



**Introduction** .....4  
**Manuals for This Machine**.....6  
**How to Read This Manual**.....8  
    Symbols ..... 8  
    Names of Major Options ..... 9

## 1. Network Scanner

---

**Outline** .....10  
    Network TWAIN Scanner ..... 10  
    Network Delivery Scanner ..... 12  
    Document Server ..... 14  
**Control Panel** .....16  
    Display Contents ..... 18  
    Common Key Operations ..... 20

## 2. Preparations for Use as a Network Scanner

---

**Preparation Sequence** .....21  
    Using as a Network TWAIN Scanner ..... 21  
    Using as a Network Delivery Scanner ..... 22  
    Using the Document Server ..... 24  
**Initial Scanner Setup**.....25  
    Default Settings ..... 25  
    Setting Scanner Features ..... 28  
    Making Scanner Settings ..... 33  
    Making Scan Data Subject Settings ..... 37





<b>Installing Software.....</b>	<b>39</b>
Auto Run Program .....	39
Software for using a Network TWAIN Scanner.....	41
Software for using a Network Delivery Scanner.....	42
Software Required to Use the Document Server.....	43
DeskTopBinder V2 Lite .....	44
Software Supplied on CD-ROM.....	45

## 3. Setting Originals

---

<b>Placing the Original on the Exposure Glass.....</b>	<b>53</b>
<b>Placing the Original in the Automatic Document Feeder (ADF).....</b>	<b>55</b>
Placing the Divided Original in the Automatic Document Feeder (SADF).....	57
<b>Original Orientation and Scan Area Setting.....</b>	<b>58</b>
For a Network Delivery Scanner and Document Server .....	58
For a Network TWAIN Scanner.....	60

## 4. Scanning Originals Using Network TWAIN Scanner

---

<b>Flow of Operations .....</b>	<b>61</b>
<b>Scanning Originals .....</b>	<b>62</b>
Functions of the TWAIN Driver.....	66

## 5. Delivering Stored Scan Data by the Network Delivery Scanner

---

<b>List Displays of Destinations and Senders.....</b>	<b>67</b>
<b>Delivery Procedure.....</b>	<b>69</b>
<b>Checking the Delivery Result .....</b>	<b>75</b>





<b>Using the Network Delivery Scanner with the Document Server .....</b>	<b>76</b>
Simultaneous Delivery and Storage.....	76
Delivering Stored Files .....	77

## **6. Using the Document Server**

---

<b>Storing Data .....</b>	<b>79</b>
Storage Procedure .....	80
<b>Viewing a List of Stored Files.....</b>	<b>86</b>
Viewing the List .....	88
Searching for Files .....	91
<b>Deleting Stored Files.....</b>	<b>93</b>
<b>Changing File Information .....</b>	<b>95</b>

## **7. Appendix**

---

<b>The Relationship between the Resolution and the Data Size .....</b>	<b>98</b>
<b>Troubleshooting.....</b>	<b>101</b>
When Scanning Is Not Performed as Expected .....	101
Delivery Function Does Not Work.....	102
When the Error Message Is Displayed on the Control Panel .....	103
When the Error Message Is Displayed on the Computer .....	108
<b>Powering Off the Machine.....</b>	<b>111</b>
Turning Off the Operation Switch.....	111
Turning Off the Main Power Switch .....	112
<b>When Connected With Dial-up Access.....</b>	<b>113</b>
<b>Specifications.....</b>	<b>115</b>
<b>INDEX .....</b>	<b>116</b>



## Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read “Safety Information” in the Setup Guide before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

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### Operator Safety

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This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains two GaAIAs laser diode, 7-milliwatt, 645-660 nanometer wavelength for each emitter. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

The following label is attached on the right side of the machine.



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### Laser Safety:

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The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement of the optical subsystem is required.



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**Warning:**

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Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

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**Notes**

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Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.

Fax options are not sold in some areas.

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.





## Manuals for This Machine

The following manuals describe the operational procedures and maintenance of this machine.

### **Note**

- ❑ Adobe Acrobat Reader is necessary to view the manuals in PDF format. Acrobat Reader can be installed from the Setup screen of DeskTopBinder V2 Lite or ScanRouter V2 Lite.

### ❖ **Administrator Reference (PDF)**

Describes basic settings for using this machine on a network. The machine must be connected to a network to use scanner functions.

### ❖ **Copy Reference <Advanced Features> (PDF)**

Describes the procedures and functions for using this machine as a copier.

### ❖ **Facsimile Reference <Basic Features>, <Advanced Features> (PDF)**

Describes the procedures and functions for using this machine as a fax machine.

### ❖ **Scanner Reference (this manual)**

Describes basic settings for using scanner functions, installing necessary software, and operations for using the scanner functions.

### ❖ **Manuals for DeskTopBinder V2 Lite**

DeskTopBinder V2 Lite is software included on the CD-ROM labeled "Scanner Driver & Document Management Utilities" for this machine. For information about the functions of DeskTopBinder V2 Lite, see [p.46 "DeskTopBinder V2 Lite"](#).

- DeskTopBinder V2 Lite Setup Guide (PDF)  
Describes the operating environment for DeskTopBinder V2 Lite in detail and installation. This guide is displayed from the Setup screen when DeskTopBinder V2 Lite is installed.



- DeskTopBinder V2 Lite Introduction Guide (PDF)  
Describes the outlined functions and use of DeskTopBinder V2 Lite. This guide is added to the Start menu when DeskTopBinder V2 Lite is installed.
- Auto Document Link Guide (PDF)  
Describes the functions and operations of "Auto Document Link" installed with DeskTopBinder V2 Lite. This guide is added to the Start menu when DeskTopBinder V2 Lite is installed.

## ❖ Manuals for ScanRouter V2 Lite

### Note

- ScanRouter V2 Lite is software included on the CD-ROM labeled "Scanner Driver & Document Management Utilities" for this machine. For information about ScanRouter V2 Lite, see [p.12 "Network Delivery Scanner"](#), [p.48 "ScanRouter V2 Lite"](#).
- ScanRouter V2 Lite Setup Guide (PDF)  
Describes the operating environment for ScanRouter V2 Lite in detail, installation, and settings. This guide is displayed from the Setup screen when ScanRouter V2 Lite is installed.
- ScanRouter V2 Lite Management Guide (PDF)  
Describes the outlined functions of ScanRouter V2 Lite and the management and operation of a delivery server. This guide is added to the Start menu when ScanRouter V2 Lite is installed.





## How to Read This Manual

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### Symbols

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In this manual, the following symbols are used:

 **Important**

If this instruction is not followed, paper might be misfeed, originals might be damaged, or data might be lost. Be sure to read this.

 **Preparation**

This symbol indicates the prior knowledge or preparations required before operating.

 **Note**

This symbol indicates precautions for operation or actions to take after misoperation.

 **Limitation**

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

 **Reference**


This symbol indicates a reference.

[   ]

Keys that appear on the machine's panel display.

[   ]

Keys and buttons that appear on the computer's display.







【    】

Keys built into the operation panel of the machine.

【    】

Keys on the computer's keyboard.

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## Names of Major Options

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Major options of this machine are referred to as follows in this documentation.

- Copier Feature Expander Type 7000 → copier feature expander
- Printer Hard Disk Type 7000 (40 GB)→ HDD (40 GB)
- Printer Hard Disk Type 7000 (20 GB)→ HDD (20 GB)

For other options, see the respective documentation.

The following software products are referred to using a general name.

- DeskTopBinder V2 Lite and DeskTopBinder V2 Professional → DeskTopBinder V2 Lite/Professional
- ScanRouter V2 Lite and ScanRouter V2 Professional → ScanRouter V2 Lite/Professional





# 1. Network Scanner

## Outline

By installing the copier feature expander, the machine can be used as a network scanner.

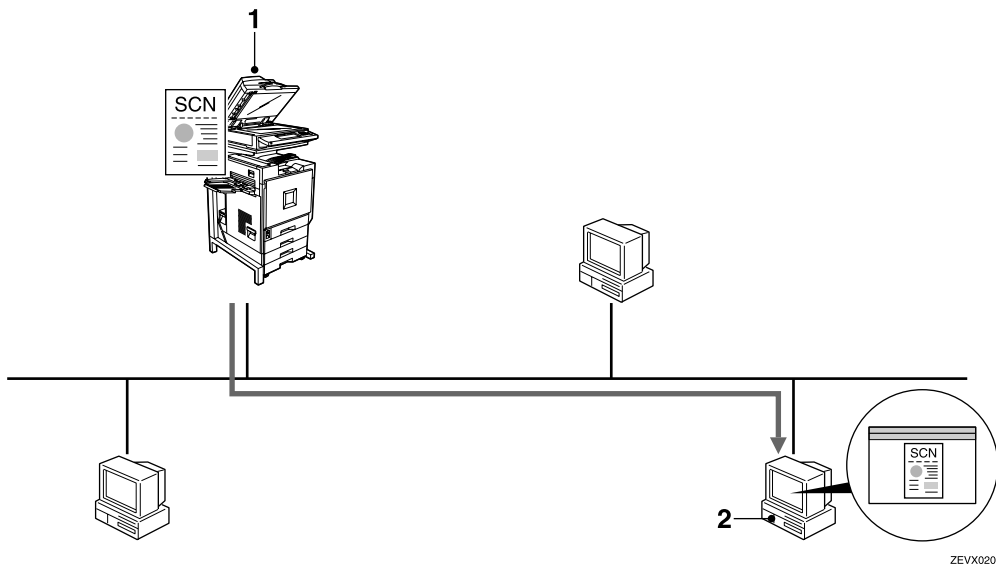
The network scanner offers three functions: operation as a network TWAIN scanner, network delivery scanner, or storing scan data in the Document Server.

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### Network TWAIN Scanner

---

The scanner of this machine is used from the computer via a network (Ethernet, IEEE 1394 (IP over 1394), Wireless LAN). The originals can be read in the same operation as for SCSI and USB-connected scanners. For more information, see [p.61 “Scanning Originals Using Network TWAIN Scanner”](#).



## **1. This machine**

The scanner of the machine is used from the computer via a network.

## **2. Computer**

Originals are scanned by TWAIN driver from an application.

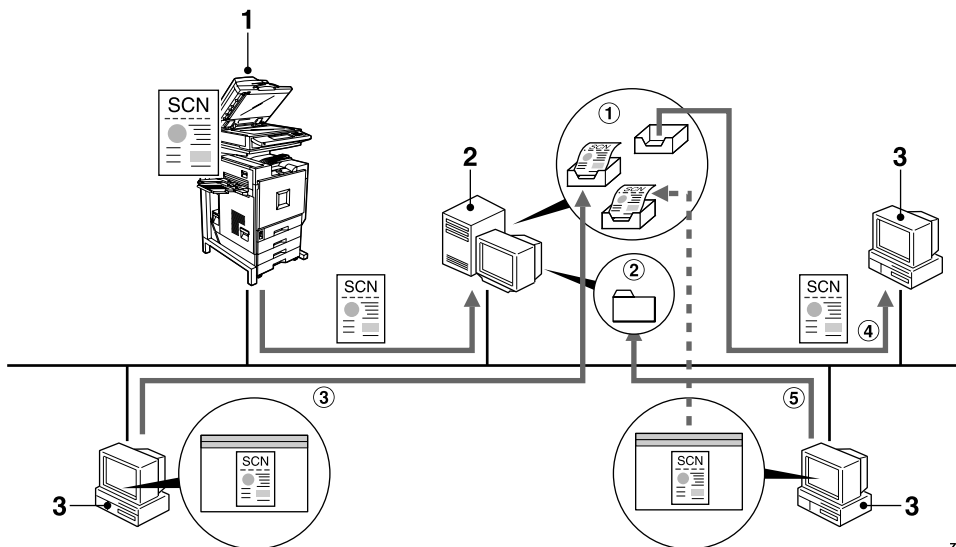


## Network Delivery Scanner

The machine is used as the delivery scanner with ScanRouter V2 Lite/Professional. The originals scanned by the machine is stored in the delivery server and delivered to the folder of the computer on the same network. For more information, see p.67 “Delivering Stored Scan Data by the Network Delivery Scanner”.

**Note**

- Using optional ScanRouter V2 Professional, the machine can deliver scan data as mail (Ethernet, IEEE 1394 (IP over 1394), Wireless LAN).





## 1. This machine

The original scanned by the scanner is sent to the delivery server.

Together with the Document Server, multiple documents are stored and then delivered. ⇒ [p.76 “Using the Network Delivery Scanner with the Document Server”](#)

## 2. Delivery server

ScanRouter V2 Lite/Professional is installed and used as a delivery server.

The sent data is delivered to an in-tray (① in the figure) of a specified destination. The delivered document is stored in an in-tray or Windows folder (② in the figure).

## Reference

For more information about DeskTopBinder V2 Lite and Auto Document Link, see the respective documentation. ⇒ [p.6 “Manuals for This Machine”](#)

## 3. Client computer

The contents of a stored document are checked in the following way.

- View the document in an in-tray of DeskTopBinder V2 Lite to check the contents. (③ in the figure)
- Use Auto Document Link to receive the document in an in-tray, and then check the contents with an application corresponding to the file format. (④ in the figure)
- Connect to a Windows folder via a network, and then check the contents with an application corresponding to the file format. (⑤ in the figure)

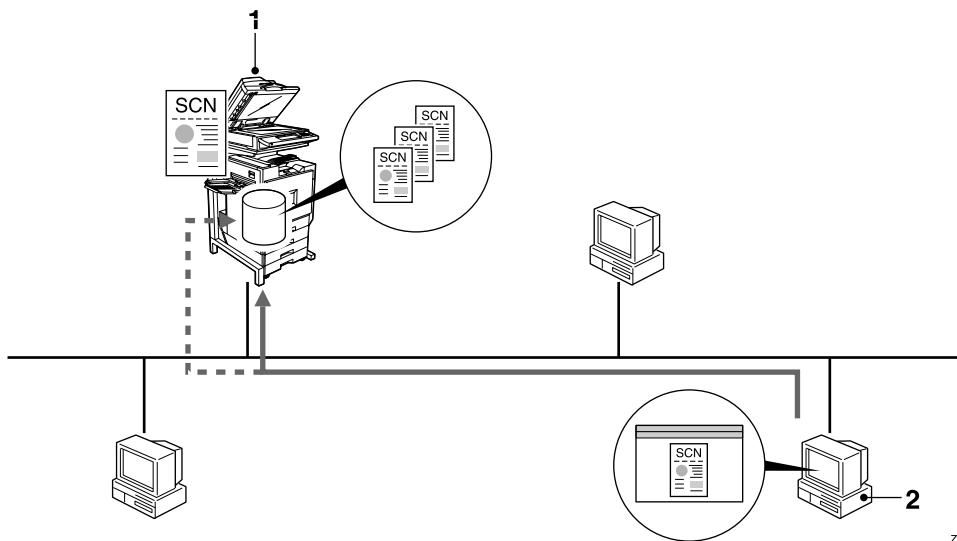


## Document Server

The original scanned by the scanner function is stored as a document on the hard disk of the machine, and viewed or deleted using DeskTopBinder V2 Lite/Professional from the computer via a network. Documents can be searched by the user name or the document name. Also, others cannot view the document by setting a password. For more information, see [p.79 “Using the Document Server”](#).

### ! Limitation

- ❑ The optional HDD (40 GB) is required to use this function.





## **1. This machine**

The originals scanned by the scanner are stored.

## **2. Computer**

The stored document can be viewed or deleted by connecting to the machine using DeskTopBinder V2 Lite/Professional.

## **Reference**

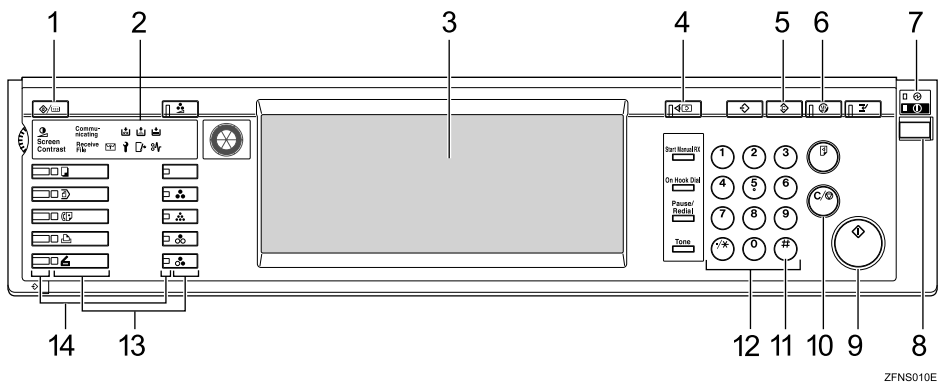
For more information about DeskTopBinder V2 Lite, see the DeskTopBinder V2 Lite manual. ⇒ [p.6](#)  
“Manuals for This Machine”





## Control Panel

This section explains the names and functions of various controls used to operate the scanner. This illustration shows the product with options installed.



### 1. [User Tools/Counter] key

Use to change default values or operation parameters according to the operating conditions.

### 2. Indicators

Display errors and the machine status.

: Add Staple indicator

: Add Toner indicator

: Add Paper indicator

: Service Call indicator

: Open Cover indicator

: Misfeed indicator

### 3. Display

Shows the keys for operating each function. The display also shows operation status and various messages.

### 4. [Check Modes] key

Press to check the current settings.

### 5. [Clear Modes] key

Use to cancel settings.





## 6. **[Energy Saver] key**

Press this key to begin warm-up.

Pressing this key again while in warm-up mode cancels warm-up.

### **Note**

- This key is inactive while scanning or setting scanner default values.

## 7. **Main power indicator and power indicator**

The main power indicator lights up when the main power switch is set to on.

The power indicator lights up when the machine is on.

## 8. **Operation Switch**

Pressing this switch turns the machine on. The power indicator lights up. To turn the machine off, press this switch again.

### **Note**

- This key is inactive while setting scanner default values.

## 9. **[Start] key**

Use to begin scanning, file storage, or delivery.

## 10. **[Clear/Stop] key**

- Clear: Clears an entered numeric value.
- Stop: Stops scanning.

## 11. **[#] key (Enter key)**

Use to enter a numeric value.

## 12. **Number keys**

Use to enter numeric values.

## 13. **Function keys**

Pressing the Copier, Document Server, Facsimile, Printer, Scanner, Full Colour, Black & White, Single Colour, or Two-colour key activates the respective function. The display content changes accordingly.

## 14. **Function status indicator**

The indicator for the function selected by the function key lights up.

- When lit yellow, the corresponding function is selected.
- When lit green, the corresponding function is active.
- When lit red, the corresponding function is interrupted. Press the respective key and follow the instructions that appear on the display.



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## Display Contents

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The normal screen configuration is as follows:

The display's contents differ depending on the mode.


### Important

- Protect the display from shocks and strong pressure to prevent the possibility of damage. The maximum allowable is 30 N<sup>\*1</sup> (3 kgf<sup>\*2</sup>).

\*1 :N: Newton

\*2 :kgf: kilogram-force (1kgf = approx. 9.8N)

### Note

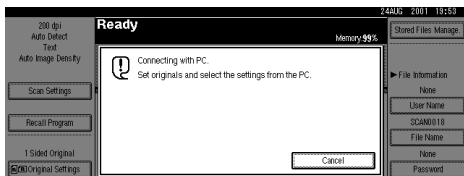
- The "Copy" screen is set as the default screen when the machine is turned on. You can change this setting under the "Priority Function" of the **[General Features]** tab in System Settings. ⇒Administrator Reference
- Selected or specified items are highlighted like 

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## Using as a network TWAIN scanner

---

When using the machine as a network TWAIN scanner, it is not necessary to select **[Scanner]** on the control panel. When the TWAIN driver becomes active on a client computer, the display automatically switches to the following screen.

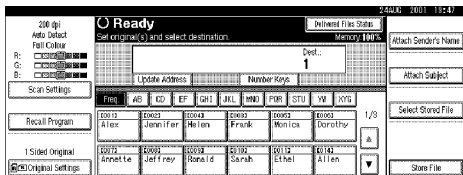


Press **[Cancel]** to use other functions.



## Using as a network delivery scanner

Press **[Scanner]** to display the network delivery scanner screen. If the network TWAIN scanner screen is displayed, press **[Cancel]**.

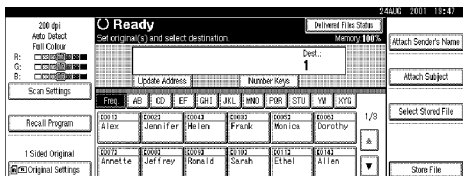


## Using the Document Server

Press **[Scanner]** to display the Document Server screen. If the network TWAIN scanner screen is displayed, press **[Cancel]**.

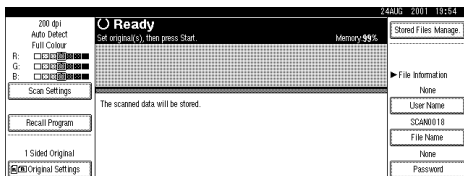
The screen of the Document Server depends on whether the network delivery scanner is used.

### ❖ When the network delivery scanner is used





## ❖ When the network delivery scanner is not used



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## Common Key Operations

---

The following keys are common for all screens.

### ❖ Key list

[OK]	Confirms the selected function or entered value, and returns to the previous screen.
[Cancel]	Cancels the selected function or entered value, and returns to the previous screen.
[▲Prev.],[▼Next]	Displays the next or previous page when functions will not fit on a single page.
[Exit]	Exits the Message screen.
[Clear]	Clears the entered value and returns to the previous conditions. The screen displayed does not change.
[Exit]	Confirms the selected function or entered value, then returns to the previous screen.



## 2. Preparations for Use as a Network Scanner

To use the machine as a network scanner, you must make settings required for use as a scanner, as well as basic settings for use in a network.

First, see Administrator Reference for details about how to make basic settings, and then make scanner settings.

### Preparation Sequence

The preparation sequence is different depending on whether the machine is to be used as a network TWAIN scanner or network delivery scanner, or the Document Server is used.

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#### Using as a Network TWAIN Scanner

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① Connect to Network

Connect the machine to the network with an Ethernet cable, IEEE 1394 cable, or use a wireless LAN.

⇒Administrator Reference

② Make System Settings

Check the network settings in System Settings, and change if required.

⇒Administrator Reference

③ Make Scanner Settings

Make settings such as compression setting for the TWAIN scanner.

⇒ p.25 “Initial Scanner Setup”





4

Install Software

On the client computers, install the software required for using the network TWAIN scanner functions, such as TWAIN driver and DeskTopBinder V2 Lite.

⇒ p.41 “Software for using a Network TWAIN Scanner”

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## Using as a Network Delivery Scanner

---

1

Connect to Network

Connect the machine to the network with an Ethernet cable.

⇒Administrator Reference

2

Make System Settings

Check the network settings in System Settings, and change if required.

⇒Administrator Reference

3

Make Scanner Settings

Make settings for the network delivery scanner, such as the settings of the scanning feature and subject information.

⇒ p.25 “Initial Scanner Setup”





4 Install Delivery Software



5 Set Destination and Sender Information



6 Install Client Computer Software

Install the software required for using the network delivery scanner functions, such as ScanRouter V2 Lite on the delivery server. Then, make the required settings for server maintenance and delivery service.

⇒ p.42 “Software for using a Network Delivery Scanner”

### Reference

For information about ScanRouter V2 Lite, see the ScanRouter V2 Lite manual. ⇒ p.6 “Manuals for This Machine”

Use ScanRouter V2 Administration Utility to set the destination and sender information.

On the client computers, install the software required for viewing or auto-receiving documents by connecting to the delivery server, such as DeskTopBinder V2 Lite.

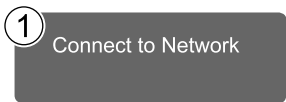
⇒ p.44 “DeskTopBinder V2 Lite”



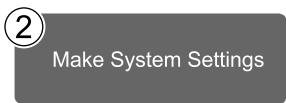


## Using the Document Server

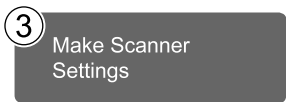
If the Document Server is used with the network delivery scanner, perform steps ③ to ⑤ on p.22 “Using as a Network Delivery Scanner” after performing the steps below.



Connect the machine to the network with an Ethernet cable.  
⇒ Administrator Reference



Check the network settings in System Settings, and change if required.  
⇒ Administrator Reference



Make settings for the Document Server, such as the setting of the scanning feature and original orientation priority information.  
⇒ p.25 “Initial Scanner Setup”



On the client computers, install the software required for viewing the documents stored in the Document Server, such as DeskTopBinder V2 Lite.  
⇒ p.44 “DeskTopBinder V2 Lite”





## Initial Scanner Setup

This section explains all required settings and procedures for using the machine as a network scanner.

### Default Settings

Settings to use the functions of the machine as a network scanner are listed below. Make correct setting of necessary items.

#### Important

- Items marked (☆) are the minimum required settings for using the machine as a network scanner. Be sure to set these items before use.
- Items marked (○) should be set if required.

#### ❖ System settings

For information about the explanation of settings, see the respective manual.

Settings		TWAIN *1	Delivery *2	Store *3
Timer Setting ⇒Administrator Reference	Scanner Auto Reset Timer		○	○
Interface Settings <b>[Network]</b>  ⇒Administrator Reference	IP Address	☆	☆	☆
	Gateway Address	○	○	○
	Effective Protocol *4	○	○	○
	NW Frame Type	○	○	
	LAN Type	○	○	○
	Ethernet Speed	○	○	



Settings		TWAIN *1	Delivery *2	Store *3
File Transfer ⇒Administrator Reference	Delivery Server IP Address *5		☆	
	Recall Interval Time		○	
	Number of Recalls		○	

\*1 Settings for use as network TWAIN scanner

\*2 Settings for use as network delivery scanner

\*3 Settings for use as Document Server

\*4 Do not change this setting. It must be left at the factory default value.

\*5 Make sure that IP address is set.





## ❖ Scanner settings

Explanation of scanner settings are provided in this manual.

Settings		Factory default value	TWAIN *1	Delivery *2	Store *3
Scanner Features ⇒ p.28	Resolution	200 dpi		<input type="radio"/>	<input type="radio"/>
	Scan Size	Auto Detect		<input type="radio"/>	<input type="radio"/>
	Scan Type	Full Colour		<input type="radio"/>	<input type="radio"/>
	Image Density	Medium		<input type="radio"/>	<input type="radio"/>
Scanner Settings ⇒ p.33	Function Priority	Delivery/Store	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Delivery/Store Connection Time out	10 sec	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Compression (Black & White)	On	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Compression (Gray Scale/Full Colour)	Standard	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Delivery Option	Off		☆	
	Original Setting	1 Sided Original		<input type="radio"/>	<input type="radio"/>
	Original Orientation Priority			<input type="radio"/>	<input type="radio"/>
	Mixed Original Sizes Priority	Off		<input type="radio"/>	<input type="radio"/>
	SADF Auto Reset Timer	Off		<input type="radio"/>	<input type="radio"/>
Subject Settings ⇒ p.37		Not Programed		<input type="radio"/>	

\*1 Settings for use as network TWAIN scanner

\*2 Settings for use as network delivery scanner

\*3 Settings for use as Document Server



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## Setting Scanner Features

---

Various Scanner Features (resolution, scan size, scan type, image density) can be set here. When using the same type of original repeatedly, storing the optimum settings in advance makes them easy to select whenever you deliver or store scan data.

### Note

- Six sets of scan settings named "Initial Setup" and "Program 1" - "Program 5" can be stored for quick recall. The settings stored as "Initial Setup" are the scanning defaults. If the Scanner Features are not selected during delivery, the originals are scanned with the Scanner Features stored in the "Initial Setup".
- "Program 1" - "Program 5" can be changed to any name of up to 16 characters.

The Scanner Features consist of the following items.
















### ❖ Resolution

Set the resolution to 100 dpi, 200 dpi, 300 dpi, 400 dpi, or 600 dpi.

### ❖ Scan Size

Select the size of the original to be scanned.

- When Auto Detect is selected, the auto detect function of the machine is used to set the original size.
- When the size is specified, scanning is performed for that size, regardless of the actual size of the original. The following size can be selected.

A3 , A4 , A4 , A5 , A5 ,  
11 x 17 , 8<sup>1</sup>/<sub>2</sub> x 14 , 8<sup>1</sup>/<sub>2</sub> x 13 ,  
8<sup>1</sup>/<sub>2</sub> x 11 , 8<sup>1</sup>/<sub>2</sub> x 11 , 5<sup>1</sup>/<sub>2</sub> x 8<sup>1</sup>/<sub>2</sub> ,  
5<sup>1</sup>/<sub>2</sub> x 8<sup>1</sup>/<sub>2</sub> , B4 JIS (Japanese Industrial Standard) , B5 JIS , B5 JIS , Custom size

### Note

- When "Custom size" is selected, the dimensions of the scan area (width and height) can be specified.

### ❖ Scan Type

The scan method suitable for the original is set.

- Text  
Standard original containing mainly text
- Text/Photo  
Original containing a mixture of text and photographs

- Photo  
Original containing photographs and other pictures (2-value)
- Gray Scale  
Original containing photographs and other pictures (multi-value)
- Full Colour  
Colour original containing a mixture of text, photographs and other pictures

 **Note**

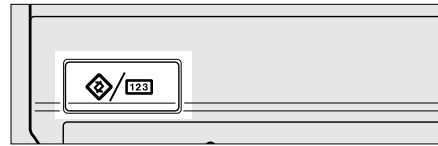
- An image is scanned with 2-value (black-and-white) in “Photo”, and with multi-value (gray-scale) in “Gray Scale”. As a general rule, scanning for the purpose of printing is best done with “Photo”, and Scanning for viewing on the computer display with “Gray Scale”.

❖ **Image Density**

Set the image density for scanning. The setting can be made in seven steps, from “Lighter” (1) to “Darker” (7) for Black & White/Gray Scale. The setting of R/G/B can be made in seven steps, from “Lighter” (1) to “Darker” (7) for Full Colour.

## Setting Procedure

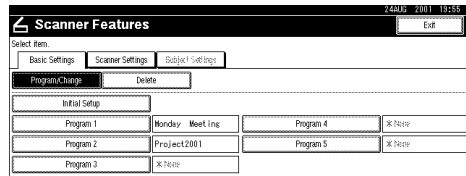
- 1** Press the **[User Tools/Counter]** key.



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The User Tools/Counter screen appears.

- 2** Press **[Scanner Features]**.
- 3** Verify that the **[Basic Settings]** tab is shown.
- 4** Verify that **[Program/Change]** is selected, and then select the scan setting you want to program.



The screen for entering a scan setting name appears.

**5** Enter the desired name and press [OK].

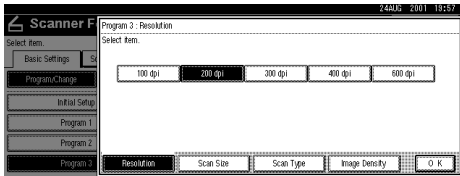
**Reference**

For information about character input, see the Facsimile Reference <Basic Features>.

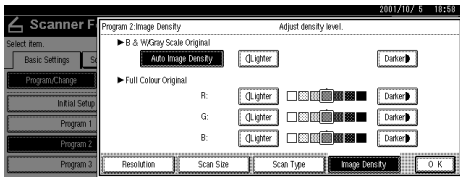
**6** Select the item to be set.

To select an item, touch its key on the screen. The item is highlighted.

Example: resolution setting



Example: image density setting



**Note**

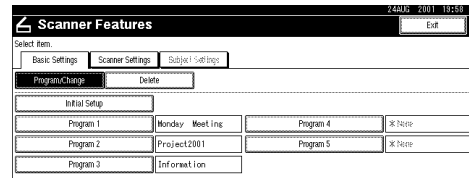
□ When selecting [Custom size] for [Scan Size], see p.31 “Selecting a custom size”.

**7** When all settings have been made, press [OK].

The scan type setting is stored.

**8** To program other scan settings, repeat the procedure from step **4**.

**9** When all settings have been made, press [Exit].



The display returns to the Scanner Features screen.

**10** Press [Exit].

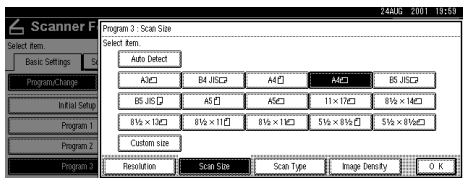
The main menu is shown again.



## Selecting a custom size

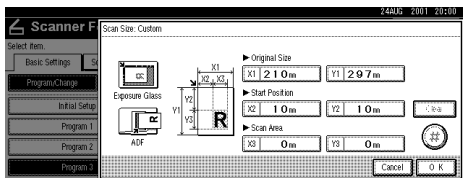
When "Custom size" is selected as the scan size, follow the procedure below.

**1** Press [Custom size] on the Scan Size setting screen.



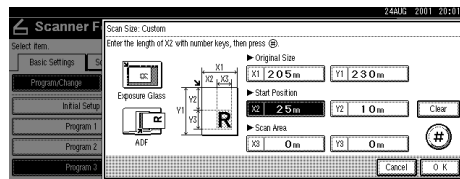
**2** Enter the original size with the number keys.

Select [X1] or [Y1], enter the value, and then press [#].



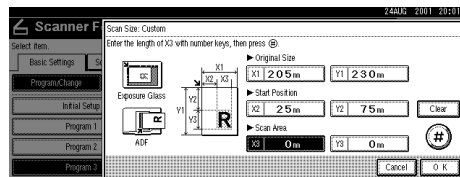
**3** Use the number a scan starting point other than the standard scan starting point.

Select [X2] or [Y2], enter the value, and then press [#].



**4** Enter the scan size (area) with the number keys.

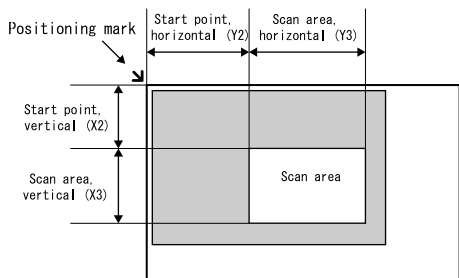
Select [X3] or [Y3], enter the value, and then press [#].



Depending on how the original is positioned, the scan area will be as follows:

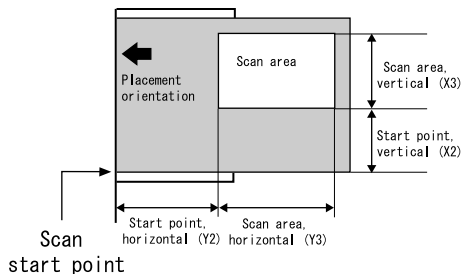


- ① When the original is placed on the exposure glass



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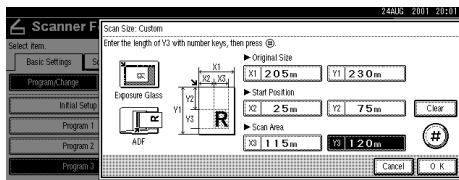
- ② When the original is placed on the ADF



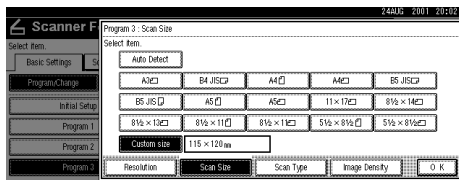
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The maximum scan size is 432mm (17”) in the Y direction (width) and 297mm (11.7”) in the X direction (height). Keep the scan area settings within this range.

- ⑤ When all dimensions have been entered, press [OK].



- ⑥ Verify that the area set in step 4 (X3 and Y3) is shown next to the [Custom size] field, then press [OK].



- ⑦ Press [Exit].

The User Tools/Counter screen is shown.

- ⑧ Press [Exit].

The main menu is shown again.



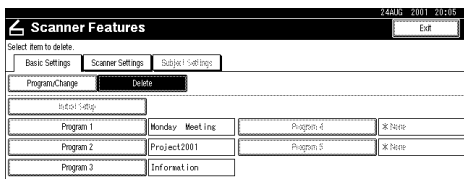


---

## Deleting programmed scan settings

---

- 1 Press the **[User Tools/Counter]** key.
- 2 Press **[Scanner Features]**.
- 3 Verify that the **[Basic Settings]** tab is shown.
- 4 Press **[Delete]**.
- 5 Select the setting you want to delete.



A confirmation message appears.

- 6 Press **[Yes]**.  
The selected scan setting is deleted.
- 7 Press **[Exit]**.  
The display returns to the Scanner Features screen.
- 8 Press **[Exit]**.  
The main menu is shown again.

---

## Making Scanner Settings

---

This section explains how to switch from network TWAIN scanner mode to network delivery scanner or Document Server mode, and how to set the compression of image data and initial values for setting originals.

The scanner settings consist of the following. For the list about settings and factory defaults, see [p.27 "Scanner settings"](#).

### ◆ Function Priority

Select "Delivery/Store" or "TWAIN" to determine whether the network TWAIN scanner mode, network delivery scanner mode, or Document Server mode is initially active when the scanner function is selected by pressing the **[Scanner]** key on the control panel.

#### Note

- When "TWAIN" is selected, the network TWAIN scanner mode is set. By pressing **[Cancel]** in this condition, you can switch to network delivery scanner operation or Document Server operation.



- ❑ When "Delivery/Store" is selected, the network delivery scanner mode or the Document Server mode is set. It is not possible to switch network TWAIN scanner operation from these modes. To use the machine as a network TWAIN scanner, access the machine from a client computer using the TWAIN driver.

## ❖ Delivery/Store Connection Time out

When using the machine as a network delivery scanner or Document Server, scanning request to the machine as a TWAIN scanner will switch the machine to the network TWAIN scanner mode. This setting determines the delay until the machine switches to network TWAIN scanner mode.

- Selecting "Immediate" causes the network TWAIN scanner mode to be activated at once.
- When you select "Yes", you can enter the delay time with the number keys (3 - 30 seconds). When the TWAIN scanner mode is activated, only the time specified here passes from the last key operation.

## ❖ Compression (Black & White)

This setting determines whether image data read with the 2-value (black-and-white) setting is to be compressed. Compression reduces the time required for transferring the scan data to the computer.

### Note

- ❑ The actual time required for data transfer will vary, depending on the data size and network load.

## ❖ Compression (Gray Scale/Full Colour)

This setting determines to what extent image data read with the multi-value (gray-scale) or full colour setting is to be compressed. You can select **[Standard ]**, **[High ]**, **[Low]**, or **[Off]**.

### Note

- ❑ Compression ratio decreases in the order **[High ]**, **[Standard ]**, **[Low]**, **[Off]**, and the time required for data transfer increases accordingly.
- ❑ The actual time required for data transfer will vary, depending on the data size and network load.



### ❖ Delivery Option

This setting determines whether the machine is used as a network delivery scanner.

When this setting is **[On]**, set the delivery IP address and register the connected device in **[Set I/O Device]** of ScanRouter V2 Administration Utility.

### ❖ Original Setting

Set the initial value for original type and orientation. When the original is always similar, selecting this as the default makes operation easier. You can select "1 Sided Original", "2 Sided Orig.: T to T" (Top to Top), "2 Sided Orig.: T to B" (Top to Bottom).

#### Reference

⇒ p.58 "Original Orientation and Scan Area Setting"

### ❖ Original Orientation Priority

Select the initial value for original placement orientation. When the original is always positioned in the same way, selecting this as the default makes operation easier.

#### Reference

⇒ p.58 "Original Orientation and Scan Area Setting"

### ❖ Mixed Original Sizes Priority

This setting determines whether the original size is to be automatically detected when originals of different sizes are inserted in the ADF. You can select "On" or "Off".

#### Note

- If the original size is specified when scanning, this setting is discarded.

### ❖ SADF Auto Reset Timer

When all originals in the ADF have been scanned, and another original is inserted within the time interval set here, the original is read as a part of the same document.

- If "Off" is selected, the scanning of one document is terminated at the point when all originals in ADF have been scanned.
- If set to "On", enter the number of seconds (3 - 99) of the SADF auto reset time with the number keys. When the original is placed within this time, it is scanned as one document.

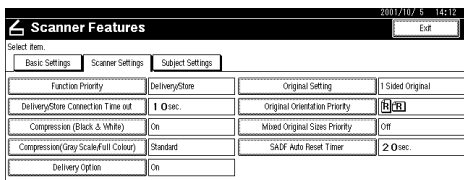
#### Note

- If the ADF is not installed on the machine, this setting is not shown.



## Setting Procedure

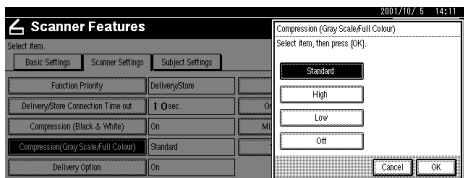
- 1 Press **[User Tools/Counter]** key.
- 2 Press **[Scanner Features]**.
- 3 Press the **[Scanner Settings]** tab.
- 4 Press the item to be set.



The screen for changing the item setting appears.

Example: "Compression (Gray Scale)" setting

- 5 Change the setting.



- To select an item, touch its key on the screen. The item is highlighted.
- To enter numerals, use the number keys.

### Note

- ❑ To cancel a setting, press **[Cancel]**. The value is not changed and the display returns to the previous condition before pressing the **[OK]**.

- 6 Press **[OK]**.
- 7 Repeat steps 4 to 6 to make other settings.
- 8 Press **[Exit]**.

The display returns to the Scanner Features screen.

- 9 Press **[Exit]**.

The main menu is shown again.



## Making Scan Data Subject Settings

Subject information can be added to the scan data files. This information added to the data to be delivered. When the file is delivered by e-mail with optional ScanRouter V2 Professional, the subject is automatically entered as the title in the subject of the e-mail. If you often send files with similar content, storing subject names will allow you to easily select a subject at the time of delivery.

The subject can be up to 16 characters long. Up to 12 subjects can be stored.

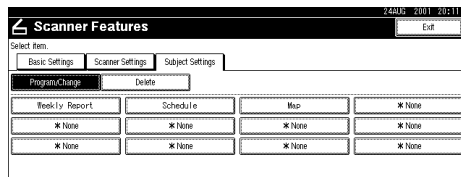
### Note

- To deliver the file by e-mail, optional ScanRouter V2 Professional is necessary.
- The subject can be set when "On" in the "Delivery Option" of Initial Scanner Setup is set.

## Setting Procedure

This section describes the steps for making subject settings.

- 1** Press the **[User Tools/Counter]** key.
- 2** Press **[Scanner Features]**.
- 3** Press the **[Subject Settings]** tab.
- 4** Verify that **[Program/Change]** is selected, and select the subject you want to program.



- 5** Enter the subject string.

### Reference

For information about how to enter characters, see the Facsimile Reference <Basic Features>.

### Note

- If an item is selected for which a subject is already programmed, the subject can be edited.



**6** Press [OK].

**7** To program more subjects, repeat steps **4** to **6**.

**8** Press [Exit].

The display returns to the Scanner Features screen.

**9** Press [Exit].

The main menu is shown again.

---

## Deleting programmed subject settings

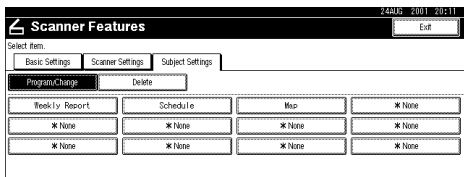
---

**1** Press the [User Tools/Counter] key.

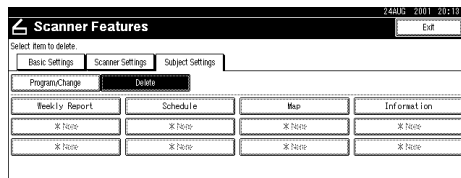
**2** Press [Scanner Features].

**3** Press the [Subject Settings] tab.

**4** Press [Delete].



**5** Select the subject you want to delete.



A confirmation message appears.

**6** Press [Yes].

The selected subject is deleted.

**7** To delete more subjects, repeat steps **5** to **6**.

**8** Press [Exit].

The display returns to the Scanner Features screen.

**9** Press [Exit].

The main menu is shown again.



## Installing Software

This section explains the software contained on the “Scanner Driver & Document Management Utilities” CD-ROM.

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### Auto Run Program

---

When the CD-ROM is inserted into a computer in Windows 95/98/Me, Windows 2000/XP, or Windows NT 4.0, the installer starts automatically (Auto Run) to install the TWAIN driver and various software.

#### Note

- Auto Run might not automatically work with certain OS settings. In this case, launch "CD-Launch.EXE" located on the CD-ROM root directory.
- If you want to install without using Auto Run, hold down the **[Shift]** key while inserting the CD-ROM. Keep the **[Shift]** key held down until the computer has finished accessing the CD-ROM.
- If **[Cancel]** is pressed during installation, the installation will be stopped and the remaining scanner driver and utilities will not be installed. If **[Cancel]** has been pressed, reinstall the remaining scanner driver and utilities after restarting the computer.

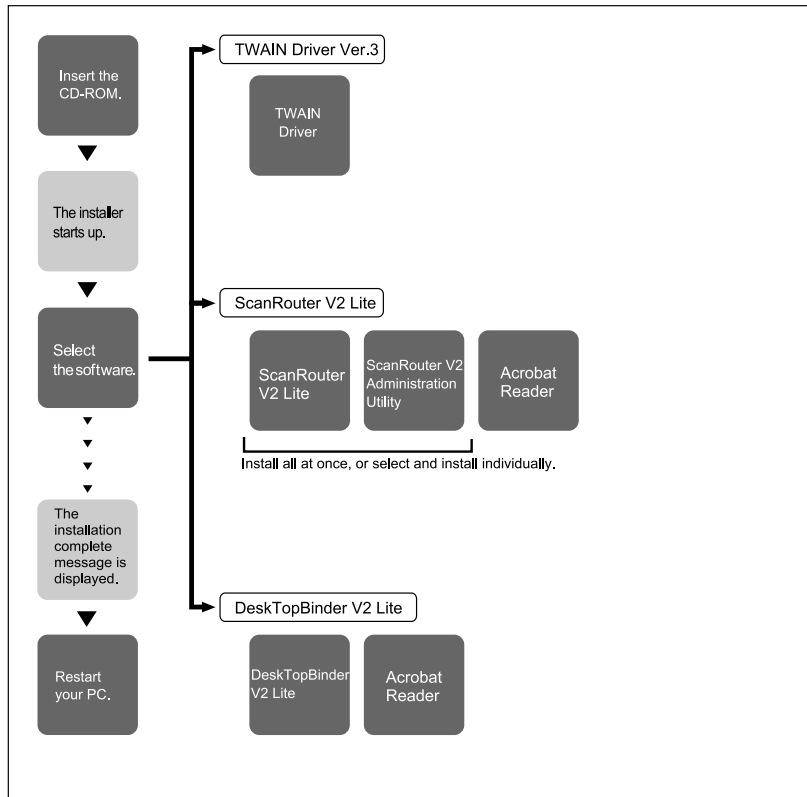
#### Limitation

- If your system is Windows 2000 or Windows NT 4.0, log on using an account that has Administrators permission.



The installing sequence using Auto Run is as follows:

## Installation Sequence



For information about the outline of the software that can be installed by Auto Run, see [p.45 “Software Supplied on CD-ROM”](#).





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## Software for using a Network TWAIN Scanner

---

To use the machine as a network TWAIN scanner, it is essential to install the TWAIN driver.

If you do not have applications that work with TWAIN, it is necessary to also install the DeskTopBinder V2 Lite. For information about the installation of DeskTopBinder V2 Lite, see [p.44 “DeskTopBinder V2 Lite”](#).

### Preparation

Before installing, check the operating environment for the TWAIN driver.⇒ [p.45 “Type3800C/Type7000 Scanner TWAIN Driver”](#)

---

## Using Windows 95/98/Me, Windows 2000/XP, or Windows NT 4.0

---

Install the TWAIN driver using Auto Run. Here, Windows 98 is used as an example for explanation. The basic operations are similar for Windows 95/Me, Windows 2000/XP, and Windows NT 4.0.

**1** Verify that Windows is running. Insert the supplied CD-ROM labeled "Scanner Driver & Document Management Utilities" into the CD-ROM drive of the computer.

The choose setup language screen appears.

### Reference


If the installer does not start automatically, see [p.39 “Auto Run Program”](#).

**2** Select a setup language, and then click [OK].

The CD-ROM Launcher screen appears.

**3** Click [Type3800C/Type7000 TWAIN Driver].

The software setup screen appears.





**4** The installer of the TWAIN driver starts. Follow the instructions on the screen.

 **Note**

- When the installation is complete, a message to prompt you to restart the computer may appear. In this case, restart the computer, and continue the operation.
- After the installation is complete, "Type3800C/Type7000 Scanner TWAIN V3" folder is created in the "Program" folder of the Start menu. Help can be displayed from here. Notes on using the network TWAIN scanner are provided in "Readme.txt". Be sure to read them before use.

---

## Software for using a Network Delivery Scanner

---

To use the machine as a network delivery scanner, it is essential to install ScanRouter V2 Lite on the delivery server. To check an in-tray or auto-receive the documents, it is necessary to install DeskTop-Binder V2 Lite on the client computer. Also, the documents can be auto-received by installing only Auto Document Link on the client computer.

Use Auto Run for installation. Here, Windows 98 is used as an example for explanation. The basic operations are similar for Windows 95/Me, Windows 2000/XP, and Windows NT 4.0.

 **Preparation**

Before installing, check the operating environment for each software.⇒ [p.45 "Software Supplied on CD-ROM"](#)

**1** Verify that Windows is running. Insert the supplied CD-ROM labeled "Scanner Driver & Document Management Utilities" into the CD-ROM drive of the computer.

The choose setup language screen appears.

**2** Select a setup language, and then click [OK].

The CD-ROM Launcher screen appears.





**3** Click the key of the software to be installed.

- The ScanRouter V2 Lite installer starts by clicking **[ScanRouter V2 Lite]**.
- The DeskTopBinder V2 Lite installer starts by clicking **[DeskTopBinder V2 Lite]**.

The change the language screen appears.



**Reference**

For information about the subsequent installation procedure, see the Setup Guide that can be displayed from the Setup screen of the respective software.

**4** Select a language used by this component, and then click **[OK]**.

The software setup screen appears.

---

## Software Required to Use the Document Server

---

To view the files stored in the Document Server, it is essential to install DeskTopBinder V2 Lite on the computer. See [p.44 “DeskTopBinder V2 Lite”](#) for installation.





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## DeskTopBinder V2 Lite

---

Use Auto Run for installation. Here, Windows 98 is used as an example for explanation. The basic operations are similar for Windows 95/Me, Windows 2000/XP, and Windows NT 4.0.

### Preparation

Before installing, check the operating environment for DeskTopBinder V2 Lite. ⇒ p.46 “DeskTopBinder V2 Lite”

**1** Verify that Windows is running. Insert the supplied CD-ROM labeled "Scanner Driver & Document Management Utilities" into the CD-ROM drive of the computer.

The choose setup language screen appears.

**2** Select a language, and then click [OK].

The CD-ROM Launcher screen appears.

**3** Click [DeskTopBinder V2 Lite].


The change the language screen appears.

### Reference

For information about the subsequent installation procedure, see the Setup Guide that can be displayed from the Setup screen of DeskTopBinder V2 Lite.

**4** Select a language, and then click [OK].

The software setup screen appears.





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## Software Supplied on CD-ROM

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### List of Files

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CD-ROM Drive	Wizard for the TWAIN driver and utilities		
	Drivers	Twain	TWAIN driver for Windows 95/98/Me, Windows 2000/XP, Windows NT 4.0
	Utility	RouterV2	ScanRouter V2 Lite ScanRouter V2 Administration Utility
		DeskV2	DeskTopBinder V2 Lite Auto Document Link
	Acroread	Acrobat Reader 4.05	

---

### Type3800C/Type7000 Scanner TWAIN Driver

---

This driver is required to scan an original on the machine.

To use the machine as a network TWAIN scanner, the driver must be installed.

#### ❖ File storage folder

Files on the CD-ROM are contained in the following folder.

`\DRIVERS \TWAIN`

#### ❖ System requirements

- Hardware  
PC/AT compatible

#### 🔴 Limitation

- ❑ Under Windows NT, machines with RISC-based processors (MIPS R series, Alpha AXP, PowerPC) are not compatible.



- Operating system
  - Microsoft Windows 95
  - Microsoft Windows 98
  - Microsoft Windows Millennium Edition
  - Microsoft Windows XP Professional
  - Microsoft Windows XP Home Edition
  - Microsoft Windows 2000 Server
  - Microsoft Windows 2000 Professional
  - Microsoft Windows NT Server 4.0 (Service Pack 5 or later)
  - Microsoft Windows NT Workstation 4.0 (Service Pack 5 or later)
- Display resolution
  - 800×600 pixels, 256 colours or higher
- Network protocol
  - TCP/IP

---

## DeskTopBinder V2 Lite

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DeskTopBinder V2 Lite is to be installed on the client computers for integration and management of various kinds of data such as scanned image data, files created with applications, and existing image files. The software allows you to use view documents in in-trays of the delivery server. This software can be used to the machine as a network TWAIN scanner. Also, the documents stored in the Document Server can be viewed.

For more information, see the manuals for DeskTopBinder V2 Lite or DeskTopBinder V2 Lite Help file.

### ❖ File storage folder

The files are stored in the following folder on the CD-ROM provided with this machine.

`\UTILITY\DESKV2`





## ❖ System requirements

- Hardware  
PC/AT compatible
- CPU  
Pentium 133 MHz or faster (Pentium II 266 MHz or faster recommended)
- Operating system  
Microsoft Windows 95 (OSR 2 or later)  
Microsoft Windows 98  
Microsoft Windows Millennium Edition  
Microsoft Windows XP Professional  
Microsoft Windows XP Home Edition  
Microsoft Windows 2000 Server (Service Pack 1 or later)  
Microsoft Windows 2000 Professional (Service Pack 1 or later)  
Microsoft Windows NT Server 4.0 (Service Pack 5 or later)  
Microsoft Windows NT Workstation 4.0 (Service Pack 5 or later)
- Memory  
48 MB or more (64 MB or more recommended)
- Hard disk space  
50 MB or more (200 MB or more recommended)
- Display resolution  
800×600 pixels, 64K colours or higher
- Network protocol  
TCP/IP





## ❖ Software installed with DeskTopBinder V2 Lite

- Auto Document Link  
Auto Document Link on the client computer monitors in-trays of the delivery server regularly. In addition, the documents delivered to in-trays are auto-received or a notification of document arrival can be received at the client computer with this software.

---

## ScanRouter V2 Lite

---

ScanRouter V2 Lite is to be installed on the delivery server. The data scanned by the machine can be sorted on the delivery server, stored in specified in-trays, or saved in folders of client computers on the same network.

For more information, see the manuals for ScanRouter V2 Lite or ScanRouter V2 Lite Help file.

## ❖ File storage folder

The files are stored in the following folder on the CD-ROM provided with this machine.

`\UTILITY\ROUTERV2`

## ❖ System requirements

The following system requirements must be met to use ScanRouter V2 Lite.

### 🚫 Limitation

- Install the software on a stand-alone server running Windows NT Server or Windows 2000 Server. It must not be installed on the primary domain controller or backup domain controller.
- If you install this software in an operating system, such as Windows NT Workstation and Windows 2000 Professional, in which a client server is not permitted to be used in a network, you may violate the license agreement of Microsoft Corporation.





- Hardware  
PC/AT compatible
- CPU  
Pentium 200 MHz or faster (Pentium II 350 MHz or faster recommended)
- Operating system  
Microsoft Windows 95 (OSR 2 or later)  
Microsoft Windows 98  
Microsoft Windows Millennium Edition  
Microsoft Windows 2000 Server (Service Pack 1 or later)  
Microsoft Windows 2000 Professional (Service Pack 1 or later)  
Microsoft Windows NT Server 4.0 (Service Pack 5 or later)  
Microsoft Windows NT Workstation 4.0 (Service Pack 5 or later)
- Memory  
64 MB or more (128 MB or more recommended)
- Hard disk space  
Minimum free space required for installing: 200 MB



## Note

- In addition to the space required for installation, the hard disk should have at least 500 MB of free space for files.
- Network protocol  
TCP/IP





## ❖ Software installed with ScanRouter V2 Lite

- ScanRouter V2 Administration Utility

ScanRouter V2 Administration Utility manages the delivery system run by ScanRouter V2 Lite. You can register destination and sender information about the scanned documents in the delivery server. In addition, this utility can monitor free disk space, record error logs, and maintain the delivery server.



### **Note**

- ScanRouter V2 Administration Utility can be installed not only on the delivery server but also on client computers. To install it, click [**ScanRouter V2 Administration Utility**] on the ScanRouter V2 Lite Setup screen.





## 3. Setting Originals


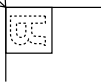
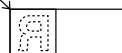
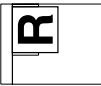

This chapter explains the procedure for placing the original on the exposure glass and in the automatic document feeder (ADF), and setting original scan area and orientation according to the placement method.

To correctly display the top/bottom orientation of the scanned original on a computer, the correct placement must be chosen by setup on the control panel and scanner driver.










There are two orientations for placing the original. See the table below.

 **Note**

- Normally, the original size is (R) or (R), but in the table below, a square original is used to make the original orientation easy to understand. If the actual original size changes, a combination of original orientation and the orientation specified on the control panel or scanner driver does not change.

<p><b>1</b> Scanned original</p>				
<p><b>2</b> Select the placement method.</p>	<p>Place the original on the exposure glass.</p>		<p>Place the original in the automatic document feeder (ADF).</p>	
<p><b>3</b> Place the original. (There are two original orientations.)</p>	<p>Place the original so that the top edge touches the top left of the exposure glass.</p> 	<p>Place the original so that the top edge touches the rear of the exposure glass.</p> 	<p>Place the top edge of the original first.</p> 	<p>Place the original so that the top edge is set into the ADF.</p> 



<b>4</b> Specify the orientation.	When scanned by the delivery scanner or Document Server (Specified on the control panel)	Original Orientation  Mixed size	Original Orientation  Mixed size	Original Orientation  Mixed size	Original Orientation  Mixed size
	When scanned by the TWAIN scanner (Specified by the Scanner Control dialog box)				
<b>5</b> Original displayed on a computer					



## Placing the Original on the Exposure Glass

Originals which do not fit into the ADF, such as sheets with glued-on parts, books, etc., can be placed directly on the exposure glass for scanning.

### Note

- ❑ For information about the originals which can be placed on the exposure glass, see the Copy Reference <Advanced Features>.

### **1** Lift the exposure glass cover or the ADF.

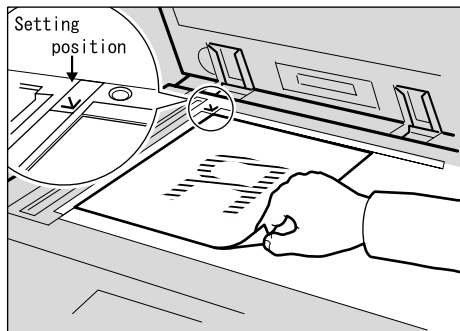
#### Note

- ❑ Raise the exposure glass cover or ADF fully (more than 30 degrees). The opening/closing action triggers the automatic original size detection process.

### **2** Place the original on the exposure glass with the side to be scanned facing down. Align the far left edge of the original with the mark.

There are two original orientations. Either orientation can be used for placement.

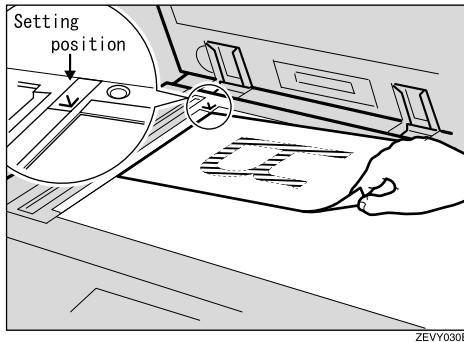
### **1** Place the original so that the top edge touches the rear of the exposure glass.



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- 2 Place the original so that the top edge touches the top left of the exposure glass.**

When using the machine as a network TWAIN scanner, this orientation is standard setting in the TWAIN driver. Normally, use this orientation for setting.



- 3 Close the exposure glass cover or the ADF.**
- 4 Select the original orientation according to the setting orientation.**

#### Reference

⇒ p.58 “Original Orientation and Scan Area Setting”



## Placing the Original in the Automatic Document Feeder (ADF)

The ADF allows you to insert several originals at one time. Originals placed in the ADF can be scanned on one side or both sides.

### ❖ Originals that can and cannot be placed in the ADF

For information about the originals that can and cannot be placed in the ADF, see the Copy Reference <Advanced Features>.

Attempting to use unsuitable originals in the ADF can lead to misfeed and damage to the original. Place such originals directly on the exposure glass.

### 🚫 Important

- When using the scanner function, the following originals also cannot be placed in the ADF.
  - Originals longer than the length (432mm) of the A3/11"x17".
- For information about which original sizes can be detected automatically and notes on placing originals in the ADF, see the Copy Reference <Advanced Features>.

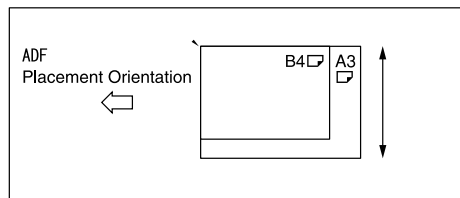
**1** Align the original guide with the original size.

**2** Insert the originals with the side to be scanned facing up. (For originals which are to be scanned on both sides, the first side should face up.)

There are two orientations. Either orientation can be used for placement.

### 📌 Note

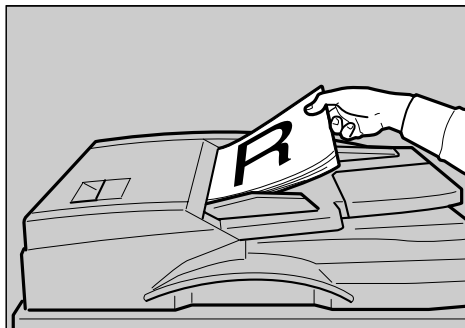
- Originals of different sizes can be placed at the same time. Place the originals as shown in the figure below.



- When **[Mixed size]** is set, the originals smaller than B5 are scanned as B5.
- Originals are scanned in the inserted order, starting with the topmost page.



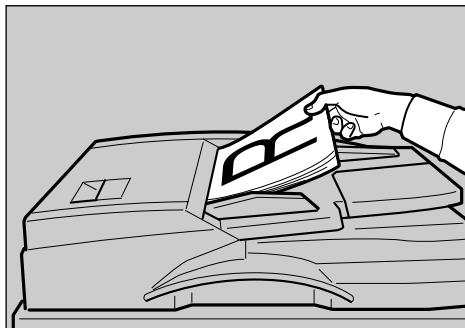
- 1 Place the original so that the top edge is in the ADF tray.



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- 2 Place the top edge of the original first.

When using the machine as a network TWAIN scanner, this orientation is the standard setting in the TWAIN driver. Normally, use this orientation for placement.



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- 3 Select the appropriate orientation on the control panel or on the computer so that it matches the orientation of originals placed.

 **Reference**

⇒ p.58 “Original Orientation and Scan Area Setting”

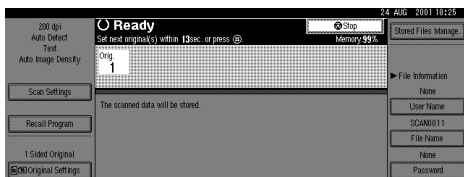




## Placing the Divided Original in the Automatic Document Feeder (SADF)

When originals are placed in the ADF, scanning finishes as one document when the scan of all originals are completed by factory default. If the next original is placed within a certain amount of time after all originals are scanned, these multiple documents can be scanned as one document by the SADF.

After the originals are scanned, the remaining time for accepting the next original is displayed.



When there is another page to scan, set it within the specified time. If set, the original is feeded and scanned automatically. If there is no more page, press **[#]** key.

### Note

- To use this function, settings must be made in the Initial Scanner Setup. ⇒ p.35 “SADF Auto Reset Timer”
- Originals are scanned in order. Place them from the first page.



## Original Orientation and Scan Area Setting

To correctly display the top/bottom orientation of the scanned original on a computer, original orientation and page flow must be set when placing the original.

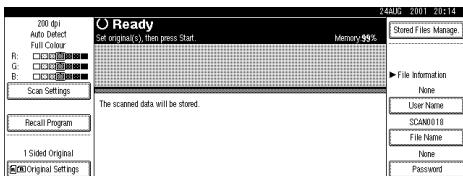
When using the network delivery scanner and Document Server, settings are made on the control panel of the machine. When using the machine as a network TWAIN scanner, settings are made on the TWAIN driver.

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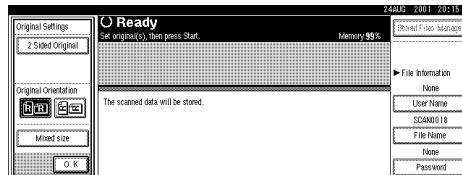
### For a Network Delivery Scanner and Document Server

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**1** On the Scanner Function screen, press [Original Settings].



**2** Make settings for original orientation, 1 sided/2 sided combination, and mixed original sizes.



 **Note**

- The initial values can be changed under [Original Setting], [Original Orientation Priority], or [Mixed Original Sizes Priority] in the Scanner Initial Setup. ⇒ p.33 “Making Scanner Settings”

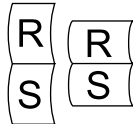
## 1-sided original/2-sided original selection

- 1 When scanning one-sided original, make sure that [2 Sided Original] is not highlighted.
- 2 When scanning two-sided original, press [2 Sided Original] to select [T to T] or [T to B] according to the binding orientation of the original.

Top to top original:



Top to bottom original:



## Orientation selection

- 1 Press the key for the same orientation as the actual orientation of the original ( or ).

## Mixed size selection

- 1 When originals of different size are placed, make sure that [Mixed size] is highlighted.

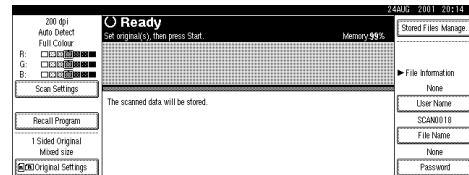
### Note

- If [Mixed size] is not set, the scan size is set as the maximum size and a space is provided on small original.

- 3 Press [OK].

### Note

- The current settings are displayed with characters and icons.





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## For a Network TWAIN Scanner

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**1** Open the Scanner Control dialog box.



### Reference

⇒ p.62 “Scanning Originals”

**2** Select the position from the drop-down menu of the [Document:] box in the [Document] group.

**3** Select “/Portrait” or “/Landscape” from the drop-down menu of the [Orientation:].



### Reference

⇒ p.51 “Setting Originals”

**4** When the original is placed in the ADF, select [Simplex] or [Duplex] from the drop-down menu of the [Side:] box.



### Note

- If originals of different sizes are placed in the ADF, specify the document size in the [Size:] box. If [Auto detection (Uni-size)] is selected, all pages are scanned by the width of the first page. If [Auto detection (Multi-size)] is selected, all pages are scanned as each size.



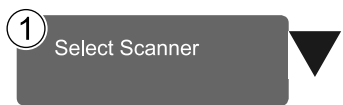
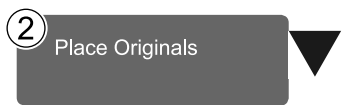
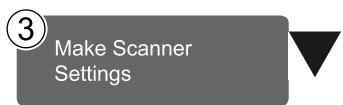
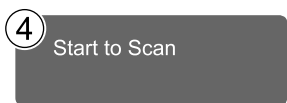


## 4. Scanning Originals Using Network TWAIN Scanner

This chapter describes the operations for scanning originals with the network TWAIN scanner using DeskTopBinder V2 Lite. In addition, some functions of the TWAIN driver are introduced.

### Flow of Operations

When using DeskTopBinder V2 Lite for scanning, the basic flow of operations is as follows:

-  Start up DeskTopBinder V2 Lite and select the scanner.
-  Place the originals in the scanner.
-  Make the required scan settings, using the TWAIN driver.
-  Scan and save the originals.  
The scanned image can be edited and printed by DeskTopBinder V2 Lite.

For more information about the operation procedure, see [p.62 “Scanning Originals”](#).





## Scanning Originals

This section explains the method for scanning a single original following p.61 “Flow of Operations”.

### 1 Start up DeskTopBinder V2 Lite and select the driver of the scanner.

- 1 Click **[Start]**, point to **[Program]**, and then **[DeskTopBinder V2]** from **[DeskTopBinder V2]**.

DeskTopBinder V2 Lite starts up.

- 2 Click **[Scanner Settings]** from the **[Tools]** menu.

The **[Scanner Settings]** dialog box appears.

If the scanner is already selected, no scanner settings are necessary. Check **[File format for scanned image(s)]** and go to step 5.

- 3 Click **[Select Scanner Driver]**.

The **[Select Source]** dialog box appears.

- 4 Click "Type3800C/Type7000" in the list, and then click **[Select]**.

- 5 Click **[OK]**.

The **[Scanner Settings]** dialog box closes.

### 2 Place the original in the scanner.

#### Reference

⇒ p.51 “Setting Originals”

### 3 Make the scan settings.

- 1 From the **[File]** menu, point to **[Add Document]**, and then click **[Scan]**.

The TWAIN driver starts up.

After a short while, the dialog box of the TWAIN driver that operates the scanner appears. This dialog box is called the Scanner Control dialog box.

**Note**

- The title bar displays the scanner currently being used. When multiple machines are connected, confirm that the indicated machine name is the machine to be used. If the intended machine is different, click **[Select Source]** to select the scanner again.
- If the machine to be used does not appear in the list, make sure that the IP address is configured and that the machine is correctly connected to the network. If the driver is still not displayed in the list after the above operations, consult with your network administrator.

**2 Depending on the type of original or the objective for scanning, select the icon in [Mode].**

- **[Standard]** is suitable for scanning standard originals that comprise mainly of text.
- **[Photo]** is suitable for scanning originals that include photos, shaded illustrations, etc.
- **[OCR]** is suitable for conversion processing with an OCR (Optical Character Reading) application after scanning the original.
- **[Filing]** is suitable for use with filing applications, etc.

**[Standard]** and **[Photo]** are scanned in Full Colour of **[Mode]**, and **[OCR]** and **[Filing]** are scanned in Black & White.

**Note**

- For advanced settings, click **[Detail]** to display "Detail Window". For more information about the "Detail Window", see TWAIN Driver Help.

**3 According to the original scan area and orientation, change the setting of the [Document] group.****Reference**

⇒ p.58 "Original Orientation and Scan Area Setting"

For information about the setting of the **[Document]** group, see Help.



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## When you want to configure the scanning area


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When you do not configure the scanning area, the area is scanned with the size specified in the **[Size:]** box.

### 1 Click **[Preview]**.

The original that was placed is scanned and the **[Preview]** dialog box appears. The scanning area in the preview appears within the broken lines.

### 2 Configure the scanning area by dragging a border or the top line.

When reconfiguring the area, click  and drag one corner of the area towards its opposite corner.

#### **Note**

- Depending on the scanning resolution, the area to be scanned may possibly be subject to restrictions. For information about the relationship between the resolution and the scanning area, see TWAIN Driver Help.

### 3 Click **[Close]**.

The **[Preview]** dialog box closes.

#### **Note**

- When the original placed in the ADF is previewed, place the original scanned during preview again.

### 4 Click **[Scan]**.

The original is scanned. A message asking whether there is another page appears.

When there is another page to scan, place the original, and then click **[Continue]**.

When there are no more pages, click **[Complete]**.







## **5** Save the scanned image in DeskTopBinder V2 Lite.

- 1** Click **[Exit]** from the **[File]** menu.

The **[Input Document Information]** dialog box appears.

- 2** Enter the file name and click **[OK]**.

The image is stored in DeskTopBinder V2 Lite, and the DeskTopBinder viewer closes.



### **Note**

- To delete the scanned image, save the image and close the DeskTopBinder viewer in step **5**, and then delete the stored image in DeskTopBinder V2 Lite by clicking **[Delete]** from **[Edit]** menu.

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## **Editing and printing scanned data**

With DeskTopBinder V2 Lite, it is possible to edit and print scanned data. For more information about how to edit and print, see DeskTopBinder V2 Lite Help.

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## Functions of the TWAIN Driver

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The following is an introduction to the various functions of the TWAIN driver.

### Reference

For more information about each function or other functions, see Help.

### ❖ Automatic Tilt Correction

This function automatically corrects character strings that were scanned slanted.

### ❖ Printing to the Image

This function allows you to imprint dates, page numbers, or your favorite characters to a scanned image. You can also change the fonts of the imprints as well as the numerical order of the scanned images to ascending or descending order.

### ❖ Scanning Mode Registration

This function allows you to register other scanning configurations that are often used as scanning modes besides the already pre-installed ones. After registration, you can quickly scan with these scanning configurations.





## 5. Delivering Stored Scan Data by the Network Delivery Scanner

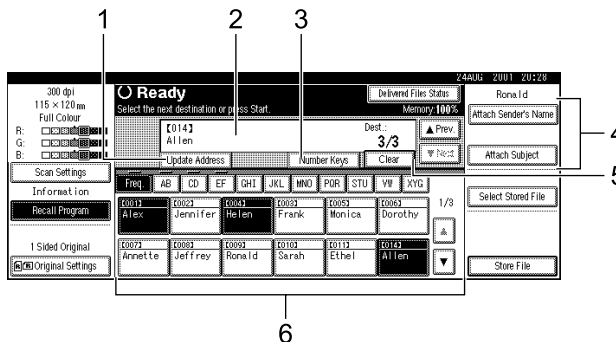
Stored scan data can be sent to a specified destination using the network delivery scanner function. This chapter explains the various display screens, delivery procedures, and checking of the delivery result when this function is used.

### Note

- A delivery server in which ScanRouter V2 Lite/Professional is installed is necessary to use the network delivery server function. Information about delivery destinations and senders must be programmed first into the delivery server. Also, program a connected device in **[Set I/O Device]** of ScanRouter V2 Administration Utility. For more information, see ScanRouter V2 Administration Utility Help.

## List Displays of Destinations and Senders

The display configuration when using the machine as network delivery scanner is as follows:





## 1. [Update Address]

Press this key to obtain destination information from the delivery server and update the display. If the destination is changed in the delivery server, press the key to update the display.

## 2. Destination Display

The selected destination is shown here. If several destinations are selected, the selected destinations are displayed in order by pressing [**▲Prev.**] or [**▼Next**].

### Note

Pressing the [**Check Modes**] key lets you verify the selected destinations.

## 3. [Number Keys]

Use these to specify a destination using the 3-digit short ID number.

## 4. [Attach Sender's Name] [Attach Subject]

Sets the sender and subject of the delivered document.

## 5. [Clear]

Pressing this key clears a selection in the Destination List or a short ID number entered.

## 6. Destination List

Displays the list of destinations programmed in the delivery server.

### Note

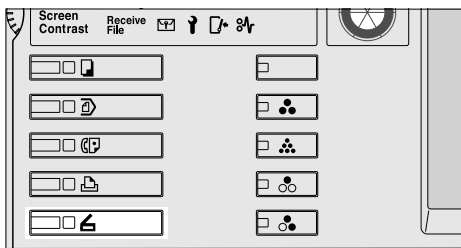
- When the entire list does not fit on one screen, [**▲**] or [**▼**] can be used to scroll the display.
- Group destinations are denoted by this symbol (**■**).
- A bar above a title indicates that a destination that belongs to it has been selected.



## Delivery Procedure

Data is delivered by specifying its scan settings and destination. If necessary, you can select a sender and subject.

**1** Press the **[Scanner]** key.



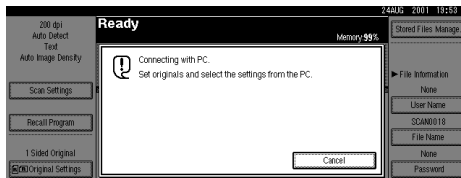
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**2** If the user code is set, enter the user code (consisting of up to eight characters) with the number keys, and then press **[#]**.

The Scanner Function screen appears.

### Note

- ❑ If the network TWAIN scanner screen is displayed, press **[Cancel]**. This screen is displayed if "Function Priority" in the Scanner Initial Setup is set to network TWAIN scanner mode.



**3** Make sure that no previous setting remains.

### Note

- ❑ If the previous setting remains, press the **[Clear Modes]** key.

**4** Place the original in the machine, and adjust the settings for original size and orientation if required.

### Reference

⇒ p.51 "Setting Originals"



## 5 Make the scan settings.

To make the scan settings, call up the stored settings or make the settings individually.

### Reference

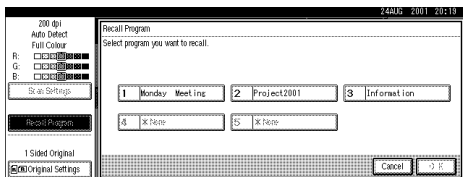
→ p.28 “Setting Scanner Features”

## Calling up stored scan settings

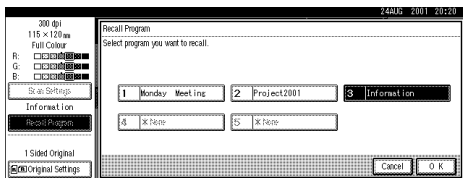
### 1 Press [Recall Program].

The User Program Recall screen appears.

### 2 Select a user program of scan settings.



### 3 Press [OK].



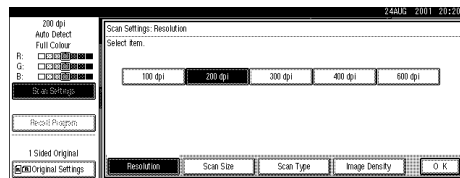
The selected user program settings become active.

## Making the settings individually

### 1 Press [Scan Settings].

The screen for making scan settings appears.

### 2 Select the desired resolution, original size, and other items to change the settings.



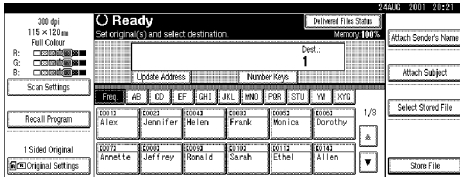
The way to make scan settings is the same way as programming scan settings. See p.28 “Setting Scanner Features”.

### 3 Press [OK].

The scan settings are applied.

## 6 Select the destination.

You can select the destination from the list of destinations or by specifying a short ID number.



When selecting a destination from the list

### 1 Press [Update Address] to update the list of destinations.

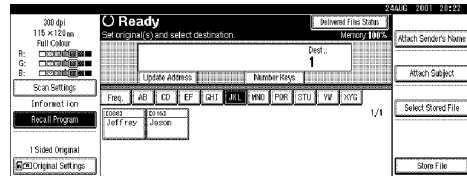
#### Note

- If the destination information programmed in the delivery server is updated, the list displayed on the control panel of the machine is not updated automatically. To display the latest information for operation, press the **[Update Address]** on the control panel before delivering scan data to update the displayed information.

- If the list is updated after the destination or sender is selected, any selections are cancelled. Update the list before selecting destination and sender.
- If there is scan data in the memory of the machine that have not yet been delivered, **[Update Address]** is not available.

### 2 Press the title for the desired destination and select the destination.

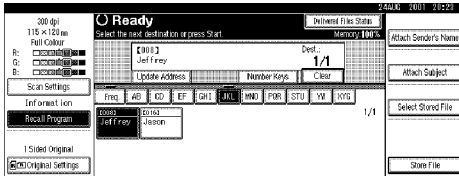
If the desired destination is not OK, press **[▲]** or **[▼]** to display the destination.



#### Note

- The destination titles are programmed in the delivery server.

- 3 Select the destination to which the scan data is to be sent.



The selected destination is highlighted, and also appears in the destination field at the top of the screen. A line appears over the title of the category to which the destination belongs.



### Note

- To deselect a destination, press the destination once more, or press [**▲P-rev.**] or [**▼Next**] to bring up the destination in the destination field, and then press [**Clear**].

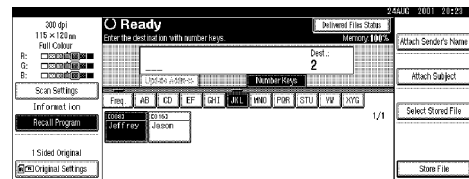
- 4 To select more destinations, repeat step

3.

Using the short ID number to select a destination

- 1 Press [**Number Keys**].
- 2 Use the number keys to enter the 3-digit ID number that has been assigned to each destination.

If the entered number is less than 3 digits, press [**#**] at the end.



The destination corresponding to the short ID number appears in the destination field at the top of the screen.



### Note

- To deselect a destination, press [**▲P-rev.**] or [**▼Next**] to display the destination in the destination field, and then press [**Clear**].

- 3 To select more destinations, repeat step

2.



## Checking selected destinations

1 Use the destination field at the top of the screen to check which destinations are selected.

 **Note**

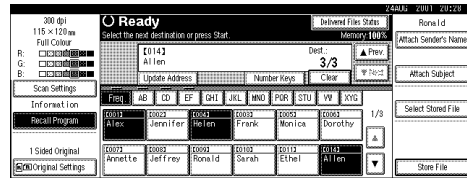
- When multiple destinations are selected, the selected destinations are displayed in order by pressing [**▲Prev.**] or [**▼Next**].
- Pressing the [**Check Modes**] key on the control panel lets you verify the list of selected destination(s).

7 Specify the sender (scan data delivery source).

 **Note**

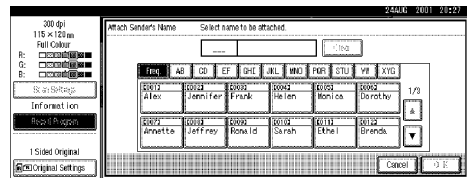
- When a sender has been specified, this information is added to the scan data file. When the optional ScanRouter V2 Professional is used to send scan data files as e-mail, the sender information is automatically entered in the message sender field. This allows the recipient to see where the mail is from. Select a sender from the senders programmed in the delivery server.

1 Press [**Attach Sender's Name**].



A list of the senders programmed in the delivery server is displayed.

2 Select the sender.



- Selecting a sender from the title category is done by using the same procedure as when selecting a destination. See step 6.
- To select a sender using a short ID number, enter the 3-digit ID number with the number keys.

3 Press [**OK**].

The sender is applied.

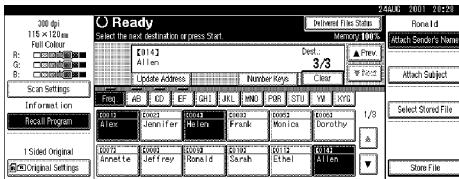
## 8 If required, select a subject.

Select a subject from the programmed ones.  
 ⇒ p.37 “Making Scan Data Subject Settings”

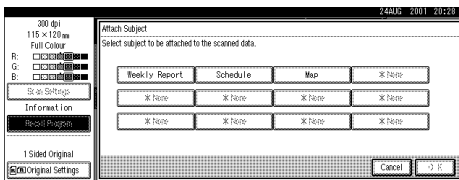
### Note

- When a subject has been specified, this information is added to the scan data file. When the optional ScanRouter V2 Professional is used to send data files as e-mail, the subject is automatically entered as a title in the message subject.

## 1 Press [Attach Subject].



## 2 Select a subject.



## 3 Press [OK].

The subject is applied.

## 9 Press the [Start] key.

The original is scanned and the scan data file is delivered to the destination(s).

If there is another page to scan, place the original on the exposure glass, and then press the [Start] key.

When there are no more pages, press the [#] key.

### Note

- To abort the scan process, press the [Clear/Stop] key or press [Stop] on the display.
- When the SADP function is used, load the next original. ⇒ p.57 “Placing the Divided Original in the Automatic Document Feeder (SADP)”

## Checking the Delivery Result

The delivery result can be checked for the last 50 delivery operations. If the delivery result exceeds 50 delivery operations, the delivery results are deleted in the order of delivery.

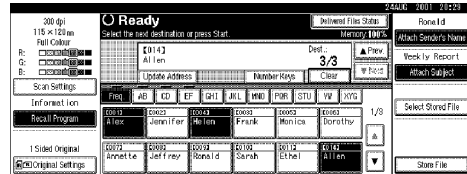
### Important

When the main power switch of the machine is turned off, all delivery result data is cleared.

### ❖ Items to be checked

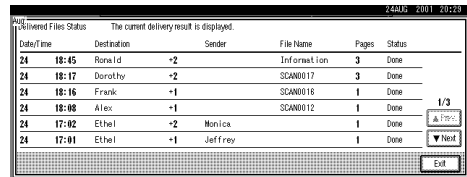
- Date/Time  
The date and time when the file transfer of scan data from the machine to the delivery server was completed is recorded. If delivery retry was performed but unsuccessful, the date and time refers to the last retry operation.
- Destination  
When multiple destinations were selected, the first selected destination is displayed.
- Sender
- File Name
- Pages  
Number of scanned pages
- Status  
Indicates whether delivery was successful or resulted in an error.

**1** Press **[Delivered Files Status]** on the network delivery scanner screen.



The delivery status is displayed.

**2** Check the displayed results.



### Note

One screen shows the results for six delivery operations. Use **[▲Prev.]** or **[▼Next]** to scroll through the display.

**3** Press **[Exit]**.

The display returns to the network delivery scanner screen.



## Using the Network Delivery Scanner with the Document Server

You can use the network delivery scanner with the Document Server.

### Simultaneous Delivery and Storage

Scanned data is stored in the Document Server when the data is delivered.

#### Note

- This section explains mainly the operation for simultaneous delivery and storage. For more information, see [p.69 “Delivery Procedure”](#).

- 1** Place the original and adjust the settings for original size and orientation if required.

#### Reference

⇒ [p.51 “Setting Originals”](#)

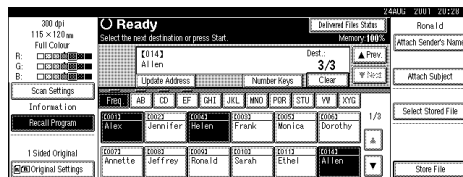
- 2** Make the scan settings.

To make the scan settings, call up the stored settings or make the settings individually.

#### Reference

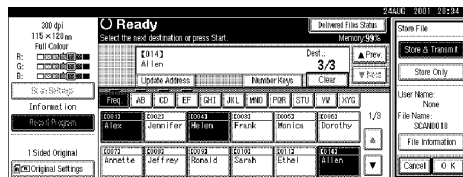
⇒ [p.28 “Setting Scanner Features”](#)

- 3** Select the destination.
- 4** If required, specify the sender (scan data delivery source) and a subject.
- 5** Press [Store File].



The screen for setting Store File appears.

- 6** Make sure [Store & Transmit] to be selected.





**7** Press [File Information] to set file information.

**Reference**

For more information, see p.83 “Specifying file information”.

**8** Press [OK].

**9** Press the [Start] key.

The original is scanned, and the file is delivered to the destination and stored in the Document Server.

---

## Delivering Stored Files

---

Files stored in the Document Server which scanned in the scanner function are delivered.

**Note**

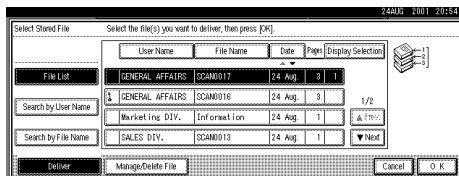
- ❑ This section explains how to select files to be delivered. For more information about the delivery procedure, see p.69 “Delivery Procedure”.
- ❑ When the stored files are delivered, scan settings cannot be made. The files are delivered with the specified scan settings when they are stored in the Document Server.

**1** Display the list of stored files.

**Reference**

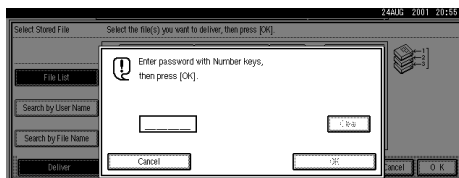
⇒ p.86 “Viewing a List of Stored Files”

**2** Select a file to be delivered.



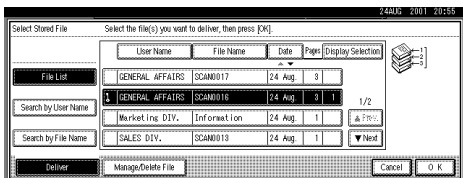
**Note**

- ❑ When you select a file protected password, the Password Entry screen appears. After you have entered the correct password and pressed [OK], the file will be selected.





**3** To select multiple files, repeat step **2**.



 **Note**

- You can select up to 30 files for one operation.
- If you select multiple files, the files will be delivered in the order they were selected.
- If you press **[Display Selection]**, the selected files will only be shown in the order of delivery.

**4** Press **[OK]**.

The screen for specifying a destination appears.

**5** Specify a destination.

**6** If required, select the sender (scan data delivery source) and a subject.

**7** Press the **[Start]** key.

The selected stored files are delivered.





## 6. Using the Document Server

Data obtained by scanning originals can be stored in the hard disk of the machine using the Document Server function, and the stored data can be used later. Using DeskTopBinder V2 Lite/Professional, stored data can be viewed or deleted from a client computer.

### Limitation

- The optional HDD (40 GB) is required to use this function.

### Note

- When a delivery server is added to the network, data stored in the Document Server can be delivered. You can store scanned data in the Document Server and deliver data simultaneously.⇒ [p.76 "Using the Network Delivery Scanner with the Document Server"](#)

## Storing Data

This section describes how to store data in the Document Server and how to assign file information to stored data.

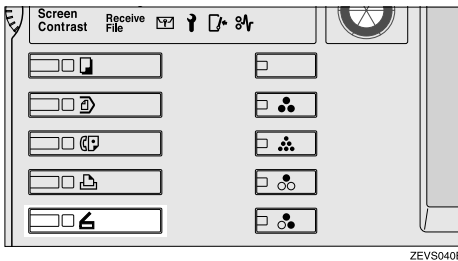
### Note

- You can specify whether data stored in the Document Server is deleted automatically later. ("Auto Delete File" in System Settings under "Key Operator Tools"). The stored data is set to be deleted after one day by the factory default value. For information about settings and changes, see Administrator Reference.
- The theoretical maximum number of files that can be stored is 1000 (or 2000 pages). However, the actual maximum may be less, depending on the space used by the copy function and other functions of the machine.
- The maximum number of pages per scan data file is 500.
- Documents scanned with the scanner function cannot be printed.

## Storage Procedure

Scan and store the document in the Document Server.

**1** Press the **[Scanner]** key.

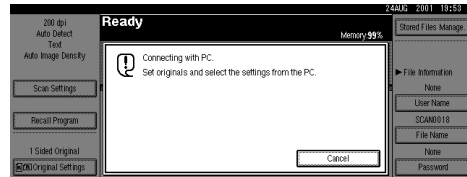


**2** If the user code is set, enter the user code (consisting of up to eight characters) with the number keys, and then press **[#]**.

The Scanner Function screen appears.

### Note

- If the network TWAIN scanner screen is displayed, press **[Cancel]**. This screen is displayed if "Function Priority" in the Scanner Initial Setup is set to network TWAIN scanner mode.



**3** Make sure that no previous setting remains.

### Note

- If the previous setting remains, press the **[Clear Modes]** key.

**4** Place the original in the machine, and adjust the settings for original size and orientation if required.

### Reference

⇒ p.51 "Setting Originals"





## 5 Make the scan settings.

To make the scan settings, call up the stored settings or make the settings individually.



### Reference

→ p.28 “Setting Scanner Features”

## Calling up stored scan settings

### 1 Press [Recall Program].

The Recall Program screen appears.

### 2 Select a user program of scan settings.



### 3 Press [OK].



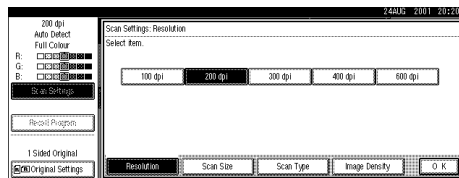
The selected user program settings become active.

## Making settings individually

### 1 Press [Scan Settings].

The screen for making scan settings appears.

### 2 Select the desired resolution, original size, and other items to change the settings.



The way to make scan settings is the same way as programming scan settings. See p.28 “Setting Scanner Features”.

### 3 Press [OK].

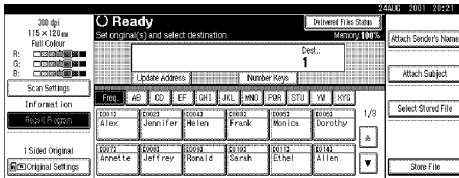
The scan settings are applied.

## 6 When using the network delivery scanner function, make the settings for storing scanned data files.

When not using the network delivery scanner function, this step is not required. Go to step

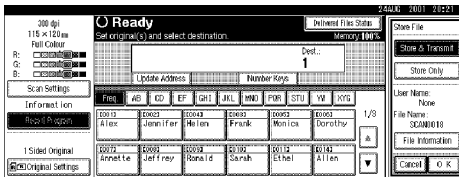
### 7.

## 1 Press [Store File].



The screen for setting storage parameters for scanned data appears.

## 2 Press [Store Only].



### Note

- To store and deliver scanned data, press **[Store & Transmit]**. ⇒ p.76 “Using the Network Delivery Scanner with the Document Server”

## 3 Press [OK].

## 7 Specify file information.

Specify a user name, file name, and password for the file to be stored.



### Reference

For more information about how to specify file information, see p.83 “Specifying file information”.

## 8 Press the [Start] key.

The original is scanned and the resulting data is stored as a file in the Document Server.

When there is another page to scan, place the original, and then press the **[Start]** key.

When there are no more pages, press the **[#]** key.



### Note

- To abort the scanning process, press the **[Clear/Stop]** key or press **[Stop]** in the display.
- When originals are being scanned using the SADF, load the next original. ⇒ p.57 “Placing the Divided Original in the Automatic Document Feeder (SADF)”



## Specifying file information

You can specify a user name, file name, and password for a stored scan data file.

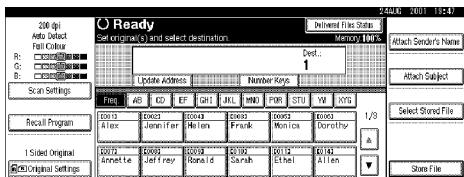
When this function is used, you can search for files by user name or file name, and you can prevent unauthorized persons from accessing the files.

### Note

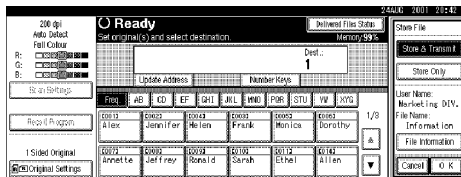
- The file name can be up to 64 characters long, The user name can be up to 20 characters long. The first 16 characters are shown on the control panel. With DeskTopBinder V2 Lite/Professional installed on a client computer, you can view the entire string.

## 1 When using the network delivery scanner function, display the File Information screen.

### 1 Press [Store File].

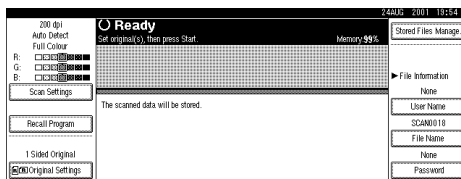


### 2 Press [File Information].

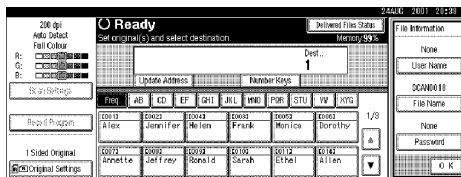


The File Information screen appears.

This screen appears when the network delivery scanner function is not used.



This screen appears when the network delivery scanner function is used.





## 2 Specify file information.

### Specifying a user name

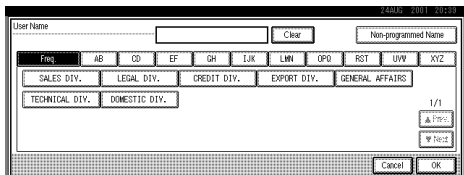
#### 1 Press [User Name].

The User Name Selection screen appears.

#### Note

- If no user name is programmed in System Settings under the Administrator tab, the User Name Selection screen does not appear. Instead, the Non-programmed Name Entry screen appears. Enter the user name.

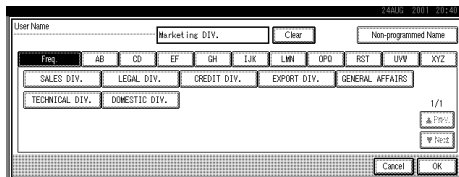
#### 2 Select the desired user name.



#### Note

- The user names shown here are names that were programmed in System Settings under the Administrator tab. To enter a name not shown here, press [Non-programmed Name], and then enter the user name.

#### 3 Press [OK].



The user name is set.

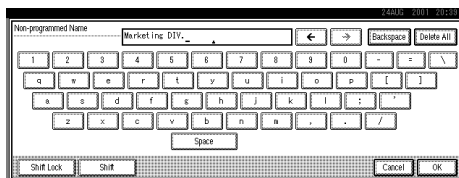
### Specifying a file name

Scanned data files are automatically named SCAN0001, SCAN0002, etc. If desired, you can change the file name.

#### 1 Press [File Name].

The File Name Entry screen appears.

#### 2 Enter the desired file name.



#### Reference

For information about how to enter characters, see the Facsimile Reference <Basic Features>.

**3 Press [OK].**

The new file name is applied.

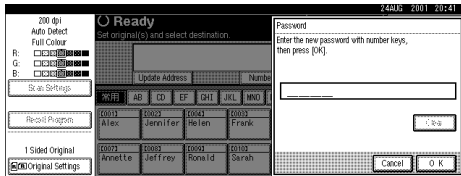
## Specifying a password

By specifying a password, only a person who knows the password can view the data.

**1 Press [Password].**

The Password Entry screen appears.

**2 Enter a password consisting of four numbers.**



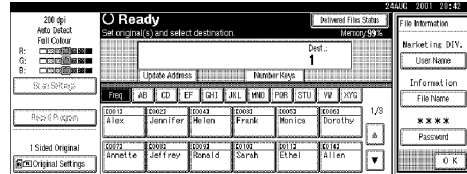
**3 Press [OK].**

The password is applied.

**Important**

- Do not forget the password. If you forget it, contact the key operators in charge of this machine.

**3 When using the network delivery scanner function, press [OK] twice to return to the original screen.**

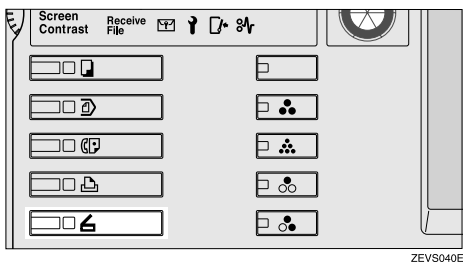




## Viewing a List of Stored Files

From the displayed list of stored files, you can delete the files stored in the Document Server or change the file information. To show the displayed list of stored files, perform the following steps.

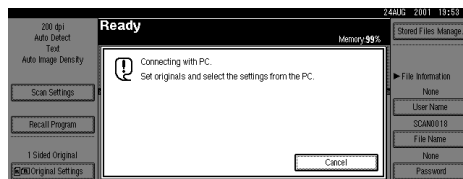
**1** Press the **[Scanner]** key.



The Scanner Function screen appears.

### Note

- ❑ If the network TWAIN scanner screen is displayed, press **[Cancel]**. This screen is displayed if "Function Priority" in the Scanner Initial Setup is set to network TWAIN scanner mode.





## 2 The displayed list of stored files appears.

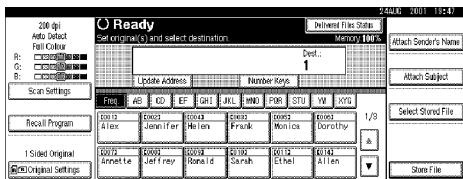
The subsequent operation steps depend on whether the network delivery scanner is used.

---

When using the network delivery scanner

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### 1 Press [Select Stored File].



### 2 Press [Manage/Delete File].

---

When using Document Server only

---

### 1 Press [Stored Files Manage.].

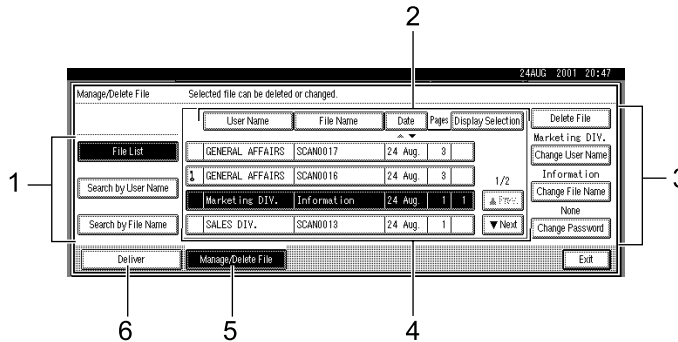




## Viewing the List

The list displayed scanned data files that are stored, has the following elements.

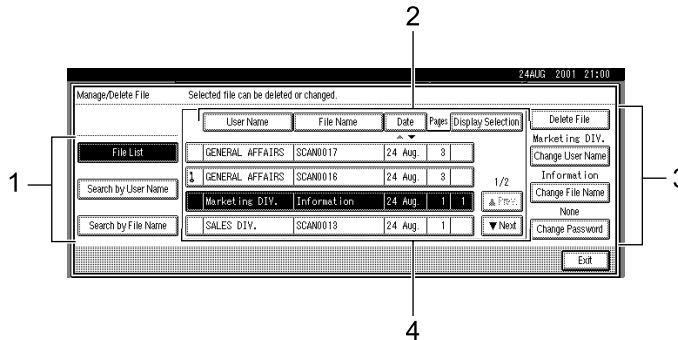
❖ When using the network delivery scanner







## ❖ When using the Document Server only



### 1. Keys for searching files

Switches to the screens for searching file by user name or file name, or to the screen for displaying of all files.

### 2. Keys for sorting files

Sorts the files using the selected item as the selected key. Selecting the same item once more causes reverse sort. However, delivery cannot be sorted in descending order.

### 3. Keys for changing file information

Use for deleting, changing the user name, file, or password of the selected file, or for checking file information.

### 4. A list of stored files

A list of stored files is displayed.

### Note

- ❑ Stored files are not shown when a function other than the scanner function is used.
- ❑ If the desired file is not visible, use [▲Prev.] or [▼Next] to scroll through the display.
- ❑ For files which are password protected, a key symbol(Ⓛ) is shown to the left of the file name.

### 5. [Manage/Delete File]

Press to manage or delete the files stored in the Document Server or change the file information.

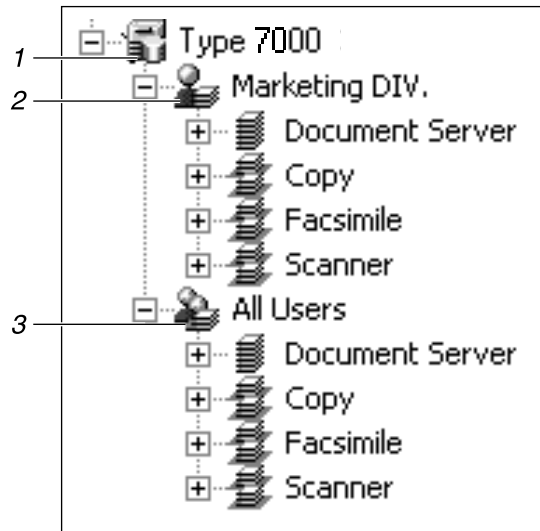
### 6. [Deliver]

Press to deliver the files stored in the Document Server. For more information, see p.77 “Delivering Stored Files”.



## 💡 Viewing a list of stored files in DeskTopBinder V2 Lite

The files stored in the Document Server are shown below in DeskTopBinder V2 Lite.



### **1. Connected device name**

Displays the files stored in the connected device on the desk tree by dividing into User name and All Users folders.

### **2. User name**

Displays only the files stored with the same user name specified in the connected device properties. The files stored from the scanner are shown on the "Scanner" folder.

### **3. All users**

Displays all files stored in the connected device.

## Searching for Files

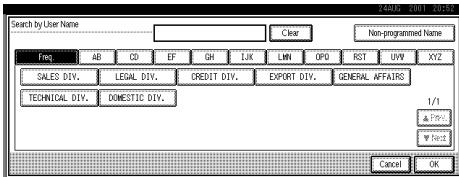
You can search for desired files from the stored files, using the user name or file name as a key.

### Searching by user name

- 1 On the list of displayed files, press [Search by User Name].

The User Name Search screen appears.

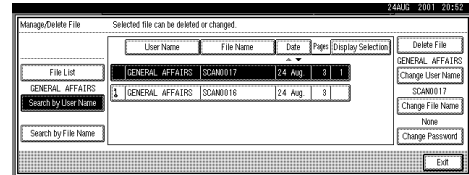
- 2 Select the user name to be used for the search.



The user names shown here are names that were programmed in System Settings under the Administrator tab. To enter user name not shown here, press [Non-programmed Name], and then enter the name.

- 3 Press [OK].

The search starts, and files whose user name starts with the entered string are displayed.

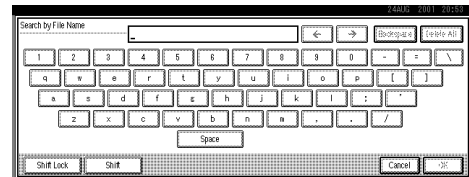


### Searching by file name

- 1 On the list of displayed files, press [Search by File Name].

The File Name Search screen appears.

- 2 Enter the file name to search for.



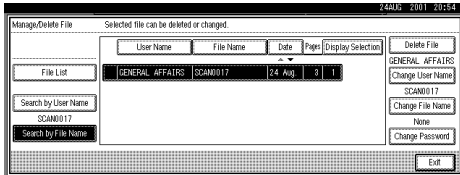
### Reference

For information about how to input characters, see the Facsimile Reference <Basic Features>.



### 3 Press [OK].

The search starts, and file whose name starts with the entered string are displayed.





## Deleting Stored Files

You can delete files that are longer needed.

### Limitation

- Delivery standby files cannot be deleted.

### Note

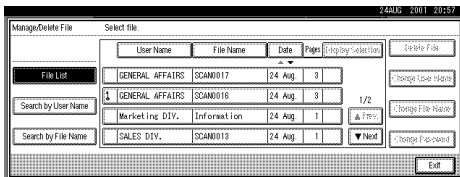
- Using a DeskTopBinder V2 Lite/Professional from the computer via a network, you can also delete the files stored in the Document Server.

### **1** Display the list of stored files.

#### Reference

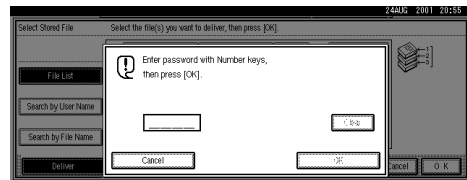
→ p.86 “Viewing a List of Stored Files”

### **2** Select the file to be deleted.

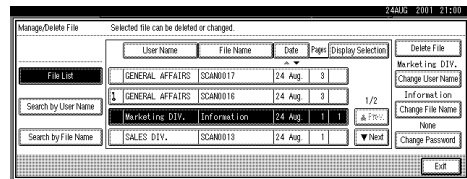


### Note

- Up to 30 files can be selected.
- When you select a password protected file, the Password Entry screen appears. Enter the correct password, and then press **[OK]**.



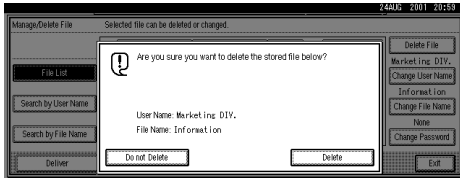
### **3** Press **[Delete File]**.



A confirmation message appears.



## 4 Press [Delete].



The file is deleted.

## 5 Press [Exit].





## Changing File Information

The information about files stored in the Document Server (user name, file name, password) can be changed.

### Limitation

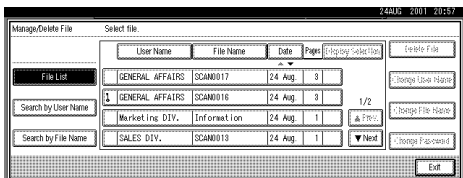
- Information about delivery standby files cannot be changed.

### 1 Display the list of stored files.

#### Reference

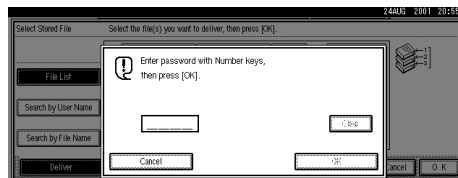
→ p.86 “Viewing a List of Stored Files”

### 2 Select the file for which you want to change the file information.



### Note

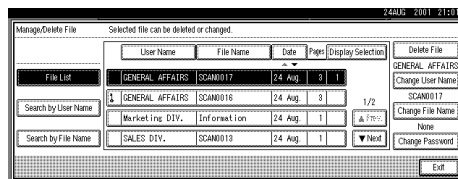
- When you select a password protected file, the Password Entry screen appears. Enter the correct password, and then press [OK].



### 3 Change the file information.

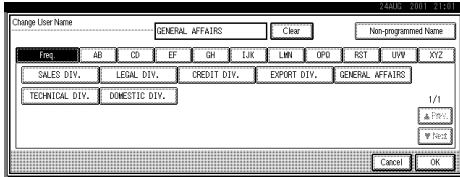
## Changing the user name

### 1 Press [Change User Name].



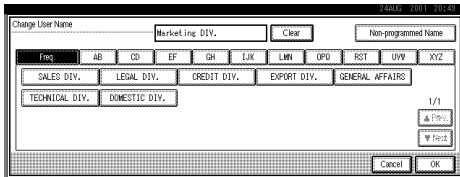
The screen for changing the user name appears.

## 2 Select the new user name.



The user names shown here are names that were programmed in System Settings under the Administrator tab. To specify a user name not shown here, press **[Non-programmed Name]**, and then enter the user name.

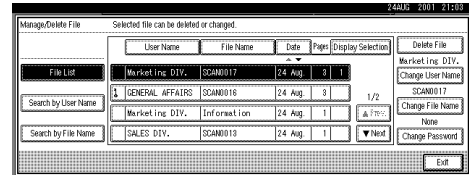
## 3 Press [OK].



The user name is changed.

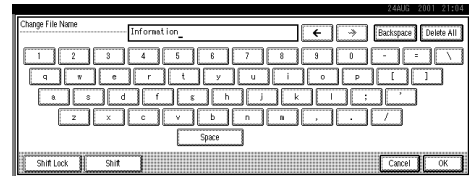
## Changing the file name

### 1 Press [Change File Name].



The screen for changing the file name appears.

### 2 Enter the new file name.



### Reference

For information about how to enter characters, see the Facsimile Reference <Basic Features>.

### 3 Press [OK].

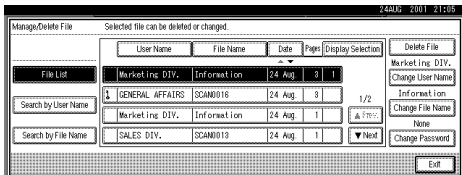
The file name is changed.



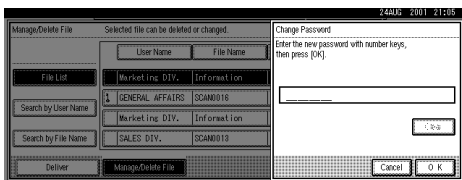


## Changing a password

### 1 Press [Change Password].



### 2 Enter the new password consisting of four numbers.



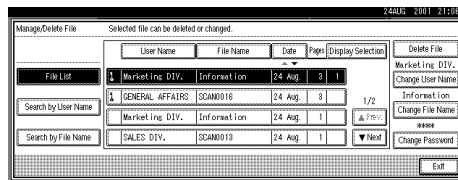
### 3 Press [OK].

The new password is stored.

### Important

- Do not forget the password. If you forget it, ask the key operators in charge of this machine.

### 4 Verify that the file information change was made as desired, and press [Exit].





## 7. Appendix

### The Relationship between the Resolution and the Data Size

The relationship between the resolution and the data size is mutually contradictory. When the resolution (dpi) is set to a high value, the scanning area becomes smaller. Inversely, when the scanning area is set larger, the resolution becomes lower.

When the network delivery scanner and Document Server are used, the relationship between the scanning resolution and the data size is shown below. If the data size is too large, the message "Exceeded max. data capacity. Check the scanning resolution." appears on the control panel of the machine. Specify the scan size and resolution again.

#### **Limitation**

- Depending on the image compression level, the maximum image size will be limited.
- For information about the relationship between the resolution and the scanning area when the machine is used as the network TWAIN scanner, see Help.

#### **When the "Text", "Text/Photo", or "Photo" is selected as the Scan Type**

All combinations up to A3/11"x17" (297mm×432mm) and 600 dpi are possible.



## ❖ When "Gray Scale" is selected as the Scan Type

The data can be scanned with combinations in the table, according to the memory capacity of the machine.

○ : When a total of 160 MB of memory is loaded

△ : When a total of 256 MB of memory is loaded

☆ : When a total of 384 MB of memory is loaded

	100 dpi	200 dpi	300 dpi	400 dpi	600 dpi
A3	○	○	○	△	☆
B4	○	○	○	○	☆
A4	○	○	○	○	△
B5	○	○	○	○	△
A5	○	○	○	○	○
B6	○	○	○	○	○
A6	○	○	○	○	○
A7	○	○	○	○	○
11x17	○	○	○	△	☆
Legal(8 <sup>1</sup> / <sub>2</sub> x14)	○	○	○	○	△
8 <sup>1</sup> / <sub>2</sub> x13	○	○	○	○	△
Letter(8 <sup>1</sup> / <sub>2</sub> x11)	○	○	○	○	△
5 <sup>1</sup> / <sub>2</sub> x8 <sup>1</sup> / <sub>2</sub>	○	○	○	○	○





## ❖ When "Full Colour" is selected as the Scan Type

The data can be scanned with combinations in the table, according to the memory capacity of the machine.

○ : When a total of 160 MB of memory is loaded

△ : When a total of 256 MB of memory is loaded

☆ : When a total of 384 MB of memory is loaded

	100 dpi	200 dpi	300 dpi	400 dpi	600 dpi
A3	○	○	☆	☆	
B4	○	○	△	☆	
A4	○	○	△	△	☆
B5	○	○	○	△	☆
A5	○	○	○	○	☆
B6	○	○	○	○	△
A6	○	○	○	○	△
A7	○	○	○	○	○
11x17	○	○	☆	☆	
Legal(8 <sup>1</sup> / <sub>2</sub> x14)	○	○	△	☆	
8 <sup>1</sup> / <sub>2</sub> x13	○	○	△	☆	
Letter(8 <sup>1</sup> / <sub>2</sub> x11)	○	○	△	△	☆
5 <sup>1</sup> / <sub>2</sub> x8 <sup>1</sup> / <sub>2</sub>	○	○	○	○	☆



## Troubleshooting

This section contains advice on what to do if you have problems scanning an original or if the network delivery scanner function does not work. Various messages that may appear on the control panel or computer are listed, along with causes and suitable countermeasures.

---

### When Scanning Is Not Performed as Expected

---

Status	Causes and Solutions
The image cannot be scanned at all.	The original was placed with the front and back reversed. Make sure that the original orientation is correct. When placed directly on the exposure glass, the side to be scanned must face down. When fed via the ADF, the side to be scanned must face up. ⇒ p.51 “Setting Originals”
The image is distorted or out of position.	<ul style="list-style-type: none"><li>• The original was moved during scanning. Do not move the original during scanning.</li><li>• The original was not pressed flat against the exposure glass. Make sure that the original is pressed flat against the exposure glass.</li></ul>
The image is scanned upside down.	The original was placed upside down. Place the original in the correct direction.
The scanned image is dirty.	The exposure glass or the exposure glass cover is dirty. Clean these parts. ⇒Maintenance Guide 1





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## Delivery Function Does Not Work

---

Status	Causes and Solutions
The Delivery Scanner Function screen is not displayed.	<ul style="list-style-type: none"><li data-bbox="701 347 1269 438">• If the network TWAIN scanner screen appears when the machine is switched to scanner operation, press <b>[Cancel]</b> to switch to the Network Scanner screen.</li><li data-bbox="701 444 1269 572">• If the display does not switch from network TWAIN scanner to network delivery scanner, the network delivery Scanner Settings are not correct. See <a href="#">p.25 “Default Settings”</a> and make the appropriate settings.</li></ul>





## When the Error Message Is Displayed on the Control Panel

### Note

- ❑ If an error message that is not contained in this section appears, turn off the main power switch of the machine, and then turn it on again. If the message is still shown, note the content of the message and the error number (if listed in the table), and contact your service representative. For information about how to turn off the main power switch, see [p.111 "Powering Off the Machine"](#).



Message	Causes and Solutions
Cannot communicate with server. Check the server status. The scanned data will be stand by.	No response from the delivery server. Possible causes are as follows: <ul style="list-style-type: none"><li>• The delivery server is not running or has not started delivery service.</li><li>• "Delivery Server IP Address" is not set correctly in System Settings.</li><li>• The delivery server does not recognize the connected device. Program a connected device in "Set I/O Device" of ScanRouter V2 Administration Utility. ⇒ScanRouter V2 Administration Utility Help</li><li>• The machine may not be correctly connected to the network. Check the LED indicators of the Ethernet board. ⇒Administrator Reference</li></ul>
Cannot detect original size. Select scan size and reset originals.	<ul style="list-style-type: none"><li>• Place the original correctly.</li><li>• Specify the scan size.</li><li>• When placing an original directly on the exposure glass, the opening/closing action of the ADF triggers the automatic original size detection process. Raise the ADF by more than 30 degrees.</li></ul>



Message	Causes and Solutions
Cannot select over 30 files at the same time.	To select more than 30 stored files, divide the operation into several times.
Cannot use destination list because the stored destinations have been found over 200.	More than 200 destinations were programmed. Keep the number at 200 or less.
Destination and sender list update has been failed. Try again?	Check whether the delivery server has started operation.
Exceeded max. data capacity. Check the scanning resolution.	Specify the scan size and resolution again. Note that it may not be possible to scan very large originals. ⇒ p.98 “The Relationship between the Resolution and the Data Size”
Exceeded max. file capacity. Delete the unnecessary stored files.	The maximum number of files that can be stored is 3000. Delete unneeded files.
Exceeded max. number of pages per file. Do you want to store the scanned pages as 1 file?	The maximum number of pages per file is 500. Specify whether to use the data or not. Scan the page that could not read once more as a new file.
Exceeded max. number of stand-by files. Try again after the data transmission is completed.	There are 50 standby files in the sending queue for the delivery server. Wait until files have been sent.
Exceeded max. page capacity per file. Only the scanned data will be transmitted.	Because the number of scanned pages reaches the maximum value for delivery, only the data already scanned is transmitted. Retransmit the remaining pages.
Memory is full. Cannot scan.	Because of insufficient hard disk capacity, the first page could not be fully scanned. Try one of the following measures. <ul style="list-style-type: none"><li>• Wait for a while and retry the scan operation.</li><li>• Reduce the scan area.</li><li>• Delete unneeded stored files.</li></ul>





Message	Causes and Solutions
<p>Memory is full. Cannot scan. Stored files delivery is only available.</p> <p> <b>Note</b> <input type="checkbox"/> These messages are shown alternately.</p>	<p>There is not enough remaining hard disk capacity. No more files can be stored. Delete unneeded files.</p>
<p>Memory is full. Delete the unnecessary stored file.</p> <p> <b>Note</b> <input type="checkbox"/> These messages are shown alternately.</p>	<p>There is not enough remaining hard disk capacity. Delete unneeded files.</p>
<p>Memory is full. Press [Transmit] to transmit the scanned data. To delete the data, press [Cancel].</p>	<p>Because there is not enough hard disk capacity in the machine, the page could only be partially scanned. Specify whether to use the data or not.</p>
<p>Memory is full. Scanning has been cancelled. Do you want to store the scanned data?</p>	<p>Because there is not enough hard disk capacity in the machine, the page could only be partially scanned. Specify whether to use the data or not.</p>
<p>Memory is full. Scanning has been cancelled. Press [Transmit] to transmit the scanned data. To delete the data, press [Cancel].</p>	<p>Because there is not enough hard disk capacity in the machine, the page could only be partially scanned. Specify whether to use the data or not.</p>
<p>No destination is programmed for this number.</p>	<p>The short ID number that can be assigned to each destination is not programmed in the delivery server. Assign a correct number to each destination.</p>
<p>No HDD is available for this function. Cannot store. Set original and select the TWAIN settings from the PC.</p>	<p>There is no HDD or the necessary HDD (HDD 40 GB) is not installed.</p>



<b>Message</b>	<b>Causes and Solutions</b>
No sender is programmed for this number.	The short ID number that can be assigned to each sender is not programmed in the delivery server. Assign a correct number to each sender.
Original misfeed. Scanning has been cancelled. Do you want to stored the scanned data?	There is a paper misfeed in the ADF. Remove the misfed original and specify whether to store the data or not.
Original misfeed. Scanning has been cancelled. Press [Transmit] to transmit the scanned data. To delete the data, press [Cancel].	There is a paper misfeed in the ADF. Remove the misfed original and specify whether to use the data or not.
Scanner is currently in use for another function. Cannot scan.	The machine is currently using the scanner for another function, such as copying. Retry the operation after the other function is completed.
Selected file is currently in use. Cannot change file name.	The name of a file that is being edited with DeskTop-Binder V2 Lite/Professional or that is in standby queue cannot be changed. Try the operation again after editing is terminated or standby was cancelled.
Selected file is currently in use. Cannot change password.	The password of a file that is being edited with DeskTop-Binder V2 Lite/Professional or that is in standby queue cannot be changed. Try the operation again after editing is terminated or standby was cancelled.
Selected file is currently in use. Cannot change user name.	The user name of a file that is being edited with DeskTop-Binder V2 Lite/Professional or that is in standby queue cannot be changed. Try the operation again after editing is terminated or standby was cancelled.



Message	Causes and Solutions
Selected file is currently in use. Cannot delete it.	A file that is being edited with DeskTopBinder V2 Lite/Professional or that is in a standby queue cannot be deleted. Try the operation again after editing is terminated or standby was cancelled.
The selected files contain the file deleted. Check the stored files status.	After sending the files, some files were deleted with DeskTopBinder V2 Lite/Professional. Perform the selection process again.
Transmission has been cancelled due to containing the deleted file. Try again after checking the stored files status.	Before sending the files, some files were deleted with DeskTopBinder V2 Lite/Professional. Perform the selection process again and resend the files.
Transmission has been failed. Insufficient memory in server.	There is not enough free space on the hard disk of the delivery server. Free up the required amount.
Transmission to the server has been failed. To confirm the result, see the <b>[Delivered Files Status]</b> .	While sending a file to the delivery server, a network error has occurred and the file could not be sent correctly. Try the operation once more.  If the message is still shown, the network may be crowded and notify the network administrator.  If multiple files were sent, use the Delivery Files Status screen to check for which file the problem occurred. ⇒ <a href="#">p.75 “Checking the Delivery Result”</a>
Transmission to the server has been failed. The data will be retransmitted later.	A network error has occurred and a file was not sent correctly to the delivery server. Wait until retry is performed automatically after a preset interval. If the retry fails again, notify the network administrator.



## When the Error Message Is Displayed on the Computer


This section describes main possible causes and actions for error messages displayed on the computer when the TWAIN driver is used.

### Note

- ❑ If an error message that is not contained in this section appears, turn off the main power switch of the machine, and then turn it on again. If the message is still shown after scanning is executed again, note the content of the message and the error number (if listed in the table), and contact your service representative. For information about how to turn off the main power switch, see [p.111](#) “Powering Off the Machine”.

Message	Causes and Solutions
[Cannot connect to the scanner. Check the network Access Mask settings in User Tools.]	The access mask is set. Notify the network or scanner administrator.
[Cannot detect the paper size of the original. Specify the scanning size.]	<ul style="list-style-type: none"><li>• Place the original correctly.</li><li>• Specify the scan size.</li><li>• When placing an original directly on the exposure glass, the opening/closing action of the ADF triggers the automatic original size detection process. Raise the ADF by more than 30 degrees.</li></ul>
[Cannot find the scanner. Check if the scanner main power is on.]	Check whether the machine is connected to the network correctly.
[Cannot find the scanner used for the previous scan. Another scanner will be used instead.]	Check whether the power switch of the previously used scanner is turned on. Reselect the scanner.
[Cannot save to the default file.]	The default file cannot be overwritten. Save to another file.



Message	Causes and Solutions
[Error has occurred in the scanner.]	Check whether the scanning settings specified by application exceed the setting range of the machine.
[Error has occurred in the scanner driver.]	<ul style="list-style-type: none"><li>• Check whether a network cable is connected correctly to the computer.</li><li>• Check whether the Ethernet board of the computer is recognized correctly by Windows.</li><li>• Check whether your computer can use TCP/IP protocol.</li></ul>
[Insufficient memory. Close all applications, then restart scanning.]	Terminate the unnecessary application started by the computer.
[Insufficient memory. Reduce the scanning area.]	<ul style="list-style-type: none"><li>• Reset the scan size.</li><li>• Lower the resolution.</li><li>• Set with no compression. ⇒ p.33 “Making Scanner Settings”</li></ul> <p> <b>Note</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> The chart "The Relationship between the Resolution and the Scanning Area" in Help for halftone scanning might not always apply. Scanning cannot be performed if large values are set for brightness when using halftone or high resolution.</li><li><input type="checkbox"/> When paper misfeed occurs in the machine during printing, scanning cannot be performed. In this case, after the misfed paper has been removed, proceed with scanning.</li></ul>



Message	Causes and Solutions
<b>[No response from the scanner.]</b>	<ul style="list-style-type: none"><li>• Check whether the machine is connected to a network correctly.</li><li>• The network is crowded. Reconnect after a while.</li></ul>
<b>[No User Code is registered. Consult your system administrator.]</b>	Access is restricted by user code. Notify the system administrator of the machine.
<b>[Please call your service representative.]</b>	An unrecoverable error has occurred in the machine. Call your service representative.
<b>[Please wait.]</b>	The machine is making preparations. Wait for a while. The machine starts scanning automatically.
<b>[Scanner is in use for other function. Please wait.]</b>	The machine is used by the function other than the scanner function such as copy or the machine is warming up. Wait for a while and reconnect.
<b>[Scanner is in use by other user. Please wait.]</b>	Other user uses the machine to scan the original. Wait for a while and reconnect.
<b>[Scanner is not available. Check the scanner connection status.]</b>	<ul style="list-style-type: none"><li>• Check whether the main power switch of the machine is turned off.</li><li>• Deselect the personal firewall function of the client computers.</li></ul>
<b>[Scanner is not ready. Check the scanner and the options.]</b>	Check whether the ADF cover is closed.
<b>[The name is already in use. Check the registered names]</b>	You try to register the name that is already in use. Use another name.
<b>[The scanner power is off.]</b>	<ul style="list-style-type: none"><li>• Check whether the main power switch of the machine is turned on.</li><li>• Check whether the machine is connected to the network correctly.</li></ul>



## Powering Off the Machine

Peripheral devices such as the HDD and memory are used by a variety of functions. Correct power-off procedures must be observed in order to avoid damaging these peripherals. Also, remember that powering off the machine may result in loss of any scan data that is awaiting transmission.

This section explains procedures and precautions to be observed when turning off the machine's main power.



### Reference

For more information, see "Turning On and Off the Power" in Administrator Reference.

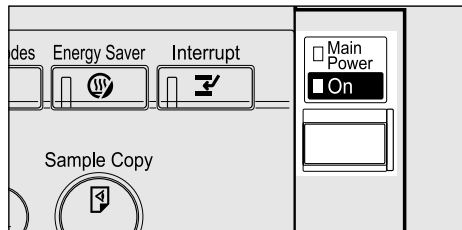
---

## Turning Off the Operation Switch

---

**1** Make sure that the exposure glass cover or ADF are closed.

**2** Press the Operation Switch and check that the power indicator goes off.



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### Note

- Under the following conditions, pressing the Operation Switch causes the power indicator to flash instead of going out.
  - The exposure glass cover or ADF is open.
  - Communication is taking place between the machine and a connected device.
  - The HDD is operating.



## Turning Off the Main Power Switch

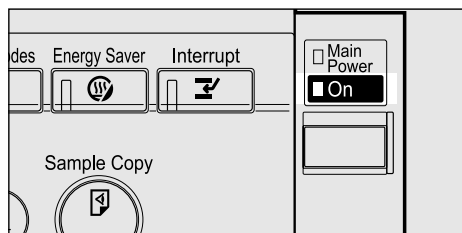
### Preparation

Normally do not turn off the main power. If you turn off the main power, see the Important below in advance.

### Important

- Do not turn off the main power switch if the power indicator is lit or flashing. Damage to the HDD or memory may result.
- Unplug the machine before turning off the main power switch. Damage to the HDD or memory may result.
- Before turning off the main power switch or unplugging the machine, check the memory remaining is 100%. After about 1 hour passes after the main power switch is turned off or the machine is unplugged, undelivered documents contained in fax memory will be lost. ⇒ "When Power is Turned Off or Fails" in the Facsimile Reference <Advanced Features>

- 1** Make sure that the power indicator goes off.



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- 2** Turn off the main power switch to make the main power indicator go off.





## When Connected With Dial-up Access

When the machine is connected to a network, observe the following points when setting up the machine or changing settings.

For more details, see the documentation and Help for ScanRouter V2 Lite/Professional and DeskTopBinder V2 Lite/Professional.

### ❖ When a dial-up router is connected in a network environment

The settings for the delivery server to be connected must be made appropriately for the machine with Auto Document Link, or DeskTopBinder V2 Lite/Professional. In addition, appropriately set up connected devices with the I/O settings of ScanRouter V2 Administration Utility.

If the network environment changes, make the necessary changes for the delivery server with the machine, administration utility of client computers, Auto Document Link, and DeskTopBinder V2 Lite/Professional. Also, set the correct information for the connected device with the I/O settings of Administration Utility.

### Important

- When the software is set up to connect to the delivery server via a dial-up router, the router will dial and go online whenever connection to the delivery server is initiated. Telephone charges may be incurred.



## ❖ When connected to a computer that uses dial-up access

- Do not install ScanRouter V2 Lite/Professional on a computer which uses dial-up access.
- When using ScanRouter V2 Lite/Professional, DeskTopBinder V2 Lite/Professional, Auto Document Link, or TWAIN driver on a computer with dial-up access, dial-up may be performed when connecting to the delivery server and other equipment, depending on the setup. If the computer is set up to connect to the Internet automatically, the confirmation dialog box will not appear, and telephone charges may be incurred without the user being aware of it. To prevent unnecessary dial-ups, the computer should be set up so that the confirmation dialog box is always displayed before establishing a connection. Do not make unnecessary dial-ups when using the above listed software.

## ❖ When working in a WAN environment

In a WAN environment, do not use the Auto Document Link or other administration utility installed on a client computer. In some network environments, time-out may occur and normal delivery may not be possible.



## Specifications

Scan method	Flat bed scanning
Image sensor type	CCD
Scan type	Sheet, book
Interface	Ethernet, IEEE 1394 (IP over 1394), Wireless LAN
Maximum scan size	A3/11"x17" (297mm×432mm)
Scan density	600 dpi
Scan density range	<ul style="list-style-type: none"><li>❖ <b>When used as network TWAIN scanner</b><ul style="list-style-type: none"><li>• Setting range: 100 dpi - 1200 dpi</li></ul></li><li>❖ <b>When used as network delivery scanner</b><ul style="list-style-type: none"><li>• Setting range: 100 dpi, 200 dpi, 300 dpi, 400 dpi, 600 dpi</li></ul></li></ul>
Maximum number of files and pages	<ul style="list-style-type: none"><li>❖ <b>Storage</b><ul style="list-style-type: none"><li>• When extended HDD (40 GB) is used Maximum number of files: 1,000 Maximum number of pages: 2,000 (Up to 500 pages per file)</li></ul></li><li>❖ <b>Delivery</b><ul style="list-style-type: none"><li>• When extended HDD (40 GB/20 GB) is used Maximum number of files: 100 Maximum number of pages: 1,500 (Up to 500 pages per file)</li><li>• When extended HDD (40 GB/20 GB) is not used (Up to 160 pages per file)</li></ul></li></ul>



# INDEX

## A

---

- Auto Document Link, 48
- Automatic tilt correction, 66
- Auto Run program, 39

## C

---

- Checking the delivery result, 75
- 【Check Modes】** key, 16
- 【Clear Modes】** key, 16
- 【Clear/Stop】** key, 17
- Common key operations, 20
- Compression (Black & White), 34
- Compression (Gray Scale/Full Colour), 34

## D

---

- Default settings, 25
- Delivery option, 35
- Delivery/Store connection time out, 34
- DeskTopBinder V2 Lite, 44, 46, 61
- Display, 16
- Display Contents
  - Document Server*, 19
  - Network Delivery Scanner*, 19
  - Network TWAIN Scanner*, 18
- Document Server, 14

## E

---

- 【Energy Saver】** key, 17
- 【#】** Enter key, 17

## F

---

- Function keys, 17
- Function priority, 33
- Function status indicator, 17

## I

---

- Image density, 29
- Indicators, 16
- Initial scanner setup, 25
- Installing Software, 39

## L

---

- List displays
  - Delivery*, 67
  - Stored*, 88

## M

---

- Main power indicator, 17
- Mixed original sizes priority, 35
- Mode, 63



## N

---

- Network delivery scanner, 12
- Network TWAIN scanner, 10
- Number keys, 17

## O

---

- Operation Switch, 17
- Original orientation and scan area setting, 58
- Original orientation priority, 35
- Original setting, 35

## P

---

- Placing the original in the Automatic Document Feeder (ADF), 55
- Placing the original on the exposure glass, 53
- Power indicator, 17
- Preparations
  - Document Server*, 24
  - Network Delivery Scanner*, 22
  - Network TWAIN Scanner*, 21
- Preview, 64
- Printing to the image, 66

## R

---

- Resolution, 28

## S

---

- SADF auto reset timer, 35
- Save, 65
- Scanning mode registration, 66
- Scanning originals, 62
- ScanRouter V2 Lite, 48
- Scan size, 28
- Scan type, 28
- Selecting a custom size, 31
- Setting Scanner Features, 28
- Software supplied on CD-ROM, 45
- [Start]** key, 17
- Store data, 79
- Stored files
  - Changing file information*, 95
  - Delete*, 93
  - Delivering*, 77
  - Search*, 91



## T

---

- The relationship between the resolution and the data size, 98
- Troubleshooting, 101
- Type3800C/Type7000 Scanner TWAIN Driver, 45

## U

---

- 【User Tools/Counter】** key, 16

## V

---

- Viewing a list of stored files in DeskTopBinder V2 Lite, 90





In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

**I** means **POWER ON.**

**⏻** means **STAND BY.**



### Declaration of Conformity

“The Product complies with the requirements of the EMC Directive 89/336/EEC and its amending directives and the Low Voltage Directive 73/23/EEC and its amending directives.”

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- \* **The product name of Windows<sup>®</sup> Me is Microsoft<sup>®</sup> Windows<sup>®</sup> Millennium Edition (Windows Me).**
- \* **Product names of Windows<sup>®</sup> XP are as follows.**
  - Microsoft<sup>®</sup> Windows<sup>®</sup> XP Professional
  - Microsoft<sup>®</sup> Windows<sup>®</sup> XP Home Edition
- \* **Product names of Windows<sup>®</sup> 2000 are as follows.**
  - Microsoft<sup>®</sup> Windows<sup>®</sup> 2000 Advanced Server
  - Microsoft<sup>®</sup> Windows<sup>®</sup> 2000 Server
  - Microsoft<sup>®</sup> Windows<sup>®</sup> 2000 Professional
- \* **Product names of Windows NT<sup>®</sup> are as follows.**
  - Microsoft<sup>®</sup> Windows NT<sup>®</sup> Server 4.0
  - Microsoft<sup>®</sup> Windows NT<sup>®</sup> Workstation 4.0

