Scanner Mode & Printer Management Utility

Quick Guide
## Contents

### 1 Before Making Connections and Specifying Settings

1.1 Safety Precautions.................................................................1-1  
   General precautions .............................................................1-1  
   Trademark Acknowledgements .............................................1-2  

1.2 User Instructions......................................................................1-3  
   For the U.S.A. Users .............................................................1-3  
   For Canada Users ...............................................................1-3  
   For European Users ..........................................................1-3  
   For Users of the Class B regulation’s countries ..................1-4  
   For Users except the Class B regulation’s countries ............1-4  

1.3 Enclosed Accessories..............................................................1-4  

1.4 Preparing the LAN Cable and IP Address ..........................1-5  

1.5 Acceptance of the End User License Agreement ...............1-5  

1.6 Compatible Operating Systems ..........................................1-5  

1.7 Operating Environment of Utilities ....................................1-5  

1.8 Specifying the IP Address....................................................1-6  

### 2 Making Connections

2.1 LAN Connection.....................................................................2-1  
   Connecting the LAN cable ..................................................2-1  
   LED indicators .................................................................2-2  

2.2 Environments for Transmitting Scan Data .........................2-3  
   Required environment .......................................................2-3  

### 3 Network Settings

3.1 List of Network Settings......................................................3-1  

3.2 Specifying Network Settings...............................................3-4  
   Displaying the Network Settings screen .........................3-4  
   Printing the list of settings ..............................................3-6
4 Installing the Utilities

4.1 Utilities disk .................................................................................. 4-1
4.2 Installing IP Scanner (Windows Me, 98/95, XP, 2000 and NT4.0) ..................................................................................... 4-1
4.3 Uninstalling IP Scanner ............................................................... 4-5
   Uninstalling IP Scanner (Windows Me, 98/95 and NT4.0) ........... 4-5
   Uninstalling (Windows XP and 2000) ........................................ 4-6
4.4 Installing the TWAIN driver .......................................................... 4-7

5 Features of the Network Functions

5.1 Scan to E-mail ............................................................................... 5-1
5.2 Scan to Server (FTP) .................................................................... 5-2
5.3 Scan to PC (FTP) ........................................................................... 5-4
5.4 Scan to HDD .................................................................................. 5-5
5.5 Internet Faxing ............................................................................. 5-6
5.6 IP Address FAX (LAN-FAX) ......................................................... 5-7
5.7 Scan to PC (SMTP) ....................................................................... 5-8
5.8 IP Scanner ..................................................................................... 5-9
5.9 Document Forwarding/Archive Distribution............................ 5-10
5.10 Network Fax Transmission........................................................ 5-11

6 Performing Scan Operations

6.1 Transmitting to a Recipient in the List of One-Touch Keys ..... 6-1
   One-touch keys ............................................................................. 6-1
   Registering indexes ................................................................. 6-2
   Registering one-touch keys .................................................. 6-4
   Specifying Transmission ....................................................... 6-6
6.2 Transmitting to the Entered E-Mail Address ......................... 6-7

7 Using Printer Management Utility

7.1 System Requirements .................................................................. 7-1
   Computer (Software) ................................................................. 7-1
   Network .................................................................................. 7-1
   Digital Copier ......................................................................... 7-2
   Network Interface Card ......................................................... 7-2
   Any of the following options must be installed ..................... 7-2
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.2</td>
<td>Accessing Printer Management Utility</td>
<td>7-2</td>
</tr>
<tr>
<td>7.3</td>
<td>Using Printer Management Utility</td>
<td>7-3</td>
</tr>
<tr>
<td>7.4</td>
<td>Logging Into Administrator Mode</td>
<td>7-3</td>
</tr>
<tr>
<td>7.5</td>
<td>Selecting the Display Language</td>
<td>7-5</td>
</tr>
<tr>
<td>7.6</td>
<td>Structure of Pages</td>
<td>7-6</td>
</tr>
</tbody>
</table>
1 Before Making Connections and Specifying Settings

1.1 Safety Precautions

Before making connections and specifying settings, be sure to read the precautions described in “Precautions” of the Advanced Operations volume of the User Manual provided with the main product.

General precautions

1. The reproduction of the content of this manual, either partially or in full, is prohibited without prior permission.
2. The content of this manual is subject to change without notice.
3. Unauthorized duplication or modification is strictly prohibited.
4. This manual was created with careful attention to content; however, if inaccuracies, errors or omissions are noticed, please contact your sales or service representative.
5. Some network application functions may not be supported, depending on the operating environment or other software.
The actual performance of network application functions is determined by various factors, such as the system configuration, customer data and operator controls.
Since the operating environment of network application functions differs depending on the customer, the configuration of specific products and the suitability of the application software should be determined specifically for the customer.
6. We assume no responsibility for consequences arising from use, regardless of items 4 and 5 mentioned above.
7. The software provided with the device, the software included on the CD-ROM and information such as the design of and materials related to this manual are the sole property of NEC Corporation, NEC Access Technica and their licensors.
NEC Corporation, NEC Access Technica and their licensors own all patents, copyrights and titles to this manual, from the design, production and duplication to the use and marketing rights. However, these limitations do not apply if written permission to transfer the above-mentioned rights to another company is received.
Trademark Acknowledgements

Windows®, Windows NT®, Microsoft® and its logo are registered trademarks of Microsoft Corporation in the United States and other countries.

IBM and PC/AT are registered trademarks of International Business Machines Corporation in the United States and other countries.

Ethernet is a registered trademark of Xerox Corporation.

Netscape Navigator is a trademark of Netscape Communications Corporation.

Adobe® and Acrobat® are trademarks of Adobe Systems Incorporated.

Network FAX is a registered trademark of Comuse Co., Ltd.

All other company names and product names mentioned in this manual are trademarks or registered trademarks of their respective companies.

This product uses the Software Development Kit developed by Peerless Systems Corporation. Copyright© 2001 Peerless Systems Corporation. All rights reserved.

This product uses the NEST Office SDK developed by Novell, Inc. Copyright© 1999 Novell, Inc. NEST is a trademark of Novell, Inc. in the United States and other countries.
1.2 User Instructions

For the U.S.A. Users

FCC Part 15-Radio Frequency Devices

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

NOTE

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and radiate radio frequency energy and if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

WARNING

The design and production of this unit conform to FCC Regulations, and any changes or modifications must be registered with the FCC and are subject to FCC control. Any changes made by purchaser or user without first contacting the manufacturer will be subject to penalty under FCC regulations.

For Canada Users

Interference-Causing Equipment Standard (ICES-003 Issue 3)

This Class A digital apparatus complied with Canadian ICES-003
Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

For European Users

CE Marking (Declaration of Conformity)

This product complies with the following EU directives:
This declaration is valid for the area of the European Union.

This device must be used with shielded interface cables. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under EU directives.
For Users of the Class B regulation’s countries

This device must be used with shielded interface cables. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under CISPR 22 rules and local rules.

For Users except the Class B regulation’s countries

WARNING
This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

This device must be used with shielded interface cables. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under CISPR 22 rules and local rules.

1.3 Enclosed Accessories

Network Scan Kit
- TWAIN driver CD-ROM containing electronic manuals
  This CD-ROM contains the TWAIN driver, the Scanner Mode User Manual and the Printer Management Utility User Manual.

Internet Fax & Network Scan Kit
- TWAIN driver CD-ROM containing electronic manuals
  This CD-ROM contains the TWAIN driver, the Scanner Mode User Manual and the Printer Management Utility User Manual.
- Utility Disk (CD-ROM)
  The Utility Disk contains the utilities (e.g., IP Scanner and Network FAX), the IP Scanner User Manual and the Network FAX User Manual.

Tip
In order to use the Network Scan Kit or the Internet FAX & Network Scan Kit, the Printer Controller and the Network Interface Card must be installed.

CAUTION
Only use the CD-ROM in a player that is CD-ROM-compatible.
- If a player not compatible with the CD-ROM format is used, your ears or speakers may be damaged by the loud noise produced.
1.4 Preparing the LAN Cable and IP Address
In order to use the network application functions, a LAN cable and a
registered IP address are required.
The LAN cable is not included; it must be prepared by the user.

Note
The LAN cable should be a cable for Fast Ethernet 100BASE-TX
(Category 5).

1.5 Acceptance of the End User License Agreement
In order to use the network functions, you must agree not to make illegal
copies of or pass to unlicensed persons the software provided with the
device or the software included on the CD-ROM. Before using these
functions, you must read the enclosed End User License Agreement and
agree to the terms of use for the software.

1.6 Compatible Operating Systems

<table>
<thead>
<tr>
<th>Utility</th>
<th>Operating System</th>
</tr>
</thead>
<tbody>
<tr>
<td>IP Scanner</td>
<td>Windows® Me/Windows® 98/Windows® 95/Windows® 2000/Windows® NT4.0/Windows® XP</td>
</tr>
<tr>
<td>Network FAX</td>
<td>Windows® Me/Windows® 98/Windows® XP/Windows® 2000/Windows® NT4.0</td>
</tr>
</tbody>
</table>

* Network FAX is not supported by Windows® 95.

1.7 Operating Environment of Utilities

<table>
<thead>
<tr>
<th></th>
<th>Network FAX application</th>
<th>IP Scanner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processor</td>
<td>Pentium 133 MHz or higher</td>
<td></td>
</tr>
<tr>
<td>Memory</td>
<td>24 MB or more (48 MB recommended)</td>
<td>32 MB or more (64 MB recommended)*</td>
</tr>
<tr>
<td>Hard disk free space</td>
<td>50 MB or more</td>
<td></td>
</tr>
</tbody>
</table>

* 64 MB or more (128 MB recommended) for Windows® XP or Windows® 2000
1.8 Specifying the IP Address

Be sure to specify the IP address of the copier before using the network functions.

If network operations are performed before the IP address is specified, malfunctions will occur.

Specify the IP address from the Basic Settings screen.

✎ Note
After changing the settings, turn the unit off, then on again.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DHCP</td>
<td>Specify whether to automatically retrieve the IP address from the DHCP server or to specify a fixed IP address.</td>
</tr>
<tr>
<td>IP Address</td>
<td>Type in the IP address of this unit. *Type in the IP address only if the “DHCP” parameter is set to “IP Input”.</td>
</tr>
<tr>
<td>Subnet Mask</td>
<td>Type in the subnet mask of the connected network. *Type in the subnet mask only if the “DHCP” parameter is set to “IP Input”.</td>
</tr>
<tr>
<td>Gateway</td>
<td>Type in the default gateway address of the connected network. *Type in the default gateway address only if the “DHCP” parameter is set to “IP Input”.</td>
</tr>
</tbody>
</table>
Before Making Connections and Specifying Settings

1. Press the [Utility] key on the copier control panel.
2. Touch [Administrator Management].
3. Use the keypad to type in the administrator access code, and then touch [Enter].
4. Touch [Admin. 2].
5. Touch [Network Set].
6. Touch [Basic Setting].
7. Specify the settings described above.
8. Touch [Enter].

✎ Note
In order to apply the new settings, the unit must be turned off, then on again.
2 Making Connections

2.1 LAN Connection

This copier can transmit with the TCP/IP protocol on a LAN. Therefore, the LAN cable must be connected.

Connect to the LAN by using a LAN cable (cable for Fast Ethernet 100BASE-TX).

Connecting the LAN cable

Insert one plug on the LAN cable into the connector (marked LAN) at the back of the machine, and then insert the other plug into the hub.

Tip

The connector is at the back of the machine.

The LAN cable should be a cable for Fast Ethernet 100BASE-TX (Category 5).

The LAN cable is not included as an accessory.
## LED indicators

<table>
<thead>
<tr>
<th>LED Color</th>
<th>Condition</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green</td>
<td>Lit</td>
<td>The LAN is connected correctly.</td>
</tr>
<tr>
<td></td>
<td>Off</td>
<td>The copier has not been turned on. The LAN is not connected correctly.</td>
</tr>
<tr>
<td></td>
<td>Flashing</td>
<td>Data is being sent or received.</td>
</tr>
<tr>
<td>Red</td>
<td>Lit</td>
<td>Operating at 100 Mbps</td>
</tr>
<tr>
<td></td>
<td>Off</td>
<td>Operating at 10 Mbps</td>
</tr>
</tbody>
</table>
2.2 Environments for Transmitting Scan Data

The following types of environments are required in order to send scan data.

**Tip**

*In order to use the Network Scan Kit or the Internet FAX & Network Scan Kit, the Printer Controller and the Network Interface Card must be installed.*

*All scanning operations can only be used in a TCP/IP network.*

**Required environment**

<Operations that can be performed if the Network Scan Kit is installed>

<table>
<thead>
<tr>
<th></th>
<th>Scan to E-mail</th>
<th>Scan to Server(FTP)</th>
<th>Scan to PC(FTP)</th>
<th>Scan to HDD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required options</td>
<td></td>
<td></td>
<td></td>
<td>Hard Disk Drive Kit</td>
</tr>
<tr>
<td>Required environment for image data transmission</td>
<td>Mail server</td>
<td>FTP server</td>
<td>FTP client computer (FTP server application)</td>
<td>-</td>
</tr>
<tr>
<td>Required environment for image data importing</td>
<td>Mail client computer</td>
<td>FTP client computer</td>
<td>FTP client computer (FTP server application)</td>
<td>Web browser or TWAIN driver</td>
</tr>
</tbody>
</table>
In addition to the operations that can be performed when the Network Scan Kit is installed (refer to the above table), the following operations are available.

<table>
<thead>
<tr>
<th>Required options</th>
<th>Scan to PC (SMTP)</th>
<th>Internet Faxing</th>
<th>IP Address Faxing</th>
<th>IP Scanner</th>
<th>Distribution of Fax Documents</th>
<th>Network FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Only with a facsimile terminal</td>
<td>Only with a facsimile terminal</td>
</tr>
<tr>
<td>Required environment for image data transmission</td>
<td>IP Scanner and Image Receiver utilities</td>
<td>Mail server</td>
<td>The recipient must be the same type of unit as the copier.</td>
<td>IP Scanner and Image Receiver utilities</td>
<td>Environment required for the scan function selected as the distribution method</td>
<td>Network FAX utility</td>
</tr>
<tr>
<td>Required environment for image data importing</td>
<td>IP Scanner and Image Receiver utilities</td>
<td>Internet fax terminal</td>
<td>The recipient must be the same type of unit as the copier.</td>
<td>IP Scanner and Image Receiver utilities</td>
<td></td>
<td>-</td>
</tr>
</tbody>
</table>
3 Network Settings

The available network operations are limited according to the connected LAN environment. Specify the network settings according to the environment and functions to be used.

The network settings can be specified from the copier's control panel or from Administrator mode of Printer Management Utility. The procedure for specifying the network settings from the copier's control panel is described below.


3.1 List of Network Settings

- Required; ○: Available
△: Necessary depending on environment; -: Unnecessary

<table>
<thead>
<tr>
<th>Operation</th>
<th>Scan to E-mail</th>
<th>Scan to Server (FTP)</th>
<th>Scan to PC (FTP)</th>
<th>Scan to PC (SMTP)</th>
<th>Scan to HDD</th>
<th>IP Scanner</th>
<th>Internet Faxing</th>
<th>IP Address Faxing</th>
<th>Distribution of Fax Documents (fax reception)</th>
<th>Network FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basic Settings screen</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DHCP</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
</tr>
<tr>
<td>IP Address</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Subnet Mask</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Gateway</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Self-domain Name</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>○</td>
</tr>
<tr>
<td>Network Board Settings</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
</tr>
<tr>
<td><strong>DNS Settings screen</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DNS Setting</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
</tr>
<tr>
<td>Host Name</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
</tr>
<tr>
<td>Domain Name</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
</tr>
<tr>
<td>DNS Server Address</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
<td>▲</td>
</tr>
<tr>
<td>Parameter</td>
<td>Equipment Name</td>
<td>SMTP Settings screen</td>
<td>POP3 Settings screen</td>
<td>Mail/Scan Settings screen</td>
<td>Scanner Settings screen</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------</td>
<td>----------------</td>
<td>----------------------</td>
<td>---------------------</td>
<td>---------------------------</td>
<td>-------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operation</td>
<td>Equipment Name</td>
<td>SMTP Server Address</td>
<td>POP3 Server Address</td>
<td>E-mail Address</td>
<td>Activity Report</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scan to E-mail</td>
<td>○</td>
<td>•</td>
<td>•</td>
<td>○</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scan to Server (FTP)</td>
<td>○</td>
<td>-</td>
<td>•</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scan to PC (FTP)</td>
<td>-</td>
<td>-</td>
<td>•</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scan to PC (SMTP)</td>
<td>-</td>
<td>-</td>
<td>•</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scan to HDD</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IP Scanner</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet Faxing</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IP Address Fusing</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distribution of Fax Documents (Fax Reception)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Network FAX</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*1: im2020, im2520, im2520f, im3520
**Network Settings**

**Operation**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Scan to E-mail</th>
<th>Scan to Server (FTP)</th>
<th>Scan to PC (FTP)</th>
<th>Scan to PC (SMTP)</th>
<th>Scan to HDD</th>
<th>IP Scanner</th>
<th>Internet FAXing</th>
<th>IP Address FAXing (fax reception)</th>
<th>Network FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deive Setting</strong></td>
<td>○</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>○</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>File Destination Memory Input</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Ping</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| This function is used to check if the network connection (LAN connection) is correctly connected.

*The ping can be sent with an SMTP server or POP3 server specified. In addition, a ping can be sent with any IP address specified.*

**LDAP Setting**

Specify these settings when using the LDAP (Lightweight Directory Access Protocol) search function.

**Frame Type Setting**

When connecting to the NetWare server and using the PC print function, specify the frame type.

Administrator mode in Printer Management Utility: [Network] > [FTP Server] > [FTP Configuration]

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Scan to E-mail</th>
<th>Scan to Server (FTP)</th>
<th>Scan to PC (FTP)</th>
<th>Scan to PC (SMTP)</th>
<th>Scan to HDD</th>
<th>IP Scanner</th>
<th>Internet FAXing</th>
<th>IP Address FAXing (fax reception)</th>
<th>Network FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Proxy server address</strong></td>
<td>-</td>
<td>▲</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Proxy port number</strong></td>
<td>-</td>
<td>▲</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>FTP Connection Timeout</strong></td>
<td>-</td>
<td>▲</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

* 1: If the "URL Notification" function is used, the e-mail transmission (SMTP) settings must be specified. (Refer to the Scanner Mode User Manual.)
3.2 Specifying Network Settings

Note
Before specifying network settings, check with the network administrator for the necessary information.

Displaying the Network Settings screen

1. Press the [Utility] key on the copier control panel.

2. Touch [Admin. Management].

3. Use the keypad to type in the administrator access code, and then touch [Enter].
4 Touch [Admin. 2].

5 Touch [Network Set].

6 Specify the necessary settings for the parameters in the screen that appeared.
   ◆ Refer to “List of Network Settings” on page 3-1.

7 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

✎ Note
   After changing the setting of a parameter marked with ◆, the copier must be turned off, then on again.
Tip
The list of the settings specified for each function can be printed.

Printing the list of settings

1. Press the [Utility] key, and then touch [Administrator Management].
2. Type in the administrator access code, and then touch [Enter].
3. Touch [Admin. 1], then [Rep. Print].
4. Touch [Setting List].
4 Installing the Utilities

This section describes how to install IP Scanner.

For details on installing the Network FAX, refer to the Network FAX User’s Manual.

4.1 Utilities disk

The utilities disk contains the IP Scanner and Network FAX applications.

In order to install each utility, the amount of hard disk space shown below must be available.

- IP Scanner: About 5 MB
- Network FAX: About 22 MB
  (Network FAX is not supported by Windows 95.)

4.2 Installing IP Scanner (Windows Me, 98/95, XP, 2000 and NT4.0)

✎ Note
Do not install IP Scanner onto computers used as mail servers or computers where a mail server is installed.

1 Start up Windows, and then insert the utilities disk (CD-ROM) into the CD-ROM drive.

   The Installer starts up, and the Installer dialog box appears.

✎ Tip
If the installer does not start up automatically, double-click “My Computer” on the desktop, and then double-click the icon for the CD-ROM drive containing the CD-ROM. Double-click [setup.exe] on the CD-ROM to start up the installer.

2 Click the [GO] button beside Install IP Scanner.
3 Check the contents of the dialog box, and then click the [Next] button.

![Welcome dialog box]

4 Check which folder IP Scanner will be installed into, and then click the [Next] button.

![Choose Destination Location dialog box]

- To change the folder where IP Scanner will be installed, click the [Browse...] button, and then select the desired folder.
- While specifying settings in the installer dialog boxes, if you choose the wrong setting or want to change a setting, click the [Back] button to return to the previous dialog box and specify the settings as desired.
5 Select the folder where IP Scanner will be registered, and then click the [Next] button.

![Select Program Folder dialog box]

The installation begins.

6 Click the [Finish] button.

![Setup Complete dialog box]

A message may appear, informing you that the computer should be restarted. Restart the computer to complete the installation.

7 In the Installer dialog box, click the [Close] button.
8 Restart the computer.

- Click the [Yes] button to restart the computer.
4.3 Uninstalling IP Scanner

Uninstalling IP Scanner (Windows Me, 98/95 and NT4.0)

⚠️ Note
Quit Image Receiver before uninstalling IP Scanner.

1. In Windows, click the [Start] button, point to [Settings], and then click [Control Panel] to display the Control Panel window.

2. Double-click the [Add or Remove Programs] icon.

3. Select “IP Scanner”, and then click the [Add/Remove...] button.

4. Click the [Yes] button.

5. Restart the computer.
Uninstalling (Windows XP and 2000)

Note
Quit Image Receiver before uninstalling IP Scanner.

1 In Windows, click the [Start] button, point to [Settings], and then click [Control Panel] to display the Control Panel window.

2 Double-click the [Add/Remove Programs] icon (the [Add or Remove Programs] icon in Windows XP).

3 Select “IP Scanner”, and then click the [Change/Remove] button.

4 Click the [Yes] button.

5 Restart the computer.
4.4 Installing the TWAIN driver

Scan data saved on the copier's hard disk can be retrieved using TWAIN driver.

Compatible operating systems:
Windows 98/Me/NT4.0/2000/XP

✏️ Note
With Windows 2000 and XP, be sure to log in with administrator privileges.

1. Open the “TWAIN” folder on the TWAIN Driver CD-ROM.
2. Start up setup.exe.
3. Follow the instructions that appear to finish the installation.
5 Features of the Network Functions

Paper documents can easily be converted to electronic data and used, for example, with electronic filing. Scanned image data (scan data) can be sent to other computers through a network as either a TIFF file or a PDF file.

The scanned image can be sent using any of the following methods. Choose the appropriate method according on the network environment and purpose.

5.1 Scan to E-mail

- Scan data is attached to an e-mail message as a TIFF or PDF file, then sent to a computer through an intranet or the Internet.
- A network environment that includes a mail server is required.
5.2 **Scan to Server (FTP)**

- Scan data can be uploaded as TIFF or PDF files to a specified directory on an FTP server.
- A network environment that includes an FTP server is required.
- An FTP server on the Internet can be accessed through a proxy server.
- A maximum of five FTP servers can be registered, and a maximum of five directories can be set up on each FTP server.
With the "URL Report" function, a notification of the URL where the scan data is saved can be sent by e-mail. (If the "URL Report" function is used, a mail server is required.)
5.3 **Scan to PC (FTP)**

- Scan data can be sent as TIFF or PDF files to client computers using FTP.
- The FTP server application must be running on the client computers.
- The forwarding destination on the client computer is the root folder specified with the FTP server application. This setting cannot be specified from the copier's control panel or from Printer Management Utility.
5.4 **Scan to HDD**

- Scan data is saved on the copier’s hard disk as TIFF or PDF files. The saved files can be retrieved with Printer Management Utility or TWAIN driver.
- With the “URL Report” function, a notification of the URL where the scan data is saved can be sent by e-mail. (If the “URL Report” function is used, a mail server is required.)
5.5 **Internet Faxing**

- As opposed to a normal fax, which transmits through telephone lines, Internet fax sends and receives fax images through the Internet. Internet fax uses the Internet electronic mail (e-mail) setup to send and receive fax images. Image data scanned at an Internet fax terminal is attached to an e-mail message as a TIFF-F file, then sent to the recipient's Internet fax terminal. The file attached to the received e-mail message is printed by the Internet fax terminal on the receiving end.

In addition, since e-mail is used, the fax can be sent to an individual e-mail address, not just an Internet fax terminal. In this case, the fax image arrives at the receiving end as an attachment to an e-mail message received with the usual mail client software.
5.6 IP Address FAX (LAN-FAX)

- Scan data is sent to a copier of the same type (Internet fax) through the Intranet, without passing through a mail server.

1. Program a one-touch key with the IP address or the host name of the recipient.

2. Use the one-touch key to specify the recipient, and then specify the settings for sending the data (IP address fax transmission).

3. The recipient receives the fax image (IP address fax reception).
5.7 Scan to PC (SMTP)

- Scan data can be sent as TIFF or PDF files to client computers using SMTP.
- From the client computer, the enclosed IP Scanner application must be used to first specify the folder where data is saved. In addition, the IP Scanner application can be set to save the data in a folder that was created using the name of the one-touch key.
- In order to receive the data at a client computer and save it as an image file, the enclosed utilities IP Scanner and Image Receiver are required.
- If there is a DHCP server on the network, this function may not operate correctly since IP addresses are automatically distributed to each computer. In this case, specify a fixed IP address for the computer or use IP Scanner.

![Diagram of scan to PC (SMTP)]

1. Program a one-touch key with the IP address of the computer receiving the data.
2. Using the same procedure for sending e-mail messages, specify that the data is to be sent to a computer.
3. The sent scan data is received by the recipient computer.
4. The IP Scanner application converts the data to a TIFF or PDF file, then saves the file in the specified folder.
5.8 IP Scanner

- Scan data is sent to a client computer, where it is saved in a folder that is created using the name of the scanner button.
- After programming a button (Scan data destination and scan settings) from the client computer when scanning, a paper document can easily be saved as an electronic file with just the touch of a button in the copier’s touch panel.
  
  In order to receive the data at a client computer and save it as an image file, the enclosed utilities IP Scanner and Image Receiver are required.
- This function can be used in a network without a LAN if a crossover cable is used to connect the copier to a client computer. (Network settings are required.)

1. From the computer, program a button (recipient of the scan data).
2. Touch the programmed button to send the scan image.
3. The sent scan image is received by the recipient computer.
4. The IP Scanner application converts the data to a TIFF or PDF file, then saves the file in the specified folder.
5.9 Document Forwarding/Archive Distribution

- Image data received from a fax machine on a common telephone line can be sent directly to a computer or attached to an e-mail message. In order to transmit the fax document by e-mail, a network environment that includes a mail server is required.
- The fax document can be received at your own computer.
- Received fax documents can be classified as “F-Code”, “Port” or “Public Document”, and the distribution destinations for each type of document can be specified.

1. From the copier, select a Doc. Manage setting to classify the fax image.
2. The fax image is sent to the computer specified as the recipient.
3. The fax image is received by the recipient computer as an image file.
5.10 Network Fax Transmission

- To use Network Fax transmission, “Network FAX” is required, one of the attached utilities. Be sure to confirm the network environment, then perform the network setting and the setup of Network FAX.
- A document created in an application, such as word-processing software, can be faxed by specifying the telephone (fax) number of the recipient, without first printing the document. In addition, the result of the fax transmission can be checked from the computer.
- An e-mail address or a telephone (fax) number can be specified for the recipient.
- In order to perform direct faxing operations using a mail server, the DNS settings must be specified.

1. Specify the fax number of the destination (specify the recipient after specifying printing from the application).
2. The image data is transmitted from the client computer or mail server.
3. The data received by the computer is sent to the specified fax number.
6 Performing Scan Operations

6.1 Transmitting to a Recipient in the List of One-Touch Keys

One-touch keys

Registering a recipient in the copier in advance is useful for using a scanning operation. Recipients can be registered from either the copier’s control panel or from Printer Management Utility.

If a recipient is registered with a one-touch key, the recipient’s information can be retrieved with just the touch of a button in the copier’s touch panel. Registering recipients where data is frequently sent is convenient since it no longer requires the recipient information to be entered each time data is sent.

Up to 540 one-touch keys can be registered. However, the total number of one-touch keys and fax programs (maximum of 30) must not exceed 540.

In addition, registered one-touch keys can be searched through more easily if the indexes are used to classify the one-touch keys. There are 36 indexes, and up to 15 one-touch keys can be registered in each index.

The procedure for registering one-touch keys from the copier’s control panel is described below.


1 Index tab
2 One-touch keys registered in the selected index
Registering indexes

1. Press the [Utility] key.
2. Touch [User Set].
3. Touch [Fax Input].
   - For a copier, touch [E-mail Input].
4. Touch [Index].
Performing Scan Operations

5 Touch a key where an index has not yet been registered.

6 Type in the name of the index.

7 Touch [Enter].
Performing Scan Operations

Registering one-touch keys

1. Press the [Utility] key.

2. Touch [User Set].

3. Touch [Fax Input].
   - For a copier, touch [E-mail Input].

4. Touch [One-Touch].
5 Select an index, and then touch a key where nothing has been registered yet.

6 Type in the recipient name that will appear on the one-touch key, and then touch [Next].

7 Select the desired scanning operation, and then touch [Next].

- Scan to E-mail : [PC]-[E-mail]
- Scan to Server(FTP) : [PC]-[FTP Server]
- Scan to PC(FTP) : [PC]-[FTP Client]
- Scan to PC(SMTP) : [PC]-[Scanner]
- Scan to HDD : [HDD]
- Internet FAX : [Internet FAX]-[E-mail]
- IP Address FAX : [Internet FAX]-[IP-TX]

8 Specify any necessary settings for the selected scanning operation.
Specifying Transmission

1. Position the document(s) to be scanned.

2. Press the [Fax/Scan] key.
   - For a copier, press the [Scan] key.

3. Select an index, and then select a recipient from the list of one-touch keys.

4. If necessary, touch [Quality&Reduction] and [FAX Menu] (or [Menu] for a copier), and then specify the scanning options.
   - For details, refer to the “Scanner Mode User Manual”.

5. Press the [Start] key.
   The transmission begins.

If the document is placed on the original glass:

- When scanning multiple document pages, continue scanning by placing each consecutive page on the original glass, then pressing the [Start] key.
- After all pages of the document to be sent are scanned, touch [Scan End], and then press the [Start] key. The transmission begins.
6.2 Transmitting to the Entered E-Mail Address

Note
Transmitting to the specified e-mail address is available only with Scan to E-mail and Internet fax transmissions.

1 Position the document(s) to be scanned.

2 Press the [Fax/Scan] key.
   ❍ For a copier, press the [Scan] key.

3 Touch [10-Key Dialing].
   ❍ For a copier, touch [Addr. Input].

4 Touch [Com. Mode].
Performing Scan Operations

5  Select the desired scanning operation, and then touch [Enter].
   ○ Scan to E-mail : [PC]-[E-mail]
   ○ Internet FAX : [InternetFAX]-[E-mail]

6  Type in the e-mail address of the recipient.

7  <For Scan to E-mail>
   To change the file format or coding method, touch [Scan Mode], and then specify the desired settings.

   <For Internet Fax>
   To change the transmission size (maximum), transmission resolution (maximum) or coding method, touch [E-mail Mode], and then specify the desired settings.
Performing Scan Operations

8 If necessary, touch [Quality & Reduction] and [FAX Menu] (or [Menu] for a copier), and then specify the scanning options.
   ☐ For details, refer to the “Scanner Mode User Manual”.

9 Press the [Start] key.
   The transmission begins.

   If the document is placed on the original glass:
   • When scanning multiple document pages, continue scanning by placing each consecutive page on the original glass, then pressing the [Start] key.
   • After all pages of the document to be sent are scanned, touch [Scan End], and then press the [Start] key. The transmission begins.
Performing Scan Operations
7 Using Printer Management Utility

Printer Management Utility is a utility for managing devices supported by the HTTP server integrated into the printer/scanner controller. Using a Web browser, Printer Management Utility can remotely control the printer/scanner controllers on the network.

Indexes and one-touch keys can be registered and network settings can be specified from Printer Management Utility.

7.1 System Requirements

The following operating environment is required in order to use Printer Management Utility.

Computer (Software)

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Web Browser</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows 95/98/Me/NT4.0</td>
<td>Internet Explorer 4 or later</td>
</tr>
<tr>
<td></td>
<td>Netscape Communicator 4.7 or later</td>
</tr>
<tr>
<td>Windows 2000</td>
<td>Internet Explorer 5 or later</td>
</tr>
<tr>
<td></td>
<td>Netscape Navigator 7.0</td>
</tr>
<tr>
<td>Windows XP</td>
<td>Internet Explorer 6 or later</td>
</tr>
<tr>
<td></td>
<td>Netscape Navigator 7.0</td>
</tr>
<tr>
<td>MacOS 8.6 or 9.x</td>
<td>Internet Explorer 4.5 or later</td>
</tr>
<tr>
<td></td>
<td>Netscape Navigator 6.1 or later</td>
</tr>
<tr>
<td>MacOS X</td>
<td>Internet Explorer 5.1 or later</td>
</tr>
<tr>
<td></td>
<td>Netscape Navigator 6.1 or later</td>
</tr>
</tbody>
</table>

Note

If Internet Explorer 5.5 is used, one-touch key information may not be exported correctly. Be sure to use Internet Explorer 5.5 Service Pack1 or later.

Network

- Ethernet
- TCP/IP protocol
Digital Copier

Network Interface Card

Any of the following options must be installed.

- Printer Controller (PCL)
- Printer Controller (PCL+PS)
- Network Scan Kit
- Internet Fax & Network Scan Kit

Note

The dialog boxes shown in this manual may differ from those that appear on your computer. In addition, the specifications and other information concerning this product may change without notice.

7.2 Accessing Printer Management Utility

Note

In order to use Printer Management Utility, the IP address must be set in advance. (Refer to “Specifying the IP Address” on page 1-6.)

Printer Management Utility can be accessed through a Web browser.

1. Start up the Web browser.

2. In the Address bar, type the IP address of the controller in the format shown below, and then press the computer keyboard’s [Enter] key.
   
   http://controller_IP_address/
   
   (Example) If the controller IP address is 192.168.0.10:
   
   http://192.168.0.10/

3. The initial page of Printer Management Utility appears.

Note

If your Web browser is set to use a proxy server, it may not be able to access Printer Management Utility. In this case, specify the IP address of the printer/scanner controller as an exception for access through the proxy server.
Using Printer Management Utility

(Example) With Internet Explorer 6

1. Click [Tools] in the menu bar, and then click [Internet Options...].
2. Click the [Connections] tab.
3. Click the [LAN Settings] button.
4. Click the [Advanced] button in the “Proxy server” group box.
5. Type the IP address of the printer/scanner controller into the “Exceptions” list box.

7.3 Using Printer Management Utility

Printer Management Utility is used in the same way that Internet Web pages are viewed. Click Web page links to display those pages, or click the [Back] (or [Forward]) button to display the previous (or next) page.

7.4 Logging Into Administrator Mode

By logging into Printer Management Utility in Administrator mode, printer/scanner controller system settings can be specified or checked.

1. In the Admin Password box in the upper-left corner of the page, type the administrator password.
2. Click the [Log-in] button to log into the Administrator mode.
3. To log out, click the [Log-out] button.

Note
For the administrator password, use the administrator access code for the copier. For details, contact the administrator for your copier.

If no operation is performed for 10 minutes after logging into Printer Management Utility in Administrator mode, the user is automatically logged out.

While logged into Printer Management Utility in Administrator mode, not all operations can be performed from the copier’s control panel.
7.5 Selecting the Display Language

If necessary, the language in which Printer Management Utility pages are displayed can be changed. This setting only applies to Printer Management Utility pages.

1. Log into Printer Management Utility in Administrator mode.
3. From the Display Language list, select the desired language.
4. Click the [Apply] button.
7.6 Structure of Pages

The following page (called the User mode page) can be viewed by anyone. If the administrator password is typed into the Admin Password box on the User mode page, the Administrator mode page can be displayed.

The pages of Printer Management Utility are constructed as shown below.

1 Status display The statuses of the printer and scanner are shown with text and icons. In addition, the status warnings for the printer and scanner appear as messages. To view the most recent status messages, click the [Refresh] button in the Web browser.

2 Admin Password box Use to log in Administrator mode. (For details on the login procedure, refer to "Logging in Administrator mode" in the Printer Management Utility User Manual.)
3 Tabs

The categories that can be controlled by Printer Management Utility are displayed.

User mode
- System
- Job List
- File*1
- Print*2
- Scan*3

Administrator mode
- System
- File*4
- Print*2
- Scan*3
- Network

For details on each tab, refer to the “Printer Management Utility Users Manual”.

*1 Available only if the internet fax & network scan kit or the network scan kit is installed
*2 Available only if the printer controller is installed
*3 Available only with a facsimile terminal, or if the network scan kit or internet fax & network scan kit is installed
*4 Available only if the internet fax & network scan kit or the network scan kit is installed with the hard disk drive kit

4 Menu

The information and setting items for the selected tab are listed.

For details on each menu, refer to the “Printer Management Utility Users Manual”.

5 Information and settings

The details of the item selected from the menu are displayed.
The information contained in this manual is subject to change without notice to incorporate improvements made on the product or products the manual covers.