

# 3 Basic Operation

This chapter explains the following operations.

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## Login/Logout

If user login administration is enabled, it is necessary to enter the login user name and password to use the machine.

**NOTE:** You will be unable to log in if you forget your login user name or login password. In this event, log in with administrator privileges and change your login user name or login password.

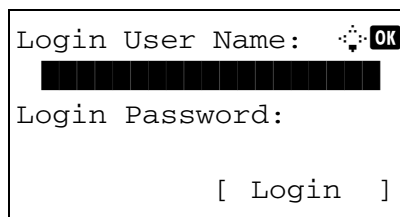
By default, one of each default user with machine administrator rights and administrator privileges is already stored. The following are the default user's properties.

User Name: DeviceAdmin  
Login User Name: 2600  
Login Password: 2600  
Access Level: Administrator

It is recommended to periodically change the user name, login user name and login password regularly for your security.

### Login

**NOTE:** Refer to *Character Entry Method on Appendix-7* for details on entering characters.

A screenshot of a login screen. It has a title bar with a close button and an 'OK' button. The screen contains the text 'Login User Name:' followed by a blacked-out input field. Below that is 'Login Password:' followed by another blacked-out input field. At the bottom right, there is a button labeled '[ Login ]'.

**1** If the screen shown appears during operations, enter the login user name.

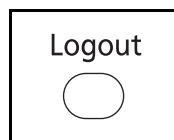
**2** Press the  $\nabla$  key. The input cursor moves to Login Password.

**3** Enter the login password.

Press the  $\Delta$  key to move the input cursor to Login User Name.

**4** Check the login user name and password are correct, and press [Login] (the **Right Select** key).

### Logout



To logout from the machine, press the **Logout** to return to the login user name/password entry screen.

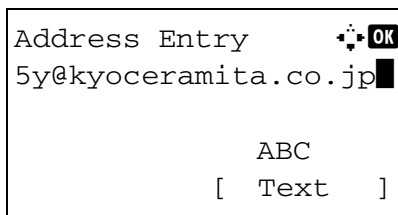
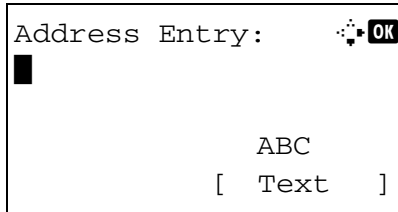
## One-Touch Keys and Program Keys

The **one-touch** keys and **program** keys on the operation panel are described below.

### One-Touch Key

Register destinations to **one-touch** keys, and you can enter the desired destination by pressing the applicable **one-touch** key. For registering a destination to a **one-touch** key, refer to *Adding a Destination on One-touch Key* on page 8-141.

#### Entering Destination with One-touch Key



- 1 In Address Entry, press the **one-touch** key where the desired destination is registered.

#### Recalling from One-touch Keys 1 to 11

Press the **one-touch** key where the destination is registered.

#### Recalling from One-touch Keys 12 to 22

Press the **Shift Lock** key to turn on the lamp next to the keys, and then press the **one-touch** key where the destination is registered.

- 2 The destination registered to the **one-touch** key is recalled and automatically entered on the screen.

**IMPORTANT:** Any destination already entered is overwritten.

### Program Keys

Settings of various functions frequently used for copying and sending can be collectively registered as a program. Then, you can change the current settings of various functions to the registered settings by just pressing the applicable program key.

**NOTE:** The following functions are already registered in **Program 1** key. Small documents with text on both sides such as ID cards can be copied onto one side of the paper. Although the functions are deleted by overwriting **Program 1** key, you can register the same settings using the **Function Menu** key.

Zoom Options: Auto Zoom

Combine: 2 in 1

Continuous Scan: On

Paper Selection: Cassette 1

Original Size: Statement/A5

## Registering Settings

```
Registered.
→Program 1
```

After making settings, press and hold the one of the **Program 1 to 4** keys where you want to register the settings for 3 seconds. The current settings are registered to the selected program key.

## Changing and Deleting Settings

```
Menu:                                ⬅➡OK
[01] Overwrite
[02] Delete
```

- 1 Press and hold the one of the **Program 1 to 4** keys where the settings you want to change/delete are registered for 3 seconds. Menu appears.

```
Overwrite.
Are you sure?
→Program 1

[ Yes ] [ No ]
```

- 2 To replace the registered settings with the current settings, press the  $\Delta$  or  $\nabla$  key to select [Overwrite] and then press the **OK** key. A confirmation screen appears. Press [Yes] (the **Left Select** key) to change the settings.

```
Delete.
Are you sure?
→Program 1

[ Yes ] [ No ]
```

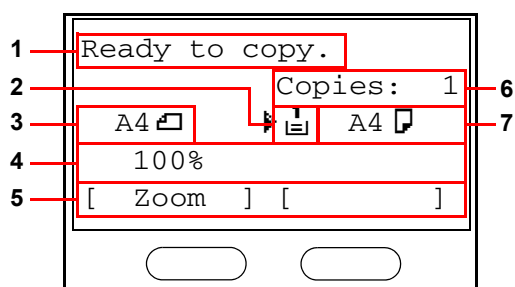
To delete the registered settings, press the  $\Delta$  or  $\nabla$  key to select [Delete] and then press the **OK** key. A confirmation screen appears. Press [Yes] (the **Left Select** key) to delete the registered settings.

## Recalling Settings

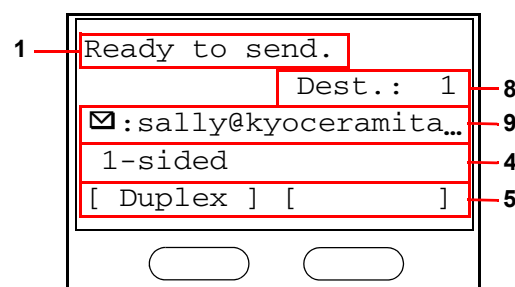
Press the one of the **Program 1 to 4** keys where the settings you want to recall are registered. The current settings of various functions are replaced with the registered settings.

## Message Display

The following examples explain the messages and icons used on the message display.



Copier Screen



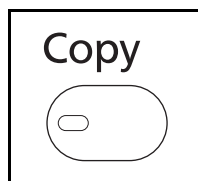
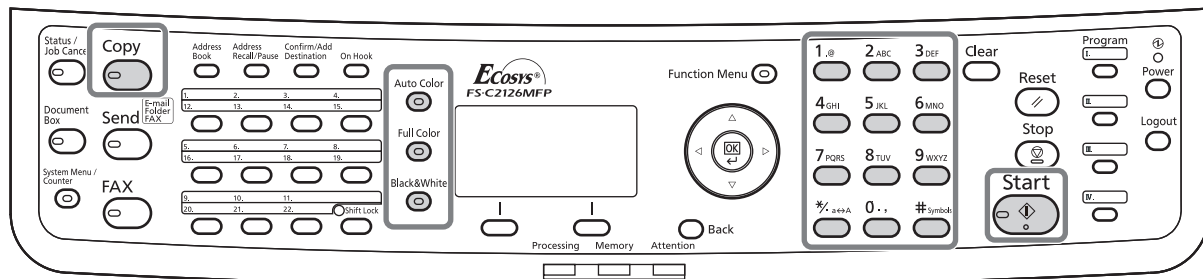
Send Screen

Reference number	Meaning								
1	Indicates the current status of the machine. Also displays the title of the current menu whenever the operation panel is being used.								
2	Displays an icon that indicates the currently selected source of paper feed. The meaning of each icon is as indicated below. <table border="1"> <tr> <td></td><td>The standard paper cassette is currently selected. When this icon is displayed as , there is no paper in the cassette.</td></tr> <tr> <td></td><td>The paper cassette for the optional paper feeder is currently selected.</td></tr> <tr> <td></td><td>When this icon is displayed as  or , there is no paper in the cassette.</td></tr> <tr> <td></td><td>The MP Tray is currently selected. When this icon is displayed as , there is no paper in the MP Tray.</td></tr> </table>		The standard paper cassette is currently selected. When this icon is displayed as , there is no paper in the cassette.		The paper cassette for the optional paper feeder is currently selected.		When this icon is displayed as  or , there is no paper in the cassette.		The MP Tray is currently selected. When this icon is displayed as , there is no paper in the MP Tray.
	The standard paper cassette is currently selected. When this icon is displayed as , there is no paper in the cassette.								
	The paper cassette for the optional paper feeder is currently selected.								
	When this icon is displayed as  or , there is no paper in the cassette.								
	The MP Tray is currently selected. When this icon is displayed as , there is no paper in the MP Tray.								
3	Displays the size of the original(s).								
4	Displays the current setting when there is a corresponding menu that can be selected using the left or right Select keys.								
5	Displays the title of the corresponding menu that can be selected using the left or right Select keys.								
6	Displays the number of copies.								
7	Displays the paper size to be copied.								
8	Displays the number of destinations.								
9	Displays the destination.								

## Copying

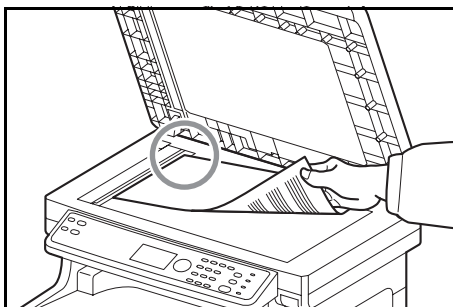
Follow the steps as below for basic copying.

### Part that is operated



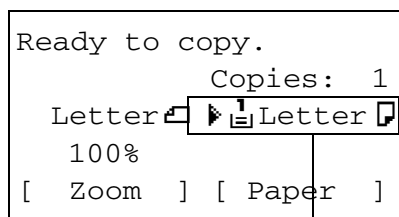
- 1 Press the **Copy** key when the **Copy** key/indicator is off.

**NOTE:** If the Message Display is turned off, press the **Power** key and wait for the machine to warm up.



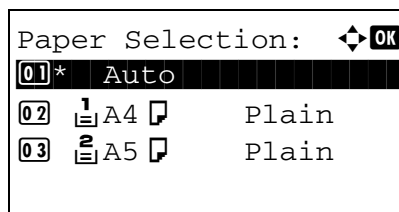
- 2 Place the originals on the platen or in the document processor.

**NOTE:** For loading instructions, refer to *Loading Originals* on page 2-41.



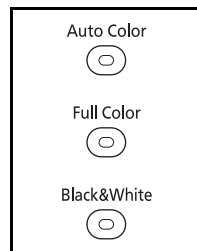
**Paper source**

- 3 The paper source for copying is the location displayed on the panel.



When you need to change the paper source, use the Paper Selection menu. If [Auto] is selected, the most suitable paper source is automatically selected.

For specifying the paper source, refer to *Paper Selection* on page 4-4.



- 4** Press the **Auto Color** key, **Full Color** key or **Black& White** key to select the color mode.

**NOTE:** The setting of each key (color mode) is as follows.

**Auto Color** key:

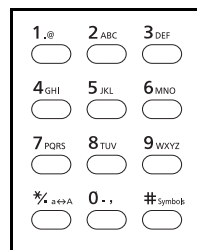
Automatically detects whether the original is color or black & white and scans accordingly.

**Full Color** key:

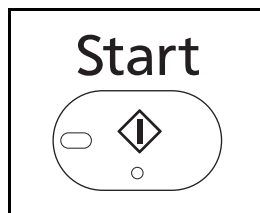
Scans all documents in full color.

**Black& White** key:

Scans all documents in black & white.



- 5** Use the numeric keys to enter the copy quantity. Specify the desired number up to 999.



- 6** Press the **Start** key to start copying.

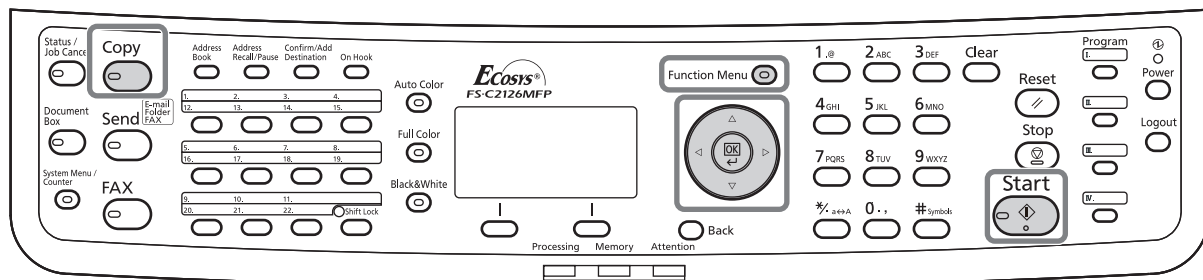
- 7** Remove the finished copies from the top tray.

## Adjusting Density

Use this procedure to adjust the density when copying.

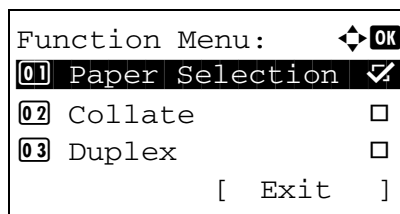
Density Adjustment Option	Description
Manual	Adjust density using 7 levels.
Auto	Optimum density is selected according to the density of the original.

### Part that is operated

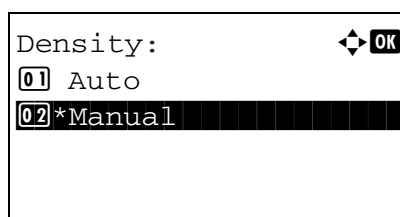


**NOTE:** You may choose Auto mode as the default setting (refer to *Density* on page 8-38).

The procedure for adjusting the density of copies is explained below.

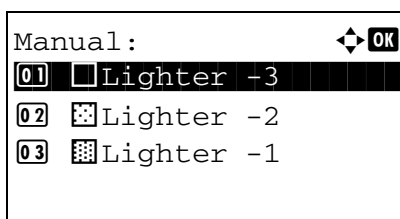


- 1 Press the **Function Menu** key. Function Menu appears.



- 2 Press the  $\Delta$  or  $\nabla$  key to select [Density].
- 3 Press the **OK** key. Density appears.
- 4 Press the  $\Delta$  or  $\nabla$  key to select [Auto] or [Manual].





- 5 Press the **OK** key.

When [Manual] is selected, Manual appears. Press the  $\Delta$  or  $\nabla$  key to select your desired density and then press the **OK** key.

*Completed.* is displayed and the screen returns to the basic screen.

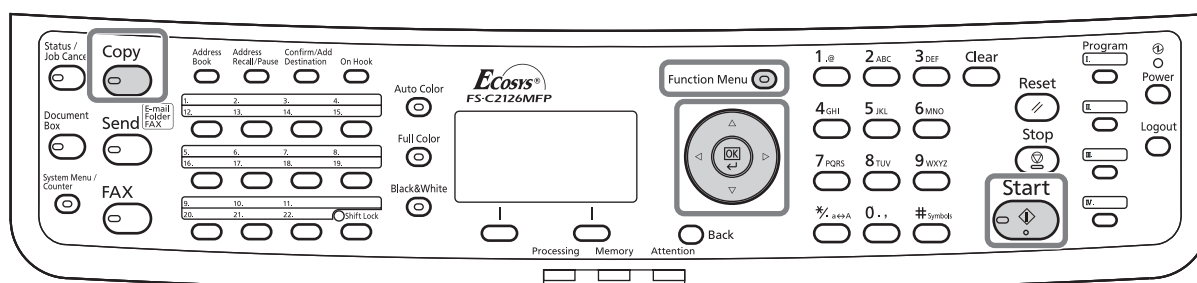
- 6 Press the **Start** key. Copying begins.

3

## Selecting Image Quality

Select image quality suited to the type of original.

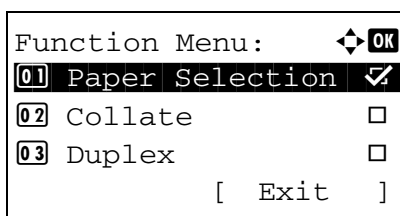
### Part that is operated



The table below shows the quality options.

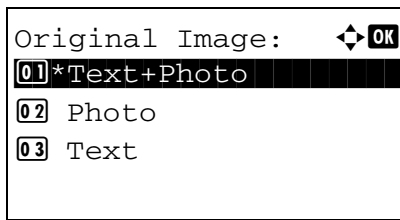
Image Quality Option	Description
Text+Photo	For originals with both text and photographs.
Photo	For photos taken with a camera.
Map	For maps, etc.
Text	For originals primarily consisting of text.
Printed Document	For documents printed from this machine.

The procedure for selecting the quality of copies is explained below.



- 1 Press the **Function Menu** key. Function Menu appears.

- 2 Press the  $\Delta$  or  $\nabla$  key to select [Original Image].

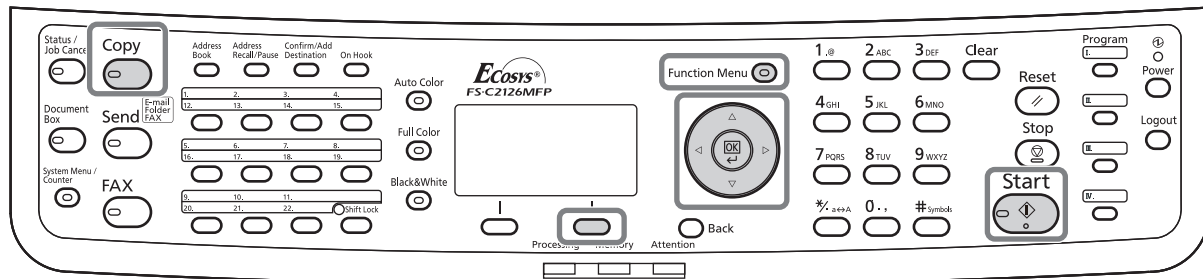


- 3** Press the **OK** key. Original Image appears.
- 4** Press the  $\Delta$  or  $\nabla$  key to select the image quality suited to the type of original.
- 5** Press the **OK** key. *Completed.* is displayed and the screen returns to the basic screen.
- 6** Press the **Start** key. Copying begins.

## Zoom Copying

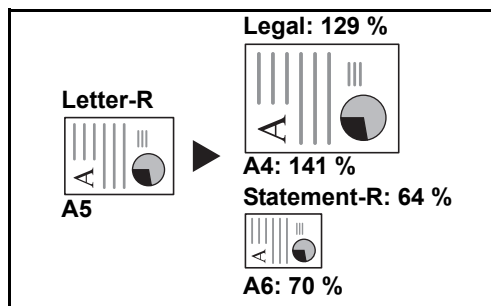
Adjust the magnification to reduce or enlarge the original image. The following zoom options are available.

### Part that is operated



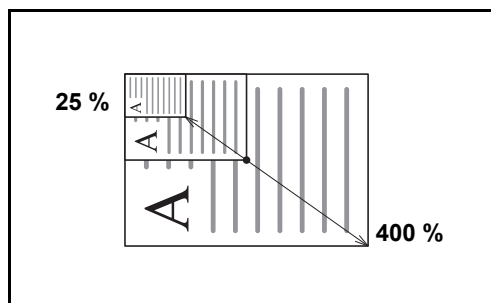
3

### Auto Zoom



Automatically reduces or enlarges the original image suitably to the selected paper size.

### Zoom Entry



Manually reduces or enlarges the original image in 1% increments between 25% and 400%.


### Standard Zoom


Reduces or enlarges at preset magnifications.


The following magnifications are available.


Model	Zoom Level (OriginalCopy)	
Inch Models	Standard	100%, 400% (Max.), 200%, 129% (Statement >> Letter), 78% (Legal >> Letter), 64% (Letter >> Statement), 50%, 25% (Min.)
	Other	141% (A5 >> A4), 115% (B5 >> A4), 90% (Folio >> A4), 86% (A4 >> B5), 70% (A4 >> A5)
Metric Models	Standard	100%, 400% (Max.), 200%, 141% (A5 >> A4), 115% (B5 >> A4), 86% (A4 >> B5), 70% (A4 >> A5), 50%, 25% (Min.)
	Other	129% (Statement >> Letter), 90% (Folio >> A4), 78% (Legal >> Letter), 64% (Letter >> Statement)
Metric Models (Asia Pacific)	Standard	100%, 400% (Max.), 200%, 141% (A5 >> A4), 115% (B5 >> A4), 90% (Folio >> A4), 86% (A4 >> B5), 70% (A4 >> A5), 50%, 25% (Min.)
	Other	129% (Statement >> Letter), 78% (Legal >> Letter), 64% (Letter >> Statement)

The procedure for using zoom copying is explained below.

Function Menu: 


**01** Paper Selection 

**02** Collate 

**03** Duplex 

[ Exit ]

- 1 Press the **Function Menu** key. Function Menu appears.

Zoom: 

**01** \*100%

**02** Auto

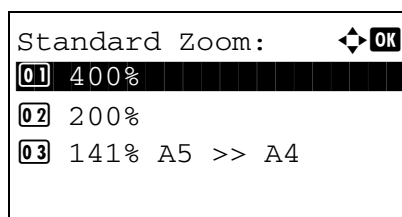
**03** Standard Zoom

- 2 Press the  $\Delta$  or  $\nabla$  key to select [Zoom].
- 3 Press the **OK** key. Zoom appears.

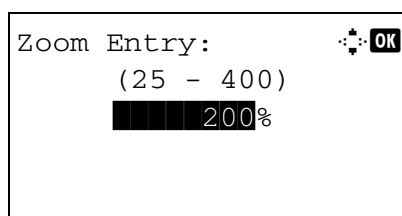
- 4 Press the  $\Delta$  or  $\nabla$  key to select the desired magnification.

To copy in the same size as the original, select [100%].

To select automatic zoom, select [Auto].



To use fixed magnifications, select [Standard Zoom] and press the **OK** key. Standard Zoom appears. Press the  $\Delta$  or  $\nabla$  key to select the desired magnification. If you select [Other] and press the **OK** key, you can select from additional magnifications.



To enter a magnification, select [Zoom Entry] and press the **OK** key. Zoom Entry appears. Use the numeric keys to enter the any magnification.

3

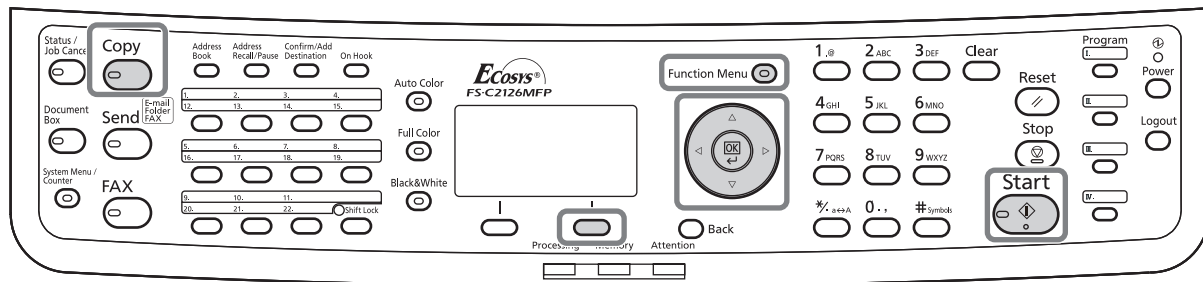
- 5 Press the **OK** key. *Completed.* is displayed and the screen returns to the basic screen.
- 6 Press the **Start** key. Copying begins.

## Duplex Copying

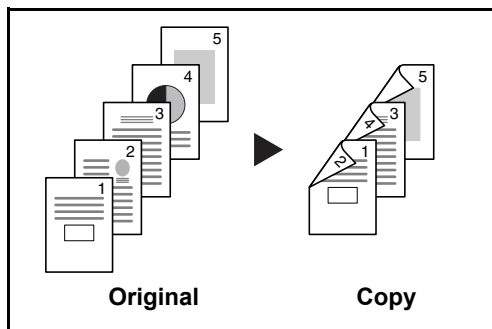
Produce two-sided copies. The following duplex options are available.

You can also create single-sided copies from two-sided originals or originals with facing pages such as books. The following modes are available.

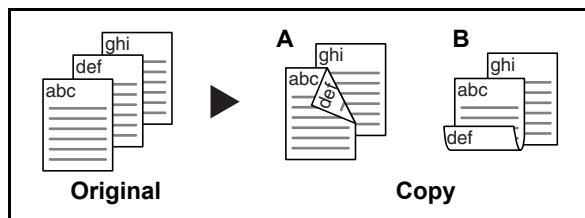
### Part that is operated



### One-sided to Two-sided



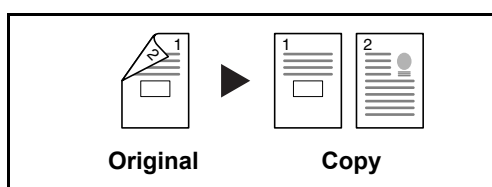
Produces two-sided copies from one-sided originals. In case of an odd number of originals, the back side of the last copy will be blank.



The following binding options are available.

- A Original Left/Right to *Binding Left/Right*: Images on the second sides are not rotated.
- B Original Left/Right to *Binding Top*: Images on the second sides are rotated 180°. Copies can be bound on the top edge, facing the same orientation when turning the pages.

### Two-sided to One-sided

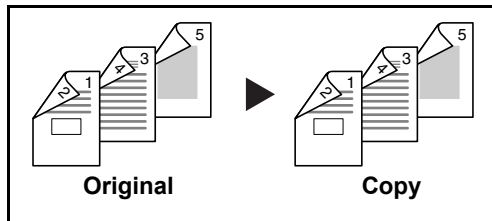


Copies each side of a two-sided original onto two individual sheets. The optional document processor is required.

The following binding options are available.

- *Binding Left/Right:* Images on the second sides are not rotated.
- *Binding Top:* Images on the second sides are rotated 180°.

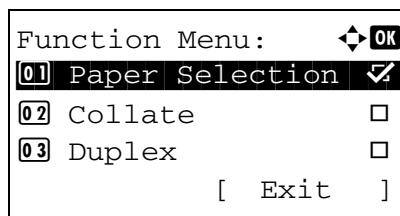
## Two-sided to Two-sided



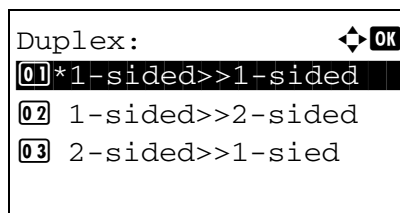
Produces two-sided copies from two-sided originals. The optional document processor is required.

**NOTE:** The paper sizes supported in Two-sided to Two-sided are Legal, Letter, Oficio II, Executive, A4, B5, A5 and Folio.

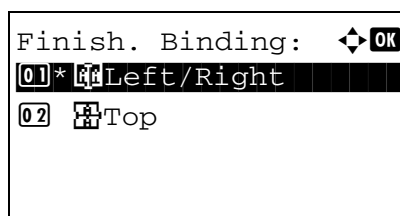
The procedure for using two-sided/duplex copying is explained below.



- 1 Press the **Function Menu** key. Function Menu appears.



- 2 Press the  $\Delta$  or  $\nabla$  key to select [Duplex].
- 3 Press the **OK** key. Duplex appears.



- 4 Press the  $\Delta$  or  $\nabla$  key to select the desired duplex copying mode.

If you select [1-sided>>2-sided], press [Detail] (the **Right Select** key) and you can select the binding edge of the finished copies and the original setting orientation.

Orig.Orientation:		OK	
01*	Top	Edge	Top
02	Top	Edge	left

After pressing the **OK** key, select the binding edge of the finished copies and the original setting orientation.

Orig. Binding:		OK	
01*	Left/Right		
02	Top		

If you select [2-sided>>1-sided], press [Detail] (the **Right Select** key) and you can select the binding edge of the original and the original setting orientation.

Orig.Orientation:		OK	
01*	Top	Edge	Top
02	Top	Edge	left

After pressing the **OK** key, select the binding edge of the original and finished copies, and the original setting orientation.

Orig. Binding:		OK	
01*	Left/Right		
02	Top		

If you select [2-sided>>2-sided], press [Detail] (the **Right Select** key) and you can select the binding edge of the original and the original setting orientation.

Finish. Binding:		OK	
01*	Top	Edge	Top
02	Top	Edge	left

After pressing the **OK** key, select the binding edge of the finished copies and the original setting orientation.

Orig.Orientation:		OK	
01*	Top	Edge	Top
02	Top	Edge	left

After pressing the **OK** key, select the binding edge of the original and finished copies, and the original setting orientation.

- 5 Press the **OK** key. *Completed.* is displayed and the screen returns to the basic screen.



Scanning...

Job No.: 9999  
Page(s): 1  
[ Cancel ]

Set original  
and press Start key.

Job No.: 9999  
Page(s): 3  
[ Cancel ] [End Scan]

- 6 Press the **Start** key. Copying begins.

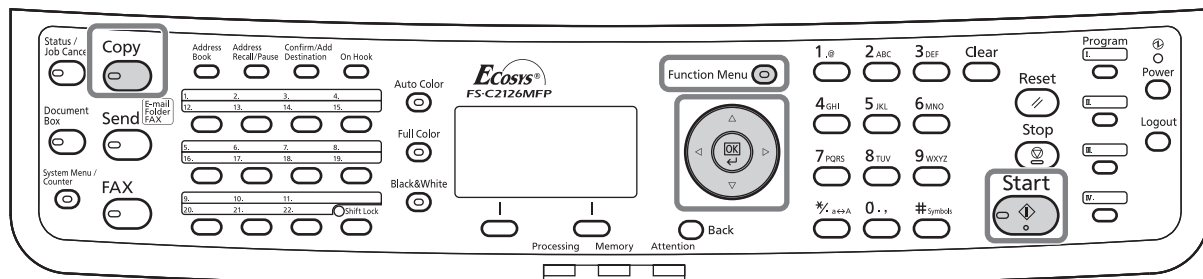
If the original is placed on the platen, replace it with the next one before pressing the **Start** key.

If there is no next original, press [End Scan] (the **Right Select** key). Copying begins.

3

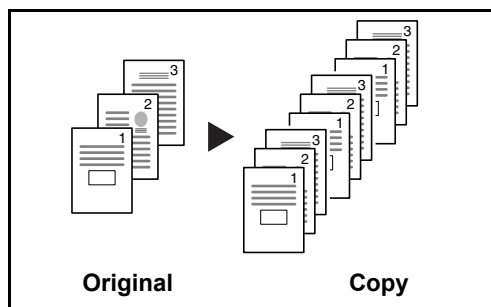
## Collate Copying

### Part that is operated



The machine can collate at the same time as it copies.

You can use the Collate copy function for tasks such as those shown below.



Scan multiple originals and deliver complete sets of copies as required according to page number.

The procedure for using collate copying is explained below.

Function Menu:		⬅ ➡ OK
01	Paper Selection	✓
02	Collate	<input type="checkbox"/>
03	Duplex	<input type="checkbox"/>
[ Exit ]		

Collate:		⬅ ➡ OK
01	Off	
02	*On	

**1** Press the **Function Menu** key. Function Menu appears.

**2** Press the  $\Delta$  or  $\nabla$  key to select [Collate].

**3** Press the **OK** key. Collate appears.

**4** Press the  $\Delta$  or  $\nabla$  key to select [Off] or [On].

**5** Press the **OK** key. *Completed.* is displayed and the screen returns to the basic screen.

**6** Press the **Start** key Copying begins.

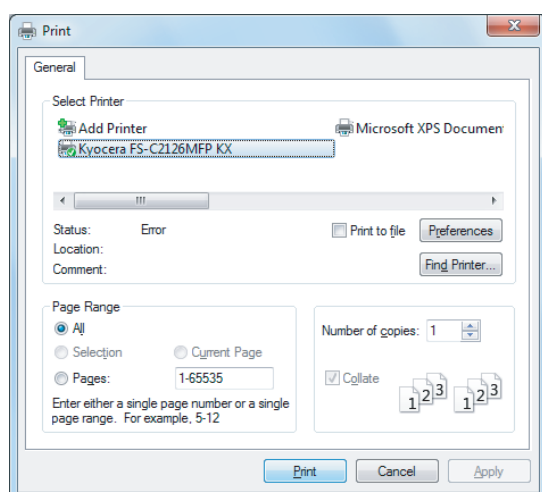
## Printing - Printing from Applications

Follow the steps below to print documents from applications.

**NOTE:** To print the document from applications, install the printer driver on your computer from the supplied CD-ROM (Product Library).

3

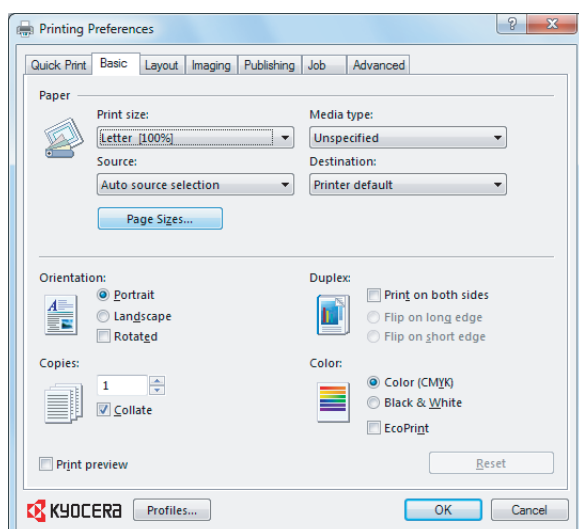
- 1 Create a document using an application.
- 2 Click **File** and select **Print** in the application. The **Print** dialog box appears.
- 3 Click the ▼ button next to the Name field and select this machine from the list.



- 4 Enter the desired print quantity in the **Number of copies** box. Enter any number up to 999.

When there is more than one document, select **Collate** to print out one by one in the sequence of the page numbers.

- 5 Click **Properties** button. The **Properties** dialog box appears.



- 6 Select the **Basic** tab and click **Page Size** button to select the paper size.

To print on the special paper such as thick paper or transparency, click the **Media Type** menu and select the media type.

- 7 Click **Source** and select the paper source.

**NOTE:** If you choose **Auto Select**, papers are supplied automatically from the paper source loaded with paper of optimum size and type. To print on special paper such as envelope or thick paper, place it on the multi purpose tray and select **MP Tray**.

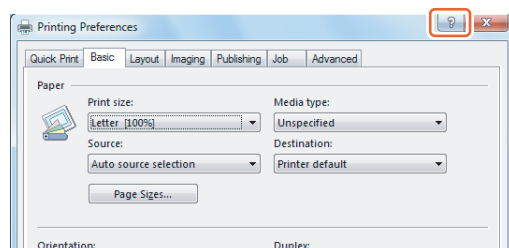
- 8 Select paper orientation, either **Portrait** or **Landscape**, to match the orientation of the document.

Selecting **Rotate 180°** will print the document rotated 180°.

- 9 Click **OK** button to return to the **Print** dialog box.

- 10 Click **OK** button to start printing.

## Printer Driver Help



The printer driver includes Help. To learn about print settings, open the printer driver print settings screen and display Help as explained below.

Click the [?] button in the upper right corner of the screen and then click the item you want to know about.

Click the item you want to know about and press the [F1] key on your keyboard.

## Sending

This machine can send a scanned image as an attachment to an E-mail message or to a PC linked to the network. In order to do this, it is necessary to register the sender and destination (recipient) address on the network.

A network environment which enables the machine to connect to a mail server is required. It is recommended that a Local Area Network (LAN) be used to assist with transmission speed and security issues.

At the same time as you send a scanned image, you can also print the image or send it to the Document Box.

To use the Scanning Function perform the following steps:

- Program the settings, including the E-mail setting on the machine.
- Use COMMAND CENTER (the internal HTML web page) to register the IP address, the host name of the SMTP server, and the recipient.
- Register the destination in the Address Book or One-touch keys.
- When the PC Folder (SMB/FTP) is selected, it is necessary to share the destination folder. For setting-up the PC Folder, contact your administrator.
- Detailed transmission settings (to select a Document Box as the destination or to print and send the image at the same time)

Follow the steps below for basic sending. The following four options are available.

- Send as E-mail: Sends a scanned original image as an E-mail attachment...page 3-22
- Send to Folder (SMB): Stores a scanned original image in a shared folder of any PC...page 3-24
- Send to Folder (FTP): Stores a scanned original image in a folder of an FTP server...page 3-24
- Image Data Scanning with TWAIN / WIA: Scan the document using a TWAIN or WIA compatible application program...page 5-31

---

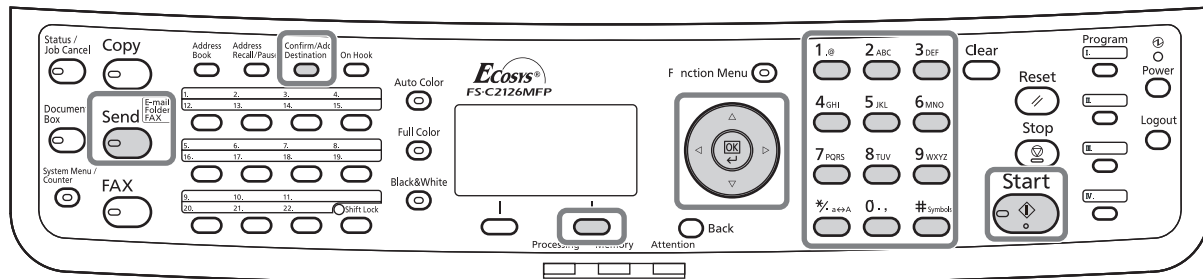
**NOTE:** Different sending options can be specified in combination. Refer to *Sending to Different Types of Destinations (Multi Sending)* on page 3-42.

---

## Send as E-mail

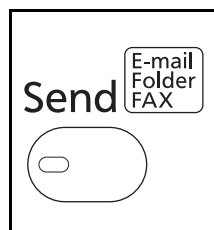
Sends a scanned original image as an E-mail attachment.

### Part that is operated

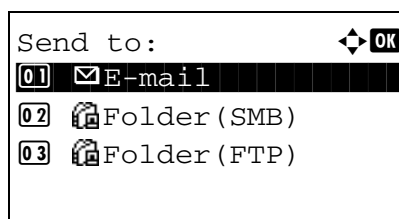


### NOTE:

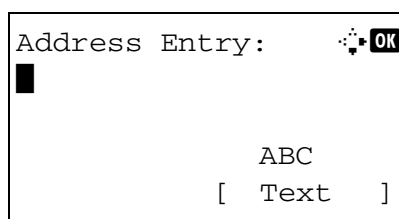
- You must have a network environment in which this machine can connect to a mail server. It is recommended that the machine be used in an environment in which it can connect to the mail server at any time over a LAN.
- Access the COMMAND CENTER beforehand and specify the settings required for sending e-mail. For details, see *COMMAND CENTER (Settings for E-mail)* on page 2-23.
- Refer to *Character Entry Method* on Appendix-7 for details on entering characters.



- Press the **Send** key.  
Displays the screen for sending.



- Press the  $\Delta$  or  $\nabla$  key to select [E-mail].



- Press the **OK** key. Address Entry appears.

- 4 Enter the destination e-mail address.

**NOTE:** Destination can be specified using the Address Book or the One-touch keys. Refer to *Specifying Destination on page 3-39*.

```
Ready to send.
                Dest.: 1
☒:sally@kyoceramita...
  1-sided   300x300dpi
[ Duplex ] [ ScanRes.]
```

- 5 Press the **OK** key. *Completed.* is displayed and the screen returns to the basic screen.

**NOTE:** If the screen for confirming the entry of a new destination (*page 8-73*) is set to [On], a screen to confirm the entered e-mail address appears. Enter the same e-mail address again and press the **OK** key.

- 6 If there are additional destinations, press the **Add Destination** key. Repeat steps 2 to 5 to enter additional destinations. Up to 100 destinations can be specified.

- 7 Press the **Confirm Destination** key to confirm the registered destinations.

Press the  $\Delta$  or  $\nabla$  key to select a destination and press the **OK** key. Then, you can edit or delete the destination.

Press [Exit] (the **Right Select** key) to return to the basic screen.

```
Dest. Confirm.:  ◆ OK
☒Morgan@kyoceramita...
☒aaaaaaaaa@kyoceram...
☒bbbbbbbbb@kyoceram...
                [ Exit ]
```

- 8 Press the **Start** key. Transmission starts.

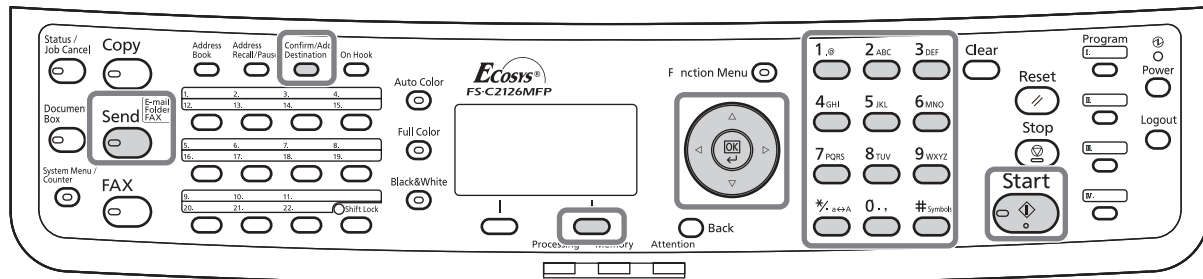
**NOTE:** If the screen for confirming the destination before transmission (*page 8-73*) is set to [On], the Confirm Destination screen appears when the **Start** key is pressed. For more information, refer to *Confirm Destination Screen on page 3-37*.

## Send to Folder (SMB)/Send to Folder (FTP)

Stores a scanned original image file in the specified shared folder of any PC.

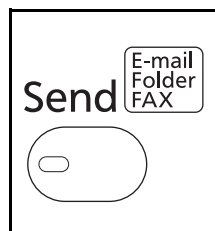
Stores a scanned original image in a folder of an FTP server.

### Part that is operated



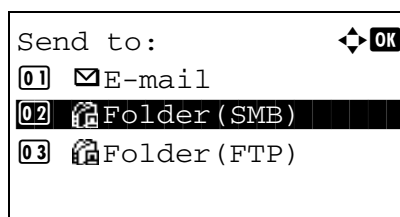
### NOTE:

- Refer to Help of your operating system for details on how to share a folder.
- Be sure that **SMB Protocol** or **FTP** in the COMMAND CENTER is *On*. For details, refer to the *KYOCERA COMMAND CENTER Operation Guide*.
- Refer to *Character Entry Method* on Appendix-7 for details on entering characters.




- 1 Press the **Send** key.


Displays the screen for sending.



- 2 Press the  $\Delta$  or  $\nabla$  key to select [Folder(SMB)] or [Folder(FTP)].




Host Name (SMB) :  OK


Osaka SD 

ABC

[ Text ]

or

Host Name (FTP) :  OK


Osaka SD 


ABC

[ Text ]

- 3 Press the **OK** key. Host Name(SMB) or Host Name(FTP) appears.
- 4 Enter the host name.

**NOTE:** Destination can be specified using the Address Book or the One-touch keys. Refer to *Specifying Destination* on page 3-39.


Path:  OK


SD3\report 

ABC

[ Text ]

- 5 Press the **OK** key. Path appears.
- 6 Enter the path name. Consider, that the share name but not the folder name on the destination PC has to be typed in.


Login User Name:  OK


Maury 

ABC

[ Text ]

- 7 Press the **OK** key. Login User Name appears.
- 8 Enter the login user name. You have to enter the account name of the destination PC.

Login Password:  OK

●●●●●●●●●● 

ABC

[ Text ]

- 9 Press the **OK** key. Login Password appears.

Check the connection.  
Are you sure?

[ Yes ] [ No ]

- 10 Enter the login password. You have to enter the password of the account on the destination PC.
- 11 Press the **OK** key. A confirmation screen appears.

**NOTE:** If the screen for confirming the entry of a new destination (*page 8-73*) is set to [On], screens to confirm the entered host name and path name appear. Enter the same host name and path name again and press the **OK** key on their respective screens.

Data to be entered are as follows.

**NOTE:** You will be unable to send the data if you forget your login user name or login password. Contact your administrator and check your login user name or login password.

#### For send to folder (SMB)

Item	Data to be entered	Max. characters
Host Name (SMB)*	Host name or IP address of the PC to receive the data.	Up to 64 characters
Path	Path to the receiving folder such as follows. For example, <i>User\Sharename</i> .	Up to 128 characters
Login User Name	User name to access the PC For example, <i>abcdnet\james.smith</i>	Up to 64 characters
Login Password	Password to access the PC	Up to 64 characters

\* To specify a port number different from the default (139), enter using the format "host name: port number" (e.g., SMBhostname: 140).

#### For send to folder (FTP)

Item	Data to be entered	Max. characters
Host Name (FTP)*	Host name or IP address of FTP server	Up to 64 characters
Path	Path to the receiving folder. For example, <i>User\ScanData</i> . Otherwise the data will be saved in the home directory.	Up to 128 characters
Login User Name	FTP server log-in user name	Up to 64 characters
Login Password	FTP server log-in password	Up to 64 characters

\* To specify a port number different from the default (21), enter using the format "host name: port number" (e.g., FTPhostname: 140).

```

Dest. Confirm.: [OK]
[Morgan@kyoceramita...]
[0667640000]
[0667741234]
[ Exit ]

```

- 12 Press [Yes] (the **Left Select** key). This makes a connection with the entered destination.

If the connection is successful, *Connected.* is displayed on the screen. Press [OK] (the **Right Select** key). *Completed.* is displayed and the screen returns to the basic screen.

If the connection failed, *Cannot connect.* is displayed. Press [OK] (the **Right Select** key). The screen shown in step 3 reappears. Check and re-enter the destination.

- 13 If there are additional destinations, press the **Add Destination** key. Repeat steps 2 to 12 to enter additional destinations. Up to 100 destinations can be specified.

```

Dest. Confirm.: [OK]
[OSAKA SD]
[ Exit ]

```

- 14 Press the **Confirm Destination** key to confirm the registered destinations.

Press the  $\Delta$  or  $\nabla$  key to select a destination and press the **OK** key. Then, you can edit or delete the destination.

Press [Exit] (the **Right Select** key) to return to the basic screen.

- 15 Press the **Start** key. Transmission starts.

**NOTE:** If the screen for confirming the destination before transmission (page 8-73) is set to [On], the Confirm Destination screen appears when the **Start** key is pressed. For more information, refer to *Confirm Destination Screen* on page 3-37.

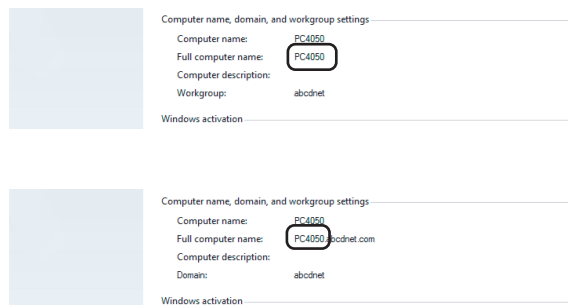
## Preparation for sending a document to a PC

Check the information that needs to be set on the machine and create a folder to receive the document on your computer. Screens of Windows 7 are used in the following explanation. The details of the screens will vary in other versions of Windows.

**NOTE:** Log on to Windows with administrator privileges.

### Checking what to enter for [Host Name]

Check the name of the destination computer.



- 1 From the Start menu, select **Computer** and then **System Properties**.

Check the computer name in the window that appears.


In Windows XP, right-click My Computer and select **Properties**. The System Properties dialog box appears. Click the **Computer Name** tab in the window that appears and check the computer name.

#### If there is a workgroup

All characters appearing in "Full computer name" should be entered in **Host Name**. (Example: PC4050)

#### If there is a domain

The characters to the left of the first dot (.) in "Full computer name" should be entered in **Host Name**. (Example: pc4050)

- 2 After checking the computer name, click the  (Close) button to close the System Properties screen.

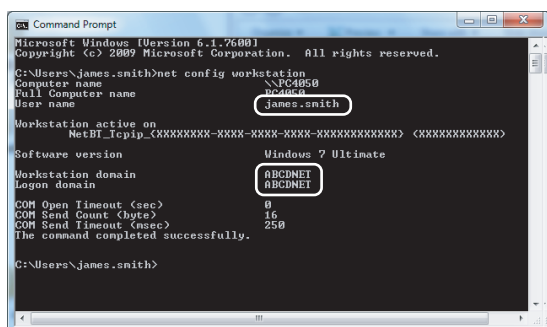
In Windows XP, after checking the computer name, click the **Cancel** button to close the System Properties screen.

### Checking what to enter for [Login User Name]

Check the domain name and user name for logging onto Windows.

- 1 From the Start menu, select **All Programs** (or **Programs**), **Accessories** and then **Command Prompt**.

The Command Prompt window appears.



- 2 At the Command Prompt, enter "net config workstation" and then click **Enter**.

Screen example: user name "james.smith" and domain name "ABCDNET"

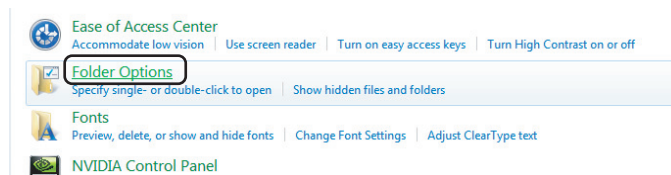
3

## Creating a Shared Folder

Create a shared folder to receive the document in the destination computer.

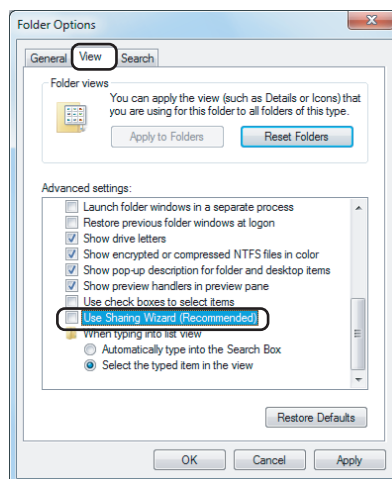
**NOTE:** If there is a workgroup in System Properties, configure the settings below to limit folder access to a specific user or group.

- 1 From the Start menu, select **Control Panel, Appearance and Personalization**, and then **Folder Options**.



Windows XP, click **My Computer** and select **Folder Options** in **Tools**.

- 2 Click the **View** tab and remove the checkmark from **Use Sharing Wizard (Recommended)** in **Advanced settings**.



In Windows XP, click the **View** tab and remove the checkmark from **Use Simple File Sharing (Recommended)** in **Advanced settings**.

- 3 Click the **OK** button to close the Folder Options screen.

- 1 Create a folder on the local disk (C).

**NOTE:** For example, create a folder with the name "scannerdata" on the local disk (C).

- 2 Right-click the scannerdata folder and click **Share** and **Advanced sharing**. Click the **Advanced Sharing** button.

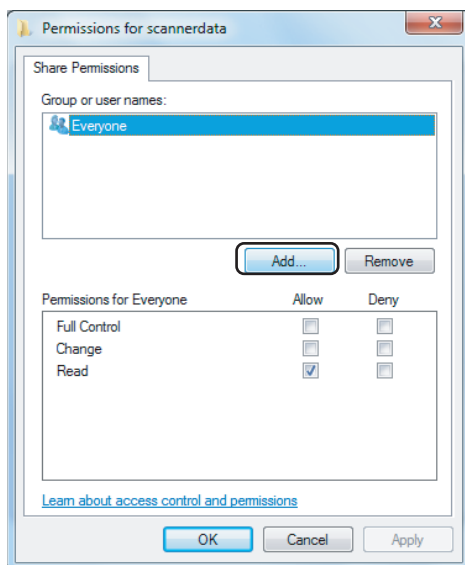
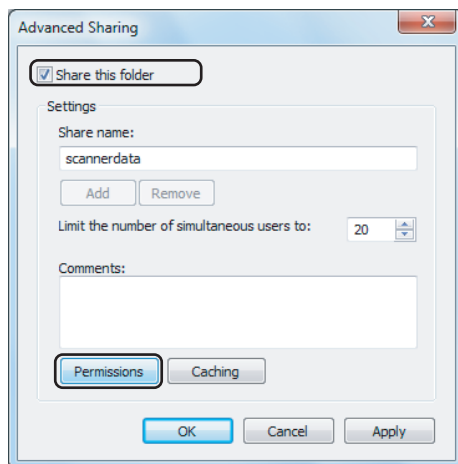
The scannerdata Properties dialog box appears.

In Windows XP, right-click the scannerdata folder and select **Sharing and Security...** (or **Sharing**).

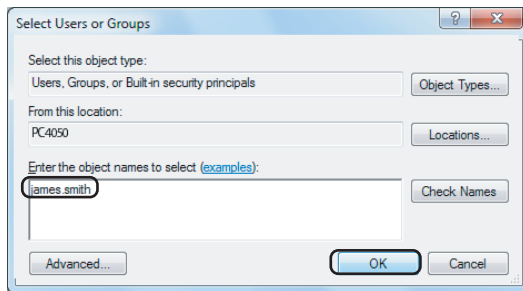
- 3 Select the **Share this folder** checkbox and click the **Permissions** button.

The Permissions for scannerdata dialog box appears.

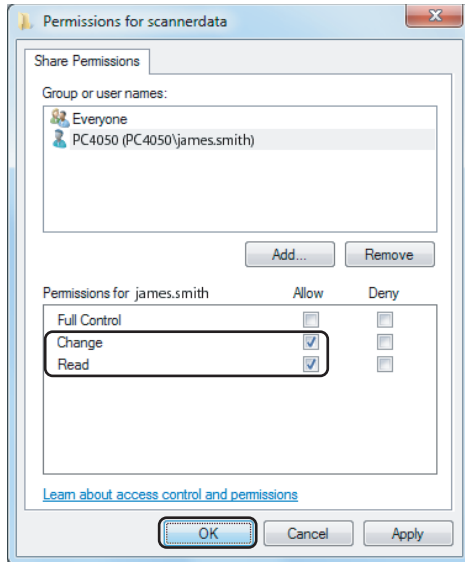
In Windows XP, select **Share this folder** and click the **Permissions** button.



- 4 Click the **Add** button.



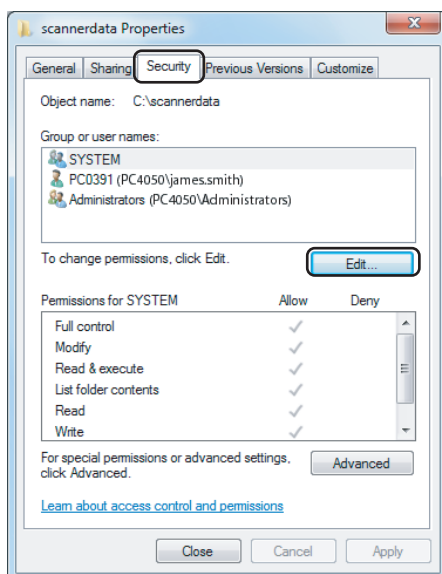
- 5 Enter the user name in the text box and click the **OK** button.



- 6 Select the entered user, select the **Change** and **Read** permissions, and click the **OK** button.

In Windows XP, go to step 8.

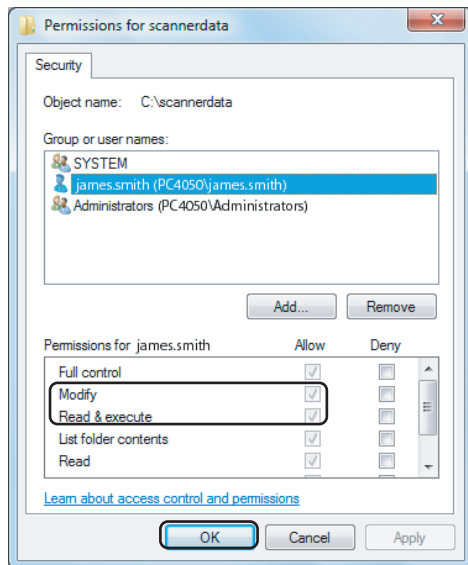
**NOTE:** "Everyone" gives sharing permission to everyone on the network. To strengthen security, it is recommended that you select Everyone and remove the **Read** permission checkmark.



- 7 Click the **OK** button in the Advanced Sharing screen to close the screen.

- 8 Click the **Security** tab and then click the **Edit** button.

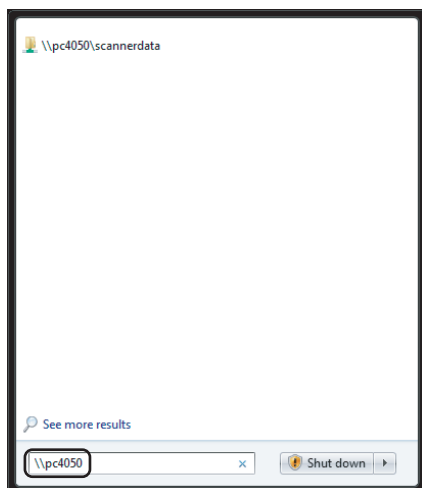
In Windows XP, click the Security tab and then click the **Add** button.



- 9 Proceed in the same way as in step 5 to add a user to **Group or user names**.
- 10 Select the added user, select the **Modify** and **Read & execute** permissions, and then click the **OK** button.

### Checking the [Path]

Check the share name of the shared folder that will be the destination for the document.



- 1 Enter "\\pc4050" in "Program and File Search" in the Start menu.

The Search Results screen opens.

In Windows XP, click Search in the Start menu, select **All files and folders**, and search for the destination computer to which the file will be sent.

In Search Companion, click **Computers or people** and then **A computer on the network**.

In the "Computer name:" text box, enter the name of the computer that you checked (pc4050) and then click Search.

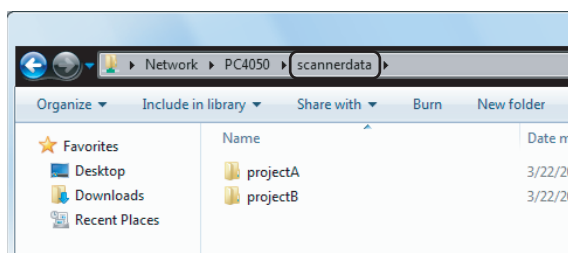
- 2 Click "\\pc4050\scannerdata" that appears in the search results.

In Windows XP, double-click the computer ("pc4050") that appears in the search results.

- 3 Check the folder that appears.

Check the address bar. The third and following text strings ( ► ) should be entered for the path.

In Windows XP, double-click the scannerdata folder and check the address bar. The text string to





the right of the third backslash (\) should be entered in **Path**.

(Example: scannerdata)

**NOTE:** You can also specify a subfolder in the shared folder as the location where data is to be sent. In this case, "share name\name of folder in the shared folder" should be entered for the **Path**. In the example window above, "scannerdata\projectA" is the **Path**.

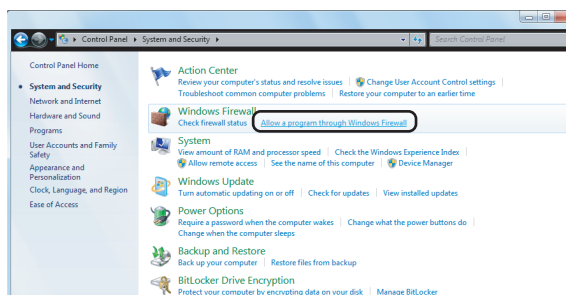
3

## Configuring Windows Firewall (for Windows 7)

Permit sharing of files and printers and set the port used for SMB transmission.

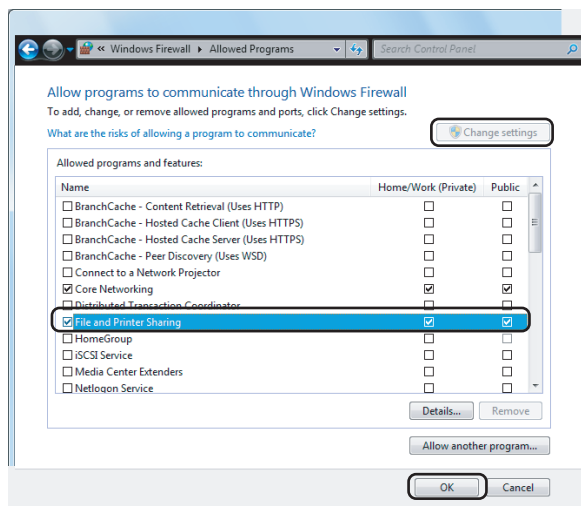
**NOTE:** Log on to Windows with administrator privileges.

### Checking file and printer sharing



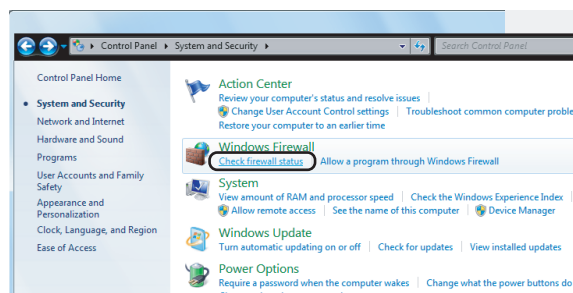
- 1 From the Start menu, select **Control Panel**, **System and Security**, and **Allow a program through Windows Firewall**.

**NOTE:** If the User Account Control dialog box appears, click the **Continue** button.

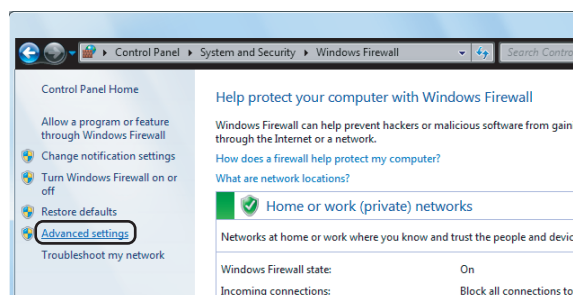


- 2 Click **Change settings**, select the **File and Printer Sharing** checkbox, and click **OK**.

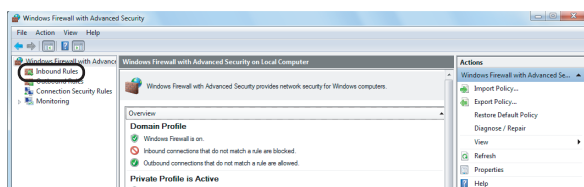
## Adding a port



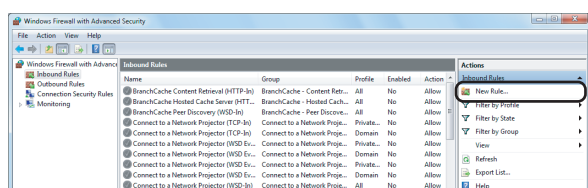
1 From the Start menu, select **Control Panel**, **System and Security**, and **Check firewall status**.



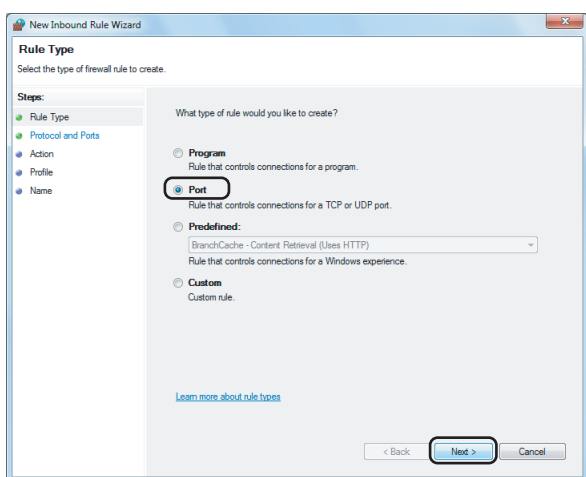
2 Click **Advanced settings**.



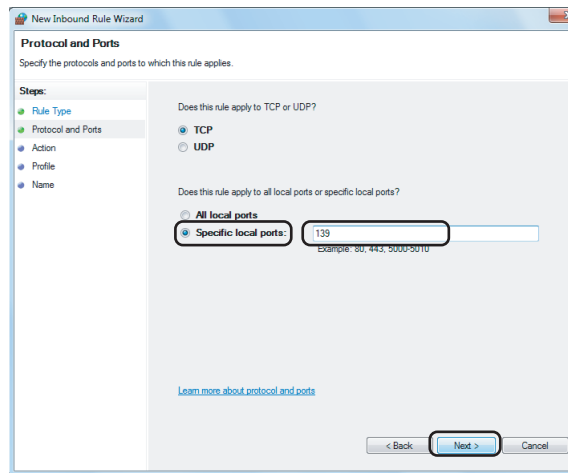
3 Click **Inbound Rules**.



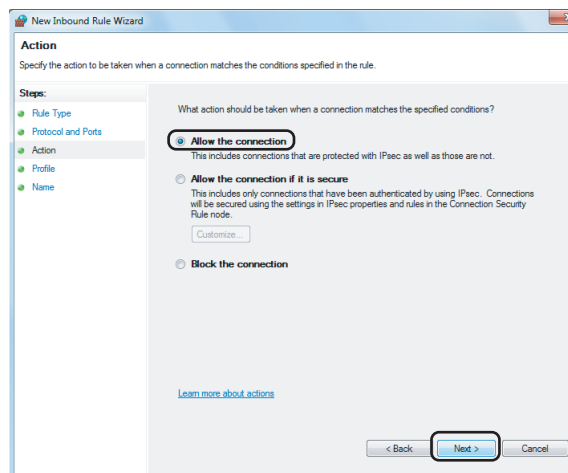
4 Click **New Rule**.



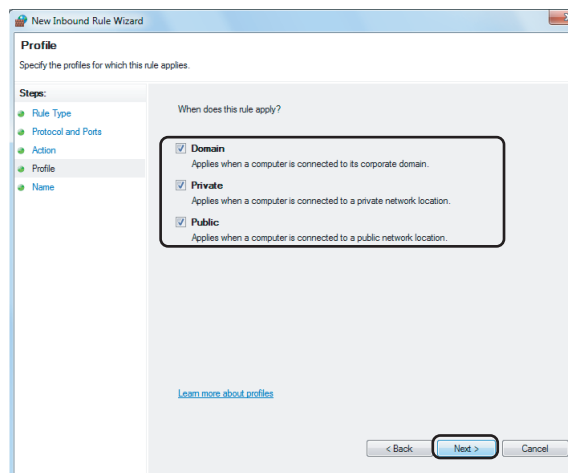
5 Select **Port** and click **Next**.



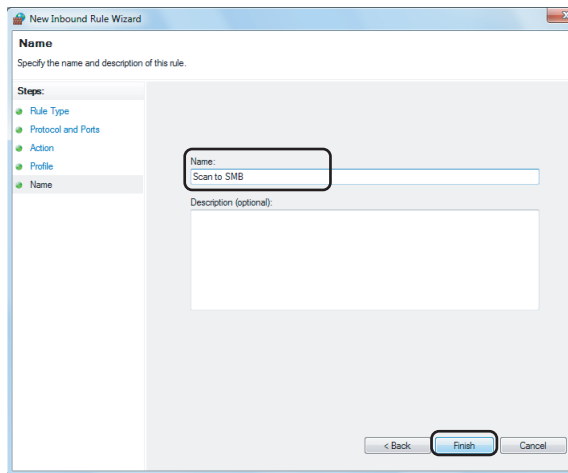
- 6 Select **TCP**, select **Specific local ports**, enter "139", and click **Next**.



- 7 Select **Allow the connection** and click **Next**.



- 8 Make sure all checkboxes are selected and click **Next**.



9 Enter "Scan to SMB" in "Name" and click **Finish**.

**NOTE:** In Windows XP or Windows Vista, follow the procedure below to set the port.

1 From the Start menu, select **Control Panel**, **System and Security** (or **Security Center**), and then Check **Firewall Status** (or **Windows Firewall**).

If the User Account Control dialog box appears, click the **Continue** button.

2 Click the Exceptions tab and then the **Add port...** button.

3 Specify **Add a Port** settings.

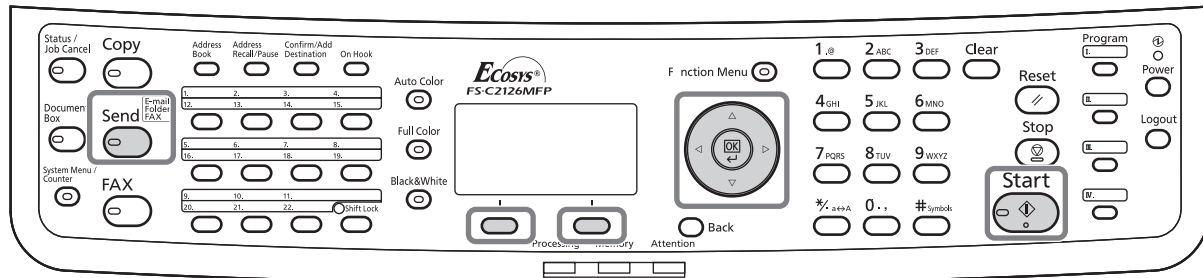
Enter any name in "Name" (example: Scan to SMB). This will be the name of the new port. Enter "139" in "Port Number". Select **TCP** for "Protocol".

4 Click the **OK** button to close the Add a Port dialog box.

## Confirm Destination Screen

If the screen for confirming the destination before transmission (page 8-73) is set to [On], *Check through the all destination and press [Next]*. appears when the **Start** key is pressed.

### Part that is operated



Use the procedure below to operate the Confirm Destination screen.

```
Destination List: [OK]
[Morgan@kyoceramita...]
[0667640000]
[0667741234]
[ Cancel ] [ Next ]
```

```
[Morgan@kyoceramita...] [OK]
[01] Detail
[02] Delete
```

```
Set original
and press Start key.

[ Cancel ]
```

```
Check the destination
list through the end.
```

- 1 Press the  $\Delta$  or  $\nabla$  key to check all destinations.

Press the **OK** key to edit or delete the selected destination.

To add a destination, press [Cancel] (the Left Select key) to return to the previous screen.

- 2 After the checking is finished, press [Next] (the **Right Select** key). *Set original and press Start key.* is displayed on the screen.

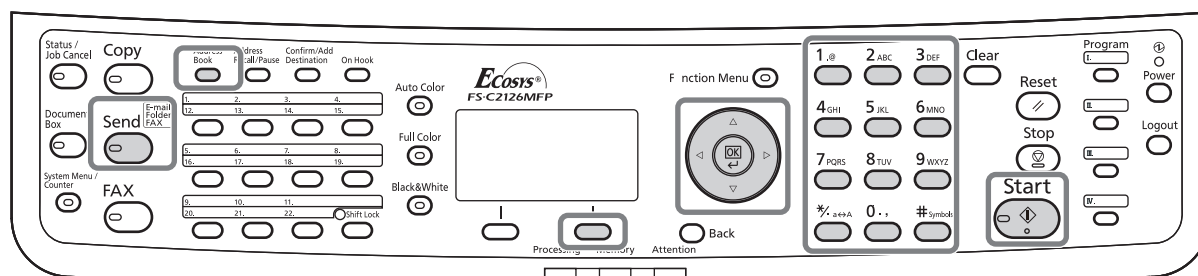
If there are destinations that are hidden and not yet checked, the screen displays *Check the destination list through the end.* and returns to the Destination List screen. Check all destinations.

- 3** Place the original on the platen or in the document processor, and press the **Start** key. Transmission starts.

## Specifying Destination

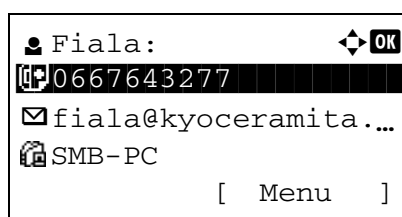
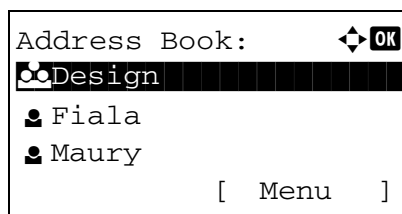
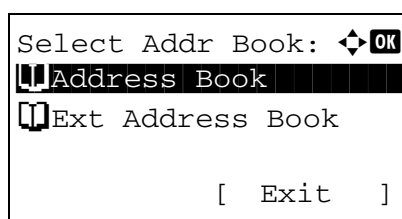
When specifying destination, choose from the Address Book or use the One-touch keys.

### Part that is operated



### Choosing from the Address Book

Select a destination registered in the Address Book.



- 1 In the basic screen for sending, press the **Address Book** key. The Select Addr Book menu appears.

**NOTE:** If extended address book is not registered, [Ext Address Book] is not displayed.

- 2 Press the  $\Delta$  or  $\nabla$  key to select [Address Book] and then press the **OK** key. Address Book appears.

To use an address book on the LDAP server, select [Ext Address Book].

- 3 Press the  $\Delta$  or  $\nabla$  key to select the desired user or group, and then press the **OK** key.

If you select a user, the list of destinations registered to the user appears.

If you select a group, proceed to step 5.

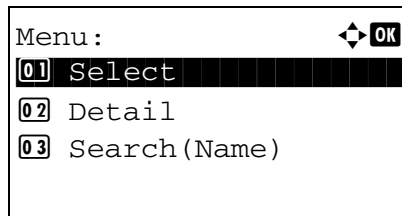
- 4 Press the  $\Delta$  or  $\nabla$  key to select the desired destination and then press the **OK** key.
- 5 **Completed.** is displayed and the screen returns to the basic screen.

## Destination Search

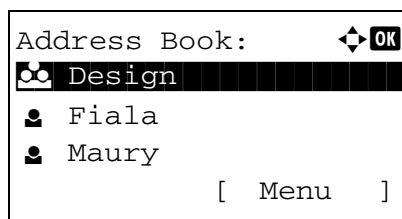
Destinations registered in the Address Book can be searched.

The procedures for using the different search modes are explained below.

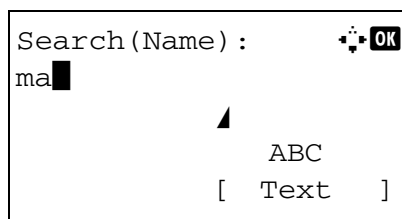
### Search in Address Book



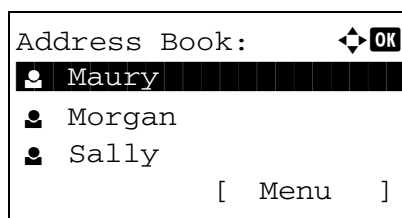
- 1 In Address Book, press [Menu] (the **Right Select** key). Menu appears.



- 2 Press the  $\Delta$  or  $\nabla$  key to select [Search(Name)] and then press the **OK** key. A search screen appears.

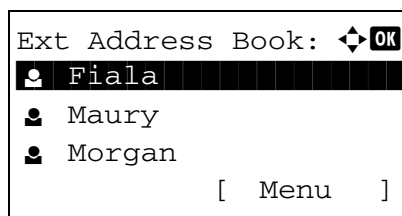


- 3 Enter the characters you want to search.



- 4 Press the **OK** key. The address book appears with the user that starts with the entered character string at the top.

### Search in Extended Address Book



- 1 In Ext Address Book, press [Menu] (the **Right Select** key). Menu appears.



Menu: ⬅ ➡ OK

01 Select

02 Detail

03 Search

- 2 Press the  $\Delta$  or  $\nabla$  key to select [Search] and then press the **OK** key. A search screen appears.

Search (Name) : ⬅ ➡ OK

ma

ABC

[ Menu ] [ Text ]

- 3 Enter the characters you want to search.

If you press [Menu] (the **Right Select** key) and then the **OK** key, Search by appears where you can specify the search key and match condition. Select the desired item for each and then press the **OK** key.

Ext Address Book: ⬅ ➡ OK

Maury

Morgan

Sally

[ Menu ]

- 4 Press the **OK** key. The address book appears with the user that starts with the entered character string at the top.

**NOTE:** If you first open the extended address book, the search screen appears first. Then, operate from step 3.

### Choosing by One-Touch Key

1.	2.	3.	4.
12.	13.	14.	15.
5.	6.	7.	8.
16.	17.	18.	19.
9.	10.	11.	
20.	21.	22.	Shift Lock

Select the destination using the **One-touch** keys.

In the basic screen for sending or the destination entry screen, press the **one-touch** key where the destination is registered.

**NOTE:** Refer to *Adding a Destination on One-touch Key* on page 8-141 for more information on adding one-touch keys.

## **Sending to Different Types of Destinations (Multi Sending)**

You can specify destinations that combine e-mail addresses, folders (SMB or FTP) and fax numbers (Only on products with the fax function installed). This is referred to as *Multi Sending*. This is useful for sending to different types of destination (e-mail addresses, folders, etc.) in a single operation.

No. of broadcast items	E-mail	: Up to 100
	Folders (SMP, FTP)	: Total of 1 SMB and FTP
	FAX	: Up to 100

Also, depending on the settings, you can send and print at the same time.

Procedures are the same as used in specifying the destinations of respective types. Continue to enter E-mail address or folder path so that they appear in the destination list. Press the **Start** key to launch transmission to all destinations at one time.

## Scanning document data

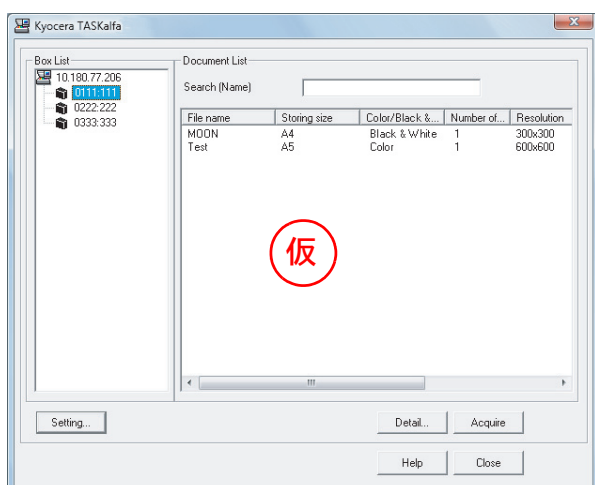
Scan the document data stored in the Custom Box of the machine.

The following procedure is an example for scan operation using the TWAIN Driver. Operate the WIA Drivers in the same manner.

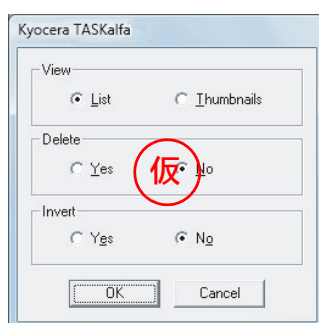
- 1 Activate the TWAIN compatible application.
- 2 Select the machine using the application and display the TWAIN dialog box.

**NOTE:** For selecting the machine, see the Operation Guide or Help for each application software.

- 3 Select the Custom Box containing the document file to be scanned from the **Box List**. If a password has been set for the box, the password entry screen appears. Enter the password and click the **OK** button. When you select a box, the document files in the Custom Box appear in the **Document List**.

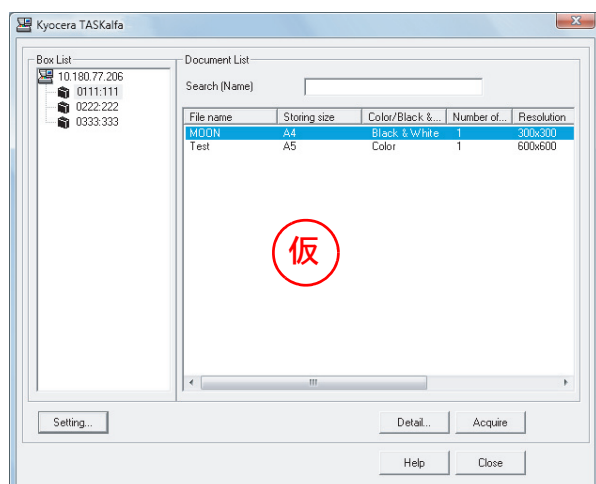


- 4 Set how to display the document data. Click the **Setting** button to select each item.



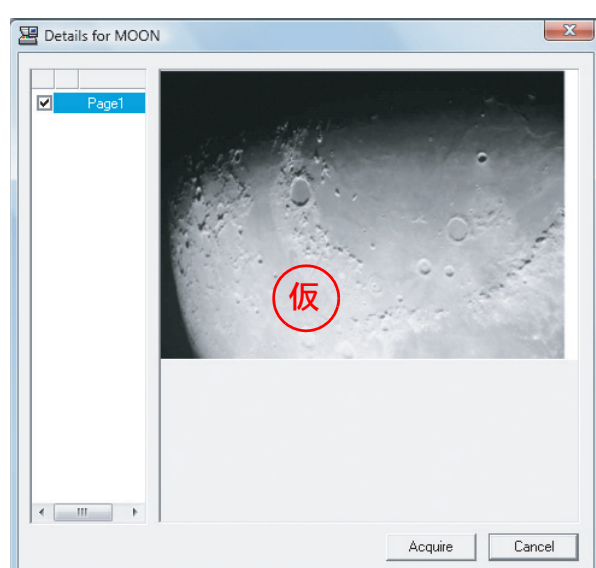
Item	Description
<b>View</b>	Change the display in the <b>Document List</b> field to List or Thumbnails.
<b>Delete</b>	After scanning the document data, delete the data from the Custom Box.
<b>Invert</b>	Invert the document data color to start scanning.

- 5 Click the OK button.



- 6** Select the document data to be scanned from **Document List**.

Enter the document data name in the **Search [Name]** to find the data having the same document data name or the document data name with the same beginning.



- 7** Click the **Detail** button to display the selected document data. When the document data includes multiple pages, select the checkbox beside the pages you want to scan. The selected pages will be scanned.

**NOTE:** In this case, the scanned page or the selected document data will not be deleted from the Custom Box.

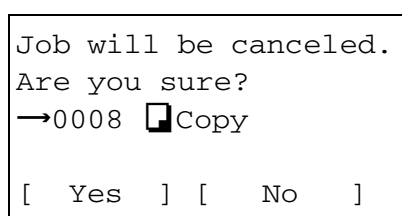
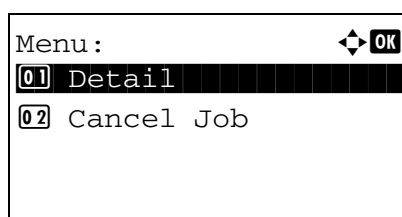
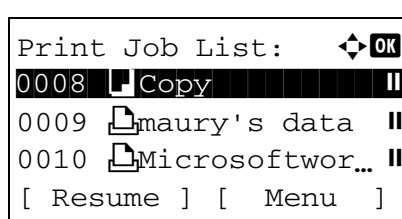
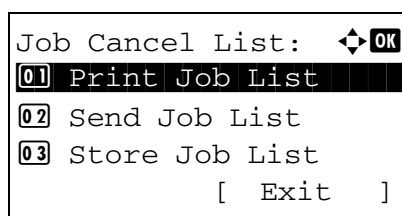
- 8** Click the **Acquire** button. The document data is scanned.

## Canceling Jobs

Follow the steps below to cancel any print or send job being executed.

### Canceling Jobs

You can also cancel jobs by pressing the **Stop** key.



- 1 During a printing or sending job, press the **Stop** key. The Job Cancel List menu appears.

**NOTE:** Pressing the **Stop** key pauses a printing job but does not pause a sending job.

- 2 Press the  $\Delta$  or  $\nabla$  key to select the type of job you want to stop, and then press the **OK** key. An output queue of the selected job type is displayed.

- 3 Press the  $\Delta$  or  $\nabla$  key to select the job you want to stop, and then press [Menu] (the **Right Select** key). Menu appears.

- 4 Press the  $\Delta$  or  $\nabla$  key to select [Cancel Job] and then press the **OK** key. A confirmation screen appears.

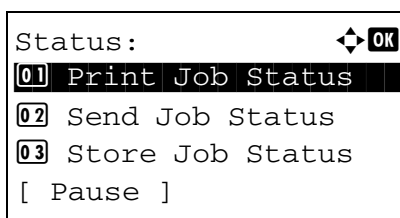
- 5 Press [Yes] (the **Right Select** key). The screen displays *Canceling....* and returns to the output queue of the selected job type after the job is canceled.

To cancel other jobs, repeat steps 3 to 5.

## Checking Remaining Toner and Paper

You can check the remaining amount of toner and that of paper in each feeder cassette.

### Checking Remaining Toner

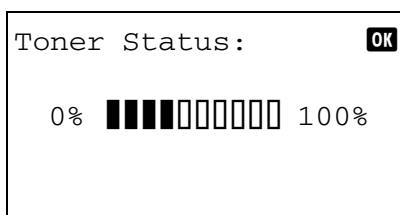


- 1 Press the **Status/Job Cancel** key. The Status menu appears.

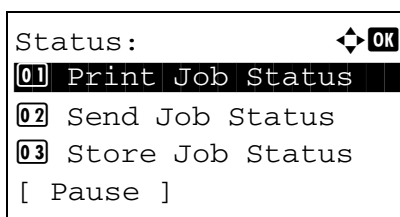
- 2 Press the  $\Delta$  or  $\nabla$  key to select [Toner Status].

- 3 Press the **OK** key. Toner Status appears.

The remaining amount of toner is displayed in one of 10 levels.



### Checking Remaining Paper



- 1 Press the **Status/Job Cancel** key. The Status menu appears.

- 2 Press the  $\Delta$  or  $\nabla$  key to select [Paper Status].

- 3 Press the **OK** key. Paper Status appears.

Press the  $\triangleleft$  or  $\triangleright$  key to switch the display of remaining paper amount among the main unit cassette, optional cassette (if installed) and MP tray.

