

**SHARP**<sup>®</sup>

**OPERATION  
MANUAL**  
(for image send)

**LASER PRINTER**

# INTRODUCTION

This manual explains the scanner function, the Internet fax function, and the metadata send function of the machine.

To use these functions, the following expansion kits must be installed.

**Network scanner function:** The network scanner expansion kit must be installed.\*1

**Internet fax function:** The network scanner expansion kit and Internet fax expansion kit must be installed.\*2

**Metadata send function:** The network scanner expansion kit and application integration module must be installed.\*2

\*1 If you are using the MX-M350U/450U, the network expansion kit must also be installed.

\*2 To use the Internet fax or metadata send functions, a hard drive must be installed in the machine. For this reason, on the MX-M350U/450U, the network expansion kit (with hard drive) must also be installed.

For other functions, see the following manuals.

**Operation manual (for general information and copier operation):**

This contains safety precautions and general information such as the procedures for loading paper, removing misfeeds, and using peripheral equipment. It also provides detailed explanations of the procedures for using the copy function.

**Administrator settings guide:** This explains the "administrator settings", which are used to configure a variety of machine parameters to suit the aims and the needs of your workplace.

**Operation manual (for printer):** This provides detailed explanations of the procedures for using the printer function.

## NOTES

- For information on installing the drivers and software cited in this manual, please refer to the software setup guide and the manuals that are provided with the expansion kits.
- Before using the network scanner feature, several settings must be established from the Web page. These settings are explained from [page 1-4](#) on. The settings must be established by the network administrator. Such settings must be effected by the system administrator who has the special network related backgrounds.
- The explanations in this manual assume that the person who will install the product and the users of the product have a working knowledge of Microsoft Windows.
- The explanations of screens and procedures in this manual are for Windows XP. The screens may vary depending on your Windows version and settings.
- For information on the operating system, please refer to your operating system manual or the online Help function.
- This manual assumes that several options have been installed.
- This manual assumes that the document filing function can be used. The document filing function can only be used on the MX-M350N/450N, and on models in which the network expansion kit (with hard drive) is installed.

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.

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# CHAPTER 1

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## BEFORE USING THE MACHINE AS A NETWORK SCANNER

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This chapter provides information that you should know before using the machine as a network scanner. Be sure to read this chapter before using the network scanner function.

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# ABOUT THE NETWORK SCANNER FUNCTION

The network scanner expansion kit adds network scanner functionality to your machine. A machine with the network scanner functionality can scan a paper document, photograph, or other printed information into a data file, and send the file to a file server or personal computer over a corporate network (intranet) or the Internet. The network scanner function provides the following scanning modes.

## Scan modes

➔ SENDING AN IMAGE IN SCAN MODE ([page 2-2](#))

### Scan to E-mail

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The scanned file is sent to an e-mail address.



### Scan to FTP

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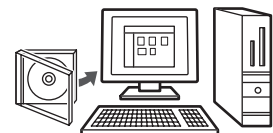
The scanned file is sent to a specified directory of an FTP server. When the file is sent, it is also possible to send an e-mail to a previously stored e-mail address to inform the recipient of the location of the file. (This is called "Scan to FTP (Hyperlink)").



### Scan to Desktop

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The scanned file is sent to a specified folder on your computer. To use Scan to Desktop, software must be installed from the "Sharpdesk/Network Scanner Utilities" CD-ROM that accompanies the network scanner expansion kit. For the system requirements of the software, see the manual (PDF format) or the Readme file on the CD-ROM. For the procedures for installing the software, see the "Sharpdesk Installation Guide". Scan to Desktop can only be used with computers that are running Windows 98 Second Edition/Me/2000 Professional/XP Professional/XP Home Edition.



### Scan to Network Folder

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The scanned file is sent to a shared folder on a Windows computer on the same network as the machine. Transmission is possible to computers running the following operating systems: Windows 98/Me/NT 4.0/2000/XP/Server 2003



## Internet fax mode

☞ SENDING A FAX IN INTERNET FAX MODE ([page 2-6](#))

### Internet fax transmission

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The scanned file is sent as an Internet fax. Reception of Internet faxes is also possible.

## Data entry mode

☞ METADATA DELIVERY ([page 5-1](#))

### Metadata delivery

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The application integration module can be combined with the network scanner function to append a metadata\* file to a scanned image file. (This is called metadata delivery.)

Information entered using the touch panel or automatically generated by the machine can be sent to a directory on an FTP server or an application on a computer as a metadata file in XML format.

\* Metadata is information about a file, how it is to be processed, and its relation to other objects.

# SETTINGS AND PROGRAMMING REQUIRED FOR THE NETWORK SCANNER FEATURE

To use the Network Scanner feature, settings for the SMTP server, DNS server, and destination addresses must be established.

To establish the settings, use a computer that is connected to the same network as the machine to access the machine's Web page. The Web page can be displayed with your Web browser (Internet Explorer 6.0 or higher (Windows), Netscape Navigator 7.0 or higher, or Safari 1.2 or higher (Macintosh)).

## ACCESSING WEB PAGES

Use the following procedure to access the Web pages.

### 1 Open the Web browser on your computer.

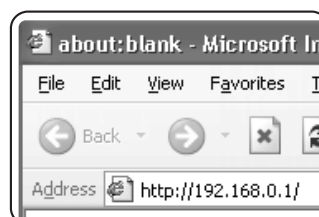
Supported browsers:

Internet Explorer 6.0 or higher (Windows)

Netscape Navigator 7.0 or higher

Safari 1.2 or higher (Macintosh)

### 2 In the "Address" field of your Web browser, enter the IP address of the machine as a URL.



Input the IP address previously specified in this product.

If you do not know the IP address, see [page 7-4](#).

When the connection is completed, the following Web page will appear in your Web browser.

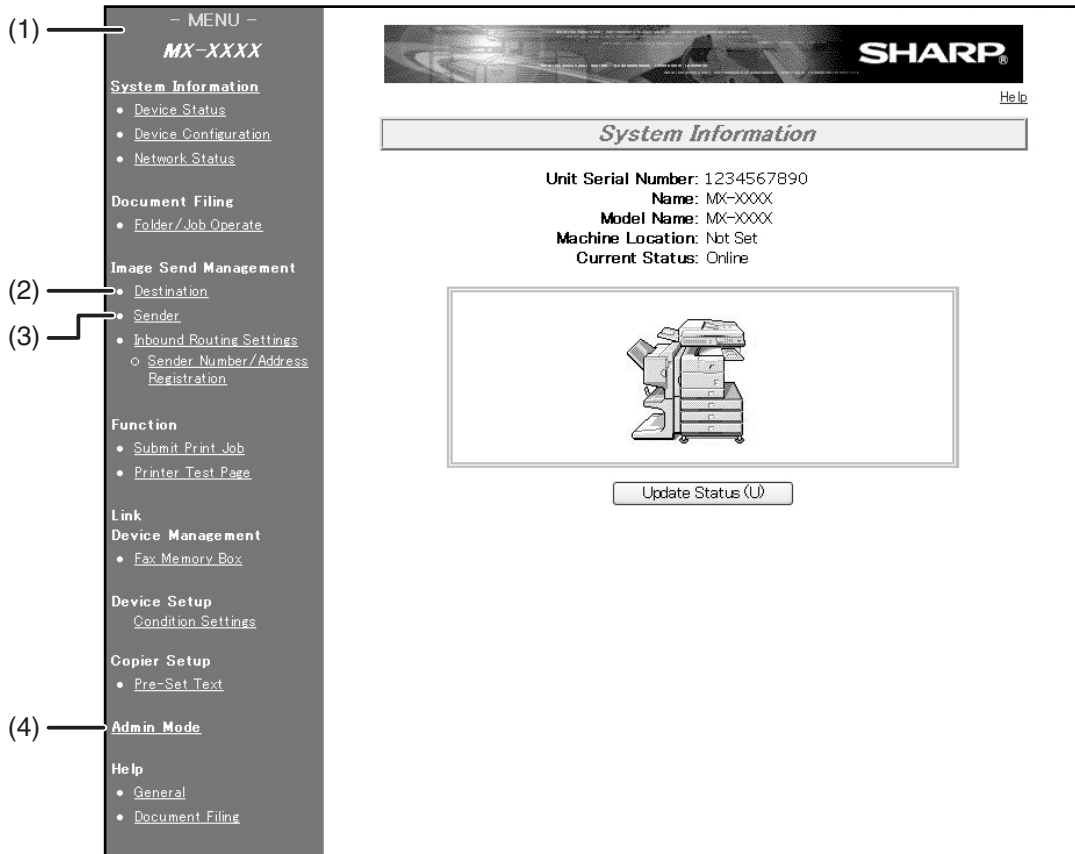


## ABOUT THE WEB PAGES (FOR USERS)

When you access the user Web pages in the machine, the following page will appear in your browser.

A menu frame appears on the left side of the page. When you click an item in the menu, a screen appears in the right frame that allows you to configure settings for that item.

When you have finished configuring settings, be sure to click [Submit] to save them. For explanations of the settings, click [General] under [Help] in the menu frame.



### (1) Menu frame

Click a setting in the menu to configure it.

### (2) Destination

Store, edit and delete transmission destinations.

### (3) Sender

Store, edit and delete senders.

### (4) Admin Mode

To open the Web pages for the administrator, click here and then enter the administrator's user name and password.

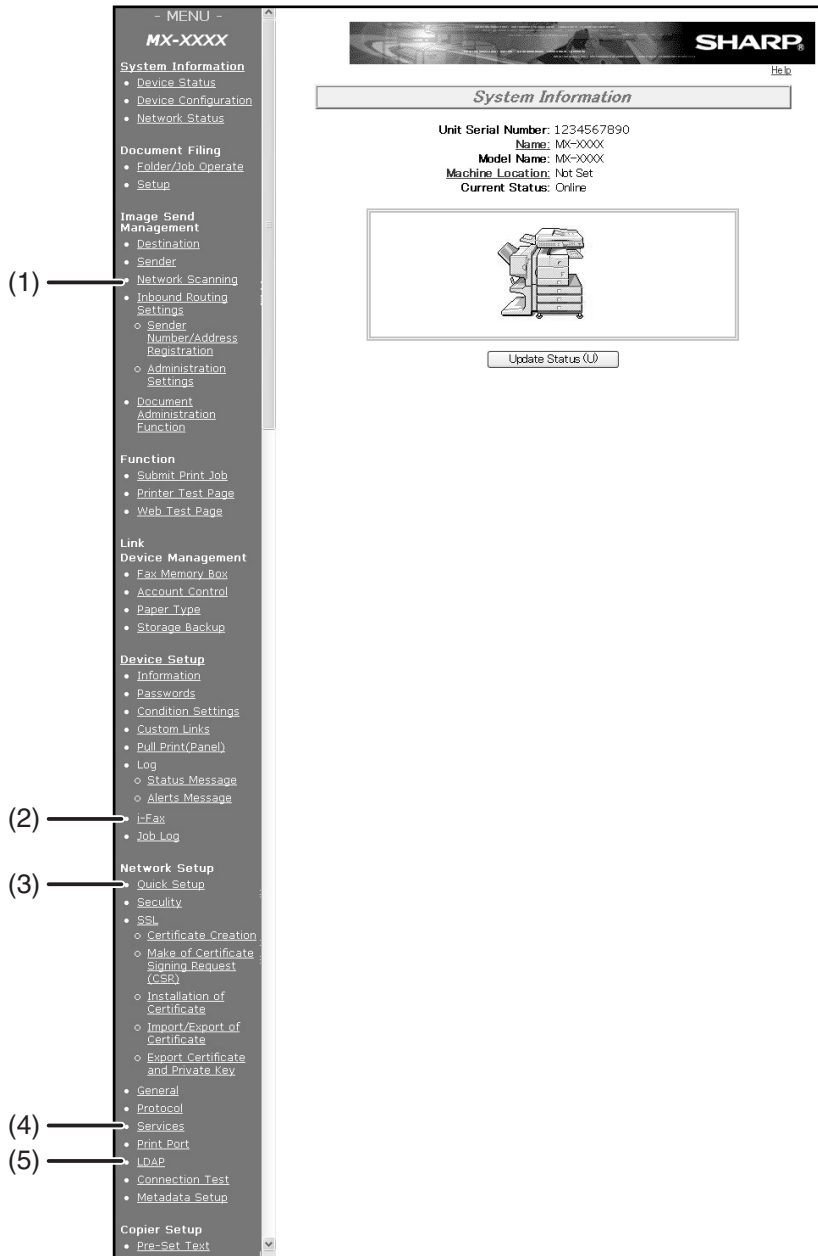
- ABOUT THE WEB PAGES (FOR THE ADMINISTRATOR) ([next page](#))
- PROTECTING INFORMATION PROGRAMMED IN THE WEB PAGE ("Passwords") ([page 1-10](#))

To use the network scanner function, you must store transmission destinations ([pages 1-8 - 1-9](#)) and program your sender's name ([page 1-10](#)).

# ABOUT THE WEB PAGES (FOR THE ADMINISTRATOR)

In addition to the menus that appear for users, other menus that can only be used by the administrator appear in the administrator Web pages.

A menu frame appears on the left side of the page. When you click an item in the menu, a screen appears in the right frame that allows you to configure settings for that item. Settings that can only be configured by the administrator are explained here.



**(1) Network scanning**

Configure basic settings for the network scanner function.

**(2) i-Fax**

This is used to configure settings for sending and receiving Internet faxes.

**(3) Quick Setup**

This is used to configure basic settings for the SMTP, DNS, and LDAP servers.

**(4) Services**

This is used to configure advanced SMTP and DNS server settings as needed for each transmission method.

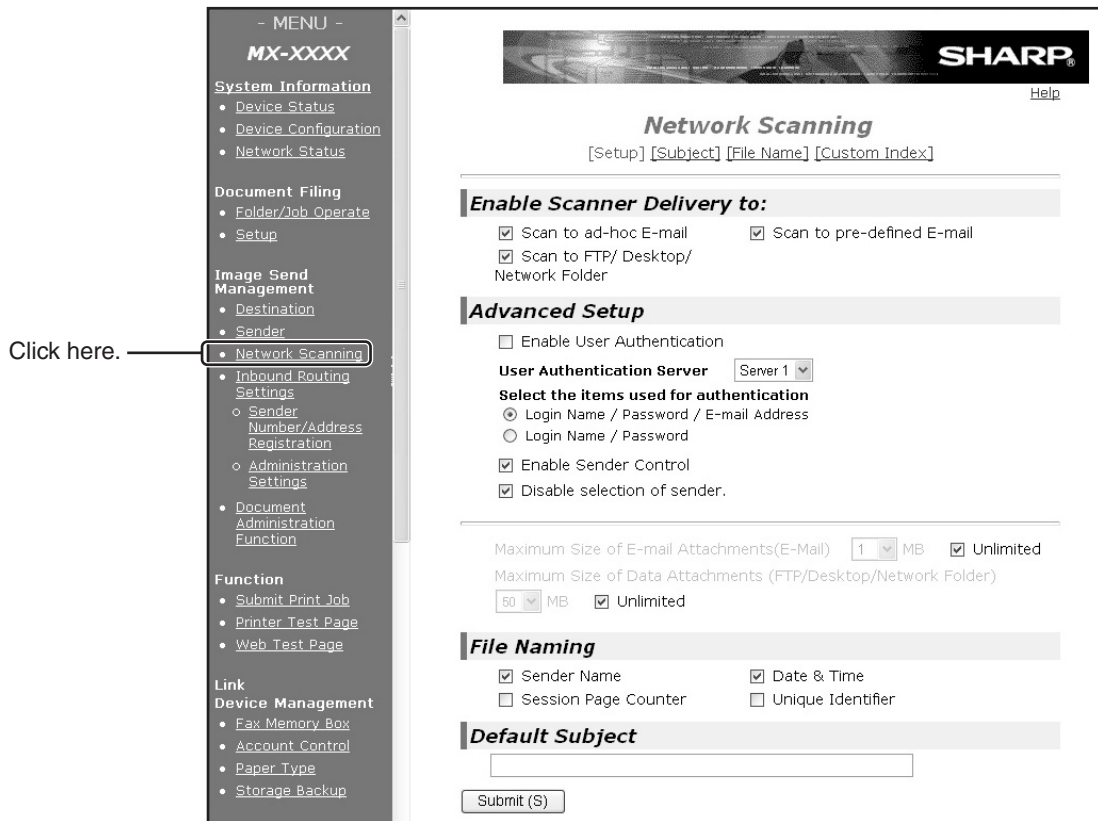
**(5) LDAP**

This is used to configure advanced settings for global address searches.

To use the network scanner function, you must configure basic network scanner settings ([pages 1-7 - 1-8](#)).

# BASIC SETTINGS FOR NETWORK SCANNING

Click "Network Scanning" in the menu frame, and then establish the required settings. After entering the settings, be sure to click "Submit" to store them. For detailed information on setting procedures, refer to "General" under "Help".



Network Scanning Setup screen

## ■ Network scanning setup screen

This screen is displayed when you click "Network Scanning."

On this screen, set the scanning features to be used ("Enable Scanner Delivery to:"), the advanced functions ("Advanced Setup"), the upper limit of the file size of the image to be transmitted ("Maximum Size of Data Attachments"), the default file name ("File Naming"), and the default E-mail subject ("Default Subject"). If you use the factory default settings, you need not make settings on this screen.

## ■ Subject screen

This screen is displayed when you click "Subject" in the network scanning setup screen.

Click "Add" to enter e-mail subjects. You can also edit or delete a subject. When you transmit a scanned image by e-mail, you can select a subject from those previously registered on this screen.

## ■ File name screen

This screen is displayed when you click "File Name" in the network scanning setup screen.

Click "Add" to enter file names of images to be transmitted. You can also edit or delete a file name. When you transmit a scanned image by e-mail, you can select a file name from those previously registered on this screen.

## ■ Change custom index name screen

This screen is displayed when you click "Custom Index" in the network scanning setup screen.

Programmed destinations appear as one-touch keys in the Address book screen of the touch panel, and are normally included in the ABC index. Two types of indexes are available: the ABC index and group indexes (custom directories). Group indexes allow you to assign any index name to the destination for easy searching. Six group indexes are available, and a name up to six characters long can be assigned to each.

Group index names can be programmed and edited in this screen. Enter names for indexes 1 through 6 and then click "Submit". If you wish to change a previously programmed name, enter the new name after deleting the previous name and save it.

For information on grouping destinations in a group index, refer to [page 1-9](#). For information on switching between the ABC index and group indexes, refer to [page 1-13](#).

The custom index can also be changed from the touch panel of the machine. (Refer to [page 6-10](#).)

## SETTING UP DESTINATION INFORMATION

Click "Destination" in the Web page menu frame to display the Destination Management screen. This screen allows you to store the name and address of a destination in a one-touch key. The Destination Management screen can also be used to edit or clear stored destinations.

A total of 999\*<sup>1</sup> (500\*<sup>2</sup>) destinations can be stored, including E-mail, FTP, Desktop, Network Folder, Internet-Fax, Fax, and Group destinations. Among these, a combined total of 200\*<sup>1</sup> (100\*<sup>2</sup>) Scan to FTP, Desktop, and Network Folder destinations can be stored.

The stored destinations appear as one-touch keys in the touch panel of the machine when you send an image, allowing you to select the destination.

For detailed information on setting up, editing, and deleting destinations, refer to "General" under "Help".

### ■ Storing destinations for Scan to E-mail

Click "E-mail" in the Destination Management screen. Use this screen to enter the e-mail addresses of destinations for Scan to E-mail.

When you have completed all of the entries, click "Submit". The entries will be stored.

Scan to E-mail destinations can also be stored, edited, and cleared from the touch panel of the machine. ([pages 6-2 - 6-5](#))

To perform Scan to E-mail, the SMTP server settings must first be established. (Refer to [page 1-10](#).)

### ■ Storing destinations for Scan to FTP

Click "FTP" in the Destination Management screen. Use this screen to enter the destination addresses for Scan to FTP. If you select the "Enable Hyperlink to FTP server to be e-mailed" checkbox, you can send an e-mail message to a "Sender" selected from "E-mail Destination" (stored as senders in the Web page menu ([page 1-10](#))), to notify that person of the location of the scanned image data and its file format. (Scan to FTP (Hyperlink))

The e-mail includes a link to the location of the scanned image data, and if the FTP server does not require a user name or password (anonymous server), the recipient can display the image by simply clicking on the address.

To perform Scan to FTP (Hyperlink), you must set the SMTP server. If you entered a host name in "Hostname or IP Address", you will need to enter the DNS server or WINS server settings. (Refer to [page 1-10](#).)

### ■ Storing destinations for Scan to Desktop

Click "Desktop" in the Destination Management screen. Use this screen to enter the destination addresses for Scan to Desktop.

Scan to Desktop can only be used if Network Scanner Tool is installed in your computer (Network Scanner Tool is included on the CD-ROM that accompanies the network scanner expansion kit.)

You can store a Scan to Desktop destination in the Web page, or in Network Scanner Tool. We recommend that you normally use Network Scanner Tool, which automatically establishes settings. The Web page is primarily used when the same settings are to be established in multiple units, or when the network administrator performs maintenance. If the information set here differs from the information set in the host computer, transmission and reception will not take place normally. For details, refer to the Network Scanner Tool User's Guide (PDF format) in the CD-ROM that accompanies the network scanner expansion kit.

If you entered a host name in "Hostname or IP Address", you will need to enter the DNS server or WINS server settings. (Refer to [page 1-10](#).)

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\*1 On the MX-M350N/450N, or on a model with the network expansion kit (with hard drive) installed

\*2 Without the network expansion kit (with hard drive)

## ■ Storing destinations for Scan to Network Folder

Click [Network Folder] in the scan destination management window. A window for storing network folder destinations will open. This window lets you store addresses for Scan to Network Folder. After you have entered all the required information, click [Submit] to store the destination.

## ■ Storing destinations for Internet-Fax

Click "i-Fax" in the Destination Management screen. Use this screen to enter the destination e-mail addresses for Internet-Fax.

The destinations can also be stored, edited, and cleared from the touch panel of the machine. (Refer to [pages 6-2 - 6-5.](#))

To perform Internet-Fax transmission, you must set the SMTP server. (Refer to [page 1-10.](#))

## ■ Storing Groups

If you are using Scan to E-mail or Internet-Fax transmission, a scanned image can be sent to multiple destinations in a single operation. To use this function, you must first store the destinations in a group. Click "Group" and then select the destinations that you wish to store in the group. Up to 500\*1 (300\*2) destinations can be stored in total. Only destinations for E-mail, Fax, and Internet-Fax, addresses searched with the global address search feature, and manually entered address can be stored in a group.

## ■ Items common to all transmission methods when storing destinations

### ● Name, Display Name

Only alphabetical characters and symbols can be used to enter names in "Name" and "Display Name". For the maximum number of characters that can be entered, click "General" under "Help" in the menu frame.

"Display Name" is the one-touch key name that is displayed in the touch panel of the machine. If a display name is not stored, the first 18 characters of the name stored in "Name" are automatically used as the display name.

### ● Initial, Custom Index

Stored destinations are arranged on "indexes" when displayed in the touch panel of the machine. There are two types of indexes: the ABC index and group indexes. The ABC index arranges destinations based on the letters entered in "Initial", which is specified with up to 10 letters. If a destination is frequently used, it is convenient to select the "Frequently Used" checkbox to include the destination in the alphabetical "FREQUENT USE" index. Group indexes ("Custom Index") allow you to create and name indexes (see [page 1-8](#)) of destinations for specific purposes.

### ● File Format

When you store a destination, you can also select the compression mode and the format of the image file that is created when you scan an original for transmission. You can select TIFF or PDF for the file type, and MH (G3), MMR (G4), or "None" for the compression mode. An initial setting has been made for the file type and compression mode, so you only need to make a selection if the initial settings are not satisfactory. For an explanation of the initial settings of each of the transmission methods, click "General" under "Help" in the menu frame.

### NOTE

Internet-Fax has only one file format, TIFF-F, and thus there is no selection. MH (G3) or MMR (G4) can be selected for the compression mode.

\*1 On the MX-M350N/450N, or on a model with the network expansion kit (with hard drive) installed

\*2 Without the network expansion kit (with hard drive)

## STORING SENDER INFORMATION (Scan to E-mail)

To store the sender information (Sender Name, E-mail Address) that is displayed when the recipient receives your e-mail, click "Sender" in the menu frame and then click "Add". Information for up to 999\*<sup>1</sup> (500\*<sup>2</sup>) different senders can be stored. Select a sender from the stored senders using the touch panel of the machine when you send an image ([page 2-3](#)). The selected sender appears in the sender column of the recipient's e-mail software program.

### NOTE

If you do not select a sender when sending an image, the default sender information stored with the administrator setting "Default sender set" is automatically sent. ([page 8-5](#))

Click "Sender" in the Web page menu frame to display the Sender Management screen. Click "Add" to enter sender information that will be displayed on the destination machine (sender name and sender e-mail address). The Sender Management screen can also be used to edit or clear stored sender information.

The sender information can also be stored, edited, and cleared from the touch panel of the machine. (Refer to [pages 6-7 - 6-10](#).)

## SETTING UP INTERNET-FAX PARAMETERS

Various parameters concerning Internet-Fax transmission and reception must be set. These parameters are used when you use the Internet-Fax feature.

If you use the Internet-Fax reception feature, you need to enter the settings for the POP3 server.

Click "i-Fax" in the Web page menu frame to display the i-Fax Setup screen. After setting the parameters, click "Submit" to store them.

## SETTING UP SERVERS

E-mail sent by Scan to E-mail, Internet-Fax transmission or Scan to FTP (Hyperlink) uses SMTP. To use any of these transmission methods, you must enter the settings for the SMTP server.

If you entered a host name when storing a destination for Scan to FTP (Scan to FTP (Hyperlink)) or Scan to Desktop, you will need to enter the settings for the DNS or WINS server.

Click "Services" in the Web page menu frame to display the Services Setup screen. Select the server for which settings must be entered and then enter required parameters.

If you use the global address search feature, you also need to enter the settings for the LDAP server.

Click "LDAP" in the Web page menu frame to display the LDAP Setup screen. Enter required parameters.

## PROTECTING INFORMATION PROGRAMMED IN THE WEB PAGE ("Passwords")

Passwords can be set to restrict Web page access and protect settings. The administrator must change the password from the factory default setting. Also the administrator must remember the new password. The password is required to operate the settings on the password-protected screen.

A password can be set for the administrator and passwords can be set for each user. If you use a user password, you will not be able to establish settings that are included only in the administrator screen.

The passwords for "user" and "admin" are both initially set to "Sharp". If you wish to change the passwords when first establishing the settings, enter "Sharp" in "Admin Password" before you establish the settings. A password must consist of alphanumeric characters and be no more than seven characters long. Passwords are case sensitive. After entering a password, click "Submit" to set it. After setting the password, turn the machine power off and then back on. When you are prompted for the password, enter "user" for accessing as a user or "admin" for accessing as an administrator at the "User name". Then, enter the relevant password. For detailed information on setting passwords, refer to "General" under "Help".

\*1 On the MX-M350N/450N, or on a model with the network expansion kit (with hard drive) installed

\*2 Without the network expansion kit (with hard drive)



# BASE SCREEN

Scan mode and Internet fax mode are used by selecting functions and settings in the base screens of those modes. To display the base screen of a mode, touch the [IMAGE SEND] key in the touch panel and then select the desired mode with the [MODE SWITCH] key.

The explanations in this manual assume that the base screen of scan mode initially appears when the [IMAGE SEND] is pressed. The explanations begin from this screen.

If you have set the display to show the address book screen ([following page](#)) when the [IMAGE SEND] key is pressed, touch the [CONDITION SETTINGS] key in the address book to display the condition setting screen.

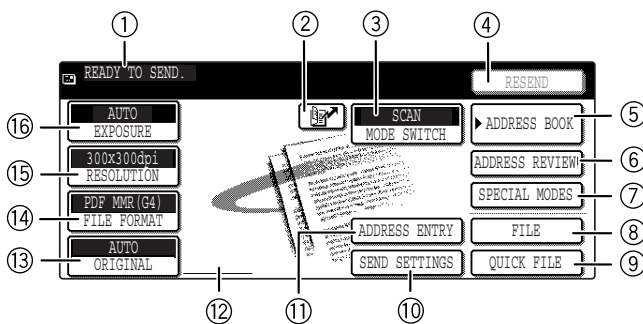
The administrator setting "Default display settings" (refer to [page 8-4](#)) can be used to set the display to show either the condition setting screen (shown below) or the Address book screen ([following page](#)) when the [IMAGE SEND] key is pressed.

## NOTE

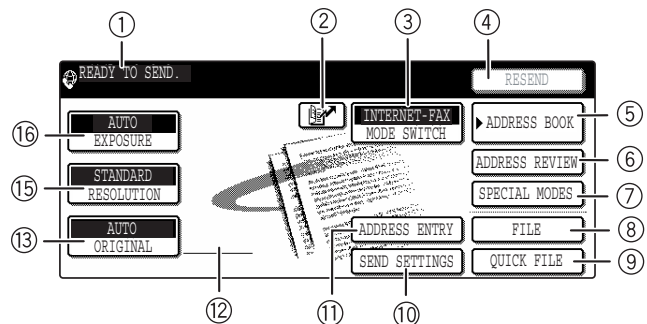
For information on the parts of the unit and the operation panel that are used for network scanning, refer to pages 1-9 to 1-13 of the operation manual (for general information and copier operation). For parts that are used for both network scanning and printing, refer to chapter 6 of operation manual (for printer).

## ■ Condition settings screen

Base screen of scan mode




Base screen of Internet fax mode



### ① Message display

Messages appear here to indicate the current status of the machine.

When the machine is ready to send, an icon  appears to the left.

### ② (Quick) key ([page 2-12](#))

When you add a one-touch key or a group key, the machine will automatically assign a shortened number (in this manual, this key is called the Quick key). Use this key for a three-digit shortened number to simplify the transmission procedure.

### ③ [MODE SWITCH] key

Touch this to change the image send mode.

The modes that can be selected will vary depending on the peripheral devices (network scanner expansion kit, facsimile expansion kit, Internet fax expansion kit) that are installed.

When the application integration module is installed, the [DATA ENTRY] key appears below the [MODE SWITCH] key. For information on sending metadata in data entry mode, see "METADATA DELIVERY" ([page 5-1](#)).

### ④ [RESEND] key

Touch this key to resend to the last Scan to E-mail, Internet fax, or fax destination used.

Note that the following types of destinations are not retained for the resend function.

- A one-touch key in which multiple destinations are stored (group key).

- Scan to FTP, Scan to Desktop, and Scan to Network Folder addresses.

- Broadcasting addresses

- Addresses used only for BCC delivery

After the resend address is entered, the key changes to the [NEXT ADDRESS] key.

### ⑤ [ADDRESS BOOK] key

This displays the Address Book screen ([next page](#)). Touch this key when you wish to use a one-touch key that has a destination (or group) programmed in it.

### ⑥ [ADDRESS REVIEW] key ([page 2-13](#))

When performing a broadcast transmission, touch this key to check your selected destinations. Your selected destinations will appear as a list, and the list can be edited.

### ⑦ [SPECIAL MODES] key

Touch this key to set the special modes.

- Program ([page 3-3](#))

- Erase ([page 3-4](#))

- Dual page scan ([page 3-5](#))

- Timer ([page 3-6](#))

- 2 in 1 ([page 3-7](#))

- Card shot ([page 3-8](#))

- Job build ([page 3-10](#))

- Transaction report ([page 3-11](#))

- ⑧ **[FILE] key (page 2-5)**  
Touch this key to store a document image that you are transmitting in the hard disk (this includes selecting a user name, file name, and location).
- ⑨ **[QUICK FILE] key (page 2-5)**  
Touch this key to store a document image that you are transmitting in the temporary storage folder.
- ⑩ **[SEND SETTINGS] (page 2-2)**  
Touch this key to set the subject, file name, and sender name.
- ⑪ **[ADDRESS ENTRY] key (page 2-11)**  
When performing Scan to E-mail, touch this key if you wish to enter the e-mail address of the recipient manually instead of using a one-touch key.
- ⑫ **Two-sided scanning icon display (page 2-14)**  
Icons appear here when you touch the [ORIGINAL] key and select two-sided scanning. The icons can be touched to open function selection screens.
- ⑬ **[ORIGINAL] key (pages 2-14 - 2-17)**  
Touch this key when you wish to manually set the size of the original to be scanned or scan both sides of the original.
- ⑭ **[FILE FORMAT] key (page 2-19)**  
Touch this key to set the file format of scan images that you transmit. The selected file format setting will be highlighted above the key. The initial factory setting is "PDF MMR(G4)".
- ⑮ **[RESOLUTION] key (page 2-18)**  
Touch this key to change the resolution setting for the original to be scanned. The selected resolution setting will be highlighted above the key. The initial factory setting is "300x300dpi" (SCAN mode) or "STANDARD" (INTERNET-FAX mode).
- ⑯ **[EXPOSURE] key (page 2-18)**  
Touch this key to change the exposure setting for the original to be scanned. The selected exposure setting will be highlighted above the key. The initial factory setting is "AUTO".

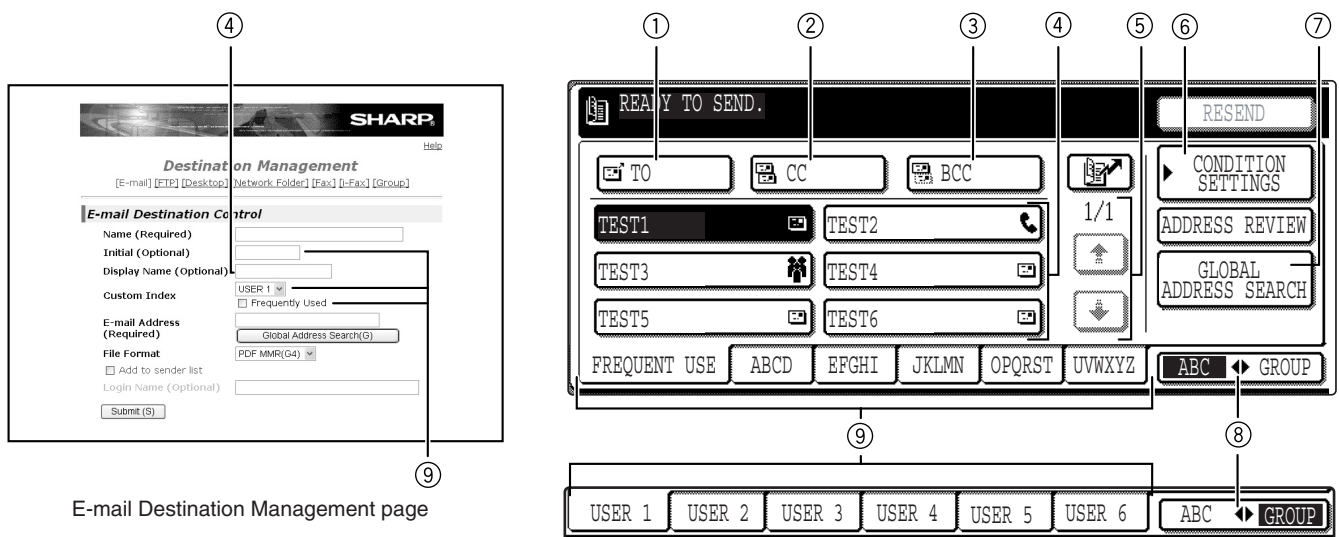
■ **Address book screen**

Touch the [ADDRESS BOOK] key in the Condition settings screen (previous page) to display the screen shown below at right.

If you have set the initial screen to the address book screen using the Administrator setting, the initial screen will appear as follows.

Destinations stored using the Web page are grouped in indexes (⑨) according to the letter entered in "Initial" for each destination, and the name entered in "Display Name" is displayed in the one-touch key (④).

The screen shown below is the address book screen with an alphabetical index. The address book screen can be set with the group index as the initial screen (See "Default display settings" on page 8-4).



E-mail Destination Management page

- ① **[TO] key (page 2-4)**  
After selecting a destination using a one-touch key or the global address search function, touch this key. For Scan to E-mail or Internet-Fax transmission, you can select multiple destinations before touching this key.
- ② **[CC] key (page 2-4)**  
If you wish to a send "CC" ("Carbon Copy") of a Scan to E-mail transmission to other recipients in addition to the main recipient, after selecting destinations using one-touch keys or the global address search function, touch this key. You can select multiple destinations before touching this key.









③ **[BCC] key (page 2-4)**

This key only appears when the [ENABLE BCC] checkbox is selected in [BCC SETTING] in the administrator settings.


If you wish to send a "BCC" ("Blind Carbon Copy") of a Scan to E-mail transmission to other recipients in addition to the main recipient, after selecting destinations using one-touch keys or the global address search function, touch this key. Other recipients will not be informed that a copy was sent to the "BCC" recipients. You can select multiple destinations before touching this key.

④ **One-touch key display**

This shows the one-touch keys that have been stored on the selected "index card". The key type is indicated by the icon at the right.

-  : Scan to E-mail
-  : Scan to FTP
-  : Scan to Desktop
-  : Scan to Network Folder
-  : Internet-Fax
-  : Fax

An optional facsimile expansion kit is required.

 : Multiple destinations including Scan to E-mail and Fax destinations

This can be changed to 6 or 9 using the administrator setting, "The number of direct address/sender keys displayed setting" (page 8-4).

⑤ **Display switching keys**

In cases where the one-touch keys cannot all be displayed on one screen, this shows how many screens are left. Touch the "↑" "↓" keys to move through the screens.

⑥ **[CONDITION SETTINGS] key**

This displays the Condition settings screen (page 1-11), which is used to set various conditions.

⑦ **[GLOBAL ADDRESS SEARCH] key (page 2-12)**

This feature makes it possible to search for an e-mail address in an Internet or intranet directory database.




To use this function, the IP address (or network name) of the LDAP server must be set, as well as an account name and password. These settings are configured by accessing the Web server in the machine from a computer. Click "LDAP" in the Web page menu frame to display the LDAP Setup screen.

⑧ **[ABC ↔ GROUP] key**

Touch this key to switch between the alphabetical index and the group index.

⑨ **Index keys**

One-touch key destinations are stored on each of these index cards (alphabetical index or group index). Touch an index key to display the card. Each time you touch the same index key, the order of display of one-touch keys changes as follows: Order of registration → Alphabetical order → Reverse alphabetical order. An icon indicating the current display order will appear on the tab.

Storing order (initially selected)	
	
Ascending order	Descending order
	

Group indexes make it possible to store one-touch keys by group with an assigned name for easy reference. This is done with the custom settings (refer to page 1-8). Frequently used one-touch key destinations can be stored on the FREQUENT USE card for convenient access.

**NOTE**

If desired, you can use the administrator setting, "Default display settings" (page 8-4), to set the default screen to the group address directory.



# CHAPTER 2

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## TRANSMISSION PROCEDURES

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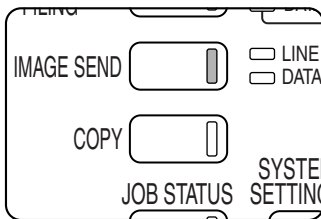
This chapter explains the basic procedures for specifying destinations and sending an image in scan mode and Internet fax mode.

	Page
SENDING AN IMAGE .....	2-2
• SENDING AN IMAGE IN SCAN MODE .....	2-2
• SENDING A FAX IN INTERNET FAX MODE .....	2-6
• SENDING AN INTERNET FAX FROM A COMPUTER (PC-I-Fax) .....	2-10
DESTINATION INPUT METHODS .....	2-11
• SCANNING AND TRANSMITTING A TWO-SIDED ORIGINAL .....	2-14
SCANNING SETTINGS (ORIGINAL SIZE, EXPOSURE, RESOLUTION AND FILE FORMAT) .....	2-15
• MANUALLY SETTING THE SCANNING SIZE .....	2-15
• STORING, DELETING, AND USING ORIGINAL SIZES .....	2-16
• ENLARGEMENT TRANSMISSION .....	2-17
• SELECTING THE EXPOSURE .....	2-18
• SELECTING THE RESOLUTION .....	2-18
• SELECTING THE FILE FORMAT .....	2-19

# SENDING AN IMAGE

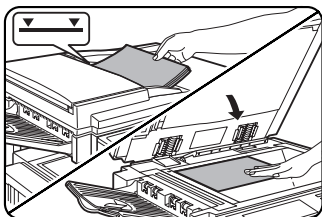
## SENDING AN IMAGE IN SCAN MODE

### 1 Make sure that the machine is in image send mode.



When the [IMAGE SEND] key light is on, the machine is in scanner mode. If the light is not on, press the [IMAGE SEND] key. Select scan mode with the [MODE SWITCH] key.

### 2 Load the original.

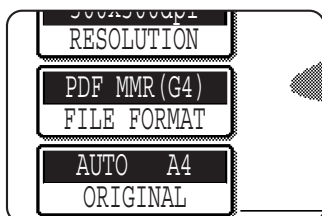


For detailed information on loading an original, refer to page 4-3 of the operation manual (for general information and copier operation).

#### NOTE

You cannot load documents in both the automatic document feeder and on the document glass and send them in a single transmission.

### 3 Check the original size.

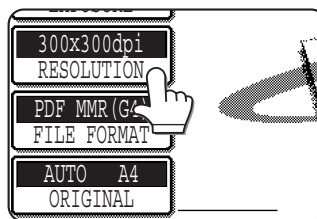


The original size is automatically detected. If you loaded a non-standard size document or wish to change the scanning size, touch the [ORIGINAL] key and set the document size. (Refer to [page 2-15](#).)

#### NOTES

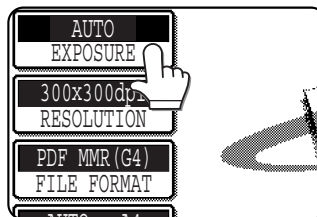
- To scan a two-sided original, refer to [page 2-14](#).
- To rotate the document image 90° before transmission, see [page 2-15](#).

### 4 If needed, adjust the resolution setting. (Refer to [page 2-18](#).)



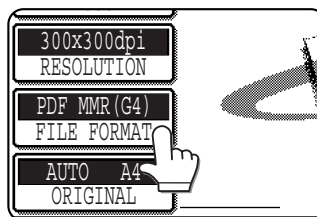
The initial factory setting is "300x300dpi".

### 5 If needed, adjust the exposure setting. (Refer to [page 2-18](#).)



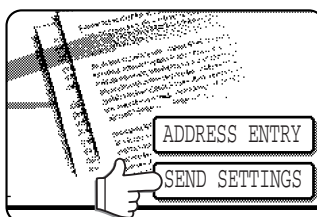
The initial factory setting is "AUTO".

### 6 If needed, select the file format. (Refer to [page 2-19](#).)



The initial factory setting is "PDF MMR(G4)".

### 7 Touch the [SEND SETTINGS] key.



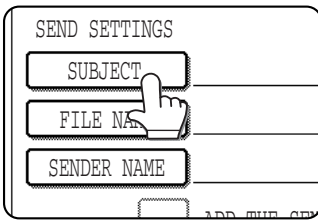
#### NOTES

- You can skip the send settings (Proceed to step 18). If you skip these settings, the subject and the file name that were set on the Web page and the sender name that was set with the administrator setting (if the name is not registered, the default is the administrator name for the Web page) will automatically be used for transmission.
- Subjects, file names, and senders are stored using the Web page. Up to 30 subjects and file names, and up to 999\*1 (500\*2) senders can be stored. You can input the subject and the file name directly using the procedure on the [next page](#).

\*1 On the MX-M350N/450N, or on a model with the network expansion kit (with hard drive) installed

\*2 Without the network expansion kit (with hard drive)

**8 Touch the [SUBJECT] key.**

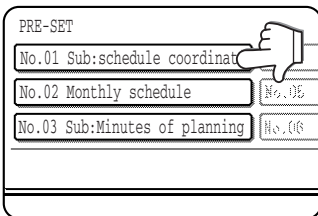


The subject selection screen appears. The list of subjects that were registered on the Web page is displayed.

**NOTE**

When using Scan to FTP, Scan to Desktop, or Scan to Network Folder, a subject cannot be entered. Proceed to step 11.

**9 Select the desired subject or input the subject.**



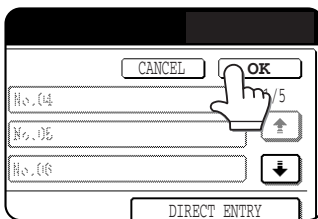
To select among the displayed subjects, touch the desired subject. The selected subject will become highlighted. If you made a mistake, touch the correct key. The

highlighting will move to the new key.

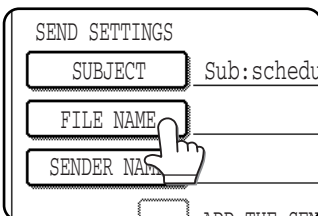
To enter the subject directly, touch the [DIRECT ENTRY] key and enter the subject.

The selected or entered subject will be the subject of the e-mail.

**10 Touch the [OK] key.**

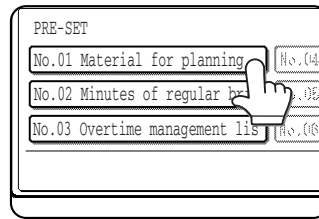


**11 Touch the [FILE NAME] key.**



The file name selection screen appears. The list of file names that were registered on the Web page is displayed.

**12 Select the desired file name or input the file name.**



To select among the displayed file names, touch the desired file name. The selected file name will become highlighted. If you made a mistake, touch the correct key. The

highlighting will move to the new key.

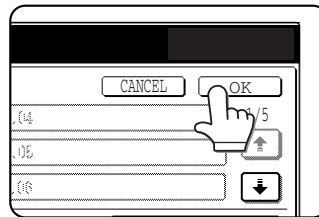
To enter the file name directly, touch the [DIRECT ENTRY] key and enter the file name.

The selected or entered file name will be the name of the file attached to the e-mail.

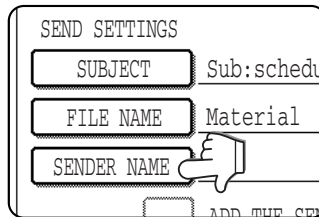
**NOTE**

If you select "SPECIFIED PAGES PER FILE" for Scan to E-mail, the specified file name will be applied to multiple files but serial numbers (such as 001) will be added automatically.

**13 Touch the [OK] key.**



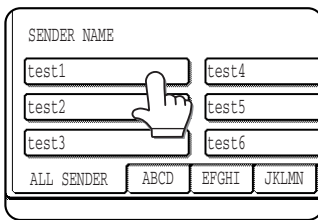
**14 Touch the [SENDER NAME] key.**



The sender name selection screen appears. The list of sender names that were registered on the Web page is displayed.

**NOTE**

When using Scan to FTP, Scan to Desktop, or Scan to Network Folder, a sender name cannot be entered. Proceed to step 17.

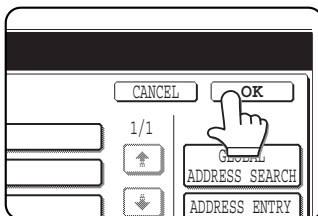
**15** Touch the desired sender name.

The selected sender name is highlighted. If you made a mistake, touch the correct key. The highlighting will move to the new key.

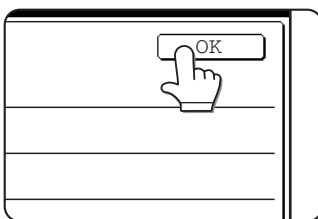
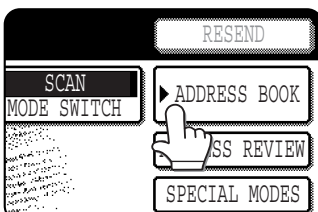
To enter the sender name directly, touch the [ADDRESS ENTRY] key and then enter the e-mail address.

To enter the result of global address search, touch the [GLOBAL ADDRESS SEARCH] key for address search.

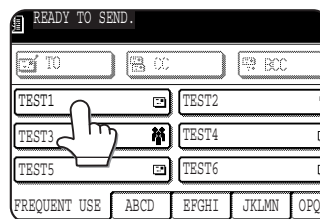
The selected sender will be the sender of the e-mail.

**16** Touch the [OK] key.**NOTE**

To send to the selected sender as CC, touch the checkbox of [ADD THE SENDER TO CC] to display a checkmark.

**17** Touch the [OK] key.**18** Touch the [ADDRESS BOOK] key.

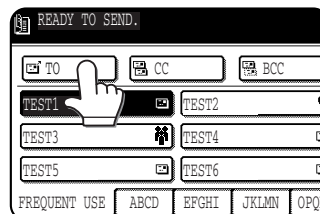
The address book screen appears.

**19** Touch the one-touch key for the desired destination.

The key you touched is highlighted. If you touch the wrong key, touch the key again to cancel the selection. The key display will return to normal.

**NOTE**

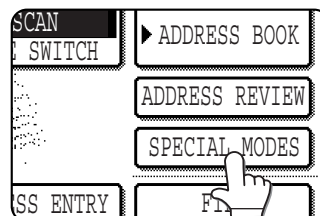
In addition to touching a one-touch key, a destination can be specified by entering a search number. It is also possible to directly enter an e-mail address, or search for an address in a global address book. For more information, see "DESTINATION INPUT METHODS" ([page 2-11](#)).

**20** Touch the [TO] key.

For Scan to E-mail, you can send the "CC" or "BCC" copies. Touch the desired destinations and then touch the [CC] key or [BCC] key. BCC can only be selected when the [ENABLE BCC] checkbox is selected in [BCC SETTING] in the administrator settings.

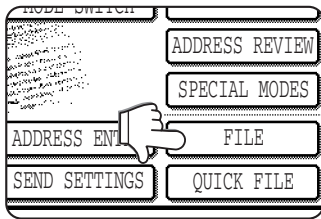
**NOTES**

- Refer to [page 1-8 to 1-9](#) for information on programming one-touch key destinations.
- When touching a one-touch key, corresponding information from the email destination screen is shown in the message display. Up to 35 characters can be displayed in the message screen, regardless of the number of characters that have been entered.
- Multiple destinations can be selected for a broadcast transmission ([page 2-13](#)).

**21** Set special functions as needed.

You can set the Program ([page 3-3](#)), Erase function ([page 3-4](#)), Dual page scan function ([page 3-5](#)), Timer function ([page 3-6](#)), 2 in 1 ([page 3-7](#)), Card shot ([page 3-8](#)) and Job build ([page 3-10](#)) by touching the [SPECIAL MODES] key.

**22** If desired, touch the [FILE] key or the [QUICK FILE] key.



These keys are used to store the scanned image in the machine's hard disk. The stored image can be printed or transmitted again at a later time.

For information on this function, see "DOCUMENT FILING FUNCTION" in chapter 7 of the operation manual (for general information and copier operation).

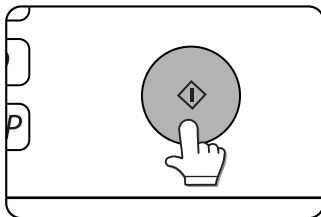
If the [FILE] key is greyed out, only the [QUICK FILE] key can be selected.

When you touch the [QUICK FILE] key, a message asking you to confirm the save will appear. Touch the [OK] key in the message screen and go to the next step.

If you wish to cancel the save, touch the [QUICK FILE] key after touching the [OK] key so that the [QUICK FILE] key is no longer highlighted.

**Using the automatic document feeder**

**23** Press the [START] key.

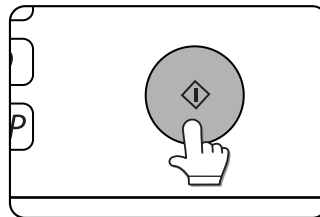


Scanning begins and the transmission job is stored. (The job is transmitted after previously stored transmission jobs have been completed.)

If scanning is completed normally, the machine makes a beep sound to inform you that the transmission job is stored and the [JOB STORED] appears in the message display.

**Using the document glass**

**23** Press the [START] key.



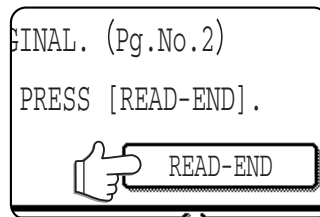
The original is scanned and the [READ-END] key appears.

**24** If you have another page to scan, change pages and then press the [START] key.

Repeat this sequence until all pages have been scanned. You can change the resolution and exposure settings as needed for each page (refer to [page 2-18](#)).

If no action is taken for one minute, scanning automatically ends and the transmission job is stored.

**25** After the final page is scanned, touch the [READ-END] key.



The machine makes a beep sound to inform you that the transmission job is stored and the [JOB STORED] appears in the message display. (The

destination is automatically called and the document transmitted after previously stored jobs are completed.) Open the document glass cover and remove the document.

**NOTES**

● **Cancelling transmission**

To cancel transmission while the [SCANNING ORIGINAL...] appears in the display or before the [READ-END] key is touched, press the [C] key or the [CA] key. To cancel a transmission job that is already stored, press the [JOB STATUS] key and cancel the job as explained on [page 3-13](#).

● **Important points when using Scan to E-mail**

Be very careful not to send image data files that are too large. Your mail server's system administrator may have placed a limit on the amount of data that can be sent in one e-mail transmission. If this limit is exceeded, the e-mail will not be delivered to the recipient. Even if there is no limit and your e-mail is successfully delivered, a large data file may take a long time to be received and place a heavy burden on the recipient's network, depending on the recipient's network (Internet) connection environment. If large image data files are repeatedly sent, the resulting burden on the network may slow down the speed of other, unrelated data transmissions and in some cases, may even cause the mail server or network to go down. In cases where you need to send multiple documents, try such measures as lowering the resolution mode.

● A limit can be set for the size of transmitted image files using "Maximum size of data attachments" ([page 8-5](#)) in the administrator settings.

● If the power is turned off or a power failure occurs while a document is being scanned in the automatic document feeder, the machine will stop and a document misfeed will occur. After the power is restored, remove the document as explained on [page 2-20](#) of the operation manual (for general information and copier operation).

● A job number appears in the display with "JOB STORED." when a transmission job is stored. If you make a note of this number, you can use the number to easily locate the job when checking the results of the transmission in the job status screen for a broadcast transmission ([page 2-13](#)), or in the transaction report or activity report for other types of transmission jobs.

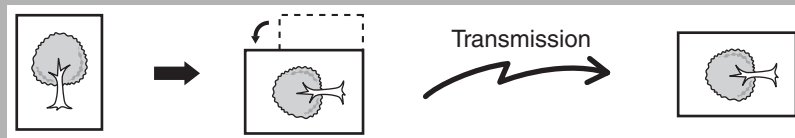


# SENDING A FAX IN INTERNET FAX MODE

## NOTES

### ● Image rotation

A4, B5R, and A5R (8-1/2" x 11" and 5-1/2" x 8-1/2"R) originals are rotated 90 degrees and transmitted in A4R, B5, or A5 (8-1/2" x 11"R or 5-1/2" x 8-1/2") orientation. (A4R, B5, and A5 (8-1/2" x 11"R and 5-1/2" x 8-1/2") originals cannot be rotated for transmission.)

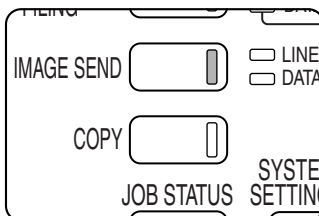


● Originals cannot be scanned in succession from both the automatic document feeder and the document glass and sent in a single transmission.

● The "Rotation sending setting" ([page 8-7](#)) in the administrator settings can be used to rotate a scanned image 90 degrees before transmission.

The default setting is: rotate A4 to A4R, B5R to B5, and A5R to A5 (8-1/2" x 11" to 8-1/2" x 11"R, and 5-1/2" x 8-1/2"R to 5-1/2" x 8-1/2").

## 1 Make sure that the machine is in image send mode.

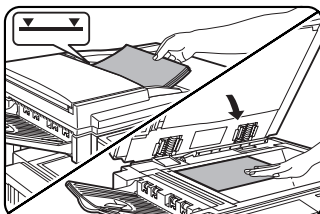


SWITCH] key.

When the [IMAGE SEND] key light is on, the machine is in scanner mode. If the light is not on, press the [IMAGE SEND] key.

Select Internet fax mode with the [MODE

## 2 Load the original.

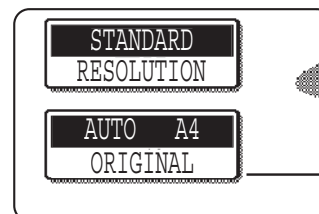


For detailed information on loading an original, refer to page 4-3 of the operation manual (for general information and copier operation).

### NOTE

You cannot load documents in both the automatic document feeder and on the document glass and send them in a single transmission.

## 3 Check the original size.



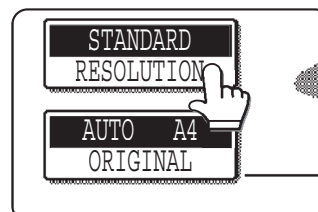
The original size is automatically detected.

If you loaded a non-standard size document or wish to change the scanning size, touch the [ORIGINAL] key and set the document size. (Refer to [page 2-15](#).)

### NOTES

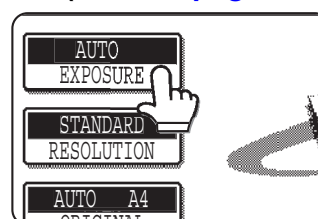
- To scan a two-sided original, refer to [page 2-14](#).
- To rotate the document image 90° before transmission, see [page 2-15](#).

## 4 If needed, adjust the resolution setting. (Refer to [page 2-18](#).)



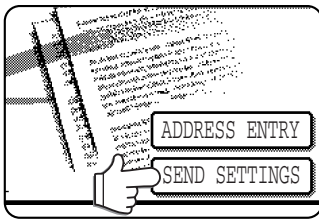
The initial factory setting is "STANDARD".

## 5 If needed, adjust the exposure setting. (Refer to [page 2-18](#).)



The initial factory setting is "AUTO".

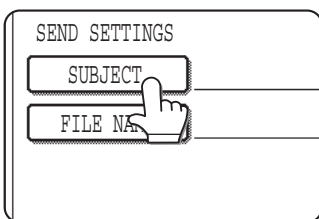
**6 Touch the [SEND SETTINGS] key.**



**NOTES**

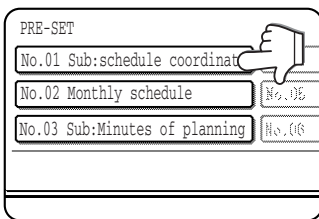
- You can skip the send settings (Proceed to step 14). If you skip these settings, the subject and the file name that were set on the Web page will automatically be used for transmission.
- Store the subject name and file name in [Network Scanning] in [Image Send Management] in the Web pages. Up to 30 subjects and file names can be stored. You can input the subject and the file name directly using the procedure from the next step on.

**7 Touch the [SUBJECT] key.**



The subject selection screen appears. The list of subjects that were registered on the Web page is displayed.

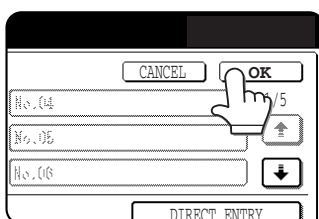
**8 Select the desired subject or input the subject.**



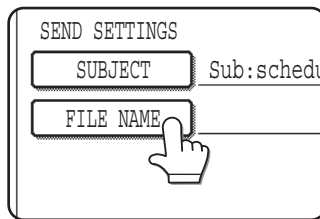
To select among the displayed subjects, touch the desired subject. The selected subject will become highlighted. If you made a mistake, touch the correct key. The

highlighting will move to the new key. To enter the subject directly, touch the [DIRECT ENTRY] key and enter the subject. The selected or entered subject will be the subject of the e-mail.

**9 Touch the [OK] key.**

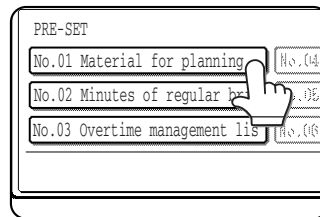


**10 Touch the [FILE NAME] key.**



The file name selection screen appears. The list of file names that were registered on the Web page is displayed.

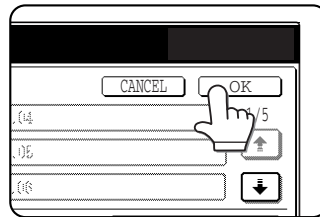
**11 Select the desired file name or input the file name.**



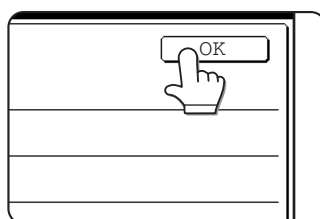
To select among the displayed file names, touch the desired file name. The selected file name will become highlighted. If you made a mistake, touch the correct key. The

highlighting will move to the new key. To enter the file name directly, touch the [DIRECT ENTRY] key and enter the file name. The selected or entered file name will be the name of the file attached to the e-mail.

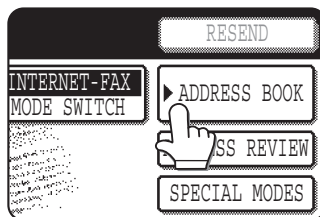
**12 Touch the [OK] key.**



**13 Touch the [OK] key.**



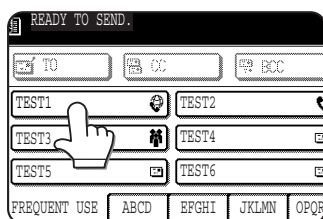
**14 Touch the [ADDRESS BOOK] key.**



The address book screen appears.



## 15 Touch the one-touch key for the desired destination.

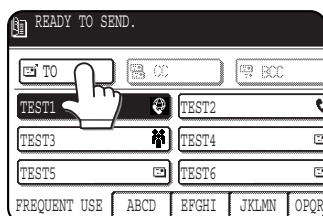


The key you touched is highlighted. If you touch the wrong key, touch the key again to cancel the selection. The key display will return to normal.

### NOTE

In addition to touching a one-touch key, a destination can be specified by entering a search number. It is also possible to directly enter an address, or search for an address in a global address book. For more information, see "DESTINATION INPUT METHODS" (page 2-11).

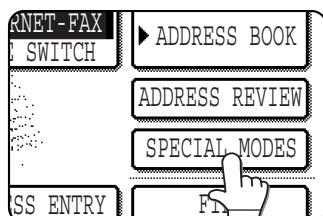
## 16 Touch the [TO] key.



### NOTES

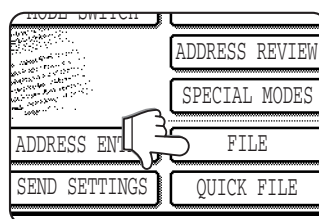
- Refer to [page 1-8 to 1-9](#) for information on programming one-touch key destinations.
- When touching a one-touch key, corresponding information from the email destination screen is shown in the message display. Up to 35 characters can be displayed in the message screen, regardless of the number of characters that have been entered.
- Multiple destinations can be selected for a broadcast transmission ([page 2-13](#)).

## 17 Set special functions as needed.



You can set the Program ([page 3-3](#)), Erase function ([page 3-4](#)), Dual page scan function ([page 3-5](#)), Timer function ([page 3-6](#)), 2 in 1 ([page 3-7](#)), Card shot ([page 3-8](#)), Job build ([page 3-10](#)) and Transaction report ([page 3-11](#)) by touching the [SPECIAL MODES] key.

## 18 If desired, touch the [FILE] key or the [QUICK FILE] key.



These keys are used to store the scanned image in the machine's hard disk. The stored image can be printed or transmitted again at a later time.

For information on this function, see "DOCUMENT FILING FUNCTION" in chapter 7 of the operation manual (for general information and copier operation).

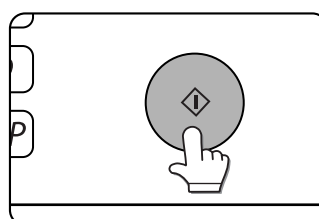
If the [FILE] key is greyed out, only the [QUICK FILE] key can be selected.

When you touch the [QUICK FILE] key, a message asking you to confirm the save will appear. Touch the [OK] key in the message screen and go to the next step.

If you wish to cancel the save, touch the [QUICK FILE] key after touching the [OK] key so that the [QUICK FILE] key is no longer highlighted.

### Using the automatic document feeder

## 19 Press the [START] key.



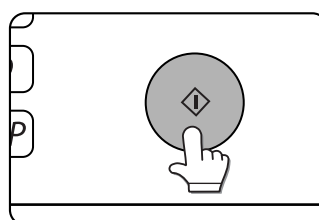
Scanning begins and the transmission job is stored. (The job is transmitted after previously stored transmission jobs have been completed.)

If scanning is completed normally, the machine

makes a beep sound to inform you that the transmission job is stored and the [JOB STORED] appears in the message display.

### Using the document glass

## 19 Press the [START] key.

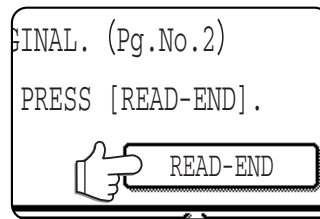


The original is scanned and the [READ-END] key appears.

**20** If you have another page to scan, change pages and then press the [START] key.

Repeat this sequence until all pages have been scanned. You can change the resolution and exposure settings as needed for each page (refer to [page 2-18](#)).

If no action is taken for one minute, scanning automatically ends and the transmission job is stored.

**21** After the final page is scanned, touch the [READ-END] key.

The machine makes a beep sound to inform you that the transmission job is stored and the [JOB STORED] appears in the message display. (The

destination is automatically called and the document transmitted after previously stored jobs are completed.) Open the document glass cover and remove the document.

**NOTES**

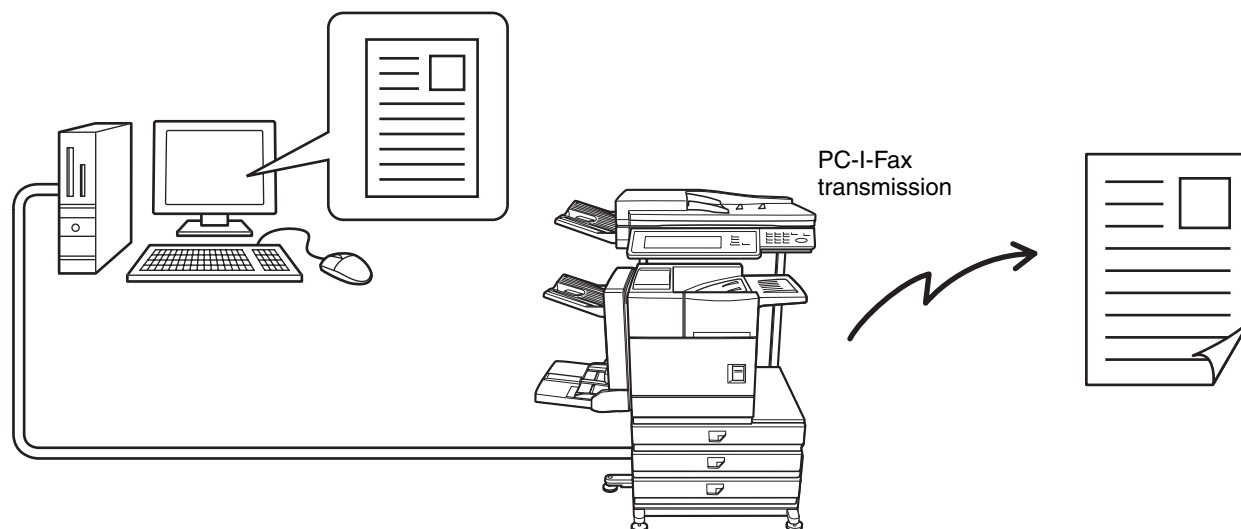
- **Cancelling transmission**

To cancel transmission while the [SCANNING ORIGINAL...] appears in the display or before the [READ-END] key is touched, press the [C] key or the [CA] key. To cancel a transmission job that is already stored, press the [JOB STATUS] key and cancel the job as explained on [page 3-13](#).

- Internet fax settings such as send confirmation, image rotation, and attachment size limit settings can be configured in "I-Fax send settings" ([page 8-7](#)) in the administrator settings.
- If the power is turned off or a power failure occurs while a document is being scanned in the automatic document feeder, the machine will stop and a document misfeed will occur. After the power is restored, remove the document as explained on page 2-20 of the operation manual (for general information and copier operation).
- A job number appears in the display with "JOB STORED." when a transmission job is stored. If you make a note of this number, you can use the number to easily locate the job when checking the results of the transmission in the job status screen for a broadcast transmission ([page 2-13](#)), or in the transaction report or activity report.

## SENDING AN INTERNET FAX FROM A COMPUTER (PC-I-Fax)

A file on a computer can be sent via the machine as an Internet fax (PC-I-Fax function). Internet faxes are sent using the PC-I-Fax function in the same way as documents are printed. Select the PC-Fax driver as the printer driver for your computer and then select the Print command in the software application. Image data for transmission will be created and sent as an Internet fax.





For the procedures for using this function, see the PC-Fax driver Help.

### NOTES

- To send an Internet fax using the PC-I-Fax function, the PC-Fax driver must be installed and then updated using the CD-ROM that accompanies the Internet fax expansion kit. For more information, see the software setup guide.
- This function can only be used on a Windows computer.
- This function can only be used for transmission. Internet faxes received on the machine cannot be received to a computer that is connected to the machine.

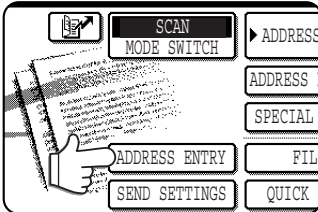
# DESTINATION INPUT METHODS

In the section of "SENDING AN IMAGE", a destination is specified with a one-touch key. This machine, however, provides the following destination input methods.

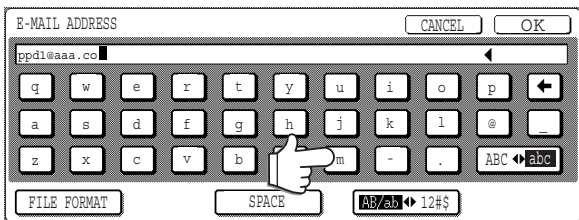
- Manual entry: Enter the e-mail address directly. (only for Scan to E-mail and Internet-Fax transmission)
  -  (Quick) key: After touching the  key, enter the three-digit number that was assigned when the address was registered.
  - Global address search: Search for an e-mail address in an Internet or intranet directory database.
- You can also enter multiple addresses for a broadcast transmission.


## ■ Destination address manual entry

### 1 Touch the [ADDRESS ENTRY] key.

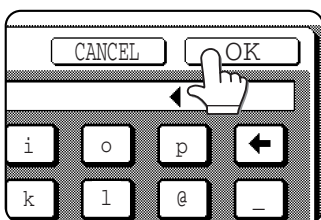


### 2 Enter the e-mail address.



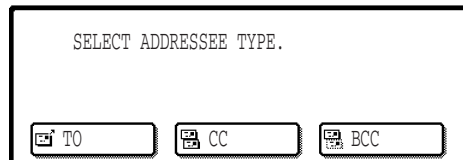
If you make a mistake, touch the  key to move the cursor (■) back to the mistake and then enter the correct character.

### 3 Touch the [OK] key.



The destination selection screen will appear.

### 4 Select where you put the destination.



Normally touch the [TO] key. However, if you are performing a broadcast transmission and wish to "CC" or "BCC" the document to the entered e-mail address, touch the [CC] or [BCC] key.

After touching one of the keys, you will return to the initial screen.

In the Internet-Fax mode, a screen for requesting a reception report is displayed in place of the destination type selection screen. Touch the [NO] or [YES] key. You will return to the initial screen.

#### NOTES

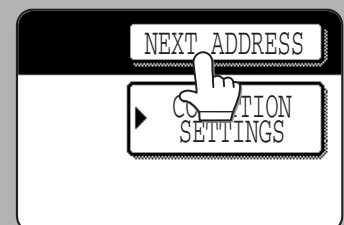
- BCC can only be selected when the [ENABLE BCC] checkbox is selected in [BCC SETTING] in the administrator settings.
- I-Fax reception report request only appears when "I-FAX RECEPTION REPORT ON/OFF SETTING" is enabled in the administrator settings.

### 5 If you wish to enter another e-mail address, repeat steps 1 through 4.

Multiple destinations cannot be selected for Scan to FTP, Scan to Desktop, or Scan to Network Folder.

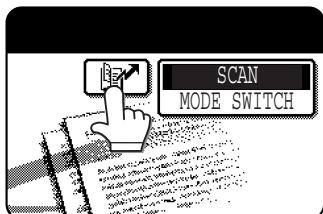
#### NOTES

- If the administrator setting has been set so that the [NEXT ADDRESS] key must always be touched ([page 8-4](#)) and you wish to enter another address, touch the [NEXT ADDRESS] key.
- If you frequently use broadcasting to send documents to the same group of destinations, it is convenient to program those destinations into a group key. ([page 1-9](#))

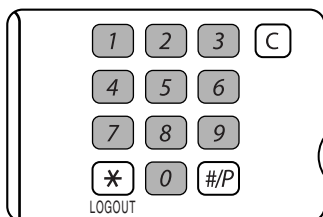


**■ Address entry with  (Quick) key**


**1** Touch the  key.



**2** Enter the three-digit assigned number.



When a three-digit number is entered, the relevant address will be set as a destination address. Leading zeros (such as 00 in 001) can be omitted. In this case, when you touch the

[NEXT ADDRESS] or  key, the address will be set.

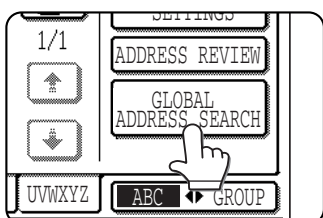
If you make a mistake, press the [C] key to clear the entered number.

**3** If you wish to enter another address, repeat steps 1 through 2.

Multiple destinations cannot be selected for Scan to FTP, Scan to Desktop, or Scan to Network Folder.

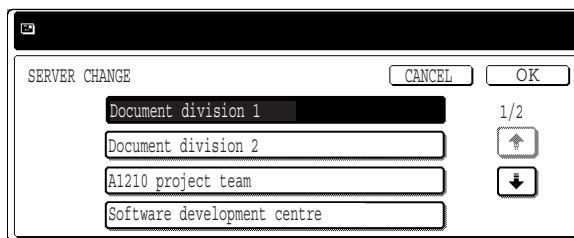
**■ Destination address entry with global address search**

**1** Touch the [GLOBAL ADDRESS SEARCH] key.



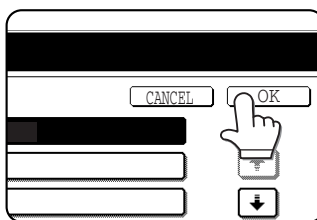
The server change screen is displayed. If only one LDAP server has been set, the global address search screen is displayed. Proceed to step 4.

**2** Touch the desired LDAP server key.

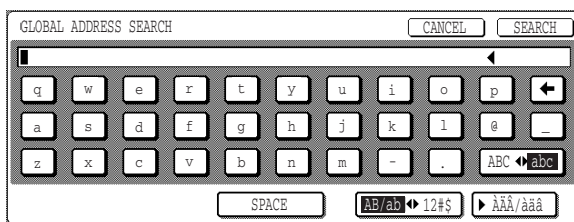


To search the highlighted server, proceed to step 3.

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



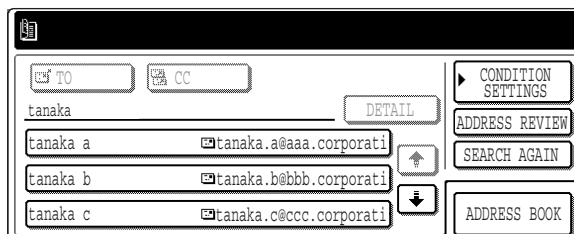
**4** Enter a keyword for search.



**5** Touch the [SEARCH] key.

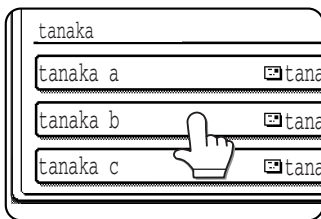


The search results appear as destination keys.



If matching addresses are not found, a message indicating the result is displayed. In this case, touch the [OK] key and touch the [SEARCH AGAIN] key to return to step 4.

## 6 Touch the desired destination key.

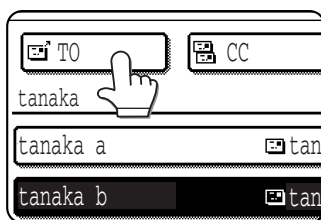


To display the remaining destinations, touch the [↓] key.

For detailed information on the selected destination, touch the [DETAIL] key. You can also register the

destination to the address book by touching the [REGISTER] key.

## 7 Select the destination type.



Normally touch the [TO] key. However, if you are performing a broadcast transmission and wish to "CC" or "BCC" the document to the entered address, touch the [CC] or [BCC] key.

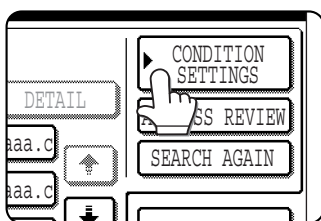
### NOTE

BCC can only be selected when the [ENABLE BCC] checkbox is selected in [BCC SETTING] in the administrator settings.

## 8 If you wish to enter another address, repeat steps 6 and 7.

Multiple destinations cannot be selected for Scan to FTP, Scan to Desktop, or Scan to Network Folder.

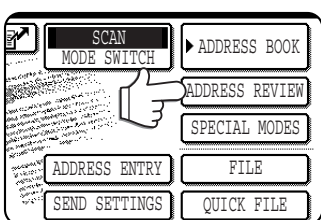
## 9 Touch the [CONDITION SETTINGS] key.



You will return to the condition setting screen.

## Address review for broadcast transmission

### 1 Touch the [ADDRESS REVIEW] key and check the destinations.



When the [ADDRESS REVIEW] key is touched, only the entered destinations are displayed. You can also display the CC and BCC destinations by touching the relevant keys.

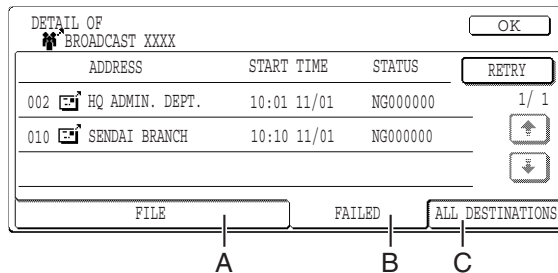
If you need to clear a destination, touch its key. Touch the [OK] key to return to the initial screen.

### NOTE

When you perform a broadcast transmission, the compression mode set with the administrator setting, "Compression mode at broadcasting" (page 8-5), is used as the file compression mode for all destinations. The default setting is "MH (G3)".

## Checking a broadcast transmission job result and retransmitting an error job

The results of a broadcast transmission can be viewed in the following screen, which is opened by touching the [BROADCAST XXXX] key (where "XXXX" is the number of the job; see "NOTES" on page 2-5) in the finished job screen and then the [DETAIL] key.



### A [FILE] tab

This tab is displayed only if the job is stored with the filing function. If the job is stored, you can retransmit the same images without scanning the originals. To retransmit, switch the screen to the [FAILED] tab or the [ALL DESTINATIONS] tab.

### B [FAILED] tab

Among selected destinations for a broadcast transmission, the destination name, start time, and transmission status for error transmission are displayed. You can perform retransmission for the destinations for which a transmission error occurred by touching the [RETRY] key.

### C [ALL DESTINATIONS] tab

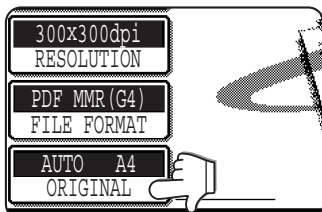
The destination name, start time, and transmission status for all selected destinations for a broadcast transmission are displayed. You can perform retransmission for all the destinations by touching the [RETRY] key.

# SCANNING AND TRANSMITTING A TWO-SIDED ORIGINAL

A two-sided original can be automatically scanned and transmitted using the automatic document feeder. Follow the steps below.

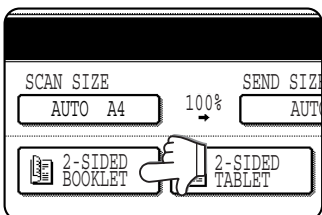
**1** Make sure the machine is in image send mode and then load the document in the automatic document feeder.

**2** Touch the [ORIGINAL] key.



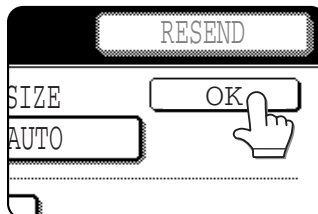
When you touch the [ORIGINAL] key, check the original size displayed in the key.

**3** Touch the [2-SIDED BOOKLET] key or the [2-SIDED TABLET] key as appropriate for the original you loaded.



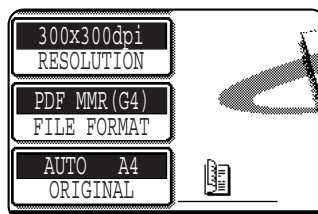
If necessary, touch the [SCAN SIZE] key and set the original size. ([page 2-15](#))

**4** Touch the [OK] key.



You will return to the initial screen.

A two-sided original icon appears next to the [ORIGINAL] key. (Example: The icon that appears when the [2-SIDED BOOKLET] key is touched.)



**5** Follow the procedure in "SENDING AN IMAGE" from step 4.

When using scan mode, see [page 2-2](#).  
When using Internet fax, see [page 2-6](#).

## NOTES

● **Booklets and tablets**

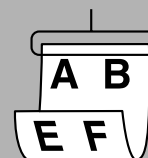
Two-sided originals that are bound at the side are booklets, and two-sided originals that are bound at the top are tablets.

● Two-sided scanning turns off after the document is stored in memory. Pressing the [CA] key will also cancel two-sided scanning.

BOOKLET



TABLET





# SCANNING SETTINGS (ORIGINAL SIZE, EXPOSURE, RESOLUTION AND FILE FORMAT)

When sending an image, you can adjust the original size, exposure, resolution, and file format settings as needed.

## MANUALLY SETTING THE SCANNING SIZE

If you load an original that is not a standard size (such as an inch size), or if you wish to change the scanning size, touch the [ORIGINAL] key and set the original size manually.

Perform the following steps after loading the document in the automatic document feeder or on the document glass.

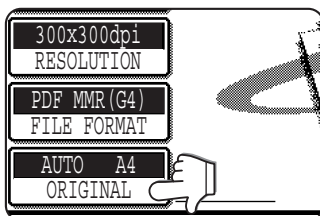
### NOTE

**Standard sizes that can be detected are as follows:**

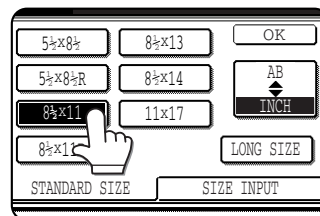
A3, B4, A4, A4R, B5, B5R, A5 (11"x17", 8-1/2"x14", 8-1/2"x11", 8-1/2"x11"R, 5-1/2"x8-1/2")

If a non-standard size original is loaded (including special sizes), the closest standard size may be displayed, or the original size may not appear at all.

### 1 Touch the [ORIGINAL] key.



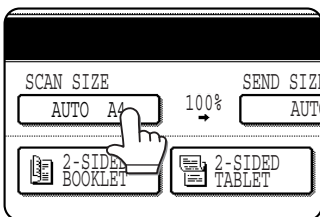
If you wish to select an inch size, touch the [INCH] key and then touch the desired original size key.



[INCH] is highlighted and inch size keys are displayed.

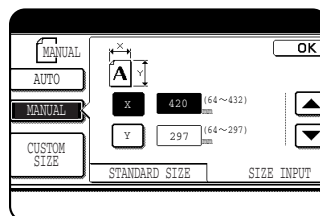
To return to the AB palette, touch the [AB] key once again.

### 2 Touch the [SCAN SIZE] key.



The sizes that can be selected are displayed.

If you wish to select a custom size, touch the [SIZE INPUT] key and enter the size of the original



Touch the [X] key and use the ▲ or ▼ keys to set the length in the X direction, and then touch the [Y] key and do the same for the Y direction.

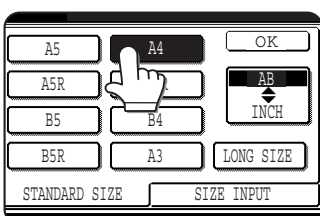
The length can be within the range 64 to 432 mm

(2-1/2" to 17") in the X direction and 64 to 297 mm (2-1/2" to 11-5/8") in the Y direction, set in increments of 1 mm (1/8").

### NOTE

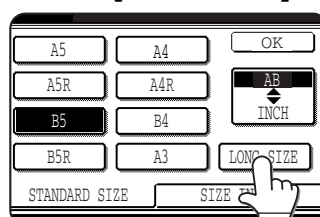
If you wish to rotate the original 90° when creating an image file, touch the "ROTATE THE IMAGE 90 DEGREES" checkbox (a checkmark should appear in the box). (only in the SCAN mode)

### 3 Touch the desired original size key.



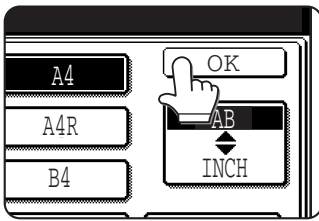
[AUTO] is no longer highlighted. [MANUAL] and the original size key you touched are highlighted.

When using the automatic document feeder, a setting for originals longer than 432 mm (17") (800 mm (31-1/2")) at the maximum) is available. In this case, touch the [LONG SIZE] key.



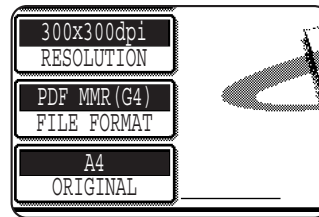


**4 Touch the [OK] key.**

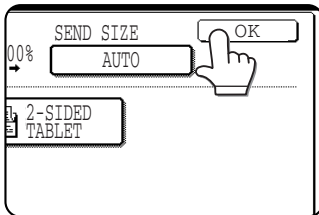


The specified original size is displayed as the scan size.

**6 The selected size appears in the top half of the [ORIGINAL] key.**



**5 Touch the [OK] key.**



You will return to the initial screen.

**NOTE**

You can return to automatic detection by pressing the [CA] key.

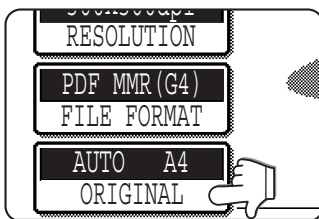
## STORING, DELETING, AND USING ORIGINAL SIZES

Up to 9 special original sizes can be stored. Stored sizes can be easily called up and are not erased if the power is turned off. Storing a frequently used original size saves you the trouble of manually setting the size each time you fax that size of document.

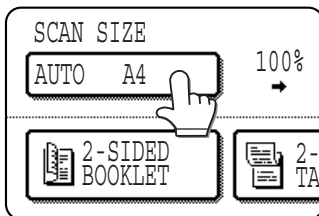
- To cancel an original size storing, using, or deleting operation, press the [CA] key or touch the [ORIGINAL] key on the screen.

### ■ Storing or deleting an original size

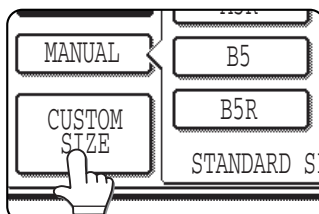
**1 Touch the [ORIGINAL] key.**



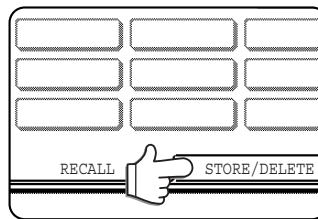
**2 Touch the key under [SCAN SIZE].**



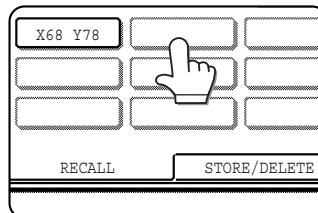
**3 Touch the [CUSTOM SIZE] key.**



**4 Touch the [STORE/DELETE] key.**



**5 Touch the original size key ( ) that you wish to store or delete.**



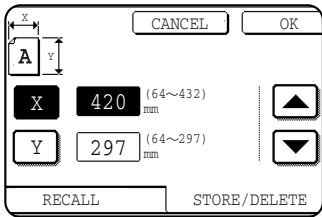
To store an original size, touch a key that does not show a size ( ).

Keys that already have an original size stored will show the stored size ( ( X68 Y78 ) ).

To delete or change a stored size, touch the key that shows the size that you wish to delete or change.

- If you are storing an original size, go to step 6.
- If you are deleting an original size, go to step 8.
- If you are changing an original size, go to step 8 and touch the [AMEND] key.

**6** Enter the X (width) and Y (length) dimensions of the original with the **▲▼** keys.



X (width) is initially selected.

Enter X and then touch the **(Y)** key to enter Y. A width of 64 to 432 mm (2-1/2" to 17") can be entered in X, and a

length of 64 to 297 mm (2-1/2" to 11-5/8") can be entered in Y.

**7** Touch the outer **[OK]** key.

The original size entered in step 6 is stored in the key selected in step 5.

To exit, touch the **[ORIGINAL]** key.

**8** When you touch a key that shows an original size in step 5, a message screen appears that contains the keys **[CANCEL]**, **[DELETE]**, and **[AMEND]**.

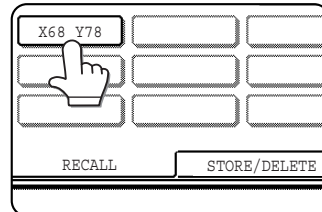
- To cancel the procedure, touch the **[CANCEL]** key.
- To delete the selected original size, touch the **[DELETE]** key.
- To change the original size stored in the key, touch the **[AMEND]** key. The screen of step 6 will appear to let you change the size.

**9** To exit, touch the **[ORIGINAL]** key.

**■ Using a stored original size**

**1** Follow steps 1 to 3 of "STORING OR DELETING AN ORIGINAL SIZE".

**2** Touch the original size key that you wish to use.



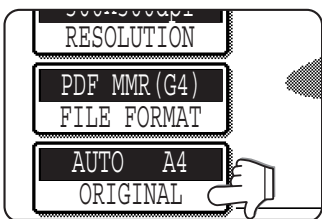
**3** Touch the **[OK]** key.

The stored original size is called up.

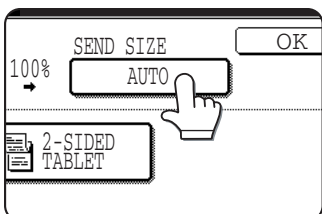
## ENLARGEMENT TRANSMISSION

If the original size for scanning is not a long size or a non-standard size, you can enlarge a transmission by specifying the size that is to be sent.

**1** Touch the **[ORIGINAL]** key.

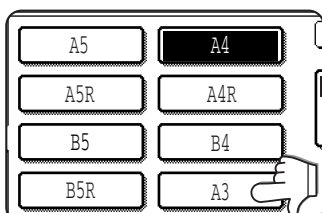


**2** Touch the **[SEND SIZE]** key.



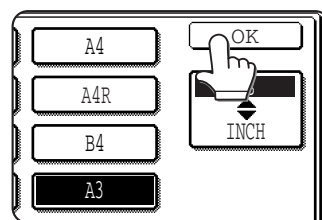
The sizes that can be selected as the send size are displayed.

**3** Touch the desired send size key.



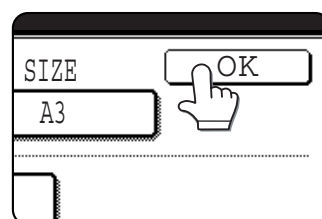
If you wish to select an inch size, touch the **[INCH]** key and then touch the desired send size key.

**4** Touch the **[OK]** key.



The specified size is displayed as the send size.

**5** Touch the **[OK]** key.



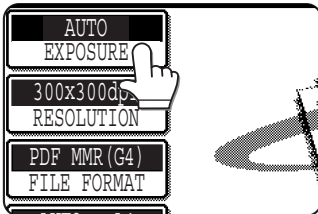
You will return to the initial screen.

## SELECTING THE EXPOSURE

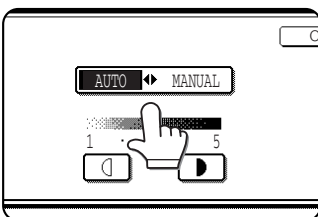
You can adjust the exposure manually to match the type of original. After loading the original in image send mode, follow the steps below. The default setting for the exposure is "AUTO".

### Change the exposure

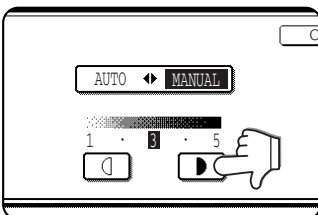
#### 1 Touch the [EXPOSURE] key.







#### 2 Select [AUTO] or [MANUAL].

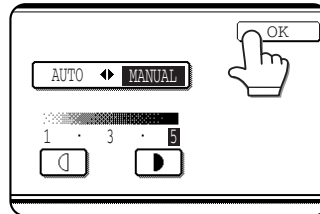


If you selected [AUTO], the exposure will be adjusted automatically.



If you selected [MANUAL], touch the  or  key to adjust the exposure. (For darker contrast, touch the  key. For lighter contrast, touch the  key.)

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



You will return to the initial screen.

#### NOTE

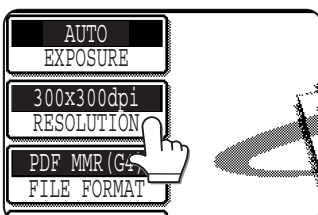
The default value of exposure can be set using the administrator setting, "Default exposure settings" ([page 8-5](#)).

## SELECTING THE RESOLUTION

The resolution for scanning an original can be selected. Load the original in image send mode and then follow the steps below. The default setting for the resolution is "300x300dpi" (SCAN mode) or "STANDARD" (INTERNET-FAX mode).

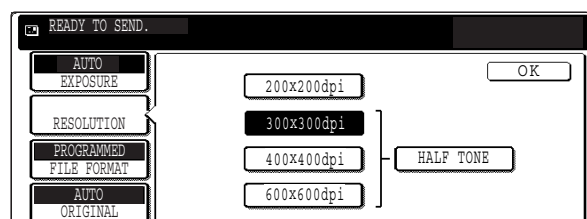
### Change the resolution

#### 1 Touch the [RESOLUTION] key.



#### 2 Touch the desired resolution key.

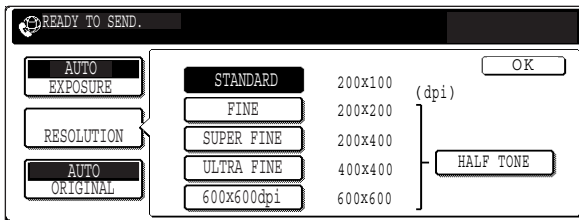
##### SCAN mode



Four selections are available for the resolution. Touch the desired resolution key depending on the original to be scanned. The selected key is highlighted.

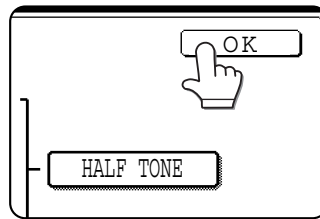
For resolution other than [200x200dpi], the [HALF TONE] key can be selected.

**INTERNET-FAX mode**



Five selections are available for the resolution. Touch the desired resolution key depending on the original to be scanned. For resolutions other than [STANDARD], the [HALF TONE] key can be selected.

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



You will return to the initial screen.

**NOTE**

The initial factory resolution setting is 300x300dpi (SCAN mode) or Standard (INTERNET-FAX mode). If desired, you can change the initial setting to a different setting using the administrator setting, "Initial resolution setting" (page 8-4).

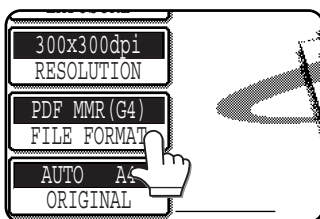
**SELECTING THE FILE FORMAT**

When you send an image to one or more recipients, the [FILE FORMAT] key enables you to temporarily override the individual file format settings (FILE TYPE / COMPRESSION MODE) stored for each recipient and send the image to all of the recipients using a single file format setting. "PDF MMR (G4)" is initially selected.

**NOTE**

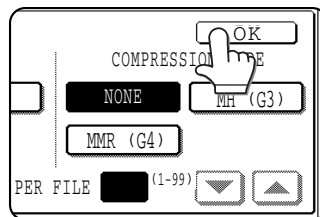
This function cannot be used in Internet fax mode.

**1 Touch the [FILE FORMAT] key.**



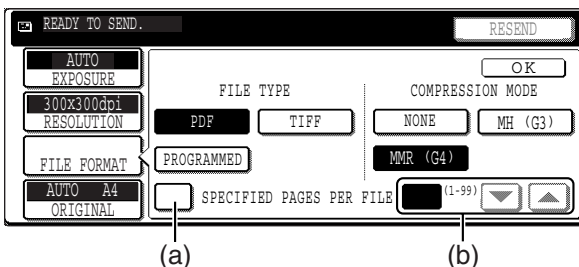
"SELECT A FILE FORMAT TO APPLY IT TO ALL SCAN DESTINATIONS." will appear in the message screen. Touch the [OK] key.

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



You will return to the initial screen.

**2 Select the file type and the compression mode.**



- (a) When the "SPECIFIED PAGES PER FILE" checkbox is not selected, all scanned pages are combined into a single file. When the checkbox is selected, one file is created per page from pages specified with.
- (b) Touch the or key to set the number of pages from which a file is created.

**NOTES**

- The initial file format setting can be changed with the administrator setting "Initial file format setting" (page 8-5).
- Even if you change the settings in the FILE FORMAT setting screen, you can return to the settings stored for each recipient by selecting "PROGRAMMED" once again. The [PROGRAMMED] key returns the file type to the stored file format settings.
- When you perform a broadcast transmission, the compression mode selected in the administrator setting, "Compression mode at broadcasting" (page 8-5), has precedence over the others.



# CHAPTER 3

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## CONVENIENT SCANNER FUNCTIONS

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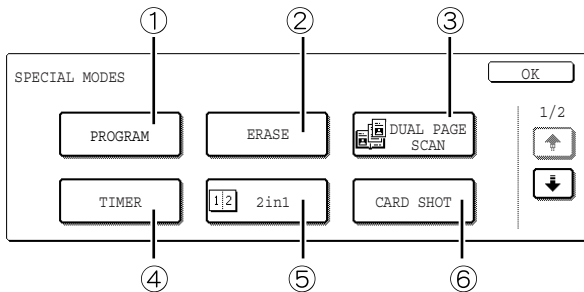
This chapter explains the special modes that can be used for scan send and Internet fax transmission, and how to transmit from the job status screen.

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• AUTOMATIC TRANSMISSION AT A SPECIFIED TIME (TIMER TRANSMISSION) .....	3-6
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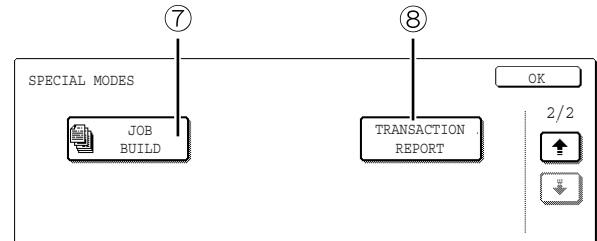
# SPECIAL MODES

Touch the [SPECIAL MODES] key in the base screen to open the special modes menu. The special modes menu consists of two screens. Touch the  /  keys to switch between the screens. To finish the settings and return to the base screen, touch the [OK] key in the special modes menu screen.

1st screen



2nd screen



- ① **[PROGRAM] key\*1**  
STORING FREQUENTLY USED SETTINGS (PROGRAM) ([page 3-3](#))
- ② **[Erase] key**  
ERASING EDGE SHADOWS (ERASE) ([page 3-4](#))
- ③ **[DUAL PAGE SCAN] key**  
TRANSMITTING A DIVIDED ORIGINAL (DUAL PAGE SCAN) ([page 3-5](#))
- ④ **[TIMER] key**  
AUTOMATIC TRANSMISSION AT A SPECIFIED TIME (TIMER TRANSMISSION) ([page 3-6](#))
- ⑤ **[2in1] key**  
TRANSMITTING TWO ORIGINAL PAGES AS A SINGLE PAGE (2IN1) ([page 3-7](#))
- ⑥ **[CARD SHOT] key**  
TRANSMITTING THE FRONT AND BACK SIDES OF A CARD ON ONE SHEET OF PAPER (CARD SHOT) ([page 3-8](#))
- ⑦ **[JOB BUILD] key**  
TRANSMITTING A LARGE NUMBER OF PAGES (JOB BUILD) ([page 3-10](#))
- ⑧ **[TRANSACTION REPORT] key\*1, 2**  
CHANGING THE PRINT SETTINGS FOR THE TRANSACTION REPORT (TRANSACTION REPORT) ([page 3-11](#))

\*1 This cannot be selected when metadata send settings are selected.

\*2 Does not appear in scan mode.

## PROGRAMMING FREQUENTLY USED OPERATIONS (PROGRAM)

This function allows you to store the steps of an operation, including the destination and scanning settings, into a program. When you want to send a document to that destination, you can simply call up the program and the steps will be performed automatically. This function is convenient when you frequently send documents, such as a daily report, to the same destination. Up to eight programs can be stored.

Programs can be stored using the system settings, and a name up to 18 characters long can be assigned.

**For information on storing, editing, and deleting programs, refer to [pages 6-11 and 6-12](#).**

The following settings can be stored in a program:

- Destination address
- Resolution and exposure
- Erase
- Dual Page Scan
- 2in1
- Card shot

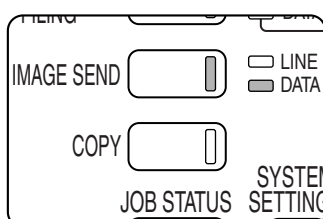
Only one-touch and group keys can be used to store the destination addresses. An address cannot be entered manually. When storing a broadcast transmission in a program, up to 500 destination address can be stored.

### NOTES

- This function cannot be used when metadata send settings are selected.
- A program differs from a timer transmission ([page 3-6](#)) in that it is not cleared from memory after transmission takes place. A program thus allows you to repeatedly perform the same type of transmission. Note, however, that programs do not allow you to establish a timer setting for transmission.
- Internet-Fax reception operations cannot be stored in a program.

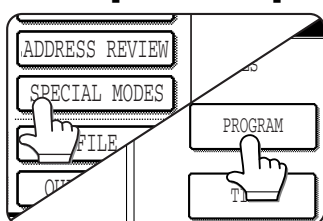
## ■ USING A PROGRAM

### 1 In image send mode, load the document.



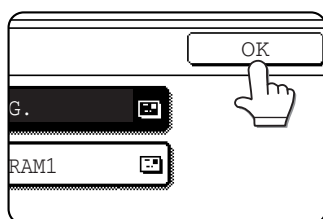
If you are going to use Dual Page Scan ([page 3-5](#)) and card shot ([page 3-8](#)), place the document on the document glass.

### 2 Touch the [SPECIAL MODES] key and then the [PROGRAM] key.



If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen ([page 1-13](#)).

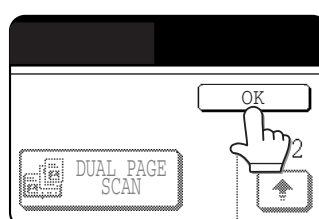
### 3 Touch the program key you wish to execute. Make sure the key is highlighted and then touch the [OK] key.



The program key you touched is selected and you return to the screen of step 2.

The [PROGRAM] key is highlighted.

### 4 Touch the [OK] key.



You will return to the initial screen.

### 5 If needed, set the original size and other settings, and then press the [START] key.

Transmission takes place according to the program.

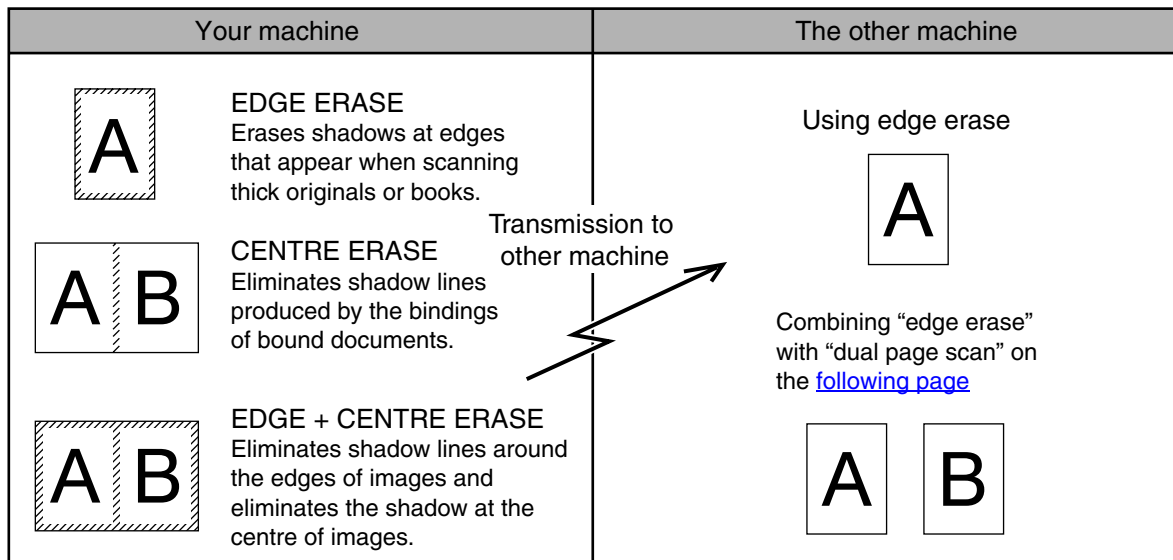
### NOTE

Select functions that cannot be stored in a program before you press the [START] key in step 5. These functions include specifying the original size (See "MANUALLY SETTING THE SCANNING SIZE" on [page 2-15](#).), two-sided scanning (See "SCANNING AND TRANSMITTING A TWO-SIDED ORIGINAL" on [page 2-14](#).), and timer transmission. (See "AUTOMATIC TRANSMISSION AT A SPECIFIED TIME (TIMER TRANSMISSION)" on [page 3-6](#).)



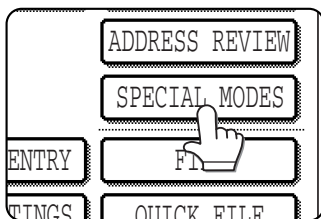
# ERASING EDGE SHADOWS (ERASE)

The erase function is used to erase the shadow lines on images produced when scanning thick originals or books. The erase modes that can be selected are shown below. The erase width is approximately 10 mm (1/2") in its initial setting.



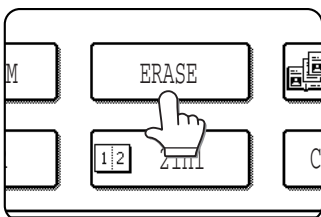
## ■ USING ERASE

**1** Switch to the desired mode and touch the [SPECIAL MODES] key.

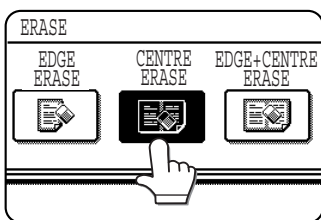


If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen ([page 1-13](#)).



**2** Touch the [ERASE] key.

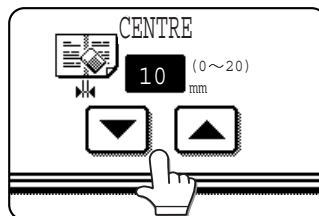


**3** Select the desired erase mode.



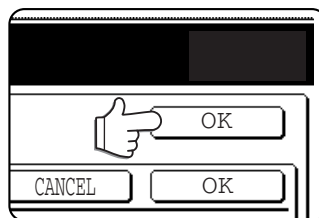
Select one of the three erase modes. The selected key will be highlighted.

**4** If desired, set the width of the edge to be erased (touch the  key or the  key to set the width).



The erase width can be set from 0 mm (0") to 20 mm (1") in 1 mm (1/8") increments.

**5** Touch the outer [OK] key.



You will return to the screen of step 1 and an erase icon will appear next to the [EXPOSURE] key. To cancel erase, touch the [CANCEL] key.

**6** Perform the send procedure as explained in "SENDING AN IMAGE".

- For scan mode, see [page 2-2](#).
- For Internet fax mode, see [page 2-6](#).

**NOTE**

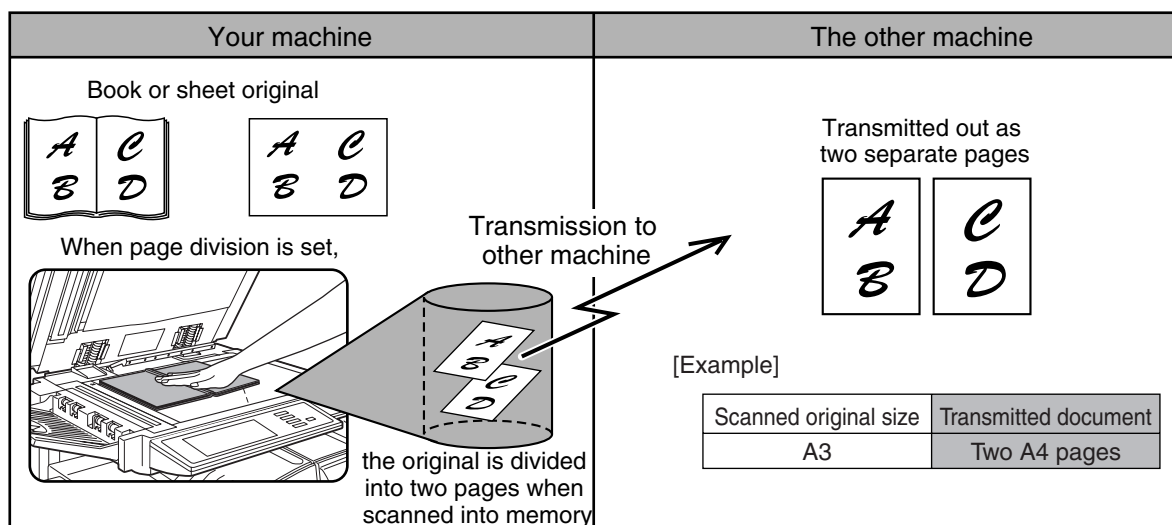
To cancel the erase function, touch the [CANCEL] key on the erase setting screen. (step 4)



## TRANSMITTING A DIVIDED ORIGINAL (DUAL PAGE SCAN)

When an open book is scanned and transmitted, you can use this function to divide the two open pages of the book into two separate pages.

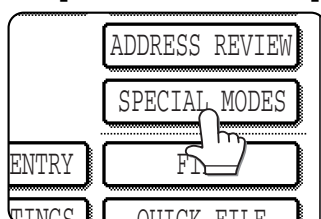
This function can only be used when the original is scanned using the document glass.



### ■ Selecting Dual Page Scan

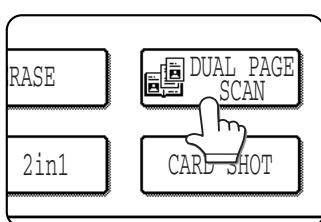
Follow the steps below and then send the image.

#### 1 Switch to the desired mode and touch the [SPECIAL MODES] key.



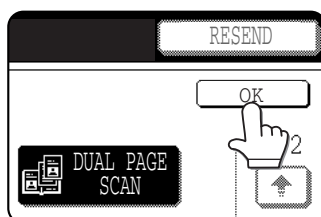
If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen ([page 1-13](#)).

#### 2 Touch the [DUAL PAGE SCAN] key.



The [DUAL PAGE SCAN] key is highlighted. To cancel the selection, touch the key once again so that it is not highlighted.

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



You will return to the screen of step 1.

#### 4 Place the original on the document glass, and perform the transmission operation.

If you have more originals to scan after pressing the [START] key and scanning the first original, change originals and repeat scanning until all originals have been scanned. When finished, press the [READ-END] key that appears in the message display. (See step 23 - 25 of "Using the document glass" on [page 2-5](#).)

#### NOTE

##### To cancel Dual Page Scan...

Touch the highlighted key in the screen of step 2 and then touch the [OK] key.

# AUTOMATIC TRANSMISSION AT A SPECIFIED TIME (TIMER TRANSMISSION)

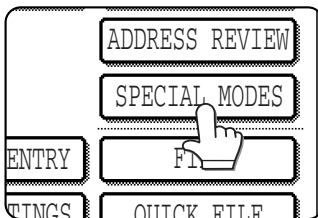
This feature enables you to set up a transmission to be performed automatically at a specified time up to a week in advance. A combined total of 94\*1 (47\*2) timer transmission and memory transmission jobs can be stored.

## NOTES

- To perform a timer transmission, the document must be scanned into memory. It is not possible to leave the document in the auto document feeder or on the document glass and have it scanned at the specified time of transmission.
- To set the date and time in the machine, refer to page 2-12 of the operation manual (for general information and copier operation).
- After a timer transmission is performed, the information (image, destination, etc.) is automatically cleared from memory. (However, when the document filing function is used, the scanned document image is stored in the machine's hard disk. For information on managing stored images, see "DOCUMENT FILING FUNCTION" in chapter 7 of the operation manual (for general information and copier operation).)

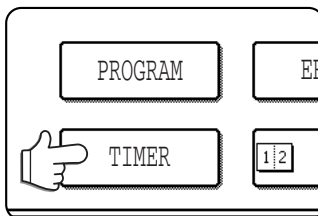
## ■ SETTING UP A TIMER TRANSMISSION

- 1** Switch to the desired mode and touch the [SPECIAL MODES] key.



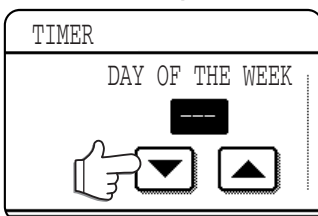
If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen ([page 1-13](#)).

- 2** Touch the [TIMER] key.



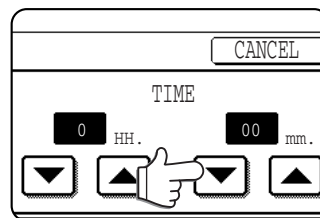
The timer transmission screen appears.

- 3** Select the day of the week. (Touch the key or the key until the desired day is selected.)



The initial setting is "---" (no selection). If you select this setting, the transmission will be performed as soon as the specified time arrives.

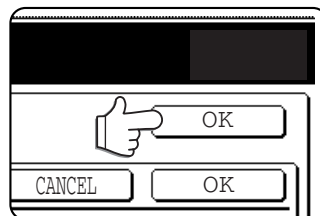
- 4** Select the time. (Touch the key or the key until the desired time appears.)



Select the time in 24-hour format.

Example:  
11:00 P.M. → 23:00

- 5** Touch the outer [OK] key.



You will return to the screen of step 1 and a timer transmission icon will appear next to the [EXPOSURE] key.

To cancel timer, touch the [CANCEL] key.

- 6** Perform the send procedure as explained in "SENDING AN IMAGE".

- For scan mode, see [page 2-2](#).
- For Internet fax mode, see [page 2-6](#).

## NOTES

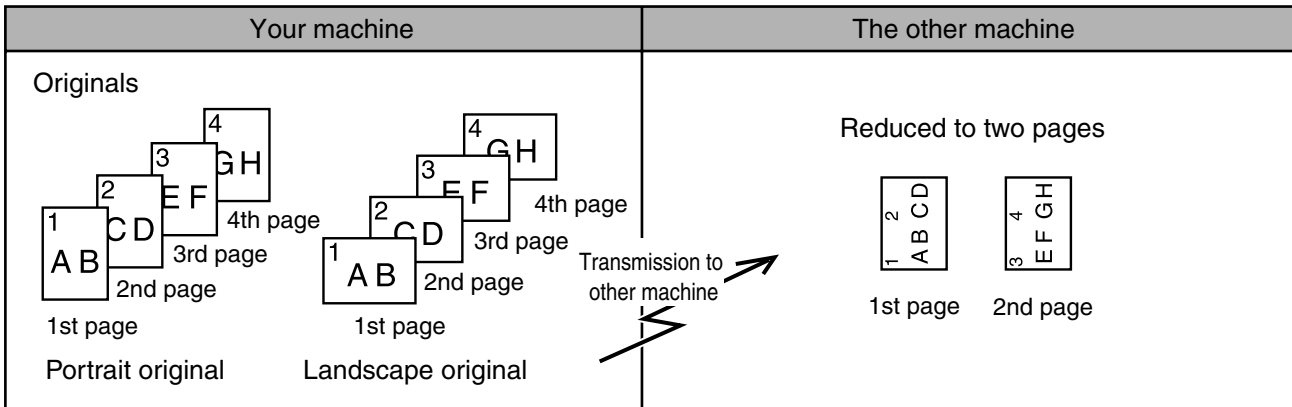
- Other operations can be performed after a timer transmission is set up. If another operation is in progress when the specified time arrives, the timer transmission will begin when the job in progress is completed.
- If a timer transmission job is given priority in the job status screen (See "PRIORITY TRANSMISSION OF A STORED JOB" on [page 3-12](#)), the time setting will be cancelled and the job performed as soon as the current job is completed.

\*1 On the MX-M350N/450N, or on a model with the network expansion kit (with hard drive) installed

\*2 Without the network expansion kit (with hard drive)

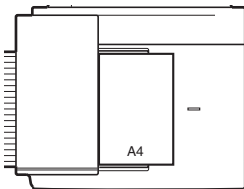
# TRANSMITTING TWO ORIGINAL PAGES AS A SINGLE PAGE (2IN1)

This function allows you to reduce the size of original pages by one half to fit two pages evenly on one page when transmitting.

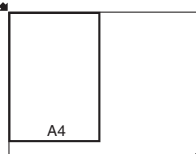


A3 and B4 (11" x 17", 8-1/2" x 14", and 8-1/2" x 13") sizes cannot be transmitted when using the 2 in 1 function. A4 (8-1/2" x 11") and smaller sizes can be used. There are restrictions on how the originals are placed. Both portrait and landscape oriented originals should be placed vertically as shown below.

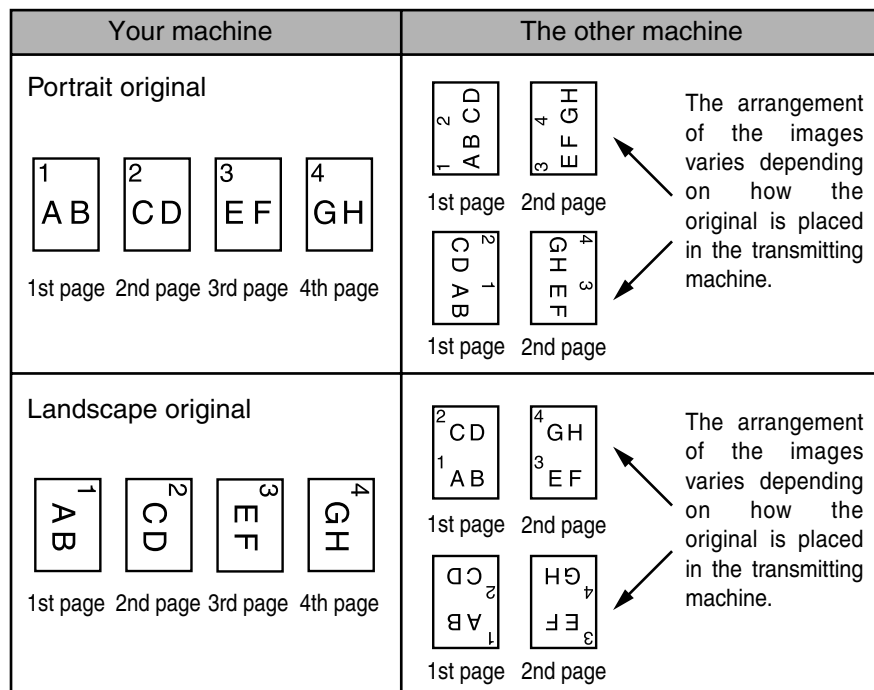
### USING THE AUTOMATIC DOCUMENT FEEDER



### USING THE DOCUMENT GLASS



Place the original vertically . If placed horizontally , an alarm will appear.

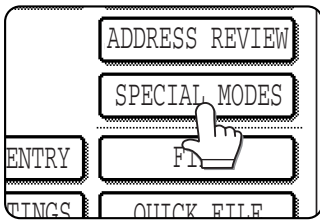


### NOTES

- After "2in1" is selected, the send size can be changed. For the procedure for changing the send size, see [page 2-17](#).
- Transmission is not possible if the image is too large to fit into the transmission size.

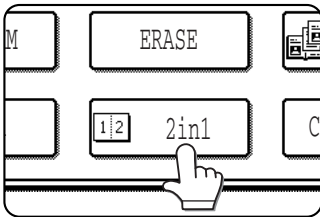
■ USING 2IN1

**1** Switch to the desired mode and touch the [SPECIAL MODES] key.



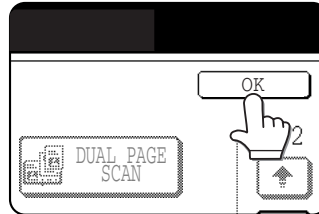
If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen ([page 1-13](#)).

**2** Touch the [2in1] key.



The [2in1] key is highlighted. To cancel the selection, touch the key once again so that it is not highlighted.

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



You will return to the screen of step 1.

**4** Perform the send procedure as explained in "SENDING AN IMAGE".

- For scan mode, see [page 2-2](#).
- For Internet fax mode, see [page 2-6](#).

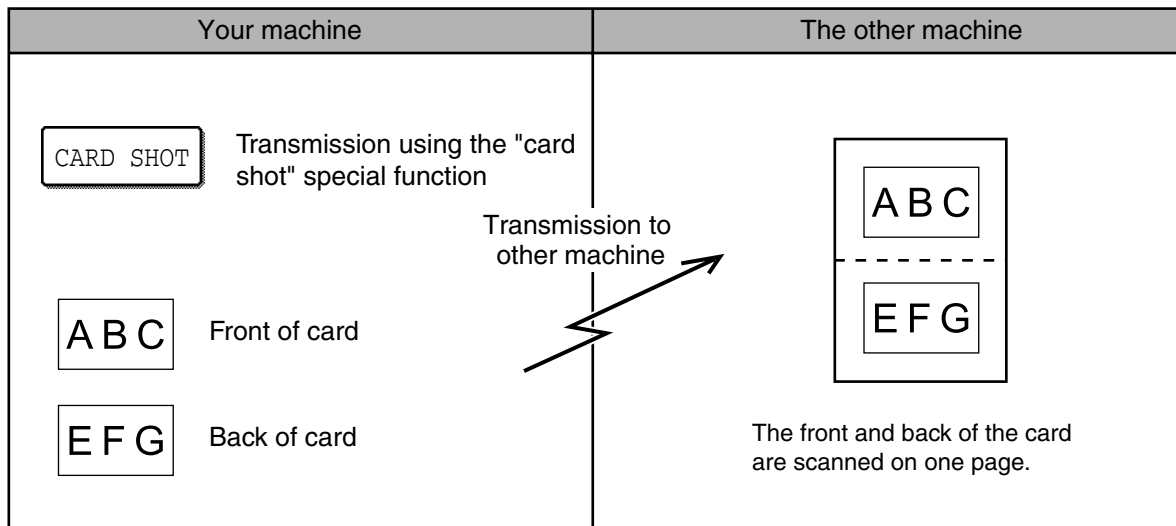
**NOTE**

**To cancel 2in1...**

Touch the highlighted key in the screen of step 2 and then touch the [OK] key.

## TRANSMITTING THE FRONT AND BACK SIDES OF A CARD ON ONE SHEET OF PAPER (CARD SHOT)

When scanning a card, this function allows you to combine the front and back sides on a single sheet of paper. To use this function, the original must be scanned on the document glass.

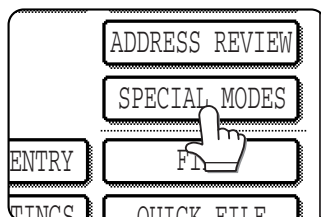


**NOTES**

- After "CARD SHOT" is selected, the send size can be changed. For the procedure for changing the send size, see [page 2-17](#).
- Transmission is not possible if the image is too large to fit into the transmission size.
- A ratio cannot be specified and the image cannot be rotated when using this function.

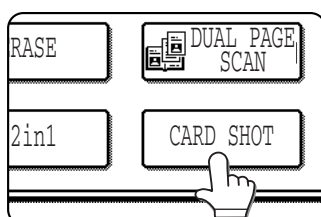
## ■ USING CARD SHOT

- 1 Switch to the desired mode and touch the [SPECIAL MODES] key.



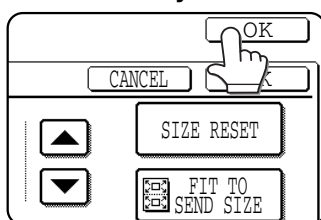
If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen ([page 1-13](#)).

- 2 Touch the [CARD SHOT] key.



The card shot screen appears.

- 3 Enter the X dimension (width) and Y dimension (length) of the original with the  $\uparrow$   $\downarrow$  keys.

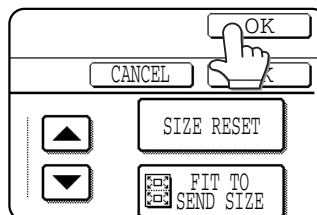


- X (width) is initially selected. Enter X and then touch the Y ( $\downarrow$ ) key to enter Y.
- To return the X and Y values to the initial settings configured in the administrator settings, touch the [SIZE RESET] key. (Administrator settings guide "Card shot settings" on page 17)
- To have the images enlarged or reduced by a suitable ratio based on the entered original size and transmission size so that the front and back sides fit into the transmission size, touch the [FIT TO SEND SIZE] key.
- To cancel the card shot function, touch the [CANCEL] key.

### NOTE

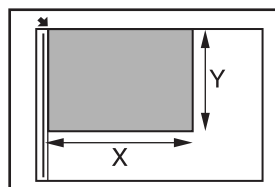
When "FIT TO SEND SIZE" is selected, even if a large transmission size is selected and the original is extremely small, the image will be enlarged to 400% or less.

- 4 Touch the outer [OK] key.



You will return to the screen of step 1 and a card shot icon will appear next to the [EXPOSURE] key.

- 5 Place the original on the document glass.

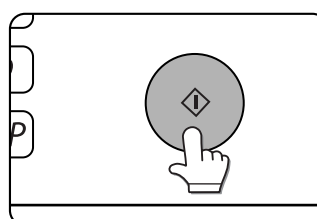


Place the front side of the original face down and close the document cover.

- 6 Perform the send procedure as explained in "SENDING AN IMAGE".

- In scan mode, perform the procedure in "SENDING AN IMAGE IN SCAN MODE" through step 22 ([page 2-2](#)).
- In Internet fax mode, perform the procedure in "SENDING A FAX IN INTERNET FAX MODE" through step 18 ([page 2-6](#)).

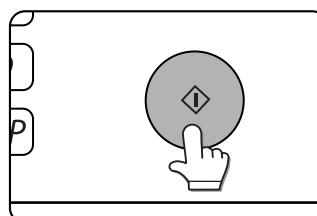
- 7 Press the [START] key.



The front side of the card is scanned.

- 8 Place the back side of the original face down on the document glass. (see step 5)

- 9 Press the [START] key.



The back side of the card is scanned.

- 10 Touch the [READ-END] key.

A beep will sound to inform you that the transmission was stored.

### NOTE

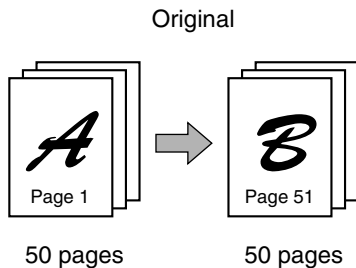
#### To cancel card shot...

Touch the [CANCEL] key in the card shot settings screen.

## TRANSMITTING A LARGE NUMBER OF PAGES (JOB BUILD)

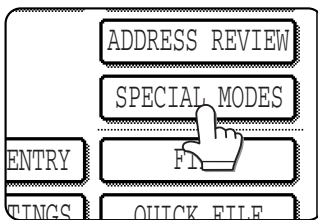
When you need to scan more pages than can be loaded in the automatic document feeder at once, use this function to scan the pages in sets. The maximum number of pages that can be loaded in the automatic document feeder is 50. The resolution, exposure, and original size settings can be changed each time you place a set of originals in the document feeder.

Example: Scanning 100 A4 (8-1/2" x 11") size pages



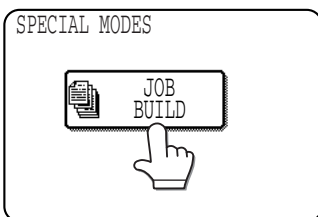
\* Divide the original pages into sets of 50 pages or less, and scan the sets in order beginning from the set with the first page (first A then B in the above example).

- 1 Switch to the desired mode, touch the [SPECIAL MODES] key, and then touch the key.



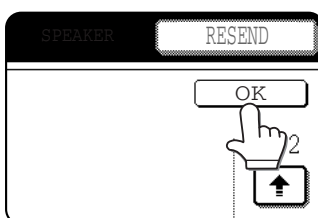
If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen ([page 1-13](#)).

- 2 Touch the [JOB BUILD] key.



The [JOB BUILD] key is highlighted. To cancel the selection, touch the key once again so that it is not highlighted.

- 3 Touch the [OK] key.



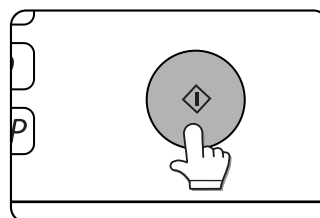
You will return to the screen of step 1.

- 4 Place the original in the automatic document feeder.

- 5 Perform the send procedure as explained in "SENDING AN IMAGE".

- In scan mode, perform the procedure in "SENDING AN IMAGE IN SCAN MODE" through step 22 ([page 2-2](#)).
- In Internet fax mode, perform the procedure in "SENDING A FAX IN INTERNET FAX MODE" through step 18 ([page 2-6](#)).

- 6 Press the [START] key.



The pages are scanned. When scanning is finished, the [READ-END] key appears in the touch panel.

- 7 Place the next set of pages in the automatic document feeder.

- 8 Press the [START] key. (See step 6.)

- 9 Repeat steps 7 and 8 until all pages have been scanned, and then touch the [READ-END] key.


## CHANGING THE PRINT SETTINGS FOR THE TRANSACTION REPORT (TRANSACTION REPORT)

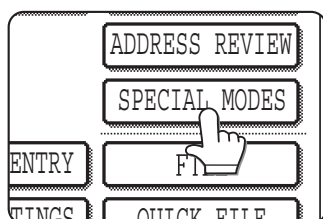
A transaction report is automatically printed out to alert you when an Internet fax transmission fails or when a broadcast transmission is performed. The transaction report contains a description of the transmission (date, start time, name of other party, time required, number of pages, result, etc.).

### NOTES

- This function cannot be used in scan mode or when metadata send settings are selected.
- A "TRANSACTION REPORT" setting cannot be stored in a program.
- The condition for printing a transaction report can be set using "Transaction report print select setting" ([page 8-6](#)) in the administrator settings.
- To have part of the transmitted image printed on each transaction report, enable "Original print on transaction report" ([page 8-6](#)) in the administrator settings.

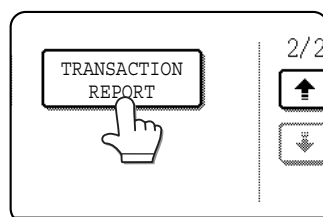
Transaction reports are printed based on conditions set in the system settings; however, you can temporarily select different conditions for a transmission. To change the transaction report print conditions at the time of transmission, follow the steps below.

- 1 Switch to Internet fax mode, touch the [SPECIAL MODES] key, and then touch the  key.



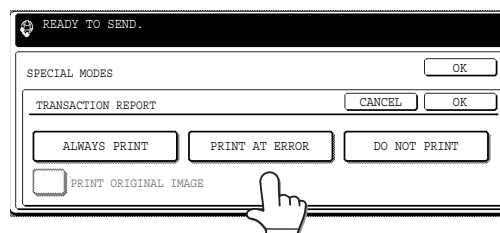
If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen ([page 1-13](#)).

- 2 Touch the [TRANSACTION REPORT] key.



A screen for setting the transaction report print condition will appear.

- 3 Set the condition for printing transaction reports.



To have part of the transmitted image printed with each transaction report, select the [PRINT ORIGINAL IMAGE] checkbox. This setting can only be selected when [ALWAYS PRINT] or [PRINT AT ERROR] is selected.

- 4 Perform the send procedure as explained in "SENDING A FAX IN INTERNET FAX MODE" ([pages 2-6 to 2-9](#)).

### NOTE

**To cancel a transaction report...**

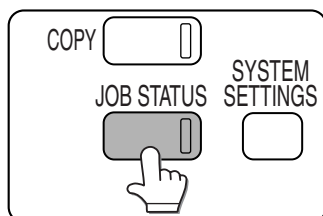
Touch the [CANCEL] key in the transaction report settings screen.



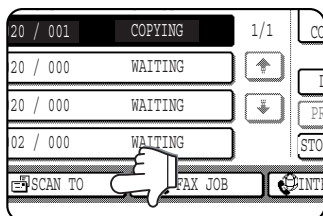
# PRIORITY TRANSMISSION OF A STORED JOB

If you have an urgent transmission job and multiple transmission jobs have already been stored, you can give priority to the urgent job so that it will be transmitted immediately after the job currently being executed. This is done from the job status screen. For details on using the job status screen, refer to page 1-15 of the operation manual (for general information and copier operation).

## 1 Press the [JOB STATUS] key.



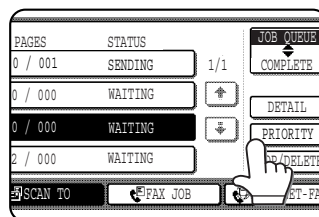
## 2 Touch the mode key ([SCAN TO] or [INTERNET-FAX]).



## 3 Touch the key of the job to which you wish to give priority.

The touched key is highlighted.

## 4 Touch the [PRIORITY] key.



The selected job moves up to the next position after the job currently being executed.

When the current job is completed, execution begins of the job selected in step 3.

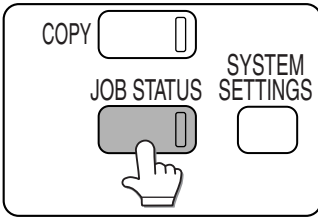
### NOTE

If the job in progress is a broadcast transmission job, the priority job will temporarily interrupt the job after the transmission currently in progress is finished. When the priority job is finished, the broadcast transmission will resume. However, if the priority job is also a broadcast transmission, the job is begun after the current broadcast job is completed.

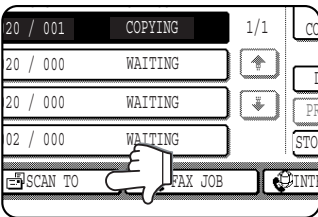
# CANCELLING AN SCAN TRANSMISSION

You can cancel a transmission job that is in progress or that has been stored. Cancellation is done from the scanner job status screen for the mode in which you stored transmission.

- 1 Press the [JOB STATUS] key.

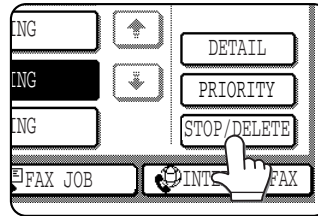


- 2 Touch the mode key ([SCAN TO] or [INTERNET-FAX]).



- 3 Touch the job key of the transmission job you wish to cancel.  
The touched key is highlighted.

- 4 Touch the [STOP/DELETE] key.



A message appears to confirm the cancellation. Touch the [YES] key to delete the selected job key and cancel the transmission.

## NOTE

If you do not wish to cancel the transmission, touch the [NO] key.



# CHAPTER 4

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## INTERNET FAX RECEPTION FUNCTION

---

This chapter explains the Internet fax reception function and how to check the status of received Internet faxes.

	Page
RECEIVING AN INTERNET FAX.....	4-2
• MANUALLY RECEIVING INTERNET FAXES .....	4-3
TRANSFERRING RECEIVED INTERNET-FAXES TO ANOTHER MACHINE WHEN PRINTING IS NOT POSSIBLE (FORWARDING FUNCTION) .....	4-4
• USING THE TRANSFER FUNCTION.....	4-4
FORWARDING RECEIVED INTERNET FAXES TO AN E-MAIL ADDRESS (INBOUND ROUTING SETTINGS) .....	4-5
• CONFIGURING INBOUND ROUTING SETTINGS .....	4-5

# RECEIVING AN INTERNET FAX

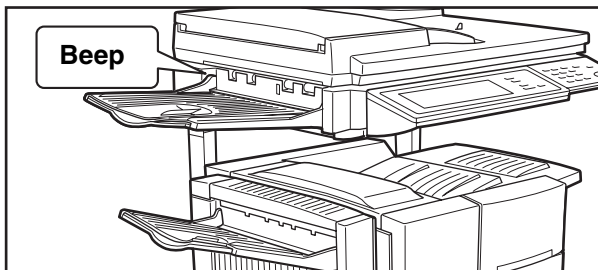
The Internet fax function periodically\* connects to the mail server (POP3 server) and checks whether or not Internet faxes have been received. When faxes have been received, the faxes are automatically retrieved and printed.

\* The default setting is once every 5 minutes. This time can be changed using the "Reception check interval setting" ([page 8-8](#)) in the administrator settings.

## NOTE

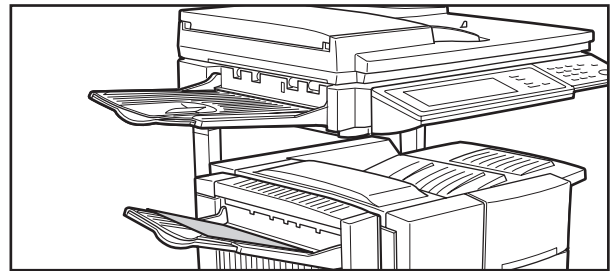
If faxes will be received at night, keep the main power switch in the "on" position.

## 1 Internet faxes are received automatically.



A beep sounds when reception ends.

## 2 The faxes are printed automatically.



## NOTES

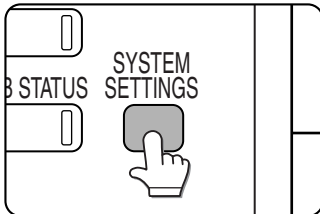
- If the machine is out of paper or there is no paper that matches the size of the received fax, a message will appear in the touch panel. Follow the instructions in the message to load an appropriate size of paper.
- Received Internet faxes can be forwarded to (and printed by) another previously stored Internet fax machine using "Fax data receive/forward" ([page 4-4](#)) in the system settings.
- The "I-Fax default settings" ([page 8-5](#)) in the administrator settings can be used to select how received faxes are handled when the power switch is "off" (and the main power switch is "on"), adjust the volume of the beep that signals the completion of reception, and select whether or not the body text of received e-mail is printed.
- The "I-Fax receive settings" ([page 8-8](#)) in the administrator settings can be used to set the reception check interval, two-sided reception, output settings, auto reduce printing, reject reception addresses, and other settings related to Internet fax reception.

## MANUALLY RECEIVING INTERNET FAXES

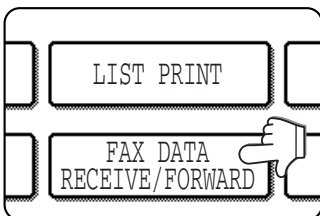
If you need to immediately check for received Internet faxes, for example when a long reception check interval has been set, you can perform manual reception.

### ■ Internet-Fax manual reception

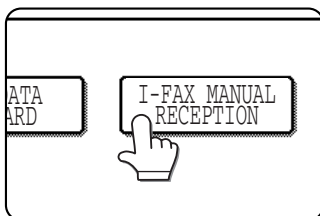
**1** Press the [SYSTEM SETTINGS] key.



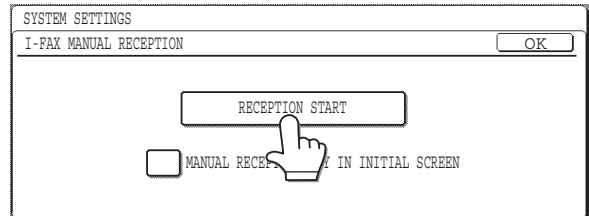
**2** Touch the [FAX DATA RECEIVE/ FORWARD] key.



**3** Touch the [I-FAX MANUAL RECEPTION] key.



**4** Touch the [RECEPTION START] key.



The machine connects to the mail server to check to see if new Internet-Fax data has been received. If new data has been received, this machine reads and prints it.

If you touch the checkbox of [MANUAL RECEPTION KEY IN INITIAL SCREEN] to display the checkmark, the [I-FAX MANUAL RECEPTION] key that has the same function as the [RECEPTION START] key above will be displayed in the CONDITION SETTING screen in the INTERNET-FAX mode.

**5** Touch the [OK] key to return to the system settings menu screen.

**6** Touch the [EXIT] key to return to the initial screen.

# TRANSFERRING RECEIVED INTERNET-FAXES TO ANOTHER MACHINE WHEN PRINTING IS NOT POSSIBLE (FORWARDING FUNCTION)

When printing is not possible because of a paper, toner, or other problem, you can transfer received Internet-Faxes to another Internet-Fax machine if that machine has been appropriately programmed in your machine. This function can be conveniently used in an office or other workplace where there is another Internet-Fax machine. When an Internet-Fax has been received to memory, the DATA light to the right of the IMAGE SEND key blinks.

## NOTES

- When the transfer instruction is issued, all data that has been received in memory to that point is transferred. The page that was being printed when the problem occurred and all following pages will be transferred.
- Data cannot be selected for transfer.
- The result of transfer is indicated on an activity report. (See "Activity report print select setting" on [page 8-7](#) and "PRINTING OUT SETTINGS" on [page 8-10](#).)

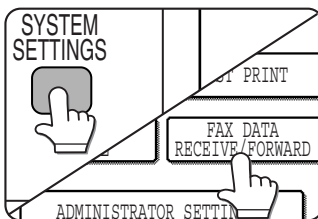
## USING THE TRANSFER FUNCTION

### ■ Program the e-mail address of the transfer destination

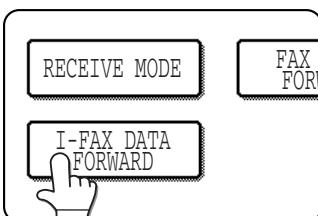
Use the administrator setting to program the e-mail address of the transfer destination. (See "Set address for data forwarding" ([page 8-9](#)). Only one address can be programmed. The transfer function cannot be used unless an e-mail address is programmed.

### ■ Transferring received data

- 1 Press the [SYSTEM SETTINGS] key and then touch the [FAX DATA RECEIVE/FORWARD] key.

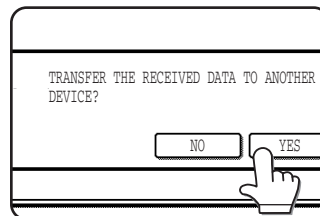


- 2 Touch the [I-FAX DATA FORWARD] key.



If there is no data to transfer or a transfer address has not been programmed (See "Set address for data forwarding" on [page 8-9](#)), a message will appear and transfer will not be possible.

- 3 Touch the [YES] key.



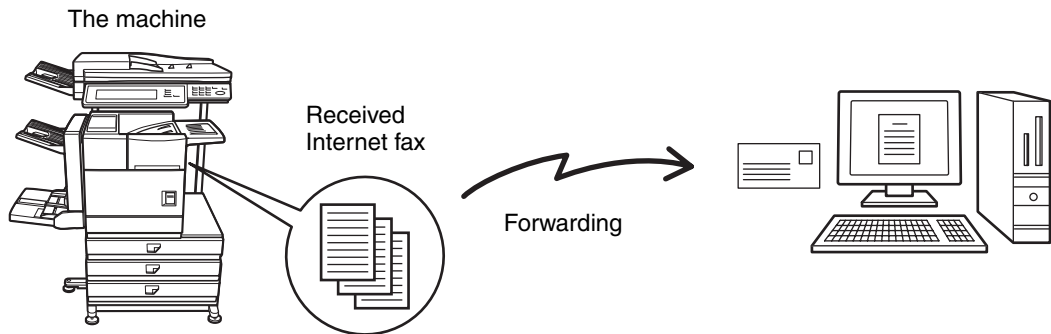
The machine automatically begins transfer. If you do not wish to transfer the data, touch the [NO] key.

## NOTES

- To cancel transfer  
Press the [JOB STATUS] key, and then cancel the transfer in the same way as a transmission. (See "CANCELLING AN SCAN TRANSMISSION" on [page 3-13](#).)  
The data that was going to be transferred will return to print standby status in your machine.
- If the transfer is not possible because a transmission error occurs, the data returns to print standby status in your machine.

# FORWARDING RECEIVED INTERNET FAXES TO AN E-MAIL ADDRESS (INBOUND ROUTING SETTINGS)

Received Internet faxes can be automatically forwarded to a specified E-mail address. This function can be used to forward received Internet faxes directly to an e-mail address without printing the faxes.



## NOTE

The file format of forwarded faxes is TIFF.

## CONFIGURING INBOUND ROUTING SETTINGS

Inbound routing settings are configured in the Web pages. To access the Web pages, see "ACCESSING WEB PAGES" ([page 1-4](#)). After configuring the settings, be sure to click [Submit] to save them.

### ■ Enabling inbound routing

Enable this function before configuring the inbound routing settings.

- 1 Click "Administration Settings" in "Inbound Routing Settings" in the menu frame.



Administrator rights are required to access the "Administration Settings".

- 2 Enable "Inbound Routing".

Inbound Routing	Enable
Disable Registration of Forward Table	<input checked="" type="checkbox"/>
Disable Change/Delete of Forward Table	<input checked="" type="checkbox"/>
Disable Change of Forward Approval	<input checked="" type="checkbox"/>
Print Style Setting	<input checked="" type="radio"/> Print Out All Report <input type="radio"/> Print at Error
Submit (S)	

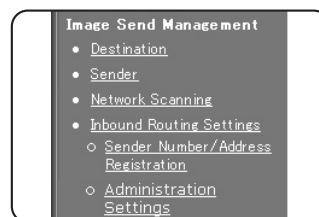
This enables the inbound routing settings.

- 3 Click [Submit].

### ■ Store sender numbers/addresses

Create a list of sender fax numbers / Internet fax addresses. The list created here will be selected in "Sender Number/Address Registration" when a forwarding table is stored in step 9. Up to 500 sender fax numbers / Internet fax addresses can be stored.

- 4 Click "Sender Number/Address Registration" in "Inbound Routing Settings" in the menu frame.



The "Sender Number/Address Registration" screen will appear.

- 5 Enter an Internet fax address and click [Add to List].

Internet Fax Address	aaa
Add to List(M)	
Submit (S)	

To delete an entered address, select the address that you wish to delete from "Address to be Entered" and click [Delete].

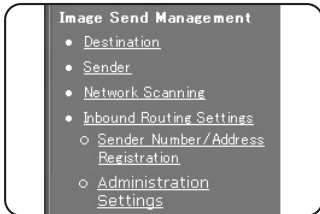
- 6 Click [Submit].



**Storing a forwarding table**

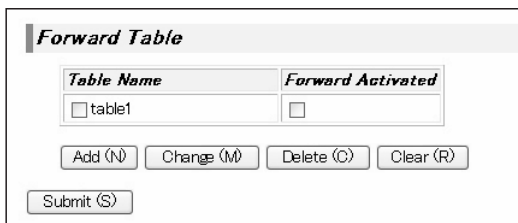
Specify a sender and a forwarding destination to create a table (list) that combines the sender and the forwarding address to which faxes from that sender are sent. The table will be added to the list of tables in the "Inbound Routing Settings" screen. Up to 50 tables can be stored.

**7** Click "Inbound Routing Settings" in the menu frame.



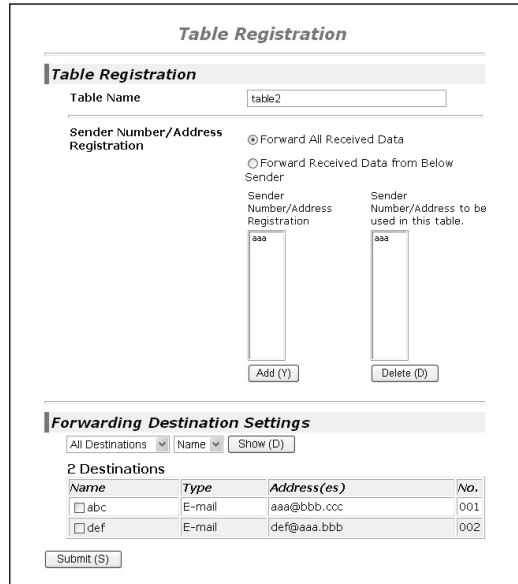
The "Inbound Routing Settings" screen appears.

**8** Click [Add].



The "Table Registration" screen appears.

**9** Enter a table.



**Table Registration**

**Table Name:**

The name that appears as the "Table Name" in the "Inbound Routing Settings" screen.

**Sender Number/Address Setting:**

If you wish to have received faxes from all senders forwarded, select "Forward All Received Data". If you wish to forward the faxes of specified senders, select "Forward Received Data from Below Sender" and select the sender whose faxes you wish to forward from the addresses shown in "Sender Number/Address". Multiple addresses can be selected using the Shift key or the Ctrl key. Only Internet fax addresses that were stored in steps 4 to 6 can be selected here.

**Forwarding Destination Settings**

**Forwarding Destination Setting:**

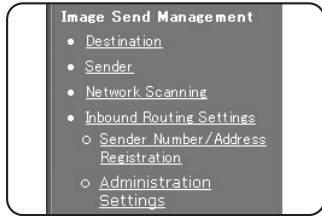
Specify the destination to which received faxes will be forwarded. Select the forwarding address from one-touch keys or group keys stored in the machine. Up to 1000 forwarding destinations can be stored.

**10** Click [Submit].

■ **Activate the table**

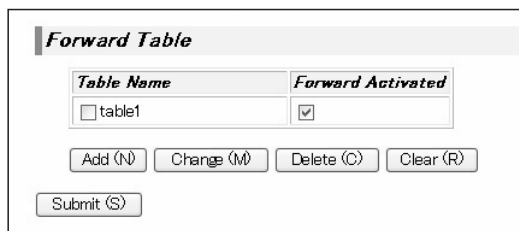
Activate the stored table to use it for forwarding.

**11** Click "Inbound Routing Settings" in the menu frame.



The "Inbound Routing Settings" screen appears.

**12** Select the [Forward Activated] checkbox of the table that you wish to activate.



To delete a table, select the checkbox of the table and click [Delete].

**13** Click [Submit].

■ **Configuring advanced inbound routing settings**

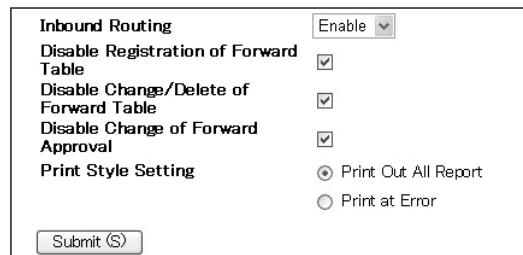
Advanced inbound routing settings can be configured for such purposes as prohibiting the storing of tables and prohibiting changes to the table activation settings. Administrator rights are required for these settings.

**14** Click "Administration Settings" in "Inbound Routing Settings" in the menu frame.



Administrator rights are required to access the "Administration Settings".

**15** Configuring administrator settings.



● **Administration Settings**

**Inbound Routing:**

Enable or disable inbound routing.

**Disable Registration of Forward Table:**

To prohibit the storing of tables, select this checkbox.

**Disable Change/Delete of Forward Table:**

To prohibit the changing and deleting of tables, select this checkbox.

**Disable Change of Forward Approval:**

To prohibit changes to the activation settings of tables, select this checkbox.

**Print Style Setting:**

Set the condition for printing received faxes.

To print out all received faxes when they are forwarded, select [Print Out All Report]. To print out received faxes only when a forwarding error occurs, select [Print at Error].

**16** Click [Submit].



# CHAPTER 5

---

## METADATA DELIVERY

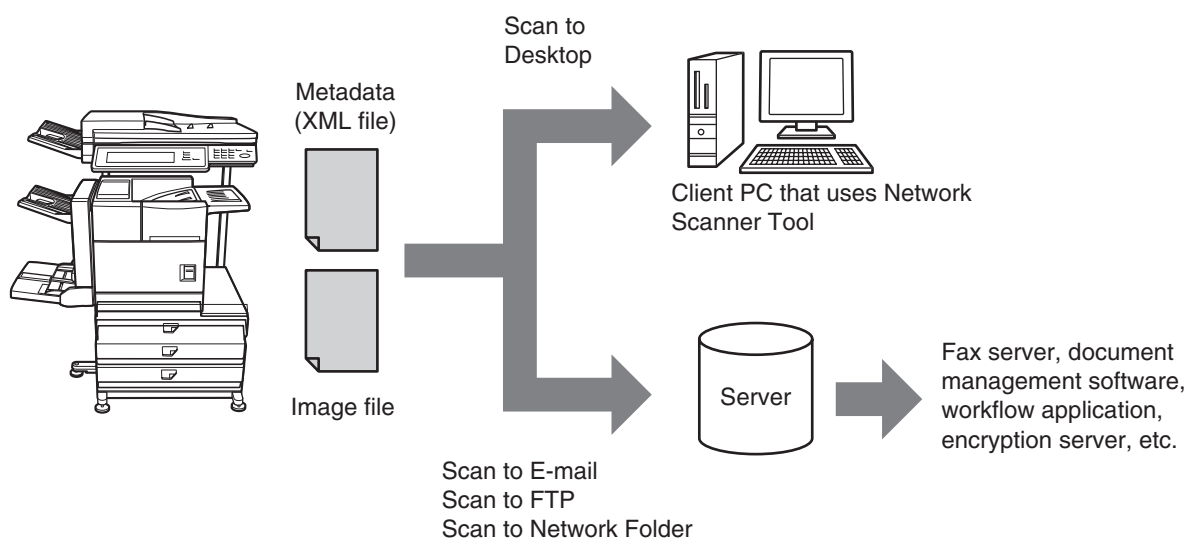
---

This chapter explains metadata delivery, which can be used when the application integration module is installed.

	Page
METADATA DELIVERY (DATA ENTRY) .....	5-2
PREPARATIONS FOR METADATA TRANSMISSION.....	5-3
• SETTINGS REQUIRED IN THE WEB PAGES .....	5-3
• METADATA TRANSMISSION FOR SCAN TO DESKTOP .....	5-3
TRANSMITTING METADATA .....	5-4
• METADATA FIELDS .....	5-6

# METADATA DELIVERY (DATA ENTRY)

When the application integration module is installed and an image file is generated for a scan send transmission, metadata (data indicating the attributes of the image file and how it is to be processed) can be generated based on pre-stored information and transmitted as a separate file. The metadata file is created in XML format. By linking the metadata with applications such as document management software, a workflow application, or an encryption server, a sophisticated document solution environment can be built.



Using the application integration module, information on a generated image file can be entered at the touch panel and transmitted along with the image as an XML file.

# PREPARATIONS FOR METADATA TRANSMISSION

## SETTINGS REQUIRED IN THE WEB PAGES

All settings related to metadata are configured in the Web pages. (Administrator rights are required.)  
To configure metadata settings, click [Metadata Settings] in the Web page menu frame.

### Storing Metadata Sets

Store the items (the metadata set) that are written to the XML file that is generated during scanning. Up to 10 metadata items can be configured in a metadata set. A stored metadata set can be selected at the time of transmission.

#### NOTES

- To use the metadata send function, metadata send must be enabled and metadata destinations (scan addresses) must be stored in the metadata set list.
- Addresses specified in "Address Type Allowing Metadata Entry" when a metadata set is stored can be selected as transmission destinations at the time of transmission using one-touch keys, manual entry, and/or a global address book search. (Addresses for which metadata entry is not allowed cannot be specified as transmission destinations.)

## METADATA TRANSMISSION FOR SCAN TO DESKTOP

When Network Scanner Tool is used in its factory default configuration, a file will be generated with a new file name on the computer. When Network Scanner Tool is used as a means of sending a metadata file to a third party software application, this setting must be disabled to allow cross referencing between the image file and XML file by means of the file name generated by the computer. (When setting the file name in [SEND SETTINGS], to ensure that a previously existing file on a computer is not overwritten by a transmitted file of the same name, be sure to configure the file name so that name duplication cannot occur; for example, by including a unique extension (the date, etc.) in the generated file name. If the file name setting is left blank, the machine will automatically generate a file name that is unique.)

#### NOTES

- It is recommended that you use Network Scanner Tool to receive metadata. For more information, see the Network Scanner Tool User's Guide (PDF format) on the "Sharpdesk/Network Scanner Utilities" CD-ROM.
- For information on the licence agreement and how to use the CD-ROM that accompanies the application integration module, see the separate "Sharpdesk licence kit" manual.

#### ● Using third party software applications

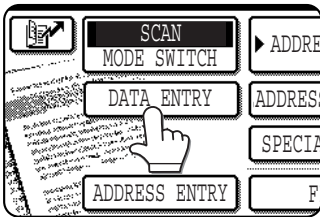
Various types of third party software applications exist. Some applications can start automatically from Network Scanner Tool and some cannot. When the auto-run function of an application is enabled, Network Scanner Tool will start the application with the ".exe" command using the file name as a parameter. Normally an application is started twice, once for the image file and once for the XML file. For example, when Network Scanner Tool is set to start the application "APP.EXE", the following commands are applied when the two files "IMG.TIF" and "IMG.XML" are received.

```
APP.EXE IMG.TIF  
APP.EXE IMG.XML
```

# TRANSMITTING METADATA

Follow the steps below to select a metadata set, enter each item, and perform metadata transmission.

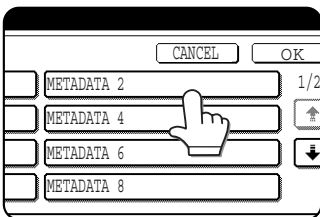
## 1 Touch the [DATA ENTRY] key.



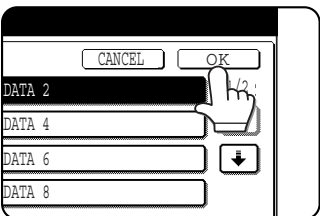
### NOTE

If no metadata sets have been stored, the [DATA ENTRY] key cannot be selected. Store a metadata set in the Web pages and then perform the transmission procedure.

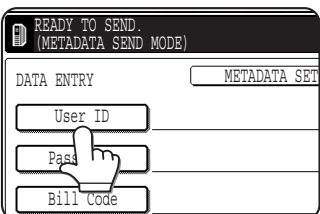
## 2 Touch the key of the metadata that you wish to use.



## 3 Touch the [OK] key.



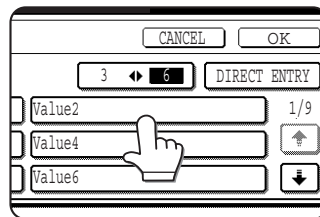
## 4 The keys of the items stored in the metadata set will appear. Touch the key of the item that you wish to enter.



### NOTE

If you selected the wrong metadata set, touch the [METADATA SET] key and return to the screen of step 3. Metadata items entered to that point will not longer be effective.

## 5 Touch the key of the value that you wish to enter.

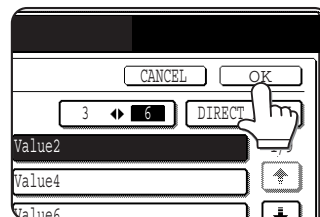


- If the entry values of the metadata item were stored in selection format, the selections will appear as keys. If a value is editable, the [DIRECT ENTRY] key can be touched to manually enter a value.
- If a metadata item requires the entry of text, a text entry screen will appear. Enter the required information.

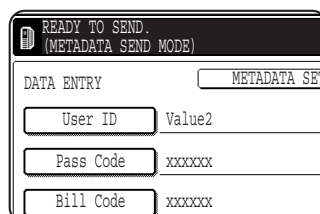
### NOTES

- To change the number of items that appear at once, touch the display item number select key. Each time the key is touched, the number of items displayed switches between 3 and 6.
- For information on entering text, see page 7-29 of the operation manual (for general information and copier operation).

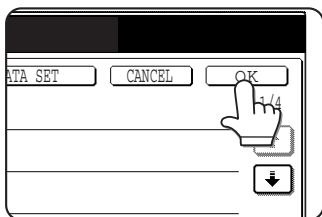
## 6 Touch the [OK] key.



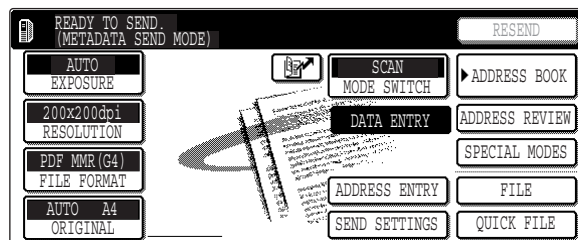
## 7 Enter all items.



## 8 Touch the [OK] key.



## 9 Select image settings and any other settings, and perform the scan send procedure.



- The procedures for selecting settings and performing transmission are the same as in the other modes.
- To change an entered value, touch the [DATA ENTRY] key again. The entry screen for the selected metadata set will appear.

### NOTES

- When metadata send settings are configured, the [DATA ENTRY] key is highlighted. If you do not wish to send metadata, cancel the metadata settings and then perform the transmission in the desired mode.
- Before configuring metadata settings, you can specify addresses in all modes to be used. After metadata settings have been configured, only addresses in modes that are allowed in the selected metadata set can be specified.
- Metadata delivery is possible using the document filing function. The [DATA ENTRY] key appears in the transmission settings screen of document filing mode to allow metadata delivery. In addition, metadata delivery using document filing can be performed in [Folder/Job Operate] in the Web pages.



## METADATA FIELDS

The following three types of metadata are included in the XML file that is transmitted.

- Data automatically generated by the machine: These data are always included in the XML file and are automatically stored on your computer.
- Previously defined fields: These fields are automatically recognized by the machine and assigned to appropriate XML tags. These fields are selectable, and can only be included in the XML file if enabled in the Web pages.
- User defined fields: Custom fields can be added to the XML file. These fields are selectable and can be defined in the Web pages.

If a defined metadata field is one of the following fields, a message will appear informing you that the field cannot be entered. Enter appropriate information in the related items of the send settings.

Name entered in metadata field	Description	Where entered
fromName	Name of the user who sent the job. If the name is not entered as metadata, the sender name determined by the usual rules for determining the sender name will be applied as metadata.	[SENDER NAME] (Sender name of selected sender)
senderName	E-mail address to which the transmission result will be sent.	[SENDER NAME] (E-mail address of selected sender)
documentSubject	Job name appearing in the e-mail "Subject" line, or job name on the fax cover sheet. When the user enters a [SUBJECT] in the send settings screen in the touch panel, the entered value is applied as metadata.	[SUBJECT] (Blank until a value is set in the send settings screen.)
fileName	Enter the file name of the image to be sent.	[FILE NAME] (Only when the [Allow Custom Filenames] checkbox is selected <input checked="" type="checkbox"/> in the metadata settings screen in the Web pages.) (Blank until a value is set in the send settings screen.)

# CHAPTER 6

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## STORING DESTINATION INFORMATION FROM THE OPERATION PANEL

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This chapter explains how to use the operation panel to store destination addresses and custom indexes, and how to store, edit, and delete sender information and programs.

	Page
STORING FROM THE OPERATION PANEL .....	6-2
• STORING ONE-TOUCH KEYS (only addresses for Scan to E-mail and Internet-Fax) .....	6-2
• EDITING AND DELETING ONE-TOUCH KEYS .....	6-4
• PROGRAMMING A GROUP KEY .....	6-5
• EDITING AND DELETING GROUP KEYS .....	6-6
• STORING SENDER INFORMATION .....	6-7
• EDITING AND DELETING SENDER INFORMATION .....	6-9
• STORING A GROUP INDEX .....	6-10
• PRINTING PROGRAMMED INFORMATION .....	6-10
• STORING A PROGRAM .....	6-11
• EDITING AND DELETING PROGRAMS .....	6-12

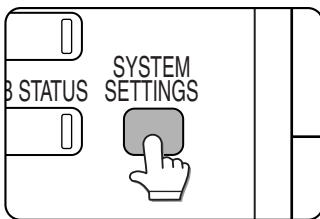
# STORING FROM THE OPERATION PANEL

One-touch and group keys for Scan to E-mail and Internet-Fax, group indexes, and senders can also be stored, edited and deleted from the touch panel of the machine.

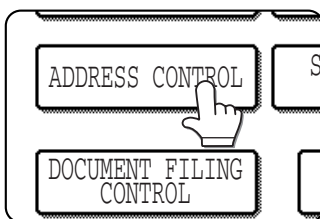
## STORING ONE-TOUCH KEYS (only addresses for Scan to E-mail and Internet-Fax)

The touch panel of the machine can also be used to store destinations for Scan to E-mail and Internet-Fax. (Scan to FTP or Network Folder destinations must be stored using the Web page ([pages 1-8 and 1-9](#)), and Scan to Desktop destinations must be stored using Network Scanner Tool ([page 1-8](#)).)

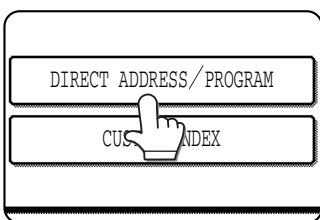
**1** Press the [SYSTEM SETTINGS] key.



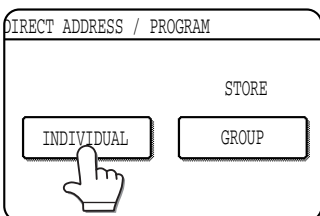
**2** Touch the [ADDRESS CONTROL] key.



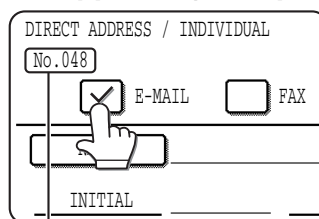
**3** Touch the [DIRECT ADDRESS/PROGRAM] key.




**4** Touch the [INDIVIDUAL] key.



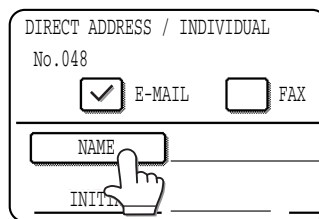
**5** Click the checkbox of the transmission method to be used so that a checkmark appears. (Example: Scan to E-mail)



(a)

(a) The lowest number (No.048) from 001 to 999\*<sup>1</sup> (500\*<sup>2</sup>) that has not been stored appears auto-matically. This number is used for entering an address with the  (Quick) key.

**6** Touch the [NAME] key.

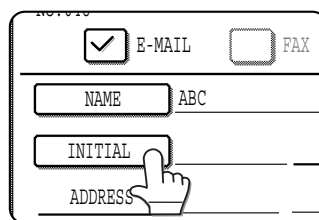


When [NAME] is touched, the letter-entry screen appears. Enter up to 36 characters for the name.

For information on entering characters, see

page 7-29 of the operation manual (for general information and copier operation).

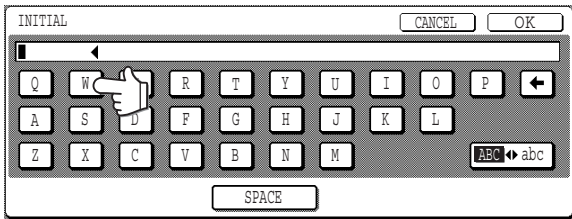
**7** Touch the [INITIAL] key.



\*1 On the MX-M350N/450N, or on a model with the network expansion kit (with hard drive) installed

\*2 Without the network expansion kit (with hard drive)

**8 Touch a letter key.**

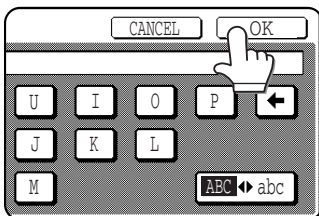


Up to 10 search characters can be entered. If you make a mistake, touch the key to delete the mistake and then enter the correct character.

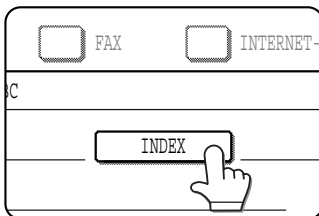
**NOTE**

The initial you enter here determines the position of the one-touch key in the ABC index. For information on the ABC index, refer to [page 1-12](#).

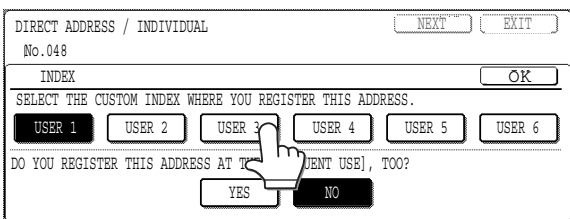
**9 Touch the [OK] key.**



**10 Touch the [INDEX] key.**



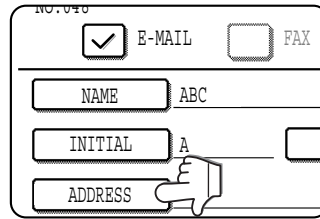
**11 Touch an index key.**



- Select one of the upper row of keys ([USER 1] through [USER 6]) to determine the location of the one-touch key when the GROUP index is displayed instead of the ABC index (refer to [page 1-12](#)).
- The lower keys are for selecting whether to include the one-touch key in the [FREQUENT USE] index.

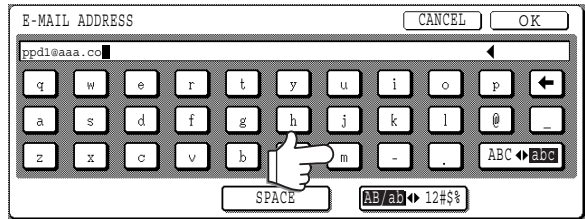
**12 Touch the [OK] key.**

**13 Touch the [ADDRESS] key.**



The E-mail address entry screen appears.

**14 Enter the e-mail address of the destination.**



Up to 64 characters can be entered. If you make a mistake, touch the key to move the cursor (■) back one space and then enter the correct character.

**15 Touch the [OK] key.**

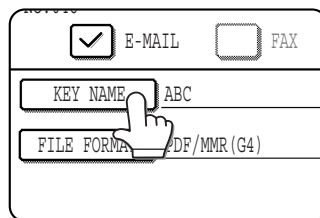
You will return to the one-touch key programming screen. REGISTRATION IS COMPLETED will appear highlighted to the right of "No."

**NOTE**

The "ADDRESS" line only shows 32 digits, regardless of how many were digits actually programmed.

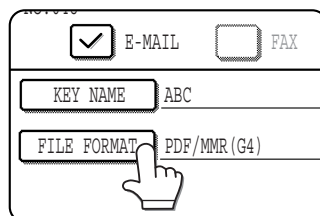
**16 Check the key name.**

The characters appearing next to the [KEY NAME] key will be displayed in the key. Only the first 18 characters of the name entered in step 6 will be displayed. If you need to change the name that will be displayed in the key, touch the [KEY NAME] key.



If you do not wish to change the name, this step is not necessary.

**17 Check the file format and the compression mode.**



If you need to change these settings, touch the [FILE FORMAT] key. If you do not need to change the settings, this step is not necessary.

**Settings for Scan to E-mail**

File type: PDF\*/TIFF

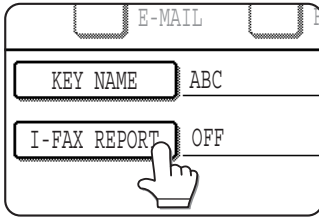
Compression mode: NONE/MH(G3)/MMR(G4)\*

**Settings for Internet-Fax**

Compression mode: MH(G3)/MMR(G4)\*

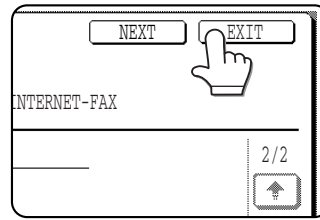
The default setting is indicated by an asterisk (\*).  
When you have completed the settings, touch the [OK] key.

**18** For Internet-Fax, check the Internet-Fax report setting.



To change the setting, touch the [I-FAX REPORT] key. (To use the default setting, this operation is not required.)

**19** When you have finished programming the one-touch key, touch the [EXIT] key. If you wish to program another one-touch key, touch the [NEXT] key.



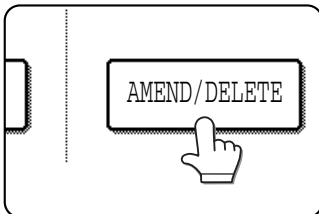
Touching the [EXIT] key returns you to the screen of step 4 on [page 6-2](#).

## EDITING AND DELETING ONE-TOUCH KEYS

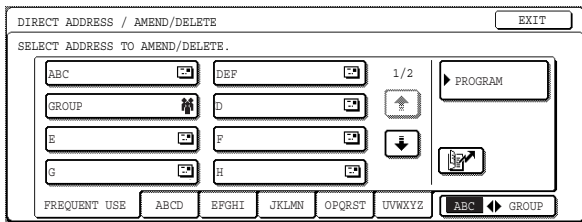
If you wish to delete a one-touch key or change the E-mail address, name, or other information programmed in a one-touch key, perform the following procedure.

**1** Press the [SYSTEM SETTINGS] key, touch the [ADDRESS CONTROL] key, and then touch the [DIRECT ADDRESS/PROGRAM] key (refer to steps 1 to 3 on [page 6-2](#)).

**2** Touch the [AMEND/DELETE] key.



**3** Touch the one-touch key you wish to edit or delete.

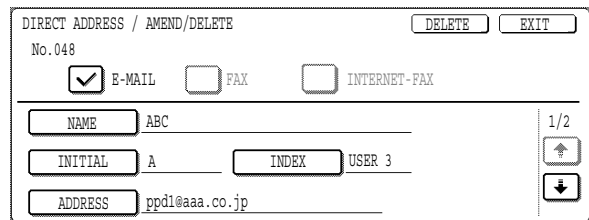


- To edit a one-touch key, follow steps 4 and 5.
- To delete a one-touch key, follow steps 6 and 7.
- When you have finished editing or deleting, touch the [EXIT] key.

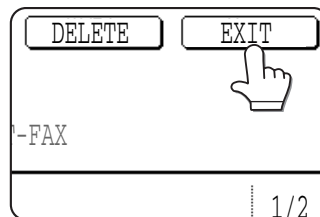
**NOTE**

If the assigned three-digit number (see [page 6-2](#), step 5) is known, you can touch the (Quick) key and enter the three-digit number using the numeric keys to select the desired one-touch key to edit or delete.

**4** Touch the key corresponding to the information you wish to change (change the information in the same way as you stored the information on [pages 6-2 to 6-4](#)).



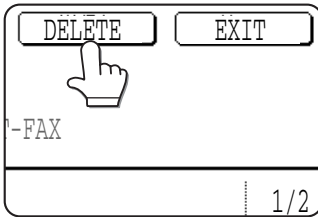
**5** Make sure that your changes are correct, and then touch the [EXIT] key.



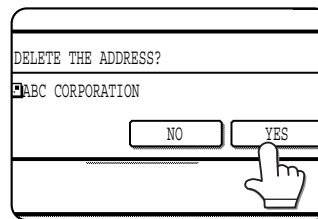
If you wish to change another one-touch key, repeat steps 3 through 5.

The following steps are for deleting a one-touch key.

## 6 Touch the [DELETE] key.



## 7 Touch the [YES] key.



If you wish to delete another one-touch key, repeat steps 3, 6, and 7.

### NOTES

#### ● If you cannot edit or delete a one-touch key

If you attempt to edit or delete a one-touch key in the following situations, a warning message will appear and editing/deletion will not be possible. At this time, cancel the transmission or wait until it is completed, delete the key from the group or the program, or cancel or change the hyperlink e-mail address.

- The one-touch key you wish to edit or delete is currently being used for transmission or is used in a currently stored transmission job.
- The one-touch key is included in a group key or a program key.
- The one-touch key is included in a group of end receiving machines for an F-code relay broadcast operation.
- The one-touch key is used for a hyperlink e-mail address for Scan to FTP.
- Destinations for Scan to FTP, Scan to Desktop and Scan to Network Folder that are stored in one-touch keys cannot be edited or deleted from the touch panel of the machine. Use the Web page to edit or delete these destinations. ([page 1-8](#))

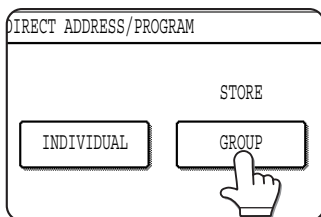
## PROGRAMMING A GROUP KEY

Scan to E-mail and Internet-Fax destinations that have been stored in one-touch keys can be stored in group keys. Up to 500\*1 (300\*2) destinations can be stored in a group key.

To program a group key from the Web page, refer to [page 1-9](#).

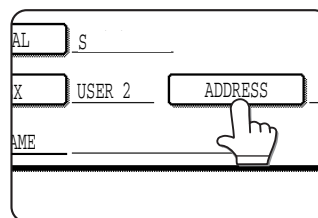
## 1 Press the [SYSTEM SETTINGS] key, touch the [ADDRESS CONTROL] key, and then touch the [DIRECT ADDRESS/PROGRAM] key (refer to steps 1 to 3 on [page 6-2](#)).

## 2 Touch the [GROUP] key.

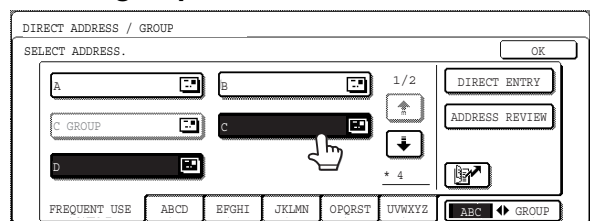


## 3 Follow steps 6 through 12 of "Storing one-touch keys" ([pages 6-2 to 6-3](#)) to enter a GROUP NAME, INITIAL, and INDEX.

## 4 Touch the [ADDRESS] key.



## 5 Touch index keys and the $\uparrow$ $\downarrow$ keys as needed, and then touch one-touch keys of the destinations that you wish to store in the group.




One-touch keys that have been touched are highlighted. If you touch the wrong key, simply touch it again to cancel the highlighting and remove the destination from the group.

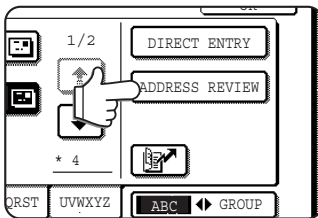
\*1 On the MX-M350N/450N, or on a model with the network expansion kit (with hard drive) installed

\*2 Without the network expansion kit (with hard drive)

**NOTES**

- One group key cannot be stored in another group key. Group keys appear greyed out and cannot be selected.
- You can enter a destination directly by touching the [DIRECT ENTRY] key. If you select the transmission method to be used (such as Scan or Internet-Fax), the relevant entry screen will be displayed. Enter the address and specify the file type and compression mode as needed. Then touch the [OK] key.
- If the assigned three-digit number (see [page 6-2](#), step 5) is known, you can touch the  (Quick) key and enter the three-digit number using the numeric keys to add a one-touch key to the group or delete a one-touch key from the group.

**6 To check the destinations that you have stored in the group, touch the [ADDRESS REVIEW] key.**



A list of your selected destinations is displayed. You can delete a displayed destination by touching it. When a message appears asking if you want to delete the destination, touch the [YES] key.

**7 Touch the [OK] key.**

The number of destinations in the group appears to the right of the [ADDRESS] key.

**8 Check the name of the key (refer to step 16 on [page 6-3](#)).**

The characters appearing next to the [KEY NAME] key will be displayed in the group key. To change these characters, touch the [KEY NAME] key. This step is not necessary if you do not wish to change the characters.

**9 Touch the [EXIT] key when you have finished programming the group key. If you wish to program another group key, touch the [NEXT] key.**

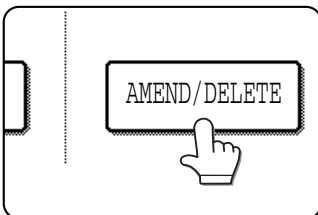
When you touch the [EXIT] key, you will return to the screen of step 2.

## EDITING AND DELETING GROUP KEYS

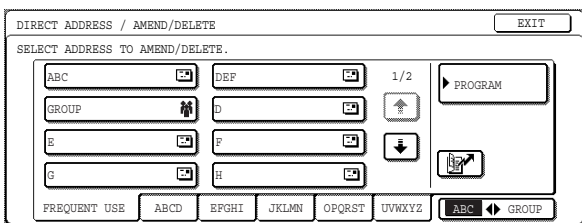
If you need to delete group key or change its name or one of its stored destinations, perform the following procedure.

**1 Press the [SYSTEM SETTINGS] key, touch the [ADDRESS CONTROL] key, and then touch the [DIRECT ADDRESS/PROGRAM] key (refer to steps 1 to 3 on [page 6-2](#)).**

**2 Touch the [AMEND/DELETE] key.**




**3 Touch the group key you wish to edit or delete.**

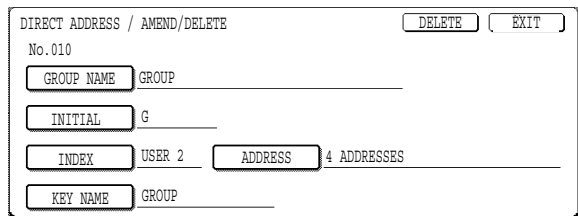


- To edit a group key, follow steps 4 and 5.
- To delete a group key, follow steps 6 and 7.
- When you have finished editing or deleting, touch the [EXIT] key.

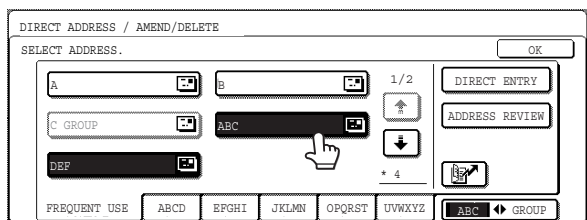
**NOTE**

If the assigned three-digit number (see [page 6-2](#), step 5) is known, you can touch the  (Quick) key and enter the three-digit number using the numeric keys to select the desired group key to edit or delete.

**4 Touch the key of the item you wish to change (to edit the item, follow the same steps as for one-touch keys on [pages 6-2 to 6-3](#)).**



To edit a destination stored in a group key, touch the [ADDRESS] key. The following screen appears.




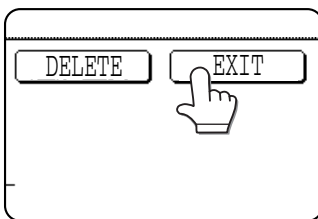


The one-touch keys stored in the group are highlighted. To add another one-touch key to the group, touch the key to highlight it.

To delete a one-touch key from the group, touch the key so that it is no longer highlighted.

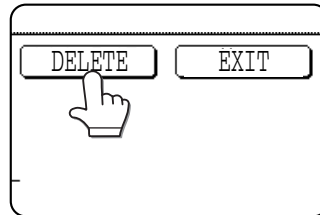
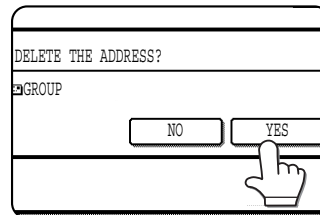
**NOTE**

If the assigned three-digit number (see [page 6-2](#), step 5) is known, you can touch the  (Quick) key and enter the three-digit number using the numeric keys to add a one-touch key to the group or delete a one-touch key from the group.

**5 Make sure the edited information is correct, and then touch the [EXIT] key.**

If you wish to change another group key, repeat steps 3 through 5.

The following steps are for deleting a group key.

**6 Touch the [DELETE] key.****7 Touch the [YES] key.**

If you wish to delete another group key, repeat steps 3, 6, and 7.

**NOTE****If you cannot edit or delete a group key**

If you attempt to edit or delete a group key in the following situations, a warning message will appear and editing/deletion will not be possible.

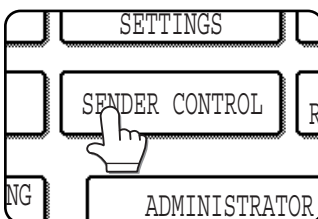
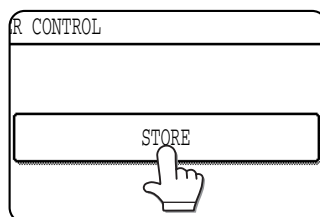
- The one-touch key you wish to change or delete is currently being used for transmission or is used in a currently stored transmission job.
- The group key is included in a program.

If the key is being used for a current transmission or currently stored transmission, cancel the transmission or wait until it is completed and then edit or delete the key. If the key is included in a program, delete the key from the program and then edit or delete the key.

## STORING SENDER INFORMATION

Use this procedure to store the sender information (sender name and e-mail address) that is displayed when the recipient receives your e-mail. Information for up to 999\*<sup>1</sup> (500\*<sup>2</sup>) different senders can be stored. Select a sender from the stored senders using the touch panel of the machine when you send an image ([page 2-3](#)). The selected sender appears in the sender column of the recipient's e-mail software program.

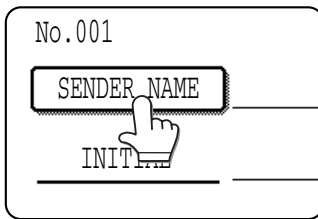
If you prefer to store sender information from the Web page, refer to [page 1-10](#).

**1 Press the [SYSTEM SETTINGS] key.****2 Touch the [SENDER CONTROL] key.****3 Touch the [STORE] key.**

\*1 On the MX-M350N/450N, or on a model with the network expansion kit (with hard drive) installed

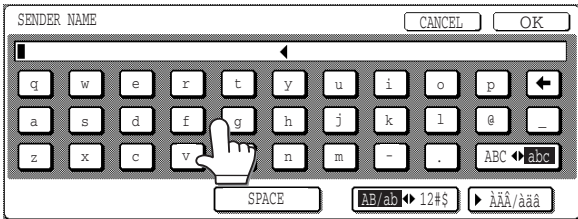
\*2 Without the network expansion kit (with hard drive)

**4 Touch the [SENDER NAME] key.**



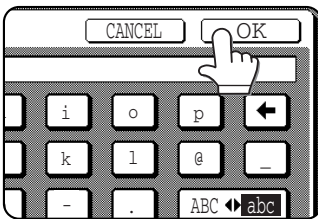
The "No." that automatically appears is the lowest number from 001 to 999\*1 (500\*2) that has not yet been programmed. When [SENDER NAME] is touched, the letter-entry screen appears.

**5 Enter the sender name.**

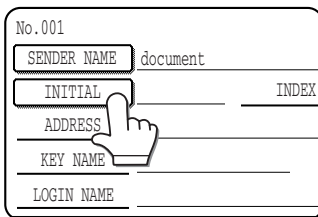


Enter up to 36 characters for the name.

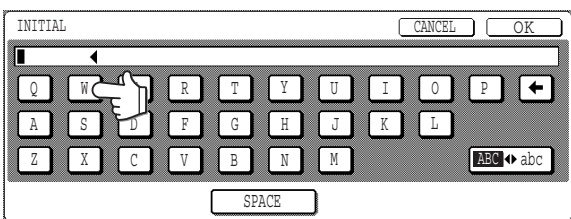
**6 Touch the [OK] key.**




**7 Touch the [INITIAL] key.**

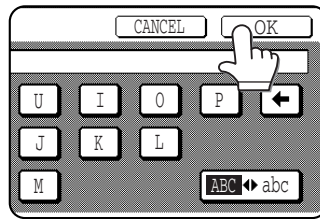


**8 Touch a letter key.**

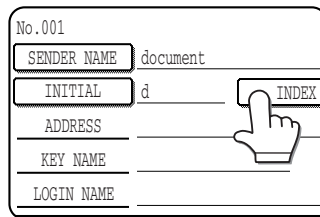


Up to 10 search characters can be entered. If you make a mistake, touch the  key to delete the mistake and then enter the correct character.

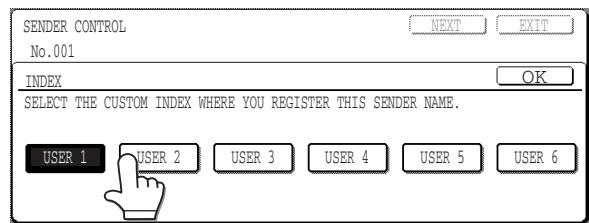
**9 Touch the [OK] key.**



**10 Touch the [INDEX] key.**

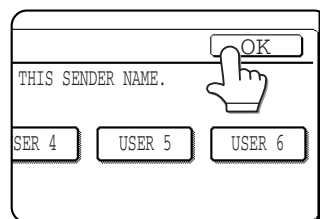


**11 Touch an index key.**

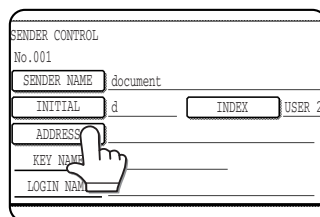


Select one of the six keys ([USER 1] through [USER 6]) to determine the location of the one-touch key when the GROUP index is displayed instead of the ABC index. If you touch a wrong key, simply touch the correct key.

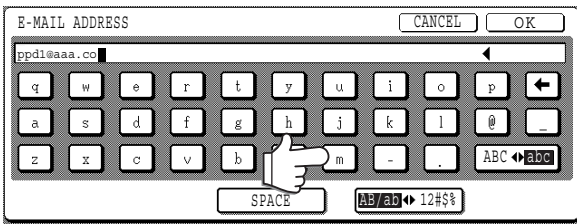
**12 Touch the [OK] key.**



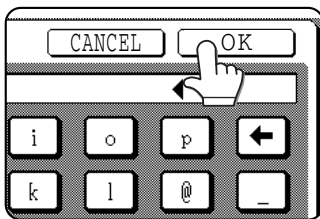
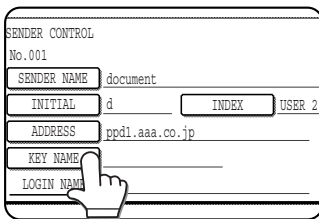
**13 Touch the [ADDRESS] key.**



\*1 On the MX-M350N/450N, or on a model with the network expansion kit (with hard drive) installed  
 \*2 Without the network expansion kit (with hard drive)

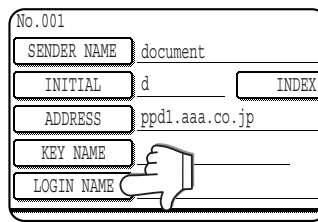
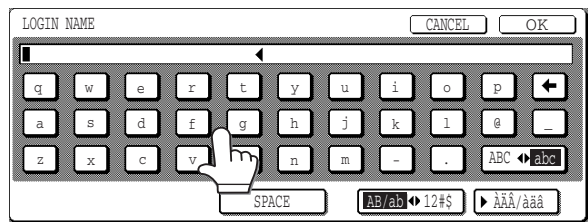
**14** Enter the e-mail address of the sender.

Up to 64 characters can be entered.  
If you make a mistake, touch the key to move the cursor (■) back one space and then enter the correct character.

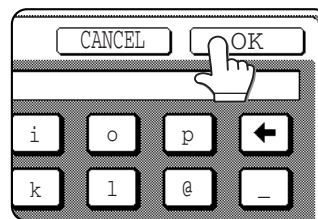
**15** Touch the [OK] key.**16** Check the key name.

The characters appearing next to the [KEY NAME] key will be displayed in the key. Only the first 18 characters will be displayed.

If you need to change the name that will be displayed in the key, touch the [KEY NAME] key.  
If you do not wish to change the name, this step is not necessary.

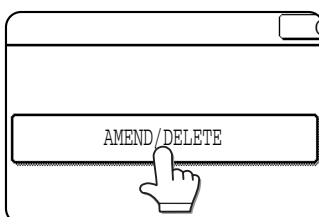
**17** Touch the [LOGIN NAME] key.**18** Enter the login name.

Up to 32 characters can be entered.  
If you make a mistake, touch the key to move the cursor (■) back one space and then enter the correct character.

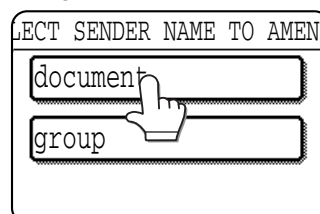
**19** Touch the [OK] key.**20** If you have finished storing senders, touch the [EXIT] key. If you wish to store another sender, touch the [NEXT] key.

## EDITING AND DELETING SENDER INFORMATION

Use this procedure when you need to edit sender information or delete a sender.

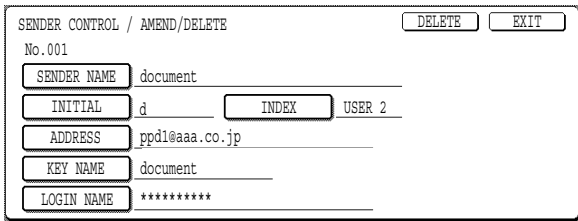
**1** Perform steps 1 and 2 of "STORING SENDER INFORMATION" on [page 6-7](#).**2** Touch the [AMEND/DELETE] key.

The stored senders appear.

**3** Touch the one-touch key of the sender that you wish to edit or delete.

The edition/deletion screen of the touched sender appears.

#### 4 Edit or delete the sender.



Edit sender information in the same way that you stored it. When finished, touch the [EXIT] key to return to the screen of step 3.

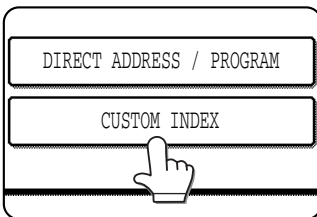
To delete the sender, touch the [DELETE] key. A message appears asking you to confirm your selection. Touch the [YES] key to delete the sender and return to the screen of step 3.

## STORING A GROUP INDEX

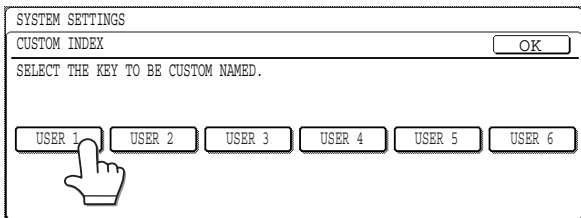
You can assign any name up to 6 characters long to each of the USER indexes ([USER 1] to [USER 6]). To perform this procedure from the Web page, refer to [page 1-8](#).

**1** Press the [SYSTEM SETTINGS] key, and then touch the [ADDRESS CONTROL] key (refer to steps 1 and 2 on [page 6-2](#)).

**2** Touch the [CUSTOM INDEX] key.



**3** Touch an index key ([USER 1] to [USER 6]).



You can enter a name for the selected index. When touched, the letter entry screen appears.

**4** Enter a maximum of 6 characters for the index name.

Use the key to clear the displayed name and then enter the desired name.

When finished, touch the [OK] key. The new name appears in the screen of step 3.

**5** If you wish to program another index name, repeat steps 3 and 4.

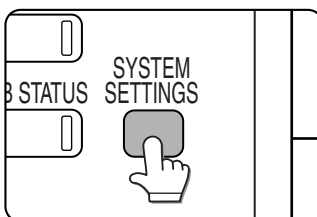
**When finished, touch the [OK] key.**

To edit a user index name, re-enter the name as explained in steps 3 and 4.

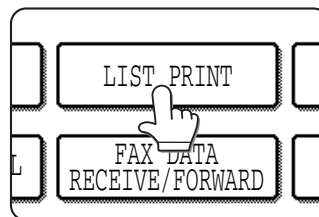
## PRINTING PROGRAMMED INFORMATION

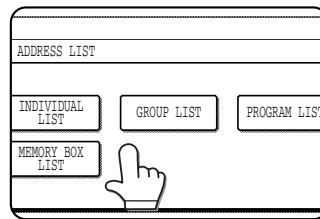
You can print out lists of the one-touch keys, group keys and programs that have been stored in the machine.

**1** Press the [SYSTEM SETTINGS] key.



**2** Touch the [LIST PRINT] key.



**3** Touch the [SENDING ADDRESS LIST] key.**4** Touch the key of the list you wish to print.

[INDIVIDUAL LIST PROCESSING PRINT DATA.] appears in the message display and printing begins. To cancel printing, touch the [CANCEL] key.

**NOTES**

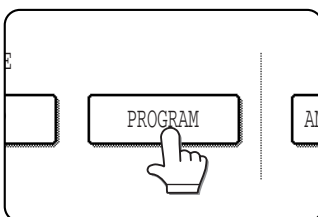
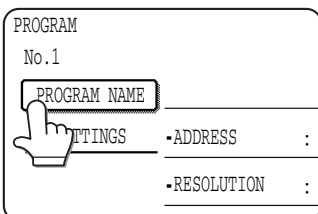
- The list is printed before other print jobs waiting to be printed.
- If you attempt to print a list when no data exists, a warning message will appear.

**STORING A PROGRAM**

You can store a destination address, erase, dual page scan, 2in1, card shot, and resolution and exposure settings in a program. This enables you to call up the program and perform the transmission by means of a simplified operation. (See "USING A PROGRAM" on [page 3-3](#).)

**NOTE**

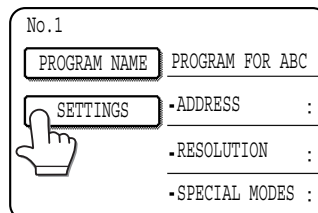
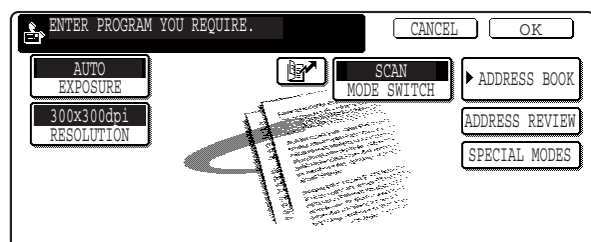
A timer setting ([page 3-6](#)) cannot be included in a program.

**1** Press the [SYSTEM SETTINGS] key, touch the [ADDRESS CONTROL] key, and then touch the [DIRECT ADDRESS/PROGRAM] key (refer to steps 1 to 3 on [page 6-2](#)).**2** Touch the [PROGRAM] key.**3** Touch the [PROGRAM NAME] key.

The "No." that automatically appears is the lowest number from 1 to 8 that has not yet been programmed. When the [PROGRAM NAME] key is touched,

the letter-entry screen appears. Enter up to 18 characters for the name.

Refer to page 7-29 of the operation manual (for general information and copier operation) for the procedure for entering letters.

**4** Touch the [SETTINGS] key.**5** Touch the keys for the settings you wish to store.

For the detailed procedures for each of the settings, refer to the explanations of those features on the following pages.

[RESOLUTION] ([page 2-18](#))

[EXPOSURE] ([page 2-18](#))

[ADDRESS BOOK] ([page 1-12](#))

[SPECIAL MODES]


● ERASE ([page 3-4](#))

● DUAL PAGE SCAN ([page 3-5](#))

● 2in1 ([page 3-7](#))

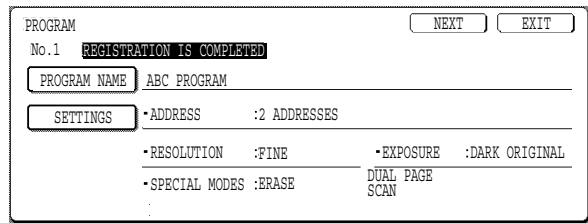
● CARD SHOT ([page 3-8](#))

**NOTE**

Up to 500\*1 (300\*2) destinations can be stored in a program. (If a Scan to Network Folder is selected as the destination, only one destination can be stored.) Destinations can be entered using one-touch keys, group keys, and  (Quick) key.

**6** Touch the [OK] key.

**7** Your settings are displayed. Make sure they are correct.



**8** When you are finished, touch the [EXIT] key.

If you wish to store another program, touch the [NEXT] key.

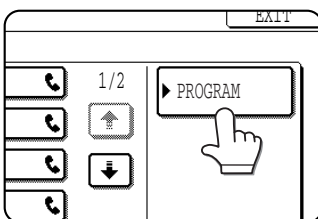
Touching the [EXIT] key returns you to the screen of step 2.

Touching the [NEXT] key returns you to the screen of step 3.

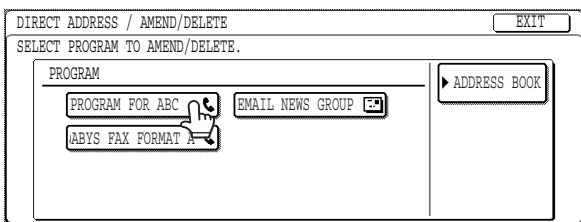
## EDITING AND DELETING PROGRAMS

To edit or delete a previously stored program, touch the [AMEND/DELETE] key in the screen of step 2 of "Storing a program" on the [previous page](#), and then follow these steps.

**1** Touch the [PROGRAM] key.



**2** Touch the program you wish to edit or delete.



- When you touch the program name, the edit/delete screen for the selected program appears.
- Touching the [ADDRESS BOOK] key returns you to the screen of step 1.

**3** To edit the program, follow the same procedure as for storing the program. To delete the program, touch the [DELETE] key and then touch the [YES] key in the confirmation screen that appears.

\*1 On the MX-M350N/450N, or on a model with the network expansion kit (with hard drive) installed

\*2 Without the network expansion kit (with hard drive)



# CHAPTER 7

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## TROUBLESHOOTING

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This chapter provides solutions to commonly encountered problems. Be sure to read this chapter if you experience difficulty while using the machine.

	Page
TROUBLESHOOTING .....	7-2
• IF YOUR E-MAIL IS RETURNED .....	7-3
• IF A TRANSMISSION ERROR OCCURS.....	7-3
• CHECKING THE IP ADDRESS .....	7-4
• IMPORTANT POINTS WHEN USING SCAN TO E-MAIL.....	7-5



# TROUBLESHOOTING

If a problem or question arises, try to solve the situation using the following information before contacting your authorised SHARP dealer.

---

## The image cannot be scanned.

Cause: The original is loaded upside down.  
Solution: Place the original face down.

---

## A moiré (stripe pattern) appears on the scanned image.

Cause: A slight amount of moiré sometimes appears when printed matter is scanned.  
Solution: If you are using the document glass, try shifting the position and/or angle of the original on the document glass.

---

## The scanned image is fuzzy or has smudges.

Cause: The document glass or the underside of the document cover is dirty.  
Solution: To clean the document glass and the underside of the document cover, see page 6-2 of the operation manual (for general information and copier operation).

---

## The scanned image is clipped.

Cause: The set original scanning size is smaller than the actual original size.  
Solution: Set the actual original size. ([page 2-15](#))  
If you have intentionally set a smaller size than the actual original size, place the original taking into account the guides for the set original size. For example, when scanning an A4 (8-1/2" x 11") original using a B5 (5-1/2" x 8-1/2") setting, align the original using the scale at the left edge to fit the area you wish to scan into the B5 (5-1/2" x 8-1/2") scanning area.

---

## The scanned image is upside down or on its side.

Cause: The original was not placed in the correct orientation.  
Solution: Place the original in the correct orientation. (Refer to page 4-4 of the operation manual (for general information and copier operation).)

---

## You wish to rotate the scanned image 90°.

Cause: The orientation of the placed document cannot be changed.  
Solution: Use the "ROTATE THE IMAGE 90 DEGREES" checkbox. ([page 2-15](#))

---

## The scanned image range is on the opposite side of the selected image range.

Cause: The original was placed with the left and right sides reversed.  
Solution: Place the original in the correct orientation. (Refer to page 4-4 of the operation manual (for general information and copier operation).)

---

## The received image data cannot be opened.

Cause: The viewer program used by the recipient does not support the format of the received image data.  
Solution: Try selecting a different file type (TIFF or PDF) and/or a different compression format (NONE, MH (G3), or MMR (G4)) when sending the image data. (Refer to [page 2-19](#).)  
Otherwise, open to use Sharpdesk or a viewer program that supports the above combinations of file types and compression formats.

---

### The recipient does not receive transmitted data.

Cause: An incorrect destination was selected.

Otherwise, there is a mistake in the information stored for the destination (e-mail address or FTP server information).

Solution: Select the correct destination and make sure the correct information is stored for the destination. (Refer to [page 1-8](#).)

\* If delivery by e-mail (Scan to E-mail) is unsuccessful, an error message such as "Undelivered Message" may be sent to the designated administrator's e-mail address. This information may help you determine the cause of the problem.

---

### The recipient does not receive data sent by e-mail (Scan to E-mail).

Cause: A limit has been set in the "Maximum size of data attachments" of the administrator setting for the maximum size of an image file that can be sent using Scan to E-mail (the initial setting is UNLIMITED).

Solution: The limit can be set from 1 MB to 10 MB in the administrator setting. Consult your administrator and select a suitable limit.

Cause: The amount of data that can be sent in one e-mail transmission is sometimes limited by the administrator of the mail server. Even if the amount of data sent is within the limit setting explained above, if it exceeds the limit set by the administrator of the mail server, the data will not be delivered to the recipient.

Solution: Decrease the amount of data sent in the e-mail transmission (reduce the number of pages scanned). (Ask your mail server administrator what the data limit is for one e-mail transmission.) (Refer to [page 7-5](#).)

---

### Transmission takes a long time.

Cause: When there is a large amount of image information, the data file is also large and transmission takes a long time.

Solution: In order to select resolution and data compression settings that are suited to the purpose of transmission and create image data that is well-balanced in terms of resolution and file size, pay attention to the following points:

#### Resolution

The default setting is "300x300dpi" (SCAN mode) or "STANDARD" (INTERNET-FAX mode). If the original does not contain photographs, illustrations, or other halftone images, "300x300dpi" or "STANDARD" mode will give you a more workable scanned image. Other resolution modes should only be selected when the original includes a photograph and you want to give priority to the quality of the photograph. Note that these modes will produce a larger file size than "300x300dpi" or "STANDARD".

## IF YOUR E-MAIL IS RETURNED

If a Scan to E-mail is not successfully transmitted, an e-mail informing you of this fact is sent to the sender selected at the time of transmission. If this happens, read the e-mail and determine the cause of the error, and then repeat the transmission.

## IF A TRANSMISSION ERROR OCCURS

If a transmission error occurs when you send a scanned image, a message informing you of the error and an error code will appear in the touch panel on the machine.

■ Error Code Table

Error Code	Description of the Error
CE-01	The network interface card is out of order.
CE-02	Cannot find the specified mail server or FTP server.
CE-03	The server was down during the scanning of the original.
CE-04	An invalid account name or password for the FTP server has been entered.
CE-05	An invalid directory of the FTP server has been entered.
CE-06	Cannot find the specified mail server (POP3 server).
CE-07	The account name or password for the POP3 server is invalid.
CE-08	The POP3 server was down during communication.
CE-00	An error other than the above has occurred.

## CHECKING THE IP ADDRESS

There are two ways to check the IP address:

**1. Using [LIST PRINT] in [SYSTEM SETTINGS] in the operation panel**

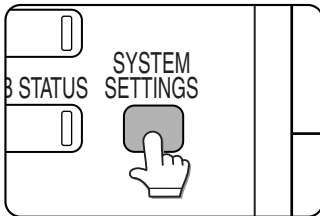
Select ALL CUSTOM SETTING LIST to print a list of the machine settings. The IP address that has been set for the machine can be found in this list. Follow the procedure below to check the IP address using ALL CUSTOM SETTING LIST.

**2. Using the administrator settings**

The IP address can be verified using the administrator settings. To use this procedure, consult your administrator.

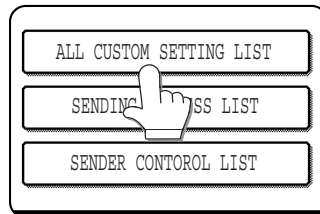
■ Checking the IP address from the [SYSTEM SETTINGS] screen of the operation panel

**1 Press the [SYSTEM SETTINGS] key.**

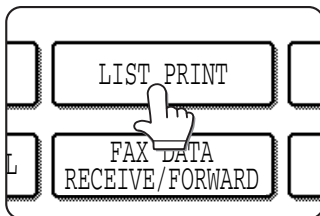


The system setting menu screen will appear.

**3 Touch the [ALL CUSTOM SETTING LIST] key.**



**2 Touch the [LIST PRINT] key.**



# IMPORTANT POINTS WHEN USING SCAN TO E-MAIL

Be very careful not to send image data files that are too large.

Your mail server's system administrator may have placed a limit on the amount of data that can be sent in one e-mail transmission. If this limit is exceeded, the e-mail will not be delivered to the recipient. Even if there is no limit and your e-mail is successfully delivered, a large data file may take a long time to be received and place a heavy burden on the recipient's network, depending on the recipient's network (Internet) connection environment.

If large image data files are repeatedly sent, the resulting burden on the network may slow down the speed of other, unrelated data transmissions and in some cases, may even cause the mail server or network to go down.

The images shown below will produce the file sizes shown below when scanned as A4 (8-1/2" x 11") size originals:

Resolution	File size of text original A when scanned	File size of photo original B when scanned
[200x200dpi]	Approx. 21 KB (TIFF MMR (G4) format)	Approx. 260 KB (TIFF MMR (G4) format)
[600x600dpi]	Approx. 74 KB (TIFF MMR (G4) format)	Approx. 2300 KB (TIFF MMR (G4) format)

If multiple images are scanned, the file size will be approximately (Size of each image as indicated above) x (Number of images scanned).

Although the actual limitation depends on your network environment, a general guideline for the maximum file size for Scan to E-mail is 2000 KB. In cases where you need to send multiple documents, try such measures as lowering the resolution mode.

## Original image samples

The original images shown below are samples to help you understand the above explanations. Note that these images are smaller than the actual originals (the actual originals are A4 (8-1/2" x 11") size).

Text original A

Photo original B





# CHAPTER 8

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## ADMINISTRATOR SETTINGS

---

This chapter explains how to use the administrator settings that are related to the network scanner and Internet fax functions. Administrators should read this chapter well to ensure correct use of the settings.

	Page
ADMINISTRATOR SETTINGS .....	8-2
• ADMINISTRATOR SETTING LIST .....	8-2
• USING THE ADMINISTRATOR SETTINGS .....	8-2
• ABOUT THE SETTINGS .....	8-4
• PRINTING OUT SETTINGS .....	8-10

# ADMINISTRATOR SETTINGS

This chapter explains administrator settings for the network scanner and Internet fax functions. For information on general administrator settings and administrator settings for the copy and document filing functions, see the administrator settings guide.

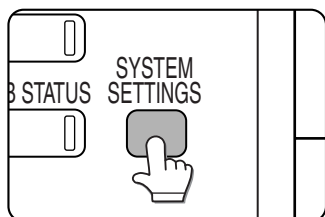
## ADMINISTRATOR SETTING LIST

Setting name	Page	I-Fax settings	
Operation settings		I-Fax default settings	
<a href="#">Default display settings</a>	8-4	<a href="#">Set I-Fax own name and address</a>	8-6
<a href="#">The number of direct address/sender keys displayed setting</a>	8-4	<a href="#">I-Fax speaker volume settings</a>	8-6
<a href="#">Must input next address key at broadcast setting</a>	8-4	<a href="#">Auto wake up print</a>	8-6
<a href="#">The number of file name/subject keys displayed setting</a>	8-4	<a href="#">Original print on transaction report</a>	8-6
<a href="#">Initial resolution setting</a>	8-4	<a href="#">Transaction report print select setting</a>	8-6
<a href="#">Scan complete sound setting</a>	8-5	<a href="#">Activity report print select setting</a>	8-7
<a href="#">Default exposure settings</a>	8-5	<a href="#">Body text print select setting</a>	8-7
Scan settings		I-Fax send settings	
<a href="#">Default sender set</a>	8-5	<a href="#">I-Fax reception report on/off setting</a>	8-7
<a href="#">Compression mode at broadcasting</a>	8-5	<a href="#">I-Fax reception report request timeout setting</a>	8-7
<a href="#">Initial file format setting</a>	8-5	<a href="#">Rotation sending setting</a>	8-7
<a href="#">Maximum size of data attachments</a>	8-5	<a href="#">Printing page number at receiver</a>	8-8
<a href="#">BCC setting</a>	8-5	<a href="#">Maximum size of data attachments</a>	8-8
		<a href="#">Number of resend times at reception error</a>	8-8
		I-Fax receive settings	
		<a href="#">Auto receive reduce setting</a>	8-8
		<a href="#">Reception check interval setting</a>	8-8
		<a href="#">Duplex reception setting</a>	8-9
		<a href="#">Print style setting</a>	8-9
		<a href="#">Set address for data forwarding</a>	8-9
		<a href="#">POP3 communication timeout setting</a>	8-9
		<a href="#">I-Fax output tray setting</a>	8-9
		<a href="#">Anti junk mail/domain name setting</a>	8-9

## USING THE ADMINISTRATOR SETTINGS

Follow the steps below to use the administrator settings.

- 1 Press the [SYSTEM SETTINGS] key.

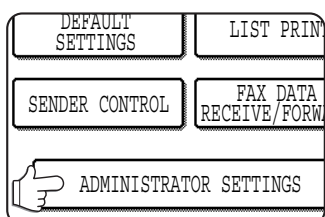


- 3 Use the numeric keys to enter the five-digit administrator password.

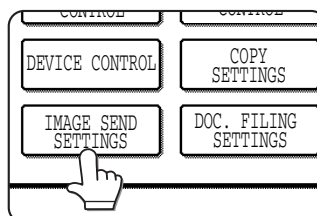


For the factory default setting for the administrator password, see page 2 of the administrator settings guide.

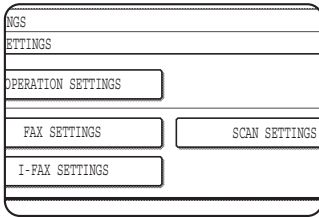
- 2 Touch the [ADMINISTRATOR SETTINGS] key.



- 4 Touch the [IMAGE SEND SETTINGS] key.



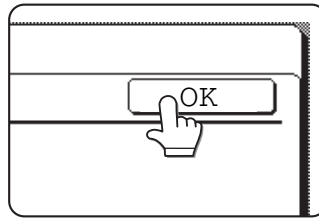
**5** Touch the [OPERATION SETTINGS] key, the [SCAN SETTINGS] key or the [I-FAX SETTINGS] key, depending on the setting you wish to use.



**6** Make desired settings for the selected program.

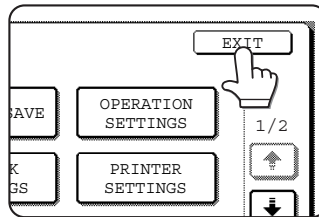
Select the desired setting from among the settings listed on the [previous page](#). Detailed descriptions for settings start on the [next page](#).

**7** Touch the [OK] key to return to the screen of step 5.



If you wish to use another setting, touch the key for that setting in the screen of step 5.

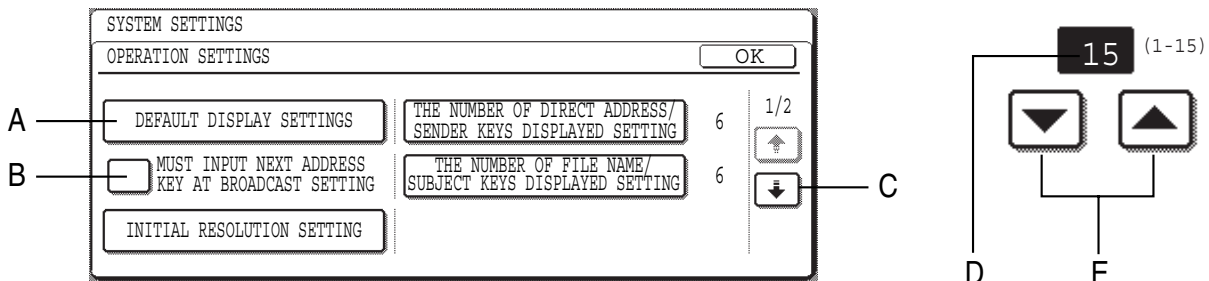
**8** Touch the [EXIT] key to exit the setting.



Exit the administrator settings.

### Supplementary explanation of key operation for administrator settings

These keys and indicator are available on setting screens that require the entry of numerical values.



- A The name of the setting category or particular item to be set will appear on the touch key. The displayed item is selected by touching the key.
- B Check mark boxes are touch keys that show the status of selections. A box with a check mark means the function is "on" (enabled) and an unchecked box means the function is "off" (disabled). The on/off status changes each time the box is touched.
- C If the settings continue on the following screen(s), touch the and keys to move back and forth through the screens. To return to the category selection screen, touch the [OK] key.
- D The currently set numerical value is displayed.
- E Numerical values can be set by touching the and keys.



## ABOUT THE SETTINGS

This chapter explains settings for the network scanner and Internet fax functions that are configured by the administrator of the machine. For information on general administrator settings and administrator settings for the copy and document filing functions, see the administrator settings guide. For information on special settings for the printer and fax functions, see the manuals for those functions.

### Operation settings

The following items are available:

- [Default display settings](#)
- [The number of direct address/sender keys displayed setting](#)
- [Must input next address key at broadcast setting](#)
- [The number of file name/subject keys displayed setting](#)
- [Initial resolution setting](#)
- [Scan complete sound setting](#)
- [Default exposure settings](#)

### Default display settings

You can select the initial display that appears when you press the [IMAGE SEND] key to change to image send mode or when you press the [CA] key in image send mode. Normally the initial display is set to the Condition setting screen (SCAN mode or FAX mode if the facsimile feature is installed).

The following five selections are available:

- Address book (ABC)
- Address book (Group)
- Fax (if the facsimile feature is installed)
- Scan (if the scan feature is installed)
- Internet-Fax (if the Internet-Fax feature is installed)

When an address book (ABC or Group) is selected, the selected index of that address book ([page 1-12](#)) is set as the initial screen.

When [SWITCH AUTOMATICALLY TO COPY MODE SCREEN] is selected, the display will automatically switch to the copy mode screen if no action is taken in the fax / image send mode screen for 20 seconds.

### The number of direct address/sender keys displayed setting

The number of one-touch keys displayed in each address book screen can be changed from 6 (the normal setting) to 9.

Touch [6] or [9] to select the desired number.

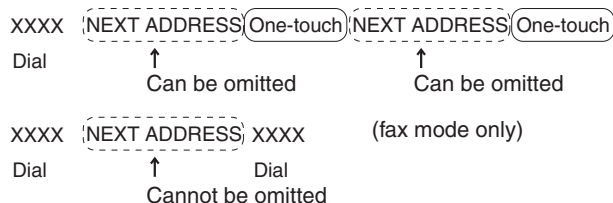
#### NOTE

For the key name that appears in each one-touch key, a maximum of 18 characters can appear when the number of one-touch keys displayed is set to 6. A maximum of 10 characters can appear when the number of one-touch keys displayed is set to 9.

### Must input next address key at broadcast setting

You can select whether the [NEXT ADDRESS] key must be touched before entering the next destination when performing a broadcast transmission ([page 2-13](#)). Normally the machine is set so that touching the [NEXT ADDRESS] key can be omitted except when the numeric keys are used to enter one full fax number after another full fax number in the fax mode.

#### Example: Normal setting (factory setting)



If the box is checked, it will no longer be possible to omit the [NEXT ADDRESS] key as shown in the above example. Even if the next destination to be entered is a one-touch key, the [NEXT ADDRESS] key must be touched before the one-touch key can be entered. If an operator attempts to enter the next destination without touching the [NEXT ADDRESS] key, an alarm will sound.

### The number of file name/subject keys displayed setting

This setting is used to select the number of file name / subject keys that are displayed in the screen. The number of keys can be set to 3 or 6. Touch 3 or 6 to select the desired number.

### Initial resolution setting

This is used to change the default resolution setting for transmission in network scanner mode. The default resolution is initially set to "300x300dpi" (SCAN mode) or "STANDARD" (INTERNET-FAX mode). To change the setting, touch the desired resolution key.

#### 1 Select the transmission method to be used (such as Scan or Internet-Fax).

If you wish to use the stored image setting as the default setting when transmitting an image that was stored with the document filing function, check the [APPLY THE RESOLUTION SET WHEN STORED] box on this screen.

#### 2 Touch the desired resolution key.

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

### Scan complete sound setting

This setting is used to set the volume of the beep sound that informs you that the original has been scanned. Two volume levels are available, or the beep can be turned off.

### Default exposure settings

This setting is used to set the default exposure level for scanning originals in fax / image send mode. This setting is initially set to "AUTO". If changed to "MANUAL", the exposure level can be adjusted to five levels. Level 1 is the lightest level and level 5 is the darkest level.

### Scan settings

The Scan settings can be changed as necessary to meet your needs.

The Scan settings are as follows:

- [Default sender set](#)
- [Compression mode at broadcasting](#)
- [Initial file format setting](#)
- [Maximum size of data attachments](#)
- [BCC setting](#)

### Default sender set

If you do not select a sender when performing a Scan to E-mail operation, the sender information stored with this setting is automatically used.

#### 1 Touch the [SENDER NAME] key and then enter the sender name.

The sender name entry screen appears. Up to 20 characters can be entered.

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

#### 3 Touch the [RE.ADDRESS] key and then enter the return address.

Up to 64 characters can be entered.

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

The entered return address appears. Check the address to make sure it is correct.

### Compression mode at broadcasting

This setting selects the compression mode for broadcasting using Scan to E-mail or Internet-Fax. The compression mode set here is used for all destinations regardless of their individual compression mode settings.

The initial setting is MH (G3).

### Initial file format setting

You can change the default file format (file type, compression mode, and file creation method) used when the e-mail address is entered manually for a Scan to E-mail transmission.

The initial settings are as follows:

- File type: PDF
- Compression mode: MMR(G4)
- "SPECIFIED PAGES PER FILE" checkbox: Not selected

### Maximum size of data attachments

A limit on the size of file attachments can be set to prevent the transmission of excessively large image files. If the size of the image file created by scanning the original exceeds the limit, the image file is discarded. The size limit for Scan to E-mail can be set from 1 MB to 10 MB in increments of 1 MB. One of four settings (50 MB, 150 MB, 300 MB, UNLIMITED) can be selected for the size limit for Scan to FTP, Scan to Desktop, and Scan to Network Folder. The default settings are UNLIMITED.

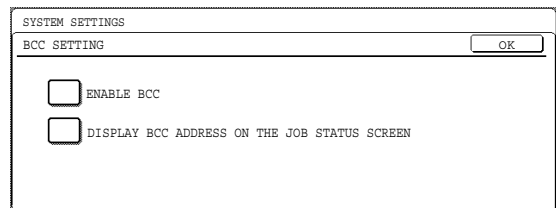
The Scan to E-mail setting is linked to "Maximum size of data attachments" ([page 8-8](#)) in the Internet fax settings.

#### NOTE

On models without a hard drive, even if an upper limit is set for Scan to FTP, Scan to Desktop, and Scan to Network Folder, scanned image data of size less than the limit may become corrupted, preventing transmission.

### BCC setting

When the [BCC SETTING] key is touched, the setting screen appears.



- Select the [ENABLE BCC] checkbox if you wish to use BCC delivery. When the checkbox is selected, the [BCC] key appears in the address screen.
- The [DISPLAY BCC ADDRESS ON THE JOB STATUS SCREEN] is initially not selected. When the checkbox is not selected, "\*\*BCC DESTINATION" appears in the list of destinations in the job status screen and the BCC destinations cannot be identified. When the checkbox is selected, the names of the destinations appear normally.

### I-Fax settings

#### I-Fax default settings

The default I-Fax settings can be changed as necessary to meet your Internet-Fax needs.

The default I-Fax settings are as follows:

- [Set I-Fax own name and address](#)
- [I-Fax speaker volume settings](#)
- [Auto wake up print](#)
- [Original print on transaction report](#)
- [Transaction report print select setting](#)
- [Activity report print select setting](#)
- [Body text print select setting](#)

### Set I-Fax own name and address

Use this setting to enter the address of the machine and the name of the user. The entered name and address are printed at the top of each Internet-fax page you send.

#### 1 Touch the [NAME] key and enter the name.

The name entry screen appears. Up to 40 characters can be entered for the name. Refer to page 7-29 of the operation manual (for general information and copier operation) for the procedure for entering characters.

#### 2 Touch the [OWN ADDRESS] key and enter the e-mail address.

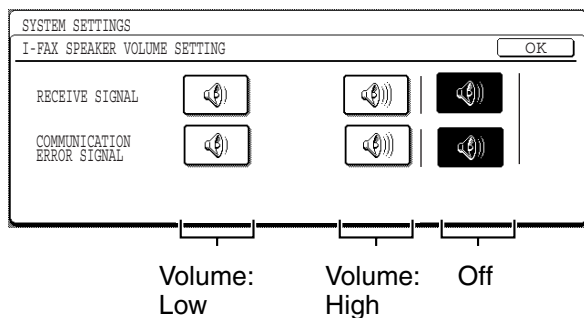
The address entry screen appears. Enter up to 56 characters for the e-mail address. If you make a mistake, press the [←] key and re-enter the correct character. Be sure to enter the name and address regardless of I-Fax reception report setting.

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

You will return to the I-FAX NAME AND OWN ADDRESS screen. The name and address you entered appear. Make sure they are correct.

### I-Fax speaker volume settings

This setting lets you adjust the volume of the Internet-fax receive signal and the communication error signal heard through the speaker. The receive sound is issued one time when Internet-Fax data is received and processing is complete. The communication error sound is issued when an I-Fax reception report indicating an error is received.



To change the volume, touch the desired volume key.

### Auto wake up print

Use this setting to select how the machine responds if an Internet-Fax is received when the power switch is turned off (the main power switch is turned on). Auto wake up print is normally turned on, which means that the machine automatically activates and prints the received Internet-Fax. If you turn off this setting, received Internet-Faxes will not be printed until the power switch is turned on.

### Original print on transaction report

This setting is used to have part of the first page of the Internet-Fax printed on the transaction report. This setting is used in conjunction with the transaction report print setting (at right), and is not effective when printing of the transaction report is disabled.

This setting is normally configured so that part of the fax is printed on the transaction report when a transmission is not successful.

### Transaction report print select setting

This setting is used to select the conditions for printing out Transaction Reports. Conditions can be selected for normal transmissions, broadcast transmissions, and receptions.

#### SINGLE SENDING

- PRINT OUT ALL REPORT
- PRINT OUT ERROR REPORT ONLY
- NO PRINTED REPORT

#### BROADCASTING

- PRINT OUT ALL REPORT
- PRINT OUT ERROR REPORT ONLY
- NO PRINTED REPORT

Touch the [↓] key to display the next setting. Select the print conditions for receptions.

#### RECEIVING

- PRINT OUT ALL REPORT
- PRINT OUT ERROR REPORT ONLY
- NO PRINTED REPORT

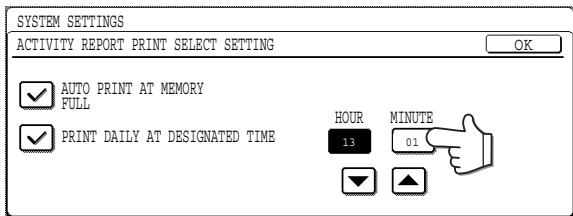
The normal settings are indicated by shading  above.

### Activity report print select setting

This setting is used to have the activity report stored in the machine's memory printed out at regular intervals.

You can choose to have the report automatically printed each time the number of stored transactions exceeds 99, or have the report printed at a specified time every day (only once per day). The report is normally set to not print out. Select "AUTO PRINT AT MEMORY FULL" to have the report automatically printed when the number of stored transactions (the combined total of transmissions and receptions) exceeds 99.

To have the report automatically printed at a specified time, check the "PRINT DAILY AT DESIGNATED TIME" box and then select the time with the "HOUR" and "MINUTE" keys that appear.



Touch the "HOUR" and "MINUTE" keys and then set the hour by touching the [DOWN] and [UP] keys. Set the minute in the same way. When finished, touch the [OK] key.

#### NOTES

- If you only select the PRINT DAILY AT DESIGNATED TIME setting and the number of recorded transactions exceeds 99 before the specified time, each new transaction will delete the oldest transaction (the oldest transaction will not be printed).
- The activity report can also be printed out on demand.

### Body text print select setting

With the Internet-Fax function, the image files attached to an e-mail are normally printed. This setting is used to specify whether the body text of e-mail is to be printed or not. Reception report e-mails are not printed regardless of the setting of this setting.

This setting is normally turned off (body text is not printed).

If this setting is turned on, up to five pages of body text of e-mail will be printed.

### I-Fax send settings

The I-Fax transmission settings allow you to adjust certain parameters for sending Internet-faxes to better suit your needs.

The I-Fax send settings are as follows:

- [I-Fax reception report on/off setting](#)
- [I-Fax reception report request timeout setting](#)
- [Rotation sending setting](#)
- [Printing page number at receiver](#)
- [Maximum size of data attachments](#)
- [Number of resend times at reception error](#)

### I-Fax reception report on/off setting

If the reception report function is enabled, a reception report is requested. Even if a destination is specified with the direct address input, a dialog message will appear asking whether you request the reception report.

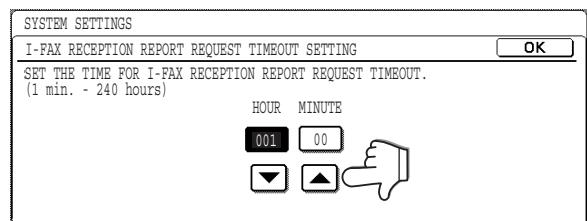
The setting is normally not turned on.

The reception report is returned to the address that was set using the administrator setting, "Set I-Fax own name and address" ([page 8-6](#)).

### I-Fax reception report request timeout setting

If the previous setting "I-Fax reception report on/off setting" is set, use this setting to set the time to receive the reception report. You can select a value from 1 minute to 240 hours in 1 minute increments.

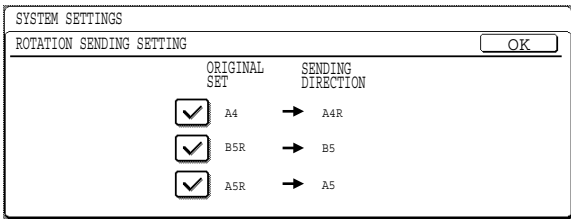
The default setting is one hour.



Touch the [HOUR] key and then set the hour by touching the [UP] and [DOWN] keys. Set the minute in the same way. When finished, touch the [OK] key.

### Rotation sending setting

When transmitting a document, this setting allows you to rotate a vertically oriented A4 (8-1/2"x11") document to a horizontal orientation (A4R (8-1/2" x11"R)), or rotate a B5R or A5R (5-1/2"x8-1/2"R) document to B5 or A5 (5-1/2"x8-1/2"). The setting is normally turned on, and documents are rotated counterclockwise. (A4R (8-1/2"x11"R) documents are not rotated.)



Rotation settings can be separately established for different document sizes. To turn off a rotation setting, touch the checkbox of the appropriate setting to remove the checkmark.

## Printing page number at receiver

This setting lets you select whether page numbers are printed at the top of Internet-Fax pages by the receiving machine. The normal setting is to have page numbers printed.

## Maximum size of data attachments

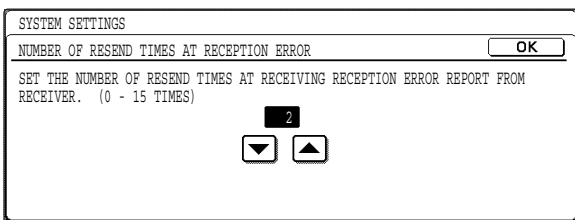
To prevent the size of image files transmitted by the Internet-Fax function from becoming too large, you can set a size limit.

If the size of the image file created by scanning the original exceeds the limit, the image file is discarded. The limit can be set from 1 MB to 10 MB in 1 MB increments. The initial setting is UNLIMITED.

If this setting is changed, the setting of "Maximum size of data attachments" of Scan settings will also be changed ([page 8-5](#)).

## Number of resend times at reception error

If the setting "I-Fax reception report on/off setting" is set, set the number of times to retry before an e-mail indicating Internet-Fax communication error is to be sent. The default setting is 2 times.



Use the or key to specify the number of times and then touch the [OK] key.

## I-Fax receive settings

The I-Fax reception settings allow you to adjust certain parameters for receiving Internet-Faxes to better suit your needs.

Settings that can be adjusted depend on the peripheral devices installed.

The I-Fax receive settings are as follows:

- [Auto receive reduce setting](#)
- [Reception check interval setting](#)
- [Duplex reception setting](#)
- [Print style setting](#)
- [Set address for data forwarding](#)
- [POP3 communication timeout setting](#)
- [I-Fax output tray setting](#)
- [Anti junk mail/domain name setting](#)

## Auto receive reduce setting

When you receive an Internet-Fax that includes the sender's name and number, the received image is slightly larger than the standard size. This setting lets you select whether to have the received image automatically reduced before printing to fit the standard size.

Normally automatic reduction is turned on.

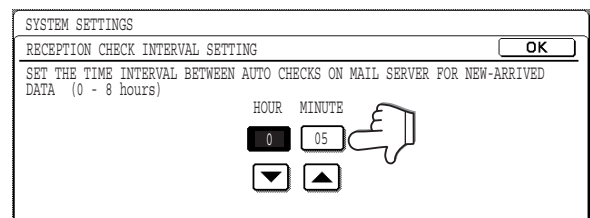
### NOTE

If you turn automatic reduction off, the overall printed image may be larger than the original and in some cases must be split onto two pages. However, the printed image of the original itself will be the same size as the original, and thus clearer.

## Reception check interval setting

This setting determines the interval at which the machine checks automatically to see if the mail (POP3) server has received new mail. After finding a new e-mail, the machine loads the data and prints it. The interval can be set from 0 minute to 8 hours in 1 minute increments. The default setting is 5 minutes.

If you set 0 minute, the machine does not check automatically for new e-mails.



Touch the [HOUR] key and then set the hour by touching the and keys. Set the minute in the same way. When finished, touch the [OK] key.

### NOTE

When the machine is turned on, the machine checks any new e-mail in the mail (POP3) server.



### Duplex reception setting

You can use this setting to select whether received documents are printed on both sides of the paper. Normally this setting is turned off. If turned on, received documents will be printed on both sides of the paper whenever the received document consists of two or more pages of the same paper size.

### Print style setting

This setting determines the selection condition for paper when printing received documents. Select one of the three conditions below. AUTO SIZE SELECT is normally selected.

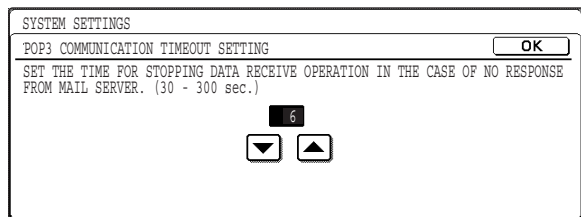
- PRINT ACTUAL SIZE CUT OFF DISABLED  
Each received image is printed at actual size without splitting the image onto multiple sheets of paper. If there is no paper available that is the same size as the image or greater, the entire document is temporarily stored in memory.
- PRINT ACTUAL SIZE CUT OFF ENABLED  
Each received image is printed at actual size. If necessary, the image is split onto multiple sheets of paper.
- AUTO SIZE SELECT  
Each received image is printed at actual size when possible. When not possible, the image is automatically reduced before printing.

### Set address for data forwarding

When a problem prevents the machine from printing a received Internet-Fax, the transfer function can be used to forward the received Internet-Fax to another machine. Use this setting to program the e-mail address of the destination machine. Only one e-mail address can be programmed (maximum of 64 digits). Touch the [FORWARDING TO] key and input the address.

### POP3 communication timeout setting

This setting determines the time the machine waits before cancelling data reception when the mail (POP3) server does not respond. The time can be set from 30 to 300 seconds in 30 second increments. The default setting is 60 seconds.



Set the time by touching the and keys and then touch the [OK] key.

### I-Fax output tray setting

This setting is used to select the output tray for received Internet-Faxes. The trays that can be selected will vary depending on what peripheral devices have been installed.

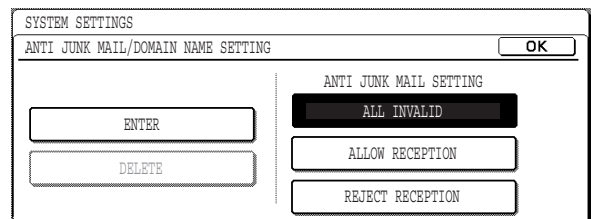
### Anti junk mail/domain name setting

This setting is used to enter addresses from which you wish to block I-Fax reception. Up to 50\*1 (30\*2) addresses can be entered.

This setting is normally disabled.  
To block reception from the entered addresses, touch the [REJECT RECEPTION] key.  
To allow reception from the entered addresses, touch the [ALLOW RECEPTION] key.  
To ignore entered addresses and allow reception from any addresses, touch the [ALL INVALID] key.

#### Entering anti junk mail/domain name

- 1 Touch the [ENTER] key.  
The address entry screen appears.



- 2 Enter the the e-mail address or domain name.  
Up to 64 digits can be entered.  
If the first letter is not "@", the string is regarded as an e-mail address. If the first letter is "@", the string is regarded as a domain name. (abc@aaa.co.jp is an e-mail address. @aaa.co.jp is a domain name.)

- 3 Touch the [OK] key.

#### Deleting an anti junk mail/domain name

- 1 Touch the [DELETE] key.  
The deletion screen will appear.
- 2 Touch the address key that you wish to delete.  
A message will appear. Touch the [YES] key to delete the number.  
To cancel the deletion, touch the [NO] key.

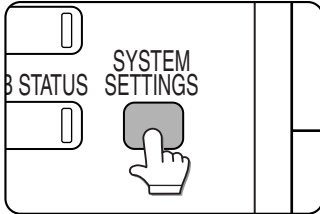
\*1 On the MX-M350N/450N, or on a model with the network expansion kit (with hard drive) installed

\*2 Without the network expansion kit (with hard drive)

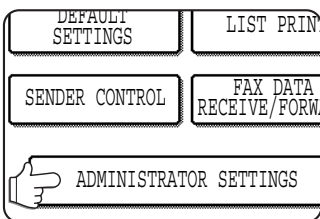
# PRINTING OUT SETTINGS

Settings established with the administrator settings can be verified by printing them out.

**1** Press the [SYSTEM SETTINGS] key.



**2** Touch the [ADMINISTRATOR SETTINGS] key.

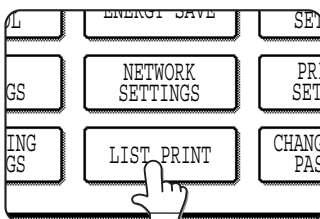


**3** Use the numeric keys to enter the five-digit administrator password.

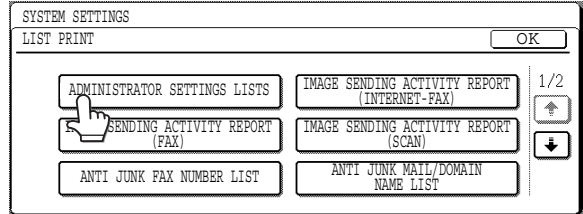


For the factory default setting for the administrator password, see page 2 of the administrator settings guide.

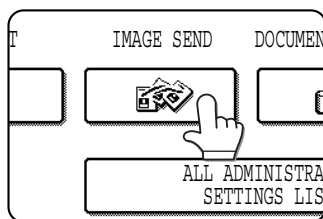
**4** Touch the [LIST PRINT] key.



**5** Touch the [ADMINISTRATOR SETTINGS LISTS] key.



**6** Touch the [IMAGE SEND] key.



"ADMINISTRATOR SETTINGS LIST PROCESSING PRINT DATA." appears in the message screen and printing begins. To cancel printing, touch the [CANCEL] key.

## NOTES

- The list is printed before other jobs waiting.
- In the screen of step 5, you can touch the [ANTI JUNK MAIL/DOMAIN NAME LIST] key to print the anti junk mail/domain name list. Print this list when you wish to check the entered addresses and domains. (See [page 8-9](#), "Anti junk mail/domain name setting")
- The [IMAGE SENDING ACTIVITY REPORT (INTERNET-FAX)] key or the [IMAGE SENDING ACTIVITY REPORT (SCAN)] key can be touched in the screen of step 5 to print an image sending activity report (send/receive). Print this report when you need to check communication activity. Print this list when you wish to check the activity. In addition, you can touch the [DOWN] key and the [WEB SETTINGS LIST] key to print the settings made in the administrator screen of the web page.
- The [DOWN] key can be touched in the screen of step 5 to show the [INBOUND ROUTING LIST] key. Print this list when you need to check the inbound routing settings. (See "FORWARDING RECEIVED INTERNET FAXES TO AN E-MAIL ADDRESS (INBOUND ROUTING SETTINGS)" on [page 4-5](#).)





# CHAPTER 9

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## APPENDIX

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This chapter provides detailed information on the specifications of the network scanner and Internet fax functions.

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# NETWORK SCANNER / INTERNET FAX SPECIFICATIONS

For information on power requirements, power consumption, dimensions, weight, and other specifications that are common to all features of the machine, refer to the operation manual (for general information and copier operation).

Maximum original size	A3 (11"x17")	
Two-sided originals	Possible	
Optical resolution	600dpi	
Output resolution	Scan: 200 x 200, 300 x 300, 400 x 400, 600 x 600dpi Internet-Fax: 200x100, 200x200, 200x400, 400x400, 600x600dpi	
Output modes	1bit/pixel	
Halftone processing	Error dispersion (200/300/400/600dpi)	
File format	Scan	File type: PDF/TIFF Compression mode: NONE/MH (G3)/MMR (G4)
	Internet-Fax	File type: TIFF-F Compression mode: MH(G3)/MMR(G4)
File creation method	Specified pages per file/One file for all pages	
Scan destinations	Scan to FTP Scan to Desktop, Scan to Network Folder Scan to E-mail, Internet-Fax	
Supported client PC operating systems	Windows 98/Windows Me/Windows NT Workstation 4.0 (Service Pack 6 or later)/Windows 2000 Professional/Windows XP Home Edition/Windows XP Professional/Windows Server 2003	
Management system	Uses built-in Web server	
Web browser	Internet Explorer 6.0 or higher (Windows), Netscape Navigator 7.0 or higher, Safari 1.2 or higher (Macintosh)	
Network protocol	TCP/IP	
LAN connectivity	10Base-T/100Base-TX	
Supported mail system	Mail servers supporting SMTP, POP3 compatible mail servers	
Number of destinations	999*1 (500*2) maximum*3	
Number of senders	999*1 (500*2) maximum	

\*1 On the MX-M350N/450N, or on a model with the network expansion kit (with hard drive) installed

\*2 Without the network expansion kit (with hard drive)

\*3 A total of 999\*1 (500\*2) destinations can be stored, including E-mail, FTP, Desktop, Network Folder, Fax, Internet-Fax and Group destinations. Among these, a combined total of 200\*1 (100\*2) Scan to FTP, Scan to Desktop, and Scan to Network Folder destinations can be stored.

**Some discrepancies may exist in the illustrations and content due to improvements to the machine.**

# NUMBER OF ITEMS THAT CAN BE STORED WHEN A HARD DRIVE IS INSTALLED, AND WHEN NOT INSTALLED

The number of destinations, senders, and other items that can be stored varies depending on whether or not a hard drive is installed.

See the table below.

Item	Models with hard drive installed	Models without hard drive installed
Number of storable destinations	999*1	500*2
Number of storable senders	999	500
Number of transmission reservations	94	47
Maximum number of broadcast transmissions	500	300
Number of addresses storable in groups	500	300
Number of addresses storable in programs	500	300
Number of storable reject reception addresses/domains	50	30

\*1 Among these, a combined total of 200 Scan to FTP, Scan to Desktop, and Scan to Network Folder destinations.

\*2 Among these, a combined total of 100 Scan to FTP, Scan to Desktop, and Scan to Network Folder destinations.

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