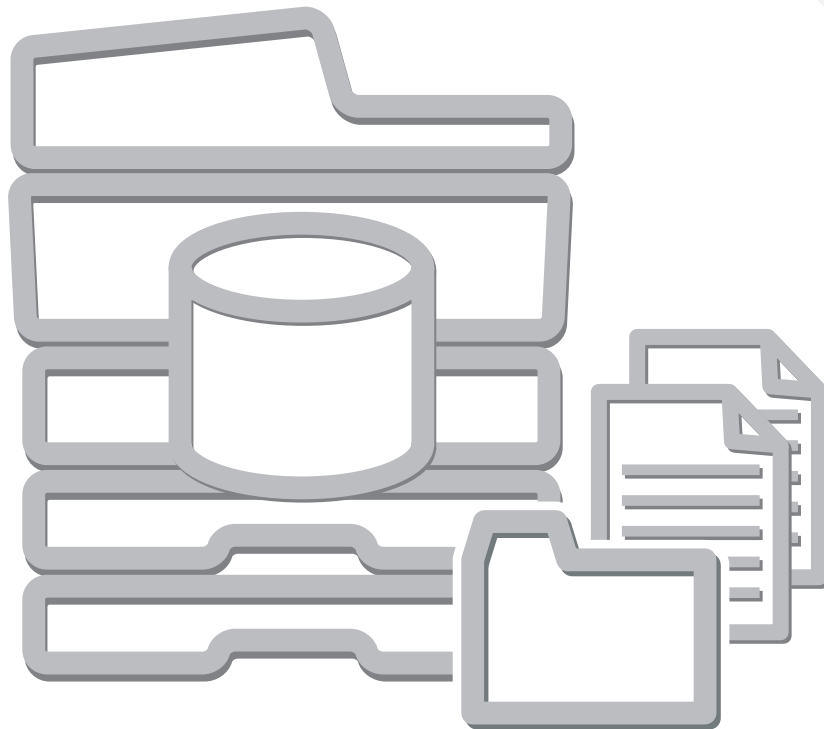


**SHARP®**

MODEL: MX-5500N  
MX-6200N  
MX-7000N

# Document Filing Guide



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# ABOUT THIS MANUAL

## Please note

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- Considerable care has been taken in preparing this manual. If you have any comments or concerns about the manual, please contact your dealer or nearest authorised service representative.
- This product has undergone strict quality control and inspection procedures. In the unlikely event that a defect or other problem is discovered, please contact your dealer or nearest authorised service representative.
- Aside from instances provided for by law, SHARP is not responsible for failures occurring during the use of the product or its options, or failures due to incorrect operation of the product and its options, or other failures, or for any damage that occurs due to use of the product.

## Warning

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- Reproduction, adaptation or translation of the contents of the manual without prior written permission is prohibited, except as allowed under copyright laws.
- All information in this manual is subject to change without notice.

## Illustrations and the operation panel and touch panel shown in this manual

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The peripheral devices are generally optional, however, some models include certain peripheral devices as standard equipment. The explanations in this manual assume that a saddle stitch finisher, punch module, and inserter are installed on the machine. For some functions and procedures, the explanations assume that devices other than the above are installed.

## Scope of the explanations in this manual

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- The explanations of the document filing function assume that the user is already familiar with copy mode, and the other modes of the machine.  
This manual does not contain detailed explanations of the other modes that are used in conjunction with the document filing function. If you have any questions regarding one of the other modes, see the manual for that mode.
- To further explain certain functions and uses, some explanations assume that additional peripheral devices (Internet fax expansion kit etc.) are installed.
- The function that cannot be used according to the state of the installation of the peripheral devices is provided.

The display screens, messages, and key names shown in the manual may differ from those on the actual machine due to product improvements and modifications.

# MANUALS PROVIDED WITH THE MACHINE

Printed manuals and manuals stored in PDF format on the machine's hard drive are provided with the machine. When using the machine, read the appropriate manual for the feature you are using.

## Printed manuals

Manual name	Contents
<b>Safety Guide</b>	This manual contains instructions for using the machine safely and lists the specifications of the machine and its peripheral devices.
<b>Software Setup Guide</b>	This manual explains how to install the software and configure settings to use the machine as a printer or scanner.
<b>Quick Start Guide</b>	This manual provides easy-to-understand explanations of all the functions of the machine in a single volume. Detailed explanations of each of the functions can be found in the manuals in PDF format.
<b>Troubleshooting</b>	This manual explains how to remove paper misfeeds and provides answers to frequently asked questions regarding the operation of the machine in each mode. Refer to this manual when you have difficulty using the machine.





## Operation manuals in PDF format

The manuals in PDF format provide detailed explanations of the procedures for using the machine in each mode. To view the PDF manuals, download them from the hard drive in the machine. The procedure for downloading the manuals is explained in "How to download the manuals in PDF format" in the Quick Start Guide.

Manual name	Contents
<b>User's Guide</b>	This manual provides information, such as basic operation procedures, how to load paper, and machine maintenance.
<b>Copier Guide</b>	This manual provides detailed explanations of the procedures for using the copy function.
<b>Printer Guide</b>	This manual provides detailed explanations of the procedures for using the printer function.
<b>Facsimile Guide</b>	This manual provides detailed explanations of the procedures for using the fax function.
<b>Scanner Guide</b>	This manual provides detailed explanations of the procedures for using the scanner function and the Internet fax function.
<b>Document Filing Guide (this manual)</b>	This manual provides detailed explanations of the procedures for using the document filing function. The document filing function allows you to save the document data of a copy or fax job, or the data of a print job, as a file on the machine's hard drive. The file can be called up as needed.
<b>System Settings Guide</b>	This manual explains the "System Settings", which are used to configure a variety of parameters to suit the aims and the needs of your workplace. Current settings can be displayed or printed out from the "System Settings".

## Icons used in the manuals

The icons in the manuals indicate the following types of information:

	This alerts you to a situation where there is a risk of machine damage or failure.		This indicates the name of a system setting and provides a brief explanation of the setting. For detailed information on each system setting, see the System Settings Guide. <b>When "System Settings:" appears:</b> A general setting is explained. <b>When "System Settings (Administrator):" appears:</b> A setting that can only be configured by an administrator is explained.
	This provides a supplemental explanation of a function or procedure.		
	This explains how to cancel or correct an operation.		

# 1

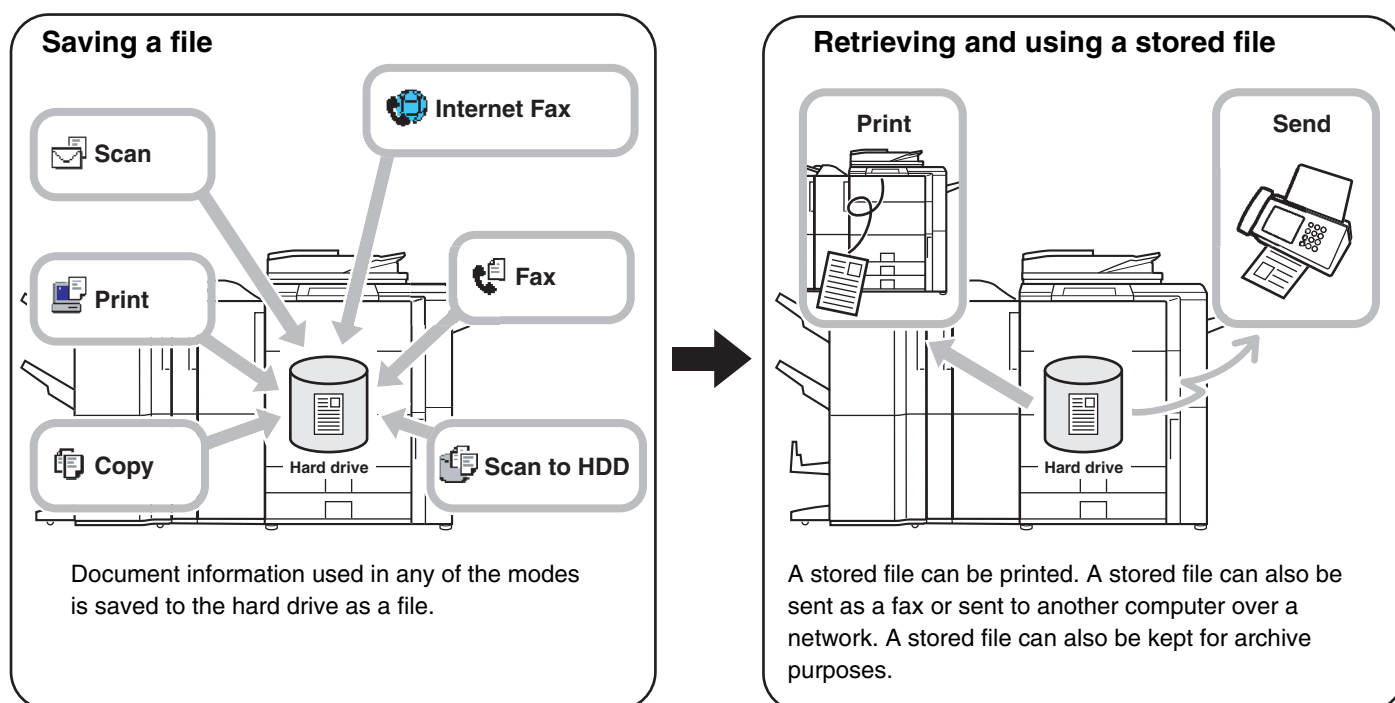
# DOCUMENT FILING

This chapter provides information that you should know before using the document filing function, including an overview of document filing, the features and functions of document filing, and points to keep in mind when using document filing.

## OVERVIEW

The document filing function allows you to save the document image of a copy or image send job, or the data of a print job, as a file on the machine's hard drive.

The stored file can be retrieved and printed or transmitted as needed.



## TYPES OF DOCUMENT FILING

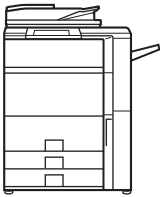
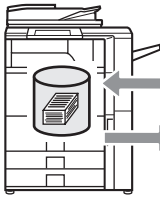
There are three ways to save a file using document filing: "Quick File", "File", and "Scan to HDD".

<b>Quick File</b>	As a copy, scan send, or other job is performed, this function saves the document data to the hard drive. Use this function when you want to quickly and easily store document data without specifying a file name or other information. The stored file can also be used by other people. Do not use this method to save files that you do not want others to use, such as files containing sensitive or confidential information.
<b>File</b>	As a copy, scan send, or other job is performed, this function saves the document data to the hard drive. Unlike Quick File, various types of information can be appended to the file when the file is saved to enable efficient file management. A password can also be established to prevent the file from being retrieved up by others.
<b>Scan to HDD</b>	This function scans a document and stores it as a file. Like File, various types of information can be appended to the file when it is stored.

# USES OF DOCUMENT FILING

## Quickly using a file

**Example:** You prepared handouts consisting of numerous pages for a meeting, however, another handout is needed for a newly added participant.

The handout was not saved using document filing	The handout was saved using document filing
<div><p>Ratio, colour mode, and special mode settings must be reselected.</p><p>The numerous original pages must all be rescanned.</p></div> <div>↓</div> <p>Not likely to be completed in time for the meeting...</p> <p>Copy settings must be reselected and the original must be rescanned. As indicated above, to obtain another set of output, the settings must be selected all over again. If you don't remember the settings, much effort may be expended to get the same output result as the previous time.</p>	<div><p>The stored file is simply retrieved and printed.</p></div> <div>↓</div> <p>Printing is accomplished quickly and the handout is ready in time for the meeting!</p> <p>By retrieving a job stored using document filing, there is no need to reselect copy settings or rescan the original. The job can be retrieved and printed using the same settings quickly and easily.</p>

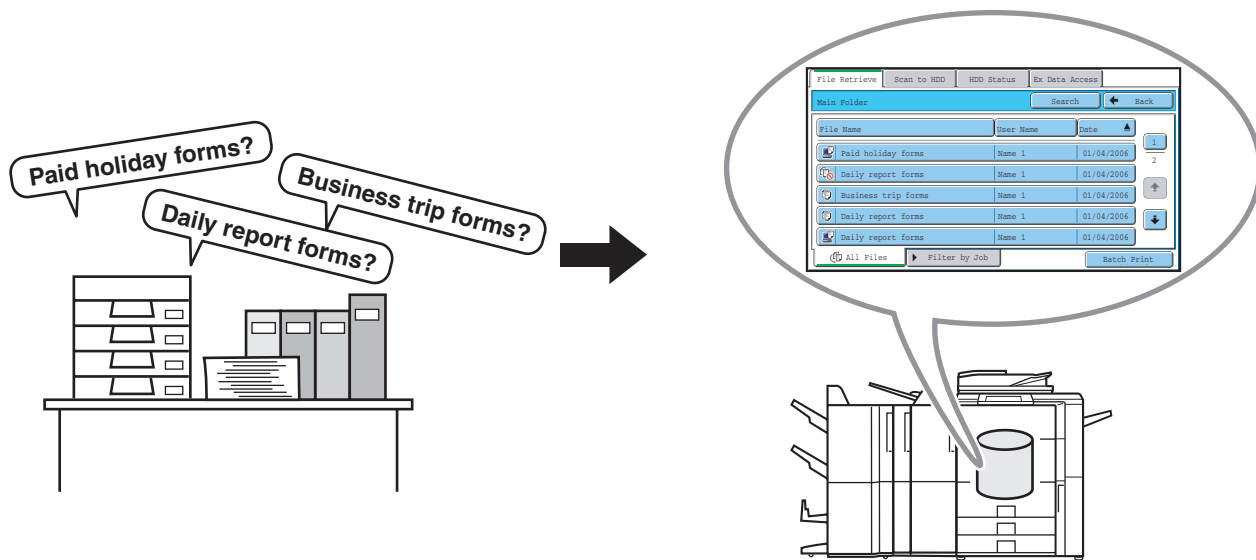
As shown in the example, storing a job with the document filing function frees you of the need to rescan the original and select settings, saving considerable time.

## Convenient for managing frequently used documents

**Example:** Managing a large number of business forms

**Not using document filing**  
It takes time to find the form you need.

**Using document filing**  
The required form can be easily retrieved from the document filing list, and document management is much more efficient.



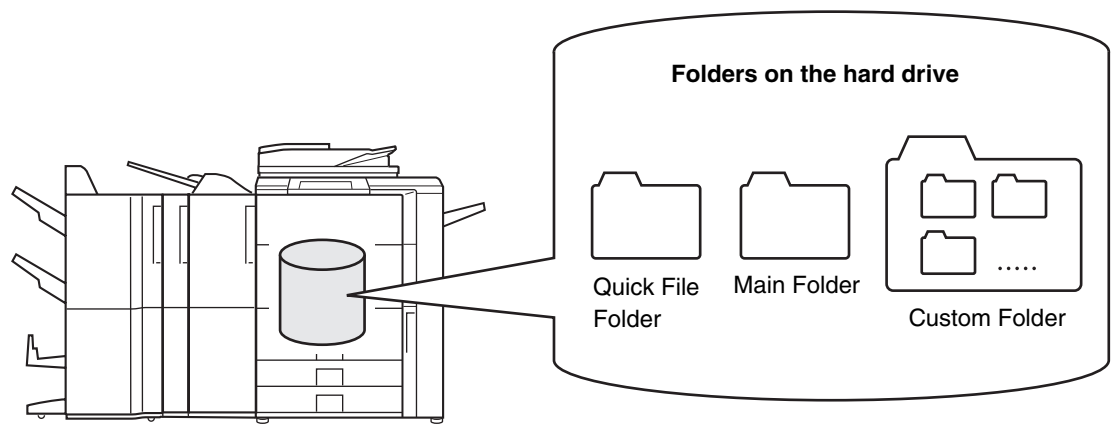
Application forms, report forms, and other business forms can be stored on the hard drive for easy retrieval, letting you print the number of copies you need when you need them.

# BEFORE USING DOCUMENT FILING

This section provides information that you should know before using the document filing function.

## Folders

Three types of folders are used to store files by document filing.



### Quick File Folder


Documents scanned using the [Quick File] key are stored in this folder. A user name and file name are automatically assigned to each job.

### Main Folder

Documents scanned using the [File] key are stored in this folder. When you store a job in the Main folder, you can specify a previously stored user name and assign a file name. A password can also be set when storing a file ([Confidential] save).

### Custom Folder


Folders with custom names can be created inside this folder. When a document is scanned using the [File] key and a folder is selected, the document is stored in the specified folder. Like the Main folder, a custom folder allows you to specify a previously stored user name and assign a file name when storing a job. Passwords can be established for custom folders and for files saved in custom folders.

 A maximum of 500 custom folders can be created on the hard drive.

## Items convenient to store



When storing a job using "File" or "Scan to HDD", it is convenient to store the items below. These settings are not needed when storing a job using "Quick File".

User Name	This is necessary if you will be assigning a user name to stored files. User names are stored in "User List" in the system settings (administrator). A user name is also used as a search condition when searching for a file.
Custom Folder	The Main folder is initially available as a location for storing files by "File" and "Scan to HDD". When custom folders have been created using "Document Filing Control" in the system settings (administrator), a custom folder can be specified as a location for storing files. A password can also be established for a custom folder to restrict access to the folder.
My Folder	"My Folder" is specified using "User List" in the system settings (administrator). A previously created custom folder can be selected as "My Folder", or a new folder created as "My Folder". When "My Folder" has been configured and user authentication is used, "My Folder" will always be selected as the destination of "File" and "Scan to HDD".



 **System Settings (Administrator): User List**  
This is used to store a user name and specify a folder as "My Folder".  
**System Settings: Document Filing Control**  
This is used to create custom folders for document filing. A password can also be established for a custom folder.

## Approximate number of pages and files that can be stored by document filing

Combined total number of pages and total number of files that can be stored in custom folders and in the Main folder

Examples of original types	Number of pages*	Number of files
<b>Full colour original</b> (Text and photo example)  Size: A4 (8-1/2" x 11")	Max. 1200	Max. 3000
<b>Black &amp; white original</b> (Text)  Size: A4 (8-1/2" x 11")	Max. 4200	

## Number of pages and number of files that can be stored in the Quick File folder

Examples of original types	Number of pages*	Number of files
<b>Full colour original</b> (Text and photo example)  Size: A4 (8-1/2" x 11")	Max. 400	Max. 1000
<b>Black &amp; white original</b> (Text)  Size: A4 (8-1/2" x 11")	Max. 1400	

\* The indicated numbers are guidelines for the number of pages that can be stored when all pages are full colour, and when all pages are black & white.

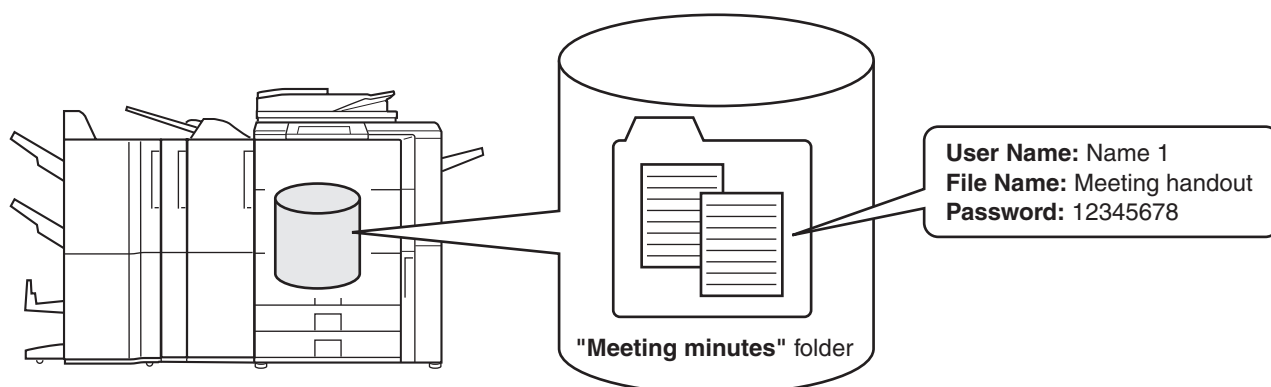
Copying in electrical sort mode uses the same memory area as the Quick File folder. For this reason, when too much data has been stored in the Quick File folder, it may not be possible to perform a large copy job using electrical sort mode. Delete unneeded files.

The original types above are examples to make the explanation easier to understand. The actual number of pages and number of files that can be stored will vary depending on the contents of the original images.



## Files

When a file is saved using "File", the following information can be appended.



Saving a file with this information allows you to distinguish it from other files.

**User name:** Use this to specify the owner of the file. The user name must first be stored in "User List" in the system settings.

**File Name:** A file name can be entered.

**Folder:** Select which folder the file will be saved in.

**Confidential:** A password (5 to 8 digits) can be established to prevent others from using the file.



The above information cannot be specified when a file is saved with Quick File.



### System Settings (Administrator): User List

This is used to store user names.

## IMPORTANT POINTS WHEN USING DOCUMENT FILING

Note the following when using document filing:

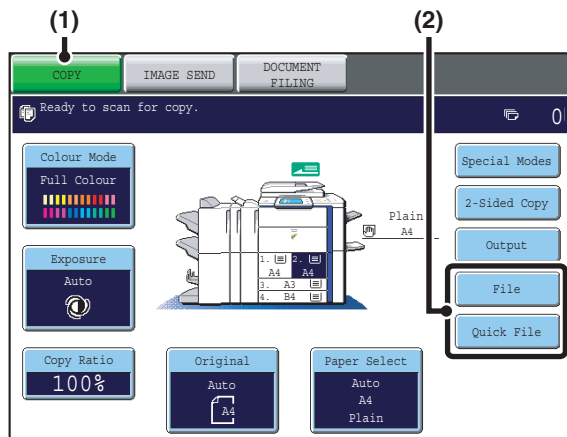
- Files saved using "Quick File" are assigned the "Sharing" property. "Sharing" files can be retrieved and printed or transmitted by anyone, and thus Quick File should not be used to save sensitive or confidential documents that you do not wish others to use.
- When saving a file with "File", use the "Confidential" property. A password can be set for a "Confidential" file to prevent the file from being used by other people. Take care to keep the password of a stored "Confidential" file secret.
- The property of a stored "Confidential" file can be changed to "Sharing" by "Property Change" when the file is used. Do not store sensitive documents or documents that you do not want to be used by others.
- Except in cases provided for by law, SHARP Corporation bears no responsibility for any damages that result from the leaking of sensitive information due to manipulation by a third party of any data saved using the Quick File function or File function, or incorrect operation of the Quick File function or File function by the operator that saves the data.

# USING DOCUMENT FILING IN EACH MODE

In copy or image send mode, the original can be saved as a file on the hard drive at the same time it is copied or transmitted. In addition, Scan to HDD can be used to save the scanned data of an original to the hard drive without copying or transmitting the data.

## Copy mode

The original is saved as an image file at the same time it is copied.



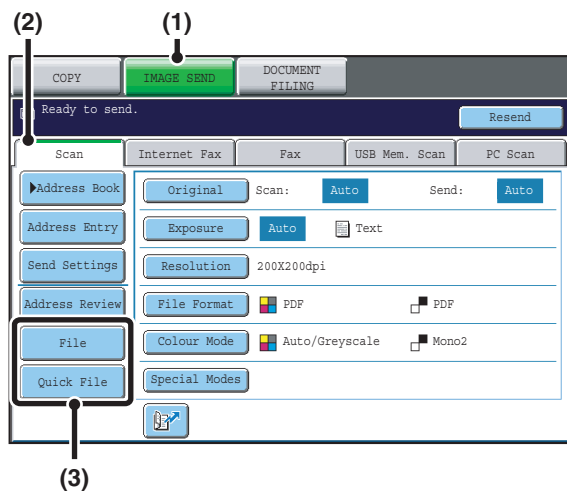
(1) Touch the [COPY] key.

(2) Touch the [File] key or the [Quick File] key.

## Image Send mode

**Example: Base screen of scan mode**

The original is saved as an image file at the same time it is scanned and transmitted.



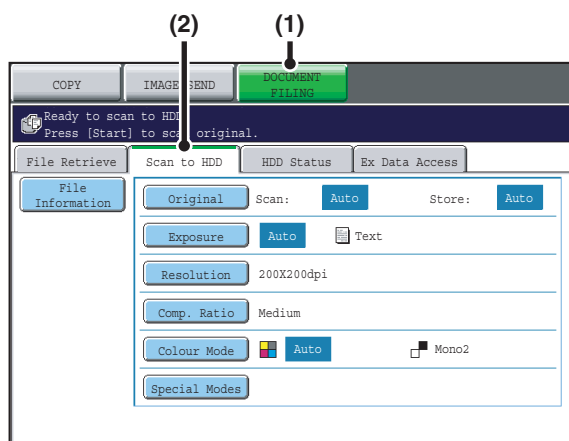
(1) Touch the [IMAGE SEND] key.

(2) Touch the [Scan] tab.

(3) Touch the [File] key or the [Quick File] key.

## Scan to HDD mode

The scanned original is saved as an image file. Neither printing nor transmission are performed when Scan to HDD is used.



(1) Touch the [DOCUMENT FILING] key.

(2) Touch the [Scan to HDD] tab.



### [File] key and [Quick File] key

The "File" key and/or "Quick File" key will not appear in the base screen of copy mode or image send mode if one or both of the keys has been changed to a different function using "Customize Key Setting" in the Web page menu. In this case, touch the [Special Modes] key in the base screen of either mode. Document filing can be performed by touching the [Quick File] key or [File] key in the special modes menu.

### Using document filing in print mode

To use document filing in print mode, select document filing in the printer driver. For more information on using document filing in print mode, see "CONVENIENT PRINTER FUNCTIONS" in the Printer Guide.

### Using document filing in PC-Fax/PC-I-Fax mode

To use document filing in PC-Fax or PC-I-Fax mode, select document filing settings in the PC-Fax driver. For more information, see Help in the PC-Fax driver.



### System Settings (Administrator): Customize Key Setting

Registration is performed in [System Settings] - [Operation Settings] - "Customize Key Setting" in the Web page menu.

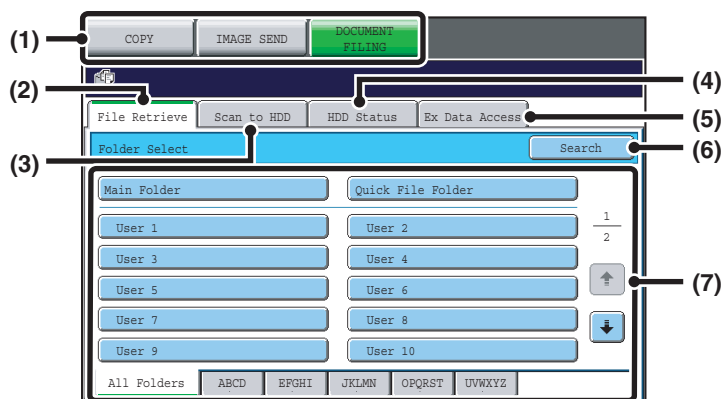
# BASE SCREEN OF DOCUMENT FILING MODE

Touch the [DOCUMENT FILING] key in the touch panel to open the base screen of document filing mode. Files stored on the hard drive in the machine can be retrieved from this screen.

When user authentication is used and My Folder is configured, the file selection screen of My Folder will appear. If the user that logged in does not have My Folder configured, the folder selection screen will appear.

🔗 [FOLDER SELECTION SCREEN](#) (page 27)

[FILE SELECTION SCREEN](#) (page 28)



## (1) Mode switch keys

Use these keys to switch between copy, image send, and document filing modes.

To switch to document filing mode, touch the [DOCUMENT FILING] key.

## (2) [File Retrieve] tab

Touch this tab to retrieve a file stored by document filing. The folder selection screen will appear.

🔗 [FOLDER SELECTION SCREEN](#) (page 27)

## (3) [Scan to HDD] tab

Touch this key to select Scan to HDD. Neither printing nor transmission are performed.

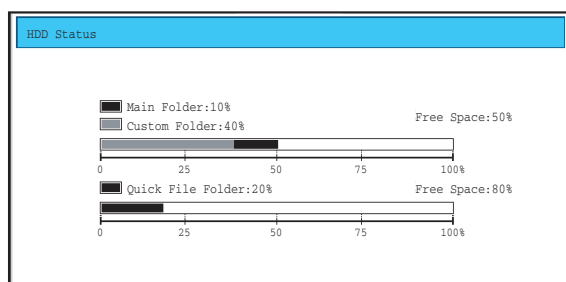
The file will be stored in the Main folder or a custom folder.

🔗 [SAVING A DOCUMENT FILE ONLY \(Scan to HDD\)](#) (page 20)

## (4) [HDD Status] tab

Touch this key to check how much of the machine's hard drive is being used.

The amount used is shown as a percentage.



## (5) [External Data Access] tab

This can be selected when an FTP server is stored or a USB memory device is connected to the machine.

🔗 "DIRECTLY PRINTING FROM THE MACHINE" in the Printer Guide

## (6) [Search] key

Touch this key to search for a file stored in a folder.

You can search using the user name, file name, or folder name.

🔗 [SEARCHING FOR A STORED FILE](#) (page 43)

## (7) When retrieving a stored file, use this to select the folder where the file is stored.

🔗 [FOLDER SELECTION SCREEN](#) (page 27)

# 2

## SAVING FILES WITH DOCUMENT FILING

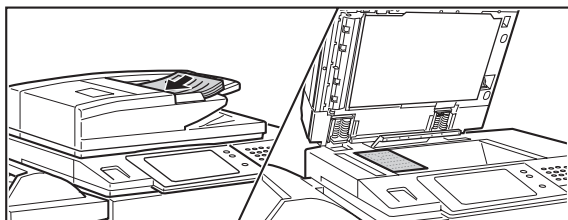
This chapter explains how to save an original as an image file using the Quick File, File, and Scan to HDD functions of document filing mode.

### SAVING A FILE WITH "Quick File"

When copying, printing or transmitting a document in copy mode, print mode, or image send mode (excluding USB memory scan mode), "Quick File" can be selected to save an image of the document to the Quick File folder. The image can be retrieved at a later time, allowing you to print or transmit the document without having to locate the original.

As an example, the procedure for storing a document in the Quick File folder while copying is explained below.

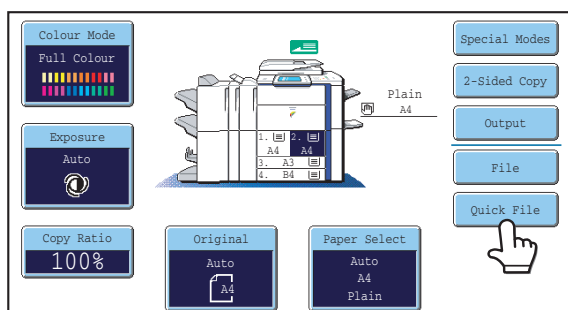
1



#### Place the original.

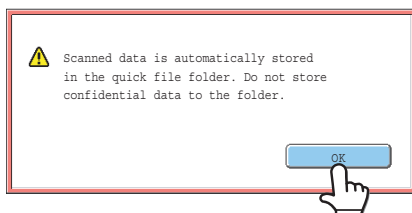
Place the original face up in the document feeder tray, or face down on the document glass.

2



#### Touch the [Quick File] key.

3



#### Touch the [OK] key.

You will return to the base screen of copy mode and the [Quick File] key will be highlighted.



#### To cancel Quick File...

Touch the [Quick File] key in the screen of step 2 so that it is not highlighted after you touch the [OK] key.



or



**Select copy settings and then press the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (○○).**

- Copying begins and the scanned document image is saved to the hard drive.  
The selected copy settings are also saved.
- To prevent accidental saving of the document, the message "The scanned data is stored in the quick file folder." appears for 6 seconds (default setting) after the [START] key is pressed.  
The message display time can be changed using "Message Time Setting" in the system settings (administrator).
- If you inserted the original pages in the document feeder tray, all pages are scanned.
- If you placed the original on the document glass, scan each page one page at a time.  
When scanning of one page finishes, replace it with the next page and press the same [START] key that you pressed initially.  
Repeat until all pages have been scanned and then press the [Read-End] key.



#### To cancel scanning...

Press the [STOP] key (⏏).



When a file is stored using Quick File, the following user name and file name are automatically assigned to the file.

User Name: User Unknown

File Name: Mode\_Day-Month-Year\_Hour-Minute-Second

(Example: Copy\_01042006\_112030)

Stored to: Quick File Folder

When user authentication is used, the user name that was used for login is automatically selected.

Only the file name and location of a file stored in the Quick File Folder can be changed.



#### To cancel Quick File...

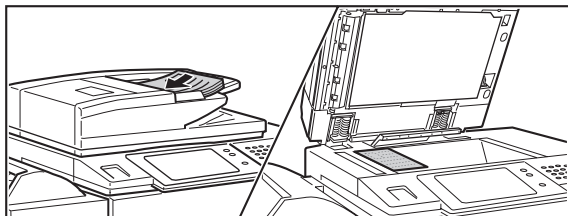
Touch the [Quick File] key in the screen of step 2 so that it is no longer highlighted.

# SAVING A FILE WITH "File"

When copying, printing or transmitting a document in copy mode, print mode, or image send mode (excluding USB memory scan mode), "File" can be selected to save an image of the document to the Main folder or a previously created custom folder. The image can be retrieved at a later time, allowing you to print or transmit the document without having to locate the original.

As an example, the procedure for using "File" while copying is explained below.

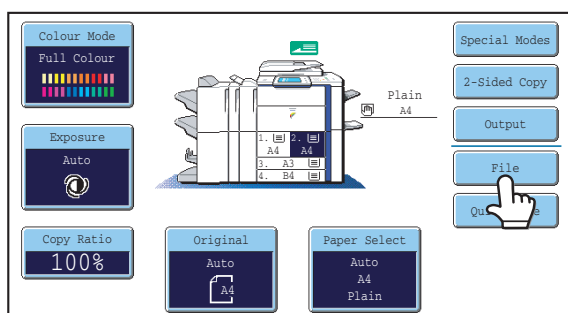
1



## Place the original.

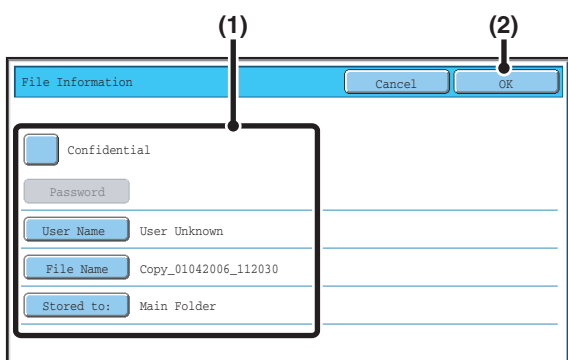
Place the original face up in the document feeder tray, or face down on the document glass.

2



## Touch the [File] key.

3



## Select the "File" settings.

### (1) Select file information settings.

To select the user name, file name, folder, and confidential setting, see "[FILE INFORMATION](#)" (page 17).

- [Specifying a user name](#): (page 17)
- [Assigning a file name](#): (page 18)
- [Specifying the folder](#): (page 18)
- [Storing a file as a confidential file](#): (page 19)

After configuring the above settings, you will return to this screen. Go to the next step.

If you do not wish to assign a user name or other information to the file, go to the next step.

### (2) Touch the [OK] key.

You will return to the base screen of copy mode and the [File] key will be highlighted.



or



**Select copy settings and then press the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (●●).**

- Copying begins and the scanned document image is saved to the hard drive.  
The selected copy settings are also saved.
- For the procedure for placing the original, see step 4 of "[SAVING A FILE WITH "Quick File"](#)" (page 13).



**To cancel scanning...**

Press the [STOP] key (⏏).



When a file is stored using File without appending file information, the following user name and file name are automatically assigned to the file.

User Name: User Unknown

File Name: Mode\_Day-Month-Year\_Hour-Minute-Second  
(Example: Copy\_01042006\_112030)

Stored to: Main Folder

When user authentication is used, the user name that was used for login is automatically selected.



**To cancel the File operation...**

Touch the [Cancel] key in the screen of step 3.



# FILE INFORMATION

This section explains the settings that are configured in step 3 of "SAVING A FILE WITH "File"" (page 15). Specifying a user name, file name, folder, and confidential setting makes it easier to manage and search for a file. In addition, when confidential is selected and a password is established, other people will not be able to view the file without permission.

## Specifying a user name

1

### Touch the [User Name] key.

When user authentication is used, the user name that was used for login is automatically selected. In this case, this step is not needed.

The user name must be previously stored in "User List" in the system settings (administrator).

2

### Touch the desired user name in the list of user names that is displayed.

(1) **Select the user name.**

There are two ways to select the user name:

(A) **Touch the key of the user name.**

The touched user name is highlighted.

If you accidentally select the wrong user name, touch the key of the correct name.

(B) **Touch the key.**

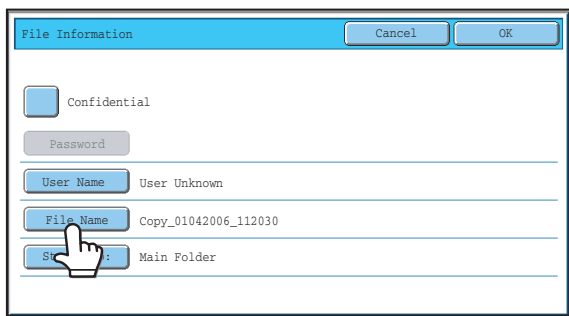
An area for entering the "Registration No." [---] appears in the message display. Enter the "Registration No." set during user registration. This will allow you to select the user name.

(2) **Touch the [OK] key.**

The user name that you touched is selected and you return to the screen of step 1. The selected user name appears.

# Assigning a file name

A file name can be assigned to the file.



## Touch the [File Name] key.

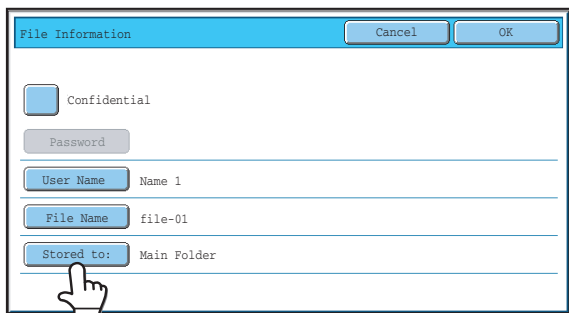
A text entry screen will appear. Enter the file name and touch the [OK] key.

A maximum of 30 characters can be entered.

For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.

# Specifying the folder

1

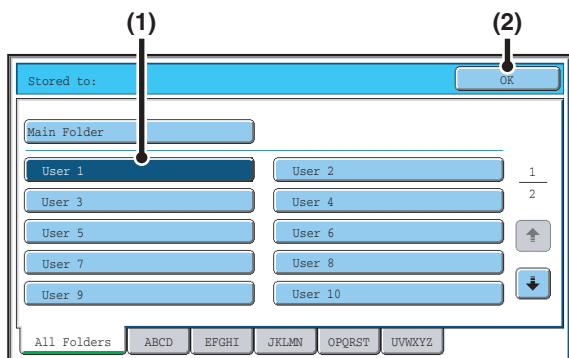


## Touch the [Stored to:] key.



When user authentication is used, "My Folder" of the user that logged in is automatically selected. If the user that logged in does not have "My Folder" configured, the Main folder will appear.

2



## Select the folder in which you want to store the file.

### (1) Touch the key of the folder where you want to store the file.

If a password has been set for the folder, a password entry screen appears. Enter the password of the touched folder with the numeric keys (5 to 8 digits) and touch the [OK] key.

### (2) Touch the [OK] key.

## Storing a file as a confidential file

A password can be set for the file to prevent others from viewing it. Set a password (5 to 8 digits) with the numeric keys.

1

The 'File Information' dialog box has a blue header bar with the title 'File Information' and 'Cancel' and 'OK' buttons. Below the header, there is a 'Confidential' checkbox which is checked. A callout line labeled (1) points to this checkbox. Below the checkbox is a 'Password' field with a callout line labeled (2) pointing to it. Further down, there are fields for 'User Name' (containing 'Name 1'), 'File Name' (containing 'file-01'), and 'Stored to:' (containing 'User 1').

### Enable the confidential property.

- (1) Select the [Confidential] checkbox so that a checkmark ☒ appears.

Confidential mode is enabled and a password can be entered.

- (2) Touch the [Password] key.

2

The 'Password' dialog box has a blue header bar with the title 'Password' and 'Cancel' and 'OK' buttons. A hand cursor is pointing at the 'OK' button. Below the header, the text 'Enter password via the 10-Key pad.' is displayed. Below this text is a password input field showing eight asterisks followed by a cursor: '\*\*\*\*\*-'. The entire dialog box is enclosed in a thin black border.

### Enter a password (5 to 8 digits) with the numeric keys and touch the [OK] key.

As each digit is entered, "-" changes to "\*".

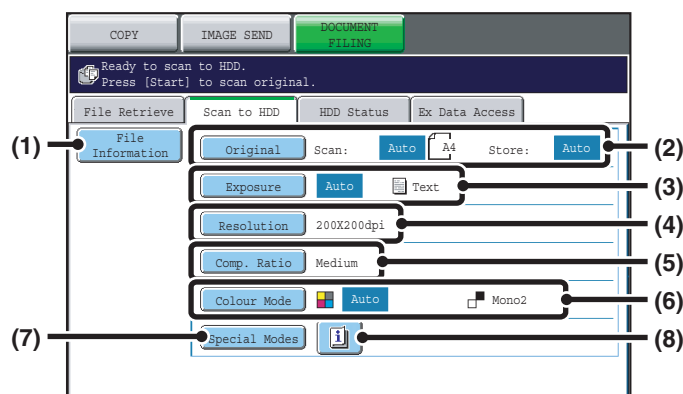
# SAVING A DOCUMENT FILE ONLY (Scan to HDD)

Scan to HDD is used to store a scanned document in the Main folder or a custom folder. Neither printing nor transmission are performed.

## "Scan to HDD" SCREEN

The following screen appears when the [Scan to HDD] tab is touched in document filing mode. Touch the keys below to select Scan to HDD settings.

The current setting of each key appears to the right of the key.



### (1) [File Information] key

Information can be appended to a file stored by Scan to HDD. The settings are configured in the same way as file information for "File".

➡ [FILE INFORMATION](#) (page 17)

### (2) [Original] key

Touch this key to set the scanning size, storing size and orientation of the original, and select 2-sided scanning settings.

➡ [\[Original\] key](#) (page 21)

### (3) [Exposure] key

Touch this key to select the exposure for scanning.

### (4) [Resolution] key\*

Use this to select the resolution that will be used when the file is transmitted.

When "Long Size" is specified, only resolution settings of 300 X 300 dpi and under can be selected.

### (5) [Comp. Ratio] key\*

Use this to select the colour compression ratio that will be used when the file is transmitted in colour.

### (6) [Colour Mode] key

Use this key to select the colour mode when storing a document.

➡ [\[Colour Mode\] key](#) (page 22)

### (7) [Special Modes] key

Use this key to select special modes for Scan to HDD.

➡ [Special modes screen for Scan to HDD](#) (page 23)

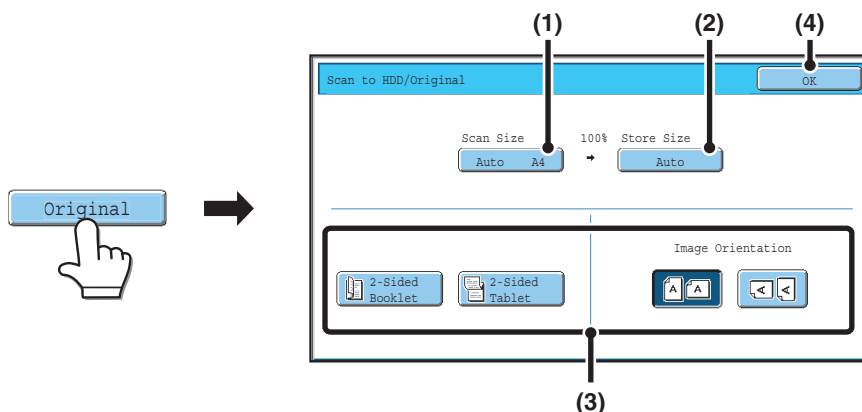
### (8) key

This key appears when a special mode or 2-sided scanning is selected. Touch the key to display the selected special modes.

\* This specifies a default setting for transmission of a stored file. It is not a setting that affects the stored file itself.

## [Original] key

When the [Original] key is touched, the following screen appears. This screen is used to change the original size and select scanning settings for 2-sided originals.



### (1) Touch the [Scan Size] key.

If the original is a non-standard size that cannot be detected by auto original size detection, touch the [Scan Size] key and specify the original size.

### (2) Touch the [Store Size] key.

If you wish to store the file at a different size than the original size, touch the [Store Size] key and change the store size.

### (3) Touch the appropriate orientation key.

If the top edge of the original is up, touch the key. If the top edge of the original is to the left, touch the key.

If the original is a 2-sided original, touch the [2-Sided Booklet] key or the [2-Sided Tablet] key as appropriate for the original type.

### (4) Touch the [OK] key.

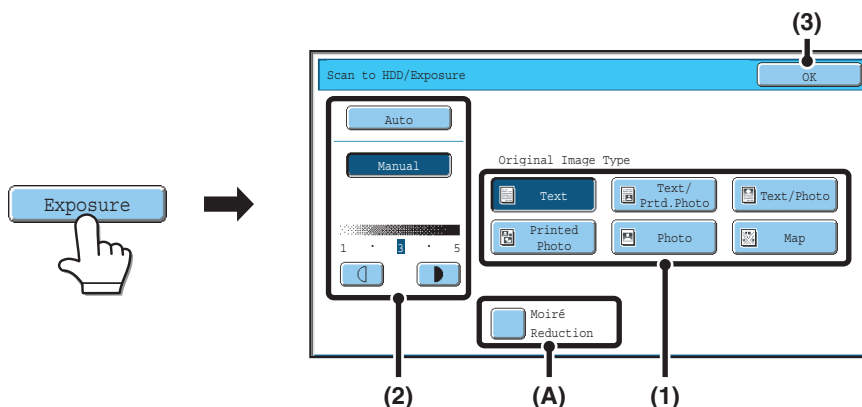
The settings are stored and you return to the Scan to HDD screen.

## [Exposure] key

To adjust the exposure, touch the [Exposure] key.

Select an appropriate exposure mode for the original and touch the or key to adjust the exposure level.

When finished, touch the [OK] key.



### (1) Select the appropriate original type for the original to be scanned.

When the exposure is set to [Auto], the exposure modes [Printed Photo], [Photo], and [Map] do not appear.

### (2) Select [Auto] or [Manual].

If you selected [Manual], touch the or key to adjust the exposure. (For a darker image, touch the key. For a lighter image, touch the key.)

When the exposure is set to [Auto], the keys cannot be used.

#### (A): Moiré Reduction

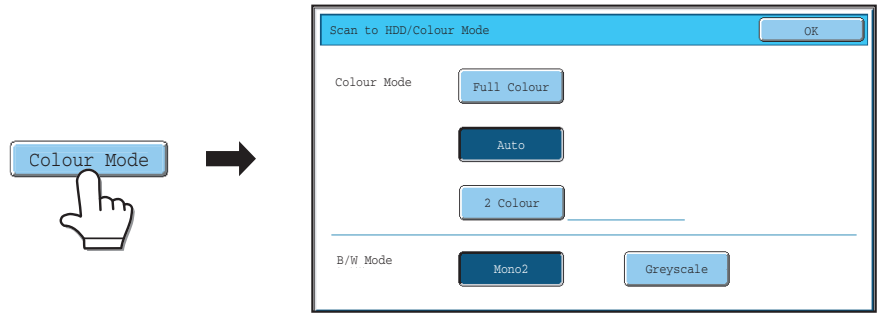
To reduce the moiré effect when scanning printed matter, touch the [Moiré Reduction] checkbox so that a checkmark appears.

### (3) Touch the [OK] key.

The settings are stored and you return to the Scan to HDD screen.

# [Colour Mode] key

Touch the [Colour Mode] key to open the colour mode setting screen for Scan to HDD.



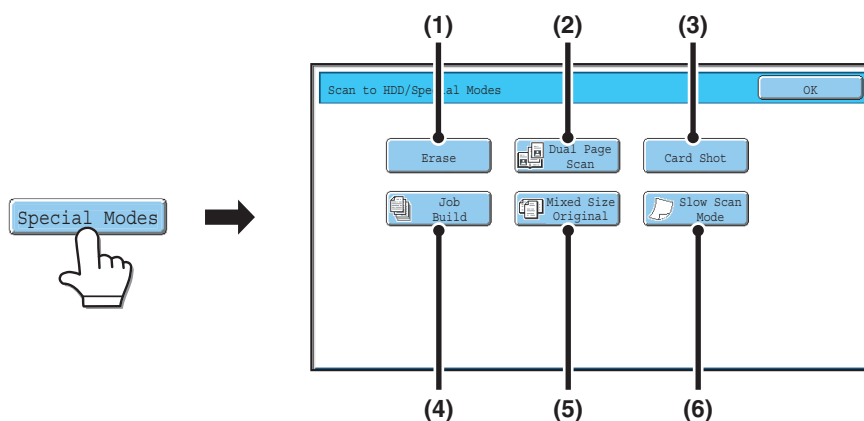
The following settings can be selected for the scanning colour when the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (○●) is pressed.

Start key	Mode	Scanning method
[COLOUR START] key	Full Colour	The original is scanned in full colour. This mode is best for full colour originals such as catalogues. Even when the original is black and white, it is scanned as a full colour original.
	Auto	The machine detects whether the original is colour or black and white and automatically selects full colour or black and white (greyscale) scanning.
	2 Colour	Only the red areas of the original are changed to the selected colour; colours other than red are scanned in black. Red, green, blue, cyan, magenta, or yellow can be selected.
[BLACK & WHITE START] key	Mono 2	Colours in the original are scanned as black or white. This mode is best for text-only originals.
	Greyscale	The colours in the original are scanned in black and white as shades of grey (greyscale).

When you have finished selecting the mode, touch the [OK] key.

## Special modes screen for Scan to HDD

When the [Special Modes] key is touched, the following screen appears. For more information on each setting, see "4. SPECIAL MODES" in the Scanner Guide.



### (1) [Erase] key

The erase function is used to erase shadow lines on images produced when scanning thick originals or books on the document glass.

### (2) [Dual Page Scan] key

The left and right sides of an original can be scanned as two separate pages. This function is useful when you wish to successively scan each page of a book or other bound document.

### (3) [Card Shot] key

This function lets you store the front and reverse sides of a card as a single file.

### (4) [Job Build] key

This function lets you separate a many-page original into sets, scan each set using the automatic document feeder, and store all pages as a single file. Use this function when there are more original pages than can be placed at once in the auto document feeder.

### (5) [Mixed Size Original] key

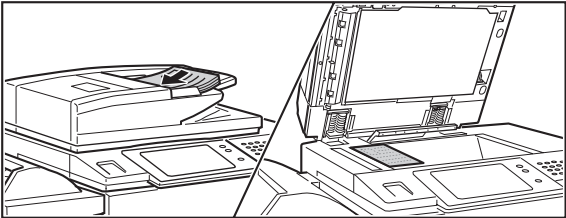
This feature lets you scan originals of different sizes at the same time; for example, B4 (8-1/2" x 14") size originals mixed together with A3 (11" x 17") size originals. When scanning the originals, the machine automatically detects the size of each original. Originals of mixed widths and sizes can be scanned (A3 and B4, A3 and B5, A4 and B4, A4 and B5, B4 and A4R, B4 and A5, B5 and A4R, B5 and A5 (11" x 17" and 8-1/2" x 14", 11" x 17" and 8-1/2" x 13", 11" x 17" and 5-1/2" x 8-1/2")).

### (6) [Slow Scan Mode] key

Use this function when you wish to scan thin originals using the automatic document feeder. This function helps prevent thin originals from misfeeding.

# PERFORMING "Scan to HDD"

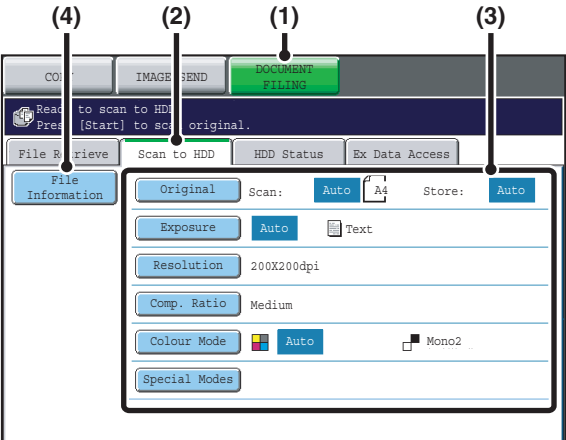
1



### Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

2



### Switch to document filing mode and select Scan to HDD settings.

(1) Touch the [DOCUMENT FILING] key.

(2) Touch the [Scan to HDD] tab.


If you do not wish to select settings, go to the next step.

(3) Select the original size, exposure, resolution, compression ratio, colour mode, and special modes.

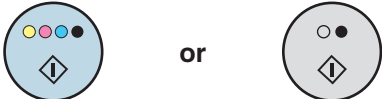
See "[Scan to HDD SCREEN](#)" (page 20).

(4) Touch the [File Information] key.

The settings are the same as for "File". See "[FILE INFORMATION](#)" (page 17).

 If the original is 2-sided, be sure to touch the [Original] key and then touch the [2-Sided Booklet] key or the [2-Sided Tablet] key as appropriate for the original.

3





### Press the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (●●).

Scanning begins.

For the procedure for placing the original, see step 4 of "[SAVING A FILE WITH "Quick File"](#)" (page 13).

A beep will sound to indicate that Scan to HDD is completed.

 **To cancel scanning...**  
Press the [STOP] key (⏏).

 When Scan to HDD is performed without appending file information, the following user name and file name are automatically assigned to the file.

User Name: User Unknown

File Name: Mode\_Day-Month-Year\_Hour-Minute-Second  
(Example: HDD\_01042006\_112030)

Stored to: Main Folder

When user authentication is used, the user name that was used for login is automatically selected.



# 3 USING STORED FILES

This chapter explains how to retrieve a file stored by document filing and print or transmit the file.

## SEQUENCE FOR USING A STORED FILE

This section explains the basic procedure for retrieving and using a stored file. The screens and procedures differ depending on whether or not user authentication is enabled.

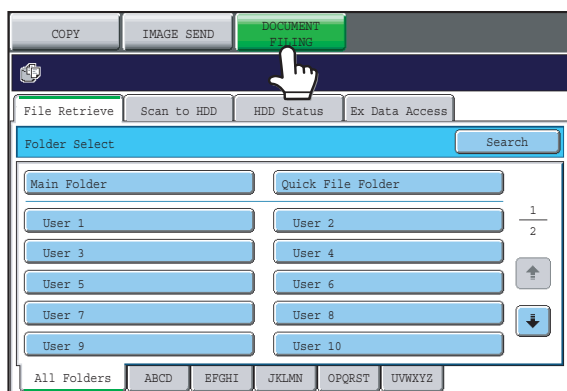
See the sequence that applies to your situation.

For information on user authentication procedures, see "USER AUTHENTICATION" in the User's Guide. For information on enabling user authentication and storing user names, see "User Control" in the System Settings Guide.



Files stored by document filing can also be retrieved and used from the Web pages. Click [Document Operation] and then [Document Filing] in the Web page menu, and select the folder that contains the file you wish to use.

### Change the mode.



Switch to document filing mode.

➡ [BASE SCREEN OF DOCUMENT FILING MODE](#) (page 12)



## Select the file that you wish to retrieve.

The screenshot shows the 'File Retrieve' window with tabs for 'File Retrieve', 'Scan to HDD', 'HDD Status', and 'Ex Data Access'. The 'File Retrieve' tab is active. It features a 'Main Folder' section with a 'Search' button and a 'Back' button. Below this is a table with columns for 'File Name', 'User Name', and 'Date'. The table lists five files: 'file-01', 'file-02', 'file-03.tiff', 'file-04', and 'file-05.tiff'. Each file has a corresponding 'User Name' and 'Date' (all dates are '01/04/2006'). To the right of the table are two buttons labeled '1' and '2'. At the bottom of the window, there are buttons for 'All Files', 'Filter by Job', and 'Batch Print'.

File Name	User Name	Date
file-01	Name 1	01/04/2006
file-02	Name 2	01/04/2006
file-03.tiff	Name 3	01/04/2006
file-04	Name 4	01/04/2006
file-05.tiff	Name 5	01/04/2006

- Select the folder in the folder selection screen. When the folder is selected, the files in the folder will appear. Select the file that you wish to retrieve.
  - [FILE SELECTION SCREEN](#) (page 28)
  - [SELECTING A FILE](#) (page 29)
- The search function can be used to retrieve a file.
  - [SEARCHING FOR A STORED FILE](#) (page 43)



## Select the operation.

The screenshot shows the 'Job Settings' window. At the top, there is a 'Cancel' button. Below it, the selected file 'file-01' is shown with its 'Name 1' as 'Name 1', 'A4' size, and 'F. Colour' property. The text 'Select the job.' is displayed. Below this, there are six buttons arranged in two rows: 'Print', 'Send', 'Property Change' in the first row, and 'Move', 'Delete', 'Detail' in the second row.

Select the desired operation and configure settings.

- [JOB SETTINGS SCREEN](#) (page 30)
- [PRINTING A STORED FILE](#) (page 31)
- [SENDING A STORED FILE](#) (page 35)
- [PROPERTIES OF STORED FILES](#) (page 37)
- [MOVING A STORED FILE](#) (page 39)
- [DELETING A STORED FILE](#) (page 41)

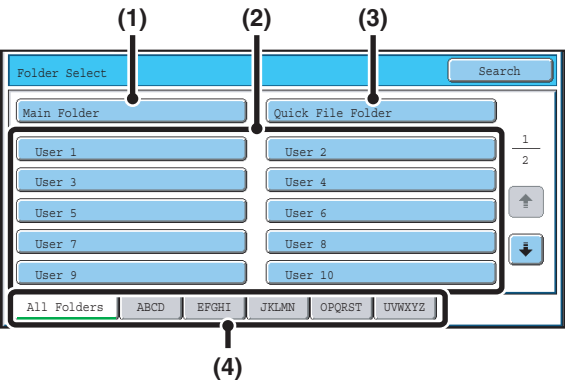
# FOLDER AND FILE SELECTION SCREENS


To use a file stored by document filing, the folder and file must be selected. The folder selection screen and file selection screen are explained below.

## FOLDER SELECTION SCREEN

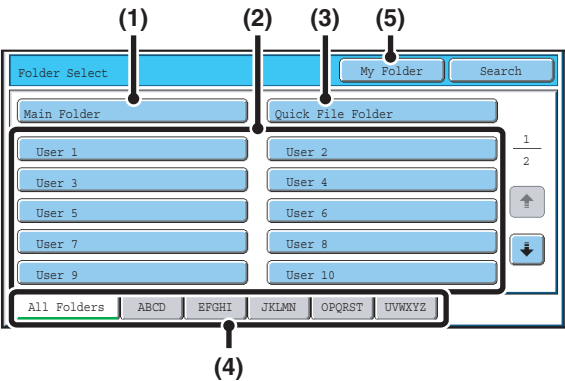
Two different screens appear depending on whether or not user authentication is enabled on the machine.

### When user authentication is not enabled



- (1) **[Main Folder] key**  
Touch this key to retrieve a file from the Main folder. The files in the Main folder will appear.
- (2) **Custom folder keys**  
The custom folders that have been created using "Document Filing Control" in the system settings are displayed. Touch a key to display the files in that folder. If a password has been set for a custom folder, a password entry screen will appear when the folder is touched. The password must be entered.
- (3) **[Quick File Folder] key**  
Touch this key to retrieve a file from the Quick File folder. The files in the Quick File folder will appear.  
 [SAVING A FILE WITH "Quick File"](#) (page 13)

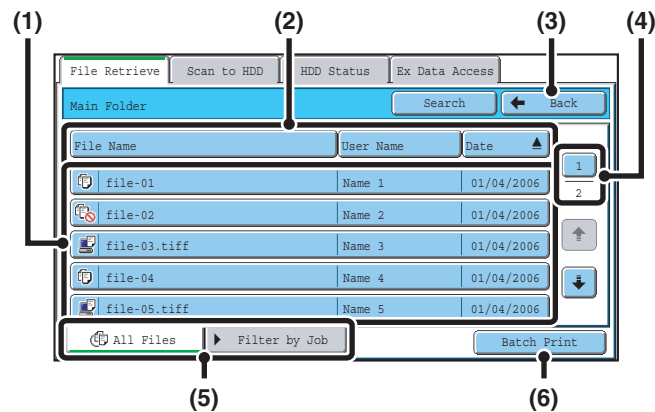
### When user authentication is enabled



- (4) **Index tabs**  
All folders appear on the [All Folders] tab. Touch a tab to display the custom folders whose initials (set in "Document Filing Control" in the system settings) match the letters on the tab.
- (5) **[My Folder] key**  
This key appears when user authentication is enabled. Touch the key to display the file selection screen of "My Folder". When user authentication is enabled but "My Folder" is not configured, this key will be greyed out to prevent selection.

# FILE SELECTION SCREEN

The file selection screen of the Quick File folder, Main folder, and custom folders is explained below.



**(1) File keys**

The stored files are displayed. An icon showing which mode the file was stored from, the file name, the user name, and the date the file was stored appear in each file key. When a file is touched, the job setting screen appears.

**Job icons**

	Copy		Internet fax transmission		Print
	Fax transmission		Scan to E-mail		Scan to HDD
	Scan to FTP		Scan to Desktop		Scan to Network Folder
	PC-Fax transmission		PC-I-Fax transmission		

**(2) [File Name] key, [User Name] key, [Date] key**

Use these keys to change the order of display of the file keys. When one of the keys is touched, ▲ or ▼ appears in the key.

- When ▲ appears in the [File Name] key or [User Name] key, the files appear by file name or user name in ascending order.  
When ▲ appears in the [Date] key, the files appear in order from the oldest date.
- When ▼ appears in the [File Name] key or [User Name] key, the files appear by file name or user name in descending order.  
When ▼ appears in the [Date] key, the files appear in order from the most recent date.

**(3) [Back] key**

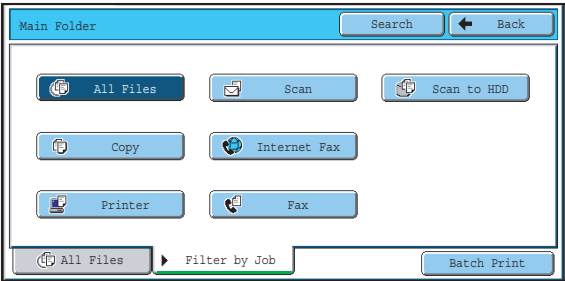
Touch this key to return to the base screen of document filing mode.  
🔗 [FOLDER SELECTION SCREEN](#) (page 27)

**(4) Page key**

When multiple pages exist, use this key to enter the number of a page that you want to display. When the key is touched, a page number entry screen appears. Enter the desired page number (3 digits) with the numeric keys. For example, to display page 3, enter "003".

**(5) Select displayed files by job type.**

You can select the file keys that are displayed by job type. The currently selected job type appears in the left tab. [All Files] is initially selected. Touch the [Filter by Job] tab on the right to open the following screen.



Touch a mode key to show a list of the files that were stored from that mode.

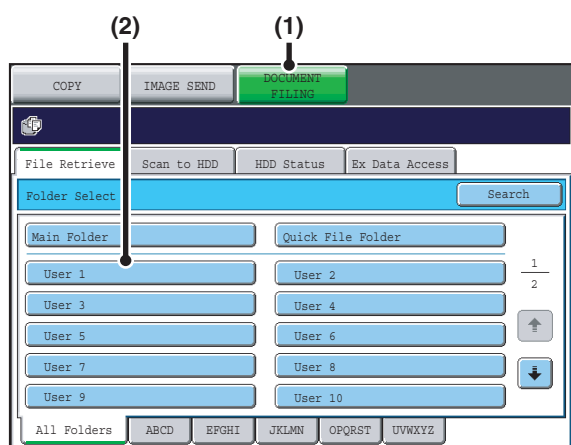
**(6) [Batch Print] key**

Touch this key to print all files in a folder.  
🔗 [BATCH PRINTING](#) (page 33)

# SELECTING A FILE

This section explains how to select a file to be used.

1



**Select the folder that contains the file you wish to use.**

**(1) Touch the [DOCUMENT FILING] key.**

The folder selection screen will appear. If a different tab appears, touch the [File Retrieve] tab.

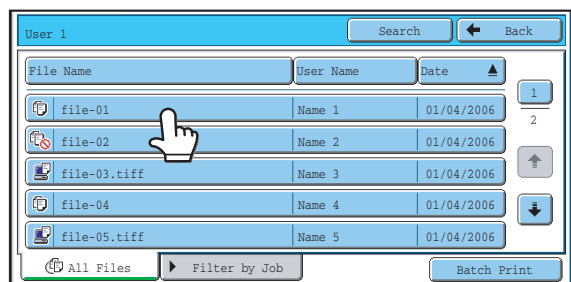
When user authentication is enabled and "My Folder" is configured in "User List" in the system settings, the custom folder specified as "My Folder" opens. To display the folder selection screen, touch the [Back] key.

**(2) Touch the key of the folder that contains the desired file.**

If a password is set for the selected folder, a password entry screen will appear.

Enter the password with the numeric keys (5 to 8 digits) and touch the [OK] key.

2




**Touch the key of the desired file.**

If a password is set for the selected file, a password entry screen will appear.

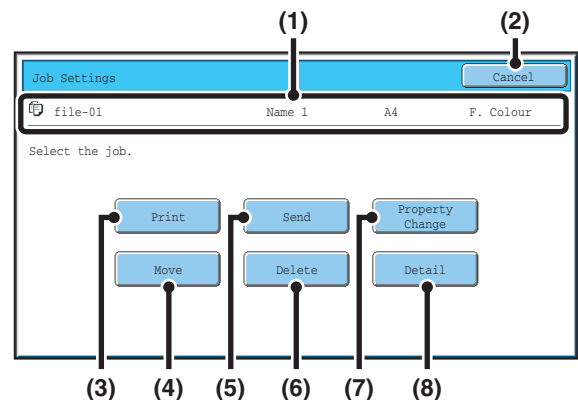
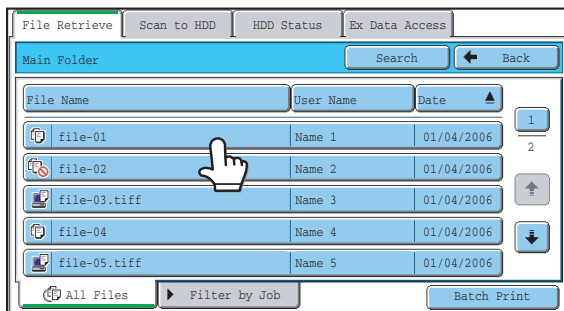
Enter the password with the numeric keys (5 to 8 digits) and touch the [OK] key.



- The [Filter by Job] tab can be touched to show the mode keys (copy mode, scan mode, etc.). Touch a mode key to show a list of the files that were stored from that mode.  
When you know the mode from which a file was stored, touching the [Filter by Job] tab lets you find the file quickly.
  - You can touch the [File Name] key, the [User Name] key, or the [Date] key to change the order of display of the files.
  - To print all files in the folder, touch the [Batch Print] key.
-  **BATCH PRINTING** (page 33)

# JOB SETTINGS SCREEN

When a file key is touched, the following screen appears. Touch the key of the operation that you wish to perform and select settings.



## (1) File display

This shows information on the currently selected file (job icon, file name, user name, store size, and colour mode).

## (2) [Cancel] key

Touch this key to cancel the operation and return to the file selection screen.

## (3) [Print] key

Touch this key to print the selected file.

➡ [PRINTING A STORED FILE](#) (page 31)

## (4) [Move] key

Use this procedure to change the location of a file (move a file to a different folder).

➡ [MOVING A STORED FILE](#) (page 39)

## (5) [Send] key

A stored file can be sent by fax, Internet fax, or scan transmission.

➡ [SENDING A STORED FILE](#) (page 35)

## (6) [Delete] key

Touch this key to delete a file that is no longer needed.

➡ [DELETING A STORED FILE](#) (page 41)

## (7) [Property Change] key

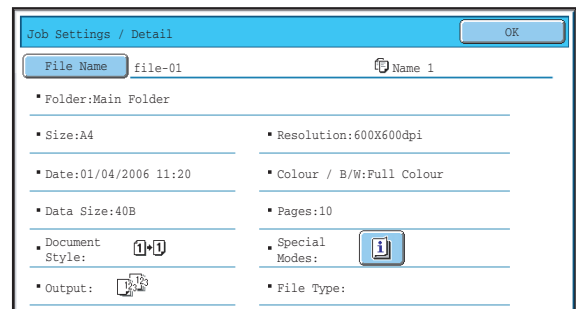
Use this key to change the property ("Sharing", "Protect", or "Confidential") of a stored file.

➡ [PROPERTIES OF STORED FILES](#) (page 37)

## (8) [Detail] key



Touch this key to show detailed information on the selected file.

When this key is touched, the following screen appears.



If you wish to change the file name, touch the [File Name] key in this screen.

A text entry screen will appear. Enter the desired file name. For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.

The  key appears when a special mode is selected. Touch the  key to display the special mode selection confirmation screen.

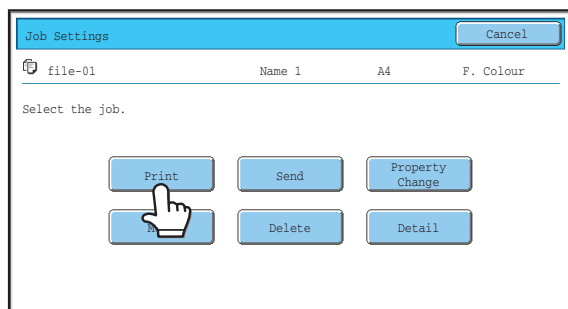
# PRINTING A STORED FILE

A file stored using document filing can be retrieved and printed when needed. The settings used when the file was stored are also stored, and thus the file can be printed again using those settings. The file can also be modified before printing by changing the print settings.

After selecting the desired file, follow the steps below.

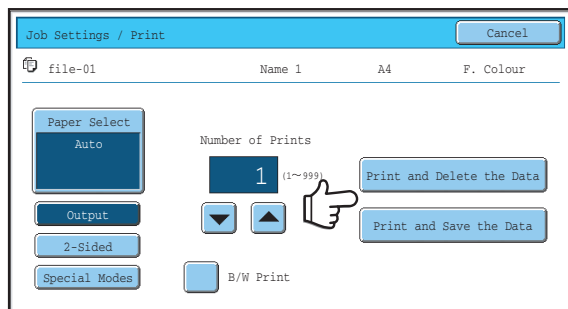
 [SELECTING A FILE](#) (page 29)

1



**Touch the [Print] key.**

2



**Touch the [Print and Delete the Data] key or the [Print and Save the Data] key.**

If the [Print and Delete the Data] key is touched, the files will be automatically deleted after printing.

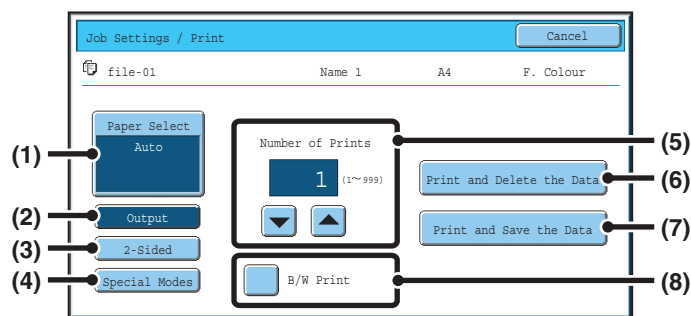
If the [Print and Save the Data] key is touched, the files will be saved after printing.

Output settings, 2-sided printing, special modes, the number of copies, and other settings can be selected. For more information, see "[PRINT SETTINGS SCREEN](#)" (page 32).



- A file saved in black and white or greyscale cannot be printed in colour.
- When a long size document is stored from Scan to HDD or scan mode, the file cannot be printed. A file stored from scan mode that included fax mode or Internet fax mode destinations in a broadcast transmission can be printed.
- If print settings are changed when a stored file is printed, the only changed setting that can be stored is the number of copies.
- The printing speed may be somewhat slow depending on the resolution and exposure mode settings of the stored file.

# PRINT SETTINGS SCREEN



## (1) [Paper Select] key

Use this key to set the paper size.

## (2) [Output] key

Use this key to select Sort, Group or Staple Sort, and to select the output tray.

## (3) [2-Sided] key

Use this key to select the orientation of the image on the reverse side of the paper for 2-sided printing. To have the front and back images oriented in the same direction, touch the [2-Sided Booklet] key. To have the front and back images oriented opposite to each other, touch the [2-Sided Tablet] key. Note that the size and orientation of the saved image may cause these keys to have the opposite effect. If neither of these keys is selected (neither is highlighted), 1-sided printing will take place.

## (4) [Special Modes] key

Touch this key to select "Margin Shift", "Pamphlet Style", "2in1 / 4in1", "Tandem Print", or "Stamp".

This key does not appear if the file was saved from print mode.

## (5) [Number of Prints] key

Use these keys to set the number of copies. The number of copies can also be set with the numeric keys.

## (6) [Print and Delete the Data] key

Printing begins when this key is touched. When printing is finished, the file will be automatically deleted.

## (7) [Print and Save the Data] key

Printing begins when this key is touched. The file will not be deleted after printing.

## (8) [B/W Print] checkbox

Select this checkbox if the file was saved in colour and you wish to print it in black & white.

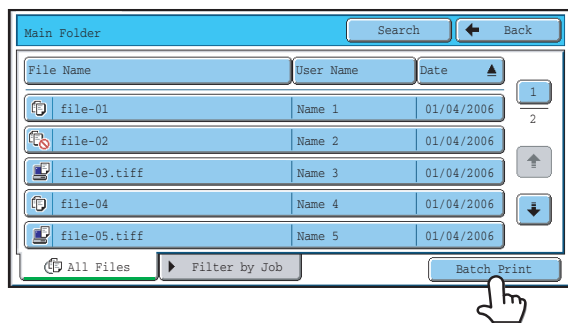
When the file is saved in black & white, this checkbox does not appear.



# BATCH PRINTING

All files in a folder that have the same user name and password can be printed at once.

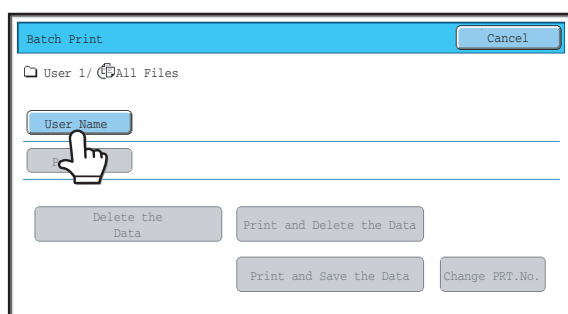
1



## Touch the [Batch Print] key.

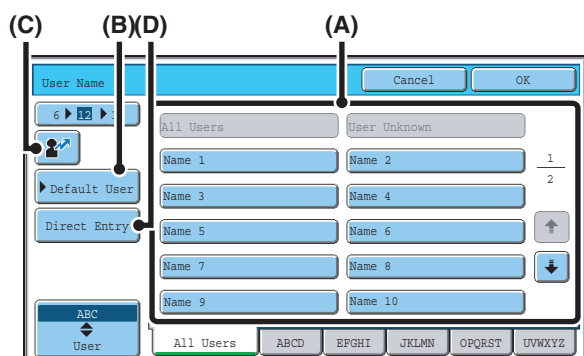
To batch print only the files of a certain job type, touch the [Filter by Job] tab to change the displayed files, and touch the [Batch Print] key.

2



## Touch the [User Name] key.

3



## Select the user name.

There are four ways to select the user name:

### (A) Touch the key of the user name.

The touched user name is highlighted.

If you accidentally select the wrong user name, touch the key of the correct name.

### (B) Touch the [Default User] key.

The user name can be selected from the factory stored users.

### (C) Touch the key.

An area for entering the "Registration No." [---] appears in the message display. Enter the "Registration No." set during user registration. This will allow you to select the user name.

### (D) Touch the [Direct Entry] key.

A text entry screen appears. Directly enter the user name. To enter text, see "6. ENTERING TEXT" in the User's Guide.

After selecting the user name, touch the [OK] key.



When all users and user unknown batch printing is enabled in the system settings (administrator), the [All Users] key and [User Unknown] key can be selected.

The [All Users] key can be touched to select all files in the folder (the files of all users).

The [User Unknown] key can be touched to select all files in the folder that do not have a user name.

4

**If a password has been established, touch the [Password] key.**

Enter the password with the numeric keys (5 to 8 digits) and touch the [OK] key. Only files that have the same password will be selected.

If you do not wish to enter a password, go to the next step.

5

**To set the number of copies, touch the [Change PRT.No.] key.**

If you wish to use the number of copies stored with each file, go to step 6.

(1) **Touch the [Apply the Number from Stored Setting of Each Job] checkbox so that it is not selected ( ☐ ).**

(2) **Set the number of copies with the keys.**

The number of copies can be also set with the numeric keys.

(3) **Touch the [OK] key.**

6

**Touch the [Print and Delete the Data] key or the [Print and Save the Data] key.**

If the [Print and Delete the Data] key is touched, the files will be automatically deleted after printing.

If the [Print and Save the Data] key is touched, the files will be saved after printing.

If there are no files that match the search conditions, you will return to the file list screen.



All files that match the current search conditions can be deleted by touching the [Delete the Data] key.

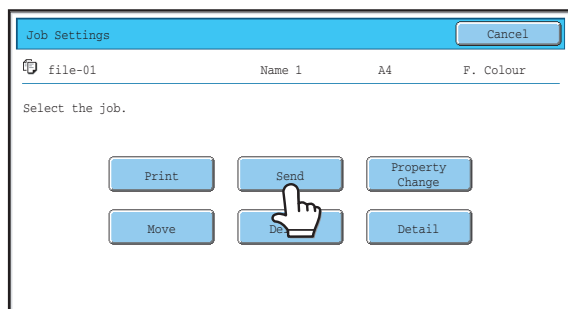
# SENDING A STORED FILE

A file stored by document filing can be retrieved and transmitted whenever needed. The settings used when the file was stored are also stored, and thus the file can be transmitted using those settings. If needed, you can also change the transmission settings to modify the retrieved file.

After selecting the desired file, follow the steps below.

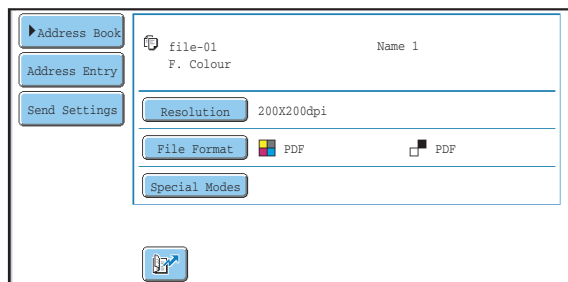
 [SELECTING A FILE](#) (page 29)

1



**Touch the [Send] key.**

2



**Select transmission settings.**

For information on the settings, see "[SEND SETTINGS SCREEN](#)" (page 36).

3



or



**Press the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (●●).**



If you are sending a fax or an Internet fax, only the [BLACK & WHITE START] key (●●) can be used.

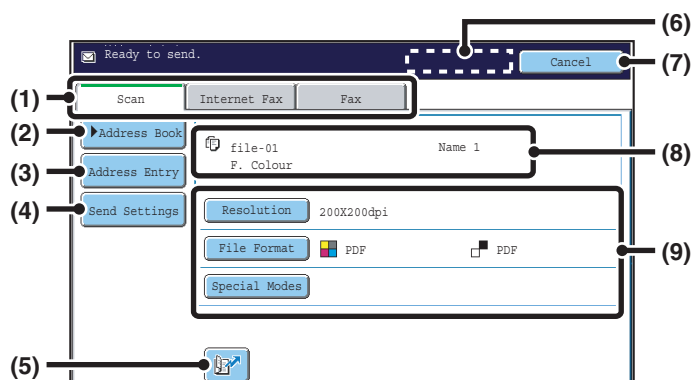


- A file saved in black and white or greyscale cannot be transmitted in colour.
- A stored print job cannot be transmitted.
- These transmission methods require installation of the corresponding options.
- If any of the following special modes were included in the saved file, the file cannot be transmitted.  
"Pamphlet Copy", "Covers/Inserts", "Photo Repeat", "Multi-Page Enlargement", "Multi Shot" for copying.
- If any of the following special modes were included in the saved file, the file can be transmitted but the special modes will not be executed.  
"Margin Shift", "Transparency Inserts", "Book Copy", "Tab Copy", "Stamp", all "Colour Adjustments" menu items, "Centring"
- Depending on the reduction or enlargement ratio used when storing a file, it may not be possible to send the stored file using a selected resolution setting. In this event, try changing the resolution.  
However, when sending a stored file by Internet fax, transmission may not be possible even if the resolution is changed.

# SEND SETTINGS SCREEN

The keys that appear in the send settings are explained below. For more information on each of the settings, see "BASE SCREEN OF FAX MODE" in the Facsimile Guide and "BASE SCREEN" in the Scanner Guide.

## Example of scan mode



### (1) Send mode tabs

Touch the appropriate tab to select fax mode, scan mode, or Internet fax mode.

### (2) [Address Book] key

Touch this key to display the destinations stored in the address book.

### (3) [Address Entry] key or [Sub Address] key

Use this key to directly enter an address when sending a file in scan mode or Internet Fax mode.

In fax mode this appears as the "Sub Address" key. Use this key to enter a sub-address and password for F-code communication.

### (4) [Send Settings] key

This key appears in scan mode and Internet fax mode. Touch the key to enter a subject and a file name when performing a transmission. In scan mode, a sender can also be specified.

### (5) key

The 3-digit search number that was assigned to a one-touch key or group key when the key was stored can be entered to specify a destination.

### (6) [Next Address] key

This key appears when at least one address has been entered. Use this key when you are sending a file to multiple destinations.

### (7) [Cancel] key

This returns you to the job settings screen.

### (8) File name / User name display

This shows the icon of the file to be sent, the file name, the user name, and the colour mode (colour/black & white).

### (9) Any of these keys can be touched to change the corresponding settings of the file to be sent. The settings that can be selected vary by mode.

#### • Scan mode

##### [Resolution] key

Use this to select the resolution. A resolution setting higher than the resolution at which the file was stored cannot be selected.

##### [File Format] key

This lets you select the file type, compression ratio, and colour mode.

##### [Special Modes] key

This displays the [Timer] key.

#### • Internet fax mode

##### [Resolution] key

Use this to select the resolution. A resolution setting higher than the resolution at which the file was stored cannot be selected.

##### [File Format] key

Use this to select the file type and compression ratio.

##### [Special Modes] key

This displays the [Timer] and [Transaction Report] keys.

#### • Fax mode

##### [Resolution] key

Use this to select the resolution. A resolution setting higher than the resolution at which the file was stored cannot be selected.

##### [Special Modes] key

This displays the [Timer], [Own Name Select], and [Transaction Report] keys.



# PROPERTIES OF STORED FILES

## FILE PROPERTIES

A protect setting can be selected for files saved with the document filing function. This prevents a file from being moved, or automatically or manually deleted.


Three properties are available for saved files: [Sharing], [Protect], and [Confidential]. When saved with the [Sharing] property, a file is not protected. When saved with the [Protect] or [Confidential] property, a file is protected.

Files saved to the Quick File folder are all saved as [Sharing] files. When a file is saved to the Main folder or a custom folder, [Sharing] or [Confidential] can be selected.

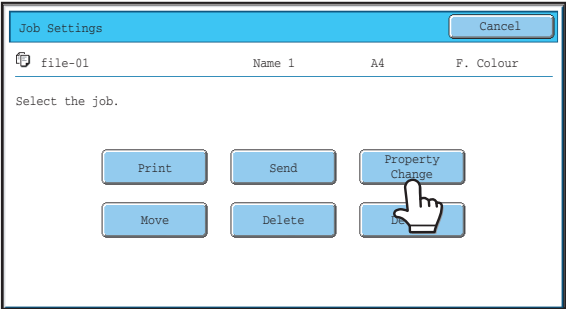
Sharing	A [Sharing] file can be changed to [Protect] or [Confidential] using [Property Change] in the Job Settings.
Protect	"Protect" prevents a file from being moved or deleted. A password cannot be established. The  icon appears with the mode icon in the file key of a protected file.
Confidential	To protect a "Confidential" file, a password is set. (The password must be entered to retrieve the file.) The  icon appears with the mode icon in the file key of a confidential file.

## CHANGING THE PROPERTY

After selecting the desired file, follow the steps below.

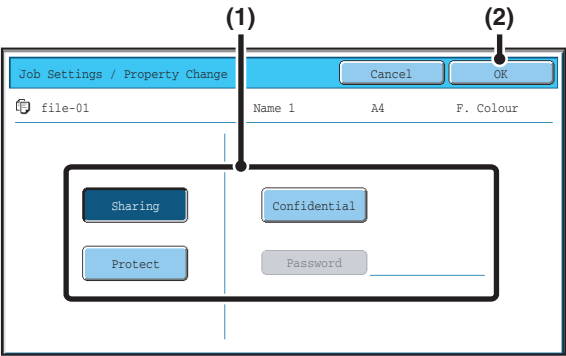
 [SELECTING A FILE](#) (page 29)

1



Touch the [Property Change] key.

2



Select the property.

(1) Touch the key of the desired property.  
When the [Confidential] key is touched, the [Password] key can be touched.  
Touch the [Password] key, enter a password (5 to 8 digits) with the numeric keys, and touch the [OK] key.

(2) Touch the [OK] key.



#### **Restrictions on changing the property**

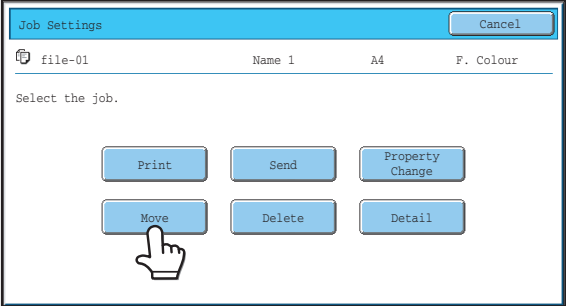
- A file that is set to "Sharing" can be changed to "Protect" or "Confidential". However, a "Sharing" file that is saved in the Quick File folder can only be changed to "Protect".
- A file that is set to "Protect" can be changed to "Sharing" or "Confidential". However, a "Protect" file that is saved in the Quick File folder can only be changed to "Sharing".
- A file that is saved in the Quick File folder cannot be changed to "Confidential". If the file is moved to the Main folder or a custom folder, the property can be changed to "Confidential".
- Two properties cannot be selected for a single file.

# MOVING A STORED FILE

Use this procedure to change the location of a file (move a file to a different folder).  
After selecting the desired file, follow the steps below.

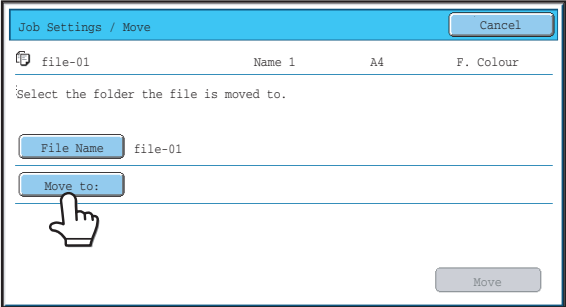
 [SELECTING A FILE](#) (page 29)

1



Touch the [Move] key.

2

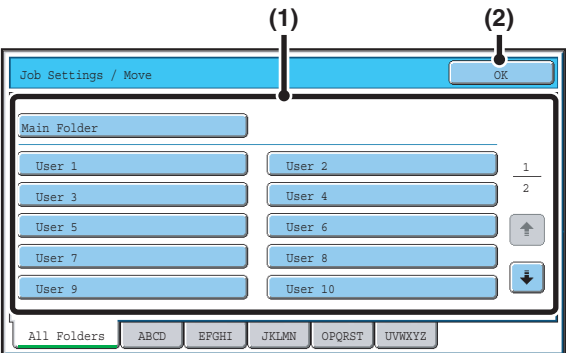


Touch the [Move to:] key.



- A file cannot be moved to the Quick File Folder. With this procedure, the original name is changed and the file is moved to the specified folder. (Unlike the "Save As" command on a computer, the file is not copied to the specified folder with the original file remaining in the original location.)
- To change the file name, touch the [File Name] key.

3



Select the destination folder.

(1) Touch the key of the folder to which you want to move the file.

If a password is set for the selected folder, a password entry screen will appear.  
Enter the password with the numeric keys (5 to 8 digits) and touch the [OK] key.

(2) Touch the [OK] key.

The above screen shows the custom folders as an example.

4

Job Settings / Move Cancel

file-01      Name 1      A4      F. Colour

Select the folder the file is moved to.

File Name    file-01

Move to:    User 2

Move

Touch the [Move] key.



A file whose property is "Protect" cannot be moved. To move a protected file, change its property to "Sharing" or "Confidential".



# DELETING A STORED FILE

Stored files that are no longer needed can be deleted.  
Select the file that you wish to delete and touch the [Delete] key.  
🔗 [SELECTING A FILE](#) (page 29)

1

Job Settings

Cancel

file-01Name 1A4F. Colour

Select the job.

Print

Send

Property Change

Move

Delete

Detail

Touch the [Delete] key.

2


⚠ Delete the file data?

Name 1file-01

No

Yes

Check the file and then touch the [Yes] key.

 A file whose property is "Protect" cannot be deleted. To delete a protected file, change its property to "Sharing" or "Confidential".

# RETRIEVING AND USING A FILE FROM THE JOB STATUS SCREEN

Files stored using File and Quick File appear as keys in the job status complete screen. This is convenient when you need to quickly print the saved data of a copy job or quickly send a saved fax to another destination.

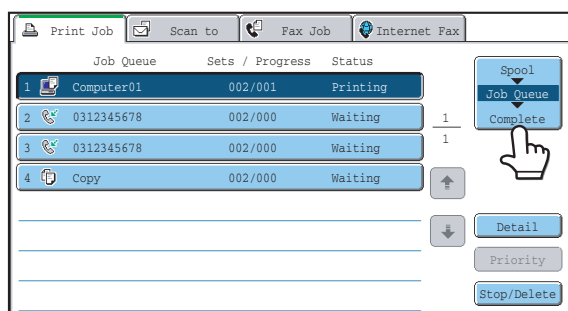
1

JOB STATUS



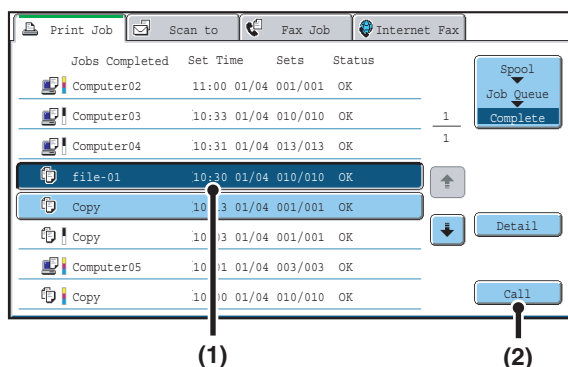
Press the [JOB STATUS] key.

2



Touch the job status selector key so that [Complete] is highlighted.

3



Select the desired file in the completed jobs.

(1) Touch the key of the desired file.

If a password is set for the selected file, a password entry screen will appear.

Enter the password with the numeric keys (5 to 8 digits) and touch the [OK] key.

(2) Touch the [Call] key.

The job settings screen appears.

Select and perform the desired operation.

- ☞ [JOB SETTINGS SCREEN](#) (page 30)
- [PRINTING A STORED FILE](#) (page 31)
- [SENDING A STORED FILE](#) (page 35)
- [PROPERTIES OF STORED FILES](#) (page 37)
- [MOVING A STORED FILE](#) (page 39)
- [DELETING A STORED FILE](#) (page 41)



To view information on a file, select the file and then touch the [Detail] key.

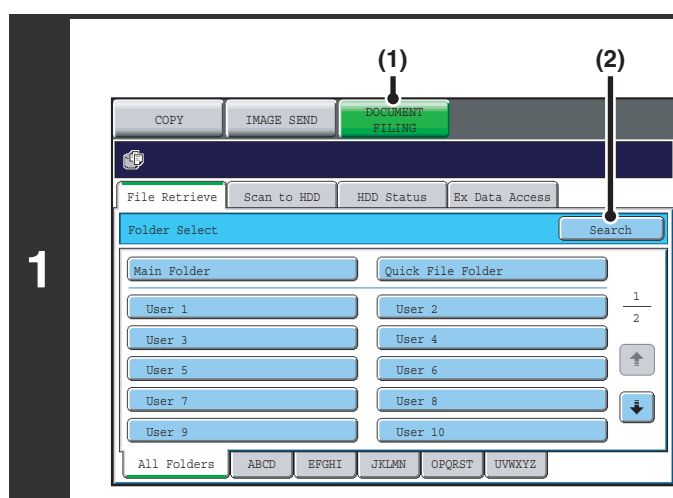
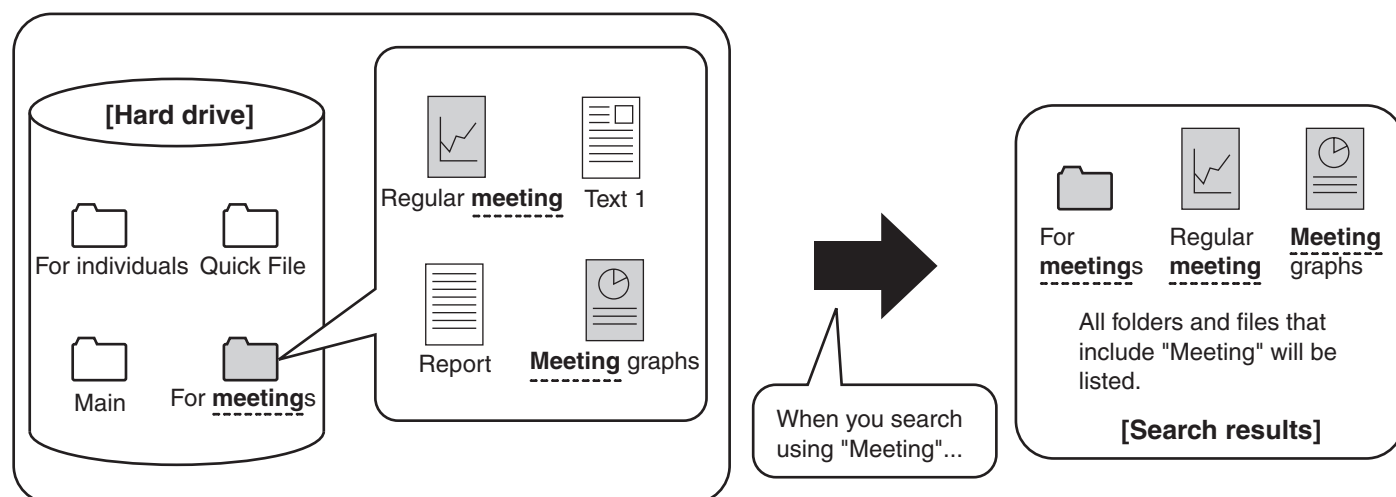
# SEARCHING FOR A STORED FILE

When there are many stored files, it may take time to find a file. The search function of document filing mode can be used to find a file quickly.

This section explains how to search for a file or folder on the machine's hard drive.

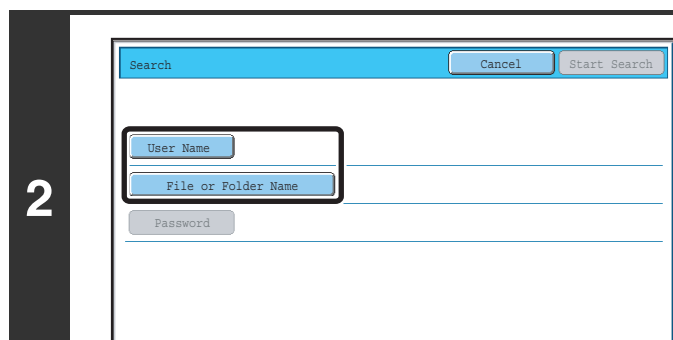
Searching is possible even when you only know part of the file name or folder name. A folder can also be specified as a search range.

**Example: Only part of a file name is known: "Meeting"**



**Open the file search screen.**

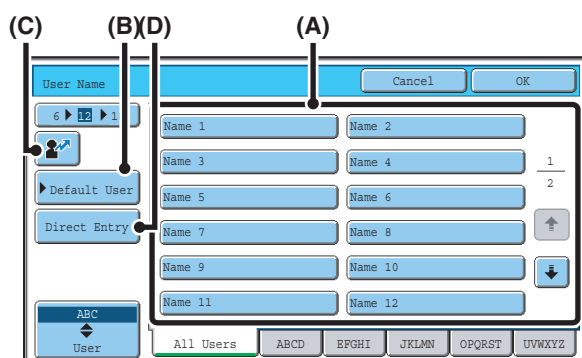
- (1) Touch the [DOCUMENT FILING] key.
- (2) Touch the [Search] key.



**Touch the [User Name] key or the [File or Folder Name] key.**

If you know the user name, touch the [User Name] key and go to ["Using the user name to search"](#) in step 3.

If you know the file name, touch the [File or Folder Name] key and go to ["Using the file name or folder name to search"](#) in step 3.



## Using the user name to search

There are four ways to select the user name:

### (A) Touch the key of the user name.

The touched user name is highlighted.

If you accidentally select the wrong user name, touch the key of the correct name.

### (B) Touch the [Default User] key.

The user name can be selected from the factory stored users.

### (C) Touch the key.

An area for entering the "Registration No." [---] appears in the message display. Enter the "Registration No." set during user registration. This will allow you to select the user name.

### (D) Touch the [Direct Entry] key.

A text entry screen appears. Directly enter the user name.

To enter text, see "6. ENTERING TEXT" in the User's Guide. Searching is possible even if you only enter the first several letters of the user name.

After selecting the user name, touch the [OK] key.

After the user name is selected, the [Password] key can be touched. To search for files of the selected user name that have a certain password, touch the [Password] key and enter the password.

(It is not possible to search using a password only.)

## Using the file name or folder name to search

Enter the file name or folder name in the text entry screen that appears and touch the [OK] key.

Search

Cancel Start Search

User Name Name 1

File or Folder Name file-01

Password

## Touch the [Start Search] key.

The search results will appear in a screen similar to the following screen. A list of the files that match your search criteria will appear. Select the desired file from the list. The job settings screen will appear.

Search

Cancel Search Again

File or Folder Name	User Name	Date
file-01	Name 1	01/04/2006

1  
1

↑

↓

To return to the base screen of document filing mode, touch the [Cancel] key.

To return to the file search screen, touch the [Search Again] key.

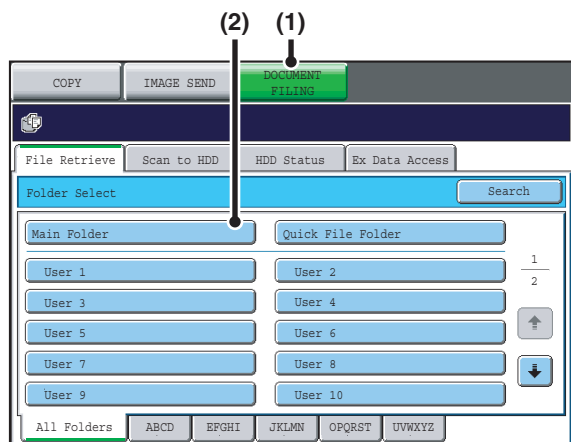


- When you search using [File or Folder Name], custom folders that match the search characters will also appear in the list. When a folder key is touched, a list of the files in the folder appears. Touch the desired file in the list.
- You can also use the Web pages to search for a file. Click [Document Operations], [Document Filing], and then [Search] in the Web page menu.

## Searching within a folder

You can specify a folder to restrict the search range to that folder. To search within a specified folder, follow the steps below.

1



**Open the folder that you wish to search.**

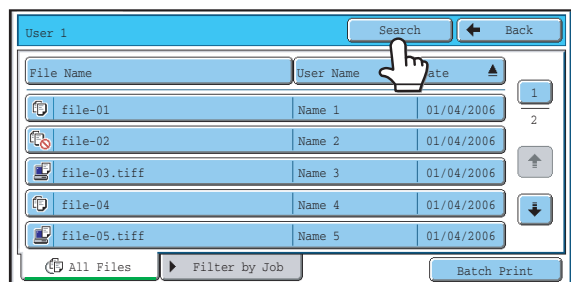
**(1) Touch the [DOCUMENT FILING] key.**

**(2) Touch the key of the folder that you wish to search.**

If a password is set for the selected folder, a password entry screen will appear.

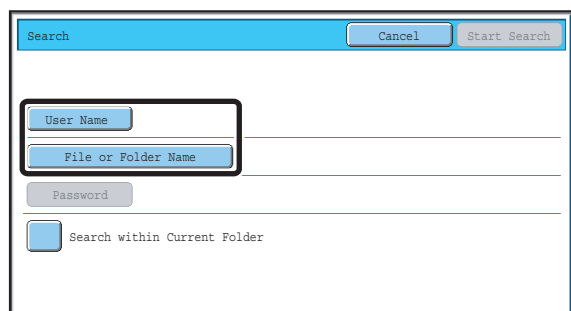
Enter the password with the numeric keys (5 to 8 digits) and touch the [OK] key.

2



**Touch the [Search] key.**

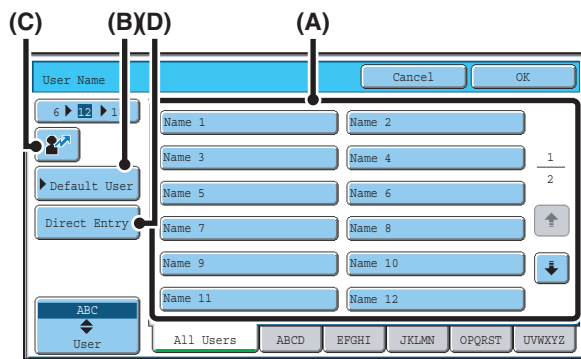
3



**Touch the [User Name] key or the [File or Folder Name] key.**

If you know the user name, touch the [User Name] key and go to "[Using the user name to search](#)" in step 4.

If you know the file name, touch the [File or Folder Name] key and go to "[Using the file name or folder name to search](#)" in step 4.



## Using the user name to search

There are four ways to select the user name:

### (A) Touch the key of the user name.

The touched user name is highlighted.

If you accidentally select the wrong user name, touch the key of the correct name.

### (B) Touch the [Default User] key.

The user name can be selected from the factory stored users.

### (C) Touch the key.

An area for entering the "Registration No." [---] appears in the message display. Enter the "Registration No." set during user registration. This will allow you to select the user name.

### (D) Touch the [Direct Entry] key.

A text entry screen appears. Directly enter the user name. To enter text, see "6. ENTERING TEXT" in the User's Guide. Searching is possible even if you only enter the first several letters of the user name.

After selecting the user name, touch the [OK] key.

After the user name is selected, the [Password] key can be touched. To search for files of the selected user name that have a certain password, touch the [Password] key and enter the password.

(It is not possible to search using a password only.)

## Using the file name or folder name to search

Enter the file name or folder name in the text entry screen that appears and touch the [OK] key.

The screenshot shows a 'Search' screen with a blue header bar containing 'Search', 'Cancel', and 'Start Search' buttons. Below the header are three input fields: 'User Name' with the value 'Name 1', 'File or Folder Name' with the value 'file-01', and 'Password'. At the bottom, there is a checkbox labeled 'Search within Current Folder' which is checked. A red box highlights this checkbox, with a line pointing to annotation (1). Another line points from annotation (2) to the 'Start Search' button.

## Start searching.

- (1) Touch the [Search within Current Folder] checkbox so that it is selected ☒.

To search only files that are in the current folder, select the [Search within Current Folder] checkbox ☒. Use this method to search for a file in a confidential folder.

- (2) Touch the [Start Search] key.

The search results will appear in a screen similar to the following screen. A list of the files that match your search criteria will appear. Select the desired file from the list. The job settings screen will appear.

The screenshot shows the 'Search' screen after a search. The header bar now includes 'Search', 'Cancel', and 'Search Again' buttons. Below the header are three input fields: 'File or Folder Name' with the value 'file-01', 'User Name' with the value 'Name 1', and 'Date' with the value '01/04/2006'. Below these fields is a table with one row containing the search results. To the right of the table, there is a vertical scrollbar with up and down arrows.

File or Folder Name	User Name	Date
file-01	Name 1	01/04/2006

To return to the base screen of document filing mode, touch the [Cancel] key.

To return to the file search screen, touch the [Search Again] key.





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