

Scan System

Operation Guide <Functions Edition>

Click on the button to jump to the desired section.

Using the Scanner Function

Sending Scanned Image Data to Your Computer

Sending Scanned Image Data by Email

Using TWAIN Capabilities

Adding File Information to Scanned Image Data

Sending Scanned Image Data to FTP server

Sending Scanned Image Data to Your Computer (Scan to PC)

Create a destination folder in your computer and you can have scanned image data sent directly to that folder. The flowchart below shows a simple illustration of the steps required up to transmission of the data to the computer.

For a more detailed explanation of each step, refer to the indicated reference page.

Click on the reference page will take you directly to that page.

Making basic settings

In order to use the Scan to PC function it is necessary to utilize the included utilities and make network settings and register such information as the sender and destination addresses.

Settings and registration using Address Editor

See page 3-26

Settings and registration using Address Book

See page 3-71

Settings and registration using an Internet Web browser

See page 2-1



Creating destination folders

Scanner File Utility

See page 3-4



Sending scanned image data

Use the scanner to designate a destination and have scanned image data sent directly to that location.

* Network settings as well as the sender and destination address registration procedures can be accomplished at the scanner itself. For information on these procedures, refer to the <Setup Edition> of this Operation Guide.

Sending Scanned Image Data by Email (Send E-mail)

Have scanned image data sent directly by email to a registered email address. The flowchart below shows a simple illustration of the steps required up to transmission of the email message. For a more detailed explanation of each step, refer to the indicated reference page. Click on the reference page will take you directly to that page.

Making basic settings

In order to use the Send E-mail function it is necessary to utilize the included utilities and make network settings and register such information as the sender and destination addresses.

Settings and registration using Address Editor

See page 3-26

Settings and registration using Address Book

See page 3-71

Settings and registration using an Internet Web browser

See page 2-1



Sending scanned image data

Use the scanner to designate a destination and have scanned image data sent directly to that location.

* Network settings as well as the sender and destination address registration procedures can be accomplished at the scanner itself. For information on these procedures, refer to the <Setup Edition> of this Operation Guide.

Using TWAIN Capabilities (TWAIN)

Use scanner image data in TWAIN-compatible applications. The flowchart below shows a simple illustration of the steps required up to scanning of the data using the TWAIN Source. For a more detailed explanation of each step, refer to the indicated reference page. Click on the reference page will take you directly to that page.

Making basic settings

In order to use the TWAIN source it is necessary to make certain scanner-related settings.

Settings related to the TWAIN source

See page 3-103



Starting the scanning operation

Use the TWAIN source to initiate the scanning operation.

Scanning with the TWAIN source

See page 3-108

Adding File Information to Scanned Image Data

You can make settings related to the addition of file information (keywords) which helps you search your computer for specific scanned images, or have that information saved as a csv file along with the scanned image data. By including such file information along with your scanned image data, it will be an easy task to locate any specific file among any number of others by simply searching for the added information.

* This function is not available by KM-1650/2050/2550.

Making Basic Settings

If you intend to use the Database Connection function, it will be necessary to use the DB Assistant software to register various settings, certain information related to the computer it is installed on, as well as other information. Then, in order to connect the DB Assistant with the scanner, you will need to use a Web browser or the scanner's operation panel to enter the IP address or host name of the computer the DB Assistant is installed on.

Settings and registration using the DB Assistant software

See page 3-129

Settings using a Web browser

See page 2-1



Designating the Destination

Settings using the Scanner File Utility

See page 3-4

* You can also use the scanner's operation panel to make network settings, designate the location to save the data, and register your (the sender's) name.



Adding File Information to Scanned Image Data

The scanner's operation panel is used to designate the destination where the scanned data will be saved and send that data.

* When you add file information (keywords) and then search for the corresponding information under that same item, use PaperPort, the software that is bundled with this product.

Sending Scanned Image Data to FTP server

Upload the scanned data from the scanner to the FTP server directly.

The following shows the basic scanning flow to the FTP server. For a more detailed explanation of each step, refer to the indicated reference page. Click on the reference page will take you directly to the proper page.

* This function is not available by KM-1650/2050/2550/C850.

Making basic settings

To use Scan to FTP function, you need to specify the network settings and register the FTP server on the web browser.

Settings and registration using an Internet Web browser

See page 2-1



Sending scanned image data

Use the scanner to designate the FTP server and send scanned image data directly.

* Network settings as well as the sender and destination address registration procedures can be accomplished at the scanner itself. For information on these procedures, refer to the <Setup Edition> of this Operation Guide.

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Section **1**

What is the Network Scanning System?

This Network Scanning System enables multiple computers to share the use of a scanner that is connected to their network. A Scanner Interface Card, Scanner Library CD-ROM and a TWAIN-compatible application CD-ROM are included as accessories with this product. The Scanner Interface Card should be installed in the scanner itself and the Scanner Library CD-ROM is for use in the computer(s).

Refer to the User's Guide included on the TWAIN-compatible application CD-ROM for information regarding to how to use the TWAIN-compatible application.

This On-Line Manual contains explanations regarding the functions of the utility programs that are included on the Scanner Library CD-ROM (Scanner File Utility, Address Editor, Address Book, DB Assistant and TWAIN Source) as well as the procedures for making scanner-related settings from a Web browser.

For more information on using the scanner itself, refer to the Scanner Set-up Edition of the Operation Guide for your scanner.

Using the Scanner Utilities CD-ROM

Included on the Scanner Utilities CD-ROM is the 5 other scanner utilities (Scanner File Utility, Address Editor, Address Book, DB Assistant and TWAIN source) as well as an On-Line Manual. In order to use this Network Scanning System, it will be necessary for you to install the TWAIN source and other scanner utilities from the CD-ROM onto an appropriate computer.

The following describes the procedure to access the Main Menu on the Scanner Utilities CD-ROM.

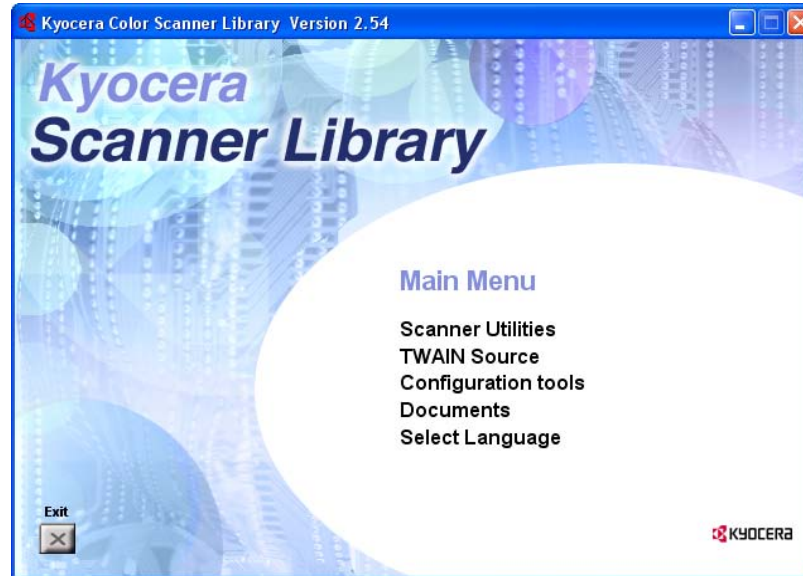
* The actual screen will differ depending upon the model of your scanner.

1. Run Windows. Quit all other applications that may be open.
2. Insert the CD-ROM that is included with the scanner into the CD-ROM drive of your computer.
3. Licence Agreement will be displayed. If you agree with the conditions contained there in, click on [Accept]. If this screen does not appear after you insert the CD-ROM, open the CD-ROM window to access its contents and double-click on the [setup.exe] file.



Using the Scanner Utilities CD-ROM

Contents of the CD-ROM



The contents of the Scanner Utilities CD-ROM that you can access are displayed as selectable items in the Main Menu screen.

Using the Scanner Utilities CD-ROM

The following offers a basic outline of each of these available items. Click on the desired item to access it.

(1) Scanner Utilities

- **Address Editor**

This item installs the “Address Editor” in the computer. Using this utility enables you to register or edit the contents of the scanner’s Address Book (shared Address Book). This utility is used by the administrator in order to manage that Address Book. If there are multiple scanners accessing the Address Editor, the same destination list can be easily registered into all of these scanners. Network settings as well as scanner default settings can also be made using the Address Editor utility. This utility should be installed in one computer on the same network as the scanner. (Refer to page 3-28.)

- **Scanner File Utility**

This item installs the “Scanner File Utility” in the computer. Using this utility enables you to have scanned image data sent from the scanner to a network computer, with the resulting file then compressed and saved into the designated folder on that computer. If there are going to be multiple destination computers designated for reception of such data, this utility should be installed in each of those computer. (Refer to page 3-4.)

- **Address Book**

This item installs the “Address Book” in the computer. Using this utility enables you to create and use your own personal destination list. By selecting the [Private book] tab on the scanner’s operation panel, the personal Address Book that you are allowed to use will be displayed and you will be able to select the desired destinations from that data. This utility should be installed in each computer on the same network that will use the scanner. (Refer to page 3-73.)

- **DB Assistant**

This item installs the “DB Assistant” in your computer. Using this utility enables you to add file information as keywords to scanned image data files which can then be used when searching for that file. If you use the DB Assistant to register the folder which was designated using the Scanner File Utility and select “Database Connection” in the scanner’s operation panel, you can connect to your computer from the scanner and verify the contents of the designated folder directly from the scanner’s operation panel. This utility should be installed in only one computer. (Refer to page 3-129.)

Using the Scanner Utilities CD-ROM

(2) TWAIN Source

This item installs the “TWAIN Source” in the computer. Once this driver is installed, you will be able to operate the scanner and use the scanned image data right away using a TWAIN-compatible application on the computer in which the TWAIN source is installed. If there are going to be multiple computers using this capability, the TWAIN source should be installed in each of those computers. (Refer to page 3-101.)

(3) Configuration Tool

This item allows you use the “Configuration” printing tool to make settings not only for printing but those related to the scanning network as well. (Refer to page 3-121.)

(4) Documents

This item allows you to view the On-Line Manual for the software that is included on the Scanner Utilities CD-ROM (Refer to page 1-7.)

(5) Select Language

This item lets you select the language that you want to be used on-screen.

Using the Scanner Utilities CD-ROM

On-Line Manual

The On-Line Manual that is on this Scanner Utilities CD-ROM is prepared in a PDF (Portable Description File) format and can only be viewed using the Adobe Acrobat Reader application. Thus, prior to reading the On-Line Manual, you will first need to install Adobe Acrobat Reader on your computer. (The Adobe Acrobat Reader installer application is included on the CD-ROM as well.)

IMPORTANT! Adobe Acrobat Reader should be used in accordance with the contract conditions set forth by Adobe Systems Incorporated.

Using the Scanner Function

The following gives an explanation of the scanning functions of your copier. Make the appropriate settings according to your scanning needs.

For more detailed information regarding the setting procedures for the functions in each different scanner, refer to the <Setup Edition> of your Operation Guide.

Basic settings

Select original size	Selects the available original sizes (scanning area).	See page 1-13
Input size	Selects the desired scanning area based on the entered original size.	See page 1-13
Select sending size	Selects the available image transmission sizes (size of the transmitted image).	See page 1-14
Scanning resolution	Sets the desired level of fineness (resolution) at which the original will be scanned.	See page 1-14
Orig. set direction	Specifies the position of the top edge of the original once the original is set.	See page 1-15
File type	Sets the desired format of the image file.	See page 1-15

Using the Scanner Function

Image quality settings

Scanning density	Adjusts the density of the scanned image to a desired value.	See page 1-16
Original image quality	Sets the appropriate image quality mode in order to have the image processed according to the specific type of original being scanned.	See page 1-16
JPEG level set	Sets the desired JPEG quality level.	See page 1-16
Color Mode	Sets the desired color mode.	See page 1-17
B & W Mode	Sets the desired Black & White mode.	See page 1-17

Using the Scanner Function

Other settings

Original type	With this mode, the two facing pages of an open-faced original such as a magazine, book or the like, as well as the two sides of a 2-sided original, can each be scanned separately.	See page 1-18
Erase	With this mode, you can erase the dark shadows and lines that appear when scanning originals such as books, magazines, etc.	See page 1-19
Output by page	With this mode, the original is scanned and a file is created and sent for each individual page of the scanned original.	See page 1-19
Continuous scanning	After scanning one original, other originals can be scanned under the same job.	See page 1-20
Auto selection	With this mode, originals of different sizes can be set and scanned together.	See page 1-20
File name input	Designate the file name.	See page 1-21

Using the Scanner Function

Other settings

Full scanning	With this mode, you can scan the entire area of the selected original size as an image.	See page 1-22
Centering	With this mode, you can center the image on the scan paper when you scan onto a paper size that is larger than of the original.	See page 1-23
Uncompress Scanning	You can select whether to perform compression or not when scanning image data.	See page 1-24
Continuous sending	You can select whether to perform continuous scanning or not.	See page 1-26
Selec. of senders (users)	Perform "senders (users)" setting in advance.	See page 1-29

Using the Scanner Function

Note

Available function symbols
Some functions can or can not be used depending on the transmission mode that is selected or the type of copier in use. The following symbols indicate the transmission modes and types of copiers under which that particular function can be used.

Transmission mode symbols

Scan to PC and Scan to FTP	PC
Send E-Mail	E-mail
TWAIN (the Waiting Scan checkbox is selected)	TWAIN

Symbols for functions that are only available in monochrome or color copiers.

For monochrome copiers only	B/W
For color copiers (color & monochrome) only	Color

Using the Scanner Function

Basic Settings

(1) Original size selection ("Select original size")

PC

E-mail

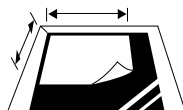
TWAIN

The original sizes (scanning area) available for selection are as follows.

- Inch specifications: Auto, 11" x 17", Computer Form (11" x 15"), 8-1/2" x 14", 8-1/2" x 11" and 5-1/2" x 8-1/2"
 - * A4 is also available in monochrome copiers.
- Metric specifications: Auto, A3, Computer Form (11" x 15"), B4, Folio, A4, B5, A5 and B6
 - * 11" x 8-1/2" is also available in monochrome copiers.
 - * Factory default setting: Auto

• Custom original size ("Input size")

Align the original with the left-rear portion of the platen and select the desired scanning area.



Acceptable scanning area Length: 2" – 11-5/8", 50 mm – 297 mm

Width: 2" – 17", 50 mm – 432 mm

- * The original size cannot be entered manually when using an optional Document Processor.

Using the Scanner Function

(2) Image transmission size selection ("Select sending size")

PC

E-mail

TWAIN

The image transmission sizes (size of the transmitted image) available for selection are as follows.

- Inch specifications: Auto, 11" x 17", 8-1/2" x 14", 8-1/2" x 11" and 5-1/2" x 8-1/2"
 - * A4 is also available in monochrome copiers.
- Metric specifications: Auto, A3, B4, Folio, A4, B5, A5 and B6
 - * Factory default setting: Auto
 - * 11" x 8-1/2" is also available in monochrome copiers.
 - * This setting is not available when the original size is custom selected.
 - * When you select a scanning resolution of 600 dpi, color scanner is not possible to select an image transmission size larger than the original size.
 - * This function is only available with scanners that possess a touch panel.

(3) Scanning resolution selection ("Scanning resolution")

PC

E-mail

TWAIN

Sets the desired level of fineness (resolution) at which the original will be scanned. The higher the resolution value is, the finer the image will be. In this case, however, the size of the resulting file (data volume) will become larger and the scanning time will be increased.

- "600 dpi", "400 dpi", "300 dpi" or "200 dpi"
- * The image resolution that is generally used for viewing on computer screens is 96 dpi for a Windows environment and between 150 dpi and 600 dpi for printing.
- * A high scanning resolution needs to be selected when enlarging or printing an image.

Using the Scanner Function

(4) Original orientation selection (“Orig. set direction”)

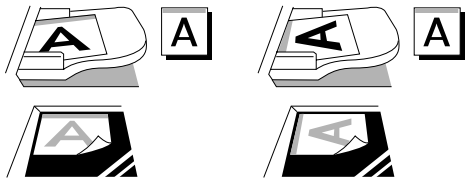
PC

E-mail

TWAIN

Specifies the position of the top edge of the original once the original is set.

- “Back Edge” or “Left top corner”



* If the original set direction is not selected, the scanning may not be performed correctly.

* This function is only available with scanners that possess a touch panel.

(5) Image file format selection (“File type”)

PC

E-mail

Color

Sets the desired format of the image file.

Monochrome copiers “Black & White” TIFF, PDF

“Full Color” JPEG, PDF, TIFF

“Gray” JPEG, PDF, TIFF

“A.C.S” (Auto Color System) JPEG, PDF, TIFF

* The original is scanned and a file is created and sent for each individual page of the scanned original when you set JPEG format.

Using the Scanner Function

Image Quality Settings

(1) Scanning density adjustment ("Scanning density")

PC

E-mail

TWAIN

Adjusts the density of the scanned image to a desired value. (This setting will also affect the density of the machine's copier functions.)

- "Original Image Type" (manual switching)

(2) Image quality selection ("Original image quality")

PC

E-mail

TWAIN

B/W

Sets the appropriate image quality mode in order to have the image processed according to the specific type of original being scanned.

Photo mode Select this mode when the original contains mostly photographs.

* This setting is not available in the Send E-mail function.

Text+Photo mode Select this mode when the original contains a mixture of both text and photographs.

Text mode Select this mode when the original contains mostly text.

OCR mode Select this mode when creating image data that will be used with OCR (Optical Character Recognition) software for converting the characters into text data.

(3) JPEG quality selection ("JPEG level set")

PC

E-mail

Color

Sets the desired JPEG quality level.

1 "Low"

4

2

5 "High"

3 "Middle"

The higher the image quality is, the larger the resulting file size (data volume) will become. Be sure to select the file type when you set the JPEG quality level.

Using the Scanner Function

(4) Color mode selection ("Color mode")

PC

E-mail

TWAIN

Color

Sets the desired color mode.

- "A.C.S" (Auto Color System) ... Automatically determines whether the original is a black and white or a color original and selects the appropriate mode for scanning.
- "Full Color" Performs full color scanning.
- "Black & White" Performs monochrome scanning.*¹

*¹: When a function other than those bearing the symbol [B/W] has been selected for the transmission mode, scanning will be performed in grayscale.

(5) B & W mode selection ("B & W setting")

PC

E-mail

TWAIN

Color

Sets the desired B & W mode.

If you select "B & W", the file size will be smaller than the others.

If you select "Gray scale", the originals shading will be retained.

* This function is only available with scanners that possess a touch panel.

Using the Scanner Function

Other settings

(1) Original type mode ("Original type")

PC

E-mail

TWAIN

With this mode, the two facing pages of an open-faced original such as a magazine, book or the like, as well as the two sides of a 2-sided original, can each be scanned separately. You can select the binding method when using a monochrome copier.

"1 side" Select this setting when you want to scan only one side of the original.

"2 side" Select this setting when you want to scan the front and back sides of two-sided originals as separate images.

- "Left/Right" • "Top"

* When using originals where the top and bottom are reverse on the front and back sides ("Top"), the image for the back side of the original will be rotated by 180 degrees before scanning.

* An optional Document Processor is required for page separation of 2-sided originals.

* When setting the original, make sure that the positioning of the top edge is correct.

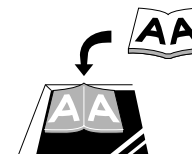
"Book" Select this setting when you want to scan the two facing pages of an open-faced original such as a magazine, book or the like into separate page data.

• Binding direction: Select here the direction that the book-type original is opened. For example, if "Left" is selected, the left page will be scanned first and then the right page.

- "Right" • "Left"

* Set book-type originals with their top edge towards the rear of the scanner.

* When using book-type originals, only 11" x 8-1/2", 11" x 17"R, B5R, B4, A5R, A4R and A3 size originals and 8-1/2" x 5-1/2", 11" x 8-1/2", B6, B5, A4 and A5 transmission sizes can be used with the page separation mode.



Using the Scanner Function

(2) Border erase mode (“Erase”)

PC

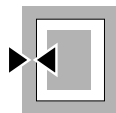
E-mail

TWAIN

With this mode, you can erase the dark shadows and lines that appear when scanning originals such as books, magazines, etc.

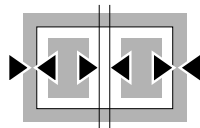
- “Sheet Erase” Select this setting when you want to erase the surrounding border of the original.

Border



- “Book Erase” Select this setting when you want to erase the surrounding border as well as the center line of the original.

Border Center



* It is possible for you to select the size of the border that will be erased.

(3) Output by page function (“One page per file”)

PC

E-mail

With this mode, the original is scanned and a file is created and sent for each individual page of the scanned original.

If this function is set to “off” when scanning multiple originals, all of the originals will be scanned and saved into a single file.

Using the Scanner Function

(4) Continuous scanning function ("Continuous scanning")

PC

E-mail

TWAIN

After scanning one original, other originals can be scanned under the same job. When this function is turned ON, each time an original is scanned a screen will appear to ask you whether to continue scanning other originals or not.

* This function can be used when the "Waiting Scan" checkbox is selected for scanning an image using a TWAIN compatible application.

(5) Filing mode ("Auto selection")

PC

E-mail

TWAIN

With this mode, originals of different sizes can be set and scanned together during continuous scanning (refer to "(4) Continuous scanning function" above) from an optional Document Processor. The following combinations of original sizes can be used in this mode.

- 11" x 17" and 8-1/2" x 11"
- 8-1/2" x 14" and 8-1/2" x 11"
- A3 and A4
- B4 and B5

<Example>

A4

A3

A4

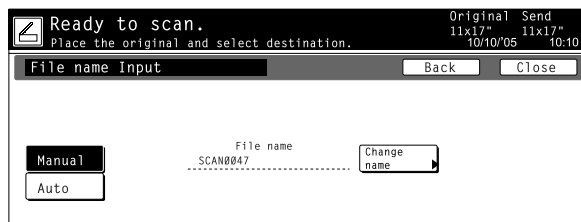
Using the Scanner Function

(6) Default file name (“File name input”)

PC

E-mail

In the initial mode, the default file name will be set automatically. Change the file name manually as necessary.



* This function is only available with scanners that possess a touch panel.

Using the Scanner Function

(7) Full scanning (“Border erase modes”)

PC

E-mail

TWAIN

With this mode, you can scan the entire area of the selected original size as image when this function is set to “On”. You can scan the original to one size smaller when this function is set to “Off”. If you scan the original that is filled its corner with the contents, a photo and so on, this function is set to “On”.

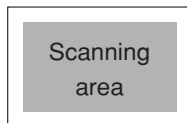
If this function is set to “On” in the initial mode, all of the originals will be scanned with “Full scanning”.

- * Factory default setting: Off

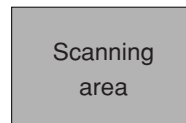
- * If this function is set to custom original size (type) under “No default setting, original size entering” , original will always be scanned with “Full scanning”.

- * The margin (blank) space may appear slightly even if “Full scanning” is set to “On”.

- * This function is only available with scanners that possess a touch panel.



Full scanning Off



Full scanning On

Using the Scanner Function

(8) Centering ("Centering/Image shift mode")

PC

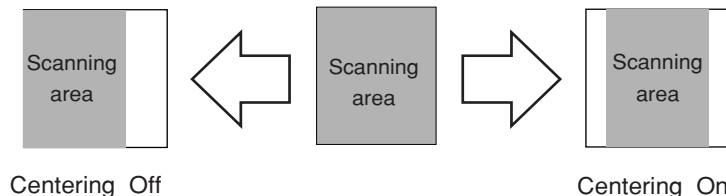
E-mail

TWAIN

When the ratio for the length and width of the scan image does not fit, it may cause the margin being enlarged. With this mode, you can center the image on the scanning image when this function is set to "On". If this function is set to set to "On" in the initial mode, all of the originals to be scanned will be centered on scanning image.

* Factory default setting: Off

- When the transmitting size that the ratio of the original size and length/width is different is selected.



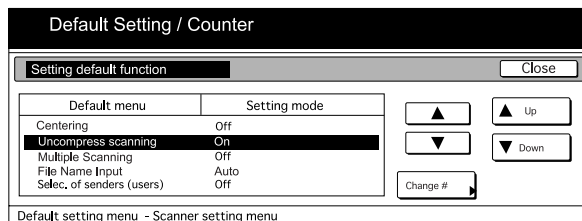
Using the Scanner Function

“Uncompress scanning” setting

This scanner uses MMR compression when scanning image data. In this case, when compressing the dots (especially the closely spaced dots which make up the more dense areas of, for example, photographs in printed material, and can be seen when looking closely with a magnifying glass) such as in photographs and grayscale images, the resulting data volume may actually be greater than before it was compressed. You can select whether or not to have compression performed automatically in cases such as these when the compressed data is greater than the original data.

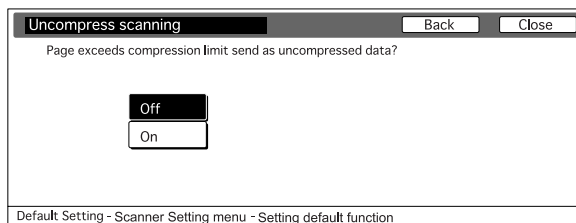
<Making the setting> (In this case of scanners that possess a touch panel.)

1. Press the Default Setting / Counter (*) key on the scanner's operation panel and then access the **Func. Def. setting** screen on the touch panel. Refer to “(3) Making settings from the touch panel” on page 2-2 of the Set-Up Edition of your Operation Guide for the procedure on accessing the **Func. Def. setting** screen.
2. Use the “▲” and “▼” cursor keys to select “Uncompress scanning” and then touch the “Change #” key. The Change Settings screen will appear.



Using the Scanner Function

3. To stop compression in cases when the volume of the compressed data will end up being greater than the original data, touch the “On” key. To have compression carried out regardless of the data volume, touch the “Off” key. Touch the “Close” key to register the change to that setting.



- * The factory default setting is “On”.
- * Some application software does not allow the use of compressed and non-compressed files in the same folder. Select “Off” for this setting when using such software.

Using the Scanner Function

“Multiple Scanning (Continuous Sending)” setting

PC

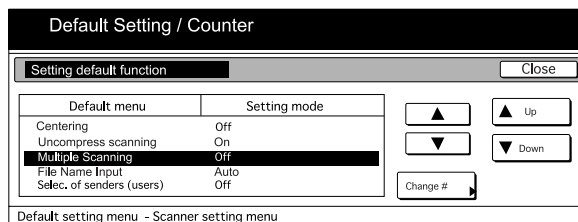
E-mail

If the “Multiple Scanning (Continuous Sending)” setting is turned On when you use the Send to PC or Send E-mail functions to send scanned image files, the touch panel will return to the initial screen for that function (“Ready to scan.” is displayed) with the same transmission settings that were used for the previous operation (user, destination, etc.). In this case, it is not necessary to make any changes in order to send other image files using the same settings.

- * When the “Multiple Scanning (Continuous Sending)” setting is turned On, be sure to touch the “Cancel” key in the Scan to PC or Send E-mail screen that appears once you finish the scanning procedure. If you do not touch the “Cancel” key, that screen will not go out and it will not be possible to use the Copier, Printer and Fax functions of this machine. Since others may need to use the machine besides yourself, please be sure to touch the “Cancel” key when you are finished.
- * If “Permit file overwrite” is selected in the computer’s Scanner File Utility when you are using the Scan to PC function, previous files saved to that computer may be overwritten if a duplicate file name is use. Be aware of this fact when designating file names for transmission, especially when the “Multiple Scanning (Continuous Sending)” setting is turned On.

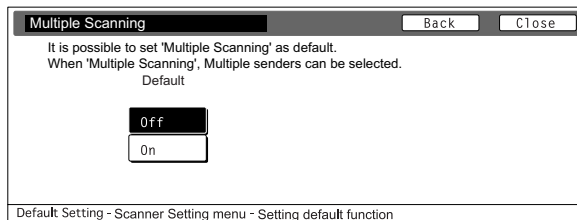
<Making the setting> (In this case of scanners that possess a touch panel.)

- 1 . Press the Default Setting / Counter (*) key on the scanner's operation panel and then access the **Func. Def. setting** screen on the touch panel. Refer to “(3) Making settings from the touch panel” on page 2-2 of the Set-Up Edition of your Operation Guide for the procedure on accessing the **Func. Def. setting** screen.
- 2 . Use the “▲” and “▼” cursor keys to select “Multiple Scanning (Continuous Sending)” and then touch the “Change #” key. The Change Settings screen will appear.



Using the Scanner Function

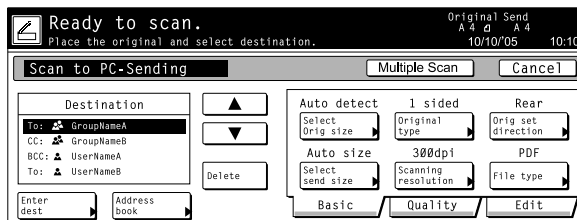
- 3 . To select the Multiple Scanning (Continuous Sending) function as the default and, thereby, enable Multiple Scanning (Continuous Sending) operations at the same settings, select “On”. To have the touch panel return to the default scanner settings after each scanning operation, select “Off”. Touch the “Close” key to register the change to that setting.



- * The factory default setting for inch specification scanners is “Off” while for metric specification scanners it is “On”.

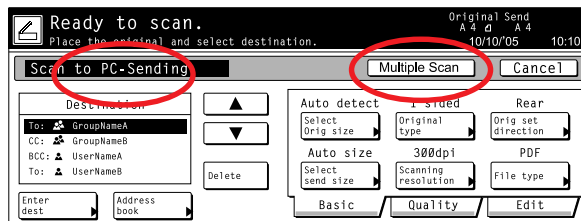
<Switching between standard transmission and Multiple Scanning (Continuous Sending) >

- 1 . Access the Scan to PC or Send E-mail screen, as appropriate, (“Ready to scan.” is displayed). The following explains a scanning procedure using the Send to PC function. Refer to “(3) Scanning under the Scan to PC and Send E-mail functions” on page 3-1 of the Set-Up Edition of your Operation Guide for the procedure on accessing the Scan to PC and Send E-mail screens.

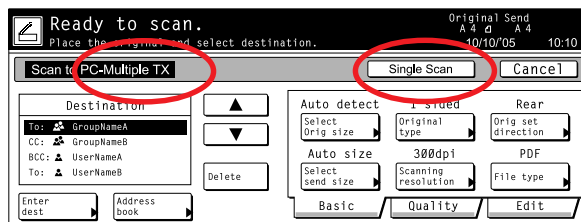


Using the Scanner Function

2. “Scan to PC-Sending” will be displayed on the left side of the Scan to PC screen shown in step 1. This indicates that you are using the standard transmission mode. To switch to the Multiple Scanning (Continuous Sending) function, touch the “Multiple Scan(Contin. TX to)” key.



3. “Scan to PC-Multiple TX (Continuous TX)” will now be displayed on the left side of the Scan to PC screen. This indicates that you are now using the Multiple Scanning (Continuous Sending) function. To switch back to standard transmission, touch the “Single Scan (Sending to)” key.



Using the Scanner Function

“Selec. of senders (users)” setting

PC

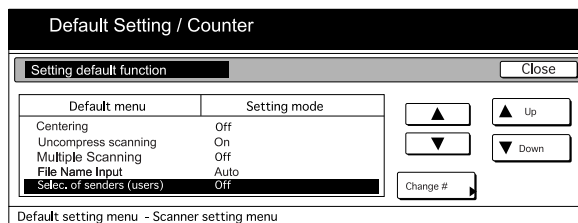
E-mail

Normally, when using the scanner you must first perform the procedure to select the user. However, the “Selec. of senders (users)” setting is convenient when scanner use is restricted to certain users because, if you register a user under User Number 001 and then turn this setting On, you can skip that selection procedure and use the scanner right away.

* If the “Selec. of senders (users)” setting is turned On but User Number 001 is not registered, an error message will appear and scanning will not be possible.

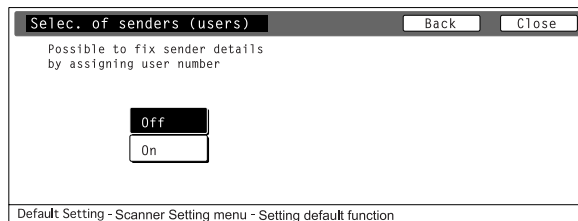
<Making the default setting> (In this case of scanners that possess a touch panel.)

- 1 . Press the Default Setting / Counter (*) key on the scanner's operation panel and then access the **Func. Def. setting** screen on the touch panel. Refer to “(3) Making settings from the touch panel” on page 2-2 of the Set-Up Edition of your Operation Guide for the procedure on accessing the **Func. Def. setting** screen.
- 2 . Use the “▲” and “▼” cursor keys to select “Selec. of senders (users)” and then touch the “Change #” key. The Change Settings screen will appear.



Using the Scanner Function

- 3 . To skip the user selection step, select “On”. To require a user to be selected for each operation, select “Off”. Touch the “Close” key to register the change to that setting.



- * The factory default setting for inch specification scanners is “Off” while for metric specification scanners it is “On”.

Section **2**

Making Settings from a Web Browser

WebPage Functions

The WebPage Functions interface enables the management of certain scanner functions using standard Internet Web browser software.

IMPORTANT! Cautions before use...

- **The Internet Web browser software must be installed in your computer in advance. It is recommended that you use version 4.0 or later of either Netscape Navigator or Internet Explorer.**
- **In order to use WebPage Functions, the TCP/IP address of the Scanner Interface Card must be registered in advance. (Refer to page 2-13.)**

Index of Objectives

The following table lists, by objective, the different settings that are possible using the WebPage Functions interface. Use this table as a reference index when making the corresponding settings.

Make network-related settings	Contains explanations on the network-related settings for the Scanner Interface Card.	See page 2-12
Set the administration password	Contains explanations on the administration password that must be entered whenever you access the WebPage Functions interface.	See page 2-15
Change scanning-related default settings for the scanner	Contains explanations on settings for scanning images, such as the type of originals and the scanning resolution.	See page 2-21
Register the transmitting site's email address	Contains explanations on registering the transmitting site's email address for sending email (scanned data) from the scanner to the computer.	See page 2-23
Register the destination computer	Contains explanations on registering the destination computer for sending data from the scanner to the computer.	See page 2-28
Register the destination site's email address	Contains explanations on registering the destination site's email address for sending email (scanned data) from the scanner to the computer.	See page 2-38
Register FTP server	Contains explanations on registering the FTP server when uploading the image from the scanner to FTP server.	See page 2-45

If you are having trouble connecting to the scanner from a Web browser...

If you are trying to make settings related to the Scanner interface Card or to utilities in the scanner itself from a Web browser and those settings are not being applied properly regardless of the fact that the network settings in the scanner itself are correct, turn the power to the scanner off and then back on again. The Scanner Interface Card will then reboot. This will take a few minutes, so please wait until the reboot is completed.

If a message appears which informs you that you can not connect, such as “Could not open Internet Site XXXXX”...

Check the following point:

- Is the initial mode screen (“Ready to copy.”) displayed on the scanner?
→ If the initial mode screen is NOT displayed, return to that mode screen.

If “Cannot Find Page” appears...

Check the following point:

- Is the scanner fully up and running?
→ If NOT, wait for awhile before trying to connect again.

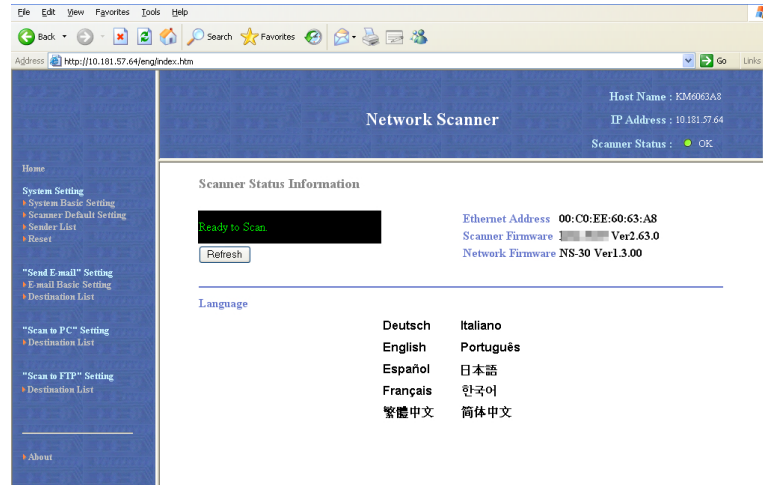
If a message appears which informs you that access is not allowed, such as “xxx Access is not allowed”...

Check the following point:

- Is another operation in progress on the copier-scanner?
→ Confirm that the operation is completed and that the message display has returned to the Select Scanner Function screen, and then attempt the desired scanning operation again.

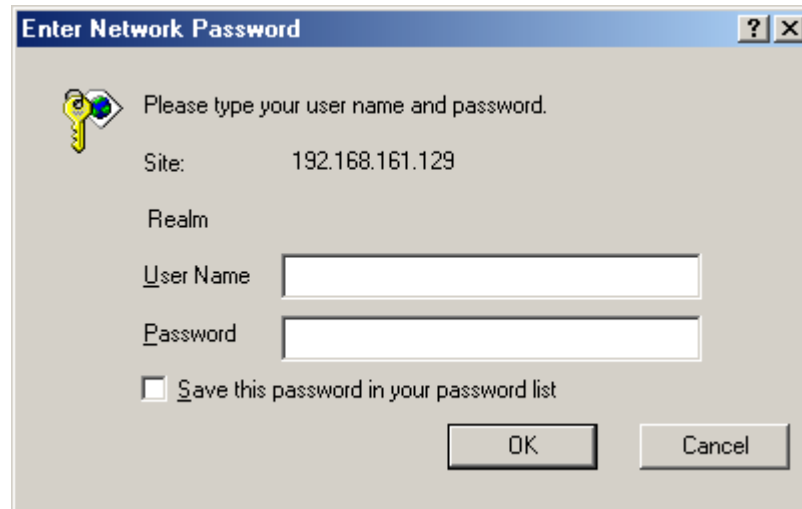
Using the WebPage Functions Interface

1. Start up your Internet Web browser software.
2. Type the IP address or host name of the Scanner Interface Card into the address field.
3. Press the **Enter** key on your computer keyboard.
4. The home page for WebPage Functions will appear.
*The actual windows will differ depending upon the model of your scanner.



Using the WebPage Functions Interface

5. If the administration password has been registered, the following dialogue box will appear when you click on one of the setting links in the menu frame, such as **System Basic Setting**. In this case, type in the correct password and click on the **OK** button.



The image shows a Windows-style dialog box titled "Enter Network Password". It has a blue title bar with a question mark icon and a close button (X). The main area is light gray. On the left, there is a yellow key icon with a blue and green globe. To the right of the icon, the text "Please type your user name and password." is displayed. Below this, the "Site:" field is populated with "192.168.161.129". The "Realm:" field is empty. Below the Realm field, there are two text input fields: "User Name" and "Password". At the bottom left, there is a checkbox labeled "Save this password in your password list". At the bottom right, there are two buttons: "OK" and "Cancel".

Enter Network Password

Please type your user name and password.

Site: 192.168.161.129

Realm

User Name

Password

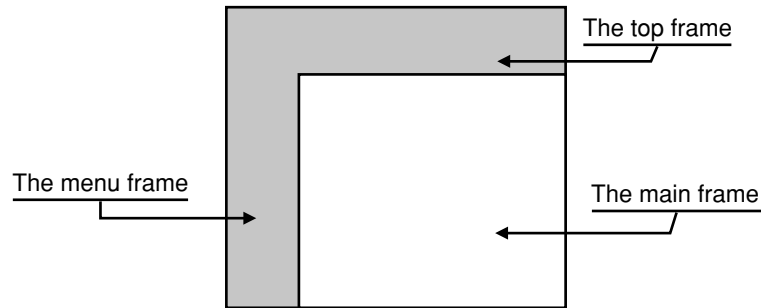
☐ Save this password in your password list

OK Cancel

The Home Page

The home page is constructed of 3 different frames.

- The top frame Displays the IP address of the Scanner Interface Card and the status of the scanner. (Refer to page 2-8.)



- The menu frame Allows selection of various settings related to the Scanner Interface Card and the scanner itself. (Refer to page 2-9.)
- The main frame Displays system information in regard to the scanner. (Refer to page 2-10.)

The Home Page

The Top Frame

The top frame shows the IP address of the Scanner Interface Card and the status of the scanner.

<IP Address>

- Displays the IP address that is registered for the Scanner Interface Card.

<Scanner Status>

- If the scanner is in a “Ready” state, “● OK” will be displayed under **Scanner Status**.
 - If the scanner is not “Ready”, “● OTHER” will be displayed.
- * To check the status of the scanner when “O OTHER” is displayed, look under **Scanner Status Information**.
- * The scanner status will be checked and updated every minute.

The Home Page

The Menu Frame

The menu frame allows selection of various settings related to the Scanner Interface Card and the scanner itself.

* You can select each item in the menu frame one after another. However, if you happen to select an item in the middle of setting that same item, the information that you have already entered will be deleted.

- **Home**

Select **Home** when you want to return to the home page while you are accessing the Scanner Interface Card with your Internet Web browser software.

- **System Setting**

This item consists of 3 settings which can be performed in relation to the Scanner Interface Card.

- **System Basic Setting** For making network-related settings.
- **Scanner Default Setting** For making the default settings for the main functions of the scanner.
- **Sender (User) List** For registering the list of those users who will be allowed to use the network scanning functions (Send E-mail and Send to PC).
- **Reset** For resetting networking of the Scanner Interface Card only or all network settings to Factory default.

- **Send E-mail Setting**

This item consists of 2 basic settings which can be performed in relation to sending email (scanned data).

- **E-mail Basic Setting** For making basic settings related to sending email (scanned data)
- **Destination List (E-mail)** For registering destination email addresses

- **Scan to PC Setting**

Select when you want to make settings related to sending files to the computer where they will be saved.

- **Destination List (PC)** This item allows you to register destination computers, etc.

- **Scan to FTP Setting**

Select when you want to set the FTP server of the destination.

- **Destination List (FTP)** For registering FTP server.

The Home Page

The Main Frame

The main frame displays system information in regard to the scanner. Selecting the language that you want to use is also accomplished here.

* The registered default values will be displayed during start up of WebPage Functions.

- **Scanner Status Information**

When “● OTHER” is displayed under **Scanner Status** on the home page, click on the **Refresh** button at the bottom of the screen and the status of the scanner will be displayed here. When “● OK” is displayed under **Scanner Status**, “Ready to Scan” will be displayed here.

<Scanner Status>

The following 6 status indications can be received from the scanner: “Ready to Scan”, “Using Scanner”, “Paper Misfeed in Feeder”, “System Error”, “Processing” and “Energy Save Mode”

- **Ethernet Address**

Displays the MAC (Medium Access Control) address of the Scanner Interface Card.

- **Scanner Firmware**

Displays the firmware version of the scanner.

- **Network Firmware**

Displays the firmware version of the Scanner Interface Card.

- **Color Profile(only available color scanners)**

Displays the file name of the standard color profile.

- **Language**

You can select the language that you want to use in WebPage Functions.

System Setting

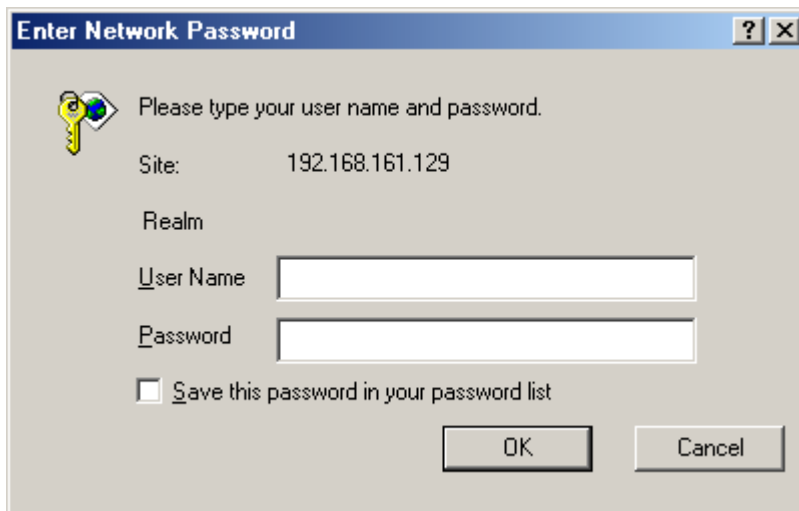
Settings for the Scanner Interface Card are performed under the **System Setting** items. The settings for each item can only be changed when the scanner is in the “Ready” state.

Setting Conditions

If the administrator's password is preset in order to access the settings related to either the Scanner Interface Card or to the scanner itself, you are asked to enter the password.

The password can be set through the **Administrator** item under **System Basic Setting**.

Note Since the password is not registered in the factory default settings, the following window is not displayed.



The image shows a Windows-style dialog box titled "Enter Network Password". It has a blue title bar with a question mark icon and a close button. The main area is light gray. On the left, there is a yellow key icon with a blue and green globe. To the right of the icon, the text "Please type your user name and password." is displayed. Below this, the "Site:" field is populated with "192.168.161.129". The "Realm:" field is empty. The "User Name:" label is followed by an empty text input field. The "Password:" label is followed by an empty text input field. At the bottom, there is a checkbox labeled "Save this password in your password list" which is currently unchecked. In the bottom right corner, there are two buttons: "OK" and "Cancel".

System Setting

System Basic Setting

You can make network and administrator-related settings for the Scanner Interface Card here.
Select “SMTP Authentication” to set the SMTP Authentication.(Refer to page 2-17)
Select “IP Filter” to set the IP Filter.(Refer to page 2-19)

IMPORTANT! BE SURE to click on the Registration button after you have completed the desired settings.

The screenshot shows the 'System Basic Setting' page of a 'Network Scanner'. The interface has a blue header and a left sidebar. The header displays 'Host Name : KM60291A', 'IP Address : 192.168.161.158', and 'Scanner Status : OK'. The sidebar lists navigation options: Home, System Setting (with sub-items: System Basic Setting, Scanner Default Setting, Sender List, Reset), 'Send E-mail' Setting, 'Scan to PC' Setting, and 'Scan to FTP' Setting. The main content area is titled 'System Basic Setting' and includes links for '[Setup]', '[SMTP Authentication]', and '[IP-Filters]'. Below this is a table for network configuration with columns 'Item' and 'Notes'. The table contains settings for Host Name, IP Address, Subnet Mask, and Default Gateway, each with a text input field and a note. The DHCP/BOOTP option is also visible at the bottom.

Item	Notes
Host Name :	32 alphanumeric characters max.
IP Address :	IP Address
Subnet Mask :	IP Address
Default Gateway :	IP Address

DHCP/BOOTP :

System Setting

[Set up] - [Network]

- **Host Name**

Register the host name of the scanner (up to 32 single-byte characters) in this field.

- **IP Address**

Register the IP address of the Scanner Interface Card in this field in the following form:

XXX.XXX.XXX.XXX

- **Subnet Mask**

Register the subnet mask of the Scanner Interface Card in this field in the following form:

XXX.XXX.XXX.XXX

- **Default Gateway**

Register the default gateway of the Scanner Interface Card in this field in the following form:

XXX.XXX.XXX.XXX

- **DHCP/BOOTP**

The DHCP and BOOTP can be set to either "ENABLE" or "DISABLE". The factory default setting is "ENABLE".

- **RARP**

The RARP can be set to either "ENABLE" or "DISABLE". The factory default setting is "ENABLE".

- **ARP/PING**

The ARP/PING can be set to either "ENABLE" or "DISABLE". The factory default setting is "ENABLE".

System Setting

- **DNS Server (Pri.)**

When a Host Name is used for transmitting data under an environment that uses a DNS server, register the IP address of the primary DNS server in this field in the following form: XXX.XXX.XXX.XXX

- **DNS Server (Sec.)**

Register the IP address of the secondary DNS server in this field in the following form:
XXX.XXX.XXX.XXX

- **DNS Domain Name**

Register the domain name (up to 254 characters) in this field.

- **WINS Server (Pri.)**

When WINS (Windows Internet Name Service) is used to resolve the IP address using the name of the computer, register the IP address of the primary WINS server in this field in the following form:
XXX.XXX.XXX.XXX

- **WINS Server (Sec.)**

Register the IP address of the secondary WINS server in this field in the following form: XXX.XXX.XXX.XXX

- **Scope ID**

Register the Scope ID in this field.

- **SMTP Server Name**

Register the IP address of the SMTP server in this field in the following form: XXX.XXX.XXX.XXX or type the host name of the SMTP Server (up to 32 single-byte characters) in this field.

- **SMTP Port No.**

Register the SMTP port number in this field. The port number of the factory default is 25.

System Setting

- **Registration** button

Click on this button to have all of the selected settings registered in the Scanner Interface Card.

- **Reset** button

Click on this button to return all of the settings back to their factory default values.

- **DB Assistant**

Type the IP address or the host name of the PC which DB Assistant is installed (up to 32 single-byte characters) in this field.

IMPORTANT!

If you go to another screen without clicking on the Registration button, any settings that have not been properly registered will be deleted and, therefore, will NOT be registered in the Scanner Interface Card.

[Set up]-[Administrator]

- **E-mail address**

Type the e-mail address of the administrator here. File, such as Log file of the scanner and error report will be sent to "E-mail address of the Administrator" as E-mail.

- **Change password**

If you want to change the administration password, select "Yes". If you do NOT want to change it, select "No".

- **Old password**

If a password is currently registered, type that password into this field.

System Setting

- **New Password**

If you want to change the administration password, type a new password into this field (up to 8 characters).

* The password that you register here is NOT related to the 4-number password that is required in order to access the **Network** screen in the scanner itself.

- **Confirm new password**

Type the same password as you did in the **New Password** field in here.

* This procedure is necessary in order to ensure that the password was entered correctly.

- **Registration** button

Once you type the new administration password into both the **New Password** and **Confirm new password** fields and then click on this button, the new password will be registered in the Scanner Interface Card.

* If you leave the **Confirm new password** field blank, or the password that you typed into that field does not match the password that you typed into the **Change admin password** field, an error message will be displayed.

IMPORTANT! BE SURE to click on the **Registration** button after you set or change the password.

- **Firmware Updates**

Unauthorized firmware updates present a potentially serious security threat. Someone could unintentionally or maliciously render the networking inoperable by updating the network component with modified or incorrect firmware. The scanner network utilities provide security measures to prevent unauthorized firmware updates. If you allow **Update**, select **Yes**. If you do NOT allow it, select **NO**.

System Setting

[SMTP Authentication]

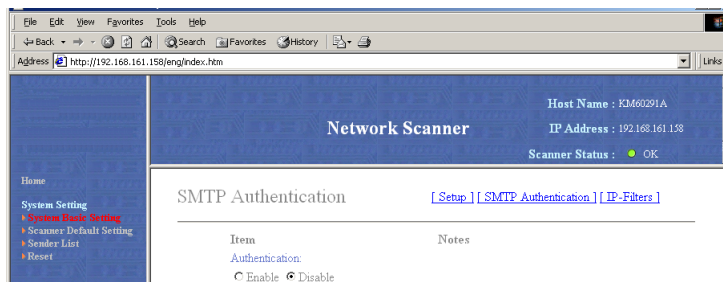
The authentication entries on the SMTP page are used to supply credentials when the SMTP server requires authentication for sending e-mail. If the SMTP server is off-site, such as at an ISP, it will almost certainly require authentication for sending e-mail.

IMPORTANT! Even when the SMTP server is on-site, authentication may be essential for preventing the SMTP server from becoming an open mail relay. The following discussion relates to Microsoft Exchange, but is generally applicable to other SMTP servers as well.

To supply authentication credentials to the SMTP server:

* Once the setting for SMTP Authentication (for Administrator) is performed in this field, you can perform it for each user (up to 40 users). (Refer to page 2-26.)

1. Open the scanner Home page by entering the scanner's IP address in the web browser.
2. Select the **System Basic Setting** on the menu frame.
3. Select the **[SMTP Authentication]** on the main frame.



System Setting

4. **“Enable”** Authentication.
5. Enter **“Login Account Name”** to use for **“SMTP Authentication”**.
6. If you want to enter the new administration password or change the registered administration password, select **“Yes”**. If you do NOT want to change it, select **“No”** and then, go directly to Step 9.
7. Type the new administration password into **“New Password field”**.
8. Confirm new password. Type the same password as you typed under the **“New Password field”** in step 6.
9. Click the **Registration** button to register the new settings.

Item	Notes
Authentication: ☒ Enable ☐ Disable	
Login Account Name: LDAP	64 alphanumeric characters max.
Change Password: ☒ Yes ☐ No	
New Password: *****	31 alphanumeric characters max.
Confirm New Password: *****	31 alphanumeric characters max.

System Setting

[IP-Filters]

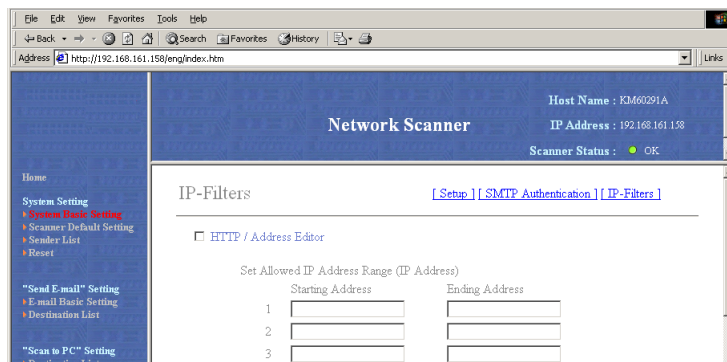
This scanner offers the capability to filter IP traffic by source address, allowing only authorized addresses access to specific protocols. For example, an IP filter could be set for **HTTP/ Address Editor** so only specific addresses could access the scanner Home pages and Address Editor.

Filtering up to 4 IP address ranges is available for each of the following protocols:

HTTP / Address Editor, TELNET, AdminManager, TWAIN, NETWORK FAX (Only a model for Fax option installation)

IP Filters may be configured using Address Editor or the scanner Home pages. The procedure below describes using a web browser for configuration.

1. Open the scanner Home page by entering the scanner's IP address in the web browser.
2. Select the **System Basic Setting** on the menu frame.
3. Select the **[IP-Filters]** on the main frame.



System Setting

4. To enable filtering on any protocol, click the checkbox next to protocol name.
5. Enter up to four IP address ranges that will be allowed. to allow a single IP address, enter the Starting Address Only.
6. Click the **Registration** button to register the new settings.

The configuration shown in the figure below allows only IP address 10.10.10.1 - 50 and IP address 10.10.10.125 to access the scanner Home pages and Address Editor.

The screenshot shows a web-based configuration interface for IP-Filters. On the left is a blue sidebar with navigation links: Home, System Setting (with sub-links for System Basic Setting, Scanner Default Setting, Sender List, and Reset), "Send E-mail" Setting (with sub-links for E-mail Basic Setting and Destination List), "Scan to PC" Setting (with sub-link for Destination List), "Scan to FTP" Setting (with sub-link for Destination List), and About. The main content area is titled "IP-Filters" and includes links for [Setup], [SMTP Authentication], and [IP-Filters].

Under the "HTTP / Address Editor" section, which is checked, there is a table to "Set Allowed IP Address Range (IP Address)".

	Starting Address	Ending Address
1	10.10.10.1	10.10.10.50
2	10.10.10.125	
3		
4		

Below this, the "TELNET" section is unchecked. It also has a table to "Set Allowed IP Address Range (IP Address)".

	Starting Address	Ending Address
1		
2		

The bottom status bar shows "Done" on the left and "Internet" on the right.

System Setting

Scanner Setting

Default settings related to scanning in images at the scanner are performed under this item.
You can also make settings related to certain scanning conditions and the default file name (for saving scanned data).

Home

System Setting

- System Basic Setting
- System Default Setting
- Scanner List

"Send E-mail" Setting

- E-mail Basic Setting
- Destination List

"Scan to PC" Setting

- Destination List

"Scan to FTP" Setting

- Destination List

About

Network Scanner

Host Name : KM001600
IP Address : 192.168.161.4
Scanner Status : ● OK

Scanner Default Setting

Item	Notes
Original Type Text	
Resolution 200dpi	
File Type TIFF	
Continuous Scan Yes	
File Name SCAN	Alphanumeric symbol below 16 characters

RegistrationReset

System Setting

- **Orig. Image Quality (Only available in selecting monochrome)**

You can select from among the following 4 original types in order to suit the originals that are actually being scanned: Photo, Text, Text+Photo and OCR

- **Resolution**

You can select from among the following 4 scanning resolutions: 600 dpi, 400 dpi, 300 dpi and 200 dpi

- **File Type**

Sets the file format in which scanned data will be saved: TIFF, PDF and JPEG (Only available in Color Copiers)

- **JPEG Quality (Only available in Color Copiers)**

Sets the JPEG Quality.

1 (Low) / 2 / 3 (Middle) / 4 / 5 (Hight)

- **Output Color Type**

Sets the output Color Type.

RGB / sRGB

- **Multiple scanning**

You can select whether to perform continuous scanning or not.

Yes/No

- **File Name**

Sets the file name (up to 16 single-byte characters) for saving scanned data.

System Setting

Sender List

You can register the list of those users who will be allowed to use the network scanning functions (Send E-mail, Scan to PC, Scan to FTP).

- **Sender (User) List**

Click on this item when you want to access the **Sender (User) List** screen where you can register, confirm and edit information for up to 40 (No. 001 – 020 and No. 021 – 040) users.

* If a registration name has already been registered for any number, it will be displayed in the corresponding text box.

No.	Registration Name	No.	Registration Name	No.	Registration Name	No.	Registration Name
001	User_FMVS133	006	juku	011	byaro	016	jengro
002	aka	007	susasaki	012		017	yamabukuro
003	kuro	008	orange	013	kumaro	018	kumaro
004		009	jansdon	014	iguro	019	jennamuro
005	misono	010	kuro	015	hamagoro	020	jidaburu

If you click on the number for which you want to register or edit the related information, the **Sender (User) Setting** screen will appear and you will be able to perform the desired settings.

IMPORTANT!

BE SURE to click on the Registration button after you have completed the desired settings in the Sender (User) List.

System Setting

- **Sender (User) Setting**

The screenshot shows a web browser window titled "NM-3520 Network Scanner - Microsoft Internet Explorer". The address bar shows "http://130.12.70.25/". The page has a blue header with "Network Scanner" and "Host Name : ppv2", "IP Address : 130.12.70.25", and "Scanner Status : OK". The main content area is titled "Sender(User) Setting". On the left, there is a sidebar with a "Home" link and a "System Setting" menu containing "System Basic Setting", "Scanner Default Setting", "Sender List", "Send E-mail Setting", "E-mail Basic Setting", "Destination List", "Scan to PC Setting", "Destination List", "Scan to FTP Setting", "Destination List", and "About". The "Sender List" is highlighted in red. The "Sender(User) Setting" form has two columns: "Item" and "Notes". The "Item" column contains fields for "Registration Number" (001), "Registration Name" (Sender1), "E-Mail Address" (jppc1@tel.com), "Address of Address Book installed PC" (130.12.70.22), "Save Number" (001), and "Signature Line" (Sender1 writing on business). The "Notes" column contains descriptions for each field: "Alphanumeric symbol below 16 characters", "Alphanumeric symbol below 64 characters", "IP Address or Host Name(Alphanumeric symbol below 32 characters)", and "Alphanumeric symbol below 256 characters". The "Save Number" field has a range of "(1 - 100)".

- **Registration Number**

The number that was selected in the **Sender (User) List** will be displayed here. This is merely information in order to remind you which number from the list it is that you are registering or editing information for and this number cannot be edited itself.

- **Registration Name**

Type the desired registration name into this field. The name registered here will be displayed in the sender table and in the scanner's operation panel.

* The registration name can be up to 16 single-byte characters in length.

System Setting

- **E-mail address**

The email address of the user can be up to 64 single-byte characters in length.

- **Address of PC with “Address Book” installed**

Type the host name or IP address of the computer that contains this user’s personal Address Book into this field.

- **Save number**

Specify the corresponding “save number” of the destination PC used for Scan to PC. By specifying the same number to the save numbers for Scan to PC and the utility soft “Scanner File Utility”, data can be stored to the designated destination.

* The available save numbers are from 001 to 100.

* Refer to page 3-4 “Scanner File Utility” for details on the Scanner File Utility.

- **Signature**

Type the data (personal information) that will be transmitted with the email message into this field.

- **Change password**

If you want to change the administration password, select “Yes”. If you do NOT want to change it, select “No”.

- **New Password**

If you want to change the administration password, type a new password into this field (up to 8 characters).

* The password that you register here is NOT related to the 4-number password that is required in order to access the **Network** screen in the scanner itself.

- **Confirm new password**

Type the same password as you did in the **New Password** field in here.

* This procedure is necessary in order to ensure that the password was entered correctly.

System Setting

- **SMTP Authentication**

Enter **Login Account Name** to use for User's SMTP Authentication.

In order to set the SMTP Authentication for each user, the setting for SMTP Authentication must be performed under **System Basic setting** in advance. (Refer to page 2-17)

- **Change Password**

If you want to change the User's SMTP Authentication password, select **Yes**. If you do NOT want to change it, select **No**.

- **New Password**

If you want to change the password to use for User's SMTP Authentication, type a new password into this field (up to 8 characters).

- **Confirm new password**

Type the same password as you did in the **New Password** field in here.

* This procedure is necessary in order to ensure that the password was entered correctly.

- **Registration** button

Click on this button to have all the selected settings registered in the scanner. If you move to the next page without clicking on the **Registration** button, any settings that have not been properly registered will be deleted.

- **Reset** button

Click on this button to return all of the settings back to their factory default values.

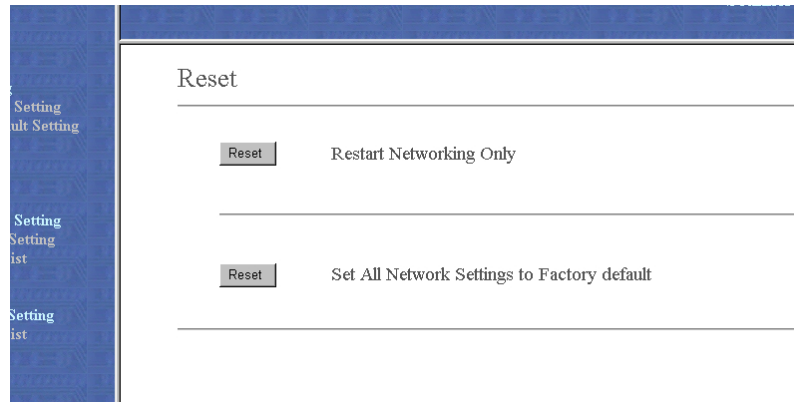
- **Delete** button

Click on this button to delete the displayed user.

System Setting

Reset

If you click on any Reset button, a corresponding confirmation window will restart the scanner board or return its settings to their factory default values.



- **Restart Networking Only**
Restarts the scanning operation.
- **Set All Network Settings to Factory default**
Initializes all previous settings and returns them to their factory default values.

Scan to PC Setting

You can send scanned image files to a folder on a computer that was designated in advance, when you use the Scanner Interface Card. This items explains how to register the destination computer.

* Refer to pages 2-35 through 2-44 for an explanation on the functions of the Send E-mail Settings.

Destination List

- **Destination List (PC)**

Click on this item when you want to access the destination address registration screen where you can register, confirm and edit information for up to 20 (No. 001 to No. 100) destination computers.

* If a registration name has already been registered for any number, it will be displayed in the corresponding text box.

Destination List(PC) ---* Click the Number

[\[001-020 \]](#) [\[021-040 \]](#) [\[041-060 \]](#) [\[061-080 \]](#) [\[081-100 \]](#)

No.	Class	Registration Name	No.	Class	Registration Name	No.	Class	Registration Name	No.	Class	Registration Name
001		kudamono	006		osusi	011		oden	016		gaikoku
002		banana	007		anago	012		tamago	017		suppin
003		pan	008		maguro	013		daikon	018		taiwan
004		remon	009		tai	014		ruji	019		nyu-jirando
005		budou	010		aka	015		konnyaku	020		bari

If you click on the number for which you want to register the destination computer, the **Destination PC** screen will appear.

- **No.**

The registration number is displayed here. Click on the number for which you want to register or edit information in order to access the corresponding **Destination Registration (PC)** screen.

Scan to PC Setting

- **Class**

The registration type (single or group) is displayed here.



: Displayed for group registration



: Displayed for single registration

- **Registration Name**

The registered name is displayed here.

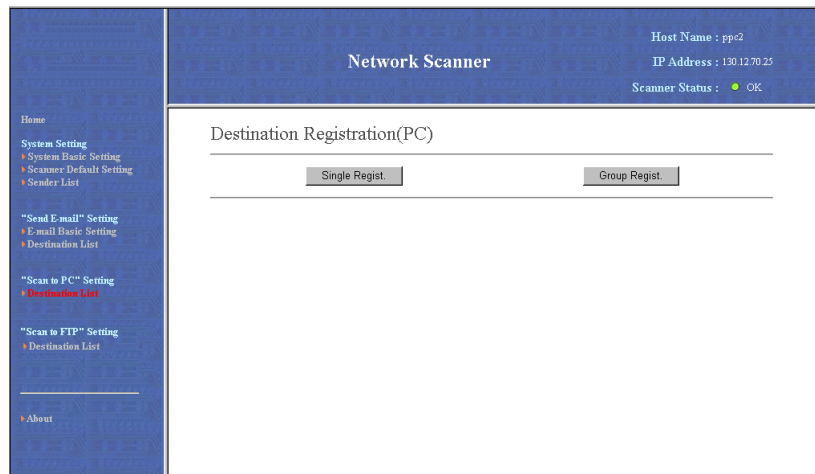
IMPORTANT!

BE SURE to click on the Registration button after you have completed the desired settings for the destination PC.

Scan to PC Setting

- **Destination Registration (PC)**

You can select the registration type (single registration or group registration).



If you click on the **Single Regist.** or the **Group Regist.** button, the corresponding Registration and Editing screen will appear.

Scan to PC Setting

- **Destination Registration (PC) [Single Registration]**

You will be able to register and edit registration names, destination computers and destination “save numbers” for each folder.

Destination Registration(PC)

Item	Notes
Registration Number : 041	
Registration Name : 	Alphanumeric symbol below 16 characters
Destination PC : 	IP Address or Host Name(Alphanumeric symbol below 32 characters)
Save Number : 001	(1 - 100)

Registration

Reset

Delete

- **Registration Number**

The number that you selected from the **Destination List** will be displayed here. This is merely information in order to remind you which number from the list it is that you are registering or editing information for and this number cannot be edited itself.

- **Registration Name**

Type the desired registration name (name of the destination party) into this field. The name registered here will be displayed in the destination computer table and in the scanner's operation panel.

* The registration name can be up to 16 single-byte characters in length.

Scan to PC Setting

- **Destination PC**

Enter the destination computer's IP address or host name into this field. If you enter both, the IP address will normally be accessed prior to the host name.

* The host name can be up to 32 single-byte characters in length.

- **Save Number**

Specify the corresponding "save number" of the destination PC used for Scan to PC. By specifying the same number to the save numbers for Scan to PC and the utility soft "Scanner File Utility", data can be stored to the designated destination.

* The available save numbers are from 001 to 100.

* Refer to page 3-4 "Scanner File Utility" for details on the Scanner File Utility.

If you want to designate multiple destination folders in a single computer, enter the corresponding "save number" of each folder.

* You can designate up to 100 (save numbers "1" to "100") folders per computer.

- **Registration button**

Click on this button to have all of the selected settings registered in the scanner. If you move to the next page without clicking on the **Registration** button, any settings that have not been properly registered will be deleted.

- **Reset button**

Click on this button to return all of the settings back to their factory default values.

- **Delete button**

Click on this button to delete the displayed destination.

Scan to PC Setting

- **Destination Group Registration (PC)**

You will be able to register and edit information for groups of destination computers.

Host Name : KM001000
IP Address : 192.168.161.4
Scanner Status : OK

Network Scanner

Destination Group Registration(PC)
---* Click box to select a member.

Registration Cancel the selection Reset Delete

Item Notes

Registration Number: 039
Registration Name :
Change Group Password:
Yes C No
New Password :
Confirm new password :
At present 000 items have been selected.

Alphanumeric symbol below 16 characters
8 figures or less
8 figures or less
Select table items ; Max. 30 items

No.	Registration Name	No.	Registration Name	No.	Registration Name	No.	Registration Name
☐ 002	banana	☐ 003	pain	☐ 004	femon	☐ 005	budou
☐ 007	anago	☐ 008	maguro	☐ 009	sa	☐ 010	ika
☐ 012	tamago	☐ 013	daikon	☐ 014	suji	☐ 015	komyaku
☐ 017	supein	☐ 018	baivan	☐ 019	ryu-jirando	☐ 020	bari
☐ 021	!@#%^	☐ 022	A*B@P	☐ 023	juu=	☐ 024	@PA
☐ 025	A*O	☐ 026	2121	☐ 027	1206	☐ 028	911453
☐ 029	supein(2)	☐ 030	fmv_5133	☐ 031	supein(3)	☐ 032	supein(4)
☐ 033	supein(5)	☐ 034	supein(6)	☐ 035	supein(7)	☐ 036	supein(8)
☐ 037	supein(9)	☐ 038	supein(10)	☐ 040	supein(12)	☐ 042	supein(14)
☐ 043	supein(15)	☐ 044	supein(16)	☐ 045	supein(17)	☐ 046	supein(18)

Choose the destinations that you want to register as a group and click on the checkbox next to the desired number. Type the registration name and password for that group and click on the **Registration** button to complete the registration of the destination group.

- **Registration Number**

The number that you selected from the **Destination List** will be displayed here. This is merely information in order to remind you which number from the list it is that you are registering or editing information for and this number cannot be edited itself.

- **Change Group Password**

Register the group password into this field.

If you want to change the password, select “Yes”. If you do NOT want to change it, select “No”.

- **New Password**

If you want to change the password number, type a new number into this field (up to 8 digits).

- **Confirm new password**

Type the same password as you did in the **New Password** field in here.

* This procedure is necessary in order to ensure that the password was entered correctly.

- **Registration** button

Click on this button to have all the selected settings registered in the scanner. If you move to the next page without clicking on the **Registration** button, any settings that have not been properly registered will be deleted.

- **Reset** button

Click on this button to return all of the settings back to their factory default values.

- **Delete** button

Click on this button to delete the displayed group.

Send E-mail Setting

The following explains the various settings for sending scanned images by email to a computer.

E-mail Basic Setting

Make basic settings related to sending email (scanned data) here.

IMPORTANT! BE SURE to click on the Registration button after you have completed the desired settings.

The screenshot shows the 'Network Scanner' interface with the 'E-mail Basic Setting' window open. The sidebar on the left contains the following menu items:

- Home
- System Setting
 - System Basic Setting
 - Scanner Default Setting
- "Send E-mail" Setting
 - E-mail Basic Setting (highlighted with a blue arrow labeled '1')
 - Destination List
- "Scan to PC" Setting
 - Destination List
- "Scan to FTP" Setting
 - Destination List
- More

The main window 'E-mail Basic Setting' contains the following fields and notes:

- Items:** A dropdown menu showing 'Non-restricted sending'.
- From:** A text field.
- To:** A text field with a note: '500 characters and 10 lines or less. Return between each domain. Disable under "Non-restricted".'
- Subject:** A text field with a note: 'Character string below 32 characters'.
- Body:** A text area with a note: 'Alphanumeric symbol below 500 characters'.
- Character Code:** A dropdown menu showing 'US-ASCII(English)'.
- Buttons:** 'Registration' and 'Reset' buttons at the bottom.

Send E-mail Setting

- **Item**

1. Transmission Domain Setting Select from among **Non-restricted sending**, **Permitted destination domain names**, and **Restricted destination domain names**.
 - * If you select **Non-restricted sending**, there will be no restriction under the Send E-mail function in regard to the destination domain, and the information registered in the domain data field will be ignored.
 - * If you select **Permitted destination domain names**, sending email via the Send E-mail function will only be permitted only to the addresses that have a domain matching one of the registered domains.
 - * If you select **Restricted destination domain names**, sending email via the Send E-mail function will NOT be permitted to the addresses that have a domain matching one of the registered domains.
2. Domain Data Register the domain information here.
 - * Each domain must be separated by a return and can be up to 500 single-byte characters in length.
 - * Up to 10 domains can be registered.
 - * By using an asterisk (*), you can designate a full range of domains in a single entry.
Example: *.co.jp

- **Data Size**

Designate the maximum image data size for each email sent under the Send E-mail function. Available settings are: Non-restricted, High (2048 KB), Mid. (1024 KB) and Low (512 KB)

- **Subject**

Type the subject of the email message (up to 32 single-byte characters) into this field.

- **Body**

Type the text (content) of the email message into this field (up to 500 single-byte characters).

Send E-mail Setting

- **Character Code**

Designate the character code that will be used in the email message. You can select from among the following character codes: US-ASCII (English), Shift-JIS (Japanese) and ISO-8859-1 (West Europe)

- **Registration** button

Click on this button to have all the selected settings registered in the scanner. If you move to the next page without clicking on the **Registration** button, any settings that have not been properly registered will be deleted.

- **Reset** button

Click on this button to return all of the settings back to their factory default values.

Destination List

- **Destination List (E-mail)**

Click on this item when you want to access the destination address registration screen where you can register, confirm and edit information for up to 100 (No. 001 to No. 100) destination addresses.

* If a registration name has already been registered for any number, it will be displayed in the corresponding text box.

Destination List(E-Mail) ---* Click the Number

[001-020]	[021-040]	[041-060]	[061-080]	[081-100]			
No. Class	Registration Name	No. Class	Registration Name	No. Class	Registration Name	No. Class	Registration Name
001	dekokayo	006	(@_@)	011	pooh(2)	016	pooh(7)
002	pooh	007	AAA	012	pooh(3)	017	pooh(8)
003	regako	008	±²³'ᵀ,¹²%¼½²⁴₁	013	pooh(4)	018	pooh(9)
004	Ã½Ã	009	¼	014	pooh(5)	019	pooh(10)
005	ÐŮÝ	010	(e_g)	015	pooh(6)	020	v

If you click on the number for which you want to register the destination address, the **Destination Registration (E-mail)** screen will appear.

Send E-mail Setting

- **No.**

The registration number is displayed here. Click on the number for which you want to register or edit information in order to access the corresponding **Destination Registration (E-mail)** screen.

- **Class**

The registration type (single or group) is displayed here.



: Displayed for group registration



: Displayed for single registration

- **Registration Name**

The registered name is displayed here.

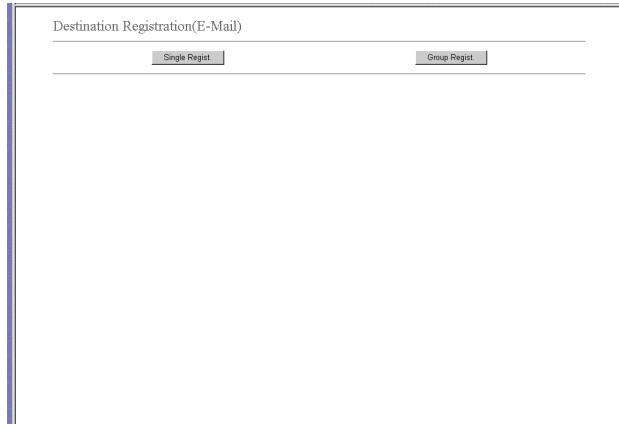
IMPORTANT!

BE SURE to click on the Registration button after you have completed the desired settings.

Send E-mail Setting

- **Destination Registration (E-mail)**

You can select the registration type (single registration or group registration).



The screenshot shows a web form titled "Destination Registration(E-Mail)". Below the title, there are two buttons: "Single Regist." and "Group Regist.". The form is enclosed in a light blue border.

If you click on the **Single Regist.** or the **Group Regist.** button, the corresponding Registration and Editing screen will appear.

Send E-mail Setting

- **Destination Registration (Single)**

You will be able to register and edit registration names and destination email addresses for each number.

Destination Registration(E-Mail)

Item	Notes
Registration Number : 048	
Registration Name : 	Alphanumeric symbol below 16 characters
E-Mail Address : 	Alphanumeric symbol below 64 characters

Send E-mail Setting

- **Registration Number**

The number that you selected from the **Destination Address List** will be displayed here. This is merely information in order to remind you which number from the list it is that you are registering or editing information for and this number cannot be edited itself.

- **Registration Name**

Type the desired registration name (name of the destination party) into this field. The name registered here will be displayed in the **destination list (E-mail)** and in the scanner's operation panel.

* The registration name can be up to 16 characters in length.

- **E-mail address**

Enter the destination's email address into this field.

- **Registration** button

Click on this button to have all of the selected information registered in the scanner. If you do not click on the **Registration** button, any information that has not been properly registered will be deleted.

- **Reset** button

Click on this button to return all of the settings back to their factory default values.

- **Delete** button

Click on this button to delete the displayed destination.

Send E-mail Setting

- **Destination Group Registration (E-mail)**
You will be able to register and edit information for destination groups (E-mail).

Destination Group Registration(E-Mail)

Registration

Cancel the selection

Reset

Delete

Click box to select a member.

Item

Registration Number : 048

Registration Name :

At present 000 items have been selected.

Notes

Alphanumeric symbol below 16 characters

Select table items ; Max. 30 items

No.	Registration Name	No.	Registration Name	No.	Registration Name	No.	Registration Name
☐ 001	dekakayo	☐ 002	pooh	☐ 003	regako	☐ 004	A%a
☐ 005	DUY	☐ 006	l@_@	☐ 007	AAA	☐ 008	±²³´µ¶·¸¹º»¼½¾¿
☐ 009	¼	☐ 010	[g_g]	☐ 011	pooh(2)	☐ 012	pooh(3)
☐ 013	pooh(4)	☐ 014	pooh(5)	☐ 015	pooh(6)	☐ 016	pooh(7)
☐ 017	pooh(8)	☐ 018	pooh(9)	☐ 019	pooh(10)	☐ 020	lv
☐ 021	pooh(11)	☐ 022	pooh(12)	☐ 023	pooh(11)(2)	☐ 024	pooh(11)(3)
☐ 025	poohpooh	☐ 026	pooh(11)(5)	☐ 027	pooh(11)(4)(2)	☐ 028	pooh(11)(4)(3)
☐ 029	pooh(3)(2)	☐ 030	pooh(3)(3)	☐ 031	pooh(3)(4)	☐ 032	pooh(3)(5)
☐ 033	pooh(3)(6)	☐ 034	pooh(3)(7)	☐ 035	dekakayo(2)	☐ 036	dekakayo(3)
☐ 037	dekakayo(4)	☐ 038	dekakayo(5)	☐ 039	dekakayo(6)	☐ 040	dekakayo(7)
☐ 041	dekakayo(8)	☐ 042	dekakayo(9)	☐ 043	dekakayo01	☐ 044	dekakayo(11)
☐ 045	[vw_w]	☐ 046	dekakayo(13)	☐ 047	dekakayo(14)	☐ 049	dekakayo(16)
☐ 050	dekakayo(17)	☐ 051	dekakayo(18)	☐ 052	dekakayo(19)	☐ 053	dekakayo(20)

Choose the destinations that you want to register as a group and click on the check box next to the number. Type the registration name and click on the **Registration** button to complete the registration of the destination group.

Send E-mail Setting

- **Registration Number**

The number that you selected from the **Destination List** will be displayed here. This is merely information in order to remind you which number from the list it is that you are registering or editing information for and this number cannot be edited itself.

- **Registration** button

Click on this button to have all the selected settings registered in the scanner. If you move to the next page without clicking on the **Registration** button, any settings that have not been properly registered will be deleted.

- **Reset** button

Click on this button to return all of the settings back to their factory default values.

- **Delete** button

Click on this button to delete the displayed group.

Scan to FTP Setting

Register a transmission destination FTP server to the address book. Up to 10 servers can be registered. This section explains the procedure for registering the information into this machine using web browser software. The same setting can be performed on the operation panel of this machine.

Destination List

- **Destination List (FTP)**

Click on this item when you want to access the registration screen of FTP server where you can register, confirm and edit data for up to 10 (No. 001 to No. 010) FTP servers.

* If a registration name has already been registered for any number, it is displayed in the corresponding text box.

No.	Registration Name	No.	Registration Name
001		006	
002		007	
003		008	
004		009	
005		010	

If you click on the number of which you want to register the FTP server, the **Destination Registration (FTP)** screen appears.

- **No.**

The registration number is displayed here. Click on the number of which you want to register or edit data in order to access the corresponding **Destination Registration (FTP)** screen.

- **Registration Name**

The registered name is displayed.

IMPORTANT!

BE SURE to click on the Registration button after you have completed the desired settings for the FTP server.

Destination Registration (FTP)

You can register and edit data on the FTP server.

Item	Notes
Registration Number : 001	
Registration Name : test1	16 alphanumeric characters max.
FTP Server : 10.181.56.247	IP Address or Host Name(64 alphanumeric characters max.)
Port Number : 21	(1 - 65535)
Path : 	256 alphanumeric characters max
Skip Authentication : ☐ Yes ☒ No	

- **Registration Number**

The number selected from the **Destination List** is entered. This is merely information in order to remind you which data you are registering or editing. The number cannot be edited.

- **Registration Name**

Enter the name of the transmission destination.

- **FTP Server**

Enter the host name or the IP address of the FTP server.

- **Port Number**

Enter the port number of the FTP server (normally 21).

Scan to FTP Setting

- **Path**

Enter the path of the folder to which you wish to upload. For example, to store data in the ScanData folder in the home directory, enter **ScanData**. If nothing is entered, data is stored in the home directory.

- **Skip Authentication**

If you select [Yes], you can omit entry of the user name and the password when transmitting. When setting [Yes], register **Login Account Name** and **Password** below.

- **Login Account Name**

Enter the user name for login to the FTP server.

- **Change password**

If you want to change the administration password, select "Yes". If you do NOT want to change it, select "No".

- **New Password**

If you want to change the administration password, type a new password into this field (up to 32 characters).

* The password that you register here is NOT related to the 4-number password that is required in order to access the **Network** screen in the scanner itself.

- **Confirm new password**

Type the same password as you did in the **New Password** field in here.

* This procedure is necessary in order to ensure that the password was entered correctly.

Section **3**

Additional Utilities

What Utilities are Included with this Product?

Scanner File Utility

The Scanner File Utility is used for sending graphic image data that is prepared by the scanner to a designated folder on a computer. This utility is also responsible for saving the received data in that computer.

Address Editor

The Address Editor is a utility tool that enables you to register or edit the contents of the scanner's Address Book (the Shared Address Book). This utility should be used by the administrator when managing information in the Address Book, etc. If there are multiple scanners accessing the Address Editor, the same destination list can be easily registered into all of these scanners.

Address Book

The Address Book is the address directory utility that is installed in your computer. Using this utility enables you to create and use your own personal destination list. By selecting the [Private book] Tab on the scanner's operation panel, the personal Address Book that you are allowed to use will be displayed and you will be able to select the desired destinations from that data.

TWAIN Source

The TWAIN Source is used for controlling the scanning operation with a TWAIN-compatible application and having that scanned image displayed in that application. The scanned data can then be edited and/or saved in your computer using that application.

What Utilities are Included with this Product?

Configuration Tool

The IB-2x Configuration Tool is used for performing settings related to your IP address. This tool enables you to use the same procedures to manage the network settings for our printer and scanner models.

DB Assistant

By adding file information to the scanned image data file, the DB Assistant function lets you search for the corresponding file on your computer, or easily manage those files.

This function include the PDF Keyword Assist option with which you can add file information as keywords to the scanned image data file, and the Database Assist option with which you can save the file information as a separate csv file.

The PDF Keyword Assist option also allows you to view on the operation panel an index of the folder for saving data which was designated in your computer.

Scanner File Utility

What is the Scanner File Utility?

The Scanner File Utility is used to receive graphic image data from a scanner into a computer. This utility also compresses and saves the received data in the corresponding computer. Once the Scanner File Utility is installed and the computer booted up again, the utility will also be started up automatically. In this case, an icon that indicates the status of the Scanner File Utility will be displayed in the Windows Task Bar and the utility will remain in a waiting state for data to be sent from the scanner. Other than installation of the utility, the only operation necessary at the computer is to register in advance the desired destination folder and folder password. After that, you only need to perform the appropriate procedure at the scanner and the scanned image data will be saved into the designated folder.

* In order to use the Scanner File Utility, it is necessary for you to use the Address Editor, Address Book or WebPage Functions and register in the scanner, in advance, the information regarding the destination computer and designated folder.

(1) Preparations

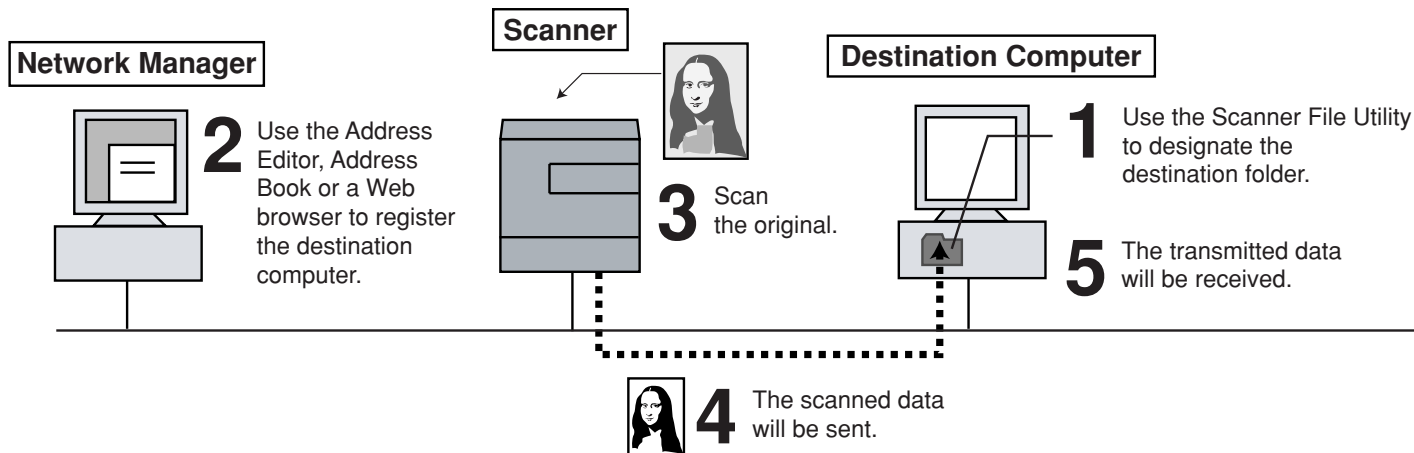
First, perform the following set-up procedure in order to use the Scanner File Utility.

1. Install the Scanner File Utility into the desired computer. (Refer to page 3-7.)
2. Run the Scanner File Utility and register the folder into which you want the scanned data to be saved. (Refer to page 3-12.)
3. Use the Address Editor, Address Book or a Web browser to register the IP address of the destination computer, and the corresponding registration name and “save number”.
 - * Be sure to enter the same number as the “save number” (1 – 100) that you registered in the **Save Number** field of the Scanner File Utility.

Scanner File Utility

(2) Operation Flow

The following illustrates the steps to save scanned image data in a computer using the Scanner File Utility.



Computer Environment

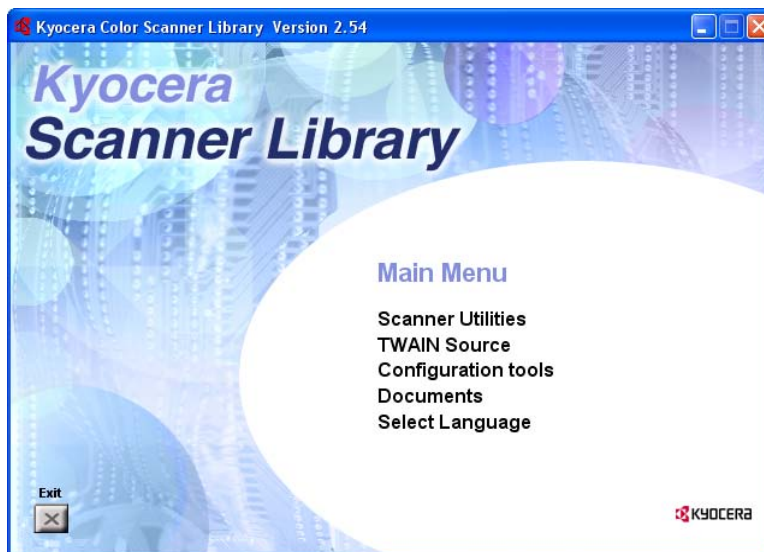
- Hardware IBM PC/AT or compatible
- Interface 10BASE-T or 100BASE-TX
- OS Windows 95 (OSR2), Windows 98 (Second Edition),
Windows NT 4.0 (Service Pack 5 or later),
Windows 2000 (Service Pack 2 or later),
Windows Me, Windows Server or Windows XP

Scanner File Utility

Installation and Uninstallation

(1) Installing the Scanner File Utility

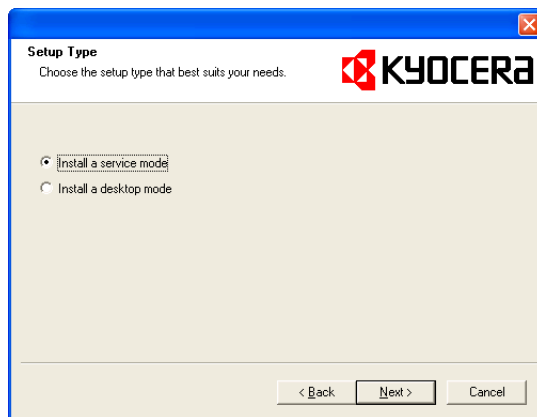
1. Click on **Scanner Utilities** in the Main Menu of the Scanner CD-ROM. The following window will appear.
 - * In order to access the Main Menu, refer to “Using the Scanner Utilities CD-ROM” on page 1-3.



2. Click on **Scanner File Utility**.

Scanner File Utility

3. Follow the instructions indicated in the wizard to continue the installation procedure.
- * If you are using Windows 2000, Windows Server or Windows XP operating systems, the Setup Type selection window will be displayed. Select one of the following setup types and then proceed to the next step.



Install a server mode Select this type of setup in order to share the Scanner File Utility on a File Server, etc. (In this case, the Scanner File Utility will be usable even when you are logged off of your computer.) (Refer to page 3-27.)

Install a desktop mode Select this type of setup in order to use the Scanner File Utility independently from others. (In this case, the Scanner File Utility will be usable once you are logged on to your computer.)

- * Once the Scanner File Utility has been installed, you can change the type of setup from the desktop mode to the server mode by selecting "Repair" in the Windows "Add/Remove Programs" control panel.

Scanner File Utility

- * During the installation, the following window will appear to add the following components. Select the following components when you want to add the following system connection program by using DB Assistant.



PDF Keyword Embedder Document Information, “Keyword” is added on the scanned image.

KM-Network FAX

Receive Handler Added when the Network FAX Kit is to be used. For more detailed information, refer to the Network FAX On-Line Manual that is included with your optional Network FAX package.

DataBase Link Handler CSV File inputting the Document Information is created with the scanned image.

- * In order to add the Document Information, refer to P iv “ Adding the Document Information to the scanned image (Database Connection)”.
- * Once installation is completed, the Scanner File Utility will start up automatically with the computer and will run in the background. In addition, an icon that indicates that the utility is running will appear in the Windows Task Bar.

(2) Uninstalling the Scanner File Utility

Use the “Add/Remove Programs” function in Windows to uninstall the Scanner File Utility.

Scanner File Utility

Initial Dialogue Box for the Scanner File Utility

The Scanner File Utility will automatically start up after installation. However, any time you want to quit the utility program, whenever you want to designate the folder into which data – received from the scanner – will be saved, as well as when you want to set a security password for that folder, you will need to access the initial dialogue box for the Scanner File Utility.

(1) Accessing the Initial Dialogue Box for the Scanner File Utility

- **When the Scanner File Utility is running...**

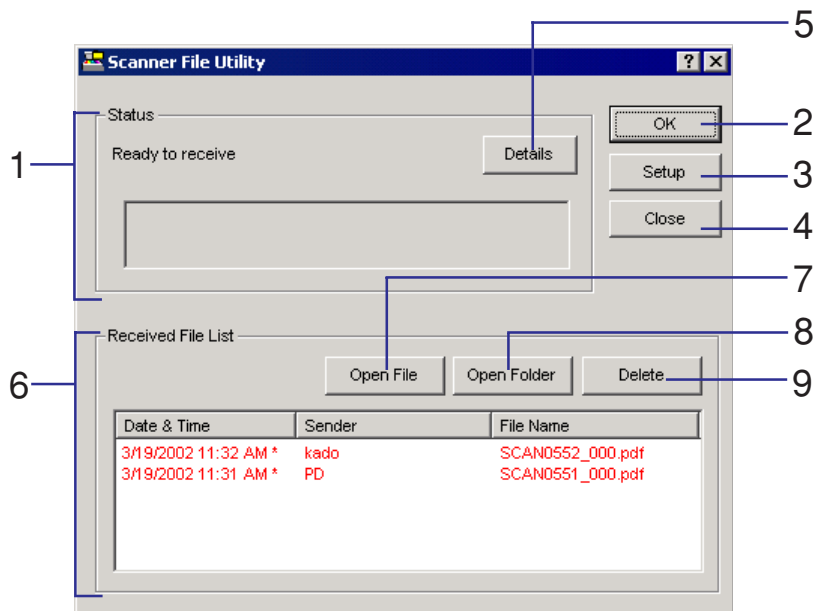
Double-click on the utility's icon in the Task Bar. The initial dialogue box for the Scanner File Utility will appear.

- **When the Scanner File Utility is NOT running...**

Click on Start in the Windows Task Bar and then select **Program -> Scanner User Software -> Scanner File Utility** in that order from the successive menus. An icon that indicates that the utility is now running will appear in the Windows Task Bar. Double-click on that icon and the initial dialogue box for the Scanner File Utility will appear.

Scanner File Utility

(2) Contents of the Initial Dialogue Box for the Scanner File Utility



1. **Status** field Displays the current status of the scanner.
2. **OK** button Click on this button when you want to close the initial dialogue box.

Scanner File Utility

3. **Setup** button Click on this button when you want to designate a new destination folder for receiving scanned data, or when you want to change settings or set a security password for any of the currently registered folders. (Refer to page 3-13.)

* If you selected the server mode when installing the Scanner File Utility, the “Setup” button will only be functional when you select the Scanner File Utility’s “Stop” command. (Refer to page 3-27.)

4. **Close** button Click on this button when you want to quit the Scanner File Utility.

* If you selected the server mode when installing the Scanner File Utility, the “Close” button will not be displayed.

5. **Details** button Displays the list of connected scanners. (A maximum of three)

6. **Received file list** field Displays the list of received files.

7. **Open File** button Open the selected file from the list.

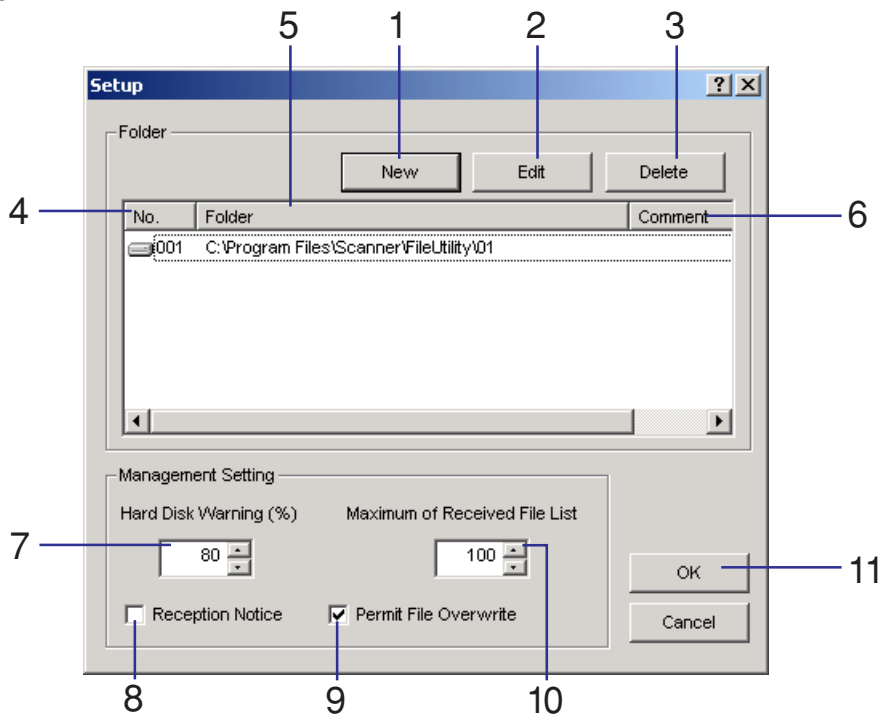
8. **Open Folder** button Opens the selected file’s folder from the list.

9. **Delete** button Delet the selected file the list.

Destination Folders for Scanned Data

(1) The Setup Dialogue Box

When you want to select a new destination folder for receiving scanned data, or when you want to change settings or set a security password for any of the currently registered folders, click on the **Setup** button in the **Start** Dialogue Box. The **Setup** Dialogue Box will appear and the currently registered destination folders will be listed.



Scanner File Utility

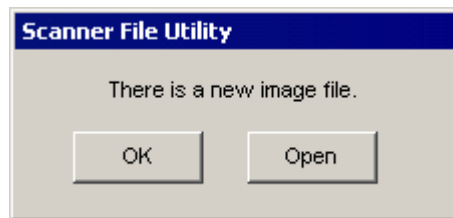
1. **New** button Click on this button when you want to designate a new destination folder for receiving scanned data.
2. **Edit** button Click on this button when you want to change the settings for any currently registered destination folder.
3. **Delete** button Click on this button when you want to remove the designation of any folder as a destination folder for receiving scanned data.
4. **No.** column Displays the designated number of the currently registered destination folders.
5. **Folder** column Displays the currently registered destination folders.
6. **Comment** column Displays any comments registered in regard to each folder.
7. **Hard Disk Warning (%)** field Once the volume of data on the hard disk reaches the percentage registered here, a warning message will be displayed in the **Status** field of the **Start** Dialogue Box.
 - * If the volume of data on the hard disk reaches the designated percentage, the icon that is displayed in the Windows Task Bar whenever the Scanner File Utility is running will turn yellow as well in order to indicate that status.

Scanner File Utility

8. Reception notice

checkbox Displays the notice on the screen when new image data is saved as a file.

*Put a check mark in this checkbox if you want to receive notice whenever scanned data has been received into your folder. Click on “Open” button when you want to appear the start dialogue.



9. Permit file overwrite

checkbox If the file name is exactly the same as a file that already exists in the same reception folder, the pre-existing file will be deleted and the new file can be overwrite it. When you do not want to permit the file overwrite, the new file name will be changed automatically and then saved with the different name.

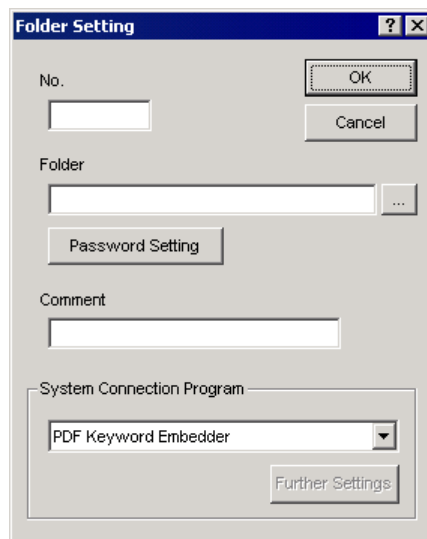
10. **Reception file** field Maximum of received file list: between 10 and 100 Set up the maximum number of reception files.

* To change the number of reception files on the setting dialog, enter the required number and click OK button. On the start dialog, click Ok button to confirm the number. After confirming the number, the maximum number of the reception files is changed when the start dialog is displayed.

11. **OK** button Click the OK button to complete the setting or change to the destination folder. The start dialog is displayed.

(2) Designating a New Destination Folder for Receiving Scanned Data

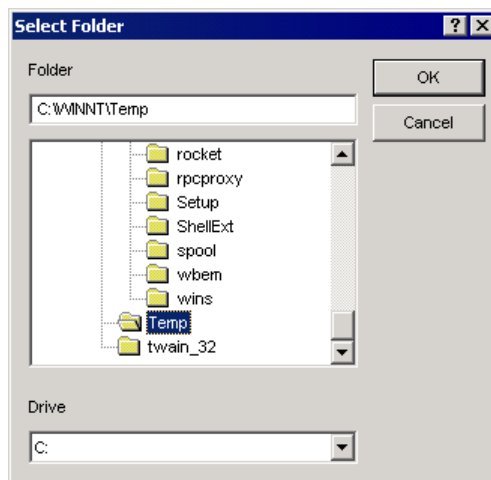
When you want to designate a new destination folder for receiving scanned data, click on the **New** button in the **Setup** Dialogue Box. The **Folder Setting** Dialogue Box for making the corresponding settings will appear.



1. Enter an unregistered number (type in a number between 1 and 100) into the **No.** field.
 - * The number that you enter here will be used as the designated number for that destination folder. It is this number that you will have to register as the "save number" in the WebPage Functions interface and then select in the scanner in order to have data sent to that folder.

Scanner File Utility

2. Click on the **Browse** button to the right of the Folder field in order to select the new folder that you want to use as a destination folder for receiving scanned data. The **Select Folder** Dialogue Box will appear.
 - * You may also select the desired folder by typing the path for that folder directly into the Folder field.



A list of all of the folders available on the available hard disk(s) will be displayed in the **Select Folder** Dialogue Box. Select the folder that you want to designate as a destination folder for receiving scanned data and click on the **OK** button.

- * When a network drive is assigned in advance, a folder can be chosen from the network drive.
- * (However, only if you selected the desktop mode when installing the Scanner File Utility.)
- * You will NOT be able to select any removable drive such as a Floppy Disk drive or an MO drive.

3. You can designate a password for the folder that you want to designate for security purposes. If you want to set a security password for that folder, click on “Password Setting” button and type the desired password directly into the “Folder Password” field (Up to 8-digit number). If you do not want to designate a security password for the folder, no special settings are required in that field.

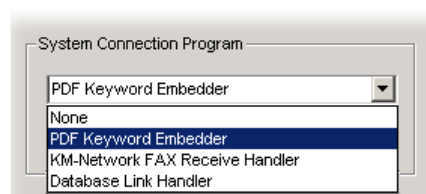


4. If you did enter a security password in the “Folder Password” field, type the same password into the “Confirm Password” field. This step is necessary in order to ensure that the password was entered correctly. Once you have completed all of the settings, click on the OK button. “Folder Setting” Dialogue Box will appear once again.
 - * If you did enter a scanner password, it will also be necessary to enter that password in the scanner during the scanning procedure there.
5. If you want to enter a comment about that folder, type the desired information directly into the “Comment” field (Up to 32 characters).

6. You can also designate a program for the folder that you want to system connect in the “System Connection Program” field. If you want to designate the following system connection program for the Image to be scanned, this step is indispensable.

* In order to use this function, it is also necessary to setup the DB Assistant (page 3-128) or the Network FAX software. (For more detailed information on the Network FAX, refer to the Network FAX On-Line Manual that is included with your optional Network FAX package.)

The designation of DB Assistant is necessary for system connection. (Refer to page 3-127).



None The scanned data is saved into the designated folder.

PDF Keyword Embedder Document Information, “Keyword” is added on the scanned image.

KM-Network FAX

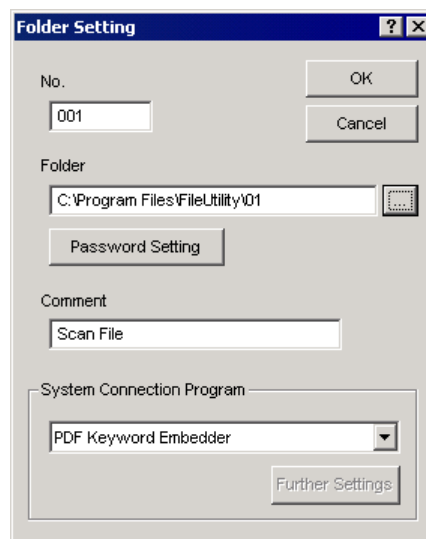
Receive Handler Added when the Network FAX Kit is to be used. For more detailed information, refer to the Network FAX On-Line Manual that is included with your optional Network FAX package.

DataBase Link Handler CSV File inputting the Document Information is created with the scanned image.

7. Once you have completed all of the settings, click on the OK button. The selected folder will be registered with the entered information.

(3) Changing Settings for a Registered Destination Folder

When you want to change the settings of a destination folder currently registered to receive scanned data, select the folder you want from among the displayed list and then click on the **Edit** button in the **Setup** Dialogue Box. The **Folder Setting** Dialogue Box for making the corresponding settings will appear.



1. If you want to change the settings in the **No.** field, the **Folder** field or the **Comment** field, follow the corresponding procedure described in “(2) Designating a New Destination Folder for Receiving Scanned Data” on page 3-16.

Scanner File Utility

2. If you want to change the security password for that folder, click on the “Password Setting” button.
“Password Setting” will appear. Type the currently registered password into the “Old Password” field.



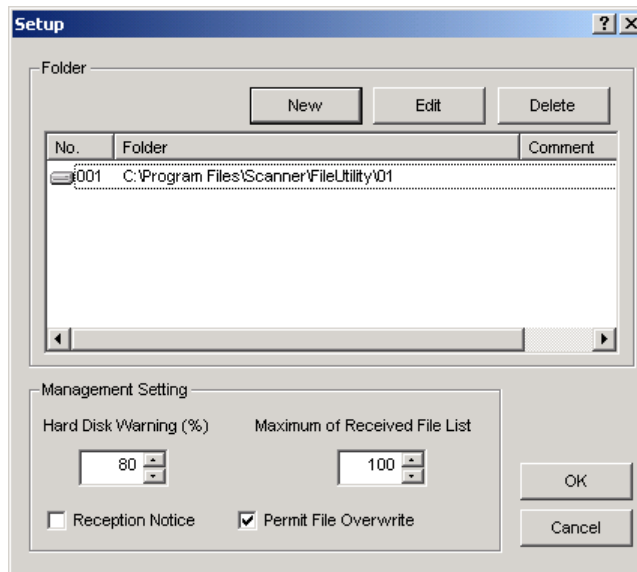
3. Type the new password that you want to register directly into the “New Password” field (Up 8 characters).
4. In order to ensure that the new password was entered correctly, type the same password into the “Confirm New Password” field.
Once you have completed all of the settings, click on the OK button.
If there was no mistake in any of the password fields, the “Folder Setting” Dialogue Box will appear once again.

5. If you want to change a comment about that folder, type the desired information directly into the “Comment” field (Up to 32 characters).
6. If you want to change the settings in the “System Connection Program” field, follow the corresponding procedure described in “(2) Designating a New Destination Folder for Receiving Scanned Data” on page 3-16.
7. Click on the OK button. The selected folder will be registered with the new information.

(4) Removing a Destination Folder Designation

Perform the following procedure when you want to remove the designation of any folder as a destination folder for receiving scanned data.

1. In the **Folder** field of the **Setup** Dialogue Box, click on the folder that you want to remove the destination folder designation for, in order to select it.



2. Click on the **Delete** button. The designation of that folder as a destination folder for receiving scanned data will be removed.

Saving Scanned Data as a File

(1) Outline of the Procedure

The following procedure explains in general how to use the Scanner File Utility to receive graphic image data from the scanner.

1. Make sure that the Scanner File Utility is running in the computer in which you want to receive the data.
 - * If the Scanner File Utility is NOT running, refer to “(1) Accessing the Initial Dialogue Box for the Scanner File Utility” on page 3-10 and start up the utility.
2. Set the original that you want to scan into the scanner.
3. On the scanner's operation panel, select the destination computer that you want to save the scanned data into.
4. If a security password has been registered for that folder, enter that password.
 - * If no password has been registered, this step is not necessary.
 - * If the entered password does not match the registered one, an error will occur and you will be unable to continue the procedure.
5. Press the Start key on the scanner's operation panel. The original that was set in the scanner will be scanned and the resulting data will be sent to the designated computer. The received image data will be compressed and then saved into the designated folder.
 - * The saved file can then be used as desired. It can, for example, be sent to other parties via email, or displayed and edited using any application that is commercially available for that purpose, etc.

Scanner File Utility

(2) The File Name

Whenever a graphic image data is saved as a file on any computer, the file name (up to 16 characters + suffix) will be created based on information registered in advance using the WebPage Functions interface. If no settings have been made in advance, the file name will be automatically determined based on the following rules.

File name: *****nnnn_mmm.suffix

- ***** Refers to the file name that is registered in the scanner where the original was processed. This will be displayed in standard numbers, letters and/or symbols.
- nnnn Refers to document number (job number) designated in the scanner. This will be displayed as a 4-digit number between "0000" and "9999".
- mmm Refers to the page number within a set of multiple originals. Each page will be saved as an individual file and given it's own page number. This will be displayed as a 3-digit number between "000" and "999".
- suffix Refers to the suffix that is added automatically by the Scanner File Utility based on the file format of the saved file.

IMPORTANT!

If the file name that is automatically assigned to a file is exactly the same name as a file that already exists in the same folder, the pre-existing file will be deleted and the new file written over it.

(3) The Image Data

- **File format**

Supports TIFF and PDF* formats.

* Using PDF Convert Library by HyperGEAR, Inc.

- **Image data size**

Standard sizes: A3, A4, A5, B4, B5, B6, 11" x 17", 8-1/2" x 11", 8-1/2" x 14", 5-1/2" x 8-1/2"; 11" x 15" and Folio

Custom sizes: Width - between 50 mm and 432 mm (17"), Length - between 50 mm and 297 mm (A4 length)

* When multiple pages of image data are received in the computer, it is NOT possible to designate the page size for each page individually.

- **Resolution (dpi)**

Supports 4 different scanning resolutions: 200 x 200, 300 x 300, 400 x 400 and 600 x 600

* When multiple pages of image data are received in the computer, it is NOT possible to designate the scanning resolution for each page individually.

(4) If an Error Occurs when Writing Data to the Hard Disk...

If there is insufficient space on the hard disk to save any file that is sent from the scanner, reception of any subsequent data will be stopped and the data received up to the point that the hard disk becomes full will be deleted.

Caution If the Scanner File Utility icon turns yellow...

If the volume of data on the hard disk reaches a designated percent, the Scanner File Utility icon that is displayed in the Windows Task Bar will turn yellow to indicate that status. In this case, free up space on the hard disk by saving data to another disk or media, etc.

Scanner File Utility

The server mode (only available on Windows 2000, Windows Server and Windows XP)

The following functions are additionally available when you select the server mode during installation of the Scanner File Utility.

1. Distribution of scan data is possible with the Scanner File Utility even when you are logged off of your computer.
2. To change the settings in the Scanner File Utility, select that utility's "Stop" command. In order to enable the distribution of scan data once again, select the "Start" command for the Scanner File Utility.

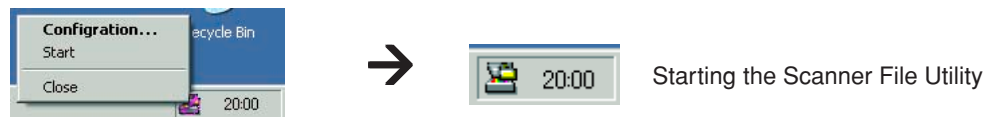
To "Stop" the Scanner File Utility...

Right-click on the Scanner File Utility's icon in the Windows Task Bar to display the drop-down list and select the "Stop" command. A "prohibited" mark will appear over the icon and distribution of scan data will not be possible.



To "Start" the Scanner File Starting the Scanner File Utility ...

Right-click on the Scanner File Utility's icon in the Windows Task Bar to display the drop-down list and select the "Start" command. The "prohibited" mark will disappear from over the icon and distribution of scan data will once again be possible.



The Address Editor

The Address Editor enables you to register or edit the contents of the scanner's Address Book (the Shared Address Book) as well as selecting the network settings, initial settings for the scanning functions, etc. This utility should be used by the administrator when managing information in the Address Book, etc. If there are multiple scanners allowing the use of the Address Editor, the same destination list can be easily registered into all these scanners.

Computer Environment

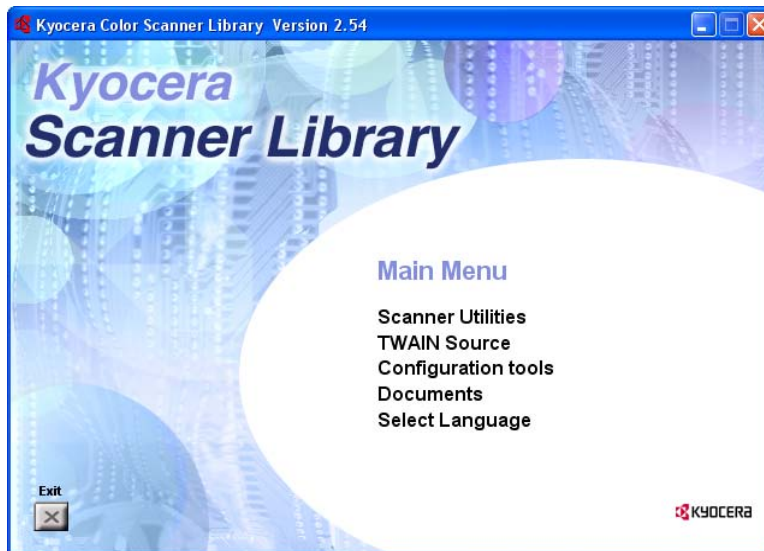
- Hardware IBM PC/AT or compatible
- Interface 10BASE-T or 10BASE-TX
- OS Windows 95 (OSR2), Windows 98 (Second Edition),
Windows NT 4.0 (Service Pack 5 or later),
Windows 2000 (Service Pack 2 or later),
Windows Me, Windows Server or Windows XP

Address Editor

Installation and Uninstallation

(1) Installing the Address Editor

1. Click on **Scanner Utilities** in the Main Menu of the Scanner CD-ROM.
* In order to access the Main Menu, refer to “Using the Scanner Utilities CD-ROM” on page 1-3.
2. Click on **Address Editor**.



3. Follow the instructions indicated in the wizard to continue the installation procedure.

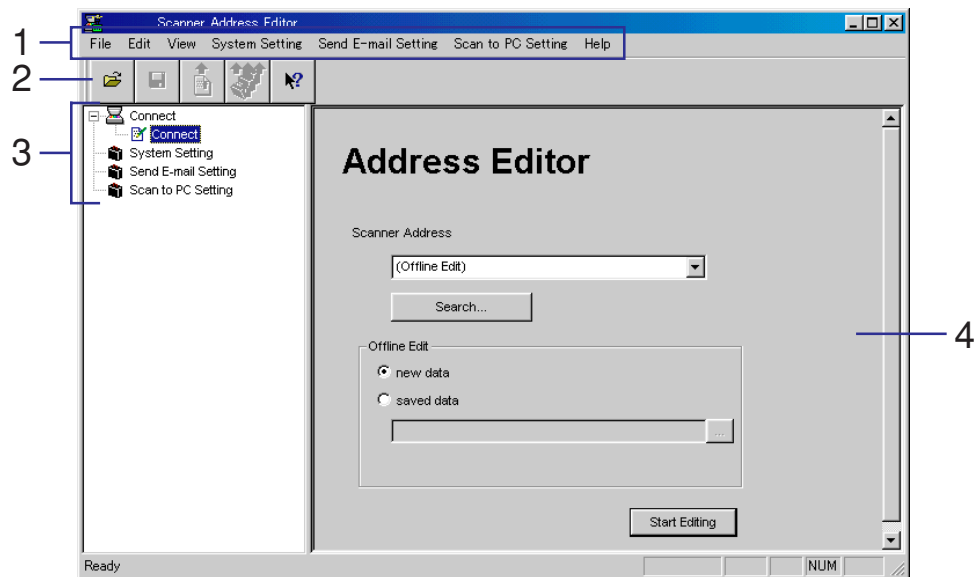
(2) Uninstalling the Address Editor

Use the “Add/Remove Programs” function in Windows to uninstall the Address Book.

Address Editor

Running Address Editor

1. Start up Address Editor.
 - * Click on **Start** in the Windows Task Bar and then select **Program -> Scanner User Software -> Address Editor** in that order and the Address Book will start up.
2. The screen for the Main Menu of the Address Book will appear.



Address Editor

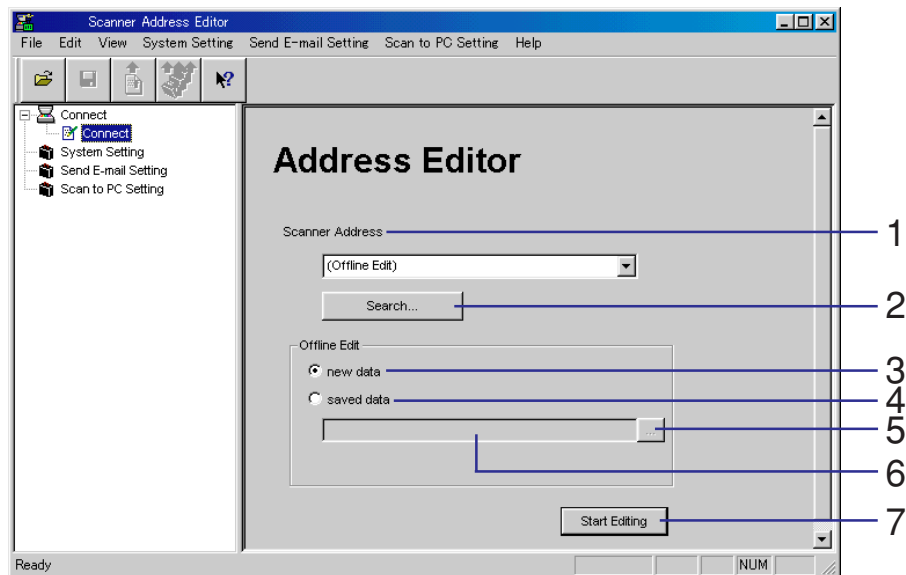
1. Menu Bar Items displayed in the Tool Bar as well as by the buttons in the Menu Area can be selected here as well.
2. Tool Bar Contains buttons for easy execution of tasks such as writing new or edited data to the scanner, etc.
3. Menu Area Enables actual selection of items such as scanning and Send E-mail related settings.
4. Work Area Displays the settings window for the selected item and allows you to make the desired settings.

Editing Data Selection screen

Select the Address Editor data that you want to edit. You can then connect to the scanner and edit or register the setting data directly in the scanner, or create and edit setting data without being connected to the scanner. In the latter case, once editing is complete, your computer will connect to the scanner and register the new or edited data there.

* If the Address Book is running, select **Connect** (Scanner Address Setting) when you want to access the Editing Data Selection screen.

(1) Scanner address settings



1. **Scanner Address** Type in the address (host name or IP address) of the scanner that you want to connect to into this field. The addresses corresponding to the last 10 times a scanner was connected to can be accessed in the drop-down list.
* Type in a maximum of 32 single-byte characters for the host name.

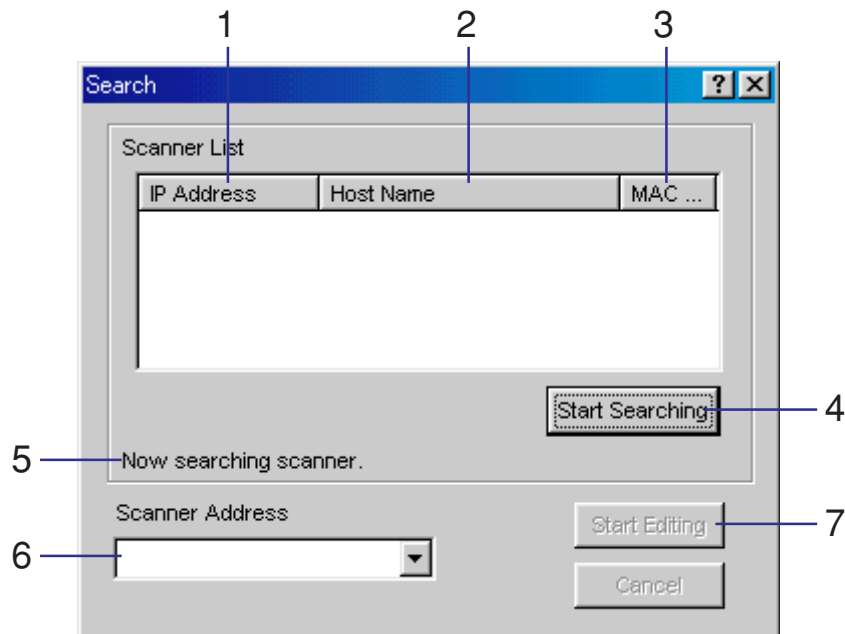
2. **Search** button Click on this button to search for the scanner that you want to connect to. Use this function when you do not know the scanner's IP address or when that address is allotted by the DHCP server.
 - * Refer to "Scanner Search" on page 3-36 for an explanation on the actual procedure of searching for a scanner.
 - The Search button is not usable under Windows 95.
3. **new data** Select this radio button when you want to create new data for Address Editor without connecting to a scanner.
4. **saved data** Select this radio button when you want to open and edit data previously saved for Address Editor.
5. ... button Click on this button to access the dialogue box where you can select and open scanner settings data files.
6. This field displays the name of the selected Address Editor data file.
7. **Start Editing** button Click on this button to start the editing operation for the selected Address Editor data.
 - * If a scanner address has been designated, the connection will be made to that scanner and the settings data downloaded from there.
 - * If you selected the **new data** radio button for the **Offline Edit** setting, a new data file that contains the default information will be opened first.

Scanner Search

The **Search** Dialogue Box enables you to search for a specific scanner over the network.

* A scanner search will only display a list of those scanners that respond within a predetermined period of time.

The Scanner Search function is not supported under Windows 95.



1. **IP address** Displays the IP address of each scanner.

2. **Host Name** Displays the host name of each scanner.

3. **MAC Address** Displays the MAC (Ethernet) address of each scanner.
4. **Start Searching**
button Click on this button to start the scanner search operation.
5. Status message Indicates the current status or result of the scanner search operation.
6. **Scanner Address**
 - Displays the scanner address for the scanner that is clicked on in the list.
 - A scanner address can be selected from among the drop-down list of the addresses corresponding to the last 10 times a scanner was connected to.
 - The scanner address can be typed in directly.
7. **Start Editing** button Click on this button to start the editing operation for the selected Address Editor data.
 - * If you are connected to a scanner that is currently in use, the corresponding host name will not be displayed.

Password Entry (when connected to the scanner)

When your computer is connected to a scanner, it is necessary to enter the administrator's password in order to access scanners settings and other information.

* Refer to "Change Password" on page 3-44 for information on setting the administrator's password.

A screenshot of a Windows-style dialog box titled "Administrator Password". The dialog has a blue title bar with a question mark icon and a close button (X). Inside, there are two text input fields. The first is labeled "Scanner Address" and contains the text "130.12.70.200". The second is labeled "Password" and is currently empty. At the bottom of the dialog are two buttons: "OK" and "Cancel".

1. **Scanner Address** Displays the IP address of the scanner that your computer is currently connected to.
2. **Password** Type the administrator's password for the scanner that your computer is connected to into this field.

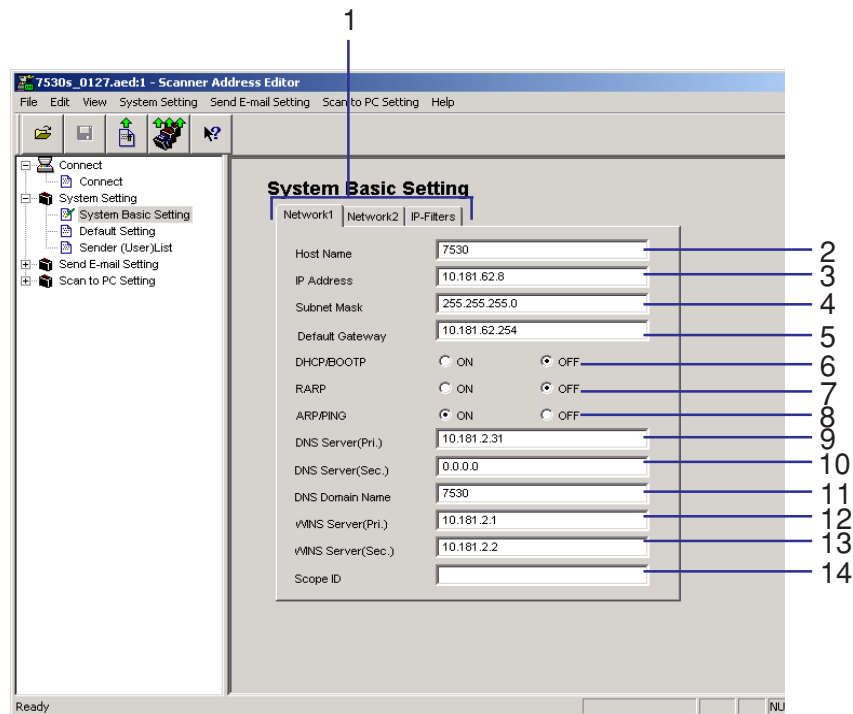
Address Editor

System Setting

Make basic scanner settings.

(1) System Basic Setting

Lets you make settings related to your network connection, such as the scanner's IP address.



1. **Network 1/ Network 2 /**

IP-Filters Tabs Click on the desired tab to switch between network 1, network 2 and IP Filters settings.

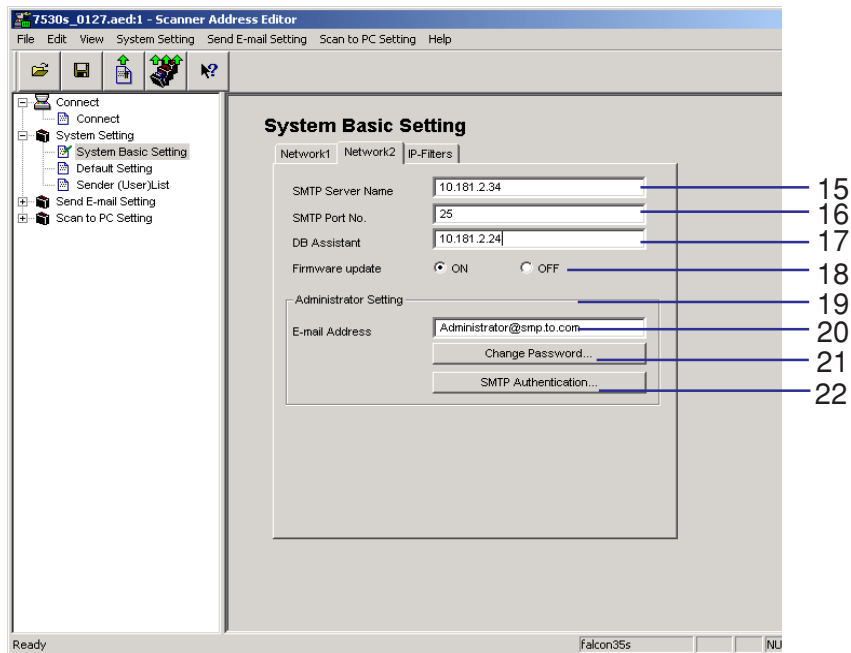
In [**Network 1**] tab

2. **Host Name** Type the host name of the scanner (up to 32 single-byte characters) in this field.
3. **IP Address** Type the IP address of the Scanner Interface Card in this field in the following form: XXX.XXX.XXX.XXX Whenever you attempt to change the IP address, a confirmation dialogue box will appear in which you will need to verify that you really want to change the address.
4. **Subnet Mask** Type the subnet mask of the Scanner Interface Card in this field in the following form: XXX.XXX.XXX.XXX
5. **Default Gateway** Type the default gateway of the Scanner Interface Card in this field in the following form: XXX.XXX.XXX.XXX
* This is used for transmitting packets to another network or subnet.
6. **DHCP/BOOTP** The DHCP and BOOTP can be set to either "ON" or "OFF". The factory default setting is "ON".
7. **RARP** The RARP can be set to either "ON" or "OFF". The factory default setting is "ON".
8. **ARP/PING** The ARP/PING can be set to either "ON" or "OFF". The factory default setting is "ON".
9. **DNS Server (Pri.)** When a host name is used for transmitting data under an environment that uses a DNS server, type the IP address of the primary DNS server in this field in the following form: XXX.XXX.XXX.XXX
10. **DNS Server (Sec.)** Type the IP address of the secondary DNS server in this field in the following form: XXX.XXX.XXX.XXX
11. **DNS Domain Name** Type the domain name (up to 32 single-byte characters) in this field.

- 12. **WINS Server (Pri.)** When WINS (Windows Internet Name Service) is used to resolve the IP address using the name of the computer, type the IP address of the primary WINS server in this field in the following form: XXX.XXX.XXX.XXX
- 13. **WINS Server (Sec.)** Type the IP address of the secondary WINS server in this field in the following form: XXX.XXX.XXX.XXX
- 14. **Scope ID** Register the scope ID in this field.

Address Editor

In [Network2] tab



15. **SMTP Server name** Type the IP address of the SMTP server in this field in the following form: XXX.XXX.XXX.XXX or type the host name of the SMTP Server (up to 32 single-byte characters) in this field.
 16. **SMTP Port No.** Register the SMTP port number in this field. The port number of the initial mode is 25.
 17. **DB Assistant** Type the IP address or the host name of the PC which DB Assistant is installed (up to 32 single-byte characters) in this field.
 18. **Firmware Updates** If you allow “**Update**”, select “**ON**”. If you do NOT allow it, select “**OFF**”..
- [Administrator Setting]
19. **E-mail Address** Type the administrator's email address of the in this field.
* The email address can be up to 64 single-byte characters in length.
 20. **Change Password**
button Click on this button to set the administrator password. (Refer to page 3-44)
 21. **SMTP Authentication**
button Click on this button to set **SMTP Authentication (for Administrator)**.
(Refer to page 3-45)

Change Password

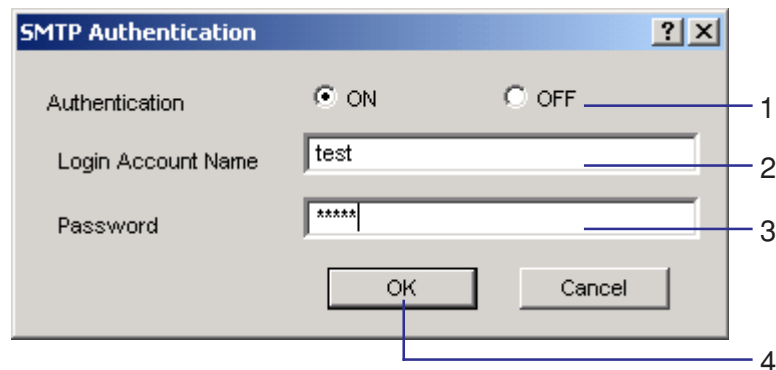
Sets the administrator password.

The image displays two sequential screenshots of a 'Change Password' dialog box. The first screenshot shows the 'New Password' section with a text input field containing six asterisks. A blue line points from the number '1' to this field. Below the field are 'OK' and 'Cancel' buttons. The second screenshot shows the 'Confirm new password' section with a text input field containing four asterisks. A blue line points from the number '2' to this field. Below the field are 'OK' and 'Cancel' buttons.

1. **New Password** Type a new password into this field.
* The administrator password can be up to 8 single-byte characters in length.
2. **Confirm new password** Type the same password as you did in the **New Password** field in here in order to confirm the password.

SMTP Authentication setting

Set the SMTP Authentication.

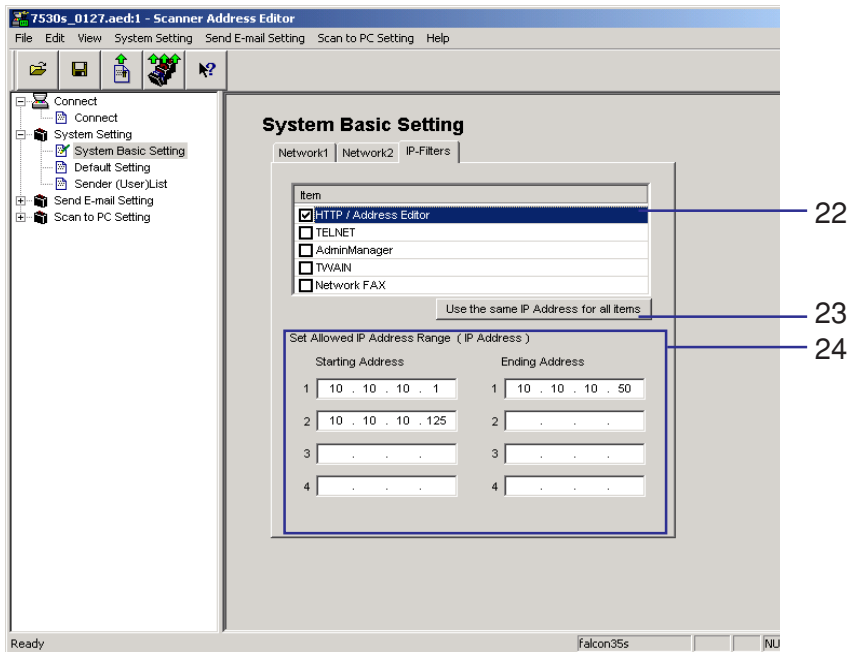


1. Select **"ON"** .
2. Enter **"Login Account Name"** to use for **"SMTP Authentication"**.
3. Type the password (up to 31 single-byte characters) into **"Password field"**.
4. Click the **"OK"** button to register the new settings.

Address Editor

In [IP-Filters] tab

* Refer to page 2-17 for the details of the IP-Filters.



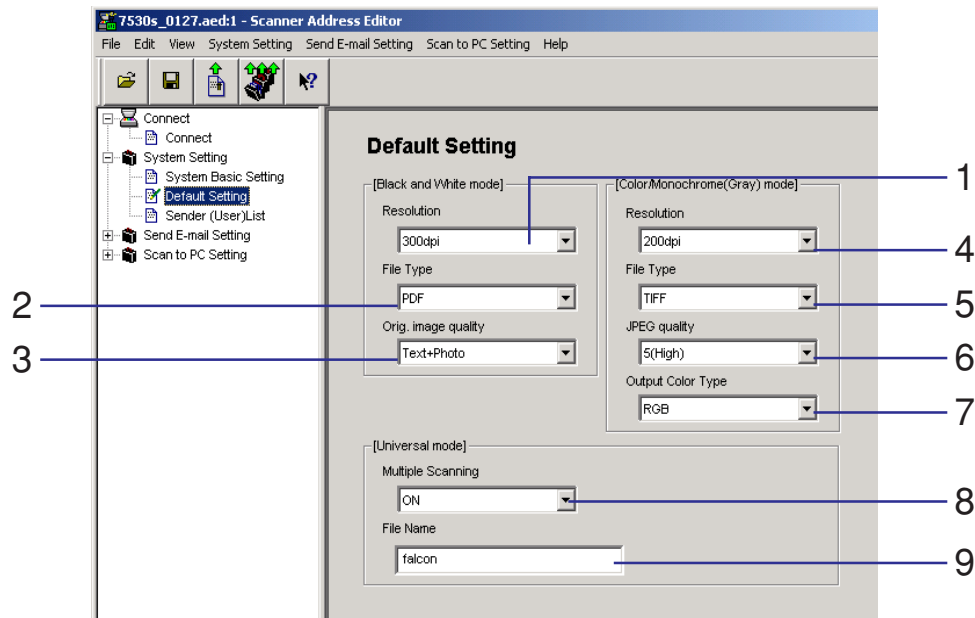
- 22. **Item** To enable filtering on any protocol, click the checkbox next to protocol name.
- 23. **Use the same IP Address for all items** button Click on this button to use the same IP Address for all protocols.
- 24. **Set allowed IP Address Range (IP Address)**
button Enter up to four IP address ranges that will be allowed. to allow a single IP address, enter the Starting Address Only.

Address Editor

(2) Default Setting

Lets you change default settings for using the scanner functions of your copier.

* Perform the **Black and White mode** settings if you have a monochrome copier, and the **Color/Mono-chrome (Gray) mode** settings if you have a color copier.



<Black and White mode>

1. **File Type** Sets the file format at which scanned data will be saved: TIFF or PDF
2. **Orig. image quality** You can select from among the following 4 original types in order to suit the originals that are being scanned: Photo, Text, Text+Photo and OCR

<Color/Monochrome (Gray) mode>

3. **File Type** Sets the file format at which scanned data will be saved: JPEG, TIFF or PDF
4. **JPEG image quality** You can select the quality level of the JPEG file that will be created from the scanned data.
 - * The higher the image quality is, the larger the resulting file size (data volume) will become.
5. **Output color type** You can select between the following 2 types of color data: RGB and sRGB
 - * If you select “sRGB” it is possible to match the color space of different sRGB-compatible machines.

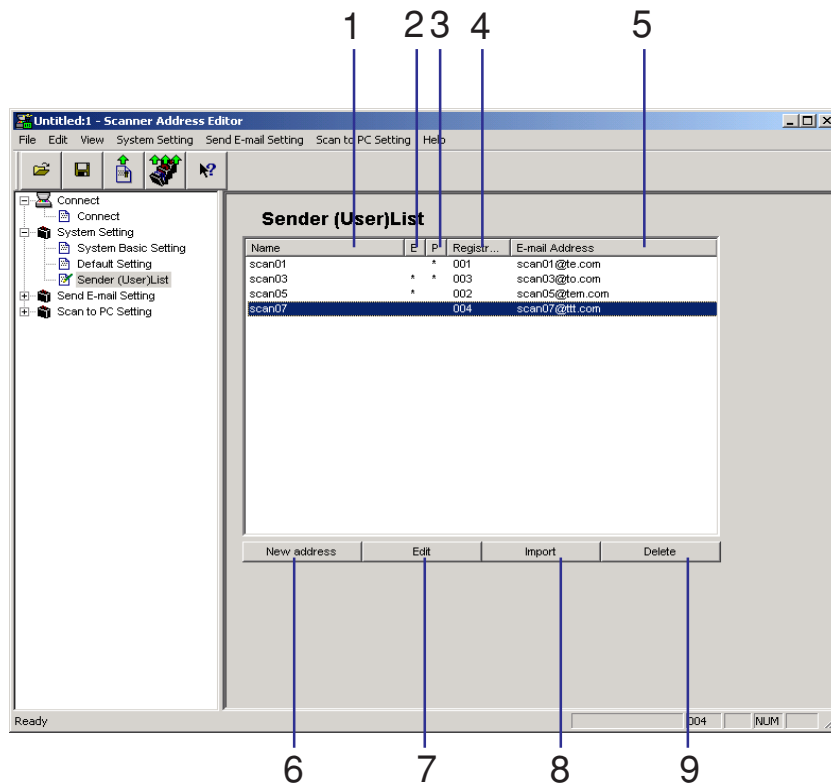
<Universal mode>

6. **Resolution** You can select from among the following 4 scanning resolutions: 200 dpi, 300 dpi, 400 dpi and 600 dpi
7. **Multiple Scanning** You can select whether to turn the continuous scanning function “ON” or “OFF”.
8. **File Name** Sets the file name for saving scanned data.
 - * The file name can be up to 8 single-byte characters in length.

Address Editor

(3) Sender (User) List

Registers the information for users who will be allowed to use the network-scanner functions of the copier (Send E-mail and Scan to PC).



1. **Name** The name indicated here will be displayed as the sender name in the scanner's operation panel.
2. **E** [*] mark will be appeared in this column when the address related to the [Destination List] (E-mail) is registered. [Destination List] (E-mail) will also be changed at the editing.
3. **P** [*] mark will be appeared in this column when the address related to the [Destination List] (PC) is registered. [Destination List] (PC) will also be changed at the editing.
4. **Registration Number** This is a registration number for the user information.
 - * This number will be displayed in the scanner's operation panel.
 - * Up to 40 numbers (users) can be registered.
5. **E-mail Address** Displays the user's e-mail address.
6. **New address** button Click on this button to access the **Sender editing** Dialogue Box and register information for a new user. (Refer to page 3-52.)
7. **Edit** button Click on this button to access the **Sender editing** Dialogue Box and edit information for the selected user. (Refer to page 3-52.)
8. **Import** button Click on this button to access the **Open** Dialogue Box and import user information from Address Editor. (Refer to page 3-68.)
9. **Delete** button Click on this button to delete the selected user.
 - * Multiple users may be selected and deleted at one time.

(4) Registering and editing user information

The **Sender editing** Dialogue Box allows you to register new users or edit information for previously registered users.

The image shows a 'Sender editing' dialog box with the following fields and controls:

- 1. Name: Text field containing 'Administrator'.
- 2. Registration Number: Text field containing '001'.
- 7. Change Password: Button next to the Registration Number field.
- 3. E-mail Address: Text field containing 'Administrator@smp.to.com'.
- 8. SMTP Authentication...: Button next to the E-mail Address field.
- 4. Signature: Large text area for a signature.
- 5. Address of PC with "Address Book" installed: Text field containing '10.181.62.221'.
- 6. Save number: Text field containing '001'.
- 9. Add to Destination List(E-mail): Checkbox.
- 10. Add to Destination List(PC): Checkbox.
- OK and Cancel buttons at the bottom.

1. **Name** The name registered here will be displayed as the sender name in the scanner's operation panel.

* The available registration Number is between 001 and 040.

2. **Registration Number** Type the registration number for that user into this field.

3. **E-mail Address** Type the user's email address into this field.

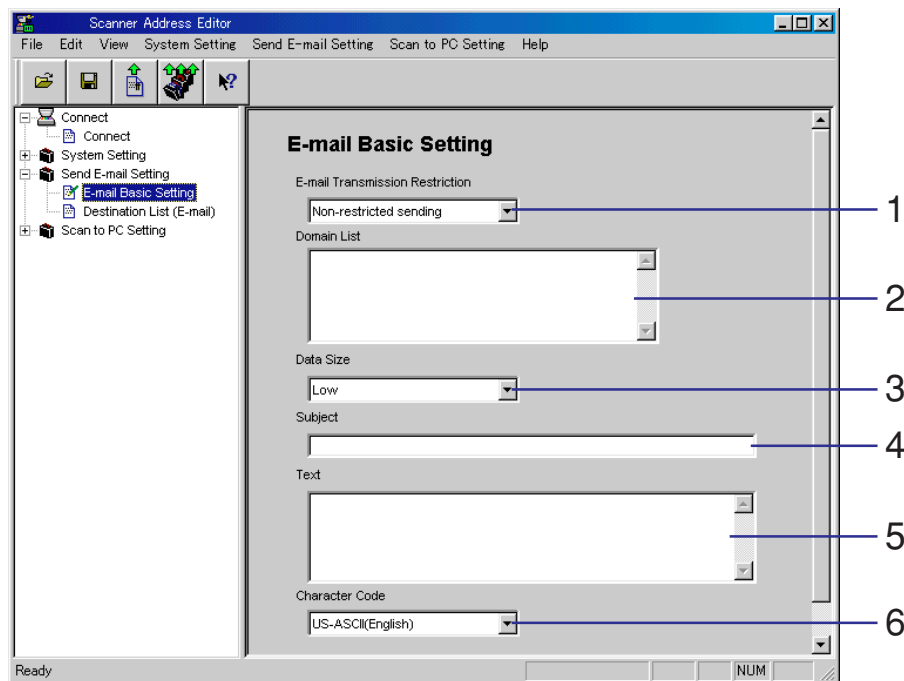
4. **Signature** Type the data (personal information) that will be transmitted with the email message into this field.
* The available number of characters is 256.
5. **Address of PC with “Address Book” installed** Type the host name or IP address of the computer that contains this user's personal Address Book into this field.
6. **Save number** Type the “save number” that corresponds to the destination computer that will be used under the Scan to PC function into this field.
* It is possible to designate a “save number” between 001 and 100.
7. **Change password**
button Click on this button to change the password for this user.
* The available numbers are from 0 to 9 and within 8 digits.
8. **SMTP Authentication**
button Click on this button to set **SMTP Authentication** (for users).
(Refer to page 3-43)
9. **Add to Destination List (E-mail)** Add sender (user) address to the list (E-mail).
10. **Add to Destination List (PC)** Add sender (user) address to the list (PC).

Send E-mail Setting

Make basic settings and register or edit the destination information for sending scanned images by email under the Send E-mail function.

(1) E-mail Basic Setting

Select this item when you want to make basic settings related to sending email (scanned data) under the Send E-mail function here.



1. E-mail Transmission

- Restriction** Select from among **Non-restricted sending**, **Permitted destination domain names**, and **Restricted destination domain names**.
- * If you select **Non-restricted sending**, there will be no restriction under the Send E-mail function in regard to the destination domain, and the information registered in the **Domain Data** field will be ignored.
 - * If you select **Permitted destination domain names**, sending email via the Send E-mail function will only be permitted only to the addresses that have a domain matching one of the registered domains.
 - * If you select **Restricted destination domain names**, sending email via the Send E-mail function will NOT be permitted to the addresses that have a domain matching one of the registered domains.

2. Domain List Register the domain information here.

- * Each domain must be separated by a return and can be up to 500 single-byte characters in length.
- * Up to 10 domains can be registered.
- * By using an asterisk (*), you can designate a full range of domains in a single entry.
Example: *.co.jp

3. Data Size Designate the maximum image data size for each email sent under the Send E-mail function. Available settings are: Low (512KB), Mid. (1024KB), High (2048KB) and Non-restricted

4. Subject Type the subject of the email message into this field.

- * The subject can be up to 32 single-byte characters (16 two-byte characters) in length.

5. Text Type the body (content) of the email message into this field.

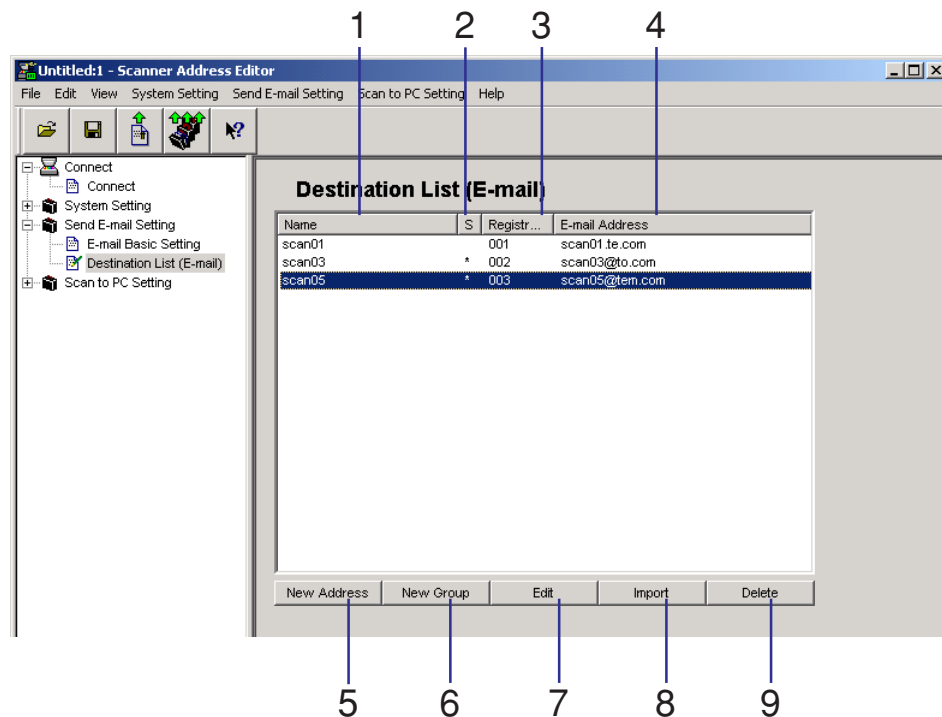
- * The message can be up to 500 single-byte characters (250 two-byte characters) in length.

6. Character Code Designate the character code that will be used in the email message. You can select from among the following character codes: SHIFT-JIS (Japanese), US-ASCII (English) and ISO-8859-1 (West Europe)

- * Make this setting according to the environment (language) being used in the destination computer.

(2) Destination List (E-mail)

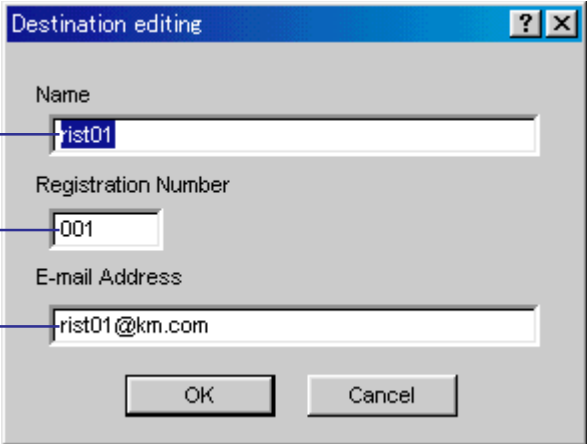
Select this item when you want to confirm or edit the list of destinations under the Send E-mail function.



1. **Name** The name indicated here will be displayed as the destination name in the scanner's operation panel.
2. **S** [*] mark will be appeared in this column when the address related to the [Sender (User) List] is registered. [Sender (User) List] (E-mail) will also be changed at the editing.
3. **Registration Number** This is a registration number for the destination information.
* It is possible to designate a registration number between 001 and 100.
4. **E-mail Address** Displays the destination E-mail address.
5. **New Address** button Click on this button to access the **Destination editing** Dialogue Box and register information for a new destination. (Refer to page 3-58.)
6. **New Group** button Click on this button to access the **Destination Group Registration** Dialogue Box and register information for a new group of destinations.
(Refer to page 3-59.)
7. **Edit** button Click on this button to access the **Destination editing** Dialogue Box and edit information for the selected destination or destination group.
(Refer to page 3-58.)
8. **Import** button Click on this button to access the **Open** Dialogue Box and import address data from Address Editor, Address Book or Outlook as a csv file.
(Refer to page 3-68.)
9. **Delete** button Click on this button to delete the selected destination or destination group.
* Multiple destinations or destination groups may be selected and deleted at one time.

(3) Registering and Editing Destination Information (Send E-mail function)

The **Destination editing** Dialogue Box allows you to register new destinations under the Send E-mail function, or edit information for previously registered destinations.



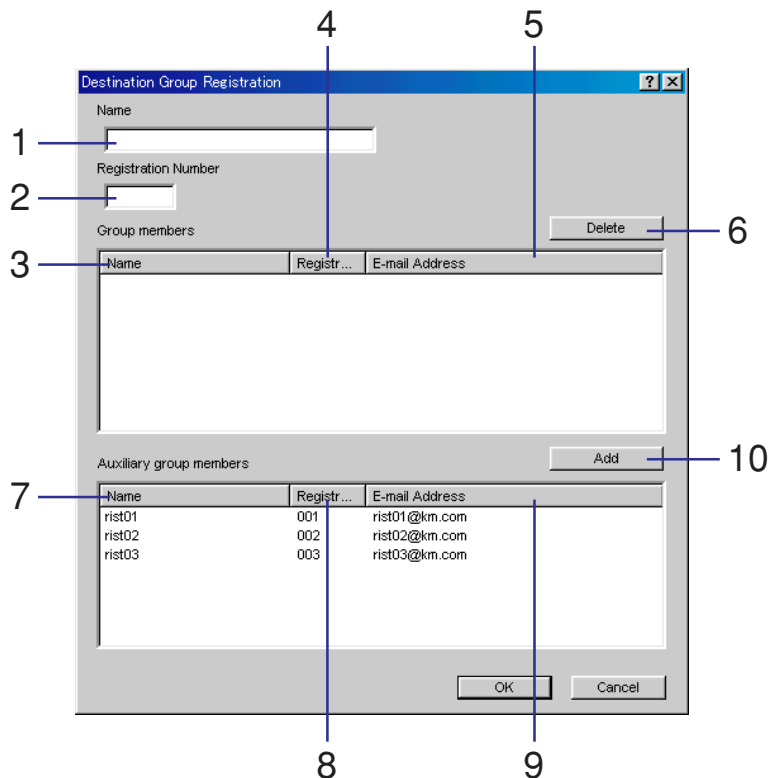
The image shows a 'Destination editing' dialog box with three input fields and two buttons. The fields are labeled 'Name', 'Registration Number', and 'E-mail Address'. The 'Name' field contains 'rist01', the 'Registration Number' field contains '001', and the 'E-mail Address' field contains 'rist01@km.com'. Blue lines with numbers 1, 2, and 3 point to each field respectively. The dialog box has a title bar with a question mark and a close button. At the bottom are 'OK' and 'Cancel' buttons.

Field	Value
1. Name	rist01
2. Registration Number	001
3. E-mail Address	rist01@km.com

1. **Name** The name registered here will be displayed as the destination name in the scanner's operation panel.
2. **Registration Number** This is a registration number for destination information.
3. **E-mail Address** Type the destination email address into this field.

(4) Registering and Editing Destination Group Information

The **Destination Group Registration** Dialogue Box allows you to register new destination groups under the Send E-mail function, or edit information for previously registered destination groups.



1. **Name** The name registered here will be displayed as the destination group name in the scanner's operation panel.
2. **Registration Number** Type the registration number for that destination group into this field.

<Group members>

3. **Name** Displays the name of each destination that is registered as a member of that group.
4. **Registration Number** Displays the registration number of each destination that is registered as a member of that group.
5. **E-mail Address** Displays the email address of each destination that is registered as a member of that group.
6. **Delete** button Click on this button to delete the selected member from that group.
 - * Deleted members will be added to the **Auxiliary group members** list.

<Auxiliary group members>

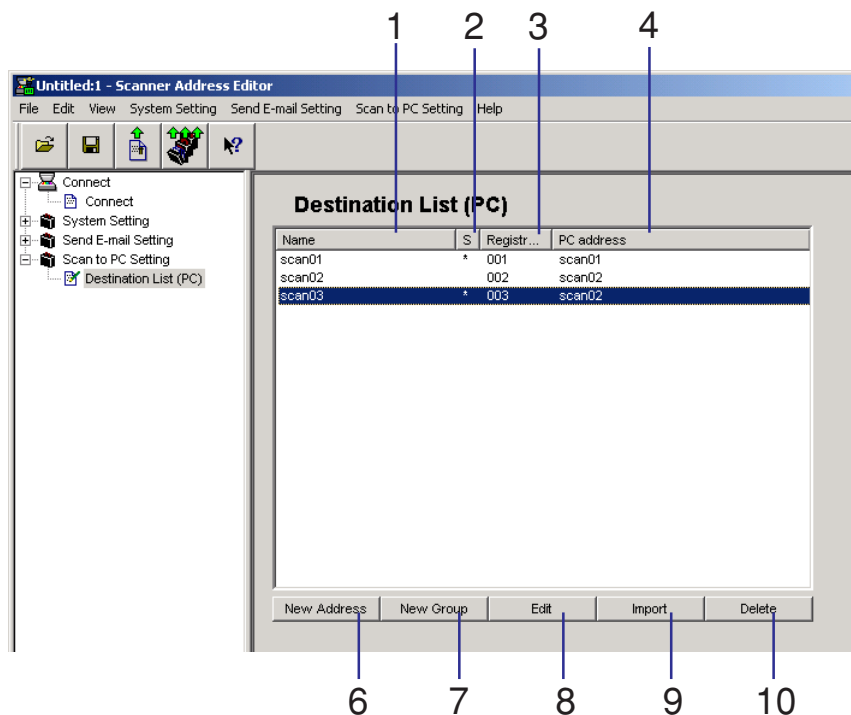
7. **Name** Displays the name of each group member.
8. **Registration Number** Displays the registration number of each group member.
9. **E-mail Address** Displays the registered email address of each group member.
10. **Add** button Click on this button to add the selected member to the **Group members** list.
 - * Added members will be deleted from the **Auxiliary group members** list.
 - * Up to 30 members can be registered in the **Group members** list.

Scan to PC Setting

Register or edit destination information for sending scanned images directly to computers under the Scan to PC function.

(1) Destination List (PC)

Select this item when you want to confirm or edit the list of destinations under the Scan to PC function.



1. **Name** The name indicated here will be displayed as the destination computer name in the scanner's operation panel.
2. **S** [*] mark will be appeared in this column when the address related to the [Sender (User) List] is registered. [Sender (User) List] (PC) will also be changed at the editing.
3. **Registration Number** This is a registration number for the destination computer information.
* It is possible to designate a registration number between 001 and 100.
4. **PC Address** Displays the destination computer's host name or IP address.
5. **New Address** button Click on this button to access the **Destination editing** Dialogue Box and register information for a new destination computer. (Refer to page 3-61.)
6. **New Group** button Click on this button to access the **Destination Group Registration** Dialogue Box and register information for a new destination computer group.
(Refer to page 3-64.)
7. **Edit** button Click on this button to access the **Destination editing** Dialogue Box and edit information for the selected destination computer or destination computer group. (Refer to page 3-63.)
8. **Import** button Click on this button to access the **Open** Dialogue Box and import address data from Address Editor or Address Book. (Refer to page 3-68.)
9. **Delete** button Click on this button to delete the selected destination computer or destination computer group.
* Multiple destination computer or destination computer groups may be selected and deleted at one time.

(2) Registering and Editing Destination Information (Scan to PC function)

The **Destination editing** Dialogue Box allows you to register new destinations under the Scan to PC function, or edit information for previously registered destinations.

The image shows a 'Destination editing' dialog box with a blue title bar containing a question mark and a close button. The dialog has four input fields, each with a blue line and a number pointing to it from the left:

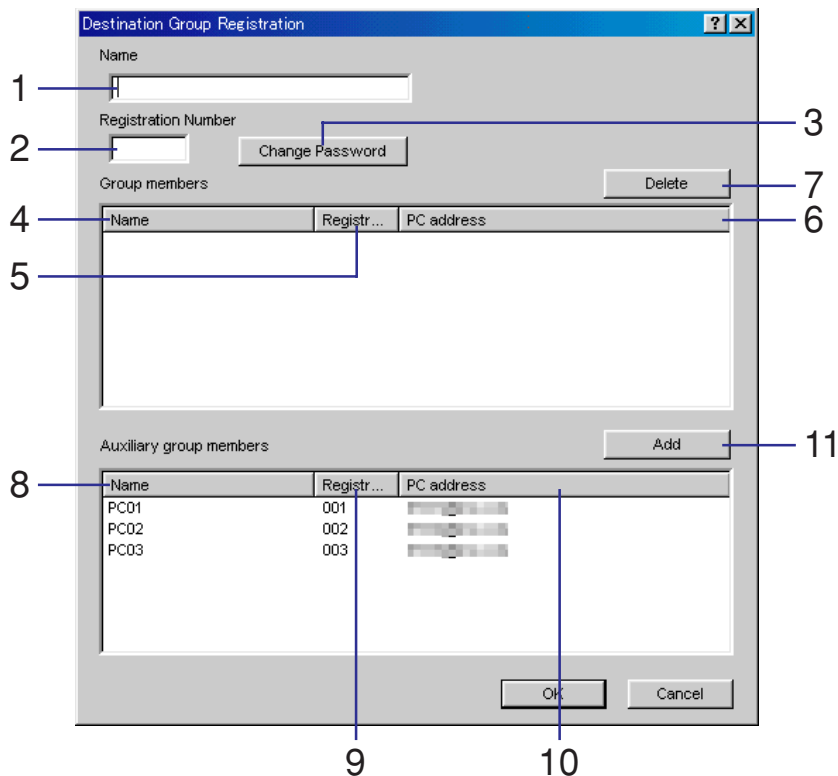
- 1. **Name**: A text box containing 'PC03'.
- 2. **Registration Number**: A text box containing '003'.
- 3. **PC address**: A text box containing a blurred IP address.
- 4. **Save number**: A text box containing '003'.

At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

1. **Name** The name registered here will be displayed as the destination computer name in the scanner's operation panel.
2. **Registration Number** This is a registration number for destination computer information.
3. **PC address** Type the destination computer's host name or IP address into this field.
4. **Save number** Displays the destination folder number where scanned data will be saved under the Scan to PC function.

(3) Registering and editing destination computer group information

The **Destination Group Registration** Dialogue Box allows you to register new destination computer groups under the Scan to PC function, or edit information for previously registered destination computer groups.



1. **Name** The name registered here will be displayed as the destination computer group name in the scanner's operation panel.
2. **Registration Number** Type the registration number for that destination computer group into this field.
3. **Change Password**
button Click on this button to set or change the password for that destination computer group.

<Group members>

4. **Name** Displays the name of each destination computer that is registered as a member of that group.
5. **Registration Number** Displays the registration number of each destination computer that is registered as a member of that group.
6. **PC address** Displays the host name or IP address of each destination computer that is registered as a member of that group.
7. **Delete** button Click on this button to delete the selected member from that group.
* Deleted members will be added to the **Auxiliary group members** list.

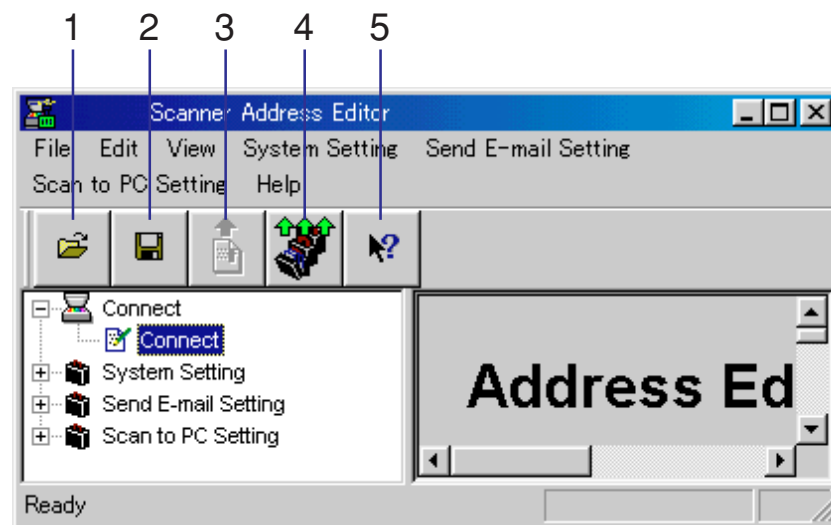
<Auxiliary group members>

8. **Name** Displays the name of each group member.
9. **Registration Number** Displays the registration number of each group member.
10. **PC address** Displays the host name or IP address of each group member.
11. **Add** button Click on this button to add the selected member to the **Group members** list.
* Added members will be deleted from the **Auxiliary group members** list.
* Up to 30 members can be registered in the **Group members** list.

Address Editor

Tool Bar

The Tool Bar contains buttons for easy execution of tasks such as writing edited data to the scanner, etc.



1. Open button Opens the selected Address Editor file.
2. Save button Saves edited data.
3. Send data button Registers the currently edited data file into the scanner.
4. Batch send button Registers all of the edited data files into the scanner.
5. Help button Displays the On-Line help.

Importing Data from Address Editor

With the Address Editor you can import into the **Sender (User) List** and **Destination List** (for the Send E-mail and Scan to PC functions) any address data that has been created in and exported from Address Editor, Address Book, or Microsoft Outlook as a csv file.

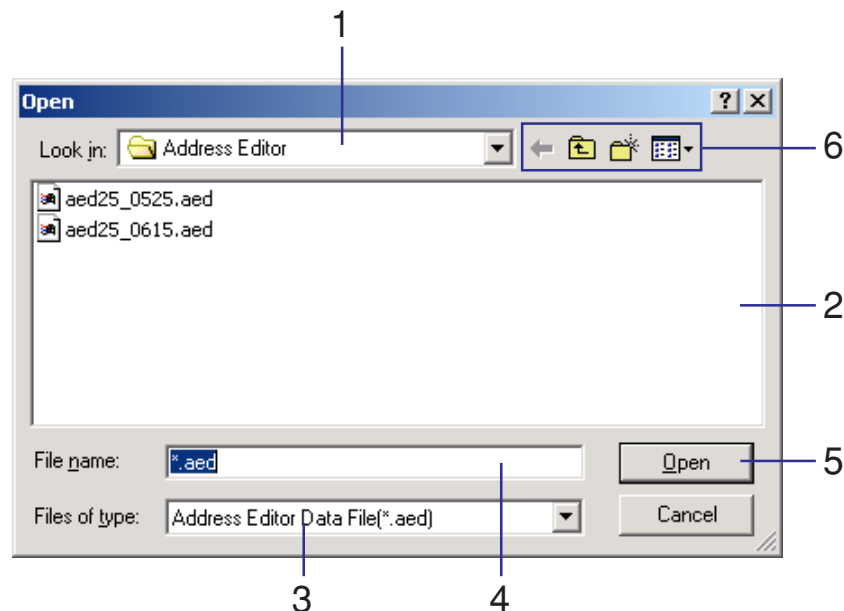
(1) Importing Address Data into the Sender (User) List and Destination List (for Send E-mail and Scan to PC functions)

The **Open** Dialogue Box allows you to import address data for use in the **Sender (User) List** under the Send E-mail and Scan to PC functions.

IMPORTANT!

- The data that can be imported into the Sender (User) List is [Address Editor (*.aed) data, Outlook (*.csv) data].
- The data that can be imported into the Destination List (E-mail) is [Address Editor (*.aed) data, Address Book (*.dat) data, Outlook (*.csv) data].
- The data that can be imported into the Destination List (PC) is [Address Editor (*.aed) data, Address Book (*.dat) data].

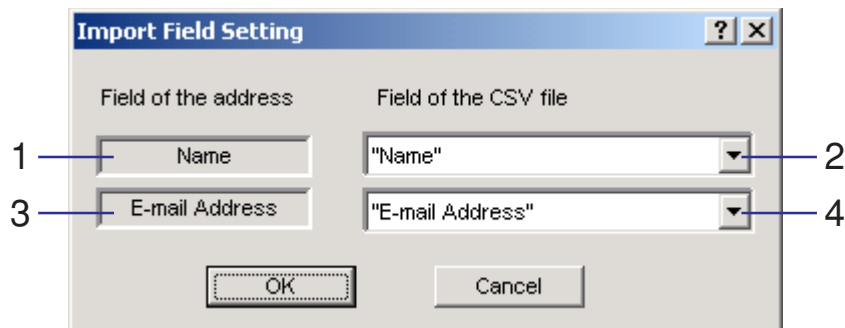
Address Editor



1. **Look in** Selects the folder in which the address data file that you want to import is saved.
2. **File list** Lists the files within the selected folder.
2. **Files of type** Indicates the file type of the file that you want to import.
4. **File name** Displays the name of the selected file.
5. **Open** button Opens the selected file.
6. **Move Folder / Create New / Change Display, etc.** Operation of each button in the Tool Bar is the same as with normal operation under Windows.

(2) Making the corresponding field settings

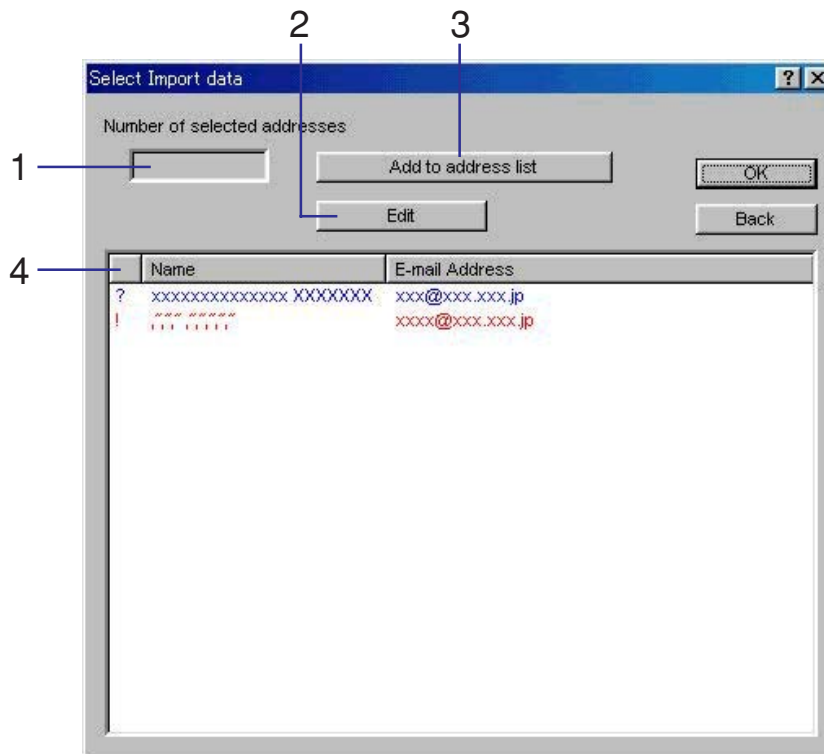
Once you have selected a csv file to import, you can determine which item will correspond to which field in the **Sender (User) List**.



1. **Name** The name indicated here will be displayed as the email destination name in the scanner's operation panel.
2. Name field Select the name of the item in the **Sender (User) List** where you want the name that is registered in the csv file to go.
3. **E-mail Address** Displays the destination email address.
4. Address Book field Select the name of the item in the **Sender (User) List** where you want the email address that is registered in the csv file to go.

(3) Checking Information to be Imported

The **Select Import data** Dialogue Box allows you to confirm imported address data and add it to the **Sender (User) List** or the **Destination List**.

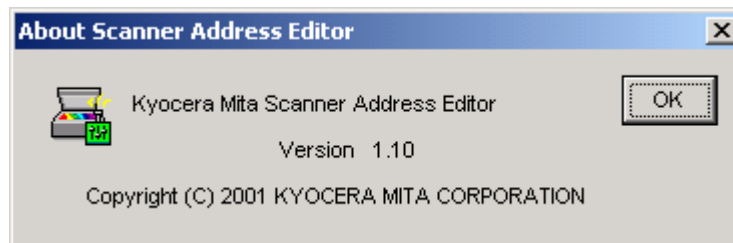


1. **Number of selected addresses** Indicates the number of addresses selected for import.
2. **Edit button** Click on this button to edit the contents of the selected addresses.
3. **Add to address list button** Click on this button to add the selected addresses to the **Destination List (E-mail)**.
4. **Warning column** Displays Warning Symbols next to email address information that has content which will cause a problem in importing their data. The Warning Symbols are as follows:
 - ? : Displayed when the amount of text used for the name exceeds the acceptable limit. This symbol will be deleted once you edit the name to an acceptable number of characters.
 - ! : Displayed when two-byte characters (Japanese, etc.) are included in text used for the name. This symbol will be deleted once you edit the name to include only single-byte characters.
 - ! : Displayed when the amount of text used for the email address exceeds the acceptable limit. This symbol will be deleted once you edit the email address to an acceptable number of characters.
 - * If ? is shown in the warning column, the problem data will be automatically converted into an acceptable form for importing into the **Destination List (E-mail)**.
 - * If ! is shown in the warning column, importing into the **Destination List (E-mail)** is not possible.
 - * If you attempt to import data that has the same name as data that is already registered in the **Destination List (E-mail)**, the name will be automatically amended during import into that list.
 - * The corresponding registration number will be selected automatically during importing of the data.
 - * Group data can not be imported from Address Editor or Address Book.

Address Editor

Address Editor Version Information

The **About Scanner Address Editor** screen will appear with version information any time **Version Information** is selected under **Help** in the Menu Bar.



Address Book

About the Address Book

The Address Book utility is used to register and edit information in the **Destination List** which is referred to when performing Send E-mail and Scan to PC operations at the scanner and sending scanned image data from the scanner to a designated email address.

Once installation of Address Book is complete, it will start up automatically each time the computer is booted up, and an icon that indicates that the Address Book is running will appear in the Windows Task Bar.

Computer Environment

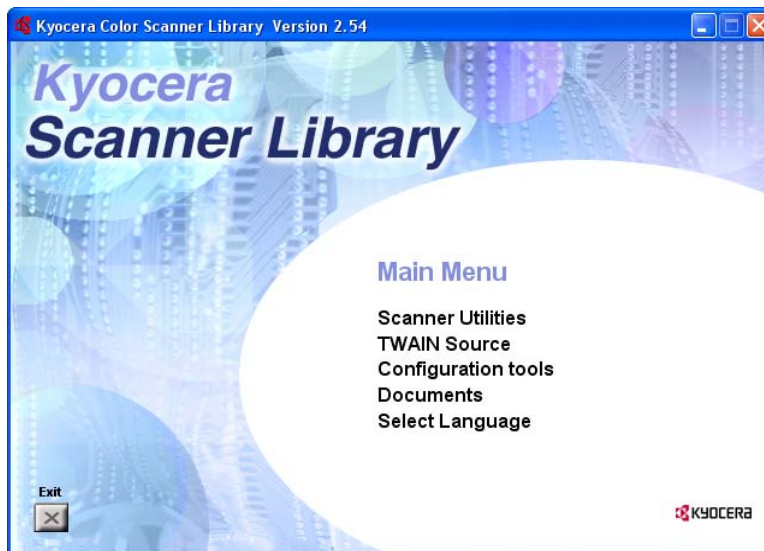
- Hardware IBM PC/AT or compatible
- Interface 10BASE-T or 100BASE-TX
- OS Windows 95 (OSR2), Windows 98 (Second Edition),
Windows NT 4.0 (Service Pack 5 or later),
Windows 2000 (Service Pack 2 or later),
Windows Me, Windows Server or Windows XP

Address Book

Installation and Uninstallation

(1) Installing the Address Book

1. Click on **Scanner Utilities** in the Main Menu of the Scanner CD-ROM. The following window will appear.
 - * In order to access the Main Menu, refer to “Using the Scanner Utilities CD-ROM” on page 1-3.



2. Click on **Address Book**.

3. Follow the instructions indicated in the wizard to continue the installation procedure.
 - * The Address Book will start up automatically with the computer and will run in the background. In addition, an icon that indicates that the utility is running will appear in the Windows Task Bar.

(2) Uninstalling the Address Book

Use the “Add/Remove Programs” function in Windows to uninstall the Address Book.

Initial Dialogue Box for the Address Book

The Address Book will automatically start up after installation. However, any time you want to quit the utility program, or register and edit information in the **Destination List**, you will need to access the initial dialogue box for the Address Book.

(1) Accessing the Initial Dialogue Box for the Address Book

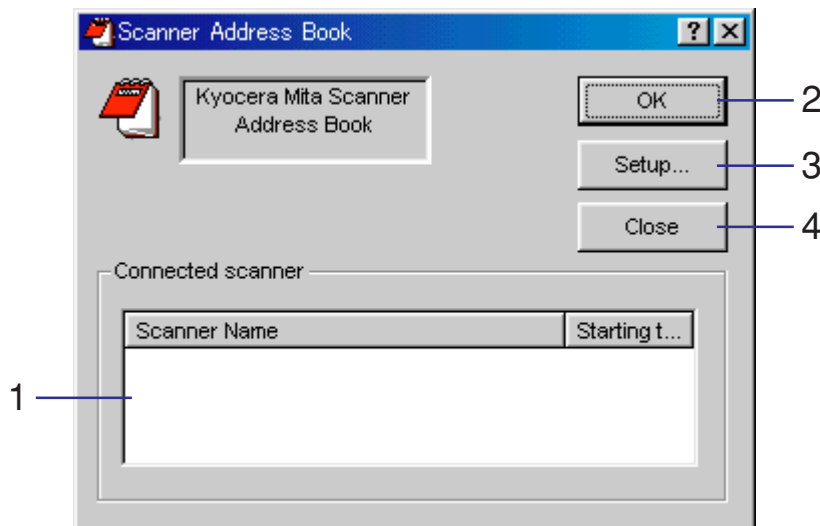
- **When the Address Book is running...**

Double-click on the utility's icon in the Task Bar. The initial dialogue box for the Address Book will appear.

- **When the Address Book is NOT running...**

Click on Start in the Windows Task Bar and then select **Program -> Scanner User Software -> Address Book** in that order from the successive menus. An icon that indicates that the utility is now running will appear in the Windows Task Bar. Double-click on that icon and the initial dialogue box for the Address Book will appear.

(2) Contents of the initial dialogue box for the Address Book

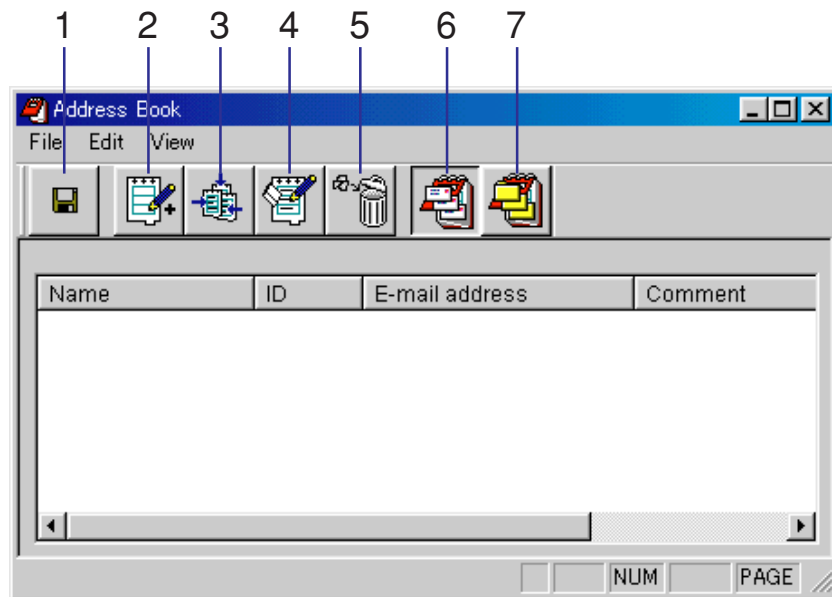


1. **Connected scanner** area Displays the names of the currently connected scanners. The **Scanner Name** column displays the host name or IP address that is registered in the corresponding scanner. The **Starting time** column shows at what time connection was initially made to that scanner.
2. **OK** button Click on this button when you want to close the initial dialogue box for the Address Book.
3. **Setup** button Click on this button when you want to register or edit destination information. The **Address Book** Dialogue Box will appear.
4. **Close** button Click on this button when you want to quit the Address Book utility.

Destination List Settings

(1) Contents of the Address Book Dialogue Box

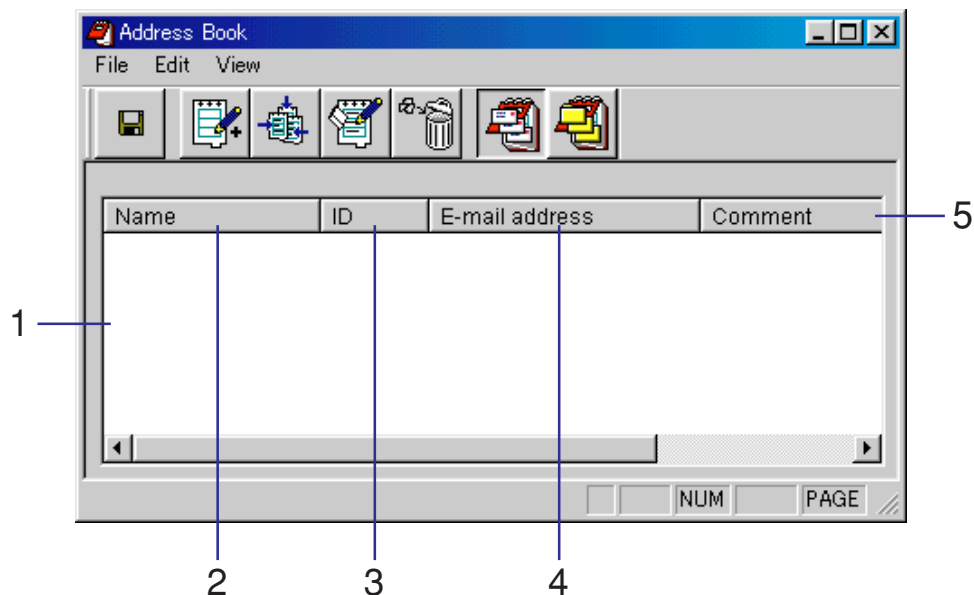
When you want to register or edit destination information for sending scanned image data under the Send E-mail or Scan to PC functions, click on the **Setup** button in the initial dialogue box for the Address Book. The **Address Book** Dialogue Box will appear and you can confirm destination information that has already been registered. The factory default settings shows the **Destination List** for the Send E-mail function first.



1. Apply button Click on this button to save any changes made to the information in the **Destination List**.
2. New Address button Click on this button to register information for a new destination in either the Send E-mail or Scan to PC **Destination List**. (Refer to pages 3-83 and 3-91.)
3. New Group button Click on this button to register information for a new group of destinations in either the Send E-mail or Scan to PC **Destination List**.
(Refer to pages 3-85 and 3-93.)
4. Edit button Click on this button to edit information for a destination or destination group that has already been registered in the corresponding **Destination List**.
(Refer to pages 3-83, 3-85, 3-91 and 3-93.)
5. Delete button Click on this button to delete a destination or destination group that has already been registered in the corresponding **Destination List**.
6. Send E-mail button Click on this button to access the **Destination List** for the Send E-mail function.
7. Scan to PC button Click on this button to access the **Destination List** for the Scan to PC function.

(2) Destination List for the Send E-mail function

Click on the **Send E-mail** button in the **Address Book** Dialogue Box in order to access the **Destination List** that is used under the Send E-mail function.



1. List of Destinations Displays all destinations that are registered in the **Destination List** for use under the Send E-mail function.
2. **Name** The destination or destination group name indicated here will be displayed in the scanner's operation panel.

Address Book

- 3. **ID** Indicates the registration number for the registered destination or destination group. The registration number is designated to each destination or destination group in the order that it is registered under the **Destination List**.
- 4. **E-mail address** Displays the email address for individual destinations.
- 5. **Comment** Displays any comments registered for that destination or destination group.
 - * Click on the title bar for items 2 through 5 above and the listings will be sorted in order. Click again to have them sorted in reverse order.

(3) Registering and editing destination information for the Send E-mail function

The **Destination Registration (E-mail)** Dialogue Box allows you to register new destinations or edit information for previously registered destinations in the **Destination List** that is used under the Send E-mail function.

REGISTRATION PROCEDURE

1. Click on the **New Address** button in the **Address Book** Dialogue Box. The **Destination Registration (E-mail)** Dialogue Box will appear.

If you want to edit previously registered information for the Send E-mail function, select the destination whose information you want to edit in the **Destination List** and then click on the **Edit** button. The procedure for registering new information and editing information is the same.

The image shows a screenshot of the 'Destination Registration (E-mail)' dialog box. The dialog box has a title bar with a question mark and a close button. It contains five text input fields and two buttons. Numbered callouts point to the following elements:

- 2: Points to the 'Name' input field.
- 3: Points to the 'Registration Number(ID)' input field, which contains the value '001'.
- 4: Points to the 'E-mail address' input field.
- 5: Points to the 'Comment' input field.
- 6: Points to the 'OK' button.

The 'Cancel' button is also visible below the 'OK' button.

2. Type in a name for the destination that you want to register (up to 16 single-byte characters).
3. The registration number for this destination will be automatically designated (001 – 100) in the order that the destination has been registered under the **Destination List**. It is possible to change the designated registration number.

Address Book

4. Type in the email address of that destination (up to 64 single-byte characters).
5. Type in any comments that you want.
6. Click on the **OK** button. The entered destination information will be registered and the **Address Book** Dialogue Box will be displayed once again.
7. Click on the **Apply** button in the **Address Book** Dialogue Box and the changes to the **Destination List** will be saved.

(4) Registering and editing destination group information for the Send E-mail function

The **Destination Group Registration (E-mail)** Dialogue Box allows you to register new destination groups or edit information for previously registered destination groups in the **Destination List** that is used under the Send E-mail function.

REGISTRATION PROCEDURE

1. Click on the **New group** button in the **Address Book** Dialogue Box. The **Destination Group Registration (E-mail)** Dialogue Box will appear.

If you want to edit previously registered information for the Send E-mail function, select the destination group whose information you want to edit in the **Destination List** and then click on the **Edit** button. The procedure for registering new information and editing information is the same.

The image shows a screenshot of the "Destination Group Registration (E-mail)" dialog box. The dialog box has a title bar with a question mark icon and standard window controls. It contains several input fields and buttons. Numbered callouts (2 through 7) point to specific elements:

- 2: Points to the "Name" input field.
- 3: Points to the "Registration Number(ID)" input field, which contains the value "901".
- 4: Points to the "Comment" input field.
- 5: Points to the "Add" button.
- 6: Points to the "Delete" button.
- 7: Points to the "OK" button.

Below the input fields, there is a section labeled "E-mail address" with "Add" and "Delete" buttons. At the bottom, there is a table with two columns: "Name" and "E-mail address". The table is currently empty.

Address Book

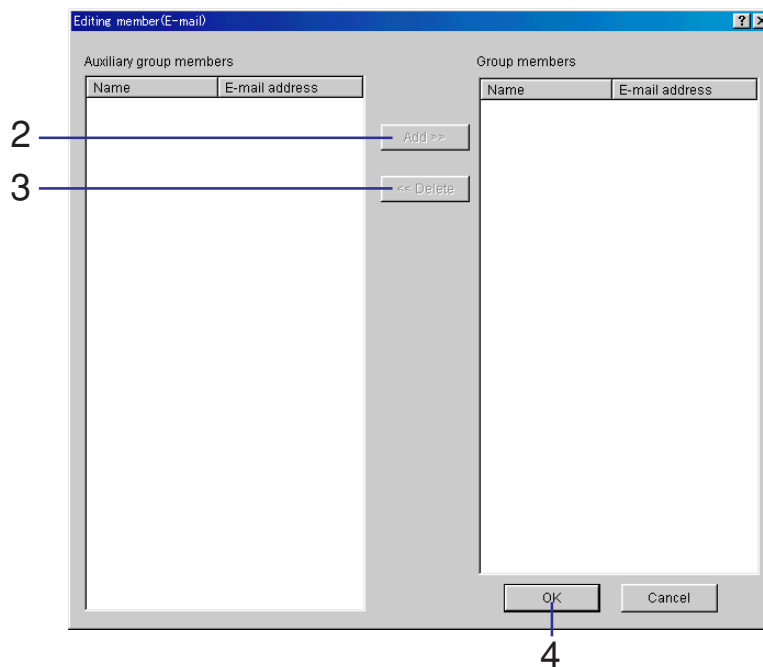
2. Type in a name for the destination group that you want to register (up to 16 single-byte characters).
3. The registration number for this destination group will be automatically designated (001 – 100) in the order that the destination group has been registered under the **Destination List**. It is possible to change the designated registration number.
4. Type in any comments that you want.
5. To add a new destination to the group, click on the **Add** button. The **Editing member (E-mail)** Dialogue Box will appear. (Refer to page 3-87.)
6. To delete a destination from the group, select the destination that you want to delete from the **E-mail address** list and then click on the **Delete** button.
7. Click on the **OK** button. The entered destination group information will be registered and the **Address Book** Dialogue Box will be displayed once again.
8. Click on the **Apply** button in the **Address Book** Dialogue Box and the changes to the **Destination List** will be saved.

(5) Adding destinations to or deleting destinations from a destination group for the Send E-mail function

The **Editing member (E-mail)** Dialogue Box allows you to add destinations to or delete destinations from a previously registered destination group for the Send E-mail function.

EDITING PROCEDURE

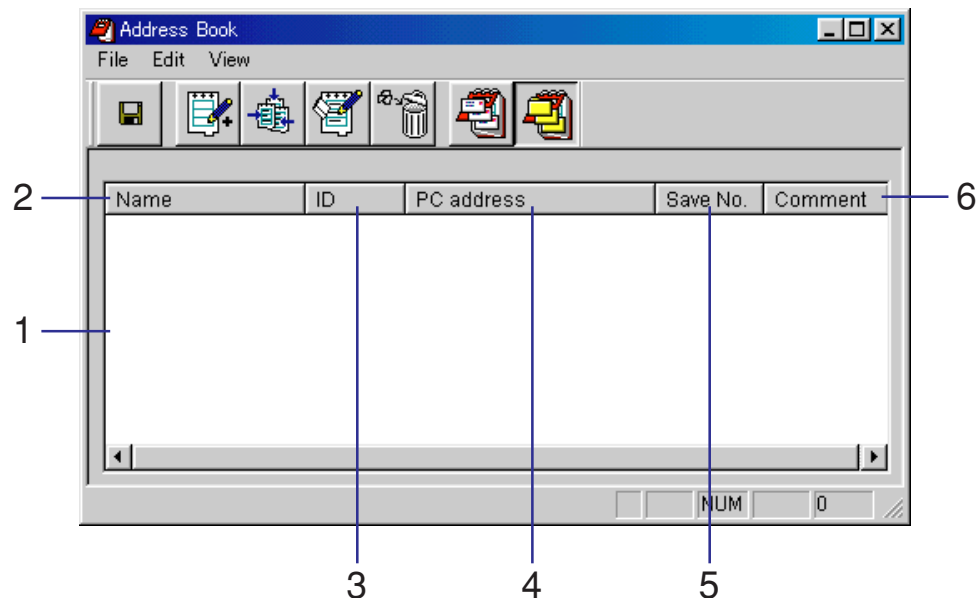
1. Click on the **Add** button in the **Destination Group Registration (E-mail)** Dialogue Box. The **Editing member (E-mail)** Dialogue Box will appear.



2. Select the destinations that you want to add to the group in the **Auxiliary group members** list and then click on the **Add** button.
3. If you want to delete destinations from the group, select the destinations that you want to delete from the group in the **Group members** list and then click on the **Delete** button.
4. Click on the **OK** button. The **Destination Group Registration (E-mail)** Dialogue Box will be displayed once again.

(6) Destination List for the Scan to PC function

Click on the **Scan to PC** button in the **Address Book** Dialogue Box in order to access the **Destination List** that is used under the Scan to PC function.



1. List of Destinations Displays all destinations that are registered in the **Destination List** for use under the Scan to PC function.
2. **Name** The destination or destination group name indicated here will be displayed in the scanner's operation panel.

- 3. **ID** Indicates the registration number for the registered destination or destination group. The registration number is designated to each destination or destination group in the order that it is registered under the **Destination List**.
- 4. **PC address** Displays the host name or IP address of individual destinations.
- 5. **Save No.** Displays the destination folder number where scanned data will be saved under the Scan to PC function.
- 6. **Comment** Displays any comments registered for that destination or destination group.
 - * Click on the title bar for items 2 through 6 above and the listings will be sorted in order. Click again to have them sorted in reverse order.

(7) Registering and editing destination information for the Scan to PC function

The **Destination Registration (PC)** Dialogue Box allows you to register new destinations or edit information for previously registered destinations in the **Destination List** that is used under the Scan to PC function.

REGISTRATION PROCEDURE

1. Click on the **New Address** button in the **Address Book** Dialogue Box. The **Destination Registration (PC)** Dialogue Box will appear.

If you want to edit previously registered information for the Scan to PC function, select the destination whose information you want to edit in the **Destination List** and then click on the **Edit** button. The procedure for registering new information and editing information is the same.

The image shows a screenshot of the "Destination Registration (PC)" dialog box. The dialog box has a title bar with a question mark and a close button. It contains several input fields and two buttons: "OK" and "Cancel". Numbered callouts (2 through 7) point to specific elements:

- 2 points to the "Name" input field.
- 3 points to the "Registration Number(ID)" input field, which contains the text "001".
- 4 points to the "PC address" input field.
- 5 points to the "Save number" input field.
- 6 points to the "Comment" input field.
- 7 points to the "OK" button.

Address Book

2. Type in a name for the destination that you want to register (up to 16 single-byte characters).
3. The registration number for this destination will be automatically designated (001 – 100) in the order that the destination has been registered under the **Destination List**. It is possible to change the designated registration number.
4. Type in the host name or IP address of that destination (up to 32 single-byte characters).
5. Type the folder number (001 – 100) of the destination computer where the scanned data will be saved into this field.
6. Type in any comments that you want.
7. Click on the **OK** button. The entered destination information will be registered and the **Address Book** Dialogue Box will be displayed once again.
8. Click on the **Apply** button in the **Address Book** Dialogue Box and the changes to the **Destination List** will be saved.

(8) Registering and editing destination group information for the Scan to PC function

The **Destination Group Registration (PC)** Dialogue Box allows you to register new destination groups or edit information for previously registered destination groups in the **Destination List** that is used under the Scan to PC function.

REGISTRATION PROCEDURE

1. Click on the **New Address** button in the **Address Book** Dialogue Box. The **Destination Registration (PC)** Dialogue Box will appear.

If you want to edit previously registered information for the Scan to PC function, select the destination group whose information you want to edit in the **Destination List** and then click on the **Edit** button. The procedure for registering new information and editing information is the same.

The image shows a screenshot of the "Destination Group Registration (PC)" dialog box. It contains several input fields and buttons. Numbered callouts (2 through 8) point to specific elements:

- 2: Points to the "Name" text input field.
- 3: Points to the "Registration Number(ID)" text input field, which contains the value "401".
- 4: Points to the "Change Password" button.
- 5: Points to the "Comment" text input field.
- 6: Points to the "Add" button.
- 7: Points to the "Delete" button.
- 8: Points to the "OK" button.

Below the input fields, there is a section labeled "PC address" with "Add" and "Delete" buttons. At the bottom, there is a table with three columns: "Name", "PC address", and "Save No.". The table is currently empty.

2. Type in a name for the destination group that you want to register (up to 16 single-byte characters).
3. The registration number for this destination group will be automatically designated (001 – 100) in the order that the destination group has been registered under the **Destination List**. It is possible to change the designated registration number.
4. If you want to set or change the password for that group, click on the **Change Password** button. The **Change Password** Dialogue Box will appear. (Refer to page 3-95.)
5. Type in any comments that you want.
6. To add a new destination to the group, click on the **Add** button. the **Editing member (PC)** Dialogue Box will appear. (Refer to page 3-96.)
7. To delete a destination from the group, select the destination that you want to delete from the **PC address** column and then click on the **Delete** button.
8. Click on the **OK** button. The entered destination group information will be registered and the **Address Book** Dialogue Box will be displayed once again.
9. Click on the **Apply** button in the **Address Book** Dialogue Box and the changes to the **Destination List** will be saved.

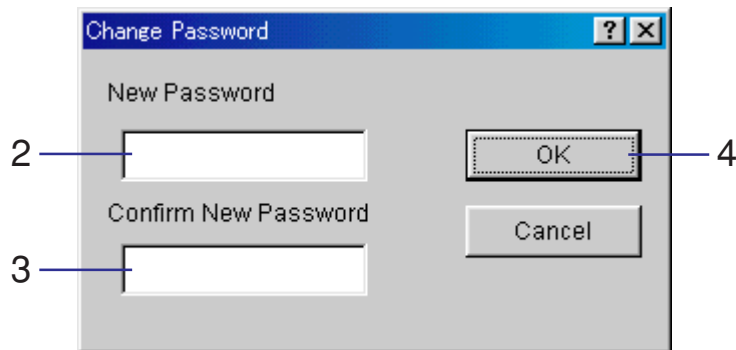
(9) Registering or changing password of a destination group for the Scan to PC function

The **Change Password** Dialogue Box allows you to set or change the password for destination groups used under the Send E-mail function.

IMPORTANT! Be sure to set the same password for the save folder of each individual destination in the group as the password that you register here for that group.

SETTING PROCEDURE

1. Click on the **Change Password** button in the **Destination Group Registration (PC)** Dialogue Box. The **Change Password** Dialogue Box will appear.



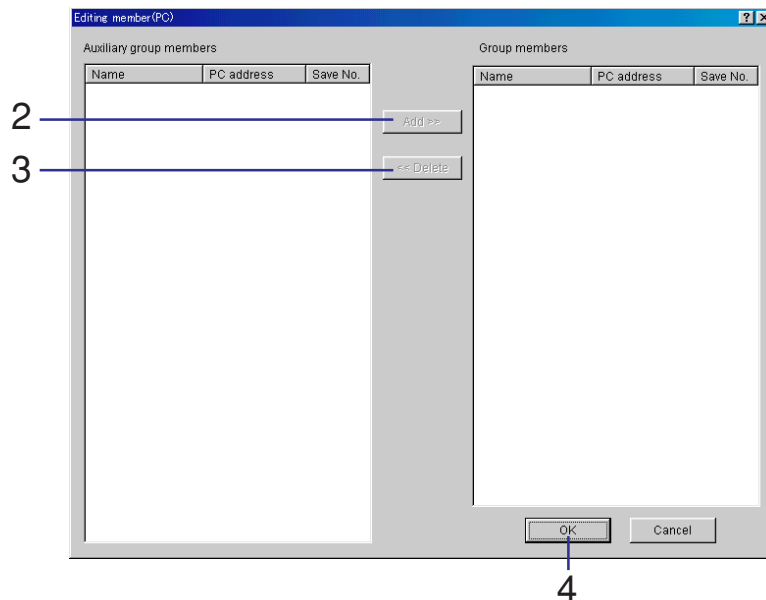
2. Type in the new password (up to 8 numbers).
3. Type the same password in one more time.
4. Click on the **OK** button. The **Destination Group Registration (PC)** Dialogue Box will be displayed once again.

(10) Adding destinations to or deleting destinations from a destination group for the Scan to PC function

The **Editing member (PC)** Dialogue Box allows you to add destinations to or delete destinations from a previously registered destination group for the Scan to PC function.

EDITING PROCEDURE

1. Click on the **Add** button in the **Destination Group Registration (PC)** Dialogue Box. The **Editing member (PC)** Dialogue Box will appear.



2. Select the destinations that you want to add to the group in the **Auxiliary group members** list and then click on the **Add** button.
3. If you want to delete destinations from the group, select the destinations that you want to delete from the group in the **Group members** list and then click on the **Delete** button.
4. Click on the **OK** button. The **Destination Group Registration (PC)** Dialogue Box will be displayed once again.

Address Book

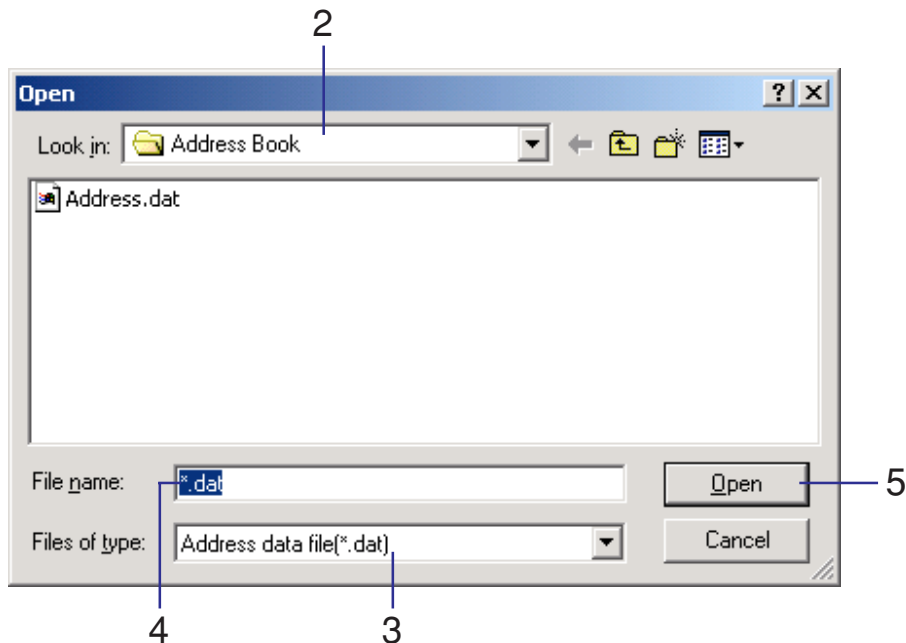
Importing an Address Data File

(1) Importing from Address Book

Data files that have been created and saved in Address Book can be selected and opened for use.

IMPORTING PROCEDURE

1. With the **Address Book** Dialogue Box open, select **Import** -> **Address data file** under the **File** menu in the menu Bar. The **Open** Dialogue Box will appear.



Address Book

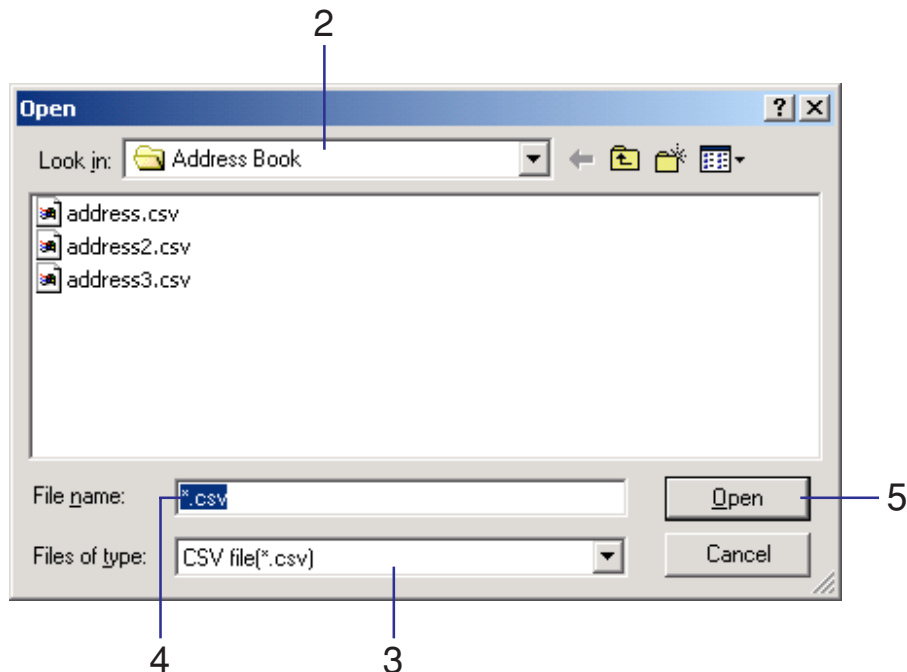
2. Select the folder in which the address data file that you want to import is saved. (The **Address Book** folder will be selected by default.)
3. Select the file type of the file that you want to import. (Only .dat can be selected.)
4. Type the name of the file in the **File name** field. (You can also select the desired file from the displayed list.)
5. Click on the **Open** button and the address information for the selected data file will be displayed in the **Address Book** Dialogue Box.

(2) Importing a csv file

Data files that have been created and saved in csv format by other email software can be selected and opened for use in Address Book.

IMPORTING PROCEDURE

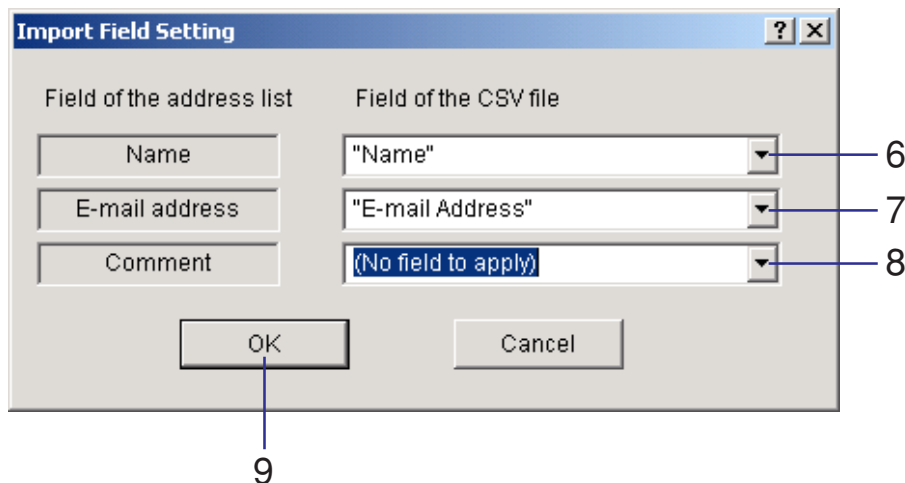
1. With the **Address Book** Dialogue Box open, click on the **Send E-mail** button and then select **Import -> CSV file** under the **File** menu in the menu Bar. The **Open** Dialogue Box will appear.



2. Select the folder in which the csv formatted address data file that you want to import is saved.
3. Select the file type of the file that you want to import. (Only .csv can be selected.)
4. Type the name of the file in the **File name** field. (You can also select the desired file from the displayed list.)
5. Click on the **Open** button and the **Import Field Setting** Dialogue Box will appear.

- **Making the corresponding field settings**

Once you have selected a csv file to import, you can determine which item will correspond to which field in the **Destination List** (for the Send E-Mail function).

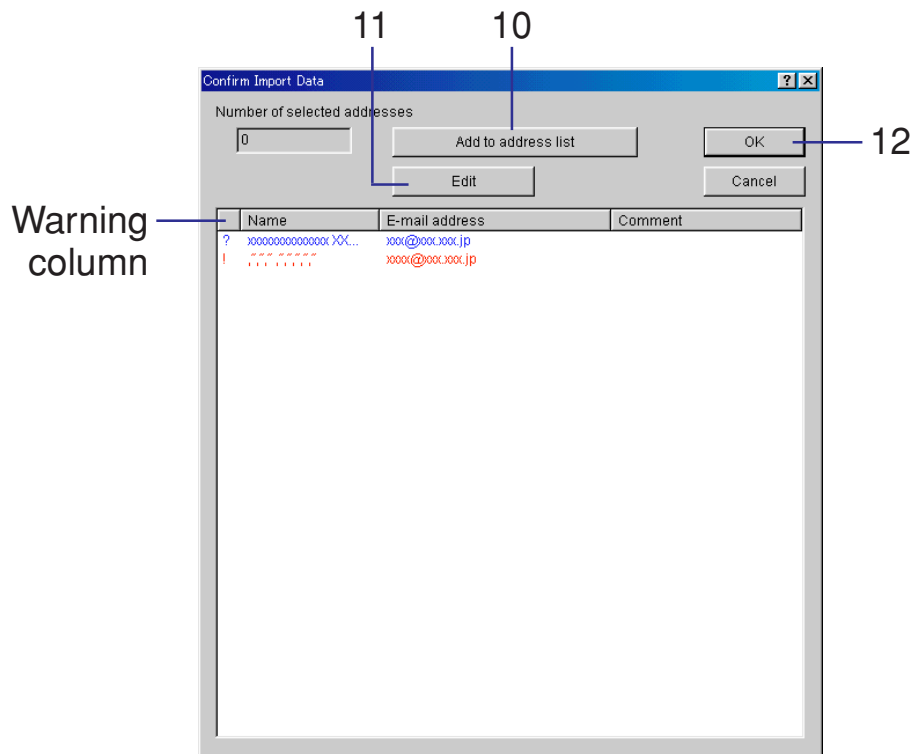


6. Select the item that you want to be displayed in the **Name** field of the **Destination List** (for the Send E-mail function).
7. Select the item that you want to be displayed in the **E-mail address** field of the **Destination List** (for the Send E-mail function).
8. Select the item that you want to be displayed in the **Comments** field of the **Destination List** (for the Send E-mail function).
9. Click on the **OK** button and the **Confirm Import Data** Dialogue Box will appear.

Address Book

- **Checking the information to be imported and registering it in the Address Book**

Check the contents of the csv file that you have selected to import before you register that data in the **Destination List** of the Address Book for the Send E-mail function.



10. Select the email address information that you want to import from the list, and click on the **Add to address list** button. The number of addresses that you have currently selected will be shown in the **Number of selected addresses** field.
11. If you want to edit the information for any of the displayed email addresses, select the corresponding item and then click on the **Edit** button. The **Destination Registration (E-mail)** Dialogue Box will appear. (Refer to page 3-83.)
12. Click on the **OK** button and the selected email address information will be registered in the **Destination List** of the Address Book for the Send E-mail function.

IMPORTANT!

About the Warning column...

The warning column displays Warning Symbols next to email address information that has content which will cause a problem in importing their data. If such a Warning Symbol appears, click on the **Edit** button. The **Destination Registration (E-mail)** Dialogue Box will appear. (Refer to page 3-83.) Edit the problem information as required to make it acceptable for import and the Warning Symbol will be deleted.

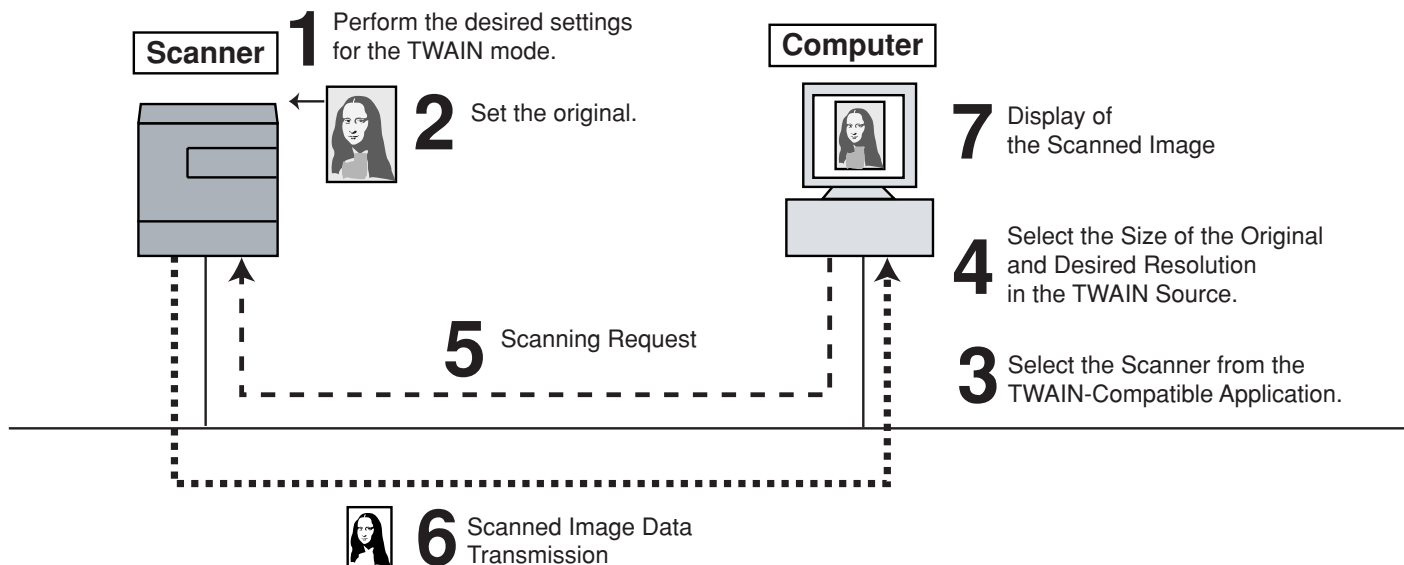
Warning Symbols

- ?: Displayed when information of the same name is already registered in the Address Book or the amount of text used for the name exceeds the acceptable limit of 16 single-byte characters.
- !: Displayed when two-byte characters (Japanese, etc.) are included in text used for the name or when the amount of text used for the email address exceeds the acceptable limit of 64 single-byte characters.

TWAIN source

The TWAIN source utility is used for controlling the scanning operation with a TWAIN-compatible application and having that scanned image displayed in that application. This section of this Operation Guide contains explanations on using a TWAIN-compatible application for scanning purposes.

IMPORTANT! In order to use this method of scanning, the TWAIN source must be installed in the corresponding computer. If there are going to be multiple computers using this capability, the TWAIN source should be installed in each of those computers.

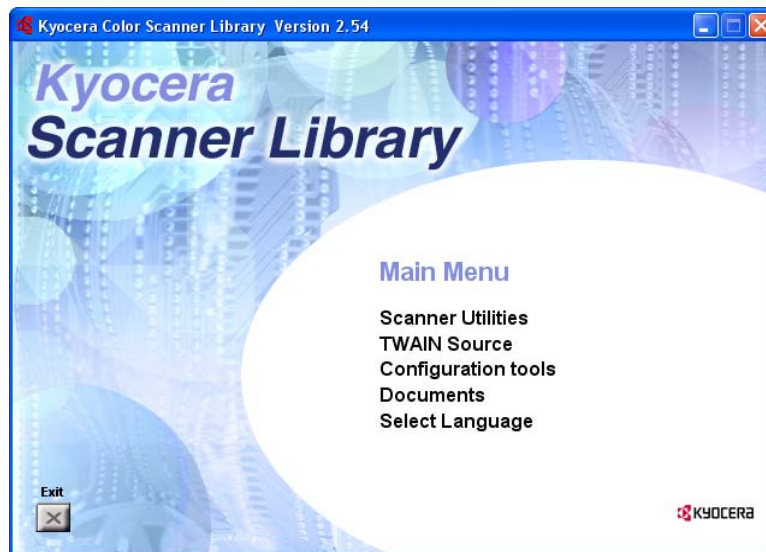


Computer Environment

- Hardware IBM PC/AT or compatible
- Interface 100BASE-T or 10BASE-TX
- OS Windows 95 (OSR2), Windows 98 (Second Edition),
Windows NT 4.0 (Service Pack 5 or later),
Windows 2000 (Service Pack 2 or later),
Windows Me, Windows Server or Windows XP

Installing the TWAIN source

1. Click on **Install TWAIN Source** in the Main Menu of the Scanner CD-ROM.
 - * In order to access the Main Menu, refer to “Using the Scanner Utilities CD-ROM” on page 1-3.



2. Select the model of the scanner being used.
3. Follow the instructions indicated in the wizard to continue the installation procedure.

Uninstalling the TWAIN source

Use the “Add/Remove Programs” function in Windows to uninstall the TWAIN source.

Image Data

The following indicates the image data specifications supported by this product.

Max. image size Width: 432 mm (17"), Length: 297 mm (A4 length-wise)

Resolution (dpi) 200 x 200, 300 x 300, 400 x 400, 600 x 600

Grayscale 2 levels, 256 levels (Dual-value differential diffusion)

Scanning an Image

There are essentially 2 main methods of using a TWAIN-compatible application to scan an image at this scanner. The basic procedure for each of these is explained below. Follow the procedure that is appropriate to the operation that you will use.

* For more information on these procedures, refer to the Scanner Set-up Edition of the Operation Guide for your scanner.

(1) Starting the scanning operation at your computer...

1. Use the TWAIN-compatible application to start TWAIN source in your computer.
2. Click on the **Connect** button in the TWAIN source.
 - * When the machine is running or working. The connection to the scanner at your computer may not be made. In such case, once TWAIN mode setting has been made on the scanner's operation panel, click on the connect button.
3. Put a check mark in the **Waiting Scan** checkbox and click on the **Scan** button.
4. Set the original that you want to scan in the scanner and press the **Start** key.
5. The scanned data will be sent to your computer.

(2) Starting the scanning operation at the scanner...

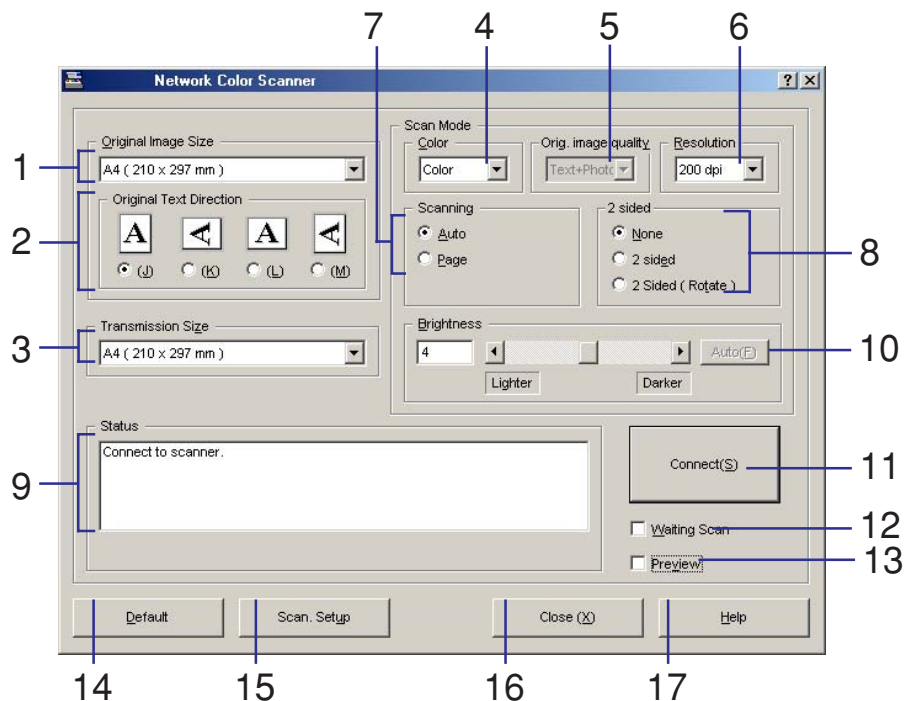
1. Use the scanner's operation panel to enter the TWAIN mode.
2. Set the original that you want to scan in the scanner.
3. Use the TWAIN-compatible application to start TWAIN source in your computer.
4. Click on the **Connect** button in the TWAIN source.
5. Click on the **Scan** button to start scanning.
6. The scanned data will be sent to your computer.

* You can change the settings for the scanning resolution, as well as for the size of the originals to be scanned, in either your computer or at the scanner itself. For more information on making settings using the TWAIN source in your computer, refer to "Main Dialogue Box" on page 3-111. For more detailed explanation on making settings using the scanner's operation panel, refer to the Scanner Set-up Edition of the Operation Guide for your scanner.

Main Dialogue Box

The following explains each item within the TWAIN source Main Dialogue Box.

***The actual windows differ depending upon the model of your Scanner.**



- 1 **Original Image Size** Lets you select, from among the following size settings, the size of the original that you want to scan.

- **Inch Specifications**

Auto, Ledger (11" x 17"), Computer Form (11" x 15"), Legal (8-1/2" x 14"), Letter (8-1/2" x 11"), Statement (5-1/2" x 8-1/2") and Custom (if you select this setting, the **Custom Size** Dialogue Box will appear.)

- **Metric Specifications**

Auto, A3 (297 mm x 420 mm), Computer Form (11" x 15"), A4 (210 mm x 297 mm), A5 (148 mm x 210 mm), JIS-B4 (257 mm x 364 mm), JIS-B5 (182 mm x 257 mm), JIS-B6 (128 mm x 182 mm), Folio (210 mm x 330 mm) and Custom (if you select this setting, the **Custom Size** Dialogue Box will appear.)

- 2 **Original Text**

Direction Lets you select the orientation of the original and of the corresponding text.

- 3 **Transmission Size**

(Only available with
Black and White

scanning) When you have selected a standard original size to be scanned, this setting lets you select the page size at which you want the scanned image data to be received in your computer. The following size settings are available:

- **Inch Specifications**

Ledger (11" x 17"), Legal (8-1/2" x 14"), Computer Form (11" x 15"), Letter (8-1/2" x 11"), Statement (5-1/2" x 8-1/2") and A4(8-1/4" x 11-11/16")

- **Metric Specifications**

A3 (297 mm x 420 mm), A4 (210 mm x 297 mm), A5 (148 mm x 210 mm), Computer Form (11" x 15"), Letter (8-1/2" x 11"), JIS-B4 (257 mm x 364 mm), JIS-B5 (182 mm x 257 mm), JIS-B6 (128 mm x 182mm), and Folio (210 mm x 330 mm)

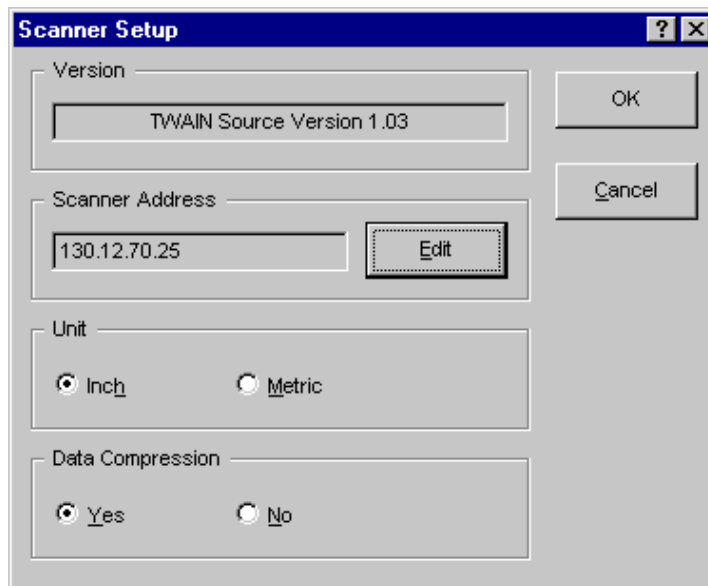
- 4 **Color** (Only available in color scanners) Lets you select, from among the following, the color designation of the image to be scanned: color, Gray, ACS and Black & White.
- 5 **Original Type**
(Only available with black and white scanning) Lets you select, from among the following, the type of original that is actually being scanned: Photo, Text, Photo & Text and OCR
- 6 **Resolution** Lets you select, from among the following, the desired scanning resolution:
600 dpi, 400 dpi, 300 dpi and 200 dpi
- 7 **Scanning** Lets you determine the scanning operation.
Auto: Originals in DF are all scanned with the same setting(s).
Page: Originals in DF are scanned semi automatically, possibly with different settings. Use when original combines text pages with photos.
- 8 **2-sided** Lets you select whether or not you want to scan both sides of the original when you set the original(s) in the DF.
None: Only one side of the original will be scanned.
2 Sided: Both sides the original will be scanned.
2 Sided (Rotate): Both sides the original will be scanned, but the image on the back side will be rotated 180°.
- 9 **Status** field Indicates the current status of the scanner.

- 10 **Brightness** You can set Brightness.
- 11 **Scan/Connect** button If your computer is successfully connected to the scanner, the **Scan** button will appear. Once you click this button, the scanning operation will start. If your computer is not connected properly to the scanner, this button will appear as a **Connect** button to enable you to reconnect to the scanner.
* When you perform a high scanning resolution, connection to the scanner may be cancelled.
- 12 **Waiting Scan**
checkbox If you put a check mark in the **Waiting Scan** checkbox, the scanner will be in the Scan mode but in an operation-pause state. In this case, you will need to press the Start key on the scanner's operation panel in order to initiate scanning.
- 13 **Preview** button (only
available in color
scanners) Click to check the overall image so that you can make any adjustments necessary prior to final scanning.
- 14 **Default** button Click to return all of the settings in the TWAIN source back to their factory default values.
- 15 **Scan Setup** button Click to display the **Scanner Setup** Dialogue Box in which you can change the scanner' IP address (Refer to page 3-115). switch units of measurement (between inch and metric), or select data compression during scanning Yes or No (Only available in color copiers).
- 16 **Close** button Click to save the currently entered settings and close the Main Dialogue Box.
- 17 **Help** button Click to display the **Help** Screen.

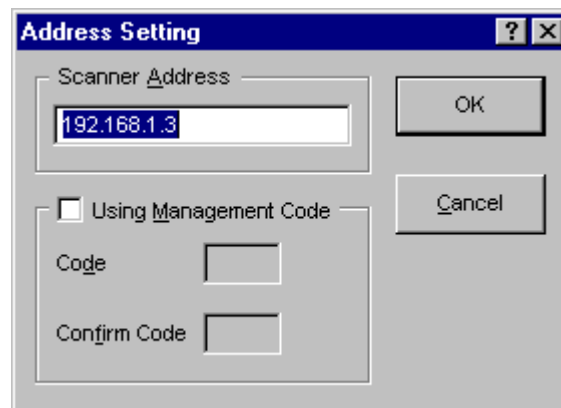
Changing the Scanner's IP Address

If the IP address of the scanner needs to be changed after installing the TWAIN source, perform the following procedure to change the settings and register the new IP address.

1. Click on the **Scan Setup** button in the TWAIN source Main Dialogue Box. The **Scanner Setup** Dialogue Box will appear.



2. The currently registered IP address will be displayed in the **Scanner Address** field. If you want to change that address, click on the **Edit** button and the **Address Setting** Dialogue Box will appear.



3. Type in the correct IP address.
4. Click on the **OK** button to return to the **Scanner Setup** Dialogue Box.
5. Click on the **OK** button. The new scanner IP address will be registered.

Copy Management Setting

If the copy management function which controls machine use is turned ON in the scanner, it will be necessary to enter a viable department code before you can use the machine. When the copy management function is turned ON, verification of this department code is carried out between the scanner and the computer that sends the scanning command. Thus, it is necessary to enter this department code.

- **Registering the department code**

1. Click on the **Scan Setup** button in the TWAIN source Main Dialogue Box. The **Scanner Setup** Dialogue Box will appear.
2. Click on the **Edit** button. The **Address Setting** Dialogue Box will appear.
3. Click on the **Using Management Code** checkbox to put a check in that box.
4. If you will use the same department code a number of times, type your department code into the Code field now.
 - * The number of digits in the department code differs depending upon the region of purchase of this machine. For a more detailed explanation, refer to the Operation Guide for your copier.
5. Type into the **Confirm Code** field the same password as you did into the **Code** field.
6. Click on the **OK** button.
7. If you did not enter your department code when connecting to the scanner in step 4, a dialog box for entering the code will appear now. Enter the code that you will use for this operation.

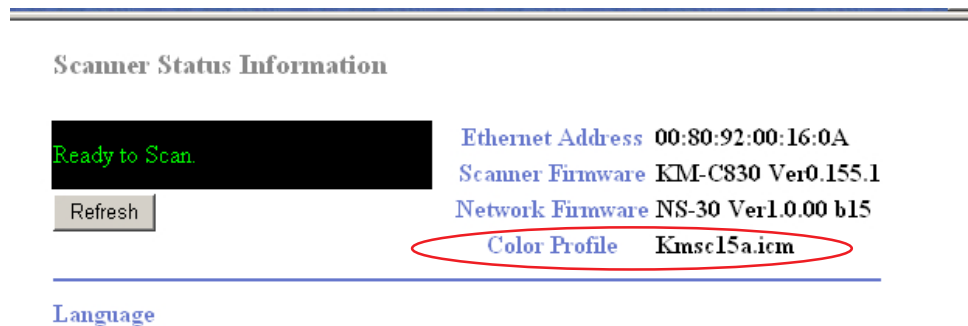
Color Profiles

Color profiles are available in color scanners for purposes of color adjustment.

*The procedure to embed a color profile in the scanning data will differ depending upon the TWAIN-compatible software being used. Refer to the Instruction manual for your TWAIN-compatible software.

- **Selecting the standard color profile**

1. Start up your Web browser.
2. Type the scanner's IP Address or host name in the URL filed and press the ENTER key on the keyboard.
3. The homepage for WebPage Functions will appear. The files name for the color profile for this scanner will be shown on the right side of the color Profiles section under the main frame of that page.



4. Be sure to use the file (In the **[ColorProfile]** folder on the Scanner Library CD-ROM that is included with this product) that has the same name as that indicated in step 3.

If You Can't Connect to the Scanner...

If you cannot successfully connect to the scanner, one of the following causes is possible. Check the situation at the scanner's operation panel and the try to reconnect.

- The machine is currently in the middle of a copy operation or it is in a mode other than that for scanning.
- The originals were set in the DF BEFORE connection was made to the scanner.

Maximum image size

There are some cases where the image can not be scanned depending upon the available memory size.

• Select Color or Gray

	200dpi	300dpi	400dpi	600dpi
A3	22MB	50MB	89MB	199MB*
A4	11MB	25MB	44MB	100MB
11" x 17"	21MB	48MB	86MB	193MB*
8-1/2" x 11"	11MB	24MB	43MB	96MB

*Scanning can not be performed on Windows95.

• Select Black & White (1bit)

	200dpi	300dpi	400dpi	600dpi
A3	0.9MB	2.1MB	3.7MB	8.3MB
A4	0.5MB	1.0MB	1.8MB	4.1MB
11" x 17"	0.9MB	2.0MB	3.6MB	8.0MB
8-1/2" x 11"	0.4MB	1.0MB	1.8MB	4.0MB

Configuration Tool

The Configuration Tool

The Configuration Tool is used for performing settings related to your IP address. This tool enables you to use the same procedures to manage the network settings for our printer and scanner models. In this section, basic information for understanding the “Quick Setup Wizard” and the basic procedure for using “AdminManager” are explained.

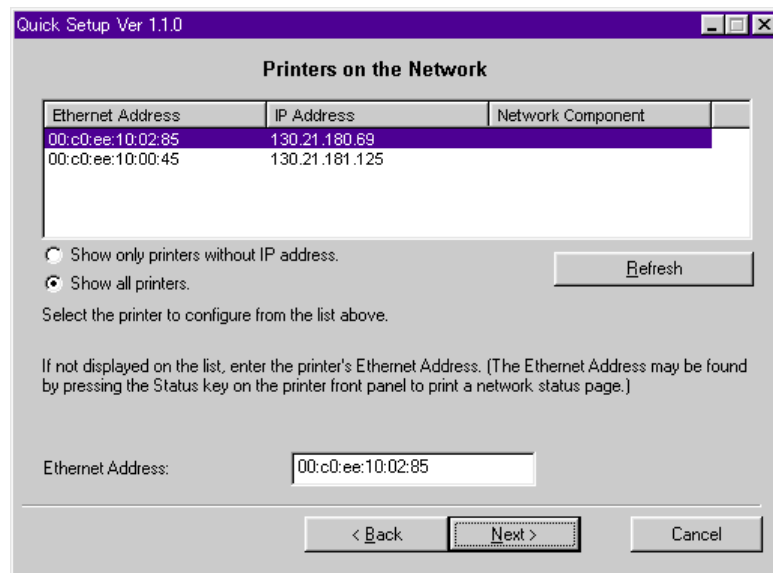
- Quick Setup Wizard Enables quick set-up of those settings required in the Scanner Interface Card.
- Advanced Set-up Installs AdminManager and enables more advanced settings.

Computer Environment

- Hardware IBM PC/AT or compatible
- Interface 10BASE-T or 100BASE-TX
- OS Windows 95 (OSR2), Windows 98 (Second Edition),
Windows NT 4.0 (Service Pack 5 or later),
Windows 2000,
Windows Me, Windows Server or Windows XP

Using the Quick Setup Wizard

While the wizard is easy to use, this section provides an explanation on connecting to the scanner. Insert the CD-ROM and select **Quick Setup Wizard** under the **IB-2x Configuration** menu. A screen that will allow you to select the printer/scanner will be displayed.



Any Scanner Interface Cards installed on the same network as your computer will be displayed.

Configuration Tool

Quick Setup will discover printers or scanners over either IPX or IP as long as the protocol is installed on the Windows machine that is running Quick Setup (e.g., if only IPX is installed, then Quick Setup will find and display only IPX printers. In this case, since this scanner does not support the IPX protocol, it will not be displayed.)

- **If a desired scanner is not displayed on the list...**

If the scanner that you want to set-up does not appear in the list, an alternate method for connecting is to enter its Ethernet address in the field provided. (The scanner's Ethernet address is listed on the label that is attached near the connector on the Scanner Interface Card.) If the scanner is not on the local segment of your network, then you must also have a correctly configured the Default Gateway address, and the network router(s) must be configured to forward IP broadcasts.

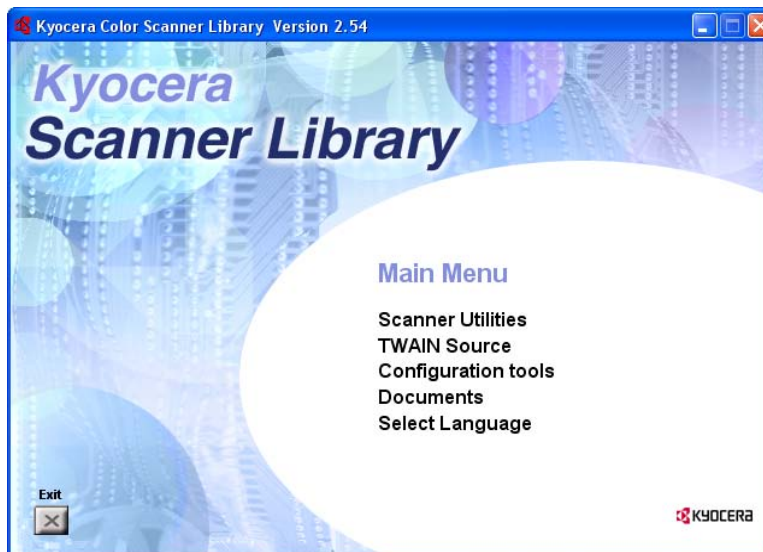
If the scanner cannot be found by Quick Setup, (e.g. IP broadcasts are not being forwarded), then register the IP address in the scanner itself and use a Web browser or AdminManager for setup. In a Web browser, IP broadcasts are not necessary since the IP address is entered directly. In AdminManager, you can search for the scanner on a specific network. Refer to "Section 2 Making Settings from a Web Browser" for more information on connecting with a Web browser.

Using AdminManager

(1) Installing AdminManager

The following procedure explains how to install AdminManager. Perform this procedure from the beginning even if you want to run AdminManager directly from the CD-ROM without copying it onto your hard disk.

1. Insert the Scanner Library CD-ROM into the CD-ROM drive of your computer. The CD-ROM should boot up and the Main Menu screen for the CD-ROM appear automatically.



Configuration Tool

2. Click on **Configuration Tools**. The **IB-2x Configuration** menu will appear.



3. Click on **Advanced Setup**.
4. Click on **Install AdminManager** in the next menu.
 - * If you select "**Run AdminManager directly from the CD**", use can run AdminManager directly from the CD-ROM.
5. Follow the instructions in the installation wizard in order to continue the installation procedure.

Configuration Tool

(2) Running AdminManager

Click on **Start** in the Windows Task Bar and select **Program -> IB-2x Tools -> AdminManager** from the resulting pop-up menus.

(3) Setting the IP Address

The following procedure explains how to use AdminManager to set the IP address in the Scanner Interface Card. Perform this procedure when you want to set a static IP address.

1. Run AdminManager.
2. Under **Setup** in the Menu Bar, select **Set Initial IP Address**. The **IP Address Setup** window will open.



3. Enter the Ethernet address of the Scanner Interface Card in the **Ethernet Address** field (e.g. "00 c0 ee 10 00 0d"). The Ethernet address is listed on the label that is attached near the connector on the Scanner Interface Card.
4. Enter the IP address that the network administrator gives you for the Scanner Interface Card in the **IP Address** field (e.g. "192 168 110 171").
5. Click on the **OK** button. Follow the instructions on-screen in order to reboot the Scanner Interface Card. After rebooting, the Scanner Interface Card should appear in the AdminManager display.

Next, the Subnet Mask and Gateway address can be registered.

- **Registering the Subnet Mask and Gateway address**

1. Click on the Scanner Interface Card in the AdminManager display to select it.
2. Under **Setup** in the Menu Bar, select **Protocols**.
3. Click on the **TCP/IP** Tab.
4. Enter the Subnet Mask and the Default Gateway address in the appropriate fields.
5. Click on the **OK** button. Follow the instructions on-screen in order to reboot the Scanner Interface Card.

(4) Setting the Administrator's Password

Perform the following procedure and register an administrator's password in order to manage network settings for scanners and printers. The password registered here will be applicable when attempting to make settings from the Web browser as well.

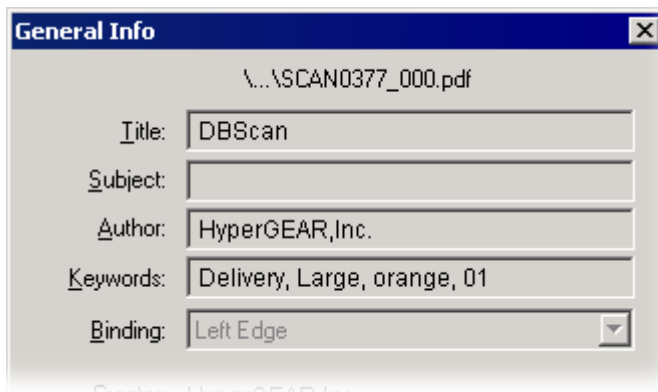
1. Click on the Scanner Interface Card in the AdminManager display to select it.
2. Under **Setup** in the Menu Bar, select **Protocols**. The **Protocol Setup** window will open.
3. Click on the **General** Tab.
4. Type the password that you want to use in the appropriate field.
5. Click on the **OK** button. Follow the instructions on-screen in order to reboot the Scanner Interface Card.

What is the DB Assistant?

The DB Assistant is a utility that is composed of two individual options: PDF Keyword Assist which adds keywords which can be used in searching, in the computer, for image data scanned at the scanner, and Database Assist which saves file information related to that scanned image data as a separate csv file. It is extremely convenient for organizing scanned image data or managing those files in a database.

Once the DB Assistant is installed and the computer booted up again, the utility will also be started up automatically. In this case, an icon that indicates the status of the DB Assistant will be displayed in the Windows Task Bar and the utility will remain in a waiting state for data to be sent from the scanner.

PDF Keyword Assist This option adds filed information as keywords to scanned image data files. Since the file is then save in a pdf format, these keywords can be verified by opening that file in Adobe Acrobat and accessing the General Information window under the File Information menu (shown below). In addition, it is possible to search for these keywords directly from your computer by using the PaperPort software that is bundled with this product. This is convenient when searching for a specific file from amongst a large number of files.



Database Assist This option creates a csv file of registered file information for scanned image data files. This file can then be opened and used in, for example, spreadsheet and database software.

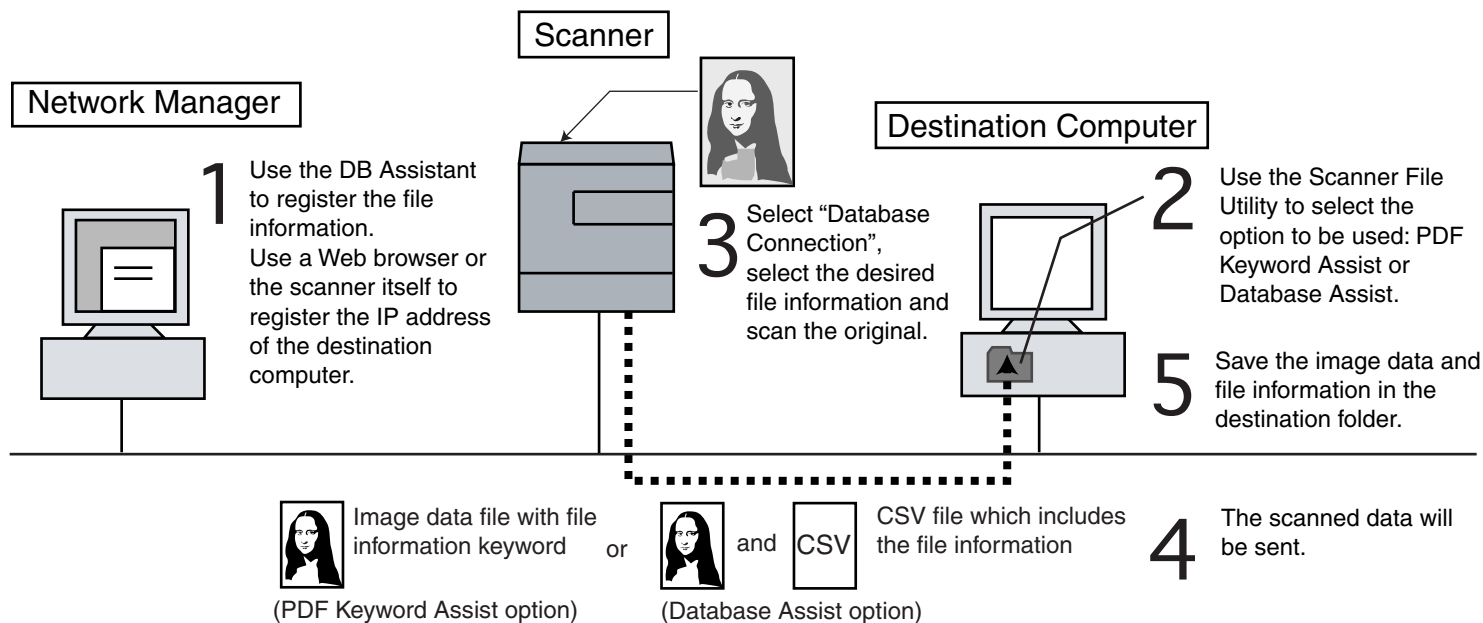
(1) Preparations

First, perform the following set-up procedure in order to use the DB Assistant.

1. Install the DB Assistant into the network manager's computer. (Refer to page 3-133.)
2. Run the DB Assistant and register the appropriate information under the PDF Keyword Assist, or Database Assist, option, as desired. (Refer to page 3-13.)
3. Use a Web browser or the operation panel on the scanner itself to register the IP address or the host name of the computer in which you installed the DB Assistant.
4. Run the Scanner File Utility in the computer in which you want to save the scanned image data and select either "KM-DB Link Handler" (for the PDF Keyword Assist option) or "Database Link Handler" (for the Database Assist option). (Refer to page 3-19.)

(2) Operation Flow

The following illustrates the steps required in using the DB Assistant to add file information to scanned image data and designate the folder in which to save that file.



Computer Environment

- Hardware IBM PC/AT or compatible
- Interface 10BASE-T or 100BASE-TX
- OS Windows 95 (OSR2), Windows 98 (Second Edition),
Windows NT 4.0 (Service Pack 5 or later),
Windows 2000 (Service Pack 2 or later),
Windows Me, Windows Server or Windows XP

Installation and Uninstallation

(1) Installing the DB Assistant

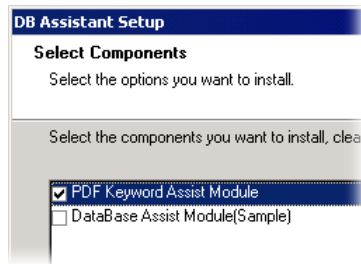
1. Click on Scanner Utilities in the Main Menu of the Scanner CD-ROM. The window shown below will appear.

* In order to access the Main Menu, refer to “Using the Scanner Utilities” on page 1-3.



2. Click on DB Assistant.

3. Follow the instructions indicated in the wizard to continue the installation procedure.
 - * During installation, the window shown below will appear to enable you to select the desired components that you want to install. Select the option(s) that you want to use under the DB Assistant.



- PDF Keyword Assist
Module Select this setting if you want to use the PDF Keyword Assist option (which adds file information as keywords to scanned image files).
- Database Assist
Module(Sample) Select this setting if you want to use the Database Assist option (which creates, along with the scanned image file, a csv file that contains the corresponding file information).

- * Refer to “Adding File Information to Scanned Image Data” on page iv for more detailed information on adding file information
- * Once installation is complete, the DB Assistant will start up automatically with the computer and will run in the background. In addition, an icon that indicates that the utility is running will appear in the Windows Task Bar.

(2) Uninstalling the DB Assistant

Use the “Add/Remove Programs” function in Windows to uninstall the DB Assistant.

Dialogue Boxes in the DB Assistant

The DB Assistant will automatically start up after installation. However, any time you want to quit the utility program, or whenever you want to perform settings for the PDF Keyword Assist and/or Database Assist options, you will need to access the setup dialogue box for the DB Assistant.

(1) Accessing the Setup Dialogue Box

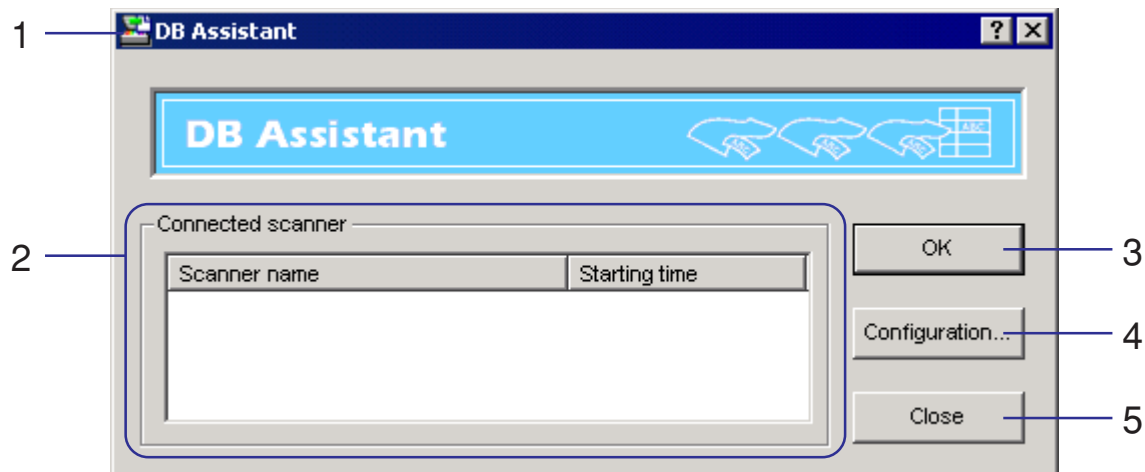
- When the DB Assistant is running...

Double-click on the utility's icon in the Task Bar. The initial dialogue box for the DB Assistant will appear. Click on **Configuration...** and the setup dialogue box for the DB Assistant will appear.

- When the DB Assistant is NOT running...

Click on Start in the Windows Task Bar and then select Program -> Scanner User Software -> DB Assistant in that order from the successive menus. An icon that indicates that the utility is now running will appear in the Windows Task Bar. Double-click on that icon, select **Configuration...** in the resulting initial dialogue box and the setup dialogue box for the DB Assistant will appear.

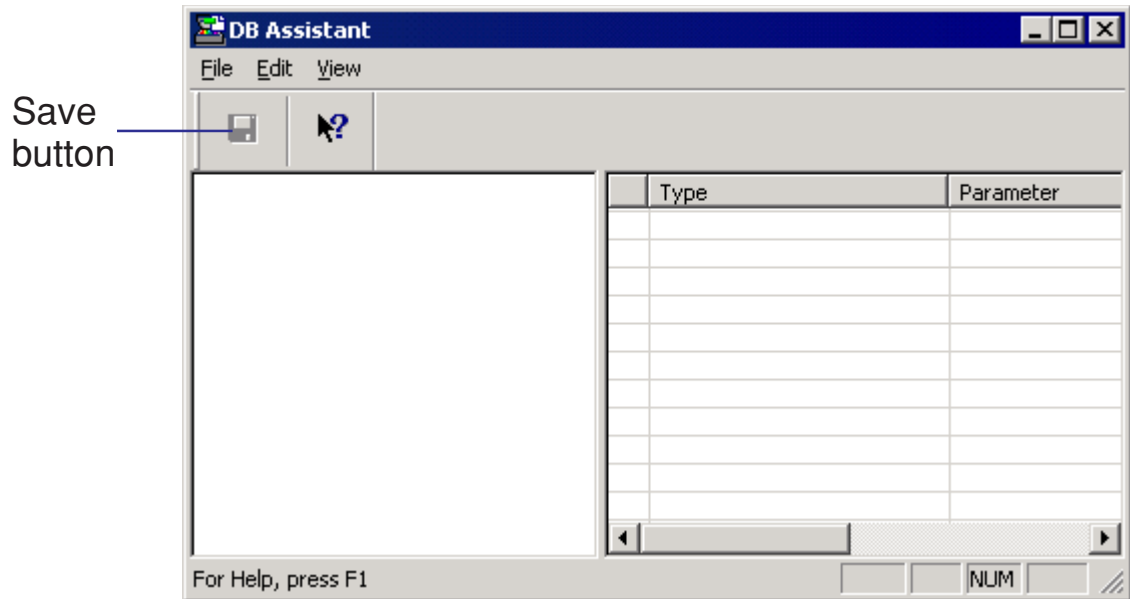
(2) Contents of the Initial Dialogue Box



1. **DB Assistant** icon Click on this icon and then select **DB Assistant...** in the resulting menu when you want to have access the version information.
2. **Connected scanner** box Displays the host name or IP address of the currently connected scanner(s) under the **Scanner name** column, and the time each connection was established under **Starting time**.
3. **OK** button Click on this button when you want to close the initial dialogue box.
4. **Configuration...** button .. Click on this button when you want to access the setup dialogue box.
5. **Close** button Click on this button when you want to quit the DB Assistant.

(3) The Setup Dialogue Box

When you want to perform settings for the PDF Keyword Assist and/or Database Assist options, click on the Configuration...button in the initial dialogue box. The setup dialogue box will appear.



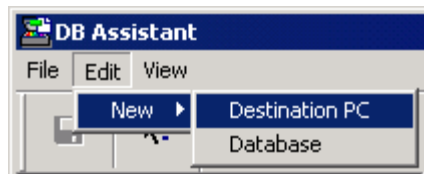
Save button Click on this button when you want to save any new settings you have made. If you close the window without first clicking on this button, any new settings you have made will not be saved.

Setting Up the PDF Keyword Assist Option

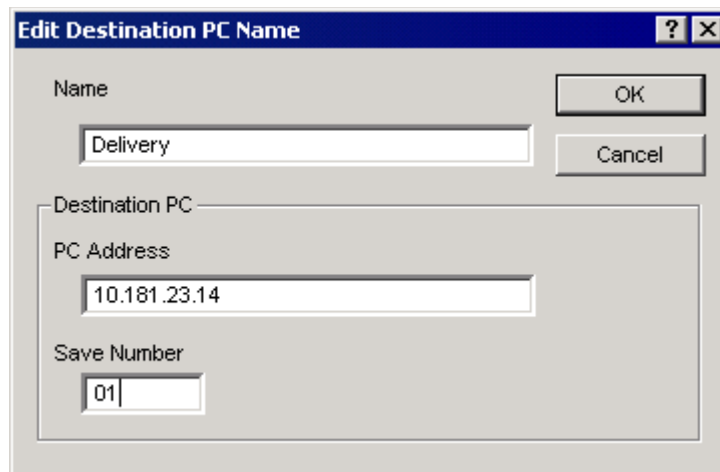
This section explains the procedures for making settings and registering information under the DB Assistant's PDF Keyword Assist option (which adds file information as keywords to scanned image files). First, access the DB Assistant's setup dialogue box and perform the following procedure.

* To set up the Database Assist option (which creates, along with the scanned image file, a csv file that contains the corresponding file information), use this section as reference.

1. Click on **Edit** in the menu bar of the setup dialogue box and select **New**. Then select **Destination PC** in the resulting submenu. The **Edit Destination PC Name** dialogue box will be displayed.
* When setting up the Database Assist option, select **Database** under the **New** menu.



2. Enter a name for the destination computer (within 16 characters) in the **Name** field. The name that you register here will be displayed on the operation panel of the scanner and will be sorted by that name.

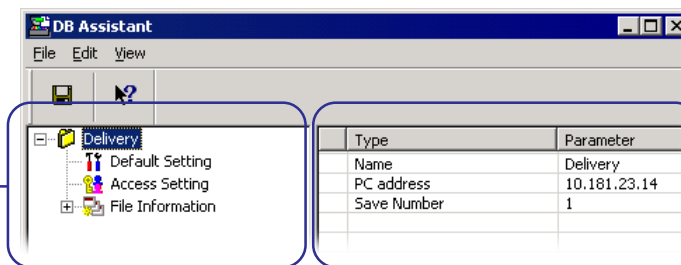


The screenshot shows a Windows-style dialog box titled "Edit Destination PC Name". It has a standard title bar with a question mark icon and a close button (X). The dialog contains three labeled input fields: "Name" (containing "Delivery"), "PC Address" (containing "10.181.23.14"), and "Save Number" (containing "01"). To the right of these fields are two buttons: "OK" and "Cancel".

3. Enter the IP address or host name of the destination computer (in which the scanned image data will be saved) in the **PC Address** field and, in the **Save Number** field, the "Save Number" of the folder that was designated in the Scanner File Utility.
 - * For more detailed information on the "Save Number", refer to "(2) Designating a New Destination Folder for Receiving Scanned Data" under "Scanner File Utility" on page 3-16.
 - * Registration is not possible unless the information in both steps 2 and 3 are entered.
4. Once the settings are complete, click on **OK** and the setup items under the PDF Keyword Assist option will be created for this destination.

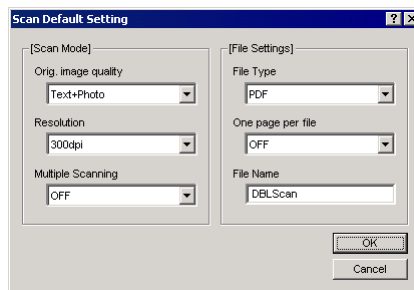
5. In order to edit the **Default Setting** file (which determines how scanning will be accomplished), double-click on that file (or right-click and select **Set** in the resulting menu). The **Default Setting** window will appear.

Setup items under the PDF Keyword Assist option

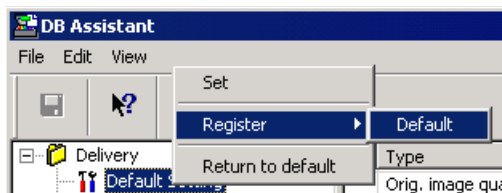


Displays the content of the setup item selected at left

6. Select the desired settings in the **Default Setting** window and click on **OK** in order to save those settings and return to the setup dialogue box.
 - * For more detailed information on the various basic settings, refer to “Using the Scanner Function” on page 1-8.
 - * It is possible to use the operation panel of the scanner later on in order to change the settings made here.

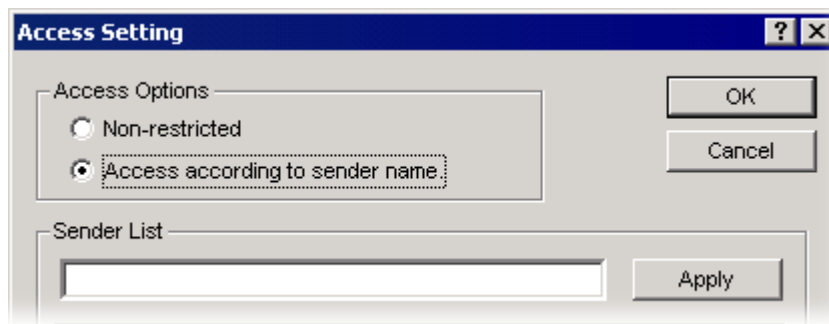


- * If you right-click on the **Default Setting** file in the setup dialogue box, a menu with the **Set**, **Register -> Default**, and **Return to default** commands will be displayed.



- Set** Displays the **Default Setting** window.
- Register -> Default** Saves the currently selected settings as the default settings.
- Return to default** Returns to the previous default settings.

7. Double-click on the **Access Setting** file (or right-click and select **Set** in the resulting menu). The **Access Setting** window will appear. You can use this window to limit those who can access the settings for the destination you are currently registering.



Non-restricted radio

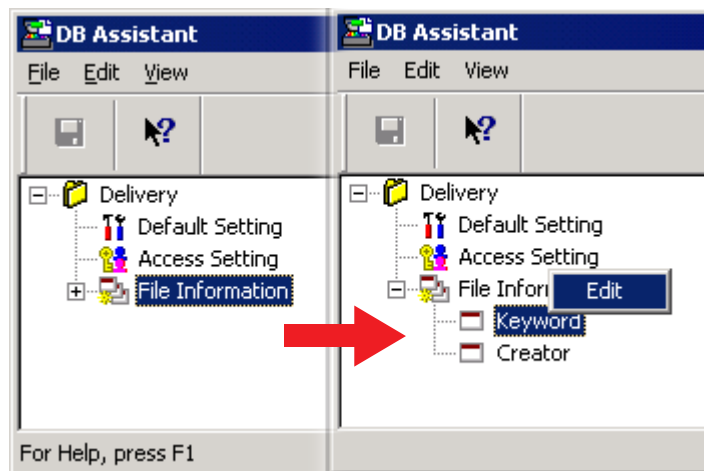
button Allows access to these settings without restrictions.

Access according to

sender name radio button .. Allows you to restrict access to these settings according to the user. Only users selected from the **Sender List** registered in the scanner will be able to access the settings for this destination. For more detailed information on making the corresponding access settings, refer to "Supplemental: Making Settings related to the 'Access according to sender name' option" on page 3-146.

- * With the Database Assist option, access can be restricted through the use of a password as well as with the setting above. The available numbers are from 0 to 9 and within 8 digits.

8. In order to edit the **File Information** file and set the items that will be used as the file information (keywords) in the scanned image file, click on the “+” to the left of the **File information** file. The **Keyword** and **Creator** items will appear.
- * If you register the content of the **Keyword** and **Creator** items as file information in scanned image files, you can use the “Containing text” field in the PaperPort software that is bundled with this product in order to search for specific images.

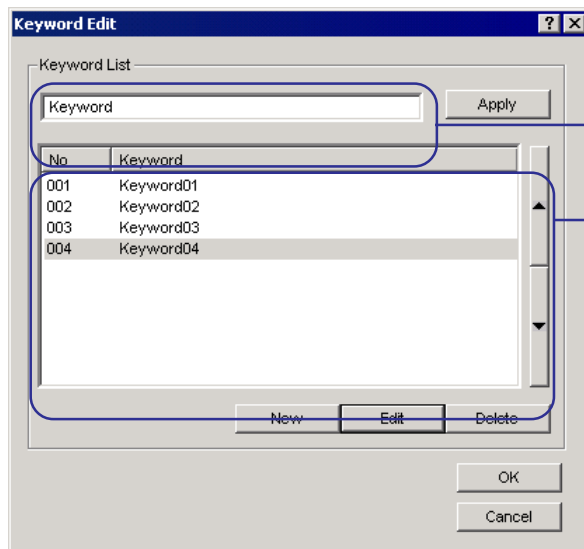


9. In order to edit the **Keyword** item, double-click on that item (or right-click and select **Edit** in the resulting menu). The **Keyword Edit** window will be displayed.

10. Enter a keyword (up to 32 characters) into the **Keyword List** field. Click on the **Apply** button (or press the Enter key on your keyboard) to register the entered keyword into the list below that field. If you want to edit a keyword, select (click to highlight) the keyword that you want to edit from that list, and then click on the **Edit** button. The selected keyword will be displayed in **Keyword List** field where it can now be edited. Once you have edited that keyword as desired, click on the **OK** button to return to the setup dialogue box.

* A maximum of 100 keywords can be registered.

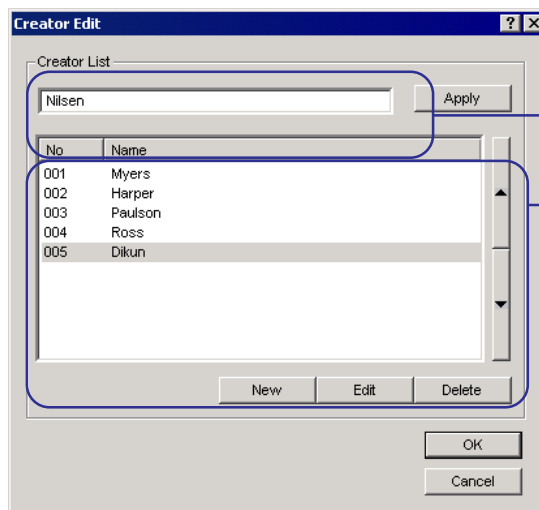
* To change the order of the displayed keywords, select (click to highlight) a keyword from the list and use the ▲ and ▼ buttons to move it up or down in the list.



**Keyword
List field**

**List of regis-
tered key-
words**

11. In order to edit the **Creator** item, double-click on that item (or right-click and select **Edit** in the resulting menu). The **Creator Edit** window will be displayed.
- Enter the creator information (up to 32 characters) in the **Creator List** field and then continue the settings in same manner as with the **Keyword Edit** item on page 3-144.
- * If you use the PaperPort software that is bundled with this product in order to search for information registered in the **Creator** item, perform the search with the “Containing text” field.
 - * A maximum of 100 creators can be registered.
 - * To change the order of the displayed creators, select (click to highlight) a creator from the list and use the t and s buttons to move it up or down in the list.



Creator List
field

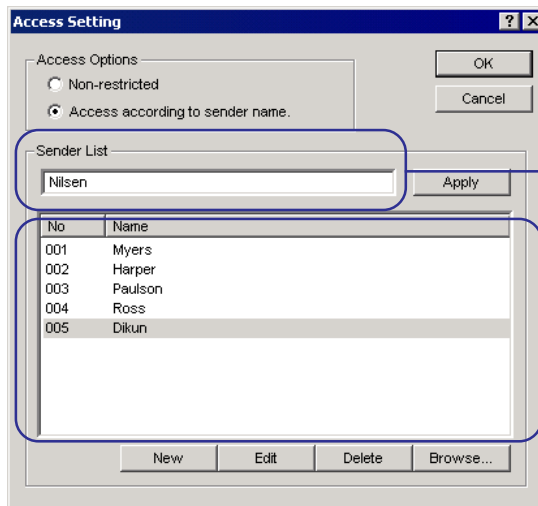
List of regis-
tered cre-
ators

The settings for using the PDF Keyword Assist option (which adds file information to scanned image files) under DB Assistant is complete.

Supplemental: Making Settings related to the 'Access according to sender name' option

This section explains the procedures for making settings related for step 7 of "Setting Up the PDF Keyword Assist Option" on page 3-142.

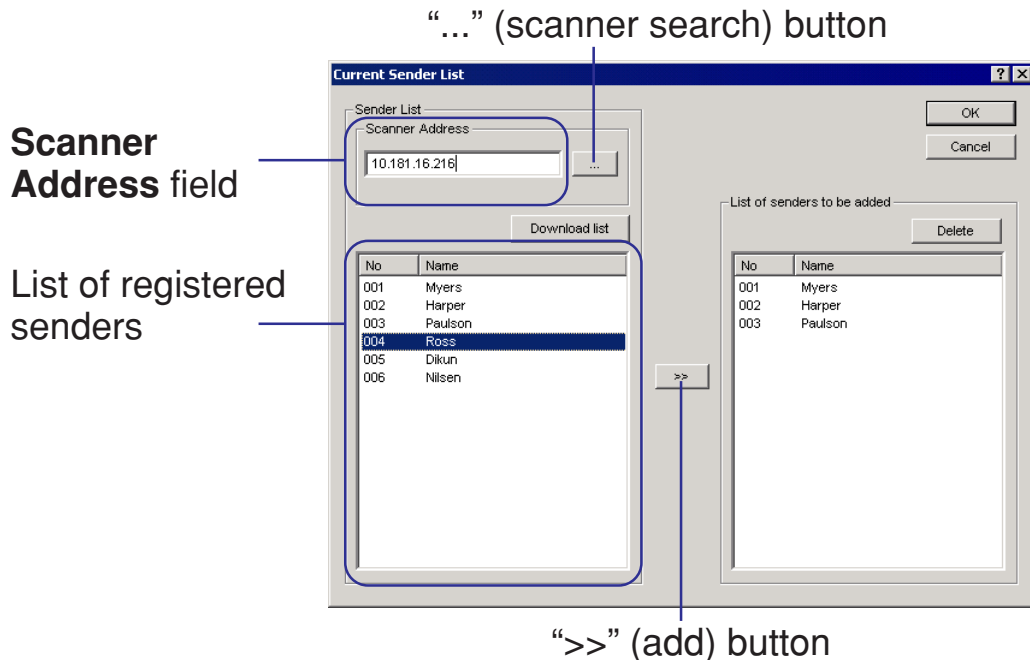
1. Enter into the **Sender List** field the name of the user (up to 32 characters) to whom you want to give access privileges. Click on the **Apply** button (or press the Enter key on your keyboard) to register the entered user name into the list below that field.
If you want to edit a user name, select (click to highlight) the name that you want to edit from the list, and click on the **Edit** button. The selected user name will be displayed in **Sender List** field where it can now be edited. Once you have edited that name as desired, click on the **OK** button to return to the setup dialogue box.



Sender List
field

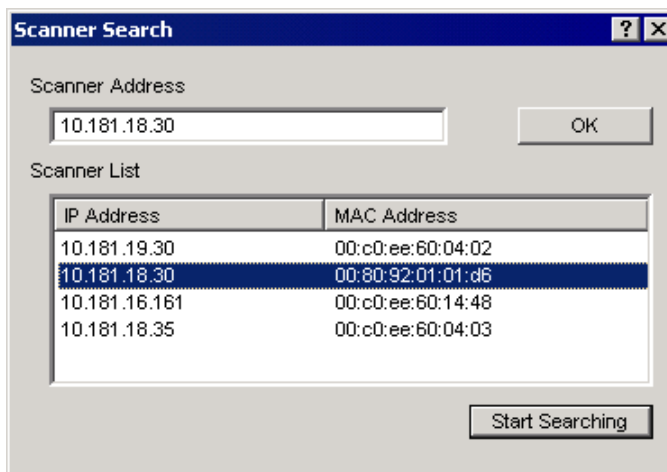
List of regis-
tered users

2. The check the names of the senders who are already registered in the scanner, click on the **Browse...** button. The **Current Sender List** window will be displayed.



3. Enter into the **Scanner Address** field the host name or IP address of a currently connected scanner. To display a list of the senders who are currently registered in that scanner, click on the **Download list** button. Select the users from that list that you want to add to the access list, click on the >> button and they will be copied to the **List of senders to be added** on the right side of the window. To register any additional senders for access privileges, click on the **OK** button to return to the **Access Setting** window.

4. To select from among any other scanners that are available on the network, click on the “...” (scanner search) button in the **Current Sender List** window. The **Scanner Search** window will be displayed.



5. Click on the **Start Searching** button and a list of the IP and MAC addresses for all the scanners currently available on the network will be displayed. Select (click to highlight) from that list the address of the scanner for which you want to check the registered senders and, once the IP address or host name for that scanner appears in the **Scanner Address** field, click on the **OK** button (or press the Enter key on your keyboard). The **Current Sender List** window will be displayed again, and the address for the selected scanner will appear in the corresponding **Scanner Address** field.
6. Click on the **Download list** button. A list of the senders who are currently registered in the scanner that was selected in step 5 will be displayed and can be checked.

Appendix **A**

Error Codes

Error Codes

The following tables explain the error codes that may appear in the transmission log, and indicate the corresponding procedures for their correction. The transmission log can be accessed on the scanner's message display.

For more detailed information, refer to the Set-up Edition of your Operation Guide.

Error Code	Cause of Error	Procedure for Correction
E001	The transmission in progress was canceled by the operator.	— — —
E010	The destination computer could not be found during data transmission. (An error occurred that could not be classified more clearly under any error code after E011.) Either that or the scanner could not find the computer that was running the personal Address Book.	• Check to make sure that the destination computer is operating properly. • Check to make sure that there are no problems with any connections, such as checking that the network cables are connected properly.
E011	Transmission was stopped due to problems with the image data itself.	Try to perform the operation again.
E012	The scanner attempted to transmit image data, but was unable to access the corresponding information in the personal Address Book due to a connection problem.	Check to make sure that the computer running the personal Address Book is operating properly.
E020	An attempt to use the Send E-mail function was made, but the scanner was unable to find the SMTP server.	Check to make sure that there are no problems with any connections, such as checking that the network cables are connected properly. Either that or check with your network administrator to find out whether or not the SMTP server is working properly.

Error Codes

Error Code	Cause of Error	Procedure for Correction
E021	The destination for the e-mail is listed under the restricted domain names, or is not listed under the permitted domain name.	• Check the restricted and/or permitted domain names, and adjust the settings as necessary. • Check to make sure that the destination e-mail was entered correctly.
E022	The mail contained an e-mail address that the SMTP server can not find.	Check to make sure that the destination e-mail address was entered correctly.
E023	The SMTP server is not operating properly.	Check with your network administrator to find out whether or not the SMTP server is working properly.
E024	SMTP Authentication error.	Consult with your network administrator to verify that the login Account Name and Password required for SMTP Authentication are correct.
E030	The destination computer can not be found. Either the Scanner File Utility is not running or it is already communicating with another scanner.	• Check to make sure that the Scanner File Utility is running properly in that computer, or whether it is already connected to another scanner. • Check to make sure that there are no problems with any connections, such as checking that the network cables are connected properly.
E031	The scanner attempted to transmit image data, but the registered password did not match the password in the destination computer.	Check the password that is set in the destination computer.
E032	During the Scan to PC operation, the hard disk on the destination computer ran out of available space.	Increase the available space on the destination computer's hard disk and then try the operation again.

Error Codes

Error Code	Cause of Error	Procedure for Correction
E033	The versions of the Scanner File Utility do not match.	Check the versions of the Scanner File Utility software.
E034	Transmission was not possible because the Scanner File Utility is communicating with another scanner.	Try to perform the operation again after the connection to the other scanner is completed.
E035	During group transmission, the number of the save folder registered in the Scanner File Utility did not match.	Check the Scanner File Utility settings.
E036	During compression of the scanned image data, the data size went over the maximum limit.	Perform any or all of the following procedures in order to lower the amount of data and then try the scanning and transmission operation again. • Lower the designated resolution of the image data. • Change the image quality mode setting to "OCR". • Lower the number of documents(pages) that are being scanned at one time.

Error Codes

Error Code	Cause of Error	Procedure for Correction
E039	The response received from the destination computer under the Scan to PC function was not an appropriate one. Unexpected trouble has occurred in the destination computer.	• Check to make sure that the Scanner File Utility in the destination computer is running properly. • Check to make sure that there is no software that utilizes the network, besides Scanner File Utility, running in the destination computer. • If the trouble is with the destination computer, fix that problem.
E059	A command received from the transmitting computer was not an appropriate one. Trouble has occurred in the computer that is running the corresponding personal Address Book.	• Check to make sure that the personal Address Book is running properly. • Check to make sure that there is no software that utilizes the network, besides Scanner File Utility, also running on the computer that is running the personal Address Book. • If the trouble is with the computer that is running the personal Address Book, fix that problem.
E061	When selecting the group in the destination computer under either the Send E-mail or Scan to PC functions, some type of trouble has occurred in the information for the registered members of that group.	Check the computer of each group member as necessary and, if there is trouble in any of those computers, fix that problem.
E080	The FTP server cannot be found.	Confirm that the network cable is properly connected. Verify the host name or the IP address of the FTP server is not set correctly. Also contact the administrator or appropriate person to confirm that the FTP server is properly operating.

Error Codes

Error Code	Cause of Error	Procedure for Correction
E081	The FTP server is failed to login.	Login to the FTP server has failed. Check to see if the user name and the password have been properly set.
E082	The storing path is incorrect.	The storage folder is not found or the path to the storage folder is incorrect. Check to see if the storage folder in the FTP server matches the path setting registered in this machine.
E083	The error occurred in the FTP server.	Storage has failed because of unexpected response from the FTP server. Contact the server administrator or others to check to see if writing is permitted to the login user account.
E101	An error has occurred while selecting multiple destinations.	Check each error and fix the corresponding problem(s).

Appendix ***B***

Error messages

Error messages

If one of the following message appears during scanning, perform the corresponding procedure.

Message	Procedure
Unable to use scanner.	Check to make sure that the network cable is connected securely and properly. If this message appears immediately after turning the scanner ON, wait for awhile (approx. 2 minutes) while the scanner warms up.
Unable to find destination PC. Check the PC.	There is a problem at your computer. Check to make sure that the Scanner File Utility is running and the computer is able to receive data.
This name is already in use. Input new name again.	Register a different name.
This number is already in use. Input new number again.	Register a different number.
Registration full.	Delete any unnecessary items and try the procedure again.
E-mail size exceeds data capacity.	Reduce the number of pages being transmitted, or lower the scanning resolution, and try to transmit again.

Error messages

Message	Procedure
Destination address is not being registered.	The entered number is not appropriate. Check the correct number and enter it again.
Unable to find SMTP server. Contact administrator.	Check to make sure that the network cable is connected securely and properly. If this message appears immediately after turning the scanner ON, wait for awhile (approx. 2 minutes) while the scanner warms up. In any other case, check to make sure that the SMTP server is running, or consult with your network administrator.
SMTP Authentication error. Contact administrator.	Consult with your network administrator to verify that the Login Account Name and password required for SMTP Authentication are correct.
Unable to find PC of personal address list.	If the Address Book software is not running on your computer, start it up. If it is already running, make sure that your computer is connect properly to the network and the network cable is connected properly to the Scanner Interface Card.
Network scanner system error.	Restart the scanner.

Error messages

Message	Procedure
Communication error.	If you are using the Scan to PC function, check the status of the destination computer and then try the operation again. If you are using the Send E-mail function, check to make sure that the SMTP server is running, or consult with your network administrator. If you are using the DB Assistant function, check to make sure that the DB Assistant is installed on the computer.
Destination PC's system error.	Check the status of the destination computer and then try the operation again.
The file was not saved. Check the destination PC.	If the amount of data exceeds the maximum hard disk capacity as registered in the Scanner File Utility on the destination computer, increase the available space on your computer's hard disk and then try the operation again. If data with the same file name has been sent from more than one scanner at a time, the data can not be saved. Wait for awhile and then try the operation again, or change the file name.
Destination PC's application is out of order.	Check to make sure that the Scanner File Utility is running in the destination computer.

Error messages

Message	Procedure
Destination PC is in use. Try again later.	The destination computer and the scanner are currently communicating. Wait for a while and then try the operation again.
Destination PC's version is different. Contact administrator.	The versions of the Address Book do not match. Consult with your network administrator.
PC of personal address list is in use. Try again later.	The designated Address Book and the scanner are currently communicating. Wait for awhile and then try the operation again.
Sender (user) is not registered. Contact administrator.	User Number 001 is not registered in the "Select sender name" List of this scanner. First register a user under that number or turn the "Selec. of senders (users)" setting OFF, then select another user.
No destination address being registered.	The selected destination is not registered. Register that destination or select another one.
Wrong password.	Enter the correct password.
Check domain name and host name.	The scanner's domain name and host name have not been registered properly. Check the correct domain name and host name. (Refer to "(3) Making settings from the touch panel" on page 2-2.)

Error messages

Message	Procedure
Overflow of original pages. Scanned documents were sent.	The number of scanned pages exceeds 999, the maximum that can be transmitted at a time. Transmit any further pages separately. * When transmitting under settings such as “2-sided” or “booklet”, there may be case where only 998 pages can be scanned and transmitted.
Check the DB Assistant PC. Contact administrator.	The DB Assistant can not be found. Make sure that the DB Assistant is running properly on the computer on which it is installed.
DB Assistant Server version is different. Contact administrator.	The versions of the DB Assistant do not match. Consult with your network administrator.
DB Assistant Server error. Contact administrator.	Communication could not be continued because an error occurred with the DB Assistant or with the computer on which it is installed.
DB Assistant Server is in use. Try again later.	DB Assistant is currently communicating with another scanner. Wait for a while and then try the operation again.

Error messages

Message	Procedure
Unable to find FTP server. Contact administrator.	Confirm that the network cable is properly connected. Verify the host name or the IP address of the FTP server is not set correctly. Also contact the administrator or appropriate person to confirm that the FTP server is properly operating.
Unable to Log in to the FTP Server	Login to the FTP server has failed. Check to see if the user name and the password have been properly set.
The Path attempted to use for saving does not exist	The storage folder is not found or the path to the storage folder is incorrect. Check to see if the storage folder in the FTP server matches the path setting registered in this machine.
Error occurred at FTP Server Please contact Administrator	Storage has failed because of unexpected response from the FTP server. Contact the server administrator or others to check to see if writing is permitted to the login user account.

Appendix **C**

Specifications

Specifications

Scanner specification

Operating Environment	IBM PC/AT or compatible OS: Windows 95 (OSR2), Windows 98 (Second Edition), Windows NT 4.0 (Service Pack 5 or later), Windows 2000 (Service Pack 2 or later), Windows Me, Windows XP or Windows Server 2003 CPU: Pentium 133 MHz or faster. (500 MHz Celeron recommended) RAM: 128 MB or more recommended Available hard disk space: 20 MB or more. For color or gray scale scanning, 200 MB or more (500 MB or more recommended) CD-ROM drive: One
Ethernet Port	100BASE-TX and 10BASE-T (automatic switching)
Network Protocol	TCP/IP
Transfer Protocol	Proprietary system (for sending image data and making settings in the utilities), SMTP (for the Send E-mail function), HTTP (for making settings from a Web browser) and FTP (for the Scan to FTP function)

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