

Canon

 imageFORMULA

ScanFront 220/220P

Setup Guide

Read This First



Please read this manual before using the scanner.
After you finish reading this manual, keep it in a safe place
for future reference.

ENGLISH

European Union (and EEA) only.



This symbol indicates that this product is not to be disposed of with your household waste, according to the WEEE Directive (2002/96/EC) and your national law. This product should be handed over to a designated collection point, e.g., on an

authorized one-for-one basis when you buy a new similar product or to an authorized collection site for recycling waste electrical and electronic equipment (EEE). Improper handling of this type of waste could have a possible negative impact on the environment and human health due to potentially hazardous substances that are generally associated with EEE. At the same time, your cooperation in the correct disposal of this product will contribute to the effective usage of natural resources. For more information about where you can drop off your waste equipment for recycling, please contact your local city office, waste authority, approved WEEE scheme or your household waste disposal service. For more information regarding return and recycling of WEEE products, please visit www.canon-europe.com/environment. (EEA: Norway, Iceland and Liechtenstein)

Model Names

The following names may be provided for the safety regulations in each sales region of the Network Scanner.
ScanFront 220: Model M11058
ScanFront 220P: Model M11062

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libjpeg

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MD5

derived from the RSA Data Security, Inc. MD5 Message-Digest Algorithm

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Introduction

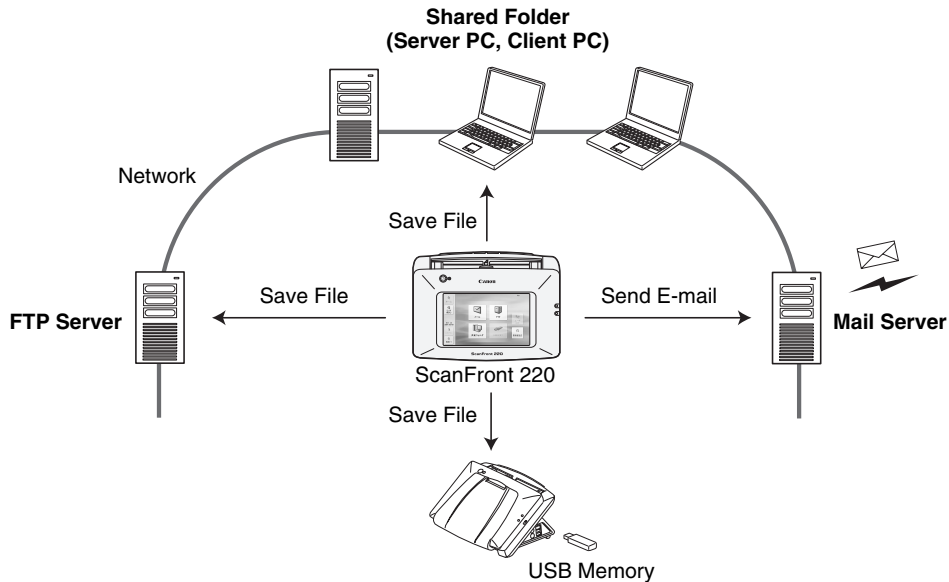
Thank you for purchasing the Canon imageFORMULA ScanFront 220/220P network scanner.

Please read this manual thoroughly before using the scanner 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.

About ScanFront 220/220P

The ScanFront 220/220P is a network scanner that you can use without connecting to a computer.

You can transfer the data of an image scanned with the ScanFront 220/220P to a shared folder on a server PC or client PC on the network or to an FTP server, or deliver it to a remote location via e-mail. It is also possible to use the image data in a location with no network environment if you save the image file to USB memory.



Conceptual Diagram of the ScanFront

* Transfer to an FTP server is possible only for an FTP server that does not require firewall settings.

❑ Manuals for the Scanner

The following manuals are provided with the Canon ScanFront 220/220P. Be sure to read these manuals thoroughly before using the scanner.

Setup Guide (This Manual)

Describes the procedure for setting up the scanner for scanning. Set up the ScanFront in accordance with the Setup Guide. For details on the ScanFront, refer to the *Operation Guide** and *ScanFront 220/220P INSTRUCTIONS* (electronic manuals).

Operation Guide*

Provides an overview of the functions of the scanner, and describes the basic operations for using the ScanFront. For details on the settings of the ScanFront, refer to the *ScanFront 220/220P INSTRUCTIONS* (electronic manual).

* A print version of this guide is supplied in English. PDF files of the Operation Guide in other languages can be found on the INSTRUCTIONS CD-ROM.

INSTRUCTIONS: Electronic Manual

Describes how to use the scanner, and includes instructions for configuring the scanner settings, as well as handling, maintenance, and troubleshooting information. This manual is stored as a PDF file on the supplied INSTRUCTIONS CD-ROM and requires Adobe Reader to open. (You can download Adobe Reader from the Adobe Web site.)

❑ Symbols Used in This Manual

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

WARNING

Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. To use the scanner safely, always pay attention to these warnings.

CAUTION

Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. To use the scanner safely, always pay attention to these cautions.

IMPORTANT

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

Hint

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

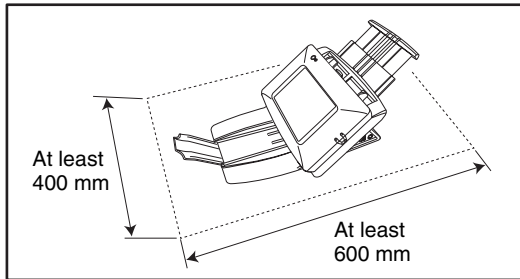
Important Safety Instructions

To ensure the safe operation of this scanner, be sure to read the safety warnings and precautions described below.

□ Installation Location

The performance of this scanner is affected by the environment in which it is installed. Make sure that the location where the scanner is installed meets the following environmental requirements.

- Provide adequate space around the scanner for operation, maintenance, and ventilation.



- Avoid installing the machine in direct sunlight. If this is unavoidable, use curtains to shade the scanner.
- Avoid locations where a considerable amount of dust accumulates.
- Avoid warm or humid locations, such as in the vicinity of a water faucet, water heater, or humidifier, and avoid locations where the fumes from ammonia, paint thinner, or other volatile chemicals may be present.
- Avoid locations that are subject to vibration.

- Avoid exposing the scanner to rapid changes in temperature. If the room in which the scanner is installed is cold but rapidly heated, water droplets (condensation) may form inside the scanner. This may result in a noticeable degradation in scanning quality.

The following conditions are recommended for optimal scanning quality:

Room temperature: 10 °C to 32.5 °C (50 °F to 90.5 °F)

Humidity: 20% to 80% RH

- Avoid installing the scanner near equipment that generates a magnetic field (e.g. speakers, televisions, or radios).

□ Power

- Connect only to a power outlet of the rated voltage and power supply frequency (220-240 V, 50/60 Hz).
- Do not connect other electrical equipment to the same power outlet to which the scanner is connected. Also, when using an extension cord, make sure that the extension cord is rated for the current requirements of the scanner.
- Never try to disassemble the AC adapter or modify it in any way, as this is extremely dangerous.
- The power cord and AC adapter may become damaged if they are often stepped on or if heavy objects are placed on them. Continued use of a damaged power cord and AC adapter can lead to an accident, such as a fire or electrical shock.
- Do not use the power cord while it is coiled.

- Do not pull directly on the power cord. When disconnecting the power cord, grasp the plug and remove it from the outlet.
- Keep the area around the power plug clear of objects so that the power cord can be disconnected easily in an emergency.
- Use only the AC adapter provided with this scanner. Also, do not use the AC adapter provided with the scanner with any other electrical devices.
Model: MG1-3968
- If you have any questions regarding the power supply, contact your local authorized Canon dealer or service representative for further information.

□ Moving the Scanner

- When moving the scanner, always hold it with both hands to avoid dropping it. The weight of the scanner unit is approximately 3.4 kg.
- Before moving the scanner, make sure the document tray is closed and the interface cable and AC adapter are disconnected. If the scanner is transported with these items connected, the plugs and connectors may be damaged due to excessive force applied to them during movement.

□ Handling

WARNING

Note the following precautions whenever using the scanner. Failure to do so may result in a fire or electric shock.

- Never use alcohol, benzene, paint thinner, aerosol sprays, or any other highly flammable substance near the scanner.

- Do not cut, damage, or modify the power cord or AC adapter. Do not place heavy objects on the power cord or AC adapter, and do not pull or excessively bend the power cord.
- Never connect the power cord when your hands are wet.
- Do not connect the scanner to a multiplug power strip.
- Do not knot or coil the power cord, as this may result in a fire or electric shock. When connecting the power cord, make sure that the power plug is securely and completely inserted into the power outlet.
- Do not use power cords and AC adapters other than the power cord and AC adapter provided with this scanner.
- Never try to take the scanner apart or modify it in any way.
- Never try to take the AC adapter apart or modify it in any way, as this is dangerous and may lead to a fire or electric shock.
- Do not use flammable aerosol sprays near the scanner.
- When cleaning the scanner, turn the power OFF and disconnect the power cord from the power supply.
- Clean the scanner using a slightly dampened cloth which has been well wrung out. Never use alcohol, benzene, paint thinner, or any other flammable substances.

- If the scanner makes strange noises, or gives off, smoke, heat, or strange odors, or the scanner does not function or other abnormalities occur when you use the machine, immediately turn the power OFF, and disconnect the power plug from the power outlet. Then, contact your local authorized Canon dealer or service representative for further information.
- Do not drop the scanner, or subject it to impact or strong shock. Should the scanner ever become damaged, immediately turn the power OFF, and disconnect the power plug from the power outlet. Then, contact your local authorized Canon dealer or service representative to have the unit serviced.
- Before moving the scanner, make sure to turn the power OFF, and disconnect the power plug from the power outlet.

 **CAUTION**

- Do not install the scanner on a surface that is unstable or tilted, or in an area subject to excessive vibrations, as this may cause the scanner to fall, resulting in personal injury or damage to the scanner.
- Do not block the ventilation openings. Doing so could cause the scanner to overheat, creating a risk of fire.
- Never place small metal objects such as staples, paper clips, or jewelry on the scanner. These items may fall into the scanner, and cause a fire or electric shock. Should such objects ever fall inside the scanner, immediately turn the power OFF, and disconnect the power plug from the power outlet. Then, contact your local authorized Canon dealer or service representative to have the unit serviced.

- Do not install the scanner in a humid or dusty location. Doing so may result in a fire or electric shock.
- Do not place objects on top of the scanner, as they may tip over and fall, resulting in personal injury.
- Do not use the scanner with a power supply voltage other than 220-240 VAC. Doing so might cause fire or electric shock.
- When disconnecting the power cord, grasp it firmly by its plug. Do not pull directly on the power cord, as this may damage or expose the cord's internal wiring, resulting in a fire or electric shock.
- Leave sufficient space around the power plug so that it can be disconnected easily. If objects are placed around the power plug, you will be unable to disconnect it in an emergency.
- Do not allow water or flammable substances (alcohol, paint thinner, benzene, etc.) to spill into the scanner, as this may result in a fire or electric shock.
- Turn OFF the power for safety when not using the scanner for a long period of time, such as overnight. Also, turn OFF the power, and disconnect the AC adapter from the scanner and disconnect the power cord from the power outlet for safety when the machine will not be used for an extended period of time, such as during consecutive holidays.
- Do not wear loose clothing or jewelry that may get caught in the scanner while you are using it. This may result in personal injury. Be extra careful of neckties and long hair. If anything becomes caught in the scanner, immediately disconnect the power cord to stop the scanner.
- Be careful when placing paper in the scanner and when removing jammed paper. It is possible to cut your hand on the edge of a sheet of paper.

❑ About the Fingerprint Sensor (ScanFront 220P only)

- The following actions may damage the sensor or cause it to malfunction:
 - Dropping an object on the fingerprint sensor, or otherwise subjecting it to a strong impact
 - Scratching the surface of the fingerprint sensor, or poking it with a pointed object
 - Pressing a hard object such as a fingernail or metal item against the fingerprint sensor, resulting in scratches being created on the surface of the fingerprint sensor
 - Touching the fingerprint sensor with dirty hands, which might scratch or dirty the surface of the fingerprint sensor
 - Placing a sticker on the surface of the fingerprint sensor, or covering the surface with ink or another substance
- If fingerprint authentication fails frequently, the fingerprint sensor may be dirty. Clean the surface of the fingerprint sensor regularly.
- When cleaning the fingerprint sensor, use a soft dry cloth to wipe dirt off the surface.
- Do not use a pointed object to remove any dirt that accumulates around the fingerprint sensor. Doing so may cause the fingerprint sensor to malfunction.
- Touching the fingerprint sensor while charged with static electricity may cause the fingerprint sensor or scanner unit to malfunction. Before touching the fingerprint sensor, discharge any static electricity by touching a piece of metal. Be especially careful during dry periods, such as the winter season, when the likelihood of being charged with static electricity is high.

❑ Disposal

- Prior to disposing of the scanner, initialize the scanner to ensure that the registered data is deleted.
- When disposing of the scanner, make sure to follow all local ordinances and laws or consult with the retailer who sold you the scanner.

ScanFront Setup Overview

Follow the procedures below to set up the ScanFront 220/220P.

1. Checking the Supplied Accessories (See p. 8)

Confirm that all of the supplied accessories are included.

2. Removing the Packing Materials and Attaching the Feed Roller (See p. 9)

Remove the packing materials protecting the scanner, and attach the supplied feed roller. (See p. 9.)

3. Installing the Scanner and Connecting to a Network (See p. 12)

Move the scanner to the desired installation site, and connect the AC adaptor and network cable.

4. Turning the Power ON and OFF (See p. 14)

Use the power switch to turn the scanner ON, and press [Power off] on the touch panel to turn it OFF.

5. Configuring the Scanner Settings (See p. 15)

To set up the scanner, configure the administrator settings on the scanner and the Web Menu settings from your computer's Web browser. This guide describes how to configure the network settings from the scanner, how to set the date and time and confirm the time zone from the Web Menu, and how to configure mail server settings for sending e-mail.

For details on other settings, refer to the *Operation Guide* and *ScanFront 220/220P INSTRUCTIONS* (electronic manual).

* For a Web browser, use Microsoft Internet Explorer 6.0 or later.

• Network Settings

From the [Administrator setting] screen on the scanner, configure the [Device Name] and [IP Address] settings needed to connect to the network. (See p. 16.)

• Configuring the Date and Time and Confirming the Time Zone

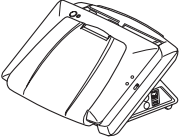


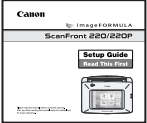


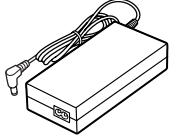

Set the date and time and confirm the time zone by logging in to the Web Menu. (See p. 18.)

6. Scanning Procedure (See p. 21)

This section gives an overview of the procedure for scanning a document, using the example of scanning from the Home screen. For more details on this procedure, refer to the *Operation Guide* and *ScanFront 220/220P INSTRUCTIONS* (electronic manual).

1. Checking the Supplied Accessories

After unpacking the scanner, confirm that the following accessories are included. In the unlikely event that any of these accessories are missing or damaged, contact your local authorized Canon dealer.

	<p>ScanFront 220 (standard model)</p>		<p>Power Cord* (Cord length: 1 m)</p>
	<p>ScanFront 220P (model with fingerprint sensor)</p>		<p>Setup Guide (this manual)</p>
	<p>Feed Roller The feed roller must be attached to the scanner during installation. (See p. 9.)</p>		<p>Operation Guide English language only. PDF files of the Operation Guide in other languages can be found on the INSTRUCTIONS CD-ROM.</p>
	<p>AC Adapter* (Cord length: 1.5 m)</p>		<p>INSTRUCTIONS CD-ROM** The following manuals are stored as PDF files on this CD-ROM:</p> <ul style="list-style-type: none"> • INSTURCTIONS • Setup Guide • Operation Guide

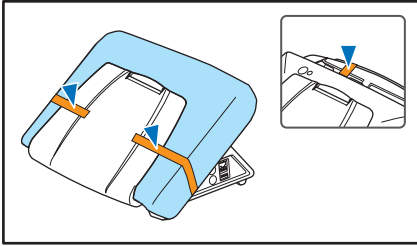
* Make sure to use only the supplied AC adapter and power cord.

** The PDF files stored on the CD-ROM require Adobe Acrobat or Adobe Reader to open. (You can download Adobe Reader from the Adobe Web site.)

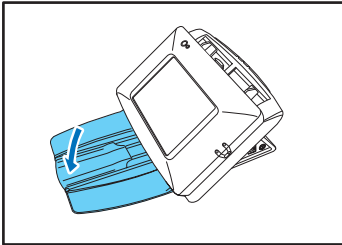
2. Removing the Packing Materials and Attaching the Feed Roller

Remove all of the packing materials protecting the scanner, and attach the feed roller.

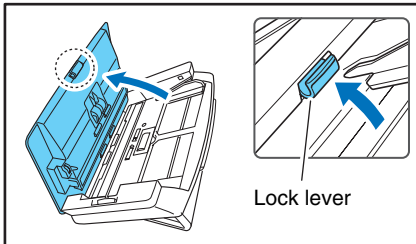
1. Remove the orange tape (3 pieces) securing the outer case.



2. Gently open the document eject tray.

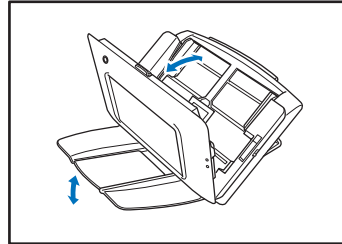


3. Pull the lock lever toward you and then fully open the panel unit.

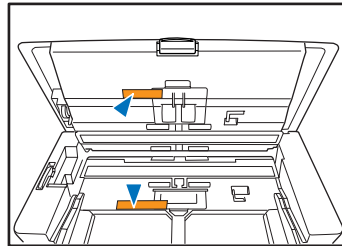


CAUTION

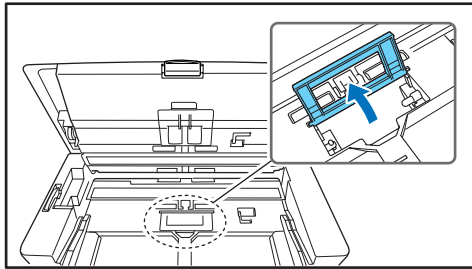
The open/close movement of the panel unit is linked to the up/down movement of the document eject tray. Do not press on the document eject tray when you open the panel unit.



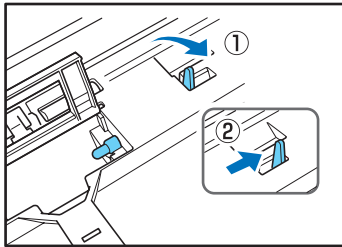
4. Remove the orange tape (2 pieces) securing the roller covers.



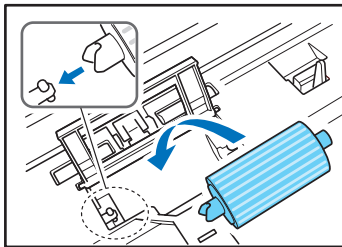
5. Open the roller cover for the feed roller.



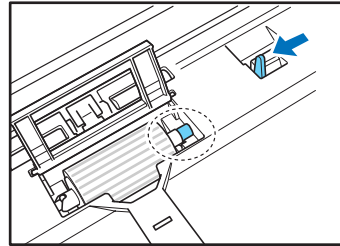
6. Lift up the roller lock lever ①, and slide it in the direction of the arrow ②.



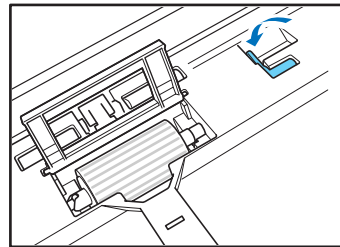
7. Align the notch in the shaft of the roller with the shaft of the scanner, and place the feed roller into position.



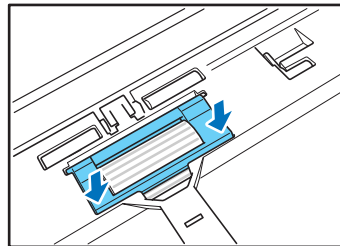
8. Move the lock lever in the direction of the arrow, then insert it into the hole in the feed roller.



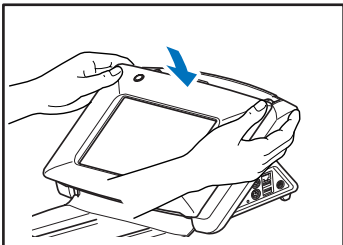
9. Lower the roller lock lever to lock the feed roller into position.



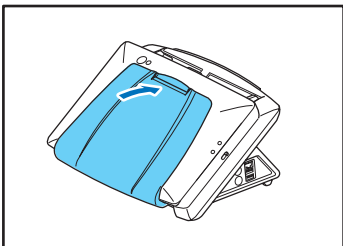
10. Close the roller cover. Make sure you hear a click, which indicates the cover has returned to its original position.



11. Gently close the panel unit. Press on both sides of the unit until you hear a click, which indicates the unit is locked.



12. Gently close the document eject tray.



3. Installing the Scanner and Connecting to a Network

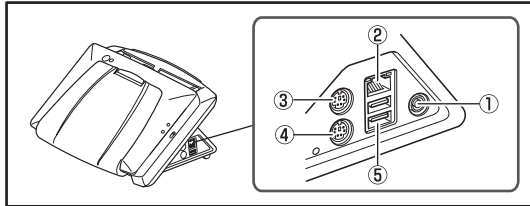
Before setting up the scanner, you need to move it to the installation site, and connect the AC adaptor and network cable.

! IMPORTANT

For information on installation safety, see p. 3.

□ Interfaces

The interfaces are located on the right side of the scanner.



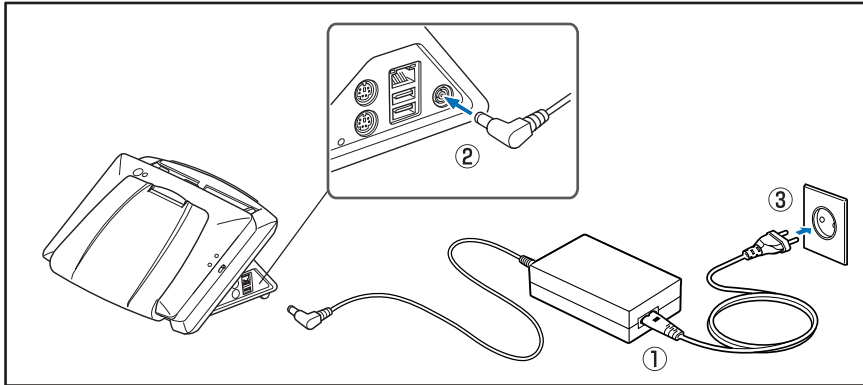
- ① Power Connector: Connect the plug of the supplied AC adapter. (See p. 13.)
- ② LAN Port: Connect a network cable designed for use with an RJ-45 modular jack. (See p. 13.)
- ③ PS/2 Connector (Green): Connect a PS/2 mouse.
- ④ PS/2 Connector (Purple): Connect a PS/2 keyboard.
- ⑤ USB Ports: Connect a USB memory device, USB keyboard, or USB mouse.

❑ Connecting the AC Adapter

Follow the procedure shown below to connect the AC adapter.

⚠ CAUTION

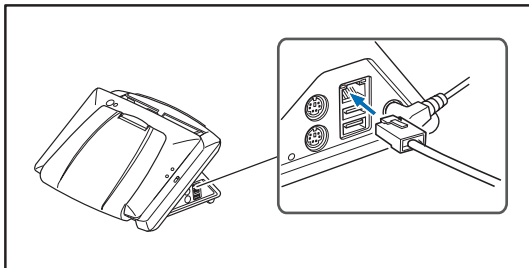
Make sure to use only the AC adapter and power cord included with the scanner.



- ① Connect the power cord and AC adapter.
- ② Insert the plug of the AC adapter into the power connector.
- ③ Connect the power cord to the wall outlet.

❑ Connecting the Network Cable

Insert the network cable connector (RJ-45) into the LAN port.

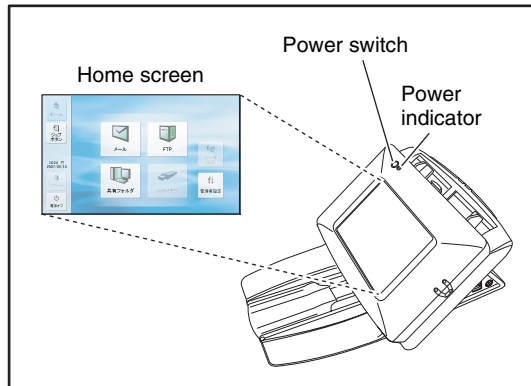


4. Turning the Power ON and OFF

Use the power switch to turn the scanner ON, and press the [Power off] button on the touch panel to turn it OFF.

□ Turning the Power ON

Press the power switch to turn the scanner ON. The power indicator lights, and the Home screen or the login screen appears.

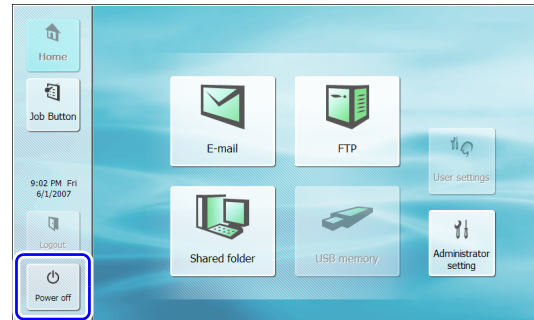


! IMPORTANT

- It takes approximately 40 seconds for the Home screen to appear after the power switch is turned on.
- If users have been registered, the login screen appears. (Refer to “Login screen” on p. 6-4 of the *ScanFront 220/220P INSTRUCTIONS*.)
- When the power indicator is lit but nothing appears on the touch panel, Display Off has activated to turn the panel display off. You can touch the panel to restore the display. (Refer to “Display Off” on p. 4-25 of the *ScanFront 220/220P INSTRUCTIONS*.)
- When the power indicator is flashing but nothing appears on the touch panel, the Low Power mode has activated to temporarily stop scanner operations. You can press the power switch to switch out of Low Power mode. (Refer to “Low Power Mode” on p.4-26 of the *ScanFront 220/220P INSTRUCTIONS*.)

□ Turning the Power OFF

Press the [Power off] button displayed at the bottom left of the panel to turn the scanner OFF.



! IMPORTANT

- When restarting the scanner, wait at least 5 seconds after turning the power OFF before turning it ON again.
- If the scanner stops responding, press and hold the power switch to shut down the system, and then press the power switch to turn the scanner ON again. In such cases, settings configured immediately before shutting down may be lost.

5. Configuring the Scanner Settings

To set up the scanner, you must configure the [Network setting] items under [Administrator setting] on the scanner unit, and configure settings on the Web Menu (Administrator Mode).

This section describes the network settings configured under [Administrator setting] on the scanner (see p. 16), and date/time configuration and time zone confirmation in the Web Menu (Administrator Mode) (see p. 18), and mail server settings for sending images via e-mail (see p. 20).

For details on other settings, refer to the *ScanFront 220/220P INSTRUCTIONS* (electronic manual).

The following items are only a few of the available settings. The necessary configuration differs, depending on the scale of the network environment in which you plan to use the scanner. To use the scanner with the minimum required settings, you must register addresses to the Shared Address Book in addition to configuring the [Network setting] items.

Setting Item	Description	Administrator setting	Web Menu (Administrator Mode)
Network setting	Set the Device Name and IP Address.	Yes	No
Administrator password	Set the password required to login to [Administrator setting] and the Web Menu.	Yes	Yes
Login type	Select the screen that appears when users log in.	Yes	Yes
Register user	Register the users who will use the ScanFront.	No	Yes
Register Shared Address Book	Register entries in the Shared Address Book available to all users.	No	Yes
Register Shared Job Button	Register the Shared Job Button available to all users.	No	Yes
Device Configuration	Set the basic operations of the ScanFront (including network settings).	No	Yes
E-mail server settings	Register the SMTP server to be used for sending e-mail.	No	Yes
Authentication server settings	Register a domain server that can search users with Active Directory.	No	Yes
Address book server settings	Register an LDAP server that can search e-mail address books.	No	Yes

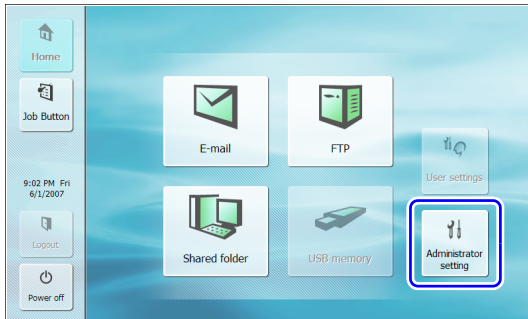
❑ Network Settings

Follow the procedure below to confirm and configure the device name and IP address needed to connect the scanner to a network.

! IMPORTANT

- The device name is the name used to identify the scanner on the network and is set to the 14 alphanumeric characters of the SF+MAC address by default. When changing this setting, make sure to select a unique name that is different from those of all other devices.
- Under default settings, the IP address is assigned automatically by the DHCP server. When a DHCP server is not used, clear the [DHCP server Enable] check box, and enter a fixed address. For details, contact your network administrator.
- The device name or IP address is used as the URL when accessing the Web Menu. Be sure to write down both the device name and IP address in case you forget them.

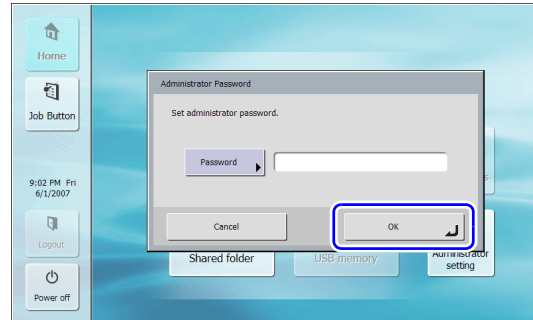
1. Press [Administrator setting].



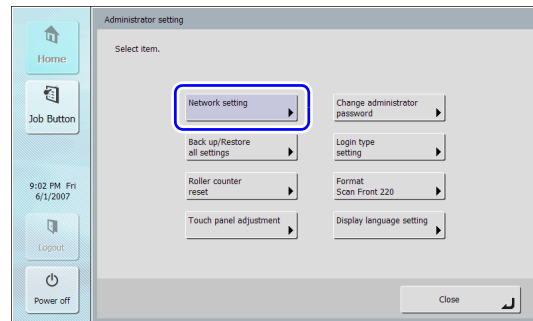
The [Administrator Password] input box appears.

2. Press [OK] to display the [Administrator setting] screen.

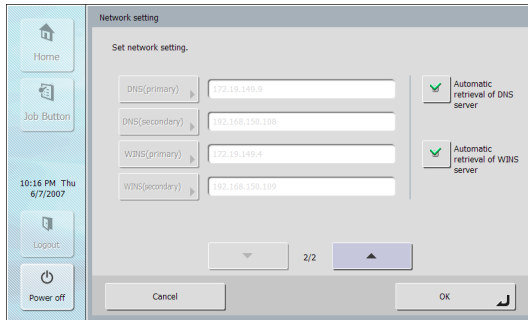
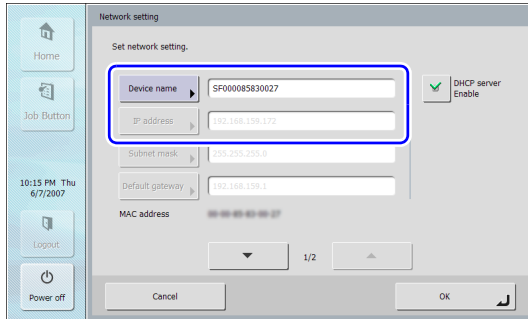
No administrator password is set by default.



3. Press [Network setting].

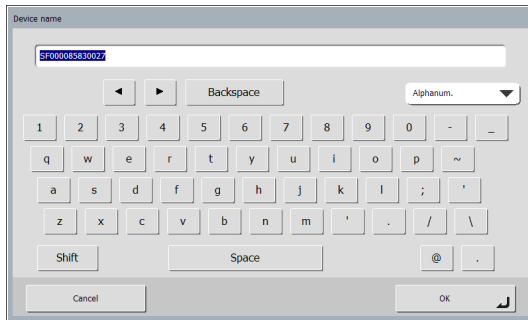


4. Confirm the [Device name] and [IP address].

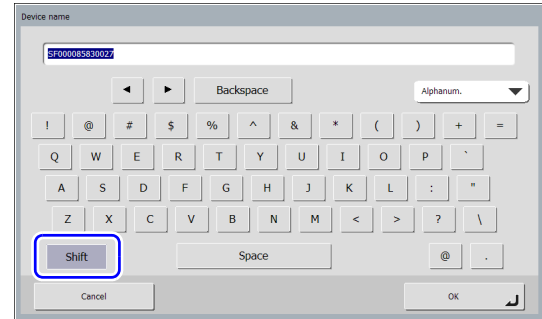


5. Press [Device name] (or [IP address]).

A keyboard entry screen appears.



Press [Shift] to switch, the entry screen to capital letters.

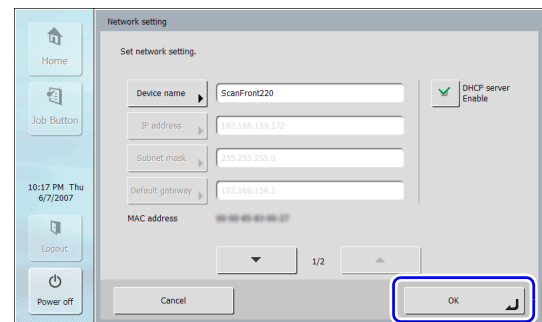


6. Enter the new device name (or IP address), and press [OK].

! IMPORTANT

- The device name is the name used to identify the scanner on the network. When changing this setting, make sure to select a unique name that is different from those of all other devices.
- The device name can be a combination of letters (A-Z, a-z), numbers (0-9), and hyphens (-) up to 15 characters long.
- The device name must begin with a letter. You cannot end the device name with a hyphen.

7. Confirm the new device name and IP address, and press [OK].



8. Press [Close] to return to the Home screen.

9. Press [Power off] to restart the scanner.

❑ Configuring the Date and Time and Confirming the Time Zone

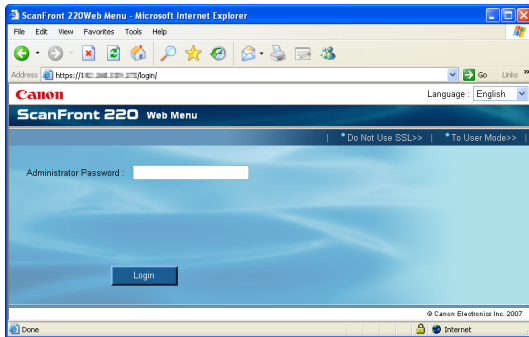
When you finish configuring the network settings, log in to the Web Menu to set the date and time and confirm the time zone.

For details on other settings, refer to the *Operation Guide* and *ScanFront 220/220P INSTRUCTIONS* (electronic manual).

! IMPORTANT

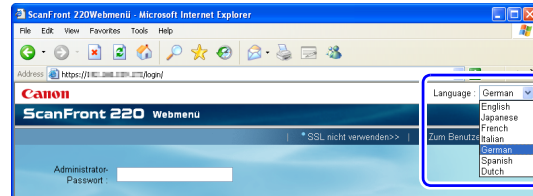
Make sure that the time zone is set to your region of use. If the time zone is set to the wrong region, the recorded sending times and time stamps for image files will not match the time setting displayed on the scanner.

1. Turn the scanner ON.
2. Log in to [Administrator setting], open the network settings, and confirm the IP address. (See “Network Settings” on p. 16.)
3. Launch the Web browser on the computer.
4. Enter the device name or the IP address as the URL to open the Web Menu.
Ex.) <http://scanfront220> when the device name is ScanFront220, and <http://172.19.xxx.xxx> for the IP address.



💡 Hint

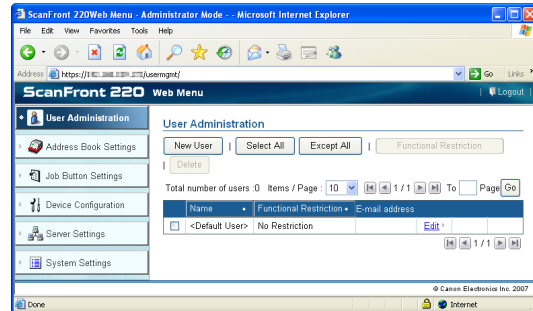
If the Web Menu does not appear in the desired language, select the desired language in the [Language] box to switch the Web Menu display.



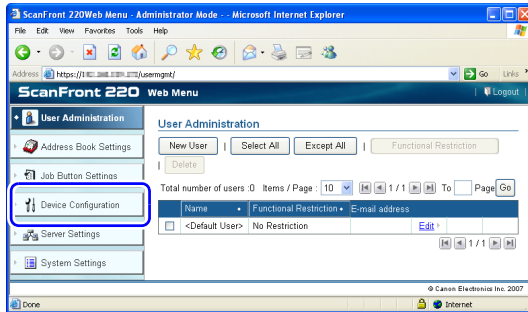
5. Click [Login] to log in to the Web Menu (Administrator Mode).

💡 Hint

No administrator password is set by default. If you set a password under the administrator settings, enter the password to log in. (See p. 15.)

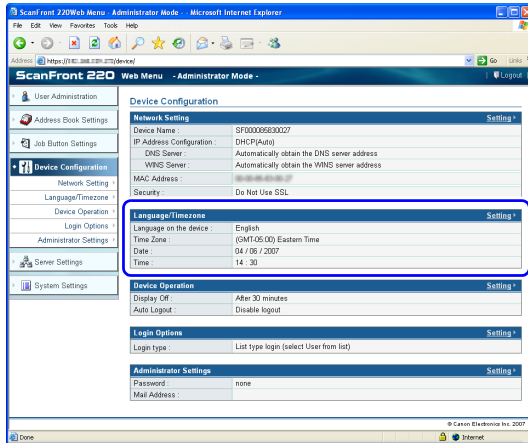


6. Click [Device Configuration].



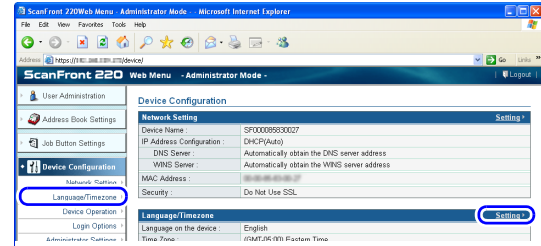
The [Device Configuration] screen appears.

7. Check the [Language/Timezone] setting.



Hint

To change the setting, click [Language/Timezone] or [Setting].



Language/Timezone Setting Screen

Device Configuration > Language/Timezone

Language/Timezone	
Language on the device :	English
Time Zone :	(GMT+00:00) GMT Time
	<input checked="" type="checkbox"/> Enable daylight saving time
Date :	<input type="checkbox"/> Change Date 03 / 10 / 2009
Time :	<input type="checkbox"/> Change Time 04 : 56

OK

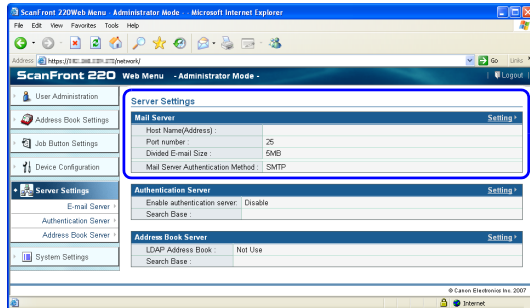
Cancel

! IMPORTANT

- If the correct time zone is not set, the time stamps that are saved for the send time of e-mail messages, and for the saved image files will be incorrect.
- When the daylight saving time mode is enabled, the correct time may not be reflected. In this case, set the correct time.

❑ Mail Server Settings

To send scanned images via e-mail, open the Server Settings screen from the Web Menu and register a mail server. For details, refer to “Server Settings” on p. 4-27 of the *ScanFront 220/220P INSTRUCTIONS* (electronic manual).

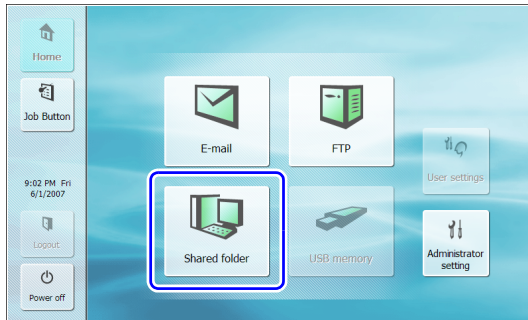


6. Scanning Procedure

This section gives an overview of the procedure for sending scanned images from the Home screen.

For more details, refer to the *Operation Guide* or the *ScanFront 220/220P INSTRUCTIONS* (electronic manual).

1. Place a document in the scanner.
2. Select a transfer destination by pressing a destination button.



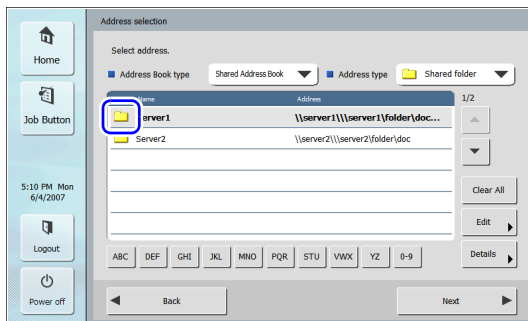
The [Address selection] screen appears.



Hint

You can change the transfer destination from the [Address selection] screen.

3. Press one of the displayed addresses to select it.



Hint

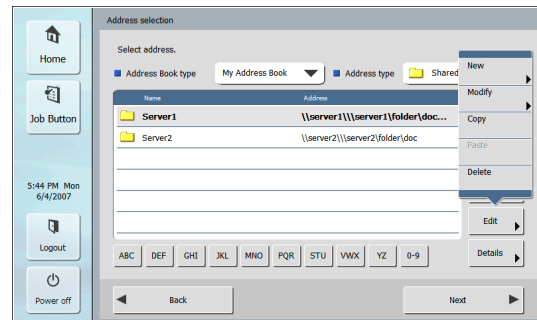
- You can change the transfer destination by changing the [Address type].
- The following icons are used to indicate the types of address.
 - ✉ :E-mail
 - 📁 :Shared folder
 - 📁 :FTP
 - 👤 :Group
- Pressing an address adds a checkmark (☑) to the icon and selects the address. Pressing a selected address again clears the selection.
- Each time you press an e-mail or group icon, the send condition changes (To, Cc, Bcc).
 - ✉ :To
 - cc :Cc
 - Bcc :Bcc
 - ☐ :Selection cleared



IMPORTANT

If an address has a shaded background but no check mark, it is not selected.

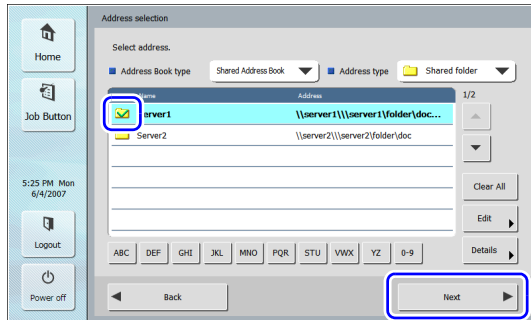
4. If there are no addresses registered in the address book, press [Edit] to register addresses.



Hint

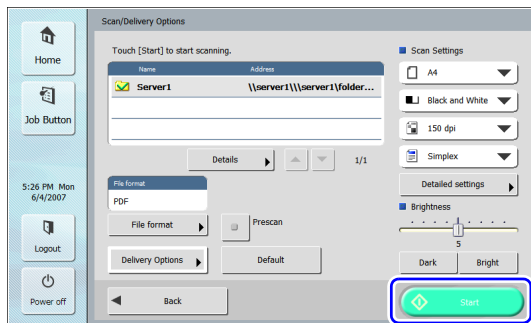
If the address you want to register is for your private use, register it in My Address Book. For details, refer to "Registering and Editing Addresses" on p. 3-19 of the *Operation Guide*.

- Confirm that the selected address has a check mark, and press [Next].

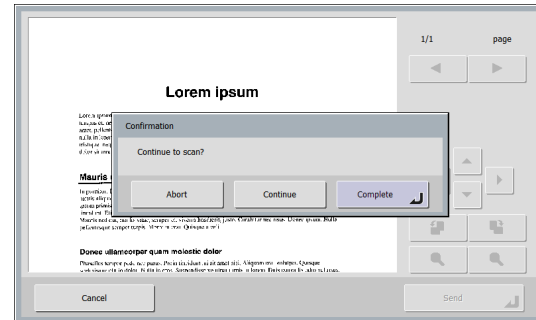


The [Scan / Delivery Options] screen appears.

- Confirm the scan settings, and press [Start].



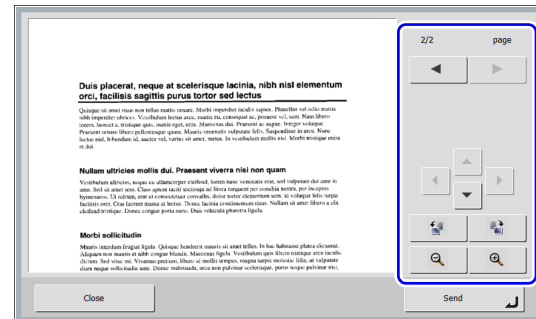
Scanning starts, and stops when the document has been scanned.



- Press [Abort] to cancel the scanned images and return to the Scan/Delivery Options screen.
- Press the [Continue] button to resume scanning.
- Press [Complete] to go to the Send screen.

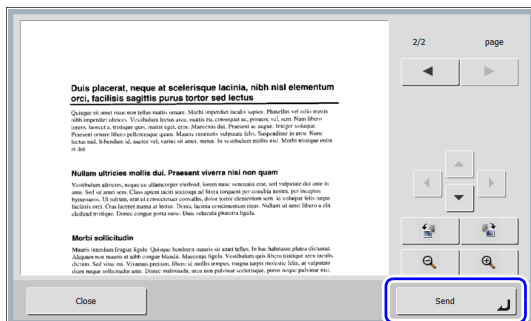
- Press [Continue].

- Check the scanned image.



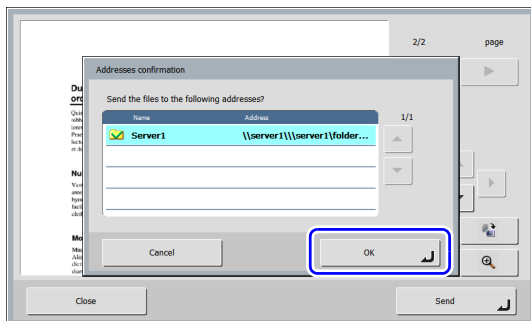
- : Display the image of the next page.
- : Display the image of the previous page.
- : Move the viewing area around an image when an enlarged view of the image is shown.
- : Rotate the image 90 degrees counterclockwise.
- : Rotate the image 90 degrees clockwise.
- : Enlarge the image.
- : Reduce the image.

9. Press [Send].



An address confirmation message appears.

10. Confirm the address and press [OK] to send the scanned image.



The scanner sends the image file and returns to the Home screen.



The screen that appears after images are sent can be selected in the settings. For details, refer to the *Operation Guide*.

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