

## FTP Send Function

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This function converts original data scanned by this machine into a file supported by a computer, and uploads it to the FTP server.

This function is useful when transferring a file through the FTP server.

A file uploaded to the FTP server can be downloaded from a computer.



## Preparation Flow

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### 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 use the FTP Send function

**Enabling the FTP Send function**

You can use this function with the default settings unless otherwise requested.



### Configuring the machine to your environment

**Registering a frequently used destination**

This will save you the trouble of entering a destination each time you send data.

**Using a proxy server**

When transferring data via a proxy server in your network environment, configure its setting.



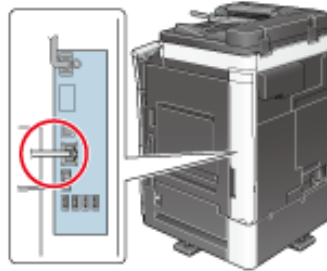
**Preparation finished**

## Operations Required to Use this Function

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### 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

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



### Reference

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

### Checking the environment to use the FTP Send function

Enable the FTP Send function. (You can use this function with the default settings unless otherwise requested.)

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

## Option Settings

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### Registering a frequently used destination

Pre-register a commonly-used FTP server as a destination on this machine; it will save having to carry out many steps in order to enter a destination for each transmission.

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

### Using a proxy server

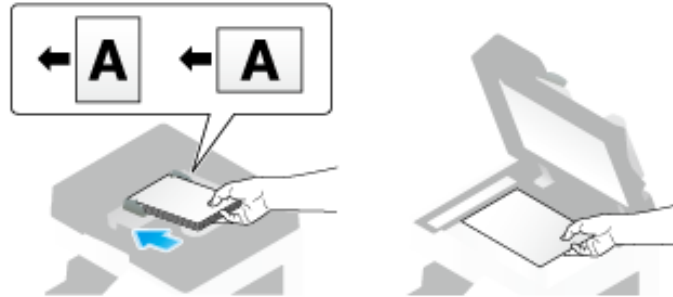
When transferring data via a proxy server in your network environment, register a proxy server.

The registration process is explained using **Web Connection**. For details, refer to [Here](#).

## How to Send

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### 1. Load the original.



### 2. Tap [Scan/Fax].



### 3. Specify a destination FTP server.

- ➔ For details on how to specify a destination, refer to [Here](#).
- ➔ Specifying multiple destinations carries out the FTP Send and Fax TX functions 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	<a href="#">Here</a>
To configure options to scan various types of originals such as various sizes and books	<a href="#">Here</a>
To adjust the image quality level of the original such as colored background (newspaper, etc.) or light printing original	<a href="#">Here</a>
To print date/time and page number	<a href="#">Here</a>
Other option settings	<a href="#">Here</a>

#### 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.



## Reference

- ❖ Using the preview function, you can check the finishing status before sending. For details on how to send, refer to [Here](#).
- ❖ It is convenient to register commonly-used destinations in a scan/fax program. For details on the program, refer to [Here](#).

## Notifying Where to Save Original Data by E-mail (URL Notification)

### URL notification

Send an E-mail, which contains a destination specifying where to save original data, to a specified E-mail address after scan transmission or Save in User Box has been ended.

For example, when using a shared folder, FTP server, or WebDAV server to transfer a file between project members, specify an E-mail address for the mailing list as a destination of a notification E-mail, enabling easy information sharing.



### Tips

❖ The Scan-to-Send function, which can notify where original data is saved, is available only for SMB Send, FTP Send, WebDAV Send, and Save in User Box.

### Operations required to use this function (for the administrator)

Prepare the E-mail environment.

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

### Operation flow

1. Load the original.
2. Tap [Scan/Fax].

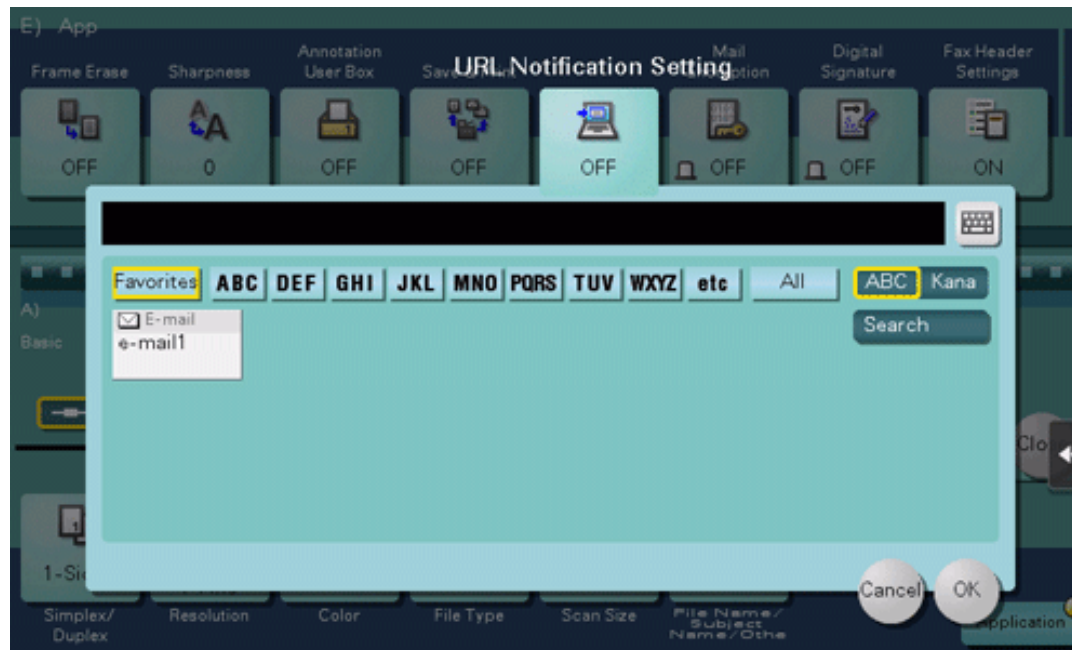




3. Specify a destination FTP server.

4. Tap [Application] - [App] - [URL Notification Setting], then directly enter the E-mail address to notify the storage location or select the desired E-mail address from the address book.

➔ The Scan function can notify only one E-mail address. If the mailing list is used, it is convenient to register its E-mail address as a destination.



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.