



Authorized Send User's Guide

Version 3.0



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Preface

Thank you for purchasing the Authorized Send software application. Please read this manual thoroughly before operating the product on your MEAP enabled device to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How to Use This Manual

This manual assumes that the reader has a good understanding of MEAP (Multifunctional Embedded Application Platform). This manual does not provide instructions for the PC, device, or application installation and configuration. For instructions on installing the Authorized Send application, see the *Authorized Send Installation and Configuration Guide*.

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, and instructions that should be observed for safety.



IMPORTANT

Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly, and avoid damaging the machine.

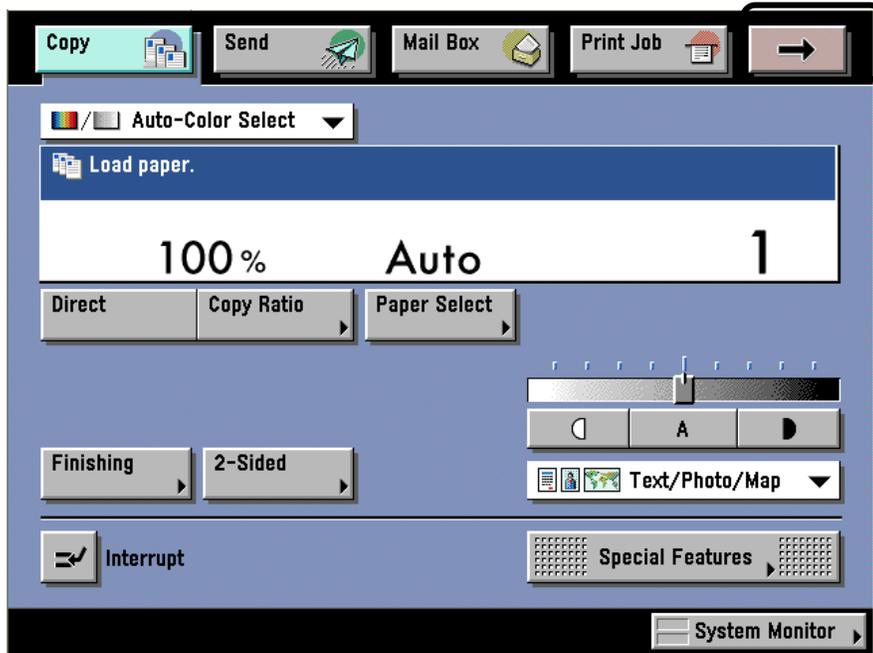


NOTE

Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Keys Used in This Manual

Keys for using the machine's main functions are located on the top of the touch panel display. To use any of the desired function's features, you must first press the key or application tab for the desired function. Press [→] (arrow key) to access installed MEAP applications.



On the MEAP Application screen, there may be several application tabs that you can select. Select only the proper tab for the application that you want to use.

The application tab for Authorized Send is:



The following symbols and key names are a few examples of how keys to be pressed are represented in this manual:

Touch Panel Display Keys: [Key Name]
Examples: [Scan]
 [Cancel]

Control Panel Keys: Key Icon (Key Name)
Examples: Ⓞ (Start)
 Ⓢ (Stop)

Displays Used in This Manual

Screen shots of the touch panel display used in this manual are those taken when Authorized Send is running on the Color imageRUNNER 5185, unless otherwise specified.

The keys that you should press are marked with a circle, as shown below.

When multiple keys can be pressed on the touch panel display, all keys are marked.

Example:

1. Press [Scan to Folder].



Hyperlinks

When this manual is in its native PDF form, the blue underlined text represents a hyperlink to the corresponding sections of this manual or to external Web sites.

For example: See [Chapter 1, "Introduction."](#)

Likewise, all entries in the Table of Contents are hyperlinks.

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Chapter 1 Introduction

Authorized Send is a customized MEAP application. It should be installed and operated on a Canon MEAP enabled device. Authorized Send enables an authenticated user to scan documents to an e-mail address, a fax server, or a specified folder or directory on the network.

MEAP is a software platform embedded in Canon imageRUNNER machines that enables the development of custom applications, which run alongside native imageRUNNER functions, such as Copy, Print, and Scan.

MEAP, developed by Canon, is based on Sun Microsystems' Java and Java 2 Micro Edition technology.

“MEAP device” is the MEAP enabled Canon imageRUNNER that is running the Authorized Send application. It may also be referred to as “MEAP imageRUNNER” or “machine.”



IMPORTANT

- Authorized Send only requires users to be authenticated to use its application, and does not interfere with the device's built-in functions, such as Copy and Mail Box.
- For instructions on installing and configuring Authorized Send, see the *Authorized Send Installation and Configuration Guide*.

1.1 Basic Operations

This section describes the flow of operations and how to log on to the Authorized Send application on your MEAP enabled imageRUNNER or Color imageRUNNER.

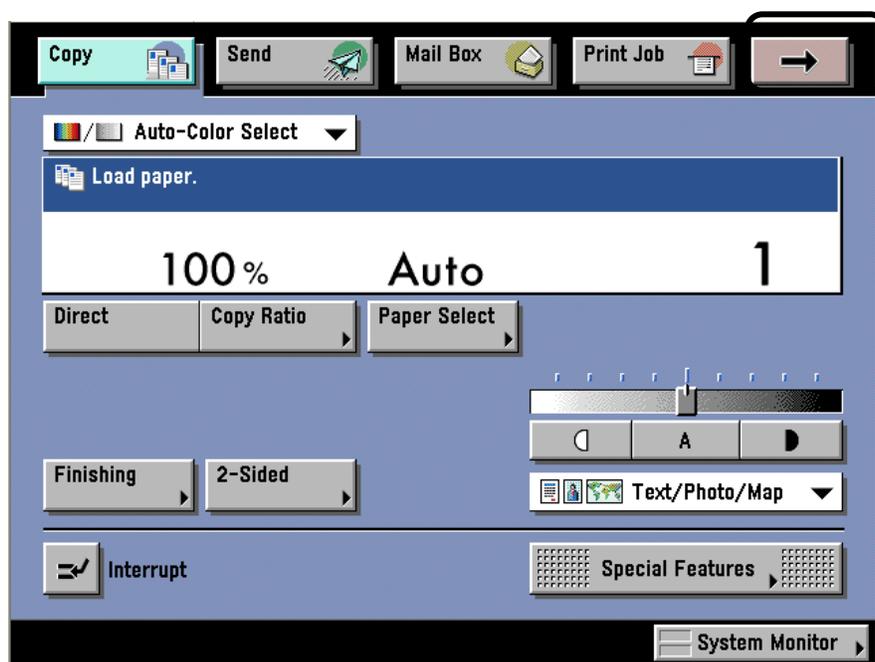
1.1.1 Flow of Operations

Authorized Send enables you to scan a document and send it via e-mail or send it to a fax server, or save the document to a folder or directory on a shared file server. You can also specify scanning settings, such as the paper size, resolution, brightness, and file format.

IMPORTANT

- Pressing [→],  (Reset),  (Additional Functions), [System Monitor], or  (Energy Saver) will automatically log off the Authorized Send application. This is also true if a procedure in the Authorized Send application exceeds the set Auto Clear time. (See Chapter 2, “Installing and Configuring Authorized Send,” in the *Authorized Send Installation and Configuration Guide*.)
- If Department ID Management is set to ‘On’, or an optional card reader is being used to authenticate users in the machine, enter your Department ID and password, or insert a control card. For instructions on setting up Department ID Management, or using an optional control card, see the *Reference Guide* that came with your machine.

1. Press [→] until the [Authorized Send] tab appears.



2. Press the [Authorized Send] tab.

The LOGIN screen is displayed.

3. Enter your User Name and Password → select the domain from the Domain drop-down list → press [Login].



The screenshot shows a mobile application interface. At the top, there is a dark blue header with the text "Authorized Send" and a right-pointing arrow. Below the header, the main content area has a light blue background and is titled "LOGIN". The text "Please Login to Access Authorized Send" is centered. There are three input fields: "User Name" (with a text prompt "Please touch the field to enter characters."), "Password" (with a text prompt "Please touch the field to enter characters."), and "Domain" (a drop-down menu). A "Login" button is located at the bottom right of the form. At the very bottom of the screen, there is a "System Monitor" button with a right-pointing arrow.

The MAIN Screen is displayed.

 NOTE

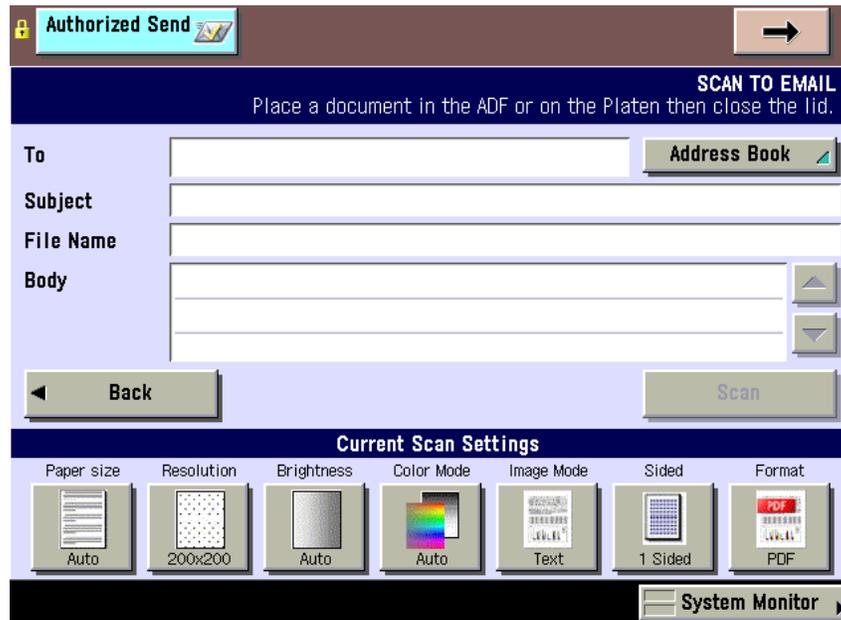
For instructions on entering your user name and password, see [“Using the Login Screen,”](#) on p. 16.

4. Place your originals → press [Scan to E-Mail], [Scan to Fax], or [Scan to Folder].

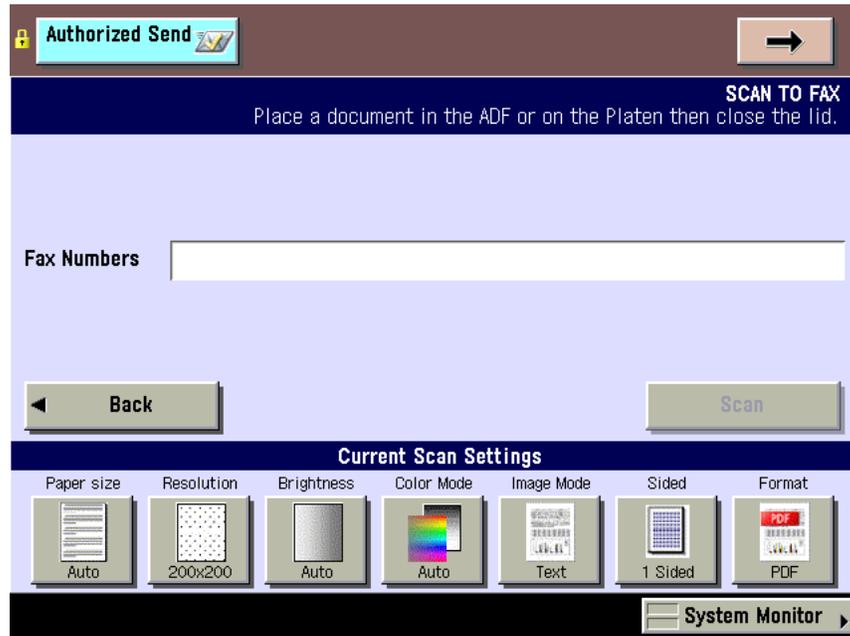


5. Specify the destination(s).

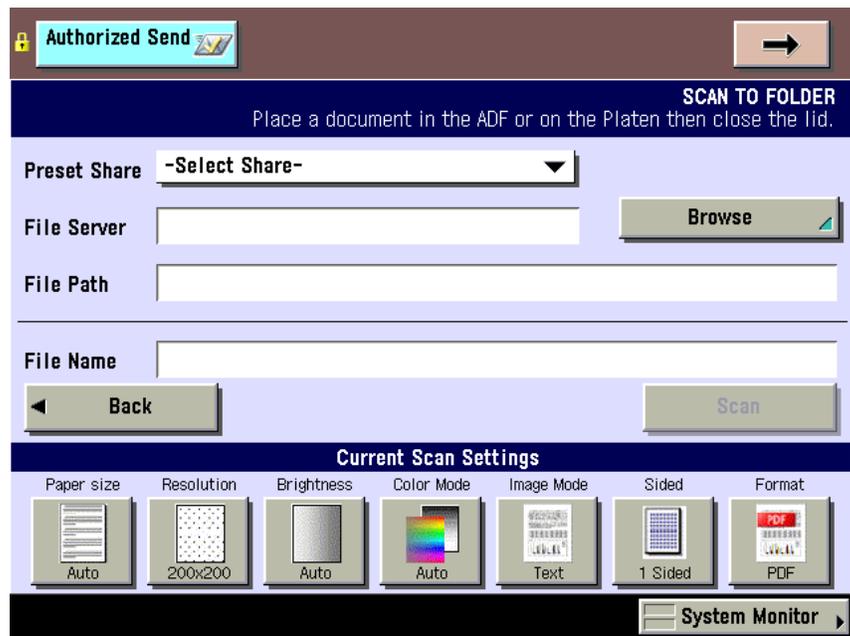
- 5.1 If you are scanning to an e-mail address, manually enter the e-mail address, or select a destination from the Address Book. (See [“Scanning to an E-mail Address,”](#) on p. 27.)



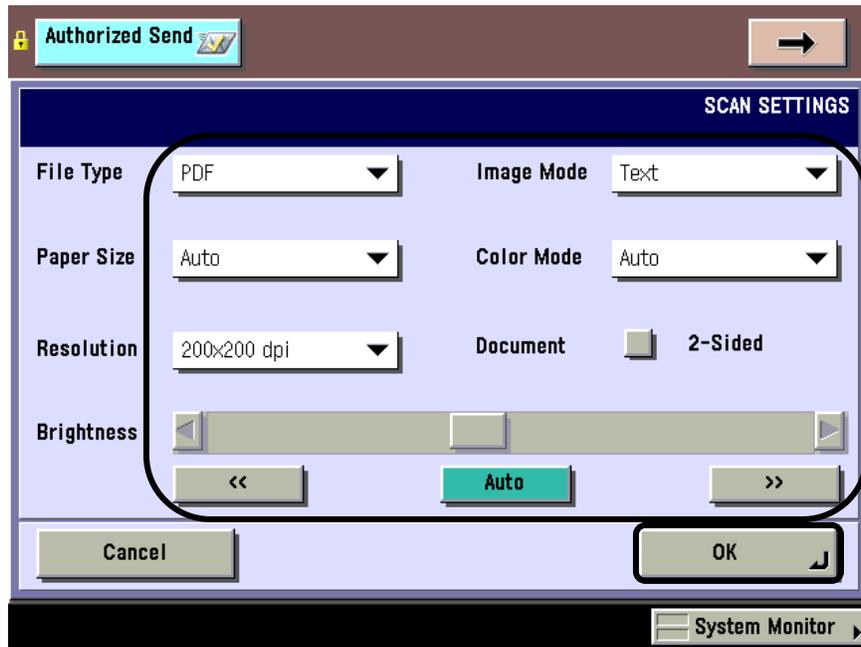
- 5.2 If you are scanning to a fax server, manually enter the fax number. (See [“Scanning to a Fax Server,”](#) on p. 34.)



- 5.3 If you are scanning to a folder, select a Preset Share folder → manually specify the File Server and File Path text boxes, or browse to the desired folder. (See [“Scanning to a Folder,”](#) on p. 38.)



6. Select any scan settings key on the SCAN TO EMAIL, SCAN TO FAX, or SCAN TO FOLDER screen → specify the desired scan settings → press [OK].



 NOTE

For instructions on specifying the scan settings, see [“Specifying Scan Settings.”](#) on p. 48.)

7. Press [Scan] or  (Start).

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

 IMPORTANT

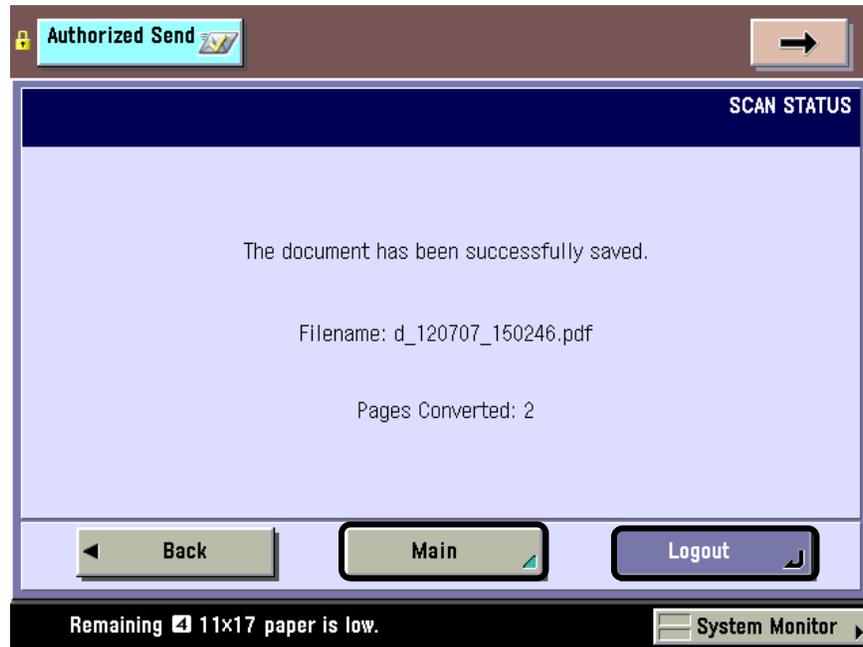
- If you are scanning to an e-mail address, and the recipient [To] text box is left blank, the scanned document will be sent to the current user if E-mail CC to self is enabled on the Authorized Send Configuration screen. (See Chapter 2, “Installing and Configuring Authorized Send,” in the *Authorized Send Installation and Configuration Guide*.)
- If you are scanning to a folder and the [File Server] or [File Path] text box is left blank, [Scan] will be disabled.
- If the [File Name] text box is left blank, a time stamp with the sender’s user’s name is used for the file name.
- If you do not want to scan the current document, press [Back], and the display returns to the MAIN screen.

 NOTE

To cancel scanning, press [Cancel] on the SCAN STATUS screen, or press  (Stop).

8. If you want to scan another document, press [Main] → repeat steps 5-7.

If scanning is complete, press [Logout].



9. Remove your originals.

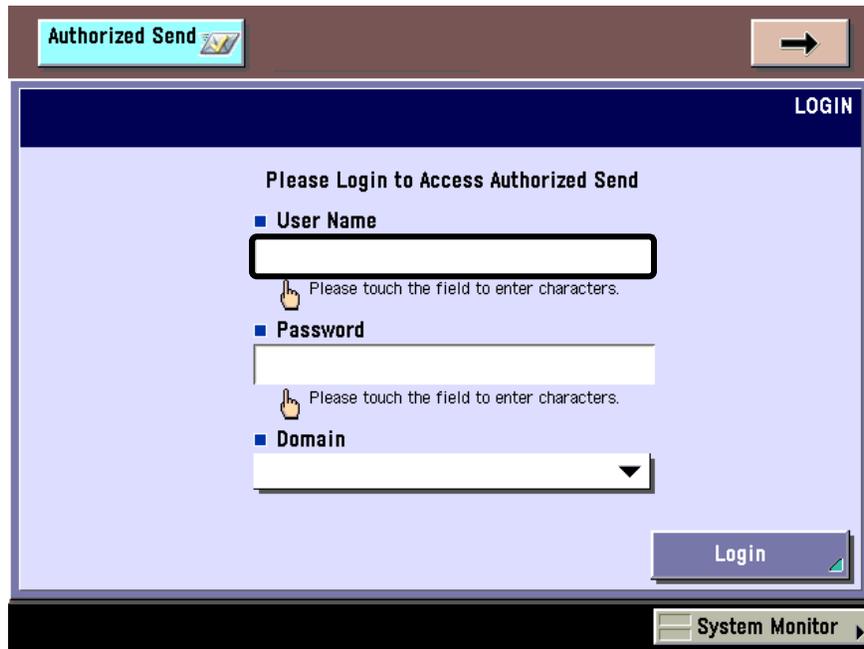
1.1.2 Using the Login Screen

You must be a registered user to log on to the Authorized Send application.

IMPORTANT

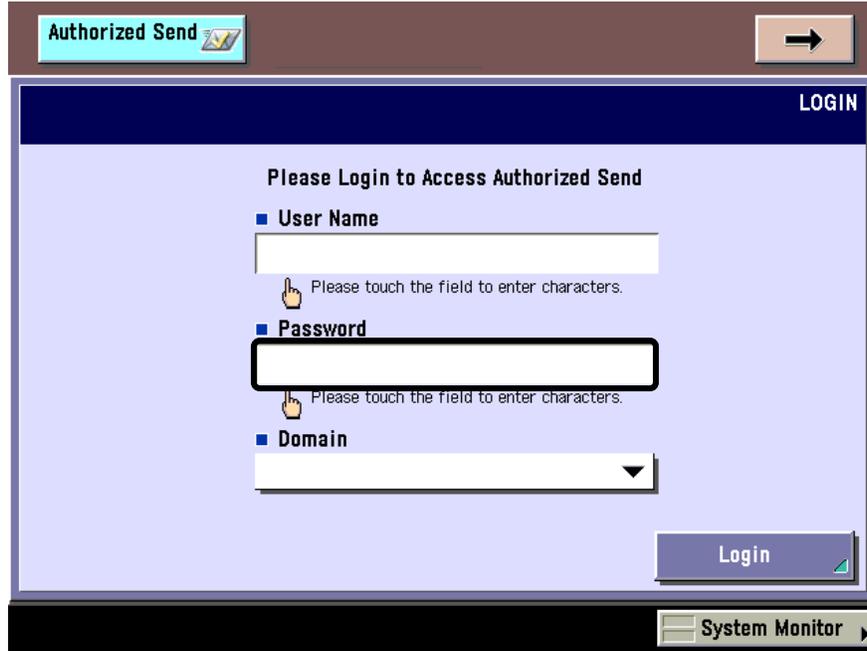
Pressing [→], (Reset), (Additional Functions), [System Monitor], or (Energy Saver) will automatically log off the Authorized Send application. This is also true if the Authorized Send application times out, which is configured by setting the Auto Clear Time mode on the machine. (For instructions on setting the Auto Clear Time mode, see Chapter 2, “Installing and Configuring Authorized Send,” in the *Authorized Send Installation and Configuration Guide*.)

1. Press the [User Name] text box.

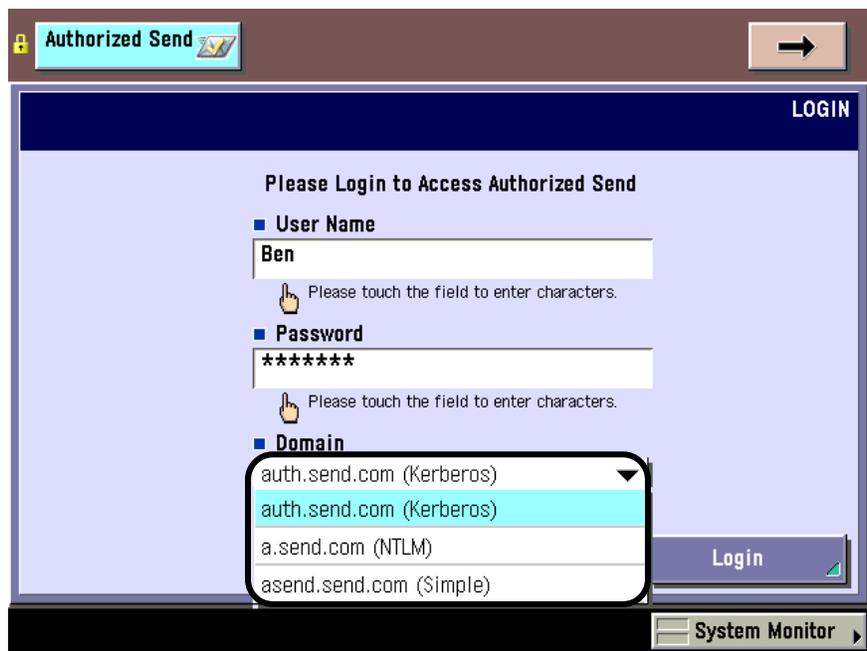


2. Enter the user name → press [OK].

3. Press the [Password] text box.



4. Enter the password → press [OK].
5. Select the domain you want to log on to from the Domain drop-down list.



6. Press [Login].



If the user name or password you entered is incorrect, you will hear an audible beep, and an error message will be displayed. Enter the correct user name and password.

If you are authenticated successfully, Authorized Send's MAIN screen appears.

1.1.3 Using the MAIN Screen

When you log on to Authorized Send, the MAIN screen of Authorized Send is displayed on the machine's touch panel display.

1.1.3.1 Functions on the MAIN Screen

From the MAIN screen, you can select the Scan to E-Mail, Scan to Fax, or Scan to Folder function, and log off Authorized Send.



The appearance of the MAIN screen may vary, depending on the Authorized Send configuration and status. For example, the functions of Authorized Send can be enabled or disabled. For more information on configuring Authorized Send, see the *Authorized Send Installation and Configuration Guide*.



Scan to Fax is disabled (default).



Scan to Folder is disabled.



Scan to E-Mail is disabled.

 **NOTE**

If two of the functions of Authorized Send are disabled at once, the MAIN screen is not displayed, and the display for the only enabled function appears. For example, if the Scan to Fax and Scan to Folder functions are disabled, the Scan to E-Mail screen is displayed when you successfully log on to Authorized Send.

1.1.3.2 Messages on the MAIN Screen

The MAIN screen notification messages are displayed on the MAIN screen in the upper right hand portion. If an error occurs during the authentication process, it will be displayed here.

For example, if an address book server has not been configured for Authorized Send, you cannot use the Scan to E-Mail or Scan to Fax functions. [Scan to E-Mail] and [Scan to Fax] are grayed out, and a message appears in the notification area.



 NOTE

For more information on configuring Authorized Send, see the *Authorized Send Installation and Configuration Guide*.

1.1.4 Canceling a Job

You can cancel a job from the touch panel display or by pressing  (Stop) on the control panel.

There are three ways to cancel a job:

1. Cancel before the scanner takes in any documents.
2. Cancel while the scanner is scanning documents.
3. Cancel after all pages have been scanned, and the document is being converted and transmitted.

1.1.4.1 Canceling before Scanning

You can cancel a job before it is scanned.

1. Press  (Stop).

The display returns the SCAN TO EMAIL, SCAN TO FAX, or SCAN TO FOLDER screen.

1.1.4.2 Canceling While Scanning

You can cancel a job while it is being scanned.

1. Press [Cancel] on the SCAN STATUS screen or press  (Stop).



The display returns the SCAN TO EMAIL, SCAN TO FAX, or SCAN TO FOLDER screen.

1.1.4.3 Canceling While Converting

You can cancel a job while the file is being converted to PDF.

1. Press [Cancel] on the SCAN STATUS screen or press  (Stop).



The conversion stops at the current page and sends the partially completed document. The display returns to the SCAN STATUS screen.

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Chapter 2 Using Authorized Send

This chapter describes how to use the Scan to E-Mail, Scan to Fax, and Scan to Folder functions of the Authorized Send application.

2.1 Sending Documents

There are three methods for sending documents. You can scan a document to an e-mail address, fax server, or shared folder stored on a server. When you scan to an e-mail address, you can optionally enter a subject line, message body text, and a file name. When you scan to a fax server, you can enter multiple fax numbers to send to. When you scan to a folder, you can select a preset share, or enter the path to the file server manually.

Documents can be sent without changing any of the scan settings, or you can configure them to suit your needs. (See [“Specifying Scan Settings,”](#) on p. 48.)

2.1.1 Scanning to an E-Mail Address

You can scan a document and send it as an attached file in an e-mail message. You can optionally add the document’s name, a subject line, and message body text. Also, depending on the device model, the scanned document can be sent as a TIFF or PDF file.



IMPORTANT

If you are using Microsoft Exchange Server 2000 or 2003, and a sending error occurs, contact your system administrator.



NOTE

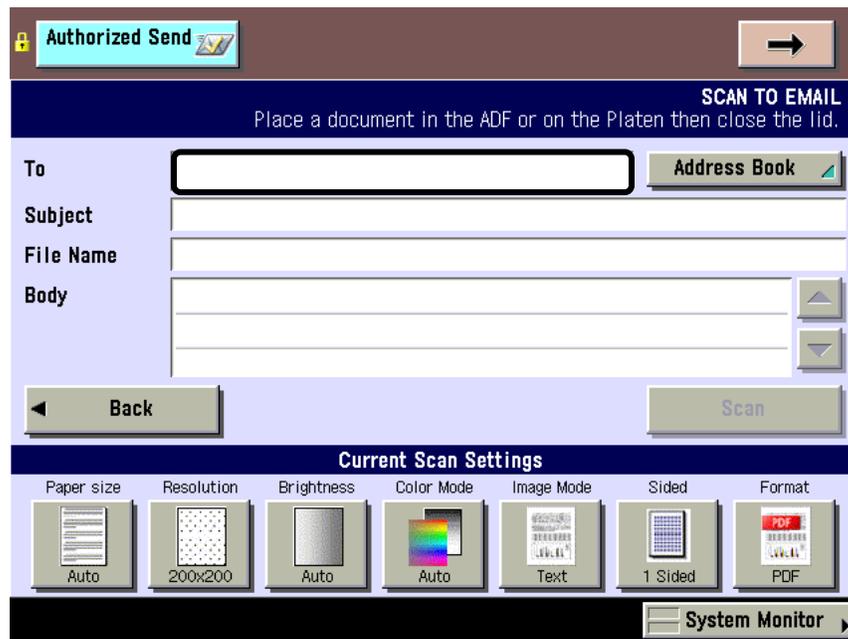
When scanning to an e-mail address, if the recipient [To] text box is left blank, the scanned document will be sent to the current user if E-mail CC to self is enabled on the Authorized Send Configuration screen. (See Chapter 2, “Installing and Configuring Authorized Send,” in the *Authorized Send Installation and Configuration Guide*.)

1. Press [Scan to E-Mail].

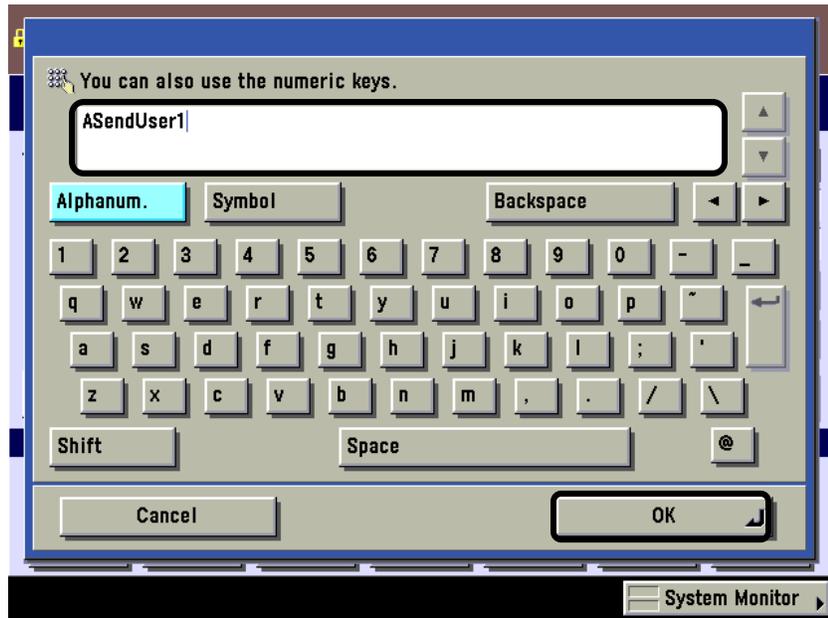


2. Place your originals → specify the destination.

- 2.1 To manually specify the e-mail address, press the [To] text box.

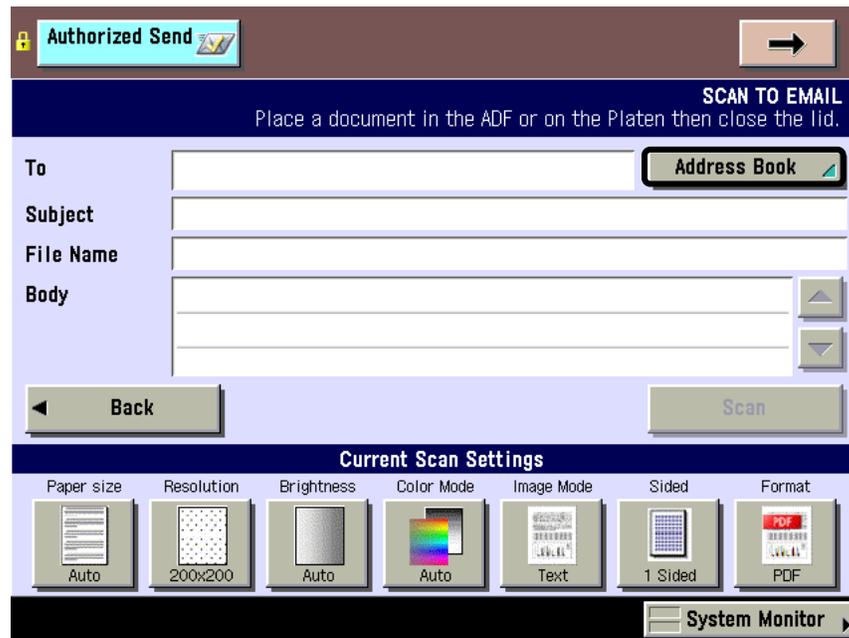


2.1.1 Enter a valid e-mail address → press [OK].



To enter multiple e-mail addresses, separate each e-mail address by a comma or semicolon.

2.2 To specify the e-mail address via the Address Book, press [Address Book].



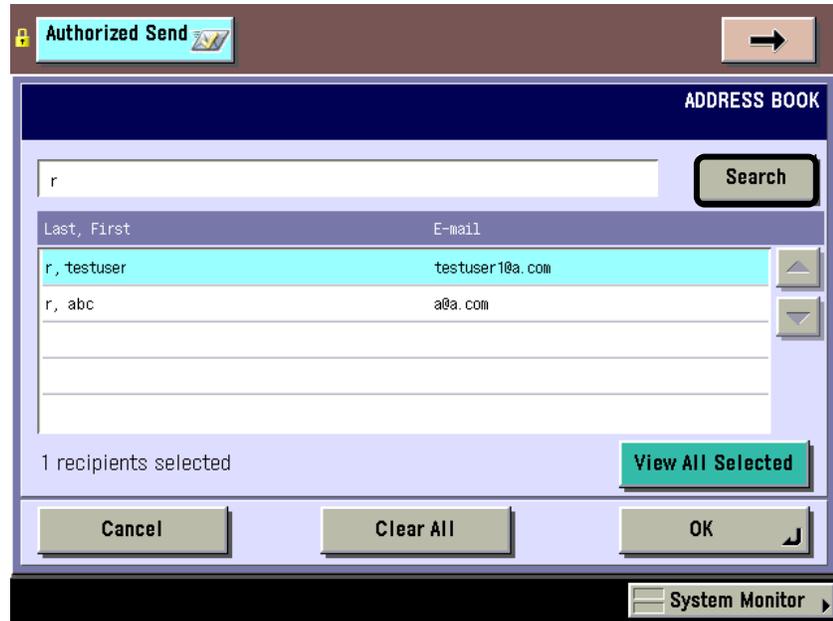
- 2.2.1 Select the desired destinations from the Address Book → press [OK].



You can select multiple destinations. By default, any entries with e-mail addresses matching those already entered in the [To] text box on the SCAN TO EMAIL screen will be highlighted.

If the desired destination is not displayed, press [▼] or [▲] to scroll to the desired destination.

You can also press the [Search] text box → enter a complete or partial last name → press [Search] to search for a destination in the Address Book.



 NOTE

- To cancel a selected destination, select the destination again to clear the highlighting.
- Press [View All Selected] to view all of the currently selected addresses that were either entered manually or selected from the Address Book. Press [View All Selected] again to return to the previously displayed list.
- Press [Clear All] to deselect all of the selected e-mail addresses.
- If you do not want to select addresses from the Address Book, press [Cancel].

3. If necessary, press the [Subject] text box → enter the subject of the e-mail message → press [OK].

A maximum of 255 characters can be entered for the subject.

4. If necessary, press the [File Name] text box → enter the document's name → press [OK].

A maximum of up to 255 characters can be entered for the file name.

 **IMPORTANT**

If a file name is not entered, the user's name and a time stamp are used for the file name.

5. If necessary, press the [Body] text box → enter the message body text → press [OK].

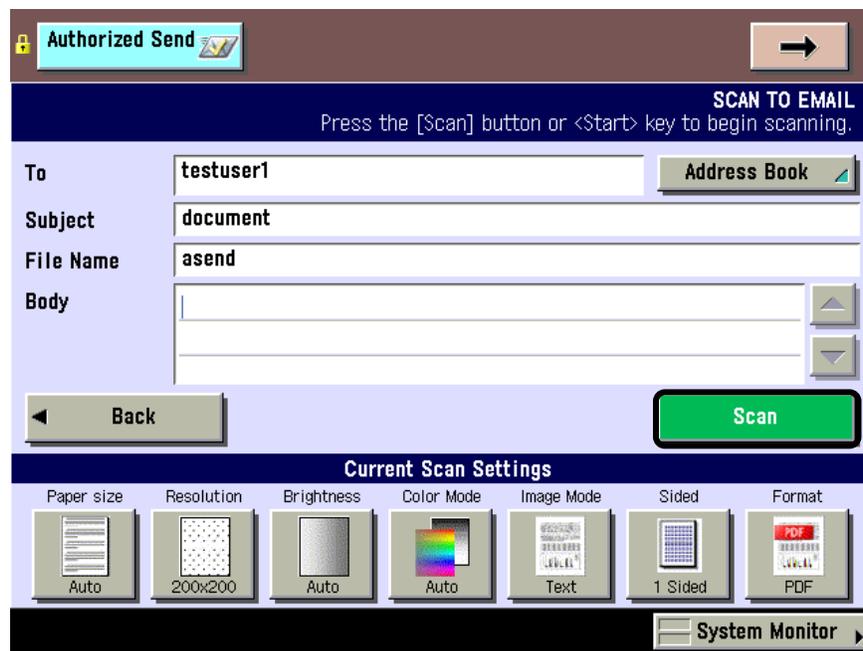
A maximum of 255 characters can be entered for the message's body text.

6. Press any scan settings button on the SCAN TO EMAIL screen → specify the scan settings.

 **NOTE**

For instructions on specifying scan settings, see [“Specifying Scan Settings,”](#) on p. 48.

7. Press [Scan] or  (Start).



Scanning starts.

The scanned document is sent to the specified destination(s) when scanning is complete, and the message <The document has been delivered successfully.> is displayed.

 **IMPORTANT**

- If the recipient [To] text box is left blank, the scanned document will be sent to the current user if E-mail CC to self is enabled on the Authorized Send Configuration screen. (See Chapter 2, “Installing and Configuring Authorized Send,” in the *Authorized Send Installation and Configuration Guide*.)
- If you do not want to scan the current document, press [Back] on the SCAN TO EMAIL screen (or [Logout] if Scan to E-Mail is the only feature enabled), and the display returns to the MAIN screen (or the LOGIN screen).

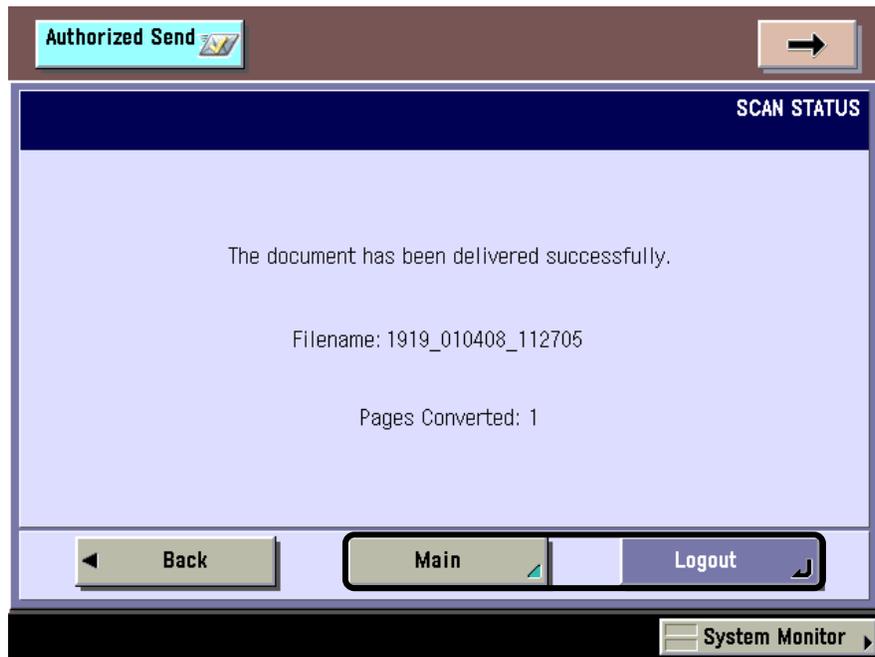
 **NOTE**

To cancel scanning, press [Cancel] on the SCAN STATUS screen, or press  (Stop).

8. If you want to scan another document, press [Main] on the SCAN STATUS screen → repeat the procedure from step 1.

If Scan to E-Mail is the only feature enabled, press [Back] → repeat the procedure from step 2.

If you do not want to scan any more documents, press [Logout].



2.1.2 Scanning to a Fax Server

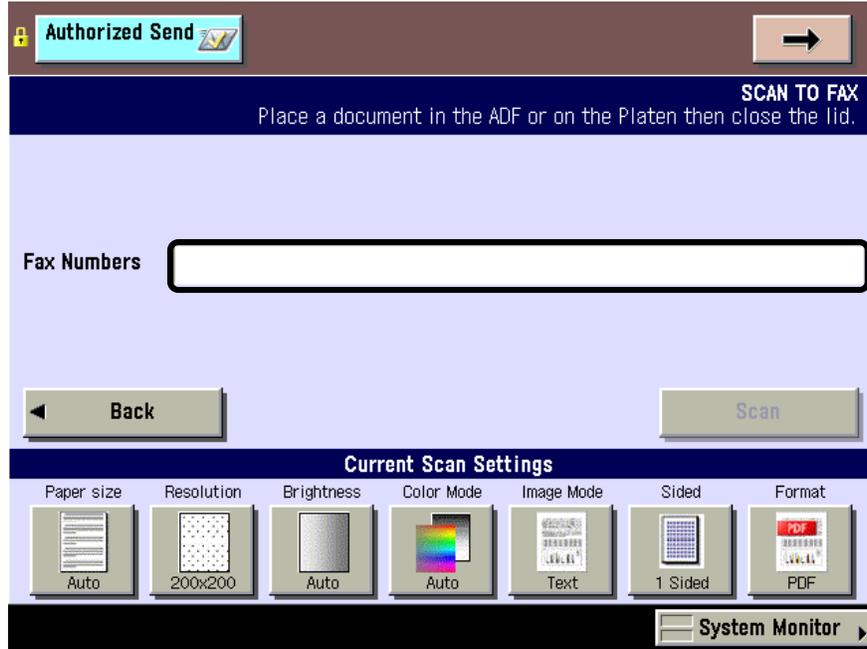
You can scan a document and send it as a fax. You can enter multiple fax numbers on the SCAN TO FAX screen, and the address of the previously configured fax server is automatically appended to each fax number when you send the document.

1. Press [Scan to Fax].



2. Place your originals.

3. Press the [Fax Numbers] text box.



4. Enter the fax number using the keys on the touch panel display → press [OK].

To enter multiple fax numbers, separate each fax number by a comma or semicolon.

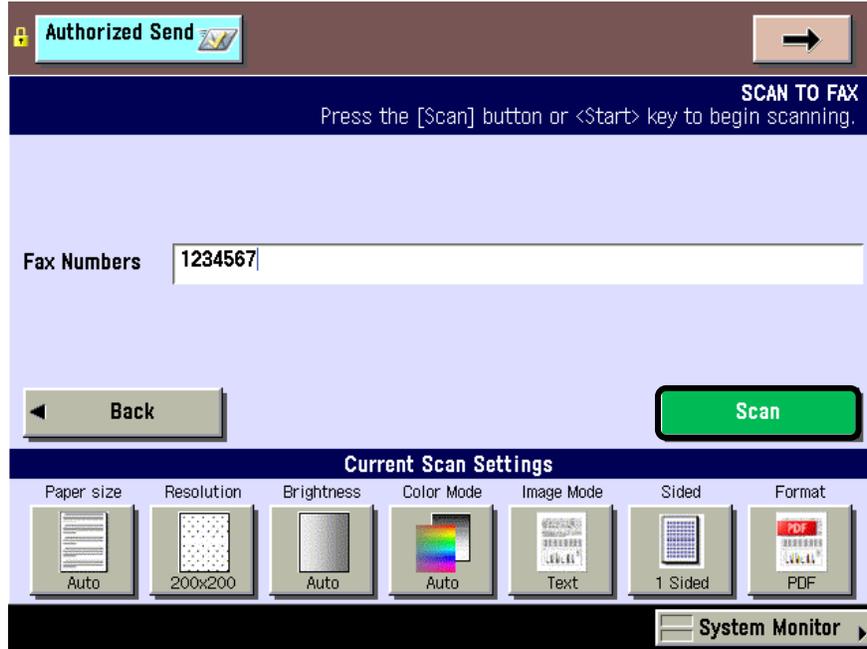
You can also use ⓪ – ⑨ (numeric keys) to enter numbers after you press the [Fax Numbers] text box.

5. Press any scan settings button on the SCAN TO FAX screen → specify the scan settings.

 NOTE

For instructions on specifying scan settings, see [“Specifying Scan Settings.”](#) on p. 48.

6. Press [Scan] or ⏻ (Start).



Scanning starts.

The scanned document is sent to the specified destination(s) when scanning is complete, and the message <The document has been delivered successfully.> is displayed.

 **IMPORTANT**

- If there is no fax number entered in Fax Numbers, [Scan] is grayed out and cannot be selected.
- If there are no documents placed in the feeder or on the platen glass, [Scan] is grayed out and cannot be selected.
- If you do not want to scan the current document, press [Back] on the SCAN TO FAX screen (or [Logout] if Scan to Fax is the only feature enabled), and the display returns to the MAIN screen (or the LOGIN screen).

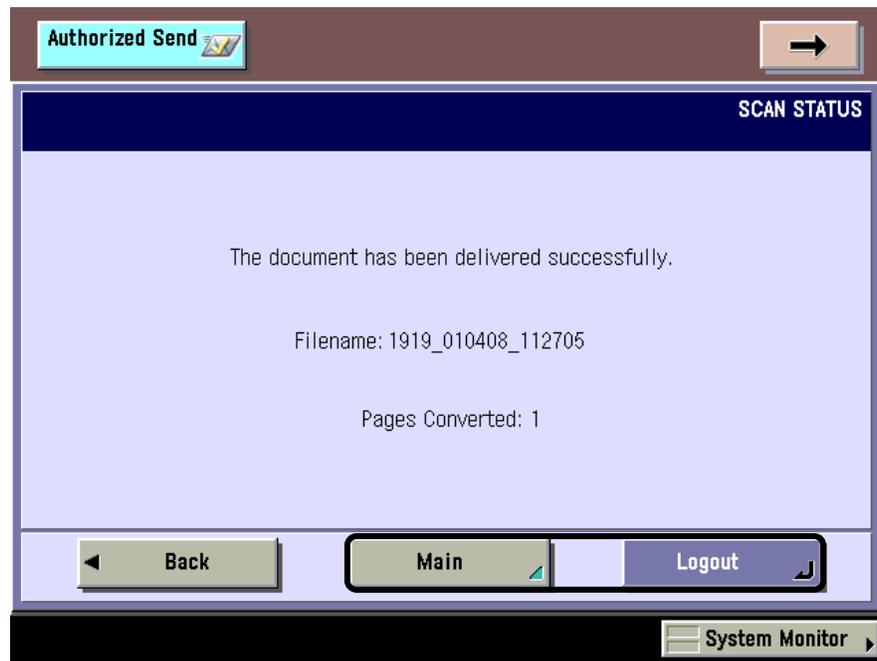
 **NOTE**

To cancel scanning, press [Cancel] on the SCAN STATUS screen, or press  (Stop).

7. If you want to scan another document, press [Main] on the SCAN STATUS screen → repeat the procedure from step 1.

If Scan to Fax is the only feature enabled, press [Back] → repeat the procedure from step 2.

If you do not want to scan any more documents, press [Logout].

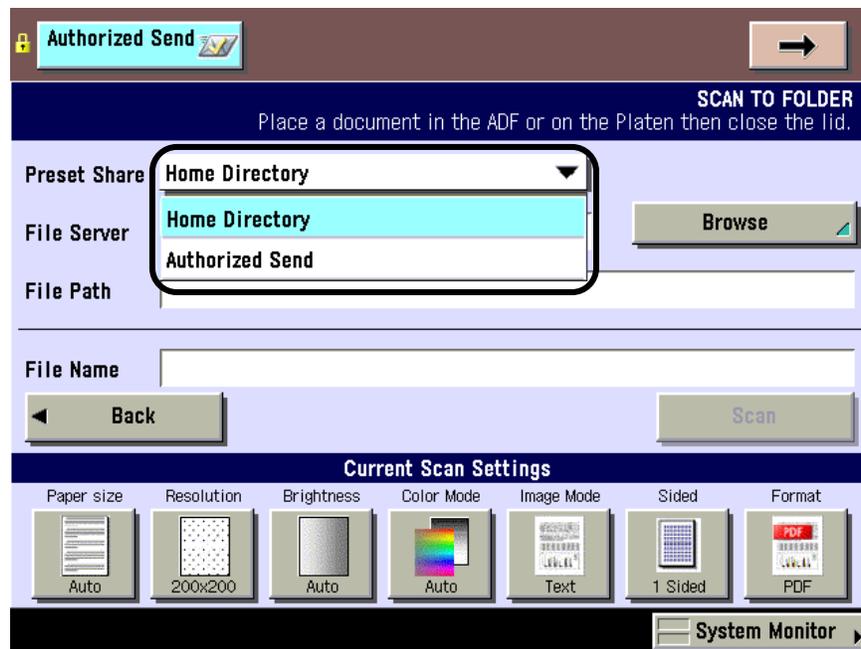


2.1.3 Scanning to a Folder

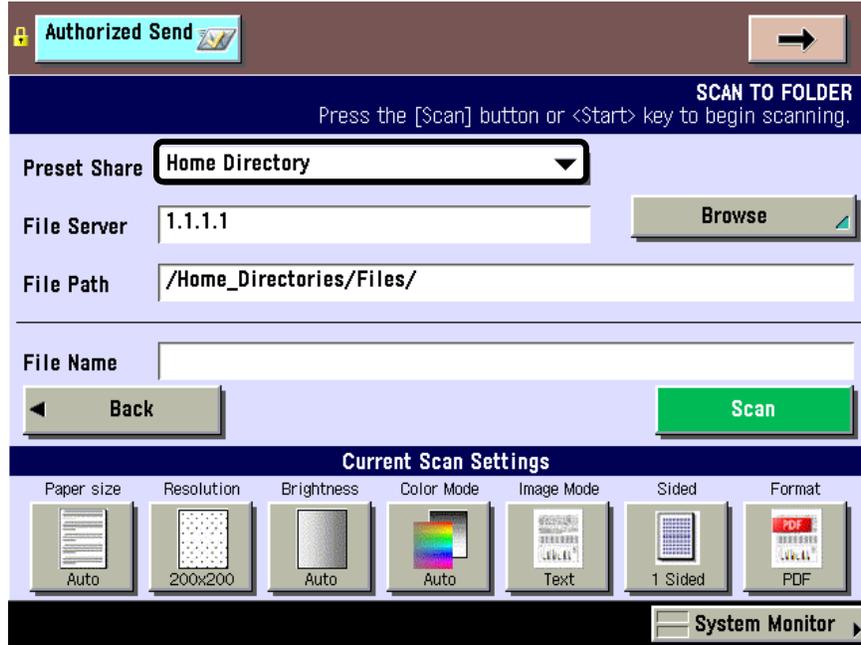
To be able to scan a document and save it in a shared folder on the network, shared folders and directories must already be set up on your file server. Please contact your system administrator if necessary. However, if you know that a folder exists on the file server, you may browse for the folder, or enter the file path manually.

2.1.3.1 Specifying a Shared Folder

1. Press [Scan to Folder].
2. Place your originals → press the Preset Share drop-down list.



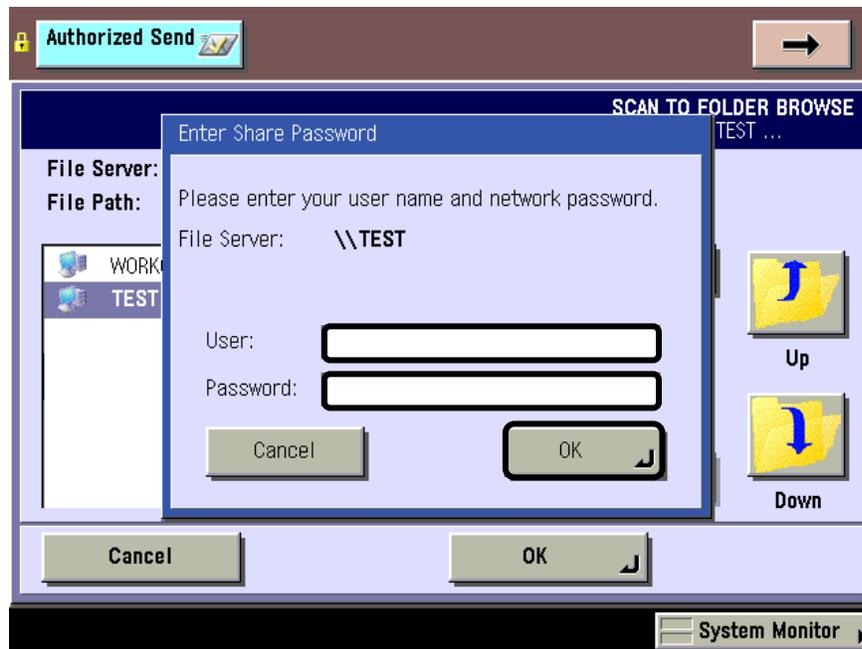
3. Select the shared folder in which you want to save your document.



The [File Server] and [File Path] text boxes are automatically populated.

IMPORTANT

You must have explicit rights to access a shared folder. If you do not have explicit rights to the selected share, you must be authenticated to the share you are trying to access. Enter your user name and network password → press [OK] on the Enter Share Password pop-up screen.



4. If necessary, press the [File Name] text box → enter the file name → press [OK].

A maximum of 255 characters can be entered for the file name.

 **IMPORTANT**

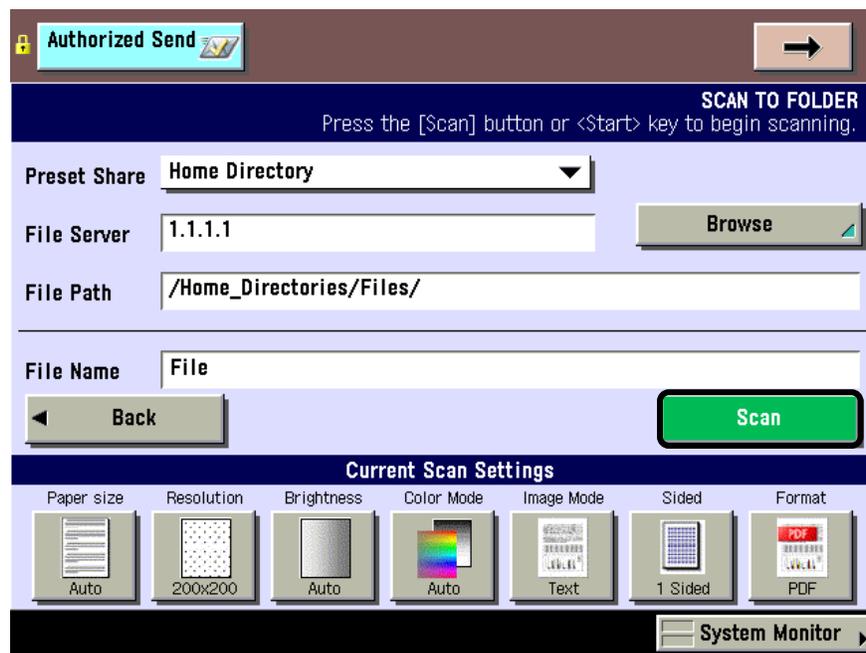
If a file name is not entered, the user's name and a time stamp are used for the file name.

5. Press any scan settings button on the SCAN TO FOLDER screen → specify the scan settings.

 **NOTE**

For instructions on specifying scan settings, see [“Specifying Scan Settings.”](#) on p. 48.

6. Press [Scan] or  (Start).



Scanning starts.

The scanned document is sent to the specified folder on the network when scanning is complete, and the message <The document has been delivered successfully.> is displayed.

 **IMPORTANT**

- If the File Server or File Path text box is empty, [Scan] and  (Start) will be disabled.
- If you do not want to scan the current document, press [Back] on the SCAN TO FOLDER screen (or [Logout] if Scan to Folder is the only feature enabled), and the display returns to the MAIN screen (or the LOGIN screen).

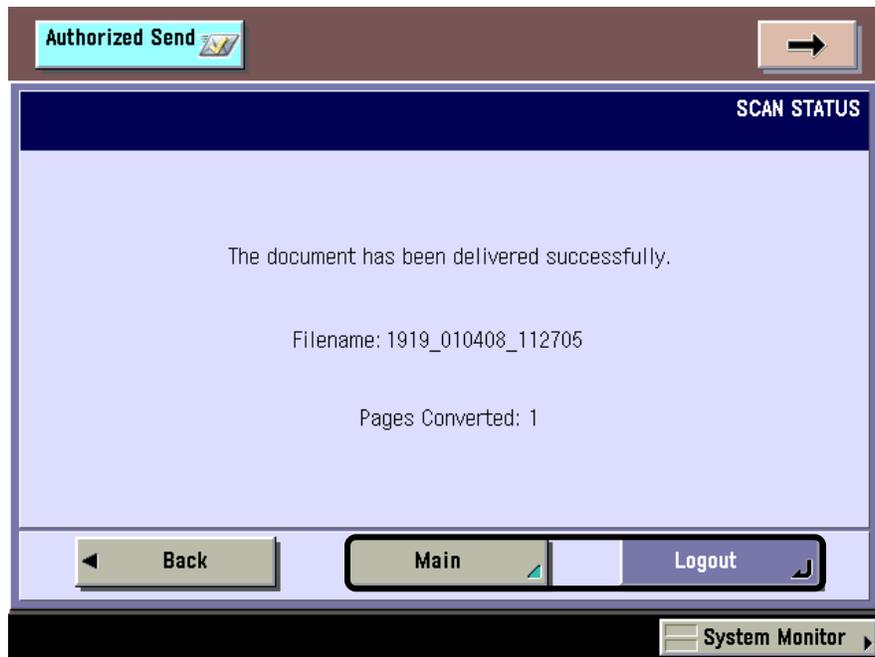
 **NOTE**

To cancel scanning, press [Cancel] on the SCAN STATUS screen, or press  (Stop).

7. If you want to scan another document, press [Main] on the SCAN STATUS screen → repeat the procedure from step 1.

If Scan to Folder is the only feature enabled, press [Back] → repeat the procedure from step 2.

If you do not want to scan any more documents, press [Logout].



2.1.3.2 Specifying a Folder Using the Browse Key

If the desired folder is not specified as a preset share on the SCAN TO FOLDER screen, and you know that the desired folder exists on the network, you can browse for the folder using the [Browse] key, or manually enter the file server and file path.

IMPORTANT

You must enter a known shared folder on the server to which you have access rights before you can browse for folders on a server. If nothing is entered in the [File Server] text box and you press [Browse], you will only see the names of the workgroups, domains, or file servers on the network. You will not be able to view the directory hierarchy.

1. Press [Scan to Folder].

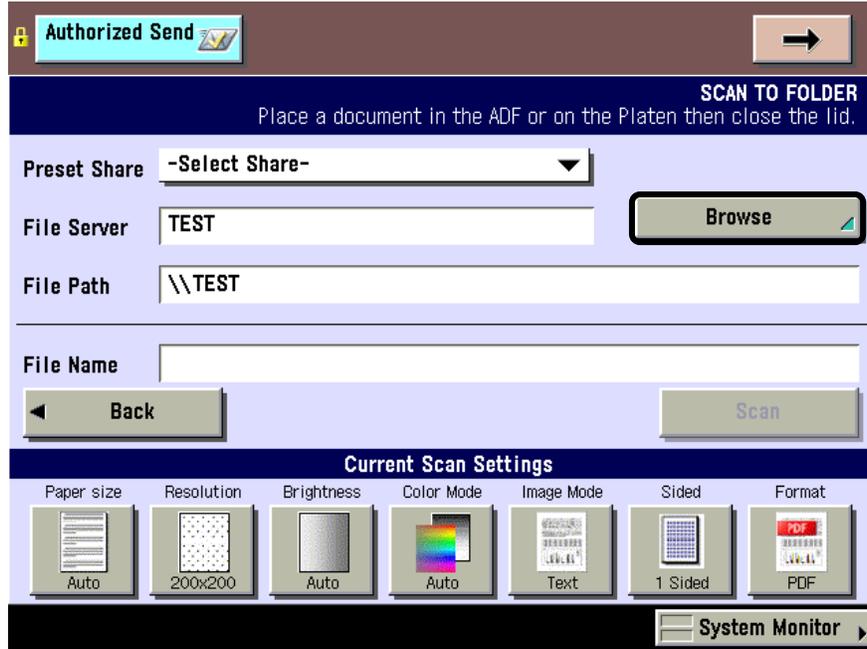
If necessary, see the screen shot in step 1 of [“Specifying a Shared Folder,”](#) on p. 38.

2. Press the [File Server] text box → enter the name of the file server you want to browse → press [OK].
3. Press the [File Path] text box → enter the file path → press [OK].

IMPORTANT

You only have to specify the first level shared folder in the root directory.

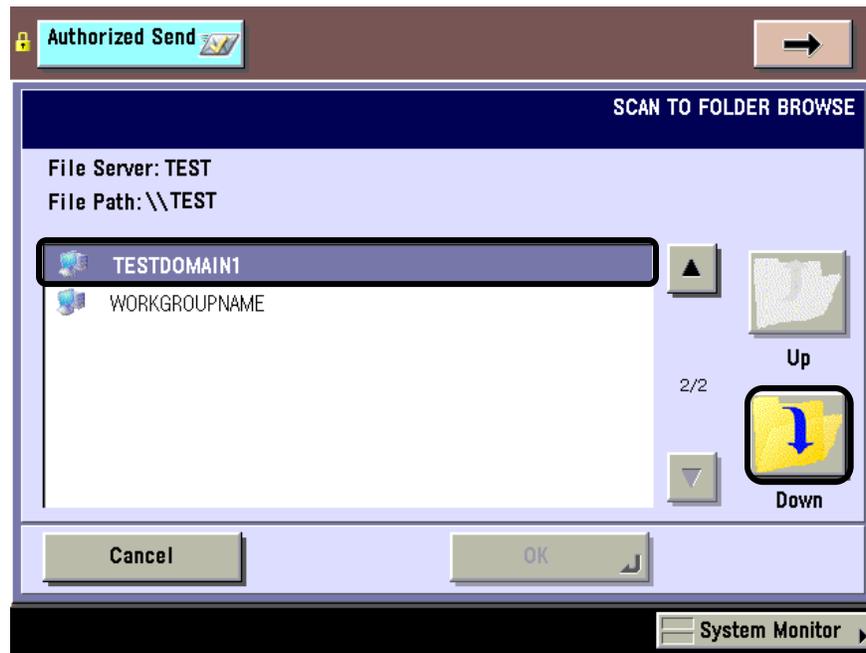
4. Press [Browse].



 **IMPORTANT**

Access to servers, domains, and folders depends on your user rights. Contact your system administrator if you cannot browse to a desired folder.

5. Select the desired workgroup or folder → press [Down].



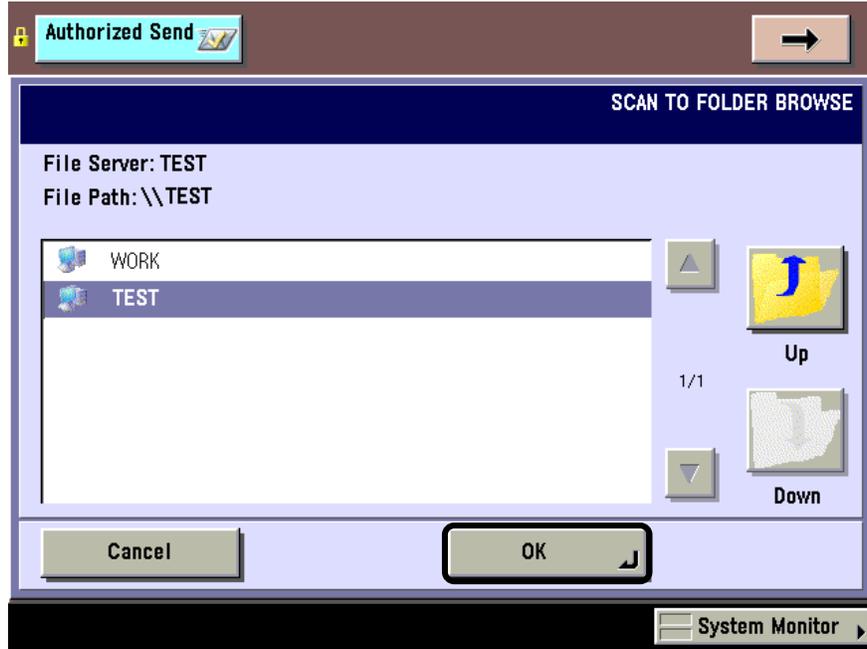
To move up one level in the directory tree, press [Up].

If the desired workgroup or folder is not displayed, press [▼] or [▲] to scroll to the desired workgroup or folder.

 NOTE

File Path is updated to indicate the selected server and path.

6. Press [OK].



The selected file server and file path appear on the SCAN TO FOLDER screen.

 NOTE

If you do not want to scan to the selected folder, press [Cancel].

7. If necessary, press the [File Name] text box → enter the file name → press [OK].

A maximum of up to 255 characters can be entered for the file name.

 IMPORTANT

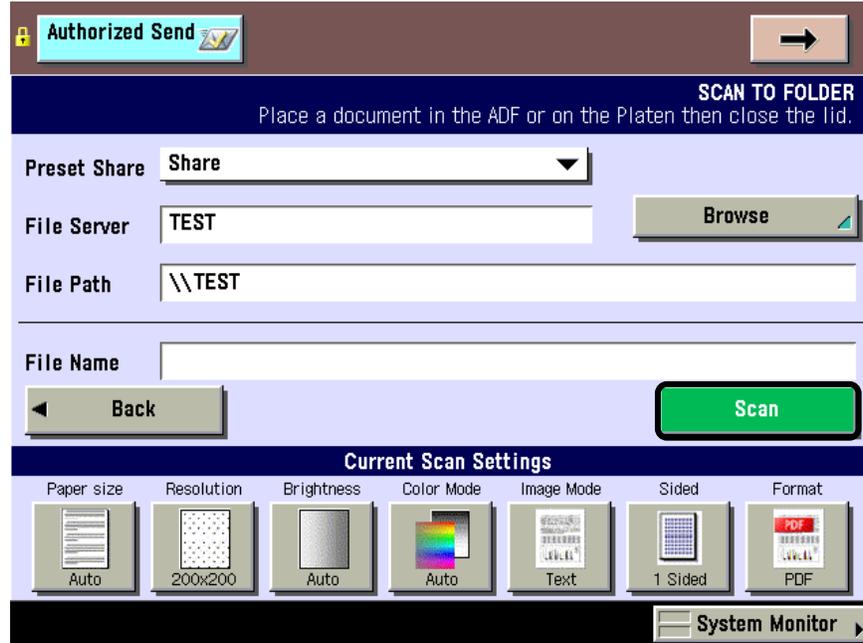
If a file name is not entered, the user's name and a time stamp are used for the file name.

8. Press any scan settings button on the SCAN TO FOLDER screen → specify the scan settings.

 NOTE

For instructions on specifying scan settings, see [“Specifying Scan Settings.”](#) on p. 48.

9. Press [Scan] or ⏻ (Start).



Scanning starts.

The scanned document is sent to the specified folder on the network when scanning is complete, and the message <The document has been delivered successfully.> is displayed.

 **IMPORTANT**

- If the File Server or File Path text box is empty, [Scan] and ⏻ (Start) will be disabled.
- If you do not want to scan the current document, press [Back] on the SCAN TO FOLDER screen (or [Logout] if Scan to Folder is the only feature enabled), and the display returns to the MAIN screen (or the LOGIN screen).

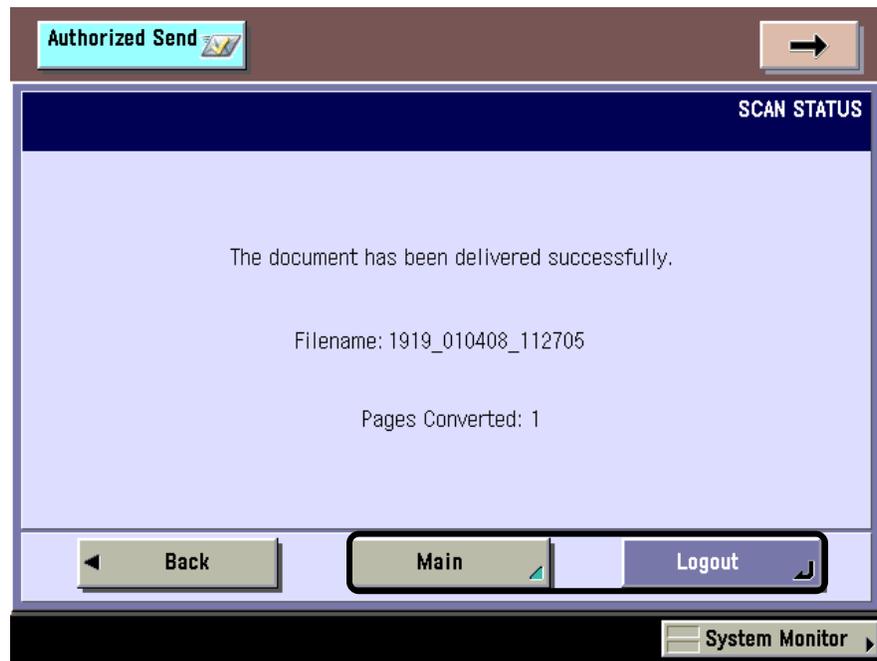
 **NOTE**

To cancel scanning, press [Cancel] on the SCAN STATUS screen, or press  (Stop).

10. If you want to scan another document, press [Main] on the SCAN STATUS screen → repeat the procedure from step 1.

If Scan to Folder is the only feature enabled, press [Back] → repeat the procedure from step 2.

If you do not want to scan any more documents, press [Logout].



2.2 Scan Settings

To match the original you are sending, set the paper size, resolution, color mode, file type, and image mode.

NOTE

The default scan settings are:

- File Type: PDF
- Paper Size: Auto
- Resolution: 200 x 200 dpi
- Brightness: Auto
- Image Mode: Text
- Color Mode: Auto
- Document: One-sided

2.2.1 Specifying Scan Settings

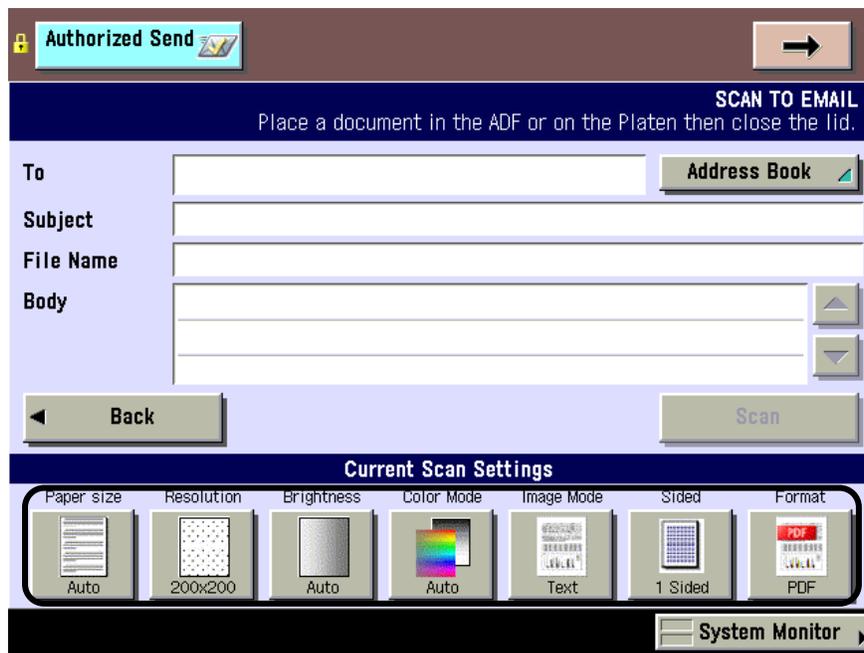
Pressing any of the scan settings buttons on the SCAN TO EMAIL, SCAN TO FAX, or SCAN TO FOLDER screen brings up the SCAN SETTINGS screen.

The procedure below demonstrates setting the scan settings from the SCAN TO EMAIL screen, but the procedure is the same from the SCAN TO FAX or SCAN TO FOLDER screen.

IMPORTANT

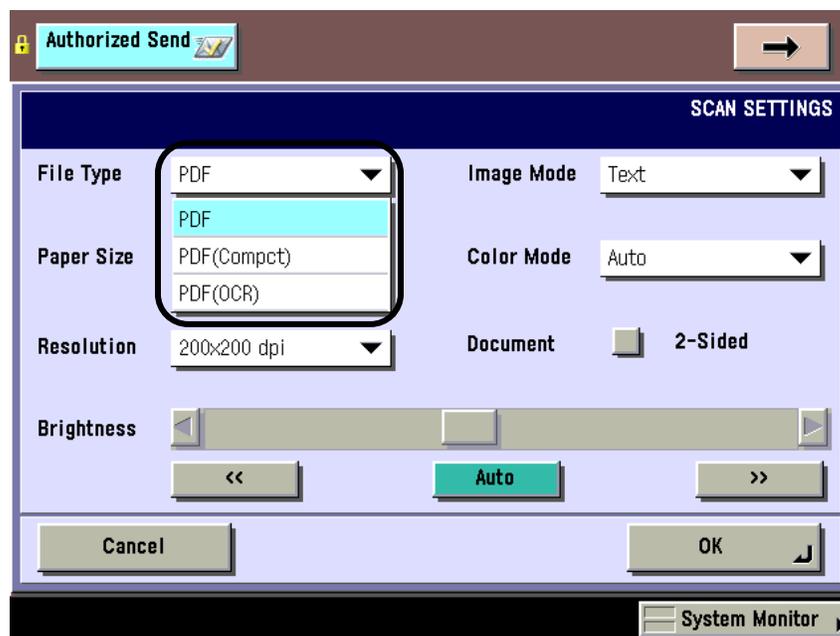
- The following file formats are supported:
 - B&W devices: TIFF, PDF, and PDF (OCR)
 - Color devices: PDF, PDF (Compact), and PDF (OCR)
- If you are using a Color imageRUNNER, you can only select [PDF] as the file type.
- If you are using a machine that can only copy and print in black-and-white, Color Mode will be disabled, and all documents will be scanned in black-and-white.

1. From the SCAN TO EMAIL screen, select any scan settings key.



2. Specify the scan settings.

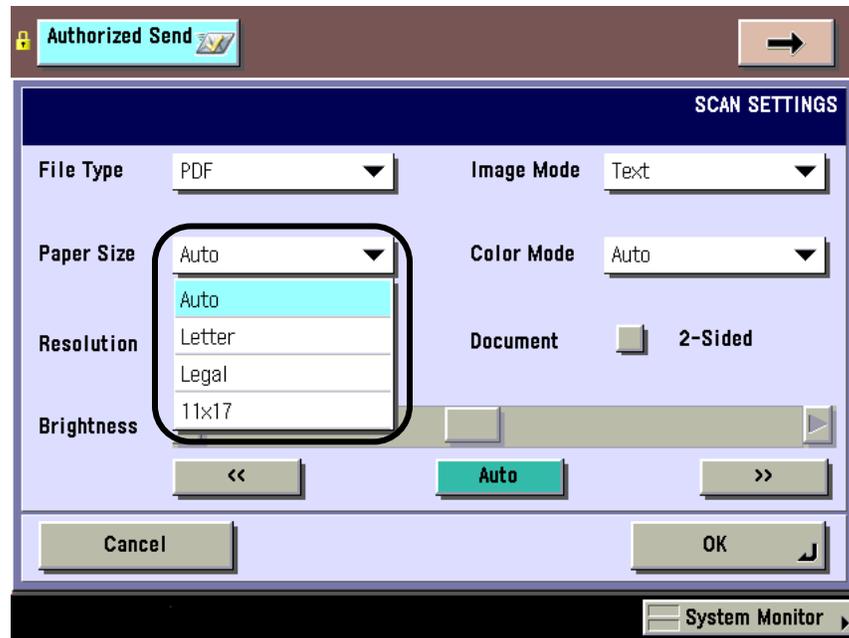
- 2.1 To specify the file type, press the File Type drop-down list → select the desired file type.



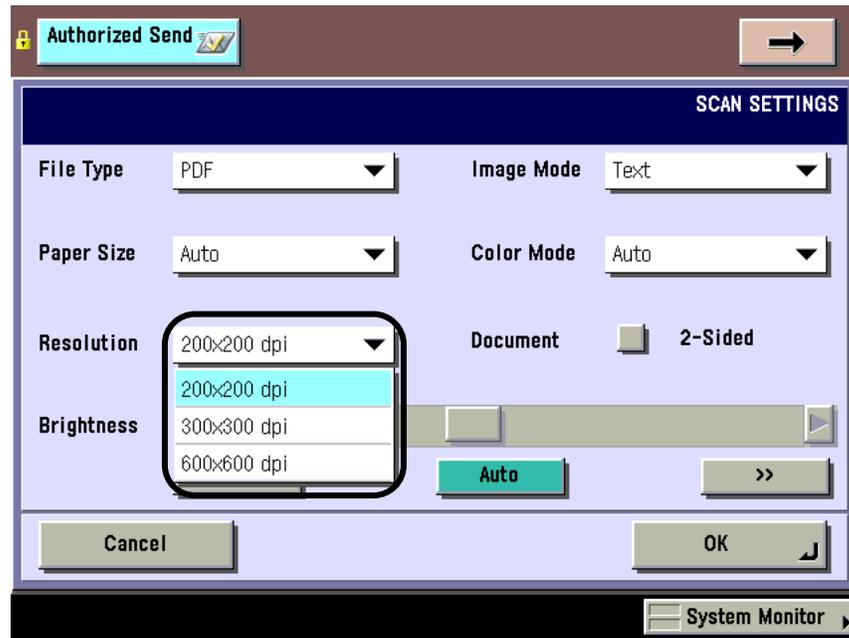
 NOTE

- The available file types vary, depending on your device type.
- If you select [PDF(Compct)] as the file type, Color Mode must be set to [Full Color]. If you select [Auto] or [Black] for the Color Mode, an error message is displayed, and [OK] is grayed out.

2.2 To specify the document size, press the Paper Size drop-down list → select the document size.



- 2.3 To specify the resolution, press the Resolution drop-down list → select a resolution.



IMPORTANT

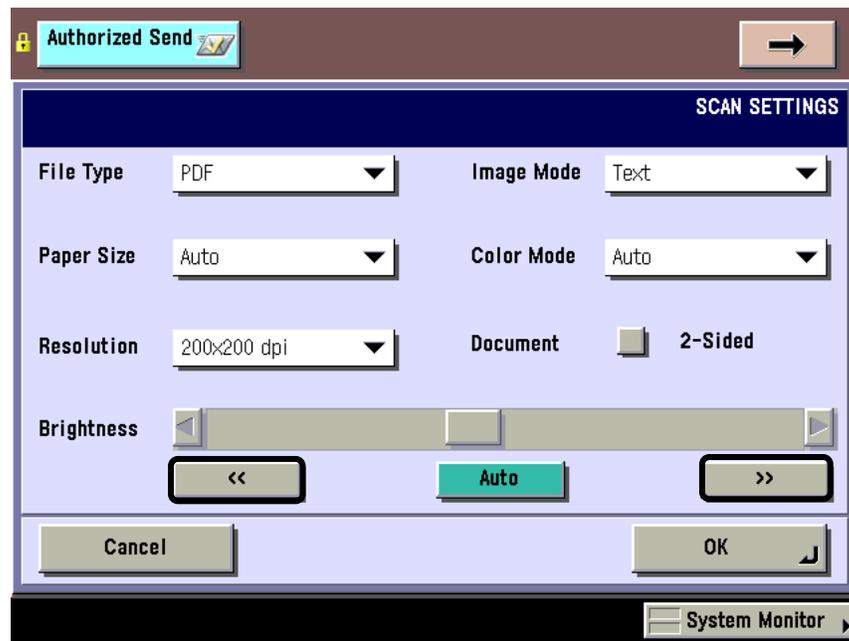
The maximum size of an image that you can send at a resolution of 600 x 600 dpi is 11" x 17". If the image exceeds this number of pixels in either the horizontal or vertical direction, it may be cut off slightly.

2.4 To specify the brightness, press [◀] or [▶] to adjust the scan exposure.

Press [◀] to move the indicator to the left to make the scan exposure lighter, or press [▶] to move it to the right to make the exposure darker.

If you want the machine to automatically adjust the scan exposure to the level best suited to the quality of the original, press [Auto].

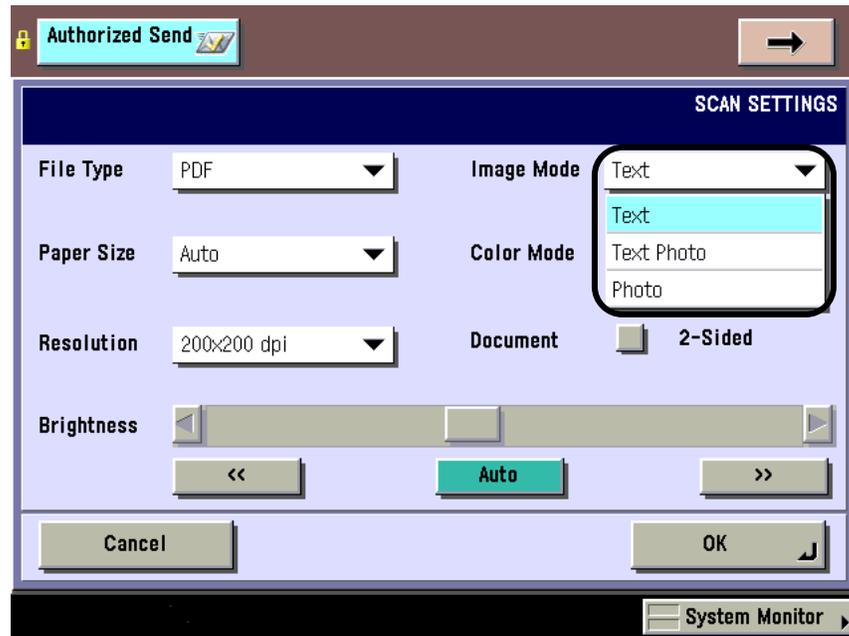
Press [<<] to set the minimum brightness level (10%). Press [>>] to set the maximum brightness level (100%).



 NOTE

- An automatic scan exposure adjustment may not work with transparencies. In this case, adjust the scan exposure manually by pressing [◀] or [▶].
- Pressing [◀] or [▶] continuously increases or decreases the brightness level in 10% increments.

- 2.5 To specify the original type, press the Image Mode drop-down list → select [Text], [Text Photo], or [Photo].

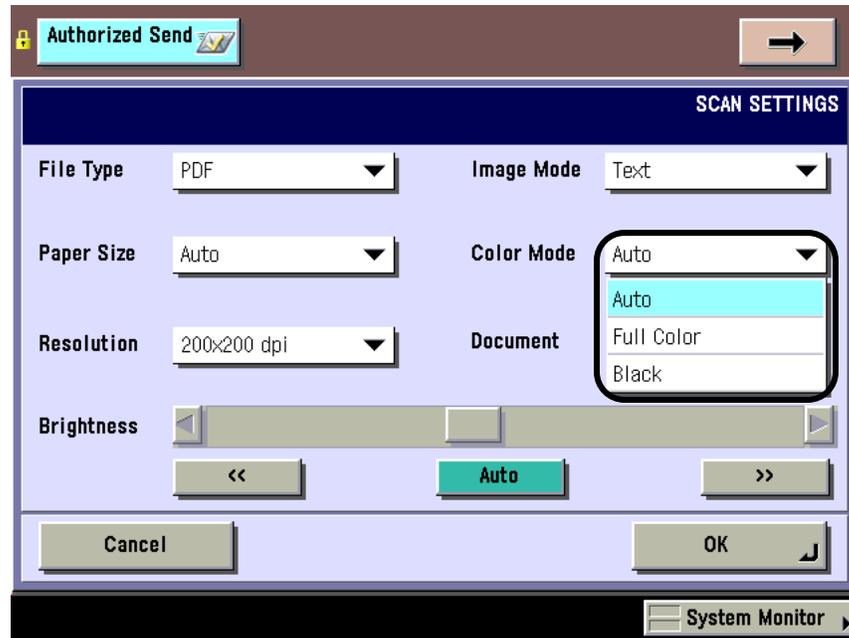


[Text]: This mode is best suited for scanning text originals. Blueprints or pencil drawn originals can also be scanned clearly.

[Text Photo]: This mode is best suited for scanning originals containing both text and images/photos, such as magazines or catalogues.

[Photo]: This mode is best suited for scanning photos printed on photographic paper, or images printed with halftone dots.

- 2.6 To specify the color mode (only if you are using a Color imageRUNNER), press the Color Mode drop-down list → select [Auto], [Full Color], or [Black].



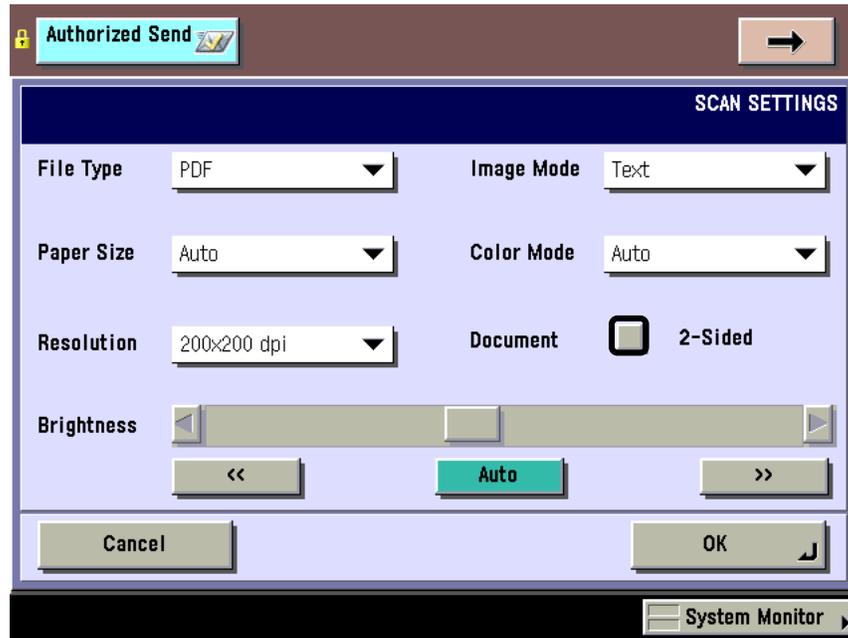
- [Auto]: The machine automatically recognizes if the original is in color or black-and-white, and scans it accordingly.
- [Full Color]: Documents are scanned in color regardless of whether the original is in color or black-and-white.
- [Black]: Documents are scanned in black-and-white regardless of whether the original is in color or black-and-white.

IMPORTANT

When the Auto mode is set and your originals contain color sections, the machine scans them in the Full Color mode. However, the machine may scan the color originals in black-and-white under the following conditions. To avoid this, set the color mode to 'Full Color'.

- If the originals contain only a few color sections
- If the color sections are located on the left side (within 3/8" (10 mm) from the left edge) or the right side (within 5/8" (17 mm) from the right edge) of the originals when loading the originals into the feeder
- If the color sections of the originals are close to black
- If the originals contain light color densities

- 2.7 To scan double-sided documents in the 2-Sided mode, press [] next to <Document>.



3. Press [OK].

The selected scan settings are set.



NOTE

To cancel the scan settings and return them to their previous settings, press [Cancel].