
What You Can Do with This Machine

This section introduces the machine's copier functions that you are likely to use most often.

Functions differ depending on machine type and options.

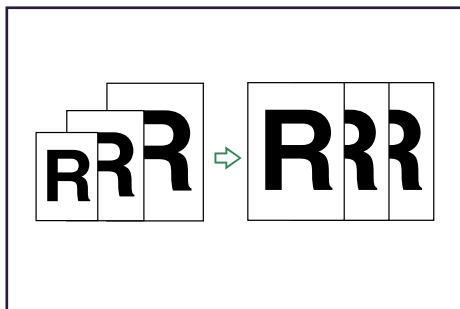
See p.14 "Functions Requiring Optional Configurations".

Reducing/Enlarging Originals by Specifying the Paper Size

The machine automatically detects the original size, and then selects an appropriate reproduction ratio based on the paper size you select.

Auto Reduce/Enlarge

See p.53 "Auto Reduce/Enlarge".



BAS033S

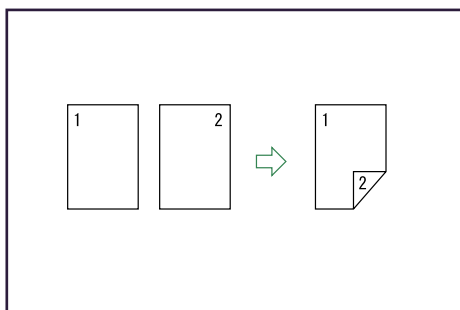
Saving Paper

The Duplex and Combine functions allow you to save paper.

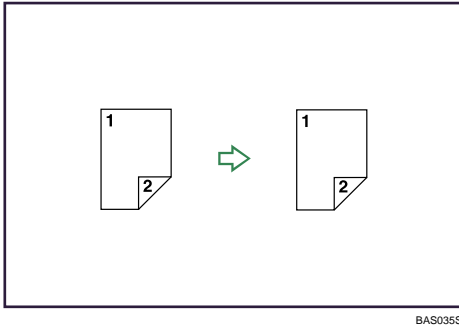
Duplex

Copies two 1-sided pages or one 2-sided page onto a 2-sided page.

See p.56 "Duplex".



BAS034S

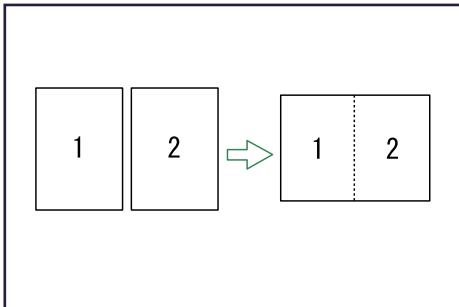


BAS035S

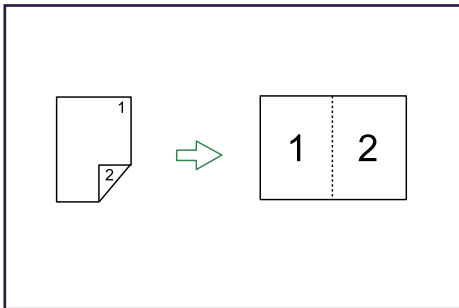
One-Sided Combine

Combines up to eight pages of originals onto one side of a sheet.

See p.59 "One-Sided Combine".



BAS038S

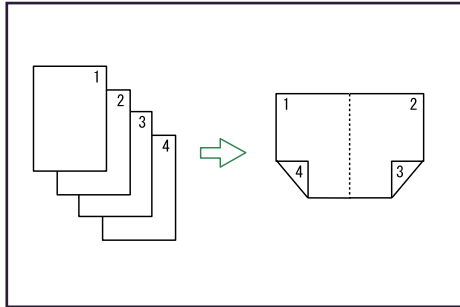


BAS041S

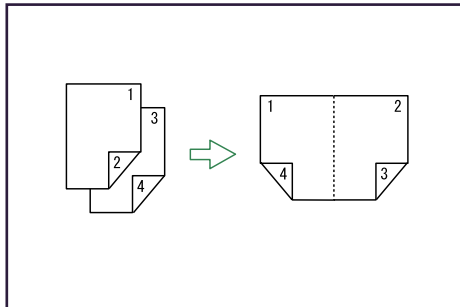
Two-Sided Combine

Combines up to 16 pages of originals onto two sides of one sheet.

See p.63 "Two-Sided Combine".



BAS047S



BAS050S

Copying onto Special Paper

You can copy onto various types of paper such as envelopes, and thick paper.

Copying onto Thick Paper

See p.40 "Copying onto special paper".

Copying onto Envelopes

See p.40 "Copying onto Envelopes".

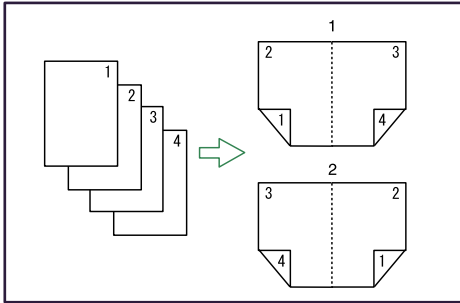
Creating a Booklet or Magazine

Copies two or more originals in page order.

Booklet

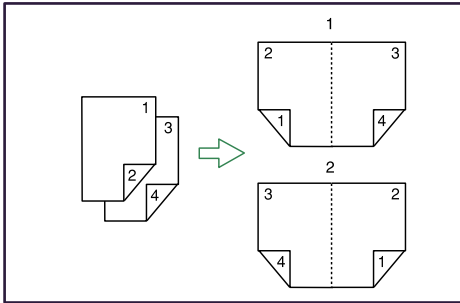
Make copies in page order for a folded booklet.

See p.141 "Booklet/Magazine".



BAT105S

1. Open to left
2. Open to right



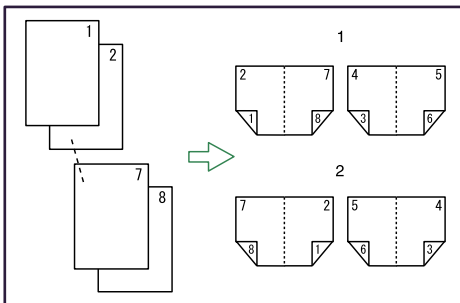
BAT106S

1. Open to left
2. Open to right

Magazine

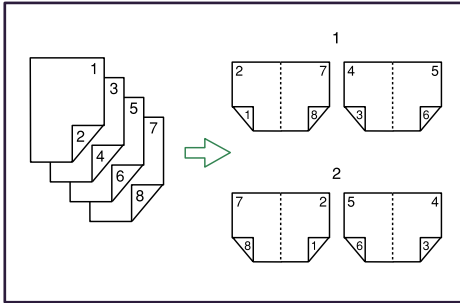
Copies two or more originals to make copies in page order when they are folded and stacked.

See p.141 "Booklet/Magazine".



BAT107S

1. Open to left
2. Open to right



BAT106S

1. Open to left
2. Open to right

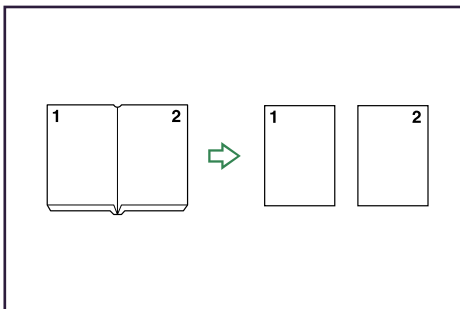
Copying Originals Such as Books

Copies bound originals onto one side or both sides of a sheet.

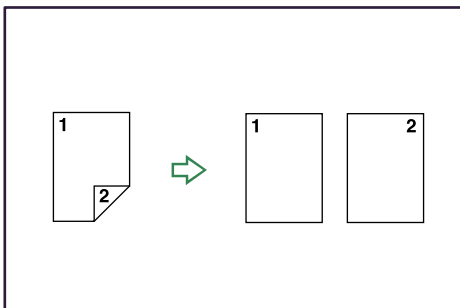
Series Copies

Separately copies the front and back of a 2-sided original or the two facing pages of a bound original onto two sheets.

See p.139 "Series Copies".



BAS103S

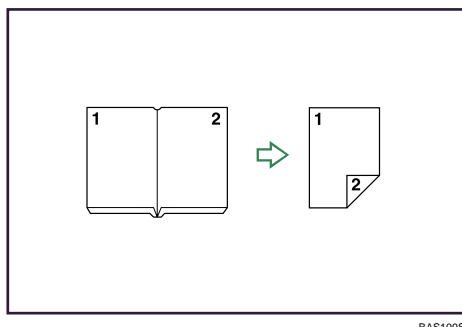


BAS104S

Book → 2 Sided

Copies a two-page spread original onto one sheet with one page per side.

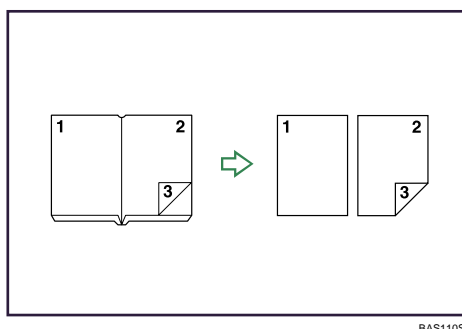
See p.141 "Booklet/Magazine".



Front & Back → 2 Sided

Copies each two-page spread original as it is onto both sides of a sheet.

See p.141 "Booklet/Magazine".



Registering the Initial Display's Default Functions

You can configure the settings of the initial screen so that the default display contain the functions you use most often.

For example: if the default selection is the Duplex function, but the function you use most frequently is 1-sided copying, you can change the default selection to 1-sided copying instead. For details, see "Registering the Initial Display's Default Functions".

You can also store frequently used copy job settings in the machine memory and recall them for future use. For details, see "Registering Frequently Used Function".

See p.88 "Registering Frequently Used Functions".

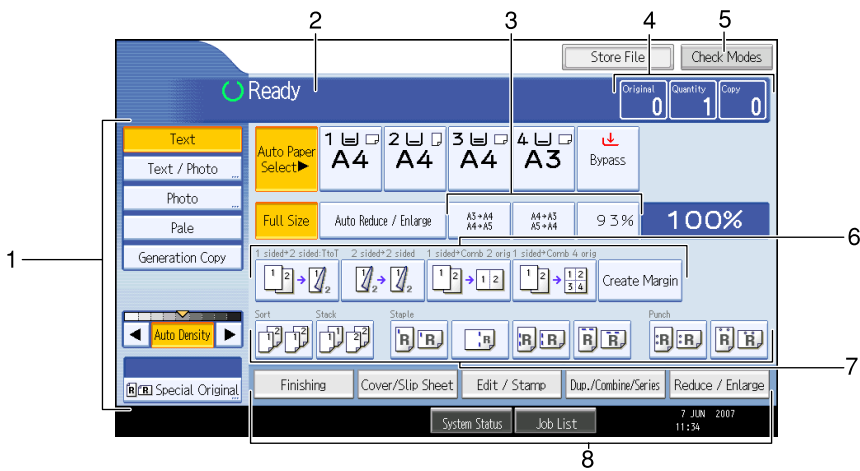
See p.92 "Registering the Initial Display's Default Functions".

Display

The function items displayed serve as selector keys. You can select or specify an item by lightly pressing them.

When you select or specify an item on the display panel, it is highlighted like Auto Reduce / Enlarge. Keys appearing as Auto Reduce / Enlarge cannot be used.

Initial copy display



BCU013S

1. Use this area to specify the original type, image density level, and other settings.
2. Displays operational status and messages.
3. You can register up to three frequently used reduce/enlarge ratios other than the preset ratios under Reproduction Ratio in User Tools. For details, see “Copier/Document Server Features”, General Settings Guide.
4. Displays the numbers of originals scanned, copies set, and copies made.
5. Press the key to confirm the current settings.
6. Displays the Shortcut keys. You can register frequently used functions under General Features in User Tools. For details, see “Copier/Document Server Features”, General Settings Guide.
7. Displays Sort, Stack, Staple, and Punch functions.
8. Displays available functions. Press a function to display its menu. A clip mark indicates the currently selected functions.

↓ Note

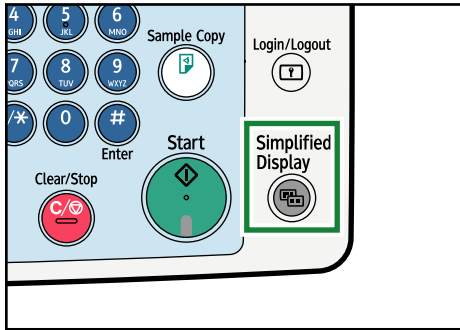
- The illustration is an example of the panel display when the optional booklet finisher, the duplex unit, the paper tray unit, and the bypass tray are installed.

Simplified Display

This section explains how to switch to the simplified display.

When you press the [Simplified Display] key, the screen changes from the initial display to the simplified display.

Letters and keys are displayed at a larger size, making operations easier.



BCU048S

Example of a simplified display



BCU014S

1. [Key Colour]

Press to increase screen contrast by changing the colour of the keys.

This is available only for the simplified display.

↓ Note

- To return to the initial display, press the [Simplified Display] key again.
- Certain keys do not appear on the simplified display.

Copies are delivered face down.

7. When the copy job is finished, press the [Clear Modes] key to clear the settings.

Note

- Always log off when you have finished using the machine to prevent unauthorized users from using the machine.
- To stop the machine during a multi-copy run, press the [Clear/Stop] key.
- To cancel all copy functions and return the machine to the default condition, press the [Clear Modes] key.
- To clear entered values, press the [Clear/Stop] key or [Cancel] on the screen.
- To confirm settings, press [Check Modes].
- You can change the maximum copy quantity under Max. Copy Quantity in User Tools. For details about Max. Copy Quantity, see “Copier/Document Server Features”, General Settings Guide.

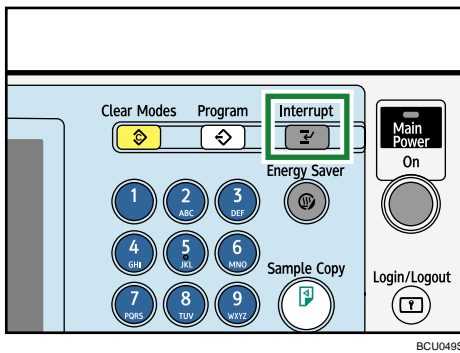
Interrupt Copy

Use this function if you want to interrupt a long copy job to make urgently needed copies.

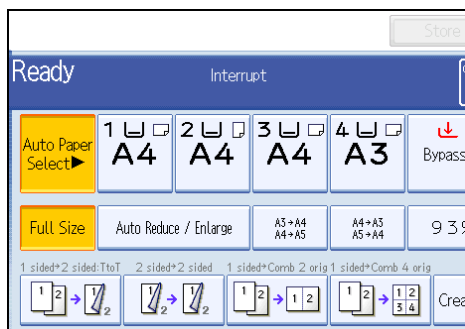
Important

- You cannot use the Interrupt Copy function when fax originals are being scanned or the scanner function is being used.

1. Press the [Interrupt] key.



The interrupt key indicator lights. The machine stops scanning.



2. Remove the originals that were being copied.
3. Place the originals you want to copy.
4. Press the [Start] key.
The machine starts making copies.
5. When copying is complete, remove the originals and copies.
6. Press the [Interrupt] key again.
The interrupt key indicator goes off.
7. Replace the originals that you were copying, and then press the [Start] key.
Following the instructions on the display.

↓ Note

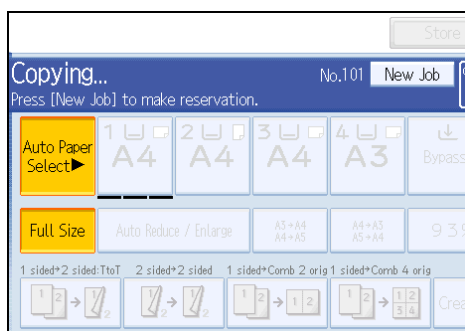
- The previous copy job settings are restored. Simply press the [Start] key to continue copying from where it left off.

Job Preset

You can make settings for the next copy job during copying.

If a long copy job is in progress and you do not want to wait for it to finish, you can use this function to set up the next copy job in advance. When the current copy job is finished, the next job will start automatically.

1. Press [New Job] when "Copying..." appears.



2. Be sure message "Ready" appears, and then make settings for the next copy job.

3. Place the originals, and then press the [Start] key.

All originals are scanned.

When the job preset is complete, a job preset confirmation dialog box appears.

4. Press [Exit].

The initial copy display appears.

After the current copy job, the next copy job starts automatically.

Note

- You can switch the display to the current copy job by pressing [To Copying Screen]. You can switch the display to the preset job by pressing [To Reserv. Screen].
- Preset copy jobs are registered under job numbers in the Reserv. Screen.
- You can confirm and delete preset jobs. For details about the procedures, see "Managing Jobs".

Reference

- p.83 "Managing Jobs"

Copying from Tray 2

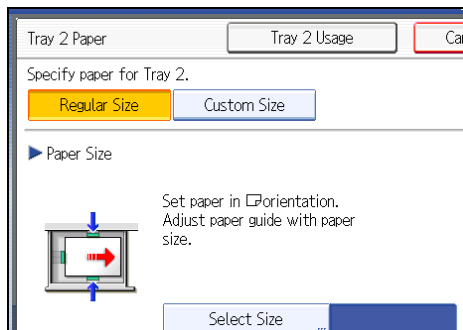
You can use tray 2 as an alternative bypass tray to copy non-standard paper. You can also use tray 2 as an ordinary tray.

★ Important

- Paper has a vertical length of 100-297 mm (3.94-11.69 inches) and a horizontal length of 148-432 mm (5.83-17 inches) can be copied from tray 2.
- For sizes, types, and thicknesses of paper you can use, or the maximum number of sheets you can load at once, see "Recommended Paper Sizes and Types", About This Machine.
- When copying onto special paper such as OHP transparencies, thick paper (postcards, envelopes, etc.), thin paper, and adhesive label paper, you must specify the paper type. See "When copying onto special paper".
- To load paper, see "Loading Paper into the Paper Trays", Troubleshooting.

[Tray 2 Usage]

Press [Tray 2 Usage] to display a description on using the tray 2.



📖 Reference

- p.40 "Copying onto special paper"

Using Tray 2 as the Bypass Tray

This section explains how to use tray 2 as the bypass tray.

★ Important

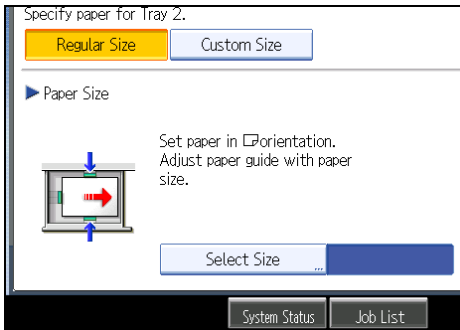
- Paper size and type specified by pressing the [#] key are cleared and reset automatically when copying is completed.
- If the paper size shown on the key for tray 2 is different that of the paper set in tray 2, paper might misfeed. Be sure to remove any paper left in the tray after copying.

Copying onto regular size paper

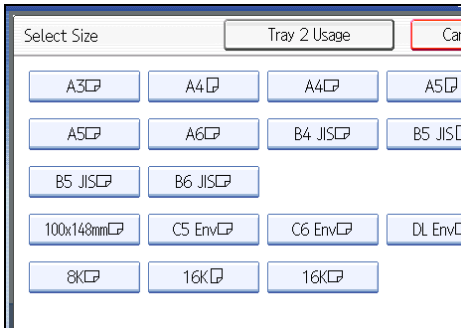
Makes copies onto regular size paper from tray 2.

1. Select tray 2, and then press the [#] key.
2. Press [Select Size].

2



3. Select the paper size.



4. Press [OK] twice.
5. Place the originals, and then press the [Start] key.

Note

- Steps 2 to 4 are not necessary if the size displayed on the key for tray 2 and that of the paper set in tray 2 are the same.
- Some kinds of envelopes might cause misfeeds and wrinkles. If this happens, push down the fusing unit's green lever. See "Copying onto Envelopes". Also, be sure to place the front face of the envelope upward.

Reference

- p.40 "Copying onto Envelopes"

Copying onto custom size paper

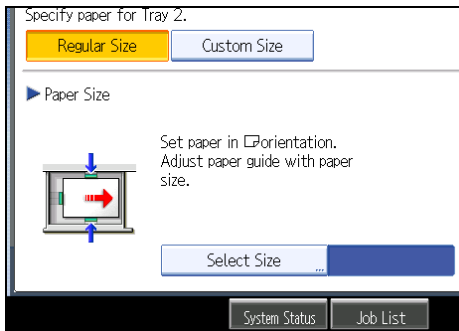
Makes copies onto custom size paper from tray 2.

★ Important

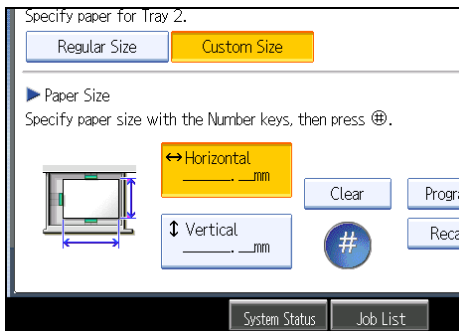
- The Duplex function cannot be performed on custom size paper fed from tray 2. If [1 Sided] → [2 Sided] is selected, cancel the setting.
- Paper will be delivered automatically to the internal tray.

1. Select tray 2, and then press the [#] key.

2. Press [Custom Size].



3. Enter the horizontal size with the number keys, and then press [#].



4. Enter the vertical size with the number keys, and then press [#].

5. Press [OK].

6. Place the originals, and then press the [Start] key.

↓ Note

- To change the value you entered, press the item you want to change, and then enter a new value.
- To register the custom size entered in 4, press [Program] and then press [Exit] in the confirmation screen.
- Only one custom size can be stored.
- To recall the custom size stored, press [Recall].
- If you do not register the custom size, the size you set is deleted when modes are cleared.

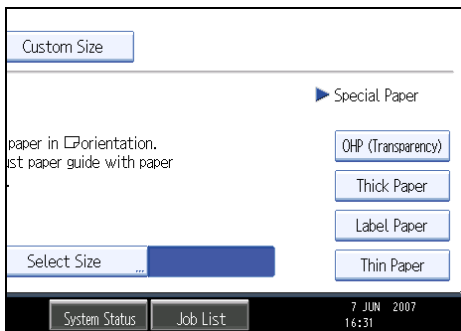
Copying onto special paper

When copying onto special paper such as OHP transparencies, thick paper (postcards, envelopes, etc.), and adhesive label paper, select the type and size of paper.

★ Important

- The Duplex function cannot be performed on special paper fed from tray 2. If [1 Sided] → [2 Sided] is selected, cancel the setting.
- Select [Thick Paper] if the paper weight is greater than 105 g/m² (28 lb.).

1. Select tray 2, and then press the [#] key.
2. Select the paper type in Special Paper.



3. Specify the paper size, and then press [OK].
4. Place the originals, and then press the [Start] key.

↓ Note

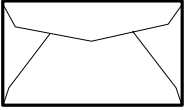
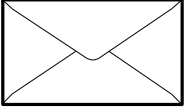
- The maximum limit for stacking special paper is different to that for plain paper. See “Recommended Paper Sizes and Types”, About This Machine.
- When setting OHP transparencies, thin paper, or adhesive label paper, the Staple or Shift Sort functions cannot be used.

Copying onto Envelopes

Make copies onto envelopes from tray 2.

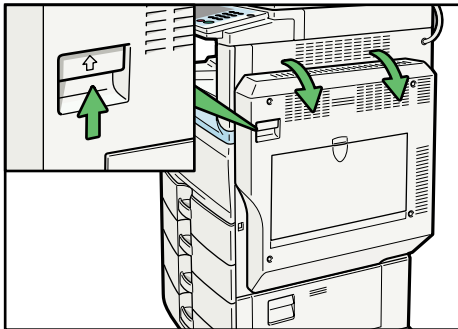
★ Important

- Postcards and envelopes should be fed from tray 2 or the bypass tray.
- Some kinds of envelopes might cause misfeeds or wrinkle. If this happens, push down the green lever of the fusing unit.
- Envelopes with large flaps should be fed from tray 2 to prevent misfeeds. See the illustration below.

Paper Tray Envelope Type	Tray 2	Bypass Tray
	○	○
	○	×

BCU015S

1. Open the duplex unit or the right cover by lifting the catch.



BCU004S

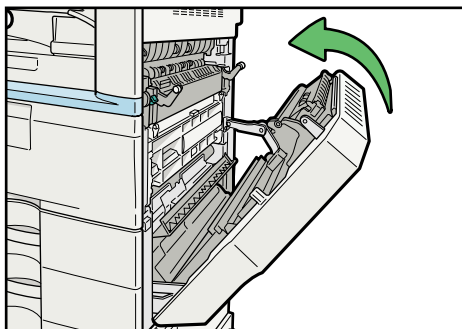
2. Push down the green lever of the fusing unit on the left.



BCU005S

Be sure to return the lever to its original position after you have finished copying onto envelopes. If you copy onto plain paper without returning the lever to its original position, the copy quality might be reduced.

3. Close the duplex unit or the right cover.



BCU006S

4. Select tray 2, and then press the [#] key.
5. Select the paper size, and then select [Thick Paper] for the paper type.
6. Press [OK].
7. Place the originals, and then press the [Start] key.

Copying from the Bypass Tray

The bypass tray allows you to copy non-standard paper.

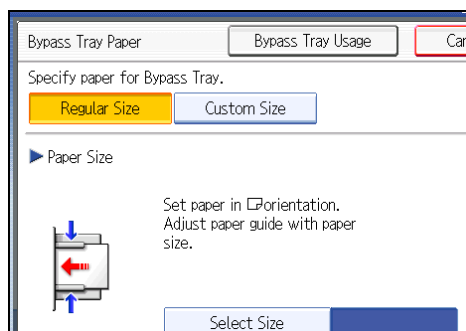
Use the bypass tray to copy onto OHP transparencies, adhesive labels, translucent paper, and paper that cannot be loaded in the paper trays.

★ Important

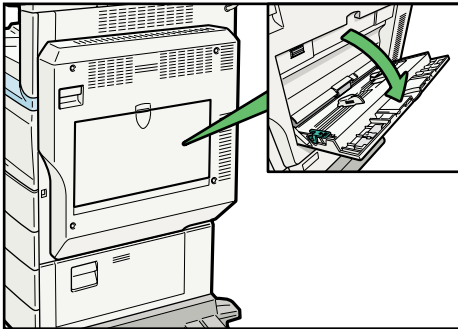
- The Duplex function cannot be performed on paper fed from the bypass tray. If [1 Sided] → [2 Sided] is selected, cancel the setting. You can also change the initial settings. See "Registering the Initial Display's Default Functions".
- Paper that has a vertical length of 90 - 305 mm (3.6 - 12 inches) and a horizontal length of 148 - 600 mm (5.9 - 23.6 inches) can be copied from the bypass tray.
- The machine can automatically detect the following sizes as regular size copy paper:
 - Metric version: A3□, A4□, A5□, A6□, B4 JIS□, B5 JIS□, B6JIS□
 - Inch version: A5□, A6□, B6JIS□, 11 × 17□, 8¹/₂ × 11□, 8 × 13□, 10 × 15□
- If you want to use the size of paper other than the above, be sure to specify the size.
- When copying onto OHP transparencies, paper lighter than 60 g/m² (about 16 lb.), or heavier than 105 g/m² (about 28 lb.), you need to specify the type and size of paper under Tray Paper Settings in User Tools. For details about Tray Paper Settings, see "System Settings", General Settings Guide.
- The maximum number of sheets you can load at the same time depends on paper type. Load only as much paper as can be held between the paper guides on the bypass tray.
- Some kinds of envelope might cause misfeed and wrinkle. If this happens, push down the fusing unit's green lever. See "Copying onto Envelopes". Also, be sure to place the front face of the envelope downward.
- Paper of 433 mm (17 inches) in length, or larger, is likely to jam, crease, or not feed in properly.
- When copying onto envelopes, see "Copying onto Envelopes".

[Bypass Tray Usage]

Press [Bypass Tray Usage] to display a description on using the bypass tray.

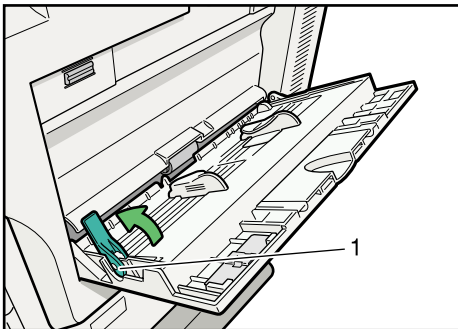


1. Open the bypass tray.



BCU0075

2. Push up the release lever.

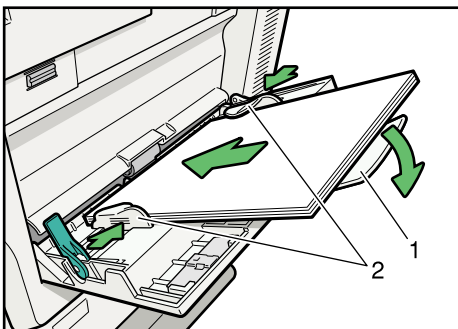


BCU0085

1. Release lever

3. Insert the paper face-down until you hear the beep, and then align the paper guides to the paper size.

If the guides are not flush against the paper, images might be skewed or paper misfeeds might occur.

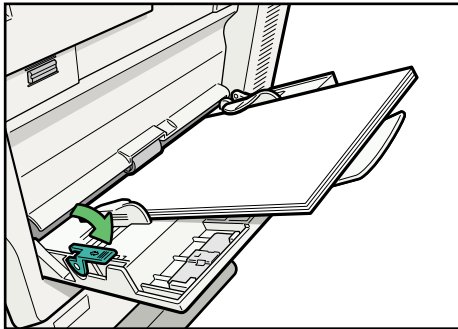


BCU0095

1. Extender

2. Paper guides

4. Push down the release lever.



The bypass tray is automatically selected.

5. Press the [#] key.

6. Select the size and type of the paper.

7. Press [OK].

8. Place the originals, and then press the [Start] key.

9. When the copy job is finished, press the [Clear Modes] key to clear the settings.

↓ Note

- Load only as much paper as can be held between the guides on the bypass tray. Overloading the bypass tray can result in misfeeds and skewed images.
- To support A4, 8 1/2 × 11 or larger paper sizes, pull out the extender.
- To prevent multiple sheets from being fed at once, fan paper before placing it on the tray.
- When the Sort function is selected, press the [#] key after all originals have been scanned.
- When the Panel Key Sound is turned off, it will not sound if you insert paper into the bypass tray. For details about Panel Key Sound, see "System Settings", General Settings Guide.
- Printing on special paper such as OHP transparencies and thick paper may be slower than printing on plain paper.
- Depending on the environment where the machine is being used, you might at times hear a rustling noise from paper moving through the machine. This noise does not indicate a malfunction.
- For standard paper sizes that can be used with the bypass tray, see "Supplementary Information".

📖 Reference

- p.40 "Copying onto Envelopes"
- p.92 "Registering the Initial Display's Default Functions"
- p.179 "Supplementary Information"

Duplex/Combined Copying

This section describes how to make duplex or combined copies.

2

Duplex

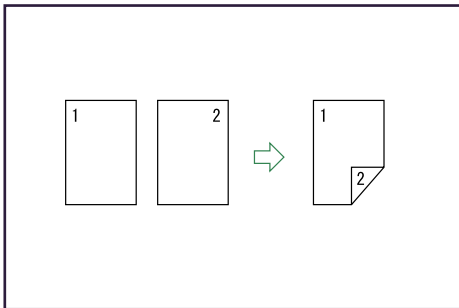
Copies two 1-sided pages or one 2-sided page onto a 2-sided page.

★ Important

- You cannot use the bypass tray with this function.
- The paper weight that can be used with this function is 60 - 105 g/m² (16 - 28 lb.).

1 Sided → 2 Sided

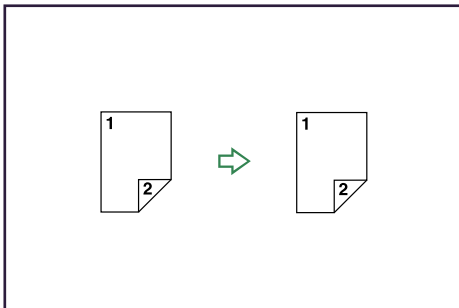
Copies two 1-sided pages on one 2-sided page.



BAS034S

2 Sided → 2 Sided

Copies one 2-sided page on one 2-sided page.

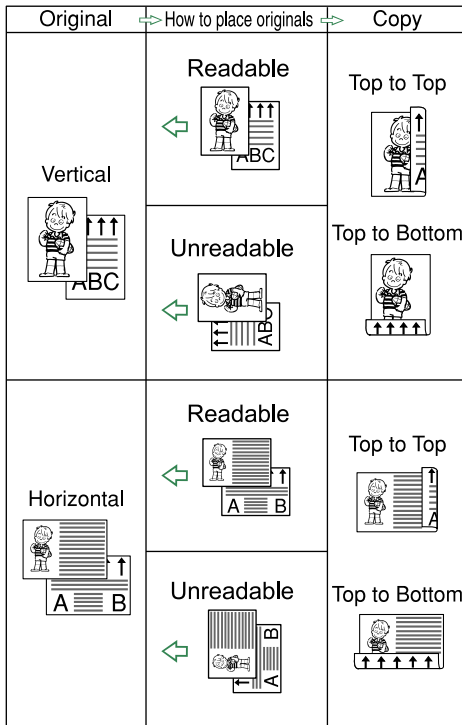


BAS035S

Original orientation and completed copies

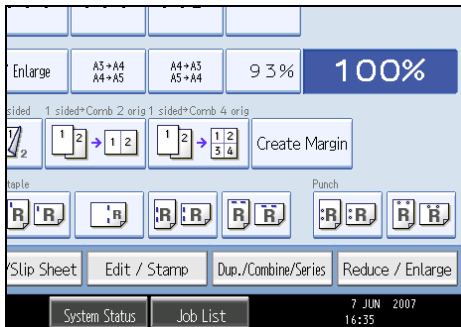
The resulting copy image will differ according to the orientation in which you place your originals (☐ or ☐).

The table shows the orientation of images on the front and back of copies, not the orientation of delivery.



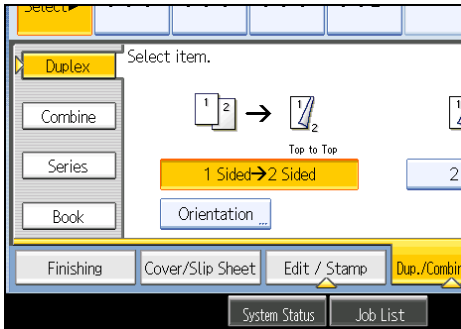
BAT036S

1. Press [Dup./Combine/Series].



2. Make sure that [Duplex] is selected. If [Duplex] is not selected, press [Duplex].

3. Select [1 Sided → 2 Sided] or [2 Sided → 2 Sided].



To change the original or copy orientation, press [Orientation].

4. Press [OK].

5. Place the originals, and then press the [Start] key.

Note

- When placing an original on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set so that the first page is on the top.
- When placing originals on the exposure glass, or in the ADF using Batch mode, press the [#] key after all the originals have been scanned.
- You can specify the margins under Edit in User Tools. For details about Edit, see “Copier/Document Server Features”, General Settings Guide.
- For standard paper sizes that can be used with the Duplex function, see “Supplementary Information”.

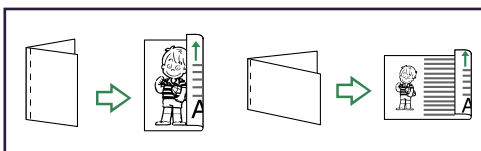
Reference

- p.22 "Original Orientation"
- p.126 "Margin Adjustment"
- p.179 "Supplementary Information"

Originals and copy orientation

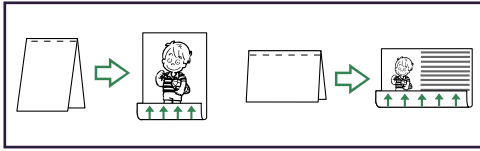
You can select the orientation of originals and copies.

- Top to Top



BAT038S

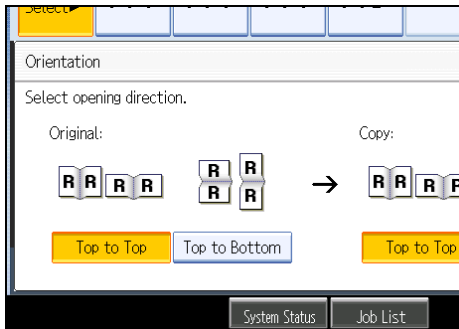
- Top to Bottom



BAT037S

1. Press [Orientation].
2. Select orientation ([Top to Top]/[Top to Bottom]), and then press [OK].

2



↓ Note

- The default setting is [Top to Top]. You can change the default orientation under Original Orientation in Duplex Mode and Copy Orientation in Duplex Mode in User Tools. For details, see “Copier/ Document Server Features”, General Settings Guide.

One-Sided Combine

Combine several pages onto one side of a sheet.

★ Important

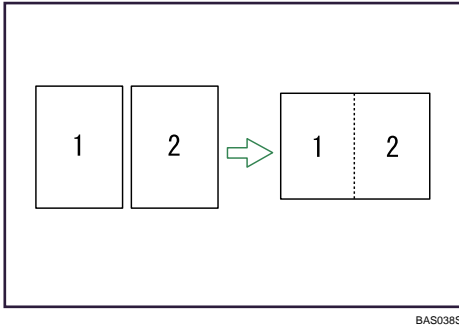
- You cannot use the bypass tray with this function.

There are six types of One-Sided Combine.

1 Sided 2 Pages → Combine 1 Side

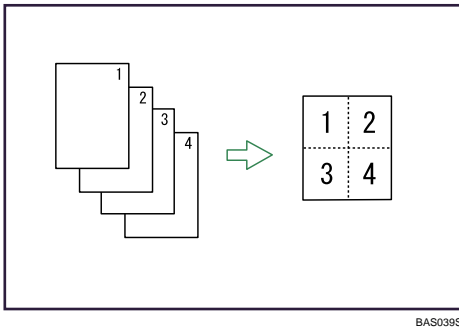
Copies two 1-sided originals to one side of a sheet.

2



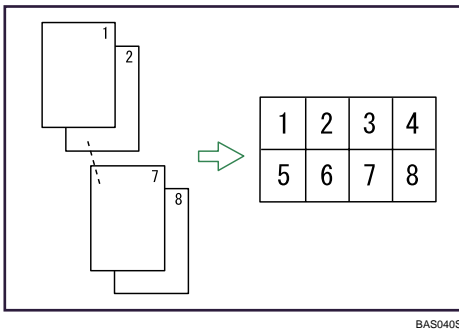
1 Sided 4 Pages → Combine 1 Side

Copies four 1-sided originals to one side of a sheet.



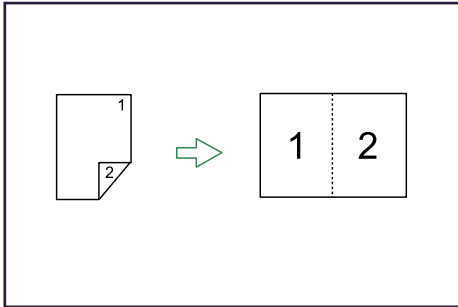
1 Sided 8 Pages → Combine 1 Side

Copies eight 1-sided originals to one side of a sheet.



2 Sided 1 Page → Combine 1 Side

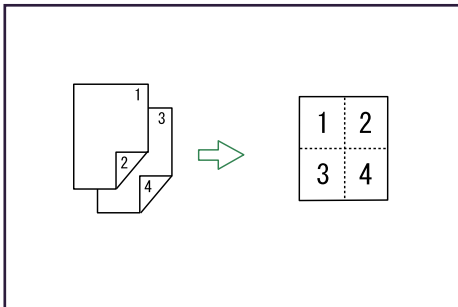
Copies one 2-sided original to one side of a sheet.



BAS041S

2 Sided 2 Pages → Combine 1 Side

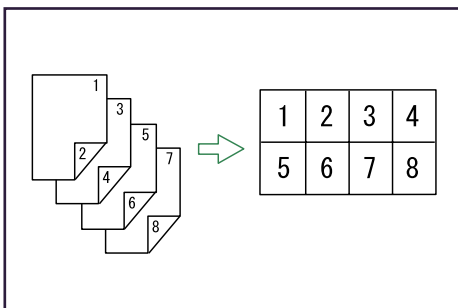
Copies two 2-sided originals to one side of a sheet.



BAS042S

2 Sided 4 Pages → Combine 1 Side

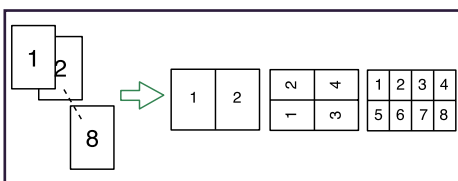
Copies four 2-sided originals to one side of a sheet.



BAS043S

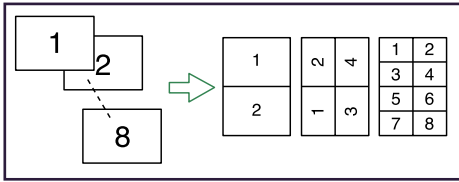
Orientation of the original and image position of combine

Portrait (📄) originals



BAS044S

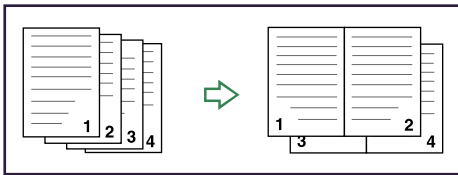
Landscape (☐) originals



BAS045S

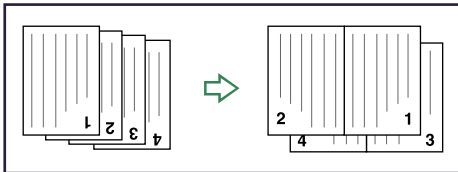
Placing originals (originals placed in the ADF)

- Originals read from left to right



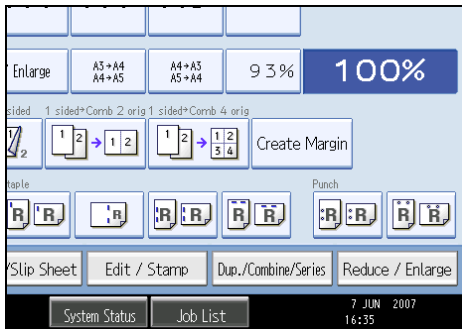
BAT046S

- Originals read from top to bottom



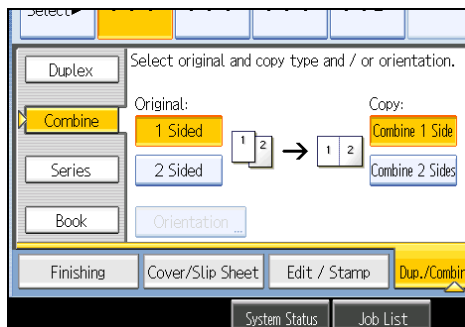
BAT047S

1. Press [Dup./Combine/Series].



2. Press [Combine].

3. Select [1 Sided] or [2 Sided] for Original, and then press [Combine 1 Side] for Copy.



4. Select the number of originals to combine.
5. Select the paper size.
6. Press [OK].
7. Place the originals, and then press the [Start] key.

↓ Note

- When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set the first page on top.
- When placing originals on the exposure glass or in the ADF using the Batch function, press the [#] key after all the originals have been scanned.
- If you selected [2 Sided] for Original, you can change the orientation. See "Originals and copy orientation".
- You can change the initial settings for 1-Sided Combine under Edit in User Tools. For details, see "Copier/Document Server Features", General Settings Guide.

📖 Reference

- p.58 "Originals and copy orientation"

Two-Sided Combine

Combines various pages of originals onto two sides of one sheet.

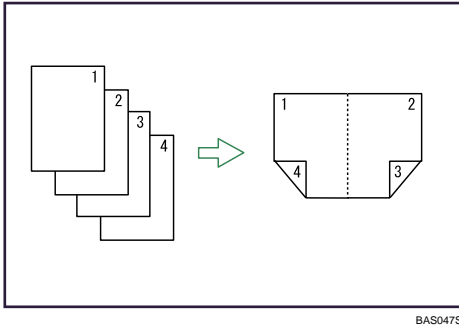
★ Important

- You cannot use the bypass tray with this function.

There are six types of Two-Sided Combine.

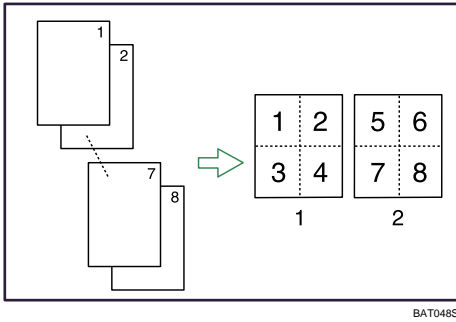
1 Sided 4 Pages → Combine 2 Sides

Copies four 1-sided originals to one sheet with two pages per side.



1 Sided 8 Pages → Combine 2 Sides

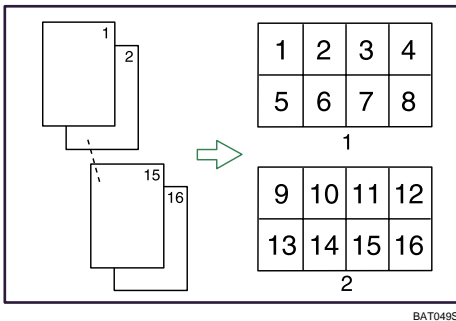
Copies eight 1-sided originals to one sheet with four pages per side.



- 1. Front
- 2. Back

1 Sided 16 Pages → Combine 2 Sides

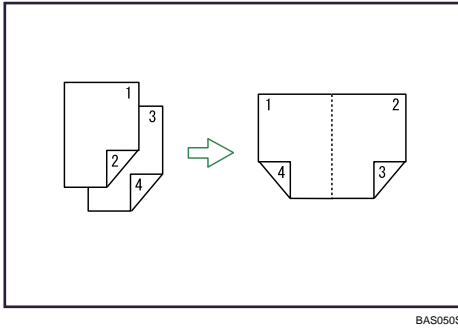
Copies 16 1-sided originals to one sheet with eight pages per side.



- 1. Front
- 2. Back

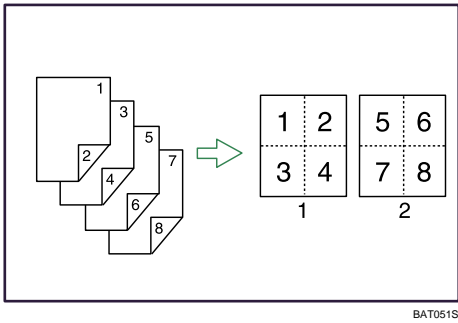
2 Sided 2 Pages → Combine 2 Sides

Copies two 2-sided originals to one sheet with two pages per side.



2 Sided 4 Pages → Combine 2 Sides

Copies four 2-sided originals to one sheet with four pages per side.

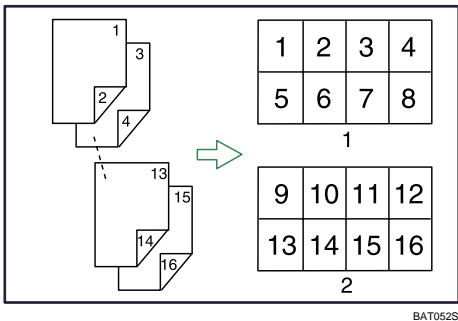


1. Front

2. Back

2 Sided 8 Pages → Combine 2 Sides

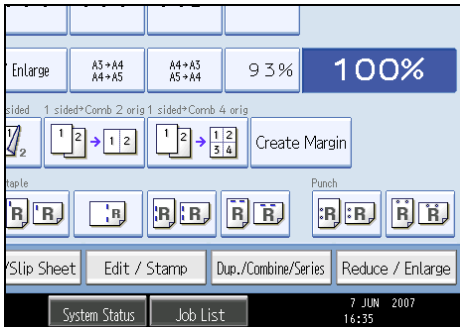
Copies eight 2-sided originals to one sheet with eight pages per side.



1. Front

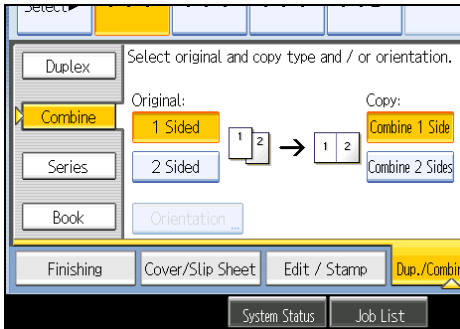
2. Back

1. Press [Dup./Combine/Series].



2. Press [Combine].

3. Select [1 Sided] or [2 Sided] for Original, and then press [Combine 2 Sides] for Copy.



4. Press [Orientation].

5. Select orientation ([Top to Top]/[Top to Bottom]), and then press [OK].

6. Select the number of originals to combine.

7. Select the paper size.

8. Press [OK].

9. Place the originals, and then press the [Start] key.

↓ Note

- When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set the first page on top.
- When placing originals on the exposure glass, or in the ADF using the Batch function, press the [#] key after all the originals have been scanned.
- You can change the initial settings for 2-Sided Combine under Edit in User Tools. For details, see "Copier/Document Server Features", General Settings Guide.

Finishing

You can sort, staple, punch, and fold your copies.

Note

- Depending on your model and which options are installed on it, some of these functions might not be available. For details, see "Functions Requiring Optional Configurations".

Reference

- p.14 "Functions Requiring Optional Configurations"

2

Sort

The machine assembles copies as sets in sequential order.

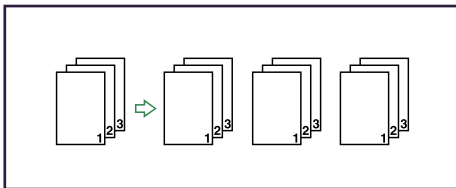
Important

- To use the Rotate Sort function, two paper trays loaded with paper of the same size and type, but in different orientation (↻), are required.
- You cannot use the bypass tray with Rotate Sort.

Sort/Shift Sort

Copies are assembled as sets in sequential order.

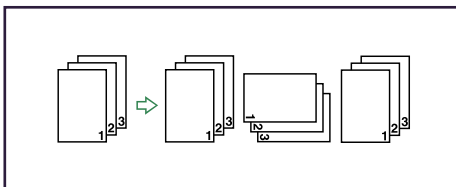
To use Shift Sort, an optional finisher or the shift sort tray is required. Each time the copies of one set or a job are delivered, the next copy is shifted to separate each set or job.



BAS053S

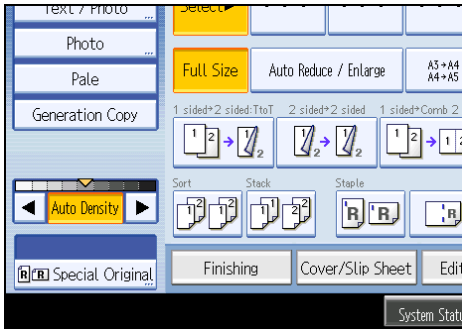
Rotate Sort

Every other copy set is rotated by 90 degrees (↻) and delivered to the copy tray.



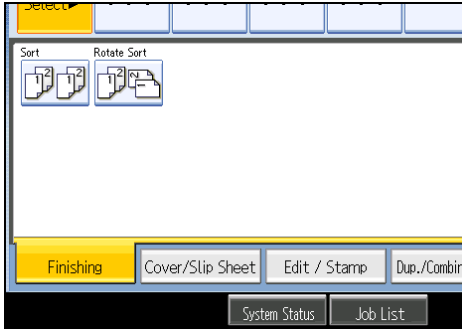
BAS054S

1. Press [Finishing].

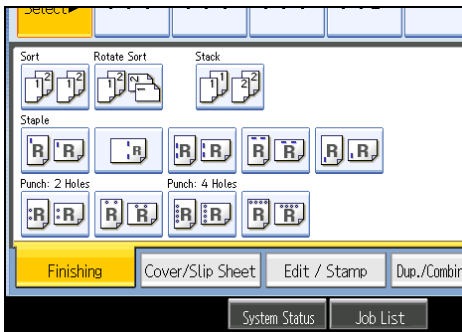


2. Select [Sort] or [Rotate Sort].

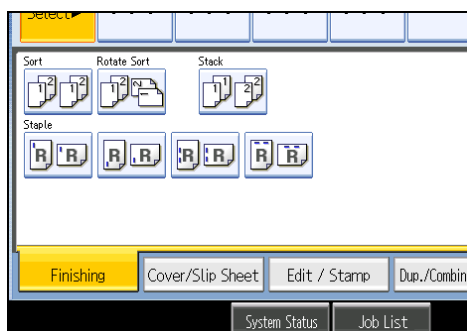
When a finisher is not installed:



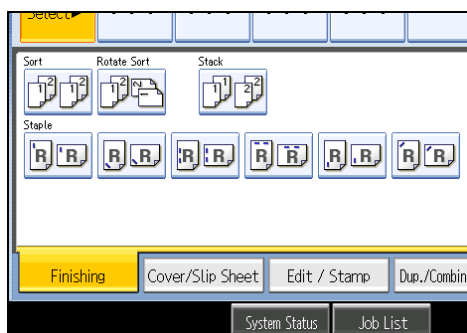
When the booklet finisher is installed:



When the 1000-sheet finisher is installed:



When the 500-sheet finisher is installed:



3. Press [OK].

4. Enter the number of copy sets using the number keys.

5. Place the originals.

To confirm the type of finishing, press the [Sample Copy] key.


6. Press the [Start] key.

↓ Note

- When placing an original on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set so the first page is on the top.
- When placing originals on the exposure glass, or in the ADF using Batch mode, press the [#] key after all the originals have been scanned.
- You can change the settings for Sort under Input/Output in User Tools. For details, see "Copier/Document Server Features", General Settings Guide.
- For details about standard paper sizes that can be used with Rotate Sort, and the number of sheets that can be stacked on the each tray, see "Supplementary Information".

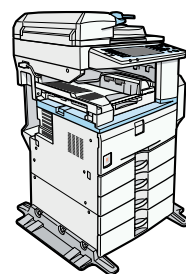
📖 Reference

- p.179 "Supplementary Information"



MP 2550/MP 2550_B/MP 3350/MP 3350_B
MP 2550/MP 2550_B/MP 3350/MP 3350_B
Aficio™ MP 2550/2550_B/3350/3350_B
MP 2550/MP 2550_B/MP 3350/MP 3350_B

Operating Instructions Scanner Reference



-
- 1** Sending Scan Files by E-mail
 - 2** Sending Scan Files to Folders
 - 3** Storing Files Using the Scanner Function
 - 4** Delivering Scan Files
 - 5** Scanning Originals with the Network TWAIN Scanner
 - 6** Various Scan Settings
 - 7** Appendix

Basic Operation for Sending Scan Files by E-mail

This section describes the basic operation for sending scan files by e-mail.

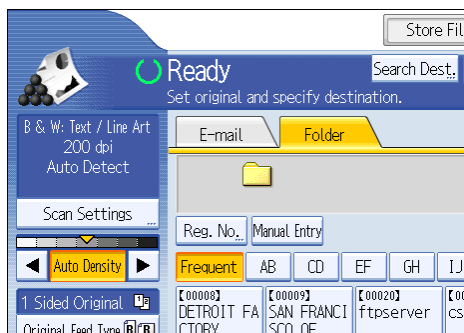
1

1. Make sure that no previous settings remain.

If a previous setting remains, press the [Clear Modes] key.

2. If the network delivery scanner screen or Scan to Folder screen appears, switch to the E-mail screen.

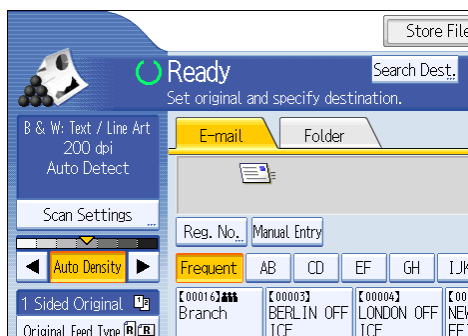
For details, see "Switching to the E-mail Screen".



3. Place originals.

4. If necessary, press [Scan Settings] to specify scanner settings such as resolution and scan size.

For details, see "Various Scan Settings".



5. If necessary, specify the scanning density.

For details, see "Adjusting Image Density".

6. If necessary, press [Original Feed Type] to specify settings such as original orientation.

For details, see "Setting of Original Feed Type".

7. If necessary, press [Send File Type / Name] to specify settings such as file format and file name.

For details, see "Specifying the File Type and File Name".

8. Specify the destination.

You can specify multiple destinations.

For details, see "Specifying E-mail Destinations".

9. If necessary, press [Text] to enter the e-mail message.

For details, see "Specifying the E-mail Message"

10. If necessary, press [Subject] to specify the e-mail subject.

For details, see "Specifying the E-mail Subject".

11. To specify the e-mail sender, press [Sender Name].

For details, see "Specifying the E-mail Sender".

12. If necessary, press [Security] to specify [Encryption] or [Signature].

For details, see "Security Settings to E-mails".

13. To use Message Disposition Notification, press [Recept. Notice].

If you select [Recept. Notice], the selected e-mail sender will receive e-mail notification when the e-mail recipient has opened the e-mail.

14. Press the [Start] key.

If you are scanning batches, place the next originals.

Note

- If you have selected two or more destinations, the destinations can be made to appear one by one by pressing [▲] or [▼] next to the destination field.
- To cancel a selected destination, press [▲] or [▼] to display the destination in the destination field, and then press the [Clear/Stop] key. You can cancel a destination selected from the destination list by pressing the selected destination again.
- In [System Settings], you can specify the administrator's e-mail address as the default sender name. This lets you send e-mail without entering anything for [Sender Name]. For details, see "File Transfer", General Settings Guide.
- Depending on the security setting, the logged-on user may be specified as [Sender Name].
- To use Message Disposition Notification, log on to the machine as a user and specify the sender. Note, however, that the [Recept. Notice] notification e-mail may not be transmitted if the e-mail software of the recipient does not support Message Disposition Notification.
- If you press [Check Modes] before pressing the [Start] key, the initial scanner screen switches to the Check Modes screen. You can use the Check Modes screen to check the settings such as destinations. For details, see "Check Modes".
- If you press [Preview] and then start scanning while [Preview] is selected, the Preview screen appears. You can use this screen to check how the originals are scanned and the scan setting used for scanning. After checking the preview, you can specify whether to send the file or not. For details, see "Preview".

- To cancel scanning, press the [Clear/Stop] key.
- You can also store a scan file and simultaneously send it by e-mail. For details, see "Simultaneous Storage and Sending by E-mail".
- If you select [Do not Use Signatures] under the signature settings in Web Image Monitor, you cannot attach signatures.
- To send encrypted files by e-mail, you must first configure the destination's decryption settings in the address book settings of Web Image Monitor. E-mail sent to a destination for which decryption is not configured cannot be decrypted even if [Encryption] is selected in [Security]. For details about configuring destination decryption settings, see Web Image Monitor Help.
- When [Security] is set to [Encryption], if you specify multiple destinations, a delivery failure message will appear each time a scan file is sent to a destination where decryption settings have not been configured.
- After an e-mail is sent, the destination, sender, subject, text, and file name fields will be automatically cleared. If you want to preserve the information in these fields, contact your local dealer.

Reference

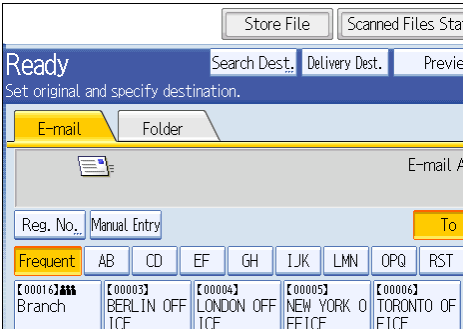
- p.27 "Switching to the E-mail Screen"
- p.121 "Various Scan Settings"
- p.131 "Adjusting Image Density"
- p.132 "Setting of Original Feed Type"
- p.141 "Specifying the File Type and File Name"
- p.28 "Specifying E-mail Destinations"
- p.42 "Specifying the E-mail Message"
- p.41 "Specifying the E-mail Subject"
- p.37 "Specifying the E-mail Sender"
- p.45 "Security Settings to E-mails"
- p.12 "Check Modes"
- p.14 "Preview"
- p.44 "Simultaneous Storage and Sending by E-mail"

Basic Operations When Using Scan to Folder

This section describes the basic operations involved in using Scan to Folder.

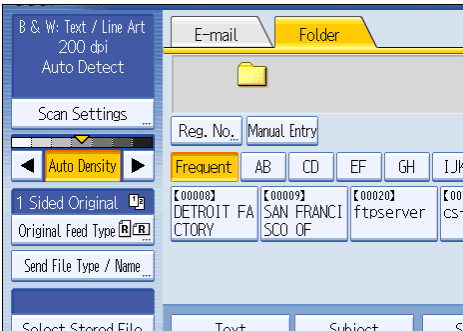
- 1. Make sure that no previous settings remain.**
If a previous setting remains, press the [Clear Modes] key.
- 2. If the network delivery scanner screen or E-mail screen appears, switch to the Scan to Folder screen.**

For details, see "Switching to the Scan to Folder Screen".



- 3. Place originals.**
- 4. If necessary, press [Scan Settings] to specify scanner settings such as resolution and scan size.**

For details, see "Various Scan Settings".



- 5. If necessary, specify the scanning density.**
For details, see "Adjusting Image Density".
- 6. If necessary, press [Original Feed Type] to specify settings such as original orientation.**
For details, see "Setting of Original Feed Type".
- 7. If necessary, press [Send File Type / Name] to specify settings such as file format and file name.**

For details, see "Specifying the File Type and File Name".

8. Specify the destination.

You can specify multiple destinations.

For details, see "Specifying Scan to Folder Destinations".

9. Press the [Start] key.

If you are scanning batches, place the next originals.

Note

- If you have selected more than one destination, you can press [▲] or [▼] next to the destination field to scroll through the destinations.
- To cancel a selected destination, press [▲] or [▼] to display the destination in the destination field, and then press the [Clear/Stop] key. You can cancel a destination selected from the destination list by pressing the selected destination again.
- If you press [Check Modes] before pressing the [Start] key, the initial scanner screen switches to the Check Modes screen. You can use the Check Modes screen to check the settings such as destinations. For details, see "Check Modes".
- If you press [Preview], and then start scanning while [Preview] is highlighted, the Preview screen appears. You can use this screen to check how the originals are scanned and the scan settings used for scanning. After checking the preview, you can specify whether to send the file or not. For details, see "Preview".
- To cancel scanning, press the [Clear/Stop] key.
- You can also store a file and simultaneously send it by Scan to Folder. For details, see "Simultaneous Storage and Sending by Scan to Folder".
- After an e-mail is sent, the destination, and file name fields will be automatically cleared. If you want to preserve the information in these fields, contact your local dealer.

Reference

- p.59 "Switching to the Scan to Folder Screen"
- p.121 "Various Scan Settings"
- p.131 "Adjusting Image Density"
- p.132 "Setting of Original Feed Type"
- p.141 "Specifying the File Type and File Name"
- p.60 "Specifying Scan to Folder Destinations"
- p.12 "Check Modes"
- p.14 "Preview"
- p.73 "Simultaneous Storage and Sending by Scan to Folder"