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Xerox DocuMate 3920 User's Guide



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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

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Welcome

This chapter includes:

- What's in the Box on page 8
- Setup Requirements on page 9
- Internet Communication Features on page 10
- The Xerox DocuMate 3920 Scanner on page 11

Your new Xerox scanner can quickly scan single-sided or double-sided stacks of documents with the Automatic Document Feeder (ADF), or single items on the Flatbed glass. With this scanner you can scan documents and send them electronically to a file server, email message, printer, fax machine, FTP site, or website directly from the scanner. The scanner can also be connected to a computer for scanning from software applications.

Important:

- There is no default administrator password. When you access the management options from the LCD panel, or from the scanner's embedded web page, you will get prompted for a user name and password. Press or click "Login" to continue setting up the scanner features as described in the sections. You may want to add a username and password to prevent users from changing the scanner settings.
- To use the Fax and Copy functions, you need to connect the scanner to a USB InkJet or Laser printer that supports PCL. Please visit the information page for your scanner at www.xeroxscanners.com for more information.
- To use the Filing function your user account must have privileges to write to the server. Setup of the server, and user account privileges, are outside the scope of this document. Please contact your IT department or network administrator for this information.
- To use the Email function you must have the email server information. Setup of the email server, and user account privileges, are outside the scope of this document. Please contact your IT department or network administrator for this information.

Welcome

What's in the Box

Before proceeding, check the contents of the box. If items are missing or damaged, contact the dealer where you purchased the scanner.



Xerox DocuMate 3920 Scanner



USB Cable



Power Supply



Power Cord
(North American Style)



Power Cord
(European Style)



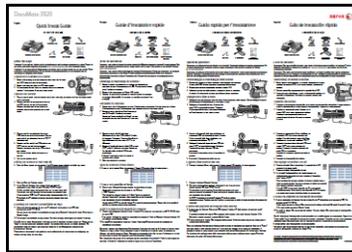
Power Cord
(United Kingdom Style)



Telephone
Cord



Windows™
Installation Disc



Quick Install Guide



Technical
Support Card

Setup Requirements

Network Requirements

To send emails from the scanner:

- TCP/IP Network
- An SMTP and an optional POP3 server

To save documents to a folder on a server via the intranet:

- FTP, HTTP, HTTPS, or CIFS protocol environment

Computer Requirements

These requirements are for installing the Network Management Tool on a local computer.

IBM-compatible Pentium 4 PC, or AMD equivalent with:

- A CD-ROM drive
- An available Universal Serial Bus (USB) port
- Microsoft® Windows® operating system: Windows XP (Service Pack 1 and 2), Windows Vista, or Windows 7
The scanner is compatible with Service Pack 3 for Windows XP and Service Pack 1 for Windows Vista.
- *Windows XP*: Minimum of 512 megabytes (MB) of internal memory (RAM)
Windows Vista and 7: Minimum of 1 gigabyte (GB) of internal memory (RAM)
- 350 MB minimum of free hard disk space

A VGA or SVGA Monitor

The recommended settings for your monitor are:

- Color quality of 16-bit or 32-bit
- Resolution set to at least 800 x 600 pixels

Refer to your Windows documentation for instructions on setting the color quality and resolution for the monitor.

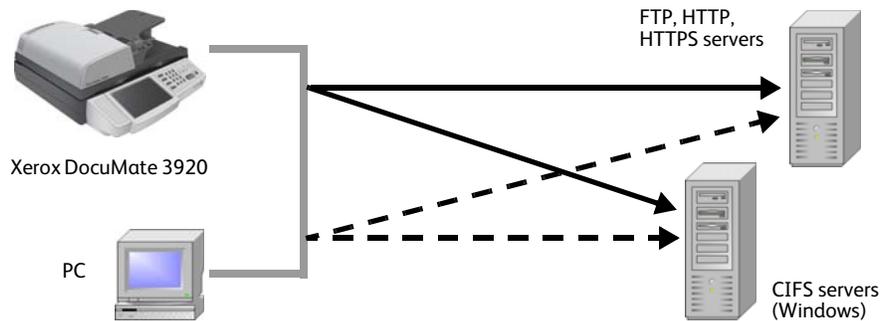
Documentation

The following documentation is provided with your scanner:

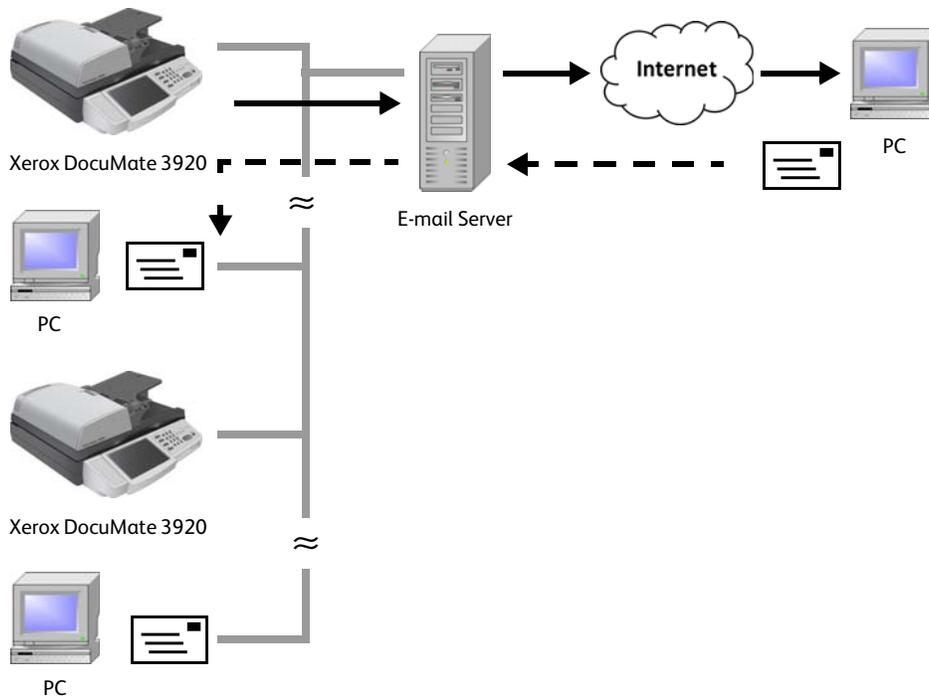
- **Quick Install Guide**—Abbreviated installation instructions.
- **Scanner User's Guide**—On the Installation Disc; contains detailed installation, scanning, configuration, and maintenance information.

Internet Communication Features

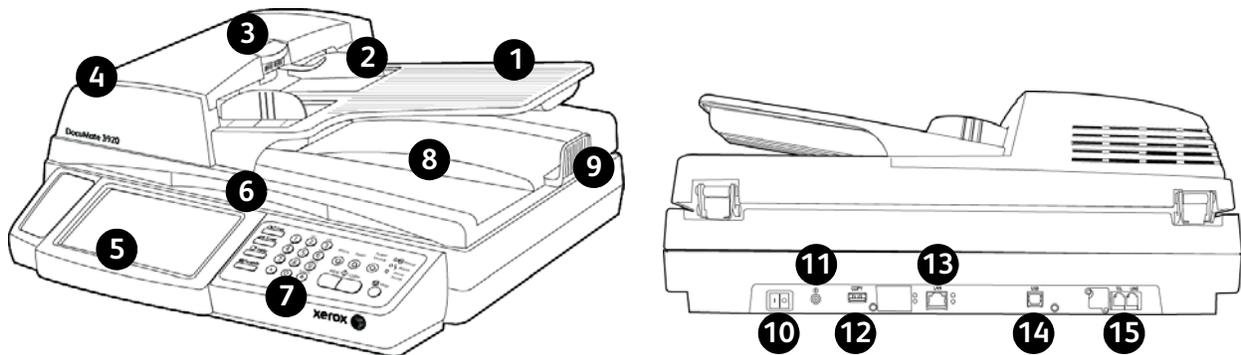
Scan to Folder—Through the intranet with FTP (File Transfer Protocol), HTTP (Hypertext Transfer Protocol), HTTPS (a secure way of using HTTP), or CIFS (Common Internet File System), the scanner allows you to save scanned document directly to a designated server or a personal computer on the network in a standard PDF, JPEG, TIFF, or MTIFF file format.



Scan to E-Mail—When you send an e-mail to someone via the scanner, the scanner uses SMTP (Simple Mail Transfer Protocol) to transfer your outgoing e-mails to your SMTP mail server, and then send these e-mails to your recipients through the internet. The document is first scanned and converted to a standard PDF, JPEG, TIFF, or MTIFF (Multi-page TIFF) file format and then transmitted to remote recipients simultaneously as an e-mail attachment.



The Xerox DocuMate 3920 Scanner



- | | | | | |
|-------------|-------------------------|-------------------------|---------------------------------|--------------------------------|
| 1 | 2 | 3 | 4 | 5 |
| Input Tray | Paper Guides | ADF Cover Release | Automatic Document Feeder (ADF) | LCD Touch Screen |
| 6 | 7 | 8 | 9 | 10 |
| Scanner Lid | Control Panel | Output Tray | Paper Stop | Power Switch |
| 11 | 12 | 13 | 14 | 15 |
| Power Jack | Printer Connection Port | Network Connection Port | PC Connection Port | Telephone Line Connection Port |

Input Tray—Holds documents in the Automatic Document Feeder (ADF) for scanning.

Paper Guides—Adjust to support various document widths.

ADF Cover Release—Lift to open the ADF.

Automatic Document Feeder (ADF)—Feeds paper through the scanner.

LCD Touch Screen—Shows the scanner settings. Touch the screen to input scan batch requirements, configure destinations, and configure the server settings.

Scanner Lid—Lift lid to place an item on the flatbed glass for scanning.

Scanner Lock—Located underneath the scanner lid. Unlock the scanner before using the scanner. Lock it again when moving the scanner from one location to another.

Control Panel—Scanning controls.

Welcome

Output Tray—Holds documents after being scanned through the Automatic Document Feeder.

Paper Stop—Holds documents in the output tray. Adjusts to support various document lengths.

Power Switch—Turns the power on and off.

Power Jack—Connects the power cord to the scanner.

Printer Connection Port—Connect a USB cable to a printer and to the COPY port to use the Copy function and to receive faxes.

Network Connection Port—Connect a network cable to the LAN port to use the Filing and Email functions.

PC Connection Port—Connect a USB cable to a computer and to the USB port to scan from a computer.

Telephone Line Connection Port—To use the scanner as a regular fax machine, connect a telephone cord to the LINE port and to an “RJ-11” telephone jack in a wall or switch. The TEL port should be ignored since a handset is not provided with this scanner.

Scanner Setup

1

This chapter includes:

- Unpack and Assemble the Scanner on page 14
- Connecting the Cables on page 15
- Using the Scanner Control Panel on page 17
- Summary of the Menu Options on page 19
- Using the LCD Soft Keyboard on page 22
- Adding the Scanner to the Network on page 23
- Adding the Email Server Information on page 26
- Setting the Default Scan Function on page 29

Note that you do not need to setup network access if you are using the scanner for Faxing, Copying, and local computer scanning. You only need to specify the network settings if you are going to use the scanner to send emails or save files to a server.

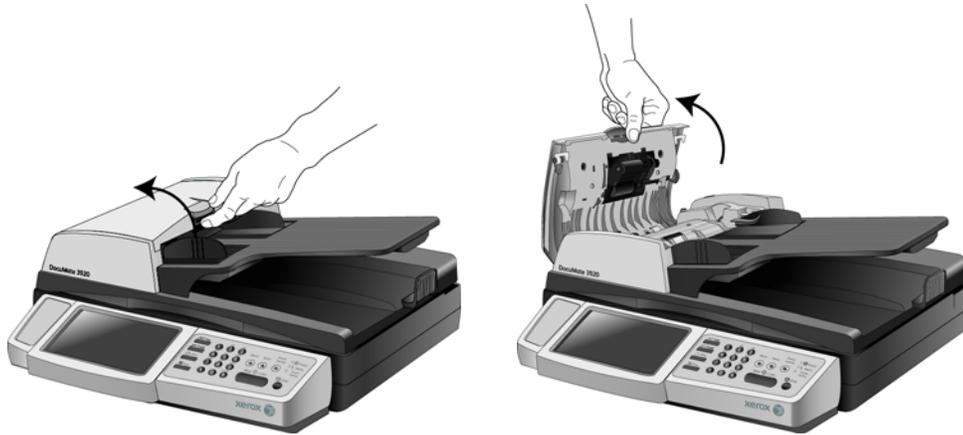
NOTE: If you wish to return to factory default settings, simply press and hold the **Clear** button for over 5 seconds. All the values in the Management and Administrative Settings will be changed back to factory defaults.

Clear

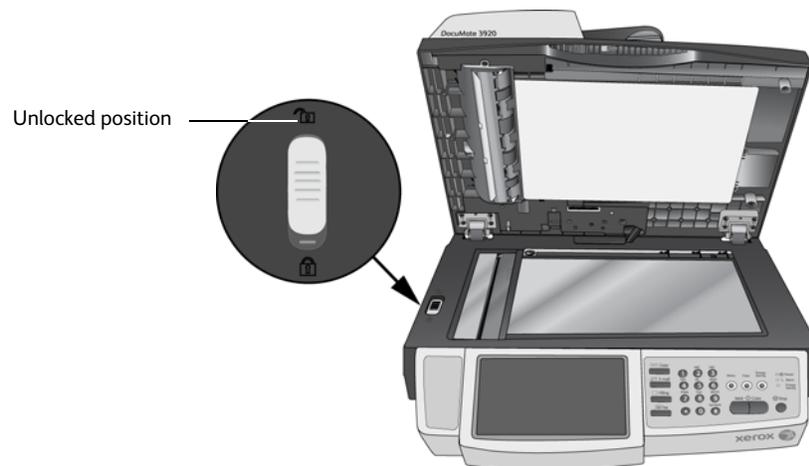


Unpack and Assemble the Scanner

1. Remove all shipping tape from the top and bottom of the scanner.
2. Open the ADF cover and carefully remove any foam particles that may have gotten inside the Automatic Document Feeder, then close the cover.



3. Lift the scanner lid and slide the locking tab to its unlocked position. The scanner will not scan when locked.



Connecting the Cables

Connecting the Power Cable

1. Press the power switch to the “O” position to turn off the scanner.
2. Plug the power supply into the power jack on the scanner.



NOTE: Only use the power supply (HEG75-S240320-7L made by HiTron) included with your scanner. Connecting any other type of power supply may damage your scanner, and will void its warranty.

3. Plug the power cord into the power supply and into a wall outlet.



Connecting the Ethernet Cable

1. Connect one end to the LAN port at the back of the scanner.
2. Connect the other end of your Ethernet LAN cable to an available port on your Ethernet Hub or wall.



Connecting the Telephone Line

1. Plug one end of the telephone line to the LINE jack at the right end of the rear panel.

2. Plug the other end of telephone line to the “RJ-11” telephone jack provided by the telephone company.



Connecting the Printer Cable

1. Connect one end of the printer cable (USB cable) to the printer.
2. Connect the other end to the COPY port at the rear of the scanner.

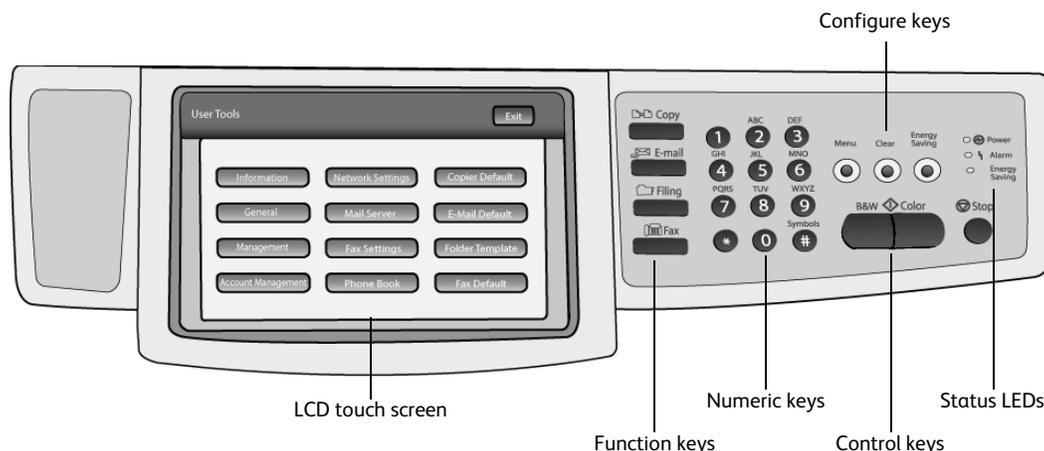


Turn on the Power

Press the power switch to the “I” position to turn on the scanner. After showing the boot up message, the LCD screen displays the preset ready status.



Using the Scanner Control Panel



Configure keys—Use these keys to set the scanner options and configure the function keys using the LCD touch screen.

	<p>Menu—Press to access the options to configure the scanner. Please refer to Summary of the Menu Options on page 19.</p>		<p>Clear—Press to clear the current function settings and return the function to the default settings. Press the button for over 5 seconds to return the scanner to the factory default settings.</p>
	<p>Energy Saving—Press to enter the power saving mode.</p>		

LCD touch screen—Use to view the scanner information, manage the scanner options, set the function defaults, add phone numbers, set server information for filing, and so on.

Function keys—Press one of the function keys to select that mode for scanning. Pressing a function key displays that function on the LCD touch screen. Use the touch screen to configure the scan settings for that function prior to scanning, or leave the default options and press B&W or Color to initiate scanning.

	<p>Copy—Enables the scanning to a printer function. You can only scan in Black & White when copying.</p>		<p>E-mail—Enables the scanning to email function. Use the LCD touch screen to specify the email address(es) to receive the scanned image.</p>
	<p>Filing—Enables scanning to a file server, through the intranet, using FTP, HTTP, HTTPS, or CIFS.</p>		<p>Fax—Enables the scan and send to a fax machine function. You can only scan in Black & White when faxing.</p>

Numeric keypad—Use this keypad to enter destination phone numbers for faxing or set the number of copies to be printed.



Control keys—Press to start or stop scanning.

	<p>B&W—Press to start copying, e-mailing, filing, or faxing in Black&White mode.</p>		<p>Color—Press to start emailing or filing in Color mode.</p>
	<p>Stop—Press to stop scanning.</p>		

Status LEDs—Indicates the hardware status.

<ul style="list-style-type: none">  Power  Alarm  Energy Saving 	<p>Power—Indicates that the power is on and ready for scanning.</p> <p>Alarm—Indicates hardware and transmission errors.</p> <p>Energy Saving—Indicates that the scanner is in low-power mode.</p>
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Summary of the Menu Options

This section briefly describes each of the options in the menu. In the following table, it is indicated if detailed configuration information is available, and which section contains the instructions for configuring that feature.

Press the **Menu** button on the scanner to show the Menu options on the LCD screen.



	<p>Press this button to display information about the scanner.</p> <ul style="list-style-type: none"> • Device Information—This is the scanner hardware information, serial number, and MAC address. The MAC address is also on a sticker on the back of the scanner, this MAC address identifies the scanner on the network. • Firmware Version—This is the current hardware and software version of the scanner. • Page Count—Displays the total number of scans completed and a breakdown of each type. <p>Menu Map—Touch “Print” to print out all the menu items and their values. Usage Report—Touch “Print” to print out the counter information.</p>
	<p>Press this button to change the general information about the scanner.</p> <ul style="list-style-type: none"> • Machine Name—You can change the scanner’s display name so that when you view all scanners on your network, each one appears in the list with the name you specify here. • Country Code—Select the code for the country you live in so that you can send and receive faxes. • Time Zone—Select the time zone for the area you live. • Date/Time—Set the date and time for the scanner.

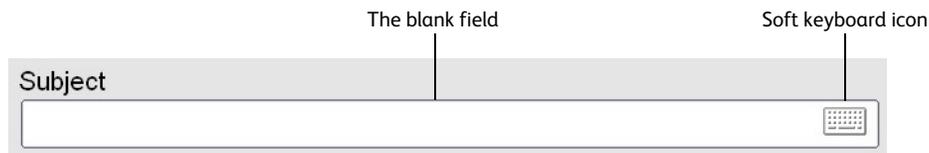
<p style="text-align: center; background-color: #4F81BD; color: white; padding: 5px; border-radius: 5px;">Management</p>	<p>Press this button to create an administrator account for the scanner, and specify additional scanner defaults.</p> <p>You will be prompted to login when you press the Management button, simply press “Login” to continue. There is no default administrator password for the scanner.</p> <p>Administrator Profile tab—press the keyboard icon, next to each field, to open the LCD panel soft keyboard and fill in each field.</p> <ul style="list-style-type: none"> • Login Name—Input a login name for accessing the scanner’s management options. After inputting a login name, when you press an LCD Menu option and you are prompted to input a login name, this is the login name you will need to use. Up to 32 characters are allowed in this field, and the field is case-sensitive. • Password—Input a password for the login name you specified. Up to 8 characters are allowed in this field, and the field is case-sensitive. • Email Address—Input an email address for the administrator of the scanner. When there are errors or warnings, the scanner will send the information to the email address you specify here. Up to 64 characters are allowed in this field, and the field is case-sensitive. <p>Device Management tab—use this tab to manage the following options:</p> <ul style="list-style-type: none"> • Add “To” Address After Sending—When this option is enabled, the email address specified in the “To” field is automatically added to the address book when scanning is complete. • Add Folder After Filing—When this option is enabled, the folder name you specify is added to the server when the scanned document is sent when scanning is complete. • Language—Press the down arrow and select a display language, for the LCD-panel, from the options in the list. • Default Mode—Press the down arrow and select a default scan mode. Please refer to Setting the Default Scan Function on page 29 for detailed information about this function. • Energy Saver—When this option is enabled, you can choose how long the machine will be idle before it automatically enters the energy saving mode. The default is 15 minutes. • Energy Saver (Timer)—Press the down arrow to select an option from the list. • System Auto Reset (Timer)—This is the amount of time before the LCD panel changes back to the Default Mode. Press the down arrow and select an option from the list.
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<p>Account Management</p>	<p>Press this button to select what type of authentication to use for the users accessing the scanner.</p> <p>Authentication type—Select the authentication type for account management.</p> <ul style="list-style-type: none"> • None—No user authentication is used when scanning. The credentials you input when configuring the Mail Server and Filing Template are used when scanning. • Local—The scanner is the authentication type, and the user and password entered in the Account management are saved in the scanner memory. Note that you can only create user accounts, and specify user privileges, using the imbedded web page. Access the web page through the Network Management tool or from Internet Explorer or Firefox by typing the scanner's IP address in the web address field. • HTTP / LDAP / SMTP—Select one of these options to have the user input their server credentials to use the scanner settings. <p>Server Information, IP, or URL—Input the server IP address or URL address of the authentication server you selected. Touch anywhere in the URL or IP field to bring up the soft keyboard on the LCD screen to enter the needed text.</p> <p>Port #—Input the port number for the HTTP, LDAP, or SMTP server you selected.</p>
<p>Network Settings</p>	<p>Please refer to Adding the Scanner to the Network on page 23 for instructions for adding your scanner to the network.</p>
<p>Mail Server</p>	<p>Please refer to Adding the Email Server Information on page 26 for instructions on configuring scan to E-mail.</p>
<p>Fax Settings</p> <p>Phone Book</p> <p>Fax Default</p>	<p>Please refer to the section Faxing on page 69 for detailed configuration instructions for these options.</p> <ul style="list-style-type: none"> • Fax Settings—Select this option to setup your scanner to send and receive faxes. • Phone Book—Select this option to create and add phone numbers to a phone book for sending the faxes. • Fax Default—Select this option to specify the default scan settings when sending faxes.
<p>Copier Default</p>	<p>Please refer to the section Copying on page 35 for detailed configuration instructions for these options.</p> <ul style="list-style-type: none"> • Copier Default—Select this option to specify the default scan settings when scanning to a printer.
<p>E-Mail Default</p>	<p>Please refer to the section E-mail on page 45 for detailed configuration instructions for these options.</p> <ul style="list-style-type: none"> • E-Mail Default—Select this option to specify the default scan settings when scanning and sending to an Email message.
<p>Filing Template</p>	<p>Please refer to the section Filing on page 57 for detailed configuration instructions for these options.</p> <ul style="list-style-type: none"> • Filing Template—Select this option to specify the default server to send the scanned file to, and specify the default scan settings when sending the file.

Using the LCD Soft Keyboard

Use the soft keyboard when you need to enter text into a field on the LCD screen. A soft keyboard icon next to a blank field indicates that you can access the keyboard to input text specific to the field. When entering numbers you can use the numeric keypad on the scanner or the soft keyboard.

1. Whenever there is a soft keyboard icon shown in a blank field, touch anywhere in the blank field to open the soft keyboard.



The soft keyboard is displayed on the LCD touch screen.



2. Press the **KB Switch** button to cycle through the keyboards 3 views (lower-case letters with common symbols, upper-case letters with common symbols, and number keypad with additional symbols).



	Backspace —press this key to remove any characters you have entered.
	Enter —press this key to change the cursor position to the next line.
	Return —saves the information you entered and closes the soft keyboard.

Adding the Scanner to the Network

You will need the following information to configure the scanner on the network, please contact your network administrator for this information. You may want to print this page, fill in the table, and keep it for a reference as you will need this to proceed with the rest of the instructions in this section.

1	DHCP Enable:	Choose ON to obtain the IP / Subnet / Gateway addresses automatically from the DHCP server.	With DHCP (Dynamic Host Configuration Protocol), a host is automatically given a unique IP address each time it connects to a network. Only turn on this option if a DHCP server is available on your network. The IP/Subnet/Gateway address fields will automatically fill after power cycling the scanner. Note that each time you power-cycle the scanner, a new IP address may be assigned to the scanner. This option is turned off by default.
2	IP Address:	. . .	An IP (Internet Protocol) address uniquely identifies a host connection to an IP network. If you manually input an IP address in this field, it does not change when the scanner is power-cycled.
3	Subnet Mask:	. . .	The subnet mask address assigned by your network administrator or by the DHCP server.
4	Gateway IP:	. . .	The gateway IP address assigned by your network administrator or by the DHCP server.
5	DNS Server:	. . .	The DNS (Domain Name System) server identifies hosts via names instead of IP addresses. If the DNS server is available on your network, you can enter the domain name instead of numbers for the IP address.

Please note that the section [Adding the Email Server Information](#) on page 26 also contains a table of data required for setting the scanner to send email messages. You will need to get the information listed in that table from your network administrator as well.

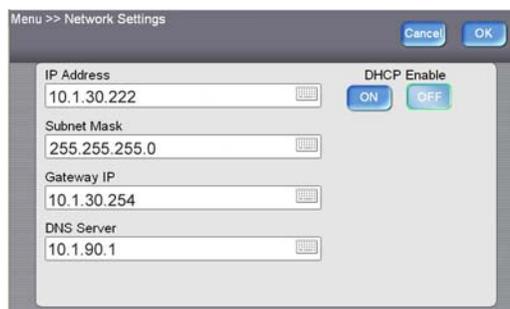
1. Press the **Menu** button on the scanner.



The LCD touch screen displays the following menu.



2. Press the **Network Settings** button on the LCD touch screen.



3. In the Network Settings menu, either input your network parameters in each field, or press **ON** under “DHCP Enable”.
To fill in the fields manually, press the keyboard icon next to each input field. This displays the soft-keyboard for you to enter the information.
If you turned on DHCP, an IP address will automatically be assigned when you power cycle the scanner.
4. Press **OK** when you are finished. Power cycle the scanner when the LCD screen displays the message “Reboot the machine.”

When the scanner is on again, you will be able to access the network from the scanner, and you will be able to configure the scanner remotely from a computer on the network.

Networking Error Messages

Message	Action
The connection has failed. Please check network settings.	Ping the IP address of the scanner from another PC in a DOS prompt. For example, type "Ping 10.1.20.144" in a DOS prompt. If the scanner has no response, then perform the following steps. <ol style="list-style-type: none"> 1. Check if the RJ-45 connector is firmly plugged-in. 2. Check the Ethernet cable. 3. Check the scanner's IP address. 4. Check the destination IP address. 5. Check Subnet Mask. 6. Check Gateway IP.
The address is invalid. Please check network settings.	
Network is down. Please check network settings.	
Network is unreachable. Please check network settings.	
Connection aborted by the server. Please check network settings.	
Connection reset by the server. Please check network setting.	
Connection timed out. Please check network setting.	
Unable to reach the destination host. Please check network settings.	
Failed to connect mail server. Please check network environment.	Check network environment.
Connection error. Please check network environment.	
Failed to create socket for DHCP	Check IP address of DHCP server or contact your network administrator for further help.
Failed to search DHCP server.	
Failed to get IP from DHCP server.	
Failed to renew IP from DHCP server.	

Adding the Email Server Information

You will need the following information to configure the scanner to send emails, please contact your network administrator for this information. You may want to print this page, fill in the table, and keep it for a reference as you will need this to proceed with the rest of the instructions in this section.

1	E-mail Address:		Note that this will be the default “From” address when sending emails from the device. A dedicated email address for the scanner that has permission to send emails through the server, and the password for that email address.
2	E-mail Password:		
3	SMTP Server:	. . .	SMTP (Simple Mail Transfer Protocol) is the mail server information you need to send emails from the scanner. This is the main communication protocol used to send and receive emails on the internet. Input the IP address of the server or the URL name.
4	SMTP Port:		The port number of your SMTP mail server.
5	Authentication Method:	SMTP or POP3	You will have to select SMTP or POP3 as the authentication method for sending emails, and input the login credentials.
6	Login Name:		After selecting either the SMTP or POP3 authentication method, you will need to input the login-name and password for the selected authentication method.
7	Password:		
8	POP3 Server:	. . .	POP3 (Post Office Protocol 3) is a service that stores and sends emails for various machines that are not always connected to the internet. Emails are held in POP3 until you log on. You only need this information if you select POP3 as the authentication method. Input the IP address of the server or the URL name.
9	POP3 Port:		The port number of your POP3 server.
10	LDAP Server:	. . .	LDAP (Lightweight Directory Access Protocol) enables users to access directories and address books directly from external networked devices to simplify document distribution.
11	LDAP Port:		The port number of your LDAP server.
12	Login Name:		Input the login name and password to access the LDAP server.
13	Password:		
14	Base DN:		Input the Base DN (Distinguished Name) for the LDAP server.

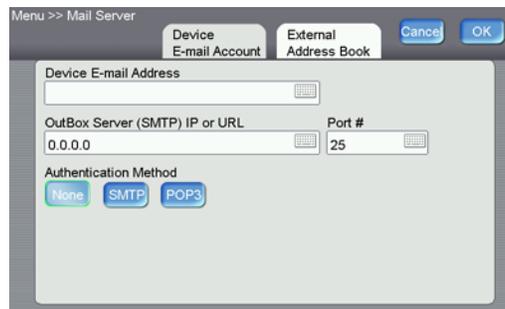
1. Press the **Menu** button on the scanner.



The LCD touch screen displays the following menu.

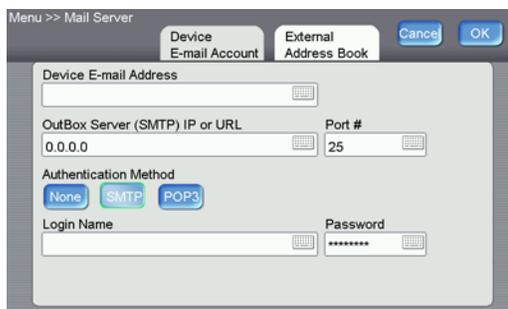


2. Press the **Mail Server** button on the LCD touch screen.



3. Fill in each field with the appropriate information on the **Device E-mail Account** tab. Select **SMTP** or **POP3** as the authentication method for the SMTP server, and fill in the appropriate information for that authentication.

SMTP Authentication



POP3 Authentication



4. If you want to access an LDAP server address book, press the **External Address Book** tab to fill in the information about your network LDAP server.



The screenshot shows a configuration window titled "Menu >> Mail Server". It has two tabs: "Device E-mail Account" and "External Address Book". The "External Address Book" tab is active. The window contains the following fields:

- LDAP Server IP or URL: 0.0.0.0
- Port #: 389
- Login Name: (empty)
- Password: (masked with asterisks)
- Base DN: (empty)

There are "Cancel" and "OK" buttons in the top right corner.

- The login name and password are case-sensitive and can be up to 28 characters.
 - LDAP search specifications:
The scanner supports two types of authentication, simple and anonymous login to the LDAP server. If your LDAP server supports anonymous login, and you want to use anonymous login, do not input "anonymous" as the user name and password, leave the fields blank instead.
The scanner will display a maximum of 100 match results in a single search.
5. Press **OK** when you are done configuring the E-mail options.

Setting the Default Scan Function

The initial default scanning function is e-mail. This means that each time the scanner is power cycled, when the scanner comes out of power saving mode, or when the scanner has been sitting idle without scanning, the LCD screen will switch back to the e-mail scanning function automatically. You might want to change the default scan mode if you are not using the email function, or if you use a different scanning function more often than email.

1. Press the **Menu** button on the scanner.



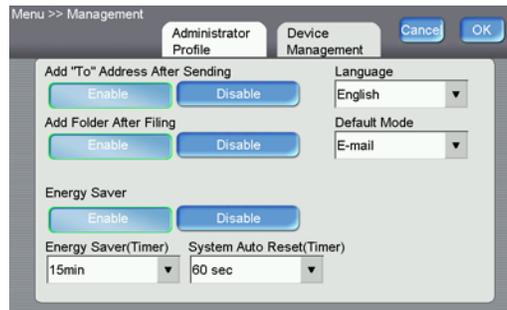
The LCD touch screen displays the following menu.



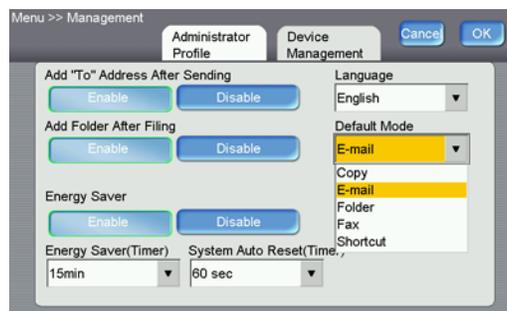
2. Press the **Management** button on the LCD touch screen.
3. Press **Login** on the password prompt screen. There is no default username and password set for the scanner management options.



4. Press the **Device Management** tab.



5. Press the down arrow in the **Default Mode** field to show the options list.



6. Press one of the function names in the list to select that option as the default scan mode.
If you select the Shortcut option, the scanner LCD will display 6 shortcut buttons. These buttons are configured using the scanner's embedded webpage. Note that the other scanning mode defaults can be configured using the scanner LCD options or through the embedded web page.
7. Press **OK** to save the changes and return to the LCD menu options.
8. Press **Exit** to close the Menu screen.
9. Power cycle the scanner to save the changes. When the scanner is back on, the default mode will now be the option you selected in the Device Management screen.

Loading Documents to Scan

2

This chapter includes:

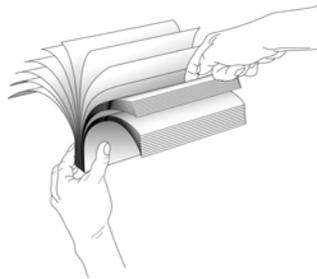
- Scanning from the Automatic Document Feeder (ADF) on page 32
- Scanning from the Flatbed Glass on page 34

NOTE: Always remove any staples or paper clips from documents before inserting them into the scanner. Staples and paper clips can jam the feed mechanism and scratch the internal components. Also remove any labels, stickers, or Post-It™ notes that may come off during the scanning process and get stuck in the scanner. Misuse as described here will void your scanner's warranty.



Scanning from the Automatic Document Feeder (ADF)

1. Prepare the pages before loading them into the scanner, this helps to prevent multiple-page feeding and paper jams.
 - If the edges of the paper are curled or folded, flatten them as much as possible.
 - Fan the edges of the paper to make sure none of the pages are stuck together.



2. Adjust the paper guides for the width of the paper being scanned.



3. Adjust the Paper Stop at the back of the scanner for the length of the paper.



4. Load the stack of documents *face up*, with their tops into the Automatic Document Feeder.



Scanning from the Flatbed Glass

You can scan small paper, plastic cards, books, and other items that can not be scanned through the Automatic Document Feeder.

1. Remove any paper in the Automatic Document Feeder.
The scanner automatically detects if paper is in the Automatic Document Feeder and will scan pages in it. You must remove these pages prior to scanning if you want to scan from the Flatbed.
2. Lift the scanner cover and place an item *face down* on the glass.
3. Align the item with the arrow on the reference frame then close the cover.



Copying

3

This chapter includes:

- Scanning to a Printer on page 36
- Scan Options for Copying on page 37
- Setting the Default Copy Options on page 41
- Information Messages When Copying on page 42
- Copy Specifications on page 43

To use the Copy function, you need to connect the scanner to a USB InkJet or Laser printer that supports PCL.

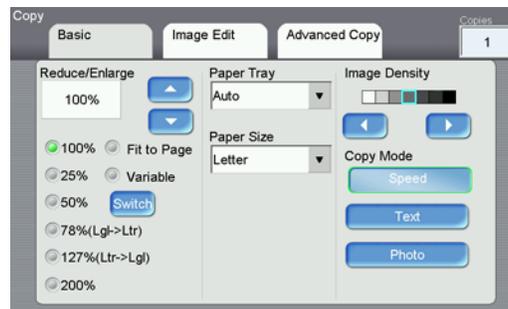
Make sure the printer is connected and turned on before turning on the scanner. The scanner will detect a printer during the power-up cycle only.

Scanning to a Printer

1. Place your document *face up* in the ADF or *face down* on the flatbed glass.



2. Press the Copy button on the scanner. 
3. The LCD touch screen displays the copying options.



4. Select the options you want to use for the documents you are scanning on the **Basic**, **Image Edit**, and **Advanced Copy** tabs.

Note that any settings you change here are not permanently saved. The next time the copy function is used, the default copy options will be displayed in the LCD screen.

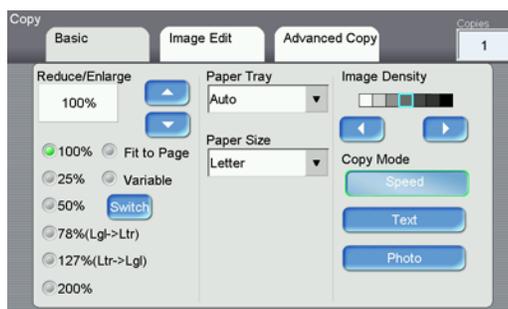
The next section describes each feature in detail.

5. Use the numeric keypad on the scanner to set the number of copies you want printed.
6. Press the **B&W** or **Color** button on the scanner to start scanning.

The scanner starts scanning and sends the image to the attached printer.

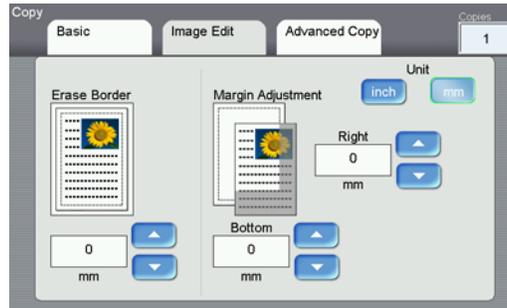
Scan Options for Copying

Basic Settings



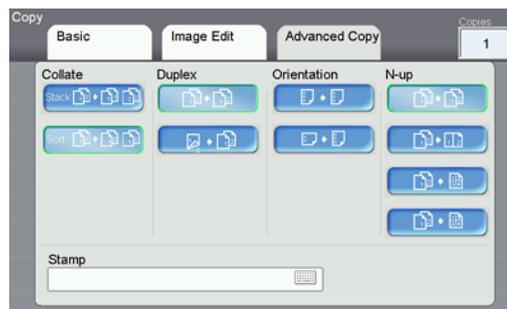
Option	Description
Reduce/Enlarge (A default value cannot be assigned)	Select the scaling percentage by touching the Switch button. Change this setting only if the items you are scanning will not fit on the pages that are in the printer. Choices are: <ul style="list-style-type: none"> • 100% (there is no scaling) • 25% / 50% / 78% (Legal -> Letter) / 127% (Letter -> Legal) / 200% • Fit to Page (selecting this option decreases the size to about 93 % of the original) • Variable Variable means selecting your scaling percentage in a one percent increment from 25 % ~400 % using the Up-arrow and Down-arrow keys.
Paper Tray (A default value cannot be assigned)	Sets which paper tray, in the printer, will be used for the current scan job. Choices are: <ul style="list-style-type: none"> • Auto (Selects the paper tray automatically) • MP (Multi-purpose tray)
Paper Size	Select the size of the paper you are scanning from the list. Choices are: <ul style="list-style-type: none"> • A4 / Letter / A5 / B5 / Legal Note that Legal size is available only when scanning from the ADF.
Image Density	The image density can be adjusted within a range of 7 levels using the control panel. Increasing the value makes the printouts darker, decreasing the value makes the printouts lighter. Press the left or right arrows to adjust the level.
Copy Mode	Choose the focus of your copy result. <ul style="list-style-type: none"> • Speed—this is the default option and is a blend of the other two options in regards to speed and image clarity. • Text—choose this option if you are making copies of text documents. This option prints the fastest of these options. • Photo—choose this option if your document contains pictures for clearer graphic quality. This option prints slower than the others.

Image Edit Settings

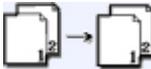
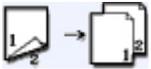
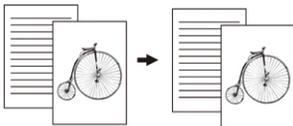
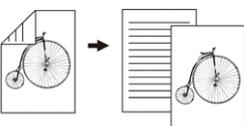


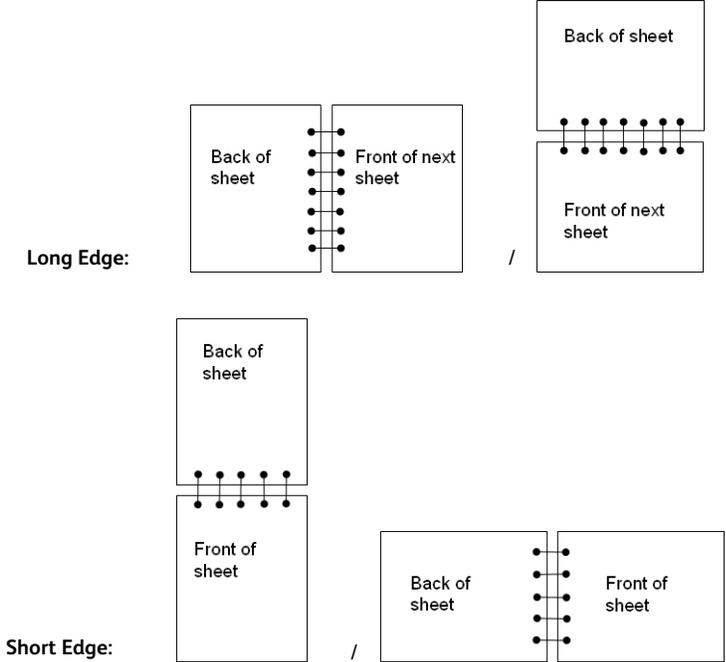
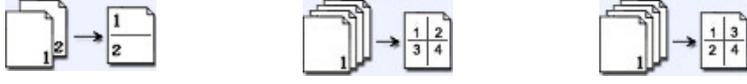
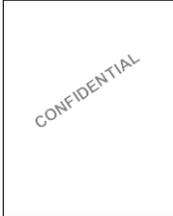
Option	Description
Erase Border	Sets the width of the border you want removed from the image. Choices are: <ul style="list-style-type: none"> • 0 / 0.25 / 0.5 / 0.75 / 1.0 inches <i>or</i> • 0 / 6 / 13 / 19 / 25 mm
Margin Adjustment	The “Margin Adjustment” option will move the copy image to the right and/or to the bottom; depending on the “Right” and “Bottom” parameters. Choices are: <ul style="list-style-type: none"> • 0 / 0.25 / 0.5 / 0.75 / 1.0 inches <i>or</i> • 0 / 6 / 13 / 19 / 25 mm
Unit	Choose the unit of measurement you want to use. Choices are: <ul style="list-style-type: none"> • Inches or MM (millimeter)

Advanced Copy Settings



Option	Description
Collate	Choose the order you want your copies to be placed in. <ul style="list-style-type: none"> • Sort (e.g. pages 1,2,3 / 1,2,3 / 1,2,3) • Stack (e.g. pages 1,1,1 / 2,2,2 / 3,3,3).

Option	Description						
Duplex	<p>Choose one of these types to use when printing duplex. First, verify that your printer includes a duplex option.</p> <div style="text-align: center;">   </div> <p style="text-align: center;">1 to 1 Sided 2 to 1 Sided</p> <p>Choices are:</p> <ul style="list-style-type: none"> • 1 to 1 Sided—Copy single-sided originals onto one side of one sheet of paper. • 2 to 1 Sided—Copy double-sided originals onto one side of one sheet of paper. <p>Example:</p> <div style="text-align: center;">   </div> <p style="text-align: center;">1 to 1 Sided 2 to 1 Sided</p>						
Orientation	<p>Specify how you want to bind your duplex printing. First, verify that your printer includes a duplex option.</p> <div style="text-align: center;">   </div> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Long Edge to Long Edge Turn your documents from long-edge binding to long-edge binding.</p> </div> <div style="text-align: center;"> <p>Short Edge to Long Edge Turn your documents from short-edge binding to long-edge binding.</p> </div> </div> <p>Choices are:</p> <ul style="list-style-type: none"> • Long Edge to Long Edge—Long Edge means documents are to be bound, or flipped, on the long edge of paper. • Short Edge to Long Edge—Short Edge means documents are to be bound, or flipped, on the short edge of paper. <p>Note: The selection of orientation varies depending on the type of duplex printing.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th data-bbox="560 1432 740 1486">Duplex</th> <th data-bbox="740 1432 1323 1486">Availability of Orientation</th> </tr> </thead> <tbody> <tr> <td data-bbox="560 1486 740 1537">1 to 1 sided</td> <td data-bbox="740 1486 1323 1537">All options are unavailable.</td> </tr> <tr> <td data-bbox="560 1537 740 1587">2 to 1 sided</td> <td data-bbox="740 1537 1323 1587">All options are available.</td> </tr> </tbody> </table>	Duplex	Availability of Orientation	1 to 1 sided	All options are unavailable.	2 to 1 sided	All options are available.
Duplex	Availability of Orientation						
1 to 1 sided	All options are unavailable.						
2 to 1 sided	All options are available.						

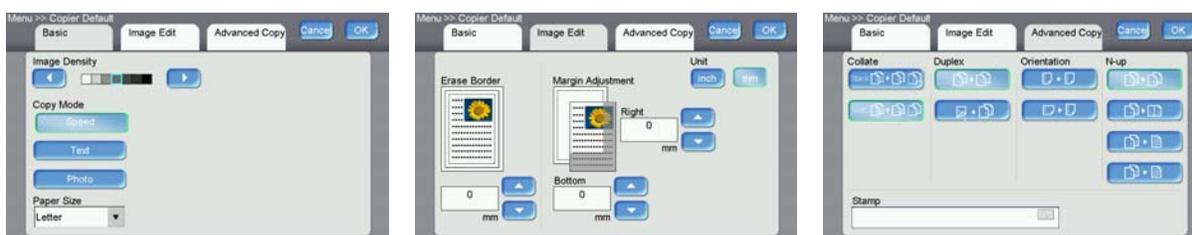
Option	Description
<p>Orientation (Cont'd)</p>	<p>Examples:</p>  <p>Long Edge:</p> <p>Short Edge:</p>
<p>N-Up (Paper Saving)</p>	<p>Use this setting to print multiple pages of a document onto a single sheet of paper, and to set the sequence of the page images on each sheet of paper.</p> <ul style="list-style-type: none"> • 1-in-1 means one page will be printed on a single sheet of paper. • 2-in-1 means two pages will be printed on a single sheet of paper as illustrated. • 4-in-1 (landscape) means four pages will be printed on a single sheet of paper in rows from left to right, top to bottom as illustrated. • 4-in-1 (portrait) means four pages will be printed on a single sheet of paper in columns from top to bottom, left to right as illustrated.  <p>2-in 1 4-in 1(landscape) 4-in-1(portrait)</p>
<p>Stamp</p>	<p>You can specify a word to appear as a stamp on the scanned documents. (Note: In the Stamp field, there is a small "Soft Keyboard" icon shown at the upper-right corner. Touch anywhere on the Stamp field to bring up the soft keyboard to enter your stamp characters.) Example:</p> 

Setting the Default Copy Options

You can set the default copy options for the scanner. This way, whenever you want to scan to the printer, the most commonly used settings are already configured. Please refer to the previous section for the list of options you can set as a default. Note that the list indicates when a feature cannot be assigned a default value.

To access the Copier Default template from the scanner:

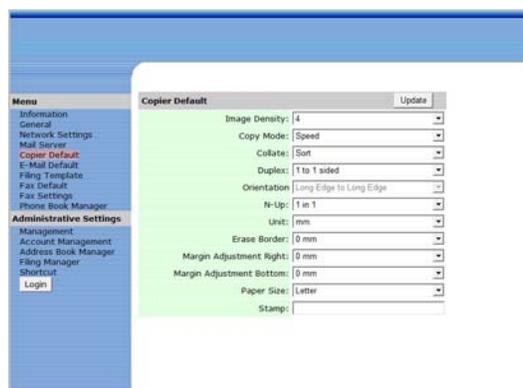
1. Press the **Menu** button on the scanner.
2. Press the **Copier Default** button on the LCD touch screen.
3. Change the settings as needed on the **Basic**, **Image Edit**, and **Advanced Copy** tabs.



4. Press **OK** on the LCD screen to save these settings.

To access the Copier Default template from the scanner:

1. Input the scanner's IP address in the URL field of your web browser, or open it from the Network Management Tool.
2. When the embedded web page opens, click on the **Copier Default** link on the left side of the page.
3. Change the settings as needed, and then click the **Update** button to send the changes to the scanner.



4. Power cycle the scanner.

Please refer to [Managing the Scanner Remotely](#) on page 89 for detailed information about accessing and navigating the scanner options remotely.

Information Messages When Copying

Message	Action
ADF paper empty	Press the OK button. Reload your documents into the auto document feeder and try again.
ADF cover open	Close the ADF door and press the OK button.
Flatbed cover open	Close the scanner lid. Remove any paper from the ADF and press the OK button.
Flatbed Light Check	Power cycle the scanner. If the code still appears, contact your nearest dealer.
Calibration Error	Power cycle the scanner. If the code still appears, contact your nearest dealer.
Error_Flatbed Home Position	Power cycle the scanner. If the code still appears, contact your nearest dealer.
Error_Pick Up Roller	<ul style="list-style-type: none"> • If this occurs while previewing, split your multi-page document into smaller batches and try again. • If this occurs while scanning, the pick up roller may not work properly. Contact your nearest dealer for a replacement.
Home sensor error	Power cycle the scanner. If the code still appears, contact your nearest dealer.
Lamp error	Power cycle the scanner. If the code still appears, contact your nearest dealer.
ADF paper jam	ADF paper jam. Open the ADF cover and remove the paper from the ADF. If the code still appears, power cycle the scanner. If the code still appears, contact your nearest dealer.
Lock error	Scanning unit is locked. <ol style="list-style-type: none"> 1. Turn off your scanner. 2. Find the lock switch underneath the scanner lid, to one side of the flatbed glass, and unlock the machine. 3. Turn the scanner back on. 4. If the code still appears, contact your nearest dealer.
Check printer cable or status	<ol style="list-style-type: none"> 1. Check if the printer cable has been correctly connected. 2. Check if the printer is turned on. 3. Restart the scanner and your printer. 4. If the message still appears, contact your nearest dealer.
Detect printer error	<ol style="list-style-type: none"> 1. Turn off the scanner. 2. Turn off the printer. 3. Turn on the printer. 4. Turn on the scanner.
Paper size not supported	Please set the supported paper size to the tray of the printer. HLT and * are not supported.

Copy Specifications

Copy Port	USB 2.0 Host Rev 2.0
Printer Language	PCL5c, PCL5e
Multi-Copy Speed	32 CPM(type B) (copies per minute)
Speed mode	
Multiple Copies (Copy count)	Up to 99
Copy Print Resolution	600 x 600 dpi
Original Size	ADF Scans—U.S. Legal size 8.5"x14" Flatbed Scans—Maximum 8.5"x11.7"
Copy Size	Up to Legal
Density Control	1~7 levels (lightest to darkest)
Variable	25 % ~ 400 %, in 1 % increments
Paper Supply	A4, U.S. Letter, A5, B5, U.S. Legal
Scaling Option	100 % (Default) 70 % (A4->A5) 78 % (Legal->Letter) 86 % (A4->B5) 115 % (B5-> A4) 127 % (Letter-> Legal) 141 % (A5-> A4) 98 % (Fit to Page)
Edge Erase	0/ 6/ 13/ 19/ 25 mm
Margin Shift (right, bottom)	0/ 6/ 13/ 19/ 25 mm
Paper saving (N-Up)	1 in 1, 2 in 1, 4 in 1 (landscape), 4 in 1 (portrait)
Collate	Sort/Stack
Duplex	1-1 / 2-1
Orientation for Duplex	Long Edge to Long Edge, Short Edge to Long Edge

This chapter includes:

- Scanning to E-mail on page 46
- Scan Options for E-mailing on page 48
- Setting the Default E-mail Options on page 52
- Using the Address Book on page 53
- Information Messages When E-mailing on page 54
- E-mail Specifications on page 56

When connected to an ethernet network and an SMTP server, the scanner allows you to transmit documents to your e-mail as an attachment. With a touch of the e-mail key and the selection of your recipients' e-mail addresses, the documents are first scanned and converted into an image file, and then transmitted to remote recipients within minutes.

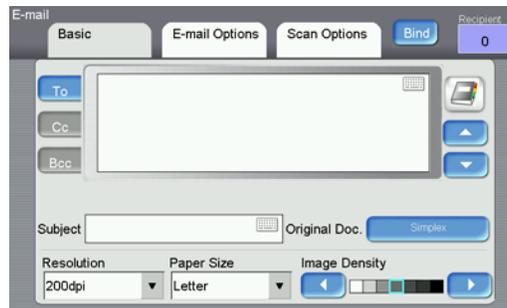
To use the E-mail option, the scanner must already be set up to work on the network, and have the Mail Server options configured in the scanner. Please refer to the Scanner Setup chapter for further details on [Adding the Scanner to the Network](#) and [Adding the Email Server Information](#).

Scanning to E-mail

1. Place your document *face up* in the ADF or *face down* on the flatbed glass.



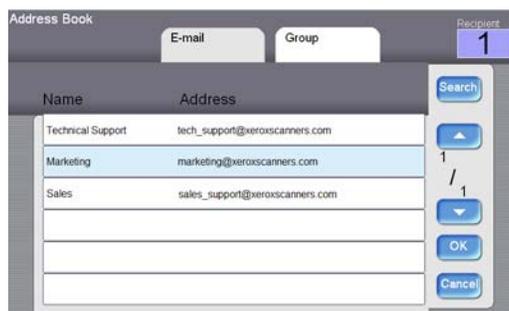
2. Press the E-mail button on the scanner. 
3. The LCD screen displays the E-mail options.



4. Press anywhere in the **To** field to show the soft-keyboard on screen so you can input destination E-mail address(es). Press the **Cc** or **Bcc** buttons to input E-mail addresses for those fields.
5. Press **Return** on the soft-keyboard to return to the main E-mail screen.
Instead of inputting the E-mail address manually, you can select email address(es) from the scanner's address book.
 1. Touch the Address Book icon on the E-mail main screen.



2. The following Address Book screen displays.



3. Touch an e-mail address to select it. The selected one will be highlighted. (You can touch another address for multiple selections.)

4. Touch **OK** to return to the E-mail main screen.

6. Select the options you want to use for the documents you are scanning on the **Basic**, **E-mail Options**, and **Scan Options** tabs.

Note that any settings you change here are not permanently saved. The next time the email function is used, the default email options will be displayed in the LCD screen.

The next section describes each feature in detail.

7. Press the **B&W** or **Color** button on the scanner to start scanning.

Note that if Multi-Level(gray) is enabled, on the **Scan Options** tab, pressing the **B&W** button on the scanner will send a grayscale image.

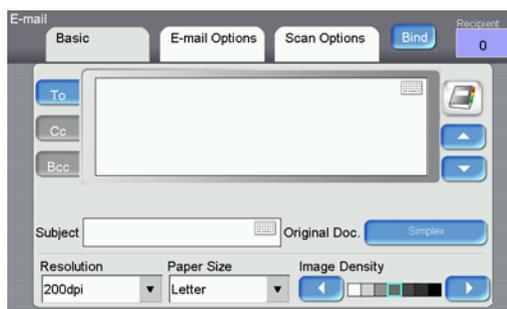
The scanner starts scanning and sends the image to the email address you specified.

NOTE:

- If you make a mistake during the process, press the Stop button on the scanner to cancel the scan.
- The scanner allows you to send the scanned documents to multiple e-mail addresses. After inputting the first e-mail address, simply press the enter key, on the soft keyboard, to type another address in the next line.
- Up to 64 characters can be entered in the File Name of Attachment, "To", "From", "Reply to", "Subject", and the "Text" fields.
- If you wish to scan a multi-page document and convert it to a single image file, choose your output file format to be MTIFF or PDF.
- If you want to scan multiple pages from the flatbed, or more than one set of 50 pages from the ADF, press the Bind button first. After the first flatbed or ADF scan finishes, you will be prompted to bind to the next scan. Place the next page on the flatbed, or document batch in the ADF, and press Bind to continue. After you are done scanning all pages in the document, choose End to close the dialog box.

Scan Options for E-mailing

Basic Settings



Option	Description
To / Cc / Bcc (A default value cannot be assigned)	Select To , Cc , or Bcc , then press anywhere in the field to open the soft keyboard so you can enter the destination email address.
Address Book Icon (A default value cannot be assigned)	Press the address book icon to show the address book on the LCD screen. Select the email address from the list that you want and then press OK.
Subject	Press anywhere in the field to display the soft keyboard. Input the subject you want to have in the email message, then press Return to return to the email options screen. You can input a maximum of 64 characters for the subject field.
Original Doc.	Press the button, on the LCD panel, repeatedly to cycle through the three options. <ul style="list-style-type: none"> • Simplex: If your original is a single-sided document, choose Simplex to scan your documents only on one side. • Duplex(long): If your original is a double-sided document which is bound along the long edge of paper, choose Duplex(Long) to scan your document on the front and the back side. • Duplex(short): If your original is a double-sided document which is bound along the short edge of paper, choose Duplex(Short) to scan your document on the front and the back side.
Resolution	Choose your default resolution for the scanned document. The higher the resolution, the greater the detail for the scanned image. High resolution settings take longer to scan and produce larger file sizes. Choices are: <ul style="list-style-type: none"> • 75 / 100 / 150 / 200 / 300 / 400 / 600 dpi Note: If you are scanning duplex (two-sided) paper, the resolution for color or gray scanning have a maximum option of 300 dpi.

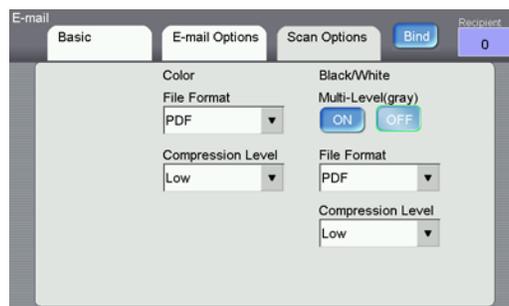
Option	Description
Paper Size	Select the size of the paper you are scanning from the list. Choices are: <ul style="list-style-type: none"> A4 / Letter / A5 / B5 / Legal Note that Legal size is available only when scanning from the ADF.
Image Density	The image density can be adjusted within a range of 7 levels using the control panel or from the scanner's Web Page. Increasing the value makes your scanned image darker and decreasing the value makes your scanned image lighter.
Bind (A default value cannot be assigned)	Multi-batch document scanning from the ADF or Multi-page scanning from the flatbed can be enabled. Press the Bind button when you want to scan more than 50 pages from the ADF or more than one page from the flatbed. After scanning the 1st batch or 1st page, a dialog box will pop up asking if you wish to Bind or End . Choose Bind to scan the next batch or page or choose End to stop scanning.

E-mail Options

Option	Description
File Name of Attachment	The file name of your scanned document without a file extension. If you have not entered a value in the box, the system will set a default file name.
From (A default value cannot be assigned)	Enter the "From" address of your outgoing e-mail from the scanner. If an e-mail cannot be sent, notification is returned to this address. If the administrator has not set the device's e-mail account in the Mail Server settings, you can enter the e-mail address here. This is the "From" address in your e-mail when you receive an email from the scanner.
Reply To (A default value cannot be assigned)	Enter a "Reply to" address if you want to specify a reply address that is different from the "From" address. Up to 60 characters can be entered in the field. To enter the address, you can touch anywhere on the "Reply To" field to bring up the soft keyboard to type the address.
Text (A default value cannot be assigned)	Type your e-mail message here. To enter the text, you can press anywhere on the "Text" field to bring up the soft keyboard to type the text.
File Separation	Limit the file size of the attachment of each outgoing message to avoid the size limitation of SMTP servers. Choices are: <ul style="list-style-type: none"> 1MB / 3MB / 5MB / 10MB / 30MB / Unlimited

Option	Description
Add Text File (A default value cannot be assigned)	Select this option to have a log file (*.log) attached to the email message. This log file describes the scanned image attachment (resolution, color mode, file format, page numbers, and so on.)

Scan Options



Option	Description
Color	Color documents to be sent via E-mail from the scanner. Options: <ol style="list-style-type: none"> File Format: PDF, JPEG, TIFF, MTIFF (Multi-page TIFF) Note: Choose MTIFF or PDF when you need to scan multi-page documents and convert it to a single image file. Compression Level: Low, Medium, High (If TIFF or MTIFF is selected as a file format, the compression Level is defined as Raw only.)
Black&White	Multi-Level (Gray): Choose "ON" if you wish to make gray copies or OFF to make a B&W (single-bit) copy. <ul style="list-style-type: none"> If you choose ON from Multi-Level (Gray), the file formats include PDF, JPEG, TIFF, and MTIFF. If TIFF or MTIFF is selected as your file format, the compression Level is limited to Raw only. If you choose OFF from Multi-Level (Gray), the file formats include PDF, TIFF, and MTIFF. The compression Level of MTIFF or TIFF includes G3, G4, and Raw. Options: <ol style="list-style-type: none"> Multi-Level (Gray): ON, OFF File format: PDF, TIFF, MTIFF(Multi-page TIFF) Compression Level: Low, Medium, High
File Formats	
PDF	PDF (Portable Document Format) is a very popular file format used by Adobe. You can view PDF files using Adobe Acrobat or Adobe Reader.
TIFF/MTIFF	TIFF (The Tagged-Image File Format) is a flexible bitmap image format supported by virtually all paint, image-editing, and page-layout applications. Also, virtually all desktop scanners can produce TIFF images.
JPEG	JPEG (Joint Photographic Experts Group) compression provides the best results with continuous-tone color and the smallest file size.

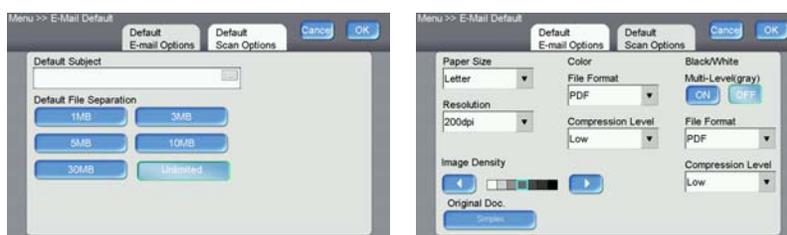
Option	Description
The following is an example of file size based on selected scanning options and file format.	
Color: A4 @ 200 dpi	TIFF (10 MB) / PDF (53 KB) / JPEG (212 KB)
B&W: A4 @ 200 dpi	TIFF (100 KB) / PDF (20 KB) / JPEG (5 MB)

Setting the Default E-mail Options

You can set the default email options for the scanner. This way, whenever you want to scan and send an email, the most commonly used settings are already configured. Please refer to the previous section for the list of options you can set as a default. Note that the list indicates when a feature cannot be assigned a default value.

To access the E-mail Default template from the scanner:

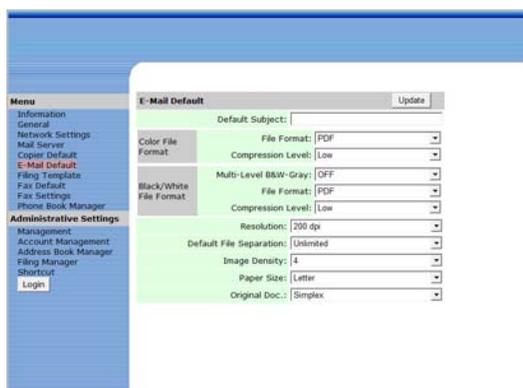
1. Press the **Menu** button on the scanner.
2. Press the **E-Mail Default** button on the LCD touch screen.
3. Change the settings as needed on the **Default E-Mail Options** and **Default Scan Options** tabs.



4. Press **OK** on the LCD screen to save these settings.

To access the E-Mail Default template from the scanner:

1. Input the scanner's IP address in the URL field of your web browser, or open it from the Network Management Tool.
2. When the embedded web page opens, click on the **E-Mail Default** link on the left side of the page.
3. Change the settings as needed, and then click the **Update** button to send the changes to the scanner.

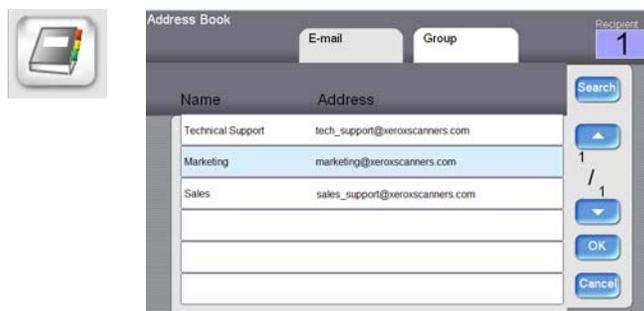


4. Power cycle the scanner.

Please refer to [Managing the Scanner Remotely](#) on page 89 for detailed information about accessing and navigating the scanner options remotely.

Using the Address Book

The scanner has an internal address book that can store up to 2000 email addresses and 100 email groups. Touch the Address Book icon on the E-mail main screen to display the Address Book screen.



To select a group address:

1. On the Address Book screen, touch the Group tab to display the following Group screen.
2. Touch a group to select it and then touch OK to return to the E-mail main screen. (You can touch another group to select multiple groups)



To search an e-mail address or a group:

1. On the Address Book main screen, touch Search to display the following E-mail Search screen.
2. Choose your search type. (All means to search the addresses in the current Address Book of the scanner. LDAP means to search the addresses from an external address book on an LDAP server.)
3. Enter your search string via the soft keyboard.
4. Touch the Search button to start searching.



Please refer to [Managing the Scanner Address Book](#) on page 104 for instructions on setting up the scanner's address book. The section [Adding the Email Server Information](#) on page 26 contains instructions on setting the scanner access to an LDAP server.

Information Messages When E-mailing

Message	Action
Sequence error	Reboot the machine, and try again later. If the error is still there, contact your nearest dealer.
Device internal failure	Reboot the machine, and try again. If the error is still there, contact your nearest dealer.
Failed to connect mail server	Contact your network administrator for further help.
Failed to get response from mail server.	Contact your network administrator or nearest dealer for further help.
SMTP server is empty. Please specify SMTP server in the Menu options.	Please specify the IP address of the SMTP server by pressing the Menu button on the panel.
SMTP server address is wrong. Please check SMTP server.	Check the IP address of the SMTP server.
Unpredicted error	Power cycle the scanner. Contact your network administrator or nearest dealer for further help.
Insufficient System Storage	Contact your network administrator for further help.
Mail server doesn't support SMTP service extension	Contact your network administrator for further help.
Mail server doesn't support SMTP login authentication.	Contact your network administrator to turn on the SMTP login option.
SMTP login error	Check your login user name and password.
Mailbox Unavailable	Make sure the "To" address is correct.
Processing Error	Contact your network administrator for further help.
Temporary authentication failure	Contact your network administrator for further help on the mail server's authentication mechanism. Choose SMTP authentication for E-mail security or turn off the mail server's authentication and try again.
Command error	Reboot the machine, and try again. If the error is still there, contact your nearest dealer.
Parameters or argument error	Check if the Device Name is valid. The Device Name can be found in Menu>General. Check "From" address. Check "To" address. Contact your network administrator for further help.
Command parameters not implemented	Check if the Device Name is valid. The Device Name can be found in Menu>General. Or you may contact your network administrator for further help.
Authentication requires	Contact your network administrator on mail server's authentication mechanism. Choose SMTP authentication for E-mail security or turn off the mail server's authentication and try again.
Mailbox unavailable	Check "To" address.
User not local	Check "To" address.
Service unavailable	Contact your network administrator for further help.

Message	Action
Mail server does not support SMTP service extension	Contact your network administrator for further help.
Exceeded storage allocation	Check "To" address. Check mailbox storage allocation. Contact your network administrator for further help.
Mailbox name is not allowed	Check "To" address.
Mail action has not been taken	Check "To" address.
Connection error	Check network environment. Check if email attachment size is larger than the mailbox quota.
The transaction has failed	Contact your network administrator for further help.
POP3 server address is wrong	Check the IP address of the POP3 server.
Failed to connect POP3 server	Contact your network administrator for help.
Failed to login POP3 server	Check the login name and password.
LDAP server login error	Check the login name and password.
LDAP server IP error	Check the IP address of the LDAP server. Or contact your network administrator for help.
LDAP port error	Check if the port number is correct.
LDAP user password error	Check if the password is correct.

E-mail Specifications

Protocol	SMTP, MIME,
Mail Sever Authentication	SMTP-AUTH, POP3
File format	B/W (single bit) PDF, TIFF, M-TIFF Gray (8 bit) PDF, JPEG, TIFF, M-TIFF Color (24 bit) PDF, JPEG, TIFF, M-TIFF
Compression Method	B/W RAW, G3, G4 Gray JPEG Color JPEG
Compression Level	Low / Medium / High
Supported Resolution	75, 100, 150, 200, 300, 400, 600 dpi
Default Resolution	200 dpi
Address Book Capacity	Max. Address 2000 Group 100 No. of Address in Each Group 99
Multiple Recipients allowed	Yes
Supported Mail Server	Lotus Mail Server 5.0 MS Exchange Server 2000/2003 RedHat 7.0 SendMail MAC Mail Server in OS 9.04
Supported LDAP Server	Windows 2003 Active Directory with SFU(Service for Unix) Windows Server 2000 + MS Exchange 5.5 Lotus Notes R5
Supported Mail Application	Microsoft Outlook 2000 Microsoft Outlook Express 5.0 Microsoft Outlook Express 6 Eudora 4.3.2J Lotus Notes R5 MAC built-in MAIL Application

This chapter includes:

- Scanning to a Folder on page 58
- Scan Options for Filing on page 60
- Setting the Folder Template on page 63
- Creating a New Folder on page 65
- Information Messages When Filing on page 66
- Filing Specifications on page 68

The scanner allows you to send the scanned documents to a server or a personal computer's file folder over the intranet with FTP (File Transfer Protocol), HTTP (Hypertext Transfer Protocol), HTTPS (a secure way of using HTTP), or CIFS (Common Internet File System). The scan-to-folder feature off-loads the mail server from handling large attachments.

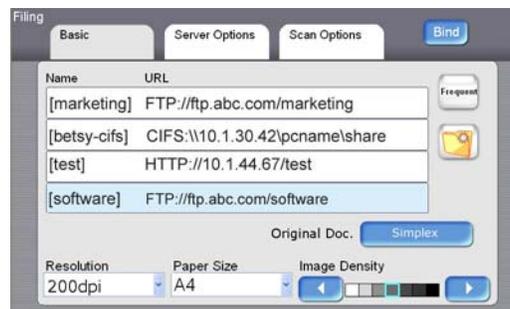
The scanner must already be set up to work on the network. Please refer to the Scanner Setup chapter for further details on "Adding the Scanner to the Network".

Scanning to a Folder

1. Place your document *face up* in the ADF or *face down* on the flatbed glass.



2. Press the Filing button on the scanner. 
3. The LCD screen displays the Filing options.



4. Choose a folder to save your scanned image.
 - Or you can use the **Up-arrow** or **Down-arrow** button to scroll through the list.
 - Or you can display the most frequently used folder list by touching the **Show All** button.The next section describes each feature in detail.
5. Press the **B&W** or **Color** button on the scanner to start scanning.

Note that if Multi-Level(gray) is enabled, on the **Scan Options** tab, pressing the **B&W** button on the scanner will send a grayscale image.

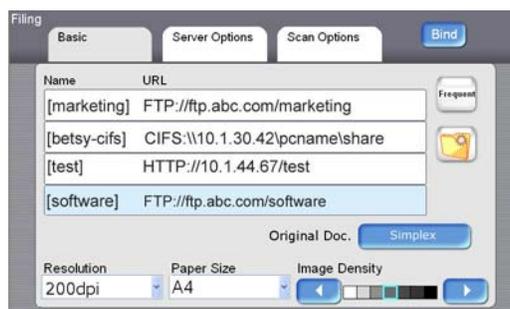
The scanner starts scanning and sends the image to the folder you specified.

NOTE:

- If you make a mistake during the process, press the Stop button on the scanner to cancel the scan.
- If you want to scan multiple pages from the flatbed, or more than one set of 50 pages from the ADF, press the Bind button first. After the first flatbed or ADF scan finishes, you will be prompted to bind to the next scan. Place the next page on the flatbed, or document batch in the ADF, and press Bind to continue. After you are done scanning all pages in the document, choose End to close the dialog box.

Scan Options for Filing

Basic Settings



Option	Description
Original Doc.	<p>Press the button, on the LCD panel, repeatedly to cycle through the three options.</p> <ul style="list-style-type: none"> • Simplex: If your original is a single-sided document, choose Simplex to scan your documents only on one side. • Duplex(long): If your original is a double-sided document which is bound along the long edge of paper, choose Duplex(Long) to scan your document on the front and the back side. • Duplex(short): If your original is a double-sided document which is bound along the short edge of paper, choose Duplex(Short) to scan your document on the front and the back side.
Resolution	<p>Choose your default resolution for the scanned document. The higher the resolution, the greater the detail for the scanned image. High resolution settings take longer to scan and produce larger file sizes.</p> <p>Choices are:</p> <ul style="list-style-type: none"> • 75 / 100 / 150 / 200 / 300 / 400 / 600 dpi <p>Note: If you are scanning duplex (two-sided) paper, the resolution for color or gray scanning have a maximum option of 300 dpi.</p>
Paper Size	<p>Select the size of the paper you are scanning from the list.</p> <p>Choices are:</p> <ul style="list-style-type: none"> • A4 / Letter / A5 / B5 / Legal <p>Note that Legal size is available only when scanning from the ADF.</p>
Image Density	<p>The image density can be adjusted within a range of 7 levels using the control panel or from the scanner's Web Page. Increasing the value makes your scanned image darker and decreasing the value makes your scanned image lighter.</p>
Bind (A default value cannot be assigned)	<p>Multi-batch document scanning from the ADF or Multi-page scanning from the flatbed can be enabled. Press the Bind button when you want to scan more than 50 pages from the ADF or more than one page from the flatbed. After scanning the 1st batch or 1st page, a dialog box will pop up asking if you wish to Bind or End. Choose Bind to scan the next batch or page or choose End to stop scanning.</p>

Server Options

Option	Description
Login Name	If you are a registered user, and there is a different login name displayed on the Server Options screen, please enter your own login name here.
Password	Enter your password for the name you input in the Login Name field.

Scan Options

Option	Description
Color	Color documents to be sent from the scanner. Options: <ol style="list-style-type: none"> File Format: PDF, JPEG, TIFF, MTIFF (Multi-page TIFF) Note: Choose MTIFF or PDF when you need to scan multi-page documents and convert it to a single image file. Compression Level: Low, Medium, High (If TIFF or MTIFF is selected as a file format, the compression Level is defined as Raw only.)

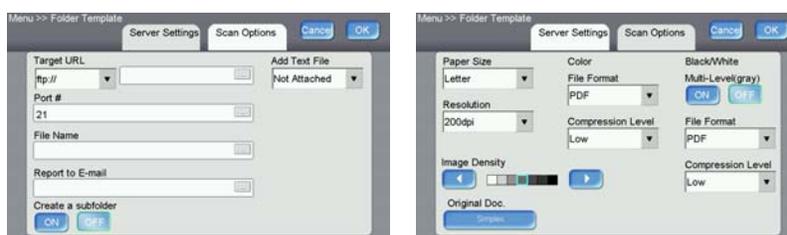
Option	Description
Black&White	<p>Multi-Level (Gray): Choose “ON” if you wish to make gray copies or OFF to make a B&W (single-bit) scan.</p> <ul style="list-style-type: none"> If you choose ON from Multi-Level (Gray), the file formats include PDF, JPEG, TIFF, and MTIFF. If TIFF or MTIFF is selected as your file format, the compression Level is limited to Raw only. If you choose OFF from Multi-Level (Gray), the file formats include PDF, TIFF, and MTIFF. The compression Level of MTIFF or TIFF includes G3, G4, and Raw. <p>Options:</p> <ol style="list-style-type: none"> Multi-Level (Gray): ON, OFF File format: PDF, TIFF, MTIFF(Multi-page TIFF) Compression Level: Low, Medium, High
File Formats	
PDF	PDF (Portable Document Format) is a very popular file format used by Adobe. You can view PDF files using Adobe Acrobat or Adobe Reader.
TIFF/MTIFF	TIFF (The Tagged-Image File Format) is a flexible bitmap image format supported by virtually all paint, image-editing, and page-layout applications. Also, virtually all desktop scanners can produce TIFF images.
JPEG	JPEG (Joint Photographic Experts Group) compression provides the best results with continuous-tone color and the smallest file size.
The following is an example of file size based on selected scanning options and file format.	
Color: A4 @ 200 dpi	TIFF (10 MB) / PDF (53 KB) / JPEG (212 KB)
B&W: A4 @ 200 dpi	TIFF (100 KB) / PDF (20 KB) / JPEG (5 MB)

Setting the Folder Template

You can set the default folder options for the scanner. This way, whenever you want to scan and send a server, the most commonly used settings are already configured. Please refer to the previous section for the list of options you can set as a default. Note that the list indicates when a feature cannot be assigned a default value.

To access the Folder Template from the scanner:

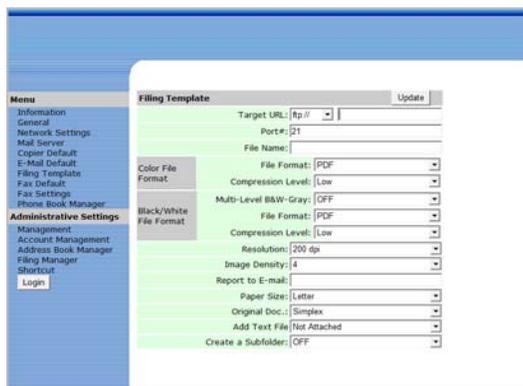
1. Press the **Menu** button on the scanner.
2. Press the **Folder Template** button on the LCD touch screen.
3. Change the settings as needed on the **Server Settings** and **Scan Options** tabs.



4. Press **OK** on the LCD screen to save these settings.

To access the Filing Template from the scanner:

1. Input the scanner's IP address in the URL field of your web browser, or open it from the Network Management Tool.
2. When the embedded web page opens, click on the **Filing Template** link on the left side of the page.
3. Change the settings as needed, then click the **Update** button to send the changes to the scanner.



4. Power cycle the scanner.

Please refer to [Managing the Scanner Remotely](#) on page 89 for detailed information about accessing and navigating the scanner options remotely.

Option	Description
Target URL	<p>Choose the type of protocol of your filing server in the first field. Choices include FTP, HTTP, CIFS, HTTPS.</p> <p>Enter the target URL in the second field. You can enter either the domain name or the IP address with the directory path. Note that the directory will be varied due to different protocols. The route starts from the root directory in FTP, HTTP, HTTPS, and CIFS. For example, ftp://, http://, and file:\\, https://.</p> <p>Important note: You must use this CIFS filing format, file:\\IP\\computer name\\folder name, to set CIFS URL.</p>
Port #	<p>Enter the port number for the server where you want to store your scanned document. Default values: ftp:21, http:80, CIFS:139, https:443</p> <p>If the default value is different from the real case, input the correct port number in this field. Touch anywhere on the “Port” field to bring up the soft keyboard to enter the text.</p>
File Name	<p>The file name of your scanned document without a file extension. If you have not entered a value in the box, the system will set a default file name.</p>
Report to e-mail	<p>Enter an e-mail address if you wish to send the filing report to an e-mail.</p>
Create a Subfolder	<p>Choose ON to enable the server to create a subfolder when sending the scanned image to the destination server. (Check if you are authorized to write under the destination server.)</p>

Creating a New Folder

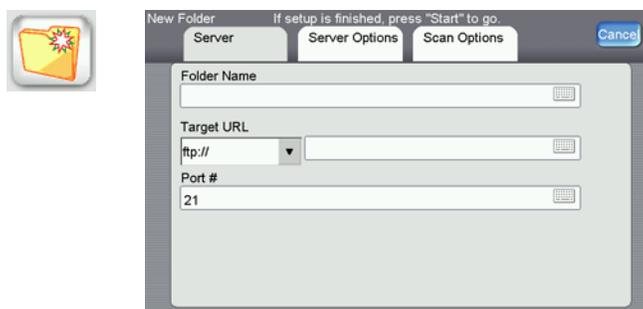
Before sending your document to a destination server, you should set up a few folders first to speed up the process. However, you can create new folders using the LCD touch screen when you are scanning. When you input the folder you want to create into the LCD screen, the folder is created on the server when scanning is complete.

To create a new folder:

If the folder you want to save the scanned documents to is not in the current Folder list, add a new one by touching the **Add New Folder** button.

1. Press the Filing button on the scanner to display the Filing options on the LCD touch screen.
2. Press the new folder icon on the LCD touch screen.

The New Folder screen displays the server and scanning parameters that are the same as the options in the folder Folder Template except the Folder Name.



Please refer to [Filing Manager](#) on page 108 for instructions on setting up the scanner to send to a filing server.

Information Messages When Filing

Message	Action
Can not create a subfolder	Make sure you have privileges to create folders on the server.
Device internal failure	Reboot the machine, and try later. If the error is still there, contact your nearest dealer.
Failed to connect FTP server	Make sure the FTP server is not shut downing and the port number is correct. If the error is still there, contact your FTP server administrator.
Unpredicted error	Contact your network administrator for further help.
FTP login name error	Check your login name and try again
FTP password incorrect	Check your password and try again
FTP can't enter this directory	Make sure you have privileges to enter this directory.
FTP can't check file existed or not	Make sure you have privileges to browse this directory.
FTP can't change data transfer type	Contact your server administrator for further help.
FTP store file error	Make sure you have privileges to store files on the server.
Insufficient storage space in system	Verify the FTP server has enough free storage space to save the file and contact your server administrator.
File name not allowed	Change the file name to meet the naming convention of the FTP server's OS.
FTP permission denied	Make sure your account has sufficient privileges to write files to the server.
CIFS (User level) can not make subdirectory	The account does not have access to create subdirectories.
CIFS Network share name incorrect	Check the folder directory and make sure it follows the UNC, such as \\Computer\Share\directory.
Failed to connect CIFS	Check if the server supports CIFS(SMB) connection.
CIFS Computer name error	Make sure the computer name in the directory is correct.
CIFS dialect negotiation failed	The CIFS may not support PC NETWORK PROGRAM 1.0 dialect.
CIFS (User level) login fail	Check the login name and password and try again.
CIFS fail to create file	Make sure you have full control privileges on the network.
CIFS send data error	Contact your network administrator for help.
CIFS failed to send file attribute	Make sure you have full control privileges on the network.
HTTP unauthorized	This HTTP server needs authorization. Make sure your account has the correct authorization credentials.
Failed to connect HTTP	Check Server IP and HTTP port. Make sure they are correct. Or, check whether the server supports HTTP connection.
HTTP Resource not found	The server can't save the files, contact your server administrator for help.
HTTP Forbidden	This action is forbidden on the current server. This is not unauthorized but forbidden.
Unpredicted error	Power cycle the scanner and try again. Contact your server administrator or nearest dealer for further help.
HTTP MKCOL method not allowed	Contact your server administrator to change permissions on this privilege.
HTTP MKCOL method not implemented	The target HTTP server does not support MKCOL to create the directory. Create the directory on the server in advance.

Message	Action
HTTP PUT method not allowed	Contact the server administrator to change permissions for this privilege.
HTTP internal server error	Contact your server administrator for further help.
HTTP PUT method not implemented	The server does not use the HTTP PUT method. The scanner can't save the file to this server, contact your system administrator for help.
HTTP server unavailable	Contact your server administrator for help.
HTTP server does not support HTTP version 1.1	The server does not support HTTP version 1.1 (the type the scanner uses), contact your server administrator for help.

Filing Specifications

Protocol	FTP, HTTP, HTTPS, CIFS
File format	
B/W (single bit)	PDF, TIFF, M-TIFF
Gray (8 bit)	PDF, JPEG, TIFF, M-TIFF
Color (24 bit)	PDF, JPEG, TIFF, M-TIFF
Compression Method	
B/W	Raw, G3, G4
Gray	JPEG
Color	JPEG
Compression Level	Low / Medium / High
Supported Resolution	75, 100, 150, 200, 300, 400, 600 dpi
Default Resolution	B/W: 200 dpi Gray: 200 dpi Color: 200 dpi
Most Used Folders	5
No. of Filing Folders	50

Faxing

6

This chapter includes:

- Fax Settings on page 70
- Scanning to Fax on page 74
- Scan Options for Faxing on page 77
- Setting the Default Fax Options on page 79
- Using the Phone Book on page 80
- Information Messages When Faxing on page 85
- Fax Specifications on page 87

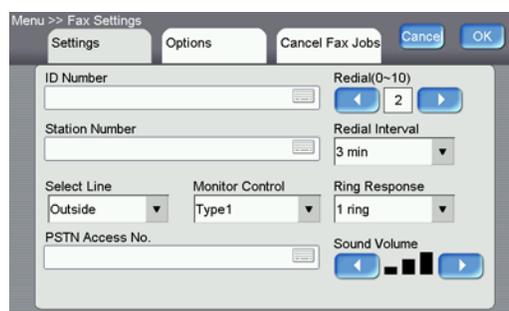
With the built-in fax modem and a telephone line, the scanner is able to transmit your scanned document to a remote fax machine just like a regular fax machine. With a printer attached, the scanner can also receive faxes. You need to connect the scanner to a USB InkJet or Laser printer that supports PCL to receive faxes. Make sure the printer is turned on before turning on the scanner. The scanner will detect the printer during the power on cycle only.

Fax Settings

Before you can send or receive faxes with this scanner, you have to configure the scanner's fax settings. You can access these settings from the scanner's LCD touch screen, or from the scanner's embedded web page using the Network Management Tool or through a web browser.

Configuring the Fax Settings from the Scanner

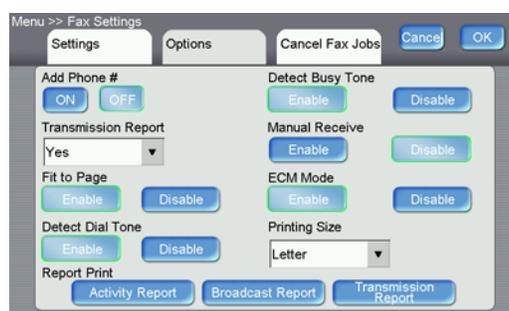
Fax Settings



Option	Description
ID	Enter the ID of the scanner. Up to 32 characters can be entered. Normally, you can enter your company name in this field. Touch anywhere on the “ID” field to bring up the soft keyboard to type your text. The text in this field as well as the station number (telephone number of the scanner), the scanner’s clock including date and time, the receiving fax number, and page index will be printed at the top of all outgoing faxes as header information.
Station Number	Enter the telephone number of the scanner. The Station Number is the phone number of the line connected to the built-in modem and the Station Number should be a value not more than 20 characters. The “+” (plus) and “ ” (blank space) are supported. The value of the station number will be printed as part of the fax header information of all outgoing faxes. Touch anywhere on the “Station Number” field to bring up the soft keyboard to type your number.
Select Line	Select to use the device’s fax telephone line as a direct outside line (PSTN line) or as an extension (PABX line). Choices are: Outside, Extension
Monitor Control	Turn on Monitor Control to have the scanner monitor the telephone line during faxing. Type1 monitors the telephone line until the DIS (Digital Identification Signal) is detected. Type2 monitors the telephone line during communication.
PSTN Access No.	Enter the number to access the PSTN (Pubic Switched Telephone Network) line if your device’s fax telephone line is used as an extension. For example, enter 0 or 9 in the field via the soft keyboard.

Option	Description
Redial	Sets the number of redial attempts if the number dialed is busy. Choices are: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 (The Redial value 0 indicates no redial.)
Redial Interval	The redial interval setting selects the number of minutes between each redial if the number dialed is busy. Choices are: 1, 2, 3, 4, 5, 6 minutes
Ring Response	Lets you set the number of times the phone rings before the fax answers. Choices are: 1 ring, 5, 10, 15, 20 seconds
Sound Volume	Use the arrow keys to adjust the sound volume during fax communication. Choices are: 0, 1, 2, 3

Fax Options



Option	Description
Add Phone #	Choose ON then the new fax number will be automatically included in the Phone Book after sending the fax finishes. Choices are: ON, OFF
Transmission Report	Select this option if you want to print the fax transmission report. This report lists the time and date of transmission and whether the transmission was successful (OK). If you select Yes, a report will be printed after each transmission. If you select Error, the report will only be printed when a fax fails to transmit. Choices are: Yes, No, Error only
Fit to Page	Choose Enable to have incoming faxes scaled down to fit on the printer paper. If this setting is disabled, an incoming fax image that is larger than the printer paper is split across multiple pages. Choices are: Enable, Disable
Detect Dial Tone	Choose Enable to allow this scanner to wait for and detect a dial tone before proceeding with dialing. If you are using the scanner on the same line as your phone, turn on the detect dial tone setting. This will prevent the scanner from sending a fax while someone is on the phone. Choices are: Enable, Disable
Detect Busy Tone	Choose Enable to allow this scanner to detect a busy tone when sending a fax. Choices are: Enable, Disable (The default setting varies based on country code.)

Option	Description
Manual Receive	Choose Enable to use the Manual Receive fax function or Disable to use the auto receive fax function. When Manual Receive is enabled, and there is an incoming fax, and the machine starts ringing you need to press the Start button, in the Fax working mode, to receive and print the fax. Choices are: Enable, Disable
ECM Mode	Choose Enable to use “ECM Mode”. The Error Correction Mode function helps this scanner to improve communication in areas where telephone line conditions are poor. Choices are: Enable, Disable
Printing Size	Select the size of the paper in the printer you have attached for the faxes you receive.
Report Print	You can print the following types of reports: <ul style="list-style-type: none"> • Activity Report: Select to print a report showing the latest record, of up to 50 communications, between the sending and receiving fax machines. (The default setting is to print a record of every 50 communications between sending and receiving fax machines.) The report may contain information and results which are useful for troubleshooting problems. • Broadcast Report: Select to print the group transmission report. • Transmission Report: Select to print the latest transmission report, to check if the transmission result is successful, disregarding which selection you have chosen in the Transmission Report option.

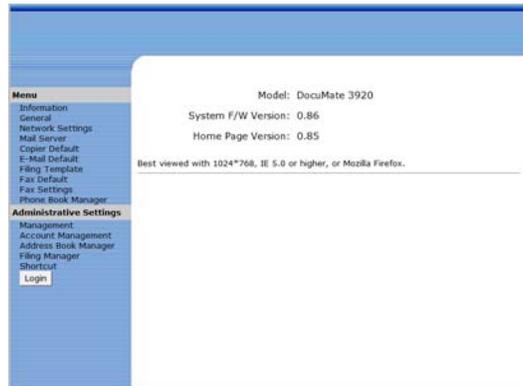
Cancel Fax Jobs



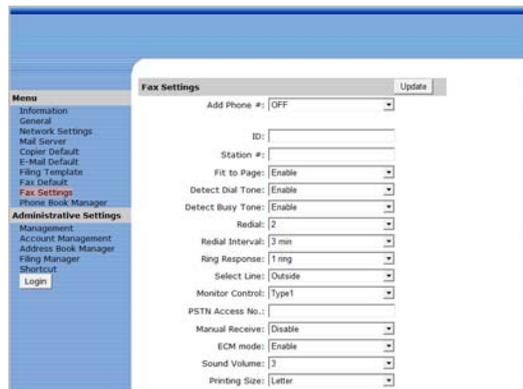
Option	Description
Delete	If you want to cancel a previously set delayed fax, touch the Cancel Fax Job tab to display the Cancel Fax Job screen. Touch the fax job you want to cancel and then touch the Delete button to cancel the fax job.

Configuring the Fax Settings Remotely

Open your web browser and type in the scanner's IP address in the URL field, then press enter on your keyboard. The web page will connect and display the scanner's embedded web page in the browser window.



Click on the **Fax Settings** link on the left side of the page to open the window for configuring the Fax options.



- Click on the down arrow next to **Add Phone #** and select **On** or **Off** from the menu. When this option is turned on, any phone number that is input at the scanner is automatically added to the scanner's phone book when sending is complete. Note that this is the only Fax Setting option that is not available from the LCD touch screen. All other options in this window are accessible from the scanner and are described, in detail, in the previous section.

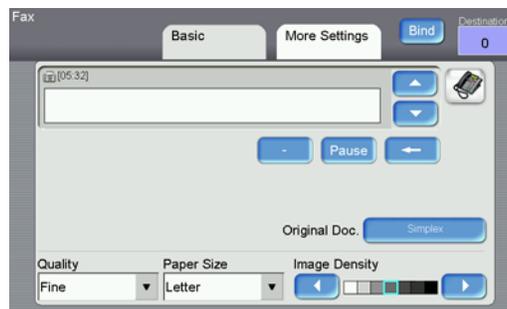
Please refer to [Managing the Scanner Remotely](#) on page 89 for detailed information about accessing and navigating the scanner options remotely.

Scanning to Fax

1. Place your document *face up* in the ADF or *face down* on the flatbed glass.



2. Press the Fax button on the scanner. 
3. The LCD touch screen displays the Fax options.



4. Enter the fax number with the numeric keypad on the control panel.



5. You can also select multiple fax numbers at one time. To enter the next fax number, press the **Down-arrow** key, at the right of the **Phone Number** field, after finishing entering the first fax number.
6. Instead of inputting the phone number manually, you can select phone numbers from the scanner's phone book.

- Touch the Phone Book icon on the Fax main screen.



- The following Phone Book screen displays.



- Touch an option to select it. The selected one will be highlighted. (You can touch another number for multiple selections.)
 - Touch **OK** to return to the Fax main screen.
7. Select the options you want to use for the documents you are scanning on the **Basic** and **More Settings** tabs.
 Note that any settings you change here are not permanently saved. The next time the fax function is used, the default fax options will be displayed in the LCD screen.
 The next section describes each feature in detail.
 8. Press the **B&W** button on the scanner to start scanning.

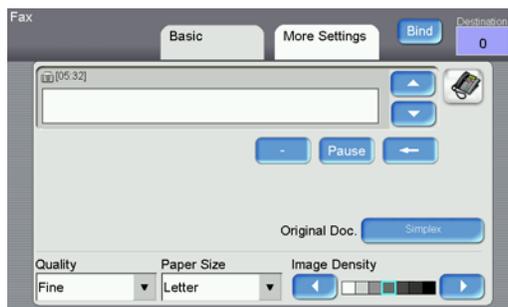
The scanner starts scanning and sends the image as a fax to the number you specified.

NOTE:

- If you make a mistake during the process, press the Stop button on the scanner to cancel the scan.
- Up to 20 characters can be entered in the **Fax Number** field and some characters such as “-” and “P” (a 2-second pause) are supported.
- When entering a phone number from the numeric keypad, include any PSTN access number (number to access the public telephone line, usually a 9 or 0), area codes, and the telephone number.
- The machine allows broadcast faxing. This means it allows you to send the scanned documents to multiple fax numbers. After entering your first fax number, press the **Down Arrow** button on the LCD-screen to enter your next fax number in the next line. Up to 200 fax numbers can be entered and broadcasted at one time.
- If you want to scan multiple pages from the flatbed, or more than one set of 50 pages from the ADF, press the Bind button first. After the first flatbed or ADF scan finishes, you will be prompted to bind to the next scan. Place the next page on the flatbed, or document batch in the ADF, and press Bind to continue. After you are done scanning all pages in the document, choose End to close the dialog box.

Scan Options for Faxing

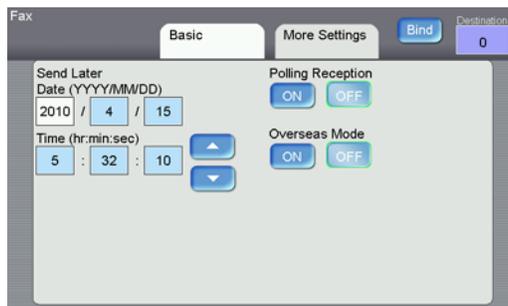
Basic Settings



Option	Description
Phone number field (A default value cannot be assigned)	Use the numeric keypad on the control panel to input the phone number you want to receive the fax. Press the up or down arrow button, next to the field, to input or view additional numbers.
Phone Book Icon (A default value cannot be assigned)	Press the phone book icon to show the scanner's phone book on the LCD screen. Select the phone numbers from the list that you want and then press OK.
Original Doc. (A default value cannot be assigned)	Press the button, on the LCD panel, repeatedly to cycle through the three options. <ul style="list-style-type: none"> • Simplex: If your original is a single-sided document, choose Simplex to scan your documents only on one side. • Duplex(long): If your original is a double-sided document which is bound along the long edge of paper, choose Duplex(Long) to scan your document on the front and the back side. • Duplex(short): If your original is a double-sided document which is bound along the short edge of paper, choose Duplex(Short) to scan your document on the front and the back side.
Quality	Set default quality type. Choices are: Standard, *Fine, Extra Fine, Photo <ul style="list-style-type: none"> • Standard (200 x 100 dpi): Suitable for most typed originals. • Fine (200 x 200 dpi): Good for small print. • Extra Fine (200 x 400 dpi): Good for small print or artwork and transmits slower than Fine resolution. • Photo (200 x 200 dpi): Use when the original has varying shades of gray. Note: Faxes are sent in the specified resolution if that resolution is supported by the receiving fax machine.
Paper Size	Select the size of the paper you are scanning from the list. Choices are: <ul style="list-style-type: none"> • A4 / Letter / Legal Note that Legal size is available only when scanning from the ADF.

Option	Description
Image Density	The image density can be adjusted within a range of 7 levels using the control panel or from the scanner's Web Page. Increasing the value makes your scanned image darker and decreasing the value makes your scanned image lighter.

More Settings



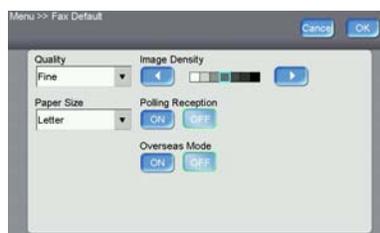
Option	Description
Send Later (Date/Time) (A default value cannot be assigned)	Enter the specific date and time you wish to send the fax via the soft keyboard. This frees you from the need to manually start the transmission.
Polling Reception	Sets the default status of polling reception. Choose ON to use the scanner to poll other machines. Polling is the process of retrieving faxes from another fax machine.
Overseas Mode	Sets the default overseas mode. Choose ON to avoid transmission problems when faxing overseas.

Setting the Default Fax Options

You can set some default fax options for the scanner. This way, whenever you want to scan and send a fax, the most commonly used settings are already configured. Please refer to the previous section for the list of options you can set as a default. Note that the list indicates when a feature cannot be assigned a default value.

To access the Fax Default template from the scanner:

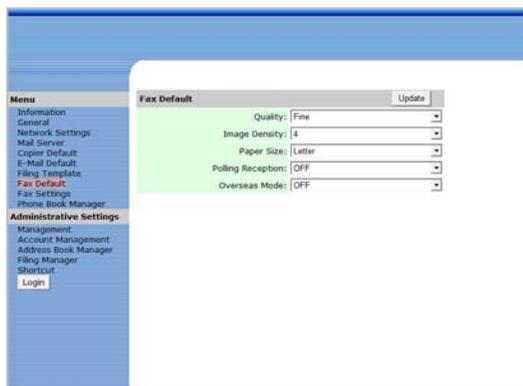
1. Press the **Menu** button on the scanner.
2. Press the **Fax Default** button on the LCD touch screen.
3. Change the settings as needed on the Fax Default screen.



4. Press **OK** on the LCD screen to save these settings.

To access the Fax Default template from the scanner:

1. Input the scanner's IP address in the URL field of your web browser, or open it from the Network Management Tool.
2. When the embedded web page opens, click on the **Fax Default** link on the left side of the page.
3. Change the settings as needed, and then click the **Update** button to send the changes to the scanner.



4. Power cycle the scanner.

Please refer to [Managing the Scanner Remotely](#) on page 89 for detailed information about accessing and navigating the scanner options remotely.

Using the Phone Book

The scanner has an internal phone book that can store up to 200 phone numbers. Touch the Phone Book icon on the Fax main screen to display the Phone Book screen.



- Touch a name or a group shown in the screen. Touch another phone number or group to send the fax to multiple people or groups.
- If the receiving name of the phone number group does not appear on the screen, you can find the name by touching the **Characters** button for a quick search.
- Or you can touch the **Frequent** or the **Recent** button to show the 10 most frequently used or 10 recently used names of phone numbers or groups.

Managing the Fax Phone Book

With the Fax Phone Book, you can send your scanned documents simultaneously to multiple fax machines at one time. The Fax Phone Book allows you to create up to 200 phone numbers and 20 phone groups.

You can manage the phone book locally at the scanner, using the control panel and LCD touch screen, or remotely using the embedded web page phone book. You will need the scanner's IP address to access it through the Network Management Tool or web browser.

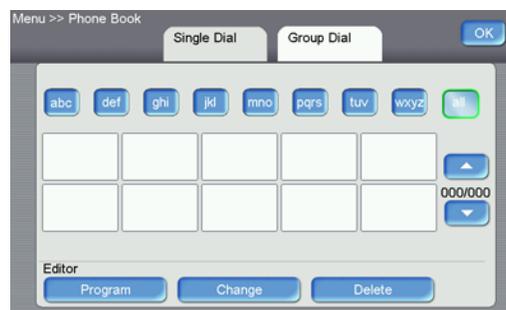
Manage the Phone Book from the Scanner

Phone Numbers

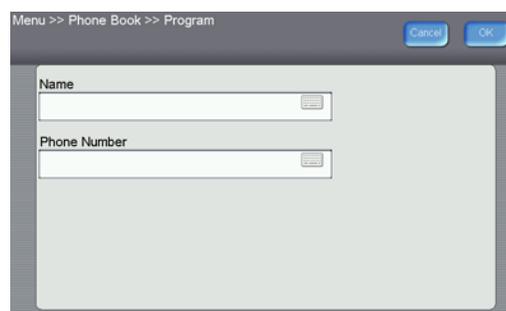
1. Press the **Menu** button on the scanner to display the menu options on the LCD touch screen.



2. Press the **Phone Book** button on the LCD touch screen to view the phone book options on the LCD screen.



3. Press the **Program** button to open the screen to program the names and phone numbers.



4. Press anywhere in the **Name** field to show the soft keyboard to input the name you want to associate with the phone number you want to program. Press **Return** when you are finished.
5. Press anywhere in the **Phone Number** field to show the soft keyboard. You can input the phone number using the soft keyboard or the numeric keypad on the scanner. Press **Return** when you are finished.
6. When you are done programming phone numbers. Press **OK** to close the Phone Book.

Phone Groups

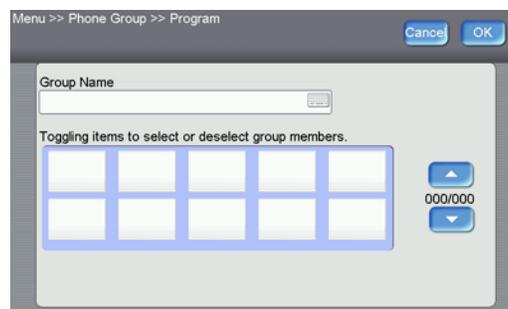
1. Press the **Menu** button on the scanner to display the menu options on the LCD touch screen.



2. Press the **Phone Book** button on the LCD touch screen to view the phone book options on the LCD screen.
3. Press the **Group Dial** tab.



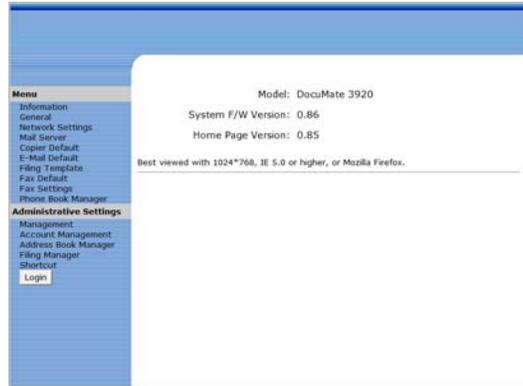
4. Press the **Program** button to open the screen to program the group.



5. Press anywhere in the **Group Name** field to show the soft keyboard to input the name you want to associate with the phone number you want to program. Press **Return** when you are finished.
6. When you are done programming the phone groups. Press **OK** to close the Phone Book.

Manage the Phone Book Remotely

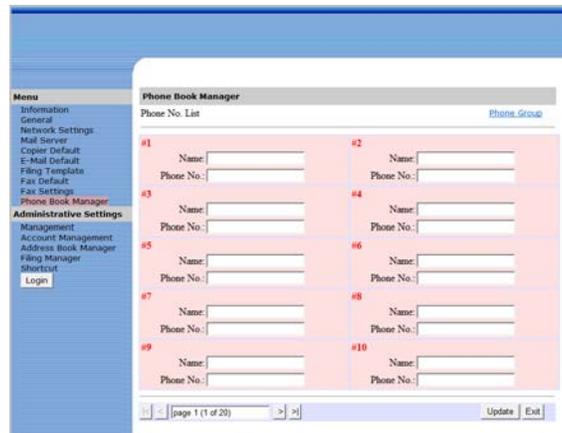
Open your web browser and type in the scanner's IP address in the URL field, then press enter on your keyboard. The web page will connect and display the scanner's embedded web page in the browser window.



Please refer to [Managing the Scanner Remotely](#) on page 89 for detailed information about accessing and navigating the scanner options remotely.

Managing Phone Numbers

1. Click on the **Phone Book Manager** link on the left side of the window.

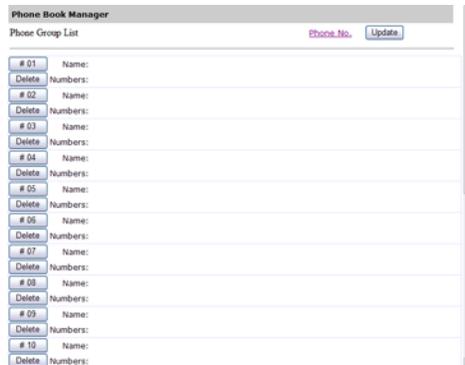


2. Fill in the names and phone number fields as needed.
3. Click the **Update** button to send the information to the scanner.
4. Power cycle the scanner so you can access the updated phone book from the scanner.

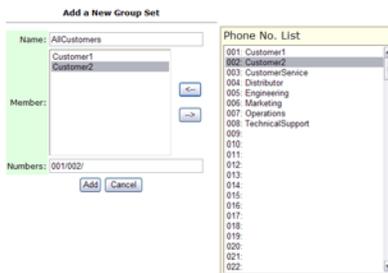
To edit or delete names from the phone book, simply make your changes in the phone book manager fields then click **Update** to send the information to the scanner.

Managing Phone Groups

1. From the Phone Book Manager screen, click on the **Phone Group** link to manage the phone groups.



2. Click a group number button to open the following **Add a New Group Set** screen.



3. Enter the name of the group, and select group members on the right side of the screen, then add them to the group by clicking the <- button.
4. Click **Add** to save your settings and return to the **Phone Group List** screen.
5. Click the **Update** button to send the information to the scanner.
6. Power cycle the scanner so you can access the updated phone book from the scanner.

Information Messages When Faxing

Message Action	
Please note that when a problem occurs during faxing, only the “ Communication Error ” will be shown in the LCD-display. The information codes which indicate possible causes will only be shown in the Fax Activity Report . To print the Fax Activity Report, simply select “ Yes ” or “ Error only ”, in the “ Transmission Report ” option, when you press the “ Menu ” button and choose Fax Settings and then Options in succession	
0	Fax is done & OK.
0200	Error occurs, but cause is unknown since your fax machine has not received a fax message from the remote fax machine. Check the remote fax machine and then try again.
0201	No Dial Tone Occurs when “Detect Dial Tone” is enabled and there is no dial tone detected.
0202	<ol style="list-style-type: none"> 1. Your fax machine receives an invalid fax message from the remote fax machine. Please try again or use another line. 2. The line quality is poor. Please try again or use another line. 3. If the error still occurs, please call your service support.
0203	No fax response. The remote modem or fax modem has not sent a fax message within the specified time. Check the remote fax machine and then try again.
0204	Destination line is busy. Wait a few seconds, then try again.
0205	User has cancelled the job during scanning or transmission.
0207	<ol style="list-style-type: none"> 1. Your fax machine received an invalid fax message from the remote fax machine. Please try again or use another line. 2. The line quality is poor. Please try again or use another line. 3. If the error still occurs, please call your service support.
0209	The remote fax machine may be disconnected. Check the remote fax machine and then try again.
0212	<ol style="list-style-type: none"> 1. Your fax machine received an invalid fax message from the remote fax machine. Please try again or use another line. 2. The line quality is poor. Please try again or use another line. 3. If the error still occurs, please call your service support.
0213	Your fax machine received an invalid fax message from the remote fax machine. Please try again or use another line.
0215	Your fax machine received an invalid fax message from the remote fax machine. Please try again or use another line.
0225	The line quality is poor. Please try again or use another line.
0226	<ol style="list-style-type: none"> 1. Your fax machine received an invalid fax message from the remote fax machine. Please try again or use another line. 2. The line quality is poor. Please try again or use another line. 3. If the error still occurs, please call your service support.
0229	<ol style="list-style-type: none"> 1. Your fax machine received an invalid fax message from the remote fax machine. Please try again or use another line. 2. The line quality is poor. Please try again or use another line. 3. If the error still occurs, please call your service support.

Message	Action
0230	<ol style="list-style-type: none"> 1. Your fax machine received an invalid fax message from the remote fax machine. Please try again or use another line. 2. The line quality is poor. Please try again or use another line. 3. If the error still occurs, please call service.
0234	<p>Memory Full</p> <ol style="list-style-type: none"> 1. Check if the printer is connected. If the printer is not connected, the scanned image will be stored in the scanner's memory. 2. Your printer may have an error. Check and resolve the problems. 3. Check if there are "Send Later" jobs. These jobs are waiting in the scanner's memory to be transmitted later. Send these transmissions immediately to free memory in the scanner. 4. The amount of system memory is not enough to process the scanning job. Press "Start" to send the pages successfully scanned or "Stop" to abort the job. Try rescanning using a lower resolution or try sending fewer pages at once.
0237	<ol style="list-style-type: none"> 1. Your fax machine received an invalid fax message from the remote fax machine. Please try again or use another line. 2. The line quality is poor. Please try again or use another line. 3. If the error still occurs, please call your service support.
0238	<ol style="list-style-type: none"> 1. Your fax machine received an invalid fax message from the remote fax machine. Please try again or use another line. 2. The line quality is poor. Please try again or use another line. 3. If the error still occurs, please call your service support.

Fax Specifications

Compatibility	ITU-T G3 (ECM)
Modem Speed	33.6K
Resolution	Receive(dpi)—200x100, 200x200, 200x400 dpi Send(dpi)—200x100, 200x200
Compression	MH, MR, MMR
Transmission Speed	Approximately 3 seconds (*1)
Page Memory	2.0 MB in Flash
Speed Dial	200 sets
Error Correction Mode	Yes
Contrast Control	7 Levels
Monitor Speaker	Yes
Busy Tone Detection	Yes
Redial	Automatic / Manual
Immediate Transmission	N/A
Memory Transmission	Yes

Managing the Scanner Remotely

This chapter includes:

- Accessing the Scanner on page 90
- Using the Embedded Web Page on page 95
- Account Management on page 97
- Configuring the Shortcut Buttons on page 101
- Managing the Scanner Address Book on page 104
- Filing Manager on page 108

Most of the scanner's features can be configured locally at the scanner using the LCD touch screen. After setting up the scanner on the network, you can manage the same scanner settings remotely, through a web browser or using the Network Management Tool.

The Administrator Settings are secured with a password. There is no default password for these options, you can create a password later. Note that these settings cannot be configured locally at the scanner, they can only be configured remotely using the scanner's embedded web page, as described later in this chapter:

- User Account Management
- Define The Shortcut Buttons
- E-Mail Address Book Manager
- Filing Manager

Accessing the Scanner

To access the scanner through a web browser, simply type the scanner's IP address into the browser's URL field. You can also use the Network Management Tool utility to access the scanner on the network. When you use this utility, you do not need to know the scanner's IP address. The utility will search and display all Xerox DocuMate 3920 scanners on the network.

The Network Management Tool is located on the installation disc you received with the scanner.

When you access the scanner remotely, the scanner's embedded web page is displayed on your computer. This web page contains the same feature options as the LCD panel, as well as the ability to create user accounts and configure shortcut buttons.

Installing the Network Management Tool

1. Start Microsoft Windows and make sure that no other applications are running.
2. Insert the installation disc into your computer's CD-ROM drive.



3. The Select Language window opens. Click the drop-down menu arrow and select the language to use. Click **OK**.
4. The disc's Main Menu window opens.

NOTE: If the disc does not start, check the following:

- Make sure the disc drive's door is completely shut.
- Make sure the disc was inserted in the drive in the proper direction (label side up).

To launch the disc manually:

- Open the Windows options for your computer's disc drives.
- Double-click the icon for your CD-ROM drive.
- The Installation menu for the disc should now open.

If the menu does not open:

- From the list of files on the disc, double-click the file named frontend.exe.

5. On the Main Menu, select **Install Products**.



6. Make sure the box for the **Network Management Tool** is selected.

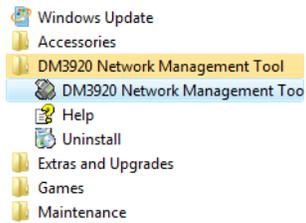


NOTE: The software provided with your scanner may differ slightly from the list shown in the window.

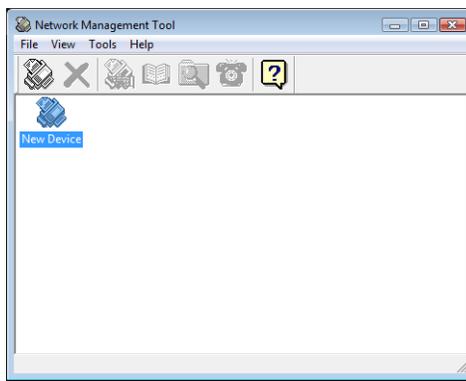
7. Click **Install Now**.
8. Follow the on-screen instructions to complete the software installation.

Using the Network Management Tool

1. Launch the **DM3920 Network Management Tool** from the Windows Programs menu.



2. The main window opens. When the utility is first installed, the window will be empty of devices.

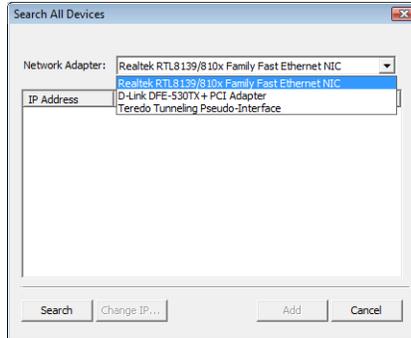


3. Click on **File** to open the file menu. Select one of the following methods to add a scanner to the utility list.
 - **New Device**—Click on this option to open the following prompt to input the scanner's IP address. Enter the IP address then click on **OK** to add the scanner to the Network Management Tool utility.

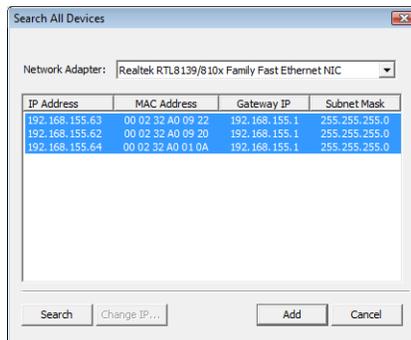


- **Search All Devices**—Select this option to search your network for any connected Xerox DocuMate 3920 scanners.

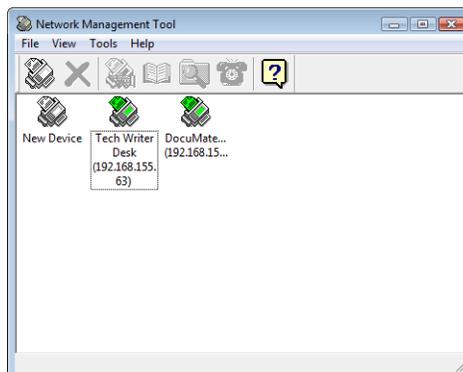
Select the computer's network card from the **Network Adapter** list then click on the **Search** button.



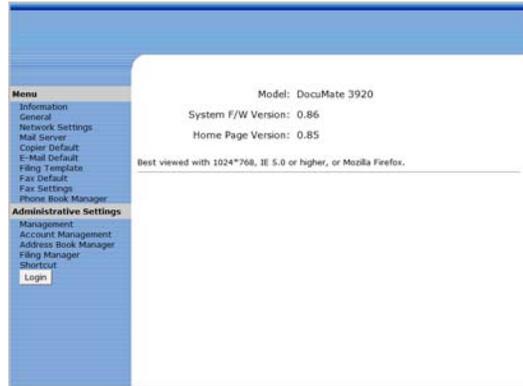
When searching is complete, all Xerox DocuMate 3920 scanner's on your network will be displayed in the list. Select the scanners you want to configure then click the **Add** button.



The Xerox DocuMate 3920 scanners will now be in the Network Management Tool main window.



4. Double-click on the device icon to launch the scanner's embedded web page.

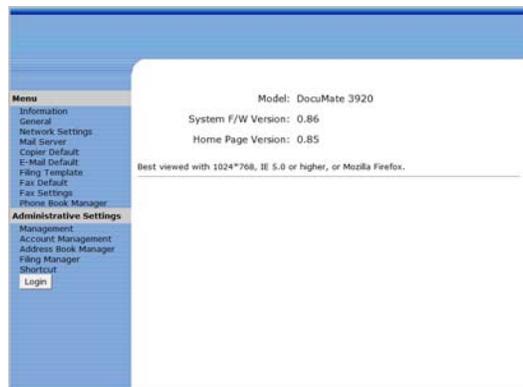


NOTE: the Sun Java Runtime Environment is needed to view the scanner's web page. When you connect to the web page, you will see a status message at the top of the page **Connecting... Please wait**. Wait for the window to refresh and display the scanner's web page. If this message does not disappear, you may need to install the Sun Java Runtime Environment. Please click on the link in the web page to download and install the Java Runtime Environment.

Accessing the Scanner from a Web Browser

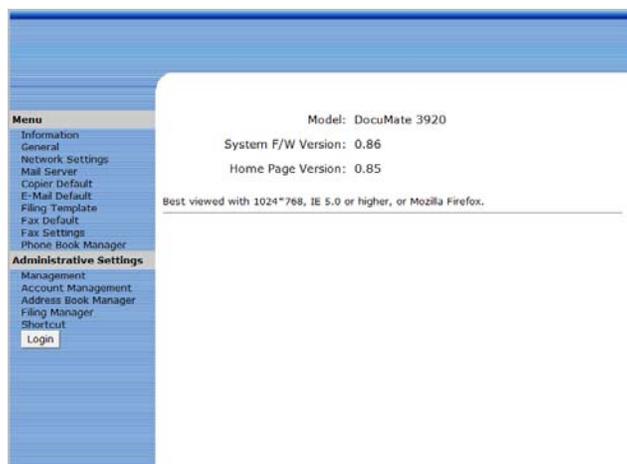
You can use Microsoft's Internet Explorer (version 5 or later), Netscape Communicator (version 6 or later), or Mozilla's Firefox to access the scanner's embedded web page.

1. Launch your internet browser.
2. In the URL field, type in the scanner's IP address, and then press the enter key on your keyboard.
3. The scanner's embedded web page will now display in your web browser.



Using the Embedded Web Page

The options in the scanner's embedded web page mirror the options you configure using the scanner's LCD touch screen. This section refers to navigating through the web page options. Please refer to the chapter specific instructions for detailed information about configuring these options and how to use them.



Important!

- Changes you make in the scanner's web page are not saved to the scanner until you click the **Update** button in the web interface.

Update

Menu Options

- **Information**—Click this link to display information about the scanner.
This is the scanner hardware information, serial number, and MAC address, as well as the scanner firmware and software version. The MAC address is also on a sticker on the back of the scanner, this MAC address identifies the scanner on the network.
Page Count—Displays the total number of scans completed and a breakdown of each type. Click the Clear button to reset the count.
- **General**—Click this link to change the general information about the scanner.
Machine Name—You can change the scanner's display name so that when you view all scanners on your network, each one appears in the list with the name you specify here.
Date/Time—Set the date and time for the scanner.
Time Zone—Select the time zone for the area you live.
Country Code—Select the code for the country you live in so that you can send and receive faxes.
- **Network Settings**—Please refer to [Adding the Scanner to the Network](#) on page 23 for instructions for adding your scanner to the network.

- **Mail Server**—Please refer to [Adding the Email Server Information](#) on page 26 for instructions on configuring scan to E-mail.
- **Copier Default**—Please refer to the section [Copying](#) on page 35 for detailed configuration instructions for these options.
- **E-Mail Default**—Please refer to the section [E-mail](#) on page 45 for detailed configuration instructions for these options.
- **Filing Template**—Please refer to the section [Filing](#) on page 57 for detailed configuration instructions for these options.
- **Fax Default / Fax Settings / Phone Book Manager**—Please refer to the section [Faxing](#) on page 69 for detailed configuration instructions for these options.

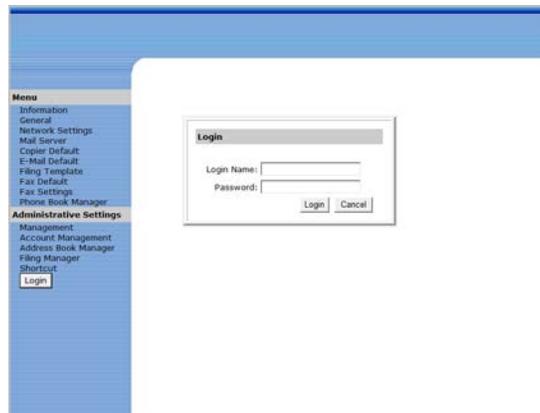
Administrative Settings Options

- **Management**—This option is the only one of the Administrator options that can be configured at either the scanner or through the scanner’s embedded web page. Please refer to the menu description on page 20.
- **Account Management**—Please refer to [Account Management](#) on page 97.
- **Address Book Manager**—Please refer to [Managing the Scanner Address Book](#) on page 104.
- **Filing Manager**—Please refer to [Filing Manager](#) on page 108.
- **Shortcut**—Please refer to [Configuring the Shortcut Buttons](#) on page 101.

Account Management

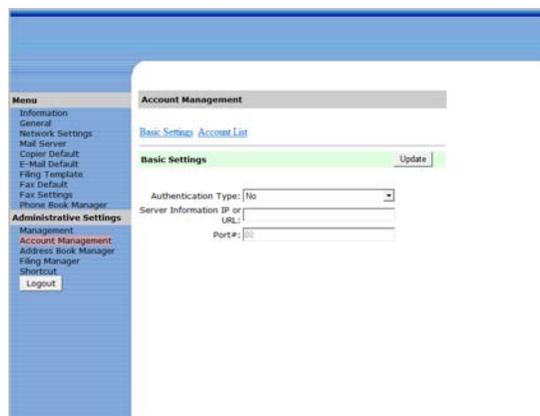
The access to the Account Management section is blocked by the administrator password. It is recommended that an administrator create a password before changing the default settings to the secure network environment of the workplace. This chapter is specifically targeted to the persons who are responsible for the administration of the scanner.

1. Click on the **Account Management** link.
2. Click on **Login** when you are prompted to input a user name and password. If you have previously set an administrator password, using the LCD panel, input the correct information here then click on Login.



Basic Settings

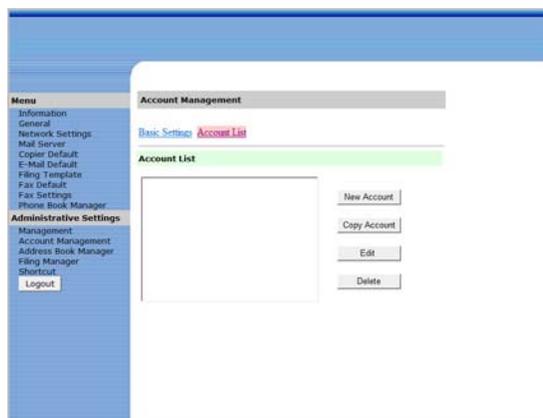
After changing the authentication method, and creating user accounts, power cycle the scanner for the data to refresh to the scanner. A user is then required to input a login name and password to use the scanner.



Item	Description
Type	<p>Choose your preferred authentication type for account management.</p> <ul style="list-style-type: none"> • None—no account management will be applied. • Local—uses the scanner as the authentication type, and the name and password entered in the Account Management are saved in the scanner memory. • HTTP / LDAP / SMTP—uses an HTTP, LDAP, or SMTP server as the authentication type.
Server Information IP or URL	Assign the URL of the authenticating SMTP, HTTP or LDAP server. Touch anywhere on the URL field to bring up the soft keyboard to enter the text.
Port #	Enter the port number if you choose HTTP, LDAP, or SMTP as your authenticating server. Default values are: HTTP:80, CIFS:139, HTTPS:443

After you have selected an authentication method, you will need to add the user account information to the Account List.

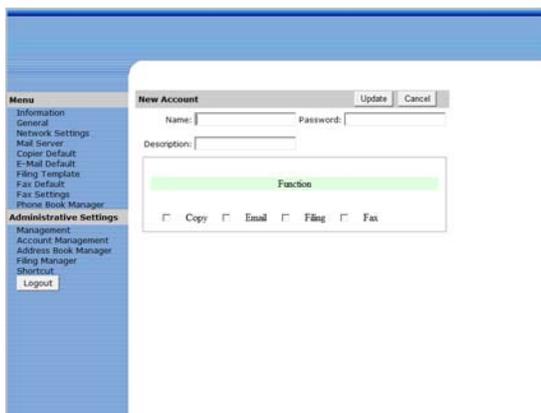
Account List



Once you have chosen either Local, SMTP server, LDAP server, or HTTP server as your security type. You need to set each local user's login name and password.

1. To create a new account, click the **Account List** link to open the Account List dialog box.

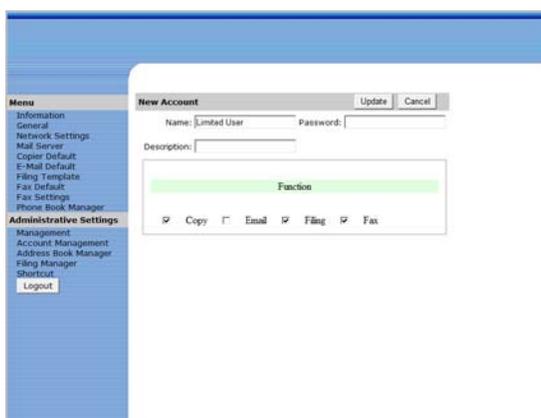
2. Click the **New Account** button to open the New Account dialog box.



3. Set up your user name and password respectively in the Name and Password fields. The name and password are case-sensitive and up to 64 characters can be entered in the Name field and up to 16 characters can be entered in the Password field. Fill the Description field if necessary.
4. Define the user's privileges for using the scanner.

Function—Click to select the name of the function the user is allowed to access.

For example, the administrator allows a user to perform the Copy, E-mail, and Filing functions, but does not allow Fax scanning.



5. Click **Update** to save the settings to the scanner and return to the Account List screen.

Copy Account

If you want to permit other users to use the same privileges as a currently defined user, simply select the account from the account list and then click the **Copy Account** button to open the **Copy Account** screen. You only need to give a new name and password for the new user without changing any other settings. Click **Update** to save the settings or **Cancel** to return to the **Account Management** screen without saving any changes.

Edit

If you want to edit a current local user, choose the account from the account list and then click the **Edit** button to open the **Edit Account** screen. Modify the account options as needed and then click **Update** to save the settings, or **Cancel** to return to the **Account Management** screen without saving any changes.

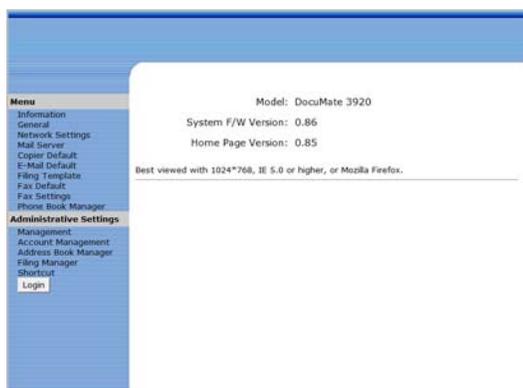
Delete

If you want to delete a current local user, select the account from the account list and click the **Delete** button. A confirmation message appears to confirm your deletion. Click **OK** to confirm or **Cancel** to exit. Click **Update** to save the settings or **Cancel** to return to the **Account Management** screen without saving any changes.

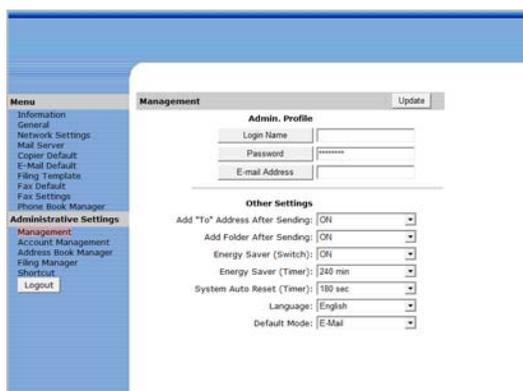
Configuring the Shortcut Buttons

By assigning your frequently used functions and settings as shortcut buttons, the scanner allows you to complete your task in three simple touches on the LCD-screen and the control panel. You can configure up to 6 shortcut buttons.

You can only configure the shortcut buttons using the embedded web page. Use the instructions in the previous section, [Accessing the Scanner](#) on page 90, to access the web page through your web browser or using the Network Management Tool.

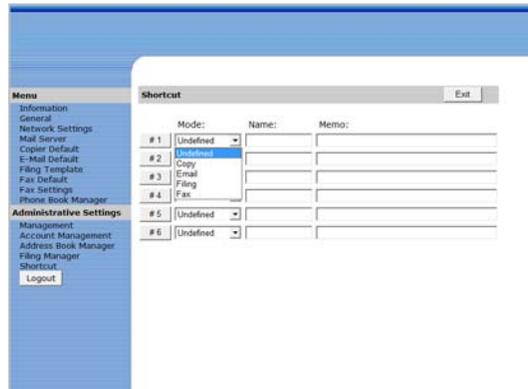


1. Click the **Management** link.
2. Input the administrator name and password, then click on the **Login** button.
There is no default password for accessing this page. If you have not previously set up a password, simply click on Login to proceed.
3. Click on the down arrow next to the **Default Mode** field and select **Shortcut** from the list.

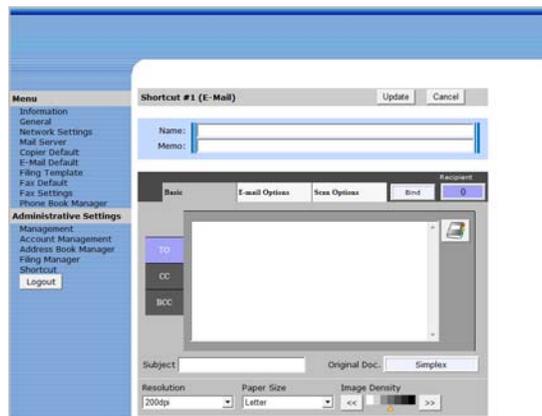


4. Click on the **Update** button to send this setting to the scanner.
5. Click on the **Shortcut** link.

- Click on the down arrow, next to the shortcut number you want to configure, and select an option from the list.

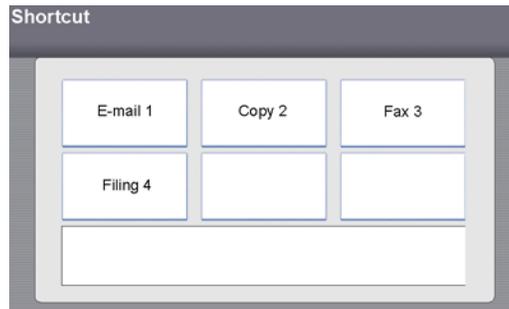


- Click on the number button next to the Mode field you selected. The following window shows the screen for configuring E-Mail as one of the Shortcut buttons.



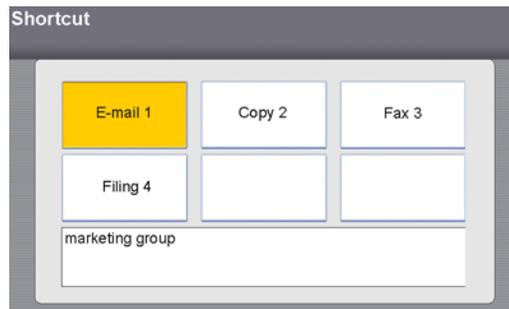
- Fill in the **Name** and **Memo** fields. This is the information that will display in the Shortcut window, and on the LCD display.
- Select the scanning options you want to set for this Shortcut button. Please note that all scan configuration options are described in detail in the appropriate configuration chapter in this User's Guide.
 - Copying on page 35
 - E-mail on page 45
 - Filing on page 57
 - Faxing on page 69
- After you are finished selecting settings for the Shortcut button, click on **Update** to send the information to the scanner and return to the Shortcut menu.

11. Power cycle the scanner. When the scanner is back on, the LCD will show the Shortcut buttons on the LCD panel.



Scanning Using the Shortcut Buttons

1. Press the Shortcut button you want to use.



2. Press the **B&W** or **Color** button, on the scanner, to start scanning.

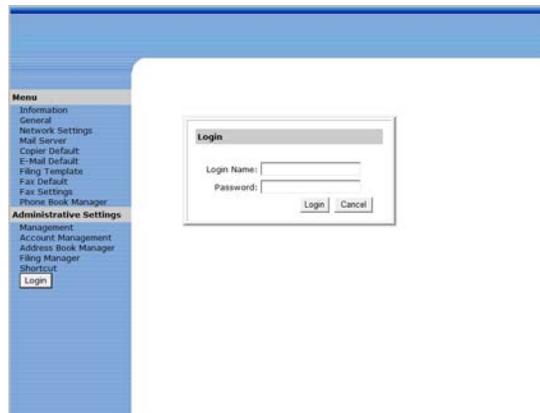


NOTE: If you configured the Shortcut button with Multi-Level(gray) to **ON**, pressing the B&W button on the control panel will produce a grayscale scan.

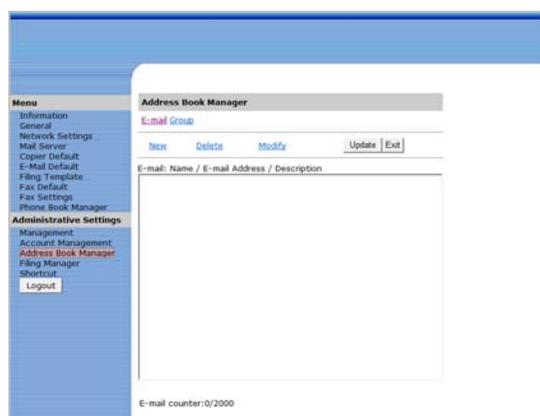
Managing the Scanner Address Book

The access to the Address Book section is blocked by the administrator password. It is recommended that an administrator create a password before changing the default settings to the secure network environment of the workplace. This chapter is specifically targeted to the persons who are responsible for the administration of the scanner.

1. Click on the **Address Book Manager** link.
2. Click on **Login** when you are prompted to input a user name and password. If you have previously set an administrator password, using the LCD panel, input the correct information here then click on Login.



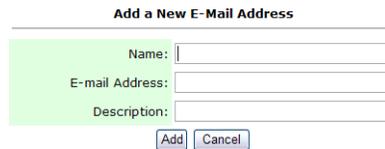
3. The Address Book manager screen will now be displayed in the window. Use this window to add, update, or delete email addresses and/or groups in the scanner's address book.



Managing E-mail Addresses

1. Click the **E-mail** link at the top of the window, and choose **New** to display the following **Add a New E-Mail Address** dialog box.

Select an email address in the list then click the **Delete** or **Modify** links to delete or update an email address entry.



Add a New E-Mail Address

Name:

E-mail Address:

Description:

2. Enter a name, e-mail address, and description, and then click **Add** to temporarily save the latest data or **Cancel** to return to the **Address Book Manager** screen without adding the e-mail address to the Address Book.



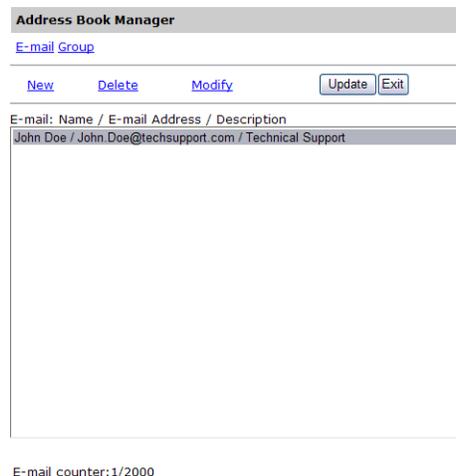
Add a New E-Mail Address

Name:

E-mail Address:

Description:

3. Click **Update** to send the changes to the scanner, or **Exit** to leave without saving the address.



Address Book Manager

[E-mail Group](#)

[New](#) [Delete](#) [Modify](#)

E-mail: Name / E-mail Address / Description

John Doe / John.Doe@techsupport.com / Technical Support

E-mail counter: 1/2000

NOTE: Up to 2,000 e-mail addresses can be entered in the Address Book.

Managing E-mail Groups

1. Click the **Group** link at the top of the window, and choose **New** to display the following **Add a New Group Set** dialog box.
Select a group in the list then click the **Delete** or **Modify** links to delete or update an email group.

Add a New Group Set

Name:

Member: <-> <->

Description:

Search:

E-Mail List:

Ari Leason / AriLeason@marketing.com / Ma
Jason Switch / Jason_Switch@engineering.ct
John Doe / John.Doe@operations.com / Oper

2. Type a group name in the **Name** field.
3. Select an e-mail address on the right side and then click <- to add a member to the group.

Add a New Group Set

Name: All Departments

Member: Ari Leason
Jason Switch <-> <->

Description: Department Heads

Search:

E-Mail List:

Ari Leason / AriLeason@marketing.com / Ma
Jason Switch / Jason_Switch@engineering.ct
John Doe / John.Doe@operations.com / Oper

4. Click **Add** to temporarily save the changes, or **Cancel** to return to the **Address Book Manager** screen without adding a new group.

Add a New Group Set

Name: All Departments

Member: Ari Leason
Jason Switch <-> <->

Description: Department Heads

Search:

E-Mail List:

Ari Leason / AriLeason@marketing.com / Ma
Jason Switch / Jason_Switch@engineering.ct
John Doe / John.Doe@operations.com / Oper

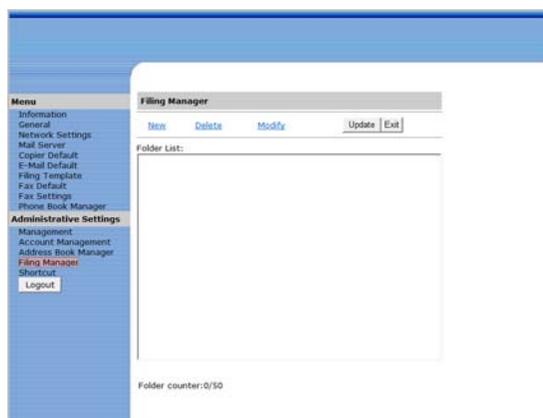
5. Click **Update** to send the changes to the scanner, or **Exit** to leave without saving any changes.

The screenshot shows a web-based interface titled "Address Book Manager". At the top, there is a header bar with the title. Below the header, there is a link for "E-mail Group". A horizontal line separates the header from the main content area. Below this line, there are five buttons: "New", "Delete", "Modify", "Update", and "Exit". The "Update" and "Exit" buttons are enclosed in a single rectangular box. Below the buttons, there is a table with a header row "Group: Group Name / Description" and one data row "All Departments / Department Heads". The table is empty except for the header and the one data row. Below the table, there is a text label "Group counter:1/20".

Filing Manager

The Filing Manager is where you create multiple default folder options for the filing function. Each folder you set up will show on the LCD touch screen for users to scan to. The options in the Filing Manager are the same as described in the section *Scan Options for Filing* on page 60.

Click the **Filing Manager** link on the left side of the window. Input the user login name and password then click on **Login**. Use this screen to create, delete, or modify folders for the scanner to access. Click **Update** when you are done to send the changes to the scanner.



Server Setup

There are server configuration requirements that must be met before attempting to scan to a folder. The following will briefly review the server systems that can be used with the scanner. Setup of the servers and user account privileges is outside the scope of this document.

FTP—Setting the Server to Store Your Image

FTP Stands for “File Transfer Protocol.” It is a common method of transferring files via the Internet from one computer to another. FTP uses RFC 959[FTP] as the protocol, and the default Port is usually 21. Therefore, please make sure you have a valid FTP account, with write privileges, under the directory to save the files. To add a sub-directory from the scanner, you need to have the write privilege of adding a new directory.

HTTP—Setting the Server to Store Your Image

HTTP uses RFC 2616 [HTTP 1.1] as the protocol, and the default port is usually 80. If you are not using the default HTTP port to send and save files, you must change the HTTP Port of the scanner to the port for the web server you are using.

Generally speaking a web server, such as IIS or other HTTP server, can use an anonymous account for authentication, so that the user can link directly to the web page without entering a user name and password first. Hence, if the HTTP Server allows anonymous account authentication, when you use the scanner to send and save the files, there is no need for specifying any text in the Login name and Password fields of the scanner.

On the other hand, if the IIS or HTTP server does not allow anonymous account authentication connecting to the web page, the user will be prompted to enter the user name and password first when connecting to the web site. In this mode, the file saving feature is available only when entering the user name and password, permitted by the server, in the Login name and Password fields for the scanner, respectively.

Therefore, please make sure which mode your Web Server allows before using HTTP for file saving. If anonymous access mode is not allowed, you must have an HTTP account and password.

Since the scanner will check whether the directory for saving the file really exists, before proceeding with file saving, and then writing the file after scanning to the specified directory, you have to set the directory for saving files as “browse” and allow write access in the Web Server; otherwise, the scanner will not be able to write the file into the directory.

If you wish to use the scanner to save files, in addition to changing some settings in the Web Server, you will have to confirm the account with the privilege of writing to the Web Server; otherwise, the scanner will not be able to “write” the scanned file to the file system.

- Please note that the scanner cannot add a server sub-directory when using HTTP.
- When using Apache as the HTTP server, you need to have HTTP/1.1 put an add-in module since the scanner uses chunked Transfer-encoding. In addition, the Apache server will have to be set to accept the HTTP PUT command in order to accept the scanner for file saving. For more information, refer to the related Apache server documentation.
- For IIS 6.0 on Windows 2003, you need to enable WebDAV in the Server Extension folder.

HTTPS—Setting the Server to Store Your Image

HTTPS is a secure way of using HTTP. HTTP provides almost no security features. It contains only basic authentication mechanisms, and supports little privacy. HTTPS solves this problem by adding SSL, a secure transport layer over insecure TCP.

To send a scanned document to a server using HTTPS, you must install SSL on the destination servers. For instructions on how to setup SSL properly on the server, please refer to the server’s instruction manual. After SSL has been installed, please check if the SSL port is editable and the directory security has been selected.

CIFS—Setting the Server to Store Your Image

CIFS (Windows Network Share) is a file saving protocol generally used for “resource sharing” of networks in Microsoft Windows systems. Please set up the “shared directory” per the network settings for sharing in MS Windows. Generally, in the shared directory Properties dialog box under the Windows XP, select the “Sharing” tab, and then select “Share this folder”. Click the “Permissions” button to open “Permissions for the shared directory” dialog box. Click the “Full Control” option to allow full privileges to the shared directory.

Maintenance

8

This chapter includes:

- Safety Precautions on page 112
- Clearing Paper Jams on page 113
- Cleaning the Scanner on page 114
- Replacing the ADF Pad Assembly on page 117
- Replacing the Roller Assembly on page 121
- Xerox DocuMate 3920 Scanner Specifications on page 123
- Xerox DocuMate 3920 Parts List on page 124

This section contains information about maintenance, troubleshooting, scanner specifications, and spare parts.

Safety Precautions

When servicing the scanner you should take the following precautions to ensure your safety and prevent damage to the scanner.

Do These

- Wear protective gloves when cleaning the scanner with rubbing alcohol. Rubbing alcohol may irritate sensitive skin.
- Only perform scanner maintenance as described in this chapter.
- Keep the scanner and cleaning supplies away from any open flame or heat source as any form of alcohol is flammable.
- Always read the instructions in each section carefully, the instructions are specific to the part you are installing or servicing.
- Move the scanner to an area that has adequate room for opening the scanner.
- If your scanner has a power cord and/or power switch, always turn off the scanner and unplug the power cord before performing maintenance, unless the maintenance instructions below specifically state to leave the scanner plugged in and powered on.
- Always unplug the USB cable from the scanner before performing maintenance, unless the maintenance instructions below specifically state to leave the scanner plugged in.
- Wear an anti-static strap to prevent electrostatic discharge when touching metal components.
- Keep all cleaning supplies, scanner parts and accessories out of the reach of children.

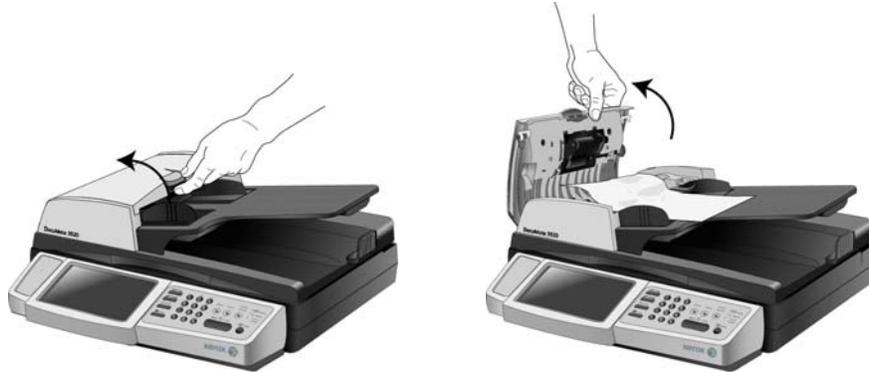
Do Not Do These

- Never attempt installation of any part not described in this manual.
- Never service the scanner near a radiator or any other heat source.
- Never use aerosol sprays or compressed air, or attempt to lubricate parts with an oil or silicon spray.
- Never service the scanner in an area where there are open liquid containers.
- Never pour or spill liquid on the scanner or any of its components.

Clearing Paper Jams

If your scanner stops scanning due to a paper jam in the Automatic Document Feeder, a warning dialog box opens after a few moments.

1. Open the Automatic Document Feeder cover.



2. Remove the jammed paper and close the cover.



To reduce the number of paper jams, smooth and straighten paper before scanning, adjust the guides to the paper size, and insert the paper evenly into the ADF.

NOTE: If the jammed page is too far in the scanner to be removed from the ADF, gently pull the page out from under the paper tray.



Cleaning the Scanner

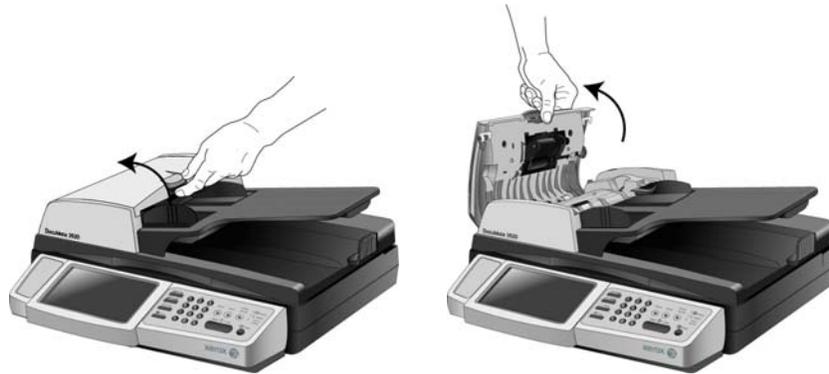
Regular maintenance of your scanner can help to ensure continual optimal performance.

Cleaning the Automatic Document Feeder

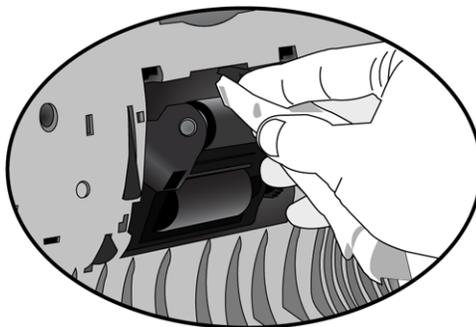
You may need to clean the ADF feed mechanism if documents do not feed easily into the ADF, or several feed in at the same time.

To clean the ADF:

1. Wet a soft cloth with some Isopropyl alcohol (rubbing alcohol).
2. Open the ADF cover.

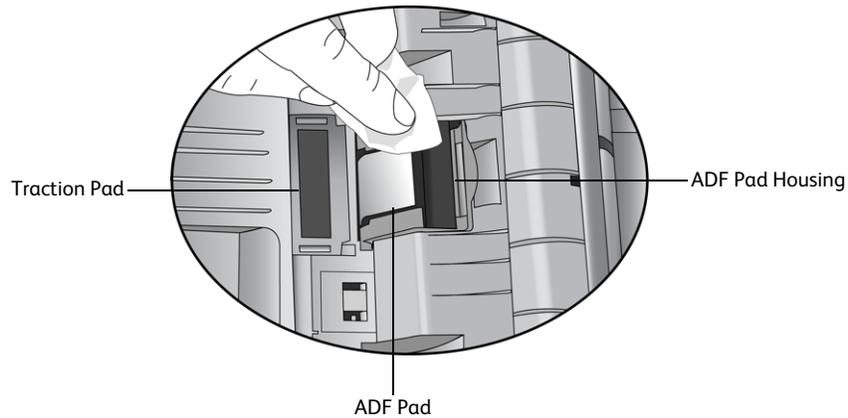


3. Wipe the feed roller from side to side. Rotate the roller to clean its entire surface.



NOTE: Please be careful when cleaning the roller. The roller is designed to rotate in one direction only. As you're cleaning the roller, make sure it rotates easily, and continue rotating it in that direction while wiping it clean. Do NOT force the roller to rotate in the opposite direction. Forcing the roller to rotate will damage it, and may cause the scanner to feed pages incorrectly.

4. Wipe clean the ADF pad, ADF pad housing, and traction pad.



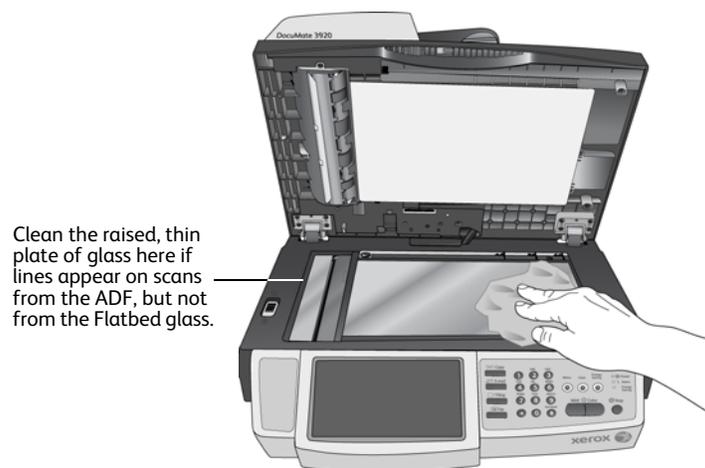
5. Close the cover when you're finished.

Cleaning the Scanner Glass

Scanning items that have excessive amounts of dirt or dust may dirty the glass. To ensure the best quality scanned item, wipe the scanner glass with a soft, dry, clean cloth to rid the glass of dust or other debris.

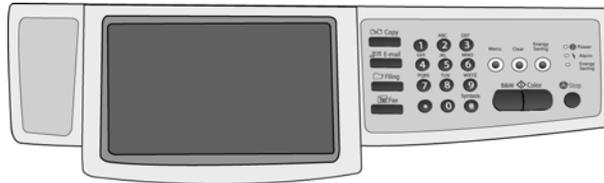
If any residue remains after wiping the glass with a dry cloth, try adding a few drops of Isopropyl alcohol (rubbing alcohol) to the cloth and wipe off the residue.

NOTE: If lines appear on the images scanned with the ADF, but not on the Flatbed glass, the thin plate of glass used by the ADF may be dirty. This glass plate is at one end of the flatbed. When pages are pulled through the ADF during scanning, this thin glass plate is where the images are captured by the scanner.



Cleaning the LCD-display

To clean the display surface, use a soft lint-free cloth, either dry or moistened with neutral detergent or ethanol. Do not use any organic solvents, acid, nor alkali solution.

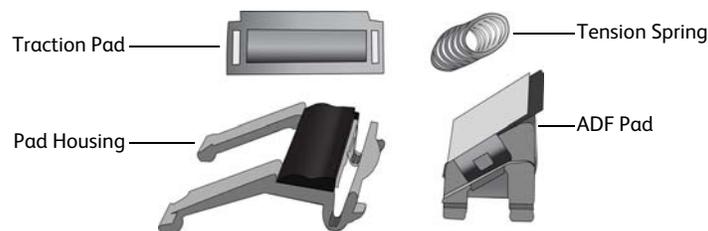


Replacing the ADF Pad Assembly

The ADF pad may wear out and is designed to be a user-replaceable part. Problems with documents feeding into the ADF is an indication that the pad is wearing out. You should first clean the ADF following the instructions in the previous section [Cleaning the Automatic Document Feeder](#) on page 114.

You can order replacement ADF pad assemblies from the [Parts & Accessories](#) page for your scanner at www.xeroxscanners.com. Please refer to the section [Xerox DocuMate 3920 Parts List](#) on page 124 for ordering information.

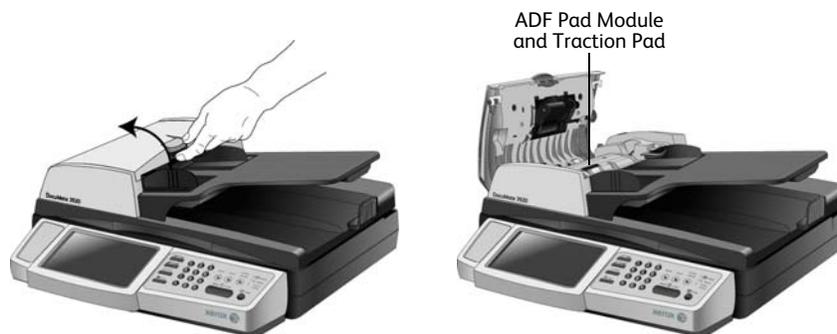
ADF Pad Parts List



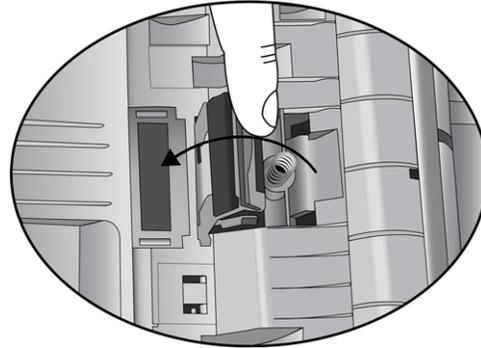
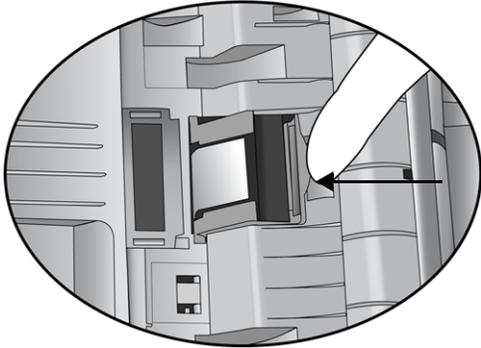
To replace the ADF Pad assembly:

Discard the parts as you remove them from the scanner, the parts cannot be reused and are a choking hazard.

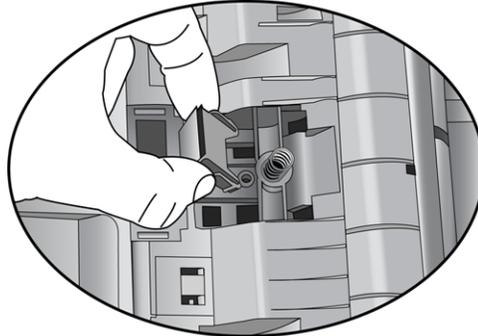
1. Open the ADF cover. The pad assembly is located inside the ADF.



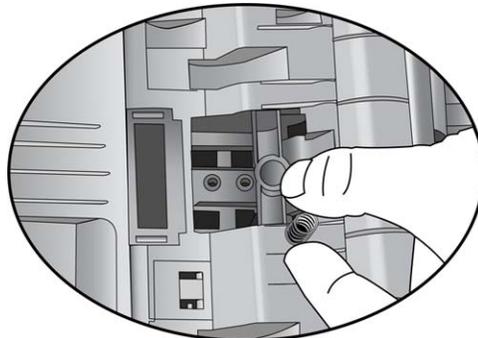
2. Press in the top of the ADF pad housing and lift up to release the housing from the scanner. Rotate the housing up and out of the scanner.



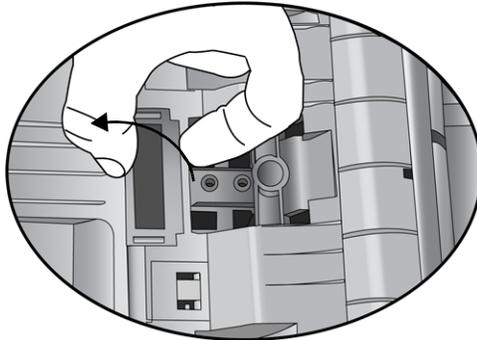
3. Squeeze the plastic clamps that hold the ADF pad in place and lift the pad up and out of the scanner.



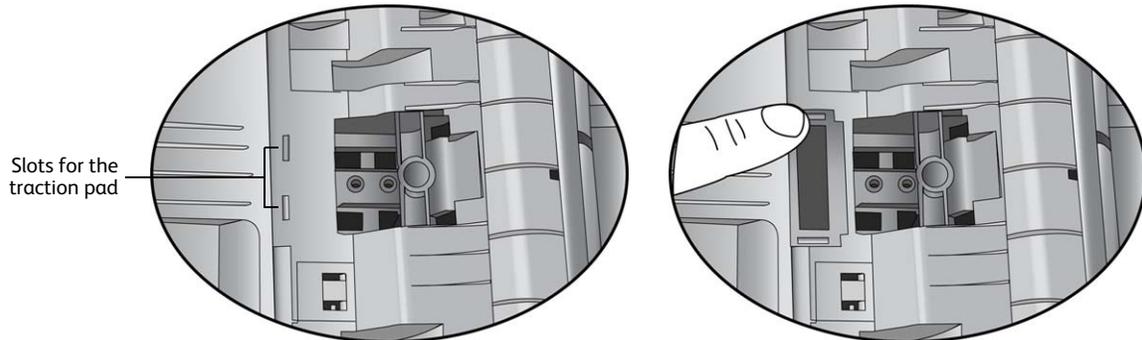
4. Remove the tension spring.



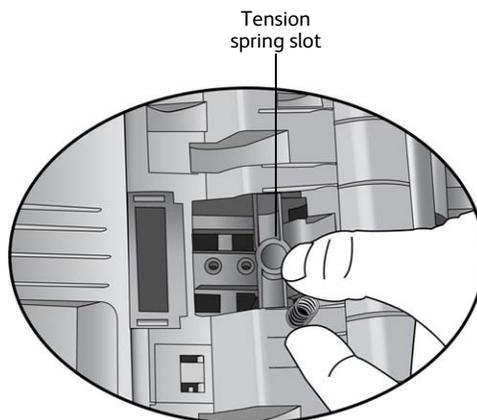
5. Place your fingertip under the top edge of the traction pad and pull up. The traction pad is held in place by two tabs on the underside of the pad, you will hear a “click” when it releases from the scanner.



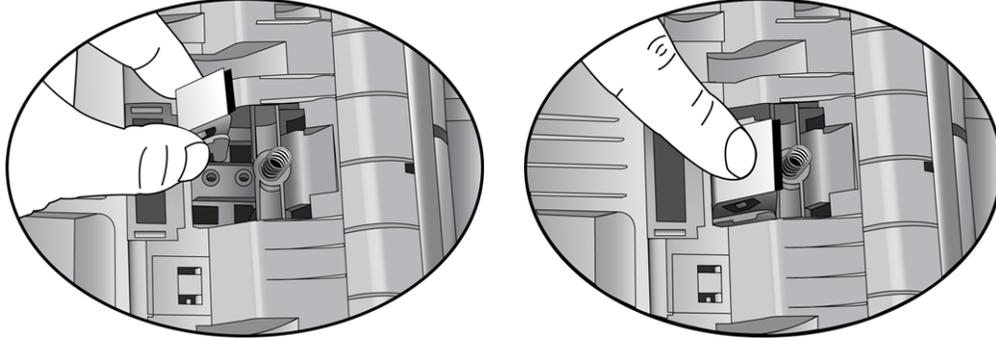
6. Place the new traction pad in the scanner. Align the tabs on the bottom of the traction pad with the slots in the scanner. Press down on the pad to snap the part into the scanner.



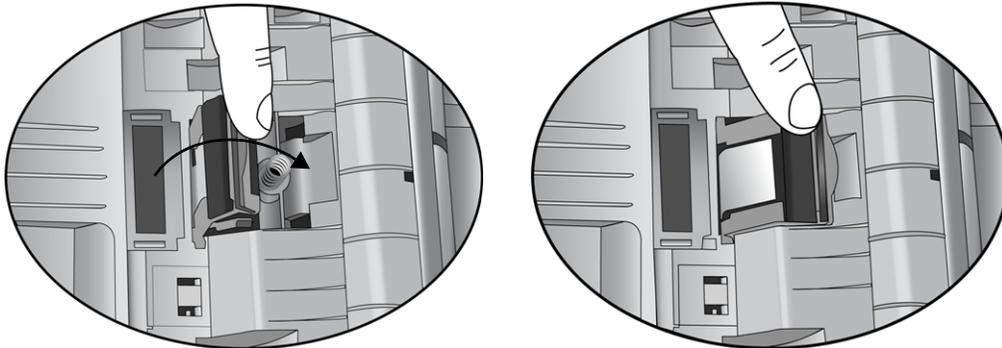
7. Place the new tension spring in the slot in the scanner.



- Place the new ADF pad in the scanner and press down on the pad to snap it in place.



- Place the arms of the ADF pad housing in the housing slots in the scanner, then rotate the housing down into place. Press down on the end of the housing to snap the housing in place. Note that the end of the housing piece will be held up slightly by the tension spring.



- Close the cover when you are finished.

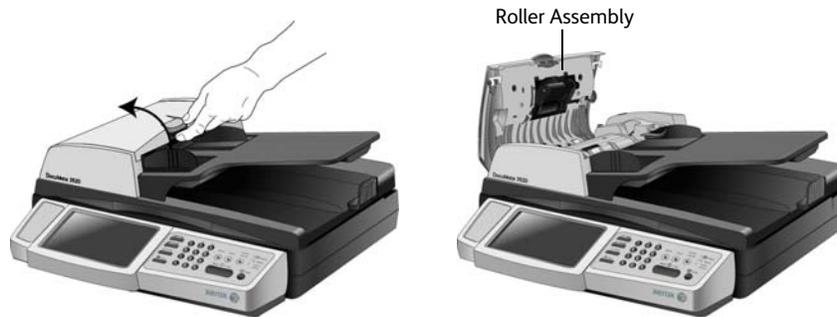
Replacing the Roller Assembly

The ADF Roller may wear out and is designed to be a user-replaceable part. Problems with documents feeding through the ADF is an indication that the roller may be wearing out. You should first clean the ADF following the instructions in the previous section [Cleaning the Automatic Document Feeder](#) on page 114. Excessive dust on the roller can make it appear worn and smooth to touch. You cannot determine if it is time to replace a roller if the roller hasn't been cleaned first. The roller should last for approximately 200,000 pages scanned.

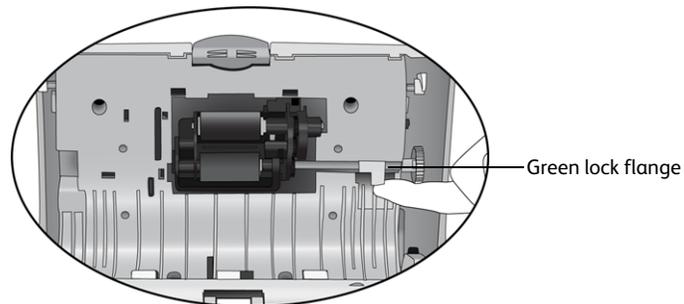


To replace the roller assembly:

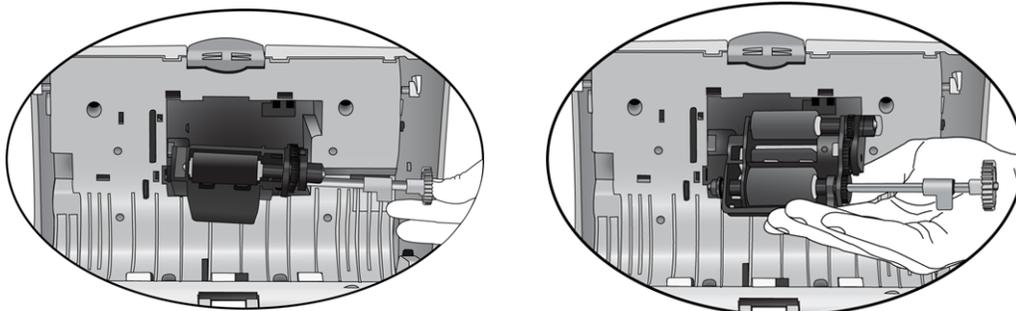
1. Open the ADF cover. The roller assembly is located in the underside of the ADF cover.



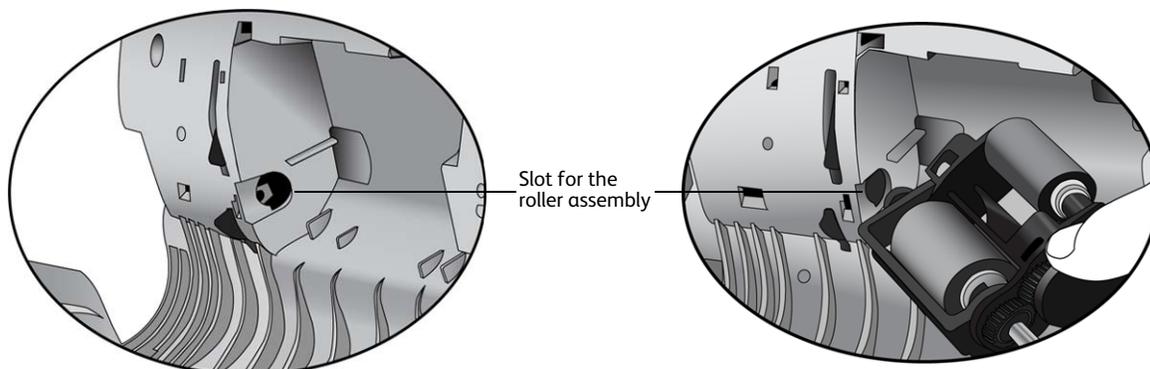
2. Lift up the green lock flange to unlock the roller from the ADF cover.



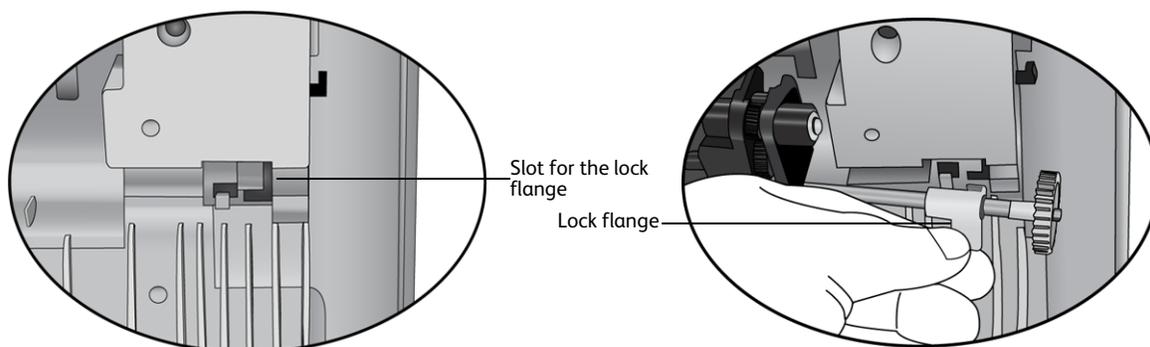
- Carefully angle the roller out and away from the ADF cover.



- Discard the roller. It cannot be re-used nor repaired.
- Insert the left end of the new roller assembly into the hole in the ADF cover.



- Angle the roller into the scanner.
- Align the tab on the green lock flange with the slot in the ADF cover, then rotate the tab on the lock into the scanner.



- Press down on the lock flange to lock the roller into the scanner.
- Close the ADF cover when you are finished.

Xerox DocuMate 3920 Scanner Specifications

Optical resolution	600 dpi
Light source	Cold Cathode Fluorescent Lamp
Image sensor	CCD
Bit depth	24-bit color, 8-bit grayscale, 1-bit bitonal (black & white)
Scan method	Single-pass Flatbed with 3-pass Duplex ADF
ADF specifications	
Maximum Item Size	8.5" x 14" (216 mm x 356 mm)
Minimum Item Size	5.8" x 8.3" (147 mm x 211 mm)
Scanning Speed	19 pages per minute / 14 images per minute @ 200 dpi in Black & White
Capacity	50 pages of 20lb printer paper (75 g/m ²)
Paper Thickness	16 lb ~ 28 lb (60g/m ² ~ 105 g/m ²) (0.002" ~ 0.006")
Flatbed specifications	
Maximum Item Size	8.5" x 11.69" (216 mm x 297 mm)
Interface	Hi-Speed USB 2.0, compatible with USB 1.1
Dimensions (W x H x D)	18.9 x 8.07 x 18.7 inches (480 x 205 x 475 mm)
Weight	22.5 lbs (10.2 kgs)
Scanner rating	24Vdc, 3.2A
Power consumption	≤ 62 Watts (during operation) ≤ 30 Watts (on standby) ≤ 20 Watts (power save after 15 minutes without scanning, can be adjusted by software)
Power supply	DESK-TOP, IEC 320-C6, 3P, 100-240Vac, 24Vdc, 3.2A, 76.8W, HEG75-S240320-7L, HiTRON CLASS I, Efficiency Level:V, L=1980mm, DC JACK, 0~40°C, RoHS
Power cord	US—3P, 7A/125V, L=1800mm, 3C*18AWG, Black, PH8B2EDJF0A-05B, RoHS EUR(CEE)—2P+G., BASE, 16A/250V, L=1800mm, 3C*0.75mm ² , Black, PG8B9CIJG0A-05B, RoHS UK(BS/PSB)—3P, 3A/250V, L=1800mm, 3C*0.75mm ² , Black, PG8B9X3JG0A-05B, RoHS
USB cable	USB A(M)/B(M), 4P, L=1850mm, UL2725 #28AWG, CA1004020233510, transparent, with core, 75°C, RoHS
Network connection	Ethernet 10 BaseT / 100 Base TX auto-registration
COPY port interface	USB 2.0
Phone cable	2 conn.: 6P2C, L=1800mm, 26AWG, RoHS
LCD size	800x480 pixels Effective Area: 6 x 3.6 inches (152.4 x 91.44 mm)
LCD display	7" color TFT LCD

Xerox DocuMate 3920 Parts List

Please use the following part names and numbers when ordering replacements for your Xerox DocuMate 3920 scanner. You can order the replacement parts from the Parts & Accessories page for your scanner at www.xeroxscanners.com, or contact the Customer Service department. Please refer to the technical support card, provided with the scanner, for the contact information,

	Part Name	Part Number
	Power Supply	37-0086-000
	Power Cord (North American Style)	35-0223-000
	Power Cord (European Style)	35-0104-000
	Power Cord (United Kingdom Style)	35-0105-000
	USB Cable	35-0118-000
	Telephone Cord	35-0224-000
	Roller Assembly	57-0128-000
	ADF Pad Assembly	57-0129-000

Appendix

A

This chapter includes:

- Safety Introduction on page 126
- EMC on page 127
- Operational Safety Information on page 128
- Electrical Information on page 129
- Emergency Power Off on page 130
- Maintenance Information on page 131
- Product Safety Certification on page 132
- Regulatory Information on page 133
- Compliance Information on page 134
- Illegal Copies on page 135
- EH&S Contact Information on page 138

Safety Introduction

Notices and Safety

Please read the following instructions carefully before operating the machine and refer to them as needed to ensure the continued safe operation of your machine.

Your Xerox product and supplies have been designed and tested to meet strict safety requirements. These include safety agency evaluation and certification, and compliance with electromagnetic regulations and established environmental standards.

The safety and environment testing and performance of this product have been verified using Xerox materials only.

WARNING: Unauthorized alterations, which may include the addition of new functions or connection of external devices, may impact the product certification. Please contact your Xerox representative for more information.

EMC

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

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.

Changes and modifications to this equipment not specifically approved by Xerox may void the user's authority to operate this equipment.

Shielded cables must be used with this equipment to maintain compliance with FCC regulations.

Operational Safety Information

Your Xerox equipment and supplies have been designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards.

To ensure the continued safe operation of your Xerox equipment, follow these safety guidelines at all times:

Do These

- Always follow all warnings and instructions that are marked on or supplied with the equipment.
- Before cleaning this product, unplug the product from the USB port. Always use materials specifically designated for this product, the use of other materials may result in poor performance and create a hazardous situation. Do not use aerosol cleaners, they may be explosive and flammable under certain conditions.
- Always exercise care when moving or relocating equipment.
- Always locate the machine on a solid support surface that has adequate strength to support the weight of the machine.
- Always locate the machine in an area that has adequate ventilation and room for servicing.
- Always unplug this equipment from the electrical outlet before cleaning.

NOTE: Your Xerox machine is equipped with an energy saving device to conserve power when the machine is not in use. The machine may be left on continuously.

Do Not Do These

- Never use a ground adapter plug to connect the equipment to a power outlet that lacks a ground connection terminal.
- Never attempt any maintenance function that is not specifically described in this documentation.
- Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers.
- Never locate the machine near a radiator or any other heat source.
- Never override or “cheat” any of the electrical or mechanical interlock devices.
- Never place this equipment where people might step on or trip on the power cord.

Electrical Information

Warning - Electrical Safety Information

1. The power receptacle for the machine must meet the requirements stated on the data plate on the rear of the machine. If you are not sure that your electrical supply meets the requirements, please consult your local power company or an electrician for advice.
2. The socket outlet shall be installed near the equipment and shall be easily accessible.
3. Use the power cable that is supplied with your machine. Do not use an extension cord or remove or modify the power cord plug.
4. Plug the power cable directly into a correctly grounded electrical outlet. If you are not sure whether or not an outlet is correctly grounded, consult an electrician.
5. Do not use an adapter to connect any Xerox equipment to an electrical outlet that lacks a ground connection terminal.
6. Do not place this equipment where people might step or trip on the power cable.
7. Do not place objects on the power cable.
8. Do not override or disable electrical or mechanical interlock devices.
9. Do not push objects into slots or openings on the machine. Electrical shock or fire may result.

Electrical Supply

1. This product shall be operated from the type of electrical supply indicated on the product's data plate label. If you are not sure that your electrical supply meets the requirements, please consult your local power company for advice.
2. **WARNING:** This equipment must be connected to a protective earth circuit. This equipment is supplied with a plug that has a protective earth pin. This plug will only fit into an earthed electrical outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace the outlet.
3. Always connect equipment to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician.



Disconnect Device

The power cable is the disconnect device for this equipment. It is attached to the back of the machine as a plug-in device. To remove all electrical power from the equipment, disconnect the power cable from the electrical outlet.

Emergency Power Off

If any of the following conditions occur, turn off the machine immediately and **disconnect the power cable from the electrical outlet**. Contact an authorized Xerox Service Representative to correct the problem:

- The equipment emits unusual odors or makes unusual noises.
- The power cable is damaged or frayed.
- A wall panel circuit breaker, fuse, or other safety device has been tripped.
- Liquid is spilled into the machine.
- The machine is exposed to water.
- Any part of the machine is damaged.

Maintenance Information

1. Any operator product maintenance procedures will be described in the user documentation supplied with the product.
2. Do not carry out any maintenance on this product which is not described in the customer documentation.
3. Do not use aerosol cleaners. The use of cleaners that are not approved may cause poor performance of the equipment, and could cause a dangerous condition.
4. Use supplies and cleaning materials only as directed in this manual.
5. Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.
6. Do not perform any maintenance procedures unless you have been trained to do them by an authorized local dealer or unless a procedure is specifically described in the user manuals.

Product Safety Certification

This product is certified by the following Agency using the Safety standards listed:

Agency	Standard
Underwriters Laboratories Inc.	UL60950-1 1st (2003) First Edition (USA/ Canada)
TUV	IEC60950-1: 2001 Second Edition

Regulatory Information

Certifications in Europe

CE

The CE mark applied to this product, symbolizes Xerox's declaration of conformity with the following applicable European Union Directives, as of the dates indicated:

December 12, 2006:	Council Directive 2006/95/EC as amended. Approximation of the laws of the member states related to low voltage equipment.
December 31, 2004:	Council Directive 2004/108/EC as amended. Approximation of the laws of the member states related to electromagnetic compatibility.

A full declaration of conformity, defining the relevant directives and referenced standards, can be obtained from your Xerox Limited representative or by contacting:

Environment, Health and Safety
The Document Company Xerox
Bessemer Road
Welwyn Garden City
Herts
AL7 1HE
England, Telephone +44 (0) 1707 353434

Compliance Information

Product Recycling & Disposal: USA & Canada

If you are managing the disposal of your Xerox product, please note that the product contains lamp(s) with mercury, and may contain lead, Perchlorate and other materials whose disposal may be regulated due to environmental considerations. The presence of these materials is fully consistent with global regulations applicable at the time that the product was placed on the market. For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site: <http://www.eiae.org/>.

Perchlorate Material - This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply, please see: <http://www.dtsc.ca.gov/hazardouswaste/perchlorate/>.

European Union

RoHS and WEEE Compliance

This product is compliant with RoHS Regulations of the European Parliament and Council Directive on the Restrictions of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment (2002/95/EC), and with the Waste Electrical and Electronic Equipment (WEEE) Directive (2002/96/EC).

Some equipment may be used in both a domestic/household and a professional/business application.

In compliance with Article 7 (d) We hereby certify "It is in compliance with the EEE Regulation". ("EEE yönetmeliğine uygundur")

Professional/Business Environment

Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national procedures. In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures.



Illegal Copies

USA

Congress, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Obligations or Securities of the United States Government, such as:

Certificates of Indebtedness	National Bank Currency
Coupons from Bonds	Federal Reserve Bank Notes
Silver Certificates	Gold Certificates
United States Bonds	Treasury Notes
Federal Reserve Notes	Fractional Notes
Certificates of Deposit	Paper Money

Bonds and Obligations of certain agencies of the government, such as FHA, etc.

Bonds. (U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)

Internal Revenue Stamps. (If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.)

Postage Stamps, canceled or uncanceled. (For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75 % or more than 150 % of the linear dimensions of the original.)

Postal Money Orders.

Bills, Checks, or Drafts of money drawn by or upon authorized officers of the United States.

Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.

2. Adjusted Compensation Certificates for Veterans of the World Wars.
3. Obligations or Securities of any Foreign Government, Bank, or Corporation.
4. Copyrighted material, unless permission of the copyright owner has been obtained or the reproduction falls within the "fair use" or library reproduction rights provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.
5. Certificates of Citizenship or Naturalization. (Foreign Naturalization Certificates may be photographed.)
6. Passports. (Foreign Passports may be photographed.)
7. Immigration Papers.
8. Draft Registration Cards.

9. Selective Service Induction Papers that bear any of the following Registrant's information:

Earnings or Income

Dependency Status

Court Record

Previous military service

Physical or mental condition

Exception: U. S. Army and Navy discharge certificates may be photographed.

10. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasury, etc. (unless photograph is ordered by the head of such department or bureau.)
11. Reproducing the following is also prohibited in certain states: Automobile Licenses — Drivers' Licenses — Automobile Certificates of Title.

The above list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

Canada

Parliament, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fines or imprisonment may be imposed on those guilty of making such copies.

1. Current bank notes or current paper money.
2. Obligations or securities of a government or bank.
3. Exchequer bill paper or revenue paper.
4. The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.
5. Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queen's Printer for Canada, or the equivalent printer for a province).
6. Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.
7. Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.
8. Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the reproduction falsely purports to be a certified copy thereof.
9. Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

The above list is provided for your convenience and assistance, but it is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

Other Countries

Copying certain documents may be illegal in your country. Penalties of fine or imprisonment may be imposed on those found guilty of making such reproductions.

- Currency notes

- Bank notes and cheques

- Bank and government bonds and securities

- Passports and identification cards

- Copyright material or trademarks without the consent of the owner

- Postage stamps and other negotiable instruments

Note: This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

EH&S Contact Information

Contact Information

For more information on Environment, Health, and Safety in relation to this Xerox product and supplies, please contact the following customer help lines:

USA & Canada: 1-800-828-6571

Europe: +44 1707 353 434

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