Giving Shape to Ideas



bizhub PRESS // 1250/1052

User's Guide Network Scanner



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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 ma- chine operation in Enhanced Security mode.
[Operation Quick Guide]	This guide mainly describes how to use frequently used functions. Please read this guide for quick com- prehension of various features available on the ma- chine.
[Safety Information]	This guide provides precautions and requests that should be followed to ensure safe usage of this ma- chine. Please be sure to read this guide before using the ma- chine.

User's guide CD manuals	Overview
[User's Guide - Copier]	 This guide describes an outline of the machine and copy operations. Configuration and specifications of the main body and options Turning on/off the machine Paper information Making a basic copy and setting procedures Supplies and disposals Application, Output Setting, and Job List Troubleshooting
[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. Tray Setting Both Sides Adjust Controller Setting Adjustment, Utility Menu Screen Network Setting PageScope Web Connection Web Utilities
[User's Guide - Printer]	 This guide describes the settings of the printer drivers and utility tools. PCL driver PS Plug-in driver PS PPD driver PageScope Web Connection

User's guide CD manuals	Overview
[User's Guide - Network Scanner]	 This guide describes operations of the network scanner functions. Saving on the HDD for main body/Outputting Sending via e-mail Saving on the HDD for controllers Sending to FTP server Sending to SMB server Sending to group
[Trademarks/Copyrights]	This guide describes trademarks, licenses, and copy- rights 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

∕ MARNING

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.

MACHINE E	JOB LIST 📄	RECALL	COPY	SCAN	STORE	1 1
list	Address Catting		uro.	Reserve Job	D HDD	%
Address	A to Z	Oth	ers Mai	n Inpu	t Address Se	arch
歳 None 馬 None 易 None	A-C D-F	G-I J-L M	-0 P-S T	-V W-Z		
A None	samp1e-01 123456	-				+
File Name						
Undecided Title <e-mail> Undecided</e-mail>						
Text <e-mail> Undecided</e-mail>	Clear All		itle Setting 🚽	Text Setting	Scan Set	tings
) 16:38 📇 Ready to receiv	e					🚳 Rotation

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

 $\hfill \hfill \hfill$



 $\hfill \hfill \hfill$



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].

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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.

MACHINE	JOB LIST	RECALL	COPY	SCAN	TT STORE	?
Please select fo then touch [To U	older, Jser Box]			Pre-Job Orig	Memory D	0.000%
Personal Folder	Public Folder	Secure Folds	er	Reserve Job	Clear All	
Folder Name						
sample					0	101
					Folder Delete	
	Direct Call				To User Box	
④16:21 ♣ Ready to necesi	VA				(%) Rotat	tion

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.

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

MACHINE E	JOB LIST	RECALL	COPY	6	SCAN	<u>i</u>	STORE	0 2
					Pre-Job Orig. Reserve Job		Memory HDD	0.000%
List Address	Address Setting	E-mail	Others	Main	FTP	SMB Address		Group
⊠ sample-01 意 None 県 None 県 None	A-C D-F	G-I J-L	M-O P-S	T-V	w-z	_1		
	50mp1e=01 123456							
File Name Undecided Title <e-mail> Undecided Text <e-mail> Undecided</e-mail></e-mail>	Clear All		Title Settin	ng _ Tex	t Setting		can Setti	ngs

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

- 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.

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 serv- er. 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.

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

Product Specifications of Scanning Features



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).



3 Preparation for Use

3.1 Control Panel Layout



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

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



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.

MACHINE JOB LIST	RECALL) 🔽 🛛	PY 🗾	SCAN		STORE	1
Please enter port number							
				Pre-Job Orig		Memory	0.000%
				Reserve Job	0	HDD	%
Address(FTP) Port No.							
Please enter port number							
	_	Port No.	_	_	_	_	
					—	_	
				1	2 3	3 —	
					==	=	
				4	5 6	5	
						Ħ	
				-7	8 9	9	
					=-	_	
				Reset	0		
				Car	icel	OK	
🕒 17:08 🛔 Ready to receive						@ I	Rotation

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

MACHINE E	JOB LIST 📑 RECALL 🗾	COPY	SCAN	STORE	- 🕥 🧟
Please select	or manually enter				
			Pre-Job Orig Reserve Job	Memory 0 HDD	0.00
List	Address Setting E-mail	HDD	FTP S	мв	Group
Address	A to Z Others	Main	Input Addr	ess Sea	rch
None					
扁, None	A-C D-F G-I J-L M-O	P-S T-V	W-Z		
品 None				_	
👬 None	s-10	s-5			1
	s-11	s-6	_		
	5-12	s-7			
	s-12	s-7			
	\$-2	s-8			
	s-2	s-8			
File Name	5-3	s-9			
Undecided					
Title <e-mail></e-mail>	s-4	s15 s-13			
Undecided					
Undecided	Clear All Title	Setting Te	xt Setting	Scan Sett	ings
🕒 16:49 🛔 Ready to rec	eive				🙆 Rotatio

▲ 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.
ОК	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].

MACHINE Please select or	JOB LIST	ECALL	сору 🛃	SCAN	TORE STORE	• • •
1 address				Pre-Job Orig Reserve Job	Memor O HDD	y 0.000%
List	Address Setting	E-mail	HCO	FTP	SMB	Group
Address ⊠ sample-01	A to Z	Other	5 Main	Input	Address 🖌 🤇	Search 🗾
急 None 売 None 品 None	A-C D-F C	≻I J-L M-O	P-S T-V	W-Z		
A None	samp1e-01 123456					$\frac{l}{l}$
File Name						
Title <e-mail></e-mail>						
Text <e-mail></e-mail>				ud Calding		
Chile:20 & Dearthy to possible	Clear All				Scan Se	A Dotation

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

📰 MACHINE 📃 JOB LIST 😭 RECALL 🚺 COPY	🗲 SCAN		STORE	💿 🕐
Please enter reference name				
	Pre-Job	Drig	Memory	0.000
	Reserve	U dol	HUU	9
Reference Name	_	_	_	_
				- 11
	لسالسا	Ĺ	Del.	
as df ghjk	1 ;	: 1		
z x c v b n m ,	. /		Shift	
Space				
		()		
(b)17:21 & Readly to penaive		cancer		Potation

- → 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.

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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].

MACHINE JOB	LIST RECALL	сору	SCAN 📑	STORE	1 🕐 🍞
Please enter user box	No.		Pre-Job Orig Reserve Job 0	Memory HDD	0.000%
User Box Select Voiser Please enter No.	Box No. Search				
		No. Search			
		<i>0000000</i>			
				Clear	
			Cancel) 🖂 🕫	

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].

MACHINE JOB	LIST RECALL	D COPY	SCAN 🔚	STORE 🚺 🕐
Please select folder,	oxl			
			Pre-Job Orig	Memory 0.000%
			Reserve Job 0	HDD %
Personal Folder Public	Folder Secure Folder]		Clear All
Folder Name				
sample				00 /
			Folder	Delete
Dire	ect Call			To User Box

2 Enter Folder Name, and press[OK].

i	MACHINE USB LIST RECALL OXPY SCAN RECALL Please enter folder name Pre-Job Orig Reserve. Job O	Memory 0.000
	Folder Name	
		Det.
		Shift
D 16:20	Space Concel	

→ 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].

	MACHINE 🧮 JOB LIST 🔚 RECALL 💽 COPY 🗲 SCAN		STORE	🚺 🕥 🕐
G	Please enter user box name			
	Pre-Job Orig		Memory	0.000%
	Reserve Job	0	HDD	%
	User Box Name		_	
		<u> </u>	نے ح	
	1 2 3 4 5 6 7 8 9 0 - ^		Del.	
		25		
	awertyu i ope	1		
			-	
			_	
			Shift	
	Space			
		_		
	Car	cel) 🗌 🗰	
(B) 16	29 📇 Ready to receive		4	Rotation

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.

MACHINE Please select or address	JOB LIST 📔 RECALL 📗	COPY 🔚	SCAN	STORE	0 3
			Pre-Job Orig Reserve Job	Memory 0 HDD	0.000
List Address 器 None 影 None 影 None 品 None 品 None	Address Setting E-mol1 A to Z 01 A-C D-F G-1 J-L 1 Sample-01 123458	HEO Main Hers Main	FTP (Input: Add	ness, Sea	Group
File Name Undecided Title sEmail> Undecided Text (E-mail> Undecided	Clear All	Fitle Setting	xt Setting	Scan Sett 1	ings

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

2 Press [LDAP Search].

MACHINE E JOB LIST RECALL COPY	≦ SCAN E	STORE	1 🕥 😨
	Pre-Job Orig.	1 Memory	100.000%
	Reserve Job	0 HDD	99.817%
Search		-	
Nonial Search LDAP Search			
		Reti	In .
Culting A Deady to receive			R Dotation

3 Press [Search] or [Advanced Search].

MACHINE JOB LIST	RE	CALL	COPY	6	SCAN	i	STORE	0	?
Please select [Search] or [Advanced Search]					Peer lob Ocid		Memory	100	0004
					Reserve Job		HDD	99.	8178
			anda						
		LDAF JO		_		_	_	-	
Curret									
Search 4									
Advanced Search									
	_		_				Clos	e	

→ [Search]

A search can be performed with one keyword.

It searches destinations whose [Name], [E-mail], [Last Name], or [First Name] starts with the key-word.

→ [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].

🔛 MACHINE 📃 JOB LIST	RECALL		COPY	6	SCAN		STORE	1 🕦 😨
Please enter search keyword								
					Pre-Job Or	ig. I	Memory	100.000
					Reserve Jo	b 0	HDD	99.817
		Search		_				
		_	_	_		_		_
								- 11
1 2 3 4 5	6	7 8	9	0	الحال	· .	Del.	
g w e r	t y	J	i .			ſ		
				I.	I			
		h j						
z x c	v b	n	m ,		/		Shift	
Space	:	_						
						Cancel) ((K	5
(© 11:01 📇 Ready to receive							đ	Rotation

 \rightarrow 20 characters can be entered at the maximum.

For [Advanced Search]

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

MACHINE Please	enter a keyword and select	RECALL	COPY 🛃	SCAN [STORE	1 🕥 😨
ues i reu	Conditions			Pre-Job Orig.	1 Memory	100.000%
				Reserve Job	0 HDD	99.817%
		Advanced S	Search			
	Filter	Condition	Keywords	Input		
	E-mail			Input		
	First Name			Input		
					_	
				Cancel	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.

MACHINE JOB LIST Please select desired dest	RECALL COPY	SCAN T	STORE 🚺 🛞 🍞
		Pre-Job Orig Reserve Job 0	Memory 100.000% HDD 99.864%
	LDAP Search Result List		
	(Total
Search	AdminCSU admincso@example.com	Details _	
Advanced Search		Details _	
		Details 🦽	1/ 1
		Details 🔬	
		Details A	
		Details ⊿	
		Details 🦽	
	Register Address		
		Scan Setting	Exit

- → 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].

 \rightarrow 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 thumnail. Displays the thumbnail of the specified page.
[Close]	Ends the thumbnail display.



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.



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].

Δ

4 Press [New Register].

MACHINE JOE	B LIST	CCPY 🖌	SCAN 📮	STORE	1
Please select store then touch [To User	folder, Box]	Ē	Pre-Job Orig Reserve Job D	Memory HDD	0.000%
Personal Folder Publi	c Folder		(Clear All	
Folder Name					
sample					001
					J
)
			New Re	gister	
			(To User Box	
④18:03 ♣ Ready to receive				(ð F	otation

5 Press [Folder Name].

📰 MACHINE 📃 JOB LIST 📷 RECALL 🔃 COPY 🖆	SCAN		STORE	1 🕐 🕐
Please enter folder name and password				ļ
	Pre-Job Orig.		Memory	0.000%
	Reserve Job	0	HDD	%
Folder Select New Register				
New Register				
Folder Name				
rorder nume				
Password				
	_		_	
Clear All	Can	cel	OK	
(918:19 📇 Ready to receive			4	Rotation

6 Enter Folder Name, then press [OK].



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

М.	ACHINE 📃 JOB	i LIST 🔚	RECALL	СОРУ	6	SCAN	Ì.	STORE	💽 💿
ſi	Please enter folder n	name and passwor	d						
						Pre-Job Orig.		Memory	0.000%
						Reserve Job	0	HDD	%
Folder	Select 🕨 New	Register							
				New Deeleter					
		F	older Name Password	folder-01					
	Clear All					Can	cel	OK	
(B) 19:20	A Peach, to receive							76	Rotation

8 Enter password, then press [OK].

🔛 MACHINE 📃 JOB LIST 📷 RECALL 🚺 COPY 🚄	SCAN 🛅	STORE 🚺 🕐
Please enter password		
	Pre-Job Orig	Memory 0.000%
	Reserve Job 0	HDD %
Password		
		Del
qwertyu i op		
as df ghjkl		
z x c v b n m		Shift
Space		
	Cancel	
Gills 21 El Ready to receive		😋 Rotation

9 Press [OK].

HWOHINE JOE LIST RECALL	COPY 🧲	SCAN Pre-Job Orig. Reserve Job	I	STORE Memory HDD	0.000%
Folder Select New Register	Register folder-01				
(918:22 A Ready to receive		Can	cel	CK CK	Rotation
10 Make sure that the folder is created.

MACHINE JOB	B LIST 🔚 RECALL	. COPY	SCAN	STORE	💿 📀
Please select store	folder, Boyl				
			Pre-Job Orig.	Memory	0.000%
Personal Folder Publi	c Folder		Reserve 300	Clear A	11
Folder Name					
	>				_
sample					<u>00 i</u>
folder-01					
				New Register	ר
				To User 1	
				L'10 Oser d	
🕒 18:14 🛔 Ready to receive					Rotation



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].

MACHINE J	OB LIST	RECALL	COPY 6	SCAN	STORE	🜒 📀
Please select store	folder, Boyl					
	Boxj			Pre-Job Orig Reserve Job	Memory	0.000%
Personal Folder Publ	ic Folder	_	_	neserve oue	Clear /	ATT
Folder Name						
sample						00 1
folder-01						00 /
					New Register	
					To User	Box
③18:14 ♣ Ready to receive					2	Rotation

5 Press [New User Box].

MACHINE JOB LIST	ECALL	ССРУ	🗲 SCAN	TORE STORE	 🕐 🕐
i Please select store user box					
			Pre-Job Orig. Reserve Job	0 HDD	y 0.000% %
Personal Folder Public Folder]			Cle	ar All
sample User Box			/ F	ile	
No. Sourch Now Hear Box					
To Folder List					
🕒 18:11 📇 Ready to receive					🚱 Rotation

6 Press [User Box Name].

MACHINE JOB LIST RECALL OOPV Image: Please enter user box name, password and user box No.	SCAN	STORE	0.000%
User Box Select New User Box Reg. New User Box Reg. New User Box Reg.			
Folder Name Folder-01 User Box Name Password User Box No. 000000001			
Clear All (918:25 🖁 Ready to receive	Cancel		Rotation

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

MACHINE	JOB LIST	RECALL		сору 🛃	SCAN		STORE	🕘 🕐
Please ent	er user box name				Pre-Job Orig		Memory	0.000%
					Reserve Guo		100	
	_	Use	er Box Name	_	_	-	_	
						_		
							Del.	
e (
	z						Shift	
		Space	-					
					Car	ncel		
🕒 18:24 붬 Ready to	receive							Rotation

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

🔛 MACHINE 📃 JOB LIST 🔄 RECALL 🔃 COPY	SCAN 🔚 S	TORE 🚺 🕐
Please enter user box name, password and		
User box no.	Pre-Job Orig 1	Memory 0.000%
	Reserve Job 0	-DD %
User Box Select 🔹 New User Box Reg.		
The second se		
New User Box Reg.		
Folder Name		
folder-01		
User Box Name b-01		
Password 🔟		
User Box No.		
Clear All	Cancel	OK
🕚 18:26 📇 Ready to receive		Rotation

9 Enter password, then press [OK].

MACHINE JOB LIST	d RECALL		COPY	6	SCAN Pre-Job Orig		STORE Memory	0.000%
					Reserve Job	0	HDD	%
	_	Password	_	_	_	-	_	
1								
						_		_
								- 11
	5 6	7	3 9				Del.	
				ĥ	'n			- 11
a s d	f g		k	_ال				
z ×	c v t	o n	m				Shift	
	Space							
	opuce.			_		_		
					Car	ncel	OK OK	

10 Press [OK].

MACHINE JO	B LIST	SCAN STORE	1 🕐 🍞
Please enter user bo user box No.	x nane, password and		
		Pre-Job Orig Memory Reserve Job 0 HDD	0.000%
User Box Select	/ User Box Reg.		
	New User Box Reg.		
Folder Name			
folder-01			
	User Box Name 🚽 b-01		
	Password		
	User Box No 000000001		
Clear All		Cancel 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 (000000001 999999999) 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.

MACHINE JOB LIST TRECALL	ССРУ	SCAN	STORE	1 2
Please select user box				
		Pre-Job Orig. Reserve Job	0 HDD	0.000%
Personal Folder Public Folder			Clear Al	1
folder-01 User Box			ile	
U0000001 Is-01 00 1 00 1 0			l	
(918:28 🚔 Ready to receive			¢	Rotation

4.3.2 Create a User Box in Public Folder

- ✓ At maximum, 1000 user boxes can be registered.
- 1 Press [STORE].



2 Press [Scan to HDD].



3 Press [Public Folder].

4 Press [New User Box].

MACHINE	📃 JOB LIST 🚺 🔚	RECALL		6	SCAN		STORE	🜒 📀
Please selec	ct user box							
					Pre-Job Orig		Memory	0.000%
					Reserve Job	0	HDD	%
Personal Folder	Public Folder		 				Clear A	n
Public Folder	User Box					File		
No. Search	New User Box							
()18:06 🛔 Ready to r	receive						Č.	Rotation

5 Press [User Box Name].

MACHINE JOB LIST RECALL DO COPY	SCAN 🚺	STORE 🚺 🕐
Please enter user box name, password and		
	Pre-Job Orig	Memory 0.000%
User Box Select	Reserve 000 0	
New User Box Reg.		
Folder Name		
folder-01		
User Box Name		
Password		
User Box No. 00000001		
Clear All	Cancel	
() 18:09 🛔 Ready to receive		@ Rotation

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

Please enter user box name	Pre-Job Orig Reserve Job	Memony 0.000% 0 HDD %
User Box Name		
1 2 3 4 5 6 7 8 9		
z x c v b n n	concel	Shift

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

MACH1	INE	JOB LIST		RECALL		COPY	6	SCAN		STORE	0	?
i Ple	ase enter user er box No.	box name,	password	and								
								Pre-Job Ori	9	Memory	0.	000%
6								Reserve Job	0	HDD		* %
User Box Se	elect 🕨											
				Nev	y User Bo	ix Rea.						
			_				_		_		_	
-Fi	older Name											
Pub	lic Folder											
			Use	r Box Name	E	-02						
		ſ		Secured								
		, i		assiia a	4							
		Í	Use	r Box No.		00000001						
		```										
	Clear All		_						ncel			
(A18:10 A	eady to receiv	-								,	6 Rotat	im

8 Enter password, then press [OK].

MACHINE JOB LIST	RECALI	- 12	COPY	6	SCAN		STORE	۲
Please enter user box passwor	ď							
					Pre-Job Orig		Memory	0.000%
					Reserve Job	U	HUU	%
		-						
	_	Password	_	_	_	_	_	_
								- 11
								-
1 2 3 4	5 6	7	8 9				Del.	
q w e	r t	y u	Ţ,	P				
asd	f g		j k					
z	. ✓	b n					Shift	
	Space							
	_	_	_	_	_			
					Car	icel	C CK	

Δ

9 Press [OK].

MACHINE JOB LIST Please enter user box name, user box No.	password and	SCAN	STORE 🕥 🍞
		Reserve Job 0	HDD %
User Box Select  New User B			
	New User Box Reg.		
Folder Name			
Public Folder			
	User Box Name 🖉 b-02		
	Password		
	User Box No. 🗾 00000001		
		Cancel	

- → [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 (000000001 999999999) 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.

MACHINE JOB LIST	RECALL	СОРУ	6	SCAN		STORE	💿 📀
Please select user box							
				Pre-Job Orig. Reserve Job		Memory HDD	0.000%
Personal Folder Public Folder	]				(	Clear Al	
Public Folder User Box					File		
000000001         box-02         00 1           000000001         Image: Comparison of the second sec						ļ	
©18:05 ≜ Ready to receive						Ø	Rotation

# 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].

Δ

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

MACHINE	JOB LIST	RECALL 🗾 COPY	SCAN 🛅	STORE	💿 📀
Please select s then touch [To	store folder, User Box]		Pre-Job Orig Reserve Job	- Memory 0 HDD	0.000x %
Personal Folder	Public Folder			Clear A	11
Folder Name					
sample					001
			New	Register	
				To User E	ox
🕒 18:04 📇 Ready to rece	sive			(d	Rotation

- → 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].

🔛 MACHINE 🧮 JOB LIST 📑 RECALL 🚺 COPY	STORE 💽	) 🌝
Please touch [New File Store] to store anew	Pre-Job Orig Memory	0.000%
	Reserve 300 0 Hbb	~
Personal Folder Public Folder	Clear All	
sample User Box box-01	File	
00000001 box-01 000000002 box-02		
No. Search New User Box		
To Folder List	New File Stor	
④18:15	🔞 Rota	ation

- → 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.

Δ

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

	MACHINE 🧮 JOB LIST 🔄 RECALL 🗾 COPY 🗲 🗉	SCAN		STORE	<b>(</b>	2
C	Please enter file name					
Ŀ	Pre	e-Job Oria.		Memory	0.0	00%
	Res	serve Job	0	HDD		- %
	C. La Mara					
		_	-	_	-	
					- 1	
					_	
			•			
		اث_		Del.		
					_	
	q w e r t y u i o p	السال	l I		_	
					_	
	as df gh j k 1	; :			_	
			l l			
	z x c v b n m , .			Shift		
					_	
	Space				_	
			_			
		Cano	:el	0K		
(B) 18	16 昌 Ready to receive			6	Rotatio	n i

7 Configure the necessary items.

MACHINE JO	B LIST 🔚 RECALL	. 🛛 🔽 СОРУ	🗲 SCAN	ा 🛄 हा	'ORE 🚺 🕐
Press [Start] to sc Align original face	an originals up on ADF		Pre-Job Or Reserve Jo	ig Mi b 0 Hi	emory 0.000 DD 9
Destination Folder Name sample Folder Setting User Box Name box-Ol User Box Setting File Name file-Ol	Criginal Setting, A Separate Scan Direction A Normal Scan Size	Ouality Adj.	Z000 . 000 . 000 . 1. 000 		pplication neCenterEnase Finage Area Annotation
	Auto Size	1-Sided			
🕒 18:17 📇 Ready to receive					🐼 Rotation

- $\rightarrow$  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.

Λ



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].

MACHINE JOB LIST	E RECALL	ССРУ	SCAN	🛅 आ	'ORE 🚺 🛞
Please select user box					
			Pre-Job Orig	Me	emory 0.000%
Personal Folder Public Folder			Reserve 300		Clear All
Public Folder User Box					
00000001 b-02 001 001 001 001 001 001 001 0					
🕒 18:12 📇 Ready to receive					🚳 Rotation 👘

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

MACHINE 🧮 JOB LIST 💽 RECALL	🚺 COPY 🖌	SCAN	STORE	<b>(1)</b>
Please touch [New File Store] to				
		Pre-Job Orig	Memory	0.000%
Personal Folder Public Folder		Reserve Job L	Clear Al	%
	_			
Public Folder User Box b-02				
000000001 b-02 00 t			000	
No. Search New User Box				
			New File S	tone
			Crownine s	
🕒 18:12 📇 Ready to receive			6	Rotation

- $\rightarrow\,$  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].

	MACHINE 🧮 JOB LIST 🔄 RECALL 🗾 COPY 🗲 🗉	SCAN		STORE	<b>(</b>	2
C	Please enter file name					
Ŀ	Pre	e-Job Oria.		Memory	0.0	00%
	Res	serve Job	0	HDD		- %
	C. La Mara					
		_	-	_	-	
					- 1	
					_	
			•			
		اث_		Del.		
					_	
	q w e r t y u i o p	السال	l I		_	
					_	
	as df gh j k 1	; :			_	
			l l			
	z x c v b n m , .			Shift		
					_	
	Space				_	
			_			
		Cano	:el	0K		
(B) 18	16 昌 Ready to receive			6	Rotatio	n i

6 Configure the necessary items.

MACHINE	JOB LIST 📑 RECALI	L 🚺 СОРУ	6	SCAN	STORE	1 🕐 🕐
Press [Start] to a Align original fa	scan originals ce up on ADF		Pre	e-Job Orig. serve Job	 Memory HDD	0.000%
Destination Folder Name sample Folder Setting User Box Name box-OI User Box Setting File Name file-OI	Conginal Setting, A Separate Scan Direction C V A Normal	Oublity Adj.		2000 2 000 2 1000 2	′ Applicatio rameCenterE All-Image A Annotatic	inase nea
01817 <b>B</b> David to popul	Scan Size Size Setting Auto Size Clear All	Simplex/Duplex 2-Sided 1-Sided				

- $\rightarrow$  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.

Λ

## 4.5 Print Data

Data stored in the hard disk can be printed from [RECALL] screen.

### 4.5.1 Print data inside the Personal Folder

1 Press [RECALL].



- 2 Press [Personal Folder].
- 3 Select the folder with the data you want to print, and press [To User Box].

MACHINE JOB	LIST RECALL	🛛 ССРУ 🖌	SCAN	STORE 🚺 🕐
Please select folder	3ox]			
			Pre-Job Orig Reserve Job 0	Memory 0.000% HDD %
Personal Folder Public	: Folder Secure Folder		[	Clear All
Folder Name				
sample				00 /
folder-01				
			Folder	Delete
Dir	ect Call			To User Box
🕒 16:22 🛔 Ready to receive				🕲 Rotation

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

Δ

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].

🔛 MACHINE 📃 JOB LIST	RECALL	🔰 ССРУ	💪 SCAN	TORE STORE	📃 💿 📀
Please select file					
			Pre-Job Orig	Memory	100.000%
			Reserve Job	0 HDD	99.728%
Personal Folder Public Folder	Secure Folder			Clea	r All
folder1 User Box	box1	File			ion
000000001 box1 00 1 00 1	file1 2	01/12/11 000 / 03/12/11	•	ox1 /1	
	7	20/12/11			
	12345	21/12/11			
			Combination		
			File		
			Image		
		CHILDREN IN CONTRACT			
		Prile belete	Ľ	T Refease	Refease
No. Search User Box Delete			Proof(Ist	: Sheet)	
			Proof	Wait	Auto
To Folder List Direct Call	File Check	Thumbna i I	Suspender		rint
(©14:31 🛔 Ready to receive					🚱 Rotation

[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]	<ul> <li>Prints selected files at once as one file without keeping their settings and attributes.</li> <li>10 files can be combined at once at the maximum.</li> <li>To add settings, select an output method other than [Auto].</li> <li>You can add settings in the [Mode Check] screen, or with [Ticket Ed-it] in the [JOB LIST] screen.</li> <li>To see the operation flow, refer to page 4-27.</li> </ul>
[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] but- ton to restart printing. To see the operation flow, refer to page 4-27.
[Proof]	When printing multiple copies, prints one copy, stops, and then dis- plays the [Mode Check] screen to check or change the print settings. If it is unnecessary to change the print settings, press the [Start] but- ton 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.
- bizhub PRESS 1250/1052

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The selected file is printed.

- 8 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.

#### 4.5.2 Print data inside the Public Folder

1 Press [RECALL].



- 2 Press [Public Folder].
- 3 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].

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]	<ul> <li>Prints selected files at once as one file without keeping their settings and attributes.</li> <li>10 files can be combined at once at the maximum.</li> <li>To add settings, select an output method other than [Auto].</li> <li>You can add settings in the [Mode Check] screen, or with [Ticket Ed-it] in the [JOB LIST] screen.</li> <li>To see the operation flow, refer to page 4-27.</li> </ul>
[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 dis- plays the [Mode Check] screen to check or change the print settings. If it is unnecessary to change the print settings, press the [Start] but- ton 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)".

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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.

MACHINE	JOB LIST	RECALL	COPY	SCAN	STORE	1 🕐 🍸
i Please select then touch [To	folder, User Box]					
				Pre-Job Orig. Reserve Job	Memory	0.000%
Personal Folder	Public Folder				Clear A	11
Folder Name						
sample						00 1
folder-01						
	Direct Call				To User E	
⊕ 10:00 B Death to an						Detection

- $\rightarrow$  When a password is set for the personal folder, enter the password and press [OK].
- $\rightarrow$  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:

MACHINE JOB LIST	RECALL	ССРУ	SCAN	STORE	<b></b> 🕐 🕐
Please select user box					
			Pre-Job Orig. Reserve .lob	Memor	°y 0.000% %
Personal Folder Public Folder			neserve odo	CI (	ear All
samle / liser Box				File	
No. Search Direct Call					
© 18:01 ≜ Ready to receive					C Rotation

→ 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:

MACHINE JOB LIST	RECALL	COPY	SCAN	STORE	1 🕐 🕐
Please select file					
			Pre-Job Orig	Memory	100.000%
			Reserve Job	U FUU	99.8176
Personal Folder Public Folder				Liear	ATT
folder1 User Box	box1			File	
000000001 box1	filel	01/12/11		00 1	
	2	03/12/11			
				_	
				=	
No. Seanch					
To Folder List Direct Call	File C	heck Thumbna i		To Addre	ss Set
⑤10:49 昌 Ready to receive					Rotation

→ For Public Folder:

MACHINE JOB LIST	RECALL	СОРУ	🗲 SCAN		STORE	1 🕐 🍞
Please select file						
			Pre-Job Orig		Memory	100.000%
			Reserve Job	0	HDD	99.817%
Personal Folder Public Folder				(	Clear /	ATT
Public Folder User Box	box1					
	filet					
No. Search	File Ch	eck	1		To Addre	ss Set
(910:50 📇 Ready to receive						Rotation

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

MACHINE	JOB LIST	RECALL	COPY	🗲 SCAN	TORE STORE	🗾 🜒 🕐
Please select or maddress	nanually enter			Data Jah On S	Managa	100,000
				Reserve Job	0 HDD	99.817%
List	Address Setting	E-mail	HDD	FTP	SMB	Group
Address E None	A to Z	Othe	rs Mai	n Input	Address 🦨 Se	arch
晶 None						
	1	20.11				$\left  + \right  \right $
		52.11				
File Name						
	File Sel	ect	Port No.	Firewall	Destinatio	on Set
④10:51 ♣ Ready to receive						Rotation

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

Δ

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

MACHINE JOB LIST	RECALL	COPY 🖌	SCAN	STORE	<b>)</b>
Fredse serect store method			Pre-Job Orig. Reserve Job	Memory 0 HDD	100.000% 99.817%
Destination Setting					
Please set file type					
	Destination	Setting	_	_	
File Name	filel				
FTP Address	ftp://10.11.32.11				
SMB Address					
⊢ile lype	Fact. PDF D		Pack XPS		
			Tudit. N C		
			Canc	el 0	
🕒 10:51 📇 Ready to receive					🚱 Rotation

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.

🔛 MACHINE 📃 JOB LIST 🔄 RECALL 💽 COPY 🛃	SCAN	STORE 🕕 🕥	?
Please select store method			
	Pre-Job Orig	Memory 10	0.000%
	Reserve Job C	HDD 9	9.864%
Please with New sploading data 30037/0001 031/081 Upload is completed Continue upload ? Ves To Concel			

→ 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].

MACHINE 📃	JOB LIST TECALL	🛛 COPY 🖌	SCAN 🔚	STORE 🚺 🕐 .
Please select fold	er, r Boyl			
			Pre-Job Orig Reserve Job 0	Memory 0.000%
Personal Folder Pub	lic Folder Secure Folde	ar -		Clear All
Folder Name				
sample				00 1
folder-01				
			Folder I	Delete
	Direct Call			To User Box
( [®] )16:22				🙆 Rotation

→ 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.

MACHINE	JOB LIST	RECALL	сору 🖌	SCAN 🚺	STORE	1
Please select f then touch [To	Folder, User Box]			Pre-Job Orig Reserve Job	- Memory 0 HDD	0.000%
Personal Folder	Public Folder	Secure Folder			Clear Al	
Folder Name						
sample						001
				Fold	er Delete	
	Direct Call				To User Bo	
() 16:21 Beady to rece	ive				R	Rotation



1 Press [RECALL].



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

MACHINE JOB I	IST CT RECALL	COPY 🖌	SCAN 📗 🥅	STORE 🕥	?
Please select folder. then touch [To User Bo	x]	F	Pre-Job Orig Reserve Job 0	Memory 0 HDD -	1.000%
Personal Folder Public	Folder Secure Folder		[	Clear All	
Folder Name					
sample)				0	01
folder-01					01
					H
			Folder	Delete	
Dire	ct Call		ſ	To User Box	>
(9.16:22 A Ready to receive				🐼 Rotat	Lion

→ 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.

MACHINE 📃 JOB LIST	RECALL	🕽 СОРУ	6	SCAN	<b>b</b> i	STORE	<b>()</b>
Please select user box							
				Pre-Job Orig.		Memory	0.000%
				Reserve Job	0	HDD	%
Personal Folder Public Folder	Secure Folder				(	Clear A	11
folder-01 User Box		File					
000							
No. Search User Box Delete							
To Folder List Direct Call							
⊙16:23 📇 Ready to receive						6	Rotation

Δ



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.

Scoff Web Conr Model Name : bizhub Pi	TA nection RESS 1250	Public		Logout 😢
Information	Job	Box	Direct Print	
► Box Operation		Open Folder Folder Name Folder Password Folder List New Creation	Page (D	OK Isplay by 50 cases)
		Folder Name		Folder Type
		Public		Public
		12345		Private
		koma		Private

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

KONICA MINOL	nection	Public			Logout ?
Information	Job	Box	Direct Print		***
► Box Operation		Create Folder Folder Name Use Folder Pas Folder Passwor Retype Folder f	sword, d   Password	sample	OK Cancel

4

6 Click	(OK].
---------	-------

Completed.	
	ОК

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].
- $\rightarrow$  If a password is configured, enter the password also.

Model Name : bizhub PF	nection RESS 1250	Public		Logout 😢
Information	Job	Box	Direct Print	
► Box Operation		Open Folder Folder Name Folder Password		0K
		New Creation	Page (D	isplay by 50 cases) 1 - Go
		New Creation	Page (D	isplay by 50 cases) 1 - Go Folder Type
		New Creation Folder Name Public	Page (D	isplay by 50 cases) 1  Go Folder Type Public
		Folder Name           Public           12345           Public	Page (D	Isplay by 50 cases) 1 Co Folder Type Public Private Private
		New Creation Folder Name Public 12345 Chi koma	Page (D	Isplay by 50 cases) 1 Co Folder Type Public Private Private Private
		New Creation Folder Name Public 12345 tchi koma sample	Page (D	Isplay by 50 cases) T Co Folder Type Public Private Private Private Private

8 Click [New Creation].

Scope Web Co	IOLTA onnection b PRESS 1250	Public			Log	out 🤗
Information	Job	Box	Direct Print			
► Box Operation		Folder Name sam Folder Operation	ple Folder Settin	Folder Type	Privat	e
		Open User Box User Box Number User Box Password		(1-999	999999)	OK
		User Box List New Creation	Page (D	isplay by 50 cases)	1 💌	Go
		User Box Numbe	r	User Box Name		
						Cancel

Λ

- 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.

		Public		Logout 💡
Model Name : bizhub	nnection RESS 1250	Ready to Scan		¢
Information	Job	Box	Direct Print	
► Box Operation		Create User Box User Box Number Use opening m Input directly User Box Name User Box Passw User Box Passw Retype User Bo	umber ord. vord x Password	999999999)
				OK Cancel

**10** Click [OK].

Completed.	(No.:1)	
		OK

**11** Make sure a user box is created.

		A Public				Logout 💡	
Model Name : bizhub P	nection RESS 1250	🌍 Ready to Scan					<i>₽</i>
Information	Job	Box		Direct Print			
► Box Operation		Folder Name Folder Opera	sample ation	Folder Settin	Folder Type	Private elete	
		Open User Box User Box Number (1-999999999) User Box Password OK					
		User Box List	t	Page (Di	splay by 50 cases)	1 🗸	Go
		Number User Box Name					
		L.I'	30	npre			
						C	ancel


# 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.

#### 

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

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.

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.



### 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.



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.



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].



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#### **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

# 6.1 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.

Туре	Screen
E-mail	



#### **▲** 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 ad- dresses.
[OK]	The input is fixed, and you are brought back to the screen for selecting addresses.

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# 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.

MACHINE E	JOB LIST 🔚 REC. nanually enter	ALL	COPY	SCAN Pre-Job Orig. Reserve.Job	Mx	0RE 🕥 🍘
List Address ■ None ■ None ■ None None None File Name Unde: (add Title (Emsil> Unde: (add	Address Setting A to Z A to DFF Gel Sample-D1 123456	C-moil Others		FTP Triput	Shttp: Address	Group Search
Text <e-mail> Undecided</e-mail>	Clear All	Title	Setting Te	xt Setting	Scar	n Settings

- → 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.
- $\rightarrow$  If the E-mail address is already registered, the Register Name is displayed.
- $\rightarrow$  In the initial settings, such index keys as [A-C] and [D-F] are displayed.
- **3** Press [Input Address].

bizhub PRESS 1250/1052

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

🔛 MACHINE 📃 JOB LIST 💽 RECALL 🚛	ССРУ	SCAN ET	STORE 🚺 🕐
Please enter address manually			
		Pre-Job Orig	Memory 0.000%
		Reserve Job 0	HDD %
Address(E-mail)  Input Address			
Please set each item			
Input	Address	_	
Address 🖌			
Register Name			
Reference Name			
			_
Register	Scan Settings	Cancel	
	otom ototenigs	Cuncer	

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

[Address]	Enter an E-mail address within 250 characters in alphameric 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 alphameric characters and signs. You can register up to 24 characters.

### 5 Press [Register].

6 Make sure that the registered Name is displayed

l int	A 44		100		Pre-Job Orig Reserve Job	Memo 0 HDD	ty 0.0
Address Basmp1e-02 A None A None A None A None A None	A to Z A to Z A-C D-F Sample-01 23456 Sample-02 Sample-02		0thers	Main	HIP (Input	Address	Group Search
File Name Undecided Title <e-mail> Undecided Text <e-mail> Undecided</e-mail></e-mail>	Clear Al	1	Title Sett	ing Tex	t Setting	Scan S	ettings

→ 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].

MACHINE	JOB LIST	RECALL	COPY	🖌 SCAN	TIT STORE	🗌 🜒 😮
Please select or address	manually enter			Pre-Job Orig Reserve Job	j Memory 0 HDD	0.000%
List Address B Kone ♣ Kone ♣ Kone ♣ Kone ♣ Kone ♣ Kone ₽ Kone ♣ Kone ↓ Kone	Address Setting A to Z A-C D-F Somple-01 129456	6-1 J-L M-	HEC Main	PIP n (Input	SHD Address Soo	Train ;
Undecided	Clear All		tle Setting 🛓	Text Setting	Scan Sett	ings
①16:38 🛔 Ready to receiv	ve					@ Rotation

- → 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.
- $\rightarrow$  If the user box is already registered, the Register Name is displayed.
- $\rightarrow$  In the initial settings, such index keys as [A-C] and [D-F] are displayed.
- **3** Press [Input Address].

MACHINE	JOB LIST	RECALL	🤰 ССРУ		SCAN	STI STI	ORE 🚺 🔞 😨
i Please select or address	nanually enter				Pre-Job Orig. Reserve Job	Me 0 HC	emory 0.000
List Address ■ None 急 None 急 None A None A None File Name Unde: død	Address Setting A to Z A-C D-F Sample-01 D0000001	E-no11	Others	Main	H-Z	Address	Search
Text <e-mail> Undecided</e-mail>	Clear All					Scan	Settings
(917:16 🛔 Ready to receiv	ve						🔞 Rotation

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

🔛 MACHINE 📃 JOB LIST 🔯 RECALL 🔃 COPY	SCAN STORE 🕥	?
Please enter address manually		
	Pre-Job Onig Memory D.	×000
årthess(HM)	Reserve Joo U HUU	~~~ %
Diance set each item		
Input wooness		
User Box No.		
Register Name ⊿		
Reference Name		
Basewood		
Register Coan Settings		
Scan Settings		

- $\rightarrow$  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.] (000000001 - 999999998) 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

MACHINE 📃	JOB LIST	RECALL	COP		SCAN		STORE	🗌 🕐 📀
Please select or address	nanually enter				Pre-Job Ori Reserve Job	g	Memory HDD	0.000%
List Address Sample-02	Address Setting A to Z A-C D-F Semple-01 00000001 Semple-02 00000002	G-1 J-L	Uthers	Hain S T-V	HP (Incor	SHB Address		
Text <e-mail> Undecided</e-mail>	Clear Al						Scan Sett	ngs
⊕17-30								Control tion

 $\rightarrow$  If Register Names cannot be displayed within one page, press

/ to switch between pages.

F

# 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].

MACHINE	JOB LIST	RECALL	сору	6	SCAN		STORE	🗏 🕚 🍘
Please select or address	nanually enter				Pre-Job Orig Reserve Job	<u>)</u> 0	Memory HDD	0.000
List Address ■ None ♣ None ♣ None ♣ None ♣ None ♣ None ₩ None ■ None ₩ None ■ None ₩ None	Address Setting A to Z A to Z Saple 01 123455		Heo Francisco (Pros	Ha in	+Z	SMB Address		Group
🕒 16:38 🛔 Ready to receiv	e							@ Rotation

- → 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.
- $\rightarrow$  In the initial settings, such index keys as [A-C] and [D-F] are displayed.
- **3** Press [Input Address].

MACHINE	JOB LIST	RECALL	сору 🛛 🗲	SCAN	STORE	📃 0 📀
Please select or address	nanually enter					
				Pre-Job Orig Reserve Job	Memory 0 HDD	/ 0.000% %
List	Address Setting	E-mail	HDD	FTP	SMB	Group
Address	A to Z	Other	s Main	Input	Address 🖌 Si	earch 🚽
a None						
鳥 None 品 None	A-C D-F	G-1 J-L M-0	P-S T-V	W-Z	_	
A None	sample-01	_				
	123		_			
Filo Namo						
Undecided						
Title <e-mail></e-mail>						
Text (E-mail)						
Undecided	Clear All		Port No.	Firewall	Scan Set	tings
⊙17:00 🛔 Ready to receiv	e					🙆 Rotation

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

MACHINE	JOB LIST 🚺 🖬 🛛 F	RECALL	COPY	SCAN	STORE	🛯 🕥 🕐
i Please	enter address manually					
				Pre-Job Orig Reserve Job	- Memory N HNN	0.000%
Address(FTP)	► Input Address					
Please set	: each item					
		Input Addr	ess	_	_	
	Register Name 🖌					
	Reference Name					
	Host Address					
	Eila Dath					
	Login Name					
	Anonymous					
	Password					
Reg	ister	Sca	an Settings	Cancel		
(0.17:01 & Pead	( to receive				,	& Potation

→ 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 select- ing 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 alphameric characters and signs.
[File Path]	Enter a file path of the FTP server within 96 characters in alphameric characters and signs.
[Login Name]	Enter an account of the FTP server within 32 characters in alphameric characters and signs.
[Anonymous]	<ul> <li>Enter [anonymous] for "Login Name". You may use this when you login an anonymous FTP server for which an account is unnecessary to login.</li> <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 alphameric characters and signs <ul> <li>The input Password is shown by "*".</li> </ul>

5 Press [Register].



0							
MACHINE E	JOB LIST	RECALL	ССРУ		SCAN	STOF	e 💿 📀
Please select or i	nanually enter						
address					Pre-Job Orig	Mem	ory 0.000%
					Reserve Job	0 HDD	%
List	Address Set	ting E-mail	HCO		FTP	SMB	Group
Address	A to 7	<b>_</b> (	Others	Main	Innut	åddress	Search
🖾 None						<b>4</b> (	A
源 None ■ campio=02	A-C	DEE GET UH	M-0 P-S	T-V	1-7		
品 None						_	
A None	sample-0	2					
	ftp://	210.345					
	sample-0	1					
	123						
File Name							
Undecided							-
Title <e-mail></e-mail>							
Undecided							
Text <e-mail></e-mail>							
Undechaed	Clei	ar All	Port No.		rewall	Scan	Settings
(917:06 📇 Ready to receive							🙆 Rotation

- → If Register Names cannot be displayed within one page, press  $\boxed{}/\boxed{}$  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].

MACHINE 📃	JOB LIST	RECALL	ССРУ	6	SCAN		STORE	🧧 🕥 🧧
Please select or address	nanually enter				Pre-Job Ori Reserve Job	g 0	Memory HDD	0.00
List Address 20 None 훖 None 忌 None 믋 None	Address Settin	9 <b>E-mail</b> G-I J-I	HD0	Main S T-V	FTP Inpu	SMB t. Address	Seat	Group
▲ None	Samp1e-01 123456							
File Name Undecided Title <e-mail> Undecided</e-mail>								
() 16:38 A Ready to receiv	Clear A		Title Set	ing Te	xt Setting 🚽		ican Setti	ngs

- → 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.
- $\rightarrow\,$  If the SMB server is already registered, the Register Name is displayed.
- $\rightarrow$  In the initial settings, such index keys as [A-C] and [D-F] are displayed.
- **3** Press [Input Address].

Please select	JOB LIST 🔄 RECALL 💽 COPY	E SCAN STORE 🕥 😨
address		Pre-Job Orig Memory 0.000 Reserve Job 0 HDD
List	Address Setting E-mail HDD	FTP SMB Group
Address Mone	A to Z Others Main	Input Address 🖌 Search 🔺
記 None 県 None	A-C D-F G-I J-L M-O P-S T-V	/ W-Z
歸. None 홃 None	sample-01	
	123456	
File Name		
Undec i ded		
Undecided		
Text <e-mail></e-mail>		
Undecided	Clear All	Scan Settings
🕒 17:29 📇 Ready to rec	sive	@ Rotation

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

🔛 MACHINE 📗 JOB LIST 🔯 RECALL 🛛 💽 COPY 🛃	SCAN	<b>1</b>	STORE	1 🕐 🕐 -
Please enter address manually				
	Pre-Job Orig		Memory	0.000%
Address(SMB)	Reserve Job	U	HUU	%
Please set each item				
Linput, Modil ess		-		_
Register Name				
Reference Name				
Hast Address				
File Path				
Login Name				
Datemond				
		_		
Register Browsing Scan Settings	Car	cel	0	
(A) 17:39 B Deadly to possible				Dotation

→ 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 select- ing 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 alphameric characters and signs.
[File Path]	<ul> <li>Enter a file path of SMB server.</li> <li>You can register up to 95 characters.</li> <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 alphameric characters and signs.
[Password]	<ul> <li>Input a Password for the SMB server within 14 characters in alphameric characters and signs</li> <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. • For details, refer to page 7-26.

5 Press [Register].

6 Make sure that the registered Name is displayed

MACHINE Please select or	JCB LIST	RECALL	COPY	SCAN	STORE	1 🕐 📀
address				Pre-Job Orig Reserve Job	g Memory O HDD	0.000
List Address Sample-02	Address Setting A to Z A-C D-F Somple-01 123455 Somple-02 Set5///210.210	E-mail 0th		H-Z	Address Seo	teroup reh
Undecided	Clear All				Scan Sett	ings
🕒 17:51 🛔 Ready to receiv	/e					🕲 Rotation

 $\rightarrow$  If Register Names cannot be displayed within one page, press  $\boxed{}/\boxed{}$  to swithin the second se

/ To switch between pages.

# 6.6 Registering a Group

Registered multple 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].

Please select or address	manually enter							
					Pre-Job Orig Reserve Job		Memory HDD	
List	Address Setting	E-mail	нсо		FTP	SMB		Group
vddress	A to Z	ſ	Others	Main	Input	Address	Sear	ch
None		_		_				
, None	A-C D-F	G-1 J-L	M-O P-S	T-V	W-Z			
None								
None	sample-01		_					$\frac{1}{1}$
	123430							
								_
ile Name								
hdec i ded								
itle <e-mail></e-mail>								
Indecided								
ext <e-mail≻< td=""><td></td><td>_</td><td>(T</td><td></td><td></td><td>_</td><td></td><td>_</td></e-mail≻<>		_	(T			_		_
ndecided	Clear Al	1	Intle Setti	ng le	ext Setting		ican Settii	hgs 💙

- → 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.

🔛 MACHINE 🔲 📃 JOB LIST 🚺 RECALL 🚺 🔃 COPY	SCAN TI STORE 🕥 🍞
Please enter group name and select address to be registered	Pré-Job Orig Memory 0.000% Reserve Job 0 HDD %
Address(Group)	
Please select address	
Register	
Croup Name	FTP SMB
A-C D-F G-1 J-L M-O P-S T-V W-Z	
Samp 1e-01 129456	Others Main
	List
	Cancel (K
CITID B Dath to proving	

- → 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.

MACHINE JOB LIST 📻 RE	CALL 💽 COPY	🖌 SCAN	STORE 🚺 🔞
Please enter group name and select address to be registered		Pre-Job Orig Reserve Job (	- Memory 0.000% D HDD%
Address(Group)			
Please select address			
	Register		
Group Name group-02	E-mail	HDD FTP	SMB
A-C D-F G-1 J-L M-O P-S	T-V W-Z		
sample-01 123456		Others	
sample=02 sample=02		others	
		Lis	
	^		
		Cancel	
(917:14 🛔 Ready to receive			Rotation

- → Pressing [E-mail], [HDD], [FTP] or [SMB] displays the register names for each.
- → If Register Names cannot be displayed within one page, press
- → 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].

MACHINE	JOB LIST	E RECALL		COPY	6	SCAN	STORE	1 🕐 🕐
Address List								
)						Pre-Job Orig Reserve Job	- Memory N HNN	0.000%
Address(Group)	Register	► Lis	st					
Please confirm addres	35							
	_	_	List				_	
Group Name	group-02							
<< E-mail >>						<< HDD >>		_
sample-01								
sample-02						<< FTP >>		
						<< SMB >>		
							0	
🕒 17:14 📇 Ready to receiv	e							🚱 Rotation

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

	MACHINE		JOB LIST		RECALL	COPY	6	SCAN		STORE	📃 🜒 📀 .
	Please sel	ect add	ress					Pre-Job Orig Reserve Job		Memory HDD	0.000%
	List Address ■ None ■ None ■ None ■ None ■ None ■ None Title Nome Undecided Title <email> Undecided</email>		Address S	Ol	E-ma 11				SMB		(roup
l	Undecided		c	lear All		Register		List	C	Scan Sett	ings
	917:10 📇 Ready to	receiv									🚳 Rotation 👘

# 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].

	UTILITY		1 2
Administrator Setting Menu Please select one of following items		Serial Number : 000000000000 <administrator> <extension number=""></extension></administrator>	
Setting Heru Administrator Setting	Îl System Setting         D2 Administrator Registration         D3 User Auth. /Account Track         D4 Metwork Setting         D5 Copy/Printer Setting         D5 System Connection         D7 Security Setting         D8 Scan Address Register         D9 Cpen/API Auth. Management		
© 18:30		Close	

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.

	UTILITY	
Scan Address Chang	ge/Delete	Serial Number : 000000000000 «Administrator» «Extension Number»
	Address Setting E-mail HCU A to Z Uthers Hom Act D-F G-L J-L H-O P-S T-V Sector 1=-02 Sector 2=-02	
	Cital ge	

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

7 Select an item you want to change.

C	UT	ILITY		🕦 🕐
Scan Address Change	/Delete		Serial Number : 000000000000 «Administrator» «Extension Number»	
		_		
Ar Regis	khress sample-O2 iter Name sample-O2			
Refere	nce Name sample-02 Na in ON	OF	F	
			Cancel OK	

- 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].

$\sim$		UTILITY		💿 😨
Utility Menu Please select one of follo	Utility Menu Please select one of following items			000
Total Counter Feed Paper Counter Output Paper Counter Printer Total Counter Copy Total Counter Scan Total Counter	Counter OR000000 0000000 0000000 00000000 0000000	Start Date 11/10/03	D1 System Setting D2 Function Setting D3 Copy Setting D4 Scan Setting D5 Touch Panel Adjustme D6 Administrator Settin	
Exit			Syste	m Info.

3 Press [Scan Address Register].

UTILITY		<b>() ?</b>
Administrator Setting Menu Please select one of following items	Serial Number : 000000000000 <administrator> <extension number=""></extension></administrator>	
Setting Menu       D1 System Setting         D2 Administrator Registration       D2 Administrator Registration         D3 User Auth. Account Track       D3 User Auth. Account Track         D4 Network Setting       D5 System Connection         D5 System Connection       D3 Security Setting         D5 Security Setting       D5 Security Setting         D5 Security Seting		
Exit	LIOSE	

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.

	UTILITY	<b></b> (1)
Scan Address Chan	ge/De lete	Serial Number : 000000000000 «Administrator» «Extension Number»
	Abdress Setting         E-mail         HC0           A to Z         Others         Main           A-C         D-F         G-1         J-L         H-0         P-S         T-V           Sample-01         12×465         Sample-02         Sample-02	HP SHE Group
<b>(</b> 10)22	Change	Delete Return

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

bizhub PRESS 1250/1052

7 Press [Yes].

	עזונוזץ		1
Scan Address Char	nge/De lete	Serial Number : 00000000 <administrator> <extension number=""></extension></administrator>	0000
	A to Z Olivit Bin Filedet this address ? Yes No Chause		

- → 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.



# 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 correspond- ing to the selected [A to Z] key. Displays corresponding to each initial letter of the registered Refer- ence Name.
[Others]	Displays an addresse which 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 confire Scan settings.

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

Please select or nanually enter	6	SCAN		STORE	- 🕐 🕐 -
the title		Pre-Job Orig.		Memory	0.000%
		Reserve Job	0	HDD	%
Address(E-mail)  Title Setting					
Please select or manually enter title					
Title Setting					
hel lo					
2					
3					
5					
				_	
Manual Setting					
				_	
		Can	cel		ĸ
③16:55 昌 Ready to receive					Rotation

- → 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].

MACHINE	JOB LIST	RECALL	COP	Y 🖌	SCAN	i 👘	STORE	1 🕦 😨
Please	select or manually en	ter						
					Pre-Job Orig	9	Memory	0.000
(Address (E-mail)	Tout Sottin	~			Reserve Job	U	HUU	5
Diasea cal	ect or manually enter	v tavt						
Trease ser			Tout Cotting					
			Text Setting			_	_	_
	1	Dear						
	2							
	3							
	4							
	5							
	Manual Setting							
				_		_		
					دی	ncel	OK	
🕒 17:00 🖁 📇 Ready	to receive						4	Rotation

- → 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.

MACHINE		KB LIST	RECALL		COPY		SCAN		STORE	🗌 🕦 📀
i Please se address	elect or m	anually enter					Pre-Job Orig Reserve Job		Memory HDD	0.000x %
List Address asample-01 A None None None None File None File None Under ided Title (E-mail)		Address Setting A to Z A.C D-F Sample-01 123456	6-1 J-1	Others		Main	HP Input	SMB Address		Group
Undecided Text <e-mail> Undecided</e-mail>		Clear A		Title	e Settin	g _ Te:	xt Setting 🖌	C	Scan Setti	ings

- → 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.
- $\rightarrow$  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.

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- 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.

🔛 MACHINE 🧮 JOB LIST 💽 RECALL 🚺	COPY 🛃 SCAN 🔚 STORE 🕥 🍞 I
Please enter address manually	
	Pre-Job Orig Memory 0.000%
	Reserve Job 0 HDD %
Address(E-mail)  Input Address	
Please set each item	
Input Add	iress
Addness 🔟	
Register Name	
Reference Name	
Register	can Settings Cancel OK

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

🔝 MACHINE 📃 JOB LIST 🔄 RECALL 🔃 COPY 🖆 SCAN 🔚 STORE	1
Please enter address nanually	
Pre-Job Orig Memory	0.000%
keserve Joo U HUU	*
Please set each item	
Tonut Address	
Tiput Houress	- 11
Addresssample.com	
Register Name	
Reference Name	
Register Cancel OK	

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].

MACHINE E	JOB LIST 📔 RECALL 🛛 COPY nanually enter	SCAN	STORE	(1) (2)
		Reserve Job	g Melliory 0 HDD	%
List Address Mone 泉 None 泉 None 泉 None ▲ None	Address Setting E-Mail H0 A to Z Others A-C D-F G-1 J-L M-0 (P-S Simple-01 123456	PTP Noin Input	SHE	eroup arch
File Name Undecided Title (E-mail> Undecided Text (E-mail> Undecided	Clear All Title Sett	ing ) Text Setting )	Scan Set	tings

→ 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.

MACHINE	JOB LIST	RECALL	🕽 ССРУ	6	SCAN		STORE	🔤 🕥 📀
Please select or	manually enter							
					Pre-Job Orig Reserve Job	I N	Memory HDD	0.000
List	Address Setting	E-mail	HDD		FTP	SMB		Group
Address Mone	A to Z		Others	Main	Input	Address	Seo Seo	rch 🖌
高 None 鬲 None 禺 None	A-C D-F	G-1 J-L	M-O P-S	T-V	W-Z			
A None	sample-01 000000001	-						+
File Name								
Undecided Title <e-mail></e-mail>								
Text <e-mail></e-mail>	Close All						Comp Cott.	
	Crear Art						scan-sett	ings

- → The selected destination is displayed in [List] at the left side of the screen.
- $\rightarrow$  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].

MACHINE E	JOB LIST RECALL	СОРУ		CAN	STORE	0 2
			Res	Job Unig erve Job Q	Memory HDD	U. UUUA %
List Address Address Sample-01 R.None R.None None None File Name Under ded Title <email> Under ded</email>	Address Setting E-mon A to Z A-C D-F G-1 J Sample-01 COCCOCO	L H-O Pro	Hann	Input Address		
Text <e-mail> Undecided</e-mail>	Clear All				Scan Settir	ngs
①17:16 昌 Ready to rece	ve					Rotation

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

🖬 MACHINE 📃 JOB LIST 🎦 RECALL 🔃 COPY	SCAN TE STORE 🕥	?
Please enter user box password		
	Pre-Job Orig Memory 0.	000%
	Reserve Job 0 HDD	%
Password		
1 2 3 4 5 6 7 8 9	0 - ^ \ Del.	
qwertyu i o	p @ [	
a s d f g h j k		
z x c v b n m ,	. / Shift	
Space		
	Cancel OK	
③17:19 昌 Ready to receive	🐼 Rotat	

6 Configure the necessary items.

MACHINE	JOB LIST 🔄 RECAL	L 🚺 СОРУ	🗲 9CAN	STORE	0 📀
Press [Start] to Align original f	scan originals ace up on ADF		Pre-Job Orig. Reserve Job	l Memory 0 HDD	100.000N 99.728N
List Address 웹 None 초 boxl 茶 None 문 None 사 None	Conginal Setting) A Separate Scan Direction Congression A Normal	Cuality Adj.	Zoom <i>I. 800</i> - + X1.0 4.000 2.000	Applicati	on
File Nome Undecided Title (E-mail> Undecided Text (E-mail> Undecided	Scan Size	Resolution (dpi) 600 1200 200 300 400 File Name	Simplex/Duplex 2-Sided 1-Sided	File Typ Pack. PDF D Pack. TIFF Div Pack. XPS D Encrypt in	e v. PDF v. TIFF iv. XPS on
(9)14:50 🖨 Ready to recei	ve			10	Rotation

- → 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 ans 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.].

🔛 MACHINE 📃 JOB LIST 🔚 RECALL 🔃 COPY 🛃	SCAN	STORE 🚺 🕐
Please enter address manually		
	Pre-Job Orig	Memory 0.000%
	Reserve Job	0 HDD %
Address(HDD)  Input Address		
Please set each item		
Input Address	_	
User Box No.		
Register Name		
Reference Name		
Password		
Register Scan Settings	Cancel	
©17:17 A Dearty to penaitye		R Dotation

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].

🔛 MACHINE 🔚 JOB LIST 🔚 RECALL 🔃 COPY	SCAN T	STORE 🚺 🍞
i Please enter address manually		
	Pre-Job Orig Reserve Job 0	Memory 0.000% HDD %
Address(HDD) Input Address		
Please set each item		
Input Address		
User Box No. 000000001		
Denister Name		
		_
Reference Name		
Password		
Register Scan Settings	Cancel	
①17:17  ♣ Ready to receive		Rotation

- → Press [Register] to register the inputted box.
- 6 Follow the Step 6 and after of "When a Box is Already Registered" (p. 7-9).



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].

MACHINE Please select or	JOB LIST RECALL	ССРУ		SCAN	TI STORE	<b>- ()</b>
address				Pre-Job Orig.	Memory	y 0.000%
List	Address Setting	HDD HDD		FTP	SMB	Group
Address						
🖾 None		Utile's	Pia TT	mput		
흢 None 토 None	A-C D-F G-I	J-L M-0 P-S	T-V	4-Z		
a None		- par p			_	
🛔 None	sample-01					
	123456					
File Name						
Undec i ded						
Title <e-mail></e-mail>						
Tevt (E-mail)						
Undecided	Clear All	Title Settin	ig 🖌 Tex	t Setting	Scan Se	ttings

- → 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.

MACHINE	JOB LIST	RECALL	COPY		SCAN		STORE	1
Please select or address	manually enter			Ĩ	Pre-Job Orig. Reserve Job		Memory HDD	0.000%
List Address © Ikne & Ikne & Ikne & Ikne & Ikne & Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne Ikne	Address Setting A to Z A-C D-F Somple-01 123	E-mail	HED Hither's	Mo in	TP (input	SHB Address		
Undecided	Clear Al		Port No.	Fi Fi	rewall	S	can Settir	ngs
🕒 17:00 🛔 Ready to receiv	/e						<u>(</u>	Rotation

- → 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
  - You can refine the Address by using [A to 2]. For more information on now to use [A to 2], refer to page 7-2.
- $\rightarrow$  To deselect the address, press the selected address again.
- $\rightarrow$  When entering an address manually, refer to page 7-16.
- 4 Press [Scan Settings].

Please select or nanually enter  Pre-kb 0 r.g Memory 0.00 Readwe Job 0 HJ0	MACHINE	JOB LIST	RECALL		СОРУ	SCAN	( <b>1</b> 1)	TORE	0 📀
Darress         Pre-dob Orig.         Pre-dob Orig.<	Please select	or manually en	ter						
List Address Setting E-mail HO Pip 3H5 Group Address Setting E-mail HO Pip 3H5 Group A to Z Others Main Input Address Search A to Z Others Main Input Address Search I to Z Others Main Input Address	address					Pre-Job Ori	g l	1emory	0.000
List       Address Setting       Empile         Address       Setting       Empile         None       None       A to Z       Others         None       None       A to Z       Others       Main         None       None       A to Z       Others       Main       Prout Address       Scorch         A to Z       Others       Main       Prout Address       Scorch       Impile       I						Reserve Job	0	-00	9
A to Z       Others       None         None       None       A to Z       Others       None         None       None       A to Z       Others       None         None       None       Image: Address       Search         None       Image: Address       Search       Image: Address       Search         File Name       Image: Address       Search       Image: Address       Search         File Name       Image: Address       Image: Address       Search       Image: Address       Search         File Name       Image: Address       Image: Address       Image: Address       Search       Image: Address       Search         File Name       Image: Address       Image: Address       Image: Address       Search       Image: Address       Search         Image: Address       Image: Address       Image: Address       Image: Address       Search       Image: Address       Search         Image: Address       Image: Address       Image: Address       Image: Address       Search       Image: Address       Search         Image: Address       Image: Address       Image: Address       Image: Address       Search       Image: Address       Search       Image: Address       Search       Image: Address <td>List</td> <td>Address</td> <td>Setting E-ma</td> <td></td> <td>HDD</td> <td>FTP</td> <td>SMB</td> <td>Grou</td> <td>ip 🚽</td>	List	Address	Setting E-ma		HDD	FTP	SMB	Grou	ip 🚽
None           & None           & None           A None           A None           A None           Image: A C DFF G-1 J-L H+0 PS T-V H+2           Image: A C DFF G-1 J-L H+0 PS T-V H+2           Image: A C DFF G-1 J-L H+0 PS T-V H+2           Image: A C DFF G-1 J-L H+0 PS T-V H+2           Image: A C DFF G-1 J-L H+0 PS T-V H+2           Image: A C DFF G-1 J-L H+0 PS T-V H+2           Image: A C DFF G-1 J-L H+0 PS T-V H+2           Image: A C DFF G-1 J-L H+0 PS T-V H+2           Image: A C DFF G-1 J-L H+0 PS T-V H+2           Image: A C DFF G-1 J-L H+0 PS T-V H+2           Image: A C DFF G-1 J-L H+0 PS T-V H+2           Image: A C DFF G-1 J-L H+0 PS T-V H+2           Image: A C DFF G-1 J-L H+0 PS T-V H+2           Image: A C DFF G-1 J-L H+0 PS T-V H+2           Image: A C DFF G-1 J-L H+0 PS T-V H+2           Image: A C DFF G-1 J-L H+0 PS T-V H+2           Image: A C DFF G-1 J-L H+0 PS T-V H+2           Image: A C DFF G-1 J-L H+0 PS T-V H+2           Image: A C DFF G-1 J-L H+0 PS T-V H+2           Image: A C DFF G-1 J-L H+0 PS T-V H+2           Image: A C DFF G-1 J-L H+0 PS T-V H+2           Image: A C DFF G-1 J-L H+0 PS T-V H+2           Image: A C DFF G-1 J-L H+0 PS T-V H+2           Image: A C DFF G-1 J-L H+0 PS T-V H+2	Address	Ato	Z	Others	Main	Inpu	t Address	Search	
22 Mone       Sample-01         28 Mone       None         4 None       Sample-01         1 None       File         None       Sample-01         1 None       File         None       Fil	None								_
R None R None	高 None sample=01	A-C	D-F G-1	J-L M-O	P-S T-V	W-Z			
A None       Image: Image	局 None					1-1			
File Nome         Under ided         File Nome         Under ided         Text < E-mail >         Under ided         Clear All         Port No.         Firewall         Scan Settings	🛔 None	sampl	e-01					1	
File Nome         Undecided         Fite 46-mail>         Undecided         Cear All         Clear All         Port No.         Firewall         Scan Settings		123						7	
File Kone         Undecided         Tett <ensil>         Tett <ensil>         Undecided         Tett <ensil>         Tett <ensile< td="">         Tett <ensile< t<="" td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>a I.</td></ensile<></ensile<></ensile<></ensile<></ensile<></ensile<></ensile<></ensile<></ensile<></ensile<></ensile<></ensile<></ensil></ensil></ensil></ensil></ensil></ensil></ensil></ensil></ensil></ensil></ensil></ensil></ensil></ensil></ensil></ensil></ensil></ensil></ensil></ensil></ensil></ensil></ensil></ensil></ensil>									a I.
File None Undec (dod Title (E-mail) Undec (dod Text (E-mail) Undec (dod Text (E-mail) Undec (dod Text (E-mail) Undec (dod Text (E-mail) Undec (dod									51
File None       Indec ided       Title (E-mail)       Undec ided       Text (=-mail)       Clear All       Port No.       Firewall       Scan Settings									
File Name Undecided Title (E-mail) Undecided Undecided Undecided Clear All Port No. Firewall & Scan Settings									
File Nome       Undex ided       Title <e-mail>       Undex ided       Exet <e-mail>       Undex ided       Clear All       Port No.       Firewall       Scan Settings</e-mail></e-mail>									
File Name Undecided Title (E-mail) Undecided Clear All Port No. Firewall Scan Settings 2012/02 All Revolution security									
Undec ided Title (6-ros 1)> Undec ided Text (6-ros 1)> Undec ided Clear All Port No. Firewall Scan Settings D17.07.07.48 Perdu to perquire	File Name								
Title (E-mail) Undec.ided Text (E-mail) Undec.ided D12.02. & Bendu to people D12.02. & Bendu to people D12.02. & Bendu to people	Undecided								
Undecided Text <e-nail> Undecided Dirac All Port No. Firewall Scan Settings Dirac All Port No.</e-nail>	Title <e-mail></e-mail>								
Text (E-nail) Under ided Clear All Port No. Firewall Scan Settings 0.17.07.40 Readu to receive All Database	Undecided								
Undersided Clear All Port No. Firewall Scan Settings	Text <e-mail></e-mail>								
To 17:17: A Dearly to receive ROUTED	Undecided		lear All	Por	rt No. 🖌	Firewall	Sca	an Settings	
	⊕17:07 B Death to an							<b>1</b> 21 D -	

5 Configure the necessary items.

MACHINE 📃 .	JOB LIST 🔚 RECALL	. COPY	🗲 SCAN		STORE	💿 📀
Press [Start] to s	can originals					
	e up on ADF		Pre-Job	Orig.	1 Memory	100.000%
			Reserve	Job	0 HDD	99.728%
List Address 圖 None 高 ftpl 足 None ▲ None	Criginal Setting, A Separate Scan Direction C > V	Quality Adj; United Dentil Lighter Denter Standard Fre 1 Pre 2	Zoom /		Applicat	on 🖌
File Nome Undec (ded Title (E-mail) Undec (ded Text (E-mail) Undec (ded	Scan Size Size Setting Auto Size	Resolution (apt) 600 [200 200 300 400 File Name	2:000 Simplex/Dup 2-Sided		File Typ Pack.PDF D Pack.TIFF Di Pack.XPS D Encrypti	× iv.PDF v.TIFF iv.XPS on
⊙14:51 🛔 Ready to receive						Rotation

- → 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.



- 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.

MACHINE JOB LIST 📑 RECALL	COPY	6	SCAN	<b>.</b>	STORE	1	?
Please enter address nanually							
		Pr	e-Job Orig serve .bb		Memory HDD	0.	×000
Address(FTP)					100		Ĩ
Please set each item							
	Input Address			_			
Register Name							
Reference Name							
Host Address							
File Path							
Login Name							
Anonymous							
					_		
Password							
Register	Scan Settings		Car	cel	OK		
⊙17:01 ≜ Ready to receive					¢	Rotat	ion

→ 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.

💼 MACHINE 🧮 JOB LIST 🔚	RECALL		COPY	6	SCAN		STORE	1 🕐 🍞
i Please enter address nanually								
					Pre-Job Orig Reserve Job		Memory HDD	0.000
Address(FTP)								
Please set each item								
	_	Input Addr	ess	_	_	_	_	
Register Name	sample-02							
Reference Name	sample-002							
Host Address								
Eila Data								
Login Name								
Anonymous								
Password								
							_	
Register	_		an Settinos		[ (a	ncel	0	
		<u> </u>	an ocernigo					

- → 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.

MACHINE	JOB LIST	RECALL		COPY	6	SCAN		STORE	🗌 🕔 🕐
Please	enter address manually								
						Pre-Job Or	ig	Memory	0.000%
Address(FTP)	▶ Input åddress					keserve Jo	р U	HUU	%
Please se	t each item								
			Input Addr	ess					
		_	_	_		_	_	_	
								_	
	Register Name	sample-02							
	Reference Name	sample-002							
	Host Address	ftp://210.3	345						
	File Path								
	Login Name								
	Anonymous							_	
	Password								
					_				
Reg	ister		Sca	an Settings	$\geq$		lancel		
(B) 17:02 & Dead	v to receive								A Dotation

- → 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.

📰 MACHINE 📃 JOB LIST 🛅	RECALL 🔽 COPY 🗲	SCAN 📑	STORE	🗌 🕚 🕐
i Please enter address manually				
		Pre-Job Orig Reserve Job 0	Memory HDD	0.000%
Address(FTP)   Input Address				
Please set each item				
	Input Address			
Register Name	sample-02			
	Sumpre 02			
Reference Name ⊿	sample-002			
Host Address	ftp://210.345			
File Path	\root\			
Login Name				
Password				
Penister	Coop Cottings	Cancel		
	Scan settings	Cuncer		

- → 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.

Pre-Job Orig Menory 0.000       Reserve Job 0     HD       Address(FIP)     Input Address       Please set each item       Register Rome     sample-02       Reference Name     sample-02       Host Address     ftp://210.945       File Path     Vroot/       Login Name     ftp       Anonymous     Password	MACHINE JOB LIST RECALL	COPY 🛃	SCAN	STORE	1 🕦 😨
Address(FTP)  Input Address  Please set each item  Input Address  Register Name sample-02  Reference Name sample-002  Host Address  ftp://210.345  File Path Vroot\ Login Name ftp Anonymous Password			Pre-Job Orig Reserve Job 0	Memory HDD	0.000%
Input Address  Regreter Rome sample-02  Reference Name sample-02  Host Address ftp://210.345  File Path Vroot\ Login Name ftp Anonymous Password	Address(FTP) Input Address				
Register Nome       somp1e-02         Reference Name       samp1e-002         Host Address       ftp://210.345         File Path       Vroot\         Login Name       ftp         Anonymous       Password		Input Address	_	_	
Reference Name       sample-002         Host Address       Ftp://210.945         File Path       VrootV         Login Name       Ftp         Anonymous       Ftp         Password       Image: Comparison of the same of the sa	Register Name				
Hot Address Ttp://2/U.345	Reference Name sample=002				
Login Name Anorymous Password	File Path /root	345 			
Password	Login Name ftp				
	Anonymous				
Register Scan Settings Cancel OK	Register	Scan Settings	Cance1		

- → 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].

Please enter address nanually     Pre-Job Orig Menory 0.0 Reserve Job 0   F00       Address(FTP)      Input Address     Input Address       Please set each item     Input Address       Register Name     sample-02       Reference Name     sample-02       Host Address     ftp://210.345       File Peth     vroot\       Login Name     ftp	MACHINE JOB LIST	RECALL	🛛 СОРУ	6	SCAN		STORE	1 🕥 🍞
Address(FTP)     Input. Address       Address(FTP)     Input. Address         Please set each item         Input. Address         Please set each item         Register Name       sample=02         Reference Name         File Path         Vroot\         Login Name	Please enter address manually							
Address(FIP)   Input Address  Please set each item  Input Address  Register Name sample-02  Reference Name sample-02  Host Address  ftp://210.345  File Path \root\ Login Name ftp Anonymous					Pre-Job Orig Reserve Job		Memory HDD	0.000% %
Please set each item Input Address Regrister Name ; sample-02 Reference Name ; sample-002 Host Address ; ftp://210.345 File Path ; vroot\ Login Name ; ftp Atonymous	Address(FTP)							
Input Address Register Name , sample-02 Reference Name , sample-002 Host Address , ftp://210.345 File Path , vroot\ Login Name , ftp Atorymous	Please set each item							
Register Name       sample=02         Reference Name       sample=002         Host Address       ftp://210.345         File Path       vroot\         Login Name       ftp         Atorymous       ftp		Inpu	t Address	-	_	-	-	
Register Name       sample-02         Reference Name       sample-002         Host Address       ftp://210.345         File Path       \root\         Login Name       ftp         Anonymous       ftp								
Reference Name       sample=002         Host Address       ftp://210.345         File Path       \root\         Login Name       ftp         Anonymous       ftp	Register Name	sample-02						
Host Address ftp://210.345 File Path Vroot\ Login Name ftp Anonymous	Reference Name	sample-002						
File Path Arront Login Name ftp	Host Address	ftp://210.345						
Login Home ftp Anonymous	File Path	\root\						
Anonymous	Login Name	ftp						
	Anonymous							
Password A ***	Password	***						
							_	
Register Scan Settings Cancel (K	Register		Scan Settings	$\supset$	Car	ncel		

- → 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).



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].

Please select or address	JOB LIST 📻 RECALL	СОРУ	Fre-Job Or	ig Memor	y 0.000x
			Reserve Jo	b 0 HDD	%
List	Address Setting E-mail	HDD HDD	FTP	SMB	Group
Address	A to Z	Others	Main Inpu	it Address	Search
🖾 None				0	
豪 None 基 None	A-C D-F G-1 J-	L M-O P-S	T-V W-Z		
易 None					
	Samp1e=01 122956				
File Name Undecided Title <e-mail> Undecided Text <e-mail></e-mail></e-mail>					
undecrided	Liear All	Little Setting	A Liext Setting	Scan Se	ttings

- → 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.

Please select or address	JOB LIST 📑	RECALL	COPY	SCAN Pre-Job Orig. Reserve Job	STORE Memory 0 HDD	0.000% %
List Address ■ None ♣ None ♣ None ♣ None ▲ None File None File Nome Under Ided Title <email> Under Ided Text <e-nail></e-nail></email>	Address Setting	E-moil	HEO		SIB Sear	
© 17:29 & Peady to pecaju					Scan Setti	

- → 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.
- $\rightarrow$  When entering an address manually, refer to page 7-22.

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4 Press [Scan Settings].

MACHINE	JOB LIST	RECALL	COPY		SCAN		STORE	0 2
address	nanually enter				Pre-Job Orig. Reserve Job		Memory HDD	0.000%
List Address Store Sample-02 Rone Rone Rone None	Address Setting A to Z A-C D-F Sample-01 122456	E-mo11	0 HDO Others	Main T-V	Reserve Job	0 SNB		
File Name Undecided Title <e-mail> Undecided Text <e-mail> Undecided</e-mail></e-mail>	Clear All				_	Sc	an Settin	g.

5 Configure the necessary items.

MACHINE	JOB LIST 🚺 🔚 RECAL	L COPY	🗲 SCAN	🏣 store 🚺 🕢 📀
Press [Start] to s Align original fac	scan originals se up on ADF		Pre-Job Orig. Reserve Job	1 Memory 100.000 0 HDD 99.728
List Address 留 None 亮 None 亮 None 亮 sib1 ▲ None	Original Setting) A Separate Scan Direction C D V	Calefity Adj.	Zoom <i>I. BBB</i> - + X1.0 4.000 2.000	Application
File Name Under (ded Tittle (E-mail) Under (ded Text (E-mail) Under (ded	Scan Size Size Setting Auto Size Address	Resolution (dpi) 600 1200 200 300 400 File Name	Simplex/Duplex 2-Sided 1-Sided	File Type Fock for Drv: FOF Pack, TIEF Div: TIEF Pack, XPS Drv: XPS Encryption
@14/53 B Deck to access				R Dotation

- → 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.



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

MACHINE Please select or address	JOB LIST	RECALL	ССРУ	SCAN Pre-Job Orig. Reserve Job	STORE	0.000% %
List Address ■ None ■ None ■ None ■ None ■ None ■ None ■ None ■ None ■ Trile (E-mail) Under ided	Address Setting	E-moil Othe G-1 J-L M-	HED Main PPS T-V	FIP	St S	Group
Undec i ded	Clear All				Scan Set	tings

→ 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.

MACHINE	JOB LIST [	RECALL	COP	Y 🖌	SCAN		STORE	_ 🕦 🕐 _
Please enter	r address manually							
4					Pre-Job Orig		Memory	0.000%
Address (SMR)	Innut åddress				Reserve Job	U	HUU	*
Please set each	item							
Thease set each			Innut Address					
			Input Houress			_	_	_
_							_	
	Register Name	⊿						
	Reference Name							
	Host Address							
	Eile Dath							
	rite ratii							
	Login Name	<u>a</u>						
	Password							
							_	
Register	Browsing	_	Scan Sa	ttings	Car	icel	<u> </u>	
() 17:38 📇 Ready to r	receive		Joan Se	oenings		)		Rotation

- → 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.

🔛 MACHINE 📃 JOB LIST 🛅	RECALL		COPY	6	SCAN		STORE	1 💿 🍞
Please enter address manually								
				Pr	re-Job Orig.		Memory	0.000%
Address(SMB)  Input Address							100	Ĩ
Please set each item								
		Input Addr	`ess					
Register Name	sample-02							
Reference Name	samp1e-02							
Host Address								
File Path								
Login Name								
Logni haile								
Password								
Register Browsing		50	an Settings	$\geq$	Car	icel	OK OK	
(9) 17:39 A Peady to receive							7	Dotation

- → 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.

MACHINE	JOB LIST	RECALL		COPY	6	SCAN		STORE	🛯 🕚 🍞
i Please	enter address nanually								
<u> </u>						Pre-Job Orig Reserve Job		Memory HDD	0.000
Address(SMB)	► Input Address								
Please set	each item								
		_	Input Addr	ress	_	_	_	_	
	Register Name	sample-02							
	Reference Name	sample-02							
	Host Address	smb://210.:	210						
	File Path								
	Login Name								
	Password								
					_				
Regi	ster Browsing		Sc	an Settings	$\geq$	Car	ice1	0	

- → 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.

MACHINE JOB LIST	RECALL	COPY		SCAN		STORE	] 🕥 🍞
Please enter address manually							
				Pre-Job Orig		Memory	0.000%
				Reserve Job	0	HDD	%
Address(SMB)   Input Address							
Please set each item							
	In	put Address	_	_	_	_	
					_		
Register Name 🔒	sample-02						
Deferrance Name							
	salipre-uz						
Host Address	smb://210.210						
Prite Patri	/root/						
Login Name							
Password							
Register Browsing		Scan Sett	ings	Car	ncel	OK	

- → 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.

🔛 MACHINE 🧮 JOB LIST 📷 RECALL 💽 COPY 🖆 SCAN 🖬 ST	ORE 🚺 🕐
Please enter address manually	
Pre-Jab Orig MA	emory 0.000%
Reserve Job 0 H	)D %
Address(SMB)  Input Address	
Please set each item	
Input Address	
Register Name sample-02	
Reference Name Sample-02	
Host Address smb://210.210	
File Path /root/	
Login Name smb	
Password	
	-
Register Browsing Scan Settings Cancel	CK

- → 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].

MACHINE	JOB LIST	RECALL	🕽 СОРУ	SCAN		STORE	1 🜒 🍞
i Please enter	address manually						
<u> </u>				Pre-Jo Reserv	o Orig e Job 0	Memory HDD	0.000
ddress(SMB)	▶ Input Address						
Please set each	item						
		Inpu:	t Address	_	_		
	Register Name	sample-02					
	Reference Name	sample-02					
	Host Address	smb://210.210					
	File Path	/root/					
	Login Name	a smb					
	Password						
Register	Browsing		Scan Settings		Cancel		

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].

List       Address Setting       E-moil       HD       FT       S6       Group         Address       Mone       Address       Search       Mone       Search       Mone       Search       Mone       Mone	MACHINE E	JOB LIST	RECALL	COPY	SCAN	STORE	0.000% %
or decirced Scon Settinds	List Address Mone Rone Rone Rone None None None File Name Under ided Title <€mail> Under ided Text <€mail> Under ided	Address Setting A to Z ArC D-F Sample-D 123456	E-mail Other	HCO Moin	PTP		Group reh

→ 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.

MACH	HINE 📕 JOB LIST	RECALL	ССРУ		SCAN	STORE	- 💿 😨
II PI	lease enter address manually						
<u> </u>				Pro	e-Job Orig	Memory	0.000%
Address(St	MB) ► Input Address			Re	serve Jub	0 100	
Pleas	e set each item						
			Input Address				
	Register Name						
	Reference Name						
	Host Address						
	File Path						
	Login Name						
	Cogni Hallo						
	Password	4					
	Register Browsing		Scan Settin	gs	Cance		ακ
🕒 17:38 🛔	Ready to receive						🚱 Rotation 👘

- → 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].

MACHINE	JOB LIST	RECALL	COPY	6	CAN 📑	STORE	1 🕐 🕐
Please e	enter address nanually			Pre	Job Orig	Memory	0.000%
Address(SMB)	Input Address						
Please set	each item						
		_	Input Address	_	_	_	
		_				_	
	Register Name	⊿ sample-02					
	Reference Name	sample-02					
	Host Address						
	File Path						
	Login Name						
	Password						
Regis	ster Browsing		Scan Setting	25	Cancel		
(D.17:00 B. D	**						A Destad in

- → Press [Browsing] to display the browsing list for networks.
- 5 Select a workgroup name and press [Down].

			CONTROL	LLER					) 🕥	?
SMB Browsing										
						Pre-Job Orig.		Memory	100.0	2000
						Reserve Job	0	HDD	99.8	817
									_	
	_	_	_	_	_	_	_	_		
									- 1	
Destinati									- 1	
	+	MD							- 1	
	+	MD_PROCESS								
Up		3T-PP								
		ATCSO							- 1	
Down									- 1	
	+	CAE							- 1	
	+=	ENTRAL								
	+	EDD_TRG1_ENG								
		-IOME								
		NOLVA CT							- 1	
		HOUKA_GT							- 1	
1 / 2	+=	(AISEKI							- 1	
	_	_	_		2		-	_		J
	l Next			UK	J			Close		

- → 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].

	<		CONTROL	LER			>		- 🕦 🕐
SMB Browsing									
						Pre-Job Orig.		Memory	100.000
						Reserve Job	0	HDD	99, 8179
	_		_	_	_	_	_	_	
	_								
Destination	_	KMUP							- 11
	+	150. 16. 214. 211							
	+	A01J001							
υρ	+	ACIES-NASI							
Down	+	ACTY							_
	+	ANC02FV40NDF91A							
l í	+	A0DD0-10-C6-18-							
	+	BANANA							
		DUVATION							
	+	BAYSTARS							
	+	BESD1							
1 / 52	+	BJ-CRMST-D-RD							
Tressee ]	Next			0K				Close	
(D.11:00) B. Dendu to another									Dotation

- → 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.
- $\rightarrow$  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.

		CONTROLLER			<b>W</b>
SMB Browsing			Dao-Job Oni	a Monopy	100
			Reserve Job	g Meliory N HDD	99 :
Creating Lives	Please set Log Login Name Password Login	in Name and Passwor	d Change Change		
	ECOTREO				
	EDOTR4				
1/2	ECOTR4 ECOTRAININAS				

8 Press [Login].



9 Select a destination folder and press [OK].



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

**10** Press [Scan Settings].

🔜 MACHINE 🔲 JOB LIST 💽 RECALL 💽 COPY 🛃	SCAN	STORE	- 💿 🕐
Prease enter address nanually	Pre-Job Orig. Reserve Job	Memory 0 HDD	100.000% 99.864%
Address(SMB)   Input Address Please set each item			
Input Address	_	_	
Register Name			
Host Address EEOTR20 File Path Sample			
Login Name adhincso Password			
Register Browsing Scan Settings	Cance		

**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].

MACHINE	JOB LIST	RECALL	COPY	🖌 SCAN	STORE	🔤 🕐 📀
Please select or address	manually enter			Pre-Job Orig. Reserve Job	Memory 0 HDD	0.000%
List Address Mone Mone Mone Mone Altone R, Kone A, Kone A, Kone C, Kone A, Kone C, Kone C, Kone A, Kone C, Kone C	Assress Setting A to Z A-C D-F Sospie-01 129466		HO	Reserve db	0 HOD SHE kadress See	roup rot 7
Text (E-mail) Undecided	Clear All		Fitle Setting	Text Setting	Scan Sett	ings
④16:38 🛔 Ready to receiv	/e					@ Rotation

- → 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.

MACHINE	JOB LIST 🔚 RECALL	COPY	SCAN	TTT STORE	🔤 💿 📀
Please select add	ress		Pre-Job Orig. Reserve Job	Memory 0 HDD	0.000% %
List Address ■ None ♣ None ♣ None ♣ None ♣ None ♣ None ■ Cone ♣ None ♣ None ₩ Cone ■ Cone ₩ Cone ♥ Cone	Address Setting E-ma			348	
Undec i ded	Clear All	Register	List	Scan Sett	ings
©17:11 ∦ Ready to receive	e				Rotation

- → 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.

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4 Press [Scan Settings].

MACHINE 🧮	JOB LIST	RECALL		COPY	6	SCAN		STORE	🔄 🕥 🧉	
Please select add	ress									
	1635					Date July On 1	_	Managara	0.00	0.004
						Reserve Job	μ Π	HDD	0.00	- %
LISC	Address Setting	E-mail		HLU		F 1P	SMB		Group	
Address										
🖾 None										
👼 None										
鳥 None										
局 None										
A group-01	gnoup-01								1	
File Name										88
Undecided										88
Title <e-mail></e-mail>										
Undecided										
Tevt (E-mail)										
Undecided	Clean Al		R	edister		List		Scan Sett	ings	
				4		4		Jean Sett	ingo	
(D.17:11 B Dearty to possiv	•								A Dotation	

**5** Configure the necessary items.

MACHINE	JOB LIST 📑 RECAL	- СОРУ	🖌 SCAN	TT STORE	🛛 🕥 📀
Press [Start] to a Align original fa	scan originals ce up on ADF		Pre-Job Orig Reserve Job	. 1 Memory 0 HDD	100.000
List Address To None & None & None & None & None & group1	Conginal Setting; A Separate Scan Direction C D V A Normal	Obality Adj.	Zoom <i>I. DDD</i> - + x1.0 4.000 2.000	Applicat	tion 2
File Name Undecided Title «E-mail> Undecided Text «E-mail> Undecided	Scan Size Size Setting Auto Size Address	Resolution (dpi) 600 1200 200 300 400 File Name	Simplex/Duplex 2-Sided 1-Sided	File Ty Pack.PCF Pack.TIFF Pack.XPS Encrypt	pe Div.PDF iv.TIFF Div.XPS ion
@14:54 B. Durst, to another					A Dotation

- $\rightarrow$  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].

Import Pictures and Videos	×
If you do not see your device in the list, make sure it is connected to the computer and turned on, then choose Refresh.	
Scanners and Cameras	
<b>S</b>	
MFP	
Refresh	
Import	Cancel

The [New Scan] dialog box appears.

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

New Scan	10.54			×
Scanner: MFP	Change			
Profile:	Photo (Default)			
Source:	Flatbed 🔹			
Paper size:	•			
Color format:	Color •			
File type:	JPG (JPEG Image)			
Resolution (DPI):	300			
Brightness:				
Contrast:	O			
Preview or scan i	mages as separate files			
See how to scan a p	icture	Preview	Scan	Cancel

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 adress 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	Description			
1	[Original Settings]	You can set var bind direction,	ious settings on the original such as the original orientation, etc.	p. 7-36		
2	[Separate Scan]	Original on mul read using the	tiple sheets which cannot be transmitted by ADF can be original glass.			
3	[Direction]	Specify the dire	ection of the original.			
4	[Quality Adj.]	Specify the der You can registe and [Pre2].	Specify the density of scanning in 9 levels. You can register the scanning density and recall them by pressing [Pre1] and [Pre2].			
5	[Zoom] You can specify various settings on zooming for scanning. To change a zoom level, a setting is required. For more information, cc tact your service representative.					
		[+],[-]	Specify a zoom level for scanning.			
	[×		Specify a zoom level for scanning.			
		[4.00],[2.00]	You can specify the registered zoom level.			
6	[Application]	You can config age processing	ure various application functions for page editing and im-	p. 7-39		
7	[File Type]	Specify the file [Pack. PDF] [Pack. TIFF] [Pack. XPS] [Encryption] You can specify ed for the file ty	p. 7-40			
8	[Simplex/Duplex]	You can scan b itial Setting] scr [Scan Initial Set [Scan Setting]-]	oth sides of the original when [ADF] is selected in [Scan In- reen. ting] screen can be displayed by pressing [Utility/Counter]- [Scan Initial Setting].	p. 7-41		

No.	Item	Description	Description					
9	[File Name]	You can input a If you don't input the combination minute, and see You can specify [File Name].	You can input a Fine 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	p. 7-41					
11	[Address]	The specified a Press [Address] 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	e scan size.	p. 7-41				
		[Standard Size Setting]	You can specify a standard size or enter a scan size.					
		Select this to scan by detecting the scan size automatically.						
	[Default Set]	Press this to ret ting screen and						

# **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

Zoon Please set zoon ratio	
2008	
Fnjaroe	Reduce
×1.0 ( 000 ( 45) 43 2.000 ( 44) 85	0.840
A4>A3 1, 414 B4>A4	0.840
A49B4 1, 189 A39A4	0.707
1 2 3 B42A3 1.189 A32A5	0.500
4 5 6	Zoca Ratio
G Vert./Horiz. Zoon 7 8 9	4.000
	2.010
Clear	

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

Touch [OK] to fix	JOB LIST 📑 RECALL 💽	CCPY SCAN STORE 🚯 🍞	
Touch [cancer] to	cancer setting	Pre-Job Onig Memory 0.000%	
Application		Reserve Good & Too a	
Please select applica	ition function		
	File Edit	Image Edit	
	Insert Sheet	🛿 🗮 NoimageáreaErase	
	Chapters	Neg. Ros. Reverse	
	Comb ine 🦽	Image Repeat	
	Booklet 🦼	FransCenterErase	
	Insert Image 🔬	Image Centering	
	Book Copy	All-image Area	
A+8	Program Job	Page Margin 🦽	
		Stanp/Over lay	
ATT OFF Cancet OK			

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

- File Edit
- Insert Sheet, Chapters, Combine, Booklet, Insert Image, Book Copy, Program Job
- Image Edit
- NolmageAreaErase, 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)

Possor d Possor d 1 2 3 4 5 6 7 8 9 - • • • Pel. 1 2 3 4 5 6 7 8 9 - • • • Pel. 2 4 6 7 9 h ; k 1 2 5 3 2 x 6 v b n h ; k 7 50 ff	NORTHE SOCIEST RECORD COPY COPY	SCAN	STORE Menory HDD	0.000%
	Passerd			
z x c v b n n . / Suit				
	z x c v o n n	Cancel	Shift	



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

Bize Setting Please specify scan size Size Setting ARC ARC ARD ASD BRC BRC BSD Prestand TINNE BSDRD BSC BSD Prestand TINNE BSDRD BSCRD BSDRD	Touch [OK] to fix setting Touch [Cancel] to cancel setting	RECALL	COPY 🖌	SCAN	STORE Memory	0.002
Please specify son size Size betting AC AC AC AC AC AC AC AC AC AC AC AC AC AC AC AC AC AC AC AC AC AC AC AC AC AC AC AC AC AC AC A	Size Setting			Neserve Jub 0	100	
Size Setting AC AC AD AD DC RC BD Potcard THRC SSRED SSRE SSRED SSRED SSRED SSRED	Please specify scan size					
input Size		Alto Bor Rosertar Fall Arco	etting Rig Rig Sinte	ASD Postcard Teitskittp		

- A3, A4, A4, A5v, B4, B5, B5, Postcard, 11 x 17, 8.5 x 14, 8.5 x 11, 8.5 x 11, 5.5 x 8.5, Full Area
- Input Size

MUCHINE JOB LIST RECALL COPY	SCAN	STORE	3
	Pre-Job Orig	Memory	0.000%
	Reserve Job	U HUU	%
size setting F input size			
Please set custom size			
Custom Size Setting			
	Size R	xxa11 , 2 3 5 6 8 9 ▼ ▲	
	Cancer		



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

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.

MACH	NNE 📃 JOB	LIST RECALL		COPY	6	SCAN		STORE	in 🚳 😨
u ar	d perform job operat	tion				Pre-Job Ori		Memory	99.993%
	Schel	dule Outout	History	Send	History	Incomple	eteHistory	HUU	99.7286 Spool
Active	File Name	User Name	Status	Pages	Re Sets Sh	emain neetsMinute(S	) Mode	000 I 000 I	Details 🖌
			Stop				DD Recall		Prior Print
									Res. Order To Top Up
									Suspend
									All Delete
Suspend 0012 2	File Name	User Name	Status Suspended	Pages 1	Re Sets Sh 1	main meetsMinute(S I I ⊢	) Mode DD Recall		Ticket Edit Release
(h21:21 <b>-</b>	Ready to receive								All Release

 $\rightarrow$  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.



# 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].

MACHINE 📃 JOB LIST 💽 RECALL 💽	СОРУ 🖌	SCAN 🛛 🔚	STORE 🕘 🛞
👔 Ready to print			
		Pre-Job Orig. 1	Memory 100.000%
		Reserve Job 0	HDD 99.867%
OKT OFF PB Shut OFF Scann	er is ready for use		sample Print
300		Paper Tray	
No. Mode Status Minute(S) User Name	Tray Size	Paper Name	Weight Amount
	2 A4D	Plain	62-74g/m2
	3 A4D	Plain	62-74g/m2
	4 📮 Custom		92-135g/m2
	5 , A3C7		62:74g/m2
	PB 307 × 472	Coated	92-135g/m2
Original Counter of Current Job: 0 (sheets)			
Supply/Scrap Parts			
O ■+ ● 10 Trim Scrap Box O May Waste Toner Box			
Tray Setting 🚽 Both Sides Adjust 🚽 Adjustment 🦼	Controller	Paper Set Reg./Del.	Custom Reg./Del.

2 Press[ Secure Folder].

MACHINE JOB LIST	RECALL	🤰 ССРУ	🖌 SCAN 🔚	STORE 🚺 🕥 🍞
Please select folder,				
			Pre-Job Orig	Memory 0.000%
			Reserve Job (	HDD %
Personal Folder Public Folder	Secure Folder			Liean All
Folder Name				
sample				00 /
			Folde	r Delete
Direct Call				To User Box
🕒 16:21 🛔 Ready to receive				🙆 Rotation

3 Press [New User Box].



4 Press [User Box Name].

🔛 MACHINE 📃 JOB LIST 🚺 RECALL 💽 COPY 🖆	SCAN	STORE 🚺 🕥 🍞
Please enter user box name and password		
	Pre-Job Orig Reserve Job 0	Memory 0.000% HDD%
User Box Select 🛛 🕨 New User Box Reg.		
Secure Folder/New User Box		
Folder Name		
Secure Folder		
User Box Name ⊿		
Password		
Clear All	Cancel	OK
④16:33		🔞 Rotation

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

HACHINE USE LIST RECALL COPY SOL Please enter user box name  Pre-J Reserved	ob Orig ve Job 0	STORE () Memory HDD	0.000% %
User Box Name			1
		De1.	
z x c v b n m	Cancel	Shift OK	

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

6 Press [Password].

MAC i P	HINEOB LISTRECALL COPY	SCAN	STORE 🕢 🕐
C		Reserve Job 0	HDD %
User Box	Select  New User Box Reg.		
	Secure Folder/New User Box		
	Folder Name		
2	ecure Folder		
	User Box Name 🖌 sbox		
	Password		
ſ	Clear All	Cancel	C (K)
(D) 16:05 B	Death, to people		A Dotation

7 Enter password, then press [OK].

🔚 MACHINE 📃 JOB LIST 🔄 RECALL 💽 COPY 🖆 SCAN 📑 STORE	1
Please enter user box password Pre-Job Orig Memory Reserve Job 0 HOO	0.000%
Possword	
1 2 3 4 5 6 7 8 9 0 Del.	ווי
z x c v b n m Shift	'
(0) 16:35 🛔 Ready to receive 88	Botation

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

8 Press [OK].

MACHINE JOB LIST	and password	SCAN STORE	0.000% %
User Box Select  New User	Box Reg.		
Folder Name Secura Folder	Secure Polder/New User Box		
Clear All		Cancel OK	

- → The input Password is shown by eight "*".
- 9 Make sure the user box is created in the Secure Folder.

MACHINE JOB LIST	RECALL	🛛 ССРУ	SCAN	- 🛛 🔚 STC	RE 🚺 🔞
Please select file					
			Pre-Job (	Drig Mei	mory 100.000
Personal Folder Public Folder	Secure Fold		Nesel ve v		0 55.720 Clear All
Secure Folder					
Secure Porder Oser box			-	-	
		00	00 00		
			3	-	
			Combination		
			File		
			Image		
	-				
				L	
	All Files Prin	File Delete		All Release	Release
			Proof	(Ist Sheet)	
New User Box			Pro	of Wait	Auto
Direct Cal	File Ch	eck 🖌 Thumbra	ail 🖌 Suspe	nded	Print
①14:37 🛔 Ready to receive					🕼 Rotation

#### 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].

MACHINE JOB LI:	ST RECALL	🛛 COPY 🖌	SCAN 🔚	STORE 🚺 🕐 🍞
Please select folder,				
			Pre-Job Orig	Memory 0.000%
Personal Folder Public Fo	older Secure Folder	]	Reserve 300 0	Clear All
Folder Name				
sample				00 /
			Folder	Delete
Direct	Cell		(	To Upon Roy
Direct				TO OSAL DOX
(916:21 📇 Ready to receive				🙆 Rotation

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]	<ul> <li>This function is not available in the secure folder.</li> <li>This function is available in the personal folder and the public folder.</li> <li>Prints selected files at once as one file without keeping their settings and attributes.</li> <li>10 files can be combined at once at the maximum.</li> <li>To add settings, select an output method other than [Auto].</li> <li>You can add settings in the [Mode Check] screen, or with [Ticket Ed-it] in the [JOB LIST] screen.</li> <li>To see the operation flow, refer to page 4-27.</li> </ul>			
[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 dis- plays the [Mode Check] screen to check or change the print settings. If it is unnecessary to change the print settings, press the [Start] but- ton 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.

#### 8.3 Delete a User Box in a Secure Folder

A User Box in the Secure Folder can be deleted from the [RECALL] screen.

1 Press [RECALL].



2 Press[ Secure Folder].

MACHINE J	OB LIST RECALL	COPY 🛃	SCAN	STORE 🕘 🍞
then touch [To User	Box]		Pre-Job Orig	Memory 0.000%
Personal Folder Publ	ic Folder Secure Folder		[	Clear All
Folder Name				
sample				00 /
			Folder	Delete
	irect Call			To User Box
🕒 16:21 🛔 Ready to receive				🙆 Rotation

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.



# 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.

		UTILITY		🕚 🕐
Utility Menu Please select one of fol	i Utility Menu Please select one of following items			1000
Total Counter Feed Paper Counter Output Paper Counter Printer Total Counter Copy Total Counter Scan Total Counter	Counter 00000000 00000000 0000000 0000000 00000	Start Dote 11/10/03 Detar Is	DI System Setting D2 Function Setting D3 Copy Setting D4 Scan Setting D5 Touch Panel Adjustm D6 Administrator Settin	
Exit			Syst	em Info.

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.





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 set- ting.
[FTP]	In the Select Addresses Screen, [FTP] is displayed in the initial set- ting.
[SMB]	In the Select Addresses Screen, [SMB] is displayed in the initial set- ting.

#### **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].

Setting Function Change Setting > <administrator> <individual change<="" function="" td=""> <extension number="">   Setting can be changed        <individual change="" function="" setting="">   Package Divided Package Divide</individual></extension></individual></administrator>			UTILITY		Serial	Number : 0	00000000000	
Setting can be changed  Individual Function Change Setting :  Package Divided Package Divided Package Divided  PoF PEF TIFF VFS VFS  File Type Default E-mail  POF PEF TIFF VFS VFS  File Type Default FTP  POF PEF TIFF VFS VFS  VFS VFS VFS VFS VFS VFS VFS VFS VFS	<ul> <li>Scan Setting</li> <li>Individual Function Change Setting</li> </ul>	1g >			<admini <extens< th=""><th>strator&gt; ion Number&gt;</th><th></th><th></th></extens<></admini 	strator> ion Number>		
Individual Function Change Setting >     Package Divided Package Divided Package Divided     File Type Default E-mail     POF PDF TIFF TIFF XPS XPS     File Type Default FTP PDF TIFF TIFF XPS XPS     POF PDF TIFF TIFF XPS XPS	Setting can be changed							
Package         Divided         Package         Divided         Package         Divided           File Type Default E-mail         POF         PDF         TIFF         TIFF         XPS           File Type Default E-mail         POF         PDF         TIFF         TIFF         XPS           File Type Default FTP         POF         PDF         TIFF         TIFF         XPS		< Individual F	unction Cha	nge Setting	>	_	_	
File Type Default E-mail         POF         POF         TIFF         TIFF         XPS         XPS           File Type Default HOD         POF         PDF         TIFF         TIFF         XPS         XPS           File Type Default HOD         POF         PDF         TIFF         TIFF         XPS         XPS           File Type Default FIP         POF         POF         TIFF         TIFF         XPS         XPS		Package	Divided	Package	Divided	Package	Divided	
File Type Default H00         POF         PUF         TIFF         TIFF         XPS         XPS           File Type Default FTP         POF         POF         TIFF         TIFF         XPS         XPS	File Type Default E-mail	POF	PDF	TIFF	TIFF	XPS	XPS	
File Type Default FTP	File Type Default HDD	POF	PDF	TIFF	TIFF	XPS	XPS	
	File Type Default FTP	POF	PDF	TIFF	TIFF	XPS	XPS	
File Type Default SNB POF TIFF TIFF XPS XPS	File Type Default SMB	PDF	POF	TIFF	TIFF	XPS	XPS	
					ſ	Cancel		-
	3:37							
Concet OK								

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].

UTILITY			1 🕐
Administrator Setting Menu Please select one of following items		Serial Number : 0000000000000 <administrator> <extension number=""></extension></administrator>	
Setting Heru Rahmstrator Setting	D1 System Setting         D2 Administrator Registration         D3 User Auth /Account Track         D4 Network Setting         D5 Copy/Printer Setting         D5 System Connection         D7 Security Setting         D8 Scan Address Register         D9 OpenAPT Auth. Management		
Exit		Close	

4 Press [Controller NIC Setting].



5 Press [09 E-mail Setting].

Sentral Number : 000000000000         Valuaristrator?         Setting Henu         Reministrator?         Reministrator?         Reministrator?         Reministrator?         Reministrator?         Reministrator?         Reministrator?         Reministrator         Reministrator		UTILITY	
Setting Henu       BI TCP/IP Satting       TI CSKC Satting         Raministrator Satting       D2 OpenAPI Satting       D2 OpenAPI Satting         Retwork Satting       D3 HTTP Server Satting       D3 Web Service Satting         Retwork Satting       D4 FTP Satting       TI CSKC Satting         Introller NIC Satting       D5 SNMP Satting       TI DAP Satting         Bi SMS Satting       TI DAP Satting       D6 SMS Satting         Bi SMS Satting       TI DEBUZ IX Satting       D7 AppleTalk Satting         D9 Enail Satting       D9 Enail Satting       D1 Datil Satting         D9 Enail Satting       D1 Datil Satting       D1 Datil Satting	Controller NIC Setting Menu Please select one of following items		Serial Number : 0000000000000 <administrator> <extension number=""></extension></administrator>
	Setting Menu Raministrator Setting Network Setting Controller NIC Setting	01 TCP/IP Setting 02 NetWore Setting 03 HTTP Server Setting 04 FTP Setting 05 SMMP Setting 06 SMB Setting 07 AppleTalk Setting 08 Bonjour Setting 09 E-mail Setting 10 TCP Socket Setting	11 CSRC Setting 12 OpenAP1 Setting 13 Web Service Setting 14 JSP Setting 15 LDAP Setting 16 IEEE802 ix Setting 17 Detail 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.

UTILITY	🕚 🕄
E-mail Setting	Serial Number : 00000000000 <administrator> <extension number=""></extension></administrator>
Setting can be changed	
< E-mail Setting >	
Register E-mail Subject	
E-mail Default Select Title	
Register No. 1	Input
Register No.2	Input
Register No.3	Input
Register No.4	Input
Register No.5	Input
Previous Next	Cancel OK

#### **E-mail Text Registration screen**

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

	UTILITY	
E-mail Setting		Serial Number : 0000000000000 «Administrator» «Extension Number»
Setting can be changed		
	< E-mail Setting >	
E-mail Text Registration		
E-mail Default Select	Text	
Register No. 1		Input
Register No. 2		Input
Register No.3		Input
Register No. 4		Input
Register No.5		Input
Previous Next		Cancel OK
(h) 18:32		

# 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.
  - $\rightarrow$  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.
  - $\rightarrow$  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.
  - $\rightarrow$  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.
  - $\rightarrow$  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].

	.TA	A Public				Logout	<mark>  ?</mark>
PAGE Web Coni	nection	Ready to Scan					
Model Name : bizhub P	RESS 1250	Low Paper					-
Information	Job	Box	Dire	ct Print			
▼ Device Information		Option					
Configuration S	ummary	Copier RAM					
Option		Size			768MByte		
Consumables		Size			2048MByte		
Natura Count		Onzie UDD			2040110910		
Meter Count		Copier HDD Total			102006MEx#e		
Online Assistance		Used			0MBvte		
Network Setting Inf	formation	Remain			102996MByte		
Print Setting Inform	nation	Printer HDD					
Print Information		Total			250059MByte		
		Remain			248688MBvte		
		l seel laterfree			2-rocombyte		
		Local Interface			Installed		
		Network			Ethernet10/100/1000	BaseT	
		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 se the time in [MACHINE] [Controller] [Scan Setting] [Auto Delete Document]. For details, refer to page 7-42.

# 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 "anony- mous" 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 net- work.
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.
НТТР	Abbreviation of HyperText Transfer Protocol. A protocol used to trans- mit 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 de- vices 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.
МН	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 com- puter system. Windows, MacOS, and Unix are examples.
PDF	Abbreviation of Portable Document Format. One of electronic docu- ments (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 pixcel. 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 re- quiring 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 (im- age 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 scan- ner 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.

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