SHARP®

MODEL

FO-NS2

NETWORK SCANNER EXPANSION KIT

Please keep this manual as the information mentioned below is very important.

FO-NS2

APPLICATION NUMBER

NIC SERIAL NUMBER

PRODUCT KEY

Sharpdesk Serial Numbers
(5 Licenses)

OPERATION MANUAL

For detailed information on the software in the CD-ROM, please view the user's guides (PDF format) that are included on the CD-ROM.

The explanations of screens and procedures in this manual are for Windows 98. The screens may vary depending on your Windows version and configuration.

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Table of Contents

Specifications

Maximum original size	11"x19" (279 mm x483 mm)
Optical resolution	203 dpi
Resolution	Standard: 203 x 98 dpi Fine/Halftone: 203 x 196 dpi Super fine: 203 x 391 dpi Ultra fine: 406 x 391 dpi
Output modes	1 bit/pixel
File format	File types: PDF, TIFF Compression modes: G3, G4, None
Scan destinations	E-mail, FTP servers, computer desktops
Management system	Uses built-in Web server
Web browser	Internet Explorer 4.0 or later, Netscape Navigator 4.0 or later
Network protocol	TCP/IP
LAN connectivity	10Base-T/100Base-TX
Supported mail system	Mail servers supporting SMTP
Number of destinations	FO-DC500: 1,659; FO-DC600: 3,259

As a part of our policy of continuous improvement, SHARP reserves the right to make design and specification changes for product improvement without prior notice. The performance specification figures indicated are nominal values of production units. There may be some deviations from these values in individual units.

Introduction

The FO-NS2 Network Scanner Expansion Kit allows you to scan a document and directly transmit the image to an e-mail address (Scan to E-mail), FTP server (Scan to FTP), or computer desktop on your network (Scan to Desktop). To use this option, the machine must be connected to a network.

Depending on the file format selected for the image, the recipient can view it with Adobe Acrobat Reader®, any Tiff-compatible viewer such as Imaging®, or in the case of Scan to Desktop, SharpDesk.

Scan a document and transmit the image file to...

An FTP server, for downloading by recipients at their convenience

Any e-mail address

Your computer desktop, for processing as you desire

Scan destinations can be stored in Rapid Keys on the machine, for easy one-touch scanning and transmission.

Steps required for setup

The following steps are necessary to use the network scanner option. The steps must be completed in the order shown.

1. Your dealer must install the FO-LN1 network interface kit and the FO-NS2 network scanner kit, and enter the network scanner product key. The machine must be connected to the network.

2. Your network administrator must decide whether the machine will be assigned a permanent IP address, or receive an address automatically from a DHCP server (assigning a permanent IP address is recommended; if DHCP is used, the lease time for the address should be set to unlimited). If a permanent IP address is to be assigned, the network administrator must determine what address will be used, and identify the subnet mask and gateway. Once this information has been determined, the IP address setting should be completed in the machine as explained on page 6.

❏ **Permanent IP address** ❏ **DHCP server**
IP address (.   .   ) Subnet mask (.   .   .   )
Gateway   (.   .   )

3. The following information must be entered in the Web page in the machine using a Web browser on a computer connected to the same network. This procedure is explained on page 10. Obtain the information from your network administrator.
-**The IP address or host name of your e-mail server**
   IP address (.   .   ) Host name (   )
-**The IP address of your DNS server   (   )**
-**Your domain name   (   )**
-**Your network administrator's e-mail address (   )**

4. Scan to E-mail setup must be completed as explained on page 16.

5. To use Scan to Desktop, you must install the Network Scanner Tool and Sharpdesk programs in your computer. These programs are installed from the CD-ROM that comes with the network scanner kit (see page 28 for installation instructions). User's guides in PDF format for the programs are also included on the CD-ROM.

6. Destinations for Scan to E-mail and Scan to FTP can be programmed into Rapid Keys and Speed Dial numbers using the Web page in the machine. These procedures are explained on page 12. Scan to E-mail destinations can also be programmed using the operation panel of the machine as explained on page 25. To use a Rapid Key or Speed Dial number to transmit a scanned document, see pages 21 and 23. To transmit a scanned document to an e-mail address without using a Rapid Key or Speed Dial number, see page 19.

1. Setting the IP Address

Once your dealer has installed the network scanner option and the machine is connected to the network, the network administrator or administrator of the machine should use the following procedure to set the IP address of the machine.

Note: Although "DHCP" is available as a setting for the IP address (this means that the machine automatically obtains an address from a DHCP server), it is recommended that a permanent IP address be assigned to the machine. If DHCP must be used, it is recommended that the DHCP lease time for the IP address be set to unlimited. To check the IP address currently assigned to the machine when DHCP is used, print out the network setting list as explained on page 9.

		Display:

1	**Press** `MENU` **and then** `▲/`.
	
	 • Make sure that NETWORK SETTING is selected in the display.
		MENU MODE
		  5:PROGRAM/GROUP MODE
		  6:SERIAL POLLING MODE
		  7:MEMORY POLL MODE
		 ▶ 8:NETWORK SETTING

2	**Press** `(START/ENTER)`.
	
	 • Make sure that NETWORK CONFIG SET is selected.
		NETWORK SETTING
		 ▶ 1:NETWORK CONFIG SET
		  2:SCAN TO E-MAIL SET-UP
		  3:NETWORK SETTING LIST

3	**Press** `(START/ENTER)`. • Make sure that IP ADDRESS SETTING is selected.	NETWORK CONFIG SET ▶ 1:IP ADDRESS SETTING 2:INITIALIZE THE NIC

4	**Press** `(START/ENTER)`.	IP ADDRESS SETTING
		  ENABLE DHCP
		 ▶ 1=YES
		  2=NO

5 **If the machine will receive an IP address automatically from a DHCP server, make sure that "YES" is selected (this will enable DHCP).**
If the machine will be assigned a permanent IP address, press ▲ or ▼ to select "NO".

6 **Press (START/ENTER).**

- If you enabled DHCP by selecting "YES" in the previous step, this completes the setting. Wait while the machine writes the setting to the NIC board ("DO NOT POWER DOWN" will appear in the display). When the display changes to "OK", turn off the power of the machine and then turn it back on to make the new setting take effect. (Before turning off the power, make sure the machine is not in the middle of a job: 1) check whether the machine is printing, and 2) press JOB STATUS and check the display to see if the machine is sending or receiving a fax.)

7 **If you are entering a permanent IP address, press (START/ENTER).**

```
IP ADDRESS
[  ][  ][  ][  ]
```

8 **Enter the IP address of your machine (to move the cursor to the right, press ▶). When finished, press (START/ENTER).**

- To correct a mistake, press ◀ to move the cursor back to the mistake, and then enter the correct number.

9 **Enter the IP subnet mask. When finished, press (START/ENTER).**

10 **Enter the IP gateway. When finished, press (START/ENTER).**

11 **Wait while the machine writes the setting to the NIC board ("DO NOT POWER DOWN" will appear in the display). When the display changes to "OK", turn off the power of the machine and then turn it back on to make the new settings take effect. (Before turning off the power, make sure the machine is not in the middle of a job: 1) check whether the machine is printing, and 2) press**

JOB STATUS and check the display to see if the machine is sending or receiving a fax.)

Initializing the network interface board

Normally the network interface board (NIC) does not need to be initialized (returned to the factory default settings). In the event that you do need to intialize the board, follow the Steps 1 to 3 of the previous procedure to access "NETWORK CONFIG SET", press ▼

to select "INTIALIZE THE NIC", and then press (START/ENTER). Press ▲ to

select "YES" and then press (START/ENTER). Wait while the machine writes the

setting to the NIC board ("DO NOT POWER DOWN" will appear in the display). When the display changes to "OK", turn off the power of the machine and then turn it back on to make the new setting take effect. (Before turning off the power, make sure the machine is not in the middle of a job: 1) check whether the machine is printing, and 2) press

JOB STATUS and check the display to see if the machine is sending or receiving a fax.)

2. Printing out the Network Settings

You can print lists showing the current network settings and network interface board settings.

♦ To check the IP address of the machine, select PRINT NETWORK SETTINGS in Step 3 below.

1 Press $\boxed{\text{MENU}}$ and then $\boxed{\blacktriangle}$.

- Make sure that NETWORK SETTING is selected in the display.

Display:

```
MENU MODE
  5:PROGRAM/GROUP MODE
  6:SERIAL POLLING MODE
  7:MEMORY POLL MODE
▶ 8:NETWORK SETTING
```

2 Press $\left(\begin{smallmatrix}\text{START/}\\\text{ENTER}\end{smallmatrix}\right)$ and then $\boxed{\blacktriangle}$.

- Make sure that NETWORK SETTING LIST is selected.

```
NETWORK SETTING
  1:NETWORK CONFIG SET
  2:SCAN TO E-MAIL SET-UP
▶ 3:NETWORK SETTING LIST
```

3 Press $\left(\begin{smallmatrix}\text{START/}\\\text{ENTER}\end{smallmatrix}\right)$.

```
NETWORK SETTING LIST
▶ 1:PRINT NETWORK SETTINGS
  2:PRINT NIC INFORMATION
```

4 Press $\boxed{\blacktriangle}$ or $\boxed{\blacktriangledown}$ to select the list you want to print, and then press $\left(\begin{smallmatrix}\text{START/}\\\text{ENTER}\end{smallmatrix}\right)$. (Note: "NIC" is an acronym for "network interface board".)

3. Mail Server and DNS Server Settings

Settings for your E-mail server and DNS server must be configured in order to use the network scanner function. To configure the settings, access the machine's Web page from a computer that is connected to the same network as the machine. The Web page can be displayed with your Web browser (Internet Explorer 4.0 or later, or Netscape Navigator 4.0 or later).

Accessing the Web page in the machine

To access the Web page in the machine, type in the IP address of the machine in your browser in the format **http://XXX.XXX.X.X**, where the X's are the IP address (the number of digits between periods will vary depending on the address). If you need to check the IP address of the machine, print out the network settings as explained on page 9.

Mail server and DNS server

To configure your mail server and DNS server settings, click **E-mail & DNS** in the menu at the left of the Web page and enter the information in the appropriate boxes.

Note that your DNS server must be entered if you enter a host name instead of an IP address in **E-mail Server** under E-mail Setup. This is also true if host names will be used for Scan to FTP or Scan to Desktop destinations.

♦ If "DHCP" was selected for the IP address of the machine, the IP address of the DNS server appears automatically and cannot be changed.

Setting Passwords

Passwords can be set to restrict Web page access and protect settings. An administrator password and a user password can be set. When the Web page is accessed with the administrator password, all settings can be configured. When the Web page is accessed with the user password, destinations in the Scanner Destination Management menu can be stored, deleted, and edited; however, settings in the Setup menu cannot be configured (with the exception of "Sender E-mail" and "Personal Address Book").

To enable password protection, click **Passwords** in the Web page menu and select the "**Enable Password Protection of this Web Site**" checkbox. The passwords for "User" and "admin" are both initially set to "Sharp". If you wish to change a password, enter "Sharp" in **Old Admin Password**, and then enter the new password under **User Password** or **Admin Password**. A password must consist of alphanumeric characters and be no more than 10 characters long. Passwords are case sensitive.

When you are finished, click **Submit** to store the new settings and then turn the machine power off and then back on. The next time you attempt to access the Web page, you will be prompted for the password. For the **User name**, enter "user" if you are accessing the page as a user, or "admin" if you are accessing the page as an administrator.

For more information on setting passwords, click **Help** at the bottom of the Web page menu.

Network Scanning and Sender E-mail settings

The network scanning settings allow you to select the method for assigning a file name to a scanned image and enter a subject for Scan to E-mail (the subject can also be entered from the operation panel of the machine as explained in Scan to E-mail Setup on page 16).

Click **Network Scanning** in the menu and then configure the settings as needed. When finished, be sure to click **Submit** to store the new settings.

To enter the sender name and sender e-mail address that appear on e-mail that you send, click **Sender E-mail**. The sender information can be entered separately for each personal book and for the COMMON book.

For detailed information on all the settings in the Web page, click **Help**.

4. Storing Network Scanning Destinations

Network scanning destinations can be stored in Rapid Keys and Speed Dial numbers. The Rapid Keys and Speed Dial numbers can be in a personal book or in the COMMON book.

♦ Scan to E-mail can be performed by manually entering the destination e-mail address at the time of transmission, or by using a Rapid Key or Speed Dial number. A Scan to E-mail destination can be stored in a Rapid Key or Speed Dial number using the Web page, or using the operation panel on the machine (to use the operation panel, see page 25).

♦ To use Scan to FTP, the destination must be previously stored in a Rapid Key or Speed Dial number. A Scan to FTP destination can only be stored in a Rapid Key or Speed Dial number using the Web page.

♦ To use Scan to Desktop, the Network Scanner Tool and Sharpdesk programs must be installed in the destination computer. The Network Scanner Tool automatically stores the computer as a Scan to Desktop destination, and for this reason, the Web page should not be used to store Scan to Desktop destinations. However, the Web page can be used to change the selected file format for a Scan to Desktop destination, copy a Scan to Desktop destination into a different address book, or delete a Scan to Desktop destination if the Network Scanner Tool has been uninstalled from the computer.

♦ Fax destinations can also be stored in Rapid Keys and Speed Dial numbers using the Web page.

Storing destinations in the Web page

To store a destination, click the desired destination type (**E-mail**, **FTP**, or **Fax**) under **Destination Management** in the Web page menu. In the Destination Management page, enter the destination name and select a personal address book or the COMMON book. To select a Rapid Key or Speed Dial number, select the **Location Assigned Manually** checkbox and select a Rapid Key or Speed Dial number from the list. Enter the information required for the destination type, and click **Submit**.

To edit or delete a destination, click **Destination Management** in the Web page menu, select the destination you wish to edit or delete, and click **Edit** or **Delete** at the bottom of the page.

For detailed information on setting up, editing, and deleting destinations, click **Help** at the bottom of the Web page menu frame.

Scan to FTP (Hyperlink)

When using Scan to FTP to send an image to an FTP server, you can also have notifications automatically sent by e-mail to selected recipients informing them that the image has been posted on the server. The e-mail will contain a hyperlink to the image file on the server, allowing the recipients to open the file by simply clicking on the hyperlink (unless the FTP server requires a password).

To use this feature, select the "Enable Hyperlink to FTP server to be e-mailed" checkbox when storing the Scan to FTP destination, and then select the recipients for the e-mail from the **E-mail Destination** list.

Creating personal books in the Web page

To create a new personal book in the Web page, click **Personal Address Book** in the Web page menu, and then click **Add** in the Personal Address Book Setup page. Enter the required information and click **Submit**.

Information on using Scan to Desktop

Unlike the case where a scanner is directly connected to your computer, scanning using Scan to Desktop cannot be directly initiated from a scanning application in your computer. Instead, scanning is begun by pressing the Rapid Key or Speed Dial number on the machine that contains your computer as a Scan to Desktop destination. To use Scan to Desktop, the Network Scanner Tool must be running in your computer (it starts and runs automatically in the background when you power up your computer).

Your computer is automatically stored as a Scan to Desktop destination in a Rapid Key or Speed Dial number when you install the Network Scanner Tool. After you install and set up the Network Scanner Tool, access the Web page in the machine from your browser on your computer, and click **Destination Management** in the menu to see which Rapid Key or Speed Dial number your computer is stored in. This will be the Rapid Key or Speed Dial number you will use to scan documents to your computer.

5. Scan to E-mail Setup

To use the Scan to E-mail function, the subject and sender information (name and e-mail address) that appear when an image is sent to an e-mail recipient must be entered, and the file format for the scanned image must be selected. (Note: The file format set in this procedure does not apply to Scan to E-mail using a Rapid Key or Speed Dial number.)

♦ The preset subject is "Scanned image from FO-DCXXX" (where "XXX" is "500" or "600"), and the preset file format is "TIFF/G4".

♦ You can enter a different sender name and select a different file format at the time of transmission. The subject can only be changed using the following procedure.

Important:
To use Scan to E-mail, sender information must be set using the following procedure, or using the Web page as explained on page 11, even if a sender is manually entered at the time of transmission.

Note: In the event that your e-mail server is unable to deliver a Scan to E-mail transmission to a specified e-mail address, your server will send notification to the sender's e-mail address that you enter in the following procedure or at the time of transmission.

---

1 Press ⎍MENU⎍ and then ▵.

• Make sure that NETWORK SETTING is selected in the display.

Display:

```
MENU MODE
   5:PROGRAM/GROUP MODE
   6:SERIAL POLLING MODE
   7:MEMORY POLL MODE
 ▶ 8:NETWORK SETTING
```

---

2 Press (START/ENTER) and then ▵ or ▽ until **SCAN TO E-MAIL SET-UP is selected.**

```
NETWORK SETTING
   1:NETWORK CONFIG SET
 ▶ 2:SCAN TO E-MAIL SET-UP
   3:NETWORK SETTING LIST
```

---

3 Press (START/ENTER).

```
SCAN TO E-MAIL SET-UP
 ▶ 1:E-MAIL SUBJECT
   2:E-MAIL SENDER
   3:FILE FORMAT
```

---

4 Press (START/ENTER).

5 **Enter the e-mail subject by pressing the letter entry keys (max. of 60 characters). (Make sure the Rapid Key overlay is flipped down.)**

01	02	03	04	05	06	07	08	09	10
Q / !	W / "	E / #	R / $	T / %	Y / &	U / '	I / (	O /)	P / =
11	12	13	14	15	16	17	18	19	20
SYMBOL	A /		S	D	F	G / {	H / }	J / [	K /]	L / +
21	22	23	24	25	26	27	28	29	30
Caps Lock	Z / <	X / >	C	V	B	N / *	M / ?	@	.com
31	32	33	34	35	36	37	38	39	
SHIFT	~ / ^	/ / \	; / :	Space	_	-	. / ,	DEL	

Note: The markings above some of the Rapid Keys may vary by country and region.

- To enter a space, press `Space` .

- To change case, press `Caps Lock` .

- To clear a mistake, press `DEL` .

- To enter a number, press the appropriate numeric key. To enter the symbol on a letter key (the character to the right of the slash), press `SYMBOL` ("SYM" will appear in the display) and then the letter key (press `SYMBOL` again to turn off symbol entry mode).

- To move the cursor, press ◀ or ▶ . To switch between letter insertion and letter replacement mode when the cursor is in the middle of a sequence of letters, press `MENU` **.**

6 **Press** (START/ENTER) **.**

- Make sure that E-MAIL SENDER is selected.

SCAN TO E-MAIL SET-UP
1:E-MAIL SUBJECT
▸ 2:E-MAIL SENDER
3:FILE FORMAT

7 **Press** (START/ENTER) **.**

8 **Press the letter keys to enter the sender's name (see Step 5)**

9 **Press** (START/ENTER) **.**

10 **Press the letter keys to enter your e-mail address (see Step 5).**

11 **Press** (START/ENTER).

• Make sure that FILE FORMAT is
selected.

```
SCAN TO E-MAIL SET-UP
   1:E-MAIL SUBJECT
   2:E-MAIL SENDER
 ▶ 3:FILE FORMAT
```

12 **Press** (START/ENTER).

```
FILE FORMAT SETTING
 ▶ 1=TIFF-G4
   2=TIFF-G3
   3=TIFF-NO COMPRESSION
   4=PDF-G4
   5=PDF-G3
```

13 **Press** ⬆ **or** ⬇ **to select the desired combination of file**
format (TIFF or PDF) and compression method (G3, G4, or NO
COMPRESSION).

• TIFF is a bitmap format that can be compressed without loss of
data. TIFF images can be viewed by many viewer programs. PDF is
a widely used format that requires Adobe Acrobat Reader® to view.

• G4 provides the greatest amount of compression and works well
with most black and white files. If the recipient cannot open a G4-
compressed file or experiences other difficulties, try G3 or "NO
COMPRESSION".

14 **Press** (START/ENTER) **and then press** ⊙ STOP **repeatedly to return to the date**
and time display.

6. Scan to E-mail Using the E-mail Key

Use the **e-mail** key when you wish to manually enter the e-mail address of a recipient for Scan to E-mail. The scanned image will be sent as an e-mail attachment. A message can also be included as explained in Steps 5 and 6.

Important:
To use Scan to E-mail, the setup procedures outlined on page 4 must be completed. This includes setting a default sender as explained in the procedure beginning on page 16 of this manual.

♦ If you need to change the e-mail subject, use the procedure on page 16.

1 Load the document(s).

- SEND READY will appear in the display.

- Press $\overset{\text{RESOLUTION}}{\square}$ and/or $\overset{\text{CONTRAST}}{\square}$ to set the resolution and contrast if needed. The default resolution is FINE. Note that STANDARD and SUPER FINE are primarily for faxing and are not recommended for scanning.

2 Press $\overset{e\text{-}mail}{\square}$.

Display:

```
SCAN TO E-MAIL

TO: [
```

3 Enter the e-mail address of the recipient by pressing the letter entry keys (for details, see Step 5 on page 17; max. of 60 characters). (Make sure the Rapid Key overlay is flipped down.)

01	02	03	04	05	06	07	08	09	10
Q / !	W / "	E / #	R / $	T / %	Y / &	U / '	I / (	O /)	P / =

11	12	13	14	15	16	17	18	19	20
SYMBOL	A / ¡	S	D	F	G / {	H / }	J / [	K /]	L / +

21	22	23	24	25	26	27	28	29	30
Caps Lock	Z / <	X / >	C	V	B	N / *	M / ?	@	.com

31	32	33	34		35	36	37	38	39
SHIFT	~ / ^	/ / \	; / :	Space		_	-	. / ,	DEL

Note: The markings above some of the Rapid Keys may vary by country and region.

4 Press (START/ENTER).

5 If you wish to enter a message, your name, or your return e-mail address, or select the file format for the document, press ▼. (If you wish to use the default settings you entered on page 16 and do not need to enter a message, go directly to Step 8.)

```
▶ 1:START SCANNING
  2:FROM
    XXX
  3:FILE FORMAT
    XXX
  4:MESSAGE
    NO MESSAGE
```

Your preset sender and file format appear in "XXX".

6 Press ▼ to select the option you want to change, and then press (START/ENTER). Change the selected option as follows:

- FROM

  Enter your name, press (START/ENTER), enter your e-mail address, and press (START/ENTER).

- FILE FORMAT

  Press ▼ to select the desired combination of file format (TIFF or PDF) and compression (G3, G4 or NO COMPRESSION), and then press (START/ENTER).

- MESSAGE
  Use the letter entry keys to enter a message (see Step 5 on page 17; maximum of 256 characters). A line break can be entered by pressing ▼. When finished, press (START/ENTER).

7 When you have finished changing the options, press ▲ or ▼ to select START SCANNING.

```
▶ 1:START SCANNING
  2:FROM
    XXX
  3:FILE FORMAT
    XXX
  4:MESSAGE
    NO MESSAGE
```

8 Press (START/ENTER). The document is scanned and transmitted.

7. Sending an Image Using a Rapid Key or Speed Dial Number

Sending an image using a Rapid Key

Use this procedure to scan a document and send the image to an E-mail, FTP, or Desktop destination that has been stored in a Rapid Key.

Important: To use this procedure, the setup procedures outlined on page 4 must be completed. In the case of Scan to E-mail, this includes setting a default sender as explained in the procedure beginning on page 16 of this manual.

♦ If you are sending the image to an e-mail destination and need to change the subject, use the procedure on page 16.

1 **Load the document(s).**

- SEND READY will appear in the display.

- Press ^{RESOLUTION} ⌐⌐ and/or ^{CONTRAST} ⌐⌐ to set the resolution and contrast if needed. The default resolution is FINE. Note that STANDARD and SUPER FINE are primarily for faxing and are not recommended for scanning.

2 **Press the appropriate Rapid Key.**

- The name of the recipient will appear in the display. (If the destination is not correct, press ^{STOP} ⊚ .)

- If the destination is an FTP or Desktop destination, or if the destination is an e-mail destination and you don't need to enter a message or change any of the e-mail options, this completes the procedure.

3 **If the destination is an e-mail destination and you wish to enter a message, or change the sender name or e-mail address, or select the file format for the document, press ▼ *WITHIN 5 SECONDS* after pressing the Rapid Key in Step 2.
(After 5 seconds, the document will be scanned and transmitted using the settings that were stored in the Rapid Key.)**

```
▶ 1:START SCANNING
  2:FROM
    XXX
  3:FILE FORMAT
    XXX
  4:MESSAGE
    NO  MESSAGE
```

4 **Press ▼ to select the option you want to change, and then press (START/ENTER). Change the selected option as follows:**

- FROM

  Enter your name, press (START/ENTER), enter your e-mail address, and press (START/ENTER).

- FILE FORMAT

  Press ▼ to select the desired combination of file format (TIFF or PDF) and compression (G3, G4 or NO COMPRESSION), and then press (START/ENTER).

- MESSAGE

  Use the letter entry keys to enter a message (maximum of 256 characters). A line break can be entered by pressing ▼. When finished, press (START/ENTER).

5 **When you have finished changing the options, press ▲ or ▼ to select START SCANNING.**

```
▶ 1:START SCANNING
  2:FROM
    XXX
  3:FILE FORMAT
    XXX
  4:MESSAGE
    NO  MESSAGE
```

6 **Press (START/ENTER) to begin scanning and transmission.**

Sending an image using a Speed Dial number

Use this procedure to scan a document and send the image to an E-mail, FTP, or Desktop destination that has been stored in a Speed Dial number.

Important: To use this procedure, the setup procedures outlined on page 4 must be completed. In the case of Scan to E-mail, this includes setting a default sender as explained in the procedure beginning on page 16 of this manual.

♦ If you are sending the image to an e-mail destination and need to change the subject, use the procedure on page 16.

1 Load the document(s).

- SEND READY will appear in the display.

- Press **RESOLUTION** and/or **CONTRAST** to set the resolution and contrast if needed. The default resolution is FINE. Note that STANDARD and SUPER FINE are primarily for faxing and are not recommended for scanning.

2 Press SPEED DIAL and then enter the Speed Dial number by pressing the numeric keys.

- If you enter less than 3 digits for the Speed Dial number, press START/ENTER to complete the entry.

- Check the display to make sure the destination shown is correct (if not, press STOP and repeat Step 2).

23

3 If the destination is an e-mail destination and you wish to enter a message, your name, or your return e-mail address, or select the file format for the document, press ▽.
(If the destination is an FTP or Desktop destination, or if you wish to use the e-mail settings that were stored in the Speed Dial number and do not need to enter a message, go directly to Step 6.)

```
▶ 1:START SCANNING
  2:FROM
    XXX
  3:FILE FORMAT
    XXX
  4:MESSAGE
    NO  MESSAGE
```

4 Press ▽ to select the option you want to change, and then press (START/ENTER). Change the selected option as follows:

- FROM

  Enter your name, press (START/ENTER), enter your e-mail address, and press (START/ENTER).

- FILE FORMAT

  Press ▽ to select the desired combination of file format (TIFF or PDF) and compression (G3, G4 or NO COMPRESSION), and then press (START/ENTER).

- MESSAGE

  Use the letter entry keys to enter a message (maximum of 256 characters). A line break can be entered by pressing ▽. When finished, press (START/ENTER).

5 When you have finished changing the options, press △ or ▽ to select START SCANNING.

```
▶ 1:START SCANNING
  2:FROM
    XXX
  3:FILE FORMAT
    XXX
  4:MESSAGE
    NO MESSAGE
```

6 Press (START/ENTER) to begin scanning and transmission.

Storing an e-mail address in a Rapid Key or Speed Dial number

This section explains how to store e-mail addresses in Rapid Keys and Speed Dial numbers using the operation panel of the machine. This will allow you to send documents to e-mail recipients without having to manually enter the e-mail address each time.

♦ This procedure cannot be used to store an FTP or Desktop destination (these can only be stored as explained on page 12).

1 **Press** MENU **and then** ▲ **or** ▼ **until ENTRY MODE is selected in the display.**

Display:

```
MENU MODE
  1:RECEIVE MODE
  2:LISTING MODE
▶ 3:ENTRY MODE
```

2 **Press** (START/ENTER)**. Make sure that DESTINATION SETTING is selected.**

```
ENTRY MODE
▶ 01:DESTINATION SETTING
  02:PASSCODE SETTING
  03:OWN PASSCODE SET
```

3 **Press** (START/ENTER)**. Make sure that SET is selected.**

```
DESTINATION SETTING
▶ 1=SET
  2=CLEAR
```

4 **Press** (START/ENTER)**.**

```
DESTINATION SET
 PRESS RAPID OR SPEED
```

25

5 To program a Rapid Key number, press the Rapid Key that you wish to use. (To select Rapid Keys 40 through 59, flip up the Rapid Key overlay.)

To program a Speed Dial number, press ^{SPEED DIAL}◯ and then enter the number that you wish to use ("1" to "100" on the FO-DC500, or "1" to "200" on the FO-DC600). (If you enter less than three digits, press ^{START/ENTER}◯ to complete the entry.)

```
DESTINATION SET
 SELECT DESTINATION TYPE
▶1=FAX
  2=E-MAIL
```

6 Press ▽ to select E-MAIL.

```
DESTINATION SET
 SELECT DESTINATION TYPE
  1=FAX
▶2=E-MAIL
```

7 Press ^{START/ENTER}◯ .

8 Enter the e-mail address of the recipient by pressing the letter entry keys (for details, see Step 5 on page 17; max. of 60 characters). (Make sure the Rapid Key overlay is flipped down.)

• To clear a mistake, press DEL .

01	02	03	04	05	06	07	08	09	10
Q / !	W / "	E / #	R / $	T / %	Y / &	U / '	I / (	O /)	P / =
11	12	13	14	15	16	17	18	19	20
SYMBOL	A / !	S	D	F	G / {	H / }	J / [	K /]	L / +
21	22	23	24	25	26	27	28	29	30
Caps Lock	Z / <	X / >	C	V	B	N / *	M / ?	@	.com
31	32	33	34	35	36	37	38	39	
SHIFT	~ / ^	/ / \	; / :	Space	_	-	. / ,	DEL	

Note: The markings above some of the Rapid Keys may vary by country and region.

9 Press ^{START/ENTER}◯ .

10 **Enter the name of the party by pressing the letter entry keys (max. of 20 characters). (Make sure the Rapid Key overlay is flipped down.)**

11 **Press** (START/ENTER)**.**

```
DESTINATION SET
 SELECT FILE FORMAT
▶1=TIFF-G4
 2=TIFF-G3
 3=TIFF-NO COMPRESSION
 4=PDF-G4
 5=PDF-G3
```

12 **Press ⬆ or ⬇ to select the file format (TIFF or PDF) and compression method (G3, G4, or NO COMPRESSION) for the document that will be sent as an e-mail attachment. (Note: You can override this setting during the transmission procedure.)**

13 **Press** (START/ENTER)**.**

14 **Return to Step 5 to program another number, or press** STOP **repeatedly to return to the date and time display.**

- If you programmed a Rapid Key number, you can write the name of the destination on the label above the Rapid Key.

Editing a Rapid Key or Speed Dial number

To make changes in a Rapid Key or Speed Dial number, repeat the programming procedure. Select the Rapid Key or Speed Dial number for which you want to make changes in Step 5, and then change the programmed information as needed in the following steps.

Clearing a Rapid Key or Speed Dial number

To clear a Rapid Key or Speed Dial number, select CLEAR in Step 3

of the programming procedure, press (START/ENTER), select the Rapid Key or

Speed Dial number as explained in Step 5, and then press (START/ENTER)**.**

27

8. Installing the Network Scanner Software

To use the Scan to Desktop function, the following two software programs must be installed in your computer (the destination computer for Scan to Desktop). The programs are installed from the CD-ROM that comes with the network scanner expansion kit.

♦ Sharpdesk (Desktop Document Management Software)

♦ Network Scanner Tool

Note: Sharpdesk can be installed and used in 5 computers. If you need to install Sharpdesk in more than 5 computers, please contact your Sharp dealer.

Software Programs

For detailed information on each of the software programs, please refer to the user's guides on the CD-ROM.

Sharpdesk (Desktop Document Management Software)

Sharpdesk lets you manage a variety of electronic information such as scanned image data from the network scanner or documents created using word processing or spreadsheet application software. Some of the important features of Sharpdesk are:

♦ Sharpdesk works with your scanner to let you read paper documents into your computer using a full-featured set of scanning controls and options.

♦ Sharpdesk makes editing of your images and documents quick and easy.

♦ A text image scanned into Sharpdesk can be converted into editable text for use with your favorite word processor. Sharpdesk uses an advanced Optical Character Recognition (OCR) engine that even preserves your document layouts.
Note: For the best results, set the resolution to ULTRA FINE when scanning a document for OCR conversion.

Network Scanner Tool

This is a utility that helps you use Scan to Desktop. It configures the necessary settings in the network scanner and client computer to receive data. In addition, Network Scanner Tool will automatically start Sharpdesk when image data is received. The scanned image received by your computer can be:

♦ Saved in a folder.

♦ Passed to an application set in the Network Scanner Tool.

♦ Sent as e-mail.

♦ Saved in Sharpdesk.

User's Guides for Software Programs

The Manual folder in the CD-ROM contains the Sharpdesk Installation Guide, Sharpdesk User's Guide, and Network Scanner Tool User's Guide. The guides are in PDF format.

Acrobat Reader Version 4.05 or later is needed to view the user's guides. If not already installed in your computer, you can install Acrobat Reader from the CD-ROM. (Note: If Acrobat Reader 3.0 is already installed in your computer, uninstall it before installing the new version from the CD-ROM.)

Installing Acrobat Reader

1 Quit any software applications and/or resident programs that are running on your computer.

2 Insert the CD-ROM into your CD-ROM drive.

● If the Sharpdesk installation window appears, click **Cancel** to close the window.

3 Double-click **My Computer** (🖥️).

4 Click the CD-ROM icon (💿) and select **Open** from the **File** menu.

5 Double-click the **Acrobat** folder, and then double-click "ar405eng.exe" (🔺).

6 Follow the instructions on the screen.

Installing the software programs

Note the following when installing the software programs from the CD-ROM:

♦ Be sure to check the system requirements for installation of each of the software programs in the user's guides and on the information screen during installation.

♦ For detailed instructions for installing and setting up the programs, see the Sharpdesk Installation Guide on the CD-ROM.

♦ If you perform a standard installation of Sharpdesk (select **Typical** in the installation type selection screen), Network Scanner Tool will also be installed. You can also select **Custom** installation and install only Network Scanner Tool.

♦ If your computer does not currently have Internet Explorer version 5.5 or later installed, Sharpdesk will install a minimal version of Internet Explorer 5.5 on your computer.

1 Quit any software applications and/or resident programs that are running on your computer.

2 Insert the CD-ROM into your CD-ROM drive.

- If the Sharpdesk installation screen appears. go to Step 6.

- If the screen does not appear, continue with Step 3.

3 Double-click "My Computer" ( ).

4 Double-click the CD-ROM icon ( ).

5 Double-click the **Sharpdesk** folder, and then double-click **SETUP** ( ).

6 Follow the instructions on the screen.

- In the license number entry line in the user information screen, enter the license number that appears on the cover of this manual.

30

- If you select **Typical** in the installation type screen, Network Scanner Tool will also be installed. If you only wish to install Network Scanner Tool, select **Custom** in the installation type screen and then check only Network Scanner Tool.

- Sharpdesk Imaging is installed together with Sharpdesk. If Imaging for Windows was previously installed, Sharpdesk Imaging will overwrite Imaging for Windows.

- The Sharpdesk installation package contains Sharpdesk Imaging, which is a version of Eastman Software's "Imaging for Windows Professional Edition" that has been customized for the Sharp Corporation. If Eastman Software's "Imaging for Windows Professional Edition" has already been installed on your computer, Sharpdesk Imaging will not be installed.

- "Imaging for Windows Professional Edition" and Sharpdesk Imaging use common registry entries, and installing "Imaging for Windows Professional Edition" after Sharpdesk has been installed may cause abnormal operation. In this case, uninstall Sharpdesk and Sharpdesk Imaging, and then install "Imaging for Windows Professional Edition". After that, reinstall Sharpdesk.

Setting up Network Scanner Tool

When installation of the software is completed, the Sharp Network Scanner Tool Setup Wizard will appear. Follow these steps to set up the Network Scanner Tool.

♦ The FO-DC500/600 is referred to as "Copier" in the windows of the setup wizard.

1 When the Sharp Network Scanner Tool Setup Wizard appears, click **OK** after confirming that the FO-DC500/600 is connected to the network. Follow the on-screen instructions to complete the setup.

2 Enter any name you wish for the Process Definition Prefix and any letter for **Initial**, and click **Next**. Click **Help** for detailed information.

- The name of your computer initially appears in the Prefix box. If you wish to change the prefix, enter a name in 6 characters.

- Enter any letter for the **Initial** (the initial is not used on the FO-DC500/600, however, an entry is necessary).

- The Process Definition defines instructions for how the image will be processed once it arrives at the computer.

3 Check the Process Definitions you wish to use and click **Next**.

- Network Scanner Tool is shipped with 3 pre-defined sets of instructions called Process Definitions if you install both Sharpdesk and Network Scanner Tool. The "Process Definition Prefix" that was set in Step 2 appears in the displayed name of each process ("Sharp" is used for the prefix in the examples below).

- Convert By OCR (name displayed: Sharp-OCR)
  Converts a scanned file to an editable document.

- Send Email (name displayed: Sharp-Email)
  Launches your default e-mail application so the file can be e-mailed.

- Sharpdesk Desktop (name displayed: Sharp-Desk),
  Launches the Sharpdesk application (this is the default).

• Network Scanner Tool is shipped with 2 pre-defined Process Definitions if you install only Network Scanner Tool.

- Send Email (name displayed: Sharp-Email),

- My Documents (name displayed: Sharp-MyDocs)
  Stores the file in the "My Documents" folder in your computer (this is the default).

---

4 Select the machine (or machines) that you wish to use as a network scanner. The name that initially appears is the machine name set during the installation of the network scanning function. If a name was not set, "FO-DC500(600)" (or a higher number if there are multiple FO-DC500/600 machines on the network) will appear.
Click the **Properties** button and then the **Advanced** button, and select whether your computer uses an IP address or a host name on the network (ask your network administrator if you do not know).
When finished, click **Next**.

• The FO-DC500/600 is automatically detected on the network.

• The settings in Steps 3 and 4 can be changed later by clicking the Windows **Start** button, pointing to **Programs**, **Sharpdesk** and then selecting **Network Scanner Tool Configuration**. For more details, see on-line Help or the Network Scanner Tool User's Guide in the CD-ROM.

5 When the completion message appears, click **Finish**. The "Search Setup Wizard" will appear next. Follow the on-screen instructions to create an index database. For more information, see the Sharpdesk Installation Guide and Sharpdesk User's Guide.

Uninstalling a program

You can uninstall the software with "Add/Remove Programs" in the Windows Control Panel, or with the Sharpdesk Uninstaller.

♦ When Sharpdesk is uninstalled, Network Scanner Tool is also uninstalled. Note that if Network Scanner Tool is uninstalled, you will no longer be able to directly receive image data from the machine. Note that the Sharpdesk desktop folder is not removed when you uninstall Sharpdesk.

♦ If you uninstall Sharpdesk Imaging, you will not be able to open image files unless you re-install the Windows accessory Imaging for Windows.

♦ If you uninstall the programs, use the Web page in the machine to clear the Rapid Key or Speed Dial number that contained your computer as a Scan to Desktop destination.

Uninstalling the software programs with the Sharpdesk Uninstaller

Click **Start** and then point to **Programs** (**All Programs** in Windows XP), **Sharpdesk**, and then **Uninstall Sharpdesk**. Follow the instructions on the screen.

If an additional FO-DC500/600 machine is installed on the network

If an additional FO-DC500/600 machine is installed on your network after you have installed Sharpdesk and the Network Scanner Tool, it is not necessary to reinstall the software. Simply follow the steps below to automatically detect the new machine.

1 Click the **Start** button, point to **Programs**, **Sharpdesk**, and then **Network Scanner Tool Configuration**. Click the **Copiers** tab in the window that appears.

2 Click the **Auto Detect** button. The names of the FO-DC500/600 machines on your network will be displayed. Select the name of the

9. Troubleshooting

Problem: **The recipient can not open the image data.**

Check: Does the recipient have a software program (viewer) that is compatible with the format of the file sent?

Solution: Try sending the image using a different file format (TIFF or PDF) and/or compression method (uncompressed, G3 and G4).

Problem: **Data sent does not reach the recipient.**

Check: Is the image being sent to the correct address? When using a Rapid Key or Speed Dial number, is the correct address (e-mail address or FTP address) stored in the Rapid Key or Speed Dial number?

Solution: Check the stored address and correct if necessary.

* If Scan to E-mail is not successful, check to see if an unsuccessful delivery message was sent to your specified sender's e-mail address. This may provide details on the problem.

* To use Scan to Desktop, the Network Scanner Tool must be installed.

Problem: **Scan to E-mail is not successful.**

Check: The image might have exceeded the file size limit set by your administrator for e-mail.

Solution: Reduce the file size (decrease the number of scanned pages, use a lower resolution setting, or use a higher compression level such as G4). Contact your administrator to see if there is a file size limit for e-mail.

Problem: **Takes a long time to send an image.**

Check: A large file size can greatly increase the amount of time required for transmission.

Solution: Reduce the file size (decrease the number of scanned pages, use a lower resolution setting, or use a higher compression level such as G4).

Problem: **Cannot connect to the network.**

Check: The Network Interface Board (NIC) has failed or is not properly connected.

Solution: Make sure the NIC is operating properly and is connected to the network cable. If the problem persists, contact your administrator or authorized Sharp Dealer.

Error Message at the Communication Error

When a communication error has occurred during the sending the scanned image data, the following error message with an error code will appear in the display of the machine.

NET-SCAN ERROR CE-XX

Error Code Table

Error Code	Description of the Error
CE-01	An optional network interface board is not installed or out of order.
CE-02	Cannot find the specified mail server or FTP server.
CE-03	The server has been down during the scanning of the original.
CE-04	An invalid account name or password for the FTP server has been entered.
CE-05	An invalid directory of the FTP server has been entered.
CE-00	Other error than the above mentioned has occurred.

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