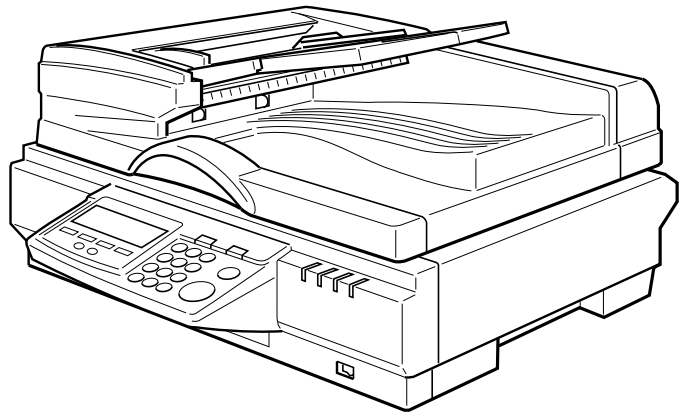




Color Scanner

Operating Instructions Network Delivery Scanner Reference



Read this manual carefully before you use this product and keep it handy for future reference.

For safety, please follow the instructions in this manual.



Color Scanner Operating Instructions

Printed in Japan

EE (GB)

UE (USA) G558-6641



Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Important

Parts of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Power Source

Color Scanner: 220 - 240V, 50/60 Hz, 5A or more

Please be sure to connect the Power Cord to a power source as above.

Caution:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Do not attempt any maintenance or troubleshooting other than that mentioned in this manual. This scanner contains a laser beam generator and direct exposure to laser beams can cause permanent eye damage.

- In this manual, all the information about Windows was written with the assumption that users are familiar with Windows. If you are not familiar with the Windows environment, please refer to your Windows literature.
- In this manual, the term Windows NT[®] refers to Windows NT[®] Workstation and Windows NT Server.



Declaration of Conformity

“The Product complies with the requirements of the EMC Directive 89/336/EEC and the Low Voltage Directive 73/23/EEC.”

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

I means **POWER ON.**

O means **POWER OFF.**

Trademarks

Microsoft[®], Windows[®] and Windows NT[®] are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights in those marks.

Notes:

Some illustrations might be slightly different from your machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Trademarks

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Notes:

Some illustrations might be slightly different from your machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Note

The proper names of the Windows operating systems are as follows:

- Microsoft[®] Windows[®] 95 operating system
- Microsoft[®] Windows[®] 98 operating system
- Microsoft[®] Windows[®] Millennium Edition (Windows Me) operating system
- Microsoft[®] Windows[®] 2000 Professional
- Microsoft[®] Windows[®] 2000 Server
- Microsoft[®] Windows NT[®] Server operating system Version 4.0
- Microsoft[®] Windows NT[®] Workstation operating system Version 4.0
- Microsoft[®] Windows NT[®] Server network operating system version 3.51
- Microsoft[®] Windows NT[®] work station operating system version 3.51

Safety Information

When using your scanner, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

⚠ WARNING:
Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ CAUTION:
Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

⚠ WARNING:

- Connect the Power Cord directly into a wall outlet and never use an extension cord.
- Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.
- To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.
- Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following conditions exists:
 - You spill something into the equipment.
 - You suspect that your equipment needs service or repair.
 - Your equipment's cover has been damaged.
- Disposal can take place at our authorized dealer or at appropriate collection sites.

⚠ CAUTION:

- Protect the equipment from dampness or wet weather, such as rain, snow, and so on.
- Unplug the Power Cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the Power Cord will not be damaged under the equipment.
- When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).
- Do not allow paper clips, staples, or other small metallic objects to fall inside the equipment.
- For environmental reasons, do not dispose of the equipment or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer or at appropriate collection sites.
- The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise it could cause a personal burn.
- Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.

Lithium Batteries (Memory Back-up)

⚠ WARNING:

- Do not try to replace the lithium batteries by yourself. A battery of this type can explode if incorrectly replaced. If the lithium batteries need to be replaced, contact an authorized dealer to request servicing.
- Never dispose of the lithium batteries by incineration. This can cause them to rupture resulting in injury.

 Note

- Please return used NIC boards to our authorized dealer or service representative. Your cooperation with our recycling activities is appreciated.
- NIC boards are equipped with a lithium battery. In the case NIC boards are disposed of by the customer, please dispose them in accordance with national or local regulations after separating the lithium batteries from the NIC board.

How to Read This Manual

Symbols

In this manual, the following symbols are used:

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates the prior knowledge or preparations required before operating.

Note

This symbol indicates precautions for operation or actions to take after misoperation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

[]

Keys that appear on the machine's panel display.

Keys and buttons that appear on the computer's display.

[]

Keys built into the machine's operation panel.

Keys on the computer's keyboard.

Names of Major Options

Major options of this scanner are referred to as follows in this documentation.

- SDRAM module II (32, 64, and 128 MB) --> Memory module

For other options, see the respective documentation.

The following software products are referred to using a general name.

- DeskTopBinder V2 Lite (standard) and DeskTopBinder V2 Professional (sold separately) --> DeskTopBinder V2
- ScanRouter V2 Lite (standard) and ScanRouter V2 Professional (sold separately) --> ScanRouter V2 Lite/Professional

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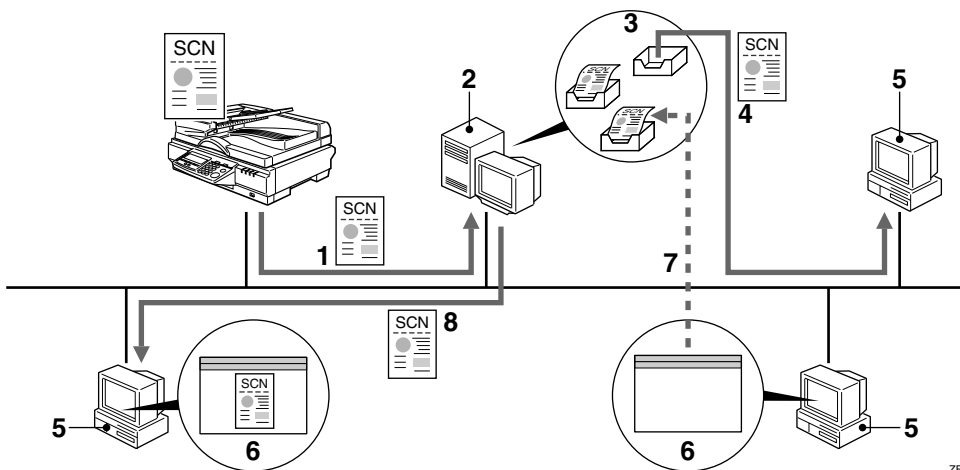
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Before Using This Product

This manual describes how to use the network delivery scanner. The following section contains an overview of the scanner and a description of the contents of this manual, as well as information about related material.

Network Delivery Scanner Overview

When used as a network delivery scanner, the scanner delivers scan data to a specified destination selected from a list of destinations programmed in the delivery server. This requires that ScanRouter V2 Lite or ScanRouter V2 Professional (sold separately) is installed on the delivery server on the network.



ZEPX010J

1. Scan data

Specify destination and scan document. Send scan data to the delivery server.

2. Delivery processing by delivery server

ScanRouter V2 Lite/Professional is installed on the server. The server delivers scan data to devices on the network. With the ScanRouter V2 Administration Utility, destinations and sender names are stored in an address book format, and delivery options can be selected individually for each destination. The ScanRouter V2 Administration Utility allows setting the following delivery options.

- In-Tray save
Scan data is saved in the in-trays of the delivery server.

- Save as Windows file
Scan data is saved in a specified folder on a computer on the same network as the delivery server.

Note

- The optional ScanRouter V2 Professional provides the following additional functions. For details, see the ScanRouter V2 Professional documentation.
 - Deliver scan data as an e-mail attachment
 - Deliver scan data with DeskTop-Binder V2
 - View scan data with a web browser or download to a client computer

3. Save scan data in an in-tray

An in-tray is created for destinations programmed with the ScanRouter V2 Administration Utility. Data sent from the scanner is saved according to settings made with the ScanRouter V2 Administration Utility.

4. File arrival notification and file retrieval with ScanRouter V2 Link

The ScanRouter V2 Link (part of DeskTopBinder V2) monitors the in-trays of the delivery server. When the delivery server receives scan data from the scanner, ScanRouter V2 Link processes the data according to the setting made in advance. The following functions are available.

- Retrieve scan data from the in-tray and store in the DeskTopBinder V2 work folder
- Retrieve scan data from the in-tray and store in a specified folder
- Notify the client computer when scan data arrives in the in-tray

5. Client computer

6. Edit scan data with DeskTopBinder V2

DeskTopBinder V2 is installed on a client computer.

This software allows viewing scan data downloaded to the client computer, and also viewing and deleting scan data saved in the in-tray of the delivery server.

7. Data viewing/erasing/retrieval with DeskTopBinder V2

When you selected to save scan data in the in-tray with the ScanRouter V2 Administration Utility, and data is not retrieved with ScanRouter V2 Link, data is saved in the in-tray. DeskTopBinder V2 can then be used to view, delete, or retrieve the scan data files in the in-tray.

8. Save in a specified folder

According to a setting made with the ScanRouter V2 Administration Utility, scan data sent to the delivery server can be saved in a specified folder.

Manual Contents and Reference Material

This manual explains how to setup the scanner to be used as a network delivery scanner, place documents to be scanned, and deliver scan data. This manual also contains information about software used with this scanner and troubleshooting for unexpected scanning results.

To deliver scan data scanned, settings on the delivery server as well on this scanner must be made. See the network delivery scanner user manuals and make the necessary settings. Depending on the setup or operation to be performed, see the respective manuals below.

Reference

You can find the network delivery scanner user's manual in PDF format on the CD-ROM provided with this scanner. For further details, see " P.11 *Instruction Manuals and Help Files* " .

❖ **Setting up the scanner**

For more information about the operation and Configuration of the scanner (i.e. how to set up the scanner, how to set user names), see the Setup Guide.

❖ **Setting up the delivery server (installing ScanRouter V2 Lite/Professional)**

For more information about the setup and operation of the delivery server (i.e. how to install ScanRouter V2 Lite/Professional on the delivery server, how to record addresses and users on the delivery server, how to perform delivery server maintenance), see the following manuals:

- ScanRouter V2 Setup Guide
- ScanRouter V2 Management Guide

❖ **Setting up and operating client computers (installing DeskTopBinder V2)**

For more information about client computer setup and operation (i.e. how to install theDeskTopBinder V2 on a client computer, how to view documents using the DeskTopBinder V2), see the following manuals:

- DeskTopBinder V2 Setup Guide
- DeskTopBinder V2 Introduction Guide
- ScanRouter V2 Link Guide

Preparation

Before using this scanner as a network delivery scanner, the following preparations are required.

❖ **Setting the scanner to be used as a network delivery scanner**

To use this scanner in a network environment with a delivery server, the following settings are required. ⇒ P.15 *"Use as a Network Delivery Scanner"*

- "Network settings" in Initial setup
Make sure that the appropriate basic settings were made, such as the IP address, to allow the scanner to be used as a network scanner.

Reference

For information about how to make basic settings to allow the scanner to be used as a network scanner, see the Network Quick Installation Guide.

- "Delivery options" in Scanner settings
Select delivery options and make the necessary settings to use the scanner as a network delivery scanner.
- "Delivery server IP address" in Network settings
Specify the delivery server IP address.

Note

- ❑ Specifying the IP address is only possible when "Delivery options" in the Scanner settings is selected.

❖ **Setting the scanner to scan documents as a network delivery scanner**

To scan documents using the scanner or a network delivery scanner, the following settings are required.

- Scan setup
Make the necessary settings for scanning documents, such as density, resolution and scan size. By specifying settings under user names beforehand, you can easily change them for each document.
- Scanner Configuration
Make the settings for scanner operation such as the maximum data size that can be sent to the delivery server.

Reference

For more information, see " P.15 *"Initial Scanner Setup"* ".

❖ Installing software and setting up the delivery server

Install the necessary software on the delivery server and the client computer.

- On the delivery server, install ScanRouter V2 Lite/Professional. With ScanRouter V2 Administration Utility, you can register an address book (a list of destinations and senders) and make settings for maintenance of the delivery server. For more details, see the user manuals provided with ScanRouter V2 Lite/Professional.
⇒ScanRouter V2 Setup Guide
⇒ScanRouter V2 Management Guide

Note

- It is not necessary to register this scanner in the ScanRouter V2 Administration Utility "Set I/O Device".
- On client computers, install the DeskTopBinder V2 .
DeskTopBinder V2 allows you to view documents in the delivery server with a client computer. In addition, with ScanRouter V2 Link, you can receive notification that a document has arrived in an in-tray of the delivery server and automatically retrieve that document. For more details, see the user manuals provided with DeskTopBinder V2
DeskTopBinder V2 Setup Guide
DeskTopBinder V2 Introduction Guide
ScanRouter V2 Link Guide

Reference

For details about the software provided with this scanner, see " P.7 "Software and Manuals Supplied on CD-ROM" ".


















Software and Manuals Supplied on CD-ROM

The software that enables this scanner to be used as a network scanner is installed in the "Scanner Driver & Utilities" CD-ROM provided with this product. This section contains information about the software on the "Scanner Driver & Utilities" CD-ROM, the instruction manuals, and Help.

Note

- This manual mainly gives information about the software required to use this scanner as a network delivery scanner. For details about other software, see the Scanner Reference.

List of Files

 CD-ROM Drive	 Wizard for the TWAIN driver and utilities			
	 Drivers	 TWAIN	TWAIN driver for Windows 95/98/Me, Windows 2000, Windows NT 4.0 and Windows NT 3.51	
	 UTILITY	 ROUTERV2	 ScanRouter V2 Lite  ScanRouter V2 Administration Utility	
		 DESK V2	 DeskTopBinder V2 Lite  Job Binding  ScanRouter V2 Link	
		 Acrobat	Acrobat Reader 4.05	
	 NETWORK	 AFICIOMAN	 Aficio Manager for Admin	
 Aficio Manager for Client				

Software for the Network Delivery Scanner

1

ScanRouter V2 Lite

ScanRouter V2 Lite is to be installed on the delivery server. Scanned data can be sorted and stored in specified in-trays, or saved in folders of client computers on the same network.

❖ **File storage folder**

The files are stored in the following folder on the CD-ROM provided with the scanner.

`\UTILITY\ROUTERV2`

❖ **System requirements**

The following system requirements must be met to use ScanRouter V2 Lite.

 **Note**

Install the software on a stand-alone server running Windows NT Server or Windows 2000 Server. It must not be installed on the primary domain controller or backup domain controller.

- Hardware
PC/AT compatible
- CPU
Pentium 200 MHz or faster (Pentium 350 MHz or faster recommended)
- Operating system
Microsoft® Windows95 (OSR 2 or later)
Microsoft® Windows® 98
Microsoft® Windows® 98 Second Edition
Microsoft® Windows® Millennium Edition
Microsoft® Windows® 2000 Server
Microsoft® Windows NT® Server 4.0 (with Service Pack 5 or higher)
- Memory
64 MB or more (128 MB or more recommended)
- Hard disk space
Minimum free space required for installing: 200 MB

 **Note**

In addition to the space required for installation, the hard disk should have at least 500 MB of free space for files. High resolution (for example 600 dpi), high color scans become very large files, so confirm that you have enough space on your hard disk, as required. File sizes always vary according to file type and resolution. For details, see the Scanner Reference.

- Network protocol
TCP/IP

❖ Utility (ScanRouter V2 Administration Utility)

ScanRouter V2 Administration Utility, a utility of ScanRouter V2 Lite, manages the delivery system run by ScanRouter V2 Lite. This utility is to be installed together with ScanRouter V2 Lite on the delivery server.

To sort scanned documents, you can register destination and sender information in an address book in the delivery server. In addition, this utility can monitor free disk space, record error logs and maintain the delivery server.

Note

- ❑ ScanRouter V2 Administration Utility can be installed not only on the delivery server but also on client computers. To install it, click **[ScanRouter V2 Lite] [ScanRouter V2 Administration Utility]** on the ScanRouter V2 Lite setup screen.

Reference

For information about the setup procedure using the ScanRouter V2 Administration Utility, see the ScanRouter V2 Lite Management Guide.

DeskTopBinder V2 Lite

DeskTopBinder V2 Lite is to be installed on the client computers for integration and management of various kinds of data such as scanned image data, files created with applications, and existing image files.

This software allows you to view documents in in-trays. In addition, by installing the TWAIN driver provided, the scanner can be used as a network TWAIN scanner.

For details, see the DeskTopBinder V2 Lite Introduction Guide or DeskTopBinder V2 Lite Help.

❖ File storage folder

The files are stored in the following folder on the CD-ROM provided with the scanner.

`\UTILITY\DESK V2`

❖ System requirements

The following system requirements must be met to use DeskTopBinder V2 Lite.

- Hardware
PC/AT compatible
- CPU
Pentium 133 MHz or faster (Pentium 266 MHz or faster recommended)

- Operating system
 - Microsoft® Windows®95 (OSR 2 or later)
 - Microsoft® Windows® 98
 - Microsoft® Windows® 98 Second Edition
 - Microsoft® Windows® Millennium Edition
 - Microsoft® Windows® 2000 Server
 - Microsoft® Windows® 2000 Professional
 - Microsoft® Windows NT® Server 4.0 (with Service Pack 5 or higher)
 - Microsoft® Windows NT® Workstation 4.0 (with Service Pack 5 or higher)
- Memory
 - 48 MB or more (64 MB or more recommended)
- Hard disk space
 - 50 MB or more (200 MB or more recommended)
- Display resolution
 - 800 x 600 pixels, 64 K color or higher

❖ **Utility (ScanRouter V2 Link)**

ScanRouter V2 Lite, a utility of DeskTopBinder V2 Lite, is to be installed on client computers together with DeskTopBinder V2 Lite.

With ScanRouter V2 Lite, in-trays in the delivery server are monitored from the client computer. In addition, when a document arrives in the in-tray, the client computer can be notified or the document can be retrieved.

Instruction Manuals and Help Files

The supplied "Scanner Driver & Utilities" CD-ROM contains help files and the following instruction manuals. This section outlines which instruction manuals and Help topics you should read before using the scanner as a network delivery scanner.

Note

- ❑ The information about network delivery scanner functions is provided in PDF format with the scanner. To view files in PDF format, the Adobe Acrobat Reader is required. The Reader can be installed from the Setup screen for DeskTopBinder V2 Lite or ScanRouter V2 Lite.

ScanRouter V2 Lite

❖ ScanRouter V2 Lite Setup Guide

These instructions in PDF format are displayed when installing ScanRouter V2 Lite.

They explain the operating environment details for ScanRouter V2 Lite, the installation of ScanRouter V2 Lite and the delivery server setup procedure.

❖ ScanRouter V2 Lite Management Guide

A link to these instructions in PDF format is added to the Start menu when installing ScanRouter V2 Lite.

They contain a function outline for ScanRouter V2 Lite and explain delivery server maintenance using the ScanRouter V2 Administration Utility.

Operation of the ScanRouter V2 Administration Utility is explained in ScanRouter V2 Administration Utility Help.

DeskTopBinder V2 Lite

❖ DeskTopBinder V2 Lite Setup Guide

These instructions in PDF format are displayed when installing DeskTopBinder V2.

They appear when you click **[Setup Guide]** on the DeskTopBinder V2 Lite setup screen of the installer. The instructions explain the operating environment details for DeskTopBinder V2 Lite and the installation procedure.

❖ DeskTopBinder V2 Lite Introduction Guide

A link to these instructions in PDF format is added to the Start menu when installing DeskTopBinder V2.

For operating information, see DeskTopBinder V2 Lite Help.

❖ ScanRouter V2 Link Guide

A link to these instructions in PDF format is added to the Start menu when installing DeskTopBinder V2 Lite.

They explain the operation and features of ScanRouter V2 Link.

Software Installation Sequence

Installation under Windows 95/98/Me, Windows 2000, and Windows NT4.0 uses the Auto Run feature. An example for operation under Windows 98 is given below. Operation under Windows 95/Me, Windows 2000, and Windows NT4.0 is similar.

Limitation

- Close all other applications before starting the installation.
- Under Windows NT 3.51, installation using the Auto Run feature is not possible. See the Setup Guide for more information about how to install the Desk-TopBinder V2 Lite in Windows NT 3.51.

Auto Run Feature

When the CD-ROM is inserted under Windows 95/98/Me, Windows 2000, or Windows NT4.0, the Auto Run feature automatically starts the installation process for the TWAIN driver and the various utilities.

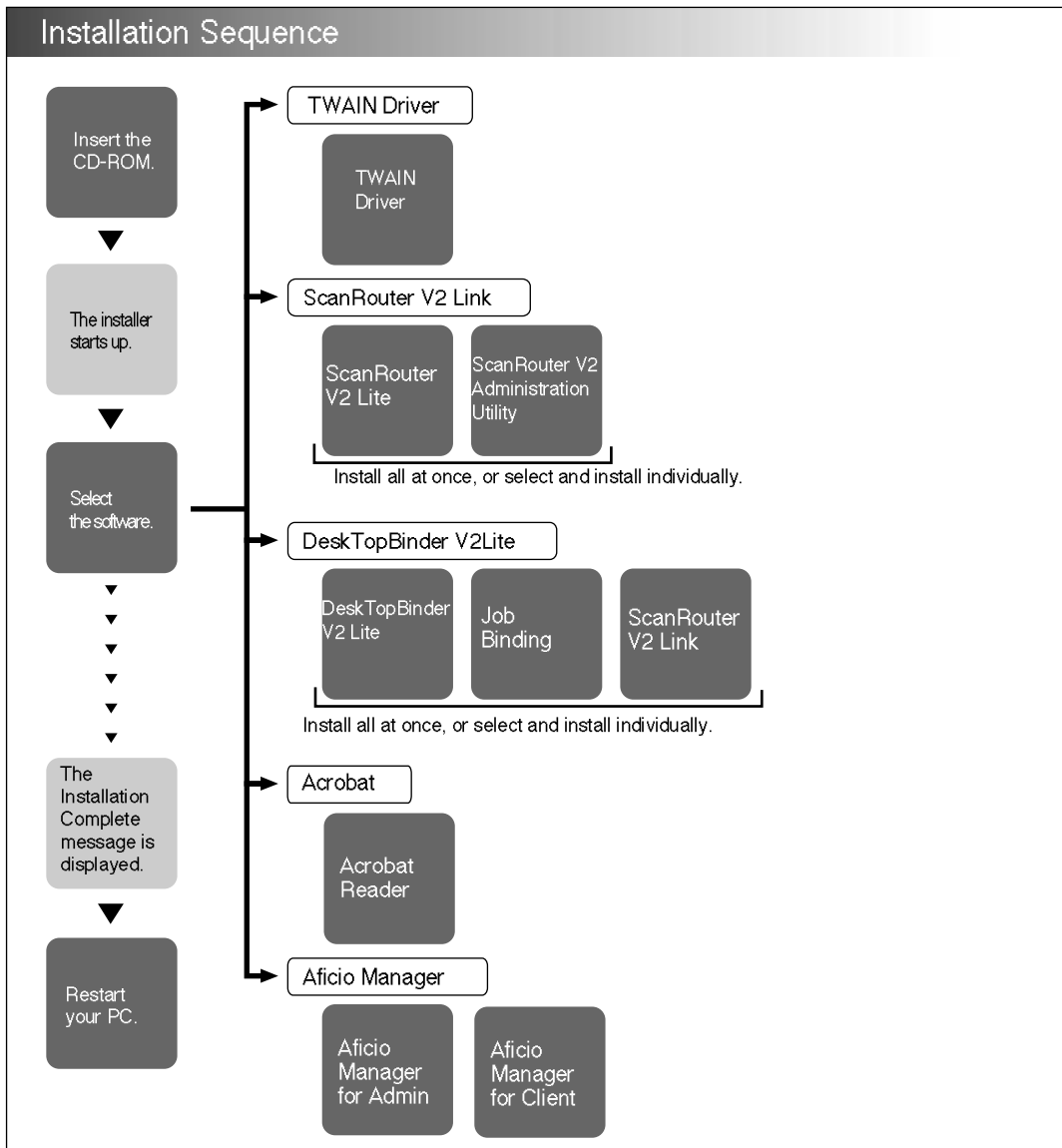
Note

- Auto Run might not automatically work with certain OS settings. In this case, launch “Launch.EXE” located in the CD-ROM root directory.
- If you want to cancel Auto Run, hold down the **[Shift]** key (when your system is Windows 2000, hold down the left **[Shift]** key) while inserting the CD-ROM. Keep the **[Shift]** key held down until the computer has finished accessing the CD-ROM.

Limitation

- When performing the installation under Windows 2000, Windows NT4.0, and Windows NT 3.51, log on as a member of the Administrators group.
- Under Windows NT 3.51, installation using the Auto Run feature is not possible. For information about how to perform the installation, see the Setup Guide.

The installation sequence using Auto Run is as follows.



Installation (Windows 95/98/Me, Windows 2000, Windows NT 4.0)

1 Verify that Windows is running. Insert the supplied CD-ROM labeled "Scanner Driver & Utilities" into the CD-ROM drive of the computer.

The installer starts.

2 Click the button of the software to be installed.

- Clicking **[DeskTopBinder V2 Lite]** displays the "DeskTopBinder V2 Lite Setup" screen.
- Clicking **[ScanRouter V2 Lite]** displays the "ScanRouter V2 Lite Setup" screen.

Reference

For further information, see the documentation for the respective software or the Setup Guide that can be displayed from the setup screen.

If the setup screen contains a button marked **[Read This First]** or **[Setup Guide]**, display this information first, before starting the setup procedure.

Installation (Windows NT 3.51)

For information about how to perform the installation under Windows NT 3.51, see the Setup Guide.

Note

- DeskTopBinder V2 Lite and ScanRouter V2 Lite are not compatible with Windows NT 3.51.

2. Initial Scanner Setup

To use the scanner as a network scanner, you must make basic network environment settings in addition to the scanner settings .

To make the basic settings such as timer setup and network environment settings, see the Network Quick Installation Guide. Then proceed to the detailed network delivery scanner settings.

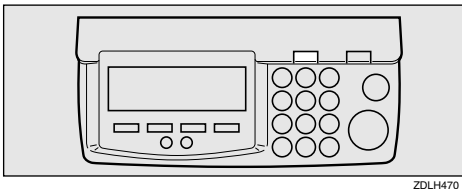
Use as a Network Delivery Scanner

This section explains how to make the minimum necessary initial settings to use this scanner as a network delivery scanner. First, you need to set the "Delivery options" in the Scanner settings, then set the delivery server address.

Important

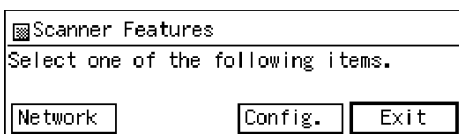
- ❑ These settings should only be made by the network administrator, or under supervision of personnel charged with network management.

1 Press the **[UserTools]** key.

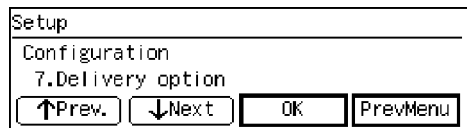


The Scanner Features screen appears.

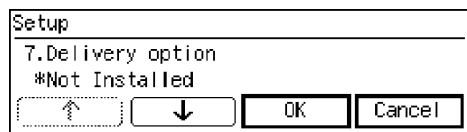
2 Press **[Config.]**.



3 Press **[↓Next]** until **[7. Delivery option]** appears, and then press **[OK]**.

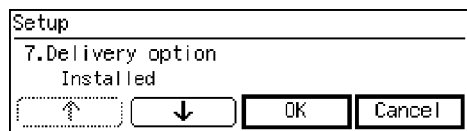


4 Press **[↓]** and select "Installed".



An "*" appears with the current setting.

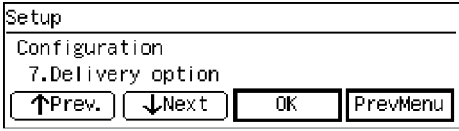
5 Press **[OK]**.



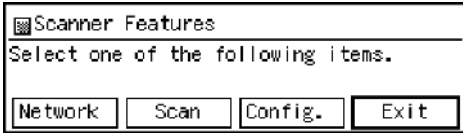
Note

- ❑ When you set the delivery option to "Installed", you can make the initial settings for the network delivery scanner functions. However, the condition (enabled or disabled) of the network delivery scanner function does not change until you have restarted the scanner.

6 Press [PrevMenu].



7 Press [Network].



8 Set the server IP address.

- ① Press [↓Next] until [7. Delivery Server Address] appears, and then press [OK].



② Enter the server IP address.



Press ⏪ and ⏩ to move between fields.

Note

- Confirm the address with your network administrator.
- The IP address is "000.000.000.000" by default.

③ When you are done, press [OK].

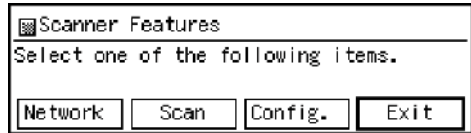


The delivery server address is set.

9 Press [PrevMenu].



10 Press [Exit].



11 Restart the scanner.

The network delivery scanner functions are enabled. Make other settings as required.

⇒ P.17 "Scan Setup"

⇒ P.23 "Scanner Configuration"

Important

- If you change the "Delivery options" settings, be sure to restart the scanner because the condition (enabled or disabled) of the network delivery scanner function does not change until then.

Scan Setup

You can specify scan conditions when you scan originals. If you frequently scan the same type of original, you can easily select scan conditions when you send documents if you register the most suitable scan conditions beforehand.

Note

- ❑ The scan conditions registered for "Default" are used as the initial conditions for "Manual settings". If you do not select any scan conditions when sending documents, originals are scanned according to the conditions in "Manual settings". You can also use "Manual settings" freely to specify scan conditions. ⇒ P.40 *"Making Scan Settings Manually"*
- ❑ You can register scan settings under three names: user 1, user 2, and user 3. If you assign certain conditions to each user, you can easily switch between scan conditions for each type of original. For example, you can assign scan conditions for color originals to user 1 and scan conditions for monochrome originals to user 2.

Settings

There are nine types of scan conditions available:

Note

- ❑ The default settings described here are the values registered as "Default". The default settings differ for each set of scan conditions, such as user 1.

❖ Scan type

You can scan originals using the appropriate settings for your type of original. The factory default is "Text".

- Text
This refers to standard originals mainly composed of text.
- Text/Photo
This refers to originals composed of a mix of photos, images, and text.
- Photo
This refers to photos or binary image originals.
- Gray Scale
This refers to photos or color/grayscale image originals.
- Color
This refers to color photos or color/grayscale image originals.

Note

- ❑ While "Photo" does binary scans only, "Grayscale" does color/grayscale scans. Binary is a standard suitable for printing and color/grayscale is one suitable for displaying documents on a computer screen.

❖ Resolution














You can select the resolution of scans from 100 dpi, 200 dpi, 300 dpi, 400 dpi, 600 dpi and Custom Resolution. The factory default is "100 dpi".

Note

- The higher the resolution, the better the quality of the scan data. However, you should keep in mind that this also increases the size of the data. If you handle a lot of data, high-resolution scans put more strain on the delivery server and the system. For example, an A3, 11" x 17" (DLT) size original, scanned in "Color" at 600 dpi, One-sided, yields a file of 200 MB. For this reason, it is recommended to scan images at high resolutions only when absolutely necessary.
- If you select "Custom Resolution", you can select a resolution between 100 and 600 dpi by increments of 1 dpi.

❖ Scan size

You can select the scan area for the original. The factory default is "Auto".

- Auto
You can let the automatic sizing function set the size of the area to be scanned.
- A3 , A4 , A4 , A5 , A5 , 11x17 , 8¹/₂x14 , 8¹/₂x13 , 8¹/₂x11 , 8¹/₂x11 , 5¹/₂x8¹/₂ , 5¹/₂x8¹/₂ , B4 , B5 , B5 , Custom Size

If you select one of the sizes above, regardless of the size of the original, the size of your scan will be of the selected size.

Note

- If you select "Custom Size", you can specify the dimensions of the scan area in millimeters or inches.
- Select millimeters or inches as default units in "Configuration" in Initial settings.

❖ Density

This is the density at which the original is scanned. Select a density from 1 (light) to 7 (dark). The factory default is set to a medium density.

❖ Erase Color

You can use this setting to delete specific colors when scanning. For example, you could choose to erase the lines on scanned graph paper. You can select from Off, Red, Green and Blue.

The factory default is "Green".

Note

- This setting is available except when the scan type is "Color".
- As a rule, you should leave "Erase Color" to "Green". This allows you to scan black and white originals faster than any other setting.

❖ Noise Reduction

This setting erases imperfections such as dark spots that can appear on originals. You can select from Off, 3 x 3, 4 x 4 and 5 x 5.

The factory default is "Off".

Note

- This setting is available except when the scan type is "Grayscale" or "Color".

- ❑ 3 x 3, 4 x 4 and 5 x 5 refer to areas (in dots) searched when eliminating dots and marks. Isolated marks that fit into the frame (width: 1 dot) of the specified area are searched and erased. For example, if 5 x 5 is specified, isolated dots with a maximum size of 3 x 3 are erased.

❖ Edge Smoothing

This smoothes the edges of characters, illustrations and so forth, during the scanning process. The factory default is "Off".

Note

- ❑ This setting is available except when the scan type is "Color".

❖ Filter

It is possible to specify whether you want to filter scans or not. You can select from "Off", "Fine Noise(2x2)", and "MTF".

- If you select "Off", the scan is not filtered.
- If you select "Fine Noise(2x2)", the scan is shaded.
- If you select "MTF", the scan is sharpened.

The factory default is "Off".

❖ Positive/NegativePositive/Negative

You can reverse the polarity of your scans from positive to negative. You can select from "On" and "Off".

The factory default is "Off".

Note

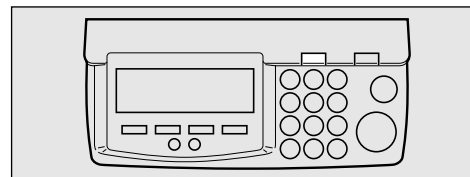
- ❑ This setting is available except when the scan type is "Full Color".

Registration Operation Sequence

Preparation

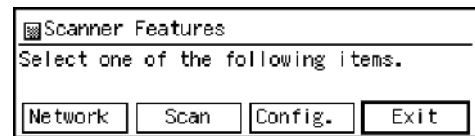
Before you can register scan conditions, you must first make initial settings so that the scanner can be used as a network delivery scanner. ⇒ P.15 "Use as a Network Delivery Scanner"

1 Press the **[User tools]** key.

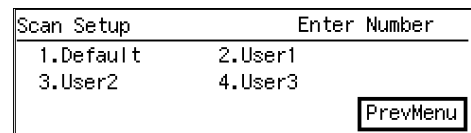


The Scanner Features screen appears.

2 Press **[Scan]**.

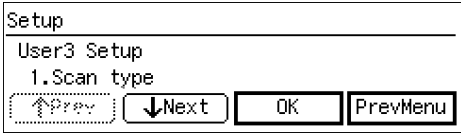


3 Use the number keys to enter the number of the name for which you want to register scan conditions.

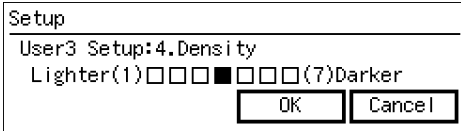


Scan type is displayed as the first item of scan conditions.

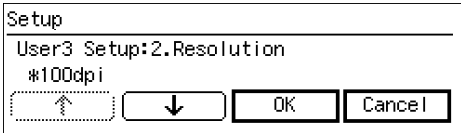
4 Press [**↑**Prev.] or [**↓**Next] until the item you want to set appears, then press [**OK**].



5 Make the necessary settings.
Example: image density setting



Example: resolution setting



- When you need to enter values, enter the digits with the number keys. If you press the [**#**] key after you have entered information, you can enter values in the next column. You can change the input position by pressing [**⏪**] or [**⏩**].
- To scroll up or down the list of settings, press [**↑**] or [**↓**] until the item you want to set appears.

Note

- For more details about the content of each setting, see P.17 "Settings".
- If you want to cancel a setting, press [**Cancel**]. The setting is not changed, and the screen returns to the display that appeared before you pressed [**OK**].
- An "*" mark appears with the current setting.

6 Repeat steps **4** to **5** and set the next item.

Reference

For details on the operation when Scan size is "Custom Size", see P.20 "Customizing the Scan Size".

7 When all your settings are done, press [**PrevMenu**].

The display returns to the step **2** screen.

Note

- You can make "Network Setup" and "Config." settings from this display.

8 Press [**Exit**].

The new settings are saved and the display returns to the screen that was displayed before you started making settings.

Customizing the Scan Size

If you select "Custom Size" as your scan size, you can specify the dimensions of the scan area in millimeters or inches.

Note

- Select the measurement units in "Configuration" in Scanner Features.

1 Display "Custom Size" in the Scan size selection screen, and press [**OK**].



- 2** Using the reference start point as the origin, enter the horizontal and vertical distances from the origin of the area you wish to scan. Next, enter the size of the area. Then, press **【#】**.

This is an example when using millimeters.

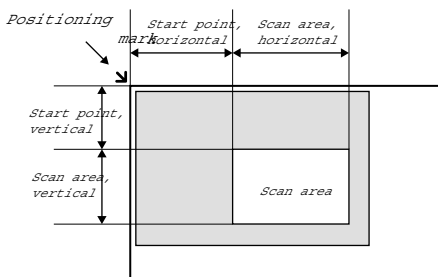
Custom Size	Enter size, then press #	
Position	Vert. 0000mm	Horiz. 0000mm
Area	Vert. 0287mm	Horiz. 0283mm
		OK Cancel

Custom Size	Enter size, then press #	
Position	Vert.00.00"	Horiz.00.00"
Area	Vert.11.14"	Horiz.11.14"
		OK Cancel

Press **【#】** to move the cursor to the next field. You can also move the cursor by pressing **⏪** or **⏩**.

The following illustration shows how to make your adjustments using the reference start point of the scanner.

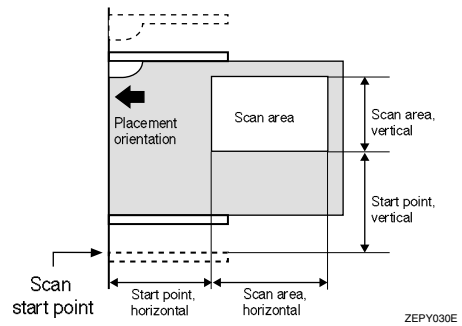
- ① When originals are set on the platen glass:



TNSY090E

In this situation, you can scan monochrome and color originals up to 300 mm (11.8") vertically and 432 mm (17") horizontally from the origin. Make adjustments so that the area you wish to scan does not fall outside this perimeter.

- ② When originals are set in the Auto Document Feeder (ADF):



ZEPY030E

In this situation, you can scan monochrome and color originals up to 297 mm (11.7") vertically from the origin. Horizontally, you can scan monochrome originals up to 2000 mm (78.74") from the origin, and color originals up to 630 mm (24.8") from the origin. Make adjustments so that the area you wish to scan does not fall outside this perimeter.

Note

- ❑ The reference start point of the ADF is located on the inside of the fully extended paper guide on the operation panel side of the scanner.
- ❑ When performing duplex scans, you can scan monochrome and color originals up to 297 mm (11.7") vertically and 432 mm (17") horizontally from the origin.

- 3** Enter all dimensions and press [OK].

Custom Size	Enter size, then press #	
Position	Vert. 0010mm	Horiz. 0025mm
Area	Vert. 0287mm	Horiz. 0283mm
		OK Cancel

Custom Size	Enter size, then press #	
Position	Vert. 00.39"	Horiz. 00.98"
Area	Vert. 11.30"	Horiz. 11.14"
		OK Cancel

- 4** Press [↑Prev.] or [↓Next] until the setting you want to check appears and confirm it.

Setting Status 1/5	
Scan type : B&W:Text/Photo	
Resolution : 300dpi	
↑Prev.	↓Next
Exit	

- 5** After you have confirmed the setting, press [Exit].

The display returns to step 3.

- 6** Press [Cancel].

The display returns to the network delivery scanner screen.

Checking the Delivery Result

Before the scan, you can confirm all the specified settings to make sure they are correct.

- 1** Press [Menu] on the network delivery scanner screen.

⓪ Select Destination	Memory [100%]		
☑ Dens. 4, B&W: Text, 100dpi, Ⓔ: Auto			
Menu	Dest.	Sender	Ⓔ ↔ Ⓕ

Note

- ☐ If the Network TWAIN scanner screen appears, press [Cancel].

⓪ Ready
Place original(s) and select the settings from the PC.
Cancel

- 2** Press [⏪] or [⏩] to select the user you want to check.

Main Menu	Select with [⏪] [⏩]		
Manual	User1 User2 User3		
Dens. 4, B&W: Text, 100dpi, Ⓔ: Auto			
Settings	Status	OK	Cancel

- 3** Press [Status].

Main Menu	Select with [⏪] [⏩]	
Manual	User1 User2 User3	
Dens. 4, B&W: Text/Photo, 300dpi, Ⓔ: Custom		
Status	OK	Cancel

Scanner Configuration

This section describes the settings necessary for this scanner's scanner function.

Settings

❖ Function Priority

You can choose between "TWAIN" or "Delivery", depending on whether you want the Network TWAIN scanner mode or the network delivery scanner mode to start when the scanner is turned on.

The factory default is "Delivery".

Note

- If you select "TWAIN", the scanner starts in Network TWAIN scanner mode when it is turned on. You can switch back to the network delivery scanner mode by pressing **[Cancel]**.
- If you select "Delivery", this scanner starts in network delivery scanner mode when the power is turned on. However, you cannot switch from the network delivery scanner mode to the Network TWAIN scanner mode. If you want to use the scanner as a Network TWAIN scanner, access the scanner from a client computer that can perform scans.

Important

- When changing this setting, be sure to restart the scanner to apply the change.

❖ TWAIN Connection Timeout

The length of time after which the scanner can switch modes can be set for when the scanner is used as a network delivery scanner and another client accesses the scanner to use as a network TWAIN scanner.

- If you select "Immediate", the scanner immediately switches to network TWAIN scanner mode.
- If you select "On", enter the length of the interval, in seconds (3 to 30).

The factory default is "Immediate".

❖ Scanner Auto Reset Timer

If the scanner remains idle for a certain amount of time, a sender's address, name and scan conditions, set in the network delivery scanner mode, are deleted. You can set the length of time after which the scanner performs this task.

- If you select "On", enter the length of time, between 10 and 999 seconds, after which the settings are deleted.
- If you select "Off", the settings are not deleted.

The factory default is "Off".

Note

- If the scanner automatic clear function is active, the sender's address, name, and scanning conditions are cleared after the specified number of seconds. Further, the display returns to the "Function Priority" screen.

❖ **Date(Year/Month/Day)**

You can set the date and time. Enter the year (4 digits), month, day, hour (24-hour/12-hour display), minutes and seconds with the number keys.

Note

- When the scanner is used as a network delivery scanner, client computer users can use the date and time to confirm when the originals were scanned.

❖ **Compression(Binary)**

It is possible to choose to apply binary compression (B&W) to scan data. By compressing the data, you reduce the amount of time it takes to transfer the data to the delivery server. You can select from "Off", "MH", "MR" and "MMR". The factory default is "MMR".

Note

- Compression makes data transfer from the scanner to the delivery server much faster. Data transferred to the delivery server is compressed according its settings.
- The compression rates in sequence from high to low are "MMR", "MR", "MH", "Off". It takes longer to send noncompressed data.
- The amount of time it takes to transfer data differs depending on the size of the data and the network conditions.

❖ **Compression(Color/Gray Scale)**

It is possible to choose to apply a degree of binary compression to data scanned in color/grayscale. By compressing the data, you reduce the amount of time it takes to transfer the data to the delivery server. You can select from "Off", "Standard", "Low" and "High". The factory default is "Standard".

Note

- Compression makes data transfer from the scanner to the delivery server faster. Data transferred to the delivery server is compressed according to the its settings.
- The compression rates in sequence from high to low are: "High", "Standard", "Low" and "Off". It takes longer to send noncompressed data.
- The amount of time it takes to transfer data differs depending on the size of the data and the network conditions.

❖ **Delivery Options**

You can set the scanner as a network delivery scanner with the ScanRouter V2 Lite or ScanRouter V2 Professional (sold separately). If you select "Installed" for the Delivery options, you can make the settings below. If you select "Not installed", no settings are available.

- "7. Delivery Server Address" in Network setup.
- Scan conditions
- "1. Function Priority", "2. Enter number", "3. Scanner Auto Reset Timer", "4. Date(Year/ Month/Day)", "8. Auto Address Update", "9. Unit of Measure", "11. End of Scan Option" and "15. Job delivery data max. setting" in Configuration.

The factory default is "Not installed".

Important

- When you make changes to these settings, be sure to restart the scanner after you are finished. If you fail to do this, the changes will not take effect.

❖ Auto Address Update

You can set the scanner to update the contents of the address book (list of destinations and senders) in its memory with the latest information on the network server when you use the scanner as a network delivery scanner.

- If you select "On", when you press **[Dest.]** in network delivery scanner mode, the contents of the scanner's address book are compared with those of the delivery server address book and updated.
- If you select "Off", the contents of the scanner's address book are compared with those of the delivery server address book and updated only when the scanner is turned on.

The factory default is "Off".

Note

- When there is no change in the contents of the address book, we recommend you select "Off" to reduce the update time.

- When the automatic update is inactive and the delivery server address book changes, you need to restart the scanner to update the address book. If the delivery server address book changes but the scanner's remains unchanged, documents are not sent. Instead, they are saved in the undelivered data tray until the scanner's address book is updated.

❖ Unit of Measure

It is possible to specify which units of measurement are displayed on the operation panel when you select "Custom Size" for scanning originals. You can select from "mm", "inch" and "Internal self-align".

The factory default is "Internal self-align".

Note

- If you select "Internal self-align", the scanner automatically uses the units of measurement standard in your country.

❖ sRGB

With sRGB you can select to scan your originals with color matching. You can select from "On" or "Off".

The factory default is "On".

Note

- sRGB is a display color definition standard used in Windows. sRGB reduces the differences in tones between the originals and the display on the screen.

❖ End of Scan Option

You can make the settings for certain operations performed after scans. You can select from "Clear settings after each scan job" and "Display options after each scan job".

- If you select "Clear settings after each scan job", the scanner clears the scan conditions, delivery destination and sender settings once it finishes scanning the originals.
- If you select "Show options after each scan job", the scanner does not clear the scan conditions, delivery destination and sender settings once it finishes scanning the originals. This way, you can set another original, continue scanning and combine the documents into one or use the previous settings to scan a separate document.

The factory default is "Clear settings after each scan job".

❖ Border Erase

When shadows appear around the edges (border) of scanned originals, you can erase the shadow by painting it white.

You can select to erase "0 mm", "1 mm", "2 mm", "3 mm", "4 mm" or "5 mm" from the four edges of scanned originals.

The factory default is "0 mm".

Note

- If one side of the scan area is set to less than 20 mm, the setting becomes invalid.

❖ Language Select

You can select the language displayed on the operation panel.

The available selections are English, Deutsch, Francais, Espanol, Portugues, Nederlands, Italiano and Japanese.

The factory default is "English".

❖ ADF Thin Paper

You can set the ADF to scan A5 (8.5" x 5.5") size paper or thin paper that is less than 52 g/m² (45 kg) thick. Available choices are "On" and "Off".

- If you select "On", originals are fed only after the document table has finished adjusting its height and the scanner has recognized the paper type.
- If you select "Off", originals are set as usual. Use this setting when you do not use thin paper. When you select "Off", originals are fed more quickly than when "On" is selected.

The factory default is "Off".

❖ Job Delivery Data Max. Setting

You can set the maximum size of files that can be transferred from the scanner to the delivery server.

- "Off" sets no limit on the data size for each document sent to the delivery server.
- "On" allows you to enter a data size limit (1 to 9999 MB by 1 MB increments) with the number keys for each document.

The factory default is "210 MB".

Note

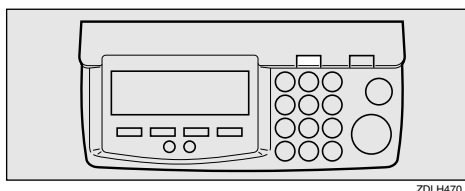
- When you set a high resolution in the scanning conditions, the size of scan data is accordingly large. The larger your data, the higher the strain on the delivery server and the system. For this reason, it is recommended to scan images at a moderate resolution.

Setting Procedure

Preparation

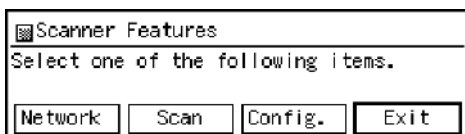
To set scan conditions, you must first make initial settings necessary for the scanner to be used as a network delivery scanner. ⇒ P.15 "Use as a Network Delivery Scanner"

1 Press the **[User tools]** key.

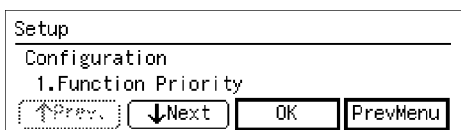


The Scanner Features screen is displayed.

2 Press **[Config.]**.



3 Press **[↑Prev.]** or **[↓Next]** until the item you want to change appears, and then press **[OK]**.

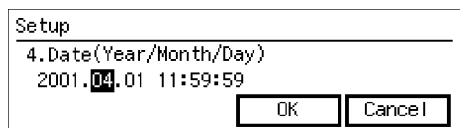


Note

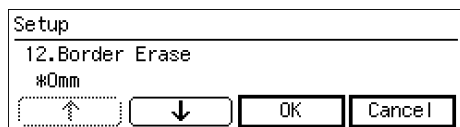
- To discontinue making settings, press **[PrevMenu]**, then press **[Exit]**.

4 Make the necessary settings.

Here is an example using date and time.



Here is an example using Border Erase.



- To enter a value, use the number keys. Press the **[#]** key after you have entered the value to move to the next field. Change the input location by pressing **[←]** or **[→]**.
- Press **[↑]** or **[↓]** until the item you want to set appears.

Note

- For more information about settings and their functions, ⇒ P.17 "Settings"
- Press **[Cancel]** to delete a setting. The screen returns to the display that appeared before you pressed **[OK]**.
- A "*" mark appears with the current setting.

5 Press **[OK]**.

The new settings are saved and the display returns to step 3.

6 Repeat steps 3 to 5 to set the other items.

7 When all settings are completed, press **[PrevMenu]**.

The display returns to step **2**.

 **Note**

- You can also set "Network set-up" and "Scan conditions" from this screen.

8 Press **[Exit]** or the **[User Tools]** key.

The new settings are saved and the display changes from the Scanner Features screen to the Normal scanner functions screen.

 **Important**

- After you have pressed **[Exit]** or the **[User Tools]** key, wait until the display returns to the Scanner functions screen before you restart the scanner. If you do not wait, your changes are not saved and settings return to their default values.

 **Note**

- Changes to settings are not saved until you press **[Exit]** or the **[User Tools]** key.

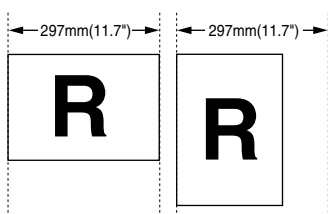
3. Sending Originals

Original Setting

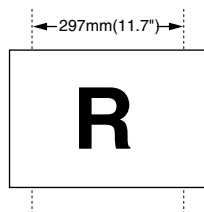
The original can be set either in horizontal (landscape) or vertical (portrait) orientation, but to assure that the top/bottom orientation of the original comes out correctly when the scanned file is displayed on a computer, the correct placement must be chosen.

The setting orientation differs depending on whether the width of the original is within or larger than 297 mm (11.7")

- Width is within 297 mm (11.7").



- Width is wider than 297 mm (11.7").



Note

- Depending on how you place your original, the settings for its direction might change when sending. ⇒ P.36 "*Sending Scans*". By changing the settings, the scanner rotates the scanned image so that it is displayed correctly on your computer.
- Use the ADF when you perform duplex scans.

Original Orientation and Scan Area Setting

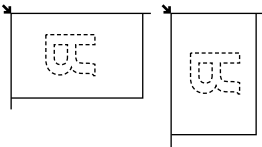
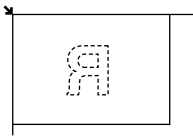
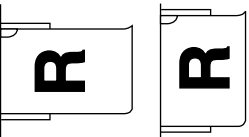
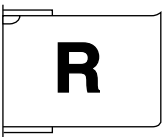


If originals are set in an upright (R) position, you must change the original orientation settings when performing duplex scans.

Reference

For details about how to set the orientation of originals, see P.36 "Sending Scans".

Scanning One-sided Originals

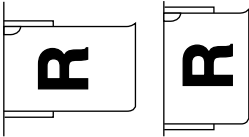
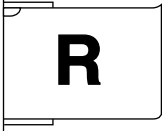
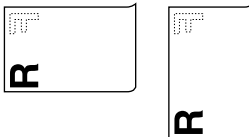
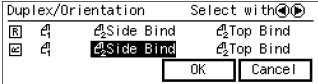


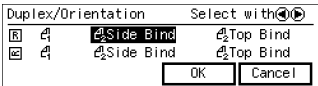
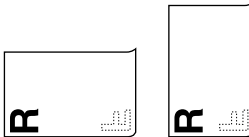

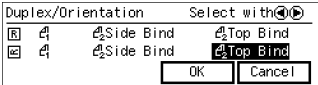


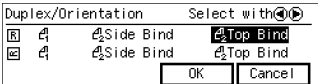
The setting orientation differs depending on whether the width of original is within or larger than 297 mm (11.7").

Original width	297 mm (11.7") or less	Wider than 297 mm (11.7")
Setting originals on the platen glass ⇒ P.32 "Setting the Original on the Platen Glass"	Place the original so that the top edge touches the top-left of the platen glass. 	Place the original so that the top edge touches the top-left of the platen glass. 
Setting originals in the ADF ⇒ P.32 "Setting Originals in the ADF"	Place the top edge of the original first. 	Place the original so that the top edge is set on the far side of the ADF tray. 
Original orientation settings ⇒ P.36 "Sending Scans"	Select <input checked="" type="checkbox"/> [One-sided].  <p>Note</p> <ul style="list-style-type: none"> Because this is the initial value of this setting, you do not need to change it. 	Select <input checked="" type="checkbox"/> [R] [One-sided]. 

Scanning duplex Originals

When performing duplex scans, place your originals in the ADF.

The setting orientation differs depending on whether the width of the original is within or larger than 297 mm (11.7").

Original width	297 mm (11.7") or less	Wider than 297 mm (11.7")
Placing originals in the ADF ⇒ P.32 "Setting Originals in the ADF"	Place the original right side up, top edge first. 	Place the original right side up, in such a way that the top edge is set on the far side of the far side of the ADF tray. 
Original direction settings ⇒ P.36 "Sending Scans"	When the original is bound on either side:  Select ⇒ P.36 "Sending Scans" [duplex (side bind)]. 	When the original is bound on either side:  Select  duplex (side bind). 
	When the original is bound at the top:  Select  [duplex (top bind)]. 	When the original is bound at the top:  Select  [duplex (top bind)]. 

Setting the Original on the Platen Glass

1 Lift the ADF.

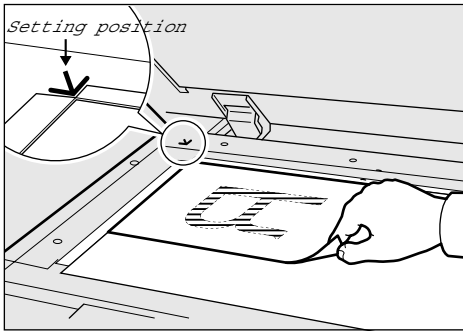
 **Note**

- Raise the ADF fully (more than 30 degrees). The opening/closing action triggers the automatic original size detection process.

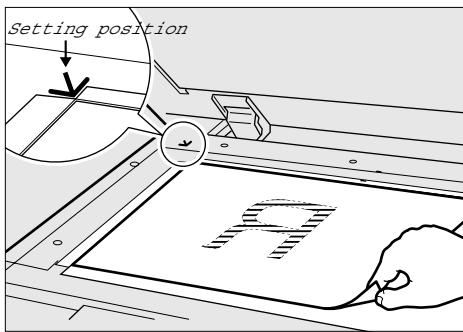
2 Place the original on the platen glass with the side to be scanned facing down. Align the far left edge of the original with the mark.

For information about original orientation, see P.29 "Original Setting".

- ① Original width is within 297 mm (11.7").



- ② Original width is wider than 297 mm (11.7").



When set with this direction, the original orientation setting for delivery must be changed.
⇒ P.36 "Sending Scans"

3 Lower the ADF.

Setting Originals in the ADF

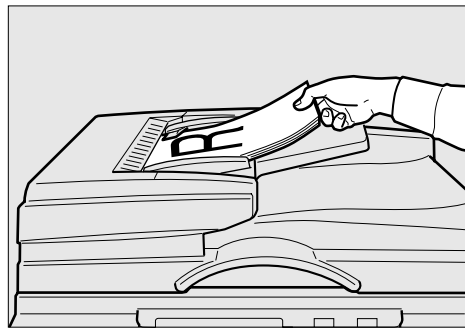
1 Adjust the side guides to the size of your originals.

2 Place your originals face up (when performing duplex scans, front page up), and align them.

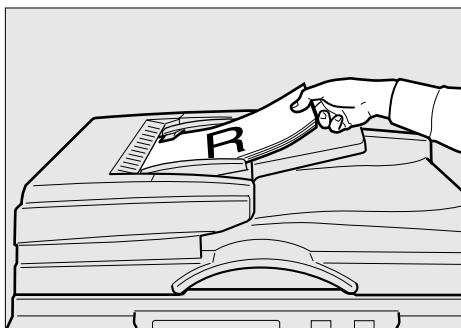
For information about original orientation, see P.29 "Original Setting".

 **Note**

- If the scan width is the same, you can set originals that different length.
- The originals are scanned in sequence, starting with the top page.
- ① Setting an original less than 297 mm (11.7") wide:



- ② Setting an original wider than 297 mm (11.7"):



When set with this orientation, the original orientation setting for delivery must be changed.
⇒ P.36 "Sending Scans"

Note

- When performing duplex scans, original orientation settings must be changed, regardless of the orientation of your original.
⇒ P.36 "Sending Scans"

Sending Scans with a Network Delivery Scanner

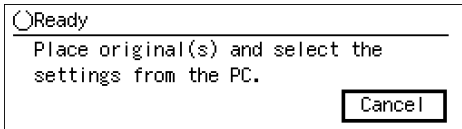
Specify a destination and scan your original, then send it to the delivery server. Documents delivered from the scanner to the delivery server are delivered to the specified destination according to the settings made in the ScanRouter V2 Administration Utility.

This section describes function displays of the network delivery scanner and the sequence for sending documents to the delivery server.

3

 **Note**

- You need a delivery server to send documents.
- To use the ScanRouter V2 Administration Utility, you must first create an address book (list of destinations and senders) on the delivery server. For details on how to configure the ScanRouter V2 Administration Utility, see the ScanRouter V2 Management Guide and the ScanRouter V2 Administration Utility Help.
- It is possible to send a document of up to 100 pages.
- Since you can store up to five documents waiting for delivery in the scanner, you can scan other documents while one is being sent to the delivery server.
- When the following screen appears, the scanner is ready to work as a network TWAIN scanner. Press **[Cancel]** to switch to the network delivery scanner screen.

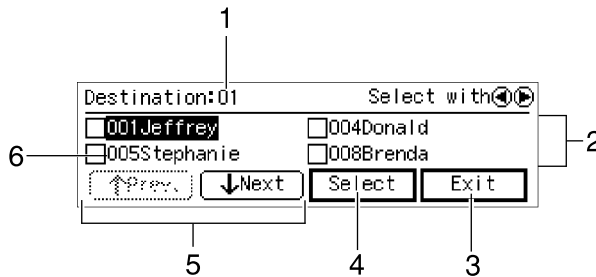


Displaying Destinations and Senders

When sending documents using the network delivery scanner, specify a destination and a sender. Press **[Dest.]** or **[Sender]** on the network delivery scanner screen. A screen similar to the one below appears.

Note

- ❑ This is an example of the screen that appears when you press **[Dest.]**. The screen configuration is similar when you press **[Sender]**.
- ❑ If you select "Auto Address Update" in Configuration and make settings so that the address book (list of destinations and senders) is automatically updated, the address book is updated with the latest information when **[Dest.]** is pressed. If you make settings so that the address book is not automatically updated, the address book is updated only when the scanner is turned on.



1. Page number

When destinations and senders are displayed on multiple pages, you can confirm which page they are displayed on.

2. Destinations and senders

Destination and sender information registered on the delivery server through the ScanRouter V2 Administration Utility appears here.

Note

- ❑ Up to four destinations and senders appear on each page.
- ❑ A ✓ appears in the check box next to destinations once you select them.
- ❑ When selecting destinations and senders, press ⏪ or ⏩ to highlight, and then press **[Select]**.

3. [Exit]

Press to return the display to the network delivery scanner screen.

4. [Select] and [Deselect]

- **[Select]**
Press to select the highlighted destination or sender. A ✓ appears in the check box next to destinations and senders that have been selected.

Note

- ❑ You can only select one sender at a time.
- **[Deselect]**
Press to cancel the selection of the destination or sender.

5. [↑Prev.] and [↓Next]

These allow you to switch between pages that display destinations and senders.

6. Short ID number

An ID number is assigned to each destination and sender. You can enter a short ID number and highlight the desired destination or sender.

Note

- ❑ The short ID number is a number assigned by the ScanRouter V2 Administration Utility. For details on the short ID number, see the ScanRouter V2 Administration Utility Help.

Sending Scans

Scanned documents are delivered to a destination registered on the delivery server.

Note

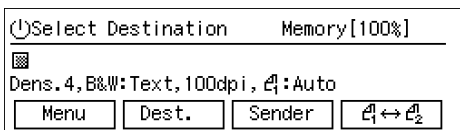
- ❑ Scanned originals are sent from this scanner to the delivery server, and then delivered to the specified destination using specific settings.
- ❑ The delivery method from the delivery server to the different users varies according to the ScanRouter V2 Administration Utility settings.

1 Set the original.

Note

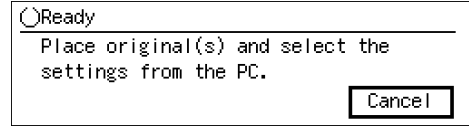
- ❑ For details on how to set originals, see P.29 "Original Setting".

2 Confirm that the network delivery scanner screen is displayed.



Note

- ❑ If the network TWAIN scanner screen is displayed, press **[Cancel]**.



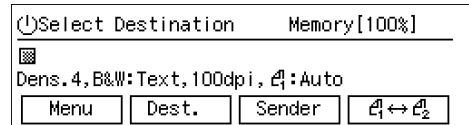
3 Select the scan conditions.

The main scan conditions currently selected appear on the third line of the screen. If these settings are satisfactory, proceed to specify a destination in step 4. To change these settings or confirm detailed scan conditions, perform the following procedure.

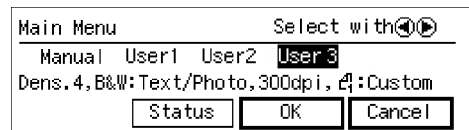
Note

- ❑ If you want to clear specified destinations and scan conditions then start from the beginning, press the **[Reset]** key.

1 Press [Menu].



2 Press ⏪ or ⏩ to select the scan conditions of "User 1", "User 2" or "User 3", and then press [OK].



Note

- ❑ You can register the desired scan conditions in Users 1 to 3 in Scanner Features. If you register frequently used conditions beforehand, you can easily select scanning conditions. ⇒ P.17 "Scan Setup"

- ❑ To confirm the values registered in Users 1 to 3, highlight the desired scan condition and press **[Status]**. The Setting status screen appears and you can confirm the values for that condition. ⇒ P.22 “Checking the Delivery Result”
- ❑ When freely specifying registered setting values that you want to scan with, highlight "Manual settings" and press **[Settings]**. Set the desired settings in the Settings screen displayed for scan conditions. ⇒ P.40 “Making Scan Settings Manually”

4 Specify the destination for delivery.

1 Press [Dest.].



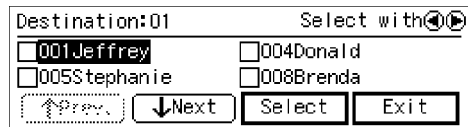
The short ID number and name for the destinations registered in the delivery server appear.

Note

- ❑ If the address book (list of destinations and senders) is automatically updated, you can always use the latest version of the address book. If the contents of the address book change frequently, use the automatic update function.

- ❑ When the automatic address book update function is not active and the address book has been changed on the delivery server, you must restart the scanner to update the address book. If the address book changes on the delivery server, documents are not sent. Instead they are saved in the undelivered data tray until the address book on this scanner is updated.

2 Highlight the name of a destination.

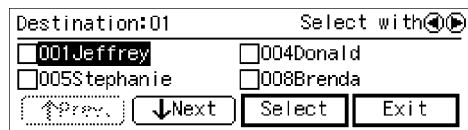


If you know the short ID number of the desired destination, enter it directly with the number keys. If you do not know the short ID number, press **[↑Prev.]** or **[↓Next]** until the destination you want appears, then press **[Ⓔ]** or **[Ⓕ]** to highlight the destination.

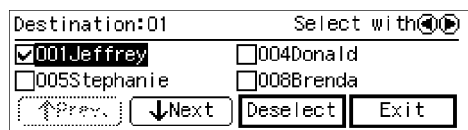
Note

- ❑ You can change the display sequence for destinations in the ScanRouter V2 Administration Utility settings.

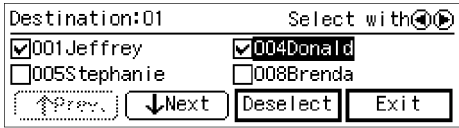
3 Press [Select].



The highlighted name is selected as the destination and a ✓ mark appears in the check box next to the destination. If you press **[Deselect]**, the selection is cancelled.



- 4 When sending to multiple destinations, repeat steps 2 to 3.
- 5 Once all of the destinations are specified, press [Exit].



Specified destinations are displayed on the second line of the screen. If you specified multiple destinations, press ⏪ or ⏩ to view the other destinations.



- 5 Specify the sender (sender of the original).

Note

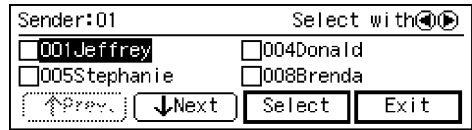
- ❑ When a sender has been specified, this information is added to the scan data file. When the optional ScanRouter V2 Professional is used to send scan data files as e-mail, the sender information is automatically entered in the message sender field.
- ❑ You can omit the sender. If you do, the sender name will not appear in the sender column.
- ❑ You can only select one sender at a time from the sender list registered on the delivery server.

- 1 Press [Sender].



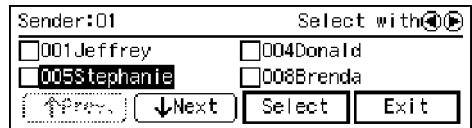
The short ID number and name of the senders registered on the delivery server appears.

- 2 Highlight the name of the sender.



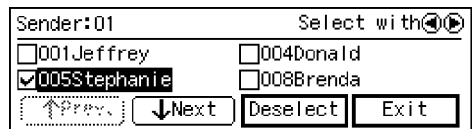
If you know the short ID number of the sender you want to send information to, enter it directly. If you do not know the short ID number, press [↑Prev.] or [↓Next] until the sender you want appears, and then press ⏪ or ⏩ to highlight the sender.

- 3 Press [Select].



The name you highlight is selected as the sender and a ✓ mark appears in the check box next to it. If you press [Deselect], the selection is cancelled.

- 4 Press [Exit].



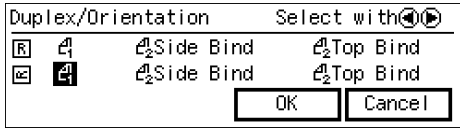
- 6 Make original orientation settings.

If originals are set in an upright (Ⓔ) position, perform the following procedure to change the original orientation settings when performing duplex scans.

- 1 Press [Ⓕ↔Ⓖ2].



- 2 Select the orientation of the original and One-sided or duplex.



Reference

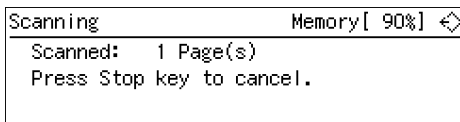
For details on selecting original orientation and One-sided or duplex, see P.30 "Original Orientation and Scan Area Setting".

- 3 Press [OK].

The display returns to the step 1 screen.

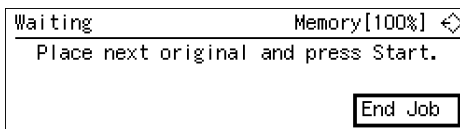
- 7 Press the [Start] key.

The scan starts.



To stop scanning, press the [Clear/Stop] key. If you stop the scan, the part of the original that has already been scanned is deleted and the original is not sent.

The following screen appears as you place an original on the platen glass, after the first page was scanned.



If you want to scan another page, place the original on the platen glass and press the [Start] key. When the scan is completed, press [End Job].

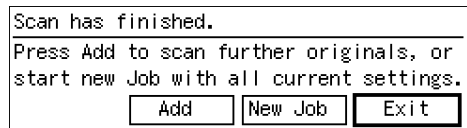
The operations you need to perform depend on the settings in "End of Scan Option" settings in Configuration. See P.39 "Selecting Options after Scanning".

Selecting Options after Scanning

End scan operations vary according to "End of Scan Option" settings in Configuration.

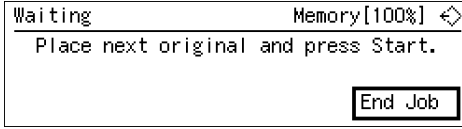
- ◆ When "Show options after each scan job." is selected

When you place originals in the ADF, the screen below is displayed once the entire original has been scanned.

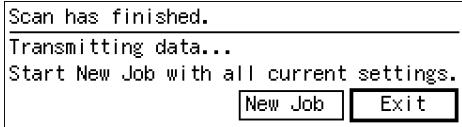


- If you press [Add], the original is scanned and added to the previously scanned document. Place the original you want to add in the ADF and press the [Start] key.
- If you press [New Job], the original is scanned using the same scanning conditions as the previously scanned document, and the destination and sender settings are also preserved. You can continue and use the same settings, or change the settings as required, and scan the original as a separate document. If you set the original and press the [Start] key, the original starts scanning as a separate document.
- If you press [Exit], the display returns to the network delivery scanner's Initial screen, and scanned data is sent to the delivery server.

When scanning with the platen glass, the following screen appears while the first page is scanning.



If you press **[End Job]**, the following screen appears.

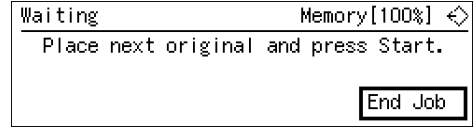


- If you press **[New Job]**, the original is scanned using the same scanning conditions as the previously scanned document, and the destination and sender settings are also preserved. You can continue and use the same settings, or change the settings as required, and scan the original as a separate document. If you set the original and press the **[Start]** key, the original starts scanning as a separate document.
- If you press **[Exit]**, the display returns to the network delivery scanner's Initial screen, and scanned data is sent to the delivery server.

❖ **Making settings in "Clear settings after each scan job."**

When scanning with the ADF, the display returns to the network delivery scanner's Initial screen once scanning has finished, and scanned data is sent to the delivery server.

When scanning with the platen glass, the following screen appears while the first page is scanning.



If you press **[End Job]**, the display returns to the network delivery scanner's Initial screen, and scanned data is sent to the delivery server.

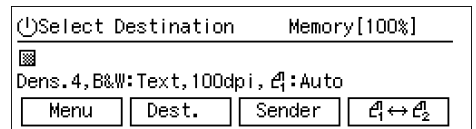
Note

- ❑ If the **[Start]** key or **[End Job]** are not pressed within 60 seconds, the scanner finishes scanning, and the scanned pages are sent to the delivery server.

Making Scan Settings Manually

You can select scanning conditions from the previously set "Manual settings", "User 1", "User 2", and "User 3", or you can specify your own scanning conditions.

- 1** Press **[Menu]** on the network delivery scanner screen.

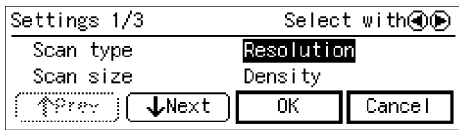


- 2** With "Manual settings" highlighted, press **[Settings]**.



The Settings screen for scanning conditions is displayed.

- 3** Press **⏪** or **⏩** until the item you want to set is highlighted, and then press **[OK]**.



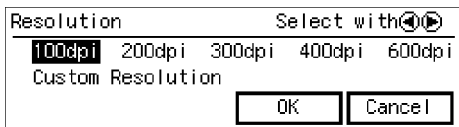
Note

- When the item you want to set is not displayed, press **[⏪Prev.]** or **[Next⏩]** to display the desired item.

Reference

For a detailed explanation on the contents of scanning conditions, see P.17 "Settings".

- 4** Press **⏪** or **⏩** to select the setting value, and then press **[OK]**.



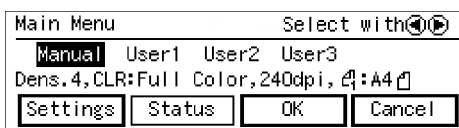
Note

- When you want to enter the value, enter a digit with the number keys, and then press the **[#]** key.

- 5** Repeat steps **3** to **4** to change other settings.

- 6** Press **[OK]** to finish.

- 7** Highlight "Manual settings" and press **[OK]**.



Remarks

Observe the following points when setting up the scanner or changing settings. For details, see the documentation and help for ScanRouter V2 Lite, DeskTopBinder V2, and the TWAIN driver.

❖ **When a dial-up router is connected in a network environment**

With the ScanRouter V2 Administration Utility, ScanRouter V2 Link or DeskTopBinder V2, for network devices and client computers, the settings for the delivery server to be connected must be made appropriately.

If the network environment changes, make the necessary changes for the delivery server with ScanRouter V2 Administration Utility.

Important

- ❑ When the software is set up to connect to the delivery server via a dial-up router, the router will dial and go on-line whenever connection to the delivery server is initiated. Telephone charges may be incurred.

❖ **When connected to a computer that uses dial-up access**

- Do not install ScanRouter V2 Lite/Professional on a computer which uses dial-up access.
- When using the ScanRouter V2 Administration Utility (ScanRouter V2 Lite/Professional), DeskTopBinder V2, ScanRouter V2 Link, or the TWAIN driver on a computer with dial-up access, dial-up may be performed when connecting to the delivery server and other equipment. If the computer is set up to connect to the Internet automatically, the confirmation dialog box will not appear, and telephone charges may be incurred without the user being aware of it. To prevent unnecessary dial-up, the computer should be set up so that the confirmation dialog box is always displayed before establishing a connection. Make sure that no unnecessary dial-up is performed when using the above listed software.

❖ **When working in a WAN environment**

In a WAN environment, do not use the ScanRouter V2 Link or other ScanRouter V2 Administration Utility installed on a client computer. In some network environments, timeout may occur and normal delivery may not be possible.

Troubleshooting

This section describes problems you might encounter during use, their probable causes and methods to fix the problems. Also, this section contains information on the meaning of error messages on the operation panel.

The Network Delivery Scanner is Unusable

Conditions	Cause, Remedy, Reference
The network delivery scanner screen is not displayed.	<p>If the scanner displays the network TWAIN scanner screen upon start up, see P.36 "Sending Scans", and switch to the network delivery scanner mode.</p> <p>If you do not switch to the network delivery scanner mode, the settings for use with the network delivery scanner will not work properly. See P.15 "Initial Scanner Setup" and make network delivery scanner settings.</p>

4

The scanner Does Not Scan Originals as Expected

Conditions	Cause, Remedy, Reference
Scanned images contain noise.	<ul style="list-style-type: none"> The platen glass, ADF platen glass, white sheet or document roller is dirty. Clean the platen glass, ADF contact glass, pressure plate or document roller as needed. ⇒ See "Cleaning" in the Scanner Reference.
Images are blurred.	<ul style="list-style-type: none"> The original was moved during scanning. Do not move the original during scanning. The original was not placed flush on the platen glass. Make sure that there is no clearance between the original and the platen glass.
The image was scanned upside down.	<ul style="list-style-type: none"> The original was positioned in reverse. Make sure that the top/bottom orientation is correct. ⇒ P.29 "Original Setting"
Images were not scanned.	<ul style="list-style-type: none"> The original was positioned upside down. Make sure that the original facing orientation is correct. When placed directly on the platen glass, the side to be scanned must face down. When fed via the ADF, the side to be scanned must face up.

Conditions	Cause, Remedy, Reference
Scanning stops mid-way through.	<ul style="list-style-type: none"> • If the scanner's memory (standard: 8 MB) becomes full during a scan, scanning stops until there is enough memory to continue. Wait for scanning to restart. If the optional memory module is installed, it reduces the frequency of stops during scanning, and scanning operations become smoother. ⇒ See "Installation options" in the Network Quick Installation Guide. • If scanning at a high resolution, the size of data increases and scanning stops more frequently. Scan originals at a moderate resolution. ⇒ See "Resolution and scanning area" in the Scanner Reference.

When an Error Message is Displayed

This section describes error messages that appear on the operation panel of the scanner. Messages are divided into scan setting errors, hardware errors, and network delivery scanner errors.

Note

- ❑ If an error message that is not contained in this section appears, turn off the power switch of the scanner, and then turn it on again. If the message still is shown, note the content of the message and the error number and contact your service representative.

Reference

If an error message appears on the client computer from which scanning is to be controlled, see the Scanner Reference.

When a Scanning Condition Error Message is Displayed

Message	Cause, Remedy, Reference
<p>Cannot detect original size. Check whether original is placed, and select the proper size.</p>	<p>The original is not on the platen glass, or it is placed, but the scan size cannot be automatically detected.</p> <ul style="list-style-type: none"> • If the original is not there, place it on the platen glass. • Because the scanner detects the scan size when the ADF is opened and closed, make sure you open the ADF to an angle of 30 degrees or more. • Small size paper and some paper sizes may not be detected automatically. ⇒For details, see the Scanner Reference.

Message	Cause, Remedy, Reference
Invalid data size. Check the scanning resolution..	<ul style="list-style-type: none"> Since the data size of the original exceeds the current settings for scan conditions specified in [Job delivery data max. setting] in Scanner Features, the original cannot be scanned. Reduce the degree of resolution in the scan conditions, or increase the maximum delivery size per document.
Job delivery data max.exceeded. The scanned data has been deleted. Job delivery data max.exceeded. Send the existing scanned data or delete to cancel this job.	<ul style="list-style-type: none"> The data size for the original exceeded the size set for [Job delivery data max. setting] in Configuration. The message above is displayed if the first page cannot be scanned. If this occurs, press [Exit]. The message below is displayed if a page cannot be scanned after the first page is scanned. To send the data up to the previous page scanned, press [Send]. If you press [Delete], all data after the first page is deleted and the document is not sent. Rescan the pages that could not be sent as a separate document.

When a scanner Error Message is Displayed

Message	Cause, Remedy, Reference
Cover Open Close left ADF cover.	<ul style="list-style-type: none"> The left panel of the ADF is open. Close the panel.
ADF left in open position. Close ADF.	<ul style="list-style-type: none"> The ADF is open. Close it.
Clear Misfeed(s). Remove originals from ADF.	<ul style="list-style-type: none"> Some pages are jammed in the ADF. Remove the jammed pages.
Cannot scan. Another application is currently in use.	<ul style="list-style-type: none"> The scanner is being used as a network TWAIN scanner from a client computer. Wait a moment before continuing operations.
Functional Problems Turn the main power switch off then on. If the error appears again, call service.	<ul style="list-style-type: none"> Confirm that the scanner is properly connected to the network. Restart the scanner. If the error appears again, note the contents of the error message and the error number, and contact your nearest service center. ("SC4xxx" is the error number. The number displayed differs according to the error type.)

When a Network Delivery Scanner Error Message is Displayed

Message	Cause, Remedy, Reference
<p>Updating the address book... Please wait.</p>	<p>Press [Dest.] to access the sender and destination information from the delivery server and update the address book. This function allows you access the latest destination information. Depending on the number of destinations and senders registered, and the network conditions, you may have to wait a moment while the address book is being updated.</p>
<p>Address update failed. Try again?</p>	<p>Address book (list of destinations and senders) information could not be accessed on the network server. Click [Yes] and try again.</p> <p>If the same message appears, one of the following may have occurred.</p> <ul style="list-style-type: none"> • The delivery server is not turned on, or it is not being serviced. • The delivery server is temporarily down for reasons such as insufficient memory.
<p>Cannot communicate with the server. Check the operating status and server connection.</p>	<p>No response from the delivery server. One of the following may have occurred.</p> <ul style="list-style-type: none"> • The delivery server is not turned on, or it is not being serviced. Check with the delivery server. • Basic network settings, such as the scanner address or delivery server address are not set correctly so the scanner can be used in a network environment. Confirm initial settings for the scanner and set them correctly.
<p>Error in sending image. Scan with the same settings and resend.</p>	<p>An error occurred on the network while sending scan data to the delivery server, and the image could not be sent properly. The scanned data was deleted. Rescan the original.</p> <p>If the same message appears after you rescanned the original, the network might be congested. Ask your network administrator.</p>
<p>Page limit exceeded, to scan remaining pages, press Exit then Start (to run as a new Job).</p>	<p>Continued scanning and reached the maximum scan limit (100 pages). Press [Exit]. The scanned original is sent. The specified destination and scanning condition settings remain the same even after you have pressed [Exit]. Place the next original and press the [Start] key.</p>
<p>Job limit exceeded. Please wait until the current data has been sent.</p>	<p>The delivery server can store up to five documents at any one time. Once this limit has been reached, you cannot scan any more documents. Wait until the other documents have been sent before sending another document.</p>

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