

About Scan to E-mail

The Scan to E-mail function converts original data scanned by this machine into a file supported by a computer, and sends it to any E-mail address as an E-mail attachment.

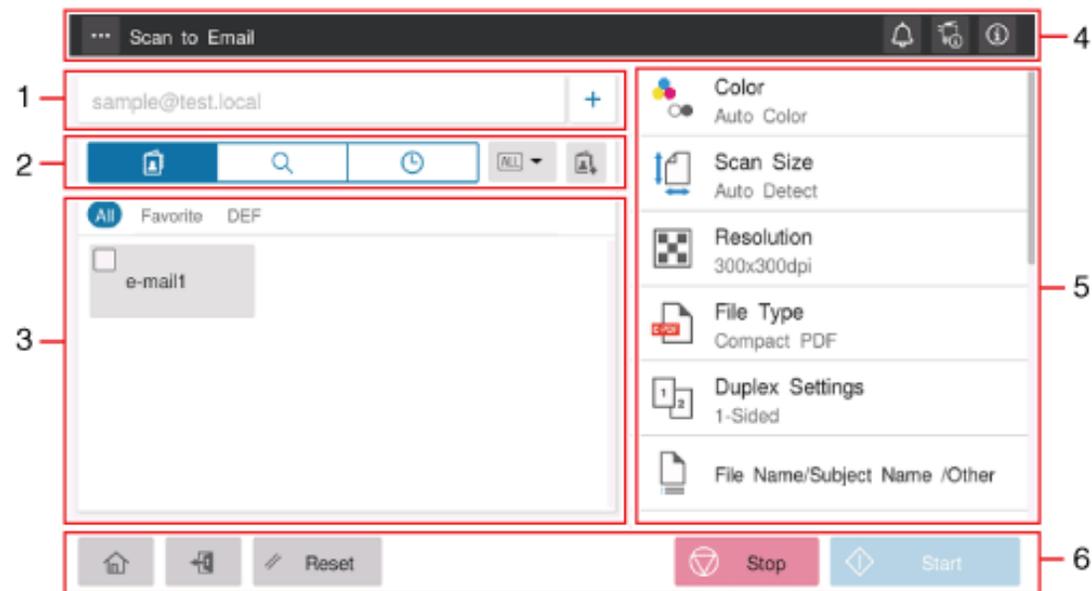
Using this function, you can send a file in the same way as when sending an E-mail, enabling easy operation and installation.

It supports S/MIME or SSL/TLS encryption and POP before SMTP authentication, assuring security measures. If the LDAP server or Active Directory of Windows Server is used for user management, an E-mail address can be searched via the server.



Main Screen of Scan to E-mail

If you tap [Scan to Email] on the home screen, the main screen of Scan To E-mail is displayed.



No.	Name	Description
1	Destination display area	<p>Displays the specified destinations.</p> <p>If two or more destinations are specified, the number of destinations is indicated by [+N] (N: number).</p> <p>When you tap while the destination is specified, the destination list screen is displayed. You can check, edit, or delete the specified destinations.</p> <p>You can tap [+] to directly enter destination information and add a new destination.</p>
2	Display switch tab	<p>Switches the destination specification method. The display of the destination specification area is switched depending on the selected tab.</p> <ul style="list-style-type: none"> ☒ Destination tab (): Specify the desired one from the list of destinations registered on this machine. ☒ Search tab (): Search for the destination registered on this machine or the LDAP server. ☒ History tab (): Specify the desired one from the job history list. ☒ Address registration key (): Allow you to register a destination in the address book on this machine.
3	Destination specification area	Specify the destination to suit the selected tab.

4	Menu icon ()	Allows you to change how to display the list of registered destinations in the destination specification area. When [Change Permission for Default Value Setting] (Here) is set to ON, you can change the default option setting for sending to the desired one.
	Notification icon ()	You can check warnings or messages related to the status of this machine. For details, refer to Here .
	Device information icon ()	
	Information icon ()	
5	Function setting key	Specify transmission options as needed.
6	[Start]	Scans the original, and starts transmission.
	[Stop]	Stops scanning the original.
	[Reset]	Returns the setting to the default.
	Access key ()	Performs login or logout when user authentication or account track is installed on this machine.
	Home key ()	Returns to the home screen.

Configure the Environment to Use the Scan to E-mail Function

Configure the settings for using the Scan to E-mail function.

For details on the setting procedure, refer to [Here](#).

Configuring Settings as Needed

Registering a frequently used destination

Pre-registering a frequently used destination, this machine will save you the trouble of having to enter it each time you send data.

For details on the registration procedure, refer to [Here](#).

Registering the subject and body of an E-mail

The default subject name and message text are automatically inserted into an E-mail. By registering multiple fixed phrases of subject and text, you can use different phrases depending on the destination.

For details on the registration procedure, refer to [Here](#).

Registering prefixes and suffixes for destination

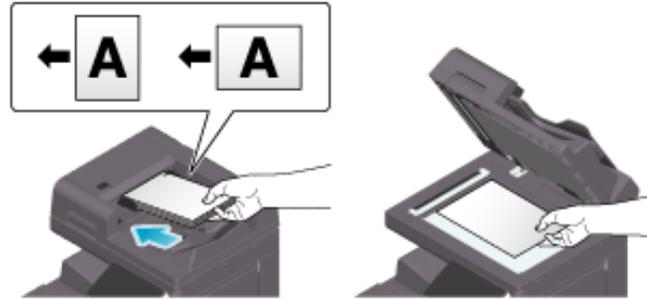
Register a prefix and suffix of an E-mail address.

If a domain contains a large number of E-mail addresses, register a character string (domain name) following an "@" (at mark). By registering a domain name, you can recall the registered domain name to complement E-mail address entry. This will help to prevent input errors of E-mail addresses with long domain names.

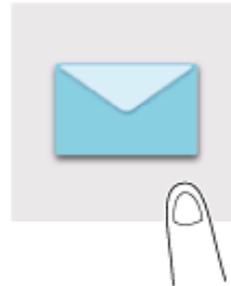
For details on the registration procedure, refer to [Here](#).

Sending (Basic Operation Flow)

1. Load the original.

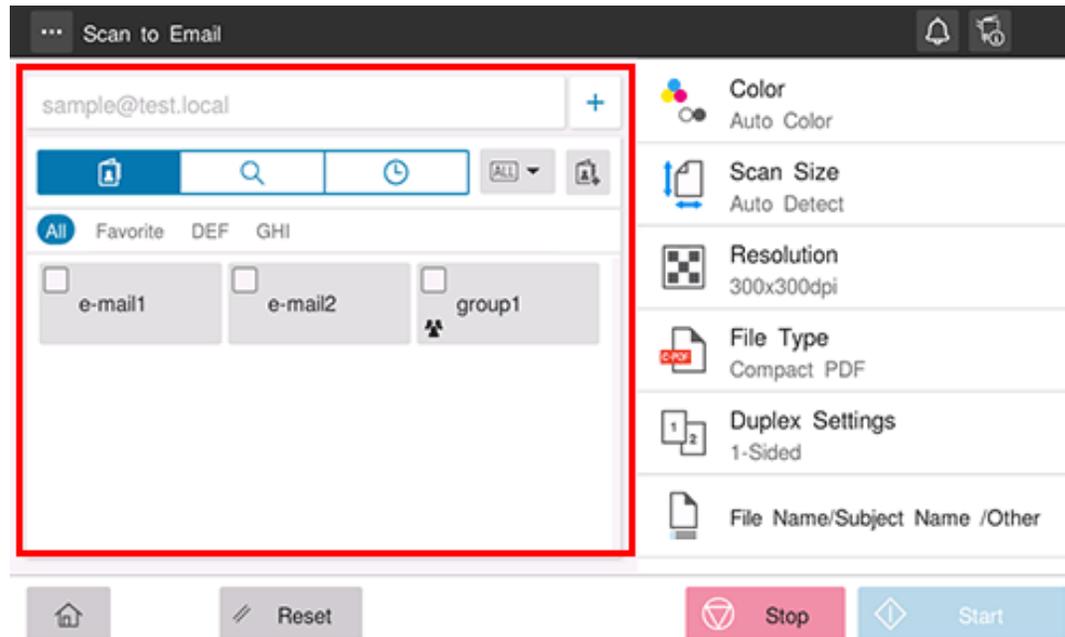


2. Tap [Scan to Email] on the home screen.



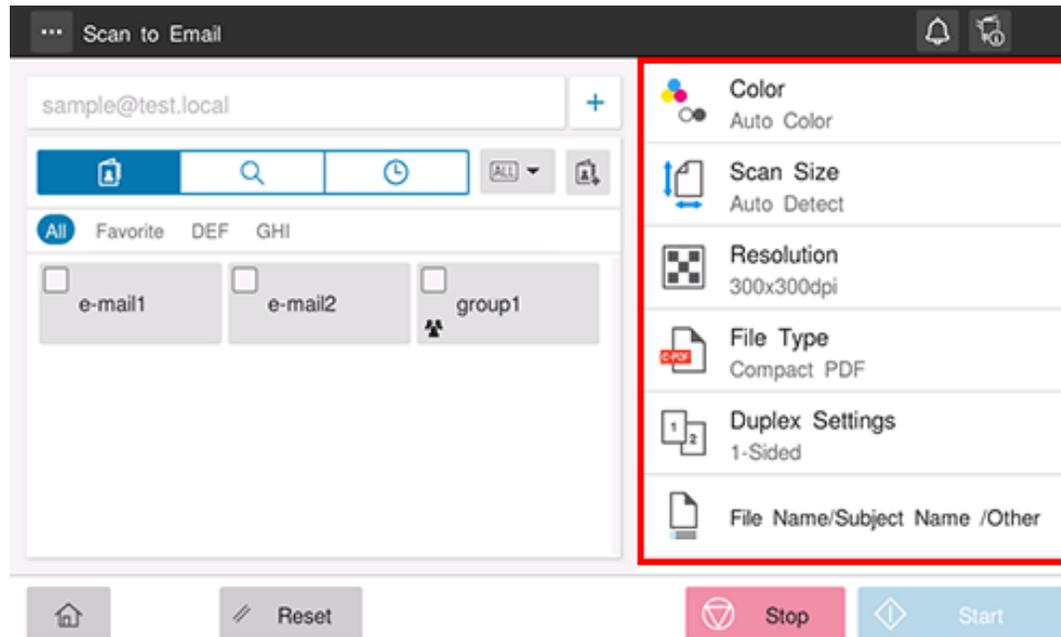
3. Specify the destination.

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



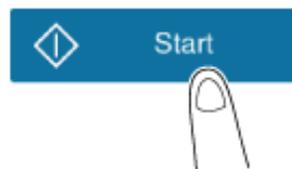
4. Specify transmission options as needed.

➔ For details on option settings, refer to [Here](#).



5. Use the Start key to start transmission.

- ➔ Using the Stop key enables you to stop scanning the original. A list of the currently stopped jobs is displayed. To stop transmission, select the target job from the list, and delete it.



Specifying a Destination

Directly entering the destination

Directly enter destination information.

1. Tap [+].

A screenshot of a mobile application interface showing a text input field with a plus sign button on the right side.

2. Enter the destination's E-mail address.

3. Tap [OK].



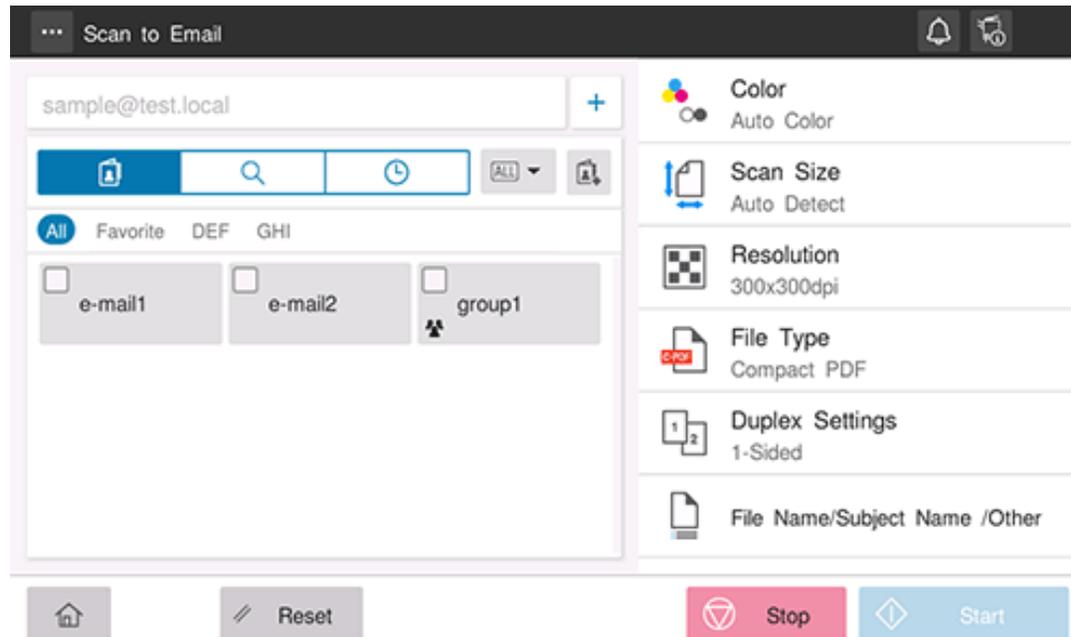
Tips

❖ [Prefix/Suffix] is displayed when [Prefix/Suffix Setting] ([Here](#)) is set. You can recall a registered domain name etc. to complement entry.

Using Address Book

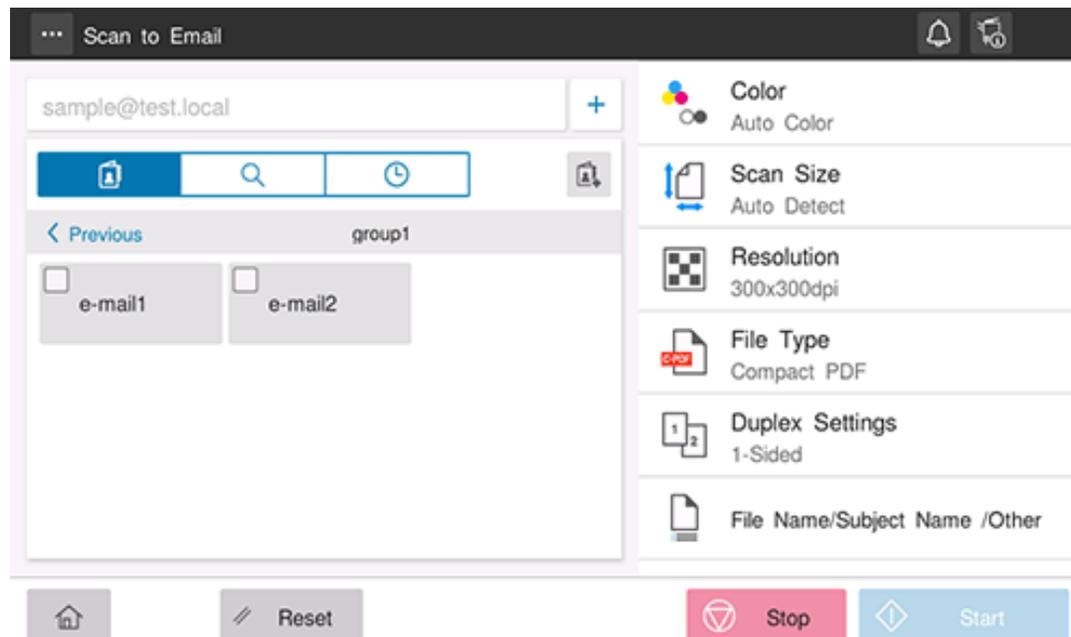
Selecting the Destination tab () displays a list of destinations registered on this machine. Switch the display using an index, and specify the target destination.

Tapping the menu icon () at the top allows you to switch the list of the registered destinations to the button or list view mode.



There are two methods to specify a group destination; specifying the entire group and specify some destinations in the group.

To specify the entire group, select [Select All]. To specify some destinations in the group, select the desired destinations from the destinations registered in the group.





Reference

- ❖ Registering Address Book ([Here](#))
- ❖ Registering a group destination ([Here](#))



Tips

- ❖ To specify multiple destinations, select [Restrict User Access], and set [Multiple Addresses Restriction Setting] ([Here](#)) to OFF.
- ❖ To specify the entire group in Group, select [Restrict User Access], and set [Allow full selection of group destinations.] ([Here](#)) to ON.



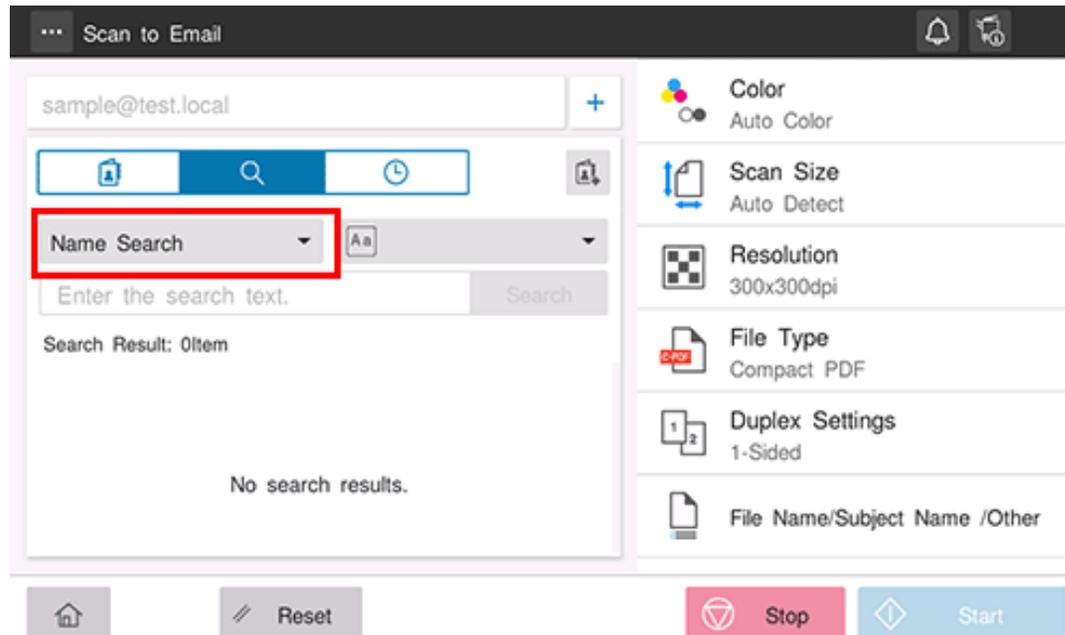
Related setting

- ❖ [Scan/Fax Settings] - [Default Address Display Method] ([Here](#))

Searching for the registered destination

Tapping the Search tab () displays the destination search screen. If a large number of destinations are registered, the system searches for the registered name of the destination or characters of the address to find the target destination.

1. Select the search method from [Name Search] and [Addr. Search].



2. Enter the search word, and tap [Search].
3. Specify the target destination from the search result.



Related setting

 [Search Option Settings] ([Here](#))

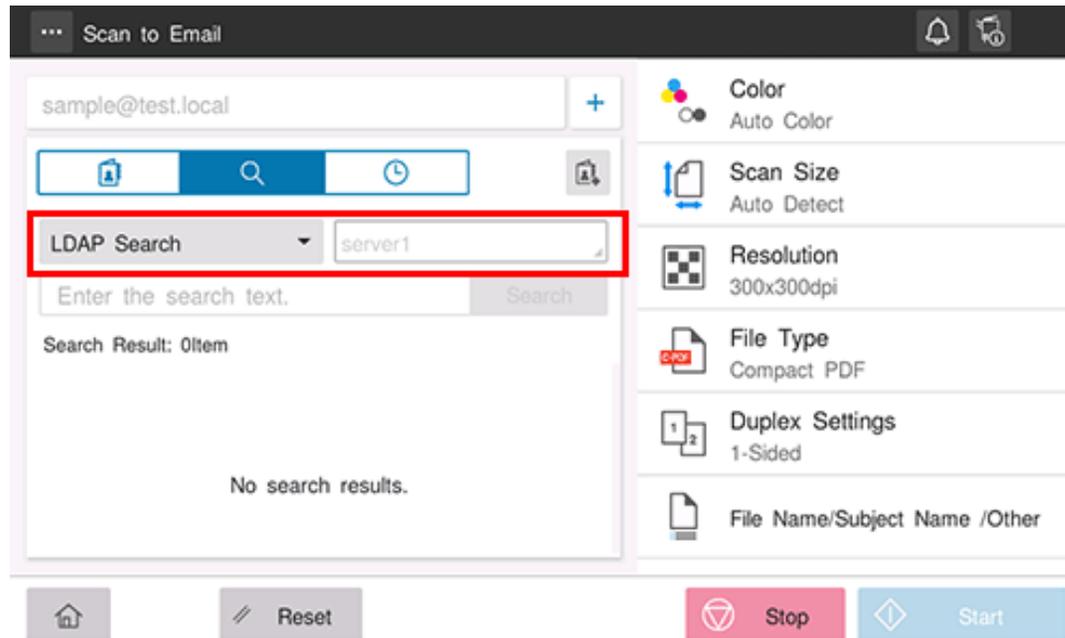
Specifying the target from the destinations registered in the LDAP server (LDAP Search)

Tapping the Search tab () displays the destination search screen. If the LDAP server or the Active Directory of Windows Server is used for user management, you can search for (LDAP Search) destination information registered in the server and specify the desired destination.

✓ A presetting is required to use LDAP search. For details on the setting procedure, refer to [Here](#).

1. Select the LDAP search method.

- ➔ When using a single keyword for searching, select [LDAP addr Search].
- ➔ When combining search words by category for searching, select [Adv. Search (LDAP)].



2. When multiple servers are registered, select the target server.

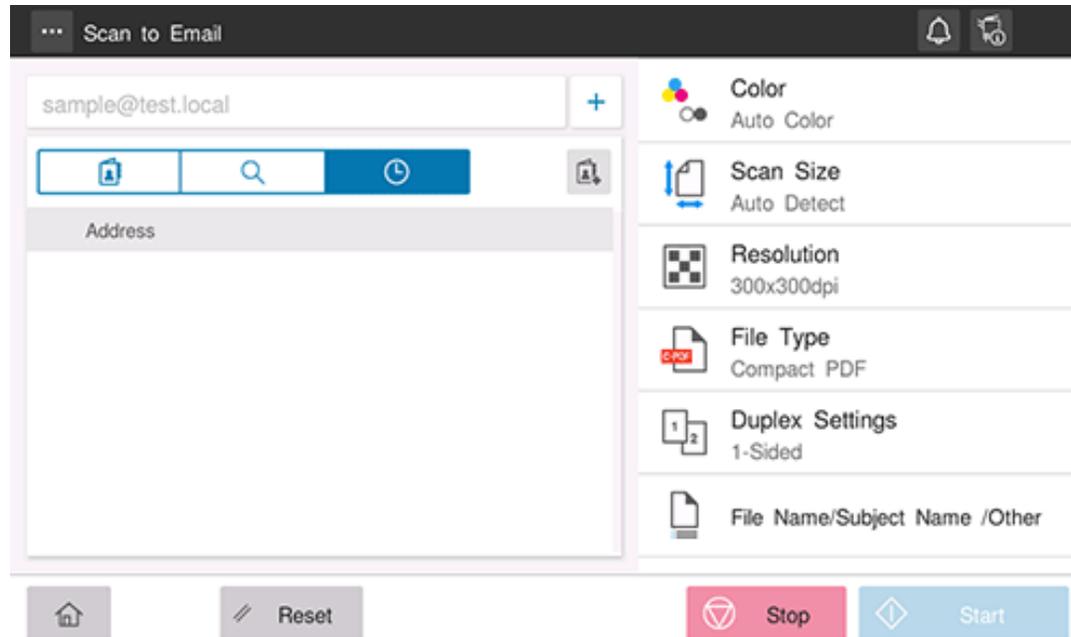
- ➔ Tapping the server name display area displays the server selection screen. Select the desired server, and also tap [OK].

3. Enter the search word, and tap [Search].

4. Specify the target destination from the search result.

Using Job History

Tapping the History tab (🕒) displays a list of transmission logs. Specify the target destination from the previous five job histories.



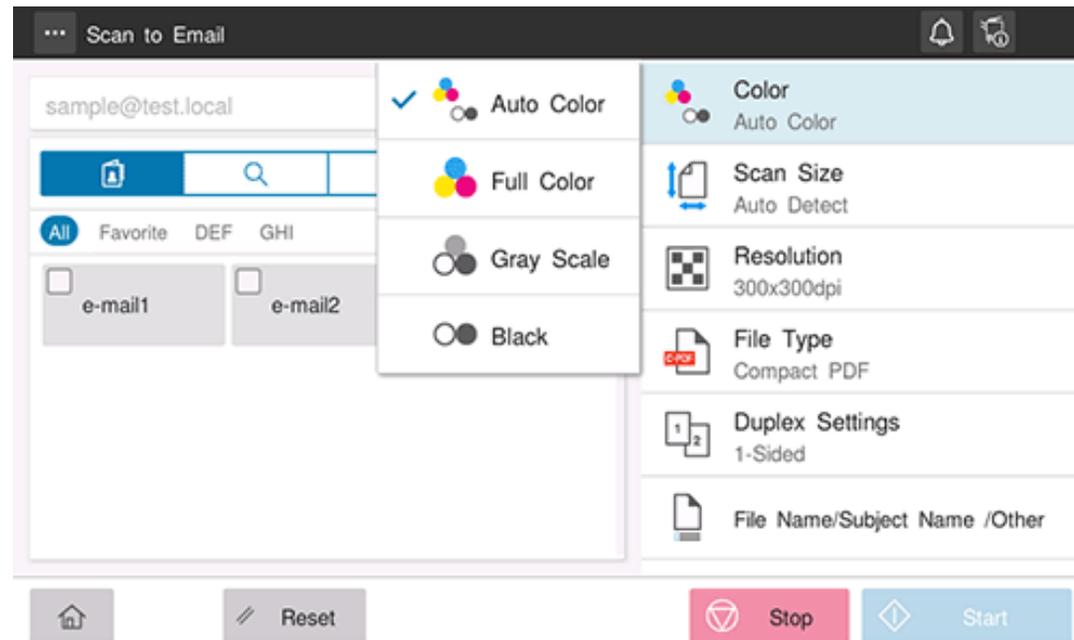
Tips

- ❖ If a registered destination or a User Box is edited or if the Main Power Switch is turned off or on, the log information is deleted.

Transmission Option Settings

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

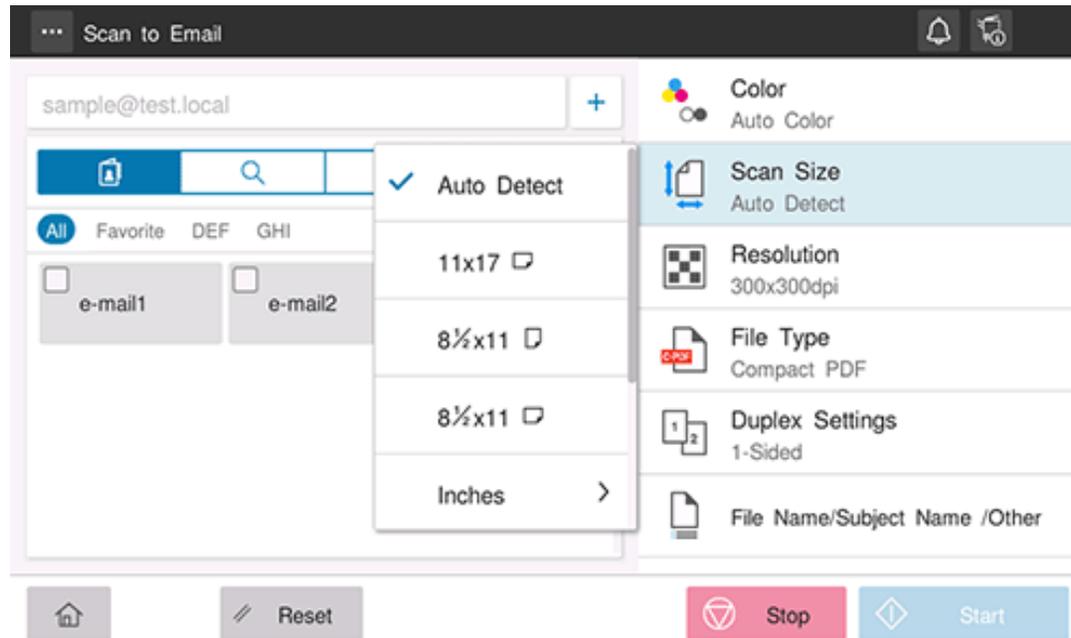
Select a color mode for scanning originals.



Setting	Description
[Auto Color]	Automatically determines [Full Color] or [Gray Scale] to fit the original color when scanning the original.
[Full Color]	Scans in full color regardless of whether the original is in color or in black and white. Select this option to scan originals of other than black and white and scanning color photos.
[Gray Scale]	Scans in gray scale regardless of whether the original is in color or in black and white. Select this option to scan originals with many halftones, such as black and white photos.
[Black and White]	Scans an original in black or white without using gray scales. Select this option to scan originals with distinct black and white areas, such as line drawings.

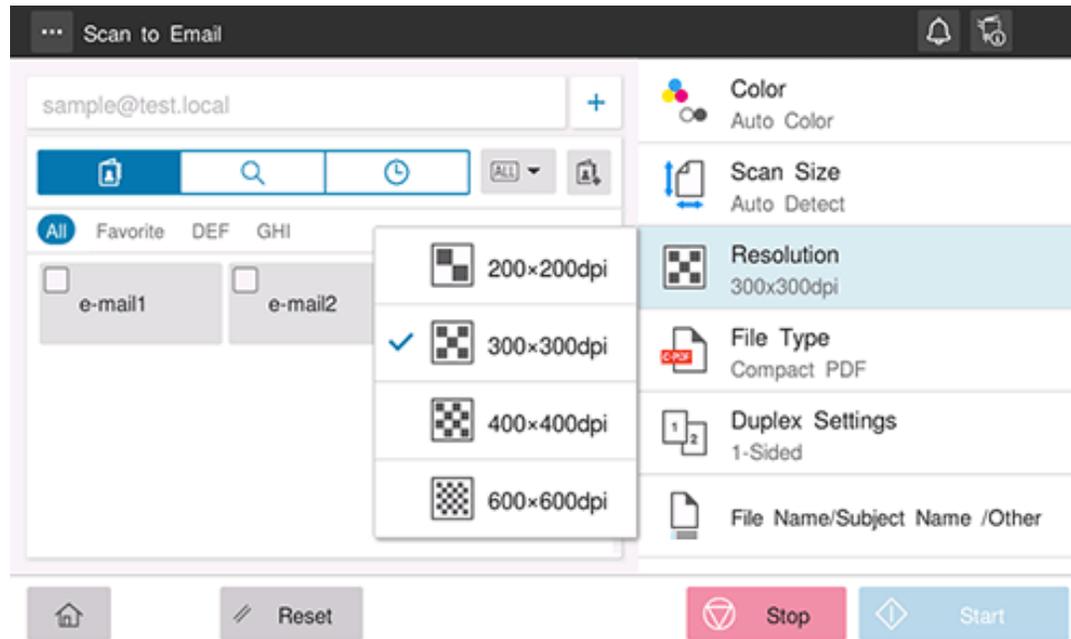
Specifying the original size ([Scan Size])

When the size of the original is not detected correctly, specify the size of the original you want to scan.



Specifying the resolution to scan the original ([Resolution])

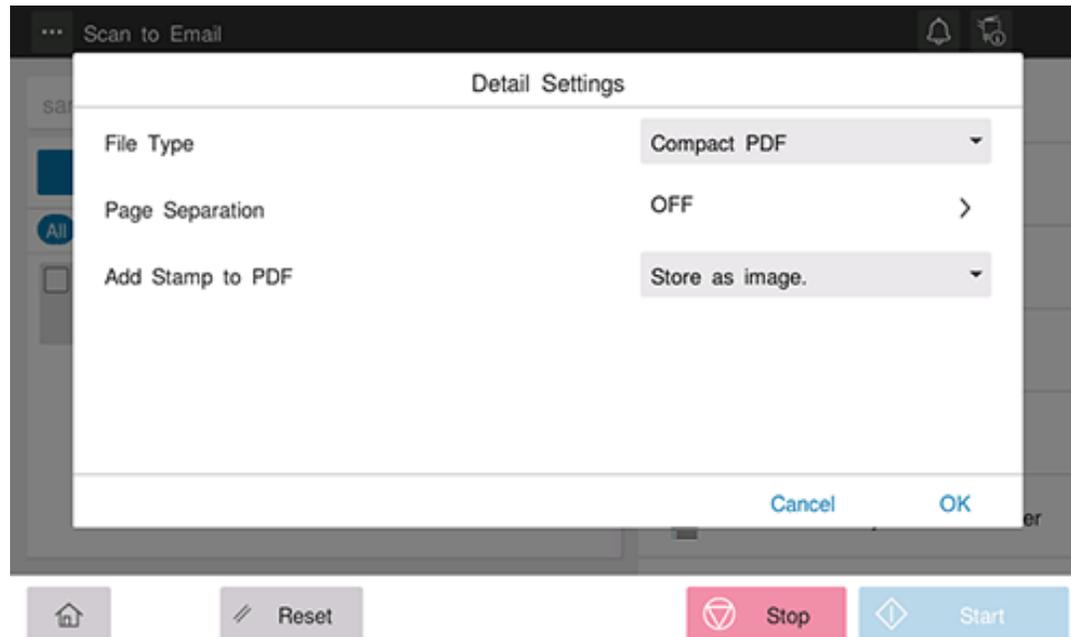
Select a resolution to use to scan the original.



Setting	Description
[200 × 200 dpi]	Select this option to scan a standard original.
[300 × 300 dpi]	Select this option to scan a standard original at a higher resolution.
[400 × 400 dpi]	Select this option to scan originals containing small characters or drawings.
[600 × 600 dpi]	Select this option to convert an original into a file of the maximum size. Select this option to scan an original such as a full color photo with a fine image quality level.

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

Select the file type used for saving the scanned original data.



Setting	Description
[File Type]	<p>Select the file type to be saved from the following:</p> <ul style="list-style-type: none"> ❖ [PDF]: A type available in most operating systems, which enables you to assign a password to a file or encrypt a file. Important original data should be saved as a PDF file. ❖ [Compact PDF]: Saves a file with a smaller size than normal PDF format. We recommend this format when you want to reduce file size to enable sending by E-mail etc. ❖ [TIFF]: This is one kind of versatile image formats. TIFF format supports multiple pages, in which multi-page documents can be saved as single file. ❖ [JPEG]: A file format widely used in digital cameras. Suitable for saving photo data. JPEG format does not support the saving of multiple pages as a single file. ❖ [PPTX]: Extension of an XML-base file that is created using PowerPoint of Microsoft Office. ❖ [DOCX]: Extension of an XML-base file that is created using Word of Microsoft Office. ❖ [XLSX]: Extension of an XML-base file that is created using Excel of Microsoft Office.
[Page Separation]	<p>When you want to separate a file for each page while the original consists of multiple pages, set [Page Separation] to ON. This is not available when [File Type] is set to [JPEG]. All pages are separated.</p>

	<ul style="list-style-type: none"> ❖ [Number of Page separation]: When [Page Separation] is set to ON, enter the number of separated pages. For example, if you enter "2" to scan 10 original pages, the original is divided into five separate files. ❖ [E-mail Attach Method]: When [Page Separation] is set to ON, select the attachment method. [Sent as 1 E-mail]: Attaches all files to a single E-mail. [1 File per E-Mail]: Sends one E-mail for each file.
[Character Recognition]	<p>Select ON to enable searching of a PPTX, DOCX, or XLSX file.</p> <ul style="list-style-type: none"> ❖ [Language Selection]: Select a language for OCR processing. Select the language used in the original to correctly recognize text data. ❖ [Auto rotation adj.]: Set this option to ON to automatically perform the rotation adjustment for each page based on the direction of text data detected by OCR processing. ❖ [Output Method]: Select information to be output preferentially using the text and images detected by OCR processing.
[Set PDF/A]	Select the compliance level to create a PDF file based on PDF/A.
[Encrypt PDF]	<p>Set to ON to encrypt a PDF file.</p> <ul style="list-style-type: none"> ❖ When [Password] is selected in [Encryption type], enter the password to restrict access to the file. To specify the detailed privileges for printing and editing a PDF file, enter the authority password. ❖ When [Digital ID (Use Address)] is selected in [Encryption type], encrypt data using the digital certificate registered in the address for scan transmission. ❖ When [Digital ID (Select manually)] is selected in [Encryption type], specify the E-mail address. Encryption is performed using the digital certificate registered in the specified address. ❖ [File permission management]: Set the PDF authority. [Printing Allowed]: Select whether to permit printing of PDF files. [Copy Contents]: Select whether to permit copying of text and image from PDF files. [Changes Allowed]: Select the content of PDF for which modification is permitted. ❖ [Encryption Level]: Select the encryption level when setting the PDF authority in [File permission management]. As the encryption level is higher, the more detailed privileges can be set. ❖ [Encryption Target]: Select the target to be encrypted. Selecting [Other than Metadata] excludes property information from encryption processing.
[Outline PDF]	<p>Set to ON to outline a PDF when storing a file in Compact PDF format. The text is extracted from the original and converted into a vector image.</p>
[PDF Web Optimization]	Set to ON to create a PDF file optimized for Web display.

	If a PDF file is optimized to the Web display, the Web browser displays only the first page of a PDF file on the screen before loading all pages.
[Searchable PDF]	<p>Set to ON to create a searchable PDF file.</p> <ul style="list-style-type: none"> ❖ [Language Selection]: Select a language for OCR processing. Select the language used in the original to correctly recognize text data. ❖ [Adjust Rotation]: Set this option to ON to automatically perform the rotation adjustment for each page based on the direction of text data detected by OCR processing. When the rotation adjustment is disabled, if the specified original orientation does not match the text direction, text data is not recognized correctly. ❖ [Document Name Auto Extraction]: Set this option to ON to automatically export a character string appropriate as a document name from the OCR character recognition result, and specify it as a document name. A document name is assigned automatically based on the character recognition result of the first page, date, time, and serial number.
[Add digital signature to PDF]	Set to ON to add a signature (certificate) of this machine to a PDF file. Also, select the encryption level of the signature.
[Add Stamp to PDF]	Select whether to combine a PDF as an image or text when printing the date/time, page number, and header/footer on the PDF.
[PDF Document Properties]	<p>Add meta- information such as a title or author as PDF file properties.</p> <ul style="list-style-type: none"> ❖ [Title]: Enter a title of a PDF file (using up to 64 characters). When setting the document name as a title, set [Set document name as Title] to ON. ❖ [Author]: Enter the name of the author of a PDF file (using up to 64 characters). If user authentication is installed on this machine, specify the user name as the author. ❖ [Subject]: Enter a subject of a PDF file (using up to 64 characters). ❖ [Keywords]: Enter a keyword of a PDF file (using up to 64 characters).

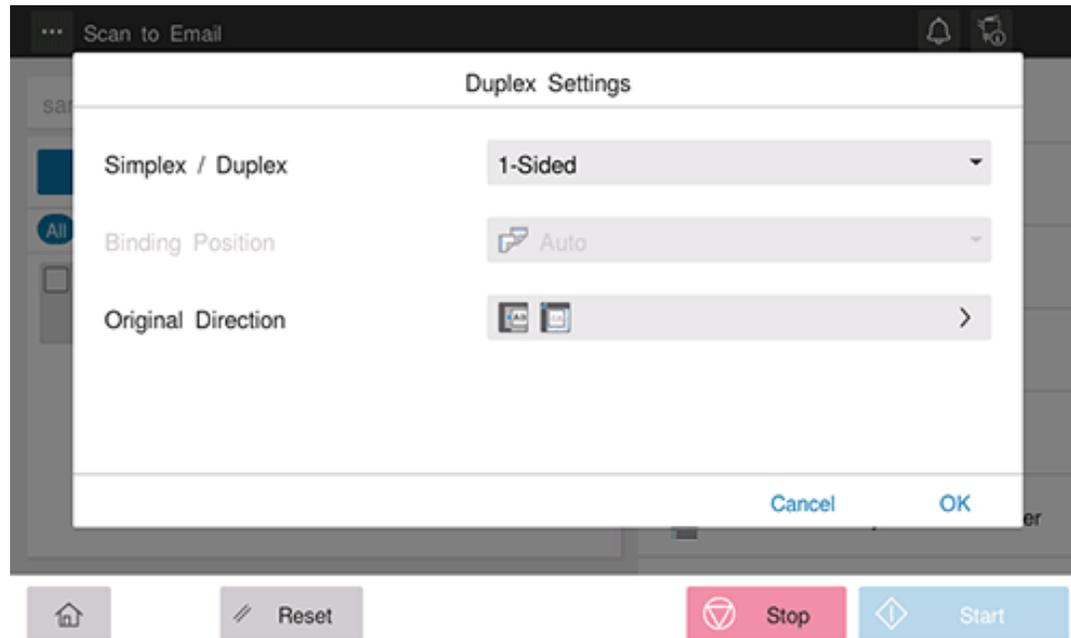


Tips

- ❖ To use the following functions, an option is required. For details on the required option, refer to [Here](#).
DOCX/XLSX of [File Type], [Character Recognition], [Set PDF/A], [Encrypt PDF], [PDF Web Optimization], [Searchable PDF], [Add digital signature to PDF], [PDF Document Properties]

Scanning a 2-sided original ([Duplex Settings])

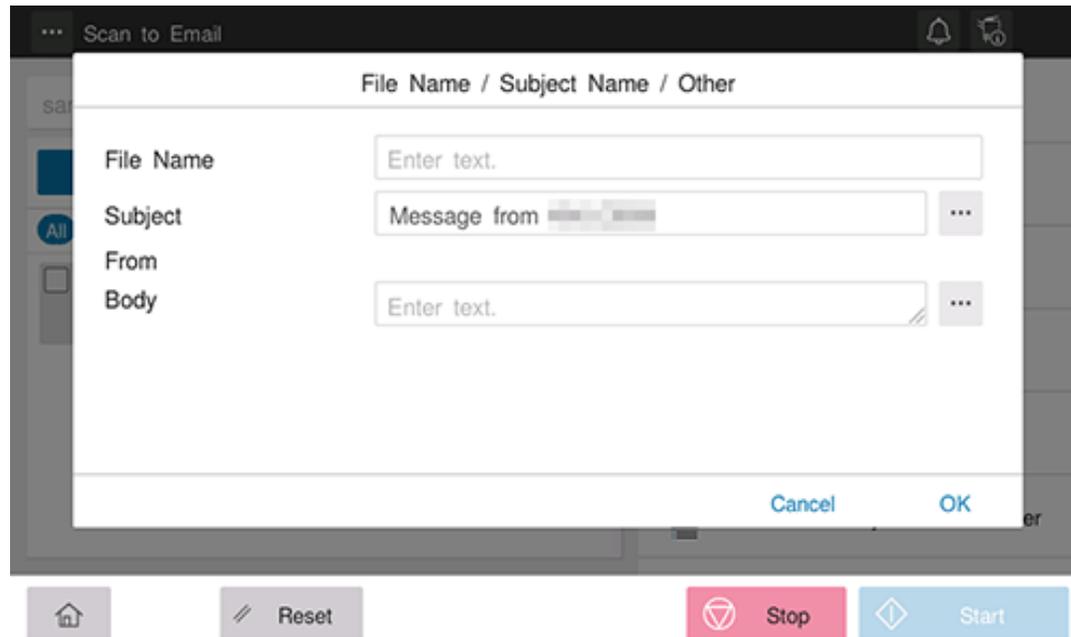
Select whether to scan one side or both sides of the original.



Setting	Description
[Simplex/Duplex]	Select the side to scan the original (Simplex/Duplex).
[Binding Position]	<p>When scanning both sides of the original, select the original binding position to prevent the binding positions from being reversed between the front and rear faces.</p> <ul style="list-style-type: none">  [Auto]: Automatically configures the binding position of the original. When the long side of the original is 11-11/16 inches (297 mm) or less, the binding position is set to the long side of the paper. When the long side of the original exceeds 11-11/16 inches (297 mm), the binding position is set to the short side of the paper.  [Left]: Select this option when the binding position is set to the left of the original.  [Top]: Select this option when the binding position is set to the top of the original.
[Original Direction]	Specify the orientation to load the original.

Changing the file name, E-mail subject, or message text ([Document Name/Subject/Other])

Change the file name of the scanned original. When sending by E-mail, you can specify the subject and text of the E-mail message and change the sender's E-mail address ("From" address).



Setting	Description
[Document Name]	Change the file name of the scanned original.
[Subject]	Change the subject of the E-mail. If fixed subject phrases are registered, you can select a subject from those registered.
[From]	Change the sender's E-mail address. In normal circumstances, the E-mail address of the administrator is used as sender's E-mail address. If user authentication is installed on this machine, the E-mail address of the login user is used as sender's E-mail address.
[Body]	Enter the message text of the E-mail. If fixed message text phrase is registered, you can select message text from those registered.



Related setting

- ❖ [Subject] ([Here](#))
- ❖ [Text] ([Here](#))



Related setting (for the administrator)

- ❖ [Scan File Name Settings] ([Here](#))
- ❖ [Restrict User Access] - [Changing the "From" Address] ([Here](#))

Scanning a number of originals in several batches ([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. You can also scan the original using both **ADF** and **Original Glass** alternately.

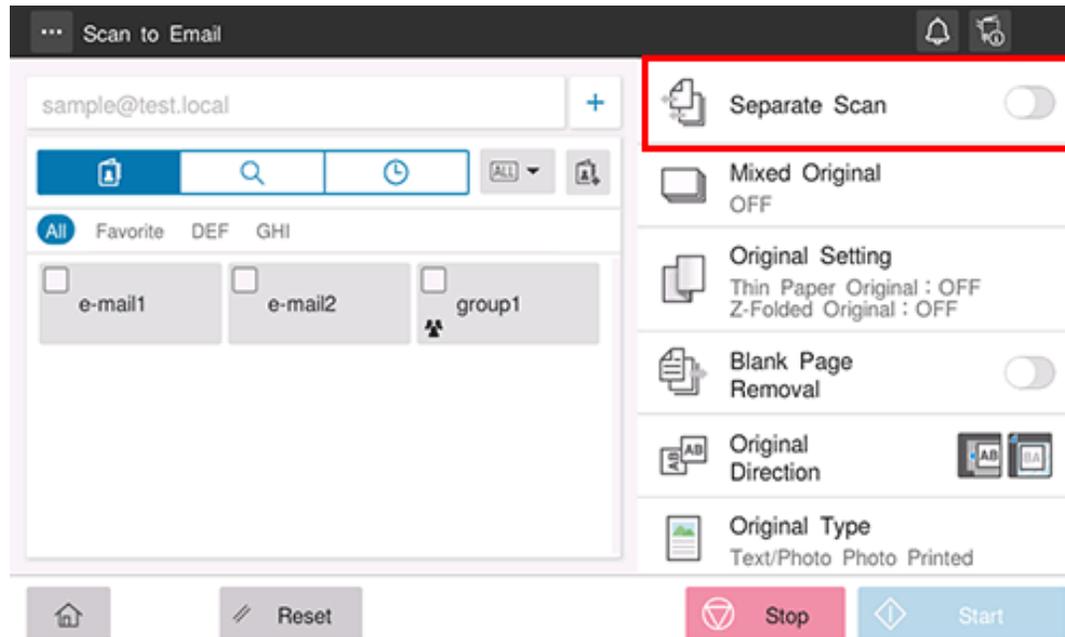
1. Load the original.



NOTICE

- ❖ Do not load more than 300 sheets (21-1/4 lb (80 g/m²)) at a time into the **Original Tray** of the **ADF**, 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, original damage, or **ADF** failure.

2. Set [Separate Scan] to ON.



3. Use the Start key to start scanning.
4. Load the next original.
 - ➔ If necessary, tap [Change Setting] to change the scan settings.
5. Use the Start key to start scanning.
6. Repeat steps 4 and 5 to scan all the originals.
7. After all originals have been scanned, select [Finish].
8. Use the Start key to start transmission.



Related setting

❏ [Separate Scan from Platen] ([Here](#))

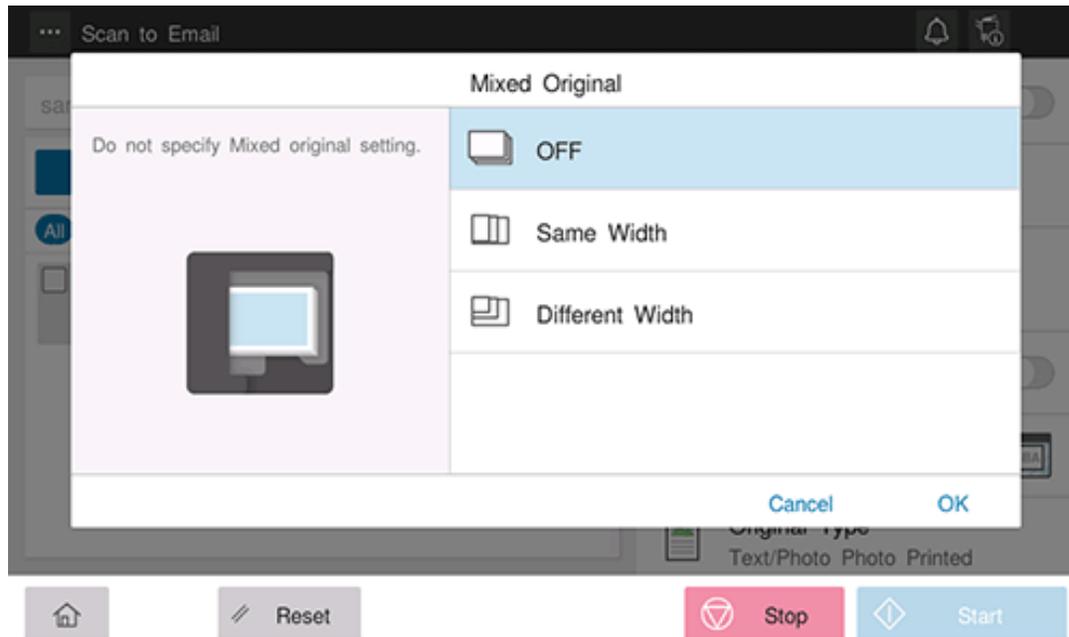


Related setting (for the administrator)

❏ [Incomplete Scan Job Settings] ([Here](#))

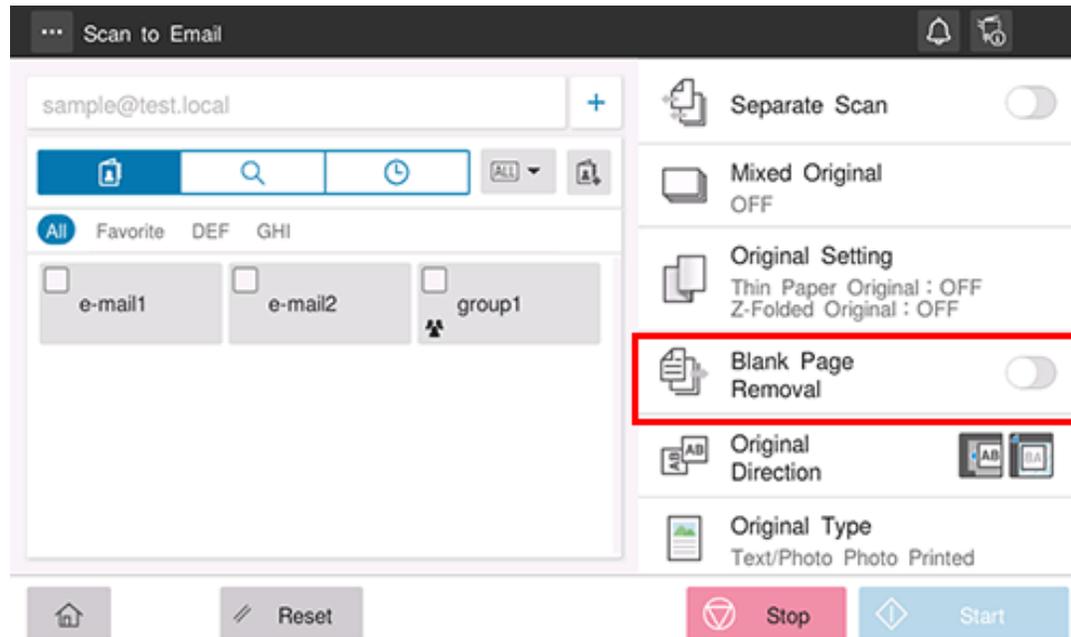
Scanning originals of different sizes ([Mixed Original])

Even for an original with pages of different sizes, by using the **ADF**, you can scan data while detecting the size of each page. If the widths of the originals are the same, select [Same Width]. If the widths of the originals are different, select [Different Width].



Skipping blank pages ([Blank Page Removal])

When [Blank Page Removal] is specified to scan an original including blank pages using the **ADF**, blank pages are excluded from scan targets. Blank pages detected are not counted as original pages.

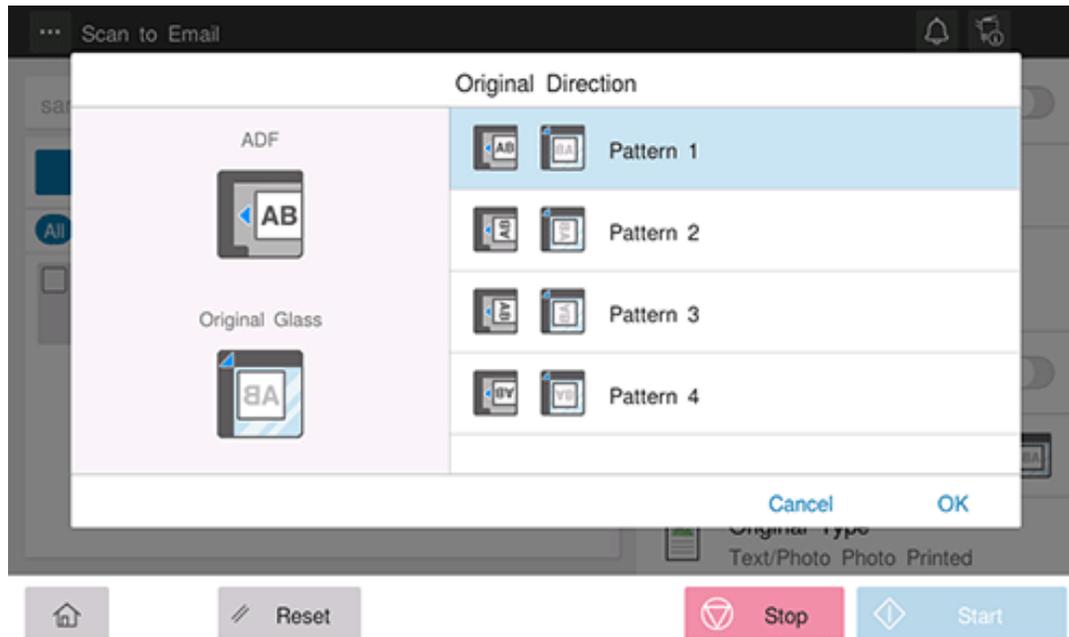


Related setting

 [Blank Sheet Detection Level] ([Here](#))

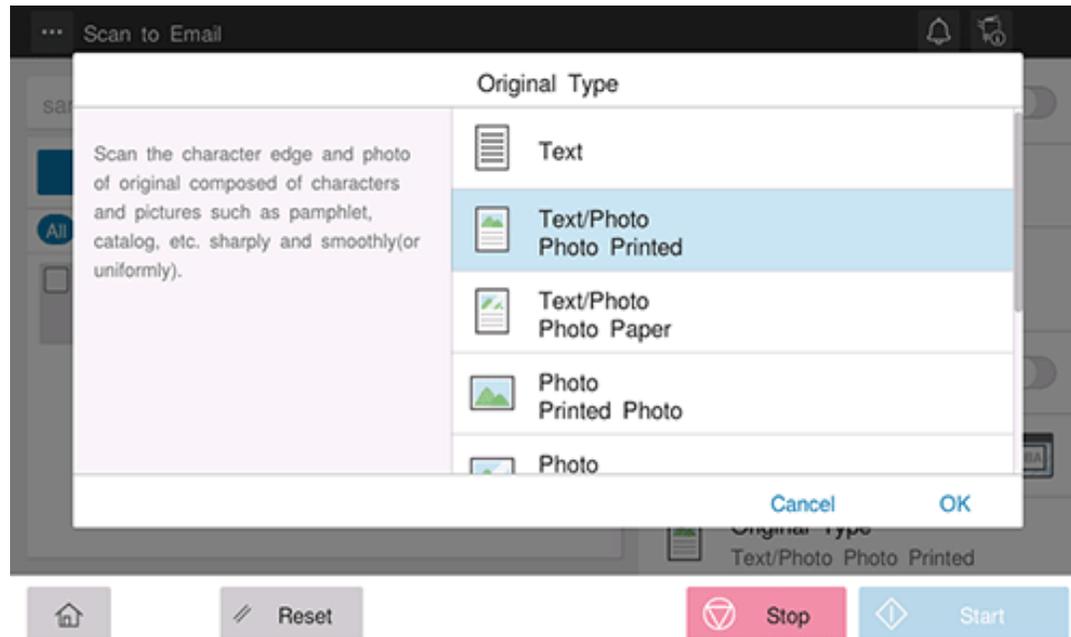
Specifying the original loading direction ([Original Direction])

When scanning a 2-sided original, specify the original loading direction so that the vertical direction of the scanned original is set correctly.



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

Select the optimum settings for the original to scan it in the optimum image quality.

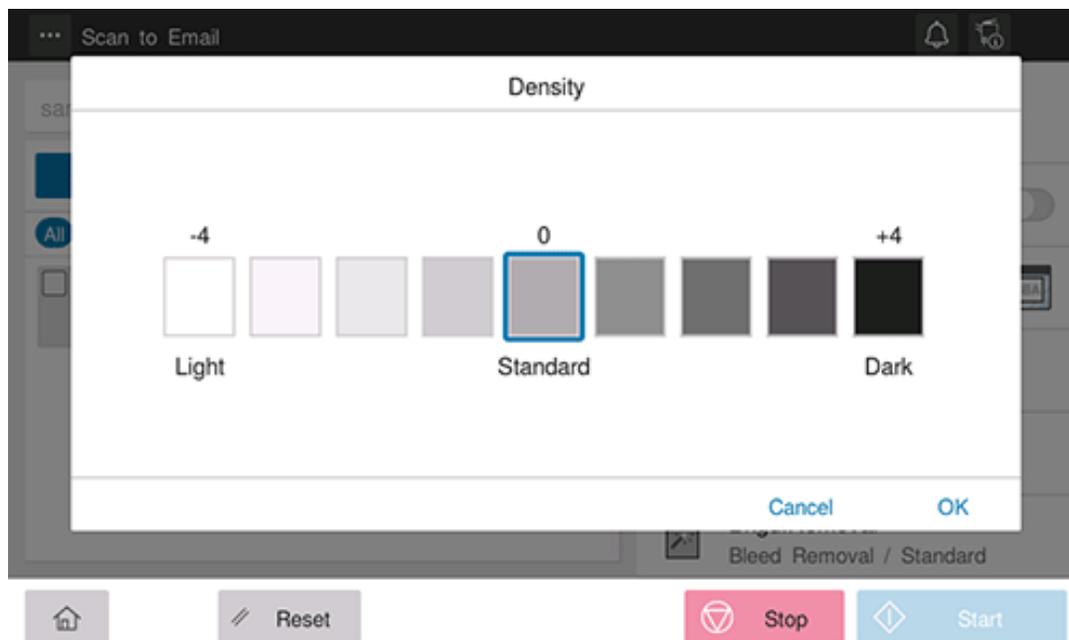


Setting	Description
[Text]	Scans an original that consists primarily of text at the optimum level of image quality. This function sharpens the edges of each character, creating easy-to-read images.
[Text/Photo - Printed Photo]	Scans an original consisting primarily of text and photos at the optimum image quality level. This function sharpens the edges of each character and reproduces smoother photos. Select this option to scan printed originals such as brochures and catalogs.
[Text/Photo - Photo Paper]	Scans an original consisting primarily of text and photos at the optimum image quality level. This function sharpens the edges of each character and reproduces smoother photos. Select this option to scan originals that include photos printed on photographic paper.
[Photo - Printed Photo]	Scans an original consisting of only photos at the optimum image quality level. Select this option to scan printed originals such as brochures and catalogs.
[Photo - Photo Paper]	Scans an original consisting of only photos at the optimum image quality level. Select this option to scan originals printed on photographic paper.
[Dot Matrix Original]	Scans an original, which consists primarily of text such as thin or faint characters, at the optimum image quality level. This function reproduces text using high pixel density, creating easy-to-read text.

[Copied Paper]	Scans an original, which is output with an even density from the copier or printer, at the optimum level of image quality.
[Bar Code/Contract]	Reduces the file size when scanning the original such as a contract or bar code in black and white. If [Bar Code/Contract] is selected, [Color] is synchronously changed to [Black and White]. This option is available when the file type is set to TIFF or PDF.

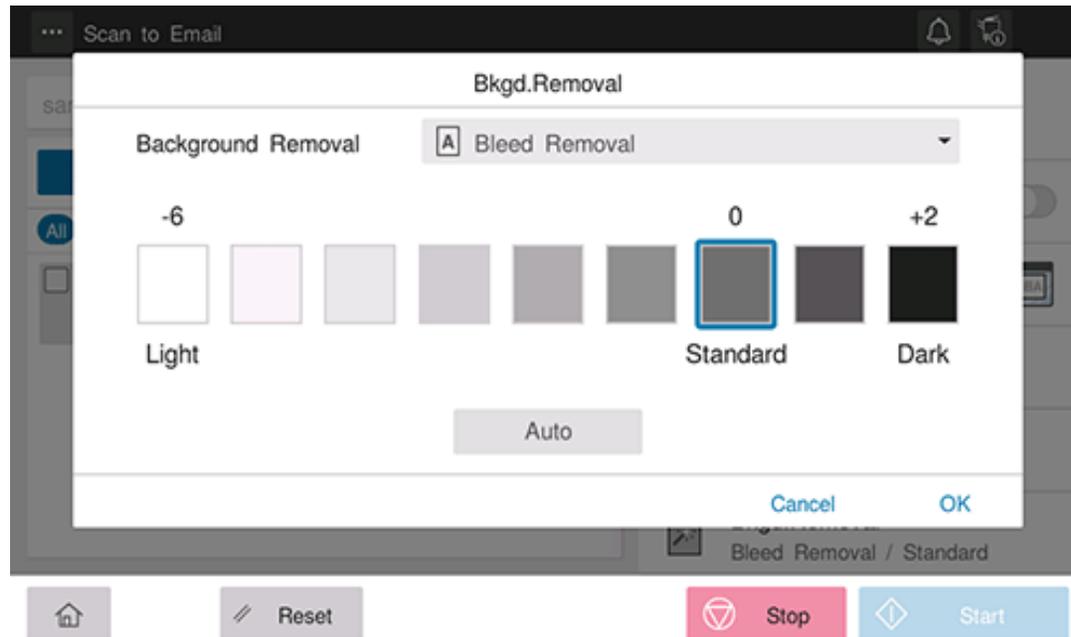
Adjusting the density to scan the original ([Density])

Adjust the density (Dark or Light) to scan the original.



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

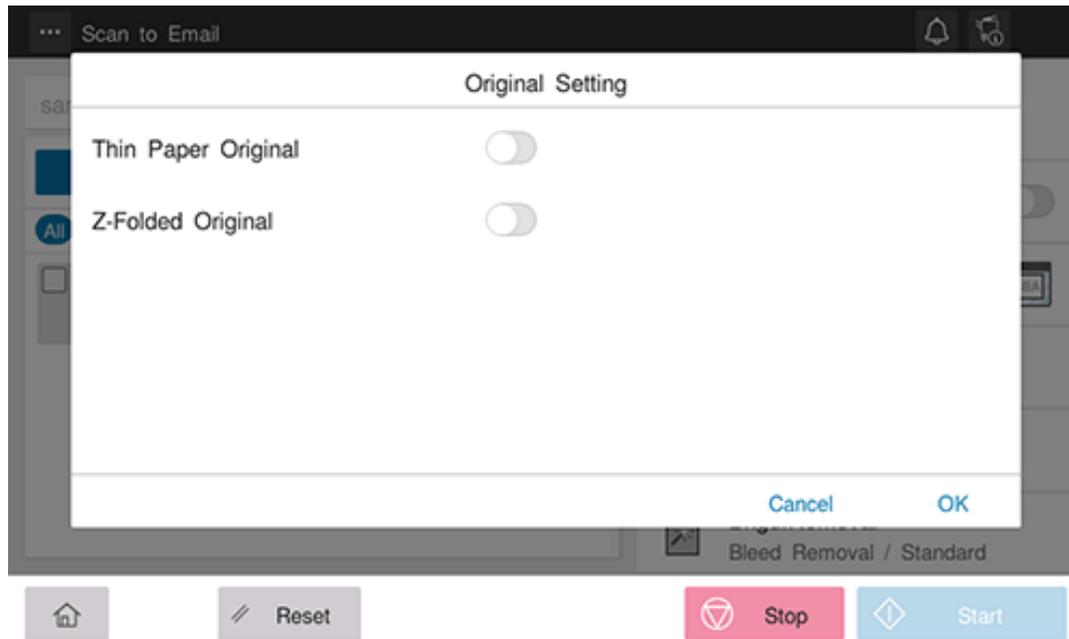
You can adjust the density of the background area for originals with colored backgrounds (newspaper, recycled paper, etc.) or originals that are so thin that text or images on the back would be scanned.



Setting	Description
[Bleed Removal]	Adjust the density of the background color to prevent bleeding of the back of the paper when printing a 2-sided original that is so thin that the contents of the back side would be scanned. Selecting [Auto] automatically determines the density of the background color, and scans an original at the optimum background density level.
[Discolor Adj.]	Adjust the density of the background color to scan an original with a colored background such as a map. Selecting [Auto] automatically determines the density of the background color, and scans an original at the optimum background density level.

Specifying conditions of the scanned original ([Original Setting])

Configure the setting to properly scan the thin-paper original or folded original on the **ADF**.



Setting	Description
[Thin Paper Original]	When scanning an original that is thinner than plain paper on the ADF , set this option to ON. Setting to ON reduces the original feed speed of the ADF to prevent thin paper from getting caught.
[Z-Folded Original]	If a folded original is loaded into the ADF , the original size may not be able to be detected accurately. To scan the folded original on the ADF , set this option to ON.

Changing the Default Option Setting

You can change the default option setting of basic style to the desired one.

- ✓ Before changing, select [Utility] - [Administrator] - [System Settings] - [Change Permission for Default Value Setting], and set [Change Permission for Default Value] to ON.

1. Tap the target function key on the home screen.
2. Change the target option setting to the value to be registered as the default.
3. Tap the menu icon in the upper left corner of the screen to display the menu. From this menu, select [Set the current setting value to Default value].

➔ To return to the factory default setting, select [Set the factory default setting value to Default value].



The value specified in step 2 is set as the default.

Sending to Your Address (Scan to Me)

About Scan to Me

If the user's E-mail address is registered while user authentication is installed on this machine, the key for sending an E-mail to you is displayed when you log in to this machine.

Selecting [Scan to Me] on the home screen allows you to easily send an E-mail only to you.

Also, the [Me] key is displayed in the address book on the [Scan to Email] screen. Setting the [Me] key as the address allows you to always send an E-mail to yourself using the same workflow as the regular E-mail sending.

Preparation required to use this function (for the administrator)

Register an E-mail address in the user's registration information.

For details on the setting procedure, refer to [Here](#).



Tips

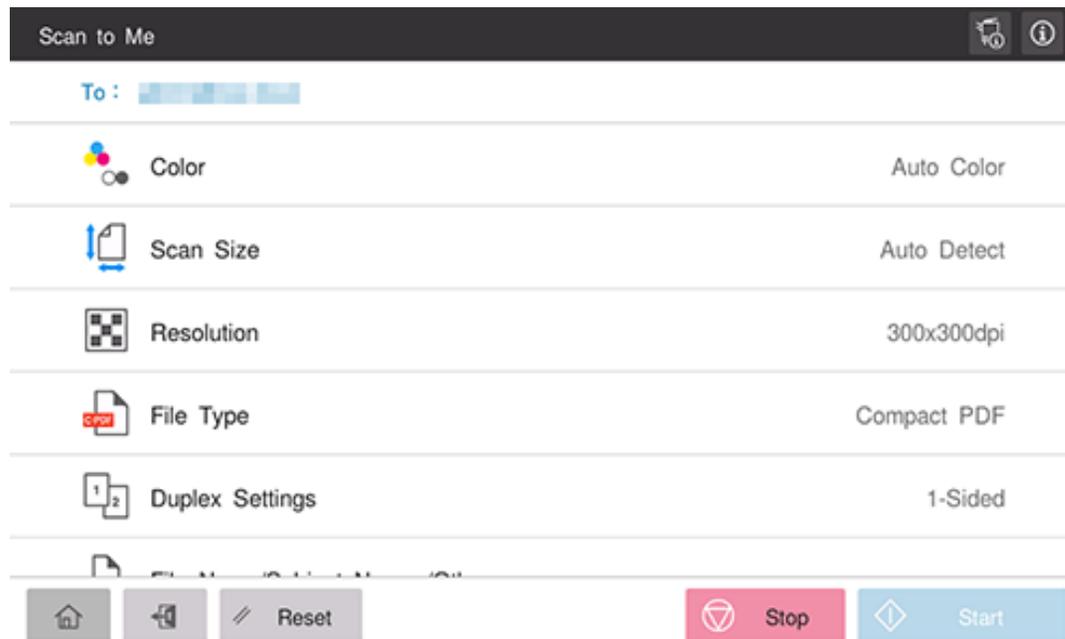
❖ If Active Directory is used as an authentication server, register the user's E-mail address in Active Directory.

Operation flow: When selecting [Scan to Me] on the home screen

1. Load the original.
2. Enter user information, and log in to this machine.
 - ➔ For details on how to log in, refer to [Here](#).
3. Tap [Scan to Me] on the home screen.

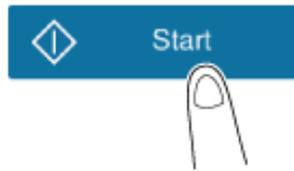


4. Specify transmission options as needed.



5. Use the Start key to start transmission.

- ➔ Using the Stop key enables you to stop scanning the original. A list of the currently stopped jobs is displayed. To stop transmission, select the target job from the list, and delete it.

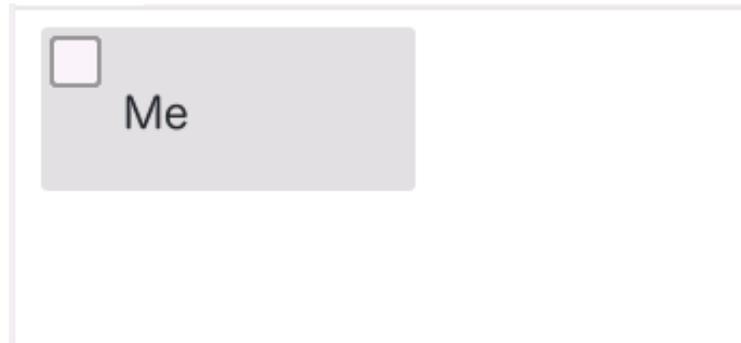


Operation flow: When selecting [Me] from the address book on the E-mail sending screen

1. Load the original.
2. Enter user information, and log in to this machine.
 - ➔ For details on how to log in, refer to [Here](#).
3. Tap [Scan to Email] on the home screen.



4. Select [Me].



5. Specify transmission options as needed.

6. Use the Start key to start transmission.

- ➔ Using the Stop key enables you to stop scanning the original. A list of the currently stopped jobs is displayed. To stop transmission, select the target job from the list, and delete it.

