



KONICA MINOLTA

The essentials of imaging

# **bizhub PRO** **1200/1051**

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## **User's Guide** **Network Scanner**



- Chapter 1 : Introduction
- Chapter 2 : Overview of the Scanning Features
- Chapter 3 : Before Using the Scanning Features
- Chapter 4 : About the STORE/RECALL functions of the copied data
- Chapter 5 : About the Network Scanner Features
- Chapter 6 : Configuring Destination for the Network Scanner Features
- Chapter 7 : Using the Network Scanner Features
- Chapter 8 : About the Secure Folder
- Chapter 9 : Troubleshooting
- Chapter 10 : Appendix

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# Introduction

Thank you very much for purchasing the bizhub PRO 1200/1051.

This User's Guide describes the operating procedures and safety precautions of the bizhub PRO 1200/1051 so that you can handle it safely and make the best of its capabilities. Usually keep this manual close at hand for the convenience of reference later.

And also, be sure to read "User's Guide (Copy) 'Safety Information'" before operation.

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# Introduction

# 1 Introduction

## 1.1 Composition of User's Guide

This machine is provided with the following user's guides.

### **User's Guide - Copier (Printed matters), (User's Guide CD)**

This guide describes an outline of the machine and copy operations.

Please refer to this guide for safety information, turning on/off the machine, paper supply, dealing with machine trouble such as paper jam, and copy operation available on the machine.

### **User's Guide - POD Administrator's Reference (Printed matters), (User's Guide CD)**

This guide provides you with detailed information about the machine management and how to customize the machine according to your daily use.

Please refer to this guide for a setup and management of the machine including registration of copy paper, tray setting, and a network setup.

### **User's Guide - Security (Printed matters), (User's Guide CD)**

This guide describes the security functions.

Please refer to this guide for how to use the Enhanced Security mode, and for detailed machine operation in Enhanced Security mode.

### **User's Guide - Network Scanner <This book> (Printed matters), (User's Guide CD)**

This guide describes the operation of the network scanner function equipped for the machine as standard.

Please refer to this guide for full information on reading data or storing data (Scan to HDD, Scan to E-mail, Scan to FTP, Scan to SMB).

### **Trademarks/Copyrights (User's Guide CD)**

This guide describes trademarks, licenses and copyrights concerning this machine. Be sure to read this guide before using the machine.

**User's Guide - Printer (User's Guide CD)**

This guide describes the operation of the printer function equipped for the machine.

Please refer to this guide for how to use PCL driver, Adobe PS driver and PageScope Web Connection in user mode.

**User's Guide - Printer (PostScript3 Plug-in Driver) (User's Guide CD)**

This guide describes the operation of the printer function equipped for the machine as standard.

Please refer to this guide for how to use Plug-in driver in user mode.

**Operation Quick Guide (Printed matters)**

The descriptions given in this guide are excerpts from the operation section of frequently used functions.

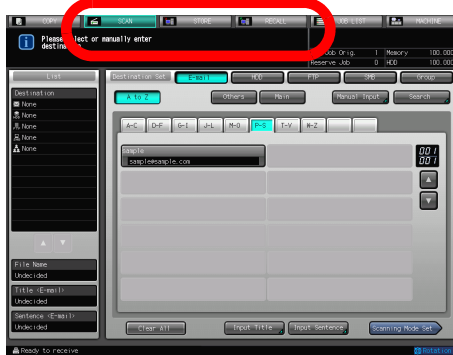
Please refer to this guide for quick comprehension of various features available on the machine.

To operate safely, be sure to read "Section 1: Precautions for Installation and Use" in User's Guide - Copier before using the machine.

## 1.2 About this Manual

This manual is the User's Guide for bizhub PRO 1200/1051 Network Scanner features.

This manual describes the functions which can be used by pressing the [SCAN], [STORE] and [RECALL] tab on the touch panel.



Refer to the User's Guide (Copy) or the User's Guide (POD Administrator's Reference) on how to use other button.

## 1.2.1 Manual Composition

This manual is composed of the following 10 chapters:

Chapter 1 Introduction

This chapter describes this User's Guide.

Chapter 2 Overview of the Scanning Features

This chapter overviews the Network Scanner features and the STORE/RECALL functions of the copied data.

Chapter 3 Before Using the Scanning Features

This chapter describes how to use Control Panel, Touch Panel, character input and search features.

Chapter 4 About the STORE/RECALL functions of the copied data

This chapter describes the STORE/RECALL functions of the copied data.

Chapter 5 About the Network Scanner Features

This chapter describes the operational flow of the Network Scanner features.

Chapter 6 Configuring Destination for the Network Scanner Features

This chapter describes destination/storage location for the Network Scanner features.

Chapter 7 Using the Network Scanner Features

This chapter describes in detail how to use the Network Scanner features.

Chapter 8 About the Secure Folder

This chapter describes the Secure Folder.

Chapter 9 Troubleshooting

This chapter describes how to solve major troubles in the Network Scanner features and the Copied Data Processing Features.

Chapter 10 Appendix

The glossary and index regarding the scanning features.



# 1.2.4 How to read this Manual

Show an object and feature of a procedure.

**Note**  
Explanations to supplement the body. Memos may be included in the body.

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

**Reminder!**  
Explains important notices on operating procedures.

Describes operating procedures.

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

## 7

Using the Network Scanner Features

### 7.3 Storage on the HDD-B

When you store the scanned data on the HDD-B, necessary procedures depend on whether or not the boxes are registered in advance.

**Detail**  
Refer to the following pages.

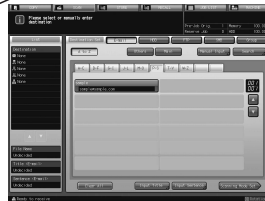
"When a Box is Already Registered" ..... p.7-10

"When a Box is Not Registered" ..... p.7-12

For more information of HDD-B to be used, refer to "About the HDD" on page 2-2.

#### When a Box is Already Registered

- 1 Press [SCAN] on the touch panel.  
The Select Destinations/Storage Locations screen appears.
- 2 Press the [HDD] key.



- In the initial settings, the Select Destinations/Storage Locations screen (E-Mail) is displayed. For information on the initial settings of the [SCAN] screen, contact your administrator of the copier.

- 3 Press the Name of the Box No.
  - You can refine the registered destination by the search function. For more information on how to search, refer to "How to Search" on Page 3-7.
  - You can refine the Name by the search function. For more information on the search function, refer to "The keys on the Select Destinations/Storage Locations Screen" on Page 7-2.

7-10

bizhub PRO 1200/1051 Scanner

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# 2

## Overview of the Scanning Features

## 2 Overview of the Scanning Features

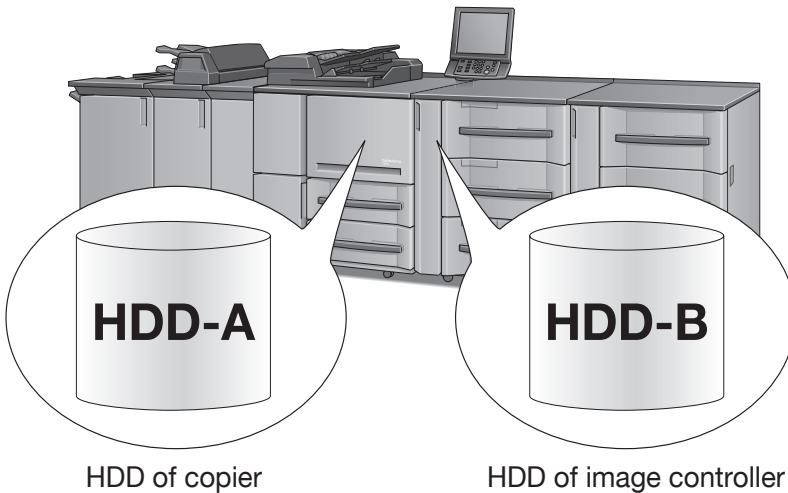
### 2.1 Overview of Features and Connection Modes

bizhub PRO 1200/1051 copier has the STORE/RECALL functions of the copied data and the Network Scanner features.

#### 2.1.1 About the HDD

The copier bizhub PRO 1200/1051 has two types of internal HDDs; the HDD of the main body of the copier and that of the image controller. The HDD of the copier main body is used for the STORE/RECALL functions of the copied data and that of the image controller is used for the network scanner.

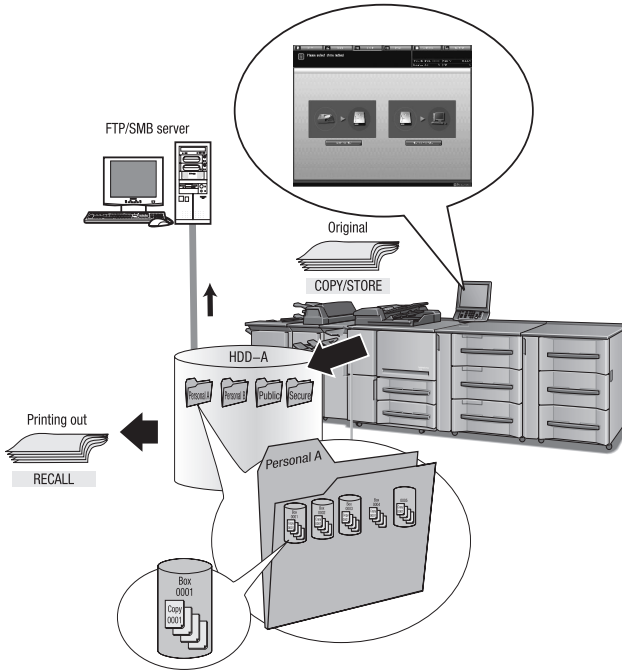
In this manual, the HDD in the copier main body is referred to as “HDD-A” and that of the image controller as “HDD-B” and both of them are collectively referred to as “internal HDD”.



### 2.1.2 STORE/RECALL function of the copied data

The Store/Recall function of copied data is a function by which copied data can be output anytime as necessary when the data is being stored in HDD-A. Copied data stored in HDD-A can also be uploaded to the shared folder of the computer or the FTP server.

The STORE/RECALL function of the copied data are operated by using the [STORE]/[RECALL] tab on the touch panel.



### 2.1.3 Network Scanner Features

The Network Scanner features enable the followings by converting a scanned document to digital data.

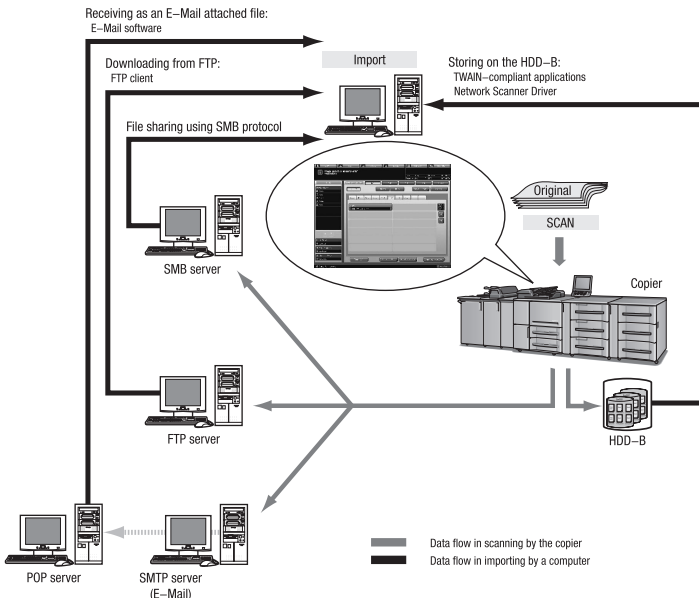
Features	Reference page
Sending data by an E-Mail.	"Send by an E-Mail" (p.5-4)
Storing on the image controller's HDD (HDD-B).	"Store on the HDD-B" (p.5-6)
Sending to the FTP server.	"Send to the FTP server" (p.5-7)
Sending to the SMB server.	"Send to the SMB server" (p.5-9)
Importing data stored on the HDD-B to the network-connected computer.	Refer to the User's Guide of the HDD TWAIN Driver.

The Network Scanner features are operated by using the [SCAN] tab on the touch panel.



#### Detail

*To use the copier as a network scanner, it needs to be connected to the network. For more information on the network configuration, contact your network administrator.*



## 2.2 Product Specifications

For information on the product specifications of the copier, the image controller and the network, refer to the User's Guide for the each or contact your administrator for the each.

### Product Specifications of Scanning Features

Item	Specifications
Original type	sheet/book/cubic object
Max. original size	A3 (297mm × 420mm) / 11" × 17" (279.4mm × 432mm)
Cubic object	Thickness: Max. 30mm Weight: Max. 6.8kg
Original position	Deep-left-sided
Scanning resolution	200dpi, 300dpi, 400dpi, 600dpi, 1200dpi
Reading speed	A4 :        Simplex 105 pages/minute Duplex 65 pages/minute 8.5 × 11 : Simplex 103 pages/minute Duplex 65 pages/minute
Interface	Ethernet(1000BASE-T/100BASE-TX/10Base-T)
The kind of the scan function	<ul style="list-style-type: none"> <li>• Scan to HDD</li> <li>• Scan to FTP</li> <li>• Scan to SMB</li> <li>• Scan to E-Mail</li> </ul>
Compression method	MMR compression for TIFF/PDF/Encrypted PDF/XPS format files Compression method can be changed to MH compression In the case of an encrypted PDF, a password is required to be set. For more information, contact your service representative.
Configurable items for reading	Original Setting, Special Image, Zoom, Application, Scan Size, Quality Adjustment, Simplex/Duplex, File Form, File Name, Address

The specifications of the configurable items for reading except File Form, File Name and Address are in accordance with that of the copier. For more information, refer to the User's Guide (Copy).



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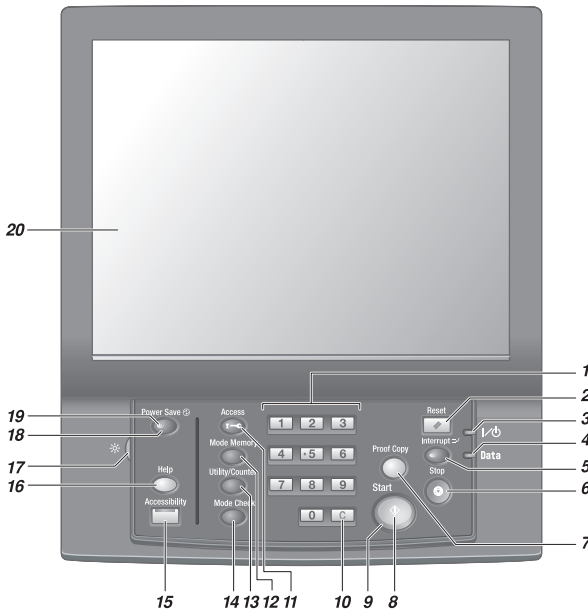
# 3

## Before Using the Scanning Features

## 3 Before Using the Scanning Features

### 3.1 About the Control Panel

For detailed information on names and functions of various parts of the Control Panel, refer to the User's Guide (Copy).



No.	Name	Description
1	Keypad	Enters values for various settings, including print quantity and password.
2	[Reset] key	Restores machine to the initial settings.
3	Power LED	Lights up in red when the main power switch is turned on, then turns green when the sub power switch is turned on.
4	Data LED	Flashes while receiving print data.
5	[Interrupt] key	Stops copying/printing/scanning in progress to allow a simple copying job.
6	[Stop] key	Ceases the copying sequence; deletes the stored memory.
7	[Proof Copy] key	Prints a single set of sample copy to check whether the current settings are specified properly.
8	[Start] key	Activates various machine operations.

No.	Name	Description
9	[Start] LED	Lights in blue when machine operation is available, and turns orange if any operation cannot be started.
10	[C] (Clear) key	Allows resetting of print quantity.
11	[Access] key	Sets the machine to allow the operation only when a user/account name and password are entered, if user authentication or account track function is activated.
12	[Mode Memory] key	Registers/Recalls the desired copy settings, and also recalls previous job settings.
13	[Utility/Counter] key	Displays the Utility Menu Screen and various counters.
14	[Mode Check] key	Displays the Mode Check Screen to view the copy settings currently made.
15	[Accessibility] key	Adjusts the response time in touch panel/ control panel key operation.
16	[Help] key	Displays the Help Screen that provides information on the currently selected function.
17	Brightness adjustment dial	Turned to adjust the brightness of the touch panel.
18	[Power Save] key	Enables temporary use of the machine when the [Power Save] LED is lit, or activates power-saving mode for times when the machine is inactive.
19	[Power Save] LED	Lights when any power-saving mode is activated, or machine power is off due to the timer function, or user password is required for use.
20	Touch panel	Displays various screens and messages to allow the function setting.

## CAUTION

**The touch panel is covered with glass.**

- Do not drop heavy objects on the glass, or put excess weight or pressure on it; otherwise the glass may break or scratched and you may be injured.

## CAUTION

**The Service Call Screen is displayed and machine operations cannot be continued any more.**

- Stop the operation to prevent any unexpected accident. Write down the report code as stated on the 2nd line of the message, then switch off the machine and disconnect from the power socket. Contact your service representative and inform them of the report code.

## 3.2 How to operate the Touch Panel

To operate the STORE/RECALL function of the copied data/Network Scanner features, use the Touch Panel of the copier.



### Detail

*You can select an item by touching keys lightly on the Touch Panel.*

### Select a function

Touch a function displayed in a key to select the function.

The selected key is highlighted.



### To input values

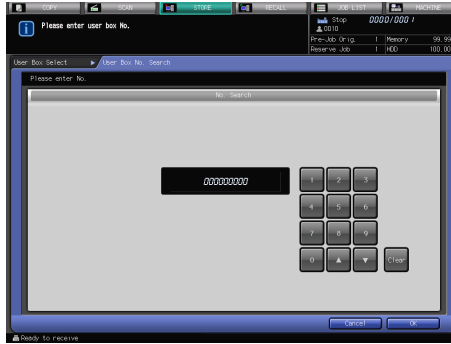
Touch lightly the KEYPAD on the Touch Panel to input the specified values.





**Detail**

You may also input values through the KEYPAD on the Control Panel.

For more information on how to input characters, refer to "How to Input Characters" on Page 3-6.



**To switch between pages**

When all items cannot be displayed in a single page, touch lightly the  /  to switch between pages.



### 3.3 How to Input Characters


As you touch the item where you can input characters, the character input screen appears.

You can input alphabets and signs. Character array is the same with computer keyboards.

#### 3.3.1 About keys on the character input screen

Keys on the character input screen are described here.



Button	Function
	This key moves a cursor.
Del.	This key deletes the character on the left of the cursor.
OK	This key determines the characters you input, and the character input screen closes.
Cancel	This key cancels the characters you input, and the character input screen closes.
Shift	This key switches between an upper case letter and a lower case letter, and between numbers and signs.

#### 3.3.2 About character input

The followings describe basic steps to input characters on the character input screen.

**1** Press the corresponding key to input the desired character.

**2** Press the [OK].

The character input screen closes. The input characters are displayed on the corresponding column.

## 3.4 How to Search

The STORE/RECALL functions of Copied Data/Network Scanner features enables you to search the registered destination and specified storage location by their names. You can also search the stored Box No..

### 3.4.1 Destination Search (Search Features on the [SCAN] screen)

You can search the desired destination out of the registered destinations. You can use the features on the [SCAN] screen.

#### Search

You can search the registered destination by using the [Search] key. Searchable destinations include E-Mail addresses, storage locations on the internal HDD, FTP server addresses and SMB server addresses.



The following is how to use the [Search] key.

- 1 Press the [Search] key.
- 2 Input the Character for Search you registered, and press the [OK] key.  
The desired destination will be displayed.





### Detail

*You can search by at minimum one character.*

*If the search results are too many, press the [Search] key to add search letters (The search letters you entered are saved until you operate scanning).*

*Pressing the [Cancel] key cancels the input search letters, and the search letter input screen closes.*

## 3.4.2 Searching a box/file

In the STORE/RECALL functions of Copied Data, you can search quickly the desired box out of the boxes created on the HDD-A by its Box No..

Also, if you know the Folder Name, Box Name and File Name, you can perform the Direct Call.

### No. Search

You can search the registered Box No. by using the [No. Search] key.

The following is how to use the [No. Search] key.

- 1 Press the [No. Search] key.



The No. Search screen appears.

- 2 Input the Box No. you want to search, press the [OK] key.

The screen appears to display the list of files that are in the corresponding box.

When a corresponding box does not exist, the message “No correspondent box” appears. Confirm the Box No., and return to the step 1 to repeat the procedures.



### Detail

Pressing the [Cancel] key cancels the input Box No., and the No. Search screen closes.

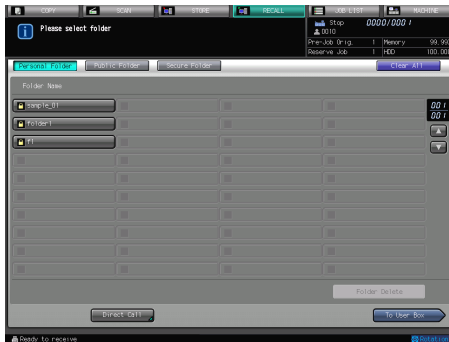
If a password is configured for the box, you need to enter the password.

### Direct Call

If you know all the registered Folder Name, Box Name and File Name, or if you know the Box Name and File Name, you can select the file by using the [Direct Call] key in the [RECALL] screen.

The following is how to use the [Direct Call] key.

- 1 Press the [Direct Call] key.



- If you press the [Direct Call] key on the box list screen, the Box Name input screen appears.
- If a folder or a box is Password-protected, you cannot search it with the Direct Call.

The Folder Name input screen appears.

- 2 Input the Folder Name and press the [OK] key.



- For more information on how to input characters, refer to "How to Input Characters" on Page 3-6.
- The Box Name input screen appears.

- 3 Input the Box Name and press the [OK] key.



- For more information on how to input characters, refer to "How to Input Characters" on Page 3-6.
- The File Name input screen appears.

#### 4 Input the File Name and press the [OK] key.



- When a corresponding file does not exist, the message “Failed in direct call” appears. Confirm that the Folder Name, Box Name and File Name are correct, and return to the step 1 to repeat the procedures.
- In the case of [Direct Call] from the Public Folder, a folder name is not required to be input.

The screen appears with the desired file being selected.



#### Detail

*For more information on how to input characters, refer to "How to Input Characters" on Page 3-6.*

*If the desired file is not found, you are brought back to the list screen, and the message is displayed on the upper left of the Touch Panel.*

### 3.5 Thumbnail

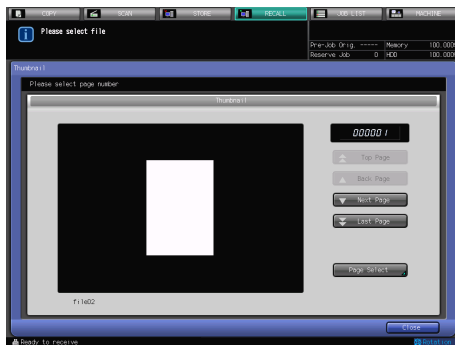
When transmitting or outputting the data stored in the HDD-A, contents of the data can be confirmed in advance by displaying the thumbnail.



#### Detail

For more information of HDD-A to be used, refer to "About the HDD" on page 2-2.

In the [RECALL] screen, select a file that you want to check, and then press [Thumbnail].



Button	Function
Top Page	Thumbnail on the top page is displayed.
Back Page	Thumbnail on the preceding page is displayed.
Next Page	Thumbnail on the succeeding page is displayed.
Last Page	Thumbnail on the last page is displayed.
Page Select	Used when designating the page to display the thumbnail. Press this button and designate the page using the Keypad on the screen displayed.
Close	Exit the thumbnail.

---

# 4

## About the **STORE/** **RECALL** functions of the copied data

## 4 About the STORE/RECALL functions of the copied data

### 4.1 Overview of the STORE/RECALL functions

Storing data on the HDD-A enables you to print them anytime.

This enables you to combine a print job sent from a computer and copied data to print as one job.

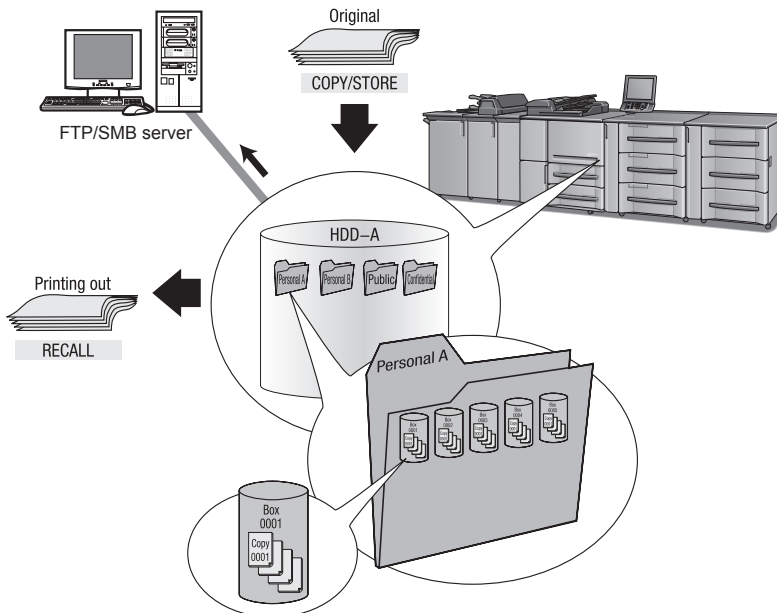
Copied data stored in HDD-A can also be uploaded to the Public Folder of the computer or the FTP server.

The STORE/RECALL function uses the [STORE]/[RECALL] tab on the touch panel.



#### Detail

*For more information of HDD-A to be used, refer to “About the HDD” on page 2-2.*



### 4.1.1 About folders and boxes

Copied data are managed by boxes created in folders on the HDD-A.

#### About Folders

Press the [STORE] to store the data read in from the copier's ADF or the original scanning glass on the HDD-A. You can store data in two types of folders, Personal Folder or Public Folder.

When you output the stored data on the HDD-A by using the [RECALL] screen, you can output files stored in three types of folders, Personal Folder, Public Folder or Secure Folder.

Details of each folder are as follows.

#### Personal Folder

A folder created for each user where data of the user is managed. A Password can be configured for each Personal Folder. For information on how to add a Personal Folder, refer to "Registering a Personal Folder" on Page 4-6.

#### Public Folder

This folder is used as a public space. No Password can be configured for this folder.

#### Secure Folder

This folder stores data for secure printing of the printing features. This folder cannot be specified as a storage location by using the [STORE] screen.



#### Detail

*Refer to "User's Guide (Printer)" for more information about image controller.*

#### About Boxes

Each folder has its boxes where data can be classified and managed.

Data are stored in these boxes.

A Password can be configured for a box. To open a box with a Password, you need to input the Password.

## Types of a folder, box and file

Types of a folder, box and file	Number	Create/Delete	Naming
Personal Folder	Multiple	Able	Able
Personal Folder - Box	Multiple	Able	Able
Personal Folder - Box - File	Multiple	Able	Able
Public Folder	Single	Unable	Unable
Public Folder - Box	Multiple	Able	Able
Public Folder - Box - File	Multiple	Able	Able



### Detail

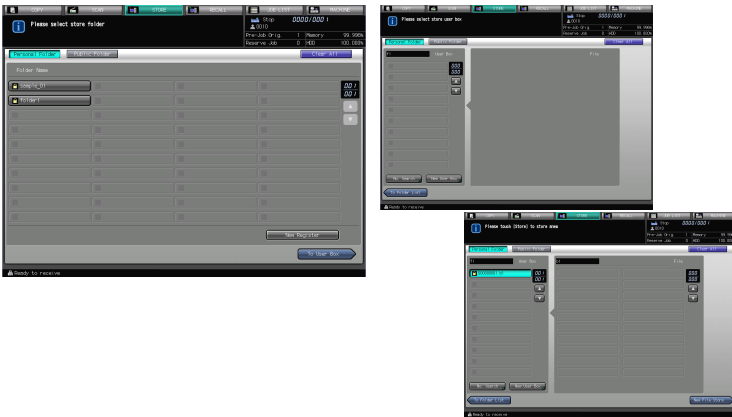
*For more information on the Secure Folder, refer to Chapter "8 About the Secure Folder".*

## 4.2 About Screens of the STORE/RECALL

Screens of the STORE/RECALL include such screens on which to specify a storage location as the folder list screen (Personal Folder), the box list screen (Personal Folder/Public Folder), and the file list screen.

There are also screens to create new folders (Personal Folder) or new boxes (Personal Folder/Public Folder), screens to specify a storage location as a Box No., the Direct Call input screen and the Copied Data Storage Setting Screen.

This page describes the keys on the list screens. The screens are different depending on how to store data.



### 4.2.1 About common keys on the list screens

Here are the common keys on the folder list screen, the box list screen and the file list screen.

Button	Function
	This is displayed on a Folder or a Box to which a password is configured.
Clear All	Pressing this key deselects what you had selected, and you are brought back to the first screen of the [STORE]/[RECALL].
/	Pressing these keys switches between pages when a whole list is not displayed on a single page.
OK	Pressing this key determines the settings and brings you to the next page. On the file list screen, pressing this key starts to transmit/output the selected file.

### 4.3 Registering a Personal Folder

A Personal Folder is registered (created) for each user, where you manage data you want to STORE/RECALL. Register a Personal Folder in the following steps.



#### Detail

*At maximum, 1000 Personal Folders can be registered.*

- 1 Press [STORE] tab on the touch panel.

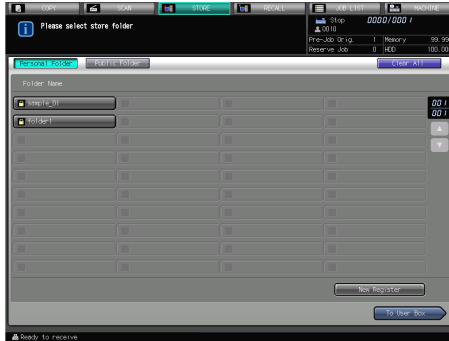


- 2 Press the [Scan to HDD] key.

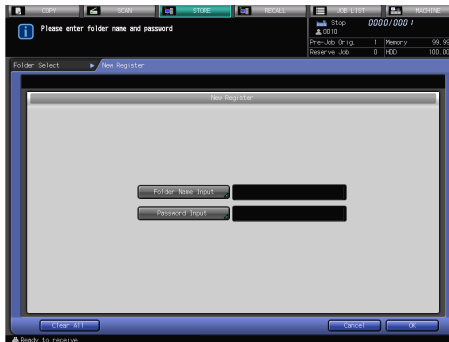


- 3 Select the [Personal Folder] key.

- 4 Press the [New Register] key.

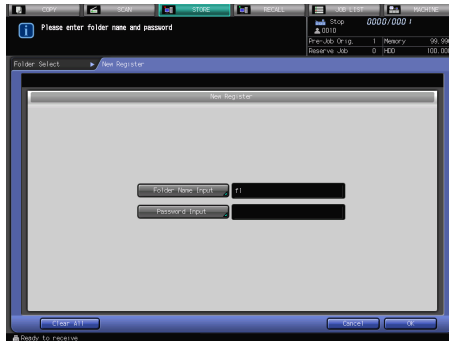


- 5 Press the [Folder Name Input] key to display the character input screen. Input any Folder Name.



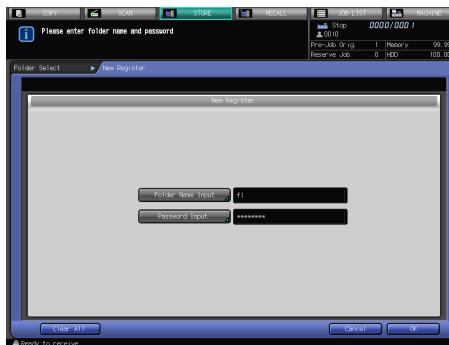
- Input a Folder Name within 64 characters in alphanumeric characters and signs.
- For more information on how to input characters, refer to "How to Input Characters" on Page 3-6.
- The below characters cannot be registered as a Folder Name irrespectively whether they are upper or lower case.  
Public, Admin, BoxAdmin

- 6 If you configure a Password for a folder, press the [Password Input] key to display the character input screen. Input any Password.



- Input a Password within 64 characters in alphanumeric characters.
- The input Password is shown by “\*”.
- For more information on how to input characters, refer to "How to Input Characters" on Page 3-6.
- Be sure to keep a record of the password.

- 7 Press the [OK] key.

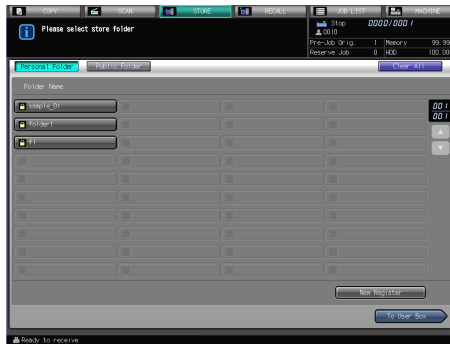


The box list screen appears.

- 8 If you register only a folder, press the [To Folder List] key to go to the step 9. If you register a box also, go to the step 4 "Creating a Box (Personal Folder/Public Folder)" on Page 4-13.



- 9 Make sure that the Folder Name you registered on the folder list is displayed.



- If you want to register multiple Personal Folders, return to the step 4 and repeat the procedures.

## 4.4 Deleting a Personal Folder

To delete a registered Personal Folder, follow the steps below.

- 1 Press [RECALL] tab on the touch panel.

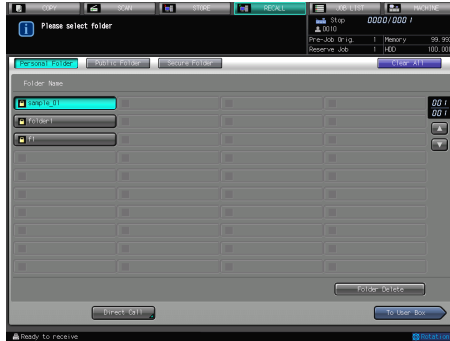


- 2 Press the [Personal Folder] key.



- 3 Select the folder you want to delete.

#### 4 Press the [Folder Delete] key.



- If a Password is configured for the Folder, the Password input screen appears.
- If a Password is not configured for the Folder, a screen appears and confirms you whether to delete the folder. Go to the step 6.

#### 5 Enter the Password and press the [OK] key.



The confirmation screen appears and confirms you whether to delete the folder.

## 6 Press the [Yes] key.



The folder is deleted and the folder list screen (Personal Folder) appears.

## 7 Confirm that the folder is deleted.



- When you want to delete “Personal Folder” or “User Box” the password of which is unknown, it is possible for the administrator to delete it in units of the Folder/User Box.

## 4.5 Creating a Box (Personal Folder/Public Folder)

The copied data are managed in boxes created in the folders of the HDD-A (Personal Folder/Public Folder). Create a box by the following steps.



### Detail

At maximum, 1000 Boxes can be registered.

It is also possible to create the box (HDD-A) by using the PageScope Web Connection. For details, refer to "Creating a Box using PageScope Web Connection (HDD-A)" on page 10-2.

- 1 Press [STORE] tab on the touch panel.

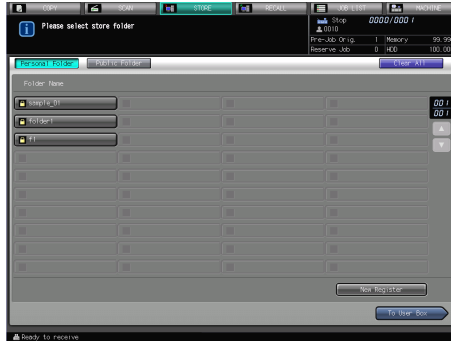


- 2 Press the [Scan to HDD] key.



- 3 Select a folder in which you create a box.

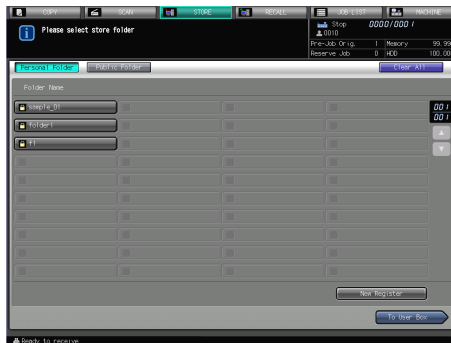
- When you select a Personal Folder



Press the [Personal Folder] key, and select any folder from the list. Press the [OK] key.

If a Password is configured for the folder, the Password input screen appears. Enter the Password and press the [OK] key.

- For more information on the types of folder, refer to "Overview of the STORE/RECALL functions" on Page 4-2.
- When you select a Public Folder



- Press the [Public Folder] key.

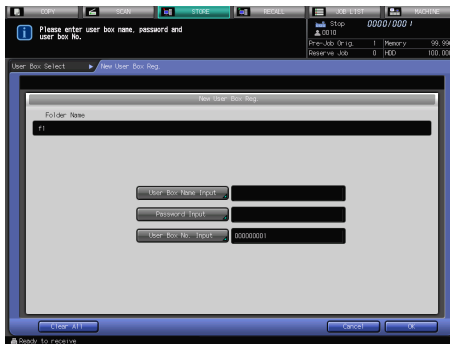
- 4 Press the [New User Box] key.
  - In case of Personal Folder



- In case of Public Folder



- 5 Press the [User Box Name Input] key to display the character input screen. Enter any Box Name.

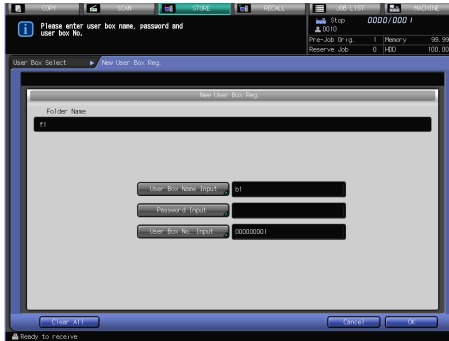


- Input a Box Name within 20 characters and signs.

- For more information on how to input characters, refer to "How to Input Characters" on Page 3-6.

If you do not register a Box Name, the Box No. becomes the Box Name.

- 6** If you configure a Password for a box, press the [Password Input] key to display the character input screen. Enter any Password.



- Input a Password within 8 characters in alphanumeric characters.
- Eight "\*"s are displayed regardless of the number of characters you input.
- For more information on how to input characters, refer to "How to Input Characters" on Page 3-6.
- Be sure to keep a record of the password.

- 7** When you change the box number, press the [User Box No. Input] to display the character input screen. Enter any Box No..



- Usually, there is no need to change a Box No..
- Input a 9 digit (000000001-999999999) Box No..
- For more information on how to input characters, refer to "How to Input Characters" on Page 3-6.

- The Box No. already registered cannot be used.

8 Press the [OK] key.

The box list screen appears.

9 If you register only a box, press the [To Folder List] and go to the step 10. If you go on to store data on the HDD-A, go to the steps 5 “Press the [STORE] key” of “Scan to HDD” on page 4-24.



10 Make sure that the Box Name you registered on the box list is displayed.

- In case of Personal Folder



- In case of Public Folder



- If you have not registered a Box Name, the Box No. becomes the Box Name, and the Box No. is displayed on the list.

If you want to register multiple boxes, return to the step 4 and repeat the procedures.

## 4.6 Deleting a Box (Personal Folder/Public Folder/Secure Folder)

Delete a box in the following steps.

- 1 Press [RECALL] tab on the touch panel.



- 2 Select a folder.
  - When you select a Personal Folder



Press the [Personal Folder] key to display the list. Select the folder containing the box you want to delete, and press the [To User Box] key.

- When a password has been set, the password input screen is displayed. Enter the password and press the [OK] button.
- When you select a Public Folder  
Press the [Public Folder] key.
- When you select a Secure Folder  
Press the [Secure Folder] key.

- 3 Select the box you want to delete.
- When you select a Personal Folder



- When you select a Public Folder



- When you select a Secure Folder



- 4 Press the [User Box Delete] key.
  - When you select a Personal Folder



- When you select a Public Folder



- When you select a Secure Folder



If a Password is configured for the box, the Password input screen appears.  
 If a Password is not configured for the box, a screen appears and confirms you whether to delete the folder. Go to the step 6.

- 5 Enter the Password and press the [OK] key.



The confirmation screen appears and confirms you whether to delete the box.

- 6 Press the [Yes] key.



The box is deleted, and the box list screen appears.

- 7 Confirm that the box is deleted.

- When you select a Personal Folder



- When you select a Public Folder



- When you select a Secure Folder



Even when the password is not known, it is possible for the administrator to delete all of the boxes (Personal Box, Public Box and Secure Box).

## 4.7 Selecting a Storage Location

If you want not to print but to store copied data, select a storage location by using the [STORE] screen.

Scan to HDD	Storing data on the HDD-A enables you to print them anytime. Also, you can combine a print job sent from a computer and copied data to print as one job.
HDD to FTP/SMB	Copied data stored in HDD-A can also be uploaded to the Public Folder of the computer or the FTP server.



### Detail

For more information of HDD-A to be used, refer to “About the HDD” on page 2-2.

### Scan to HDD

You can store copied data on the HDD-A in the following steps.

- ✓ The registration of up to 10,000 files is available for each box.
- ✓ No restriction is applied to the file size. It is possible to save them if there is any empty space available in the HDD.

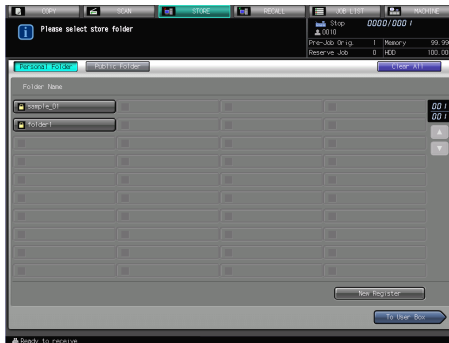
- 1 Press [STORE] tab on the touch panel.



- 2 Press the [Scan to HDD] key.

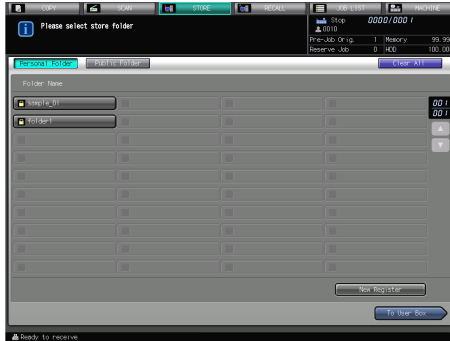


- 3 Select a folder in which you store data.
- When you select a Personal Folder



- Press the [Personal Folder] key to display the folder list. Select the folder and press the [To User Box] key.
- If a Password is configured for the folder, the Password input screen appears. Enter the Password and press the [OK] key.
- For information on how to create a folder, refer to "Registering a Personal Folder" on Page 4-6.

- When you select a Public Folder



Press the [Public Folder] key to display the box list.

- 4 Select the box in which you store data and press the [New File Store] key.

- In case of Personal Folder



- In case of Public Folder



- Press the [No. Search] key and enter a Box Number to select a box by Box Number. For more information, refer to "No. Search" on Page 3-8.
  - For information on how to create a box, refer to "Creating a Box (Personal Folder/Public Folder)" on Page 4-13.
  - If a Password is configured for the box, the Password input screen appears. Enter the Password and press the [OK] key.
  - The file list screen appears.
- The File Name input screen appears.



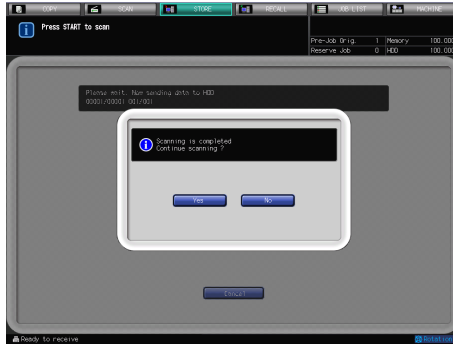
- 5 Input a File Name and press the [OK] key.
  - For more information on how to input characters, refer to "How to Input Characters" on Page 3-6.

The setting screen appears.
- 6 Configure the necessary items.



- For more information on the configurations on the Copied Data Storage Setting Screen, refer to "About the Copied Data Storage Setting Screen" on Page 4-34.

- 7 Set an original and press the [Start] button.  
The original is scanned, and the copied data are stored in a specified box.  
The continuous storage confirmation screen appears.
- 8 To continue storing data, press the [Yes] key. To finish storing data, press the [No] key.



- Pressing the [Yes] key displays the file list screen. Return to the step 5 and repeat the procedures.

## HDD to FTP/SMB

You can transmit copied data on the HDD-A to the FTP/SMB in the following steps.

- ✓ In order to upload Copied data to the FTP/SMB, a network is required to be set. For details, contact your administrator.

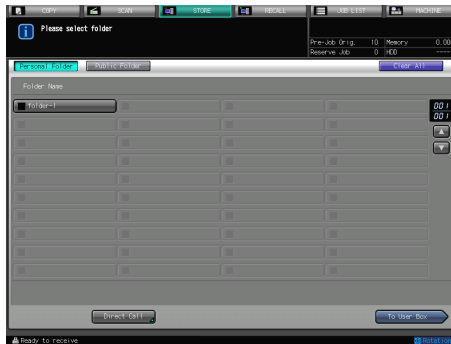
- 1 Press [STORE] tab on the touch panel.



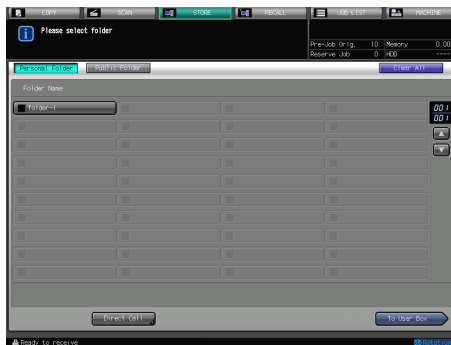
- 2 Press the [HDD to FTP/SMB] key.



- 3 Select a folder in which you store data.
- When you select a Personal Folder



- Press the [Personal Folder] key to display the list. Select the folder and press the [To User Box] key.
- If a Password is configured for the folder, the Password input screen appears. Enter the Password and press the [OK] key.
- If you know the target file, press the [Direct Call] key to specify the location directly. For more information, refer to "Direct Call" on Page 3-9.
- When you select a Public Folder



- Press the [Public Folder] key.
- For information on how to create a folder, refer to "Registering a Personal Folder" on Page 4-6.

#### 4 Select the box in which you store data.

- In case of Personal Folder



- In case of Public Folder



- If a Password is configured for the box, the Password input screen appears. Enter the Password and press the [OK] key.
- Press the [No. Search] key and enter a Box No. to select a box by Box No.. For more information, refer to "No. Search" on Page 3-8.
- For information on how to create a box, refer to "Creating a Box (Personal Folder/Public Folder)" on Page 4-13.
- If you know the target file, press the [Direct Call] key to specify the location directly. For more information, refer to "Direct Call" on Page 3-9.

The file list screen appears.

- 5 Select the file and press [To Destination Set] key.



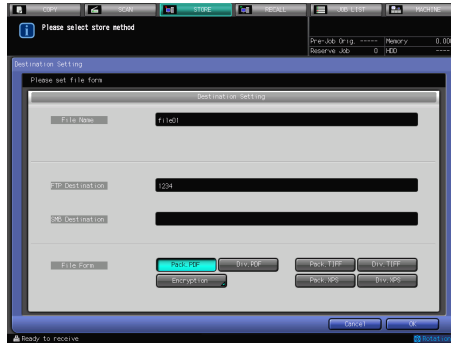
- When you select a file and press the [Thumbnail] key, a thumbnail of the selected file is displayed. For more information of Thumbnail, refer to “Thumbnail” on page 3-12.
- When you select a file and press the [File Check] key, detailed settings of the selected file are displayed.

- 6 Select [FTP] or [SMB], select the destination and press [Destination Set].



- Both the FTP and SMB can be transmitted at the same time.

- 7 Confirm the File Name, FTP Destination, SMB Destination and select File Form and press [OK] key.

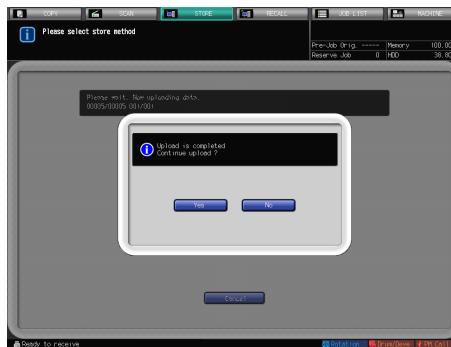


- If a file name longer than 21 characters has been set for the file, characters on the 21st and on are automatically deleted so that the file name is changed to 20 characters.

Data start to be transmitted to the computer.

The transmitting screen and the continuous storage confirmation screen appears.

- 8 To continue transmitting data, press the [Yes] key. To finish the transmission, press the [No] key.



- Pressing the [Yes] key displays the file list screen. Return to the step 5 and repeat the procedures.

## 4.8 About the Copied Data Storage Setting Screen

On the Copied Data Storage Setting screen, such settings as original settings and quality settings can be configured.



### Detail

*Those settings that can be configured on the Copied Data Storage Setting screen are for the features of the copier.*

*For more information on the settings, refer to the User's Guide (Copy).*



**Original Setting**

Original Setting:

Direction	Normal, Left, Upside Down, Right
Bind Direction	Right & Left, Top
Special	Normal, Mixed, Z-Folded Orig., Single Feed
Default Set	Get it back to the initial value set.



**Separate Scan**

Direction

**Quality Adj.**

Quality Adj.:

Density Setting	Lighter, Standard, Darker, AES
Print Density Recall	Preset Density Level 1, Preset Density Level 2
Background Removal	Lighter, Standard, Darker
Sharpness	Smooth, Standard, Sharp
Original Type	Text/Photo, Dot Matrix, Photo, Text
Text/Photo	Photo+, Standard, Character+
Default Set	Get it back to the initial value set.



Lighter, Darker, Standard, Pre 1, Pre 2

AES

**Zoom**

Zoom:

x1.0	
Vert./Horiz. Zoom	
Vertical Zoom	
Horizontal Zoom	



Enlarge	Preset1 2.000 Preset2 1.545 Preset3 1.294 Preset4 1.214
Reduce	Preset5 0.939 Preset6 0.772 Preset7 0.647 Preset8 0.500
User Preset Zoom	× 4.000, × 2.000, × 0.500
Zoom	Zoom with Constant X and Y Ratio, Set Individual Zoom

[+], [-] (x0.250 - x4.000), x1.0, 4.000, 2.000

**Application**

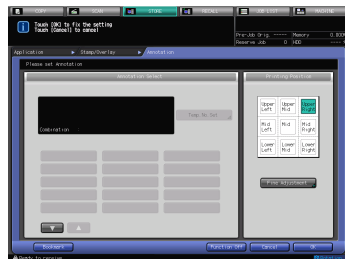
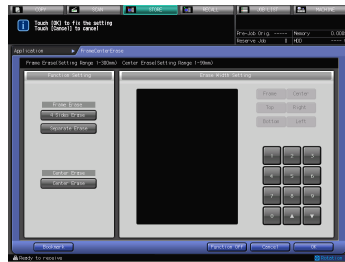
Frame Center Erase:

FrameCenter Erase	4 Sides Erase, Separate Erase, Center Erase, Frame, Center, Top, Right, Bottom, Left, Bookmark, Function Off
-------------------	--

All-Image Area:

Annotation:

Annotation	Annotation Select, Temp. No. Set., Printing Position, Fine Adjustment, Bookmark, Function Off
------------	---



**Scan Size**

Size Setting:

11 x 17, 8.5 x 14, 8.5 x 11, 8.5 x 11, 5.5 x 8.5, A3, A4, A4, A5, B4, B5, B5

Auto Size

**Simplex/Duplex**

Duplex, Simplex



## 4.9 Output from the HDD-A

Copied data stored on the HDD-A with the [STORE] tab or secure print jobs transmitted from a computer can be output using the [RECALL] tab.



### Detail

For more information on secure output, refer to the *User's Guide (Printer)*.

Refer to “About the HDD” on page 2-2 for more information about HDD-A.

- 1 Press [RECALL] tab on the touch panel.



- 2 Select the folder in which the data you output are stored.
  - When you select a Personal Folder



Press the [Personal Folder] key to display the list. Select any folder and press the [To User Box] key.

- When you select a Public Folder, press the [Public Folder] key.
- When you select Secure Folder, press the [Secure Folder] key.

- For more information on the types of folder, refer to "Overview of the STORE/RECALL functions" on Page 4-2.
- A Password may be configured for the Personal Folder. In that case, the Password input screen appears. Enter the Password.
- If you know the target file, press the [Direct Call] key to specify the location directly. For more information, refer to "Direct Call" on Page 3-9.

### 3 Select a box.

- When you select a Personal Folder



- When you select a Public Folder




- When you select a Secure Folder



- If a Password is configured for the box, the Password input screen appears. Enter the Password.
- Press the [No. Search] key and enter a Box Number to search a box by Box Number. For more information, refer to "No. Search" on Page 3-8.
- If you know the target file, press the [Direct Call] key to specify the location directly. For more information, refer to "Direct Call" on Page 3-9.

The output setting screen appears.

4 Select a file from the list on the center, and press the .



- When you select a file and press the [Thumbnail] key, a thumbnail of the selected file is displayed. For more information of Thumbnail, refer to "Thumbnail" on page 3-12.
- When you select a file and press the [File Check] key, detailed settings of the selected file are displayed.
- For more information on the keys on the setting screen, refer to "About Output Setting Screen of the RECALL Function" on Page 4-42.

- The selected file is added to the list on the right side.
- In [Secure Print], [All Files Print] is enabled.

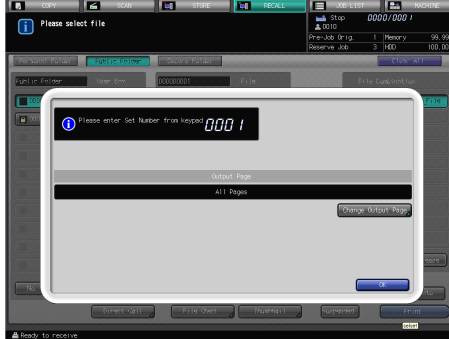


- 5 Select [Wait], [Proof], [Proof (1st Sheet)], [Suspended] or [Auto], and press the [Print] key.



- If [Proof (1st Sheet)] is not displayed, select [ON] on the [Administrator Setting] - [Copy/Printer Setting] - [Proof Print (1st Sheet) Set] screen.
- Hereafter, the Auto Output is explained. For more information on Wait Output, refer to "The flow of operation of the Wait Output" on Page 4-46, for more information on Proof Output, refer to "The flow of operation of the Proof/Proof (1st Sheet) Output" on Page 4-47.
- For more information on "Suspended", refer to page 4-44 or page 4-45.
- Refer to "About Output Setting Screen of the RECALL Function" on page 4-42 for more information about the key on the setting screen. The print quantity confirmation screen appears.

## 6 Input the print quantity on the KEYPAD and press the [OK] key.



- By pressing [Change Output Page] - [All Pages], all pages of the selected file are output.
- By pressing [Change Output Page] - [Page Select], the range of the page can be designated to be output.

The selected file is output.

The confirmation screen asks you whether to continue to recall data.

## 7 To continue recalling data, press the [Yes] key. To finish recalling data, press the [No] key.



- Pressing the [Yes] key displays the file list screen. Return to the step 4 and repeat the procedures.

## 4.10 About Output Setting Screen of the RECALL Function

On the Output Setting screen of the RECALL function, you can configure the settings for outputting stored copied data or secure output print jobs.



### Detail

On how to open the setting screen, refer to "Output from the HDD-A" on Page 4-37.

### 4.10.1 Keys on the setting screen



Button	Function
File Check	Pressing this key displays a list of settings of the selected file.
Thumbnail	Pressing this key displays a thumbnail of the selected file. For more information of Thumbnail, refer to "Thumbnail" on page 3-12.
File	You can output all the selected files at once. At maximum, you can combine 10 files at one time. Personal Folder: The file combination is available between different boxes within a same user. Public Folder: The file combination is available between different boxes. Secure Folder: The file combination is available within a same box.
Image	You can output all the selected files at once with their settings retained. At maximum, you can combine 10 files at one time. Personal Folder: The image combination is available between different boxes within a same user. Public Folder: The image combination is available between different boxes. Secure Folder: The combination is unavailable.
File Delete	Pressing this key deletes the selected file. On the confirmation screen, press the [Yes] key to delete the file.

Button	Function
Clear All	Reset all the output settings.
Wait	After recalling data, the [Mode Check] screen appears. If there is no problem, press the [Start] button to start printing. For more information, refer to "The flow of operation of the Wait Output" on Page 4-46.
Proof	When printing multiple copies, the [Mode Check] screen appears after printing one copy. If there is no problem, press the [Start] button to start printing. For more information, refer to "The flow of operation of the Proof/Proof (1st Sheet) Output" on Page 4-47.
Proof (1st Sheet)	When printing multiple copies, only the first page is printed for the JOB, and then the [Mode Check] screen is displayed. If there is no problem, press the [Start] button to start printing. For more information, refer to "The flow of operation of the Proof/Proof (1st Sheet) Output" on Page 4-47. If [Proof (1st Sheet)] is not displayed, select [ON] on the [Administrator Setting] - [Copy/Printer Setting] - [Proof Print (1st Sheet) Set] screen.
Auto	If this key is pressed, the output starts without pressing the start button.
Suspended	Setting it to [Suspended] allows you to edit the JOB Ticket (Settings). In the Ticket Edit screen, the change of settings and the JOB checking ([Output Image], [Sample Output]) can be made. Changing the settings and/or checking the output have no effect on other JOB's that are operating. For details, refer to "Suspend" on page 4-44.

## 4.10.2 Suspend

Pressing [Suspended] with [Print] pressed allows you to edit the JOB Ticket (Settings) that has been saved in the HDD-A.

### In order to suspend the JOB

Select the JOB you want to suspend from the [RECALL] tab.

And then press [Suspended] and [Print].



Yes

The operation after "Output from the HDD-A" on page 4-37 is repeated.

The continuous checking screen is displayed.

No

The JOB is placed in the suspended condition and the [MACHINE] tab screen is displayed.



### Detail

*If there is a JOB in [Suspend], a confirmation screen is displayed asking whether to save the suspended JOB or not when the sub power is turned off. Please contact with our service provider if the screen is not displayed.*

*Please be noted that a JOB in [Suspend] will be automatically deleted if the main power is turned off while the sub power is on.*

### In order to operate a job that is being suspended

Press [JOB LIST] tab.

Select the suspended JOB that you want to operate from the “Suspend” list.



The selected JOB which is suspended is highlighted.

Press [Release].  
[Suspend] is released, the JOB being selected is shifted to [Active], and an output is made.

Press [All Release].  
All of the [Suspend] JOB's are shifted to [Active], and outputs are made in sequence.

Press [Ticket Edit].  
A change of various setting is possible.

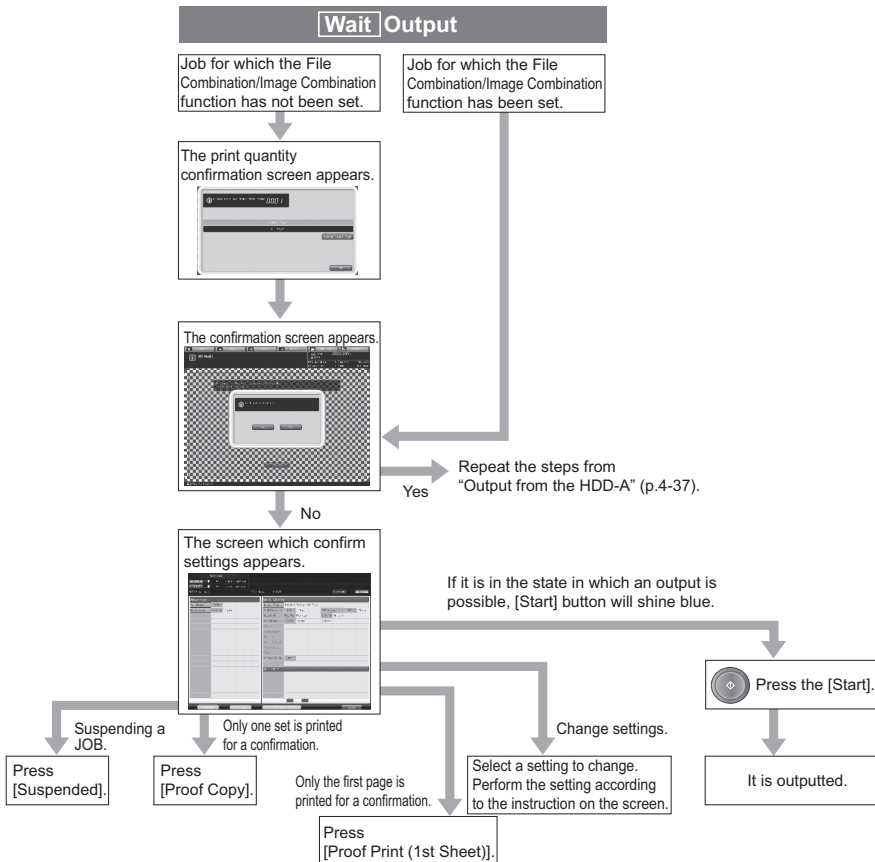


Press [Output Image].  
The thumbnails of the JOB can be checked.

Press [Sample Output].  
1 set of JOB is output.

Press [OK] if setting is settled.

### 4.10.3 The flow of operation of the Wait Output

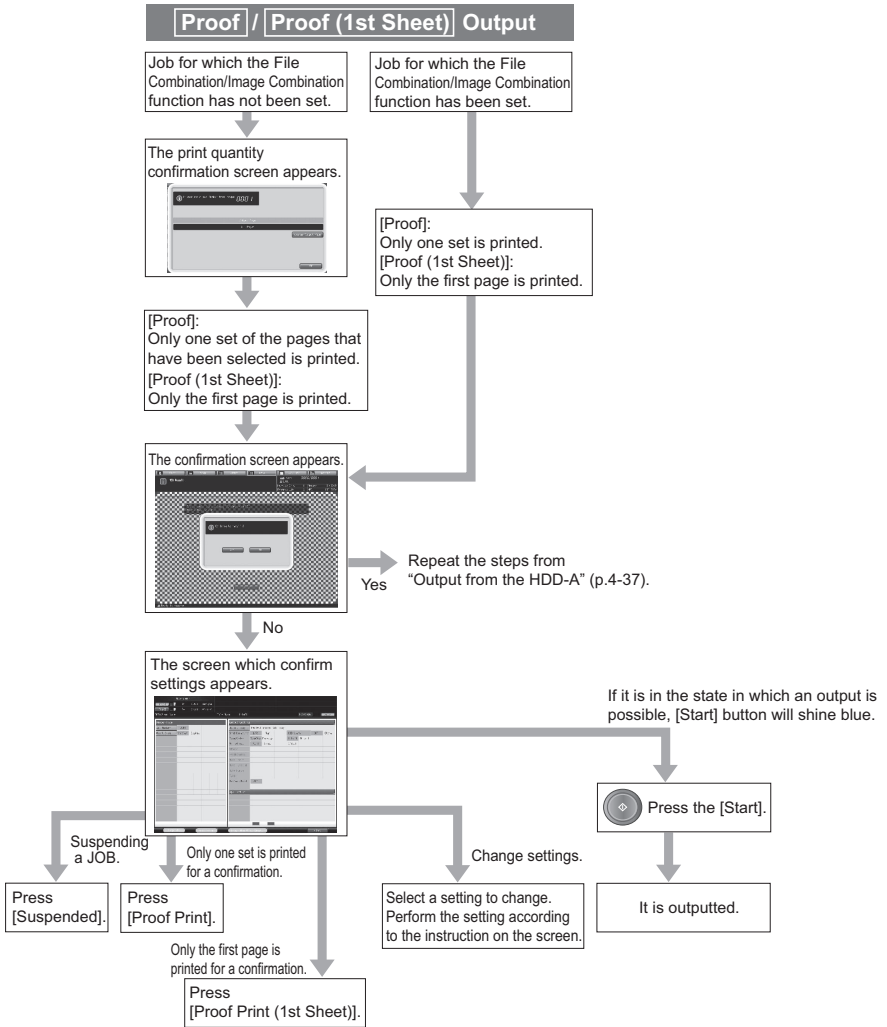


#### Note

*[Proof Print (1st Sheet)] is unavailable for a job on which the File Combination has been performed.*

*To exit without printing the JOB, press [Close] to exit from the Mode Check screen and delete the JOB from [Active] in the [JOB LIST] tab. Once you exit from the Mode Check screen, you can also delete the JOB by pressing the [Stop] button and the [Stop Job]. Otherwise, no job will be printed from then on.*

### 4.10.4 The flow of operation of the Proof/Proof (1st Sheet) Output



**Note**

*[Proof (1st Sheet)]/[Proof Print (1st Sheet)] are unavailable for a job on which the File Combination has been performed.*

*To exit without printing the JOB, press [Close] to exit from the Mode Check screen and delete the JOB from [Active] in the [JOB LIST] tab. Once you exit from the Mode Check screen, you can also delete the JOB by pressing the [Stop] button and the [Stop Job]. Otherwise, no job will be printed from then on.*

---



# 5

## About the Network Scanner Features

## 5 About the Network Scanner Features

### 5.1 Overview of the Network Scanner Features

The Network Scanner features to use the internal HDD (HDD-B) of the image controller are operated on the [SCAN] tab.

Data scanned by the Network Scanner features can be transmitted to the E-Mail addresses, the HDD-B, the FTP server and the SMB server. The scanned data stored on the HDD-B can also be imported to the network-connected computers using the TWAIN-compliant applications and the Network Scanner Driver.



#### Detail

"Send by an E-Mail" .....p.5-4

"Store on the HDD-B" .....p.5-6

"Send to the FTP server".....p.5-7

"Send to the SMB server" .....p.5-9

"Send to a Group" .....p.5-11

*When the Security Strengthen mode is ON, A job is unacquirable using applications compatible with TWAIN and network scanner driver. For more information, contact your administrator.*

*For more information of HDD-B to be used, refer to "About the HDD" on page 2-2.*

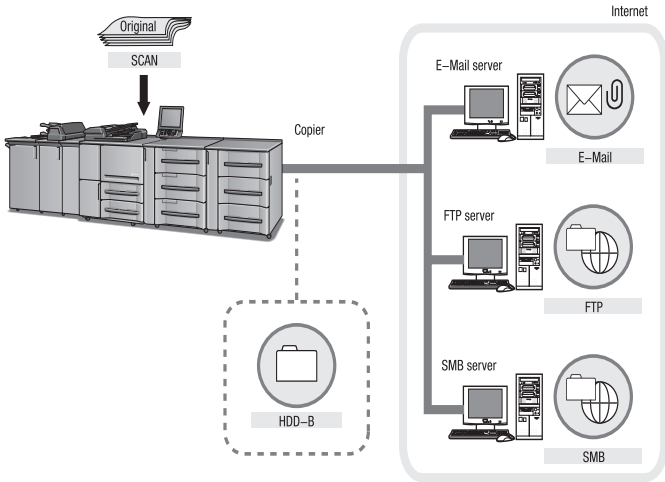
*Refer to User's Guide of HDD TWAIN Driver for more information about method to read the scanned data.*

Also, you can configure the density, lens mode, original size, resolution, original quality, file format and scan mode to perform scanning by using the features of the copier.



**Detail**

*"About the Scanning Mode Set Screen" ..... p.7-29*



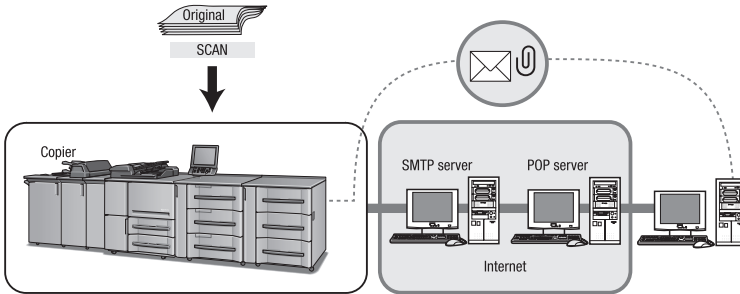
**Detail**

*To use the copier as a network scanner, it needs to be connected to the network. For more information on the network configuration, contact your network administrator.*

## 5.2 Send by an E-Mail

You can send the data read in from the copier's ADF or the original scanning glass (scanned data) to an E-Mail address as an attached file.

For detailed information on how to operate the function, refer to "Transmission to an E-Mail Address" on Page 7-4.



### 5.2.1 Items to be configured

In order to send the scanned data to an E-Mail address, the following items need to be configured.

#### Address (E-Mail address)

Select an E-Mail address from the registered addresses, or specify an address as you operate scanning. You can specify multiple addresses.

For information on how to register an address, refer to "Manual Destination Input Registering an E-Mail Address" on Page 6-4.

#### Title

You can choose an E-Mail title from 5 types, or you can input a title as you operate scanning.

On how to input a title, refer to "Transmission to an E-Mail Address" on Page 7-4.

#### Text

You can choose a sentence from 5 types, or you can input a sentence as you operate scanning.

On how to input a sentence, refer to "Transmission to an E-Mail Address" on Page 7-4.

**Detail**

*When transmitting a message to the E-mail address, the setting of the Administrator mail address is required. For details, refer to the "Administrator registration" in the User's Guide (POD Administrator's Reference).*

*When the E-Mail is in excess of the maximum transmission size that has been set, it is not sent to the SMTP server, but cancelled on the bizhub PRO 1200/1051.*

Transmission from the copier is up to the SMTP server. If the network or the POP server has any problem, the mail may not reach a recipient. When you send an important mail, do not forget to confirm the reception.

**Detail**

*Depending on settings of the recipient server, the size of an attached file is regulated. For more information, contact your administrator.*

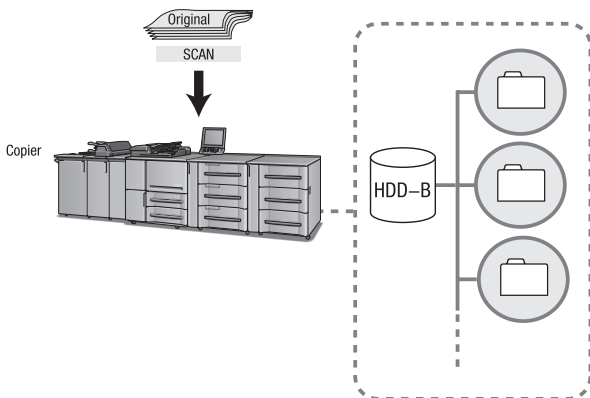
## 5.3 Store on the HDD-B

In order to store the data read in from the copier's ADF or the original scanning glass (scanned data) on the HDD-B, you need to configure boxes on the HDD-B in advance. The scanned data are stored in the boxes.

The data stored in the boxes can be imported to computers through the network.

For detailed information on how to operate the function, refer to "Storage on the HDD-B" on Page 7-10.

Refer to User's Guide of HDD TWAIN Driver for more information about method to read the scanned data.



### 5.3.1 Items to be configured

In order to store the scanned data on the HDD-B, the following items need to be configured.

#### Box Number

Specify a 9-digit-number for the box in which you store data.

#### Password

You can configure a password (8 digits at maximum).

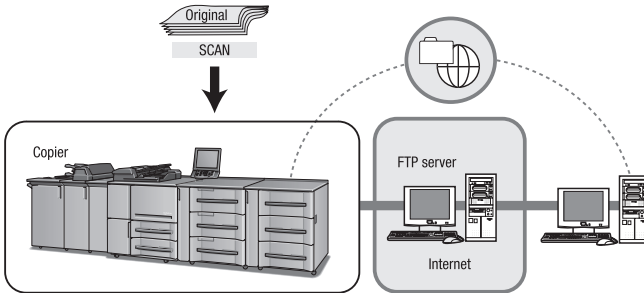
A Box Number and Password can be registered in advance. On how to register them, refer to "Registering the HDD-B" on Page 6-7.

## 5.4 Send to the FTP server

You can send the data read in from the copier's ADF or the original scanning glass (scanned data) to the FTP server.

The scanned data sent to the FTP server can be downloaded from computers that have access to the FTP server.

For detailed information on how to operate the function, refer to "Transmission to the FTP server" on Page 7-14.



### 5.4.1 Items to be configured

In order to send the scanned data to the FTP server, the following items need to be configured.

#### Host Address

You specify an FTP server name or an IP Address of the FTP server.

#### File Path

You specify a directory in the FTP server.

#### Login Name

You specify a Login Name for the FTP server.

#### Password

You specify a corresponding Password to each Login Name for the FTP server.

#### Port No.

You specify a Port No. when necessary.

For information on how to configure a Port No., refer to "Transmission to the FTP server" on Page 7-14.

## Firewall

A selection is made to decide if the Firewall is used or not.

You can register a Host Address, File Path, Login Name and Password in advance. For information on how to register them, refer to "Registering the FTP server" on Page 6-10.



### Reminder

*Depending on a network condition, transmission to the FTP server may damage the scanned data.*

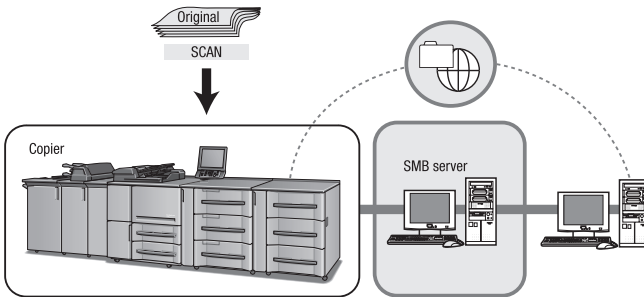
*Make sure that the scanned data are not damaged.*

## 5.5 Send to the SMB server

You can send the data read in from the copier's ADF or the original scanning glass (scanned data) to the SMB server.

The scanned data sent to the SMB server can be file-shared with computers with the SMB protocol.

For detailed information on how to operate the function, refer to "Transmission to the SMB server" on Page 7-21.



### 5.5.1 Items to be configured

In order to send the scanned data to the SMB server, the following items need to be configured.

#### Host Address

You specify an SMB server name or an IP Address of the SMB server.

#### File Path

You specify a directory in the SMB server.

#### Login Name

You specify a Login Name for the SMB server.

#### Password

You specify a corresponding Password to each Login Name for the SMB server.

You can register a Host Address, File Path, Login Name and Password in advance. For information on how to register them, refer to "Registering the SMB server" on Page 6-13.

**Reminder**

*Depending on a network condition, transmission to the SMB server may damage the scanned data.*

*Make sure that the scanned data are not damaged.*

*No transmission to the Scan to SMB is available only in the IPv6 environment. A transmission can be made in the mixed environment of IPv4 and IPv6.*

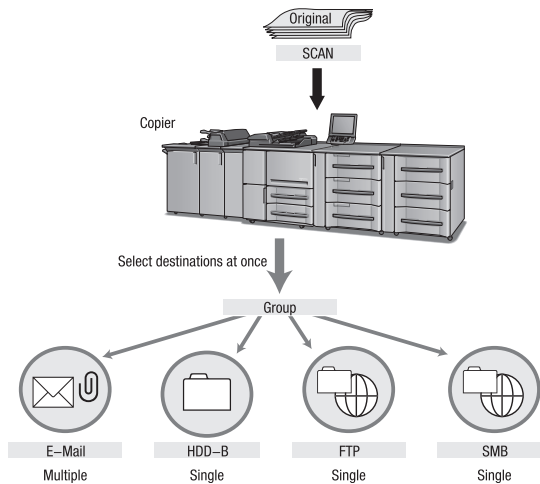
## 5.6 Send to a Group

If you register multiple destinations/storage locations as a Group, you can send/store the data read in from the copier's ADF or the original scanning glass (scanned data) to them at one time.

- At maximum, 100 destinations can be registered to one Group.
- Multiple E-Mail addresses can be registered.
- As for the HDD, FTP server and SMB server, one for each can be registered to a Group.

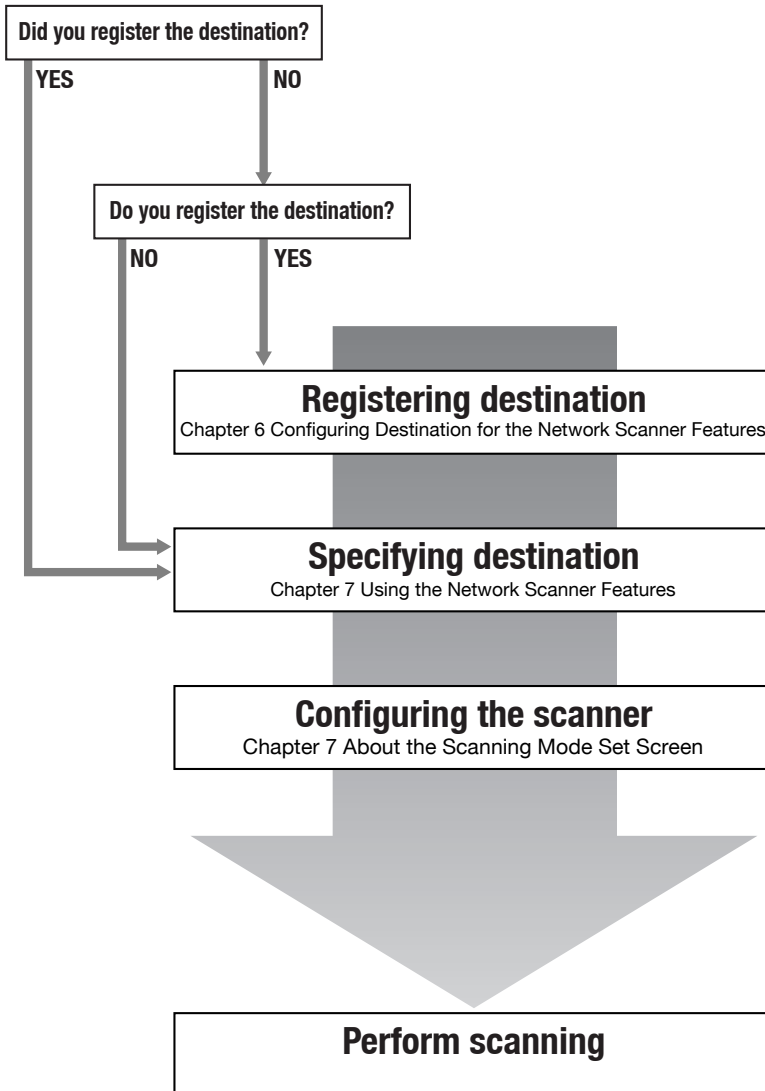
For detailed information on how to operate the function, refer to "Transmission to a Group" on Page 7-27.

For information on how to register a Group, refer to "Registering a Group" on Page 6-16.



## 5.7 Use the Network Scanner Features

To scan data using the Network Scanner features, follow the flow below.



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# 6

## Configuring Destination for the Network Scanner Features

## 6 Configuring Destination for the Network Scanner Features

### 6.1 About Registration

When you transmit scanned data to destinations/storage locations, you can input a destination every time or you can also select it from the registered destinations. Frequently used destinations are recommended to be registered in advance.



#### Detail

*"Manual Destination Input Registering an E-Mail Address"* p.6-4

*"Registering the HDD-B"* .....p.6-7

*"Registering the FTP server"* .....p.6-10

*"Registering the SMB server"* .....p.6-13

*"Registering a Group"* .....p.6-16

#### 6.1.1 Change/delete destinations/storage locations

About how to change/delete destinations/storage locations, contact your administrator.

### 6.1.2 The keys on the Manual Input screen

You can register a destination in the Manual Input screen.

On how to display the Manual Input screen, refer to the step 1 to 3 for the each registration. This page describes the common keys.



**Detail**

*Since the registration procedures for a Group are different from others, there is no Destination Manual Input screen.*



Manual Input screen (E-Mail)



Manual Input screen (HDD)



Manual Input screen (FTP)



Manual Input screen (SMB)

Button	Function
Register	The input is registered, and you are brought back to the Select Destinations screen.
Scanning Mode Set	The Scanning Mode Set screen appears.
Cancel	The input is canceled, and you are brought back to the Select Destinations screen.
OK	The input is determined, and you are brought back to the Select Destinations/Storage Locations screen. After transmitted once, destination setting is cleared without being registered.

## 6.2 Manual Destination Input Registering an E-Mail Address

When using the function to send the scanned data as an E-Mail attached file, you can register the destination E-Mail address in advance. The registration is done in the following steps.



### Detail

*For E-Mail/FTP/HDD/SMB, destinations can be registered as many as 500 in sum.*

- 1 Press [SCAN] tab on the touch panel.  
The Select Destinations/Storage Locations screen appears.
- 2 Make sure that [E-Mail] is selected.



- In the initial settings, the Select Destinations/Storage Locations screen (E-Mail) is displayed. For information on the initial settings of the Scan screen, contact your administrator of the copier.
- If the E-Mail address is already registered, the Name is displayed.
- In the initial settings, such index keys as [A-C] and [D-F] are displayed.
- On how to edit/delete a registered address, contact your administrator of the copier.

- 3 Press the [Manual Input] key.  
The Manual Input screen appears.

- 4 Configure the necessary items on the Manual Input screen. Pressing an each item displays the character input screen.



- For more information on how to input characters, refer to "How to Input Characters" on Page 3-6.
- [Address]  
Enter an E-Mail address within 250 characters in alphameric characters and signs.
- [Register Name]  
Enter a Name that is displayed on the Select Destinations/Storage Locations screen (E-Mail) within 24 characters in alphameric characters and signs.
- If you do not input a Name, the first 24 characters of an E-Mail address are displayed on the Select Destinations/Storage Locations screen (E-Mail).
- [Reference Name]  
Used as a search keyword when you search destinations. Needs to be input within 24 characters in alphameric characters and signs.



- 5 Press the [Register] key.

The E-Mail address is registered, and you are brought back to the Select Destinations/Storage Locations screen (E-Mail).

## 6 Make sure that the registered Name is displayed.



### Detail

If the desired Name is not displayed on the page, press  /  to switch between pages.

An administrator is to edit/delete once registered destinations. For more information, contact your administrator.

### 6.3 Registering the HDD-B

If you want to store the scanned data on the HDD-B, you need to register boxes on the HDD-B. The registration is done in the following steps.



#### Detail

For more information of HDD-B to be used, refer to “About the HDD” on page 2-2.

For E-Mail/FTP/HDD/SMB, destinations can be registered as many as 500 in sum.

- 1 Press [SCAN] tab on the touch panel.
- 2 Press the [HDD] key.



- In the initial settings, the Select Destinations/Storage Locations screen (E-Mail) is displayed. For information on the initial settings of the Scan screen, contact your administrator of the copier.
- If the Box No. is already registered, the Name is displayed.
- In the initial settings, such index keys as [A-C] and [D-F] are displayed.
- On how to edit/delete a registered Box No., contact your administrator of the copier.

### 3 Press the [Manual Input] key.



The Manual Input screen appears.

### 4 Configure the necessary items on the Manual Input screen. Pressing an each item displays the character input screen.



- For more information on how to input characters, refer to "How to Input Characters" on Page 3-6.
- If you want to use this copier as a scanner, it is recommended that an administrator assigns a Box Number to each user and informs the assignment by an E-Mail in advance.
- The Box Number can protect each user's data.
- [User Box No.]  
Input a 9-digit (000000001-999999998) Box No.. Press the [User Box No.] key to change your Box No.. The boxes in which scanned data are stored are managed by 9-digit Box No.. Be sure to record this number.  
You need the number when you import scanned data from computers.

- Multiple registrations can be made to a same Box No. with different names. In this case, the [Password] is common and the scanned data is stored in the same box.
- [Register Name]  
Input the Name that is displayed on the Select Destinations/Storage Locations screen (HDD) within 24 characters in alphanumeric characters and signs.
- If a Name is not input, the Box No. will be registered as a Name.
- [Reference Name]  
Used as a search keyword when you search destinations. Needs to be input within 24 characters in alphanumeric characters and signs.
- [Password]  
Input a 8-digit Password for a box in alphanumeric characters and signs.
- Eight "\*"s are displayed regardless of the number of characters you input.

## 5 Press the [Register] key.

Pressing this key brings you back to the Select Destinations/Storage Locations screen (HDD).

## 6 Make sure that the registered Name is displayed.



### Detail

If the desired Name is not displayed on the page, press / to switch between pages.

An administrator is to edit/delete once registered destinations. For more information, contact your administrator.

## 6.4 Registering the FTP server

If you want to send the scanned data to the FTP server, you can register the destination FTP server. The registration is done in the following steps.



### Detail

*For E-Mail/FTP/HDD/SMB, destinations can be registered as many as 500 in sum.*

- 1 Press [SCAN] tab on the touch panel.
- 2 Press the [FTP] key.



- In the initial settings, the Select Destinations/Storage Locations screen (E-Mail) is displayed. For information on the initial settings of the Scan screen, contact your administrator of the copier.
- If the FTP server is already registered, the Name is displayed.
- In the initial settings, such index keys as [A-C] and [D-F] are displayed.
- On how to edit/delete the registered FTP server, contact your administrator of the copier.

3 Press the [Manual Input] key.



The Manual Input screen appears.

4 Configure the necessary items on the Manual Input screen. Pressing an each item displays the character input screen.



- For more information on how to input characters, refer to "How to Input Characters" on Page 3-6.
- [Profile Name]  
Input the Name that is displayed on the Select Destinations/Storage Locations screen (FTP) within 24 characters in alphanumeric characters and signs.
- If you do not input a Profile Name, the first 24 characters of a Host Address are displayed on the Select Destinations/Storage Locations screen (FTP).
- [Reference Name]  
Used as a search keyword when you search destinations. Needs to be input within 24 characters in alphanumeric characters and signs.
- [Host Address]  
Input an FTP server address within 63 characters in alphanumeric characters and signs.

- [File Path]  
Input a file path of the FTP server within 96 characters in alphanumeric characters and signs.
- [Login Name]  
Input an account of the FTP server within 47 characters in alphanumeric characters and signs.
- [Password]  
Input a Password for the FTP server within 24 characters in alphanumeric characters and signs. "\*"s are displayed according to the number of characters you input.
- In some Anonymous FTP servers, an E-Mail address is used as a Password.
- [Anonymous]  
Pressing this key inputs "Anonymous" to the [Login Name] field.
- You may use this when you login an anonymous FTP server for which an account is unnecessary to login.



## 5 Press the [Register] key.

Pressing this key brings you back to the Select Destinations/Storage Locations screen (FTP).

## 6 Make sure that the registered Name is displayed.



### Detail

*If the desired Name is not displayed on the page, press / to switch between pages.*

*An administrator is to edit/delete once registered destinations. For more information, contact your administrator.*

## 6.5 Registering the SMB server

If you want to send the scanned data to the SMB server, you can register the destination SMB server. The registration is done in the following steps.



### Detail

*For E-Mail/FTP/HDD/SMB, destinations can be registered as many as 500 in sum.*

- 1 Press [SCAN] tab on the touch panel.
- 2 Press the [SMB] key.



- In the initial settings, the Select Destinations/Storage Locations screen (E-Mail) is displayed. For information on the initial settings of the Scan screen, contact your administrator of the copier.
- If the SMB server is already registered, the Name is displayed.
- In the initial settings, such index keys as [A-C] and [D-F] are displayed.
- On how to edit/delete the registered SMB server, contact your administrator of the copier.

### 3 Press the [Manual Input] key.



The Manual Input screen appears.

### 4 Configure the necessary items on the Manual Input screen. Pressing an each item displays the character input screen.



- For more information on how to input characters, refer to "How to Input Characters" on Page 3-6.
- [Profile Name]  
Input the Name that is displayed on the Select Destinations/Storage Locations screen (SMB) within 24 characters in alphanumeric characters and signs.
- If you do not input a Profile Name, the first 24 characters of a Host Address are displayed on the Select Destinations/Storage Locations screen (SMB).
- [Reference Name]  
Used as a search keyword when you search destinations. Needs to be input within 24 characters in alphanumeric characters and signs.
- [Host Address]  
Input an SMB server address within 63 characters in alphanumeric characters and signs.

- When the NetBIOS name is entered as a Host Address, enter it in capitals.
- [File Path]  
Input a file path of the SMB server within 95 characters in alphanumeric characters and signs.
- Enter the File Path in capital letters.
- [Login Name]  
Input an account of the SMB server within 47 characters in alphanumeric characters and signs.
- [Password]  
Input a Password for the SMB server within 14 characters in alphanumeric characters and signs. “\*”s are displayed according to the number of characters you input.



5 Press the [Register] key.

Pressing this key brings you back to the Select Destinations/Storage Locations screen (SMB).

6 Make sure that the registered Name is displayed.



**Detail**

*If the desired Name is not displayed on the page, press  /  to switch between pages.*

*An administrator is to edit/delete once registered destinations. For more information, contact your administrator.*

## 6.6 Registering a Group

If you want to send the scanned data to multiple destinations/storage locations, you can register them as a Group. The registration is done in the following steps.



### Detail

*At maximum, 100 groups can be registered.*

- 1 Press [SCAN] tab on the touch panel.
- 2 Press the [Group] key.



- In the initial settings, the Select Destinations/Storage Locations screen (E-Mail) is displayed. For information on the initial settings of the Scan screen, contact your administrator of the copier.
- If the Group is already registered, the Name is displayed.
- On how to edit/delete the registered destination, contact your administrator of the copier.

3 Press the [Register] key.



4 Press the [Group Name] key, and input a Group name on the character input screen.



- For more information on how to input characters, refer to "How to Input Characters" on Page 3-6.
- A Group name is the Name that is displayed on the Select Destinations/Storage Locations screen (Group) after the registration.

## 5 Select all the destinations that you want to register to a Group.

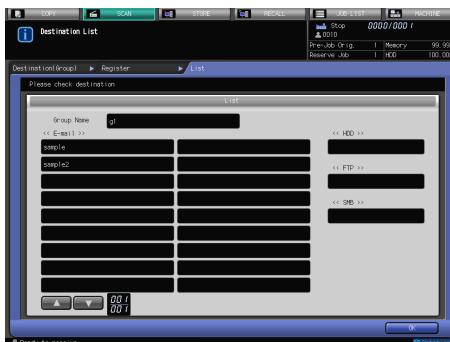


- Pressing the [E-Mail], [HDD], [FTP] or [SMB] key displays the registered Names for each.
- If a large number of registrations have been made and the desired Name is not displayed on the page, press  $\downarrow$ / $\uparrow$  to switch between pages.
- At maximum, 100 destinations can be registered to one Group. Multiple E-Mail addresses can be registered. As for the HDD, FTP server and SMB server, one for each can be registered to a Group.

## 6 Press the [List] key.

The list of destinations to be registered is displayed.

## 7 Confirm the list, and press the [OK] key.



## 8 If there is no problem, press the [OK] key.

This brings you back to the Select Destinations/Storage Locations screen (Group).

## 9 Make sure that the registered Name is displayed.



### Detail

*If a large number of registrations have been made and the desired Name is not displayed on the page, press / to switch between pages.*

*Press the [List] key and then select the “registered group name” to display the destination list.*

*Press the [Edit] key on the destination list screen to change what to include in a Group.*

*Pressing [List] key after the “registered group name” is selected does not allow you to edit the destination list displayed.*



---



## Using the Network Scanner Features

## 7 Using the Network Scanner Features

### 7.1 The keys on the Select Destinations/Storage Locations Screen

In order to run scanning, you need to specify a destination/storage location to which you send the scanned data. The following pages describe the common keys on the Select Destinations/Storage Locations screen.



#### Detail

*On how to display the Select Destinations/Storage Locations screen, refer to step 1 and 2 for each of the followings.*

*"Transmission to an E-Mail Address" .....p.7-4*

*"Storage on the HDD-B" .....p.7-10*




*"Transmission to the FTP server" .....p.7-14*

*"Transmission to the SMB server" .....p.7-21*

*The Select Destinations/Storage Locations screen (Group) does not have [A to Z] keys, the [Others] key and the [Main] key. Other than that, it has the same function with the other keys.*



Button	Function
[A to Z] key	When this key is pressed, the first alphabet character of the registered name corresponding to the key is displayed.
Others	Names with an initial letter in numbers or signs are displayed.

Button	Function
Main	<p>Names that are configured as Common are displayed.</p>  <p><b>Detail</b>  <i>An administrator of the copier configures the Common destinations. For more information, contact your administrator of the copier.</i></p>
 / 	Pressing these keys switch between Name pages. Continue pressing the keys to switch pages consecutively.
Search	The Input Character for Search screen appears. When search results are displayed, this key is highlighted in reverse image. For more information on how to search, refer to "How to Search" on Page 3-7.
Manual Input	Pressing this key displays the Manual Input screen.
Clear All	Pressing this key deselects all the selected destinations.
Scanning Mode Set	Pressing this key displays the Scanning Mode Set screen.

## 7.2 Transmission to an E-Mail Address

When you send the scanned data as an attached file of an E-Mail, necessary procedures depend on whether the addresses are registered in advance or they are input manually.



### Detail

Refer to the following pages.

*"When an E-Mail Address is Already Registered" ..... p.7-4*

*"When an E-Mail Address is Input Manually" ..... p.7-8*

*When transmitting a message to the E-mail address, the setting of the Administrator mail address is required. For details, refer to the "Administrator registration" in the User's Guide (POD Administrator's Reference).*

### When an E-Mail Address is Already Registered

- 1 Press [SCAN] on the touch panel.  
The Select Destinations/Storage Locations screen appears.
- 2 Make sure that the [E-Mail] key is selected.



- In the initial settings, the Select Destinations/Storage Locations screen (E-Mail) is displayed. For information on the initial settings of the [SCAN] tab, contact your administrator of the copier.
- 3 If you want to put a Title on an E-Mail, press the [Input Title] key.
    - Not putting any Title will not cause any problem. An E-Mail without a Title will be sent with the scanned data being attached.



- 6 Press [1] - [5] or the [Manual Input] key to determine the Sentence and press the [OK] key.



- Pressing the [Manual Input] key displays the character input screen.
- For more information on how to input characters, refer to "How to Input Characters" on Page 3-6.
- A sentence can be entered within 256 characters in alphanumeric characters and signs.
- The standard sentences, [1]-[5] are configured and modified by your administrator. Contact your administrator for more information.

You are brought back to the Select Destinations/Storage Locations screen (E-Mail).

- 7 Press the Name of the destination E-Mail address.



- You can refine the registered destination by the search function. For more information on how to search, refer to "How to Search" on Page 3-7.
- You can refine the Name by the search function. For more information on the search function, refer to "The keys on the Select Destinations/Storage Locations Screen" on Page 7-2.

- If you input a destination manually, refer to “When an E-Mail Address is Input Manually” on page 7-8.
- To deselect the Name, press the selected Name again.

- 8 Press the [Scanning Mode Set] key.  
The Scanning Mode Set screen appears.
- 9 Configure the necessary items.



- For more information on the configurations on the Scanning Mode Set screen, refer to "About the Scanning Mode Set Screen" on Page 7-29.

- 10 Set an original and press the [Start] button.
  - When attached to an E-Mail, the scanned data are sent to the SMTP server.
  - When the Reserved Job screen is displayed, the next job scan can be set to be scanned.

The original is scanned, and the scanned data are transmitted to an specified destination.

## When an E-Mail Address is Input Manually

- 1 Follow the Step 1 to 6 of “When an E-Mail Address is Already Registered” on page 7-4.
- 2 Press the [Manual Input] key.



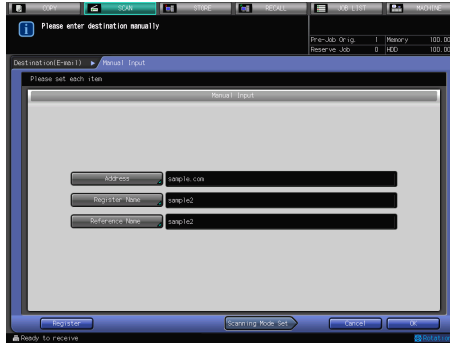
- If you select a destination from the registry, refer to “When an E-Mail Address is Already Registered” on page 7-4.
- The Manual Input screen appears.

- 3 Press the [Address] key to input an address and press [OK] key.



- Pressing the [Address] key displays the character input screen.
- For more information on how to input characters, refer to "How to Input Characters" on Page 3-6.

- 4 Press the [Scanning Mode Set] key.



The Scanning Mode Set screen appears.

- 5 Follow the Step 9 and after of “When an E-Mail Address is Already Registered” on page 7-4.

## 7.3 Storage on the HDD-B

When you store the scanned data on the HDD-B, necessary procedures depend on whether or not the boxes are registered in advance.



### Detail

Refer to the following pages.

"When a Box is Already Registered" ..... p.7-10

"When a Box is Not Registered" ..... p.7-12

For more information of HDD-B to be used, refer to "About the HDD" on page 2-2.

### When a Box is Already Registered

- 1 Press [SCAN] on the touch panel.  
The Select Destinations/Storage Locations screen appears.
- 2 Press the [HDD] key.



- In the initial settings, the Select Destinations/Storage Locations screen (E-Mail) is displayed. For information on the initial settings of the [SCAN] screen, contact your administrator of the copier.
- 3 Press the Name of the Box No..
    - You can refine the registered destination by the search function. For more information on how to search, refer to "How to Search" on Page 3-7.
    - You can refine the Name by the search function. For more information on the search function, refer to "The keys on the Select Destinations/Storage Locations Screen" on Page 7-2.

- To deselect the Name, press the selected Name again.
- If boxes are not registered, refer to “When a Box is Not Registered” on page 7-12.

#### 4 Press the [Scanning Mode Set] key.



The Scanning Mode Set screen appears.

#### 5 Configure the necessary items.



- For more information on the configurations on the Scanning Mode Set, refer to "About the Scanning Mode Set Screen" on Page 7-29.

#### 6 Set an original and press the [Start] button.

- When the Reserved Job screen is displayed, the next job scan can be set to be scanned.

The original is scanned, and the scanned data are stored in an specified destination.

## When a Box is Not Registered

- 1 Follow the Step 1 to 2 of “When a Box is Already Registered” on page 7-10.
- 2 Press the [Manual Input] key.

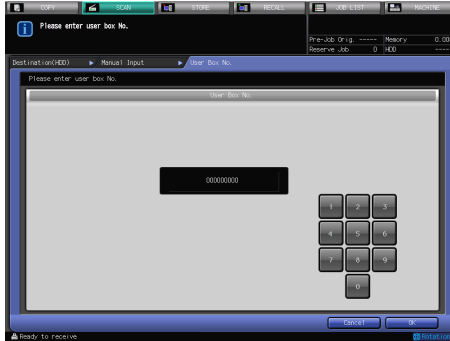


- If you want to select the registered box, refer to “When a Box is Already Registered” on page 7-10.
- The Manual Input screen appears.

- 3 Press the [User Box No.] key.



- 4 Input a Box No. and press the [OK] key.



- Input a 9-digit (000000001-999999998) Box No.. The boxes storing scanned data are managed by 9-digit Box No.. Be sure to record this number.
- You need the number when you import scanned data from computers.

- 5 Press the [Scanning Mode Set] key.



The Scanning Mode Set screen appears.

- 6 Follow the Step 5 and after of “When a Box is Already Registered” on page 7-10.

## 7.4 Transmission to the FTP server

When you send the scanned data to an FTP server, necessary procedures depend on whether the FTP server is registered in advance or it is input manually.



### Detail

Refer to the following pages.

*"When an FTP server is Already Registered" ..... p.7-14*

*"When an FTP server is Input Manually" ..... p.7-18*

### When an FTP server is Already Registered

- 1 Press [SCAN] on the touch panel.  
The Select Destinations/Storage Locations screen appears.
- 2 Press the [FTP] key.

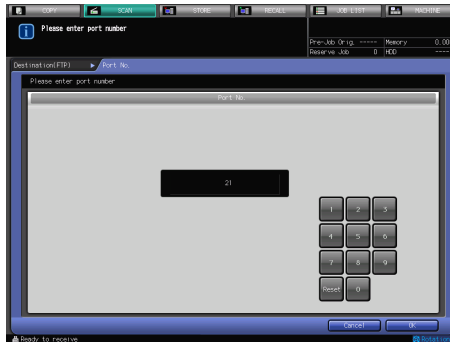


- In the initial settings, the Select Destinations/Storage Locations screen (E-Mail) is displayed. For information on the initial settings of the Scan tab, contact your administrator of the copier.

- 3 If you need to change the Port No., press the [Port No.] key. If unnecessary, go to the step 5.



- 4 Input a Port No. and press the [OK] key.



- The initial setting is 21. A Port No. for an FTP server is configured in 5-digit numbers (1-65535).
- A Port No. is usually not changed. If you want to change the Port No., consult with a network administrator.

## 5 When the firewall is set, press [Firewall].



- The firewall is set by the administrator. For more information, contact your administrator.

## 6 Press the Name of the destination FTP server.



- You can refine the registered destination by the search function. For more information on how to search, refer to "How to Search" on Page 3-7.
- You can refine the Name by the search function. For more information on the search function, refer to "The keys on the Select Destinations/Storage Locations Screen" on Page 7-2.
- To deselect the Name, press the selected Name again.
- If you input a destination manually, refer to "When an FTP server is Input Manually" on page 7-18.

## 7 Press the [Scanning Mode Set] key.

The Scanning Mode Set screen appears.

## 8 Configure the necessary items.



- For more information on the configurations on the Scanning Mode Set screen, refer to "About the Scanning Mode Set Screen" on Page 7-29.

## 9 Set an original and press the [Start] button.

- The original is scanned, and the scanned data are sent to a specified destination.
- When the Reserved Job screen is displayed, the next job scan can be set to be scanned.

## When an FTP server is Input Manually

- 1 Follow the Step 1 to 5 of “When an FTP server is Already Registered” on page 7-14.
- 2 Press the [Manual Input] key.



- If you select a destination from the registry, refer to “When an FTP server is Already Registered” on page 7-14.
- The Manual Input screen appears.

- 3 Press the [Host Address] key to input a Host Address.



- Pressing the [Host Address] key displays the character input screen.
- For more information on how to input characters, refer to "How to Input Characters" on Page 3-6.

#### 4 Press the [File Path] key to input a File Path.



- Pressing the [File Path] key displays the character input screen.
- For more information on how to input characters, refer to "How to Input Characters" on Page 3-6.

#### 5 Press the [Login Name] key to input a Login Name.



- Pressing the [Login Name] key displays the character input screen.
- For more information on how to input characters, refer to "How to Input Characters" on Page 3-6.
- Pressing the [Anonymous] key inputs "Anonymous" to the Login Name field. This key is available when you use the Anonymous FTP (where file sharing is done between unspecified number of users).

## 6 Press the [Password] key to input a Password.



- Pressing the [Password] key displays the character input screen.
- For more information on how to input characters, refer to "How to Input Characters" on Page 3-6.
- "\*"s are displayed according to the number of characters you input.

## 7 Press the [Scanning Mode Set] key.



The Scanning Mode Set screen appears.

## 8 Follow the Step 8 and after of "When an FTP server is Already Registered" on page 7-14.

## 7.5 Transmission to the SMB server

When you send the scanned data to an SMB server, necessary procedures depend on whether the SMB server is registered in advance or it is input manually.



### Detail

Refer to the following pages.

"When an SMB server is Already Registered"..... p.7-21

"When an SMB server is Input Manually"..... p.7-24

### When an SMB server is Already Registered

- 1 Press [SCAN] on the touch panel.  
The Select Destinations/Storage Locations screen appears.
- 2 Press the [SMB] key.



- In the initial settings, the Select Destinations/Storage Locations screen (E-Mail) is displayed. For information on the initial settings of the Scan tab, contact your administrator of the copier.

### 3 Press the Name of the destination SMB server.



- You can refine the registered destination by the search function. For more information on how to search, refer to "How to Search" on Page 3-7.
- You can refine the Name by the search function. For more information on the search function, refer to "The keys on the Select Destinations/Storage Locations Screen" on Page 7-2.
- To deselect the Name, press the selected Name again.
- If you input a destination manually, refer to "When an SMB server is Input Manually" on page 7-24.

### 4 Press the [Scanning Mode Set] key.



The Scanning Mode Set screen appears.

## 5 Configure the necessary items.



- For more information on the configurations on the Scanning Mode Set screen, refer to "About the Scanning Mode Set Screen" on Page 7-29.

## 6 Set an original and press the [Start] button.

- The original is scanned, and the scanned data are sent to a specified destination.
- When the Reserved Job screen is displayed, the next job scan can be set to be scanned.

## When an SMB server is Input Manually

- 1 Follow the Step 1 to 2 of “When an SMB server is Already Registered” on page 7-21.
  - If you select a destination from the registry, refer to “When an SMB server is Already Registered” on page 7-21.
- 2 Press the [Manual Input] key.



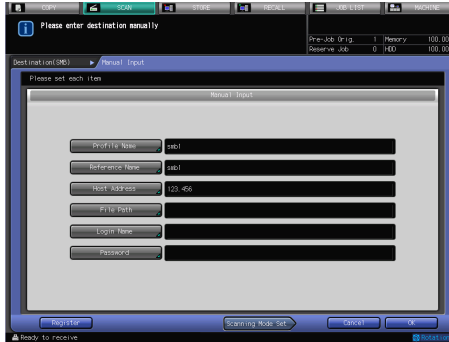
The Manual Input screen appears.

- 3 Press the [Host Address] key to input a Host Address.



- Pressing the [Host Address] key displays the character input screen.
- For more information on how to input characters, refer to "How to Input Characters" on Page 3-6.
- When the NetBIOS name is entered as a Host Address, enter it in capitals.

- 4 Press the [File Path] key to input a File Path.



- Enter the File Path in capital letters.
- Pressing the [File Path] key displays the character input screen.
- For more information on how to input characters, refer to "How to Input Characters" on Page 3-6.

- 5 Press the [Login Name] key to input a Login Name.



- Pressing the [Login Name] key displays the character input screen.
- For more information on how to input characters, refer to "How to Input Characters" on Page 3-6.

## 6 Press the [Password] key to input a Password.



- Pressing the [Password] key displays the character input screen.
- For more information on how to input characters, refer to "How to Input Characters" on Page 3-6.
- "\*"s are displayed according to the number of characters you input.

## 7 Press the [Scanning Mode Set] key.



The Scanning Mode Set screen appears.

## 8 Follow the Step 5 and after of "When an SMB server is Already Registered" on page 7-21.

## 7.6 Transmission to a Group

To send the scanned data to a registered Group, follow the steps below.



### Detail

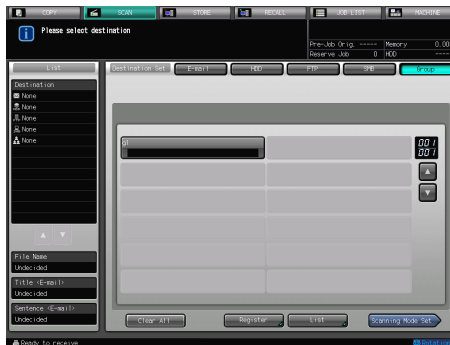
For more information on how to register a Group, refer to "Registering a Group" on Page 6-16.

- 1 Press [SCAN] on the touch panel.
- 2 Press the [Group] key.



- In the initial settings, the Select Destinations/Storage Locations screen (E-Mail) is displayed. For information on the initial settings of the Scan tab, contact your administrator of the copier.

- 3 Press the Name of the destination Group.



- Press the [List] key and then select the “registered group name” to display the destination list.

- Press the [Edit] key on the destination list screen to change what to include in a Group.
- Pressing [List] key after “registered group name” is selected does not allow you to edit the destination list displayed.

#### 4 Press the [Scanning Mode Set] key.



The Scanning Mode Set screen appears.

#### 5 Configure the necessary items.



- For more information on the configurations on the Scanning Mode Set screen, refer to “About the Scanning Mode Set Screen” on Page 7-29.

#### 6 Set an original and press the [Start] button.

- The original is scanned, and the scanned data are sent to an specified destination.
- When the Reserved Job screen is displayed, the next job scan can be set to be scanned.

## 7.7 About the Scanning Mode Set Screen

Pressing the [Scanning Mode Set] key on the Select Destinations/Storage Locations screen displays the Scanning Mode Set screen. On the Scanning Mode Set screen, such settings as original settings and quality settings can be configured.



### Detail

*Those settings that can be configured on the Scanning Mode Set screen are the features of the copier.*

*For more information on the settings, refer to the User's Guide (Copy).*



Button	Function
File Name	You can input a File Name for data you are about to scan. If you entered no File Name, the system automatically adds a File Name.
Destination	The specified destination is displayed.
Separate Scan	Original on multiple sheets which cannot be transmitted by ADF can be read using the original glass.
Default Set	Get it back to the initial setting. It is displayed on the Original Setting screen and the Quality Adj. screen.
All Off	Displayed on the Application screen.

## Original Setting

Original Setting:

Direction	Normal, Left, Upside Down, Right
Bind Direction	Right & Left Bind, Top
Special	Normal, Mixed, Z-Folded Orig., Single Feed
Default Set	Get it back to the initial value set.



Separate Scan

Direction

## Quality Adjustment.

Quality Adjustment:

Density Setting	Lighter, Standard, Darker, AES, Preset Density Level 1, Preset Density Level 2
Background Removal	Lighter, Standard, Darker
Sharpness	Smooth, Standard, Sharp
Original Type	Text/Photo, Dot Matrix, Photo, Text
Text/Photo	Photo+, Standard, Character+
Default Set	Get it back to the initial value set.



Lighter, Std., Darker

Preset Level 1, Preset Level 2

AES

**Zoom**

Zoom:

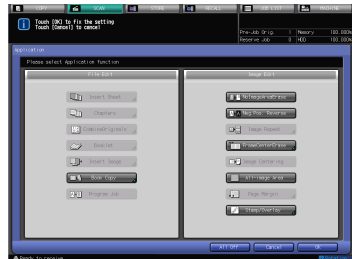
x1.0	
Vert./Horiz. Zoom	
Vertical Zoom	
Horizontal Zoom	
Enlarge	Preset1 2.000 Preset2 1.545 Preset3 1.294 Preset4 1.214
Reduce	Preset5 0.939 Preset6 0.772 Preset7 0.647 Preset8 0.500
Zoom	Zoom with Constant X and Y Ratio, Set Individual Zoom
User Preset Zoom	× 4.000, × 2.000, × 0.500



[+], [-] (x0.250 - x4.000), x1.0, 4.000, 2.000

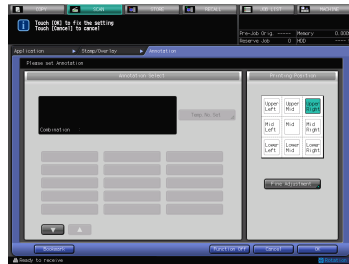
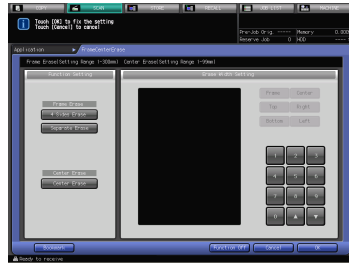
**Application**

Book Copy	Left Bind, Right Bind, No Cover, Front with Cover, Front/Back with Cover, Booklet, Bookmark, Function Off
-----------	--



NoImageAreaErase	
Neg.Pos. Reverse	
FrameCenter Erase	4 Sides Erase, Separate Erase, Center Erase, Frame, Center, Top, Right, Bottom, Left Bookmark, Function Off
All-image Area	
Stamp/Overlay - Annotation	Annotation Select, Temp. No. Set., Printing Position, Fine Adjustment, Bookmark, Function Off

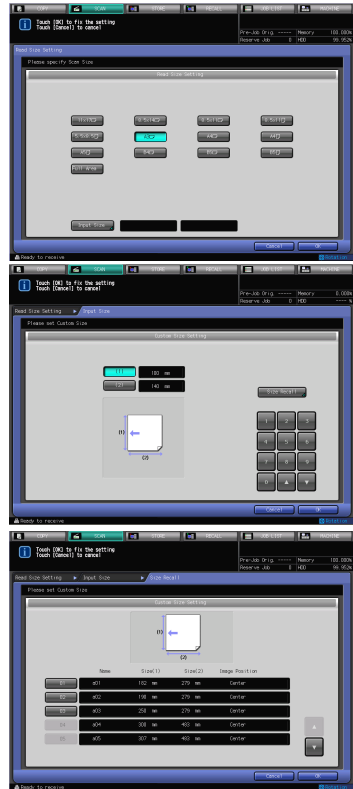
All Off



## Read Size Setting

Read Size Setting: 11 x 17, 8.5 x 14, 8.5 x 11, 8.5 x 11, 5.5 x 8.5, A3, A4, A4, A5, B4, B5, B5, Full Area, Input Size, Custom Size Setting, Size Recall

Auto Size



## Resolution

200dpi, 300dpi, 400dpi, 600dpi, 1200dpi

## Simplex/Duplex

Simplex, Duplex

## File Form

Pack. PDF, Div. PDF, Pack. TIFF, Div. TIFF, Pack. XPS, Div. XPS

Encryption PDF



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## About the Secure Folder

## 8 About the Secure Folder

### 8.1 Overview of the Secure Folder

You can perform secure printing of the printing features using the secure folder.

Secure printing is to not start printing a print job until the configured [User ID] and [Password] are entered on the Control Panel of the copier. A print job for secure printing is stored in the secure folder.

You can output a secure output file stored in the secure folder by using the [RECALL] tab.

Also, using the [RECALL] tab enables you to create or delete a box in the secure folder.



#### **Detail**

*To use the [Secure Folder] function, the image controller is required. Refer to the User's Guide (Printer) for more information.*

*To perform secure printing, select Secure Print from the computer to which you installed the printer driver. For more information on how to perform secure printing, refer to the User's Guide (Printer).*

## 8.2 Creating a Box (Secure Folder)

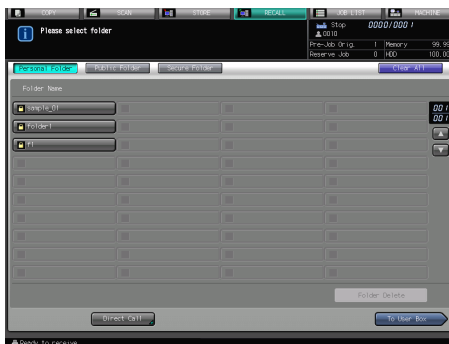
After being transmitted from the image controller, a print job configured as secure output is stored in a Secure box.

- ✓ The Box Name and Password inputted by the following procedure is used in the Secure Print of printer feature. For more information on secure output, refer to the User's Guide (Printer).

- 1 Press [RECALL] on the touch panel.



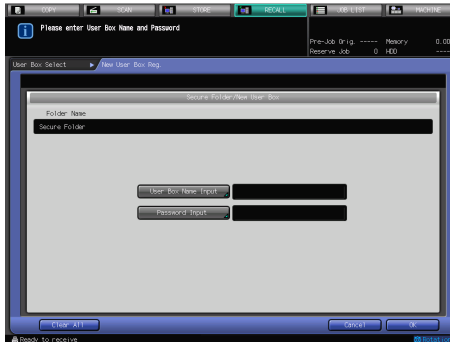
- 2 Press the [Secure Folder] key.



### 3 Press the [New User Box] key.

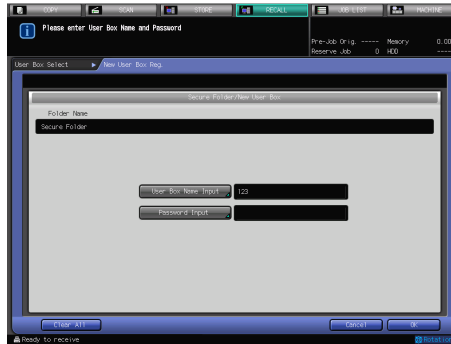


### 4 Press the [User Box Name Input] to display the character input screen. Enter any Box Name.



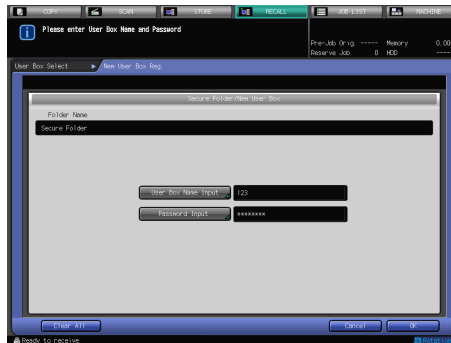
- If you do not register a Box Name, a Box No. becomes the Box Name.
- You cannot use the Secure Box Name already registered.
- Input a Box Name within 8 characters in alphanumeric characters.
- For more information on how to input characters, refer to "How to Input Characters" on Page 3-6.

- 5 Press the [Password Input] key to display the character input screen. Input any Password.



- A secure box requires a Password. You cannot create a box without configuring a Password.
- Input a Password within 8 characters in alphanumeric characters.
- Eight "\*"s are displayed regardless of the number of characters you input.
- For more information on how to input characters, refer to "How to Input Characters" on Page 3-6.
- Be sure to keep a record of the password.

- 6 Press the [OK] key.



- 7 Make sure that the Box Name you registered on the box list is displayed.



- If you want to create multiple boxes, return to the step 3 and repeat the procedures.

### 8.3 Deleting a Box (Secure Folder)

Delete a box in the secure folder in the same steps as you delete a box in the personal folder or public folder.



#### **Detail**

*For more information on how to delete a box (Secure Folder), refer to "Deleting a Box (Personal Folder/Public Folder/Secure Folder)" on Page 4-19.*

*Even when the password is not known, it is possible for the administrator to delete all of the boxes (Personal Box, Public Box and Secure Box).*

## 8.4 Output from the Secure Folder

Perform output from the secure folder in the same steps as you output from the personal folder or public folder.



### **Detail**

*For more information on how to output from the Secure Folder, refer to "Output from the HDD-A" on Page 4-37.*

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# Troubleshooting

## 9 Troubleshooting

### 9.1 Cannot connect to the scanner

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

- ✓ Consult your network administrator about your network settings.
- 1 Check whether the correct IP address of the scanner has been entered.
  - If the IP address is not correct, enter the correct one.
  - If the entered IP address is correct, go on to step 2.
- 2 From the DOS prompt of the PC you use, execute “ping” to the IP address of the address to which a connection is made to check to see if the connection is made properly.
  - To confirm the IP Address of the copier, contact your network administrator.  
e.g. : C:/>ping 192.168.0.1
  - If the ping test fails, check whether the copier's main power is switched on, and also check the network cable for proper connection.
  - If the ping test is successful, go on to step 3.
- 3 Check whether the IP router is correctly set.
  - If it is not correctly set, set it correctly.
  - If there is no problem in IP router setup, go on to step 4.
- 4 Trace the routing to the scanner to check whether there are any error conditions within the network.
  - If any error conditions are found, eliminate them.
  - If no error is found and yet the connection to the scanner cannot be established, contact your service representative.



#### **Detail**

*When the Security Strengthen mode is ON, A job is unacquirable using applications compatible with TWAIN and network scanner driver. For more information, contact your administrator.*

## 9.2 When an Error Message Appears

The following describes the cause and the solution for an error message that appears during scanning.

### 9.2.1 Errors during scanning with the Store function

During storing data with the Store function, the following errors may occur.

#### Space shortage of the copier's internal HDD (HDD-A)

Free space on the copier's internal HDD may have become less than 0.3 %. Check the free space by the following procedures.

- 1 Check the [HDD xx%] on the Touch Panel.



#### Solutions

To increase free space on the copier's internal HDD, try either of the followings.

- The internal HDD has the function to delete files regularly.
  - For information on how to configure the automatic deletion of files on the internal HDD, contact your administrator of the copier.
- From the RECALL screen, delete folders, boxes and files no longer necessary.

#### Cautions

Jobs that were cancelled during scanning are deleted from the copier's internal HDD. For more information, refer to the User's Guide (Copy).

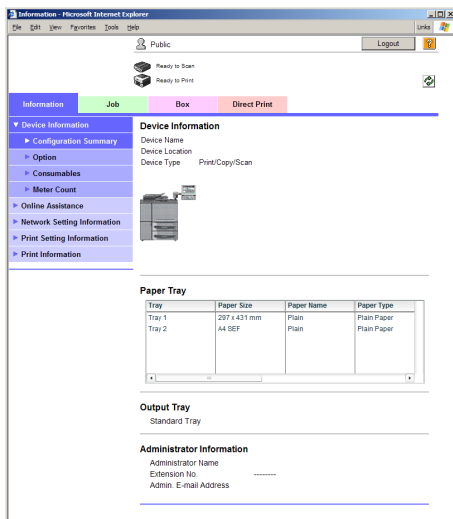
## 9.2.2 Errors during scanning with the [SCAN] function

During scanning with the [SCAN] tab, the following errors may occur.

### Space shortage of the image controller's internal HDD (HDD-B)

Free space on the image controller's internal HDD may have become less than 0.3 %. Check the free space by the following procedures.

- 1 On the browser software, enter the IP Address of the image controller.
  - PageScope Web Connection appears.
  - To confirm the IP Address of the image controller, contact your network administrator.
  - Using PageScope Web Connection enables you to check the current settings of the printer.
  - For more information on PageScope Web Connection, refer to the User's Guide (Printer) and the User's Guide (POD Administrator's Reference).
- 2 Select [Public User] and click [Login].
- 3 Select [Device Information]-[Option].



## 4 Check free space on the Printer Hard Disk.



### Solutions

To increase free space on the image controller's internal HDD, try either of the followings.

- Delete scanned data stored on the image controller's internal HDD using the HDD TWAIN Driver.
  - Refer to User's Guide of HDD TWAIN Driver for more information.
- Scanned data stored on the image controller's internal HDD are automatically deleted after the period of time specified on the administrator's screen of the Utility Mode.



### Detail

*For more information, contact your administrator.*

## Cautions

If a scanned data is transmitted while the image controller's internal HDD is in space shortage, the Error message appears, and the scanned data is automatically cancelled.

You can view the cancelled scanned jobs by pressing the [Send History] key on the [JOB LIST] screen.



### Detail

*For more information on the job managing screen, refer to the User's Guide (Copy).*

---

# 10

## Appendix

## 10 Appendix

### 10.1 Creating a Box using PageScope Web Connection (HDD-A)

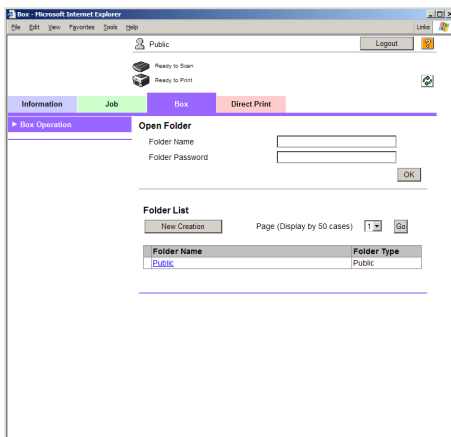
A folder/box in HDD-A (STORE/RECALL function of the copied data) can also be created by using the PageScope Web Connection.



#### Detail

*At maximum, 1000 Boxes can be registered.*

- 1 Start the Browser application.
- 2 Enter the IP address of the copier and press [Enter] key.
- 3 Select [Public User] and click [Login].
- 4 Select [Box] tab.
- 5 Click [New Creation].



- 6 Enter the folder name and configure the password if necessary.

The screenshot shows a web browser window titled 'Box - Microsoft Internet Explorer'. The main content area displays a 'Create Folder' dialog box. The dialog box has a 'Folder Name' input field, a 'Use Folder Password' checkbox, and two 'Folder Password' input fields. There are 'OK' and 'Cancel' buttons at the bottom.

- 7 Click [OK].
- 8 Click [OK] to open the folder.
- If a Password is configured for the folder, enter the Password and press the [OK].
- 9 Click [New Creation].

The screenshot shows a web browser window titled 'Box - Microsoft Internet Explorer'. The main content area displays an 'Open User Box' dialog box. The dialog box shows 'Folder Name' as 'sample\_01' and 'Folder Type' as 'Private'. It has 'Folder Setting' and 'Folder Delete' buttons. Below, there is an 'Open User Box' section with 'User Box Number' and 'User Box Password' input fields. At the bottom, there is a 'User Box List' section with a 'New Creation' button, a 'Page (Display by 50 cases)' dropdown, and a 'Go' button. There is also a 'Cancel' button at the very bottom.

## 10 Specify the box number.

- When [Use opening number] is selected, the box number is assigned automatically.
- When [Input directory] is selected, the box number can be specified automatically.

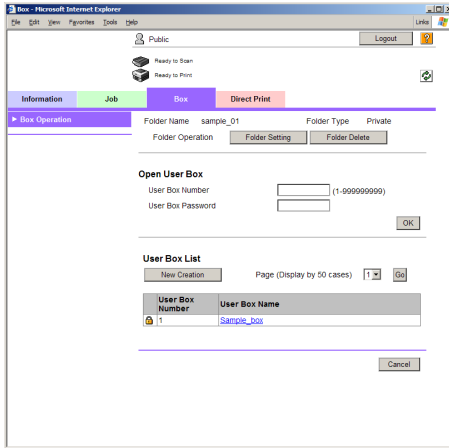
**11** Enter the Box Name in the [User Box Name] field.

**12** Configure the password if necessary.

**13** Click [OK].

**14** Click [OK].

# 15 Make sure that the Box Name you registered.



## 10.2 Glossary

Item	Description
10BASE-T/100BASE-TX/ 1000BASE-T	Types of specifications in compliance with the Ethernet standard. Cables made of two stranded copper wire rods are used. Communication speed is 10Mbps with 10Base-T, 100Mbps with 100Base-TX, and 1000Mbps with 1000Base-T.
anonymous FTP	An FTP site which requires no password anymore by entering "anonymous" as the account name for the FTP site, which is usually protected by the account and password, so that anybody can use it.
Correction of density	A function to correct the color tone in the printer, display or other output devices.
Default	Initial set value. Setting which has been selected in advance when the power button is turned ON. Or, setting which has been selected in advance when some function is turned ON.
Density	Quantity to express the depth of image.
DPI (dpi)	Abbreviation of Dots Per Inch. Unit of resolution used with printers, scanners, etc. Represents a number of dots in a collection in one inch. As this value increases, more detailed expression is possible.
Driver	Software to act intermediately between the computer and peripheral devices.
Ethernet	Standard for the LAN transmission line.
Extension	A string attached to a file name to distinguish the file saving method. Denoted following a period like ".bmp", ".hog", etc.
FTP	Abbreviation of File Transfer Protocol. A protocol used to transfer files on the TCP/IP network such as Internet, Intranet, etc.
Gateway	Hardware or software serving as a point connecting networks. Not only connecting, it converts the format, address, protocol, etc. of the data according to the network to be connected.
Hard disk	Mass storage device to save data. The data is maintained even if the power is turned OFF.
Host name	Name of a device on the network.
HTTP	Abbreviation of HyperText Transfer Protocol. A protocol used to transmit or receive data between a web server and client (web browser, etc.). Files of image, voice, animation, etc. correlated with the document can be exchanged including the expression form and other information.
Install	To incorporate the hardware, OS, application, printer driver, etc. to a computer system.

Item	Description
IP address	A code (address) to identify individual network devices on the Internet. Comprises 4 sets of figures of 3 digits at the maximum such as 192.168.1.10. An IP address is allocated to all computers and other devices connected to the Internet.
JPEG	Abbreviation of Joint Photographic Experts Group. One of file formats to save image data (extension: .jpg). Compression rate is approximately 1/10 to 1/100. The compression system is remarkably effective to compress photos or other natural images.
LAN	Abbreviation of Local Area Network. A network connecting computers on the same floor, in the same building, in the buildings nearby, etc.
Margin	Blank on the top, bottom, right or left side of prints.
Memory	Unit to save data temporarily. Data in some memory is erased when the power is turned OFF and not erased in others.
OS	Abbreviation of Operating System. Basic software to control the computer system. Windows, MacOS, and Unix are examples.
PDF	Abbreviation of Portable Document Format. One of electronic documents (extension: .pdf) in the format based on PostScript which can be accessed using Adobe Reader, software free of charge.
Pixel	Minimum unit constituting images.
POP	Abbreviation of Post Office Protocol. A protocol to receive electronic mails from a mail server. Currently, POP3, version 3 of POP, is mainly used.
Port number	Number to distinguish each communication port of multiple processes working in the computers on the network. A same port cannot be used for multiple processes.
PostScript	Representative page description language generally used for printing requiring specifically high quality, developed by US Adobe.
ppm	Abbreviation of Pages Per Minute. Unit to indicate the number of sheets which can be printed in one minute.
Printer driver	Software acting as an intermediate between the computer and printer.
Protocol	Rules by which a computer communicates with other computer or peripheral device.
Resolution	Degree how correctly the details of images or prints can be reproduced.
RGB	Abbreviation of Red, Green, and Blue. Primary colors used for color expression of monitor, etc. All colors are produced by changing the brightness ratio of the RGB colors.

Item	Description
Scan	In the scanner reading operation, image is read by moving the image sensors forming in line. Direction to move the image sensors is called the main scanning direction and the direction in which the image sensors form in line is called the vertical scanning direction.
SMB	Abbreviation of Server Message Block. A protocol used mainly to realize sharing of files or printers through the network between Windows.
SMTP	Abbreviation of Simple Mail Transfer Protocol. A protocol to transmit or transfer the electronic mails.
TCP/IP	Abbreviation of Transmission Control Protocol/Internet Protocol. Substantially the standard protocol used for the Internet. Uses IP address to identify each network device.
Thumb nail	A function to indicate the contents of an image file or document file (image when the file is opened) in a small area.
TIFF	Abbreviation of Tagged Image File Format. One of the file formats to save image data (extension: .tif). Various types of image information can be saved in one image data with the "tag" representing the data type.
TWAIN	Standard for the interface between the image input devices such a scanner or digital camera and applications such as graphic software. To use devices supporting TWAIN, a TWAIN driver is required.
XPS	Abbreviation of XML Paper Specification.
Web browser	Software to access web pages. Internet Explorer, Netscape Navigator, etc. are examples.

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