

## E-mail overview

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The machine is capable of exchanging e-mails. The following features are available by exchanging e-mails:

- Scanner (mail transmission)
- Mail print
- Mail notice
- Job completion notice



**NOTE:** *This feature does not appear for some models. An optional package is necessary. For more information, contact the Customer Support Center.*

<b>Scanner (mail transmission)</b>	Documents can be scanned and transmitted via e-mail in black and white or color (with optional color scanner kit).
<b>Mail print</b>	E-mail with attachments in either TIFF or PDF format can be sent to the machine from computers. Received e-mail will automatically be printed.
<b>Mail notice</b>	When the machine is configured with the rejected IP addresses notice or rejected mail domains notice, a mail notice about the rejection can be sent to a specified recipient.
<b>Job completion notice</b>	When a computer has submitted a job to the machine, its completion can be notified by e-mail.

## Scan Service overview

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The machine is capable of scan services.

The following functions are available by using scan services:

- Scanner (mail transmission)
- Scanner (save to a mailbox)
- Job template scan
- Scanner (save to a computer)
- Job flow scan



**NOTE:** An optional package is necessary for this feature to function. For more information, contact the Customer Support Center.

**NOTE 2:** The optional color scanner kit will allow scanning in color or black and white. Scans from Scan Service cannot be printed unless retrieved at the client and resubmitted as a print job.

**Scanner  
(mail transmission)**

Documents can be scanned and transmitted via e-mail.

**Scanner  
(save to a mailbox)**

Documents which you would like to take in as data can be scanned and stored into a mailbox. Stored documents can be accessed from network computers.

**Job template scan**

A job template is a configuration file for scanning parameters. Specify a job template for the document to be scanned in as data. The scanned document will be stored on a hard disk on the machine, then transmitted automatically to a networked computer (server).

**Scanner  
(save to a computer)**

When the machine is connected to a network, scanned data can be stored on network computers using the FTP or SMB protocol. Documents which you would like to take in as data can be scanned and stored on network computers.

**Job flow scan**

A scan can be performed using a job flow which has been created using an external editor.

## Registering a Mailbox

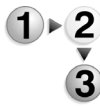
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The following describes the procedure to register a mailbox for storing scanned documents.

Documents stored in a mailbox can be taken into an application via the scan driver by a computer.

A maximum of 200 mailboxes can be registered. The following items can be configured or changed:

<b>Mailbox name</b>	Set the name used for a mailbox. Up to 10 characters can be used for the name.
<b>Password</b>	A password of up to 20 characters can be set. A password is not a required setting. Passwords are valid only when the System Administrator password is set.
<b>Check password</b>	When the password is set, configure whether each operation (such as read or write) requires password restrictions.
<b>Delete document after retrieval</b>	Set whether to delete a document in the mailbox after the document is retrieved, printed, or transferred by a job flow.
<b>Link a job flow sheet to a mailbox</b>	Set or change a link to a job flow, or select and run a job flow.



The procedure that follows describes how to register a mailbox on the machine.

1. Display the **System Administrator Menu** screen.
  - a. Press the **Log In/Out** button.
  - b. Enter the UserID using the numeric keypad and then select **Confirm**.



**NOTE:** The default User ID value is **1111**. When using the *Authentication* feature, a password is required. The default password is **x-admin**.

- c. Select **System Settings**.
2. Select **Setup Menu**.

## Print Mode Settings

Allocate Memory	<ul style="list-style-type: none"> <li>• PostScript Memory</li> <li>• HP-GL/2 Auto Layout Memory</li> <li>• Receiving Buffer - NetWare</li> <li>• Receiving Buffer - IPP Spool</li> <li>• Receiving Buffer - Port 9100</li> </ul>	<ul style="list-style-type: none"> <li>• ESC/P Form Memory</li> <li>• Receiving Buffer - LPD Spool</li> <li>• Receiving Buffer - SMB Spool</li> <li>• Receiving Buffer - EtherTalk</li> </ul>
Other Settings	<ul style="list-style-type: none"> <li>• Print Area</li> <li>• Paper Type Mismatch</li> <li>• Print ID</li> <li>• Banner Sheet Tray</li> <li>• PostScript Font Absence</li> </ul>	<ul style="list-style-type: none"> <li>• Substitute Tray</li> <li>• Unregistered Forms</li> <li>• Banner Sheet</li> <li>• PostScript Paper Supply</li> <li>• PostScript Font Substitution</li> </ul>

## Scan Mode Settings



**NOTE:** The optional color scanner kit will allow scanning in color or black and white. Scans from Scan Service cannot be printed unless retrieved at the client and resubmitted as a print job.

Basic Scanning Tab	<ul style="list-style-type: none"> <li>• Feature in 2nd Column</li> <li>• Reduce/Enlarge - Button 3</li> </ul>	<ul style="list-style-type: none"> <li>• Reduce/Enlarge - Button 2</li> </ul>
Scan Defaults	<ul style="list-style-type: none"> <li>• Output Color</li> <li>• File Format</li> <li>• Contrast</li> <li>• Auto Exposure</li> <li>• Color Space</li> <li>• Scan Resolution</li> <li>• Edge Erase</li> <li>• Edge Erase - Left &amp; Right Edges</li> <li>• Image Compression</li> </ul>	<ul style="list-style-type: none"> <li>• Original Type</li> <li>• Lighten/Darken</li> <li>• Sharpness</li> <li>• Background Suppression</li> <li>• Original Orientation</li> <li>• Mixed Size Originals</li> <li>• Edge Erase - Top &amp; Bottom Edges</li> <li>• Center Erase / Binding Erase</li> </ul>
Scan-to-FTP/SMB Defaults	Not applicable	
Scan Size Defaults	Not applicable	
Output Size Defaults	Not applicable	
Reduce/Enlarge Presets	Not applicable	
Other Settings	<ul style="list-style-type: none"> <li>• Scan Service</li> <li>• Maximum Stored Pages</li> <li>• Color Saturation</li> <li>• Background Suppression Level</li> <li>• TIFF Format</li> </ul>	<ul style="list-style-type: none"> <li>• Memory Full Procedure</li> <li>• 2 Sided Original Scan Options</li> <li>• Auto Exposure Level</li> <li>• Color Space</li> <li>• Image Transfer Screen</li> </ul>

**Feature in 2nd Column**

Select which features are shown in the second column of the **Basic Scanning Tab** screen. Select **2 Sided Originals**, **Scan Resolution**, or **Reduce/Enlarge**.

**Reduce/Enlarge - Button 2**

Select a specific, default magnification level for the Reduce/Enlarge button. This button is displayed when **Reduce/Enlarge** is selected in **Feature in 2nd Column**.

**Reduce/Enlarge - Button 3**

Select a specific, default magnification level for the Reduce/Enlarge button. This button is displayed when **Reduce/Enlarge** is selected in **Feature in 2nd Column**.



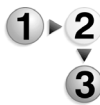
For information about R/E Preset buttons, refer to *Reduce/Enlarge Presets* on page 9-114.

## Scan Defaults

In **Scan Defaults**, you select the default values for the scanner feature. When one of the following occurs, the machine returns to its preset scan defaults:

- The machine power is switched on,
- The machine returns from a power-saving mode, or
- The **Clear All** button is pressed.

The settings selected for **Scan Defaults** are valid after switching off and switching on the machine's power.



1. From the **Scan Mode Settings** screen, select **Scan Defaults**.

Items	Current Settings
1 Original Type	Text
2 File Format	TIFF/JPEG Auto Select
3 Lighten / Darken	Normal
4 Sharpness	Normal
5 Auto Exposure	Off
6 Original Orientation	Head to Left
7 Scan Resolution	200dpi
8 Mixed Size Originals	Off
9 Edge Erase	Variable Erase
10 Edge Erase - Top & Bottom Edges	2mm

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Change Settings

**NOTE:** If you have the optional color scanner, some of the selections will be different as noted below.

2. Select the item to be set or changed, and select **Change Settings**.

**NOTE:** Select *s* to display the previous screen and select *t* to display the next screen.

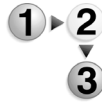
3. Select the default setting for that item.

4. Select **Save**; you are returned to the **Scan Defaults** screen.
5. Repeat Steps 1-4 for the remaining **Scan Defaults** features.
6. Upon completion, select **Close**; you are returned to the **Scan Mode Settings** screen.

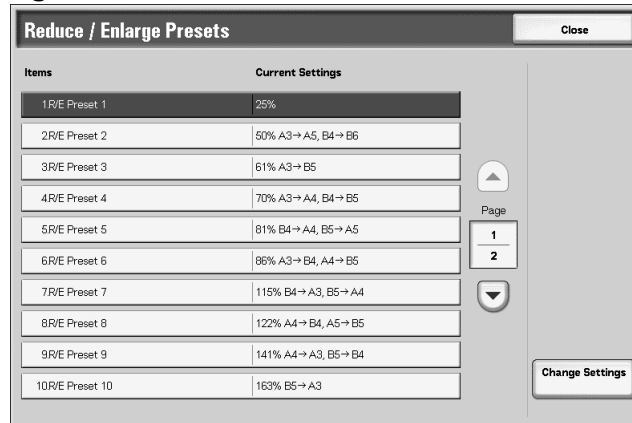
<b>Output Color</b> (with optional Color Scanner kit only)	Select the default value for <b>Output Color</b> in the Basic Scanning Tab screen. With the optional color scanner, select one of the following: <b>Auto</b> , <b>Full Color</b> , <b>Grayscale</b> , or <b>Black</b> .
<b>Original Type</b>	Select the default value for <b>Original Type</b> in the <b>Basic Scanning Tab</b> screen. Select one of the following: <b>Text &amp; Photo</b> , <b>Text</b> , or <b>Photo</b> .
<b>File Format</b>	Select the default value for <b>File Format</b> feature (as displayed on the <b>Basic Scanning Tab</b> screen). Select one of the following: <b>TIFF</b> , <b>Single-page TIFF</b> , or <b>PDF</b> .
<b>File Format</b> (with optional Color Scanner kit only)	Select the default value for <b>File Format</b> feature (as displayed on the <b>Basic Scanning Tab</b> screen). With the optional color scanner, select one of the following: <b>TIFF/JPEG Auto Select</b> , <b>Multi-page TIFF</b> , <b>Single-page TIFF</b> , or <b>PDF</b> .
<b>Lighten/Darken</b>	Select the default value for <b>Lighten/Darken/Contrast</b> (as displayed on the <b>Lighten/Darken</b> feature on the <b>Image Quality</b> screen). Select one of the following: <b>Lighter (+3)</b> , <b>Lighter (+2)</b> , <b>Lighter (+1)</b> , <b>Normal</b> , <b>Darker (+1)</b> , <b>Darker (+2)</b> , or <b>Darker (+3)</b> .
<b>Contrast</b> (with optional Color Scanner kit only)	Select the default value for <b>Contrast</b> (as displayed on the <b>Image Quality</b> screen). With the optional color scanner, select one of the following: <b>Higher</b> , <b>High</b> , <b>Normal</b> , <b>Low</b> , or <b>Lower</b> .
<b>Sharpness</b>	Select the default value for <b>Sharpness</b> (as displayed on the <b>Image Quality</b> screen). Select one of the following: <b>Sharper</b> , <b>Sharp</b> , <b>Normal</b> , <b>Soft</b> , or <b>Softer</b> .
<b>Auto Exposure</b>	Select the default value for <b>Auto Exposure</b> (as displayed on the <b>Image Quality</b> screen). Select either <b>Off</b> or <b>On</b> .
<b>Background Suppression</b> (with optional Color Scanner kit only)	Select the default value for <b>Background Suppression</b> (as displayed on the <b>Image Quality</b> screen). With the optional color scanner, select either <b>Off</b> or <b>On</b> .
<b>Color Space</b> (with optional Color Scanner kit only)	Select the default value for <b>Color Space</b> . With the optional color scanner, select either <b>Standard Color Space</b> or <b>Device Color Space</b> .

## Reduce/Enlarge Presets

Select the magnification levels as shown in the **Preset%** option (as displayed on the **Reduce/Enlarge** feature on the **Scan Options** screen). Assign any magnification to the Reduce/Enlarge Preset buttons **1-7**; you cannot select **100%**.

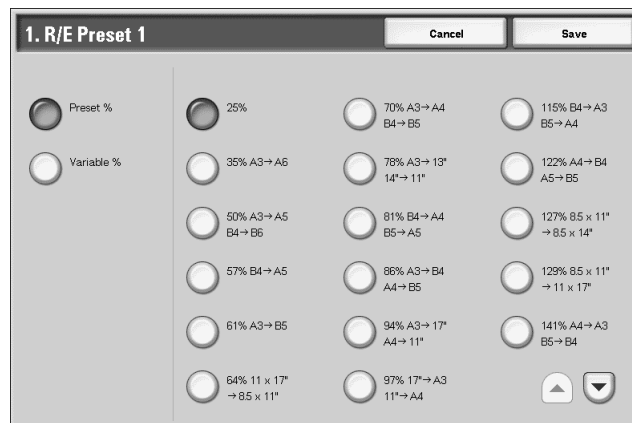


1. From the **Scan Mode Settings** screen, select **Reduce/Enlarge Presets**.
2. Select the item to be set or changed, and select **Change Settings**.



**NOTE:** Select ▲ to display the previous screen and select ▼ to display the next screen.

3. Select **Preset%** or **Variable%**.



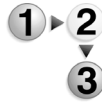
4. Select the desired setting.
5. Select **Save**.
6. Repeat Steps 1-5 for each of the **R/E Presets** items.
7. From the **Reduce/Enlarge Presets** screen, select **Close** to return to the **Scan Mode Settings** screen.

**Preset%** Select from twenty-five standard magnification ratios.

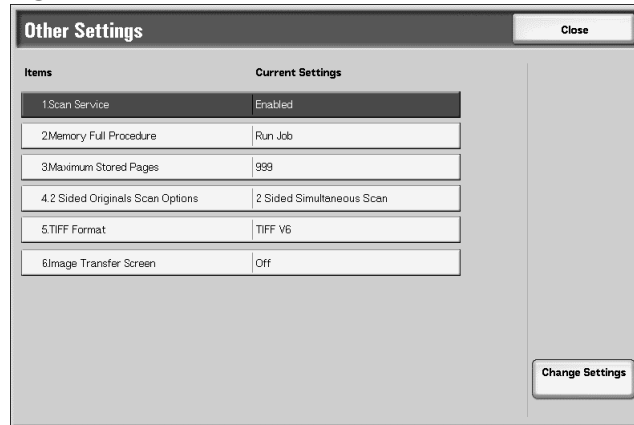
**Variable%** Select any magnification level. Specify a value from 25% to 400%, in 1% increments.

## Other Settings

These settings relate to the scanner feature specification.



1. From the **Scan Mode Settings** screen, select **Other Settings**.
2. Select the item to be set or changed, and select **Change Settings**.



**NOTE:** If you have the optional color scanner, you will have additional selections as noted below.

3. Select the desired setting for that item.
4. Select **Save**.
5. Repeat Steps 1-4 for the remaining **Other Settings** items.
6. From the **Other Settings** screen, select **Close** to return to the **Scan Mode Settings** screen.

### Scan Service

Select whether or not to use the scanner feature. Select either **Disabled** or **Enabled**.

### Memory Full Procedure

Select either **Cancel Job** or **Run Job** as the default setting. This default setting appears while scanning an original if there is insufficient hard disk space for the scanner. If an insufficient amount of hard disk space is determined, a confirmation screen appears asking how the partially stored data should be handled (cancel job or run job).

- **Cancel Job:** The stored data is discarded.
- **Run Job:** The partially stored data is treated as valid and complete, the job is run.

If the user does not respond to the confirmation screen and a predetermined amount of time elapses, the machine automatically processes the partially-stored data according to the default setting selected here.





*You can set the time limit that occurs between the confirmation screen and the automatic processing of the stored data. For more information, refer to Auto Job Release on page 9-23.*

### **Maximum Stored Pages**

Select the maximum number of stored pages of a scan original. Select between **1-999** pages.

### **2 Sided Original Scan Options**

When placing 2-sided originals in the DADF, you can select the scanning method. Select either **2 Sided Simultaneous Scan** or **1 Sided Scan**.

### **Color Saturation (with optional Color Scanner kit only)**

Select the amount of color saturation for scanned data. Select from **Lower, Low, Normal, High, or Higher**.

### **Auto Exposure Level (with optional Color Scanner kit only)**

Select the Auto Exposure Level for scanned data. Select from **Normal, High (+1), Higher (+2), Higher (+3), or Higher (+4)**.

### **Background Suppression Level (with optional Color Scanner kit only)**

Select the amount of background suppression for scanned data. Select from **Higher Low, Normal, High, or Higher**.

### **Color Space (with optional Color Scanner kit only)**

Select if color space is to be enabled for scanned data. Select either **Disabled** or **Enabled**.

### **TIFF Format**

Select the TIFF format for scanned data. Select either **TIFF V6** or **TTN2**.

### **Image Transfer Screen**

Select whether or not to display a message when the scan process is completed.

- **Disabled:** Do not show a scan completion message.
- **Display Message Only:** Show a scan completion message.
- **Display Message and Screen:** Show a screen while scanning an original and upon completion of the scan process.