

bizhub PRESS / C7000/C6000

User's Guide Network Scanner (IC-306)



Contents

1	Introd	luction	
	1.1	Welcome	1-2
	1.1.1	Composition of User's Guide	1-2
	1.1.2	User's Guide	1-3
	1.2	Conventions used in this manual	1-4
	1.2.1	Symbols used in this manual	1-4
	1.2.2	Original and paper indications	1-5
	1.3	About this Manual	1-6
	1.3.1	Manual Composition	1-6
	1.3.2	Conventions Used in this Manual	1-6
	1.3.3	Utility Tools of This Product	1-6
2	Overv	iew of the Scanning Features	
	2.1	Overview of Features and Connection Modes	2-2
	2.2	Product Specifications	
3	Prepa	ration for Use	
	3.1	Control Panel Layout	3-2
	3.2	How to Operate the Touch Panel	
	3.3	How to Input Characters	
	3.4	How to Search	
4	About	t the Network Scanner Features	
	4.1	Overview of the Network Scanner Features	4-2
	4.2	Send by an E-Mail	
	4.2.1	Items to be configured	
	4.3	Storing in Hard Disk	
	4.3.1	Items to be configured	
	4.4	Sending to the FTP Server	
	4.4.1	Items to be configured	
	4.5	Sending to the SMB Server	4-7
	4.5.1	Items to be configured	4-7
	4.6	Sending to a Group	4-8
	4.7	Send to a Queue	4-9
	4.8	The flow of operation of the Network Scanner	4-10
5	Regis	tering (Adding) an Address for the Network Scanner Features	
	5.1	Registering (Adding) an Address	5-2
	5.2	Registering an E-mail Address	
	5.3	Registering a User Box	
	5.3.1	Creating a User Box (FieryWeb ToolsWeb Tools/Command WorkStation)	
	5.3.2	Registering a User Box (Control Panel on Main Body)	
	5.4	Registering the FTP server	
	5.5	Registering the SMB Server	
	5.6	Registering a Group	
	5.7	Changing/Deleting Registered Information	
	· · ·		

6	Using	g the Network Scanner Features	
	6.1	Keys on the Select Addresses Screen	6-2
	6.2	Transmission to an E-mail Address	6-4
	6.3	Storing in the Hard Disk	6-10
	6.4	Transmission to the FTP Server	6-16
	6.5	Transmission to the SMB server	6-22
	6.6	Transmission to a Group	6-28
	6.7	Storage as a Print Queue	6-30
	6.8	About the Scan Settings Screen	6-32
7	Utility	ty Menu	
	7.1	Displaying the Utility Menu Screen	7-2
	7.2	Scan Address Register	
	7.3	Scan Initial Setting	7-5
	7.4	Scan Setting	7-6
8	Trouk	bleshooting	
	8.1	Cannot connect to the scanner	8-2
	8.2	When an Error Message Appears	8-3
9	Appe	endix	
	9.1	Glossary	9-2
	9.2	Index	9-4

1 Introduction

Introduction 1

Welcome 1.1

Thank you for purchasing this machine.

This User's Guide describes the functions, operating instructions, precautions for correct operation, and simple troubleshooting guidelines of this machine. In order to obtain maximum performance from this product and use it effectively, please read this User's Guide as necessary.

1.1.1 **Composition of User's Guide**

Printed manual	Overview
[Operation Quick Guide]	This guide mainly describes how to use frequently used functions. Please refer to this guide for quick comprehension of various features available on the machine.
[Safety Information]	This guide describes trademarks, licenses and copyrights concerning this machine. It also provides precautions and requests that should be followed to ensure safe usage of this machine. Please be sure to read this guide before using the machine.

User's guide CD manuals	Overview
[User's Guide - Copier]	This guide describes an outline of the machine and copy operations. Configuration and specifications of the main body and options Turning on/off the machine Paper information Making a basic copy and setting procedures Supplies, disposals, and handling of output paper Quality adjustments Applications, output settings, and job list Troubleshooting
[User's Guide - POD Administrator's Reference]	This guide provides you with detailed information on machine management and how to customize the machine according to your daily use. Both Sides Adjustment, Curl Adjustment Controller settings Adjustment, Utility Menu Screen Network settings, PageScope Web Connection Web Utilities
[User's Guide - Printer (IC-601)]	This guide describes the setting of the printer driver and utility tool. • Adobe PS driver • PostScript3 Plug-in driver • Web Connection
[User's Guide - ColorCentro (IC-601)]	This guide describes the management of color when using IC-601 image controller. Calibration Adjusting tone curve Adjusting spot color Setting alternative color Managing profiles Setting color defaults Managing color configuration

bizhub PRESS C7000/C6000

User's guide CD manuals	Overview
[User's Guide - Network Scanner (IC-306)]	This guide describes the operation of the IC-306 network scanner function. Scan to E-Mail Scan to HDD Scan to FTP Scan to SMB Scan to Queue
[User's Guide - Network Scanner (IC-601)]	This guide describes the operation of the IC-601 network scanner function. Scan to E-Mail Scan to HDD Scan to FTP Scan to SMB
[User's Guide - Security]	This guide describes the security functions. Please refer to this guide for how to use the Enhanced Security mode, and for detailed machine operation in Enhanced Security mode.

1.1.2 User's Guide

This User's Guide is intended for users ranging from those using this machine for the first time to administrators.

It describes basic operations, functions that enable more convenient operations, maintenance procedures, simple troubleshooting operations, and various setting methods of this machine.

Note that basic technical knowledge about the product is required to enable users to perform maintenance work or troubleshooting operations. Limit your maintenance and troubleshooting operations to the areas explained in this manual.

Should you experience any problems, please contact our service representative.

-

1.2 Conventions used in this manual

1.2.1 Symbols used in this manual

Symbols are used in this manual to express various types of information.

The following describes each symbol related to correct and safe usage of this machine.

Safety Information

⚠ WARNING

• This symbol indicates that a failure to heed the instructions may lead to death or serious injury.

⚠ CAUTION

 This symbol indicates that negligence of the instructions may lead to mishandling that may cause injury or property damage.

NOTICE

This symbol indicates a risk that may result in damage to this machine or originals. Follow the instructions to avoid property damage.

Procedural instruction

- This check symbol indicates that it is a precondition for steps or information that you should be noted before performing the steps.
- 1 This format number "1" represents the first step.
- 2 This format number represents the order of serial steps.
 - → This symbol indicates a supplementary explanation of a procedural instruction.

The operation procedures are described using instruction.

This symbol indicates transition of the control panel to access a desired menu item.



The relevant image is shown.



This symbol indicates a reference.

View the reference as required.

Key symbols

[]

Key names on the touch panel or computer screen, or a name of user's guide are indicated by these brackets.

Bold text

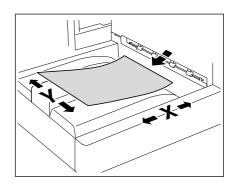
Key names on the control panel, part names, product names and option names are indicated in bold text.

1.2.2 Original and paper indications

Paper size

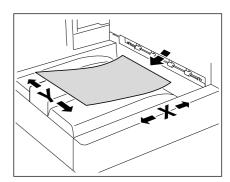
The following explains the indication for originals and paper described in this manual.

When indicating the original or paper size, the Y side represents the width and the X side the length.

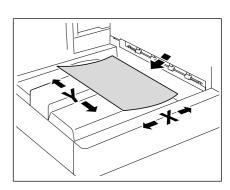


Paper indication

 \blacksquare indicates the paper size with the length (X) being longer than the width (Y).



 \blacksquare indicates the paper size with the length (X) being shorter than the width (Y).



1.3 About this Manual

This manual is the User's Guide for bizhub PRESS C7000/C6000 Network Scanner features.

This manual describes the functions which can be used by pressing [SCAN] tab on the touch panel.

Refer to the User's Guide (POD Administrator's Reference) or the User's Guide (Copier) on how to use other buttons.

1.3.1 Manual Composition

This manual is composed of the following 9 chapters:

Chapter 1: Introduction

This chapter describes this User's Guide.

Chapter 2: Overview of the Scanning Features

This chapter describes about overview of the Network Scanner features.

Chapter 3: Preparation for Use

This chapter describes how to use Control Panel, Touch Panel, character input and search features.

Chapter 4: About the Network Scanner Features

This chapter describes the operational flow of the Network Scanner features.

Chapter 5: Registering (Adding) an Address for the Network Scanner Features

This chapter describes address/storage location for the Network Scanner features.

Chapter 6: Using the Network Scanner Features

This chapter describes in detail how to use the Network Scanner features.

Chapter 7: Utility Menu

This chapter describes how to set the Utility screen.

Chapter 8: Troubleshooting

This chapter describes how to solve major problems on the Network Scanner features.

Chapter 9: Appendix

The glossary and index regarding the scanning features.

1.3.2 Conventions Used in this Manual

Notation of each product

The following abbreviations are used in this manual:

1 bizhub PRESS C7000/C6000 Copier Copier (or printing system)

2 Image Controller Image Controller

1.3.3 Utility Tools of This Product

The utility tools used in the Network Scanner features are as follows. For more information on how to operate the utility tools, refer to the User's Guide for the each or the corresponding pages of this manual.

Fiery Remote Scan

This application creates a connection between a computer and the copier, by which the scanned data stored in the hard disk is imported to the computer. You can use application software compliant with TWAIN scanner driver. For details, refer to the User's Guide that came with your IC-306.

Overview of the Scanning

Features

2.1

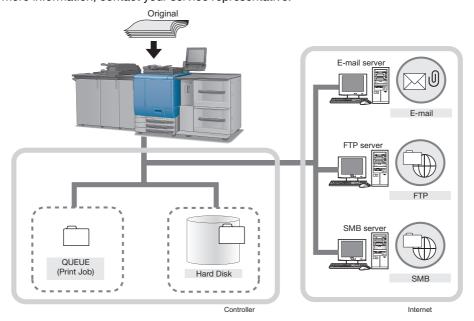
2 Overview of the Scanning Features

2.1 Overview of Features and Connection Modes

bizhub PRESS C7000/C6000 copier has the Network Scanner features.

The image controller (IC-306) is required to use the network scanner features.

For more information, contact your service representative.



The scanned data can be sent as an E-Mail attached file, upload to a FTP Server or SMB server, or stored in a hard disk.

Also, the scanned data can be stored as a print queue in PDF format.

The scanned data is sent in the following file format:

- Batched PDF/Separated PDF/Encrypted PDF
- Batched TIFF/Separated TIFF
- JPEG

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2.1

Network Scanner Features

The Network Scanner features are operated in the [SCAN] tab.



The Network Scanner features enable the followings by converting a scanned document to digital data.

Function	Reference page
Sending data by an E-Mail.	page 4-2
Storing in hard disk.	page 4-4
Sending to the FTP server.	page 4-5
Sending to the SMB server.	page 4-7
Storing as a print queue.	page 4-9

⚠ CAUTION

- To use the copier as a network scanner, it needs to be connected to the network. For more information on the network configuration, contact your network administrator.
- Scanned data can be damaged. Make sure to keep the original back up.

bizhub PRESS C7000/C6000

2.2 Product Specifications

For information on the product specifications of the copier, the image controller and the network, refer to the User's Guide for the each or contact your administrator for the each.

Product Specifications of Scanning Features

Item	Specifications
Original type	sheet/book/cubic object
Max. original size	Fixed form: A3 (297mm x 420mm)/11" x 17" (279.4mm x 432mm) Custom form: 303mm x 483mm (when using an original glass)
Cubic object	Weight: Max. 6.8kg
Original position	Deep-left-sided
Scanning resolution	200dpi, 300dpi, 400dpi, 600dpi
Reading speed	A4: Max. 40 sheets/min.(simplex) 8.5 x 11: Max. 40 sheets/min.(simplex)
Interface	Ethernet (1000BASE-T/100BASE-TX/10Base-T)
The kind of the scan function	Scan to E-Mail Scan to HDD Scan to FTP Scan to SMB Scan to Queue
Compression method	TIFF/PDF/Encrypted PDF * In the case of an encrypted PDF, a password is required to be set.
Configurable items for reading	Original Setting, Image Quality Setting, Zoom, Color, Color Space, Color Compression, Scan Size, Resolution, Simplex/Duplex, File Type, File Name, and Address



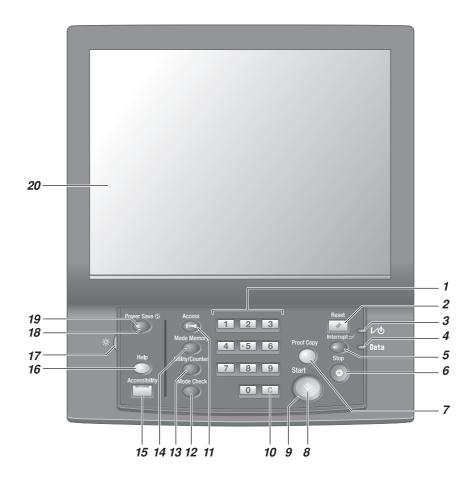
The specifications of the configurable items for reading except Resolution, File Type, File Name and Address are in accordance with that of the copier. For more information, refer to the User's Guide (Copier).

Preparation for Use

3

3 Preparation for Use

3.1 Control Panel Layout



No.	Item	Description
1	Keypad	Enters values for various settings, including print quantity and password.
2	Reset	Restores machine to the initial settings.
3	Power LED	Lights up in red when the main power switch is turned on, then turns green when the sub power switch is turned on.
4	Data LED	Flashes while receiving print data.
5	Interrupt	Stops copying/printing/scanning in progress to allow a simple copying job.
6	Stop	Ceases the machine operation; deletes the stored memory.
7	Proof Copy	Used to check the adjustments made on the Quality Adjustment Screen.
8	Start	Activates various machine operations.
9	Start LED	Lights in blue when machine operation is available. It turns orange if any operation cannot be started.
10	C (Clear)	Allows change in entered numeric value.

bizhub PRESS C7000/C6000

No.	Item	Description
11	Access	Sets the machine to allow the operation only when a user/account name and password are entered, if user authentication or account track function is activated.
12	Mode Check	Used to check settings of the print job in progress or those currently made.
13	Utility/Counter	Displays the Utility Menu Screen and various counters.
14	Mode Memory	Registers/Recalls the desired copy settings. Also recalls previous job settings.
15	Accessibility	Adjusts the response time in touch panel and control panel key operation.
16	Help	Displays the Help Screen that provides information on how to operate the screen currently displayed on the touch panel . Also provides information on various supplies and disposals when pressed with the Machine Screen displayed.
17	Brightness adjustment dial	Turned to adjust the brightness of the touch panel .
18	Power Save	Enables temporary use of the machine when the Power Save LED is lit. Also, activates power-saving mode when pressed while the machine is inactive.
19	Power Save LED	Lights when any power-saving mode is activated, or machine power is off due to the timer function.
20	Touch panel	Displays various screens to allow the function setting.

⚠ CAUTION

Do not press hard or pointed objects against the touch panel on the control panel.

 Otherwise, the glass may be scrached or break and you may be injured. Use fingers to operate the touch panel.

⚠ CAUTION

Stop the operation immediately when the Service Call Screen is displayed and copying cannot be continued any more.

• Otherwise, an unexpected trouble may be caused. Write down the report code as stated on the second line of the message, turn off the sub power switch and main power switch in this order, then disconnect from the power socket. Contact your service representative and inform them of the report code.

NOTICE

Be sure not to turn off the main power switch in usual operation.

Be sure not to turn off the main power switch before turning off the sub power switch.

Be sure not to turn off the main power switch while the following messages are displayed after turning off the sub power switch.

[Cooling in progress / Power will be off when completed]

[Power off in progress / Please do not turn the main power switch off]

Turning off the main power switch with these messages displayed may cause serious machine trouble such as toner fixation.

Reference

Refer to User's Guide (POD Administrator's Reference) for how to turn off the power.

3.2 How to Operate the Touch Panel

To operate the Network Scanner features, use the Touch Panel of the copier.

⚠ CAUTION

You can select an item by touching keys lightly on the Touch Panel.

Select a function

Touch a function displayed in a key to select the function.

The selected key is highlighted.



To input values

Touch lightly the KEYPAD on the Touch Panel to input the specified values.

⚠ CAUTION

You may also input values through the KEYPAD on the Control Panel.

Reference

For more information on how to input characters, refer to page 3-6.



To switch between pages

to switch between pages. When all items cannot be displayed in a single page, touch lightly



⚠ CAUTION

You may also input values through the KEYPAD on the Control Panel.

Reference

For more information on how to input characters, refer to page 3-6.

3.3 How to Input Characters

As you touch the item where you can input characters, the character input screen appears.

You can input alphabets and signs.

About keys on the character input screen

Keys on the character input screen are described here.



	This key moves a cursor.
Delete	This key deletes the character on the left of the cursor.
ОК	This key determines the characters you input, and the character input screen closes.
Cancel	This key cancels the characters you input, and the character input screen closes.

About character input

The followings describe basic steps to input characters on the character input screen.

- 1 Press the corresponding key to input the desired character.
- 2 Touch [OK].

The character input screen closes. The input characters are displayed on the corresponding column.

3.4 How to Search

The Network Scanner features enable you to search the registered address, specified storage location by their names and stored Box No..

Address Search (Search Features on the [SCAN] screen)

You can search the desired address out of the registered address.

Search

You can search the registered address by using [Search]. Searchable addresses include E-Mail addresses, storage locations on the HDD, FTP server addresses and SMB server addresses.

The following is how to use [Search].

1 Press [Search].



Input the Character for Search you registered, and press [OK].



- → You can search by at minimum one character. If the search results are too many, press [Search] to add search letters (The search letters you entered are saved until you operate scanning).
- → Pressing [Cancel] cancels the input search letters, and the search letter input screen closes.
- → If required information has been set for the LDAP Search, the screen to select [Normal Search]/[LDAP Search] is displayed. If you select [Normal Search], the above screen is displayed.

The desired address will be displayed.

3

LDAP Search

You can acquire the information meeting the search requirements entered on the control panel from the data base in the LDAP server. You can also select the acquired E-mail address and transmit and register the data.

Press [Search] on the Select E-mail Address screen.



- → Before using LDAP Search, a setting is required.

 Contact your administrator for each setting of LDAP Search.
- 2 Press [LDAP Search].



3 Press [Basic Search] or [Detail Search].



→ [Basic Search]

Enter one keyword and search. Data beginning with the keyword input for [Register Name], [E-mail Address], [Family Name], [Given Name], [City Name], [Company Name], [Organization Name], [Telephone Number], [Fax Number] is searched.

- → [Detail Search]
 - A keyword can be respectively specified for [Register Name], [E-mail Address], [Family Name], [Given Name], [City Name], [Company Name], [Organization Name], [Telephone Number], and [Fax Number].
 - [OR] or [And] can be specified in each field.
 - [Equal], [Include], [Begin], or [Close] can be set up as the search condition.
- 4 Press [Enter], input the search condition, and then press [OK].
 - → In case of [Basic Search]



→ You can input up to 256 characters as the search term in [Basic Search].



→ In case of [Detail Search]



- → To change the search condition, press a key under [Condition] and change the Condition Setting on the screen displayed.
- → The search ongoing screen is displayed while in the search.
- → [Detail Search] is for up to 256 and 64 input search characters for [Register Name]/[E-mail Address] and other fields at the maximum, respectively.
- 5 Press [Search].
 - → Press [Cancel] if you want to cancel the search.
 - → Press [Return] to return to the Search screen if you encounter with the LDAP search error.
- 6 Check the search result.



- → The desired name will be displayed. Press [Address Display] to display its E-mail address. (Displays up to 100 addresses)
- → Specify an address and press [Details] if you want to check its detailed information.
- 7 When transmitting:

Select an address for transmission from the result of search and press [Scan Settings] to display the Scan Settings screen.

→ If you want to specify the other address, click [Address Select], specify the desired address, and click [Scan Settings].

Set an original and press [Start].

- → Refer to page 6-32 for the Scan Settings screen.
- → You can select multiple addresses for transmission.

3

8 When registering:

Select an address to register from the result of search and press [Register].

- → If more than one address is selected, the address that is selected at last is registered.
- → In the LDAP Search Results Register Screen, check [Address], [Register Name], and [Reference Name], and if there is no problem, click [OK] to register the address.

4

About the Network Scanner Features

4 About the Network Scanner Features

4.1 Overview of the Network Scanner Features

The Network Scanner features are operated in the [SCAN] tab. Data scanned by the Network Scanner features can be transmitted to the E-Mail addresses, the hard disk, the FTP server, the SMB server or the print queue. The scanned data stored on the hard disk can also be imported to the network-connected computers using the TWAIN-compliant applications and the Network Scanner Driver.

Reference

Send by an E-Mail (p. 4-3)

Storing in Hard Disk (p. 4-4)

Sending to the FTP Server (p. 4-5)

Sending to the SMB Server (p. 4-7)

Sending to a Group (p. 4-8)

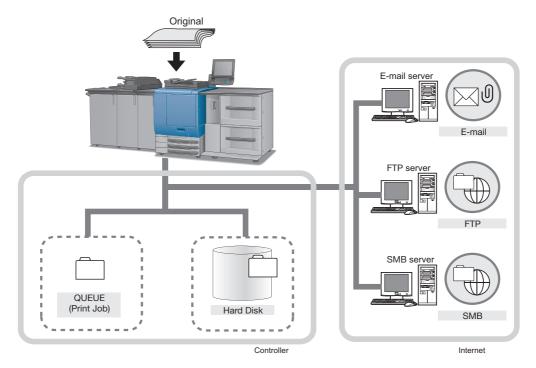
Send to a Queue (p. 4-9)

Also, you can configure the density, zoom, scan size, resolution, quality, file type, etc. when scanning an image.

Reference

About the Scan Settings Screen (p. 6-32)

When the Enhanced Security Mode is ON, a job is unacquirable using applications compatible with TWAIN and network scanner driver. For details, contact your administrator.



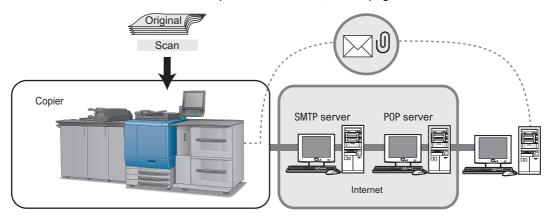
To use the copier as a network scanner, it needs to be connected to the network. For more information on the network configuration, contact your network administrator.

bizhub PRESS C7000/C6000 4-2

4.2 Send by an E-Mail

You can send the data read in from the copier's ADF or the original scanning glass (scanned data) to an E-Mail address as an attached file. E-mail

For detailed information on how to operate the function, refer to page 6-4.



4.2.1 Items to be configured

In order to send the scanned data to an E-Mail address, the following items need to be configured.

Address (E-mail address)

Select an E-mail address from the registered addresses, or specify an address as you operate scanning. You can specify multiple addresses.

For information on how to register an address, refer to page 5-4.

Title

You can choose an E-mail title from 5 types, or you can input a title as you operate scanning. On how to input a title, refer to page 6-4.

Text

You can choose a text from 5 types, or you can input a text as you operate scanning. On how to input a text, refer to page 6-4.

⚠ CAUTION

- When transmitting a message to the E-mail address, the setting of the Administrator mail address is required. For details, refer to "Administrator registration" in the User's Guide (POD Administrator's Reference).
- You can set the maximum size of an attached file (1000 KB by default) in Scan Setting. Depending on the setting, the scanned file may be stored in HDD instead of attached to the E-mail. If such is the case, an notification E-mail is sent to the address. The scanned data can be downloaded by accessing to the URL specified on the E-mail within the specified time period.

Transmission from the copier is up to the SMTP server. If the network or the POP server has any problem, the mail may not reach a recipient. When you send an important mail, do not forget to confirm the reception.

⚠ CAUTION

Depending on settings of the recipient server, the size of an attached file is regulated. For details, contact your administrator.

4.3 Storing in Hard Disk

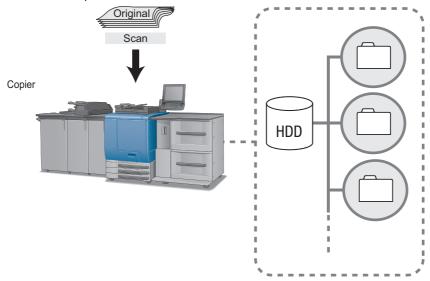
The data scanned from the copier's ADF or the original glass (the scanned data) can be stored in a user box configured in the hard disk.

For detailed information on how to operate the function, refer to page 6-10.

The data stored in the hard disk can be imported to computers through the network.

Reference

Refer to the User's Guide that came with your IC-306 for more information about method to import the scanned data to a computer.



4.3.1 Items to be configured

In order to store the scanned data on the hard disk, the following items need to be configured.

User Box Name

Enter any User Box Name.

The User Box has to be created with Fiery Web Tools/Command WorkStation beforehand.

The job is canceled if you enter the User Box that has not been created.

Refer to page 5-6 for more information about method to create the User Box.

Register Name

You specify a register name of the user box.

Reference Name

You specify a reference name as a keyword for searching.



You can register Box Name, Register Name, and Reference Name in advance. On how to register it, refer to page 5-6.

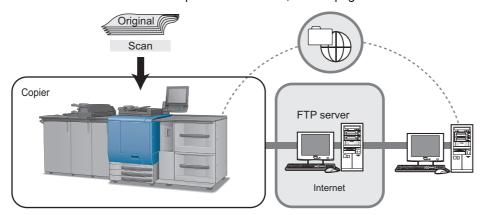
4-5

4.4 Sending to the FTP Server

You can send the data read in from the copier's ADF or the original scanning glass (scanned data) to the FTP server.

The scanned data sent to the FTP server can be downloaded from computers that have access to the FTP server.

For detailed information on how to operate the function, refer to page 6-16.



4.4.1 Items to be configured

In order to send the scanned data to the FTP server, the following items need to be configured.

Register Name

You specify a register name of the FTP server.

Reference Name

You specify a reference name as a keyword for searching.

Host Address

You specify an FTP server name or an IP Address of the FTP server.

File Path

You specify a directory in the FTP server.

Login Name

You specify a Login Name for the FTP server.

Password

You specify a corresponding Password to each Login Name for the FTP server.

Port No.

You specify a Port No. when necessary.

For information on how to configure a Port No., refer to page 6-16.



You can register a Register Name, Reference Name, Host Address, File Path, Login Name, Password, and Port No. beforehand. On how to register it, refer to page 5-10.

bizhub PRESS C7000/C6000

⚠ CAUTION

Depending on a network condition, transmission to the FTP server may damage the scanned data. Make sure that the scanned data are not damaged.

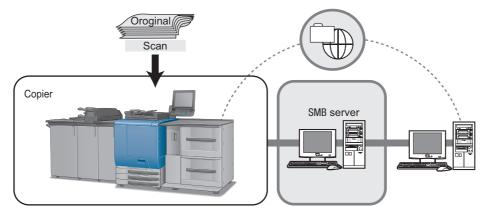
4-7

4.5 Sending to the SMB Server

You can send the data read in from the copier's ADF or the original scanning glass (scanned data) to the SMB server.

The scanned data sent to the SMB server can be file-shared with computers with the SMB protocol.

For detailed information on how to operate the function, refer to page 6-22.



4.5.1 Items to be configured

In order to send the scanned data to the SMB server, the following items need to be configured.

Register Name

You specify a register name for the SMB server.

Reference Name

You specify a reference name as a keyword for searching.

Host Address

You specify an SMB server name or an IP Address of the SMB server.

File Path

You specify a directory in the SMB server.

Login Name

You specify a Login Name for the SMB server.

Password

You specify a corresponding Password to each Login Name for the SMB server.



You can register a Register Name, Reference Name, Host Address, File Path, Login Name, and Password beforehand. On how to register it, refer to page 5-13.

⚠ CAUTION

• Depending on a network condition, transmission to the SMB server may damage the scanned data. Make sure that the scanned data are not damaged.

bizhub PRESS C7000/C6000

4.6 Sending to a Group

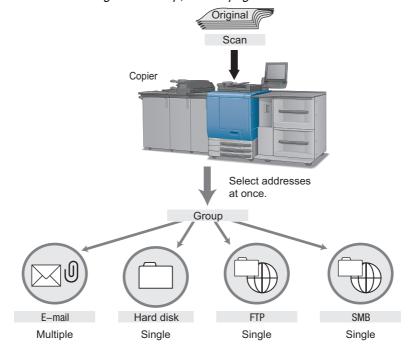
If you register multiple addresses/storage locations as a Group, you can send/store the data read in from the copier's ADF or the original scanning glass (scanned data) to them at one time.

- At maximum, 100 groups can be registered.
- At maximum, 50 addresses can be registered for each group.
- Multiple E-mail addresses can be registered. One setting can be registered for each of HDD, FTP, and SMR

Reference

For detailed information on how to operate the function, refer to page 6-28.

For information on how to register a Group, refer to page 5-16.



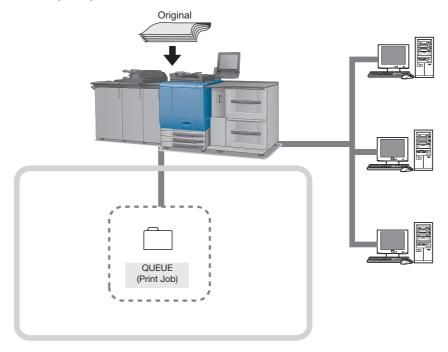
4.7 Send to a Queue

You can store the scanned data as a print job (print queue) in PDF format.

Reference

For detailed information on how to operate the function, refer to page 6-30.

Refer to the User's Guide that came with your IC-306 for more information about method to print the scanned data saved as a print queue.



4.8 The flow of operation of the Network Scanner

The following shows operation of the Network Scanner.



Input Address

Specifying the registered address

Scan Settings



Original Setting, Quality Adj., Zoom, Color, Color Space, Color Compression, Scan Size, Resolution (dpi), Simplex/Duplex,

File Type

File Name

Press [Start].



Perform scanning



Refer to "6 Using the Network Scanner Features" for more detailed operation.

bizhub PRESS C7000/C6000 4-10

5

Registering (Adding) an Address for the Network Scanner Features

5

5 Registering (Adding) an Address for the Network Scanner Features

5.1 Registering (Adding) an Address

When you transmit scanned data to addresses, you can input an address every time or you can also select it from the registered addresses. It is convenient if you register frequently used addresses in advance.

Reference

Refer to the following pages for detailed information on registering the scanned data to the respective addresses.

Registering an E-mail Address (p. 5-4)

Registering a User Box (p. 5-6)

Registering the FTP server (p. 5-10)

Registering the SMB Server (p. 5-13)

Registering a Group (p. 5-16)

Add Address Screen

You can register an address in the Add Address screen.

To open the Add Address screen, select the desired address, click [Register/Edit], and then click[Add]. For details, refer to step 1 to 4 for each registration.



[Register/Edit]: Displays [Add]/[Change]/[Delete]



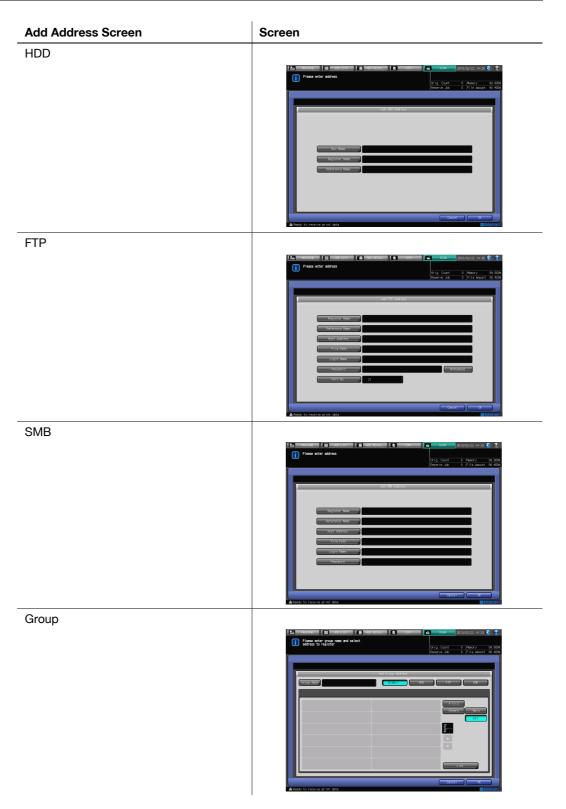
[Add]:

Displays the Add Address screen in which you can register the new address.

Place enter offices Place enter offices Place P
Please enter address Orig. Count 0 Mesory 100,000
Orig. Count 0 Memory 100.000
Reserve Job 0 File Amount 100,000
Add E-rail Address
Address Page Person Name
Reference Nese
Const

bizhub PRESS C7000/C6000 5-2





⚠ CAUTION

In the Add Address screen for group, you can create a new group. As the address for group, you can specify an existing address (E-mail/HDD/FTP/SMB).

[Cancel]	The input is canceled, and you are brought back to the Select Addresses screen.
[OK]	The input is determined, and you are brought back to the Select Addresses screen.

bizhub PRESS C7000/C6000 5-3

5.2 Registering an E-mail Address

When using the function to send the scanned data as an E-mail attached file, you can register the E-mail address in advance. The registration is done in the following steps.

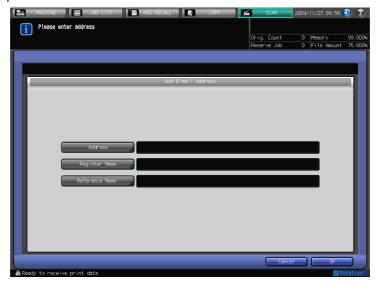
- ✔ Refer to page 3-8 for the method of registering the address searched with the LDAP search function.
- ✓ For E-mail, addresses can be registered as many as 450 in sum.
- 1 Press [SCAN] tab.

The Select Addresses screen appears.

2 Make sure that [E-mail] is selected.



- → In the initial settings, the Select Addresses screen (E-mail) is displayed. The default destination tab of the scan screen can be set at [Utility/Counter] [User Setting] [Scan Setting]. For details, refer to page 7-6.
- → If the E-mail address is already registered, the Name is displayed.
- → In the initial settings, such index keys as [A-C] and [D-F] are displayed.
- 3 Press [Register/Edit].
- 4 Press [Add].
- 5 Configure the necessary items on the Add Address screen. Pressing an each item displays the character input screen.



→ For more information on how to input characters, refer to page 3-6.



[Address]:	Enter an E-mail address within 64 characters in alphameric characters and signs.
[Register Name]:	Input the Name that is displayed on the Select Addresses screen (E-mail) within 24 characters in alphameric characters and signs.
[Reference Name]	Used as a search keyword when you search addresses. Enter a reference name within 24 characters in alphameric characters and signs.

- 6 Press [OK].
- 7 Make sure that the registered Name is displayed



- → If the desired Name is not displayed on the page, press \[\ldots \] to switch between pages.
- Press [Return] to return to the Select Addresses screen.

5.3 Registering a User Box

To save scanned data in the hard disk, you need to register a User Box that has been created with Fiery Web Tools/Command WorkStation beforehand.

The registration is done in the following steps.

5.3.1 Creating a User Box (FieryWeb ToolsWeb Tools/Command WorkStation)

You need to register a scan user in [Users and Groups] in the [Configure] screen before creating his/her User Box.

Reference

For details, refer to the User's Guide that came with your IC-306.

- 1 Click [Launch Configure] in the [Configure] tab in Fiery Web Tools to open the [Configure] screen.
 - → You can also open [Configure] screen by clicking [Configure] in [Device Center] tab in [Command WorkStation].
- Add a new scan user in [Configure] [Users and Groups].

You can add a new user in the following two methods.

1) To add a new user in an existing group:

Select a desired group name in [Users and Groups] screen, and then click [View Detail]. Click [Add] in the [View Group Detail] screen.

Click [Add New] in the [Add Member] screen to add a new user.

- You can also select the default group [Scan Users] if no group has been registered.
- 2) To create a new group and add a new user to the group:

Click [Create Group] in the [Users and Groups] screen. Create a new group having an access to the Fiery mail box. Then, repeat the steps shown in 1).

3 Check that the registered user name is added in the specified group.

The registered user name becomes the Box Name on the control panel.

→ The password is used when downloading the scanned data from the Box.

5.3.2 Registering a User Box (Control Panel on Main Body)

- At maximum, 150 user boxes can be registered.
- 1 Press [SCAN] tab.

2 Press [HDD].

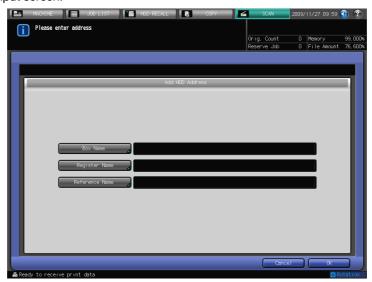


- → Before registering a User Box from the Control Panel on the main body, the User Box has to be created on the controller with Fiery Web Tools/Command WorkStation.
- → Refer to page 5-6 for more information about method to create the User Box with Fiery Web Tools/Command WorkStation.
- → In the initial settings, the Select Addresses screen (E-mail) is displayed. The default destination tab of the scan screen can be set at [Utility/Counter] [User Setting] [Scan Setting]. For details, refer to page 7-6.
- → If the user box is already registered, the Name is displayed.
- → In the initial settings, such index keys as [A-C] and [D-F] are displayed.
- 3 Press [Register/Edit].



4 Press [Add].

5 Configure the necessary items on the Add Address screen. Pressing an each item displays the character input screen.



- → For more information on how to input characters, refer to page 3-6.
- → If you want to use this copier as a scanner, it is recommended that an administrator assigns a user box to each user and informs the assignment by an E-Mail in advance.
- → The user box can protect each user's data.

[Box Name]:	 Input the box name within 64 characters in alphameric characters and signs. Symbol input is disabled by default. If you want to enable the symbol input, contact your service representative. Make sure to input the box name (the user name) that has been registered in the controller. The job will be cancelled if you try to save scanned data to a box that has not been registered. For details, refer to page 5-6.
[Register Name]:	Input the Name that is displayed on the Select Addresses screen (HDD) within 24 characters in alphameric characters and signs. • If you input [Register Name] without inputting [Box Name], [Register Name] is inputted as [Box Name] automatically. Input [Box Name] again if [Register Name] is different with Box Name that has been registered in the controller.
[Reference Name]	Used as a search keyword when you search addresses. Enter a reference name within 24 characters in alphameric characters and signs.

6 Press [OK].

7 Make sure that the registered Name is displayed



- → If the desired Name is not displayed on the page, press \[\bigcup / \bigcup \] to switch between pages.
- 8 Press [Return] to return to the Select Addresses screen.

5.4 Registering the FTP server

If you want to send the scanned data to the FTP server, you can register the address FTP server. The registration is done in the following steps.

- ✓ For FTP, addresses can be registered as many as 30 in sum.
- 1 Press [SCAN] tab.
- 2 Press [FTP].

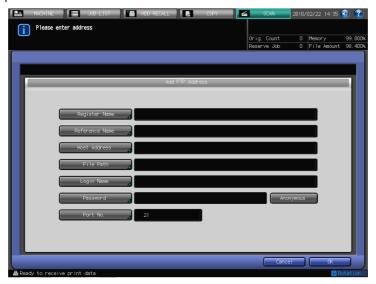


- → In the initial settings, the Select Addresses screen (E-mail) is displayed. The default destination tab of the scan screen can be set at [Utility/Counter] [User Setting] [Scan Setting]. For details, refer to page 7-6.
- → If the FTP server is already registered, the Name is displayed.
- → In the initial settings, such index keys as [A-C] and [D-F] are displayed.
- 3 Press [Register/Edit].



4 Press [Add].

5 Configure the necessary items on the Add Address screen. Pressing an each item displays the character input screen.



→ For more information on how to input characters, refer to page 3-6.

[Register Name]:	Input the Name that is displayed on the Select Addresses screen (FTP) within 24 characters in alphameric characters and signs.
[Reference Name]	Used as a search keyword when you search addresses. Enter a reference name within 24 characters in alphameric characters and signs.
[Host Address]:	Enter an FTP server address within 64 characters in alphameric characters and signs.
[File Path]:	Enter a file path of the FTP server within 80 characters in alphameric characters and signs.
[Login Name]:	Enter an account of the FTP server within 32 characters in alphameric characters and signs.
[Password]:	Input a Password for the FTP server within 32 characters in alphameric characters and signs • The input Password is shown by "*".
[Anonymous]:	Pressing this key inputs "anonymous" to [Login Name] field. You may use this when you login an anonymous FTP server for which an account is unnecessary to login. In some Anonymous FTP servers, an E-Mail address is used as a Password.
[Port No.]:	A Port No. for an FTP server is configured in 5-digit numbers (1-65535). The initial setting is 21. No configuration is required under the normal condition. Consult your network administrator about your port number.

6 Press [OK].

7 Make sure that the registered Name is displayed



- → If the desired Name is not displayed on the page, press \[\textstyle \] to switch between pages.
- 8 Press [Return] to return to the Select Addresses screen.

5.5

5.5 Registering the SMB Server

If you want to send the scanned data to the SMB server, you can register the address SMB server. The registration is done in the following steps.

- ✓ For SMB, addresses can be registered as many as 30 in sum.
- 1 Press [SCAN] tab.
- 2 Press [SMB].



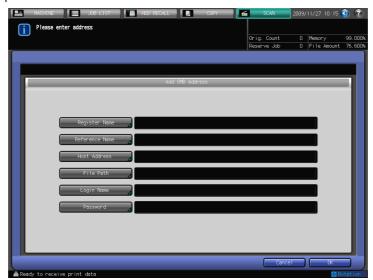
- → In the initial settings, the Select Addresses screen (E-mail) is displayed. The default destination tab of the scan screen can be set at [Utility/Counter] [User Setting] [Scan Setting]. For details, refer to page 7-6.
- → If the SMB server is already registered, the Name is displayed.
- → In the initial settings, such index keys as [A-C] and [D-F] are displayed.
- 3 Press [Register/Edit].



4 Press [Add].



5 Configure the necessary items on the Add Address screen. Pressing an each item displays the character input screen.



→ For more information on how to input characters, refer to page 3-6.

[Register Name]:	Input the Name that is displayed on the Select Addresses screen (SMB) within 24 characters in alphameric characters and signs.
[Reference Name]	Used as a search keyword when you search addresses. Enter a reference name within 24 characters in alphameric characters and signs.
[Host Address]:	Enter an SMB server address within 64 characters in alphameric characters and signs.
[File Path]:	Enter a file path of the SMB server within 80 characters in alphameric characters and signs. In File Path, enter "the shared folder name" or "shared folder name\sub folder name" (use "\" as a separator).
[Login Name]:	Enter an account of the SMB server within 32 characters in alphameric characters and signs. • The Login Name should be inputted in "Domain\User Name" or "Workgroup\User Name". User Name alone won't work.
[Password]:	Input a Password for the SMB server within 32 characters in alphameric characters and signs • The input Password is shown by "*".

- 6 Press [OK].
- 7 Make sure that the registered Name is displayed



5.5

- → If the desired Name is not displayed on the page, press \[\sqrt{L} \] to switch between pages.
- 8 Press [Return] to return to the Select Addresses screen.

5.6 Registering a Group

If you want to send the scanned data to multiple addresses/storage locations, you can register them as a Group. The registration is done in the following steps.

- At maximum, 100 groups can be registered.
- At maximum, 50 addresses can be registered for each group.
- Multiple E-mail addresses can be registered. One setting can be registered for each of HDD, FTP, and SMB.
- Press [SCAN] tab.
- 2 Press [Group].



- In the initial settings, the Select Addresses screen (E-mail) is displayed. The default destination tab of the scan screen can be set at [Utility/Counter] - [User Setting] - [Scan Setting]. For details, refer to page 7-6.
- → If the Group is already registered, the Name is displayed.
- 3 Press [Register/Edit].



4 Press [Add]. 5.6

5 Press [Group Name], and input a Group name on the character input screen.



- → For more information on how to input characters, refer to page 3-6.
- → A Group name is the Name that is displayed on the Select Addresses screen (Group) after the registration.

[Group Name]: Input the Name that is displayed on the Select Addresses screen (Group) within 24 characters in alphameric characters and signs.

6 Select all the addresses that you want to register to a Group.



- → Pressing [E-mail], [HDD], [FTP] or [SMB] displays the register names for each.
- → If the desired Name is not displayed on the page, press \[\ldots \] to switch between pages.
- → At maximum, 50 addresses can be registered for each group. Multiple E-mail addresses can be registered, however as for the HDD, FTP server and SMB server, one for each can be registered to a Group.
- 7 Press [List].

The list of addresses to be registered is displayed.

8 Confirm the list, and press [OK].



9 Make sure that the registered Name is displayed



 $10\ \ \text{Press}$ [Return] to return to the Select Addresses screen.

5.7 Changing/Deleting Registered Information

The registered address information can be changed or deleted in the following steps.

Changing the Registered Information

- Press [SCAN] tab.
- Press [E-mail], [HDD], [FTP], [SMB], or [Group] to display the address of which you want to change the registered information.



- 3 Press [Register/Edit].
- 4 Select the address you want to change and press [Change].



bizhub PRESS C7000/C6000

5 Select an item you want to change.



- 6 Input the new information and press [OK].
- 7 Press [OK].
 The registered information is updated.
- Press [Return].You are brought back to the Select Addresses screen.

Deleting the Registered Information

- 1 Press [SCAN] tab.
- Press [E-mail], [HDD], [FTP], [SMB], or [Group] to display the address you want to delete.



3 Press [Register/Edit].

bizhub PRESS C7000/C6000 5-20

4 Select the address you want to delete and press [Delete].



5 Press [Yes].



The selected address is deleted.

6 Press [Return].

You are brought back to the Select Addresses screen.

Using the Network Scanner

6 Using the Network Scanner Features

6.1 Keys on the Select Addresses Screen

In order to run scanning, you need to specify an address/storage location to which you send the scanned data. The following pages describe the common keys on the Select Addresses screen.

Reference

On how to display the Select Addresses screen, refer to step 1 and 2 for each of the followings.

Transmission to an E-mail Address (p. 6-4)

Storing in the Hard Disk (p. 6-10)

Transmission to the FTP Server (p. 6-16)

Transmission to the SMB server (p. 6-22)

Transmission to a Group (p. 6-28)

Storage as a Print Queue (p. 6-30)



[A to Z]	When this key is pressed, it displays the register name corresponding to the selected [A to Z] key.
[Others]	When this key is pressed, it displays the register name of which capital letter is a sign.
	It also displays the register name having no reference name.
[Main]	When this key is pressed, it displays only the register name that has been set as the Main address. An administrator of the copier configures the Main address. For more information, contact your administrator of the copier.
V /A	Pressing these keys switch between Name pages. Continue pressing the keys to switch pages consecutively.
[Search]	The Input Character for Search screen appears. When search results are displayed, this key is highlighted in reverse image. For more information on how to search, refer to page 3-7.
[Input Address]	The Manual Address Input screen appears.
[Clear All]	Pressing this key deselects all the selected addresses.
[Register/Edit]	Displays [Add], [Change], and [Delete] keys.

bizhub PRESS C7000/C6000 6-2

[Scan Setting]

Pressing this key displays the Scan Settings screen.

In the Select Addresses screen (Group), it does not display [Input Address], [Search], [A to Z], [Others], [Main], and [All] keys.

bizhub PRESS C7000/C6000

6.2 Transmission to an E-mail Address

When you send the scanned data as an attached file of an E-mail, necessary procedures depend on whether the addresses are registered in advance or they are input manually.

Reference

Refer to page 3-8 for the method of transmitting data to the address searched with the LDAP Search function.

Refer to the following pages.

When an E-Mail Address is Already Registered: page 6-4

When an E-Mail Address is Input Manually: page 6-8

When transmitting a message to the E-mail address, the setting of the Administrator mail address is required. For details, refer to "Administrator registration" in the "User's Guide (POD Administrator's Reference)".

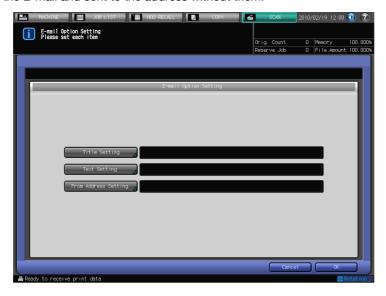
When an E-Mail Address is Already Registered

- 1 Press [SCAN].
- Make sure that [E-mail] is selected.

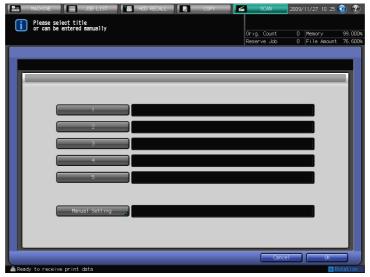


- → In the initial settings, the Select Addresses screen (E-mail) is displayed. The default destination tab of the scan screen can be set at [Utility/Counter] [User Setting] [Scan Setting]. For details, refer to page 7-6.
- 3 Press [Option Setting] to configure [Title Setting], [Text Setting], and [From Address Setting] for the E-mail

→ The E-mail can be sent without setting the title, text, or from address. The scanned data is attached to the E-mail and sent to the address without them.



4 If you want to put a title on the E-mail, press [Title Setting], press [1] - [5] or [Manual Setting] to set the title, and then press [OK].



- → Pressing [Manual Input] displays the character input screen.
- → For more information on how to input characters, refer to page 3-6.
- → Input the Title within 31 characters in alphameric characters and signs.
- → You can set the fixed titles for [1] [5] in [Utility/Counter] [Scan Address Register] [E-mail Title Setting]. For details, refer to page 7-3.

If you want to put a text on the E-mail, press [Text Setting], press [1] - [5] or [Manual Setting] to set the text, and then press [OK].



- → Pressing [Manual Input] displays the character input screen.
- → A text can be entered within 64 characters in alphameric characters and signs.
- → For more information on how to input characters, refer to page 3-6.
- → You can set the fixed texts for [1] [5] in [Utility/Counter] [Scan Address Register] [E-mail Text Setting]. For details, refer to page 7-3.
- 6 If you want to configure "From Address Setting," press [From Address Setting] to set "From Address Setting" and press [OK].



→ Set [From Address] by selecting a registered E-mail address or pressing [Input Address] for inputting a new E-mail address.

Press [OK] in the E-mail Option Setting screen to return to the Select Addresses screen.

7 Press the Name of the E-mail address.



- → You can refine the registered address by the search function. For details, refer to page 3-7.
- → You can refine the Name by using [A to Z]. For more information on how to use [A to Z], refer to page 6-2.
- → To deselect the Name, press the selected Name again.
- → If you input an address manually, refer to page 6-8.
- 8 Press [Scan Settings].

The Scan Settings screen appears.

9 Configure the necessary items.



- → For more information on the configurations on the Scan Settings screen, refer to page 6-32.
- → Press [File Name] if you want to specify the name of the attached file.
- 10 Set an original and press [Start].

The original is scanned, and the scanned data are transmitted to an specified address.

- → When attached to an E-mail, the scanned data are sent to the SMTP server.
- → Press [Address] to return to the Select Addresses screen.
- → You can set the maximum size of an attached file (1000 KB by default) in Scan Setting. Depending on the setting, the scanned file may be stored in HDD instead of attached to the E-mail. If such is the case, an notification E-mail is sent to the address. The scanned data can be downloaded by accessing to the URL specified on the E-mail within the specified time period.
- → The settings specified in the Scan Settings screen and address selected in the Select Addresses screen may be left until it is restarted. It is recommended to release the setting and address once

the operation is completed.

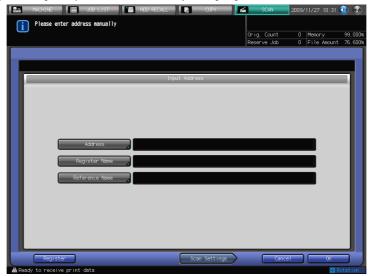
You can release the setting by pressing [Reset] on the Control Panel when the Scan Settings screen is displayed. You can also release the address by pressing [Address] to return to the Select Addresses screen and then pressing [Clear All] or [Reset] on the Control Panel.

When an E-Mail Address is Input Manually

- Follow the Step 1 to 6 of "When an E-Mail Address is Already Registered" (p. 6-4).
- 2 Press [Input Address].



- → If you want to select the registered address, refer to page 6-4.
- Press [Address] to input an address and press [OK].



- → Pressing [Address] displays the character input screen.
- → For more information on how to input characters, refer to page 3-6.
- → Press [Register] to register the inputted address.

4 Press [Scan Settings].



5 Follow the Step 9 and after of "When an E-Mail Address is Already Registered" (p. 6-4).



6.3 Storing in the Hard Disk

When you store the scanned data on the hard disk, the procedures will be different depending on whether or not a user box is registered in advance.

Reference

Refer to the following pages. When Storing Scanned Data in the Default [guest] Box: page 6-10 When a Box is Already Registered: page 6-12 When a Box is Not Registered: page 6-14

When Storing Scanned Data in the Default [guest] Box

- The default [guest] box has been registered. No password is required to load scanned data saved in the [guest] box.
- Press [SCAN] tab.
- 2 Press [HDD].



- → In the initial settings, the Select Addresses screen (E-mail) is displayed. The default destination tab of the scan screen can be set at [Utility/Counter] [User Setting] [Scan Setting]. For details, refer to page 7-6.
- 3 Click the default [guest] box.



→ To deselect the Name, press the selected Name again.

6.3

4 Press [Scan Settings].



5 Configure the necessary items.



6 Set an original and press [Start].

The original is scanned, and the scanned data are stored in the [guest] box.

- → Press [Address] to return to the Select Addresses screen.
- → Refer to the user's guide that came with your IC-306 or more information about method to load scanned data stored in the hard disk into a computer.
- → The settings specified in the Scan Settings screen and address selected in the Select Addresses screen may be left until it is restarted. It is recommended to release the setting and address once the operation is completed.

You can release the setting by pressing [Reset] on the Control Panel when the Scan Settings screen is displayed. You can also release the address by pressing [Address] to return to the Select Addresses screen and then pressing [Clear All] or [Reset] on the Control Panel.

When a Box is Already Registered

- 1 Press [SCAN] tab.
- 2 Press [HDD].



- → In the initial settings, the Select Addresses screen (E-mail) is displayed. The default destination tab of the scan screen can be set at [Utility/Counter] [User Setting] [Scan Setting]. For details, refer to page 7-6.
- 3 Press the Name of the user box.



- → You can refine the registered address by the search function. For details, refer to page 3-7.
- → You can refine the Name by using [A to Z]. For more information on how to use [A to Z], refer to page 6-2.
- → To deselect the Name, press the selected Name again.
- → If you have not register a box, select the default [guest] box or register a new box. Refer to page 6-14 for more information about method to register a box.

4 Press [Scan Settings].



5 Configure the necessary items.



- → For more information on the configurations on the Scan Settings screen, refer to page 6-32.
- → Press [File Name] if you want to specify the file name.
- Set an original and press [Start].

The original is scanned, and the scanned data are stored in an specified address.

- → Press [Address] to return to the Select Addresses screen.
- → Refer to the user's guide that came with your IC-306 or more information about method to load scanned data stored in the hard disk into a computer.
- → The settings specified in the Scan Settings screen and address selected in the Select Addresses screen may be left until it is restarted. It is recommended to release the setting and address once the operation is completed.

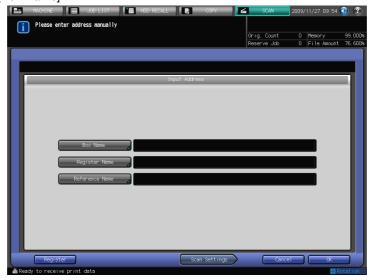
You can release the setting by pressing [Reset] on the Control Panel when the Scan Settings screen is displayed. You can also release the address by pressing [Address] to return to the Select Addresses screen and then pressing [Clear All] or [Reset] on the Control Panel.

When a Box is Not Registered

- Follow the Step 1 to 2 of "When a Box is Already Registered" (p. 6-12).
- 2 Press [Input Address].



- → If you want to select the registered address, refer to page 6-12.
- 3 Press [Box Name].



4 Input the Box Name and press [OK].



- → Make sure to input the box name that has been registered in the controller. For details, refer to page 5-6.
 - The job is canceled if you enter the User Box that has not been registered in the controller.
- → Symbol input is disabled by default. If you want to enable the symbol input, contact your service representative.
- → Make sure to record the user box name. You need the name when you import scanned data from computers.
- 5 Press [Scan Settings].



- → Press [Register] to register the inputted box.
- 6 Follow the Step 5 and after of "When a Box is Already Registered" (p. 6-12).

6.4 Transmission to the FTP Server

When you send the scanned data to an FTP server, necessary procedures depend on whether the FTP server is registered in advance or it is input manually.

Reference

Refer to the following pages. When an FTP server is Already Registered: page 6-16 When an FTP server is Input Manually: page 6-18

When an FTP server is Already Registered

- 1 Press [SCAN] tab.
- 2 Press [FTP].



- → In the initial settings, the Select Addresses screen (E-mail) is displayed. The default destination tab of the scan screen can be set at [Utility/Counter] [User Setting] [Scan Setting]. For details, refer to page 7-6.
- 3 Press the Name of the address FTP server.



- → You can refine the registered address by the search function. For details, refer to page 3-7.
- → You can refine the Name by using [A to Z]. For more information on how to use [A to Z], refer to page 6-2.
- → To deselect the Name, press the selected Name again.
- → If you input an address manually, refer to page 6-18.

4 Press [Scan Settings].



5 Configure the necessary items.



- → For more information on the configurations on the Scan Settings screen, refer to page 6-32.
- → Press [File Name] if you want to specify the file name.
- 6 Set an original and press [Start].

The original is scanned, and the scanned data are stored in an specified address.

- → Press [Address] to return to the Select Addresses screen.
- → The settings specified in the Scan Settings screen and address selected in the Select Addresses screen may be left until it is restarted. It is recommended to release the setting and address once the operation is completed.

You can release the setting by pressing [Reset] on the Control Panel when the Scan Settings screen is displayed. You can also release the address by pressing [Address] to return to the Select Addresses screen and then pressing [Clear All] or [Reset] on the Control Panel.



When an FTP server is Input Manually

- Follow the Step 1 to 2 of "When an FTP server is Already Registered" (p. 6-16).
- 2 Press [Input Address].



- → If you want to select the registered address, refer to page 6-16.
- 3 Press [Register Name] to enter the Name.



→ The Name is automatically inputted in [Reference Name]. If you want to change the Name, press [Reference Name] and input the Name again.

4 Press [Host Address] to input a Host Address.



- → Pressing [Host Address] displays the character input screen.
- → For more information on how to input characters, refer to page 3-6.
- 5 Press [File Path] to input a File Path.



- → Pressing [File Path] displays the character input screen.
- → For more information on how to input characters, refer to page 3-6.

6 Press [Login Name] to input a Login Name.

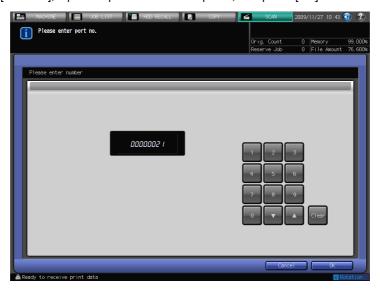


- → Pressing [Login Name] displays the character input screen.
- → For more information on how to input characters, refer to page 3-6.
- → Pressing [Anonymous] inputs "anonymous" in the [Login Name] field. This key is available when you use the Anonymous FTP (where file sharing is done between unspecified number of users).
- 7 Press [Password] to input a Password.



- ightharpoonup Pressing [Password] displays the character input screen.
- → For more information on how to input characters, refer to page 3-6.
- → The input Password is shown by "*".

8 Press [Port No.], input the port number if required, and press [OK].



- → A Port No. for an FTP server is configured in 5-digit numbers (1-65535).
- → The initial setting is 21. No configuration is required under the normal condition.
- → Consult your network administrator about your port number.
- 9 Press [Scan Settings].



- → Press [Register] to register the inputted FTP server.
- 10 Follow the Step 5 and after of "When an FTP server is Already Registered" (p. 6-12).

6.5 Transmission to the SMB server

When you send the scanned data to an SMB server, necessary procedures depend on whether the SMB server is registered in advance or it is input manually.

Reference

Refer to the following pages. When an SMB server is Already Registered: page 6-22 When an SMB server is Input Manually: page 6-24

When an SMB server is Already Registered

- 1 Press [SCAN] tab.
- 2 Press [SMB].



- → In the initial settings, the Select Addresses screen (E-mail) is displayed. The default destination tab of the scan screen can be set at [Utility/Counter] [User Setting] [Scan Setting]. For details, refer to page 7-6.
- 3 Press the Name of the address SMB server.



- → You can refine the registered address by the search function. For details, refer to page 3-7.
- → You can refine the Name by using [A to Z]. For more information on how to use [A to Z], refer to page 6-2.
- → To deselect the Name, press the selected Name again.
- → If you input an address manually, refer to page 6-24.

4 Press [Scan Settings].



5 Configure the necessary items.



- → For more information on the configurations on the Scan Settings screen, refer to page 6-32.
- → Press [File Name] if you want to specify the file name.
- Set an original and press [Start].

The original is scanned, and the scanned data are stored in an specified address.

- → Press [Address] to return to the Select Addresses screen.
- → The settings specified in the Scan Settings screen and address selected in the Select Addresses screen may be left until it is restarted. It is recommended to release the setting and address once the operation is completed.

You can release the setting by pressing [Reset] on the Control Panel when the Scan Settings screen is displayed. You can also release the address by pressing [Address] to return to the Select Addresses screen and then pressing [Clear All] or [Reset] on the Control Panel.

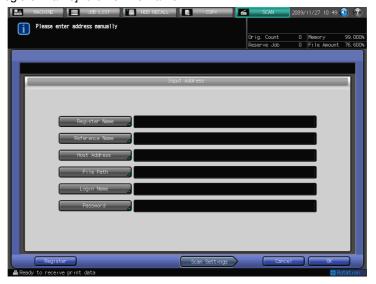
6

When an SMB server is Input Manually

- Follow the Step 1 to 2 of "When an SMB server is Already Registered" (p. 6-22).
- 2 Press [Input Address].



- → If you want to select the registered address, refer to page 6-22. The Address Manual Input screen appears.
- 3 Press [Register Name] to enter the Name.



- → The Name is automatically inputted in [Reference Name]. If you want to change the Name, press [Reference Name] and input the Name again.
- → For more information on how to input characters, refer to page 3-6.

4 Press [Host Address] to input a Host Address.



- → Pressing [Host Address] displays the character input screen.
- → For more information on how to input characters, refer to page 3-6.
- 5 Press [File Path] to input a File Path.



- → Pressing [File Path] displays the character input screen.
- → For more information on how to input characters, refer to page 3-6.

6 Press [Login Name] to input a Login Name.



- → Pressing [Login Name] displays the character input screen.
- → For more information on how to input characters, refer to page 3-6.
- 7 Press [Password] to input a Password.



- → Pressing [Password] displays the character input screen.
- → For more information on how to input characters, refer to page 3-6.
- → The input Password is shown by "*".
- → Press [Register] to register the inputted SMB server.

8 Press [Scan Settings].



9 Follow the Step 5 and after of "When an SMB server is Already Registered" (p. 6-22).

6.6 Transmission to a Group

When you send the scanned data to a registered Group, follow the steps below.

- ✓ For information on how to register a Group, refer to page 5-16.
- 1 Press [SCAN] tab.
- 2 Press [Group].



- → In the initial settings, the Select Addresses screen (E-mail) is displayed. The default destination tab of the scan screen can be set at [Utility/Counter] [User Setting] [Scan Setting]. For details, refer to page 7-6.
- 3 Press the Name of the address Group.



- → To deselect the Name, press the selected Name again.
- → Select a group and press [List] to display the address list for the group.
- → Press [Edit] on the group address list screen to change what to include in a Group.

4 Press [Scan Settings].



5 Configure the necessary items.



- → For more information on the configurations on the Scan Settings screen, refer to page 6-32.
- → Press [File Name] if you want to specify the file name.
- 6 Set an original and press [Start].

The original is scanned, and the scanned data are stored in an specified address.

→ Press [Address] to return to the Select Addresses screen.

6.7 Storage as a Print Queue

When you store the scanned data as a print queue, follow the steps below.

- 1 Press [SCAN] tab.
- 2 Press [Queue].



- → In the initial settings, the Select Addresses screen (E-mail) is displayed. The default destination tab of the scan screen can be set at [Utility/Counter] [User Setting] [Scan Setting]. For details, refer to page 7-6.
- 3 Press [Scan Settings].



4 Configure the necessary items.



- → For more information on the configurations on the Scan Settings screen, refer to page 6-32.
- 5 Set an original and press [Start].

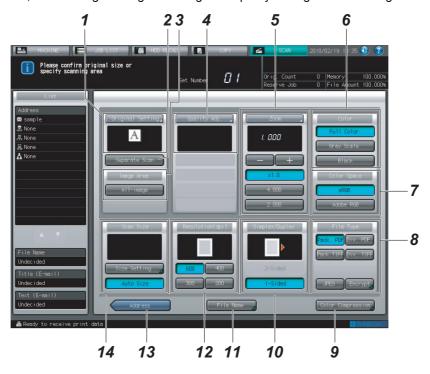
The scan is started and the scanned data is stored as a print queue.

→ Press [Address] to return to the Select Addresses screen.

6.8

6.8 About the Scan Settings Screen

Pressing [Scan Settings] on the Select Addresses screen displays the Scan Settings screen. On the Scan Settings screen, such settings as original settings and quality settings can be configured.



No.	Item	Description		Refer- ence page
1	[Original Setting]	You can set various settings on the original such as the original orientation, bind direction, etc.		p. 6-33
2	[Separate Scan]	Original on multiple sheets which cannot be transmitted by ADF can be read using the original glass.		
3	[Image Area]	Enable/disable [All-image] for setting the scanned range.		
		[All-image]	Set this to scan the page as an image.	
4	[Quality Adj.]	Specify the density or contrast for scanning. It is disabled when [Black] is selected as the color mode.		p. 6-34
5	[Zoom]	To change a zo	You can specify various settings on zooming for scanning. To change a zoom level, a setting is required. For more information, contact your service representative.	
		[+][-]	Specify a zoom level for scanning.	
		[4.00][2.00]	You can specify the registered zoom level.	
6	[Color]	Specify a color	mode for scanning.	p. 6-35
		[Full Color]	Select this to scan in the full color mode.	
		[Gray Scale]	Select this to scan in the gray scale mode.	
		[Black]	Select this to scan in black and white color.	
7	[Color Space]		y [sRGB] and [Adobe RGB] as the color space for scanning or] is selected as the color mode.	
		[sRGB]	Specify sRGB as the color space for scanning.	
		[Adobe RGB]	Specify Adobe RGB as the color space for scanning.	
8	[File Type]	Specify the file type to scan. • [Pack. PDF]/[Div. PDF] • [Pack. TIFF]/[Div. TIFF] • [JPEG]/[Encrypt] You can specify a password by pressing [Encrypt] when PDF is selected for the file type.		p. 6-36

bizhub PRESS C7000/C6000 6-32

6.8

No.	Item	Description		Refer- ence page
9	[Color Compression]	You can select the compression method when scanning in the color or gray scale color mode. You cannot select it when scanning in the [Black] color mode.		p. 6-37
10	[Simplex/Duplex]	You can scan both sides of the original when [ADF] is selected in [Scan Initial Setting]. To open [Scan Initial Setting], press [Utility/Counter] - [User Setting] - [Initial Setting].		p. 6-36
11	[File Name]	You can input a Fine Name for data you are about to scan. If you don't input the file name, the file name is automatically specified with the combination of the server name of image controller and sequence number.		
12	[Resolution]	You can specify the resolution for scanning.		p. 6-36
13	[Address]	The specified address is displayed. Press [Address] to return to the Select Addresses screen for changing the address.		
14	[Scan Size]	You can set the scan size.		p. 6-35
		[Size Setting]	Select this to specify [Custom Size] or [Tab Paper].	
		[Auto Size]	Select this to scan by detecting the scan size automatically.	
	[Default Set]		turn to the initial setting. It is displayed on the Original Set- I the Quality Adjustment screen.	

Original Setting



In [Original Setting], you can configure the following functions.

- Bind Direction
- Right & Left, Top
- Direction
- Normal, Left, Upside Down, Right
- Special
- Normal, Mixed, Z-Folded
- Thickness
- Normal, Thick, Thin
- [Default Set]
- Get it back to the initial value set.

Reference

For details on [Original Setting], refer to User's Guide (Copier).

bizhub PRESS C7000/C6000 6-33

6

Quality Adjustment



In [Quality Adjustment], you can configure the following functions.

- Scan Density
- -4 +4
- Background Removal
- -4 +4
- Red
- -4 +4
- Green
- -4 +4
- Blue
- -4 +4
- Sharpness
- -4 +4
- Contrast
- -4 +4
- [Default Set]
- Get it back to the initial value set.

It is disabled if [Black] is selected in Color.

Reference

For details on [Quality Adjustment], refer to User's Guide (Copier).

Zoom



In [Zoom], you can configure the following functions.

• x1.0

- Vert./Horiz. Zoom
- Vertical Zoom
- Horizontal Zoom
- Enlarge

6.8

- Enlarge Fix Zoom, 5.5x8.5->8.5x14, 8.5x11->11x17, 8.5x14->11x17
- Reduce
- 8.5x14->8.5x11, 11x17->8.5x14, 11x17->8.5x11, Reduce Fix Zoom
- Set Zoom Ratio
- 4.000, 2.000, 0.500

To enable zoom, a setting is required. For more information, contact your service representative.

Reference

For details on [Zoom], refer to User's Guide (Copier).

Color

In [Color], you can configure the following functions.

- Full Color
- Gray Scale
- Black
- Color Space
- sRGB, Adobe RGB

Color Space is enabled only if [Full Color] is selected in Color.

Reference

For details on [Color], refer to User's Guide (Copier).

Scan Size

In [Scan Size], you can configure the following functions.

Size Setting



- Custom Size
- 11x17c, 8.5x14c, 8.5x11c, 8.5x11c, 5.5x8.5c, 5.5x8.5c, A3c, A4c, A4c, A4c, A5c, A5c, A6c, B4c, B5c, B5c, B6c, Full Area

Input Size, Size Registration, Size Recall



Tab Paper



A4□, 8.5 x 11□

Reference

For details on [Scan Size], refer to User's Guide (Copier).

Resolution(dpi)

In [Resolution (dpi)], you can select the following resolutions. 200dpi, 300dpi, 400dpi, 600dpi

Simplex/Duplex

You can select either the simplex or duplex printing.

If [2 Sided] is disabled, set an original in ADF.

To enable [2 Sided] without setting an original in ADF, press [ADF] in the [Scan Initial Setting] screen and press [OK].

To open [Scan Initial Setting], press [Utility/Counter] - [User Setting] - [Initial Setting].

Reference

For details on [Simplex/Duplex], refer to User's Guide (Copier).

File Type

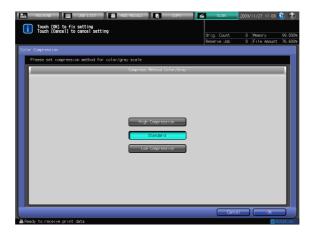
In [File Type], you can select the following file types.

- Batched PDF, Separated PDF
- Batched TIFF/Separated TIFF
- JPEG

• Encrypt (PDF)



Color Compression



In [Color Compression], you can select the following compression methods.

High, Standard, Low Compression

It is disabled if [Black] is selected in Color.

Utility Menu



7 Utility Menu

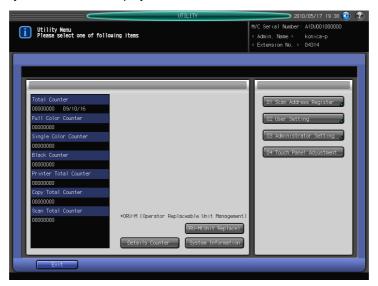
Press the [Utility/Counter] key on the control panel to display the Utility Menu screen.

7.1 Displaying the Utility Menu Screen

1 Press [Utility/Counter] on the control panel.



The Utility Menu screen is displayed.



This User's Guide describes the following items in the Utility Menu screen. For the other items, refer to the corresponding User's Guide.

- Scan Address Register (page 7-3)
- Scan Initial Setting (page 7-5)
- Scan Setting (page 7-6)



7.2 Scan Address Register

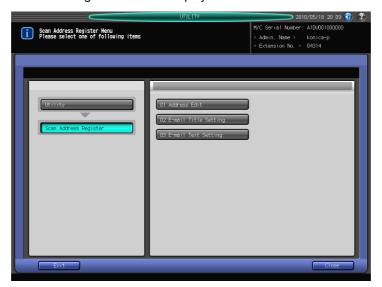
In the Scan Address Register screen, you can set [Address Edit], [E-mail Title Setting], and [E-mail Text Setting].

Displaying the Scan Address Register Screen

- 1 Open the Utility Menu screen by referring to page 7-2.
- 2 Press [01 Scan Address Register].



The Scan Address Register screen is displayed.



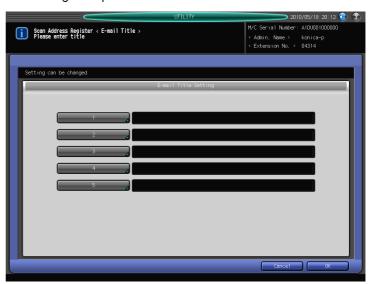
Item	Description	
[Address Edit]	Press this button to add/edit an address. For details on adding/editing an address, refer to page 5-4.	



Item Description

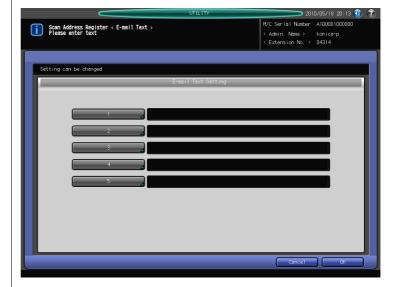
[E-mail Title Setting]

You can register up to 5 titles for an E-mail.



[E-mail Text Setting]

You can register up to 5 texts for an E-mail.



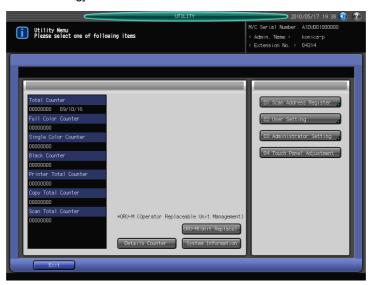


7.3 Scan Initial Setting

You can set the initial values for the Scan Setting screen in the Scan Initial Setting screen in the Utility Menu screen.

Displaying the Scan Initial Setting Screen

- 1 Open the Utility Menu screen by referring to page 7-2.
- 2 Press [02 User Setting].



- 3 Press [02 Initial Setting].
- 4 Press [02 Scan Initial Setting].
- 5 Set the initial values for the Scan Setting screen.



- → Press [ADF] to enable the ADF mode in which you can specify [2-Sided] in the Scan Setting screen.
- → You cannot set [Zoom] and [File Type].
- → The default destination of the FTP/SMB server can be specified by pressing [Default Server].



7.4 Scan Setting

You can set the initial values for the address and file type in the Scan Setting screen in the Utility Menu screen.

Displaying the Scan Setting Screen

- 1 Open the Utility Menu screen by referring to page 7-2.
- 2 Press [02 User Setting].



- 3 Press [05 Scan Setting].
- 4 Set the initial values for File Type, Default Address, and Compress method in the Scan Setting screen.



Item	Description
[File Type Default E-mail]	Set the initial value for the file type for Scan to E-mail.
[File Type Default HDD]	This function is disabled when IC-306 is equipped.
[File Type Default FTP]	Set the initial value for the file type for Scan to FTP.
[File Type Default SMB]	Set the initial value for the file type for Scan to SMB.
[Default Address]	Set the default tab displayed as the scan screen.
[Compress Method Color/Gray]	Set the compression method for scanning in color or gray scale.

8 Troubleshooting

8 Troubleshooting

8.1 Cannot connect to the scanner

If an error message appears when attempting to access the scanner, perform the following checks:

- ✓ Consult your network administrator about your network settings.
- 1 Check whether the correct IP address of the scanner has been entered.
 - → If the IP address is not correct, enter the correct one.
 - → If the entered IP address is correct, go on to step 2.
- From the DOS prompt of the PC you use, execute "ping" to the IP address of the address to which a connection is made to check to see if the connection is made properly.
 - → e.g.: C:\>ping 192.168.0.1
 - → To confirm the IP Address of the copier, contact your network administrator.
 - → If the ping test fails, check whether the copier's main power is switched on, and also check the network cable for proper connection.
 - → If the ping test is successful, go on to step 3.
- 3 Check whether the IP router is correctly set.
 - → If it is not correctly set, set it correctly.
 - → If there is no problem in IP router setup, go on to step 4.
- 4 Trace the routing to the scanner to check whether there are any error conditions within the network.
 - → If any error conditions are found, eliminate them.
 - → If no error is found and yet the connection to the scanner cannot be established, contact your service representative.
 - → When the Enhanced Security Mode is ON, a job is unacquirable using applications compatible with TWAIN and network scanner driver. For details, contact your administrator.

8.2 When an Error Message Appears

The following describes the cause and the solution for [ERROR] that appears during scanning.

Checking the Memoey Space via the Touch Panel

Check [Memory xx%] on the Touch Panel.



- 2 In case the memory space is low, try scanning in the following steps:
 - → Initiate scans with fewer pages of originals.
 - → Adjust the resolution and scan.
 - → Divide the originals into smaller portions and scan.

Hint

• By decreasing the number of pages of the originals or by decreasing the resolution, you can save the memory usage. However, please note that the image quality becomes low when the resolution is low.

9 Appendix

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9 Appendix

9.1 Glossary

Item	Description
10BASE-T/100BASE- TX/1000BASE-T	Standard for the Ethernet and one of the specifications. Cables made of 2 stranded copper wire rods are used. Communication speed is 10Mbps with 10Base-T, 100Mbps with 100Base-TX, and 1000Mbps with 1000Base-T.
anonymous FTP	An FTP site which requires no password anymore by entering "anonymous" as the account name for the FTP site, which is usually protected by the account and password, so that anybody can use it.
client	A computer which uses services provided by servers through the network.
Default	Initial set value.
Density	Quantity to express the depth of image.
DNS	Abbreviation of Domain Name Systems.
DPI (dpi)	Abbreviation of Dots Per Inch. Unit of resolution used with printers, scanners, etc.
Driver	Software to act intermediately between the computer and peripheral devices.
Ethernet	Standard for the LAN transmission line.
FTP	Abbreviation of File Transfer Protocol. A protocol used to transfer files on the TCP/IP network such as Internet, Intranet, etc.
Gateway	Hardware or software serving as a point connecting networks. Not only connecting, it converts the format, address, protocol, etc. of the data according to the network to be connected.
Hard disk	Mass storage device to save data.
Host Name	Name of a device on the network.
НТТР	Abbreviation of HyperText Transfer Protocol. A protocol used to transmit or receive data between a web server and client (web browser, etc.). Files of image, voice, animation, etc. correlated with the document can be exchanged including the expression form and other information.
Install	To incorporate the hardware, OS, application, printer driver, etc. to a computer system.
IP Address	A code (address) to identify individual network devices on the Internet. Comprises 4 sets of figures of 3 digits at the maximum such as 192.168.1.10. An IP address is allocated to all computers and other devices connected to the Internet.
LDAP	Abbreviation of Lightweight Directory Access Protocol. A protocol to access mail addresses of users using a network or database to control information on the environment, through the Internet, Intranet, or other TCP/IP networks.
Memory	Unit to save data temporarily.
Multi-page TIFF	TIFF in which multiple pages are contained in one file.
NetBIOS	Abbreviation of Network Basic Input Output System.
os	Abbreviation of Operating System. Basic software to control the computer system. Windows, MacOS, and Unix are examples.
PDF	Abbreviation of Portable Document Format. One of electronic documents (extension: .pdf). It is the format based on PostScript which can be accessed using Adobe Reader, software free of charge.

Item	Description
ping	Abbreviation of Packet INternet Groper. A command used to confirm the communication situation with a distant device under the TCP/IP network environment.
Pixel	It is a pixcel. Minimum unit constituting images.
POP	Abbreviation of Post Office Protocol. A protocol to receive electronic mails from a mail server. Currently, POP3, version 3 of POP, is mainly used.
Port number	Number to distinguish each communication port of multiple processes working in the computers on the network. A same port cannot be used for multiple processes.
PostScript	Representative page description language generally used for printing requiring specifically high quality, developed by US Adobe.
Printer driver	Software acting as an intermediate between the computer and printer.
Protocol	Rules by which a computer communicates with other computer or peripheral device.
Resolution	Degree how correctly the details of images or prints can be reproduced.
Router	A device to connect networks and relay the transmission data.
Scan	In the scanner reading operation, image is read by moving the image sensors forming in line.
Single page TIFF	TIFF file of one page only.
SMB	Abbreviation of Server Message Block. A protocol used mainly to realize sharing of files or printers through the network between Windows.
SMTP	Abbreviation of Simple Mail Transfer Protocol. A protocol to transmit or transfer the electronic mails.
SSL/TLS	Abbreviation of Secure Socket Layer/Transport Layer Security.
TCP/IP	Abbreviation of Transmission Control Protocol/Internet Protocol.
Thumb nail	A function to indicate the contents of an image file or document file (image when the file is opened) in a small area.
TIFF	Abbreviation of Tagged Image File Format.
TWAIN	Standard for the interface between the image input devices such a scanner or digital camera and applications such as graphic software.
Uninstall	To delete installed software.
Web browser	Software to access web pages.

9

9.2 Index

Α
Add Address Screen5-2
В
Box6-12
C
character input screen3-6Color6-35Color Compression6-37Command WorkStation5-6Composition of User's Guide1-2Compression method2-4Control Panel3-2Conventions used in this manual1-4
Deleting the Registered Information
E
E-mail
F
Fiery Web Tools 5-6 File Type 6-36 FTP 4-5, 5-10, 6-16
G
Glossary
Н
Hard Disk 4-4 HDD 5-7
I
Input Address6-2
L
LDAP Search
M
Main6-2
0
Original Setting
Panel 3-4 Paper indication 1-5 Paper size 1-5 Print Queue 6-30

Product Specifications	2-4
Quality Adjustment	
R Reference Name Registering an E-mail Address Resolution	5-4
Scan Address Register Scan Initial Setting Scan Setting Scan Settings Screen Scan Size Search Select Addresses Screen Separate Scan SMB 4	7-5 6-3 6-32 6-35 3-7 6-2 6-32
Troubleshooting	8-2
User BoxUtility Menu	
Z Zoom	6-34



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