

Operations Available with Scan-to-Send Function

The scanned original data can be sent to a computer or server, and saved on the hard disk (User Box) of this machine.

It may be necessary to make the following settings prior to using the Scan-to-Send Function. For details, refer to the explanations of each function.



The Scan-to-Send Function provides the following sub-functions.

Function	Description
Scan to E-mail	Sends a converted file to any E-mail address as an E-mail attachment.
SMB Send	Sends a converted file to a shared folder of a computer. To use this function, specify your computer or file server as a destination.
FTP Send	Sends a converted file to the FTP server. This function is useful when transferring a file through the FTP server.
WebDAV Send	Sends a converted file to the WebDAV server. This function is useful when transferring a file through the WebDAV server.
Save in User Box	Saves the original data scanned by this machine in a User Box of this machine. The original data saved in a User Box can be sent to a shared folder or sent as an E-mail attachment.
WS scan	Imports original data by issuing a scan instruction from a computer without configuring complicated system settings, or sends original data scanned by this machine to a computer. This option is only compatible with Windows computers.
TWAIN scan	Converts original data scanned by this machine into a file, and imports it from a computer on the network using applications compatible with a TWAIN device.
Scan server sending	Sends a converted file to a scan server. When receiving a file, a scan server sends it as an E-mail attachment based on a workflow, or saves it in a shared folder of a computer.

Panel Link Scan

Sends the original data scanned on this machine to the storage of the terminal or the Google Drive.

This function, which is the Panel Link function of **bizhub Remote Access**, is available when this machine is remotely operated from an Android/iOS terminal.

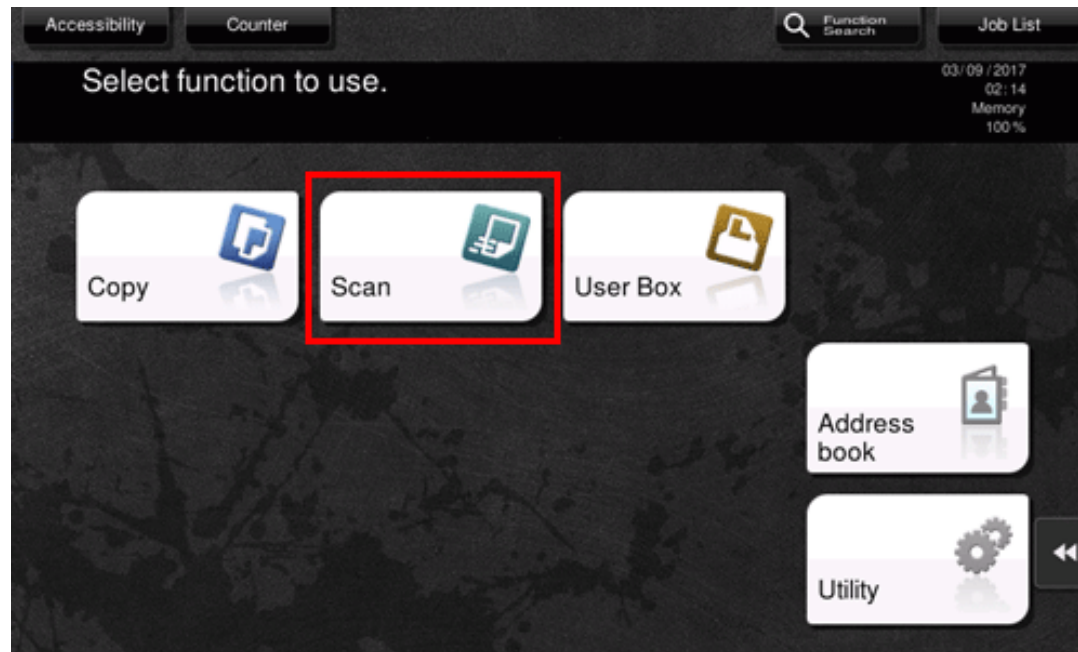


Reference

- ❏ Original data scanned by this machine can be saved in the USB memory connected to this machine. For details, refer to [Here](#).

Scan Mode

When using the scan transmission function, tap [SCAN] or [Scan/Fax] on the main menu to change to the Scan mode screen.

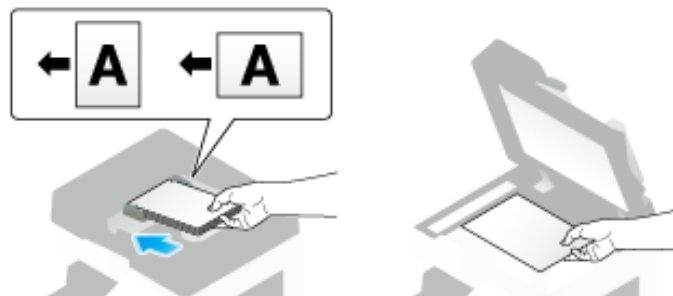


Tips

- ❖ If the fax function is available, [SCAN] is displayed as [Scan/Fax].
- ❖ This manual describes the scan mode using the screen that has an available fax function. When the fax function is not available, change "Scan/Fax" to "SCAN" to read a description.

Sending (Basic Operation Flow)

1. Load the original.



2. Tap [Scan/Fax].



3. Specify the destination.

- ➡ For details on how to specify a destination, refer to [Here](#).
- ➡ Specifying multiple destinations carries out computer sending and fax transmission simultaneously.



➡ If necessary, you can change the display of the main screen in fax/scan mode (default: [Address Book]). For details, refer to [Here](#).

4. 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
Other option settings	Here

5. Press the **Start** key.

➡ Tap [Check Setting] before sending, and check the destination and settings as necessary.

➡ To redo operations for specifying destinations or option settings, press the **Reset** key.



Transmission begins.

➡ If you press the **Stop** key while scanning an original, the scanning process stops, and a list of stopped jobs appears. To cancel scanning of the original, delete inactive jobs from the list.



Related setting

❏ You can change the default options for scan transmission to suit your environment. For details, refer to [Here](#).

Checking the Finish before Sending

1. Load the original.

2. Tap [Scan/Fax].



3. Specify the destination.

4. Configure Scan option settings as necessary.

5. Press the **Preview** key (default: Register key 4).



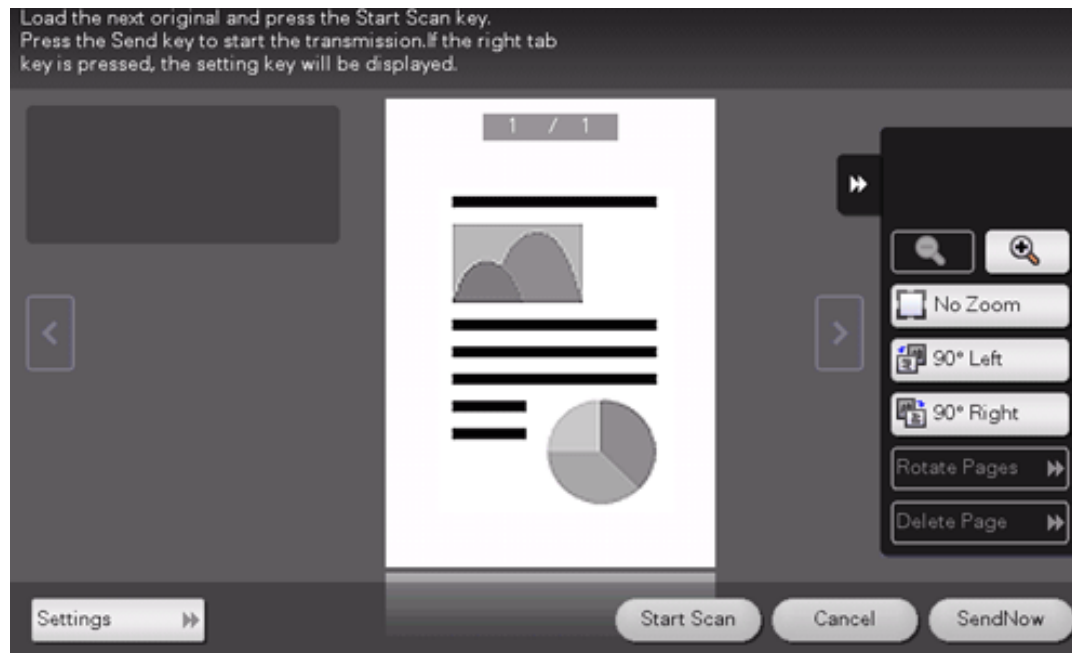
6. Select the original direction.

7. Tap [Start] or press the **Start** key.

The original is scanned, and the Preview screen appears.

8. Check the preview display, and rotate the page or change settings as required.

- ➡ To continue to scan originals, load the original, and tap [Start Scan].
- ➡ To start a transmission, tap [SendNow] or press the **Start** key.
- ➡ If you tap the tab key on the right of the screen, you can display or hide the setting key. The setting key allows you to rotate or delete a page.



9. After all originals have been scanned, tap [SendNow] or press the **Start** key.

Transmission begins.



Related setting (for the administrator)

- ❑ Normally, preview images are displayed after all the original data has been scanned. When necessary, you can use the real-time preview, which displays preview images on a page basis while scanning the originals (default: [OFF]). For details, refer to [Here](#).
- ❑ You can select whether to display the screen to select the original loading direction (default: [ON]) after pressing the **Preview** key. For details, refer to [Here](#).
- ❑ You can select conditions to display a preview image (default: [Preview Settings Screen]). For details, refer to [Here](#).

Sending a Data by Recalling a Program

Fax/Scan program

Program is a function used to register a combination of frequently used option settings as a recall key. The program to be registered in Fax/Scan mode is called Fax/Scan program.

When you register a Fax/Scan program, you can recall the combination of option settings from the main screen with a single key action. You can also include a destination in program registration.

Registering a Fax/Scan program

You can register up to 400 Fax/Scan programs.

If 400 Fax/Scan programs are already registered, delete unnecessary Fax/Scan programs before registering a new program.

1. Tap [Scan/Fax].



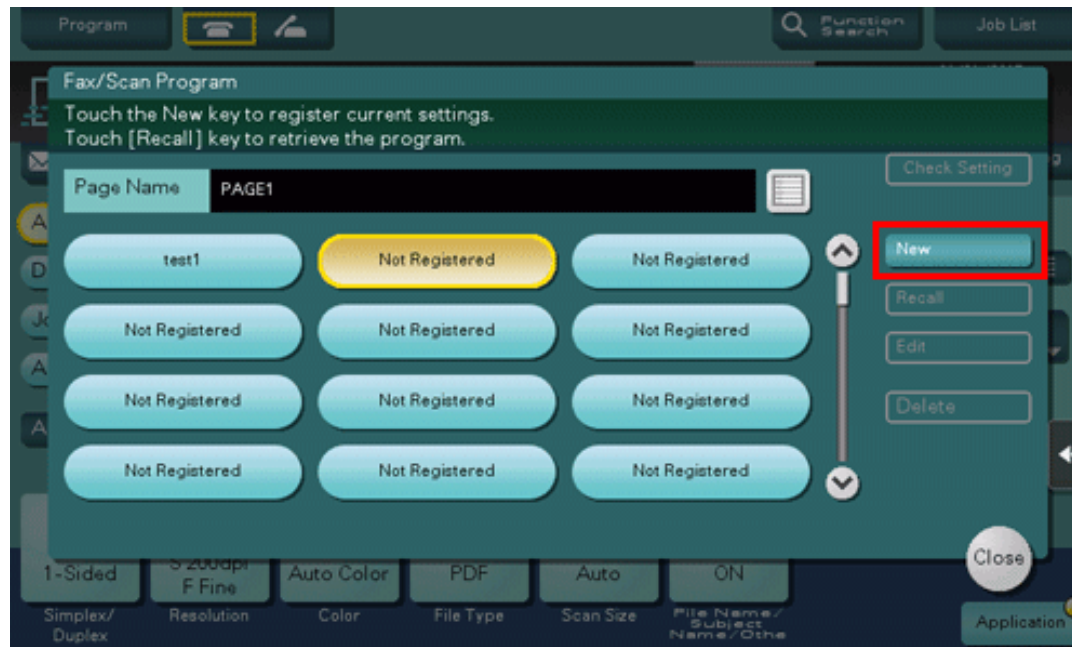
2. Configure the Scan option settings.

➡ Register the settings configured here as a program.

3. Tap [Program].



4. Select one of the keys that has not been registered and tap [New].



5. Enter the program name, then tap [OK].

➡ Specify the destination in [Address] as necessary.

Settings	Description
[Name]	Enter the program name (using up to 24 characters).
[Address]	Specify whether you want to include a destination for the program. Specify either by direct input or by selecting among the destinations registered on this machine. Only one destination can be specified.
[URL Notif. Destination]	You can send the E-mail message that contains the save location of the original data to the specified E-mail address. You can use this function for SMB Send, FTP Send, WebDAV Send, and Save in User Box. To notify the save location of the original data, select [URL Notif. Destination], and specify the E-mail address to which you want to send the E-mail message.



Tips

- ❖ For Fax/Scan program, in addition to normal program, temporary program for temporary use is also available. Temporary program is registered using **Web Connection**. By specifying a sending setting in advance, you can simplify the operation when sending data on this machine. Temporary programs are deleted once data is sent to the registered destination or when the machine is turned OFF.
- ❖ Up to 10 temporary programs can be registered. If 10 temporary programs are already registered, delete unnecessary temporary programs before registering a new program.



Reference

- ❖ You can also register Fax/Scan programs using **Web Connection**. For details, refer to [Here](#).

Recalling the scan/fax program for transmission

1. Load the original.

2. Tap [Scan/Fax].

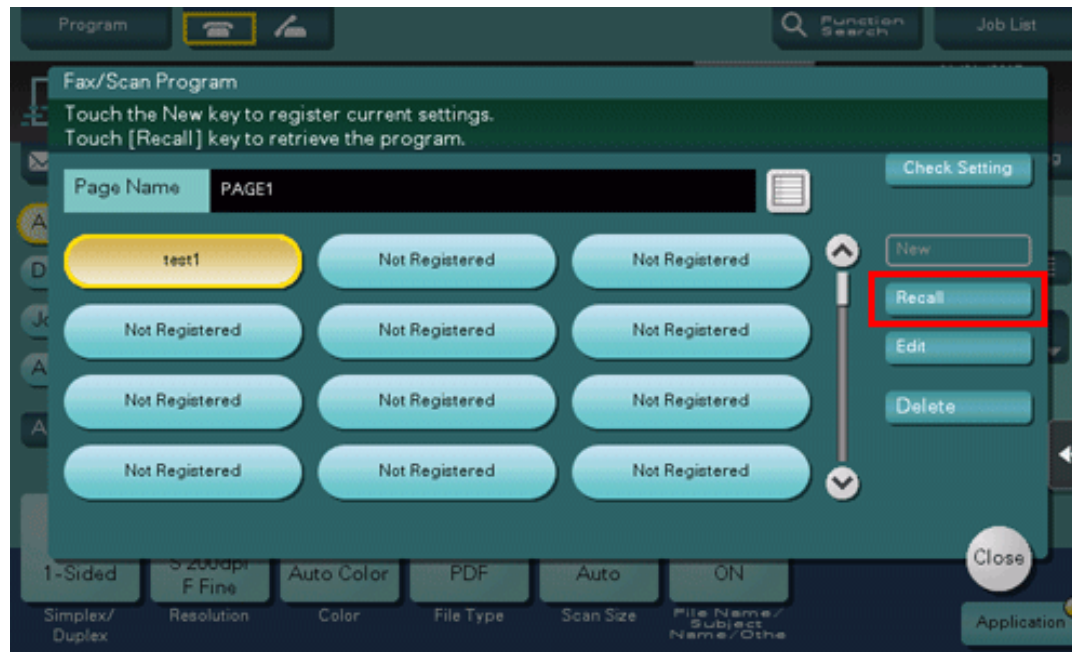


3. Tap [Program].



4. Select the program you want to recall, and tap [Recall].

The registered content of the program is applied.



➡ If necessary, you can change the page to be displayed in the main screen of the program (default: [PAGE1]). For details, refer to [Here](#).

5. Specify the destination if no destination is registered for a program.

6. Press the **Start** key.

➡ If necessary, tap [Check Setting] before sending, and check the specified destination and settings.

➡ To redo operations for specifying destinations or option settings, press the **Reset** key.



Transmission begins.

- ➡ If you press the **Stop** key while scanning an original, the scanning process stops, and a list of stopped jobs appears. To cancel scanning of the original, delete inactive jobs from the list.

Specifying a Destination

Selecting from address book

In [Address Book], select the destination registered on this machine.

You can send data by broadcast transmission if you select multiple destinations. You can also use broadcast transmission by combining different sending modes such as Scan to E-mail and SMB Send.

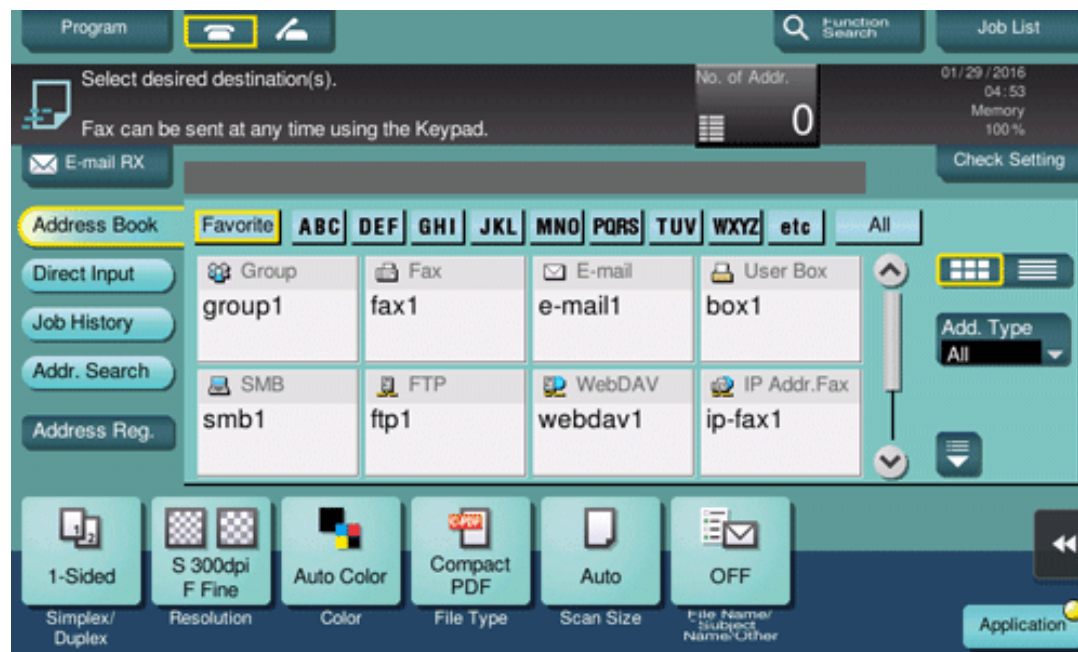
For details on how to register a destination, refer to [Here](#).



No.	Description
1	<p>Narrow down destinations with the search text specified for the registered destination. Using [Address] in combination further narrows down destinations. The following keys can be used to narrow down destinations:</p> <ul style="list-style-type: none">❑ [All]: All address book entries registered on this machine are displayed.❑ [Favorite]: The destinations specified with [Favorite] as search text are displayed.❑ [etc]: Displays destinations for which the registered name of each begins with a character other than an alphabet character.
2	<p>Switches the display of the registered destinations to the button or list view mode.</p> <p>Listing enables sorting of the registrations by registration number, destination type or registration name.</p>

3	Narrow down destinations by the type of the registered destination. Using also search text further narrows down destinations.
4	Expands the area when scrolling is required in the area where the registered destinations are displayed.

If the destination is displayed with a button, you can change the button size. Changing to a larger size helps you read characters on the button and press the button. For details on the setting to change the button size, refer to [Here](#).



Related setting

- ❑ You can select the search text or destination type to be displayed at the top when [Address Book] is displayed (default: [Favorites]/[All]). For details, refer to [Here](#).
- ❑ You can select the list order of destinations to be displayed in [Address Book] between an order by registration number and by registration name (default: [Number Order]). For details, refer to [Here](#).
- ❑ You can select the default display of the [Address Book] between button images and listing (default: [One-Touch Button Layout]). For details, refer to [Here](#).



Related setting (for the administrator)

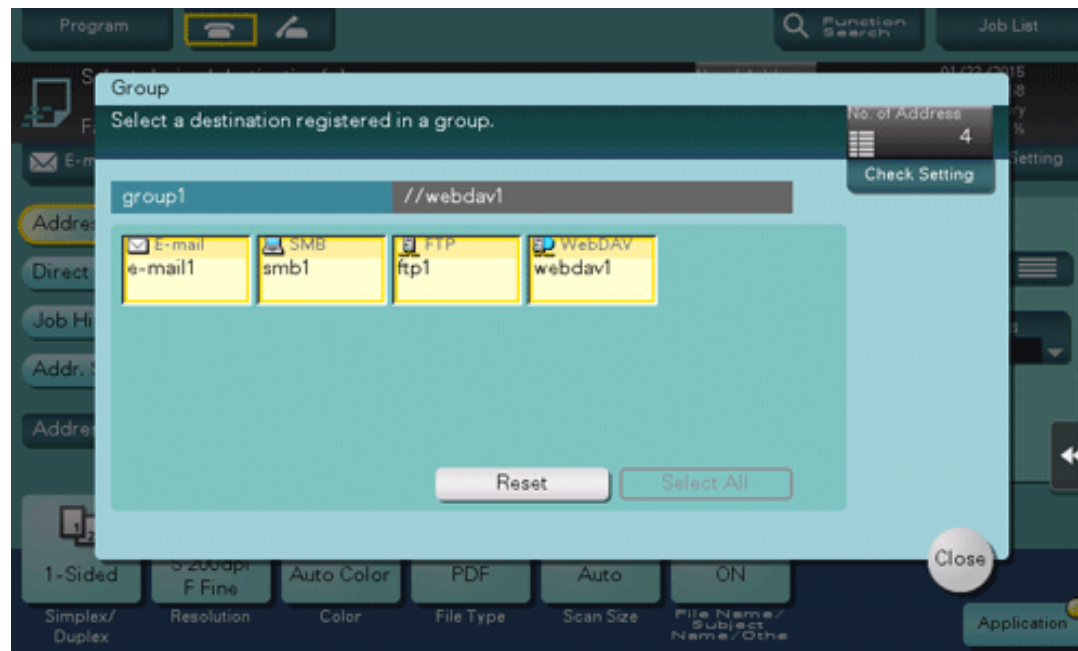
- ❑ You can specify whether to prohibit users from specifying more than one destination (for broadcasting) or not (default: [OFF]). For details, refer to [Here](#).
- ❑ You can specify whether the registered information for the selected destination is displayed every time the destination is selected from the destinations registered on this machine (default: [OFF]). Using this function helps prevent incorrect transmissions. For details, refer to [Here](#).

Specifying a group destination

When you frequently send data by broadcast transmission, it is convenient to use a Group that groups multiple destinations.

When a Group is selected in [Address Book], select the destinations you want send data among the destinations registered in the group. If there is certain destination that you want to delete from sending data among the destinations registered in the group, tap [Select All], then tap the target destination to deselect.

For details on how to register a Group, refer to [Here](#).



Searching for destinations

If a large number of destinations is registered, search for a destination by registration name or destination (E-mail address or computer name).

1. Tap [Addr. Search] - [Name Search] or [Address Search].

- ➡ When searching for a destination by registration name, tap [Name Search].
- ➡ When searching for a destination by E-mail address or computer name, tap [Address Search].

2. Enter the text you want to search for, then tap [Search].

3. Select the destination from the search result.



Related setting

- ❏ You can select whether to differentiate upper case and lower case characters (default: [Differentiate]) when searching for a destination. You can also specify whether to display the check box for switching between case-sensitive and case-indifferent search modes in the search screen (default: [OFF]). For details, refer to [Here](#).

Direct input

In [Direct Input], tap the corresponding key of the destination type to which you want to save or send, then enter the destination information.



Purpose	Reference
To send a file as an E-mail attachment	Here
To save data in a User Box of this machine	Here
To send data to a shared folder of a computer or server	Here
To send data to the FTP server	Here
To send data to the WebDAV server	Here
To use the scan transmission using the Web Service of Windows 7/8.1/10	Here
To automatize a scan transmission workflow via a scan server	Here



Reference

- ❑ If necessary, you can register the destination that you have entered directly into the address book. For details, refer to [Here](#).



Related setting (for the administrator)

- ❑ You can specify whether to allow the user to directly enter a destination (default: [Allow All]). For details, refer to [Here](#).

Selecting from the history

In [Job History], select a destination from the history of scan transmission destinations or saved destinations.

The history shows the latest five fax destinations. When necessary, multiple destinations can be selected from the history.

Program [Fax] [Scan] [Function Search] Job List

Select desired destination(s). No. of Addr. 0 01/21/2015 08:10 Memory 100 %

Fax can be sent at any time using the Keypad.

E-mail RX [Check Setting]

Address Book Direct Input **Job History** Addr. Search Address Reg.

No.	No.	Address Type	Name	Address
Last				
2				
3				
4				
5				

1-Sided S 200dpi F Fine Auto Color PDF Auto ON

Simplex/Duplex Resolution Color File Type Scan Size File Name/Subject Name/Other Application



Tips

- ❖ If you edit a registered destination or User Box or turn the main power off or on, history information is deleted.

Searching for an E-mail address through the LDAP server

When the LDAP server or Windows Server Active Directory is used, you can search for and select an E-mail address from the server.

- ✓ To use the LDAP server or Active Directory to specify the destination, you must register the server on this machine. The registration procedure is explained using **Web Connection**. For details, refer to [Here](#).

1. Tap [Addr. Search] - [LDAP addr Search] or [Adv. Search (LDAP)].

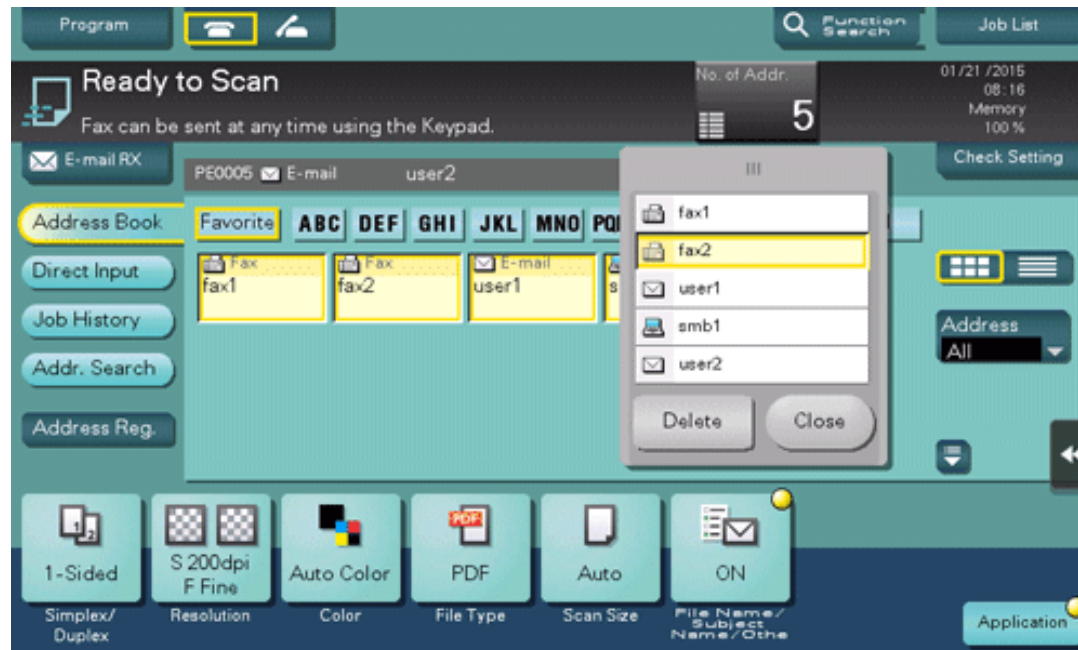
- ➡ When searching using a single keyword, tap [Address Search (LDAP)].
- ➡ When searching by combining keywords in different categories, tap [Adv. Search (LDAP)].

2. Enter the keyword, then tap [Search].

3. Select the destination from the search result.

Displaying the broadcast destination list

To display the broadcast destination list and check or delete the specified destinations, specify multiple destinations, then tap [No. of Addr.]. The list display location can be moved by dragging the top of the list.

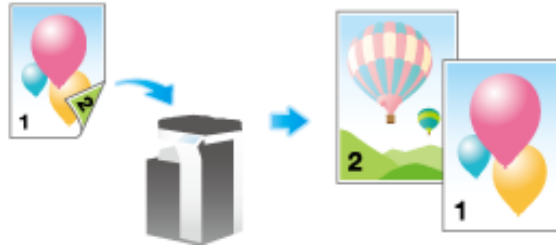


Basic Options such as Color and Original Size

Scanning a 2-sided original ([Simplex/Duplex])

Using the **ADF**, you can automatically scan the front and back faces of an original. Also, you can scan only one side of the first page, then scan both sides of the remaining pages.

For details, refer to [Here](#).



Specifying the resolution of an original for scanning ([Resolution])

Select the resolution of the original for scanning.

For details, refer to [Here](#).

Selecting the color mode to scan the original ([Color])

The original is scanned using the selected color mode.

There are four color modes: [Auto Color] to scan based on the original color, [Full Color], [Gray Scale], and [Black].

For details, refer to [Here](#).



Specifying the file type used to save the scanned original data ([File Type])

The available file types are PDF, TIFF, JPEG, XPS, PPTX, DOCX, XLSX, and other types. You should use the password encrypted PDF file format to store important original data.

For details, refer to [Here](#).



Tips

- ❖ To specify DOCX or XLSX for the file type, the optional **Extension Memory** and **i-Option LK-110 v2** are required.
- ❖ The file types, XPS, Compact XPS, and PPTX, are available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled. Some models provide **Extension Memory** as standard. For details, refer to [Here](#).

Specifying the original size for scanning ([Scan Size])

Select the size of the original to be scanned.

There are various scan sizes, including [Auto] for scanning in the same size as the original size, [Inches], [Metric Sizes], and [Photo Size].

For details, refer to [Here](#).

Changing a file name ([File Name/Subject Name/Other])

If necessary, change the file name of the scanned original. For details, refer to [Here](#).

When you do not change the file name, the file name is automatically assigned according to the rule of "Initial of the function" + "Device Name" + "Date" + "sequential number" + "Page Number" + "File extension". A file name consists of the following information:

Item	Description
Initial of the function	Indicates the mode used for scanning data. <ul style="list-style-type: none">❖ C: Copy❖ S: Scan/Fax or User Box❖ P: Print❖ R: Received fax
Device Name	The name of this machine registered in [Utility] - [Administrator Settings] - [Administrator/Machine Settings] - [Input Machine Address] - [Device Name].

Date	<p>Indicates the year, month, date, time, and minute that the original is scanned.</p> <p>For example "11050115230" means that the file was scanned on May 1, 2011, 15:23.</p> <p>The last digit (0) indicates the order when file conversion is performed multiple times in a certain minute.</p> <p>If file conversion is performed twice between 15:23 and 24, the last digit appears as 231 and 232.</p>
Sequential number	<p>A sequential number is given when a multi-page original is converted by page, and the number indicates the page number of the original.</p> <p>Page numbers are automatically included in the file name when the file is saved or sent. Consider this part for FTP or other transmission when a FTP server has restriction regarding file names.</p>
File extension	<p>Extension of the file to be saved.</p> <p>An extension is automatically included in the file name when the file is saved or sent.</p>



Tips

- ❑ The following characters may be garbled depending on the destination environment; therefore, we recommend that you do not use them in a file name.
< > : * ? " / \ |



Related setting

- ❑ To avoid duplicate file names being created in the destination, you can adjust the setting to automatically add text to the file name. For details, refer to [Here](#).



Related setting (for the administrator)

- ❑ You can change the default file name. You can specify whether to add an initial of the function or whether to specify an arbitrary text instead of the device name. For details, refer to [Here](#).

Changing a subject and message text of an E-mail ([File Name/Subject Name/Other])

The default subject name and message text are automatically inserted into an E-mail. If multiple E-mail subjects and message text are registered, subject and message text can be changed using the default.

When necessary, you can change the sender E-mail address ("From" address).

For details, refer to [Here](#).



Related setting

- ❑ You can register the fixed subject and text phrase of the E-mail message. For details, refer to [Here](#).



Related setting (for the administrator)

- ❑ Select whether to allow the user to change the sender E-mail address ("From" address) (default: [Allow]). For details, refer to [Here](#).

Scanning a number of originals ([Separate Scan])

If the number of original sheets is so large that they cannot be loaded into the **ADF** at the same time, you can load them in several batches and handle them as one job.

In [Separate Scan], you can switch between the **ADF** and **Original Glass** to scan the originals.



1. Load the original.



NOTICE

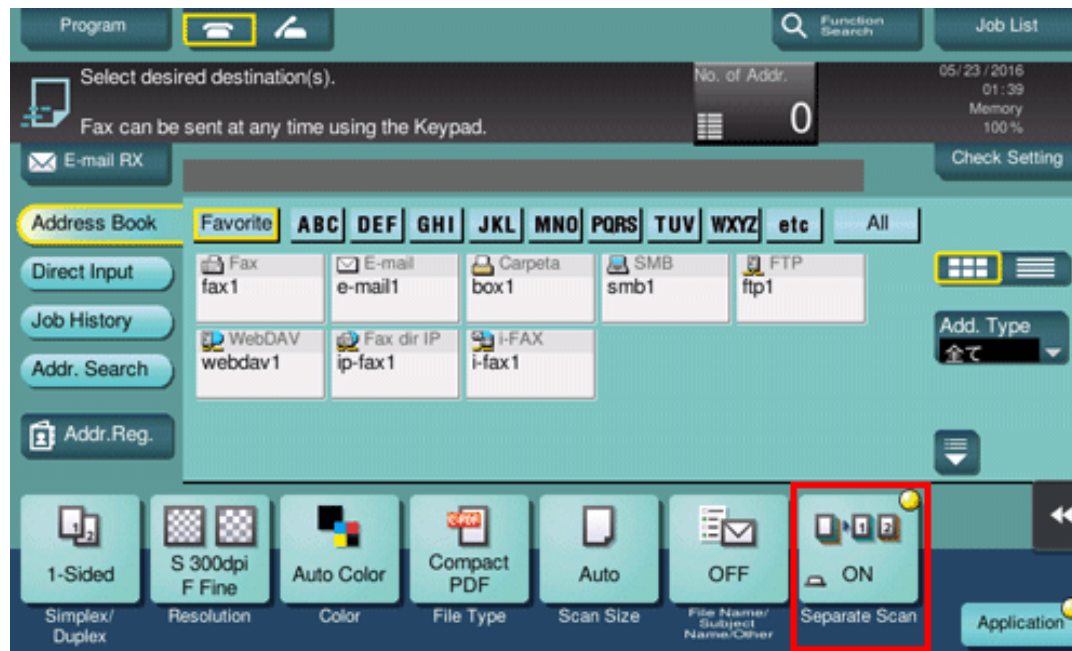
bizhub C658/C558/C458:

Do not load more than 300 sheets (21-1/4 lb (80 g/m²)) at a time into the **Original Tray**, and do not load the sheets up to the point where the top of the stack is higher than the ▼ mark. Doing so may cause an original paper jam, damage the originals, and/or cause an **ADF** failure.

bizhub C368/C308/C258:

Do not load more than 100 sheets (21-1/4 lb (80 g/m²)) at a time into the **Original Tray**, and do not load the sheets up to the point where the top of the stack is higher than the ▼ mark. Doing so may cause an original paper jam, damage the originals, and/or cause an **ADF** failure.

2. Tap [Separate Scan], and set to [ON].

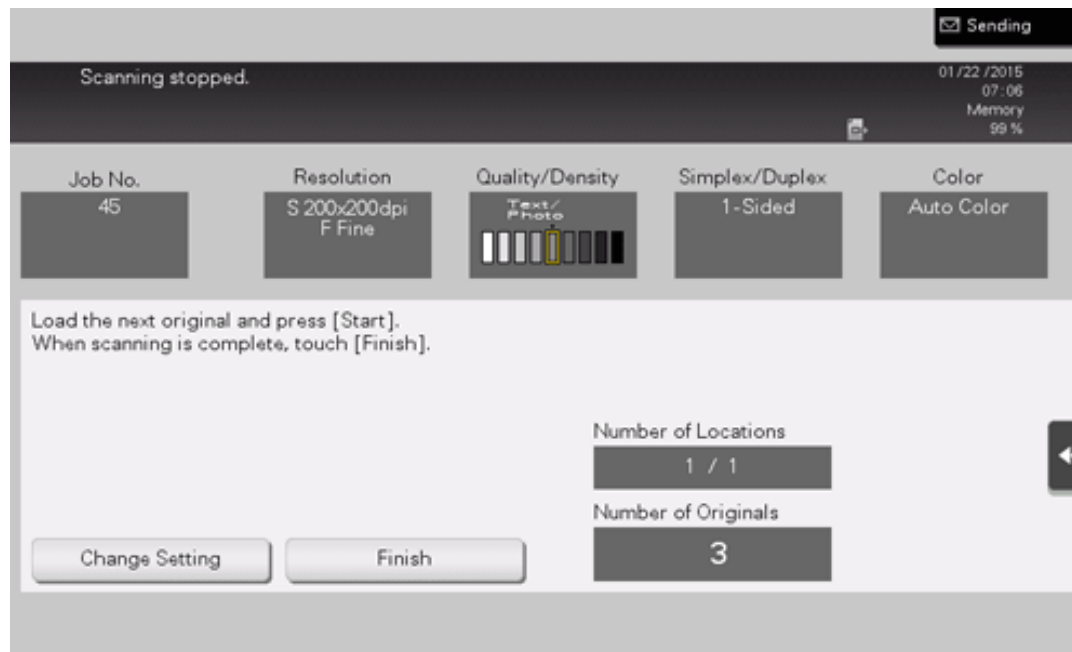


3. Press the **Start** key.

The original is scanned.

4. Load the next original, then press the **Start** key.

➡ Tap [Change Setting] to change the option settings according to the new original as necessary.



5. Repeat Step 4 until all originals are scanned.

6. After all originals have been scanned, tap [Finish] and press the **Start** key.

Transmission begins.



Related setting

- ❏ Select whether to always scan originals continuously without specifying [Separate Scan] when scanning originals using the **Original Glass** (Default: [No]).
For details, refer to [Here](#).

Settings to Scan Various Types of Originals (Application Settings)

Scanning originals of varying sizes in a batch ([Mixed Original])

Even for an original with pages of different sizes, by using the **ADF**, you can scan data while detecting the size of each page.

For details, refer to [Here](#).



NOTICE



Load all the original pages into the **ADF** so that the tops of the pages are at the back or left side of the machine.



Scanning an original that is thinner than plain paper ([Thin Paper Original])

Reduce the original feed speed of the **ADF** to prevent thin paper from getting caught.

For details, refer to [Here](#).



Scanning a folded original ([Z-Folded Original])

Even the original sizes of folded originals can be detected accurately.

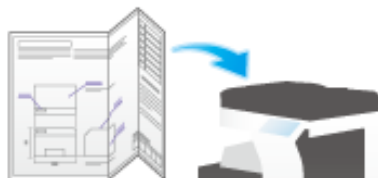
If a folded original is loaded into the **ADF**, the original size may not be able to be detected accurately. To scan a folded original through the **ADF**, use [Z-Folded Original].

For details, refer to [Here](#).



NOTICE

- ❖ Unfold folded originals before loading them into the **ADF**. If a folded original is not unfolded before scanning, a paper jam may occur or the size may not be correctly detected.



Scanning a long original ([Long Original])

Load a long original that cannot be placed on the **Original Glass** and that is larger in the feeding direction than the full standard size (11 17 or A3) into the **ADF**. There is no need to enter the original size in advance, **ADF** will detect the size automatically.

For details, refer to [Here](#).



Tips

- ❖ This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled. Some models provide **Extension Memory** as standard. For details, refer to [Here](#).

Specifying the original loading direction ([Original Direction])

When scanning a 2-sided original etc., you can specify the direction in which the original is loaded so that the vertical direction is set correctly.

For details, refer to [Here](#).



Specifying the original binding position ([Binding Position])

When scanning a double-sided original, specify the binding position of the original in [Binding Position] to prevent the binding position from being reversed between the front and rear faces.

For details, refer to [Here](#).



Scanning while removing dust in the slit glass ([Despeckle])

When scanning an original through **ADF**, scanning of original and dust removal from the **Slit Scan Glass** are performed alternately, so that the original is always scanned using clean **Slit Scan Glass**.

It takes longer to finish scanning of originals, compared to the normal operation.

For details, refer to [Here](#).

Skipping blank pages ([Blank Page Removal])

Blank pages contained in the original loaded into the **ADF** are skipped when the original is scanned.

For details, refer to [Here](#).



Splitting the left and right pages of a book and catalog ([Book Original])

You can scan two-page spreads such as books and catalogs separately into left and right pages, or scan them as one page. If you place a book or catalog on the **Original Glass**, you do not need to close the **ADF** to scan it.

For details, refer to [Here](#).



Adjusting Image Quality Level/Density (Application Settings)

Selecting the appropriate image quality level for the original ([Original Type])

Select the appropriate image quality level for the original and scan at the optimal level of image quality.

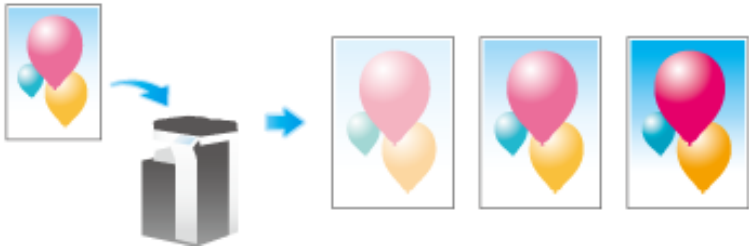
For details, refer to [Here](#).



Adjusting the density to scan the original ([Density])

Select the scan density (dark, light) of the original.

For details, refer to [Here](#).



Adjusting the background density of the original ([Bkgd. Removal])

You can adjust the density of the background area for originals with colored backgrounds (newspaper, recycled paper, etc.) or originals that are so thin that text or images on the back would be scanned.

For details, refer to [Here](#).



Adding a Stamp/Page Number (Application Settings)

Adding the date and time ([Date/Time])

Select the stamping position and representation, and add the date and time the original is scanned.

The date and time can be printed either on all pages or only on the first page.

For details, refer to [Here](#).



Tips

- ❖ This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled. Some models provide **Extension Memory** as standard. For details, refer to [Here](#).

Adding a page number ([Page Number])

Select the stamping position and format, and add page and chapter numbers.

Page and chapter numbers are printed on all pages.

For details, refer to [Here](#).



Tips

- ✖ This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled. Some models provide **Extension Memory** as standard. For details, refer to [Here](#).

Adding a stamp ([Stamp])

Text such as "PLEASE REPLY" and "DO NOT COPY" are printed on the first page or all pages. You can select the text to be added from the registered fix stamps and arbitrary registered stamps.

Since text is added without the original being modified, it is convenient to handle important documents on which additions or modifications are not permitted.

For details, refer to [Here](#).





Tips

- ❖ This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled. Some models provide **Extension Memory** as standard. For details, refer to [Here](#).

Adding information to the header/footer ([Header/Footer])

Add the date, time and any other desired text in the top and bottom margins (header/footer) of the specified page. You must register the information to be added for the header and footer in advance on this machine.

For details, refer to [Here](#).



Tips

- ❖ This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled. Some models provide **Extension Memory** as standard. For details, refer to [Here](#).



Related setting (for the administrator)

❏ For details on how to register the information to be added for the header and footer, refer to [Here](#).

Other Option Settings (Application Settings)

Scanning after erasing text and shadows in the margins of an original ([Frame Erase])

Erases an area of an identical specified width along the four sides of an original. You can specify the width to be erased for each side.

This is convenient when you want to erase the reception record of the header and footer of a fax, or shadows of punch holes on the original.

For details, refer to [Here](#).



Sharpening the boarder between text etc. ([Sharpness])

Sharpen the edges of the image such as text in the table and graphic, to improve legibility.

Smoothen the rough contours of an image or sharpen blurred images.

For details, refer to [Here](#).



Adding a filing number to original data ([Annotation User Box])

Annotation User Box provides a function that adds filing numbers to original data for each job or page.

When a file is read from the Annotation User Box and used for printouts or transmitted to a recipient, the date/time and any annotations (previously determined for management) are automatically added to the header or footer of each image. By creating the document that can identify the source and date of creation, unauthorized use can be prevented.

For details, refer to [Here](#).



Tips

- ❑ This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled. Some models provide **Extension Memory** as standard. For details, refer to [Here](#).



Reference

- ❑ To use the Annotation User Box, it must be registered in advance. For details on how to register, refer to [Here](#).

Sending and printing at the same time ([Save & Print])

Printing can be performed simultaneously during each scan transmission such as Scan to E-mail or saving data in a User Box.

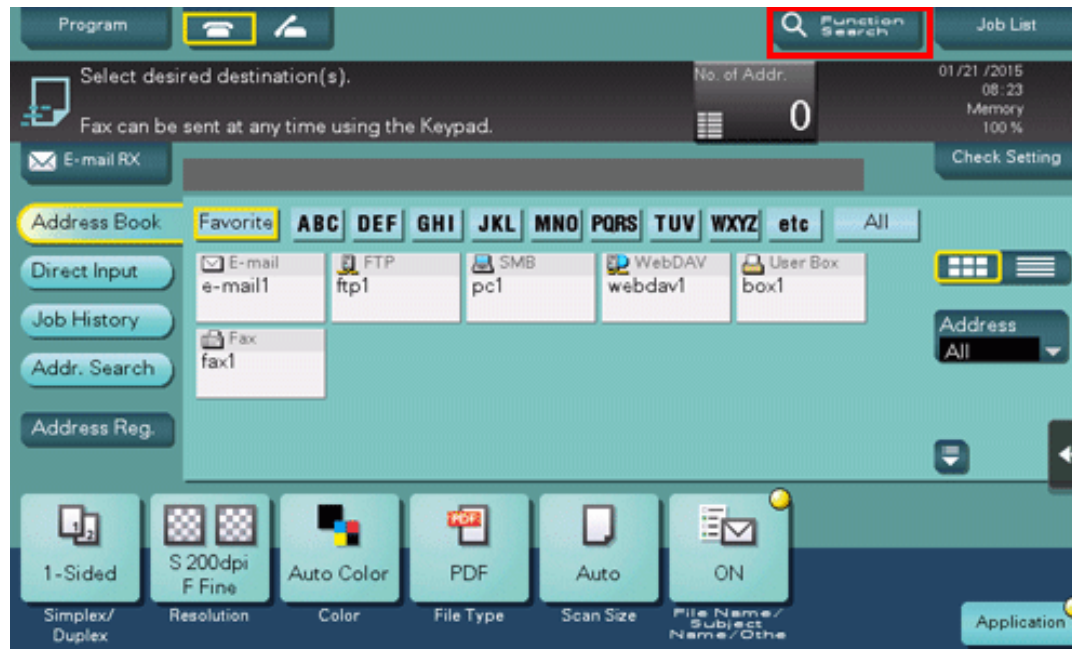
For details, refer to [Here](#).



Searching for Scan-to-Send function settings

You can search for Scan-to-Send function settings to go to the target function screen from the search result.

1. Tap [Function Search].



2. Enter the search keyword (using up to 32 characters).

➡ When the keyword is entered, searching starts, and the search result is updated.

3. Select the target item from the search result list.

The display moves to the target function screen.



Tips

❖ Settings of the copy function or fax/scan function are targeted for searching.



Related setting

❖ You can specify whether to use the search function (default: [Search On]). For details, refer to [Here](#).