

Scan Server

This machine converts the scanned original data into a computer compatible file format, and sends its file to a scan server. When receiving the file, the scan server carries out sending to the SMB folder, E-mail address, or Microsoft Office SharePoint Server based on the registered scan process.

The scan server uses the distributed scan server function of Windows Server 2008 R2/Server 2012/Server 2012 R2/Server 2016.



Tips

- ❖ For details on the distributed scan server function, refer to the relevant Windows Server 2008 R2/Server 2012/Server 2012 R2/Server 2016 manual.

Preparation Flow

Connecting this machine to the network

Checking a LAN cable for connection

Checking the network settings

Check that an IP address is assigned to this machine.



Prepare the environment required to send data via a scan server

Enabling the Distributed Scan function

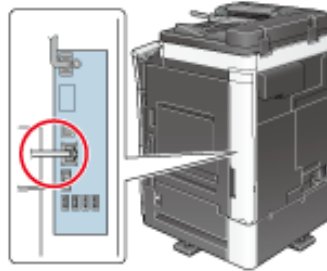


Preparation finished

Operations Required to Use This Function

Checking a LAN cable for connection

Check that a LAN cable is connected to the LAN port of this machine via the network.



Checking the network settings

Ensure that this machine has an IP address assigned to it. Tap [Utility] - [Device Information], and check that an IP address is displayed.



Reference

❖ If no IP address is displayed, you need to set up the network. For details, refer to [Here](#).

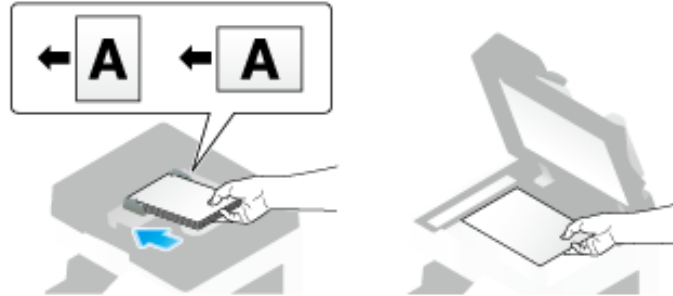
Configuring the environment to send data via a scan server

Enable the Distributed Scan function.

How to configure the setting is explained using **Web Connection**. For details, refer to [Here](#).

How to Send

1. Load the original.



2. Tap [Scan/Fax].



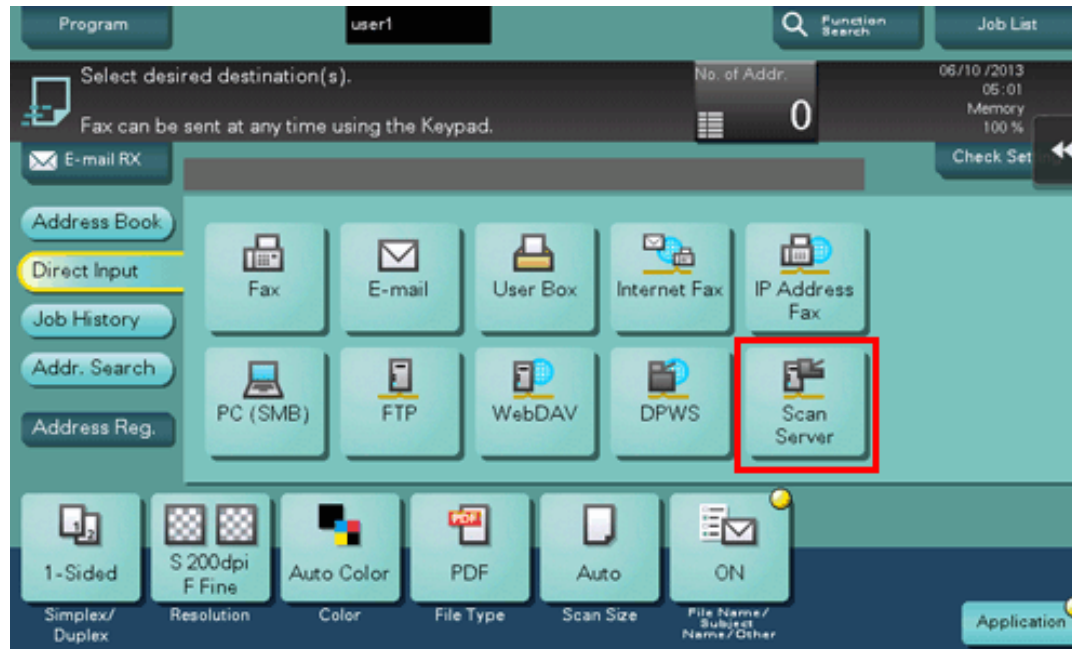
3. Configure Scan option settings as necessary.

➔ For details on configuring option settings, refer to the respective columns of the following table.

Purpose	Reference
To configure basic options such as color and original size	Here
To configure options to scan various types of originals such as various sizes and books	Here
To adjust the image quality level of the original such as colored background (newspaper, etc.) or light printing original	Here
To print date/time and page number	Here

4. Select [Direct Input] - [Scan Server].

- ➔ When sending data via a scan server, you cannot send data to other destinations simultaneously or use a fax/scan program.



5. Select a scan process.

- ➔ A scan process is used to automate a preset scanning workflow such as a distribution destination from a scan server. This is created by the Windows Server 2008 R2/Server 2012/Server 2012 R2/Server 2016 application, and registered in Active Directory.
- ➔ Up to 50 scan processes can be obtained. However, multiple scan processes cannot be selected as destinations.



- ➔ Tapping [Search Again] updates the scan process list.
- ➔ Tapping [Detail] displays the details of the selected scan process.
- ➔ By tapping [Change Setting], you can change option settings such as [Color] and [Scan Size].

6. Tap [Start].

Transmission begins.

- ➔ However, transmission fails if no scan process is selected or no destination is set to a scan process.



Related setting

- ❖ When PDF is set to a scan process as the file format, you can select [PDF] or [Compact PDF] to send data to a scan server. For details, refer to [Here](#).
- ❖ When XPS is set to a scan process as the file format, you can select [XPS] or [Compact XPS] to send data to a scan server. For details, refer to [Here](#).