

Displaying the Scan/Fax Screen

Displaying from the main menu of classic style

1. Tap [Classic Style] on the home screen.



2. Tap [Scan/Fax] on the main menu of classic style.

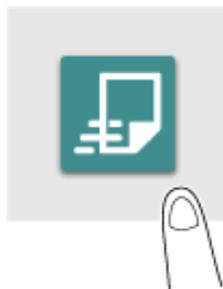


The Scan/Fax screen is displayed.

Displaying from the home screen of basic style

- ✓ You need to place [Classic Scan] on the home screen of basic style. For details on the setting procedure, refer to [Here](#).

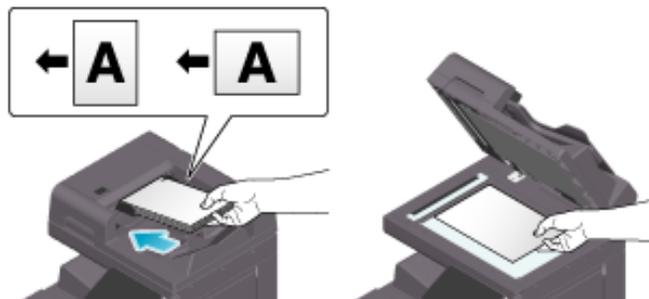
1. Tap [Classic Scan] on the home screen.



The Scan/Fax screen is displayed.

Sending (Basic Operation Flow)

1. Load the original.



2. Display the Scan/Fax screen of classic style.

➔ For details on how to display the screen, refer to [Here](#).

3. Specify the destination.



4. Specify transmission options as needed.

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

5. Use the Start key to start transmission.

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

➔ 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.



Related setting

❏ [Basic Setting] - [Default Scan/Fax Settings] ([Here](#))

Checking the Finish before Sending

1. Load the original.
2. Display the Scan/Fax screen of classic style.
 - ➔ For details on how to display the screen, refer to [Here](#).
3. Specify the destination.
4. Specify transmission options as needed.
5. Tap [Preview] in the side menu.



6. Select the original direction.
7. Tap [Start].

The original is scanned, and the Preview screen is displayed.
8. Check the preview display, and rotate the page or change settings as required.

- ➔ To continue scanning originals, load the original, and tap [Start Scan].
- ➔ To start sending, tap [SendNow].
- ➔ If you tap the tab key on the right of the screen, you can display or hide the setting key. The setting key enables you to rotate or delete a page.



9. After all originals have been scanned, tap [SendNow].

Transmission begins.



Related setting (for the administrator)

❏ [Preview Settings] ([Here](#))

Sending a Data by Recalling a Program

About Scan/Fax program

Program is a function to register a combination of frequently used option settings as a recall key. The program to be registered in scan/fax mode is referred to as a scan/fax program.

When you register a Scan/Fax 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 Scan/Fax program

You can register up to 400 Scan/Fax programs.

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

1. Display the Scan/Fax screen of classic style.

➡ For details on how to display the screen, refer to [Here](#).

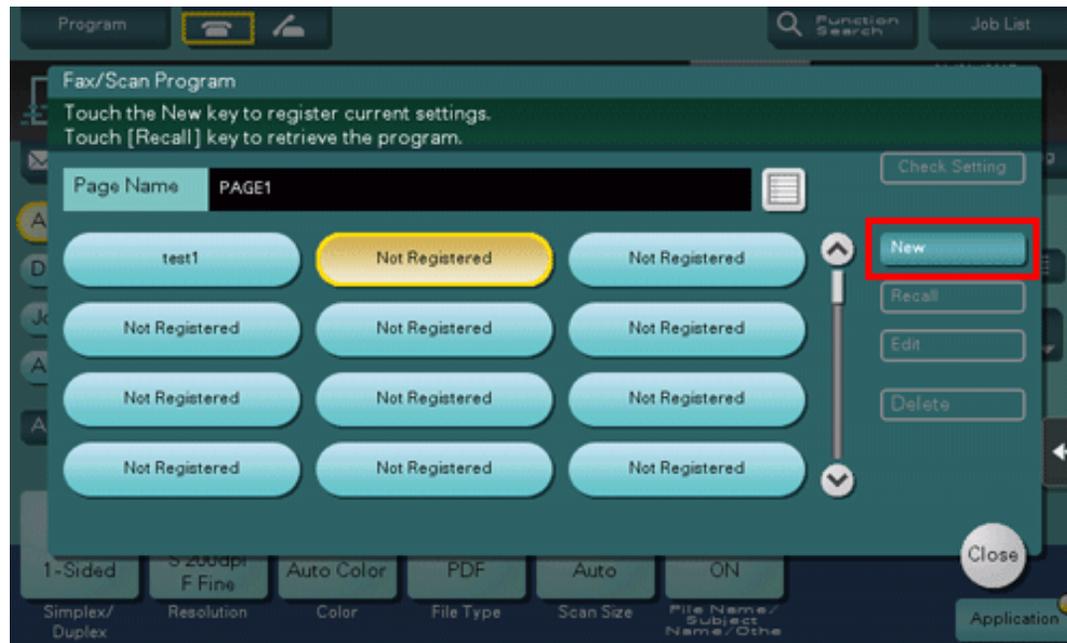
2. Specify transmission options as needed.

➡ Register the settings configured here as a program.

3. Tap [Program].



4. Select an unregistered key, and also tap [Register].



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

➔ Specify the destination in [Address] as necessary.

Setting	Description
[Name]	Enter the name of the program (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 Scan/Fax 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. A temporary one-touch destination is 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

- ❖ Registering a Program Destination (**Web Connection**) ([Here](#))

1. Load the original.
2. Display the Scan/Fax screen of classic style.

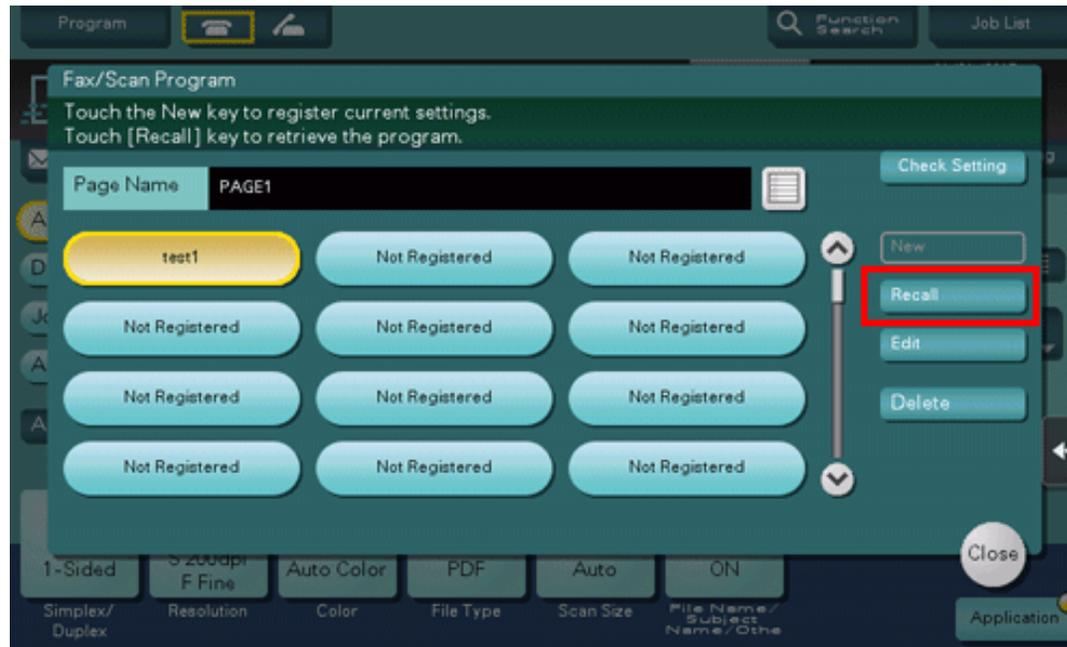
➔ For details on how to display the screen, refer to [Here](#).

3. Tap [Program].



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

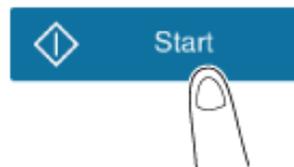
The registered content of a program is applied.



5. Specify a destination if no destination is registered in Program.

6. Use the Start key to start transmission.

- ➔ If necessary, tap [Check Setting] before transmission, and check the specified destination and settings.
- ➔ 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.



About S/MIME

If S/MIME is installed in your environment, you can configure its settings on this machine.

S/MIME is one of the E-mail encryption schemes. Using S/MIME encrypts an E-mail sent from this machine, preventing a interception by third parties during sending. Adding a digital signature to an E-mail provides assurance regarding the authenticity of the sender, and certifies that no data has been falsified.

Preparation Required to Use this Function (for the administrator)

Configure settings to use S/MIME.

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

How to Send

1. Load the original.

2. Display the Scan/Fax screen of classic style.

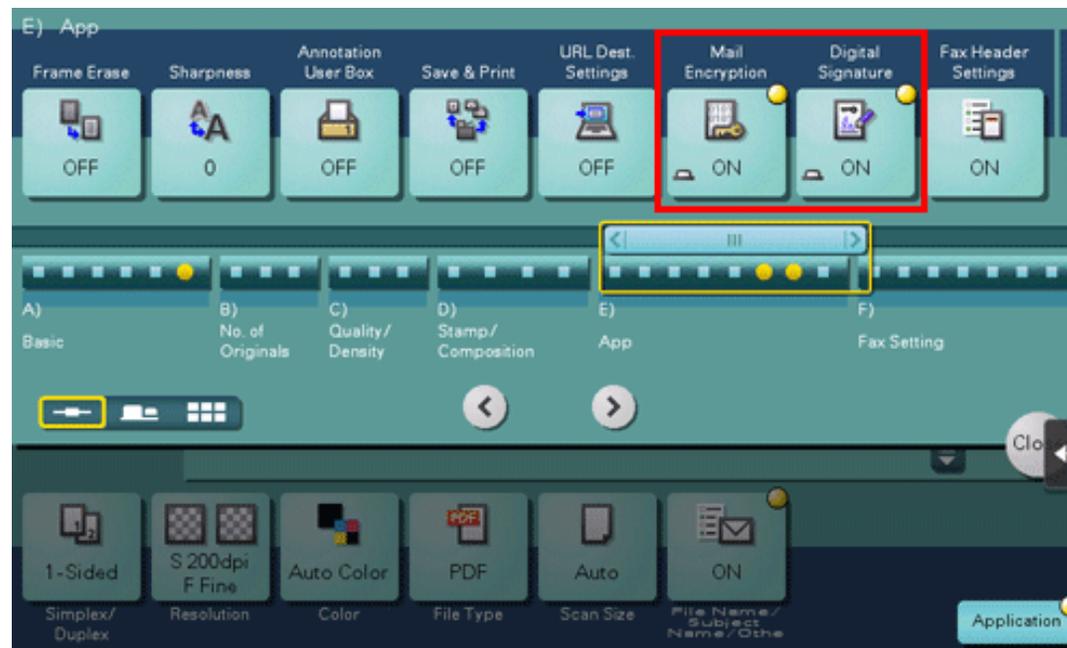
➔ For details on how to display the screen, refer to [Here](#).

3. Specify [Application] - [App] - [E-Mail Encryption] and [Digital Signature].

➔ To apply E-mail encryption, set [E-Mail Encryption] to [ON].

➔ To add a digital signature, set [Digital Signature] to [ON].

➔ If you cannot change the [ON] or [OFF] state in [Digital Signature], it is assumed that whether or not a digital signature is always added is specified by the administrator.



4. Specify the E-mail address of the destination.

- ➔ To encrypt an E-mail, select an E-mail address with the certificate registered. An E-mail address with the certificate registered is marked by the key-shaped icon.
- ➔ Up to 10 E-mails can be broadcast.



5. Use the Start key to start transmission.

- ➔ If necessary, tap [Check Setting] before transmission, and check the specified destination and settings.
- ➔ 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.



About Scan to URL

Scan to URL is a function that sends the URL to download the original data scanned on this machine, to your E-mail address.

When you log in to this machine that provides user authentication, the [URL] key appears on the [Address Book] screen. The [URL] key has the login user's E-mail address registered. The scanned original data is saved in a User Box on this machine without being attached to an E-mail during the pre-specified period, so data can be acquired regardless of the sending capacity limit of the E-mail server.

Preparation Required to Use This Function (for the administrator)

Configure the settings to use the Scan to URL function.

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.

How to Send

1. Load the original.

2. Enter user information, and log in to this machine.

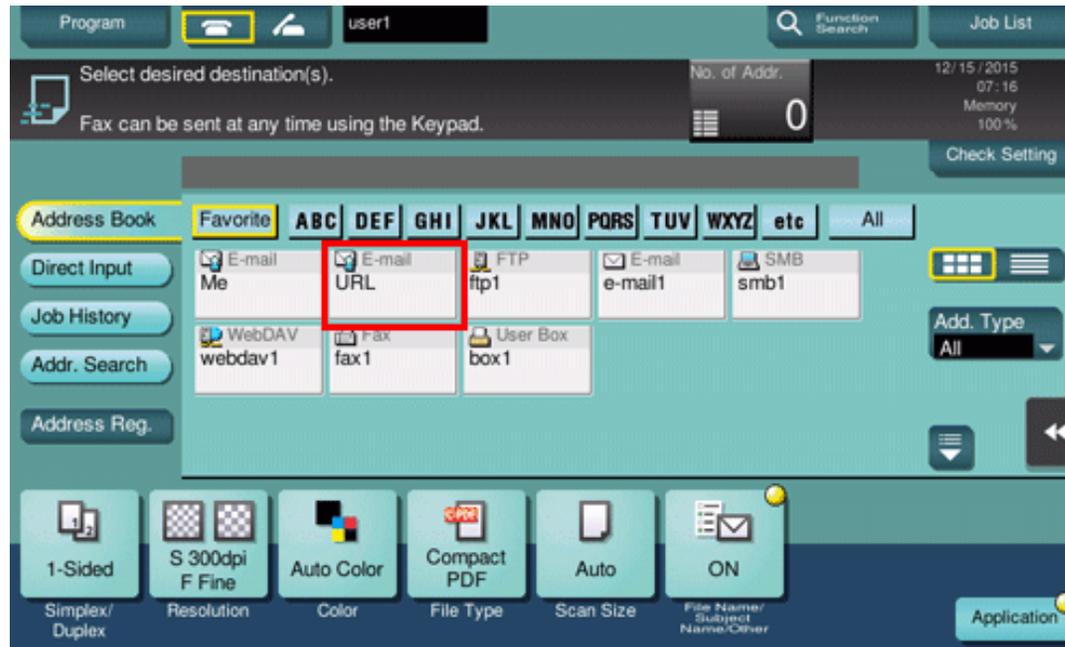
➔ For details on how to log in, refer to [Here](#).

3. Display the Scan/Fax screen of classic style.

➔ For details on how to display the screen, refer to [Here](#).

4. Select [URL].

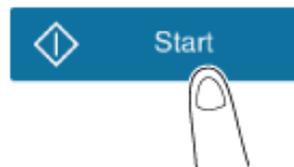
➔ When [URL] is selected as the sending destination, you cannot specify another destination simultaneously.



5. Specify transmission options as needed.

6. Use the Start key to start transmission.

- ➔ If necessary, tap [Check Setting] before transmission, and check the specified destination and settings.
- ➔ 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.



About WSD Scan

WSD (Web Service for Device) is a function to search for a WSD-compatible device on the network.

WSD Scan enables you to instruct scanning from a computer and import the original data without configuring tiresome environmental settings. This option is only compatible with Windows computers.



Tips

- ❖ This function is not available when the optional **Image Controller** is installed on this machine.

Preparation Required to Use This Function (for the administrator)

Configuring the WSD scan environment

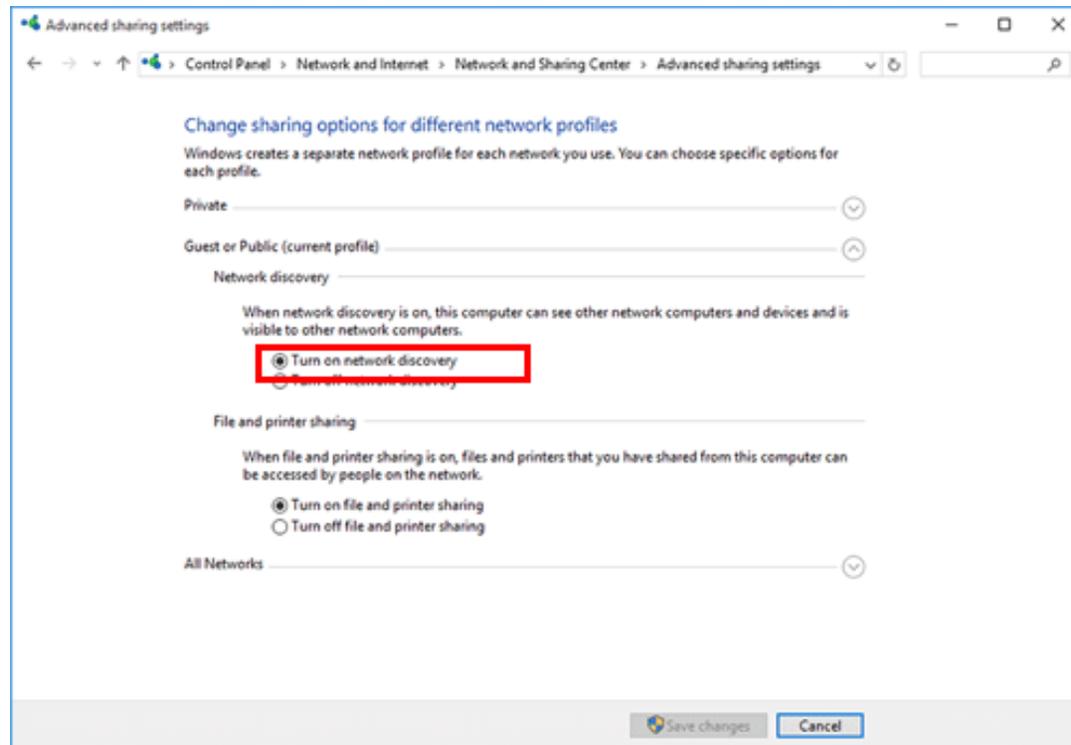
Configure the settings to use the WSD Scan function.

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

Computer settings

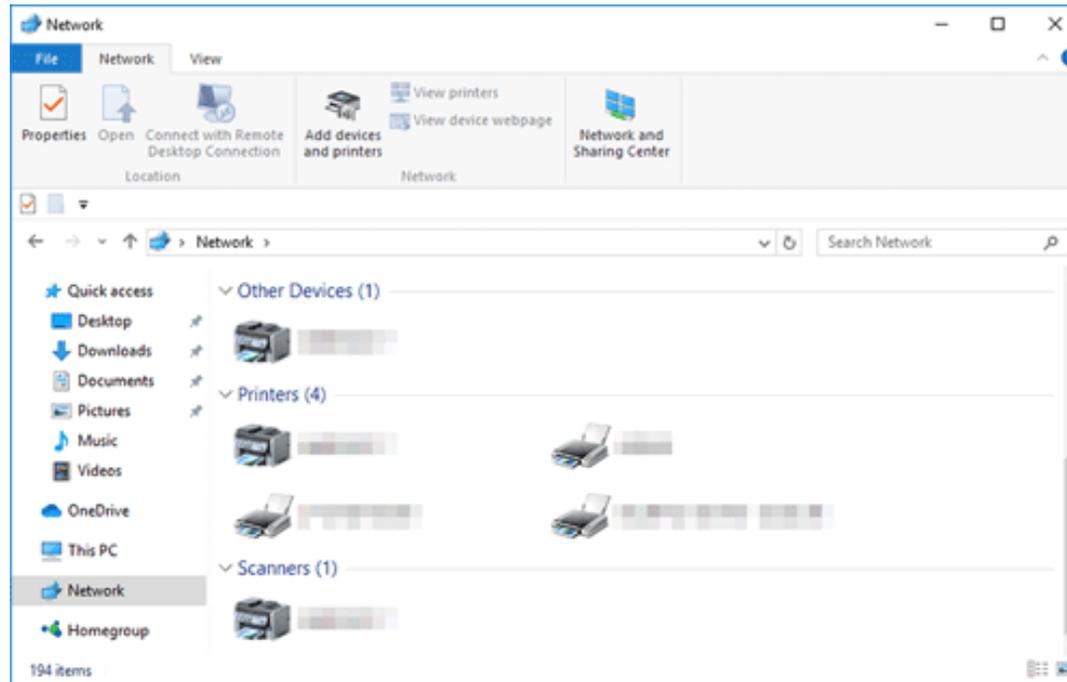
Install the scanner driver required for WSD Scan in a computer. Then, configure operations to be performed after scan sending, in the scanner driver. This example shows a procedure for Windows 10.

Before installation, from the Start menu, select [Control Panel] - [Network and Internet] - [Network and Sharing Center] - [Change advanced sharing settings], and check that [Network discovery] is enabled.



1. From the Start menu, click [Computer] - [Network].

This displays the devices connected to the network.



2. Specify this machine, and install the scanner driver.

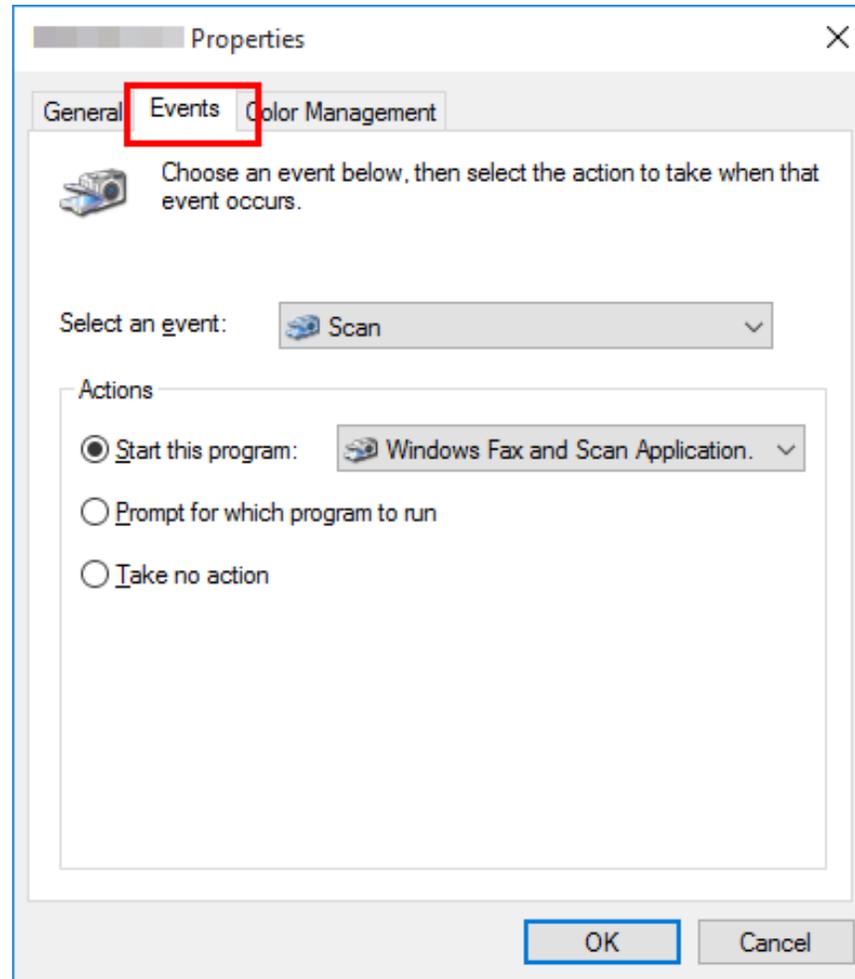
- ➔ In Windows 8.1/10/Server 2012/Server 2012 R2/Server 2016/Server 2019, click [Add devices and printers] on the toolbar to display the [Devices and Printers] page, and click [Add a device]. On the displayed window, select the device name of this machine, then click [Next].
- ➔ In Windows 7/Server 2008/Server 2008 R2, right-click the scanner icon of this machine on the [Network] screen, and select [Install].
- ➔ Depending on the settings on the computer, the UAC (User Account Control) dialog box may appear. Check the details, and continue.
- ➔ If both of the scan and printer functions of the Web service are enabled on this machine, the machine is represented by the printer icon.

The driver is installed automatically. When the confirmation dialog box appears, click [Close].

3. From the Start menu, click [Devices and Printers].

4. Right-click the icon of this machine, then click [Scan properties].

5. Click the [Events] tab, and specify the operation (how to save original data) of a destination computer at scan sending (WSD Scan).



Setting	Description
[Select an event]	Select [Scan].
[Actions]	<p>Select the operation of a destination computer when performing scan sending on this machine.</p> <p>❏ [Start this program]: Starts the application for WSD Scan that is installed in a computer selected as a WSD Scan destination, and displays the scanned original data on the application window. Select the application to be started from the list.</p>

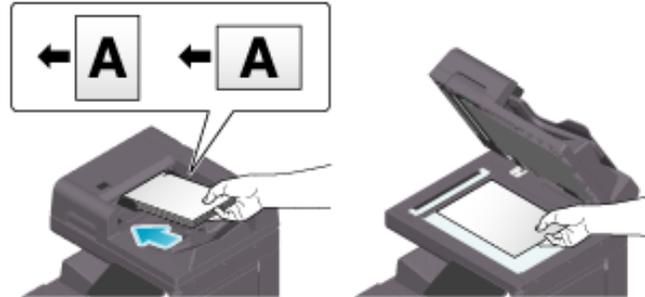
- ❖ [Prompt for which program to run]: Displays a list of applications for WSD Scan installed in your computer (destination computer) in the screen of the computer that performed a scan sending.
- ❖ [Take no action]: Saves original data in the following folder as a file without starting the application.
On your computer, select Start - [Documents] - [Scanned Documents].

6. On the Touch Panel of this machine, tap [Direct Input] - [DPWS] in scan/fax mode, and check that the target computer is displayed.

The settings on the computer are then completed.

How to Send

1. Load the original.



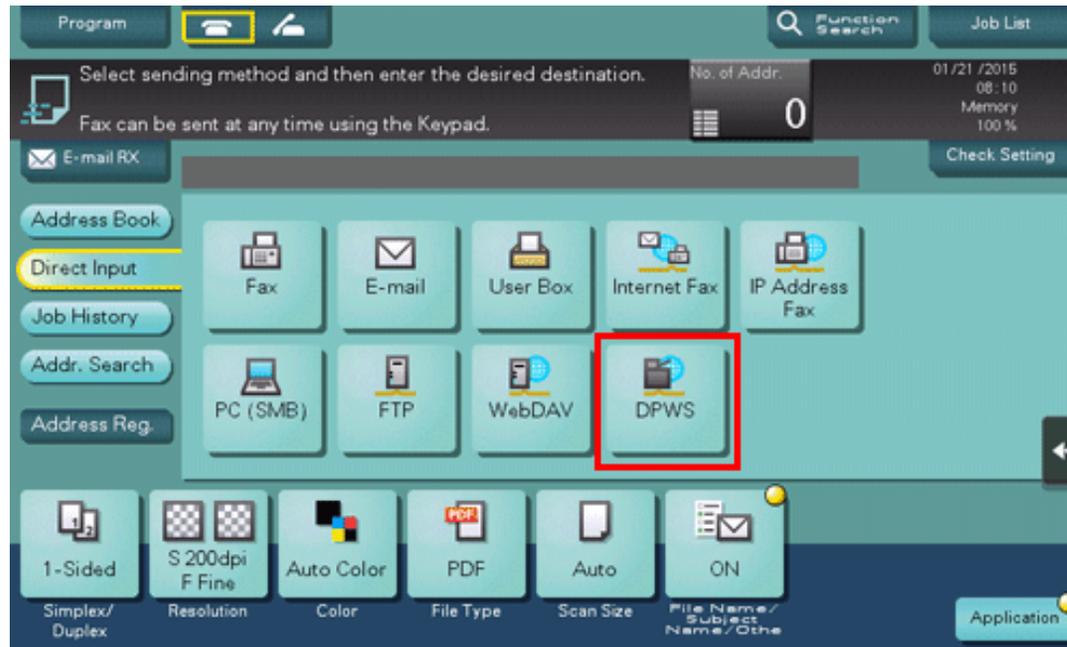
2. Display the Scan/Fax screen of classic style.

➔ For details on how to display the screen, refer to [Here](#).

3. Specify transmission options as needed.

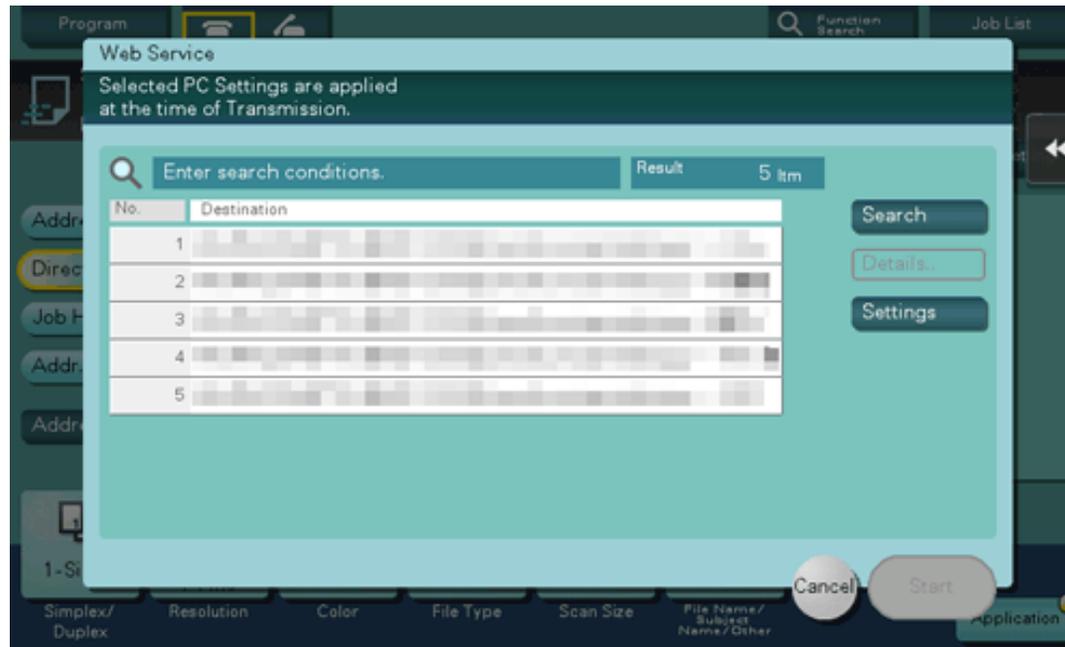
➔ For details on option settings, refer to [Here](#).

4. Select [Direct Input] - [DPWS].



The computers on the network, in which this machine is designated as the Web service scanner, appear as the destinations.

5. Select a destination computer.



- ➔ By tapping [Search], you can enter a keyword included in a destination name and search for a destination.
- ➔ Tapping [Details..] displays the name and URL of a destination.
- ➔ By tapping [Settings], you can change option settings such as [Color] and [Scan Size].

6. Tap [Start].

Transmission begins.

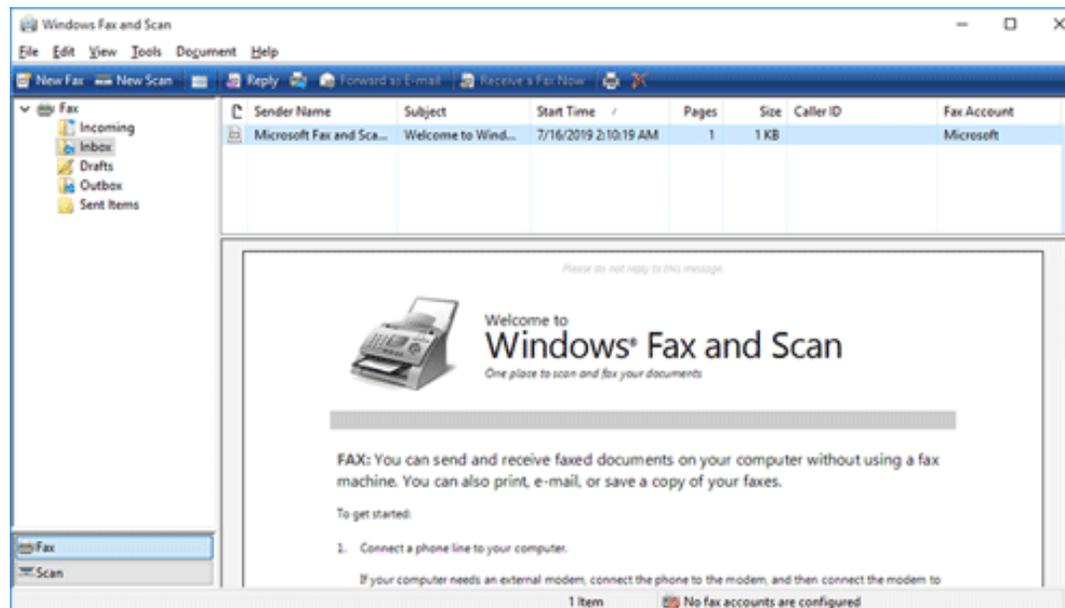
7. Use the destination computer to handle the application for importing original data or check files saved by scan sending.

- ➔ When using the scan sending from this machine, start the application on a destination computer to import original data, or save original data in a specific folder. For details, refer to [Here](#).

Importing Data from a Computer

Operate this machine through the application on a destination computer, and import the scanned original data. The imported original data can be edited or saved in a computer. This section explains an example using Windows 10 and [Windows Fax and Scan] application software.

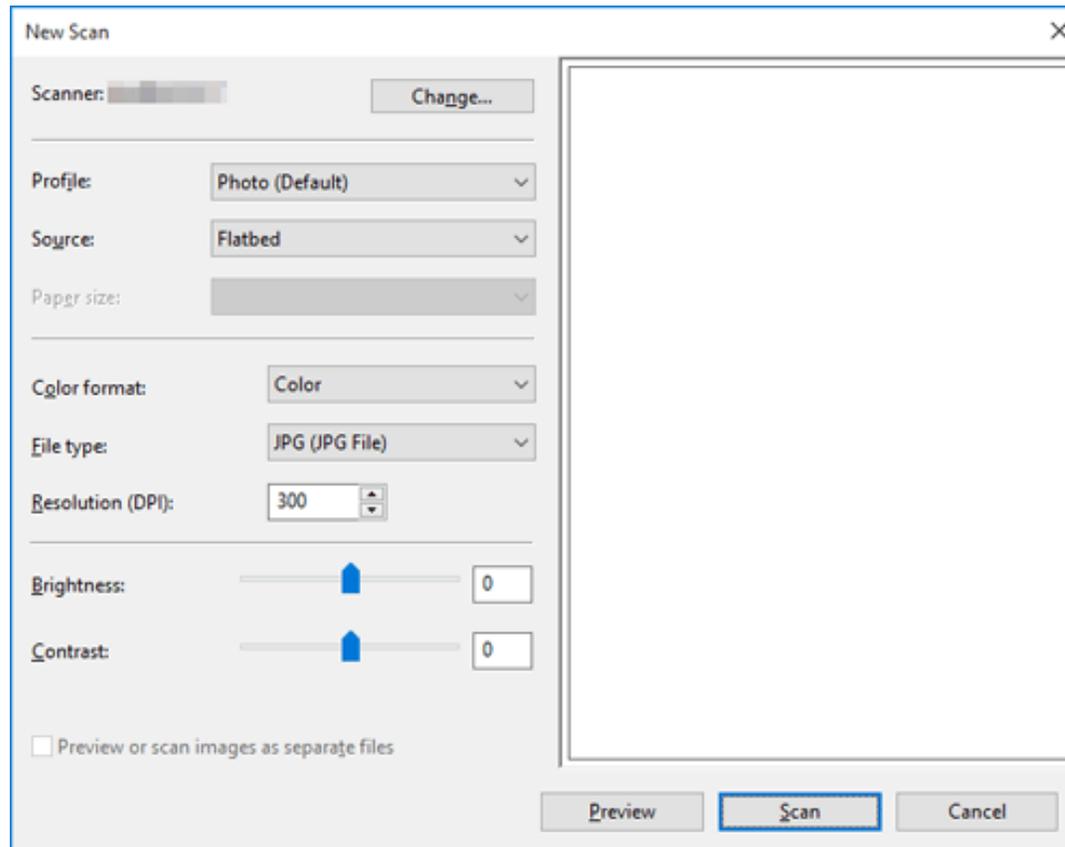
1. From the Start menu, click [All Programs] - [Windows Fax and Scan].



2. Click [New Scan].

The [New Scan] dialog box appears.

3. Specify the desired items from among the following to fit the original to be scanned.

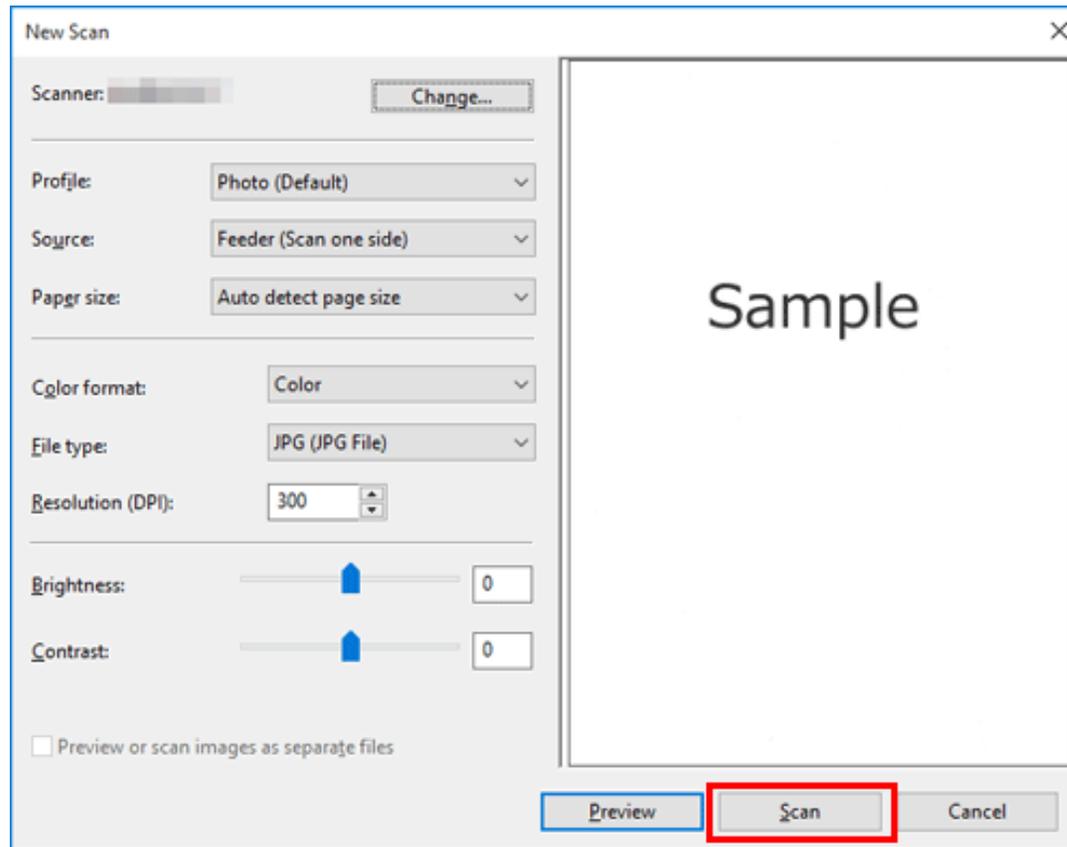


Setting	Description
[Scanner]	Displays the scanner name of this machine. To switch other scanner, click [Change].
[Profile]	Select a profile to fit the original you want to load onto this machine. <ul style="list-style-type: none"> ❑ [Photo]: Select this option to scan an original that consists primarily of photos. ❑ [Documents]: Select this option to scan an original that consists primarily of text. ❑ [Last used settings]: Select this option to scan an original using the previous settings. ❑ [Add profile...]: Select this option to create a new profile other than the options above and add it as an option. Selecting [Add profile...] displays the [Add New Profile] window.
[Source]	Select the position to set the original. <ul style="list-style-type: none"> ❑ [Flatbed]: Select this option to load the original on the Original Glass. By selecting [Flatbed], you can use [Preview], which is a scan function.

	<ul style="list-style-type: none"> ❖ [Feeder]: Select this option to load the original into the ADF.
[Paper size]	If [Feeder] is selected in [Source], [Auto detect page size] starts to automatically detect the size of the original loaded into the ADF . If you are always scanning originals of the same size without the machine automatically detecting the size of the original loaded into the ADF , select any size.
[Color format]	Select either [Color] or [Gray Scale] color mode to scan originals. The original is scanned in the selected color mode regardless of the original color.
[File Type]	<p>Select a type of the file to save.</p> <ul style="list-style-type: none"> ❖ [BMP]: Used to save an image file adopted by the "Paint" software supplied with Windows. This type does not support a function that compresses data to be saved, so the file size is larger than JPEG or PNG. ❖ [JPG]: Used to save a file commonly used for a digital camera, which is available for saving a photo. JPEG format does not support the saving of multiple pages as a single file. ❖ [PNG]: Used to save an image file with no quality degradation when compressing a file. Note that some files cannot be displayed in old Web browsers. ❖ [TIF]: This type is a versatile image format. This type is available for a multi-page file that provides multiple pages in one file. ❖ [XPS]: Extension of an XML-base file that is applied in Windows. You can install the XPS viewer to view or print data even if the source application is not provided.
[Resolution (DPI)]	Specify the resolution to scan the original.
[Brightness]	Specify the brightness with which to scan the original. To specify the brightness level, drag the slider, or type in a numerical value.
[Contrast]	Specify the contrast to scan the original. To specify the contrast level, drag the slider, or type in a numerical value.

4. Click [Scan].

- ➔ If you select [Flatbed] in [Source], click [Preview] before saving data as a file, and check the image of the scanned original.
When necessary, trim a displayed image, or adjust [Brightness], [Contrast], or [Resolution (DPI)]. After checking the scanned original, click [Scan].



The original is scanned, and displayed on the application window of [Windows Fax and Scan].

About Distributed Scan Management

This machine can be associated with the Distributed Scan Management system (scan server) of Windows 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.



Tips

- ❖ Distributed Scan Management is compatible with Windows Server 2008 R2 or later.
- ❖ For details on Distributed Scan Management, refer to the relevant Windows Server manual.

Preparation Required to Use This Function (for the administrator)

Configure settings to associate with the Distributed Scan Management system.

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

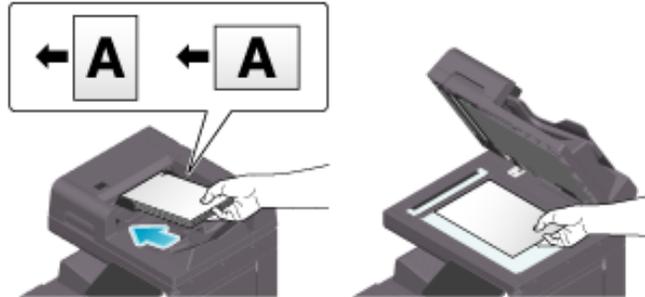


Related setting

- ❖ [Basic Setting] - [Distributed Scan PDF Settings] ([Here](#))
- ❖ [Basic Setting] - [Distributed Scan XPS Settings] ([Here](#))

How to Send

1. Load the original.



2. Display the Scan/Fax screen of classic style.

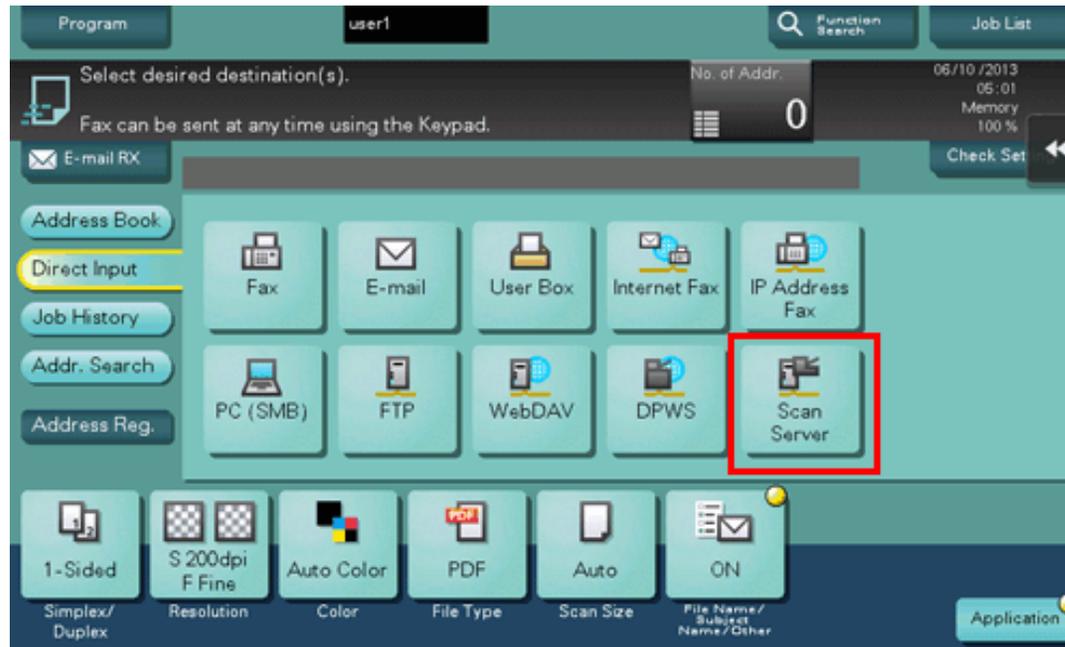
➔ For details on how to display the screen, refer to [Here](#).

3. Specify transmission options as needed.

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

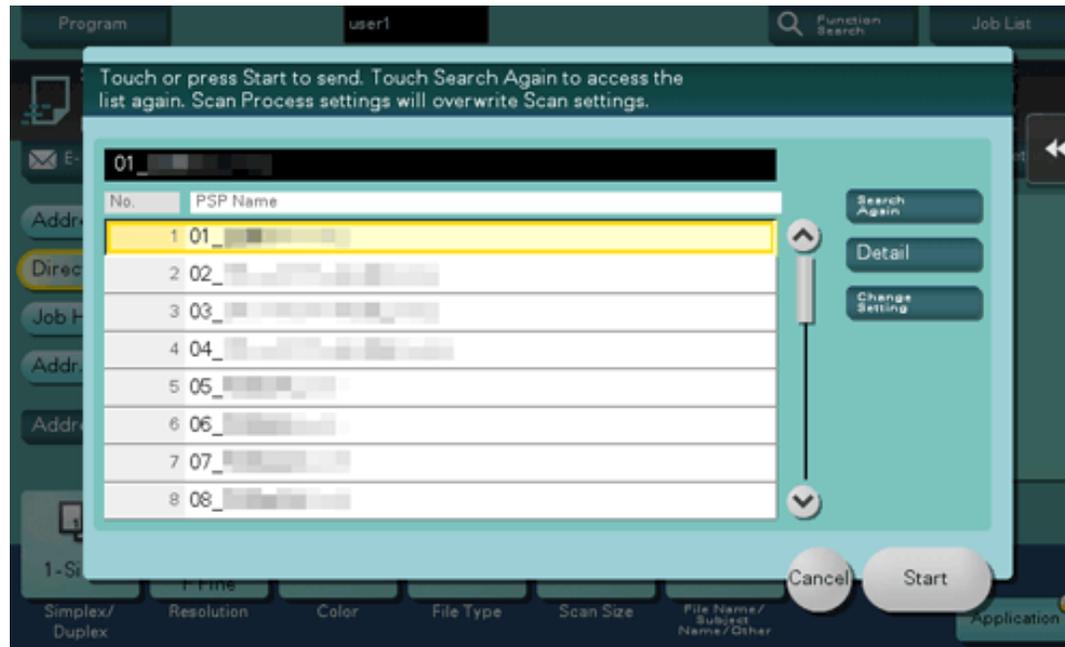
4. Select [Direct Input] - [Scan Server].

➔ When sending data via a scan server, you cannot send data to other destinations simultaneously or use a scan/fax 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 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, sending fails if no scan process is selected or no destination is set to a scan process.

Transmission Option Settings

Sending file settings

Function name	Description	Reference
[File Type]	Select the file type used for saving the scanned original data.	Here
[Name/Subj Name/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).	Here

Original scan settings

The functions of the function name suffixed by an asterisk "*" are available only in classic style.

Function name	Description	Reference
[Simplex/Duplex]	Using the ADF , you can automatically scan the front and back sides of an original. Also, you can scan only one side of the first page, then scan both sides of the remaining pages.	Here
[Scan Size]	When the size of the original is not detected correctly, specify the size of the original you want to scan.	Here
[Separate Scan]	If the number of original sheets is so large that they cannot be loaded on the ADF at the same time, you can load them in several batches and handle them as one job.	Here
[Mixed Original]	Scans an original of multiple different-size pages while detecting the size of each page. Select this option to scan the original using the ADF .	Here
[Thin Paper Original]	Reduces the original feed speed to prevent thin paper from getting caught. Select this option to scan the original using the ADF .	Here
[Z-Folded Original]	Even the original sizes of folded originals can be detected accurately. Select this option to scan the original using the ADF .	Here
[Long Original]*	Automatically detects the size of the original of which the length in the feeding direction is longer than the standard size. Select this option to scan the original using the ADF .	Here
[Despeckle]*	Scans an original on the always clean Slit Scan Glass while alternately performing original scanning and dust cleaning on the Slit Scan Glass . Select this option to scan the original using the ADF .	Here
[Blank Page Removal]	Removes blank pages from scan targets. Blank pages detected are not counted as original pages.	Here

	Select this option to scan the original using the ADF .	
[Binding Position]	Specify the binding position to suit the orientation of the target original.	Here
[Book Original]*	You can copy two-page spreads such as books and catalogs separately into the left and right pages, or copy as one page.	Here

Image and density settings

The functions of the function name suffixed by an asterisk "*" are available only in classic style.

Function name	Description	Reference
[Color]	Select a color mode for scanning originals.	Here
[Resolution]	Select a resolution to use to scan the original.	Here
[Original Type]	Select the optimum settings for the original to copy it at the optimum image quality.	Here
[Density]	Adjust the density (Dark or Light) to scan the original.	Here
[Bkgd. Removal]	Adjust the density of the background area when copying originals with colored background (newsprints, recycle paper, etc.) or originals that are so thin that text or images on the back would be scanned.	Here

Stamp and page print settings

The functions of the function name suffixed by an asterisk "*" are available only in classic style.

Function name	Description	Reference
[Date/Time]*	Adds the transmission date and time.	Here
[Page Number]*	Adds page and chapter numbers on printed sheets.	Here
[Stamp]*	Adds a text such as "PLEASE REPLY" or "DO NOT COPY".	Here
[Header/Footer]*	Adds the date, time, and any desired text in the top and bottom margins (header/footer) of the specified page.	Here

E-mail sending option settings

The functions of the function name suffixed by an asterisk "*" are available only in classic style.

Function name	Description	Reference
[Mail Encryption]*	You can encrypt an E-mail to be sent from this machine when using S/MIME.	Here
[Digital Signature]*	Add a digital signature to an E-mail when it is sent from this machine using S/MIME.	Here

Other settings

The functions of the function name suffixed by an asterisk "*" are available only in classic style.

Function name	Description	Reference
[Frame Erase]*	Erases the four sides of the original by the same width amount. You can also specify the width to be erased for each side.	Here
[Sharpness]*	Sharpens the edges of the image to improve legibility.	Here
[Save & Print]*	Prints data on this machine simultaneously with transmission.	Here
[Annotation User Box]*	Adds a filing number to the original before sending.	Here