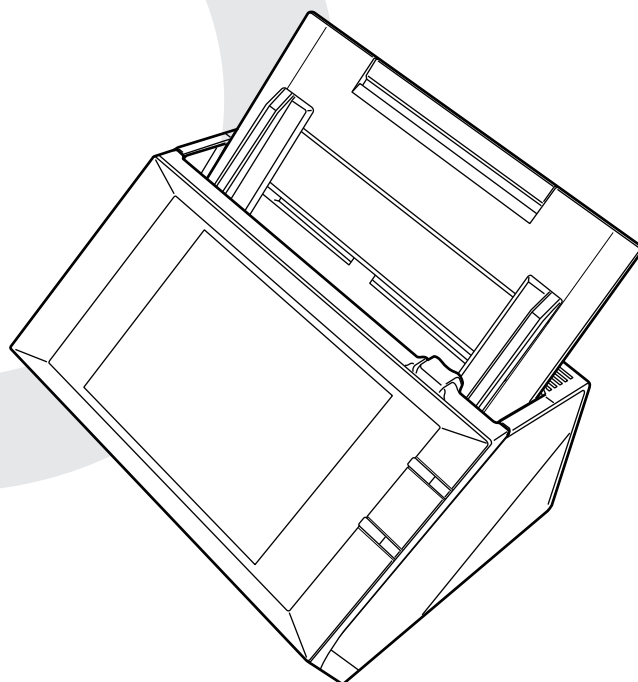


ScanSnap N1800 Network Scanner

Operator's Guide



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Secure iNetSuite

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Introduction

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Manufacturer

PFU LIMITED

International Sales Dept., Imaging Business Division, Products Group Solid Square East Tower, 580 Horikawa-cho, Saiwai-ku, Kawasaki-shi Kanagawa 212-8563, Japan

Phone: (81-44) 540-4538

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■ Manuals

This section describes the ScanSnap N1800 manuals.

Types of Manuals

The following manuals are prepared for the ScanSnap N1800. Read them as needed.

Manual	Description
ScanSnap N1800 Network Scanner Getting Started (paper)	Provides useful and detailed information on the scanner setup and cable connections. Read this manual first. Referred to as "Getting Started" in this manual.
ScanSnap N1800 Network Scanner Operator's Guide (PDF)	Contains further information about scanner settings, scanner administration, and scanner operations, and may be used as a general reference. Referred to as "Operator's Guide" in this manual.
ScanSnap N1800 Help (HTML)	Provides information about items on the screens, and descriptions and actions to take for the messages. Read it as needed.
Scanner Central Admin User's Guide (PDF)	Provides information about methods for operating and configuring scanner central administration.

Accessing the Manuals

- The manuals can be accessed by downloading them from the scanner.
- When the [Help] button is available on the window or dialog box that is displayed during the operation, you can open Help by clicking it.

On the LCD touch panel,  is displayed as a Help button.

■ About This Manual

Warning Indications Used in This Manual

The following indications are used in this manual to obviate any chance of accident or damage to you and people near you, and your property. Warning labels indicate the warning level and statements. The symbols indicating warning levels and their meanings are as follows:



This indication alerts operators to an operation that, if not strictly observed, may result in severe injury or death.



This indication alerts operators to an operation that, if not strictly observed, may result in safety hazards to personnel or damage to the product.

Symbols Used in This Manual

Besides warning indicators, the following symbols are also used in this manual:

	<p>This symbol is used to indicate information about administrator operations. Each operation method is indicated by the following symbols:</p> <ul style="list-style-type: none">● Administrator operating via the LCD touch panel.● Administrator operating via the network interface using the Network Scanner Admin Tool.● Administrator operating via the network interface using the Scanner Central Admin Console.
	<p>This symbol is used to indicate information about regular user operations.</p>

Arrow Symbols in This Manual

Right-arrow symbols (→) are used to connect icons or menu options you should select in succession.

Example: Select the [Start] menu → [Computer].

Screen Examples in This Manual

Microsoft product screenshots are reprinted with permission from Microsoft Corporation. The screen examples in this manual are subject to change without notice in the interest of product development.

The screenshots used in this manual are of Windows Vista.

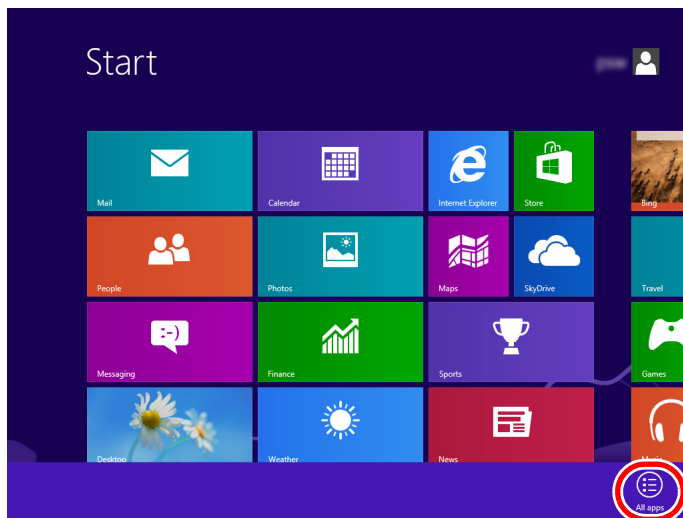
The actual windows and operations may differ depending on the operating system. If the actual screen differs from the screen examples in this manual, operate by following the actual displayed screen.

For Windows Server 2012/Windows 8 Users

To start applications for this product or display Control Panel, use the All apps screen. The All apps screen is displayed by following the procedure below.

- 1 Right-click the Start screen.
- 2 Click [All apps] on the app bar.

Example: Windows 8 screen



Abbreviations Used in This Manual

The following abbreviations are used in this manual:

Abbreviation Used	Option
Windows	Windows [®] operating system
Windows XP	Windows [®] XP Home Edition operating system Windows [®] XP Professional operating system Windows [®] XP Professional x64 Edition operating system
Windows Vista	Windows Vista [®] Home Basic operating system (32/64-bit) Windows Vista [®] Home Premium operating system (32/64-bit) Windows Vista [®] Business operating system (32/64-bit) Windows Vista [®] Enterprise operating system (32/64-bit) Windows Vista [®] Ultimate operating system (32/64-bit)
Windows 7	Windows [®] 7 Starter operating system (32-bit) Windows [®] 7 Home Premium operating system (32/64-bit) Windows [®] 7 Professional operating system (32/64-bit) Windows [®] 7 Enterprise operating system (32/64-bit) Windows [®] 7 Ultimate operating system (32/64-bit)
Windows 8	Windows [®] 8 operating system (32/64-bit) Windows [®] 8 Pro operating system (32/64-bit) Windows [®] 8 Enterprise operating system (32/64-bit)
Windows Server 2003	Windows Server [®] 2003, Standard Edition Windows Server [®] 2003, Enterprise Edition Windows Server [®] 2003, Datacenter Edition Windows Server [®] 2003 R2, Standard Edition Windows Server [®] 2003 R2, Standard x64 Edition Windows Server [®] 2003 R2, Enterprise Edition Windows Server [®] 2003 R2, Enterprise x64 Edition Windows Server [®] 2003 R2, Datacenter Edition Windows Server [®] 2003 R2, Datacenter x64 Edition

Abbreviation Used	Option
Windows Server 2008	Windows Server [®] 2008 Standard (32/64-bit) Windows Server [®] 2008 Enterprise (32/64-bit) Windows Server [®] 2008 Datacenter (32/64-bit) Windows Server [®] 2008 R2 Standard (64-bit) Windows Server [®] 2008 R2 Enterprise (64-bit)
Windows Server 2012	Windows Server [®] 2012 Standard (64-bit)
Exchange	Microsoft [®] Exchange Server 2003 Microsoft [®] Exchange Server 2007 (supported by 64-bit operating systems only) Microsoft [®] Exchange Server 2010 (supported by 64-bit operating systems only)
.NET Framework	Microsoft [®] .NET Framework
SharePoint	Microsoft [®] Office SharePoint [®] Server 2007 Microsoft [®] SharePoint [®] Server 2010 (supported by 64-bit operating systems only)
Solaris 10	Solaris 10 Operating System
Red Hat Enterprise Linux	Red Hat [®] Enterprise Linux [®] 4 Red Hat [®] Enterprise Linux [®] 5
SUSE Linux Enterprise Server	SUSE [™] Linux Enterprise Server 10
Internet Explorer	Microsoft [®] Internet Explorer [®] Windows [®] Internet Explorer [®]
IIS	Microsoft [®] Internet Information Services
SQL Server 2005 Express Edition	Microsoft [®] SQL Server [™] 2005 Express Edition
Adobe Acrobat	Adobe [®] Acrobat [®]
Adobe Reader	Adobe [®] Reader [®]
RightFax	RightFax Business Server (Version 9.3)
Scanner	ScanSnap N1800
Carrier sheet	ScanSnap Carrier Sheet

Abbreviation Used	Option
Admin Tool	Network Scanner Admin Tool
User Editor	Network Scanner User Editor
Central Admin Console	Scanner Central Admin Console
Central Admin Server	Scanner Central Admin Server
Gmail	Gmail® Webmail Service
Yahoo! Mail	YAHOO!® Mail
AOL Mail	AOL® Mail
Windows Live Hotmail	Microsoft® Windows Live™ Hotmail®
Network Folder	A folder that is set to save scanned data in the file server or FTP server
SharePoint Folder	A folder that is set to save scanned data in SharePoint

Chapter 1

Overview

Admin User

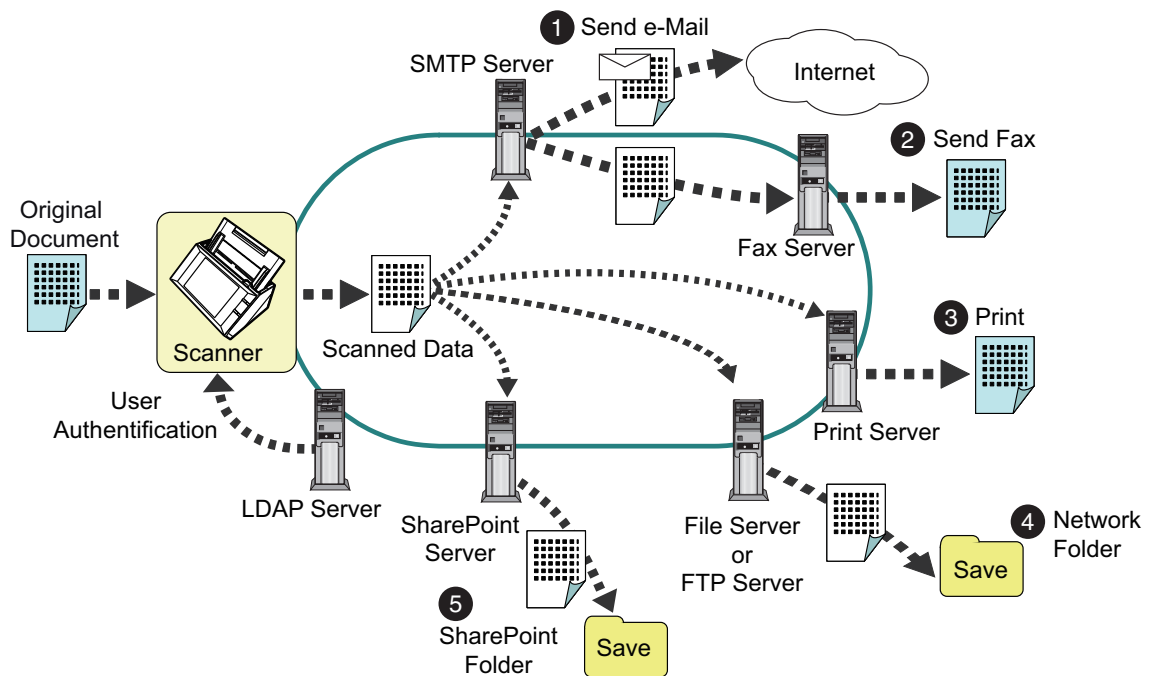
- 1.1 Scanner Features 29
- 1.2 Part Names and Functions 32
- 1.3 User Types and Operations 35
- 1.4 System Requirements 45

1.1 Scanner Features

■ Basic Uses for Scanned Data

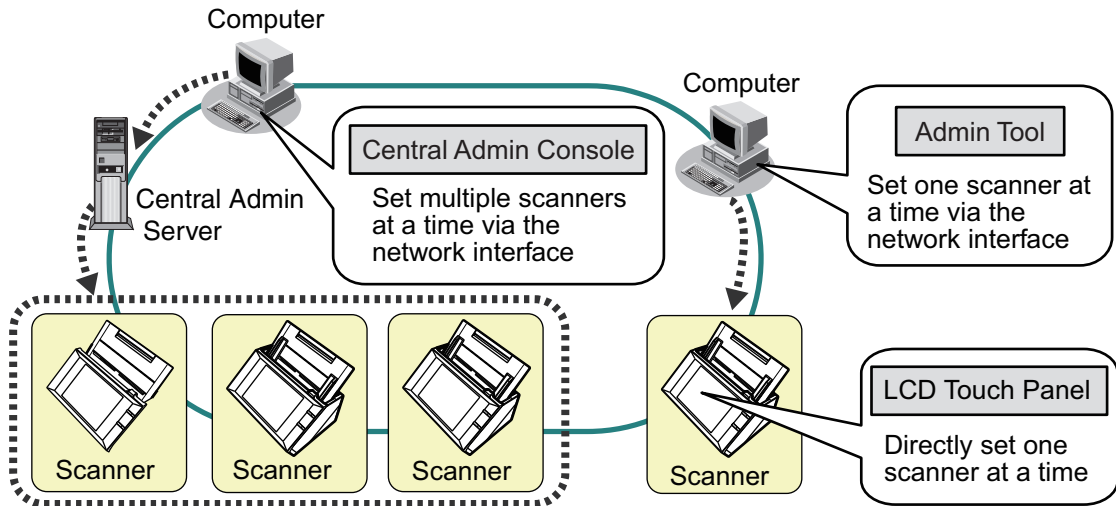
This easy-to-operate network scanner is used to scan documents for further use:

1. Scanned data can be sent as an e-mail attachment.
2. Scanned data can be sent by fax.
3. Scanned data can be printed on a network printer.
4. Scanned data can be saved in a network folder.
5. Scanned data can be saved in a SharePoint folder.



■ Configure and Manage with Ease

Configuration and management of the scanner can be easily performed via the LCD touch panel on the scanner or via the "Admin Tool" or the "Central Admin Console" installed on a computer.



- **Admin Tool**
Application that connects to each scanner and configures the scanner settings.
- **Central Admin Console**
Application that configures operation settings for multiple scanners, and monitors their operating status.
This application is used for connecting with Central Admin Server, which manages multiple scanners at the same times.
For details on Central Admin Console, refer to the Scanner Central Admin User's Guide.

■ Advanced Security Measures

The following security functions are provided for the scanner.

- Login authentication can restrict user access.
- Scanned data can be converted to password protected PDF files.
- Scanned data can be protected.

Since the scanner is intended to be shared by multiple users, data privacy is an important factor. The following security measures are used to protect the data against untoward access:

- **Encryption**
The scanned data is temporarily saved in the scanner while being e-mailed, faxed, printed, or saved in a folder. The data, however, is always saved in the scanner in an encrypted form, in order to prevent exposure of the data in case the disk contents are analyzed.
- **Scanned data deletion**
After the scanned data has been e-mailed, faxed, printed or saved, the temporary data is deleted. Even if an error interrupts this process, leaving some scanned data in the scanner, this will automatically be deleted at the next start up.

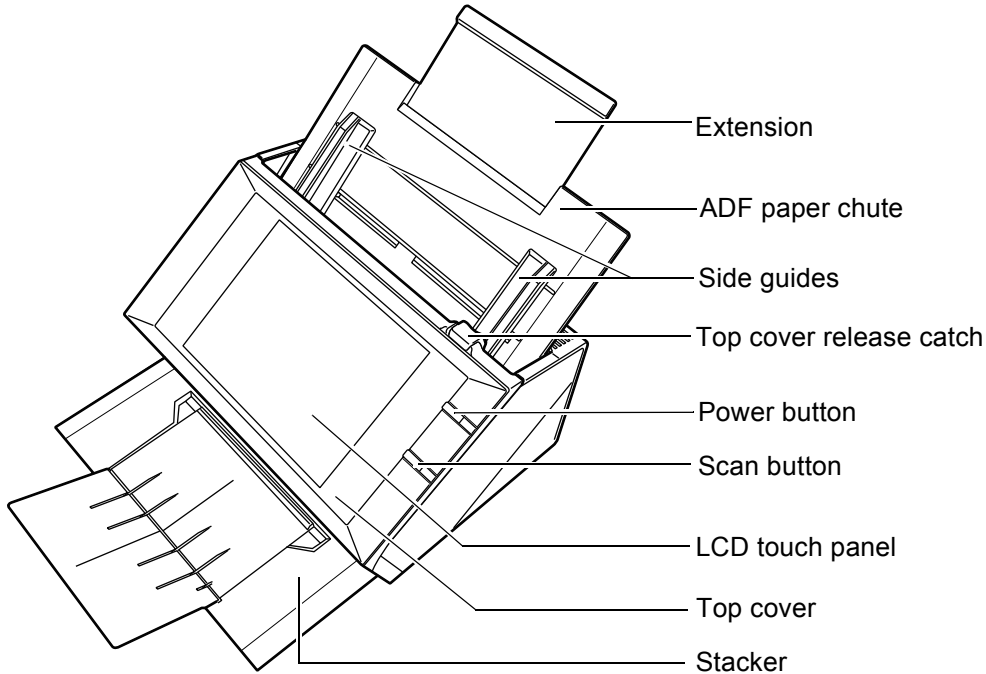
- Secure initialize

When initializing the data in the scanner, the free disk space can be also overwritten with meaningless random data. When the user data store is cleared from the scanner, the old cipher key is deleted and a new cipher key is generated. This totally eliminates the possibility of access to any user data remaining in the free disk space.

There is no input pathway to the scanner for files via external memory media, and input pathways of files via the network are limited to the minimum. Security patches are provided to protect the scanner against virus attacks. Taking these measures enables the scanner to be protected against virus infection.

1.2 Part Names and Functions

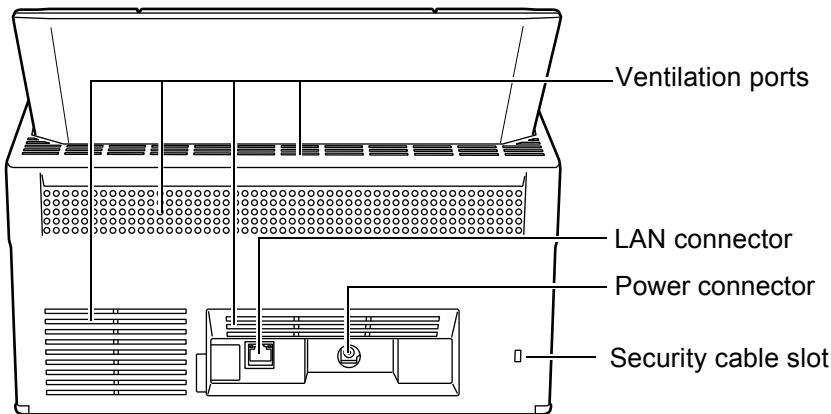
■ Front View



Part Name	Function
Extension	Can be pulled out and adjusted to the size of the document being scanned.
ADF paper chute	Holds the documents waiting to be scanned.
Side guides	Adjust to the width of the paper, to prevent skewing of the scanned pages.
Top cover release catch	Pull to open the top cover.
Power button	Turns on scanner or brings up the [Login] window from standby mode or power off status. For details, refer to "Using the Power Button" (page 56) .
Scan button	Starts the scan process. For details, refer to "Using the Scan Button" (page 58) .
LCD touch panel	Shows menus. Operations can be performed by touching the displayed menu. For details, refer to "2.3 Using the LCD Touch Panel" (page 59) .

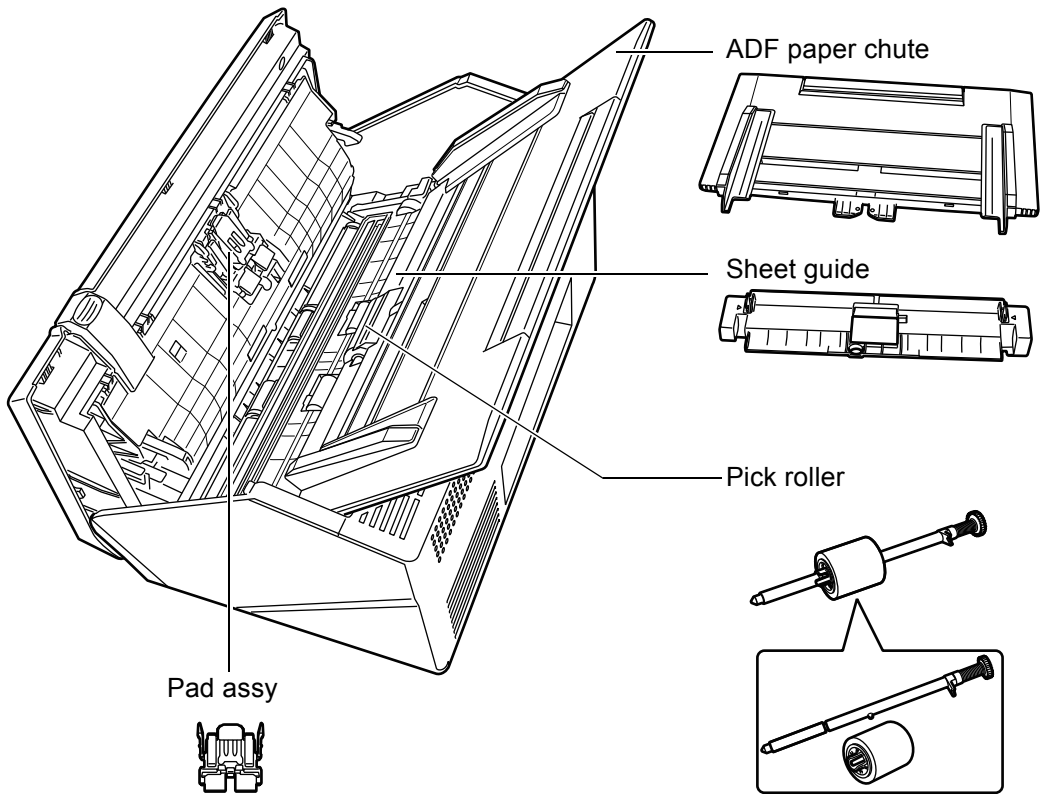
Part Name	Function
Top cover	Open by pulling the top cover release catch towards you, and holding the top cover by the sides to replace consumable parts or clean inside the scanner.
Stacker	Open before scanning. Scanned documents are ejected on the stacker.

■ **Rear View**



Part Name	Function
Ventilation ports	Lets out the heated air from the inside of the scanner to the outside.
Power connector	Connects the AC adapter to the scanner.
LAN connector	Connects the LAN cable to the scanner.
Security cable slot	Slot for commercially available security cable to prevent against theft. The following security cable is recommended. Cylindrical part: diameter 25 mm (max), length 50 mm (max) Type: Right angle (includes bent part if a straight cable is used)

■ Removable Parts



Part Name	Function
ADF paper chute	Help to guide documents from the ADF paper chute to the stacker.
Sheet guide	
Pick roller	
Pad assy	

1.3 User Types and Operations

When you use the scanner, login to the scanner as a user with the following operation right.

- **Regular user rights**
Operation rights given when you login to the scanner with a regular user account. When you login to the scanner with these rights, you are a "regular user" of the scanner.
A regular user can scan documents and then send, print, or save the resulting data.
- **Administrator rights**
Operation rights given when you login to the scanner with an administrator account. When you login to the scanner with these rights, you are an "administrator" of the scanner.
An administrator can setup and manage the scanner.

Note that the method of login to the scanner varies depending on the user type as follows:

Operation rights	Login method		
	LCD touch panel	Admin Tool	Central Admin Console
Regular user rights	A	NA	NA
Administrator rights	A	A	A

A: Available NA: Not available

The following table lists the operations available for the administrator and regular users.

1.3.1 Operations with Administrator Right

■ System Settings

Item	Function	LCD touch panel		Admin Tool	Central Admin Console	See...
		Basic mode	Advanced mode			
Local Settings						
Import Scanner Settings	Import scanner settings	NA	NA	NA	A	(*1)
Scanner Name	Set the scanner name (*2)	A	A	A	NA	page 89
Language Selection	Set the language	A	A	A	NA	page 91
Region/ Timezone	Set the region/ timezone (*2)	A	A	A	A	page 92
Date/Time	Set the date/time (*2)	A	A	A	A (*3)	page 93
Keyboard Settings	Set the keyboard	NA	A	A	A	page 94
Certificate Management	Manage certificates	NA	A (*4)	A	A	page 95
Scanner Settings						
Multifeed Settings	Set the multifeed detection method	NA	A	A	A	page 97
Scanner Adjustment	Set the offset and magnification settings	NA	A	A	NA	page 100
General Scanner Settings	Set general scanner settings	NA	A	A	A	page 101

Item	Function	LCD touch panel		Admin Tool	Central Admin Console	See...
		Basic mode	Advanced mode			
Login Settings						
Login Settings	Set the login settings (*2)	NA	A	A	A	page 102
Standby Mode	Set the standby mode, automatic logout, and power-off	NA	A	A	A	page 107
Admin Password	Change the admin password (*2)	A	A	A	NA	page 109
LAN Manager authentication level	Set the LAN Manager authentication level	NA	A	A	A	page 110

A: Available NA: Not available

- (*1): For the operations, refer to the Scanner Central Admin User's Guide.
- (*2): Operations can be performed in the Installation Wizard.
- (*3): The [Date / Time] input field and [Get Time] button cannot be used.
- (*4): Certificates cannot be imported.

■ Network Settings

Item	Function	LCD touch panel		Admin Tool	Central Admin Console	See...
		Basic mode	Advanced mode			
Basic						
IP Address	Set the IP address (*1)	A	A	A	NA	page 111
DNS Server	Set the DNS server (*1)	A	A	A	A	page 113
WINS Server	Set the WINS server	A	A	A	A	page 114
NTP Server	Set the NTP server	NA	A	A	A (*2)	page 115
Proxy Server	Set the proxy server	NA	A	A	A	page 116
Ping	Check the network connection with a Ping test	A	A	A	NA	page 117
Network Status	Check the network operating status	A	A	A	NA	page 119
Network Admin						
Admin Connection	Set the admin connection	A	A	A	A (*3)	page 121
Scanner Central Admin Server	Set the Central Admin Server (*1)	A	A	A	A (*4)	page 123

Item	Function	LCD touch panel		Admin Tool	Central Admin Console	See...
		Basic mode	Advanced mode			
Authentication Server						
Login LDAP Server	Set the login LDAP server	NA	A	A	A	page 126
e-Mail LDAP Server	Set the e-mail LDAP server	NA	A	A	A	page 133
Customize LDAP Search	Customize the LDAP search parameters	NA	A	A	A	page 135
e-Mail						
SMTP server	Set the e-mail server (SMTP server)	A	A	A	A	page 137
Send e-Mail	Set the e-mail-related settings	NA	A	A	A	page 139
File Names (e-Mail)	Set the file name format used for when attaching scanned data to e-mails	NA	A	A	A	page 140
Fax						
Fax Server	Set the fax server	NA	A	A	A	page 142
Network Folder						
Network Folder	Set the network folders	A	A	A	A (*5)	page 143
File Names (Save)	Set the file name format used for when saving scanned data	NA	A	A	A	page 157

Item	Function	LCD touch panel		Admin Tool	Central Admin Console	See...
		Basic mode	Advanced mode			
FTP Server Folder						
FTP Server Folder	Set the FTP server folders	NA	A	A	A (*5)	page 149
File Names (Save)	Set the file name format used for when saving scanned data	NA	A	A	A	page 157
SharePoint Folder						
SharePoint Folder	Set the SharePoint folders	NA	NA	A	A (*5)	page 154
File Names (Save)	Set the file name format used for when saving scanned data	NA	NA	A	A	page 157
Print						
Network Printer	Set the network printers	A	A	A	A (*5)	page 160

A: Available NA: Not available

(*1): Operations can be performed in the Installation Wizard.

(*2): Synchronization not possible.

(*3): Contents of the SSL Certificate are not shown.

(*4): [Address] and [Port Number] cannot be set.

(*5): Printers, folders and SharePoint folders that can be accessed from the Central Admin Server can be set.

■ Monitoring & Management

Item	Function	LCD touch panel		Admin Tool	Central Admin Console	See...
		Basic mode	Advanced mode			
Status Details						
System Status	View the system status	A	A	A	A (*1)	page 171
Usage Status	View the usage status	A	A	A	A (*1)	page 172
Installed Options	View the status of installed options	NA	A	A	A (*1)	page 173
User Log	Manage user logs	A	A	A	NA	page 174
System Log	Manage the system log	A	A	A	NA	page 176
Data Management						
User Data Store	Maintain the user data store	NA	A (*2)	A	NA	page 178
System Settings File	Maintain the system settings	NA	A (*3)	A	NA	page 182
Maintenance						
System Update	Update the scanner system software/check for released updates	NA	A (*5)	A	NA (*4)	page 186
Add-in Software	Install/uninstall an Add-in module	NA	NA	A	A (*4)	page 191
	View the Add-in status	NA	A	A	A (*1)	page 192
	Set whether or not the on-screen keyboard is displayed when running an Add-in	NA	A	A	NA	page 193

Item	Function	LCD touch panel		Admin Tool	Central Admin Console	See...
		Basic mode	Advanced mode			
Technical Support	Set the information output level	NA	A	A	NA	page 194
	Obtain technical support	NA	NA	A	NA	page 195
Alert Notification	Set the destination for alert notifications	NA	A	A	A	page 196

A: Available NA: Not available

- (*1): This can be viewed on the Central Admin Console [Scanner Details] window. This cannot be viewed on the scanner settings edit window, which is displayed by pressing the [Edit Scanner Settings] button in the Central Admin Console [Scanner Settings] window.
- (*2): When using the LCD touch panel, only the user data delete operation can be performed.
- (*3): When using the LCD touch panel, only the system settings reset or clear operation can be performed.
- (*4): This can be operated from the Central Admin Console [Scanner Admin Operations] window. This cannot be operated from the scanner settings edit window, which is displayed by pressing the [Edit Scanner Settings] button in the Central Admin Console [Scanner Settings] window.
- (*5): When using the LCD touch panel, the update cannot be performed.

■ Device Test

Item	Function	LCD touch panel		Admin Tool	Central Admin Console	See...
		Basic mode	Advanced mode			
Screen Calibration	Calibrate the LCD touch panel	A	A	NA	NA	page 380
Scan Test	Perform a scan test	A	A	NA	NA	page 377

A: Available NA: Not available

■ Job Menu Settings

Item	Function	LCD touch panel		Admin Tool	Central Admin Console	See...
		Basic mode	Advanced mode			
Job Sequences	Set a job sequence	NA	NA	A	A	page 204
Job Menus	Set a job menu	NA	NA	A	A	page 213
Job Groups	Set a job group	NA	NA	A	A	page 219

A: Available NA: Not available

1.3.2 Regular User Operations

Item	Function	See...
e-Mail	Send the scanned data by e-mail	page 248
Fax	Send the scanned data by fax	page 264
Print	Print the scanned data	page 273
Save	Save the scanned data to a network folder	page 284
Scan to SharePoint	Save the scanned data to a SharePoint folder	page 289
Scan Settings	Set the scan options	page 297
Scan Viewer	Enable/disable the scan viewer	page 336
Maintenance		
Edit e-Mail Addresses	Edit e-mail targets in the e-mail address book	page 261
Edit Fax Numbers	Edit contacts in the fax number list	page 271
Roller Cleaning	Clean the inside of scanner	page 360
Scan Test	Perform a scan test	page 377
Administrator Login	Show the window for administrator login	page 74
Change Password	Change a user password	page 355
Consumable Alert	Indicate when parts need replacing	page 367
User Log	Check user operations	page 343
Job Menu	Process a job	page 346

1.4 System Requirements

1.4.1 Requirements for Admin Tool and User Editor

For use of the Admin Tool and User Editor, the following requirements apply:

Software (English Versions)

- Operating system
 - Windows XP (Service Pack 3 or later)
 - Windows Vista (Service Pack 1 or later)
 - Windows 7
 - Windows 8
 - Windows Server 2003 (Service Pack 2 or later)
 - Windows Server 2008
 - Windows Server 2012

- .NET Framework

Which .NET Framework is used depends on the operating system.

Operating system	.NET Framework (*1)
Windows XP	.NET Framework 2.0 (Service Pack 2 or later)
Windows Vista	.NET Framework 3.0 (Service Pack 2 or later)
Windows 7	.NET Framework 3.5 (Service Pack 1 or later)
Windows Server 2003	
Windows Server 2008	
Windows 8	.NET Framework 4.5
Windows Server 2012	

- Web browser
 - Internet Explorer 6.0 (Service Pack 2) or later (*2)

(*1): If .NET Framework is not installed, the administrator will be notified.
 Download .NET Framework from the Microsoft Web site and install it into the computer.
 When installing .NET Framework, check that there is enough free disk space. For .NET Framework 2.0, at least 500 MB of additional free disk space is required.

- (*2): For the Admin Tool, confirm that the latest security patch has been applied. If the latest patch has not been applied, download operations (such as manual download) may not be possible. For Windows XP, "KB933566" must be applied to Internet Explorer.
- If download operations are not possible, clear the [Do not save encrypted pages to disk] check box on [Advanced] of [Internet Options] in Internet Explorer, and then try downloading again.
- If the Web browser is Internet Explorer 10, configure [Compatibility View settings] so that the specified URL is displayed in compatibility view.

ATTENTION

Make sure that the language settings for the computer where the Admin Tool and User Editor are installed are the same as the language settings for the scanner.

Hardware

- Computer that runs the supported software and meets the following conditions:
 - 32 MB or more of free memory space
 - 64 MB or more of free disk space
- XGA monitor or better
- LAN cable
- Pointing device (e.g. mouse)

1.4.2 Requirements for Related Servers

For servers that can be linked with the scanner, the following requirements apply. For the supported versions and editions of each operating system, refer to "[Abbreviations Used in This Manual](#)" (page 25).

Server	Operating System	Function	
LDAP server	Windows Server 2003	Active Directory	
	Windows Server 2008		
	Windows Server 2012		
	OpenSolaris	OpenSolaris	OpenLDAP
		Solaris10	
		Red Hat Enterprise Linux	
		SUSE Linux Enterprise Server	
SMTP Server	Windows Server 2003	SMTP, Exchange	
	Windows Server 2008		
	Windows Server 2012	SMTP	
File Server	Windows Server 2003	Windows Shared Folder	
	Windows Server 2008		
	Windows Server 2012		
	OpenSolaris	OpenSolaris	Samba
		Solaris10	
		Red Hat Enterprise Linux	
		SUSE Linux Enterprise Server	
SharePoint Server	Windows Server 2003	SharePoint	
	Windows Server 2008		
FTP Server	Windows Server 2003	FTP	
	Windows Server 2008		
	Windows Server 2012		
Print Server	Windows Server 2003	Windows Shared Printer (*)	
	Windows Server 2008		
	Windows Server 2012		

Server	Operating System	Function
DNS Server	Windows Server 2003	DNS
	Windows Server 2008	
	Windows Server 2012	
WINS Server	Windows Server 2003	WINS
	Windows Server 2008	
	Windows Server 2012	
DHCP Server	Windows Server 2003	DHCP
	Windows Server 2008	
	Windows Server 2012	
NTP Server	Windows Server 2003	NTP
	Windows Server 2008	
	Windows Server 2012	
	Red Hat Enterprise Linux	
Fax Server	Windows Server 2003	RightFax
	Windows Server 2008	

(*): To use as network printer, Windows XP compatible printer driver must be installed.

LDAP Server

LDAP (Lightweight Directory Access Protocol) is a protocol for accessing a directory databases over a TCP/IP network. It can be used to administrator networked users e-mail addresses and operating environments.

When connected using encryption (SSL), this is called the "LDAPS Server".

The LDAP server can be used to perform the following:

- User authentication at login
- Finding or entering e-mail addresses in an address book

SMTP Server

SMTP (Simple Mail Transfer Protocol) is a protocol for sending e-mail.

The SMTP server can be used to perform the following:

- Sending the scanned data as an e-mail
- Sending the scanned data by fax

File Server

The file server shares the disk on a server with other computers on a network, and enables use of the disk from an external computer.

Using this file server enables scanned data to be saved to a file server network folder.

SharePoint Server

SharePoint is the collective name for the elements of a Web browser based document management platform provided by Microsoft.

Using a SharePoint server enables scanned data to be saved to a SharePoint folder on the SharePoint server.

FTP Server

FTP (File Transfer Protocol) is a standard network protocol used for copying files between hosts on the network based on TCP/IP.

An FTP server which connects with SSL encryption is called an "FTPS Server".

Using this FTP server enables scanned data to be saved to an FTP server network folder.

Print Server

The print server refers to the computer or device used when multiple client computers use a printer on the network. It receives print requests from the client computers on the network and delivers them to the printer connected with the print server.

ATTENTION

- Windows XP compatible printer drivers must be registered.
- Printer must be able to spool print jobs (to hard disk or memory). Contact your printer dealer if uncertain whether your printer has a spool function.
- Printers that allow the status of print errors to be easily checked (via an LCD control panel, or similar) are recommended.

DNS Server

The function of DNS servers is the translation (resolution) of humanly memorable host names and FQDN into the corresponding numeric IP addresses.

WINS Server

The WINS server handles name registration requests from WINS clients and registers their names and IP addresses with the server database. The WINS server responds to NetBIOS name queries submitted by clients and returns the IP address of the queried name if it is listed in the server database. In addition, when a DNS name resolution fails, the query can be transferred to the WINS server.

DHCP Server

DHCP (Dynamic Host Configuration Protocol) is an auto-configuration protocol used for an IP network. Network administrator intervention is not required when the DHCP server is used because it assigns the IP addresses of scanners as well as computers automatically.

NTP Server

NTP (Network Time Protocol) is a protocol to synchronize the time of computers on the network with the correct time.

It is used when a client makes a time query through the network.

Fax Server

The fax server refers to the computer equipped with a fax modem or a dedicated fax board connected with a telephone line. It is used for sending faxes.

This scanner supports the following fax servers:

- RightFax Business Server

This fax server can be used to send the scanned data by fax.

1.4.3 Port Number List

Function	From/To	Port Number	Protocol Number
Admin Tool Connection	Admin Tool ⇔ Scanner	80 (HTTP) (*1)	6 (TCP)
		443 (HTTPS) (*1)	6 (TCP)
Central Admin Server Connection	Central Admin Server ⇔ Scanner	80 (HTTP) (*1)	6 (TCP)
		443 (HTTPS) (*1)	6 (TCP)
	Scanner ⇔ Central Admin Server	20444 (HTTP/HTTPS) (*1)	6 (TCP)
DHCP Server	Scanner ⇔ DHCP server	67 (DHCP)	17 (UDP)
DNS Server	Scanner ⇔ DNS server	53 (DNS)	17 (UDP)
WINS Server	Scanner ⇔ WINS server	1512 (WINS)	17 (UDP)
Synchronization	Scanner ⇔ Sntp server	123 (SNTP)	17 (UDP)
Proxy Server	Scanner ⇔ Proxy server	Free	6 (TCP)
Authentication/ e-Mail Address Search	Scanner ⇔ LDAP server	389 (LDAP) (*1)	6 (TCP)
		636 (LDAPS) (*1)	6 (TCP)
		3268 (Active Directory Global Catalog) (*1)	6 (TCP)
		3269 (Active Directory Global Catalog over SSL) (*1)	6 (TCP)
Sending e-Mail	Scanner ⇔ SMTP server	25 (SMTP) (*1)	6 (TCP)
		465 (SMTP over SSL) (*1)	6 (TCP)
		587 (SMTP over STARTTLS) (*1)	6 (TCP)
Sending Fax	Scanner ⇔ SMTP server	25 (SMTP) (*1)	6 (TCP)
		465 (SMTP over SSL) (*1)	6 (TCP)
		587 (SMTP over STARTTLS) (*1)	6 (TCP)
Print	Scanner ⇔ Print server	137,138,139,445 (SMB)	6 (TCP) 17 (UDP)
SharePoint Server	Scanner ⇔ SharePoint server	80 (HTTP) (*1)	6 (TCP)
		443 (HTTPS) (*1)	6 (TCP)
FTP Server	Scanner ⇔ FTP server	20,21 (FTP) (*1)	6 (TCP)

Function	From/To	Port Number	Protocol Number
FTPS Server	Scanner ⇔ FTPS server	989,990 (FTPS) (*1)	6 (TCP)
Saving to a Folder	Scanner ⇔ File server	137,138,139,445 (SMB)	6 (TCP) 17 (UDP)
Ping	Scanner ⇔ Another computer or server	—	1 (ICMP)
User Editor	User Editor ⇔ Scanner	80 (HTTP) (*1)	6 (TCP)
		443 (HTTPS) (*1)	6 (TCP)

(*1): Changing the port number is possible

Chapter 2

Basic Scanner Operations

- 2.1 Turning the Power On/Off 54
- 2.2 Using the Scanner Buttons 56
- 2.3 Using the LCD Touch Panel 59
- 2.4 Using the On-Screen Keyboard 60

2.1 Turning the Power On/Off

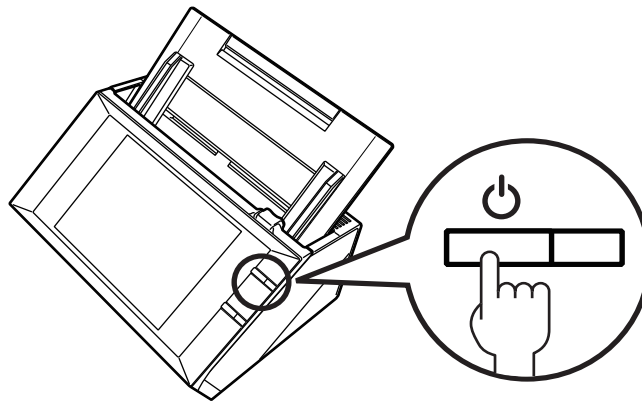
2.1.1 Turning the Power On



Do not move or shake the scanner when it is turned on.
This may damage components in the scanner and cause data to be lost.



1. Press the power button.



⇒ After the scanner starts up, the [Login] window appears.
The installation wizard may be shown depending on the settings.

ATTENTION

After turning the power off, wait for at least 10 seconds before turning the power back on again.

2.1.2 Turning the Power Off

1. Press the [Shutdown] button on the [Login] window.

ATTENTION

To turn the scanner off, make sure to press the [Shutdown] button. Do not force the scanner to turn off by holding down the power button for 4 seconds or longer. It may cause the scanner to function abnormally.



⇒ A confirmation window appears.

2. Press the [OK] button.

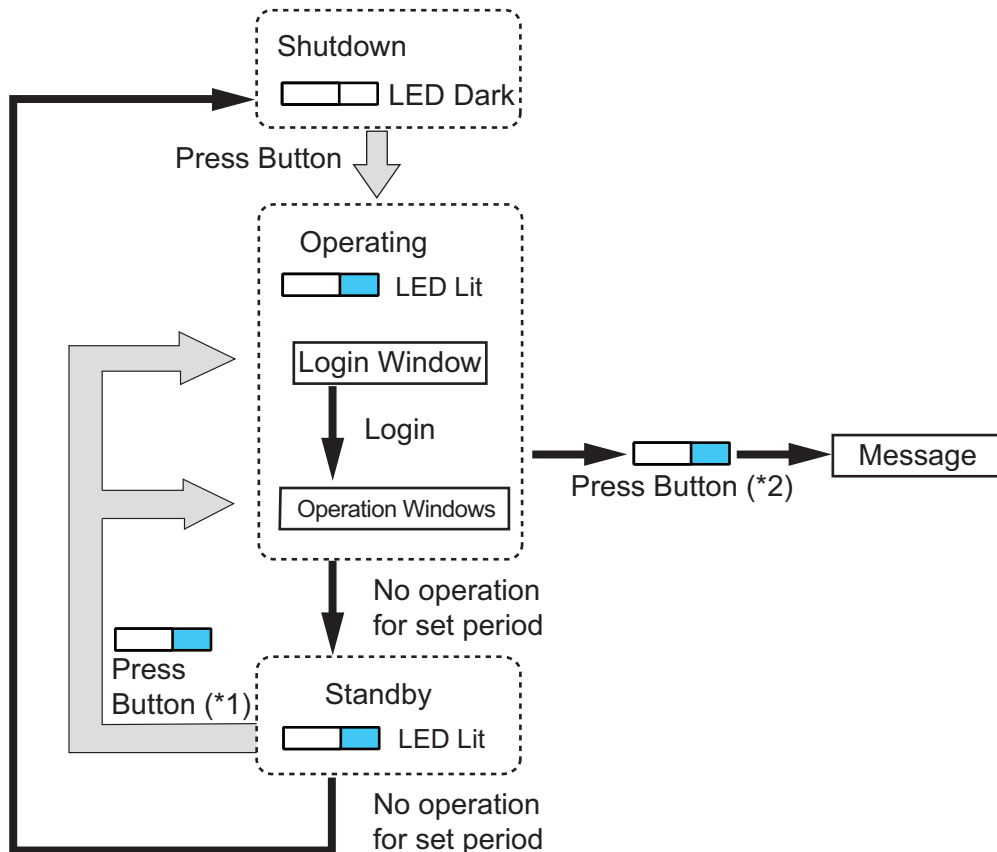
⇒ The scanner power is turned off.

2.2 Using the Scanner Buttons

■ Using the Power Button

When the scanner is off or in standby mode, pressing the power button will start the scanner up and display the login window.

When the scanner is on, pressing the power button will show a message.



(*1) Other than pressing the power button, any of the following operations will startup the scanner from standby mode.

- Loading the documents into the ADF paper chute.
- Closing the top cover.
- Pressing the power button.
- Pressing the Scan button.
- Touching the LCD touch panel.

The window displayed after restarting varies according to the automatic login settings in the following way:

- If automatic login is enabled, the operation window is displayed.
- If automatic login is disabled, the [Login] window is displayed.

- (*2)
- When the scanner power button is pressed while a window displaying the [Shutdown] button is shown, the [Please release the power button and select shutdown to turn the scanner off.] message appears.
 - When the scanner power button is pressed while a window not displaying the [Shutdown] button is shown, the [Please release the power button. Can not shutdown scanner because the system is in operation.] message appears.


ATTENTION


- When the scanner is running or in standby mode, do not hold down the power button for 4 seconds or longer, as it may cause the scanner to shutdown. If this happens, saved scanned data may become unusable.
If you hold down the power button for 4 seconds or longer and the scanner is shutdown, remove the AC cable to ensure that the power is completely off.
- After turning the power off, wait for at least 10 seconds before turning the power back on again. To shutdown the scanner correctly, press the [Shutdown] button on the window.

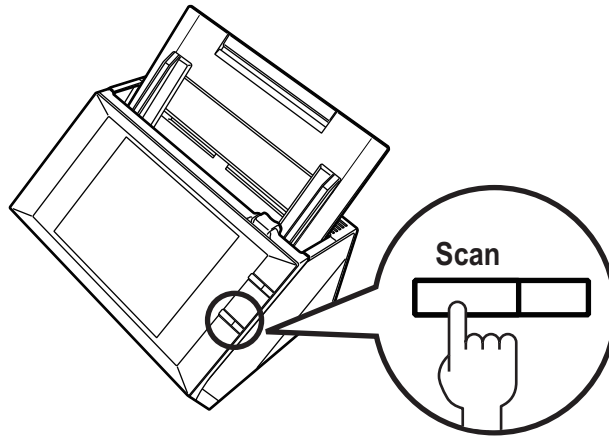
HINT

- If the scanner is left in standby mode until the time set for [Power-off after], the power of the scanner is automatically turned off. Note that if this occurs, it takes time to turn the scanner on again.
- The time to enter standby mode and to power off the scanner can be changed. For details, refer to ["4.7.2 Setting the Standby Mode" \(page 107\)](#).
- Automatic login without displaying the [Login] window is possible. For more details about how to set automatic login, refer to ["4.7.1 Setting the Login Settings" \(page 102\)](#).
- If automatic login is set, login via the Admin Tool is possible while the main menu or job menu is displayed.

■ Using the Scan Button

When a button with  is displayed on the LCD touch panel, the Scan button can be used.

When a button with  is displayed, the Scan button can be pressed to start the scan.



Buttons with  are as follows:

- [Scan]
- [Scan & Send]
- [Scan & Print]
- [Scan & Save]
- [Scan More]

One of those buttons on the LCD touch panel can be pressed to start the scan.

2.3 Using the LCD Touch Panel

When using the LCD touch panel, buttons only need to be lightly pressed to select them. For details about the LCD touch panel, refer to the following:

- ["4.1.1 Administrator Windows via the LCD Touch Panel" \(page 70\)](#)
- ["6.2 Using LCD Touch Panel Windows: Regular User" \(page 242\)](#)

ATTENTION

- Do not use a pen or other hard object on the LCD touch panel. The LCD touch panel may be damaged.
- If the screen is dirty, this may cause the LCD touch panel to malfunction. Clean the screen if it is visibly dirty. For details, refer to ["Cleaning the LCD Touch Panel" \(page 359\)](#).


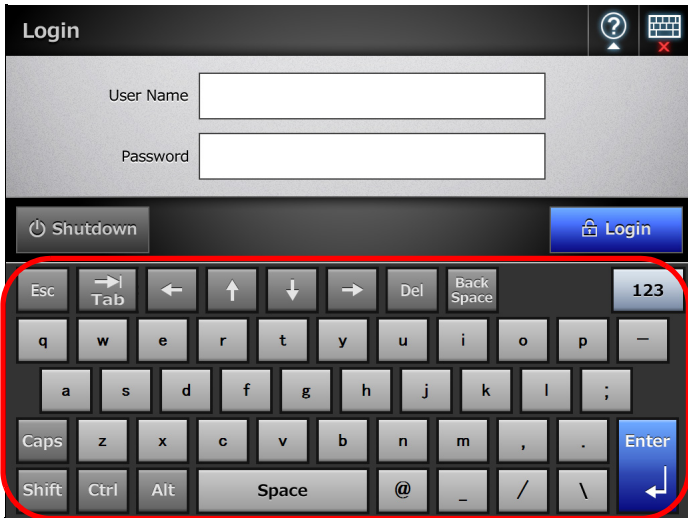


2.4 Using the On-Screen Keyboard

On the LCD touch panel, the on-screen keyboard can be used to enter text in the input field on the window.

The on-screen keyboard can be used in the following ways.

■ Showing/Hiding the On-Screen Keyboard

To show/hide the on-screen keyboard, press the following button displayed on the LCD touch panel.

Button	Description
	<p>Press this button to show the on-screen keyboard. The on-screen keyboard is displayed to enable entering characters.</p> 
	<p>This button is displayed while the on-screen keyboard is enabled. Pressing this button hides the on-screen keyboard.</p>
	<p>This button is displayed when there is no input field in the window. In this state, the on-screen keyboard cannot be displayed.</p>

When you touch any input field, the on-screen keyboard is displayed. In the [Login] window, the on-screen keyboard is automatically displayed.

HINT

For an Add-in, you can use the [Add-in Software] window to set the on-screen keyboard not to be displayed when running an Add-in.

When you display the on-screen keyboard when running an Add-in, you can change the display location of the button used for displaying the on-screen keyboard.

■ Using the On-Screen Keyboard

Key	Function
Tab	Switches focus to the input field.
Enter	Performs the following. <ul style="list-style-type: none">● Closes the on-screen keyboard if it is displayed.● Inserts a line feed when multiple lines are input in the input field.● Commits the input in the [Login] window.

ATTENTION

When logged in via the LCD touch panel, the administrator cannot select the menu items using the on-screen keyboard. Select buttons in the menu by pressing the LCD touch panel.

■ Keyboard Layout

A keyboard layout can be selected on the [Keyboard Settings] window. The on-screen keyboard is compliant with the QWERTY layout. The French on-screen keyboard is compliant with the AZERTY layout. The keyboard layout of the on-screen keyboard can be switched by pressing a specific key. For details, refer to "[D.3 Changing the Functions on the On-Screen Keyboard](#)" (page 433).

Chapter 3

Administrator Operations (Overview)

Admin

- 3.1 Operating and Managing Scanners 63
- 3.2 Required Scanner Function Settings 65

3.1 Operating and Managing Scanners

The administrator can configure and manage the scanner in the following ways.

- LCD touch panel

Scanner settings management can be implemented directly via the scanner's LCD touch panel.

Setting mode

The administrator can operate the LCD touch panel in the following setting modes.

- Basic mode

A setting mode for Administrators with basic knowledge of computers.

Basic required scanner settings can be performed.

- Advanced mode

A setting mode for Administrators with advanced knowledge of networks and servers.

Settings which are more advanced than those of Basic mode, such as, authentication server, server environment, or advanced scanning settings can be performed.

For details about the configuration of setting modes, refer to "[4.4 Configuring the Setting Mode for the LCD Touch Panel](#)" (page 87).

In addition, using the wizard on the LCD touch panel allows you to configure the minimum scanner settings required to operate the scanner. You can also use the wizard to restrict the configurable functions. For details about the configuration with the wizard, refer to "[4.3 Setting the System Settings with the Installation Wizard on the LCD Touch Panel](#)" (page 85).

- Admin Tool

Scanner settings management, and updates can be implemented via the network interface by using the Admin Tool installed on a computer.

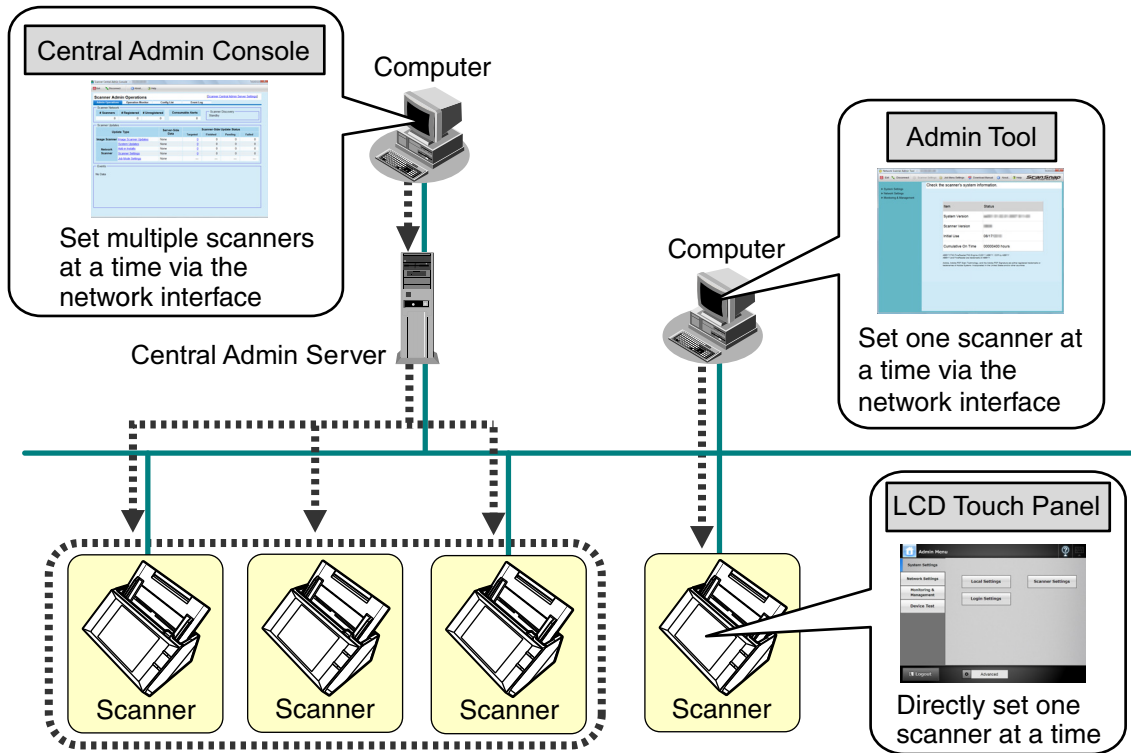
Settings can be performed for one scanner at a time.

- Central Admin Console

Scanner settings management, and updates can be implemented via the network interface by using the Central Admin Console installed on a computer, for multiple scanners together.

In this case, settings made with the Central Admin Console are applied to scanners via a Central Admin Server.

For details on Central Admin Console, refer to the Scanner Central Admin User's Guide.

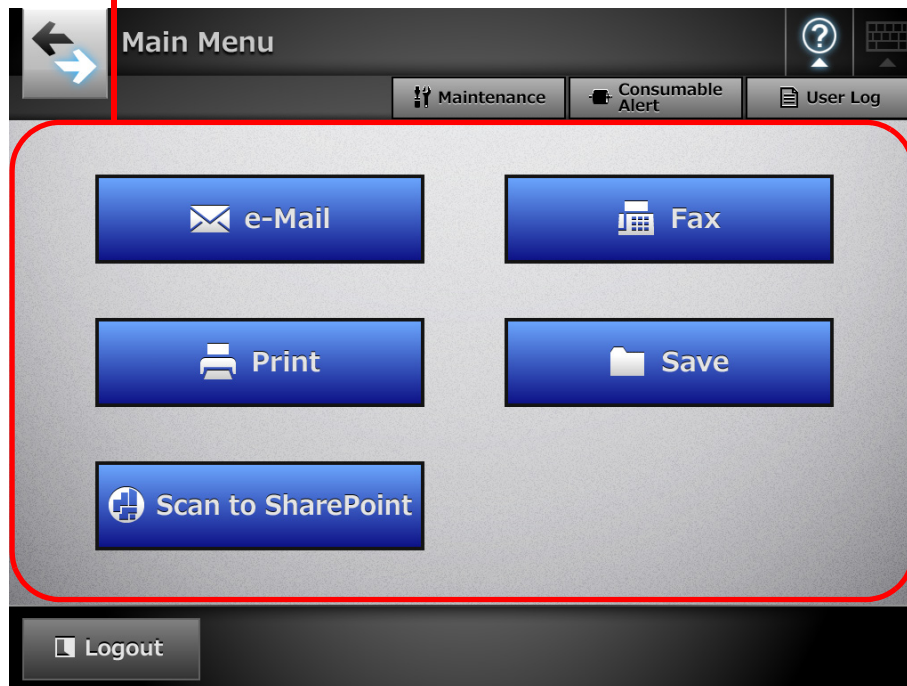


3.2 Required Scanner Function Settings

Which scanner settings are required differs according to scanner functions to be used by the regular user.

The function buttons are displayed on the [Main Menu] window for the regular user, in accordance with the settings specified by the administrator.

Buttons are displayed in accordance with the settings specified by the administrator



The following shows the necessary settings for each function to be used.

System Settings

Menu	e-Mail	Fax	Print	Save	Scan to SharePoint	See ...
Local Settings						
Import Scanner Settings	—	—	—	—	—	(*1)
Scanner Name	N	N	N	N	N	page 89
Language Selection	—	—	—	—	—	page 91
Region / Timezone	A	A	A	A	A	page 92
Date / Time	A	A	A	A	A	page 93
Keyboard Settings	N	N	N	N	N	page 94
Certificate Management	—	—	—	—	—	page 95
Scanner Settings						
Multifeed Settings	—	—	—	—	—	page 97
Scanner Adjustment	—	—	—	—	—	page 100
General Scanner Settings	—	—	—	—	—	page 101
Login Settings						
Login Settings	—	—	—	—	—	page 102
Standby Mode	—	—	—	—	—	page 107
Admin Password	A	A	A	A	A	page 109
LAN Manager authentication level	—	—	—	—	—	page 110

N: Necessary A: Advisable —: Not required

(*1): For the operations, refer to the Scanner Central Admin User's Guide.

Network Settings

Menu	e-Mail	Fax	Print	Save	Scan to SharePoint	See ...
Basic						
IP address	N	N	N	N	N	page 111
DNS Server	A	A	A	A	A	page 113
WINS Server	A	A	A	A	A	page 114
NTP Server	A	A	A	A	A	page 115
Proxy Server	—	—	—	A	A	page 116
Ping	—	—	—	—	—	page 117
Network Status	—	—	—	—	—	page 119
Network Admin						
Admin Connection	—	—	—	—	—	page 121
Scanner Central Admin Server	—	—	—	—	—	page 123
Authentication Server						
Login LDAP Server	A (*1)	A (*1)	A (*1)	A (*1)	A (*1)	page 126
e-Mail LDAP Server	—	—	—	—	—	page 133
Customize LDAP Search	—	—	—	—	—	page 135
e-Mail						
SMTP Server	N	N	—	—	—	page 137
Send e-Mail	A	—	—	—	—	page 139
File Names (e-Mail)	A	—	—	—	—	page 140
Fax						
Fax Server	—	N	—	—	—	page 142

Menu	e-Mail	Fax	Print	Save	Scan to SharePoint	See ...
Network Folder						
Network Folder	—	—	—	N	—	page 143
File Names (Save)	—	—	—	A	—	page 157
FTP Server Folder						
FTP Server Folder	—	—	—	N	—	page 149
File Names (Save)	—	—	—	A	—	page 157
SharePoint Folder						
SharePoint Folder	—	—	—	—	N	page 154
File Names (Save)	—	—	—	—	A	page 157
Print						
Network Printer	—	—	N	—	—	page 160

N: Necessary A: Advisable —: Not required

(*1): Only necessary if connecting to an LDAP server.

Chapter 4

Administrator Operations (LCD Touch Panel and Admin Tool)

Admin

This chapter provides an explanation of administrator operations (setting up and managing the scanner) via the scanner's LCD touch panel, or via the network interface using the Admin Tool.

4.1 Windows	70
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4.15 Managing the User Data Store and System Settings.....	178
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4.1 Windows

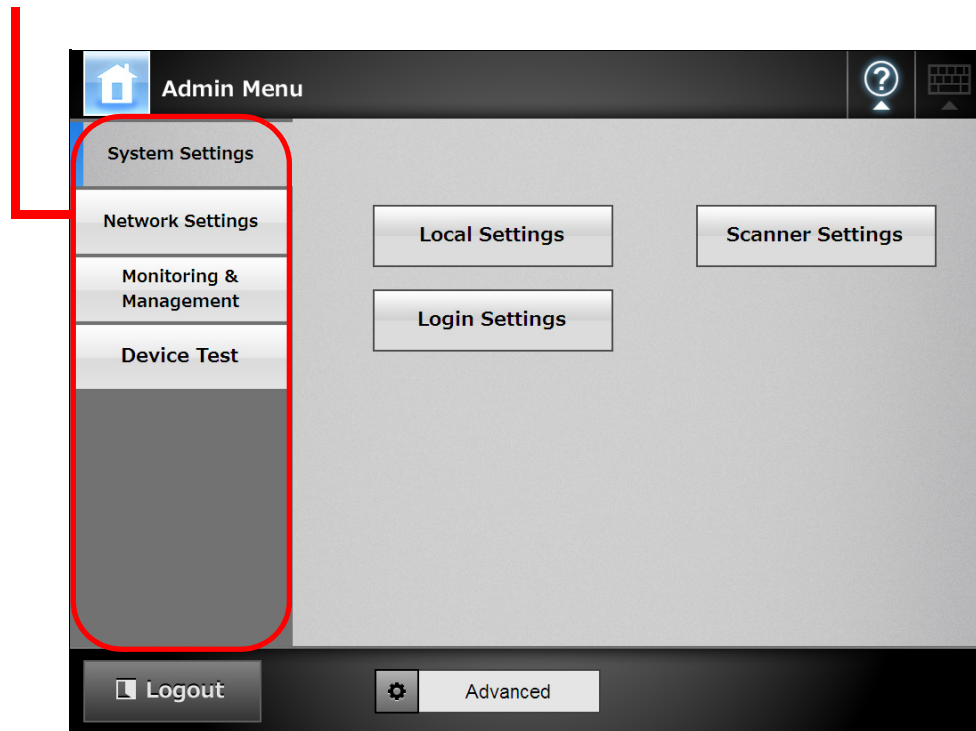
4.1.1 Administrator Windows via the LCD Touch Panel

Selecting a menu displays its sub-menu.

The sub-menu items are shown in the right-side of the window.

Selecting the lowest level menu displays the setting window for the menu.

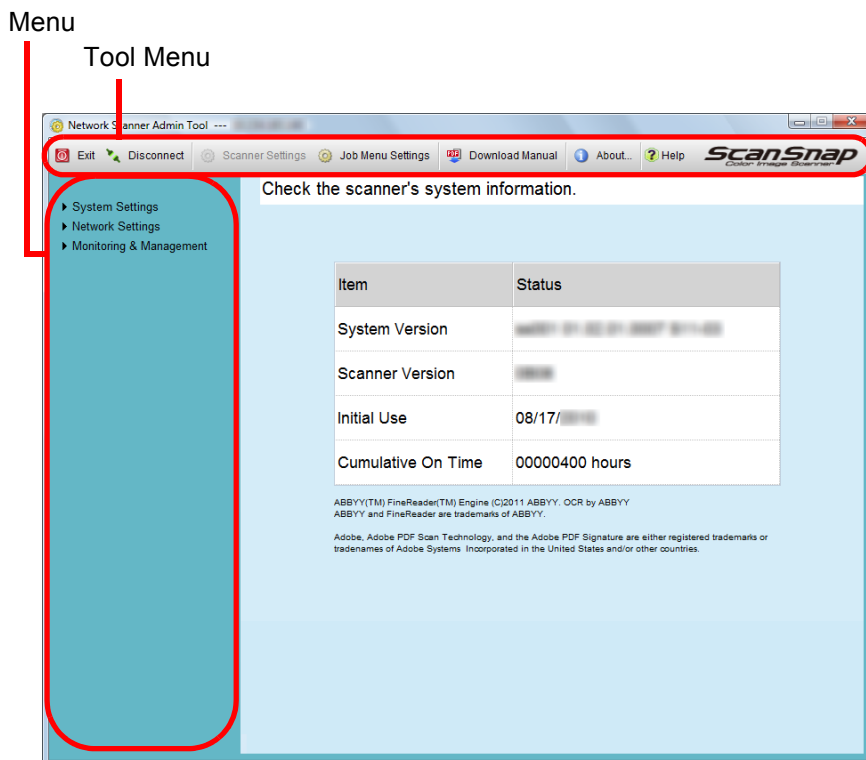
Menu



4.1.2 Administrator Windows via the Admin Tool

Administrator windows via the Admin Tool are as follows.

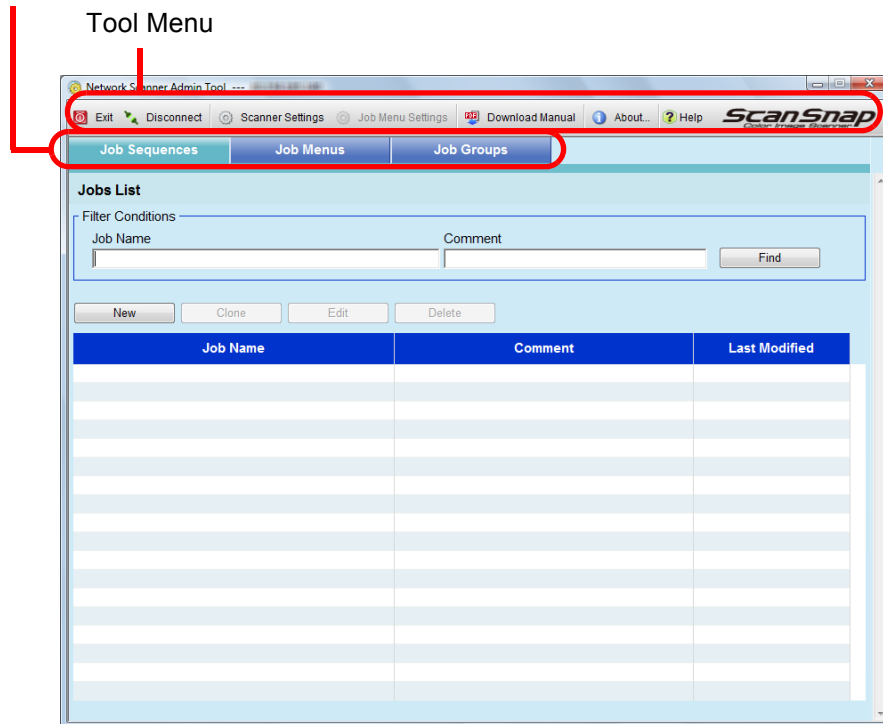
- When the [Scanner Settings] button is pressed
Press the [Scanner Settings] button on the Tool Menu, then select the menu to show its sub-menu.
Selecting the lowest level menu displays the setting window for the menu.



- When the [Job Menu Settings] button is pressed
Pressing the [Job Menu Settings] button on the Tool Menu shows the window for setting jobs.

Job Settings Menus

Tool Menu



4.2 Administrator Login

4.2.1 Administrator Login: via the LCD Touch Panel Touch Panel

■ When Automatic Login is Not Set

HINT

- The default user name and password for the administrator are set as follows:
User name: admin
Password: password
- The scanner setup can be configured by one user.

1. Enter the user name and password of the administrator.



HINT

If [Active Directory Global Catalog] is selected for the login LDAP server, the [UPN Suffix] input field is displayed. A UPN suffix is not required when logging in as an administrator. Even if entered, it is ignored.

2. Press the [Login] button.

⇒ If the user name and password are valid, the [System Settings] window appears.

■ When Automatic Login is Set

When automatic login has been set, login to the administrator windows from the regular user window.

1. From the [Maintenance] window, press the [Administrator Login] button.

⇒ The [Administrator Login] window appears.

A screenshot of the 'Administrator Login' dialog box. The window has a dark title bar with the text 'Administrator Login' on the left and two icons (a question mark and a keyboard) on the right. The main area is light gray and contains two text input fields. The first field is labeled 'User Name' and the second is labeled 'Password'. At the bottom, there are two buttons: a 'Cancel' button on the left and an 'OK' button on the right.

2. Enter the administrator user name and password.

3. Press the [OK] button.

⇒ When authenticated, the system settings window is shown.

4.2.2 Setting up for Administrator Access via the Admin Tool

This section describes the required settings for logging in via the Admin Tool.

HINT

The following are required for administrator login via the Admin Tool:

- "4.5.1 Setting the Scanner Name" (page 89)
- "4.7.3 Changing the Admin Password" (page 109)
- "4.8.1 Giving the Scanner an IP Address" (page 111)
- "4.8.8 Setting the Admin Connection" (page 121)
- "4.8.2 Setting the DNS Server" (page 113)
- "4.8.3 Setting the WINS Server" (page 114)

■ Checking the Web Browser Cache Settings

Check the Web browser cache settings.

1. **From the Web browser [Tools] menu, select [Internet Options].**
 - ⇒ The [Internet Options] dialog box appears.
2. **On the [General] tab, press the [Settings] button for [Browsing history].**
 - ⇒ The [Temporary Internet Files and History Settings] dialog box appears.
3. **For [Check for newer versions of stored pages], select [Automatically].**
4. **For [Disk space to use], specify 63 MB or above.**
5. **Press the [OK] button.**

ATTENTION

- The setup procedure may differ depending on the version of the Web browser.
- Configure the network settings to not use a proxy server.

HINT

If any updates or service packs are available for the Web browser, make sure they are applied.

■ Setting the Web Browser Trusted Sites

Enter the target scanner URL as Web browser trusted sites.

If not set, connection to a scanner is blocked, and certification cannot be installed.

- 1. From the Web browser [Tools] menu, select [Internet Options].**
 - ⇒ The [Internet Options] dialog box appears.
- 2. On the [Security] tab, select [Trusted sites].**
- 3. Press the [Sites] button.**
 - ⇒ The [Trusted sites] dialog box appears.
- 4. Clear the [Require server verification (https:) for all sites in this zone] check box.**
- 5. Enter the URL of the scanner in the [Add this website to the zone] field, and press the [Add] button.**

Example: `http://IP_address or scanner_name/`

ATTENTION

The setup procedure may differ depending on the version of the Web browser.

HINT

If any updates or service packs are available for the Web browser, make sure they are applied.

■ Installing the Admin Tool

To setup the scanner via the network interface, install the Admin Tool on your computer.

1. Access the scanner from your Web browser by specifying the scanner name in a URL.

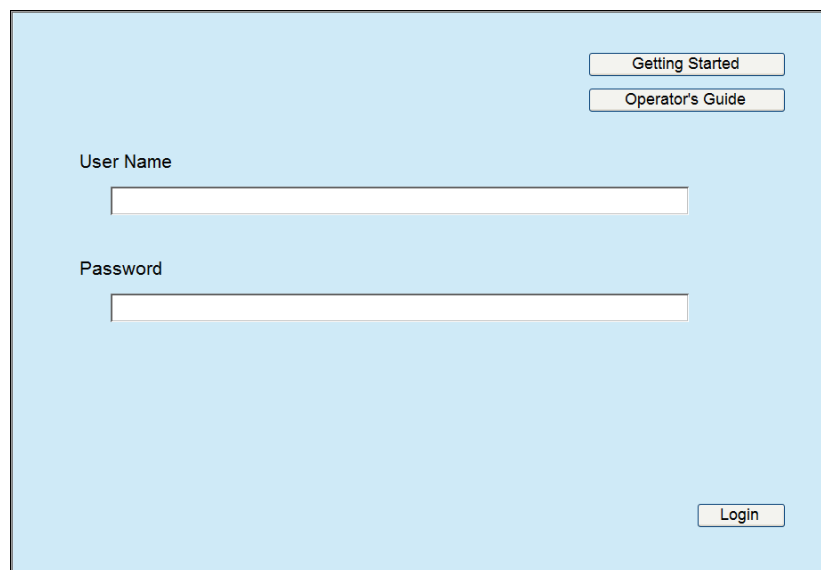
According to the settings described in "[4.8.8 Setting the Admin Connection](#)" (page 121), specify the URL in one of the following ways.

- SSL is [Off], no port number change
`http://scanner_name or IP_address/`
- SSL is [Off], port number change
`http://scanner_name or IP_address:port_number/`
For port_number, enter the changed port number.
- SSL is [On], no port number change
`https:// scanner_name or IP_address/`
- SSL is [On], port number change
`https://scanner_name or IP_address:port_number/`
For port_number, enter the changed port number.

For SSL, the [Security Alert] window is displayed when connecting. Press the [Yes] button on the [Security Alert] window.

⇒ The [Login] window appears.

2. Enter the user name and password of the administrator.

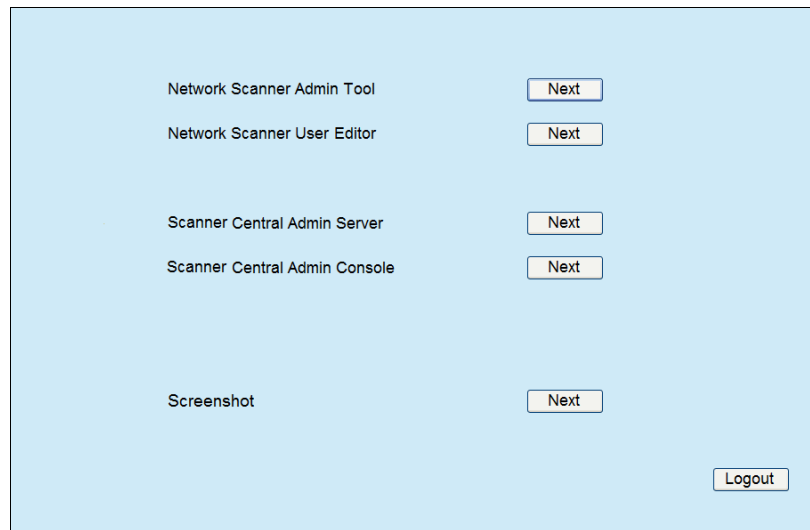


The screenshot shows a web-based login interface. It features a light blue background. In the top right corner, there are two buttons: "Getting Started" and "Operator's Guide". Below these, there are two input fields: "User Name" and "Password". At the bottom right, there is a "Login" button.

3. Press the [Login] button.

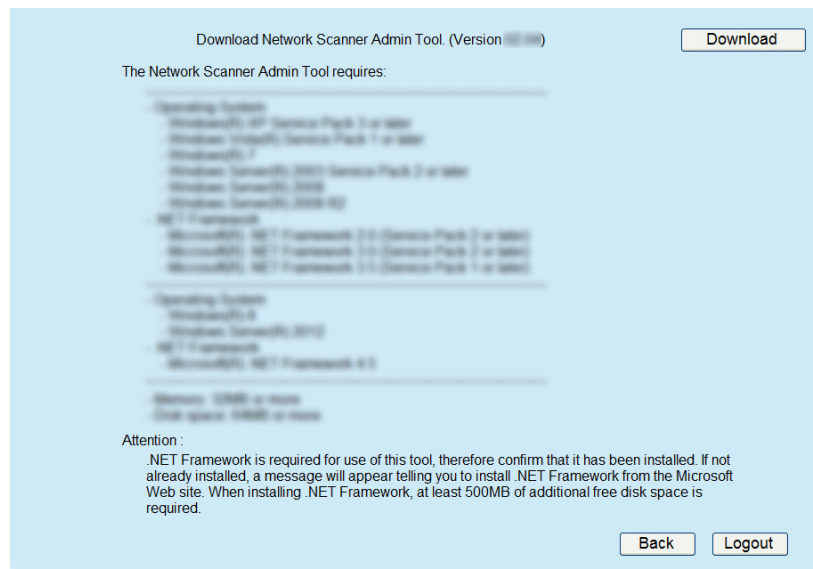
⇒ The download window appears.

4. Press the [Next] button for [Network Scanner Admin Tool].



⇒ The Admin Tool download window appears.

5. Press the [Download] button.

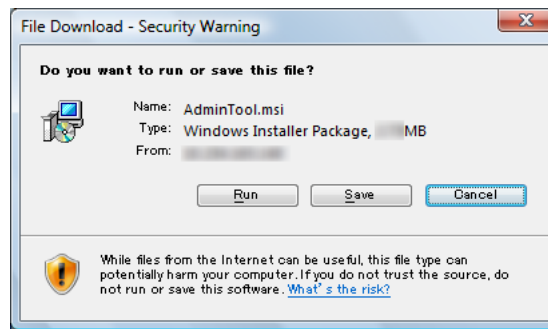


ATTENTION

Downloading is not possible while a scanner operation is being processed.

⇒ The [File Download - Security Warning] dialog box appears.

6. Press the [Run] button.



⇒ The Network Scanner Admin Tool Setup Wizard appears.

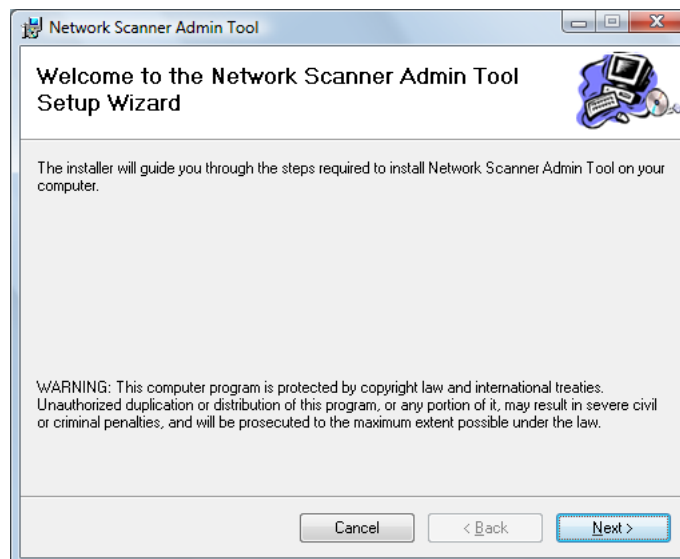
ATTENTION

Do not close the Web browser or logout until installation is complete.

HINT

If .NET Framework is not installed, the Microsoft Web site is accessed when installing the Admin Tool.
After installing .NET Framework, try again from [Step 1](#).

7. Press the [Next] button.



⇒ The [Select Installation Folder] window appears.

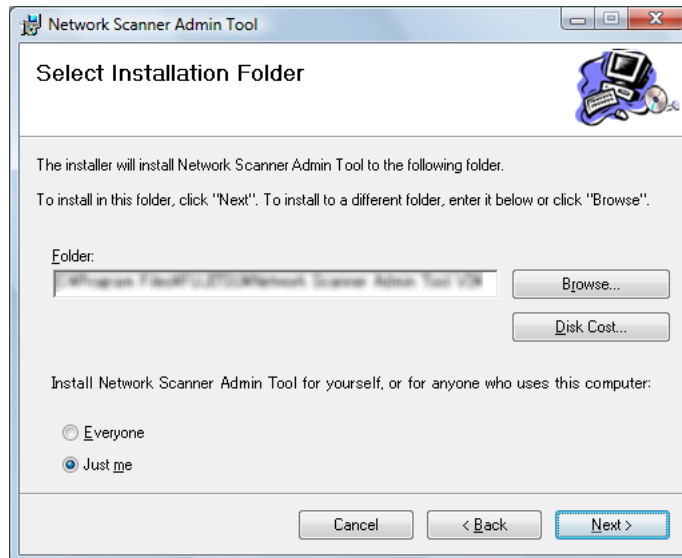
8. Specify an installation folder for the Admin Tool and the target user setting.

To select a different folder, press the [Browse] button.

To check the free space available for the currently selected folder, press the [Disk Cost] button.

ATTENTION

Installation fails if the length of any installation path (folder path plus installation file name) exceeds 259 characters. Select an installation folder that respects this limit.



9. Press the [Next] button.

⇒ From here on after, follow the instructions on the window to proceed the operation.

When "Network Scanner Admin Tool has been successfully installed" is displayed, the installation is complete. Press the [Close] button.

⇒ After installation is completed, log out from the scanner on the Web browser and close the Web browser.

⇒ After installation, the Admin Tool can be started by selecting the [Start] menu → [All Programs] → [Network Scanner] → [Network Scanner Admin Tool].

ATTENTION

- If this tool has already been installed, skip to section "[4.2.3 Administrator Login: via the Admin Tool](#)" (page 82) for details about Admin Tool operations.
- From the Web browser [Tools] menu, select [Internet Options], and note the following points about the settings shown on the [Internet Options] dialog box.
 - In the [Accessibility] dialog box shown when pressing the [Accessibility] button on the [General] tab, do not change the formatting and user style sheet settings. If these settings are changed, the displayed style of the Admin Tool may be corrupted.
 - In the [Language Preference] dialog box shown when pressing the [Languages] button on the [General] tab, move the same language as for the Central Admin Server operation system to the top. If a different language is specified, a problem may occur with the input or displays for the Admin Tool.
 - On the [Security] tab, if [Security level for this zone] is set to [High], part of the Admin Tool window may not be correctly displayed.
In this case, on the [Security] tab, add the scanner or Central Admin Server to the trusted site zone and press the [Default Level] button. Or press the [Custom Level] button and set [Binary and script behaviors] to [Enable].
- When the font size is large, part of the dialog box may not be shown correctly. In this case, use a smaller font size.

■ Uninstalling the Admin Tool

This section uses Windows Vista as an example.

To uninstall the Admin Tool, select [Control Panel] → [Programs] → [Programs and Features] on the computer where it is installed.

ATTENTION

Close the Admin Tool before uninstalling.

If the Admin Tool is uninstalled while still open, normal operation of the running Admin Tool is not guaranteed.

4.2.3 Administrator Login: via the Admin Tool AdminTool

The Admin Tool can be set up to manage the scanner via a computer. This section explains how to login using the Admin Tool.

When an administrator or user is already logged into a scanner, login via the Admin Tool is not possible.

However, if automatic login is set, login via the Admin Tool is possible while the main menu or job menu is displayed.

ATTENTION

- If the normal screen display does not appear (for example: an "X" mark appears), wait for a few minutes and try again. If the problem still occurs, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
- If a button is rapidly pressed many times in succession, a "Connection error" message may appear. In this case, wait for a few minutes and try again.

HINT

- For details about setting up to manage the scanner via a computer, refer to "[1.4.1 Requirements for Admin Tool and User Editor](#)" (page 45).
- The default user name and password for the administrator are set as follows:
User name: admin
Password: password
- The scanner setup can be configured by one user.
- Session timeout time is 20 minutes (fixed). The session timeout time is extended by a further 20 minutes for the following:
 - when a menu button is pressed
 - when the [OK] button is pressed

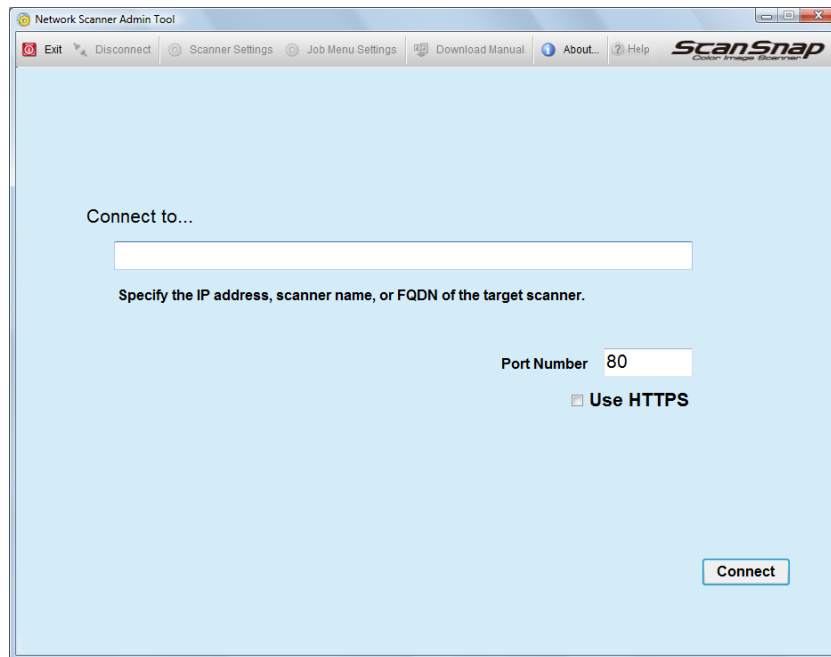
Also, when [Secure initialize] is performed on the [System Settings File] window, the session timeout time is extended until the process is complete, because the [Secure initialize] process takes longer than 20 minutes.

1. Select the [Start] menu → [All Programs] → [Network Scanner] → [Network Scanner Admin Tool].

⇒ The Admin Tool is started.

2. Specify the [Connect to] (of the scanner).

Enter the IP address, scanner name, or FQDN for the scanner to be setup or managed.

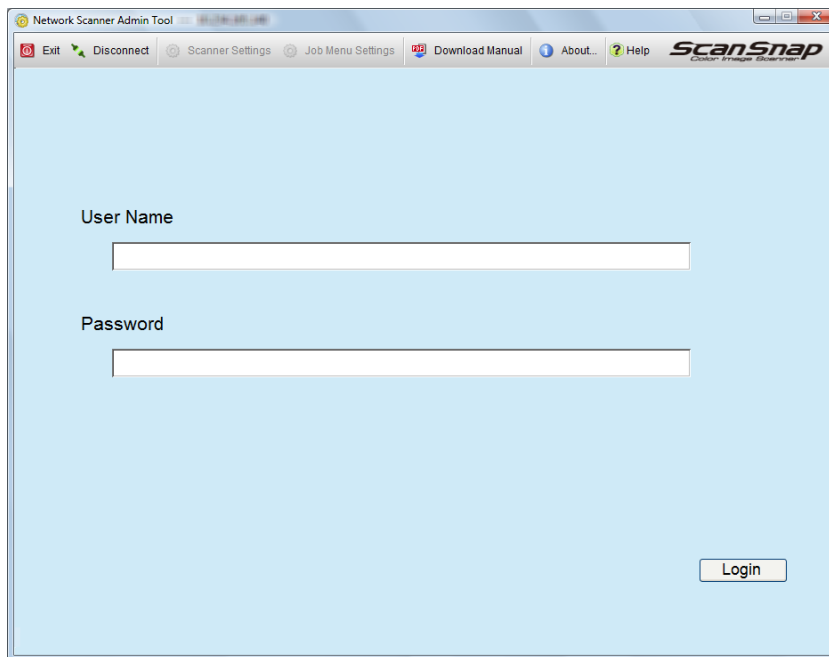
**ATTENTION**

- If the port number was changed in "4.8.8 Setting the Admin Connection" (page 121), enter the port number changed in [Port Number].
- When trying to connect with a port number other than the specified number, it takes up to 20 seconds before a connection error occurs.
- To use SSL, select the [Use HTTPS] check box.
- If the Admin Tool is started while there is insufficient free memory, a script error may occur. Try again after ensuring that there is enough free memory.

3. Press the [Connect] button.

⇒ The [Login] window appears.

4. Enter a [User Name] and [Password].




5. Press the [Login] button.

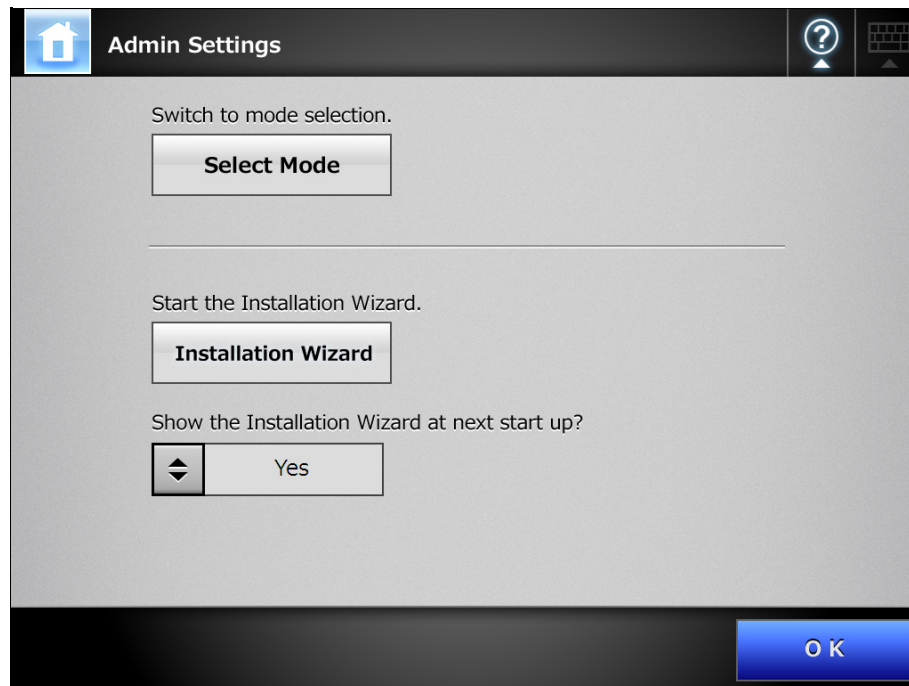
⇒ If the user name and password are valid, the [System Settings] window appears.

4.3 Setting the System Settings with the Installation Wizard on the LCD Touch Panel

Using the Installation Wizard on the LCD touch panel, you can set the following items:

- Scanner Name
- Region/Timezone
- Date/Time
- Login Settings
- Admin Password
- IP Address
- DNS Server
- Central Admin Server

1. On the [Admin Menu] window, press .
⇒ The [Admin Settings] window appears.

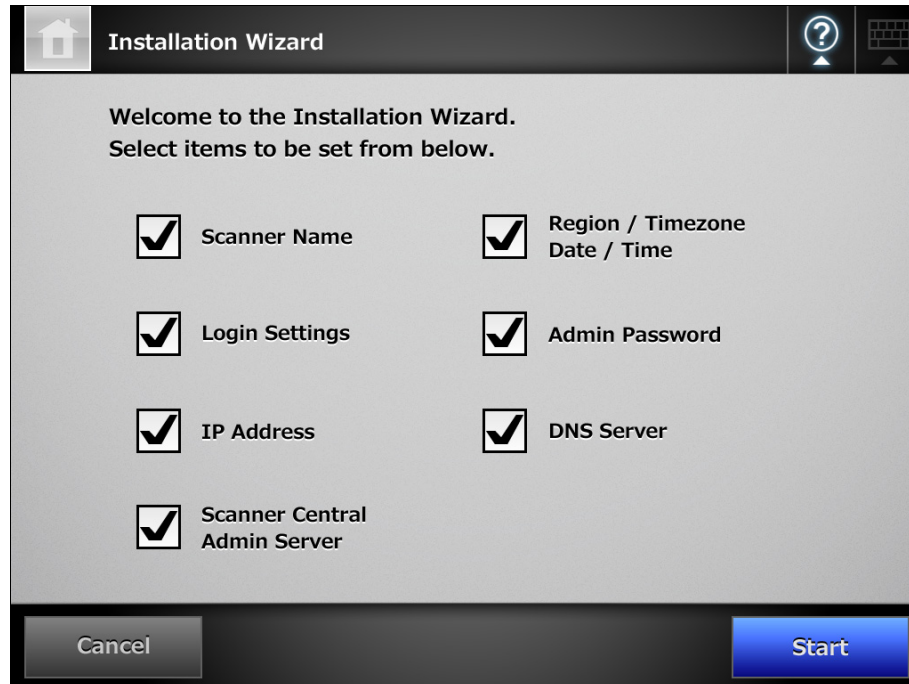


HINT

For [Show the Installation Wizard at next start up?], you can set whether or not to show the Installation Wizard immediately after starting the scanner.

2. Press the [Installation Wizard] button.

⇒ The [Installation Wizard] window appears.



3. Select the check boxes for items you want to configure with the Installation Wizard.

HINT

When the [Region/Timezone Date/Time] check box is selected, the window for setting the region/timezone and the window for setting the date/time will be displayed.

4. Press the [Start] button.

⇒ Windows for configuring the selected items appear sequentially in the Installation Wizard.

5. Follow the wizard to configure the settings.


For details about the procedure for configuring system settings, refer to the "Getting Started".

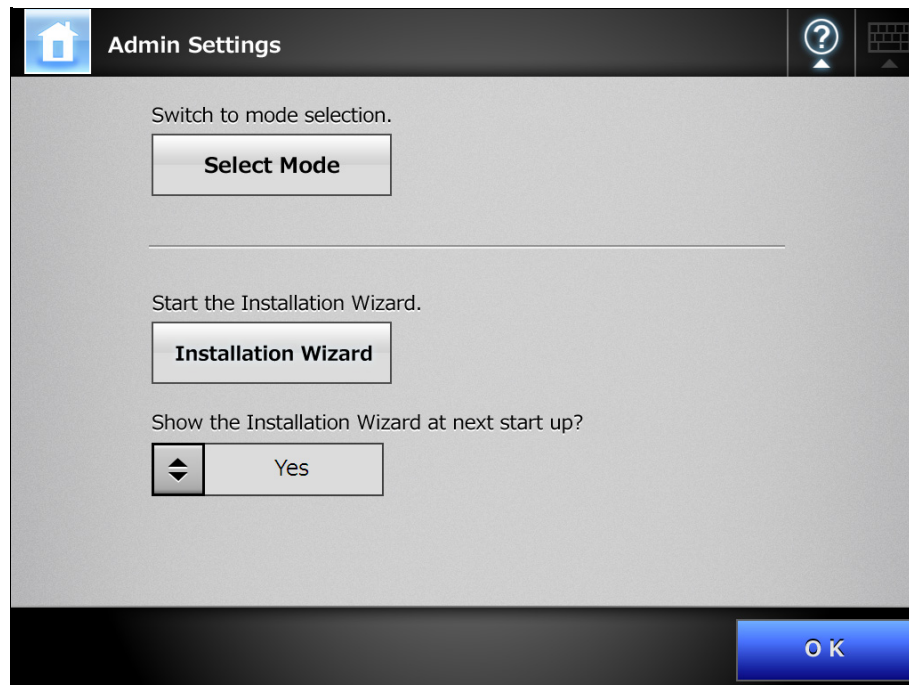
4.4 Configuring the Setting Mode for the LCD Touch Panel

Set the setting mode used for configuring or managing system settings via administrator windows on the LCD touch panel.

For details about setting modes, refer to ["3.1 Operating and Managing Scanners" \(page 63\)](#).

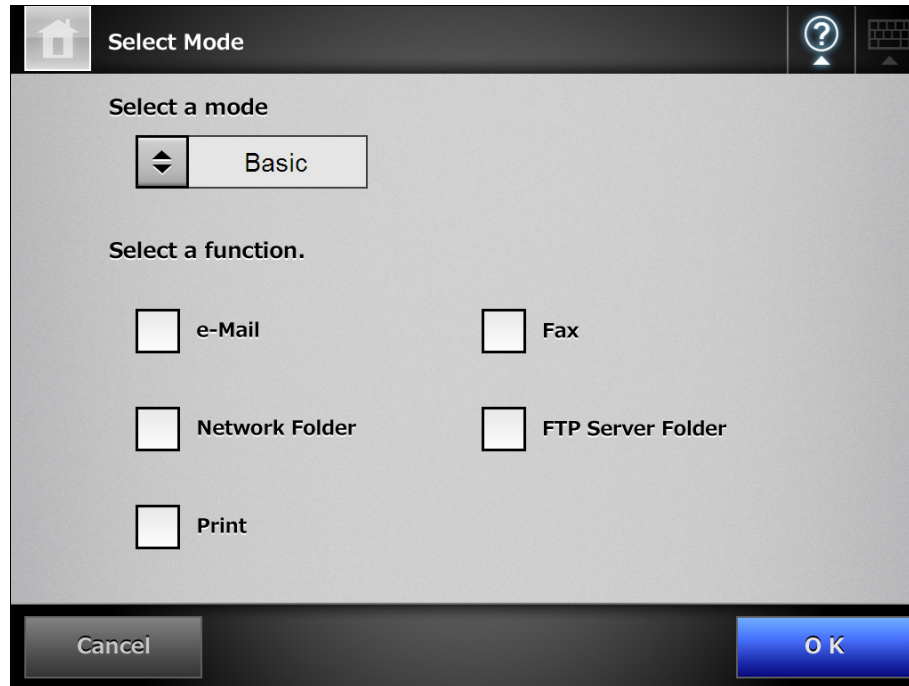
For details of the operations available in each setting mode, refer to ["1.3.1 Operations with Administrator Right" \(page 36\)](#).

1. On the [Admin Menu] window, press .
⇒ The [Admin Settings] window appears.



2. Press the [Select Mode] button.

⇒ The [Select Mode] window appears.



3. Press  to select a setting mode.

4. Select the check boxes for functions that you want to make configurable.

5. Press the [OK] button.

⇒ The setting mode is set.

4.5 Configuring the System

4.5.1 Setting the Scanner Name Touch Panel AdminTool

Set a scanner name to provide a network alias for the scanner.

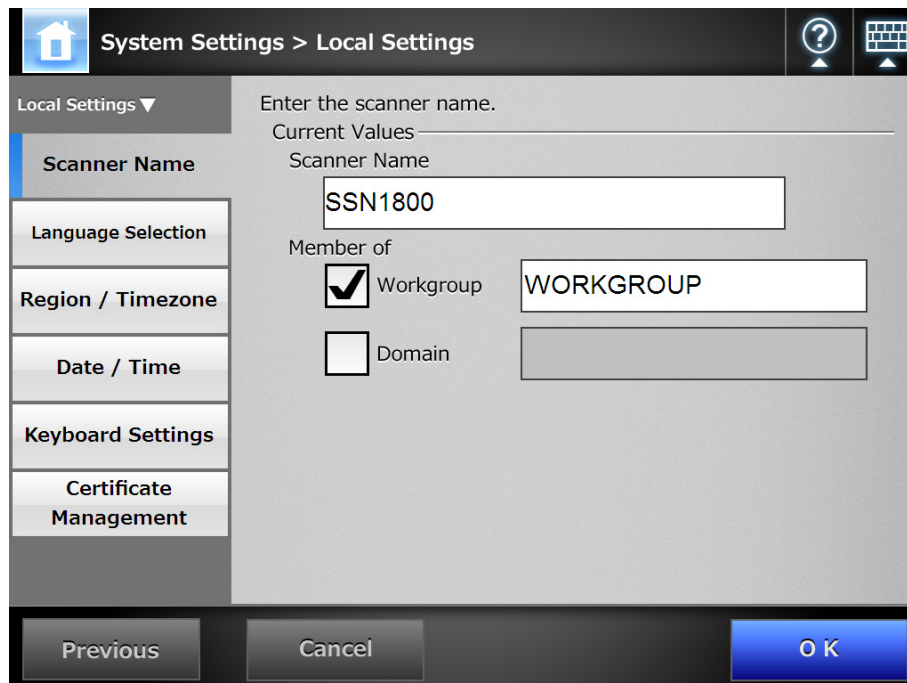
ATTENTION

Do not use a name already being used in the network.

Name duplication will cause a network connection error. For details about how to deal with such errors, refer to "[4.18.1 Administrator Window Messages](#)" (page 228).

1. Select [System Settings] → [Local Settings] → [Scanner Name].

⇒ The [Scanner Name] window appears.



2. Enter a [Scanner Name].

3. In the [Member of] section, specify the scanner as a [Workgroup] or [Domain] member.

4. Enter a workgroup name or domain name in the input field.

5. Press the [OK] button.

⇒ The restart confirmation window appears.

HINT

In the following cases, the authentication window appears.

- When specifying the scanner as a domain member
 - When changing the name of a scanner that is a member of a domain
- Check the authentication information required for specifying the scanner as a domain member with the network administrator, and enter the valid user name and password. User names may be up to 256 characters long.
- Passwords may be up to 256 characters long. [User Name] and [Password] are case sensitive.
- If the user name and password are valid, the restart confirmation window appears.

6. Press the [Now] button.

⇒ The scanner is restarted.

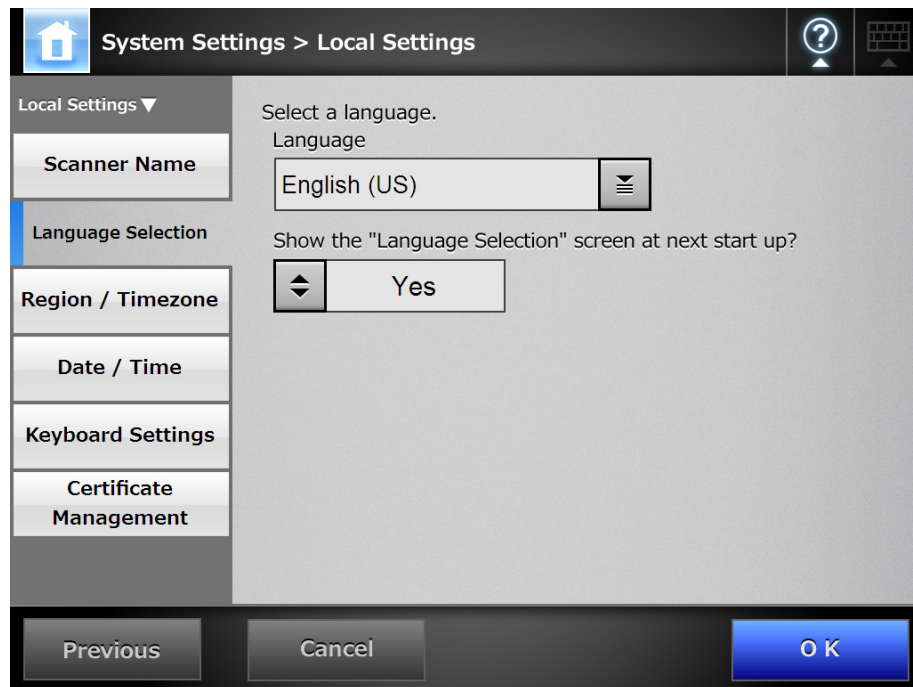
HINT

- Scanner names may be duplicated depending on the network status.
If the specified scanner name is the same as one already in use, network communication problems occur.
In this case, try the following steps:
 1. Disconnect the LAN cable.
 2. Press the [Shutdown] button on the LCD touch panel to turn the scanner off.
 3. Press the power button to start the scanner with the LAN cable disconnected.
 4. Enter a non-duplicated scanner name.
 5. Reboot the scanner.
 6. Re-connect the LAN cable to the scanner.
- The connection is lost if the scanner name is changed via the Admin Tool. To continue with other settings, wait a short time for the scanner to restart, then access the scanner via the Admin Tool again.

4.5.2 Setting the Language Touch Panel AdminTool

1. Select [System Settings] → [Local Settings] → [Language Selection].

⇒ The [Language Selection] window appears.



HINT

You can select whether or not to display this window again at the next scanner startup. To display the window again, for "Show the "Language Selection" screen at next start up?", select [Yes]. To not display this window at next start up, select [No].

2. Select a language.

Select the desired language for the operating environment.

⇒ This returns to the [Language Selection] window.

3. Press the [OK] button.

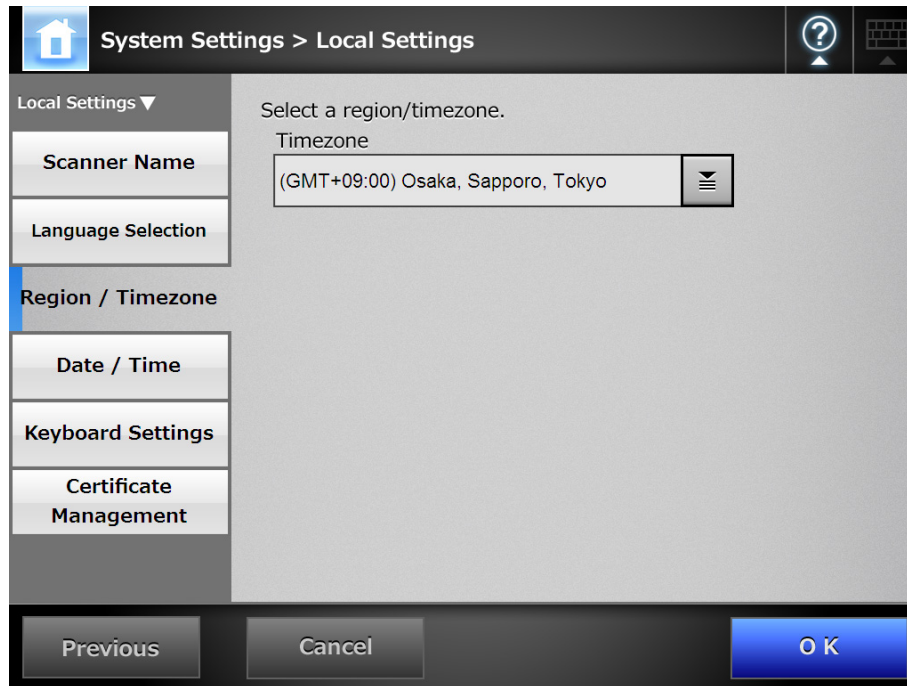
⇒ A language setting confirmation message appears in the selected language.

4. Press the [OK] button.

4.5.3 Setting the Region/Timezone Touch Panel AdminTool Central Admin Console

1. Select **[System Settings]** → **[Local Settings]** → **[Region/Timezone]**.

⇒ The [Region/Timezone] window appears.



2. Select a region/timezone.
3. If you select a region/timezone in which daylight savings time is used, select whether **[Daylight Savings Time]** should be on or off.
4. Press the **[OK]** button.

⇒ The region/timezone is set.

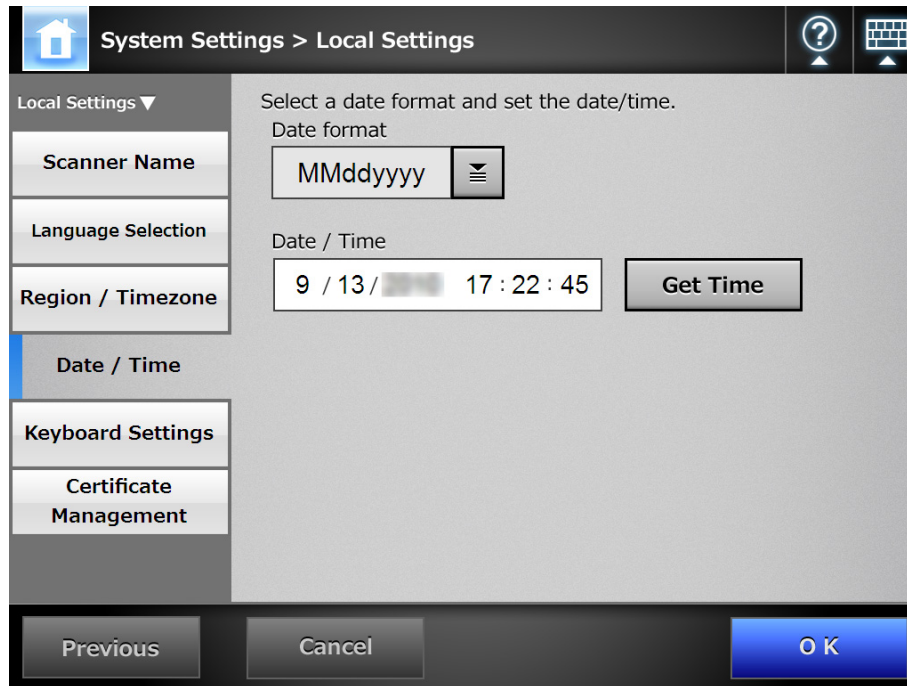
HINT

If daylight savings time is on, daylight savings time and standard time switch automatically.

4.5.4 Setting the Date/Time Touch Panel AdminTool Central Admin Console

1. Select [System Settings] → [Local Settings] → [Date/Time].

⇒ The [Date/Time] window appears.



ATTENTION

For Central Admin Console, the [Date/Time] input field and [Get Time] button cannot be used.

2. Select a date format.

3. Enter the current date and time in the [Date/Time] input field.

Pressing the [Get Time] button refreshes the [Date/Time] input field with the current value of the internal system date/time.

4. Press the [OK] button.

⇒ The date and time are set.

HINT

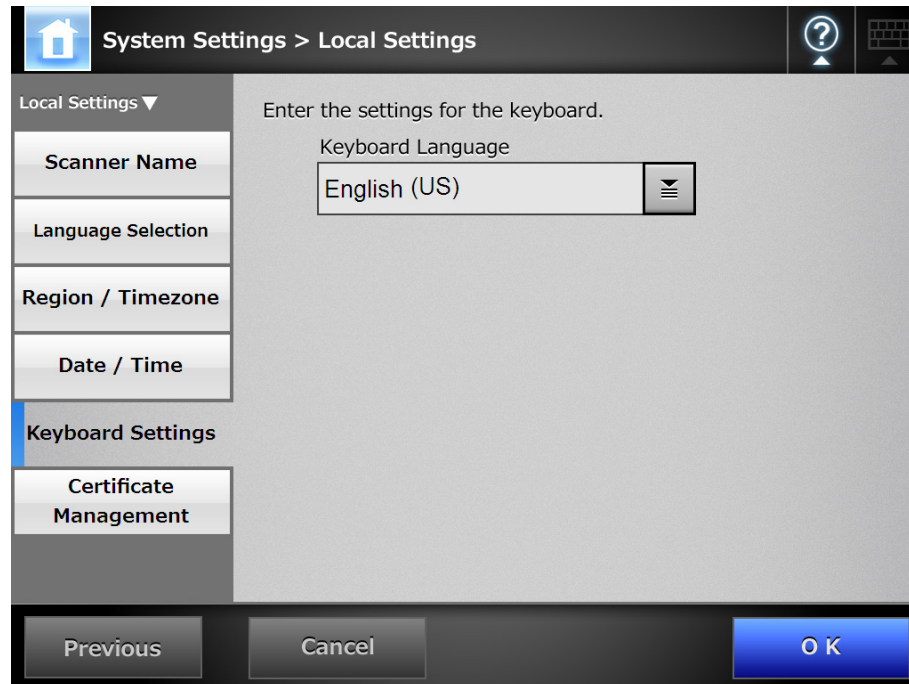
For the Admin Tool, an adjustment that advances the system time by 20 minutes or more results in a session timeout and causes the scanner to logout. However, the specified time adjustment will be made.

4.5.5 Setting the Keyboard Touch Panel Admin Tool Central Admin Console

Set the keyboard.

1. Select **[System Settings]** → **[Local Settings]** → **[Keyboard Settings]**.

⇒ The **[Keyboard Settings]** window appears.



2. Select a keyboard language.

3. Press the **[OK]** button.

⇒ The keyboard is set.

4.5.6 Managing Certificates

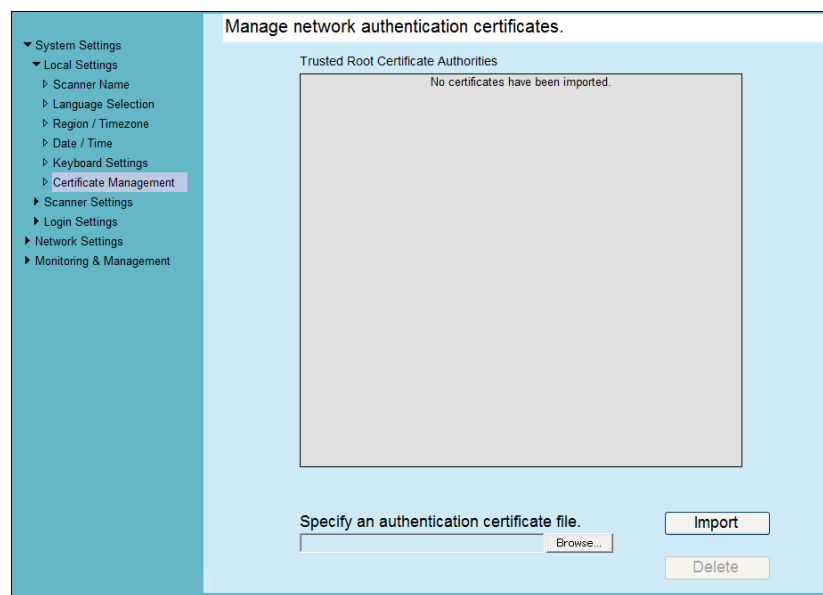
Certificates to be used for server authentication in SSL communication can be imported or deleted.

■ Importing a Certificate File Admin Tool Central Admin Console

X.509 certificate files (*.cer, *.crt) can be imported.
Up to 100 certificate files can be imported.

1. Select [System Settings] → [Local Settings] → [Certificate Management].

⇒ The [Certificate Management] window appears.



2. Specify an authentication certificate file.

⇒ Press the [Browse] button to specify a certificate file.

3. Press the [Import] button.

⇒ The certificate file is imported.

The imported file is saved in the Trusted Root Certificate Authority store.

ATTENTION

When a certificate file is distributed from the Central Admin Server, any previously imported certificates will be deleted, and replaced by the contents of the new file.

■ Deleting a Certificate File   

- 1. Select [System Settings] → [Local Settings] → [Certificate Management].**
⇒ The [Certificate Management] window appears.
- 2. Select a certificate file to be deleted, and press the [Delete] button.**
⇒ The delete confirmation window appears.
- 3. Press the [Yes] button.**
⇒ The certificate file is deleted.

4.6 Setting the Scan Options

4.6.1 Setting the Multifeed Detection Method Touch Panel Admin Tool Central Admin Console

"Multifeed" is an error that occurs when two or more sheets are fed simultaneously into the ADF. The detection of the difference in length is also regarded as multifeed.

By default, multifeed detection monitors for paper overlaps in the central column (25 mm either side from the center of the document) of the document being scanned.

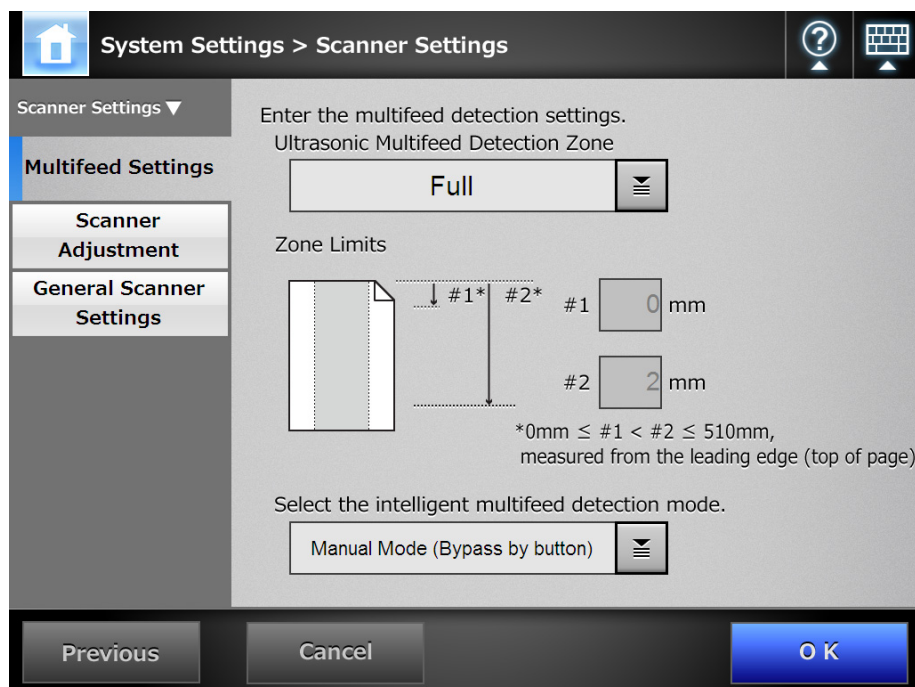
If stickies, slips, photos, or other paper ("attached paper" from here on) are attached on the documents, this section is considered to be an overlap causing unnecessary detection as multifeed. When scanning those documents, you can adjust the multifeed detection area to ignore a specific area with attachments such as photos and prevent mis-detections.

The "intelligent multifeed detection" allows the length and position of the attached paper to be memorized in the scanner so that the multifeed will not be detected from the next scan.

For document requirements for multifeed detection, refer to ["A.5 Multifeed Detection Conditions"](#) (page 420).

1. Select [System Settings] → [Scanner Settings] → [Multifeed Settings].

⇒ The [Multifeed Settings] window appears.



2. **Set the area for multifeed detection in the [Ultrasonic Multifeed Detection Zone] section.**

Starting from the top edge of a document sheet, set the area to be checked for multifeeds.

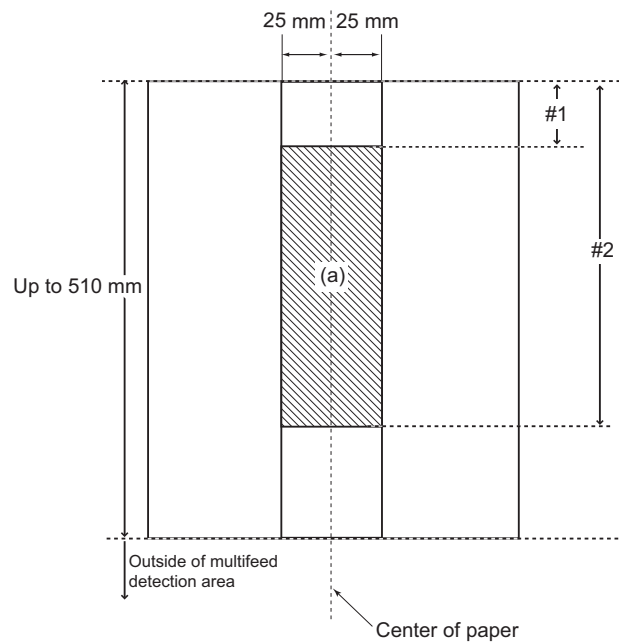
ATTENTION

Multifeed may not be detected for the top and bottom 30 mm of a document.

3. **In Step 2, if [Middle] or [Top & Bottom] is selected, enter both "#1" (upper limit) and "#2" (lower limit).**

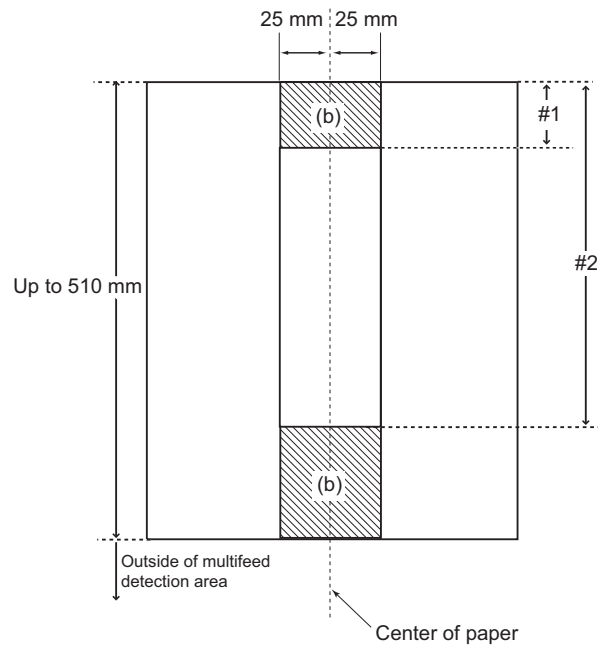
● Middle

Multifeeds will be detected in the shaded (a) area between "#1" (upper limit) and "#2" (lower limit).



- Top & Bottom

Multifeeds will be detected from the top of the page to "#1" (upper limit), and from "#2" (lower limit) to the bottom of the page. (b)



ATTENTION

- For multifeed detection, a length of at least 5 mm is required. Specify a value for "#2" that is at least 6 mm greater than that for "#1".
- "#2" can have a maximum value of 510 mm. If the paper size setting is long page mode but the length of the document is longer than 510 mm, multifeed cannot be detected by length.
- When [Middle] is selected, if the document is shorter than "#1", multifeed will not be detected. When [Top & Bottom] is selected, if the document is shorter than "#2", multifeed will not be detected for the bottom part.
- If the values specified for "#1" and "#2" exceed the actual paper size, multifeeds will not be detected.

4. For [Select the intelligent multifeed detection mode.], select the multifeed detection mode to be used when a sheet with attached paper is scanned.

5. Press the [OK] button.

⇒ The document area to be monitored for multifeeds is set.

4.6.2 Adjusting the Scan Starting Position (Offset/Magnification)



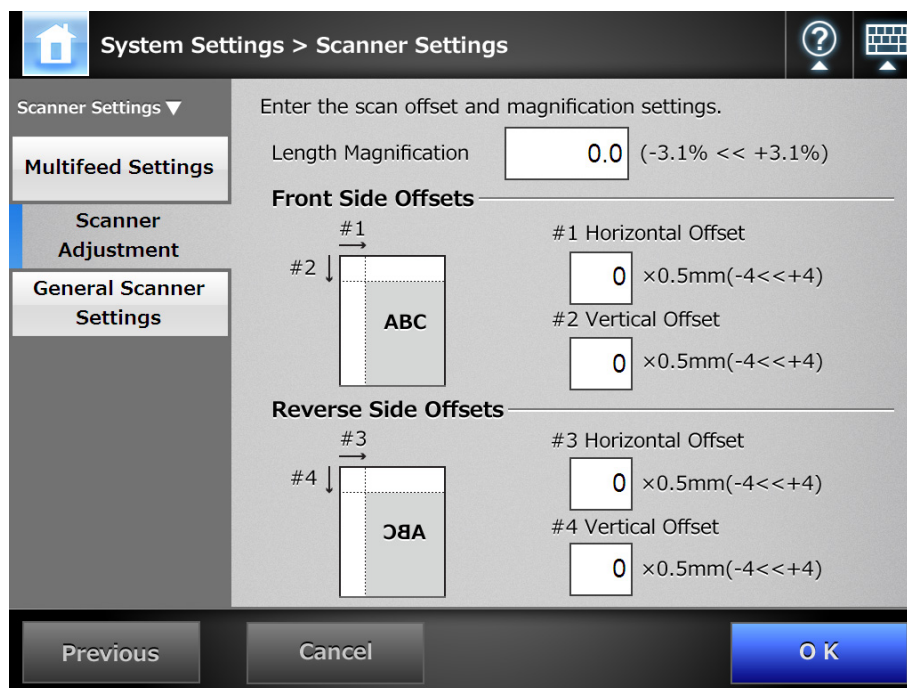
Usually, it is not necessary to make any setting changes.

Configure the following setting items.

- **Offset settings**
When the scanned output is found to be displaced relative to the actual documents being scanned, the scan offsets can be adjusted.
- **Length magnification setting**
If the scanned output is found to be vertically distorted (stretched or squashed) relative to the actual documents being scanned, the length magnification in the vertical scanning direction can be adjusted.

1. Select [System Settings] → [Scanner Settings] → [Scanner Adjustment].

⇒ The [Scanner Adjustment] window appears.



2. Enter a magnification value for the vertical offset in the [Length Magnification] input field.
3. Enter a value for horizontal offset in the [Horizontal Offset] field. Enter a value for vertical offset in the [Vertical Offset] field.
4. Press the [OK] button.

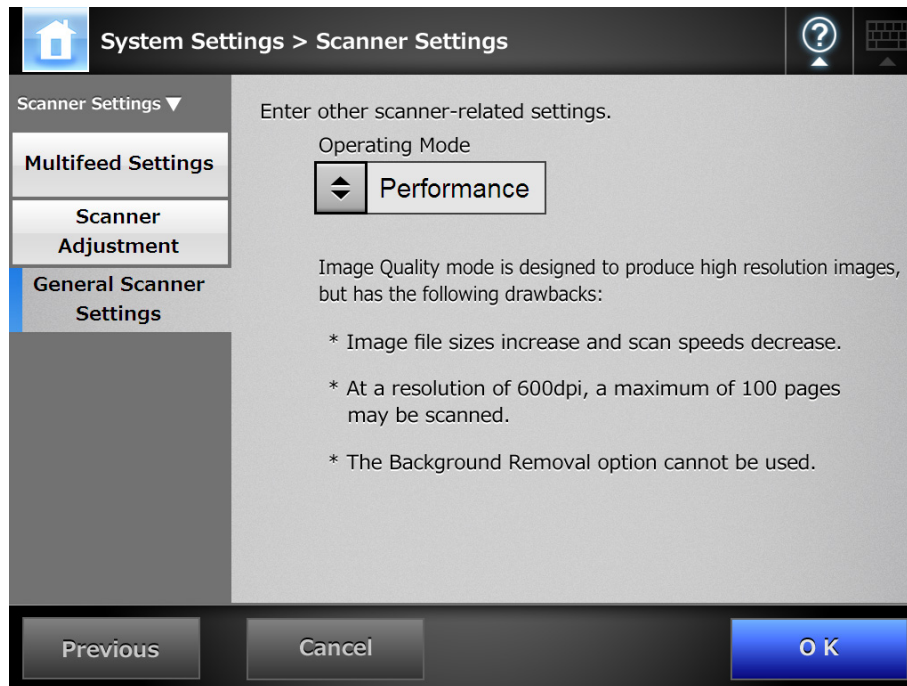
⇒ The offset and length magnification settings are set.

4.6.3 Setting General Scanner Settings Touch Panel AdminTool Central Admin Console

Usually, it is not necessary to make any setting changes.
The operating mode for scanning can be set.

1. Select [System Settings] → [Scanner Settings] → [General Scanner Settings].

⇒ The [General Scanner Settings] window appears.



2. Set the operating mode for a scan.

ATTENTION

"Image Quality" mode is designed to produce high resolution images, but has the following drawbacks:

- Image file sizes increase and scan speeds decrease.
- At a resolution of 600 dpi, a maximum of 100 pages may be scanned.
- The Background Removal option cannot be used.

3. Press the [OK] button.

⇒ The information entered is set.

4.7 Configuring the Login-Related Settings

4.7.1 Setting the Login Settings Touch Panel AdminTool Central Admin Console

Set the login settings.

- Authentication mode setting
Specify whether to use an LDAP server account or a local account saved on the scanner during the authentication process at login. If both accounts are used, you can set the search order for the authentication information.

HINT

If LDAP is included in the authentication mode, add an account in the LDAP server.
If local account is included in the authentication mode, add an account in User Editor.

- Automatic login settings
When the scanner is turned on or restarted, the system performs an automatic login without displaying the [Login] window.
For automatic login, the user name and password specified in the [Login Settings] window is used.
- Guest account validity
Set whether or not to enable login with the guest account.
- Administrator account change
Set whether to use the factory default administrator account (admin) or a different account as the administrator account.

1. Select [System Settings] → [Login Settings] → [Login Settings].

⇒ The [Login Settings] window appears.

The screenshot shows the 'System Settings > Login Settings' window. The left sidebar has a 'Login Settings' menu item. The main content area is titled 'Enter the user login settings' and contains the following fields and controls:

- Authentication Mode:** A dropdown menu currently showing 'LDAP to Local'.
- Auto Login:** A dropdown menu currently showing 'Off'.
- User Name:** An empty text input field.
- Password:** An empty text input field.
- Guest Account:** A dropdown menu currently showing 'On'.

At the bottom of the window, there are four buttons: 'Previous', 'Cancel', 'Details', and 'OK'.

2. For [Authentication Mode], select an authentication mode.

When searching for authentication information in the LDAP server or local account, the search order of authentication information can be selected.

ATTENTION

If [LDAP to Local] or [Local to LDAP] is selected, the operation becomes as follows.

- If a password error occurred at the first authentication destination, the authentication process moves to the next destination.
- If an authentication error occurred at the first and next authentication destinations, a notification of the details of the error that occurred in the first destination is sent.

HINT

When an alias is used for the administrator account, if a local account or LDAP user is set with the same alias account name, login will be processed for the administrator account. In this case, even if a password error occurs, login as a local account or LDAP user cannot be performed.

The priority of the authentication destinations for the login is as follows:

1. Alias account
2. Order specified by [Authentication Mode]

3. For [Auto Login], select whether or not to enable automatic login.

ATTENTION

- The automatic login setting is applied immediately after an administrator logout. To change the settings while the [Auto Login] is [ON], perform administrator login from the [Maintenance] window or perform the login via the Admin Tool.
- If Central Admin is enabled in a scanner for which automatic login is enabled, when the scanner is started or resumed from standby mode, preference is given to checking for available scanner settings, add-in installs and system settings in the Central Admin Server, over automatic login.

When scanner settings, Add-ins or system settings are available, they are installed in the scanner. If the number of scanners connecting to the Central Admin Server exceeds the maximum acceptable number, the installation is skipped, and automatic login is performed.

Updates will be applied to the scanner when a logout is performed from the [Administrator Login] window, when the scanner starts next time, or when the scanner resumes from standby mode.

4. When [Auto Login] is set to [On], enter a [User Name] and [Password].

The scanner follows the Active Directory user name format when authenticating the user login.

- For users registered in the LDAP server
 - When the [Server Type] of the LDAP server is [Active Directory] or [Active Directory Global Catalog]

User Name Format	Authentication Process
SAM Account Name Does not contain @	Authenticate the user login name (sAMAccountName). Example: user
User Principal Name Contains @	Authenticate the user login name (userPrincipalName). Example: user@example.com

HINT

When specifying a SAM account name with a domain name, describe "domain_name\SAM_account_name".

- When the [Server Type] of the LDAP server is [Other LDAP Server]

User Name Format	Authentication Process
uid	Authenticate the user login name (uid). Example: user
cn	Authenticate the user login name (cn). Example: user

- For users registered in a local account
Authenticate the specified user login name for a local account saved in the scanner.

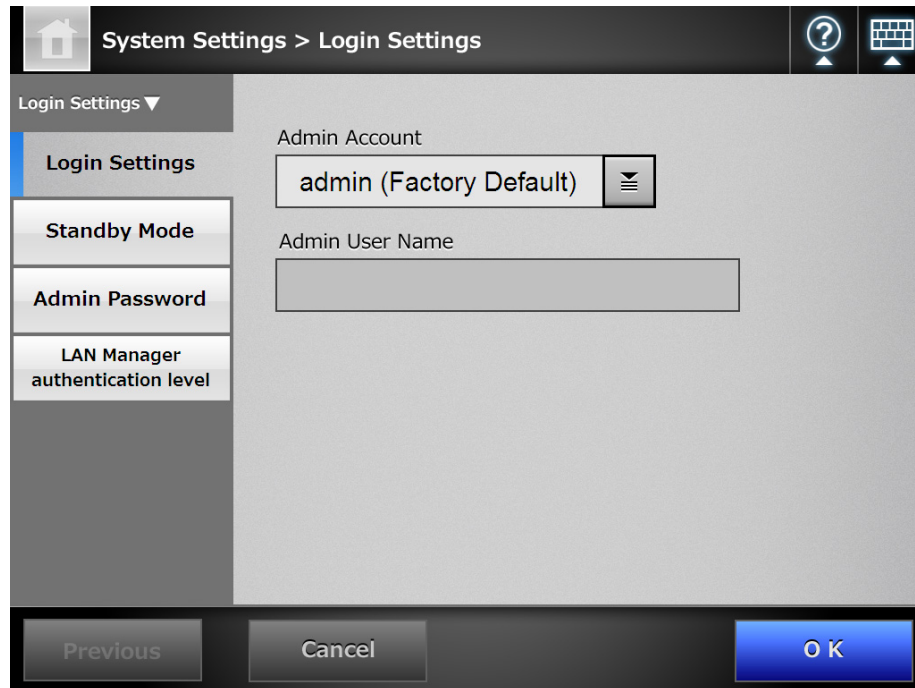
HINT

If a UPN suffix is entered for a user name for automatic login, it is ignored. Even if entered, it is not used.

5. For [Guest Account], select whether or not logging with the guest account is possible.

6. Press the [Details] button.

⇒ The window for setting the administrator account is shown.

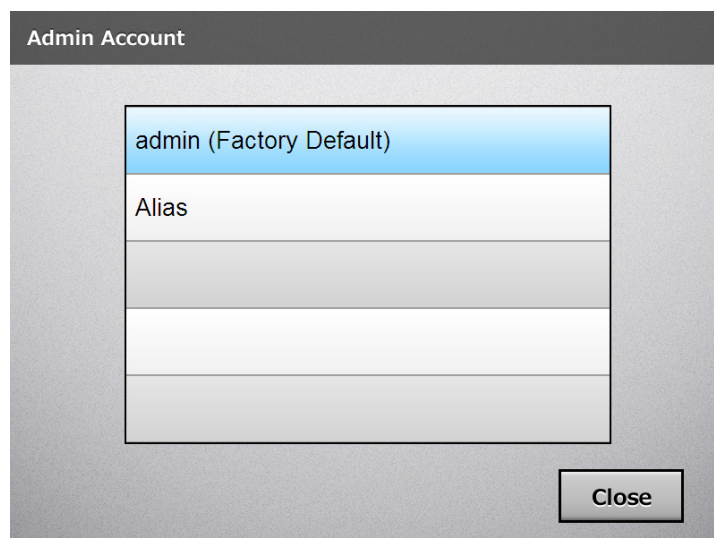


HINT

For the Admin Tool, there is no [Details] button. The administrator account and user name can be set in the same window.

7. Press .

The [Admin Account] window appears.



8. Select an account to be used as the administrator account.

ATTENTION

If [Alias] is selected, the default administrator account (admin) cannot be used.

⇒ The window for setting the administrator account is shown again.

9. If [Alias] is set as the administrator account, enter the administrator account user name for [Admin User Name].

HINT

The password for [Alias] can be changed on the [Admin Password] window.

10. Press the [OK] button.

⇒ The [Login Settings] window is shown again.

11. Press the [OK] button.

⇒ The information entered is set.

4.7.2 Setting the Standby Mode

Touch
Panel

Admin Tool

Central Admin
Console

You can set the transition time for automatic logout, the standby mode, and power-off.

- For any window after regular user login, if no operations are performed for the specified period of time for [Logout after], the scanner automatically logs the user out.

HINT

The scanner does not logout while the following operations are ongoing:

- Scanning documents
- e-Mailing a scan
- Faxing a scan
- Printing a scan
- Saving a scan
- Automatic login is enabled

- For the [Login] window or any window after regular user login, if no operations are performed for the specified period of time for [Standby after], the scanner automatically enters standby mode. The LCD touch panel is switched off when the scanner enters standby mode.

When the power button is pressed, the scanners start up from standby mode.

The window displayed after restarting varies according to the automatic settings in the following way:

- If automatic login is enabled, the operation window is displayed.
- If automatic login is disabled, the login window is displayed.

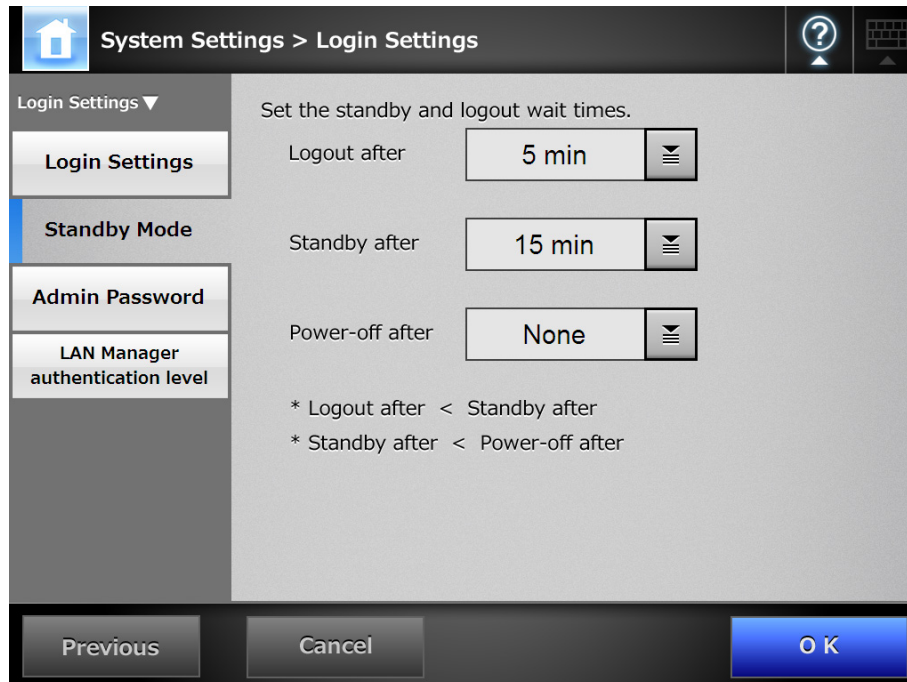
For window transitions, refer to ["Using the Power Button" \(page 56\)](#).

When setting the time for [Standby after], the time until the scanner logs the user out must also be included.

- If no operations are performed for the specified period of time for [Power-off after] when the scanner power is left on, the scanner power is automatically turned off. The scanner enters standby mode first. If no further operations are performed in standby mode, the scanner power is automatically turned off. When setting the time for [Power-off after], the time until the scanner enters standby mode must also be included.

1. Select [System Settings] → [Login Settings] → [Standby Mode].

⇒ The [Standby Mode] window appears.



2. For [Logout after], select the desired time before automatic logout.

3. For [Standby after], select the desired time before switching to standby mode.

ATTENTION

- If the [Never] is selected for [Logout after], the selected time for [Standby after] is used as the wait time before switching to standby mode.
- If a time other than [Never] is selected, set a [Standby after] time that is longer than the [Logout after] time.

4. For [Power-off after], select the time you want before the scanner power off is turned.

ATTENTION

If a time other than [None] is selected, set a time for [Power-off after] that is longer than the time for [Standby after].

5. Press the [OK] button.

⇒ The times for [Logout after], [Standby after], and [Power-off after] are set.

4.7.3 Changing the Admin Password Touch Panel AdminTool

ATTENTION

If a password is lost or forgotten, login is not possible.

Manage passwords carefully.

If the password has been lost or forgotten, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

1. Select [System Settings] → [Login Settings] → [Admin Password].

⇒ The [Admin Password] window appears.

System Settings > Login Settings

Change the administrator password.

Current Password

New Password

Confirm New Password

If the password is lost you will not be able to login.
Keep a record of the new password in a safe location.

Previous Cancel OK

2. Enter the current password and a new password.**3. Press the [OK] button.**

⇒ The new admin password is set.

4.7.4 Setting the LAN Manager Authentication Level



Set the LAN Manager authentication level for connecting the scanner to a server.

The LAN Manager authentication level setting is enabled in the following cases:

- The login LDAP server type is set to [Active Directory] or [Active Directory Global Catalog], and the scanner is connected to an Active Directory server for logging in to the scanner
- The scanner is connected to a file server for saving the scanned images in a network folder
- The scanner is connected to a print server for printing the scanned images

For details on the LAN Manager authentication level, refer to the manual of the related server.

ATTENTION

- Setting the LAN Manager authentication level according to the server side settings is recommended.
- Check the LAN Manager authentication level set on the server side with the server administrator before changing the level. If a level different from the level on the server side is set, logging in to the scanner, saving data in the network folder or printing data may be disabled.

1. Select [System Settings] → [Login Settings] → [LAN Manager authentication level].

⇒ The [LAN Manager authentication level] window appears.



2. Enter the LAN Manager authentication level.

3. Press the [OK] button.

The LAN Manager authentication level is set.

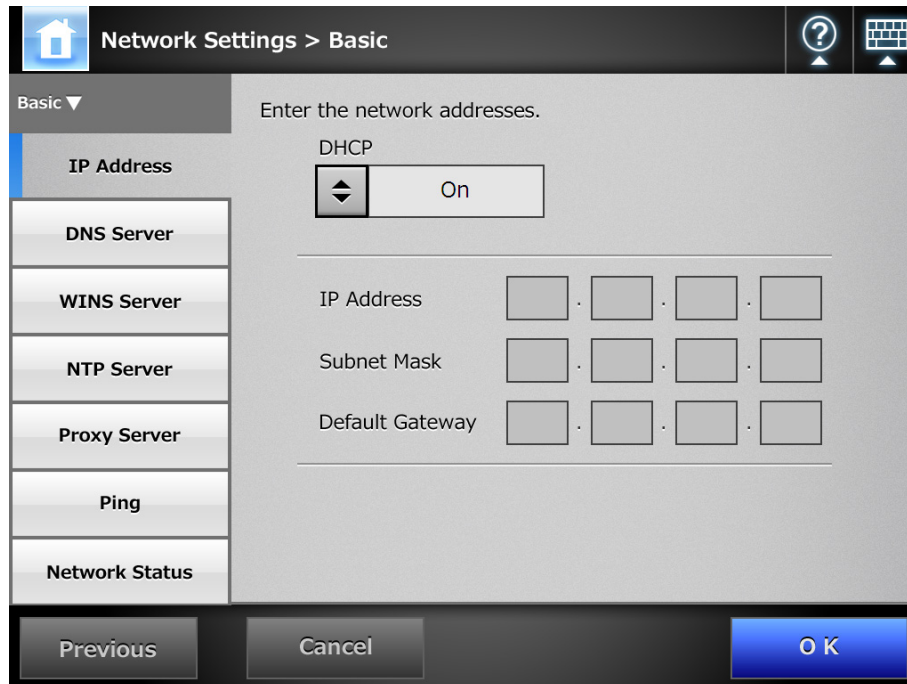
4.8 Configuring the Network Settings

4.8.1 Giving the Scanner an IP Address Touch Panel AdminTool

An IP address must be set in order to connect the scanner to a network.

1. Select [Network Settings] → [Basic] → [IP Address].

⇒ The [IP Address] window appears.



2. Select whether or not a DHCP is used.

3. When [Off] is selected, enter the following numerical addresses:

- IP Address
- Subnet Mask
- Default Gateway

4. Press the [OK] button.

⇒ The information entered is set.

HINT

- If the IP address is the same as one already in use, network communication problems will occur. In this case, try the following steps:
 1. Disconnect the LAN cable.
 2. Press the [Shutdown] button on the LCD touch panel to turn the scanner off.
 3. Press the power button to start the scanner with the LAN cable disconnected.
 4. Enter a non-duplicated IP address.
 5. Re-connect the LAN cable to the scanner.
 - When DHCP is set to [On], the following scanner settings are assigned by the DHCP server:
 - IP Address
 - Subnet Mask
 - Default Gateway
 - DNS Server
 - WINS Server
 - Domain Suffix
- If DNS server or WINS server is set on the scanner, the setting on the scanner is prioritized.
- The network interface connection will be lost if the IP address is changed by using the Admin Tool. To continue with other settings, try reconnecting with the Admin Tool. When reconnecting via an IP address, use the new IP address.

4.8.2 Setting the DNS Server

Touch
Panel

AdminTool

Central Admin
Console

A primary DNS and secondary DNS can be set.

1. Select **[Network Settings]** → **[Basic]** → **[DNS Server]**.

⇒ The **[DNS Server]** window appears.

Network Settings > Basic

Basic ▾

IP Address

DNS Server

WINS Server

NTP Server

Proxy Server

Ping

Network Status

Enter the DNS server settings.

Primary DNS . . .

Secondary DNS . . .

DNS Dynamic Update

Off

DNS Suffix

FQDN

Previous Cancel OK

2. Enter the following numerical addresses:

- Primary DNS
- Secondary DNS

3. For **[DNS Dynamic Update]**, select whether or not to dynamically update the DNS.

4. Enter a **[DNS Suffix]**.

5. Press the **[OK]** button.

⇒ The information entered is set.

4.8.3 Setting the WINS Server Touch Panel AdminTool Central Admin Console

A primary WINS and secondary WINS can be set.

1. Select [Network Settings] → [Basic] → [WINS Server].

⇒ The [WINS Server] window appears.

The screenshot shows the 'Network Settings > Basic' window with the 'WINS Server' tab selected. The window title is 'Network Settings > Basic'. On the left, there is a sidebar with options: IP Address, DNS Server, WINS Server (highlighted), NTP Server, Proxy Server, Ping, and Network Status. The main area is titled 'Enter the WINS server settings.' and contains two rows of input fields: 'Primary WINS' and 'Secondary WINS'. Each row has four input boxes, each containing the number '0', separated by dots. At the bottom, there are three buttons: 'Previous', 'Cancel', and 'OK'.

2. Enter the following numerical addresses:

- Primary WINS
- Secondary WINS

3. Press the [OK] button.

⇒ The information entered is set.

4.8.4 Setting the NTP Server

Touch Panel

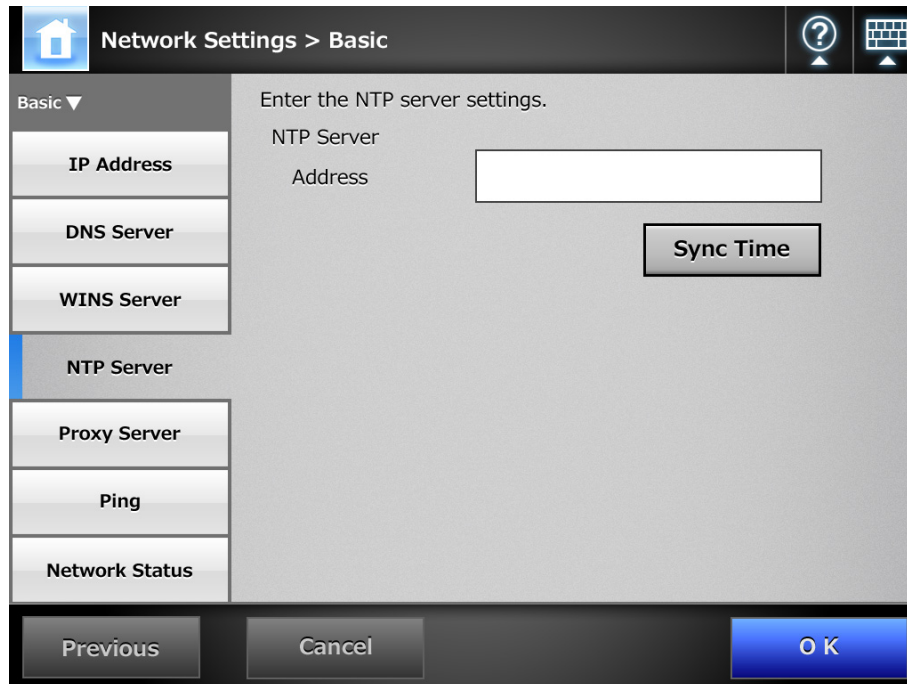
Admin Tool

Central Admin Console

Set the NTP server.

1. Select **[Network Settings] → [Basic] → [NTP Server]**.

⇒ The [NTP Server] window appears.



ATTENTION

For Central Admin Console, the time synchronization is not possible.

2. Enter the NTP server IP address, host name, or FQDN.

If an NTP server is not required, leave this field blank.

3. Press the **[Sync Time]** button.

⇒ The result of the time synchronization for the specified NTP server is shown.

Make sure that the time synchronization has been performed correctly.

4. Press the **[OK]** button on the confirmation window.

5. Press the **[OK]** button.

⇒ The NTP server is set.

HINT

- The system time is automatically synchronized every 6 hours to the specified NTP server.
- After the setting is changed, the time synchronization is performed immediately.
- For the Admin Tool, an adjustment that advances the system time by 20 minutes or more results in a session timeout and causes the scanner to logout.

4.8.5 Setting the Proxy Server Touch Panel AdminTool Central Admin Console

Set whether a proxy server is used when connecting to the FTP server or SharePoint server.

When a proxy server is used for update check, an HTTP proxy server should be set.

1. Select [Network Settings] → [Basic] → [Proxy Server].

⇒ The [Proxy Server] window appears.

The screenshot shows the 'Network Settings > Basic' window with the 'Proxy Server' tab selected. The main area is titled 'Enter the Proxy server settings.' and contains two sections: 'FTP Proxy Server' and 'HTTP Proxy Server'. Both are currently set to 'Off'. The 'FTP Proxy Server' section includes an 'Address' field and a 'Port Number (1-65535)' field set to '8080'. A note states '* Used by FTP Path Network Folders'. The 'HTTP Proxy Server' section also includes an 'Address' field and a 'Port Number (1-65535)' field set to '8080'. A note states '* Use for SharePoint folder settings and update check.'. Below these is an 'Exceptions' field with a note '* Do not use a proxy for addresses that start with' and a sub-note '* Use semi-colons (;) to separate entries'. At the bottom are 'Previous', 'Cancel', and 'OK' buttons.

2. Use the [FTP Proxy Server] option to set whether or not a proxy server is used for FTP server connection.

ATTENTION

To enable the proxy server setting for each FTP server folder, the [FTP Proxy Server] setting must be set to [On].

If the [FTP Proxy Server] setting is set to [Off], the proxy server cannot be set for each FTP server folder in the FTP server folder setting window or the FTP server folder cannot be accessed.

3. When a proxy server is used, set the address and port number.

ATTENTION

This scanner uses FTP over HTTP to save data in an FTP server folder via a proxy. Specify the HTTP proxy server address for the FTP proxy server address.

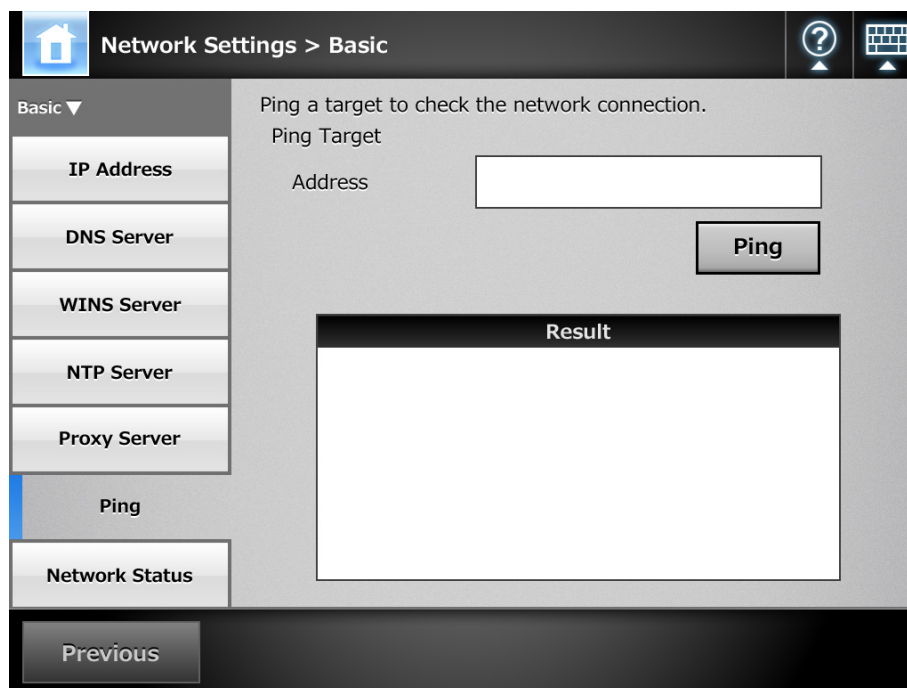
4. For [HTTP Proxy Server], set whether or not a proxy server is used for the SharePoint server connection or for the update check.
5. When a proxy server is used, set the address, port number, and exceptions.
6. Press the [OK] button.
 - ⇒ The information entered is set.

4.8.6 Checking the Network Connection with a Ping Test Touch Panel AdminTool

Check the network connection using a ping test.

1. Select [Network Settings] → [Basic] → [Ping].

⇒ The [Ping] window appears.

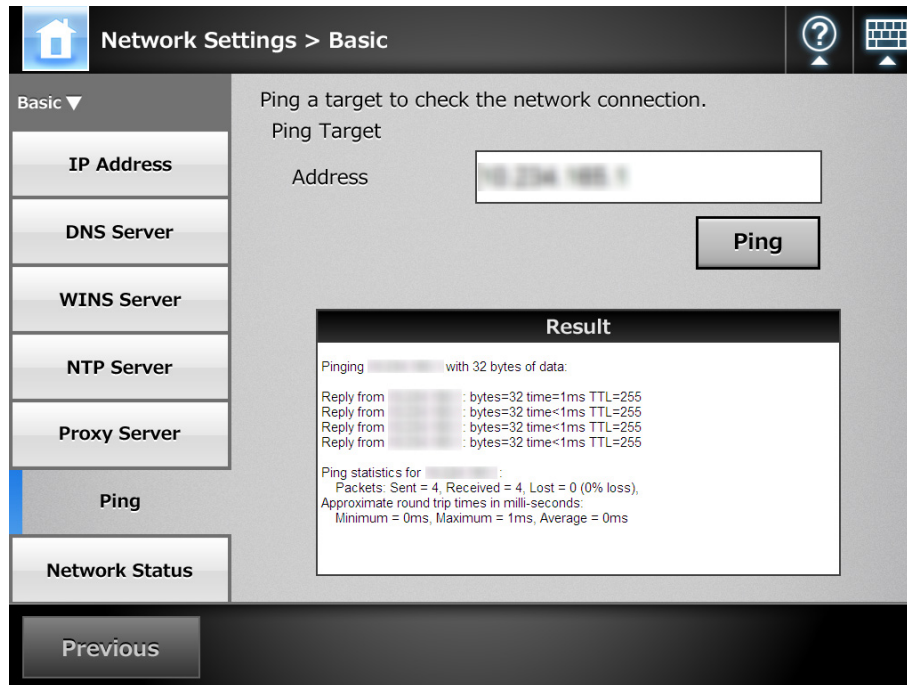


2. For [Address], enter the IP address, host name, or FQDN for the server to be used to check the network connection.

3. Press the [Ping] button.

⇒ A ping test is performed and the results are displayed.

For details about the result, refer to "[Checking Basic Network Operation with a Ping Test](#)" (page 386).



4.8.7 Checking the Network Operating Status Touch Panel AdminTool

■ Checking the Network Status

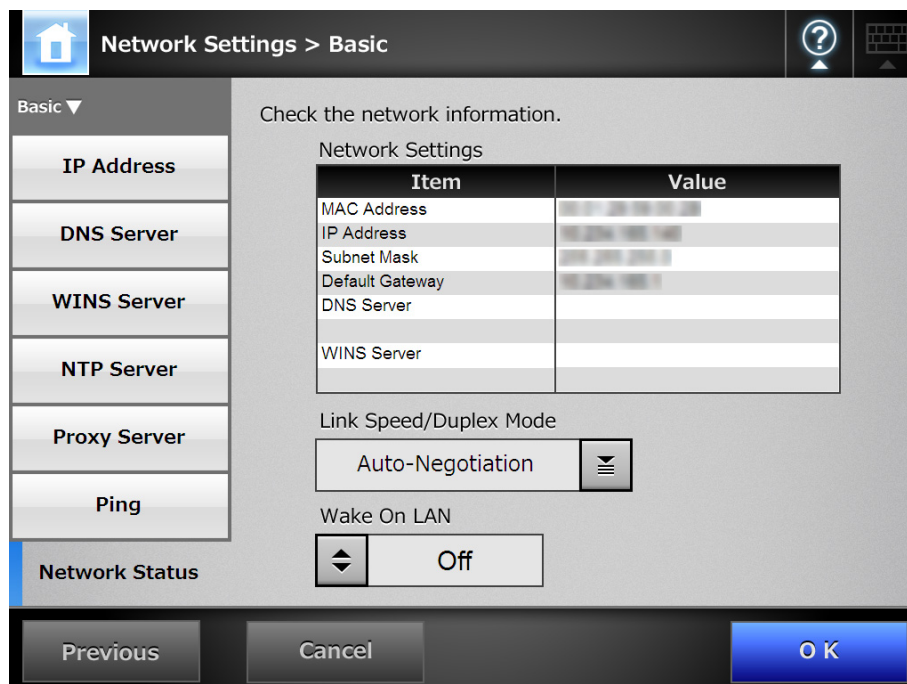
The operating status of the network can be checked.

The following information is shown. If the information is not shown, the network may not be operating normally. Refer to "[8.2 Network Connection Troubleshooting](#)" (page 386), and check the settings.

- MAC Address
- IP Address
- Subnet Mask
- Default Gateway
- DNS Server
- WINS Server

1. Select [Network Settings] → [Basic] → [Network Status].

⇒ The [Network Status] window shows the status of the currently operating network connection.



HINT

- If connection to LDAP server is not possible, try the following steps:
 1. Disconnect the LAN cable.
 2. Press the [Shutdown] button on the LCD touch panel to turn the scanner off.
 3. Press the power button to start the scanner with the LAN cable disconnected.
 4. Enter a non-duplicated IP address.
 5. Re-connect the LAN cable to the scanner.
- If the DHCP server cannot be reached when DHCP is set to [On], the IP address is set to "169.254.XXX.YYY" (where XXX and YYY are arbitrary values between 0 and 255).

■ Setting the Link Speed/Duplex Mode

While the network operating status is correct, if the network is not communicating properly, change the Link Speed/Duplex Mode settings.

1. **On the [Network Status] window, change [Link speed/Duplex mode] to a fixed mode.**
2. **Press the [OK] button.**
 - ⇒ The Link Speed/Duplex Mode setting is changed.

■ Setting Wake On LAN

Set whether or not to enable Wake On LAN to turn the scanner on/off via the network interface.

1. **For [Wake On LAN] on the [Network Status] window, select whether to enable Wake On LAN.**
2. **Press the [OK] button.**
 - ⇒ Wake On LAN is set.

4.8.8 Setting the Admin Connection Touch Panel AdminTool Central Admin Console

To use the Admin Tool or Central Admin Server for the scanner, perform the connection settings.

1. Select [Network Settings] → [Network Admin] → [Admin Connection].

⇒ The [Admin Connection] window appears.

Network Settings > Network Admin

Network Admin ▾

Admin Connection

Scanner Central Admin Server

Enter the settings for the remote administration connection.

SSL Off

Port Number (1-65535)

SSL Certificate This certificate has expired or is not yet valid.

Issued by : -----

Valid from --/--/---- to --/--/----

Regenerate

Previous Cancel OK

ATTENTION

For Central Admin Console, contents of the SSL Certificate are not shown.

2. For [SSL], select whether or not to enable SSL.

3. In [Port Number], enter a port number to be used by the scanner to communicate with the Admin Tool or Central Admin Server.

ATTENTION

- Port numbers 135, 139, 445, and numbers from 1025 to 1124 cannot be specified as they are already reserved in the scanner.
- If port numbers other than HTTP "80", HTTPS "443" are to be specified, it is recommended that numbers 5000 or above are used. If a port number lower than 5000 is specified, verify the Admin Tool connectivity with the port number first.

4. Press the [OK] button.

⇒ The information entered is set.

ATTENTION

- If the admin connection settings are changed using the Admin Tool, the Admin Tool is disconnected from the scanner.
To continue with other settings, try reconnecting to the scanner with the new settings.
- If SSL is enabled, SSL is also used for communication between the Central Admin Server and the scanner. When Central Admin is enabled, change the settings on the Central Admin Console [Scanner Central Admin Server Settings] window.
- The following settings combinations are not possible.
 - Port Number "80" and SSL [On]
 - Port Number "443" and SSL [Off]

4.8.9 Setting a Central Admin Server Touch Panel Admin Tool Central Admin Console

Set whether to manage the scanner under central administration.

When [Central Admin] is enabled, the scanner is registered in the Central Admin Server as a target for central administration.

1. Select [Network Settings] → [Network Admin] → [Scanner Central Admin Server].

⇒ The [Scanner Central Admin Server] window appears.

ATTENTION

For Central Admin Console, [Address] and [Port Number] cannot be set.

2. For [Central Admin], select whether or not to enable Central Admin Server.

HINT

If registration with the Central Admin Server is successful, the value for "This scanner's server-side status is:" changes from "Unregistered" to "Registered".

Even when setting values are correct, if the network is disconnected or the Central Admin Server is in a suspended state, registration will fail. In either case, if [Central Admin] is [On], the process will be run again the next time the scanner is turned on or resumed from the standby mode.

3. To enable central administration, enter the address and port number.

- For [Address], enter the Central Admin Server IP address, host name, or FQDN.
- For [Port Number], enter a port number to be used by the scanner to communicate with the Central Admin Server.

4. For [Roaming Mode], select whether or not to enable roaming mode.

5. For [Job Mode], select whether or not to enable job mode.
6. For [Update Scheduler], set whether to enable automatic update for the scanner systems (including security, installed options), scanner settings, and Add-ins.

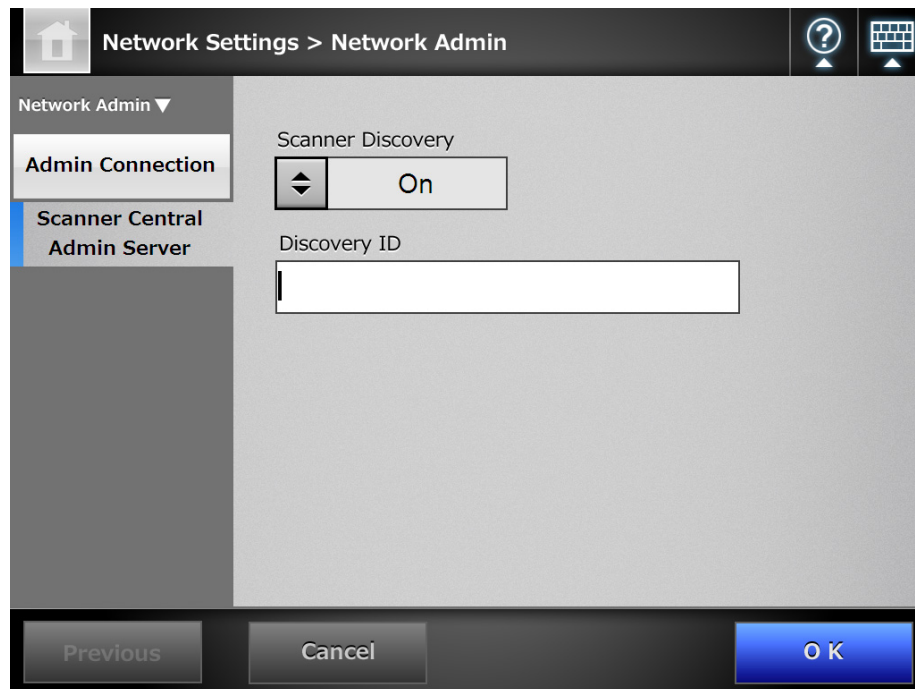
When you select [On], specify the date and time in [Scheduled Date/Time] you want the automatic update to be performed.

HINT

- Automatic updates start when the scanner is in a standby mode or when no user is logged in while it is turned on.
Even if notifications from the Central Admin Server or Wake-On-LAN cannot be used, an update can be performed according to the specified date and time.
- If a user is logged in the scanner at the scheduled date and time, updates start after the user has logged out.
- When the setting for an automatic update from the Central Admin Server is distributed to the scanners, if the update is scheduled to start within ten minutes after the setting was distributed, the setting will not be applied.
To enable new system settings in an environment where update calls cannot be issued, scanners must be restarted or logged out. In order to prevent software updates from running at the same time, enable software update time-period restrictions. System settings can be updated even when software updates are restricted. For details, refer to the Scanner Central Admin User's Guide.
- If the scheduled automatic update time is set in both the Central Admin Console and with the Admin Tool, the most recent settings will be enabled.

7. Press the [Details] button.

⇒ The window for setting the scanner discovery appears.

**HINT**

For the Admin Tool, there is no [Details] button. The scanner discovery and discovery ID can be set in the same window.

8. For [Scanner Discovery], select whether to set the scanner as a Scanner Discovery target for the Central Admin Server.

When targeting the scanner for Scanner Discovery, enter the Discovery ID for the destination Scanner Central Admin Server in [Discovery ID].

9. Press the [OK] button.

⇒ The [Scanner Central Admin Server] window appears.

10. Press the [OK] button.

⇒ The information entered is set.

⇒ If [Central Admin] is enabled, the scanner information is sent to the Central Admin Server.

If the process is successful, the text will change to [This scanner's server-side status is: Registered].

HINT

- For details about the settings required to use SSL for communication between the Central Admin Server and scanner, refer to "[4.8.8 Setting the Admin Connection](#)" (page 121).
- When user roaming or job settings are enabled, if communication with the Central Admin Server is not possible, a confirmation message will appear at login. If the [OK] button is selected, the settings saved in the scanner are used. Selecting the [Cancel] button returns to the login window.

4.9 Configuring the LDAP Settings

4.9.1 Setting the Login LDAP Server Touch Panel AdminTool Central Admin Console

If a login LDAP server is set, user authentication will be checked.

1. Select **[Network Settings]** → **[Authentication Server]** → **[Login LDAP Server]**.

⇒ The **[Login LDAP Server]** window appears.

2. For **[Server Type]**, set the connection settings for the login LDAP server.
Select **[Off]** if an LDAP server is not required for user logins. No other settings can be entered. Press the **[OK]** button to confirm the setting.
3. For **[SSL]**, select whether or not to enable **SSL**.
4. Enter the LDAP server IP address, host name, or FQDN in the **[Address]** input field
5. In the **[Port Number]** input field, enter a port number to be used by the scanner to communicate with an LDAP server.
6. In the **[Search Base (DN)]** input field, enter the distinguished name of the LDAP search base.

The LDAP entries under the character string entered here will become the search target.

For details about the relation between character strings to be entered and the target of the LDAP search, refer to ["LDAP Search Target" \(page 128\)](#).

7. For [Search Timeout], select the LDAP List search timeout delay.

⇒ The selected [Search Timeout] value is displayed.

8. For [Login User Attributes], select login user attributes.

When [Other LDAP Server] is selected for the [Server Type], select whether LDAP server login users can be searched for by "uid" or "cn".

9. For [LDAP Server Access Authorization], enter an authorized user name and password when searching for users to be logged in to the LDAP server, when [Other LDAP Server] is selected for [Server Type].

⇒ When [Authorized User (DN)] is specified, a password must also be entered.

10. To check the connection with the LDAP server, press the [Connect] button.

⇒ When the [Server Type] is [Active Directory] or [Active Directory Global Catalog], the [Authentication] window appears. Enter the authentication details for confirming access to the LDAP server, and press the [OK] button.

The image shows a screenshot of an 'Authentication' dialog box. The dialog has a title bar with the text 'Authentication' and two icons: a question mark and a keyboard icon. Below the title bar, there are two input fields. The first is labeled 'User Name' and the second is labeled 'Password'. At the bottom of the dialog, there are two buttons: 'Cancel' on the left and 'OK' on the right.

- For the [User Name], alphanumeric characters (case sensitive) and symbols may be entered.
- Alphanumeric characters and symbols can be used for a password. Passwords are case sensitive.

⇒ When the [Server Type] is [Other LDAP Server], authentication is performed with the information that is entered in the [LDAP Server Access Authorization].

⇒ When the authentication is completed and the connection is successful, the [Login LDAP Server] window appears.

11. Press the [OK] button.

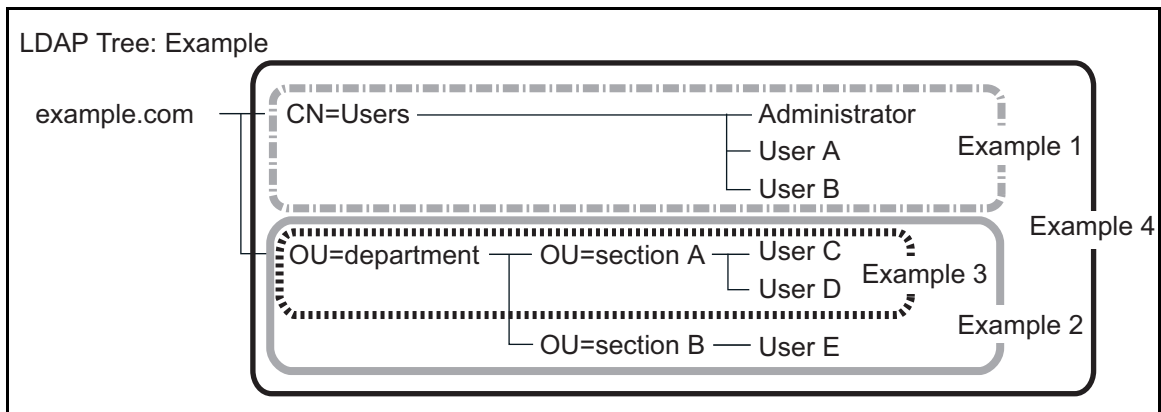
⇒ The information entered is set.

■ LDAP Search Target

The search range and method for LDAP server searches differs according to the LDAP server connection, or search base (DN) settings ([Step 2](#) or [Step 6](#) of "4.9.1 Setting the Login LDAP Server" (page 126)).

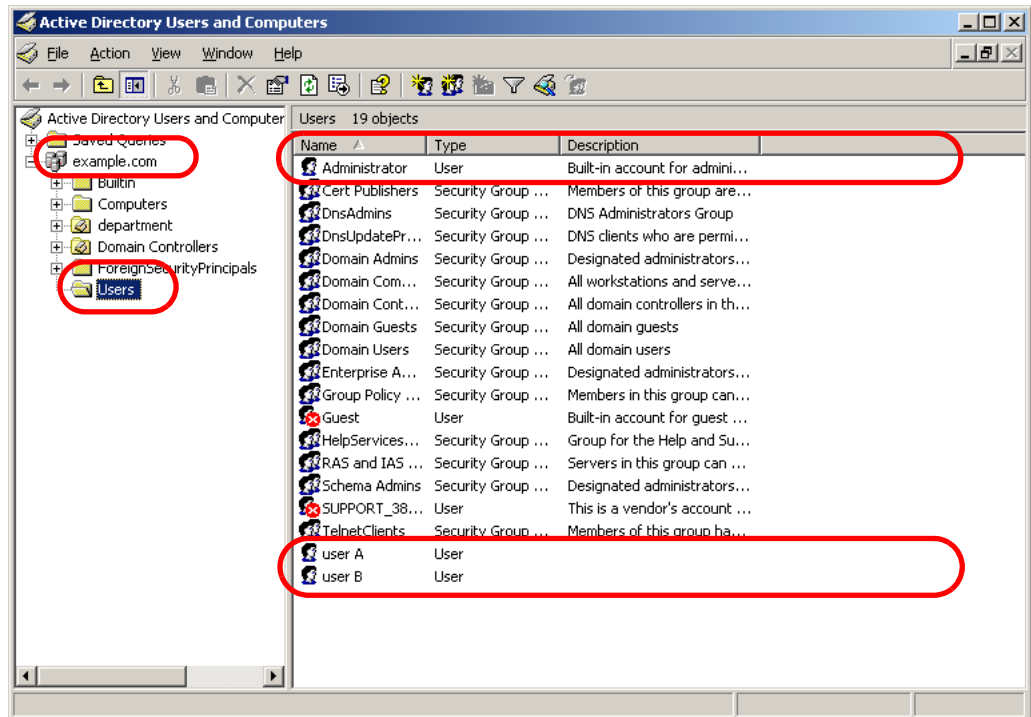
- For connecting with LDAP server (when [Active Directory] or [Other LDAP Server] is selected in [Step 2](#))

The following shows an example (where the domain name is *example.com*) for the [Search Base (DN)] to be entered in [Step 6](#). The italic text represents variable character strings.

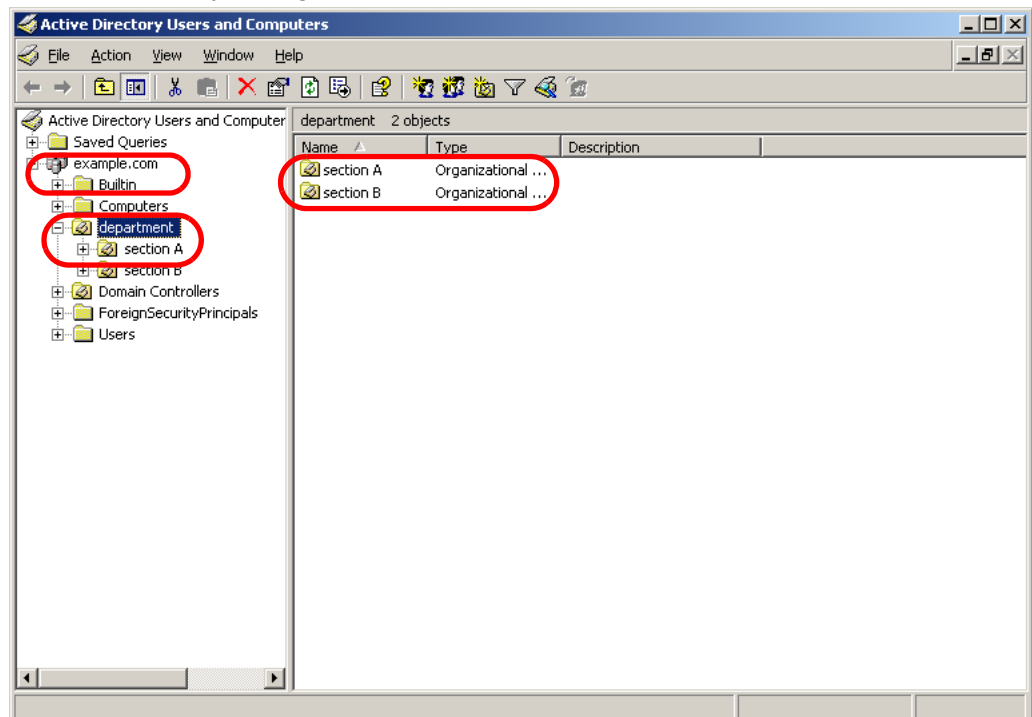


Hereinafter, Active Directory is used as an example to describe search targets.

Example 1: When searching for (administrator, user A, user B)
 CN=Users, DC=example, DC=com
 Active Directory configuration is as follows.



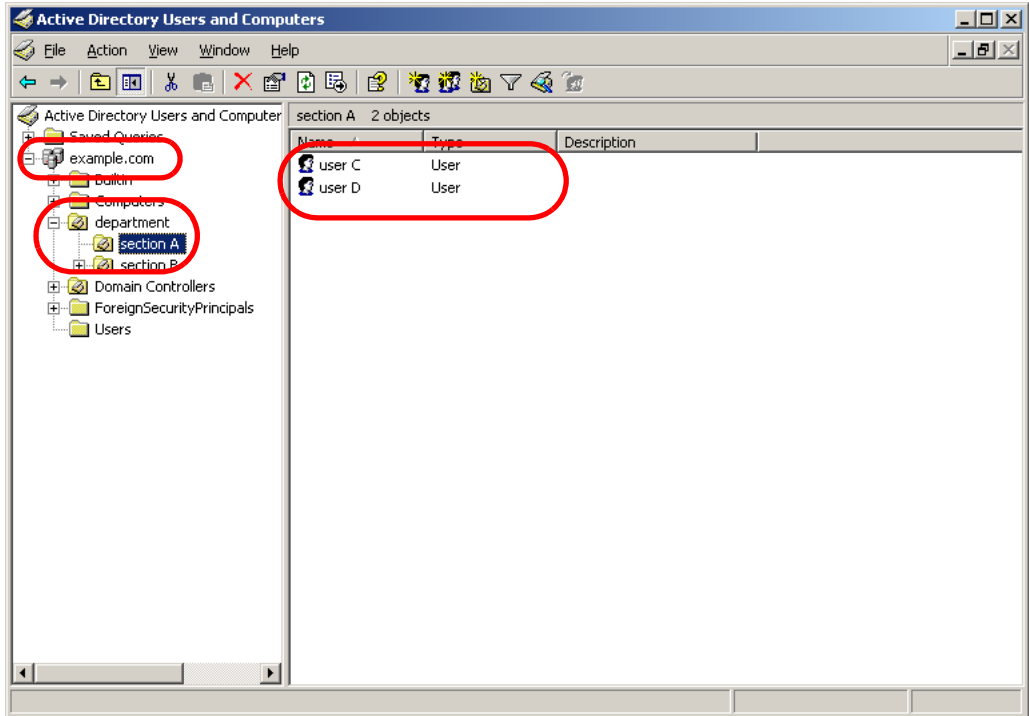
Example 2: When searching for (user C, user D, user E)
 OU=department, DC=example, DC=com
 Active Directory configuration is as follows.



Example 3: When searching for (user C, user D)

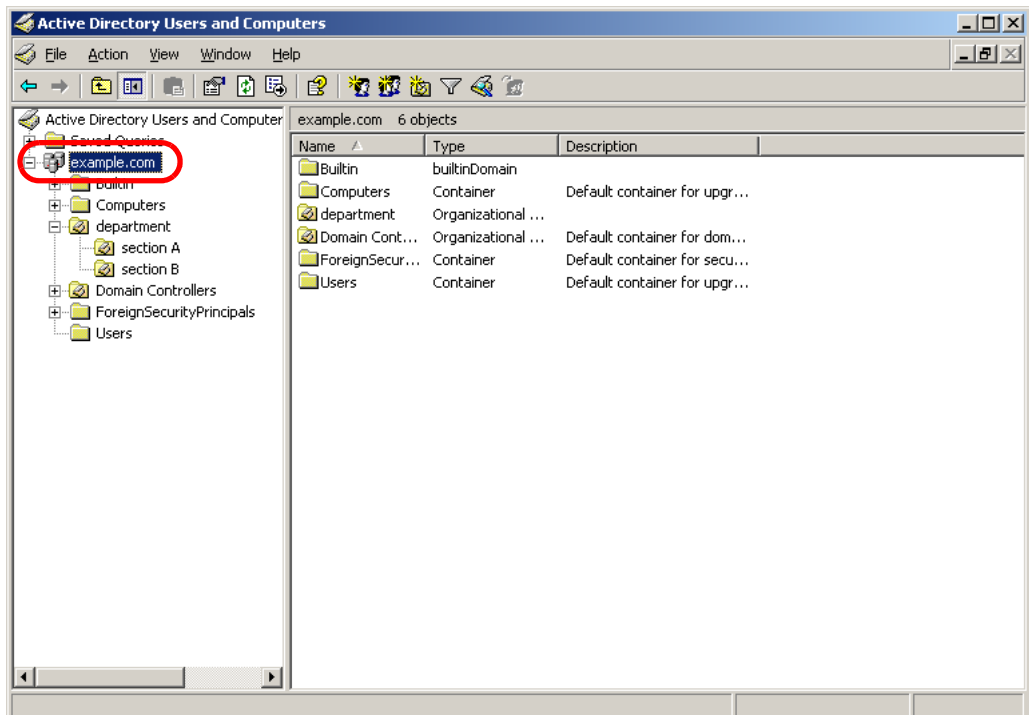
OU=section A, OU=department, DC=example, DC=com

Active Directory configuration is as follows.

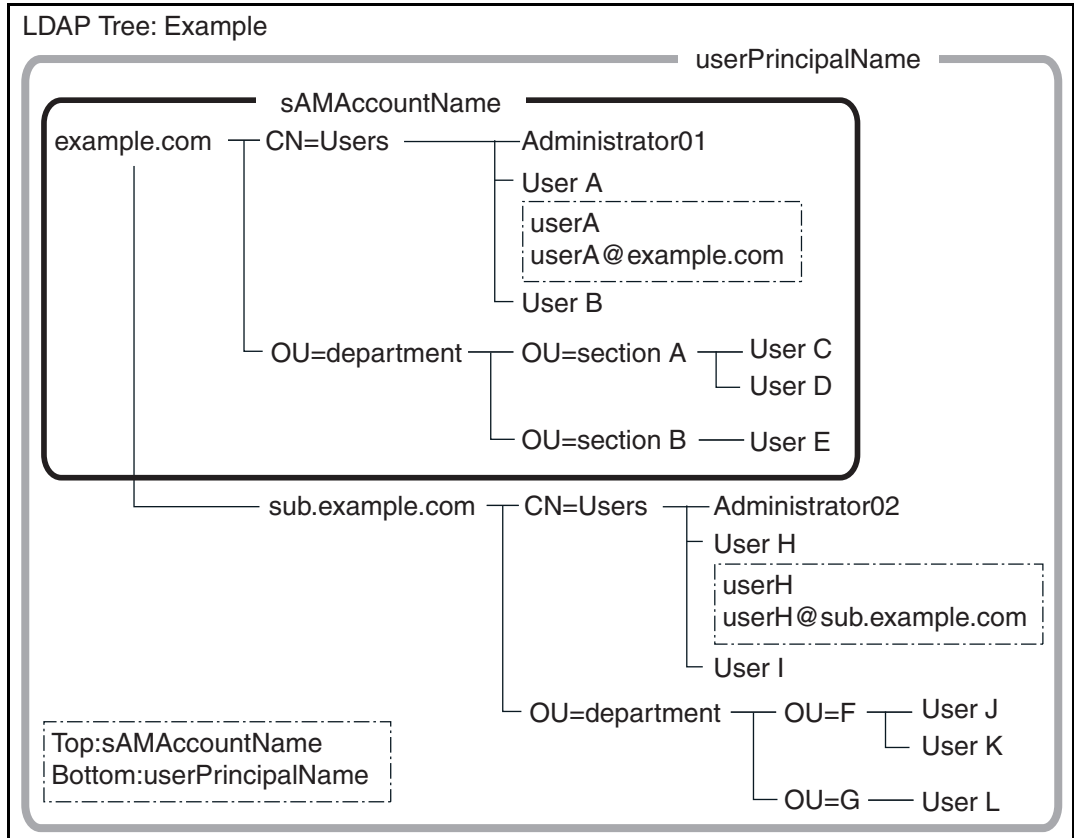


Example 4: When searching for all users

no [Search Base (DN)] setting, or *DC=example, DC=com*



- For connecting with the Global Catalog server (when [Active Directory Global Catalog] is selected in [Step 2](#))
The following shows an example (where the parent domain name is *example.com*, and subdomain name is *sub.example.com*) for the [Search Base (DN)] to be entered in [Step 6](#). The italic text represents variable character strings.



Example: When searching in whole domain no [Search Base (DN)] setting, or DC=example, DC=com
Identical regular user login availability differs according to whether a sAMAccountName or userPrincipalName is used as the login name, as shown below.

Regular User	Login Name	Login Possible
	Top: sAMAccountName Bottom: userPrincipalName	
User A	userA	OK
	userA@example.com	OK
User H	userH	—
	userH@sub.example.com	OK

The SAM Account Name is the Active Directory user login name (sAMAccountName).

HINT

When specifying a SAM account name with a domain name, describe "*domain_name\SAM_account_name*".

The User Principal Name is the Active Directory user login name (userPrincipalName).

4.9.2 Setting the e-Mail LDAP Server Touch Panel Admin Tool Central Admin Console

If an e-mail LDAP server is set, the searches within the LDAP LIST on the [e-Mail Address Book] window can be performed.

1. Select [Network Settings] → [Authentication Server] → [e-Mail LDAP Server].

⇒ The [e-Mail LDAP Server] window appears.

The screenshot shows the 'e-Mail LDAP Server' configuration window. The title bar reads 'Network Settings > Authentication Server'. On the left, a sidebar contains 'Authentication Server' (expanded), 'Login LDAP Server', 'e-Mail LDAP Server' (selected), and 'Customize LDAP Search'. The main area contains the following settings:

- Server Type:** Use Login LDAP (dropdown), with a 'Connect' button.
- SSL:** Off (dropdown).
- Address:** (text input field)
- Port Number:** 389 (1-65535) (dropdown).
- Search Base (DN):** (text input field, example: cn=Users, dc=example, dc=com)
- Search Timeout:** 60 sec (dropdown).
- Maximum Results:** 1000 (dropdown).
- LDAP Server Access Authorization:**
 - Authorized User (DN) *:** (text input field, example: cn=root, dc=example, dc=com)
 - Password:** (password input field)

A note at the bottom states: '* Anonymous user connection will be attempted if an Authorized User (DN) is not entered.' At the bottom of the window are buttons for 'Previous', 'Cancel', 'Schema', and 'OK'.

2. For [Server Type], set the connection settings for the e-mail LDAP server.

Select [Use Login LDAP] to reuse the user login LDAP server settings for e-mail address searches or lookup. No other settings can be entered. Press the [OK] button to confirm the setting.

3. Perform [Step 5 to Step 10 \(excluding Step 8\)](#) of "[4.9.1 Setting the Login LDAP Server](#)" (page 126).

4. For [Maximum Results], select the maximum number of results for e-mail LDAP list searches.

⇒ The selected [Maximum Results] value is displayed.

5. If [Other LDAP Server] is selected for [Server Type], press the [Schema] button.

⇒ The window for adjusting the search item schema for LDAP search appears.

Network Settings > Authentication Server

Adjust the search item schema.

Use Defaults

First Name	givenName	Comment	description
Last Name	sn	Workplace	physicalDeliveryOfficeName
Common Name	cn	Phone Number	telephoneNumber
Display Name	displayName	E-mail Address	mail
Initials	initials	Homepage	WWWHomePage

Previous Cancel OK

6. When schema names are assigned to search items, press the [OK] button.

⇒ The [e-Mail LDAP Server] window appears again.

7. Press the [OK] button.

⇒ The e-mail LDAP server is set.

ATTENTION

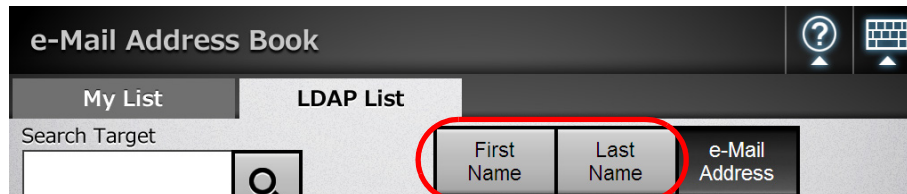
To use the e-mail LDAP server, use a login user account. If the login LDAP server and e-mail LDAP server are different, according to the domain configuration or login name format, it may not be possible to use the e-mail LDAP server. For details, refer to "[LDAP Search Target](#)" (page 128).

4.9.3 Setting the LDAP Search Parameters Touch Panel Admin Tool Central Admin Console

Set the LDAP search parameters.

LDAP search parameters are search conditions specified for the (left and middle) buttons displayed on the LDAP List in the [e-Mail Address Book] window.

The buttons are, for example, the [First Name] and [Last Name] buttons on the following window.

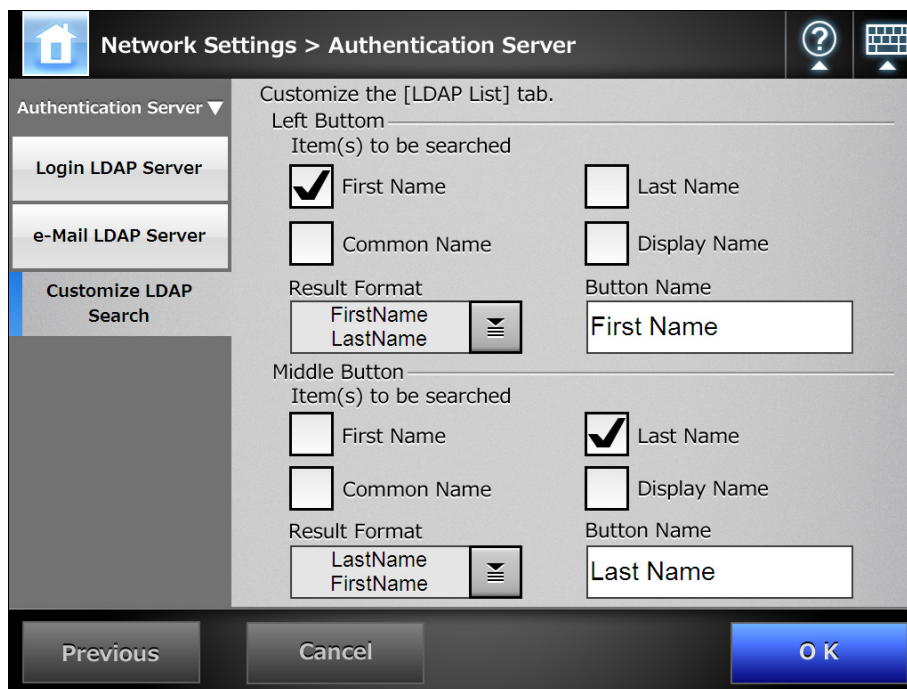


By pressing a search condition button, the display order of the e-mail addresses registered in the e-mail address book can be changed according to the search condition specified for the button.

For details about the [e-Mail Address Book] - [LDAP List] tab, refer to ["6.4.1 Selecting an e-Mail Target from the e-Mail Address Book"](#) (page 253).

1. Select [Network Settings] → [Authentication Server] → [Customize LDAP Search].

⇒ The [Customize LDAP Search] window appears.

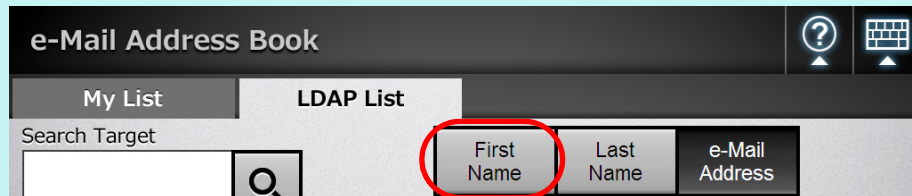


HINT

The following shows the correspondence between the administrator [Customize LDAP Search] window settings, and the regular user search condition buttons on the [e-Mail Address Book] - [LDAP List] tab.

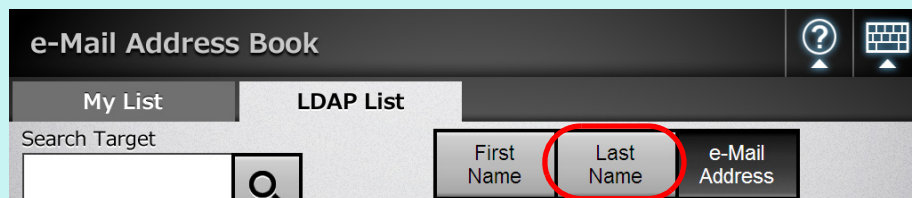
- Left Button

Determines the setting of the left button on the [LDAP List] tab.



- Middle Button

Determines the setting of the middle button on the [LDAP List] tab.



2. Select the search item(s) to set for the left or middle button.

Multiple search items can be selected.

If multiple items are selected, a search operation tries to find entries containing any of the search words.

HINT

- If no search items are selected for a button, the corresponding search parameter button on the [e-Mail Address Book] - [LDAP List] tab cannot be selected.
- If the [Display Name] check box is selected, and the display format for LDAP search results is "FirstName - LastName" or "LastName - FirstName", search results are shown as a "-" if a first name or last name has not been registered.
Example: When the LDAP search results format is [First Name] - [Last Name] and a first name is not registered, the search result shows "*— Last Name*".

3. For [Result Format], specify the format of the LDAP search result.

4. Enter the button name in the [Button Name] input field.

The characters input here are displayed on the button name on the [LDAP List] tab in the [e-Mail Address Book] window.

ATTENTION

When you change the button names, check the actual button image shown on the LDAP List in the [e-Mail Address Book] window.
The button image may not show all characters entered.

5. Press the [OK] button.

⇒ The LDAP search parameters are set.

4.10 Configuring the e-Mail-Related Settings

4.10.1 Setting the e-Mail Server Touch Panel Admin Tool Central Admin Console

1. Select [Network Settings] → [e-Mail] → [SMTP Server].

⇒ The [SMTP Server] window appears.

The screenshot shows the 'SMTP Server' configuration window. The title bar reads 'Network Settings > e-Mail'. On the left, there is a navigation menu with 'e-Mail' expanded, showing 'SMTP Server', 'Send e-Mail', and 'File Names (e-Mail)'. The main area contains the following settings:

- Address:** An empty text input field.
- SSL:** A dropdown menu set to 'Off'.
- Port Number:** A text input field containing '25'.
- Monitor Connection Timeout:** A dropdown menu set to 'Off', with a sub-label '(30 sec when [Off] is set)'. Below it is a 'Connection Timeout' field set to '30' with the unit 'sec' and a range '(1-300)'.
- Split Mails:** A dropdown menu set to 'Off'.
- Segment Size:** A text input field containing '256' with the unit 'KB' and a range '(64-10240)'.
- Maximum Attachment Size:** A text input field containing '10' with the unit 'MB' and a range '(1-20)'.
- Address Warning Limit:** A text input field containing '100' with a range '(2-1000)'.

At the bottom, there are four buttons: 'Previous', 'Cancel', 'Advanced', and 'OK'.

2. Enter the SMTP server IP address, host name, or FQDN in the [Address] input field.
3. For [SSL], select whether or not to use SSL for the communication with the SMTP server and select the SSL method.
4. In the [Port Number] input field, enter a port number to be used by the scanner to communicate with the SMTP server.
5. For [Monitor Connection Timeout], select whether or not to specify the time for connection timeout.
 - When you select [On], enter the timeout time for connecting to the SMTP server in the [Connection Timeout] input field.
 - When you select [Off], the time for connection timeout is set to 30 seconds.
6. For [Split Mails], set whether to send split e-mails.
7. For [Segment Size], enter the maximum size for splitting an e-mail.

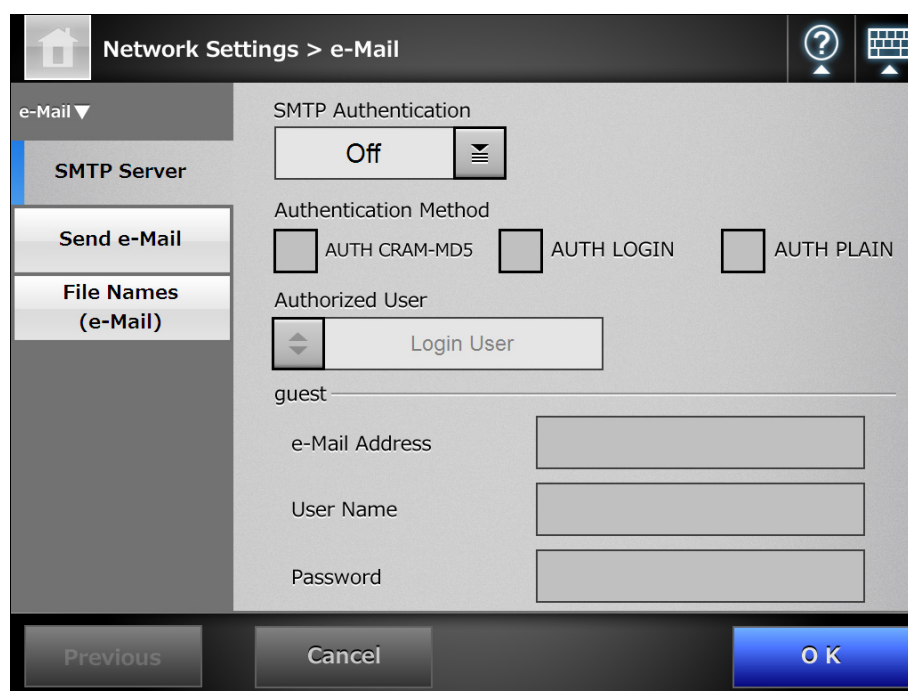
8. Set the **[Maximum Attachment Size]** for e-mails (total data size when sending an e-mail).

ATTENTION

Set this value so as not to exceed the value of the message size restriction set in the SMTP server.

9. For **[Address Warning Limit]**, set the maximum number of addresses to which e-mail can be sent without confirmation. If the number of recipient addresses specified for an e-mail is this value or larger, a warning dialog will be shown to prevent inadvertent transmission of a mass e-mailing.
10. Press the **[Advanced]** button.

⇒ The window for setting the SMTP authentication and other details appears.

**HINT**

The Admin Tool does not contain the **[Advanced]** button. Set whether or not to perform SMTP authentication, set the user for SMTP authentication, and other settings on the same window.

11. Set whether or not to use the **SMTP** authentication and set items such as the user to be authenticated, authentication method, e-mail address to be used for the guest account.
12. Press the **[OK]** button.

⇒ The **[SMTP Server]** window is shown again.
13. Press the **[OK]** button.

⇒ The SMTP server is set.

4.10.2 Configuring Settings for Sending e-Mail

Touch
Panel

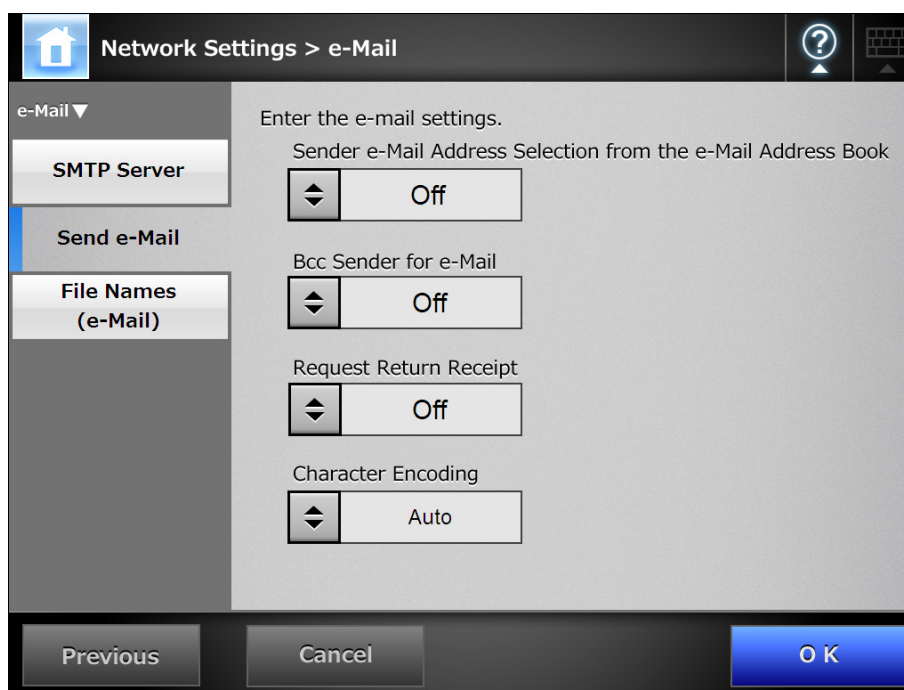
AdminTool

Central Admin
Console

Configure the [Send e-Mail] window to send a scanned image by e-mail. Set the character encoding used when e-mails are sent.

1. Select [Network Settings] → [e-Mail] → [Send e-Mail].

⇒ The [Send e-Mail] window appears.



2. For [Sender e-Mail Address Selection from the e-Mail Address Book], set whether to allow a regular user who logs in with the guest account to enter an e-mail address in [From] on the [Send e-Mail] window from an e-mail address book.
3. For [Bcc Sender for e-Mail], set whether to display a setting item on the [Send e-Mail] window that specifies to send a Bcc to the sender.
4. For [Request Return Receipt], set whether to display a setting item on the [Send e-Mail] window to show that the sent e-mail has been opened.
5. For [Character Encoding], select a character encoding for e-mails.
6. Press the [OK] button.

⇒ The settings for sending e-mail are set.

4.10.3 Setting a File Name Format for When Attaching Scanned Data to

e-Mail Touch Panel Admin Tool Central Admin Console

Set a file name format for when attaching scanned data to an e-mail.

The "File Name" entered on the [Send e-Mail] window is displayed as the default value for this setting.

ATTENTION

- The following file names cannot be used:
 - CON
 - PRN
 - AUX
 - CLOCK\$
 - NUL
 - COM0 to COM9
 - LPT0 to LPT9
- The following symbols cannot be used for a file name:
 \ / : * ? " < > |

1. Select [Network Settings] → [e-Mail] → [File Names (e-Mail)].

⇒ The [File Names (e-Mail)] window appears.

Network Settings > e-Mail

e-Mail ▾

- SMTP Server
- Send e-Mail
- File Names (e-Mail)

Specify the file name format used when attaching scan data to e-mails.

Preview [Scanner Name]MMdyyyyhnn

File Name Format

1.Prefix Off

2.Scanner Name On

3.User Name Off

4.Date On

5.Time On

Date Format MMdyyyy

Delimiter None

Previous Cancel OK

2. Select a file name format.

HINT

When multiple file names are selected, file names are created in the following order.

- Prefix
- Scanner Name
- User Name
- Date
- Time

The date format and delimiter are set according to the [Date Format] and [Delimiter] settings.

For example, for prefix "file", scanner name "Scanner", user name "user", date "12312012", time "12:00:30", delimiter "_", the file name is "file_Scanner_user_12312012_120030".

3. For [Date Format], select a date format.

4. For [Delimiter], select a delimiter.

5. Press the [Preview] button.

⇒ The specified file name format is displayed to the right of the [Preview] button.

6. Check the file name format.

7. Press the [OK] button.

⇒ The file name format is set.

4.11 Setting the Fax Server

Touch
Panel

AdminTool

Central Admin
Console

Set the fax server (RightFax).

1. Select [Network Settings] → [Fax] → [Fax Server].

⇒ The [Fax Server] window appears.

The screenshot shows a software interface for configuring a fax server. At the top, there is a navigation bar with a home icon, the text 'Network Settings > Fax', a help icon (question mark), and a keyboard icon. Below the navigation bar, there is a sidebar with a 'Fax' dropdown menu and a 'Fax Server' option. The main content area contains the text 'Enter the e-mail address for the fax server.' followed by a label 'Fax Server e-Mail Address' and a text input field. At the bottom of the window, there are three buttons: 'Previous', 'Cancel', and 'OK'.

2. Enter a monitored fax server (RightFax) e-mail address.

If the fax server setting is not required, leave the field blank.

For details about e-mail address settings values, refer to ["B.1 e-Mail Address Setting Values"](#) (page 423).

3. Press the [OK] button.

⇒ The fax server is set.

4.12 Setting Folders for Saving Scanned Data

The following folders can be set as the folders for saving scanned data.

- Network Folder
- FTP Server Folder
- SharePoint Folder

4.12.1 Setting the Network Folders Touch Panel AdminTool Central Admin Console

A list of network folders may be set as [Save] targets for scanned data.

Any accessible file server folder can be specified as a network folder.

Up to a combined total of 100 network folders and FTP server folders can be added.

For details about setting FTP server folders, refer to ["4.12.2 Setting the FTP Server Folders"](#) (page 149).

A network folder can be added in the following ways.

- Network Tree
 - Select a network folder from the network tree.
 - For details, refer to ["Registering a Network Folder \(Network Tree\)"](#) (page 144).
- Network Path
 - Set a network folder by directly entering the path alias for the file server folder.
 - For details, refer to ["Registering a Network Folder \(Network Path\)"](#) (page 146).

For details about setting a file name for scanned data to be saved in a network folder, refer to ["4.12.4 Setting a File Name Format for When Saving Scanned Data"](#) (page 157).

ATTENTION

Note the following when registering a network folder.

- The network folder is registered as a network path. If the network folder is on a Windows file server and the length of the full Windows path including the file name exceeds 259 characters, the scan data will not be saved. Before registering a (Windows) network folder, check that the length of the full file path+name is not likely to exceed 259 characters.
- If the selected folder was created using a language foreign to that of the browsing operating system, the network folder may not register correctly.
 - If the name of the network folder contains unrecognizable characters, check the codeset used.
- If the number folders to be displayed is large, they may take a long time to appear.

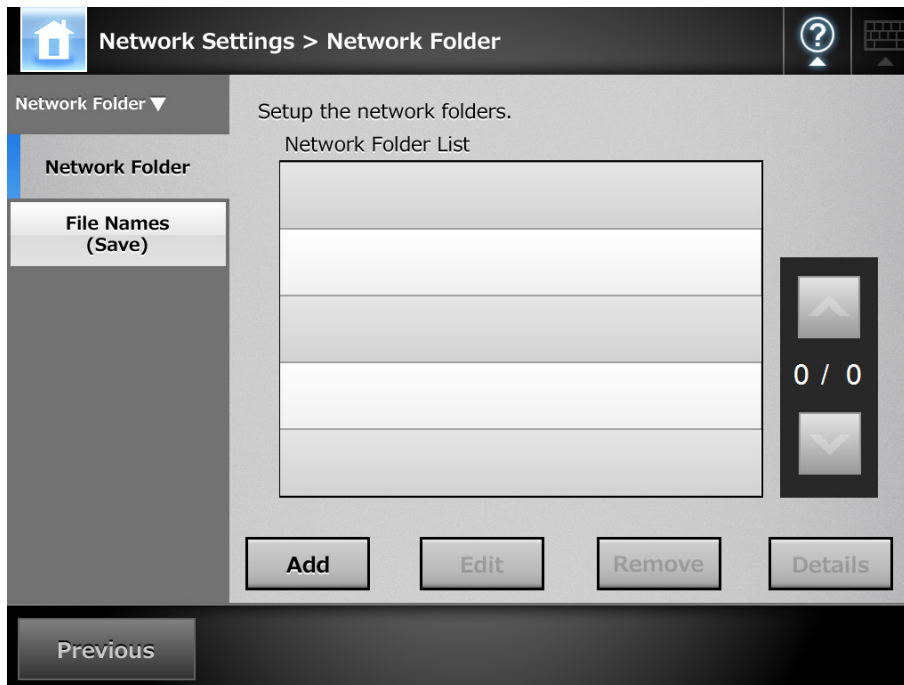
HINT

For a network folder, set a readable and writable folder.

■ Registering a Network Folder (Network Tree)

1. Select [Network Settings] → [Network Folder] → [Network Folder].

⇒ The [Network Folder] window appears.



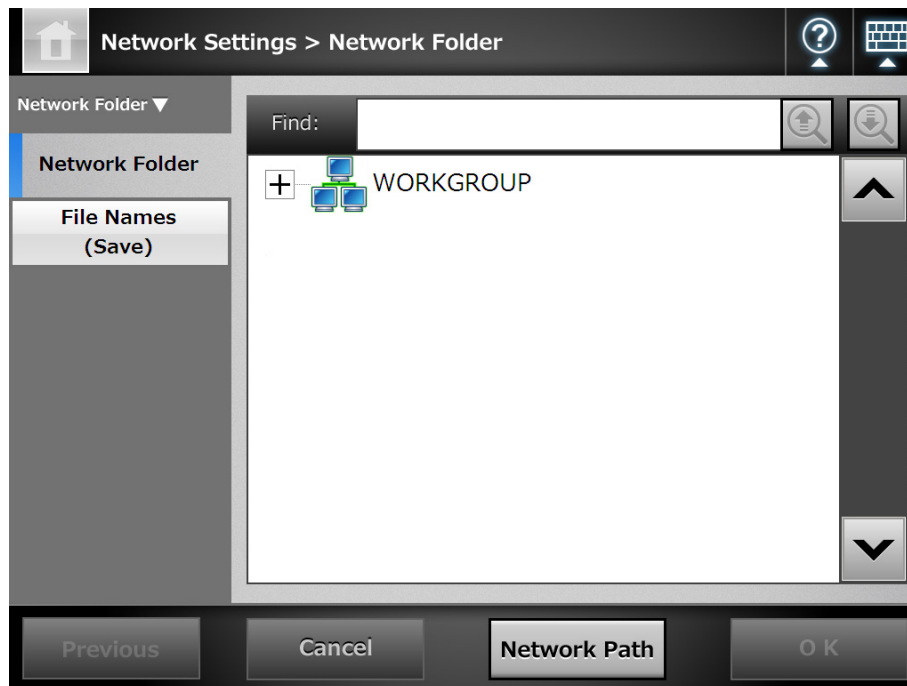
2. Press the [Add] button.

⇒ The window for selecting a network folder appears.

ATTENTION

Desired domains may not be shown in the Network Folders. In this case, directly enter the path alias for the file server, or wait for a few minutes and re-open the window for adding a network folder.

3. Select a domain



⇒ The network tree expands and the subordinate computer names are displayed. If an authentication window is displayed, enter a user name and password. If authentication is successful, the subordinate computer names are displayed.

4. Select a computer

⇒ The network tree expands and the subordinate network folder names are displayed. If an authentication window is displayed, enter a user name and password. If authentication is successful, the subordinate network folder names are displayed.

5. Select a network folder

The selected folder will be opened to show any sub-folders, which themselves may be selected in turn (up to seven levels deep, including the parent domain).

6. Press the [OK] button.

⇒ The selected network folder is added to the network folder list.

HINT

The default network folder alias will be the same as the alias selected from the network tree. For details on changing the folder alias, refer to ["Renaming a Network Folder" \(page 147\)](#).

■ Registering a Network Folder (Network Path)

1. Select [Network Settings] → [Network Folder] → [Network Folder].

⇒ The [Network Folder] window appears.

2. Press the [Add] button.

⇒ The window for selecting a network folder appears.

3. Press the [Network Path] button.

⇒ The window for adding a network folder appears.

4. Enter a network folder alias and network path.

5. Press the [OK] button.

⇒ The network folder is added to the network folder list.

HINT

- The default network folder alias will be the same as the alias selected from the network tree. For details on changing the network folder alias, refer to ["Renaming a Network Folder" \(page 147\)](#).
- The authentication window may appear.

■ Renaming a Network Folder

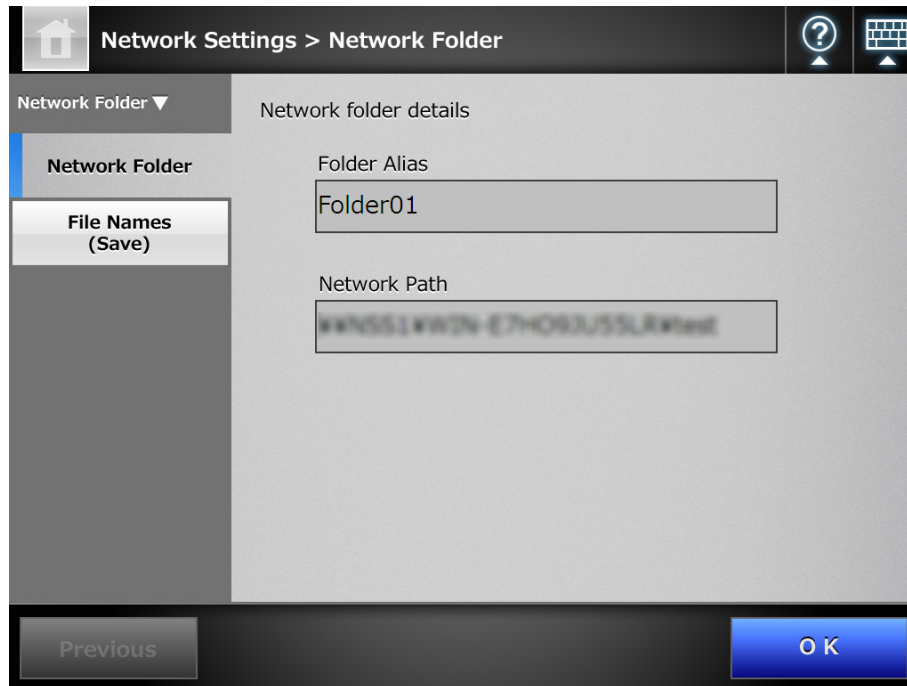
1. **Select [Network Settings] → [Network Folder] → [Network Folder].**
⇒ The [Network Folder] window appears.
2. **Select the network folder that is to be renamed.**
3. **Press the [Edit] button.**
⇒ The window for editing the network folder appears.
4. **Enter a folder alias.**
5. **Press the [OK] button.**
⇒ The network folder is renamed.

■ Removing a Network Folder

1. **Select [Network Settings] → [Network Folder] → [Network Folder].**
⇒ The [Network Folder] window appears.
2. **Select the network folder that is to be removed from the folder list.**
3. **Press the [Remove] button.**
⇒ The window for removing a network folder appears.
4. **Confirm the details of the network folder that is to be removed are correct, and press the [Yes] button.**
⇒ The selected network folder is removed from the network folders list.

■ Viewing the Network Folder Details

1. Select [Network Settings] → [Network Folder] → [Network Folder].
⇒ The [Network Folder] window appears.
2. Select the desired network folder from the folder list.
3. Press the [Details] button.
⇒ The information for the selected network folder is displayed.



4.12.2 Setting the FTP Server Folders

Touch
Panel

AdminTool

Central Admin
Console

A list of FTP server folders may be set as [Save] targets for scanned data.

Any FTP server folder can be specified as an FTP server folder.

Up to a combined total of 100 FTP server folders and network folders can be added.

For details about setting network folders, refer to ["4.12.1 Setting the Network Folders"](#) (page 143).

For details about setting a file name for scanned data to be saved in an FTP server folder, refer to ["4.12.4 Setting a File Name Format for When Saving Scanned Data"](#) (page 157).

ATTENTION

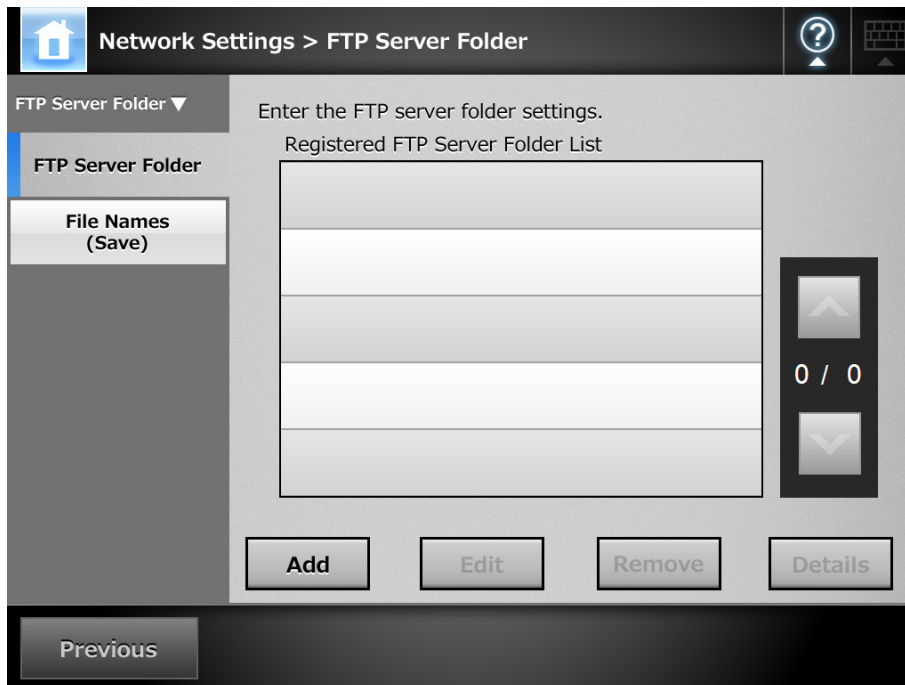
Note the following when registering an FTP server folder.

- The FTP server folder is registered as a network path. If the FTP server folder is on a Windows file server and the length of the full Windows path including the file name exceeds 259 characters, the scan data will not be saved. Before registering an FTP server folder, check that the length of the full file path+name is not likely to exceed 259 characters.
- If the selected folder was created using a language foreign to that of the browsing operating system, the FTP server folder may not register correctly.
If the name of the FTP server folder contains unrecognizable characters, check the codeset used.
- For FTP path, user name, and password, alphanumeric characters and symbols with the exception of "`\ / : ; * ? " < > | # & %`" can be used.

■ **Registering an FTP Server Folder**

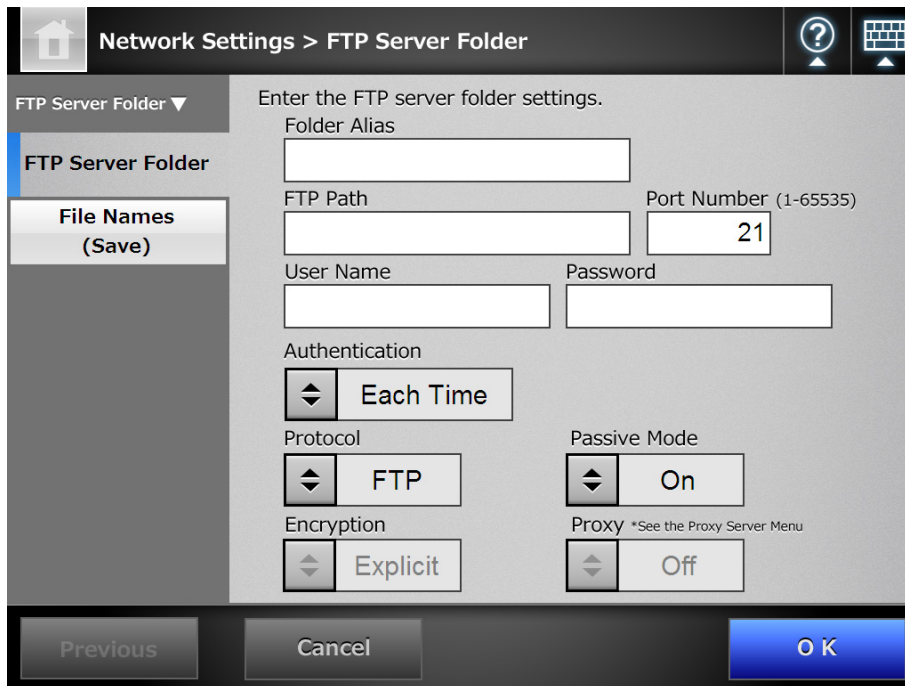
1. Select [Network Settings] → [FTP Server Folder] → [FTP Server Folder].

⇒ The [FTP Server Folder] window appears.



2. Press the [Add] button.

⇒ The window for setting an FTP server folder appears.



3. Enter a [Folder Alias] for the FTP server folder.
4. Enter an [FTP Path] for the FTP server folder.
5. Set a [Port Number] for the FTP server.
6. In the [User Name] and [Password] input fields, enter the authentication information for logging in to the FTP server.
7. For [Authentication], specify whether or not to save the entered [User Name] and [Password].
8. For [Protocol], specify how to access the FTP server.
9. For [Passive Mode], specify whether or not to access in passive mode.

ATTENTION

For the Central Admin Console, to use a Central Admin Server with an enabled firewall, set the [Passive Mode] to [On].

10. For [Encryption], specify the type of encryption.
11. For [Proxy], specify whether or not a proxy server is to be used.

The [Proxy] setting is only available when a proxy server has been set on the [Proxy Server] window. For details about proxy server settings, refer to ["4.8.5 Setting the Proxy Server"](#) (page 116).
12. Press the [OK] button.

⇒ User authentication may be required to access the FTP server. When the user name and password are valid, the [FTP Server Folder] window appears again and the FTP server folder is set.

HINT

Select a readable and writable FTP server folder.

■ Changing the FTP Server Folder Settings

1. **Select [Network Settings] → [FTP Server Folder] → [FTP Server Folder].**
⇒ The [FTP Server Folder] window appears.
2. **Select an FTP server folder to be changed.**
3. **Press the [Edit] button.**
⇒ The window for editing the network folder appears.
4. **Change the settings.**

HINT

The [FTP Path] cannot be changed.

5. **Press the [OK] button.**
⇒ The changed settings are applied.

■ Removing an FTP Server Folder

1. **Select [Network Settings] → [FTP Server Folder] → [FTP Server Folder].**
⇒ The [FTP Server Folder] window appears.
2. **Select an FTP server folder that is to be removed from the folder list.**
3. **Press the [Remove] button.**
⇒ The window for removing the FTP server folder appears.
4. **Confirm the details of the FTP server folder that is to be removed are correct, and press the [Yes] button.**
⇒ The selected FTP server folder is removed from the network folders list.

■ Viewing the FTP Server Folder Details

1. Select [Network Settings] → [FTP Server Folder] → [FTP Server Folder].
⇒ The [FTP Server Folder] window appears.
2. Select the desired FTP server folder from the folder list.
3. Press the [Details] button.
⇒ The information for the selected FTP server folder is displayed.

The screenshot shows a mobile application interface for configuring an FTP server folder. The title bar reads "Network Settings > FTP Server Folder". On the left, a sidebar menu includes "FTP Server Folder" (selected), "File Names (Save)", and "Previous". The main area is titled "FTP server folder details." and contains the following fields and controls:

- Folder Alias:** Text input field containing "FTP Folder01".
- FTP Path:** Text input field containing "192.168.1.1".
- Port Number (1-65535):** Text input field containing "21".
- User Name:** Text input field.
- Password:** Text input field.
- Authentication:** Dropdown menu set to "Each Time".
- Protocol:** Dropdown menu set to "FTP".
- Passive Mode:** Dropdown menu set to "On".
- Encryption:** Dropdown menu set to "Explicit".
- Proxy:** Dropdown menu set to "Off", with a note "*See the Proxy Server Menu".

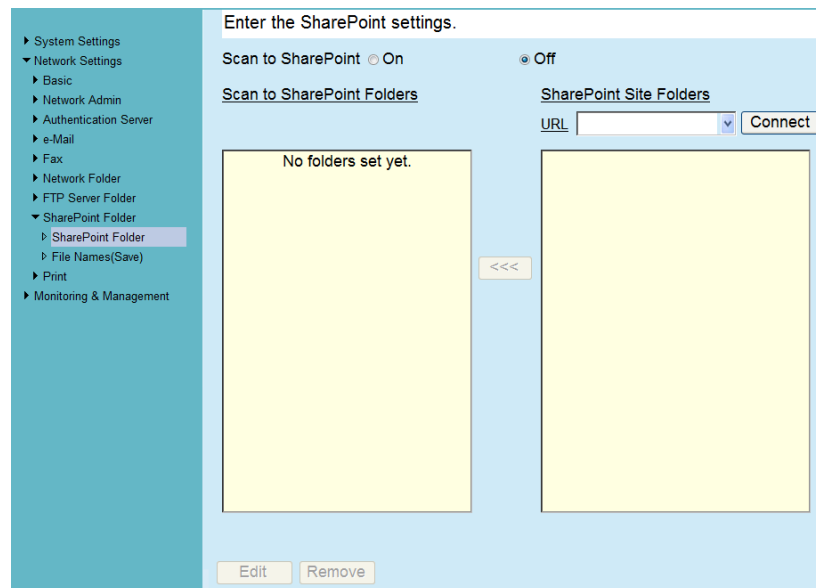
At the bottom, there are two buttons: "Previous" and "OK".

4.12.3 Setting the SharePoint Folders AdminTool Central Admin Console

A list of SharePoint folders may be set as [Scan to SharePoint] targets for scanned data. For details about setting a file name for scanned data to be saved in a SharePoint folder, refer to "4.12.4 Setting a File Name Format for When Saving Scanned Data" (page 157).

1. Select [Network Settings] → [SharePoint Folder] → [SharePoint Folder].

⇒ The [SharePoint Folder] window appears.



2. The [Scan to SharePoint] option determines whether users are allowed to save scanned data in SharePoint folders.

3. Specify a SharePoint server site URL in the [URL] field.

You can also press the list button to select a URL from the recently specified URLs.

4. Press the [Connect] button.

⇒ A [Sign In] window appears.

Enter the user name, password, and domain name for signing in the SharePoint server, and then press the [OK] button.

- User names may be up to 256 characters long.
- Passwords may be up to 256 characters long. [User Name] and [Password] are case sensitive.
- Domain names may be up to 64 characters long.

⇒ If the sign in is successful, the available SharePoint server folders are shown in the [SharePoint Site Folders] list area.

5. Select the folder that is to be a save target from the [SharePoint Site Folders] list, and press the [<<<] button.

⇒ The selected folder is added to the [Scan to SharePoint Folders] list, making it available to users as a save target.

ATTENTION

- To set a SharePoint folder from the Central Admin Server, install .NET Framework 3.0 Service Pack 1 or later into the Central Admin Server, and restart it.
- If .NET Framework 3.0 Service Pack 1 or later is not installed in the Central Admin Server, you cannot set a SharePoint folder from the Central Admin Server.
- For SharePoint 2010, when a full domain is used to indicate a server, sites with the same name as the actual site may appear under the actual site.

When this happens, change the SharePoint server settings as follows.

1. Open [Central Administration].
2. Under [Operations], select [Alternate Access Mappings].
3. Select [Edit Public URLs].
4. Change the URL shown in [Default] to a full domain.
5. Select [Save].

HINT

- Do not set a folder in which scanned data cannot be saved, such as the "Slide Library" library type of the SharePoint server.
- Do not set a server site and folder URL path that exceeds 184 characters.
- When a folder is added to [Scan to SharePoint Folders] list, if the specified folder name already exists in the list, a parenthesized sequence number (starting from "(2)") will be appended to the folder name.

■ Renaming a SharePoint Folder (Display Name)

1. Select [Network Settings] → [SharePoint Folder] → [SharePoint Folder].

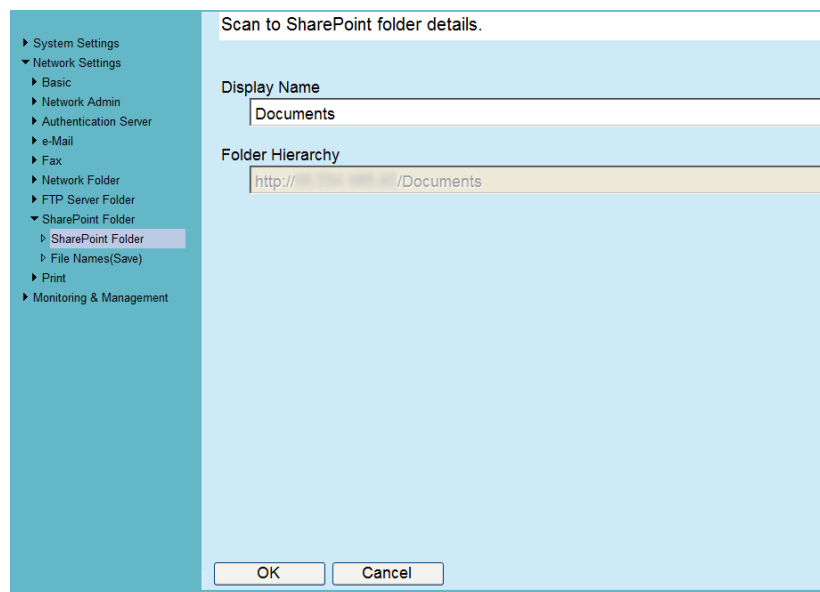
⇒ The [SharePoint Folder] window appears.

2. From the [Scan to SharePoint Folders] list, select the SharePoint folder that is to be renamed.

3. Press the [Edit] button.

⇒ The [Scan to SharePoint folder details] window appears.

4. Enter the name that is to be shown for the selected SharePoint folder.



5. Press the [OK] button.

⇒ The SharePoint folder is renamed.

■ Removing a SharePoint Folder

1. Select [Network Settings] → [SharePoint Folder] → [SharePoint Folder].

⇒ The [SharePoint Folder] window appears.

2. From the [Scan to SharePoint Folders] list, select the folder that is to be removed.

3. Press the [Remove] button.

⇒ A confirm removal window appears for the selected folder.

4. Check that the correct folder is being removed, then press the [Yes] button.

⇒ The selected folder is removed.

4.12.4 Setting a File Name Format for When Saving Scanned Data



A file name format can be set to be used when scanned data is saved in a network folder, FTP server folder, or SharePoint folder.

The specified file name format is used for the default value in the [File Name] input field on the [Save] or [Scan to SharePoint] window for regular users.

ATTENTION

- The following file names cannot be used:
 - CON
 - PRN
 - AUX
 - CLOCK\$
 - NUL
 - COM0 to COM9
 - LPT0 to LPT9
- The following symbols cannot be used for a file name:
\\ : * ? " < > |
When you save a file in a SharePoint folder, the following symbols cannot be used:
~ " # % & * : < > ? { | }
- A file name used for saving a file in the SharePoint folder cannot be set via the LCD touch panel. Set it via the Admin Tool or Central Admin Console.

1. Perform one of the following operations.

- For a network folder
Select [Network Settings] → [Network Folder] → [File Names (Save)].
- For an FTP server folder
Select [Network Settings] → [FTP Server Folder] → [File Names (Save)].
- For a SharePoint folder
Select [Network Settings] → [SharePoint Folder] → [File Names (Save)].

⇒ The [File Names (Save)] window appears.

The following description uses a network folder as an example.

Network Settings > Network Folder

Specify the file name format used when saving scan data.

Preview [Scanner Name]MMddyyyyhhmms

Sub-folder Name Format

1.Scanner Name Off 2.User Name Off 3.Date Off

File Name Format

1.Prefix Off

2.Scanner Name On 3.User name Off 4.Date On

5.Time On 6.Seq. Number Min 3 digit Seq. Number

Date Format MMddyyyy Delimiter None

Previous Cancel OK

2. For [Sub-folder Name Format], set a folder in which to save the scanned data.

- Do not select a name format for a sub-folder if you save the scanned data directly in the network folder, FTP server folder, or SharePoint folder.
- Select a name format for a sub-folder if you save the scanned data in the sub-folder under the network folder, FTP server folder, or SharePoint folder. If the specified folder does not exist, it is created.

HINT

When multiple folder names are selected, folder names are created in the following order.

- Scanner Name
- User Name
- Date

The delimiter is set according to the [Delimiter] setting.

For example, for scanner name "Scanner", user name "user", date "12312012", delimiter "_", the folder name is "Scanner_user_12312012".

3. Select a file name format.**HINT**

When multiple file names are selected, file names are created in the following order.

- Prefix
- Scanner Name
- User Name
- Date
- Time

The delimiter is set according to the [Delimiter] setting.

For example, for prefix "file", scanner name "Scanner", user name "user", date "12312012", time "12:00:30", delimiter "_", the file name is "file_Scanner_user_12312012_120030".

4. For [Seq. Number], select a sequence number format.**ATTENTION**

If the file name which exceeds the maximum sequence number possible already exists in the target folder for saving, the sequence numbers are not added correctly.

HINT

The following explains the way in which sequence numbers are added.

- Sequence numbers start from 1. When there are files with file names containing sequence numbers, sequence numbers following the largest value will be used.
For example, if the file name is "A", sequence numbers are set to be added in 3 digits, and "A001.pdf" and "A004.pdf" already exist, subsequent file names are assigned in the following order.
"A005.pdf", "A006.pdf", "A007.pdf", "A008.pdf"...
- File names "A002.pdf" and "A003.pdf" are skipped.
- If the sequence number exceeds the setting in the [Seq. Number], subsequent file names are assigned using the next digit.
For example, if the file name is "A", sequence numbers are set to be added in 3 digits, and "A001.pdf" to "A998.pdf" already exist, subsequent file names are assigned in the following order.
"A999.pdf", "A1000.pdf", "A1001.pdf", "A1002.pdf"...
- The maximum sequence number is "4294967295". If it is exceeded, the skipped minimum number is used for the sequence number.
For example, if the file name is "A", sequence numbers are set to be added in 3 digits, and "A001.pdf", "A003.pdf", and "A4294967295.pdf" already exist, subsequent file names are assigned in the following order.
"A002.pdf", "A004.pdf", "A005.pdf", "A006.pdf"...

5. For [Date Format], select a date format.**6. For [Delimiter], select a delimiter.****7. Press the [Preview] button.**

⇒ The specified file name format is displayed to the right of the [Preview] button.

8. Check the file name format.**9. Press the [OK] button.**

⇒ The file name format is set.

4.13 Setting the Network Printers

Touch
Panel

AdminTool

Central Admin
Console

Set a printer connected to the network.

The procedure for setting a network printer is as follows.

1. Check the printer driver.

For details, refer to ["Checking the Printer Drivers"](#) (page 161).

2. Set the printer properties.

For details, refer to ["Setting the Printer Properties"](#) (page 162).

3. Register the network printer.

Up to 100 network printers can be registered.

A network printer can be registered in the following ways.

- Network Tree
Select a network printer from the network tree.
For details, refer to ["Registering a Network Printer \(Network Tree\)"](#) (page 165).
- Network Path
Directly enter the network printer path name.
For details, refer to ["Registering a Network Printer \(Network Path\)"](#) (page 168).

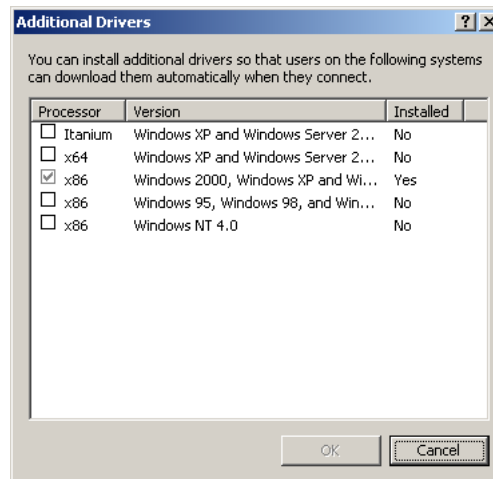
ATTENTION

- Read the printer manual beforehand for information about setting a printer, adding a network printer, and other cautions.
- Make sure that there is enough space in the drive before printing.
- Do not set a virtual printer.
- If a printer connected to different print servers is to be registered as a network printer multiple times, the software version of the driver should be the same on each print server.
If the software version of the printer driver differs, printing errors may occur.
- If the shared name of the printer contains the vertical bar (|), it cannot be registered as a network printer.

■ Checking the Printer Drivers

The driver installed on the print server must be compatible with Windows XP. Use the following procedure to check whether the drivers installed on the print server are Windows XP compatible drivers.

1. From the [Start] menu on the print server, select [Control Panel] → [Printers and Faxes].
 - ⇒ The [Printers and Faxes] window appears.
2. Right-click on a printer, and select [Properties].
 - ⇒ Printer properties appear.
3. Press the [Additional Drivers] button in the [Sharing] tab.
 - ⇒ The [Additional Drivers] window appears.
4. Check that the [Processor] is "x86" (or Intel), and that [Installed] is "Yes" for version Windows XP.

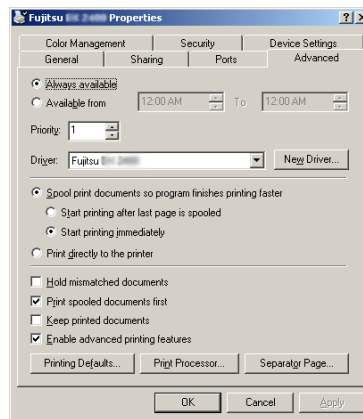


- When the [Installed] status is [Yes], the driver has been installed and the printer can be used as a network printer. Press the [Cancel] button.
 - When the [Installed] status is [No], select version "Windows XP", and press the [OK] button.
- ⇒ The Windows XP compatible driver is installed.

■ Setting the Printer Properties

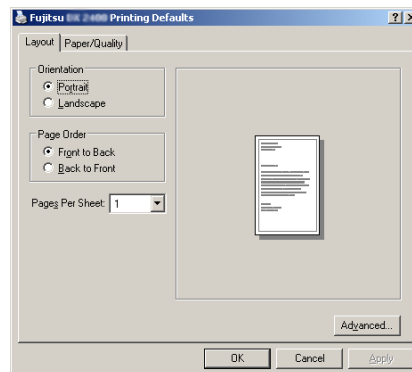
Use the following procedures to set a printer.

1. From the [Start] menu on the print server, select [Control Panel] → [Printers and Faxes].
 - ⇒ The [Printers and Faxes] window appears.
2. Right-click on a printer, and select [Properties].
 - ⇒ Printer properties appear.
3. Press the [Printing Defaults] button on the [Advanced] tab.



⇒ The printing defaults window is displayed.

4. Change the settings and press the [OK] button.



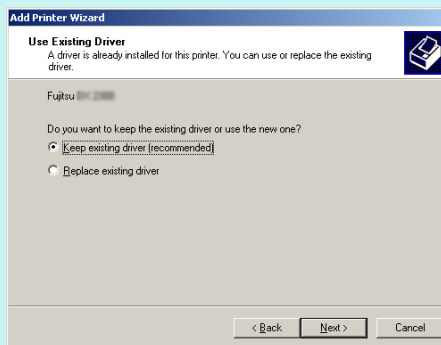
⇒ The printer properties are set.

HINT

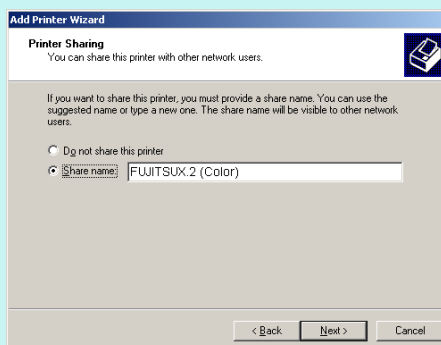
It is recommended that you add a printer to the print server for each configuration of the property settings. For example, when you use only one printer, you should add printers to the print server according to different purposes, such as color printing and black and white printing.

For a color printing example, the procedure for adding a printer is as follows.

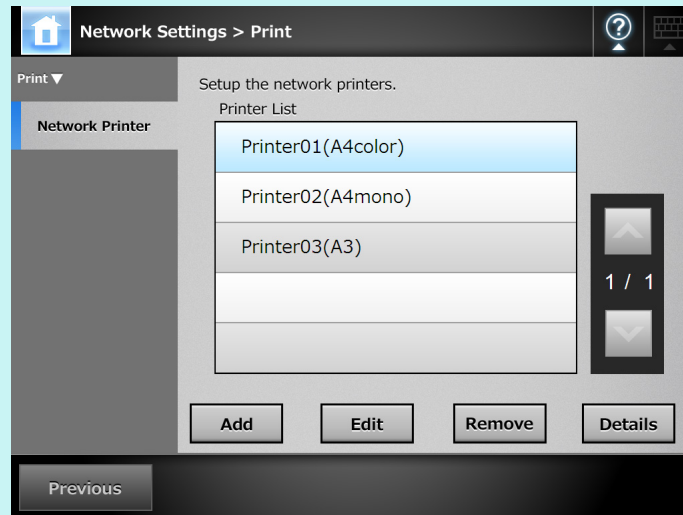
1. From the [Start] menu on the print server, select [Control Panel] → [Printers and Faxes].
⇒ The [Printers and Faxes] window appears.
2. Double-click the [Add Printer].
⇒ The [Add Printer Wizard] window appears.
3. Follow prompts on the window until the [Use Existing Driver] window appears.
4. Select "Keep existing driver [recommended]" and press the [Next] button.



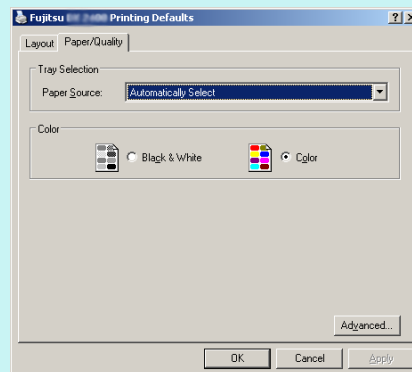
5. Follow the prompts on the window until the [Printer Sharing] window appears.
6. Specify the shared name.
Enter "FUJITSUX.2 (Color)" for color printing.



Since the shared name is displayed on the windows of the scanner, it is recommended to name the printer with an alias that indicates the contents of the properties settings as follows.



- ⇒ Follow the prompts on the window. The "Completing the Add Printer Wizard" message indicates that the printer addition has completed. Press the [Finish] button.
- ⇒ The printer is added on the [Printers and Faxes] window.
- 7. Right-click the added printer and select [Properties].
- ⇒ Printer properties appear.
- 8. Press the [Printing Defaults] button on the [Advanced] tab.
- ⇒ The printing defaults window is displayed.
- 9. Select [Color] on the [Paper/Quality] tab, and press the [OK] button.



⇒ Printing is set to [Color].

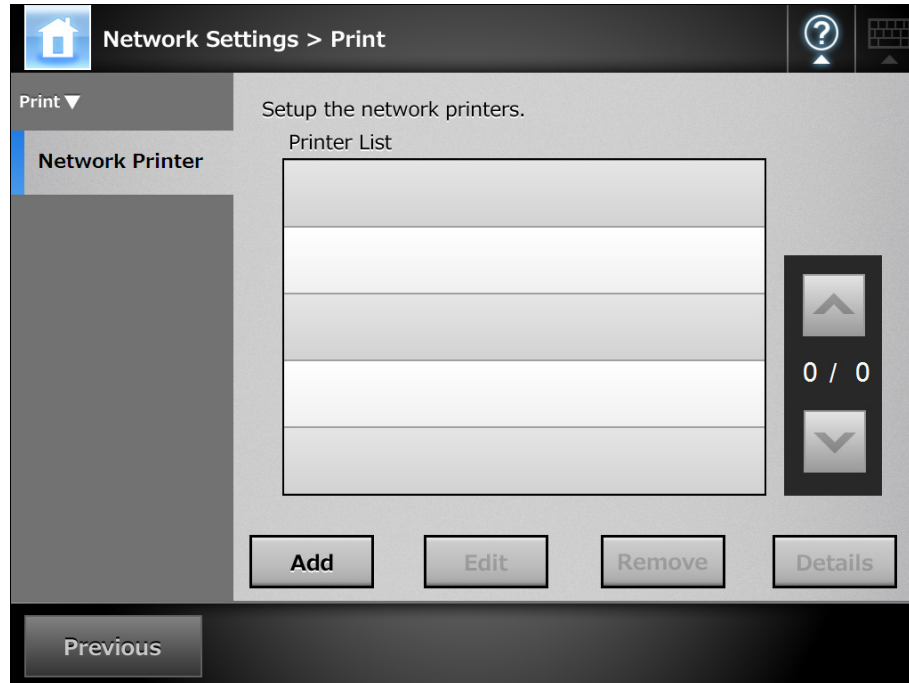
After this, if the printer set for color printing on the print server is added to the scanner printer list, the user can specify to use this printer already set for color printing.

For details about adding the printer to the scanner printer list, refer to "[Registering a Network Printer \(Network Tree\)](#)" (page 165) or "[Registering a Network Printer \(Network Path\)](#)" (page 168).

■ Registering a Network Printer (Network Tree)

1. Select [Network Settings] → [Print] → [Network Printer].

⇒ The [Network Printer] window appears.



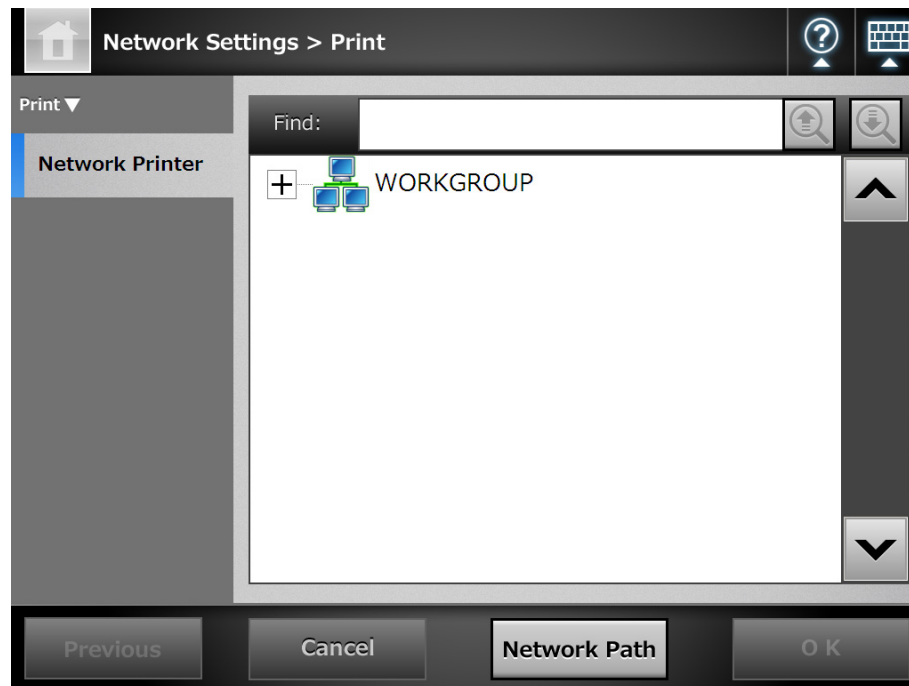
2. Press the [Add] button.

⇒ The window for selecting a network printer appears.

ATTENTION

Some domains may not be shown in the window for selecting a network printer. In this case, directly enter the network printer path name, or wait for a few minutes and re-open the window for selecting a network printer.

3. Select a domain



⇒ The network tree expands and the subordinate computer names are displayed. If an authentication window is displayed, enter a user name and password. If authentication is successful, the subordinate computer names are displayed.

4. Select a computer

⇒ The network tree expands and the subordinate network printer names are displayed. If an authentication window is displayed, enter a user name and password. If authentication is successful, the subordinate network printer names are displayed.

5. Select a network printer

ATTENTION

A network printer that has already registered cannot be added.

6. Press the [OK] button.

⇒ The window returns to the [Network Printer] window, and the registered network printer is added to the network printer list.

ATTENTION

- Once the network printer is registered, do not change the shared name or printer alias on the print server.
- To change the shared name or printer alias, remove the registered network printer first, and then change the share name/printer alias, and register it again.

HINT

The default network printer alias will be the same as the alias selected from the network tree. For details on changing the folder alias, refer to "[Renaming a Network Printer](#)" (page 169).

■ Registering a Network Printer (Network Path)

1. Select [Network Settings] → [Print] → [Network Printer].

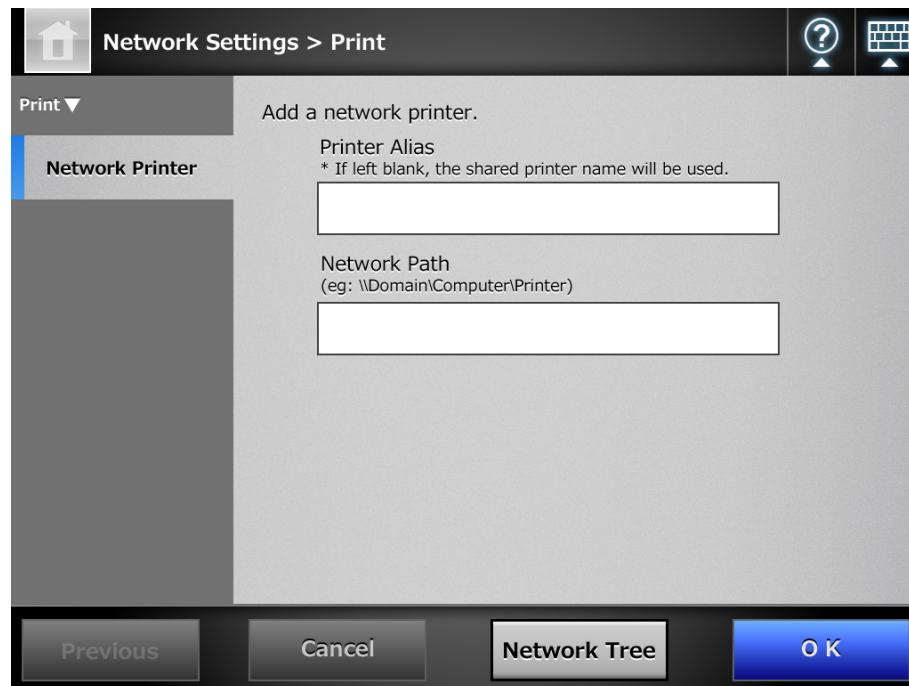
⇒ The [Network Printer] window appears.

2. Press the [Add] button.

⇒ The window for selecting a network printer appears.

3. Press the [Network Path] button.

⇒ The window for adding a network printer appears.



HINT

Pressing the [Network Tree] button returns to the window for selecting a network printer from the network tree.

4. Enter a network printer alias and network path.

5. Press the [OK] button.

⇒ The window returns to the [Network Printer] window, and the registered network printer is added to the network printer list.

ATTENTION

- A network printer that is already registered cannot be added.
- Once the network printer is registered, do not change the shared name or printer alias on the print server.
- To change the shared name or printer alias, remove the registered network printer, change the name, and then register it again.

HINT

- The default network printer alias will be the same as the alias selected from the network tree. For details on changing the folder alias later, refer to "[Renaming a Network Printer](#)" (page 169).
- The authentication window may appear.

■ Renaming a Network Printer**1. Select [Network Settings] → [Print] → [Network Printer].**

⇒ The [Network Printer] window appears.

2. Select the network printer that is to be renamed.**3. Press the [Edit] button.**

⇒ The window for editing the network printer alias appears.

4. Enter a new printer alias.

Network Settings > Print

Print ▾

Network Printer

Enter the new printer alias.

Printer Alias
* If left blank, the shared printer name will be used.

Printer01(A4 color)

Network Path

Previous Cancel OK

5. Press the [OK] button.

⇒ The network printer is renamed.

■ Removing a Network Printer

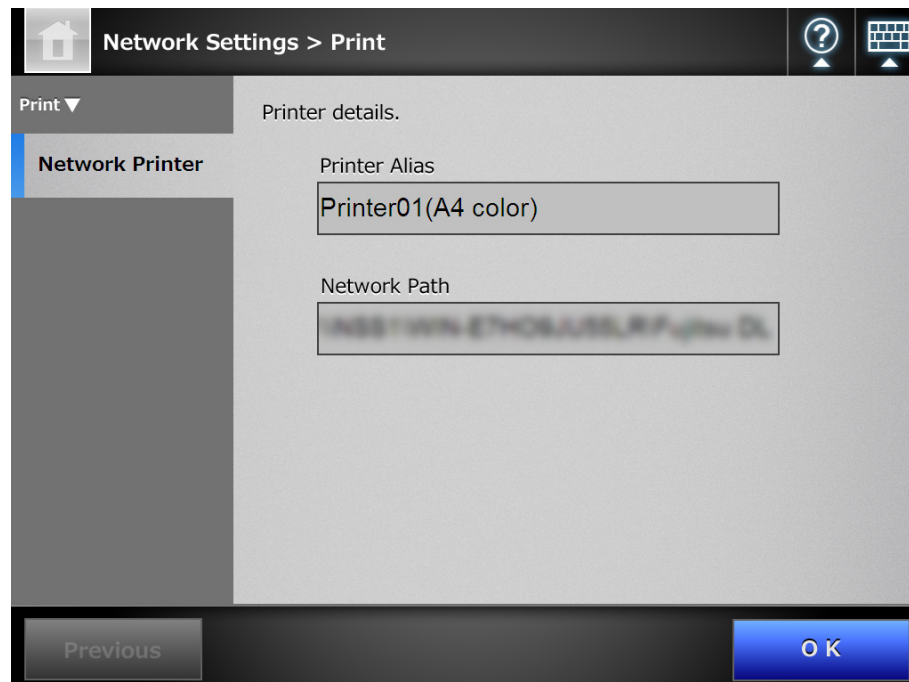
1. **Select [Network Settings] → [Print] → [Network Printer].**
⇒ The [Network Printer] window appears.
2. **Select the network printer that is to be removed from the printer list.**
3. **Press the [Remove] button.**
⇒ The window for removing a network printer appears.
4. **Confirm the details of the network printer that is to be removed are correct, and press the [Yes] button.**
⇒ The selected network printer is removed from the network printers list.

ATTENTION

If removing a network printer is attempted while the network is not connected, the process may be stopped while "Deleting" is displayed on the window. Before removing a network printer, check that the network is operating normally.

■ Viewing the Printer Details

1. **Select [Network Settings] → [Print] → [Network Printer].**
⇒ The [Network Printer] window appears.
2. **Select the desired network printer from the printer list.**
3. **Press the [Details] button.**
⇒ The information for the selected network printer is displayed.



4.14 Viewing the Scanner Details

4.14.1 Viewing the System Status Touch Panel AdminTool Central Admin Console

1. Select **[Monitoring & Management] → [Status Details] → [System Status]**.
⇒ The system status information is displayed.

Monitoring & Management > Status Details

Status Details ▾

- System Status
- Usage Status
- Installed Options
- User Log
- System Log

Check the scanner's system information.

Item	Status
System Version	ABBYY 01.02.01.0000 011-02
Scanner Version	0000
Initial Use	08/17/2010
Cumulative On Time	00000273 hours

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Previous

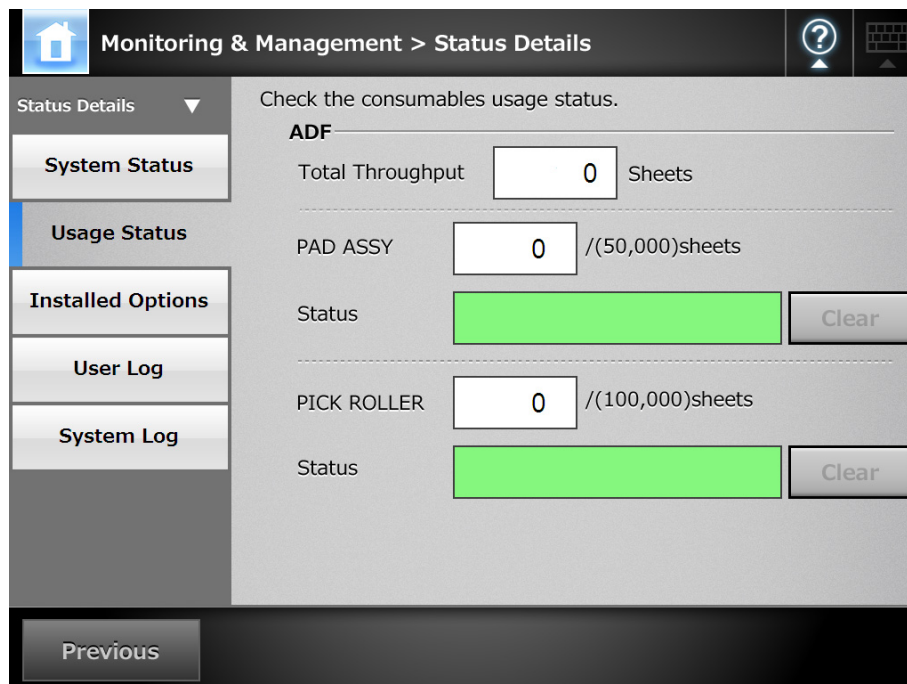
4.14.2 Viewing the Usage Status Touch Panel Admin Tool Central Admin Console

Information about the number of documents that have been scanned and the status of the scanner's consumable parts (pad assy or pick roller) can be viewed. For details about replacing consumable parts, refer to "7.5 Replacing Parts" (page 367).

■ Viewing the Status of Consumable Parts

1. Select **[Monitoring & Management]** → **[Status Details]** → **[Usage Status]**.

⇒ The [Usage Status] window appears.



■ Resetting the Usage Counter

After part replacement, the usage counter can be reset to return the part status to normal.

1. Select **[Monitoring & Management]** → **[Status Details]** → **[Usage Status]**.

⇒ The [Usage Status] window appears.

2. Press the **[Clear]** button for the part replaced.

⇒ The counter reset confirmation window appears.

3. Press the **[OK]** button.

⇒ The counter value is reset to "0", and the [Status] field turns green again.

4.14.3 Viewing the Status of Installed Options

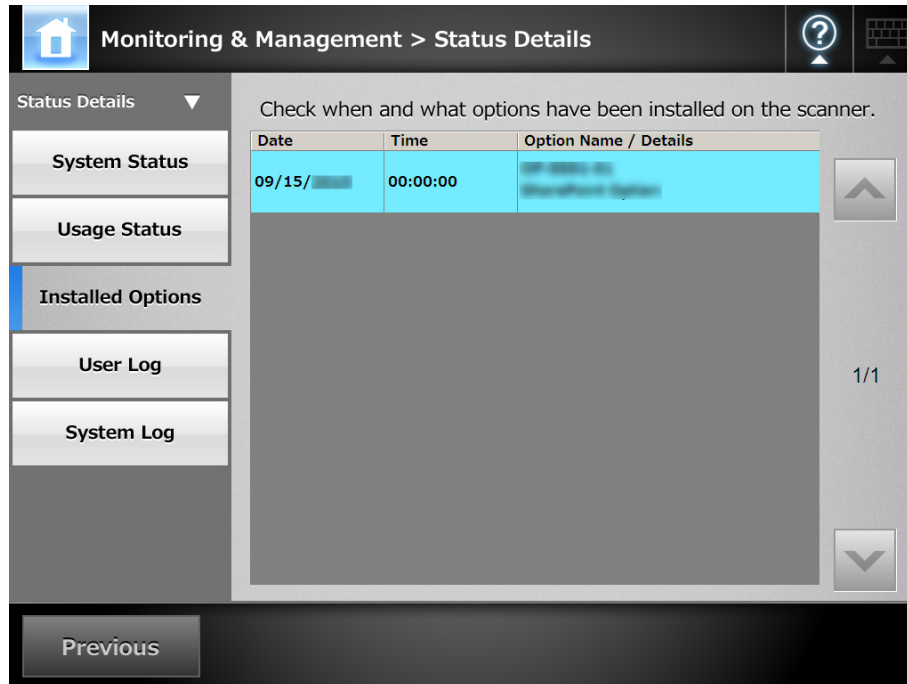
Touch Panel

Admin Tool

Central Admin Console

1. Select [Monitoring & Management] → [Status Details] → [Installed Options].

⇒ The [Installed Options] window appears.



4.14.4 Managing the User Log

The most recent 1,000 user log entries are saved by the scanner.

ATTENTION

- User logs may contain private information such as e-mail addresses or fax numbers, so care should be taken when managing such data.
- If a log file error is detected during scanner operation, the log file will be cleared and the log entry "Error 81001004 Corrupted user log file was deleted." is recorded.

■ Viewing the User Log Details Touch Panel AdminTool

The user log summary is shown in date/time order. Even if the [Region/Timezone] or [Date/Time] settings are changed, the order of the log entries will not be changed.

1. Select [Monitoring & Management] → [Status Details] → [User Log].

⇒ The [User Log] window appears.

Date	Time	User	Result	Code	Operation
08/03/	15:03:02	guest	Error	100D0001	Fax
08/03/	15:02:03	guest	OK	00000000	Save
08/03/	14:59:15	guest	OK	00000000	Print
08/03/	14:57:30	guest	Error	100D0001	e-Mail

Download Clear All Refresh Details

2. Select the user log you wish to view.

⇒ The details of the selected log are displayed.

Pressing the [OK] button returns to the [User Log] window.

HINT

The [Date] format specified on the [Date/Time] window is used. For details, refer to ["4.5.4 Setting the Date/Time" \(page 93\)](#).

■ Downloading the User Logs in CSV Format AdminTool

User logs can be downloaded to a computer in CSV format.

The file is saved in the following format:

"Date","Time","User","Result","Code","Operation","Pages","Description"

The default file name is "OperationLog.csv".

1. Select **[Monitoring & Management]** → **[Status Details]** → **[User Log]**.

⇒ The [User Log] window appears.

2. Press the **[Download]** button.

⇒ The [File Download] dialog box appears.

3. Press the **[Save]** button.

HINT

Make sure there is enough free space on the disk where it is to be saved and press the [Save] button. If there is not enough free disk space, an incomplete file may be saved.

⇒ The [Save As] dialog box appears.

4. Enter a file name, and specify a folder for saving the file.

The file will contain CSV format data.

5. Press the **[Save]** button.

⇒ A file containing CSV format data is saved.

■ Clearing the User Logs Touch Panel AdminTool

1. Select **[Monitoring & Management]** → **[Status Details]** → **[User Log]**.

⇒ The [User Log] window appears.

2. Press the **[Clear All]** button.

⇒ The confirmation window appears.

3. Press the **[Yes]** button.

⇒ All the user operation logs are cleared.

4.14.5 Managing the System Log

Up to 1,000 system information logs (such as for startup, shutdown, and system errors) are saved in the scanner.

ATTENTION

- System logs may contain private information such as e-mail addresses or fax numbers, so care should be taken when managing such data.
- If a log file error is detected during scanner operation, the log file will be cleared and the log entry "Error 81001003 Corrupted system log file was deleted." is recorded.

■ Viewing the System Log Details Touch Panel AdminTool

The system log summary is shown in date/time order. Even if the [Region/Timezone] or [Date/Time] settings are changed, the order of the log entries will not be changed.

1. Select [Monitoring & Management] → [Status Details] → [System Log].

⇒ The [System Log] window appears.

System operation log records:

Date	Time	Type	Message
09/13/	18:14:25	Information	01000001 (SharePoint Folder) Add Setting... Info : Display Name = Shared D...
09/13/	18:14:15	Information	01000001 (SharePoint Folder) Add Setting... Info : Display Name = Images
09/13/	18:14:11	Information	01000001 (SharePoint Folder) Add Setting... Info : Display Name = Documents
09/13/	18:13:47	Information	01000001 (SharePoint Folder) Settings we... Info : Scan to SharePoint = On
09/13/	18:12:47	Information	01000001 (SharePoint Folder) Remove Set... Info : Display Name = Shared D...
09/13/	18:12:43	Information	01000001 (SharePoint Folder) Remove Set... Info : Display Name = Images
09/13/	18:12:39	Information	01000001 (SharePoint Folder) Remove Set... Info : Display Name = Documents
09/13/	18:12:28	Information	01000001 (SharePoint Folder) Settings we... Info : Scan to SharePoint = Off

Download Clear All Refresh Details

2. Select the log you wish to view.

⇒ The details of the selected log are displayed.

Pressing the [OK] button returns to the [System Log] window.

HINT

- The [Date] format specified on the [Date/Time] window is used. For details, refer to "4.5.4 Setting the Date/Time" (page 93).
- The information of "Error" and "Warning" in [Type] will be sent to the e-mail address set in "4.16.6 Setting the Destination for Alert Notifications" (page 196).

■ Downloading the System Log in CSV Format AdminTool

When downloaded to a computer, the file will contain CSV format data.

The file is saved in the following form:

"Date","Time","Type","Message"

The default file name is "SystemLog.csv".

1. Select **[Monitoring & Management]** → **[Status Details]** → **[System Log]**.

⇒ The [System Log] window appears.

2. Press the **[Download]** button.

⇒ The [File Download] dialog box appears.

3. Press the **[Save]** button.

HINT

Make sure there is enough free space on the disk where it is to be saved before pressing the [Save] button. If there is not enough free disk space, an incomplete file may be saved.

⇒ The [Save As] dialog box appears.

4. Enter a file name, and specify a folder for saving the file.

The file will contain CSV format data.

5. Press the **[Save]** button.

⇒ A file containing CSV format data is saved.

■ Clearing the System Log Touch Panel AdminTool

1. Select **[Monitoring & Management]** → **[Status Details]** → **[System Log]**.

⇒ The [System Log] window appears.

2. Press the **[Clear All]** button.

⇒ The confirmation window appears.

3. Press the **[Yes]** button.

⇒ The system log is cleared.

4.15 Managing the User Data Store and System Settings

4.15.1 Maintaining the User Data Store

The scanner's user data store can be backed up, restored, and deleted.

The user data store contains the following information:

- "My List" e-Mail Address Books
- Scan Settings
- User Logs
- Fax Number List
- Name of the last network printer used
- Name of the last network folder used
- Name of the last SharePoint folder used
- Local Accounts

When a user name registered with the LDAP server is used for login to the scanner, the data is automatically registered on the scanner as user data (data for the same user name is collected as a single user's data).

The user data store may contain up to 1,000 users.

ATTENTION

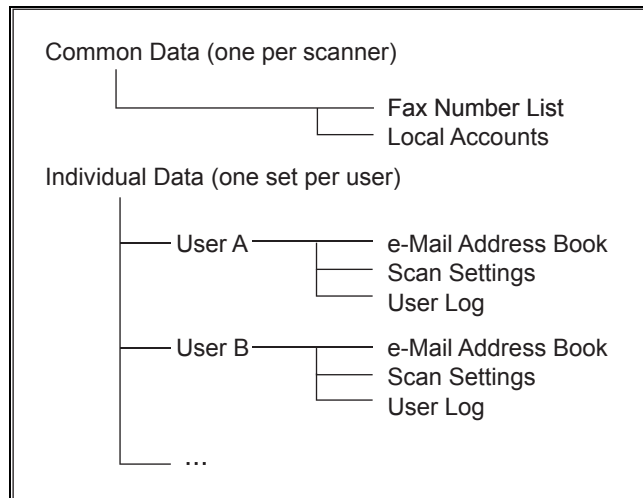
- Once 1,000 user names have been used to login, new user logins are no longer possible until the entire user data store is cleared.
It is recommended that the user data store be backed up before it is cleared. Refer to ["Backing up the User Data Store" \(page 180\)](#) and ["Clearing the User Data Store" \(page 181\)](#) for details.
- If a current user name existed when the user data store was backed up, the current user data is overwritten when being restored. Addition of new users cannot cause the 1,000 user limit to be exceeded, or the user data store restoration will fail. If this happens, delete all user data once and then restore from a user data store backup.
- When the user data store is restored from a backup, the Fax Number List and local accounts are also reverted to their old state.

The following example illustrates how the number of users could exceed 1,000:

1. 100 users (A001 to A100) login.
2. The user data store is backed up (with 100 users: A001 to A100).
3. The user data store (containing users A001 to A100) is cleared.
4. 960 "new" users (A001 to A050 and B001 to B910) login.

5. The user data store (containing users A001 to A100) backed up in Step 2 is restored.
- ⇒ Users A001 to A100 are to be restored, of whom 50 are already in the current user data store (users A001 to A050) and so will be overwritten. Users A051 to A100 are considered "new" users and thus need to be added to the user data store. However, 960 existing users + 50 new users = 1,010 users. As the number of users would exceed the 1,000 user limit, the data of the 50 users from A051 to A100 is not restored, and therefore the user data from A001 to A100 is not overwritten or restored.

The user data store contents are organized as follows:



ATTENTION

User data may contain private information such as e-mail addresses or fax numbers, so care should be taken when managing such data.

■ Backing up the User Data Store AdminTool

As a precaution, the user data store should be backed up regularly. The default file name is "restored_data".

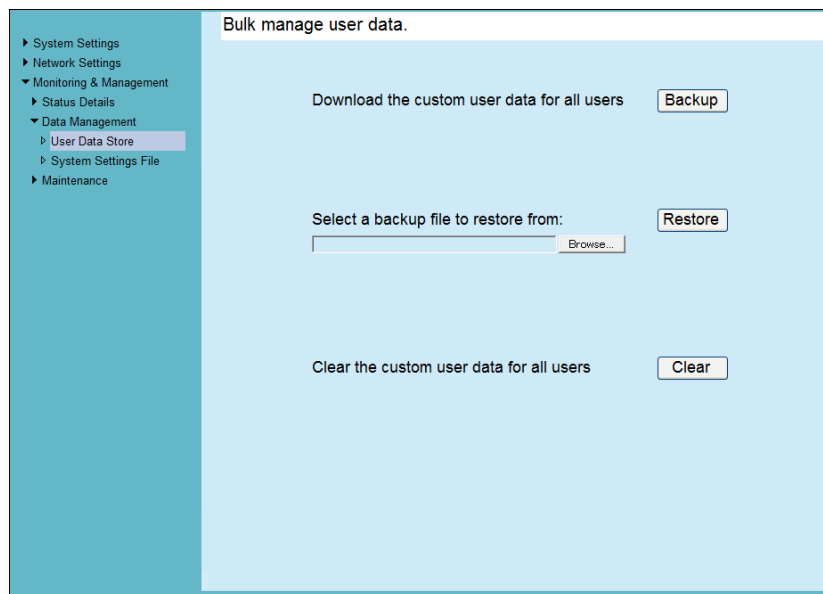
HINT

User logs cannot be backed up.

1. Select [Monitoring & Management] → [Data Management] → [User Data Store].

⇒ The [User Data Store] window appears.

2. Press the [Backup] button.



⇒ The [File Download] dialog box appears.

3. Make sure there is enough free space on the disk where the file is to be saved and press the [Save] button.

HINT

If there is not enough free disk space, an incomplete file may be saved.

⇒ The [Save As] dialog box appears.

4. Enter a file name, and specify a folder for saving the file.

Use of a name that includes the scanner name and backup date is recommended.

5. Press the [Save] button.

⇒ A backup copy of the user data store is saved.

ATTENTION

Do not change the contents of data store backup files. If changed, the file may be corrupted. Restoring from a corrupted file may cause the scanner to function abnormally.

■ Restoring the User Data Store AdminTool

The scanner's user data store can be restored from a backed-up user data store file.

ATTENTION

- Restoring user data overwrites all user information saved at the time of restoration, and returns all e-mail address books, fax number list, and scan settings to the time the backup was taken.
- During user data restoration, do not hold down the power button for 4 seconds or longer, as it may cause the scanner to function abnormally.

HINT

User logs are not restored.

1. **Select [Monitoring & Management] → [Data Management] → [User Data Store].**
 - ⇒ The [User Data Store] window appears.
2. **Select a user data store backup file.**
 - Press the [Browse] button to select a file.
3. **Press the [Restore] button.**
 - ⇒ An "OK to overwrite?" confirmation message appears.
4. **Press the [Yes] button.**
 - ⇒ After the user data store is restored, a restore completion message appears.
5. **Press the [OK] button.**

■ Clearing the User Data Store Touch Panel AdminTool

ATTENTION

- Clearing the user data store cannot be undone.
- Even if the user data store is cleared, the local accounts are not removed. To remove the local accounts, use the User Editor. For details about how to edit the local accounts, refer to "[E.7 Editing Local Accounts](#)" (page 453).

1. **Select [Monitoring & Management] → [Data Management] → [User Data Store].**
 - ⇒ The [User Data Store] window appears.
2. **Press the [Clear] button.**
 - ⇒ The delete confirmation window appears.
3. **Press the [Yes] button.**
 - ⇒ The user data store is cleared.

4.15.2 Maintaining the System Settings

The scanner's system settings set by the administrator can be saved in CSV format, backed up, restored, or returned to their factory default values.

The system settings refer to the information that is set by the administrator in each window. However, the system settings do not contain the information about the system updates, options and Add-ins that are installed by the administrator.

■ Downloading the System Settings in CSV Format Admin Tool

System settings downloaded in CSV format may be viewed by using spreadsheet software.

CSV system settings files are of the following format:

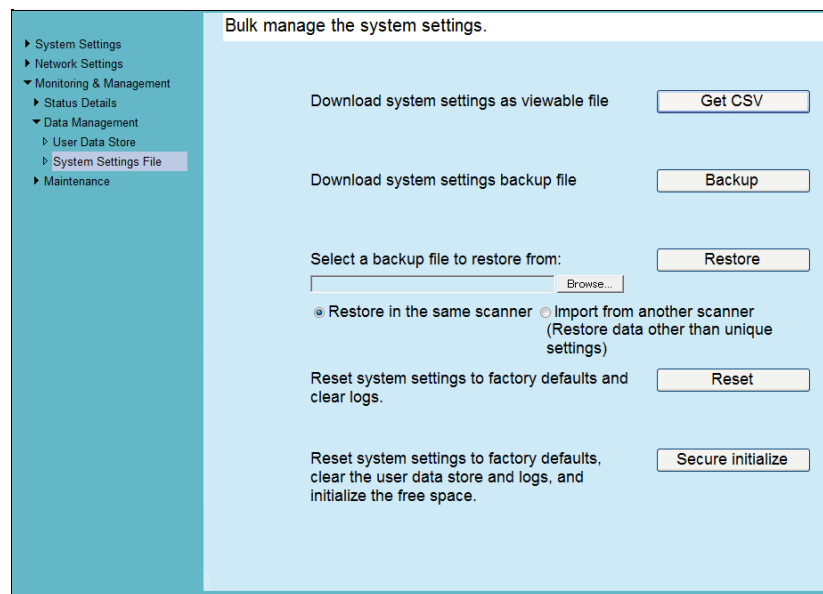
"Function_name", "Option_name", "Value"

The default file name is "Configuration_download.csv".

1. Select [Monitoring & Management] → [Data Management] → [System Settings File].

⇒ The [System Settings File] window appears.

2. Press the [Get CSV] button.



⇒ The [File Download] dialog box appears.

3. Make sure there is enough free space on the disk where the file is to be saved and press the [Save] button.

HINT

If there is not enough free disk space, an incomplete file may be saved.

⇒ The [Save As] dialog box appears.

4. Name the file and specify where it should be saved.

The file will contain CSV format data.

5. Press the [Save] button.

⇒ The system settings for the scanner are downloaded.

■ Backing up System Settings AdminTool

The administrator can back up the scanner system settings.

Backup files can later be used to restore system settings. Make backups periodically just in case.

The default file name is "SystemSettingsFile".

HINT

The backed up data can be used in [Import Scanner Settings] in the scanner settings edit window of the Central Admin Console. For the operations, refer to the Scanner Central Admin User's Guide.

1. Select [Monitoring & Management] → [Data Management] → [System Settings File].

⇒ The [System Settings File] window appears.

2. Press the [Backup] button.

⇒ The [File Download] dialog box appears.

3. Make sure there is enough free space on the disk where the file is to be saved and press the [Save] button.**HINT**

If there is not enough free disk space, an incomplete file may be saved.

⇒ The [Save As] dialog box appears.

4. Name the file and specify where it should be saved.

It is recommended that you specify the file name based on the backup date and the scanner name so that you can identify this information easily.

5. Press the [Save] button.

⇒ The system settings are backed up.

ATTENTION

Do not change the contents of system settings backup files. If changed, the file may no longer be used as a backup. Trying to restore from a changed user data store backup file may cause the scanner to function abnormally.

■ Restoring the System Settings AdminTool

The backed-up system settings can be restored.

The system settings can be restored in the following ways.

- Return the system settings backup file to the same scanner
- Import the system settings backed up from another scanner to the current scanner

1. Select **[Monitoring & Management]** → **[Data Management]** → **[System Settings File]**.

⇒ The [System Settings File] window appears.

2. Select the backup file of the system settings to be restored.

Press the [Browse] button to select a file.

3. Perform either of the following steps.

- To return the system settings backup file to the same scanner, select [Restore in the same scanner].
- To import the system settings backed up from another scanner to the current scanner, select [Import from another scanner].

4. Press the **[Restore]** button.

⇒ A confirmation message appears.

5. Press the **[Yes]** button.

⇒ The system settings are restored. After the system settings are restored, the scanner is restarted.

ATTENTION

During system settings restoration, do not hold down the power button for 4 seconds or longer, as it may cause the scanner to function abnormally.

HINT

The network interface connection will be lost when the scanner is restarted to complete the restoration of the system settings. To continue with other settings, wait a short time for the scanner to restart, then try reconnecting with the Admin Tool.

If the backed up IP address and scanner name are different from the IP address and scanner name before restoration, check the settings on the scanner, and try reconnecting with the Admin Tool.

■ Resetting to Factory Defaults Touch Panel Admin Tool

The system settings, which are set by the administrator in each window, and the system logs can be reset to factory defaults.

HINT

If the language setting is different from the factory default, the language setting is reset to factory default and the user data store is also initialized.

1. Select [Monitoring & Management] → [Data Management] → [System Settings File].

⇒ The [System Settings File] window appears.

2. Perform either of the following steps.

- To reset system settings to factory defaults, press the [Reset] button for [Reset system settings to factory defaults and clear logs].
- To reset system settings to factory defaults, clear the user data store and logs, and initialize the free space, press the [Secure initialize] button for [Reset system settings to factory defaults, clear the user data store and logs, and initialize the free space].

⇒ A confirmation message appears.

3. Press the [Yes] button.

⇒ If the [Reset] button is pressed, the system settings are reset to factory defaults, and Add-ins and logs are cleared.

If the [Secure initialize] button is pressed, the system settings, user data store, Add-ins, and logs are reset.

⇒ After factory default settings have been restored, the scanner is restarted.

ATTENTION

During factory defaults reset, do not hold down the power button for 4 seconds or longer, as it may cause the scanner to function abnormally.

HINT

After the factory default settings are restored, the scanner name, IP address, and other settings will need to be set again, as described in "[Configuring the System](#)" (page 89).

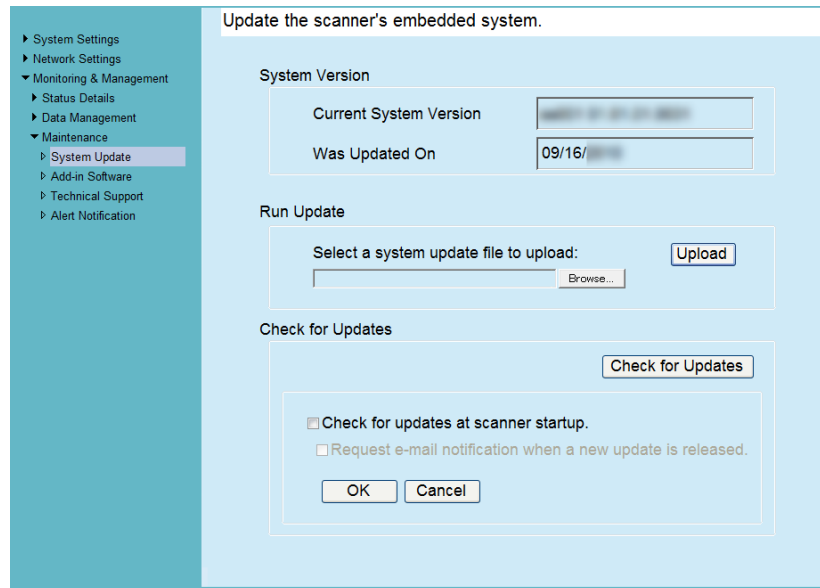
4.16 Maintaining the System

4.16.1 Updating the Scanner's System Software AdminTool

The scanner system, security system, and installed options can be updated as follows.

1. Select [Monitoring & Management] → [Maintenance] → [System Update].

⇒ The [System Update] window appears.

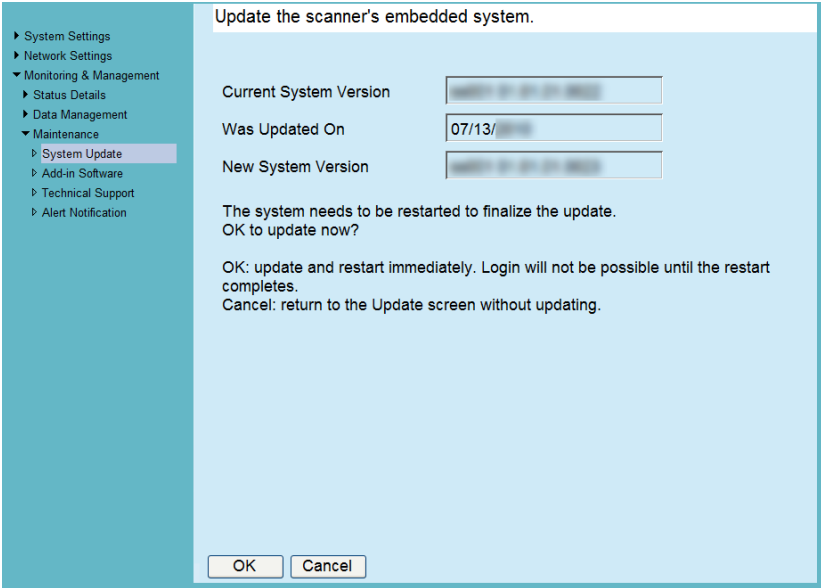


2. Select a system update file.

Press the [Browse] button to select a file.

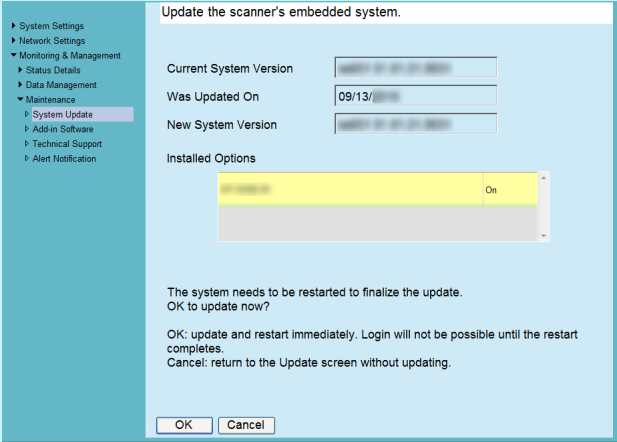
3. Press the [Upload] button.

⇒ The [Current System Version] and [Was Updated On] values are displayed.



HINT

When you update installed options or the system including these options, the following window appears.



4. Press the [OK] button.

⇒ The system update process is started.

After the system has been updated, the scanner is restarted.

ATTENTION

- Wait for the system to restart.
- During system update, do not hold down the power button for 4 seconds or longer, as it may cause the scanner to function abnormally.

HINT

The network interface connection will be lost when the scanner is restarted to complete the system update. To continue with other settings, wait a short time for the scanner to restart, then try reconnecting with the Admin Tool.

4.16.2 Checking for New Updates Touch Panel AdminTool

You can check whether new updates are available from the published server for the scanner system, security system, and installed options.

You can also set whether to receive an e-mail notification if a new update is released.

HINT

To use the proxy server to check for released updates, set the HTTP proxy server as necessary. For details about settings, refer to "4.8.5 Setting the Proxy Server" (page 116).

■ Checking for New Updates Manually

1. Select [Monitoring & Management] → [Maintenance] → [System Update].

⇒ The [System Update] window appears.

2. Press the [Check for Updates] button.

⇒ Checking for new updates is performed.

When a necessary update is available, a message is displayed.

Apply the update as necessary.

■ Checking for Updates at Scanner Startup

You can set the function for automatically checking for updates each time the scanner is started.

1. **Select [Monitoring & Management] → [Maintenance] → [System Update].**
⇒ The [System Update] window appears.
2. **Select the [Check for updates at scanner startup.] check box.**

HINT

Checking for new updates is also performed when the scanner enters standby mode.

■ Requesting e-Mail Notification When a New Update is Available

The administrator can set to receive an e-mail notification if a new update is released.

1. **Select [Monitoring & Management] → [Maintenance] → [System Update].**
⇒ The [System Update] window appears.
2. **Select the [Check for updates at scanner startup.] check box.**
3. **Select the [Request e-mail notification when a new update is released] check box.**
⇒ When a new update is released, an e-mail entitled "Event notification from ScanSnap N1800 *Scanner_Name*" is sent to the e-mail address that is set in the [Alert Notification] window. For details about the e-mail address settings for alert notification, refer to ["4.16.6 Setting the Destination for Alert Notifications"](#) (page 196).

4.16.3 Maintaining Add-in Modules

An "Add-in" is an application created by using the ScanSnap N1800 SDK (development kit).

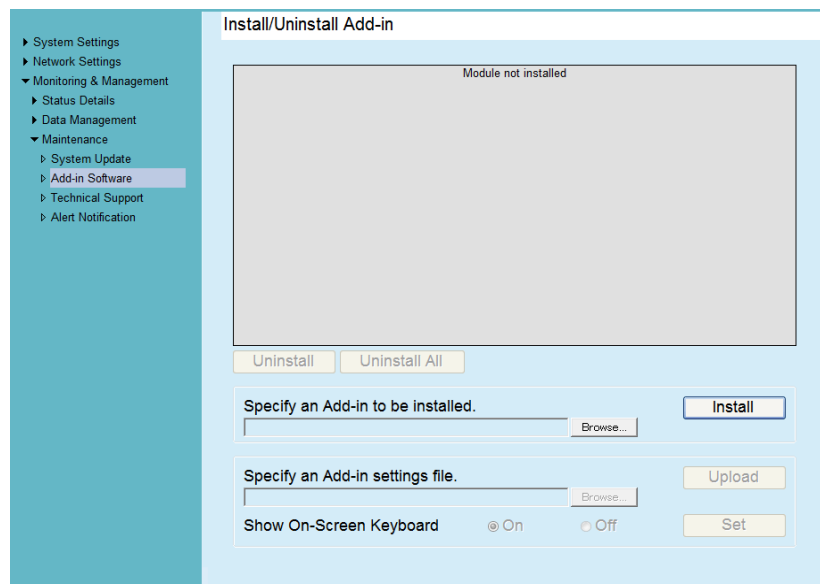
This section describes how to install/uninstall an Add-in module, how to check the Add-in status, how to upload an Add-in settings file, and how to set the keyboard icon to be displayed when running an Add-in.

■ Installing an Add-in Module AdminTool

Up to six Add-in modules can be installed.

1. Select [Monitoring & Management] → [Maintenance] → [Add-in Software].

⇒ The [Add-in Software] window appears.



2. Press the [Browse] button for [Specify an Add-in to be installed.] and specify an Add-in installation file.

3. Press the [Install] button.

⇒ The Add-in module is installed, and the Add-in name is displayed in the list.

■ Uninstalling an Add-in Module AdminTool

1. Select [Monitoring & Management] → [Maintenance] → [Add-in Software].

⇒ The [Add-in Software] window appears.

2. Perform either of following operations:

- To uninstall one Add-in module, select the Add-in module from the list and press the [Uninstall] button.
- To uninstall all Add-in modules listed, press the [Uninstall All] button.

⇒ A confirmation message appears.

3. Press the [Yes] button.

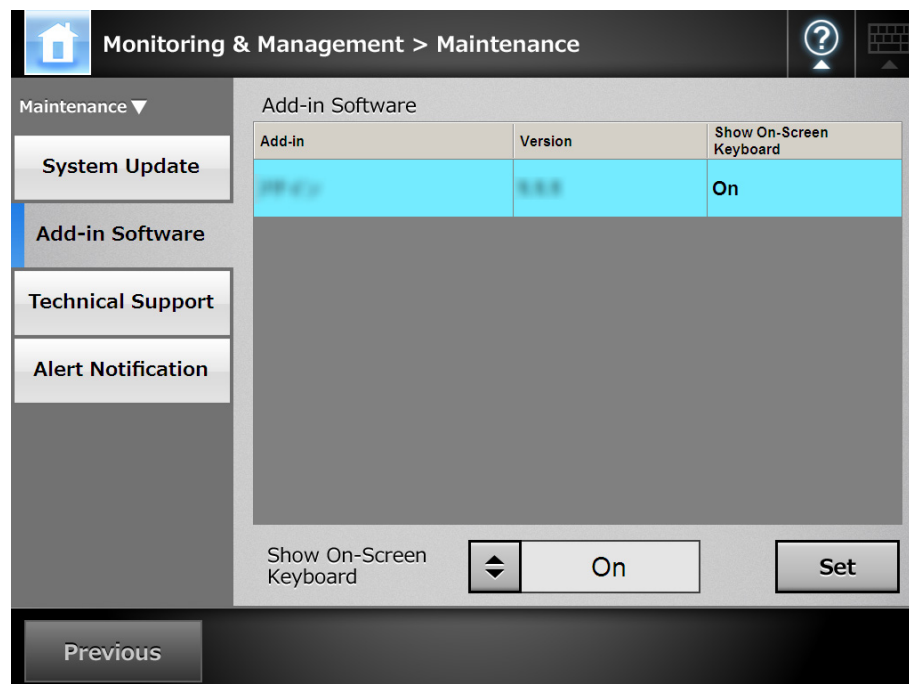
⇒ The Add-in module is uninstalled, and the Add-in name is removed from the list.

■ Viewing the Add-in Status Touch Panel AdminTool

If an Add-in module has been installed, its information can be viewed.

1. Select [Monitoring & Management] → [Maintenance] → [Add-in Software].

⇒ The [Add-in Software] window appears.



■ Uploading an Add-in Settings File

1. Select **[Monitoring & Management] → [Maintenance] → [Add-in Software]**.
⇒ The [Add-in Software] window appears.
2. When multiple Add-ins are installed, select the target Add-in from the list.
3. Press the **[Browse]** button for **[Specify an Add-in settings file.]** and specify the Add-in settings file to be uploaded.
4. Press the **[Upload]** button.
⇒ The specified Add-in settings file is saved in the folder that is used for managing the scanner Add-in modules.

■ Setting Whether to Show the Keyboard Icon When Running an Add-in

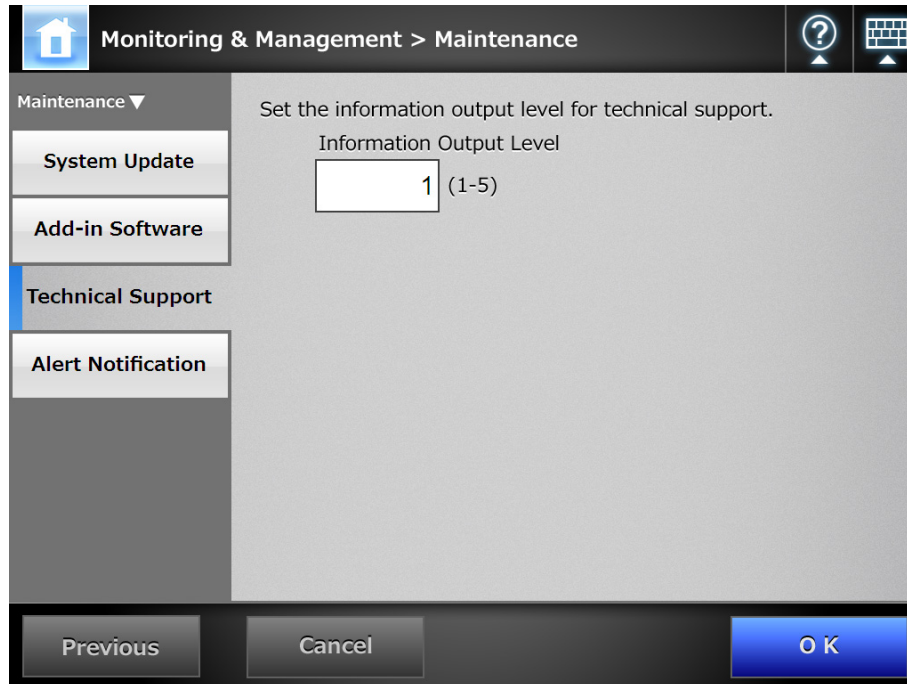
The keyboard icon is shown in the top right corner of the LCD touch panel. You can set whether to show these icons on the window when running an Add-in.

1. Select **[Monitoring & Management] → [Maintenance] → [Add-in Software]**.
⇒ The [Add-in Software] window appears.
2. When multiple Add-ins are installed, select the target Add-in from the list.
3. For **[Show On-Screen Keyboard]**, select whether or not to show the on-screen keyboard when running an Add-in.
4. Press the **[Set]** button.
⇒ This setting is reflected in the Add-in list.

4.16.4 Setting the Information Output Level Touch Panel AdminTool

1. Select **[Monitoring & Management]** → **[Maintenance]** → **[Technical Support]**.

⇒ The [Technical Support] window appears.



2. Enter the desired information output level.

Set the level requested by your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

3. Press the **[OK]** button.

⇒ The information output level is set.

ATTENTION

If the [Information Output Level] is set to "5", the output data may contain private user information such as e-mail addresses, so care should be taken when managing such data.

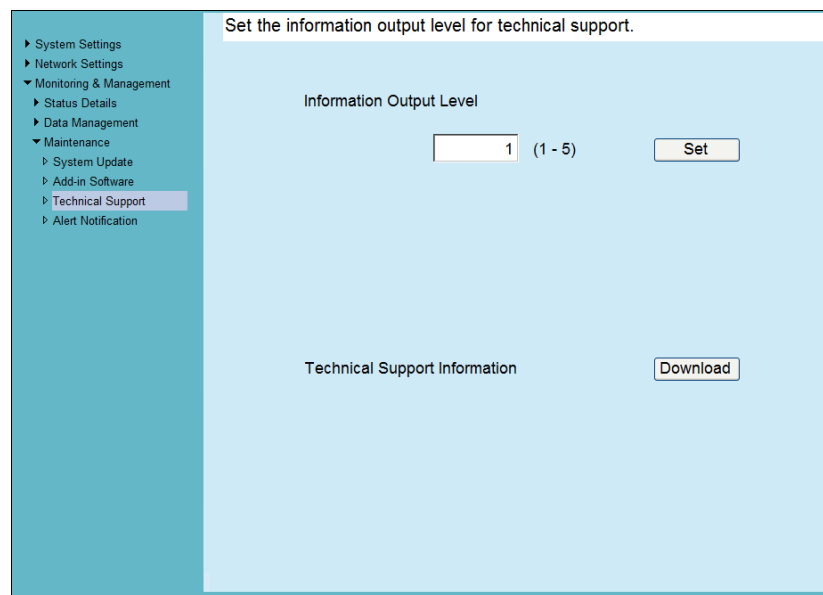
4.16.5 Obtaining Technical Support AdminTool

If any problems occur when setting up or using the scanner, technical support information can be collected to help determine the cause of the problem.

When the scanner is sent for repair, the information collected should also be sent to your FUJITSU scanner dealer.

1. Select **[Monitoring & Management]** → **[Maintenance]** → **[Technical Support]**.

⇒ The [Technical Support] window appears.



2. Press the **[Download]** button.

⇒ The [File Download] dialog box appears.

3. Press the **[Save]** button.

HINT

Make sure there is enough free space on the disk where it is to be saved and press the [Save] button. If there is not enough free disk space, an incomplete file may be saved.

⇒ The [Save As] dialog box appears.

4. Name the file and specify where it should be saved.

5. Press the **[Save]** button.

⇒ The technical information is downloaded.

4.16.6 Setting the Destination for Alert Notifications



An alert notification can be sent by e-mail whenever a scanner alert situation occurs. This section describes how to specify an e-mail address as the destination for alert notification. When the destination for alert notification is set, an alert notification message is sent to the registered e-mail address entitled "Network Scanner (XXXX) Error" if an error occurs on the scanner.

The SMTP server needs to be set in advance so that alert notification can be used. For details about how to set the SMTP server, refer to ["4.10.1 Setting the e-Mail Server" \(page 137\)](#).

The e-mail address set in this section is also used as the destination for the new update release notification when update check is performed. For details about update check, refer to ["4.16.2 Checking for New Updates" \(page 189\)](#).

1. Select [Monitoring & Management] → [Maintenance] → [Alert Notification].

⇒ The [Alert Notification] window appears.

2. Enter recipient and sender e-mail addresses.

Multiple recipient e-mail addresses can be specified.

For details about e-mail address settings values, refer to ["B.1 e-Mail Address Setting Values" \(page 423\)](#).

3. To confirm that the entered e-mail address is valid, press the [Test] button.

Check that the test mail successfully arrives at the expected e-mail address.

4. To perform SMTP authentication, for [SMTP Server Authentication], specify the user authentication information to be used for sending e-mail.

ATTENTION

To perform the SMTP authentication, enable SMTP authentication and configure the required settings for the authentication in the [SMTP Server] window. For details, refer to "[4.10.1 Setting the e-Mail Server](#)" (page 137).

5. Press the [OK] button.

⇒ The destination for alert notifications is set.

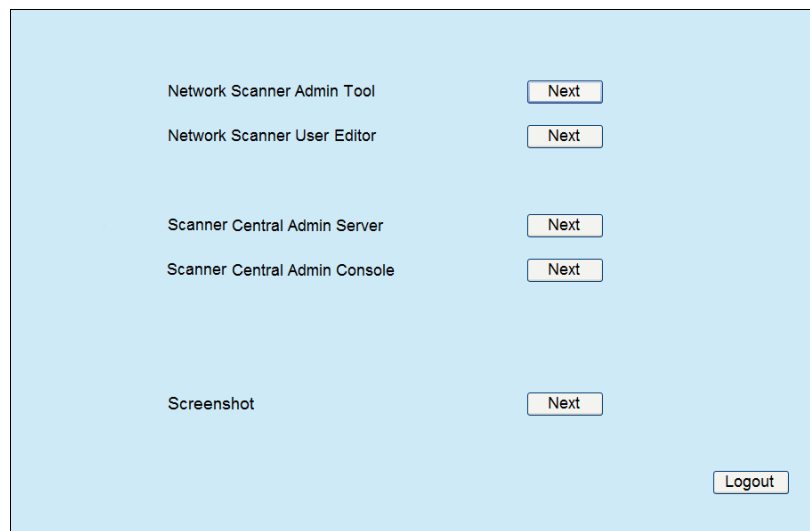
4.16.7 Getting a Screenshot on the LCD Touch Panel

The image of the window displayed on the LCD touch panel can be received via the network and saved in BMP or JPEG format.

1. **Specify the name of a scanner as a URL using a Web browser to access the scanner and display the download window.**

For details about how to display the download window, refer to [Step 1](#) to [Step 3](#) of "Installing the Admin Tool" (page 77).

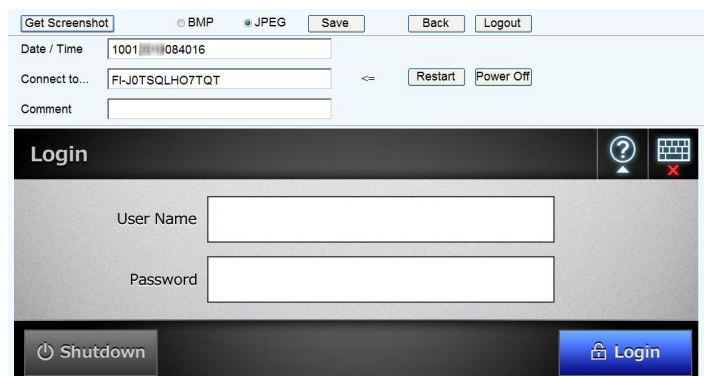
2. **Press the [Next] button for [Screenshot] on the download window.**



⇒ A window is displayed for getting a screenshot of the current screen on the LCD touch panel.

3. **Press the [Get Screenshot] button.**

⇒ A screenshot of the current window on the LCD touch panel is acquired and displayed.



4. **Select a file format (BMP or JPEG) of the image of the screenshot to be saved.**

5. When you refer to a date/time, the scanner as the connection destination, or a comment to define a file name for the file to be saved, enter a proper string for the file name in the relevant input field.

Alphanumeric characters, and symbols with the exception of "`\ / : ; * ? " < > | # & %`" can be used.

To use characters of a different language for a file name, enter them into the [Save As] dialog box.

HINT

If you enter [Date/Time], [Connect to], and [Comment], file names are created in the following order.

- Comment
- Connect to
- Date/Time

- The default values are as follows:
Date/Time: Date/time that the screenshot was taken
Connect to: Scanner name
Comment: (blank)
- The default file name when a screen is saved is one of the following:
 - *Comment_Connect to_Date/Time.bmp*
 - *Comment_Connect to_Date/Time.jpg*
 If nothing is entered for Comment, it becomes "iSScreenShot".
 - *iSScreenshot_Connect to_Date/Time.bmp*
 - *iSScreenshot_Connect to_Date/Time.jpg*

6. Press the [Save] button.

⇒ The [File Download] dialog box appears.

7. Press the [Save] button.

⇒ The [Save As] dialog box appears.

8. Enter a file name, and specify a folder for saving the file.

9. Press the [Save] button.

⇒ The screenshot is saved in a specified file format.

HINT

Press the [Power Off] button to turn the scanner off.

Press the [Restart] button to restart the scanner.

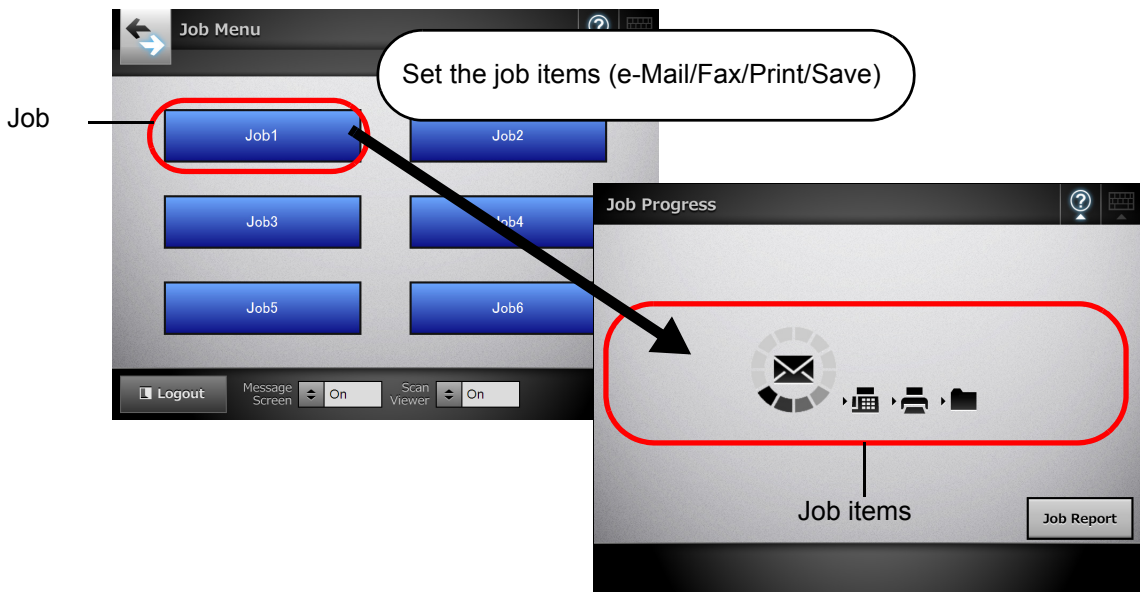
The scanner cannot be turned off or restarted when a regular user or administrator is logged into the connected scanner. If login was performed with automatic login, the scanner can be turned off or restarted while the [Main Menu] or [Job Menu] window is shown.

4.17 Setting a Job Sequence

After the job sequence, job menu, and job group settings are performed on the job settings menus, a regular user can use each assigned job menu at login, and process a job.

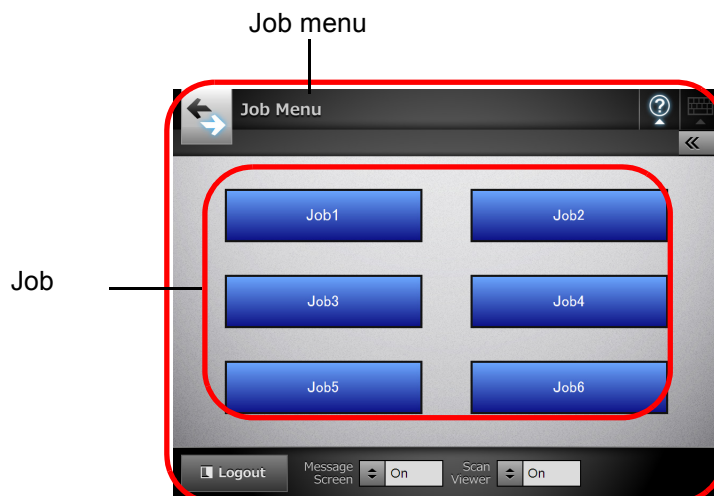
1. Setting a job sequence

A job sequence is a single operation that pulls together several user operations (e-Mail/Fax/Print/Save) according to the settings on the [Scan Settings] window. For example, the operation of sending scanned data by e-mail and then saving it in a folder can be set as a single job sequence.



2. Job Menu Settings

A job menu is a menu arrangement of the job sequences set by the user. For example, you can assign a job sequence that sends scanned data by e-mail and then saves it in a folder as a button, and set it on a [Job Menu].

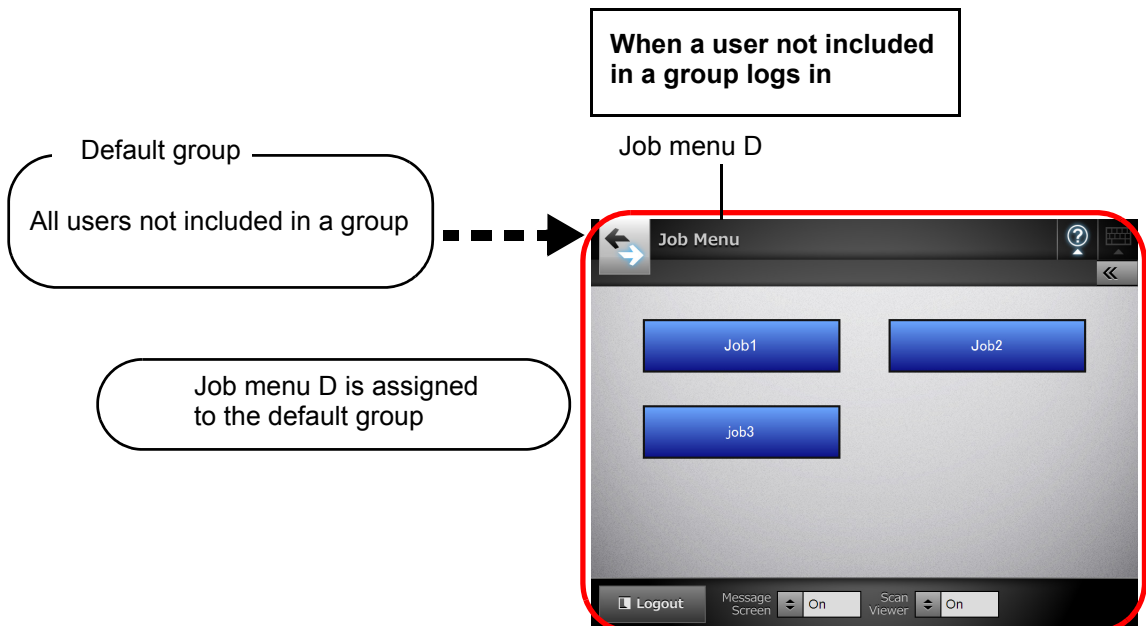
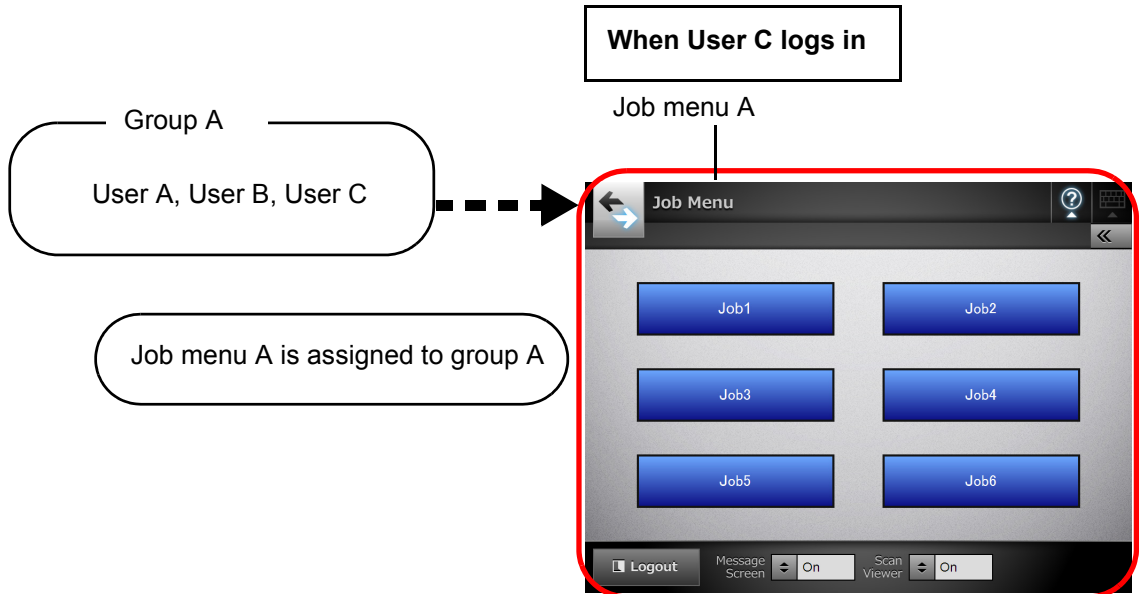


3. Job Group Settings

A job group is a group of users assigned with the same job menu, by the administrator.

You can set a job menu to be shared by users who belong to the same job group. Set a job menu as a default job group to be used by users who do not belong to any job groups.

For example, job menu A is assigned to group A, and job menu D is assigned to the default group. User C is included in group A, therefore can use job menu A. Users not included in a job group are able to use job menu D.



4.17.1 Job Setting Quick User Guide

The procedure for an administrator to set up job is shown below.

Setting a job sequence

Jobs List

View, add to, or edit the Jobs List.

Job Details

Set the scan options, message screen, and operations after scanning for a selected job.

For details, refer to ["4.17.2 Setting a Job Sequence"](#) (page 204).

Setting a job menu

Job Menus List

View, add to, or edit the Job Menus List.

Job Menu Layout

Set the job button for the selected job menu.

For details, refer to ["4.17.3 Setting a Job Menu"](#) (page 213).

Setting a job group

Job Groups List

View, add to, or edit the Job Groups List.

Settings For Selected Group(s)

Set the assigned job menus, initial post-login menu, and job group members for the selected job group.

For details, refer to ["4.17.4 Setting a Job Group"](#) (page 219).

Processing a job

- By setting [On] for [Job Mode] on the [Scanner Central Admin Server] window, which is displayed by selecting [Network Settings] → [Network Admin] → [Scanner Central Admin Server], and releasing job mode settings on the [Job Mode Settings] window of Central Admin Console, the job mode settings set on the job mode edit window, which is displayed by pressing the [Job Mode Settings] button, are executed.
- By setting [Off] for [Job Mode] on the [Scanner Central Admin Server] window, which is displayed by selecting [Network Settings] → [Network Admin] → [Scanner Central Admin Server], the jobs set on the job settings menus in the Admin Tool are executed.

For details, refer to ["6.14 Processing a Job" \(page 346\)](#).

4.17.2 Setting a Job Sequence Admin Tool Central Admin Console

Set the scan options and job item (e-Mail/Fax/Print/Save) to be processed together as a job sequence.

Up to 1,000 job sequences can be set.

HINT

For details about displaying the window for setting a job sequence via Central Admin Console, refer to the Scanner Central Admin User's Guide.

■ Adding a Job Sequence

This section describes how to add a job sequence.

1. Press the [Job Menu Settings] button on the Tool Menu.
2. Press the [Job Sequences] tab.
 - ⇒ The [Jobs List] window appears.

Job Name	Comment	Last Modified

3. Press the [New] button.
 - ⇒ The [Job Details] window appears.
4. Set the [Job Name] and [Comment].

5. Press [▶] to the left of [Common Settings], and set the operations for when a job is processed.

ATTENTION

The layout of the message displayed in the message screen settings, and the actual [Message Screen] layout on the scanner may differ. Check the message layout on the scanner, and set the message.

HINT

Press the [Name Format] button to specify a [Common File Name] on the [File Names (Common)] window.
 [Sub-folder Name Format] is enabled only when scanned data is saved to a folder. For details about setting values, refer to ["Setting a File Name Format for When Saving Scanned Data" \(page 157\)](#).

6. Press [⏪] to the left of [Scan Settings].

Set the desired scan options, such as Carrier Sheet, Color Mode, and Paper Size. For details about setting values, refer to "6.9 Setting the Scan Options" (page 297).

The screenshot shows the 'Scan Settings' dialog box with the following configurations:

- Save:**
 - File Format: PDF, TIFF, MTIFF, JPEG
 - Searchable PDF: No, Yes
 - Marker Index: No
 - Edit Marked String: No, Yes
 - Text Recognition Language: English
 - Text Recognition for Pages: First Page
 - Pages: [] to []
 - Require PDF Password: No, Yes
 - PDF Password: []
 - Confirm Password: []
 - Compression: Medium
- Basic:**
 - Carrier Sheet: Off, A3, B4, 11" x 17"
 - Color Mode: Auto, RGB Color, Grayscale, Black & White
 - Paper Size: Auto
 - Custom Paper Size: Width 2 inch (50.8 mm), Height 2.91 inch (74 mm), Long Page Mode: No, Yes
 - Resolution: 200dpi
 - Scan Mode: Simplex, Duplex
 - Document Feed Direction: Face-down, Face-up
- Quality:**
 - Brightness: Medium
 - Contrast: Medium
 - Sharpness: None
 - Dropout Color: None
 - Background Removal: Medium
- Advanced:**
 - Blank Page Skip: Off, Auto
 - Page Orientation: Auto
 - Page Orientation: Long Edge, Short Edge
 - Multifeed Setup: None, Length, Ultrasonic, Both
 - Edge Cropping: Off, On
 - Edge Cropping Width: Top/Bottom 0 mm (0 - 50), Left/Right 0 mm (0 - 50)

7. Set a job item.

For [Job Items], select one of following items:

- e-Mail
- Fax
- Print
- Save

The screenshot shows the 'Job Items' control panel with a dropdown menu set to 'e-Mail', a 'Delete This Item' button, and an 'Insert New Item' button.

HINT

Up to ten items can be set.

8. If [e-Mail] is selected for the job item in [Step 7](#), perform settings related to sending e-mail.

For details about setting values, refer to "[6.4 Sending the Scanned Data by e-Mail](#)" (page 248).

Job Items

1 e-Mail [Delete This Item] [Insert New Item]

e-Mail Settings

To: [Text Field] [Browse...]
 Send a copy to user e-mail address

Cc: [Text Field] [Browse...]
 Send a copy to user e-mail address

Bcc: [Text Field] [Browse...]
 Send a copy to user e-mail address

File Name: [Scanner Name]MMddyyyyhhmmss [Name Format...]

From: [Text Field] [Browse...]
 SMTP Authentication
 User Name: [Text Field]
 Password: [Text Field]

Request return receipt: Yes No

Subject: [Text Field]

Body: [Text Area]

When the File Format is "JPEG" or "TIFF", a separate image file will be attached to the e-mail for each scanned page.

HINT

- Press the [Browse] button to set a different e-mail address from the [LDAP List] window.

Job Sequences | Job Items | Job Groups

LDAP List

User Name: [FirstName LastName] ▾

Search Base: [LDAP://...]

Filter Conditions

Search Position: [Head (abc...)] ▾

User Name: [Text Field] e-Mail Address: [Text Field] [Find]

First Name Last Name
 Common Name Display Name

	User Name	e-Mail Address
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

[OK] [Cancel]

To filter the LDAP List, refer to "[Filtering the LDAP List](#)" (page 212) for more details.

- Press the [Name Format] button to specify a file name on the [File Names (e-Mail)] window. For details about setting values, refer to "[4.10.3 Setting a File Name Format for When Attaching Scanned Data to e-Mail](#)" (page 140).

9. If [Fax] is selected for the job item in **Step 7**, perform settings related to sending a fax.

For details about setting values, refer to "6.5 Sending the Scanned Data by Fax" (page 264).

HINT

Press the [Browse] button to set a different e-mail address from the [LDAP List] window.

To filter the LDAP List, refer to "Filtering the LDAP List" (page 212) for more details.

10. If [Print] is selected for the job item in **Step 7**, perform settings related to printing.

For details about setting values, refer to "6.6 Printing the Scanned Data" (page 273).

HINT

Press the [Browse] button to set the network printer from the [Printer List] window.

11. If [Save] is selected for the job item in [Step 7](#), perform settings related to saving.

For details about setting values other than those for a [Save process results file], refer to "[6.7 Saving the Scanned Data to a Network Folder](#)" (page 284).

Process results files are formatted as follows:

- Process results files are in an XML format.
- Process results files use the UTF-8 character set.
- Process results files contain the following output:

Item	Value
ResultFileVersion	V1.0
ScannerName	Scanner name
User	User
Date	Save completion date
Time	Save completion time
Result	Save process results
ResultCode	Result code
ResultDescription	Result details
Pages	Number of saved pages
SheetCount_Job	Number of sheets to be scanned, set by the job
SheetCount_User	Number of sheets to be scanned, set by the user
SheetCount_Scan	Actual number of scanned sheets
FileName	Saved file name(s) (Multiple files)
Path	Saved file path name

HINT

- Press the [Browse] button to set the network folder from the [Folder List] window.
- Press the [Name Format] button to specify a file name from the [File Names (Save)] window.

For details about setting values, refer to "[Setting a File Name Format for When Saving Scanned Data](#)" (page 157).

12. Press the [OK] button.

⇒ A job sequence is added to the [Jobs List] window.

■ Cloning a Job Sequence

This section describes how to clone a job sequence.

1. Press the [Job Menu Settings] button on the Tool Menu.**2. Press the [Job Sequences] tab.**

⇒ The [Jobs List] window appears.

3. Select the job sequence to be cloned.**4. Press the [Clone] button.**

⇒ The [Job Details] window appears.

5. Clone the detailed job sequence settings.**6. Press the [OK] button.**

⇒ A job sequence is added to the [Jobs List] window.

■ Editing a Job Sequence

This section describes how to edit a job sequence.

1. Press the [Job Menu Settings] button on the Tool Menu.**2. Press the [Job Sequences] tab.**

⇒ The [Jobs List] window appears.

3. Select the job sequence to be edited.**4. Press the [Edit] button.**

⇒ The [Job Details] window appears.

5. Edit the detailed job sequence settings.**6. Press the [OK] button.**

⇒ The settings of the job sequence are changed.

■ Deleting a Job Sequence

This section describes how to delete a job sequence.

1. **Press the [Job Menu Settings] button on the Tool Menu.**
2. **Press the [Job Sequences] tab.**
 - ⇒ The [Jobs List] window appears.
3. **Select the job sequence to be deleted.**
4. **Press the [Delete] button.**
 - ⇒ The confirmation window appears.
5. **Press the [OK] button.**
 - ⇒ The job sequence is deleted.

■ Filtering Job Sequences

This section describes how to filter job sequences.

1. **Press the [Job Menu Settings] button on the Tool Menu.**
2. **Press the [Job Sequences] tab.**
 - ⇒ The [Jobs List] window appears.
3. **Enter [Job Name] and [Comment].**
 - Enter either a part of or full [Job Name] and [Comment] for the job sequence(s) to be filtered.
4. **Press the [Find] button.**
 - ⇒ The filtered results appear.

HINT

To clear filtered results, delete the entered [Job Name] and [Comment], and press the [Find] button.

■ Filtering the LDAP List

This section describes how to filter the LDAP List on the [LDAP List] window.

1. For [User Name], select the display format for the user names shown on the user name/e-mail address list.
2. Enter the LDAP server and character string to be used for LDAP searches in the [Search Base] field.

The LDAP entries under the character string entered here will become the search target.

3. For [Search Position], select the filtering method.
4. Enter the filter character strings in [User Name] and [e-Mail Address].

If both a user name and e-mail address are entered, data containing both of them is searched for as "AND Search".

5. Select the filter target.

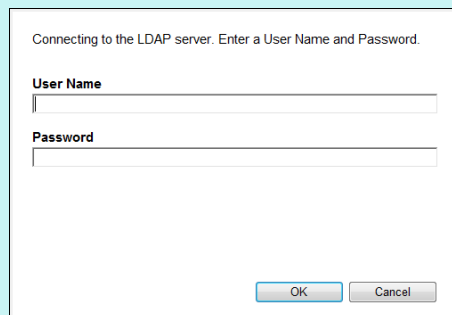
If multiple items are selected, a search operation tries to find entries containing any of the search items.

6. Select the [Find] button.

⇒ The filtered results appear.

HINT

- If the [Find] button is selected, an authentication window appears. Enter a [User Name] and [Password], and then press the [OK] button. User names may be up to 129 characters long. Passwords may be up to 256 characters long. [User Name] and [Password] are case sensitive.



The screenshot shows a dialog box titled "Connecting to the LDAP server. Enter a User Name and Password." It contains two input fields: "User Name" and "Password". At the bottom right, there are two buttons: "OK" and "Cancel".

- To clear filtered results, delete all filter strings and then press the [Find] button.

4.17.3 Setting a Job Menu Admin Tool Central Admin Console

Assign the job sequence set in "4.17.2 Setting a Job Sequence" (page 204) to a job button, and job buttons on a job menu.
Up to 100 job menus can be set.

HINT

For details about displaying the window for setting a job sequence via Central Admin Console, refer to the Scanner Central Admin User's Guide.

■ Adding a Job Menu

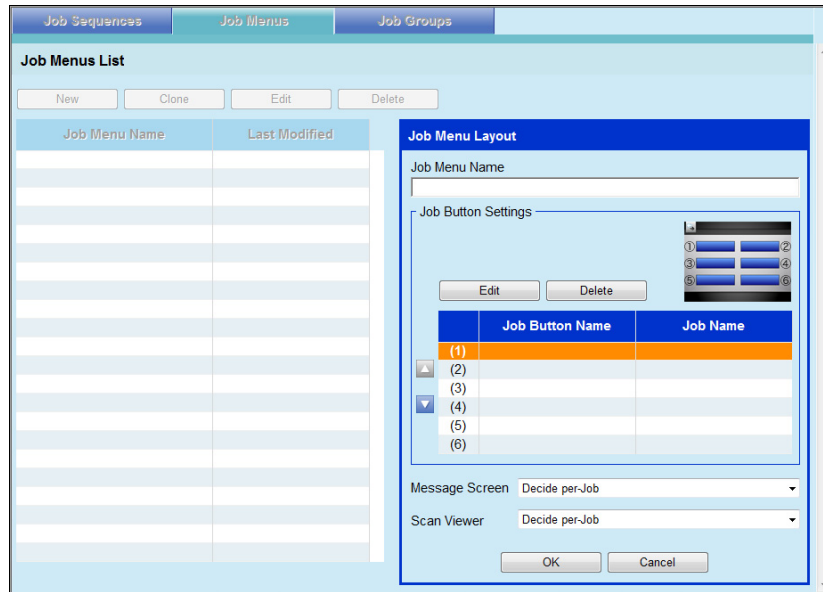
This section describes how to add a job menu.

1. Press the [Job Menu Settings] button on the Tool Menu.
2. Press the [Job Menus] tab.
 - ⇒ The [Job Menus List] window appears.

The screenshot shows the 'Job Menus List' window. It features a header with three tabs: 'Job Sequences', 'Job Menus', and 'Job Groups'. The 'Job Menus' tab is selected. Below the header, there are four buttons: 'New', 'Clone', 'Edit', and 'Delete'. The main area is divided into two sections. On the left is a table with two columns: 'Job Menu Name' and 'Last Modified'. The table is currently empty. On the right is the 'Job Menu Layout' section. It contains a text input field for 'Job Menu Name'. Below it is the 'Job Button Settings' section, which includes a 2x3 grid of buttons numbered 1 through 6. Below the grid is a table with two columns: 'Job Button Name' and 'Job Name'. The table has six rows, numbered (1) through (6). At the bottom of the window, there are two dropdown menus labeled 'Message Screen' and 'Scan Viewer', both set to 'Decide per-Job'. There are also 'OK' and 'Cancel' buttons at the very bottom.

3. Press the [New] button.

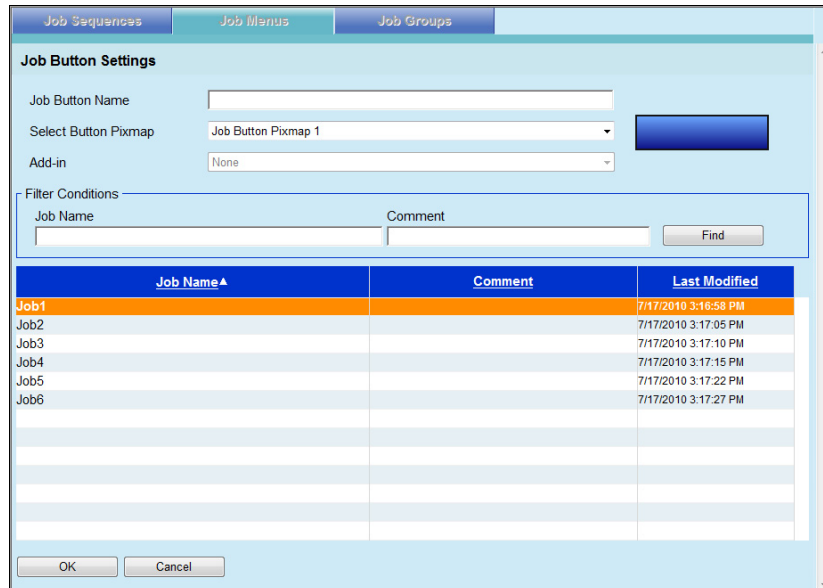
⇒ The [Job Menu Layout] area becomes active.



4. Enter the job menu name.

5. Select the line corresponding to the job button position (1) to (6), and select the [Edit] button.

⇒ The [Job Button Settings] window appears.



6. Enter the job button name.

7. For [Select Button Pixmap], select a job button pixmap.

The selected job button pixmap is shown as a mockup image on the right.

8. To start the Add-in module when the job button is pressed, select the Add-in module to be started from [Add-in].

ATTENTION

If an Add-in module is not installed in a scanner, you cannot select it.

9. Select a job sequence from the list to set as the job button.

HINT

To filter jobs, enter the [Job Name] and [Comment] partially or completely, and press the [Find] button.

10. Press the [OK] button.



⇒ A job button is set on the [Job Menu Layout] area.

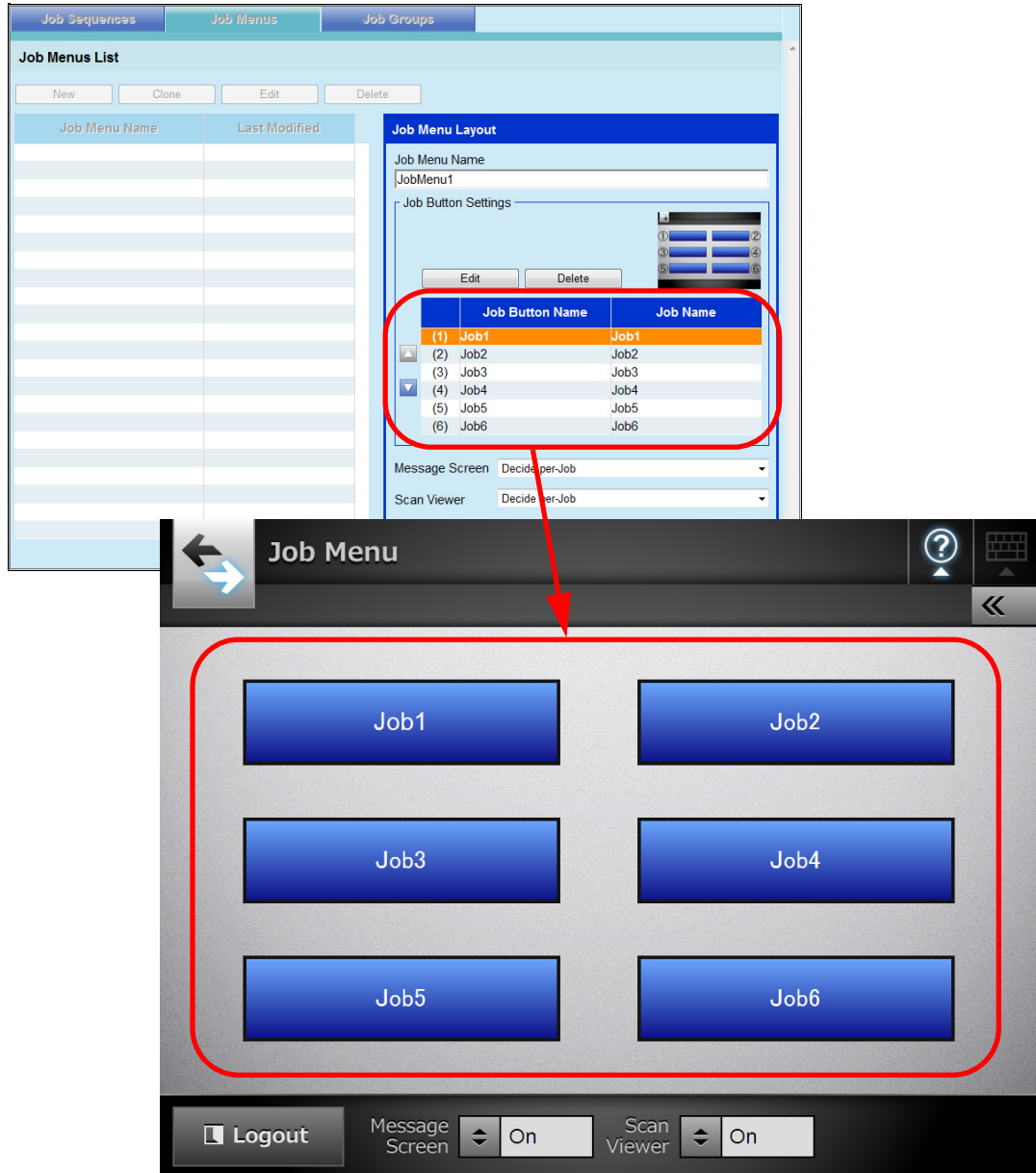
11. Repeat **Step 5** through **Step 10** as required for the number of job buttons.

HINT

- Up to six job buttons can be set.
- To delete a job button, select the job button that you want to delete and press the [Delete] button.

12. Change the position of the job buttons as necessary.

Select the job button to move, and then select either  or  to move it. The relationship between the order of job buttons on the [Job Menu Layout] area and the arrangement of buttons on the [Job Menu] is shown below.



13. For [Message Screen], set whether to show [Message Screen] on the [Job Menu] window.

14. For [Scan Viewer], set whether to show [Scan Viewer] on the [Job Menu] window.

15. Press the [OK] button.

⇒ A job menu is added to the [Job Menus List] window.

■ Cloning a Job Menu

This section describes how to clone a job menu.

1. **Press the [Job Menu Settings] button on the Tool Menu.**
2. **Press the [Job Sequences] tab.**
 - ⇒ The [Job Menus List] window appears.
3. **Select the job menu to view.**
4. **Press the [Clone] button.**
 - ⇒ The [Job Menu Layout] area becomes active.
5. **Clone the detailed job menu settings.**
6. **Press the [OK] button.**
 - ⇒ A job menu is added to the [Job Menus List] window.

■ Editing a Job Menu

This section describes how to edit a job menu.

1. **Press the [Job Menu Settings] button on the Tool Menu.**
2. **Press the [Job Sequences] tab.**
 - ⇒ The [Job Menus List] window appears.
3. **Select the job menu to be edited.**
4. **Press the [Edit] button.**
 - ⇒ The [Job Menu Layout] area becomes active.
5. **Edit the detailed job menu settings.**
6. **Press the [OK] button.**
 - ⇒ The details of the job menu are changed.

■ Deleting a Job Menu

This section describes how to delete a job menu.

- 1. Press the [Job Menu Settings] button on the Tool Menu.**
- 2. Press the [Job Sequences] tab.**
 - ⇒ The [Job Menus List] window appears.
- 3. Select the job menu to be deleted.**
- 4. Press the [Delete] button.**
 - ⇒ The confirmation window appears.
- 5. Press the [OK] button.**
 - ⇒ The job menu is deleted.

■ Viewing the Detailed Settings for a Job Menu

This section describes how to view the detailed settings for a job menu.

- 1. Press the [Job Menu Settings] button on the Tool Menu.**
- 2. Press the [Job Sequences] tab.**
 - ⇒ The [Job Menus List] window appears.
- 3. Select the job menu to view.**
 - ⇒ The details for the selected job menu appear in view mode in the [Job Menu Layout] area.

ATTENTION

The information for the selected job menu shown in view mode in the [Job Menu Layout] area cannot be edited. To edit this information, press the [Edit] button.

4.17.4 Setting a Job Group AdminTool Central Admin Console

Assign the job menu set in "4.17.3 Setting a Job Menu" (page 213) to a job group. Users included in a job group can use the job menus assigned to the group. Users included in multiple job groups can use the multiple job menus assigned to those groups. Up to 100 job groups can be set.

HINT

For details about displaying the window for setting a job sequence via Central Admin Console, refer to the Scanner Central Admin User's Guide.

■ Adding a Job Group

This section describes how to add a job group.

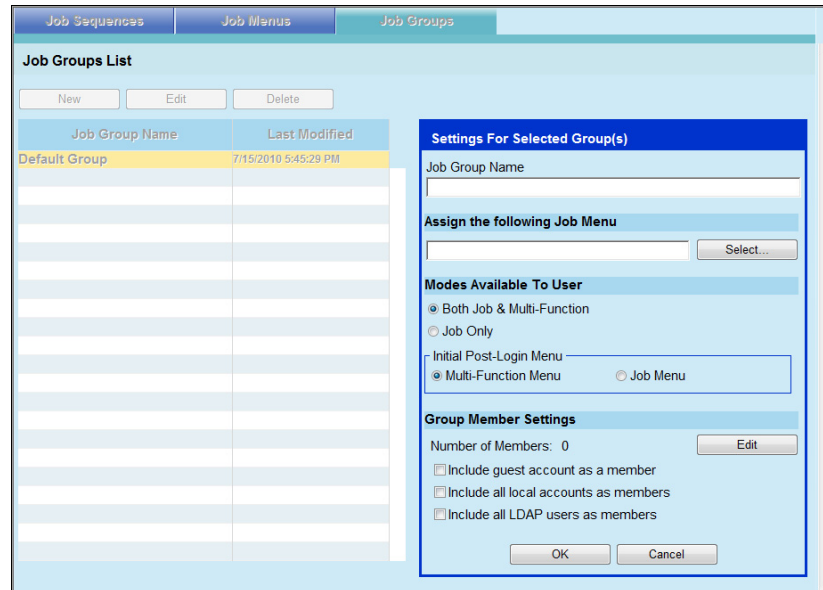
1. Press the [Job Menu Settings] button on the Tool Menu.
2. Press the [Job Groups] tab.

⇒ The [Job Groups List] window appears.

The screenshot shows the 'Job Groups List' window. At the top, there are three tabs: 'Job Sequences', 'Job Menus', and 'Job Groups'. Below the tabs, there are three buttons: 'New', 'Edit', and 'Delete'. The main area contains a table with two columns: 'Job Group Name' and 'Last Modified'. The first row is highlighted in orange and contains 'Default Group' and '7/15/2010 5:45:29 PM'. To the right of the table is a 'Settings For Selected Group(s)' panel. This panel has several sections: 'Job Group Name' with a text box containing 'Default Group'; 'Assign the following Job Menu' with a dropdown menu and a 'Select...' button; 'Modes Available To User' with three radio buttons: 'Both Job & Multi-Function' (selected), 'Job Only', and 'Initial Post-Login Menu'; 'Initial Post-Login Menu' with two radio buttons: 'Multi-Function Menu' (selected) and 'Job Menu'; and 'Group Member Settings' with a 'Number of Members' field set to '--' and an 'Edit' button, and three checkboxes: 'Include guest account as a member' (checked), 'Include all local accounts as members', and 'Include all LDAP users as members'. At the bottom of the settings panel are 'OK' and 'Cancel' buttons.

3. Press the [New] button.

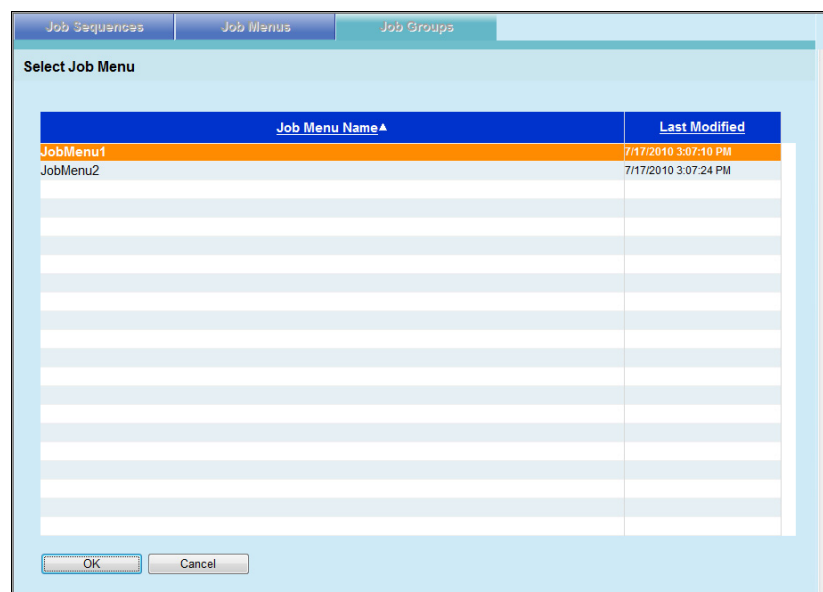
⇒ The [Settings For Selected Group(s)] area becomes active.



4. Enter the job group name for [Job Group Name].

5. Press the [Select] button.

⇒ The [Select Job Menu] window appears.



6. Select a job menu.

7. Press the [OK] button.

⇒ A job menu is set on the [Settings For Selected Group(s)] area.

8. Set whether or not to display the Multi-Function Menu.

HINT

If the same user is included in multiple job groups, the [Modes Available To User] settings of the group that appears first in the list on the [Job Groups List] window are used. For example, if a user belongs to the 3rd and 5th groups in the list, the settings for the 3rd group will be used.

Therefore, specify the same [Modes Available To User] settings for all groups.

9. Press the [Edit] button.

⇒ The [Group Member Settings] window appears.

10. For [Member Name Format], select the member name format.

The [Member Name] of the [Group Membership List] or [Member Search] is shown, according to the selected format.

11. Enter the LDAP server and character string to be used for LDAP searches in the [Search Base] field.

12. In the [Member Name] list of [Member Search], select the check box of a user name, Active Directory group, or local account to be added to a job group.

HINT

- To view detailed information about a user, Active Directory group, or local account, select the [Member Name] or [Details] link. The [Member Details] window appears in which you can view the details.
- To filter the LDAP List, refer to "[Filtering the LDAP List](#)" (page 226) for more details.

13. Press the [<<<] button.

⇒ The user, Active Directory group, or local account is added to the [Group Membership List].

HINT

- Up to 1,000 members can be added as job group members.
- To delete a member added to the [Group Membership List], select the check box in the [Member Name] list, and then press the [>>>] button.
- To filter job group members, enter the [Member Name] and [Details] partially or completely, and then press the [Find] button.
To clear filtered results, delete the entered [Member Name] and [Details], and press the [Find] button.
- If the login LDAP server type is changed, all job group members of the old server type are automatically deleted the next time the group members are edited.

14. Press the [OK] button.

⇒ The number of members registered as job group members is shown in [Number of Members] on the [Settings For Selected Group(s)] window.

15. To include the guest account as a job group member, select the [Include guest account as a member] check box.**16. To include local accounts other than the guest account as job group members, select the [Include all local accounts as members] check box.****17. To include all LDAP users as job group members, select the [Include all LDAP users as members] check box.****HINT**

If this check box is selected, all LDAP users are included regardless of the selection of LDAP users in [Group Membership List].

18. Press the [OK] button.

⇒ A job group is added to the [Job Groups List] window.

■ Editing a Job Group

This section describes how to edit a job group.

1. **Press the [Job Menu Settings] button on the Tool Menu.**
2. **Press the [Job Groups] tab.**
 - ⇒ The [Job Groups List] window appears.
3. **Select the check box for the job group to be edited.**
4. **Press the [Edit] button.**
 - ⇒ The [Settings For Selected Group(s)] area becomes active.
5. **Change the detailed job group settings.**
6. **Press the [OK] button.**
 - ⇒ The details of the job group are changed.

■ Deleting a Job Group

This section describes how to delete a job group.

1. **Press the [Job Menu Settings] button on the Tool Menu.**
2. **Press the [Job Groups] tab.**
 - ⇒ The [Job Groups List] window appears.
3. **Select the job group to be deleted.**
4. **Press the [Delete] button.**
 - ⇒ The confirmation window appears.
5. **Press the [OK] button.**
 - ⇒ The job group is deleted

■ Viewing the Detailed Settings for a Job Group

This section describes how to view the detailed settings for a job group.

1. Press the [Job Menu Settings] button on the Tool Menu.
2. Press the [Job Groups] tab.
 - ⇒ The [Job Groups List] window appears.
3. Select the job group to view.
 - ⇒ The details of the selected job group appear in view mode in the [Settings For Selected Group(s)] area.

ATTENTION

Details of the selected job group shown in view mode in the [Settings For Selected Group(s)] area cannot be edited. To edit this information, select a job group and press the [Edit] button.

■ Assigning Job Menus to Users Not Included in a Job Group

Users who are not included in any job group automatically belong to a Default Group. This section describes how to assign job menus to those users.

1. Press the [Job Menu Settings] button on the Tool Menu.
2. Press the [Job Groups] tab.
 - ⇒ The [Job Groups List] window appears.

The screenshot shows the 'Job Groups List' window with the 'Default Group' selected. The 'Settings For Selected Group(s)' panel is open, displaying the following information:

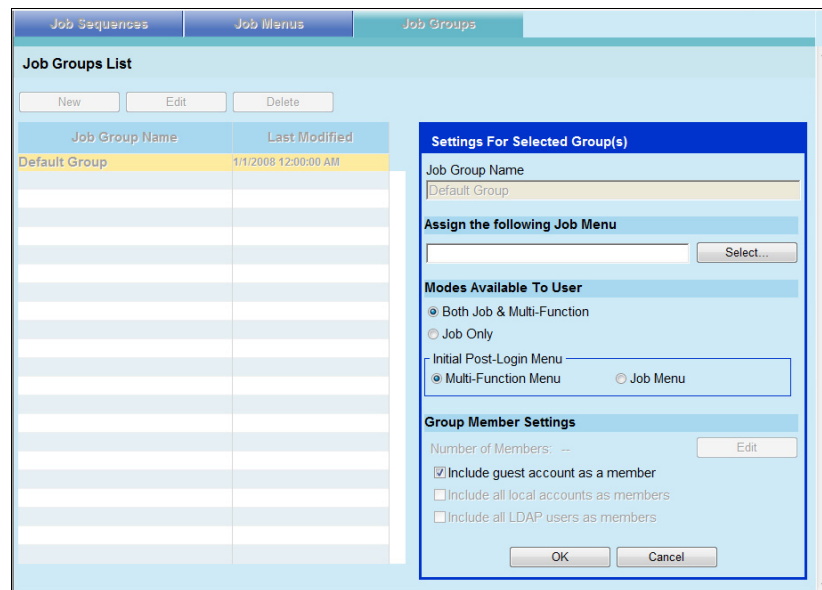
- Job Group Name:** Default Group
- Assign the following Job Menu:** (Empty field with a 'Select...' button)
- Modes Available To User:**
 - Both Job & Multi-Function
 - Job Only
- Initial Post-Login Menu:**
 - Multi-Function Menu
 - Job Menu
- Group Member Settings:**
 - Number of Members: -- (with an 'Edit' button)
 - Include guest account as a member
 - Include all local accounts as members
 - Include all LDAP users as members

Buttons for 'OK' and 'Cancel' are visible at the bottom of the settings panel.

3. Select the default job group.

4. Press the [Edit] button.

⇒ The [Settings For Selected Group(s)] area becomes active.



5. Press the [Select] button.

⇒ The [Select Job Menu] window appears.

6. Select a job menu.

7. Press the [OK] button.

⇒ A job menu is set on the [Settings For Selected Group(s)] area.

8. For [Modes Available To User], set whether or not to display the Multi-Function Menu.

9. Press the [OK] button.

⇒ A job menu is assigned to users who are not included in a job group.

■ Filtering the LDAP List

This section describes how to filter the LDAP List on the [Job Group Member Settings] window.

1. For [Filter Conditions] of the LDAP List, select the filtering method.
2. Enter the filter character string.
3. Select the filter target.

If multiple items are selected, a search operation tries to find entries containing any of the search items.

4. Press the [Find] button.

⇒ The filtered results appear.

HINT

- If the login LDAP server type is [Active Directory] or [Active Directory Global Catalog], when the [Find] button is pressed, a confirmation window appears. Enter a [User Name] and [Password], and then press the [OK] button. User names may be up to 129 characters long. Passwords may be up to 256 characters long. [User Name] and [Password] are case sensitive.

Connecting to the LDAP server. Enter a User Name and Password.

User Name

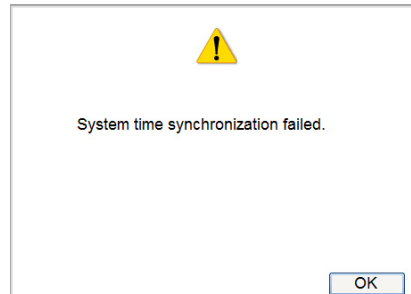
Password

OK Cancel





- To clear filtered results, delete all filter strings and then press the [Find] button.
- If the number of filtered results on the [LDAP List] window, or the number of registered job group members is large (1,000 at maximum), it may take tens of seconds until the [Group Member Settings] window appears. This can be resolved by performing the following.
 - Add a filter condition(s)
 - Reduce the [Maximum Results] specified on the [e-Mail LDAP Server] window
 - Divide job groups
 - Specify an Active Directory group

4.18 Messages AdminTool

The following shows an example of the window that appears to display a message for the administrator.



The following lists the meanings of icons shown on message windows.

Icon	Details
	<p>Indicates a warning message. This icon is displayed also for improper input values.</p> <p>Read the message and press the [OK] button.</p>
	<p>Indicates an error message.</p> <p>Read the message and press the [OK] button.</p>
	<p>Indicates an information message. No action required.</p> <ul style="list-style-type: none"> ● When the [OK] button is shown on the window, check the message contents, and then press the [OK] button to close the message window. ● When the [OK] button is not shown on the window, the message window closes automatically.
	<p>Indicates an inquiry message.</p> <p>Confirm the message details, and press a relevant button.</p>

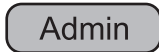
4.18.1 Administrator Window Messages

For details about messages and system logs, other than those shown in the table below, refer to Help.

Window	Message	Action
Admin Tool	Connection error	For details about the action to be taken, refer to "8.2.3 Failure to Access the Scanner using a Web Browser, Admin Tool, or Central Admin Server" (page 397).
	Cannot connect to this system version.	Install the Admin Tool from the scanner, and try again.

Chapter 5

Administrator Operations (Central Admin Console)



Central Admin Server and Central Admin Console must be installed on the computer for configuring settings for multiple scanners and managing them with Central Admin Console.

This chapter explains how to download Central Admin Server and Central Admin Console.

For details about operations of Central Admin Server and Central Admin Console, refer to the Scanner Central Admin User's Guide.

5.1 Downloading the Central Admin Server Software	230
5.2 Downloading the Central Admin Console	232
5.3 Configuring the Scanner Settings for Central Administration	234

5.1 Downloading the Central Admin Server Software

Install the Central Admin Server software in a computer.

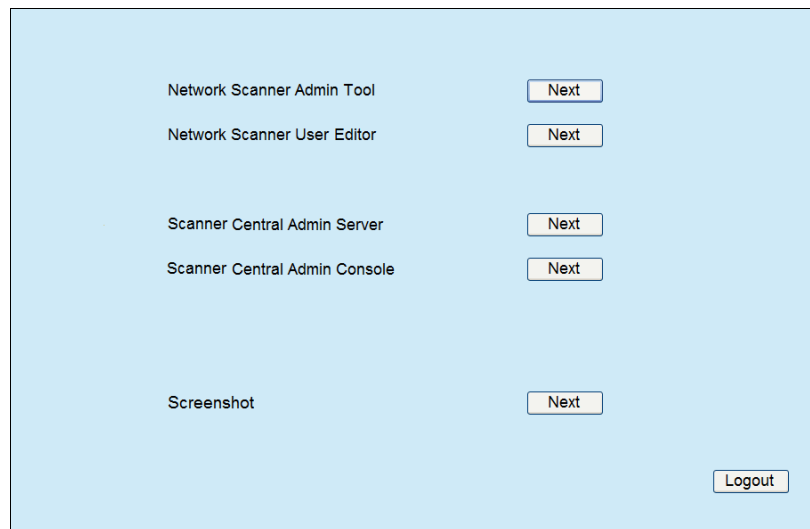
HINT

- For details about the system requirements for installing Central Admin Server software, refer to the Scanner Central Admin User's Guide.
- When installing the Central Admin Server software, the same necessary pre-settings before logging in with the Admin Tool are required. For details, refer to ["4.2.2 Setting up for Administrator Access via the Admin Tool"](#) (page 75).

1. Perform [Step 1 to Step 3 of "Installing the Admin Tool"](#) (page 77).

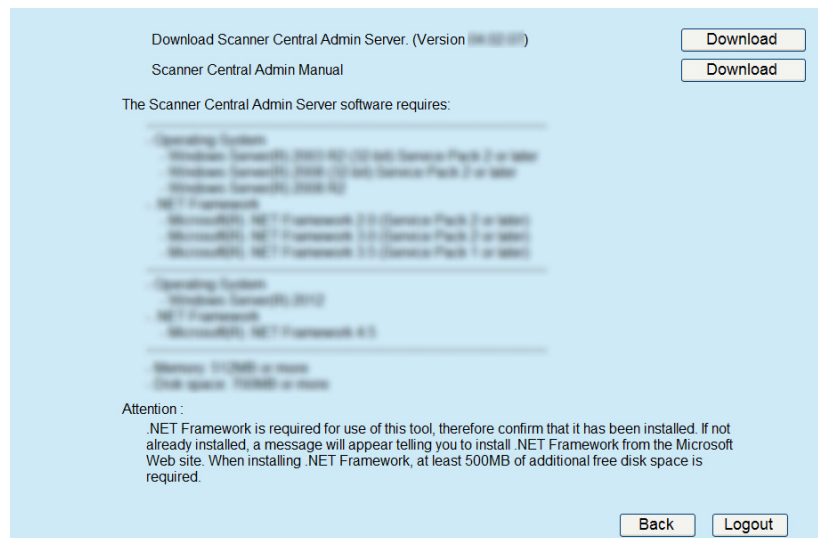
⇒ The download window appears.

2. Press the [Next] button for [Scanner Central Admin Server].



⇒ The Central Admin Server download window appears.

3. Press the [Download] button.



ATTENTION

- Downloading is not possible while a scanner operation is in process.
- Do not close the Web browser or logout until installation is complete.
- Installation requires 700 MB of free disk space, which includes 200 MB required to install SQL Server 2005 Express Edition.

HINT

For Central Admin Server version 4.0 or later, the [Download] button for downloading the Scanner Central Admin manual is shown.

⇒ Follow the instructions displayed on the window.

For details about the installation method, refer to the Scanner Central Admin User's Guide.

5.2 Downloading the Central Admin Console

Install the Central Admin Console in a computer.

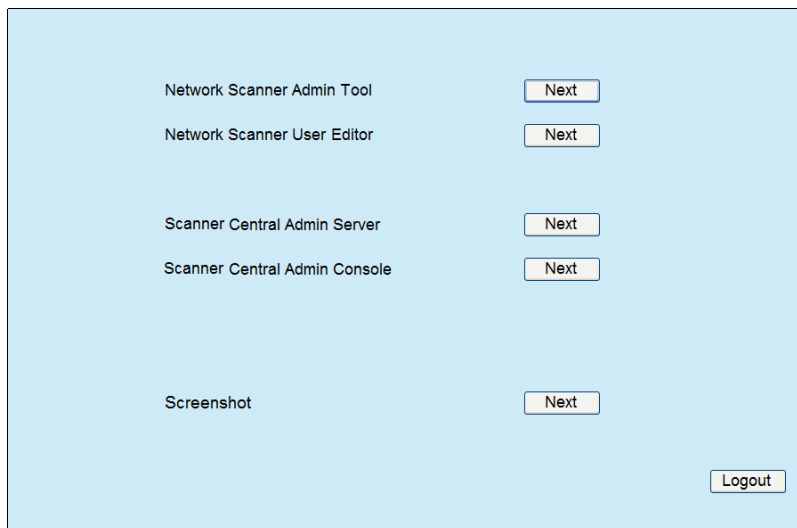
HINT

- For details about the system requirements for installing Central Admin Console, refer to the Scanner Central Admin User's Guide.
- When installing the Central Admin Console, the same necessary pre-settings before logging in with the Admin Tool are required. For details, refer to "[4.2.2 Setting up for Administrator Access via the Admin Tool](#)" (page 75).

1. Perform **Step 1 to Step 3** of "[Installing the Admin Tool](#)" (page 77).

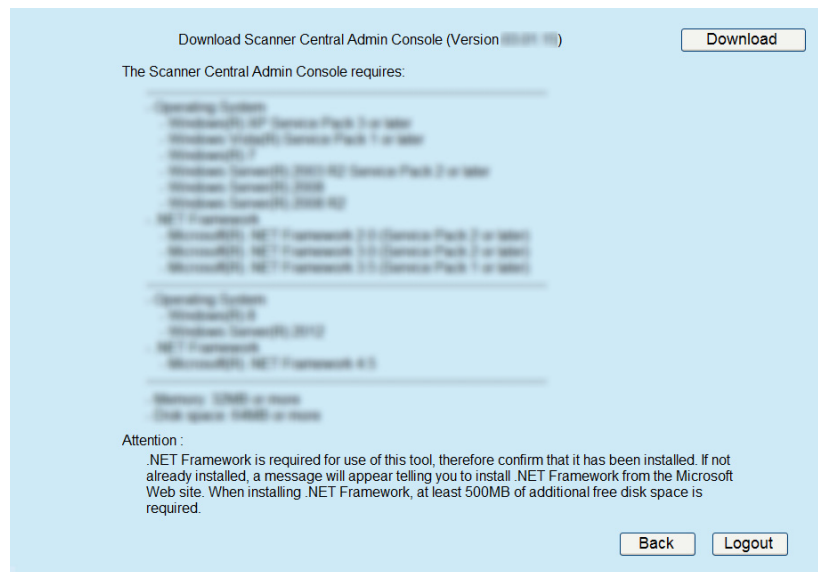
⇒ The download window appears.

2. Press the **[Next]** button for **[Central Admin Console]**.



⇒ The Central Admin Console download window appears.

3. Press the [Download] button.



ATTENTION

- Downloading is not possible while a scanner operation is in process.
- Do not close the Web browser or logout until installation is complete.

⇒ Follow the instructions displayed on the window.

For details about the installation method, refer to the Scanner Central Admin User's Guide.

5.3 Configuring the Scanner Settings for Central Administration

This section describes the scanner settings.

The following settings for connecting a scanner to the Central Admin Server are required to enable management by the Central Admin Console.

- [Admin Connection] window
For details, refer to "[4.8.8 Setting the Admin Connection](#)" (page 121).
- [Scanner Central Admin Server] window
For details, refer to "[4.8.9 Setting a Central Admin Server](#)" (page 123).

Chapter 6

Regular User Operations

User

This scanner is used to scan documents which then can be sent by e-mail or fax, printed on a network printer, or saved to a folder.

To perform the operations described in this chapter, the scanner must first be set up by the administrator.

For details about scanner setup, refer to "[Chapter 4 Administrator Operations \(LCD Touch Panel and Admin Tool\)](#)" (page 69).

6.1 Loading Documents.....	236
6.2 Using LCD Touch Panel Windows: Regular User	242
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6.14 Processing a Job	346
6.15 Changing a User Password.....	355

6.1 Loading Documents

This section describes how to load documents onto the scanner.

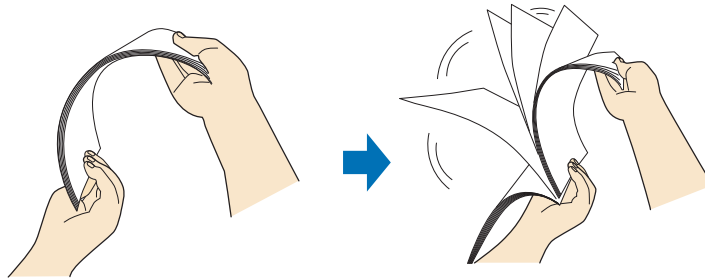
6.1.1 How to Load Documents

1. Check the number of document sheets.

For document sheet limits, refer to ["A.3 Maximum Document Loading Capacity" \(page 418\)](#).

2. When loading multiple document sheets, fan the document stack.

1. Lightly grip the ends of the document stack in both hands, and fan two or three times.

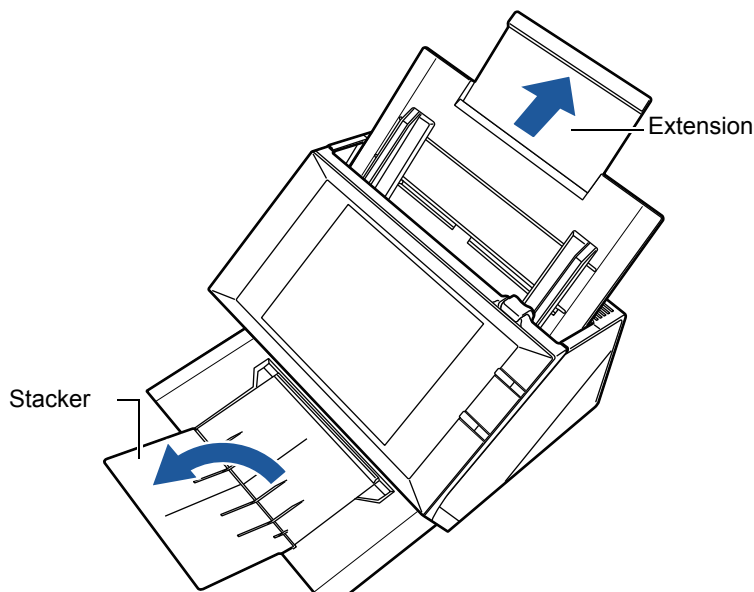


2. Rotate the documents 90 degrees, and fan again.

3. Align the edges of the document sheets.

3. Pull up the extension to hold the documents, and lift up the stacker.

Pull and lift up the stacker, as shown in the figure below.

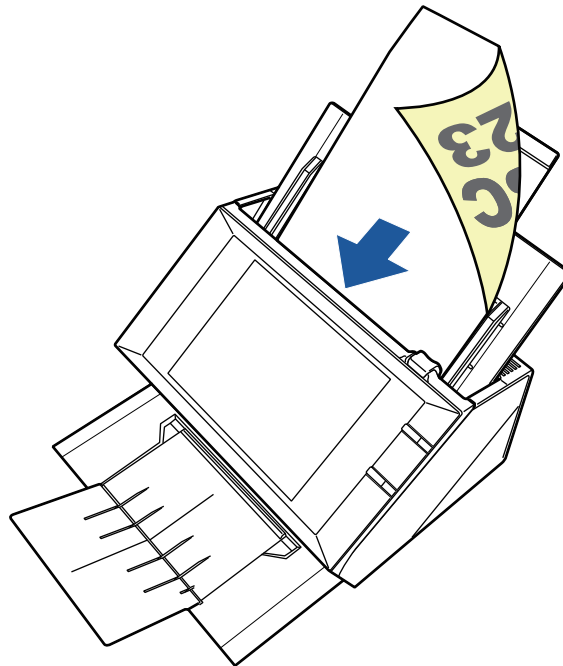


HINT

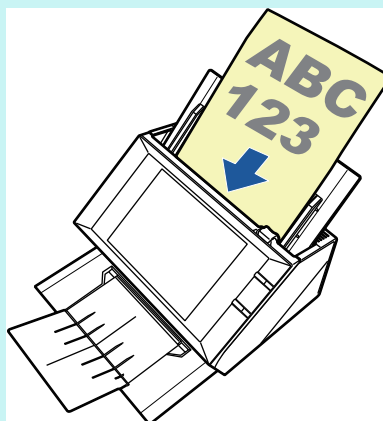
The stacker holds the document sheets after they have been scanned. It can be pulled out and adjusted to the size of the document being scanned.

4. Load the documents into the ADF paper chute.

Load the document front side down, with the top of the document entering the scanner first (when multiple document sheets are loaded, the last page is on the top).

**HINT**

If [Face-up] is selected on the [Paper Face Direction] window, load the document front side up, with the bottom of the document entering the scanner first.

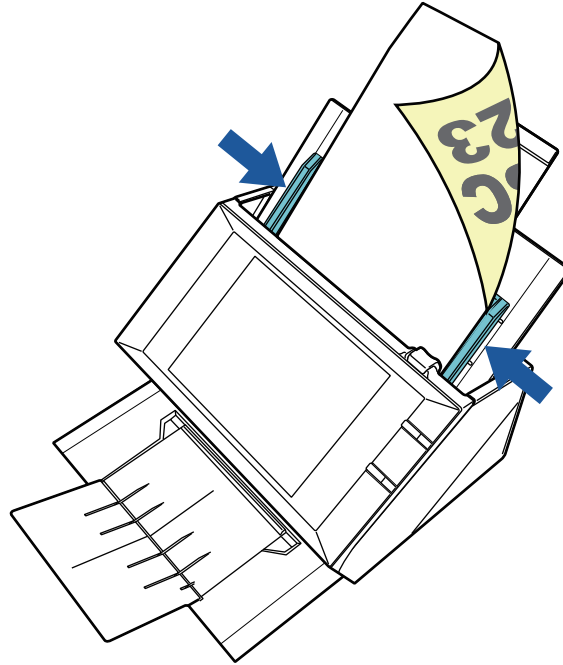


For details about how to load the document, refer to ["6.9.6 Document Feed Direction"](#) (page 309).

5. Adjust the side guides to the width of the documents.

Move the side guides so that they touch both sides of the documents.

If there is any space between the side guides and the edges of documents, the scanned data may be skewed.



6.1.2 Loading Documents Using a Carrier Sheet

With an optional carrier sheet, you can scan documents larger than A4 size, such as A3, Double Letter, and B4. To do this, you fold the document in half and scan both sides continuously in duplex mode, one side at a time. The scanned images will be merged and saved as one image page.

When scanning a document larger than A4 size, change the settings as follows:

ATTENTION

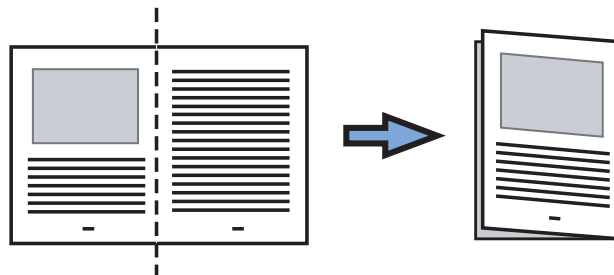
- When using a carrier sheet, set the output size for the scanned document. For more details, refer to ["6.9.1 Carrier Sheet" \(page 303\)](#).
- When using a carrier sheet, load and scan one page at a time. Continuous scanning is not possible even when multiple document sheets are loaded.

HINT

You can merge both front and back side images of a document smaller than A4 size to output a single double-page image.

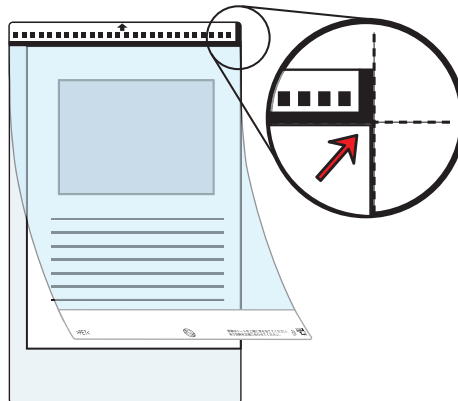
1. Fold the sheet to be scanned in half so that its front side faces outwards.

Fold the sheet tightly and smooth out the crease. Otherwise, the sheet may be skewed during scanning.



2. Open the carrier sheet and insert the document.

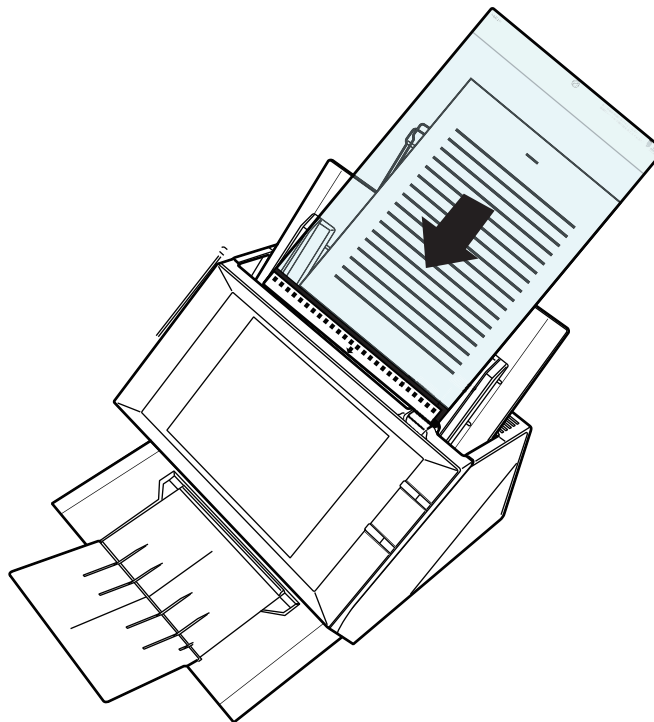
Align the fold with the right edge of the Carrier Sheet so that the document fits into the Carrier Sheet at the upper corner.

**HINT**

- When placing the carrier sheet with the printed black and white pattern to be at the top, the front of the carrier sheet has the thick vertical line at the right side.
- If [Face-up] is selected on the [Document Feed Direction] window, align the fold side with the right edge of the carrier sheet so that the document fits into the carrier sheet at the lower corner.

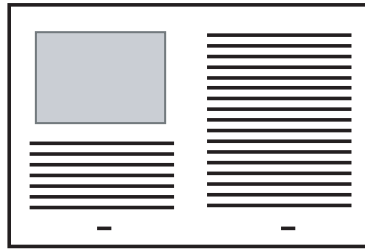
3. With the carrier sheet facedown, place the black and white pattern section downward, and load it in the ADF paper chute.

After loading the carrier sheet, align the side guides with the carrier sheet.



4. Start the scan.

⇒ The front and back side images are merged into a double-page spread image.

**ATTENTION**

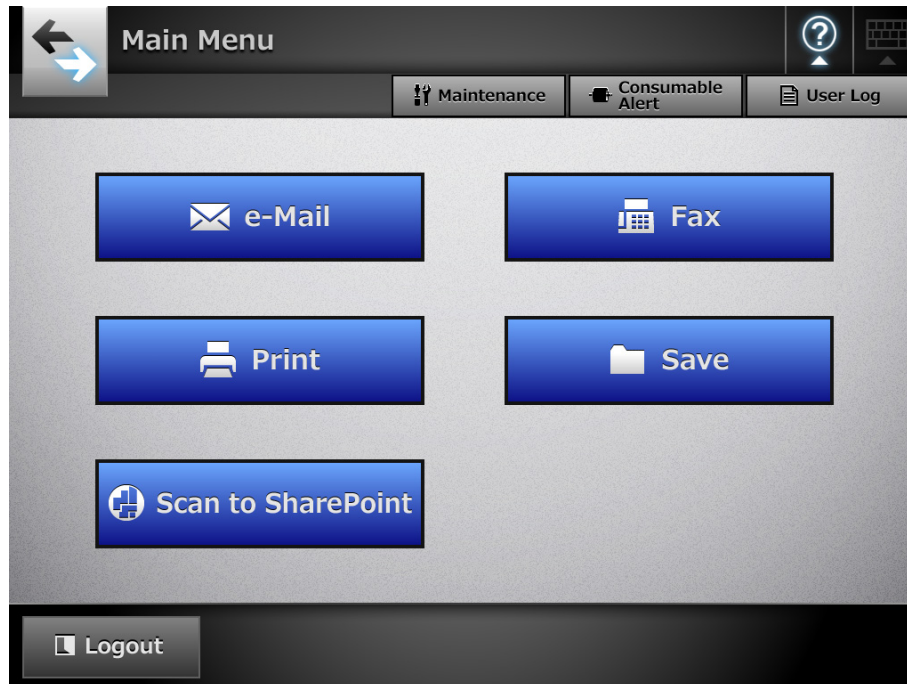
- There may be a gap between the front and back side images, or a line may appear on the output scan image.
If a thick document is scanned with the carrier sheet, scanned images on the both right and left sides may be skewed to a trapezoidal shape.
These problems may be improved in the following ways.
 - Fold the document neatly
 - Align the edge of the document with the edge of the carrier sheet
 - Scan the carrier sheet with the front side facing the paper chute or vice versa
- The folded part of the document may be mis-detected, causing the seam of the facing pages be unintentionally trimmed on the scanned image. In this case, the folded edge of the document should be placed 1 mm away from the edge of the carrier sheet.

6.2 Using LCD Touch Panel Windows: Regular User

6.2.1 [Main Menu] Window

The types of buttons displayed on the menu differ, for example, according to the settings of the linked server.

When e-Mail, Fax, Print, Save, and Scan to SharePoint are set, the following window is displayed.

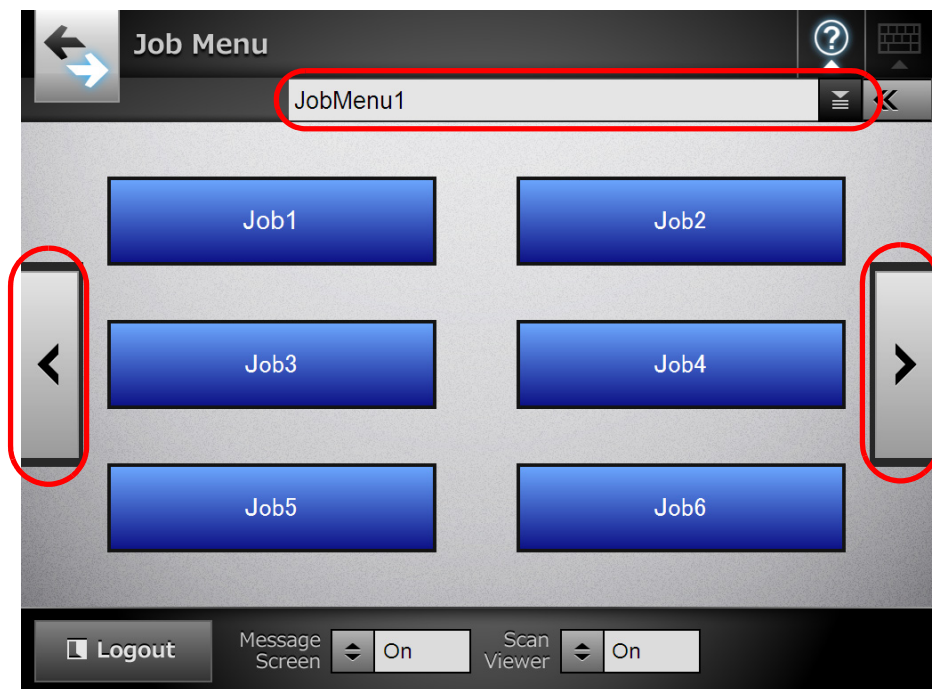


6.2.2 [Job Menu] Window

The type of buttons displayed on the menu differs according to the job settings. In the following example, six jobs are set up.



When a regular user belongs to multiple job groups, a menu and buttons to switch the [Job Menu] window appear as shown below.



6.2.3 Regular User Settings Overview

Regular users can configure the following setting items as long as these items have been enabled by the administrator.

- **Login Setting**
Set the scanner to automatically login without displaying the [Login] window, when the scanner power is switched on or restarted.
Also, set whether or not to enable login with the guest account.
To change these settings, contact the administrator.
- **Initial Post-Login Menu**
Set whether to display the [Main Menu] or [Job Menu] window.
Switch between the [Main Menu] and [Job Menu] windows, or display only the [Job Menu] window.
- **User Roaming Data**
User settings can be shared between multiple scanners, by allowing user data to be managed on the Central Admin Server.
A regular user can login on different scanners while retaining their user data.
The following user data can be used in roaming mode.
 - "My List" e-Mail Address Books
 - scan settings
 - Name of the last network printer used (*)
 - Name of the last network folder used (*)
 - SharePoint folder (*)(*): If different network printers, network folders or SharePoint folders are set for scanners, the status of the selection is disabled.
- **Job Roaming Info**
User job settings can be shared between multiple scanners, by allowing job settings to be managed on the Central Admin Server.
A regular user can login on different scanners while retaining their preferred [Job Menu] window.

HINT

When Roaming Mode or Job Mode is [On] on the [Scanner Central Admin Server] window, which is displayed by selecting [Network Settings] → [Network Admin] → [Scanner Central Admin Server], if communication with the Central Admin Server is not possible at login, a confirmation message will appear.

If the [OK] button is pressed, the settings saved in the scanner are used. Pressing the [Cancel] button returns to the login window.

For details about the [Scanner Central Admin Server] window, refer to "[Setting a Central Admin Server](#)" (page 123).

6.3 Logging in: Regular User Mode



Do not move or shake the scanner when it is turned on.
This may damage components in the scanner and cause data to be lost.



Depending on the authentication mode and the specified user name, the following authentication process is performed for login authentication.

- For users registered in the LDAP server
Specify a user name from the user information registered with the LDAP server.
 - When the [Server Type] of the LDAP server is [Active Directory] or [Active Directory Global Catalog]

User Name Format	Authentication Process
SAM Account Name Does not contain @	Authenticate the user login name (sAMAccountName). Example: user
User Principal Name Contains @	Authenticate the user login name (userPrincipalName). Example: user@example.com

HINT

When specifying a SAM account name with a domain name, describe "*domain_name\SAM_account_name*".

- When the [Server Type] of the LDAP server is [Other LDAP Server]

User Name Format	Authentication Process
uid	Authenticate the user login name (uid). Example: user
cn	Authenticate the user login name (cn). Example: user

- For users registered in a local account
Specify a user name from the user information of the local account.
Authentication is performed with a specified user login name for a local account saved in a scanner.

Note that the authenticated user information is also used when saving scans to a network folder.

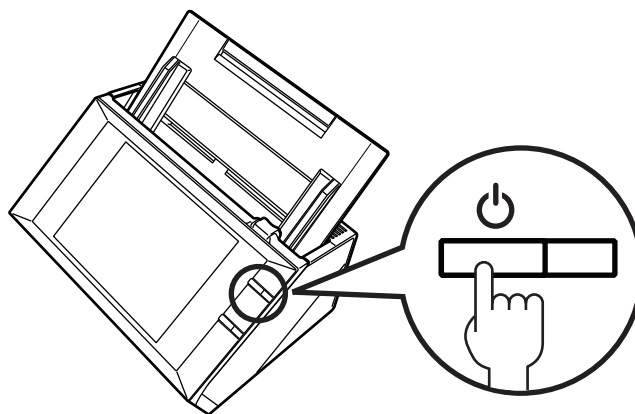
When the scanner is turned on or restarted, automatic login without displaying the [Login] window is possible.

Login is not possible if the Active Directory account option is "User must change password at next logon". Contact an administrator to change a password, and then try logging in.

HINT

- When using a scanner without using an LDAP server or registering a local account, enter the following user name and password. For details about the LDAP server, refer to "[LDAP Server](#)" (page 48).
User name: guest
Password: guest
However, this cannot be used if login with the guest account is disabled.
- For details about automatic login or enabling login with the guest account, refer to "[4.7.1 Setting the Login Settings](#)" (page 102).
- Only one administrator or regular user can log in to the scanner at a time. Multiple persons cannot log in at the same time.
- When [Other LDAP Server] is selected for [Server Type], you cannot skip entering a password in the [Login] window.

1. Push the power button.



⇒ The [Login] window appears.

2. Enter a user name and password.



HINT

If [Active Directory Global Catalog] is selected for the login LDAP server, the [UPN Suffix] input field is displayed.

- User names including a UPN suffix may be up to 64 characters long. The entered UPN suffix is remembered and used again at the next login.
- If a UPN suffix is entered, "@" and the UPN suffix will be appended to the user name. For example, if the user name is "user" and the entered UPN suffix is "example.com", it is authenticated as "user@example.com".
In this case, this is the "User Principal Name".
- Do not enter a UPN suffix when it is not required.
- A UPN suffix is not required when logging in with a guest account. Even if entered, it is ignored.

3. Press the [Login] button.

⇒ If the user name and password are valid, the [Main Menu] window appears.

6.4 Sending the Scanned Data by e-Mail


ATTENTION

If an LDAP server is set, register the user e-mail address with the LDAP server. If a local account is set, register the user e-mail address. If the user e-mail address is not registered, e-mails cannot be sent.

1. On the [Main Menu] window, press the [e-Mail] button.

⇒ The [Send e-Mail] window appears.


HINT

The scan information can be changed by pressing  of [Scan Settings]. For details, refer to "6.9 Setting the Scan Options" (page 297).

2. Enter e-mail addresses, distribution list names, or groups in [To], [Cc], and [Bcc] fields.

- Enter a distribution list name to send a single e-mail to multiple e-mail addresses contained in the distribution list. For more details about distribution list settings, refer to "6.4.2 Adding an e-Mail Target to the e-Mail Address Book" (page 257).
- Enter a group to send an e-mail to all e-mail addresses contained in the group.

HINT

- e-Mail addresses can be selected from the e-mail address book by pressing . For details, refer to "6.4.1 Selecting an e-Mail Target from the e-Mail Address Book" (page 253).
If the e-mail address book cannot be used, contact the administrator.
- Groups can be edited using User Editor. Distribution lists can also be edited. For details, refer to "Appendix E Editing Using User Editor" (page 434).

3. Enter an e-mail address in the [From] field.

This field can be entered if logged in with the guest account, that has no set e-mail address.

For details about e-mail address settings values, refer to "[B.1 e-Mail Address Setting Values](#)" (page 423).

HINT

[From] e-mail addresses can be selected from the e-mail address book by pressing




For details, refer to "[6.4.1 Selecting an e-Mail Target from the e-Mail Address Book](#)" (page 253).

If the e-mail address book cannot be used, contact the administrator.

4. For [File Name], enter a file name for the scanned data attached to the e-mail.


ATTENTION

- The following file names cannot be used:
 - CON
 - PRN
 - AUX
 - CLOCK\$
 - NUL
 - COM0 to COM9
 - LPT0 to LPT9
- The following symbols cannot be used:
 \ / : * ? " < > |

5. Enter an e-mail title into the [Subject] field.
6. Enter the e-mail contents into the [Body] field.
7. When [Request Return Receipt] is available, you can press  to select whether or not to request a return receipt confirming that the e-mail you are sending is opened.

HINT

To request a return receipt, contact the administrator.

8. When [Send a copy to my e-mail address] is available, you can press  to select whether or not to specify your own e-mail address as a Bcc recipient of a copy of the e-mail.

HINT

To send a copy to your e-mail address, contact the administrator.

9. Press the [Scan] button.
When [Scan Viewer] is [Off], this will be a [Scan&Send] button.

⇒ The scanning starts.

The scanning status and scan settings are shown during the scan. The maximum number of pages that can be scanned is 999.

When [Blank Page Skip] is enabled, the number of scanned pages excluding skipped blank pages is shown.

Additional pages can be scanned in place of skipped blank pages, until the maximum number of scanned pages is reached.

⇒ When the scanning has completed, the [Scan Viewer] window appears.

For details about editing on the [Scan Viewer] window, refer to "[6.11 Editing the Scanned Data in the Scan Viewer](#)" (page 339).

HINT

If the [Scan&Send] button is selected (when [Scan Viewer] is [Off]), the scanned data is attached to an e-mail and sent immediately after the scanning is completed, and the LCD touch panel screen returns to the [Main Menu].

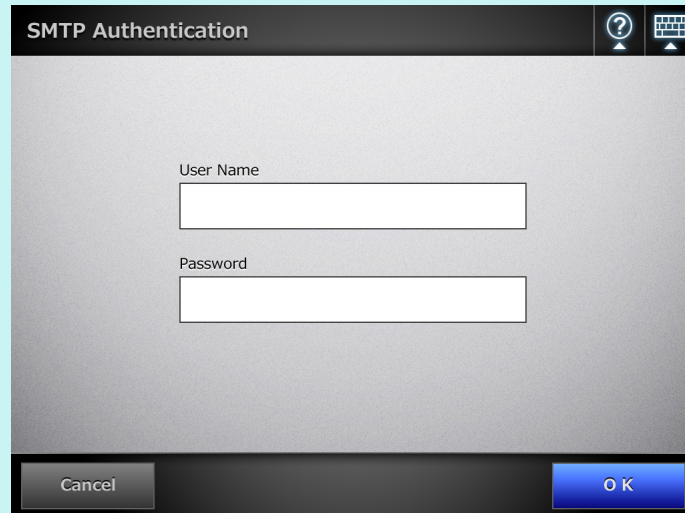
For details, refer to "[6.10 Enabling/Disabling the Scan Viewer](#)" (page 336).

10. Check the scanned data.

For more details about the [Scan Viewer] window, refer to "[6.11 Editing the Scanned Data in the Scan Viewer](#)" (page 339).

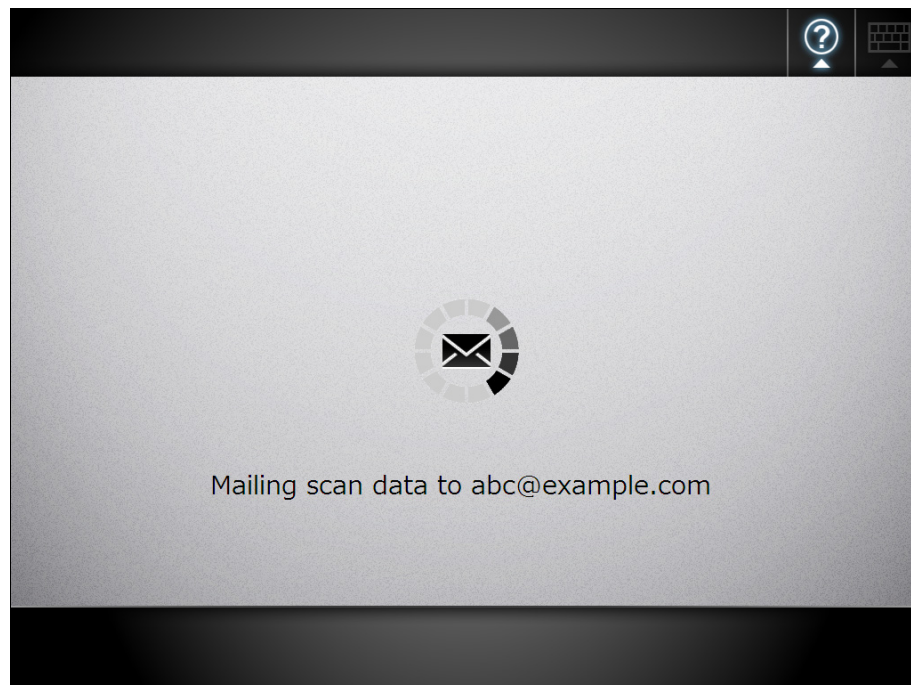
11. On the [Scan Viewer] window, press the [Send] button.**HINT**

If the [SMTP Authentication] window appears, enter authentication information needed to access the SMTP server, and press the [OK] button.



The image shows a dialog box titled "SMTP Authentication". It has a dark header bar with a question mark icon and a keyboard icon on the right. The main area is light gray and contains two text input fields: "User Name" and "Password". At the bottom, there are two buttons: "Cancel" on the left and "OK" on the right.

- ⇒ The scanned data in the specified file format is sent as an e-mail attachment.
If [Split Mails] is set to [On], split e-mails will be sent.
If the number of e-mail recipients exceeds the specified maximum number, a warning message appears.



- ⇒ The [Main Menu] window is shown again.

HINT

- The following items are set by the administrator in advance.
 - The maximum number of e-mail addresses to be specified in the [To] field
 - Whether to split an e-mail to be sent, and the maximum size of a split e-mail
 - The maximum size of an attached fileTo change these settings, contact the administrator. For more details, refer to "[4.10.1 Setting the e-Mail Server](#)" (page 137).
- For photographs and graphics, their file sizes can be decreased by increasing the compression rate. For details, refer to "[6.9.11 Compression](#)" (page 321).
- If the file format is JPEG or TIFF, a file will be attached for each page in the scan.
 - If the number of pages is over ten and [Scan Viewer] is [On], a confirmation message appears after the [Send] button on the [Send e-Mail] window is pressed.
 - If the number of pages is over ten and [Scan Viewer] is [Off], a confirmation message appears after the [Scan&Send] button on the [Scan Viewer] window is pressed.
- If the e-mail fails to be sent, an error message e-mail with the following title is sent from the scanner to the [From] address.
 - Network Scanner (XXXX) Error

6.4.1 Selecting an e-Mail Target from the e-Mail Address Book

The following explains how to use an e-mail address book to specify destinations when sending an e-mail, instead of directly entering e-mail addresses with a keyboard.

The details to select e-mail addresses from an e-mail address book are described in [Step 2](#) and [Step 3](#) of "6.4 Sending the Scanned Data by e-Mail" (page 248).

● Type of the e-Mail Address Book

There are two types of e-mail address books, My List and LDAP List.

● My List

This is an e-mail address book that can be created by the user.

HINT

My List can also be edited using User Editor.

For details, refer to "[Appendix E Editing Using User Editor](#)" (page 434).

● LDAP List




This is an e-mail address book which uses all the data saved on the LDAP server. The LDAP List cannot be edited.

The LDAP List cannot be used in the following cases, therefore the [LDAP List] tab is not shown on the window.

- If an LDAP server is not used
- If logged in with the guest account
- If logged in with a local account

● e-Mail Targets that Can Be Selected from the e-Mail Address Book

When sending an e-mail, the following e-mail targets can be selected and entered from the e-mail address book.


e-Mail Target	Icon Shown in the e-Mail Address Book	My List	LDAP List
Group		A	— (*)
Distribution List		A	— (*)
e-Mail Address		A	A

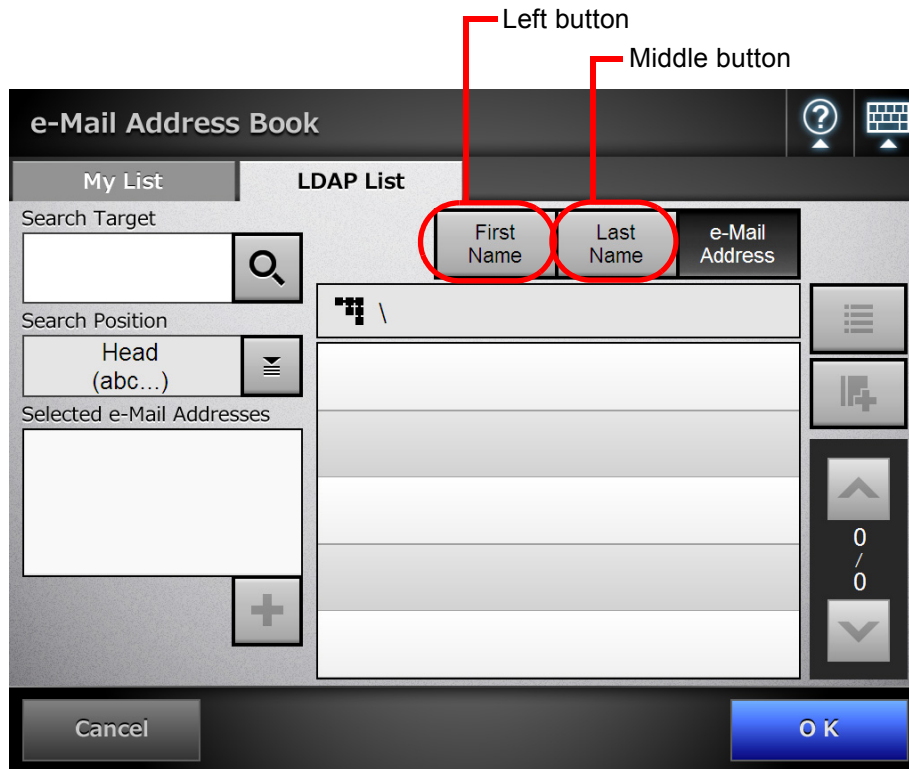
A: Available

— : Not available

(*): Not shown in the LDAP List

The following explains how to select an e-mail address using the LDAP List.

1. On the [Send e-Mail] window, press  in the e-mail address field.
⇒ The [e-Mail Address Book] window appears.
2. Select the [LDAP List] tab.
⇒ The [e-Mail Address Book] window for the LDAP List appears.
3. Press a search parameter button (either the left, middle, or [e-Mail Address] button) to select a search item.


**HINT**


The administrator can customize and specify the search parameters and button names allocated to the left and middle buttons.

For details about customizing the search parameters and the button names, refer to ["4.9.3 Setting the LDAP Search Parameters"](#) (page 135).

4. In the [Search Target] field, enter a part of or entire e-mail address to be searched for.

HINT

For My List, the search string and the search results from the previous search can be cleared by pressing  button.

5. Press  in [Search Position].
⇒ The [Search Position] window appears.

6. Select a search position setting.



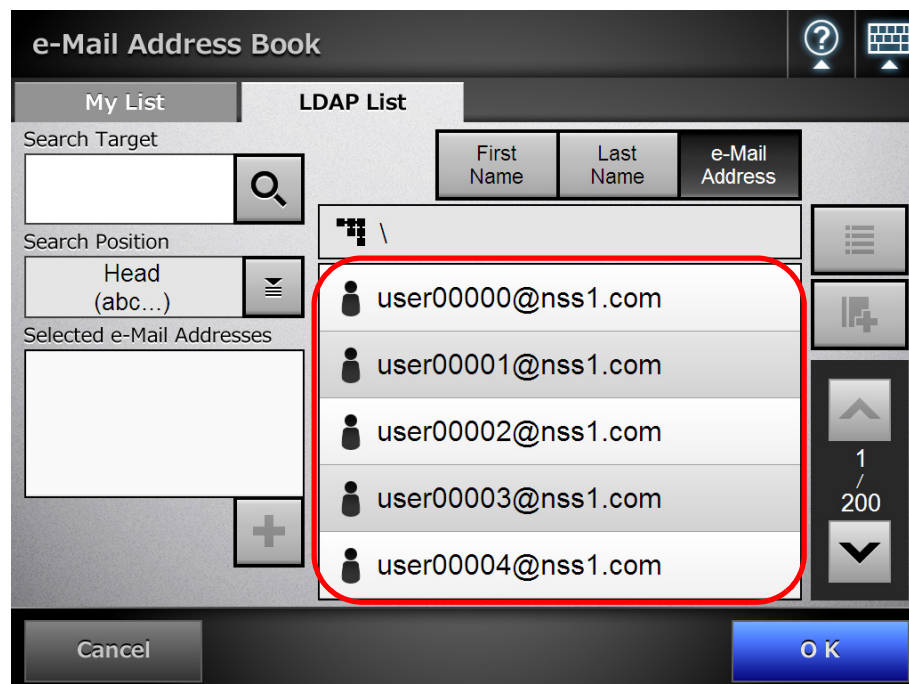
ATTENTION

When the LDAP server contains thousands of entries, [Anywhere (...abc..)] and [Tail (...abc)] searches can take a long time.

⇒ The window returns to the [e-Mail Address Book] LDAP List. The selected position is displayed in [Search Position].

7. Press .

⇒ The search results are displayed on the right side. Five results are displayed at a time.



HINT

- The number of search results to be displayed can be set by the administrator. For details, refer to "4.9.2 Setting the e-Mail LDAP Server" (page 133).
- If items are missing for search results according to the display format of the search results, "----" is shown instead.
For example, if the display format is "LastName - FirstName" and the user "LastName: Fujitsu, FirstName: None" is registered on the LDAP server, the search result is displayed as "Fujitsu ----".
- Search methods differ for the My List and LDAP List. Therefore, search results differ according to the list selected.

Search String	My List	LDAP List
Case	Insensitive	Insensitive
Diacritical/Accent marks	Sensitive	Insensitive

For My List search, the following also applies.

- All currently displayed levels and their subordinates are searched.
- For groups that are shown in a search result, even if a group is selected, the




is disabled and the contacts of the group cannot be viewed.

8. Select the desired e-mail target from the search results and press .

⇒ The selected e-mail address is added to [Selected e-Mail Addresses].

To add multiple e-mail addresses, repeat this step.

HINT

Selecting an e-mail address and pressing  can be used to add the e-mail address to My List.

9. Press the [OK] button.

⇒ The e-mail address is added to the field in the [Send e-Mail] window.


6.4.2 Adding an e-Mail Target to the e-Mail Address Book

The following explains how to add an e-mail address or a distribution list to your My List in the e-mail address book. e-Mail targets cannot be added to the LDAP List.

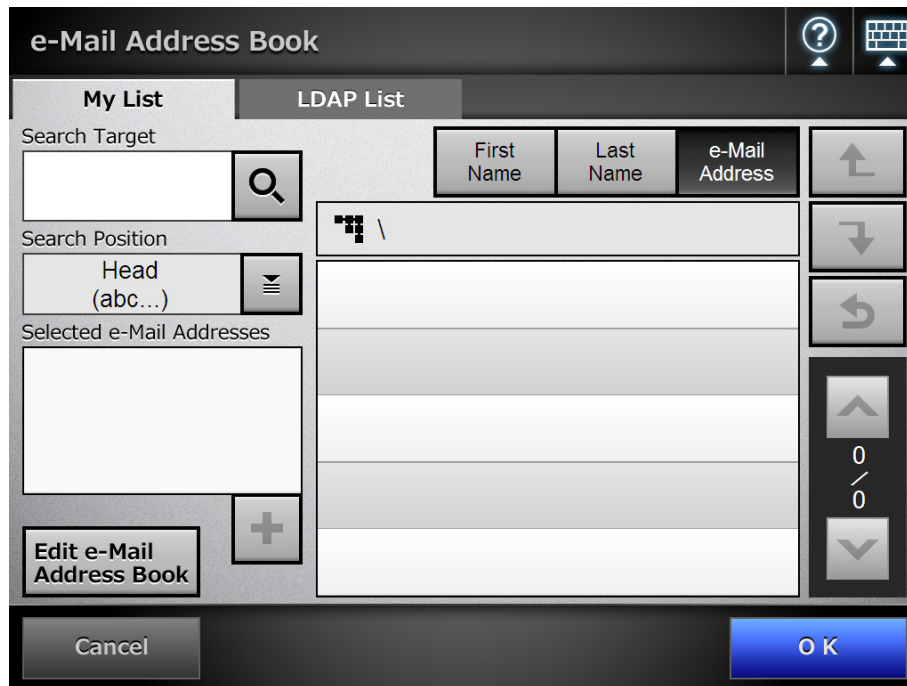
The maximum number of e-mail targets that can be saved in the e-mail address book is as follows.

- Total of 5,000 e-mail targets which include groups, distribution lists and/or e-mail addresses
- Total of 10,000 e-mail addresses

1. Open the [e-Mail Address Book] window in either of the following ways.

- On the [Send e-Mail] window, press  in the e-mail address field.
- On the [Main Menu] or [Job Menu] window, press the [Maintenance] button, then on the [Maintenance] window, press the [Edit e-Mail Address] button.

2. Select the [My List] tab.



3. Press the [Edit e-Mail Address Book] button.

⇒ The [Edit e-Mail Address Book] window appears.

**4. Press .**

To add an e-mail address or distribution list to a group, display the target group and press the button.

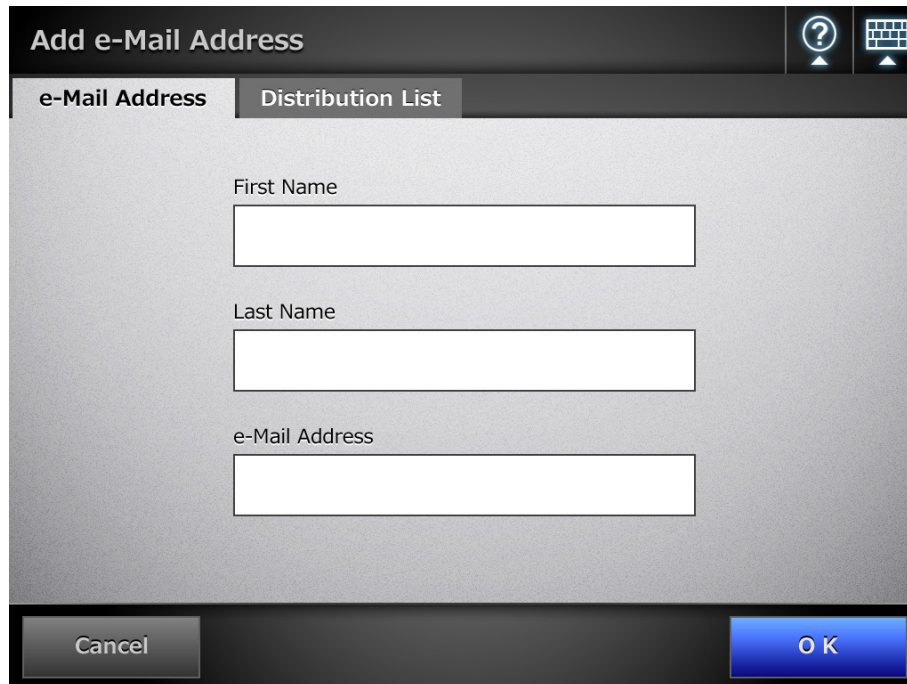
⇒ The [Add e-Mail Address] window appears.

5. Enter the information of the e-mail address to be added.

- For e-mail addresses

On the [e-Mail Address] tab, enter the e-mail address, first name, and last name to be added.

For details about e-mail address settings values, refer to "[B.1 e-Mail Address Setting Values](#)" (page 423).




The screenshot shows a dialog box titled "Add e-Mail Address". It features a dark header bar with the title and two icons: a question mark and a keyboard. Below the header, there are two tabs: "e-Mail Address" (which is selected) and "Distribution List". The main content area is light gray and contains three text input fields, each with a label above it: "First Name", "Last Name", and "e-Mail Address". At the bottom of the dialog, there are two buttons: a gray "Cancel" button on the left and a blue "OK" button on the right.

- For distribution lists
On the [Distribution List] tab, enter the list name and e-mail addresses to be added to the distribution list.
For details about e-mail address settings values, refer to "[B.1 e-Mail Address Setting Values](#)" (page 423).

HINT

e-Mail addresses can be selected from the e-mail address book, which can be

accessed by pressing . For details, refer to "[6.4.1 Selecting an e-Mail Target from the e-Mail Address Book](#)" (page 253).

If the e-mail address book cannot be used, contact the administrator.



6. Press the [OK] button.

⇒ The e-mail addresses and distribution lists are added to your My List.

HINT


My List can also be edited using User Editor.

For details, refer to "[Appendix E Editing Using User Editor](#)" (page 434).

6.4.3 Editing an e-Mail Target in the e-Mail Address Book

The following explains how to edit My List in the e-mail address book. LDAP List cannot be edited.

1. Open the [e-Mail Address Book] window in either of the following ways.

- On the [Send e-Mail] window, press  for the e-mail address input field.
- On the [Main Menu] or [Job Menu] window, press the [Maintenance] button, then on the [Maintenance] window, press the [Edit e-Mail Address] button.

2. Select the [My List] tab.

3. Press the [Edit e-Mail Address Book] button.

⇒ The [Edit e-Mail Address Book] window appears.

4. Select the e-mail address or distribution list to be edited.

5. Press .

⇒ The [Edit e-Mail Address] window appears.

6. Edit the information.

- For e-mail addresses
Enter the e-mail address, first name, and last name to be added.
For details about e-mail address settings values, refer to "[B.1 e-Mail Address Setting Values](#)" (page 423).




The screenshot shows a dialog box titled "Edit e-Mail Address". It features a tab labeled "e-Mail Address". The dialog contains three text input fields: "First Name" with the value "Taro", "Last Name" with the value "Fujitsu", and "e-Mail Address" with the value "abc@example.com". At the bottom of the dialog are two buttons: "Cancel" and "OK".

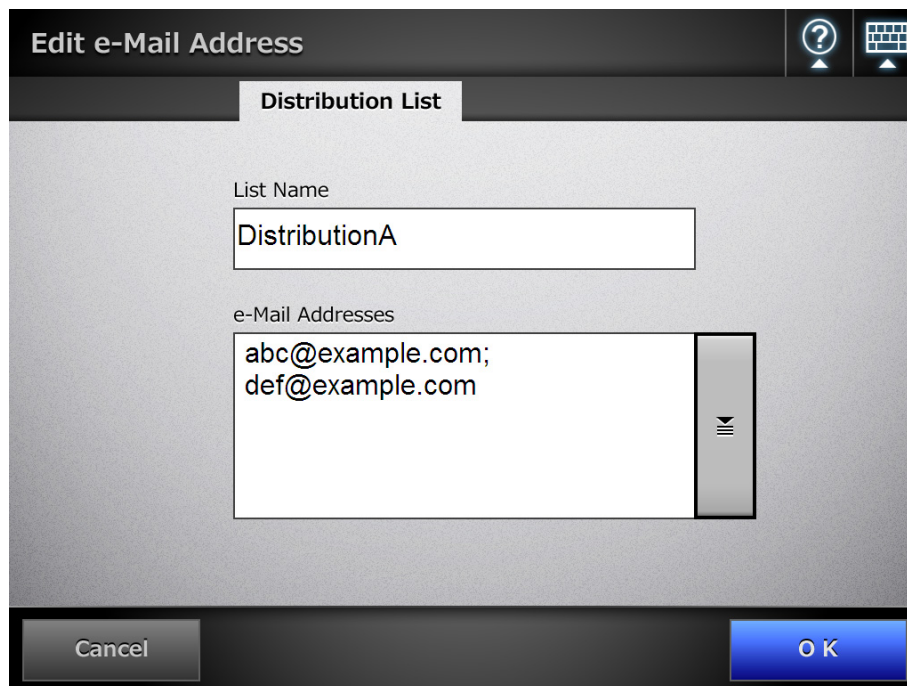
- For distribution lists
Enter the list name and e-mail addresses to be added to the distribution list.
For details about e-mail address settings values, refer to ["B.1 e-Mail Address Setting Values"](#) (page 423).

HINT

e-Mail addresses can be selected from the e-mail address book, which can be

accessed by pressing . For details, refer to ["6.4.1 Selecting an e-Mail Target from the e-Mail Address Book"](#) (page 253).

If the e-mail address book cannot be used, contact the administrator.



7. Press the [OK] button.

⇒ The edited e-mail address is saved in your My List address book.

HINT


My List can also be edited using User Editor.

For details, refer to ["Appendix E Editing Using User Editor"](#) (page 434).

6.4.4 Deleting an e-Mail Target from the e-Mail Address Book

The following explains how to delete an e-mail address or a distribution list from your My List. e-Mail targets cannot be deleted from the LDAP List.

1. Open the [e-Mail Address Book] window in either of the following ways.

- On the [Send e-Mail] window, press  in the e-mail address field.
- On the [Main Menu] or [Job Menu] window, press the [Maintenance] button, then on the [Maintenance] window, press the [Edit e-Mail Address] button.

2. Select the [My List] tab.

3. Press the [Edit e-Mail Address Book] button.

⇒ The [Edit e-Mail Address Book] window appears.

4. Select the e-mail address or distribution list to be deleted.

5. Press .

⇒ The [Delete e-Mail Address] window appears.

The following is an example window which is shown when an e-mail address is selected to be deleted.

6. Check that the correct e-mail target has been set for deletion and press the [OK] button.



⇒ The e-mail target is deleted from the e-mail address book.

HINT

My List can also be edited using User Editor.


For details, refer to "[Appendix E Editing Using User Editor](#)" (page 434).

6.5 Sending the Scanned Data by Fax

1. On the [Main Menu] window, press the [Fax] button.


⇒ The [Send Fax] window appears.


HINT

The scan information can be changed by pressing  of [Scan Settings]. For details, refer to ["6.9 Setting the Scan Options" \(page 297\)](#).

2. Enter a fax number into the [Recipient Fax No.] field.

HINT

Fax numbers can be selected from the fax number list by pressing . For details, refer to ["6.5.1 Selecting a Fax Number from the Fax Number List" \(page 267\)](#).



3. In the [Notification To (Sender's e-Mail Address)] field, enter an e-mail address to which a notification of the results of the fax sending should be sent.

For details about e-mail address settings values, refer to ["B.1 e-Mail Address Setting Values" \(page 423\)](#).

4. Press the [Scan&Send] button.

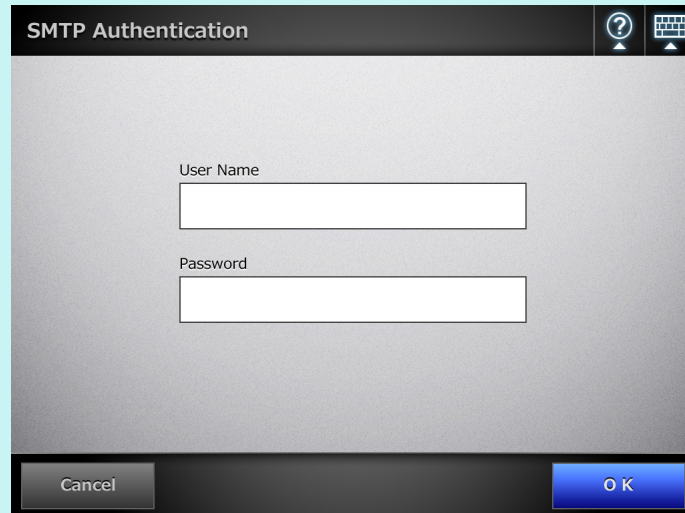
When [Scan Viewer] is [On], this will be a [Scan] button.

⇒ The scanning starts.

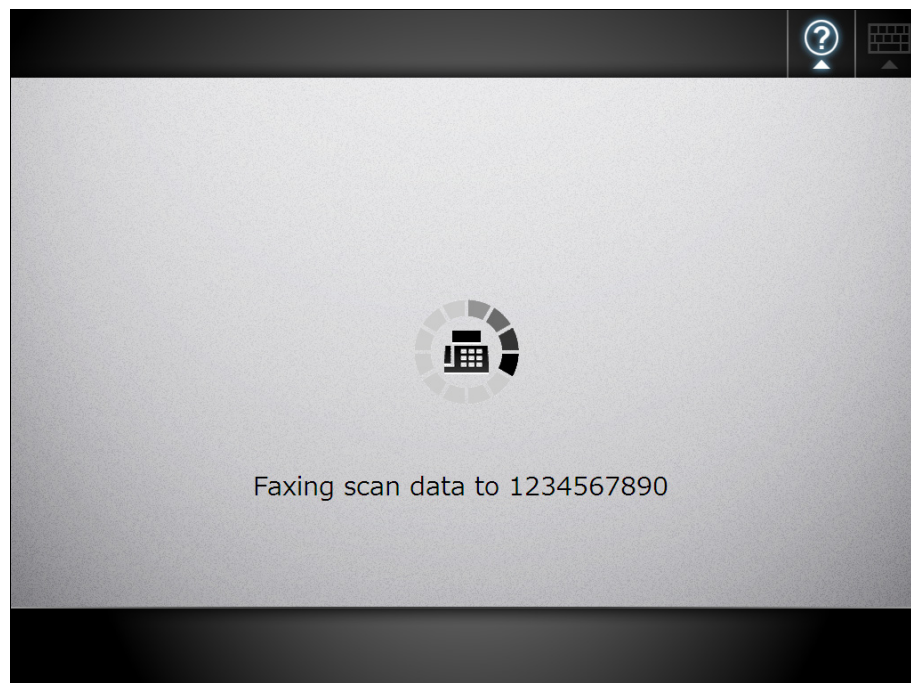
⇒ The scanned data is sent by fax immediately after the scanning is completed, and the LCD touch panel screen returns to the [Main Menu] window.

HINT

If the [SMTP Authentication] window appears, enter authentication information needed to access the SMTP server and press the [OK] button.



The image shows a dialog box titled "SMTP Authentication". It has a dark header bar with a question mark icon and a keyboard icon. The main area is light gray and contains two text input fields: "User Name" and "Password". At the bottom, there are two buttons: "Cancel" and "OK".



HINT

- If the [Scan] button is pressed (when [Scan Viewer] is [On]), the scanning status and scan settings are shown during a scan.
The maximum number of pages that can be scanned is 999.
When [Blank Page Skip] is enabled, the number of scanned pages excluding skipped blank pages is shown.
Additional pages can be scanned in place of skipped blank pages, until the maximum number of scanned pages is reached.
When the scanning has completed, the [Scan Viewer] window appears.
For more details about editing on the [Scan Viewer] window, refer to "[6.11 Editing the Scanned Data in the Scan Viewer](#)" (page 339).
For more details about displaying the [Scan Viewer] window, refer to "[6.10 Enabling/Disabling the Scan Viewer](#)" (page 336).
- The results of the fax sending is notified to the e-mail address set in the [Notification To (Sender's e-Mail Address)] field by the fax server.
- If data fails to be sent to the fax server, an error notification e-mail with the following title is sent from the scanner to the e-mail address of the user who logs in.
Network Scanner (XXXX) Error

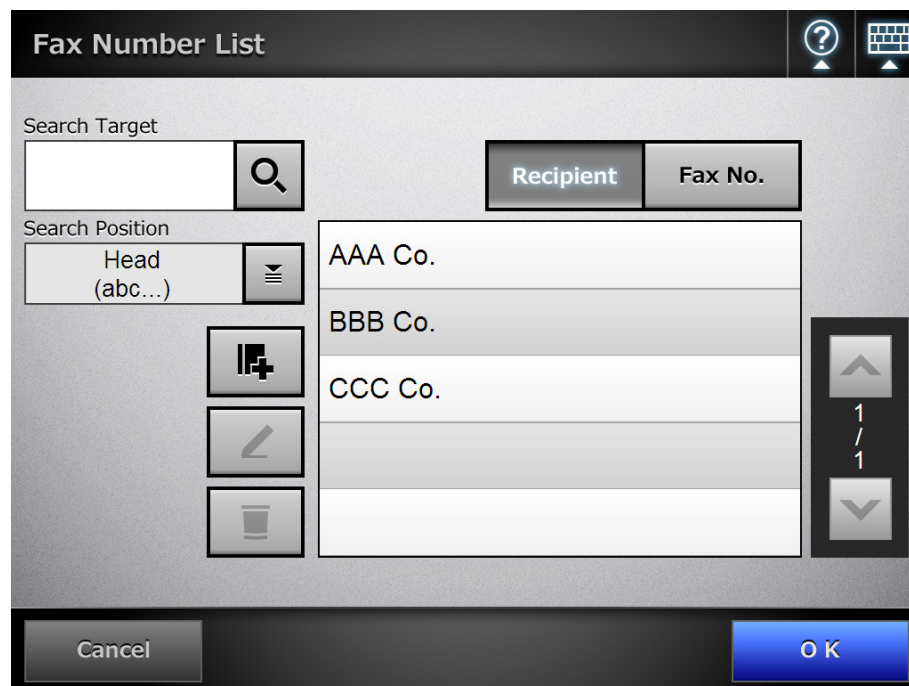
6.5.1 Selecting a Fax Number from the Fax Number List


When sending a fax, instead of directly entering a fax number with keyboard, fax numbers may be selected from a fax number list.

To enter a fax number using the fax number list, refer to [Step 2](#) of "6.5 Sending the Scanned Data by Fax" (page 264).

1. On the [Send Fax] window, press .

⇒ The [Fax Number List] window appears.



2. Press a search parameter button (either the [Recipient] or [Fax No.] button) to select a search item.
3. In [Search Target], enter a search string.
4. Press  in [Search Position].

⇒ The [Search Position] window appears.

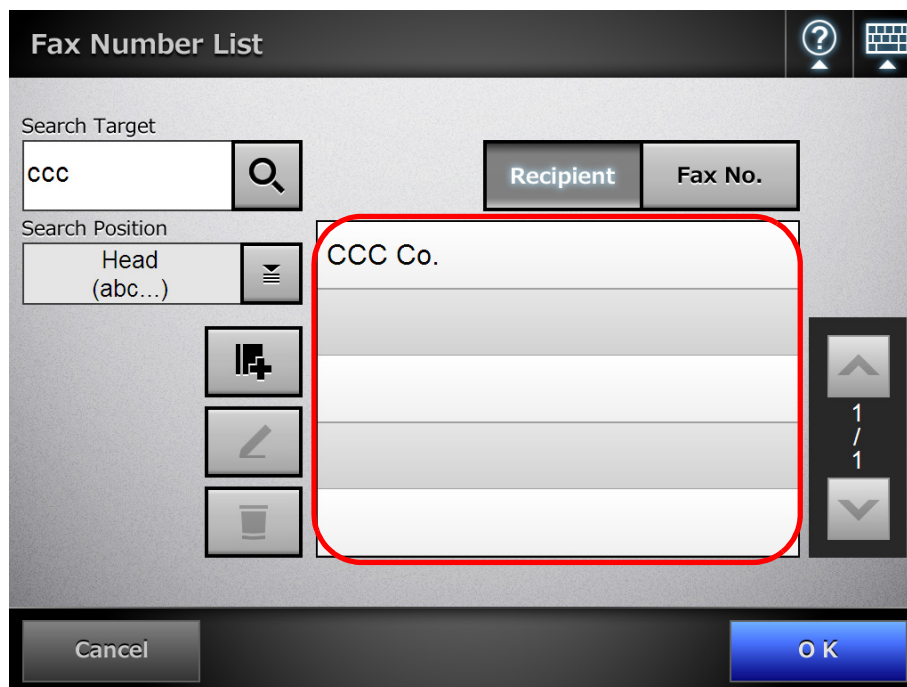
5. Select a search position setting.



⇒ The window returns to the [Fax Number List]. The selected position is displayed to the right of the [Search Position] button.

6. Press .

⇒ The search results are displayed on the right side. Five results are displayed at a time.



7. Select a destination for sending the fax from the search results.

8. Press the [OK] button.

⇒ The fax number is added to the field in the [Send Fax] window. Only one fax number can be entered at a time.

6.5.2 Adding a Contact to the Fax Number List


This section describes how to add a contact to the fax number list.

A maximum of 1,000 fax numbers can be saved in the fax number list. You cannot add any more fax numbers if the list already contains 1,000 fax numbers.

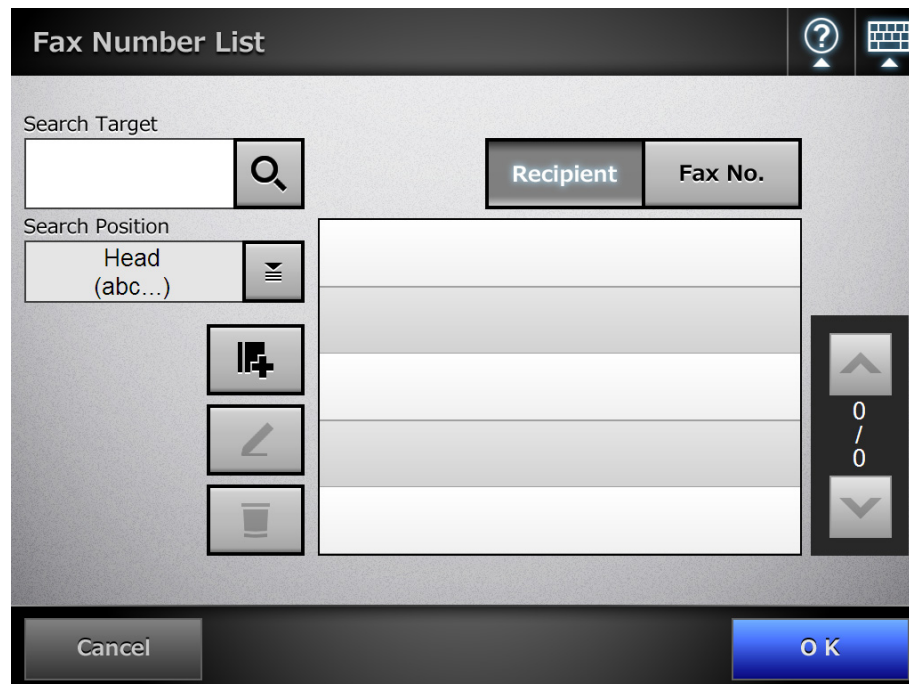
HINT

Fax contact numbers added to the list are accessible to all users.

1. Open the [Fax Number List] window in either of the following ways.

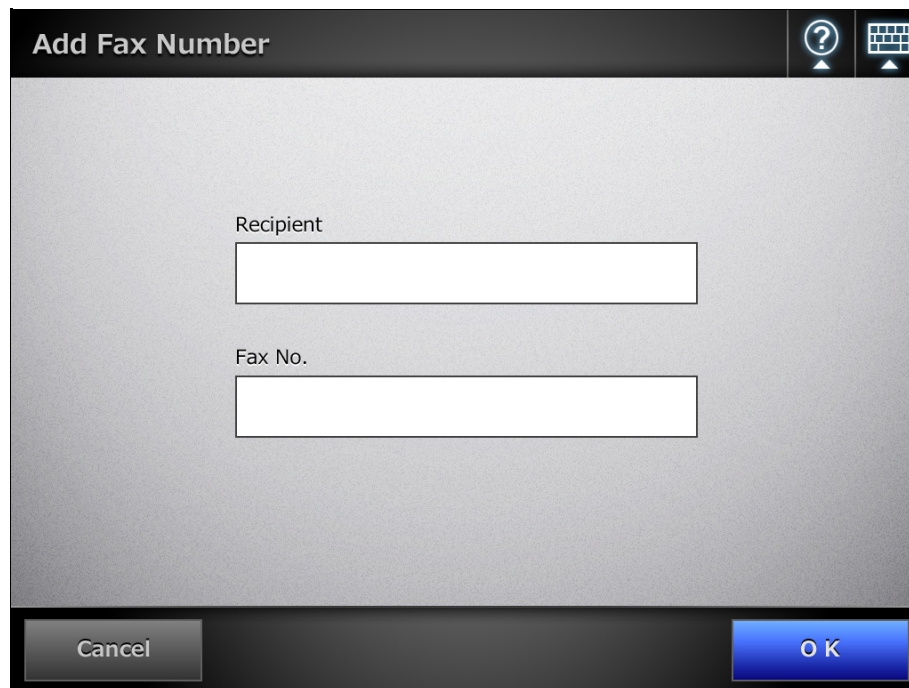
- On the [Send Fax] window, press .
- On the [Main Menu] or [Job Menu] window, press the [Maintenance] button, then on the [Maintenance] window, press the [Edit Fax Numbers] button.

2. Press .



⇒ The [Add Fax Number] window appears.

3. Enter the fax contact details.



The screenshot shows a dialog box titled "Add Fax Number". The dialog has a dark header bar with a question mark icon and a keyboard icon. The main area is light gray and contains two text input fields. The first field is labeled "Recipient" and the second is labeled "Fax No.". At the bottom of the dialog, there are two buttons: "Cancel" on the left and "OK" on the right.


4. Press the [OK] button.

⇒ The contact is added to the fax number list.

6.5.3 Editing a Contact in the Fax Number List

Edited fax contact numbers are accessible to all users.

1. Open the [Fax Number List] window in either of the following ways.


- On the [Send Fax] window, press .
- On the [Main Menu] or [Job Menu] window, press the [Maintenance] button, then on the [Maintenance] window, press the [Edit Fax Numbers] button.

2. Select a fax number to be edited.

3. Press .

⇒ The [Edit Fax Number] window appears.

4. Edit the information.



The screenshot shows a dialog box titled "Edit Fax Number". The dialog has a dark header bar with a question mark icon and a keyboard icon. The main area is light gray and contains two text input fields. The first field is labeled "Recipient" and contains the text "abc". The second field is labeled "Fax No." and contains the text "123456789". At the bottom of the dialog, there are two buttons: "Cancel" on the left and "OK" on the right.


5. Press the [OK] button.

⇒ The edited fax number list contact is saved.

6.5.4 Deleting a Contact from the Fax Number List

Fax contact numbers deleted from the list are no longer accessible to any user.

1. Open the [Fax Number List] window in either of the following ways.

- On the [Send Fax] window, press .
- On the [Main Menu] or [Job Menu] window, press the [Maintenance] button, then on the [Maintenance] window, press the [Edit Fax Numbers] button.

2. Select the fax contact that is to be deleted.

3. Press .

⇒ The [Delete Fax Number] confirmation window appears.

4. Check that the correct fax contact has been set for deletion and press the [OK] button.




⇒ The contact is deleted from the fax number list.

6.6 Printing the Scanned Data

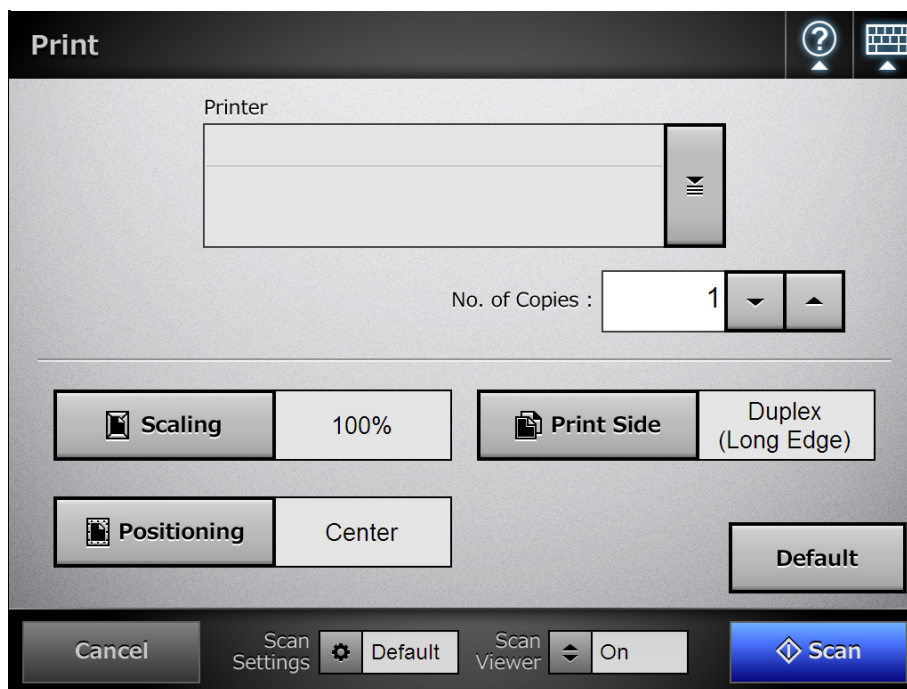
1. On the [Main Menu] window, press the [Print] button.

⇒ The [Print] window appears.

HINT

The scan information can be changed by pressing  of [Scan Settings]. For details, refer to "6.9 Setting the Scan Options" (page 297).

2. To change the printer, press .

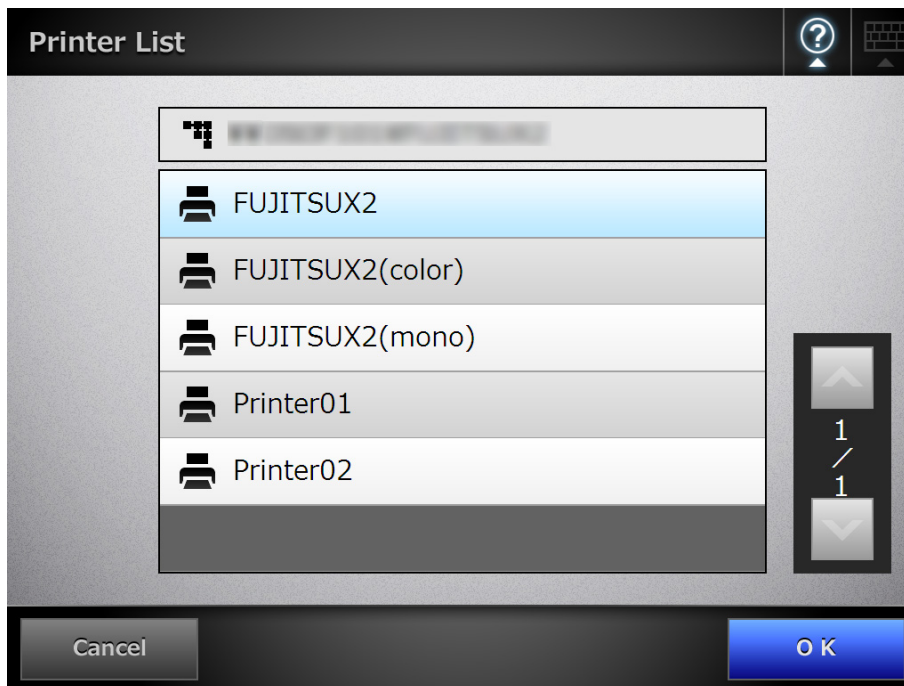


⇒ The [Printer List] window appears.

3. Select a target printer and press the [OK] button.

HINT

Only printers which were added in the list by the administrator can be selected. To change the printers in the list, contact the administrator.
For more details about adding printers, refer to ["4.13 Setting the Network Printers"](#) (page 160).



⇒ This returns you to the [Print] window.

HINT

- If the [Print Server Authentication] window appears, enter authentication information needed to access the network printer and press the [OK] button.



- On the scanner, printing rights for the printer server are checked before printing may be performed. When printing rights are being checked, data may be spooled temporarily.

4. Enter a number in [No. of Copies] field.

ATTENTION

According to the printer being used, the printer settings of the print server's side may be used.

5. Make any required print setting changes.

The scaling, positioning, and print mode settings can be changed.

For details, refer to the following.

["6.6.1 Scaling" \(page 277\)](#)

["6.6.2 Positioning" \(page 281\)](#)

["6.6.3 Print Side" \(page 283\)](#)

To return the print settings to the factory settings, press the [Default] button.

ATTENTION

According to the printer being used, the printer settings of the print server's side may be used.

6. Press the [Scan] button.

When [Scan Viewer] is [Off], this will be a [Scan&Print] button.

⇒ The scanning starts.

The scanning status and scan settings are shown during the scan.

The maximum number of pages that can be scanned is 100.

When [Blank Page Skip] is enabled, the number of scanned pages excluding skipped blank pages is shown.

Additional pages can be scanned in place of skipped blank pages, until the maximum number of scanned pages is reached.

⇒ When the scanning has completed, the [Scan Viewer] window appears.

For details about editing on the [Scan Viewer] window, refer to ["6.11 Editing the Scanned Data in the Scan Viewer" \(page 339\)](#).

HINT

- If the [Scan&Print] button is selected (when [Scan Viewer] is [Off]), the scanned data is printed immediately after the scanning is completed, and the LCD touch panel screen returns to the [Main Menu] window.

For details, refer to ["6.10 Enabling/Disabling the Scan Viewer" \(page 336\)](#).

- On the scanner, printing rights for the print server are checked before printing may be performed. When printing rights are being checked, data may be spooled temporarily.

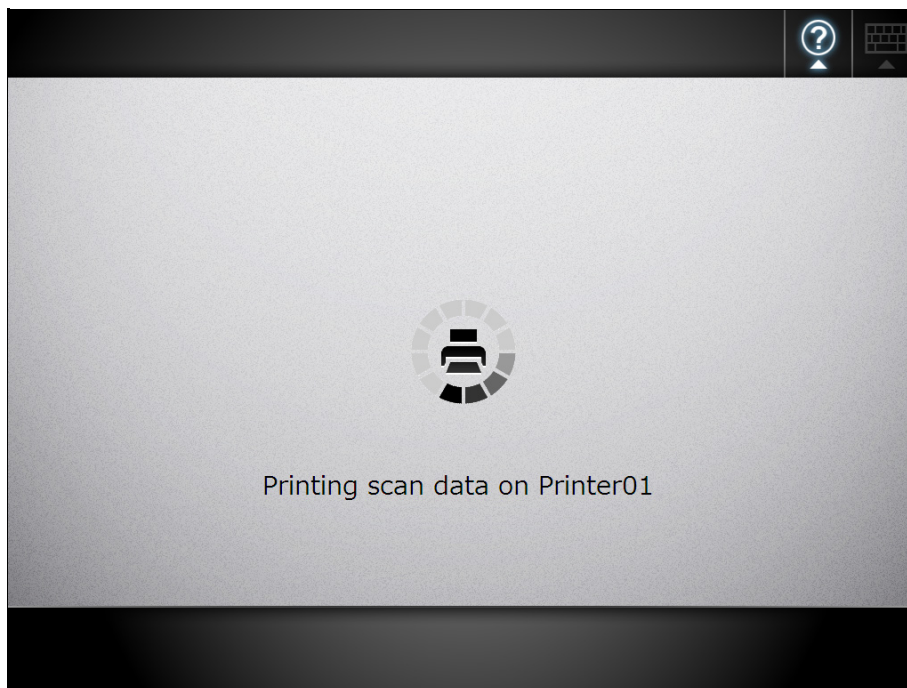
7. Check the scanned data.

For more details about the [Scan Viewer] window, refer to ["6.11 Editing the Scanned Data in the Scan Viewer" \(page 339\)](#).

8. On the [Scan Viewer] window, press the [Print] button.

⇒ The scanned data is sent to the print server and printed.

The document name for the scanned data to be printed is the name of the scanner.

**ATTENTION**

The user log shows the result of the process until the scanned data has been sent to the print server. The network printer printing result is not included. For more details about the user log, refer to ["6.12 Checking the User Log" \(page 343\)](#).

HINT

If the printing fails, an error notification e-mail with the following title is sent from the scanner to the e-mail address of the user that logged in with the LDAP server authentication.

Network Scanner (XXXX) Error

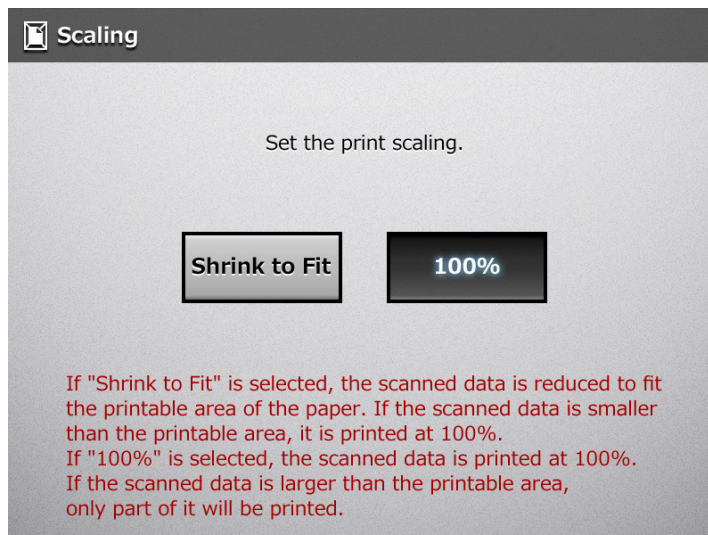
6.6.1 Scaling

Set whether to print the scanned data according to the printing paper size. The setting selected here will be used every time the user prints a document.

1. On the [Print] window, press the [Scaling] button.

⇒ The [Scaling] window appears.

2. Select the print scale of the scanned data.

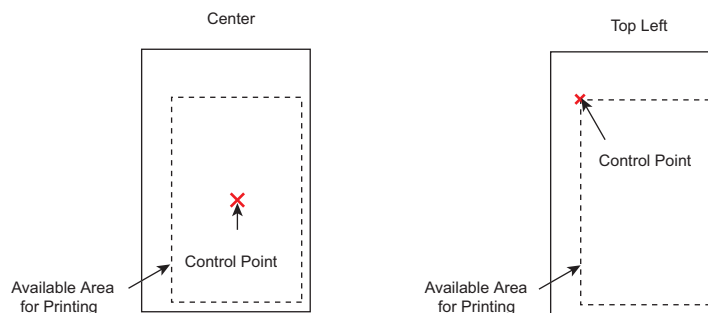




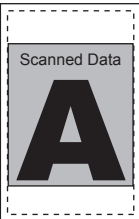



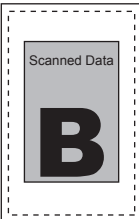




Printing results will vary as shown below, depending on the positioning setting. For more details on the positioning setting, refer to ["6.6.2 Positioning"](#) (page 281).

● Shrink to Fit

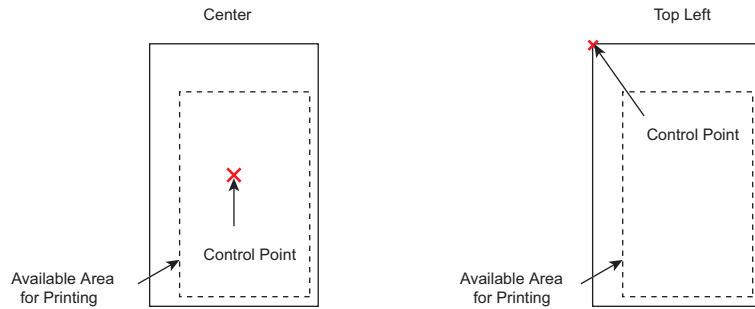
The image is reduced so that the entire image fits into the area available for printing (area inside the dotted line). Further enlargement is not possible.






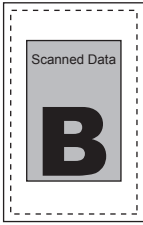



- If the positioning setting is [Center], the control point for printing is the center point of the area available for printing.
- If the positioning setting is [Top Left], the control point for printing is the top left corner of the area available for printing.



Print Sheet	Scanned Data	Positioning	Result
<p>Small</p> 	<p>Large</p> 	Center	
		Top Left	
<p>Large</p> 	<p>Small</p> 	Center	
		Top Left	
<p>Same</p> 	<p>Same</p> 	Center	
		Top Left	

- 100%
The image is printed at full scale, regardless of the paper size.
 - If the positioning setting is [Center], the control point for printing is the center point of the print sheet.
 - If the positioning setting is [Top Left], the control point for printing is the top left corner of the print sheet.



Print Sheet	Scanned Data	Positioning	Result
Small 	Large 	Center	
		Top Left	
Large 	Small 	Center	
		Top Left	
Same 	Same 	Center	
		Top Left	

⇒ This returns you to the [Print] window. The selected scaling setting is displayed to the right of the [Scaling] button.

ATTENTION

- Nothing is printed in the margin set in the printer settings.
If edge cropping has been set, the width of the edge cropping setting may be larger than the margin set in the printer settings. For more details, refer to "[6.9.20 Edge Cropping](#)" (page 334).
- If [Shrink to Fit] is set, the edge cropping area is not included in the print data.
If [100%] is set, the edge cropping area is included in the print data.
- When [100%] is set, the printing result may differ from the original document since the starting position or available area of printing depends on the printer being used.

6.6.2 Positioning

Set the print position of the scanned data.
 The setting selected here will be used every time the user prints a document.

1. On the [Print] window, press the [Positioning] button.

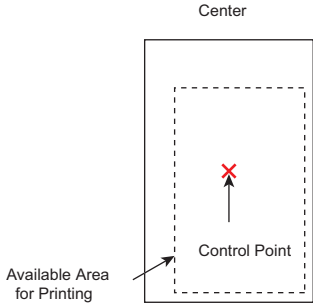
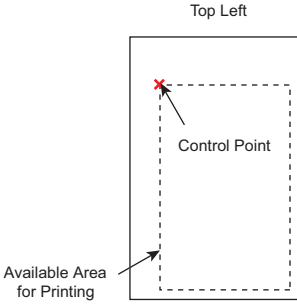
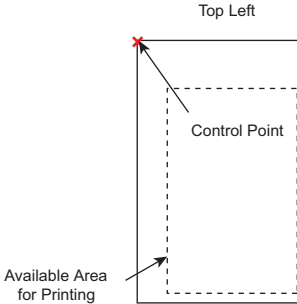
⇒ The [Positioning] window appears.

2. Select the print positioning of the data.



Printing results will vary as shown below, depending on the scaling setting. For more details on the scaling setting, refer to "6.6.1 Scaling" (page 277).

Button	Scaling	Control Point
Center	Shrink to Fit	Uses the center point of the area available for printing as a control point.

Button	Scaling	Control Point
Center	100%	<p>Uses the center point of the sheet as a control point.</p> 
Top Left	Shrink to Fit	<p>Uses the top left corner of the area available for printing as a control point.</p> 
	100%	<p>Uses the top left corner of the print sheet as a control point.</p> 

⇒ This returns you to the [Print] window. The selected positioning setting is displayed to the right of the [Positioning] button.

6.6.3 Print Side

Set whether to print on one side (simplex mode) or both sides (duplex mode).

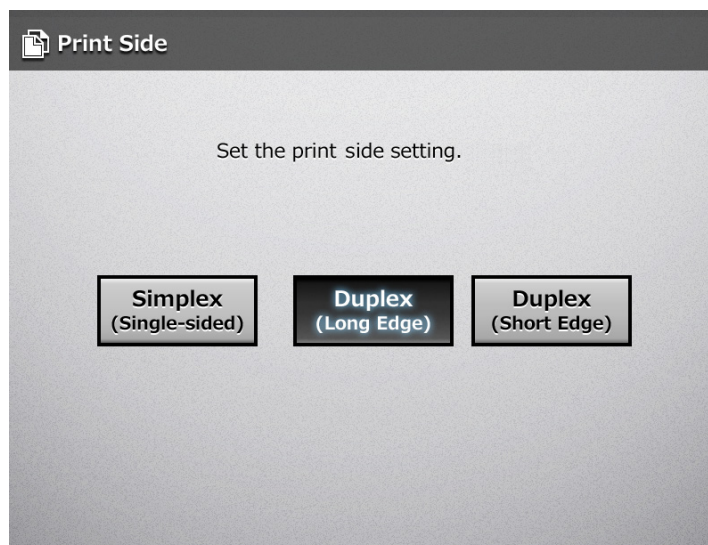
1. On the [Print] window, press the [Print Side] button.

⇒ The [Print Side] window appears.

2. Select a print mode.

ATTENTION

Depending on the printer, the long edge or short edge setting may be disabled.



⇒ This returns to the [Print] window. The selected mode is displayed to the right of the [Print Side] button.


6.7 Saving the Scanned Data to a Network Folder

Save the scanned data to a network folder or an FTP server folder.

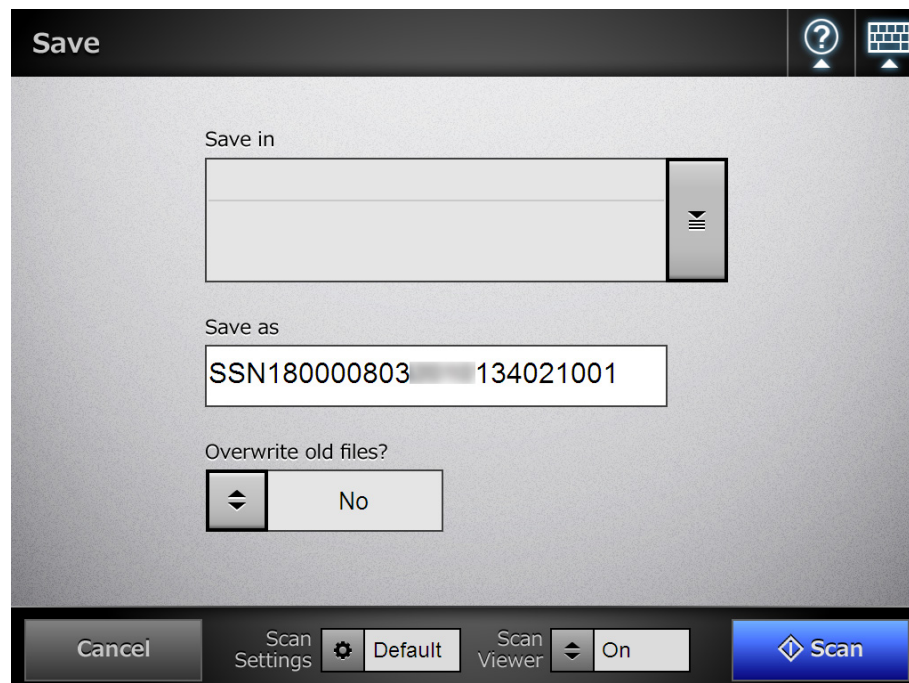
1. On the [Main Menu] window, press the [Save] button.

⇒ The [Save] window appears.

HINT

The scan information can be changed by pressing  of [Scan Settings]. For details, refer to "6.9 Setting the Scan Options" (page 297).

2. Press .



⇒ The [Folder List] window appears.

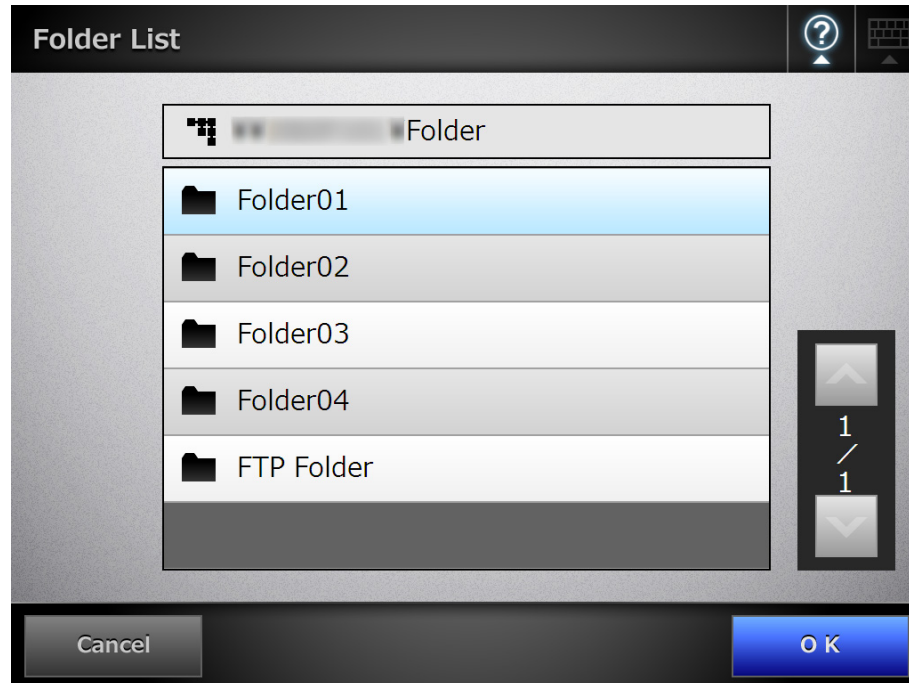
3. Select a folder for saving the scanned data.

HINT

You can select a folder from the list of folders that are added by the administrator in advance. To change the folders in the list, contact the administrator.

For more details about adding network folders, refer to ["4.12.1 Setting the Network Folders"](#) (page 143).

For more details about adding FTP server folders, refer to ["4.12.2 Setting the FTP Server Folders"](#) (page 149).




4. Press the [OK] button.

⇒ This returns you to the [Save] window.

HINT

If the [File Server Authentication] window appears, enter authentication information needed to access the file server and press the [OK] button.

5. In the [Save as] field, enter a file name for the scanned data to be saved.**ATTENTION**

- The following file names cannot be used:
 - CON
 - PRN
 - AUX
 - CLOCK\$
 - NUL
 - COM0 to COM9
 - LPT0 to LPT9
- \ and / are used as delimiters in a folder path.
- The following symbols cannot be used:
: * ? " < > |
- When the file format is changed on the window which is shown by pressing  for [Scan Settings], the file name set on the [File Names (Save)] window is reset in the [Save as] field.

6. Press  to select whether or not to overwrite an existing file with the same name.

Whether or not the file was successfully saved can be checked in the user log. For more details about accessing the user log, refer to ["6.12 Checking the User Log"](#) (page 343).

7. Press the [Scan] button.

When [Scan Viewer] is [Off], this will be a [Scan&Save] button.

⇒ The scanning starts.

The scanning status and scan settings are shown during the scan.

The maximum number of pages that can be scanned is 999.

When [Blank Page Skip] is enabled, the number of scanned pages excluding skipped blank pages is shown.

Additional pages can be scanned in place of skipped blank pages, until the maximum number of scanned pages is reached.

⇒ When the scanning has completed, the [Scan Viewer] window appears.

For details about editing on the [Scan Viewer] window, refer to ["6.11 Editing the Scanned Data in the Scan Viewer"](#) (page 339).

HINT

If the [Scan&Save] button is selected (when [Scan Viewer] is [Off]), the scanned data is saved immediately after the scanning is completed, and the LCD touch panel screen returns to the [Main Menu] window.

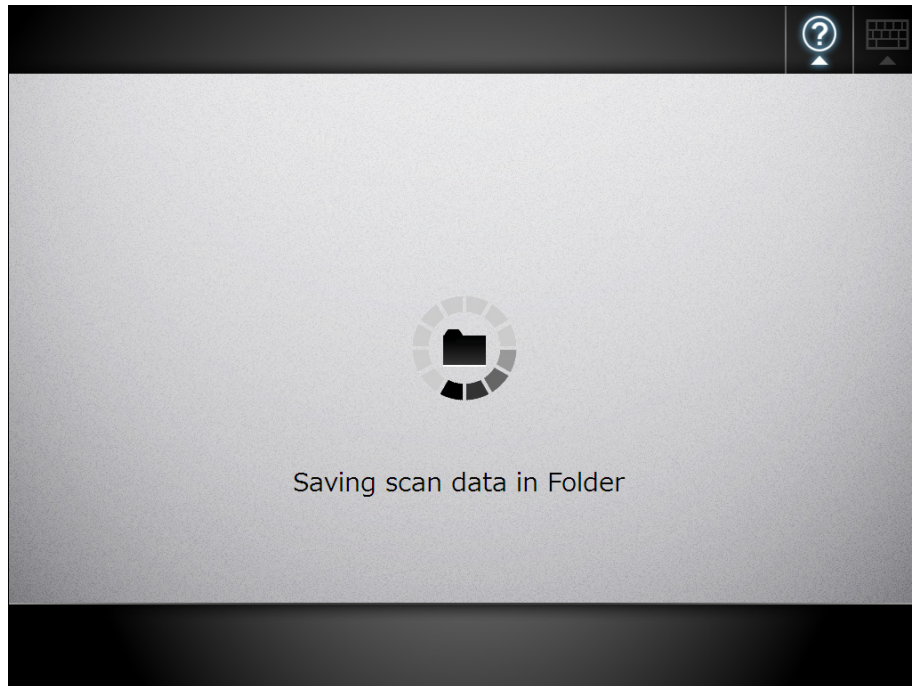
For details, refer to ["6.10 Enabling/Disabling the Scan Viewer"](#) (page 336).

8. Check the scanned data.

For more details about the [Scan Viewer] window, refer to ["6.11 Editing the Scanned Data in the Scan Viewer"](#) (page 339).

9. On the [Scan Viewer] window, press the [Save] button.

⇒ A file in the specified file format is saved in the selected folder.



⇒ The [Main Menu] window is shown again.

HINT

If saving to the folder fails, an error notification e-mail with the following title is sent from the scanner to the e-mail address of the user that logged in with the LDAP server authentication.


Network Scanner (XXXX) Error

6.8 Saving the Scanned Data to a SharePoint Folder

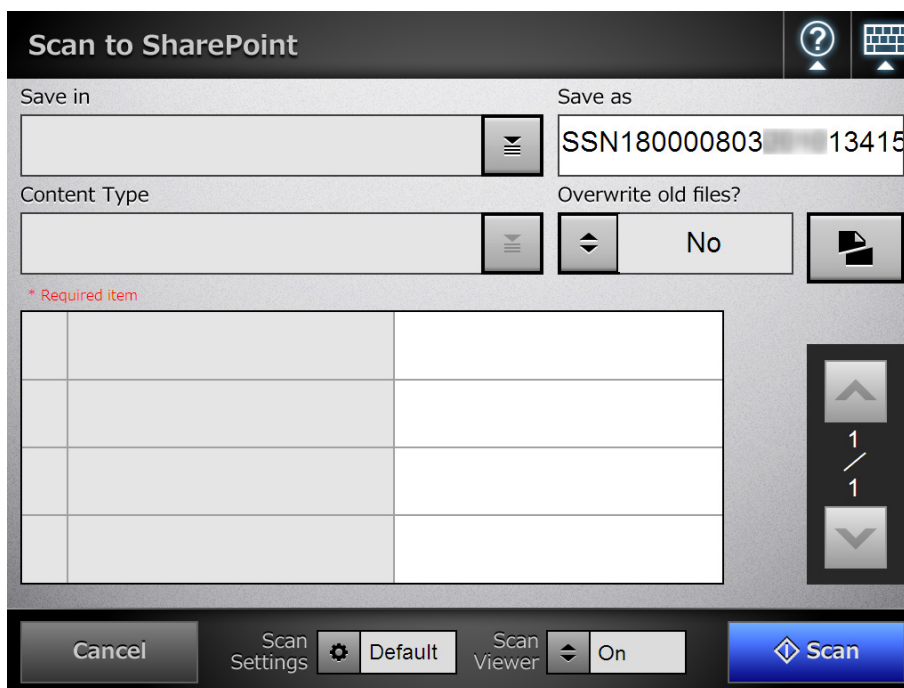
1. On the [Main Menu] window, press the [Scan to SharePoint] button.

⇒ The [Scan to SharePoint] window appears.

HINT

The scan information can be changed by pressing  of [Scan Settings]. For details, refer to "6.9 Setting the Scan Options" (page 297).

2. Press  for the [Save in] field.

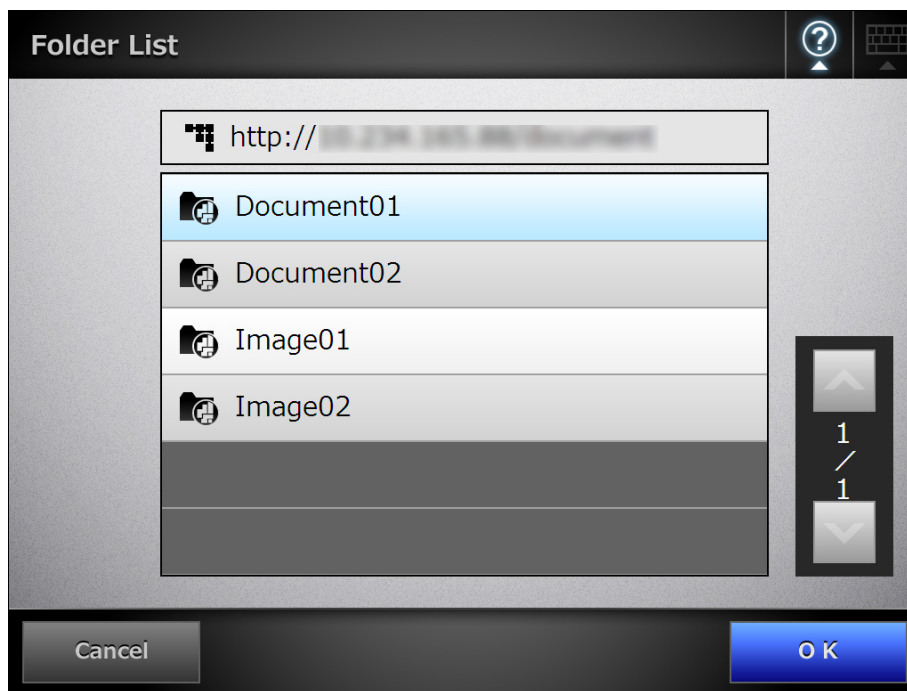


⇒ The [Folder List] window appears.

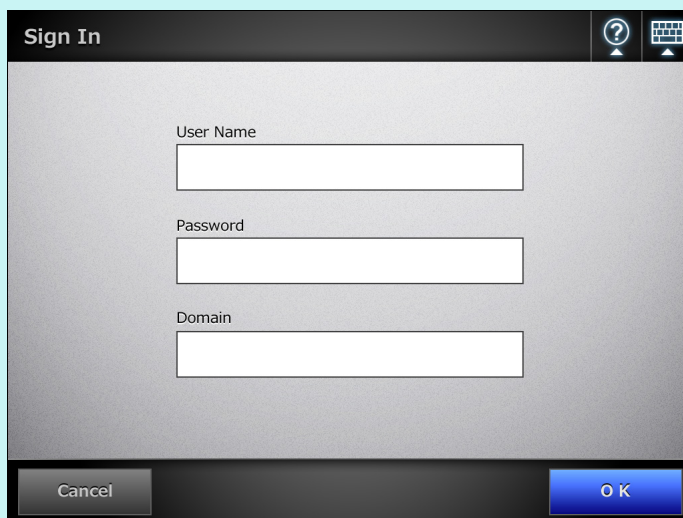
3. Select a SharePoint folder and press the [OK] button.**HINT**

You can select a SharePoint folder from the list of SharePoint folders that are added by the administrator in advance. To change the folders in the list, contact the administrator.

For more details about adding SharePoint folders, refer to "[4.12.3 Setting the SharePoint Folders](#)" (page 154).

**HINT**


If the [Sign In] window appears, enter authentication information needed to access the SharePoint server and press the [OK] button.



⇒ The [Scan to SharePoint] window is shown again.

4. In the [Save as] field, enter a file name for the scanned data to be saved.

ATTENTION

- The following file names cannot be used:
 - CON
 - PRN
 - AUX
 - CLOCK\$
 - NUL
 - COM0 to COM9
 - LPT0 to LPT9
- \ and / are used as delimiters in a folder path.
- The following symbols cannot be used:
~ " # % & * : < > ? { | }
- When the file format is changed on the window which is shown by pressing  for [Scan Settings], the file name set on the [File Names (Save)] window is reset in the [Save as] field.

5. Press  to select whether or not to overwrite an existing file with the same name.

Whether or not the file was successfully saved can be checked in the user log. For more details about accessing the user log, refer to ["6.12 Checking the User Log" \(page 343\)](#).

6. Press .

⇒ The [Document Splitting] window appears.

Configure the settings to split a file of scanned data into multiple files when the file size exceeds the maximum file limit.

7. In the [Max. File Size] field, enter the maximum file size at which a file is to be split into multiple files, and press the [OK] button.

Document Splitting

Scan data larger than 45MB needs to be split into multiple files for saving. Specify the size of the split files.

Max. File Size : MB
1-45

Approx. Page Limits

Color Mode	Pages
RGB Color	80
Grayscale	80
Black & White	202

Cancel OK

HINT

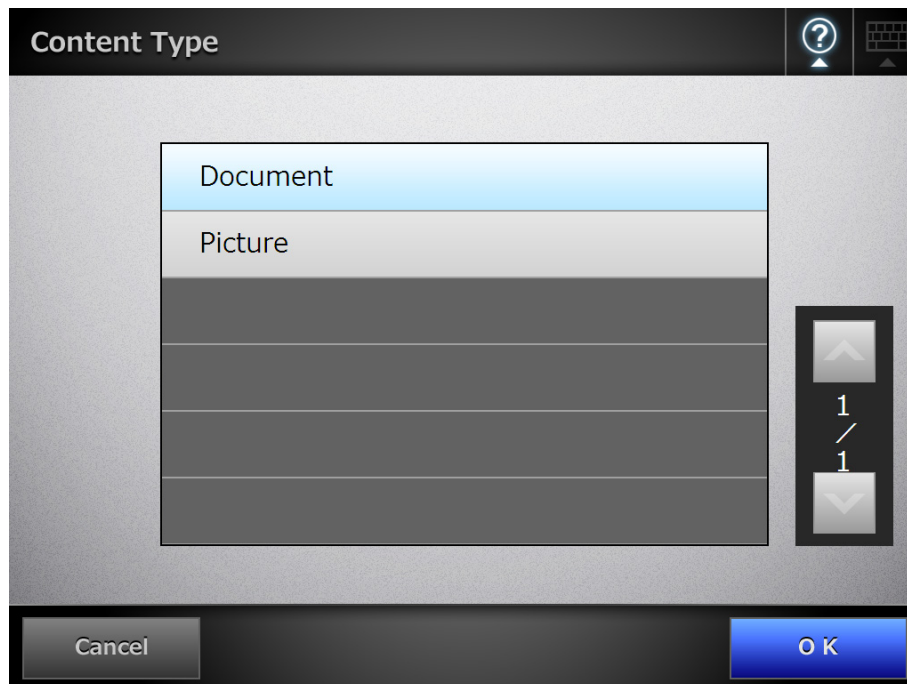
- When the file size of a single page exceeds the specified maximum file size, the page is saved as one file.
- The file name format of split files is:
"original_file_name-file_number-total_number_of_split_files"
File numbers and the total number of split files are added in four digits.
File numbers are the numbers assigned to individual split files.
For example, if the original file name is "abc", the file number is "1", and the total number of split files is "5", the file will be shown as "abc0105".

⇒ The [Scan to SharePoint] window is shown again.

8. Press  of the [Content Type] field.


⇒ The [Content Type] window appears.

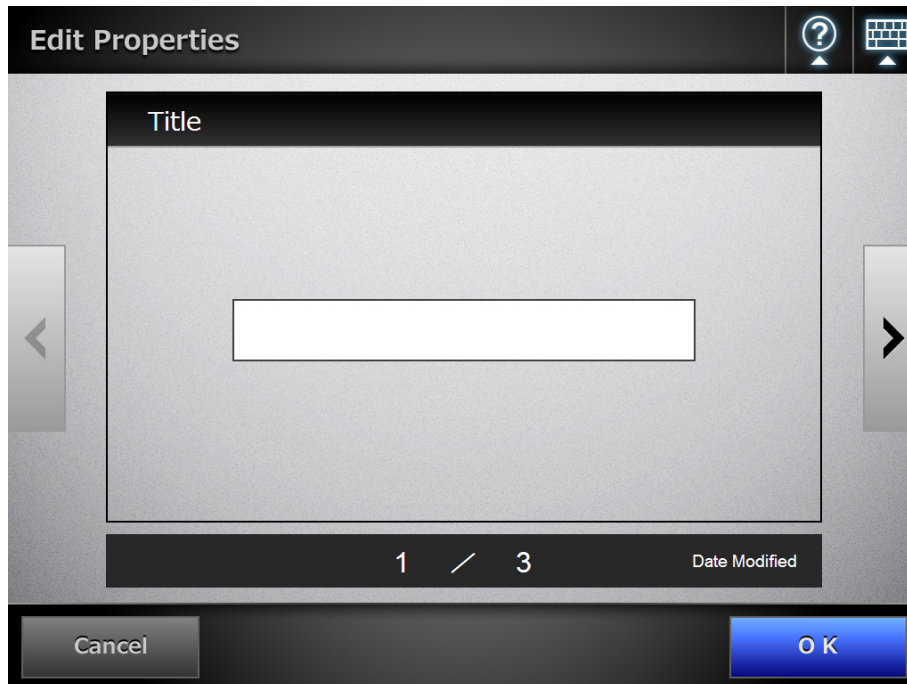
9. Select a content type used to manage the scanned data on the SharePoint server, and press the [OK] button.



- ⇒ The selected content type is set.
According to the selected content type, a list of properties defined on the SharePoint server is shown in the [Scan to SharePoint] window.

10. Set properties in either of the following ways.

- Enter properties directly in the input fields that correspond to the properties to be edited.
- Press  for a property to be edited, and set the property in the [Edit Properties] window.

**ATTENTION**

- The following properties cannot be set via the [Edit Properties] window:
 - Description
 - Categories
 - Date Picture Taken
- If properties that cannot be set on the [Edit Properties] window are required on the SharePoint server side, the scanned data will be saved in checked out status in the SharePoint folder. The checked out status can be released once the mandatory fields have been set. Checked out files cannot be overwritten.

HINT

The following properties can be set.

- Single line of text
- Multiple lines of text
- Choice
- Number
- Currency
- Date and Time
- Yes/No
- Person or Group
- Hyperlink or Picture

11. Press the [Scan] button.

When [Scan Viewer] is [Off], this will be a [Scan&Save] button.

⇒ The scanning starts.

The scanning status and scan settings are shown during the scan.

The maximum number of pages that can be scanned is 999.

When [Blank Page Skip] is enabled, the number of scanned pages excluding skipped blank pages is shown.

Additional pages can be scanned in place of skipped blank pages, until the maximum number of scanned pages is reached.

⇒ When the scanning has completed, the [Scan Viewer] window appears.

For details about editing on the [Scan Viewer] window, refer to ["6.11 Editing the Scanned Data in the Scan Viewer"](#) (page 339).

HINT

If the [Scan&Save] button is selected (when [Scan Viewer] is [Off]), the scanned data is saved immediately after the scanning is completed, and the LCD touch panel screen returns to the [Main Menu] window.

For details, refer to ["6.10 Enabling/Disabling the Scan Viewer"](#) (page 336).

12. Check the scanned data.

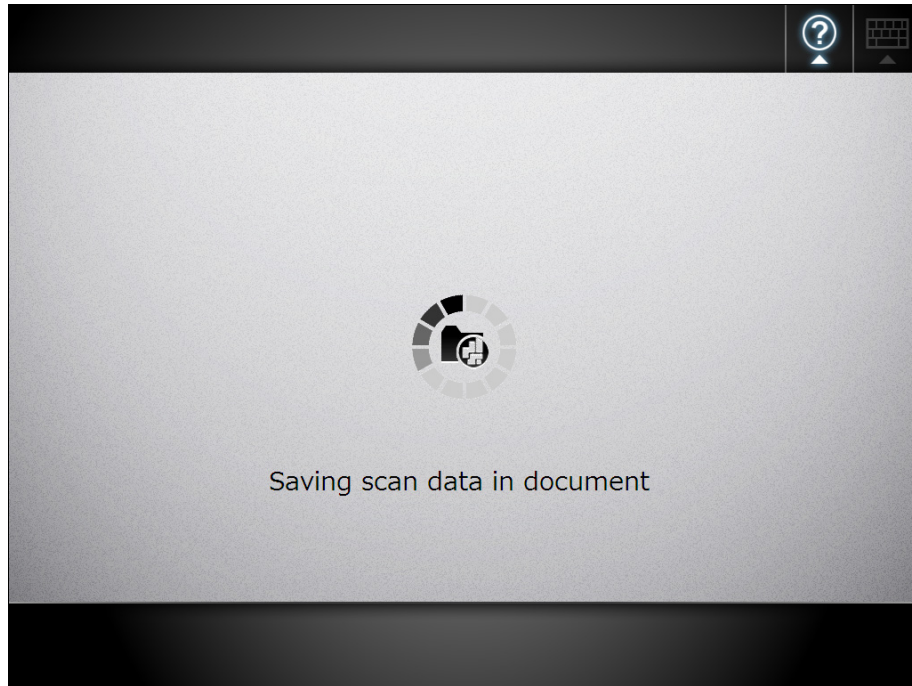
For more details about the [Scan Viewer] window, refer to ["6.11 Editing the Scanned Data in the Scan Viewer"](#) (page 339).

13. On the [Scan Viewer] window, press the [Save] button.

HINT


- When a file is overwritten, the properties of the existing file are replaced by those of the new file.
- When multiple files are saved in TIFF or JPEG format, identical properties are set to all the files.
- If required items other than [Single line of text] or [Multiple lines of text] are set for the properties of the specified folder content types, files saved in the SharePoint folder will be checked out. To change the checkout status, enter values for the required items via a Web browser, and then check in the files.

⇒ A file in the specified file format is saved in the selected SharePoint folder.

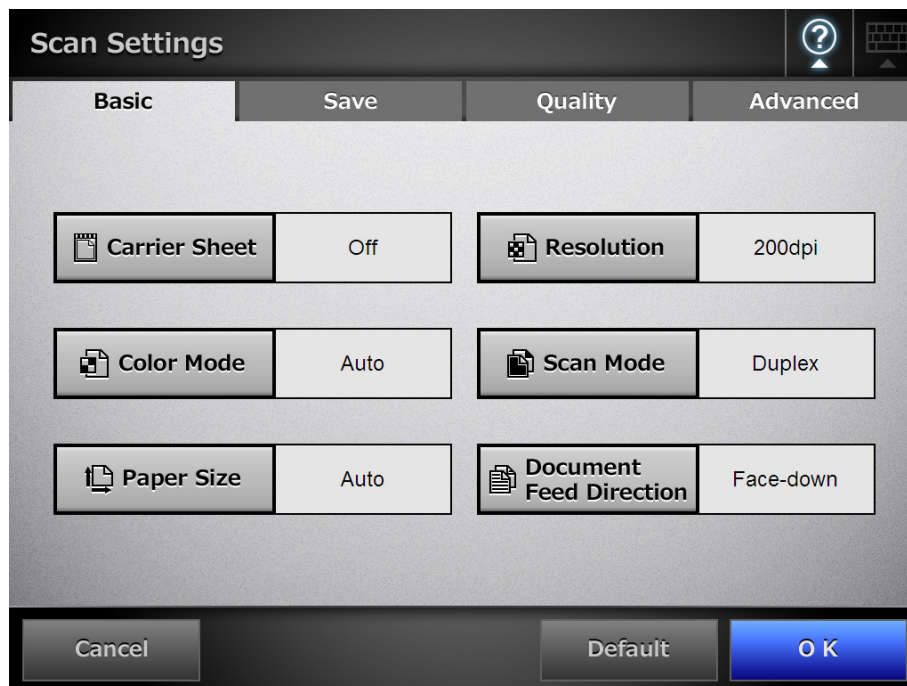


⇒ The [Main Menu] window is shown again.

6.9 Setting the Scan Options

On the following windows, press  of [Scan Settings] to access the [Scan Settings] windows.

- [Send e-Mail] window
- [Send Fax] window
- [Print] window
- [Save] window
- [Scan to SharePoint] window



The following types of scan settings are available.

- Default
These are the factory settings. To set the recommended values automatically, press the [Default] button.
- Custom
The user can change the default settings and customize any scanning preferences as needed.
Press each scan option button to set it as desired.

Function settings (for e-Mail, Fax, Print, Save, Scan to SharePoint) are saved for each user, and will be used each time that user logs in.

For more details, refer to "[6.9.1 Carrier Sheet](#)" (page 303) and the subsequent sections.

HINT

- The selected setting is displayed to the right of each button.
- The settings are saved for each login user. Settings changed after the previous logout are shown by red characters.
- When the [Scan Settings] window is opened from the [Send Fax] or [Print] window, the [Save] tab is not displayed.

Changing one scan setting item may affect other scan setting items.

The following table shows how the setting items are affected by each other.

Tab	Item		Settings which become invalid	Conditions which make settings invalid
Basic	Carrier Sheet		<ul style="list-style-type: none"> ● Paper Size ● Resolution, [600dpi] ● Brightness ● Contrast ● Background Removal ● Multifeed Setup 	—
	Color Mode	Auto	<ul style="list-style-type: none"> ● Paper Size, [Allow long pages?] ● File Format, [JPEG] ● Dropout Color 	—
		Color	<ul style="list-style-type: none"> ● Dropout Color 	—
		Grayscale	<ul style="list-style-type: none"> ● Compression, [High Compression for Color PDF] ● Text Recognition, [Marker Index] 	—
		Black & White	<ul style="list-style-type: none"> ● File Format, [JPEG] ● Compression ● Text Recognition, [Marker Index] 	—

Tab	Item		Settings which become invalid	Conditions which make settings invalid
Basic	Paper Size	Auto	<ul style="list-style-type: none"> ● Resolution, [600dpi] 	<ul style="list-style-type: none"> ● Carrier Sheet
		Allow long pages?	<ul style="list-style-type: none"> ● Resolution, [600dpi], [300dpi], [Auto] ● Text Recognition ● Blank Page Skip ● Page Orientation ● Multifeed Setup 	<ul style="list-style-type: none"> ● Carrier Sheet ● Color Mode, [Auto]
		Other than [Auto] and [Allow long pages?]	—	<ul style="list-style-type: none"> ● Carrier Sheet
	Resolution	600dpi	<ul style="list-style-type: none"> ● Text Recognition, [All Pages], [Pages] ● Compression, [High Compression for Color PDF] ● Page Orientation, other than [Auto] 	<ul style="list-style-type: none"> ● Carrier Sheet ● Paper Size, [Auto], [Allow long pages?]
		300dpi, Auto	Resolution, [600dpi], [300dpi], [Auto]	<ul style="list-style-type: none"> ● Paper Size, [Allow long pages?]
		150dpi, 200dpi	—	—
	Scan Mode		—	—
	Document Feed Direction		—	—
Save (*1)	File Format	PDF	—	—
		JPEG	<ul style="list-style-type: none"> ● Text Recognition ● PDF Password ● Compression, [High Compression for Color PDF] 	<ul style="list-style-type: none"> ● Color Mode, [Auto], [Black & White]
		TIFF, MTIFF	—	—

Tab	Item		Settings which become invalid	Conditions which make settings invalid	
Save (*1)	Text Recognition (*2)	First Page	—	<ul style="list-style-type: none"> ● Paper Size, [Allow long pages?] ● File Format, other than [PDF] 	
		All Pages, Pages	—	<ul style="list-style-type: none"> ● Paper Size, [Allow long pages?] ● File Format, other than [PDF] ● Resolution, [600dpi] 	
		First marked section only, All marked sections	<ul style="list-style-type: none"> ● Brightness ● Contrast ● Background Removal 	<ul style="list-style-type: none"> ● Color Mode, [Grayscale], [Black & White] ● File Format, other than [PDF] ● Paper Size, [Allow long pages?] 	
		PDF Password		—	<ul style="list-style-type: none"> ● File Format, other than [PDF]
	Compression	High Compression for Color PDF	—	<ul style="list-style-type: none"> ● Color Mode, [Grayscale], [Black & White] ● Resolution, [600dpi] ● File Format, other than [PDF] 	
		Other than High Compression for Color PDF	—	<ul style="list-style-type: none"> ● Color Mode, [Black & White] 	

Tab	Item		Settings which become invalid	Conditions which make settings invalid
Quality	Brightness		—	<ul style="list-style-type: none"> ● Carrier Sheet ● Text Recognition, [Marker Index]
	Contrast		—	<ul style="list-style-type: none"> ● Carrier Sheet ● Text Recognition, [Marker Index]
	Sharpness		—	—
	Dropout Color	None	—	<ul style="list-style-type: none"> ● Color Mode, [Auto], [RGB Color]
		Other than None	—	<ul style="list-style-type: none"> ● Carrier Sheet ● Color Mode, [Auto], [RGB Color]
	Background Removal		—	<ul style="list-style-type: none"> ● Carrier Sheet ● Text Recognition, [Marker Index]
Advanced	Blank Page Skip		—	<ul style="list-style-type: none"> ● Carrier Sheet ● Paper Size, [Allow long pages?]
	Page Orientation	Auto	—	<ul style="list-style-type: none"> ● Paper Size, [Allow long pages?]
		Other than Auto	—	<ul style="list-style-type: none"> ● Carrier Sheet ● Paper Size, [Allow long pages?] ● Resolution, [600dpi]
	Multifeed Setup		—	<ul style="list-style-type: none"> ● Carrier Sheet ● Paper Size, [Allow long pages?]
	Edge Cropping		—	—

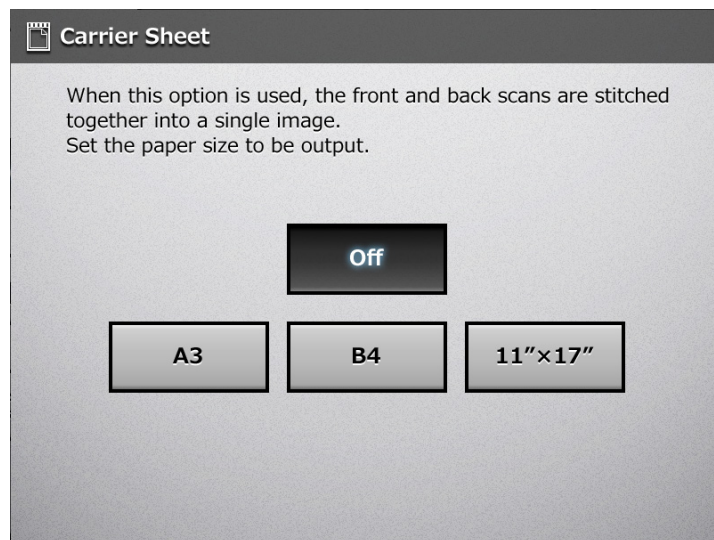
- (*1): When the [Scan Settings] window is opened from the [Print] or [Send Fax] window, the [Save] tab is not displayed.
- (*2): Text recognition includes the items [Searchable PDF] and [Marker Index].

6.9.1 Carrier Sheet

Set whether or not a carrier sheet is used.

When using a carrier sheet, set the size of the scanned document to be output.

1. On the [Scan Settings] window, select the [Basic] tab.
2. Press the [Carrier Sheet] button.
⇒ The [Carrier Sheet] window appears.
3. If a carrier sheet is to be used, select the output size for the scanned image.

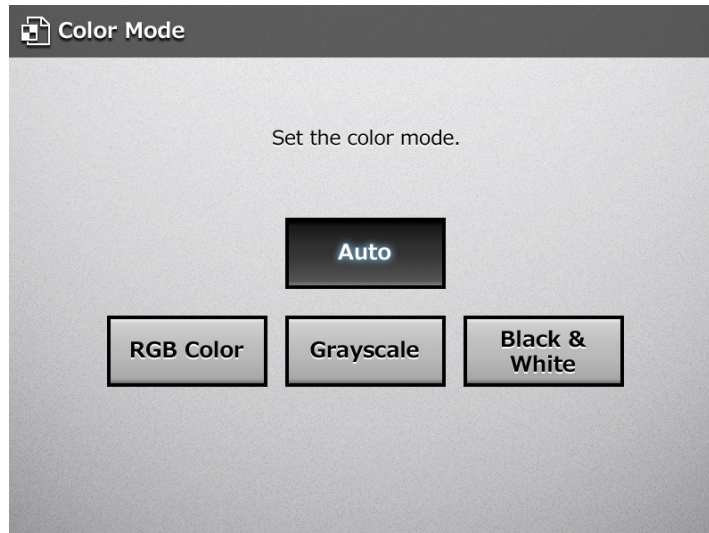


- ⇒ This returns you to the [Scan Settings] window. The selected setting is displayed to the right of the [Carrier Sheet] button.

6.9.2 Color Mode

Set whether the document is scanned in "color" or "black and white".

1. On the [Scan Settings] window, select the [Basic] tab.
2. Press the [Color Mode] button.
⇒ The [Color Mode] window appears.
3. Select the color mode.



⇒ This returns you to the [Scan Settings] window. The selected mode is displayed to the right of the [Color Mode] button.

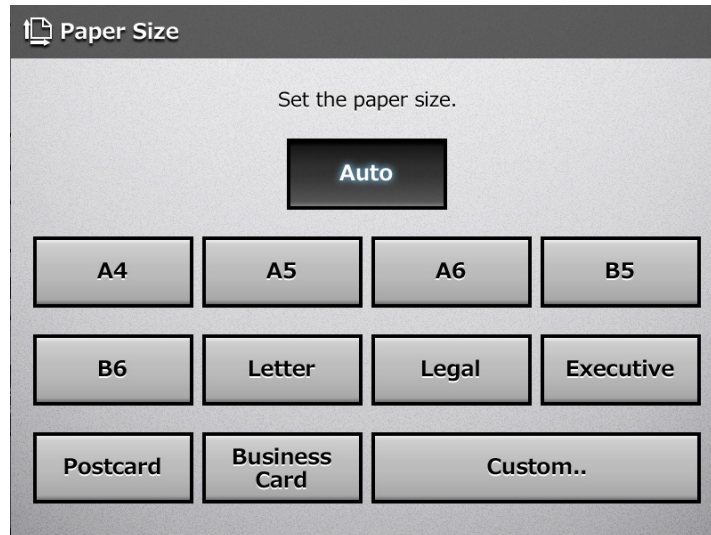
HINT

- Usually, the color mode should be set as [Auto].
If this setting is specified, there is no need to change the color mode each time you scan a document.
Note that black and white or grayscale mode may be automatically selected for the following kinds of documents:
 - Off-white papers
 - Documents with only a minor amount of color
 - Documents printed in gray or other close-to-black colorsSections of 16 mm from top, bottom, left, and right edges of a document are out of the range for automatic mode selection (for the smaller sizes of business card, postcard, A6 and B6, 4 mm from the edges), so that the shades of document edges or punched holes can be avoided.
To ensure such documents are scanned in color mode, press the [RGB Color] button on the [Color Mode] window.
- A black and white document containing a shaded table can be recognized as grayscale.

6.9.3 Paper Size

Set a paper size for the document to be scanned.

1. On the [Scan Settings] window, select the [Basic] tab.
2. Press the [Paper Size] button.
 - ⇒ The [Paper Size] window appears.
3. Select a paper size.



⇒ This returns you to the [Scan Settings] window. The selected size is displayed to the right of the [Paper Size] button.

ATTENTION

When the [Auto] setting is used, the paper size is set to the same size (Maximum: 215.9 × 355.6 mm/8.5 × 14 in.) as the actual document being scanned.

However, if using any of the following types of documents, the automatic paper size detection may not function correctly:

- Paper of weight less than 52 g/m² (14 lb)
- Documents that are not rectangular
- Documents of a longer length than legal size

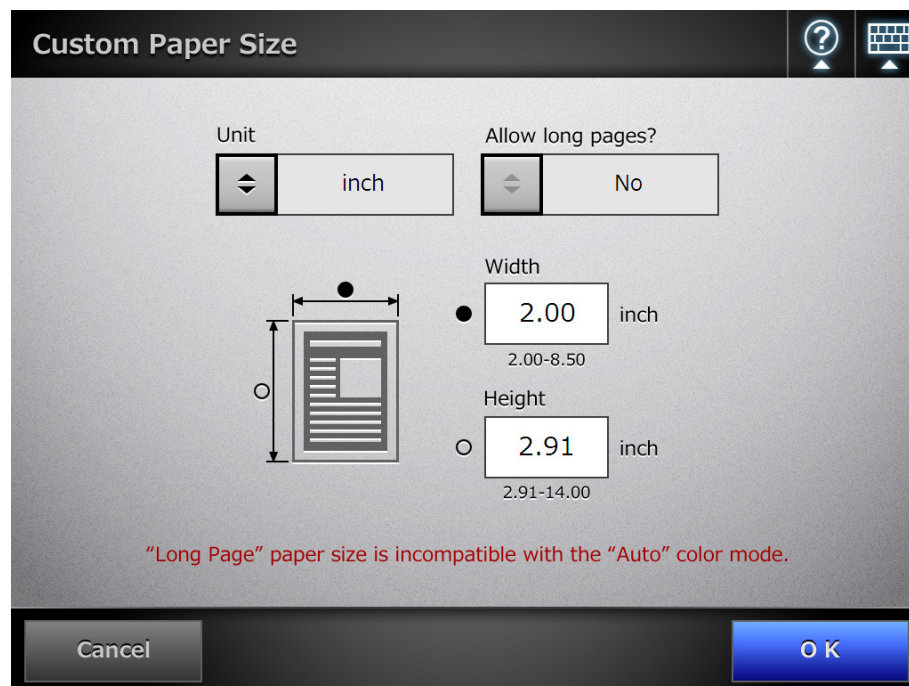
HINT

- If a paper size other than [Auto] is selected and only one side of the documents is scanned, artwork on the reverse side of the paper may bleed through onto the front side scan. If this happens, blank pages may not be recognized as such, and thus may not be skipped by the [Skip Blank Page] function. For more details, refer to "[6.9.17 Blank Page Skip](#)" (page 329).
- When the [Custom] button is selected, any paper size for the scanned data can be specified on the [Custom] window.
If the paper height is 355.6 mm (14 in.) or longer, the paper size setting must be set to allow long pages. For details, refer to "[Long Page Mode](#)" (page 306).

■ Long Page Mode

When scanning pages which are longer than standard documents, the [Allow long pages] setting must be specified.

1. On the [Scan Settings] window, select the [Basic] tab.
2. Press the [Paper Size] button.
⇒ The [Paper Size] window appears.
3. Press the [Custom] button.
⇒ The [Custom Paper Size] window appears.
4. For [Unit], select a paper size unit.
5. For [Allow long pages?], select [Yes].



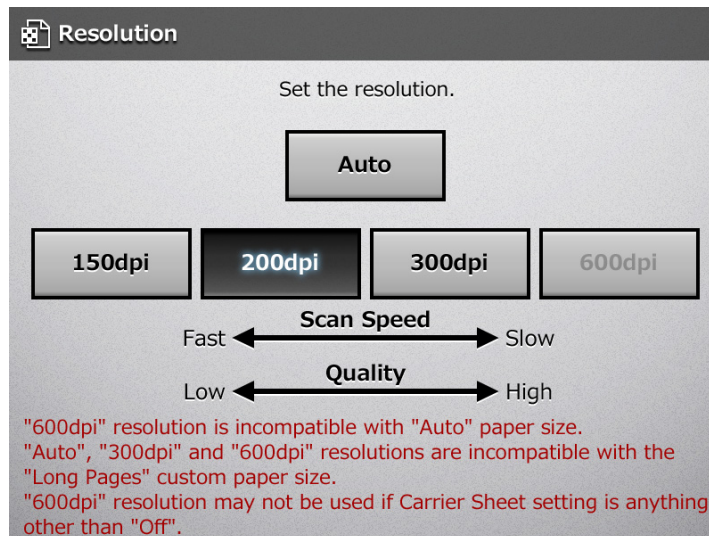
6. Enter a paper size.
7. Press the [OK] button.
⇒ Pressing the [OK] button on the confirmation window returns you to the [Scan Settings] window. "Custom" is displayed to the right of the [Paper Size] button.

6.9.4 Resolution

Changing the resolution level affects the scanned data in the following ways.

Item	High resolution	Low resolution
Scan speed	Slow	Fast
Scan quality	High	Low
File size	Large	Small

1. On the [Scan Settings] window, select the [Basic] tab.
2. Press the [Resolution] button.
⇒ The [Resolution] window appears.
3. Select a resolution level.

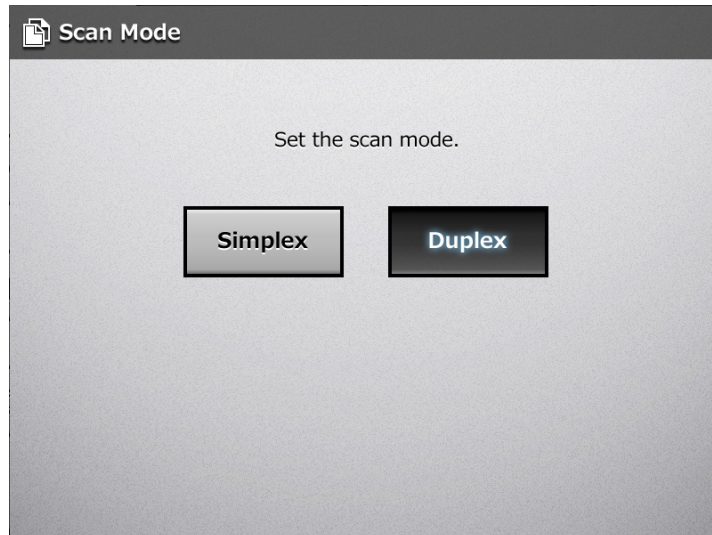


- ⇒ This returns you to the [Scan Settings] window. The selected level is displayed to the right of the [Resolution] button.

6.9.5 Scan Mode

Set the scan mode for the documents.

1. On the [Scan Settings] window, select the [Basic] tab.
2. Press the [Scan Mode] button.
⇒ The [Scan Mode] window appears.
3. Select the scan mode for the loaded document.



⇒ This returns you to the [Scan Settings] window. The selected mode is displayed to the right of the [Scan Mode] button.

6.9.6 Document Feed Direction

Set the feed direction of the document when loading onto the scanner.

1. On the [Scan Settings] window, select the [Basic] tab.
2. Press the [Document Feed Direction] button.
⇒ The [Document Feed Direction] window appears.
3. Select the document feed direction.



- ⇒ This returns you to the [Scan Settings] window. The selected feed direction is displayed to the right of the [Document Feed Direction] button.

6.9.7 File Format

Set the file format for the scanned data.

Some scan settings cannot be used for certain file formats.

Option	PDF	JPEG	TIFF	MTIFF
Text Recognition	A	NA	NA	NA
PDF Password	A	NA	NA	NA
Compression	A (*1)	A	A (*1)	A (*1)

A: Available NA: Not available

(*1): Available only when the [Color Mode] is [Auto] , [Grayscale], or [RGB Color].

Compression also differs for certain file formats as follows:

Color Mode	Document	File Format		
		PDF	JPEG	TIFF/MTIFF
Auto	Color	JPEG or high compression for color PDF	JPEG	JPEG
	Grayscale	JPEG	JPEG	JPEG
	Black & White	MMR	(NA)	MMR
RGB Color	Color Grayscale Black & White	JPEG or high compression for color PDF	JPEG	JPEG
Grayscale	Color Grayscale Black & White	JPEG	JPEG	JPEG
Black & White	Color Grayscale Black & White	MMR	(NA)	MMR

(NA): Not available

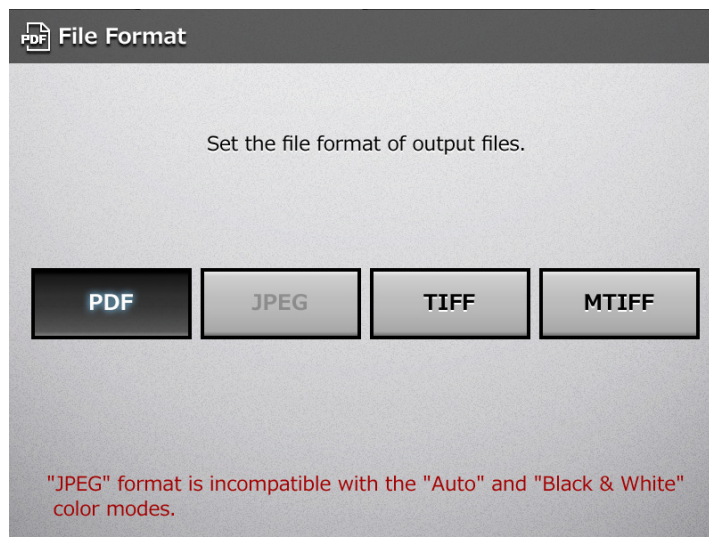
HINT

When PDF format is selected, select whether or not to use [High Compression for Color PDF] mode. When [High Compression for Color PDF] is selected, characters and backgrounds are separated and only backgrounds are compressed. Therefore, the file size of a character based document can be reduced without the quality of the characters being decreased.

However, note the following:

- Photographs or pictures are recognized as background and compressed at a high rate, causing degradation in the scanned image.
- Thus, this mode is not appropriate for scanning photographs or other graphical materials.
- The contrast of the image may become higher.

1. On the [Scan Settings] window, select the [Save] tab.
2. Press the [File Format] button.
⇒ The [File Format] window appears.
3. Select a file format.

**HINT**

If PDF format is selected, Adobe Reader 4.0 or later is required to view the created PDF file.

- ⇒ This returns you to the [Scan Settings] window. The selected format is displayed to the right of the [File Format] button.

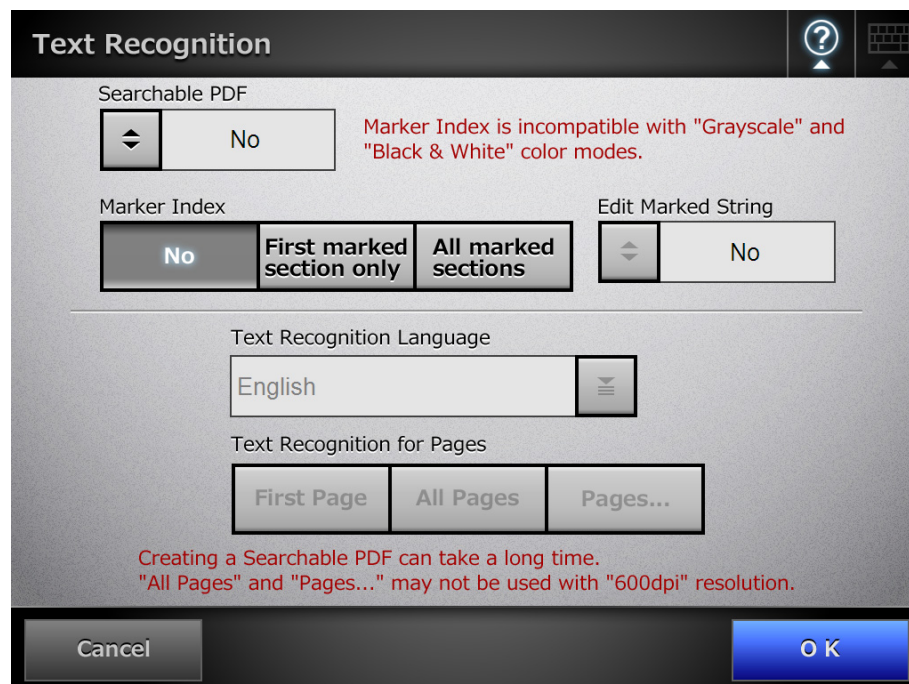
6.9.8 Searchable PDF

When the file format is PDF, the scanned data can be converted to a searchable PDF by automatically recognizing character strings contained in the document.

ATTENTION

- Conversion to searchable PDF may take extra time.
- The scanner may fail to correctly recognize the following kinds of documents (characters) as text. However, by changing the color mode and/or improving the image quality for scanning, such documents may be successfully recognized.
 - Handwritten documents
 - Documents including smaller characters and scanned in low quality
 - Skewed documents
 - Documents including texts written in italic characters
 - Superscript/subscript letters and complex mathematical formulas
 - Characters are written on an unevenly-colored or patterned background
Example: Shaded characters
 - Documents containing a lot of characters to which effects are applied
Example: Characters to which effects such as Shadow and Outline are applied
- Documents with a complex layout and documents with image noise (uneven color, paper overlap, smudges) may take longer for text recognition to process.

1. On the [Scan Settings] window, select the [Save] tab.
2. Press the [Text Recognition] button.
⇒ The [Text Recognition] window appears.
3. For [Searchable PDF], select [Yes].



4. For [Text Recognition Language], select a language used when text is to be recognized in the document.

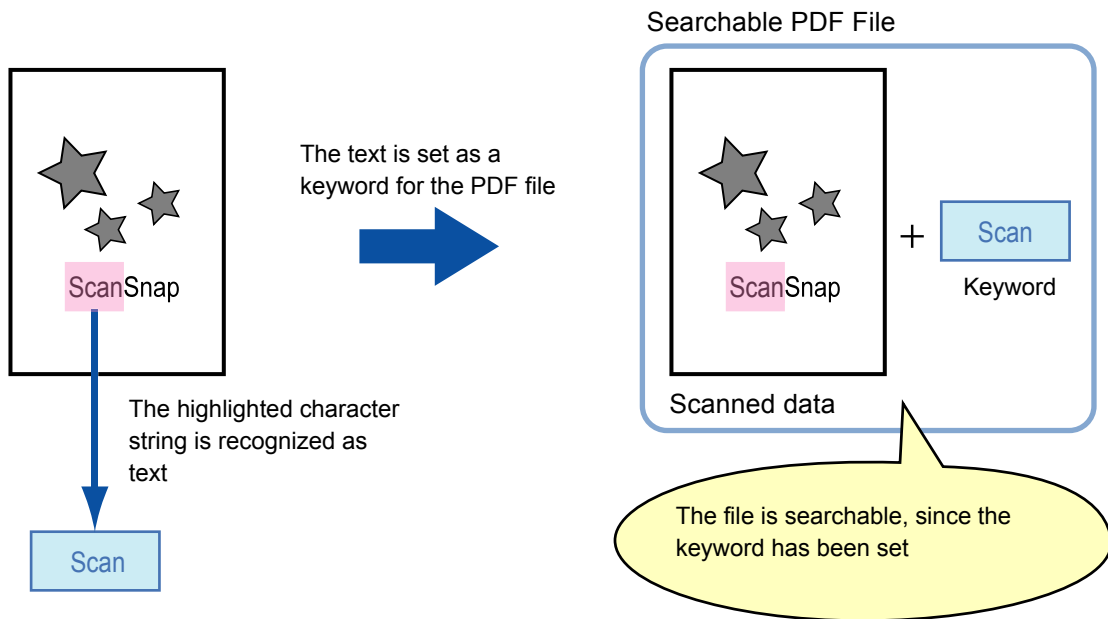
5. Under [Text Recognition for Pages], specify the pages to be output in searchable PDF.

6. Press the [OK] button.

⇒ This returns you to the [Scan Settings] window. The setting selected for [Text Recognition for Pages] is displayed to the right of the [Text Recognition] button.

6.9.9 Setting a Keyword for the PDF

A character string such as the title of a black and white document can be used as a keyword for the created PDF file. The keyword is useful when searching the PDF file. Mark a character string to be set as a keyword with a water-based highlight pen so that the character string is completely covered. When you perform a scan, the marked character strings are recognized and set as keywords for the PDF file. Hereinafter, a line drawn with a water-based highlight pen is referred to as a "marked section", and a water-based highlight pen as a "highlight pen".



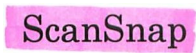


Marked sections should be highlighted on a black and white document in the following way.

- Any regular highlight pen can be used.
- The recommended colors and thickness of marked sections are as follows:

Pink	Yellow	Blue	Green
ScanSnap	ScanSnap	ScanSnap	ScanSnap

- Draw a straight line over a single line of characters.
- The supported size of a marked section is as follows:
Minimum size: Height 3 mm (0.1 in.), Width 10 mm (0.4 in.)
Maximum size: Height 20 mm (0.8 in.), Width 150 mm (5.9 in.)
- Sections marked by a pale color may not be recognized.
- Use only a single color within a page.
- Draw a marker line in a way that the desired character string is completely covered.


The color of an entire marked section should be even in thickness.

Good Example	Bad Example 1 (The characters are not completely covered)	Bad Example 2 (The color is not even)
		

- Up to 10 sections can be marked in a page.

ATTENTION

- In the following documents, highlighted character strings cannot be set as a keyword:
 - Catalogs, pamphlets, and other color documents
 - Documents including sections marked in two or more colors
 - Documents containing colors other than for marking (pens other than highlight pens are used or the document is stained)
 - Documents containing a large number of marked sections in a page
- When any of the following conditions apply, the highlighted character strings may not be able to be set as a keyword:
 - The size of a marked section is out of the supported range
 - Marking lines are not drawn in an ordinary way (such as when a line is slanted)
 - Multiple marked sections are located close to each other
 - The color of the highlight pen is too pale or the color has faded



- When applying markings on two or more character strings, the marked sections must be separated from each other by at least 5 mm (0.2 in.). If marked sections are too close to each other, multiple sections may be recognized as a single section.
- In the following case, other characters close to marked sections may be set as a keyword:
 - When a marking is drawn over another line (upper or lower)
- In the following cases, characters not highlighted by a marked section may be set as a keyword:
 - Catalogs, pamphlets, and other color documents
 - Documents containing colored characters, figures, pictures, tables, lines, or other elements
 - Documents containing marked areas other than those containing character strings to be set as keywords
 - Tainted documents
 - Documents containing sections framed by a highlight pen

HINT

- If setting a keyword is not successful, improving image scanning quality may help.
- Keywords for PDF files can be checked from the Adobe Acrobat document properties menu.

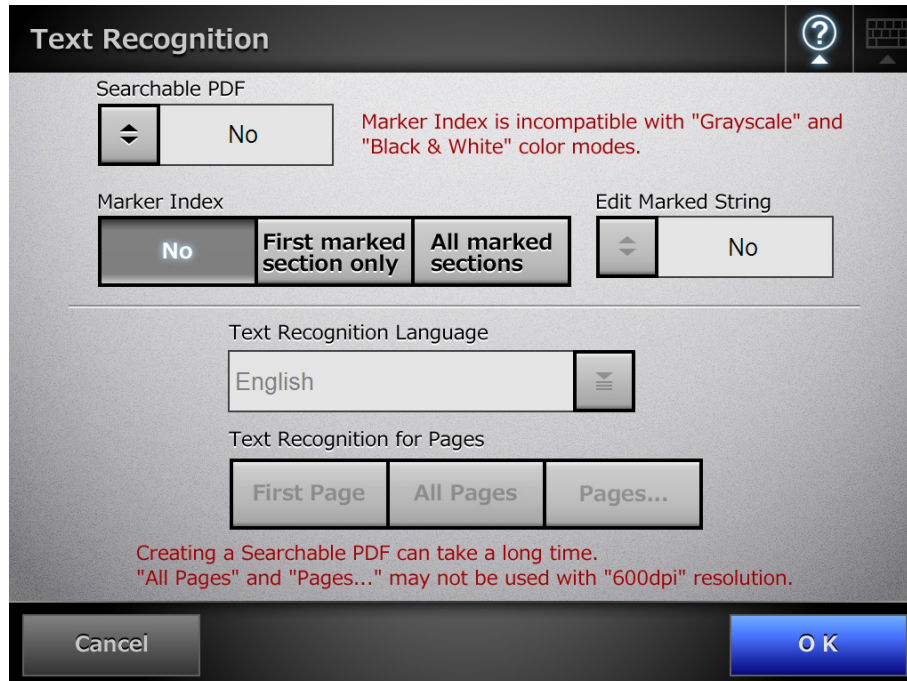
To automatically set a keyword for a PDF file, change the settings as shown below.

ATTENTION

- Conversion to searchable PDF may take extra time.
- The scanner may fail to correctly recognize the following kinds of documents (characters) as text. However, by changing the color mode and/or improving the image quality for scanning, such documents may be successfully recognized.
 - Handwritten documents
 - Documents including smaller characters and scanned in low quality
 - Skewed documents
 - Documents including texts written in italic characters
 - Superscript/subscript letters and complex mathematical formulas
 - Characters are written against an unevenly-colored or patterned background
Example: Shaded characters
 - Documents containing a lot of characters to which effects are applied
Example: Characters to which effects such as Shadow and Outline are applied
- Documents with a complex layout and documents with image noise (uneven color, paper overlap, smudges) may take longer for text recognition to process.
- If the same character string is marked at multiple locations of a document, the same keyword is added to the PDF file multiple times.
- The total number of characters for keywords is limited up to 255 characters, including delimiters between keywords.
- When keywords are viewed in Adobe Acrobat and Adobe Reader, the appended quotation marks (") may be found at the beginning and end of keywords.

1. On the [Scan Settings] window, select the [Save] tab.
2. Press the [Text Recognition] button.
 - ⇒ The [Text Recognition] window appears.

3. For [Marker Index], select an option to specify the range of marked sections for text recognition.



ATTENTION

The range of marked sections for text recognition can be selected when the color mode is [Auto] or [RGB Color].

Even if the color mode is [Auto], depending on the way sections are marked, the document may be detected as black and white, and character strings in the marked sections may not be recognized.

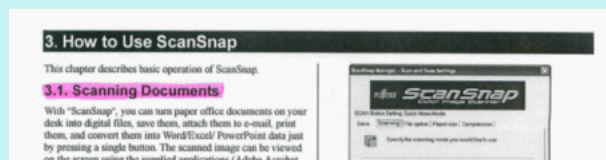
For details of automatic color mode selection, refer to ["6.9.2 Color Mode" \(page 304\)](#).

HINT

Use [First marked section only] as shown below.

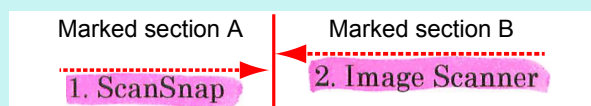
- Use this option to, for example, set the title of a document as a keyword for the PDF to be created.

Example: When only the title of the document is highlighted, it will be set as a keyword for the PDF, allowing the title to be used to search for the PDF file.



- When multiple marked sections are located side by side, the one at the top will be set as a keyword.

Example: In the figure below, the marked section B is set as a keyword, as marked section B is at a higher position than A.



4. When **[First marked section only]** or **[All marked sections]** is selected in **Step 3**, select whether or not to enable editing of character strings in marked sections at **[Edit Marked String]**.

HINT

- To make detected character strings in marked sections editable, set the **[Scan Viewer]** window to appear after scanning. If the **[Scan Viewer]** window is not set to appear, editing is not possible.
- When sending as an e-mail attachment, faxing, printing, or saving scanned data, the **[Scan Viewer]** window appears, and then a window for editing the character strings in marked sections appears, allowing the keyword strings to be edited.

5. For **[Text Recognition Language]**, select a language in which text recognition is performed for the character strings in the document.
6. For **[Text Recognition for Pages]**, specify the target pages for text recognition.
7. Press the **[OK]** button.
 - ⇒ This returns you to the **[Scan Settings]** window. The setting selected for **[Text Recognition for Pages]** is displayed to the right of the **[Text Recognition]** button.

6.9.10 PDF Password

PDF files can be locked with a user-specified password.

ATTENTION

The password will need to be entered every time the password-protected PDF file is opened. Do not forget or lose this password.

1. On the [Scan Settings] window, select the [Save] tab.
2. Press the [PDF Password] button.
⇒ The [Require PDF Password] window appears.
3. Select whether or not to set a password.



⇒ When [Yes] is selected, the [PDF Password] window appears.

4. Enter a password and confirm password.A dialog box titled "PDF Password" with a dark header bar. In the top right corner of the header bar, there are two icons: a question mark and a keyboard icon. The main area of the dialog box is light gray and contains two text input fields. The first field is labeled "Password" and the second is labeled "Confirm Password". At the bottom of the dialog box, there are two buttons: a "Cancel" button on the left and an "OK" button on the right. The "OK" button is highlighted in blue.

PDF Password

Password

Confirm Password

Cancel OK

5. Press the [OK] button.

⇒ The PDF will be created with password protection.

6.9.11 Compression

When [Auto], [RGB Color], or [Grayscale] is selected as described in "6.9.2 Color Mode" (page 304), it is also possible to set the compression rate of scanned data.

For photographs and graphics, their file sizes can be decreased by increasing the compression rate.

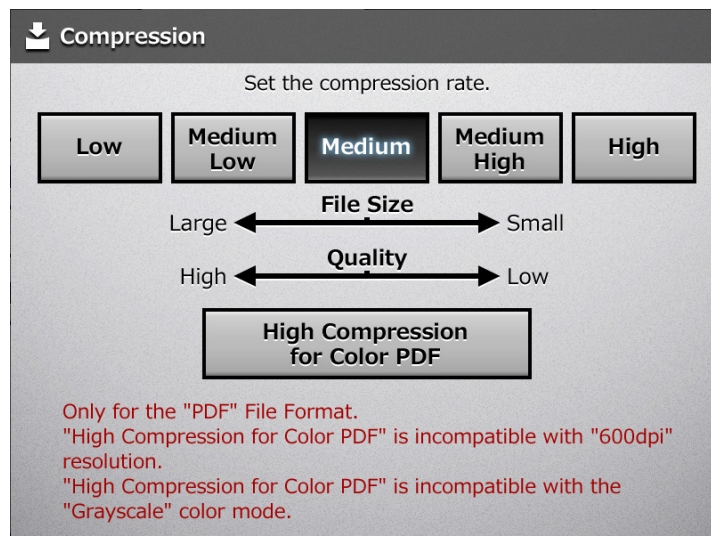
Changing the compression rate affects the scanned data in the following ways.

	High compression	Low compression
Quality	Low	High
File size	Small	Large

1. On the [Scan Settings] window, select the [Save] tab.
2. Press the [Compression] button.
⇒ The [Compression] window appears.
3. Select a compression rate.

Lowering the compression rate makes the file size larger, and increases the quality of the scanned data.

When PDF format is selected in "6.9.7 File Format" (page 310), [High Compression for Color PDF] can be used.



- ⇒ This returns you to the [Scan Settings] window. The selected rate is displayed to the right of the [Compression] button.

HINT

- When [High Compression for Color PDF] is selected, characters and backgrounds are separated and only backgrounds are compressed. Therefore, the file size of a character based document can be reduced without the quality of the characters being decreased. However, note the following:
 - Photographs and graphics are recognized as background and compressed at a high rate, causing degradation in the scanned image.
 - Thus, this mode is not appropriate for scanning photographs or other graphical materials.
 - The contrast of the image may become higher.
- Compared to the standard compression rate, the file size may be larger when [High Compression for Color PDF] is selected for certain types of documents.
 - Documents with many photographs or graphics and only a few characters
 - Documents with a complex layout such as with multiple columns
 - Documents which have a background pattern behind characters
- For documents with many characters scanned at 300 dpi resolution, a smaller file size than that of High Compression for Color PDF is possible.

HINT

- The following tables show the estimated file sizes for when the single side of one color page is scanned.

Actual paper size: A4 size (general catalog)

File format: PDF

Scanner paper size setting: A4

- Estimated file size (KB) for [RGB Color]

Resolution	Compression					
	Low	Medium Low	Medium	Medium High	High	High Compression for Color PDF
150 dpi	406	232	197	153	94	158
200 dpi	647	358	302	238	149	140
300 dpi	1319	693	580	448	272	115
600 dpi	3827	2034	1736	1377	854	—

- Estimated file size (KB) for [Grayscale]

Resolution	Compression					
	Low	Medium Low	Medium	Medium High	High	High Compression for Color PDF
150 dpi	380	233	186	153	85	—
200 dpi	618	373	293	239	133	—
300 dpi	1422	825	606	494	245	—
600 dpi	3416	2147	1827	1338	720	—

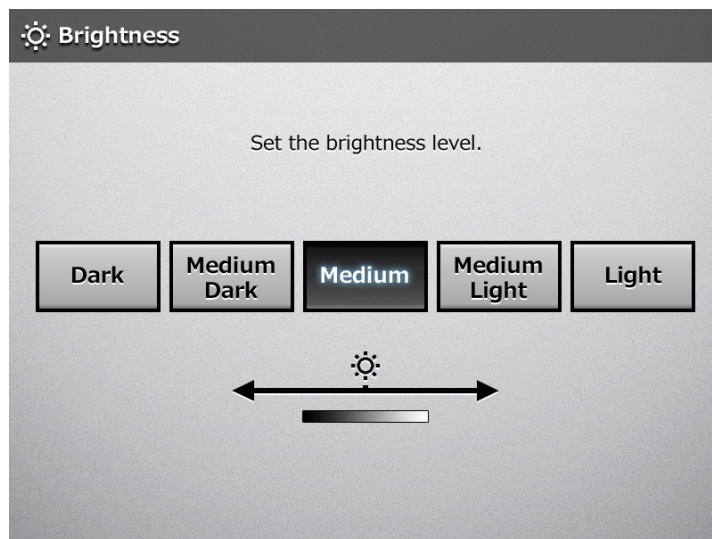
- Estimated file size (KB) for [Black & White]

Resolution	Compression rate cannot be selected
150 dpi	104
200 dpi	176
300 dpi	382
600 dpi	1430

6.9.12 Brightness

The brightness setting can be adjusted to improve the visual appearance of the scanned data.

1. On the [Scan Settings] window, select the [Quality] tab.
2. Press the [Brightness] button.
⇒ The [Brightness] window appears.
3. Select a brightness level.

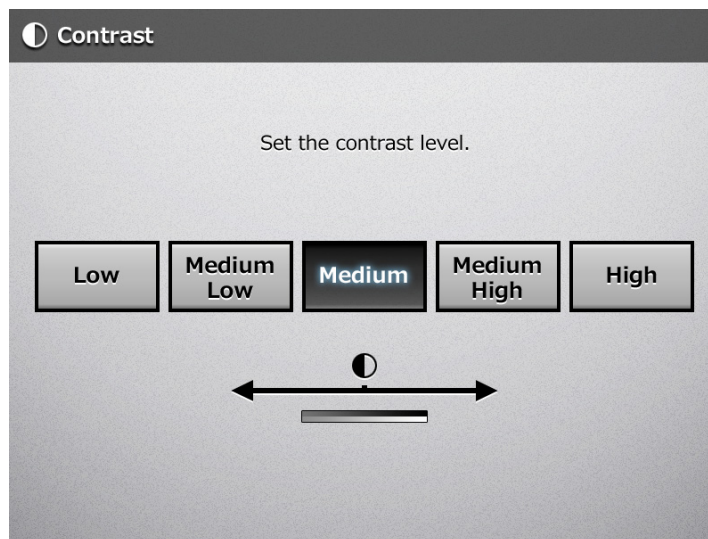


⇒ This returns you to the [Scan Settings] window. The selected level is displayed to the right of the [Brightness] button.

6.9.13 Contrast

The color contrast setting can be adjusted to improve the visual appearance of the scanned data.

1. On the [Scan Settings] window, select the [Quality] tab.
2. Press the [Contrast] button.
⇒ The [Contrast] window appears.
3. Select a contrast level.



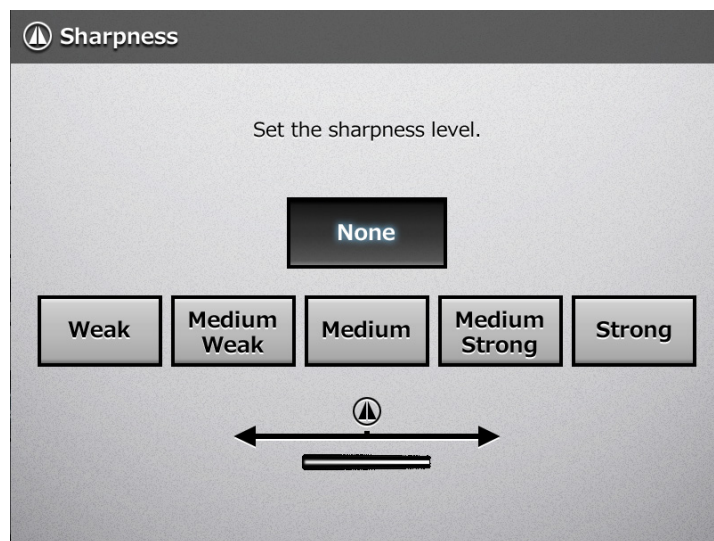
- ⇒ This returns you to the [Scan Settings] window. The selected level is displayed to the right of the [Contrast] button.

6.9.14 Sharpness

The sharpness setting adjusts the sharpness of characters on an image to improve the visual appearance of the scanned data.

When using the sharpness setting, the sharpness level can be adjusted with this setting.

1. On the [Scan Settings] window, select the [Quality] tab.
2. Press the [Sharpness] button.
⇒ The [Sharpness] window appears.
3. If the sharpness setting is to be used, select a sharpness level.



⇒ This returns you to the [Scan Settings] window. The selected level is displayed to the right of the [Sharpness] button.

6.9.15 Dropout Color

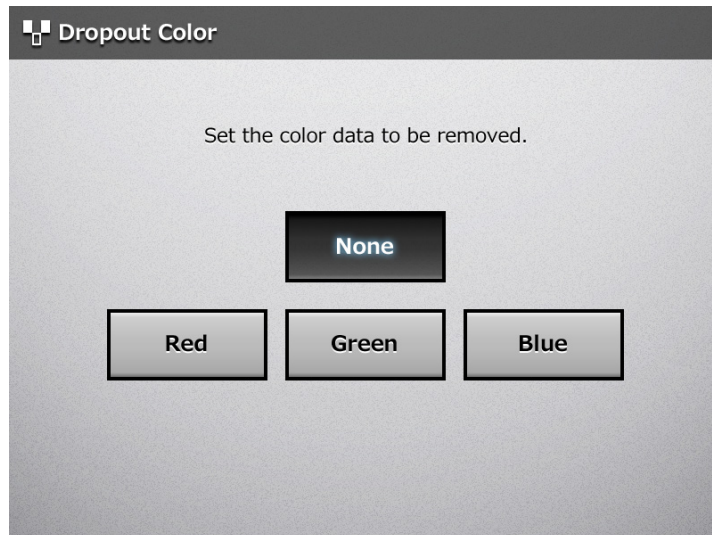
The colors red, green and blue (primary colors) can be deleted during scanning. For example, if a document with black characters and a green border is scanned, only the black characters will appear on the scanned image.

When using the dropout color setting, you can set whether to remove color details and select color details to be removed.

ATTENTION

Dark colors (low brightness colors) may not be removed.

1. On the [Scan Settings] window, select the [Quality] tab.
2. Press the [Dropout Color] button.
⇒ The [Dropout Color] window appears.
3. If color details are to be removed, select a color to be used as the dropout color.

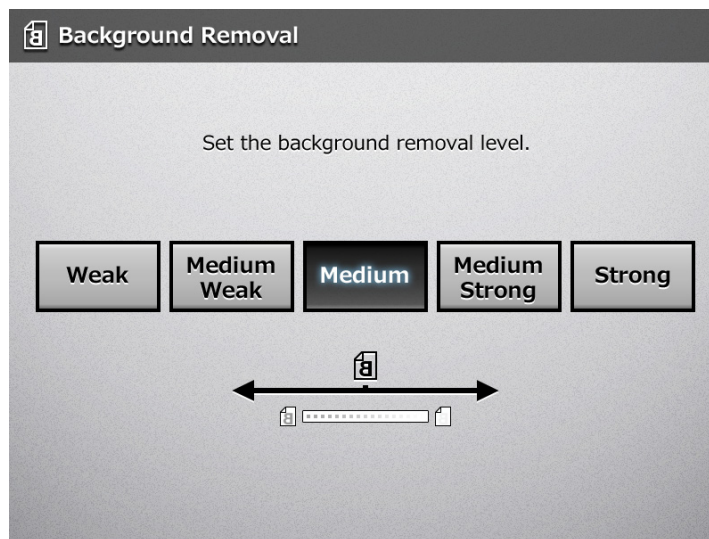


- ⇒ This returns you to the [Scan Settings] window. The selected setting is displayed to the right of the [Dropout Color] button.

6.9.16 Background Removal

The background of a scanned image can be removed to make image clearer. The level of background removal can be adjusted.

1. On the [Scan Settings] window, select the [Quality] tab.
2. Press the [Background Removal] button.
⇒ The [Background Removal] window appears.
3. Select a background removal level.



⇒ This returns you to the [Scan Settings] window. The selected level is displayed to the right of the [Background Removal] button.

HINT

When [Image Quality] is selected for [Operating Mode] on the [General Scanner Settings] window, the background removal level cannot be adjusted. For details, refer to "[4.6.3 Setting General Scanner Settings](#)" (page 101).

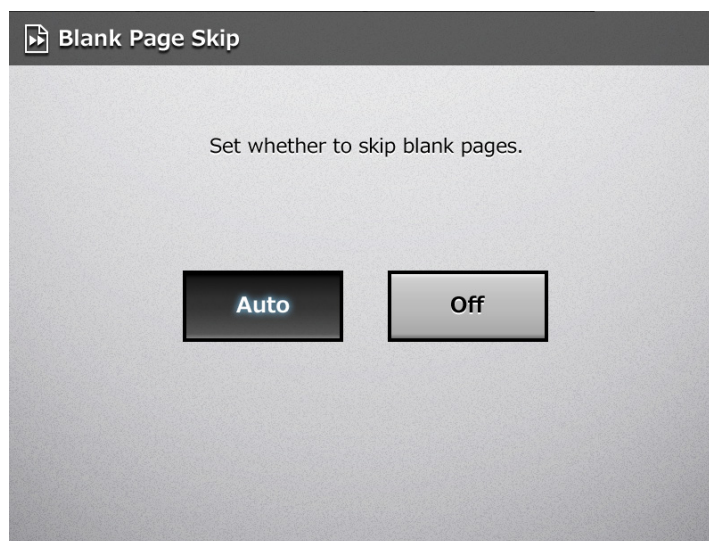
6.9.17 Blank Page Skip

The scan process can be set to skip any blank pages in the scanned data. For example, when a stack of documents containing both two-sided and one-sided documents is scanned in duplex scan mode, this feature removes only the reverse side (i.e. blank page) of one-sided documents from the scanned data.

ATTENTION

- If the Brightness setting (see "6.9.12 Brightness" (page 324)) is set to [Dark] or [Medium Dark], blank pages may not be recognized as such by the scanner.
- No scanned data is produced if all of the sheets in the document stack are recognized as blank pages.
- The following types of documents may be accidentally recognized as blank pages. Before discarding the scanned documents, make sure to check for pages accidentally removed from the scanned data.
 - Almost blank pages containing only a few characters
 - Pages of only one color, white or other (including black)

1. On the [Scan Settings] window, select the [Advanced] tab.
2. Press the [Blank Page Skip] button.
 - ⇒ The [Blank Page Skip] window appears.
3. Select whether or not blank pages are to be skipped.



- ⇒ This returns you to the [Scan Settings] window. The selected setting is displayed to the right of the [Blank Page Skip] button.

6.9.18 Page Orientation

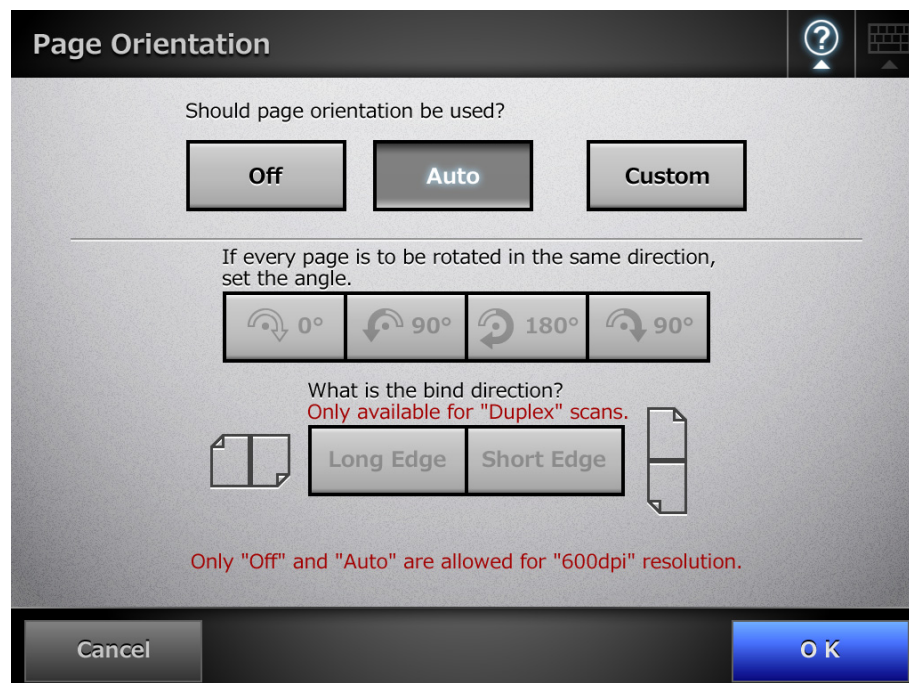
Scanned data is automatically rotated to the correct orientation.

ATTENTION

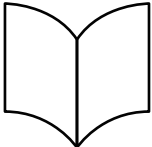
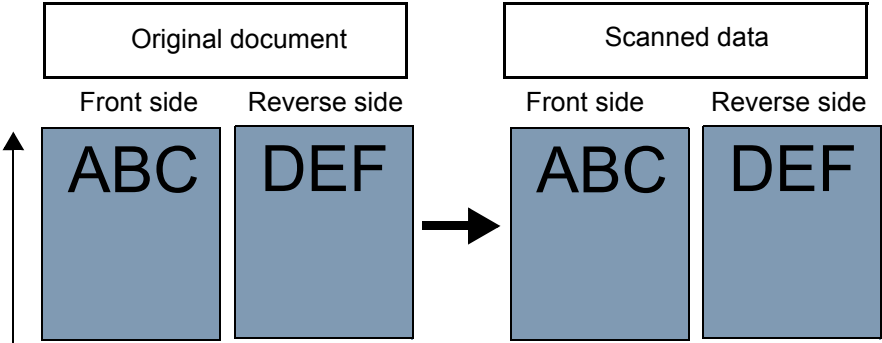

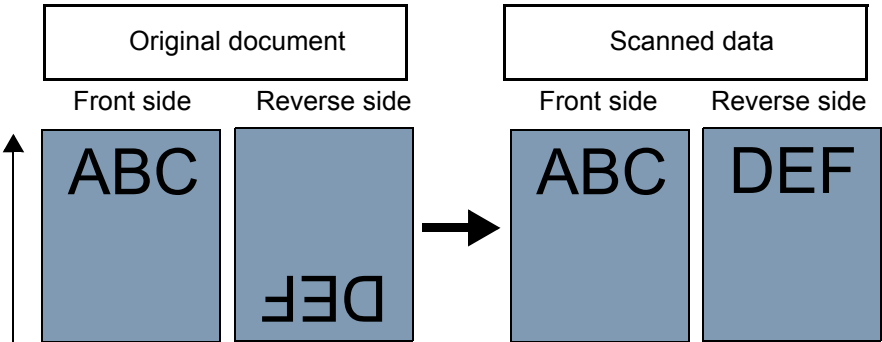
This function determines a document orientation based on Roman characters printed on the document. Therefore, it may not work properly for the following kinds of documents. When scanning such documents, do not set automatic page orientation.

- Documents with many extremely large/small characters
- Documents on which the pitch of lines or characters is extremely narrow, or characters overlap
- Documents with many characters that contact underlines or ruled lines
- Documents with many photographs or figures and only a few characters
- Documents which have a background pattern behind characters
- Documents with characters printed in various direction (e.g. plans)
- Documents written in languages other than English
- Documents with only capital letters
- Handwritten documents
- Unclear or smeared characters

1. On the [Scan Settings] window, select the [Advanced] tab.
2. Press the [Page Orientation] button.
⇒ The [Page Orientation] window appears.
3. Select whether or not automatic page orientation is required.



In duplex mode, the bind direction can be selected when the page rotation angle is set.
 The following table shows the bind directions and the resulting scanned data.

Bind Direction	Scanned Data
<p>Long Edge</p> 	<p>Select this setting when scanning a document with opposing left and right pages (facing pages with long side as the middle crease). The scanned data is output with the same orientation as the original document.</p> <div style="text-align: center;">  <p>Original document Scanned data</p> <p>Front side Reverse side Front side Reverse side</p> <p>↑ →</p> <p>Feed direction</p> </div>
<p>Short Edge</p> 	<p>Select this setting when scanning a document with opposing top and bottom pages (facing pages with the short side as the middle crease). The front side of the document is output with the same orientation as the original data, whereas the data on the reverse side is rotated 180 degrees.</p> <div style="text-align: center;">  <p>Original document Scanned data</p> <p>Front side Reverse side Front side Reverse side</p> <p>↑ →</p> <p>Feed direction</p> <p style="text-align: right;">Rotated 180 degrees</p> </div>

4. Press the [OK] button.

⇒ This returns you to the [Scan Settings] window. The selected setting is displayed to the right of the [Page Orientation] button.

HINT

If scanned data is incorrectly rotated, you can modify their orientations in the [Scan Viewer] window.

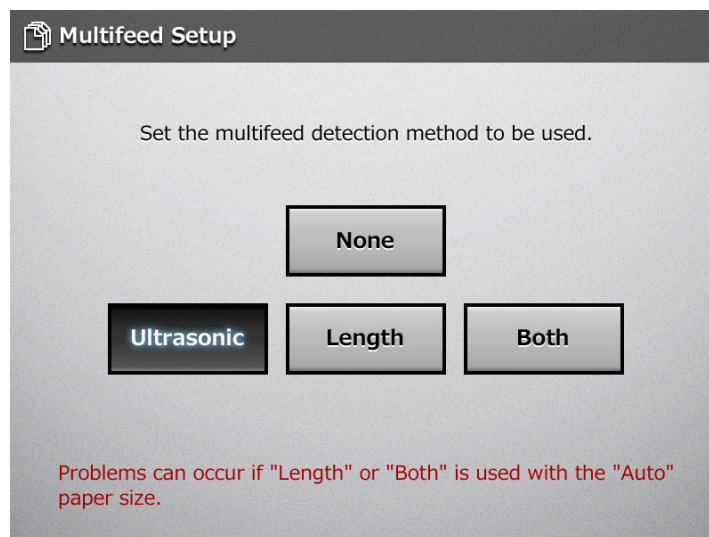
For details, refer to "[6.11 Editing the Scanned Data in the Scan Viewer](#)" (page 339).

6.9.19 Multifeed Detection

"Multifeed" is an error that occurs when two or more sheets are fed simultaneously into the ADF. The scanner can be set to detect multifeeds and stop the scan with an error message.

Multifeeds are to be detected by layer and length. The following explains how to set whether or not multifeeds are to be detected, and setup multifeed detection method. For multifeed requirements, refer to ["A.5 Multifeed Detection Conditions"](#) (page 420).

1. On the [Scan Settings] window, select the [Advanced] tab.
2. Press the [Multifeed Setup] button.
⇒ The [Multifeed Setup] window appears.
3. If multifeeds are to be detected, select which detection method is to be used.



ATTENTION

- An error will occur if the [Length] or [Both] multifeed setting is used with the [Auto] paper size, and the document bundle being scanned contains different size pages.
- When a multifeed is detected with [Ultrasonic], you can choose to ignore the multifeed and continue scanning by pressing the [Retry] button on the error message window.

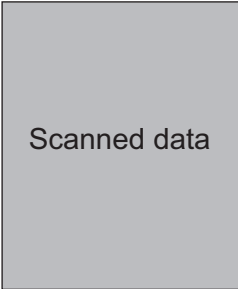
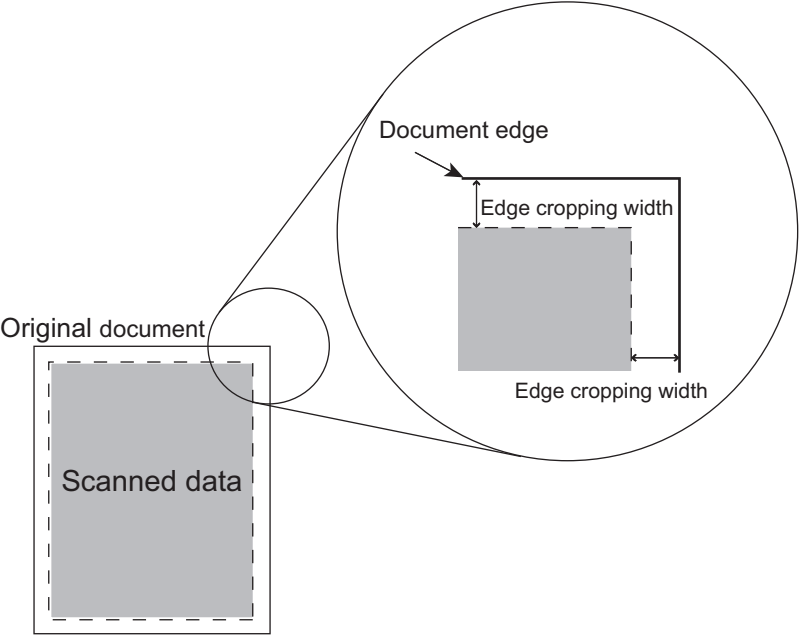
- ⇒ This returns you to the [Scan Settings] window. The selected setting is displayed to the right of the [Multifeed Setup] button.

6.9.20 Edge Cropping

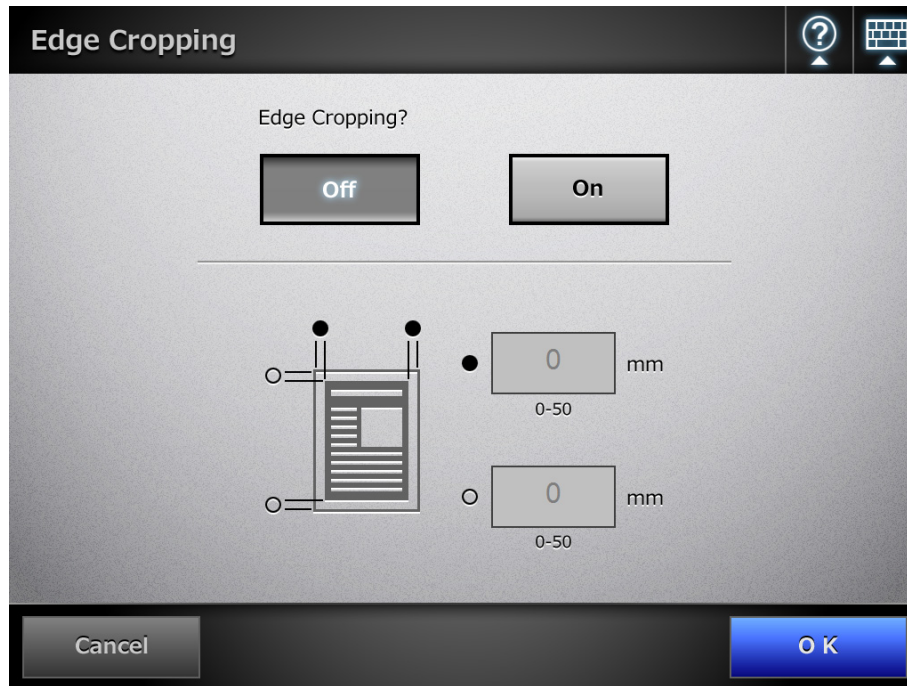
For scanned data, the width of the area for edge cropping can be adjusted, so that unwanted sections are not scanned.

If using edge cropping, the width of the edges to be cropped can be adjusted with this setting.

The following table shows the areas of documents to be scanned when edge cropping is disabled or enabled.

Edge Cropping	Scannable area of documents
Off	<p data-bbox="549 658 758 685">Original document</p> 
On	

1. On the [Scan Settings] window, select the [Advanced] tab.
2. Press the [Edge Cropping] button.
 - ⇒ The [Edge Cropping] window appears.
3. If edge cropping is to be used, enter the width of the edges to be cropped.

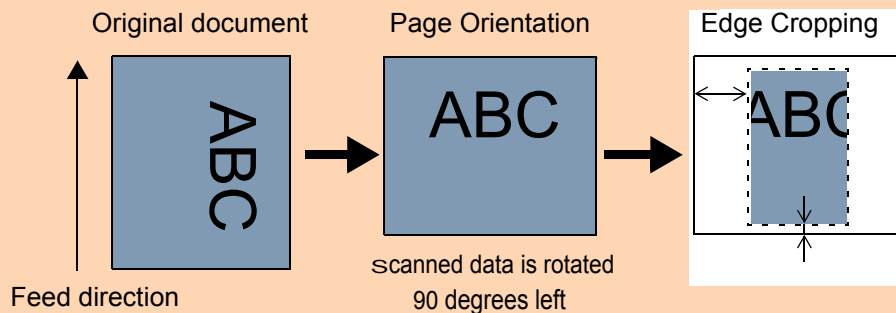


4. Press the [OK] button.

⇒ This returns you to the [Scan Settings] window. The selected setting is displayed to the right of the [Edge Cropping] button.

ATTENTION

- If the total size of the edge cropping widths (top and bottom widths, and right and left widths) is larger than the document size, edge cropping is not performed.
- If page orientation is set, edge cropping is performed after the page orientation is corrected. Example: "90° Left" is selected on the [Page Orientation] window.



6.10 Enabling/Disabling the Scan Viewer

The [Scan Viewer] window can be set to appear before the scanned data is processed. The scanned data can be checked and edited on the [Scan Viewer] window. For details, refer to "[6.11 Editing the Scanned Data in the Scan Viewer](#)" (page 339).

If desired, in the following windows, the [Scan Viewer] window can be set to appear before the scanned data is finally processed.

- [Send e-Mail] window
- [Send Fax] window
- [Print] window
- [Save] window
- [Scan to SharePoint] window
- [Job Menu] window

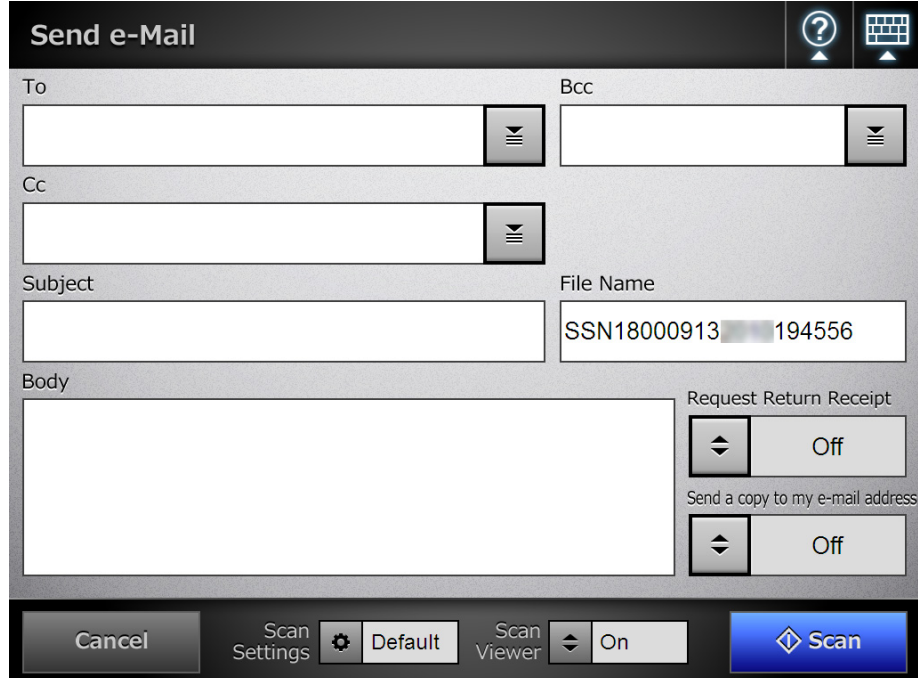
ATTENTION

When [Scan Viewer] is disabled on the [Job Menu] window, it is not possible to select whether or not to show the [Scan Viewer] window.

The following explains how to enable or disable the [Scan Viewer] window using the [Send e-Mail] window.

1. On the [Send e-Mail] window, press of [Scan Viewer].

⇒ Pressing the button toggles the setting between [On] and [Off].



The screenshot shows the 'Send e-Mail' window interface. At the bottom, there is a 'Scan Viewer' control with a dropdown arrow and the text 'On'. To the left of this control is a 'Scan Settings' button with a gear icon. The main body of the window contains fields for 'To', 'Bcc', 'Cc', 'Subject', and 'File Name' (containing 'SSN18000913 194556'). There are also two toggle buttons: 'Request Return Receipt' and 'Send a copy to my e-mail address', both currently set to 'Off'.

Operations vary according to whether [Scan Viewer] is set to [On] or [Off].
 If sending an e-mail, scan operation proceeds as follows:

When the [Scan Viewer] button is [On] and sending an e-mail

When the [Scan Viewer] button is [Off] and sending an e-mail

On the [Send e-Mail] window, press the [Scan] button.

On the [Send e-Mail] window, press the [Scan&Send] button.



The scanning starts.



The scanned data is shown on the [Scan Viewer] window and may be edited.



Check and edit the scanned data, and then press the [Send] button.



The scanned data is sent as an e-mail attachment.



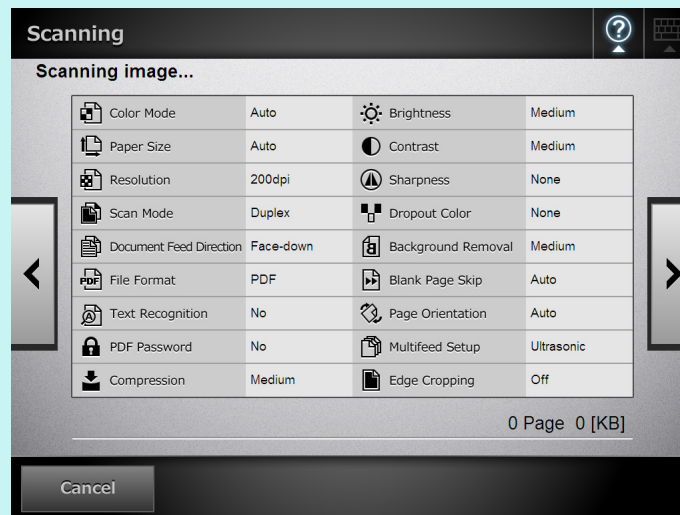
ATTENTION

Even if [Scan Viewer] is set to [Off], the [Scan Viewer] window appears under the following circumstances.

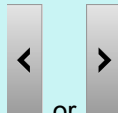
- Scan operation did not properly finish.
- Scan operation was canceled by pressing the [Cancel] button in the [Scanning] window.



HINT

During the scan, the following window is shown.



- The [Cancel] button is displayed when the scan starts. If the [Cancel] button is pressed, a message to confirm the scan cancellation appears. If the [OK] button is pressed, the ongoing scan is completed, and the following scans are canceled. The scanned data is shown in the [Scan Viewer] window.



- Pressing  or  alternates between the window that shows the scan setting values and the window that shows the image that is currently being scanned.
- While scanning, the following processes are not performed on the image shown on the screen:
 - Color Mode (Always displayed in RGB color)
 - Document Feed Direction (Always displayed front side down)
 - Compression
 - Sharpness
 - Dropout Color
 - Blank Page Skip
 - Page Orientation
 - Edge Cropping
- While scanning, if the window that shows the image that is currently being scanned is displayed, the scanning process may be slowed according to the paper size or the resolution.

6.11 Editing the Scanned Data in the Scan Viewer

When [Scan Viewer] is set to [On], the scanned data can be checked and edited in the [Scan Viewer] window.



6.11.1 Viewing Scanned Data








The scanned data shown in the [Scan Viewer] window can be displayed in actual or magnified size. The scanned data can be moved by dragging it across the window.

1. On the [Scan Viewer] window, use to scroll through the pages of scanned data.
2. Use to change the views.

6.11.2 Rotating a Scanned Page

The scanned page showed on the [Scan Viewer] window can be rotated 90 degrees right or left, or 180 degrees.

The rotated scanned page can be, in its rotated condition, sent as an e-mail attachment or faxed, printed, or saved to a network folder.

1. On the [Scan Viewer] window, use     to display the page you want to rotate.
2. Use    to rotate the page.

HINT

The actual scanned data is updated to include the rotated page as soon as the button is pressed.

6.11.3 Sorting Pages

You can sort the scanned pages displayed in the [Scan Viewer] window in descending/ascending order when two or more pages of the documents are scanned.

1. In the [Scan Viewer] window, press  to sort the pages in ascending order.
2. Pressing  while the pages are displayed in ascending order results in the pages to be displayed in previous order (descending order).

6.11.4 Scanning an Additional Page

On the [Scan Viewer] window, an additional page can be scanned.

1. Load the documents into the ADF paper chute.

2. On the [Scan Viewer] window, press the [Scan More] button.

⇒ The scanning starts.

The scanning status and scan settings are shown during the scan. The page numbers of additional pages will follow on from the last page of the current scanned data.

For [Print], up to 100 pages can be scanned. For other than [Print], up to 999 pages can be scanned.

When [Blank Page Skip] is enabled, the number of scanned pages excluding skipped blank pages is shown.


Additional pages can be scanned in place of skipped blank pages, until the maximum number of scanned pages is reached.

⇒ When the scan has completed, the [Scan Viewer] window opens and shows any additionally scanned pages.

6.11.5 Deleting a Scanned Page

Specified pages can be deleted from the scanned data shown on the [Scan Viewer] window.

If specified pages are deleted, the remaining scanned data is sent as an e-mail attachment or faxed, printed, or saved to a network folder, without the deleted pages.

1. On the [Scan Viewer] window, use  to display the page you want to delete.

2. Press .

⇒ A confirmation message appears.

3. Press the [OK] button.

⇒ The page is deleted.

HINT

- If the scanned data consists of only one page, that page cannot be deleted. To re-scan the document, press the [Cancel] button.
- The deleted page is removed from the scanned data. This operation cannot be undone.

6.11.6 Editing Marked Characters to Be Set as Keywords

When character strings in marked sections are scanned to be set as keywords for the PDF file, the recognized text from the marked sections can be edited.

HINT

For more details about setting whether or not to edit character strings in marked sections, refer to ["6.9.9 Setting a Keyword for the PDF" \(page 314\)](#).

1. On the [Scan Viewer] window, press the button appropriate for your desired operation, such as the [Send] and [Save] buttons.

⇒ The window where you can edit character strings in marked sections appears.
2. Edit the characters shown on the window.
3. Press the [OK] button.

⇒ The edited characters are set as a keyword for the PDF file.

6.12 Checking the User Log


The latest 100 user operation logs are shown for the current user.

The user log summary is shown in date/time order.

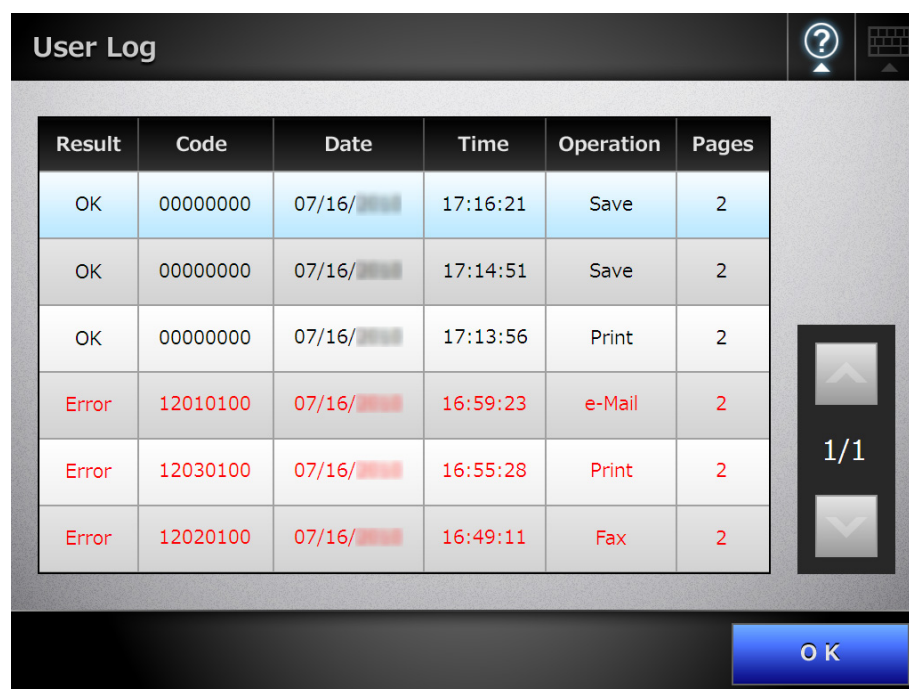
Even if the [Region/Timezone] or [Date/Time] settings are changed, the order of the log entries will not be changed.

1. On the [Main Menu] or [Job Menu] window, press the [User Log] button.

HINT

The [User Log] button on the [Job Menu] window can be shown by pressing .

⇒ The [User Log] window appears.



The screenshot shows the 'User Log' window with a table of log entries. The table has columns for Result, Code, Date, Time, Operation, and Pages. The first row is highlighted in light blue. To the right of the table are navigation buttons: an up arrow, '1/1', and a down arrow. At the bottom right is an 'OK' button.

Result	Code	Date	Time	Operation	Pages
OK	00000000	07/16/	17:16:21	Save	2
OK	00000000	07/16/	17:14:51	Save	2
OK	00000000	07/16/	17:13:56	Print	2
Error	12010100	07/16/	16:59:23	e-Mail	2
Error	12030100	07/16/	16:55:28	Print	2
Error	12020100	07/16/	16:49:11	Fax	2

2. Select the log you wish to view.

⇒ The details of the selected log are displayed.

Pressing the [OK] button returns to the [User Log] window.


6.13 Maintenance

The following maintenance operations are possible:

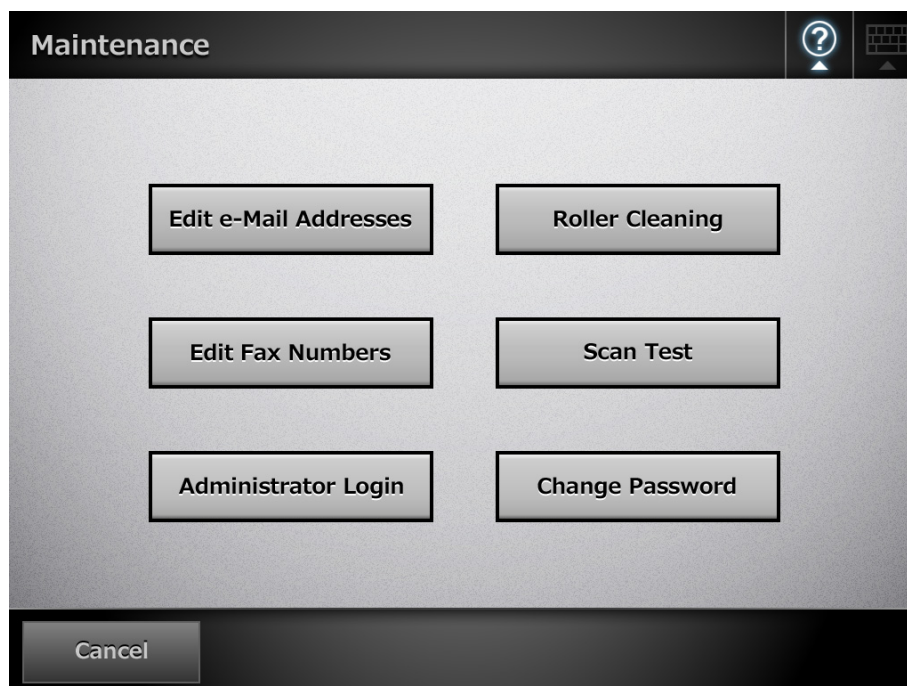
- Editing the e-Mail Address Book
- Editing the fax number list
- Roller cleaning
- Scan test
- Administrator login (when [Auto Login] is set to [On] on the [Login Settings] window)
- Changing password (when logged in with a local account)

1. On the [Main Menu] or [Job Menu] window, press the [Maintenance] button.

HINT

The [Maintenance] button on the [Job Menu] window can be shown by pressing .

⇒ The [Maintenance] window appears.



2. Perform maintenance operation by pressing the following buttons:

- [Edit e-Mail Addresses] button
The [e-Mail Address Book] window appears. e-Mail addresses can be added, edited, or deleted.
For details, refer to the following.
["6.4.2 Adding an e-Mail Target to the e-Mail Address Book" \(page 257\)](#)
["6.4.3 Editing an e-Mail Target in the e-Mail Address Book" \(page 261\)](#)
["6.4.4 Deleting an e-Mail Target from the e-Mail Address Book" \(page 263\)](#)

- [Roller Cleaning] button
The [Roller Cleaning] window appears. You can check the way the feed rollers and eject rollers should be rotated.
For details, refer to "[Feed rollers \(× 2\) and eject rollers \(× 2\)](#)" (page 363).
- [Edit Fax Numbers] button
The [Fax Number List] window appears. Fax numbers can be added, edited, or deleted.
For details, refer to the following.
["6.5.2 Adding a Contact to the Fax Number List"](#) (page 269)
["6.5.3 Editing a Contact in the Fax Number List"](#) (page 271)
["6.5.4 Deleting a Contact from the Fax Number List"](#) (page 272)
- [Scan Test] button
A scan test is performed. Scanned data can be checked on the [Scan Viewer] window.
Perform a scan test to check that the scanner scans normally.
For details, refer to "[7.6 Performing a Scan Test](#)" (page 377).
- [Administrator Login] button
Shown when automatic login is enabled in the administrator settings.
Shows the [Administrator Login] window, on which administrator login can be performed.
For details, refer to "[4.2.1 Administrator Login: via the LCD Touch Panel](#)" (page 73).
- [Change Password] button
Shown when logged in as a local account user.
Shows the [Change Password] window, on which the password of the currently logged in user can be changed.
For details, refer to "[6.15 Changing a User Password](#)" (page 355).

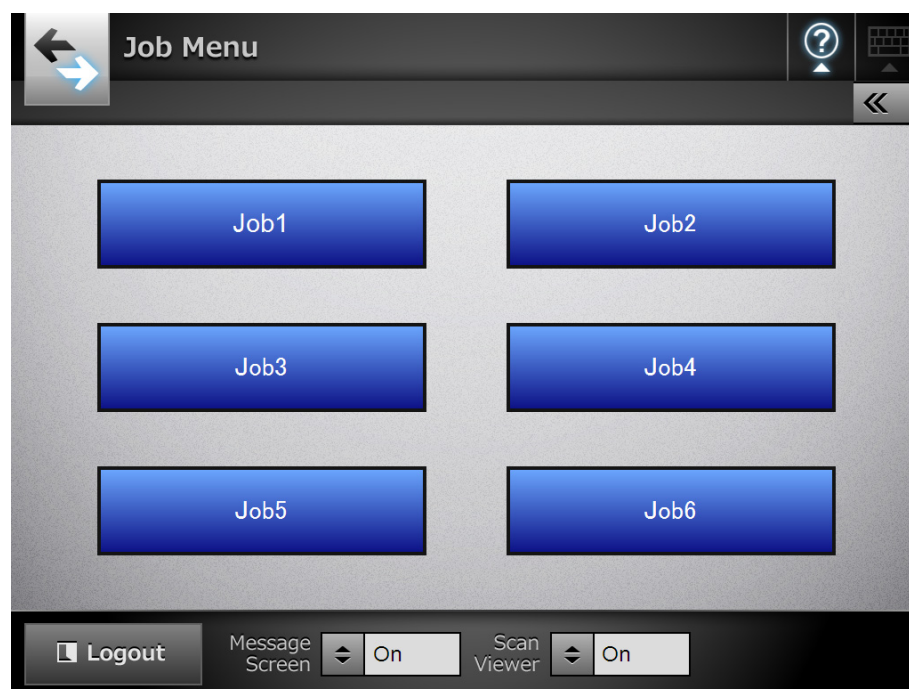
6.14 Processing a Job

This section uses an example where buttons from [Job1] to [Job6] have been set.

1. On the [Job Menu] window, press a Job button.

HINT

When the scanner account belongs to multiple job groups, the [Job Menu] windows can be switched by using the job menu switch buttons on the [Job Menu List] window, which appears when a list button is pressed.



⇒ The Message Screen appears.

HINT

- If either the title or message is not set in [Message Screen] on the [Job Details] window, even when [Message Screen] is set to [On], the [Message Screen] will not be shown. For details, refer to [Step 5 of "4.17.2 Setting a Job Sequence" \(page 204\)](#).
- If [Off] is selected for [Message Screen], scanning is started without showing the [Message Screen], and the job is processed.
For details, refer to ["6.14.1 Enabling/Disabling the Message Screen" \(page 349\)](#).
- When [Message Screen] is disabled, whether or not the [Message Screen] is shown depends on the settings configured by the administrator.

2. Press the [Scan] button on the [Message Screen].

⇒ The scanning starts.

When the scan has completed, the [Scan Viewer] window opens.

For details about editing on the [Scan Viewer] window, refer to ["6.11 Editing the Scanned Data in the Scan Viewer"](#) (page 339).

HINT

- When [Off] is set, the [Scan Viewer] window is not shown.
- When a file name can be changed, the [File Name] window is shown before a scan. For more details, refer to ["6.14.2 Changing a File Name \(for Save/e-Mail Attachment\)"](#) (page 351).
- When the scan count is enabled to be changed in the job sequence settings, the [Scan Count] window is shown before a scan. For more details, refer to ["6.14.3 Checking the Number of Sheets to Be Scanned"](#) (page 352).

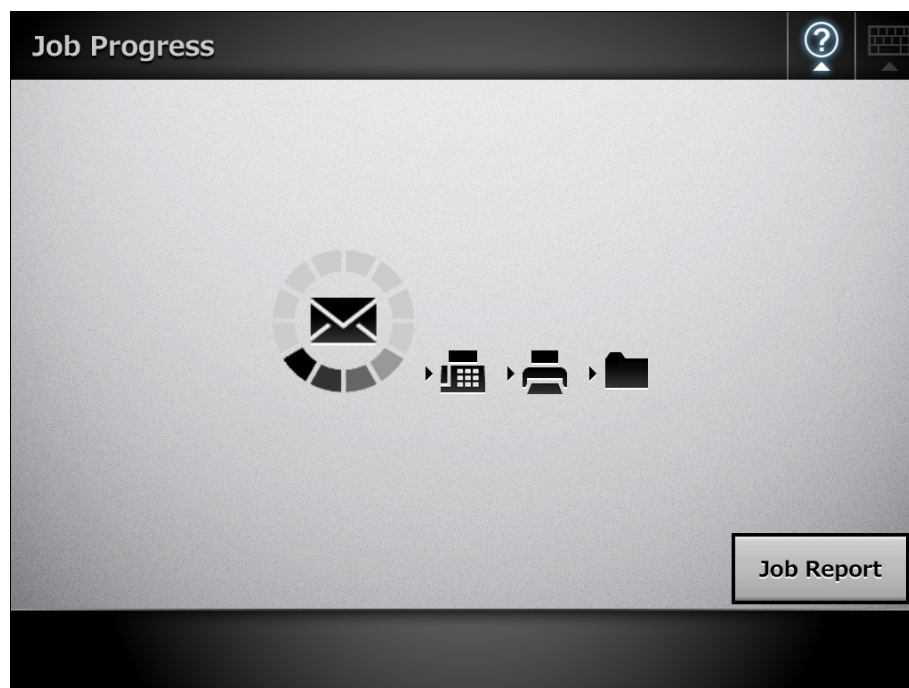
3. Check the scanned data.

For details about checking the scanned data on the [Scan Viewer] window, refer to ["6.11 Editing the Scanned Data in the Scan Viewer"](#) (page 339).

4. Press the [OK] button on the [Scan Viewer] window.


⇒ The data is processed according to the specified job.

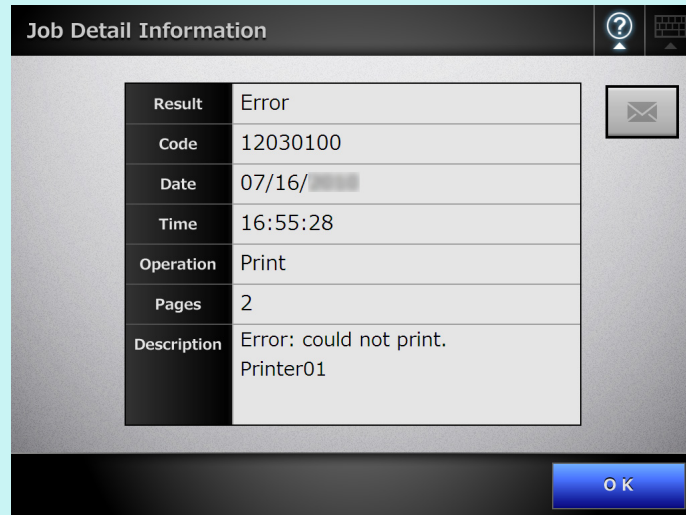
While the job is being processed, the process is shown in real time on the [Job Progress] window.




HINT

- To view the job report, press the [Job Report] button on the [Job Progress] window. This will show the job report.
- To view detailed information for the job report, select a function name on the [Job

Report] window and press . This will show the job report details.



 appears if the status is shown as "Error". Press the button to send detailed information of the job report to an administrator by e-mail. (The e-mail address is the e-mail address set on the administrator [Alert Notification] window.)

⇒ If the job sequence is processed successfully, the LCD touch panel screen returns to the [Job Menu].

If an error occurs during the job process, the [OK] button appears on the [Job Progress] or [Job Report] window. Pressing the [OK] button returns to the [Job Menu].

6.14.1 Enabling/Disabling the Message Screen

You can select whether to show the [Message Screen] for checking the contents of a job.

ATTENTION

When [Message Screen] is disabled, it is not possible to select whether or not to show the [Message Screen].

This section uses an example where buttons from [Job1] to [Job6] have been set.

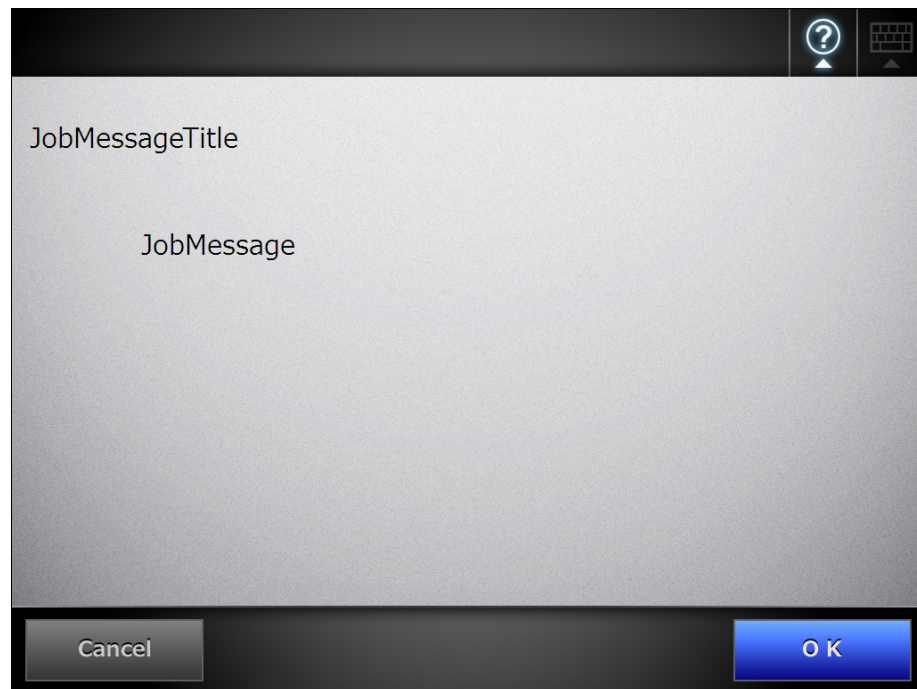
1. On the [Job Menu] window, press  for [Message Screen].

⇒ Pressing the button toggles the setting between [On] and [Off].



Operations vary according to whether the [Message Screen] is set to [On] or [Off].

- If a job sequence is processed when [Message Screen] is set to [On], the [Message Screen] will be shown.

**HINT**

After checking the message, press the [Scan] button to start the scan. If any further job setup steps are required, press the [OK] button that appears instead.

- If a job sequence is processed when [Message Screen] is set to [Off], the job will be processed without showing the [Message Screen].

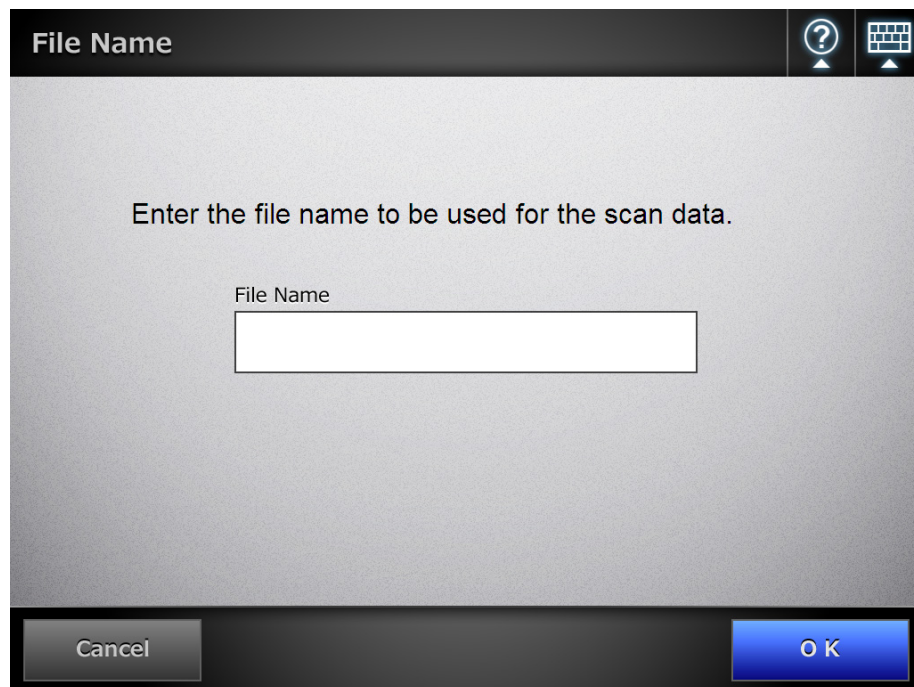
6.14.2 Changing a File Name (for Save/e-Mail Attachment)

When a job is processed, file names to be used when saving or attaching scanned data to an e-mail can be changed.

HINT

It is not possible to change a file name when the [File Name] window is set not to be shown.

1. On the [Job Menu] window, press a Job button.
2. On the [File Name] window, enter the file name for the scanned data to be saved or sent by e-mail.



The screenshot shows a dialog box titled "File Name". The title bar is black with a question mark icon and a keyboard icon on the right. The main area is light gray and contains the text "Enter the file name to be used for the scan data." Below this text is a white text input field with the label "File Name" above it. At the bottom of the dialog, there are two buttons: a gray "Cancel" button on the left and a blue "OK" button on the right.

HINT

- When sequence numbers are set to be appended to file names, a sequence number is appended to the end of the default file name. The guidance message "A sequence number will be appended to the file name." is shown on the window.
- A sequence number will not be appended to a file name that has been edited.
- After entering the file name, press the [Scan] button to start the scan. If any further job setup steps are required, press the [OK] button that appears instead.

6.14.3 Checking the Number of Sheets to Be Scanned

When a job is processed, the expected number of sheets to be scanned can be specified, so that the actual number of scanned sheets can be checked after a scan.

HINT

If either of the following settings is selected for the job sequence setting, the [Scan Count] window is not shown.

- The [Scan Count] is not to be checked
- The [Scan Count] is to be checked, but the [Scan Count] window is set not to appear (The [Allow per-Job adjustment] check box in the [Check the Scan Count] on the [Job Details] window is not selected)

1. On the [Job Menu] window, press a Job button.
2. On the [Scan Count] window, enter the number of sheets that are to be scanned, between 1 and 999.

ATTENTION

- When [Print] is included in the job sequence, the number of sheets to be scanned can be set within the range of 1 to 100 instead of 1 to 999.
- For [Print], up to 100 pages can be scanned. For other than [Print], up to 999 pages can be scanned. Therefore, for duplex scanning, make sure to set the number of pages so as not to exceed these respective maximums.



Scan Count

Enter the number of sheets that are to be scanned.

Expected Count : sheets (1-999)

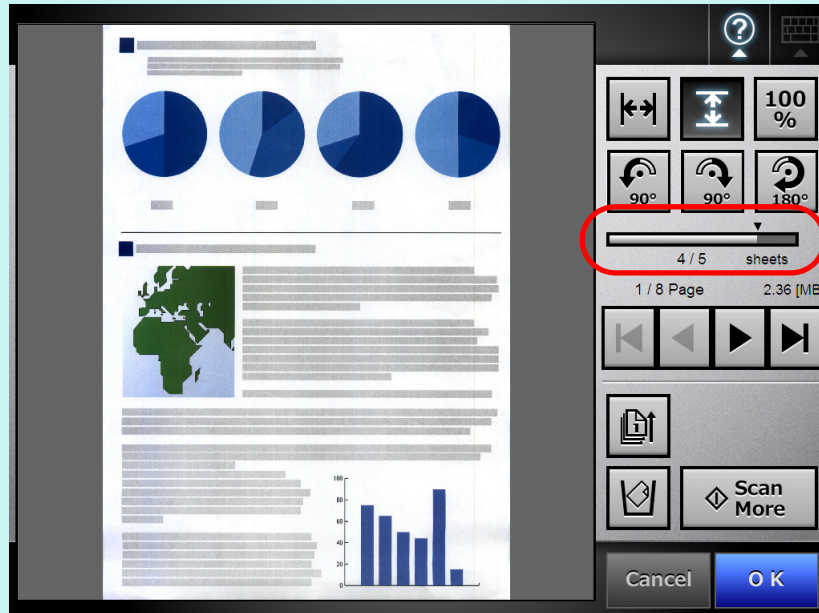
Cancel Scan

3. Press the [Scan] button.

⇒ The scanning starts.

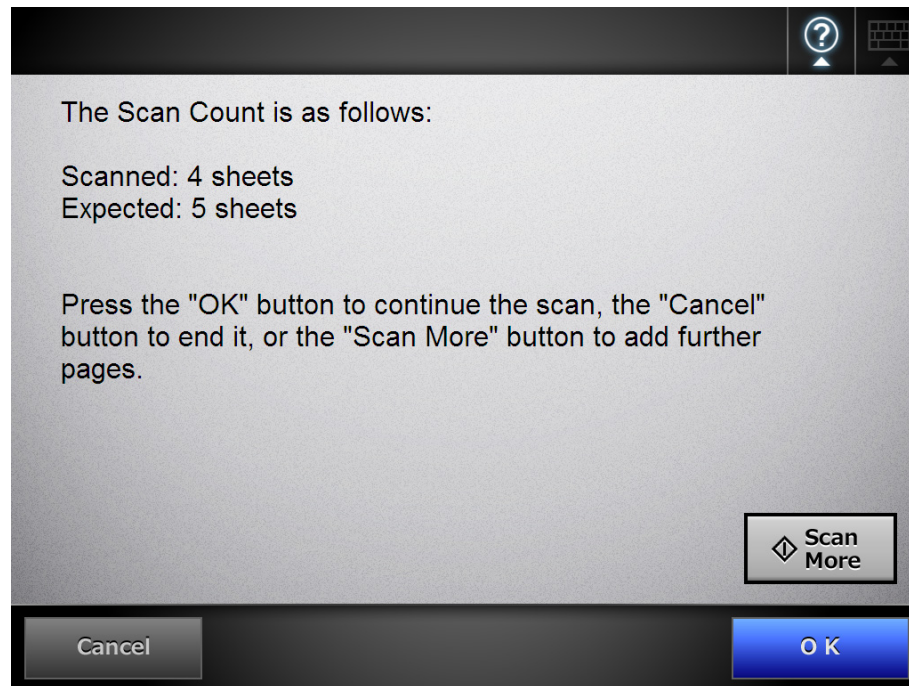
HINT

When the [Scan Viewer] window is shown after a scan, you can check whether the number of scanned sheets is the same as that set in the [Scan Count] window at the area shown below.



Even if pages are deleted on the [Scan Viewer] window, the number of scanned sheets is not changed.

After scanning has completed, the following confirmation window is shown if the number of scanned sheets is set to be checked. Contact the administrator to change the setting of whether or not to check the scan count. For details, refer to ["4.17.2 Setting a Job Sequence" \(page 204\)](#).

**HINT**

When the [Scan More] button is shown, press the button to add further pages.

To continue, press the [OK] button.

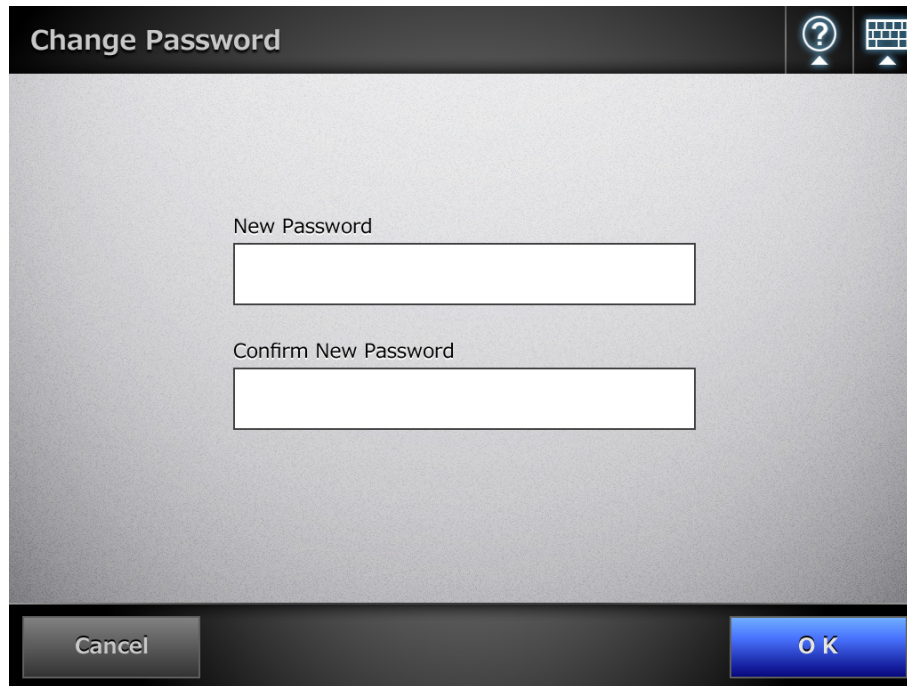
To cancel the process and delete the scanned data, press the [Cancel] button.

6.15 Changing a User Password

A user password can be changed when logged in as a user registered in a local account.

1. On the [Maintenance] window, press the [Change Password] button.

⇒ The window for changing a user password appears.



The screenshot shows a dialog box titled "Change Password". The dialog has a dark header bar with the title "Change Password" on the left and two icons (a question mark and a keyboard) on the right. The main area is light gray and contains two text input fields. The first field is labeled "New Password" and the second is labeled "Confirm New Password". At the bottom of the dialog, there are two buttons: a gray "Cancel" button on the left and a blue "OK" button on the right.

2. Enter the new password in [New Password] and [Confirm New Password].

3. Press the [OK] button.

⇒ The user password is changed.

Chapter 7

Scanner Care

Admin User

This chapter describes how to clean the scanner and replace parts in order to maintain the scanner in optimum scanning condition.



Do not use any aerosol sprays or alcohol based sprays to clean the scanner. Dust blown up by strong air from the spray may enter the inside of the scanner. This may cause the scanner to fail or malfunction.



Sparks, caused by static electricity, generated when blowing off dust and dirt from the outside of the scanner may cause a fire.



The glass inside the ADF can become hot when the scanner is used. Before cleaning inside the scanner or replacing any parts, turn off the power, unplug the AC adapter from the AC outlet, and wait for at least 15 minutes.





Clean the feed rollers and eject rollers when the power is on. Before replacing any parts, turn off the power, unplug the AC adapter from the AC outlet, and wait for at least 15 minutes.



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7.1 Cleaning Supplies and Part to Clean

■ Cleaning Supplies

Cleaning Supplies	Part No.	Remarks
Cleaner F1 	PA03950-0352	1 bottle (100 ml) Used to lightly moisten the cloths before wiping parts clean. When a large amount of the cleaner is used, it may take some time until it is dry. Use an appropriate amount to moisten the cloths. Also, wipe off Cleaner F1 well from the part with a dry cloth.
Cleaning Paper	CA99501-0012	1 pack (10 sheets) For use with Cleaner F1.
Cleaning Wipe 	PA03950-0419	1 pack (24 sheets) Pre-moistened with Cleaner F1, Cleaning Wipes are used instead of moistened cloths.
Soft, dry cloth	Any commercially available lint-free product	

Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider to obtain these products.

For more details, refer to the following web page:

<http://scansnap.fujitsu.com/>

■ Which Parts and When

Part to Clean	Cleaning Frequency
Pad assy	Clean after every 1,000 sheets scanned.
Feed roller	
Eject roller	
Pick roller	
Idler roller	
Glass	
Ultrasonic sensor	

ATTENTION

Cleaning frequency may be increased depending on the condition of documents. When the following types of documents are used, scanner parts must be cleaned more frequently than indicated above.

- Coated paper
- Documents with large areas of printing
- Specially treated paper such as carbonless paper
- Paper containing large amounts of calcium carbonate filler
- Documents written in pencil
- Documents with insufficiently fused toner

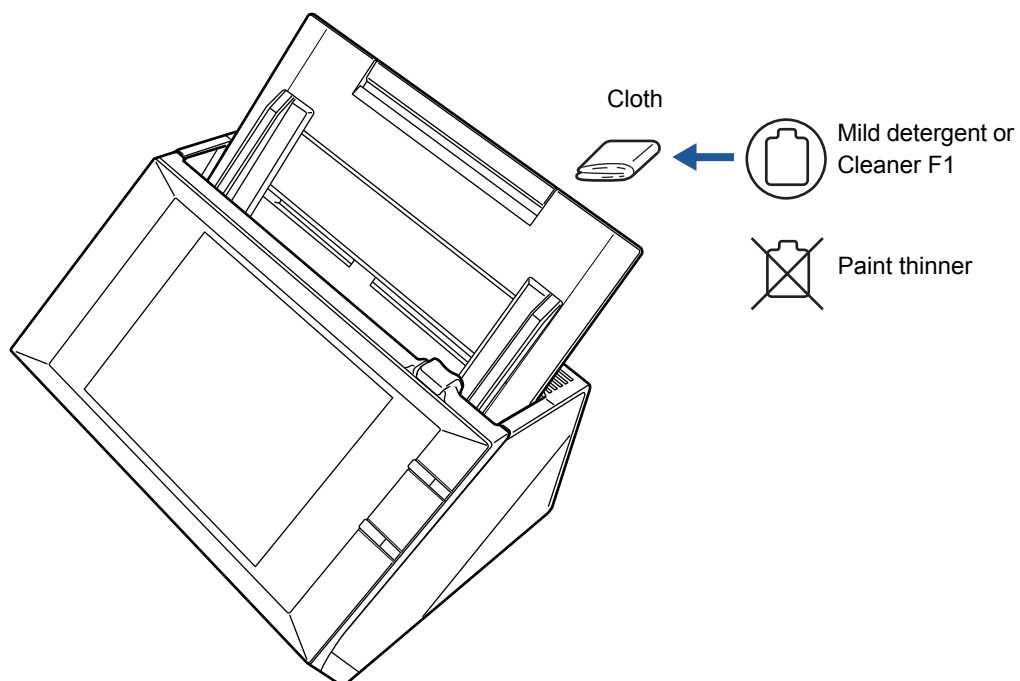
7.2 Cleaning the Exterior of the Scanner

■ Cleaning the Scanner Body

The scanner exterior (LCD touch panel excluded), the ADF paper chute and the stacker, must be cleaned using a dry cloth or a cloth slightly moistened with Cleaner F1 or a mild detergent. Cleaning Wipes can also be used.

ATTENTION

- Never use paint thinner or other organic solvents.
- Make sure that water does not get inside the scanner when cleaning.
- When a large amount of Cleaner F1 is used, it may take some time until it is dry. Use an appropriate amount to moisten the cloths. Also, wipe off any extra cleaner from the part by using a dry cloth.



■ Cleaning the LCD Touch Panel

To prevent the LCD touch panel screen from becoming dirty, it should be regularly cleaned with a soft, dry cloth.

Take care when cleaning the LCD touch panel. It can be easily damaged, and should never be scratched or banged with hard objects.

ATTENTION

Do not wipe the LCD touch panel with a damp cloth.

Dust on the panel surface may become stuck between the panel and frame, causing the LCD touch panel to malfunction.

7.3 Cleaning Inside the Scanner

Clean the interior of the scanner with a cloth slightly moistened with Cleaner F1 or the Cleaning Wipe.

As scanning is repeated, paper powder and dust may accumulate inside the scanner, possibly causing scanning to malfunction.

The interior of the scanner should be cleaned after approximately every 1,000 scanned sheets. However, this criteria varies according to the type of documents scanned. For example, it may be necessary to clean the scanner more frequently when documents with insufficiently fused toner are scanned.



- The glass scanner windows inside the ADF can become hot when the scanner is used. Before cleaning inside the scanner or replacing any parts, turn off the power, unplug the AC adapter from the AC outlet, and wait for at least 15 minutes.
- When you perform cleaning, make sure that the inside of the scanner is free of any foreign object, and be careful not to get your hand or the cloth caught on the pick spring (metal part) as a deformed pick spring (metal part) may cause injury.

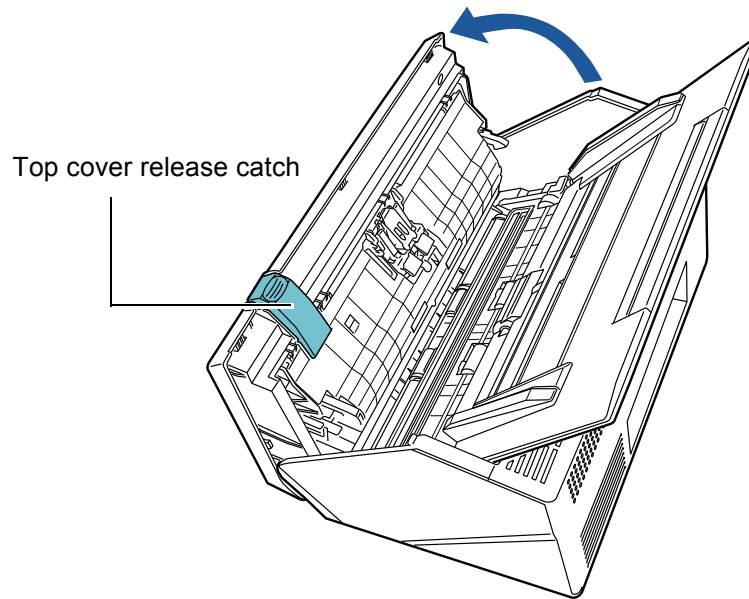
ATTENTION

- Do not use water or a mild detergent when cleaning the interior of the scanner.
- When a large amount of Cleaner F1 is used, it may take some time until it is dry. Use an appropriate amount to moisten the cloths. Also, wipe off any extra cleaner from the part by using a dry cloth.

1. Turn off the scanner power and wait for at least 15 minutes.

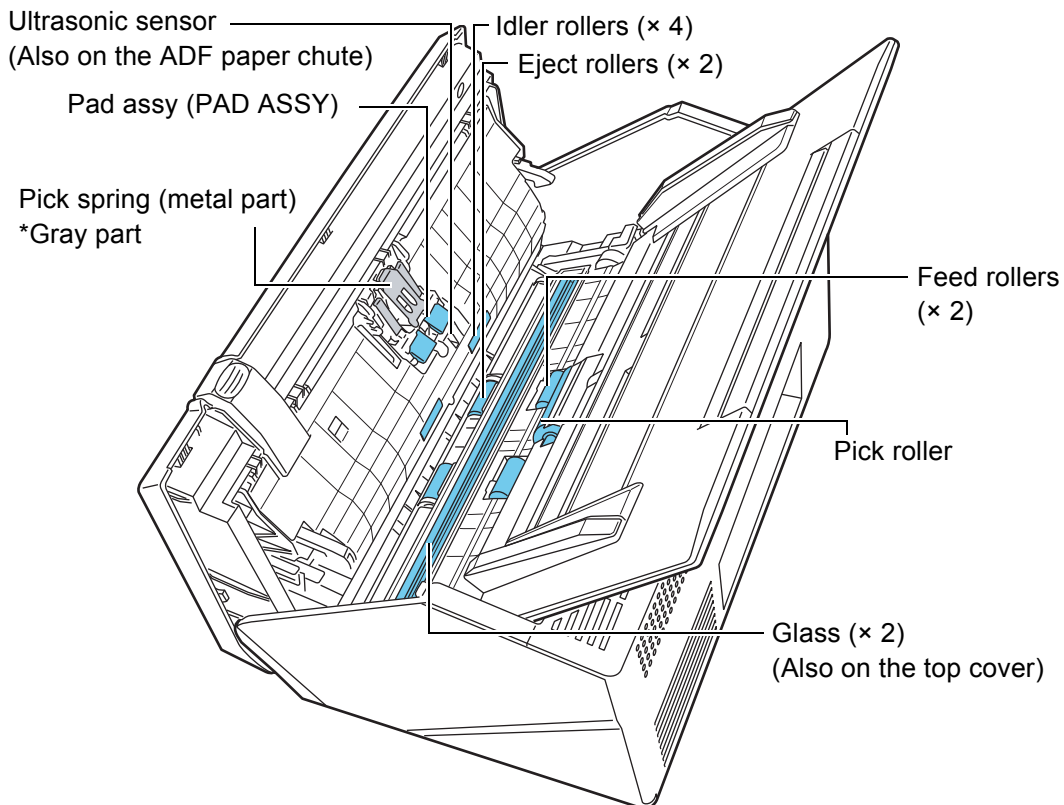
For details about turning off the power, refer to ["2.1 Turning the Power On/Off" \(page 54\)](#).

2. Pull the top cover release catch toward you and open the top cover.



Be careful that the top cover does not shut on your fingers.

3. Clean the following parts with a soft cloth slightly moistened with Cleaner F1 or with the Cleaning Wipe.



- Pad assy (× 1)
Gently wipe the rubber pads downwards. Be careful not to get your hand or the cloth caught on the pick spring (metal part).
- Ultrasonic sensors (× 2)
Clean lightly with a soft cloth to wipe their surfaces clean.
- Idler rollers (× 4)
Gently rotate the idler rollers by hand as you wipe them clean.
Take care not to damage the soft rubber. The idle rollers should be cleaned carefully and thoroughly, as dirty idle rollers can adversely affect the paper pickup performance.
- Glass (× 2)
Clean lightly with a soft cloth to wipe their surfaces clean.

HINT

If the glass is dirty, a vertical line may appear on the scanned image.

- Pick roller (× 1)
Gently rotate the pick roller from top down, to lightly wipe off the dirt and dust. Take care not to damage the soft rubber. The pick roller should be cleaned carefully and thoroughly, as a dirty pick roller can adversely affect the paper pickup performance.

- Feed rollers (× 2) and eject rollers (× 2)

When cleaning, turn on the power and let the feed rollers and eject rollers rotate.

- 1 On the [Main Menu] or [Job Menu] window, press the [Maintenance] button.

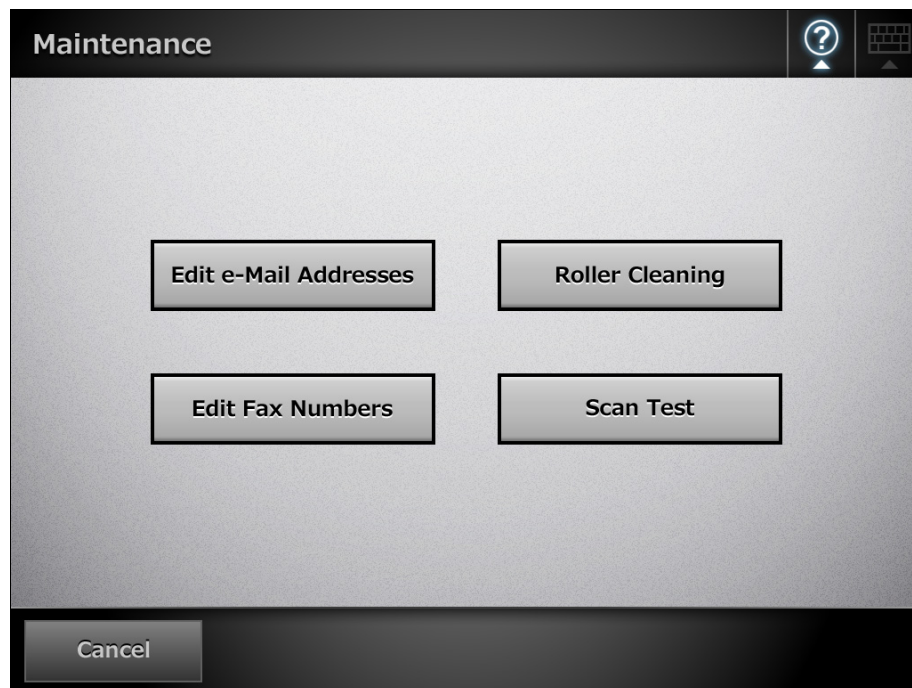
HINT

The [Maintenance] button on the [Job Menu] window can be shown by pressing



⇒ The [Maintenance] window appears.

- 2 Press the [Roller Cleaning] button.



⇒ The [Roller Cleaning] window appears.



- 3 Open the top cover.
- 4 Lightly press a soft cloth slightly moistened with Cleaner F1 or the Cleaning Wipe against the surface of the feed rollers.
- 5 Press the [Cleaning] button on the [Roller Cleaning] window.
When the button is pressed, the feed rollers and eject rollers rotate slightly. Pressing the button continuously rotates the feed rollers and eject rollers for a fixed amount every few seconds.
Gently clean the rollers as you rotate them.
Stop pressing the button to stop the rollers rotating.
The feed rollers and eject rollers should be cleaned carefully and thoroughly, as dirty feed rollers can adversely affect the paper pickup performance.

HINT

- Pressing the [Cleaning] button seven times rotates the feed rollers and eject rollers approximately one complete revolution.
- When Help is shown, close it before pressing the [Cleaning] button.

- 6 When you have finished cleaning the rollers, press the [OK] button, and close the [Roller Cleaning] window.

ATTENTION

When cleaning the feed rollers or eject rollers, be careful not to touch the rollers with your fingers while they are rotating.

4. Close the top cover.

⇒ You should hear a click.

ATTENTION

- Be careful that the top cover does not shut on your fingers.
- Confirm that the top cover is completely closed. If not completely closed, document jams and feeding errors may occur.
- When closing the top cover, do not slam it shut by pushing the LCD touch panel as this may damage it.

7.4 Cleaning the Carrier Sheet

Use a soft dry cloth, a cloth slightly moistened with Cleaner F1 or a mild detergent, or the Cleaning Wipe to clean the carrier sheet.

Lightly wipe off the dirt and dust from the surface and interior of the carrier sheet.

As the carrier sheet is repeatedly used, dirt and dust may collect on the surface of or inside the carrier sheet.

To prevent scanning malfunction, the carrier sheet should be regularly cleaned.

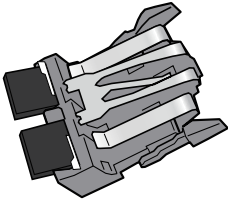
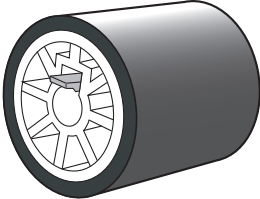
ATTENTION

- Never use paint thinner or other organic solvents.
- Do not rub too hard, as the carrier sheet may become scratched or deformed.
- After cleaning the interior of the carrier sheet, wait until it has completely dried before closing it.
- As a guideline, it is recommended to replace the carrier sheet every 500 scans.
For details about purchasing a carrier sheet, refer to ["7.5.5 Purchasing the Carrier Sheet"](#) (page 376).

7.5 Replacing Parts

7.5.1 Part Numbers and Replacement Cycle

The following table specifies the replacement part numbers and the standard replacement cycles.

Part name	Part No.	Replacement cycle
PAD ASSY 	PA03586-0002	After every 50,000 sheets scanned or once a year
PICK ROLLER 	PA03586-0001	After every 100,000 sheets scanned or once a year

These replacement cycles are rough guidelines for when using 80 g/m² (20 lb) A4/Letter woodfree or wood containing paper. They may vary according to the type of documents scanned, scanner usage, and cleaning frequency.

ATTENTION

- When the consumable alert status is orange or red, contact your scanner administrator to replace the necessary part.
- Use only the PFU parts specified. Do not use consumable parts made by other manufacturers.

For more details about how to check the consumable alert status, refer to "[7.5.2 Checking the Consumable Alert Status](#)" (page 368).

To obtain these parts, contact your FUJITSU dealer or an authorized FUJITSU scanner service provider.

For more details, refer to the following web page:

<http://scansnap.fujitsu.com/>

7.5.2 Checking the Consumable Alert Status

1. On the [Main Menu] or [Job Menu] window, press the [Consumable Alert] button.

HINT

The [Consumables Alert] button on the [Job Menu] window can be shown by pressing





⇒ The [Consumable Alert] window appears.

2. Check which part needs to be replaced and press the [OK] button.

Parts whose [Usage Counter] value is bigger than the [Replace at] value should be replaced.

The value of the [Usage Counter] is in units of 500 sheets scanned.

For details on how to check the status of consumable parts on the administrator window, refer to "[4.14.2 Viewing the Usage Status](#)" (page 172).

Consumable Alert			
Part	Usage Counter	Replace At	Current Status
PAD ASSY 	0	50,000	
PICK ROLLER 	0	100,000	

OK

3. Replace the part.

Refer to the following:

- Replacing the pad assy
["7.5.3 Replacing the Pad Assy"](#) (page 369)
- Replacing the pick roller
["7.5.4 Replacing the Pick Roller"](#) (page 371)

7.5.3 Replacing the Pad Assy

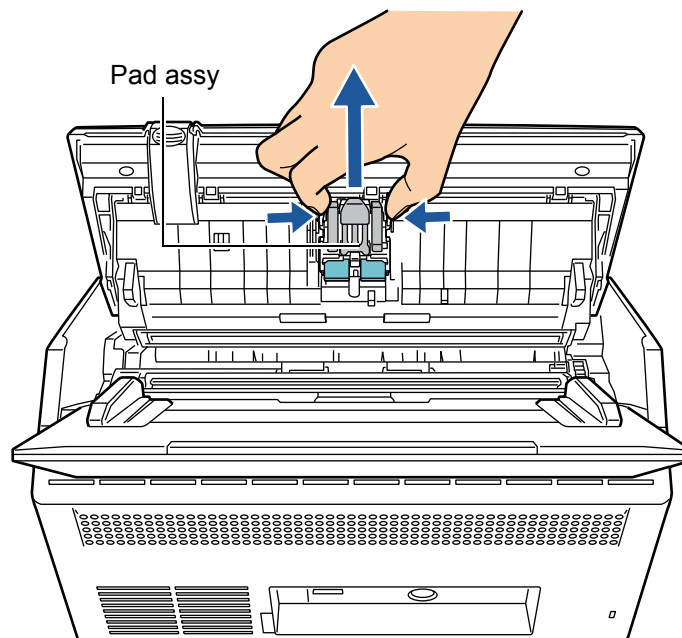
1. Remove any documents from the ADF paper chute.
2. Pull the top cover release catch toward you, place your hands at both sides of the top cover, and open the top cover.



Be careful that the top cover does not shut on your fingers.

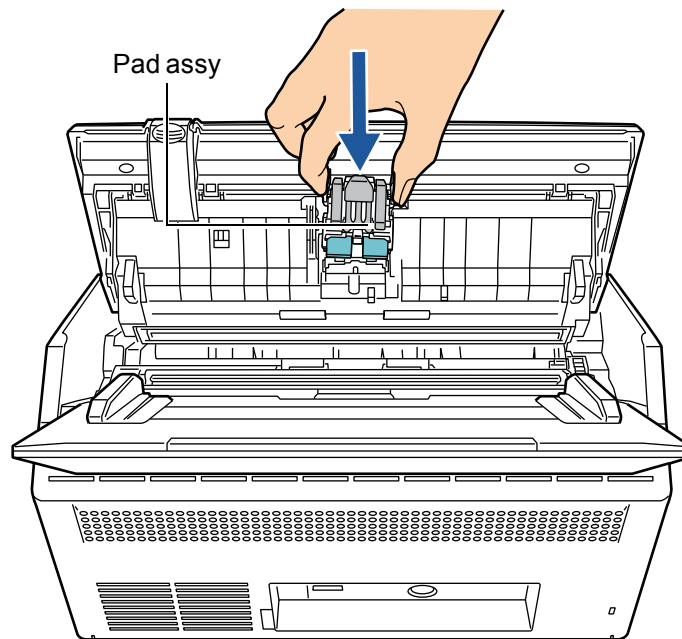
3. Remove the pad assy.

Squeeze the edges of the pad assy and remove it in the direction indicated by the arrow.



4. Insert the new pad assy.

Holding the new pad assy by its sides, insert into the pad assy socket. Take care not to snag the pick springs.

**ATTENTION**

Make sure that the pad assy is firmly and fully inserted. If it is not correctly attached, document jams and other feeding errors may occur.

5. Close the top cover.

⇒ You should hear a click.



Be careful that the top cover does not shut on your fingers.

6. Reset the pad assy usage counter.

The usage counter must be reset by an administrator. For details, refer to ["Resetting the Usage Counter" \(page 172\)](#).

7.5.4 Replacing the Pick Roller

1. **Remove any documents from the ADF paper chute.**

2. **Remove the ADF paper chute.**

Hold the ADF paper chute by both ends, and lift it while leaning it towards the front.

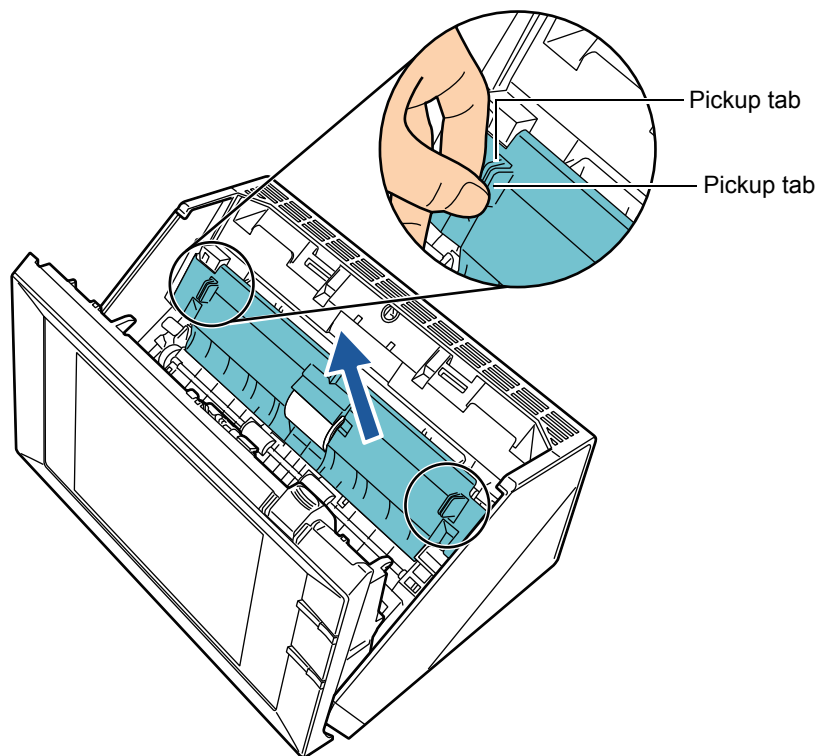
3. **Pull the top cover release catch toward you, place your hands at both sides of the top cover, and open the top cover.**

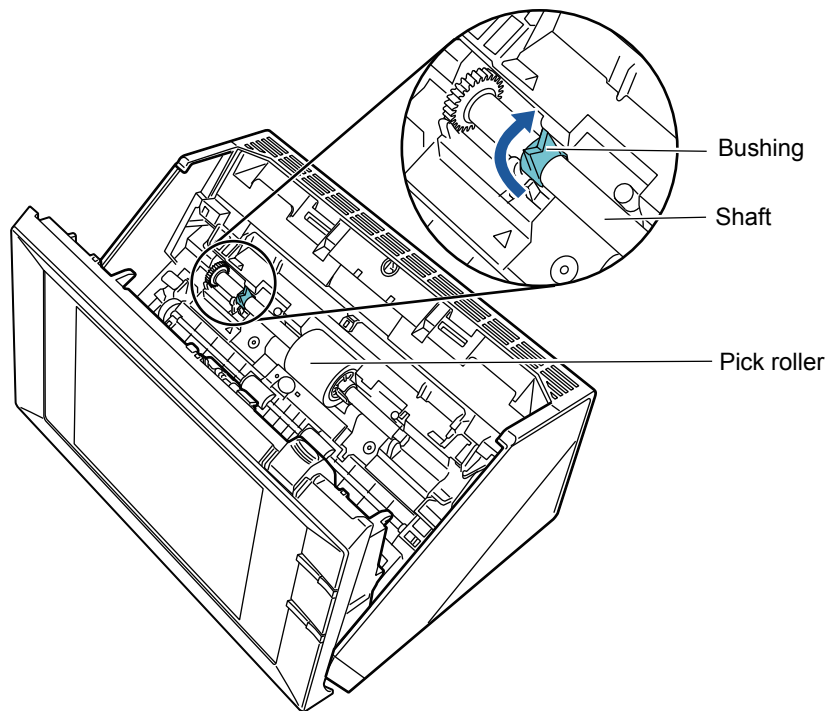


Be careful that the top cover does not shut on your fingers.

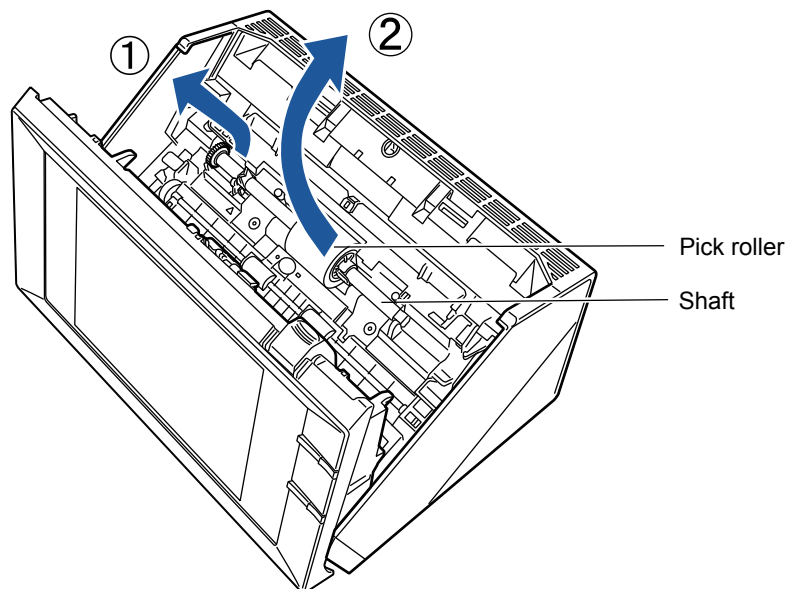
4. **Remove the sheet guide.**

Squeeze the pickup tabs at both ends of the sheet guide with your fingers, and lift the sheet guide up and away.



5. Rotate the left bushing.**6. Remove the shaft.**

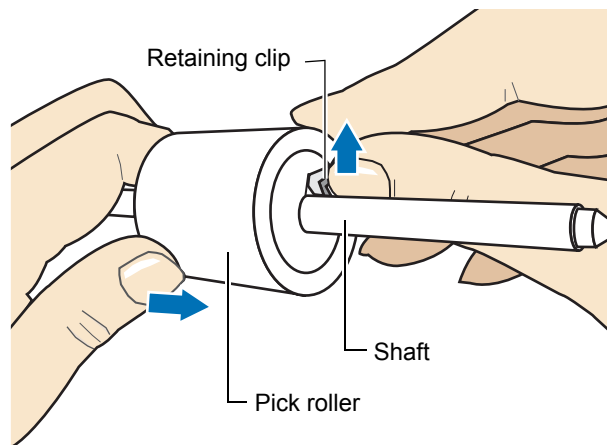
Slightly lift the left side of the shaft (by approximately 5 mm), slide the shaft to the left, and lift it up and away.

**ATTENTION**

The pick roller bushing may be hard to rotate. Do not try to turn it with your fingernail. Use a paper clip to turn the roller bushing if you cannot rotate it with your fingertip.

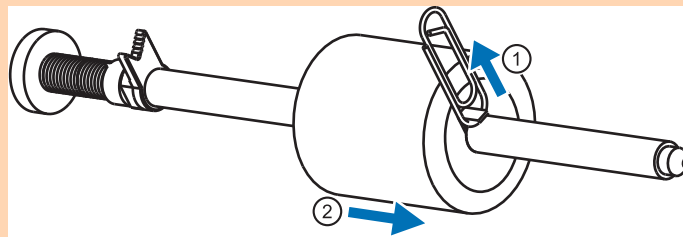
7. Remove the pick roller from the shaft.

Pull out the shaft as you lift the retaining clip.



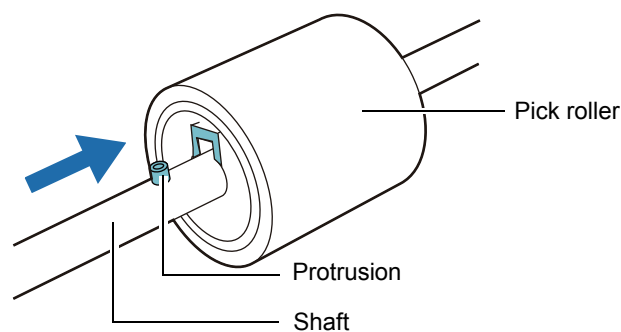
ATTENTION

Lifting the retaining clip with your fingernail may hurt or damage your fingernail. Use a paper clip or something similar if you have trouble lifting it up.



8. Attach the new pick roller onto the shaft.

Insert the shaft into the new pick roller, aligning the protrusion on the shaft with the matching notch in the pick roller.

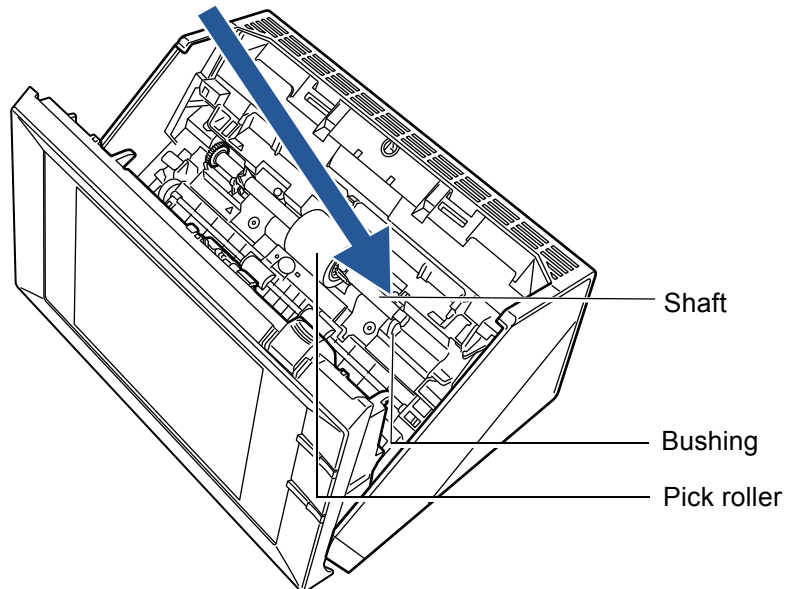


ATTENTION

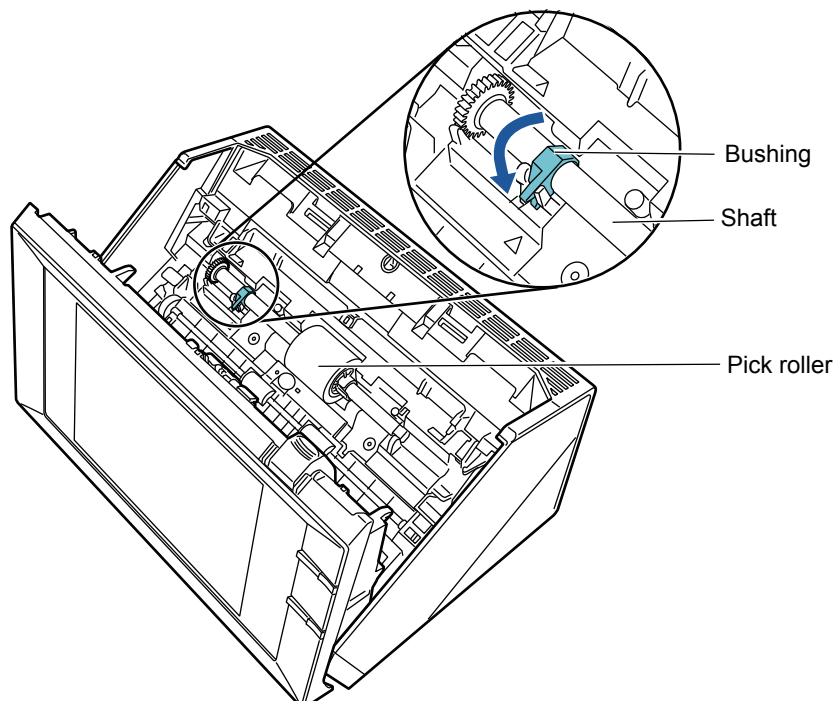
Make sure that the pick roller shaft is fully inserted. If it is not correctly attached, document jams and other feeding errors may occur.

9. Insert the shaft back in the scanner.

Insert the top end of the shaft from above into the roller bushing located on the right side as seen from the front, then set down the shaft until it is fixed in the scanner. Then, adjust it slowly by setting it down.

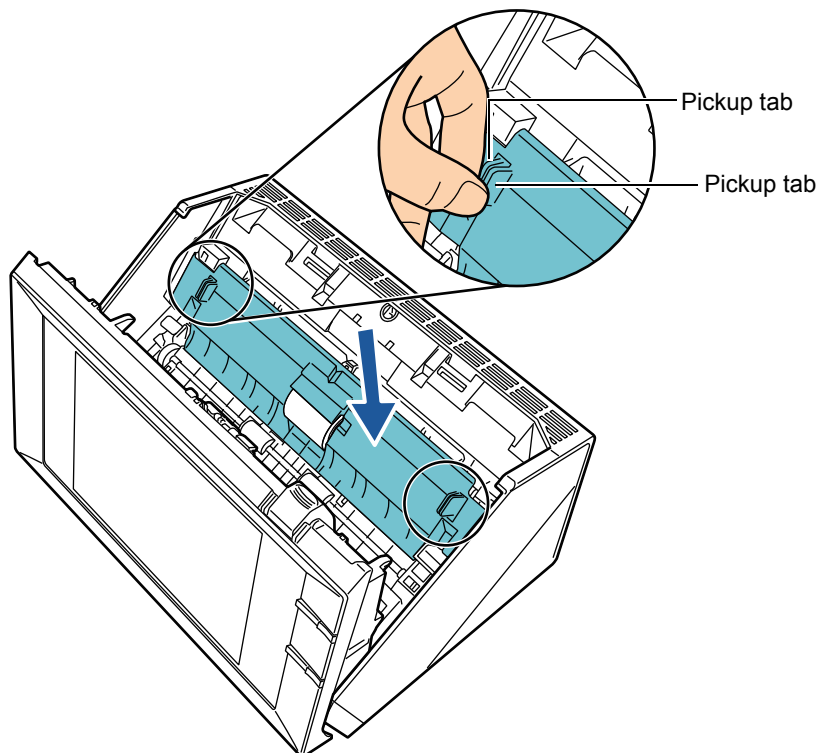
**10. Fix the bushing (located on the left side from the anterior view).**

Rotate the left side bushing in the direction indicated by the arrow.



11. Attach the sheet guide.

Squeeze the pickup tabs at both ends of the sheet guide with your fingers, and fit it back onto its original location.



⇒ The tab snaps open.

ATTENTION

Make sure that the sheet guide is firmly and fully inserted. If it is not correctly attached, document jams and other feeding errors may occur.

12. Close the top cover.

⇒ You should hear a click.



Be careful that the top cover does not shut on your fingers.

13. Attach the ADF paper chute.

Push the ADF paper chute until it locks into place, inserting the tab of the ADF paper chute into the hole on the back of the scanner.

Install the ADF paper chute so that the side guide faces upward.

14. Reset the pick roller usage counter.

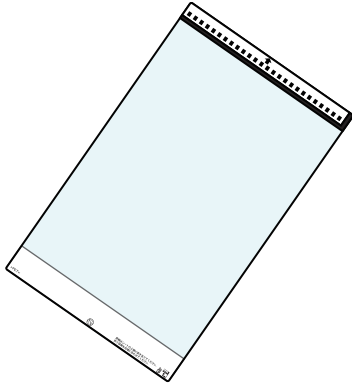
The usage counter must be reset by an administrator. For details, refer to ["Resetting the Usage Counter" \(page 172\)](#).

7.5.5 Purchasing the Carrier Sheet

If the carrier sheet provided with the scanner can no longer be used for scanning due to damage or wear-and-tear, you can purchase a new carrier sheet separately.

As a guideline, it is recommended to replace the carrier sheet every 500 scans. However, replace the carrier sheet when it becomes scratched or dirty.

The part name and the part number of the separately sold carrier sheet are as follows:

Part name	Part No.	No. of items
ScanSnap Carrier Sheet 	PA03360-0013	5

To obtain a carrier sheet, contact your FUJITSU dealer or an authorized FUJITSU scanner service provider.

For more details, refer to the following web page:

<http://scansnap.fujitsu.com/>


7.6 Performing a Scan Test

After scanner cleaning or replacement of consumable parts, perform a scan test.

■ Regular User

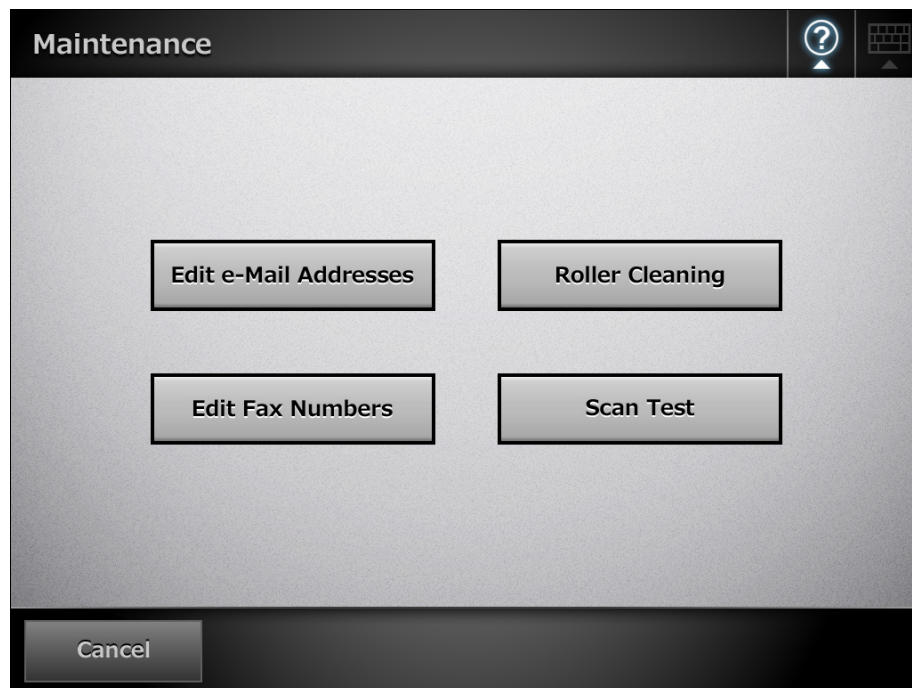
1. On the [Main Menu] or [Job Menu] window, press the [Maintenance] button.

HINT

The [Maintenance] button on the [Job Menu] window can be shown by pressing .

⇒ The [Maintenance] window appears.

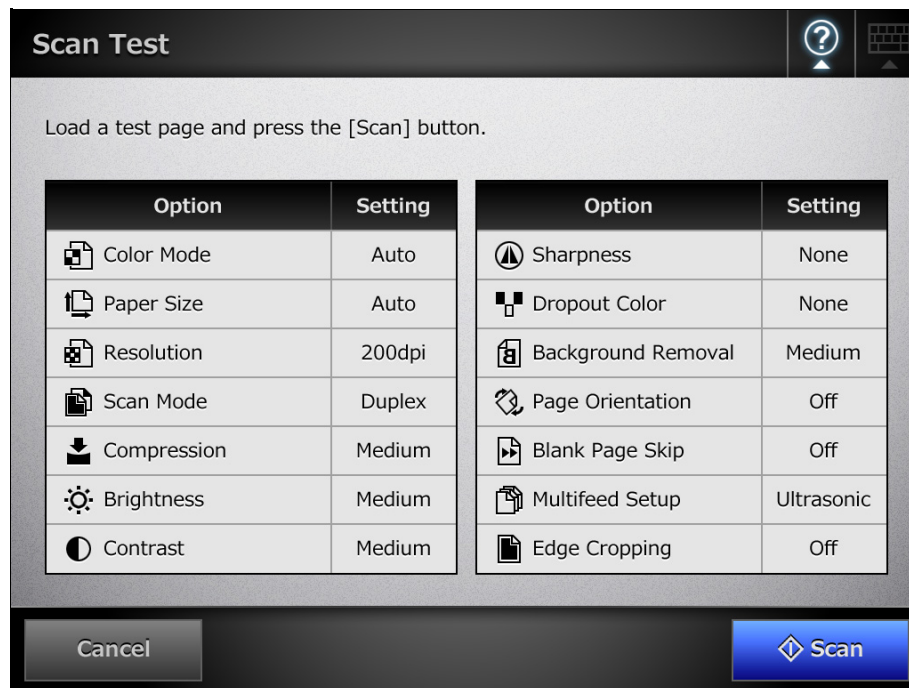
2. Press the [Scan Test] button.



⇒ The [Scan Test] window appears.

3. Load the document into the ADF paper chute for the scan test.

4. Press the [Scan] button.



⇒ The scan test starts.

⇒ When the scan test has completed, the [Scan Viewer] window appears.

If the scanner fails to scan correctly, an error message is displayed. Deal with errors as required.

5. Check the scanned data.

For more details about [Scan Viewer], refer to the following:

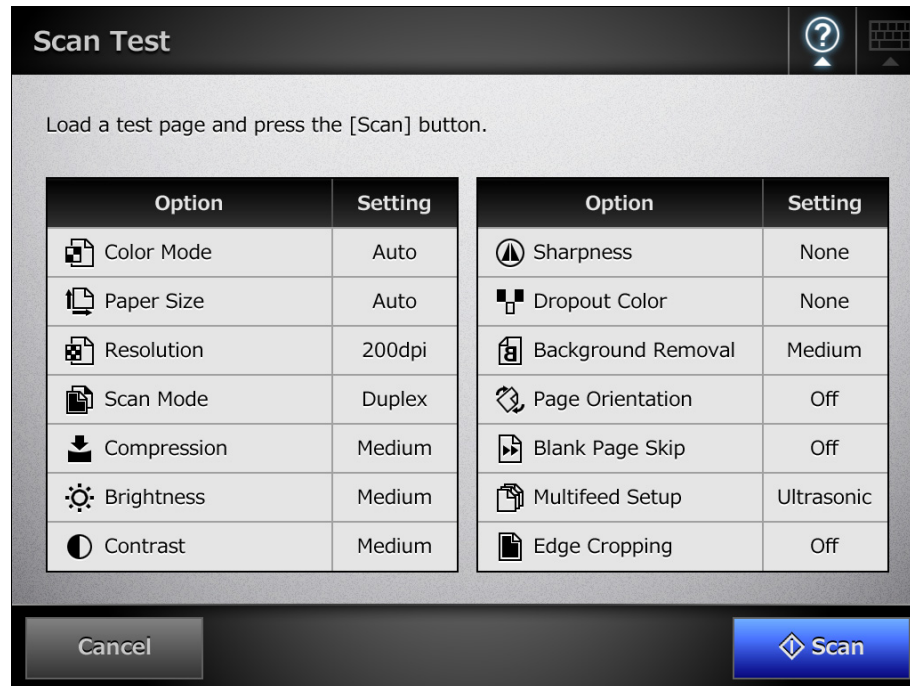
["6.11 Editing the Scanned Data in the Scan Viewer" \(page 339\)](#)

6. Press the [OK] button.

⇒ The [Maintenance] window is shown again.

■ Administrator

1. **Select [Admin Menu] → [Device Test] → [Scan Test].**
⇒ The [Scan Test] window appears.
2. **Load the document into the ADF paper chute for the scan test.**
3. **Press the [Scan] button.**



- ⇒ The scan test starts.
- ⇒ When the scan test has completed, the [Scan Viewer] window appears.
If the scanner fails to scan correctly, an error message is displayed. Deal with errors as required.
4. **Check the scanned data.**
For more details about [Scan Viewer], refer to the following:
["6.11 Editing the Scanned Data in the Scan Viewer" \(page 339\)](#)
5. **Press the [OK] button.**
⇒ This returns you to the [Admin Menu] window.

7.7 Calibrating the LCD Touch Panel Touch Panel

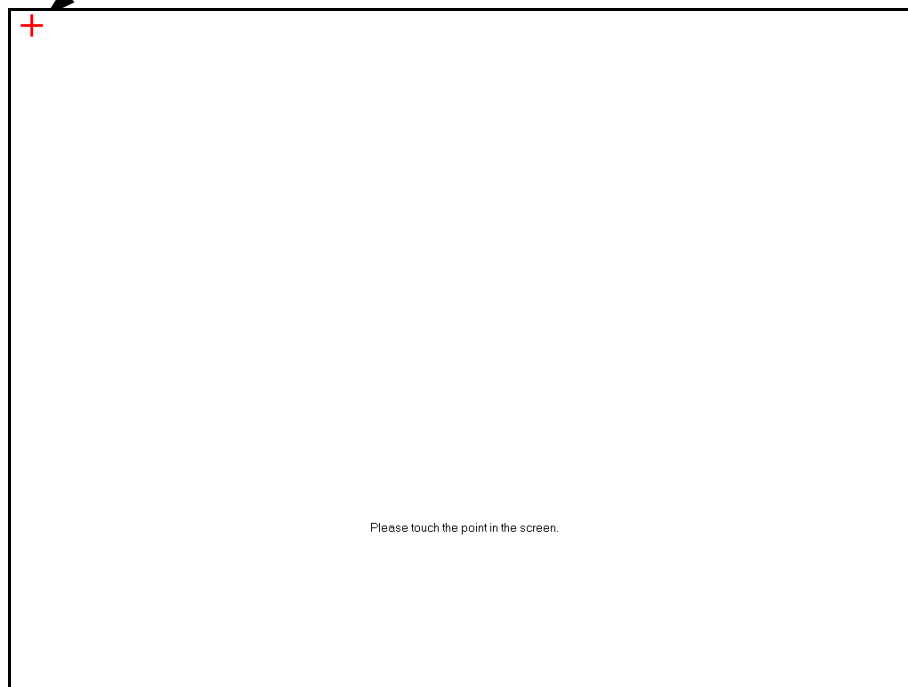
This should be done when the LCD touch panel responses seem out of alignment with the positions of objects on the LCD screen.

1. On the [Admin Menu] window, select [Device Test] → [Screen Calibration].

⇒ The [Screen Calibration] window appears, with a red "+" (adjustment mark) shown on it.

2. Touch the "+" with your fingertip.

After being touched, the "+" will move to the next calibration position. Each time it stops, touch it again.



Repeat until the test window appears, with the following [Calibration] dialog box:



3. Trace a line on the screen with your fingertip.

⇒ A line corresponding to how you move your fingertip appears on-screen.

If the screen becomes cluttered, press the [Calib screen] button on the [Calibration] dialog box to remove all the lines and repeat the process from [Step 2](#).

4. Press the [Update] button on the [Calibration] dialog box.

⇒ Calibration of the LCD touch panel is completed.

ATTENTION

If the red "+" (adjustment mark) is not touched accurately, a "Parameter Error. Please input, again" message may appear.

In this case, perform the calibration from [Step 2](#) again, being careful to touch each calibration point accurately.

Chapter 8

Troubleshooting

Admin

User

This chapter provides information on dealing with scanner operation problems such as paper jams, points to check before contacting your FUJITSU scanner dealer, and help on how to check scanner labels.

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8.4 Points to Check before Contacting Your FUJITSU Scanner Dealer.....	409
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8.1 Removing Jammed Documents

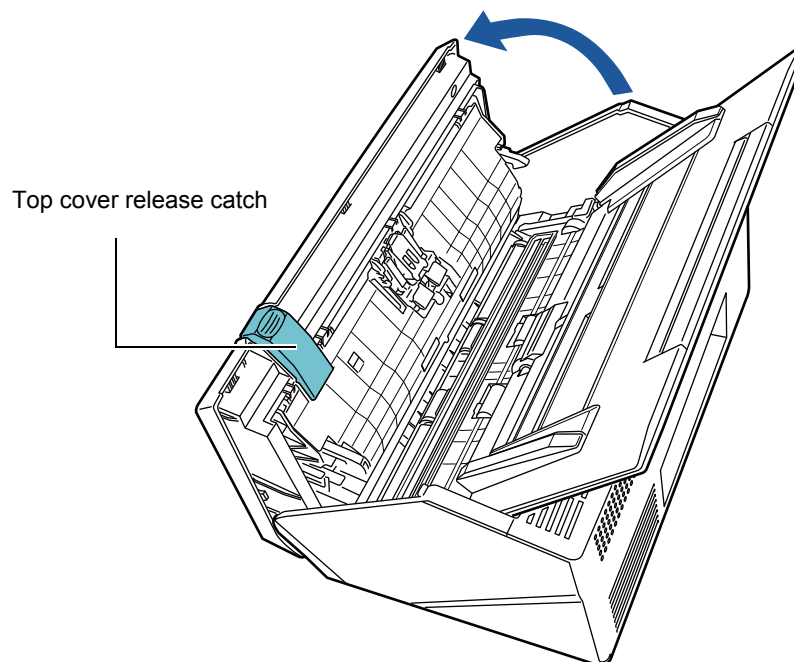
If a document jam occurs, follow the procedure below to remove the jammed documents.



WARNING

- Do not forcibly pull out jammed documents. Make sure to open the top cover before removing the documents.
- Take care not to snag sharp-edged parts when removing jammed documents. Such parts may cause injury.
- When removing jammed documents, take care with dangling objects such as neckties, necklaces and hair, as they may easily become entangled in the scanner.
- The surfaces of the glass can become hot when the scanner is used. Take care not burn your hands.

1. Remove all documents from the ADF paper chute.
2. Pull the top cover release catch toward you, place your hands at both sides of the top cover, and open the top cover.



CAUTION

Be careful that the top cover does not shut on your fingers.

3. Remove the jammed document.

ATTENTION

- Staples, paper clips, etc. can cause document jams.
- Take care not to damage the glass or the sheet guides when removing stapled or paper-clipped documents.


4. Holding both sides of the top cover, close the top cover.

ATTENTION

- Be careful that the top cover does not shut on your fingers.
- Confirm that the top cover is completely closed. If not completely closed, document jams and feeding errors may occur.
- When closing the top cover, do not slam it shut by pushing the LCD touch panel as this may damage it.

⇒ You should hear a click.

HINT

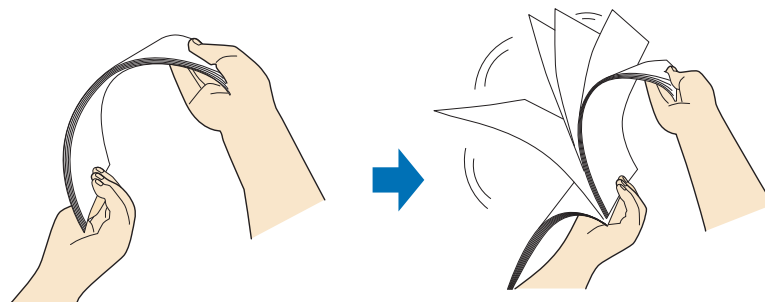
- Although no error message is displayed, document pages may remain in the ADF even after scanning is completed or canceled. Follow the procedure from [Step 1](#) to [Step 4](#) above to remove any such pages from the ADF.
- If document pages become blocked while scanning, check the scanned data. Document pages which could not be scanned correctly may be shown in the [Scan Viewer] window. In this case, delete all pages not correctly scanned using . For more details about the [Scan Viewer] window, refer to "[6.11.5 Deleting a Scanned Page](#)" (page 342).

If document jams or multifeed errors occur frequently, try the following procedures.

1. Align the edges of the document sheets.

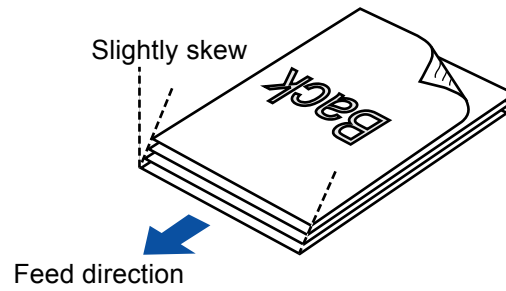
2. Fan the documents.

1. Lightly grip the ends of the document stack in both hands, and fan two or three times.



2. Rotate the documents 90 degrees, and fan again.

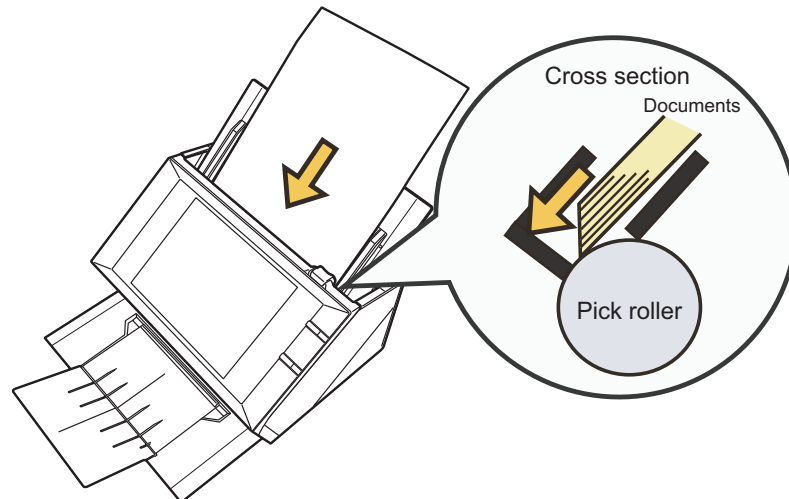
3. Align the edges of the document sheets to be loaded, and slightly skew the leading edge of the document.



ATTENTION

Scanning the document sheets whose edges are not aligned might cause paper jams or damage to the document.

3. Load the documents into the ADF paper chute, as shown in the following diagram.



8.2 Network Connection Troubleshooting

If a network connection is not possible, first check the scanner status and system settings. The following section provides information about general troubles that may occur when connecting to a network.

If the cause of the problem is unknown or the problem persists, check the items in ["8.4 Points to Check before Contacting Your FUJITSU Scanner Dealer"](#) (page 409) and contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

8.2.1 Basic Network Operation Tests

After the network has been setup, perform the following network operation tests on the administrator window.

- Checking basic network operation with a Ping test
- Checking the network operating status
- Checking the NTP server settings by synchronizing the system time (if using an NTP server)
- Checking the mail server by sending a test mail (if scanned data is to be sent as an e-mail, by fax, or when requesting alert notifications by e-mail)

■ Checking Basic Network Operation with a Ping Test

Check the network connection status of the following computers and servers associated with the network.

For details about the checking procedure, refer to ["4.8.6 Checking the Network Connection with a Ping Test"](#) (page 117).

- Computer with Admin Tool installed
- Computer with Central Admin Console installed
- Computer with Central Admin Server software installed
- Computer with User Editor installed
- DNS server
- WINS server
- NTP server
- LDAP server
- SMTP server
- File server
- FTP server
- Print server
- SharePoint server
- Domain controller
- Proxy server

ATTENTION

Depending on the server setting, there may be no response from a Ping test.

When checking the network connection status by a Ping test, the following results are possible.

Follow each action described below.

"Ping statistics" shows "Lost=0 (0% loss)".

■ Details

Network connection is working properly.

"Ping statistics" shows "Lost=4 (100% loss)".

■ Details

There is no response from the Ping target.

■ Action

- The specified Ping target might not be correct. Check that the Ping target IP address, host name or FQDN is correct.
- The network transmission mode may differ from the connection target. In ["4.8.7 Checking the Network Operating Status" \(page 119\)](#), change [Link Speed/Duplex Mode] from "Auto-Negotiation" to a fixed mode.
- If the Ping target is correct and the network transmission method is appropriate, refer to ["Failure to Connect to a Server Using Its IP Address" \(page 391\)](#) for further solutions.

"Ping statistics" shows "Lost=N (1 to 99% loss)".

■ Details

Communication with the Ping target is not stable.

■ Action

- There may be a quality problem with the LAN cable. Replace the LAN cable and try again.
- The network transmission mode may differ from the connection target. In ["4.8.7 Checking the Network Operating Status" \(page 119\)](#), change the [Link Speed/Duplex Mode] from "Auto-Negotiation" to a fixed mode.

Hardware error.

■ Details

A problem may have occurred in the transmission path of the hardware. For example, the LAN cable may have been disconnected during the Ping test.

■ Action

Check the status of the LAN cable connection and try again.

"Ping request could not find host xxxxxxxx. Please check the name and try again."

■ **Details**

The name-resolution or address-resolution for the device specified as the Ping target may have failed.

■ **Action**

- Check that the Ping target host name or FQDN is correct.
- Check that the DNS server or WINS server settings are correct.
- If the Ping target host name or FQDN is correct, refer to ["Failure to Connect to a Server Using Its Host Name or FQDN" \(page 393\)](#) for further solutions.

■ **Checking the Network Operating Status**

Check the network status on the [Network Status] window.

For details about the checking procedure, refer to ["4.8.7 Checking the Network Operating Status" \(page 119\)](#).

Follow each action described below.

The information shown is all valid.

■ **Action**

None

Network connection is working properly.

■ **Action**

- If DHCP is not used:
Check that the [IP Address] setting is correct.
- If DHCP is used:
 - Check that physical network connection to the DHCP server is functioning correctly.
 - The server may not be operating normally, or the DHCP settings (restricted number of leases or MAC address validation) may be causing invalid IP addresses to be assigned. Check the DHCP server.

The information shown is valid, but the network connection does not work normally for the ping test.

■ **Action**

In ["4.8.7 Checking the Network Operating Status" \(page 119\)](#), change [Link Speed/Duplex Mode] from "Auto-Negotiation" to a fixed mode.

If the problem persists, refer to ["Failure to Connect to a Server Using Its IP Address" \(page 391\)](#) for further solutions.

■ Checking the NTP Server Settings by Synchronizing the System Time

On the [NTP Server] window, press the [Sync Time] button to check if the system time can be synchronized.

After pressing the [Sync Time] button, follow each action described below according to the message that is shown.

The messages and their corresponding actions are as follows.

System time has been successfully synchronized.

■ Action

None

System time synchronization failed.

■ Action

Try the following:

- Check the specified NTP server IP address, host name, or FQDN for mistakes, and correct them.
- Communication between the scanner and the NTP server is not possible due to a problem with the network route. Check the network settings.
- The NTP server may be busy. Wait a short time before trying again to synchronize the system time. If that does not work, the specified server may not be an NTP server, so try a different NTP server.
- The specified NTP server cannot provide a trusted date and time. It attempted to acquire the date and time from a higher level NTP server, but failed. Try a different NTP server or have the network administrator investigate.
- Check that the time is correct.
If the time is incorrect, adjust the date/time, and try again.
- Refer to "[4.5.4 Setting the Date/Time](#)" (page 93), adjust the date/time, and try again.

■ Checking the Mail Server by Sending a Test Mail

On the [Scanner Central Admin Server Settings] window or [Alert Notification] window, press the [Test] button to check if an e-mail can be sent to the specified destination. After pressing the [Test] button, follow each action described below according to the message that is shown.

The messages and their corresponding actions are as follows.

Sending...

■ Action

If no error message appears and the [Sending] indicator disappears, the test mail was sent successfully to the mail server.

Check that the alert notification e-mail has arrived at the specified destination. If the alert notification e-mail has not arrived at the expected destination, check that the part of the e-mail address before the "@" has been entered correctly.

Test e-mail could not be sent.

■ Action

- Check that the computer connected to the e-mail server is running properly.
- Check if an e-mail can be sent to the address from other computers in the network.
- Ping the SMTP server to check that it and its network connection are working properly.
- If the SMTP server does not respond to the ping test, check whether the system network is operating normally by pinging a computer other than the SMTP server.
 - If it is only the scanner's network connection that does not work, refer to ["Failure to Connect to a Server Using Its IP Address"](#) (page 391) for further solutions.
 - If the problem seems to be with the SMTP server's network connection, request the network administrator to check that the SMTP server and its network connection are functioning normally.
- Check that the same port number has been correctly set for the scanner to SMTP server connection in ["4.10.1 Setting the e-Mail Server"](#) (page 137) and Central Admin Console. For details about operations of Central Admin Console, refer to the Scanner Central Admin User's Guide.

8.2.2 Other Network Connection Troubleshooting

There are many reasons why a network connection may not be possible.

The following section provides information about general troubles that may occur when connecting to a network.

If the cause of the problem is unknown or the problem persists, check the items in ["8.4 Points to Check before Contacting Your FUJITSU Scanner Dealer"](#) (page 409) and contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

■ Failure to Connect to a Server Using Its IP Address

If a server cannot be connected to by using its IP address, and does not respond to a ping test, try the following steps:

Connection error between a server and the scanner, or problem with the LAN cable.

■ Action

Check that the LAN cable has been attached to both the scanner and server correctly.

If the server is connected using a LAN cable (straight type), Auto MDI/MDI-X (automatic selection) is not supported. A LAN cable (crossover type), switch, or router is required between the scanner and server.

If this is not the case, the LAN cable may be faulty. Find a LAN cable that functions normally and try again.

IP address or subnet mask is invalid.

■ Action

On the [IP Address] window, check that the IP address or subnet mask settings are correct.

For more details about the [IP Address] window, refer to ["4.8.1 Giving the Scanner an IP Address"](#) (page 111).

When using DHCP, the DHCP server does not operate normally, or there is a problem with the DHCP server settings.

■ Action

If using DHCP, on the [Network Status] window, check that IP address, subnet mask, and default gateway settings are all correct.

If these settings are not correct, the DHCP server may not operate normally, or the DHCP server may not assign valid IP addresses because of restricted number of leases or MAC address validation.

Check the DHCP server connection status and the details of the server settings.

For more details about the [Network Status] window, refer to ["4.8.7 Checking the Network Operating Status"](#) (page 119).

Another host or communication device is connected using the same IP address as the scanner.

■ Action

If the same IP address has already been used by another host or communication device, then even if the other device has been given a different IP address, the server may not recognize the scanner's "duplicate" IP address until it is rebooted. Restart the server.

If a duplicate IP address connection from another host or communication device exists on a LAN, it will be unusable.

If a duplicate IP address connection from another host or communication device exists, pull out its LAN cable and restart the server.

Access is denied due to the establishment of a firewall between the server and the scanner.

■ Action

If a firewall has been established between the server and the scanner, check that it has not been set to deny access to the network.

The network [Link Speed/Duplex Mode] for the scanner and server are different, or "Auto-Negotiation" is not supported by the server.

■ Action

- For this scanner, the default [Link Speed/Duplex Mode] value is [Auto-Negotiation].
- If "Auto-Negotiation" does not operate correctly, change [Link Speed/Duplex Mode] to a fixed mode on the scanner and server, and try again.
- For more details about the [Network Status] window, refer to ["4.8.7 Checking the Network Operating Status" \(page 119\)](#).

■ Failure to Connect to a Server Using Its Host Name or FQDN

If a server cannot be connected to by using its host name or FQDN, and does not respond to a ping test, try the following steps:

Same as in ["Failure to Connect to a Server Using Its IP Address" \(page 391\)](#).

■ Action

Check if a network connection is possible by trying the same solution for ["Failure to Connect to a Server Using Its IP Address" \(page 391\)](#).

The scanner's DNS server or WINS server settings are invalid.

■ Action

Check that the DNS and WINS server settings are correct.

The DNS server or WINS server is not functioning normally, or there is an error with the DNS or WINS server network connection.

■ Action

Ping the DNS and WINS servers to check they are functioning normally.
If the DNS or WINS server is not functioning, request the network administrator to check its status.

■ Failure to Add the Scanner as a Domain Member, or Failure to Login to a Domain

When specifying the scanner as a domain member, an authorization error occurs and the scanner cannot be added.

■ Action

- When specifying the scanner as a domain member, perform authentication as a user with domain administrator rights, or as a user with the rights to add a computer to the domain. If you do not know the user name or the password, contact the system administrator of the domain.
- Check that the LAN Manager authentication level is set to the same level as the server in the domain.

After a user with administrator rights registers a scanner to a domain, authentication is attempted by a domain user without administrator rights in order to change the scanner name, but login fails.

■ Action

When registering a scanner to a domain with administrator rights, be sure to perform authentication as a user with administrator rights again the next time.

■ Failure to Add a Network Printer

If adding a network printer to/from the scanner is not possible, try the following steps. Also, refer to how to set printer settings, how to add a network printer, and the printer manual beforehand.

The Windows XP printer driver has not been installed on the print server.

■ Action

Install the Windows XP printer driver on the print server.

Check that the Windows XP printer driver has been correctly installed on the print server. For more details, refer to ["4.13 Setting the Network Printers" \(page 160\)](#).

Network printer shared name has been changed.

■ Action

Check the shared name on the print server.

The specified network printer path is invalid.

■ Action

Check that the specified network printer path is correct.

The network printer shared name contains the vertical bar (|).

■ Action

Create a network printer on the print server with a shared name that doesn't contain the vertical bar (|), and register the network printer again.

The LAN Manager authentication level is not set to the same level as the server for the network printer.

■ Action

Set the LAN Manager authentication level to the same level as the server for the network printer.

■ Failure to Print on a Network Printer

If printing on a network printer which has been set in the scanner is not possible, try the following steps. Also, refer to how to set printer settings, how to add a network printer, and the printer manual beforehand.

Same as in "Failure to Connect to a Server Using Its IP Address" (page 391).

■ Action

Check if a network connection is possible by trying the same solution for ["Failure to Connect to a Server Using Its IP Address" \(page 391\)](#).

Printer is not usable, due to an out of paper error, paper jam, or similar problem.

■ Action

Check whether or not the printer is ready for printing, deal with the cause of the error, and try again.

Not authorized to print on network printer.

■ Action

Contact the administrator to check if printing is allowed on the network printer.

Printing is impossible due to a printer or spooler error.

■ Action

Try the following:

- Check that printing is possible from the print server application.
- Check that the print server spooling is operating normally.

■ Failure to Add a Network Folder

If adding a network folder from the scanner is not possible, try the following steps.

Network folder shared name has been changed.

■ Action

Check the shared name on the server side.

The specified network folder path is invalid.

■ Action

Check that the specified network folder path is correct.

The LAN Manager authentication level is not set to the same level as the server for the network folder.

■ Action

Set the LAN Manager authentication level to the same level as the server for the network folder.

■ Failure to Save to a Network Folder

When scanned data is saved to an FTP server network folder, the [Network is busy. Try again later.] message appears and saving is not possible.

■ Action

If an open port number of the FTP server is momentarily lost, this error may occur. Wait for a while (approximately three minutes) and try again, or change the FTP setting to passive mode.

When an FTP proxy is used for saving a large amount of data to an FTP server network folder, an error occurs and saving is not possible.

■ Action

When DeleGate is used for the proxy server, if the data forwarding time takes longer than ten minutes, an error may occur in the saving process. In this case, saving may be made possible by adding "TIMEOUT io=0" to the DeleGate settings.

When saving data via FTP/FTPS is attempted repeatedly, the [Error: network folder access was refused.] message may appear.

■ Action

This error may occur in the case of FTP server open port exhaustion. Wait a while (approximately three minutes) and try again.

8.2.3 Failure to Access the Scanner using a Web Browser, Admin Tool, or Central Admin Server

If access is not possible when attempting to connect to the scanner using a Web browser or the Admin Tool, or when attempting to connect to the Central Admin Server from the Central Admin Console, try the following steps:

Same as in "[Failure to Connect to a Server Using Its IP Address](#)" (page 391).

■ **Action**

Check if a network connection is possible by trying the same solution for "[Failure to Connect to a Server Using Its IP Address](#)" (page 391).

The DNS server or WINS server is not functioning normally, or the scanner name has not been registered in the DNS or WINS server.

■ **Action**

Check the connectivity of the specified IP address.

If it is possible to connect the scanner using the Admin Tool with a specified IP address, specify the scanner's IP address in the DNS or WINS server.

Check the DNS or WINS server settings for the Web browser and the Admin Tool.

A misconfigured firewall between the computer installed with the Admin Tool or Web browser and the scanner is denying access.

■ **Action**

If there is a firewall between the computer installed with the Admin Tool or Web browser and the scanner, check that its settings are not preventing access.

The URL of the target scanner is not registered as a trusted site.

■ **Action**

Set the scanner URL as a trusted site for the Web browser.

1. In Internet Explorer, select the [Tools] menu → [Internet Options].
2. On the [Security] tab, select [Trusted sites] and press the [Sites] button.
3. Enter the URL of the scanner in the [Add this website to the zone] field, and press the [Add] button.

In Internet Explorer, the security level for the target zone is set to [High] on the [Security] tab in the [Tools] menu -[Internet Options]. For [Custom Level], [Prompt] or [Disable] is set for [Active scripting] under [Scripting] in the [Settings] area.

■ **Action**

When connecting using the scanner name, the connection will be an intranet connection. If the URL includes an IP address, the scanner will be connected using the Internet Zone.

Try the following settings for the corresponding zone.

1. In Internet Explorer, select the [Tools] menu → [Internet Options].
2. Enable active scripting in either of the following ways.
 - On the [Security] tab, click the [Default level] button to set [Security level for this zone] to [Medium].
 - On the [Security] tab, click the [Custom level] button to set to [Enable] for [Active scripting] under [Scripting] in the [Settings] area.
3. If connecting via the Internet zone, on the [Privacy] tab, set the level to below [Medium High].
4. Delete temporary internet files in either of the following ways:
 - For Internet Explorer 6.0
On the [General] tab, click the [Delete Files] button on [Temporary Internet Files].
 - For Internet Explorer 7
On the [General] tab, click the [Delete] button on [Browsing history], and press the [Delete Files] button on [Temporary Internet Files].
 - For Internet Explorer 8 or Internet Explorer 9
On the [General] tab, click the [Delete] button on [Browsing history], then select the [Temporary Internet Files] check box and press the [Delete] button.
 - For Internet Explorer 10
On the [General] tab, click the [Delete] button on [Browsing history], then select the [Temporary Internet files and website files] check box and press the [Delete] button.

The scanner is in standby mode.

■ **Action**

Press the power button to start the scanner.

A proxy server is being used.

■ **Action**

Set the proxy server to not be used.

1. In Internet Explorer, select the [Tools] menu → [Internet Options].
2. Press the [LAN settings] button on the [Connections] tab.
3. Clear the [Use a proxy server for your LAN (These settings will not apply to dial-up or VPN connection).] check box.

There is an error with the connection protocol setting.

■ **Action**

Check if SSL is enabled on the [Admin Connection] window.

For details, refer to "[4.8.8 Setting the Admin Connection](#)" (page 121).

There is an error with the port number setting.

■ **Action**

Check the specified port number on the [Admin Connection] window.

For details, refer to "[4.8.8 Setting the Admin Connection](#)" (page 121).

In Internet Explorer, [Tools] menu - [Internet Options] - [Advanced] tab, the [Use SSL 3.0] check box under [Security] in the [Settings] area is not selected.

■ **Action**

1. In Internet Explorer, select the [Tools] menu → [Internet Options].
2. On the [Advanced] tab, select the [Use SSL 3.0] check box under [Security] in the [Settings] section.

8.3 Other Troubleshooting

This section describes problems that may occur during scanning and gives information on how to deal with them. Before requesting repair, check the following list of common problems.

If the problem still cannot be solved after consulting the troubleshooting suggestions, check the points in ["8.4 Points to Check before Contacting Your FUJITSU Scanner Dealer" \(page 409\)](#) and then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

The possible problems are as follows:

Problem List

■ Scanner cannot be turned on

- [" Scanner cannot be turned on." \(page 401\)](#)

■ Scanner does not start up

- [" The "The last attempt to restart ..." message is shown on the window and the scanner does not start up." \(page 401\)](#)
- [" Scanner does not resume from standby mode." \(page 402\)](#)
- [" A \[Scanner initialization has failed.\] message appears and the scanner does not start up." \(page 402\)](#)

■ I want to reset the scanner to factory defaults

- [" I want to return the scanner settings to their defaults" \(page 402\)](#)
- [" I forgot the administrator login password" \(page 402\)](#)

■ Data cannot be scanned properly

- [" Scanning does not start." \(page 403\)](#)
- [" Even after pressing the top cover Scan button, scanning does not start." \(page 403\)](#)
- [" Multifeed errors occur frequently." \(page 404\)](#)
- [" Document is not fed into the scanner \(pick error occurs frequently or document feed stops halfway\)." \(page 404\)](#)
- [" When scanning with the Carrier Sheet, the \[Paper jam has occurred. Remove the documents from the ADF and try again.\] message appears and an error occurs." \(page 405\)](#)

■ Scanned data is inappropriate

- [" Scanned data is elongated." \(page 405\)](#)
- [" Shadow on the leading edge of the scanned data." \(page 405\)](#)
- [" Vertical line on the scanned data." \(page 406\)](#)
- [" Scanned data appears skewed or distorted." \(page 406\)](#)
- [" Quality of scanned data is poor." \(page 406\)](#)
- [" Scanned data is partially cut off." \(page 406\)](#)
- [" Scanned data is skewed." \(page 406\)](#)

■ Cannot login

- [" Cannot login with administrator password." \(page 407\)](#)
- [" The \[Login\] window is not displayed when connecting via the network." \(page 407\)](#)

■ Operation does not work

- " Input field entry entered via the on-screen keyboard does not appear on the window." (page 407)
- " Saving is not possible after pressing [Save] on the [File Download] dialog box." (page 408)
- " Status window stops at "Printing scan data on ..."." (page 408)
- " An error occurs when installing an Admin Tool." (page 408)
- " When a fax is sent, the screen freezes on the scanning window." (page 408)

■ Scanner Cannot Be Turned On

Scanner cannot be turned on.

■ Check item

Has the power button been pressed?

■ Action

Press the power button.

■ Check item

Are the AC cable and AC adapter properly connected to the scanner?

■ Action

- Connect the AC cable and the AC adapter.
 - Disconnect AC cable from the scanner to turn off the scanner, and connect the cable again. After turning the power off, wait for at least 10 seconds before turning the power back on again.
- If the problem persists even after taking the above mentioned actions, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

■ Scanner Does Not Start Up

The "The last attempt to restart ..." message is shown on the window and the scanner does not start up.

■ Check item

After turning the scanner on, was the power turned off immediately?

■ Action

- Press the power button.
 - Disconnect AC cable from the scanner to turn off the scanner, and connect the cable again. After turning the power off, wait for at least 10 seconds before turning the power back on again.
- If the problem persists even after taking the above mentioned actions, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

Scanner does not resume from standby mode.**■ Check item**

After turning the scanner off, was the power turned back on again immediately?

■ Action

Press the power button.

A [Scanner initialization has failed.] message appears and the scanner does not start up.**■ Check item**

Is the status the same after the scanner is turned off and then turned back on again?

■ Action

Disconnect AC cable from the scanner to turn off the scanner, and connect the cable again. After turning the power off, wait for at least 10 seconds before turning the power back on again.

If the problem persists even after taking the above mentioned actions, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

■ I Want to Reset the Scanner to Factory Defaults**I want to return the scanner settings to their defaults****■ Action**

Refer to "[Resetting to Factory Defaults](#)" (page 185), and reset the scanner.

I forgot the administrator login password**■ Action**

Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

■ Data Cannot Be Scanned Properly

Scanning does not start.

■ Check item

Has the document been loaded correctly into the ADF paper chute?

■ Action

Reload the documents into the ADF paper chute.

■ Check item

Is the top cover completely closed?

■ Action

Close the top cover completely.

■ Check item

Does the same problem occur after turning the scanner power off and back on again, and re-logging in?

■ Action

Disconnect AC cable from the scanner to turn off the scanner, and connect the cable again. After turning the power off, wait for at least 10 seconds before turning the power back on again. If the problem persists even after taking the above mentioned actions, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

Even after pressing the top cover Scan button, scanning does not start.

■ Check item



Is the  button displayed on the LCD touch panel?

■ Action

The top cover Scan button can only be used on the following windows.

- [Send e-Mail] window
- [Send Fax] window
- [Print] window
- [Save] window
- [Scan Viewer] window
- [Scan Test] window
- [Message Screen]
- [Scan Count] window
- Confirmation window showing the number of scanned sheets
- [File Name] window

Multifeed errors occur frequently.**■ Check item**

Do the documents satisfy the conditions given in ["A.2 Paper Quality" \(page 416\)](#)?

■ Action

Use documents which satisfy the conditions described in ["A.2 Paper Quality" \(page 416\)](#).

■ Check item

Has the document been loaded correctly into the ADF paper chute?

■ Action

Riffle and realign the document stack, then load it back into the ADF paper chute.

■ Check item

Is the document stack more than 5 mm thick?

■ Action

Remove sheets from the stack to reduce it to a thickness of 5 mm or less.

■ Check item

Is the pad assy dirty?

■ Action

Clean the pad assy.

For more details, refer to ["7.3 Cleaning Inside the Scanner" \(page 360\)](#).

■ Check item

Is the pad assy worn out?

■ Action

Replace the pad assy.

For more details, refer to ["7.5 Replacing Parts" \(page 367\)](#).

Document is not fed into the scanner (pick error occurs frequently or document feed stops halfway).**■ Check item**

Does the document satisfy the conditions given in ["A.2 Paper Quality" \(page 416\)](#)?

■ Action

Use documents which satisfy the conditions described in ["A.2 Paper Quality" \(page 416\)](#).

■ Check item

Is the pick roller dirty?

■ Action

Clean the pick roller.

For more details, refer to ["7.3 Cleaning Inside the Scanner" \(page 360\)](#).

-
- **Check item**
Is the pick roller worn out?

- **Action**
Replace the pick roller.
For more details, refer to "[7.5 Replacing Parts](#)" (page 367).
-

- **Check item**
Is there any foreign matter in the document feed path?

- **Action**
Clean the document feed path.

When scanning with the Carrier Sheet, the [Paper jam has occurred. Remove the documents from the ADF and try again.] message appears and an error occurs.

- **Check item**
When an error occurs while scanning with the Carrier Sheet, after the [Scanning with the carrier sheet failed. Make sure the document is fully inserted into the top of the carrier sheet and the folded edge is on the side marked with the thick line, then try again.] message appears, the [Paper jam has occurred. Remove the documents from the ADF and try again.] message appears, and scanning fails.
- **Action**
Follow the instructions in the messages, and try again.

■ Scanned Data Is Inappropriate

Scanned data is elongated.

- **Check item**
Are the feed rollers dirty?
- **Action**
Clean the feed rollers.
For more details, refer to "[7.3 Cleaning Inside the Scanner](#)" (page 360).

Shadow on the leading edge of the scanned data.

- **Check item**
Are the feed rollers dirty?
- **Action**
Clean the feed rollers.
For more details, refer to "[7.3 Cleaning Inside the Scanner](#)" (page 360).

Vertical line on the scanned data.

- **Check item**
Is the glass dirty?
- **Action**
Follow the steps in "[Chapter 7 Scanner Care](#)" (page 356) to clean the glass.

Scanned data appears skewed or distorted.

- **Check item**
Has the document been loaded correctly?
- **Action**
Load the document correctly.

Quality of scanned data is poor.

- **Check item**
Is the glass dirty?
- **Action**
Clean the glass.

Scanned data is partially cut off.

- **Check item**
Depending on the paper color of the document, scanned data may be partially cut off because the paper boundary is not recognized correctly.
- **Action**
Before scanning, set the paper size to a standard one.

-
- **Check item**
Is the document loaded correctly?
 - **Action**
Load the document correctly.

Scanned data is skewed.

- **Check item**
Are the side guides aligned with the document width?
- **Action**
Align the side guides with the document width.
Pick roller may also cause this problem. Refer to "Check item" and "Action" for "[Document is not fed into the scanner \(pick error occurs frequently or document feed stops halfway\).](#)" (page 404).

■ Cannot Login

Cannot login with administrator password.

■ Check item

Was the Caps Lock on when the password was entered?

■ Action

Turn off the Caps Lock and try logging in again.

If the password has been lost or forgotten, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

The [Login] window is not displayed when connecting via the network.

■ Check item

Are the SSL settings correct?

■ Action

Close the window, correct the settings, and try connecting again.

■ Check item

Was the [Yes] button selected on the [Security Warning] dialog box when connecting with HTTPS?

■ Action

Close the window and try connecting again. Select the [Yes] button on the [Security Warning] dialog box when connecting.

■ Operation Does Not Work

Input field entry entered via the on-screen keyboard does not appear on the window.

■ Check item

Has the input field been selected?

■ Action

- Select the input field and try again.
- Press the [Cancel] button and try again.
- To use the LCD touch panel, touch the input field directly and try again.

Saving is not possible after pressing [Save] on the [File Download] dialog box.

- **Check item**
Does the length of the [Save As] folder path (folder path plus file name) exceed 259 characters?
- **Action**
Change the [Save As] folder to shorten the path length.

Status window stops at "Printing scan data on ...".

- **Check item**
Is there enough free space in the drive on which the spool folder for the print server exists?
- **Action**
Make sure that there is enough space in the drive.

An error occurs when installing an Admin Tool.

- **Check item**
Is the language of the Admin Tool already installed different from that of the operating system?
- **Action**
Uninstall the existing Admin Tool. Then, install the Admin Tool of the same language as that of the operating system.

When a fax is sent, the screen freezes on the scanning window.

- **Check item**
Was the Scan button pressed repeatedly during scanning?
- **Action**
Do not press the Scan button before scanning is completed.
Disconnect AC cable from the scanner to turn off the scanner, and connect the cable again. After turning the power off, wait for at least 10 seconds before turning the power back on again.
If the problem persists even after taking the above mentioned actions, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

8.4 Points to Check before Contacting Your FUJITSU Scanner Dealer

Before contacting your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider, check the following points.

8.4.1 General Details

Info	Findings
Model	ScanSnap N1800
Serial No.	Example: *****
	For the serial number, refer to "8.5 Checking the Scanner Labels" (page 412).
Production date	Year Month
	Example: 2012-12 (December, 2012) For details, refer to "8.5 Checking the Scanner Labels" (page 412).
Date of purchase	Year Month Day
System version	
Symptoms	
Frequency of trouble	
Total throughput	

8.4.2 Error Status

■ Problem When Connecting to the Scanner via Computer

Info	Findings
OS (Windows)	
Admin Tool version	
Displayed error message	

■ Document Feed Trouble

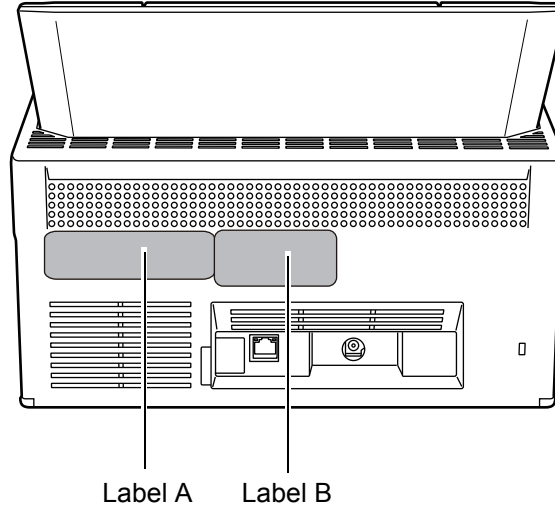
Info	Findings
Paper type	
Main purpose of use	
Last cleaned on	Year Month Day
Consumables last replaced on	Year Month Day
Error message details	

■ **Sending an Original Document and Scanned Data**

Info	Findings
Can both the original document and scanned data be sent by fax or e-mail?	Circle one: Available Unavailable

8.5 Checking the Scanner Labels

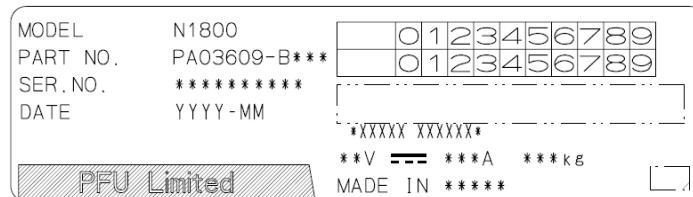
The following diagrams show where the labels are located on the scanner. The labels are on the back of the scanner.



The following are the label examples.

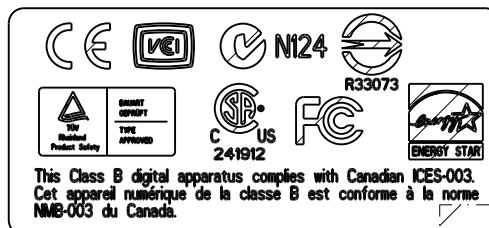
- Label A

Example: Contains various scanner information.



- Label B

Example: Indicates the various standards that the scanner conforms to.



8.6 Pre-Maintenance Preparations

Before sending the scanner for maintenance, the user data store and system settings should be backed up.

- ["Backing up the User Data Store" \(page 180\)](#) from ["4.15.1 Maintaining the User Data Store" \(page 178\)](#)
- ["4.15.2 Maintaining the System Settings" \(page 182\)](#)

After backing them up, refer to the following and delete the user data store and system settings.

If the hard disk is replaced, all settings will revert to their factory default values.

- ["Clearing the User Data Store" \(page 181\)](#) from ["4.15.1 Maintaining the User Data Store" \(page 178\)](#)
- ["To reset system settings to factory defaults, press the \[Reset\] button for \[Reset system settings to factory defaults and clear logs.\]" \(page 185\)](#) from ["4.15.2 Maintaining the System Settings" \(page 182\)](#)

ATTENTION

The user data store may contain private information such as e-mail addresses or fax numbers, so care should be taken when managing such data.

Appendix A

Paper Specifications

Admin

User

This appendix describes the paper size and quality requirements for ensuring that the ADF operates correctly when scanning documents.

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A.1 Paper Size

The following paper sizes can be scanned with this scanner:

Width: 52 to 216 mm (2.1 to 8.5 in.)

Length: 74 to 355.6 mm (2.9 to 14.0 in.) (*)

(*): When [Custom] paper size setting is used, a page length of up to 3,048 mm (120 in.) is allowed for document scanning.

A.2 Paper Quality

Paper Type

The following paper types are recommended for use with the ADF:

- Woodfree paper
- Wood containing paper

When documents of a paper type other than those listed above are scanned, perform the test-scan with a same paper type first to check if the document can be scanned without problem.

Paper Weight

The following paper weights can be used with the ADF:

- 52 to 127 g/m² (14 to 34 lb)
- For A8 and business card size, 127 g/m² only

Precautions

The following documents may not be scanned successfully:

- Documents of non-uniform thickness (e.g. envelopes and documents with attachments)
- Wrinkled or curled documents (See the following hint)
- Folded or torn documents
- Documents with appended photographs, notes, etc.
- Tracing paper
- Coated paper
- Carbon paper
- Carbonless paper
- Photosensitive paper
- Perforated or punched documents
- Documents that are not square or rectangular
- Exceptionally thin documents (less than 52 g/m²)

Do not attempt to scan the following types of documents:

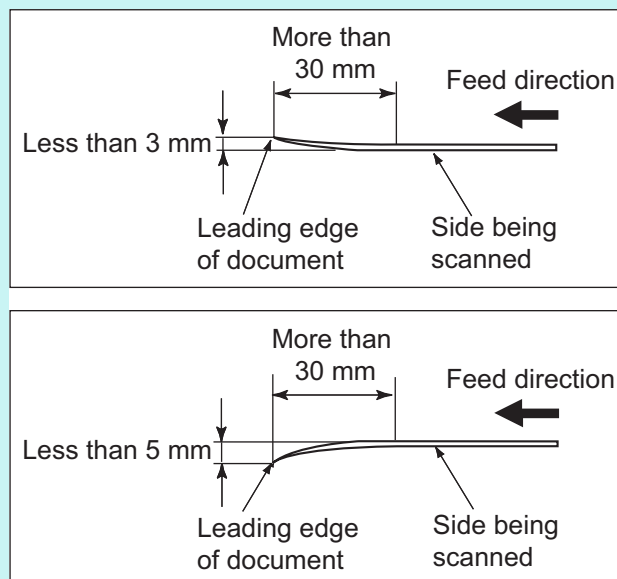
- Paper-clipped or stapled documents
- Documents on which the ink is still wet
- Documents smaller than A8 Portrait
- Documents wider than 216 mm (8.5 in.)
- Non-paper documents (such as fabric, foil, transparent paper, and plastic card)
- Valuable documents that must not be damaged or dirty, such as certificate and cash voucher

ATTENTION

- Carbonless paper contains chemical substances that may damage the pad assy or the pick and other rollers when documents are fed. Pay attention to the following:
 - cleaning
If pick errors occur frequently, clean the pad assy and pick roller.
For details about cleaning the pad assy and pick roller, refer to "[Chapter 7 Scanner Care](#)" (page 356).
 - Replacing parts
The service life of the pad assy and pick roller may be shortened when compared to scanning only wood containing paper documents.
- When wood containing paper manuscripts are scanned, the life of the pad assy and pick roller may be shortened compared with the case where woodfree paper manuscripts are scanned.
- When scanning photographs, the face of the photograph may become damaged.

HINT

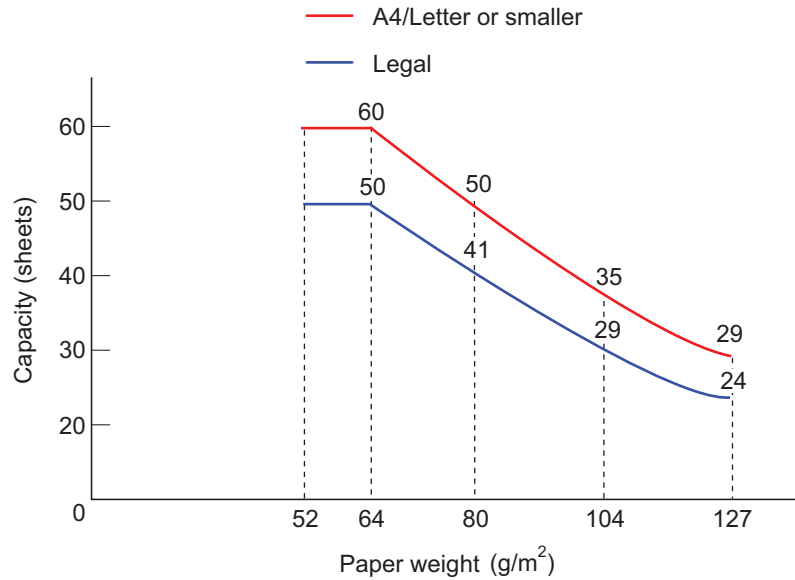
- When scanning semi-transparent documents, set the scan [Brightness] to [Light] to avoid image bleed through.
- Clean the rollers as frequently as possible when you scan documents written in pencil, because the pencil may smudge the document. Unclean rollers may also cause a paper feed error.
For details about cleaning the pad assy and pick roller, refer to "[Chapter 7 Scanner Care](#)" (page 356).
- To operate correctly, the leading edges of all document sheets must be evenly aligned. The curling of the leading edge must be within the following tolerances:



A.3 Maximum Document Loading Capacity

The maximum number of sheets that can be loaded into the ADF paper chute is determined by the length and weight of the document paper.

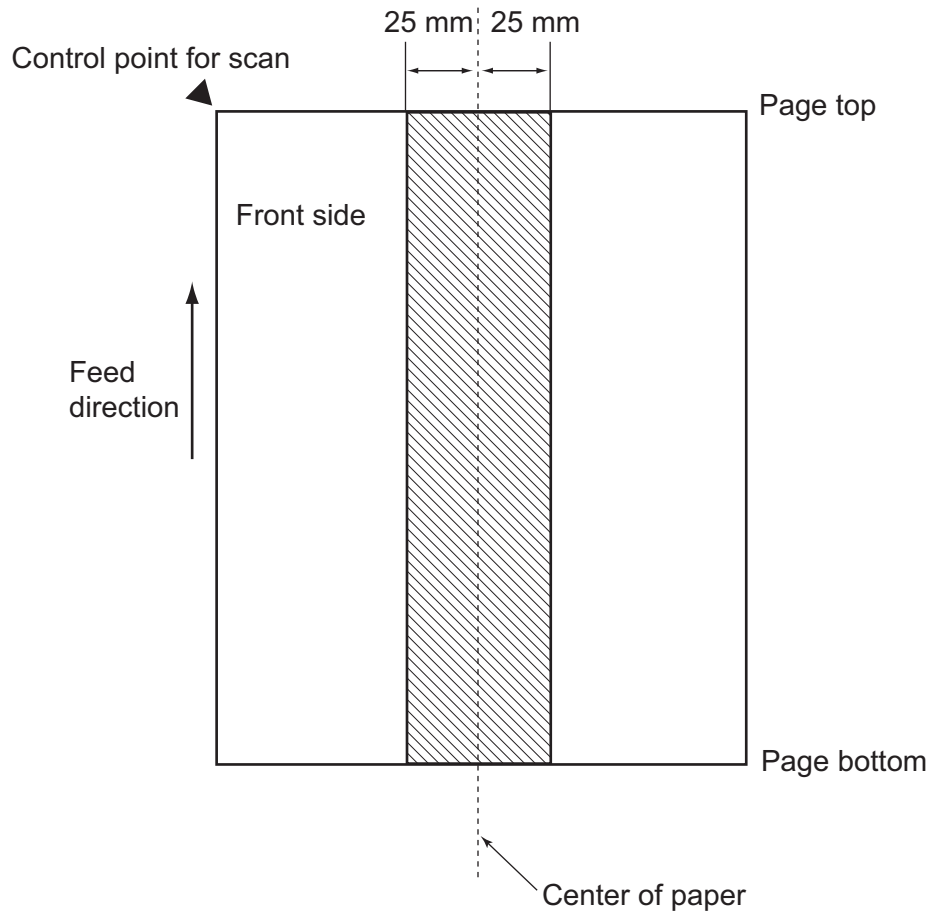
The following graph shows the maximum document loading capacity of ADF according to paper size and weight.



Unit	Standard paper weights						
	52	64	75	80	90	104	127
g/m ²	52	64	75	80	90	104	127
lb	14	17	20	21	24	28	34
kg	45	55	64.5	69	77.5	90	110

A.4 Area not to be Perforated or Affixed with Other Papers

ADF feed problems can occur while scanning if the document has any holes (punched, etc.), or if any other papers are attached in the area shown in the following figure.



A.5 Multifeed Detection Conditions

There are three multifeed detection modes: document layer, document length, and both document layer and length.

To detect multifeeds with document layer, document length, or both document layer and length, specify [Ultrasonic], [Length], or [Both], in ["6.9.19 Multifeed Detection" \(page 333\)](#). The following conditions must be satisfied in each of these detection modes.

Detection by Layer

- Set sheets of the same thickness in the ADF paper chute for a series of scans.
- Paper weight: 52 to 127 g/m² (14 to 34 lb) (45 to 110 kg/ream) (0.06 to 0.15 mm)
- Punched holes are not allowed within 25 mm (0.98 in.) either side of the center of paper.(*)
- Do not glue on any other paper within 25 mm (0.98 in.) either side of the center of paper.(*)

(*): Refer to ["A.4 Area not to be Perforated or Affixed with Other Papers" \(page 419\)](#).

Detection by Length

- Set sheets of the same length in the ADF paper chute for a series of scans.
- Document length deviation: 1% or less
- Punched holes are not allowed within 25 mm (0.98 in.) either side of the center of paper.(*)

(*): Refer to ["A.4 Area not to be Perforated or Affixed with Other Papers" \(page 419\)](#).

Detection by both Layer and Length

- Set sheets of the same thickness and length in the ADF paper chute for a series of scans.
- Document thickness: 52 to 127 g/m² (45 to 110 kg for 1,000 sheets) (0.065 to 0.15 mm)
- Document length deviation: 1% or less
- Punched holes are not allowed within 25 mm (0.98 in.) either side of the center of paper.(*)
- Do not glue on any other paper within 25 mm (0.98 in.) either side of the center of paper.(*)

(*): Refer to ["A.4 Area not to be Perforated or Affixed with Other Papers" \(page 419\)](#).

ATTENTION

- Multifeed detection by layer will always mis-detect thick paper as a multifeed error. When scanning such documents, select [None] on the [Multifeed Setup] window.
- Multifeed detection rate may decrease depending on the document condition.
- Multifeed may not be detected for the top and bottom 30 mm of a document.

A.6 Conditions for Using the Carrier Sheet

A.6.1 Paper Size

The paper sizes that can be scanned are as follows:

- A3 (297 × 420 mm) (*)
- B4 (257 × 364 mm) (*)
- 11 × 17 in. (279.4 × 431.8 mm) (*)

(*): The above paper sizes must be folded in half to be scanned.

A.6.2 Paper Quality

Paper type

Recommended paper type for scanning is as follows:
Standard office paper

Paper weight

The following paper weights can be used:

- Up to 127 g/m² (Up to 34 lb)
- Up to 63.5 g/m² (Up to 17 lb) (when scanning half fold paper)

Precautions

Take note of the following:

- You cannot mix the carrier sheet and regular documents in the same batch for scanning.
- Up to three carrier sheets can be loaded at once.
- Do not write on, color, stain, or cut the end with a black and white pattern because the carrier sheet will not be recognized properly.
- Do not place the carrier sheet upside down. Otherwise, a paper jam may occur and damage the carrier sheet and the document inside.
- Do not leave your document inside the carrier sheet for a long time. Otherwise, the ink on the document may be transferred onto the carrier sheet.
- To avoid deformation, do not use or leave the carrier sheet in high temperature places such as under direct sunlight or near a heating apparatus for a long time.
- Do not fold or pull the carrier sheet by force.
- Do not use a damaged carrier sheet because it may damage or cause the scanner to malfunction.
- To avoid deformation, keep the carrier sheet on a flat surface without any weight on it.
- Be careful not to cut your finger on the edge of the carrier sheet.
- If paper jams occur frequently, feed about 50 sheets of PPC paper (recycled paper) before scanning with the carrier sheet.
The PPC paper (recycled paper) can either be blank or printed.

Appendix B

Management Settings and Limits

Admin User

This appendix describes e-mail address setting values and the limits for the setting items.

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B.1 e-Mail Address Setting Values

e-Mail addresses may be up to 256 characters long.

One of the following e-mail address formats must be used:

- *XXXXXXXX@IP_address*
- *XXXXXXXX@Host_name*
- *XXXXXXXX@Domain_name*

<i>XXXXXXXX</i>	Comprised of alphanumerics and the following symbols: ! # \$ % & ' * + - / = ? ^ _ ` { } ~ . However, periods (.) cannot be used in the following cases. <ul style="list-style-type: none">● Using periods (.) as an initial character● Using periods (.) as a last element● Using periods (.) consecutively
<i>IP_address</i>	Comprised of numbers separated by periods (.). IP addresses within the following ranges may be used: 1.0.0.1 - 126.255.255.254 128.0.0.1 - 191.255.255.254 192.0.0.1 - 223.255.255.254
<i>Host_name</i>	Comprised of alphanumerics and hyphens (-) only. The initial character may not be a hyphen.
<i>Domain_name</i>	Comprised of alphanumerics and hyphens (-) only, and separated by periods (.). Each name element may be up to 63 characters long, and only alphabetic characters may be used for the last element.

B.2 Limits for Setting Items

Item		Limit
e-Mail	Destination e-mail addresses	30 (For each: To, Cc, Bcc)
	Segment size	64 - 10,240 KB (Up to the size of one split e-mail)
	Maximum attachment size	1 - 20 MB
	Address warning limit	2 - 1,000
	e-Mail addresses registered to an e-mail address book	<ul style="list-style-type: none"> ● e-Mail addresses only 10,000 ● e-Mail addresses, groups and distribution lists Total of 5,000
	e-Mail addresses registered to a distribution List	100
Fax	Fax numbers registered to a fax number list	1,000
	Fax destinations	One per transmission
Save	Registered folders	100 (Total of network folders and FTP folders)
	Viewable folders and tree items	10,000 (Total of domains, computers and network folders)
Print	Registered printers	100
	Viewable printers and tree items	10,000 (Total of domains, computers and network printers)
Scan to SharePoint	Registered SharePoint folders	100

Item		Limit
Job Management	Registered jobs	1,000 (Up to 10 actions can be registered per job)
	Registered job menus	100
	Registered job groups	100
	Registered job group members	1,000 (Total of users and LDAP groups)
	LDAP group availability range	Users within the 5th level
User Management	Registered user profiles	1,000
	Local users	100
Central Management	Managed scanners	1,000
Log Management	User logs	1,000
	System logs	1,000
Device Maintenance	Error Notification destination e-mail addresses	5
	Registered Add-ins	6 (Total of six items, including Add-ins and other function items, can be displayed on the [Main Menu] window.)
	Imported licenses	100

Appendix C

Connectivity

Admin

User

This appendix provides an explanation of root certification authority and SMTP server settings for using Webmail.

C.1 Root Certification Authority List..... 427

C.2 SMTP Server Settings for Using Webmail..... 429

C.1 Root Certification Authority List

SSL (Secure Socket Layer) encrypted communication may be used by the scanner for user authentication and save operations to the FTP server or a SharePoint folder. With SSL, trust certificates are exchanged to authenticate the communication opponents. The following root certificate authorities are pre-registered in the scanner, but further root certificates may be imported.

For details about importing certificates, refer to ["4.5.6 Managing Certificates" \(page 95\)](#).

Issuer	Valid until... (YYYY/MM/DD)
CA 1	2019/3/11
Certiposte Classe A Personne	2018/6/24
Certiposte Serveur	2018/6/24
Certisign - Autoridade Certificadora - AC2	2018/6/27
Certisign - Autoridade Certificadora - AC4	2018/6/27
Certisign Autoridade Certificadora AC1S	2018/6/27
Certisign Autoridade Certificadora AC3S	2018/7/10
Class 1 Primary CA	2020/7/7
Class 2 Primary CA	2019/7/7
Class 3 Primary CA	2019/7/7
Class 3 Public Primary Certification Authority	2028/8/2
Class 3P Primary CA	2019/7/7
Class 3TS Primary CA	2019/7/7
Deutsche Telekom Root CA 1	2019/7/10
Deutsche Telekom Root CA 2	2019/7/10
DST (ANX Network) CA	2018/12/10
DSTCA E1	2018/12/11
DSTCA E2	2018/12/10
DST-Entrust GTI CA	2018/12/9
Entrust.net Secure Server Certification Authority	2019/5/26
Equifax Secure Certificate Authority	2018/8/23
Equifax Secure eBusiness CA-1	2020/6/21
Equifax Secure eBusiness CA-2	2019/6/23

Issuer	Valid until... (YYYY/MM/DD)
Equifax Secure Global eBusiness CA-1	2020/6/21
EUnet International Root CA	2018/10/3
FESTE, Public Notary Certs	2020/1/2
FESTE, Verified Certs	2020/1/2
First Data Digital Certificates Inc. Certification Authority	2019/7/4
FNMT Clase 2 CA	2019/3/19
GlobalSign Root CA	2014/1/28
GTE CyberTrust Global Root	2018/8/14
http://www.valicert.com/	2019/6/26
Microsoft Root Authority	2020/12/31
Microsoft Root Certificate Authority	2021/5/10
NetLock Expressz (Class C) Tanusitványkiado	2019/2/20
NetLock Kozjegyzoi (Class A) Tanusitványkiado	2019/2/20
NetLock Uzleti (Class B) Tanusitványkiado	2019/2/20
PTT Post Root CA	2019/6/26
Saunalahden Serveri CA	2019/6/26
SecureSign RootCA1	2020/9/15
SecureSign RootCA2	2020/9/15
SecureSign RootCA3	2020/9/15
SIA Secure Client CA	2019/7/9
SIA Secure Server CA	2019/7/9
Swisskey Root CA	2016/1/1
Thawte Premium Server CA	2021/1/1
Thawte Server CA	2021/1/1
UTN - DATACorp SGC	2019/6/25
UTN-USERFirst-Hardware	2019/7/10
UTN-USERFirst-Network Applications	2019/7/10
VeriSign Trust Network	2028/8/2

ATTENTION

If the root certificate authority validation period expires, SSL connection is not possible.

C.2 SMTP Server Settings for Using Webmail

When using Webmail to send e-mail, specify the SMTP settings according to the Webmail as follows.

Webmail	Server Address	Port Number	SSL	SMTP Authentication	Authentication Mode
Gmail	smtp.gmail.com	587	STARTTLS on	Select	AUTH LOGIN, AUTH PLAIN
Yahoo! Mail	smtp.mail.yahoo.com (*1)	465	SSL on	Auto	AUTH LOGIN, AUTH PLAIN
AOL Mail	smtp.aol.com	587	STARTTLS on	Auto	AUTH LOGIN, AUTH PLAIN
Windows Live Hotmail	smtp.live.com	587	STARTTLS on	Select	AUTH LOGIN, AUTH PLAIN

(*1) Change ".com" according to your country's domain.

For details about how to specify SMTP server settings, refer to ["4.10.1 Setting the e-Mail Server" \(page 137\)](#).

Appendix D

Scanner Specifications

Admin

User

This appendix gives specifications for the scanner.

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D.1 Installation Specifications

Item		Specification
Dimensions (W × D × H)		300 × 226 × 172 mm (11.81 × 8.90 × 6.77 in.)
Weight		6.0 kg (13.23 lb)
LCD touch panel		8.4-inch XGA TFT LCD monitor Analog resistive touch panel
Keyboard		On-screen keyboard
Network interface		LAN (10Base-T/100Base-TX)
Input power	Voltage	100-240V ±10%
	Frequency	50/60 Hz
Power consumption (AC)		50 W or less

HINT

This scanner is installed with a Wake-On-LAN card. If the last time the scanner power was turned off was due to an error of power failure, the Wake-On-LAN function will not work.

D.2 Basic Scanner Specifications

Item		Specification	Remarks
Scanner type		ADF (Automatic Document Feeder)	
Image sensor		Color CCD × 2	
Light source		White cold cathode fluorescent discharge lamp × 2	(One for front side, and the other for reverse side)
Scannable area	Maximum	Legal (8.5 × 14 in.)	When [Custom] paper size setting is used, a page length of up to 3,048 mm (120 in.) is allowed for document scanning.
	Minimum	A8 (portrait) (52 × 74 mm) or 2 × 3 in.	
Paper weight		0.06 to 0.15 mm (52 to 127 g/m ² , 14 to 34 lb, 45 to 110 kg/ream)	
Scan speed (A4/Letter, Portrait) (*1)	Black & White	Simplex: 20 sheets/min. Duplex: 40 pages/min.	200 dpi
	Grayscale		
	Color		
ADF paper chute capacity		50 sheets (Letter/A4, 80 g/m ² (20 lb))	
Optical resolution		600 dpi	
Output resolution		150 dpi, 200 dpi, 300 dpi, 600 dpi	

(*1): The maximum hardware limitation. Actual scanning time includes software processing time such as data transfer time.

D.3 Changing the Functions on the On-Screen Keyboard



The scanner supports the on-screen keyboard that enables entering characters on the LCD touch panel.

For details on how to show/hide the on-screen keyboard, refer to ["2.4 Using the On-Screen Keyboard"](#) (page 60).

D.3.1 Switching the Keyboard Layout

There are two types of keyboard layouts on the on-screen keyboard: alphabetic layout and numeric and symbols layout.

The keyboard layout can be switched in the following ways.

Keyboard Layout	Operation
Numeric and symbols layout	Press  .
Alphabetic layout	Press  .
Switching the upper/lower case	Press the [Caps] or [Shift] button. <ul style="list-style-type: none">● Pressing the [Caps] button enables you to enter multiple characters continuously under the switched state. After entering a character, the switched state is still retained.● Pressing the [Shift] button enables you to enter only one character under the switched state. After entering a character, the switched state returns to the previous state.

Appendix E

Editing Using User Editor

Admin

User

This appendix describes how to edit mail address books and local accounts using User Editor.

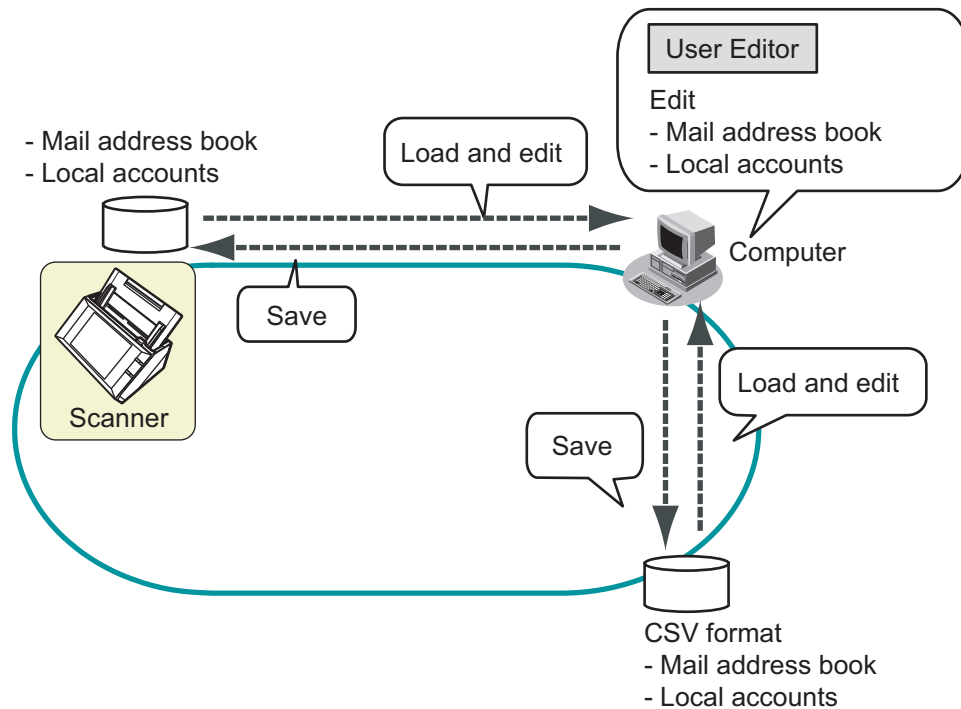
A regular user can contact the administrator for details about settings of the User Editor.

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E.1 What is User Editor?

User Editor is an application that is used for editing a scanner mail address book (My List) or local accounts.

A scanner mail address book or local accounts can be edited from a computer by connecting the computer installed with User Editor to a scanner via the network interface. User Editor facilitates operations such as outputting a mail address book or local accounts in a file (CSV format), and importing and saving a number of e-mail addresses in a file to a scanner.



- Editing a mail address book
A regular user can edit an e-mail address book (My List) and create a group in the mail address book by using User Editor, so that the e-mail addresses can be grouped by purpose and managed in a group.
- Editing local accounts
An administrator can create local accounts and save them in the scanner by using User Editor. Local accounts can be used for authenticating to the scanner.

E.2 Pre-settings

For the system requirements for using User Editor, refer to ["1.4.1 Requirements for Admin Tool and User Editor" \(page 45\)](#).

For the port numbers, refer to ["1.4.3 Port Number List" \(page 51\)](#).

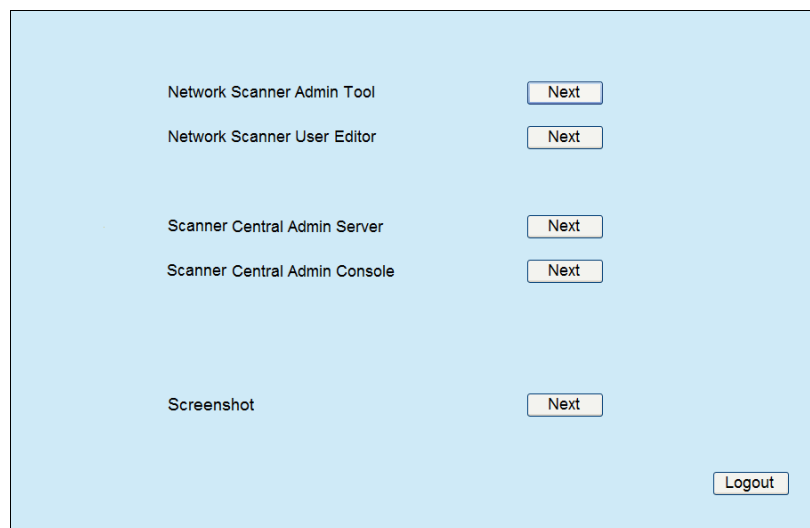
E.2.1 Installing User Editor

To edit a mail address book or a local account of a scanner via the network interface, install User Editor in a computer.

1. Perform [Step 1 to Step 3 of "Installing the Admin Tool" \(page 77\)](#).

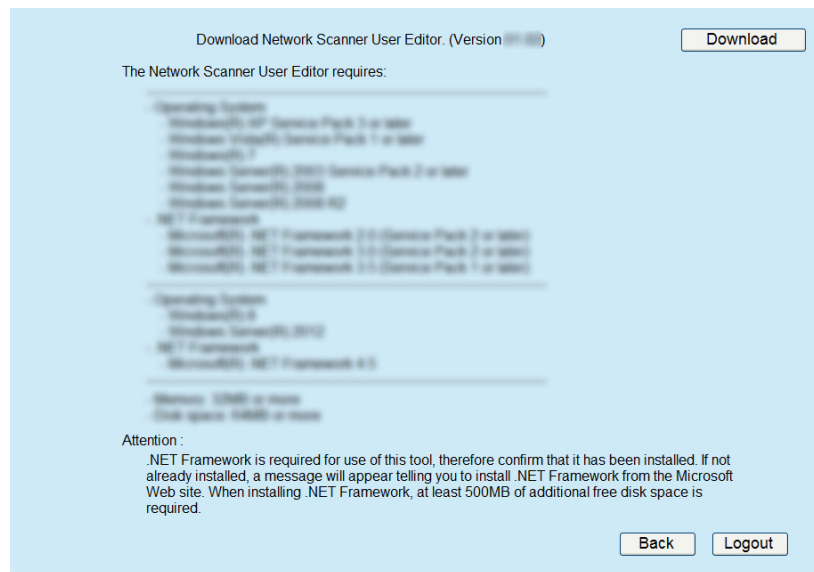
⇒ The download window appears.

2. Press the [Next] button for the [Network Scanner User Editor].



⇒ The [Download Network Scanner User Editor.] window appears.

3. Press the [Download] button.

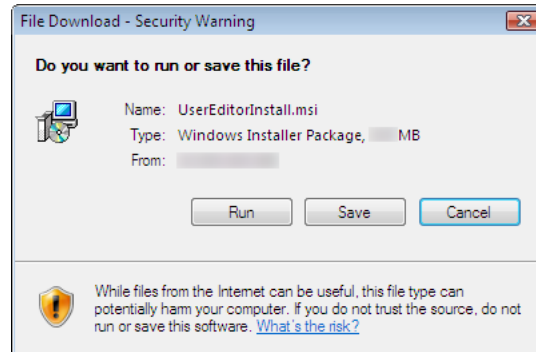


ATTENTION

Downloading is not possible while a scanner operation is in process.

⇒ The [File Download] dialog box appears.

4. Press the [Run] button.



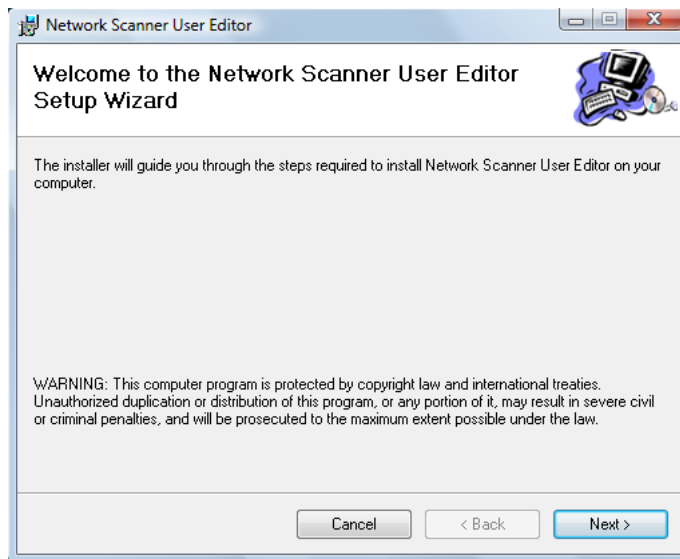
⇒ The Network Scanner User Editor setup wizard appears.

HINT

If .NET Framework is not installed, a confirmation window for .NET Framework installation appears.

Press the [Yes] button to install .NET Framework, and then try again from [Step 1](#).

5. Press the [Next] button.



⇒ The [Select Installation Folder] window appears.

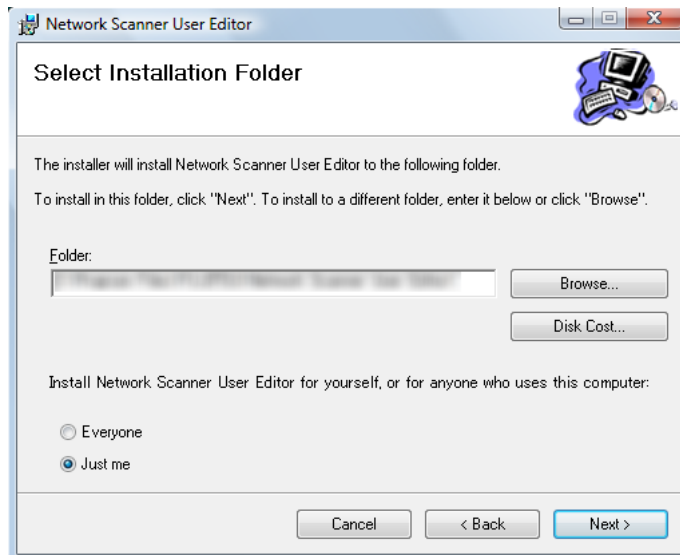
6. Select the target folder(s) and user(s), and press the [Next] button.

To select a different folder, press the [Browse] button.

To check the free space available for the currently selected folder, press the [Disk Cost] button.

ATTENTION

Installation fails if the length of any installation path (folder path plus installation file name) exceeds 259 characters. Select an installation folder that respects this limit.



⇒ From here on after, follow the instructions displayed on the window.

When "Installation complete" is displayed, the installation is complete. Press the [Close] button.

⇒ After installation, the User Editor can be started by selecting the [Start] menu → [All Programs] → [Network Scanner] → [Network Scanner User Editor].

E.2.2 Uninstalling User Editor

This section uses Windows Vista as an example.

Uninstall User Editor from [Control Panel] → [Programs] → [Programs and Features] in the computer in which it is installed.

ATTENTION

Close the User Editor before uninstalling.

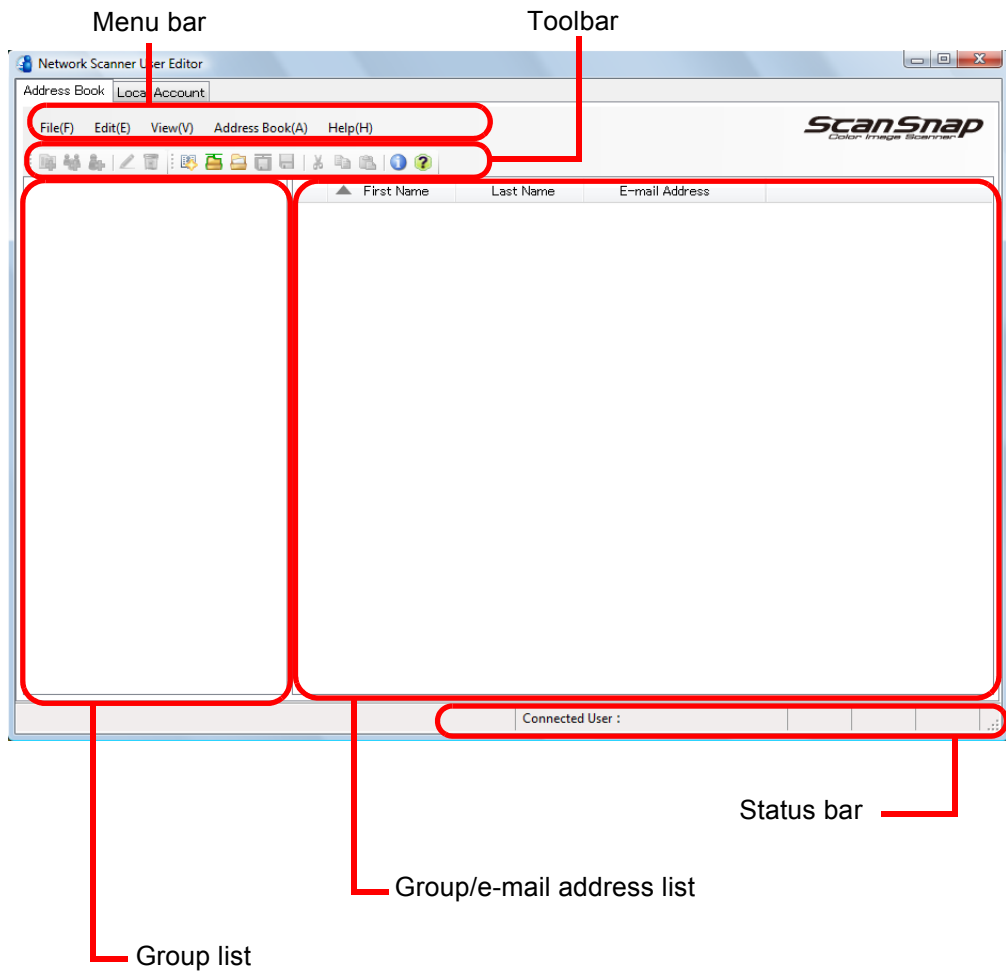
If the User Editor is uninstalled while still open, normal operation of the open User Editor is not guaranteed.

E.3 Windows of User Editor

The User Editor window contains the [Address Book] tab and [Local Account] tab. The following shows the details of each tab.

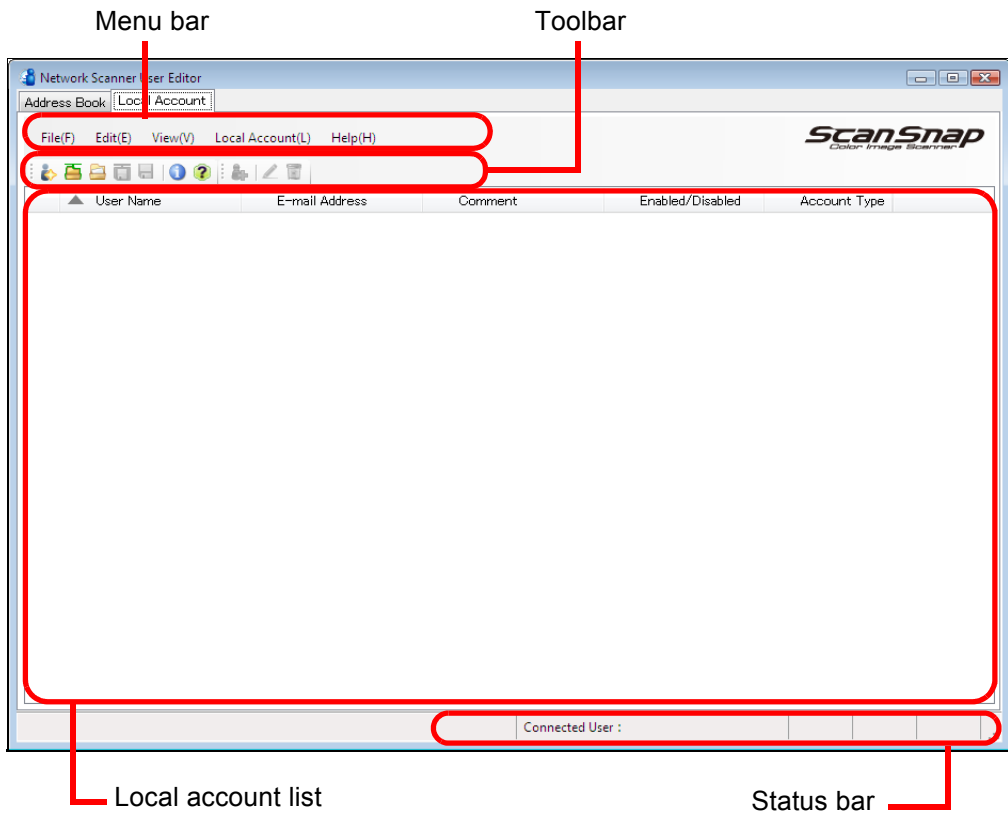
- [Address Book] tab

This tab page is used for editing the e-mail targets in the mail address book.



- [Local Account] tab

This tab page is used for editing the local accounts saved in the scanner.

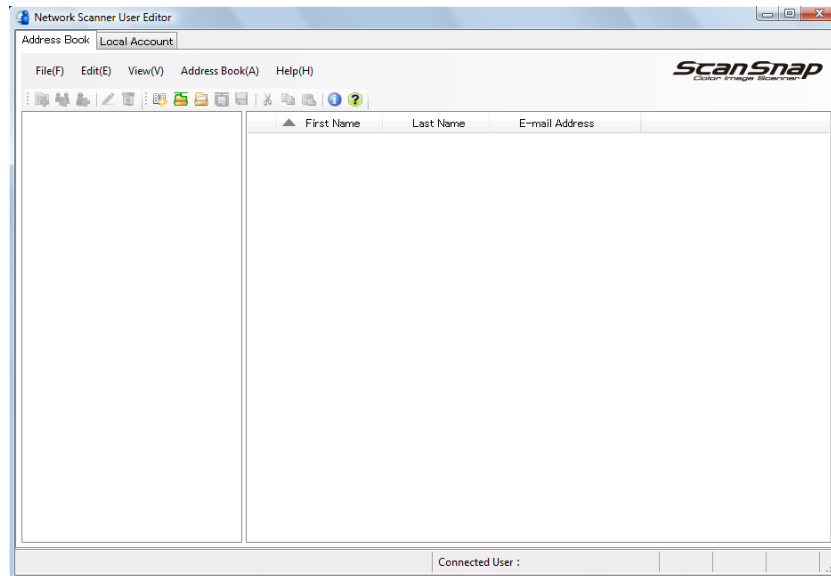


E.4 Starting/Exiting User Editor

■ Starting User Editor

1. Select the [Start] menu → [All Programs] → [Network Scanner] → [Network Scanner User Editor].

⇒ The [Network Scanner User Editor] window appears.



■ Exiting User Editor

1. Select the [File] menu → [Exit].

⇒ The exit confirmation window appears.

2. Press the [OK] button.

⇒ The User Editor exits.

E.5 Viewing the Mail Address Book/Local Accounts

Load and view mail address books or local accounts.

■ Loading from a Scanner

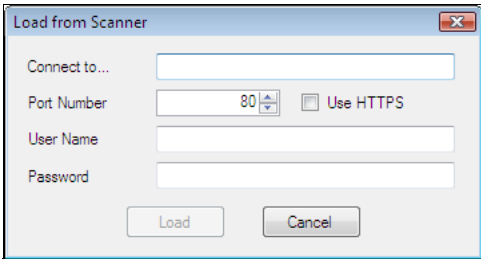
Load mail address books or local accounts from a scanner in the following ways.

1. **Select [Address Book] tab to load mail address books.**
Select [Local Account] tab to load local accounts.

2. **Perform either of the following.**

- Select the [File] menu → [Load from Scanner].
 - Press the [Load from Scanner] button on the toolbar.
- ⇒ The [Load from Scanner] dialog box appears.

3. **Enter the information to connect to the scanner.**



- Enter the scanner IP address, host name, or FQDN for [Connect to].
 - To enter an IP address, use the "xxx.xxx.xxx.xxx" format, where xxx is a value from 0 to 255.
 - For a host name or FQDN, up to 255 characters can be entered.
- For [Port Number], enter the number of the port to be used for communication with the scanner, within the range of 1 to 65535. The default value is "80".
Select the [Use HTTPS] check box to use HTTPS for communication from the scanner.
- For [User Name], enter the name of the user to login to the scanner.
- For [Password], enter the password for the user to login to the scanner.

HINT

Connect to the scanner as a user who can log in to it.

- To edit a mail address book, login as a regular user.
- To edit local accounts, login as an administrator (admin) or an administrator of a local account created with User Editor. For a new local account, login as an administrator (admin).

4. **Select the [Open] button.**

⇒ Mail address books or local accounts appear.

■ Loading from a File

Load mail address books or local accounts from a file in the following ways.

- 1. Select [Address Book] tab to load mail address books.
Select [Local Account] tab to load local accounts.**
- 2. Perform either of the following.**
 - Select the [File] menu → [Load from File].
 - Press the [Load from File] button on the toolbar.⇒ The dialog box for opening a file appears.
- 3. Select the file and press the [Load] button.**
⇒ Mail address books or local accounts appear.

■ File Format of Mail Address Book Loaded from a File

This section describes the file format available for an e-mail address book that can be loaded from a file.

With User Editor, a mail address book in CSV format can be edited.

- UNICODE (UTF-8) is used for the file character set.
- Describe in CSV format as follows:
"User Name","Group Name","Distribution List Name","First Name","Last Name","E-mail Address"

The values for each item are as follows.

Item	Value and Format
User Name	Specify the name of the user.
Group Name	Specify the name of the group.(*) Prepend "\" at the beginning of the group name. (Example: \group01) To set the levels of the groups, delimit them with "\". (Example: \group01\group02) ";" and "@" are replaced with "_".
Distribution List Name	Specify the name of the distribution list.(*) Multiple e-mail addresses must be separated using semi-colons (";"). ";" and "@" are replaced with "_".
First Name	Specify the first name.(*)
Last Name	Specify the last name.(*)
E-mail Address	For details about e-mail address settings values, refer to "B.1 e-Mail Address Setting Values" (page 423). A distribution list can contain up to 100 e-mail addresses.

- (*): Up to 64 characters can be specified.
Spaces at the start and end of a name are omitted if specified.

■ File Format of Local Accounts Loaded from a File

This section describes the file format available for local accounts that can be loaded from a file.

With User Editor, local accounts in CSV format can be edited.

- UNICODE (UTF-8) is used for the file character set.
- Describe in CSV format as follows:
"User Name","Password","E-mail Address","Comment","Enabled/
Disabled","Account Type"

The values for each item are as follows.

Item	Value and Format
User Name	Specify the name of the user.
Password	Specify the password.
Comment	Specify the comment on the account.
E-mail Address	For details about e-mail address settings values, refer to "B.1 e-Mail Address Setting Values" (page 423)
Enabled/ Disabled	Specify whether the local account is enabled or disabled. "0": Indicates that the local account is disabled. "1": Indicates that the local account is enabled.
Account Type	Specify whether or not the local account has administrator right. "0": Indicates a regular user who do not have administrator right. "1": Indicates a user who has administrator right.

E.6 Editing an e-Mail Target in the Mail Address Book

This section describes how to edit e-mail targets in the mail address book. An mail address book can contain up to 5,000 groups, distribution lists, and e-mail addresses.

E.6.1 Setting a Group

Set groups in the mail address book.

A group can contain multiple distribution lists and e-mail addresses, which allows e-mail destinations to be sorted according to the respective purposes. Sub-groups can be created under a group.

By specifying a group as an e-mail destination, an e-mail can be sent to all distribution lists and e-mail addresses registered in the group at the same time.

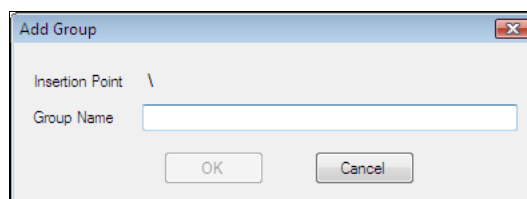
Up to five levels can be set for groups.

■ Adding a Group

1. Select the [Address Book] tab.
2. In the group list, select a group to which the new group is to be added.
3. Open the [Add Group] dialog box in either of the following ways.
 - Select the [Address Book] menu → [Add Group].
 - Press the [Add Group] button.
4. Enter a [Group Name].

This can be up to 64 characters long. The following symbols cannot be used:

\ ; @



5. Press the [OK] button.
 - ⇒ The new group is added.

■ Changing the Group Name

1. Select the [Address Book] tab.
2. In the group list, select the group name to be changed.
3. Open the [Edit Group] dialog box in either of the following ways.
 - Select the [Address Book] menu → [Properties].
 - Press the [Properties] button on the toolbar.
4. Enter a [Group Name].
5. Press the [OK] button.
 - ⇒ The group name is changed.

■ Deleting a Group

ATTENTION

Note that deleting a group also deletes the sub-groups and e-mail addresses belonging to the group.

1. Select the [Address Book] tab.
2. In the group list, select a group to be deleted.
3. Perform either of the following.
 - Select the [Address Book] menu → [Delete].
 - Press the [Delete] button on the toolbar.⇒ The delete confirmation window appears.
4. Press the [OK] button.
 - ⇒ The group is deleted.

E.6.2 Setting a Distribution List

Set distribution lists in the e-mail address book.

Multiple e-mail addresses can be registered in a distribution list.

By specifying a distribution list as an e-mail destination, an e-mail can be sent to all the e-mail addresses registered in the list at the same time.

■ Adding a Distribution List

1. Select the [Address Book] tab.
2. Select a group to which the new distribution list is to be added.
3. Open the [Add Distribution List] dialog box in either of the following ways.
 - Select the [Address Book] menu → [Add Distribution List].
 - Press the [Add Distribution List] button on the toolbar.

4. Enter the information of the distribution list to be added.

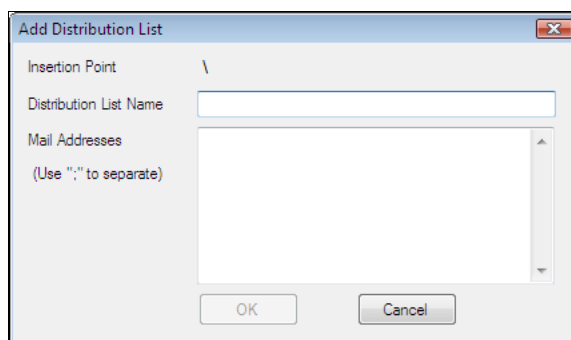
Enter the [Distribution List Name] and [Mail Addresses] to be contained in the distribution list.

Up to 64 characters can be specified for [Distribution List Name]. The following symbols cannot be used:

; @

For details about e-mail address settings values, refer to "[B.1 e-Mail Address Setting Values](#)" (page 423).

A distribution list can contain up to 100 e-mail addresses. Multiple e-mail addresses must be separated using semi-colons (";").



5. Press the [OK] button.
 - ⇒ The distribution list is added.

■ Editing a Distribution List

1. Select the [Address Book] tab.
2. Select the distribution list to be edited.
3. Open the [Edit Address] dialog box in either of the following ways.
 - Select the [Address Book] menu → [Properties].
 - Press the [Properties] button on the toolbar.
4. Edit the information.
5. Press the [OK] button.
 - ⇒ The details of the distribution list are changed.

■ Deleting a Distribution List

1. Select the [Address Book] tab.
2. Select the distribution list to be deleted.
3. Perform either of the following.
 - Select the [Address Book] menu → [Delete].
 - Press the [Delete] button on the toolbar.
 - ⇒ The delete confirmation window appears.
4. Press the [OK] button.
 - ⇒ The distribution list is deleted.

E.6.3 Setting an e-Mail Address

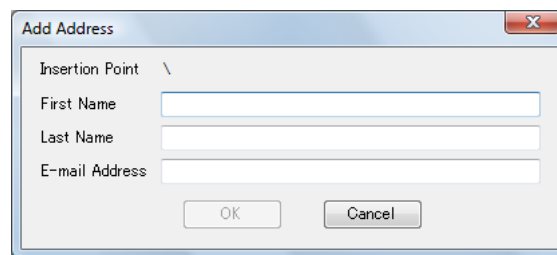
Set an e-mail address in the mail address book.

■ Adding an e-Mail Address

1. Select the [Address Book] tab.
2. Select a group to which the new distribution list is to be added.
3. Open the [Add Address] dialog box in either of the following ways.
 - Select the [Address Book] menu → [Add Address].
 - Press the [Add Address] button on the toolbar.
4. Enter the information of the e-mail address to be added.

[First Name] and [Last Name] may be up to 64 characters long. [First Name] and [Last Name] can be skipped.

For details about e-mail address settings values, refer to "[B.1 e-Mail Address Setting Values](#)" (page 423).



The image shows a screenshot of a Windows-style dialog box titled "Add Address". The dialog box has a title bar with a close button (X) in the top right corner. Inside the dialog, there are four input fields: "Insertion Point" (containing a backslash character), "First Name", "Last Name", and "E-mail Address". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

5. Press the [OK] button.
 - ⇒ The e-mail address is added.

■ Editing an e-Mail Address

1. Select the [Address Book] tab.
2. Select the e-mail address to be edited.
3. Open the [Edit Address] dialog box in either of the following ways.
 - Select the [Address Book] menu → [Properties].
 - Press the [Properties] button on the toolbar.
4. Edit the information.
5. Press the [OK] button.
 - ⇒ The information of the e-mail address is changed.

■ Deleting an e-Mail Address

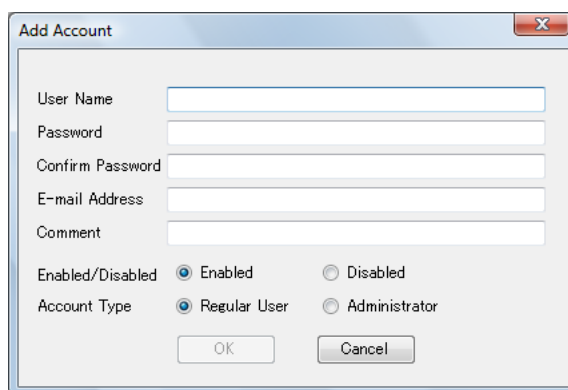
1. Select the [Address Book] tab.
2. Select the e-mail address to be deleted.
3. Perform either of the following.
 - Select the [Address Book] menu → [Delete].
 - Press the [Delete] button on the toolbar.
 - ⇒ The delete confirmation window appears.
4. Press the [OK] button.
 - ⇒ The e-mail target is deleted from the mail address book.

E.7 Editing Local Accounts

This section describes how to edit the local accounts saved in the scanner. Up to 100 local accounts can be added.

E.7.1 Adding a Local Account

1. Select the [Local Account] tab.
2. Open the [Add Account] dialog box in either of the following ways.
 - Select the [Local Account] menu → [Add Account].
 - Press the [Add Account] button on the toolbar.
3. Enter the information of the local account to be added.



- [User Name], [Password], and [Confirm Password] may be up to 64 characters long. Passwords are case sensitive.
- For details about e-mail address settings values, refer to ["B.1 e-Mail Address Setting Values" \(page 423\)](#).
- For [Comment], enter a comment on the account. Up to 256 characters long may be entered. [Comment] is case sensitive.
- For [Enabled/Disabled], select whether or not to enable the account. When [Disabled] is selected, the user cannot login.
- For [Account Type], select [Regular User] for a regular user or select [Administrator] for the administrator.

ATTENTION

- The following user names cannot be used:
guest, admin, fi-maintenance, fi-maintenance-ad
- Spaces at the start and end of a user name are omitted if specified.
- White space characters can be used in a password and comment.

4. Press the [OK] button.
 - ⇒ The local account is added.

E.7.2 Editing a Local Account

1. **Select the [Local Account] tab.**
2. **Select a local account to be edited.**
3. **Open the [Edit Account] dialog box in either of the following ways.**
 - Select the [Local Account] menu → [Properties].
 - Press the [Properties] button on the toolbar.
4. **Edit the information.**
5. **Press the [OK] button.**
 - ⇒ The information of the local account is changed.

E.7.3 Deleting a Local Account

1. **Select the [Local Account] tab.**
2. **Select a local account to be deleted.**
3. **Perform either of the following.**
 - Select the [Local Account] menu → [Delete].
 - Press the [Delete] button on the toolbar.
 - ⇒ The delete confirmation window appears.
4. **Press the [OK] button.**
 - ⇒ The local account is deleted.

E.8 Discarding the Edited Mail Address Book or Local Accounts

Discard the edited information of the mail address book or local accounts and restore it to its original state.

- 1. Select the [Address Book] tab to discard the edited information of the mail address book.
Select the [Local Account] tab to discard the edited information of the local account.**
- 2. Select the [File] menu → [Discard].**
⇒ A discard confirmation dialog box appears.
- 3. Press the [OK] button.**
⇒ The edited information is discarded and the mail address book or local account is restored to its original state.

E.9 Saving the Mail Address Book/Local Account

Save the edited mail address book or local account to the scanner.

■ Saving the Edited Information to the Scanner

Save the edited mail address book or local account to the scanner.

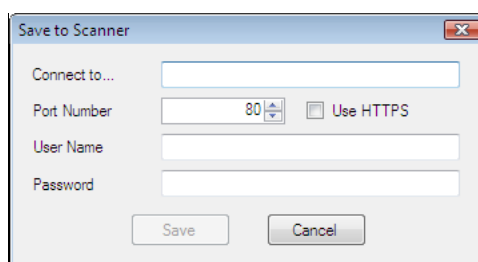
By saving the mail address book to the scanner, My List is updated with the changes.

1. **Select [Address Book] tab to save mail address books.**
Select [Local Account] tab to save local accounts.

2. **Perform either of the following.**

- Select the [File] menu → [Save to Scanner].
 - Press the [Save to Scanner] button on the toolbar.
- ⇒ The [Save to Scanner] dialog box appears.

3. **Enter the information to connect to the scanner.**



- Enter the scanner IP address, host name, or FQDN for [Connect to].
 - To enter an IP address, use the "xxx.xxx.xxx.xxx" format, where xxx is a value from 0 to 255.
 - For a host name or FQDN, up to 255 characters can be entered.
- For [Port Number], enter the number of the port to be used for communication with the scanner, within the range of 1 to 65535. The default value is "80".
Select the [Use HTTPS] check box to use HTTPS for communication from the scanner.
- For [User Name], enter the name of the user to login to the scanner.
- For [Password], enter the password for the user to login to the scanner.

HINT

Connect to the scanner as a user who can log in to it.

- To edit a mail address book, login as a regular user.
- To edit local accounts, login as an administrator.

4. **Press the [Save] button.**

⇒ Mail address books or local accounts are saved in the scanner.

■ Saving the Edited Information to a File

Save the edited mail address book or local accounts to a file in CSV format.

- 1. Select [Address Book] tab to save mail address books.
Select [Local Account] tab to save local accounts.**
- 2. Perform either of the following.**
 - Select the [File] menu → [Save to File].
 - Press the [Save to File] button on the toolbar.⇒ The dialog box for saving a file appears.
- 3. Specify the directory and name of the file, and press the [Save] button.**
 - ⇒ Mail address books or local accounts are saved in CSV format.

E.10 User Editor Information Shown in User Log

In the administrator or regular user [User Log] window, user logs of User Editor can be viewed.

The user log items for User Editor are shown as follows:

Log Item	Info Options	Description
Operation	Remote	The User Editor loaded a mail address book. Or, the User Editor updated a mail address book.
Pages	0	This item is always shown as 0.

For checking other items and detailed information on user logs, refer to the following:

- When the administrator checks the information on the [User Log] window
["Viewing the User Log Details" \(page 174\)](#)
- When a regular user checks the information on the [User Log] window
["6.12 Checking the User Log" \(page 343\)](#)

E.11 User Editor Information Shown in System Log

In the administrator [System Log] window, system logs of User Editor can be viewed. The system log items for User Editor are shown as follows:

Log Item	Info Options	Description
Type	Information	The User Editor loaded local account information. Or, the User Editor updated local account information.

For checking other items and detailed information on system logs, refer to ["Viewing the System Log Details"](#) (page 176)

Appendix F

Glossary

Admin

User

A4 size

A standard international paper size. (210 × 297 mm / approximately 8.27 × 11.7 in.)

A5 size

A standard international paper size. (148 × 210 mm / approximately 5.83 × 8.27 in.)

A6 size

A standard international paper size. (105 × 148 mm / approximately 4.13 × 5.83 in.)

ADF (Automatic Document Feeder)

A unit that allows the user to scan a number of pages consecutively.

Documents are transported from the ADF paper chute past the scanning area to the stacker. Actual scanning is performed by the CCD sensors inside of this unit.

B5 size

A standard international paper size. (182 × 257 mm / approximately 7.17 × 10.12 in.)

B6 size

A standard international paper size. (128 × 182 mm / approximately 5.04 × 7.17 in.)

Brightness

Refers to the brightness level of the scanned data.

Business card size

A standard paper size. (51 × 89 mm)
Portrait orientation is used for this scanner.

Carrier Sheet

A carrier sheet is a plastic sheet specifically used for loading non-standard documents onto the scanner.

Default settings

The settings installed at time of factory shipping.

dpi (dots per inch)

Dots per inch. Number of dots lined along one inch. The measurement of resolution normally used for scanners and printers. Higher dpi means better resolution.

Duplex scan mode

A scan mode where both sides of each document sheet are scanned. See also "Simplex scan mode".

Eject roller

Rollers that feed documents in the ADF to the stacker.

Executive size

A standard international paper size. (184.2 × 266.7 mm / approximately 7.25 × 10.5 in.)

Feed roller

Rollers that feed documents through the ADF.

Idler roller

Rollers that feed documents through the ADF.

Interface

The connection that allows communication from the computer to the scanner.

Landscape orientation

A document with its long side horizontal and its short side vertical.

LDAP (Lightweight Directory Access Protocol)

A protocol for accessing a directory database over a TCP/IP network.

Legal size

A standard international paper size. (215.9 × 355.6 mm / 8.5 × 14 in.)

Letter size

A standard North American paper size. (215.9 × 279.4 mm / 8.5 × 11 in.)

MMR

ITU-T (CCITT) T.6 compression.

A compression method used when the color mode is black and white.

Multifeed detection

A scanner function which detects accidental feeding of multiple sheets into the ADF.

Noise

Isolated white (black) dots appearing on black (white) areas of an image.

Pad assy (PAD ASSY)

A collection of rubber pads and metal leaf springs that is used to help separate a single document sheet from a batch in the ADF paper chute for feeding into the ADF.

Paper jam

A warning that appears when a document sheet is jammed in the document feed path, or document feeding is interrupted by a slipping sheet.

Pick roller

Rollers that feed documents through the ADF.

Portrait orientation

A document with its long side vertical and its short side horizontal.

Postcard size

A standard paper size. (100 × 148 mm / approximately 3.94 × 5.83 in.)
Portrait orientation is used for this scanner.

Resolution

A measure of the fineness of details or grain of images. The customary metric of resolution is dpi (dots per inch). For any given image, the higher the resolution, the more dots or pixels that can be used, and the greater the resulting fineness of detail that can be expressed.

Simplex scan mode

A scan mode where only one side of each document sheet is scanned. See also "Duplex scan mode".

Ultrasonic sensor

A type of sensor that uses ultrasonic sound waves, in this case to detect document multifeeds by recognizing differences in how the sound penetrates single versus multiple sheets.

About Maintenance

Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for repairs to this product.

For more details, refer to the following web page:

<http://imagescanner.fujitsu.com/warranty.html>

ATTENTION

For safety reasons, never attempt repairs by yourself.

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