



KONICA MINOLTA

Giving Shape to Ideas

# **bizhub PRESS /**

## **1250/1052**

User's Guide Network Scanner



---

# Contents

## 1 Introduction

<b>1.1</b>	<b>Welcome .....</b>	<b>1-2</b>
1.1.1	Composition of User's Guide.....	1-2
1.1.2	User's Guide .....	1-3
<b>1.2</b>	<b>Conventions used in this manual .....</b>	<b>1-4</b>
1.2.1	Symbols used in this manual .....	1-4
1.2.2	Original and paper indications .....	1-5
<b>1.3</b>	<b>About this Manual .....</b>	<b>1-6</b>
1.3.1	Manual Composition.....	1-6
1.3.2	Conventions Used in this Manual .....	1-6
1.3.3	Utility Tools of This Product.....	1-7

## 2 Overview of the Scanning Features

<b>2.1</b>	<b>Overview of Features and Connection Modes .....</b>	<b>2-2</b>
<b>2.2</b>	<b>Scanning Features .....</b>	<b>2-3</b>
<b>2.3</b>	<b>Product Specifications .....</b>	<b>2-6</b>

## 3 Preparation for Use

<b>3.1</b>	<b>Control Panel Layout .....</b>	<b>3-2</b>
<b>3.2</b>	<b>How to Operate the Touch Panel .....</b>	<b>3-4</b>
<b>3.3</b>	<b>How to Input Characters .....</b>	<b>3-6</b>
<b>3.4</b>	<b>How to Search.....</b>	<b>3-7</b>
<b>3.5</b>	<b>Thumbnail .....</b>	<b>3-14</b>

## 4 About the STORE/RECALL functions

<b>4.1</b>	<b>Procedure of STORE/RECALL functions .....</b>	<b>4-2</b>
<b>4.2</b>	<b>Create a Personal Folder.....</b>	<b>4-3</b>
4.2.1	Creating a Personal Folder .....	4-3
<b>4.3</b>	<b>Create a User Box.....</b>	<b>4-7</b>
4.3.1	Create a User Box in Personal Folder.....	4-7
4.3.2	Create a User Box in Public Folder.....	4-11
<b>4.4</b>	<b>Import a scanned data.....</b>	<b>4-15</b>
4.4.1	Import to the Personal Folder User Box .....	4-15
4.4.2	Import to the Public Folder User Box .....	4-18
<b>4.5</b>	<b>Print Data .....</b>	<b>4-21</b>
4.5.1	Print data inside the Personal Folder.....	4-21
4.5.2	Print data inside the Public Folder .....	4-24
4.5.3	Output Operation Procedure .....	4-27
<b>4.6</b>	<b>Upload scanned data to FTP/SMB .....</b>	<b>4-28</b>
<b>4.7</b>	<b>Delete Folder/User Box .....</b>	<b>4-33</b>
4.7.1	Delete a Personal Folder.....	4-33
4.7.2	Delete a User Box in a Personal Folder .....	4-35
4.7.3	Delete a User Box in a Public Folder .....	4-37
<b>4.8</b>	<b>Create a User Box using PageScope Web Connection .....</b>	<b>4-39</b>

## 5 About the Network Scanner Features

<b>5.1</b>	<b>Overview of the Network Scanner Features.....</b>	<b>5-2</b>
<b>5.2</b>	<b>Send by an E-Mail .....</b>	<b>5-3</b>



5.2.1	Items to be configured.....	5-3
<b>5.3</b>	<b>Storing in Hard Disk.....</b>	<b>5-4</b>
5.3.1	Items to be configured.....	5-4
<b>5.4</b>	<b>Sending to the FTP Server .....</b>	<b>5-5</b>
5.4.1	Items to be configured.....	5-5
<b>5.5</b>	<b>Sending to the SMB Server .....</b>	<b>5-7</b>
5.5.1	Items to be configured.....	5-7
<b>5.6</b>	<b>Sending to a Group.....</b>	<b>5-8</b>
<b>5.7</b>	<b>The flow of operation of the Network Scanner .....</b>	<b>5-9</b>
<b>5.8</b>	<b>Sending Using Web Service (WS Scan) .....</b>	<b>5-10</b>
5.8.1	Settings required to use the Web service.....	5-10

## 6 Registering (Adding) an Address for the Network Scanner Features

<b>6.1</b>	<b>Registering (Adding) an Address.....</b>	<b>6-2</b>
<b>6.2</b>	<b>Registering an E-mail Address .....</b>	<b>6-4</b>
<b>6.3</b>	<b>Creating and Registering a User Box.....</b>	<b>6-6</b>
<b>6.4</b>	<b>Registering the FTP server.....</b>	<b>6-8</b>
<b>6.5</b>	<b>Registering the SMB Server.....</b>	<b>6-11</b>
<b>6.6</b>	<b>Registering a Group.....</b>	<b>6-14</b>
<b>6.7</b>	<b>Changing or Deleting an Address .....</b>	<b>6-17</b>

## 7 Using the Network Scanner Features

<b>7.1</b>	<b>Keys on the Select Addresses Screen.....</b>	<b>7-2</b>
<b>7.2</b>	<b>Transmission to an E-mail Address .....</b>	<b>7-4</b>
<b>7.3</b>	<b>Storing in the Hard Disk .....</b>	<b>7-9</b>
<b>7.4</b>	<b>Transmission to the FTP Server .....</b>	<b>7-14</b>
<b>7.5</b>	<b>Transmission to the SMB server .....</b>	<b>7-20</b>
<b>7.6</b>	<b>Transmission to a Group.....</b>	<b>7-31</b>
<b>7.7</b>	<b>Transmission Using Web Service (WS Scan) .....</b>	<b>7-33</b>
<b>7.8</b>	<b>About the Scan Setting Screen.....</b>	<b>7-35</b>
<b>7.9</b>	<b>Scan Setting in Controller .....</b>	<b>7-42</b>
7.9.1	Auto Delete Document.....	7-42
7.9.2	File Name .....	7-43
<b>7.10</b>	<b>Job List.....</b>	<b>7-44</b>
7.10.1	Displaying the Job List Screen .....	7-44

## 8 About a Secure Folder

<b>8.1</b>	<b>Creating a User Box (Secure Folder).....</b>	<b>8-2</b>
<b>8.2</b>	<b>Print a job in the Secure Folder .....</b>	<b>8-6</b>
<b>8.3</b>	<b>Delete a User Box in a Secure Folder .....</b>	<b>8-9</b>

## 9 Utility Menu screen

<b>9.1</b>	<b>Displaying the Utility Menu Screen .....</b>	<b>9-2</b>
<b>9.2</b>	<b>Scan Setting .....</b>	<b>9-3</b>
<b>9.3</b>	<b>E-mail Setting.....</b>	<b>9-6</b>

## 10 Troubleshooting

<b>10.1</b>	<b>Cannot connect to the scanner .....</b>	<b>10-2</b>
<b>10.2</b>	<b>When an Error Message Appears.....</b>	<b>10-3</b>



---

## 11 Appendix

11.1	Glossary .....	11-2
11.2	Index.....	11-4



# Introduction

# 1 Introduction

## 1.1 Welcome

Thank you for purchasing this machine.

This User's Guide describes the functions, operating instructions, precautions for correct operation, and simple troubleshooting guidelines of bizhub PRESS 1250/1052.

In order to obtain maximum performance from this product and use it effectively, please read this User's Guide as necessary.

### 1.1.1 Composition of User's Guide

Printed manuals	Overview
[User's Guide - Security]	This guide describes the security functions. Please read this guide for comprehension of how to use the Enhanced Security mode and detailed machine operation in Enhanced Security mode.
[Operation Quick Guide]	This guide mainly describes how to use frequently used functions. Please read this guide for quick comprehension of various features available on the machine.
[Safety Information]	This guide provides precautions and requests that should be followed to ensure safe usage of this machine. Please be sure to read this guide before using the machine.
User's guide CD manuals	Overview
[User's Guide - Copier]	This guide describes an outline of the machine and copy operations. <ul style="list-style-type: none"> <li>• Configuration and specifications of the main body and options</li> <li>• Turning on/off the machine</li> <li>• Paper information</li> <li>• Making a basic copy and setting procedures</li> <li>• Supplies and disposals</li> <li>• Application, Output Setting, and Job List</li> <li>• Troubleshooting</li> </ul>
[User's Guide - POD Administrator's Reference]	This guide provides you with detailed information on machine management and how to customize the machine according to your daily use. <ul style="list-style-type: none"> <li>• Tray Setting</li> <li>• Both Sides Adjust</li> <li>• Controller Setting</li> <li>• Adjustment, Utility Menu Screen</li> <li>• Network Setting</li> <li>• PageScope Web Connection</li> <li>• Web Utilities</li> </ul>
[User's Guide - Printer]	This guide describes the settings of the printer drivers and utility tools. <ul style="list-style-type: none"> <li>• PCL driver</li> <li>• PS Plug-in driver</li> <li>• PS PPD driver</li> <li>• PageScope Web Connection</li> </ul>

User's guide CD manuals	Overview
[User's Guide - Network Scanner]	This guide describes operations of the network scanner functions. <ul style="list-style-type: none"><li>• Saving on the HDD for main body/Outputting</li><li>• Sending via e-mail</li><li>• Saving on the HDD for controllers</li><li>• Sending to FTP server</li><li>• Sending to SMB server</li><li>• Sending to group</li></ul>
[Trademarks/Copyrights]	This guide describes trademarks, licenses, and copyrights concerning this machine. Please be sure to refer to this guide before using the machine.

## 1.1.2 User's Guide

This User's Guide is intended for users ranging from those using this machine for the first time to administrators.

It describes basic operations, functions that enable more convenient operations, maintenance procedures, simple troubleshooting operations, and various setting methods of this machine.

Note that basic technical knowledge about the product is required to enable users to perform maintenance work or troubleshooting operations. Limit your maintenance and troubleshooting operations to the areas explained in this manual.

Should you experience any problems, please contact our service representative.

## 1.2 Conventions used in this manual

### 1.2.1 Symbols used in this manual

Symbols are used in this manual to express various types of information.

The following describes each symbol related to correct and safe usage of this machine.

#### Safety Information

##### ⚠ WARNING

- This symbol indicates that a failure to heed the instructions may lead to death or serious injury.

##### ⚠ CAUTION

- This symbol indicates that negligence of the instructions may lead to mishandling that may cause injury or property damage.

##### **NOTICE**

*This symbol indicates a risk that may result in damage to this machine or originals. Follow the instructions to avoid property damage.*

#### Procedural instruction

- ✓ This check symbol indicates that it is a precondition for steps or information that you should be noted before performing the steps.

1 This format number "1" represents the first step.

2 This format number represents the order of serial steps.

- This symbol indicates a supplementary explanation of a procedural instruction.

The operation procedures are described using instruction.

- This symbol indicates transition of the control panel to access a desired menu item.



The relevant image is shown.



### Reference

*This symbol indicates a reference.*

*View the reference as required.*

### Key symbols

[ ]

Key names on the touch panel or computer screen, or a name of user's guide are indicated by these brackets.

**Bold text**

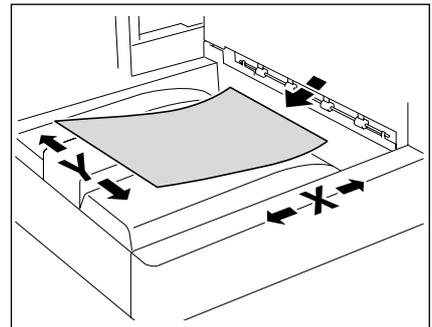
Key names on the control panel, part names, product names and option names are indicated in bold text.

## 1.2.2 Original and paper indications

### Paper size

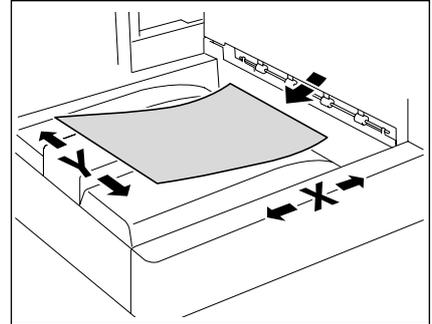
The following explains the indication for originals and paper described in this manual.

When indicating the original or paper size, the Y side represents the width and the X side the length.

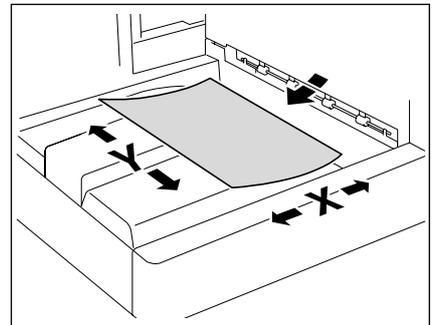


### Paper indication

☐ indicates the paper size with the length (X) being longer than the width (Y).



☐ indicates the paper size with the length (X) being shorter than the width (Y).



## 1.3 About this Manual

This manual is the User's Guide for bizhub PRESS 1250/1052 Network Scanner features.

This manual describes the features on the touch panel such as [RECALL] tab, [SCAN] tab and [STORE] tab.

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

### 1.3.1 Manual Composition

This manual is composed of the following 11 chapters:

Chapter 1: Introduction

This chapter describes this User's Guide.

Chapter 2: Overview of the Scanning Features

This chapter describes about overview of the Network Scanner features.

Chapter 3: Preparation for Use

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

Chapter 4: About the STORE/RECALL functions

This chapter describes Store/Recall functions.

Chapter 5: About the Network Scanner Features

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

Chapter 6: Registering (Adding) an Address for the Network Scanner Features

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

Chapter 7: Using the Network Scanner Features

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

Chapter 8: About a Secure Folder

This chapter describes about the Secure Folder.

Chapter 9: Utility Menu screen

This chapter describes how to set the Utility Menu screen.

Chapter 10: Troubleshooting

This chapter describes how to solve major problems on the Network Scanner features.

Chapter 11: Appendix

The glossary and index regarding the scanning features.

### 1.3.2 Conventions Used in this Manual

#### Notation of each product

The following abbreviations are used in this manual:

1	bizhub PRESS 1250/1052 Copier	Copier (or printing system)
2	Image Controller	Image Controller

### 1.3.3 Utility Tools of This Product

The utility tools used in the Network Scanner features are as follows. For more information on how to operate the utility tools, refer to the User's Guide for the each.

#### **HDD TWAIN Driver**

It is the driver to create a connection between a computer and the copier to retrieve a job from a controller HDD to the computer. It uses an application software compliant with TWAIN scanner driver. For more information, refer to the user's guide for the HDD TWAIN driver.

#### **TWAIN Driver (GUI Version)**

It is the driver to create a connection between a computer and the copier to retrieve the scanned data stored in the box to the computer. It uses an application software compliant with TWAIN scanner driver. For more information, refer to the user's guide for the TWAIN driver.

#### **TWAIN Driver (Non-GUI Version)**

It is the driver to create a connection between a computer and the copier to retrieve the scanned data stored in the box to the computer. It uses an application software compliant with TWAIN scanner driver. For more information, refer to the user's guide for the TWAIN driver.

#### **MEMO**

- Once you install the non-GUI version driver, in Acrobat 8/9, you can specify whether there is the GUI or not by selecting [Document] - [Scan to PDF...] - [Scanner Options] - [User Interface].

---



## **Overview of the Scanning Features**

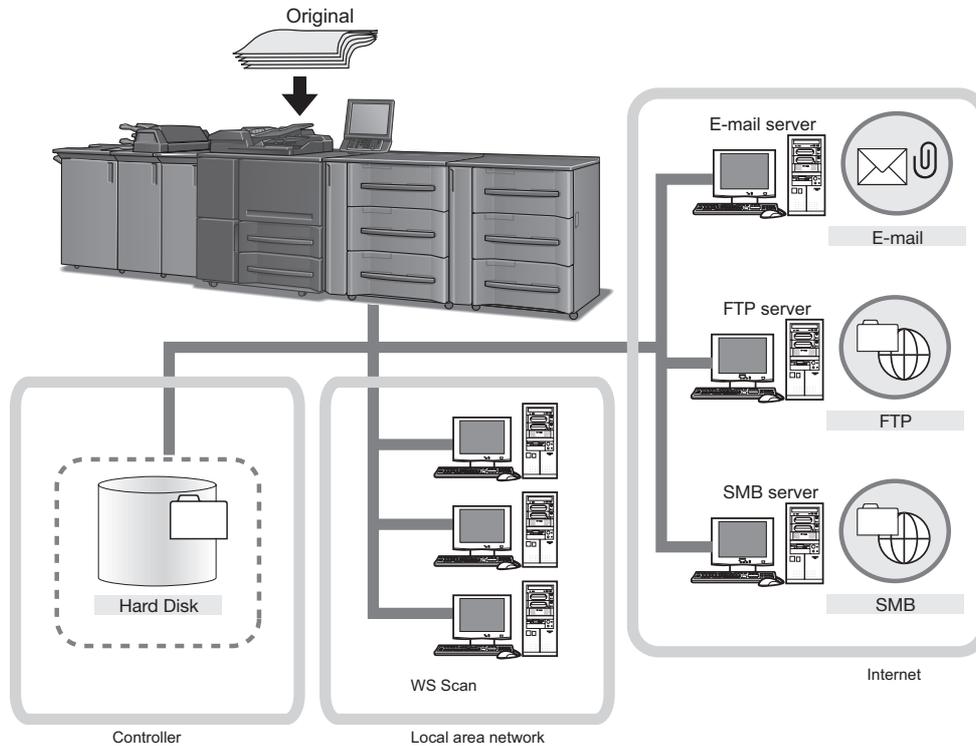
## 2 Overview of the Scanning Features

### 2.1 Overview of Features and Connection Modes

This machine has the Network Scanner features.

The image controller is required to use the network scanner features.

For more information, contact your service representative.



Scanned data can be sent as a file attached to an E-mail message, uploaded to an FTP server or an SMB server, and saved into a hard disk. By instructing a scan operation using the Web service function from a computer (Windows Vista/7/Server 2008/Server 2008 R2) on the network, the scanned data can be sent to the computer.

The scanned data is sent in the following file format:

- Batched PDF/Separated PDF/Encrypted PDF
- Batched TIFF/Separated TIFF
- Batched XPS/Separated XPS

## 2.2 Scanning Features

Scanning features can be operated in the [RECALL] screen, the [SCAN] screen and the [STORE] screen.

### [RECALL] screen

To print scanned data stored in the hard disk, operate in the [RECALL] screen.



Item	Description
Personal Folder	Folders created by each user are displayed. There is a User Box which stores scanned data in this folder. Select the file stored in the User Box and press [Print] to print the scanned data. Personal Folder and User Box can be created in [STORE] screen.
Public Folder	User Box in the folder shared by users is displayed. Select the file stored in the User Box and press [Print] to print the scanned data. User Box in the Public Folder can be created in [STORE] screen.
Secure Folder	Print Job sent from the computer using the Security Print function is stored in the User Box of Secure Folder. Select the file stored in the User Box and press [Print] to print the Security Print Job. To print the Security Print Job, User ID and password need to be entered.



### Reference

Please refer to "4 About the STORE/RECALL functions" for RECALL function.

## [SCAN] screen

To register and specify a destination of scanned data, operate in the [SCAN] screen.



Function	Reference page
Send by E-mail	page 5-3
Store in the hard disk	page 5-4
Send to an FTP server	page 5-5
Send to an SMB server	page 5-7

### ⚠ CAUTION

- To use the copier as a network scanner, it needs to be connected to the network. For more information on the network configuration, contact your network administrator.
- Scanned data can be damaged. Please make sure to back up and keep the original.

## [STORE] screen

To store scanned data in the hard disk, and to create a folder or a user box to store scanned data, operated in the [STORE] screen.



Item	Description
Scan to HDD	Scanned data are stored into a user box in the hard disk. Also, folders and user boxes to store scanned data are created. To print the scanned data, operate in the [RECALL] screen.
HDD to FTP/SMB	Scanned data stored inside the User Box is sent to FTP server or SMB server. To register address of FTP server or SMB server, operate in [SCAN] screen.



### Reference

Please refer to "4 About the STORE/RECALL functions" for STORE function

### ⚠ CAUTION

- To use the copier as a network scanner, it needs to be connected to the network. For more information on the network configuration, contact your network administrator.
- Scanned data can be damaged. Please make sure to back up and keep the original.

## 2.3 Product Specifications

For information on the product specifications of the copier, the image controller and the network, refer to the respective User's Guides or contact your respective administrators.

### Product Specifications of Scanning Features

Item	Specifications
Original type	sheet/book/cubic object
Max. original size	Fixed form: A3 (297mm x 420mm)/11" x 17" (279.4mm x 432mm) Custom form: 324mm x 483mm (when using an original glass)
Cubic object	Weight: Max. 6.8kg
Original position	Deep-left-sided
Scanning resolution	200dpi, 300dpi, 400dpi, 600dpi, 1200dpi
Reading speed	A4: Max. 105 sheets/min.(simplex) 8.5 x 11: Max. 103 sheets/min.(simplex)
Interface	Ethernet (1000BASE-T/100BASE-TX/10Base-T)
The kind of the scan function	Scan to E-mail Scan to HDD Scan to FTP Scan to SMB Web Services (WS Scan)
Compression method	MMR compression for TIFF/PDF/Encrypted PDF format files * In the case of an encrypted PDF, a password is required to be set. * Compression method can be changed to MH compression. For more information, contact your service representative.
Configurable items for reading	Original Setting, Quality Adjustment, Zoom, Scan Size, Resolution, Simplex/Duplex, File Type, File Name, Address



#### Reference

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

---

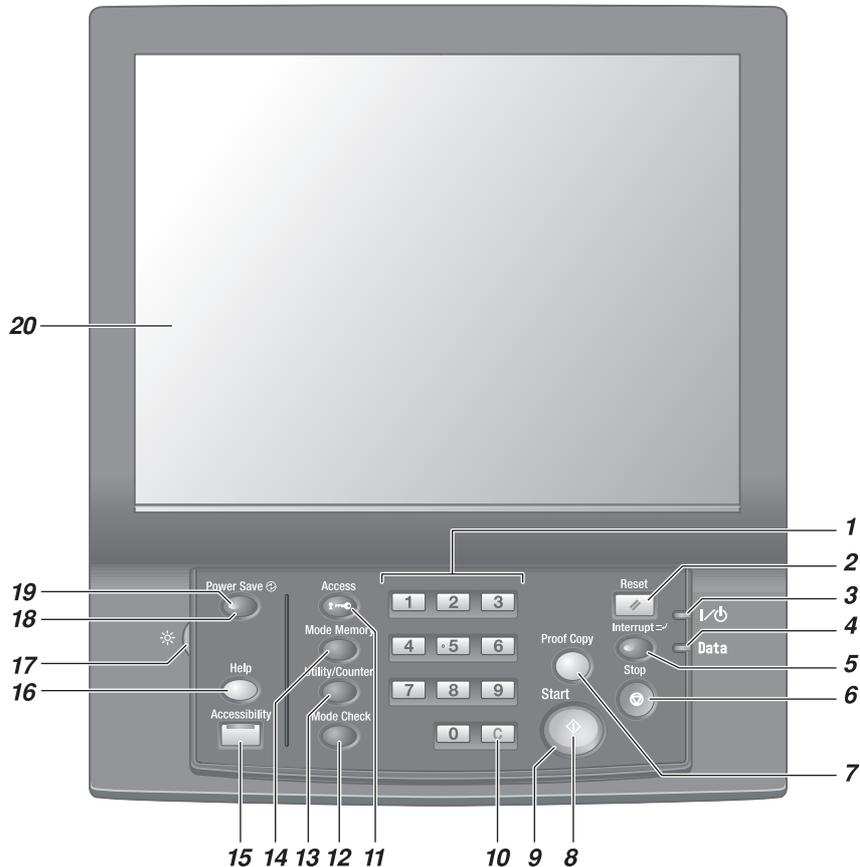
A large, bold, black number '3' is centered within a gray square. The square is positioned to the left of the text 'Preparation for Use'.

**Preparation for Use**

---

## 3 Preparation for Use

### 3.1 Control Panel Layout



No.	Name	Description
1	<b>Keypad</b>	Enters numeric values.
2	<b>Reset</b>	Restores the machine to the initial settings.
3	<b>Power LED</b>	Lights up in red when the <b>main power switch</b> is turned on, then turns green when the <b>sub power switch</b> is turned on.
4	<b>Data LED</b>	Flashes while the machine is receiving print data.
5	<b>Interrupt</b>	Stops copying/printing/scanning in progress to allow another copying job of settings newly specified.
6	<b>Stop</b>	Suspends the current output job or stops the machine operation.
7	<b>Proof Copy</b>	Used to print a single set or the first page to verify the copy settings.
8	<b>Start</b>	Activates various machine operations.
9	<b>Start LED</b>	Lights up in blue when the machine is ready to operate. It turns orange when any operation cannot be started.
10	<b>C (Clear)</b>	Allows change in entered numeric value.

No.	Name	Description
11	<b>Access</b>	Sets the machine to allow the operation only when the next user is authenticated, if user authentication or account track function is activated and an authenticated user has used the machine.
12	<b>Mode Check</b>	Used to the Mode Check Screen to check the current copy settings.
13	<b>Utility/Counter</b>	Displays the Utility Menu Screen and various counters.
14	<b>Mode Memory</b>	Registers/Recalls the desired copy settings. Also recalls previous copy settings.
15	<b>Accessibility</b>	Adjusts the response time in <b>touch panel</b> and <b>control panel</b> key operation.
16	<b>Help</b>	Displays the Help Screen that provides information on how to operate the screen currently displayed on the <b>touch panel</b> . Also provides information on various supplies and disposals when pressed with the Machine Screen displayed.
17	<b>Brightness adjustment dial</b>	Turned to adjust the brightness of the <b>touch panel</b> .
18	<b>Power Save</b>	Enables temporary use of the machine when the <b>Power Save LED</b> is lit. Also, activates power-saving mode when pressed while the machine is inactive.
19	<b>Power Save LED</b>	Lights when any power-saving mode is activated, or machine power is off due to the weekly timer function.
20	<b>Touch panel</b>	Displays various screens to allow the function setting.

### CAUTION

Do not press hard or pointed objects against the **touch panel** on the **control panel**.

- Otherwise, the glass may be scratched or break and you may be injured. Use fingers to operate the **touch panel**.

### CAUTION

Stop the operation immediately when the Service Call Screen is displayed and copying cannot be continued any more.

- Otherwise, an unexpected trouble may be caused. Write down the report code as stated on the 2nd line of the message, turn off the **sub power switch** and **main power switch** in this order, then disconnect from the power socket. Contact your service representative and inform them of the report code.

### **NOTICE**

*The **main power switch** should normally be kept turned on. Be sure not to turn off/on the main power switch in usual operation.*

*Be sure not to turn off the **main power switch** before turning off the **sub power switch**.*

*Be sure not to turn off the **main power switch** while the following messages are displayed after turning off the **sub power switch**.*

*[Cooling in progress / After cooling, power off automatically]*

*[Power off in progress / Please do not turn the main power off]*

*Turning off the **main power switch** with these messages displayed may cause serious machine trouble such as toner fixation.*



### Reference

*For details on turning off the power supply, refer to "User's Guide (POD Administrator's Reference)".*

## 3.2 How to Operate the Touch Panel

To operate the Network Scanner features, use the Touch Panel of the copier.

### ⚠ CAUTION

- You can select items just by touching buttons lightly on the touch panel.

### Select a function

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

The selected key is highlighted.



### To input values

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

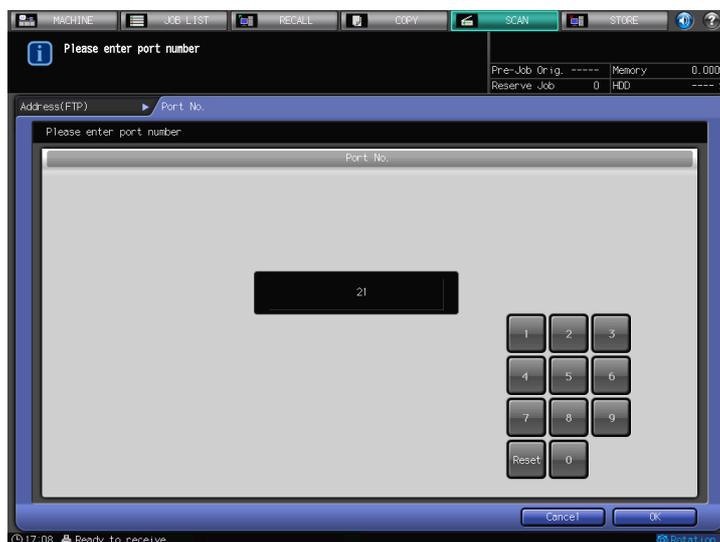
### ⚠ CAUTION

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



### Reference

For more information on how to input characters, refer to page 3-6.



## To switch between pages

Press  /  to switch pages of a list on a screen.



### CAUTION

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

### Reference

For more information on how to input characters, refer to page 3-6.

## 3.3 How to Input Characters

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

You can input alphabets and signs.

### About keys on the character input screen

Keys on the character input screen are described here.



	This key moves a cursor.
Delete	This key deletes the character on the left of the cursor.
OK	After finalizing the characters entered, close the character inputting screen.
Cancel	After canceling the characters entered, close the character inputting screen.

### About character input

The following describes how to input characteres in each screen.

- 1 Press character keys or sign keys to input characters.
  - To switch between upper case letters and lower case letters, press [Shift].
- 2 Touch [OK].
 

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

## 3.4 How to Search

With the network scanner features, addresses and files can be searched.

### Address Search (Search Features on the [SCAN] screen)

You can search an address among registered addresses.

#### Search

You can search the registered address by using [Search]. Searchable addresses include E-mail addresses, storage locations on the HDD, FTP server addresses and SMB server addresses.

The following is how to use [Search].

- 1 Press [Search].



- 2 Input the Character for Search you registered, and press [OK].



- You can search with one character at the minimum. If there are many search results, press [Search] to add search letters.  
(Letters input for search are retained until the scan operation is performed.)
- Pressing [Cancel] cancels the search letters entered, and the search letter inputting screen closes.
- If required information has been set for the LDAP Search, the screen to select [Normal Search]/[LDAP Search] is displayed. If you select [Normal Search], the above screen is displayed. The desired address will be displayed.

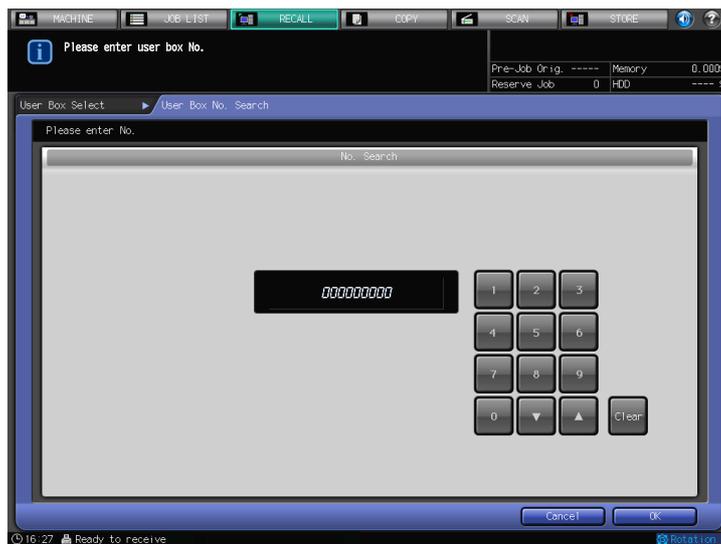
## No. Search

In [STORE] and [RECALL], user boxes can be searched by specifying their numbers.

- 1 Press [No. Search].



- 2 Enter User Box No. to be searched, and press [OK].



List of the files inside the desired User Box is displayed.

→ If the desired User Box is not found, "No corresponding box" is displayed.

## Direct Call

In [STORE] and [RECALL], files can be searched by folder name, user box name, and file name in [Direct Call].

- 1 Press [Direct Call].



- 2 Enter Folder Name, and press[OK].



→ If you pressed [Direct Call] in a public folder, this screen to input a folder name is not displayed.

**3** Enter User Box Name, and press [OK].**4** Enter File Name, and press [OK].

The desired file is selected in the screen displayed.

→ If the desired file is not found, "Failed in direct call" is displayed.

## LDAP Search

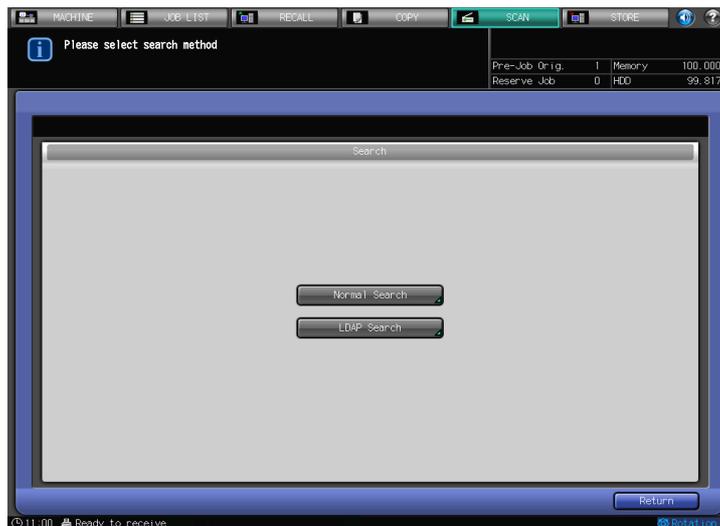
You can acquire the information meeting the search requirements entered on the control panel from the data base in the LDAP server. You can also select the acquired E-mail address and transmit and register the data.

- 1 Press [Search] on the screen to select E-mail addresses.

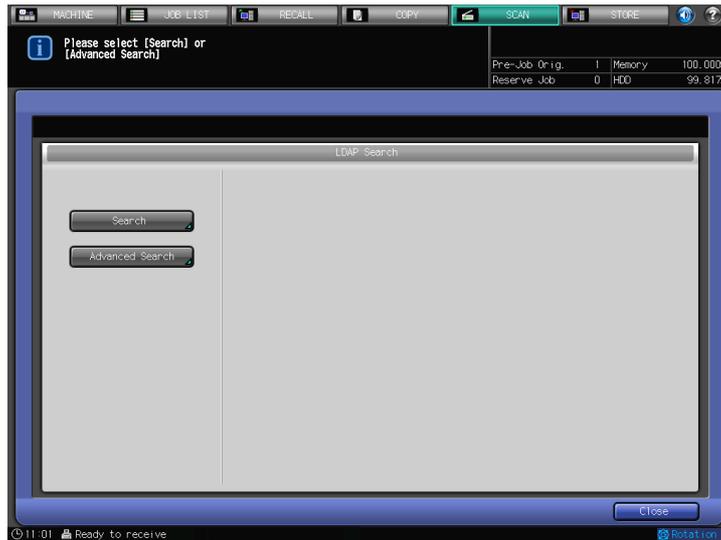


→ Before using LDAP Search, a setting is required.  
Contact your administrator for each setting of LDAP Search.

- 2 Press [LDAP Search].



### 3 Press [Search] or [Advanced Search].

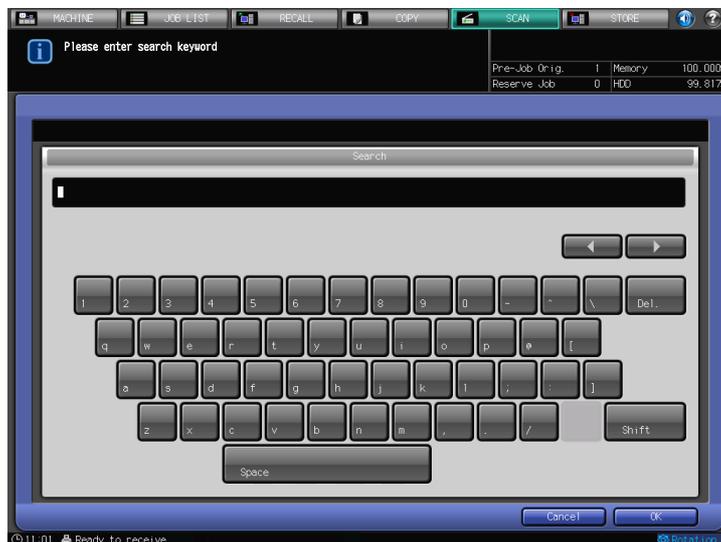


- [Search]  
A search can be performed with one keyword.  
It searches destinations whose [Name], [E-mail], [Last Name], or [First Name] starts with the keyword.
- [Advanced Search]  
A search can be performed with one keyword for each filter of [Name], [E-mail], [Last Name], and [First Name].  
[Equal], [Include], [Begin], or [Close] can be set up as the search condition.

### 4 After configuring the search condition, start search.

For [Search]

- After entering a keyword, press [OK].



- 20 characters can be entered at the maximum.

For [Advanced Search]

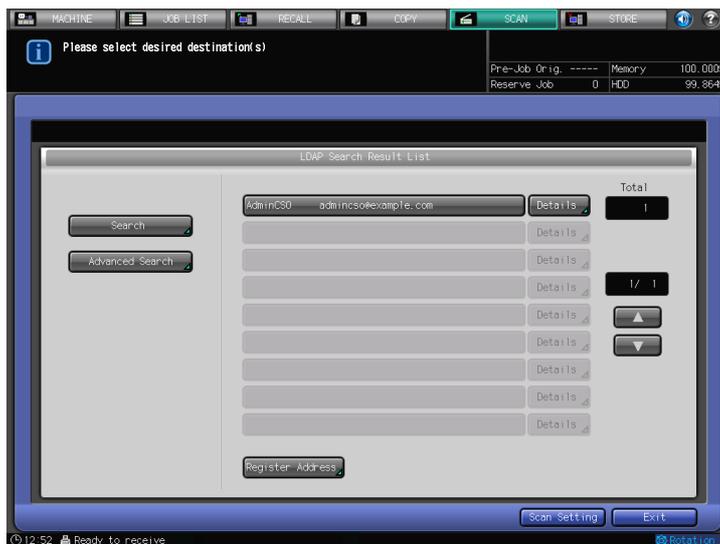
→ After configuring conditions and entering keywords, press [Search Start].



→ To set a condition, go to a screen to select a condition by pressing a button in the [Condition] column.

→ 20 characters can be entered at the maximum for each filter.

## 5 Check the search result.



→ 100 destinations are displayed at the maximum.

→ To see details of a destination, select it and then press [Details].

## 6 To send:

Select a destination, and then press [Scan Settings].

The scan setting screen appears.

→ To send to multiple destinations at the same time, press [Address], select the destinations, and then press [Scan Settings].

Set an original and then press [Start].

→ To know about the scan setting screen, refer to page 7-35.

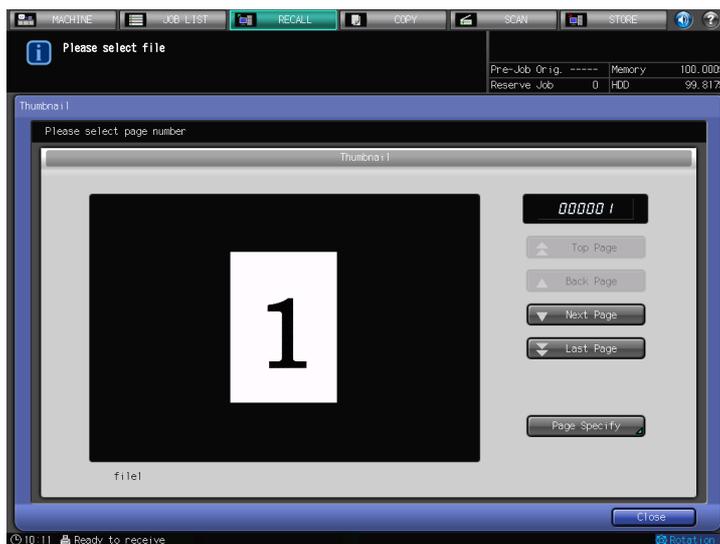
## 7 To register:

Select a destination and then press [Register Address].

→ When multiple destinations are selected, the one selected last is registered.

## 3.5 Thumbnail

When transmitting or printing the data stored in the hard disk, press [Thumbnail] to check the contents of the data beforehand.



Item	Description
[Top Page]	Displays the thumbnail of the top page.
[Back Page]	Displays the thumbnail of the previous page.
[Next Page]	Displays the thumbnail of the next page.
[Last Page]	Displays the thumbnail of the last page.
[Page Specify]	Specifies a page to display its thumbnail. Displays the thumbnail of the specified page.
[Close]	Ends the thumbnail display.

---



**About the STORE/RECALL  
functions**

---

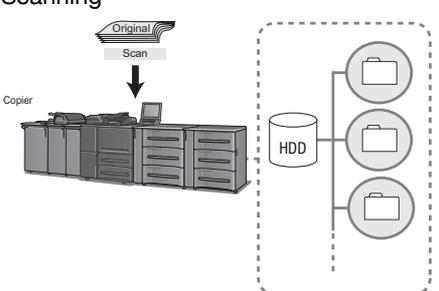
## 4 About the STORE/RECALL functions

In the STORE function and the RECALL function, the following operations are available.

- Data stored in the hard disk can be output anytime as many times as desired.
- A print job from a computer and scanned data can be combined and output as a single job.
- Data stored in the hard disk can be uploaded to an FTP server or an SMB server.

### 4.1 Procedure of STORE/RECALL functions

Main procedure of STORE/RECALL functions is described below.

<p>[STORE]screen</p> 	<ul style="list-style-type: none"> <li>• In the [STORE] screen, create a folder and a user box.</li> <li>• Personal Folder is for each user to use personally, and Public Folder is for multiple users to share.</li> <li>• Data in the hard disk can be uploaded to an FTP server and an SMB server.</li> </ul> <p><b>Reference</b>  <i>Creating a Folder: page 4-3</i>  <i>Creating a User Box: page 4-7</i>  <i>Upload to FTP/SMB: page 4-28</i></p>
<p>Scanning</p> 	<ul style="list-style-type: none"> <li>• Store the scanned data into the user box created in the [STORE] screen.</li> </ul> <p><b>Reference</b>  <i>Import a scanned data: page 4-15</i></p>
<p>[RECALL] screen</p> 	<ul style="list-style-type: none"> <li>• In the [RECALL] screen, output the scanned data stored in the user box in the hard disk.</li> </ul> <p><b>Reference</b>  <i>Print data: page 4-21</i></p>

## 4.2 Create a Personal Folder

Each user creates the Personal Folder for saving data or retrieving data.

### 4.2.1 Creating a Personal Folder

✓ Personal Folders can be registered up to 1000.

1 Press [STORE].



2 Press [Scan to HDD].

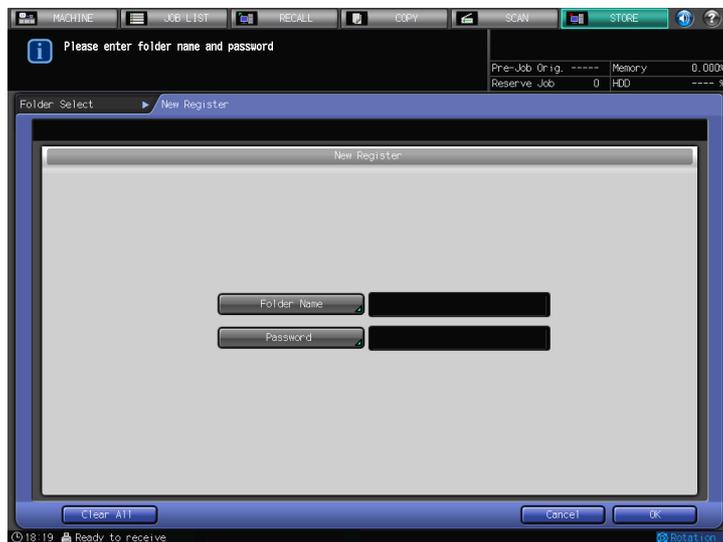


3 Press [Personal Folder].

## 4 Press [New Register].



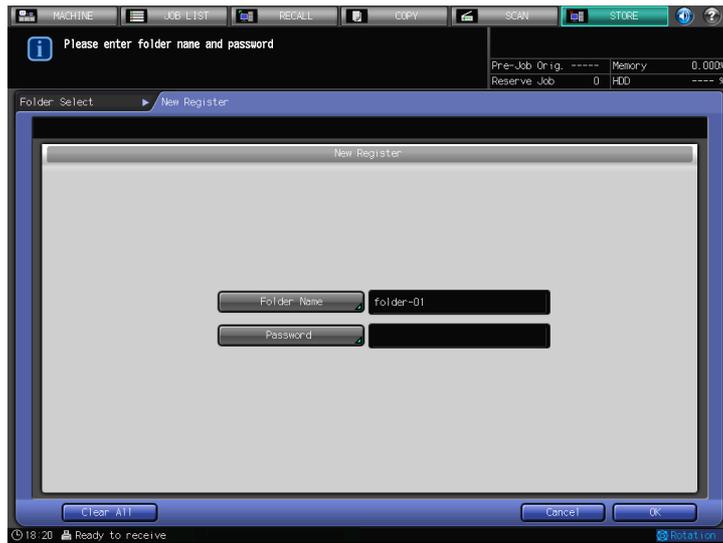
## 5 Press [Folder Name].



## 6 Enter Folder Name, then press [OK].



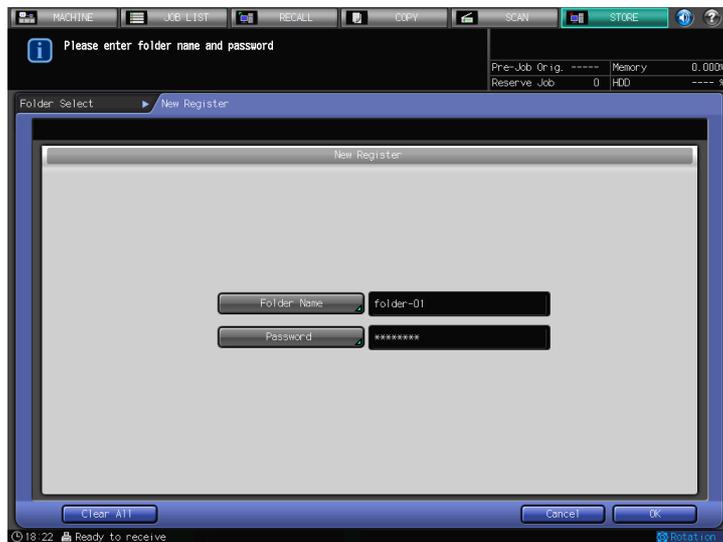
- 7 To set a password for the folder, press [Password].



- 8 Enter password, then press [OK].



- 9 Press [OK].





## 4.3 Create a User Box

To store scanned data, a user box must be created in a folder in the hard disk beforehand.



### Reference

The following explains how to create a user box in the [STORE] screen. For how to create a user box using PageScope Web Connection, refer to page 4-39.

The following explains how to create a user box in personal folder and public folder. Refer to page 8-2 for how to create a user box in secure folder.

### 4.3.1 Create a User Box in Personal Folder

- ✓ At maximum, 1000 user boxes can be registered.

- 1 Press [STORE].

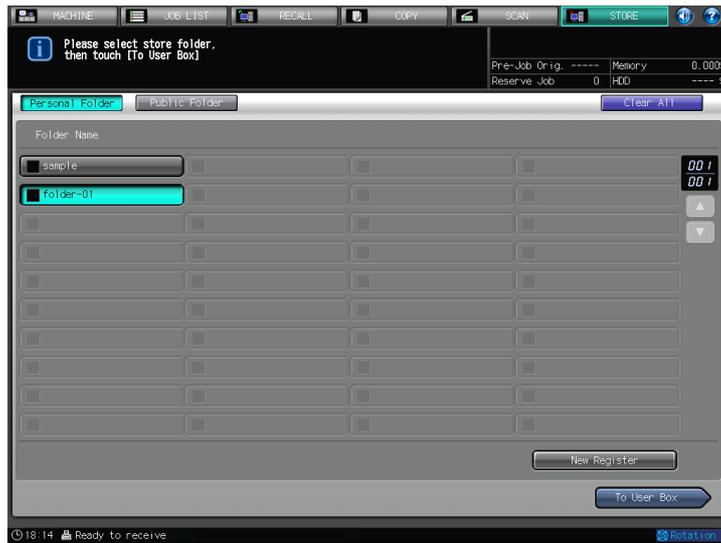


- 2 Press [Scan to HDD].



- 3 Press [Personal Folder].

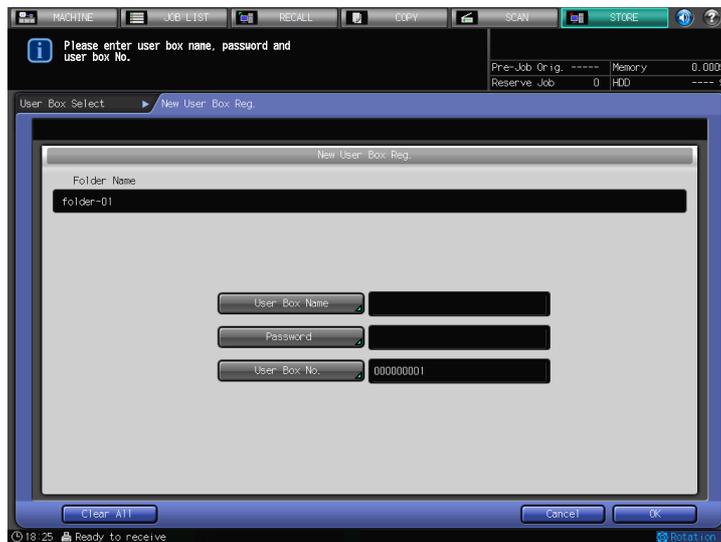
- 4 Select a folder in which user box is created, then press [To User Box].



- 5 Press [New User Box].



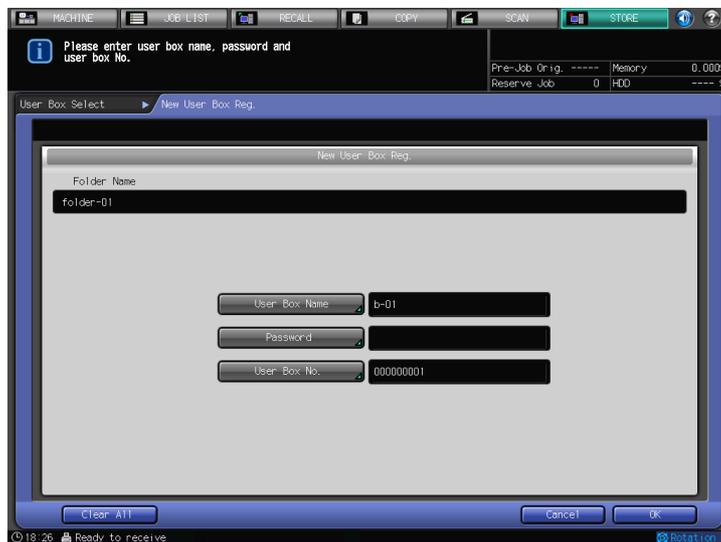
- 6 Press [User Box Name].



- 7 Enter User Box Name, then press [OK].



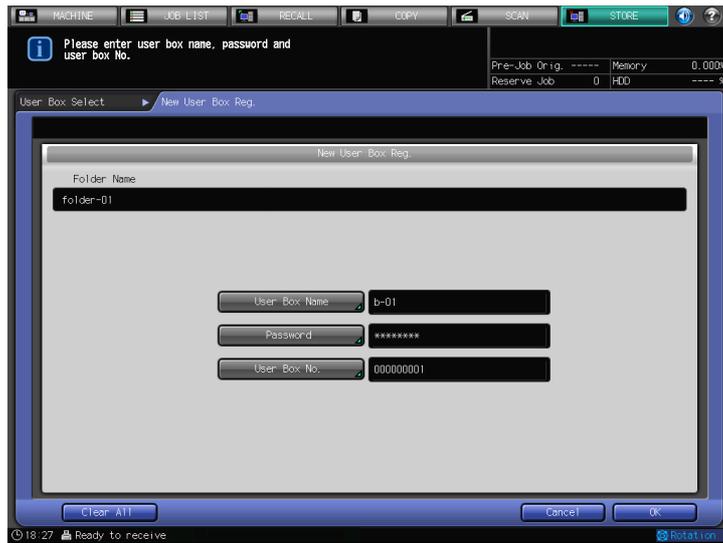
- 8 To set a password for the user box, press [Password].



- 9 Enter password, then press [OK].



## 10 Press [OK].



- [User Box No.] is automatically set. To change [User Box No.], press [User Box No.] and enter arbitrary number.
- [User Box No.] which is already registered cannot be used.
- Enter 9 digit (00000001 - 99999999) numbers for [User Box No.].
- If the user box name is not registered here, the user box number is displayed as the user box name.

## 11 Make sure the user box is created in the Personal Folder.

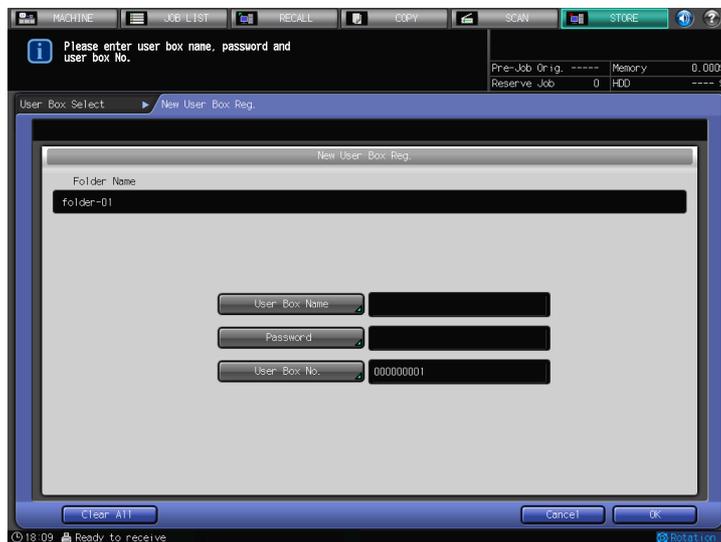




## 4 Press [New User Box].



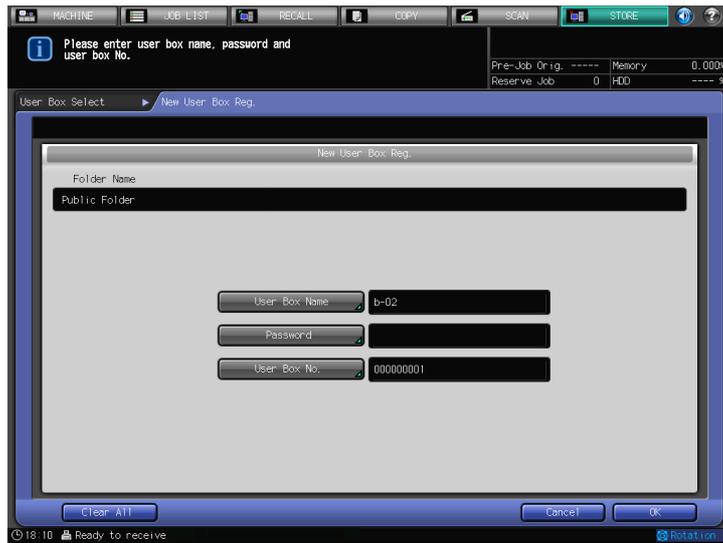
## 5 Press [User Box Name].



## 6 Enter User Box Name, then press [OK].



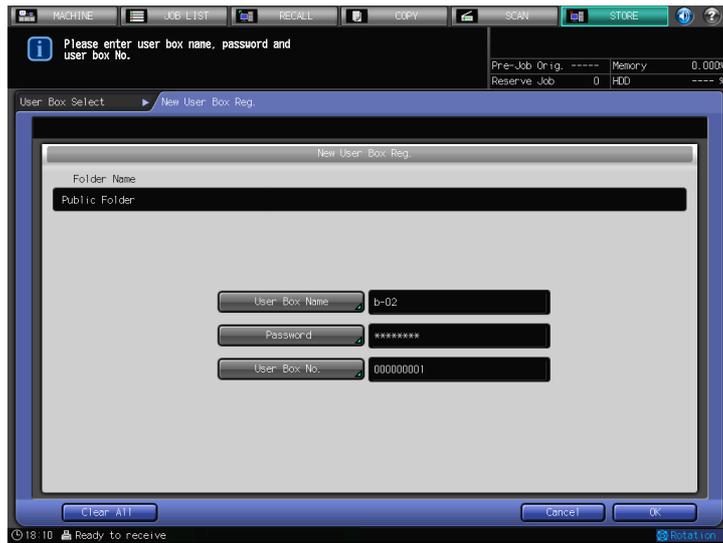
- 7 To set a password for the user box, press [Password].



- 8 Enter password, then press [OK].



## 9 Press [OK].



- [User Box No.] is automatically set. To change [User Box No.], press [User Box No.] and enter arbitrary number.
- [User Box No.] which is already registered cannot be used.
- Enter 9 digit (00000001 - 99999999) numbers for [User Box No.].
- If the user box name is not registered here, the user box number is displayed as the user box name.

## 10 Make sure the user box is created in the Public Folder.



## 4.4 Import a scanned data

To store the copied data as scanned data without printing, select storage location in [STORE] screen.

If the data is stored in the hard disk, it can be printed anytime. It can be also printed combined with the print job transmitted from the computer.

### 4.4.1 Import to the Personal Folder User Box

1 Press [STORE].

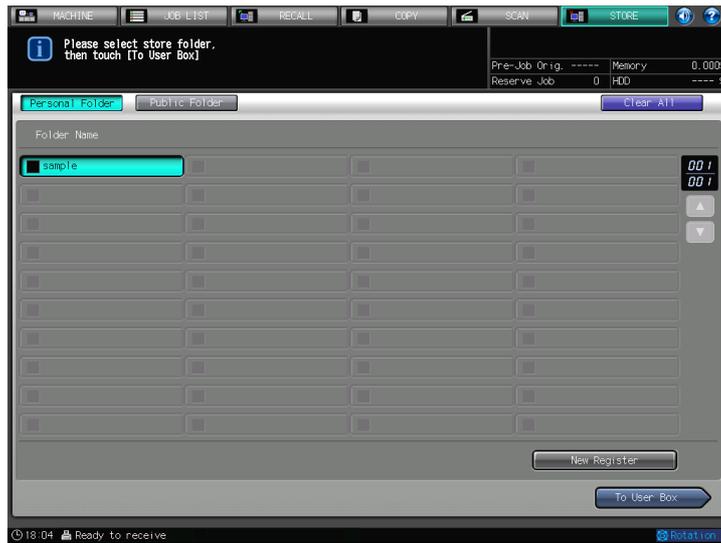


2 Press [Scan to HDD].



3 Press [Personal Folder].

- 4 Select a folder in which data is to be stored, then press [To User Box].



→ When a password is set for the folder, enter the password and press [OK].

- 5 Select the user box in which data is to be imported, and press [New File Store].



→ When a password is set for the user box, enter the password and press [OK].

→ Press [No. Search] and enter User Box No. to search User Box using User Box No.. For more information on [No. Search], refer to page 3-8.

- 6 Enter File Name of the importing data, and press [OK].



- 7 Configure the necessary items.



→ For more information on the Scan Setting screen, refer to page 7-35.

- 8 Set an original and press [Start] button.

The original is scanned, and the data is stored in a selected user box.

- 9 A screen appears and asks you if you wish to continue the scan operation. Press [Yes] to continue, or press [No] to end.

→ When you press [Yes], repeat the procedure from step 4.

### 4.4.2 Import to the Public Folder User Box

If the data is stored in the hard disk, it can be printed anytime. It can be also printed combined with the print job transmitted from the computer.

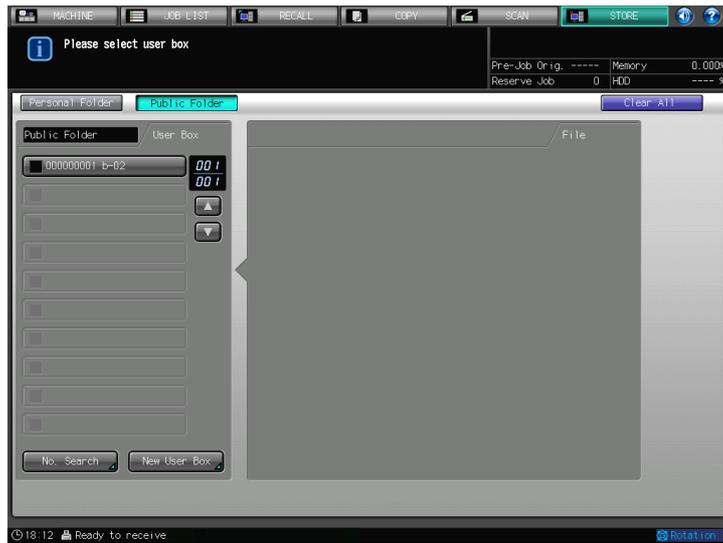
- 1 Press [STORE].



- 2 Press [Scan to HDD].



## 3 [Press Public Folder].



## 4 Select the user box in which data is to be imported, and press [New File Store].



- When a password is set for the user box, enter the password and press [OK].
- Press [No. Search] and enter User Box No. to search User Box using User Box No.. For more information on [No. Search], refer to page 3-8.

- 5 Enter File Name of the importing data, and press [OK].



- 6 Configure the necessary items.



→ For more information on the Scan Setting screen, refer to page 7-35.

- 7 Set an original and press [Start] button.

The original is scanned, and the data is stored in a selected user box.

- 8 A screen appears and asks you if you wish to continue the scan operation. Press [Yes] to continue, or press [No] to end.

→ When you press [Yes], repeat the procedure from step 4.



- 4 Select the user box with the data you want to print.



→ When a password is set for the user box, enter the password and press [OK].

- 5 Select the file you want to print, and press .



- 6 Select [Proof(1st Sheet)], [Proof], [Wait], [Auto], or [Suspended], and then press [Print].



[File Check]	Displays the list of the settings of the selected file.
[Thumbnail]	Displays the thumbnail of the selected file.
[Combination] - [File]	Prints selected files at once with their settings and attributes kept. 10 files can be combined at once at the maximum.
[Combination] - [Image]	Prints selected files at once as one file without keeping their settings and attributes. 10 files can be combined at once at the maximum. To add settings, select an output method other than [Auto]. You can add settings in the [Mode Check] screen, or with [Ticket Edit] in the [JOB LIST] screen. To see the operation flow, refer to page 4-27.
[File Delete]	Deletes the selected file. The file is deleted by pressing [Yes] in the confirmation message screen.
[All Release]	Clears all the print settings.
[Release]	Clears the print settings.
[Proof (1st Sheet)]	Prints the first page only, stops, and then displays the [Mode Check] screen to check or change the print settings. If it is unnecessary to change the print settings, press the [Start] button to restart printing. To see the operation flow, refer to page 4-27.
[Proof]	When printing multiple copies, prints one copy, stops, and then displays the [Mode Check] screen to check or change the print settings. If it is unnecessary to change the print settings, press the [Start] button to restart printing. To see the operation flow, refer to page 4-27.
[Wait]	Stops after RECALL and a screen is displayed to confirm settings. Settings can be changed. To see the operation flow, refer to page 4-27.
[Auto]	When this button is selected, printing starts without pressing the [Start] button. To see the operation flow, refer to page 4-27.
[Suspended]	When this button is selected, job moves to [Suspend] in the [Job List] screen. To see the operation flow, refer to page 4-27.
[Print]	Prints the selected file.

- 7 When [Auto] is selected, a screen to specify the number of copies appears. Enter a number with the keypad, and then press [OK].



- By pressing [Change Output Sheet], you can choose printing pages between all pages and a specified page or specified pages.



- 4 Select the file you want to print, and press .



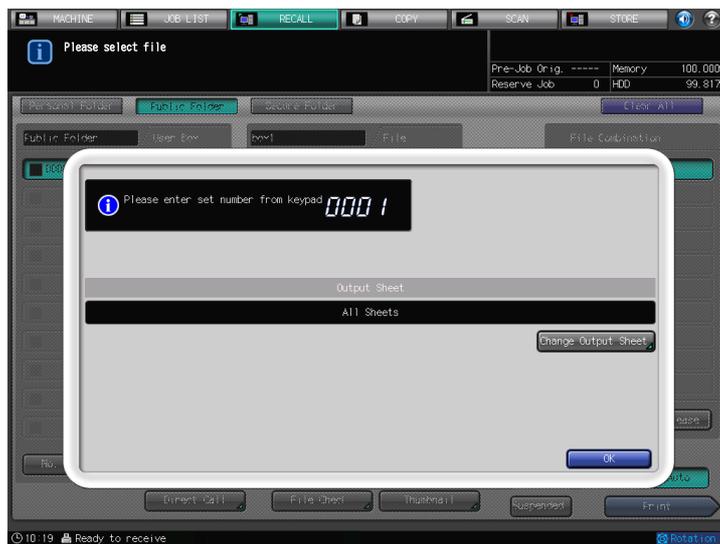
- 5 Select [Proof(1st Sheet)], [Proof], [Wait], [Auto], or [Suspended], and then press [Print].



[File Check]	Displays the list of the settings of the selected file.
[Thumbnail]	Displays the thumbnail of the selected file.
[Combination] - [File]	Prints selected files at once with their settings and attributes kept. 10 files can be combined at once at the maximum.
[Combination] - [Image]	Prints selected files at once as one file without keeping their settings and attributes. 10 files can be combined at once at the maximum. To add settings, select an output method other than [Auto]. You can add settings in the [Mode Check] screen, or with [Ticket Edit] in the [JOB LIST] screen. To see the operation flow, refer to page 4-27.
[File Delete]	Deletes the selected file. The file is deleted by pressing [Yes] in the confirmation message screen.
[All Release]	Clears all the print settings.
[Release]	Clears the print settings.

[Proof (1st Sheet)]	Prints the first page only, stops, and then displays the [Mode Check] screen to check or change the print settings. If it is unnecessary to change the print settings, press the [Start] button to restart printing. To see the operation flow, refer to page 4-27.
[Proof]	When printing multiple copies, prints one copy, stops, and then displays the [Mode Check] screen to check or change the print settings. If it is unnecessary to change the print settings, press the [Start] button to restart printing. To see the operation flow, refer to page 4-27.
[Wait]	Stops after RECALL and a screen is displayed to confirm settings. Settings can be changed. To see the operation flow, refer to page 4-27.
[Auto]	When this button is selected, printing starts without pressing the [Start] button. To see the operation flow, refer to page 4-27.
[Suspended]	When this button is selected, job moves to [Suspend] in the [Job List] screen. To see the operation flow, refer to page 4-27.
[Print]	Prints the selected file.

- 6 When [Auto] is selected, a screen to specify the number of copies appears. Enter a number with the keypad, and then press [OK].



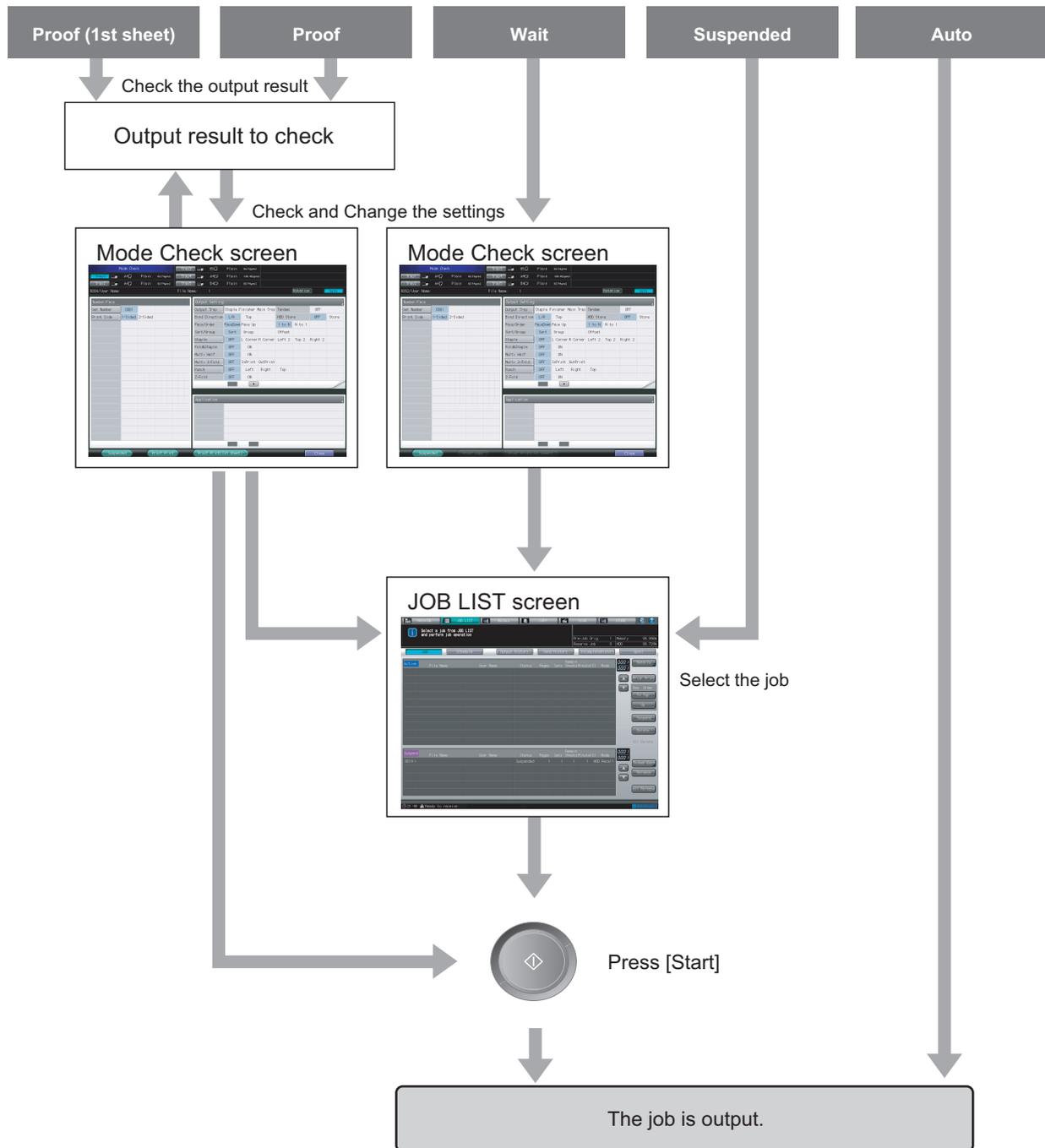
- By pressing [Change Output Sheet], you can choose printing pages between all pages and a specified page or specified pages.  
To print all pages, press [All Sheets].  
To print a specified page or specified pages, press [Sheet Specify] and then specify with a page number or page numbers.

The selected file is printed.

- 7 A screen appears and asks you if you wish to continue the printing operation. Press [Yes] to continue, or press [No] to end.

- When you press [Yes], repeat the procedure from step 5.

## 4.5.3 Output Operation Procedure



**⚠ CAUTION**

- When you finish without printing a job, press [Close] in the Setting screen, then delete the current job from [Job] in the [JOB LIST]screen. If you do not delete this, the other jobs which come after can not be printed. For more information on how to delete a job, refer to "User's Guide (Copier)".

## 4.6 Upload scanned data to FTP/SMB

The data stored in the hard disk can be uploaded to FTP/SMB server.

- ✓ To upload data in the hard disk to FTP/SMB, network settings of this machine is necessary. Consult your administrator about your network settings.

- 1 Press [STORE].



- 2 Press [HDD to FTP/SMB].



## 3 Select a folder.

- When selecting a personal folder, press [Personal Folder], select the folder from the list[, then press ]To User Box.



- When a password is set for the personal folder, enter the password and press [OK].
- When selecting a public folder, press [Public Folder].



- Press [Direct Call] to specify a file directly. For [Direct Call], refer to page 3-9.

## 4 Select a user box.

→ For Personal Folder:



→ For Public Folder:



→ When a password is set for the user box, enter the password and press [OK].

→ Press [No. Search] and enter User Box No. to search user box. For details, refer to page 3-8.

5 After selecting a file, press [To Address Set].

→ For Personal Folder:



→ For Public Folder:

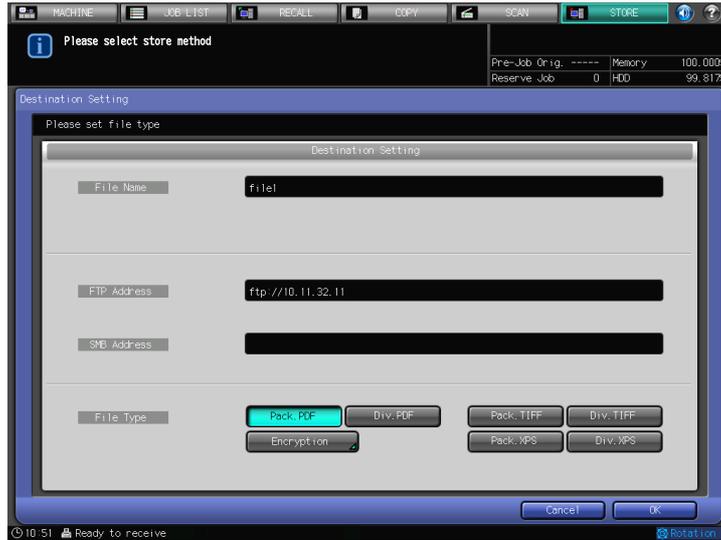


6 After selecting [FTP] or [SMB], select Address and press [Destination Set].



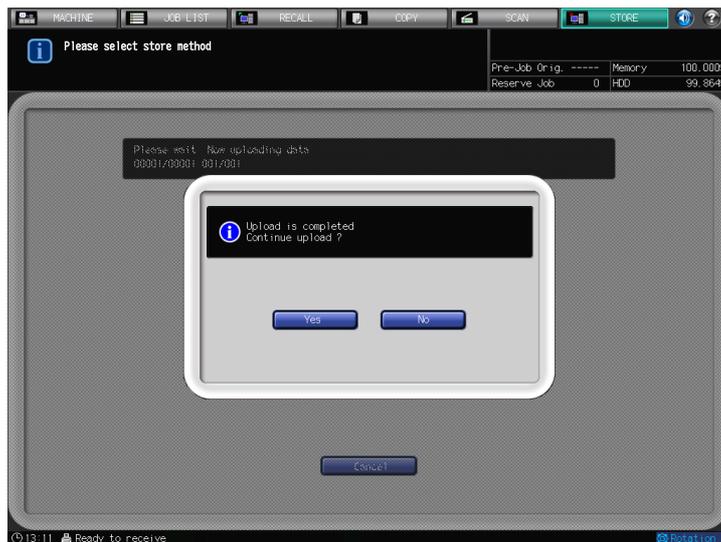
→ It can be sent to FTP and SMB at the same time.

- 7 Confirm the file name and the destination of the FTP server or the SMB server, select a file format, and then press [OK].



Data transmission to the computer starts.

- 8 A screen appears and asks you if you wish to continue to upload more files. Press [Yes] to continue, or press [No] to end.



→ When you press [Yes], the file list is displayed. Repeat the procedure from step 5.

## 4.7 Delete Folder/User Box

To delete a folder or a user box, operate in [RECALL] screen.

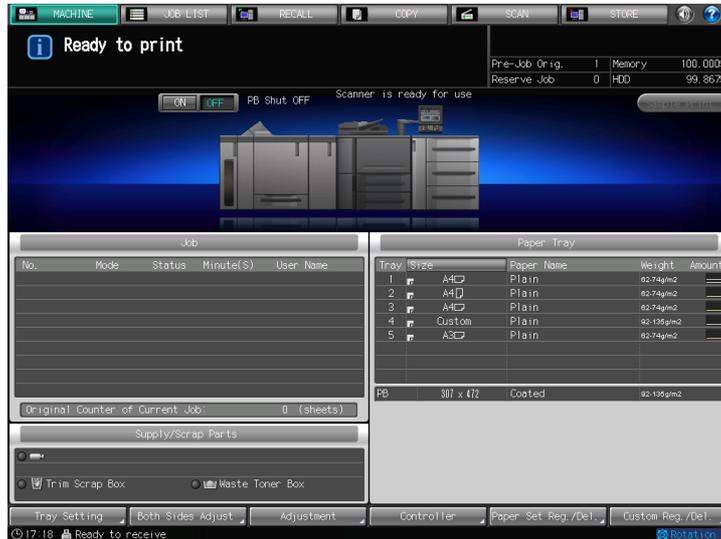


### Reference

Refer to page 8-9 for how to delete a secure folder.

### 4.7.1 Delete a Personal Folder

- 1 Press [RECALL].

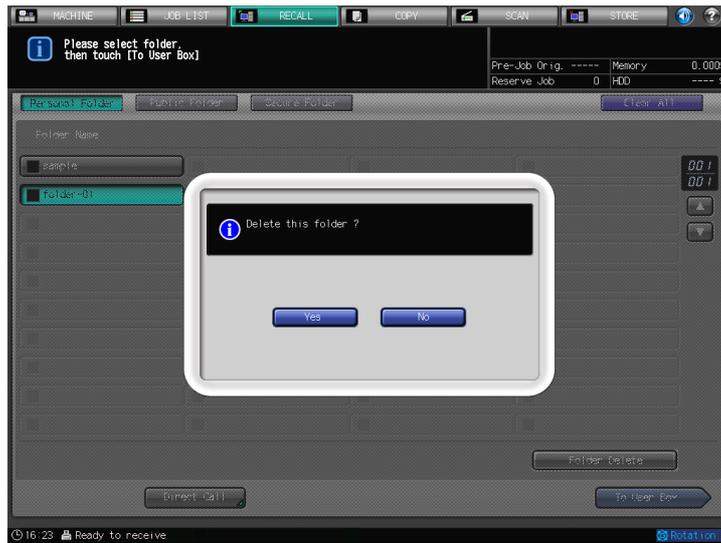


- 2 Press [Personal Folder].
- 3 Select a folder to be deleted, and press [Folder Delete].



→ When a password is set for the folder, enter the password and press [OK].

## 4 Press [Yes].



## 5 Make sure that the personal folder is deleted.



## 4.7.2 Delete a User Box in a Personal Folder

- 1 Press [RECALL].



- 2 Press [Personal Folder].
- 3 Select a folder and press [To User Box].



→ When a password is set for the folder, enter the password and press [OK].

- 4 Select a user box to be deleted, and press [User Box Delete].



→ When a password is set for the user box, enter the password and press [OK].

- 5 Press [Yes].



- 6 Make sure the user box in the Personal Folder is deleted.



## 4.7.3 Delete a User Box in a Public Folder

- 1 Press [RECALL].



- 2 Press [Public Folder].
- 3 Select a user box to be deleted, and press [User Box Delete].



→ When a password is set for the user box, enter the password and press [OK].

## 4 Press [Yes].



## 5 Make sure the user box in the Personal Folder is deleted.



## 4.8 Create a User Box using PageScope Web Connection

A user box to store a scanned data can be created either in the [STORE] screen or using PageScope Web Connection.

The following explains how to create a user box using PageScope Web Connection. For how to create a user box in the [STORE] screen, refer to page 4-7.

- 1 Enter an IP address of the Image Controller using a browser.  
The PageScope Web Connection screen appears.
- 2 Select [Box] tab.
- 3 Click [New Creation].
  - When user authentication is ON, [New Creation] does not appear.  
For details of the user authentication, please contact your administrator.

The screenshot shows the PageScope Web Connection interface for a bizhub PRESS 1250. The 'Box' tab is selected. Under the 'Box Operation' section, the 'Open Folder' form is visible. It contains two input fields: 'Folder Name' and 'Folder Password', followed by an 'OK' button. Below this is a 'Folder List' section with a 'New Creation' button, a 'Page (Display by 50 cases)' dropdown set to '1', and a 'Go' button. A table lists existing folders:

Folder Name	Folder Type
<a href="#">Public</a>	Public
<a href="#">12345</a>	Private
<a href="#">lchi</a>	Private
<a href="#">koma</a>	Private

- 4 After entering a folder name, configure a password as necessary.
- 5 Click [OK].

The screenshot shows the PageScope Web Connection interface for a bizhub PRESS 1250. The 'Box' tab is selected. Under the 'Box Operation' section, the 'Create Folder' form is visible. It contains a 'Folder Name' input field with the text 'sample', a checkbox for 'Use Folder Password.' which is unchecked, and two 'Folder Password' input fields. Below the form are 'OK' and 'Cancel' buttons.

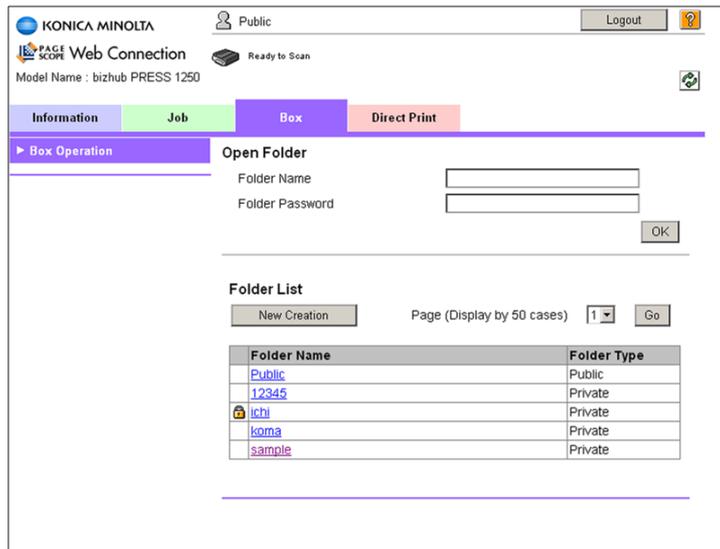
- 6 Click [OK].



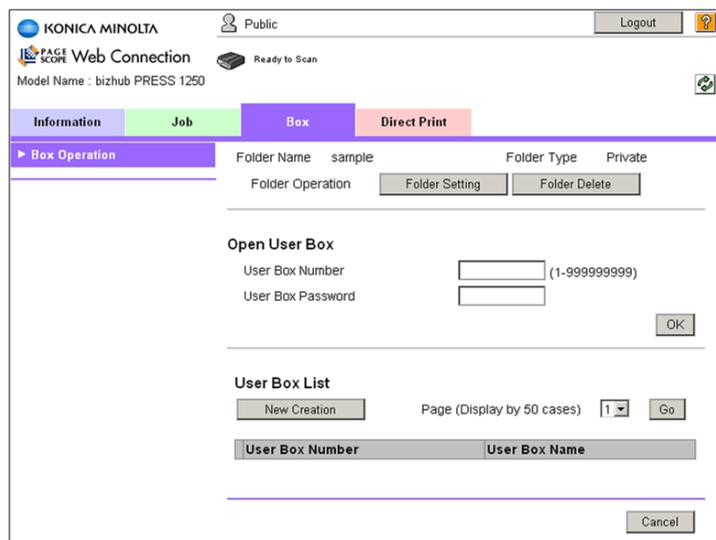
- 7 Enter a folder name in [Open Folder].

Click [OK], and a folder opens.

- You can also open a folder by clicking a folder name in the [Folder List].
- If a password is configured, enter the password also.



- 8 Click [New Creation].



- 9 Configure User Box No., User Box Name and Password, then click [OK].
- If you select [Use opening number], User Box Number is assigned automatically.
  - If you select [Input directly], User Box Number can be specified.

- 10 Click [OK].

- 11 Make sure a user box is created.

User Box Number	User Box Name
1	sample

---



## About the Network Scanner Features

## 5 About the Network Scanner Features

### 5.1 Overview of the Network Scanner Features

The Network Scanner features are operated in the [SCAN] tab. Data scanned by the Network Scanner features can be transmitted to the E-mail addresses, the hard disk, the FTP server, or the SMB server.

The scanned data stored on the hard disk can also be imported to the network-connected computers using the TWAIN-compliant applications and the HDD TWAIN driver.

#### Reference

*Send by an E-Mail (page 5-3)*

*Storing in Hard Disk (page 5-4)*

*Sending to the FTP Server (page 5-5)*

*Sending to the SMB Server (page 5-7)*

*Sending to a Group (page 5-8)*

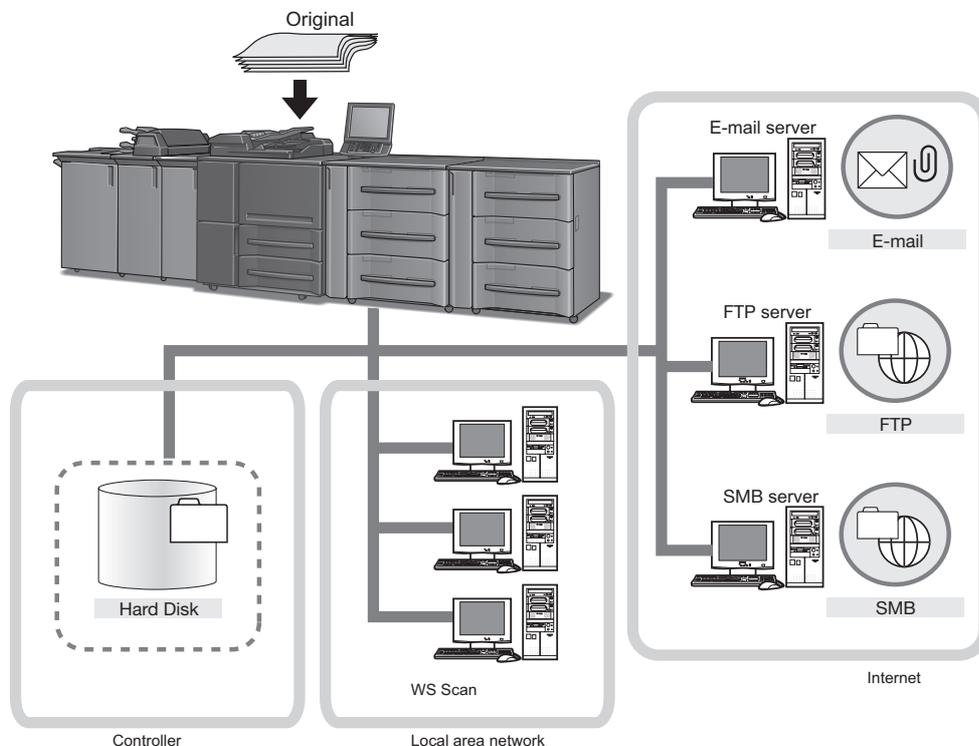
*Sending Using Web Service (WS Scan) (page 5-10)*

Density, Zoom, Original Size, Resolution, Original Type, File Type etc. can also be configured before scanning.

#### Reference

*About the Scan Setting Screen (page 7-35)*

When the Enhanced Security Mode is ON, a job is unacquirable using applications compatible with TWAIN and HDD TWAIN driver. For details, contact your administrator.

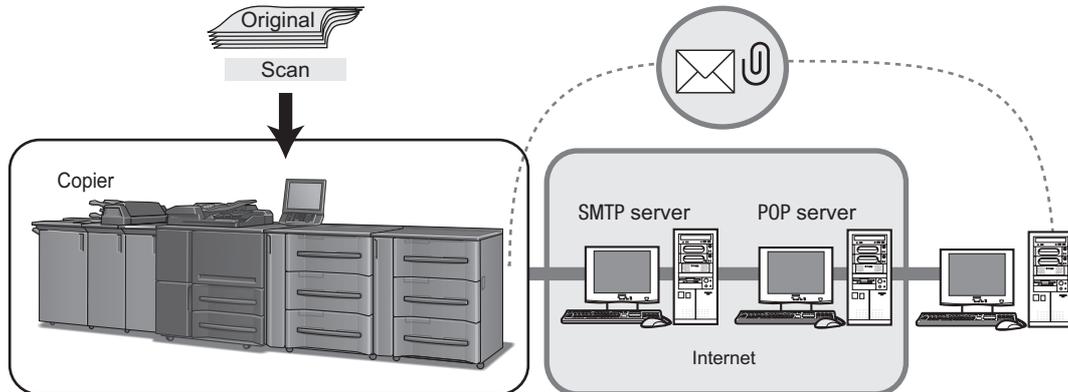


To use the copier as a network scanner, it needs to be connected to the network. For more information on the network configuration, contact your network administrator.

## 5.2 Send by an E-Mail

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

For how to operate it, refer to page 7-4.



### 5.2.1 Items to be configured

In order to send the scanned data by E-mail, the following items need to be configured.

#### Address (E-mail address)

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

For information on how to register an E-mail address, refer to page 6-4.

#### Title

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

On how to input a title, refer to page 7-4.

#### Text

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

On how to input a text, refer to page 7-4.

#### ⚠ CAUTION

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

Transmission from the copier is up to the SMTP server. If the network or the POP server has any problem, the mail may not reach a recipient. When sending an important E-mail, make sure if the recipient has received it.

#### ⚠ CAUTION

- Depending on settings of the recipient server, the size of an attached file is regulated. For details, contact your administrator.

## 5.3 Storing in Hard Disk

The data scanned from the copier's ADF or the original glass (the scanned data) can be stored in a user box configured in the hard disk.

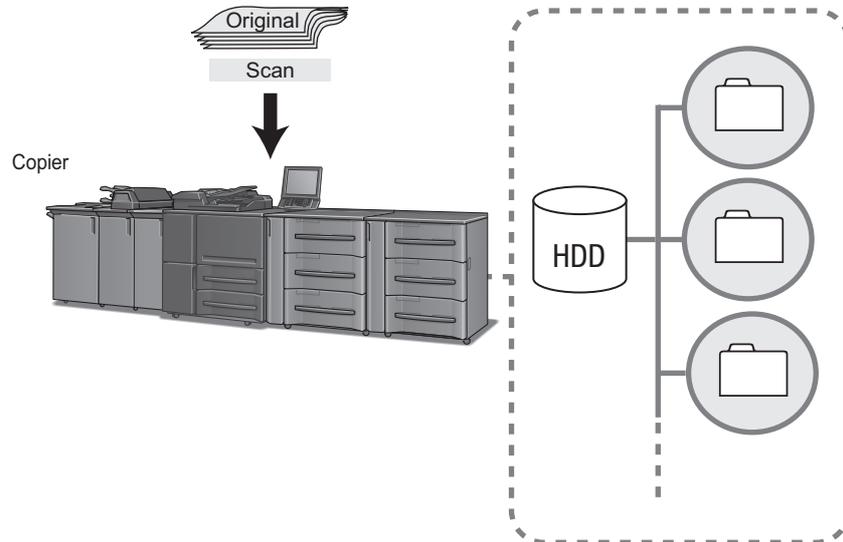
For how to operate it, refer to page 7-9.

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



### Reference

Refer to the user's guide for the HDD TWAIN driver for more information about method to import the scanned data to a computer.



### 5.3.1 Items to be configured

In order to store the scanned data on the hard disk, the following items need to be configured.

#### User Box No.

Enter User Box No. of storage location.

You have to create the storage location box by selecting [Controller] - [Scan Setting] in the [Machine] screen in advance.

If a user box number which does not exist is entered, a user box is created and then the job is proceeded.

Refer to page 6-6 for more information about method to create the user box.

#### Register Name

You specify a register name of the user box.

#### Reference Name

You can specify a reference name as a keyword for searching.

#### Password

You can specify a password for the User Box.



### Reference

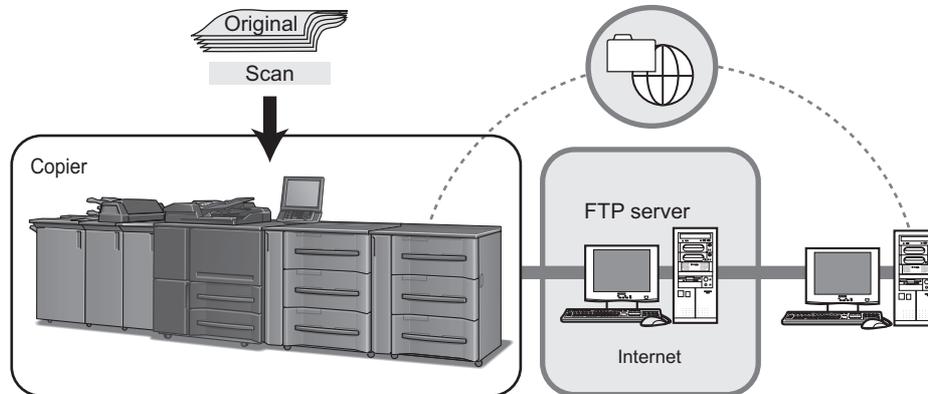
You can register User Box No., Register Name, and Reference Name in advance. On how to register it, refer to page 6-6.

## 5.4 Sending to the FTP Server

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

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

For how to operate it, refer to page 7-14.



### 5.4.1 Items to be configured

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

#### Register Name

You specify a register name of the FTP server.

#### Reference Name

You can specify a reference name as a keyword for searching.

#### Host Address

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

#### File Path

You specify a directory in the FTP server.

#### Login Name

You specify a Login Name for the FTP server.

#### Anonymous

Configure when you login to anonymous FTP server.

#### Password

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

#### Port No.

You can specify a Port No. when necessary.

For information on how to configure a Port No., refer to page 7-14.

#### Firewall

Select when you use firewall.

**Reference**

*You can register a Register Name, Reference Name, Host Address, File Path, Login Name, Password, and Port No. beforehand. On how to register it, refer to page 6-8.*

---

**CAUTION**

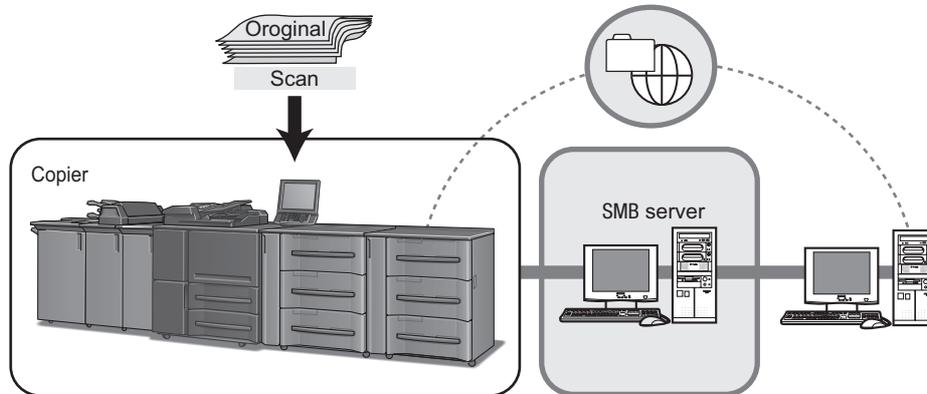
- Depending on a network condition, transmission to the FTP server may damage the scanned data. Make sure that the scanned data is not damaged.
-

## 5.5 Sending to the SMB Server

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

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

For how to operate it, refer to page 7-20.



### 5.5.1 Items to be configured

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

#### Register Name

You specify a register name for the SMB server.

#### Reference Name

You can specify a reference name as a keyword for searching.

#### Host Address

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

#### File Path

You specify a directory in the SMB server.

#### Login Name

You specify a Login Name for the SMB server.

#### Password

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



#### Reference

You can register a Register Name, Reference Name, Host Address, File Path, Login Name, and Password beforehand. On how to register it, refer to page 6-11.

#### ⚠ CAUTION

- Depending on a network condition, transmission to the SMB server may damage the scanned data. Make sure that the scanned data is not damaged.

## 5.6 Sending to a Group

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

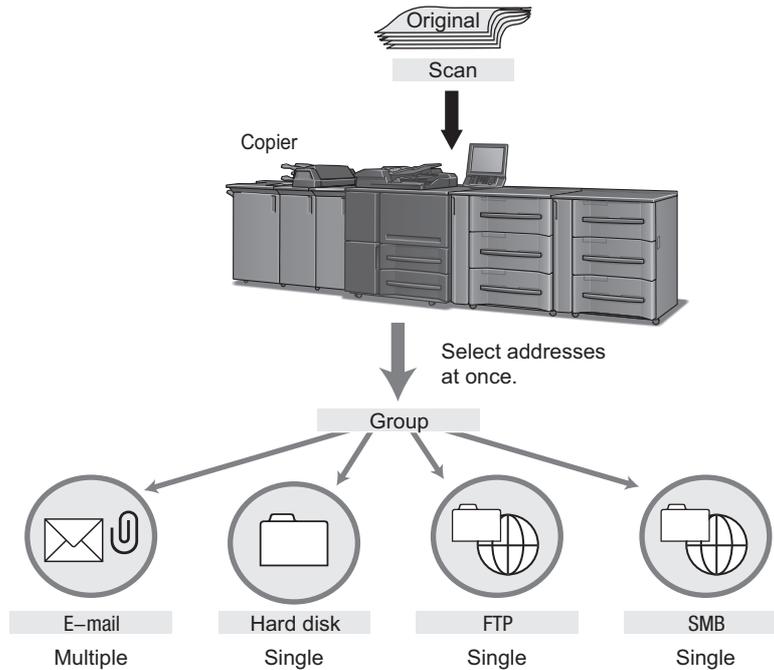
- At maximum, 100 groups can be registered.
- At maximum, 50 addresses can be registered for each group.
- Multiple E-mail addresses can be registered for each group.  
HDD, FTP, SMB can be registered only one for each group.



### Reference

For how to operate it, refer to page 7-31.

For information on how to register a Group, refer to page 6-14.



## 5.7 The flow of operation of the Network Scanner

The following shows operation of the Network Scanner.

Specify a destination.



- Inputting the address of a destination
- Selecting a registered destination

Set scan settings.



Original Setting, Quality Adj., Zoom,  
Scan Size, Resolution (dpi),  
Simplex/Duplex, File Type  
File Name

Press [Start].



Send scanned data.

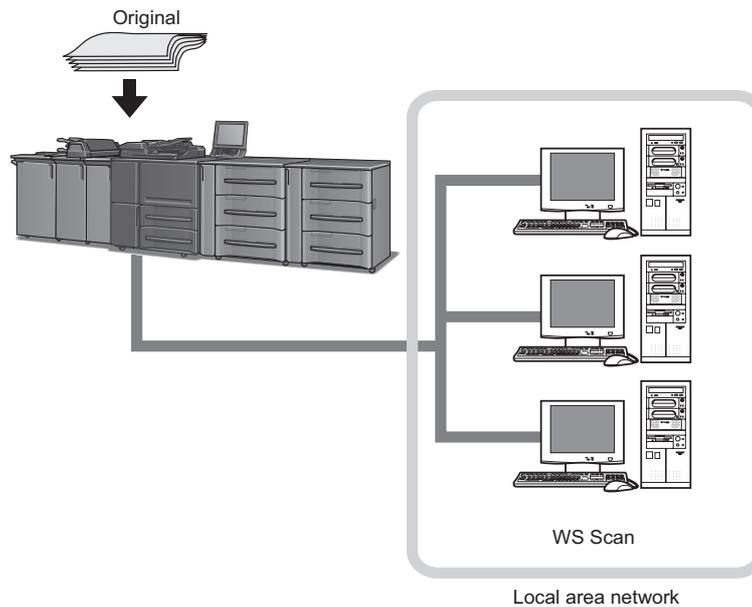


### Reference

Refer to "7 Using the Network Scanner Features" for more detailed operation.

## 5.8 Sending Using Web Service (WS Scan)

By instructing a scan operation using the Web service function from a computer (Windows Vista/7/Server 2008) on the network, the scanned data can be sent to the computer.



### Reference

Refer to page 7-33 for more information about method to instruct a scan operation from a computer.

The following explains the presetting required for the computer.

### 5.8.1 Settings required to use the Web service

The following settings are required to use the Web service.

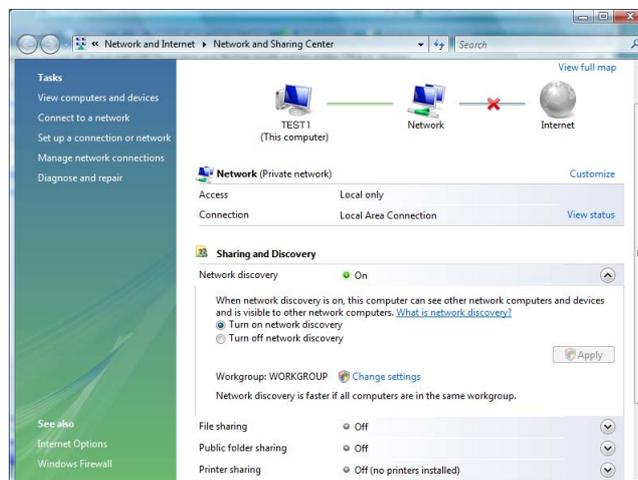
- Installing the driver program of this machine to a computer
- Configuring settings to use the Web service on this machine

### Reference

The Web service settings on this machine are configured in Administrator Settings. For details, refer to "User's Guide (POD Administrator's Reference)".

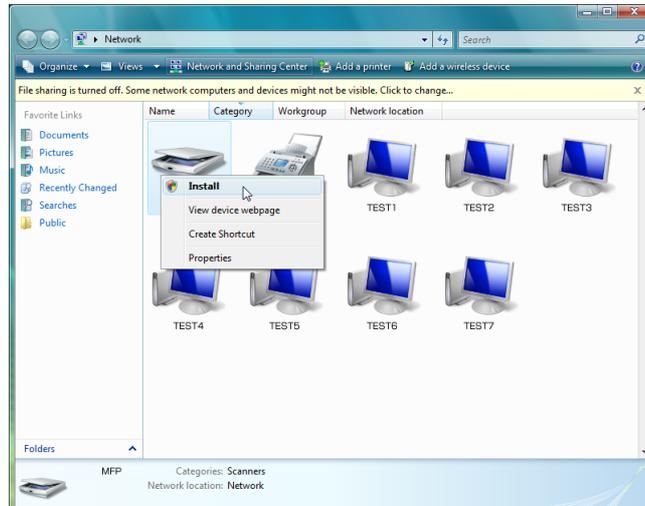
### Check before installation

Before installing the driver program, make sure [Network discovery] is turned on in [Control Panel] - [Network and Sharing Center].

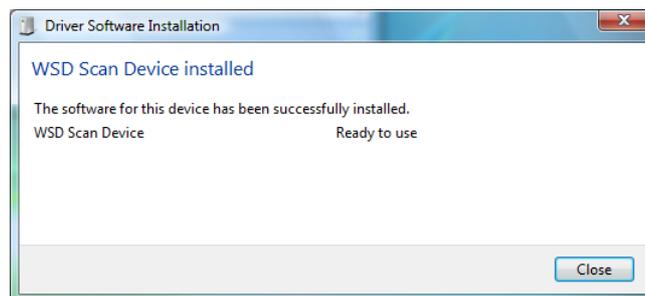


## Installing Web Service

- 1 From [Start], select [Network].
- 2 Right-click the scanner icon representing this machine, and select [Install].



- Depending on the settings on the computer, the UAC (User Account Control) dialog box may appear. Check the details, and continue.
  - If both of the scan and printer functions of the Web service are enabled on the machine, the machine is represented by the printer icon.
- 3 The driver software is automatically installed and the confirmation screen is displayed. Click [Close].



### Reference

Refer to page 7-33 for more information about method to instruct a scan operation from a computer.

---



# 6

## **Registering (Adding) an Address for the Network Scanner Features**

# 6 Registering (Adding) an Address for the Network Scanner Features

## 6.1 Registering (Adding) an Address

When you transmit scanned data to addresses, you can input an address every time or you can also select it from the registered addresses. It is convenient if you register frequently used addresses.



### Reference

Refer to the following pages for registering the scanned data to the respective addresses.

Registering an E-mail Address (p. 6-4)

Creating and Registering a User Box (p. 6-6)

Registering the FTP server (p. 6-8)

Registering the SMB Server (p. 6-11)

Registering a Group (p. 6-14)

### About Input Address Screen

You can register an address in the Input Address screen.

To display Input Address screen, press [Input Address] in SCAN screen. For details, refer to step 1 to 4 for each registration.



SCAN screen:



Input Address screen:  
Press each item and enter address.

Type	Screen
E-mail	

Type	Screen
HDD	
FTP	
SMB	
Group	

**⚠ CAUTION**

- In the Address Register screen for group, you can create a new group. As the address for group, you can specify an existing address (E-mail/HDD/FTP/SMB).

[Cancel]

The input is canceled, and you are brought back to the screen for selecting addresses.

[OK]

The input is fixed, and you are brought back to the screen for selecting addresses.

## 6.2 Registering an E-mail Address

When using the function to send the scanned data as an E-mail attached file, you can register the E-mail address in advance.

- ✓ Refer to page 3-11 for the method of registering the address searched with the LDAP search function.
- ✓ Addresses for E-mail, HDD, FTP and SMB can be registered up to total of 500.

**1** Press [SCAN] tab.

The screen for selecting addresses appears.

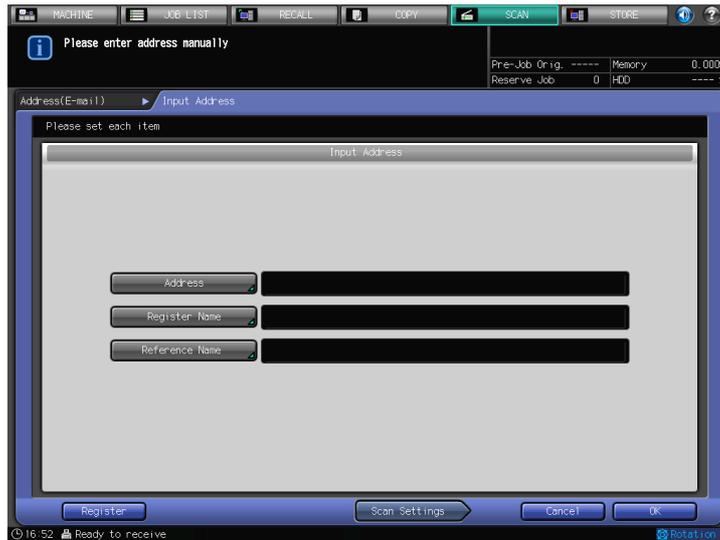
**2** Make sure that [E-mail] is selected.



- In the initial settings, [E-mail] is selected. The default Address tab of the SCAN screen can be set at [Utility/Counter] - [Scan Setting] - [Default Address Setting]. For details, refer to page 9-3.
- If the E-mail address is already registered, the Register Name is displayed.
- In the initial settings, such index keys as [A-C] and [D-F] are displayed.

**3** Press [Input Address].

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



→ For more information on how to input characters, refer to page 3-6.

[Address]	Enter an E-mail address within 250 characters in alphanumeric characters and signs.
[Register Name]	Enter a Register Name which will be displayed on the screen for selecting E-mail address. You can register up to 24 characters.
[Reference Name]	Enter a keyword for searching address in alphanumeric characters and signs. You can register up to 24 characters.

- 5 Press [Register].
- 6 Make sure that the registered Name is displayed



→ If Register Names cannot be displayed within one page, press  /  to switch between pages.

## 6.3 Creating and Registering a User Box

To store a scanned data in the hard disk, create a user box and register it as the address.

- ✓ Addresses for E-mail, HDD, FTP and SMB can be registered up to total of 500.

1 Press [SCAN] tab.

2 Press [HDD].

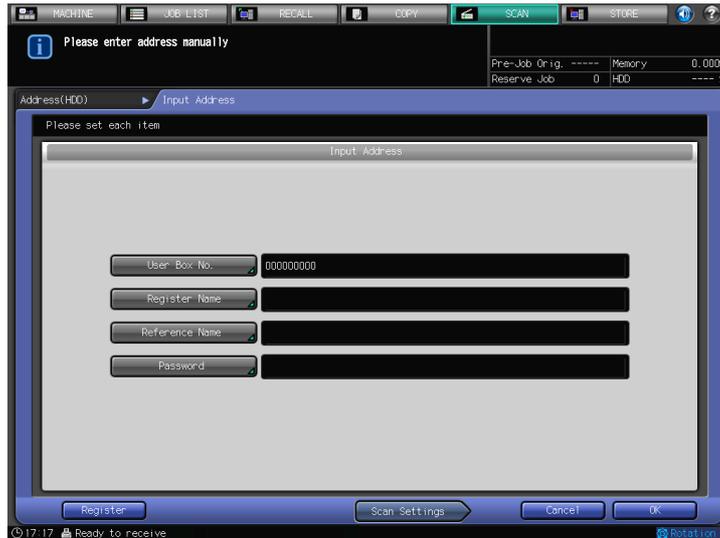


- In the initial settings, [E-mail] is selected. The default Address tab of the SCAN screen can be set at [Utility/Counter] - [Scan Setting] - [Default Address Setting]. For details, refer to page 9-3.
- If the user box is already registered, the Register Name is displayed.
- In the initial settings, such index keys as [A-C] and [D-F] are displayed.

3 Press [Input Address].



- 4 Configure the necessary items on the Input Address screen. Pressing each item displays the character inputting screen.



- For more information on how to input characters, refer to page 3-6.
- If you want to use this copier as a scanner, it is recommended that an administrator assigns a user box to each user and informs the assignment by E-mail in advance.
- The user box can protect each user's data.

[User Box No.]	Enter the [User Box No.] (00000001 - 99999998) which is registered when creating the user box.
[Register Name]	Enter the [User Box Name] which is registered when creating the user box. When Register Name is not entered, User Box No. is registered as Register Name.
[Reference Name]	Enter a keyword for searching address in alphameric characters and signs. You can register up to 24 characters.
[Password]	Input a Password for the user box within 8 characters in alphameric characters and signs

- 5 Press [Register].
- 6 Make sure that the registered Name is displayed



- If Register Names cannot be displayed within one page, press / to switch between pages.

## 6.4 Registering the FTP server

If you want to send the scanned data to the FTP server, you can register the address FTP server.

✓ Addresses for E-mail, HDD, FTP and SMB can be registered up to total of 500.

1 Press [SCAN] tab.

2 Press [FTP].



→ In the initial settings, [E-mail] is selected. The default Address tab of the SCAN screen can be set at [Utility/Counter] - [Scan Setting] - [Default Address Setting]. For details, refer to page 9-3.

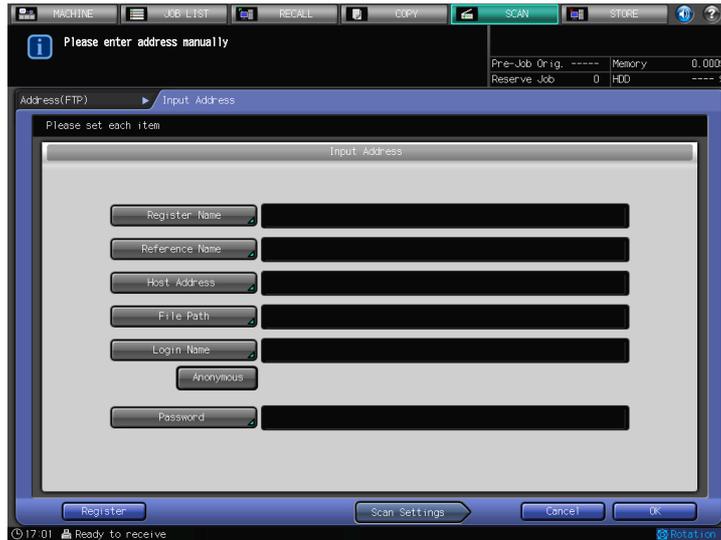
→ If the FTP server is already registered, the Name is displayed.

→ In the initial settings, such index keys as [A-C] and [D-F] are displayed.

3 Press [Input Address].



- 4 Configure the necessary items on the Input Address screen. Pressing each item displays the character inputting screen.



- For more information on how to input characters, refer to page 3-6.

[Register Name]	Enter a Register Name which will be displayed on the screen for selecting FTP address. You can register up to 24 characters.
[Reference Name]	Enter a keyword for searching address. You can register up to 24 characters.
[Host Address]	Enter an FTP server address within 64 characters in alphanumeric characters and signs.
[File Path]	Enter a file path of the FTP server within 96 characters in alphanumeric characters and signs.
[Login Name]	Enter an account of the FTP server within 32 characters in alphanumeric characters and signs.
[Anonymous]	Enter [anonymous] for "Login Name". You may use this when you login an anonymous FTP server for which an account is unnecessary to login. <ul style="list-style-type: none"> <li>In some Anonymous FTP servers, an E-mail address is used as a Password.</li> </ul>
[Password]	Input a Password for the FTP server within 24 characters in alphanumeric characters and signs <ul style="list-style-type: none"> <li>The input Password is shown by "*".</li> </ul>

- 5 Press [Register].

## 6 Make sure that the registered Name is displayed



- If Register Names cannot be displayed within one page, press / to switch between pages.
- [Port No.]:  
Enter the Port No. of the FTP server in 5 digit number (1-65535).  
The initial setting is 21. No configuration is required under the normal condition.  
Consult your network administrator about your port number.
- [Firewall]:  
When you have Firewall setting, select [Firewall].

## 6.5 Registering the SMB Server

If you want to send the scanned data to the SMB server, you can register the address SMB server.

✓ Addresses for E-mail, HDD, FTP and SMB can be registered up to total of 500.

1 Press [SCAN] tab.

2 Press [SMB].



→ In the initial settings, [E-mail] is selected. The default Address tab of the SCAN screen can be set at [Utility/Counter] - [Scan Setting] - [Default Address Setting]. For details, refer to page 9-3.

→ If the SMB server is already registered, the Register Name is displayed.

→ In the initial settings, such index keys as [A-C] and [D-F] are displayed.

3 Press [Input Address].



- 4 Configure the necessary items on the Input Address screen. Pressing each item displays the character inputting screen.



- For more information on how to input characters, refer to page 3-6.

[Register Name]	Enter a Register Name which will be displayed on the screen for selecting SMB address. You can register up to 24 characters.
[Reference Name]	Enter a keyword for searching address. You can register up to 24 characters.
[Host Address]	Enter an SMB server address within 64 characters in alphanumeric characters and signs.
[File Path]	Enter a file path of SMB server. You can register up to 95 characters. <ul style="list-style-type: none"> <li>In File Path, enter "the shared folder name" or "shared folder name\sub folder name" (use "\" as a separator).</li> </ul>
[Login Name]	Enter an account of the SMB server within 47 characters in alphanumeric characters and signs.
[Password]	Input a Password for the SMB server within 14 characters in alphanumeric characters and signs <ul style="list-style-type: none"> <li>The input Password is shown by "*".</li> </ul>
[Browsing]:	You can search for an address from the blowing list and set it as an address. <ul style="list-style-type: none"> <li>For details, refer to page 7-26.</li> </ul>

- 5 Press [Register].

6 Make sure that the registered Name is displayed



→ If Register Names cannot be displayed within one page, press  /  to switch between pages.

## 6.6 Registering a Group

Registered multiple addresses can be registered as a Group.

- ✓ At maximum, 100 groups can be registered.
- ✓ At maximum, 50 addresses can be registered for each group.
- ✓ Multiple E-mail addresses can be registered for each group.  
HDD, FTP, SMB can be registered only one for each group.

- 1 Press [SCAN] tab.
- 2 Press [Group].



- In the initial settings, [E-mail] is selected. The default Address tab of the SCAN screen can be set at [Utility/Counter] - [Scan Setting] - [Default Address Setting]. For details, refer to page 9-3.
- If the Group is already registered, the Register Name is displayed.

- 3 Press [Register].



- 4 Press [Group Name], and input a Group name in the character inputting screen.



- For more information on how to input characters, refer to page 3-6.
- After register, the registered Group Name is displayed on the screen for selecting Group address.

[Group Name]	Enter a Register Name which will be displayed on the screen for selecting Group address. You can register up to 24 characters.
--------------	---

- 5 Select all the addresses that you want to register to a Group.

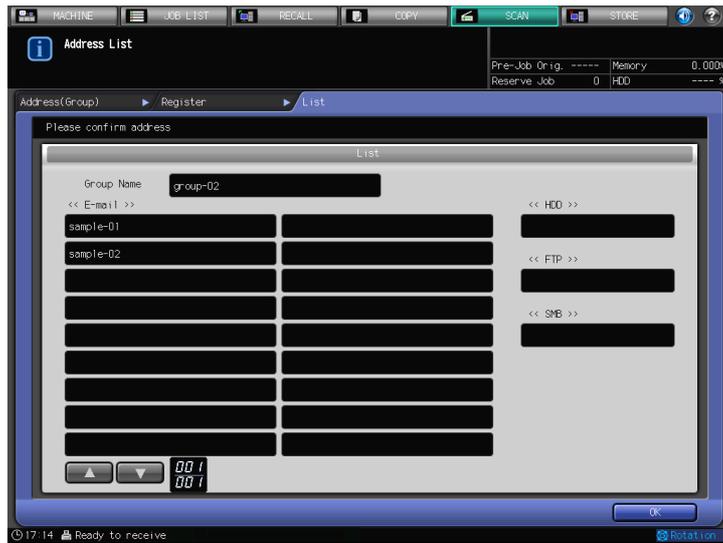


- Pressing [E-mail], [HDD], [FTP] or [SMB] displays the register names for each.
- If Register Names cannot be displayed within one page, press / to switch between pages.
- At maximum, 50 addresses can be registered for each group.  
Multiple E-mail addresses can be registered for each group.  
HDD, FTP, SMB can be registered only one for each group.

- 6 Press [List].

The list of addresses to be registered is displayed.

- 7 Confirm the list, and press [OK].



- 8 Press [OK].
- 9 Make sure that the registered Name is displayed

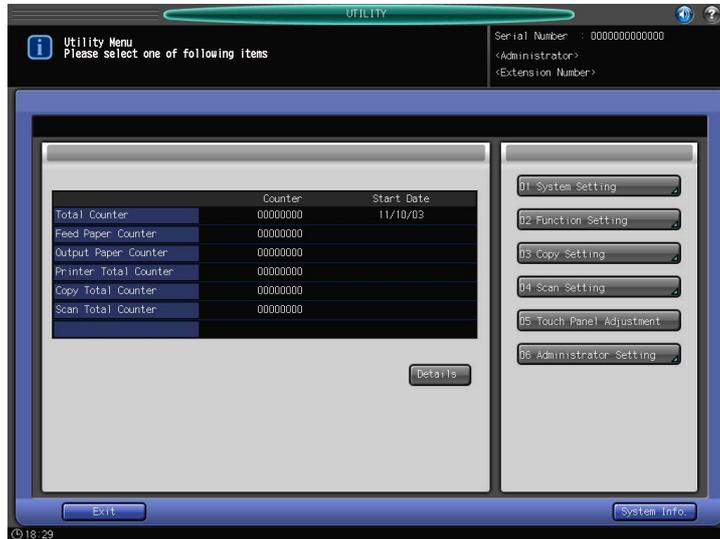


## 6.7 Changing or Deleting an Address

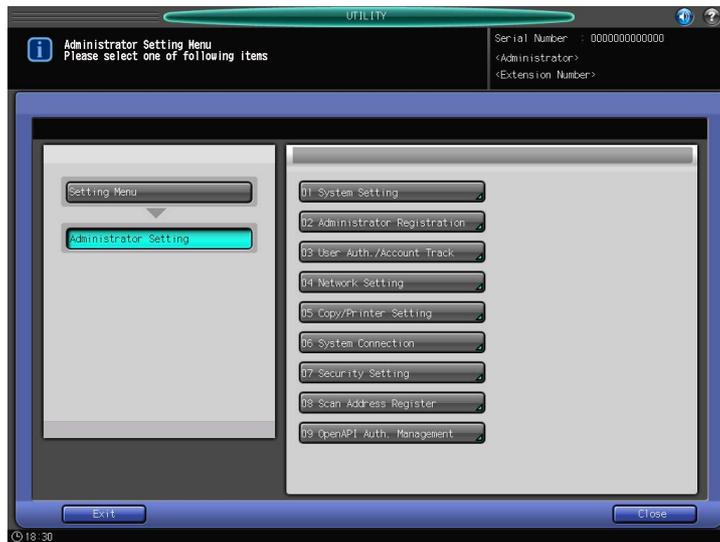
Registered address can be changed or deleted in the Administrator Setting of Utility Menu screen.

### Changing the Registered Information

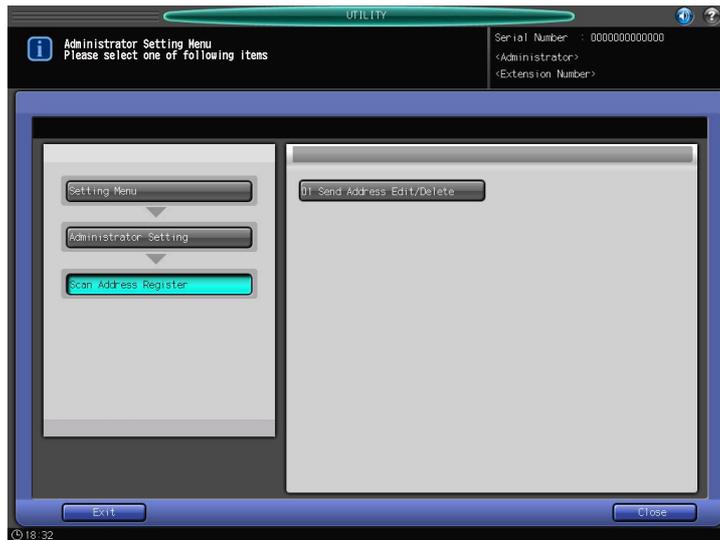
- 1 Press the [Utility/Counter] key.
- 2 Press [Administrator Setting].



- 3 Press [Scan Address Register].



- 4 Press [Scan Address Edit/Delete].

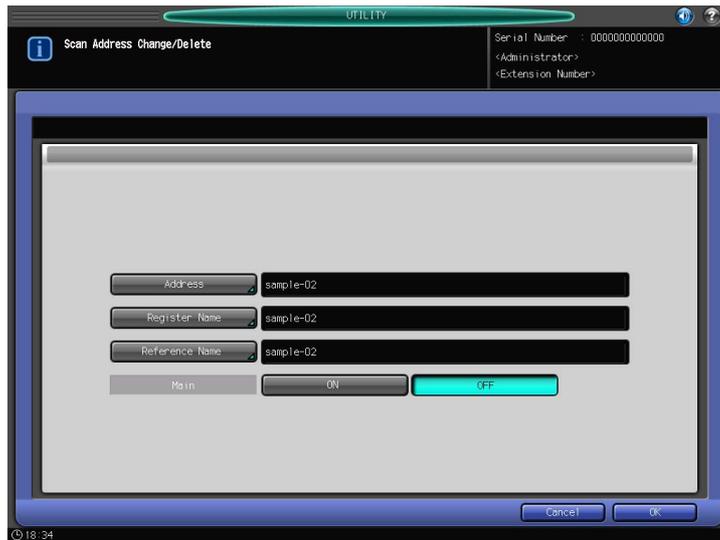


- 5 Press [E-mail], [HDD], [FTP], [SMB], or [Group] to display the address of which you want to change the registered information.



- 6 Select the address you want to change and press [Change].

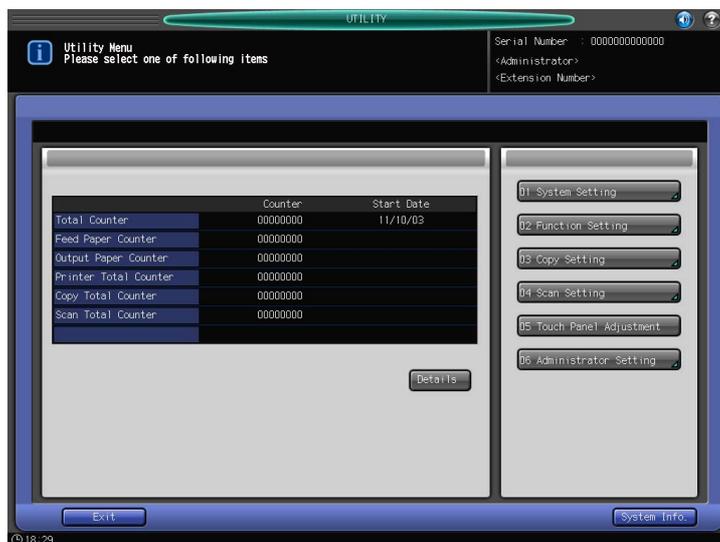
- 7 Select an item you want to change.



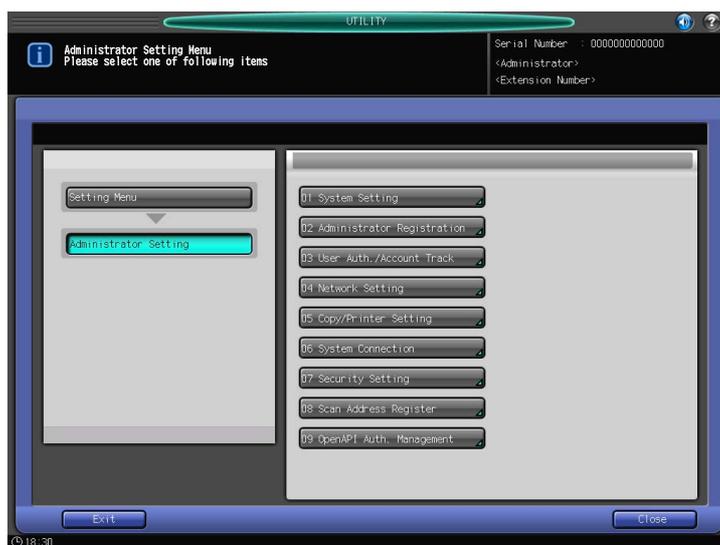
- 8 Input the new information and press [OK].
- 9 Press [OK].  
The registered information is updated.
- 10 Press [Return].
- 11 Press [Exit] and close the Utility Menu screen.  
Return to the screen where you select an address.

## Deleting the Registered Information

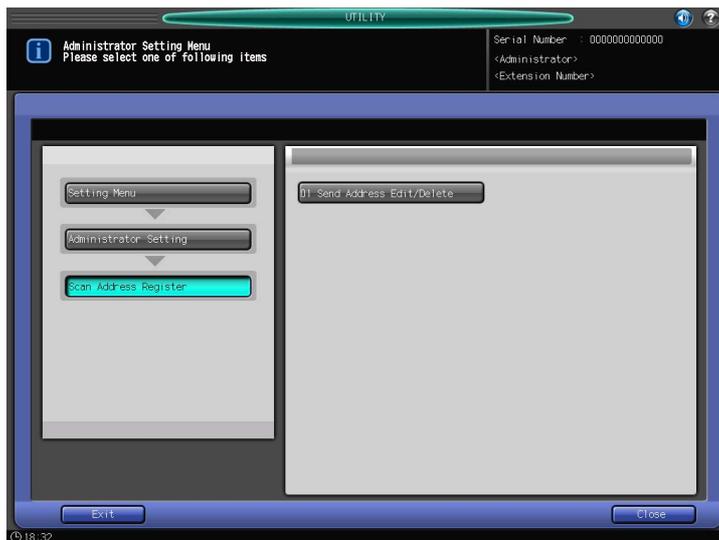
- 1 Press the [Utility/Counter] key.
- 2 Press [Administrator Setting].



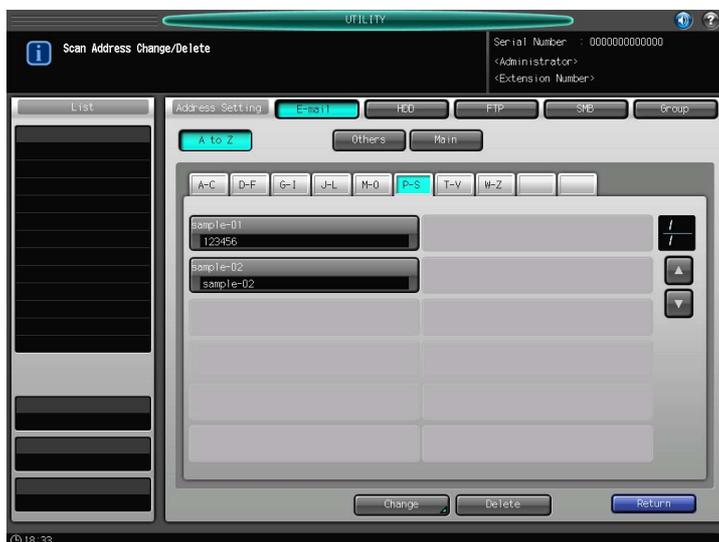
- 3 Press [Scan Address Register].



4 Press [Scan Address Edit/Delete].

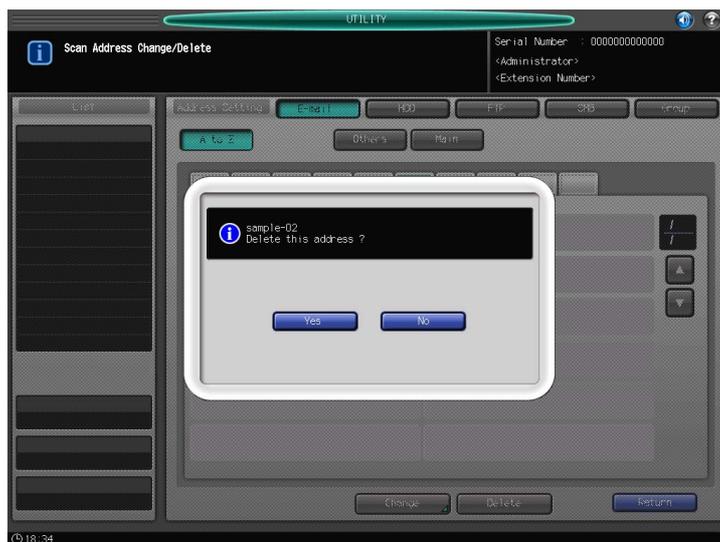


5 Press [E-mail], [HDD], [FTP], [SMB], or [Group] to display the address of which you want to delete the registered information.



6 Select the address you want to delete and press [Delete].

7 Press [Yes].



→ Press [No] if you do not delete.

8 Make sure the address is deleted, and press [Return].

9 Press [Exit] and close the Utility Menu screen.  
Return to the screen where you select an address.

---



## **Using the Network Scanner Features**

## 7 Using the Network Scanner Features

### 7.1 Keys on the Select Addresses Screen

In order to run scanning, you need to specify an address/storage location to which you send the scanned data. The following explains about the buttons in the address selecting screen.

#### Reference

On how to display the address selecting screen, refer to step 1 and 2 for each of the followings.

*Transmission to an E-mail Address (p. 7-4)*

*Storing in the Hard Disk (p. 7-9)*

*Transmission to the FTP Server (p. 7-14)*

*Transmission to the SMB server (p. 7-20)*

*Transmission to a Group (p. 7-31)*

*Transmission Using Web Service (WS Scan) (p. 7-33)*



[A to Z]	When this key is pressed, it displays the register name corresponding to the selected [A to Z] key. Displays corresponding to each initial letter of the registered Reference Name.
[Others]	Displays an address whose initial reference name is a sign. It also displays addresses with no reference name registered.
[Main]	Displays only addresses which were registered as Main address. An administrator of the copier configures the Main address. For more information, contact your administrator of the copier.
	Switches between pages which display addresses. Hold down the button to switch pages continuously.
[Search]	Displays the screen to enter reference name. For more information on how to search, refer to page 3-7.
[Input Address]	Input Address screen is displayed.
[Clear All]	Clears all the addresses selected.
[Scan Settings]	Displays the screen to configure Scan settings.

[Input Address], [Search], [A to Z], [Others], [Main] are not displayed on the screen for selecting Group address.

## 7.2 Transmission to an E-mail Address

When you send the scanned data as an E-mail attached file, the procedures will be different depending on whether the E-mail address is registered in advance or the E-mail address is entered manually.



### Reference

Refer to page 3-11 for the method of transmitting data to the address searched with the LDAP Search function.

Refer to the following pages.

When an E-Mail Address is Already Registered: page 7-4

When an E-Mail Address is Input Manually: page 7-7

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

The E-mail address you entered in [Administrator Setting]-[Administrator Registration][E-mail Address Setting] of the Utility Menu screen is used as your From address. For details, refer to "Administrator registration" in the "User's Guide (POD Administrator's Reference)".

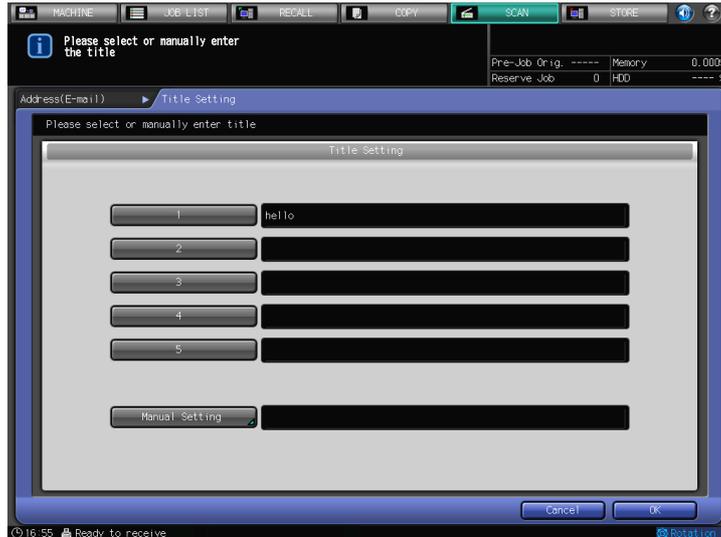
### When an E-Mail Address is Already Registered

- 1 Press [SCAN].
- 2 Make sure that [E-mail] is selected.



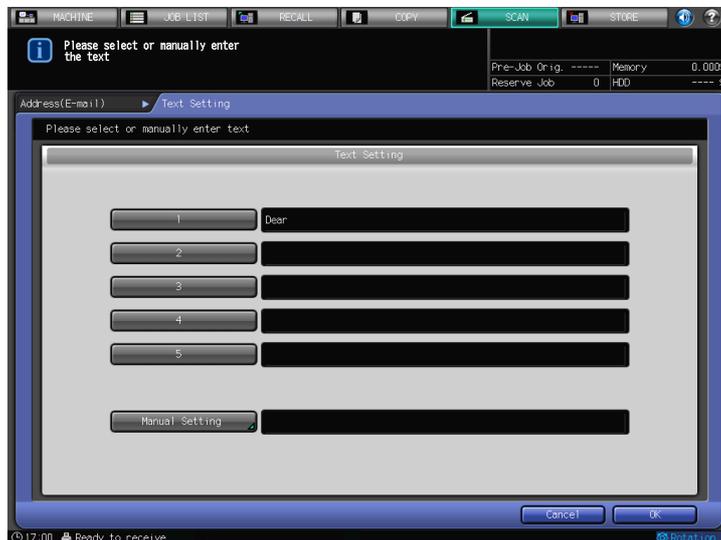
- In the initial settings, [E-mail] is selected. The default Address tab of the SCAN screen can be set at [Utility/Counter] - [Scan Setting] - [Default Address Setting]. For details, refer to page 9-3.

- 3 To send with a title, press [Title Setting]. Select either one from [1] to [5] or [Manual Setting] to enter the title, and then press [OK].



- To enter a preset title, select either one from [1] to [5].  
Preset titles can be set in [Utility/Counter]-[Administrator Setting]-[Network Setting]-[Controller NIC Setting]-[E-mail Setting].  
For details, refer to page 9-6.  
64 characters can be registered at the maximum.
- To enter a title manually, select [Manual Setting].  
Enter in the character input screen displayed.  
20 characters can be registered at the maximum.
- Enter in alphameric characters and signs.  
For details of how to input characters, refer to page 3-6 .

- 4 To send with a message, press [Text Setting]. Select either one from [1] to [5] or [Manual Setting] to enter the text, and then press [OK].



- To enter a preset message, select either one from [1] to [5].  
Preset messages can be set in [Utility/Counter]-[Administrator Setting]-[Network Setting]-[Controller NIC Setting]-[E-mail Setting].  
For details, refer to page 9-6.  
256 characters can be registered at the maximum.
- To enter a message manually, select [Manual Setting].  
Enter in the character input screen displayed.  
256 characters can be registered at the maximum.
- Enter in alphameric characters and signs.  
For details of how to input characters, refer to page 3-6.

### 5 Press the E-mail address you want to send to.



- The selected destination is displayed in [List] at the left side of the screen.
- You can refine the registered address by the search function. For details, refer to page 3-7.
- You can refine the Register Name by using [A to Z]. For more information on how to use [A to Z], refer to page 7-2.
- To deselect the address, press the selected address again.
- When entering an address manually, refer to page 7-7.

### 6 Press [Scan Settings].

Pressing this key displays the Scan Setting screen.

### 7 Configure the necessary items.



- For more information on the configurations on the Scan Setting screen, refer to page 7-35.
- Press [File Name] if you want to specify the name of the attached file.

### 8 Set an original, and then press [Start].

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

- The scanned data on E-mail are sent to the SMTP server.
- To return to the screen to specify destinations, press [Address].
- Settings on the scan setting screen and the selection on the destination screen may remain till the machine is restarted. It is recommended to clear the settings and the selection after the operation. To clear the settings, press [Reset] in the scan setting screen. To clear the selection, return to the destination screen by pressing [Address] and then press [Clear All], or press [Reset] on the control panel.

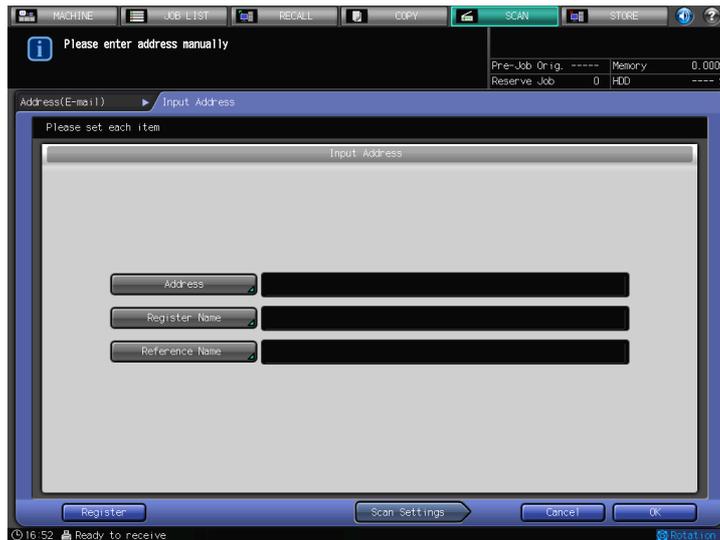
## When an E-Mail Address is Input Manually

- 1 Follow the Step 1 to 4 of "When an E-Mail Address is Already Registered" (p. 7-4).
- 2 Press [Input Address].



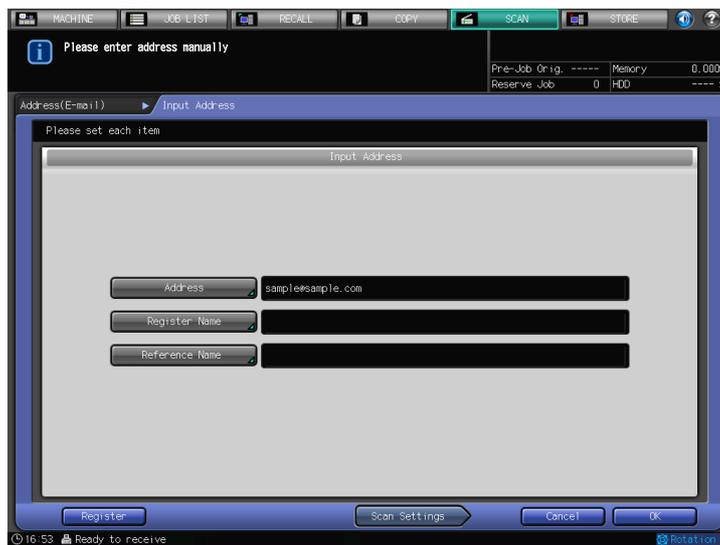
→ If you want to select the registered address, refer to page 7-4.

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



- Pressing [Address] displays the character input screen.
- For more information on how to input characters, refer to page 3-6.
- Press [Register] to register the inputted address.

- 4 Press [Scan Settings].



- 5 Follow the Step 7 and after of "When an E-Mail Address is Already Registered" (p. 7-4).

## 7.3 Storing in the Hard Disk

When you store the scanned data on the hard disk, the procedures will be different depending on whether or not a user box address is registered in advance.



### Reference

Refer to the following pages.

When a Box is Already Registered: page 7-9

When a Box is Not Registered: page 7-12

### When a Box is Already Registered

- 1 Press [SCAN] tab.
- 2 Press [HDD].



- In the initial settings, [E-mail] is selected. The default Address tab of the SCAN screen can be set at [Utility/Counter] - [Scan Setting] - [Default Address Setting]. For details, refer to page 9-3.

### 3 Press the address of the user box for storage location.



- The selected destination is displayed in [List] at the left side of the screen.
- You can refine the registered address by the search function. For details, refer to page 3-7.
- You can refine the Address by using [A to Z]. For more information on how to use [A to Z], refer to page 7-2.
- To deselect the address, press the selected address again.
- If you have not registered a user box for storage location, register the user box. Refer to page 7-12 for more information about method to register a box.

### 4 Press [Scan Settings].



- 5 When a password is set for the user box, enter the password and press [OK].



- 6 Configure the necessary items.



- For more information on the configurations on the Scan Setting screen, refer to page 7-35.
- Press [File Name] if you want to specify the file name.

- 7 Set an original, and then press [Start].

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

- To return to the screen to specify destinations, press [Address].
- Refer to the user's guide for the HDD TWAIN driver for more information about method to load scanned data stored in the hard disk into a computer.
- Settings on the scan setting screen and the selection on the destination screen may remain till the machine is restarted. It is recommended to clear the settings and the selection after the operation. To clear the settings, press [Reset] in the scan setting screen. To clear the selection, return to the destination screen by pressing [Address] and then press [Clear All], or press [Reset] on the control panel.

## When a Box is Not Registered

- 1 Follow the Step 1 to 2 of "When a Box is Already Registered" (p. 7-9).
- 2 Press [Input Address].



→ If you want to select the registered address, refer to page 7-9.

- 3 Press [User Box No.].



- 4 Enter User Box No., then press [OK].



→ Make sure to record [User Box No.]. You need the number when you import scanned data from computers.

- 5 Press [Scan Settings].



→ Press [Register] to register the inputted box.

- 6 Follow the Step 6 and after of "When a Box is Already Registered" (p. 7-9).

## 7.4 Transmission to the FTP Server

When you send a scanned data to FTP server, the procedures will be different depending on whether the FTP server address is registered in advance or the FTP server address is entered manually.



### Reference

Refer to the following pages.

When an FTP server is Already Registered: page 7-14

When an FTP server is Input Manually: page 7-16

### When an FTP server is Already Registered

- 1 Press [SCAN] tab.
- 2 Press [FTP].



→ In the initial settings, [E-mail] is selected. The default Address tab of the SCAN screen can be set at [Utility/Counter] - [Scan Setting] - [Default Address Setting]. For details, refer to page 9-3.

- 3 Press the address of the FTP server.



- Configure [Port No.] and [Firewall] when necessary.
- The selected destination is displayed in [List] at the left side of the screen.
- You can refine the registered address by the search function. For details, refer to page 3-7.
- You can refine the Address by using [A to Z]. For more information on how to use [A to Z], refer to page 7-2.
- To deselect the address, press the selected address again.
- When entering an address manually, refer to page 7-16.

#### 4 Press [Scan Settings].



#### 5 Configure the necessary items.



- For more information on the configurations on the Scan Setting screen, refer to page 7-35.
- Press [File Name] if you want to specify the file name.

#### 6 Set an original, and then press [Start].

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

- To return to the screen to specify destinations, press [Address].
- Settings on the scan setting screen and the selection on the destination screen may remain till the machine is restarted. It is recommended to clear the settings and the selection after the operation. To clear the settings, press [Reset] in the scan setting screen. To clear the selection, return to the destination screen by pressing [Address] and then press [Clear All], or press [Reset] on the control panel.

## When an FTP server is Input Manually

- 1 Follow the Step 1 to 2 of "When an FTP server is Already Registered" (p. 7-14).
- 2 Press [Input Address].

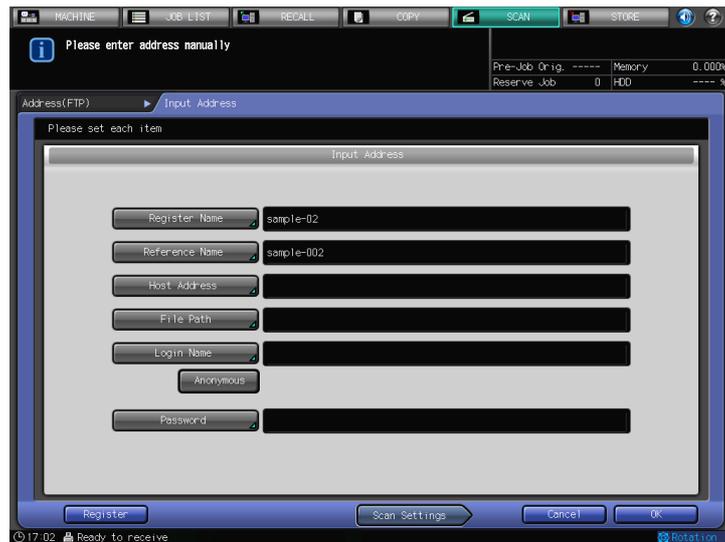


- Configure [Port No.] and [Firewall] when necessary.
- If you want to select the registered address, refer to page 7-14.

- 3 Press [Register Name] to enter the Register Name.



- The Name is automatically inputted in [Reference Name]. If you want to change the Register Name, press [Reference Name] and input the name again.

**4** Press [Host Address] to input a Host Address.

- Pressing [Host Address] displays the character input screen.
- For more information on how to input characters, refer to page 3-6.

**5** Press [File Path] to input a File Path.

- Pressing [File Path] displays the character input screen.
- For more information on how to input characters, refer to page 3-6.

## 6 Press [Login Name] to input a Login Name.



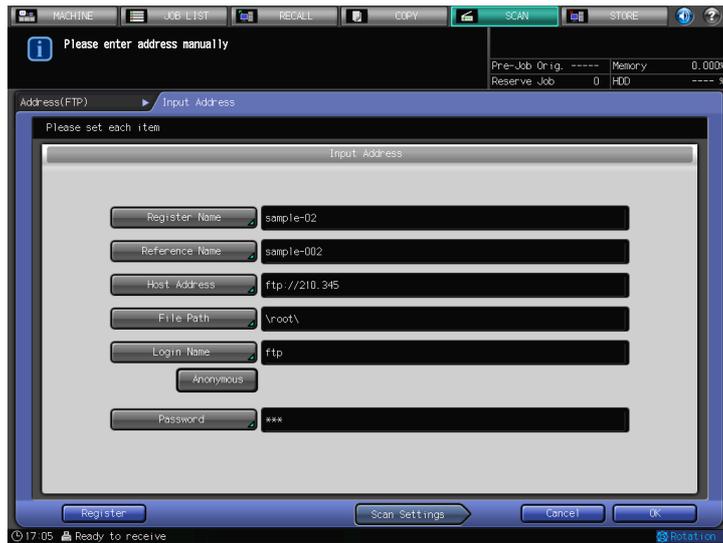
- Pressing [Login Name] displays the character input screen.
- For more information on how to input characters, refer to page 3-6.
- Pressing [Anonymous] inputs "anonymous" in the [Login Name] field. This key is available when you use the Anonymous FTP (where file sharing is done between unspecified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

## 7 Press [Password] to input a Password.



- Pressing [Password] displays the character input screen.
- For more information on how to input characters, refer to page 3-6.
- The input Password is shown by "\*".

## 8 Press [Scan Settings].



→ Press [Register] to register the inputted FTP server.

## 9 Follow the Step 5 and after of "When an FTP server is Already Registered" (p. 7-9).

## 7.5 Transmission to the SMB server

When you send a scanned data to SMB server, the procedures will be different depending on whether the SMB server address is registered in advance or it is entered manually.



### Reference

Refer to the following pages.

When an SMB server is Already Registered: page 7-20

When an SMB server is Input Manually: page 7-22

### When an SMB server is Already Registered

- 1 Press [SCAN] tab.
- 2 Press [SMB].



→ In the initial settings, [E-mail] is selected. The default Address tab of the SCAN screen can be set at [Utility/Counter] - [Scan Setting] - [Default Address Setting]. For details, refer to page 9-3.

- 3 Press the address of the SMB server.



- The selected destination is displayed in [List] at the left side of the screen.
- You can refine the registered address by the search function. For details, refer to page 3-7.
- You can refine the Address by using [A to Z]. For more information on how to use [A to Z], refer to page 7-2.
- To deselect the address, press the selected address again.
- When entering an address manually, refer to page 7-22.

## 4 Press [Scan Settings].



## 5 Configure the necessary items.



- For more information on the configurations on the Scan Setting screen, refer to page 7-35.
- Press [File Name] if you want to specify the file name.

## 6 Set an original, and then press [Start].

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

- To return to the screen to specify destinations, press [Address].
- Settings on the scan setting screen and the selection on the destination screen may remain till the machine is restarted. It is recommended to clear the settings and the selection after the operation. To clear the settings, press [Reset] in the scan setting screen. To clear the selection, return to the destination screen by pressing [Address] and then press [Clear All], or press [Reset] on the control panel.

## When an SMB server is Input Manually

- 1 Follow the Step 1 to 2 of "When an SMB server is Already Registered" (p. 7-20).
- 2 Press [Input Address].



→ If you want to select the registered address, refer to page 7-20.  
The screen appears for entering an address manually.

- 3 Press [Register Name] to enter the Register Name.



- The Name is automatically inputted in [Reference Name]. If you want to change the Name, press [Reference Name] and input the Name again.
- For more information on how to input characters, refer to page 3-6.

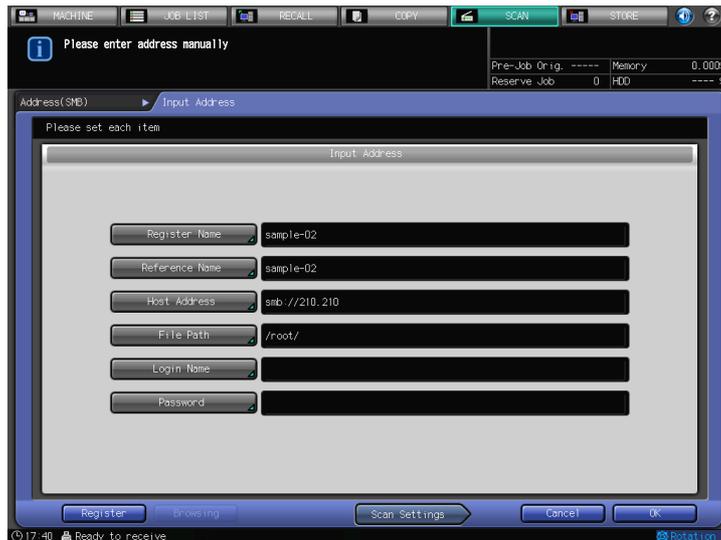
**4** Press [Host Address] to input a Host Address.

- Pressing [Host Address] displays the character input screen.
- For more information on how to input characters, refer to page 3-6.

**5** Press [File Path] to input a File Path.

- Pressing [File Path] displays the character input screen.
- For more information on how to input characters, refer to page 3-6.

## 6 Press [Login Name] to input a Login Name.



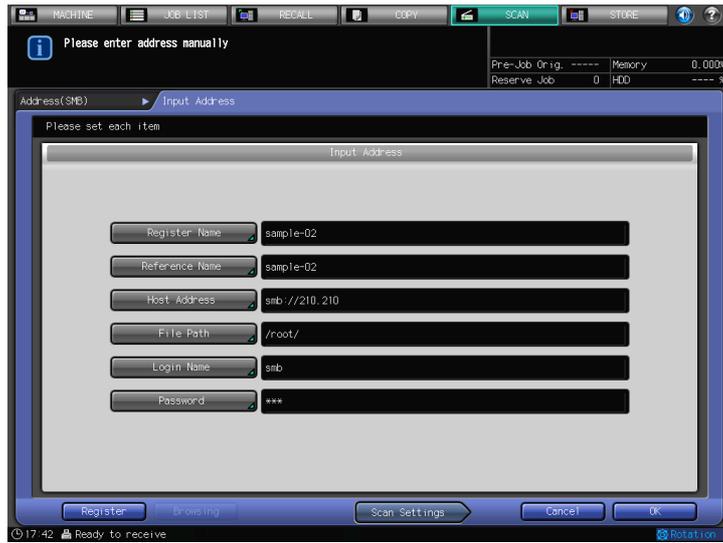
- Pressing [Login Name] displays the character input screen.
- For more information on how to input characters, refer to page 3-6.

## 7 Press [Password] to input a Password.



- Pressing [Password] displays the character input screen.
- For more information on how to input characters, refer to page 3-6.
- The input Password is shown by "\*\*\*".
- Press [Register] to register the inputted SMB server.
- Press [Browsing] to search an address in the browsing list for networks, and configure an address. For details, refer to page 7-26.

## 8 Press [Scan Settings].



## 9 Follow the Step 5 and after of "When an SMB server is Already Registered" (p. 7-20).

## To Search for an SMB Server from a Browsing List

- 1 Follow the Step 1 to 2 of "When an SMB server is Already Registered" (p. 7-20).
- 2 Press [Input Address].



→ If you want to select the registered address, refer to page 7-20.  
The screen appears for entering an address manually.

- 3 Press [Register Name] to enter the Register Name.



- The Name is automatically inputted in [Reference Name]. If you want to change the Name, press [Reference Name] and input the Name again.
- For more information on how to input characters, refer to page 3-6.

## 4 Press [Browsing].



→ Press [Browsing] to display the browsing list for networks.

## 5 Select a workgroup name and press [Down].



→ When the list consists of more than one page, you can move between pages by pressing [Previous] or [Next].

→ At maximum, 512 workgroups can be displayed.

## 6 Specify a computer name and press [Down].

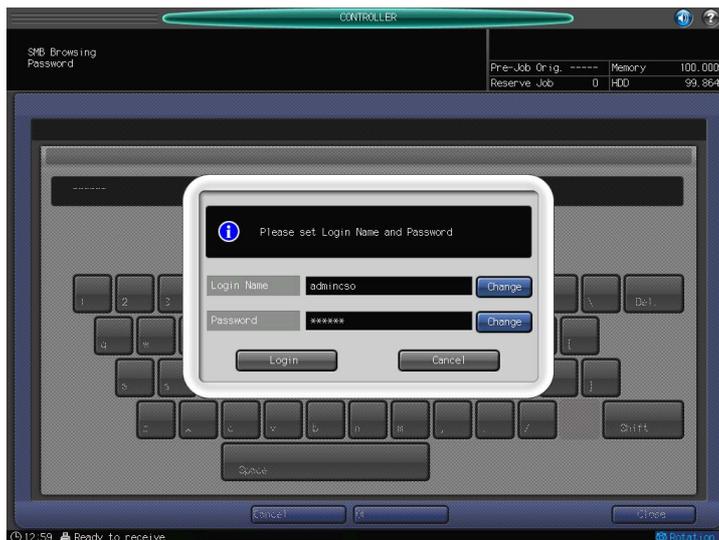


- When the list consists of more than one page, you can move between pages by pressing [Previous] or [Next].
- Press [Up] to move to the upper level.
- At maximum, 512 computers can be displayed.

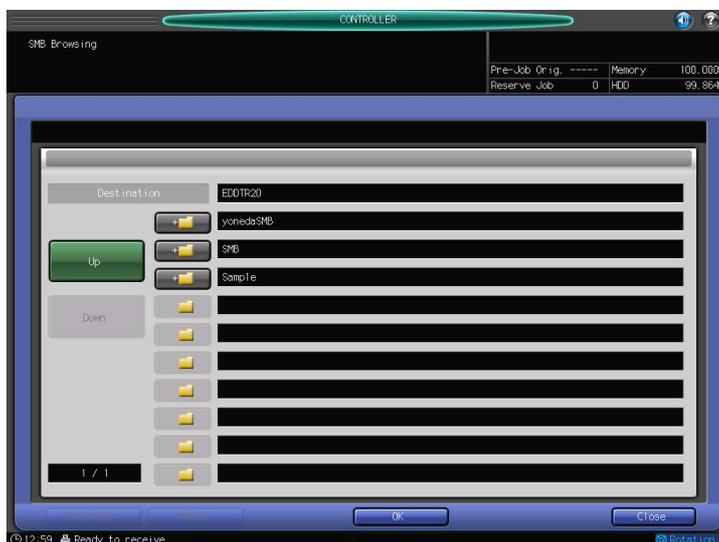
## 7 The authentication screen is displayed. Press [Change] for both the login name and password and input the authentication information.



8 Press [Login].



9 Select a destination folder and press [OK].



- Press [Up] to move to the upper level.
- At maximum, 256 folders can be displayed.
- File Path can be registered up to 96 characters.

**10** Press [Scan Settings].**11** Follow the Step 5 and after of "When an SMB server is Already Registered" (p. 7-20).

## 7.6 Transmission to a Group

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

- ✓ For information on how to register a Group, refer to page 6-14.

1 Press [SCAN] tab.

2 Press [Group].



→ In the initial settings, [E-mail] is selected. The default Address tab of the SCAN screen can be set at [Utility/Counter] - [Scan Setting] - [Default Address Setting]. For details, refer to page 9-3.

3 Press the address of the Group.



- The selected destination is displayed in [List] at the left side of the screen.
- To deselect the Name, press the selected Name again.
- Press [List] and select a Group to display a list of Group addresses.  
Press [Edit] on the group address list screen to change what to include in a Group.

## 4 Press [Scan Settings].



## 5 Configure the necessary items.



- For more information on the configurations on the Scan Setting screen, refer to page 7-35.
- Press [File Name] if you want to specify the file name.

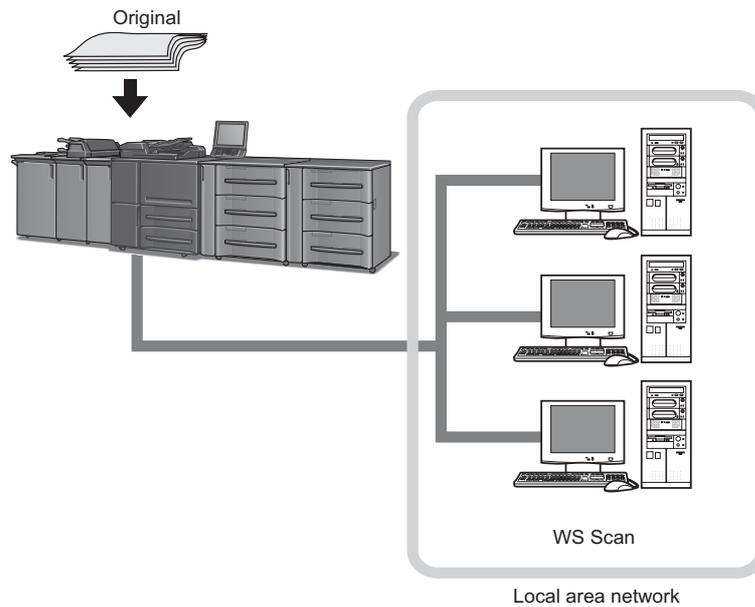
## 6 Set an original, and then press [Start].

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

- To return to the screen to specify destinations, press [Address].

## 7.7 Transmission Using Web Service (WS Scan)

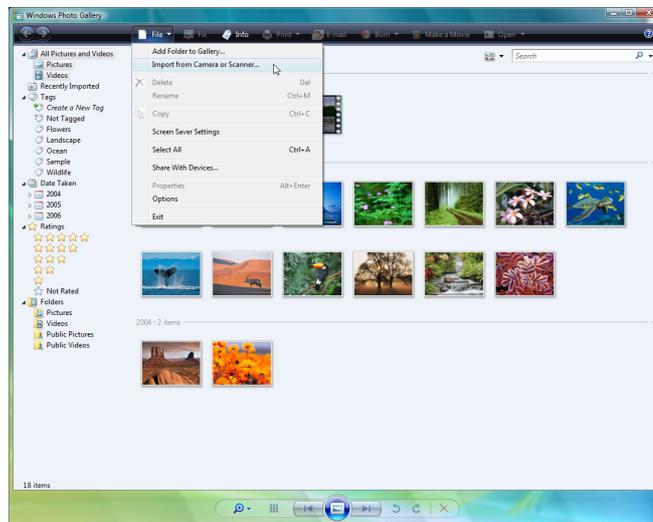
If the driver program of this machine is installed on a computer on the network, you can instruct a scan operation from the computer and receive the scanned data to the computer.



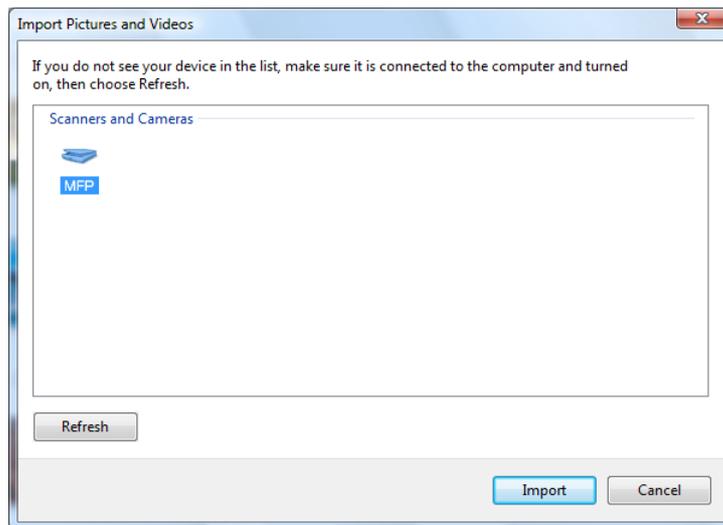
The following is an example of procedure for scanning originals via Windows Photo Gallery.

✓ For the settings you must configure in advance, refer to page 5-10.

- 1 Start a scanner enabled application.
- 2 On the [File] menu, click [Import from Camera or Scanner].

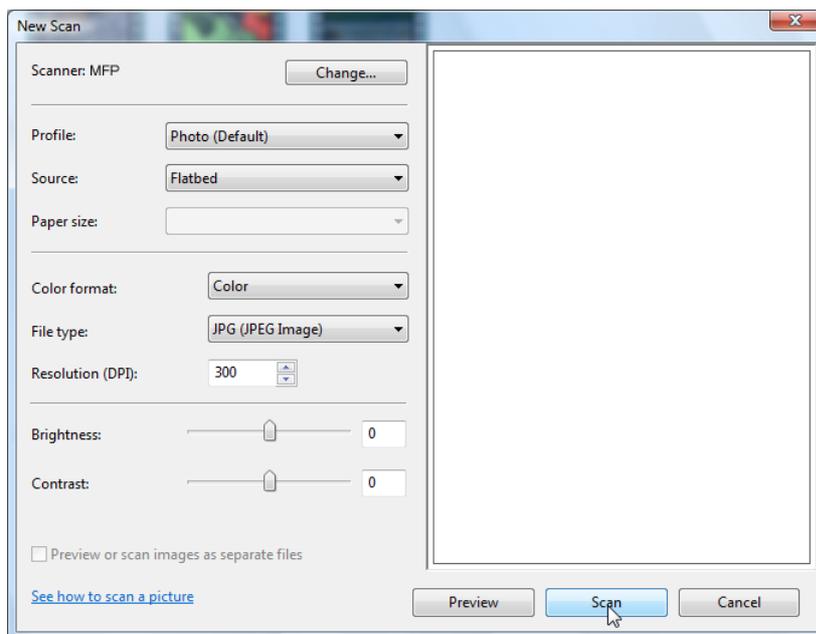


- 3 From the list of [Scanners and Cameras], select this machine and then click [Import].



The [New Scan] dialog box appears.

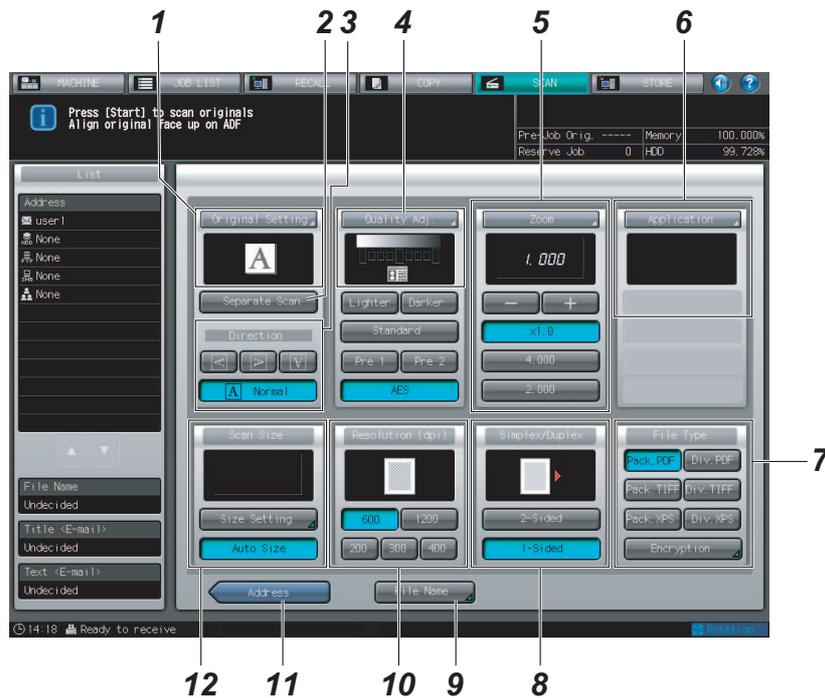
- 4 Load the original on the machine.
- 5 Configure scan settings and then click [Scan].



- 6 Enter a file name of a file to be stored in [Tag these images], and click [Scan].  
After scanning, a scanned data is added to the list of images.

## 7.8 About the Scan Setting Screen

Pressing [Scan Settings] on the address selecting screen displays the Scan Setting screen. On the Scan Setting screen, such settings as original setting and quality adjustment can be configured.



No.	Item	Description	Reference page	
1	[Original Settings]	You can set various settings on the original such as the original orientation, bind direction, etc.	p. 7-36	
2	[Separate Scan]	Original on multiple sheets which cannot be transmitted by ADF can be read using the original glass.		
3	[Direction]	Specify the direction of the original.		
4	[Quality Adj.]	Specify the density of scanning in 9 levels. You can register the scanning density and recall them by pressing [Pre1] and [Pre2].	p. 7-37	
5	[Zoom]	You can specify various settings on zooming for scanning. To change a zoom level, a setting is required. For more information, contact your service representative.	p. 7-38	
		[+],[−]		Specify a zoom level for scanning.
		[x1.0]		Specify a zoom level for scanning.
		[4.00],[2.00]		You can specify the registered zoom level.
6	[Application]	You can configure various application functions for page editing and image processing.	p. 7-39	
7	[File Type]	Specify the file type to scan. <ul style="list-style-type: none"> <li>• [Pack. PDF]/[Div. PDF]</li> <li>• [Pack. TIFF]/[Div. TIFF]</li> <li>• [Pack. XPS]/[Div. XPS]</li> <li>• [Encryption]</li> </ul> You can specify a password by pressing [Encryption] when PDF is selected for the file type.	p. 7-40	
8	[Simplex/Duplex]	You can scan both sides of the original when [ADF] is selected in [Scan Initial Setting] screen. [Scan Initial Setting] screen can be displayed by pressing [Utility/Counter]-[Scan Setting]-[Scan Initial Setting].	p. 7-41	

No.	Item	Description	Reference page	
9	[File Name]	You can input a File Name for data you are about to scan. If you don't input the file name, the file name is automatically specified with the combination of the specified string, year, month, day, hour, and minute, and sequence number. You can specify the string in [MACHINE] - [Controller] - [Scan Setting] - [File Name].		
10	[Resolution (dpi)]	You can specify the resolution for scanning.	p. 7-41	
11	[Address]	The specified address is displayed. Press [Address] to return to the address selecting screen for changing the address.		
12	[Scan Size]	You can set the scan size.	p. 7-41	
		[Standard Size Setting]		You can specify a standard size or enter a scan size.
		[Auto Size]		Select this to scan by detecting the scan size automatically.
	[Default Set]	Press this to return to the initial setting. It is displayed on the Original Setting screen and the Quality Adjustment screen.		

## Original Setting



In [Original Setting], you can configure the following functions.

- Direction
  - Normal, Left, Upside Down, Right
- Bind Direction
  - Right & Left, Top
- Special
  - Normal, Mixed, Z-Folded , Single-Feed
- [Default Set]
  - Return to the initially set value.



### Reference

For details on [Original Setting], refer to *User's Guide (Copier)*.

## Quality Adjustment



In [Quality Adj.], you can configure the following functions.

- Density Setting
  - -4 - +4
- Background Removal
  - -4 - +4
- Original Type
  - Text/Photo, Dot Matrix, Photo, Text
- Text/Photo
  - -4 - +4
- Sharpness
  - -4 - +4
- [Default Set]
  - Return to the initially set value.



### Reference

For details on [Quality Adj.], refer to *User's Guide (Copier)*.

## Zoom



In [Zoom], you can configure the following functions.

- x1.0
- Vert./Horiz. Zoom
- Vertical Zoom
- Horizontal Zoom
- Enlarge
  - A5->A3, A4->A3/B5->B4, A4->B4, B4->A3/B5->A4
- Reduce
  - 8.5x14->8.5x11, 11x17->8.5x14, 11x17->8.5x11, Reduce Fix Zoom
- Set Zoom Ratio
  - 4.000, 2.000, 0.500

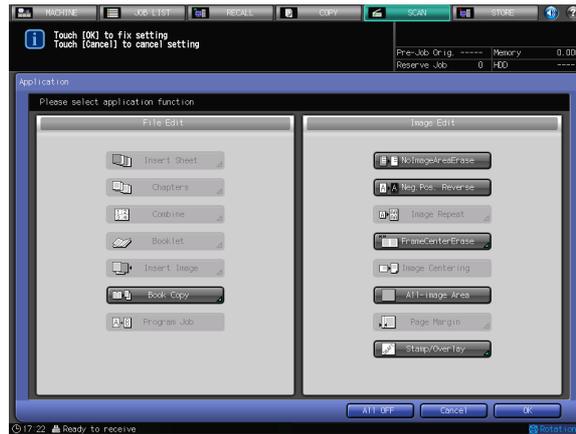
To enable zoom, a setting is required. For more information, contact your service representative.



### Reference

For details on [Zoom], refer to *User's Guide (Copier)*.

## Application



In [Application], you can configure the following functions.

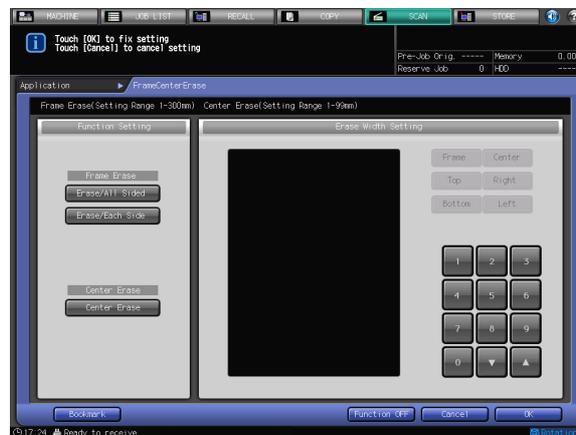
- File Edit
  - Insert Sheet, Chapters, Combine, Booklet, Insert Image, Book Copy, Program Job
- Image Edit
  - NoImageAreaErase, Neg.Pos. Reverse, Image Repeat, FrameCenterErase, Image Centering, All-image Area, Page Margin, Stamp/Overlay



### Reference

For details on [Application], refer to *User's Guide (Copier)*.

## Application - FrameCenterErase



In [FrameCenterErase], you can configure the following functions.

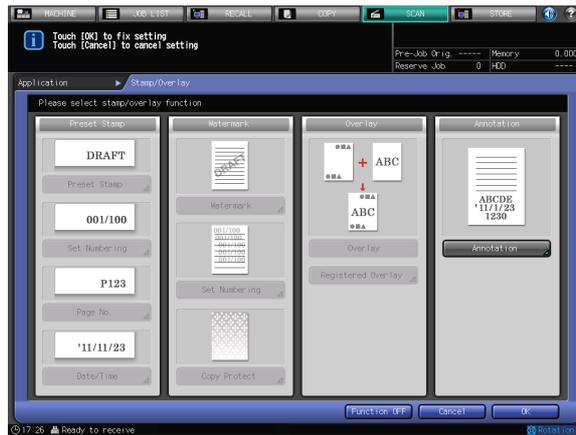
- Function Setting
  - Erase/All Sided, Erase/Each Side, Center Erase
- Erase Width Setting
  - Frame, Center, Top, Right, Bottom, Left
- Bookmark
- Function OFF



### Reference

For details on [FrameCenterErase], refer to *User's Guide (Copier)*.

## Application - Stamp/Overlay



In [Stamp/Overlay], you can configure the following functions.

- Preset Stamp
  - Preset Stamp, Set Numbering, Page No., Date/Time
- Watermark
  - Watermark, Set Numbering, Copy Protect
- Overlay
  - Overlay, Registered Overlay
- Annotation
- Function OFF



### Reference

For details on [Stamp/Overlay], refer to *User's Guide (Copier)*.

## File Type

In [File Type], you can select the following file types.

- Batched PDF, Separated PDF
- Batched TIFF/Separated TIFF
- Pack. XPS/Div. XPS
- Encryption (PDF)



## Simplex/Duplex

You can select either the simplex or duplex printing.

If [2-Sided] is disabled, set an original in ADF.

If you want to enable [2-Sided] with no original set in ADF, press [ADF] in [Scan Initial Setting] screen and press [OK].

[Scan Initial Setting] screen can be displayed by pressing [Utility/Counter]-[Scan Setting]-[Scan Initial Setting].



### Reference

For details on [Simplex/Duplex], refer to User's Guide (Copier).

## Resolution (dpi)

In [Resolution (dpi)], you can select the following resolutions.

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

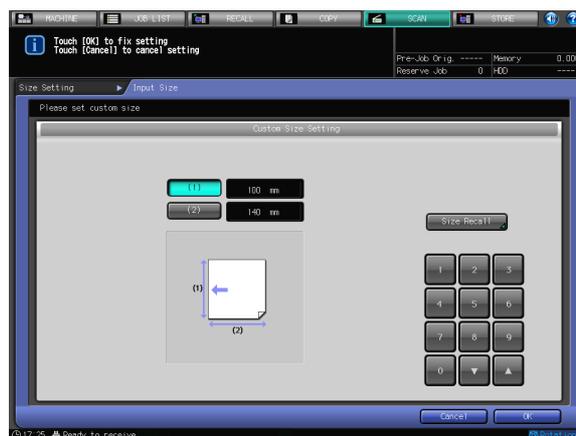
## Scan Size

In [Scan Size], you can configure the following functions.

Size Setting



- A3, A4, A4v, A5, B4, B5, B5v, Postcard, 11 x 17, 8.5 x 14, 8.5 x 11, 8.5 x 11v, 5.5 x 8.5, Full Area
- Input Size

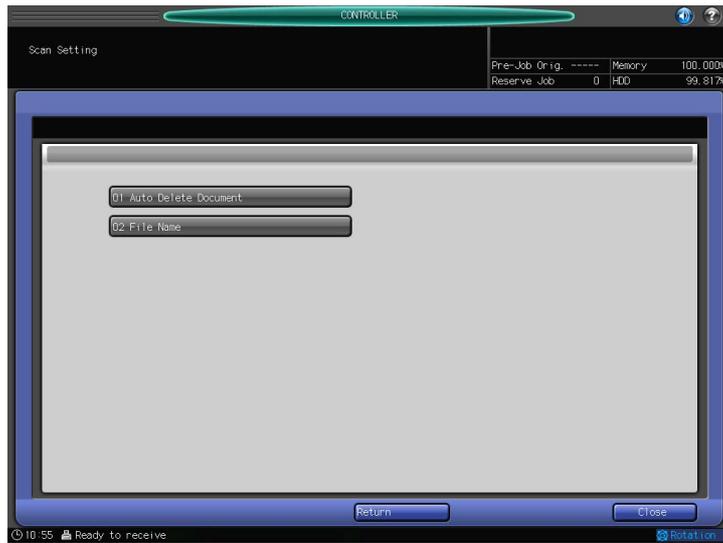


### Reference

For details on [Scan Size], refer to User's Guide (Copier).

## 7.9 Scan Setting in Controller

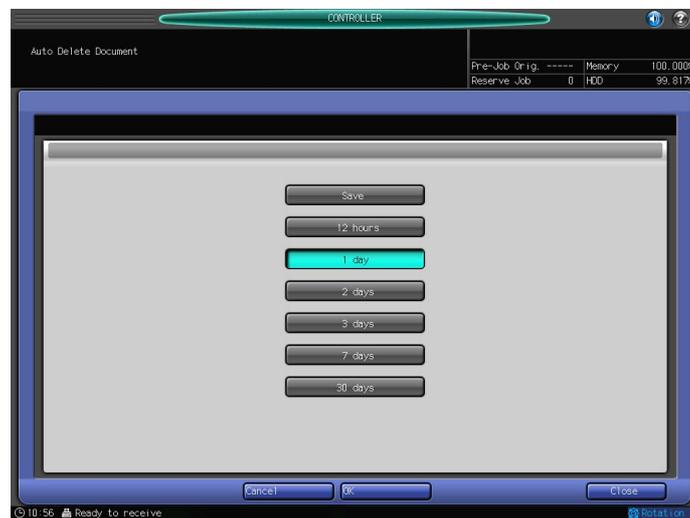
In [MACHINE] - [Controller] - [Scan Setting], you can configure the following functions.



Item	Description	Reference page
Auto Delete Document	You can set a time to delete the data stored in the user box automatically.	p. 7-42
File Name	You can set the string to add to the file name automatically. The file name is generated in combination of the specified string, year, month, day, hour, and minute, and sequence number.	p. 7-43

### 7.9.1 Auto Delete Document

You can set a time to delete the data stored in the user box automatically.



Setting value	Save, 12 hours, 1 day, 2 days, 3 days, 7 days, 30 days
---------------	--

## 7.9.2 File Name

You can set the string to add to the file name automatically. The file name is generated in combination of the specified string, year, month, day, hour, and minute, and sequence number.



## 7.10 Job List

You can check a job that was scanned using this machine in the [Job List] screen.

### 7.10.1 Displaying the Job List Screen

- 1 Press [JOB LIST].



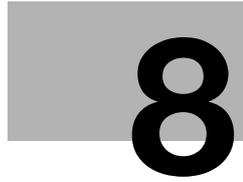
- 2 Now, you can check a job in the [Job List] screen.



→ In [Job List], you can configure the following functions.

[Job]	Press this button to display Active and Suspended jobs.
[Schedule]	Press this button to display spooled jobs.
[Output History]	Press this button to display all outputted jobs.
[Send History]	Press this button to display all sent jobs.
[Incomplete History]	Press this button to display incomplete jobs.
[Spool]	Press this button to operate the order to print the spooled jobs.
[Details]	Press this button to display detailed information on the selected job.
[Prior Print]	Press this button to print the selected job preferentially.
[Res. Order]	Configure the order to print the reserved jobs.
[Suspend]	Configure Active jobs as Suspended jobs.

[Delete]	Press this button to delete the selected job.
[Ticket Edit]	Press this button to edit a job ticket.
[Release]	Releases the suspended jobs.
[All Release]	Releases all the suspended jobs.



## About a Secure Folder

## 8 About a Secure Folder

Print Job sent from the computer using the Security Print function is stored in the Secure Folder.

Print job inside the Secure Folder will not be printed unless [User ID] and [Password] is entered in the Control Panel of the Copier.



### Reference

For information on Security Print functions, refer to "User's Guide (Printer)".

## 8.1 Creating a User Box (Secure Folder)

Print job with Security Print setting sent from the Image Controller is stored in the Secure Folder User Box. Follow the procedure below to create a User Box.

- 1 Press [RECALL].



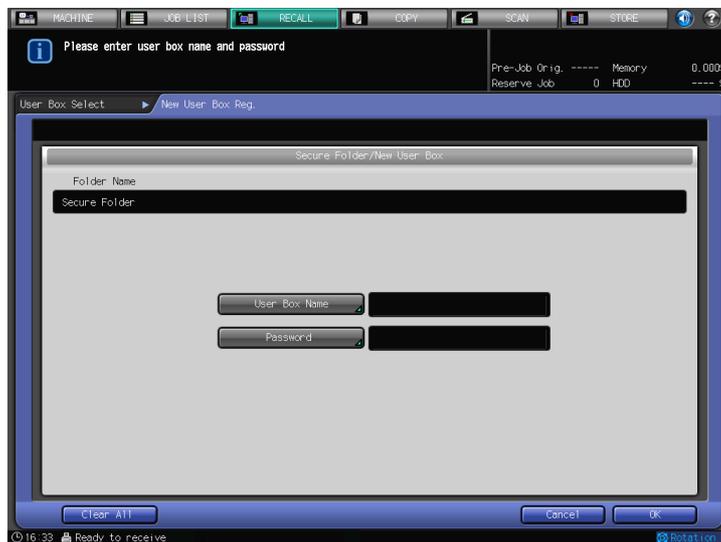
- 2 Press [Secure Folder].



## 3 Press [New User Box].



## 4 Press [User Box Name].

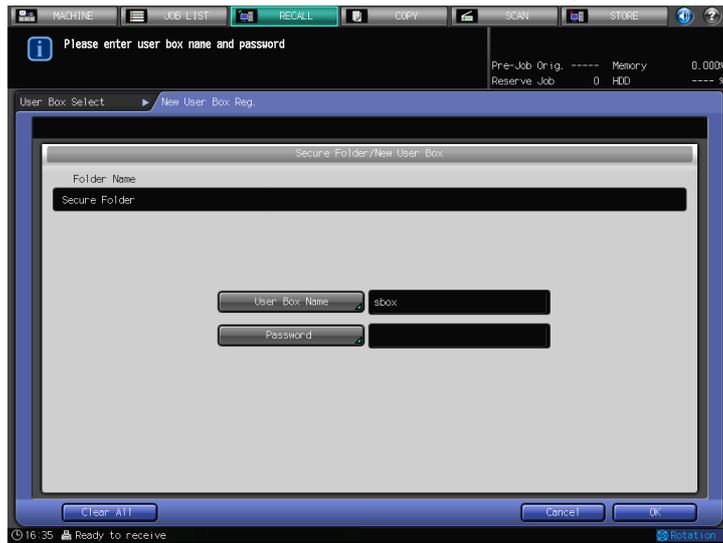


## 5 Enter User Box Name, then press [OK].

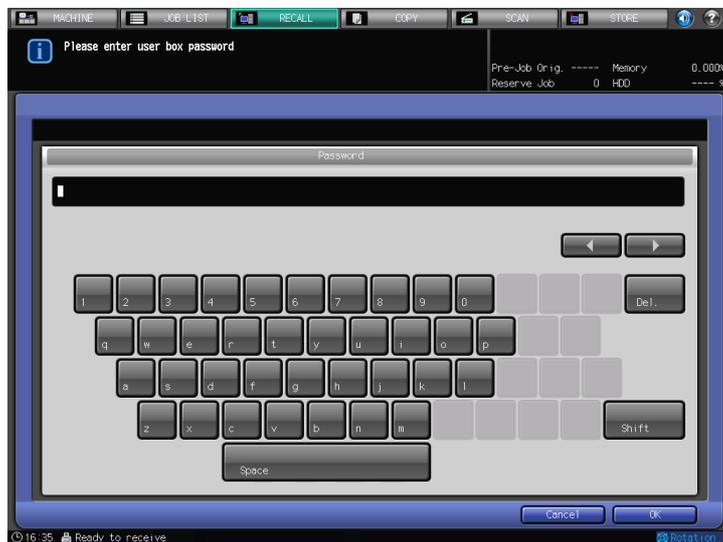


- Duplicate Secure User Box Name cannot be used.
- Enter Secure User Box Name in 8 characters.

6 Press [Password].

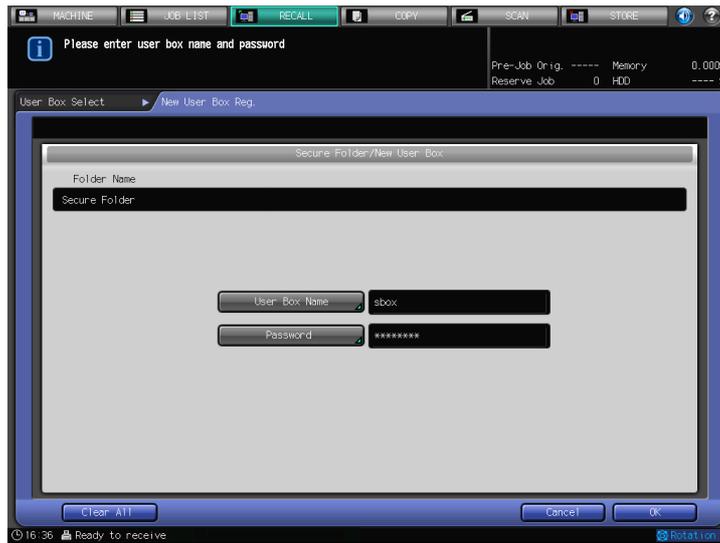


7 Enter password, then press [OK].



- Enter Secure User Box Name in 8 alphanumeric characters.
- The input Password is shown by eight "\*".
- Make sure to record the password.

8 Press [OK].



→ The input Password is shown by eight "\*".

9 Make sure the user box is created in the Secure Folder.



## 8.2 Print a job in the Secure Folder

In order to print a job in the Secure Folder, you need to enter [User ID] and [Password] in the Control Panel.



### Reference

For detailed information on Security Print Setting and Printing from Secure Folder, refer to "User's Guide (Printer)".

- 1 Press [RECALL].



- 2 Press [Secure Folder].



- 3 After selecting the user box, enter [Password], then press [OK].

- 4 Select a file in the user box, and press .



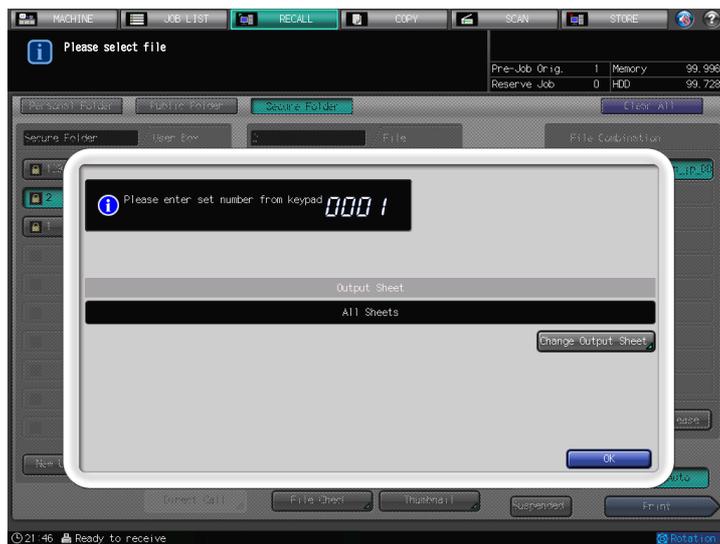
- 5 Select [Proof(1st Sheet)], [Proof], [Wait], [Auto], or [Suspended], and then press [Print].



[File Check]	Displays the list of the settings of the selected file.
[Thumbnail]	Displays the thumbnail of the selected file.
[Combination] - [File]	Prints selected files at once with their settings and attributes kept. 10 files can be combined at once at the maximum.
[Combination] - [Image]	This function is not available in the secure folder. This function is available in the personal folder and the public folder. Prints selected files at once as one file without keeping their settings and attributes. 10 files can be combined at once at the maximum. To add settings, select an output method other than [Auto]. You can add settings in the [Mode Check] screen, or with [Ticket Edit] in the [JOB LIST] screen. To see the operation flow, refer to page 4-27.
[File Delete]	Deletes the selected file. The file is deleted by pressing [Yes] in the confirmation message screen.
[All Release]	Releases all the print settings.
[Release]	Releases the print settings.

[Proof (1st Sheet)]	Prints the first page only, stops, and then displays the [Mode Check] screen to check or change the print settings. If it is unnecessary to change the print settings, press the [Start] button to restart printing. To see the operation flow, refer to page 4-27.
[Proof]	When printing multiple copies, prints one copy, stops, and then displays the [Mode Check] screen to check or change the print settings. If it is unnecessary to change the print settings, press the [Start] button to restart printing. To see the operation flow, refer to page 4-27.
[Wait]	Stops after RECALL and a screen is displayed to confirm settings. Settings can be changed. To see the operation flow, refer to page 4-27.
[Auto]	When this button is selected, printing starts without pressing the [Start] button. To see the operation flow, refer to page 4-27.
[Suspended]	When this button is selected, job moves to [Suspend] in the [Job List] screen. To see the operation flow, refer to page 4-27.
[Print]	Prints the selected file.

- 6 When [Auto] is selected, a screen to specify the number of copies appears. Enter a number with the keypad, and then press [OK].



- By pressing [Change Output Sheet], you can choose printing pages between all pages and a specified page or specified pages.  
To print all pages, press [All Sheets].  
To print a specified page or specified pages, press [Sheet Specify] and then specify with a page number or page numbers.

The selected file is printed.

- 7 A screen appears and asks you if you wish to continue the printing operation. Press [Yes] to continue, or press [No] to end.

- When you press [Yes], repeat the procedure from step 5.



- 3 Select a user box to be deleted.



- 4 Enter [Password], then press [OK].

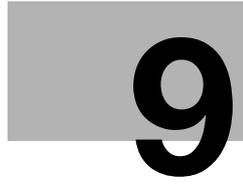
- 5 Press [User Box Delete].



- 6 Press [Yes].



The user box in the Secure Folder is deleted.



**Utility Menu screen**

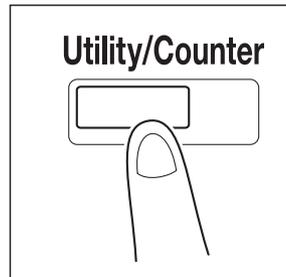
---

## 9 Utility Menu screen

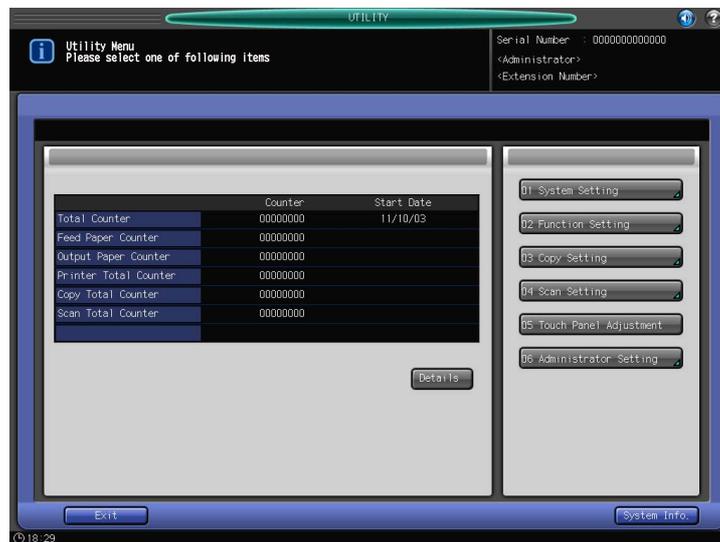
Press the [Utility/Counter] key on the control panel to display the Utility Menu screen.

### 9.1 Displaying the Utility Menu Screen

- 1 Press [Utility/Counter] on the control panel.



The Utility Menu screen is displayed.



This User's Guide describes the following items in the Utility Menu screen. For the other items, refer to the corresponding User's Guide.

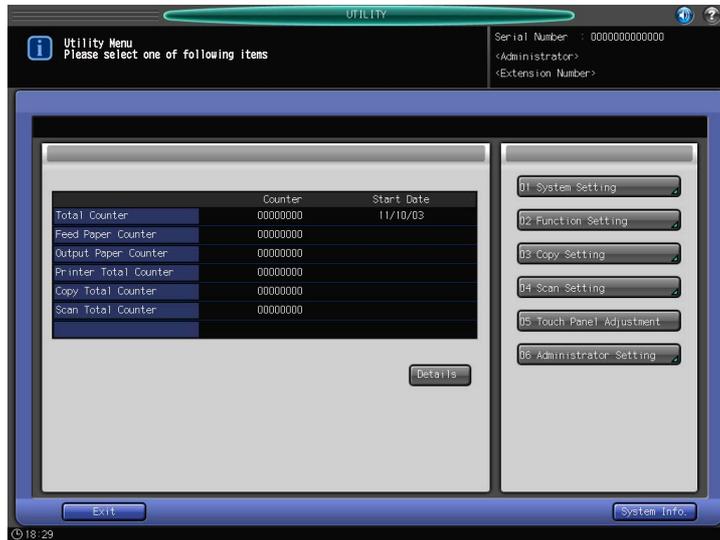
- Scan Setting (page 9-3)
- E-mail Setting (page 9-6)

## 9.2 Scan Setting

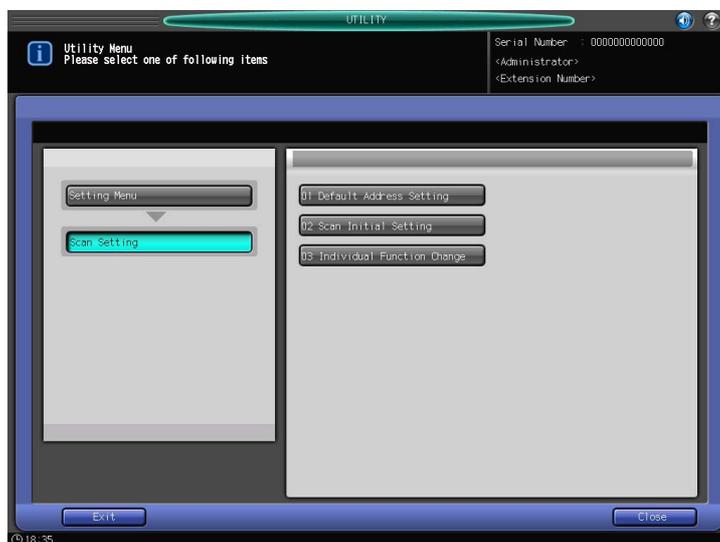
You can set the initial values for the address and file type in the Scan Setting screen in the Utility Menu screen.

### Displaying the Scan Setting Screen

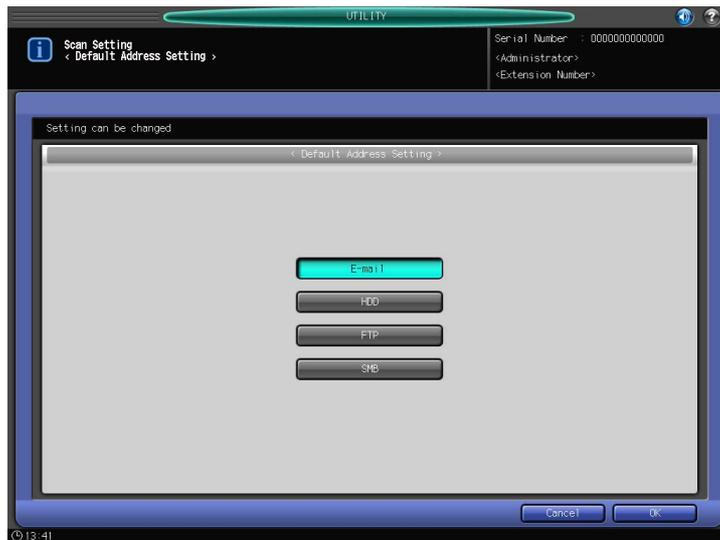
- 1 Open the Utility Menu screen by referring to page 9-2.
- 2 Press [04 Scan Setting].



- 3 Press the item to be configured.



## Default Address Setting



Item	Description
[E-mail]	In the Select Addresses Screen, [E-mail] is displayed in the initial setting.
[HDD]	In the Select Addresses Screen, [HDD] is displayed in the initial setting.
[FTP]	In the Select Addresses Screen, [FTP] is displayed in the initial setting.
[SMB]	In the Select Addresses Screen, [SMB] is displayed in the initial setting.

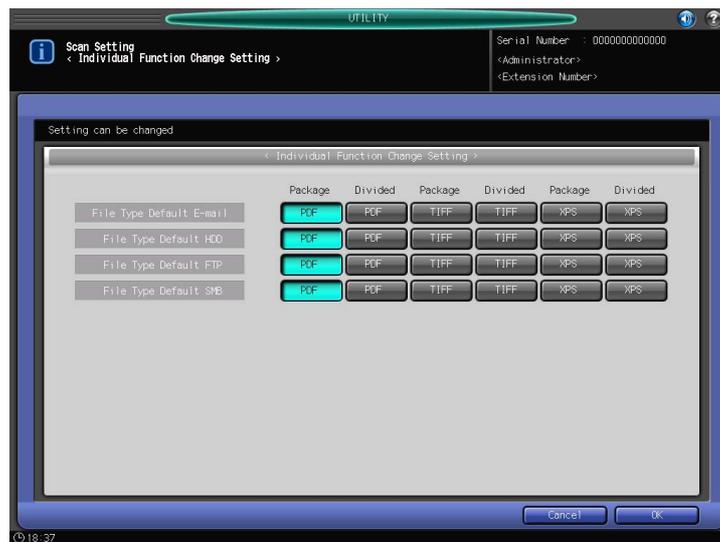
## Scan Initial Setting



Set the initial values for the Scan Setting screen.

- Press [ADF] to enable the ADF mode in which you can specify [2-Sided] in the Scan Setting screen.
- You cannot set [Zoom] and [File Type].

## Individual Function Change



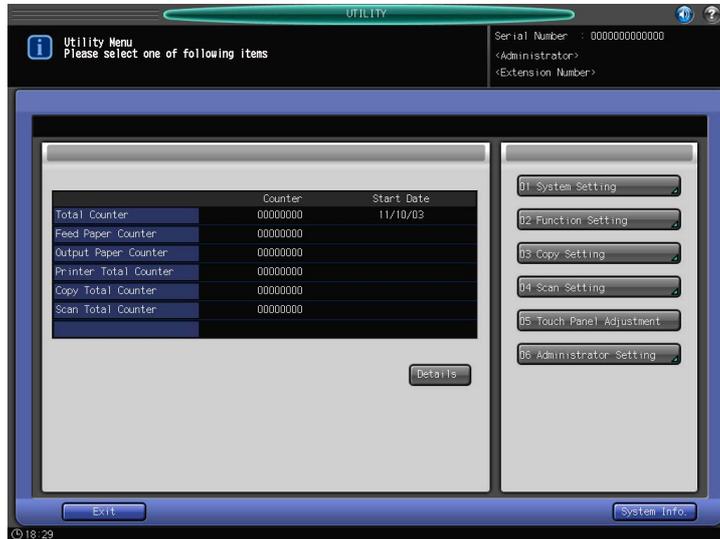
Item	Description
[File Type Default E-mail]	Set the initial value for the file type for Scan to E-mail.
[File Type Default HDD]	Set the initial value for the file type for Scan to HDD.
[File Type Default FTP]	Set the initial value for the file type for Scan to FTP.
[File Type Default SMB]	Set the initial value for the file type for Scan to SMB.

## 9.3 E-mail Setting

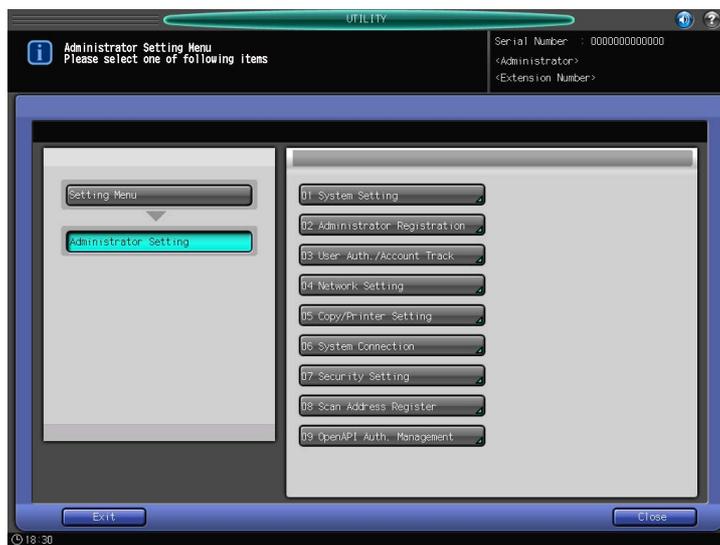
In the E-mail Setting screen, a title and a text of E-mail can be configured.

### Displaying Register E-mail Subject / E-mail Text Registration screen

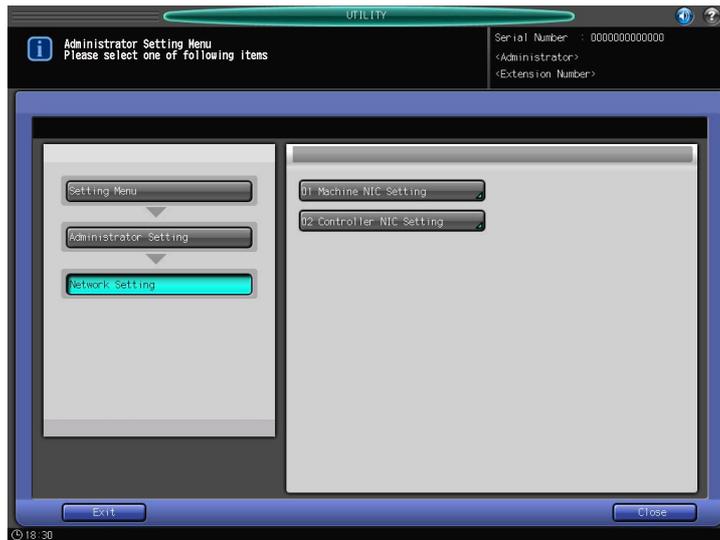
- 1 Open the Utility Menu screen by referring to page 9-2.
- 2 Press [Administrator Setting].



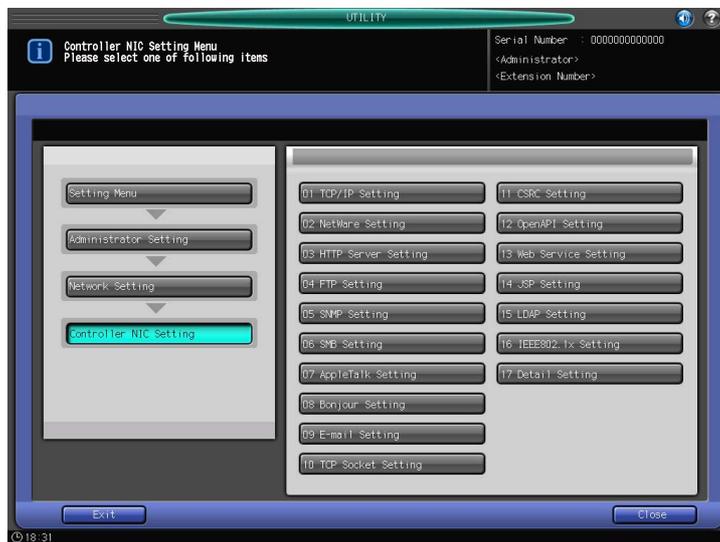
- 3 Press [04 Network Setting].



## 4 Press [Controller NIC Setting].



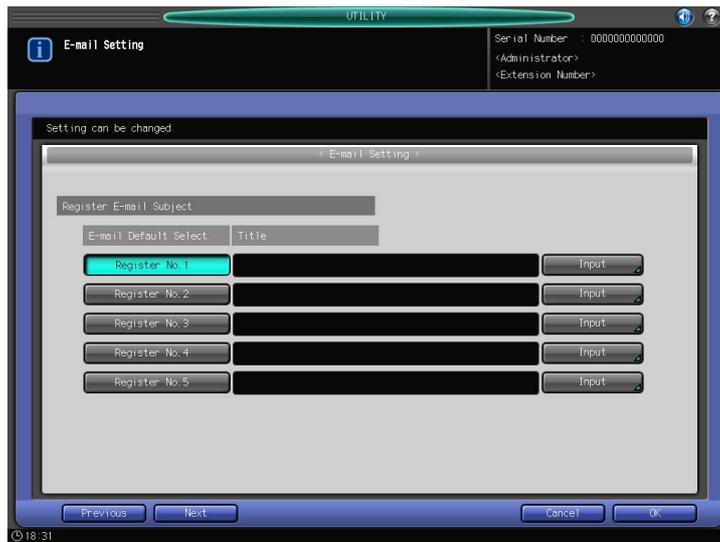
## 5 Press [09 E-mail Setting].



- Press [Next] three times to display Register E-mail Subject screen.
- Press [Next] four times to display E-mail Text Registration screen.

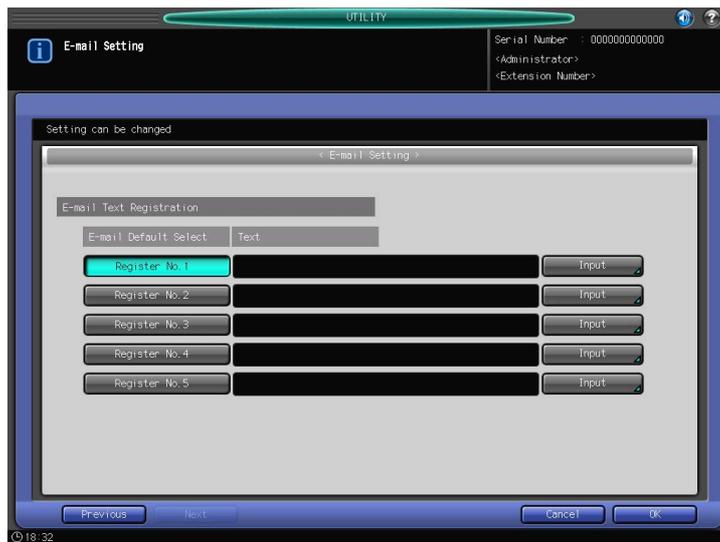
### Register E-mail Subject screen

You can register up to 5 titles for an E-mail.



### E-mail Text Registration screen

You can register up to 5 texts for an E-mail.



---

# 10

## Troubleshooting

## 10 Troubleshooting

### 10.1 Cannot connect to the scanner

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

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

## 10.2 When an Error Message Appears

The following describes the cause and the solution for [ERROR] that appears during scanning.

### No user box is registered

It may be trying to store scanned data in a user box that has not been registered.

Solutions

- From [Scan to HDD] in [STORE] screen, select the folder in which you created the user box, register the user box in [New User Box], then store in the user box. For details, refer to page 6-6.

### Insufficient space in the controller HDD

There may be no sufficient hard disk space in the image controller. Perform the following steps to check the remaining amount of the hard disk space in the image controller.

- 1 Start the Web browser.
- 2 Input the IP address for the image controller in the URL field and press [Enter].

The PageScope Web Connection screen appears.

→ For details on "PageScope Web Connection", refer to the User's Guide (POD Administrator's Reference).

- 3 Select [Information] - [Option].
- 4 Check [Printer HDD] - [Remain].

The screenshot shows the PageScope Web Connection interface for a bizhub PRESS 1250. The 'Option' section is expanded, showing the following details:

Option	Value
Copier RAM Size	768MByte
Printer RAM Size	2048MByte
Copier HDD Total	102996MByte
Used	0MByte
Remain	102996MByte
Printer HDD Total	250059MByte
Used	1371MByte
Remain	248688MByte
Local Interface	Installed
Network	Ethernet10/100/1000BaseT
Document Handler	Installed
Duplex	Installed

Solutions

- To free up the hard disk space in the image controller, delete the scanned data stored in the hard disk using the HDD TWAIN driver. For more information, refer to the user's guide for the HDD TWAIN driver.
- You can automatically delete scanned data from a hard disk in the image controller after the elapse of a certain period of time. You can set the time in [MACHINE] - [Controller] - [Scan Setting] - [Auto Delete Document]. For details, refer to page 7-42.

---

# 11

## Appendix

# 11 Appendix

## 11.1 Glossary

Item	Description
10BASE-T/100BASE-TX/1000BASE-T	Standard for the Ethernet and one of the specifications. Cables made of 2 stranded copper wire rods are used. Communication speed is 10Mbps with 10Base-T, 100Mbps with 100Base-TX, and 1000Mbps with 1000Base-T.
anonymous FTP	An FTP site which requires no password anymore by entering "anonymous" as the account name for the FTP site, which is usually protected by the account and password, so that anybody can use it.
client	A computer which uses services provided by servers through the network.
Default	Initial set value.
Density	Quantity to express the depth of image.
DNS	Abbreviation of Domain Name Systems.
DPI (dpi)	Abbreviation of Dots Per Inch. Unit of resolution used with printers, scanners, etc.
Driver	Software to act intermediately between the computer and peripheral devices.
Ethernet	Standard for the LAN transmission line.
FTP	Abbreviation of File Transfer Protocol. A protocol used to transfer files on the TCP/IP network such as Internet, Intranet, etc.
Gateway	Hardware or software serving as a point connecting networks. Not only connecting, it converts the format, address, protocol, etc. of the data according to the network to be connected.
Hard disk	Mass storage device to save data.
Host Name	Name of a device on the network.
HTTP	Abbreviation of HyperText Transfer Protocol. A protocol used to transmit or receive data between a web server and client (web browser, etc.). Files of image, voice, animation, etc. correlated with the document can be exchanged including the expression form and other information.
Install	To incorporate the hardware, OS, application, printer driver, etc. to a computer system.
IP Address	A code (address) to identify individual network devices on the Internet. Comprises 4 sets of figures of 3 digits at the maximum such as 192.168.1.10. An IP address is allocated to all computers and other devices connected to the Internet.
LDAP	Abbreviation of Lightweight Directory Access Protocol. A protocol to access mail addresses of users using a network or database to control information on the environment, through the Internet, Intranet, or other TCP/IP networks.
Memory	Unit to save data temporarily.
MH	Abbreviation of Modified Huffman. One of the data compression coding methods for the facsimile. In case of an original data comprising mainly characters, the data is compressed to about 1:10.
MMR	Abbreviation of Modified Modified Read. One of the data compression coding methods for the facsimile. In case of an original data comprising mainly characters, the data is compressed to about 1:20.
Multi-page TIFF	TIFF in which multiple pages are contained in one file.
NetBIOS	Abbreviation of Network Basic Input Output System.

Item	Description
OS	Abbreviation of Operating System. Basic software to control the computer system. Windows, MacOS, and Unix are examples.
PDF	Abbreviation of Portable Document Format. One of electronic documents (Extension: .pdf). It is the format based on PostScript which can be accessed using Adobe Reader, software free of charge.
ping	Abbreviation of Packet INternet Groper. A command used to confirm the communication situation with a distant device under the TCP/IP network environment.
Pixel	It is a pixel. Minimum unit constituting images.
POP	Abbreviation of Post Office Protocol. A protocol to receive electronic mails from a mail server. Currently, POP3, version 3 of POP, is mainly used.
Port number	Number to distinguish each communication port of multiple processes working in the computers on the network. A same port cannot be used for multiple processes.
PostScript	Representative page description language generally used for printing requiring specifically high quality, developed by US Adobe.
Printer driver	Software acting as an intermediate between the computer and printer.
Protocol	Rules by which a computer communicates with other computer or peripheral device.
Resolution	Degree how correctly the details of images or prints can be reproduced.
Router	A device to connect networks and relay the transmission data.
Scan	In the scanner reading operation, image is read by moving the image sensors forming in line.
Single page TIFF	TIFF file of one page only.
SMB	Abbreviation of Server Message Block. A protocol used mainly to realize sharing of files or printers through the network between Windows.
SMTP	Abbreviation of Simple Mail Transfer Protocol. A protocol to transmit or transfer the electronic mails.
SSL/TLS	Abbreviation of Secure Socket Layer/Transport Layer Security.
TCP/IP	Abbreviation of Transmission Control Protocol/Internet Protocol.
Thumb nail	A function to indicate the contents of an image file or document file (image when the file is opened) in a small area.
TIFF	Abbreviation of Tagged Image File Format.
TWAIN	Standard for the interface between the image input devices such a scanner or digital camera and applications such as graphic software.
Uninstall	To delete installed software.
Web browser	Software to access web pages.
XPS	Abbreviation of XML Paper Specification.

## 11.2 Index

### C

character input screen .....	3-6
Compression method .....	2-6
Control Panel .....	3-2
Controller .....	7-42
Conventions used in this manual .....	1-4

### D

dpi .....	7-41
-----------	------

### E

E-mail .....	5-3
E-mail Address .....	7-4
E-mail Setting .....	9-6
Error .....	10-3

### F

File Type .....	7-40
FTP .....	5-5, 6-8, 7-14

### G

Glossary .....	11-2
Group .....	5-8, 7-31

### H

Hard Disk .....	5-4
HDD .....	7-9

### I

Input Address .....	7-2
Input Address Screen .....	6-2

### J

Job List .....	7-44
----------------	------

### L

LDAP Search .....	3-11
-------------------	------

### M

Main .....	7-2
------------	-----

### O

Original Setting .....	7-36
Overview .....	5-2
Overview of Features and Connection Modes .....	2-2
Overview of the Scanning Features .....	2-2

### P

PageScope Web Connection .....	4-39
Panel .....	3-4
Paper indication .....	1-5
Paper size .....	1-5
Product Specifications .....	2-6

### Q

Quality Adjustment .....	7-37
--------------------------	------

### R

Reference Name .....	6-9
----------------------	-----

Registering (Adding) an Address .....	6-2
Registering an E-mail Address .....	6-4
Resolution .....	7-41

### S

Scan Setting Screen .....	7-35
Scan Size .....	7-41
Search .....	3-7
Select Addresses Screen .....	7-2
Separate Scan .....	7-35

### T

Troubleshooting .....	10-2
-----------------------	------

### U

User Box .....	6-6
Utility Menu .....	9-2

### Z

Zoom .....	7-38
------------	------



**KONICA MINOLTA**

<http://konicaminolta.com>