Canon

Authorized Send

User's Guide

for imageRUNNER ADVANCE Machines

Version 4.1

meap POWERED BY

08011-41-UD3-002

Preface

Thank you for purchasing the Authorized Send software application. Please read this manual thoroughly before operating the product on your MEAP-enabled machine to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How to Use This Manual

This manual assumes that the reader has a good understanding of MEAP (Multifunctional Embedded Application Platform). This manual does not provide instructions for the PC, machine, or application installation and configuration. For instructions on installing the Authorized Send application, see the *Authorized Send Installation and Configuration Guide for imageRUNNER ADVANCE Machines.*

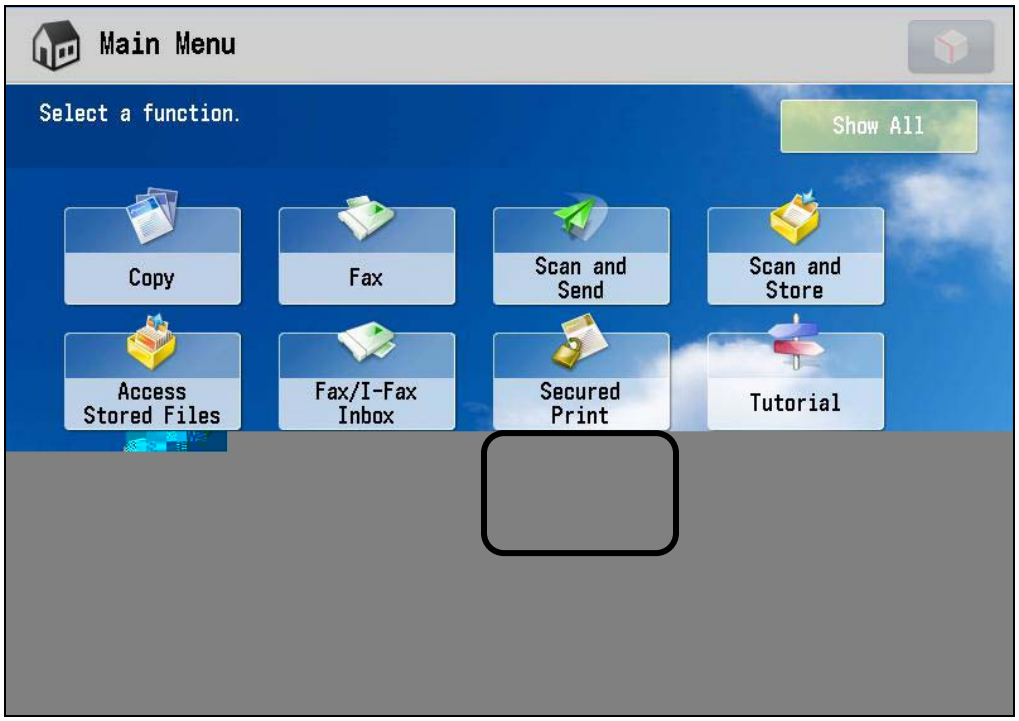
Symbols Used in This Manual

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

IMPORTANT	Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly, and avoid damaging the machine.
NOTE	Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Keys Used in This Manual

Keys for using the machine's functions are located on the Main Menu screen. To use any of the desired function's features, you must first press the key for the desired function. If the desired function is not displayed, press [▼] or [▲] to scroll to the desired function.



The default icon for Authorized Send is:

NOTE

The default display name can be customized, and therefore the Authorized Send icon could have a different name.

The following symbols and key names are a few examples of how keys to be pressed are represented in this manual:

Touch Panel Display Keys:	[Key Name]
Examples:	[Scan]
	[Cancel]
Control Panel Keys:	Key Icon (Key Name)
Examples:	⊙ (Start)
	(Stop)

Displays Used in This Manual

Screen shots of the touch panel display used in this manual are those taken when Authorized Send is running on the imageRUNNER ADVANCE C5045, unless otherwise specified.

The keys that you should press are marked with a circle, as shown below.

When multiple keys can be pressed on the touch panel display, all keys are marked.

Example:

1. Press [Scan to Folder].

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Chapter 1 Introduction

Authorized Send is a customized MEAP application. It should be installed and operated on a Canon MEAP-enabled machine. Authorized Send enables an authenticated user to scan documents to an e-mail address, a fax server, or a specified folder or directory on the network.

MEAP (Multifunctional Embedded Application Platform) is a software platform embedded in Canon imageRUNNER ADVANCE machines that enables the development of custom applications, which run alongside native functions, such as Copy and Scan and Store.

MEAP, developed by Canon, is based on Sun Microsystems' Java and Java 2 Micro Edition technology.

"MEAP device" is a MEAP enabled Canon imageRUNNER ADVANCE that is running the Authorized Send application. It may also be referred to as "MEAP imageRUNNER" or "machine."

IMPORTANT

- Authorized Send only requires users to be authenticated to use its application, and does not interfere with the machine's built-in functions, such as Copy and Scan and Store.
- For instructions on installing and configuring Authorized Send, see the *Authorized Send Installation and Configuration Guide for imageRUNNER ADVANCE Machines.*
- If USB keyboard support is enabled, and the keyboard is attached to or detached from the machine after Authorized Send has been installed and started, the machine must be restarted.

1.1 Basic Operations

This section describes how to enter characters, the flow of operations, and how to log on to the Authorized Send application on your MEAP-enabled imageRUNNER ADVANCE.

1.1.1 Entering Characters

Depending on how your System Administrator configured your machine and Authorized Send, and if you have a USB keyboard attached, you can enter characters using the MEAP virtual keyboard, a USB keyboard, or both.

1.1.1.1 Entering Characters Using the MEAP Virtual Keyboard

If you touch a text box and the MEAP virtual keyboard appears, enter characters using the keys displayed on the touch panel display, as shown below.

---

1. Press the entry mode drop-down list select the entry mode enter characters.

To enter uppercase letters, press [Shift].
To enter a space, press [Space].
To move the cursor, press [◀] or [▶].
To switch the entry mode, press the entry mode drop-down list → select the entry mode → enter the desired characters or symbols.

NOTE

- If you make a mistake when entering characters, press [◀] or [▶] to position the cursor → press [Backspace] to delete the characters → enter the correct characters.
- To delete all of the characters you have entered, press © (Clear).
- The available entry modes and the maximum number of characters that you can enter vary, depending on the type of entries you are making.

2. When you have entered all characters, press [OK].

1.1.1.2 Entering Characters Using a USB Keyboard

If you connect a USB keyboard to the machine, you can enter characters using that keyboard depending on how your System Administrator configured Authorized Send.

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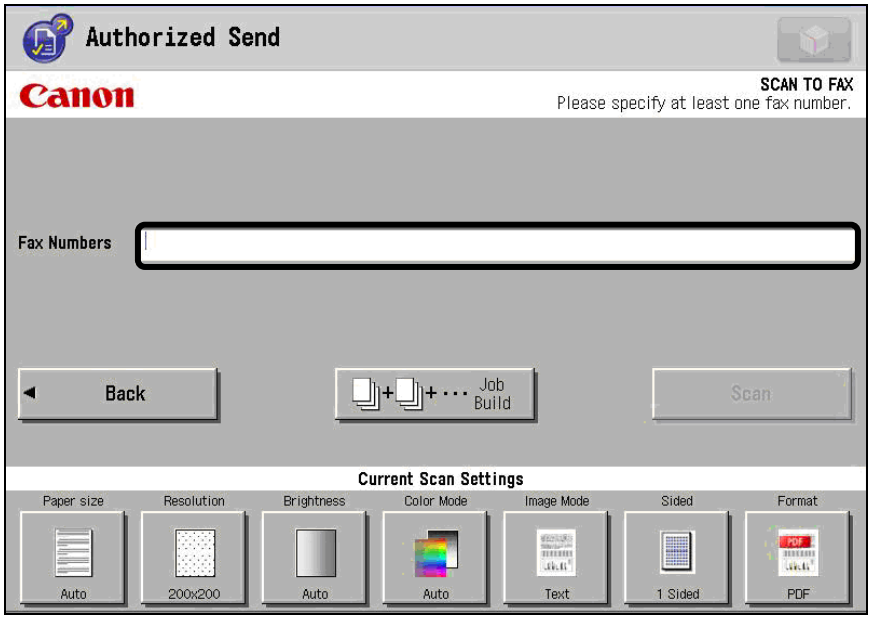
1. Press the text box into which characters need to be entered → make sure the cursor is focused in the text box → enter characters.



Press [TAB] to move through text fields.
Pressing [ENTER] on the keyboard does not activate the scan operation.

IMPORTANT

The ENTER key on the USB keyboard is only used to enter line breaks, and to sign in on the SIGN IN screen. If a MEAP virtual keyboard appears, it is necessary to press [OK] on the touch panel display when you have finished entering characters.

1.1.2 Flow of Operations

Authorized Send enables you to scan a document and send it via e-mail or send it to a fax server, or save the document to a folder or directory on a shared file server. You can also specify scanning settings, such as the paper size, resolution, brightness, and file format.

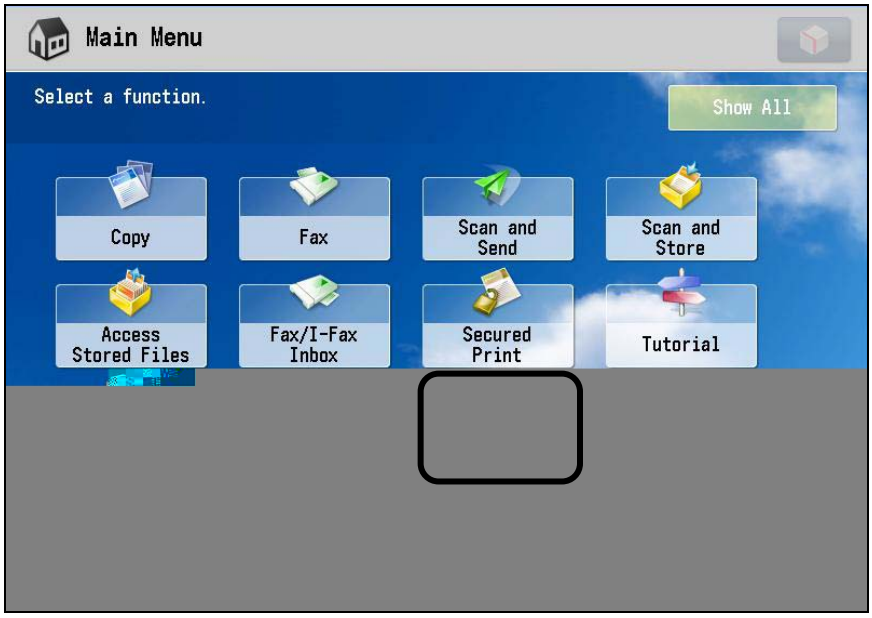
IMPORTANT

- Pressing (Reset), (Settings/Registration), [Status Monitor/Cancel], or (Power) will automatically sign out the Authorized Send application. This is also true if a procedure in the Authorized Send application exceeds the set Auto Reset Time. (See Chapter 4, "Configuring the MEAP Device," in the *Authorized Send Installation and Configuration Guide for imageRUNNER ADVANCE Machines*.)
- If Department ID Management is set to 'On', or an optional card reader is being used to authenticate users in the machine, enter your Department ID and password, or insert a control card. For instructions on setting up Department ID Management, or using an optional control card, see the *Settings/Registration e-Manual* that came with your machine.

NOTE

For more information on entering characters, see "Entering Characters," on p. 12.

1. Press [Authorized Send].

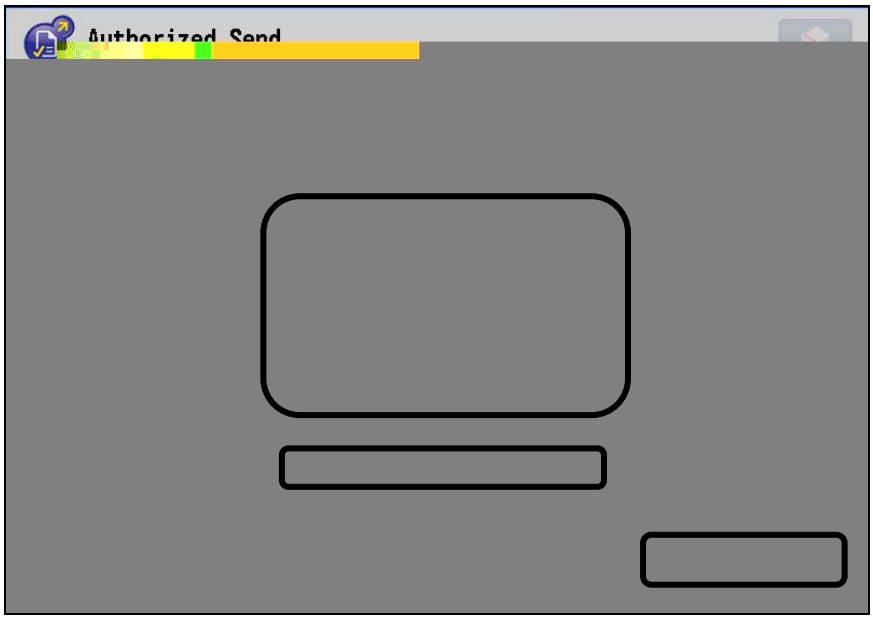


The SIGN IN screen is displayed.

NOTE

- If Anonymous Authorization is configured on the machine, anonymous login is automatically done. Proceed to step 3.
- If the desired function is not displayed, press [▼] or [▲] to scroll to the desired function.
- The default display name can be customized, and therefore the Authorized Send icon could have a different name.

2. Enter your User Name and Password → select the domain from the Domain drop-down list → press [Sign In].

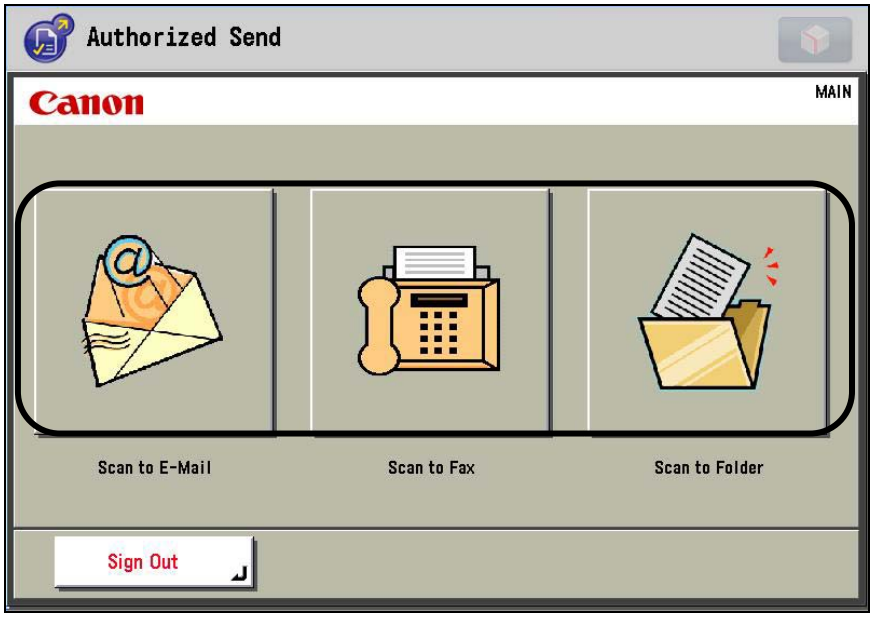


The MAIN Screen is displayed.

NOTE

- If the [Populate Username from Login Application] check box is selected from the [Options] tab in the Configuration servlet and a login service is installed, the login name used to log on to the machine is automatically populated in the [User Name] text box . For more information on the [Populate Username from Login Application] option, see Chapter 3, “Configuring Authorized Send,” in the Authorized Send Installation and Configuration Guide for imageRUNNER ADVANCE Machines.
- For instructions on entering your user name and password, see “Using the SIGN IN Screen,” on p. 23.

3. Place your originals → press [Scan to E-Mail], [Scan to Fax], or [Scan to Folder].

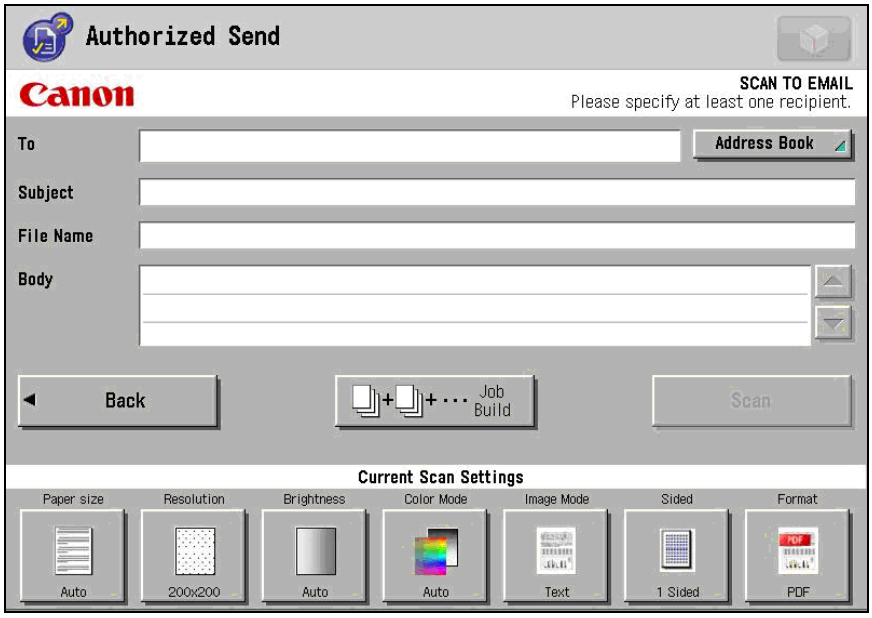


NOTE

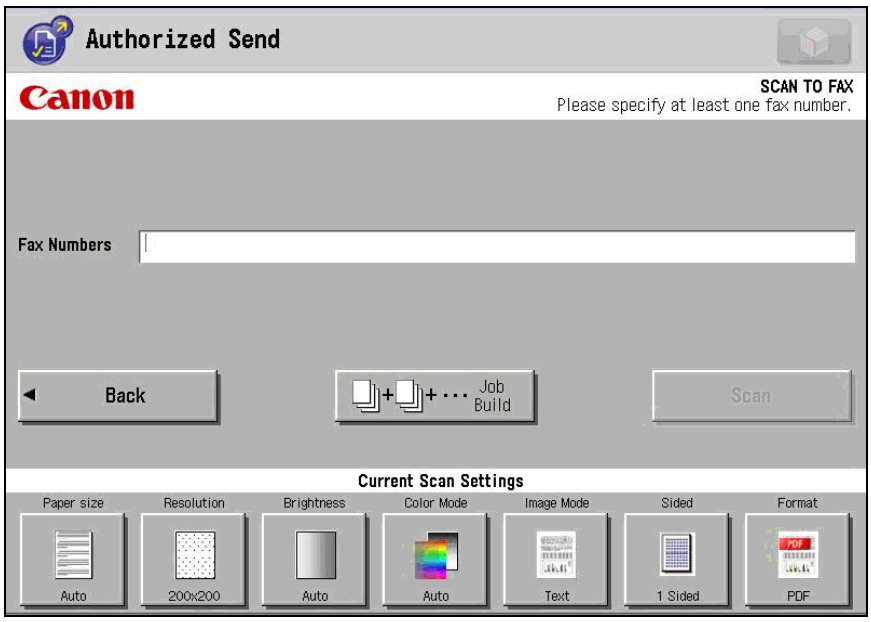
The appearance of the MAIN screen may vary, depending on the Authorized Send configuration and status. For example, the functions of Authorized Send can be enabled or disabled. For more information on configuring Authorized Send, see the *Authorized Send Installation and Configuration Guide for imageRUNNER ADVANCE Machines.*

4. Specify the destination(s).

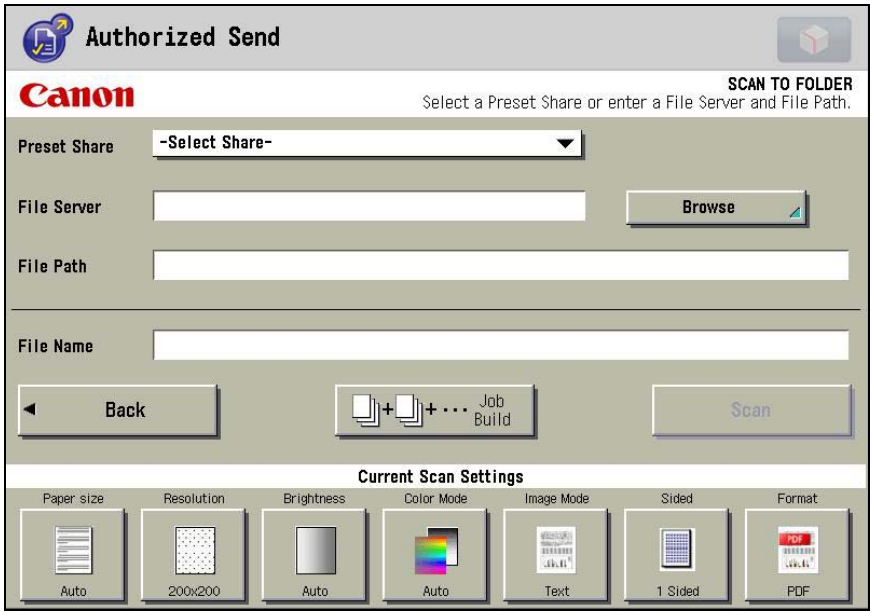
4.1 If you are scanning to an e-mail address, manually enter the e-mail address, or select a destination from the address book. (See "Scanning to an E-mail Address," on p. 33.)



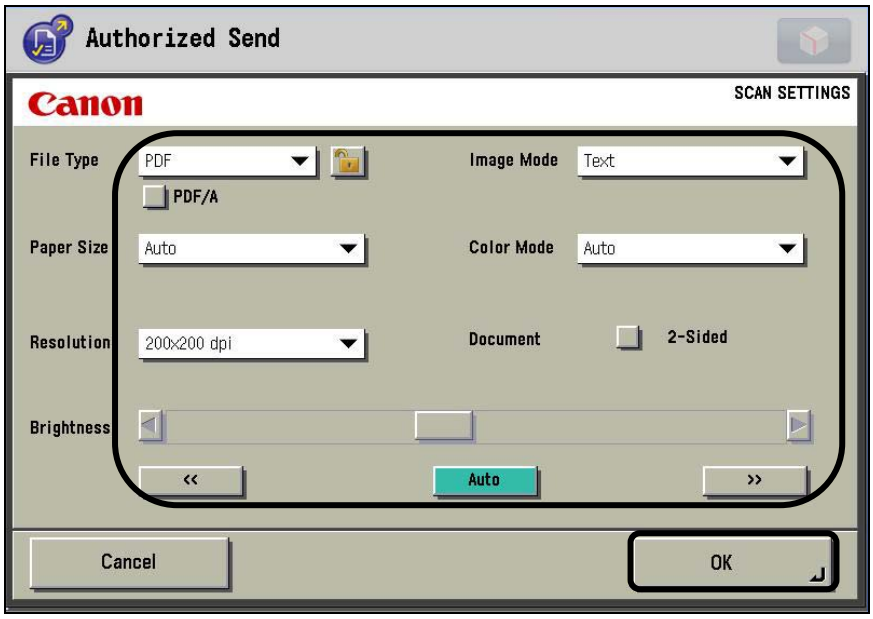
4.2 If you are scanning to a fax server, manually enter the fax number. (See "Scanning to a Fax Server," on p. 45.)



4.3 If you are scanning to a folder, select a preset share folder → manually specify the file server and file path, or browse to the desired folder. (See "Scanning to a Folder," on p. 52.)



5. Select any scan settings key on the SCAN TO EMAIL, SCAN TO FAX, or SCAN TO FOLDER screen → specify the desired scan settings → press [OK].



NOTE

For instructions on specifying the scan settings, see "Specifying Scan Settings," on p. 68.

6. Press [Scan] or ⊙ (Start).

   Scanning starts.

   The scanned data is sent to the specified destination when scanning is complete.

IMPORTANT

- If the [Subject] text box is left blank and [Scan] is not activated, you must enter a subject press [ENTER] on the USB keyboard to validate the text box.
- If you are scanning to an e-mail address, and the [To] text box is left blank, the scanned document is sent to the current user if the [E-mail CC to self] check box is selected in the Configuration servlet. (See Chapter 3, "Configuring Authorized Send," in the *Authorized Send Installation and Configuration Guide for imageRUNNER ADVANCE Machines.*)
- If you are scanning to a folder and the [File Server] or [File Path] text box is left blank, [Scan] will be disabled.
- If the [File Name] text box is left blank, a time stamp with the sender's user's name is used for the file name. (If you are scanning to a folder and if the file type is TIFF(Single) or JPEG, an underscore followed by the page number is also appended to the file name (*filename_pagenumber*).)
- If you do not want to scan the current document, press [Back], and the display returns to the MAIN screen.

NOTE

To cancel scanning, press [Cancel] on the SCAN STATUS screen, or press (Stop).

7. If you want to scan another document, press [Main] → repeat steps 3 to 6.

   If scanning is complete, press [Sign Out].

NOTE

If you want to scan another document to the same destination, press [Back] → repeat steps 4 to 6.

8. Remove your originals.

1.1.3 Using the SIGN IN Screen

You must be a registered user to sign in to the Authorized Send application.

IMPORTANT

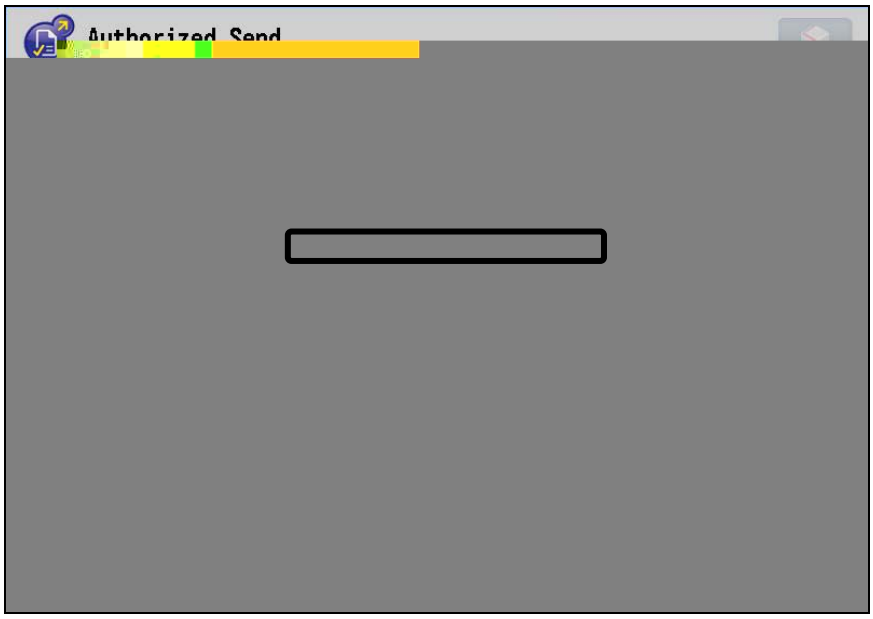
- Pressing (Reset), (Settings/Registration), [Status Monitor/Cancel], (Power), (Log In/Out), or [Sign Out] will automatically sign out the Authorized Send application. This is also true if a procedure in the Authorized Send application exceeds the set Auto Reset Time. (See Chapter 4, "Configuring the MEAP Device," in the *Authorized Send Installation and Configuration Guide for imageRUNNER ADVANCE Machines*.)
- If the message <The Authorized Send license has expired. Please contact your Canon dealer.> is displayed on the machine's UI before you sign in, contact your System Administrator immediately.

NOTE

If Anonymous Authorization is configured on the machine, anonymous login is automatically done. Proceed to the next section, "Using the MAIN Screen," on p. 26.

---

1. Press the [User Name] text box.

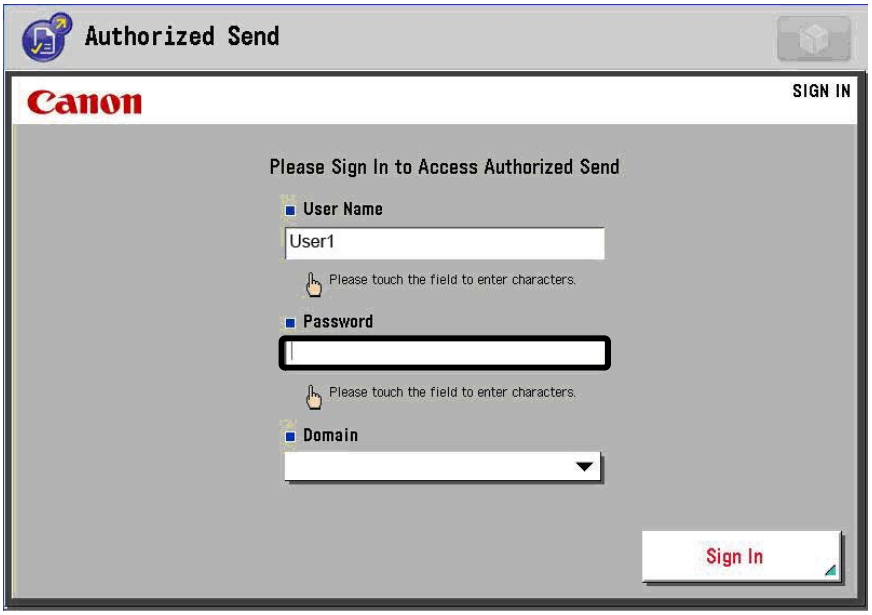


NOTE

If the [Populate Username from Login Application] check box is selected from the [Options] tab in the Configuration servlet and a login service is installed, the login name used to log on to the machine is automatically populated in the [User Name] text box . For more information on the [Populate Username from Login Application] option, see Chapter 3, “Configuring Authorized Send,” in the *Authorized Send Installation and Configuration Guide for imageRUNNER ADVANCE Machines*.

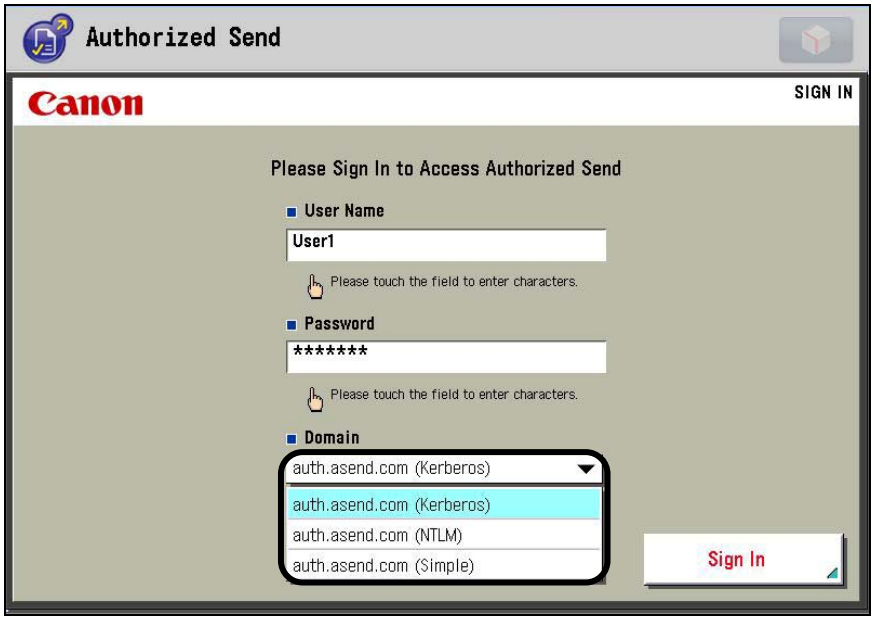
2. Enter the user name → press [OK].

3. Press the [Password] text box.

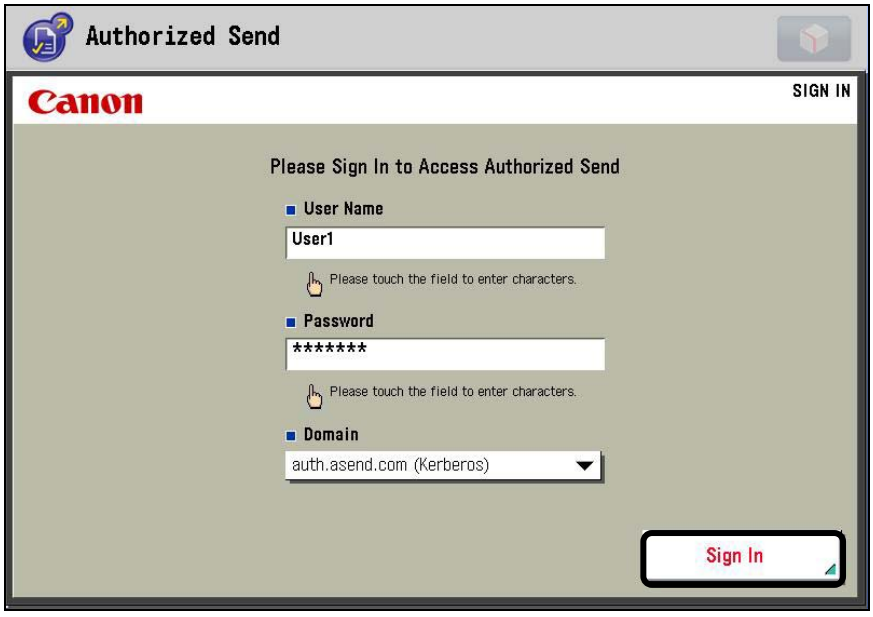


4. Enter the password → press [OK].

5. Select the domain you want to log on to from the Domain drop-down list.



6. Press [Sign In].



If the user name or password you entered is incorrect, you will hear a beep, and an error message will be displayed. Enter the correct user name and password.

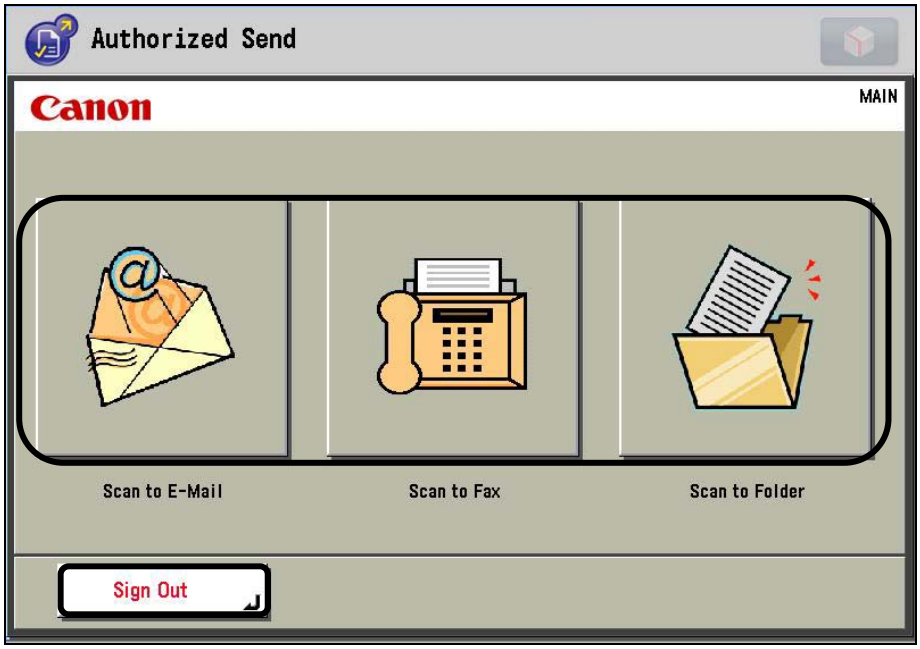
If you are authenticated successfully, Authorized Send's MAIN screen is displayed.

1.1.4 Using the MAIN Screen

After you log on to Authorized Send and at least two functions are enabled, the MAIN screen of Authorized Send is displayed on the machine's touch panel display.

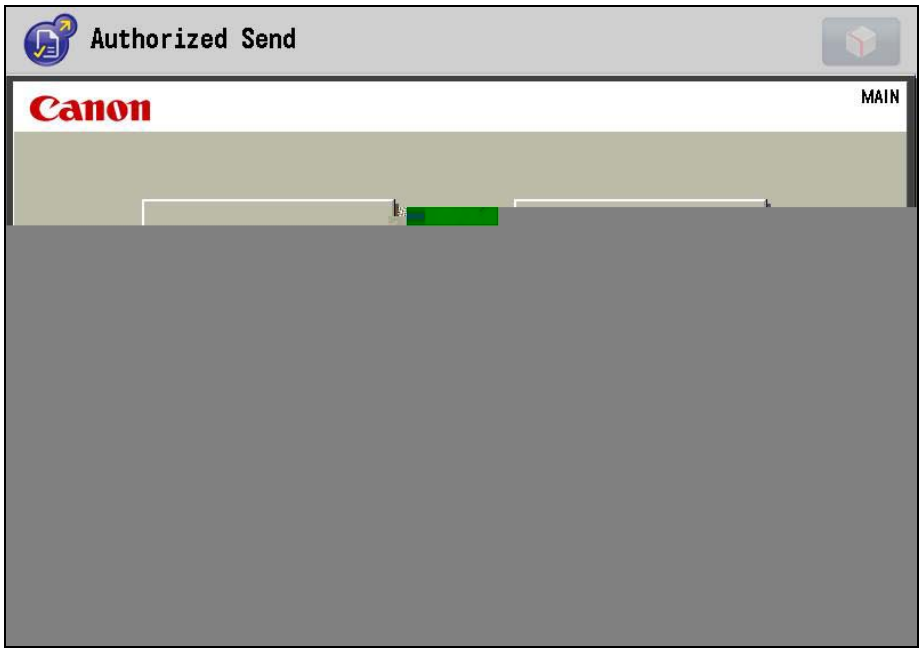
1.1.4.1 Functions on the MAIN Screen

From the MAIN screen, you can select [Scan to E-Mail], [Scan to Fax], or [Scan to Folder], and [Sign Out].

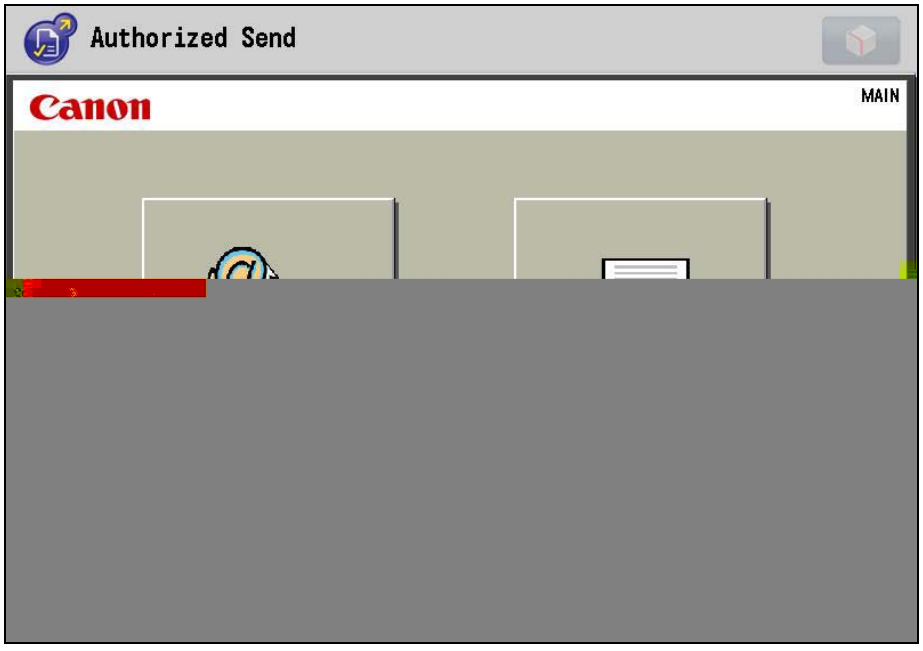


The appearance of the MAIN screen may vary, depending on the Authorized Send configuration and status. For example, the functions of Authorized Send can be enabled or disabled. For more information on configuring Authorized Send, see the *Authorized Send Installation and Configuration Guide for imageRUNNER ADVANCE Machines.*

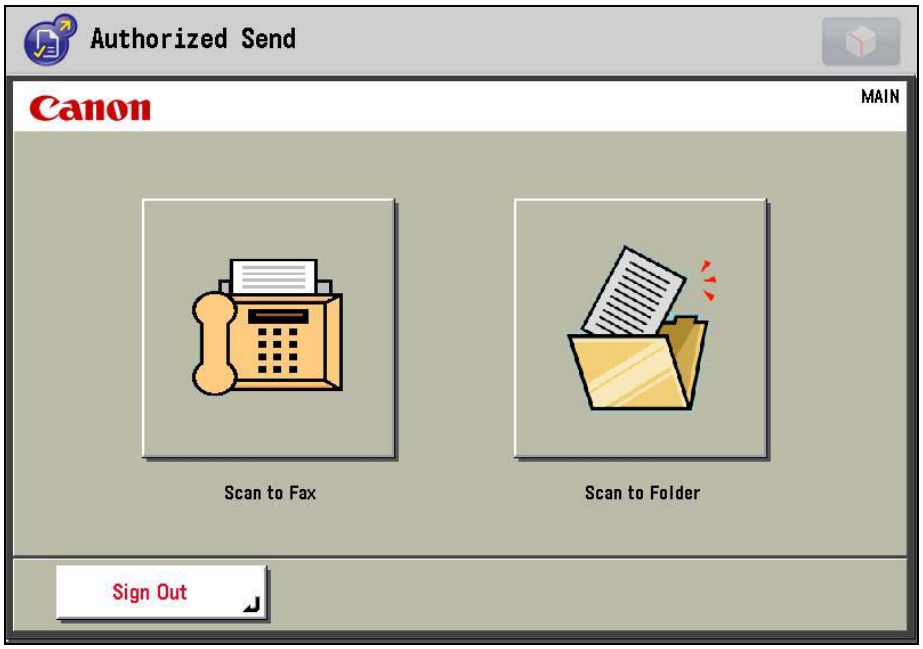
The following screens represent the variety of screens that can be configured for Authorized Send.



Scan to Fax is disabled (default).



Scan to Folder is disabled.



Scan to E-Mail is disabled.

NOTE

If two Authorized Send functions are disabled at once, the MAIN screen is not displayed, and the display for the only enabled function appears. For example, if the Scan to Fax and Scan to Folder functions are disabled, only the SCAN TO EMAIL screen is displayed when you successfully log on to Authorized Send.

1.1.4.2 Messages on the MAIN Screen

The MAIN screen notification messages are displayed on the MAIN screen in the upper-right hand portion of the UI. If an error occurs during the authentication process, it is displayed here.

For example, if an address book server is not configured for Authorized Send, you cannot use the Scan to E-Mail or Scan to Fax functions. [Scan to E-Mail] and [Scan to Fax] are grayed out, and a message is displayed in the notification area.

NOTE

For more information on configuring Authorized Send, see the *Authorized Send Installation and Configuration Guide for imageRUNNER ADVANCE Machines.*

1.1.5 Canceling a Job

You can cancel a job from the touch panel display or by pressing (Stop) on the control panel.

There are two ways to cancel a job:

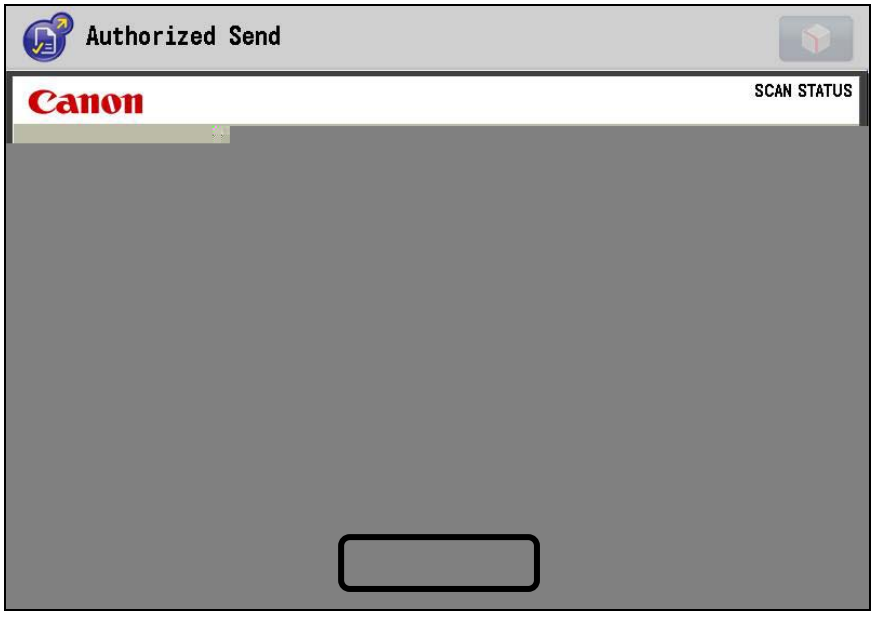
1. Cancel while the machine is scanning documents.
2. Cancel after all pages have been scanned, and the document is being sent.

1.1.5.1 Canceling While Scanning

You can cancel a job while it is being scanned.

---

1. Press [Cancel] on the SCAN STATUS screen, or press (Stop).

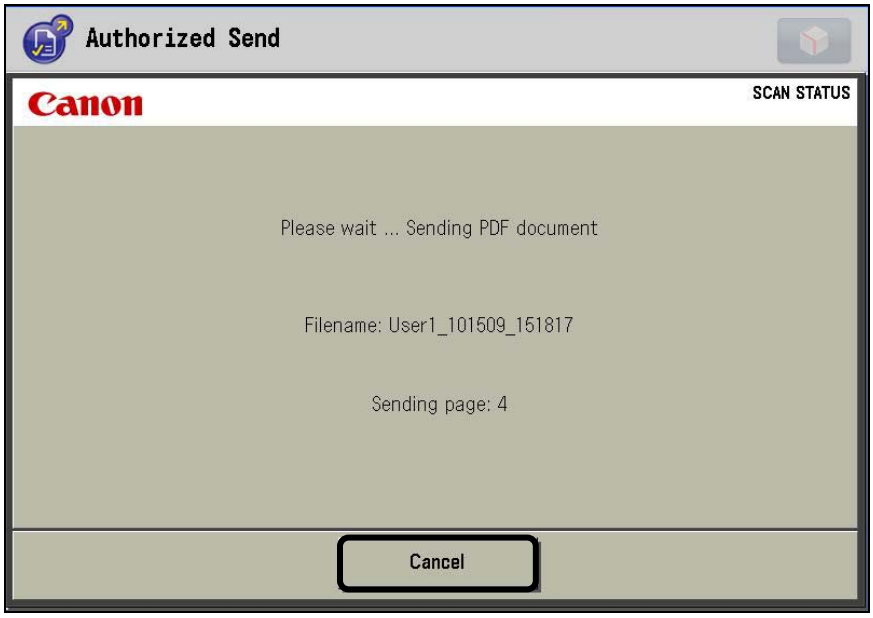


The message <Scanning cancelled> is displayed.

1.1.5.2 Canceling While Sending

You can cancel a job while the file is being converted to PDF.

1. Press [Cancel] on the SCAN STATUS screen, or press (Stop).



Sending stops at the current page, which results in a partially sent document. The display returns to the SCAN STATUS screen, and a confirmation of the number of pages that were sent is displayed.

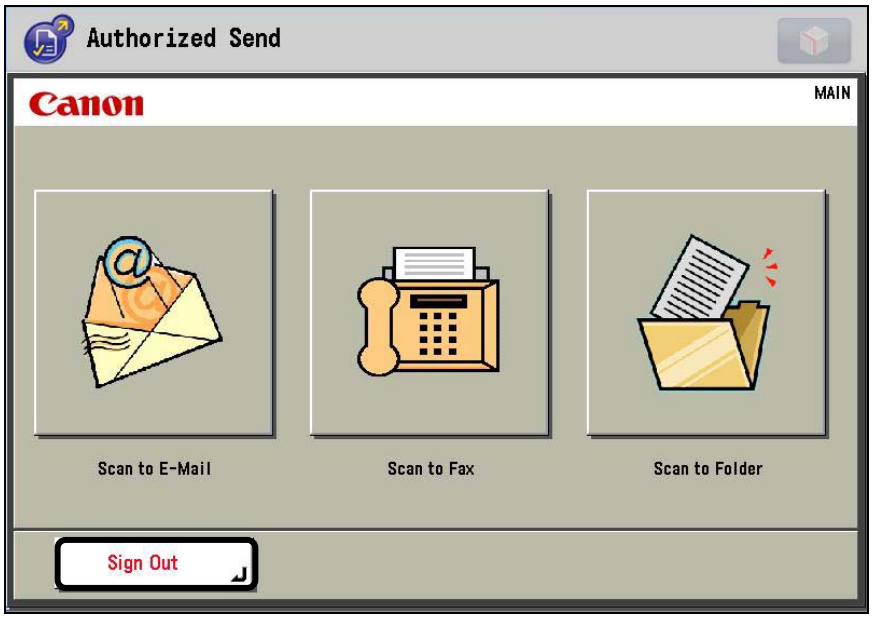
1.1.6 Signing Out

After you have completed your scans, it is important to sign out of Authorized Send. Your login information, credentials, and identity are active until you are signed out. Authorized Send produces log files with user names. You may be held accountable for other scanning operations after you have left the machine if you have not signed out.

NOTE

If Anonymous Authorization is configured on the machine, anonymous login is automatically done. It is important to sign out even as an anonymous user, since different credentials and priviledges are used for certain features.

1. Press [Sign Out] to complete your Authorized Send session.



The appearance of the MAIN screen may vary, depending on the Authorized Send configuration and status. (See "Using the MAIN Screen," on p. 26.)

Chapter 2 Using Authorized Send

This chapter describes how to use the Scan to E-Mail, Scan to Fax, and Scan to Folder functions of the Authorized Send application.

2.1 Sending Documents

There are three methods for sending documents. You can scan a document to an e-mail address, fax server, or shared folder stored on a server. When you scan to an e-mail address, you can optionally enter a subject line, message body text, and a file name. When you scan to a fax server, you can enter multiple fax numbers. When you scan to a folder, you can select a preset share, enter the path to the file server manually, or browse for a specific file server.

Documents can be sent without changing any of the scan settings, or you can configure them to suit your needs. (See "Specifying Scan Settings," on p. 68.)

NOTE

For more information on entering characters, see "Entering Characters," on p. 12.

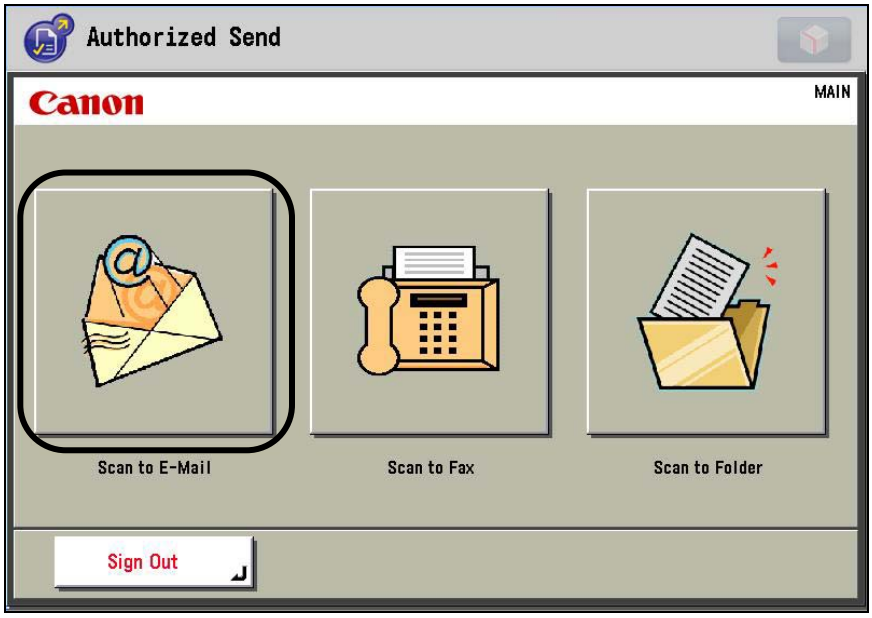
2.1.1 Scanning to an E-Mail Address

You can scan a document and send it as an attached file in an e-mail message. You can optionally add the document's name, a subject line, and message body text. Also, depending on the machine model, the scanned document can be sent as a TIFF, PDF, or JPEG file.

IMPORTANT

- If you are using Microsoft Exchange Server 2000, 2003, or 2007 and a sending error occurs, contact your System Administrator.
- If you are scanning to an e-mail address, and the [To] text box is left blank, the scanned document is sent to the current user if the [E-mail CC to self] check box is selected in the Configuration servlet. (See Chapter 3, "Configuring Authorized Send," in the *Authorized Send Installation and Configuration Guide for imageRUNNER ADVANCE Machines*.)

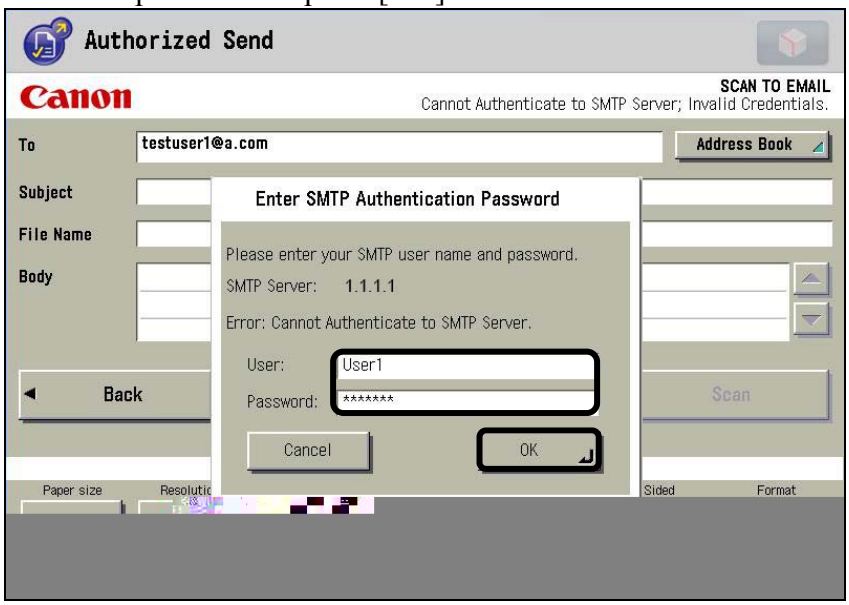
1. Press [Scan to E-Mail].



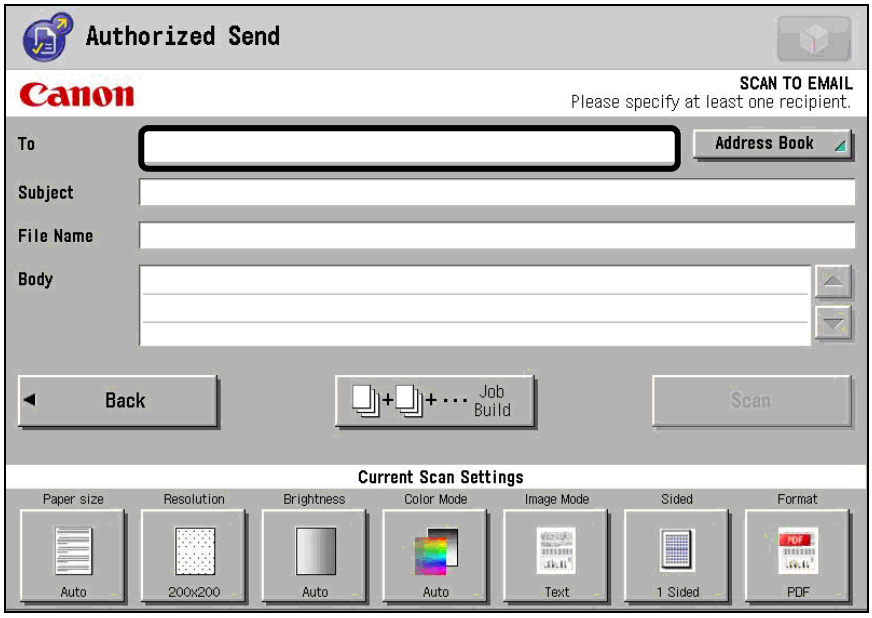
2. Place your originals → specify the destination.

IMPORTANT

- If you place your originals in the feeder or on the platen glass and the message <Please input subject. It is required.> is displayed, you must enter a valid subject before placing your documents. Proceed to step 3.
- If your System Administrator enabled SMTP Authentication in the Configuration servlet, and your login credentials are different from the credentials required for SMTP server authentication, the Enter SMTP Authentication Password pop-up dialog box is displayed. Enter the correct user name and password → press [OK].



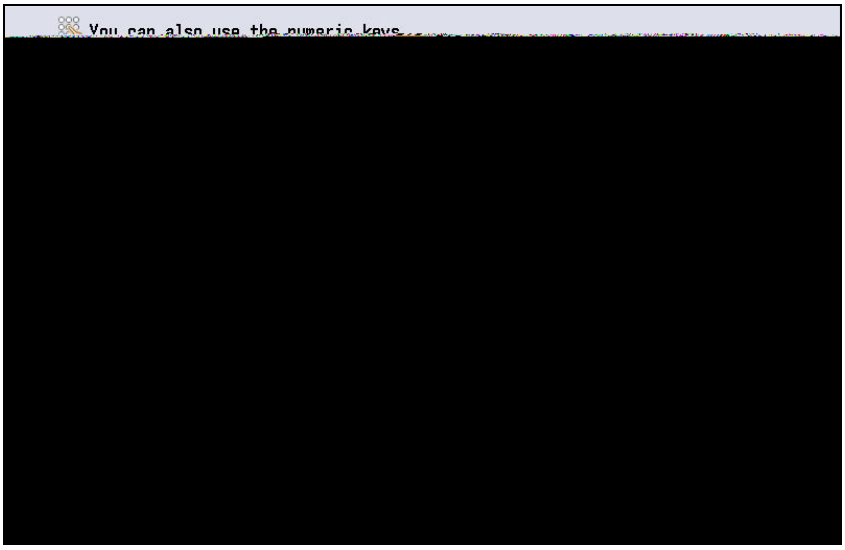
2.1 To manually specify the e-mail address, press the [To] text box.



IMPORTANT

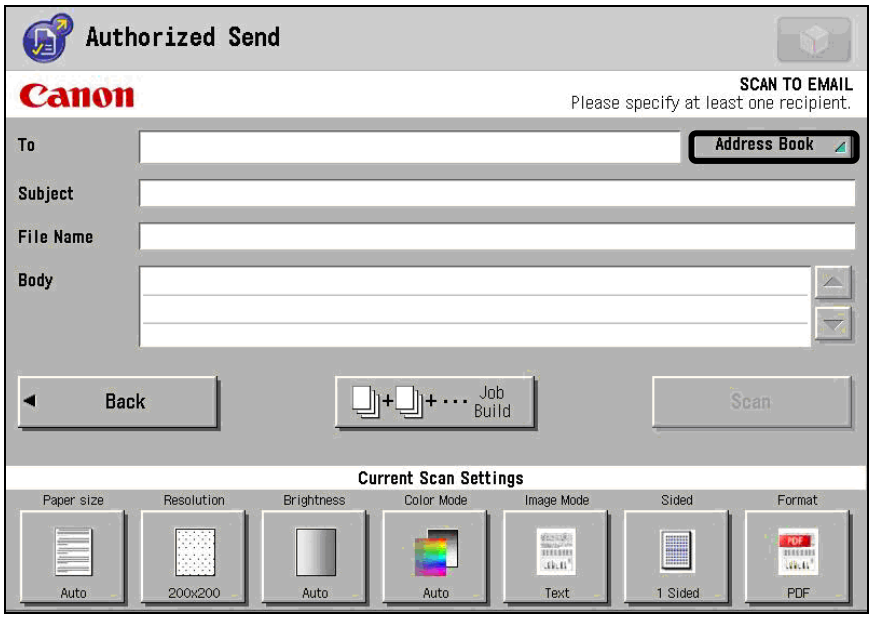
If the [To] text box is grayed out, it has been disabled from the Configuration servlet. Proceed to step 2.2 to specify the e-mail address using the address book, or contact your System Administrator.

2.1.1 Enter a valid e-mail address → press [OK].



To enter multiple e-mail addresses, separate each e-mail address by a comma or semicolon.

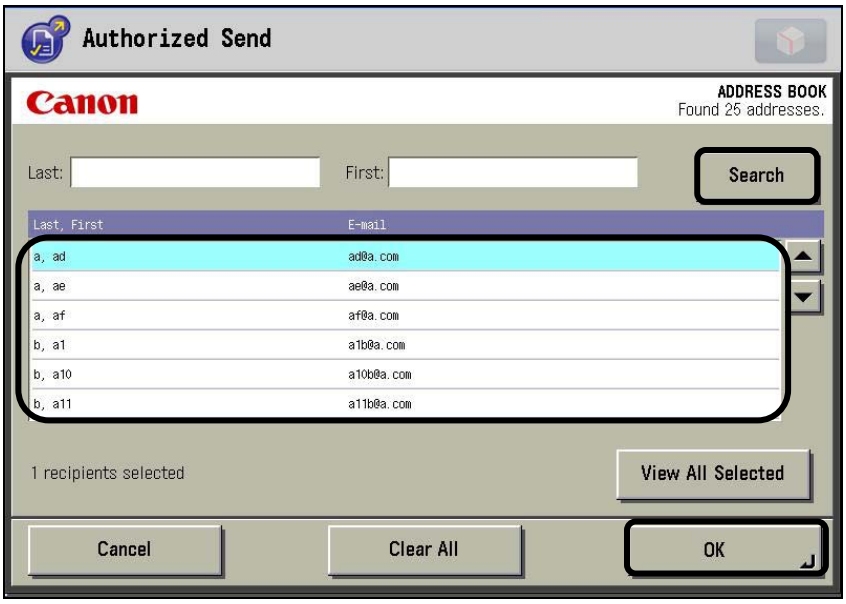
2.2 To specify the e-mail address via the address book, press [Address Book].



IMPORTANT

If [Address Book] is not displayed, it has been disabled from the Configuration servlet. Go back to step 2.1 to specify the e-mail address manually, or contact your System Administrator.

2.2.1 Press [Search] select the desired destinations from the address book press [OK].

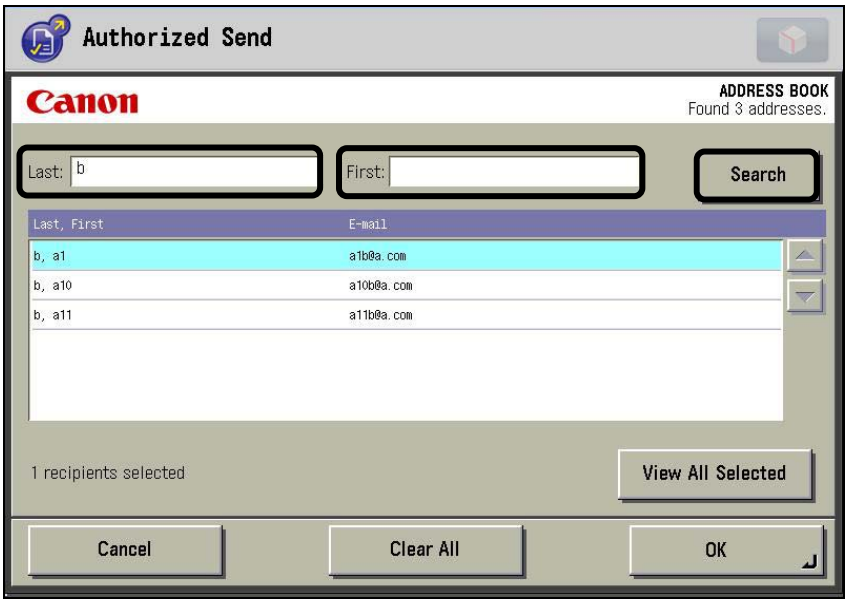


Pressing [Search] displays all of the e-mail address in the Address Book if the [Last] and [First] text boxes are left blank.

You can select multiple destinations. By default, any entries with e-mail addresses that match those already entered in the [To] text box on the SCAN TO EMAIL screen are highlighted.

If the desired destination is not displayed, press [▼] or [▲] to scroll to the desired destination.

You can also enter a complete or partial last name in the [Last] text box enter a complete or partial first name in the [First] text box press [Search] to search for a destination in the address book.



NOTE

- The maximum number of search results displayed depends on the value set by the System Administrator in the Configuration servlet.
- To cancel a selected destination, select the destination again to clear the highlighting.
- Press [View All Selected] to view all of the currently selected addresses that were either entered manually or selected from the address book. Press [View All Selected] again to return to the previously displayed list.
- Press [Clear All] to deselect all of the selected e-mail addresses.
- If you do not want to select addresses from the address book, press [Cancel].

3. If necessary, press the [Subject] text box → enter the subject of the e-mail message → press [OK].

   A maximum of 255 characters can be entered for the subject. Any additional characters are ignored.

IMPORTANT
- If the [Subject] text box is grayed out, it has been disabled from the Configuration servlet. Contact your System Administrator.
- If there is a subject displayed in the [Subject] text box, your System Administrator configured a default subject in the Configuration servlet.

4. If necessary, press the [File Name] text box → enter the document's name → press [OK].

   A maximum of 251 characters can be entered for the file name. Any additional characters are ignored.

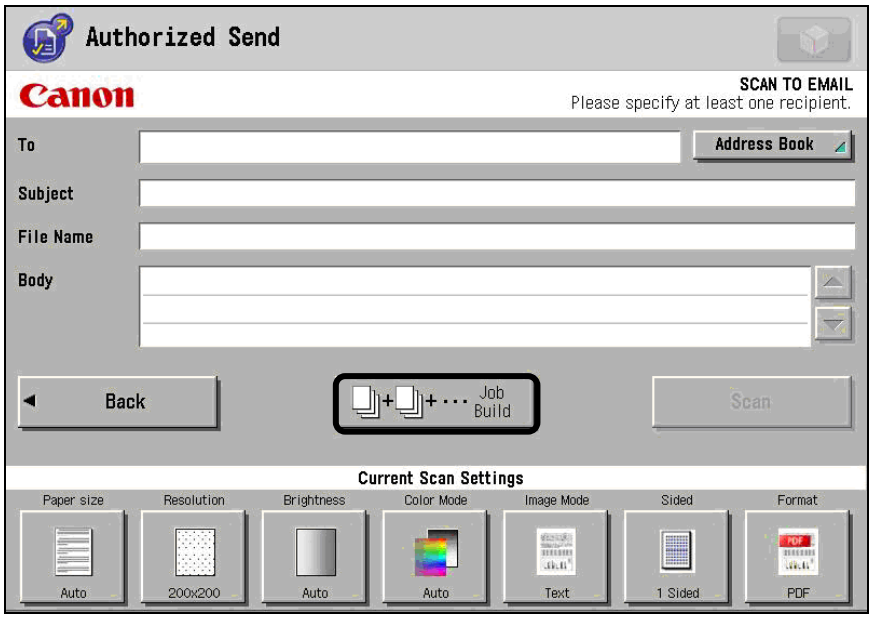
IMPORTANT
- If the [File Name] text box is grayed out, it has been disabled from the Configuration servlet. Contact your System Administrator.
- File systems and operating systems may have different file name limitations.
- If a file name is not entered, the user's name and a time stamp are used for the file name. For example, *username_MMDDYY_HHMMSS* (testuser1_073109_101746).
- If you select [TIFF(Single)] or [JPEG] from the File Type drop-down list on the SCAN SETTINGS screen, an underscore, followed by a page number are appended to the file name.

5. If necessary, press the [Body] text box → enter the message's body text → press [OK].

   A maximum of 255 characters can be entered for the message's body text. Any additional characters are ignored.

IMPORTANT
- If the [Body] text box is grayed out, it has been disabled from the Configuration servlet. Contact your System Administrator.
- If there is body text displayed in the [Body] text box, your System Administrator configured a default message in the Configuration servlet.

6. If you want to scan more documents than can be placed in the feeder or on the platen glass at once, press [Job Build].



[Job Build] lights blue when the Job Build mode is enabled.

NOTE

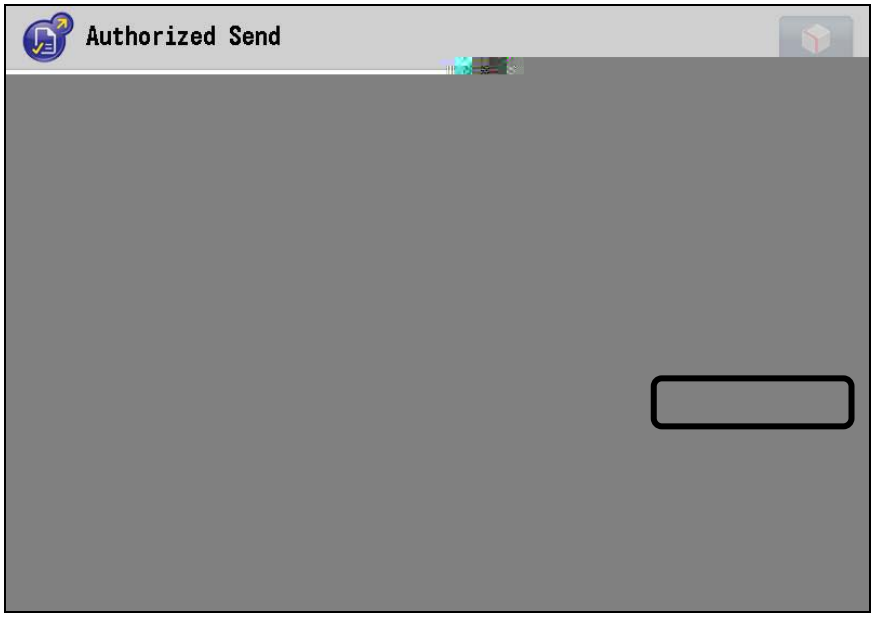
The total amount of pages you can scan for the job depends on the limitations set on the machine. For more information, contact your System Administrator.

7. Press any scan settings key on the SCAN TO EMAIL screen → specify the scan settings.

NOTE

For instructions on specifying scan settings, see "Specifying Scan Settings," on p. 68.

8. Press [Scan] or ⊙ (Start).



The SCAN STATUS screen is displayed, and scanning starts.

The scanned document is sent to the specified destination(s) when scanning is complete, and the message <The document has been delivered successfully.> is displayed.

If the Job Build mode is enabled and the first batch of documents are finished being scanned, proceed to step 9.

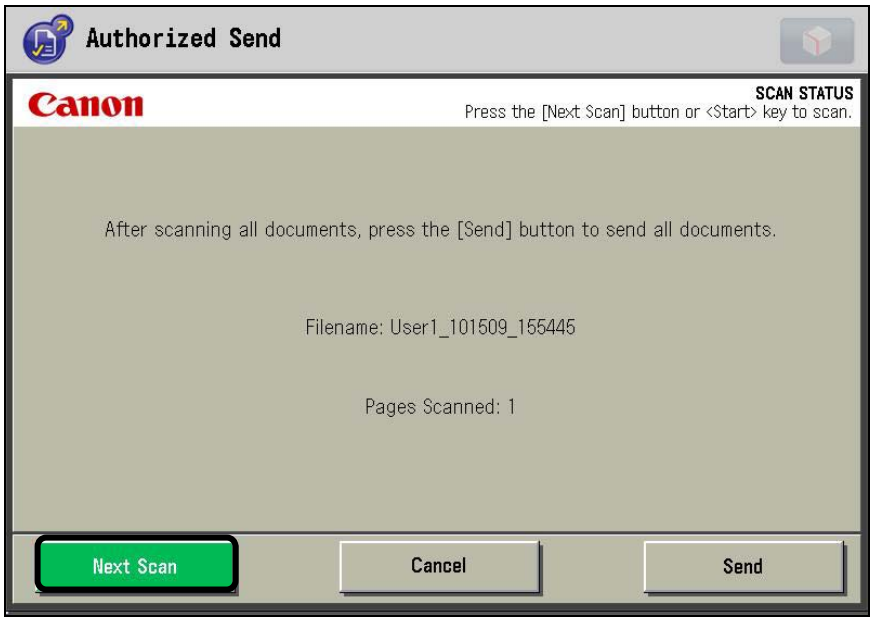
IMPORTANT

- If the [To] text box is left blank and the [E-mail CC to self] check box is not selected in the Configuration servlet, [Scan] is grayed out and cannot be selected.
- If the [Subject] text box is left blank and the [Subject] text box is required in the Configuration servlet, [Scan] is grayed out, and you must enter a subject press [ENTER] on the USB keyboard to validate the text box.
- If the [To] text box is left blank, the scanned document is sent to the current user if the [E-mail CC to self] check box is selected in the Configuration servlet. (See Chapter 3, “Configuring Authorized Send,” in the *Authorized Send Installation and Configuration Guide for imageRUNNER ADVANCE Machines*.)
- If you do not want to scan the current document, press [Back] on the SCAN TO EMAIL screen (or [Sign Out] if Scan to E-Mail is the only feature enabled), and the display returns to the MAIN screen (or the SIGN IN screen).

NOTE

To cancel scanning, press [Cancel] on the SCAN STATUS screen, or press (Stop).

9. If the Job Build mode is enabled, and you want to scan another batch of originals, place the next batch of originals in the feeder or on the platen glass → press [Next Scan] or ⊙ (Start).



NOTE

The total amount of pages you can scan for the job depends on the limitations set on the machine. For more information, contact your System Administrator.

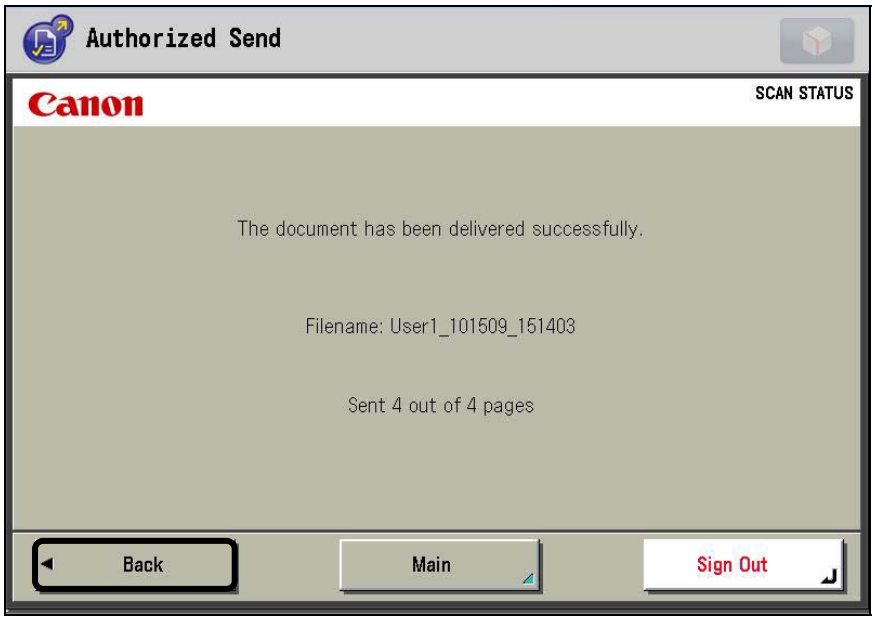
10. When you are finished scanning all documents, press [Send].

All of the scanned documents are sent to the specified destination as one file.

NOTE

To cancel sending the documents, press [Cancel] on the SCAN STATUS screen, or press (Stop).

11. If you want to scan and send another document to a different destination, press [Back] on the SCAN STATUS screen → repeat the procedure from step 2.



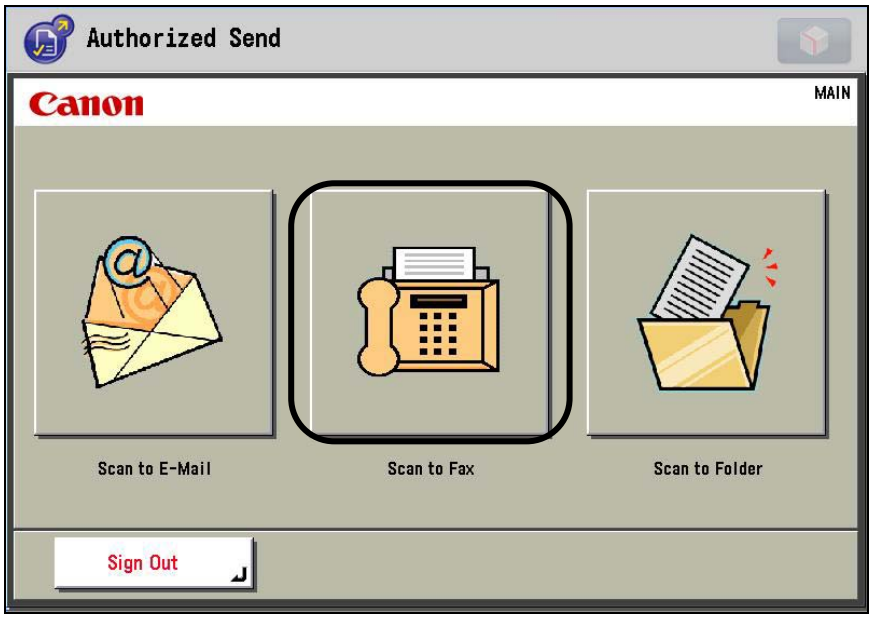
If you want to return to the MAIN screen, press [Main].

If you do not want to scan any more documents, press [Sign Out].

2.1.2 Scanning to a Fax Server

You can scan a document and send it as a fax. You can enter multiple fax numbers on the SCAN TO FAX screen, and the address of the previously configured fax server is automatically appended to each fax number when you send the document.

1. Press [Scan to Fax].

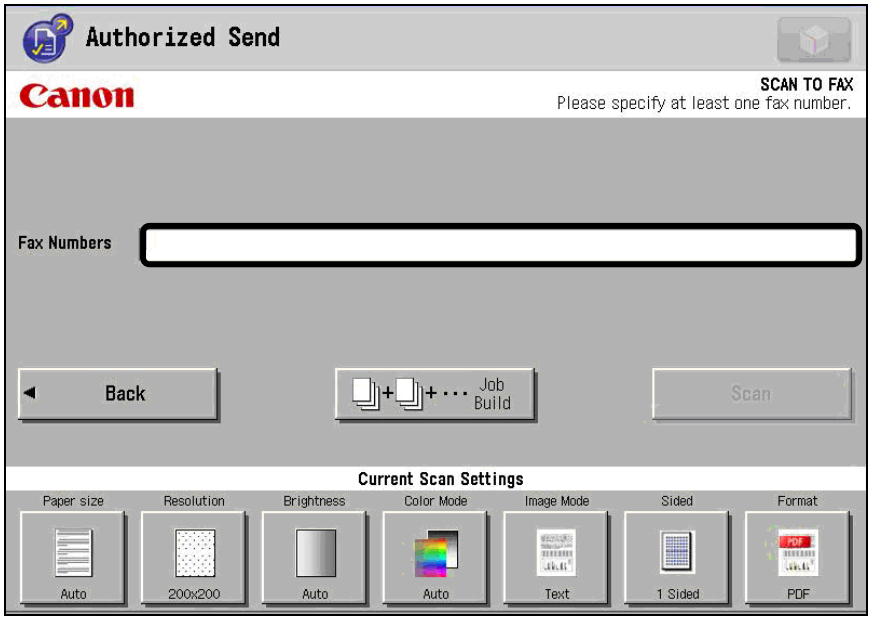


2. Place your originals.

IMPORTANT

If your System Administrator enabled SMTP Authentication in the Configuration servlet, and your login credentials are different from the credentials required for SMTP server authentication, the Enter SMTP Authentication Password pop-up dialog box is displayed. Enter the correct user name and password → press [OK].

3. Press the [Fax Numbers] text box.

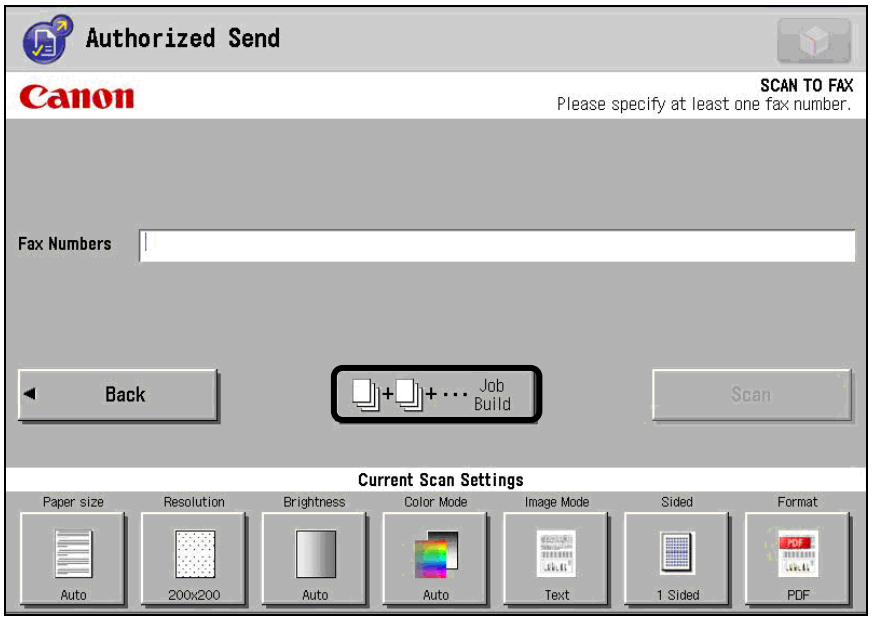


4. Enter the fax number using the keys on the touch panel display → press [OK].

   To enter multiple fax numbers, separate each fax number by a comma or semicolon.

   You can also use – (numeric keys) to enter numbers after you press the [Fax Numbers] text box.

5. If you want to scan more documents than can be placed in the feeder or on the platen glass at once, press [Job Build].



[Job Build] lights blue when the Job Build mode is enabled.

NOTE

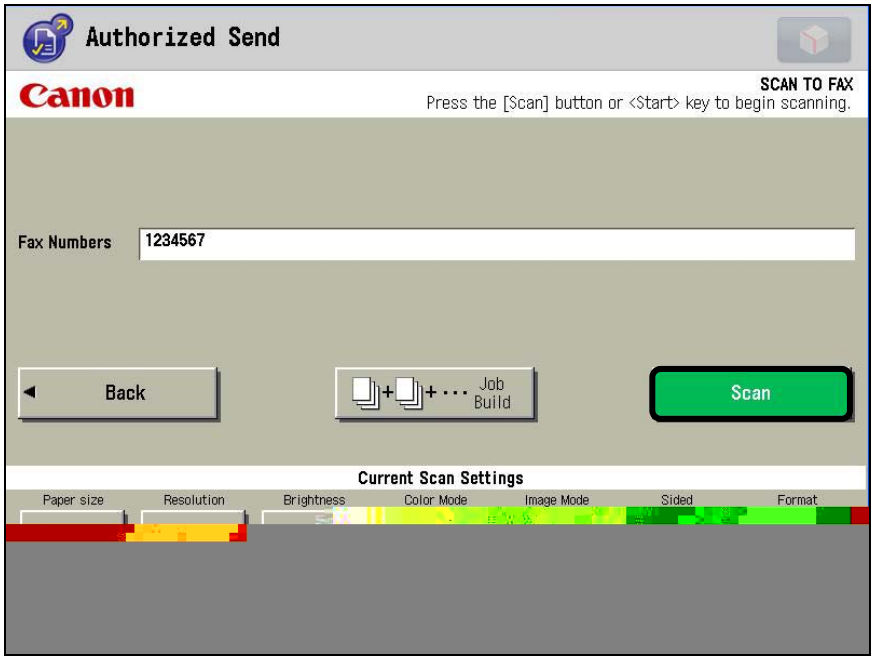
The total amount of pages you can scan for the job depends on the limitations set on the machine. For more information, contact your System Administrator.

6. Press any scan settings key on the SCAN TO FAX screen specify the scan settings.

NOTE

For instructions on specifying scan settings, see "Specifying Scan Settings," on p. 68.

7. Press [Scan] or ⊙ (Start).



The SCAN STATUS screen is displayed, and scanning starts.

The scanned document is sent to the specified destination(s) when scanning is complete, and the message <The document has been delivered successfully.> is displayed.

If the Job Build mode is enabled and the first batch of documents are finished being scanned, proceed to step 8.

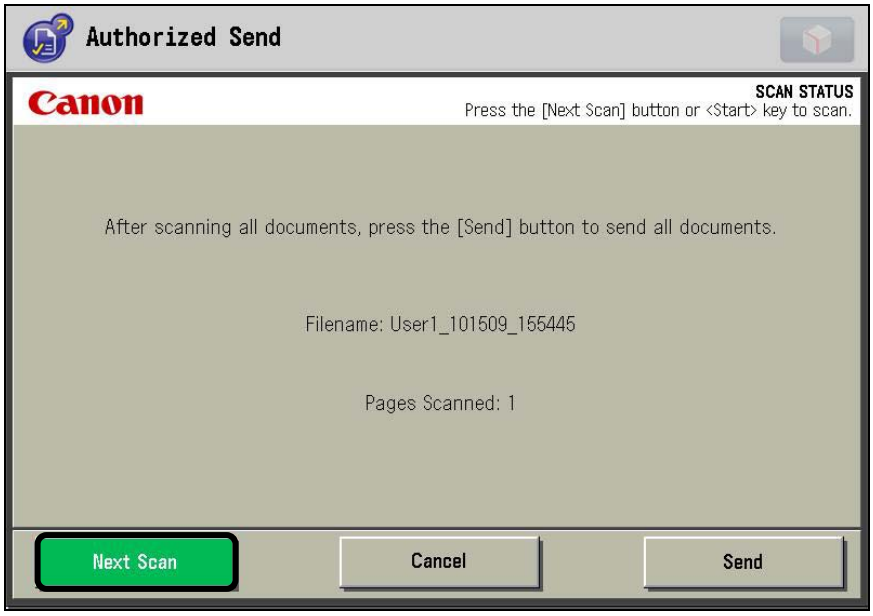
IMPORTANT

- If there is no fax number entered in Fax Numbers, [Scan] is grayed out and cannot be selected.
- If there are no documents placed in the feeder or on the platen glass, [Scan] is grayed out and cannot be selected.
- If you do not want to scan the current document, press [Back] on the SCAN TO FAX screen (or [Sign Out] if Scan to Fax is the only function enabled), and the display returns to the MAIN screen (or the SIGN IN screen).

NOTE

To cancel scanning, press [Cancel] on the SCAN STATUS screen, or press (Stop).

8. If the Job Build mode is enabled, and you want to scan another batch of originals, place the next batch of originals in the feeder or on the platen glass → press [Next Scan] or ⊙ (Start).



NOTE

The total amount of pages you can scan for the job depends on the limitations set on the machine. For more information, contact your System Administrator.

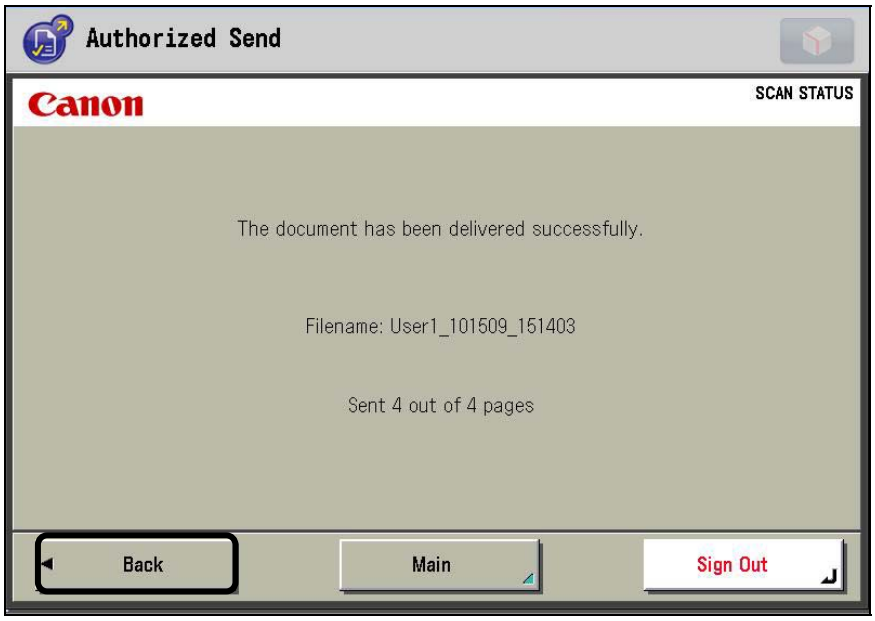
9. When you are finished scanning all documents, press [Send].

   All of the scanned documents are sent to the specified destination as one file.

NOTE

To cancel sending the documents, press [Cancel] on the SCAN STATUS screen, or press (Stop).

10. If you want to scan and send another document to a different destination, press [Back] on the SCAN STATUS screen → repeat the procedure from step 2.



If you want to return to the MAIN screen, press [Main].

If you do not want to scan any more documents, press [Sign Out].

2.1.3 Scanning to a Folder

To be able to scan a document and save it in a shared folder on the network, shared folders and directories must already be set up on your file server (by your System Administrator). However, if you know that a folder exists on the file server, you may browse for the folder, or enter the file path manually.

2.1.3.1 Specifying a Shared Folder

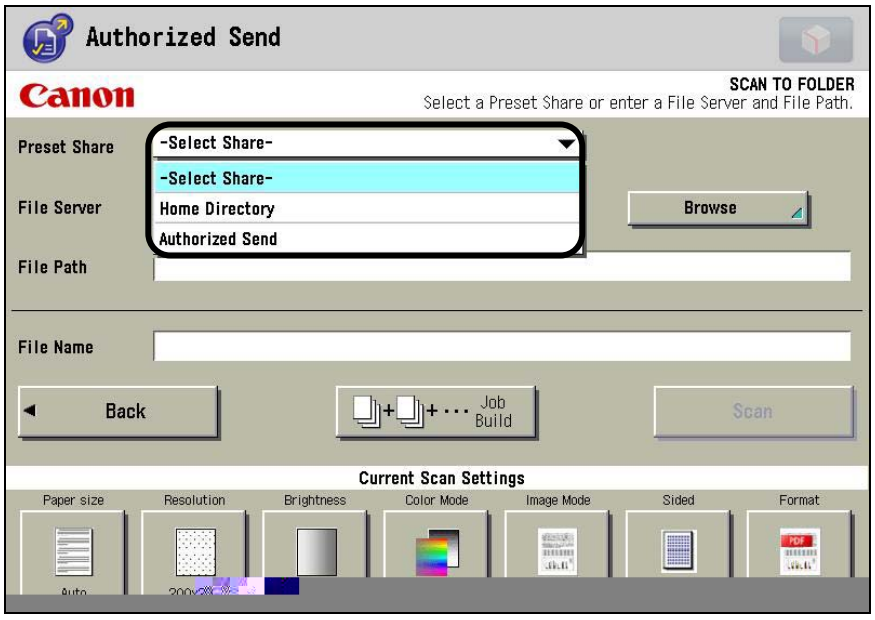
IMPORTANT

If the Preset Share drop-down list is grayed out, it has been disabled from the Configuration servlet. You can specify the file path manually, browse the network for the desired path, or contact your System Administrator.

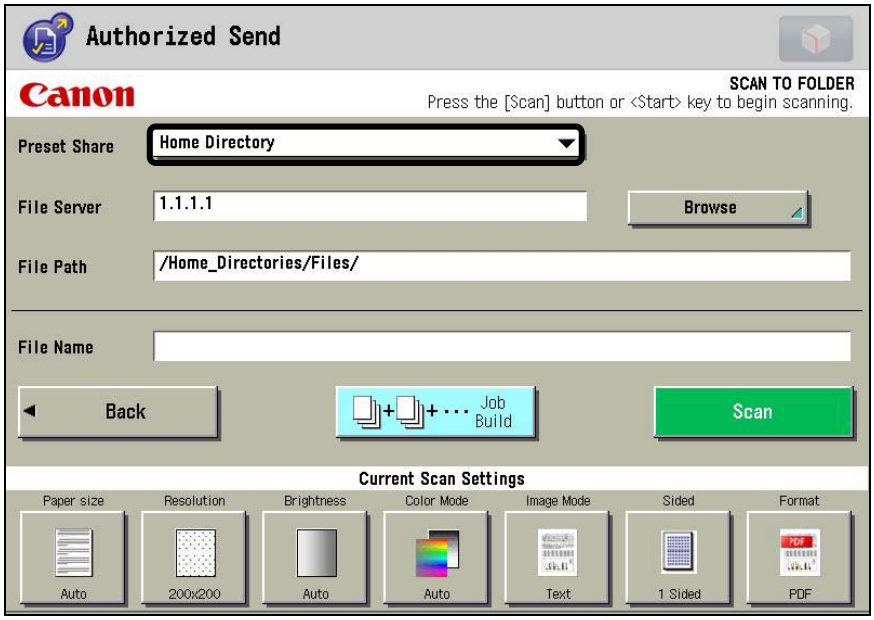
---

1. Press [Scan to Folder].

2. Place your originals → press the Preset Share drop-down list.



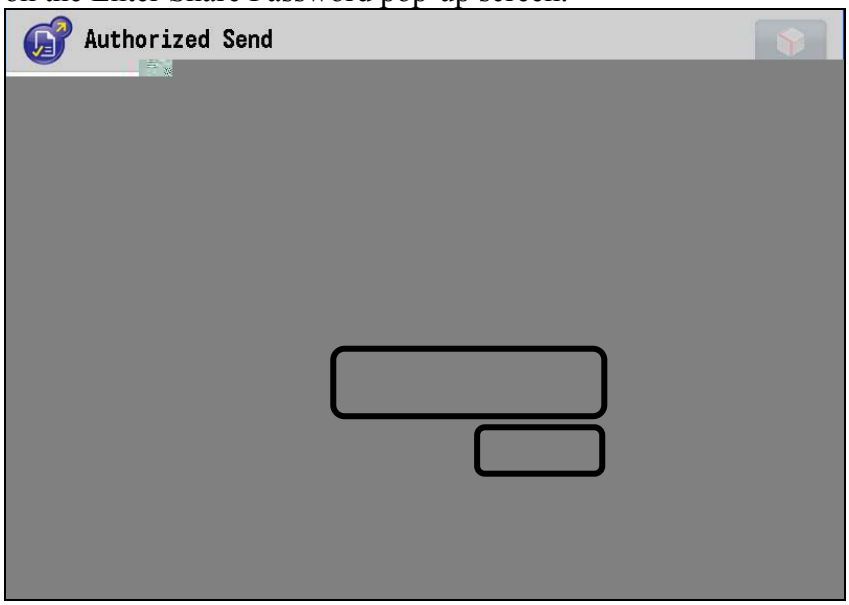
3. Select the shared folder in which you want to save your document.



The [File Server] and [File Path] text boxes are automatically populated.

IMPORTANT

- If the Preset Share drop-down list is grayed out, it has been disabled from the Configuration servlet. Contact your System Administrator.
- You must have explicit rights to access a shared folder. If you do not have explicit rights to the selected share, you must be authenticated to the share you are trying to access. Enter your user name and network password → press [OK] on the Enter Share Password pop-up screen.



- If you selected a preset share and a folder does not exist, a folder is automatically created, as long as the System Administrator enabled dynamic folder creation in the Configuration servlet for preset shares.

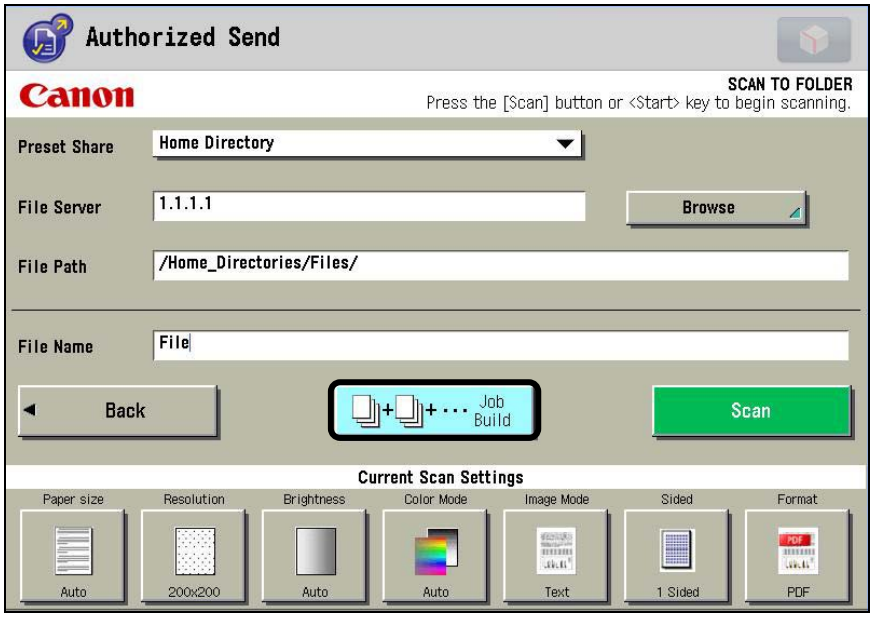
4. If necessary, press the [File Name] text box → enter the file name → press [OK].

   A maximum of 251 characters can be entered for the file name. Any additional characters are ignored.

IMPORTANT

- If the [File Name] text box is grayed out, it has been disabled from the Configuration servlet. Contact your System Administrator.
- File systems and operating systems may have different file name limitations.
- If a file name is not entered, the user's name and a time stamp are used for the file name. For example, *username_MMDDYY_HHMMSS* (testuser1_073109_101746).
- If you select [TIFF(Single)] or [JPEG] from the File Type drop-down list on the SCAN SETTINGS screen, an underscore, followed by a page number are appended to the file name.

5. If you want to scan more documents than can be placed in the feeder or on the platen glass at once, press [Job Build].



   [Job Build] lights blue when the Job Build mode is enabled.

NOTE

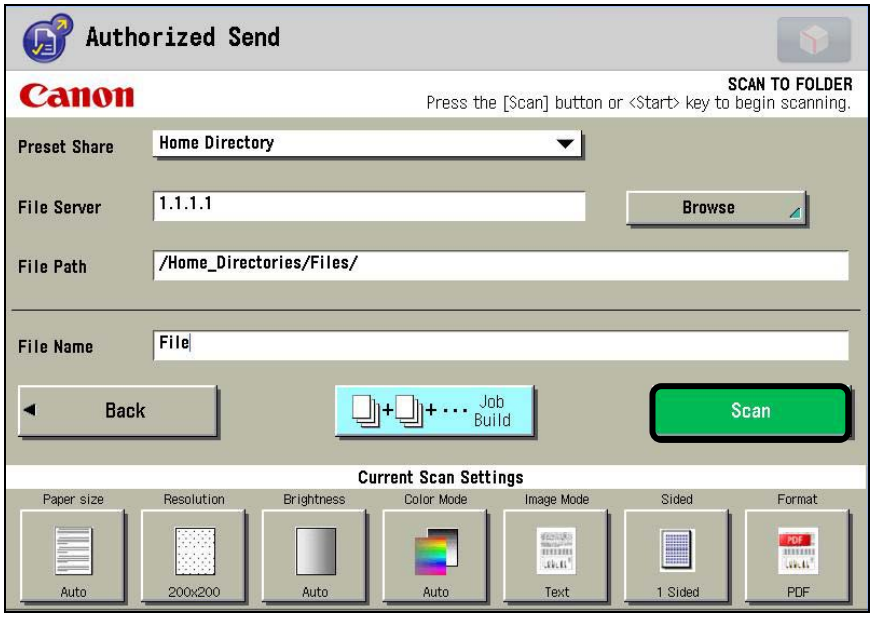
The total amount of pages you can scan for the job depends on the limitations set on the machine. For more information, contact your System Administrator.

6. Press any scan settings key on the SCAN TO FOLDER screen → specify the scan settings.

NOTE

For instructions on specifying scan settings, see "Specifying Scan Settings," on p. 68.

7. Press [Scan] or ⊙ (Start).



The SCAN STATUS screen is displayed, and scanning starts.

The scanned document is sent to the specified folder on the network when scanning is complete, and the message <The document has been delivered successfully.> is displayed.

If the Job Build mode is enabled and the first batch of documents are finished being scanned, proceed to step 8.

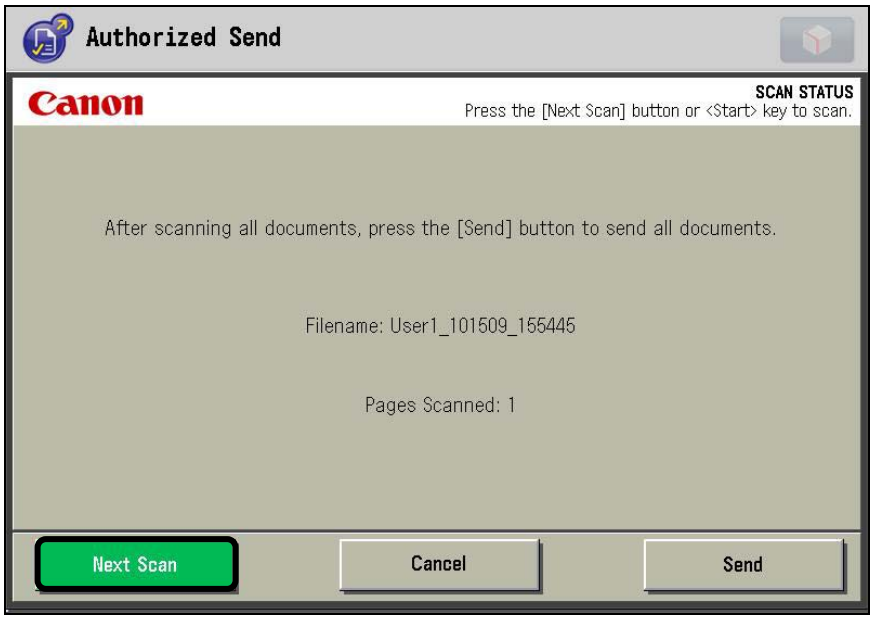
IMPORTANT

- If the [File Server] or [File Path] text box is empty, [Scan] and ⊙ (Start) will be disabled.
- If you are trying to scan to a folder that does not exist and is not a preset share, and the System Administrator enabled dynamic folder creation and [Only for Preset Shares] check box is selected in the Configuration servlet for preset shares, an error message is displayed informing you that the folder cannot be created.
- If you do not want to scan the current document, press [Back] on the SCAN TO FOLDER screen (or [Sign Out] if Scan to Folder is the only feature enabled), and the display returns to the MAIN screen (or the SIGN IN screen).

NOTE

To cancel scanning, press [Cancel] on the SCAN STATUS screen, or press (Stop).

8. If the Job Build mode is enabled, and you want to scan another batch of originals, place the next batch of originals in the feeder or on the platen glass → press [Next Scan] or ⊙ (Start).



NOTE

The total amount of pages you can scan for the job depends on the limitations set on the machine. For more information, contact your System Administrator.

9. When you are finished scanning all documents, press [Send].

   All of the scanned documents are sent to the specified folder as one file.

NOTE

To cancel sending the documents, press [Cancel] on the SCAN STATUS screen, or press (Stop).

10. If you want to scan and send another document to a different destination, press [Back] on the SCAN STATUS screen → repeat the procedure from step 2.

If you want to return to the MAIN screen, press [Main].

If you do not want to scan any more documents, press [Sign Out].

2.1.3.2 Specifying a Folder Using the Browse Key

If the desired folder is not specified as a preset share on the SCAN TO FOLDER screen, and you know that the desired folder exists on the network, you can browse for the folder using the [Browse] key, or manually enter the file server and file path.

IMPORTANT

- You must enter a known shared folder on the server to which you have access rights before you can browse for folders on a server. If nothing is entered in the [File Server] text box and you press [Browse], you will only see the names of the workgroups, domains, or file servers on the network.
- If you enter a known preset share and a folder does not exist, a folder is automatically created, as long as the System Administrator enabled dynamic folder creation in the Configuration servlet for preset shares.
- If the [File Server] and [File Path] text boxes are grayed out, they have been disabled from the Configuration servlet. You can select a preset share, or contact your System Administrator.
- If the [Browse] key does not appear, it has been disabled from the Configuration servlet. You can select a preset share, specify the file path manually, or contact your System Administrator.

---

1. Press [Scan to Folder].

   If necessary, see the screen shot in step 1 of "Specifying a Shared Folder," on p. 52.

2. Press the [File Server] text box → enter the name of the file server you want to browse → press [OK].

   IMPORTANT

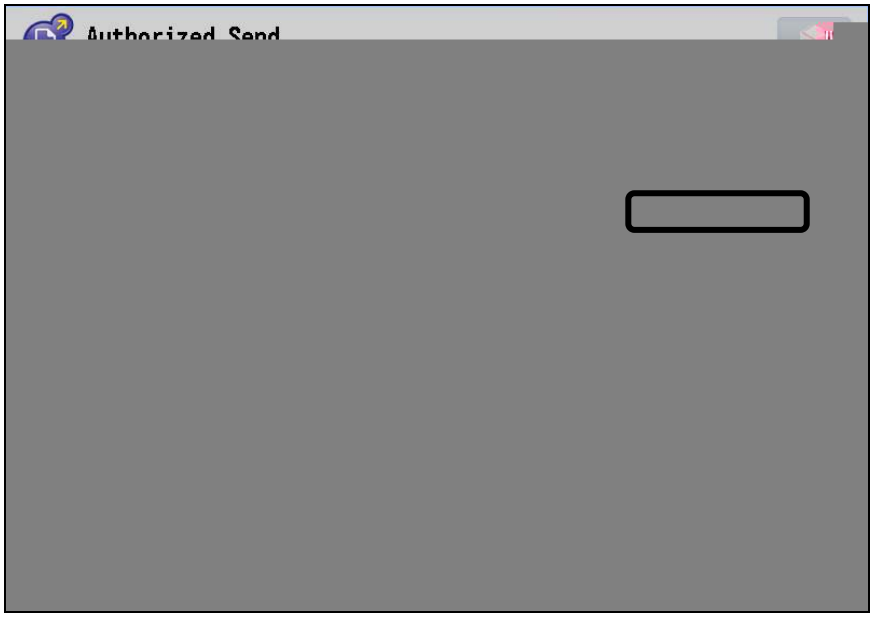
   If the [File Server] text box is grayed out, it has been disabled from the Configuration servlet. Contact your System Administrator.

3. Press the [File Path] text box → enter the file path → press [OK].

   IMPORTANT

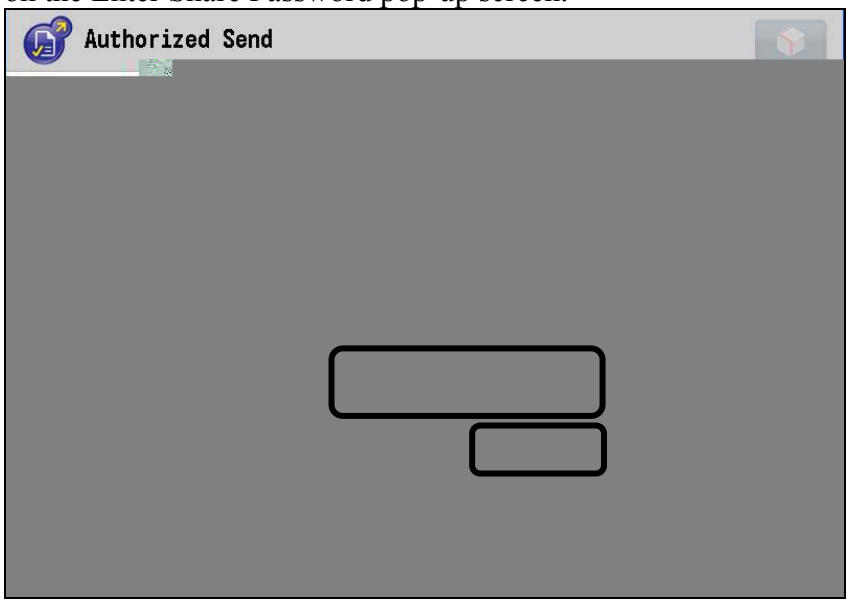
   - If the [File Path] text box is grayed out, it has been disabled from the Configuration servlet. Contact your System Administrator.
   - You only have to specify the first level shared folder in the root directory.
   - If the file path is not a preset share and the folder does not exist, the folder is only created if your System Administrator enabled the Enable Dynamic Folder Creation and Only for Preset Shares options in the Configuration servlet.

4. Press [Browse].



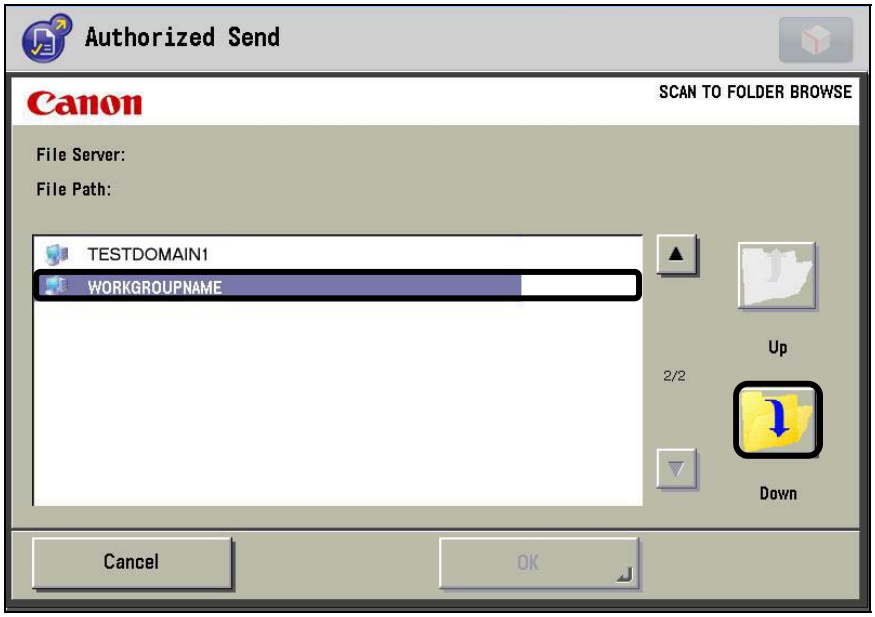
IMPORTANT

- If [Browse] does not appear, it has been disabled from the Configuration servlet. Contact your System Administrator.
- You must have explicit rights to access a shared folder. If you do not have explicit rights to the selected share, you must be authenticated to the share you are trying to access. Enter your user name and network password → press [OK] on the Enter Share Password pop-up screen.



- If the folder you are specifying does not exist, a folder is automatically created if your System Administrator enabled the Enable Dynamic Folder Creation and Only for Preset Shares options in the Configuration servlet.
- If you receive a prompt to enter your user name and network password, the file server you are trying to access requires a different user name and password from the current logged on user. Contact your System Administrator, and make sure that the Administrator configured the correct domain name for NTLM authentication.

5. Select the desired workgroup or folder → press [Down].

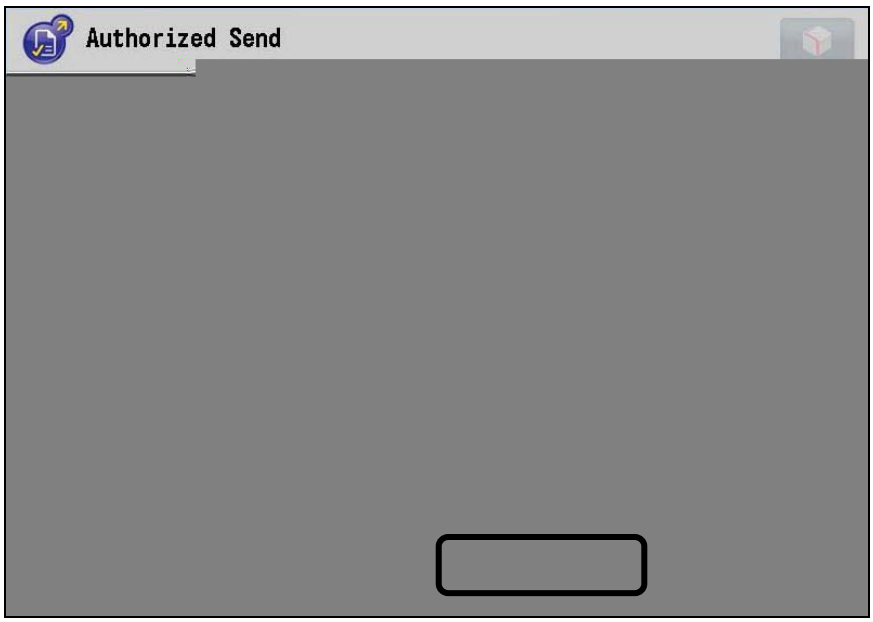


If the desired workgroup or folder is not displayed, press [▼] or [▲] to scroll to the desired workgroup or folder.

NOTE

<File Server> and <File Path> are updated to indicate the selected server and path.

6. Press [OK].



The selected file server and file path appear on the SCAN TO FOLDER screen.

NOTE

If you do not want to scan to the selected folder, press [Cancel].

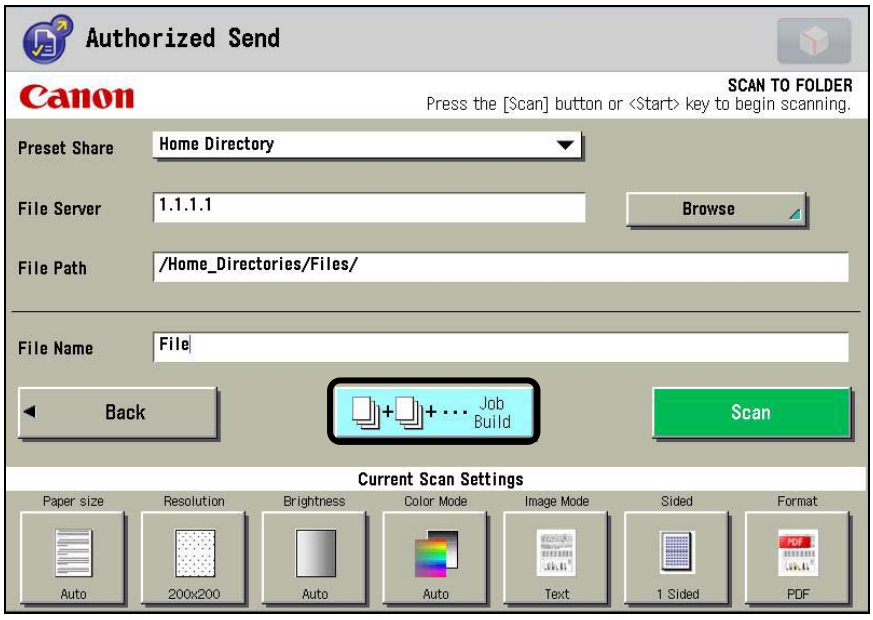
7. If necessary, press the [File Name] text box → enter the file name → press [OK].

A maximum of up to 251 characters can be entered for the file name. Any additional characters will be ignored.

IMPORTANT

- If the [File Name] text box is grayed out, it has been disabled from the Configuration servlet. Contact your System Administrator.
- File systems and operating systems may have different file name limitations.
- If a file name is not entered, the user's name and a time stamp are used for the file name. For example, *username_MMDDYY_HHMMSS* (testuser1_073109_101746).
- If you select [TIFF(Single)] or [JPEG] from the File Type drop-down list on the SCAN SETTINGS screen, an underscore, followed by a page number are appended to the file name.

8. If you want to scan more documents than can be placed in the feeder or on the platen glass at once, press [Job Build].



[Job Build] lights blue when the Job Build mode is enabled.

NOTE

The total amount of pages you can scan for the job depends on the limitations set on the machine. For more information, contact your System Administrator.

9. Press any scan settings key on the SCAN TO FOLDER screen → specify the scan settings.

NOTE

For instructions on specifying scan settings, see "Specifying Scan Settings," on p. 68.

10. Press [Scan] or ⊙ (Start).

The SCAN STATUS screen is displayed, and scanning starts.

The scanned document is sent to the specified folder on the network when scanning is complete, and the message <The document has been delivered successfully.> is displayed.

If the Job Build mode is enabled and the first batch of documents are finished being scanned, proceed to step 11.

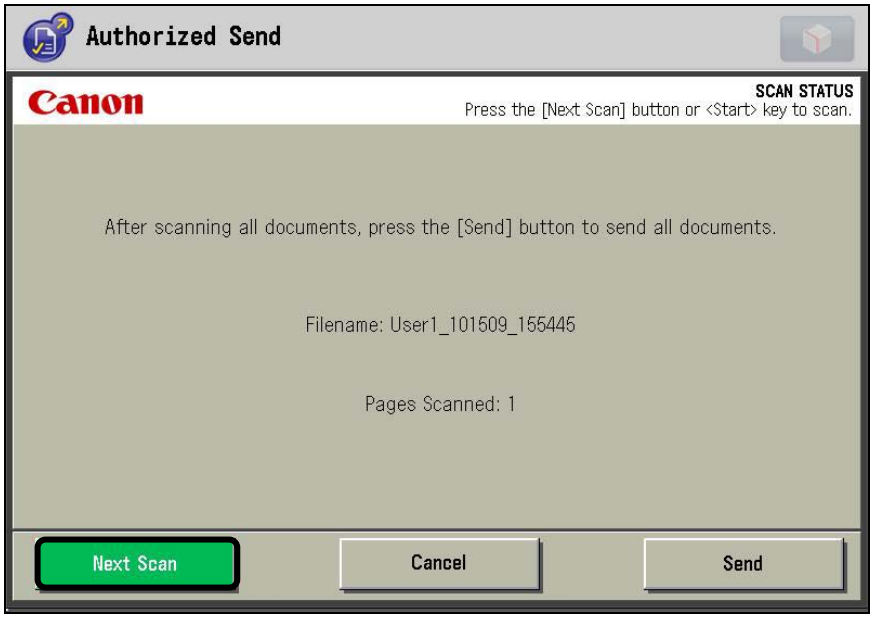
IMPORTANT

- If the [File Server] or [File Path] text box is empty, [Scan] and ⊙ (Start) will be disabled.
- If you are trying to scan to a folder that does not exist and is not a preset share, and the Administrator enabled the Enable Dynamic Folder Creation in the Configuration servlet for preset shares, an error message is displayed informing you that the folder cannot be created.
- If you do not want to scan the current document, press [Back] on the SCAN TO FOLDER screen (or [Sign Out] if Scan to Folder is the only feature enabled), and the display returns to the MAIN screen (or the SIGN IN screen).

NOTE

To cancel scanning, press [Cancel] on the SCAN STATUS screen, or press (Stop).

11. If the Job Build mode is enabled, and you want to scan another batch of originals, place the next batch of originals in the feeder or on the platen glass → press [Next Scan] or ⊙ (Start).



NOTE

The total amount of pages you can scan for the job depends on the limitations set on the machine. For more information, contact your System Administrator.

12. When you are finished scanning all documents, press [Send].

All of the scanned documents are sent to the specified folder as one file.

NOTE

To cancel sending the documents, press [Cancel] on the SCAN STATUS screen, or press (Stop).

13. If you want to scan and send another document to a different folder, press [Back] on the SCAN STATUS screen → repeat the procedure from step 2.

If you want to return to the MAIN screen, press [Main].

If you do not want to scan any more documents, press [Sign Out].

2.2 Scan Settings

To match the original you are sending, set the paper size, resolution, color mode, file type, and image mode.

NOTE

The default scan settings are:

- File Type: PDF
- Paper Size: Auto
- Resolution: 200x200 dpi
- Brightness: Auto
- Image Mode: Text
- Color Mode: Auto
- Document: 1-Sided
- PDF/A Check box is not selected.

2.2.1 Specifying Scan Settings

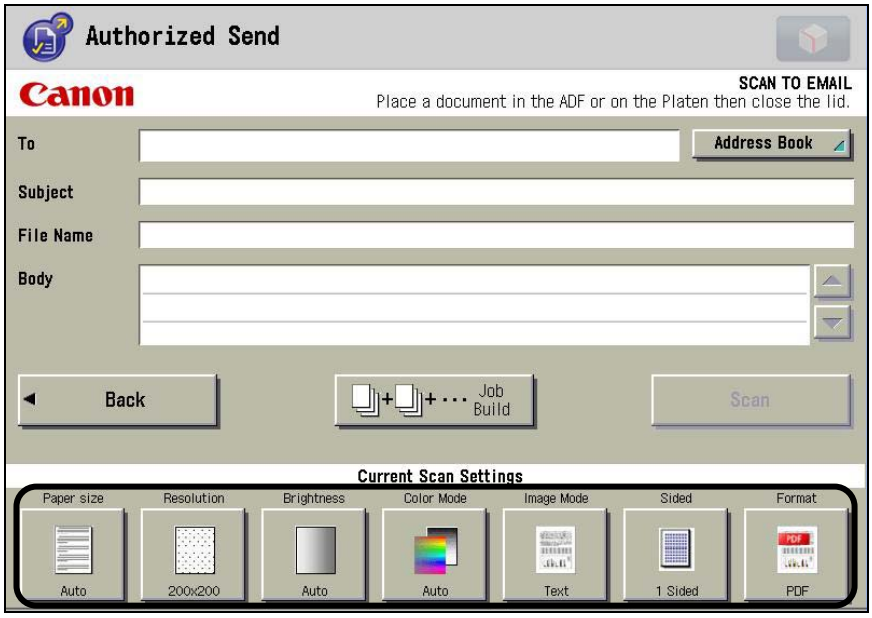
Pressing any of the scan settings keys on the SCAN TO EMAIL, SCAN TO FAX, or SCAN TO FOLDER screen brings up the SCAN SETTINGS screen.

The procedure below demonstrates setting the scan settings from the SCAN TO EMAIL screen, but the procedure is the same from the SCAN TO FAX or SCAN TO FOLDER screen.

IMPORTANT

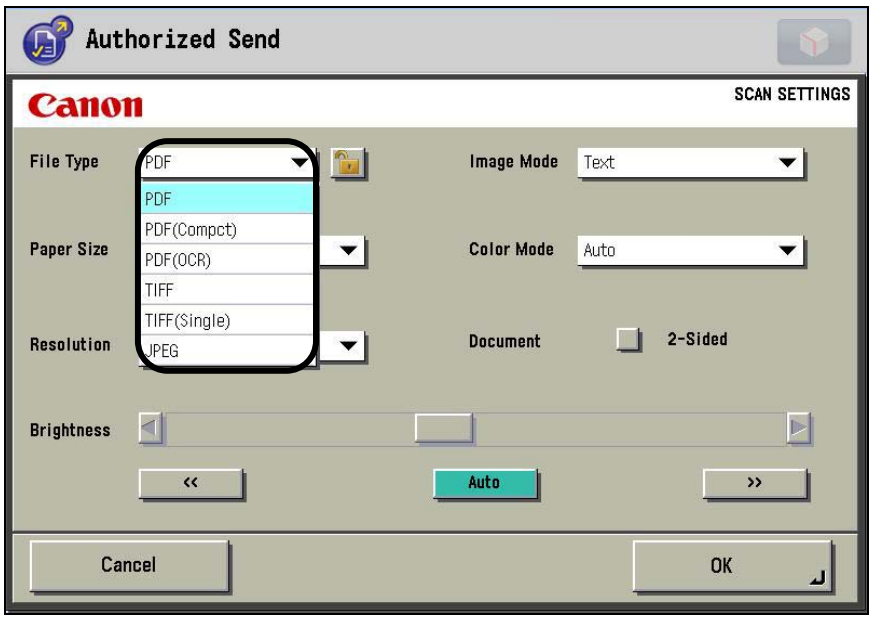
- The following file formats are supported:
  - B&W machines: TIFF, TIFF(Single), PDF, and PDF(OCR)
  - Color machines: TIFF, TIFF(Single), PDF, PDF(Compct), PDF(OCR), and JPEG
- If you are using a machine that can only scan in black-and-white, the only Color Mode available will be ‘Black’. All documents will be scanned in black-and-white.
- You can only encrypt a PDF document if the machine supports the Encrypted PDF mode. Contact your System Administrator for more information.

1. From the SCAN TO EMAIL screen, select any scan settings key.



2. Specify the scan settings.

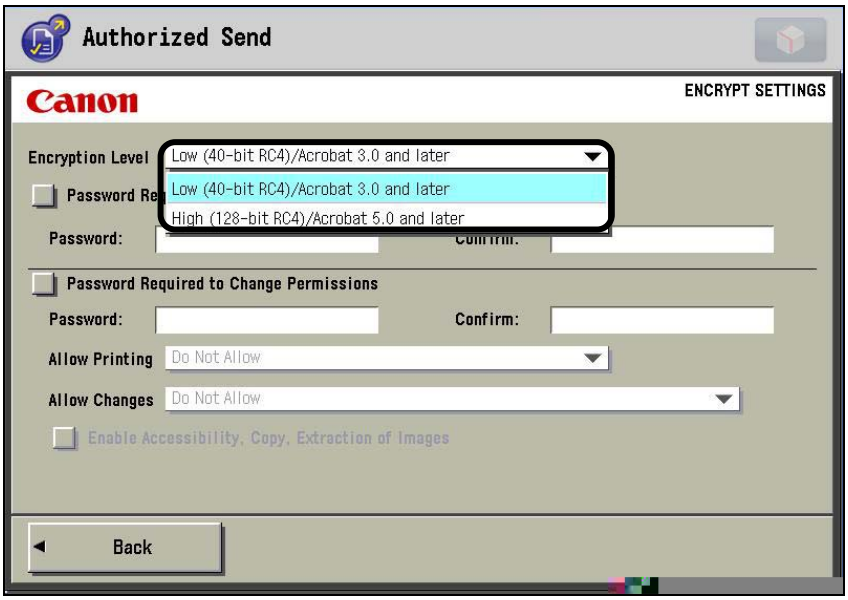
   2.1 To specify the file type, press the File Type drop-down list → select the desired file type.



NOTE

- The available file types and scan settings vary, depending on your machine type and the settings that the System Administrator has enabled in the Configuration servlet.
- The [ ] (no Encrypt Settings are set) or [ ] (Encrypt Settings are set) icon is only displayed if you select [PDF], [PDF(Compct)], or [PDF(OCR)] as the file type, and your machine supports the Encrypted PDF mode.
- If the Encrypted PDF mode is activated after Authorized Send has been started, [ ] (Encrypt) is not displayed. Authorized Send must be restarted or the machine must be restarted, for Authorized Send to make use of the Encrypted PDF mode.
- If you select [PDF(Compct)] as the file type, the Color Mode is automatically set to ‘Full Color’,the Resolution drop-down list is automatically set to ‘300x300 dpi’, and the Color Mode drop-down list and Resolution drop-down list are grayed out.
- If you select [TIFF(Single)] as the file type, each page of the document is sent as a separate (black-and-white) TIFF file.
- If you select [JPEG] (

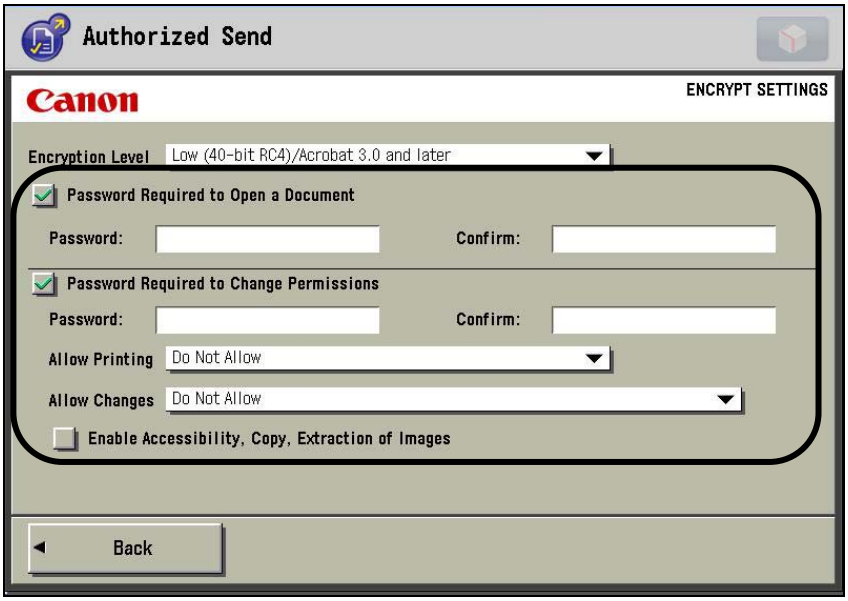
2.1.2 Press the Encryption Level drop-down list → select an encryption level.



[Low (40-bit RC4)/ Acrobat 3.0 and later]: Enables 40-bit encryption for your documents.

[High (128-bit RC4)/ Acrobat 5.0 and later]: Enables 128-bit encryption for your documents.

2.1.3 If you select [Low (40-bit RC4)/Acrobat 3.0 and later] as the encryption level, specify the password and change permissions settings.



If you select the [Password Required to Open a Document] check box, whoever is receiving your PDF document, must enter the correct password to open it.

Press the [Password] text box → enter a password → press [OK].

Press the [Confirm] text box → enter the same password → press [OK].

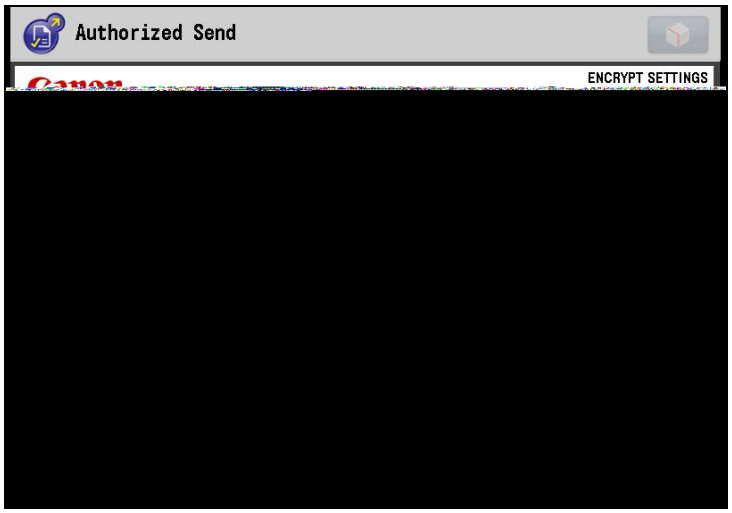
NOTE

There is no limitation or restriction to the amount or type of characters used for the password.

2.1.3.1 Press the [Password Required to Change Permissions] check box to prevent the person viewing your PDF document from changing your document's permissions.

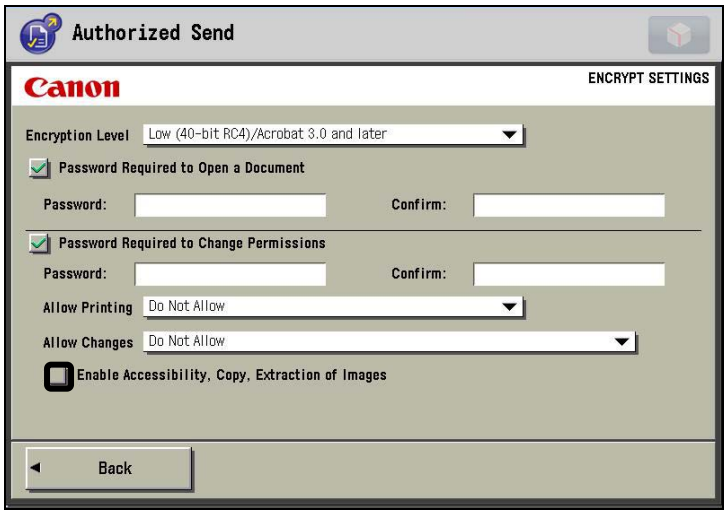
To set a password, press the [Password] text box → enter a password → press [OK]. To confirm the password press the [Confirm] text box → enter the same password → press [OK].

2.1.3.3 Press the [Allow Changes] drop-down list → select a change permission.



Do Not Allow:	The person receiving your document will not be able to change it.
Commenting, Filling Form Fields, and Digital Signatures:	The person receiving your document will only be allowed to make comments, fill out form fields, and digitally sign it.
Page Layout, Filling Form Fields, and Digital Signatures:	The person receiving your document will only be allowed to change the page layout, fill out form fields, and digitally sign it.
All except Page Extraction:	All changes are allowed, except for page extraction.

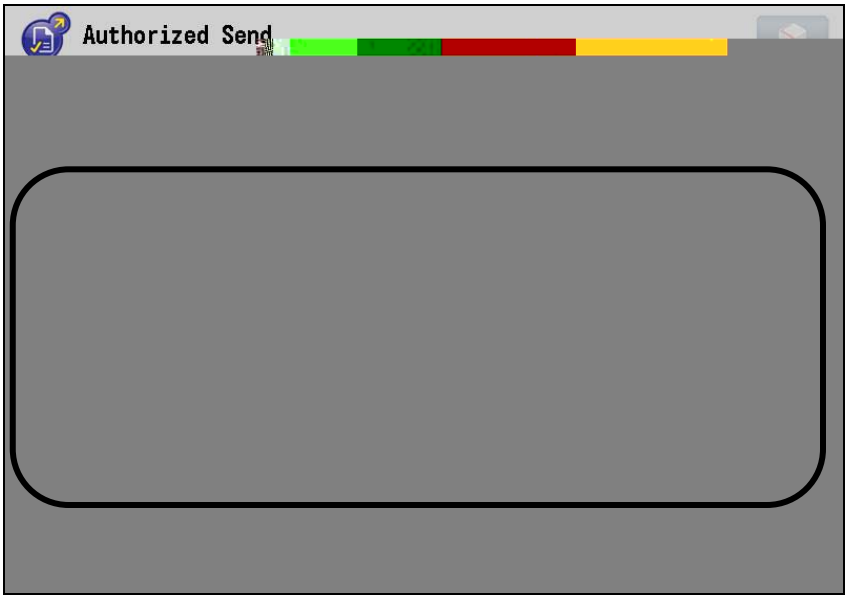
2.1.3.4 Press the [Enable Accessibility, Copy, Extraction of Images] check box to give users access to your document, and to be able to copy and extract images from it.



2.1.3.5 Press [Back].

The SCAN SETTINGS screen is displayed. Proceed to step 2.2.

2.1.4 If you select [High (128-bit RC4)/Acrobat 5.0 and later] as the encryption level, specify the password and change permissions settings.



If you select the [Password Required to Open a Document] check box, whoever is receiving your PDF document, must enter the correct password to open it.

Press the [Password] text box → enter a password → press [OK].

Press the [Confirm] text box → enter the same password → press [OK].

NOTE

There is no limitation or restriction to the amount or type of characters used for the password.

2.1.4.1 Press the [Password Required to Change Permissions] check box to prevent the person viewing your PDF document from changing your document's permissions.

To set a password, press the [Password] text box → enter a password → press [OK]. To confirm the password press the [Confirm] text box → enter the same password → press [OK].

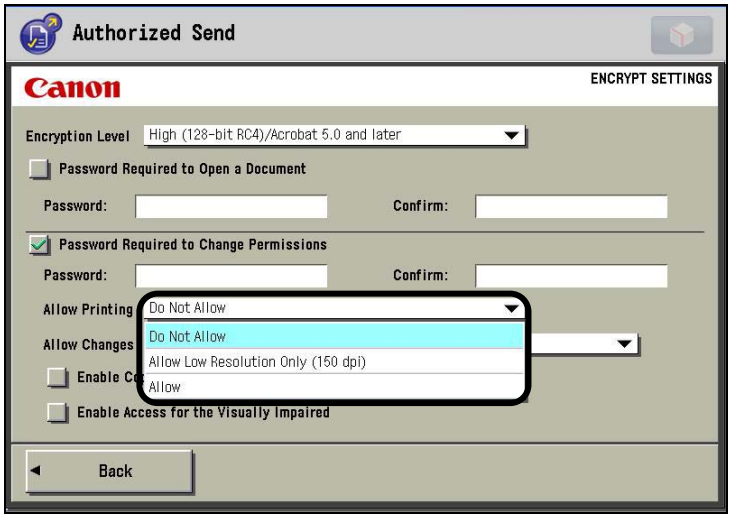
IMPORTANT

The Change Permission Password cannot be the same as the password to open your document and vice versa.

NOTE

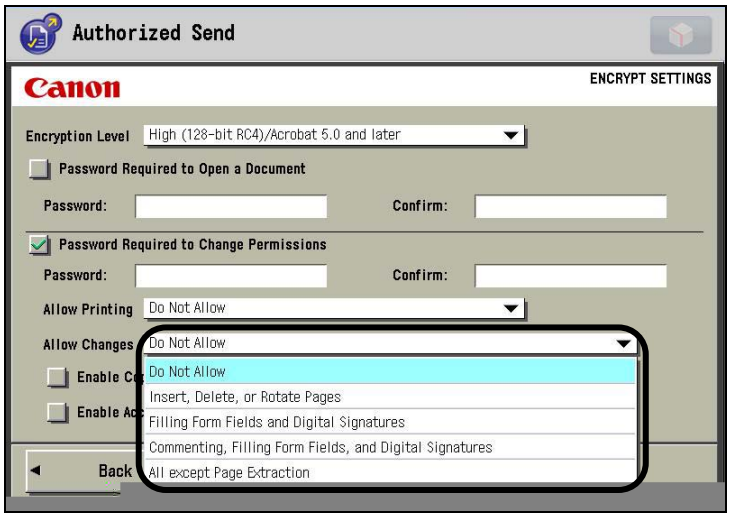
There is no limitation or restriction to the amount or type of characters used for the password.

2.1.4.2 Press the [Allow Printing] drop-down list → select [Do Not Allow], [Allow Low Resolution Only (150 dpi)], or [Allow].



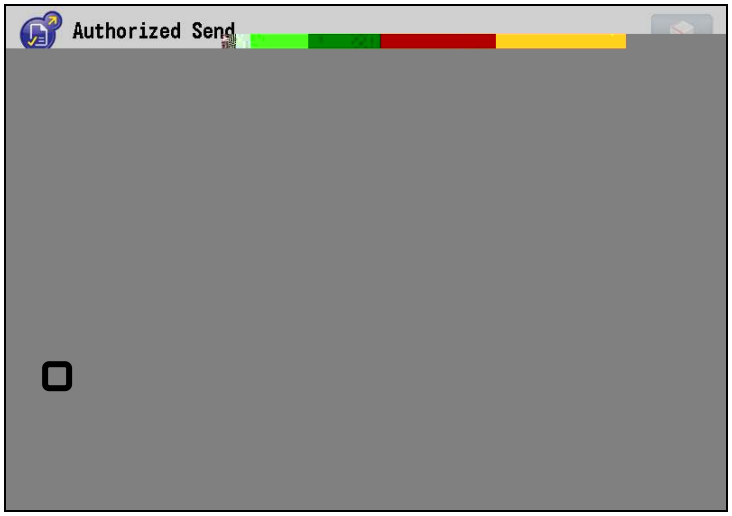
Do Not Allow:	The person receiving your document will not be able to print it.
Allow Low Resolution Only (150 dpi):	The person receiving your document will only be able to print your document in a low resolution of 150 dpi.
Allow:	The person receiving your document will be able to print it.

2.1.4.3 Press the [Allow Changes] drop-down list → select a change permission.



Do Not Allow:	The person receiving your document will not be able to change it.
Insert, Delete, or Rotate Pages:	The person receiving your document will only be allowed to insert, delete, or rotate pages.
Filling Form Fields and Digital Signatures:	The person receiving your document will only be allowed to fill out form fields, and digitally sign it.
Commenting, Filling Form Fields, and Digital Signatures:	The person receiving your document will only be allowed to make comments, fill out form fields, and digitally sign it.
All except Page Extraction:	All changes are allowed, except for page extraction.

2.1.4.4 Press the [Enable Copying and Extraction of Images and Text] check box to give users the permission to copy and extract images and text from your document.

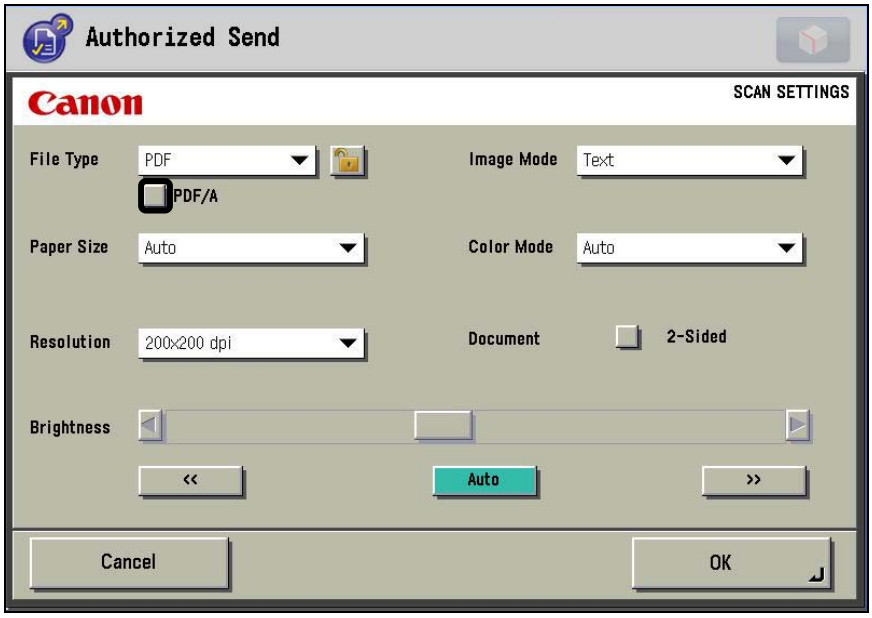


2.1.4.5 Press the [Enable Access for the Visually Impaired] check box to give visually impaired users access to your document for reading it with screen reader machines.

2.1.4.6 Press [Back].

The SCAN SETTINGS screen is displayed. Proceed to step 2.2.

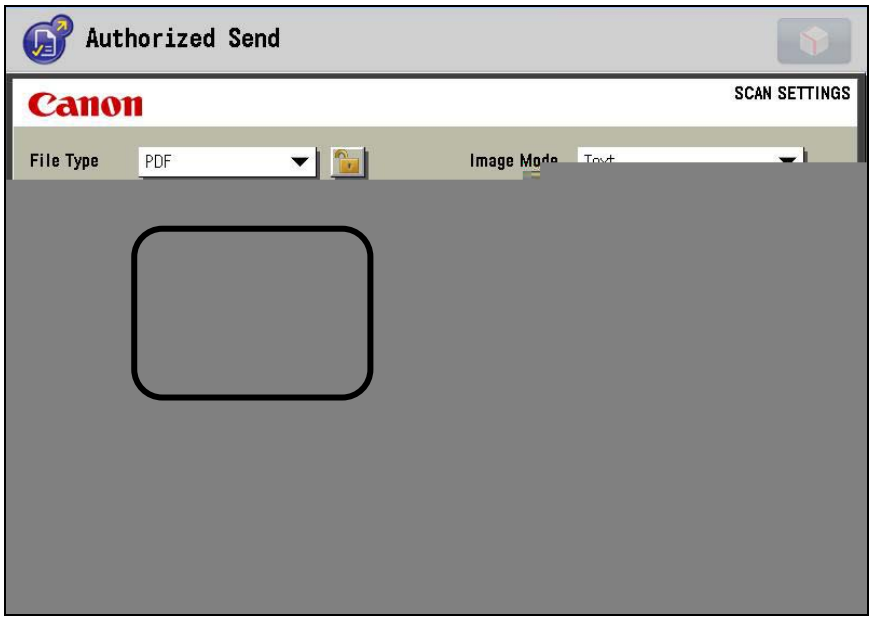
2.2 To specify the PDF/A file format, press the [PDF/A] check box.



NOTE

- PDF/A is a file format for the long-term archiving of electronic documents.
- The [PDF/A] check box is only displayed if [PDF] or [PDF(Compct)] is selected for the File Type drop-down list.
- If the [PDF/A] check box is selected, any encryption settings that were specified are ignored.
- If the [PDF/A] check box is selected, the [ ] (no Encrypt Settings are set) or [ ] (Encrypt Settings are set) icon is hidden.

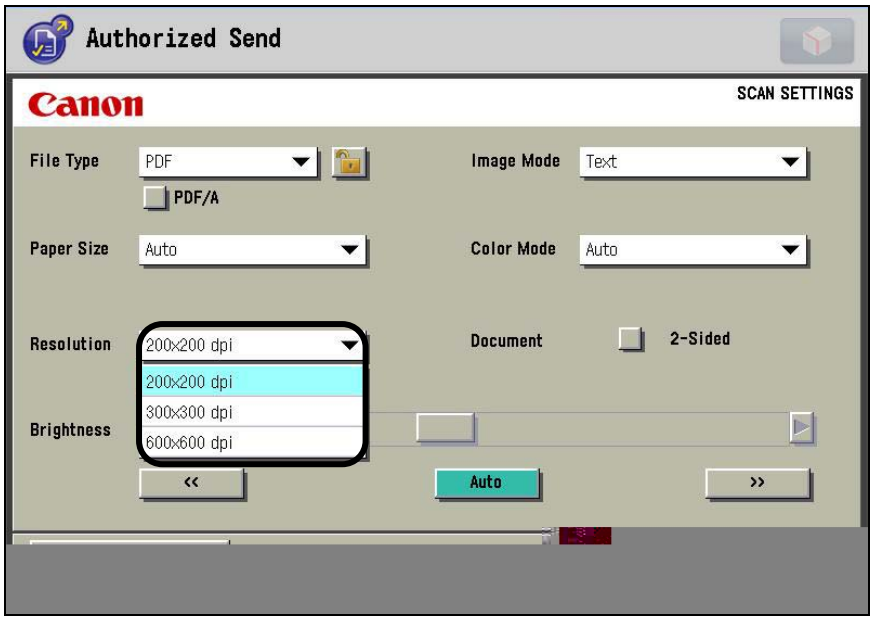
2.3 To specify the document size, press the Paper Size drop-down list select the document size.



IMPORTANT

Scanning differently sized originals or originals with different orientations could produce unexpected results. It is recommended that you try to scan originals of the same size and orientation.

2.4 To specify the resolution, press the Resolution drop-down list → select a resolution.



IMPORTANT

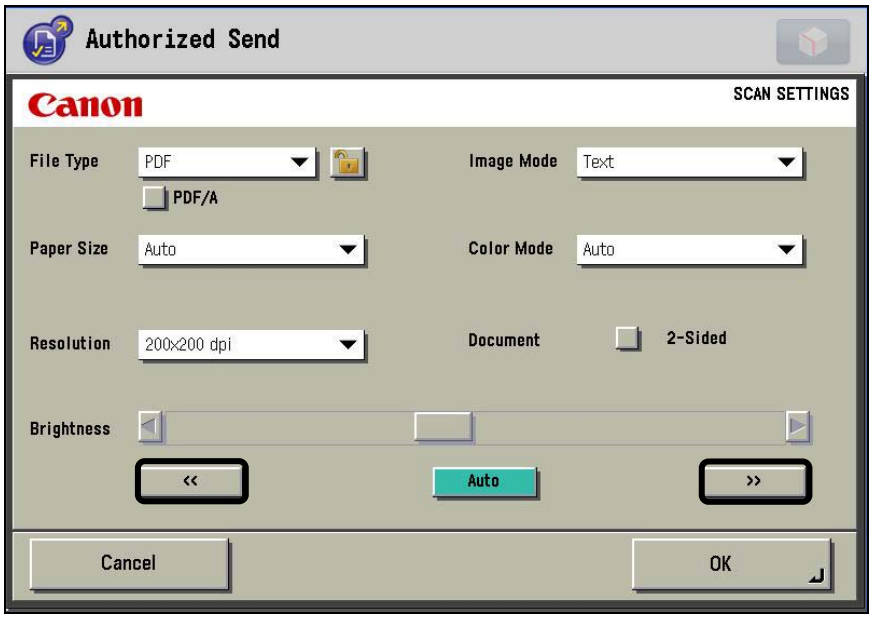
- The Resolution drop-down list is automatically populated with the available resolutions that your machine supports.
- The maximum size of an image that you can send at a resolution of 600 x 600 dpi is 11” x 17”. If the image exceeds this number of pixels in either the horizontal or vertical direction, it may be cut off slightly.

2.5 To specify the brightness, press [<<] or [>>] to adjust the scan exposure.

Press [<<] to move the indicator to the left to make the scan exposure lighter, or press [>>] to move it to the right to make the exposure darker.

If you want the machine to automatically adjust the scan exposure to the level best suited to the quality of the original, press [Auto].

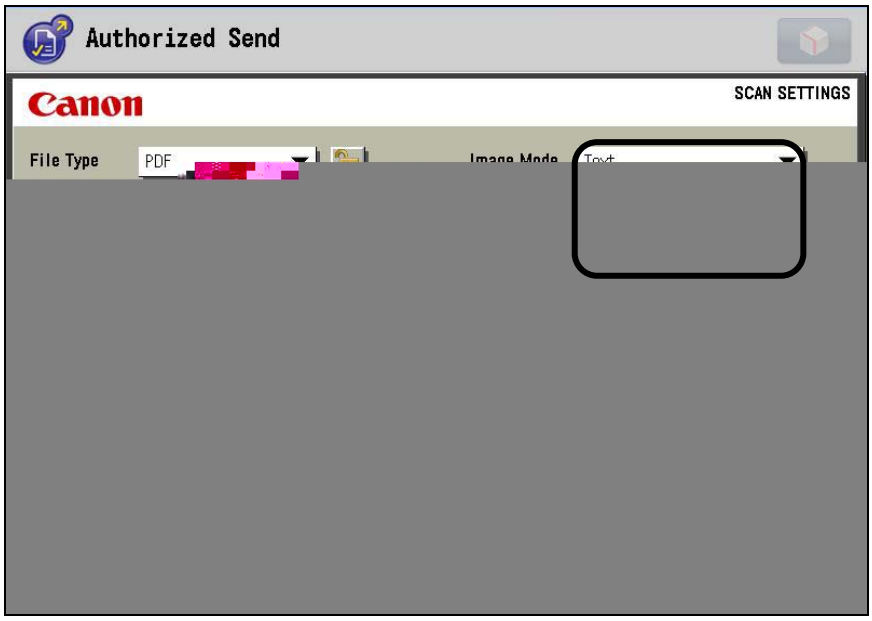
Press [<<] to set the minimum brightness level (10%). Press [>>] to set the maximum brightness level (100%).



NOTE

- An automatic scan exposure adjustment may not work with transparencies. In this case, adjust the scan exposure manually by pressing [<<] or [>>].
- Pressing [<<] or [>>] continuously increases or decreases the brightness level in 10% increments.

2.6 To specify the original type, press the Image Mode drop-down list → select [Text], [Text/Photo], or [Photo].

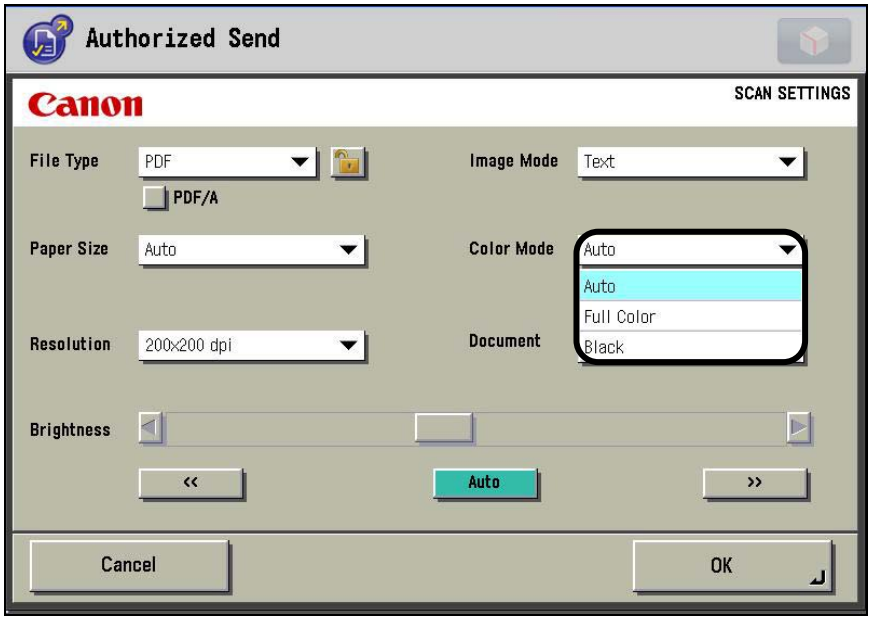


[Text]: This mode is best suited for scanning text originals. Blueprints or pencil drawn originals can also be scanned clearly.

[Text/Photo]: This mode is best suited for scanning originals containing both text and images/photos, such as magazines or catalogues.

[Photo]: This mode is best suited for scanning photos printed on photographic paper, or images printed with halftone dots.

2.7 To specify the color mode (only if you are using a Color imageRUNNER or color imagePRESS), press the Color Mode drop-down list → select [Auto], [Full Color], or [Black].



[Auto]: The machine automatically recognizes if the original is in color or black-and-white, and scans it accordingly.

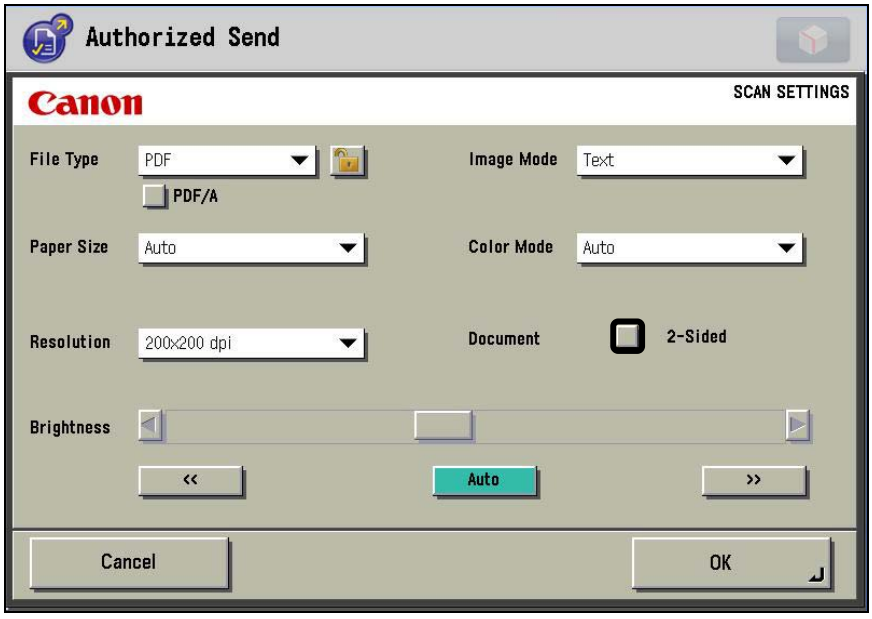
[Full Color]: Documents are scanned in color regardless of whether the original is in color or black-and-white.

[Black]: Documents are scanned in black-and-white regardless of whether the original is in color or black-and-white.

IMPORTANT

- When the Auto mode is set and your originals contain color sections, the machine scans them in the Full Color mode. However, the machine may scan the color originals in black-and-white under the following conditions. To avoid this, set the color mode to 'Full Color'.
  - If the originals contain only a few color sections
  - If the color sections are located on the left side (within 3/8" (10 mm) from the left edge) or the right side (within 5/8" (17 mm) from the right edge) of the originals when loading the originals into the feeder
  - If the color sections of the originals are close to black
  - If the originals contain light color densities
- Some file types affect the Color Mode drop-down list. For example:
  - If you select [PDF(Compct)], the Color Mode is automatically set to 'Full Color', and the Color Mode drop-down list is grayed out.
  - If you select [TIFF], the Color Mode is automatically set to 'Black', and the Color Mode drop-down list is grayed out.
  - If you select [TIFF(Single)], the Color Mode is automatically set to 'Black', and the Color Mode drop-down list is grayed out.
  - If you select [JPEG], the Color Mode is automatically set to 'Full Color', and the Color Mode drop-down list is grayed out.

2.8 To scan double-sided documents in the 2-Sided mode, press [ ] next to <Document>.



3. Press [OK].

   The selected scan settings are set.

NOTE

To cancel the scan settings and return them to their previous settings, press [Cancel].