Canon

Easy Sending Guide

Instructions on how to set up
and use the send features

imageCLASS
MF4690

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Introduction

Thank you for choosing this machine.

This machine provides useful features including:

● Sending an e-mail with a scanned document attached.

● Storing a scanned document to the USB memory connected to this machine.

● Storing a scanned document to a shared folder in a computer.

This document describes the setup procedures and instructions mainly of the following features.

● Sending an e-mail with a scanned document attached.

● Storing a scanned document to the USB memory connected to this machine.

As for the feature below, read this document and the manuals that came with this product so you can set up and use this feature easily.

● Storing a scanned document to a shared folder in a computer.

Before using this machine, please read this document carefully to maximize these features.

Contents

What Can I Do with This Machine?

Useful Features of This Machine

In this document, each of the following features is called as:

● Scan to E-mail feature: sending an e-mail with a scanned document attached.

● Scan to USB feature: storing a scanned document to the USB memory connected to this machine.

● Scan to File Server feature: storing a scanned document to a shared folder in a computer.

In this document, these features are collectively called as "Send Feature."
To use the Scan to E-mail and Scan to File Server features, this machine has to be connected to a network.
To use the Scan to USB feature, the machine does not have to be connected to the network.

System Environment

The information and setup procedures in this document are based on the network environment where:

● Other computers have already been communicated with Intranet or Internet.

● There are devices to which this machine is connected such as a router and hub.

This is a sample network configuration to use this machine.

Scan to E-Mail feature

Scan

Data

E-Mail

E-Mail

Internet

E-Mail

Router

Scan to USB feature

USB memory

Scan to File Server feature

Shared folder

Intranet

Intranet

HUB

To use this machine on the network, you need to make settings such as an IP address.
By default, this machine obtains the necessary information such as the IP address automatically using DHCP. Therefore, if the network is placed under DHCP management, you don't need to set the IP address.
If you want to use a fixed IP address, obtain necessary information such as the IP address from the network administrator.

What is it?

DHCP:
DHCP is a protocol to automatically assign information required to connect a computer to Internet such as the IP address. Using DHCP, the IP, subnet mask, DNS and gateway addresses can be set automatically. Normally, a router acts as the DHCP server.

What Is the Scan to E-Mail Feature?

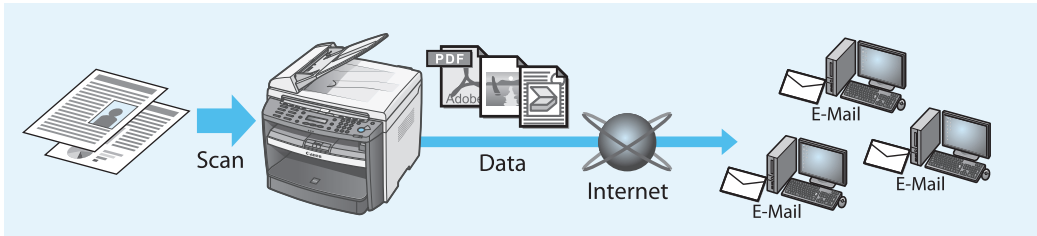This feature allows you to scan and attach a document to an e-mail and send it directly from this machine without a computer. If a recipient's address is registered up-front, you can do this very easily. This feature is useful when you want to send a reference material to your customers or peers as soon as possible.

What Is the Scan to USB Feature?

This feature allows you to store a scanned document directly to a USB memory. You can be ready for storing a document just by inserting the USB memory into this machine.
Since you can store scanned documents directly to the USB memory, this feature is useful when you want to scan documents such as reference materials for a meeting and carry the data.

What Is the Scan to File Server Feature?

This feature allows you to store a scanned document to a shared folder in a computer on a network. This is very useful when you want to back up a document that is used on a regular basis such as a quotation form, or when you want to share the information on a project with your peers.

Setting Up the Send Feature

This section describes the settings you need to make before using the Send feature on this machine.

Setting Up the Scan to E-Mail Feature

You need to make various settings to use the Scan to E-Mail feature. Use the flow chart below to understand the setup procedure.

> ### Checking the Information Required for the Scan to E-Mail Feature (→ P. 9)
> You check the information required for the Scan to E-mail feature.

▼

> ### Connecting a Network Cable (→ P. 13)
> You connect the machine to the network environment.

▼

> ### Setting the IP Address (→ P. 14)
> You make sure the correct IP address is set.

▼

> ### Starting the Remote UI (→ P. 16)
> Using the Remote UI, you set up the machine.

▼

> ### Setting up and Using the Scan to E-Mail Feature (→ P. 18)
> You set up and test the Scan to E-mail feature.

▼

> The setup is completed.

> **✎ NOTE**
>
> The Remote UI allows you to remotely make various settings of the machine using a web browser software such as Microsoft Internet Explore. Using the Remote UI, you can make settings more easily and quickly than using the operation panel on this machine.

Setting Up the Scan to USB Feature

To use the Scan to USB feature, settings such as the network connection are not required. For details on how to use this feature, see "Using the Scan to USB Feature," (→ P. 30).

Setting Up the Scan to File Server Feature

To use the Scan to File Server feature, you need to set it up as described below.
After you complete the "Checking an IP Address" step, see the Reference Guide that came with this machine to continue the setup.

> ### Connecting a Network Cable (→ P. 13)
> You connect the machine to the network environment.

> ### Setting the IP Address (→ P. 14)
> You make sure the correct IP address is set.

> ### Setting up This Machine
> You set up this machine to use the Scan to File Server feature. For details on the setup procedure, see "Settings from the Operation Panel," (→ P. 6-21) of "Setting Up a Computer as a File Server," in Chapter 6, "Network," in the Reference Guide.

> ### Setting up the Computer and Registering the Destination
> You set up the computer to which you want to store a scanned document and register the destination. For details on the setup procedure, see "Configuring a Shared Folder," (→ P. 6-23) of "Setting Up a Computer as a File Server," in Chapter 6, "Network," in the Reference Guide.
>
> ● Setup and confirmation on the computer
>   – Confirming if the functions required for setting up the shared folder are installed
>   – Setting up the shared folder
> ● Setup from this machine
>   – Registering the destination (file server)

> ### Using the File Server Feature
> You can operate the Scan to File Server feature in the same way as the Scan to E-mail feature. See "Sending E-Mails," (→ P. 25) and test the feature.

> ### The setup is completed.

Setting Up the Send Feature

Checking the Information Required for the Setup

Make sure you have the environment and information required for the Scan to E-Mail feature.

Checking the Information Required for the Scan to E-Mail Feature

If you just want to send a scanned document using the Scan to E-Mail feature, you can set your e-mail account you are currently using to this machine.
To make settings, the following information is required.

> **✎ NOTE**
>
> If you set your e-mail account you are currently using to this machine to receive e-mails, this machine may receive the e-mails. If you use the e-mail reception feature of this machine, you need another e-mail account. For details on the e-mail reception feature, see "Preparing to Receive E-Mails," (→ P. 28).

SMTP server address	The server address that is used when sending e-mails

Authentication method	The following two authentication methods are supported.
	● SMTP authentication
	   The method in which the SMTP server checks the user name and password before sending e-mails. Many Internet service providers use this method.
	● POP before SMTP
	   The method in which the POP server checks the POP address and POP password before sending e-mails. If the provider uses this authentication method, you need to set up not only the Scan to E-mail feature but also the e-mail reception feature.
	   For details on the e-mail reception feature, see "Preparing to Receive E-Mails," (→ P. 28).

Memo:

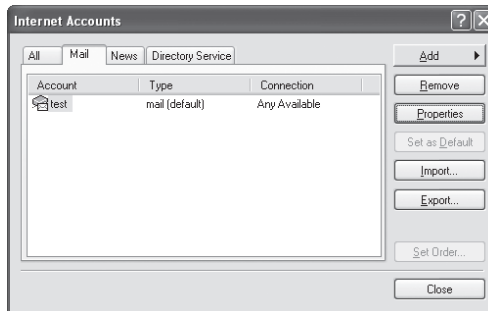|	
SMTP server address	
Authentication method	❏ POP before SMTP ❏ SMTP authentication – SMTP user name: – SMTP password:

Checking the E-Mail Account

You can check the details of your e-mail account you are using in your e-mail software.
Taking Outlook Express 6.x (e-mail software included in Windows XP) as an example, this document explains how to check the e-mail account.

> 📝 **NOTE**
>
> If you are using Windows Mail (e-mail software included in Windows Vista), you can check the e-mail account in the same way as described below.

If you are using Outlook Express 6.x

1. **Start Outlook Express 6.x.**

2. **From the [Tools] menu, select [Account].**

The [Internet Account] dialog box appears.

3. **Click the [Mail] tab.**

4. **Select the account you are using. Click the [Properties] button.**

The [Properties] dialog box appears.

5. **Click the [Servers] tab.**

Checking the Information Required for the Setup

6. **Confirm the server names for [Outgoing mail (SMTP)].**

SMTP server address

When SMTP authentication is used, this check box is selected.

7. **Click [Settings] of [Outgoing Mail Server].**

8. **Confirm [Account name] (user name authorized by SMTP server) and [Password].**

📝 NOTE

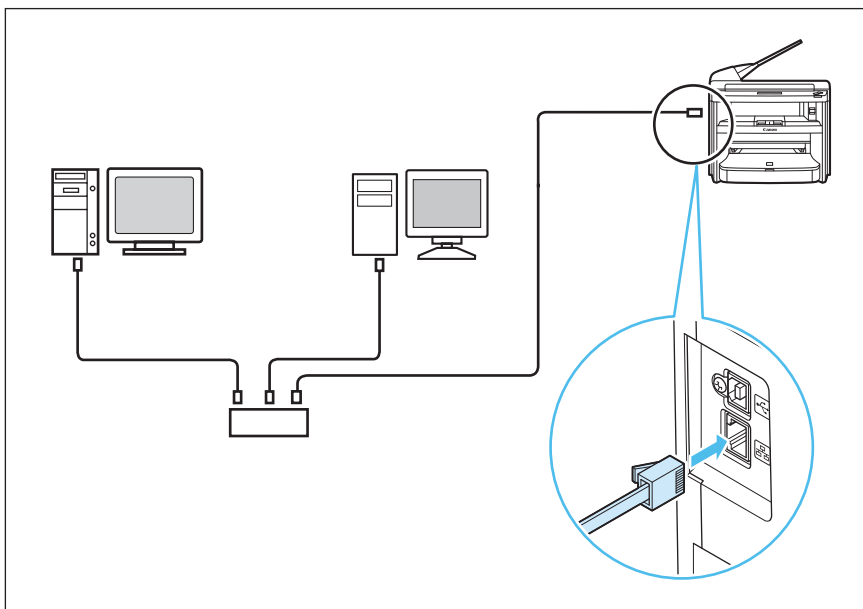– If your provider is using POP before SMTP as the authentication method, you need the setup information of the e-mail reception feature as well. For details on the e-mail reception feature, see "Preparing to Receive E-Mails," (→ P. 28).
– The password you entered is hidden with bullets, so you need to check it using a notification of the setup provided by the provider.

9. **Once you complete the confirmation, click [Cancel] to close the [Outgoing Mail Server] dialog box.**

10. **Click [Cancel] to close the [Properties] dialog box.**

11. **Click [Close] to close the [Internet Accounts] dialog box.**

Connecting a Network Cable

To connect the network cable, follow the procedure below.

1. Remove the seal from 10Base-T/100Base-TX port on the back of the machine.

2. Connect one end of the Category 5 or greater twisted pair cable to 10Base-T/100Base-TX port. Connect the other end to the network router or hub.

3. Turn on the main power switch.

That completes the connection of the network cable.
Please proceed to "Setting the IP Address," (→ P. 14).

Setting the IP Address

Setting the IP address to the machine allows it to communicate with computers on the network.

There are two ways to set the IP address:

● Automatic setting
By default, the IP address is assigned to the machine automatically by the DHCP server.
Therefore, all you have to do when using DHCP is just to connect the network cable and turn on the main power switch of the machine.
To confirm the assigned IP address, please proceed to "Checking the Communication," (→ P. 14).

● Manual setting
In this setting, you enter the IP address, subnet mask, gateway address manually.
For details on this setting, see "Specify the IP Address Settings," (→ P. 21) in the Starter Guide. Once you complete the setting, please proceed to "Checking the Communication," (→ P. 14).
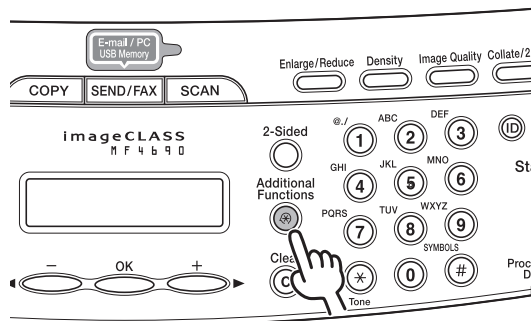
Checking the Communication

To make sure this machine is communicated with the network properly, follow the procedure below.

> **NOTE**
> – If the department ID management or user ID management is used, you may need to enter a department ID or user ID. For details, see Chapter 8, "System Manager Settings," in the Reference Guide.
> – It takes about a minute for the machine to get connected to the network after you turn on the main power switch. After that, follow the procedure below to check the communication.

1. Press [Additional Functions].

2. Press [◄ ─] or [＋ ►] to select <SYSTEM SETTINGS>, then press [OK].

```
A D D .   F U N C T I O N S
1 1 . S Y S T E M   S E T T I N G S
```

3. Press [◄ ─] or [＋ ►] to select <NETWORK SETTINGS>, then press [OK].

```
S Y S T E M   S E T T I N G S
  5 . N E T W O R K   S E T T I N G S
```

4. Press [◄ ─] or [＋ ►] to select <VIEW IP ADDRESS>, then press [OK].

```
N E T W O R K   S E T T I N G S
  6 . V I E W   I P   A D D R E S S
```

5. Press [◄ ─] or [＋ ►] to select <IP ADDRESS>, <SUBNET MASK>, or <GATEWAY ADDRESS>, then press [OK].

```
V I E W   I P   A D D R E S S
  1 . I P   A D D R E S S
```

If the machine is communicated with the network properly, the IP address, subnet mask and gateway address are displayed.

📝 NOTE
We recommend you to take a note of the IP address you confirmed here, because you need it for "Starting the Remote UI," (→ P. 17).

6. Press [Stop/Reset] to return to the standby mode.

If they are not displayed, that indicates that the machine is not communicated with the network. Please check the setting of the IP address.

Using the Remote UI

The Remote UI allows you to access and manage the machine connected to the network from a web browser. The items you can set using the Remote UI can be also set using the operation panel.

This manual describes the procedures to set the items below. For the procedures to set the other items, see Chapter 7, "Remote UI," in the Reference Guide.

● Setting Up the E-Mail Send Feature (→ P. 19)

● Registering E-Mail Addresses (→ P. 23)
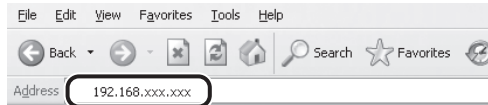
Setting Up the Remote UI

The Remote UI has been confirmed to work in the following system environments.

● OS

– Microsoft Windows 98/98SE

– Microsoft Windows Me

– Microsoft Windows 2000 Professional

– Microsoft Windows XP

– Microsoft Windows Vista

● Web browser

– Microsoft Internet Explorer 5.01 ServicePack1 or later

– Netscape Communicator/Navigator 6.0 or later, except Netscape Communicator 6

Starting the Remote UI

To start the Remote UI, follow the procedure below.

1. **Start the web browser.**

2. **Enter the IP address you confirmed in "Checking the Communication," (→ P. 14) in the address bar, then press [Enter] on the keyboard.**
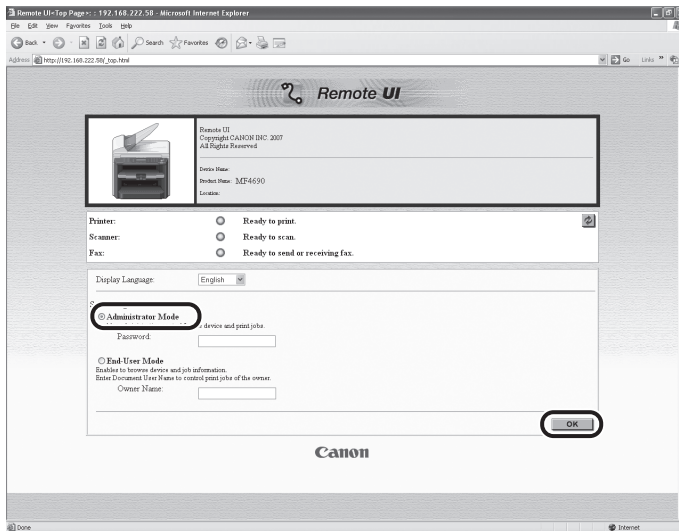

The Remote UI screen appears.

> 📝 **NOTE**
>
> When you enter the IP address in the address bar, remove leading and trailing zeros from the IP address you confirmed in "Checking the Communication," (→ P. 14). However, replace "000" with "0." Please see the example below.
> Ex) 192.168.000.008 →192.168.0.8

3. **Select [Administrator Mode]. Leave the [Password] field blank. Click [OK].**

> 📝 **NOTE**
>
> If the department ID management or user ID management is used, you may need to enter a department ID or user ID. For details, see Chapter 8, "System Manager Settings," in the Reference Guide.

Using the Scan to E-Mail Feature

To set up and use the Scan to E-Mail feature, you need to make settings based on the flow below.

Setting up the E-Mail Send Feature (→ P. 19)
Using the Remote UI, you make settings to send e-mails.

Setting up the E-Mail Reception Feature (→ P. 28)
You make settings to receive e-mails.

If you want to use the Scan to E-mail feature only, you don't need to make this setting.

Registering E-Mail Addresses (→ P. 23)
Using the Remote UI, you register the e-mail addresses.

Test Sending an E-Mail (→ P. 25)
You send an e-mail to a registered address for testing the feature.

The setup is completed.

Setting Up the E-Mail Send Feature

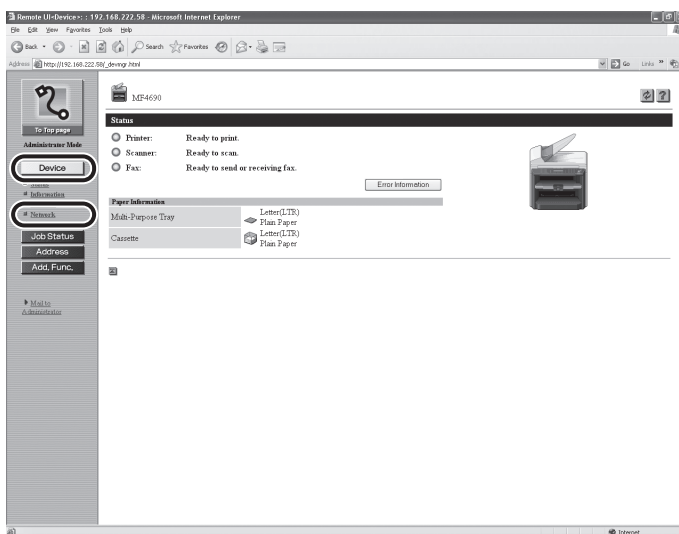To set up this feature, follow the procedure below using the Remote UI.
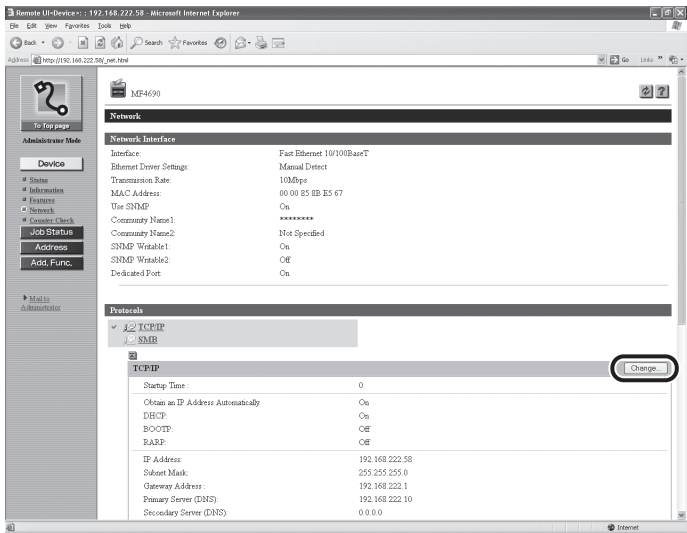
1. **Start the Remote UI. Login in Administrator Mode.**

> ✎ **NOTE**
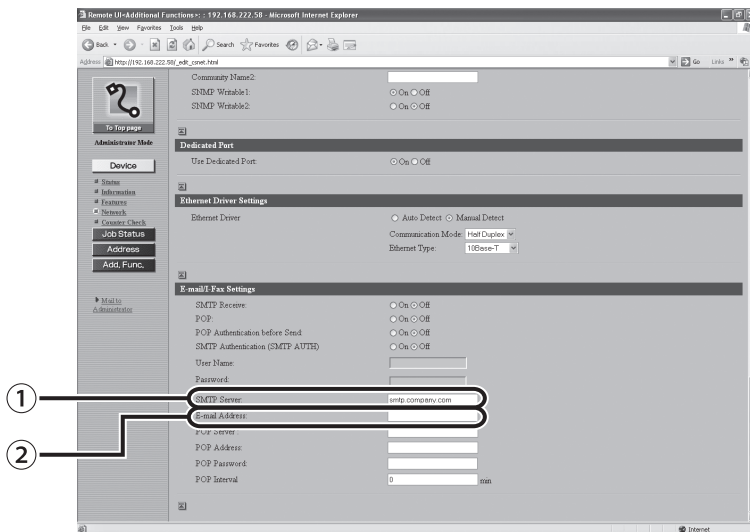> For details on starting the Remote UI, see "Starting the Remote UI," (→ P. 17).

2. **Click [Device]. Select [Network] from the menu.**

3. **Click [Change].**

4. **Set up the E-Mail Send feature.**

① SMTP server: Enter the SMTP server address you confirmed in "Checking the Information Required for the Scan to E-Mail Feature," (→ P. 9).

② E-mail address: If you have the e-mail address for this machine, enter it. You can also leave this field blank.

What is it?

SMTP authentication:
The method in which the SMTP server checks the user name and password before sending e-mails. Many Internet service providers use this method.
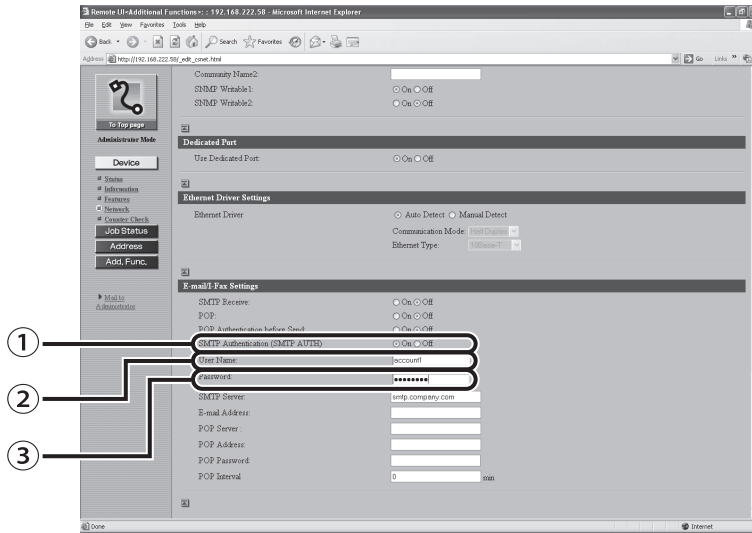
POP before SMTP:
The method in which the POP server checks the POP address and POP password before sending e-mails. If your provider is using POP before SMTP as the authentication method, select [ON] for [POP Authentication before Send] on the next screen.
To use this method, you need to make setting to receive e-mails using the POP protocol. For details, see "Setting Up E-Mail," (→ P. 6-16) of Chapter 6, "Network," in the Reference Guide.

5. **Specify an authentication method.**

● When the SMTP authentication is used

① SMTP Authentication(SMTP AUTH):   Select [ON].

② User name: Enter the SMTP server address you confirmed in "Checking the Information Required for the Scan to E-Mail Feature," (→ P. 9).

③ Password: Enter the password that you confirmed in "Checking the Information Required for Scan to E-Mail Feature," (→ P. 9).

6. **Make sure the settings are correct, and then press [OK].**

7. **Turn off the main power switch of the machine. Wait for 10 seconds, and then turn on the switch.**

That completes the setting of the E-Mail Send feature.
Please proceed to "Registering E-Mail Addresses," (→ P. 23).

Registering E-Mail Addresses

Using the Remote UI, register e-mail addresses.

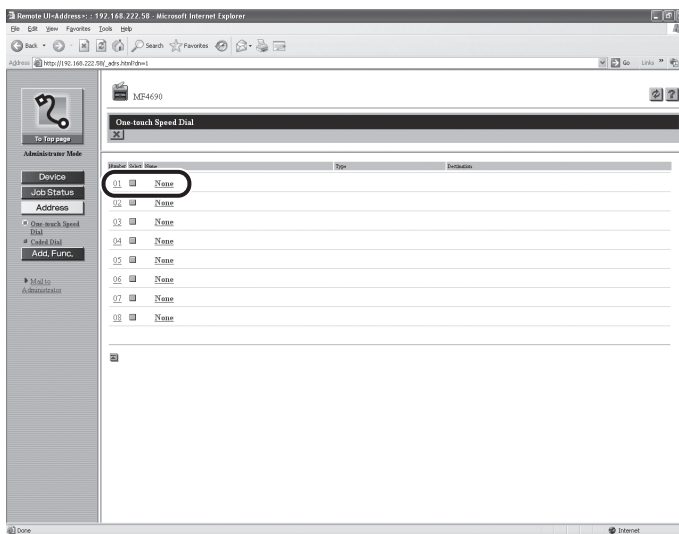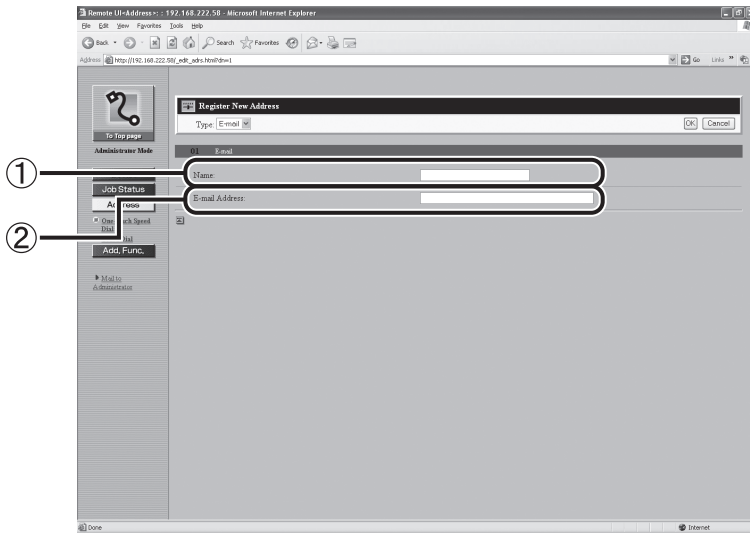**1.** **Start the Remote UI. Login in Administrator Mode.**

> 📎 **NOTE**
>
> For details on starting the Remote UI, see "Starting the Remote UI," (→ P. 17).

2. **Click [Address]. Select [One-touch Speed Dial] or [Coded Dial] from the menu.**

3. **Click [None] or the number next to [None].**

4. **From [Type], select the e-mail address you want to send to.**

   ① Name: Enter a recipient's name (max. 16 characters, including spaces).

   ② E-mail address: Enter the recipient's e-mail address.

                          (In this step, please enter your e-mail address so that you can check if the E-Mail is Delivered.)

                          For details on how to check it, see "Checking If the E-Mail Is Delivered," (→ P. 27).

5. **Make sure the settings are correct, and then press [OK].**

That completes the registration of the address.
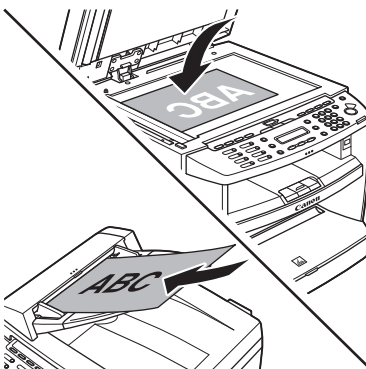Please proceed to "Sending E-Mails," (→ P. 25).

Sending E-Mails

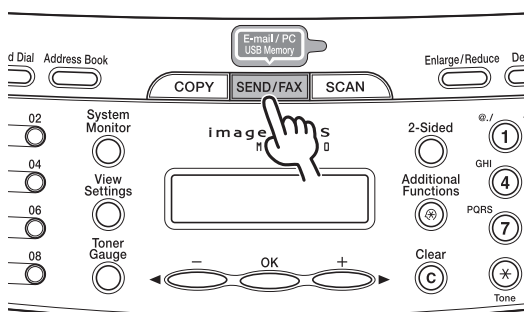To check if the e-mail is delivered to the recipient's address, follow the procedure below.

> **NOTE**
>
> When you use the Scan to File Server feature, you can operate it in the same way as described below. In that case, the destination is the shared folder in the computer.

1. **Place a document on the platen glass or load it in the ADF.**

2. **Press [SEND/FAX] repeatedly to select <E-MAIL: COLOR> or <E-MAIL: BLACK AND WHITE>, then press [OK].**
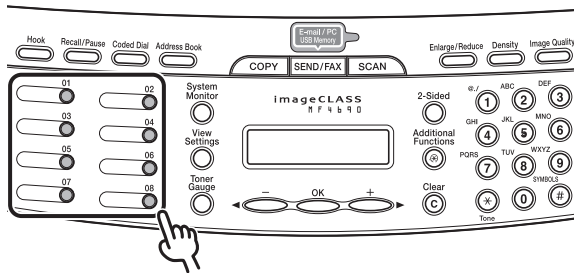

<E-MAIL: COLOR>: Sends the e-mail with a color image in PDF format attached.
<E-MAIL: B&W>: Sends the e-mail with a black and white image in PDF format attached.
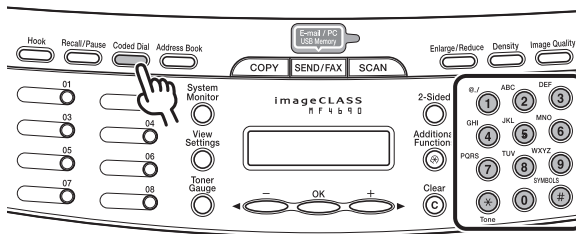
3. **Specify the address with a one-touch key (01 to 08) or a coded dial code (000 to 191).**

● If the address has been registered to a one-touch key:

One-touch key: press the one-touch key (01 to 08).

● If the address has been registered to a coded dial code:

Coded dial code: press [Coded Dial], then enter the 3-digit code (000 to 191) using the numeric keys.

4. **Press [Start].**

If you place a document on the platen glass, press [◄ −] or [+ ►] to select the document size, then press [OK]. If you want to scan more than one document using the platen glass, scan them one at a time. To do that, you need to press [Start] for each scanning. Once you finish scanning all the documents, press [OK].

5. **The e-mail with the scanned document attached is sent to the destination.**

> 📝 **NOTE**
>
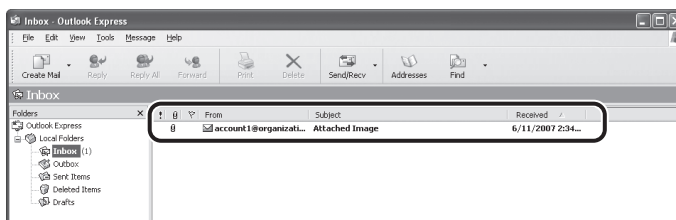> If you want to make advanced settings such as a file format and resolution, press [OK] instead of [Start]. For details, see "Send Settings (E-Mail/File Server)," (→ P. 4-7) of "Scan Settings," in Chapter 4, "Sending and Receiving," in the Reference Guide.

Checking If the E-Mail Is Delivered

Use the e-mail software to make sure the e-mail sent from this machine is delivered to the address you registered at step 4 in "Registering E-Mail Addresses," (→ P. 23).

If the e-mail software receives the e-mail properly, it is delivered from this machine. The unit name that is registered to this machine is displayed in the sender field.

> 📝 **NOTE**
>
> – If an e-mail address or nothing is displayed in the sender field, this indicates that the unit name is not registered. Be sure to register the unit name. For details on how to do it, see "Register Sender Information" (→ P. 17) in the Starter Guide.
> – The scanned document in PDF format is attached to the e-mail.

● If you have not received the e-mail:

Make sure all the settings you made are correct.

When an error occurs, this machine prints out an error report that includes an error code. The code helps you determine the cause of the problem. For details on the codes, see "Error Codes," (→ P. 10-21) of Chapter 10, "Troubleshooting," in the Reference Guide.

Preparing to Receive E-Mails

If the provider uses POP before SMTP as the authentication method to send e-mails or if you want this machine to receive e-mails, you need another POP 3 e-mail account for this machine in addition to the e-mail account you are currently using. For details on the issue of another e-mail account, please consult with your internet provider or network administrator.
To make settings, the following information is required.

E-mail address	The address that is provided by the network administrator or the internet provider you are using.
SMTP server address	The server address that is used when sending e-mails.
Authentication method	● SMTP authentication ● POP before SMTP
POP server address	The server address that is used when receiving e-mails In some cases, the address is same as the SMTP server address.
POP account	This is sometimes called as a mail account or mail ID.
POP password	The password that is required to receive e-mails.

📝 NOTE

Please note that this machine can only receive plain text e-mails without any attached files. This machine can not receive HTML mails.

Memo:

E-mail address	
SMTP server address	
POP server address	
POP account	
POP password	

Authentication method	❏ POP before SMTP
	❏ SMTP authentication
	  – SMTP user name:
	  – SMTP password:

For each information, read "Checking the E-Mail Account," (→ P. 10) in this document and then check the items shown in the image on the next page.

POP server address

POP account

POP password

test Properties

General | Servers | Connection | Security | Advanced

Server Information

My incoming mail server is a [POP3] server.

Incoming mail (POP3): pop.company.com

Outgoing mail (SMTP): smtp.company.com

Incoming Mail Server

Account name: account1

Password: ●●●●●●●

☑ Remember password

☐ Log on using Secure Password Authentication

Outgoing Mail Server

☐ My server requires authentication   Settings...

OK   Cancel   Apply

For details, see "Setting Up E-Mail," (→ P. 6-16) of Chapter 6, "Network," in the Reference Guide.

Receiving E-Mails Using This Machine

When this machine receives the e-mail, it prints out the e-mail that looks like below.

E-mail address of this machine

E-mail address of the sender

Date

Subject

Main body

```
To       : <account1@organization.company.com>        (PageNo:01)
From     : "account2"<account2@organization.company.com>
Date     : Mon, 11 Jun 2007 18:41:41 -0700
Subject  : hello

hello!
```

Using the Scan to USB Feature

To store a scanned document to your USB memory, follow the procedure below.

Before Using the Scan to USB Feature

Note the followings so you can use an appropriate USB memory.

● Supported file systems of a USB memory are FAT 16 and FAT 32.

● Supported maximum sizes of a USB memory are as follows:

   – FAT16: 2GB

   – FAT32: 8GB

USB memory with security function or card readers are not supported.

● USB memory used with an extension cable is not supported.

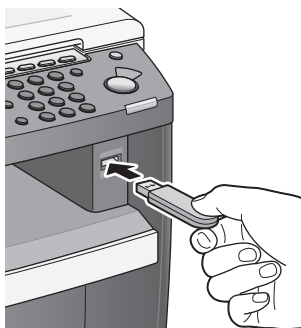● Use of a USB memory through a USB hub is not supported.

● A USB memory that does not comply with USB specifications is not supported.

● In other cases not mentioned above, depending on the type of USB memory used, images may not be saved correctly.

Storing a Scanned Document to Your USB Memory

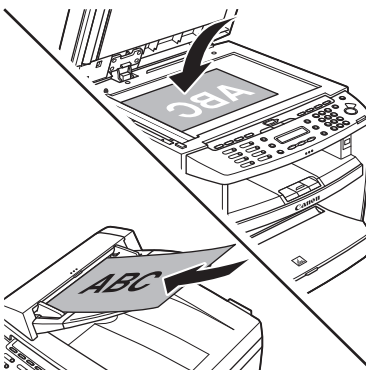To store the scanned document to your USB memory, follow the procedure below.

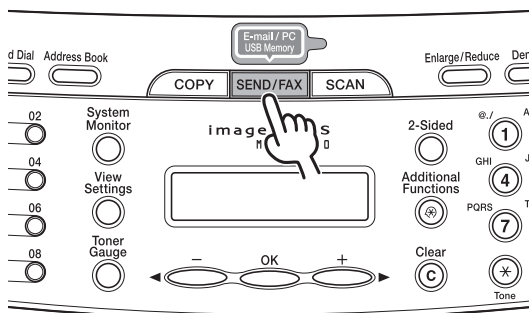**1.** **Insert a USB memory into the USB memory port on the front of the machine.**

> **NOTE**
>
> Insert the USB memory straight into the USB memory port. Inserting the USB memory diagonally or inserting the USB memory that does not comply with USB specifications may damage the USB memory port.
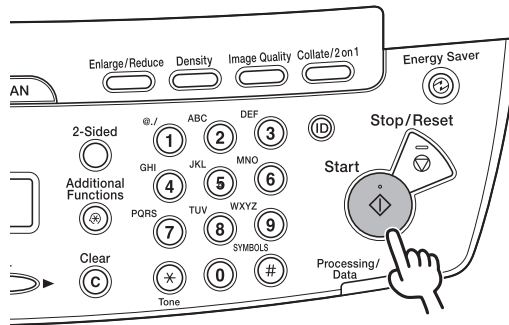
2. **Place a document on the platen glass or load it in the ADF.**

3. **Press [SEND/FAX] repeatedly to select <USB MEMORY: B&W> or <USE MEMORY: COLOR>, then press [OK].**

4. **Press [Start].**

If you place a document on the platen glass, press [◄ ─] or [＋ ►] to select the document size, then press [OK] or [Start].
Once <USB STORE COMPLETE/OK TO REMOVE USB> message appears, remove the USB memory.
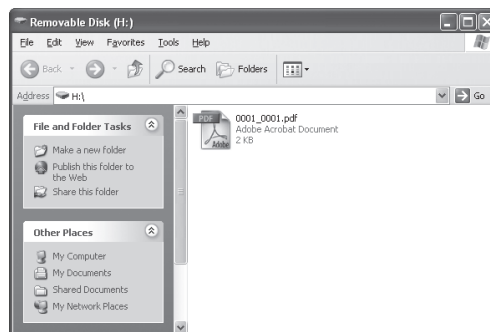To scan another document, press [OK] or [Clear], and then repeat the procedure from step 2.

> **📎 NOTE**
>
> If you want to make advanced settings such as a file format and resolution, press [OK] instead of [Start]. For details, see "Scan Settings," (→ P. 5-6) of "Scanning to a USB Memory," in Chapter 5, "Printing and Scanning," in the Reference Guide.

5. **Make sure the document is stored to your USB memory.**

To do that, remove your USB memory from the machine and insert it into the USB port of your computer.
Then, make sure the scanned document is stored in PDF format in the root directory of your USB memory.

● If the scanned document is not stored:

The error message on the display helps you determine the cause of the problem. For details on the messages, see "LCD Messages," (→ P. 10-13) of Chapter 10, "Troubleshooting," in the Reference Guide.
When an error occurs, this machine prints out an error report that includes an error code. The code helps you determine the cause of the problem. For details on the codes, see "Error Codes," (→ P. 10-21) of Chapter 10, "Troubleshooting," in the Reference Guide.

Troubleshooting

Cannot Get Connected to a Network

Did you set the correct Ethernet type and communication mode?

You may need to set the Ethernet type and communication mode, depending on the router or hub to which the machine is connected. Please see the manuals of the devices to which the machine is connected, or consult with the network manager. For details on how to make settings, see "Interface Settings," (→ P. 6-6) of "Basic Network Settings," in Chapter 6, "Network," in the Reference Guide.

Sent the E-Mail, but It Is Not Delivered to the Recipient

Did you enter the correct e-mail address of the recipient?

Check the address. (Period, etc)

Forgot E-Mail Settings

If you forgot the settings such as SMTP server address and POP server address, you can check them using your e-mail software. For details, see "Checking the E-Mail Account," (→ P. 10).

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