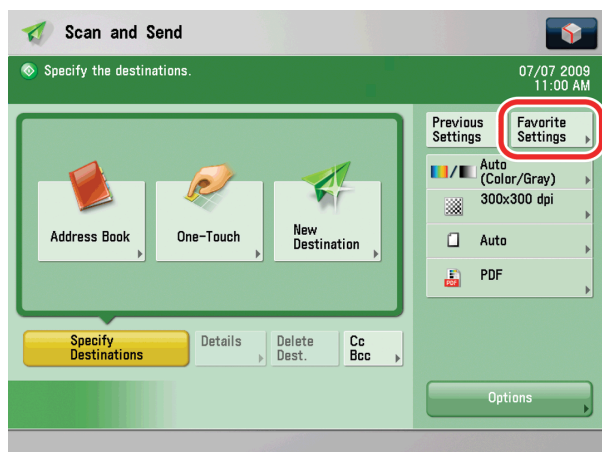
5. Press [Close].

If <Show Comments> is set to 'On', the registered comments are displayed.

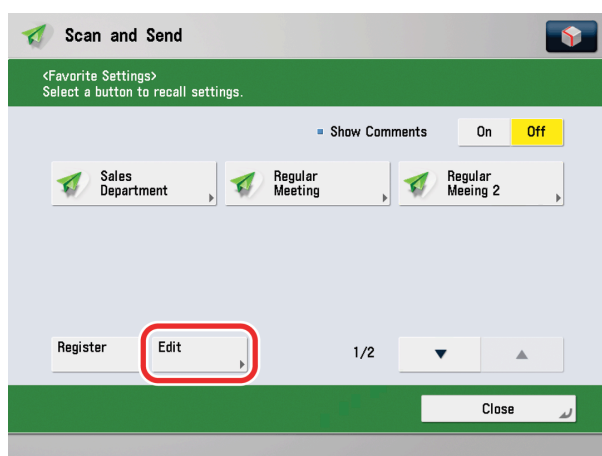


Deleting Favorite Settings

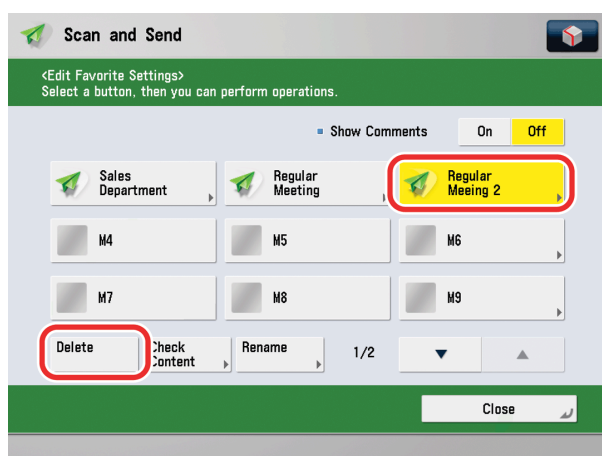
1. Press [Favorite Settings].




2. Press [Edit].



3. Select a button to delete → press [Delete].



☞ If a key already has settings stored in it, () is displayed.



4. A screen appears, asking for your confirmation to delete the settings → press [Yes].

☞ Key names and comments are not deleted. For instructions on changing a key name and comment, see "Editing a Name/Comment (p.1-83)." ."

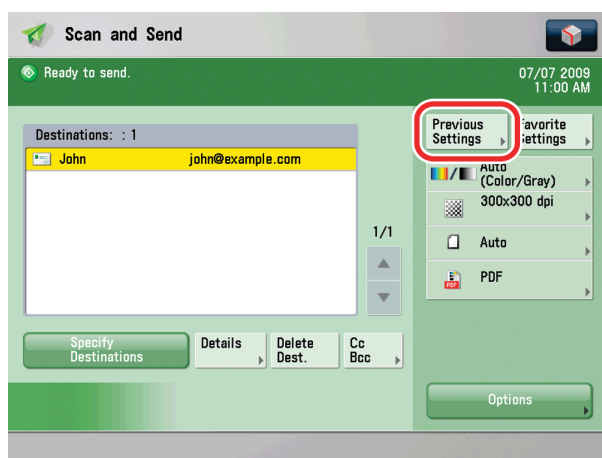
5. Press [Close].

Recalling the Previous Settings

You can recall the three most recent destinations, scan settings, or send settings.

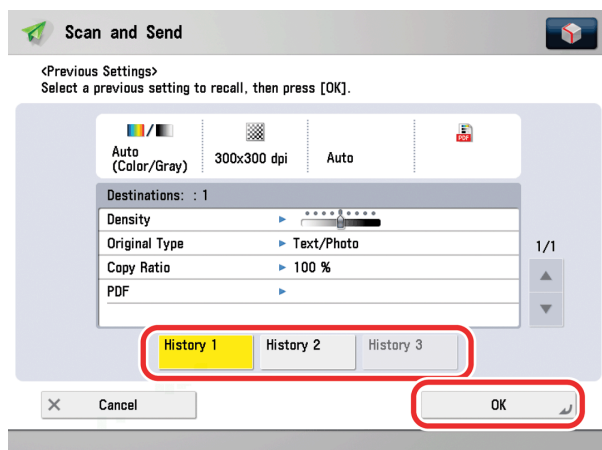
- The machine considers any one of the following operations a send job:
 - When settings, such as the destination, scan settings, and send settings, are specified, and the control panel power switch,  or  is pressed
 - When the Auto Clear mode activates or after the Auto Sleep time has elapsed, after send settings are specified
- The Standard mode is not stored in Recent memory.
- Identical send settings are stored only once in Recall memory.
- If [Manage Address Book Access Number] is set to 'On' in Set Destination (Settings/Registration), the Recall mode cannot be used. (See [Manage Address Book Access Number] in "Reference Guide.")
- If a destination type in Limit New Destination in Common Settings in Send in Function Settings (Settings/Registration) is set to 'On', all stored settings in the Recall mode are deleted, regardless of the destination type.
- The three most recent settings that were stored in memory are not deleted even when the main power is turned OFF.
- If the Preview mode is set, you can verify the images from the Preview screen before sending your document. (See "Preview(p.1-226).")

1. Place your originals → press [Previous Settings].



- For instructions on placing your originals, see "Reference Guide."

2. Select [History 1], [History 2], or [History 3] → confirm the settings → press [OK].



- You can change the settings in a recalled send job.
- If there are multiple destinations stored in one log, the order of the destinations shown in the list may not correspond to the order in which they were set.
- If you recall the Encrypted PDF settings by pressing [Recent Settings] when logging in using SSO-H, you can set to recall passwords that are stored.

Storing New Addresses

If you register a destination in the Local Address Book, you can save yourself the effort of entering the destination every time it is used. That destination can also be selected from the Local Address Book for use in any other customized setting.

If <Enable Fax in Scan and Send Function> is set to 'On' in Display Fax Function in Preferences (the Settings/Registration screen), you can register fax number. (See [Display Fax Function] in "Reference Guide.")

For instructions on registering a fax number, see "Using the Machine to Send/Receive a Fax."

Storing New Addresses in the Address Book (Local) (p.1-90)

Storing the One-Touch Button (p.1-117)

Storing New Addresses in the Address Book (Local)

You can store fax, e-mail, I-fax, file server, or group destination in the Local address book.

● About the Local Address Book

The Local Address Book is a feature used for storing fax, e-mail, I-fax, and file server destinations. The Local Address Book is divided into 10 Address Lists and one-touch buttons. You can store up to 1,800 destinations, including 1,600 destinations in the Local Address Book, and 200 destinations in one-touch buttons. Registering a destination in the Local Address Book saves you the effort of entering that destination's address each time you send a job.

By storing your own e-mail address, you can specify a reply-to e-mail address and use the Job Done Notice function.

Remark

- ☞ For instructions on registering a fax number, see "Using the Machine to Send/Receive a Fax."
- ☞ Since each address entry is treated as a single entry, if an e-mail address is registered in a group address, that e-mail address and the group address are counted as two entries. In the same way, if a fax number is registered in a group address, the fax number and group address are counted as two entries.
- ☞ Destinations stored in the Address Book can be exported to your computer as a file, which can later be imported in the machine. For information on exporting the Local Address Book, see "Remote UI."
- ☞ If you want to manage destinations with the Manage Address Book Access Number mode, set the Manage Address Book Access Number in Set Destination (Settings/Registration) to On. (See [Manage Address Book Access Number] in "Reference Guide.")
- ☞ If there is any required destination setting that has not yet been set after registering the access number, the screen for specifying the destination settings is displayed again.
- ☞ You can enter up to seven digits for the access number. If you enter fewer than seven digits, the machine stores the access number with leading zeros. Example: If <321> is entered, <0000321> is stored. You cannot store an access number with only zeros as the number, such as <0000000>. If you enter a number that begins with zeros, the leading zeros are ignored. Example: If <02> or <002> is entered, <0000002> is stored.

E-Mail Addresses (p.1-91)

I-Fax Addresses (p.1-95)

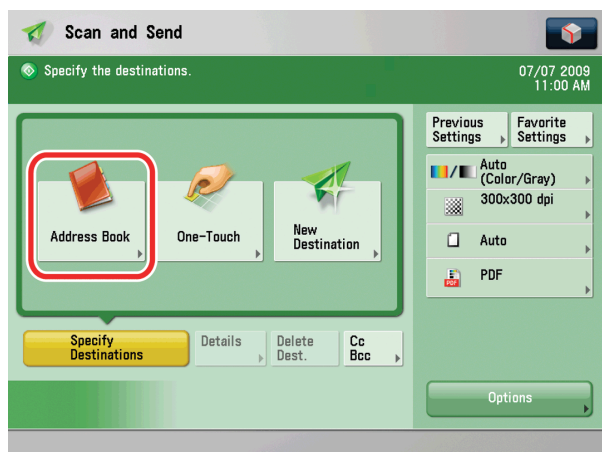
File Server Addresses (p.1-101)

Group Addresses (p.1-104)

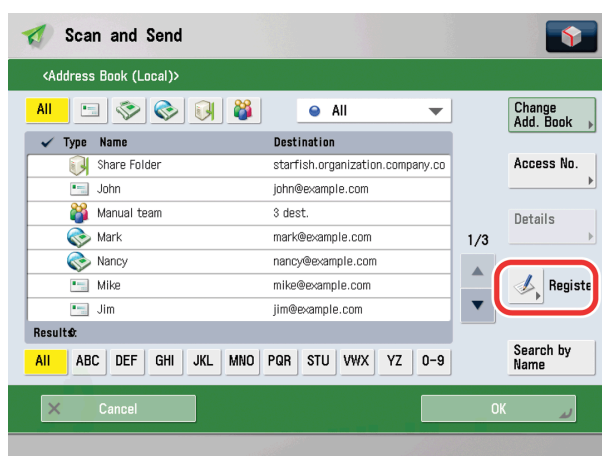
Addresses Obtained via an LDAP Server (p.1-109)

E-Mail Addresses

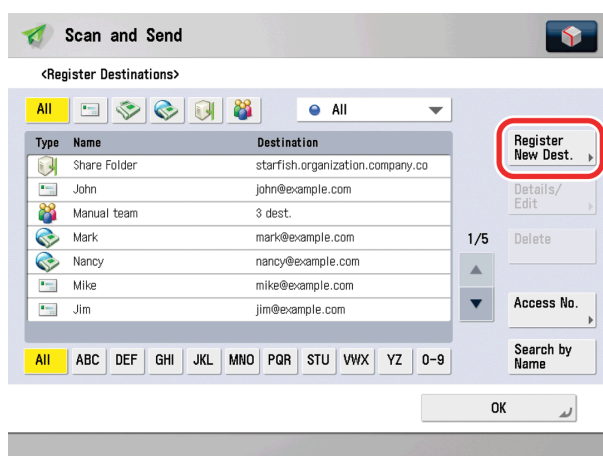
1. Press [Address Book].



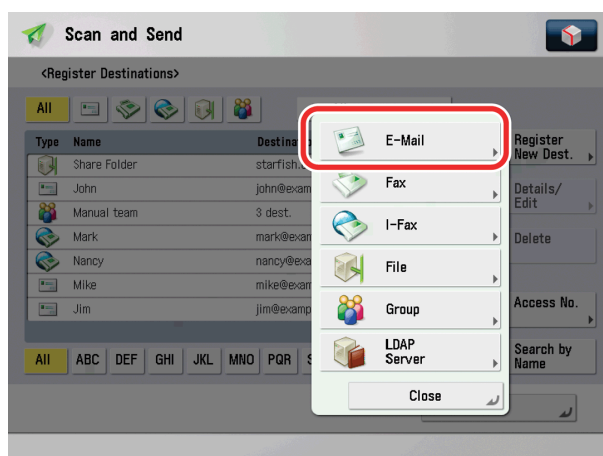
2. Press [Register].



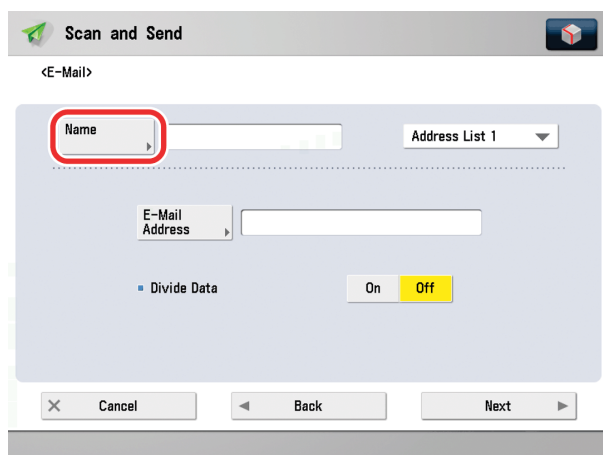
3. Press [Register New Dest.].




4. Press [E-Mail].



5. Press [Name] → enter a name of the e-mail address → press [OK].



 If you want to search the destination, search is performed using the text entered here. To search, you can sort the destination by the initial letter or narrow the search for destination by using a maximum of 24 characters. For more information on refining the destination, see "Using the Address Book(p.1-33)."

6. Press the Address List drop-down list → select one of the numbered Address Lists.

Address Lists 1 to 10 are used to divide the Address Book into 10 parts. This is a convenient way to classify destinations.

The e-mail address that you enter will be stored in the Address List that you select here.



7. Press [E-Mail Address] → enter the e-mail address → press [OK].

8. Select [On] or [Off] for <Divide Data>.

Details of each item are shown below.

[On]: Select [On] if the destination's e-mail software has a function to combine divided data. If the size of the data being sent exceeds the value set for Maximum Data Size for Sending in E-Mail/I-Fax Settings in Send in Function Settings (Settings/Registration), the data is divided into multiple parts before being sent. Once the destination machine receives all the parts of the data, it combines them into one item of data.

[Off]: Select [Off] if the destination's e-mail software has no function to combine divided data. If the size of the data being sent exceeds the value set for Maximum Data Size for Sending in E-Mail/I-Fax Settings in Send in Function Settings (Settings/Registration), the data is divided into pages and sent as multiple e-mail messages.

-  Make sure to check the specifications of the destination's e-mail software before setting this mode. A sending error may occur if the destination's e-mail software is not able to combine divided data.
-  For more information on the maximum data size for sending, see [Maximum Data Size for Sending] in E-Mail/I-Fax Settings in Settings/Registration. (See [Maximum Data Size for Sending] in "Reference Guide.")

9. Finish storing the address.

- If Manage Address Book Access Number is set to 'On':
- If Manage Address Book Access Number is set to 'Off':

● If Manage Address Book Access Number is set to 'On':

☐ Press [Next].

☐ Press [Access No.].

☐ Press [Access No.] → enter the access number using 0 - 9 (numeric keys).

☐ Press [Confirm] → re-enter the access number for confirmation using 0 - 9 (numeric keys) → press [OK] → [OK].

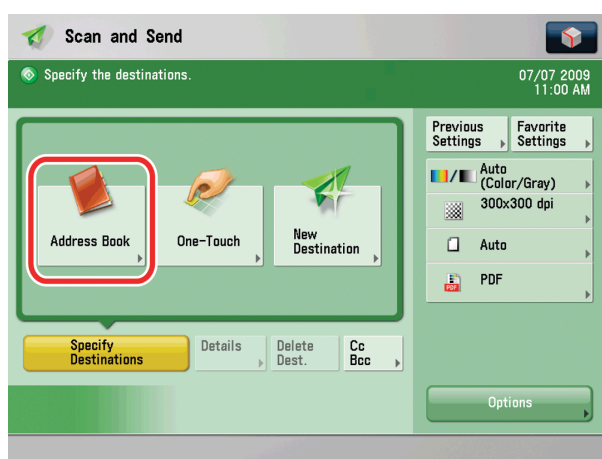
● If Manage Address Book Access Number is set to 'Off':

☐ Press [OK].

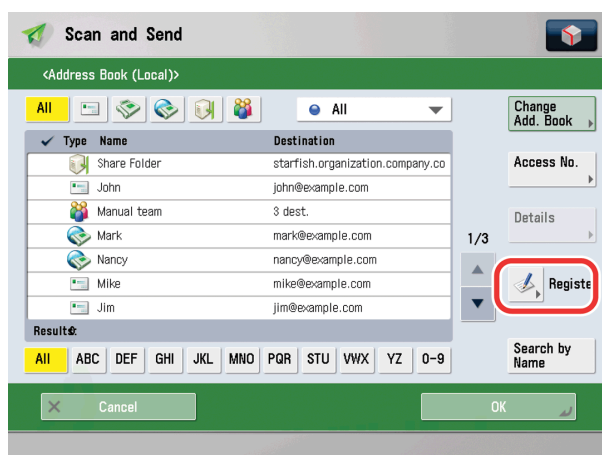
I-Fax Addresses

You can store the I-fax address, the mode, and the destination conditions.

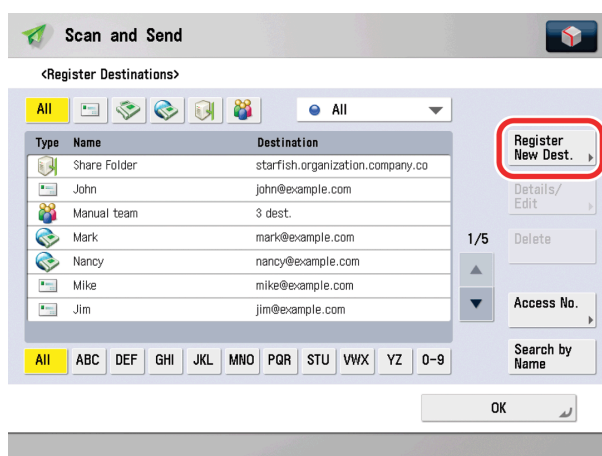
1. Press [Address Book].



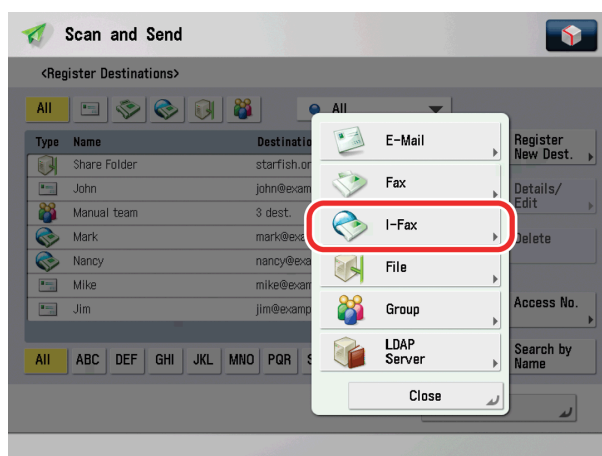
2. Press [Register].



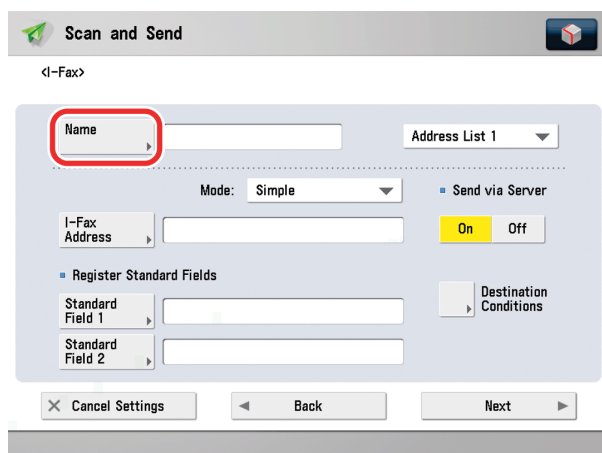
3. Press [Register New Dest.].



4. Press [I-Fax].



5. Press [Name] → enter a name of the I-fax address → press [OK].



If you want to search the destination, search is performed using the text entered here. To search, you can sort the destination by the initial letter or narrow the search for destination by using a maximum of 24 characters. For more information on refining the destination, see "Using the Address Book(p.1-33)."

6. Press the Address List drop-down list → select one of the numbered Address Lists.

Address Lists 1 to 10 are used to divide the Address Book into 10 parts. This is a convenient way to classify destinations.

The I-fax address that you enter will be stored in the Address List that you select here.


7. Press the Mode drop-down list → select [Simple] or [Full].

<Mode>:


[Simple]: Sends scanned data as an image via the Internet.

[Full]: Sends scanned data as an image via the Internet, and enables you to receive a delivery confirmation message telling you whether your I-fax was sent successfully.

In order for you to receive a confirmation message telling you the delivery status of your I-fax document, the recipient's machine must have I-fax capabilities and be compatible with the Full mode.

 If you send documents using the Full mode to a machine that does not support the Full mode, delivery confirmation cannot be carried out. When this happens, the job concerned is not considered as complete even though the actual sending of the document is successful. Such jobs are displayed as <Waiting for result...> on the Status Monitor/Cancel screen until the time set for Full Mode TX Timeout in E-Mail/I-Fax Settings in Send in Function Settings (Settings/Registration) has lapsed. After the timeout, the job is moved to the log, and the result is shown as <-> when sending of the document to a server or other destination could not be verified.


8. Press [I-Fax Address] → enter the I-fax address → press [OK].

 If you do not send documents via a server, and if the recipient's IP address is not registered with a DNS server, enter the domain name in the following format: (user)@(the recipient's IP address).

9. Press [Standard Field 1] and [Standard Field 2] → enter their respective standard fields → press [OK].

Standard Field 1 and Standard Field 2 are settings required for using an Internet fax service. For details, contact your service provider.

If you do not use an Internet fax service, this step is not necessary.

 After pressing [OK], the standard field that you entered appears as asterisks (*****) on the I-Fax Settings screen.

10. Select [On] or [Off] for <Send via Server>.

<Send via Server>

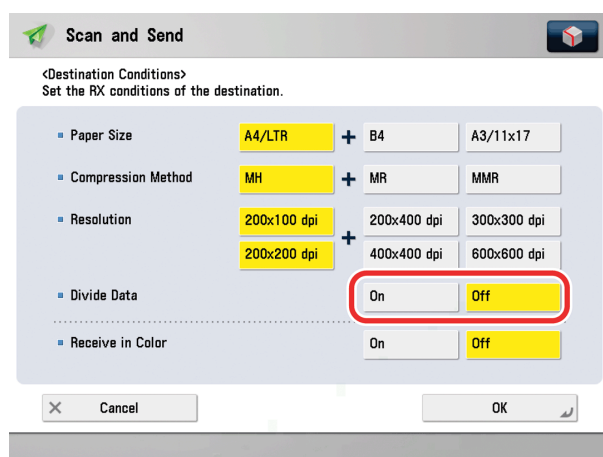
- [On]: Sends documents via a server. You can send documents to destinations via the Internet in the same way as e-mail.
- [Off]: Does not send documents via a server. You can send large amounts of image data to a recipient within the same LAN (Local Area Network) environment without placing a burden on the mail server. This enables you to send documents quickly and directly to the recipient. To use this setting, it is necessary to set up an MX (Mail eXchange) record on the DNS server. Ask your System Manager whether this type of sending is possible before you set Send via Server to 'Off'.

If you specify the Standard Field settings, set Send via Server to 'On'.

- To be able to specify the Send via Server setting, set Use Send via Server to 'On' in E-Mail/I-Fax Settings in Send in Function Settings (Settings/Registration) beforehand. If Use Send via Server is set to 'Off', <Send via Server> is grayed out and cannot be pressed. (See [Use Send via Server] in "Reference Guide.")
It is recommended to set Allow MDN Not Via Server to 'On' in E-Mail/I-Fax Settings in Send in Function Settings (Settings/Registration). (See [Allow MDN Not Via Server] in "Reference Guide.")
- Even if <Send via Server> is set to 'Off', delivery confirmation of documents sent using the Full mode is carried out via the server.

11. Press [Destination Conditions].

12. Select [On] or [Off] for <Divide Data>.



Details of each item are shown below.

- [On]: Select [On] if the destination machine has a function to combine divided data. If the size of the data being sent exceeds the value set for Maximum Data Size for Sending in E-Mail/I-Fax Settings in Send in Function Settings (Settings/Registration), the data is divided into multiple parts before being sent. Once the destination machine receives all the parts of the data, it combines them into one item of data.

[Off]: Select [Off] if the destination machine has no function to combine divided data. If the size of the data being sent exceeds the value set for Maximum Data Size for Sending in E-Mail/I-Fax Settings in Send in Function Settings (Settings/Registration), a sending error occurs.

- ⓘ Set the destination conditions according to the specifications of the recipient's machine. An error in transmission may occur if you set conditions that the recipient's machine does not support.
- 🔍 For more information on the maximum data size for sending, see [Maximum Data Size for Sending] in E-Mail/I-Fax Settings in Settings/Registration. (See [Maximum Data Size for Sending] in "Reference Guide.")

13. Select [On] or [Off] for <Receive in Color>.

- If you want to send in black-and-white:
- If you want to send in colour:

● If you want to send in black-and-white:

☐ Press [Off] for <Receive in Color>.

☐ Select the paper size, compression method, and resolution → press [OK].

The following conditions are always selected:

- Paper Size: A4/LTR
- Compression Method: MH (Modified Huffman)
- Resolution: 200 × 100dpi, 200 × 200dpi

A5 included in [A4/LTR].

- ⓘ Set the destination conditions according to the specifications of the recipient's machine. An error in transmission may occur if you set conditions that the recipient's machine does not support.

🔍 Available compression methods are:

- MMH (Modified Huffman): a coding system that horizontally scans and compresses extended areas of white and black dots.
- MR (Modified Read): a coding system that horizontally and vertically scans and compresses white and black areas. Faster than MH.
- MMR (Modified Modified Read): an adaptation of Modified Read, originally for use in digital machines. Faster than MR.

● If you want to send in colour:


☐ Press [On] for <Receive in Color> → press [Next].

☐ Select the paper size and resolution → press [OK].

The following conditions are always selected:

- Paper Size: A4/LTR
- Resolution: 200 × 200dpi

A5 included in [A4/LTR].

-  Set the destination conditions according to the specifications of the recipient's machine. An error in transmission may occur if you set conditions that the recipient's machine does not support.



14. Finish storing the address.



- If Manage Address Book Access Number is set to 'On':
- If Manage Address Book Access Number is set to 'Off':

● If Manage Address Book Access Number is set to 'On':

☐ Press [Next].

☐ Press [Access No.].

☐ Press [Access No.] → enter the access number using  -  (numeric keys).

☐ Press [Confirm] → re-enter the access number for confirmation using  -  (numeric keys) → press [OK] → [OK].

● If Manage Address Book Access Number is set to 'Off':

☐ Press [OK].

File Server Addresses

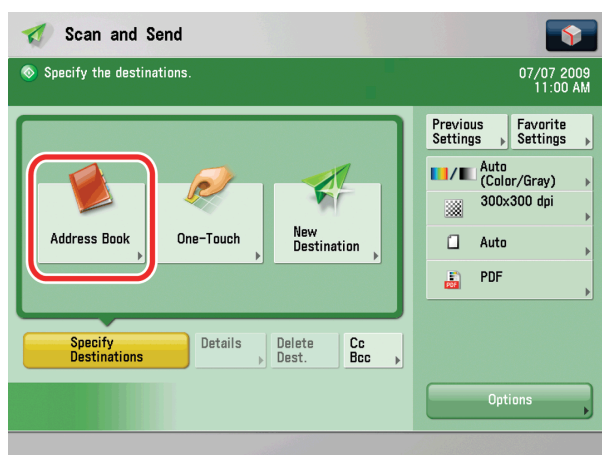
You can register a protocol, host name, folder path, etc. for storing scanned documents in a file server.

Remark

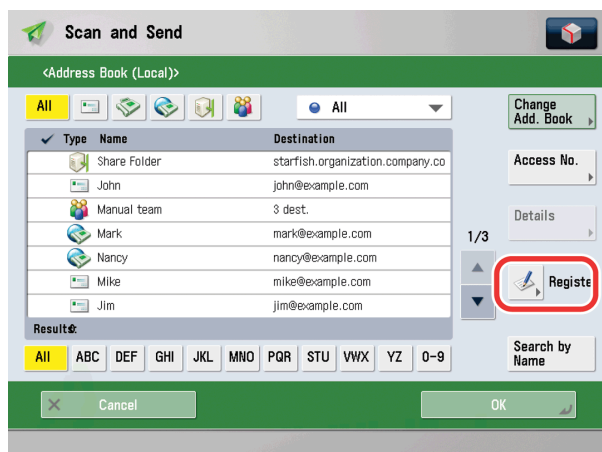
- If Language/Keyboard Switch On/Off is set to 'On' in Display Settings in Preferences (Settings/Registration), the host name and folder path of the file server destination may not be displayed correctly, so you may not be able to refer to them.
- For examples of the settings needed to send to a file server, see "Network."

- UPN can be used only if you are sending to a computer belonging to a domain operated with ActiveDirectory.

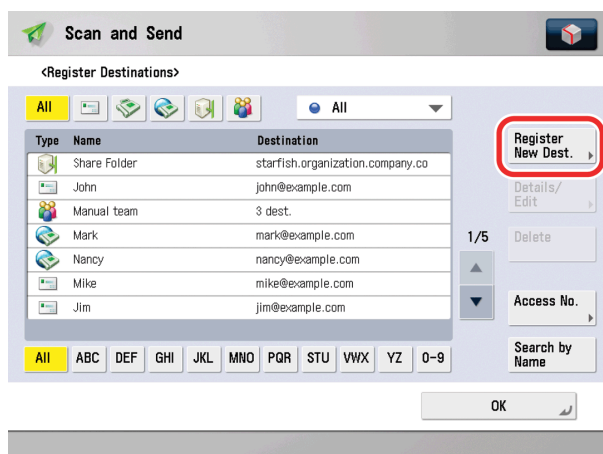
1. Press [Address Book].



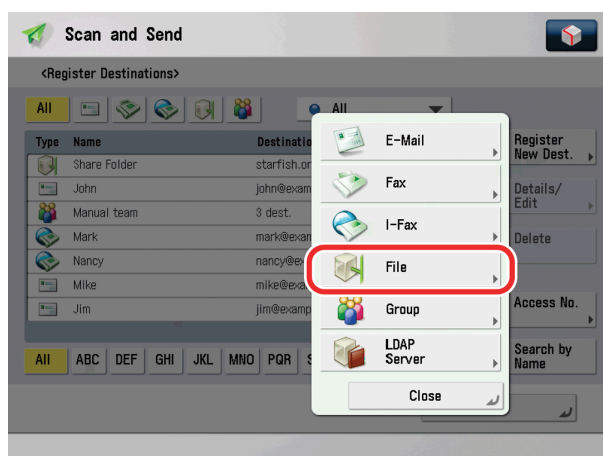
2. Press [Register].



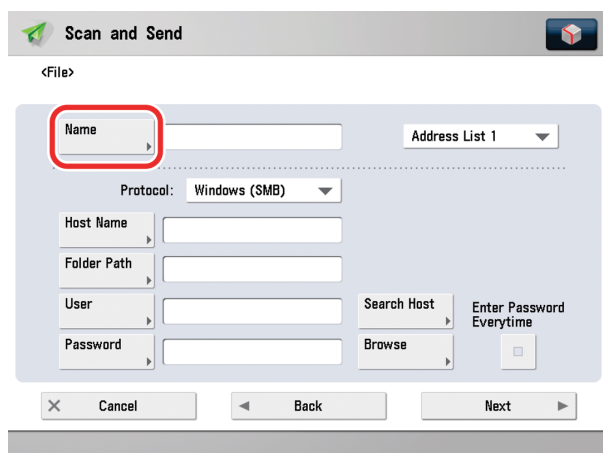
3. Press [Register New Dest.].



4. Press [File].



5. Press [Name] → enter a name of the file server address → press [OK].




If you want to search the destination, search is performed using the text entered here. To search, you can sort the destination by the initial letter or narrow the search for destination by using a maximum of 24 characters. For more information on refining the destination, see "Using the Address Book(p.1-33)."

6. Press the Address List drop-down list → select one of the numbered address books.

Address Lists 1 to 10 are used to divide the Address Book into 10 parts. This is a convenient way to classify destinations.


The file server address that you enter will be stored in the Address List that you select here.

7. Press the Protocol drop-down list → select the desired protocol.

 For more information on the available protocols, see "Using the Keyboard(p.1-56)."

8. Set [Host Name], [Folder Path], [User], and [Password].

If [Enter Password Everytime] is set to 'On', when sending to a file server, a screen to enter the registered password is displayed. If you want to register as a group address, set [Enter Password Everytime] to 'Off'. If it is set to 'On', you cannot send to the group address.

 For instructions on specifying each of the settings for FTP, Windows (SMB), and WebDAV, see "File Server(p.1-55)."

9. Finish storing the address.



- If Manage Address Book Access Number is set to 'On':
- If Manage Address Book Access Number is set to 'Off':

● If Manage Address Book Access Number is set to 'On':

☐ Press [Next].

☐ Press [Access No.].

☐ Press [Access No.] → enter the access number using  -  (numeric keys).

☐ Press [Confirm] → re-enter the access number for confirmation using  -  (numeric keys) → press [OK] → [OK].

● If Manage Address Book Access Number is set to 'Off':

☐ Press [OK].

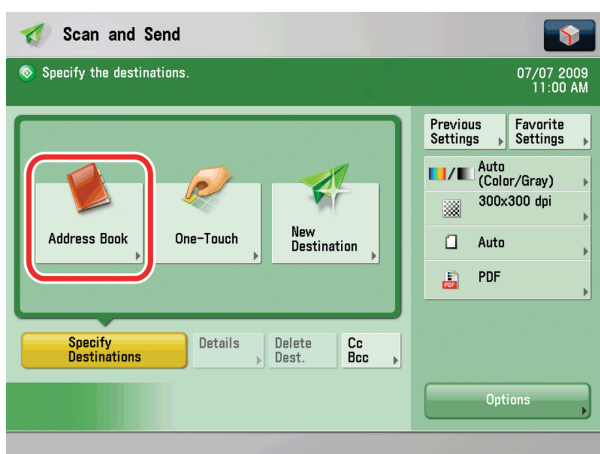
Group Addresses

The Group Address feature enables you to create a group of up to 256 stored destinations as a single destination. You can store different types of destination such as destinations for fax, e-mail, I-fax, file server, or mail box in a single group.

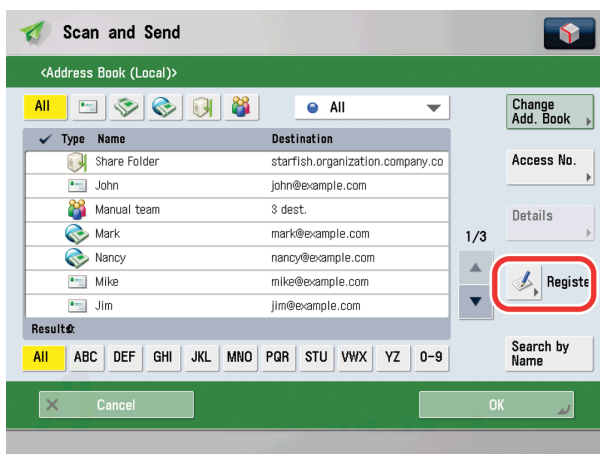
Remark

- If you want to store a group address, the destinations must be stored beforehand, such as e-mail addresses and file server addresses.
- If you want to store a group address, you can only select destinations that you registered in the same Address List.
- If you want to register a file server in a group address, set [Enter Password Everytime] to 'Off' on the File screen. If it is set to 'On', you cannot send to that group address. (See "File Server Addresses(p.1-101).")

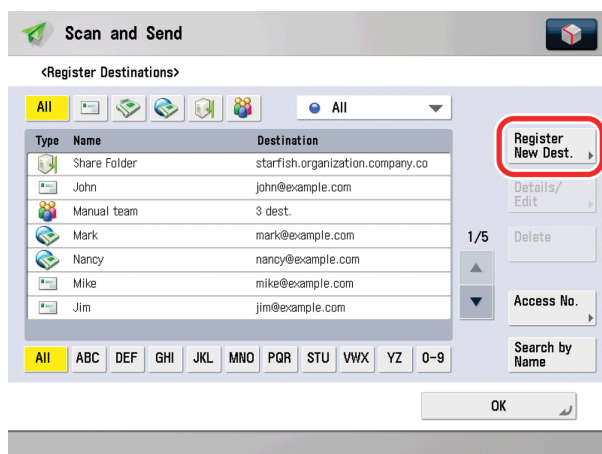
1. Press [Address Book].



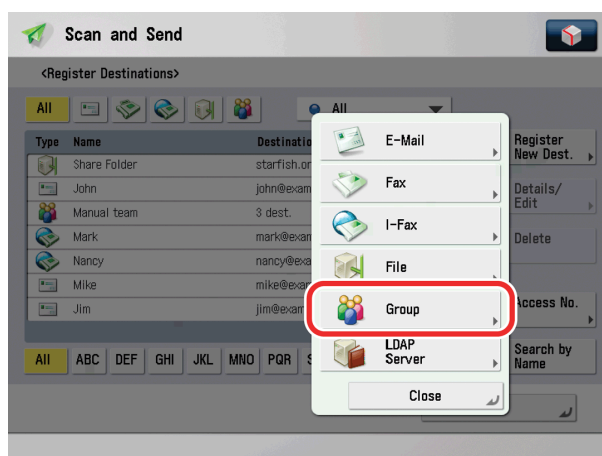
2. Press [Register].



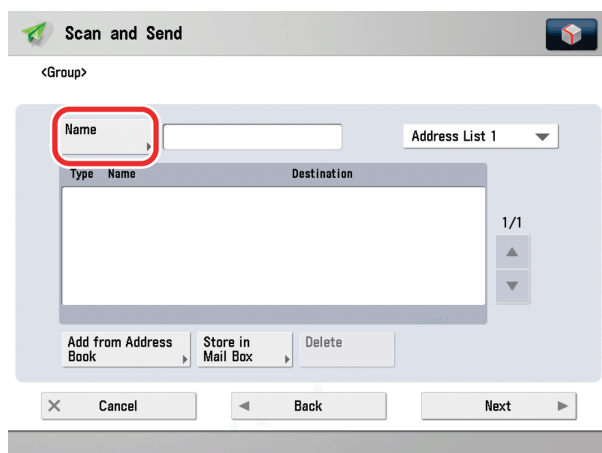
3. Press [Register New Dest.].



4. Press [Group].



5. Press [Name] → enter a name of the group address → press [OK].



If you want to search the destination, search is performed using the text entered here. To search, you can sort the destination by the initial letter or narrow the search for destination by using a maximum of 24 characters. For more information on refining the destination, see "Using the Address Book(p.1-33)."

6. Press the Address List drop-down list → select one of the numbered Address Lists.

Address Lists 1 to 10 are used to divide the Address Book into 10 parts. This is a convenient way to classify destinations.

The group address that you enter will be stored in the Address List that you select here.

7. Select [Add from Address Book] or [Store in Mail Box].

To store destinations in a group address, those destinations must be stored in the Address List that contains the group address.

You cannot store destinations from different Address Lists in the group address. For example, you cannot store e-mail addresses from Address List 1 and file server addresses from Address List 2 into the same group address.

- If you select [Add from Address Book]:
- If you select [Store in Mail Box]:
- To delete a destination:



● If you select [Add from Address Book]:

□ Select the destination → press [OK].

You can select a destination and press [Details] to confirm the detailed information related to the selected destinations. Press [OK] to return to the previous screen.

To cancel a selected destination, select the destination again.

[Access No.]:

If you select a destination that is stored with an access number, press [Access No.] and then enter the access number using  -  (numeric keys). If you press [Addresses without Access Number], the destinations that are not managed with an access number are displayed.

<Specify Type of Destination button>:

If you press [All], [] (E-Mail), [] (Fax), [] (I-Fax), or [] (File).

<Address List drop-down list>:

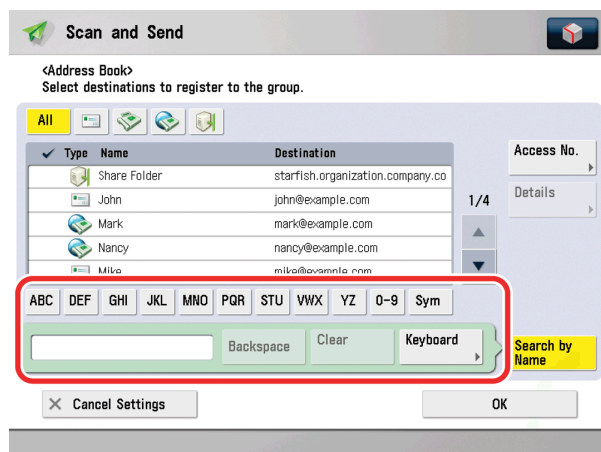
Press the Address List drop-down list to display a list of Address Lists 1 to 10 or one-touch buttons. Address Lists categorize the addresses stored in the Address Book.

<Search Initial Letter button>:

Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries. Press [All] to return to the full address list.

[Search by Name]:

If [Search by Name] is pressed, the pop-up screen for refining the address book is displayed.



You can refine the search by entering not only the first character of the destination name but as many characters as you like. Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can also refine the addresses display by specifying the multiple letters pressing [Keyboard].

Details of each item are shown below.


[Backspace]: Press to delete the last letter entered.

[Clear]: Press to delete all of the text entered.

[Keyboard]: Displays the keyboard on the touch panel display.


Press [Search by Name] to return to the previous screen.

Repeat this step to add other destinations.

 [Access No.] is displayed on the screen only if Manage Address Book Access Number is set to 'On' in Set Destination (Settings/Registration). (See [Manage Address Book Access Number] in "Reference Guide.")

● If you select [Store in Mail Box]:

☐ Select the mail box → press [OK].

 Only one mail box can be stored in a group address.

● To delete a destination:

☐ Select a destination from the group address → press [Delete].

8. Finish storing the address.

- If Manage Address Book Access Number is set to 'On':
- If Manage Address Book Access Number is set to 'Off':

● If Manage Address Book Access Number is set to 'On':

☐ Press [Next].

☐ Press [Access No.].

☐ Press [Access No.] → enter the access number using 0 - 9 (numeric keys).

☐ Press [Confirm] → re-enter the access number for confirmation using 0 - 9 (numeric keys) → press [OK] → [OK].

● If Manage Address Book Access Number is set to 'Off':

☐ Press [OK].

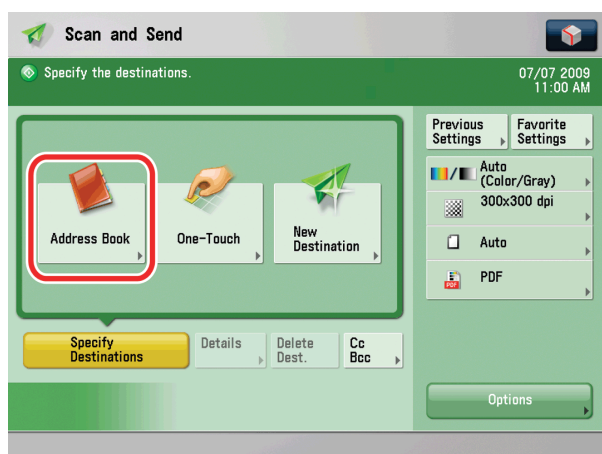
Addresses Obtained via an LDAP Server

You can store an address that is obtained by searching the directory listings on the network using LDAP (Lightweight Directory Access Protocol) servers.

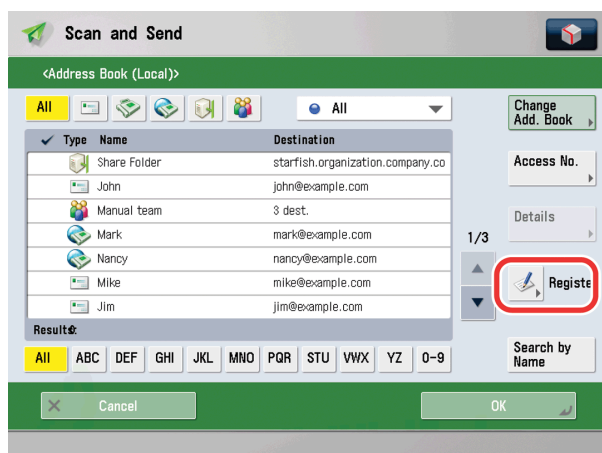
Remark

- You may have to set up the LDAP servers beforehand, depending on the network environment. For instructions on registering an LDAP server, see [Register LDAP Server] in "Reference Guide."
- The information that can be obtained through the LDAP server consists of only names and e-mail addresses.

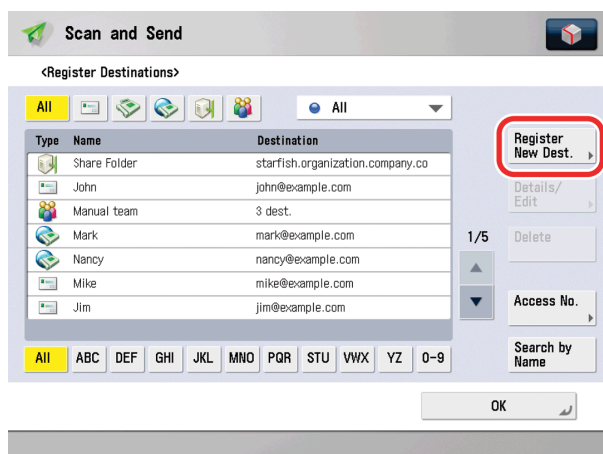
1. Press [Address Book].



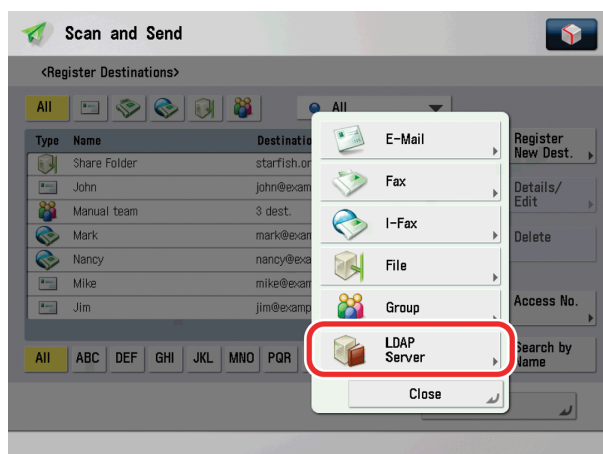
2. Press [Register].



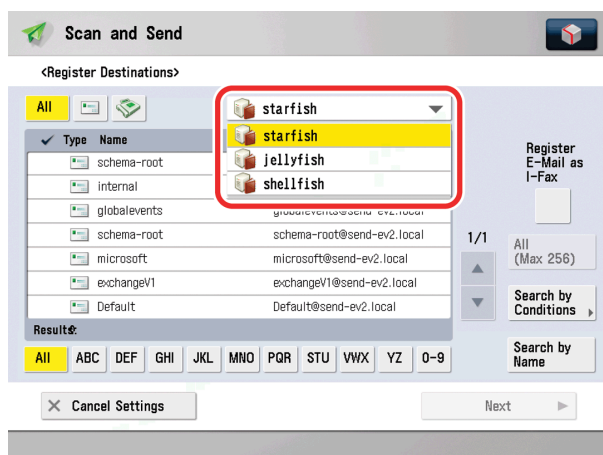
3. Press [Register New Dest.].



4. Press [LDAP Server].



5. Press the Server to Search drop-down list → select the desired server to search.



If the Enter Network Password screen is displayed, enter the user name and the password → press [OK]. After pressing [OK], the password that you entered appears as asterisks (*****) on the Enter Network Password screen. The Enter Network Password screen is displayed if either one of the following is true:

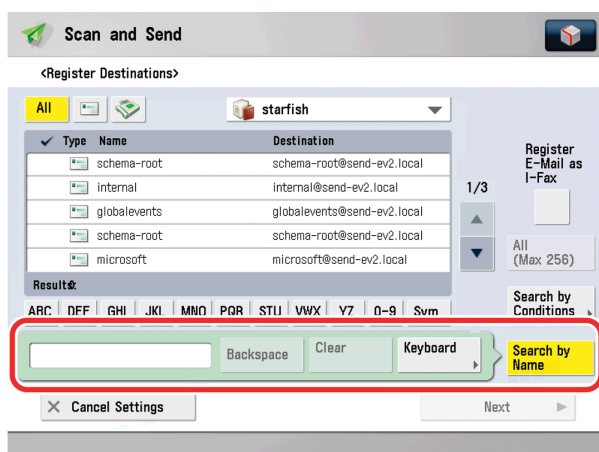
- If <Login Information> in Register LDAP Server in Set Destination (Settings/Registration) is set to 'Use', and <Display Authentication Screen When Searching> on the same screen is set to 'On'.
- If the user name, password, and domain name specified in Register LDAP Server in Set Destination (Settings/Registration) are incorrect.
- If multiple LDAP servers are registered and [Auto Search When Using LDAP Server] is set to 'On' in Set Destinations (Settings/Registration), the first registered server displayed on the drop-down list is searched.

6. Specify the search criteria.

- If a new destination search is performed when a search result is already displayed on the destination list screen, the displayed search result is cleared.
- If the search result for specified criteria is displayed, the search result is cleared and search for all criteria is processed when you press [ALL].
- If Auto Search When Using LDAP Server is set to 'Off' in Set Destination (Settings/Registration), nothing is displayed on the destination list screen until a search is performed.
- If the search result from [Search by Conditions] is displayed on the search list screen, you cannot additionally press [Search by Name] to narrow the search by name.
- If you want to search for a destination that is registered with an e-mail address and a fax number, you can search for the e-mail address by entering the fax number as the search criterion, and vice versa.
- If you want to narrow the search for destination by entering characters of the name on the keyboard:
- If you want to narrow the search for destination by searching the initial letter of the name:
- If you want to search for destination by entering search criteria:

- If you want to narrow the search for destination by entering characters of the name on the keyboard:

☐ Press [Search by Name] → [Keyboard].



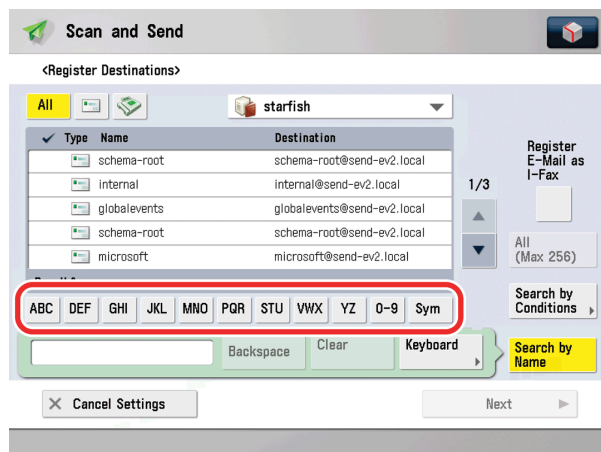
☐ Enter the text to search on the keyboard screen → press [OK].

Enter the first character of the name for the destination. You cannot search if you enter a character other than the first character of the name.

- If you want to narrow the search for destination by searching the initial letter of the name:

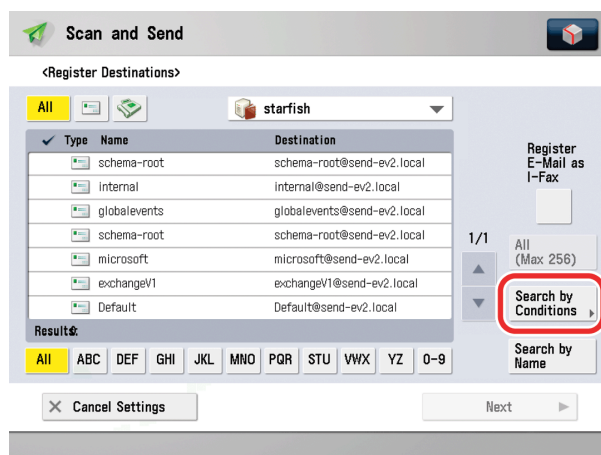
☐ Press [Search by Name].

☐ Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number.



- If you want to search for destination by entering search criteria:

☐ Press [Search by Conditions].



- Press the search category drop-down list → select the desired search category.

The available search categories are:

- [Name]: Search by name.
- [E-Mail]: Search by e-mail address.
- [Fax]: Search by fax number.
- [Organization]: Search by organization name.
- [OrgnztionUnit]: Search by organizational unit (e.g., departments in an organization).

For example, if cn(common name)=user1, ou(organization unit)=salesdept, o(organization)=canon, c(country)=jp is the distinguished name in the directory, enter the organization/organizationUnit of the user as follows:

organization=canon
organizationUnit=salesdept

- ☞ The organization/organizationUnit can be used as search categories only if the information has been registered on the LDAP Server.
- ☞ Detailed Search by organization/organizationUnit may not be performed, depending on whether the attribute types have been registered on the LDAP server, and depending on the type of application on the server.
- ☞ You can also add additional user-defined search attributes. For more information on registering or editing a search attribute, see [Register LDAP Server] in "Reference Guide."

☐ **Press the search condition drop-down list → select the desired search condition.**

You can select from the following search conditions:

[Contains]:	The result must contain the entered name, e-mail address, fax number, organization, or organizational unit.
[Does Not Contain]:	The result must not contain the entered name, e-mail address, fax number, organization, or organizational unit.
[Equals]:	The result must be exactly the same as the entered name, e-mail address, fax number, organization, or organizational unit.
[Differs from]:	The result must be different from the entered name, e-mail address, fax number, organization, or organizational unit.
[Begins with]:	The result must begin with the same first few letters that you entered for the name, e-mail address, fax number, organization, or organizational unit.
[Ends with]:	The result must end with the same last few letters that you entered for the name, e-mail address, fax number, organization, or organizational unit.

☐ **Press [Set] → enter the search criterion → press [OK].**


If you want to edit the stored search criteria, press [Set] → enter the new search criteria.

To continue adding more search criteria, press [or] or [and] → [Add Search Condition] → repeat the steps.

[or]: The machine searches and returns a result that matches any of the specified search criteria.

[and]: The machine searches and returns a result that matches all of the specified search criteria.


To delete the search criteria, press [Delete]. If you want to set new search criteria, press [Delete] → repeat steps to specify the search criteria.

 You can specify up to four different search criteria at a time.

 If you specify three or more search criteria, you cannot use both [or] and [and] together.

☐ **Press [Start Searching].**

To cancel searching while the machine is searching for your criteria, press [Stop]. If the machine finds some results before you press [Stop], these search results are displayed.

 If you press [Start Searching] without specifying any search criteria, all of the addresses stored on the LDAP server are displayed.

7. Select the destination that you want to store in the Local Address Book from the search results → press [Next].

You can select multiple destinations.

You can restrict the type of destinations displayed in the results list by pressing the Type drop-down list.

If you want to select the first 256 destinations, press [All (Max 256)]. (If a destination is selected, the key changes to [Clear Selection].)

You can register the selected e-mail address as an I-fax address by pressing [Register E-Mail as I-Fax]. To register e-mail addresses as I-fax addresses, register one e-mail address at a time.

 To cancel a selected destination, select the destination again.

8. Store the selected destination.

 The information that can be obtained via the LDAP server consists of only names and e-mail addresses.

- If only one destination is selected:
- If multiple destinations are selected:
- If you want to register the selected destination as an I-fax address:



If only one destination is selected:



☐ **Verify the address** → press [OK].

If necessary, edit the contents of the address.

If Manage Address Book Access Number is set to 'On' in Set Destination (Settings/Registration), press [Next].

Press [Access No.].

Press [Access No.] → enter the access number using  -  (numeric keys).

Press [Confirm] → re-enter the access number for confirmation using  -  (numeric keys) → press [OK] → [OK].

If you do not want to set an access number for this destination, press [OK] without entering any number.

● **If multiple destinations are selected:**

☐ **Select the Address List in which to store the addresses → press [OK].**

If Manage Address Book Access Number is set to 'On' in Set Destination (Settings/Registration), press [Access No.].

Press [Access No.] → enter the access number using 0 - 9 (numeric keys).

Press [Confirm] → re-enter the access number for confirmation using 0 - 9 (numeric keys) → press [OK] → [OK].

If you do not want to set an access number for this destination, press [OK] without entering any number.

☐ **If you want to register an I-fax address as a destination, read the displayed message → press [OK].**

 The maximum number of destinations that can be selected at one time is 256.

● **If you want to register the selected destination as an I-fax address:**

☐ **Verify the address → press [OK].**

If necessary, edit the contents of the address.

If Manage Address Book Access Number is set to 'On' in Set Destination (Settings/Registration), press [Next].

Press [Access No.].

Press [Access No.] → enter the access number using 0 - 9 (numeric keys).

Press [Confirm] → re-enter the access number for confirmation using 0 - 9 (numeric keys) → press [OK] → [OK].

If you do not want to set an access number for this destination, press [OK] without entering any number.

Storing the One-Touch Button

You can store up to 200 destinations as one-touch buttons.

If <Enable Fax in Scan and Send Function> is set to 'On' in Display Fax Function in Preferences (the Settings/Registration screen), you can register a fax number. (See [Display Fax Function] in "Reference Guide.")

For instructions on registering, editing, or deleting a fax number in a one-touch buttons, see "Using the Machine to Send/Receive a Fax."

Storing/Editing One-Touch Button (p.1-118)

Deleting One-Touch Button (p.1-133)

Storing/Editing One-Touch Button

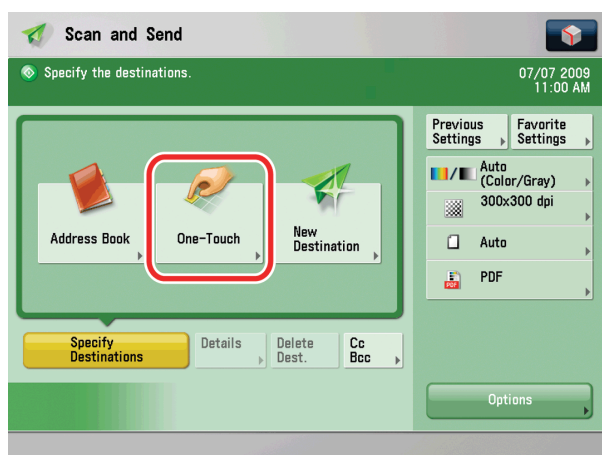
If <Enable Fax in Scan and Send Function> is set to 'On' in Display Fax Function in Preferences (the Settings/Registration screen), you can register a fax number. (See [Display Fax Function] in "Reference Guide.")

For instructions on registering or editing a fax number in a one-touch buttons, see "Using the Machine to Send/Receive a Fax."

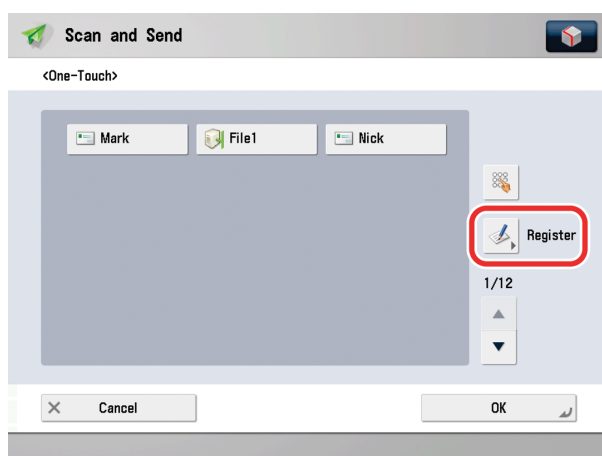
Remark

- If Language/Keyboard Switch On/Off is set to 'On' in Display Settings in Preferences (Settings/Registration), the host name and folder path of the file server destination may not be displayed correctly, so you may not be able to refer to them.
- Destinations stored in one-touch buttons are also displayed in the Local Address Book.
- A new destination cannot be registered in a group destination that is stored in a one-touch button. The destination must be registered in a one-touch button in advance.

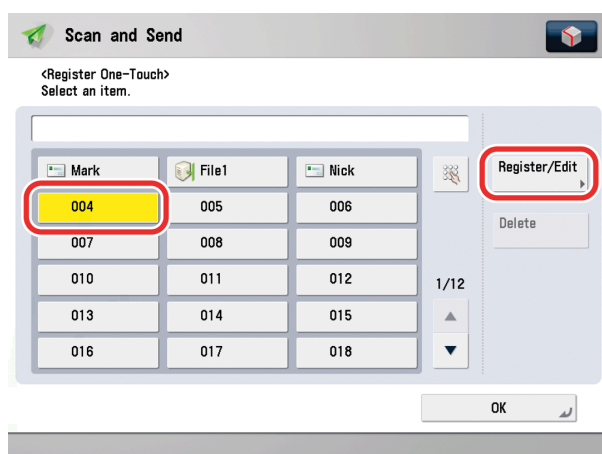
1. Press [One-Touch].




2. Press [Register].









3. select a one-touch button to store or edit → press [Register/Edit].





If you know the one-touch button's three digit number, press [] (One-Touch Button Number) → enter the three digit number of the desired one-touch button using 0 - 9 (numeric keys).

If you select a one-touch button already storing a destination, proceed to step 6.

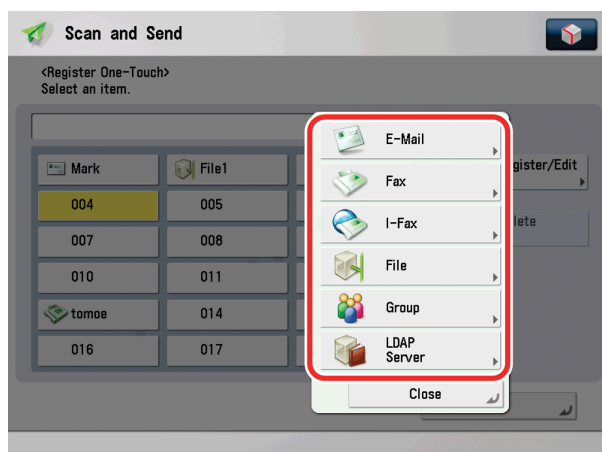
 For the one-touch button with settings already stored, one of the following icon is displayed to indicate the type of destination.

-  (E-Mail)
-  (Fax)
-  (I-Fax)
-  (File server)
-  (Group)

 If you select a one-touch button that already has destinations stored in it, the destinations are displayed.

 If you register multiple destinations as a group address in a one-touch button, the number of destinations registered in the group address is displayed.

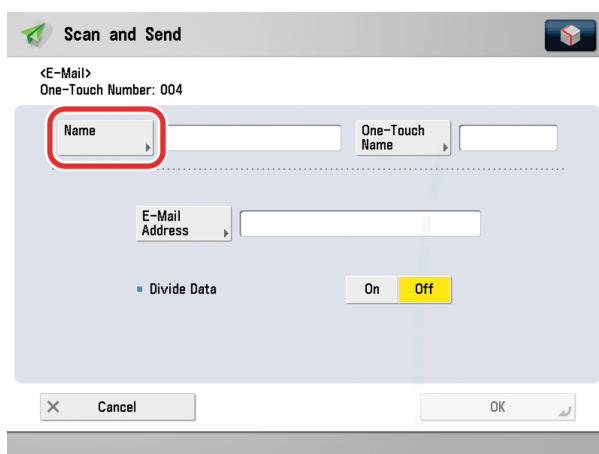
4. Select [E-Mail], [Fax], [I-Fax], [File], [Group], or [LDAP Server].



- If you select [Fax], see "Using the Machine to Send/Receive a Fax."
- If you select [E-Mail]:
- If you select [I-Fax]:
- If you select [File]:
- If you select [Group]:
- If you select [LDAP Server]:

● If you select [E-Mail]:

☐ Press [Name] → enter a name for the e-mail address → press [OK].



If you want to search the destination, search is performed using the text entered here. To search, you can sort the destination by the initial letter or narrow the search for destination by using a maximum of 24 characters. For more information on refining the destination, see "Using the Address Book(p.1-33)."

☐ Press [One-Touch Name] → enter a name for the one-touch button → press [OK].



☐ Press [E-Mail Address] → enter a name for the e-mail address → press [OK].

☐ Select [On] or [Off] for <Divide Data>.

Details of each item are shown below.

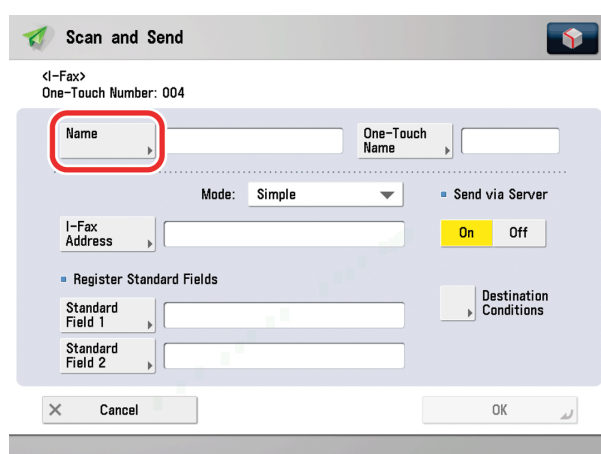
[On]: Select [On] if the destination's e-mail software has a function to combine divided data. If the size of the data being sent exceeds the value set for Maximum Data Size for Sending in E-Mail/I-Fax Settings in Send in Function Settings (Settings/Registration), the data is divided into multiple parts before being sent. Once the destination machine receives all the parts of the data, it combines them into one item of data.


[Off]: Select [Off] if the destination's e-mail software has no function to combine divided data. If the size of the data being sent exceeds the value set for Maximum Data Size for Sending in E-Mail/I-Fax Settings in Send in Function Settings (Settings/Registration), the data is divided into pages and sent as multiple e-mail messages.

-  Make sure to check the specifications of the destination's e-mail software before setting this mode. A sending error may occur if the destination's e-mail software is not able to combine divided data.
-  For more information on the maximum data size for sending, see [Maximum Data Size for Sending] in E-Mail/I-Fax Settings in Settings/Registration. (See [Maximum Data Size for Sending] in "Reference Guide.")

● If you select [I-Fax]:

☐ Press [Name] → enter a name for the I-fax address → press [OK].



-  If you want to search the destination, search is performed using the text entered here. To search, you can sort the destination by the initial letter or narrow the search for destination by using a maximum of 24 characters. For more information on refining the destination, see "Using the Address Book(p.1-33)."

- ☐ **Press [One-Touch Name] → enter a name for the one-touch button → press [OK].**


- ☐ **Press the Mode drop-down list → select [Simple] or [Full].**

<Mode>:


[Simple]: Sends scanned data as an image via the Internet.

[Full]: Sends scanned data as an image via the Internet, and enables you to receive a delivery confirmation message telling you whether your I-fax was sent successfully.

In order for you to receive a confirmation message telling you the delivery status of your I-fax document, the recipient's machine must have I-fax capabilities and be compatible with the Full mode.

 If you send documents using the Full mode to a machine that does not support the Full mode, delivery confirmation cannot be carried out. When this happens, the job concerned is not considered as complete even though the actual sending of the document is successful. Such jobs are displayed as <Waiting for TX result...> on the Status Monitor/Cancel screen until the time set for Full Mode TX Timeout in E-Mail/I-Fax Settings in Send in Function Settings (Settings/Registration) has lapsed. After the timeout, the job is moved to the log, and the result is shown as <-> when sending of the document to a server or other destination could not be verified.


- ☐ **Press [I-Fax Address] → enter the I-fax address → press [OK].**

 If you do not send documents via a server, and if the recipient's IP address is not registered with a DNS server, enter the domain name in the following format: (user)@(the recipient's IP address).

- ☐ **Press [Standard Field 1] and [Standard Field 2] → enter their respective standard fields → press [OK].**

Standard Field 1 and Standard Field 2 are settings required for using an Internet fax service. For details, contact your service provider.

If you do not use an Internet fax service, this step is not necessary.


 After pressing [OK], the standard field that you entered appears as asterisks (*****) on the I-Fax Settings screen.

☐ Select [On] or [Off] for <Send via Server>.

<Send via Server>

- [On]: Sends documents via a server. You can send documents to destinations via the Internet in the same way as e-mail.
- [Off]: Does not send documents via a server. You can send large amounts of image data to a recipient within the same LAN (Local Area Network) environment without placing a burden on the mail server. This enables you to send documents quickly and directly to the recipient. To use this setting, it is necessary to set up an MX (Mail eXchange) record on the DNS server. Ask your System Manager whether this type of sending is possible before you set Send via Server to 'Off'.

If you specify the Standard Field settings, set Send via Server to 'On'.

-  To be able to specify the Send via Server setting, set Use Send via Server to 'On' in E-Mail/I-Fax Settings in Send in Function Settings (Settings/Registration) beforehand. If Use Send via Server is set to 'Off', <Send via Server> is grayed out and cannot be pressed. (See [Use Send via Server] in "Reference Guide.")

It is recommended to set Allow MDN Not Via Server to 'On' in E-Mail/I-Fax Settings in Send in Function Settings (Settings/Registration). (See [Allow MDN Not Via Server] in "Reference Guide.")

-  Even if <Send via Server> is set to 'Off', delivery confirmation of documents sent using the Full mode is carried out via the server.

☐ Press [Destination Conditions].

☐ Select [On] or [Off] for <Divide Data>.

The screenshot shows the 'Scan and Send' dialog box with the following settings:

Setting	Value
Paper Size	A4/LTR (selected), B4, A3/11x17
Compression Method	MH (selected), MR, MMR
Resolution	200x100 dpi (selected), 200x200 dpi, 200x400 dpi, 300x300 dpi, 400x400 dpi, 600x600 dpi
Divide Data	On, Off (selected and highlighted with a red circle)
Receive in Color	On, Off (selected)

Buttons at the bottom: Cancel, OK.

Details of each item are shown below.

[On]: Select [On] if the destination machine has a function to combine divided data. If the size of the data being sent exceeds the value set for Maximum Data Size for Sending in E-Mail/I-Fax Settings in Send in Function Settings (Settings/Registration), the data is divided into multiple parts before being sent. Once the destination machine receives all the parts of the data, it combines them into one item of data.

[Off]: Select [Off] if the destination machine has no function to combine divided data. If the size of the data being sent exceeds the value set for Maximum Data Size for Sending in E-Mail/I-Fax Settings in Send in Function Settings (Settings/Registration), a sending error occurs.

- Set the destination conditions according to the specifications of the recipient's machine. An error in transmission may occur if you set conditions that the recipient's machine does not support.
- For more information on the maximum data size for sending, see [Maximum Data Size for Sending] in E-Mail/I-Fax Settings in Settings/Registration. (See [Maximum Data Size for Sending] in "Reference Guide.")

☐ Select [On] or [Off] for <Receive in Color>.

If you want to send in black-and-white:

- Press [Off] for <Receive in Color>.
- Select the paper size, compression method, and resolution → press [OK].

The following conditions are always selected:

Paper Size:	A4/LTR
Compression Method:	MH
Resolution:	200 × 100dpi, 200 × 200dpi

A5 included in [A4/LTR].

- Set the destination conditions according to the specifications of the recipient's machine. An error in transmission may occur if you set conditions that the recipient's machine does not support.

- Available compression methods are:

MH(Modified Huffman):	a coding system that horizontally scans and compresses extended areas of white and black dots.
MR(Modified Read):	a coding system that horizontally and vertically scans and compresses white and black areas. Faster than MH.
MMR(Modified Modified Read):	an adaptation of Modified Read, originally for use in digital machines. Faster than MR.

If you want to send in colour:

- Press [On] for <Receive in Color> → press [Next].
- Select the paper size and resolution → press [OK].

The following conditions are always selected:

Paper Size:	A4/LTR
Resolution:	200 × 100dpi, 200 × 200dpi

A5 included in [A4/LTR].

- Set the destination conditions according to the specifications of the recipient's machine. An error in transmission may occur if you set conditions that the recipient's machine does not support.

☐ Press [OK].

- If you select [File]:

- Press [Name] → enter a name for the file server → press [OK].

The screenshot shows the 'Scan and Send' dialog box. At the top, it says '<File>' and 'One-Touch Number: 004'. Below this, there's a 'Name' field which is highlighted with a red rectangle. To its right is a 'One-Touch Name' field. Below these, there's a 'Protocol' dropdown menu currently set to 'Windows (SMB)'. Underneath the protocol, there are four rows of fields: 'Host Name', 'Folder Path', 'User', and 'Password'. To the right of these fields are two buttons: 'Search Host' and 'Browse'. Further to the right is a checkbox labeled 'Enter Password Everytime'. At the bottom of the dialog are 'Cancel' and 'OK' buttons.

● If you want to search the destination, search is performed using the text entered here. To search, you can sort the destination by the initial letter or narrow the search for destination by using a maximum of 24 characters. For more information on refining the destination, see "Using the Address Book(p.1-33)."

- Press [One-Touch Name] → enter a name for the one-touch button → press [OK].

- Press the Protocol drop-down list → select the desired protocol.

● For more information on the available protocols, see "Using the Keyboard(p.1-56)."

- Set [Host Name], [Folder Path], [User], and [Password].

If [Enter Password Everytime] is set to 'On', when sending to a file server, a screen to enter the registered password is displayed.

● For instructions on specifying each of the settings for FTP, Windows (SMB), and WebDAV, see "File Server(p.1-55)."

- Press [OK].

● If you select [Group]:

- ☐ Press [Name] → enter a name for the group address → press [OK].

The screenshot shows the 'Scan and Send' interface. At the top, it says '<Group>' and 'One-Touch Number: 004'. Below this, there are two input fields: 'Name' and 'One-Touch Name'. The 'Name' field is highlighted with a red rectangle. Below these fields is a table with columns 'Type', 'Name', and 'Destination'. The table is currently empty. To the right of the table, there is a '1/1' indicator and up/down arrow buttons. At the bottom of the table area, there are three buttons: 'Add from One-Touch', 'Store in Mail Box', and 'Delete'. At the very bottom of the screen, there are 'Cancel' and 'OK' buttons.


● If you want to search the destination, search is performed using the text entered here. To search, you can sort the destination by the initial letter or narrow the search for destination by using a maximum of 24 characters. For more information on refining the destination, see "Using the Address Book(p.1-33)."



- ☐ Press [One-Touch Name] → enter a name for the one-touch button → press [OK].

- ☐ Select a destination to store in the group address from [Add from One-Touch] or [Store in Mail Box] → press [OK].

Only one mail box can be stored in a group address.

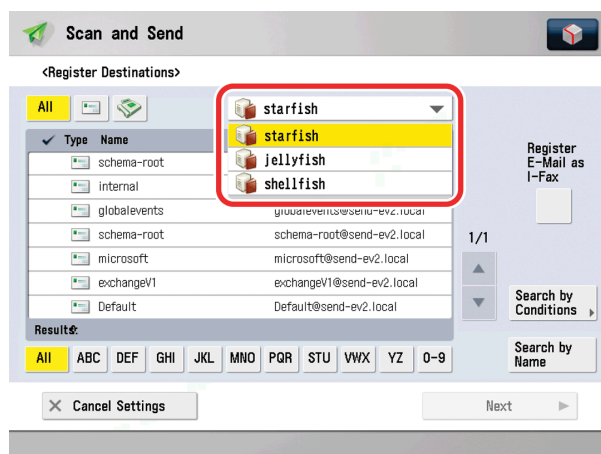
Only destinations that are already stored in one-touch buttons can be selected as part of a one-touch button group address.

If you know the one-touch button's three digit number, press [] (One-Touch

Button Number) → enter the three digit number of the desired one-touch button using  -  (numeric keys).

● If you select [LDAP Server]:

- Press the **Server to Search** drop-down list → select the desired server to search.



If the Enter Network Password screen is displayed, enter the user name and the password → press [OK]. After pressing [OK], the password that you entered appears as asterisks (*****) on the Enter Network Password screen. The Enter Network Password screen is displayed if either one of the following is true:

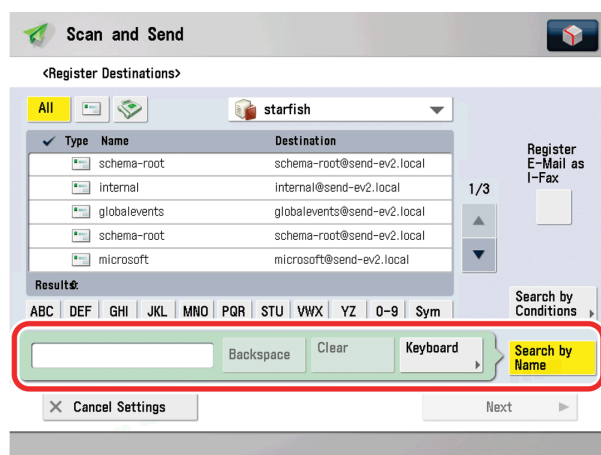
- If <Login Information> in Register LDAP Server in Set Destination (Settings/Registration) is set to 'Use', and <Display Authentication Screen When Searching> on the same screen is set to 'On'.
- If the user name, password, and domain name specified in Register LDAP Server in Set Destination (Settings/Registration) are incorrect.
- If multiple LDAP servers are registered and [Auto Search When Using LDAP Server] is set to 'On' in Set Destinations (Settings/Registration), the first registered server displayed on the drop-down list is searched.

□ Specify the search criteria.

- If a new destination search is performed when a search result is already displayed on the destination list screen, the displayed search result is cleared.
- If the search result for specified criteria is displayed, the search result is cleared and search for all criteria is processed when you press [ALL].
- If Auto Search When Using LDAP Server is set to 'Off' in Set Destination (Settings/Registration), nothing is displayed on the destination list screen until a search is performed.
- If the search result from [Search by Conditions] is displayed on the search list screen, you cannot additionally press [Search by Name] to narrow the search by name.
- If you want to search for a destination that is registered with an e-mail address and a fax number, you can search for the e-mail address by entering the fax number as the search criterion, and vice versa.

If you want to narrow the search for destination by entering characters of the name on the keyboard:

- Press [Search by Name] → [Keyboard].

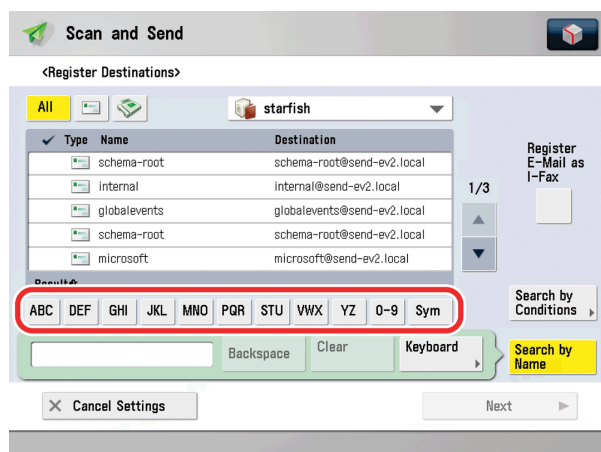


- Enter the text to search on the keyboard screen → press [OK].

Enter the first character of the name for the destination. You cannot search if you enter a character other than the first character of the name.


If you want to narrow the search for destination by searching the initial letter of the name:






- Press [Search by Name].
- Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number.



Scan and Send

<Register Destinations>

All  starfish

Type	Name	Destination
	schema-root	schema-root@send-ev2.local
	internal	internal@send-ev2.local
	globalevents	globalevents@send-ev2.local
	schema-root	schema-root@send-ev2.local
	microsoft	microsoft@send-ev2.local

1/3

Result:

ABC DEF GHI JKL MNO PQR STU VWX YZ 0-9 Sym

Backspace Clear Keyboard

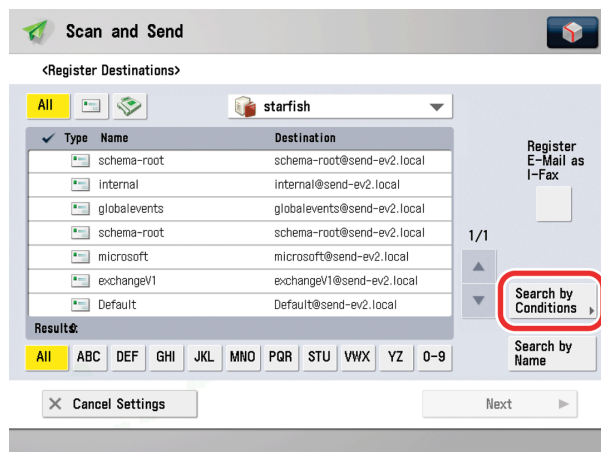
Search by Conditions

Search by Name

Cancel Settings Next


If you want to search for destination by entering search criteria:








- Press [Search by Conditions].



Scan and Send

<Register Destinations>

All  starfish

Type	Name	Destination
	schema-root	schema-root@send-ev2.local
	internal	internal@send-ev2.local
	globalevents	globalevents@send-ev2.local
	schema-root	schema-root@send-ev2.local
	microsoft	microsoft@send-ev2.local
	exchangeV1	exchangeV1@send-ev2.local
	Default	Default@send-ev2.local

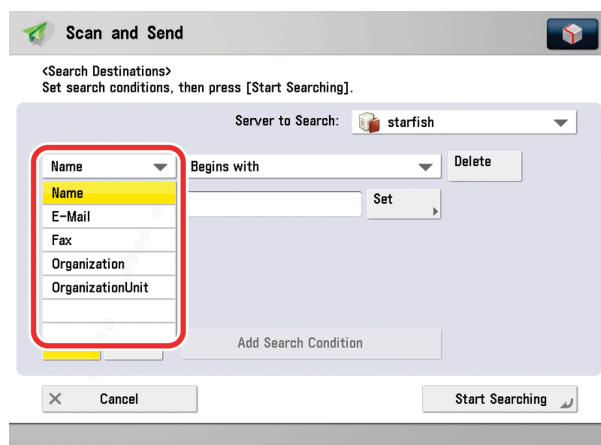
1/1

Search by Conditions

Search by Name

Cancel Settings Next



- Press the search category drop-down list → select the desired search category.



Scan and Send

<Search Destinations>
Set search conditions, then press [Start Searching].

Server to Search: starfish

Name  Begins with  Delete

Name
E-Mail
Fax
Organization
OrganizationUnit

Set

Add Search Condition

Cancel Start Searching

The available search categories are:

[Name]:	Search by name.
[E-Mail]:	Search by e-mail address.
[Fax]:	Search by fax number.
[Organization]:	Search by organization name.
[OrgnztionUnit]:	Search by organizational unit (e.g., departments in an organization).

For example, if cn(common name)=user1, ou(organization unit)=salesdept, o(organization)=canon, c(country)=jp is the distinguished name in the directory, enter the organization/organizationUnit of the user as follows:

- organization=canon
- organizationUnit=salesdept

- The organization/organizationUnit can be used as search categories only if the information has been registered on the LDAP Server.
- Detailed Search by organization/organizationUnit may not be performed, depending on whether the attribute types have been registered on the LDAP server, and depending on the type of application on the server.
- You can also add additional user-defined search attributes. For more information on registering or editing a search attribute, see [Register/Edit LDAP Search] in "Reference Guide."
- Press the search condition drop-down list → select the desired search condition.

You can select from the following search conditions:

[Contains]:	The result must contain the entered name, e-mail address, fax number, organization, or organizational unit.
[Does Not Contain]:	The result must not contain the entered name, e-mail address, fax number, organization, or organizational unit.
[Equals]:	The result must be exactly the same as the entered name, e-mail address, fax number, organization, or organizational unit.
[Differs from]:	The result must be different from the entered name, e-mail address, fax number, organization, or organizational unit.
[Begins with]:	The result must begin with the same first few letters that you entered for the name, e-mail address, fax number, organization, or organizational unit.
[Ends with]:	The result must end with the same last few letters that you entered for the name, e-mail address, fax number, organization, or organizational unit.

- Press [Set] → enter the search criterion → press [OK].



If you want to edit the stored search criteria, press [Set] → enter the new search criteria.

To continue adding more search criteria, press [or] or [and] → repeat the procedure above.

[or]: The machine searches and returns a result for either of the specified search criteria.


[and]: The machine searches and returns a result for all of the specified search criteria.

To delete the search criteria, press [Delete]. If you want to set new search criteria, press [Delete] → repeat steps to specify the search criteria.

-  You can specify up to four different search criteria at a time.
-  If you specify three or more search criteria, you cannot use both [or] and [and] together.

☐ **Press [Start Searching].**

To cancel searching while the machine is searching for your criteria, press [Stop]. If the machine finds some results before you press [Stop], these search results are displayed.

-  If you press [Start Searching] without specifying any search criteria, all the addresses stored on the LDAP server are displayed.

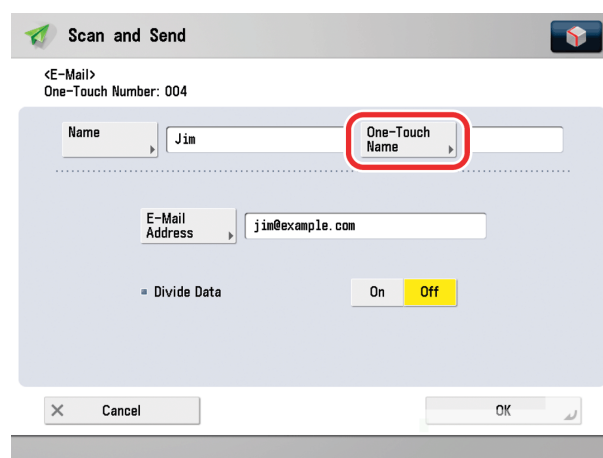
☐ **Select the destination that you want to store in the Address Book from the search results → press [Next].**


You cannot select multiple destinations.

You can register the selected e-mail address as an I-fax address by pressing [Register e-mail address for I-Fax]. To register e-mail addresses as I-fax addresses, register one e-mail address at a time.

-  To cancel a selected destination, select the destination again.

☐ **Press [One-Touch Name] → enter a name for the one-touch button → press [OK].**



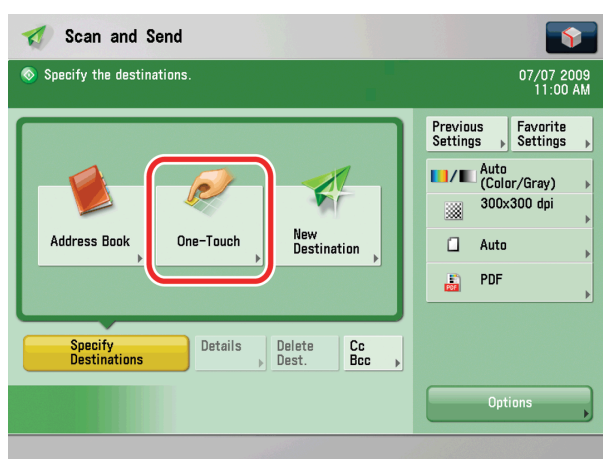
-  The information that can be obtained via the LDAP server consists of only names, e-mail addresses, and fax numbers.

5. Press [OK].

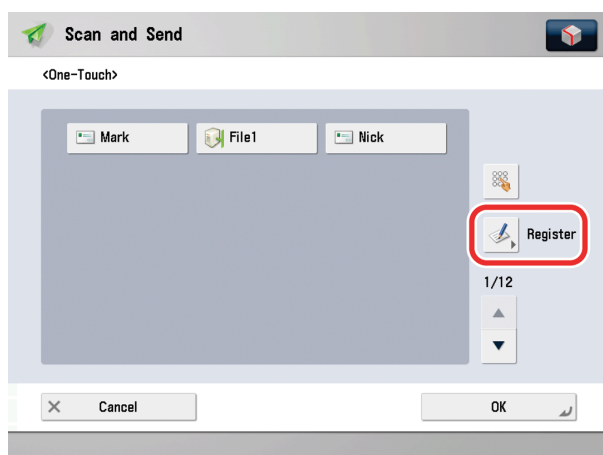
Deleting One-Touch Button

You can delete the destinations that you have stored in one-touch buttons.

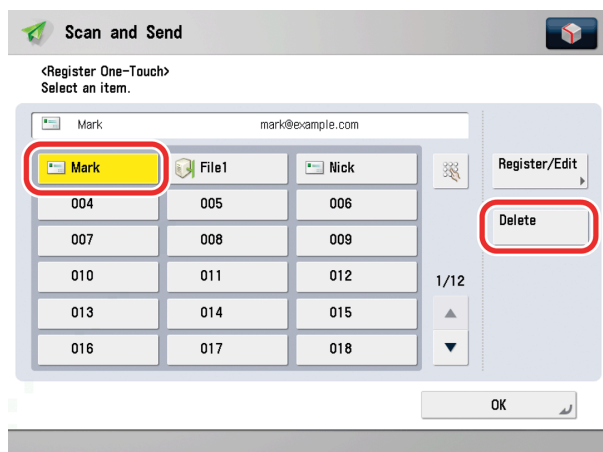
1. Press [One-Touch].





2. Press [Register].









3. Select the button containing the destination you want to delete → press [Delete].



If you know the one-touch button's three digit number, press [] (One-Touch Button Number) → enter the three digit number of the desired one-touch button using 0 - 9 (numeric keys).

 For the one-touch button with settings already stored, one of the following icon is displayed to indicate the type of destination.

-  (E-Mail)
-  (Fax)
-  (I-Fax)
-  (File server)
-  (Group)

 If you select a one-touch button that already has destinations stored in it, the destinations are displayed.

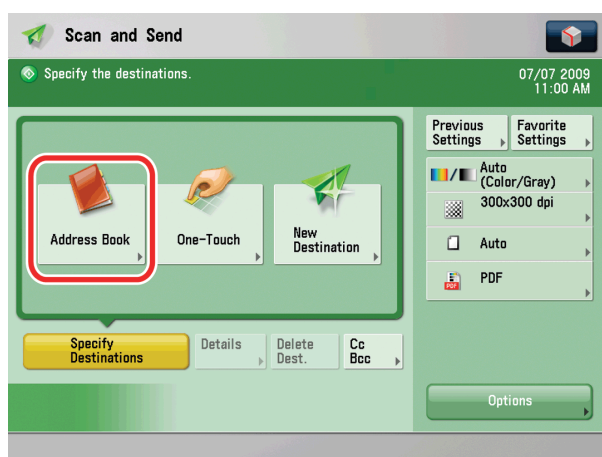
4. A screen appears, asking for your confirmation to delete the settings → press [Yes].

5. Press [OK].

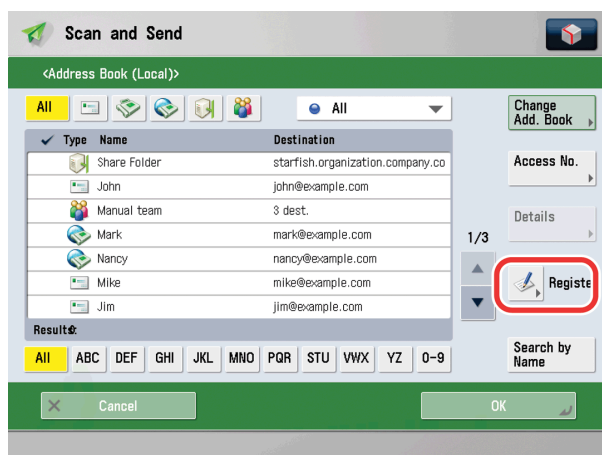
Editing Address Details

You can change destination details as necessary. You can only edit destinations stored in the Local address book.

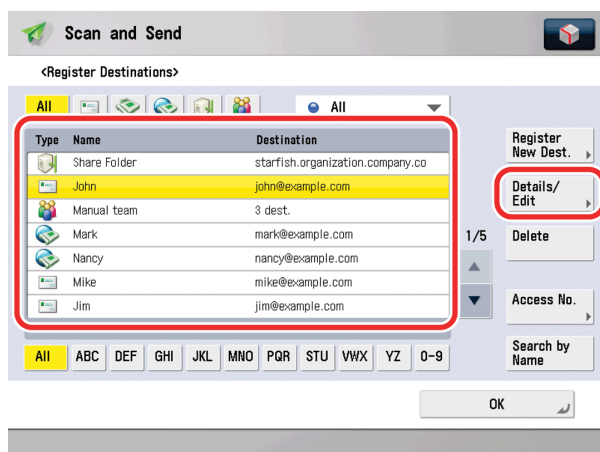
1. Press [Address Book].



2. Press [Register].



3. Select the destination to be changed → press [Details/Edit].



The following are the various methods you can search for the destination. Also, you can search using a combination of these methods.

<Specify Type of Destination button>:

If you press [All], [E-Mail], [Fax], [I-Fax], [File], or [Group], destinations for each type are displayed.

If you select [All], the destinations stored in the one-touch buttons are displayed. However, you cannot edit these destinations. For instructions on storing and editing one-touch buttons, see "Storing/Editing One-Touch Button(p.1-118)."

<Address List drop-down list>:

Press the Address List drop-down list to display a list of Address Lists 1 to 10 or one-touch buttons. Address Lists categorize the addresses stored in the Address Book.

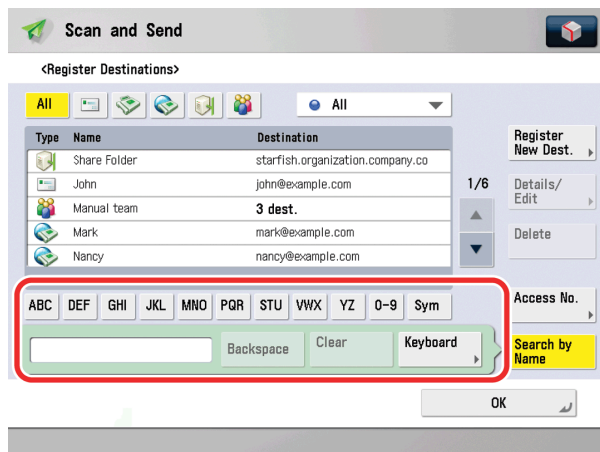
You cannot select a one-touch button stored in an Address List.

<Search Initial Letter button>:

Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries. Press [All] to return to the full address list.

[Search by Name]:

If [Search by Name] is pressed, the pup-up screen for refining the address book is displayed.



You can refine the search by entering not only the first character of the destination name but as many characters as you like. Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can also refine the addresses display by

specifying the multiple letters pressing [Keyboard].

Details of each item are shown below.

[Backspace]: Press to delete the last letter entered.


[Clear]: Press to delete all of the text entered.

[Keyboard]: Displays the keyboard on the touch panel display.

Press [Search by Name] to return to the previous screen.






[Access No.]:

If you select a destination that is stored with an access number, press [Access No.] and then enter the access number using 0 - 9 (numeric keys). If you press [Addresses without Access Number], the destinations that are not managed with an access number are displayed.

 [Access No.] is displayed on the screen only if Manage Address Book Access Number is set to 'On' in Set Destination (Settings/Registration). (See [Manage Address Book Access Number] in "Reference Guide.")

4. Edit the address details.

You cannot change the Address List of a group address, or change the Address List of a destination registered in a group address.

-  For instructions on setting fax addresses, see "Using the Machine to Send/Receive a Fax."
-  For instructions on setting e-mail addresses, see "E-Mail Addresses(p.1-91)."
-  For instructions on setting I-fax addresses, see "I-Fax Addresses(p.1-95)."
-  For instructions on setting file server addresses, see "File Server Addresses(p.1-101)."
-  For instructions on setting group addresses, see "Group Addresses(p.1-104)."

5. Press [OK].



- If Manage Address Book Access Number is set to 'On':
- If Manage Address Book Access Number is set to 'Off':

● If Manage Address Book Access Number is set to 'On':

☐ Press [Next].

☐ Press [Access No.].

☐ Press [Access No.] → enter the access number using 0 - 9 (numeric keys).

- ☐ **Press [Confirm] → re-enter the access number for confirmation using  -  (numeric Keys) → press [OK] → [OK].**

If you do not want to set an access number for this destination, press [OK] without entering any number.

You can enter up to seven digits for the access number. If you enter fewer than seven digits, the machine stores the access number with leading zeros.


Example: If <321> is entered, <0000321> is stored.


You cannot store an access number with only zeros as the number, such as <0000000>. If you enter a number that begins with zeros, the leading zeros are ignored.

Example: If <02> or <002> is entered, <0000002> is stored.

● If Manage Address Book Access Number is set to 'Off':

- ☐ **Press [OK].**

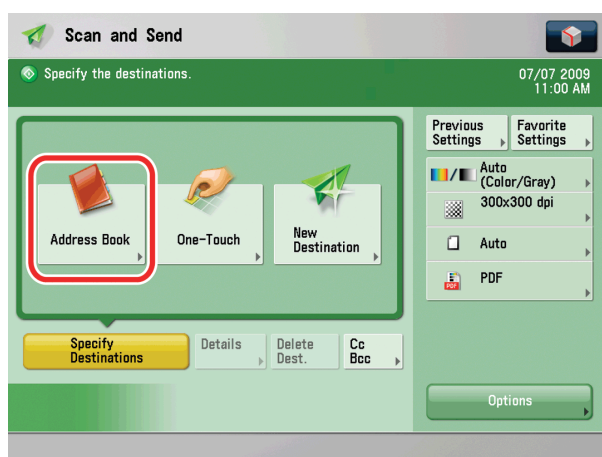
 If you want to manage destinations with the Manage Address Book Access Number mode, set Manage Address Book Access Number to 'On' in Set Destination (Settings/Registration). (See [Manage Address Book Access Number] in "Reference Guide.")

 If there is any required destination setting that has not yet been set after registering the access number, the screen for specifying the destination settings is displayed again.

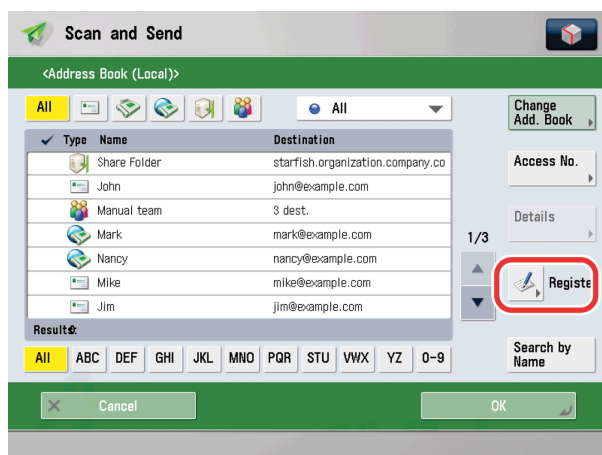
Deleting Addresses

You can delete destinations stored in the address book. You can only delete destinations stored in the Local address book.

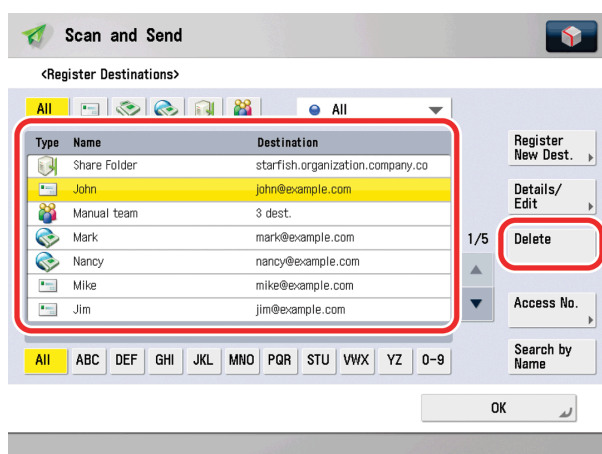
1. Press [Address Book].



2. Press [Register].



3. Select the destination to be deleted → press [Delete].



You cannot delete multiple destinations at the same time.

The following are the various methods you can search for the destination. Also, you can search using a combination of these methods.

<Specify Type of Destination button>:

If you press [All], [E-Mail], [Fax], [I-Fax], [File], or [Group], destinations for each type are displayed.

If you select [All], the destinations stored in the one-touch buttons are displayed. However, you cannot delete these destinations. [Delete] is grayed out and cannot be pressed. For instructions on deleting one-touch buttons, see "Deleting One-Touch Button(p.1-133)."

<Address List drop-down list>:

Press the Address List drop-down list to display a list of Address Lists 1 to 10 or one-touch buttons. Address Lists categorize the addresses stored in the Address Book.

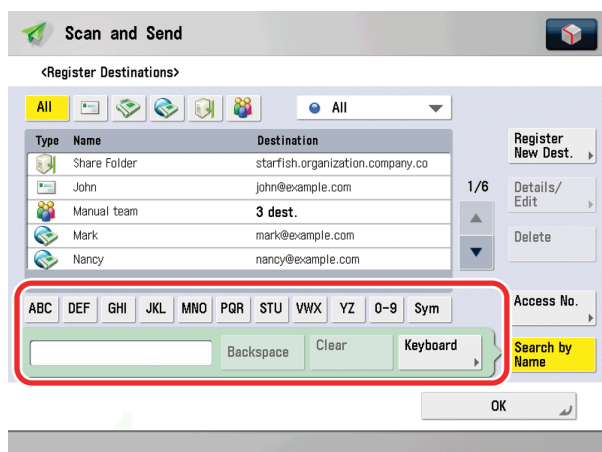
You cannot select a one-touch button stored in an Address List.

<Search Initial Letter button>:

Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries. Press [All] to return to the full address list.

[Search by Name]:

If [Search by Name] is pressed, the pup-up screen for refining the address book is displayed.



You can refine the search by entering not only the first character of the destination name but

as many characters as you like. Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can also refine the addresses display by specifying the multiple letters pressing [Keyboard].

Details of each item are shown below.

[Backspace]: Press to delete the last letter entered.


[Clear]: Press to delete all of the text entered.

[Keyboard]: Displays the keyboard on the touch panel display.

Press [Search by Name] to return to the previous screen.

[Access No.]:

If you select a destination that is stored with an access number, press [Access No.] and then enter the access number using ① - ⑨ (numeric keys). If you press [Addresses without Access Number], the destinations that are not managed with an access number are displayed.


 [Access No.] is displayed on the screen only if Manage Address Book Access Number is set to 'On' in Set Destination (Settings/Registration). (See [Manage Address Book Access Number] in "Reference Guide.")

4. Press [OK].

Colour Settings

This machine comes with two Automatic Color Selection modes. You can also manually select the Full Color, Grayscale, or Black-and-White mode whenever necessary.

Remark

- The default setting is 'Auto (Color/Gray)'.
- If the Preview mode is set, you can verify the images from the Preview screen before sending your document. (See "Preview(p.1-226).")
- To cancel all settings, press .

● Auto (Color/Gray)

If the Auto (Color/Gray) mode is selected, the machine automatically recognizes whether the original is in colour or black-and-white. Colour originals are scanned in the Full Color mode, while black-and-white originals are scanned in the Grayscale mode.

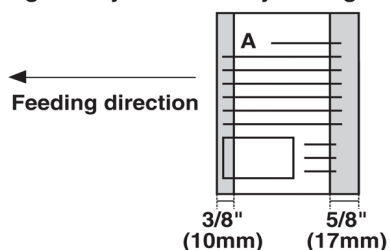
● Auto (Color/Black)

If the Auto (Color/Black) mode is selected, the machine automatically recognizes whether the original is in colour or black-and-white. Colour originals are scanned in the Full Color mode, while black-and-white originals are scanned in the Black-and-White mode.

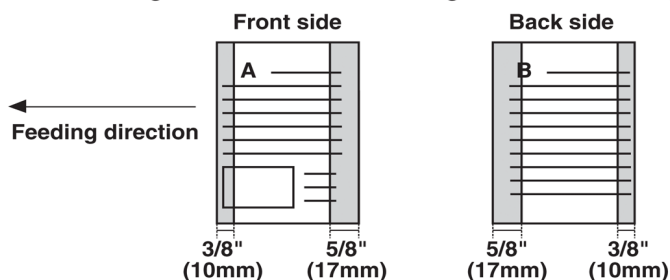
Remark

- When [Auto(Color/Gray)] or [Auto(Color/Black)] is set and your originals contain colour sections, the machine scans them in the Full Color mode. However, the machine may scan the colour originals in the Black-and-White mode under the following conditions. To avoid this, set the colour mode to 'Full Color'.
 - If the originals contain a few colour sections
 - If the originals contain light colour densities
 - If the colour sections of the original are close to black
 - If the colour sections are located only on the left side on the left side (within 10 mm from the left edge) or on the right side (within 17 mm from the right edge) of the originals when placing the originals into the feeder

When scanning one-sided originals, or each sided of two-sided originals by automatically turning them over.



When scanning each side of two-sided originals simultaneously.



Full Color

The Full Color mode always scans in colour regardless of whether the original is in colour or black-and-white. If either of the [Auto(Color/Gray)] or [Auto(Color/Black)] is selected, originals that contain few colour sections, or originals with light colour densities and colours close to black may be scanned in the Grayscale or Black-and-White mode. If this happens, select the Full Color mode manually.

Remark

- If a black-and-white original is scanned in the Full Color mode, it is counted as a colourscan.

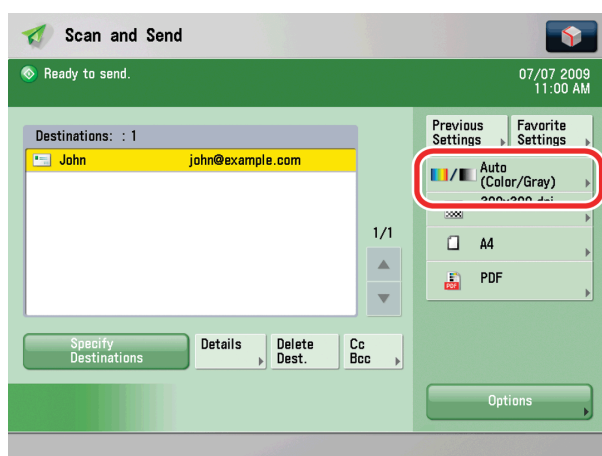
Grayscale

The Grayscale mode always scans in grayscale regardless of whether the original is in colour or black-and-white.

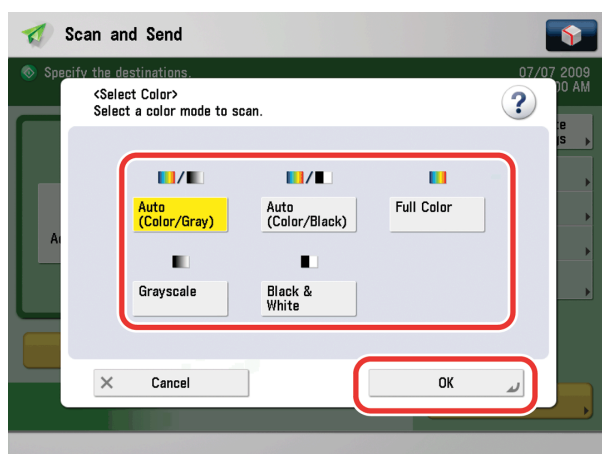
Black & White

The Black-and-White mode always scans in black-and-white regardless of whether the original is in colour or black-and-white.

1. Place your originals → press the Select Color button.



2. Select [Auto(Color/Gray)], [Auto(Color/Black)], [Full Color], [Grayscale], or [Black & White] → [OK].




- ① If [PDF(Trace)], [PDF(Compact)], or [XPS(Compact)] is selected as the file format, the colour mode is automatically changed to [Auto(Color/Gray)] even if you set the colour mode to [Auto(Color/Black)]. If you want to send the document in the Auto (Color/Black) mode, change the file format to anything other than [PDF(Trace)], [PDF(Compact)], or [XPS(Compact)].
- ① If [PDF(Trace)], [PDF(Compact)], or [XPS(Compact)] is selected as the file format, the colour mode is automatically changed to [Gray] even if you set the colour mode to [Black & White]. If you want to send the document in the Black-and-White mode, change the file format setting to anything other than [PDF(Trace)], [PDF(Compact)], or [XPS(Compact)].
- ② When [PDF(Trace)], [PDF(Compact)], or [XPS(Compact)] is selected as the file format, if you specify [Auto(Color/Black)] or [Black & White] as the colour mode and press [OK], a message asking for your confirmation to change the file format appears on the screen.
- ② If [OOXML] is selected as the file format, you can only send in [Auto(Color/Gray)], [Full Color], or [Grayscale].

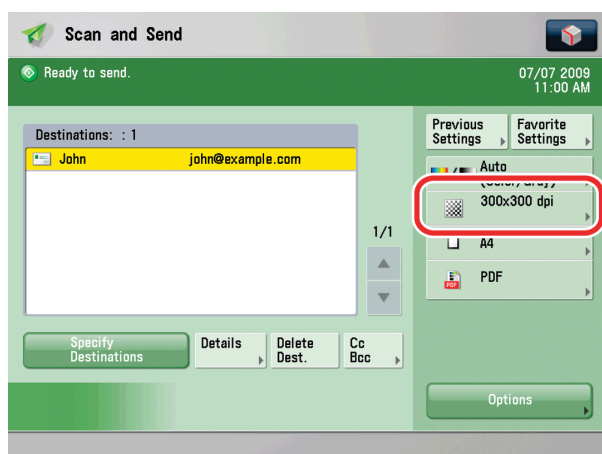
Resolution Settings

You can specify the resolution before scanning the original.

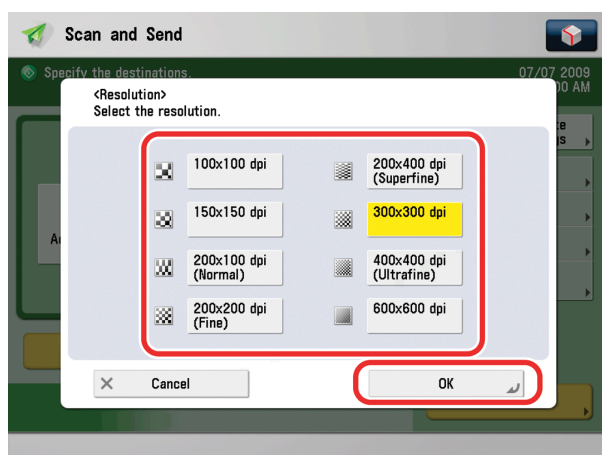
Remark

- The maximum size of an image that you can send at 600 x 600 dpi resolution is A3. If the image exceeds this size, it may be cut off.
- If you send a long original at 600 × 600 dpi, the periphery of the original image may be cut off slightly.
- The default setting is '300 x 300 dpi'.
- If [OOXML] is selected as the file format, you can only send in [300 x 300 dpi] or [600 x 600 dpi].
- If the Preview mode is set, you can verify the images from the Preview screen before sending your document. (See "Preview(p.1-226).")
- To cancel all settings, press .

1. Place your originals → press the Resolution button.



2. Select a resolution → press [OK].




- If [PDF(Trace)], [PDF(Compact)], or [XPS(Compact)] is selected as the file format, and you select any resolution other than [300 × 300 dpi], and then press [OK], a message asking for your confirmation to change the PDF or XPS file format appears on the screen.

Scan Size Settings

You can manually specify the scan size when the machine cannot detect the paper size automatically, such as when scanning transparencies. Specify the scan size as well, if you want to scan an A3 original with an image that extends all the way to the edges without the periphery of the original being cut off. You can also store the specified scan size.

Remark

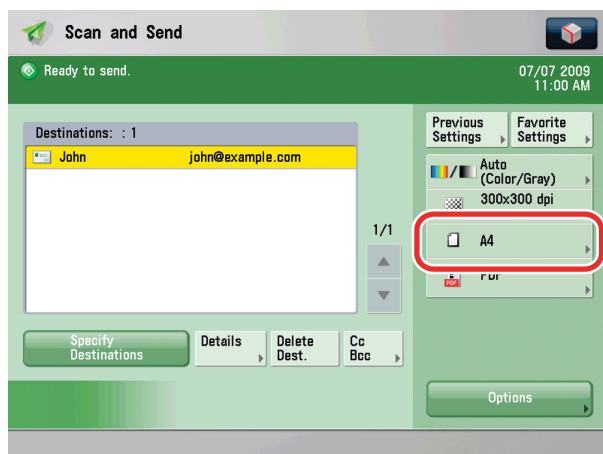
- | | |
|---|---|
| <ul style="list-style-type: none"> ○ You cannot select [Auto] when scanning the following types of originals. Specify the size of these documents manually. <ul style="list-style-type: none"> ● Nonstandard size originals ● Highly transparent originals, such as transparencies ● Originals with an extremely dark background ● Originals smaller than A5 ○ If the original is placed in the feeder, you cannot scan by selecting [Custom] in Scan Size. ○ If you select [Long Original], place your originals into the feeder. You cannot specify the size of a long original that is placed on the platen glass. ○ If [Long Original] is selected as the scan size, documents can be sent only at a zoom ratio of 100%. ○ If [Long Originals] is selected, you cannot send in the following file format. <ul style="list-style-type: none"> ● PDF(Trace & Smooth) ● PDF(OCR) ● PDF(OCR) ● OOXML ● OOXML(OCR) | <ul style="list-style-type: none"> ○ If the colour mode is set to [Auto(Color/Black)], [Auto(Color/Gray)], [Full Color], or [Grays], a long originals cannot be selected. However, if only an I-fax address is specified as the destination, a long originals can be selected regardless of the colour mode settings. ○ If you select [Custom] in Scan Size, you cannot select [Finished Stamp]. ○ If you scan a registered scan size, the scanned image is not rotated automatically. ○ If the Preview mode is set, you can verify the images from the Preview screen before sending your document. (See "Preview(p.1-226).") ○ To cancel all settings, press . |
|---|---|

Specifying the Scan Size (p.1-147)

Registering the Scan Size (p.1-151)

Specifying the Scan Size

1. Place your originals → press the Select Scan Size button.

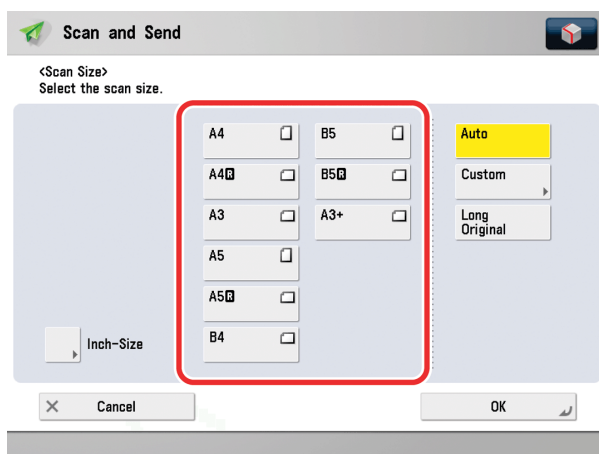


2. Select the scan size.

- If you want to scan a standard scan size:
- If you want to scan a nonstandard scan size:
- If you want to scan a registered scan size:

● If you want to scan a standard scan size:

□ Select the desired scan size.

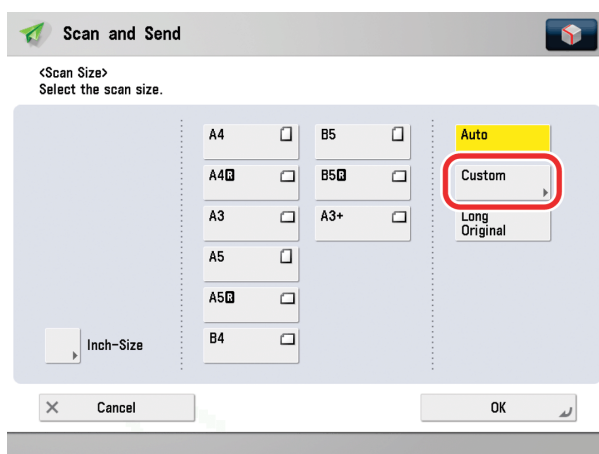


If you want to scan an A3 original with an image that extends all the way to the edges without the periphery of the original being cut off, place the original on the platen glass → press [A3+]. (See "Reference Guide.")

- To select an inch size, press [Inch-size].
- If you want to scan originals longer than 432 mm, press [Long Original]. The maximum length of originals that you can scan is 630 mm.
- When you press [Long Original], a document with a length of 630 mm or more can be scanned and sent to approximately 900 mm. Although it is possible, the length of the image actually sent is restricted to 630 mm.

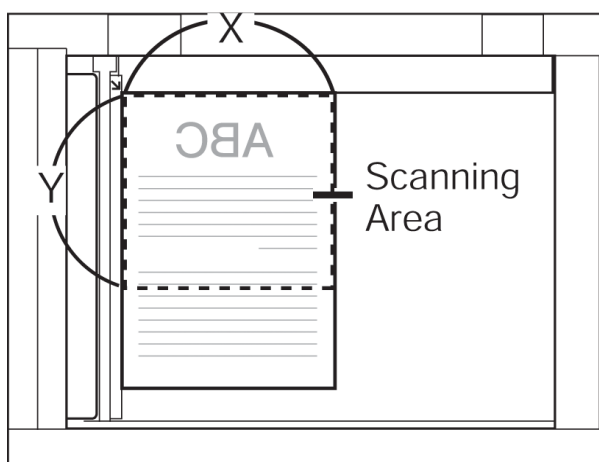
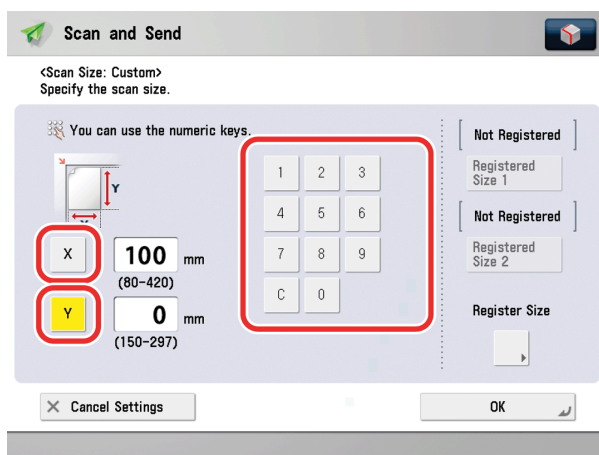
● If you want to scan a nonstandard scan size:

□ Press [Custom].



□ Press [X] (horizontal axis) → enter a value.

- ☐ Press [Y] (vertical axis) → enter a value.

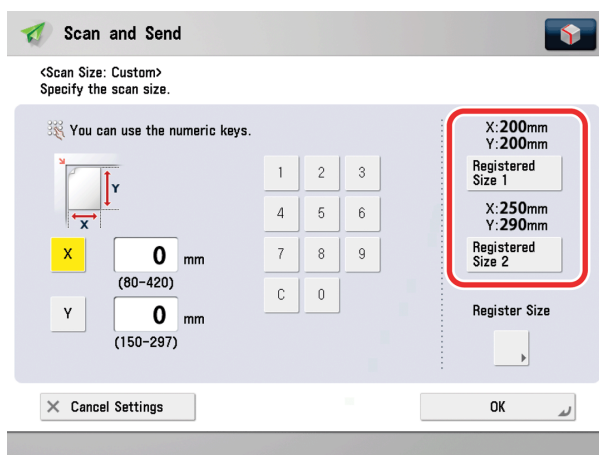


The Platen Glass

- If you want to scan a registered scan size:

- ☐ Press [Custom].

□ Press [Registered Size 1] or [Registered Size 2].

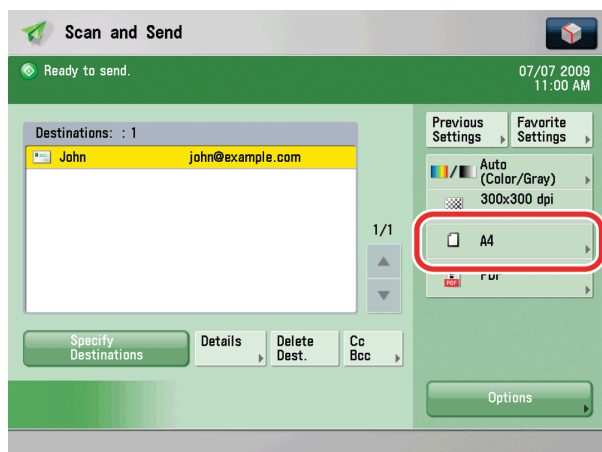


- To select a registered scan size, you need to register the scan size beforehand. (See "Registering the Scan Size(p.1-151).")
- The registered scan size is displayed on top of the key in which it is registered.

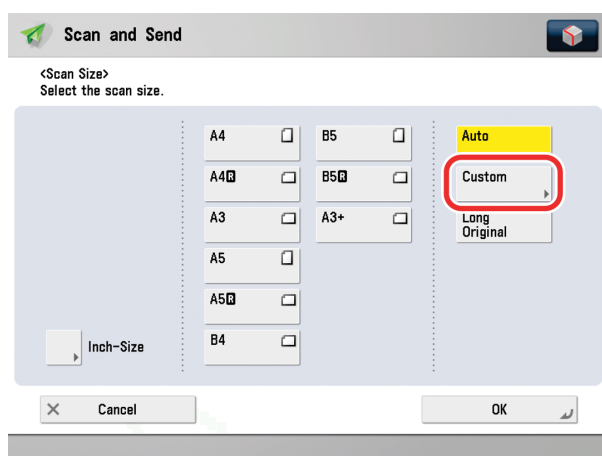
3. Press [OK].

Registering the Scan Size

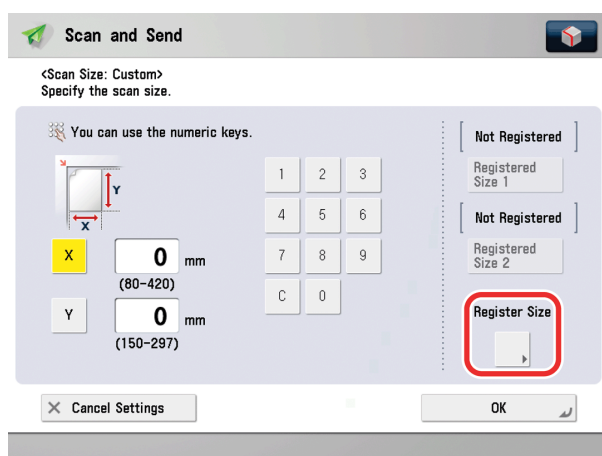
1. Press the Select Scan Size button.



2. Select [Custom].




3. Press [Register Size].



4. Press [Registered Size 1] or [Registered Size 2] → enter the scan size using the numeric keys on the touch panel display.

☐ Press [X] (horizontal axis) → enter a value.

☐ Press [Y] (vertical axis) → enter a value.

 If you register a new scan size in a key that already has a scan size stored in it, the new scan size overwrites the previously registered scan size.


5. Press [OK].

Setting the File Format to Send a Document in

You can select PDF XPS, OOXML(pptx), JPEG, or TIFF as the file format to send a document in. If you send in PDF, XPS, or OOXML(pptx) format, you can set the additional settings listed below.

- PDF: [Trace & Smooth]
[Compact]
[OCR(Text Searchable)]
[Encrypt]
[Add Digital Signatures]
[Reader Extensions]
- XPS: [Compact]
[OCR(Text Searchable)]
[Add Digital Signatures]
- OOXML: [OCR(Text Searchable)]

Remark

- | | |
|--|---|
| <ul style="list-style-type: none"> ☞ The default setting is 'PDF(Compact)'. ☞ Specify an e-mail or file server destination. ☞ To view a PDF file or to search a text in a PDF file, software that supports the PDF format (such as Adobe Reader/Adobe Acrobat) is required. ☞ To view an XPS file or to search a text in an XPS file, software that supports the XPS format (such as XPS Document Viewer) is required. | <ul style="list-style-type: none"> ☞ To view an OOXML file or to search a text in an OOXML file, software that supports the OOXML format (such as Microsoft Office PowerPoint 2007) is required. ☞ If Preview mode is set, you can verify the images from the Preview screen before sending your document. (See "Preview(p.1-226).") ☞ To cancel all settings, press  . |
|--|---|

Setting the File Format (p.1-154)

Trace & Smooth (p.1-161)

Compact PDF or XPS (p.1-164)

Searchable PDF/XPS/OOXML (p.1-167)

Adding a Digital Signature to a PDF or XPS (p.1-170)

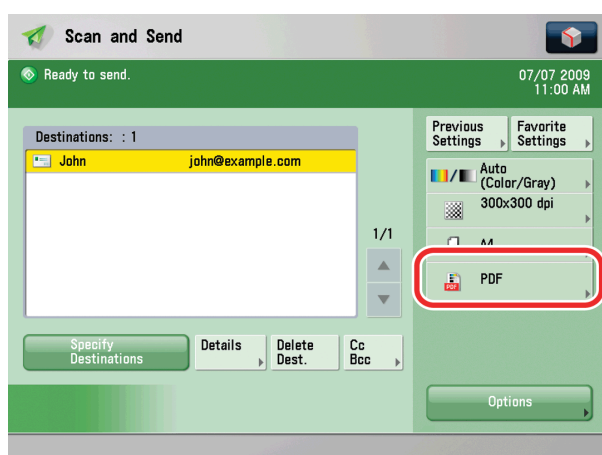
Encrypting PDF Files (p.1-181)

Reader Extensions (p.1-187)

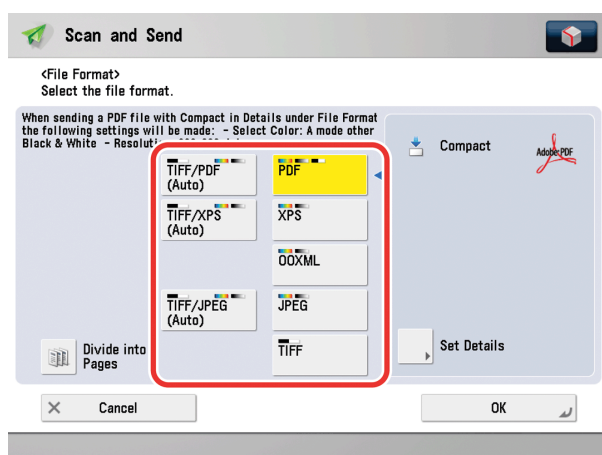
Setting the File Format

You can send a scanned document to a file server or as an e-mail attachment.

1. Place your originals and specify the destination → press the File Format button.



2. Select a file format.



[File Formats]:

[TIFF/PDF(Auto)]:

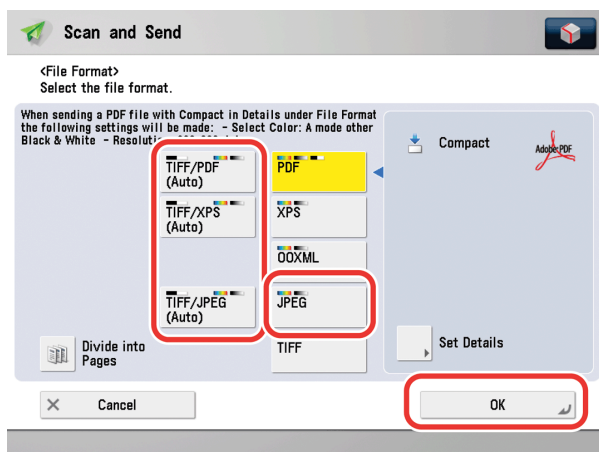
Sends the file in either the TIFF (Black-and-White) or PDF (Grayscale/Color) format. If you select this file format, [TIFF/PDF] is displayed on the Scan and Send Basic Features screen.

[TIFF/XPS(Auto)]:	Sends images in either the TIFF (Black-and-White) or XPS (Grayscale/Color) format. If you select this file format, [TIFF/XPS] is displayed on the Scan and Send Basic Features screen.
[TIFF/JPEG (Auto)]:	Sends images in either the TIFF (Black-and-White) or JPEG (Grayscale/Color) format. If you select this file format, [TIFF/JPEG] is displayed on the Scan and Send Basic Features screen.
[PDF]:	Sends the file in the PDF format regardless of the colour mode. You can also specify [Trace & Smooth], [Compact], [OCR(Text Searchable)], [Encrypt], and/or [Add Digital Signatures].
[XPS]:	Sends the file in the XPS format regardless of the colour mode. You can also specify [Compact], [OCR(Text Searchable)], and/or [Add Digital Signatures].
[OOXML]:	Sends the file in the Power Point format, only if you select the Full Color or Grayscale mode.
[JPEG]:	Sends the file in the JPEG format, if you select a colour mode other than Black-and-White.
[TIFF]:	Sends the file in the TIFF format, only if you select the Black-and-White mode.

- ❶ For information on the optional product required to send OOXML(pptx) format, see "Reference Guide."
- ❷ If [TIFF/PDF(Auto)] is selected, even if [Optimize PDF for Web] is set to 'On' in Generate File in Common in Function Settings (Settings/Registration), the settings become inactive. (See in [Optimize PDF for Web] in "Reference Guide.")
- If you select [TIFF/PDF(Auto)], [TIFF/XPS(Auto)], [TIFF/JPEG(Auto)], or [JPEG] as the file format:
- If you select [PDF], [XPS], [OOXML], or [TIFF] as the file format:

- If you select [TIFF/PDF(Auto)], [TIFF/XPS(Auto)], [TIFF/JPEG(Auto)], or [JPEG] as the file format:

- ☐ Press [OK].

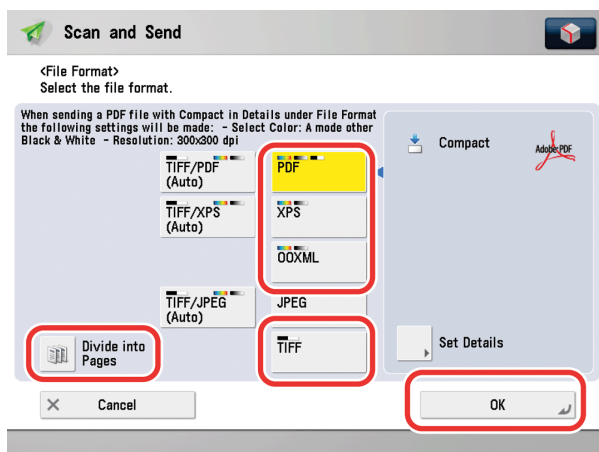


If you select [TIFF/PDF(Auto)] or [TIFF/XPS(Auto)], the Divide into Pages mode is not available.

If you select [TIFF/JPEG(Auto)] or [JPEG], [Divide into Pages] is set to 'On'.

- If you select [PDF], [XPS], [OOXML], or [TIFF] as the file format:

- ☐ Specify whether to divide your documents into separate pages → press [OK].



If you want to separate multiple images and send them as separate files, each of which consists of only one page, press [Divide into Pages].

If you want to send multiple images as a single file without dividing them, do not press [Divide into Pages].

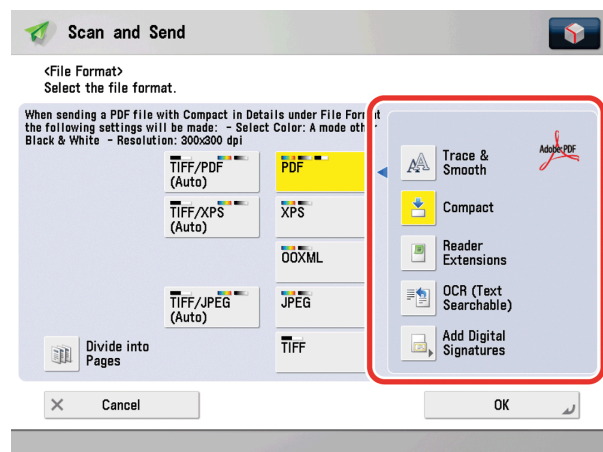
● Detailed Settings for PDF, XPS, and OOXML

You can specify additional settings for PDF, XPS, and OOXML. See below for each setting.

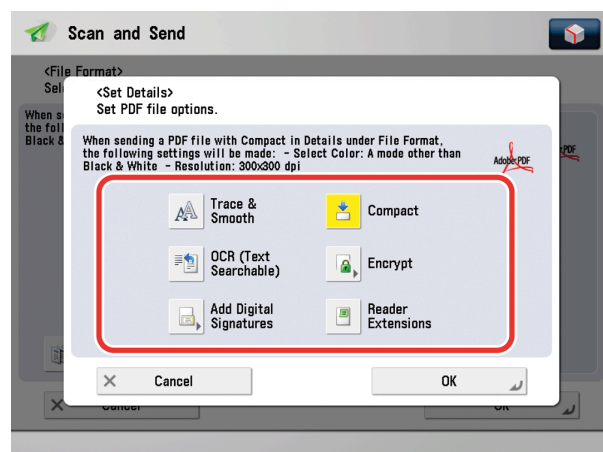
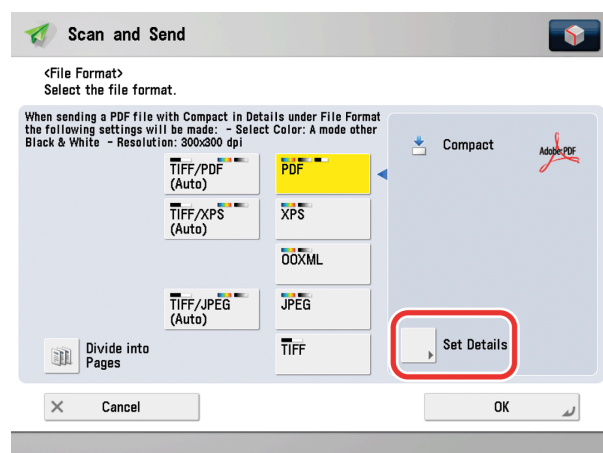
Depending on the active status of the optional product, one of the two types of display screen (one-screen display or two-screen display) appears. For two-screen display, specify the additional function settings by pressing [Set Details].

PDF:

One-Screen Display:



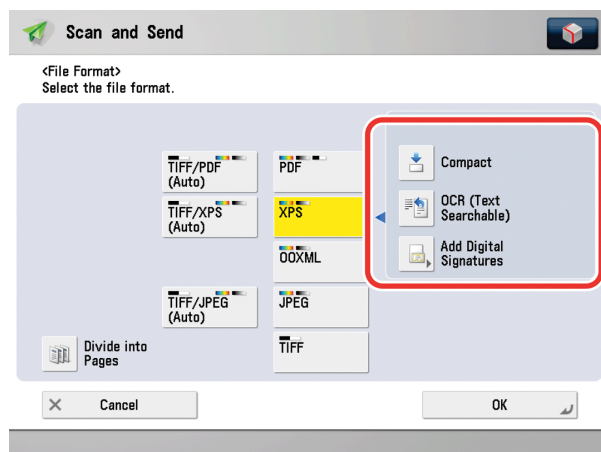
Two-Screen Display:



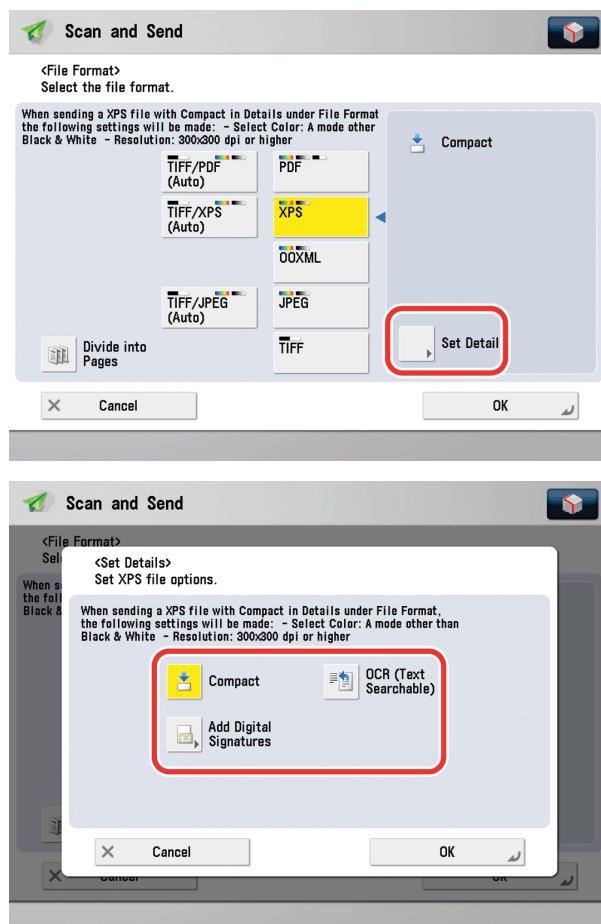
- [Trace & Smooth]: See "Trace & Smooth(p.1-161)."
- [Compact]: See "Compact PDF or XPS(p.1-164)."
- [OCR(Text Searchable)]: See "Searchable PDF/XPS/OOXML(p.1-167)."
- [Encrypt]: See "Encrypting PDF Files(p.1-181)."
- [Add Digital Signatures]: See "Adding a Digital Signature to a PDF or XPS(p.1-170)."
- [Reader Extensions]: See "Reader Extensions(p.1-187)."

XPS:

One-Screen Display:



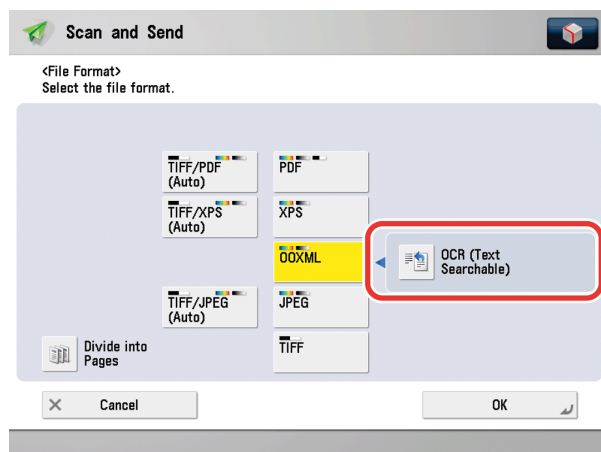
Two-Screen Display:



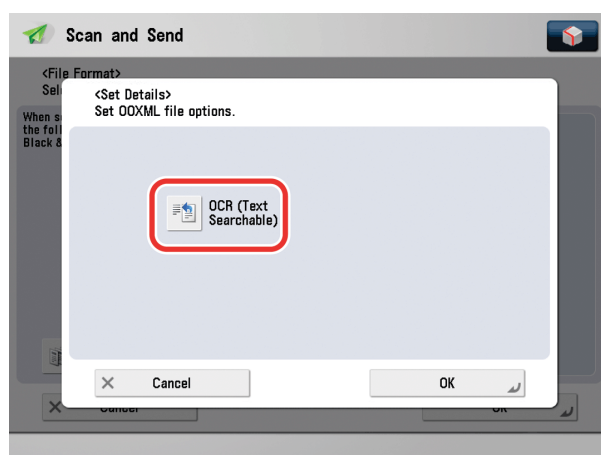
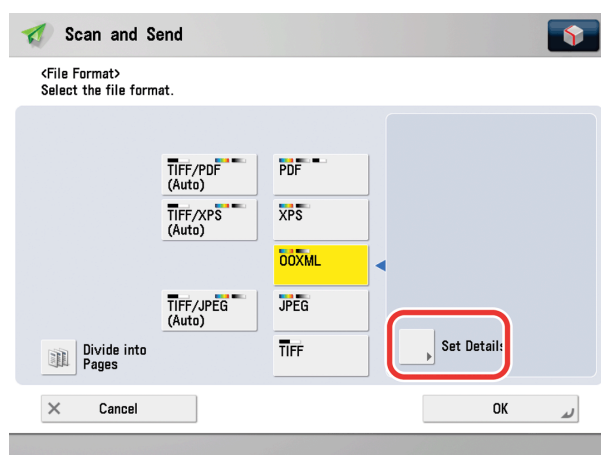
- [Compact]: See "Compact PDF or XPS(p.1-164)."
- [OCR(Text Searchable)]: See "Searchable PDF/XPS/OOXML(p.1-167)."
- [Add Digital Signatures]: See "Adding a Digital Signature to a PDF or XPS(p.1-170)."

OOXML:

One-Screen Display:



Two-Screen Display:



- [OCR(Text Searchable)]: See "Searchable PDF/XPS/OOXML(p.1-167)."

- To view a PDF file or to search a text in a PDF file, software that supports the PDF format (such as Adobe Reader/Adobe Acrobat) is required.
- To view an XPS file or to search a text in an XPS file, software that supports the XPS format (such as XPS Document Viewer) is required.
- If OOXML is selected, the graphics and texts are converted to outline data. Also, if OCR (Text Searchable) is set, in addition to converting the graphics and texts to outline data, you can extract text. To view an OOXML file or to search a text in an OOXML file, software that supports the OOXML format (such as Microsoft Office PowerPoint 2007) is required.
- To view a JPEG file, software that supports the JPEG format (such as Microsoft Internet Explorer for Windows) is required.
- To view a TIFF file, software that supports the TIFF format (such as Imaging for Windows) is required.

Trace & Smooth

This mode enables you to convert the text and line drawings of a scanned image to scalable outline data. The extracted outline data can be used in Adobe Illustrator. The smoothing process can also be applied to the text of the outline data, so it has less of a jagged edge when seen on a computer monitor or in print.

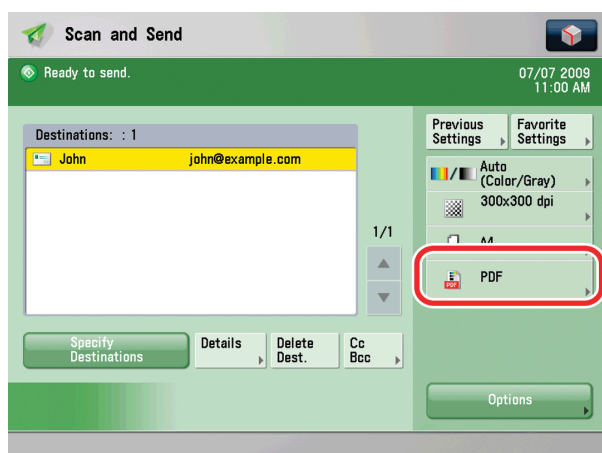
If you select [Trace & Smooth] as the PDF file format, [Compact] is automatically set to 'On'. You can also set [OCR(Text Searchable)]. The Trace and Smooth mode cannot be set by itself. If you select [Trace & Smooth], [PDF(Trace)] is displayed as the file format on the Scan and Send Basic Features screen.

For information on the optional products required to use this function, see "Reference Guide."

Remark

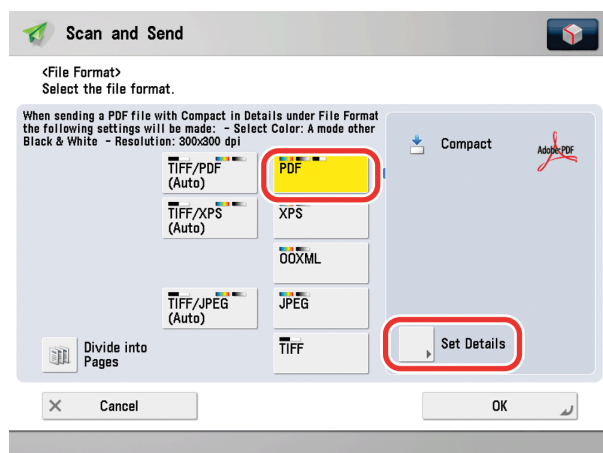
- If you send a trace and smooth PDF, select any of the following combination of a colour mode and resolution:
 - Auto (Color/Gray) and 300 × 300 dpi
 - Full Color and 300 × 300 dpi
 - Grayscale and 300 × 300 dpi
- Long strip originals (432 mm or longer) cannot be used with the Trace & Smooth mode.
- If you set the Trace & Smooth mode, the machine automatically recognizes which parts of the document are text or line drawings. the machine may not recognize which parts of the scanned document are text and line drawings correctly, depending on the scanned document.
- If you set the Trace & Smooth mode, smoothing is only performed on the areas of the document that are correctly recognized as text.
- The text and background of a PDF containing outline data may become misaligned or text and line drawings may not be displayed when opened in Adobe Illustrator, depending on the version of Adobe Illustrator used to open the PDF.
- If PDF(Trace & Smooth) is selected as the file format, you can only send at a copy ratio of [1:1(100%)] or [Auto].
- The Trace & Smooth mode cannot be set by itself. If you select [Trace & Smooth], [Compact] is automatically set to 'On'.

1. Place your originals and specify the destination → press the File Format button.

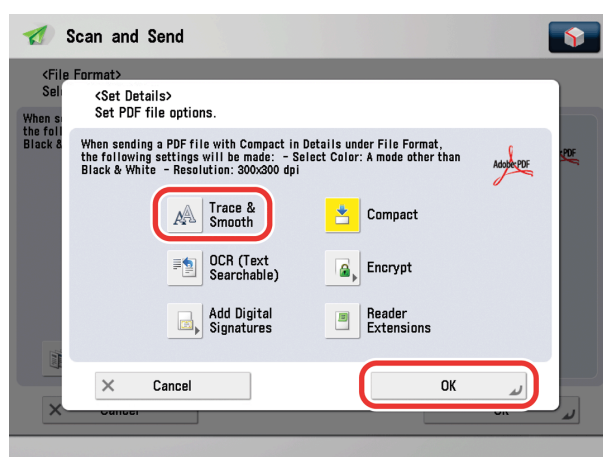


2. Press [PDF] → [Set Details].

If [Set Details] is not displayed, press [Trace & Smooth] on the File Format screen → proceed to step 4.



3. Press [Trace & Smooth] → [OK].




4. Specify whether to divide your documents into separate pages → press [OK].

If you want to separate multiple images and send them as separate files, each of which consists of only one page, press [Divide into Pages].

If you want to send multiple images as a single file without dividing them, do not press [Divide into Pages].

- If [Trace & Smooth] is selected for the PDF file format, the resolution is automatically changed to [300 × 300 dpi]. If the colour mode is set to [Auto(Color/Black)] or [Black & White], the colour mode is automatically changed to [Auto(Color/Gray)] or [Gray], respectively. If you want to send the document with the resolution setting and the colour mode that you specify, change the PDF file format to anything other than [Trace & Smooth] or [Compact].
- If [PDF(Trace)] is registered as the standard file format and you are sending documents by fax or I-fax, a message prompting you to change the file format may appear on the screen. In this case, change the file format to anything other than [PDF(Compact)] or [PDF(Trace)]. For more information on registering/ changing the standard mode, see [Change Default Settings] in Common Settings in Send in Function Setting (Settings/Registration). (See [Change Default Settings] in "Reference Guide.")
- If [PDF(Trace)] is selected as the file format, documents can be sent only at a zoom ratio of 100%.

 To view a PDF file or to search a text in a PDF file, software that supports the PDF format (such as Adobe Reader/Adobe Acrobat) is required.

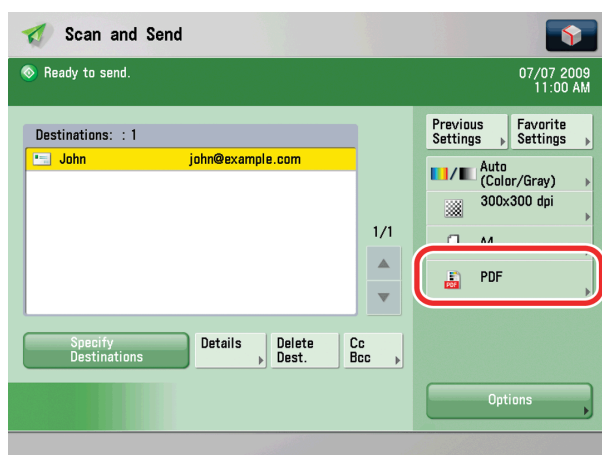
Compact PDF or XPS

This mode enables you to send files containing text originals or text/photo originals using a higher compression ratio than normal PDF or XPS files. If you select [Compact] as the PDF or XPS file format, it is recommended that you set the original type setting to either 'Text/Photo' or 'Text', depending on the image type. If you select [Compact], [PDF(Compact)], or [XPS(Compact)] is displayed as the file format on the Scan and Send Basic Features screen. You can also select [OCR(Text Searchable)].

Remark

- ❶ If you send a Compact PDF or XPS file, select any of the following combination of a colour mode and resolution:
 - Auto (Color/Gray) and 300 × 300 dpi
 - Full Color and 300 × 300 dpi
 - Grayscale and 300 × 300 dpi
- ❷ If the document is a long original (850 mm or longer), you cannot send a compact PDF or XPS file. (Long strip originals of up to 630 mm can be scanned using the scanning area of the machine, but long originals longer than 630 mm can only be received by I-fax, etc.)
- ❸ If PDF(Compact) or XPS(Compact) is selected as the file format, you can only send at a copy ratio of [1:1(100%)] or [Auto].

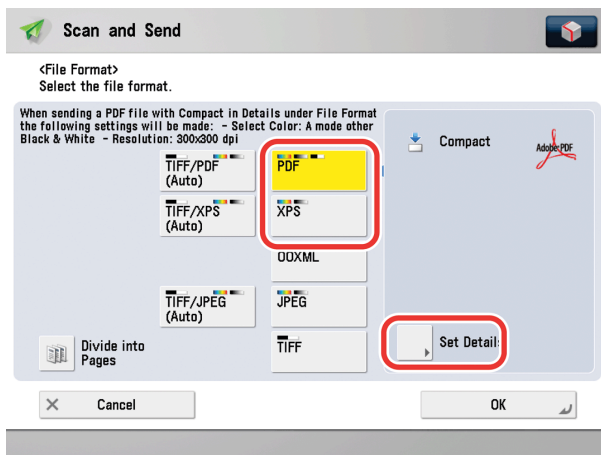
1. Place your originals and specify the destination → press the File Format button.



2. Select [PDF] or [XPS] → press [Set Details].

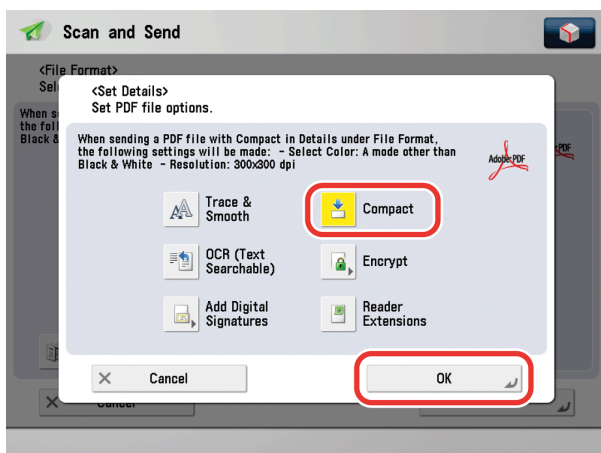
If [Set Details] is not displayed, press [Compact] on the File Format screen → proceed to

step 4.

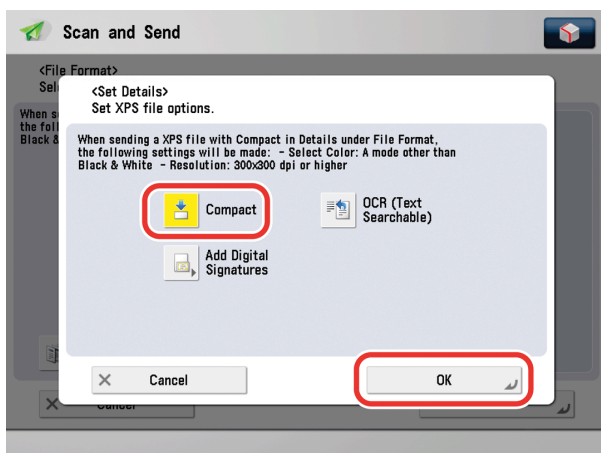


3. Press [Compact].

If [PDF] is selected:



If [XPS] is selected:



4. Specify whether to divide your documents into separate pages → press [OK].

If you want to separate multiple images and send them as separate files, each of which consists of only one page, press [Divide into Pages].

If you want to send multiple images as a single file without dividing them, do not press [Divide into Pages].

- If [Compact] is selected for the PDF or XPS file format, the resolution is automatically changed to [300 × 300 dpi]. If the colour mode is set to [Auto(Color/Black)] or [Black and White], the colour mode is automatically changed to [Auto(Color/Gray)] or [Grayscale], respectively. If you want to send the document with the resolution setting and the colour mode that you specify, change the PDF or XPS file format to anything other than [Compact] or [Trace & Smooth].
- If [PDF(Compact)] or [XPS(Compact)] is registered as the standard file format and you are sending documents by fax or I-fax, a message prompting you to change the file format may appear on the screen. In this case, change the file format to anything other than [PDF(Compact)], [XPS(Compact)] or [PDF(Trace)]. For more information on registering/changing the standard mode, see [Change Default Settings] in Common Settings in Send in Function Setting (Settings/Registration). (See [Change Default Settings] in "Reference Guide.")
- To view a PDF file or to search a text in a PDF file, software that supports the PDF format (such as Adobe Reader/Adobe Acrobat) is required.
- To view an XPS file or to search a text in an XPS file, software that supports the XPS format (such as XPS Document Viewer) is required.
- If you select [Compact], you can also set [OCR(Text Searchable)] at the same time. In that case, [PDF(Compact)] or [XPS(Compact)] is displayed as the file format on the Scan and Send Basic Features screen.

Searchable PDF/XPS/OOXML

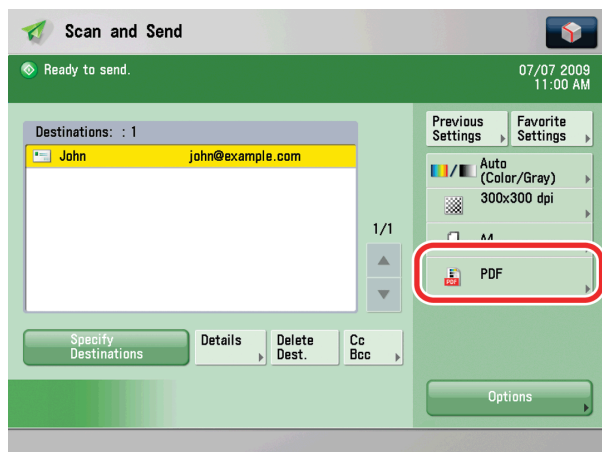
This mode enables you to perform OCR (optical character recognition) to extract data that can be recognized as text from the scanned image, and add it as a transparent layer of text to create a PDF, XPS, or OOXML file that is searchable.

For information on the optional products required to use this function, see "Reference Guide."

Remark

- PDF(OCR), XPS(OCR), or OOXML(OCR) and Long Original (432 mm or more) cannot be set at the same time.
- You cannot set the Searchable PDF if the following setting is already set.
 - When [Format PDF to PDF/A] is set to 'On' in Generate File in Common in Function Settings (Settings/Registration). (See [Format PDF to PDF/A] in "Reference Guide.")
- If PDF(OCR), XPS(OCR), or OOXML(OCR) is selected as the file format, you can only send at a copy ratio of [1:1(100%)] or [Auto].

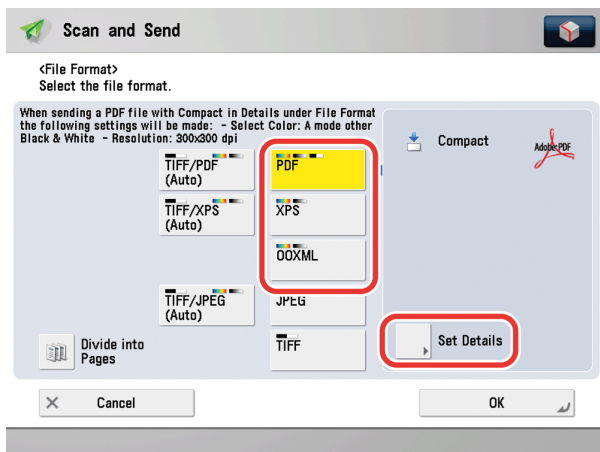
1. Place your originals and specify the destination → press the File Format button.



2. Select [PDF], [XPS], or [OOXML] → press [Set Details].

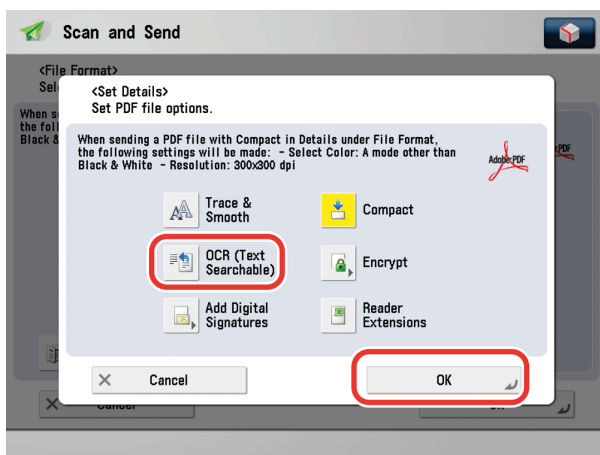
If [Set Details] is not displayed, press [OCR(Text Searchable)] on the File Format screen →

proceed to step 4.

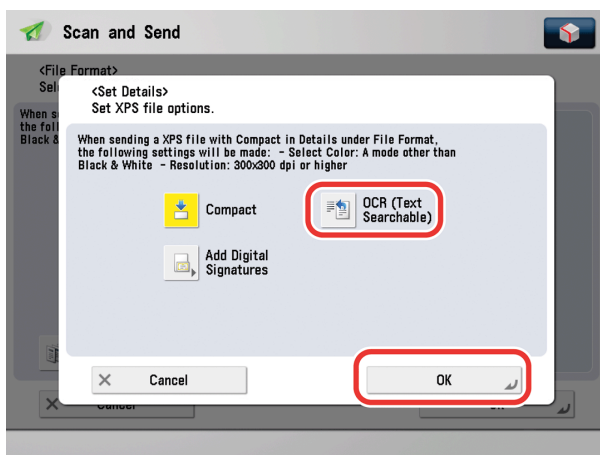


3. Press [OCR(Text Searchable)] → [OK].

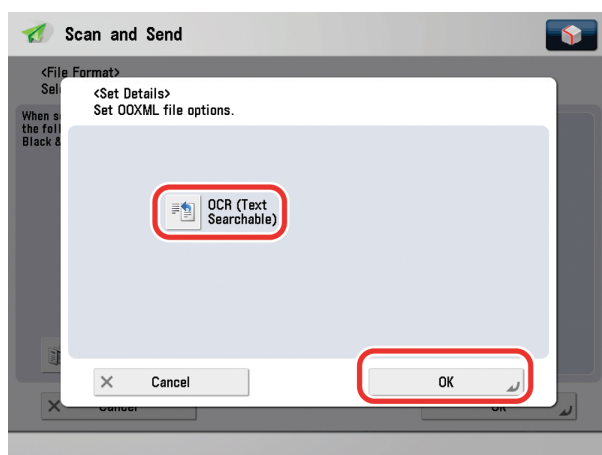
If [PDF] is selected:



If [XPS] is selected:



If [OOXML] is selected:



4. Specify whether to divide your documents into separate pages → press [OK].

If you want to separate multiple images and send them as separate files, each of which consists of only one page, press [Divide into Pages].

If you want to send multiple images as a single file without dividing them, do not press [Divide into Pages].

- Even if [PDF(OCR)], [XPS(OCR)], or [OOXML (OCR)] is selected as the file format, text may not be detected correctly, depending on the background colour, style and size of the characters in the image.
- To view a PDF file or to search a text in a PDF file, software that supports the PDF format (such as Adobe Reader/Adobe Acrobat) is required.
- To view an XPS file or to search a text in an XPS file, software that supports the XPS format (such as XPS Document Viewer) is required.
- To view an OOXML file or to search a text in an OOXML file, software that supports the OOXML format (such as Microsoft Office PowerPoint 2007) is required.
- If you select [PDF(OCR)], [XPS(OCR)], or [OOXML(OCR)] as the file format, and <Smart Scan> is set to 'On' in OCR (Text Searchable) Settings in Generate File in Common in Function Settings (Settings/Registration), the orientation of the original is detected, and the document is automatically rotated, if necessary, before it is sent.
- If you select [OCR(Text Searchable)], you can also set [Compact] at the same time. In that case, [PDF(Compact)] or [XPS(Compact)] is displayed as the file format on the Scan and Send Basic Features screen.

Adding a Digital Signature to a PDF or XPS

This mode enables you to send PDF or XPS documents with a digital signature.

The following digital signature can be used on this machine.

● Device Signature

This mode uses the device signature certificate and key pair inside the machine to add a digital signature to the document, which enables the recipient to verify which device scanned it. The recipient can verify the device that signed the document, and whether the document has been changed after it was signed.

This mode is for PDF or XPS file.

● User Signature

This mode uses information about the user currently logged in to the machine using an SSO-H login service and the user signature certificate and key pair inside the machine to add a digital signature to the document, which enables the recipient to verify which user signed it. The recipient can verify the user that signed the document, and whether the document has been changed after it was signed.

This mode is for PDF or XPS file.

Visible Signatures is a mode that enables you to visualize the device signature and user signature on the PDF file. If the Visible Signatures is set, the device signature and user signature becomes visible. Visible device signature and user signature are displayed on the first page of the PDF file. Therefore, the recipient can easily see that the PDF file has a digital signature.

Remark

- | | |
|--|---|
| <ul style="list-style-type: none"> ❗ If an error occurs when sending a multiple page PDF or XPS document with a digital signature, the document will not be able to be opened by the recipient. ⚠ You cannot set the digital signature on a PDF if the following setting is already set. <ul style="list-style-type: none"> ● If [Format PDF to PDF/A] is set to 'On' in Generate File in Common in Function Settings (Settings/Registration) and [Reader Extensions] is selected as the file format. ⚠ If both digital signature and encryption is set on the PDF file, specify the settings for encrypted PDF as follows. <ul style="list-style-type: none"> ● If [Password Required to Change Permiss.] is set on the Encrypt screen, select [Changes but Extract Pages] from the [Allow Changes] drop-down list on the same screen. ⚠ If Digital Signature and Reader Extensions are both set on the PDF file, the changes made after the signature is stored on the generated PDF file. | <ul style="list-style-type: none"> ⚠ If you select to add both a device signature and user signature, the device signature is added before the user signature. ⚠ If the recipient verifies a PDF that has had both a device signature and user signature added to it using software that supports the PDF format (such as Adobe Reader/Adobe Acrobat) or the XPS format (such as XPS Document Viewer), only the user signature can be verified. The device signature causes the document to be handled as if it has been altered. ⚠ If you change the file format to a format other than 'PDF' or 'XPS' after setting to add a digital signature, a message confirming whether you want to change the file format is displayed. If you change the file format, the digital signatures you have set to add are cancelled. ⚠ For information on validating certificates, registering certificates in the trusted certificates list, and verifying signatures on the recipient side, see the documentation for the software that supports the PDF format (such as Adobe Reader/Adobe Acrobat) or the XPS format (such as XPS Document Viewer). |
|--|---|

Adding a Device Signature (p.1-172)

Adding a User Signature (p.1-175)

Adding Visible Signatures (p.1-178)

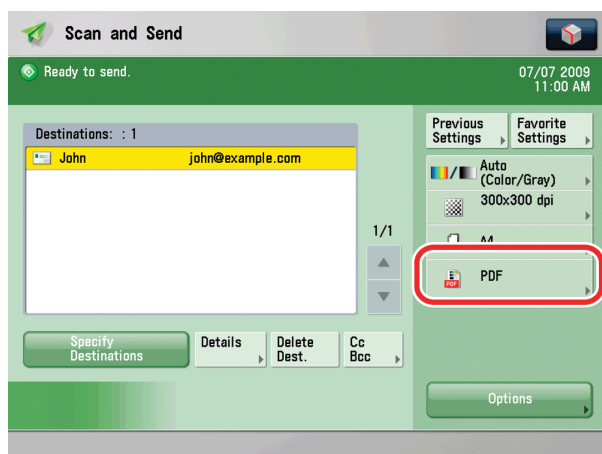
Adding a Device Signature

For information on the optional products required to use this function, see "Reference Guide."

Remark

- You can only add device signatures to PDF or XPS documents if you have generated a device signature certificate and key pair. (See [Certificate Settings] in "Reference Guide.")
- <Certificate/Thumbprint> contains sender information used to validate the reliability of a PDF or XPS file with a device signature, by matching it with the MD5 or SHA-1 message digest number. (See [Confirm Device Signature Certificate] in "Reference Guide.")
- If [Optimize PDF for Web] is set to 'On' in Generate File in Common in Function Settings (Settings/Registration), the following restriction is applied to the PDF settings. (See [Optimize PDF for Web] in "Reference Guide.")
 - You can only set one of the following: Device Signature, User Signature, or Reader Extensions.
- If the SSO-H login service is set and an e-mail address is registered for the user, in addition to adding the device signature, the [Author] property of the PDF or XPS file is set to the e-mail address of the user.
- You can add device signature when PDF or XPS file format is selected.

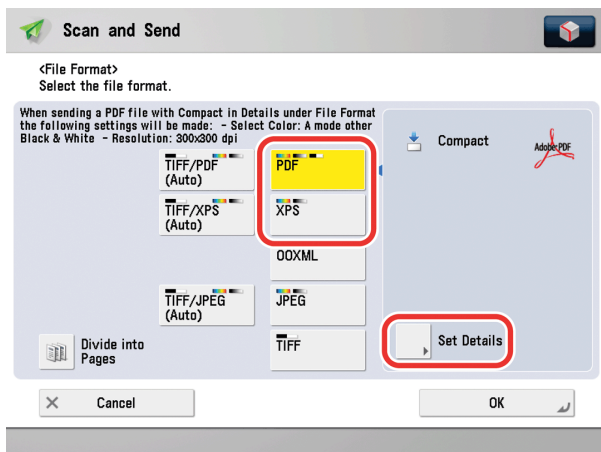
1. Place your originals and specify the destination → press the File Format button.



2. Select [PDF] or [XPS] → press [Set Details].

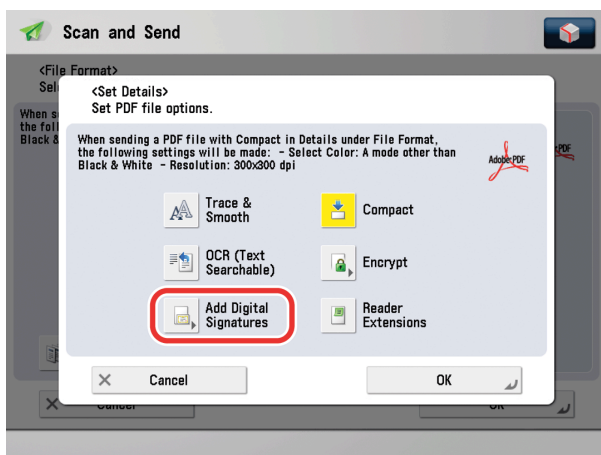
If [Set Details] is not displayed, press [Add Digital Signatures] on the File Format screen →

proceed to step 4.

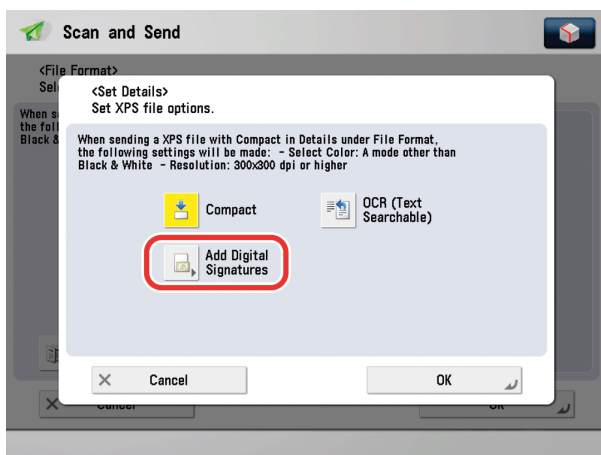


3. Press [Add Digital Signatures].

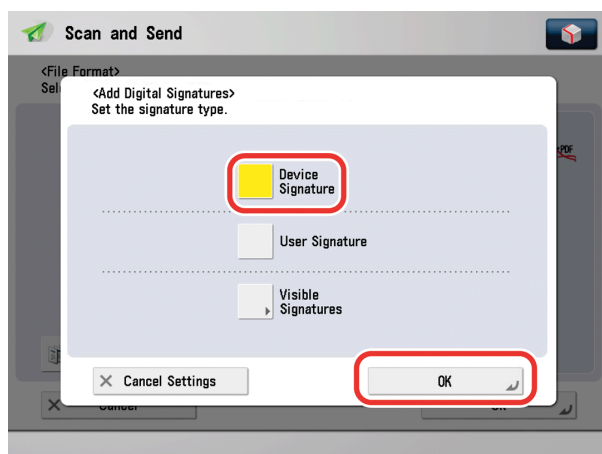
If [PDF] is selected:



If [XPS] is selected:



4. Press [Device Signature] → [OK] → [OK].



Adding a User Signature

You can add a user signature using information about the user currently logged in to the machine using a login service and the user signature certificate and private key inside the machine.

For information on the optional products required to use this function, see "Reference Guide."

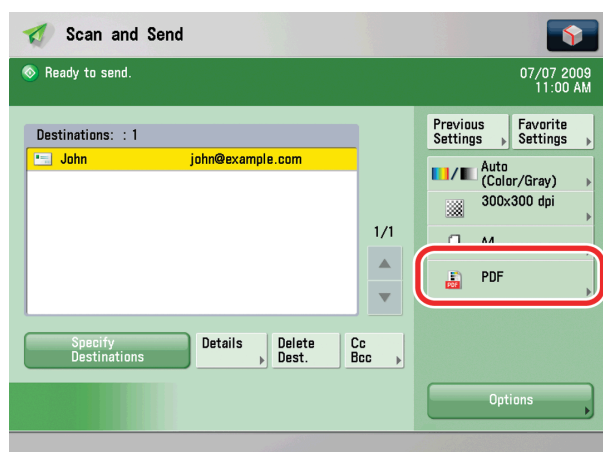
Remark

- You cannot forward a received I-fax document with a user signature from the machine.
- ⊗ The following conditions are necessary to add a user signature to a PDF or XPS file:
 - SSO-H login service must be set for the machine.
 - A user certificate must be installed in the machine using the Remote UI. (See "Remote UI.")
- ⊗ If [Optimize PDF for Web] is set to 'On' in Generate File in Common in Function Settings (Settings/Registration), the following restriction is applied to the PDF settings. (See [Optimize PDF for Web] in "Reference Guide.")
 - You can only set one of the following: Device Signature, User Signature, or Reader Extensions.
- ⊗ For information on the certificate authority that issues the User Certificate for each user compatible with this machine, see the notice included with the optional product.
- ⊗ You can add user signature when PDF or XPS file format is selected.

1. Log in to the machine using a login service.

For more information on the SSO-H login service, see "Reference Guide."

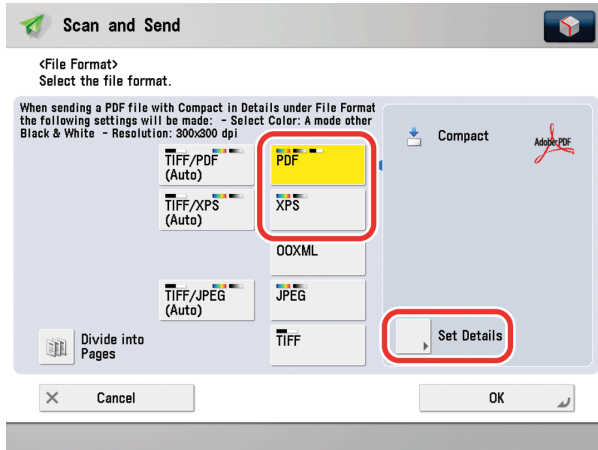
2. Place your originals and specify the destination → press the File Format button.



3. Select [PDF] or [XPS] → press [Set Details].

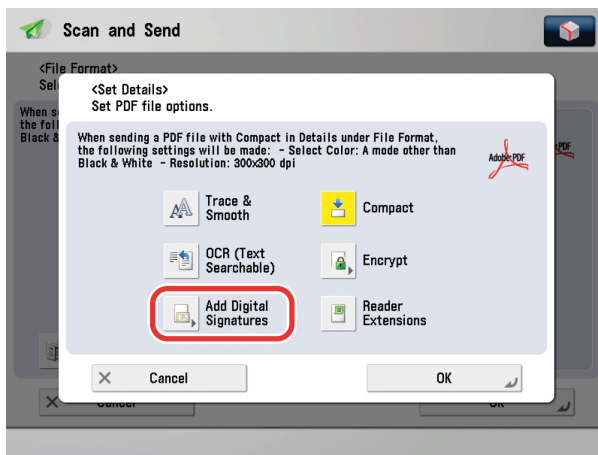
If [Set Details] is not displayed, press [Add Digital Signatures] on the File Format screen →

proceed to step 5.

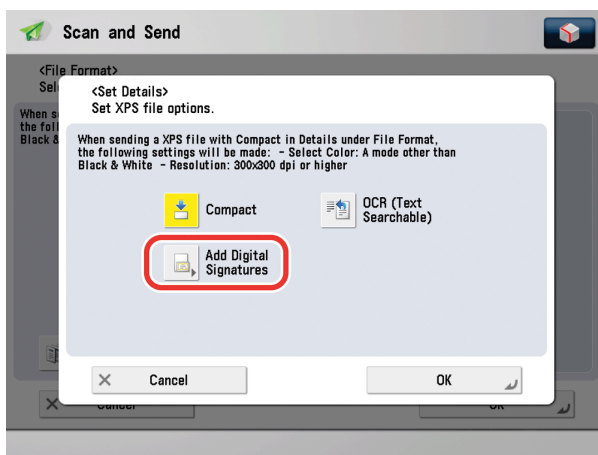


4. Press [Add Digital Signatures].

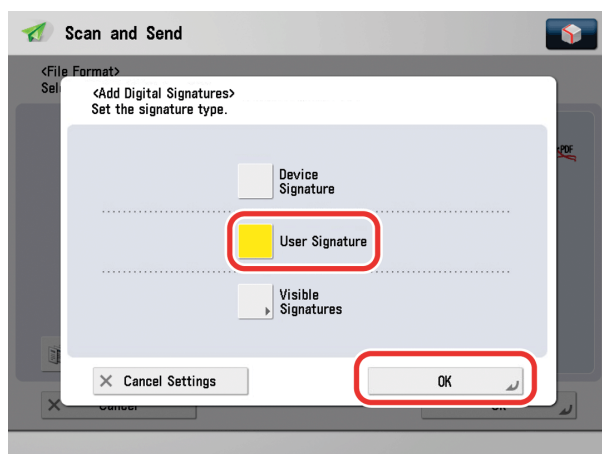
If [PDF] is selected:



If [XPS] is selected:



5. Press [User Signature] → [OK] → [OK].



Adding Visible Signatures

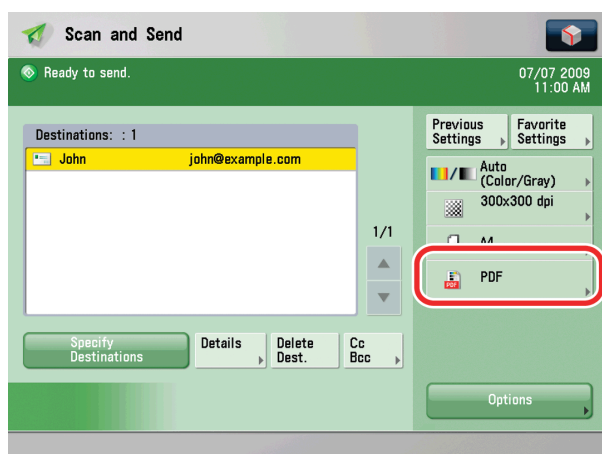
Visible signatures is a mode that visualizes the device signature and user signature on the first page of the PDF file. You can select the position for the visible signature.

For information on the optional products required to use this function, see "Reference Guide."

Remark

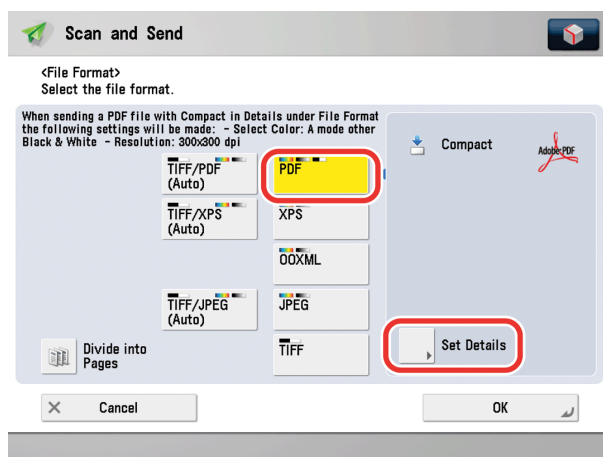
- You can specify the settings for Visible Signatures only when device signature or user signature is set for the PDF.
- You cannot set the Visible Signatures if the following setting is already set.
 - When [Format PDF to PDF/A] is set to 'On' in Generate File in Common in Function Settings (Settings/Registration) (See [Format PDF to PDF/A] in "Reference Guide.")

1. Place your originals and specify the destination → press the File Format button.

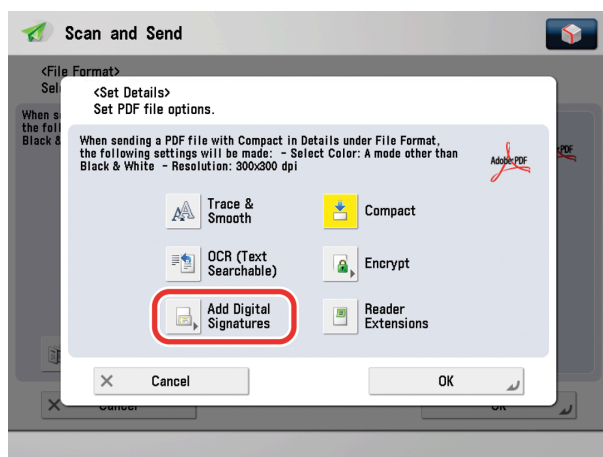


2. Press [PDF] → [Set Details].

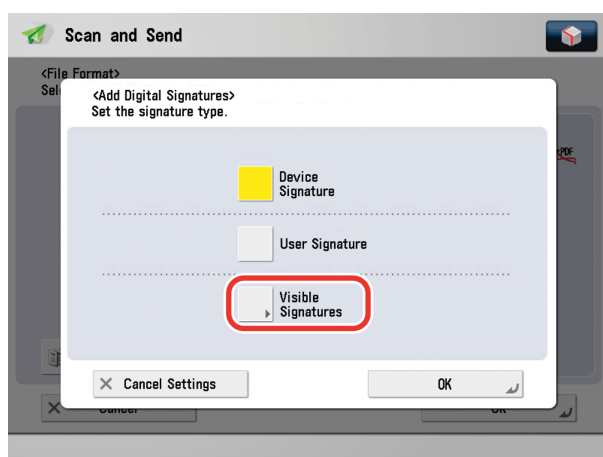
If [Set Details] is not displayed, press [Add Digital Signatures] on the File Format screen → proceed to step 4.



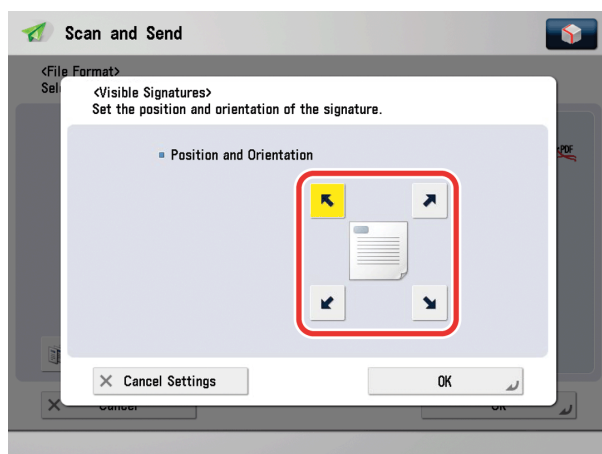
3. Press [Add Digital Signatures].



4. Press [Visible Signatures].



5. Select the position for the signature → press [OK] → [OK].



If [Cancel Settings] is pressed, the setting is cancelled and the screen returns to the previous screen.

Encrypting PDF Files

This mode enables you to encrypt PDF files that you send to an e-mail address or file server for enhanced security.

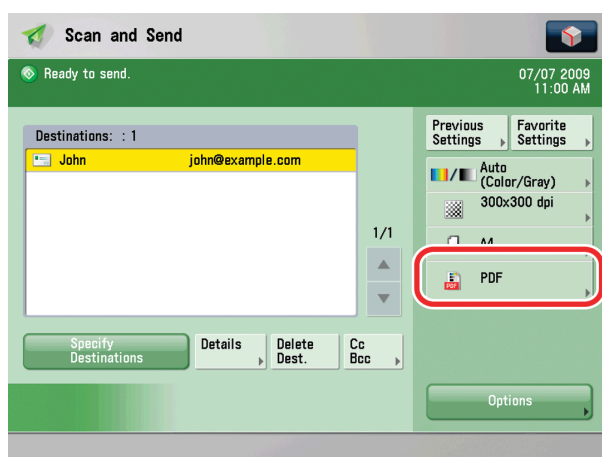
If a password is set for a PDF file, only users who enter the correct password at the other party's machine can open, print, or change the received PDF.

For information on the optional products required to use this function, see "Reference Guide."

Remark

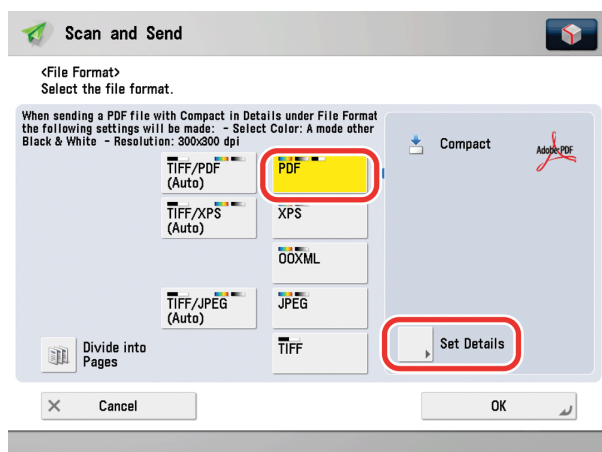
- This mode can be used only if an e-mail address or file server is specified as the destination. If an I-fax address or mail box is specified as the destination, you cannot send the job as an encrypted PDF file.
- You cannot set the encrypted PDF file with the same settings as the following file format.
 - Document Name (OCR)
 - When [Format PDF to PDF/A] is set to 'On' in Generate File in Common in Function Settings (Settings/Registration)

1. Place your originals and specify the destination → press the File Format button.

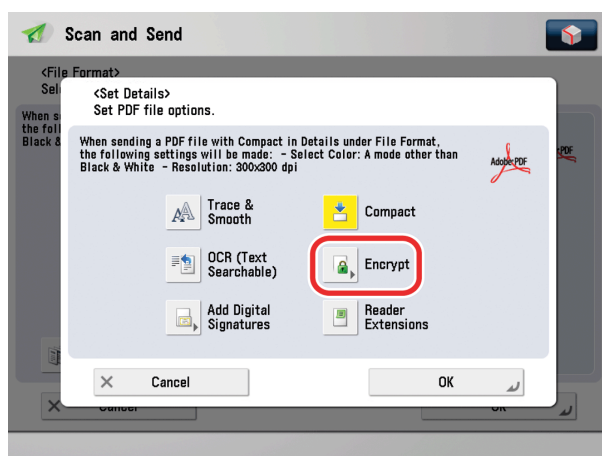


2. Press [PDF] → [Set Details].

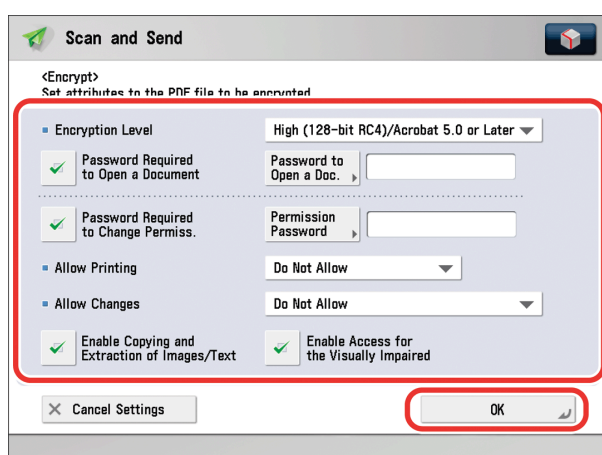
If [Set Details] is not displayed, press [Encrypt] on the File Format screen → proceed to step 4.



3. Press [Encrypt].



4. Specify each setting → press [OK].



<Encryption Level>:

Press the Encryption Level drop-down list → select [Low (40-bit RC4)/Acrobat 3.0 or later], [High (128-bit RC4)/Acrobat 5.0 or later], or [High (128-bit AES)/Acrobat 7.0 or later].

Adobe Acrobat 5.0 or later is required for opening PDF files whose encryption level is set to

[High (128-bit RC4)/Acrobat 5.0 or later].

Adobe Acrobat 7.0 or later is required for opening PDF files whose encryption level is set to [High (128-bit AES)/Acrobat 7.0 or later].

[Password Required to Open a Document]:

Select this key to set a password for opening the received PDF files. You can specify a password by pressing [Password to Open a Doc.].

The received encrypted PDF files cannot be opened without entering the password.

[Password to Open a Doc.]:

Press [Password to Open a Doc.] → enter the password → press [OK].

Re-enter the password for confirmation on the Confirm screen → press [OK].

[Store Password] (If logging in using SSO-H):

Select [Password Required to Open a Document] → enter a password to open a document in [Password to Open a Doc.]. If a password is already stored, the stored password is recalled when [Encrypt] is pressed.

Press [Store Password] → [Yes].

[Password Required to Change Permiss.]:

Select [Password Required to Change Permiss.] to set a password for printing or editing the received PDF file. When selecting this key, you can specify detailed settings, such as [Allow Printing], [Allow Changes], and [Enable Accessibility, Copy, Extraction of Images]. Set the password in [Permission Password].

If [Password Required to Change Permiss.] is set, the received encrypted PDF files cannot be printed or edited without entering the password.

[Permission Password]:

Press [Permission Password] → enter the password → press [OK].

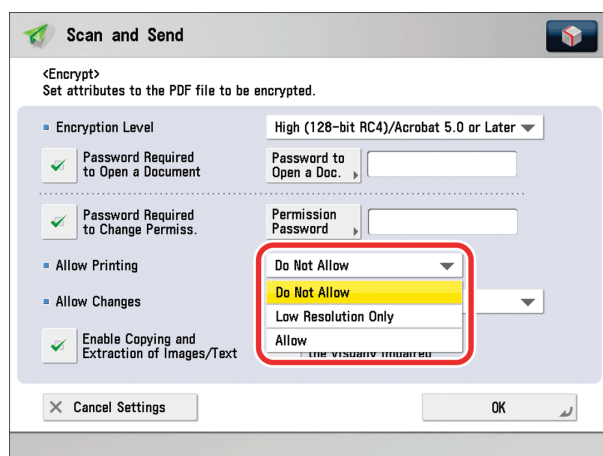
Re-enter the password for confirmation on the Confirm screen → press [OK].

[Store Password] (If logging in using SSO-H):

Select [Password Required to Change Permiss.] → enter a password in [Permission Password]. If a password is already stored, the stored password is recalled when [Encrypt] is pressed.

Press [Store Password] → [Yes].

<Allow Printing>:

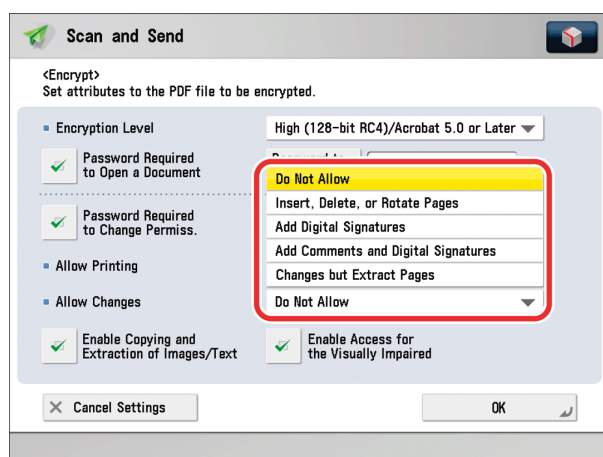


If [High (128-bit RC4)/Acrobat 5.0 or later] is selected as the encryption level

Press the Allow Printing drop-down list → select whether to allow printing of the received PDF files. You can select this setting only if [Password Required to Change Permiss.] is set to 'On'.

- [Do Not Allow]: Printing is not allowed. Even if [Do Not Allow] is selected, the document can be printed if it is opened with the permission password if the recipient is using Adobe Acrobat 5 or earlier.
- [Low Resolution Only]: Only low-resolution printing is allowed. ([Low Resolution Only] is displayed only if [High (128-bit RC4)/Acrobat 5.0 or later] or [High (128-bit AES)/Acrobat 7.0 or later] is selected.)
- [Allow]: Printing is allowed.

<Allow Changes>:



If [High (128-bit RC4)/Acrobat 5.0 or later] is selected as the encryption level

Press the Allow Changes drop-down list → select whether to allow changing of the received PDF files. You can select this setting only if [Password Required to Change Permiss.] is set to 'On'.

- [Do Not Allow]: Changing of documents is not allowed.
- [Insert, Delete, or Rotate Pages]: Inserting, deleting and rotating pages is allowed. ([Insert, Delete, or Rotate Pages] is displayed only if [High (128-bit RC4)/Acrobat 5.0 or later] or [High (128-bit AES)/Acrobat 7.0 or later] is selected.)
- [Add Digital Signatures]: Adding digital signatures is allowed. ([Add Digital Signatures] is displayed only if [High (128-bit RC4)/Acrobat 5.0 or later] or [High (128-bit AES)/Acrobat 7.0 or later] is selected.)
- [Add Comments and Digital Signatures]: Adding comments and digital signatures is allowed.


- | | |
|--|--|
| <ul style="list-style-type: none"> • [Changes but Comment Add/Page Extract.]: | Changing of documents except for adding comments and extracting pages is allowed. ([Changes except Comment Add/Page Extract.] is displayed only if [Low (40-bit RC4)/Acrobat 3.0 or later] is selected.) |
| <ul style="list-style-type: none"> • [Changes but Page Extraction]: | Changing of documents except for extracting pages is allowed. |

[Enable Accessibility, Copy, Extraction of Images]:



You can select this setting only if [Password Required to Change Permiss.] is set to 'On'.

If [Low (40-bit RC4)/Acrobat 3.0 or later] is selected, you can select this setting. Select this key to allow copying of images and page extraction. In addition, it also has a function for reading aloud text inside a document for the visually impaired.

If [High (128-bit RC4)/Acrobat 5.0 or later] or [High (128-bit AES)/Acrobat 7.0 or later] is selected, [Enable Copying and Extraction of Image and Text] and [Enable Access for the Visually Impaired] are displayed and you can set these settings separately.

- ① If you did not enter a password in [Password to Open a Doc.] or [Permission Password], enter the password in the screen that appears after pressing . You can store the settings for encrypted PDF files in a favorite settings button. If you do not want to set a password for [Password to Open a Doc.] and [Permission Password] in a favorite settings button, leave their text boxes blank.
- ① If you recall the Encrypted PDF settings by pressing [Recall], password is not recalled and [Password to Open a Doc] and [Permission Password] become blank.
- ① You cannot set the same password for both [Password to Open a Doc.] and [Permission Password].
- ① [Password to Open a Doc.] and [Permission Password] are displayed as asterisks (*****) on the Encrypted PDF screen.
- ① Even if you set restrictions for a PDF file with [Permission Password], some of these restrictions may be ignored if the recipient opens the PDF with certain software.
- ① Passwords can only be stored if logging in using SSO-H. If SSO-H is not used when logging in, [Store Password] is not appeared.
- ① One password can be stored for each user. If a password is already stored, the password is overwritten when a new password is stored.
- ① If [Password to Open a Doc.] or [Permission Password] is left empty, the password already stored is deleted.
- ① If logged in using SSO-H:
 - When sending a file after recalling the settings of the Encrypted PDF in the Favorite Settings, if there is already a password saved in [Store Password], a message confirming whether it is OK to use the password saved in [Store Password] instead of using the password registered in the Favorite Settings is displayed. If you select [Yes], the password saved in [Store Password] is used. If you select [No] the password registered in the Favorite Settings is used.
 - When you recall the Encrypted PDF settings by pressing [Recall], the password saved in [Store Password] can be recalled and set.
- ① To set the Reader extensions mode when [Password required to Change Permiss.] is set, set [Allow Changes] to one of the following.
 - [Changes but Page Extraction]
 - [Changes but Comment Add/Page Extract.]
 - [Add Comments and Digital Signatures]
- ① To set the digital signature when [Password required to Change Permiss.] is set, set [Allow Change] to [Change but Extract Pages].
- ① To open or print a PDF file, software that supports the PDF format (such as Adobe Reader/Adobe Acrobat) is required.
- ① To change a PDF file or to enable copying and extraction of images, Adobe Acrobat is required.
- ① Adding digital signatures and comments, and the ability to insert, delete, and rotate pages are features of Adobe Acrobat.

5. Press [OK].

-  If I-fax or mail box destinations are specified, the message telling you the send job is cancelled appears.
Press [OK] → check the destinations.
-  To cancel the settings, press [File Format] → [Encrypt] → [Cancel].

Reader Extensions

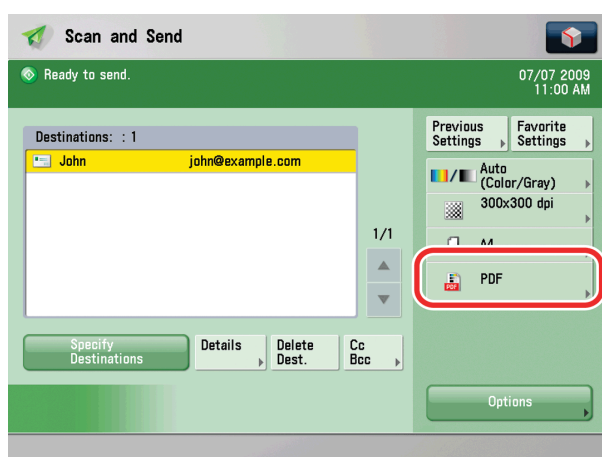
The Reader Extensions mode enables you to add comments to the PDF document and store files/edited files on Adobe Reader. The recipient that received Reader Extensions compatible PDF can also edit using the Adobe Reader software.

For information on the optional products required to use this function, see "Reference Guide."

Remark

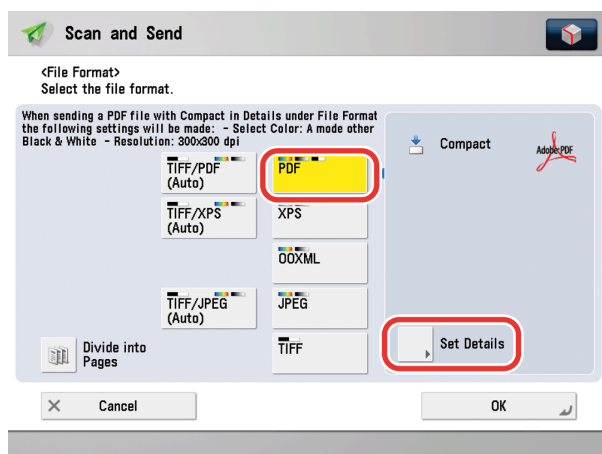
- Reader Extensions is compatible with Adobe Reader 7 or later.
- You cannot set the Reader Extensions if the following setting is already set.
 - If [Format PDF to PDF/A] is set to 'On' in Generate File in Common in Function Settings (Settings/Registration) and digital signature is set.
- When opening Reader Extension compatible PDF on Adobe Reader, if the time for when the PDF is created is later than the current time on the computer, an error occurs. If the time on the machine and the time on the computer do not match, an error may occur.
- If Digital Signature and Reader Extensions are both set on the PDF file, the changes made after the signature is stored on the generated PDF file.
- If both Reader Extensions and encryption is set on the PDF file, specify the settings for encrypted PDF as follows.
 - If [Password Required to Change Permiss.] is set on the Encrypt screen, select [Changes but Extract Pages] or [[Add Comments and Digital Signatures] from the [Allow Changes] drop-down list on the same screen.
- If [Format PDF to PDF/A] is set to 'On' in Generate File in Common in Function Settings (Settings/Registration), you cannot set the Reader Extensions.
- The following features are available on Adobe Reader for the Reader Extensions compatible PDF.
 - Edit Comments
 - Store Corrected Files (Save or Save As)

1. Place your originals and specify the destination → press the File Format button.

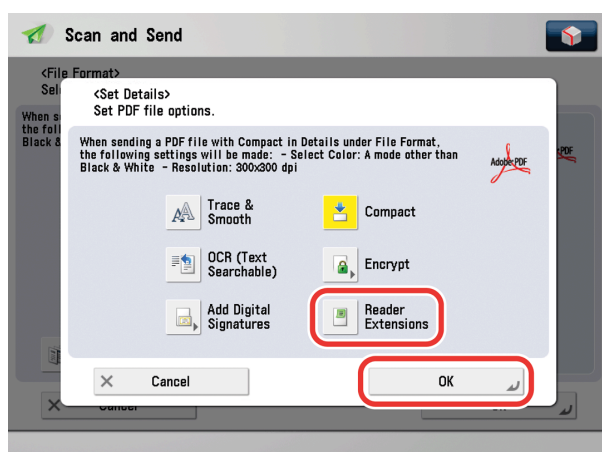


2. Press [PDF] → [Set Details].

If [Set Details] is not displayed, press [Reader Extensions] on the File Format screen.



3. Press [Reader Extensions] → [OK].




Useful Send Function (Options)

This section describes useful send functions that enable you to perform various kinds of editing such as sending different sized originals together or two-sided originals to fit your needs.

If <Enable Fax in Scan and Send Function> is set to 'On' in Display Fax Function in Preferences (the Settings/Registration screen), you can also set the sender name for fax destination and the direct sending mode. (See [Display Fax Function] in "Reference Guide.")

For information on setting the sender name and the direct sending mode, see "Using the Machine to Send/Receive a Fax."

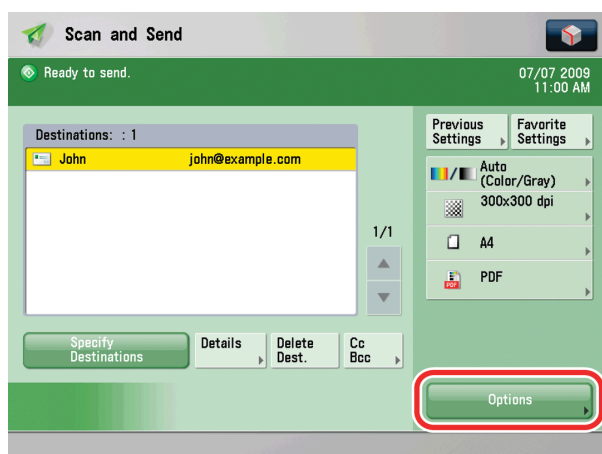
Remark

- Depending on the mode, some combinations of modes will not be available. See the corresponding section on each mode for detailed information.
- If the Preview mode is set, you can verify the images from the Preview screen before sending your document. (See "Preview(p.1-226).")
- To cancel all settings, press .

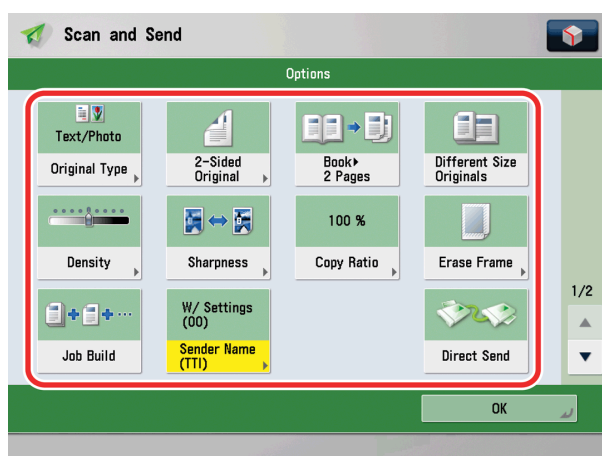
1. Place your originals and specify the destination.

- Depending on the mode, you may have to place your original on the platen glass or in the feeder. See the corresponding section on each mode for detailed information.

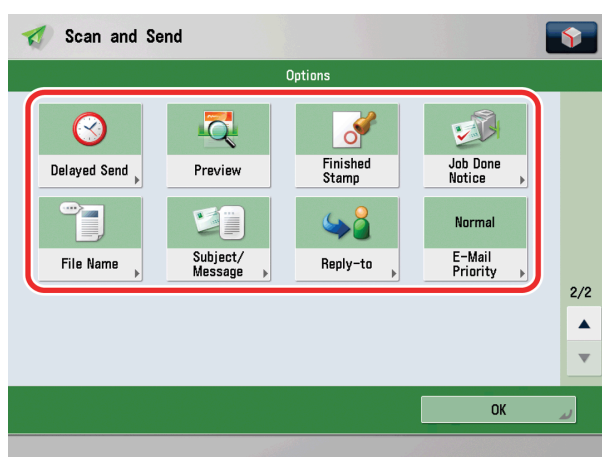
2. Press [Options].



3. Select the desired mode from the Options screen → set the mode.



1/2



2/2

For more information on setting each mode, see the corresponding section.

To set other modes at the same time, repeat steps 2 and 3.

4. Press [OK].

Original Type (p.1-192)

2-Sided Original (p.1-195)

Book 2 Pages (p.1-197)

Different Size Originals (p.1-198)

Density (p.1-199)

Sharpness (p.1-203)

Copy Ratio (p.1-205)

Erase Frame (p.1-212)

Job Build (p.1-221)

Delayed Send (p.1-224)

Preview (p.1-226)

Finished Stamp (p.1-229)

Job Done Notice (p.1-231)

File Name (p.1-234)

Subject/Message (p.1-237)

Reply-to (p.1-239)

E-Mail Priority (p.1-242)

Original Type

You can manually select the original type according to the type of image that you are scanning. The following three original type modes are available for adjusting the image quality.

Remark

- Combinations of these three modes (Text/Photo, Photo, and Text) cannot be selected at the same time. If you select one of these modes, the previously set mode is cancelled.
- If you scan an original containing halftones, such as a printed image, using the Photo mode, the moiré effect (a shimmering, wavy pattern) may occur. In this case, you can lessen this moiré effect by using the Sharpness mode. (See "Sharpness(p.1-203).")
- If the original is a transparency, select the original type → adjust the exposure to the most appropriate level for the original.

● Text/Photo Mode

This mode is best suited for scanning originals containing both text and photos, such as magazines or catalogues.

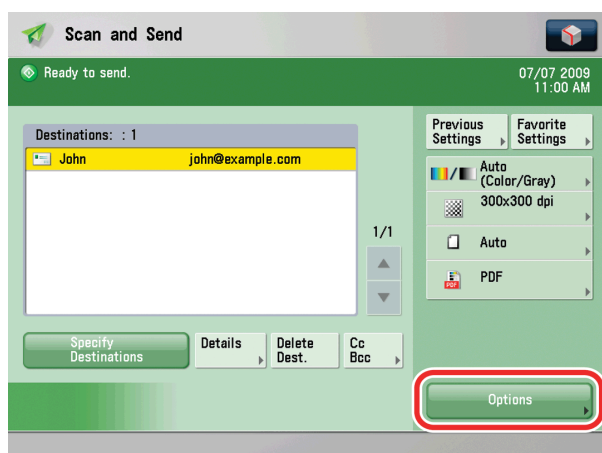
● Photo Mode

This mode is best suited for scanning photos printed on photographic paper, or photo originals containing halftones (e.g., printed photos).

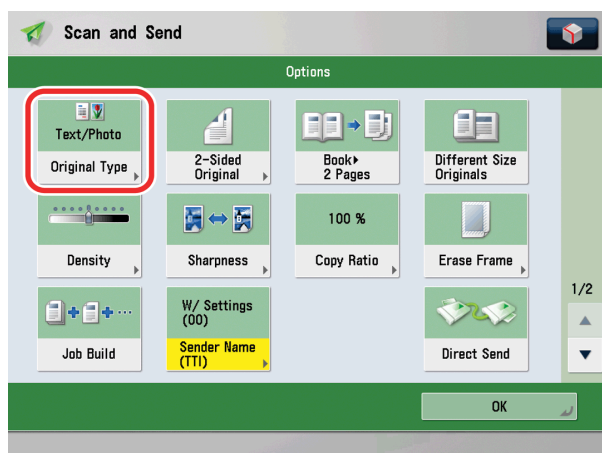
● Text Mode

This mode is best suited for scanning text originals. Blueprints or pencil drawn originals can also be scanned clearly.

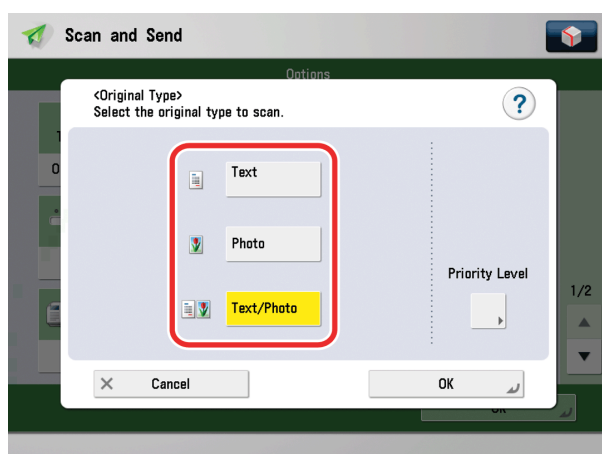
1. Place your originals and specify the destination → press [Options].



2. Press [Original Type].



3. Select the original type ([Text], [Photo], or [Text/Photo]).

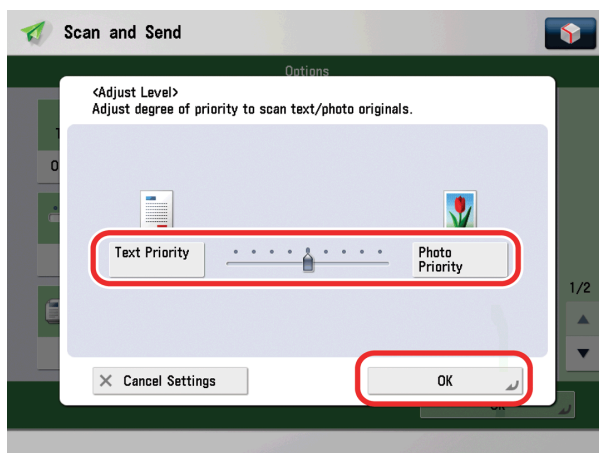


- If you want to adjust the text/photo processing priority level:
- If you are not performing the above operation, proceed to the next step.

● If you want to adjust the text/photo processing priority level:

- ☐ Press [Priority Level].

- Press [Text Priority] or [Photo Priority] to adjust the degree of priority for text or photo images → press [OK].



<Priority Level>:

[Text Priority]: Priority is given to the faithful reproduction of text.

[Photo Priority]: Priority is given to the faithful reproduction of photos, with as little moiré effect as possible.

You can adjust the text/photo priority level. If you want to reproduce the text as faithfully as possible, press [Text Priority], and move the indicator to the left. If you want to reproduce the picture as faithfully as possible, press [Photo Priority] and move the indicator to the right.

☎ To cancel this setting, press [Cancel Settings].

4. Press [OK].

2-Sided Original

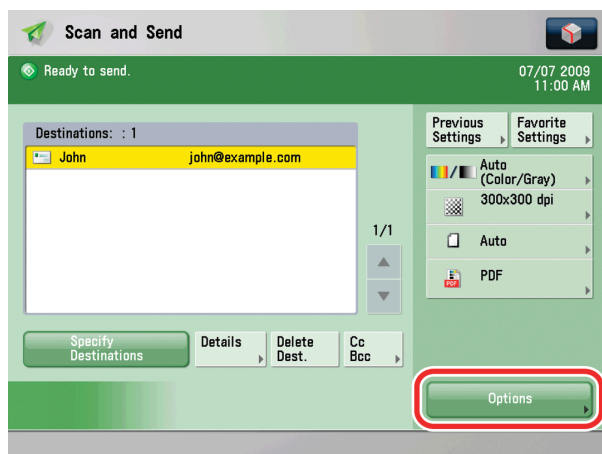
Both sides of two-sided originals that are placed in the feeder can be scanned simultaneously.

For information on the optional products required to use this function, see "Reference Guide."

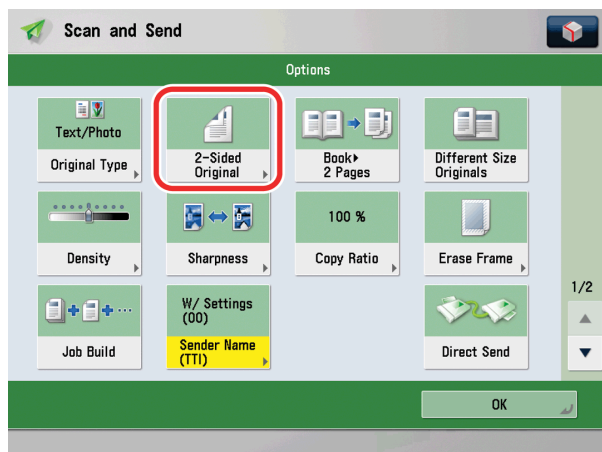
Remark

- The 2-Sided Original mode cannot be set with the Book ▶ 2 Pages mode or when [Custom] is selected for the scan size.
 - When you are scanning originals with a horizontal (landscape) orientation, such as A4R, make sure to place them horizontally into the feeder. If these originals are placed vertically, the back sides of these originals are scanned upside down.
- To cancel this setting, press [Options] → [2-Sided Original] → [Cancel Settings].

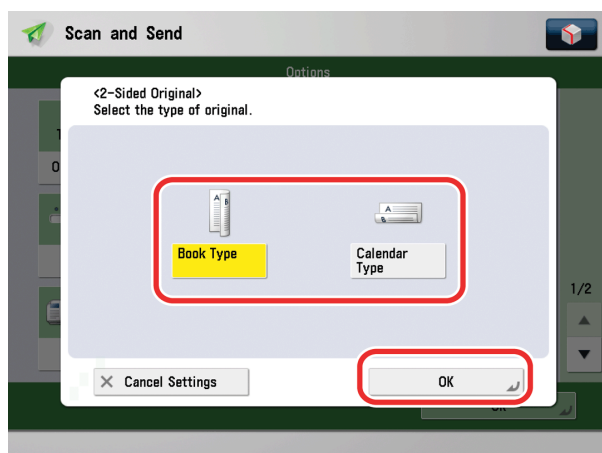
1. Place your originals into the feeder and specify the destination → press [Options].



2. Press [2-Sided Original].



3. Select the type of original → press [OK].



Details of each item are shown below.

[Book Type]: The front and back sides of the original have the same top-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite top-bottom orientations.

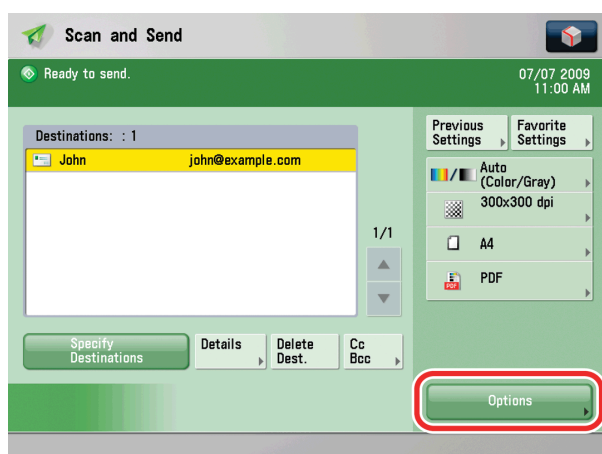
Book → 2 Pages

This mode enables you to scan facing pages in a book or bound original and record them onto separate pages.

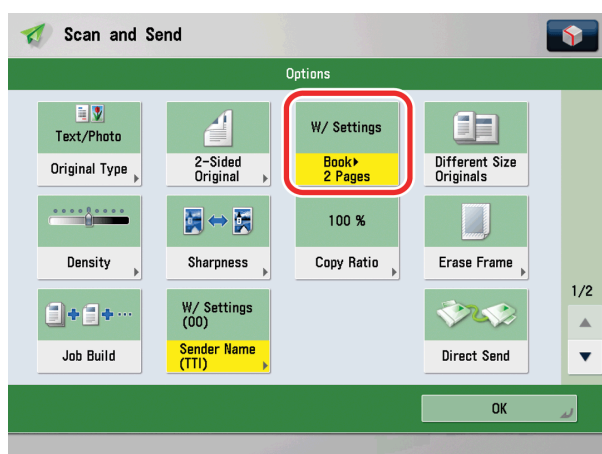
Remark

- Place your original on the platen glass. The Book ▶ 2 Pages mode cannot be used when the original is placed in the feeder.
- The Book ▶ 2 Pages mode cannot be used with the Scan Size (A3+, Custom, and Long Original), 2-Sided Original, Different Size Originals, or Erase Binding mode.
- To cancel this setting, press [Options] → [Book ▶ 2 Pages].

1. Place your original on the platen glass and specify the destination → press [Options].



2. Press [Book ▶ 2 Pages].



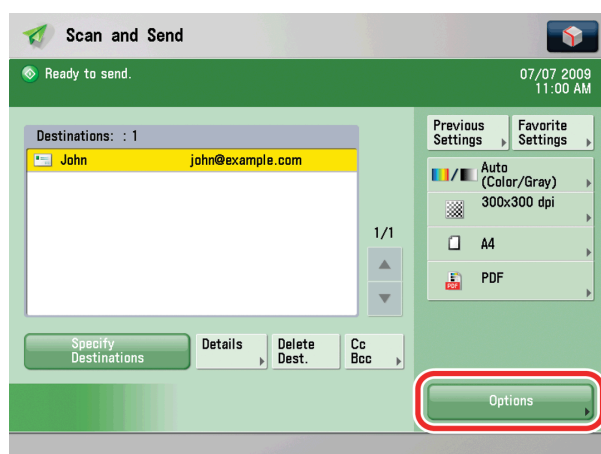
Different Size Originals

This mode enables you to scan different size originals together.

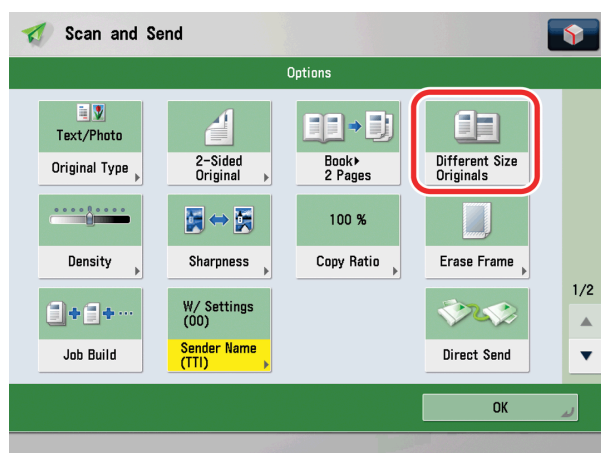
Remark

- The Different Size Originals mode cannot be used with the Scan Size (Custom or Long Original), 2-Page Separation, Erase Original Frame, or Erase Book Frame mode.
- If Scan Size setting is set to anything other than 'Auto', all of the originals are scanned in the specified size. If you want to scan the originals in their original sizes, make sure to set Scan Size to [Auto].
- If the originals are placed in the feeder, make sure that the different size originals are of the same weight (paper type).
- Paper Size in which the width of leading edge of each page are different (e.g., A3) cannot be fed together.
- If the Different Size Originals mode is set, the scanning speed may be slower than normal.
- To cancel this setting, press [Options] → [Different Size Originals].

1. Place your originals and specify the destination → press [Options].



2. Press [Different Size Originals].



Density

When scanning, you can adjust the density to the most appropriate level for the original.

● Density

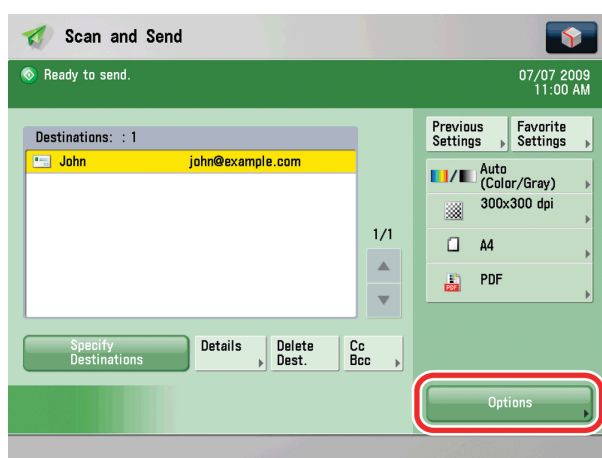
You can adjust the overall density when scanning the original.

● Background Density

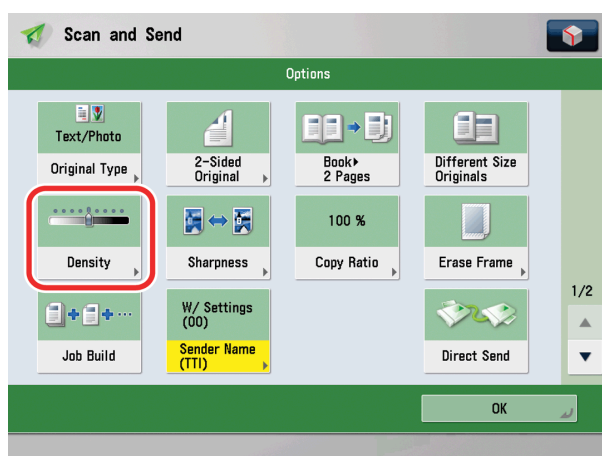
You can scan the original by erasing the background colour.

This mode enables you to scan by erasing the background colour of the original. This feature is especially useful for scanning originals, such as catalogues and paper, that have turned yellow from age.

1. Place your originals and specify the destination → press [Options].

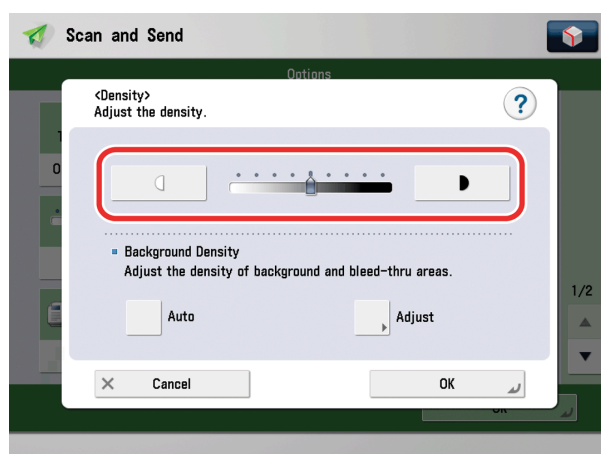


2. Press [Density].



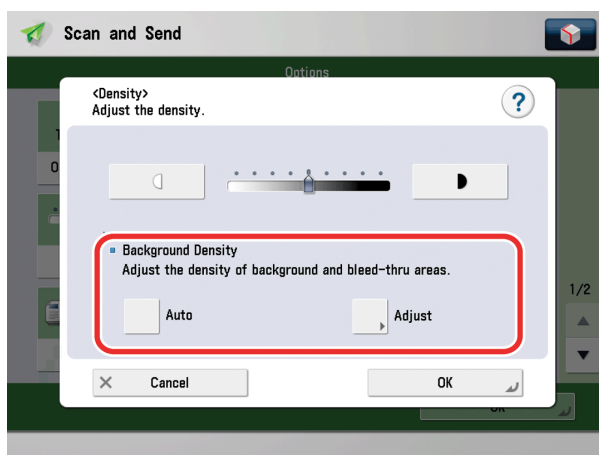
3. Adjust the density.

☐ Press [◀] or [▶] to adjust the density for the original.



Press [◀] to move the indicator to the left to make the exposure lighter, or press [▶] to move it to the right to make the exposure darker.

- ☐ Press [Auto] or [Adjust] to adjust the density of the background.

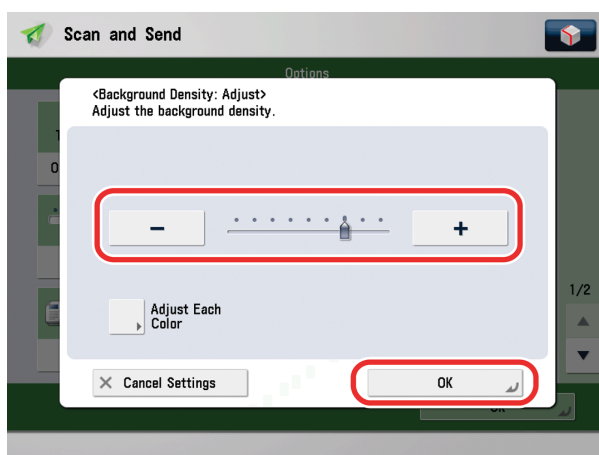


[Auto]:

If you want to automatically adjust the density for originals that may bleed or originals with background colour, press [Auto].

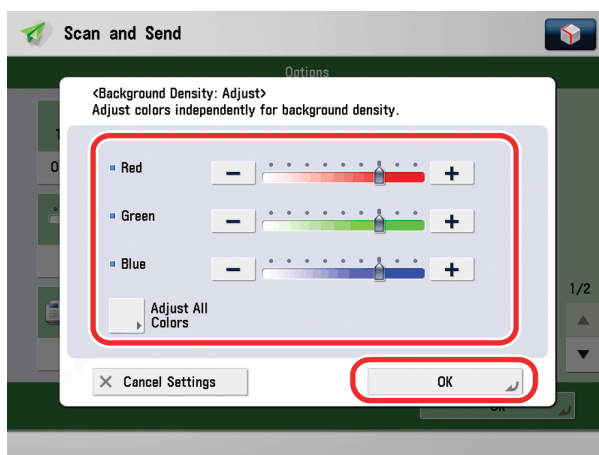
[Adjust]:

If you want to manually make adjustments to all colours, press [Adjust] → adjust the background density using [-] or [+] → press [OK].



[Adjust Each Color]:

If you want to adjust colours independently, press [Adjust Each Color] → adjust colours independently for background density using [-] or [+] → press [OK]. If you want to return to the previous screen, press [Adjust All Colors] before pressing [OK].



- To cancel this setting, press [Cancel Settings].
- If [Auto] is pressed, specified settings for [Adjust] and [Adjust Each Color] returns to the default settings.

4. Press [OK].

Sharpness

This mode enables you to scan original images with a sharper or softer contrast. To scan originals with text or lines with a sharper contrast, use [High] as the setting. To scan originals containing printed images or other halftones with a softer contrast, use [Low] as the setting.

● Low

If you scan an original containing halftones, such as a printed image, using the Photo mode, the moiré effect (a shimmering, wavy pattern) may occur. In this case, you can lessen this moiré effect by using [Low] as the setting to produce a clearer image.

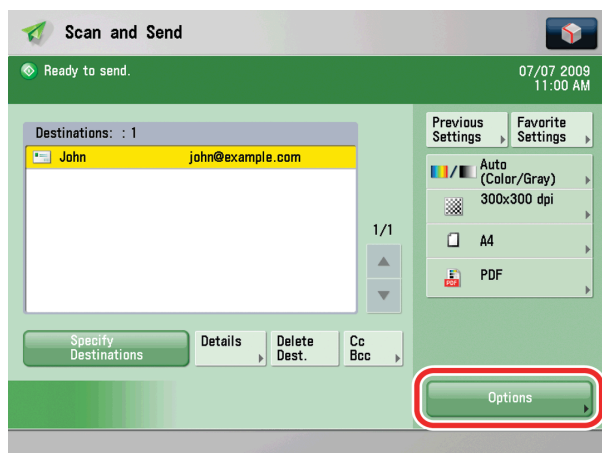
● High

This setting enhances the edges of original images so that faint or fine text is scanned with a sharper contrast. This setting is particularly suited for scanning blueprints and faint pencil drawn images.

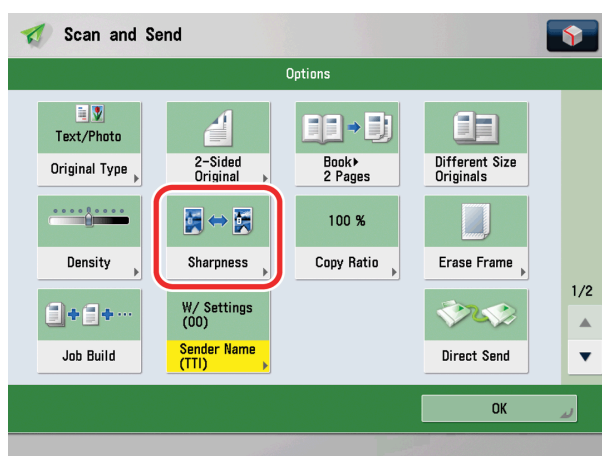
Remark

☞ To cancel this setting, press [Options] → [Sharpness] → [Cancel Settings].

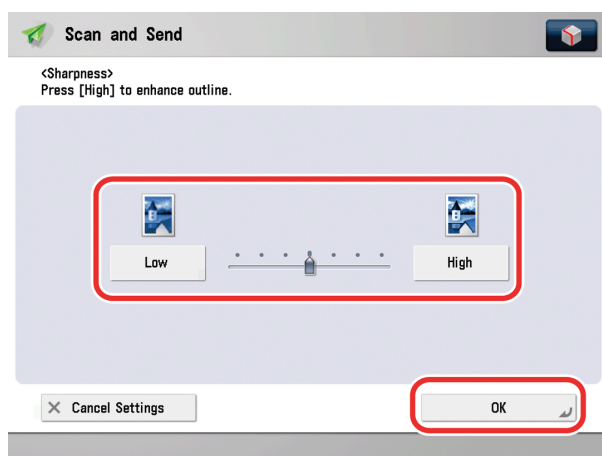
1. Place your originals and specify the destination → press [Options].



2. Press [Sharpness].



3. Press [Low] or [High] to adjust the sharpness → press [OK].



To scan text or lines clearly, the setting should be towards [High]. To scan originals containing printed images or other halftones, the setting should be towards [Low].

Copy Ratio

You can set the machine to adjust the zoom ratio automatically, or you can specify the zoom ratio manually before scanning the original.

Remark

- | | |
|---|--|
| <ul style="list-style-type: none">○ The maximum size of an image that you can send at 600 x 600 dpi resolution is A3. If the image exceeds this size, it may be cut off.○ If [Long Original] is selected as the scan size, documents can be sent only at a zoom ratio of 100%. | <ul style="list-style-type: none">● If PDF(Trace & Smooth), PDF(Compact), PDF(OCR), XPS(Compact), XPS(OCR), or OOXML is selected as the file format, you can only send at a copy ratio of [1:1(100%)] or [Auto]. |
|---|--|

Preset Zoom (p.1-206)

Zoom by Percentage (p.1-208)

Auto Zoom (p.1-210)

Preset Zoom

The machine offers you a variety of preset zoom ratios to reduce or enlarge standard size originals to another standard record size.

● Reduction

The available preset reduction zoom ratios are:

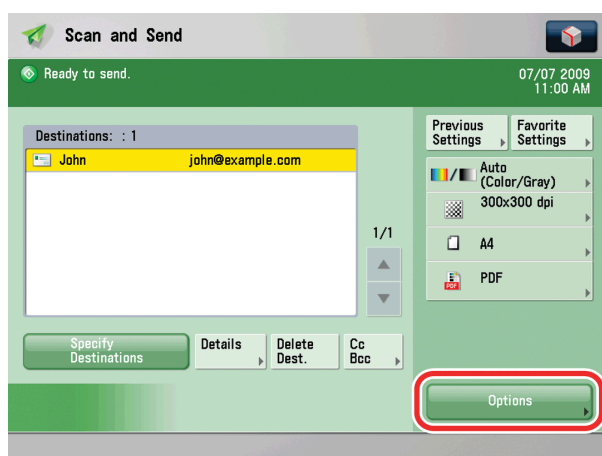
- A3 → A4 (70%)
- A3 → A5 (50%)

● Enlargement

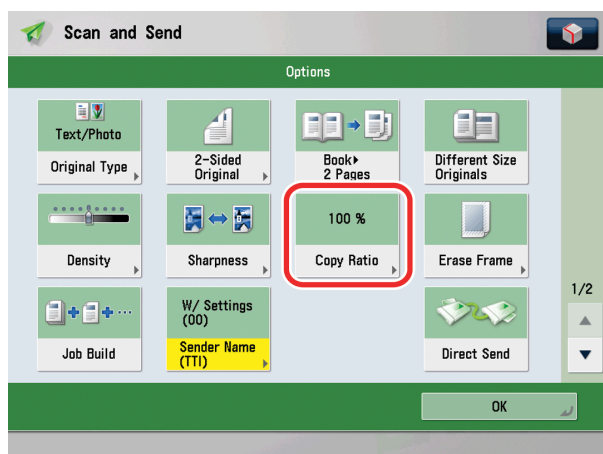
The available preset enlargement zoom ratios are:

- A5 → A3 (200%)
- A4 → A3 (141%)

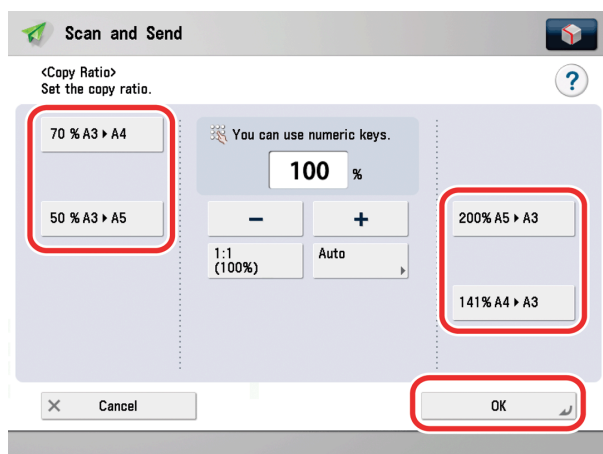
1. Place your originals and specify the destination → press [Options].



2. Press [Copy Ratio].



3. To reduce the original image, select a preset reduction ratio. To enlarge the original image, select a preset enlargement ratio. Following your selection, press [OK].

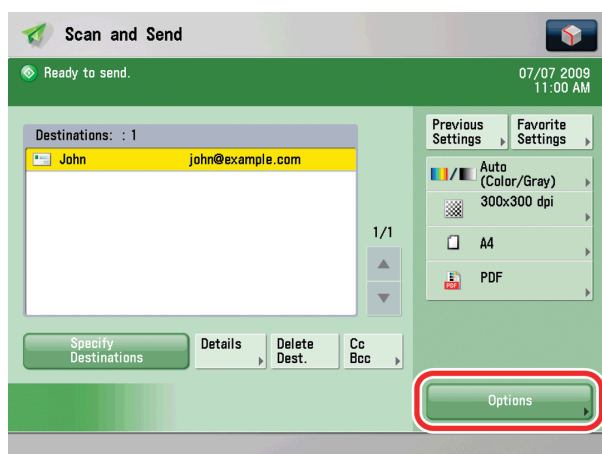


To return the ratio to 100%, press [1:1(100%)].

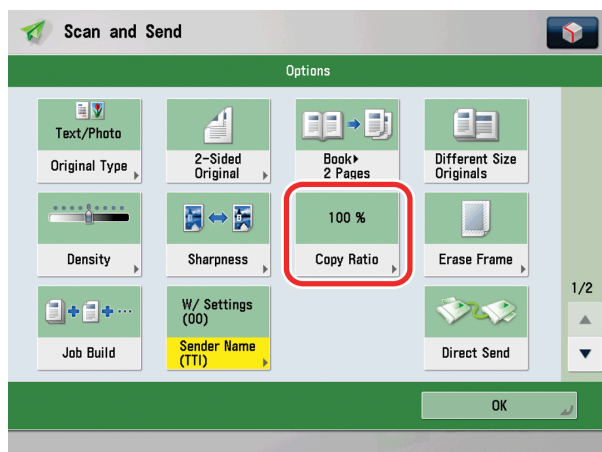
Zoom by Percentage

You can reduce or enlarge originals by any zoom ratio in 1% increments. Any ratio from 50% to 200% can be set. The same zoom ratio is used for the horizontal (X) and vertical (Y) axes.

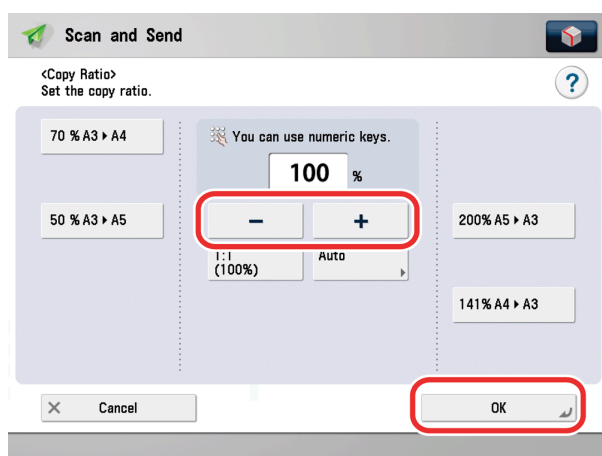
1. Place your originals and specify the destination → press [Options].



2. Press [Copy Ratio].



3. Press [-] or [+] to set a zoom ratio → [OK] → [OK].





To return the ratio to 100%, press [1:1(100%)].

Auto Zoom

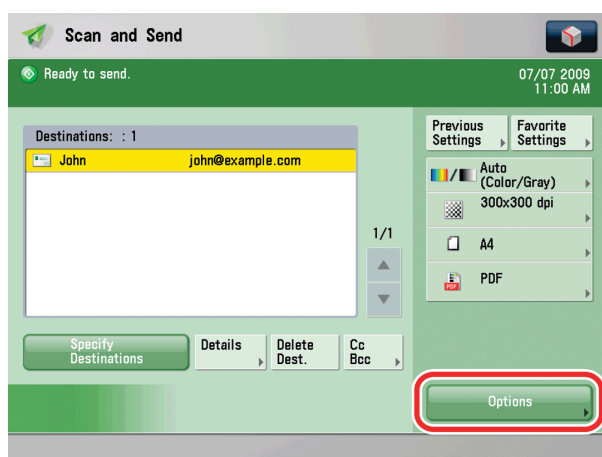
You can set the machine to automatically select the appropriate zoom ratio based on the size of the original and the selected record size. The same zoom ratio is used for the horizontal (X) and vertical (Y) axes. Any zoom ratio from 50% to 200% can be set.

Remark

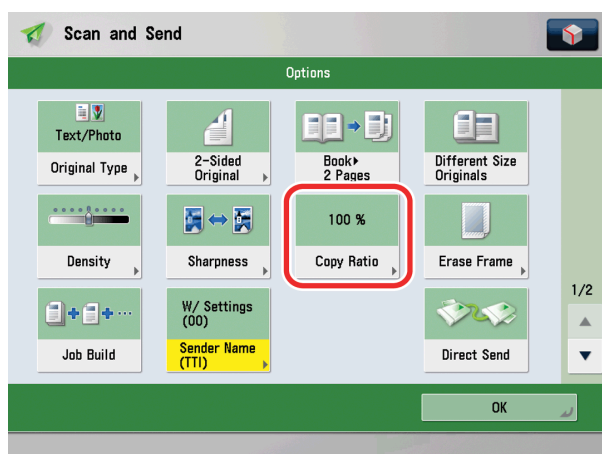
 You can only select the Auto setting on the Copy Ratio screen when the resolution is set to 300 x 300 dpi or 600 x 600 dpi.

 To cancel this setting, press [Options] → [Copy Ratio] → [Auto] → [Cancel Settings].

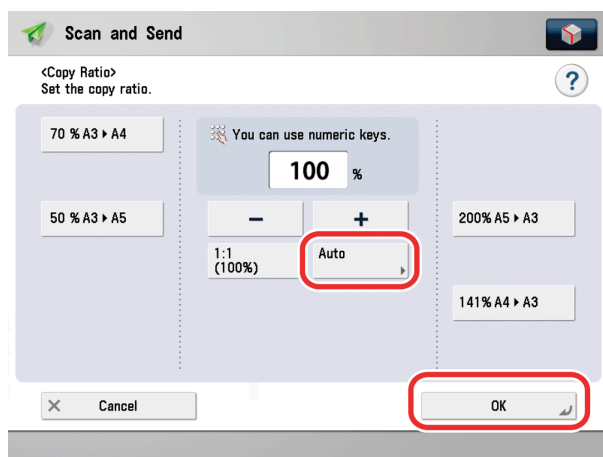
1. Place your originals and specify the destination → press [Options].



2. Press [Copy Ratio].



3. Press [Auto] → select the record size → press [OK].



To return the ratio to 100%, press [1:1(100%)].

Erase Frame

This mode enables you to erase shadows and lines that appear when scanning various types of originals.

The following three Erase Frame modes are available.

Remark

● Combinations of the three Erase Frame modes cannot be set. If you select one of these modes, the previously set mode is cancelled.

● Erase Original Frame

This mode erases the dark borders and frame lines that appear around the scanned image if the original is smaller than the selected record size. You can also use this mode to create a blank border around the edge of the scanned image.

● Erase Book Frame

This mode erases the dark borders, as well as centre and contour lines that appear if you are scanning facing pages in a book or bound original.

● Erase Binding

This mode erases the shadows that appear on the scanned image from binding holes on originals.

Erase Original Frame (p.1-213)

Erase Book Frame (p.1-216)

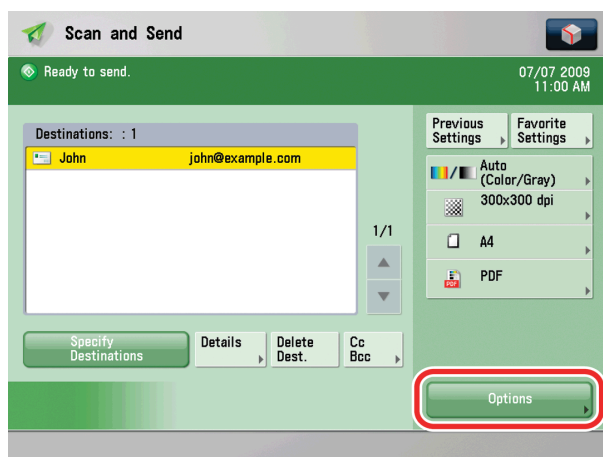
Erase Binding (p.1-219)

Erase Original Frame

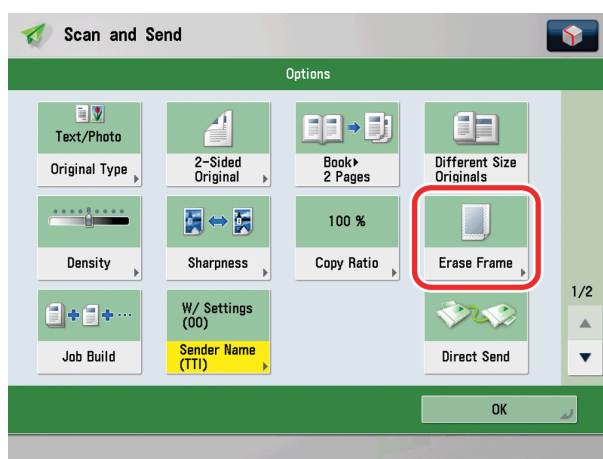
Remark

- The Erase Original Frame mode cannot be used with the Scan Size (A3+, Auto, Custom, and Long Original) or Different Size Originals mode.

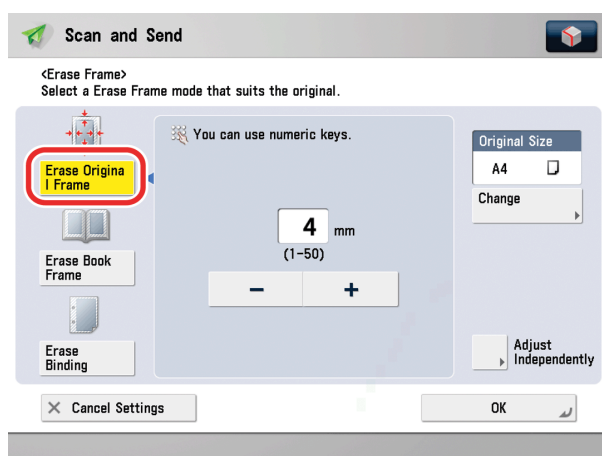
1. Place your originals and specify the destination → press [Options].



2. Press [Erase Frame].



3. Press [Erase Originals Frame].

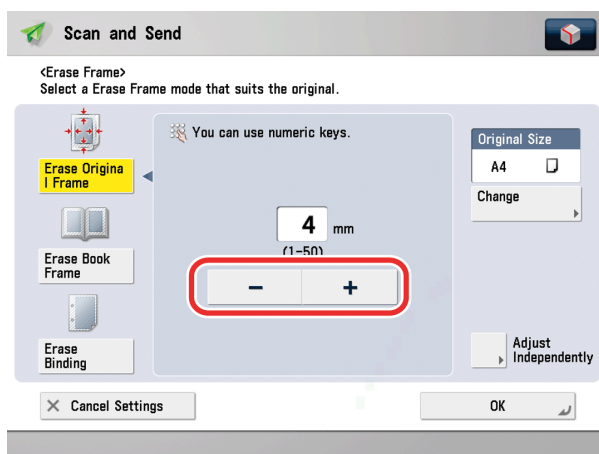


4. Press [-] or [+] to set the frame erase width.

- If you want to set the same width for all four borders:
- If you want to set the top, left, right, and bottom widths independently:

● If you want to set the same width for all four borders:

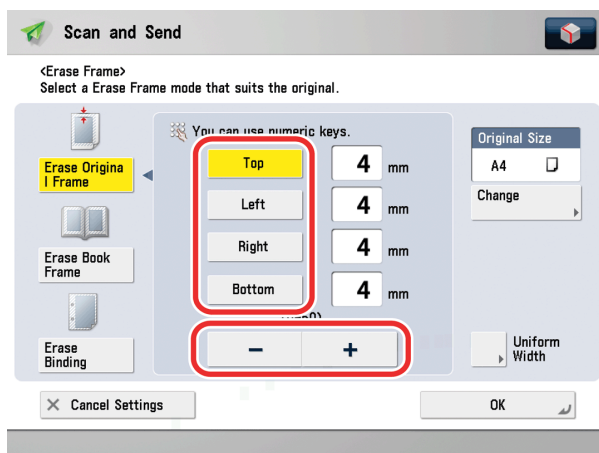
☐ Press [-] or [+] to set the frame erase width.



● If you want to set the top, left, right, and bottom widths independently:

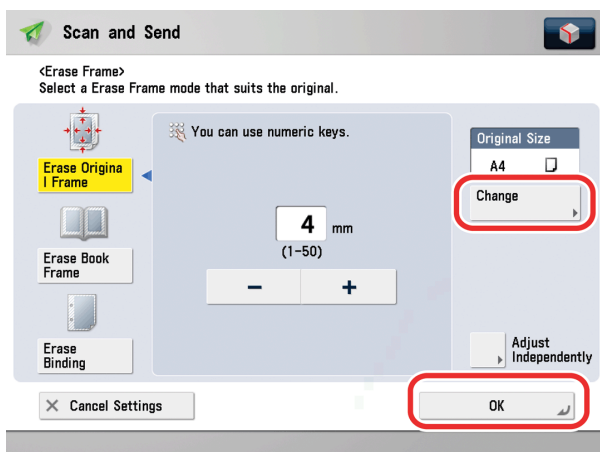
☐ Press [Adjust Independently].

- ☐ Select the desired frame erase borders → press [-] or [+] to set their respective frame erase widths.



To return to the screen for setting the same width for all four borders, press [Uniform Margin].

5. Press [Change] → select the original size → press [OK].



- ☐ You can set the Erase Original Frame mode only for the original paper sizes shown on the touch panel display.
- ☐ To select an inch size, press [Inch-size].

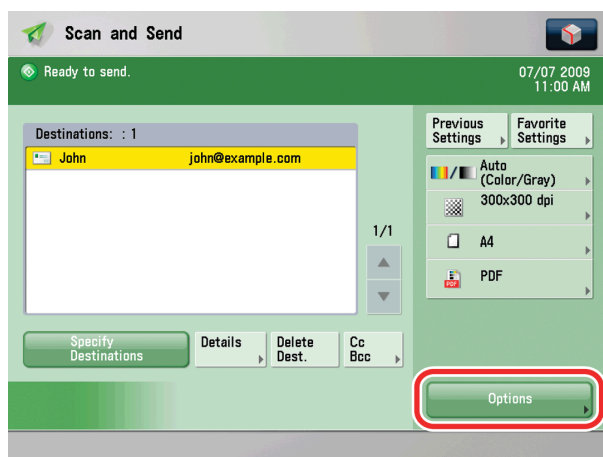
6. Press [OK].

Erase Book Frame

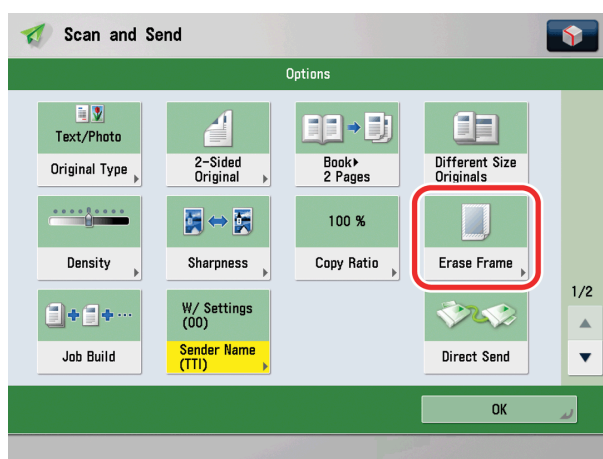
Remark

- The Erase Book Frame mode cannot be used with the Scan Size (A3+, Auto, Custom, and Long Original) or Different Size Originals mode.

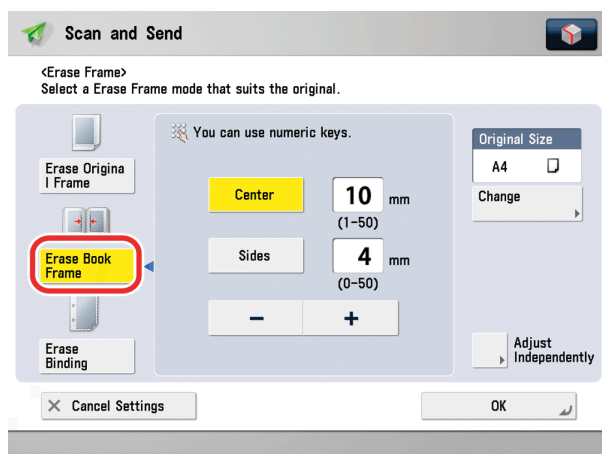
1. Place your originals and specify the destination → press [Options].



2. Press [Erase Frame].



3. Press [Erase Book Frame].

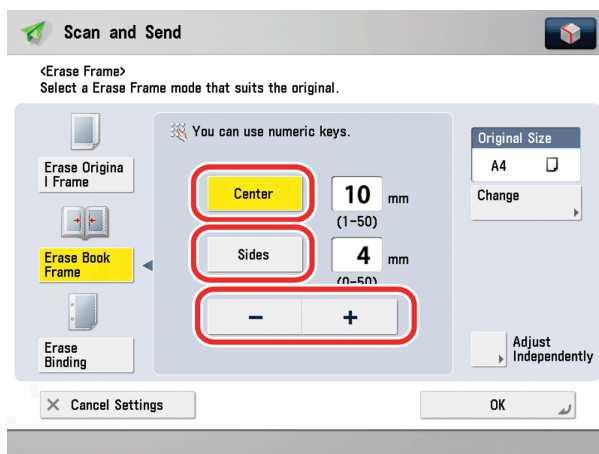


4. Press [-] or [+] to set the frame erase widths.

- If you want to set the same width for all four borders:
- If you want to set the top, left, centre, right, and bottom widths independently:

● If you want to set the same width for all four borders:

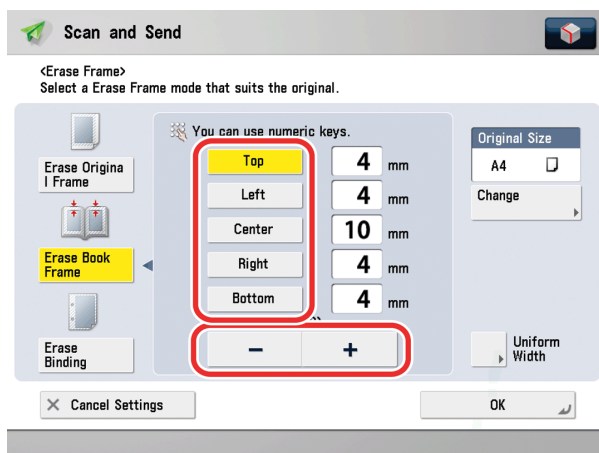
- ☐ Press [Center] and [Sides] → press [-] or [+] to set their respective frame erase widths.



● If you want to set the top, left, centre, right, and bottom widths independently:



- ☐ Press [Adjust Independently].

- ☐ Select the desired frame erase borders → press [-] or [+] to set their respective frame erase widths.



To return to the screen for setting the same width for all four borders, press [Uniform Margin].

5. Press [Change] → select the size of the bound original when it is open → press [OK].

-  You can set the Erase Book Frame mode only for the original paper sizes shown on the touch panel display.
-  To select an inch size, press [Inch-size].

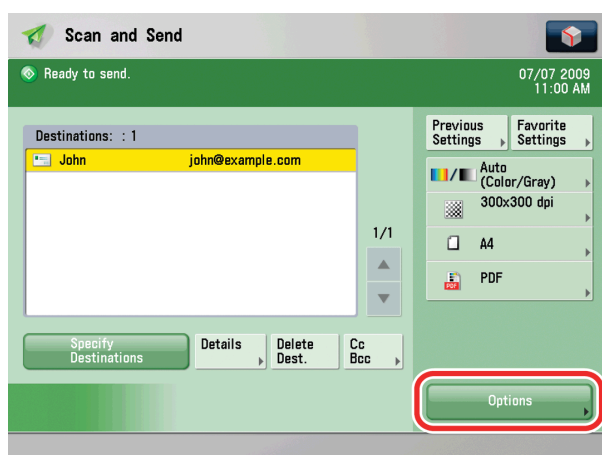
6. Press [OK].

Erase Binding

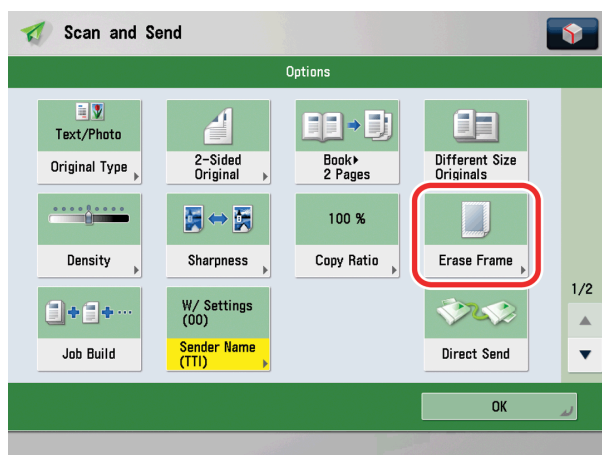
Remark

- The Erase Binding mode cannot be used with the Scan Size (A3+, Custom and Long Original) or 2-Page Separation mode.
- Do not place originals with binding holes into the feeder, as this may damage the originals.
- If you are using the Erase Binding mode, the borders you do not select are also erased by 4 mm.

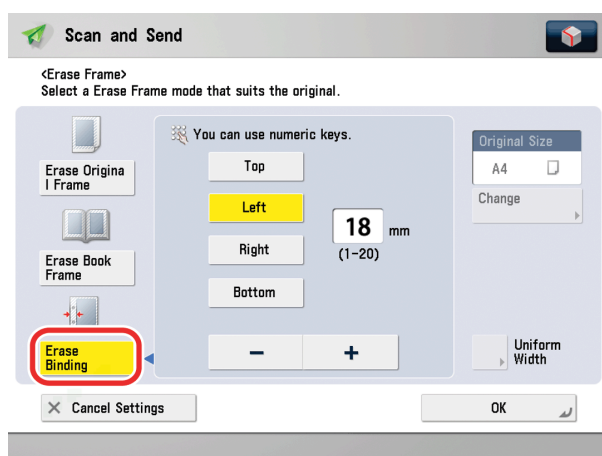
1. Place your originals and specify the destination → press [Options].



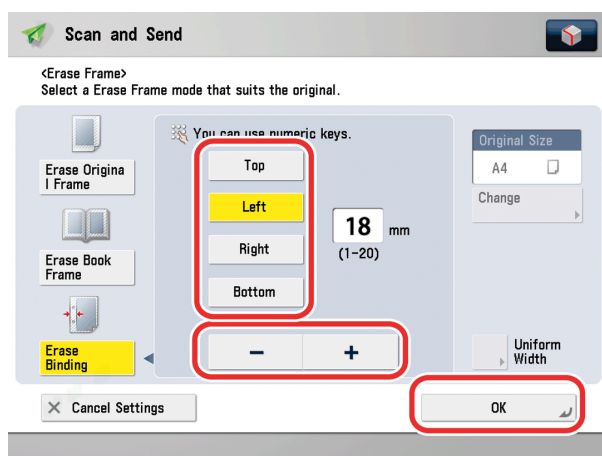
2. Press [Erase Frame].



3. Press [Erase Binding].



4. Press [-] or [+] to set the frame erase width → press [OK].



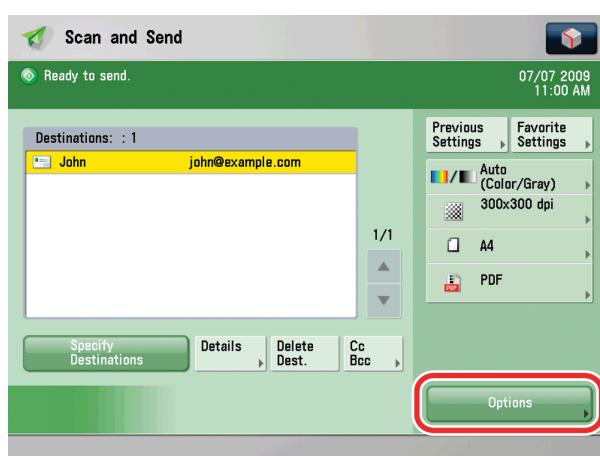
Job Build

This mode enables you to scan originals that are too many to be placed at once, by dividing them into multiple batches. You can use both the feeder and the platen glass for scanning. The originals are sent as one document after all of the batches have been scanned.

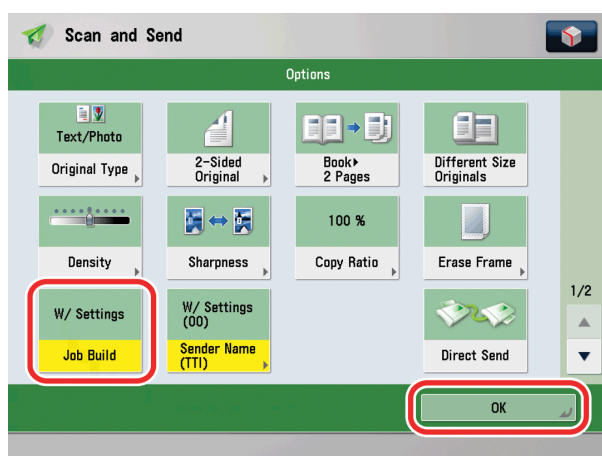
Remark

- ❶ The Job Build mode cannot be used with the Scan Size (Custom or Long Original) mode.
- ❷ You can change or specify the following settings before scanning the next batch of originals (i.e., between batches).
 - Select Color
 - Scan Size (Auto or manual)
 - 2-Sided Original
 - Density
 - Original Type
- ❸ If you place your originals into the feeder, remove the originals from the original output area when the scanning of each batch is complete.
- ❹ The maximum number of pages that can be sent at one time is 999. When using the Job Build mode, a message appears to ask you if you want to send the job when 999 pages of originals have been scanned. If you select to send the job, the scanned 999 pages are sent. If you cancel the job, the scanned pages are not sent.
- ❺ If you place different size originals into the feeder, set the Different Size Originals mode.
- ❻ If you want to scan one-sided and two-sided originals and store them as two-sided documents, divide the originals into one-sided and two-sided batches. For example, if the first batch consists of two-sided originals, set the 2-Sided Original mode. Thereafter, you have to manually set or cancel the 2-Sided Original mode for each batch of originals that you scan.
- ❼ To cancel this setting, press [Options] → [Job Build].



1. Place your originals and specify the destination → press [Options].



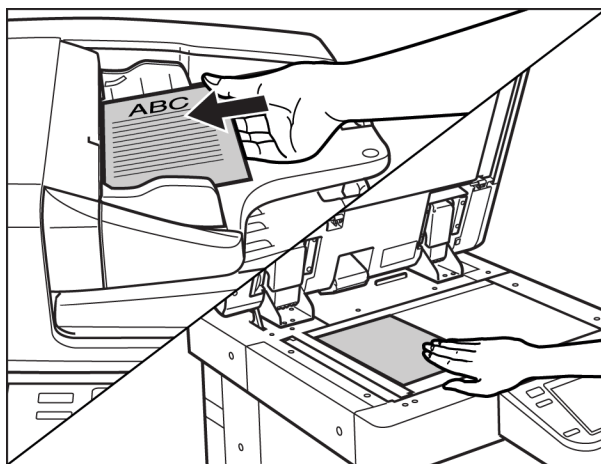
2. Press [Job Build] → [OK].




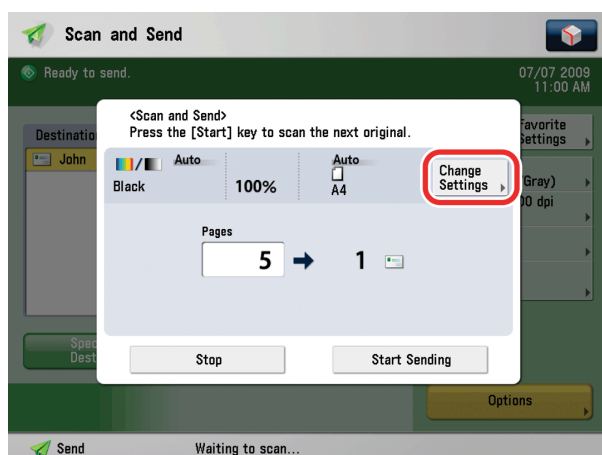
3. Press .

 To cancel scanning, press [Stop] or .

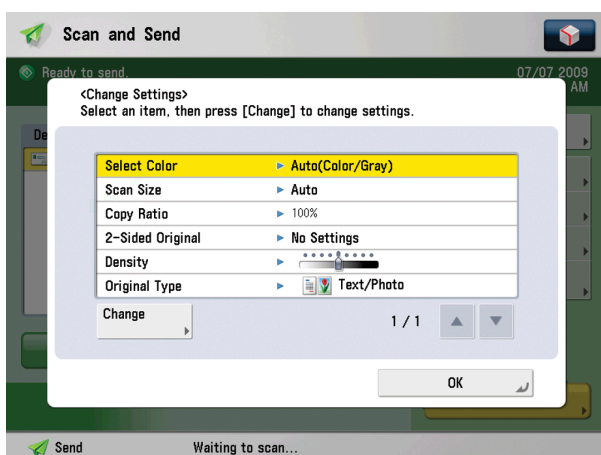
4. When scanning is complete, place your next batch of originals → press .



If you want to change the settings, change them before pressing .



If [Change Settings] is pressed, you can change the following settings.



Select Color: See "Colour Settings(p.1-142)"

Scan Size: See "Scan Size Settings(p.1-146)"

2-Sided Original: See "2-Sided Original(p.1-195)"

Density: See "Density(p.1-199)"

Original Type: See "Original Type(p.1-192)"

5. After the last batch of originals is scanned, press [Start Sending].

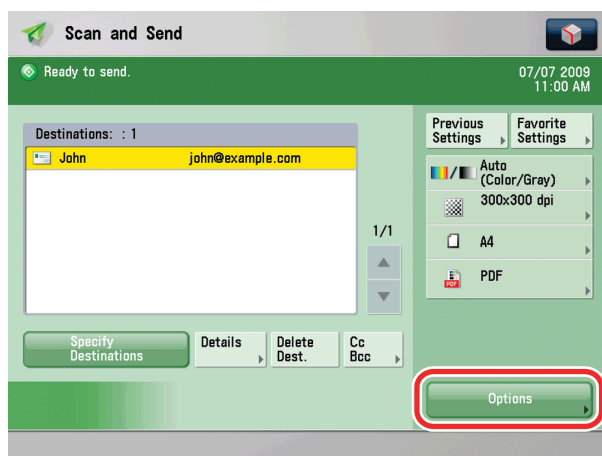
Delayed Send

The Delayed Send mode enables you to store a send job in memory, and have it sent at a later time.

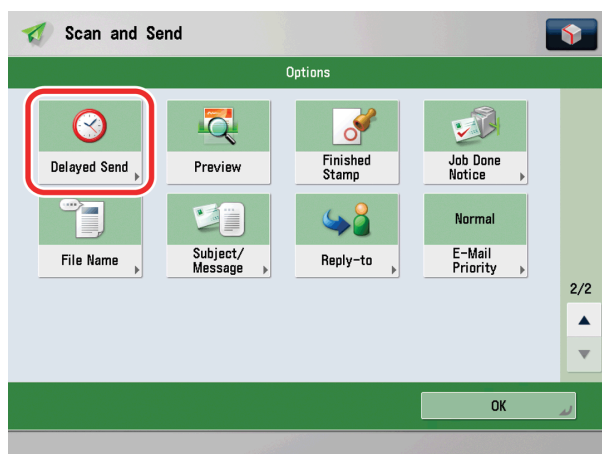
Remark

- You can reserve up to 120 jobs for delayed sending. However, the actual number of jobs that can be reserved may be less than 120, depending on the following conditions:
 - If multiple documents are being sent at the same time
 - If large document files are being sent
 - A large amount of memory is being used for the Mail Box and the Fax/I-Fax Inbox
- The number of delayed send jobs which you can reserve may also be reduced if there are other jobs with no Delayed Send settings, or if there are other factors affecting the specified destinations.
- Once the delayed documents are sent, the documents are automatically deleted from memory.
- You can check the status, cancel, or change the destinations of documents for which a preset send time has been specified. (See "Using the Status Monitor/Cancel Screen(p.1-30).")
- To cancel this setting, press [Options] → [Delayed Send] → [Cancel Settings].

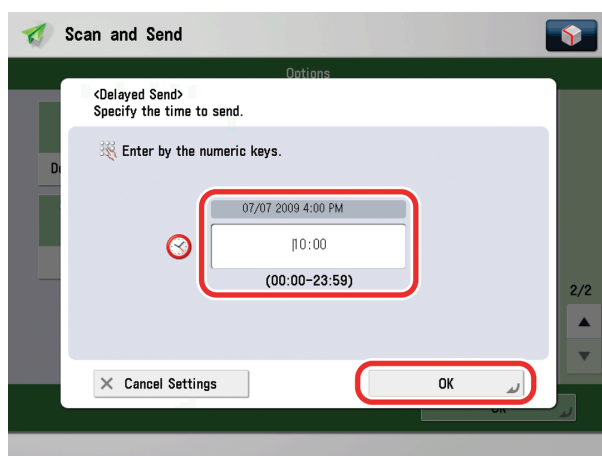
1. Place your originals and specify the destination → press [Options].



2. Press [Delayed Send].



3. Enter the send time using 0 - 9 (numeric keys) → press [OK].



Enter all four digits of the time (including zeros).

Examples: 7:05 a.m. → 0705
11:18 p.m. → 2318

If you set a time earlier than the current time, the document will be sent at that time on the next day.

- ☛ If you make a mistake when entering the send time, press **C** to clear your entry → enter another four digit number.
- ☛ You can only cancel delayed send jobs from the Status Monitor/Cancel screen. (See "Using the Status Monitor/Cancel Screen(p.1-30).")

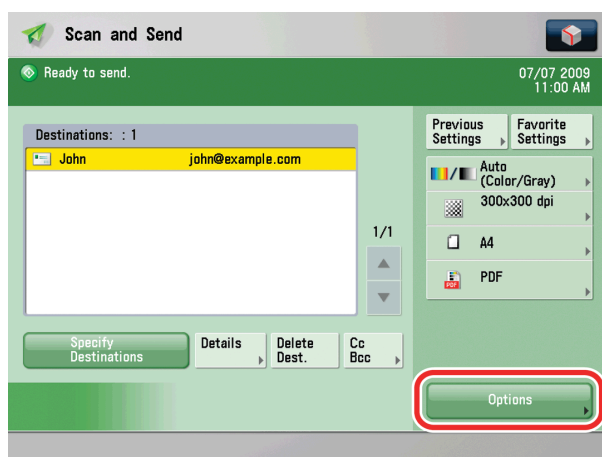
Preview

This mode enables you to preview the scanned data of your originals and to check the page count before sending your document. You can verify the scanned data of your originals on the Preview screen.

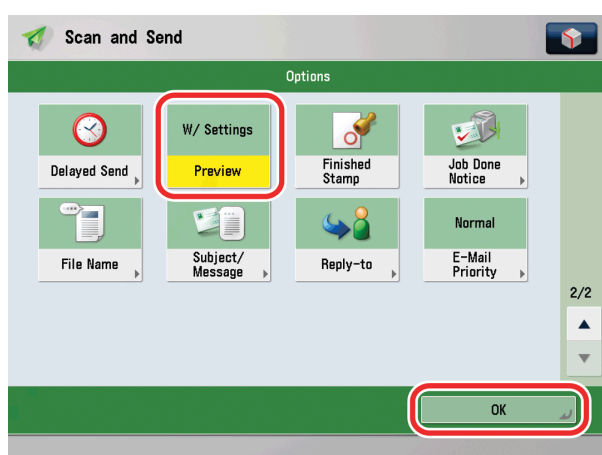
Remark

To cancel this setting, press [Options] → [Preview].

1. Place your originals and specify the destination → press [Options].



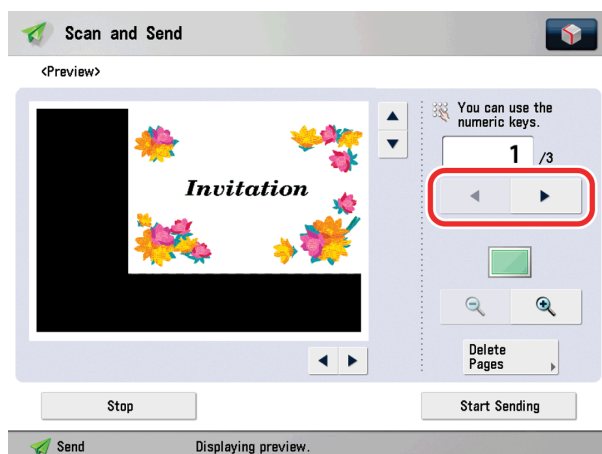
2. Press [Preview] → [OK].



3. Press .

If the Preview key is not lit, the Preview display setting is turned off, and the Preview screen is not displayed. In this case, the scanned data is sent to the specified destination when scanning is complete.

4. Press [◀] or [▶] to specify the page that you want to verify.



5. Select whether to delete the page.

To delete the page, press [Delete Page].

If you do not want to delete the page, proceed to step 8.

6. Select [Delete Single Page] or [Delete Pages Con.] → select the pages you want to delete.

- If you select [Delete Single Page]:
- If you select [Delete Pages Con.]:

● If you select [Delete Single Page]:

- ☐ Press [-] or [+] to specify the page you want to delete.



● If you select [Delete Pages Con.]:

- ☐ Press [First Page] and [Last Page] to specify the first and the last page of the range you want to delete by pressing [-] or [+].


7. Press [Start].


8. Press [Yes].

9. Verify the images → press [Start Sending].

You can press [] (reduce) or [] (enlarge) to zoom in or out.

You can press [◀], [▶], [▼], or [▲] to specify the area to display when you zoom in or out on the page.

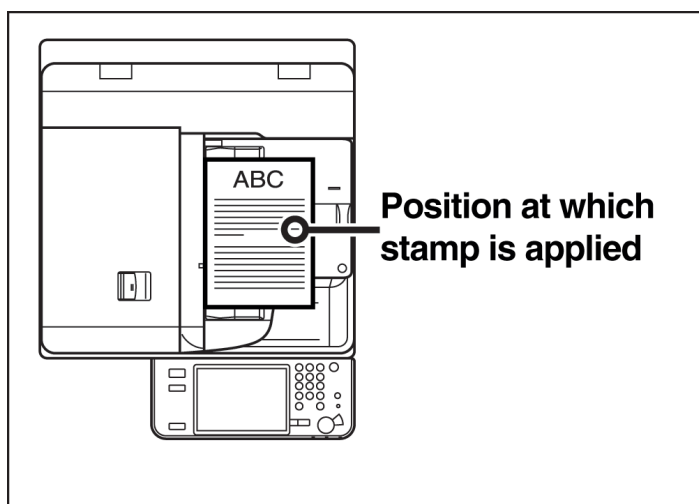
When your image is enlarged or reduced, you can see the general location of which area you are previewing with  (above the reduce and enlarge icons).

 The number of scanned pages is displayed on the Send Process screen.

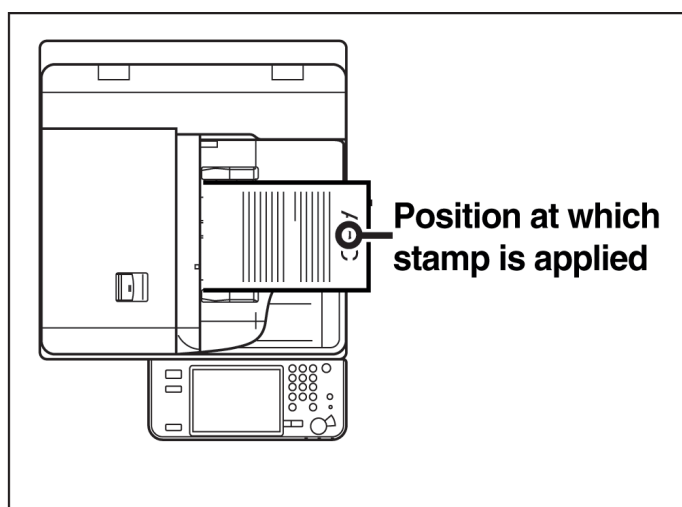
Finished Stamp

The machine can print a stamp (approximately 3 mm in diameter) on the front side of scanned and sent originals.

For information on the optional products required to use this function, see "Reference Guide."



Vertical Placement



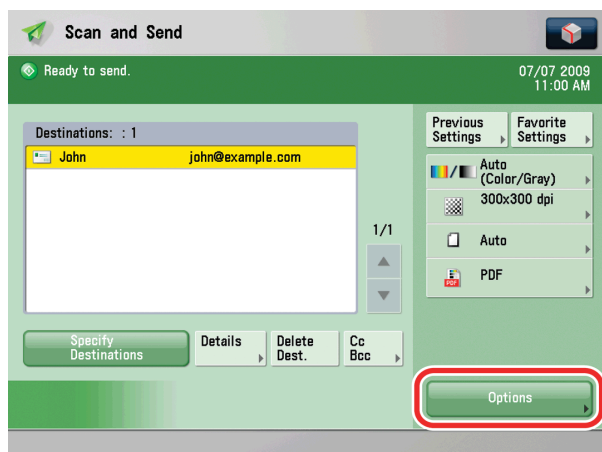
Horizontal Placement

Remark

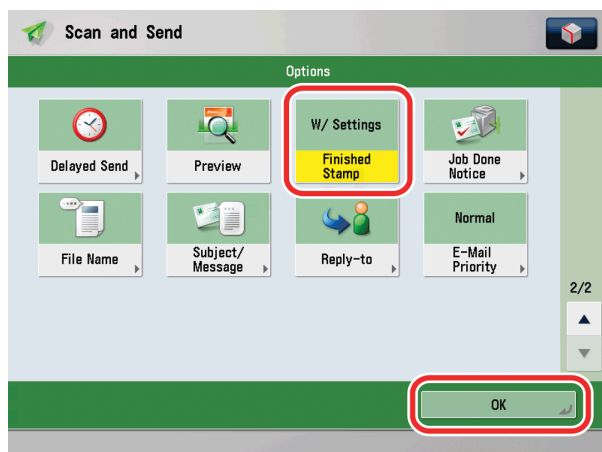
ⓘ The Stamp mode cannot be used with the Scan Size (Custom), or Book ► 2 Page mode.

ⓘ To cancel this setting, press [Options] → [Finished Stamp].

1. Place your originals into the feeder and specify the destination → press [Options].



2. Press [Finished Stamp] → [OK].



Job Done Notice

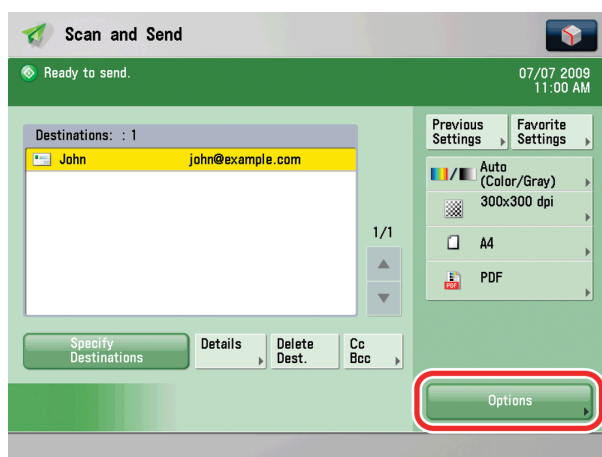
You can send a job done notice to a specified e-mail address to notify you when a send job is complete.

Remark

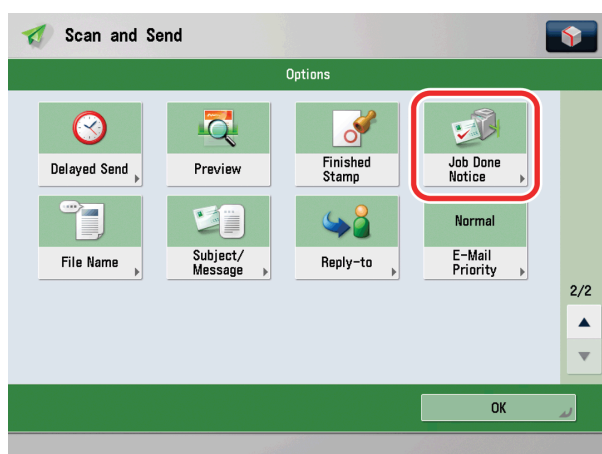
To send a job done notice, you need to store e-mail addresses in the Local Address Book beforehand. (See "E-Mail Addresses(p.1-91).")

To cancel this setting, press [Options] → [Job Done Notice] → [Cancel Setting].

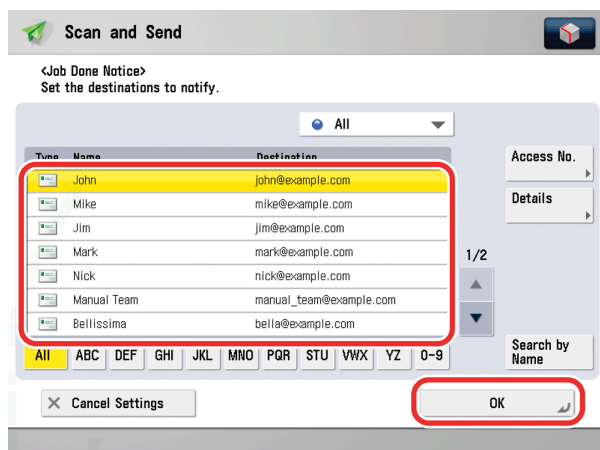
1. Place your originals and specify the destination → press [Options].



2. Press [Job Done Notice].



3. Select the destination where the job done notice is to be sent → press [OK].



You cannot select multiple destinations at one time.

The following are the various methods you can search for the destination. Also, you can search using a combination of these methods.

[Access No.]:

If you select a destination that is stored with an access number, press [Access No.] and then enter the access number using 0 - 9 (numeric keys). If you press [Addresses without Access Number], the destinations that are not managed with an access number are displayed.

<Address List drop-down list>:

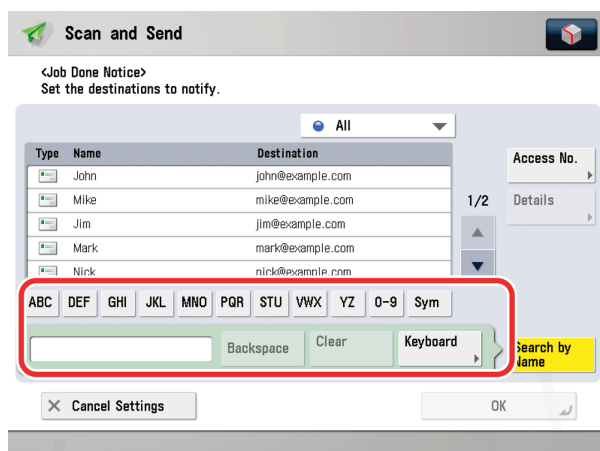
Press the Address List drop-down list to display a list of Address Lists 1 to 10 or one-touch buttons. Address Lists categorize the addresses stored in the Address Book.

<Search Initial Letter button>:

Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries. Press [All] to return to the full address list.

[Search by Name]:

If [Search by Name] is pressed, the pop-up screen for refining the address book is displayed.



You can refine the search by entering not only the first character of the destination name but as many characters as you like. Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can also refine the addresses display by specifying the multiple letters pressing [Keyboard].

Details of each item are shown below.

[Backspace]: Press to delete the last letter entered.

[Clear]: Press to delete all of the text entered.

[Keyboard]: Displays the keyboard on the touch panel display.

Press [Search by Name] to return to the previous screen.



[Access No.] is displayed on the screen only if Manage Address Book Access Number is set to 'On' in Set Destination (Settings/Registration). (See [Manage Address Book Access Number] in "Reference Guide.")

4. Press [OK].

File Name

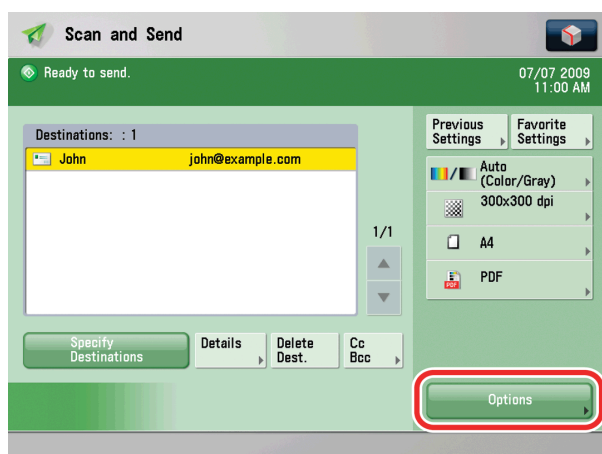
You can enter a file name for the document when sending or storing to e-mail, I-fax, server, or mail box. When you store in a mail box, the file name is for the document in the mail box.

Remark

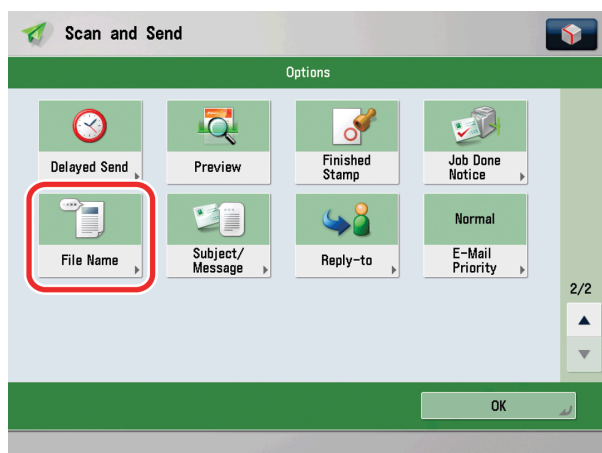
○ If you use characters such as ",", "/", "[", or "]" in the document name, you may not be able to send the file to file servers that run on operating systems that do not recognize such characters.

☞ To cancel this setting, press [Options] → [File Name] → [Cancel Setting].

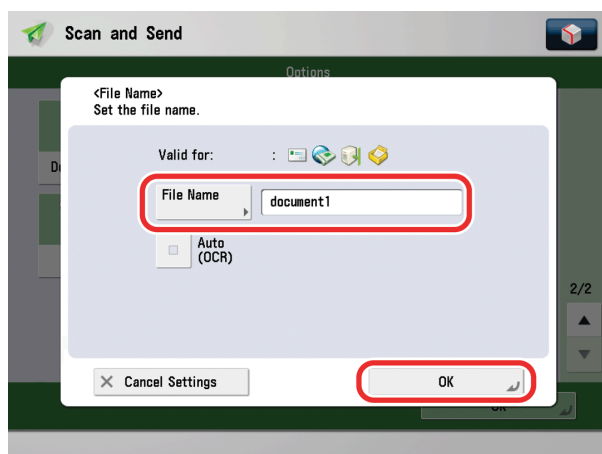
1. Place your originals and specify the destination → press [Options].



2. Press [File Name].



3. Press [File Name] → enter a file name → press [OK].



[Auto(OCR)]:


You can select [Auto (OCR)] only when sending to e-mail or server.

When PDF (OCR) or XPS (OCR) is set as the file format, set [Auto(OCR)] to 'On' to automatically extract the first text block in the document for use as its filename. You can set the number of characters that are extracted for [Auto(OCR)] in <Num. of Char. for File Name Setting> in OCR (Text Searchable) Settings in Generate File in Common in Function Settings (Settings/Registration). (See [OCR (Text Searchable) Settings] in "Reference Guide.")

The first text block extracted from the first page of the document is automatically set as the document name. Characters such as ";", "/", "[", or "]", which are invalid when sending a file, will not be extracted.

If a document name is already entered, the extracted text is appended to the end of the filename. Characters over the character limit will be cut off.


The encrypted PDF mode and [Auto(OCR)] cannot be set at the same time.

-  When you are sending documents, each page is sent as a separate image attached to an e-mail message or a separate TIFF image attached to the I-fax, and the extension of the document matches the file format that you select for sending. The file name prefix of the image attached to the e-mail message or I-fax is assigned as follows:
 - If you set the file name:

The file name prefix is generated by the file name and three digits that signify the page number of the image.

Example: file name_002.tif
 - If you do not set the file name:

The file name prefix is generated by the job number (0001 to 4999) and three digits that signify the page number of the image.

Example: 1231_002.tif
-  When you are sending documents, each page is sent as a separate image and stored in a file server. The extension of the document matches the file format that you select for sending. The file name prefix of the image attached to the document you are sending is assigned as follows:
 - If you set the file name and Divide into Pages is turned on:

The file name prefix is generated by the file name, the year, month, day, hour, minute, and second the file is sent, and the five digits that signify the page number of the image.

Example:

file name_20090707203000_00002.tif

file name_20090707203000_00002.jpeg

file name_20090707203000_00002.pdf

file name_20090707203000_00002.xps

file name_20090707203000_00002.pptx
 - If you set the file name and Divide into Pages is not turned on:

The file name prefix is generated by the file name and the year, month, day, hour, minute, and second the file is sent.

Example:

file name_20090707203000.tif

file name_20090707203000.pdf

file name_20090707203000.xps

file name_20090707203000.pptx

- If you do not set the file name and Divide into Pages is turned on:
The file name prefix is generated by the year, month, day, hour, minute, and second the file is sent, and the five digits that signify the page number of the image.

Example:

20090707203000_00002.tif

20090707203000_00002.jpeg

20090707203000_00002.pdf

20090707203000_00002.xps

20090707203000_00002.pptx

- If you do not set the file name and Divide into Pages is not turned on:
The file name prefix is generated by the year, month, day, hour, minute, and second the file is sent.

Example:

20090707203000.tif

20090707203000.pdf

20090707203000.xps

20090707203000.pptx

- You can specify a file name using the Remote UI when sending to an e-mail/fax address or a server that is stored in [Favorite Settings]. (See "Remote UI.")

4. Press [OK].

Subject/Message

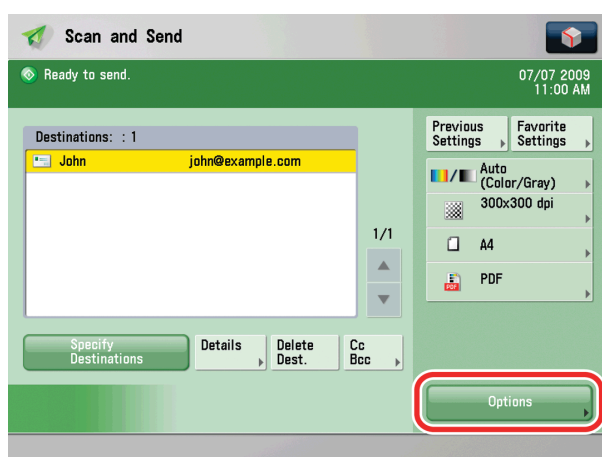
You can enter a subject and message when sending documents to e-mail or I-fax addresses.

Remark

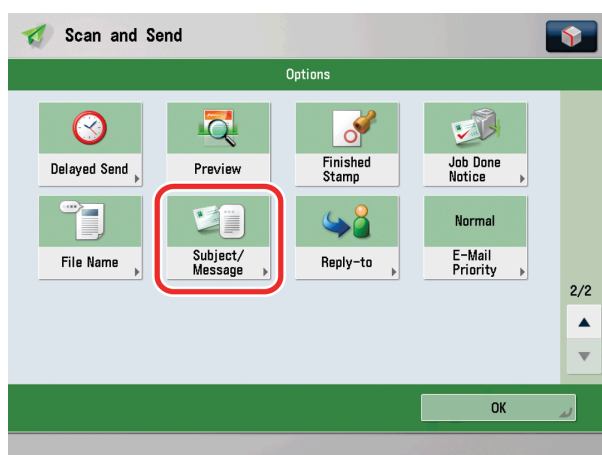
☞ If you do not enter a subject, the default subject set in Default Subject in E-Mail/I-Fax Settings in Send in Function Setting (Settings/Registration) is used. (See [Default Subject] in "Reference Guide.")

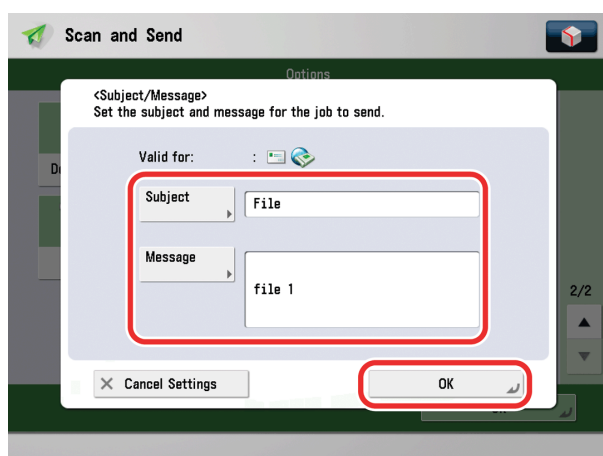
☞ To cancel this setting, press [Options] → [Subject/Message] → [Cancel Setting].

1. Place your originals and specify the destination → press [Options].



2. Press [Subject/Message].



3. Enter a subject and message → [OK].

[Subject]: Press [Subject] → enter a subject → press [OK].

[Message]: Press [Message] → enter a message body text → press [OK].

4. Press [OK].

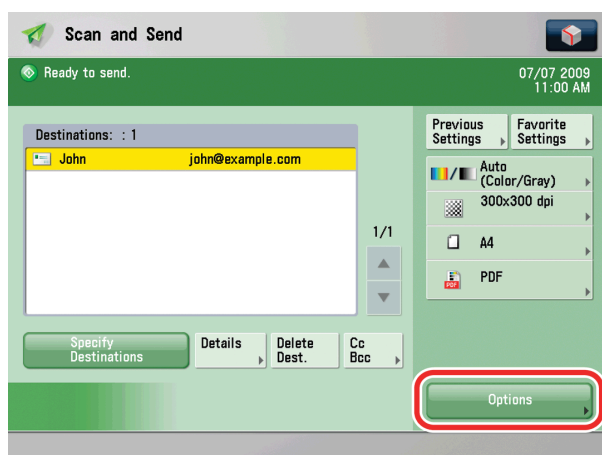
Reply-to

You can specify the reply-to address when sending documents to e-mail or I-fax address.

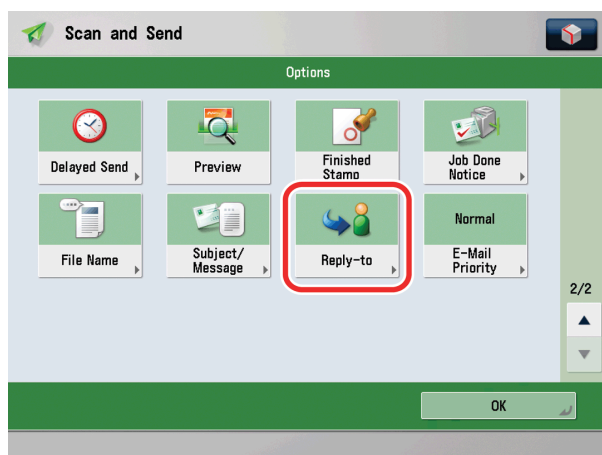
Remark

- You need to store reply-to addresses in the Local Address Book beforehand. (See "E-Mail Addresses(p.1-91).")
- If a login service is set for the machine and Specify Authentication User Dest. to Reply is set to 'On' in E-Mail/I-Fax Settings in Send in Function Setting (Settings/Registration), the e-mail address of the login user is displayed as the reply-to address. (See [Specify Authentication User Dest. to Reply] in "Reference Guide.")
- To cancel this setting, press [Options] → [Reply-to] → [Cancel Setting].

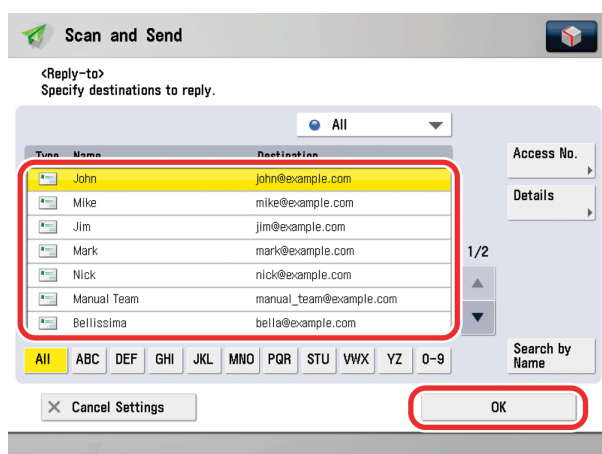
1. Place your originals and specify the destination → press [Options].



2. Press [Reply-to].



3. Select a reply-to address → press [OK].



You cannot select multiple destinations for the reply-to address.

When sending an e-mail, the selected destination is set as the reply-to e-mail address.

When sending an I-fax, a Full Mode Delivery Confirmation message will also be sent to the selected reply-to address.

The following are the various methods you can search for the destination. Also, you can search using a combination of these methods.

[Access No.]:

If you select a destination that is stored with an access number, press [Access No.] and then enter the access number using 0 - 9 (numeric keys). If you press [Addresses without Access Number], the destinations that are not managed with an access number are displayed.

<Address List drop-down list>:

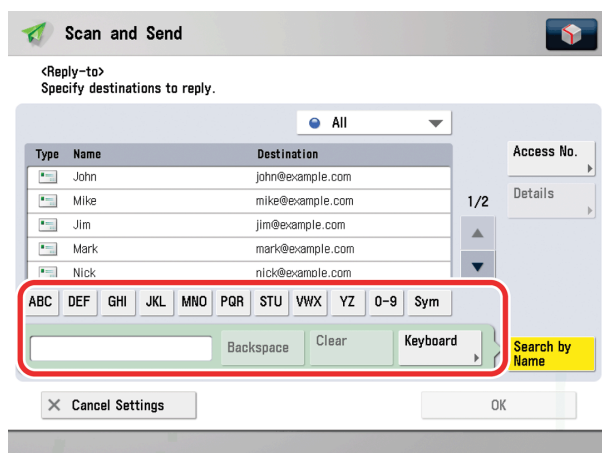
Press the Address List drop-down list to display a list of Address Lists 1 to 10 or one-touch buttons. Address Lists categorize the addresses stored in the Address Book.

<Search Initial Letter button>:

Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries. Press [All] to return to the full address list.

[Search by Name]:

If [Search by Name] is pressed, the pop-up screen for refining the address book is displayed.



You can refine the search by entering not only the first character of the destination name but as many characters as you like. Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can also refine the addresses display by specifying the multiple letters pressing [Keyboard].


Details of each item are shown below.

[Backspace]: Press to delete the last letter entered.

[Clear]: Press to delete all of the text entered.

[Keyboard]: Displays the keyboard on the touch panel display.

Press [Search by Name] to return to the previous screen.

 [Access No.] is displayed on the screen only if Manage Address Book Access Number is set to 'On' in Set Destination (Settings/Registration). (See [Manage Address Book Access Number] in "Reference Guide.")

4. Press [OK].

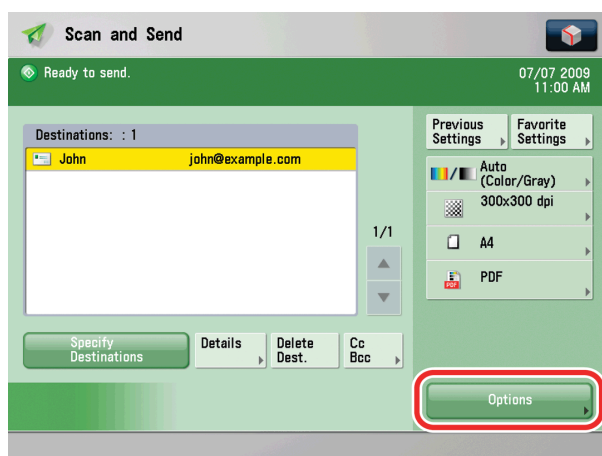
E-Mail Priority

You can set the priority level for your e-mail message when sending documents to e-mail addresses.

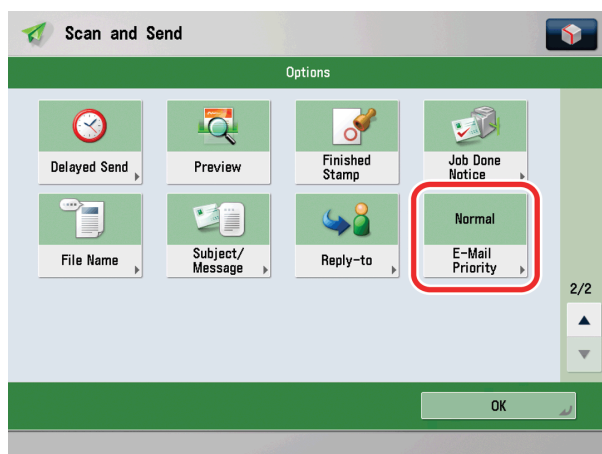
Remark

To cancel this setting, press [Options] → [E-Mail Priority] → [Cancel].

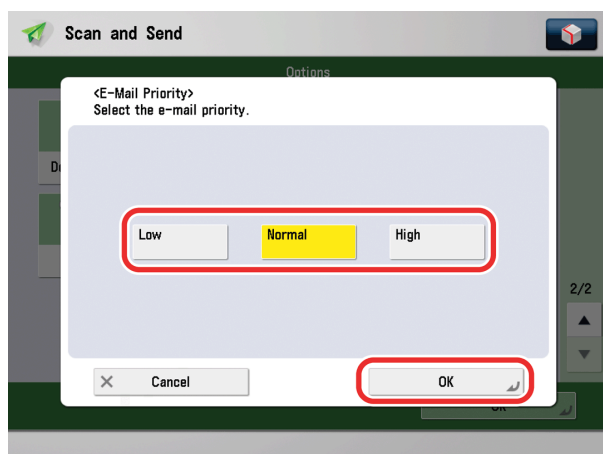
1. Place your originals and specify the destination → press [Options].



2. Press [Options] → [E-Mail Priority].



3. Select a priority for your e-mail message → press [OK].



4. Press [OK].

Receiving Print and I-Fax Documents

● Receiving Print Jobs

The machine receives and prints print jobs sent from a computer.

● Receiving I-Fax Documents

The I-fax function is similar to e-mail. However, instead of sending and receiving messages over the Internet, I-fax enables you to send and receive scanned document images via the Internet.

You can set the machine to automatically forward received I-fax documents to specified destinations. For more information on specifying forwarding settings, see [Forwarding Settings] in "Reference Guide."

Remark

⚠ If files (images) that are attached to received I-fax documents are not compatible with this machine, the machine does not process (print, forward, or store) these files, but deletes them instead. The names of the deleted files and the message "Could not create image" are printed with the text of the received I-fax.

⚠ If a received I-fax document does not contain an e-mail message, and contains only a TIFF file attachment, the sender's name and subject of the e-mail (each up to 24 characters) are printed as the header of the TIFF image.

Processing Received Documents (p.1-245)

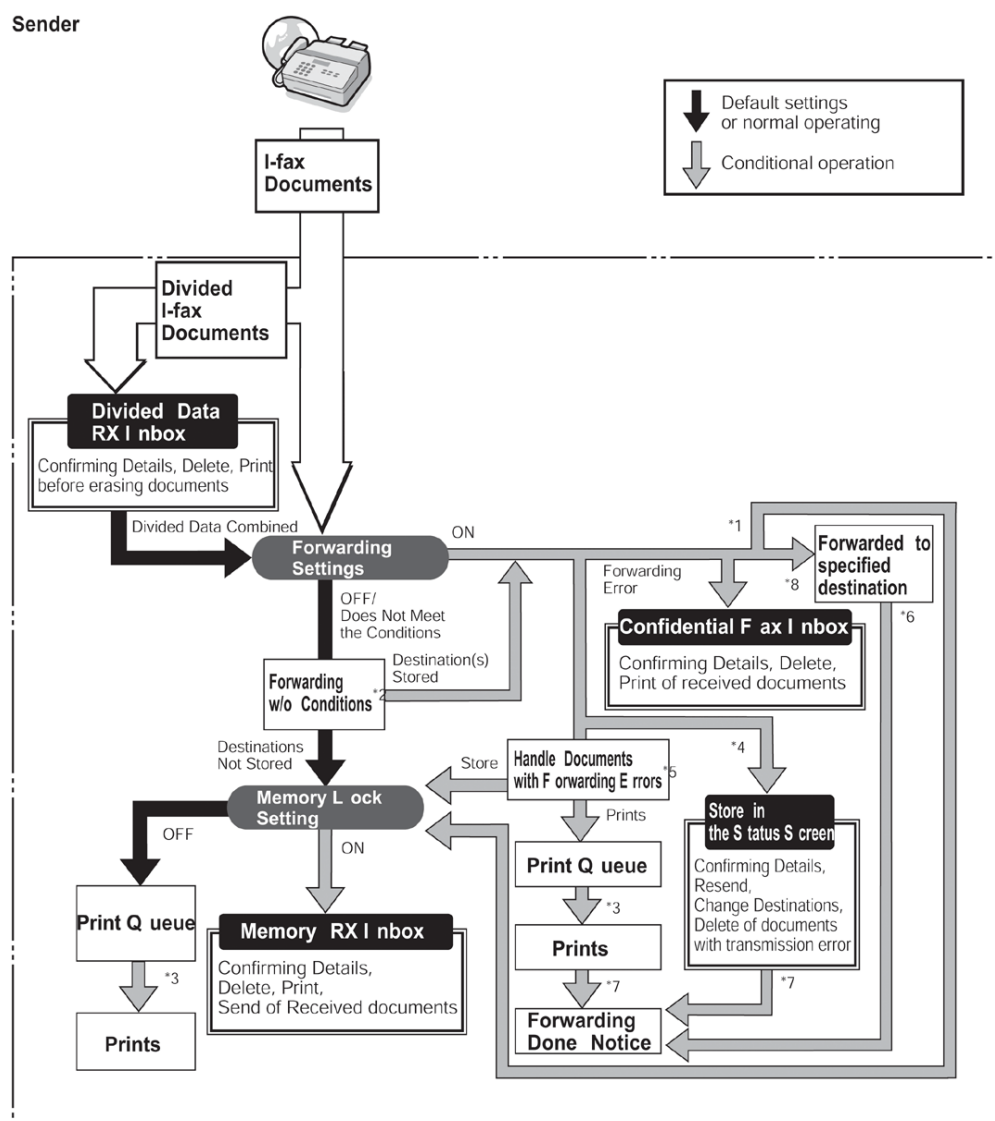
Receiving Documents (p.1-247)

Setting the Memory Lock Mode (p.1-248)

Forwarding Received Documents (p.1-249)

Processing Received Documents

When the Machine receives I-fax documents, they are processed as shown below:



- *1 If Store/Print Received File is set to 'On' in Forwarding Settings in Receive/Forward in Function Settings (Settings/Registration), forwarded documents are either printed or stored in the Memory RX Inbox.
- *2 If Forward w/o Conditions is set up in Forwarding Settings in Receive/Forward in Function Settings (Settings/Registration), all received documents that do not match the specified forwarding conditions are forwarded to the destination selected for Forward w/o Conditions.
- *3 If documents are received while paper is jammed, or paper or toner has run out, they are printed after the paper jam is cleared, paper is loaded, or toner is added.
- *4 If Delete Failed TX Jobs is set to 'Off' in Forwarding Settings in Receive/Forward in Function Settings (Settings/Registration), the status of any job with a forwarding error will be saved on the Status Monitor/Cancel screen.

- *5 Documents with forwarding errors are handled as follows, depending on the settings for Handle Files with Forwarding Errors in Common Settings in Receive/Forward in Function Settings (Settings/Registration):
- [Always Print]: All documents with forwarding errors are printed.
 - [Store/Print]: Documents with forwarding errors are stored in the Memory RX Inbox when Memory Lock is turned 'On'. If Memory Lock is turned 'Off', the documents are printed.
- *6 If <Forwarding Done Notice> is specified in Forwarding Settings in Function Settings (Settings/Registration), a notification e-mail is sent when the forwarding job completes successfully.
- *7 If <Forwarding Done Notice> is specified in Forwarding Settings in Function Settings (Settings/Registration), a notification e-mail is sent when the forwarding job completes successfully. However, if <Notice Only for Errors> is also specified, a notification e-mail is sent only when the document fails to be forwarded.
- *8 The received I-fax documents can be stored in the Confidential Fax Inbox by specifying the Confidential Fax Inbox as the forwarding destination. Only the received documents that match the specified forwarding conditions can be stored in the Confidential Fax Inbox.

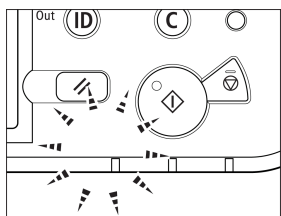
Remark

ⓘ If the memory is full, no additional jobs can be processed.

ⓘ For information on the following settings, see their respective sections:

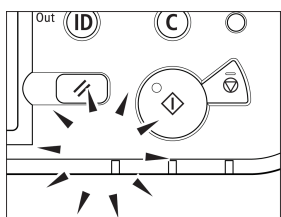
- Memory RX Inbox and I-Fax Memory Lock (See "Using the Machine to Send/Receive a Fax.")
- Confidential Fax Inbox and Forwarding Settings (See [Forwarding Settings] in "Reference Guide.")

Receiving Documents



1. When documents are being received, the Processing/Data indicator on the control panel flashes a green light.

- During reception, the transaction number and information related to the sender are displayed on the touch panel display.



2. When document reception is complete, the Processing/Data indicator on the control panel maintains a steady green light. This indicates that documents are stored in memory.

- The Processing/Data indicator flashes or maintains a steady green light even when the machine enters the Sleep mode.
- The Error indicator flashes a red light when either the amount of available memory is low or paper needs to be loaded into a paper drawer.

3. The document is printed.

The Processing/Data indicator goes out when documents stored in memory are printed.

- If there is no paper on which the received documents can be printed, the received documents are stored in memory.
- The memory can hold a total of approximately 6,000 pages of sent and received documents.
- Documents which have been stored in memory because the paper has run out, are automatically printed when paper is loaded into a paper drawer.
- If a printing error occurs, the Error indicator flashes a red light.

Setting the Memory Lock Mode

You can set to store the received I-fax documents in the Memory RX Inbox without printing them. After verifying the documents on the Memory RX Inbox screen, you can print or send them whenever necessary.

If you set Use I-Fax Memory Lock mode to 'On', you can turn I-Fax Memory Lock for documents sent to the Memory RX Inbox 'On' or 'Off' as necessary. If I-Fax Memory Lock mode is set to 'On', received documents are stored in the Memory RX Inbox instead of being printed. (See "Using the Machine to Send/Receive a Fax.")

Remark

- | | |
|--|--|
| <ul style="list-style-type: none">● Additional documents cannot be stored in the Memory RX Inbox under the following conditions. (These numbers may vary depending on the remaining capacity of the hard disk.)<ul style="list-style-type: none">● When a total of 1,500 documents have been stored in the Mail Box and the Fax/I-Fax Inbox● When a total of 6,000 pages have been stored in the Mail Box and the Fax/I-Fax Inbox | <ul style="list-style-type: none">● To receive documents in memory, you must first set Use I-Fax Memory Lock to 'On' in Set Fax/I-Fax Inbox in Common Settings in Receive/Forward in Function Settings (Settings/Registration). (See "Using the Machine to Send/Receive a Fax.") |
|--|--|

Forwarding Received Documents

If you receive an I-fax document, and it conforms to the specified forwarding conditions, the document is automatically forwarded to the specified destination. You can register the forwarding conditions and destinations in Forwarding Settings in Common Settings in Receive/Forward in Function Settings (Settings/Registration). (See [Forwarding Settings] in "Reference Guide.")

Remark

- To be able to forward received documents, you must first set <Validate/Invalidate> to 'On' in Forwarding Settings in Common Settings in Receive/Forward in Function Settings (Settings/Registration). (See [Forwarding Settings] in "Reference Guide.")

Available Paper Sizes

When received documents are printed, they are printed from the paper drawer that has the same paper size as the received document. If paper of the correct size is not available, the machine automatically selects a different paper size in the following order. (If all the switches in Paper Drawer Auto Selection On/Off in Common in Function Settings (Settings/Registration) are set to 'On'). The paper size is automatically selected in the same order, even if paper runs out during printing.

● Available Paper Sizes for Received Documents

A3 originals	A3 → A4* → A4R*
A4 originals	A4 → A4R → A3 → A5R x 3
A5 originals	A5R → A4 → A4R → A3

* Received documents are automatically reduced before being printed on the paper size indicated.

Remark

- Received documents can be printed on the following paper sizes and paper types:
 - Paper Sizes: A3, A4, A4R, or A5R
 - Paper Types: plain, recycled, colour, or irregular paper types (paper with the following settings; Basic Weight: 64 to 105 g/m², Type: Normal, Finish: Uncoated or Recycled.)
- ⊗ You can specify each paper drawer for the I-fax function. The default setting is 'On', except for the multi-purpose tray. (See [Paper Drawer Auto Selection On/Off] in "Reference Guide.")
- ⊗ You can set the machine to reduce received documents from 75% to 97% in 1% increments if the document is larger than any of the available paper sizes. (See [Reduce Fax RX Size] in "Reference Guide.")
- ⊗ You can change the order of paper selection. (See [Select Drawer] in "Reference Guide.")
- ⊗ You can set the machine to print received documents on both sides of the paper. (See [Print on Both Sides] in "Reference Guide.")
- ⊗ Received documents are output face down, in the order in which the pages are received.

When Problems Occur

Sending Documents (p.1-252)

Receiving Documents (p.1-254)

Other Situations (p.1-256)

Sending Documents


<p>Cancelling transmissions.</p> <p>Document cannot be sent.</p> <p>Document cannot be sent to an e-mail address, I-fax address, or file server.</p>	<p>Memory is full.</p> <p>The document does not print clearly on the remote machine.</p> <p>The density of the documents sent to a remote machine is too light.</p>
--	---

Cancelling transmissions.



How do you cancel a transmission while a document is being scanned?



Press  on the control panel, or press [Cancel] on the touch panel display.



How do you cancel a transmission after the document has been scanned?



Press [Status Monitor/Cancel] → [Send] → [Status] → select the document that you want to cancel → press [Cancel] → [Yes]. However, documents that are being sent may not be cancelled even if you press [Cancel]. (See "Using the Status Monitor/Cancel Screen(p.1-30).")

Document cannot be sent.



Is the destination setting correct?



Check the destination setting of the recipient.



Is the destination stored in the Address Book correct?



Check the destination in the Address Book. (See "Editing Address Details(p.1-135).")



Has trouble occurred in the remote machine?



Check to ensure that the remote machine can receive documents. If it cannot, check to see whether the machine is turned OFF, is out of recording paper, or has insufficient available memory.

Document cannot be sent to an e-mail address, I-fax address, or file server.



If you are sending an e-mail message or I-fax, are the SMTP Server and DNS Server settings correct?



Check the SMTP Server and DNS Server settings.

Q

If you are sending to a file server, are the User and Password settings correct?

A

Check the User and Password settings, and send the document again.

Q

If you are sending to a file server, are the shared folder settings correct?

A

Check the shared folder settings. (See "Network.")

Memory is full.

Q

Are unwanted documents stored in memory?

A

Check the TX Document and RX Document memory, and delete unnecessary documents and documents with errors from memory. (See "Using the Machine to Send/Receive a Fax" and "Access Stored Files.")

The document does not print clearly on the remote machine.

Q

Is the platen glass clean?

A

Use your machine to make a copy of the document, and check it for streaks. If streaks appear, clean the platen glass.

The density of the documents sent to a remote machine is too light.

Q

Is the Density setting set towards '☐' (Light) and the Original Type setting set to 'Photo'?

A

Change the Density setting to '▣' (Dark) and the Original Type setting to 'Text'. Try sending the document again. (See "Original Type(p.1-192)," and "Density(p.1-199).")

Receiving Documents

<p>The machine does not receive documents.</p> <p>The machine does not receive I-fax documents.</p> <p>Documents cannot be received in Confidential Fax Inboxes.</p>	<p>Documents cannot be received in memory.</p> <p>The quality of printed originals is uneven.</p>
--	---

The machine does not receive documents.



Does the machine have sufficient memory?



Delete the unnecessary documents and documents with errors from memory to increase the amount of available memory. (See "Scan and Store," "Using the Machine to Send/Receive a Fax," and "Access Stored Files.")

The machine does not receive I-fax documents.



Are network settings specified?



Documents cannot be received if the appropriate network settings are not specified. Confirm this with your System Manager.



Are the e-mail/I-fax settings correctly set?



If the e-mail/I-fax settings are not correctly set, you cannot receive.



Is <SMTP Receive> set to 'On' when receiving SMTP?



Set <SMTP Receive> in Communication Settings in E-Mail/I-Fax Settings in Send in Function Settings (Settings/Registration) to 'On', turn the machine's power OFF, and then back ON.

Documents cannot be received in Confidential Fax Inboxes.



Are the forwarding conditions in Forwarding Settings in Common Settings in Receive/Forward in Function Settings (Settings/Registration) set correctly?



Check the Forwarding Conditions, and inform the sender of those settings. (See [Forwarding Settings] in "Reference Guide.")



Is Forwarding Settings set to 'On' using [Validate/Invalidate]?

A Forwarding Settings must be set to 'On' to be effective. (See [Forwarding Settings] in "Reference Guide.")

Q Is there sufficient available memory?

A Delete the unnecessary documents and documents with errors from memory to increase the amount of available memory. (See "Scan and Store," "Using the Machine to Send/Receive a Fax," and "Access Stored Files.")

A Delete the unnecessary documents from the Confidential Fax Inboxes. (See "Using the Machine to Send/Receive a Fax.")

Documents cannot be received in memory.

Q Is there sufficient available memory?

A Delete the unnecessary documents and documents with errors from memory to increase the amount of available memory. (See "Using the Machine to Send/Receive a Fax" and "Access Stored Files.")

A Delete unwanted documents from the Memory RX Inbox. (See "Using the Machine to Send/Receive a Fax.")

The quality of printed originals is uneven.

Q Is the platen glass of the sender's machine clean?

A Make a few copies using your machine. If the copies are not streaked, the problem is in the sending party's machine. Contact the sender and ask them to send the document again.

Other Situations

Transmissions are slow.

Transmissions are slow.



Are documents being sent at a high resolution?



It is recommended that you send documents containing text only in a lower resolution.

Error Messages

This section explains the various messages that appear on the touch panel display, along with possible causes and remedies.

For explanations of messages that are not listed here, see "Network," and "Using the Machine to Send/Receive a Fax."

Self-Diagnostic Display (p.1-258)

List of Error Codes without Messages (p.1-262)

Self-Diagnostic Display

Perform the necessary procedures according to the displayed self-diagnostic error message.

Self-diagnostic error messages appear on the touch panel display at the following times:

- When scanning or printing cannot be performed because of an operational error
- When you need to make a decision or take some action during scanning or printing
- When you need to make a decision or take some action while browsing the network

The following is a list of self-diagnostic error messages, along with their possible causes and remedies.

<p>Out of resources. Wait a while, then try again.</p> <p>Set the IP Address.</p> <p>No response from the server. Check the settings.</p> <p>There are too many subdirectories.</p> <p>No response.</p> <p>Check the TCP/IP.</p> <p>Cannot find the selected server. Check the settings.</p>	<p>Cannot connect to the selected server. Check the settings.</p> <p>Check the user name, password, or settings.</p> <p>Cannot complete searching due to timeout. Check the settings.</p> <p>The number of search results has exceeded limits. Change search conditions and try again.</p> <p>Search condition includes characters that cannot be used with the selected server.</p> <p>Cannot start searching because the version setting for the server is incorrect. Check the settings.</p>
--	---

Out of resources. Wait a while, then try again.

Cause

You cannot browse the network. There is a lack of TCP/IP resources because documents have just been continuously sent or are being continuously sent via FTP or Windows (SMB).

Remedy

Wait for a while, and try browsing again.

Set the IP Address.

Cause

This machine is not set with an IP address.

Remedy

Specify the IP Address Settings in TCP/IP Settings in Network in Preferences (Settings/Registration), turn the machine's main power OFF, and then back ON.

No response from the server. Check the settings.

Cause The specified server settings are incorrect, or the server is not turned ON. Alternatively, the machine's TCP/IP resources may be low.

Remedy Wait for a while, and then try browsing again. If there is still no response from the server, try selecting another server.

There are too many subdirectories.

Cause You have exceeded the maximum number of subdirectory levels allowed.

Remedy Specify a different destination because the directory level that you are trying to access cannot be specified.

No response.

Cause 1 The server was not running when you tried to send.

Remedy Make sure that the server is ON, and check the destination.

Cause 2 The network connection was lost when you tried to send. (Either you could not connect to the destination, or the connection was lost before the job could be completed.)

Remedy Check the status of the network.

Cause 3 A TCP/IP error occurred when you tried to send an e-mail message or I-fax.

Remedy Check that the network cables and connectors are properly connected.

Check the TCP/IP.

Cause The machine's TCP/IP connection is not operating.

Remedy Check the IP Address Settings (IP Address, DHCP, RARP, BOOTP) in TCP/IP Settings in Network in Preferences (Settings/Registration). (See [TCP/IP Settings] in "Reference Guide.")

Cannot find the selected server. Check the settings.

Cause 1 The IP address that the machine should connect to cannot be determined.

Remedy 1 Check the DNS Settings in TCP/IP Settings in Network in Preferences (Settings/Registration). (See [TCP/IP Settings] in "Reference Guide.")

Remedy 2 Check whether the DNS server's DNS settings are correct.

Cause 2

If <Login Information> in Register LDAP Server in Set Destination (Settings/Registration) is set to 'Use (security auth.)' for the LDAP server, the machine will not be able to determine the host name.

Remedy

Check the DNS Settings in TCP/IP Settings in Network in Preferences (Settings/Registration). (See [TCP/IP Settings] in "Reference Guide.")

Cannot connect to the selected server. Check the settings.

Cause

The machine cannot connect to the specified IP address/port.

Remedy 1

Check the Gateway Address setting in IP Address Settings in TCP/IP Settings in Network in Preferences (Settings/Registration). (See [TCP/IP Settings] in "Reference Guide.")

Remedy 2

Check the Server Address and Port Number in Register LDAP Server in Set Destination (Settings/Registration). (See [Register LDAP Server] in "Reference Guide.")

Remedy 3

Check whether the LDAP server is operating normally.

Remedy 4

If <Login Information> in Register LDAP Server in Set Destination (Settings/Registration) is set to 'Use (security auth.)' for the LDAP server, check whether UDP (User Datagram Protocol) packages are blocked by the filter.

Check the user name, password, or settings.

Cause 1

When setting Login Information for the LDAP server to 'Use' or 'Use (security auth.)', the user name or password is incorrect.

Remedy

Check the User Name and Password settings when <Login Information> in Register LDAP Server in Set Destination (Settings/Registration) is set to 'Use' or 'Use (security auth.)'. (See [Register LDAP Server] in "Reference Guide.")

Cause 2

When setting Login Information for the LDAP server to 'Use (security auth.)', the domain name is incorrect.

Remedy

Check the Domain Name setting when <Login Information> in Register LDAP Server in Set Destination (Settings/Registration) is set to 'Use (security auth.)'. (See [Register LDAP Server] in "Reference Guide.")

Cannot complete searching due to timeout. Check the settings.

Cause

The search could not be completed within the time specified under <Search Timeout>.

Remedy

Increase the time setting for Search Timeout in Register LDAP Server in Set Destination (Settings/Registration). (See [Register LDAP Server] in "Reference Guide.")

The number of search results has exceeded limits. Change search conditions and try again.

Cause

The number of addresses that meet the search criteria exceeds the specified maximum number of addresses to search.

Remedy 1

Narrow down the search criteria, and then search again.

Remedy 2

Increase the maximum number of addresses to search. (See [Register LDAP Server] in "Reference Guide.")

Search condition includes characters that cannot be used with the selected server.

Cause 1

"\" is used in the search criterion.

Remedy

Remove "\" from the search criterion, and then search again.

Cause 2

The combination of characters used in the search criterion does not constitute an acceptable search criterion.

- There is an unequal number of "("and").
- "*" is not placed within "()".

Remedy

Make sure that the characters for the search criterion are combined properly, and then search again.

Cause 3

If <Server LDAP version and character code> is set to 'ver.2 (JIS)', characters other than ASCII Code (0x20-0x7E) are being used.

Remedy

Omit characters that cannot be used, and then search again.

Cannot start searching because the version setting for the server is incorrect. Check the settings.

Cause

Although 'ver. 3' is set as the server LDAP version number in Register LDAP Server in Set Destination (Settings/Registration), the LDAP server is running on version 2.


Remedy

Set Server LDAP version and character code in Register LDAP Server in Set Destination (Settings/Registration) to 'ver. 2'. (See [Register LDAP Server] in "Reference Guide.")

List of Error Codes without Messages

If an error occurs while a document is being sent or received, an error code is displayed on the job log in the Status Monitor/Cancel screen, and is included in various reports. Check what the error code is, and then take the required steps to solve the problem. (See Chapter 15, "Appendix," in Troubleshooting and "Reference Guide.")

Remark

 If a send job is cancelled, <STOP> is printed in the Results column on the Send report.

#001	#801
#003	#802
#009	#803
#011	#804
#022	#806
#037	#810
#107	#815
#701	#818
#702	#819
#703	#820
#704	#821
#705	#822
#706	#827
#711	#828
#712	#829
#713	#830
#751	#831
#752	#832
#753	#833
#754	#834
#755	#835
#761	#837
#762	#839
#766	#841
#770	#842
#773	#843

#847	#877
#851	#878
#852	#879
#859	#880
#868	#881
#869	#882
#870	#883
#871	#884
#872	#885
#873	#886
#874	#899
#875	#995
#876	

#001

Cause 1

Different sized originals were scanned without setting the Different Size Originals mode.

Remedy

Set the Different Size Originals mode, and then try scanning again.

Cause 2

Different sized originals were scanned in the 2-Sided Original without setting the Different Size Originals mode.

Remedy

Set the Different Size Originals mode, and then try scanning again.

#003

Cause 1

Communications that take longer than the preset time (64 minutes) caused the error.

Remedy 1

Reduce the resolution or divide the document into two or more parts, and then try sending the document again. (See "Resolution Settings(p.1-145).")

Remedy 2

When receiving a document, ask the remote party to either reduce the resolution at which the document is scanned, or divide the document into two or more parts before sending it.

#009

Cause 1

There is no paper.

Remedy

Load paper.

Cause 2

The paper drawer or paper deck is not correctly inserted into the machine.

Remedy Insert the paper drawer or paper deck properly.

#011

Cause 1 The document that you are sending is not placed correctly.

Remedy Place the document properly into the feeder or on the platen glass, and try sending again.

#022

Cause 1 Forwarding could not be performed because all of the addresses stored in the specified group destination have been deleted, or a mail box is specified as the group destination.

Remedy Re-enter the group destination, and try sending again.

Cause 2 When transmitting to a destination stored in the Address Book, transmission could not be performed because the specified destination stored in the Address Book was deleted while the documents were waiting to be sent.

Remedy Re-enter the destination in the Address Book, and try sending again.

Cause 3 Forwarding could not be performed because a group address that includes a destination using WebDAV is selected as the forwarding destination.

Remedy Specify a forwarding destination that does not use WebDAV.

#037

Cause 1 The document could not be received because there was insufficient memory available.

Remedy Delete the unnecessary documents and documents with errors from memory to increase the amount of available memory. (See "Scan and Store," "Using the Machine to Send/Receive a Fax," and "Access Stored Files.")

#107

Cause 1 The document could not be sent because there was insufficient memory available.

Remedy 1 Resend the document at a lower resolution.

Remedy 2 Delete the unnecessary documents and documents with errors to make more memory available. (See "Scan and Store," "Using the Machine to Send/Receive a Fax," and "Access Stored Files.")

Remedy 3 If this problem occurs frequently, contact your local authorized Canon dealer.

#701	
Cause 1	The specified Department ID does not exist, or the password has changed.
Remedy	Enter the correct Department ID or password using ① - ⑨ (numeric keys) on the control panel, and then try sending again.
Cause 2	The Department ID or password was changed during the job.
Remedy	Try performing the job again with the new Department ID and password. If you do not know the password, contact your System Manager.
Cause 3	<Allow Printer Jobs With Unknown IDs> in Department ID Management in User Management in Management Settings (Settings/Registration) is set to 'Off'.
Remedy	Set <Allow Printer Jobs With Unknown IDs> in Department ID Management in User Management in Management Settings (Settings/Registration) to 'On'. (See [Department ID Management] in "Reference Guide.")
#702	
Cause 1	The document could not be sent because the memory is full.
Remedy 1	Wait a few moments, and then try again after the other send jobs are complete.
Remedy 2	Do not send the document to too many recipients at the same time. Send the document to a smaller number of recipients.
#703	
Cause 1	The memory for the image data is full.
Remedy 1	Wait a few moments, and then try again after the other send jobs are complete.
Remedy 2	Delete documents stored in the Mail Box and the Fax/I-Fax Inbox. If the machine still does not operate normally, turn the main power OFF, and then back ON. (See "Reference Guide.")
Remedy 3	If you are trying to send in the PDF format, you may be able to correctly send by changing the file format to other than PDF.
#704	
Cause 1	An error occurred while reading address information from the Address Book.

Remedy

Check the address settings. If the machine still does not operate normally, turn the main power OFF, and then back ON. (See "Reference Guide.")

#705**Cause 1**

The send operation was interrupted because the size of the image data is larger than the Maximum Data Size for Sending set in E-Mail/I-Fax Settings in Send in Function Settings (Settings/Registration).

Remedy

Change the Maximum Data Size for Sending setting in E-Mail/I-Fax Settings in Common Settings in Send in Function Settings (Settings/Registration). Select a lower resolution, or if you are using I-fax, decrease the number of pages containing images that you are sending each time, so that you do not exceed the Maximum Data Size for Sending limit. (See [Maximum Data Size for Sending] in "Reference Guide.") Depending on the destination conditions, it may be possible to divide the data.

#706**Cause 1**

The Address Book is being imported or exported from the Remote UI, or it is being used by another sending component.

Remedy

Wait until the Address Book Import/Export function from the Remote UI or the other sending component is complete, and then try sending again.

#711**Cause 1**

The Mail Box and Fax/I-Fax Inbox memory is full.

Remedy

Delete the unnecessary documents stored in the Mail Box and the Fax/I-Fax Inbox. (See "Scan and Store," "Using the Machine to Send/Receive a Fax," and "Access Stored Files.")

#712**Cause 1**

The maximum number of documents is already stored in the Mail Box and the Fax/I-Fax Inbox.

Remedy

Delete the unnecessary documents stored in the Mail Box and the Fax/I-Fax Inbox. (See "Scan and Store," "Using the Machine to Send/Receive a Fax," and "Access Stored Files.")

#713**Cause 1**

The document in the Mail Box and the Fax/I-Fax Inbox was deleted before its link was sent via e-mail.

Remedy Store the necessary document in the Mail Box and the Fax/I-Fax Inbox again, and then try to send the link via e-mail.

#751

Cause 1 The server is not functioning. The network is down (the server is unable to connect to the network or was disconnected).

Remedy 1 Check the recipient's address. Check that the network is up.

If WebDAV sending is based on the following conditions, enable Use Chunked Encoding with WebDAV Sending in Common Settings in Send in Function Settings (Settings/Registration). (See [Use Chunked Encoding with WebDAV Sending] in "Reference Guide.")

Remedy 2

- The destination uses IIS6.0 with Windows Server 2003.
- The authentication method for the WebDAV server is Digest Access Authentication.
- SSL communication is performed via a proxy.)

Cause 2 The IP address is not set.

Remedy Check TCP/IP Settings in Network in Preferences (Settings/Registration). (See [TCP/IP Settings] in "Reference Guide.")

#752

Cause 1 The server is not functioning. The network is down.

Remedy Check that the SMTP server is operating properly. Check the network status.

Cause 2 The SMTP server name for e-mail or I-fax is not correct. The domain name or e-mail address may not be set.

Remedy Check the SMTP Server name, domain name, and E-Mail Address in E-Mail/I-Fax Settings in Send in Function Settings (Settings/Registration). (See [E-Mail/I-Fax Settings] in "Reference Guide.")

#753

Cause 1 A TCP/IP error occurred while sending an e-mail message. (Socket, Select error, etc.)

Remedy Check the network cables and connectors. If the machine still does not operate normally, turn the main power OFF, and then back ON. (See "Reference Guide.")

#754

Cause 1 The server is not functioning or the network is down. The destination setting is not correct.

Remedy Check the server and network. Check the destination's address settings.

#755	
Cause 1	You cannot send jobs because TCP/IP is not functioning correctly.
Remedy	Check TCP/IP Settings in Network in Preferences (Settings/Registration). (See [TCP/IP Settings] in "Reference Guide.")
Cause 2	The IP address is not set.
Remedy	Check TCP/IP Settings in Network in Preferences (Settings/Registration). (See [TCP/IP Settings] in "Reference Guide.")
Cause 3	When the machine was turned ON, an IP address was not assigned to the machine by the DHCP, RARP, or BOOTP server.
Remedy	Check TCP/IP Settings in Network in Preferences (Settings/Registration). (See [TCP/IP Settings] in "Reference Guide.")
#761	
Cause 1	A PDF or XPS file with a digital signature could not be sent because a digital certificate or key pair registered in the machine is corrupt or could not be accessed.
Remedy 1	If you are sending a PDF or XPS file with a user signature, confirm that the user certificate is not corrupt. If the user certificate is corrupt, re-install it. (See [Certificate Settings] in "Reference Guide.")
Remedy 2	If you are sending a PDF or XPS file with a device signature, confirm that the device certificate is not corrupt. If the device certificate is corrupt, generate it again. (See [Certificate Settings] in "Reference Guide.")
#762	
Cause 1	Could not send to a domain that is not registered as an allowed domain because Allow MDN Not Via Server in E-Mail/I-Fax Domain Sending Restriction in E-Mail/I-Fax Settings in Send in Function Settings (Settings/Registration) is set to 'On'.
Remedy 1	Try sending again after setting Allow MDN Not Via Server in E-Mail/I-Fax Domain Sending Restriction in E-Mail/I-Fax Settings in Send in Function Settings (Settings/Registration) to 'Off', or registering the domain as an allowed domain. (See [E-Mail/I-Fax Domain Sending Restriction] in "Reference Guide.")
#766	
Cause 1	The certificate used to send a PDF or XPS with a digital signature has expired.
Remedy 1	Update the certificate, or use a certificate which has not expired.

Remedy 2 Set the date and time of the machine to the correct date and time. (See [Date/Time Settings] in "Reference Guide.")

#770

Cause 1 Data could not be sent with WebDAV, because the WebDAV server or proxy server does not support SSL communications.

Remedy 1 Check the settings of the WebDAV server.

Remedy 2 Check the proxy server if you are communicating via a proxy server.

#773

Cause 1 If [Optimize PDF for Web] is set to 'On' in Generate File in Common in Function Settings (Settings/Registration), PDF modes that cannot be set are selected in forwarding settings. See [Optimize PDF for Web] in "Reference Guide."

Remedy Set only one of the following: Device Signature, User Signature, or Reader Extensions. Or, set [Optimize PDF for Web] to 'Off' in Generate File in Common in Function Settings (Settings/Registration).

Cause 2 If [Format PDF to PDF/A] is set to 'On' in Generate File in Common in Function Settings (Settings/Registration), PDF modes that cannot be set are selected in forwarding settings. See [Format PDF to PDF/A] in "Reference Guide."

Remedy Cancel the Encrypt and Visible Signatures settings. Or, set [Format PDF to PDF/A] to 'Off' in Generate File in Common in Function Settings (Settings/Registration).

#801

Cause 1 A timeout error occurred while the machine was communicating with the SMTP server to send an e-mail message or send/receive an I-fax.

Remedy Check that the SMTP server is functioning normally. Check the network status.

Cause 2 The SMTP server returned an error while trying to connect. The destination is not correct. An error occurred on the server side during transmission to a file server.

Remedy Check that the SMTP server is functioning normally. Check the network status. Check the destination setting. Check the status and setting of the file server.

Cause 3 You are sending a file to a destination to which you have no write permission.

Remedy Check the destination setting.

Cause 4

When the machine tried to send a file to the server, a file with the same name already exists on the FTP server and that file cannot be overwritten.

Remedy

Change the settings on the file server to enable the file to be overwritten, or contact the server administrator.

Cause 5

When the machine tried to send a file to the server, either the folder name is incorrectly specified or the password is incorrect.

Remedy

Check the destination setting.

#802**Cause 1**

The name of the SMTP Server in E-Mail/I-Fax Settings in Send in Function Settings (Settings/Registration) is incorrect. The DNS server name in DNS Settings in TCP/IP Settings in Network in Preferences (Settings/Registration) is incorrect. Connection to the DNS server failed.

Remedy

Check the name of the SMTP Server in E-Mail/I-Fax Settings in Send in Function Settings in (Settings/Registration). Check the DNS server name in DNS Settings in TCP/IP Settings in Network in Preferences (Settings/Registration). (See [E-Mail/I-Fax Settings] in "Reference Guide.")

Check that the DNS server is functioning normally.

#803**Cause 1**

The connection was interrupted due to reasons on the recipient's side before all of the pages could be sent.

Remedy

Try sending again.

#804**Cause 1**

Unable to match the specified directory name when sending data to a file server.

Remedy

Check the destination.

Cause 2

You have no permission to access the folder.

Remedy

Change the settings on the file server to enable access to the folder, or contact the server administrator.

#806**Cause 1**

An incorrect user name or password was specified for the sending of a file to a file server.

Remedy

Change the user name or password.

Cause 2 An incorrect destination was specified for the sending of an e-mail message or I-fax.

Remedy Check the e-mail or I-fax address.

#810

Cause 1 A POP (Post Office Protocol) server connection error occurred while receiving an I-fax.

Remedy Check the POP Server name in E-Mail/I-Fax Settings in Send in Function Settings (Settings/Registration). (See [E-Mail/I-Fax Settings] in "Reference Guide.")

Confirm that the POP server is functioning normally. Check the network status.

Cause 2 The POP server returned an error during the connection.

Remedy Check the POP Server name in E-Mail/I-Fax Settings in Send in Function Settings (Settings/Registration). (See [E-Mail/I-Fax Settings] in "Reference Guide.")

Confirm that the POP server is functioning normally. Check the network status.

Cause 3 A timeout error occurred on the server while connecting to the POP server.

Remedy Check the POP Server name in E-Mail/I-Fax Settings in Send in Function Settings (Settings/Registration). (See [E-Mail/I-Fax Settings] in "Reference Guide.")

Confirm that the POP server is functioning normally. Check the network status.

#815

Cause 1 You cannot log on to the file server because the machine is printing a document sent to that server. Simultaneous connections are not possible.

Remedy Wait for a few moments before trying to send the data again. Alternatively, stop the PServer.

#818

Cause 1 The received data is not in a printable file format.

Remedy Ask the sender to change the file format and resend the data.

#819

Cause 1 You have received data that cannot be processed (MIME information is incorrect).

Remedy Check the settings, and ask the sender to resend the data.

#820

Cause 1 You have received data that cannot be processed (BASE 64 or uuencode is incorrect).

Remedy Check the settings, and ask the sender to resend the data.

#821

Cause 1 You have received data that cannot be processed (TIFF analysis error).

Remedy Check the settings, and ask the sender to resend the data.

#822

Cause 1 You have received data that cannot be processed (image data cannot be decoded).

Remedy Check the settings, and ask the sender to resend the data.

#827

Cause 1 You have received data that cannot be processed (contains MIME information that is not supported).

Remedy Check the settings, and ask the sender to resend the data.

#828

Cause 1 You have received HTML data.

Remedy Ask the sender to use a file format other than HTML, and then resend the data.

#829

Cause 1 Data that contains more than 1,000 pages is received.

Remedy This machine can print or store up to 999 pages of data in memory, but will delete any data that exceeds this limit. Ask the sender to resend the remaining pages.

#830

Cause 1 A DSN (Delivery Status Notification) error notification is received because of an incorrect I-fax address or destination setting, or because the data size of the sent documents exceeds the mail server capacity.

Remedy 1 Check the I-fax address or destination setting.

Remedy 2

Set Maximum Data Size for Sending in E-Mail/I-Fax Settings in Send in Function Settings (Settings/Registration) so that it is less than the mail server capability. (See [Maximum Data Size for Sending] in "Reference Guide.")

Remedy3

Check the status of the mail server, DNS server, and network.

#831

Cause 1

An I-fax document could not be received using SMTP because of the Receive Filter setting in Firewall Settings in Network in Preferences (Settings/Registration).

Remedy

Reset the Receive Filter setting in Firewall Settings in Network in Preferences (Settings/Registration). (See [Firewall Settings] in "Reference Guide.")

#832

Cause 1

DSN (Delivery Status Notification) mail was not sent because TCP/IP Settings in Network in Preferences (Settings/Registration) or Communication Settings in E-Mail/I-Fax Settings in Common Settings in Send in Function Settings (Settings/Registration) have not been set, or because trouble has occurred in the mail server.

Remedy 1

Check the DNS Settings and IP Address Settings in TCP/IP Settings in Network in Preferences (Settings/Registration), and Communication Settings in E-Mail/I-Fax Settings in Common Settings in Send in Function Settings (Settings/Registration). (See [E-Mail/ I-Fax Settings] , [TCP/IP Settings] in "Reference Guide.")

Remedy 2

Check the status of the mail server and DNS server.

#833

Cause 1

MDN (Mail Delivery Notification) mail was not sent because TCP/IP Settings in Network in Preferences (Settings/Registration) or Communication Settings in E-Mail/I-Fax Settings in Common Settings in Send in Function Settings (Settings/Registration) have not been set, or because trouble has occurred in the mail server.

Remedy 1

Check the DNS settings and IP Address settings in TCP/IP Settings in Network in Preferences (Settings/Registration), and Communication Settings in E-Mail/I-Fax Settings in Common Settings in Send in Function Settings (Settings/Registration). (See [E-Mail/ I-Fax Settings] , [TCP/IP Settings] in "Reference Guide.")

Remedy 2

Check the status of the mail server and DNS server.

#834

Cause 1

An MDN (Mail Delivery Notification) error notification is received because of an incorrect I-fax address or destination setting, or because trouble has occurred in the network or mail server. Alternatively, the memory of the receiving machine is full.

Remedy

Check the I-fax address and destination settings.

#835

Cause 1

The maximum number of text lines for receiving an I-fax has been exceeded.

Remedy

Ask the sender to reduce the amount of text data in the body of the document, and then resend the data.

#837

Cause 1

A connection request was received from a host whose connection is restricted by the Receive Filter settings in Firewall Settings in Network in Preferences (Settings/Registration).

Remedy

Check the Receive Filter settings in Firewall Settings in Network in Preferences (Settings/Registration). (See [Firewall Settings] in "Reference Guide.")
Make sure that the connection request is made from an authorized host.

#839

Cause 1

The user name or password for <SMTP Authentication (SMTP AUTH) > in <POP AUTH Method> in Communication Settings in E-Mail/I-Fax Settings in Send in Function Settings (Settings/Registration) is incorrect.

Remedy

Check the user name and password for <SMTP Authentication (SMTP AUTH) > in <POP AUTH Method> in Communication Settings in E-Mail/I-Fax Settings in Send in Function Settings (Settings/Registration). (See [E-Mail/ I-Fax Settings] in "Reference Guide.")

#841

Cause 1

The encryption algorithm that matches the mail server does not exist for sending e-mail or I-fax.

Remedy 1

Set Allow SSL in Communication Settings in E-Mail/I-Fax Settings in Send in Function Settings (Settings/Registration) to 'Off'. (See [E-Mail/ I-Fax Settings] in "Reference Guide.")

Remedy 2

Add the same encryption algorithm as the mail server in the mail server settings.

#842

Cause 1

Authentication using the client certificate was requested by the mail server for sending an e-mail message or I-fax.

Remedy 1

Set Allow SSL in Communication Settings in E-Mail/I-Fax Settings in Send in Function Settings (Settings/Registration) to 'Off'. (See [E-Mail/I-Fax Settings] in "Reference Guide.")

Remedy 2

Change the mail server settings so that the client certificate is not requested.

#843

Cause 1

There is large difference between the current time set in the KDC (Key Distribution Center) server and the time set in the machine.

Remedy 1

Change the current date and time in Date/Time Settings in Timer/Energy Settings in Preferences (Settings/Registration). (See [Date/Time Settings] in "Reference Guide.")

Remedy 2

Change the current time set in the KDC (Key Distribution Center) server.

#847

Cause 1

Could not save the received document in the Confidential Fax Inbox, as the memory of the Confidential Fax Inbox is full.

Remedy

Delete the unnecessary documents stored in the Confidential Fax Inbox or the Memory RX Inbox. (See "Using the Machine to Send/Receive a Fax.")

#851

Cause 1

There is insufficient memory remaining in the system.

Remedy

Check the system's available memory, and delete unnecessary documents in the Mail Box and the Fax/I-Fax Inbox. (See "Scan and Store," "Using the Machine to Send/Receive a Fax," and "Access Stored Files.")

Cause 2

The memory for image data is full.

Remedy

Delete the unnecessary documents to make more memory available. (See "Scan and Store," "Using the Machine to Send/Receive a Fax," and "Access Stored Files.")

Cause 3

The scanned document cannot be stored because there are more than 1,500 documents in the specified box or inbox in the Mail Box or the Fax/I-Fax Inbox.

Remedy

Delete the unnecessary documents from the specified box or inbox in the Mail Box or the Fax/I-Fax Inbox. (See "Scan and Store," "Using the Machine to Send/Receive a Fax," and "Access Stored Files.")

#852	
Cause 1	An error occurred because the main power switch was turned OFF due to an unspecified cause while a job was being processed.
Remedy	Check to see that the power plug is firmly inserted into the power outlet and that it is not in a situation where the power can easily be turned OFF. Try processing the job again, if necessary. (Settings/Registration). (See "Reference Guide.")
#859	
Cause 1	A compression error occurred with the image data.
Remedy	Check the print settings, and try printing again.
Cause 2	An original was not scanned properly, or the orientation of the original was incorrect.
Remedy 1	Check the scan settings, and try scanning again.
Remedy 2	Turn the main power OFF, wait for 10 or more seconds, and turn the main power back ON.
#868	
Cause 1	Failed to communicate with the destination when sending with WebDAV, because access via a proxy server was requested (received HTTP Error 305: Use Proxy).
Remedy 1	Check the settings of the WebDAV server.
Remedy 2	Check Proxy Settings in TCP/IP Settings in Network in Preferences (Settings/Registration). (See [TCP/IP Settings] in "Reference Guide.")
#869	
Cause 1	Received a response from the destination stating that authorization failed when sending with WebDAV (received HTTP Error 401: Unauthorized).
Remedy 1	Check the user name and password for the destination.
Remedy 2	Check the security settings of the WebDAV server.
#870	
Cause 1	Received a response from the destination stating that the request was denied when sending with WebDAV (received HTTP Error 403: Forbidden).
Remedy 1	Wait a few moments, and then try again.

Remedy 2 Check the destination.

Remedy3 Check the settings of the WebDAV server.

#871

Cause 1 Received a response from the destination stating that the specified folder could not be found when sending with WebDAV (received HTTP Error 404: Not Found/409: Conflict/410: Gone).

Remedy Check the destination.

#872

Cause 1 Received a response from the destination stating that access is denied when sending with WebDAV (received HTTP Error 405: Method Not Allowed).

Remedy Check the settings of the WebDAV server.

#873

Cause 1 Received a response from the destination stating that proxy authentication failed when sending with WebDAV (received HTTP Error 407: Proxy Authentication Required).

Remedy Check Proxy Settings in TCP/IP Settings in Network in Preferences (Settings/Registration). (See [TCP/IP Settings] in "Reference Guide.")

#874

Cause 1 Received a response from the destination stating that the connection timed out when sending with WebDAV (received HTTP Error 408: Request Timeout).

Remedy 1 Wait a few moments, and then try again.

Remedy 2 Check the settings of the WebDAV server.

#875

Cause 1 Received a response from the destination stating that chunked encoding was denied when sending with WebDAV (received HTTP Error 411: Length Required).

Remedy 1 Set Use Chunked Encoding with WebDAV Sending in Common Settings in Send in Function Settings (Settings/Registration) to 'Off'. (See [Use Chunked Encoding with WebDAV Sending] in "Reference Guide.")

Remedy 2 Check the settings of the WebDAV server.

#876

Cause 1

Received a response from the destination stating that the size of the data was too large when sending with WebDAV (received HTTP Error 413: Request Entity Too Large).

Remedy

Check the settings of the WebDAV server.

#877

Cause 1

Received a response from the destination stating that the URI (host name + folder path) was too long when sending with WebDAV (received HTTP Error 414: Request-URI Too Long).

Remedy

Check the settings of the WebDAV server.

#878

Cause 1

Received a response from the destination stating that the server encountered an unexpected condition that prevented it from executing the request when sending with WebDAV (received HTTP Error 500: Internal Server Error).

Remedy

Check the settings of the WebDAV server.

#879

Cause 1

Received a response from the destination stating that the server does not support the necessary functions to execute the request when sending with WebDAV (received HTTP Error 501: Not Implemented).

Remedy 1

Check the settings of the WebDAV server.

Remedy 2

If you are sending via a proxy server without using SSL communication, set Use Chunked Encoding with WebDAV Sending in Common Settings in Send in Function Settings (Settings/Registration) to 'Off'. (See [Use Chunked Encoding with WebDAV Sending] in "Reference Guide.")

#880

Cause 1

Received a response from the destination stating that the proxy server failed to communicate with the server above it when sending with WebDAV (received HTTP Error 502: Bad Gateway).

Remedy 1

Check the settings of the WebDAV server.

Remedy 2

Check the settings of the proxy server.

#881

Cause 1

Received a response from the destination stating that the server could not handle the current request when sending with WebDAV (received HTTP Error 503: Service Unavailable).

Remedy

Check the settings of the WebDAV server.

#882

Cause 1

Received a response from the destination stating that the proxy server failed to communicate with the server above it when sending with WebDAV (received HTTP Error 504: Gateway Timeout).

Remedy 1

Check the settings of the WebDAV server.

Remedy 2

Check the settings of the proxy server.

#883

Cause 1

Received a response from the destination stating that the server does not support the necessary functions to execute the request when sending with WebDAV (received HTTP Error 505: HTTP Version Not Supported).

Remedy

Check the settings of the WebDAV server.

#884

Cause 1

Received a response from the destination stating that the server does not have sufficient free disk space to execute the request when sending with WebDAV (received HTTP Error 507: Insufficient Storage).

Remedy

Check the settings of the WebDAV server.

#885

Cause 1

An unexpected error occurred when sending with WebDAV.

Remedy 1

Check the settings of the WebDAV server.

Remedy 2

Check the settings of the proxy server.

#886

Cause 1

Received a response from the destination stating that the request was invalid when sending with WebDAV (received HTTP Error 400: Bad Request).

Remedy

If you are sending via a proxy server without using SSL communication, set Use Chunked Encoding with WebDAV Sending in Common Settings in Send in Function Settings (Settings/Registration) to 'Off'. (See [Use Chunked Encoding with WebDAV Sending] in "Reference Guide.")

#899

Cause 1

The e-mail message or I-fax has been successfully sent, but reception may be incomplete because the transmission was relayed via multiple servers.

Remedy 1

Confirm whether reception was completed.

Remedy 2

Check if you received an error notification.

#995

Cause 1

Reserved communication jobs were cleared.

Remedy

Reserve the jobs again, if necessary.

Questions & Answers

Q

Can the machine automatically resend documents when there are errors in transmission?

A

Specify Retry Times in Common Settings in Send in Function Settings (Settings/Registration). (See [Number of Retry Attempts] in "Reference Guide.")

Q

What happens to documents that are sent to my machine while the power switch on the control panel is turned OFF?

A

These documents are automatically stored and printed when all documents have been received.

Q

What happens if I-fax documents arrive when the machine is being used for copying?

A

While you are making copies, the documents are automatically received and stored in the machine's memory, and will be printed automatically when you finish copying.

You can change the order in which these documents print. (See [Print Priority] in "Reference Guide.")

Q

I frequently send documents using the same settings. Can the machine be set to automatically restore those settings when the power is turned ON or after an operation completes?

A

You can store the desired settings in favorite settings and recall them as needed. Also, if you store the scan settings or file format as the standard mode, those settings are always specified when the machine is turned ON or after a transmission is completed.

Q

What happens to received documents if a paper jam occurs while they are printing?

A

If documents are not printed correctly, they are held in memory. When the paper jam is cleared, printing resumes from the page at which the paper jam occurred.

Q

What happens to a document that has not been completely received when a blackout occurs?

A

The document, up to the last page that was successfully received, is printed.

Q

What happens to documents in memory and the memory settings if power is interrupted?

A

Documents that are stored in the system's memory remain in memory even when power to the machine is interrupted. Similarly, the contents of the Address Book are also stored permanently in memory. However, if power is interrupted while a document is being received, it is not stored in memory. After the power is restored, the sender or mail server may resend the interrupted job. If the interrupted job was sent from a POP server as I-fax, since the job is stored in the POP server, the machine can receive it again.

Q

How can I save paper?

A

You can set for received documents to be printed on both sides of the paper. (See [2-Sided Print] in "Reference Guide.")

You can set for received documents to be forwarded to e-mail destinations, or receive documents in memory, and then send them to the desired destinations. (See [Forwarding Settings] in "Reference Guide" and "Using the Machine to Send/Receive a Fax.")

You can set the machine to not print reports. (See [TX Report], [Communication Activity Report], [Fax TX Report], and [Fax Activity Report] in "Reference Guide.")

Q

Can I turn the machine's power OFF if a document is set with the Delayed Send setting?

A

When you are not using the machine, you may turn OFF the control panel power switch on the control panel, but leave the main power switch turned ON. Documents that are set with the Delayed Send setting are automatically sent from memory when the specified time arrives.

Q

Can I change the data size of an e-mail message or I-fax before sending it?

A

You can specify the Maximum Data Size for Sending setting of E-Mail/I-Fax Settings in Common Settings in Send in Function Settings (Settings/Registration) according to your needs. For e-mail, the send job is split up into several e-mail messages before being sent, so that the data size of each e-mail message does not exceed the set limit. For I-fax, the send job cannot be sent if the data size exceeds the set limit when Send via Server setting is set to 'On'. However, when Send via Server setting is set to 'Off', even if you enter the maximum data size for sending, there is no size limit on the data that is sent.

Q

The result in the Activity Report shows "--." How can I tell if the document was successfully sent?

A

--" is displayed when sending is successful, but it is not confirmed whether the e-mail message or I-fax you sent, or the file that you sent to an iW folder, was actually delivered. Contact the recipient to check whether your document was received.



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