Sindoh
Unmistakable

D330E Series

USER MANUAL/Scan Operations

- Before using this Product, please read the USER MANUAL carefully and keep it for your reference.

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1 Sending Original Data as an E-mail Attachment (Scan to E-mail)

1 Sending Original Data as an E-mail Attachment (Scan to E-mail)

1.1 Overview of Scan to E-mail Function

1.1.1 About Scan to E-mail

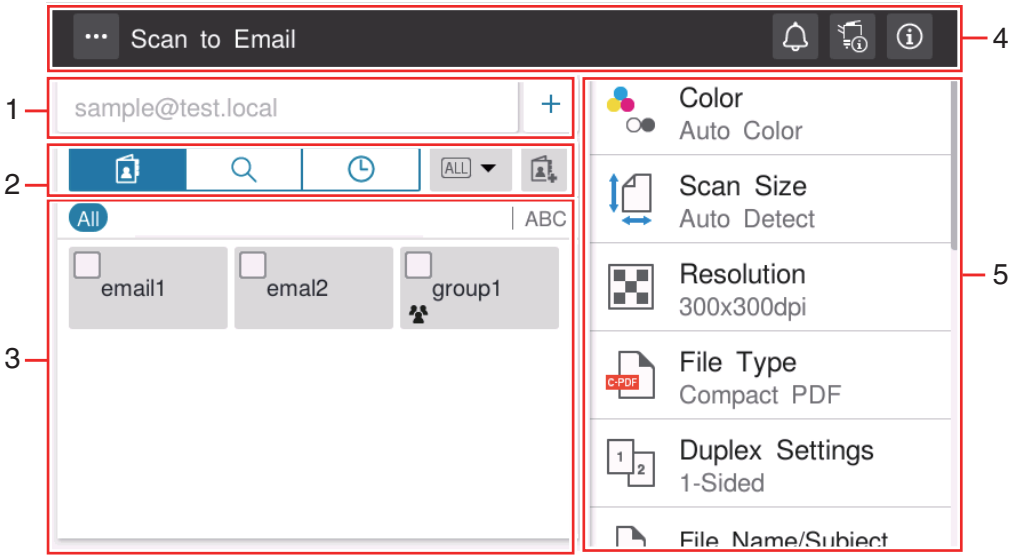
The Scan to E-mail function converts original data scanned by this machine into a file supported by a computer, and sends it to any E-mail address as an E-mail attachment.

Using this function, you can send a file in the same way as when sending an E-mail, enabling easy operation and installation.

It supports S/MIME or SSL/TLS encryption and POP before SMTP authentication, assuring security measures. If the LDAP server or Active Directory of Windows Server is used for user management, an E-mail address can be searched via the server.

1.1.2 Main Screen of Scan to E-mail

If you tap [Scan to Email] on the home screen, the main screen of Scan To E-mail is displayed.



No.	Name	Description
1	Destination display area	Displays the specified destinations. If two or more destinations are specified, the number of destinations is indicated by [+N] (N: number). When you tap while the destination is specified, the destination list screen is displayed. You can check, edit, or delete the specified destinations. You can tap [+] to directly enter destination information and add a new destination.
2	Display switch tab	Switches the destination specification method. The display of the destination specification area is switched depending on the selected tab. • Destination tab ( ): Specify the desired one from the list of destinations registered on this machine. • Search tab ( ): Search for the destination registered on this machine or the LDAP server. • History tab ( ): Specify the desired one from the job history list. • Address registration key ( ): Allow you to register a destination in the address book on this machine.
3	Destination specification area	Specify the destination to suit the selected tab.
4	Menu icon ( )	Allows you to change how to display the list of registered destinations in the destination specification area. When [Change Permission for Default Value Setting] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]") is set to ON, you can change the default option setting for sending to the desired one.
	Notification icon ( )	You can check warnings or messages related to the status of this machine. For details, refer to "User's Guide[Control Panel]/[About Major Screens]".
	Device information icon ( )	
	Information icon ( )	
5	Function setting key	Specify transmission options as needed.

1.2 Preparation Required to Use This Function (for the administrator)

1.2.1 Configure the Environment to Use the Scan to E-mail Function

Configure the settings for using the Scan to E-mail function.

For details on the setting procedure, refer to "User's Guide[Web Management Tool]/[Configuring the Scan Transmission Environment]".

1.2.2 Configuring Settings as Needed

Registering a frequently used destination

Pre-registering a frequently used destination, this machine will save you the trouble of having to enter it each time you send data.

For details on the registration procedure, refer to "User's Guide[Introduction]/[Registering and Managing Destinations]".

Registering the subject and body of an E-mail

The default subject name and message text are automatically inserted into an E-mail. By registering multiple fixed phrases of subject and text, you can use different phrases depending on the destination.

For details on the registration procedure, refer to "User's Guide[Web Management Tool]/[Registering Various Types of Information]".

Registering prefixes and suffixes for destination

Register a prefix and suffix of an E-mail address.

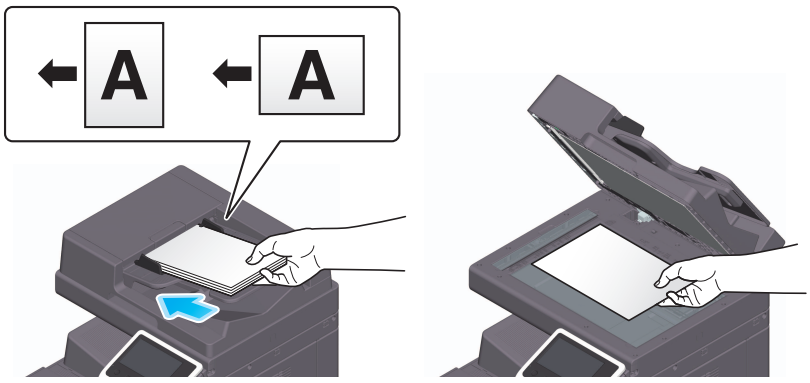
If a domain contains a large number of E-mail addresses, register a character string (domain name) following an "@" (at mark). By registering a domain name, you can recall the registered domain name to complement E-mail address entry. This will help to prevent input errors of E-mail addresses with long domain names.

For details on the registration procedure, refer to "User's Guide[Web Management Tool]/[Registering Various Types of Information]".

1.3 How to Send

1.3.1 Sending (Basic Operation Flow)

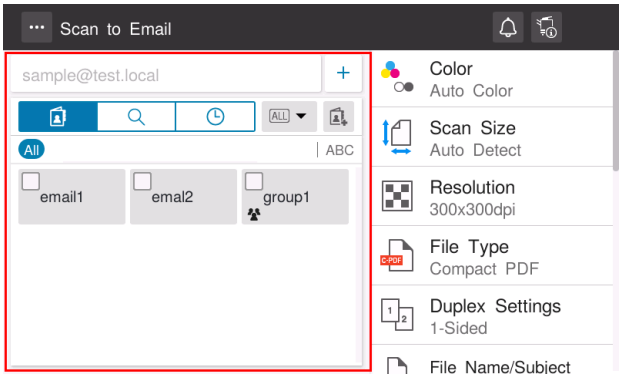
1 Load the original.



2 Tap [Scan to Email] on the home screen.

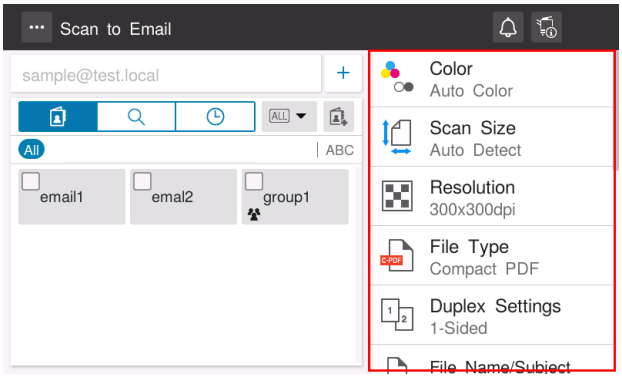
3 Specify the destination.

➔ For details on how to specify a destination, refer to page 1-6.



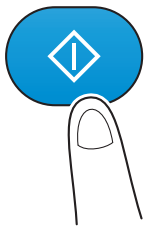
4 Specify transmission options as needed.

➔ For details on option settings, refer to page 1-9.



5 Use the Start key to start transmission.

➔ Using the Stop key enables you to stop scanning the original. A list of the currently stopped jobs is displayed. To stop transmission, select the target job from the list, and delete it.



Reference

Changing the default option setting (page 1-18)

1.3.2 Specifying a Destination

Directly entering the destination

Directly enter destination information.

1 Tap [+].

2 Enter the destination's E-mail address.

3 Tap [OK].

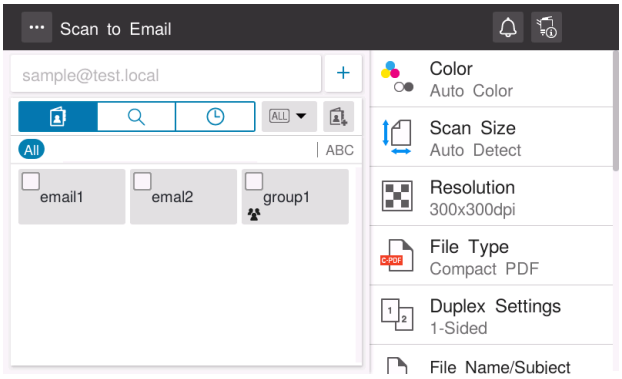
Tips

- [Prefix/Suffix] is displayed when [Prefix/Suffix Setting] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]") is set. You can recall a registered domain name etc. to complement entry.

Using Address Book

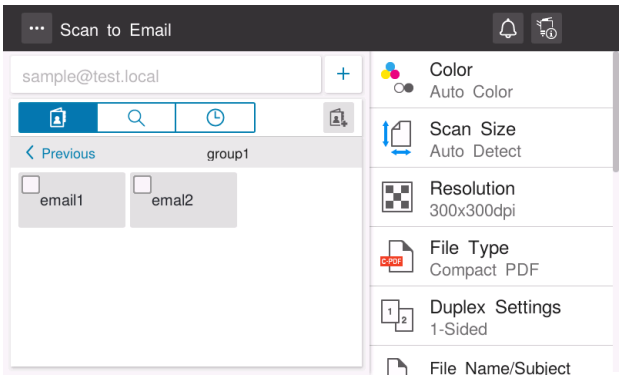
Selecting the Destination tab ( ) displays a list of destinations registered on this machine. Switch the display using an index, and specify the target destination.

Tapping the menu icon ( ) at the top allows you to switch the list of the registered destinations to the button or list view mode.



There are two methods to specify a group destination; specifying the entire group and specify some destinations in the group.

To specify the entire group, select [Select All]. To specify some destinations in the group, select the desired destinations from the destinations registered in the group.



Reference

Registering Address Book ("User's Guide[Introduction]/[Registering and Managing Destinations]")

Registering a group destination ("User's Guide[Introduction]/[Registering and Managing Destinations]")

Tips

- To specify multiple destinations, select [Restrict User Access], and set [Multiple Addresses Restriction Setting] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]") to OFF.
- To specify the entire group in Group, select [Restrict User Access], and set [Allow full selection of group destinations.] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]") to ON.

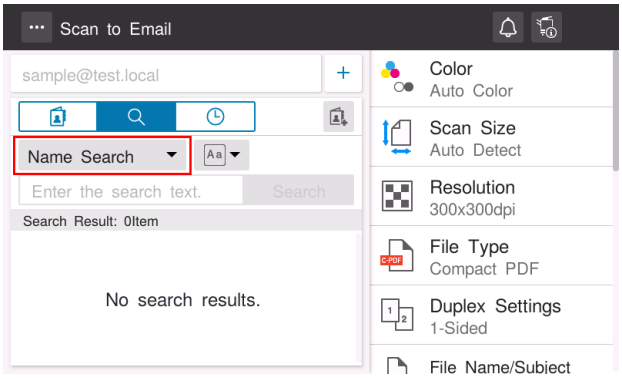
Related setting

- [Default Address Display Method] ("User's Guide[Descriptions of Functions/Utility Keys]/[Utility]")

Searching for the registered destination

Tapping the Search tab ( ) displays the destination search screen. If a large number of destinations are registered, the system searches for the registered name of the destination or characters of the address to find the target destination.

1 Select the search method from [Name Search] and [Addr. Search].



2 Enter the search word, and tap [Search].

3 Specify the target destination from the search result.

Related setting

- [Search Option Settings] ("User's Guide[Descriptions of Functions/Utility Keys]/[Utility]")

Specifying the target from the destinations registered in the LDAP server (LDAP Search)

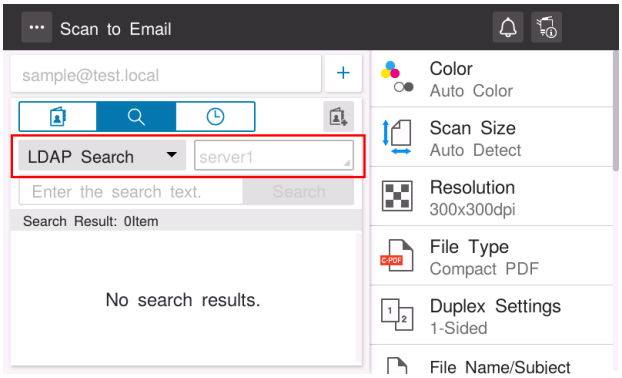
Tapping the Search tab (🔍) displays the destination search screen. If the LDAP server or the Active Directory of Windows Server is used for user management, you can search for (LDAP Search) destination information registered in the server and specify the desired destination.

✔ A presetting is required to use LDAP search. For details on the setting procedure, refer to "User's Guide[Web Management Tool]/[Configuring the Scan Transmission Environment]".

1 Select the LDAP search method.

➔ When using a single keyword for searching, select [LDAP addr Search].

➔ When combining search words by category for searching, select [Adv. Search (LDAP)].



2 When multiple servers are registered, select the target server.

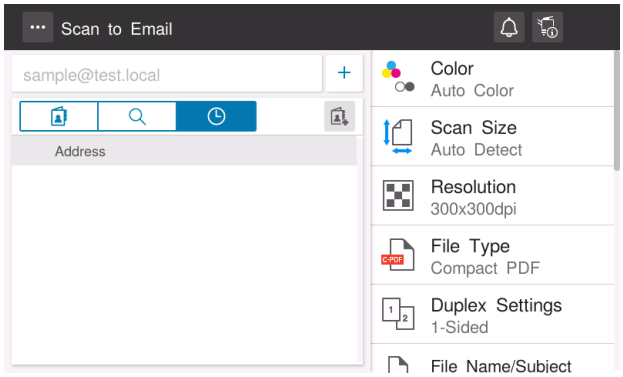
➔ Tapping the server name display area displays the server selection screen. Select the desired server, and also tap [OK].

3 Enter the search word, and tap [Search].

4 Specify the target destination from the search result.

Using Job History

Tapping the History tab (🕒) displays a list of transmission logs. Specify the target destination from the previous five job histories.



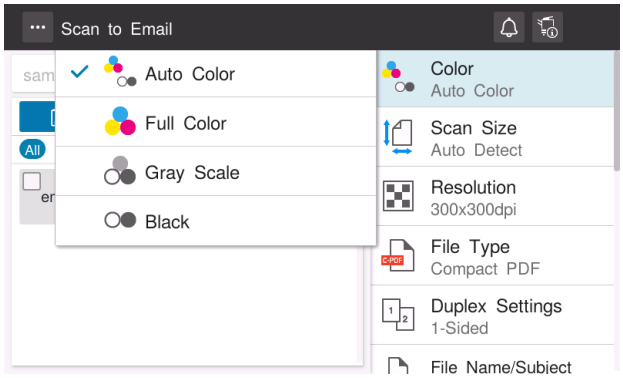
Tips

- If a registered destination or a User Box is edited or if the Main Power Switch is turned off or on, the log information is deleted.

1.3.3 Transmission Option Settings

Selecting the color mode to scan the original ([Color])

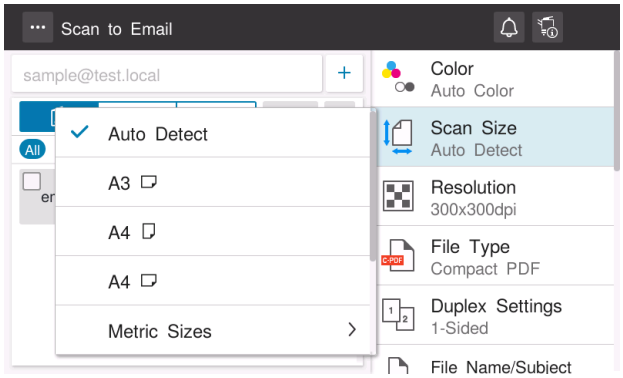
Select a color mode for scanning originals.



Setting	Description
[Auto Color]	Automatically determines [Full Color] or [Gray Scale] to fit the original color when scanning the original.
[Full Color]	Scans in full color regardless of whether the original is in color or in black and white. Select this option to scan originals of other than black and white and scanning color photos.
[Gray Scale]	Scans in gray scale regardless of whether the original is in color or in black and white. Select this option to scan originals with many halftones, such as black and white photos.
[Black and White]	Scans an original in black or white without using gray scales. Select this option to scan originals with distinct black and white areas, such as line drawings.

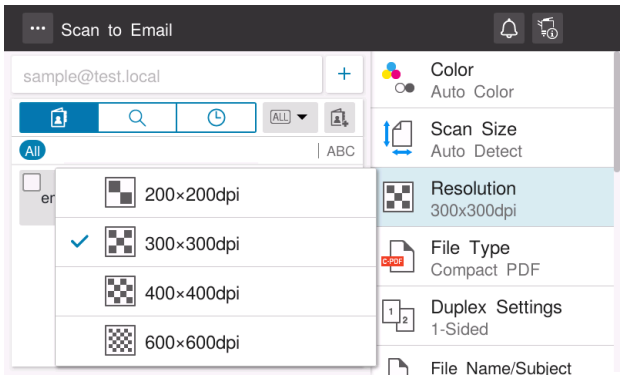
Specifying the original size ([Scan Size])

When the size of the original is not detected correctly, specify the size of the original you want to scan.



Specifying the resolution to scan the original ([Resolution])

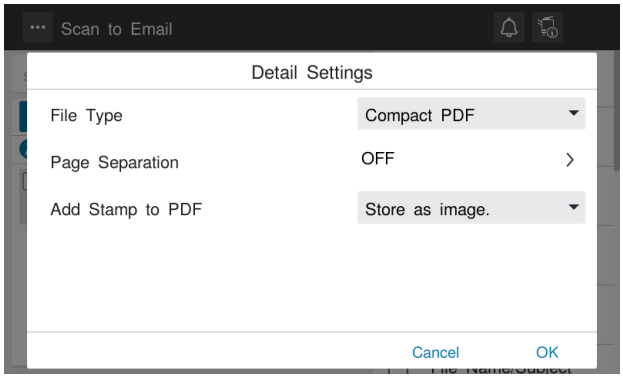
Select a resolution to use to scan the original.



Setting	Description
[200 × 200 dpi]	Select this option to scan a standard original.
[300 × 300 dpi]	Select this option to scan a standard original at a higher resolution.
[400 × 400 dpi]	Select this option to scan originals containing small characters or drawings.
[600 × 600 dpi]	Select this option to convert an original into a file of the maximum size. Select this option to scan an original such as a full color photo with a fine image quality level.

Specifying the file type used to save the scanned original data ([File Type])

Select the file type used for saving the scanned original data.



Setting	Description
[File Type]	Select the file type to be saved from the following: • [PDF]: A type available in most operating systems, which enables you to assign a password to a file or encrypt a file. Important original data should be saved as a PDF file. • [Compact PDF]: Saves a file with a smaller size than normal PDF format. We recommend this format when you want to reduce file size to enable sending by E-mail etc. • [TIFF]: This is one kind of versatile image formats. TIFF format supports multiple pages, in which multi-page documents can be saved as single file. • [JPEG]: A file format widely used in digital cameras. Suitable for saving photo data. JPEG format does not support the saving of multiple pages as a single file. • [PPTX]: Extension of an XML-base file that is created using PowerPoint of Microsoft Office. • [DOCX]: Extension of an XML-base file that is created using Word of Microsoft Office. • [XLSX]: Extension of an XML-base file that is created using Excel of Microsoft Office.
[Page Separation]	When you want to separate a file for each page while the original consists of multiple pages, set [Page Separation] to ON. This is not available when [File Type] is set to [JPEG]. All pages are separated. • [Number of Page separation]: When [Page Separation] is set to ON, enter the number of separated pages. For example, if you enter "2" to scan 10 original pages, the original is divided into five separate files. • [E-mail Attach Method]: When [Page Separation] is set to ON, select the attachment method. [Sent as 1 E-mail]: Attaches all files to a single E-mail. [1 File per E-Mail]: Sends one E-mail for each file.
[Character Recognition]	Select ON to enable searching of a PPTX, DOCX, or XLSX file. • [Language Selection]: Select a language for OCR processing. Select the language used in the original to correctly recognize text data. • [Auto rotation adj.]: Set this option to ON to automatically perform the rotation adjustment for each page based on the direction of text data detected by OCR processing. • [Output Method]: Select information to be output preferentially using the text and images detected by OCR processing.
[Set PDF/A]	Select the compliance level to create a PDF file based on PDF/A.
[Encrypt PDF]	Set to ON to encrypt a PDF file. • When [Password] is selected in [Encryption type], enter the password to restrict access to the file. To specify the detailed privileges for printing and editing a PDF file, enter the authority password. • When [Digital ID (Use Address)] is selected in [Encryption type], encrypt data using the digital certificate registered in the address for scan transmission. • When [Digital ID (Select manually)] is selected in [Encryption type], specify the E-mail address. Encryption is performed using the digital certificate registered in the specified address. • [File permission management]: Set the PDF authority. [Printing Allowed]: Select whether to permit printing of PDF files. [Copy Contents]: Select whether to permit copying of text and image from PDF files. [Changes Allowed]: Select the content of PDF for which modification is permitted. • [Encryption Level]: Select the encryption level when setting the PDF authority in [File permission management]. As the encryption level is higher, the more detailed privileges can be set. • [Encryption Target]: Select the target to be encrypted. Selecting [Other than Metadata] excludes property information from encryption processing.
[Outline PDF]	Set to ON to outline a PDF when storing a file in Compact PDF format. The text is extracted from the original and converted into a vector image.
[PDF Web Optimization]	Set to ON to create a PDF file optimized for Web display. If a PDF file is optimized to the Web display, the Web browser displays only the first page of a PDF file on the screen before loading all pages.

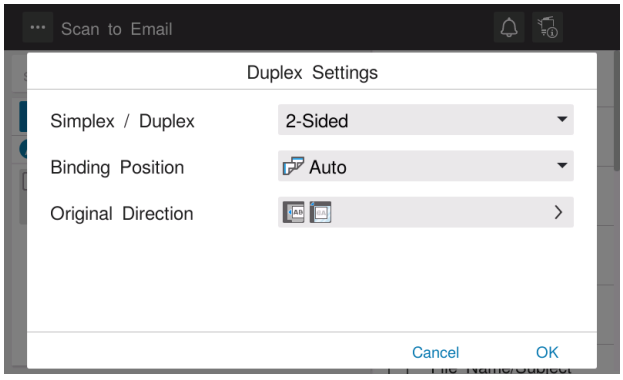
Setting	Description
[Searchable PDF]	Set to ON to create a searchable PDF file. • [Language Selection]: Select a language for OCR processing. Select the language used in the original to correctly recognize text data. • [Adjust Rotation]: Set this option to ON to automatically perform the rotation adjustment for each page based on the direction of text data detected by OCR processing. When the rotation adjustment is disabled, if the specified original orientation does not match the text direction, text data is not recognized correctly. • [Document Name Auto Extraction]: Set this option to ON to automatically export a character string appropriate as a document name from the OCR character recognition result, and specify it as a document name. A document name is assigned automatically based on the character recognition result of the first page, date, time, and serial number.
[Add digital signature to PDF]	Set to ON to add a signature (certificate) of this machine to a PDF file. Also, select the encryption level of the signature.
[Add Stamp to PDF]	Select whether to combine a PDF as an image or text when printing the date/time, page number, and header/footer on the PDF.
[PDF Document Properties]	Add meta- information such as a title or author as PDF file properties. • [Title]: Enter a title of a PDF file (using up to 64 characters). When setting the document name as a title, set [Set document name as Title] to ON. • [Author]: Enter the name of the author of a PDF file (using up to 64 characters). If user authentication is installed on this machine, specify the user name as the author. • [Subject]: Enter a subject of a PDF file (using up to 64 characters). • [Keywords]: Enter a keyword of a PDF file (using up to 64 characters).

Tips

- To use the following functions, an option is required. For details on the required option, refer to "User's Guide[About This Machine]/[List of Functions with Options Required]".
  DOCX/XLSX of [File Type], [Character Recognition], [Set PDF/A], [Encrypt PDF], [PDF Web Optimization], [Searchable PDF], [Add digital signature to PDF], [PDF Document Properties]

Scanning a 2-sided original ([Duplex Settings])

Select whether to scan one side or both sides of the original.

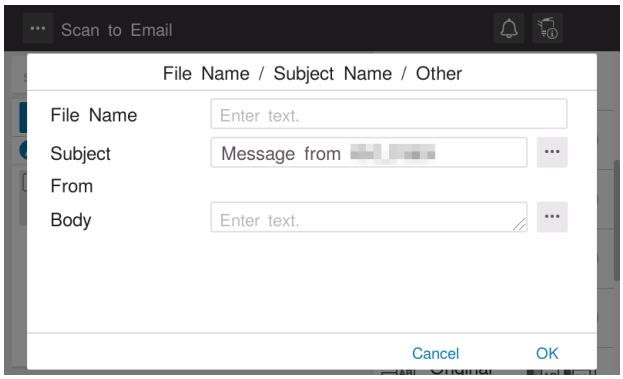


Setting	Description
[Simplex/Duplex]	Select the side to scan the original (Simplex/Duplex).

Setting	Description
[Binding Position]	When scanning both sides of the original, select the original binding position to prevent the binding positions from being reversed between the front and rear faces. • [Auto]: Automatically configures the binding position of the original. When the long side of the original is 11-11/16 inches (297 mm) or less, the binding position is set to the long side of the paper. When the long side of the original exceeds 11-11/16 inches (297 mm), the binding position is set to the short side of the paper. • [Left]: Select this option when the binding position is set to the left of the original. • [Top]: Select this option when the binding position is set to the top of the original.
[Original Direction]	Specify the orientation to load the original.

Changing the file name, E-mail subject, or message text ([Document Name/Subject/Other])

Change the file name of the scanned original. When sending by E-mail, you can specify the subject and text of the E-mail message and change the sender's E-mail address ("From" address).



Setting	Description
[File Name]	Change the file name of the scanned original.
[Subject]	Change the subject of the E-mail. If fixed subject phrases are registered, you can select a subject from those registered.
[From]	Change the sender's E-mail address. In normal circumstances, the E-mail address of the administrator is used as sender's E-mail address. If user authentication is installed on this machine, the E-mail address of the login user is used as sender's E-mail address.
[Body]	Enter the message text of the E-mail. If fixed message text phrase is registered, you can select message text from those registered.

Related setting

- [Subject] ("User's Guide[Descriptions of Functions/Utility Keys]/[Utility]")
- [Text] ("User's Guide[Descriptions of Functions/Utility Keys]/[Utility]")

Related setting (for the administrator)

- [Scan File Name Settings] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")
- [Restrict User Access] - [Changing the "From" Address] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

Scanning a number of originals in several batches ([Separate Scan])

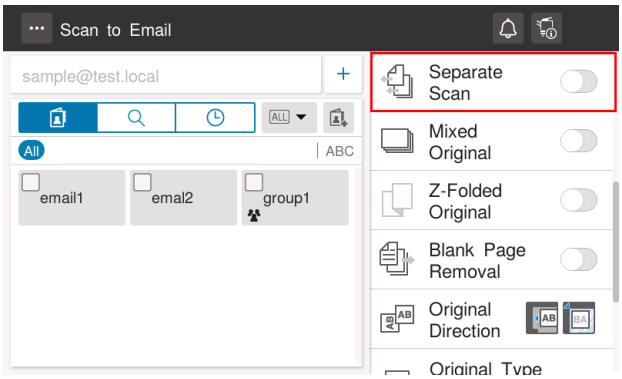
If the number of original sheets is so large that they cannot be loaded into the **ADF** at the same time, you can load them in several batches and handle them as one job. You can also scan the original using both **ADF** and **Original Glass** alternately.

1 Load the original.

NOTICE

*Do not load more than 130 sheets (21-1/4 lb (80 g/m^2)) at a time into the **Original Tray** of the **ADF**, and do not load the sheets up to the point where the top of the stack is higher than the ▼ mark. Doing so may cause an original paper jam, original damage, or **ADF** failure.*

2 Set [Separate Scan] to ON.



3 Use the Start key to start scanning.

4 Load the next original.

➔ If necessary, tap [Change Setting] to change the scan settings.

5 Use the Start key to start scanning.

6 Repeat steps 4 and 5 to scan all the originals.

7 After all originals have been scanned, select [Finish].

8 Use the Start key to start transmission.

Related setting

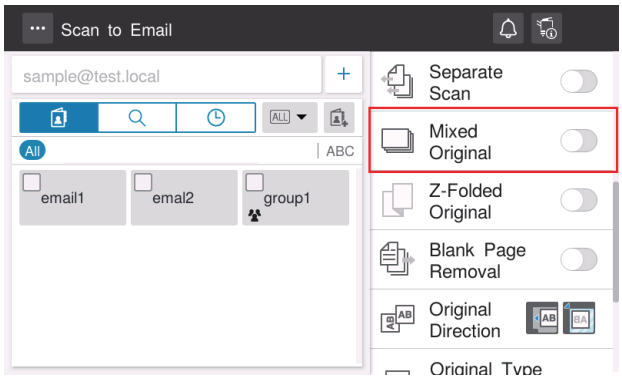
- [Separate Scan from Platen] ("User's Guide[Descriptions of Functions/Utility Keys]/[Utility]")

Related setting (for the administrator)

- [Incomplete Scan Job Settings] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

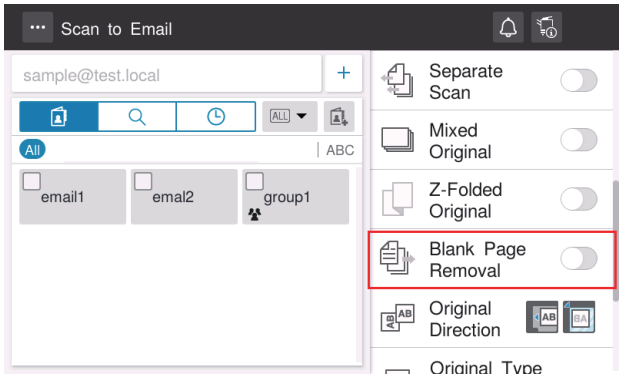
Scanning originals of different sizes ([Mixed Original])

Even for an original with pages of different sizes, when the width of the original to be scanned is the same, by using the **ADF**, you can scan data while detecting the size of each page.



Skipping blank pages ([Blank Page Removal])

When [Blank Page Removal] is specified to scan an original including blank pages using the **ADF**, blank pages are excluded from scan targets. Blank pages detected are not counted as original pages.

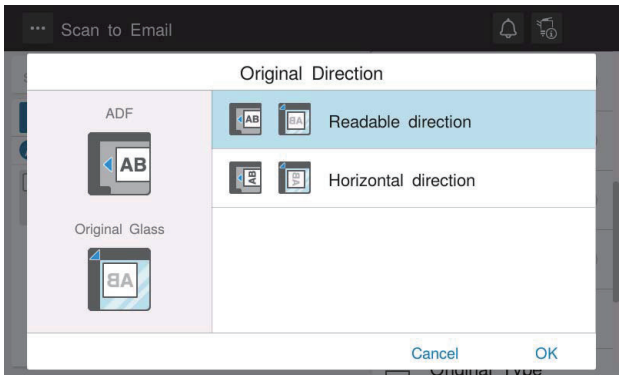


Related setting

- [Blank Sheet Detection Level] ("User's Guide[Descriptions of Functions/Utility Keys]/[Utility]")

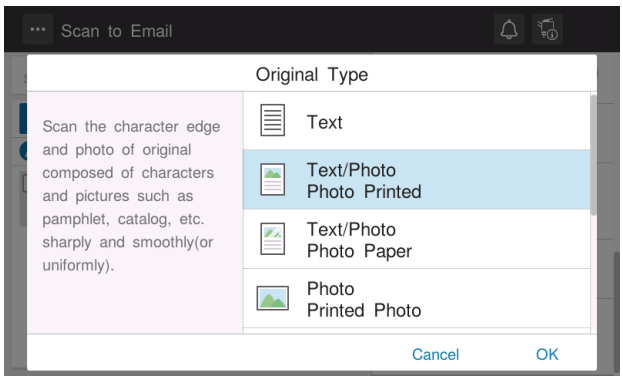
Specifying the original loading direction ([Original Direction])

When scanning a 2-sided original, specify the original loading direction so that the vertical direction of the scanned original is set correctly.



Selecting the appropriate image quality level for the original ([Original Type])

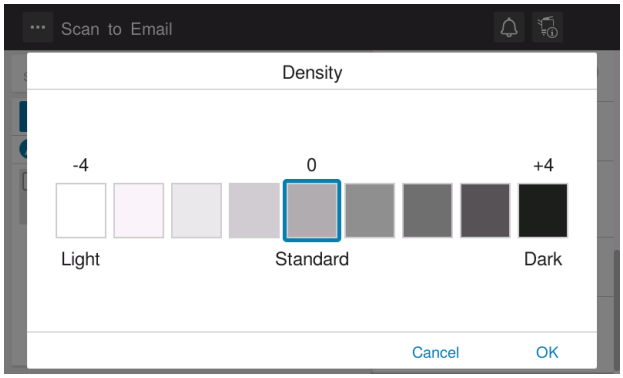
Select the optimum settings for the original to scan it in the optimum image quality.



Setting	Description
[Text]	Scans an original that consists primarily of text at the optimum level of image quality. This function sharpens the edges of each character, creating easy-to-read images.
[Text/Photo - Printed Photo]	Scans an original consisting primarily of text and photos at the optimum image quality level. This function sharpens the edges of each character and reproduces smoother photos. Select this option to scan printed originals such as brochures and catalogs.
[Text/Photo - Photo Paper]	Scans an original consisting primarily of text and photos at the optimum image quality level. This function sharpens the edges of each character and reproduces smoother photos. Select this option to scan originals that include photos printed on photographic paper.
[Photo - Printed Photo]	Scans an original consisting of only photos at the optimum image quality level. Select this option to scan printed originals such as brochures and catalogs.
[Photo - Photo Paper]	Scans an original consisting of only photos at the optimum image quality level. Select this option to scan originals printed on photographic paper.
[Dot Matrix Original]	Scans an original, which consists primarily of text such as thin or faint characters, at the optimum image quality level. This function reproduces text using high pixel density, creating easy-to-read text.
[Copied Paper]	Scans an original, which is output with an even density from the copier or printer, at the optimum level of image quality.
[Bar Code/Contract]	Reduces the file size when scanning the original such as a contract or bar code in black and white. If [Bar Code/Contract] is selected, [Color] is synchronously changed to [Black and White]. This option is available when the file type is set to TIFF or PDF.

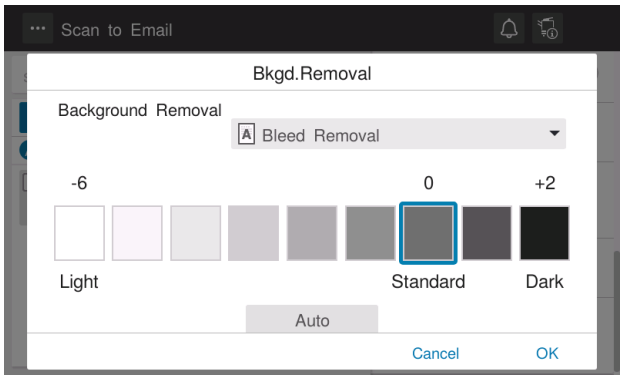
Adjusting the density to scan the original ([Density])

Adjust the density (Dark or Light) to scan the original.



Adjusting the background density of the original to be scanned ([Bkgd. Removal])

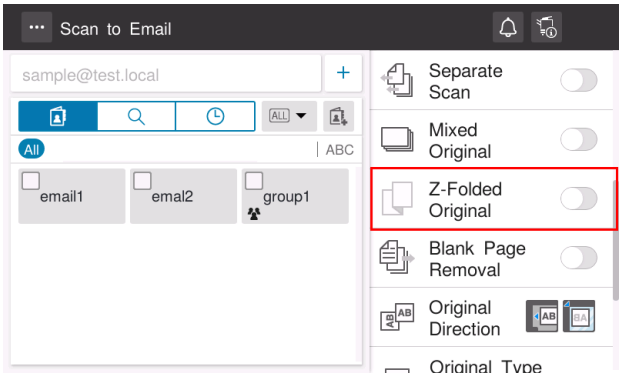
You can adjust the density of the background area for originals with colored backgrounds (newspaper, recycled paper, etc.) or originals that are so thin that text or images on the back would be scanned.



Setting	Description
[Bleed Removal]	Adjust the density of the background color to prevent bleeding of the back of the paper when printing a 2-sided original that is so thin that the contents of the back side would be scanned. Selecting [Auto] automatically determines the density of the background color, and scans an original at the optimum background density level.
[Discolor Adj.]	Adjust the density of the background color to scan an original with a colored background such as a map. Selecting [Auto] automatically determines the density of the background color, and scans an original at the optimum background density level.

Scanning originals with folds ([Z-Folded Orig.])

If a folded original is loaded into the **ADF**, the original size may not be able be detected accurately. To scan the folded original on the **ADF**, set this option to ON.



1.3.4 Changing the Default Option Setting

You can change the default option setting of basic style to the desired one.

✔ Before changing, select [Utility] - [Administrator] - [System Settings] - [Change Permission for Default Value Setting], and set [Change Permission for Default Value] to ON.

1 Tap the target function key on the home screen.

2 Change the target option setting to the value to be registered as the default.

3 Tap the menu icon in the upper left corner of the screen to display the menu. From this menu, select [Set the current setting value to Default value].

➔ To return to the factory default setting, select [Set the factory default setting value to Default value].

The value specified in step 2 is set as the default.

1.4 Sending Options

1.4.1 Sending to Your Address (Scan to Me)

About Scan to Me

If the user's E-mail address is registered while user authentication is installed on this machine, the key for sending an E-mail to you is displayed when you log in to this machine.

Selecting [Scan to Me] on the home screen allows you to easily send an E-mail only to you.

Also, the [Me] key is displayed in the address book on the [Scan to Email] screen. Setting the [Me] key as the address allows you to always send an E-mail to yourself using the same workflow as the regular E-mail sending.

Tips

- To use this function, an option is required. For details on the required option, refer to "User's Guide[About This Machine]/[List of Functions with Options Required]".

Preparation required to use this function (for the administrator)

Register an E-mail address in the user's registration information.

For details on the setting procedure, refer to "User's Guide[Web Management Tool]/[Configuring the Scan Transmission Environment]".

Tips

- If Active Directory is used as an authentication server, register the user's E-mail address in Active Directory.

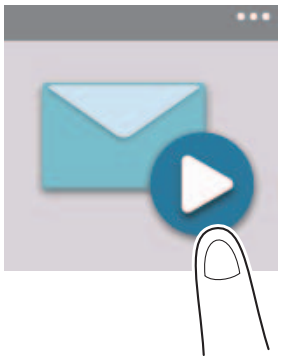
Operation flow: When selecting [Scan to Me] on the home screen

1 Load the original.

2 Enter user information, and log in to this machine.

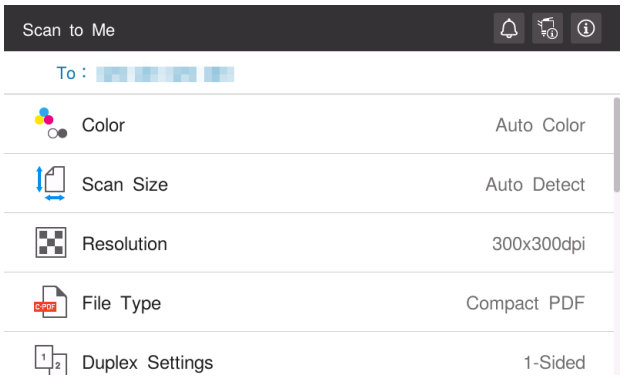
➔ For details on how to log in, refer to "User's Guide[Introduction]/[Logging in to This Machine]".

3 Tap [Scan to Me] on the home screen to start transmission.



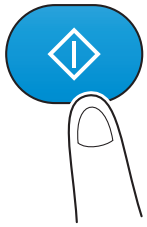
➔ To send after changing the option settings, tap the menu icon at the top of [Scan to Me] and proceed to step 4.

4 Change the transmission option settings.



5 Use the Start key to start transmission.

➔ Using the Stop key enables you to stop scanning the original. A list of the currently stopped jobs is displayed. To stop transmission, select the target job from the list, and delete it.



Operation flow: When selecting [Me] from the address book on the E-mail sending screen

1 Load the original.

2 Enter user information, and log in to this machine.

➔ For details on how to log in, refer to "User's Guide[Introduction]/[Logging in to This Machine]".

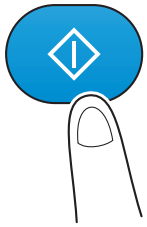
3 Tap [Scan to Email] on the home screen.

4 Select [Me].

5 Specify transmission options as needed.

6 Use the Start key to start transmission.

➔ Using the Stop key enables you to stop scanning the original. A list of the currently stopped jobs is displayed. To stop transmission, select the target job from the list, and delete it.



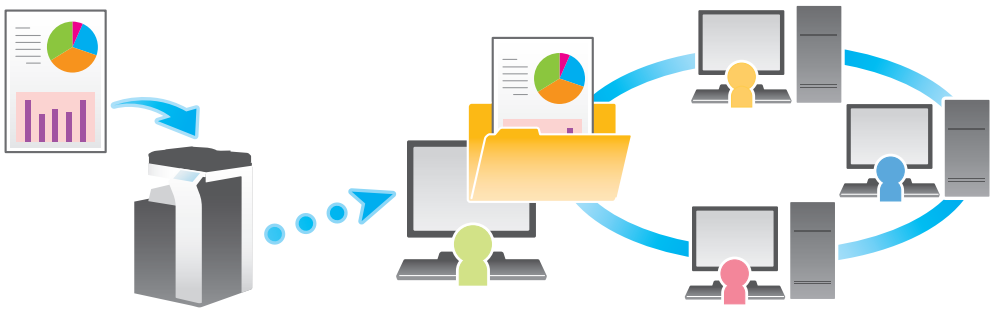
2 Sending a File to a Shared Folder of a Computer (SMB Send)

2 Sending a File to a Shared Folder of a Computer (SMB Send)

2.1 Overview of SMB Send Function

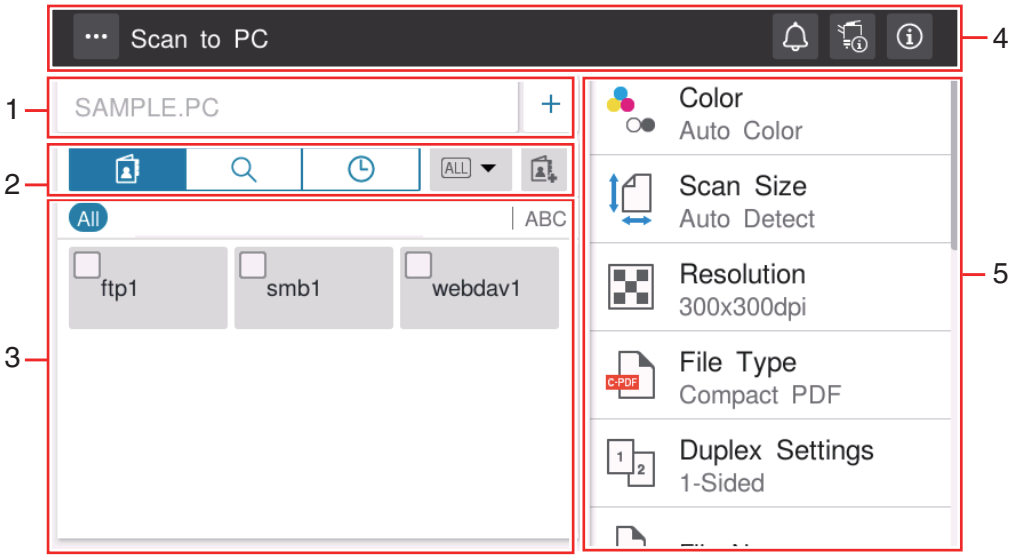
2.1.1 About SMB Send

This function converts original data scanned by this machine into a file supported by a computer, and sends it to a shared folder of a computer or server. It also sends a file to your computer as well as to a file server that is usually used to transfer files, which enables sharing of the file between computers.



2.1.2 Main Screen for PC Sending (SMB/FTP/WebDAV)

If you tap [Scan to PC] on the home screen, the main screen for PC sending (SMB/FTP/WebDAV) is displayed.



No.	Name	Description
1	Destination display area	Displays the specified destinations. If two or more destinations are specified, the number of destinations is indicated by [+N] (N: number). When you tap while the destination is specified, the destination list screen is displayed. You can check, edit, or delete the specified destinations. You can tap [+] to directly enter destination information and add a new destination.

No.	Name	Description
2	Display switch tab	Switches the destination specification method. The display of the destination specification area is switched depending on the selected tab. • Destination tab ( ): Specify the desired one from the list of destinations registered on this machine. • Search tab ( ): Search for the destination registered on this machine. • History tab ( ): Specify the desired one from the job history list. • Address registration key ( ): Allow you to register a destination in the address book on this machine.
3	Destination specification area	Specify the destination to suit the selected tab.
4	Menu icon ( )	Allows you to change how to display the list of registered destinations in the destination specification area. When [Change Permission for Default Value Setting] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]") is set to ON, you can change the default option setting for sending to the desired one.
	Notification icon ( )	You can check warnings or messages related to the status of this machine. For details, refer to "User's Guide[Control Panel]/[About Major Screens]".
	Device information icon ( )	
	Information icon ( )	
5	Function setting key	Specify transmission options as needed.

2.2 Preparation Required to Use This Function (for the administrator)

2.2.1 Configuring the SMB Send Environment

Configure the settings for using the SMB Send function.

For details on the setting procedure, refer to "User's Guide[Web Management Tool]/[Configuring the Scan Transmission Environment]".

Tips

In Mac OS, configure the following setting.

- Set [SMB Authentication Setting] to [NTLM v1/v2].
- Synchronize the date and time, including the time zone, between the machine and your computer. For details on how to set the date and time of this machine, refer to "User's Guide[Web Management Tool]/[Configuring Basic Information Settings of this Machine]".

2.2.2 Sharing a Folder on Computer

In Windows

Carry out preparations to send original data scanned by this machine to your computer.

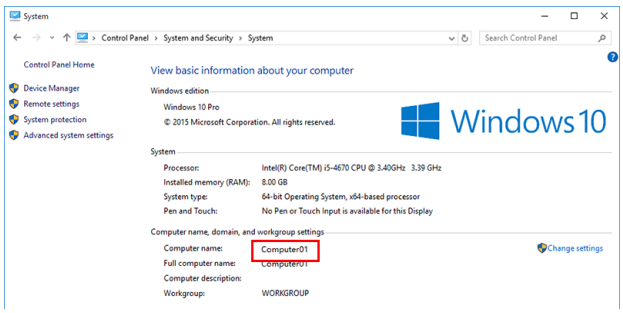
First, check the name of your computer and that of the login user.

✔ Administrator privileges are required to perform this task.

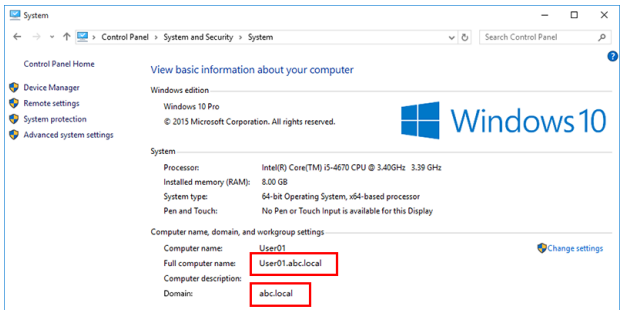
1 While pressing the [Windows] key, press the [X] key, and then click [System properties] in the displayed menu.

2 Check [Computer name].

➔ The computer name is required to specify a destination. Write down the computer name.



➔ For domain user, the domain name is required to specify a destination along with the user name. Write down the domain name.



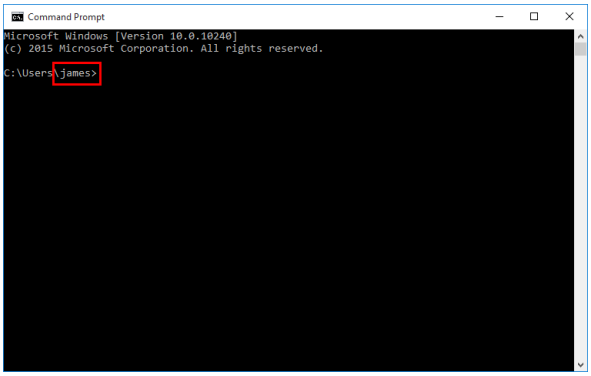
Then, close the window.

3 From the Start menu, click [Windows System] - [Command Prompt].

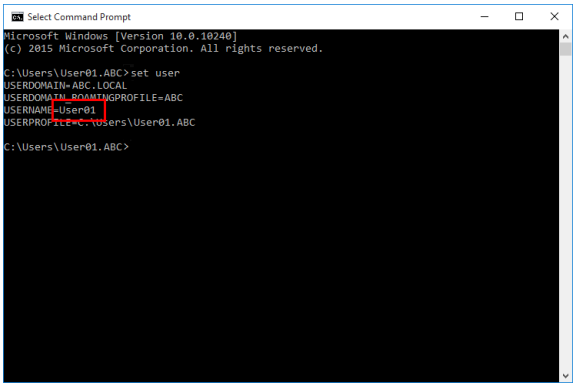
➔ In Windows 8.1, while pressing the [Windows] key, press the [X] key, and then click [Command Prompt] in the displayed menu.

4 Check the name of the user who logs in to the computer.

➔ The user name is required to configure folder sharing settings and specify destinations. Write down the user name.



➔ For domain users, type in "set user", and check the user name.



Then, close the window.

Next, create a folder where to send the scanned original data, and start sharing.

5 From the Start menu, click [Windows System] - [Command Prompt].

➔ In Windows 8.1, while pressing the [Windows] key, press the [X] key, and then click [Control Panel] - [Network and Sharing Center] - [Change advanced sharing settings] in the displayed menu.

6 In the [Advanced sharing settings] screen, click [Turn on file and printer sharing].

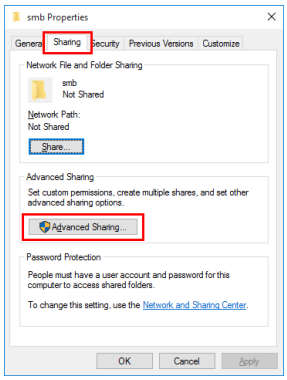
Click [Save Changes], and close the window.

7 Create a new folder in any place, and name it.

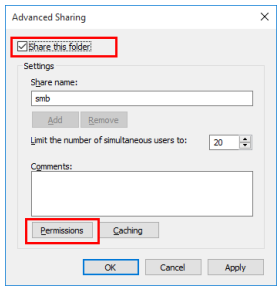
➔ The folder name is required to specify a destination. Write down the folder name.

8 Right-click on the folder, then click [Properties].

9 Click the [Sharing] tab, and also click [Advanced Sharing].

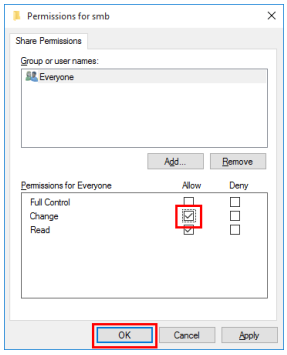


10 Select the [Share this folder] check box, then click [Permissions].



11 In [Group or user names], click [Everyone].

12 Select the check box to permit [Change], then click [OK].



13 Click [OK] or [Close], and close each screen.

The settings on the computer are then completed. The computer, user, and folder names you wrote down in this procedure are required to specify a destination.

In Mac OS

Carry out preparations to send original data scanned by this machine to your computer.

First, create a shared folder that is only to be used to receive scanned original data. Then, check the IP address and user name, and start sharing.

✔ Administrator privileges are required to perform this task.

1 Create a new folder in any place, and name it.

➔ The folder name is required to specify a destination. Write down the folder name.

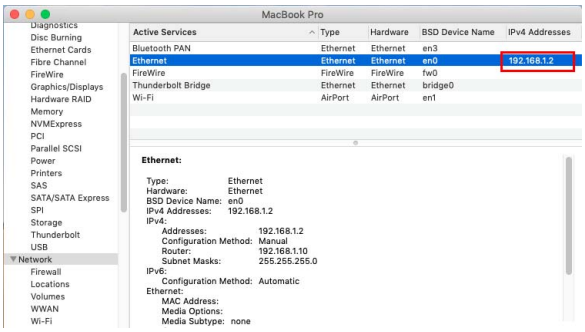
2 Select [About This Mac] in the Apple menu.

The [About This Mac] screen appears.

3 Click [System Report...].

4 Check the IP address and the name of the user who logs in to the computer.

➔ The IP address and user name are required to configure folder sharing settings and specify destinations. Write them both down.

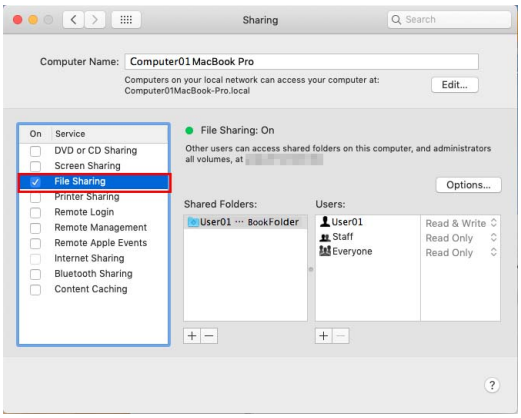


Then, close the window.

5 Select [Preferences...] in the Apple menu.

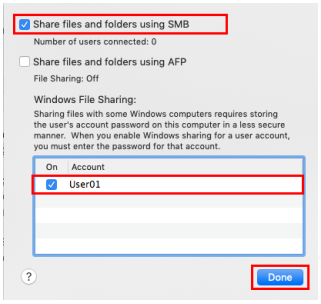
6 In the [Preferences...] screen, click [Sharing].

7 Select the [File Sharing] check box.



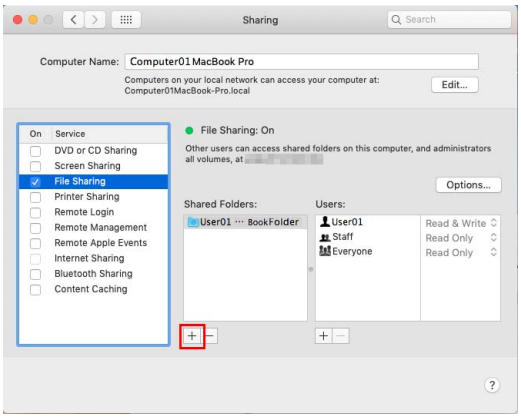
8 Click [Options], and select the [Share files and folders using SMB]. Then, select the log-in user name (displayed name) check box.

➔ When [Authentication] screen appears, enter the password of the login user, then click [OK].

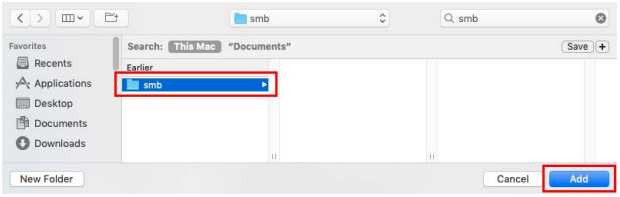


Click [Done], and close the window.

9 Under [Shared Folders:], click [+].

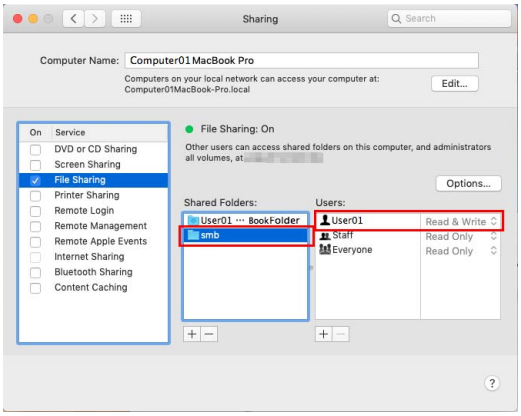


10 On the displayed window, select the created folder, then click [Add].



11 Check the user name and access rights of the created folder.

➔ Check that the user name you wrote down in a previous step is displayed and the access rights are set to [Read & Write].



The settings on the computer are then completed. The IP address, user name, and folder name you wrote down in this procedure are required to specify a destination.

2.2.3 Configuring Settings as Needed

Registering a frequently used destination

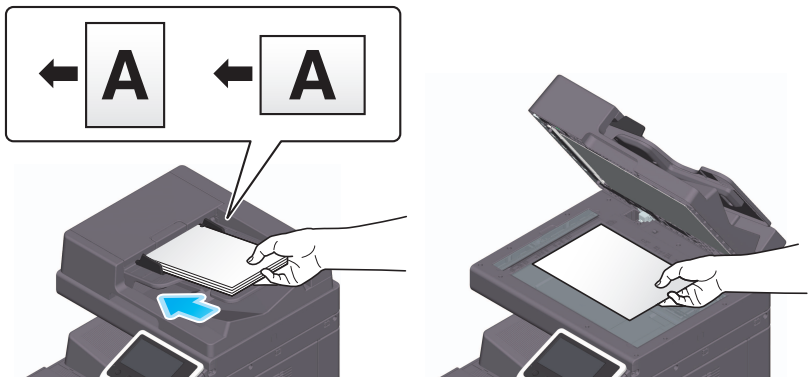
Pre-registering a frequently used destination, this machine will save you the trouble of having to enter it each time you send data.

For details on the registration procedure, refer to "User's Guide[Introduction]/[Registering and Managing Destinations]".

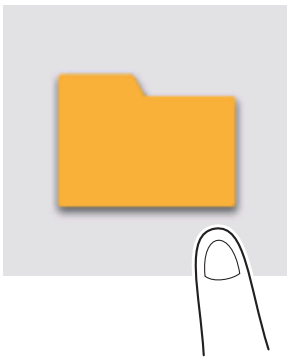
2.3 How to Send

2.3.1 Sending (Basic Operation Flow)

1 Load the original.

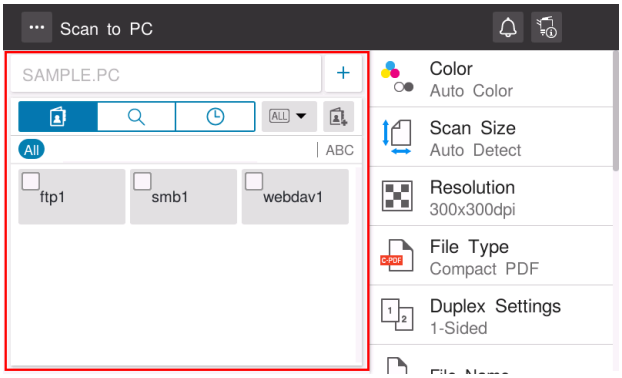


2 Tap [Scan to PC] on the home screen.



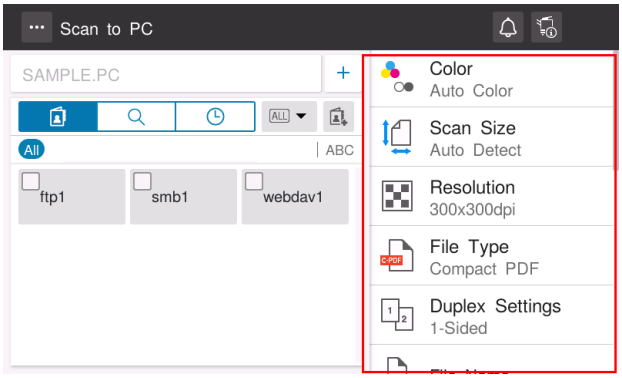
3 Specify the destination.

➔ For details on how to specify a destination, refer to page 2-11.



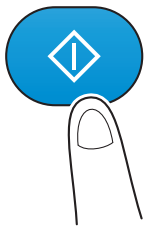
4 Specify transmission options as needed.

➔ For details on option settings, refer to page 1-9.



5 Use the Start key to start transmission.

➔ Using the Stop key enables you to stop scanning the original. A list of the currently stopped jobs is displayed. To stop transmission, select the target job from the list, and delete it.



Reference

Changing the default option setting (page 1-18)

2.3.2 Specifying a Destination

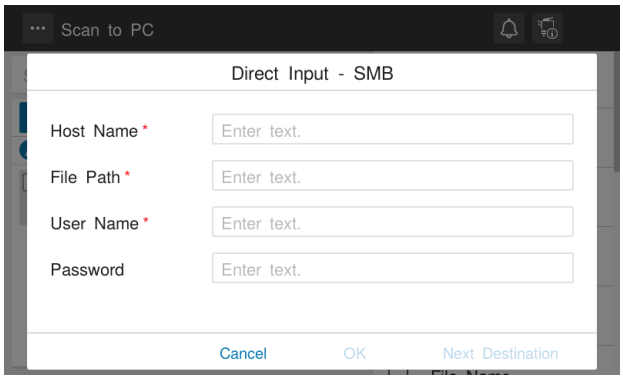
Directly entering the destination

Directly enter destination information.

1 Tap [+].

2 Select [SMB].

3 Enter destination information.



Setting	Description
[Host Name]	Enter the destination computer name (host name) or full computer name (FQDN) (using up to 253 bytes). If you cannot specify the computer name or full computer name, enter the IP address. • Example to enter the computer name (host name): "HOME-PC" • Example to enter the full computer name (FQDN): "host1.test.local" • Example to enter the IP address (IPv4): "192.168.1.1" • Example to enter the IP address (IPv6): "fe80::220:6bff:fe10:2f16"
[File Path]	Enter the shared folder name of the host specified in [Host Name] (using up to 255 bytes). • Example to enter the folder name: "scan" • Example to enter the folder name in the folder: "scan\document"
[User Name]	Enter the name of a user with folder access rights (using up to 64 characters).
[Password]	Enter the password (using up to 64 characters, excluding double quotation marks ").

4 Tap [OK].

Using Address Book

Selecting the Destination tab () displays a list of destinations registered on this machine. Switch the display using an index, and specify the target destination. For details, refer to page 1-7.

Searching for the registered destination

Tapping the Search tab () displays the destination search screen. If a large number of destinations are registered, the system searches for the registered name of the destination or characters of the address to find the target destination. For details, refer to page 1-7.

Using Job History

Tapping the History tab () displays a list of transmission logs. Specify the target destination from the previous five job histories. For details, refer to page 1-9.

2.4 Sending Options

2.4.1 Sending to Your Computer (Scan to Home)

About Scan to Home

If the user's home folder is registered in Active Directory while user authentication by Active Directory is installed on this machine, the [Home] key is displayed in the address book of the [Scan to PC] screen when you log in to this machine.

By selecting the [Home] key as the destination, you can easily perform SMB Send using your Home folder as a destination.

Tips

- To use this function, an option is required. For details on the required option, refer to "User's Guide[About This Machine]/[List of Functions with Options Required]".

Preparation required to use this function (for the administrator)

Configure the settings to use the Scan to Home function.

For details on the setting procedure, refer to "User's Guide[Web Management Tool]/[Configuring the Scan Transmission Environment]".

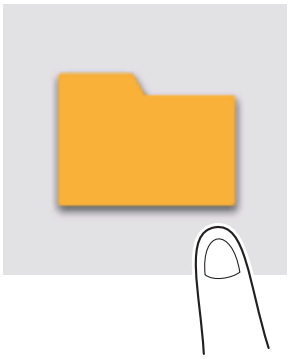
Operation flow

1 Load the original.

2 Enter user information, and log in to this machine.

➔ For details on how to log in, refer to "User's Guide[Introduction]/[Logging in to This Machine]".

3 Tap [Scan to PC] on the home screen.

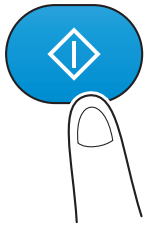


4 Select [Home].

5 Specify transmission options as needed.

6 Use the Start key to start transmission.

➔ Using the Stop key enables you to stop scanning the original. A list of the currently stopped jobs is displayed. To stop transmission, select the target job from the list, and delete it.



2.4.2 Sending in the Single Sign-on Environment of Active Directory

About single sign-on

When user authentication by Active Directory is enabled, single sign-on can be set on this machine.

If you log in to this machine using the external server authentication of Active Directory, you can send data to the shared folder without re-entering the authentication information (user ID and password) at SMB sending.

Preparation required to use this function (for the administrator)

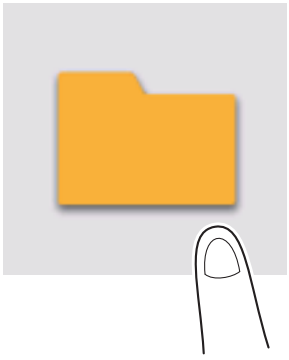
Enable the single sign-on setting.

For details on the setting procedure, refer to "User's Guide[Web Management Tool]/[Configuring the Scan Transmission Environment]".

Operation flow

1 Load the original.

2 Tap [Scan to PC] on the home screen.



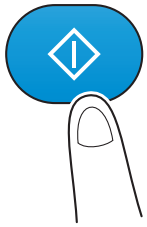
3 Directly enter destination information.

➔ You do not need to enter the user ID and password. For details on how to specify a destination, refer to page 2-11.

4 Specify transmission options as needed.

5 Use the Start key to start transmission.

➔ Using the Stop key enables you to stop scanning the original. A list of the currently stopped jobs is displayed. To stop transmission, select the target job from the list, and delete it.



3 Sending to an FTP server (FTP Send)

3 Sending to an FTP server (FTP Send)

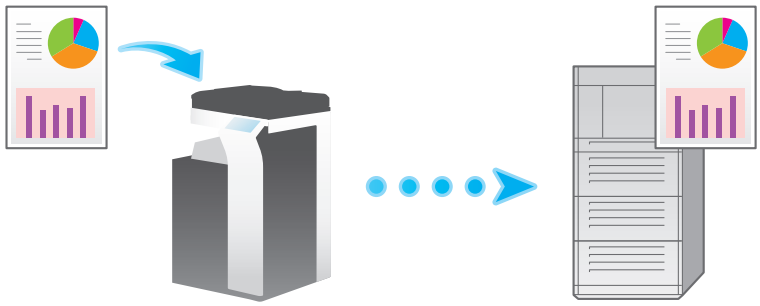
3.1 Overview of FTP Send Function

3.1.1 About FTP Send

This function converts original data scanned by this machine into a file supported by a computer, and uploads it to the FTP server.

This function is useful when transferring a file through the FTP server.

A file uploaded to the FTP server can be downloaded from a computer.



3.1.2 Main Screen for PC Sending (SMB/FTP/WebDAV)

For details on the main screen, refer to page 2-2.

3.2 Preparation Required to Use This Function (for the administrator)

3.2.1 Configuring the Operating Environment for FTP Send

Configure the settings for using the FTP Send function.

For details on the setting procedure, refer to "User's Guide[Web Management Tool]/[Configuring the Scan Transmission Environment]".

3.2.2 Configuring Settings as Needed

Registering a frequently used destination

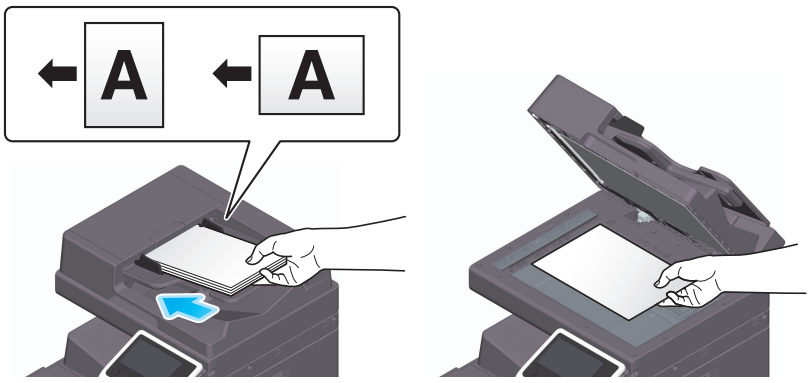
Pre-registering a frequently used destination, this machine will save you the trouble of having to enter it each time you send data.

For details on the registration procedure, refer to "User's Guide[Introduction]/[Registering and Managing Destinations]".

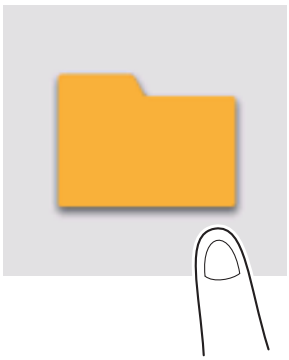
3.3 How to Send

3.3.1 Sending (Basic Operation Flow)

1 Load the original.

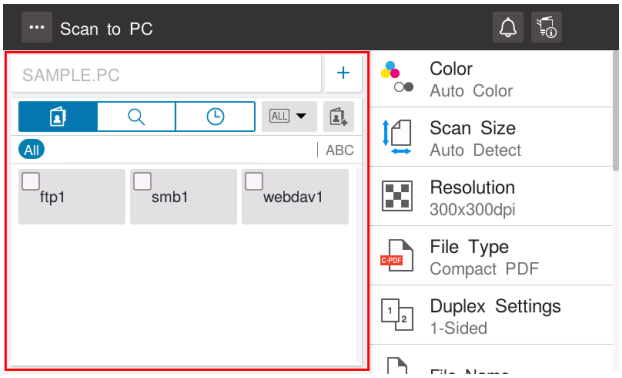


2 Tap [Scan to PC] on the home screen.



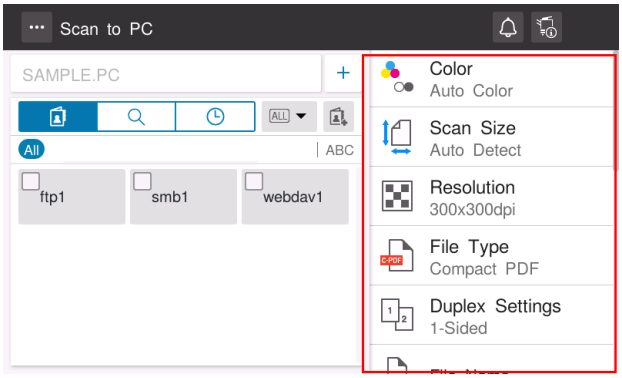
3 Specify the destination.

➔ For details on how to specify a destination, refer to page 3-5.



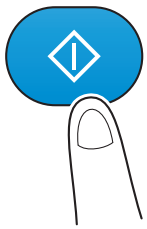
4 Specify transmission options as needed.

➔ For details on option settings, refer to page 1-9.



5 Use the Start key to start transmission.

➔ Using the Stop key enables you to stop scanning the original. A list of the currently stopped jobs is displayed. To stop transmission, select the target job from the list, and delete it.



Reference

Changing the default option setting (page 1-18)

3.3.2 Specifying a Destination

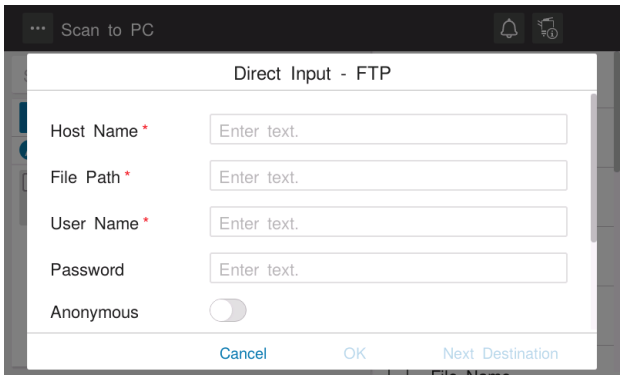
Directly entering the destination

Directly enter destination information.

1 Tap [+].

2 Select [FTP].

3 Enter destination information.



Setting	Description
[Host Name]	Enter the destination host name or IP address (using up to 253 bytes). • Example to enter the host name: "host.example.com" • Example to enter the IP address (IPv4): "192.168.1.1" • Example to enter the IP address (IPv6): "fe80::220:6bff:fe10:2f16"
[File Path]	Enter the folder name of the host specified in [Host Name] (using up to 127 bytes). When not specifying the folder name, enter only "/". • Example to enter the folder name: "scan" • Example to enter the folder name in the folder: "scan/document"
[User Name]	If authentication is required in the FTP server, enter the available user name to log in (using up to 64 characters).
[Password]	Enter the password (using up to 64 characters, excluding double quotation marks ").
[Anonymous]	When authentication is not required in the FTP server, set this option to ON (default: OFF).
[Port Number]	If necessary, change the port number (default: [21]).
[Proxy]	When a proxy server is used in your environment, set this option to ON (default: OFF).
[PASV]	When the PASV mode is used in your environment, set this option to ON (default: OFF).

4 Tap [OK].

Using Address Book

Selecting the Destination tab () displays a list of destinations registered on this machine. Switch the display using an index, and specify the target destination. For details, refer to page 1-7.

Searching for the registered destination

Tapping the Search tab () displays the destination search screen. If a large number of destinations are registered, the system searches for the registered name of the destination or characters of the address to find the target destination. For details, refer to page 1-7.

Using Job History

Tapping the History tab () displays a list of transmission logs. Specify the target destination from the previous five job histories. For details, refer to page 1-9.

4 Sending to a WebDAV server (WebDAV Send)

4 Sending to a WebDAV server (WebDAV Send)

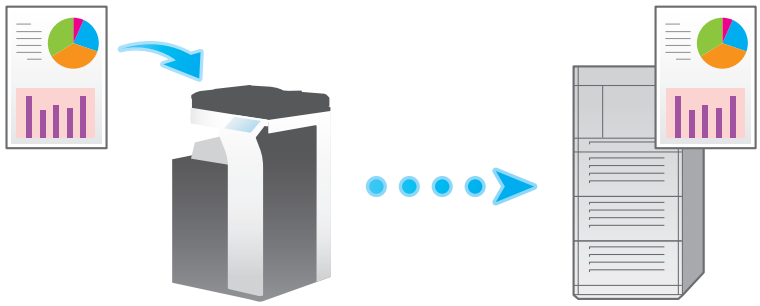
4.1 Overview of WebDAV Send Function

4.1.1 About WebDAV Send

This function converts original data scanned by this machine into a file supported by a computer, and uploads it to the WebDAV server.

This function is useful when transferring a file through the WebDAV server.

A file uploaded to the WebDAV server can be downloaded from a computer.



4.1.2 Main Screen for PC Sending (SMB/FTP/WebDAV)

For details on the main screen, refer to page 2-2.

4.2 Preparation Required to Use This Function (for the administrator)

4.2.1 Configuring the WebDAV Sending Environment

Configure the settings for using the WebDAV Send function.

For details on the setting procedure, refer to "User's Guide[Web Management Tool]/[Configuring the Scan Transmission Environment]".

4.2.2 Configuring Settings as Needed

Registering a frequently used destination

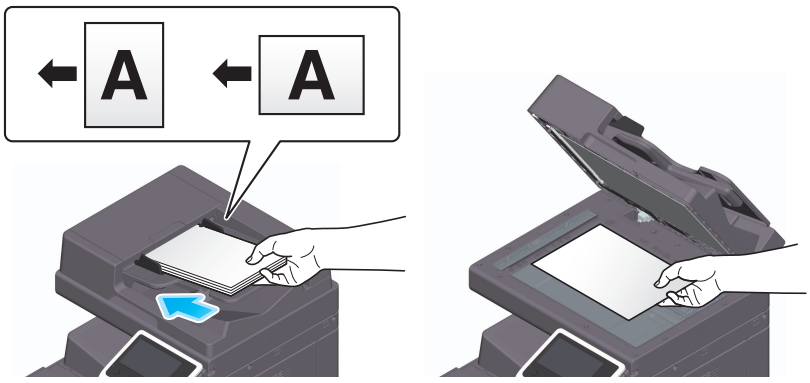
Pre-registering a frequently used destination, this machine will save you the trouble of having to enter it each time you send data.

For details on the registration procedure, refer to "User's Guide[Introduction]/[Registering and Managing Destinations]".

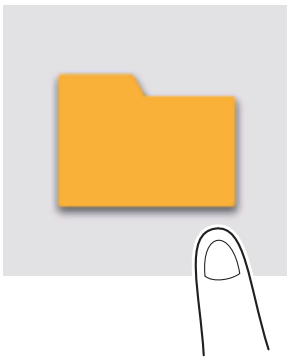
4.3 How to Send

4.3.1 Sending (Basic Operation Flow)

1 Load the original.

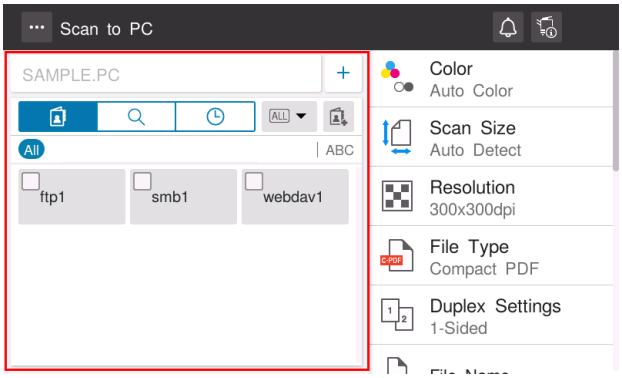


2 Tap [Scan to PC] on the home screen.



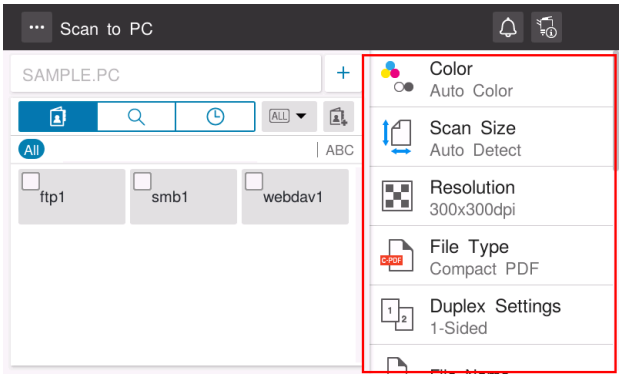
3 Specify the destination.

➔ For details on how to specify a destination, refer to page 4-5.



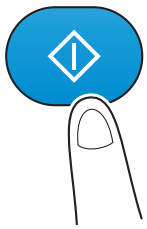
4 Specify transmission options as needed.

➔ For details on option settings, refer to page 1-9.



5 Use the Start key to start transmission.

➔ Using the Stop key enables you to stop scanning the original. A list of the currently stopped jobs is displayed. To stop transmission, select the target job from the list, and delete it.



Reference

Changing the default option setting (page 1-18)

4.3.2 Specifying a Destination

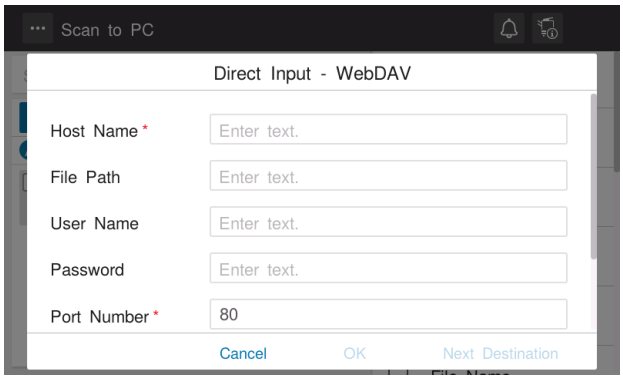
Directly entering the destination

Directly enter destination information.

1 Tap [+].

2 Select [WebDAV].

3 Enter destination information.



Setting	Description
[Host Name]	Enter the destination host name or IP address (using up to 253 bytes). • Example to enter the host name: "host.example.com" • Example to enter the IP address (IPv4): "192.168.1.1" • Example to enter the IP address (IPv6): "fe80::220:6bff:fe10:2f16"
[File Path]	Enter the folder name of the host specified in [Host Name] (using up to 127 bytes). • Example to enter the folder name: "scan" • Example to enter the folder name in the folder: "scan/document"
[User Name]	Enter the name of a user with folder access rights (using up to 64 characters).
[Password]	Enter the password (using up to 64 characters, excluding double quotation marks ").
[Port Number]	If necessary, change the port number (default: [80]).
[Proxy]	When a proxy server is used in your environment, set this option to ON (default: OFF).
[SSL Setting]	When SSL is used in your environment, set this option to ON (default: OFF). Setting this option to ON changes [Port Number] to [443].

4 Tap [OK].

Using Address Book

Selecting the Destination tab () displays a list of destinations registered on this machine. Switch the display using an index, and specify the target destination. For details, refer to page 1-7.

Searching for the registered destination

Tapping the Search tab () displays the destination search screen. If a large number of destinations are registered, the system searches for the registered name of the destination or characters of the address to find the target destination. For details, refer to page 1-7.

Using Job History

Tapping the History tab () displays a list of transmission logs. Specify the target destination from the previous five job histories. For details, refer to page 1-9.

5 Sending a File in a User Box of this Machine (Save in User Box)

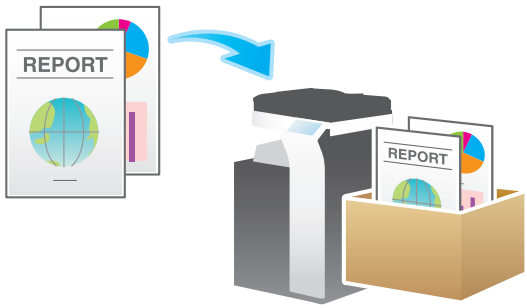
5 Sending a File in a User Box of this Machine (Save in User Box)

5.1 Overview of Save in User Box Function

5.1.1 About Save in User Box

Save in User Box is a function that sends and saves original data scanned by this machine to a User Box on this machine.

Original data saved in a User Box can be printed or sent at any time using the screen of this machine or through a computer.

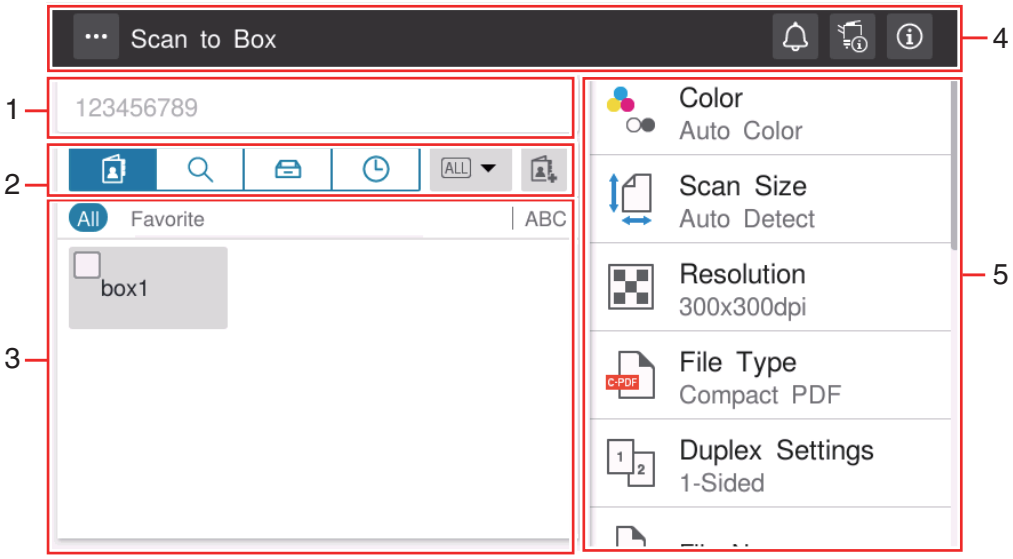


Tips

- To use this function, an option is required. For details on the required option, refer to "User's Guide[About This Machine]/[List of Functions with Options Required]".

5.1.2 Main Screen of Save in User Box

If you tap [Scan to Box] on the home screen, the basic screen of Save in User Box is displayed.



No.	Name	Description
1	Destination display area	Displays the specified destinations. If two or more destinations are specified, the number of destinations is indicated by [+N] (N: number). When you tap while the destination is specified, the destination list screen is displayed. You can check, edit, or delete the specified destinations.
2	Display switch tab	Switches the destination specification method. The display of the destination specification area is switched depending on the selected tab. • Destination tab ( ): Specify the desired one from the list of destinations registered on this machine. • Search tab ( ): Search for the destination registered on this machine. • Box tab ( ): Search for a User Box registered on this machine. • History tab ( ): Specify the desired one from the job history list. • Address registration key ( ): Allow you to register a destination in the address book on this machine.
3	Destination specification area	Specify the destination to suit the selected tab.
4	Menu icon ( )	Allows you to change how to display the list of registered destinations in the destination specification area. When [Change Permission for Default Value Setting] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]") is set to ON, you can change the default option setting for sending to the desired one.
	Notification icon ( )	You can check warnings or messages related to the status of this machine. For details, refer to "User's Guide[Control Panel]/[About Major Screens]".
	Device information icon ( )	
	Information icon ( )	
5	Function setting key	Specify transmission options as needed.

5.2 Preparation Required to Use This Function

5.2.1 Registering a User Box

Register a User Box where to save the scanned original data.

For details on the registration procedure, refer to "User's Guide[Box Operations]/[Storing Documents as Files in MFP for Use (User Box)]".

5.2.2 Configuring Settings as Needed

Registering a frequently used destination

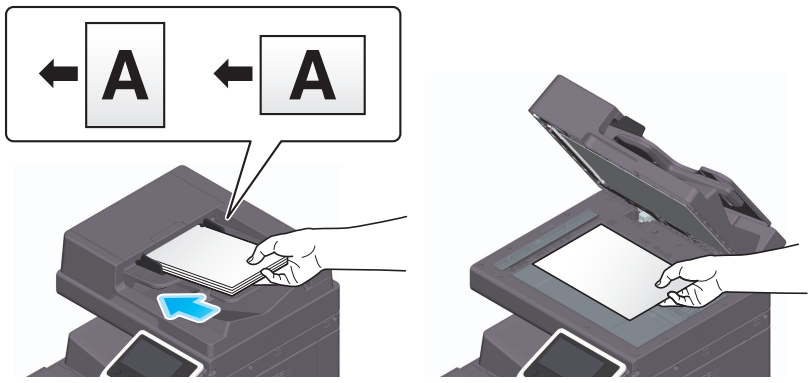
Pre-registering a frequently used destination, this machine will save you the trouble of having to enter it each time you send data.

For details on the registration procedure, refer to "User's Guide[Introduction]/[Registering and Managing Destinations]".

5.3 How to Send

5.3.1 Sending (Basic Operation Flow)

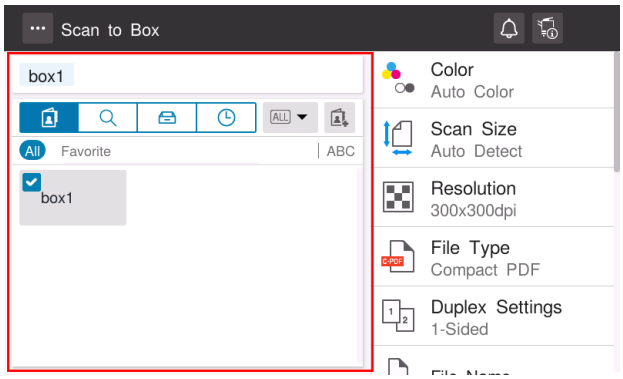
1 Load the original.



2 Tap [Scan to Box] on the home screen.

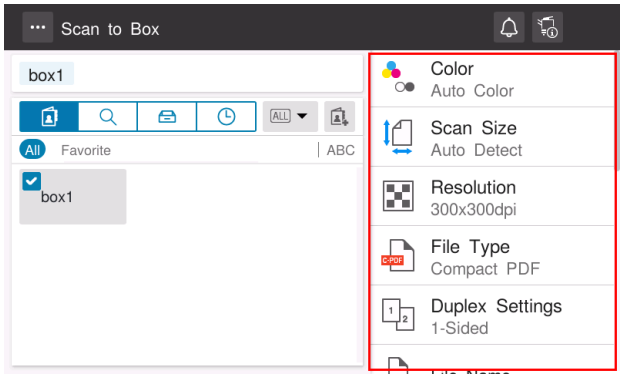
3 Specify the destination.

➔ For details on how to specify a destination, refer to page 5-6.



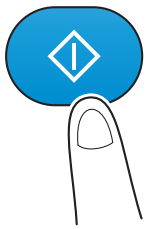
4 Specify transmission options as needed.

➔ For details on option settings, refer to page 1-9.



5 Use the Start key to start transmission.

➔ Using the Stop key enables you to stop scanning the original. A list of the currently stopped jobs is displayed. To stop transmission, select the target job from the list, and delete it.



Reference

Changing the default option setting (page 1-18)

5.3.2 Specifying a Destination

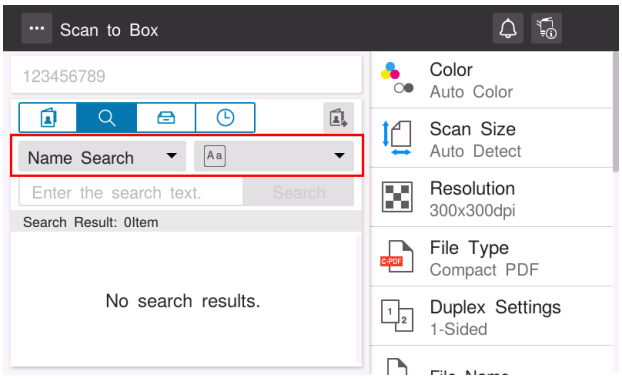
Using Address Book

Selecting the Destination tab () displays a list of destinations registered on this machine. Switch the display using an index, and specify the target destination. For details, refer to page 1-7.

Searching for the User Box

Tapping the Search tab () displays the User Box search screen. If a large number of User Boxes are registered, the system searches for the registered name or the User Box number of the target User Box to specify the target destination.

1 Select the desired search method from [Name Search], [Addr. Search], and [Search Box No.].



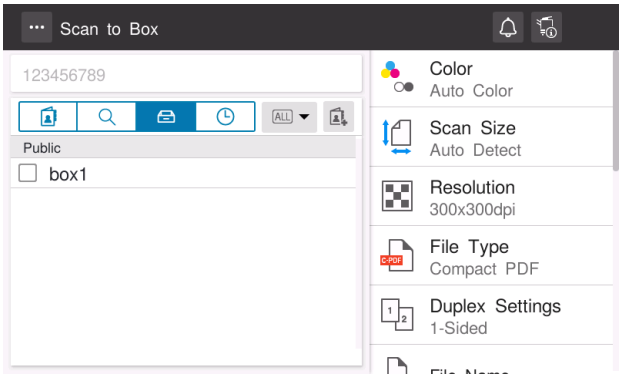
2 Enter the search word, and tap [Search].

➔ If [Search Box No.] is selected in step 1, enter the User Box No. you want to search for.

3 Specify the target destination from the search result.

Specifying a User Box from the User Box List

Tapping the Box tab (🖴) displays a list of User Boxes registered on this machine. Switch the type of the User Boxes shown in the list using the filter key in the pull-down menu, and specify the target User Box.



Using Job History

Tapping the History tab (🕒) displays a list of transmission logs. Specify the target destination from the previous five job histories. For details, refer to page 1-9.

5.4 Using a File Saved in a User Box

Operating a User Box from the screen of this machine

A file saved in a User Box can be printed, and also sent as an E-mail attachment or sent to a shared folder of a computer in the same way as other scan sending options.

- For information on how to print a file saved in a User Box, refer to "User's Guide[Box Operations]/[Storing Documents as Files in MFP for Use (User Box)]".
- For information on how to send a file saved in a User Box, refer to "User's Guide[Box Operations]/[Storing Documents as Files in MFP for Use (User Box)]".

Operating a User Box using Web Connection

Operate a User Box using **Web Connection** from a computer. You can print a file or download a file to a computer while checking files in a User Box with thumbnail images.

For details, refer to "User's Guide[Box Operations]/[Storing Documents as Files in MFP for Use (User Box)]".

Operating a User Box using Box Operator

Box Operator is application software to access files saved in a User Box from a Windows computer.

You can view the contents of a file as thumbnail images, and perform operations such as printing, deletion, and copying to a computer.

To download **Box Operator**, display the utility software download page from the menu of the DVD supplied with this machine, and download it. For details on how to install or use this application, refer to the relevant manual of **Box Operator**.

6 Registering and Managing Destinations

6 Registering and Managing Destinations

Registering a frequently used destination on this machine will save you the trouble of having to enter it each time you send data.

Also, you can export destination information registered on this machine to make a backup copy or import the exported destination information to another machine to use it.

For details, refer to "User's Guide[Introduction]/[Registering and Managing Destinations]".

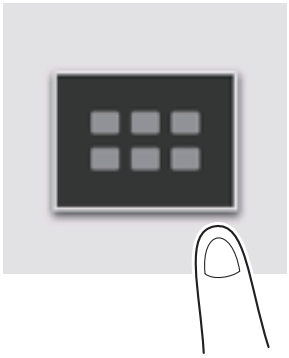
7 Using Scan Sending Functions in Classic Style

7 Using Scan Sending Functions in Classic Style

7.1 Displaying the Scan/Fax Screen

Displaying from the main menu of classic style

1 Tap [Classic Style] on the home screen.



2 Tap [Scan/Fax] on the main menu of classic style.

The Scan/Fax screen is displayed.

Displaying from the home screen of basic style

✔ You need to place [Classic Scan] on the home screen of basic style. For details on the setting procedure, refer to "User's Guide[Control Panel]/[About Major Screens]".

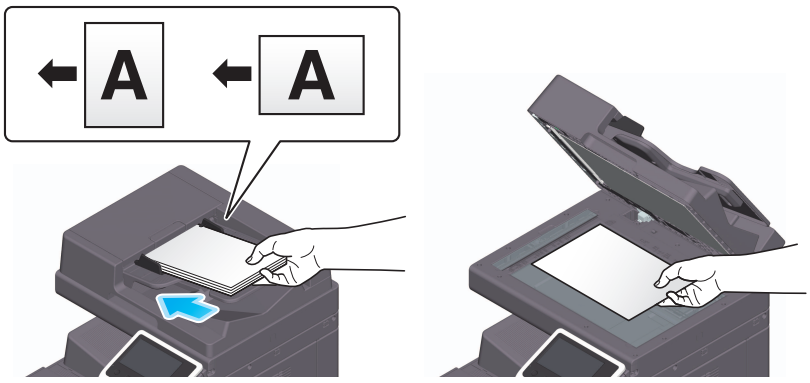
1 Tap [Classic Scan] on the home screen.

The Scan/Fax screen is displayed.

7.2 Basic Operations for Scan Sending

7.2.1 Sending (Basic Operation Flow)

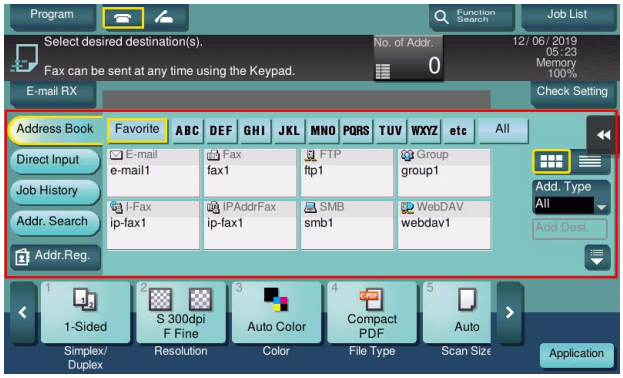
1 Load the original.



2 Display the Scan/Fax screen of classic style.

➔ For details on how to display the screen, refer to page 7-2.

3 Specify the destination.



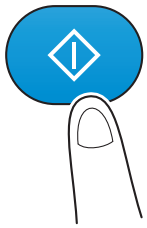
4 Specify transmission options as needed.

➔ For details on option settings, refer to page 7-22.

5 Use the Start key to start transmission.

➔ If necessary, tap [Check Setting] before transmission, and check the specified destination and settings.

➔ Using the Stop key enables you to stop scanning the original. A list of the currently stopped jobs is displayed. To stop transmission, select the target job from the list, and delete it.



Related setting

- [Basic Setting] - [Default Scan/Fax Settings] ("User's Guide[Descriptions of Functions/Utility Keys]/[Utility]")

7.2.2 Checking the Finish before Sending

1 Load the original.

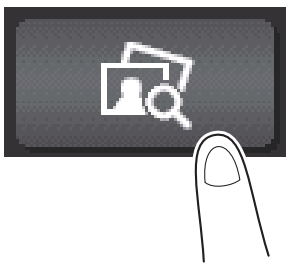
2 Display the Scan/Fax screen of classic style.

➔ For details on how to display the screen, refer to page 7-2.

3 Specify the destination.

4 Specify transmission options as needed.

5 Tap [Preview] in the side menu.



6 Select the original direction.

7 Tap [Start].

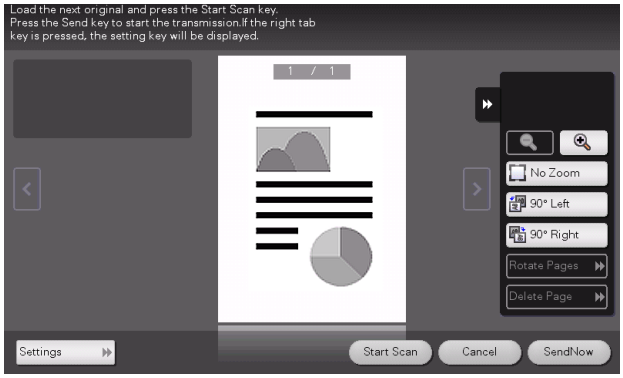
The original is scanned, and the Preview screen is displayed.

8 Check the preview display, and rotate the page or change settings as required.

➔ To continue scanning originals, load the original, and tap [Start Scan].

➔ To start sending, tap [SendNow].

➔ If you tap the tab key on the right of the screen, you can display or hide the setting key. The setting key enables you to rotate or delete a page.



9 After all originals have been scanned, tap [SendNow].

Transmission begins.

Related setting (for the administrator)

- [Preview Settings] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

7.2.3 Sending a Data by Recalling a Program

About Scan/Fax program

Program is a function to register a combination of frequently used option settings as a recall key. The program to be registered in scan/fax mode is referred to as a scan/fax program.

When you register a Scan/Fax program, you can recall the combination of option settings from the main screen with a single key action. You can also include a destination in program registration.

Registering a Scan/Fax program

You can register up to 400 Scan/Fax programs.

If 400 Scan/Fax programs are already registered, delete unnecessary Scan/Fax programs before registering a new program.

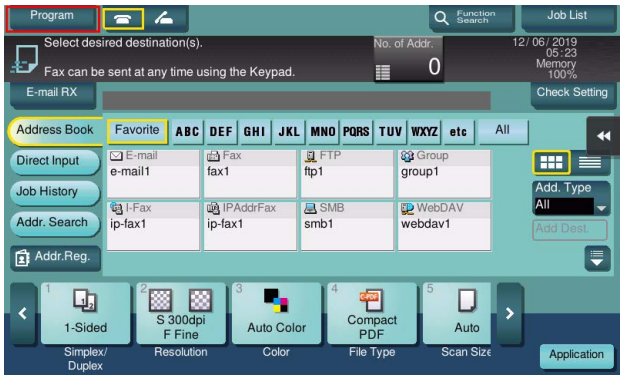
1 Display the Scan/Fax screen of classic style.

➔ For details on how to display the screen, refer to page 7-2.

2 Specify transmission options as needed.

➔ Register the settings configured here as a program.

3 Tap [Program].



4 Select an unregistered key, and also tap [Register].

5 Enter the program name, and tap [OK].

➔ Specify the destination in [Address] as necessary.

Setting	Description
[Name]	Enter the name of the program (using up to 24 characters).
[Address]	Specify whether you want to include a destination for the program. Specify either by direct input or by selecting among the destinations registered on this machine. Only one destination can be specified.
[URL Notif. Destination]	You can send the E-mail message that contains the save location of the original data to the specified E-mail address. You can use this function for SMB Send, FTP Send, WebDAV Send, and Save in User Box. To notify the save location of the original data, select [URL Notif. Destination], and specify the E-mail address to which you want to send the E-mail message.

Tips

- For Scan/Fax program, in addition to normal program, temporary program for temporary use is also available. Temporary program is registered using **Web Connection**. By specifying a sending setting in advance, you can simplify the operation when sending data on this machine. A temporary one-touch destination is deleted once data is sent to the registered destination or when the machine is turned OFF.
- Up to 10 temporary programs can be registered. If 10 temporary programs are already registered, delete unnecessary temporary programs before registering a new program.

Reference

*Registering a Program Destination (**Web Connection**) ("User's Guide[Web Management Tool]/[Registering Various Types of Information]")*

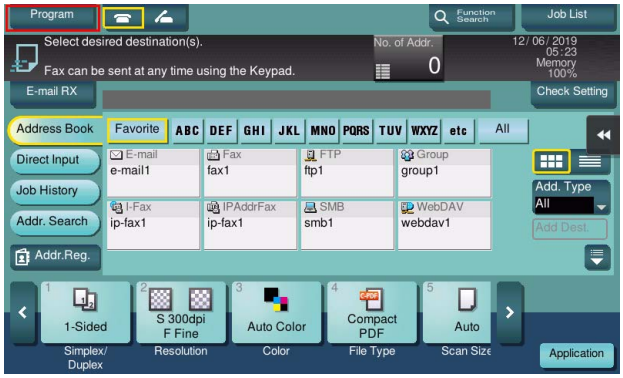
Sending after recalling the scan/fax program

1 Load the original.

2 Display the Scan/Fax screen of classic style.

➔ For details on how to display the screen, refer to page 7-2.

3 Tap [Program].



4 Select the program you want to recall, and tap [Recall].

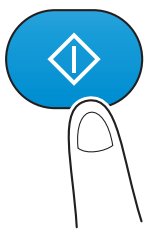
The registered content of a program is applied.

5 Specify a destination if no destination is registered in Program.

6 Use the Start key to start transmission.

➔ If necessary, tap [Check Setting] before transmission, and check the specified destination and settings.

➔ Using the Stop key enables you to stop scanning the original. A list of the currently stopped jobs is displayed. To stop transmission, select the target job from the list, and delete it.



7.3 Encrypting an E-mail and Adding a Digital Signature (S/MIME)

About S/MIME

If S/MIME is installed in your environment, you can configure its settings on this machine.

S/MIME is one of the E-mail encryption schemes. Using S/MIME encrypts an E-mail sent from this machine, preventing a interception by third parties during sending. Adding a digital signature to an E-mail provides assurance regarding the authenticity of the sender, and certifies that no data has been falsified.

Tips

- To use this function, an option is required. For details on the required option, refer to "User's Guide[About This Machine]/[List of Functions with Options Required]".

Preparation required to use this function (for the administrator)

Configure settings to use S/MIME.

For details on the setting procedure, refer to "User's Guide[Web Management Tool]/[Configuring the Scan Transmission Environment]".

Operation flow

1 Load the original.

2 Display the Scan/Fax screen of classic style.

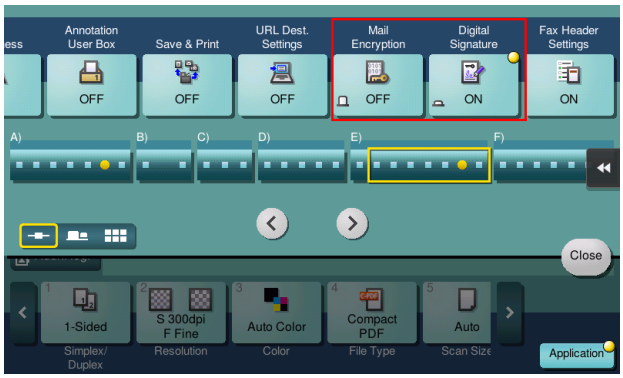
➔ For details on how to display the screen, refer to page 7-2.

3 Specify [Application] - [App] - [Mail Encryption] and [Digital Signature].

➔ To apply E-mail encryption, set [Mail Encryption] to [ON].

➔ To add a digital signature, set [Digital Signature] to [ON].

➔ If you cannot change the [ON] or [OFF] state in [Digital Signature], it is assumed that whether or not a digital signature is always added is specified by the administrator.



4 Specify the E-mail address of the destination.

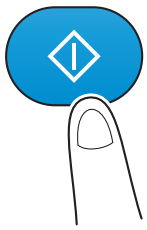
➔ To encrypt an E-mail, select an E-mail address with the certificate registered. An E-mail address with the certificate registered is marked by the key-shaped icon.

➔ Up to 10 E-mails can be broadcast.

5 Use the Start key to start transmission.

➔ If necessary, tap [Check Setting] before transmission, and check the specified destination and settings.

➔ Using the Stop key enables you to stop scanning the original. A list of the currently stopped jobs is displayed. To stop transmission, select the target job from the list, and delete it.



7.4 Sending the Download URL to Your Address (Scan to URL)

7.4.1 About Scan to URL

Scan to URL is a function that sends the URL to download the original data scanned on this machine, to your E-mail address.

When you log in to this machine that provides user authentication, the [URL] key appears on the [Address Book] screen. The [URL] key has the login user's E-mail address registered. The scanned original data is saved in a User Box on this machine without being attached to an E-mail during the pre-specified period, so data can be acquired regardless of the sending capacity limit of the E-mail server.

Tips

- To use this function, an option is required. For details on the required option, refer to "User's Guide[About This Machine]/[List of Functions with Options Required]".

7.4.2 Preparation Required to Use This Function (for the administrator)

Configure the settings to use the Scan to URL function.

For details on the setting procedure, refer to "User's Guide[Web Management Tool]/[Configuring the Scan Transmission Environment]".

Tips

- If Active Directory is used as an authentication server, register the user's E-mail address in Active Directory.

7.4.3 How to Send

1 Load the original.

2 Enter user information, and log in to this machine.

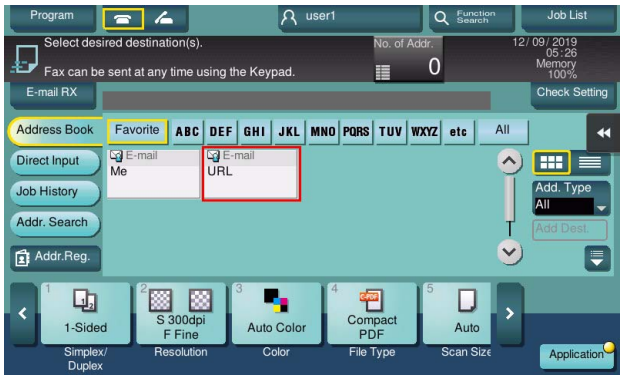
➔ For details on how to log in, refer to "User's Guide[Introduction]/[Logging in to This Machine]".

3 Display the Scan/Fax screen of classic style.

➔ For details on how to display the screen, refer to page 7-2.

4 Select [URL].

➔ When [URL] is selected as the sending destination, you cannot specify another destination simultaneously.

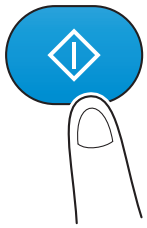


5 Specify transmission options as needed.

6 Use the Start key to start transmission.

➔ If necessary, tap [Check Setting] before transmission, and check the specified destination and settings.

➔ Using the Stop key enables you to stop scanning the original. A list of the currently stopped jobs is displayed. To stop transmission, select the target job from the list, and delete it.

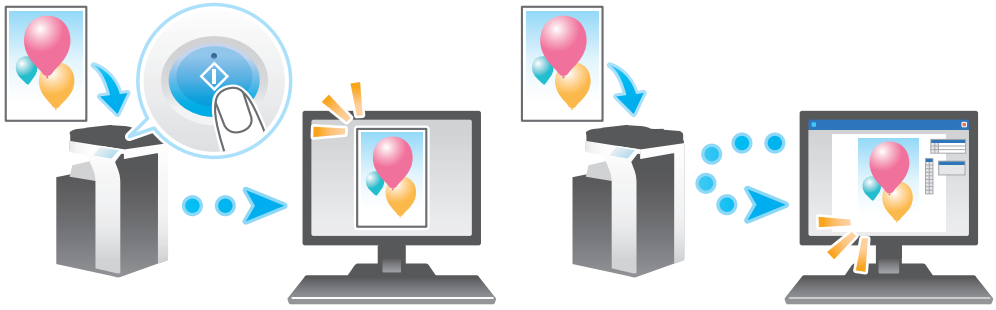


7.5 Sending with Web Service (WSD Scan)

7.5.1 About WSD Scan

WSD (Web Service for Device) is a function to search for a WSD-compatible device on the network.

WSD Scan enables you to instruct scanning from a computer and import the original data without configuring tiresome environmental settings. This option is only compatible with Windows computers.



7.5.2 Preparation Required to Use This Function (for the administrator)

Configuring the WSD scan environment

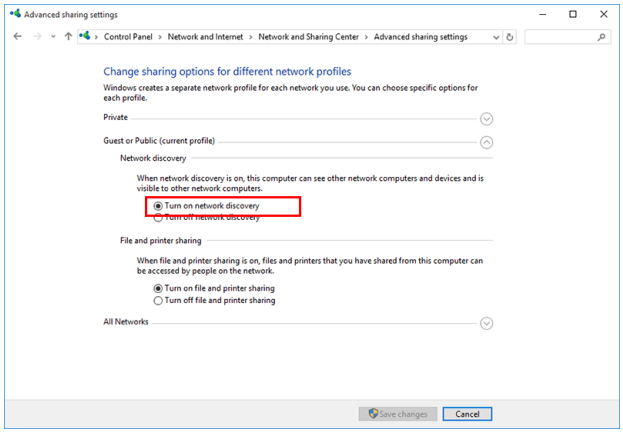
Configure the settings to use the WSD Scan function.

For details on the setting procedure, refer to "User's Guide[Web Management Tool]/[Configuring the Scan Transmission Environment]".

Computer settings

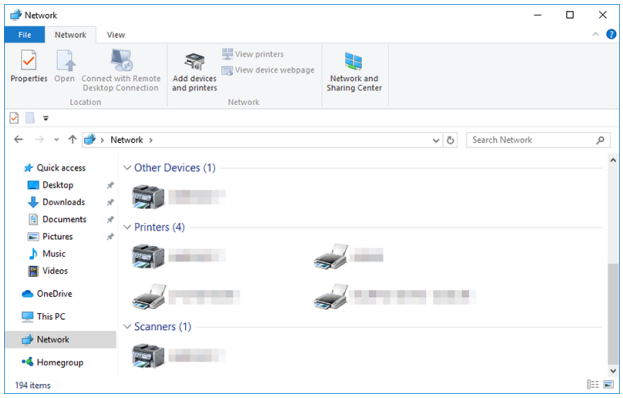
Install the scanner driver required for WSD Scan in a computer. Then, configure operations to be performed after scan sending, in the scanner driver. This example shows a procedure for Windows 10.

Before installation, from the Start menu, select [Control Panel] - [Network and Internet] - [Network and Sharing Center] - [Change advanced sharing settings], and check that [Network discovery] is enabled.



1 From the Start menu, click [Computer] - [Network].

This displays the devices connected to the network.



2 Specify this machine, and install the scanner driver.

➔ Click [Add devices and printers] on the toolbar to display the [Devices and Printers] page, and click [Add a device]. On the displayed window, select the device name of this machine, then click [Next].

➔ Depending on the settings on the computer, the UAC (User Account Control) dialog box may appear. Check the details, and continue.

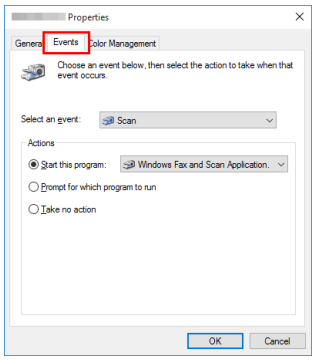
➔ If both of the scan and printer functions of the Web service are enabled on this machine, the machine is represented by the printer icon.

The driver is installed automatically. When the confirmation dialog box appears, click [Close].

3 From the Start menu, click [Devices and Printers].

4 Right-click the icon of this machine, then click [Scan properties].

5 Click the [Events] tab, and specify the operation (how to save original data) of a destination computer at scan sending (WSD Scan).



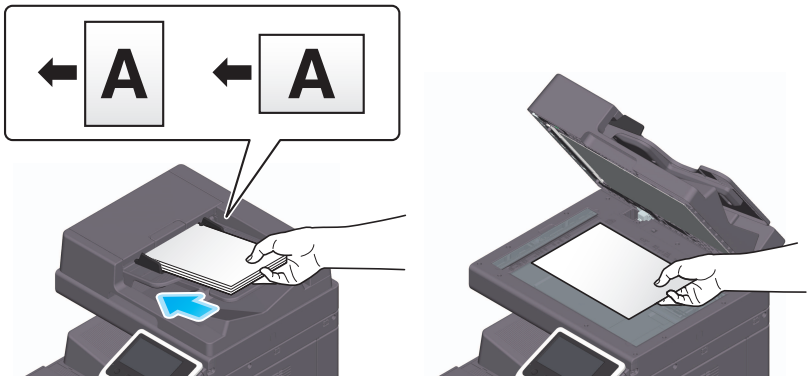
Setting	Description
[Select an event]	Select [Scan].
[Actions]	Select the operation of a destination computer when performing scan sending on this machine. • [Start this program]: Starts the application for WSD Scan that is installed in a computer selected as a WSD Scan destination, and displays the scanned original data on the application window. Select the application to be started from the list. • [Prompt for which program to run]: Displays a list of applications for WSD Scan installed in your computer (destination computer) in the screen of the computer that performed a scan sending. • [Take no action]: Saves original data in the following folder as a file without starting the application. On your computer, select Start - [Documents] - [Scanned Documents].

6 On the **Touch Panel** of this machine, tap [Direct Input] - [DPWS] in scan/fax mode, and check that the target computer is displayed.

The settings on the computer are then completed.

7.5.3 How to Send

1 Load the original.



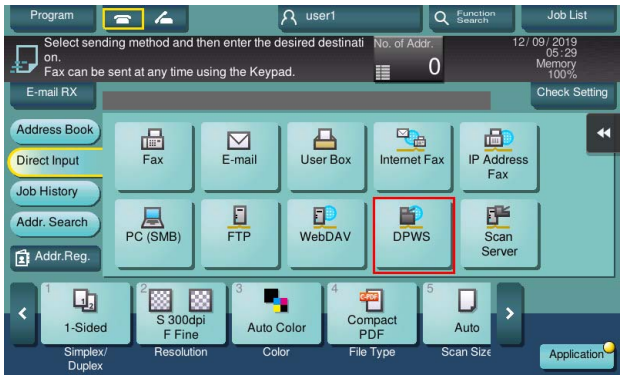
2 Display the Scan/Fax screen of classic style.

➔ For details on how to display the screen, refer to page 7-2.

3 Specify transmission options as needed.

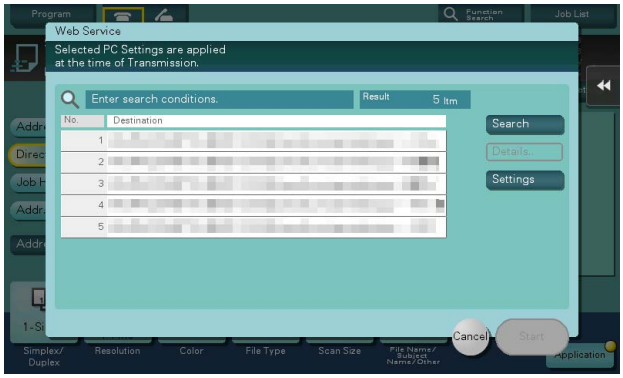
➔ For details on option settings, refer to page 7-22.

4 Select [Direct Input] - [DPWS].



The computers on the network, in which this machine is designated as the Web service scanner, appear as the destinations.

5 Select a destination computer.



➔ By tapping [Search], you can enter a keyword included in a destination name and search for a destination.

➔ Tapping [Details..] displays the name and URL of a destination.

➔ By tapping [Settings], you can change option settings such as [Color] and [Scan Size].

6 Tap [Start].

Transmission begins.

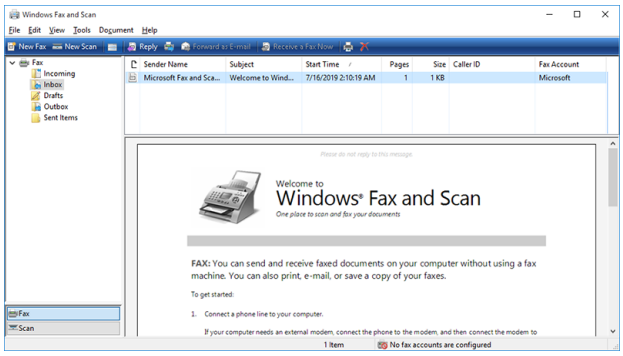
7 Use the destination computer to handle the application for importing original data or check files saved by scan sending.

➔ When using the scan sending from this machine, start the application on a destination computer to import original data, or save original data in a specific folder. For details, refer to page 7-13.

7.5.4 Importing Data from a Computer

Operate this machine through the application on a destination computer, and import the scanned original data. The imported original data can be edited or saved in a computer. This section explains an example using Windows 10 and [Windows Fax and Scan] application software.

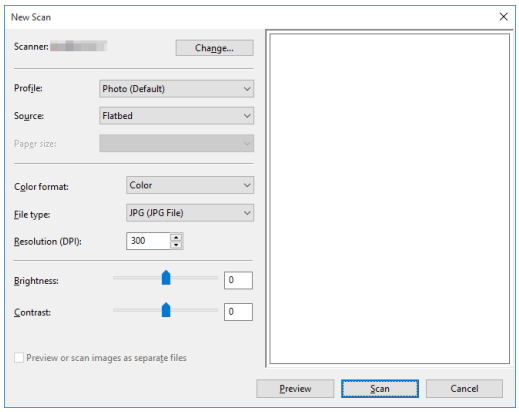
1 From the Start menu, click [All Programs] - [Windows Fax and Scan].



2 Click [New Scan].

The [New Scan] dialog box appears.

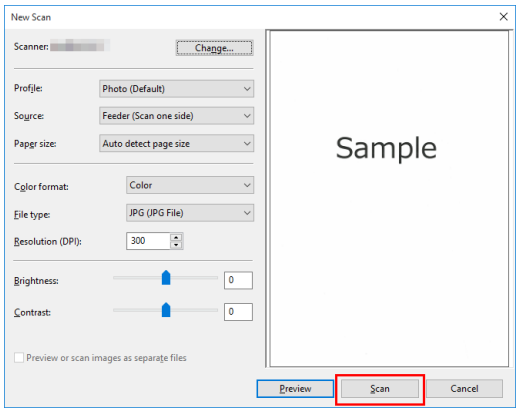
3 Specify the desired items from among the following to fit the original to be scanned.



Setting	Description
[Scanner]	Displays the scanner name of this machine. To switch other scanner, click [Change].
[Profile]	Select a profile to fit the original you want to load onto this machine. • [Photo]: Select this option to scan an original that consists primarily of photos. • [Documents]: Select this option to scan an original that consists primarily of text. • [Last used settings]: Select this option to scan an original using the previous settings. • [Add profile...]: Select this option to create a new profile other than the options above and add it as an option. Selecting [Add profile...] displays the [Add New Profile] window.
[Source]	Select the position to set the original. • [Flatbed]: Select this option to load the original on the **Original Glass**. By selecting [Flatbed], you can use [Preview], which is a scan function. • [Feeder]: Select this option to load the original into the **ADF**.
[Paper size]	If [Feeder] is selected in [Source], [Auto detect page size] starts to automatically detect the size of the original loaded into the **ADF**. If you are always scanning originals of the same size without the machine automatically detecting the size of the original loaded into the **ADF**, select any size.
[Color format]	Select either [Color] or [Gray Scale] color mode to scan originals. The original is scanned in the selected color mode regardless of the original color.
[File Type]	Select a type of the file to save. • [BMP]: Used to save an image file adopted by the "Paint" software supplied with Windows. This type does not support a function that compresses data to be saved, so the file size is larger than JPEG or PNG. • [JPG]: Used to save a file commonly used for a digital camera, which is available for saving a photo. JPEG format does not support the saving of multiple pages as a single file. • [PNG]: Used to save an image file with no quality degradation when compressing a file. Note that some files cannot be displayed in old Web browsers. • [TIF]: This type is a versatile image format. This type is available for a multipage file that provides multiple pages in one file. • [XPS]: Extension of an XML-base file that is applied in Windows. You can install the XPS viewer to view or print data even if the source application is not provided.
[Resolution (DPI)]	Specify the resolution to scan the original.
[Brightness]	Specify the brightness with which to scan the original. To specify the brightness level, drag the slider, or type in a numerical value.
[Contrast]	Specify the contrast to scan the original. To specify the contrast level, drag the slider, or type in a numerical value.

4 Click [Scan].

➔ If you select [Flatbed] in [Source], click [Preview] before saving data as a file, and check the image of the scanned original.
When necessary, trim a displayed image, or adjust [Brightness], [Contrast], or [Resolution (DPI)]. After checking the scanned original, click [Scan].



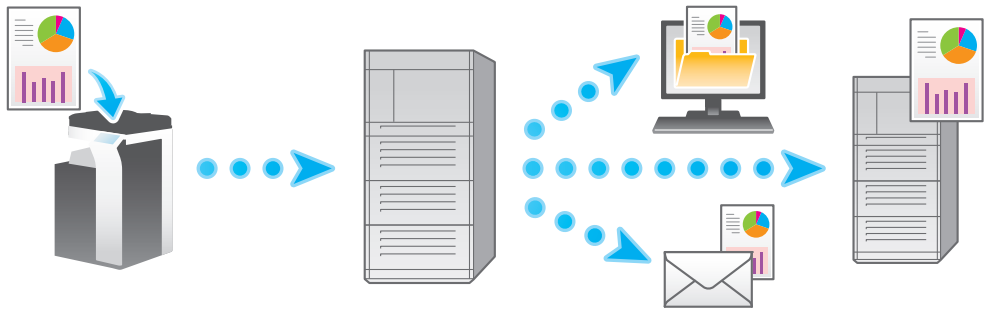
The original is scanned, and displayed on the application window of [Windows Fax and Scan].

7.6 Distributing Data Using the Distributed Scan Management System

7.6.1 About Distributed Scan Management

This machine can be associated with the Distributed Scan Management system (scan server) of Windows Server.

This machine converts the scanned original data into a computer compatible file format, and sends its file to a scan server. When receiving the file, the scan server carries out sending to the SMB folder, E-mail address, or Microsoft Office SharePoint Server based on the registered scan process.



Tips

- For details on Distributed Scan Management, refer to the relevant Windows Server manual.

7.6.2 Preparation Required to Use This Function (for the administrator)

Configure settings to associate with the Distributed Scan Management system.

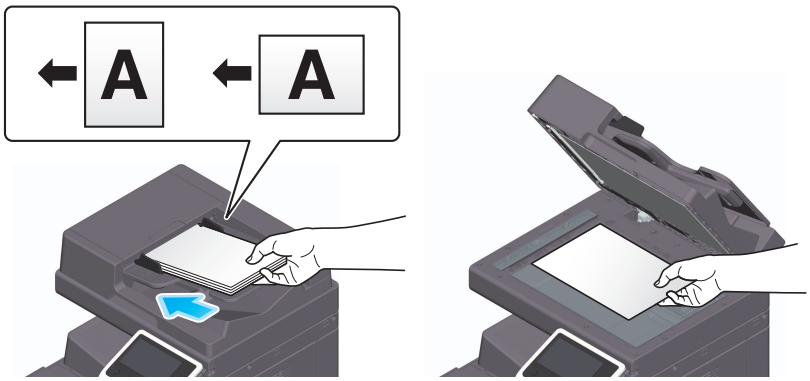
For details on the setting procedure, refer to "User's Guide[Web Management Tool]/[Configuring the Scan Transmission Environment]".

Related setting

- [Basic Setting] - [Distributed Scan PDF Settings] ("User's Guide[Descriptions of Functions/Utility Keys]/[Utility]")
- [Basic Setting] - [Distributed Scan XPS Settings] ("User's Guide[Descriptions of Functions/Utility Keys]/[Utility]")

7.6.3 How to Send

1 Load the original.



2 Display the Scan/Fax screen of classic style.

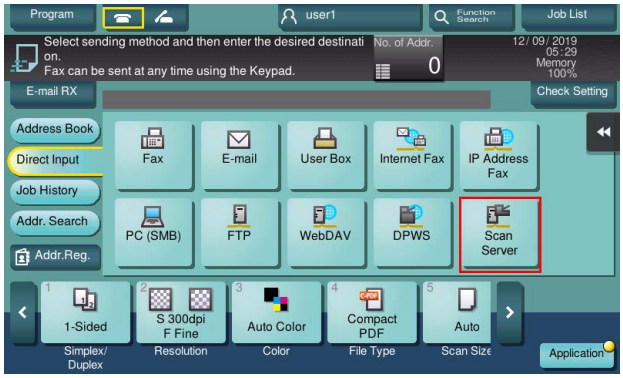
➔ For details on how to display the screen, refer to page 7-2.

3 Specify transmission options as needed.

➔ For details on option settings, refer to page 7-22.

4 Select [Direct Input] - [Scan Server].

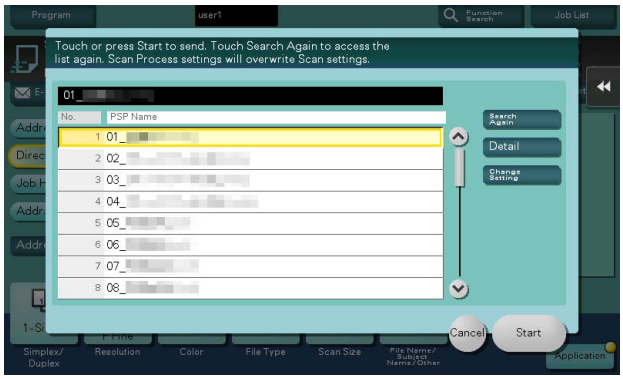
➔ When sending data via a scan server, you cannot send data to other destinations simultaneously or use a scan/fax program.



5 Select a scan process.

➔ A scan process is used to automate a preset scanning workflow such as a distribution destination from a scan server. This is created by the Windows Server application, and registered in Active Directory.

➔ Up to 50 scan processes can be obtained. However, multiple scan processes cannot be selected as destinations.



➔ Tapping [Search Again] updates the scan process list.

➔ Tapping [Detail] displays the details of the selected scan process.

➔ By tapping [Change Setting], you can change option settings such as [Color] and [Scan Size].

6 Tap [Start].

Transmission begins.

➔ However, sending fails if no scan process is selected or no destination is set to a scan process.

7.7 Transmission Option Settings

Sending file settings

Function name	Description	Reference
[File Type]	Select the file type used for saving the scanned original data.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
[Name/Subj Name/Other]	Change the file name of the scanned original. When sending by E-mail, you can specify the subject and text of the E-mail message and change the sender's E-mail address ("From" address).	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

Original scan settings

The functions of the function name suffixed by an asterisk "*" are available only in classic style.

Function name	Description	Reference
[Simplex/Duplex]	Using the **ADF**, you can automatically scan the front and back sides of an original. Also, you can scan only one side of the first page, then scan both sides of the remaining pages.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
[Scan Size]	When the size of the original is not detected correctly, specify the size of the original you want to scan.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
[Separate Scan]	If the number of original sheets is so large that they cannot be loaded on the **ADF** at the same time, you can load them in several batches and handle them as one job.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
[Same Width]	Even for an original with pages of different sizes, when the width of the original to be scanned is the same, by using the **ADF**, you can scan data while detecting the size of each page.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

Function name	Description	Reference
[Z-Folded Original]	Even the original sizes of folded originals can be detected accurately. Select this option to scan the original using the **ADF**.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
[Long Original]*	Automatically detects the size of the original of which the length in the feeding direction is longer than the standard size. Select this option to scan the original using the **ADF**.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
[Blank Page Removal]	Removes blank pages from scan targets. Blank pages detected are not counted as original pages. Select this option to scan the original using the **ADF**.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
[Binding Position]	Specify the binding position to suit the orientation of the target original.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
[Book Original]*	You can copy two-page spreads such as books and catalogs separately into the left and right pages, or copy as one page.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

Image and density settings

The functions of the function name suffixed by an asterisk "*" are available only in classic style.

Function name	Description	Reference
[Color]	Select a color mode for scanning originals.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
[Resolution]	Select a resolution to use to scan the original.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

Function name	Description	Reference
[Original Type]	Select the optimum settings for the original to copy it at the optimum image quality.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
[Density]	Adjust the density (Dark or Light) to scan the original.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
[Bkgd. Removal]	Adjust the density of the background area when copying originals with colored background (newsprints, recycle paper, etc.) or originals that are so thin that text or images on the back would be scanned.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

Stamp and page print settings

The functions of the function name suffixed by an asterisk "*" are available only in classic style.

Function name	Description	Reference
[Date/Time]*	Adds the transmission date and time.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
[Page Number]*	Adds page and chapter numbers on printed sheets.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
[Stamp]*	Adds a text such as "PLEASE REPLY" or "DO NOT COPY".	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
[Header/Footer]*	Adds the date, time, and any desired text in the top and bottom margins (header/footer) of the specified page.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

E-mail sending option settings

The functions of the function name suffixed by an asterisk "*" are available only in classic style.

Function name	Description	Reference
[Mail Encryption]*	You can encrypt an E-mail to be sent from this machine when using S/MIME.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
[Digital Signature]*	Add a digital signature to an E-mail when it is sent from this machine using S/MIME.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

Other settings

The functions of the function name suffixed by an asterisk "*" are available only in classic style.

Function name	Description	Reference
[Frame Erase]*	Erases the four sides of the original by the same width amount. You can also specify the width to be erased for each side.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
[Sharpness]*	Sharpens the edges of the image to improve legibility.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
[Save & Print]*	Prints data on this machine simultaneously with transmission.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
[Annotation User Box]*	Adds a filing number to the original before sending.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

Notice to users

Type	Notice
• Class A items (Broadcast communications unit for business use)	This class A product is registered in Electromagnetic Compatibility, and User may be required to take adequate measures for other purposes than household use.
• Class B items (Broadcast communications unit for household use)	This class B product is registered in Electromagnetic compatibility and is for domestic environment and also for general use.

※ This device is in the Class A items in the North America.
※ This device is in the Class B items.

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