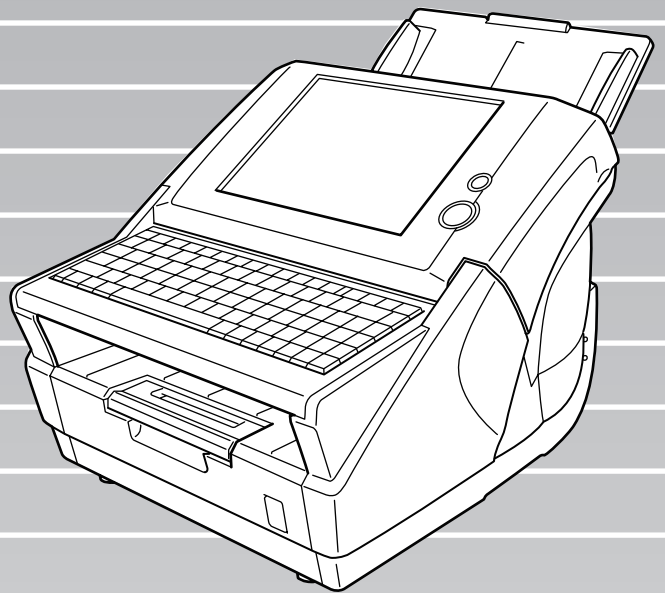


P3PC-2372-01ENZO

Network Scanner fi-6010N Operator's Guide



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WinDump3.9.5

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Secure iNetSuite 2.0J

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Introduction

Thank you for purchasing the Network Scanner fi-6010N.

This easy-to-use image scanner is designed to be connected to a computer network system and is primarily for office use.

- Copying of the contents of this manual in whole or in part and copying of the scanner application is forbidden under the copyright law.
- The contents of this manual are subject to change without notice.
- PFU LIMITED. is not liable whatsoever for any damages resulting from use of this scanner and procedures described in this manual, profit due to defects, and any claims by a third party.

■Regulatory Information

FCC Declaration

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

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

FCC warning: Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

NOTICE

The use of a shielded interface cable is required to comply with the Class B limits of Part 15 of FCC rules. The length of the AC cable must be 2 meters (6.6 feet) or less.

Canadian DOC Regulations

This digital apparatus does not exceed the Class B limit for radio noise emissions from digital apparatus set out in the Radio interference Regulations of the Canadian Department of Communications.

This Class B digital apparatus complies with Canadian ICES-003.

Le présent appareil numérique n'émet pas de parasites radioélectriques dépassant les limites applicables aux appareils numériques de la classe B et prescrites dans le Règlement sur le brouillage radioélectrique dictées par le Ministère des Communications du Canada.

Cet appareil numérique de la classe B est conforme la norme NMB-003 du Canada.

Bescheinigung des Herstellers / Importeurs

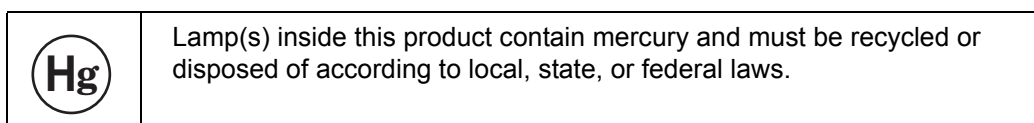
Für den fi-6010N wird folgendes bescheinigt:

- In Übereinstimmung mit den Bestimmungen der EN45014(CE) funkentstört
- Maschinenlärminformationsverordnung 3.GPSGV: Der höchste Schalldruckpegel beträgt 70 dB (A) oder weniger, gemäß EN ISO 7779.

Use in High-safety Applications

This product has been designed and manufactured on the assumption that it will be used in office, personal, domestic, regular industrial, and general-purpose applications. It has not been designed and manufactured for use in applications (simply called "high-safety applications" from here on) that directly involve danger to life and health when a high degree of safety is required, for example, in the control of nuclear reactions at nuclear power facilities, automatic flight control of aircraft, air traffic control, operation control in mass-transport systems, medical equipment for sustaining life, and missile firing control in weapons systems, and when provisionally the safety in question is not ensured. The user should use this product with adopting measures for ensuring safety in such high-safety applications. PFU LIMITED assumes no liability whatsoever for damages arising from use of this product by the user in high-safety applications, and for any claims or compensation for damages by the user or a third party.

About the Use of Mercury



To avoid unexpected injury, read the following carefully.

Doing the following actions may result in serious personal injuries:

- Do not lick or consume the substance contained in the lamp.
- Do not incinerate, crush, or shred the lamps or scanner parts.
- Do not breathe the chemical liquid contained in the scanner lamps.

LCD Peculiarities

- The LCD backlight is a fluorescent tube that contains some mercury.
- Be aware that neither of the following is considered a fault.
 - Despite the fact that the latest advanced technology has been used to produce the scanner's TFT color LCD's, the large number of pixels involved means that an occasional (always-on) bright dot or (always-off) dark dot may be visible.
 - The characteristics of the LCD mean that there may be some variation in hue and intensity of colors across the screen.

Replacing Batteries

This product has a battery (CMOS RAM battery) on board to retain data such as

- Warning
 - Do not replace the battery yourself, as there is a risk of explosion if the wrong type is used. Please contact your maintenance engineer in charge when the battery runs low.
 - Do not touch the battery. Never install or remove the battery by yourself. Doing so may cause electric shock or static electricity which can damage the device.

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How Trademarks are Indicated in This Manual

References to operating systems (OS) and applications are indicated as follows:

| | |
|----------------------|---|
| Windows | Microsoft® Windows® operating system |
| Windows® XP | Microsoft® Windows® XP Professional operating system Microsoft® Windows® XP Home Edition operating system |
| Windows Vista® | Microsoft® Windows Vista® Home Basic operating system Microsoft® Windows Vista® Home Premium operating system Microsoft® Windows Vista® Business operating system Microsoft® Windows Vista® Enterprise operating system Microsoft® Windows Vista® Ultimate operating system |
| Windows® 2000 Server | Microsoft® Windows® 2000 Server Microsoft® Small Business Server 2000 Microsoft® Windows® 2000 Advanced Server |
| Windows Server® 2003 | Microsoft® Windows Server® 2003, Standard Edition Microsoft® Windows Server® 2003, Enterprise Edition Microsoft® Windows Server® 2003, Datacenter Edition |
| Windows Server® 2008 | Microsoft® Windows Server® 2008 Standard Edition Microsoft® Windows Server® 2008 Enterprise Edition Microsoft® Windows Server® 2008 Datacenter Edition |
| .NET Framework 2.0 | Microsoft® .NET Framework 2.0 |
| Adobe Acrobat | Adobe® Acrobat® |
| RightFax | Captaris® RightFax Business Server (Version 9.3) |

Where there is no distinction between the different versions of the above operating system, the general term "Windows" is used.

Where there is no distinction between the different versions of the above application, the general term "Adobe Acrobat" is used.

The version of Adobe Acrobat provided with this product may change without notice. If the instructions described in this manual differ from the actual displayed screen, refer to Acrobat's Help.

Manufacturer

PFU LIMITED

International Sales Dept., Imaging Business Division, Products Group
Solid Square East Tower, 580 Horikawa-cho, Saiwai-ku, Kawasaki-shi Kanagawa 212-8563, Japan
Phone : (81-44) 540-4538

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■ Notice of Liability

BEFORE USING THIS PRODUCT, PLEASE READ THIS MANUAL CAREFULLY. IF THIS PRODUCT IS NOT USED CORRECTLY, UNEXPECTED INJURY CAN OCCUR TO USERS OR BYSTANDERS.

Keep this manual in a safe place so that it can be easily referred to during use of this product.

While all efforts have been made to ensure the accuracy of all information in this manual, PFU assumes no liability to any party for any damage caused by errors or omissions or by statements of any kind in this manual, its updates or supplements, whether such errors are omissions or statements resulting from negligence, accidents, or any other cause. PFU further assumes no liability arising from the application or use of any product or system described herein; nor any liability for incidental or consequential damages arising from the use of this manual. PFU disclaims all warranties regarding the information contained herein, whether expressed, implied, or statutory.

Warning Indications Used in This Manual



This indication alerts operators to an operation that, if not strictly observed, may result in severe injury or death.



This indication alerts operators to an operation that, if not strictly observed, may result in safety hazards to personnel or damage to equipment.

Warning Label



High Temperature

The glass scanner windows surface inside the ADF becomes hot when the scanner is used. Be careful not to touch the surface of the glass scanner windows.



Do NOT remove from the scanner, stain or scratch the warning labels.



About Maintenance

The user must not perform repairs on this scanner.

Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for repairs to this product.

■ Safety Precautions

This manual describes important details for ensuring the safe and correct use of this product. Thoroughly read this manual before you start to use this product. In particular, be sure to read and fully understand the Safety Precautions described in this manual before you use this product. Also, store this manual in a safe place so that it can be easily referred to during use of this product.



Do not damage the AC cable.



A damaged AC cable may cause fire or electric shock. Do not place heavy objects on AC cables, or pull, bend, twist, heat, damage or modify AC cables. Do not use damaged AC cables or power plugs, or install any cables or power plugs to loose wall sockets.

Use only specified AC cables and connector cables.



Use only specified AC cables and connector cables. Failure to use the correct cables might cause electric shock and/or equipment failure. Please do not use the AC cable provided with this scanner for other devices, since this might cause equipment failure and other troubles or an electric shock.

Use this scanner only at the indicated power voltage. Do not connect to multiple-power strips.



Use this scanner only at the indicated power voltage and current. Improper power voltage and current might cause fire or electric shock. Do not connect to multiple-power strips.

Do not touch the AC cable with wet hands.



Do not touch the power plug with wet hands. Doing so can cause electric shock.

Wipe any dust from the power plug.



Wipe off any dust from metal parts on the power plug or metal fittings with a soft, dry cloth. Accumulated dust can cause fire or electric shock.

Do not install the device in locations that has oil smoke, steam, humidity, and dust.



Do not install the scanner in locations subject to oil smoke, steam, humidity, and dust. Doing so might cause a fire or electric shock.

Turn the scanner OFF if it is damaged.



If the scanner is damaged for any reason, turn the scanner off and unplug the power cable. Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

Do not use the scanner if there is a strange odor.



If you detect heat coming from the device or detect other problems such as smoke, strange smells or noises, immediately turn off the scanner and disconnect its power plug. Make sure that any smoke coming from it has stopped, before contacting your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

Do not put liquids inside the scanner.



Do not insert or drop metal objects in to the scanner. Do not scan wet documents or documents with paper clips or staples. Do not splash or allow the scanner to get wet.



If foreign objects (water, small metal objects, liquids, etc.) get inside the scanner, immediately turn off the scanner and disconnect the power plug from the power outlet. Then, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. Pay particular attention to this warning in households where there are small children.



Do not touch the inside of the scanner unless necessary.



Do not take apart or modify the scanner. The inside of the scanner contains high-voltage components. Touching these components might cause electric shock or fire.

Do not use aerosol sprays near the scanner.



Do not use any aerosol sprays or alcohol based sprays to clean the scanner. Dust blown up by strong air from the spray may enter the inside of the scanner. This may cause the scanner to fail or malfunction. Sparks, caused by static electricity, generated when blowing off dust and dirt from the outside of the scanner may cause a fire.



Do not install the scanner on unstable surfaces.



Make sure that the scanner is installed on a flat, level surface and that none of its parts extend beyond the surface top, such as a desk or table. Do not install the scanner on unstable surfaces. Install the scanner on a level surface that is free of vibration to prevent it from falling.



Install the scanner on a strong surface that will support the weight of the scanner and other devices.

Firmly insert the power plug.



Firmly insert the power plug as far it can go into the power outlet.

Do not block the ventilation ports.



Do not block the ventilation ports. Blocking the ventilation ports generates heat inside of scanner, which may result in fire or scanner failure.

Do not place heavy objects or stand on top of the scanner.



Do not place heavy objects on the scanner or use the scanner's surface top to perform other work. Improper installation might cause injuries and equipment failure.

Do not use the scanner immediately after moving it from a cold place into a warm room.



Do not use the device immediately after moving it from a cold place into a warm room. Condensation may occur, which might lead to scanning errors. Let the device dry about one or two hours before you use it.

Before moving the scanner, disconnect the power plug from the power outlet.



Do not move the scanner with the power and interface cables connected as this can damage the cables, which can later cause fire, electric shock as well as injury. Before moving the scanner, be sure to disconnect the power plug from the power outlet, and all other data cables. Make sure that the floor is free of any obstructions.

Protect the scanner from static electricity.



Install the scanner away from strong magnetic fields and other sources of electronic noise. Also, protect the scanner against any static electricity, which can cause the scanner to malfunction.

Avoid any contact when scanner is in use.



Avoid touching any scanner mechanism during scanning since this may cause injuries.

Disconnect the power plug from the power outlet when the scanner is not used for a long period of time.



When the scanner is not going to be used for a long period of time, be sure to disconnect the power plug from the power outlet.

Do not install the scanner in direct sunlight.



Do not install the scanner under direct sunlight or near heating apparatus. Doing so might cause excessive heat to build up inside the scanner, which can cause scanner trouble or even fire. Install the scanner in a well-ventilated location.

Before moving the scanner, make sure the shipping lock is locked.



When moving the scanner, be sure to lock the shipping lock in order to prevent damages to the scanner.

Chapter 1

Scanner Overview

Admin User

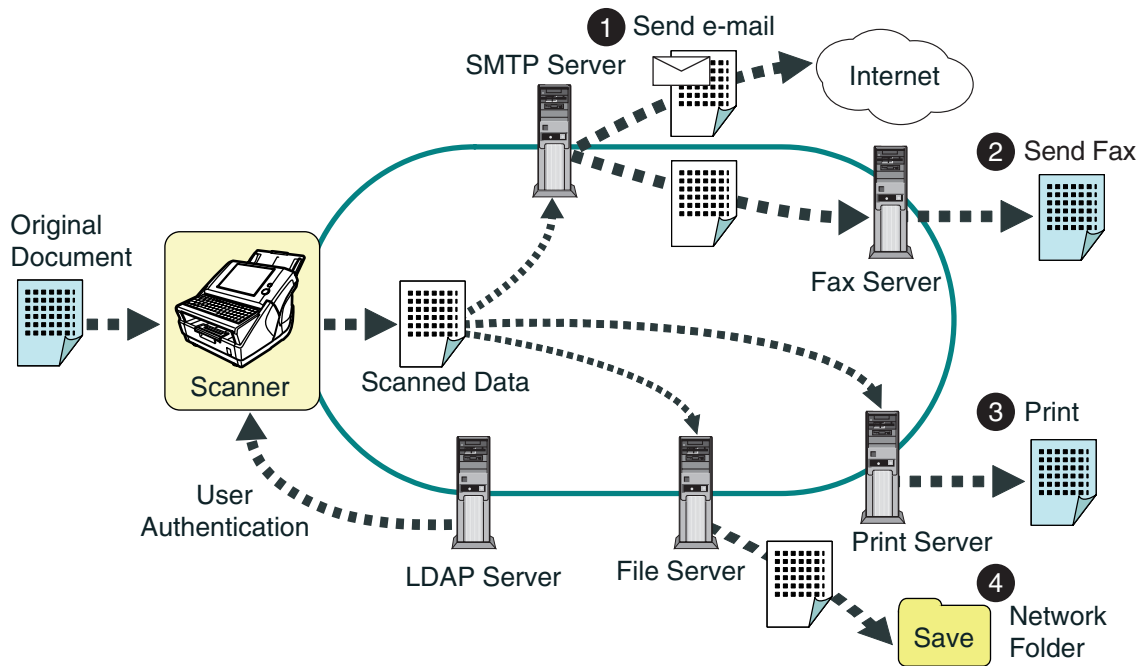
| | |
|------------------------------------|----|
| 1.1 Scanner Features | 2 |
| 1.2 Part Names and Functions | 4 |
| 1.3 User Types and Operations..... | 7 |
| 1.4 System Requirements..... | 11 |

1.1 Scanner Features

■ Basic uses for scanned documents

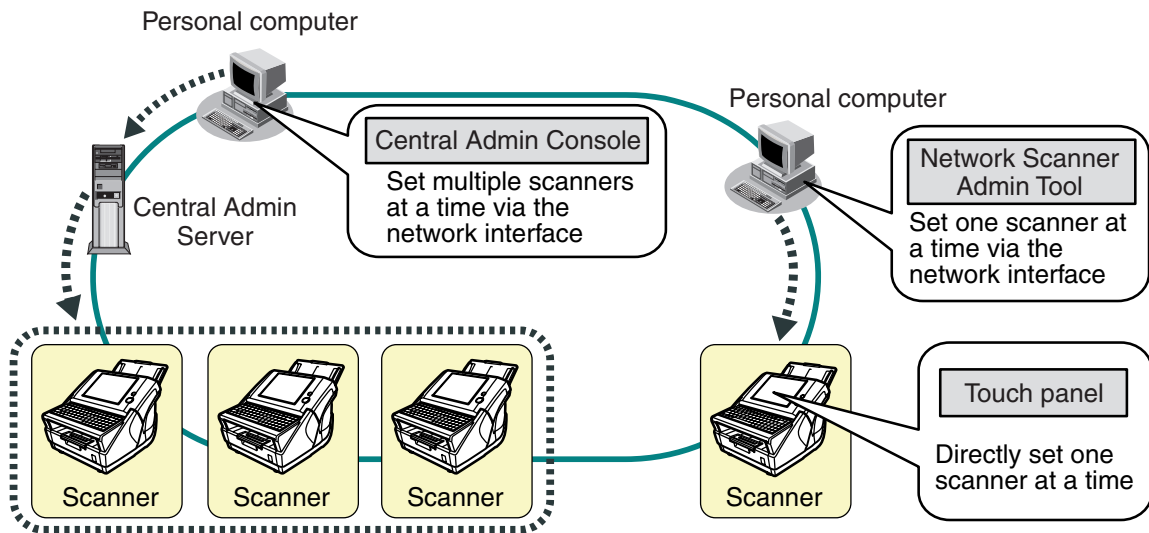
This easy-to-operate network scanner is used to scan documents for further use:

1. Scanned document files can be sent as an e-mail attachment.
2. Scanned document files can be sent by fax.
3. Scanned document files can be printed on a network printer.
4. Scanned document files can be saved in a network folder.



■ Configure and manage with ease

Configuration and management of the scanner can be easily performed via the touch panel, or via the fi Network Scanner Admin Tool (hereinafter referred to as network scanner admin tool) or iScanner Central Admin Console (hereinafter referred to as Central Admin Console), installed on a personal computer.



■ Advanced security measures

The following security functions are provided for the scanner.

- Login authentication can restrict user access.
- Scans can be converted to password protected PDF files.
- Scanned data can be protected.

Since the scanner is intended to be shared by multiple users, data privacy is an important factor.

The following security measures are used to protect the data against untoward access:

- Encryption
 - While it may be temporarily stored in the scanner before being e-mailed, faxed, printed, or saved, the scanned data is always kept in an encrypted form, in order to prevent exposure of data via analysis of the disk contents.
- Scanned data deletion
 - After the scanned data has been e-mailed, faxed, printed or saved, the temporary data is deleted. Even if an error interrupts this process, leaving some scanned data in the scanner, this will automatically be deleted at the next start up.
- Key regeneration
 - When the user data store is cleared from the scanner, the old cipher key is deleted and a new cipher key is generated. This totally eliminates the possibility of access to any user data remaining in the freed disk space.

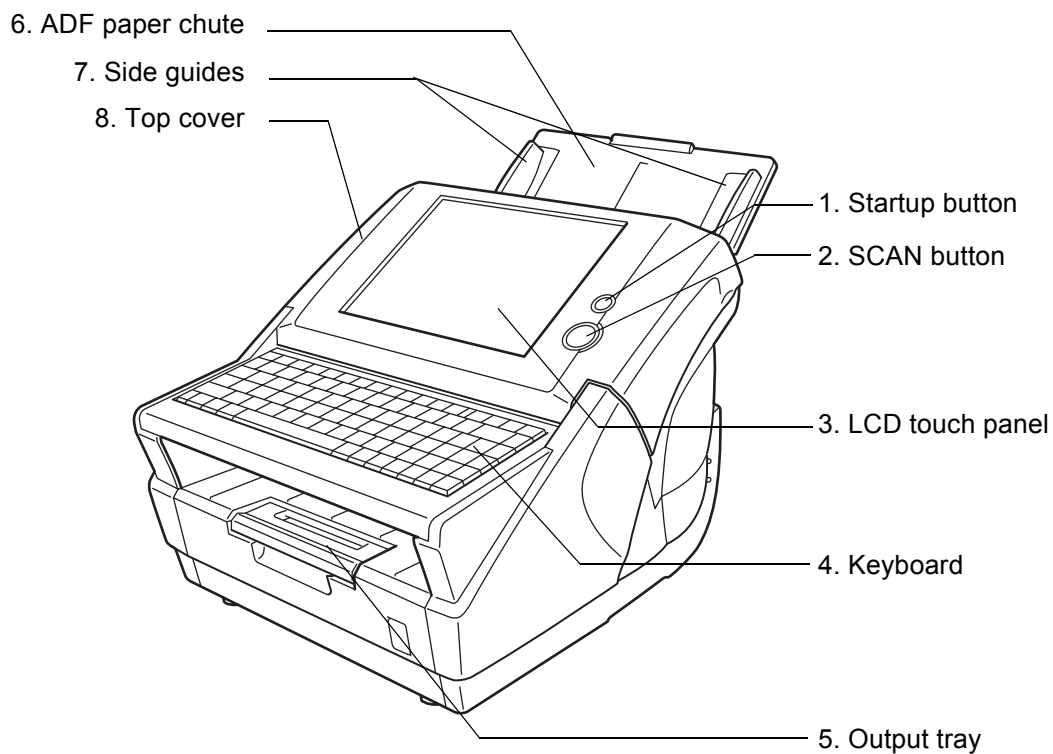
In addition, input of files from external media or networks is not possible.

Therefore, the scanner is protected against virus infection.

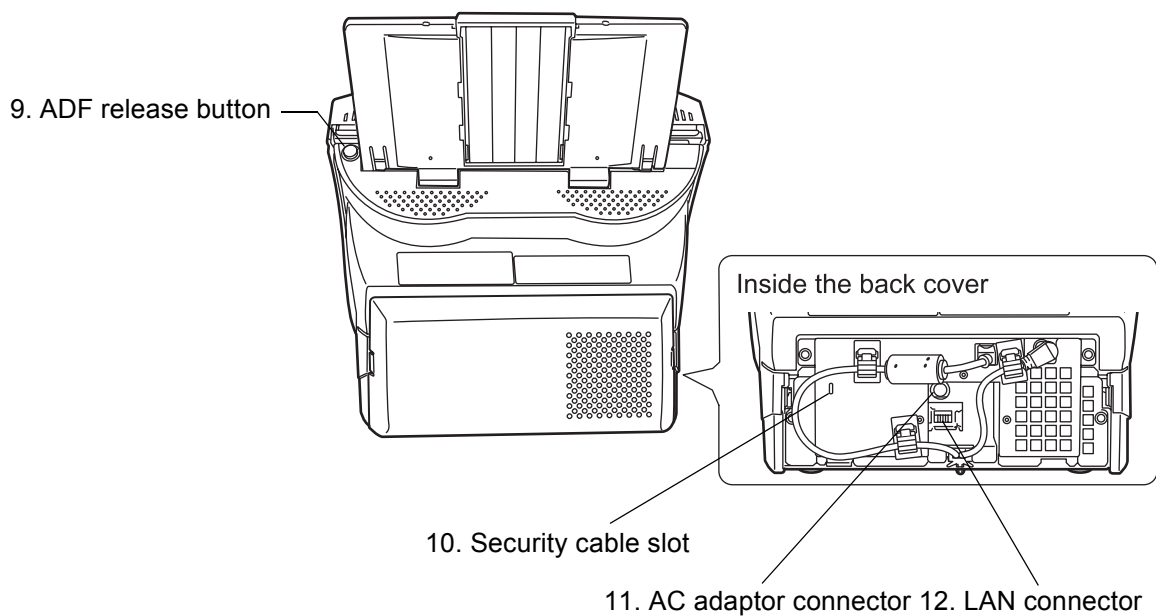
1.2 Part Names and Functions

1.2.1 External Parts

- Front view



- Rear view



| No. | Part name | Function |
|-----|----------------------|---|
| 1 | Startup button | Turns on scanner or brings up the "Login" screen from standby mode. For details, refer to "2.1.1 Using the Startup Button" (page 22) . |
| 2 | Scan button | Starts the scan process. For details, refer to "2.1.2 Using the Scan Button" (page 23) . |
| 3 | LCD touch panel | Accepts user input and displays the scanner control screens. The LCD touch panel buttons are used to setup scans. For details, refer to "2.2 Using the LCD Touch Panel" (page 24) . |
| 4 | Keyboard | Used to enter text in the control screen input fields. May also be used instead of the touch panel to operate the control screens. For details, refer to "2.3 Using the Keyboard" (page 25) . |
| 5 | Output tray | Scanned documents are ejected from the ADF onto this tray. Small documents may be retrieved by lifting up the keyboard after scanning has completed. |
| 6 | ADF paper chute | Holds the documents waiting to be scanned (scan side down). |
| 7 | Side guides | Adjust to the width of the paper, to prevent skewing of the scanned pages. |
| 8 | Top cover | Frames the LCD touch panel, and covers the upper scanner/ADF mechanism. Must be opened to clean inside the scanner, or when replacing consumable parts. |
| 9 | ADF release button | Push to unlock the top cover. |
| 10 | Security cable slot | Slot for commercially available security cable to prevent against theft. The following security cable is recommended. Type: Right angle Cylindrical part: diameter 25mm (max), length 50mm (max) (includes bent part if a straight cable is used) |
| 11 | AC adaptor connector | Connects the scanner to the AC adaptor. |
| 12 | LAN connector | Connects the scanner to the network. |

1.2.2 Internal Parts

| No. | Part name | Function |
|-----|---------------------------------|--|
| 1 | Pad assembly | Help to guide documents from the ADF paper chute to the glass scanner windows. |
| 2 | Pick roller | |
| 3 | Sheet guide | |
| 4 | Glass scanner windows | Place where the documents are scanned. |
| 5 | ADF (Automatic Document Feeder) | Drives the documents from the ADF paper chute, past the glass scanner windows, to the output tray. |

1.3 User Types and Operations

The scanner functions available after login vary in the following ways for different types of user:

- **Administrator**
Can setup and manage the scanner. The administrator can operate via the scanner's touch panel, or via the network interface by using the network scanner admin tool, or Central Admin Console. However, only "System Settings" and "Network Settings" can be adjusted from the Central Admin Console.
- **Regular User**
Can scan documents and then send, print, or save the resulting data.

| Top Menu Tab /Side Menu Tab | Used to ... | Administrator | | | Regular User | See ... |
|-----------------------------|---|---------------|------------|---------------|--------------|-------------------------|
| | | Touch Panel | Admin Tool | Central Admin | | |
| System Settings | | | | | | |
| Screen Calibration | Calibrate the touch panel | A | — | — | — | page 47 |
| Scanner Name | Set the scanner name | A | A | — | — | page 50 |
| Language/Keyboard Selection | Set the language | A | A | — | — | page 53 |
| Region/Timezone | Set the region/timezone | A | A | A | — | page 54 |
| Date/Time | Set the date/time | A | A | A (*1) | — | page 55 |
| Standby Mode | Set the standby mode | A | A | A | — | page 57 |
| Login Settings | Set the login settings | A | A | A | — | page 59 |
| Admin Password | Change the admin password | A | A | — | — | page 61 |
| File Names | Set the file name format | A | A | A | — | page 62 |
| Multifeed Settings | Set the multifeed detection method | A | A | A | — | page 64 |
| Scanner Adjustment | Set the offset and magnification settings | A | A | — | — | page 67 |

| Top Menu Tab /Side Menu Tab | Used to ... | Administrator | | | Regular User | See ... |
|--------------------------------|--|----------------|---------------|------------------|-----------------|--------------------------|
| | | Touch Panel | Admin Tool | Central Admin | | |
| Network Settings | | | | | | |
| IP Address | Set the IP address | A | A | — | — | page 69 |
| Admin Network | Set the admin network | A | A | A (*2) | — | page 71 |
| Central Admin Server | Set the Central Admin Server | A | A | A (*3) | — | page 73 |
| DNS Server | Set the DNS server | A | A | A | — | page 75 |
| WINS Server | Set the WINS server | A | A | A | — | page 77 |
| NTP Server | Set the NTP server | A | A | A (*4) | — | page 78 |
| Proxy Server | Set the proxy server | A | A | A | — | page 80 |
| Login LDAP Server | Set the login LDAP server | A | A | A | — | page 81 |
| e-Mail LDAP Server | Set the e-Mail LDAP server | A | A | A | — | page 86 |
| Customize LDAP Search | Customize the LDAP search parameters | A | A | A | — | page 87 |
| SMTP Server | Set the e-mail server (SMTP server) | A | A | A | — | page 92 |
| Fax Server | Set the fax server | A | A | A | — | page 93 |
| Network Printer | Set the network printers | A | A | A (*5) | — | page 94 |
| Network Folder | Set the network folders | A | A | A | — | page 109 |
| Alert Notifica- tion | Set the destination for alert notifications | A | A | A | — | page 122 |
| Ping | Check the network connec- tion with a Ping test | A | A | — | — | page 123 |
| Network Status | Check the network operat- ing status | A | A | — | — | page 125 |
| Device Status | | | | | | |
| System Status | View the system status | A | A | — | — | page 127 |
| Usage Status | View the usage status | A | A | A (*6) | — | page 128 |
| Add-in Status | View the Add-in status | A | A | A (*6) | — | page 130 |

| Top Menu Tab /Side Menu Tab | Used to ... | Administrator | | | Regular User | See ... |
|--------------------------------|--|----------------|---------------|------------------|-----------------|--------------------------|
| | | Touch Panel | Admin Tool | Central Admin | | |
| Operation Logs | | | | | | |
| User Log | Manage user logs | A | A | — | — | page 131 |
| System Log | Manage the system log | A | A | — | — | page 134 |
| Maintenance | | | | | | |
| User Data Store | Maintain the user data store | — | A | — | — | page 137 |
| System Settings File | Maintain the system set- tings | — | A | — | — | page 143 |
| System Update | Update the scanner's system software | — | A | A (*7) | — | page 147 |
| Add-in Manager | Install/uninstall an Add-in module | — | A | A (*7) | — | page 149 |
| Technical Sup- port | Set the information output level | A | A | — | — | page 151 |
| | Obtain technical support | — | A | — | — | page 152 |
| Job Settings | | | | | | |
| Job Sequences | Set a job sequence | — | A | A | — | page 154 |
| Job Menus | Set a job menu | — | A | A | — | page 162 |
| Job Groups | Set a job group | — | A | A | — | page 168 |
| e-Mail | Send the scanned data by e-mail | — | — | — | A | page 234 |
| Fax | Send the scanned data by fax | — | — | — | A | page 246 |
| Print | Print the scanned data | — | — | — | A | page 255 |
| Save | Save the scanned data to a network folder | — | — | — | A | page 268 |
| Scan Settings | Set the scan options | — | — | — | A | page 273 |
| Scan Viewer | Enable/disable the scan viewer | — | — | — | A | page 307 |

| Top Menu Tab /Side Menu Tab | Used to ... | Administrator | | | Regular User | See ... |
|--------------------------------|---|----------------|---------------|------------------|-----------------|--------------------------|
| | | Touch Panel | Admin Tool | Central Admin | | |
| Maintenance | | | | | | |
| Edit e-Mail Addresses | Edit contacts in the e-mail address book | — | — | — | A | page 244 |
| Edit Fax Num- bers | Edit contacts in the fax number list | — | — | — | A | page 253 |
| Roller Cleaning | Clean the ADF | — | — | — | A | page 324 |
| Scan Test | Perform a scan test | — | — | — | A | page 343 |
| Consumable Alert | Indicate when parts need replacing | — | — | — | A | page 333 |
| User Log | Check user operations | — | — | — | A | page 313 |

A: available —: not available

- (*1): Only date format is possible.
- (*2): Contents of the SSL Certificate are not shown.
- (*3): Address or port number cannot be set.
- (*4): Synchronization not possible.
- (*5): Printers which can be used by the scanner may not match the printers shown on the Central Admin Server.
- (*6): Operations cannot be performed from the "Edit Scanner Settings" screen, but can be performed from the Central Admin Console "Scanner List & Config" screen.
- (*7): Operations cannot be performed from the "Edit Scanner Settings" screen, but can be performed from the Central Admin Console Main Menu.

1.4 System Requirements

1.4.1 Requirements for Network Scanner Admin Tool

For use of the network scanner admin tool, the following requirements apply:

■ Software

- Operating System
 - Windows® XP SP2 or later (*1)
 - Windows Vista®
 - Windows Server® 2003
 - Windows Server® 2008
- Microsoft® Internet Explorer 6 SP2 or later (*2)

(*1): Installation of Microsoft® .NET Framework 2.0 or later is required. When installing the network scanner admin tool, confirm that .NET Framework 2.0 or later is installed. If not already installed, a message will appear telling you to install .NET Framework 2.0 from the Microsoft Web site. When installing .NET Framework, at least 280MB of additional free disk space is required.

(*2): Confirm that the latest security patch has been applied. If the latest patch has not been applied, downloading operations (such as manual download) may not be possible. For Windows® XP, "KB933566" must be applied to Microsoft® Internet Explorer.

■ Hardware

- Any personal computer which runs the supported software
 - 32 MB of free memory space
 - 64 MB of free disk space
- XGA monitor or better
- LAN cable

1.4.2 Requirements for Central Admin Console

For use of the Central Admin Console, the following requirements apply:

■ Software

- Operating System
 - Windows® XP SP2 or later (*1)
 - Windows Vista®
 - Windows Server® 2003
 - Windows Server® 2008
- Microsoft® Internet Explorer 6 SP2 or later (*2)

(*1): Installation of Microsoft® .NET Framework 2.0 or later is required. When installing the network scanner admin tool, confirm that .NET Framework 2.0 or later is installed. If not already installed, a message will appear telling you to install .NET Framework 2.0 from the Microsoft Web site. When installing .NET Framework, at least 280MB of additional free disk space is required.

(*2): Confirm that the latest security patch has been applied. If the latest patch has not been applied, downloading operations (such as manual download) may not be possible. For Windows® XP, "KB933566" must be applied to Microsoft® Internet Explorer.

■ Hardware

- Any personal computer which runs the supported software
 - 32 MB of free memory space
 - 64 MB of free disk space
- XGA monitor or better
- LAN cable

1.4.3 Requirements for Central Admin Server

For use of the Central Admin Server, the following requirements apply:

■ Software

- Operating System
 - Windows® 2000 Server
 - Windows Server® 2003
 - Windows Server® 2008
- Microsoft® Internet Explorer 6 SP2 or later (*1)
- Microsoft® .NET Framework 2.0 or later
- Microsoft® Internet Information Service 5.0 or later
- Microsoft® SQL Server™ 2005 Express Edition (*2)

(*1): Confirm that the latest security patch has been applied. If the latest patch has not been applied, downloading operations (such as manual download) may not be possible.

(*2): If Microsoft® SQL Server™ 2005 Express Edition is not already installed, install it at the same time as the Central Admin Sever installation.

■ Hardware

- Any personal computer which runs the supported software
Intel® Pentium® processor, 1GHz and above, or equally interchangeable processor
512MB or more of free memory space
XXX MB of free disk space
- XGA monitor or better
- LAN cable

1.4.4 Requirements for Other Servers

For other servers, the following requirements apply:

| Server | Operating system | Software product |
|--------------|---------------------------|-----------------------|
| LDAP Server | Windows® 2000 Server (*1) | Active Directory |
| | Windows Server® 2003 (*2) | Active Directory |
| | Windows Server® 2008 (*3) | Active Directory |
| LDAPS Server | Windows® 2000 Server (*1) | Active Directory |
| | Windows Server® 2003 (*2) | Active Directory |
| | Windows Server® 2008 (*3) | Active Directory |
| SMTP Server | Windows® 2000 Server (*1) | SMTP |
| | Windows Server® 2003 (*2) | SMTP |
| | Windows Server® 2008 (*3) | SMTP |
| File Server | Windows® 2000 Server (*1) | Windows Shared Folder |
| | Windows Server® 2003 (*2) | Windows Shared Folder |
| | Windows Server® 2008 (*3) | Windows Shared Folder |
| FTP Server | Windows® 2000 Server (*1) | FTP |
| | Windows Server® 2003 (*2) | FTP |
| | Windows Server® 2008 (*3) | FTP |
| FTPS Server | Windows Server® 2008 (*3) | FTP |
| Proxy Server | XXXXXX | XXXXXX |
| Print Server | Windows® 2000 Server (*1) | Printer Driver (*4) |
| | Windows Server® 2003 (*2) | Printer Driver (*4) |
| | Windows Server® 2008 (*3) | Printer Driver (*4) |
| WINS Server | Windows® 2000 Server (*1) | WINS |
| | Windows Server® 2003 (*2) | WINS |
| | Windows Server® 2008 (*3) | WINS |
| DHCP Server | Windows® 2000 Server (*1) | DHCP |
| | Windows Server® 2003 (*2) | DHCP |
| | Windows Server® 2008 (*3) | DHCP |
| NTP Server | Redhat Enterprise Linux | ntp |

| Server | Operating system | Software product |
|------------|---------------------------|------------------|
| Fax Server | Windows® 2000 Server (*1) | RightFax |
| | Windows Server® 2003 (*2) | RightFax |
| | Windows Server® 2008 (*3) | RightFax |

- (*1): Microsoft® Windows® 2000 Server
Microsoft® Windows® 2000 Advanced Server
Microsoft® Windows® 2000 Datacenter Server
- (*2): Microsoft® Windows Server® 2003, Standard Edition
Microsoft® Windows Server® 2003, Enterprise Edition
Microsoft® Windows Server® 2003, Datacenter Edition
- (*3): Microsoft® Windows Server® 2008 Standard
Microsoft® Windows Server® 2008 Enterprise
Microsoft® Windows Server® 2008 Datacenter
- (*4): Windows® XP compatible printer driver, can be used as a shared network printer.

■ LDAP Server

LDAP (Lightweight Directory Access Protocol) is a protocol for accessing a directory databases over a TCP/IP network. It can be used to administrator networked users e-mail addresses and operating environments.

When connected using encryption (SSL), this is called the "LDAPS Server".

The LDAP server can be used to perform the following:

- User authentication at login
- Finding or entering e-mail addresses in an address book

■ LDAPS Server

LDAPS server is an LDAP server which connects using SSL encryption.

The LDAPS server can be used to perform the following:

- User authentication at login
- Finding or entering e-mail addresses in an address book

■ SMTP Server

SMTP (Simple Mail Transfer Protocol) is a protocol for sending e-mail.

The SMTP server can be used to perform the following:

- Sending the scanned data as an e-mail
- Sending the scanned data by fax

■ File Server

The file server shares the disk on a server with other computers on a network, and enables use of the disk from an external computer.

Using this file server enables a scanned image to be saved to a file server network folder.

■ FTP Server

The FTP (File Transfer Protocol) is a protocol for transmitting files.

When connected using encryption (SSL), this is called the "FTPS Server".

Using this FTP server enables a scanned image to be saved to an FTP server network folder.

■ FTPS Server

FTPS server is an FTP server which connects using SSL encryption.

Using this FTPS server enables a scanned image to be saved to an FTPS server network folder.

■ Proxy Server

Proxy server is a server which acts as an intermediary between an internal and external network.

Using this Proxy server enables a scanned image to be safely saved to a FTP server network folder.

■ Print Server

The print server is used to print the scanned data. Printers to be used are set on the print server.



- Windows® XP compatible printer drivers must be registered.
- Printer must be able to spool print jobs (to hard disk or memory). Contact your printer dealer if uncertain whether your printer has a spool function.
- Printers that allow the status of print errors to be easily checked (via a LCD control panel, or similar) are recommended.



For printing, use only printers connected to the print server.



■ WINS Server

The WINS server handles name registration requests from WINS clients, register their names and IP addresses, and responds to NetBIOS name queries submitted by clients, returning the IP address of a queried name if it is listed in the server database.

In addition, when a DNS name resolution fails, the query can be transferred to the WINS server.



■ DHCP Server

The DHCP server automatically assigns an IP address for this scanner and other client PCs.

■ NTP Server

The NTP server is used when a client makes a time query through network.

■ Fax Server

The fax server is used for sending faxes.

This scanner supports the following fax servers:

- Captaris® RightFax Business Server (Version 9.3)

This fax server can be used to send the scanned data by fax.

1.4.5 Network Requirements

This section describes the required network conditions for the following cases.



- Communication via an HTTP proxy is not supported.
- Networks where IP addresses using NAT/NAPT are not supported.



■ If iScanner Central Admin is used

The following network conditions are required.

- HTTP/HTTPS communication is possible from the network scanner admin tool to the scanner
- HTTP/HTTPS communication is possible from the Central Admin Server to the scanner
- HTTP/HTTPS communication is possible from the scanner to the Central Admin Server
- Wake-On-LAN Magic Packet routing is possible from the Central Admin Server to the scanner (when WakeOnLAN is used)

■ If iScanner Central Admin is not used

The following network conditions are required.

- HTTP/HTTPS communication is possible from the network scanner admin tool to the scanner

1.4.6 Scanner Requirements for iScanner Central Admin

Up to 1,000 scanners can be managed with iScanner Central Admin. If 1,000 scanners are registered on the server, no more scanners can be registered as targets for central admin. If the number of scanners exceeds 1,000, multiple Central Admin Servers will be prepared. The target scanners for each server should not exceed 1,000.

1.4.7 List of Port Numbers for Scanner Use

| Function | From/To | Port Number | Protocol Number |
|---------------------------------------|---|--------------------------------|-----------------|
| Network Scanner Admin Tool Connection | Network Scanner Admin Tool ⇒ scanner | 80 (HTTP) (*1) | 6 (TCP) |
| | | 443 (HTTPS) (*1) | 6 (TCP) |
| Central Admin Server Connection | Central Admin Server ⇒ scanner | 80 (HTTP) (*1) | 6 (TCP) |
| | | 443 (HTTPS) (*1) | 6 (TCP) |
| DHCP Server | Scanner ⇒ DHCP server | 67 (DHCP) | 17 (UDP) |
| DNS Server | Scanner ⇒ DNS server | 53 (DNS) | 17 (UDP) |
| WINS Server | Scanner ⇒ WINS server | 1512 (WINS) | 17 (UDP) |
| Synchronization | Scanner ⇒ Sntp server | 123 (SNTP) | 17 (UDP) |
| Proxy Server | Scanner ⇒ Proxy server | Free | 6 (TCP) |
| Authentication/e-Mail Address Search | Scanner ⇒ LDAP server | 389 (LDAP) | 6 (TCP) |
| | | 636 (LDAPS) | 6 (TCP) |
| | | 3268 (Global Catalog) | 6 (TCP) |
| | | 3269 (Global Catalog over SSL) | 6 (TCP) |
| Sending e-Mail | Scanner ⇒ SMTP server | 25 (SMTP) | 6 (TCP) |
| Sending Fax | Scanner ⇒ SMTP server | 25 (SMTP) | 6 (TCP) |
| FTP Server | Scanner ⇒ FTP server | 20,21 (FTP) (*1) | 6 (TCP) |
| FTPS Server | Scanner ⇒ FTPS server | 989,990 (FTPS) (*1) | 6 (TCP) |
| Saving to a Folder | Scanner ⇒ file server | 137 (NetBIOS Name Resolution) | 6 (TCP) |
| | | 138 (NetBIOS Datagram Service) | 17 (UDP) |
| | | 139 (NetBIOS Session Service) | |
| | | 445 (SMB) | |
| Ping | Scanner ⇒ another personal computer or server | — | 1 (ICMP) |

(*1): Changing the Port Number is possible

Chapter 2

Basic Scanner Operations

Admin

User

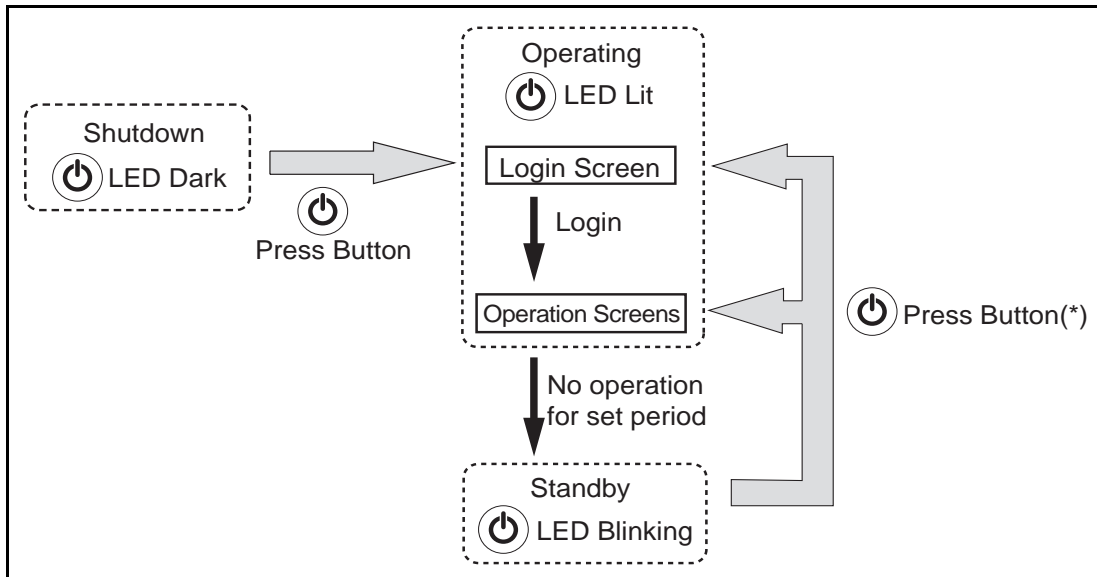


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| 2.1 Using the Scanner Buttons | 22 |
| 2.2 Using the LCD Touch Panel | 24 |
| 2.3 Using the Keyboard | 25 |

2.1 Using the Scanner Buttons

2.1.1 Using the Startup Button

When the scanner is off or in standby mode, pressing the startup button will start the scanner up and display the "Login" screen.



* Other than pressing the startup button, any of the following operations will startup the scanner from standby mode.

- Loading the document in the ADF paper chute.
- Closing the top cover.
- Pressing a keyboard key.

The screen displayed after a re-startup varies according to the specified wait time for automatic logout in the following way:

- If "Never" is specified for automatic logout, the operation screen is displayed.
- If a setting other than "Never" is specified for automatic logout, the "Login" screen is displayed.

The idle time before standby mode entered can be changed. For details, refer to ["4.5.6 Setting the Time to Standby Mode"](#) (page 57).




When the scanner is starting up or in standby mode, be careful to never hold the startup button down for four seconds, as this will cause the scanner to shutdown. If this happens, saved scanned data may become unusable. If the startup button is accidentally held down too long, causing the scanner to shutdown, temporarily detach the AC adaptor to ensure that the power is completely off.

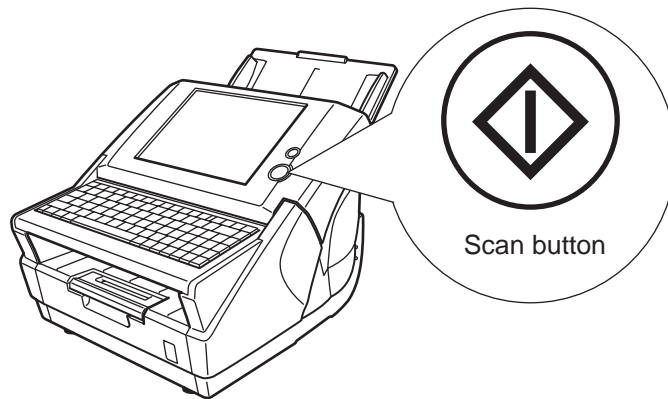
After turning the power off, wait for at least ten seconds before turning the power back on again. To shutdown the scanner correctly, press the [Shutdown] button on the "Login" screen.




Automatic login without displaying the "Login" screen is possible. For more details about how to set automatic login, refer to ["4.5.7 Setting the Login Method" \(page 59\)](#).

2.1.2 Using the Scan Button

When the [Scan] button  on the touch panel is pressed, it will start the scan.



This  button has the following names.

- [Scan] button
- [Scan&Send] button
- [Scan&Print] button
- [Scan&Save] button
- [Scan More] button

2.2 Using the LCD Touch Panel

When using the LCD touch panel, buttons only need to be lightly pressed to select them. For details how to operate the touch panel, refer to ["4.1 Administrator Screens via the Touch Panel"](#) (page 32) or ["6.2 Using Touch Panel Screens: Regular User"](#) (page 226).



- Do not use a pen or other hard object on the LCD touch panel. The LCD touch panel may be damaged.
- If the screen is dirty, this may cause the LCD touch panel to malfunction. Clean the screen if it is visibly dirty. For details, refer to ["7.3 Cleaning the LCD Touch Panel"](#) (page 330).



2.3 Using the Keyboard

Selecting buttons or entering text can also be done on the keyboard.

The keyboard can be used in the following ways:

2.3.1 Using the Keyboard: Administrator

| Key | Used to ... |
|----------------------|--|
| Tab | Switch focus to the next field or button. |
| Space | Select the button in focus. However, this cannot be used for the [Download], [Get CSV], and [Backup] buttons. |
| Enter | Set the contents of the current screen. (Used instead of the [OK] button or [Login] button.) |
| ↑ ↓ | Change the value of the numerical input for the field in focus. |
| Page Up Page Down | Scroll up or down the contents on the screen. (Used instead of the scroll buttons.) |



The keyboard cannot be used to select a top or left side menu button. Select buttons in the top menu by pressing the touch panel, or by using the mouse via the network interface.

2.3.2 Using the Keyboard: Regular Users

| Key | Used to ... |
|----------------------|---|
| Tab | Switch focus to the next field or button. |
| Space | Select the button in focus. |
| Enter | Set the contents of the current screen. (Used instead of the [OK] button or [Login] button.) (On Search screens, may be used instead of the [Find] button.) |
| Esc | Return to the previous screen. (On the "Main Menu" screen, may be used instead of the [Logout] button.) |
| Alt+F4 | Shutdown the scanner. (Used instead of the [Shutdown] button on the "Login" screen.) |
| ↑ ↓ | Scroll up or down between items. |
| Page Up Page Down | Scroll up or down the page on the screen. |

Chapter 3

Administrator Operations (Overview)

Admin User

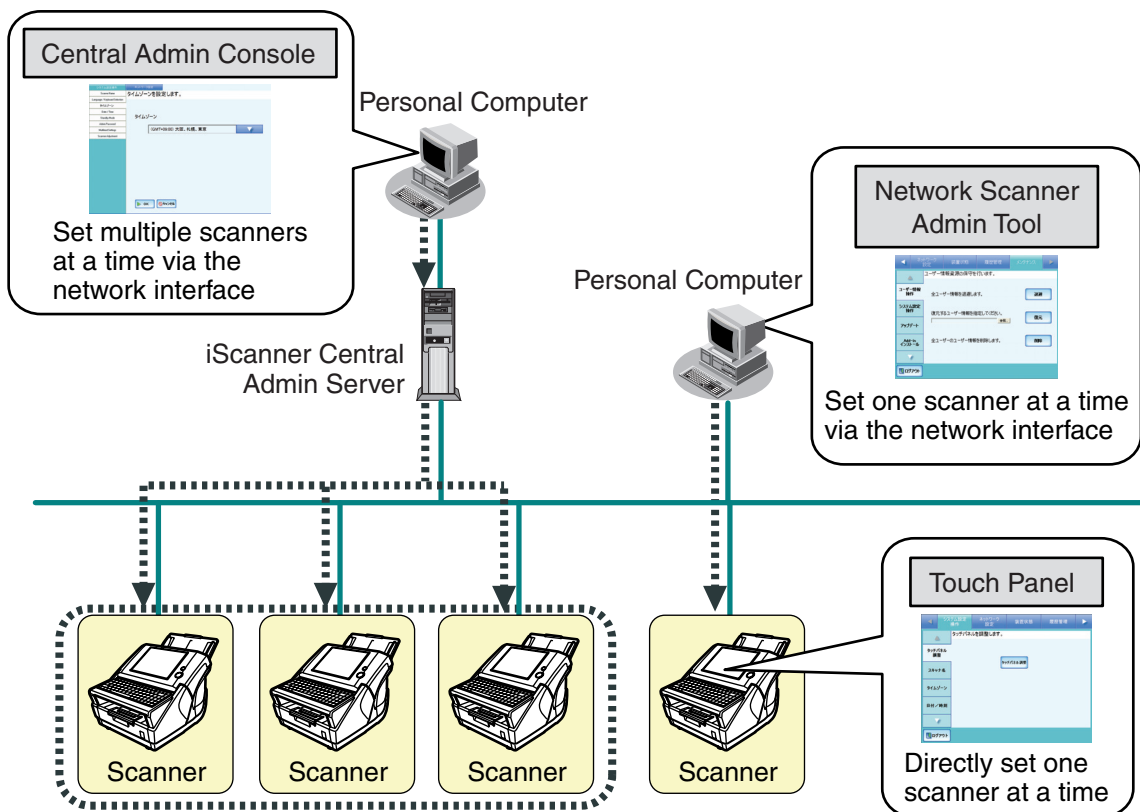


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3.1 Operating and Managing Scanners

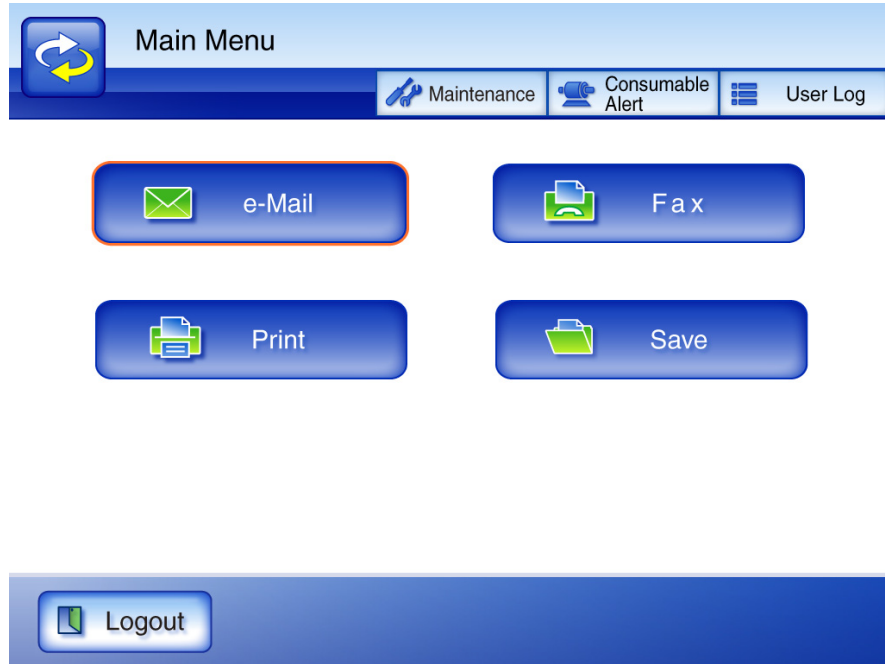
Scanner settings management can be implemented in the following ways.

- LCD Touch Panel
Scanner settings management can be implemented directly via the scanner's touch panel.
- Network Scanner Admin Tool
Scanner settings management, and updates can be implemented via the network interface by using the network scanner admin tool installed on a personal computer. Settings can be performed for one scanner at a time.
- Central Admin Console
Scanner settings management, and updates can be implemented via the network interface by using the Central Admin Console installed on a personal computer. Settings can be performed for multiple scanners at a time. In this case, settings made with the Central Admin Console are applied to scanners via a Central Admin Server.



3.2 Required Scanner Function Settings

Which scanner settings are required differs according to the type of scan that is to be used. The function buttons are displayed on the "Main Menu" screen, in accordance with the specified settings.



| Top Menu | | | | | | |
|------------------------------|----------------|----------|----------|----------|----------|-------------------------|
| | Left Side Menu | e-Mail | Fax | Print | Save | See ... |
| System Settings | | | | | | |
| Screen Calibration | | — | — | — | — | page 47 |
| Scanner Name | | N | N | N | N | page 50 |
| Language/ Keyboard Selection | | — | — | — | — | page 53 |
| Region/Timezone | | A | A | A | A | page 54 |
| Date/Time | | A | A | A | A | page 55 |
| Standby Mode | | — | — | — | — | page 57 |
| Login Settings | | — | — | — | — | page 59 |
| Admin Password | | A | A | A | A | page 61 |
| File Names | | A | — | — | A | page 62 |
| Multifeed Settings | | — | — | — | — | page 64 |
| Scanner Adjustment | | — | — | — | — | page 67 |

| Top Menu | | | | | | |
|-----------------------|----------------|--------|--------|--------|--------|--------------------------|
| | Left Side Menu | e-Mail | Fax | Print | Save | See ... |
| Network Settings | | | | | | |
| IP Address | | N | N | N | N | page 69 |
| Admin Network | | — | — | — | — | page 71 |
| Central Admin Server | | — | — | — | — | page 73 |
| DNS Server | | A | A | A | A | page 75 |
| WINS Server | | A | A | A | A | page 77 |
| NTP Server | | A | A | A | A | page 78 |
| Proxy Server | | — | — | — | A | page 80 |
| Login LDAP Server | | A (*1) | A (*1) | A (*1) | A (*1) | page 81 |
| e-Mail LDAP Server | | A (*1) | A (*1) | A (*1) | A (*1) | page 86 |
| Customize LDAP Search | | A (*1) | A (*1) | A (*1) | A (*1) | page 87 |
| SMTP Server | | N | N | — | — | page 92 |
| Fax Server | | — | N | — | — | page 93 |
| Network Printer | | — | — | N | — | page 94 |
| Network Folder | | — | — | — | N | page 109 |
| Alert Notification | | A | A | A | A | page 122 |
| Ping | | — | — | — | — | page 123 |
| Network Status | | — | — | — | — | page 125 |

N: Necessary A: Advisable —: Not required

(*1): Only necessary if connecting to an LDAP server

Chapter 4

Administrator Operations (Touch Panel and Network Scanner Admin Tool) Admin

This chapter provides an explanation of administrator operations (setting up and managing the scanner) via the scanner's touch panel, or via the network interface using the network scanner admin tool.

The same operations may also be performed via the Central Admin Console [Edit Scanner Settings] and [Job Settings] screens. For more details about the Central Admin Console screens, refer to "[Chapter 5 Administrator Operations \(Central Admin Console\)](#)" (page 177).

Messages may appear while performing operations described in this chapter. For more details about these messages and actions to take, refer to "[D.1.2 System Log Messages](#)" (page 403).

Symbols used in this chapter:



: Administrator operating via the touch panel.



: Administrator operating via the network interface using the network scanner admin tool.



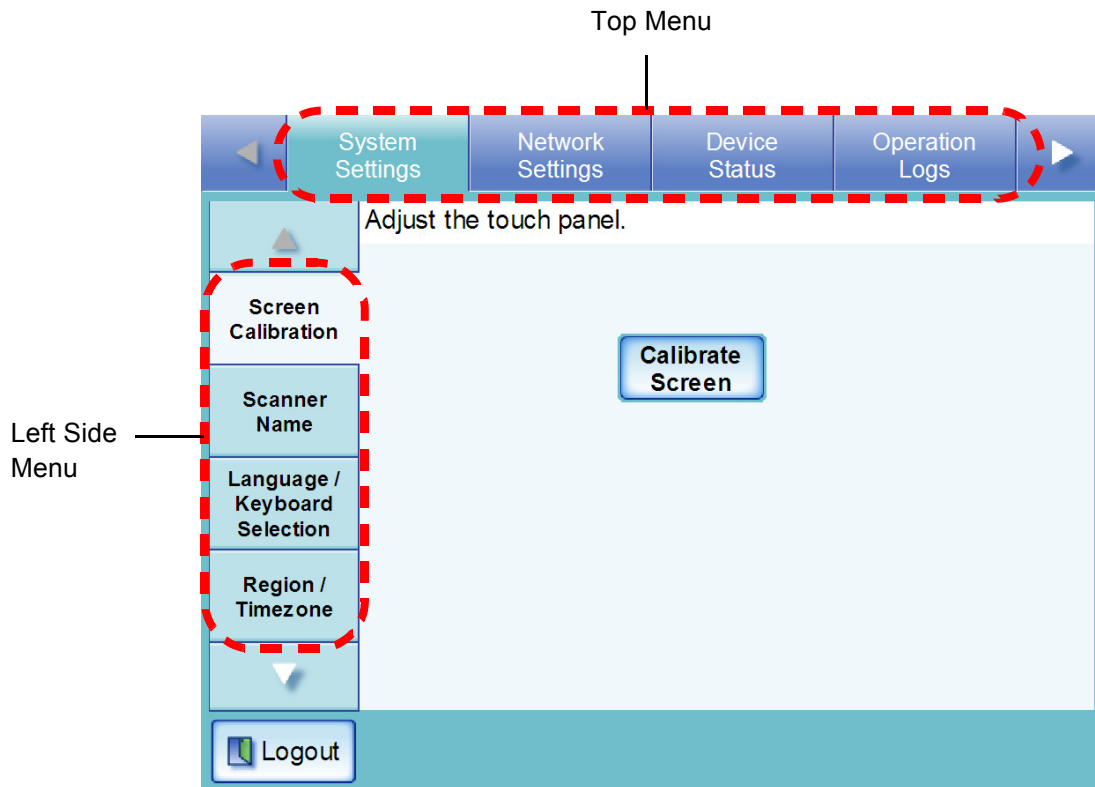
: Administrator operating via the network interface using the Central Admin Console.


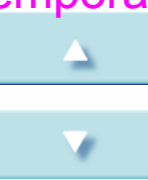


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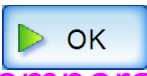

4.1 Administrator Screens via the Touch Panel

4.1.1 Menu Tabs and Buttons

On the touch panel screens (administrator), when one of the top menu tabs is selected, the related function tabs are displayed on the left side menu.



| Actual icon | Shown in manual as... | Used to ... |
|---|-------------------------------|--|
|  | [Left] button, [Right] button | Switch between top menu tabs (scrolling the top menu as necessary). |
|  | [Up] button, [Down] button | Switch between side menu tabs (scrolling the left side menu as necessary). |
|  | [List] button | Display a list of possible selections. |
|  | [Logout] button | Log the current user out. |

| Actual icon | Shown in manual as... | Used to ... |
|---|-----------------------|--|
|  | [OK] button | Accept any changes to the current screen settings. |
|  | [Cancel] button | Abandon any input to the current screen, and keep present settings and/or return to the previous screen. |

Temporary

4.1.2 Input Fields and Entering Characters

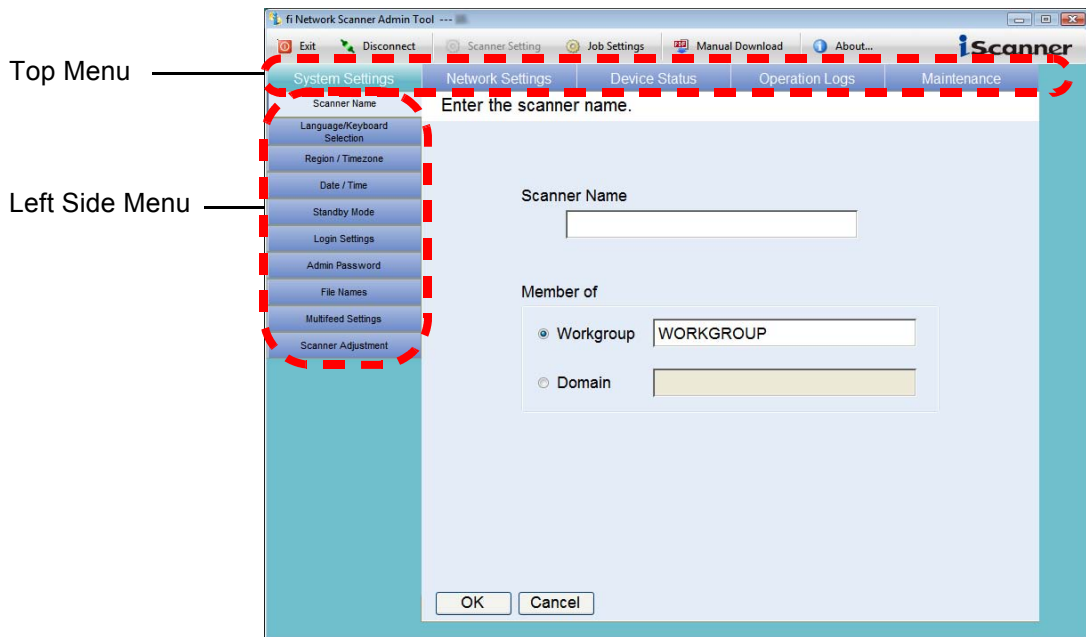
Only passwords for the following fields are case sensitive.

| Screen | Field name |
|---|--|
| Login | Password |
| Authentication screen for setting a domain | Password |
| Login Settings | Password |
| Admin Password | Current Password New Password Confirm New Password |
| Authentication screen for setting a network printer | Password |
| Authentication screen for setting a network folder | Password |
| FTP Path for setting a network folder | Password |

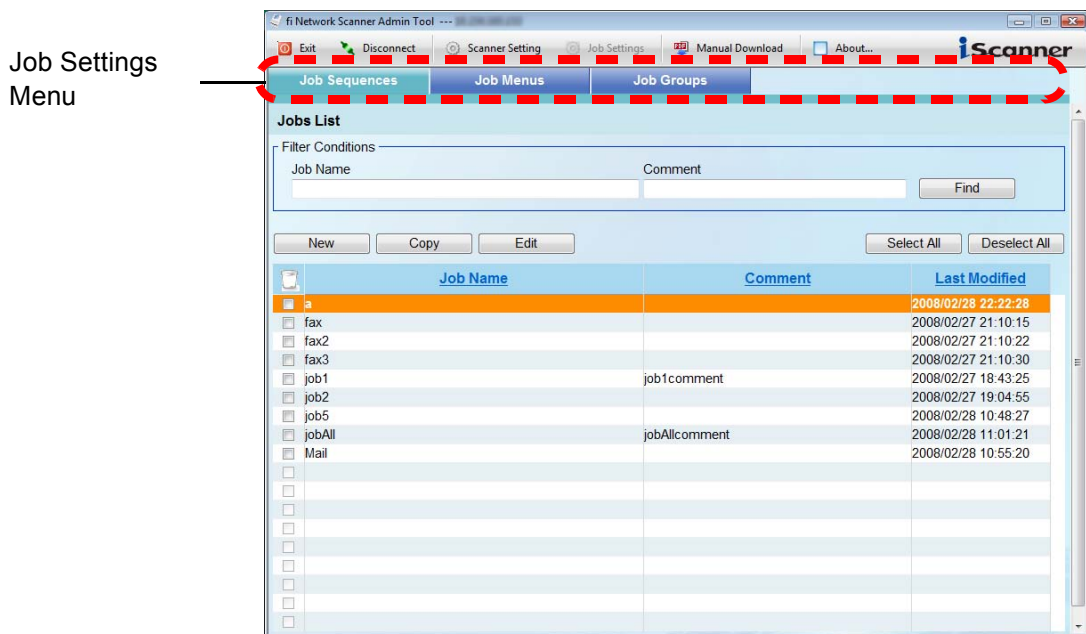
4.2 Administrator Screens via the Network Interface


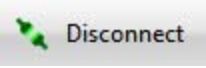
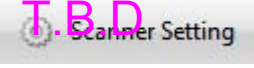
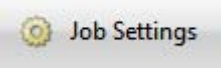
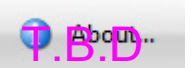

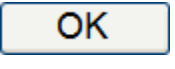
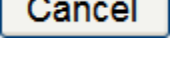
4.2.1 Menu Tabs and Buttons

- When the [Scanner Settings] button is pressed
On the network scanner admin tool scanner settings screens, when one of the top menu tabs is selected, the related function tabs are displayed on the left side menu.



- When the [Job Settings] button is pressed
On the network scanner admin tool job settings screens, when one of the Job Settings Menu tabs is selected, the associated settings screen is displayed.



| Actual icon | Shown in manual as... | Used to ... |
|---|---------------------------|--|
|  | [Exit] button | Close the network scanner admin tool. |
|  | [Disconnect] button | Log the current user out. |
|  | [Scanner Settings] button | Access the scanner settings top menu. |
|  | [Job Settings] button | Access the job settings window. |
|  | [Version] button | Show the version of the network scanner admin tool installed. |
|  | [Download Manual] button | Download the manual. |
|  | [OK] button | Accept any changes to the current screen settings. |
|  | [Cancel] button | Abandon any input to the current screen, and keep present settings and/or return to the previous screen. |

4.2.2 Input Fields and Entering Characters

Only passwords for the following fields are case sensitive.

| Screen | Field name |
|---|--|
| Login | Password |
| Authentication screen for setting a domain | Password |
| Login Settings | Password |
| Admin Password | Current Password New Password Confirm New Password |
| Authentication screen for setting a network printer | Password |
| Authentication screen for setting a network folder | Password |
| FTP Path for setting a network folder | Password |

4.3 iScanner Administrator Login: via the Touch Panel

Touch Panel



- If the normal screen display does not appear, wait for a few minutes and try again. If the problem still occurs, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
- If changes are made to settings, such as IP address settings, when buffer jobs are already queued, these jobs may not be processed normally. In such cases, wait for all buffer jobs to be processed before changing any settings.
- If the [Cancel] button is rapidly pressed many times in succession, a "The page can-not be displayed" message may appear. Selecting another tab or reloading the page will refresh the screen.



- The user name and initial password for the administrator are as follows:
User Name: admin
Password: password
- Only one administrator or user can login to the scanner at any one time.
- Timeout time is 20 minutes (fixed). The timeout time is extended by a further 20 minutes for the following:
 - when a tab on the top menu or left side menu is pressed
 - when the [OK] button is pressed

1. Enter a "User Name" and "Password".

Enter "admin" for the user name.

Passwords must be between 7 and 127 characters long.

Alphanumeric characters (case sensitive) and symbols may be entered.

If "Global Catalog" is selected for the login LDAP server, a UPN suffix can be specified.

A UPN suffix is not required when logging in as an administrator. Even if entered, it will be ignored.



- The "Caps Lock" indicator is on if the keyboard's Caps Lock is set.
- The "Num Lock" indicator is on if the keyboard's Num Lock is set.

2. Press the [Login] button.

⇒ If the user name and password are valid, the "System Settings" screen appears.

4.4 iScanner Administrator Login: via the Network Scanner Admin Tool

The network scanner admin tool can be set up to manage the scanner via a personal computer.



For details about setting up to manage the scanner via a personal computer, refer to "[1.4.1 Requirements for Network Scanner Admin Tool](#)" (page 11).

4.4.1 Setting up for Administrator Access via the Network Scanner Admin Tool



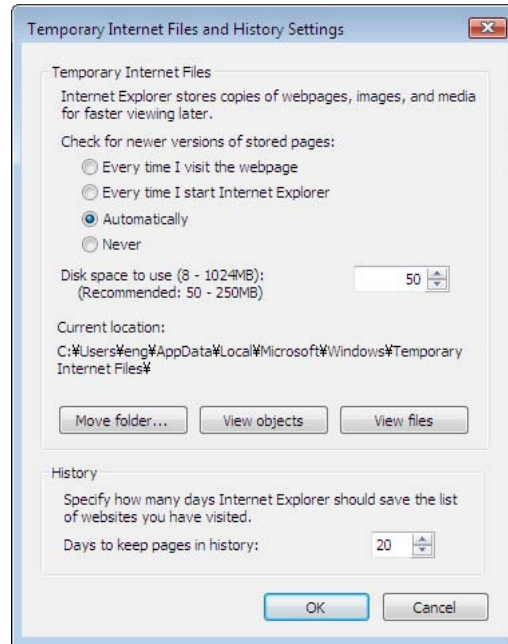
The following are required for administrator login via the network scanner admin tool:

- "[4.5.2 Setting the Scanner Name](#)" (page 50)
- "[4.5.8 Changing the Admin Password](#)" (page 61)
- "[4.6.1 Giving the Scanner an IP Address](#)" (page 69)
- "[4.6.2 Setting the Admin Network](#)" (page 71)
- "[4.6.4 Setting the DNS Server](#)" (page 75)
- "[4.6.5 Setting the WINS Server](#)" (page 77)

Check that the Internet Explorer cache settings.

1. From the Internet Explorer [Tools] menu, select [Internet Options].
⇒ The "Internet Options" dialog box appears.

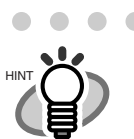
2. On the [General] tab, press the [Settings] button on the "Browsing history".
⇒ The "Temporary Internet Files and History Settings" dialog box appears.



3. For "Check for newer versions of stored pages", select "Automatically".
4. For "Disk space to use", specify 63MB or above.
5. Press the [OK] button.



- Different browser versions may require a different set up procedure.
- Do not use a proxy server setting.



If any updates or service packs are available for Internet Explorer, make sure they are applied.



■ Installing the Network Scanner Admin Tool

To setup the scanner via the network interface, install the network scanner admin tool to your personal computer.



If this tool has already been installed, skip to section ["4.4.2 Logging In"](#) (page 44) for details about network scanner admin tool operations.



1. According to the settings described in ["4.6.2 Setting the Admin Network"](#) (page 71), specify the URL in the following way.

- SSL is [Off], no port number change
http://scanner_name or IP_address/
- SSL is [Off], port number change
http://scanner_name or IP_address: port_number/
For port_number, enter the changed port number.
- SSL is [On], no port number change
https:// scanner_name or IP_address/
- SSL is [On], port number change
https://scanner_name or IP_address: port_number/
For port_number, enter the changed port number.

For SSL, the "Security Alert" window is displayed when connecting.

Press the [Yes] button on the "Security Alert" window.

⇒The "Login" screen appears.

2. Enter a "User Name" and "Password".

Enter "admin" for the user name.

Passwords must be between 7 and 127 characters long.

Alphanumeric characters (case sensitive) and symbols may be entered.

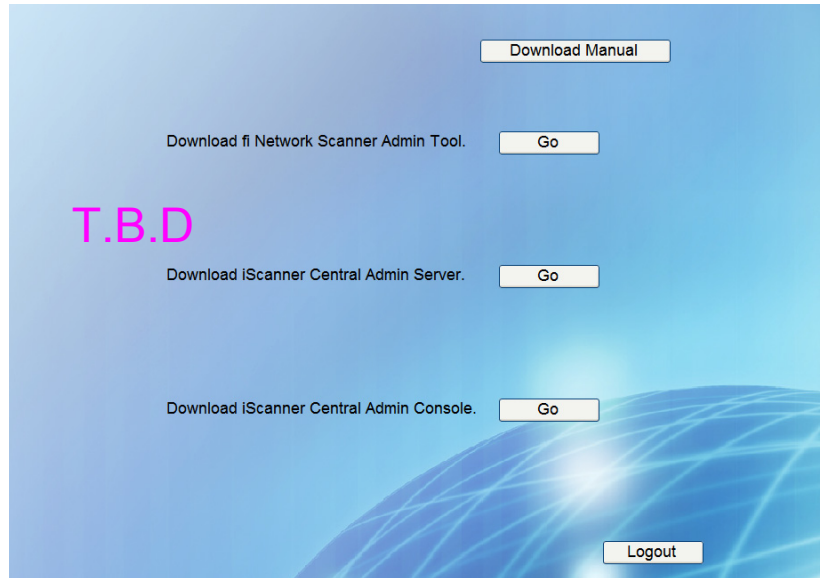
User Name
admin

Password
●●●●●●●

Login



3. Press the [Login] button.
⇒ The "Download" screen appears.
4. Press the [Next] button for "fi Network Scanner Admin Tool".



⇒ The "File Download - Security Warning" dialog box appears.

5. Press the [Run] button.

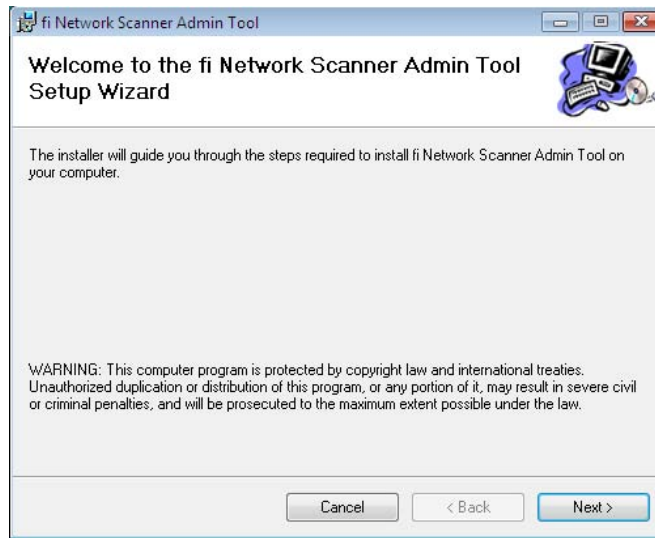


⇒ The fi Network Scanner Admin Tool Setup Wizard appears.



Download and install ".NET Framework version 2.0 Redistributable Package" from the Microsoft Website. After installing the package, try again from [Step 1](#).

6. Press the [Next] button.



⇒ The "Select Installation Folder" window appears.

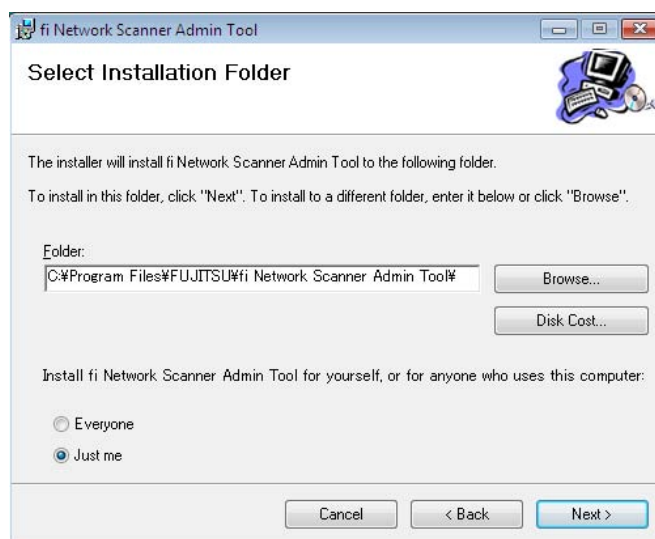
7. Specify an installation folder for the network scanner admin tool.

To select a different folder, press the [Browse] button.

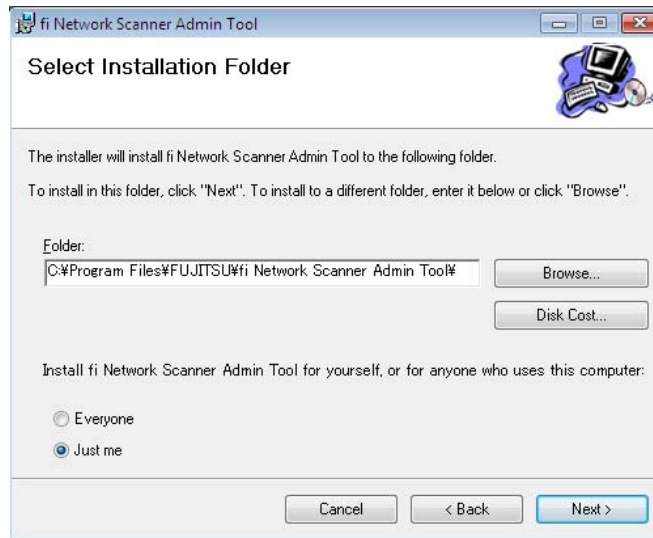
To check the free space available for the currently selected folder, press the [Disk Cost] button.



Installation will fail if the length of any installation path (folder path plus installation file name) exceeds 259 characters. Select an installation folder that respects this limit.



8. Select the target user(s), and press the [Next] button.



- ⇒ Follow the prompts of the install wizard windows until a "fi Network Scanner Admin Tool has been successfully installed" message indicates that the installation has completed. Press the [Close] button.
- ⇒ When the installation is completed, logout of the scanner, and close the Web browser.
- ⇒ The network scanner admin tool should now be usable.
Select the [Start] button, select the [All Programs] - [fi-scanner] sub-menu, and then select on the [fi Network Scanner Admin Tool].

■ Uninstalling the Network Scanner Admin Tool

The network scanner admin tool can be uninstalled from the personal computer it was installed on, from [Control Panel] -[Programs and Features].



Close the network scanner admin tool before uninstalling. If the network scanner admin tool is uninstalled while still open, normal operation of the open network scanner admin tool is not guaranteed.

4.4.2 Logging In

This section explains how to login using the network scanner admin tool.



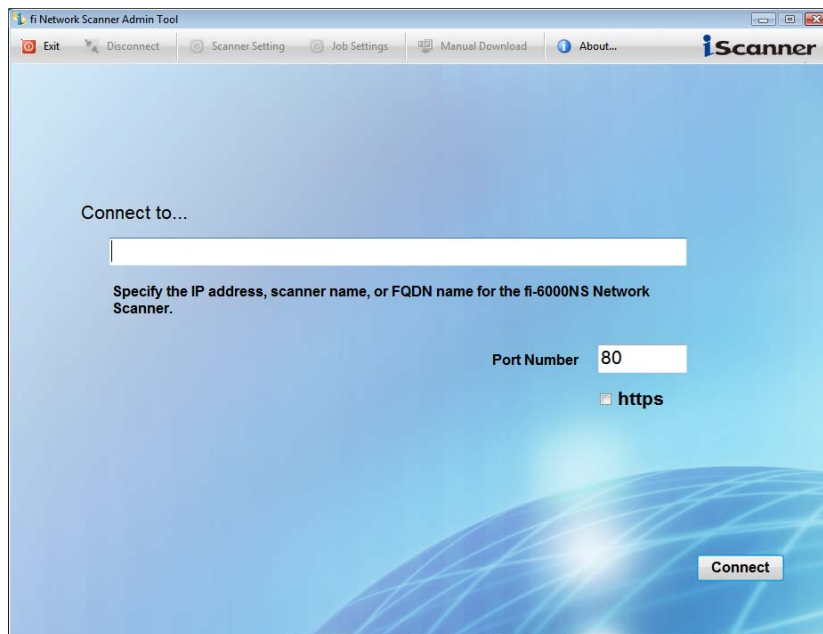
- If the normal screen display does not appear, wait for a few minutes and try again. If the problem still occurs, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
- If changes are made to settings, such as IP address settings, when buffer jobs are already queued, these jobs may not be processed normally. In such cases, wait for all buffer jobs to be processed before changing any settings.
- If the [Cancel] button is rapidly pressed many times in succession, a "Connection error" message may appear. You will need to wait for the error session to timeout before reconnecting.



- The user name and initial password for the administrator are as follows:
User Name: admin
Password: password
- Only one administrator or user can login to the scanner at any one time.
- Timeout time is 20 minutes (fixed). The timeout time is extended by a further 20 minutes for the following:
 - when a tab on the top menu or left side menu is pressed
 - when the [OK] button is pressed

4.4 iScanner Administrator Login: via the Network Scanner Admin Tool

1. From the [Start] menu, point to [All Programs]-[fi-scanner], and then select [fi Network Scanner Admin Tool].
⇒ The network scanner admin tool is started.
2. Specify the "Connect to" (of the scanner).
Enter the IP address, scanner name, or FQDN for the scanner.



- If the port number was changed in "[4.6.2 Setting the Admin Network](#)" ([page 71](#)), enter the port number changed for Port Number.
- To use SSL, select the [https] checkbox.

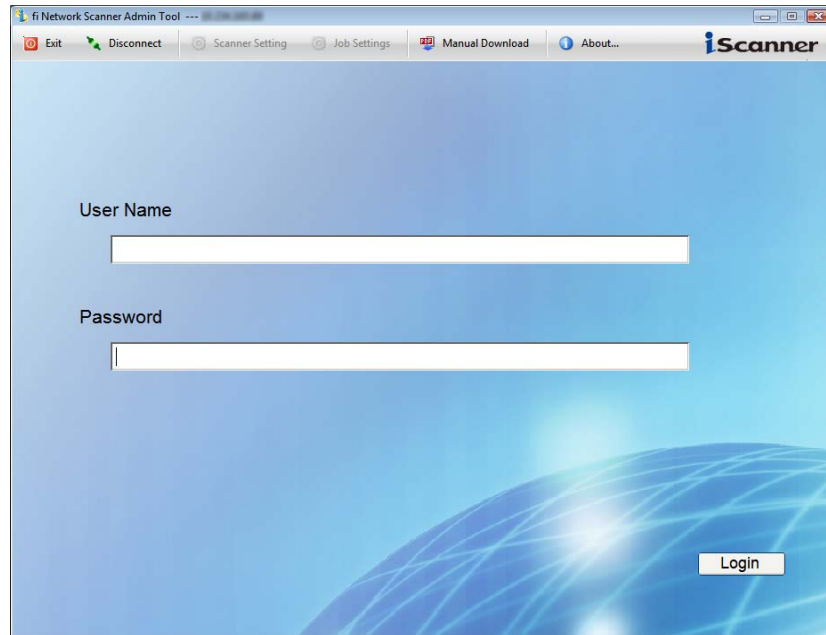
3. Press the [Connect] button.
⇒ The login screen appears.

4. Enter a "User Name" and "Password".

Enter "admin" for the user name.

Passwords must be between 7 and 127 characters long.

Alphanumeric characters (case sensitive) and symbols may be entered.



5. Press the [Login] button.

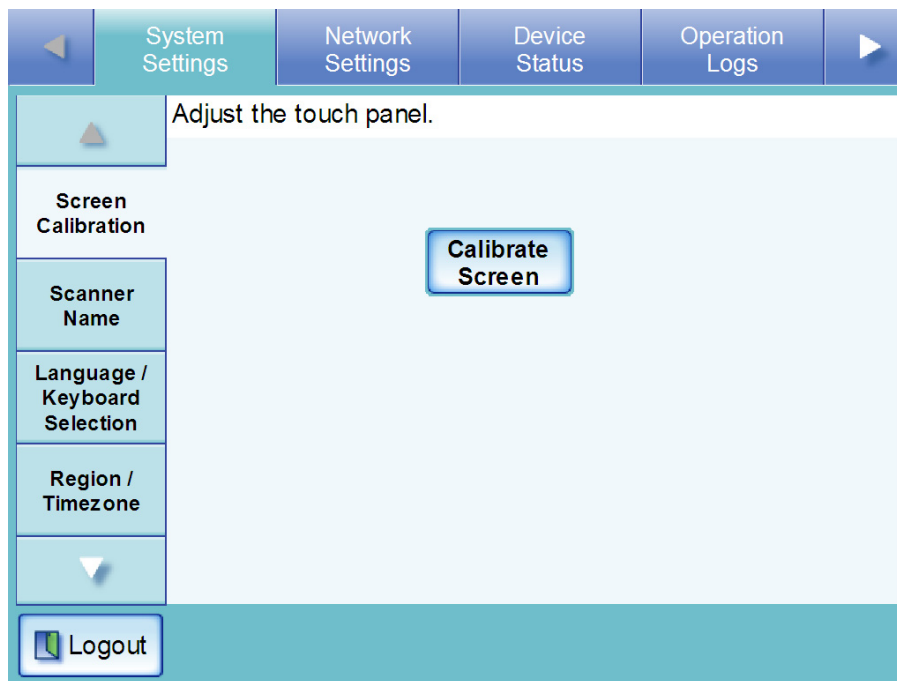
⇒ If the user name and password are valid, the "System Settings" screen appears.

4.5 Using the System Settings Menus

4.5.1 Calibrating the Touch Panel Touch Panel

This should be done when the touch panel responses seem out of alignment with the positions of objects on the LCD screen.

1. Select the [System Settings] tab on the top menu.
2. Select the [Screen Calibration] tab on the left side menu.
⇒ The "Screen Calibration" screen appears.
3. Press the [Calibrate Screen] button.




⇒ A blank calibration screen appears, with a red "+" (adjustment mark) in the top-left corner.

4. Touch the "+" with your fingertip.

After being touched, the "+" will move to the next calibration position. Each time it stops, touch it again.

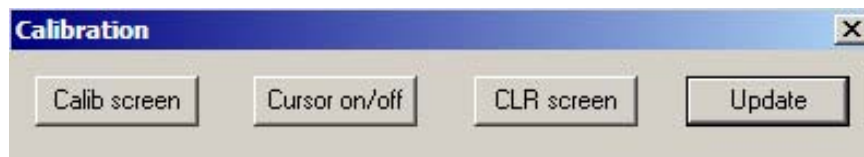


HINT 

The keyboard may also be used on the calibration screen:

- Press the [Home] key to jump straight to the post-calibration test screen.
- Use the arrow keys to move the "+" to a different calibration point. This allows a bad touch to be redone.
- Press the [Esc] key to stop the calibration process and return to the "Screen Calibration" screen.
- Press the [Enter] key to close the error dialog. (Not normally needed.)

Repeat until the test screen appears, with the following "Calibration" dialog box:



5. Trace a line on the screen with your fingertip.
 - ⇒ A corresponding line will appear on-screen.
 - If the line does not appear correctly, press the [Calib screen] button to return to [Step 4](#).
 - If the screen becomes cluttered, press the [CLR screen] button to remove all the lines.
 - The [Cursor on/off] button cannot be used.
6. When you are satisfied with the touch screen response, press the [Update] button.
 - ⇒ This saves the current calibration data, completing the calibration process, and returns you to the "Screen Calibration" screen.



If the calibration is not performed carefully, or the [Enter] key is pressed before all the calibration points have been touched, the following error message may appear:

`Parameter Error. Please input, again.`

Press the [Enter] key to dismiss the error dialog, and perform the calibration from [Step 4](#) again, being careful to touch each calibration point accurately.

4.5.2 Setting the Scanner Name

Touch Panel Admin Tool

A scanner name may be set to provide a network alias for the device.



Do not use a name already being used in the network. Name duplication will cause a network connection error. For more details about how to deal with such errors, refer to "[D.1.1 Administrator Screen Messages](#)" (page 393).

1. Select the [System Settings] tab on the top menu.
2. Select the [Scanner Name] tab on the left side menu.
⇒ The "Scanner Name" screen appears.

3. Enter a Scanner Name.
Scanner names may be up to 15 characters long.
Alphanumeric characters (case sensitive) and hyphens may be entered.
Initial character may not be a hyphen.



Do not use a name that is already being used in the network.

4. Specify the scanner as a workgroup or domain member.
 - For a workgroup
Press the [Workgroup] button, and enter a workgroup name.
Workgroup names may be up to 15 characters long.
The default name is "WORKGROUP".
 - For a domain
Press the [Domain] button and enter a domain name.
Domain names may be up to 155 characters long.

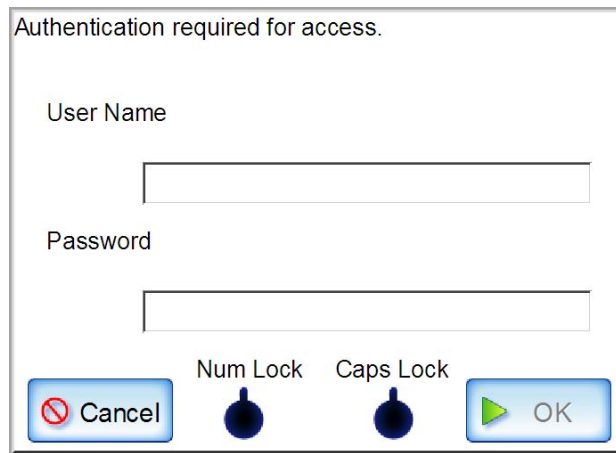
5. Press the [OK] button.

⇒ The restart confirmation screen appears.



In the following case, the authentication screen appears.

- When specifying the scanner as a domain member
- When changing the scanner from a domain to a workgroup member
- When changing the name of a scanner that is a member of a domain



1. Enter a user name.
User names may be up to 256 characters long.
2. Enter a password.
Passwords may be up to 256 characters long.
3. Press the [OK] button.
If the user name and password are valid, the restart confirmation screen appears.

-
6. Press the [Now] button.
⇒ The system is restarted.

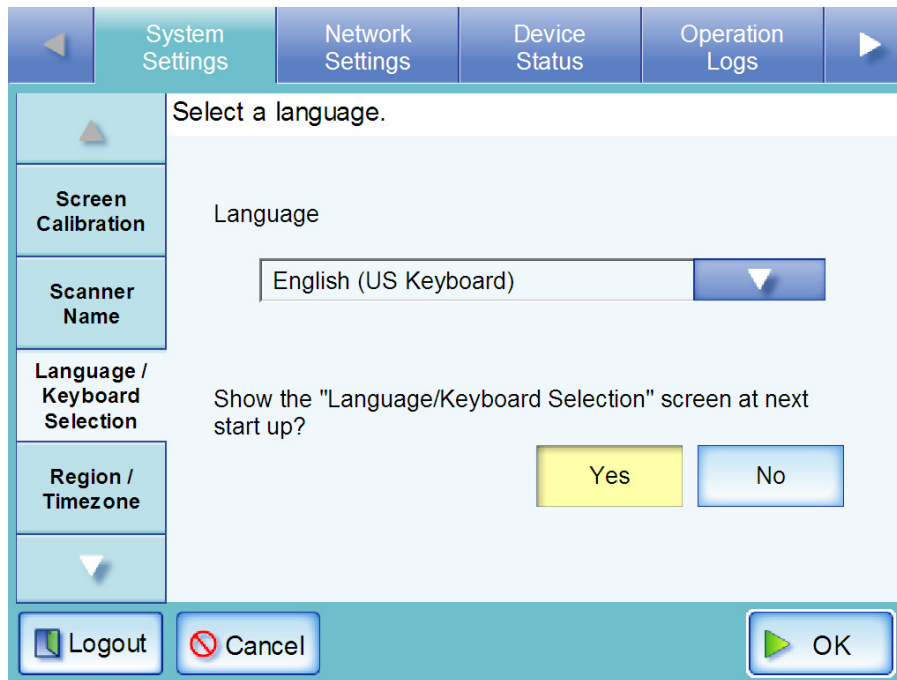


- If the new scanner name is the same as another device name already in use on the network, communication problems will occur. In this case, try the following steps:
 1. Disconnect the LAN cable, and press the [Shutdown] button on the touch panel to turn the scanner off.
 2. Reboot the scanner with the LAN cable disconnected, and enter a non-duplicate scanner name.
 3. Reboot the scanner again.
 4. Re-connect the LAN cable to the scanner.
- The connection will be lost if the scanner name is changed via the network interface. To continue with other settings, wait a short time for the device to restart, then login to the network interface again.

4.5.3 Setting the Language



1. Select the [System Settings] tab on the top menu.
2. Select the [Language/Keyboard Selection] tab on the left side menu.
⇒ The "Language/Keyboard Selection" screen appears.



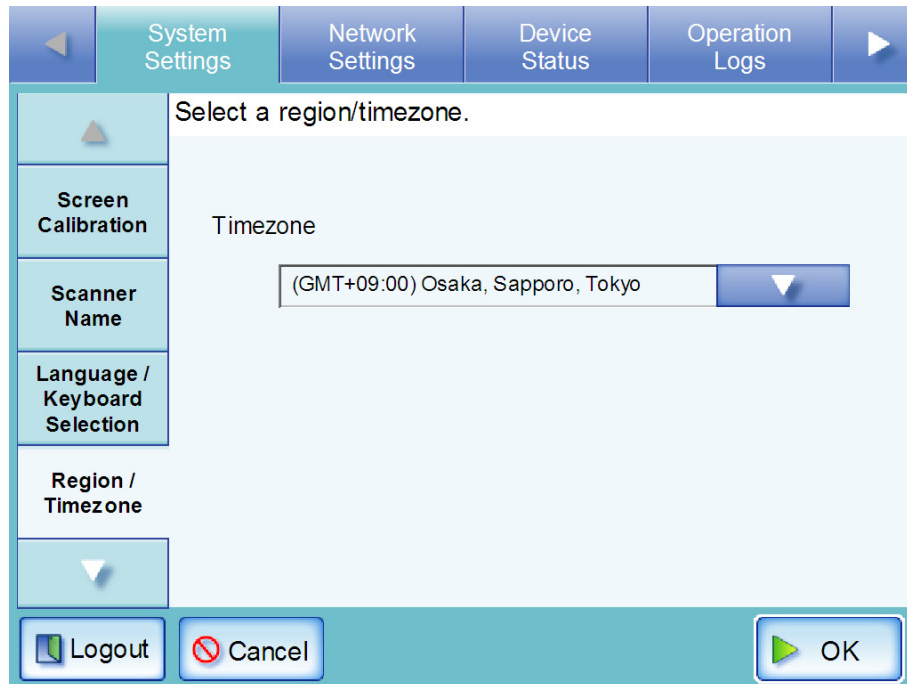
You can select whether or not to display this screen again at the next start up. To display the screen again, for "Show the "Language/Keyboard Selection" screen at next start up?", press the [Yes] button. To not display this screen at next start up, press the [No] button.

3. Press the [List] button for the "Language" input field.
⇒ A list of languages appears.
4. Select a language.
Select the desired language for the operating environment.
⇒ This returns to the "Language/Keyboard Selection" screen.
5. Press the [OK] button.
⇒ A language setting confirmation message appears in the selected language.
6. Press the [OK] button.
⇒ The system is restarted.

4.5.4 Setting the Region/Timezone



1. Select the [System Settings] tab on the top menu.
2. Select the [Region/Timezone] tab on the left side menu.
⇒ The "Region/Timezone" screen appears.

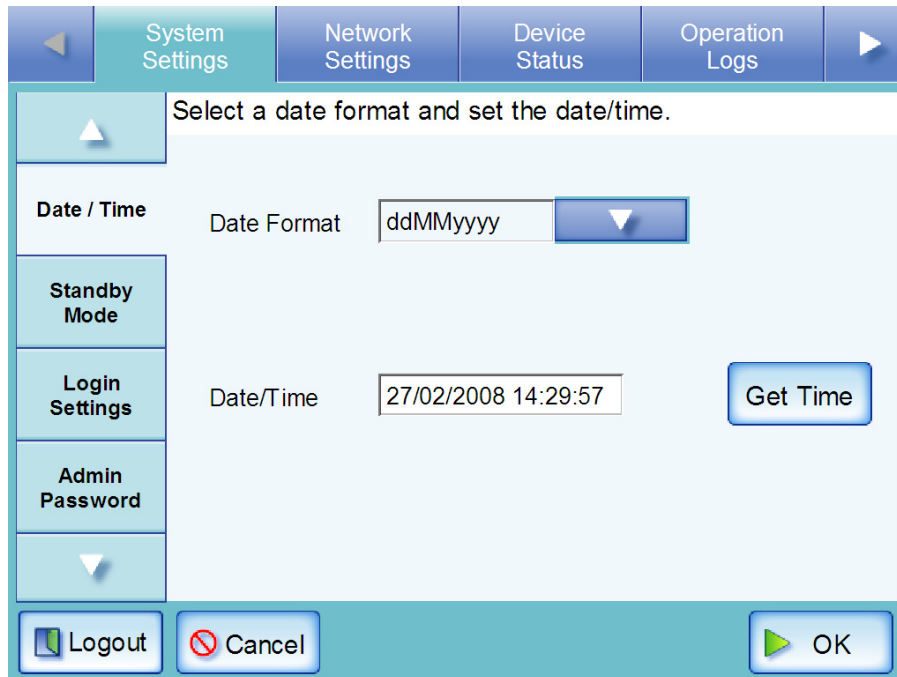


3. Press the [List] button for the "Timezone" input field.
The default timezone is "(GMT+09:00) Osaka, Sapporo, Tokyo".
⇒ A list of timezones appears.
4. Select a timezone.
5. Select whether "Daylight Savings Time" should be on or off.
This option is not shown for timezones where daylight savings time is not used.
6. Press the [OK] button.
⇒ The Region/Timezone is set.

4.5.5 Setting the Date/Time



1. Select the [System Settings] tab on the top menu.
2. Select the [Date/Time] tab on the left side menu.
 - ⇒ The "Date/Time" screen appears, with a system date/time near to the current date/time shown.



For Central Admin Console, only "Date Format" can be set.

3. Press the Date Format [List] button.
 - ⇒ A date format drop down list appears.
4. Select a date format.

This date format is applied to the date/time when it is used to name scan data files and the date shown on screens.
5. Enter the current date and time in the "Date/Time" input field.

The date and time shown are those current for when the "Date/Time" tab on the left side menu was selected.

The date/time range that may be entered is from "January 1st 2001, 00:00:00" to "December 31st 2037, 23:59:59".

When entering a one digit number for date and time, such as for January, prepend "0" and enter "01" in the input field.

6. Press the [OK] button.

⇒ The date and time are set.




- Pressing the [Get Time] button refreshes the current value of the internal system date/time.
- An adjustment that advances the system time by 20 minutes or more results in a session timeout and causes the scanner to logout.

4.5.6 Setting the Time to Standby Mode



The scanner can be set to automatically log out and then enter a standby state after specified periods of non-use.

For any screen after regular user login, if no operations have been performed for the specified "Logout after" period of time, the scanner automatically logs the user out.

 The scanner will not logout while the following operations are ongoing:

- Scanning documents
- e-Mailing a scan
- Faxing a scan
- Printing a scan
- Saving a scan

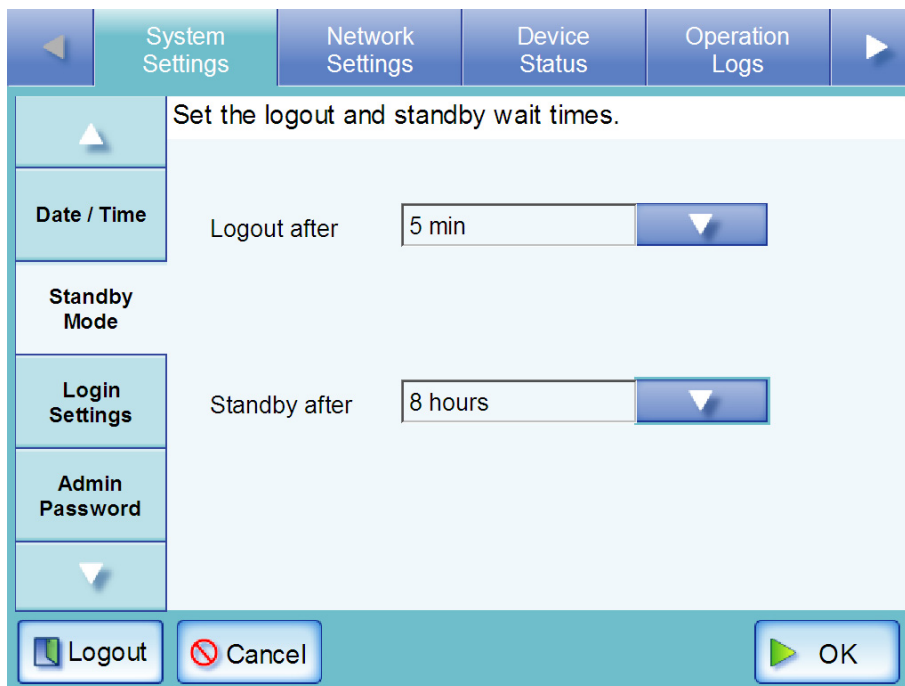
If no operations are performed for the specified "Standby after" period of time, the scanner enters standby mode. The touch panel is switched off when the scanner enters standby mode.

When the startup button is pressed, the "Login" screen will appear.

The screen displayed after a re-startup varies according to the specified wait time for automatic logout in the following way:

- If "Never" is specified for automatic logout, the operation screen is displayed.
- If a setting other than "Never" is specified for automatic logout, the "Login" screen is displayed.

1. Select the [System Settings] tab on the top menu.
2. Select the [Standby Mode] tab on the left side menu.
⇒ The "Standby Mode" screen appears.



-
3. Press the [List] button for the "Logout after" input field.
⇒ A list of "Logout after" times appears.
 4. Select the desired time before automatic log out.
The default time is "5min".
If the [Never] button is pressed, automatic logout is not performed.
 5. Press the [List] button for the "Standby after" input field.
⇒ A list of "Standby after" times appears.
 6. Select the desired time before standby mode.
The default time is "15min".



If the [Never] button is selected for "Logout after", the selected time for "Standby after" is used as the wait time before switching to standby mode.

If a button other than [Never] is selected, set a "Standby after" time that is longer than the "Logout after" time.



7. Press the [OK] button.
⇒ The scanner is set to first standby and then automatically log out after the specified times.



4.5.7 Setting the Login Method

Touch
PanelAdmin
ToolCentral
Admin

The login settings are as follows.

- Automatic login settings
Set the scanner to automatically login without displaying the "Login" screen, when the scanner power is switched on or restarted.
For automatic login, the user name and password specified in the "Login Settings" screen is used. However, if the scanner automatically logs out, or the [Logout] button is pressed, the "Login" screen is displayed.
- Guest account validity
Set whether or not to enable login with a guest account.

1. Select the [System Settings] tab on the top menu.
2. Select the [Login Settings] tab on the left side menu.
⇒ The "Login Settings" screen appears.

The screenshot shows the 'Login Settings' screen. At the top, there are four tabs: System Settings (selected), Network Settings, Device Status, and Operation Logs. On the left side, there is a vertical menu with options: Date / Time, Standby Mode, Login Settings (selected), Admin Password, and a scroll indicator. The main content area is titled 'Enter the user login settings.' and contains the following elements:

- Auto Login:** Two buttons, 'On' (blue) and 'Off' (yellow).
- User Name:** A text input field.
- Password:** A text input field.
- Num Lock:** A toggle switch (currently off).
- Caps Lock:** A toggle switch (currently off).
- Guest Account:** Two buttons, 'On' (yellow) and 'Off' (blue).

At the bottom of the screen, there are three buttons: 'Logout' (with a green arrow icon), 'Cancel' (with a red 'X' icon), and 'OK' (with a green play icon).

3. Select whether or not to enable automatic login.
The default setting is [Off].
Select the [On] button to enable automatic login.
Select the [Off] button to disable automatic login.

4. Enter a user name and password.

User name and password can only be set if the [On] button was selected in [Step 3](#).

| Field Name | Description |
|------------|---|
| User Name | User names may be up to 64 characters long. All alphanumerics (case sensitive) and some symbols are allowed. User names may not start with a "@" or ".". The following symbols cannot be used: /\ [] : ; = , + * ? < > " |
| Password | Passwords may be up to 256 characters long, and all alphanumerics (case sensitive) and symbols are allowed. |

The scanner follows the Active Directory user name format when authenticating the user login.

| User Name | Authentication Target |
|--|--|
| SAM Account Name Does not contain a "@" | Active Directory user login name (sAMAccountName). (sAMAccountName authentication process is performed) Example: user |
| User Principal Name Contains a "@" | Active Directory user login name (userPrincipalName). (userPrincipalName authentication process) Example: user@example.com |



When an administrator is logging in from a scanner, [Caps Lock] or [Num Lock] is displayed.
The "Caps Lock" indicator is on if the keyboard's Caps Lock is set.
The "Num Lock" indicator is on if the keyboard's Num Lock is set.

5. Select whether or not logging with a guest account is possible.

The default setting is [On].

Select the [On] button to enable login with a guest account.

Select the [Off] button to disable login with a guest account.

6. Press the [OK] button.

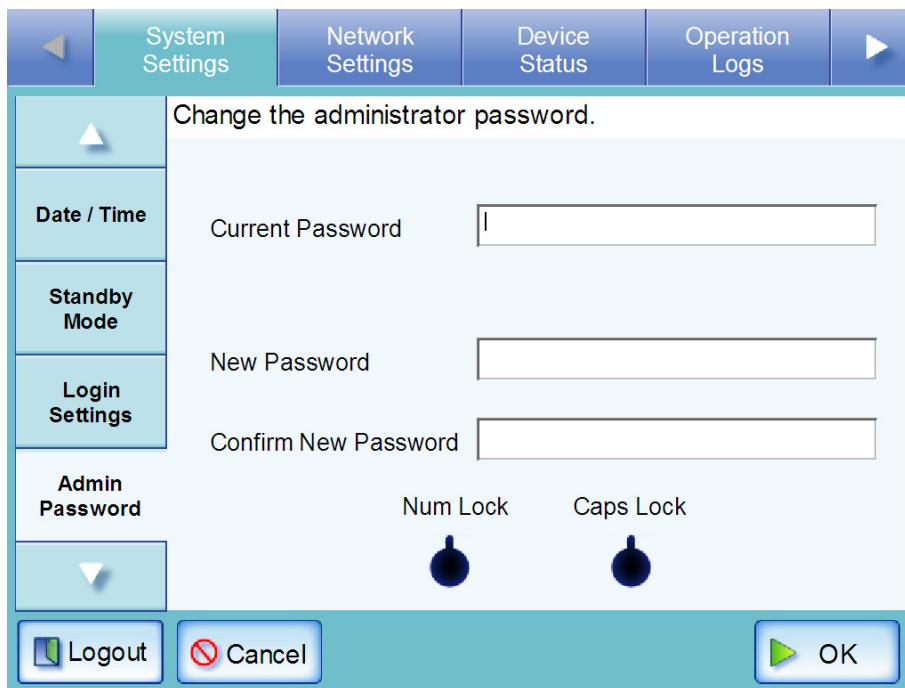
⇒ The selected contents are set.

4.5.8 Changing the Admin Password Touch Panel Admin Tool



Login is not possible without a password, therefore manage them carefully. If a password has been lost or forgotten, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

1. Select the [System Settings] tab on the top menu.
2. Select the [Admin Password] tab on the left side menu.
⇒ The "Admin Password" screen appears.



3. Enter the "Current Password", "New Password", and "Confirm New Password".
A password may be between 7 and 127 characters long. Alphanumeric characters (case sensitive) and symbols may be entered.



The "Caps Lock" and "Num Lock" indicators are shown when the administrator logs in via the scanner's touch panel.
The "Caps Lock" indicator is on if the keyboard's Caps Lock is set.
The "Num Lock" indicator is on if the keyboard's Num Lock is set.

4. Press the [OK] button.
⇒ The new admin password is set.

4.5.9 Setting a File Name Format

Touch Panel

Admin Tool

Central Admin

Up until now, default values for have been shown for the following file name settings.

- "File Name" on the "Save" screen
1. Select the [System Settings] tab on the top menu.
 2. Select the [File Names] tab on the left side menu.
⇒ The "File Names" screen appears.

Define the naming format used when saving files.

Preview [Scanner Name]yyyyMMddhhmm001

Sub-Folder No sub-folder

Name Format

Prefix

Scanner Name User Name Date Time

Seq. Number Mini 3 digit Seq. Numb

Date Format yyyyMMdd

Delimiter None

Logout Cancel OK

3. For "Sub-folder", select whether or not to create a folder.
 - If the [Create] button is selected
A new folder is created when saving scanned data.
Select the list button and select a name format for folders to be created.
For "User Name+Date", select the [Delimiter] button to change the delimiter and/or date format.
 - If the [Create] button is not selected
A new folder is not created when saving scanned data.

4. Select the [Filename Format] button.

By default, "Scanner Name" + "Date" + "Time" is entered.

- If the [Prefix] button is selected
The character string entered in the input field is used as the file name.
This may be up to 32 characters long.



The following file names cannot be used:

- CON
- PRN
- AUX
- CLOCK\$
- NUL
- COM0 to COM9
- LPT0 to LPT9



- If the [Scanner Name] button is selected
The scanner name is used as the file name.
- If the [User Name] button is selected
The name of the currently logged in user is used as the file name.
- If the [Date] button is selected
Select the [Delimiter] button to change the date format.
The date is used as the file name.
- If the [Time] button is selected
The start time of the scan is used as the file name.



File names are created by joining [Prefix] + [Scanner Name] + [User Name] + [Date] + [Time]. Select the [Delimiter] button to change the delimiter and/or date format.



5. Select whether or not to add a sequence number.
 - If the [Seq. Number] button is selected
The sequence number is added to the end of a file name.
Press the [Minimum list] button, and select a number.
The default value is "3".
 - If the [Seq. Number] button is not selected
A sequence number is not added to file names.

6. Select the File Name, [Preview] button.

⇒ The specified file name format is displayed.

7. Check the file name format.

8. Press the [OK] button.

⇒ The file name is set.

4.5.10 Setting the Multifeed Detection Method

Touch Panel

Admin Tool

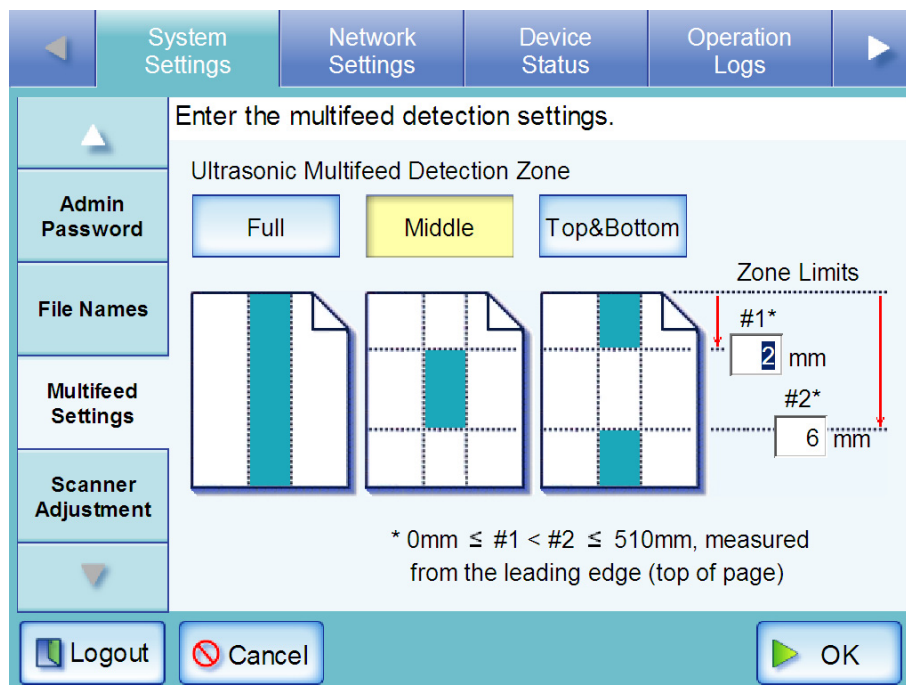
Central Admin

By default, multifeed detection will monitor for paper overlaps in the central column (width: 35mm) of the document being scanned. However, any photos or attachments in this area will also be detected as a multifeed.

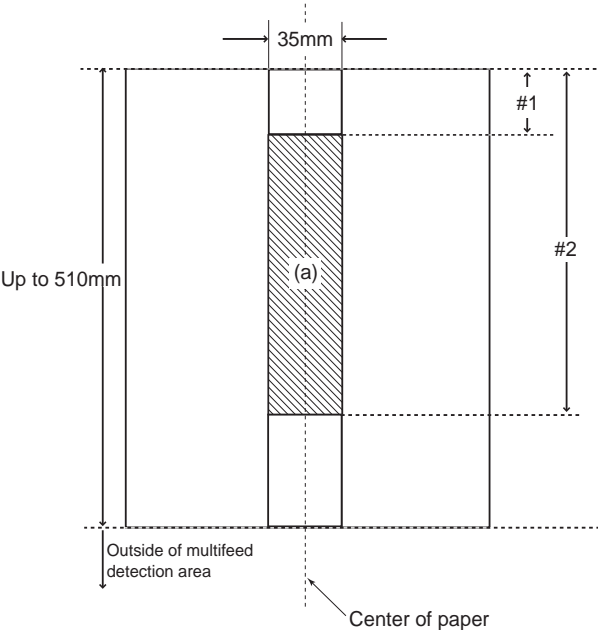
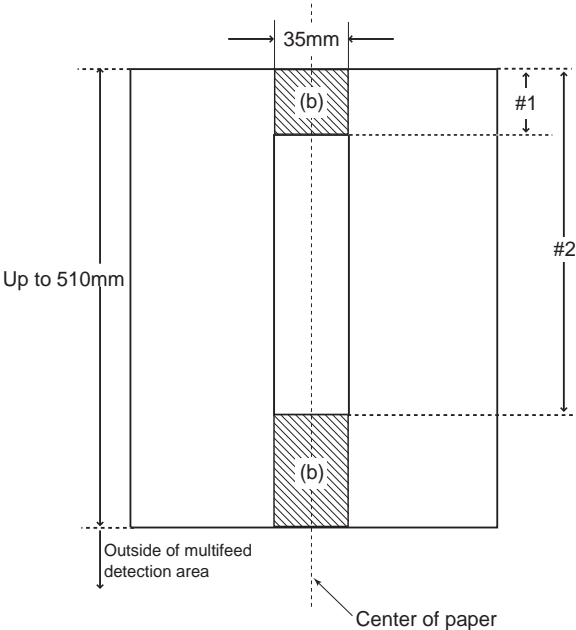
When scanning documents, multifeed detection area may be adjusted to ignore the area (excluding the photograph or attachments) and prevent mis-detections.

For document requirements for multifeed detection, refer to "[A.5 Multifeed Detection Conditions](#)" (page 382).

1. Select the [System Settings] tab on the top menu.
2. Select the [Multifeed Settings] tab on the left side menu.
⇒ The "Multifeed Settings" screen appears.



- Set the area for multifeed detection in the "Multifeed Detection" section.
Starting from the top edge of a document sheet, set the area to be checked for multifeeds.

| | |
|--------------|--|
| Full | Multifeeds will be detected within 35mm (1.4in) of the vertical center-line of the document. |
| Middle | <p>Multifeeds will be detected within "#1" (upper limit) and "#2" (lower limit) set. (a)</p>  |
| Top & Bottom | <p>Multifeeds will be detected from the top of the page to "#1" (upper limit), and from #2 (lower limit) to the bottom of the page. (b)</p>  |



Multifeed may not be detected for the top and bottom 25mm of a document.



4. In [Step 3](#), if [Middle] or [Top & Bottom] is selected, enter both "#1" (upper limit) and "#2" (lower limit).

#1: Even numbers from 0 to 508mm can be entered. Odd numbers will be made even by adding one.

#2: Even numbers from 0 to 510mm can be entered. Odd numbers will be made even by adding one.



- Specify a value for #2 that is at least 5mm greater than that for #1.
- "#2" can have a maximum value of 510mm. If the paper size setting is long page mode but the length of the document is longer than 510mm, multifeed cannot be detected by length.
- When [Middle] is selected, if the document is shorter than "#1", multifeed will not be detected. When [Top & Bottom] is selected, if the document is shorter than "#2", multifeed will not be detected for the bottom part.
- If the values specified for "#1" and "#2" exceed the actual paper size, multifeeds will not be detected.



5. Press the [OK] button.

⇒ The document area to be monitored for multifeeds is set.

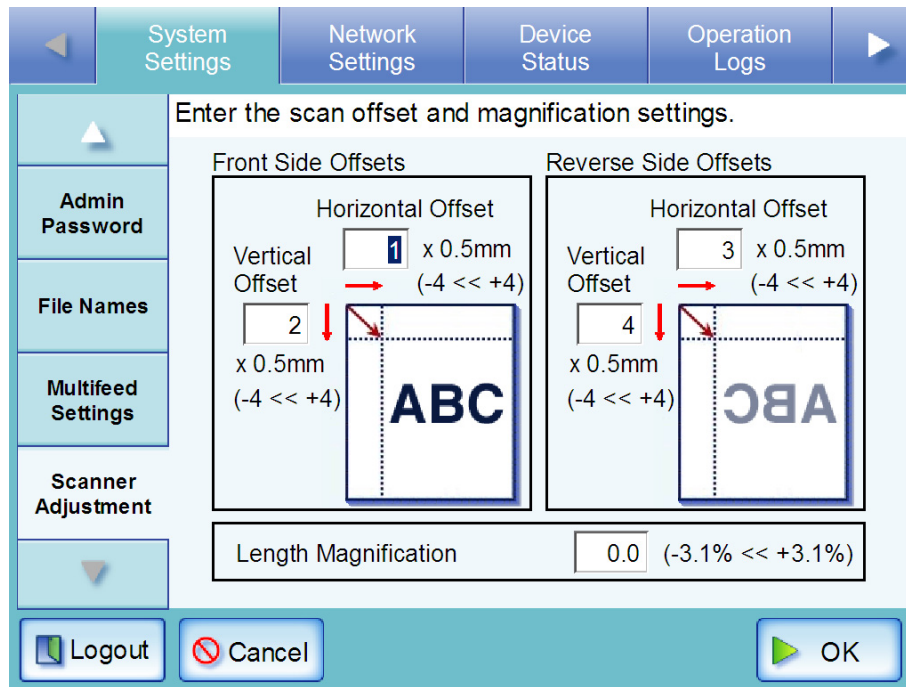


4.5.11 Setting Scanning Performance



Usually, it is not necessary to make any setting changes.

1. Select the [System Settings] tab on the top menu.
2. Select the [Scanner Adjustment] tab on the left side menu.
⇒ The "Scanner Adjustment" screen appears.



■ Offset Settings

If the scanned output is found to be displaced relative to the actual documents being scanned, the scan offsets can be adjusted.

1. On the "Scanner Adjustment" screen, under [Front Side Offsets]/[Reverse Side Offsets], enter values for the "Horizontal Offset" and "Vertical Offset" input fields.
Offset lengths are measured in units of 0.5mm and may be set to between -4 and +4.
2. Press the [OK] button.
⇒ The offset settings are set.

■ Length Magnification Setting

If the scanned output is found to be vertically distorted (stretched or squashed) relative to the actual documents being scanned, the length magnification can be adjusted.

1. On the "Scanner Adjustment" screen, enter the value for the "Length Magnification" input field.

This changes the length magnification correction value of the vertical scan. Using the factory default setting as a starting point, the length of the scan can be magnified or reduced to between -3.1% and 3.1%.

2. Press the [OK] button.
⇒ The length magnification setting is set.

4.6 Using the Network Settings Menus

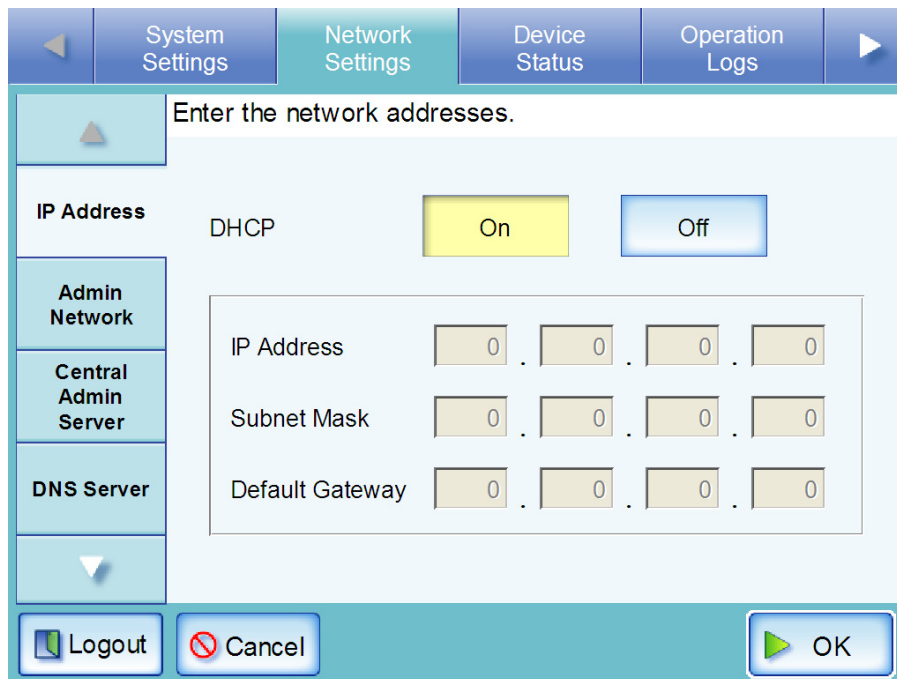
4.6.1 Giving the Scanner an IP Address

Touch Panel

Admin Tool

An IP address must be set in order to connect the scanner to a network.

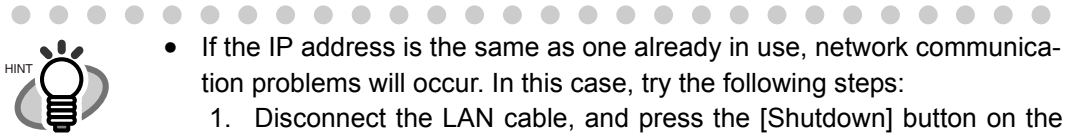
1. Select the [Network Settings] tab on the top menu.
2. Select the [IP Address] tab on the left side menu.
⇒ The DHCP or IP address setting screen appears.



3. Select whether or not a DHCP is required.
Set the scanner's IP address. This may be done automatically, by pressing the DHCP [On] button. By default, this is set as [On].
The IP address may also be set manually, by pressing the DHCP [Off] button and entering the following numerical addresses:
 - IP Address
 - Subnet Mask
 - Default Gateway

4. Press the [OK] button.

⇒ The information entered is set.



- If the IP address is the same as one already in use, network communication problems will occur. In this case, try the following steps:
 1. Disconnect the LAN cable, and press the [Shutdown] button on the touch panel to turn the scanner off.
 2. Reboot the scanner with the LAN cable disconnected, and enter a nonduplicate IP address.
 3. Re-connect the LAN cable to the scanner.
- When DHCP is set to "On", the following settings are assigned by the DHCP:
 - IP Address
 - Subnet Mask
 - Default Gateway
 - DNS Server
 - WINS ServerEven if DNS or WINS server is set, priority is given to the scanner settings over the DHCP settings.
- The connection will be lost if the scanner's IP address is changed via the network interface. If connecting via an IP address, to continue with other settings, login to the network interface again using the new IP address.



4.6.2 Setting the Admin Network Touch Panel Admin Tool Central Admin

To use the network scanner admin tool or Central Admin Server for the scanner, perform the connection settings.

1. Select the [Network Settings] tab on the top menu.
2. Select the [Admin Network] tab on the left side menu.
⇒ The "Admin Network" screen appears.

For Central Admin Console, contents of the SSL Certificate are not shown.

3. Enter a port number from 1 to 65535, to be used by the scanner to communicate with the network scanner admin tool or Central Admin Server.
The default setting is 80.
4. Select whether or not to enable SSL (Transport Layer Security).
Select the [On] button enables SSL. If SSL is enabled, press the [Regenerate] button to create another SSL Certificate. When a new SSL Certificate is created, the contents of the certificate are changed. The contents of the SSL Certificate are as follows.
 - Issued by
Shows the SSL Certificate issuer.
 - Valid from
Shows the SSL Certificate expiration date. The expiration date is five years (1,825 days) from the date on which the certificate was created. This is shown in date form.
 Selecting the [Off] button disables SSL.

5. Press the [OK] button.

⇒The communication settings are set.



If the network scanner admin tool connection settings are changed, logout and the reconnect to enable the new settings.



4.6.3 Setting a Central Admin Server Touch Panel Admin Tool Central Admin

Setting a Central Admin Server enables multiple scanners to be setup at the same time from the Central Admin Console.

1. Select the [Network Settings] tab on the top menu.
2. Select the [Central Admin Server] tab on the left side menu.
⇒ The "Central Admin Server" screen appears.

For Central Admin Console, can only select whether or not to enable Central Admin Server.

3. Select whether or not to enable Central Admin Server.
The default setting is [Off].
Select the [On] button to enable Central Admin Server.
Select the [Off] button to disable Central Admin Server. If "Off" is selected, no other settings can be entered. Press the [OK] button to set the selected contents.
4. Enter the Central Admin Server FQDN, host name or IP address in the "Address" input field.
 - For FQDN or host names
Up to 255 characters may be entered.
 - For IP addresses
The following format should be used xxx . xxx . xxx . xxx (xxx is a value from 0 to 255).
5. Enter a port number from 1 to 65535, to be used by the scanner to communicate with the Central Admin Server.
The default setting is 20080.

-
6. **Select whether or not to enable roaming mode.**
 - The default setting is [Off].
 - Select the [On] button to enable roaming mode. If roaming mode is enabled, a regular user can login on different scanners while retaining their settings preferences.
 - Select the [Off] button to disable roaming mode.

 7. **Select whether or not to enable job mode.**
 - The default setting is [Off].
 - Select the [On] button to enable job mode. If job mode is enabled, even if logging on via a different scanner, the job buttons of regular users can be used.
 - Select the [Off] button to disable job mode.

 8. **Press the [OK] button.**
 - ⇒ The Central Admin Server settings are set.
 - ⇒ The scanner information is transmitted to the Central Admin Server.
 - If the process is successful, the text will change to "This scanner's server-side status is: Registered".

4.6.4 Setting the DNS Server

Touch
PanelAdmin
ToolCentral
Admin

A primary DNS and secondary DNS can be set.

1. Select the [Network Settings] tab on the top menu.
2. Select the [DNS Server] tab on the left side menu.
⇒ The "DNS Server" screen appears.

Enter the DNS server settings.

Primary DNS . . .

Secondary DNS . . .

DNS Dynamic Update

DNS Suffix

FQDN

3. Enter the following numerical addresses:
 - Primary DNS
 - Secondary DNS
 If a DNS server setting is not required, enter "0.0.0.0".
4. Select whether or not to dynamically update the DNS.
The default setting is [Off].
Select the [On] button to enable DNS dynamic update.
Select the [Off] button to disable DNS dynamic update.

5. Enter a "DNS Suffix".

This can only be set if the [On] button was pressed in [Step 4](#).

This may be up to 255 characters long. Alphanumeric characters and the following symbols may be used.

_-.

This is registered to the DNS server as FQDN.

According to the settings, a FQDN is named in the following order.

1. Scanner_name + DNS_suffix entered here.
2. Scanner_name + domain_suffix acquired from DHCP server.
3. Scanner_name + domain input on "Scanner Name" screen.



The current FQDN is shown for the FQDN.

However, if the scanner is not connected to the network, the FQDN may not be displayed correctly.

6. Press the [OK] button.

⇒ The information entered is set.

4.6.5 Setting the WINS Server

Touch
PanelAdmin
ToolCentral
Admin

A primary WINS and secondary WINS can be set.

1. Select the [Network Settings] tab on the top menu.
2. Select the [WINS Server] tab on the left side menu.
⇒ The "WINS Server" screen appears.

Enter the WINS server settings.

| | | | | | |
|-------------------|----------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| WINS Server | Primary WINS | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| NTP Server | | | | | |
| Proxy Server | Secondary WINS | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Login LDAP Server | | | | | |

Logout Cancel OK

3. Enter the following numerical addresses:
 - Primary WINS
 - Secondary WINS
 If a WINS server setting is not required, enter "0.0.0.0".
4. Press the [OK] button.
⇒ The information entered is set.

4.6.6 Setting the NTP Server

Touch Panel

Admin Tool

Central Admin

1. Select the [Network Settings] tab on the top menu.
2. Select the [NTP Server] tab on the left side menu.
⇒ The "NTP Server" screen appears.

Enter the NTP server settings.

WINS Server

NTP Server

Proxy Server

Login LDAP Server

NTP Server Address

Sync Time

Logout Cancel OK

For Central Admin Console, can only set the NTP server address.

3. Enter the NTP server FQDN, host name or IP address in the "Address" input field.
 - For FQDN or host names
Up to 255 characters may be entered.
If an NTP server is not required, leave this field blank.
 - For IP addresses
The following format should be used xxx . xxx . xxx . xxx (xxx is a value from 0 to 255).
4. Press the [Sync Time] button.
⇒ The result of the time synchronization for the specified NTP server is shown.
If no error message appears, the NTP server setting is valid.
If an error message appears, refer to ["D.1.1 Administrator Screen Messages"](#) (page 393).
5. Press the [OK] button on the confirmation message screen.

6. Press the [OK] button.

⇒ The NTP server is set.



- The system time is automatically synchronized every six hours to that supplied by the NTP server.
- If the [OK] button is pressed without pressing the [Sync Time] button (Step 4), the system time will be synchronized six hours later, not immediately.
- An adjustment that advances the system time by 20 minutes or more results in a session timeout and causes the scanner to logout.

4.6.7 Setting the Proxy Server

Touch Panel

Admin Tool

Central Admin

1. Select the [Network Settings] tab on the top menu.
2. Select the [Proxy Server] tab on the left side menu.
⇒ The "Proxy Server" screen appears.

The screenshot shows a web-based configuration interface. At the top, there are navigation tabs: System Settings, Network Settings (highlighted), Device Status, and Operation Logs. On the left side, there is a vertical menu with options: WINS Server, NTP Server, Proxy Server (highlighted), and Login LDAP Server. The main content area is titled "Enter the proxy server setting." and contains the following fields:

- FTP Proxy Server
* Used by FTP Path Network Folders
- Address:
- Port Number:

At the bottom of the screen, there are three buttons: Logout, Cancel, and OK.

3. Enter the proxy server FQDN, host name or IP address in the "Address" input field.
 - For FQDN or host names
Up to 255 characters may be entered.
 - For IP addresses
The following format should be used xxx . xxx . xxx . xxx (xxx is a value from 0 to 255).
4. Enter a port number for the proxy server, from 1 to 65535, in the "Port Number" field.
5. Press the [OK] button.
⇒ The proxy server is set.



If this setting is not entered, the proxy setting on the "Network Folder", FTP server settings screen, cannot be used. For more details about specifying an FTP server folder as a network folder, refer to ["4.6.14 Setting the Network Folders"](#) (page 109)

4.6.8 Setting the Login LDAP Server



If a login LDAP server is set, user authentication will be checked.

1. Select the [Network Settings] tab on the top menu.
2. Select the [Login LDAP Server] tab on the left side menu.
⇒ The "Login LDAP Server" screen appears.

3. Set the connection settings for the login LDAP server.
 - Select the [LDAP] button if a plain LDAP server is to be used for user logins.
 - Select the [Global Catalog] button if a global catalog LDAP server is to be used for user logins.
 - Select the [Off] button if an LDAP server is not required for user logins. If [Off] is selected, no other settings can be entered.
 - Select the [OK] button to confirm the setting contents.
 - From this point on, as an example it is assumed that the [LDAP] button has been pressed.
4. Select whether or not to enable SSL.
 - Pressing the [On] button enables SSL.
 - Pressing the [Off] button disables SSL.
5. Enter the LDAP server FQDN, host name or IP address in the "Address" input field.
 - For an FQDN or host name
Up to 255 characters may be used.
 - For an IP address
The following format should be used xxx . xxx . xxx . xxx (xxx is a value from 0 to 255).

6. In the "Search Base (DN)" input field, enter the distinguished name of the LDAP search base.

The character string entered here will be the root under which LDAP entries will be searched for.

This may be up to 255 characters long.

If a "Search Base (DN)" is not entered, the entire contents of the LDAP server are searched. If the [Global Catalog] button is pressed, the entire global catalog becomes the search target if a "Search Base (DN)" is not specified.

For more details about the character string to be entered, and connection to the LDAP search target, refer to "[LDAP Search Target](#)" (page 82).

7. Press the [List] button for the "Search Timeout" input field.

⇒ A list of "search timeout" times appears.

8. Select the LDAP List search timeout delay.

The default time is "60sec".

⇒ The selected "Search Timeout" value is displayed.

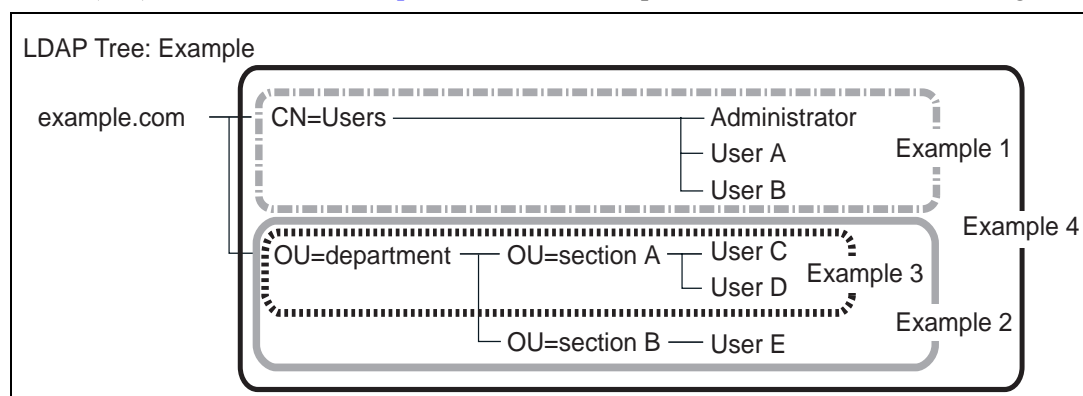
9. Press the [OK] button.

⇒ The login LDAP server is set.

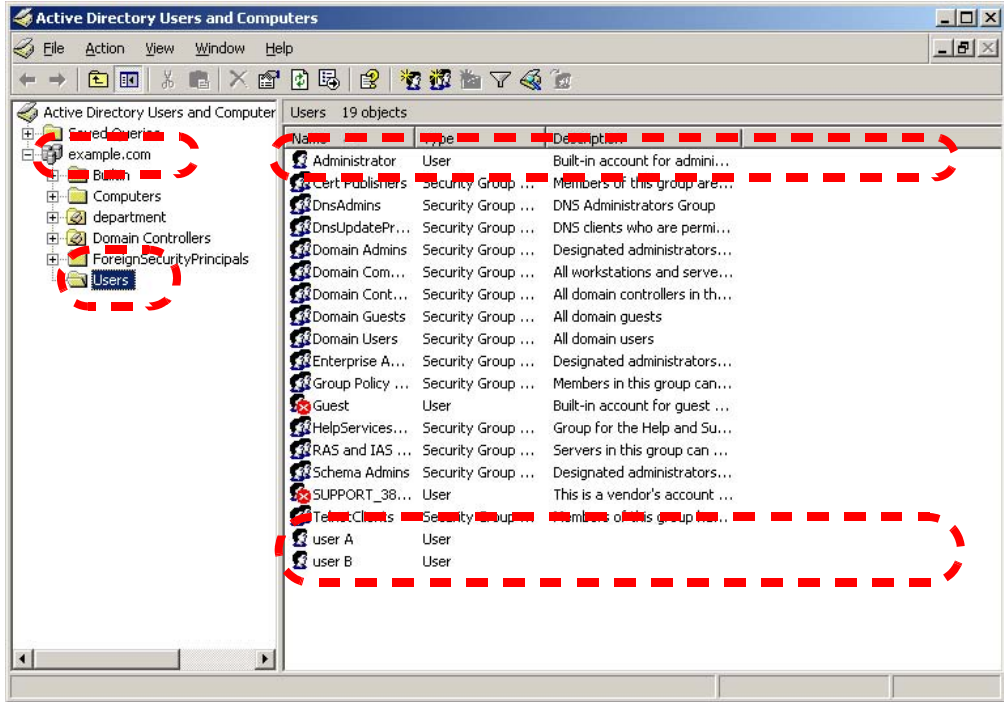
■ LDAP Search Target

The search range and method for LDAP server searches differs according to the LDAP server connection, or search base (DN) settings ([Step 3](#) or [Step 6](#) of "[4.6.8 Setting the Login LDAP Server](#)" (page 81)).

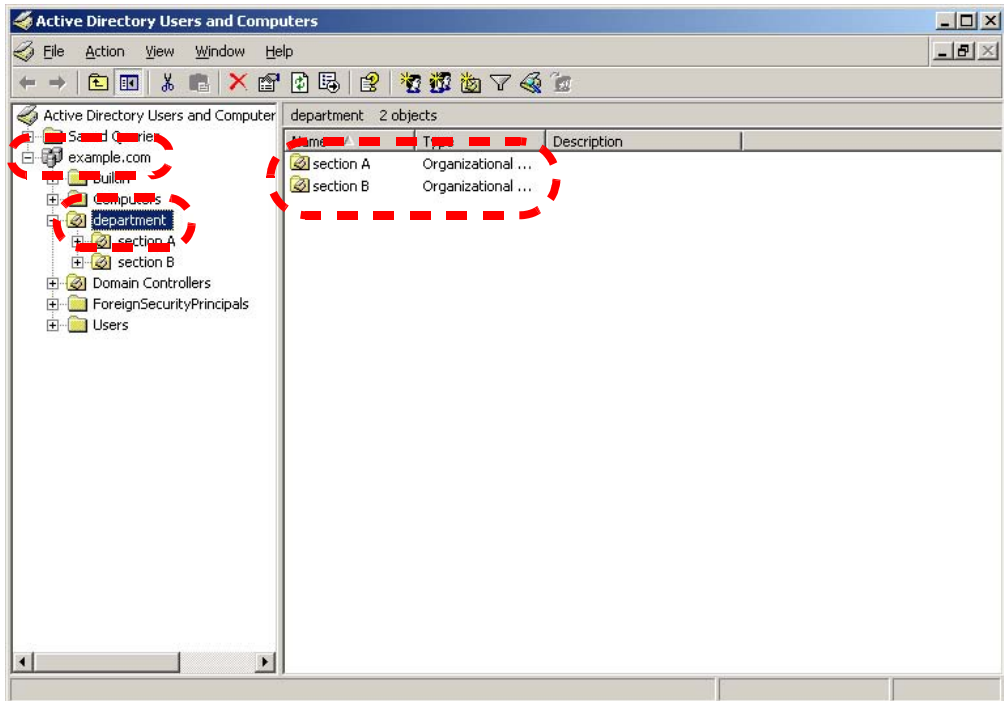
- For connecting with LDAP server when the [LDAP] button is selected in [Step 3](#)
The following shows an example (where the domain name is *example.com*) for the "Search Base (DN)" to be entered in [Step 6](#). The italic text represents variable character strings.



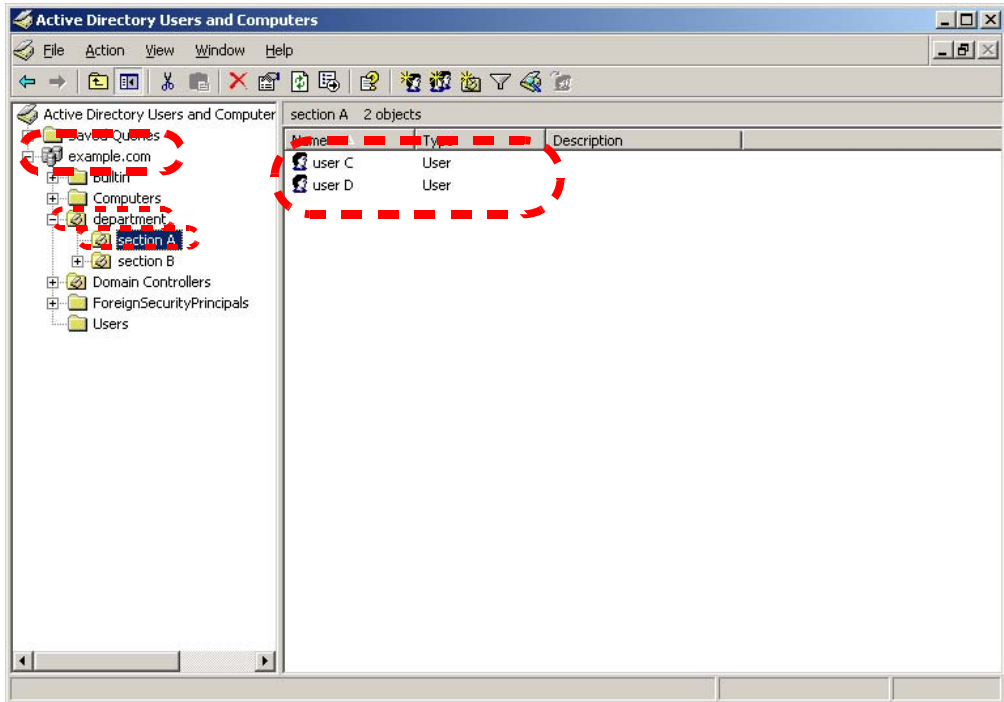
Example 1: When searching for (administrator, user A, user B)
 CN=Users, DC=example, DC=com
 For LDAP server, Active Directory configuration is as follows.



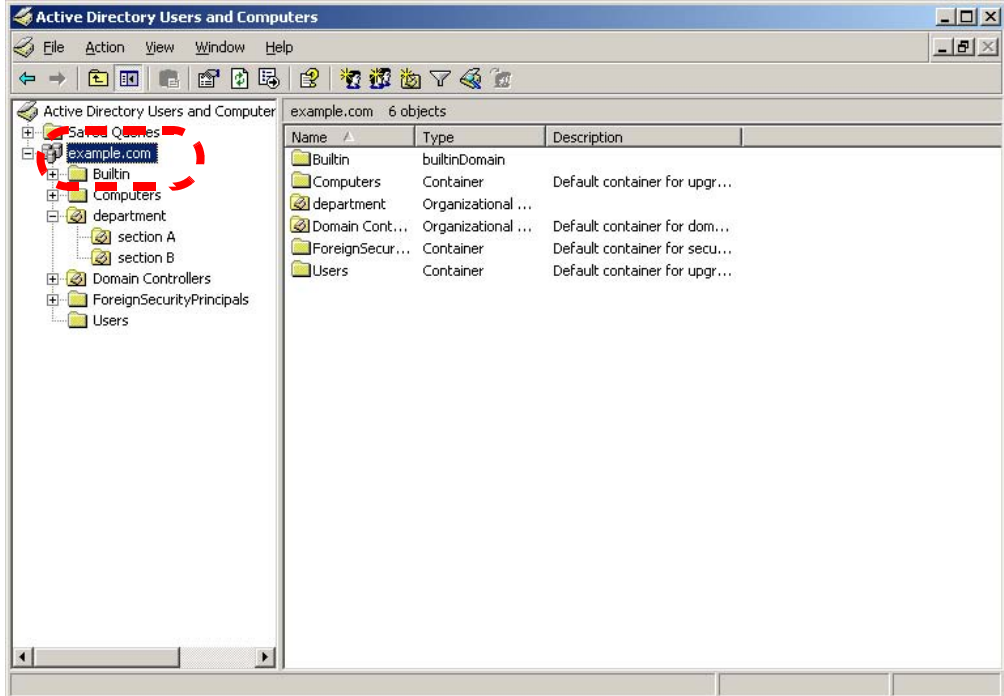
Example 2: When searching for (user C, user D, user E)
 OU=department, DC=example, DC=com
 For LDAP server, Active Directory configuration is as follows.



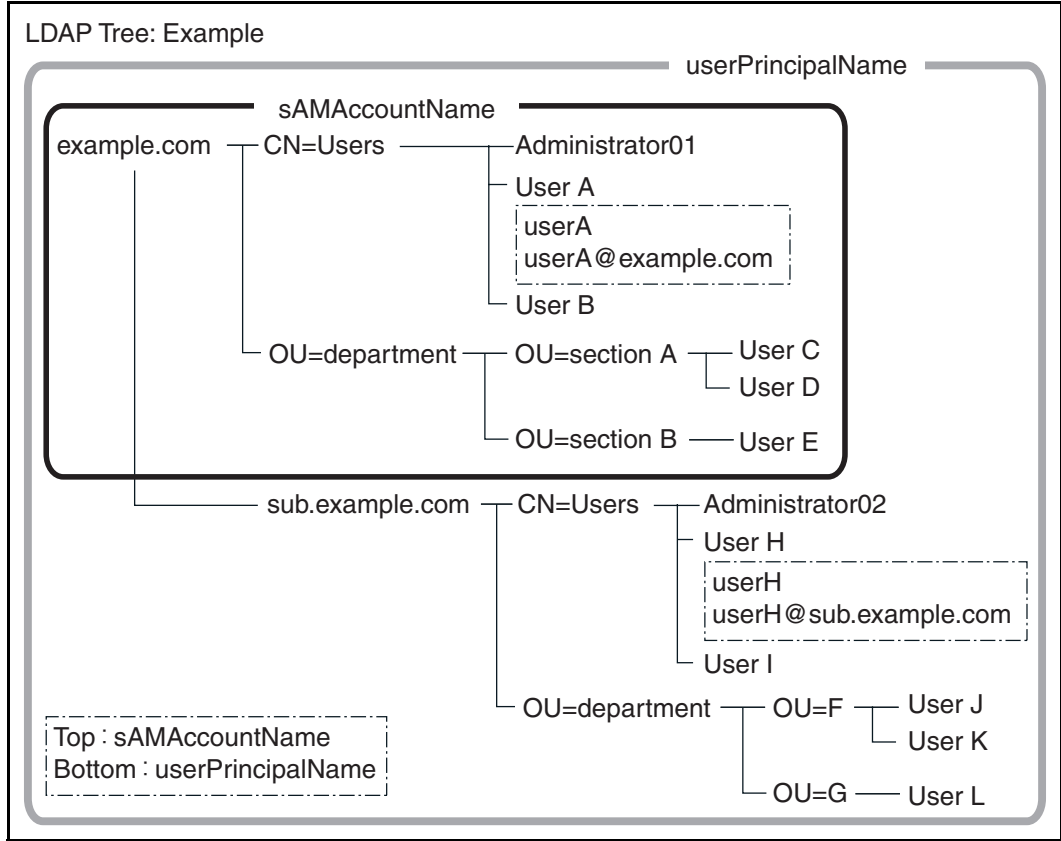
Example 3: When searching for (user C, user D),
 OU=section A, OU=department, DC=example, DC=com
 For LDAP server, Active Directory configuration is as follows.



Example 4: When searching for all users
 DC=example, DC=com



- For connecting with Global Catalog (when the [Global Catalog] button is selected in Step 3)
 The following shows an example (where the parent domain name is *example.com*, and sub-domain name is *sub.example.com*) for the "Search Base (DN)" to be entered in Step 6. The italic text represents variable character strings.



Example: When searching in whole domain
 no "Search Base (DN)" setting, or *DC=example, DC=com*
 The LDAP search target differs as follows, according to whether a user logs in with a *sAMAccountName* or *userPrincipalName*.

| Regular User | Login Name | Login Possible |
|--------------|--|----------------|
| | Top: <i>sAMAccountName</i> Bottom: <i>userPrincipleName</i> | |
| User A | <i>userA</i> | OK |
| | <i>userA@example.com</i> | OK |
| User H | <i>userH</i> | NG |
| | <i>userH@sub.example.com</i> | OK |

The SAM Account Name is the Active Directory user login name (*sAMAccountName*).

The User Principal Name is the Active Directory user login name (*userPrincipalName*).

4.6.9 Setting the e-Mail LDAP Server

Touch Panel Admin Central Admin

If a LDAP e-mail address server is set, the searches within the LDAP List on the "e-Mail Address Book" screen can be performed.

1. Select the [Network Settings] tab on the top menu.
2. Select the [e-Mail LDAP Server] tab.
⇒ The "e-Mail LDAP Server" screen appears.

This server is used to search for e-mail addresses.

Method: Use Login LDAP, LDAP, Global Catalog

SSL: On, Off

Address: [Input Field]

Search Base (DN): [Input Field] (Example: CN=Users, DC=example, DC=com)

Maximum Results: 1000 [Dropdown]

Search Timeout: 60 sec [Dropdown]

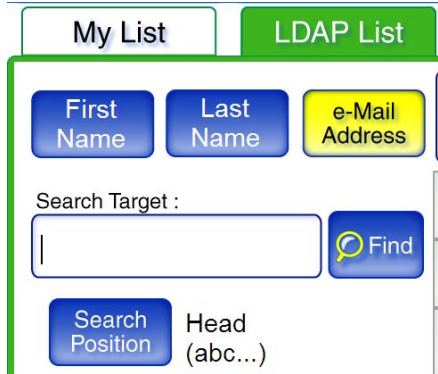
Logout, Cancel, OK

3. Set the e-mail address LDAP server connection settings.
Select the [Use Login LDAP] button to reuse the user login LDAP server settings for e-mail address searches or lookup. If [Use Login LDAP] is selected, no other settings can be entered. Press the [OK] button to set the e-Mail LDAP server settings.
Select the [LDAP] button if a plain LDAP server is to be used for e-mail address searches.
Select the [Global Catalog] button if a global catalog LDAP server is to be used for e-mail address searches.
4. Perform [Step 4 to Step 8 of "4.6.8 Setting the Login LDAP Server" \(page 81\)](#).
5. Press the [List] button for the "Maximum Results" input field.
⇒ A list of "number of maximum results" appears.
6. Select the maximum number of results for e-mail address LDAP List searches.
The default maximum is "1000".
⇒ The selected "Maximum Results" value is displayed.
7. Press the [OK] button.
⇒ The e-mail address LDAP server is set.

4.6.10 Setting the LDAP Search Parameters

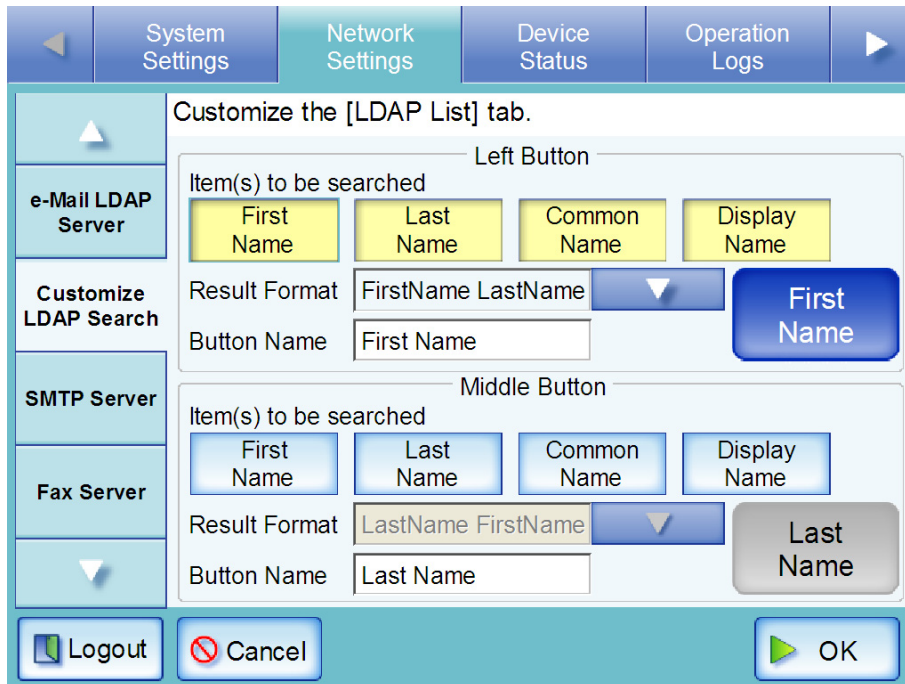


The search conditions ([First Name] and [Last Name] buttons on the following screen) on the "e-Mail Address Book" - [LDAP List] tab can be customized.



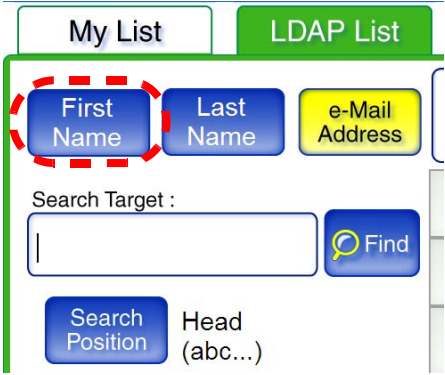
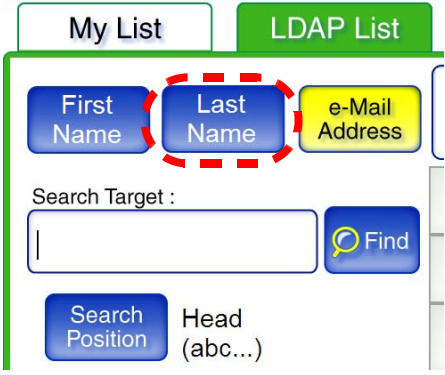
For details about the "e-Mail Address Book" - [LDAP List] tab, refer to "6.4.1 Selecting an e-Mail Address from the e-Mail Address Book" (page 238).

1. Select the [Network Settings] tab on the top menu.
2. Select the [Customize LDAP Search] tab on the left side menu.
⇒ The "Customize LDAP Search" screen appears.

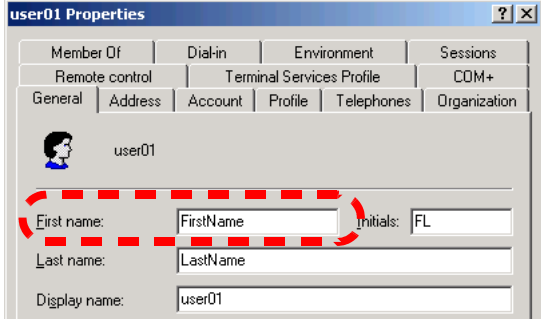
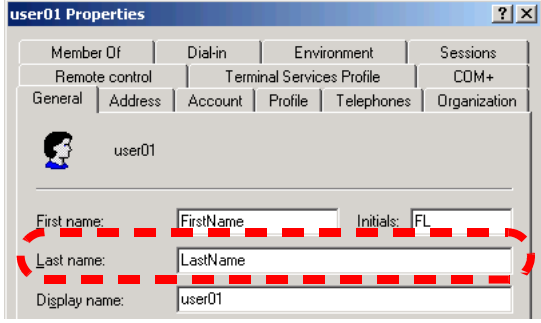
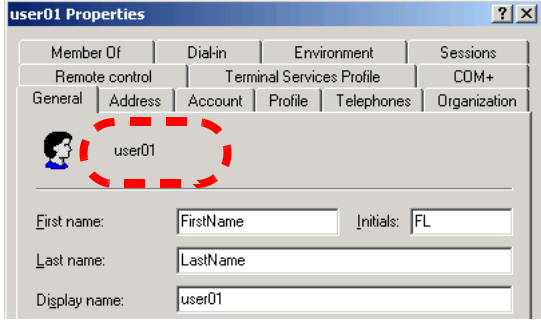


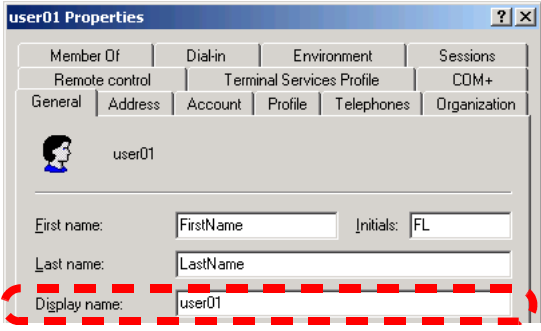



The following table shows the correspondence between the administrator "Customize LDAP Search" screen settings, and the regular user search condition buttons on the "e-Mail Address Book" - [LDAP List] tab.

| Conditions | Descriptions |
|---------------|--|
| Left Button | Corresponds to the left button on the [LDAP List] tab.  |
| Middle Button | Corresponds to the middle button on the [LDAP List] tab.  |

- Specify the item(s) to be searched.
Searches the specified item(s) by the LDAP search.

| Buttons | The items to be searched in the Active Directory |
|-------------|---|
| First Name | <p>Searches the first names of users registered in the LDAP server.</p>  |
| Last Name | <p>Searches the last names of users registered in the LDAP server.</p>  |
| Common Name | <p>Searches the names of users registered in the LDAP server.</p>  <p>This item can be set in the "Active Directory Users and Computers". If searching for a group, press the [Common Name] button.</p> |

| Buttons | The items to be searched in the Active Directory |
|--------------|--|
| Display Name | Searches the display names of users registered in the LDAP server.  |

 HINT

- If none of the [First Name], [Last Name], [Common Name], or [Display Name] buttons are selected, the corresponding search parameter button on the "e-Mail Address Book" - [LDAP List] tab cannot be selected.
- If the [Display Name] button is selected and "First Name" and "Last Name" are specified as the search result format, for users without a "First Name" or/and "Last Name" registered, hyphens are shown in the place of the unregistered name: ----.

4. Press the [List] button for the "Result Format" input field.
⇒ The result format screen appears.
5. Specify the format of the LDAP search result.
Displays the LDAP search result according to the specified format.

| Result Format | Descriptions |
|--------------------|---|
| FirstName LastName | Shows "First Name" - "Last Name" of the users registered in the LDAP server. |
| LastName FirstName | Shows "Last Name" - "First Name" of the users registered in the LDAP server. |
| CommonName | Shows "Common Name" of the users registered in the LDAP server. If searching and displaying groups, select "CommonName". |
| DisplayName | Shows "Display Name" of the users registered in the LDAP server. |

6. Enter the button name.

The characters input here are displayed on the button name on the [LDAP List] tab. While inputting characters, the characters are displayed on the button to the right side of the input field. Therefore, the image of the button name can be checked before it is set.

This may be up to 18 characters long. Only alphanumeric characters may be entered.

A space (only one) also can be used, but the space will be displayed as a line break on the button. Please note that a space between words cannot be made within a line.



If the [First Name] and [Last Name] button names are changed, check the button image shown on the regular user screen.

The button image shown on the administrator settings screen and the button name shown on the user address book may differ according to the characters used.



7. Press the [OK] button.

⇒ The LDAP search parameters are set.

4.6.11 Setting the e-Mail Server (SMTP Server)

Touch Panel

Admin Tool

Central Admin

1. Select the [Network Settings] tab on the top menu.
2. Select the [SMTP Server] tab on the left side menu.
⇒ The "SMTP Server" screen appears.

Enter the SMTP server settings.

SMTP Server

Address

Maximum Attachment Size MB (1 << 20)

Logout Cancel OK

3. Enter the SMTP server FQDN, host name or IP address in the "Address" input field.
 - For an FQDN or host name
This may be up to 255 characters long.
If an SMTP server is not required, leave this field blank.
 - For an IP address
The following format should be used xxx . xxx . xxx . xxx (xxx is a value from 0 to 255).
4. Set the "Maximum Attachment Size" for e-mails (total data size when sending an e-mail). This may be between 1 and 20 MB.
The default size is "1MB".
5. Press the [OK] button.
⇒ The SMTP server is set.

4.6.12 Setting the Fax Server

Touch
PanelAdmin
ToolCentral
Admin

1. Select the [Network Settings] tab on the top menu.
2. Select the [Fax Server] tab on the left side menu.
⇒ The "Fax Server" screen appears.

The screenshot shows the 'Network Settings' screen with the 'Fax Server' tab selected. The main area contains the instruction 'Enter the e-mail address for the fax server.' and a text input field labeled 'Fax Server e-Mail Address'. The left sidebar has tabs for 'LDAP Server', 'SMTP Server', 'Fax Server', and 'Network Printer'. At the bottom, there are 'Logout', 'Cancel', and 'OK' buttons.

3. Enter a monitored fax server (RightFax) e-mail address in the "Fax Server e-Mail Address" field.
If the fax server setting is not required, leave the field blank.
For more details about e-mail Address setting values, refer to "[B.1 e-Mail Address Setting Values](#)" (page 386).
4. Press the [OK] button.
⇒ The fax server is set.

4.6.13 Setting the Network Printers

Touch
Panel

Admin
Tool

Central
Admin

Set a printer connected to the network.

The procedure for setting a network printer is as follows.

1. Check the printer driver.

For more details, refer to "[Checking the Printer Drivers](#)" (page 95).

2. Set the printer properties.

For more details, refer to "[Setting the Printer Properties](#)" (page 96).

3. Register the network printer.

Up to 100 network printers can be registered.

A network printer can be registered in one of the following ways.

- Network Tree

Select a network printer from the network tree.

For more details, refer to "[Registering a Network Printer \(Network Tree\)](#)" (page 99).

- Network Path

Directly enter the network printer path name.

For more details, refer to "[Registering a Network Printer \(Network Path\)](#)" (page 102).



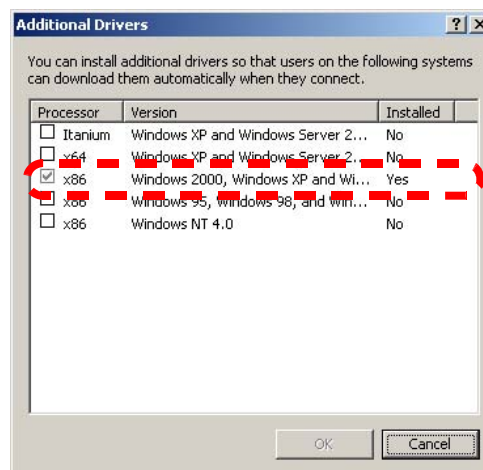
- Be sure to read the printer manual beforehand for information about setting a printer, adding a network printer, and other cautions.
- If the drive on which the spool folder for the print server exists does not have enough free space, printing will stop. Make sure that there is enough space in the drive before printing.
- Do not set a virtual printer.
- If a printer connected to different print servers is to be registered as a network printer multiple times, the software level of the driver should be the same on each print server. If the software level of the printer driver differs, printing errors may occur.

■ Checking the Printer Drivers

The driver installed on the print server must be compatible with Windows® XP.

Use the following procedure to check whether the drivers installed on the print server are Windows® XP compatible drivers.

1. From the [Start] menu on the print server, select [Control Panel] - [Printers and Faxes].
⇒ The "Printers and Faxes" window appears.
2. Right-click on a printer, and select [Properties].
⇒ Printer properties appear.
3. Press the [Additional Drivers] button in the [Sharing] tab.
⇒ The "Additional Drivers" window appears.
4. Check that the "Processor" is "x86" (or intel), and that "Installed" is "Yes" for version Windows XP.



When the "Installed" status is "Yes", the driver has been installed and the printer can be used as a network printer. Press the [Cancel] button.

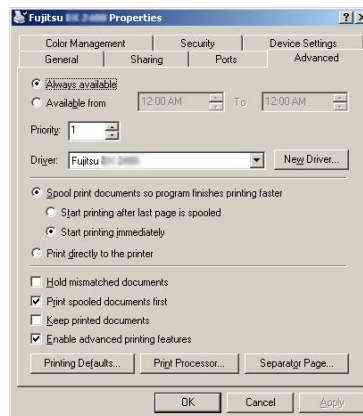
When the "Installed" status is "No", select version "Windows XP", and press the [OK] button.

⇒The Windows® XP compatible driver is installed.

■ Setting the Printer Properties

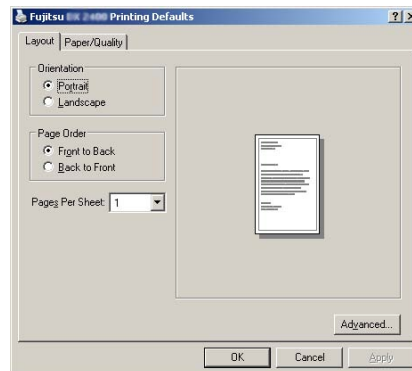
Use the following procedures to set a printer.

1. From the [Start] menu on the print server, select [Control Panel] - [Printers and Faxes].
⇒ The "Printers and Faxes" window appears.
2. Right-click on a printer, and select [Properties].
⇒ The "printer properties" window appears.
3. Press the [Printing Defaults] button in the [Advanced] tab.



⇒ The "printing defaults" window is displayed.

4. Change the settings and press the [OK] button.



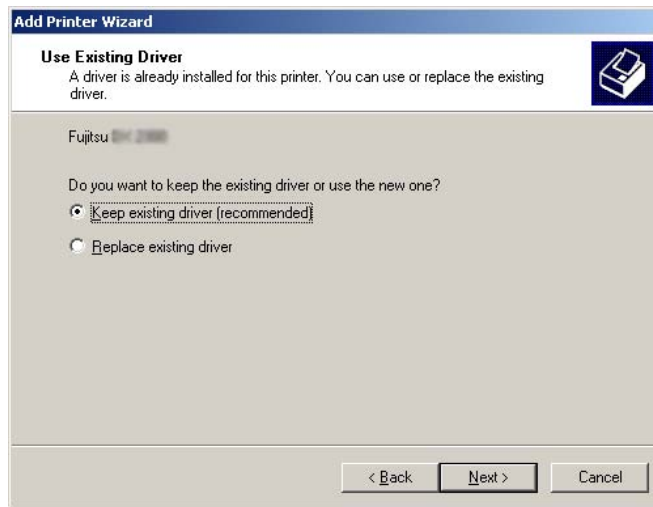
⇒ The printer properties are set.



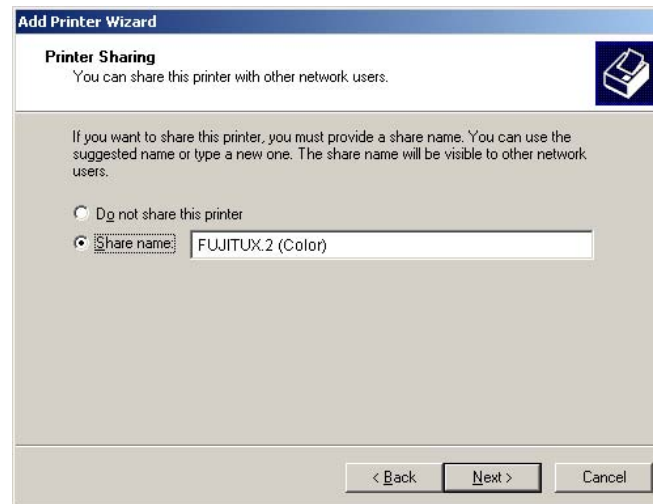
It is recommended that the same one printer is added to the print server multiple times for each set of properties settings, according to usage. For example, "for color printing" and "for black & white printing".

For a color printing example, the procedure for adding a printer is as follows.

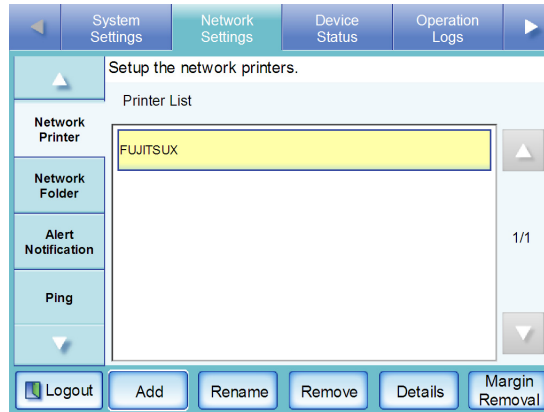
1. From the [Start] menu on the print server, select [Control Panel] - [Printers and Faxes].
⇒The "Printers and Faxes" window appears.
2. Double-click the [Add Printer].
⇒The "Add Printer Wizard" window appears.
3. Follow prompts on the wizard window until the "Use Existing Driver" window appears.
4. Select "Keep existing driver [recommended]" and press the [Next] button.



5. Follow the prompts on the wizard window until the "Printer Sharing" window appears.
6. Specify the shared name.
Enter "FUJITSUX.2 (Color)" for color printing.



It is recommended to name the printer with an alias that indicates the contents of the properties settings as follows.



⇒ Follow the prompts on the wizard window. The "Completing the Add Printer Wizard" message indicates that the printer addition has completed. Press the [Finish] button.

⇒ The printer is added on the "Printers and Faxes" window.

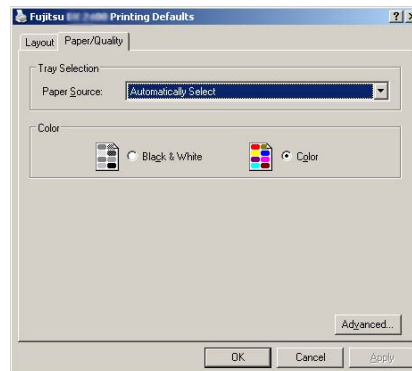
7. Right-click the added printer and select [Properties].

⇒ The "printer properties" window appears.

8. Press the [Printing Defaults] button on the [Advanced] tab.

⇒ The printing defaults window appears.

9. Select "Color" on the [Paper/Quality] tab, and press the [OK] button.



⇒ Printing is set to "Color".

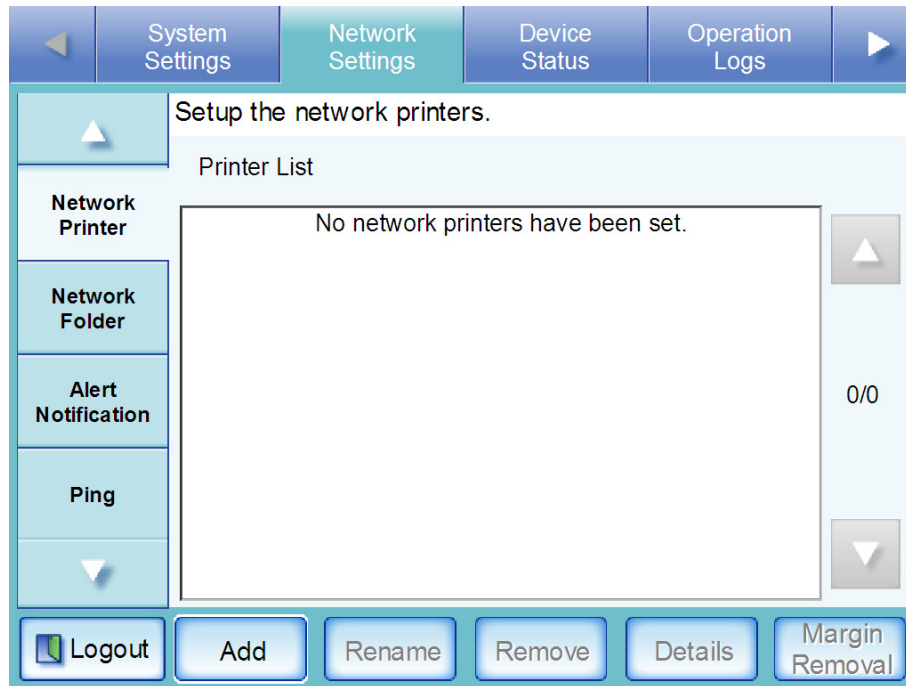
After this, if the printer set for color printing on the print server is added to the scanner printer list, the user can specify to use this printer already set for color printing.

For details about adding the printer to the scanner printer list, refer to ["Registering a Network Printer \(Network Tree\)"](#) (page 99) or ["Registering a Network Printer \(Network Path\)"](#) (page 102).




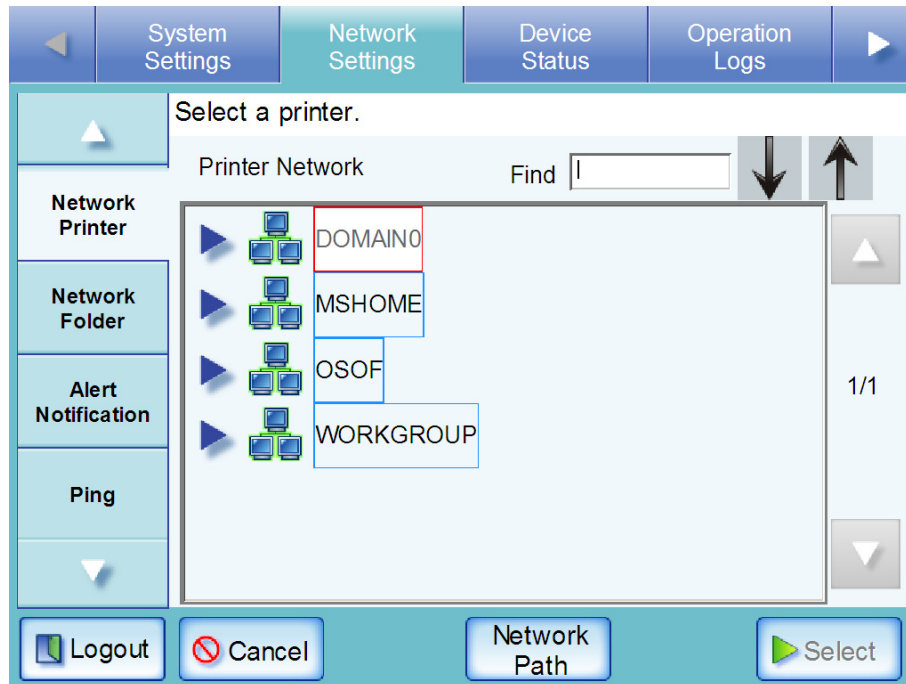
■ Registering a Network Printer (Network Tree)

1. Select the [Network Settings] tab on the top menu.
2. Select the [Network Printer] tab on the left side menu.
⇒ The "Network Printer" screen appears.



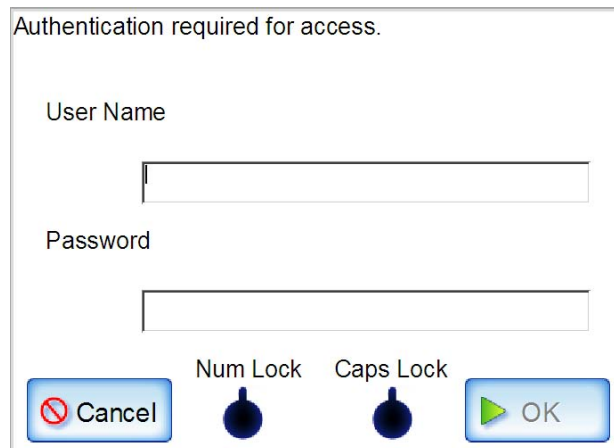
3. Press the [Add] button.
⇒ The screen for selecting a network printer is displayed.

4. Select a domain .



⇒ If login is required, an "Authentication" screen appears.

If login is not required, the network tree expands and computer names are displayed under the selected domain.



1. Enter a User Name.
This may be up to 256 characters long.
2. Enter a Password.
This may be up to 256 characters long.
3. Press the [OK] button.
⇒ When the user name and password are valid, or if login is not required, the network tree expands and computer names are displayed under the selected domain.

5. Select a computer 

⇒ If login is required, a login authentication screen appears.

If login is not required, the network tree expands and computer names are displayed under the selected domain.

1. Enter a User Name.
This may be up to 256 characters long.
2. Enter a Password.
This may be up to 256 characters long.
3. Press the [OK] button.

⇒ When the user name and password is valid, or if login is not required, the network tree expands and network printers are displayed under the selected computer name.

6. Select a network printer 



A network printer that has already registered cannot be added.



7. Press the [Select] button.

⇒ The screen returns to the "Network Printer" screen, and the registered network printer is added to the network printer list.



- Once the network printer is registered, do not change the shared name or printer alias on the print server.
- To change the shared name or printer alias, remove the registered network printer first, and then change the share name/printer alias, and register it again.



- The default network printer alias will be the same as the alias selected from the network tree. For details on changing the printer alias, refer to ["Renaming a Network Printer" \(page 104\)](#).
- The "Caps Lock" and "Num Lock" indicators are shown when the administrator logs in via the scanner's touch panel.
The "Caps Lock" indicator is on if the keyboard's Caps Lock is set.
The "Num Lock" indicator is on if the keyboard's Num Lock is set.
- While the network tree is displayed, enter characters to be searched for in the "Find" field, and press the [Back] or [Next] button to focus the network tree on the specified characters.



■ Registering a Network Printer (Network Path)

1. Select the [Network Settings] tab on the top menu.
⇒ The "Network Printer" screen appears.
2. Select the [Network Printer] tab on the left side menu.
⇒ The screen for selecting a network printer is displayed.
3. Press the [Add] button.
⇒ The screen for adding a network printer is displayed.
4. Press the [Network Path] button.
⇒ The screen for adding a network printer is displayed.

System Settings | Network Settings | Device Status | Operation Logs

LDAP Server | SMTP Server | Fax Server | Network Printer

Add a network printer.

Printer Alias
* If left blank, the shared printer name will be used.

Network Path
(Example: \\Domain\Computer\Printer)

Logout | Cancel | Network Tree | Add



Pressing the [Network Tree] button returns to the screen for selecting a network printer from the network tree.

5. Enter a "Printer Alias".
"Printer Alias" may be up to 80 characters long. "/" and "\" cannot be used for a printer alias.
If the [Add] button is pressed without entering a "Printer Alias", the shared name is set as the printer alias.

6. Enter a "Network Path".

"Network Path" may be up to 255 characters long.

Set the network path in the following format:

\\Domain_name\Computer_name\Printer_alias

For the Domain_name, specify the NetBIOS domain name or the workgroup name that the network printer belongs to.

For the Computer_name, specify the FQDN, host name, or IP address format.

When specifying the FQDN or IP address for "Computer_name", a primary DNS suffix setting for the print server is required.

When a primary DNS suffix for the print server is already set, the following settings are not required.

The procedure for setting a primary DNS suffix is as follows.

1. From the [Start] menu on the print server, select [Control Panel]-[System].
⇒The "System Properties" window appears.
2. Select the [Change] button in the [Computer Name] tab.
For the Windows® 2000 Server, select the [Properties] button in the [Network Identification] tab.
⇒The "Computer Name Changes" window appears.
3. Select the [More] button.
⇒The "DNS Suffix and NetBIOS Computer Name" window appears.
4. For "Primary DNS suffix of this computer", specify the DNS suffix to be appended to the name of this computer when completing its FQDN.
Example: example.com
5. After these changes are applied, restart the computer.

7. Press the [Add] button.

⇒ The screen returns to the "Network Printers" screen, and the registered network printer is added to the network printer list.



- The already registered network printer cannot be added.
- Once the network printer is registered, do not change the shared name or printer alias on the print server.
- To change the shared name or printer alias, remove the registered network printer first, and then change the share name/printer alias, and register it again.



- The default network printer alias will be the same as the alias selected from the network tree. For details on changing the printer alias, refer to ["Renaming a Network Printer" \(page 104\)](#).
- The "Caps Lock" and "Num Lock" indicators are shown on the authentication screen when the administrator logs in via the scanner's touch panel. The "Caps Lock" indicator is on if the keyboard's Caps Lock is set. The "Num Lock" indicator is on if the keyboard's Num Lock is set.



■ Renaming a Network Printer

1. Select the [Network Settings] tab on the top menu.
2. Select the [Network Printer] tab on the left side menu.
⇒ The "Network Printer" screen appears.
3. Select the network printer that is to be renamed.
4. Press the [Rename] button.
⇒ The screen for renaming a network printer is displayed.
5. Enter a new printer alias.
This may be up to 80 characters long. The folder alias may not contain backslashes (\).
Trailing spaces are truncated, so a spaces-only alias is not allowed.



Enter the new printer alias.

Printer Alias
FUJITSUX

Network Path
\\MSHOME\OSOF091\FUJITSUX

Cancel OK

6. Press the [OK] button.
⇒ The network printer is renamed.

■ Removing a Network Printer

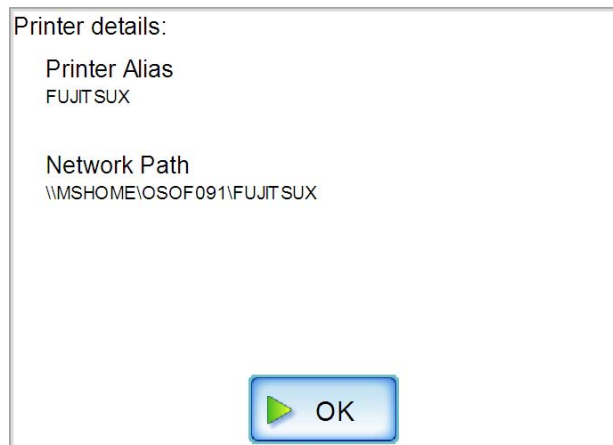
1. Select the [Network Settings] tab on the top menu.
2. Select the [Network Printer] tab on the left side menu.
⇒ The "Network Printer" screen appears.
3. Select the network printer that is to be removed from the printer list.
4. Press the [Remove] button.
⇒ The screen for removing a network printer is displayed.
5. Confirm the details of the network printer that is to be removed are correct, and press the [Yes] button.
⇒ The selected network printer is removed from the network printers list.



If removing a network printer is attempted while the network is not connected, the "Deleting" status on the screen be stopped. Before removing a network printer, check that the network is functioning normally.

■ Viewing the Printer Details

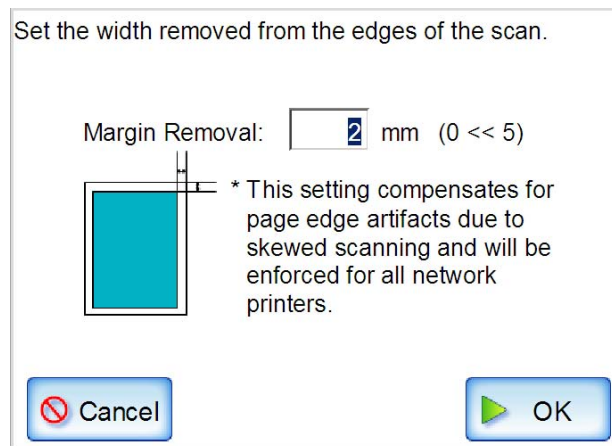
1. Select the [Network Settings] tab on the top menu.
2. Select the [Network Printer] tab on the left side menu.
⇒ The "Network Printer" screen appears.
3. Select the desired network printer from the printer list.
4. Press the [Details] button.
⇒ The information for the selected network printer is displayed.

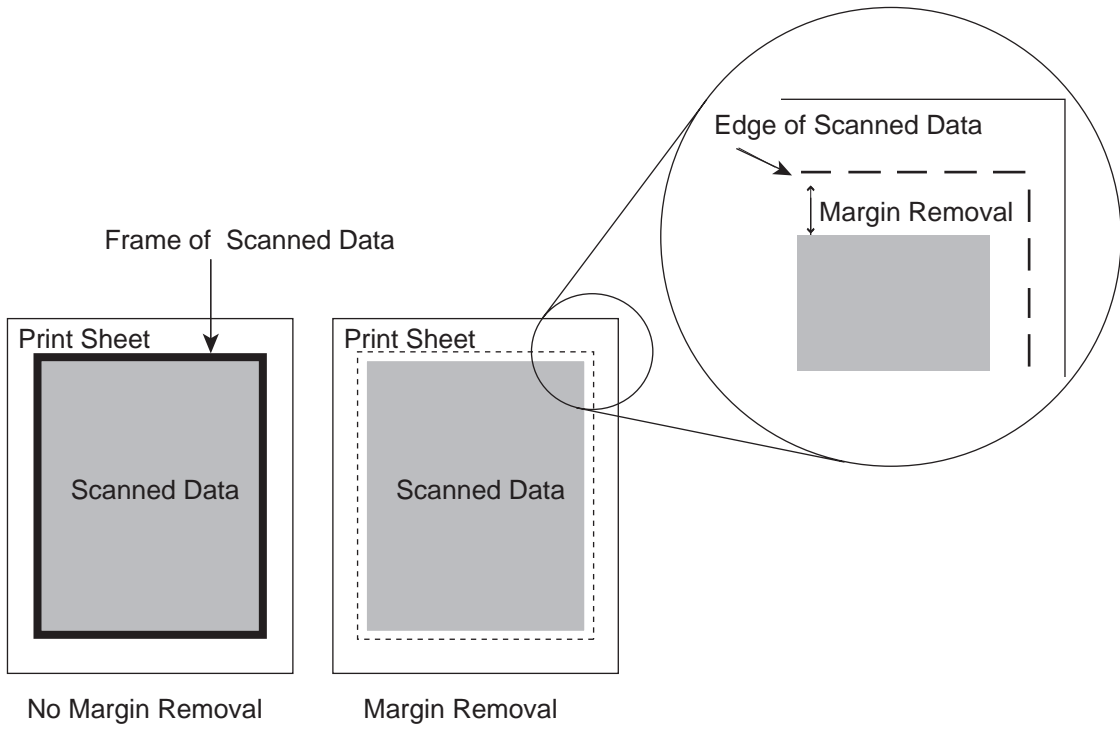


■ Removing the Margin

The edge of the scanned data is printed as a black frame. This setting is for removing the edge of the scanned data. This setting applies to all printers.

1. Select the [Network Settings] tab on the top menu.
2. Select the [Network Printer] tab on the left side menu.
⇒ The "Network Printer" screen appears.
3. Press the [Margin Removal] button.
⇒ The margin removal screen appears.
4. Set the width to be removed from the edges of the scanned data.
The default is "2" mm.
The width must be set between 0 mm and 5 mm. If margin removal is not required, enter "0" mm.





5. Press the [OK] button.

⇒ The width to be removed from the edges of the scanned data is set.



When this setting is enabled, and 600dpi resolution is selected, scanning may take a long time than usual.

4.6.14 Setting the Network Folders

Touch
PanelAdmin
ToolCentral
Admin

Set a folder of the file server, or the FTP server, as a network folder.

Up to 100 network folders and FTP server folders can be added.

A network folder can be added in either of the following ways.

- **Network Tree**
Select a network folder from the network tree.
For details, refer to "[Registering a Network Folder \(Network Tree\)](#)" (page 110).
- **Network Path**
Set a network folder by directly entering the path alias for the file server folder.
For details, refer to "[Registering a Network Folder \(Network Path\)](#)" (page 113).
- **FTP Path**
Set a network folder by directly entering the path alias for the FTP server folder.
For details, refer to "[Registering a Network Folder \(FTP Path\)](#)" (page 115).

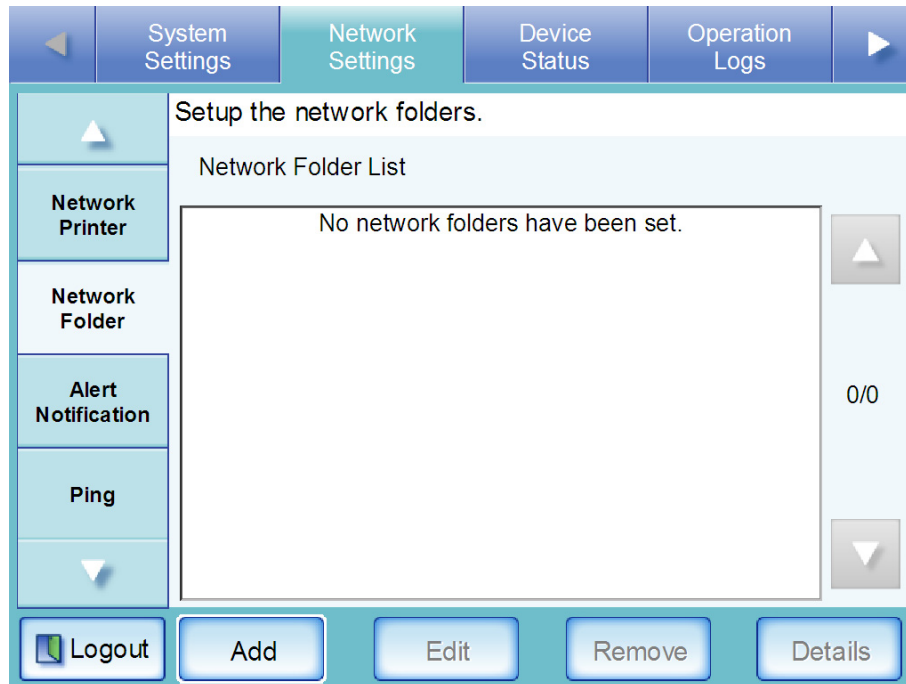


Note the following when registering a network folder.

- The network folder is registered as a network path. If the network folder is on a Windows file server and the length of the full Windows path including the file name exceeds 259 characters, the scan data will not be saved. Before registering a (Windows) network folder, check that the length of the full file path+name is not likely to exceed 259 characters.
- If the selected folder was created using a language foreign to that of the browsing operating system, the network folder may not register correctly. If the name of the network folder contains unrecognizable characters, check the codeset used.
- If the number folders to be displayed is large, they may take a long time to appear.

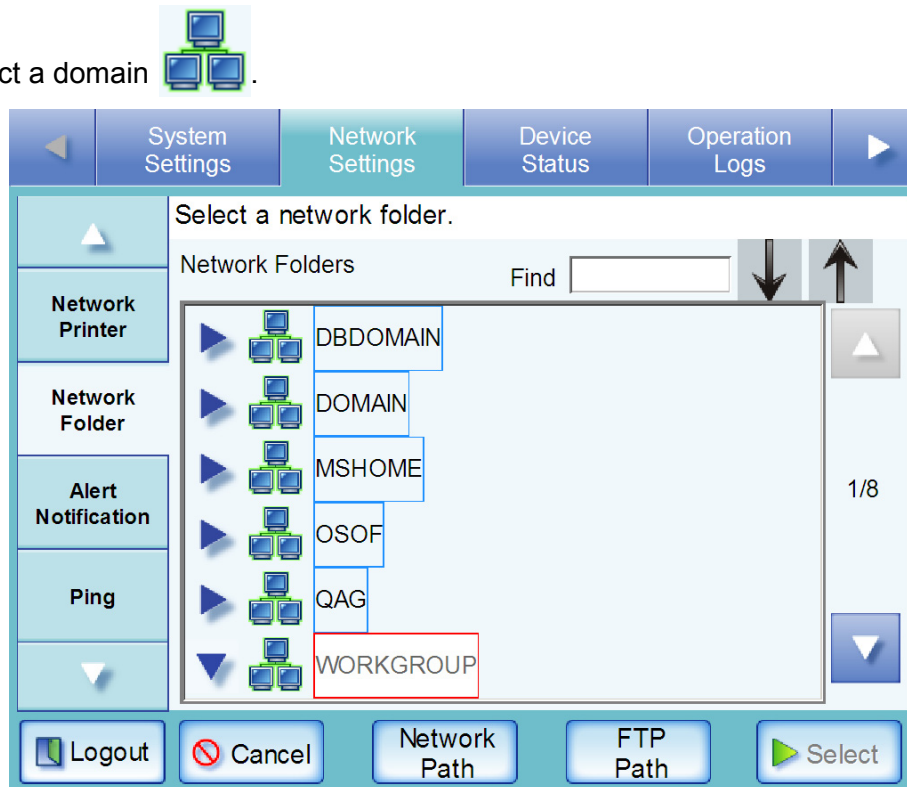
■ Registering a Network Folder (Network Tree)

1. Select the [Network Settings] tab on the top menu.
2. Select the [Network Folder] tab on the left side menu.
⇒ The "Network Folder" screen appears.



3. Press the [Add] button.
⇒ The screen for adding a network folder is displayed.

4. Select a domain



⇒ If login is required, an "Authentication" screen appears.

If login is not required, the network tree expands and computer names are displayed under the selected domain.

1. Enter a User Name.
This may be up to 256 characters long.
2. Enter a Password.
This may be up to 256 characters long.
3. Press the [OK] button.
⇒ When the user name and password are valid, or if login is not required, the network tree expands and computer names are displayed under the selected domain.

5. Select a computer



⇒ If login is required, an "Authentication" screen appears.

If login is not required, the network tree expands and computer names are displayed under the selected domain.

1. Enter a User Name.

This may be up to 256 characters long.

2. Enter a Password.

This may be up to 256 characters long.

3. Press the [OK] button.

⇒ When the user name and password is valid, or if login is not required, the network tree expands and network folders are displayed under the selected computer name.

6. Select a network folder



The selected folder will be opened to show any sub-folders, which themselves may be selected in turn (up to seven levels deep, including the parent domain).

7. Press the [Select] button.

⇒ The selected network folder is added to the network folder list.



- The default network folder alias will be the same as the alias selected from the network tree. For details on changing the folder alias, refer to ["Renaming a Network Folder" \(page 118\)](#).
- Select a readable and writable network folder.
- The "Caps Lock" and "Num Lock" indicators are shown on the authentication screen, when the administrator logs in via the scanner's touch panel. The "Caps Lock" indicator is on if the keyboard's Caps Lock is set. The "Num Lock" indicator is on if the keyboard's Num Lock is set.
- The "Network" tree can contain up to 10,000 domain, computer, and network folder items. However, screen response may slow down when the number of items exceed 150. Close unneeded items.
- While the network tree is displayed, enter characters to be searched for in the "Find" field, and press the [Back] or [Next] button to focus the network tree on the specified characters.



■ Registering a Network Folder (Network Path)

1. Select the [Network Settings] tab on the top menu.
2. Select the [Network Folder] tab on the left side menu.
⇒ The "Network Folder" screen appears.
3. Press the [Add] button.
⇒ The screen for selecting a network folder is displayed.
4. Press the [Network Path] button.
⇒ The screen for adding a network folder (Network Path) is displayed.

The screenshot shows the 'Add a network folder' screen. The top navigation bar includes 'System Settings', 'Network Settings' (selected), 'Device Status', and 'Operation Logs'. The left sidebar has 'Network Printer', 'Network Folder' (selected), 'Alert Notification', and 'Ping'. The main content area has the title 'Add a network folder.' and two input fields: 'Folder Alias' (with a note: '* If left blank, the shared folder name will be used.') and 'Network Path' (with an example: '\\Domain\Computer\Folder[Folder]'). The bottom bar contains 'Logout', 'Cancel', 'Network Tree', and 'Add' buttons.

5. Enter a "Folder Alias".
This may be up to 80 characters long. "/" and "\" cannot be used in a folder alias.
If the [Add] button is pressed without entering a "Folder Alias", the shared name is set as the folder alias.

6. Enter a "Network Path".

This may be up to 255 characters long.

Set the network path in the following format:

`\\Domain_name\Computer_name\Folder_name [\Folder_name]`

The minimum requirement for a network path is

`\\Domain_name\Computer_name\Folder_name".`

Sub folders (`[\Folder_name]` is the example above) are optional.

"/" and "\" can be used as a delimiter for the folder alias.

If "/" is used, the network folder name is registered as `[folder_name/folder_name]`.

For the `Domain_name`, specify the NetBIOS domain name or the workgroup name that the network folder belongs to.

For the `Computer_name`, specify the FDQN, host name, or IP address format.

7. Press the [Add] button.

⇒ The network folder is added to the network folder list.



- The default network folder alias will be the same as the alias selected from the network tree. For details on changing the folder alias, refer to ["Renaming a Network Folder" \(page 118\)](#).
- Select a readable and writable network folder.
- The "Caps Lock" and "Num Lock" indicators are shown on the authentication screen, when the administrator logs in via the scanner's touch panel. The "Caps Lock" indicator is on if the keyboard's Caps Lock is set. The "Num Lock" indicator is on if the keyboard's Num Lock is set.



■ Registering a Network Folder (FTP Path)

1. Select the [Network Settings] tab on the top menu.
2. Select the [Network Folder] tab on the left side menu.
⇒ The "Network Folder" screen appears.
3. Press the [Add] button.
⇒ The screen for selecting a network folder is displayed.
4. Press the [FTP Path] button.
⇒ The screen for entering a network folder (FTP Path) is displayed.

Enter the FTP server settings.

| | | | |
|----------------|--|---|---------------------------------|
| Folder Alias | <input type="text"/> | | |
| FTP Path | <input type="text"/> | | |
| User Name | <input type="text"/> | Password | <input type="text"/> |
| Authentication | <input type="button" value="Remember"/> | <input checked="" type="button" value="Each Time"/> | Port Number |
| Protocol | <input type="button" value="FTP"/> | <input checked="" type="button" value="FTPS"/> | <input type="text" value="21"/> |
| Passive Mode | <input type="button" value="On"/> | <input type="button" value="Off"/> | (1 - 65535) |
| Encryption | <input checked="" type="button" value="Explicit"/> | <input type="button" value="Implicit"/> | |
| Proxy * | <input type="button" value="On"/> | <input type="button" value="Off"/> | *See the Proxy Server Menu |

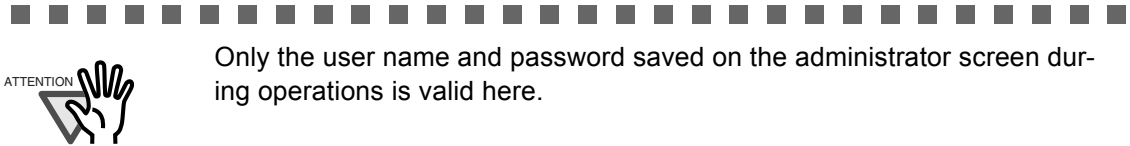
Logout Cancel OK

5. Enter a "Folder Alias".
This may be up to 80 characters long.
6. Enter a "FTP Path".
This may be up to 255 characters long.
Set the FTP path in the following format:
Computer_name/Folder_alias
For the Computer_name, specify the FDQN, host name, or IP address format.
7. Enter a user name and password for login to the FTP sever.
"User Name" or "Password" may be up to 256 characters long.

-
- For "Authentication", specify whether or not to save the entered "User Name" and "Password".

When the [Remember] button is selected, the "User Name" and "Password" set here are saved.

When the [Each Time] button is selected, the "User Name" and "Password" set here are not saved.



- For "Protocol", specify how to access the FTP server.

When the [FTP] button is selected, the FTP server will be connected without SSL encryption.

When the [FTPS] button is selected, the FTP server will be connected through SSL encryption.

- Set a "Port Number" for the FTP server.

The default number is 21. Numbers from 1 to 65535 can be set.

- For "Proxy", specify whether or not a proxy is to be used.

The "Proxy" setting is only available when a proxy server has been set on the "Proxy Server" screen.

When the [ON] button is selected, the FTP connection is via the proxy server specified on the "Proxy Server" screen.

When the [OFF] button is selected, the FTP server is connected to directly, without using the proxy server.

- For "Passive Mode", specify whether or not to access in passive mode.

"Passive Mode" can be selected only when the [FTP] button is selected in [Step 9](#).

When the [ON] button is selected, the FTP server is connected in passive mode.

When the [OFF] button is selected, the FTP server is connected in active mode.

When the [FTPS] button is selected in [Step 9](#), the FTP server is connected in passive mode.

- For "Encryption", specify the type of encryption.

"Encryption" can be selected when the [FTPS] button is selected in [Step 9](#).

When the [Explicit] button is selected, the FTP server will be connected without SSL encryption, and encryption will start before user name and password are authenticated.

When the [Implicit] button is selected, SSL encryption will work when the FTP server connection is started.

- Press the [OK] button.

⇒ User authentication may be required to access the FTP server. Then, the network folder is added to the network folder list.



- The default network folder alias will be the same as the alias selected from the network tree. For details on changing the folder alias, refer to ["Renaming a Network Folder" \(page 118\)](#).
- Select a readable and writable network folder.
- The "Caps Lock" and "Num Lock" indicators are shown on the authentication screen, when the administrator logs in via the scanner's touch panel. The "Caps Lock" indicator is on if the keyboard's Caps Lock is set. The "Num Lock" indicator is on if the keyboard's Num Lock is set.

■ Renaming a Network Folder

1. Select the [Network Settings] tab on the top menu.
2. Select the [Network Folder] tab on the left side menu.
⇒ The "Network Folder" screen appears.
3. Select the network folder that is to be renamed.
4. Press the [Edit] button.
⇒ The screen for renaming a network folder is displayed.
5. Enter a folder alias.
This may be up to 80 characters long. The folder alias may not contain backslashes (\).
Trailing spaces are truncated, so a spaces-only alias is not allowed.

The screenshot shows a software interface with a top navigation bar containing 'System Settings', 'Network Settings' (selected), 'Device Status', and 'Operation Logs'. On the left, a vertical menu has 'Network Folder' selected. The main area is titled 'Add a network folder.' and contains two input fields: 'Folder Alias' with the value 'Folder02' and 'Network Path' with the value '\\WORKGROUP\Work'. The 'Network Path' field includes an example '(Example: \\Domain\Computer\Folder[Folder])'. At the bottom, there are four buttons: 'Logout', 'Cancel', 'Network Tree', and 'Add'.



If the network folder is an FTP server folder, the following screen is displayed. In this case, the "FTP Path" cannot be changed.

| | System Settings | Network Settings | Device Status | Operation Logs |
|--------------------|--------------------------------|------------------|---------------|----------------------------|
| | Enter the FTP server settings. | | | |
| | Folder Alias | abc | | |
| Network Printer | FTP Path | 10.234.165.101 | | |
| | User Name | user01 | Password | ••••• |
| Network Folder | Authentication | Remember | Each Time | Port Number |
| Alert Notification | Protocol | FTP | FTPS | 21 |
| | Passive Mode | On | Off | (1 - 65535) |
| Ping | Encryption | Explicit | Implicit | |
| | Proxy * | On | Off | *See the Proxy Server Menu |
| | Logout | Cancel | OK | |

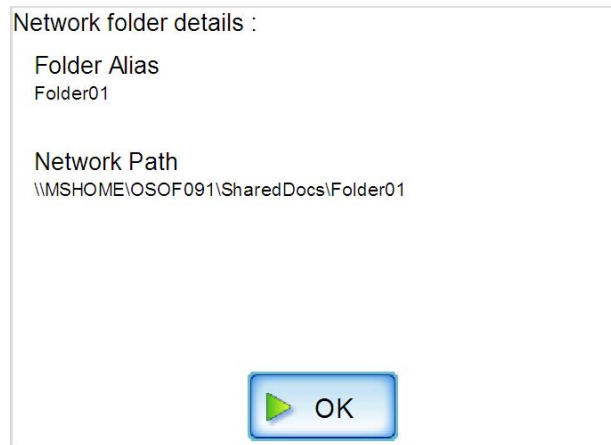
- Press the [OK] button.
⇒ The network folder is renamed.

■ Removing a Network Folder

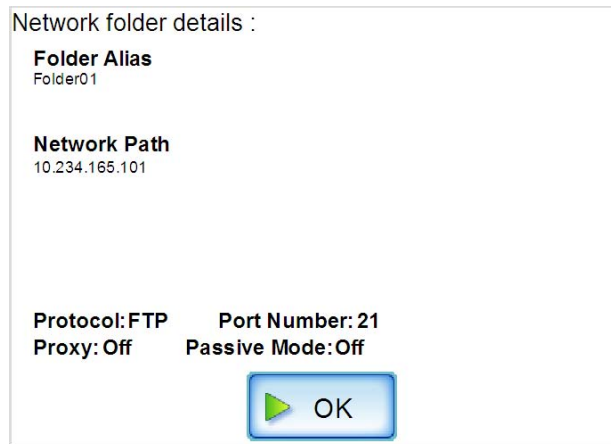
1. Select the [Network Settings] tab on the top menu.
2. Select the [Network Folder] tab on the left side menu.
⇒ The "Network Folder" screen appears.
3. Select the network folder that is to be removed from the folder list.
4. Press the [Remove] button.
⇒ The screen for removing a network folder is displayed.
5. Confirm the details of the network folder that is to be removed are correct, and press the [Yes] button.
⇒ The selected network folder is removed from the network folders list.

■ Viewing the Network Folder Details

1. Select the [Network Settings] tab on the top menu.
2. Select the [Network Folder] tab on the left side menu.
⇒ The "Network Folder" screen appears.
3. Select the desired network folder from the folder list.
4. Press the [Details] button.
⇒ The information for the selected network folder is displayed.



If the network folder is an FTP server folder, the following screen is displayed.



4.6.15 Setting the Destination for Alert Notifications



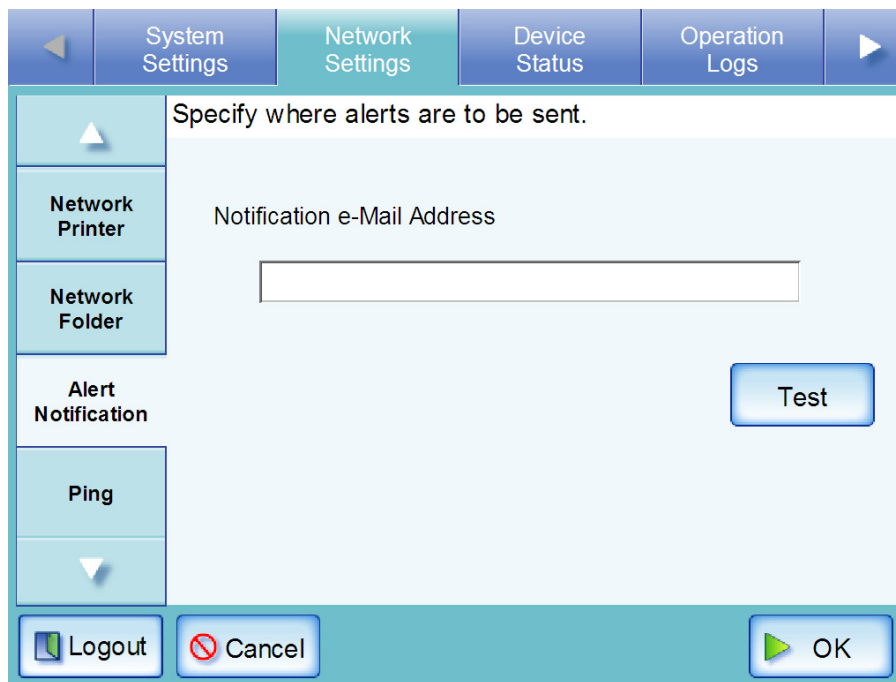
An e-mail address can be specified to which an alert notification will be sent whenever a scanner alert situation occurs.

It is necessary to set a SMTP server before alert notifications can be sent. For more details about how to set an SMTP server, refer to ["4.6.11 Setting the e-Mail Server \(SMTP Server\)"](#) (page 92). When the destination for alert notification is set, alert notification messages will be sent to the registered e-mail address in the following title.

Network Scanner (Scanner Name: xxxx) Alert Notification message

For more details, refer to ["D.1.3 Alert Monitor System Log Messages"](#) (page 405).

1. Select the [Network Settings] tab on the top menu.
2. Select the [Alert Notification] tab on the left side menu.
⇒ The "Alert Notification" screen appears.



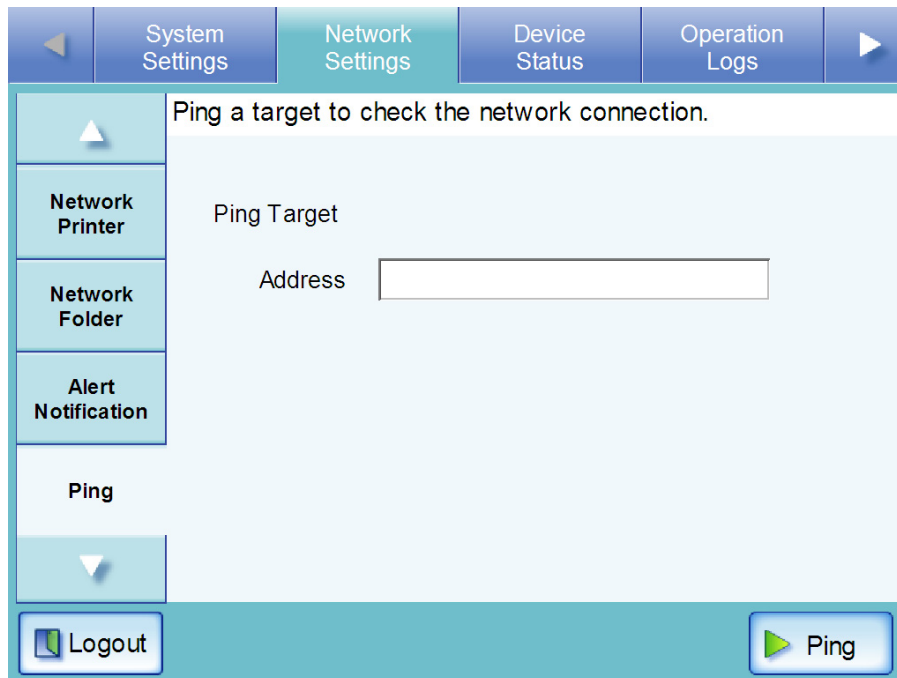
3. Enter an e-mail address to which the alert notification will be sent.
For details about e-mail address settings values, refer to ["B.1 e-Mail Address Setting Values"](#) (page 386).
4. To confirm that the entered e-mail address is valid, press the [Test] button.
Check that the test mail successfully arrives at the expected e-mail address.
5. Press the [OK] button.
⇒ The destination for alert notifications is set.

4.6.16 Checking the Network Connection with a Ping Test



The network connection can be checked using a ping test.

1. Select the [Network Settings] tab on the top menu.
2. Select the [Ping] tab on the left side menu.
⇒ The "Ping" screen appears.

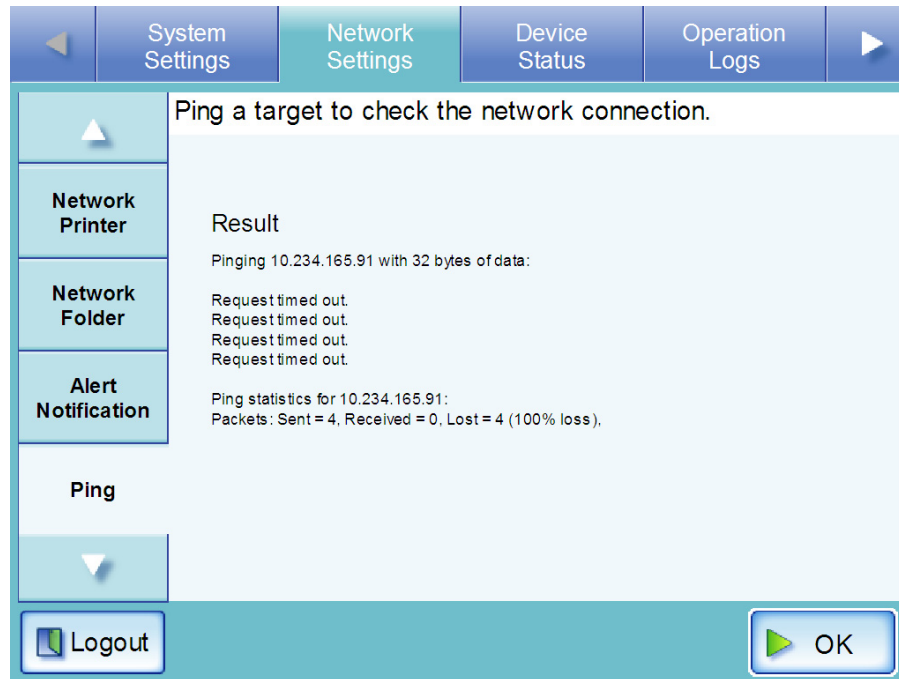


3. Enter the FQDN, host name, or IP address for the server to be used to check the network connection.
 - For an FQDN or host name
Up to 255 characters may be used.
 - For an IP address
The following format should be used xxx . xxx . xxx . xxx (xxx is a value from 0 to 255).

4. Press the [Ping] button.

⇒ A ping test is performed and the results are displayed.

For more details about the result, refer to "[Checking basic network operation with a Ping test](#)" (page 354).



4.6.17 Checking the Network Operating Status

Touch Panel

Admin Tool

■ Checking the Network Status

The operating status of the network can be checked.

The following information is shown. If the information is not shown, refer to "[8.3 Network Connection Troubleshooting](#)" (page 354) and check the settings.

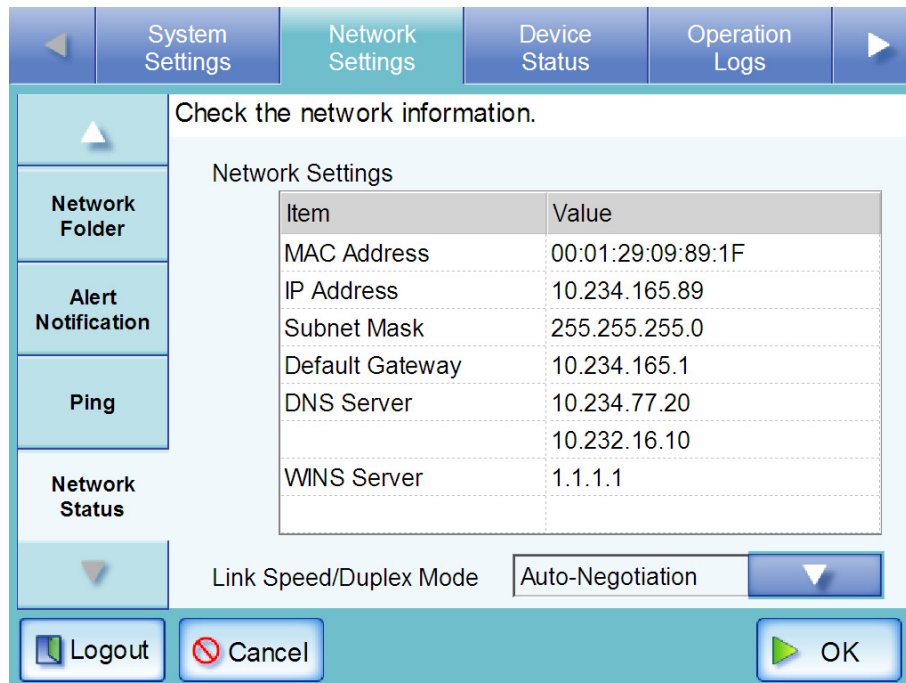
The following information is shown.

- MAC Address
- IP Address
- Subnet Mask
- Default Gateway
- DNS Server IP Address
- WINS Server IP Address

1. Select the [Network Settings] tab on the top menu.

2. Select the [Network Status] tab on the left side menu.

⇒ The "Network Status" screen shows the status of the currently operating network connection.





- If connection to LDAP server is not possible, try the following steps:
 1. Disconnect the LAN cable, and press the [Shutdown] button on the touch panel to turn the scanner off.
 2. Reboot the scanner with the LAN cable disconnected, and enter a nonduplicate IP address.
 3. Re-connect the LAN cable to the scanner.
- If the DHCP server cannot be reached when DHCP is set to [On], the IP Address is set to "169.254.XXX.YYY" (where XXX and YYY are arbitrary values between 0 and 255).

■ Setting the Link Speed/Duplex Mode

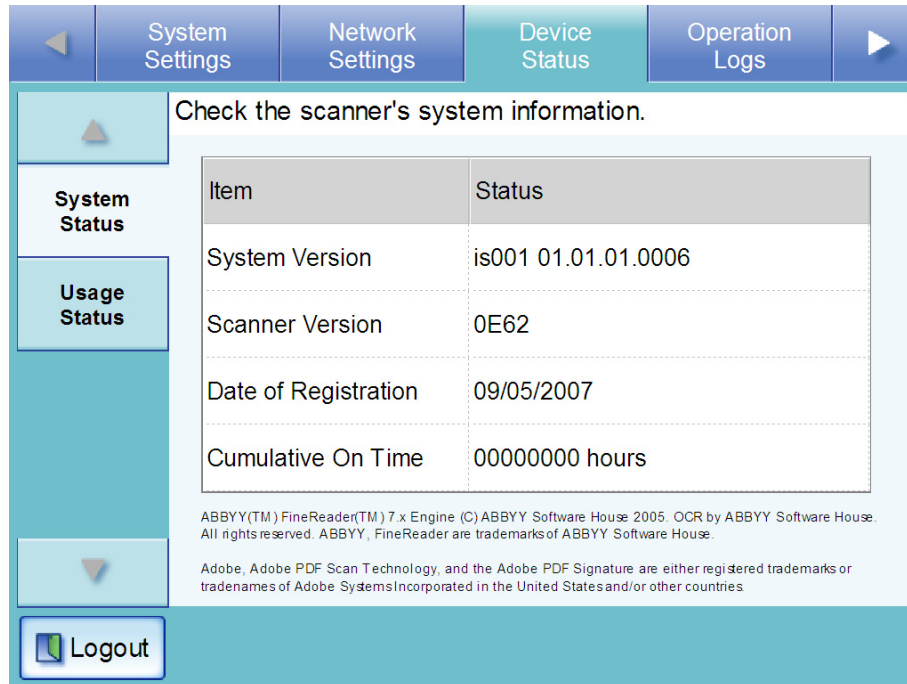
If the network is not communicating properly, even though the network operating status is correct, change the Link Speed/Duplex Mode settings.

1. Select the [Network Settings] tab on the top menu.
2. Press the [Network Status] tab on the left side menu.
 - ⇒ The "Network Status" screen shows the status of the currently operating network connection.
3. Press the Link Speed/Duplex Mode [List] button.
 - ⇒ The Link Speed/Duplex Mode list appears.
4. Change the setting from "Auto-Negotiation" to a fixed Link Speed/Duplex Mode.

4.7 Using the Device Status Menus

4.7.1 Viewing the System Status Touch Panel Admin Tool

1. Select the [Device Status] tab on the top menu.
2. Select the [System Status] tab on the left side menu.
⇒ The system status information is displayed.



The following system status information is available.

| Info | Details |
|----------------------|---|
| System Version | Shows the current scanner system version number. |
| Scanner Version | Shows the current scanner firmware version number. |
| Date of Registration | Shows the date on which the scanner was first used. |
| Cumulative On Time | Shows the total elapsed usage time of the scanner. |

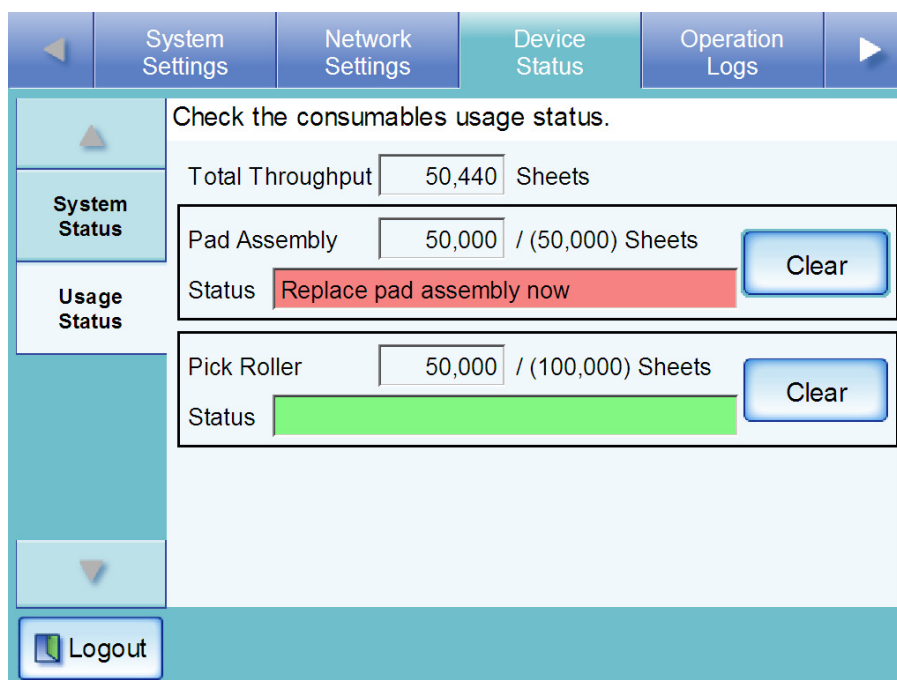
4.7.2 Viewing the Usage Status Touch Panel Admin Tool

Information about the number of documents that have been scanned and the status of the scanner's consumable parts (pad assembly or pick roller) can be viewed.

For details on consumable replacement, refer to ["7.6 Replacing Parts" \(page 333\)](#).

■ Viewing the Status of Consumable Parts

1. Select the [Device Status] tab on the top menu.
2. Select the [Usage Status] tab on the left side menu.
⇒ The "Usage Status" screen appears.



The "Status" fields show the total number of pages scanned and the current conditions of the pad assembly or pick roller.

"Total Throughput" is shown in units of 10 sheets scanned.

"Pad Assembly" and "Pick Roller" are shown in units of 500 sheets scanned.

| Consumables | Color | Status | Action |
|--------------|--------|---|--|
| Pad Assembly | Green | Total throughput: 0 to 44,999 sheets | No action required. |
| | Orange | Total throughput: 45,000 to 49,999 sheets | Pad assembly needs to be replaced soon. Obtain a replacement part. |
| | Red | Total throughput: Over 50,000 sheets | Pad assembly has passed its rated lifetime and needs to be replaced. |

| Consumables | Color | Status | Action |
|-------------|--------|---|---|
| Pick Roller | Green | Total throughput: 0 to 94,999 sheets | No action required. |
| | Orange | Total throughput: 95,000 to 99,999 sheets | Pick roller needs to be replaced soon. Obtain a replacement part. |
| | Red | Total throughput: Over 100,000 sheets | Pick roller has passed its rated lifetime and needs to be replaced. |

■ Resetting the Usage Counter

After part replacement, the usage counter can be reset to return the part status to normal. For more details about replacing consumable parts, refer to ["7.6 Replacing Parts" \(page 333\)](#).

1. Select the [Device Status] tab on the top menu.
2. Select the [Usage Status] tab on the left side menu.
 - ⇒ The "Usage Status" screen appears.
3. Press the [Clear] button for the part replaced.
 - ⇒ The counter reset confirmation screen appears.
4. Press the [Yes] button.
 - ⇒ The counter value is reset to "0", and the "Status" field turns green again.

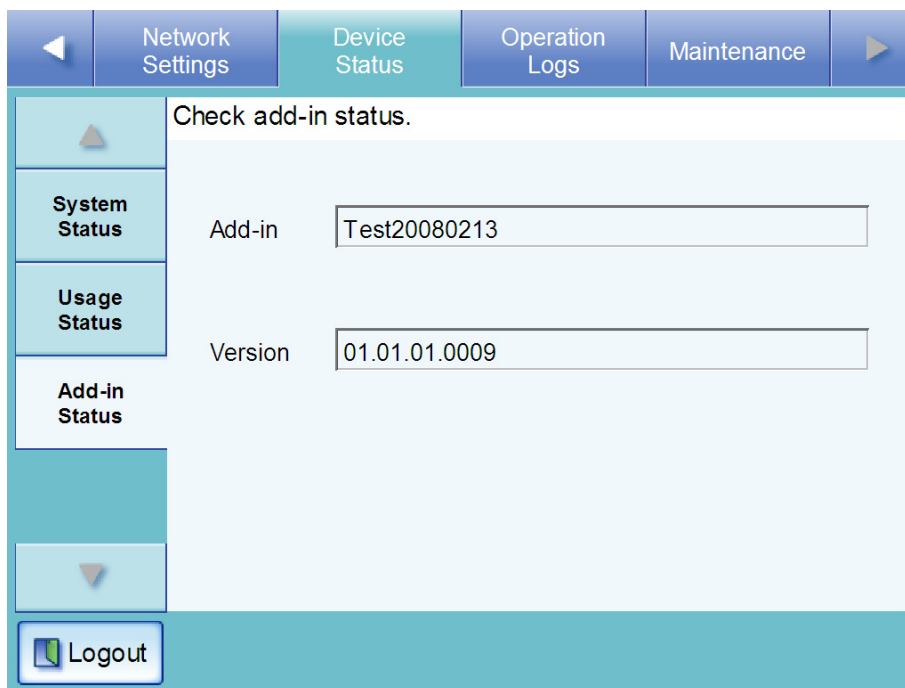
4.7.3 Viewing the Add-in Status



If an add-in module is installed, the following steps can be performed.

For more details about installing an Add-in, refer to ["4.9.4 Installing/Uninstalling an Add-in Module"](#) (page 149).

1. Select the [Device Status] tab on the top menu.
2. Select the [Add-in Status] tab on the left side menu.
⇒ The "Add-in Status" screen appears.



The following information is shown.

| Info | Details |
|---------|---|
| Add-in | Shows the name of the add-in module. |
| Version | Shows the current add-in module version number. |

■ Downloading the User Logs in CSV Format Admin Tool

Operation logs for regular users are stored in the scanner with the default file name "OperationLog.csv".

When downloaded to a computer, the file will contain CSV format data. The file is saved in the following form:

```
"Date","Time","User","Result","Code","Operation","Pages","Description"
```

1. Select the [Operation Logs] tab on the top menu.
2. Select the [User Log] tab on the left side menu.
⇒ The "User Log" screen appears.
3. Press the [Download] button.
⇒ The "File Download" dialog box appears.
4. Press the [Save] button.



The size of the user log file is displayed in the "File Download" dialog box. Make sure there is enough free space on the disk where it is to be saved and press the [Save] button. If there is not enough free disk space, an incomplete file may be saved.

⇒ The "Save As" dialog box appears.

5. Enter a file name.
The file will contain CSV format data.
6. Press the [Save] button.
⇒ A file containing CSV format data is saved.

■ Clearing the User Logs Touch Panel Admin Tool

1. Select the [Operation Logs] tab on the top menu.
2. Select the [User Log] tab on the left side menu.
⇒ The "User Log" screen appears.
3. Press the [Clear All] button.
⇒ The "clear all" confirmation screen appears.
4. Press the [Yes] button.
⇒ All the user operation logs are cleared.

4.8.2 Managing the System Log

Up to 1,000 system information logs (such as for startup, shutdown, and system errors) are saved in the scanner.



- System log may contain private information such as e-mail addresses or fax numbers, so care should be taken when managing such data.
- If a log file error is detected during system operation, the log file will be cleared and the following log entry recorded:
Error 81001004 Corrupted user log file was deleted.

■ Viewing the System Log Details

Touch Panel

Admin Tool

The system log summary is shown in date/time order.

Even if the [Region/Timezone] or [Date/Time] settings are changed, the order of the log entries will not be changed.

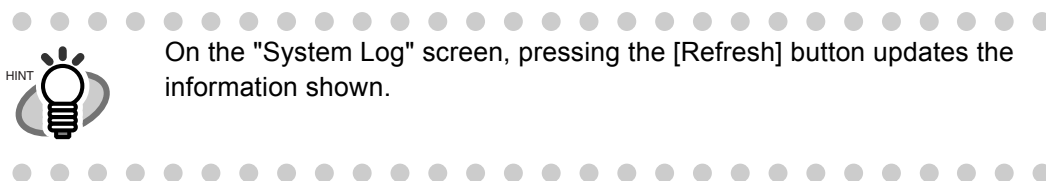
1. Select the [Operation Logs] tab on the top menu.
2. Select the [System Log] tab on the left side menu.
⇒ The "System Log" screen appears.

| Date | Time | Type | Message |
|-----------|----------|-------------|---|
| 26/2/2008 | 18:31:28 | Information | 01000001 (WINS Server) Settings were changed. Info : PrimaryWINS = 1.1.1.1. |
| 26/2/2008 | 18:31:17 | Information | 01000001 (WINS Server) Settings were changed. Info : PrimaryWINS = 0.0.0.0. |
| 26/2/2008 | 18:31:13 | Information | 01000001 (WINS Server) Settings were changed. Info : PrimaryWINS = 0.0.0.0. |
| 26/2/2008 | 11:08:36 | Information | 01000001 (Date / Time) Settings were changed. Info : Date Format = MMddyyyy |
| 26/2/2008 | 02:30:36 | Information | 01000001 (Date / Time) Settings were changed. Info : Date Format = MMddyyyy |
| 26/2/2008 | 02:55:36 | Information | 01000001 (Date / Time) Settings were changed. Info : Date Format = MMddyyyy |

3. Select the log you wish to view.

⇒ The details of the selected log are displayed.

⇒ Pressing the [OK] button returns to the "System Log" screen.



On the "System Log" screen, pressing the [Refresh] button updates the information shown.

The following information is shown.

| Info | Info options | Details |
|---------|--|---|
| Date | MM/dd/yyyy dd/MM/yyyy yyyy/MM/dd | Shows the date of each operation (format specified on the Date/Time screen is used). For more details, refer to "4.5.5 Setting the Date/Time" (page 55) . |
| Time | hh:mm:ss | Shows the system log time record. |
| Type | Information | Shows information about the system. No action required. |
| | Error | Shows the system error. The same information will be sent to the e-mail address set in "4.6.15 Setting the Destination for Alert Notifications" (page 122) . To deal with errors, refer to "D.1.3 Alert Monitor System Log Messages" (page 405) . |
| | Warning | Shows the system warning. The same information will be sent to the e-mail address set in "4.6.15 Setting the Destination for Alert Notifications" (page 122) . To deal with errors, refer to "D.1.3 Alert Monitor System Log Messages" (page 405) . |
| Message | Message Code Message Body | For information about messages, refer to "D.1.2 System Log Messages" (page 403) . |

■ Downloading the System Log in CSV Format Admin Tool

The default file name is "SystemLog.csv".

When downloaded to a computer, the file will contain CSV format data. The file is saved in the following form:

```
"Date","Time","Type","Message"
```

1. Select the [Operation Logs] tab on the top menu.
2. Select the [System Log] tab on the left side menu.
⇒ The "System Log" screen appears.
3. Press the [Download] button.
⇒ The "File Download" dialog box appears.
4. Press the [Save] button.



The size of the user log file is displayed in the "File Download" dialog box. Make sure there is enough free space on the disk where it is to be saved and press the [Save] button. If there is not enough free disk space, an incomplete file may be saved.

⇒ The "Save As" dialog box appears.

5. Enter a file name.
The file will contain CSV format data.
6. Press the [Save] button.
⇒ A file containing CSV format data is saved.

■ Clearing the System Log Touch Panel Admin Tool

1. Select the [Operation Logs] tab on the top menu.
2. Select the [System Log] tab on the left side menu.
⇒ The "System Log" screen appears.
3. Press the [Clear All] button.
⇒ The "clear all" confirmation screen appears.
4. Press the [Yes] button.
⇒ The system log is cleared.

4.9 Using the Maintenance Menus

4.9.1 Maintaining the User Data Store Admin Tool

The scanner's user data store can be backed-up, restored, and deleted.

The user data store contains the following information:

- Fax Number List (one per scanner)
- "My List" e-Mail Address Books (one per user)
- Scan Settings (for each user)
- User Logs (for each user)

Scanner login user names are authenticated with the LDAP server, and when a new name is encountered, the scanner automatically adds an entry for that user to the user data store. The user data store may contain up to 1,000 users.



- Once 1,000 user names have been used to login, new user logins are no longer possible until the entire user data store is cleared. Refer to ["Backing up the User Data Store"](#) (page 139) and ["Clearing the User Data Store"](#) (page 142) for details.

It is recommended that the user data store be backed up before it is cleared.

- When restoring from a user data store backup, if a backed up user name corresponds to that of an existing user in the current user data store, the backup user data will overwrite the current user data. If the backed up user name is "unknown", the backed up data will be added as a "new" user. Addition of new users cannot cause the 1,000 user limit to be exceeded, or the user data store restoration will fail.
- When the User Data Store is restored from a backup, the Fax Number List is also reverted to its old state.

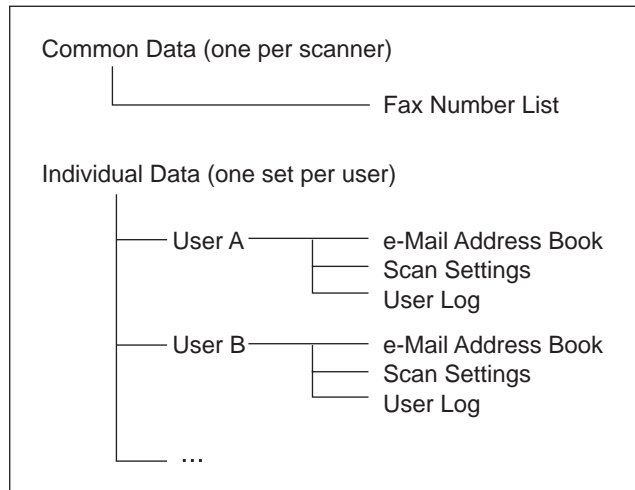


The following example illustrates how the number of users could exceed 1,000:

1. 100 users (A001 to A100) log in.
2. The user data store is backed up (with 100 users: A001 to A100).
3. The user data store (containing users A001 to A100) is cleared.
4. 960 "new" users (A001 to A050 and B001 to B910) login.

-
5. The user data store (containing users A001 to A100) backed up in Step 2 is restored.
- ⇒ Users A001 to A100 are to be restored, of whom 50 are already in the current user data store (users A001 to A050) and so will be overwrite targets.
 - ⇒ Users A051 to A100 are considered "new" users and thus need to be added to the user data store. However 960 existing users + 50 new users = 1010 users.
 - ⇒ As the number of users would exceed the 1,000 user limit, the Step 2 user data store (containing users A001 to A100) is not restored.

The user data store contents are organized as follows:



The user data store may contain private information such as e-mail addresses or fax numbers, so care should be taken when managing such data.

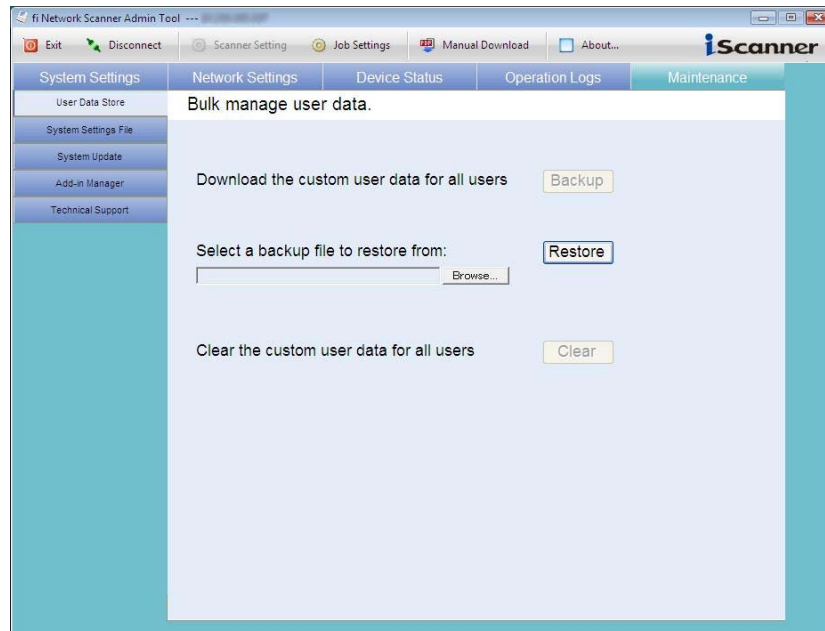
■ Backing up the User Data Store

As a precaution, the user data store should be backed up regularly.
The default file name is "restored_data".



User logs cannot be backed up.

1. Select the [Maintenance] tab on the top menu.
2. Select the [User Data Store] tab on the left side menu.
⇒ The "User Data Store" screen appears.
3. Press the [Backup] button.



⇒ The "File Download - Security Warning" dialog box appears.

4. Press the [Save] button.



The size of the user log file is displayed in the "File Download - Security Warning" dialog box. Make sure there is enough free space on the disk where it is to be saved and press the [Save] button. If there is not enough free disk space, an incomplete file may be saved.

⇒ The "Save As" dialog box appears.

5. Enter a file name.

Use of a name that includes the scanner name and backup date is recommended.

6. Press the [Save] button.

⇒ A backup copy of the user data store is saved.



Do not change the contents of data store backup files.

If changed, the file may no longer be used as a backup. Trying to restore from a changed user data store backup file may render the scanner inoperable.



■ Restoring the User Data Store

The scanner's user data store can be restored from a backed-up user data store file.



- Restoring user data overwrites all user information stored at the time of restoration, and returns all e-mail address books, fax number list, and scan settings to the time the backup was taken.
- During user data store restoration, do not press and hold down the startup button for longer than four seconds, as it may cause the scanner to function abnormally.



User logs cannot be backed up, therefore cannot be restored.



1. Select the [Maintenance] tab on the top menu.
2. Select the [User Data Store] tab on the left side menu.
⇒ The "User Data Store" screen appears.
3. Select a user data store backup file.
Press the [Browse] button to select a file.
4. Press the [Restore] button.
⇒ An "OK to overwrite?" confirmation message appears.
5. Press the [Yes] button.
⇒ After the user data store is restored, a restore completion message appears.
6. Press the [OK] button.

■ Clearing the User Data Store

The scanner's user data store can be deleted.

The user data store contains the following information:

- Fax Number List (one per scanner)
- "My List" e-Mail Address Books (one per user)
- Scan Settings (for each user)
- User Logs (for each user)



Clearing the user data store cannot be undone.

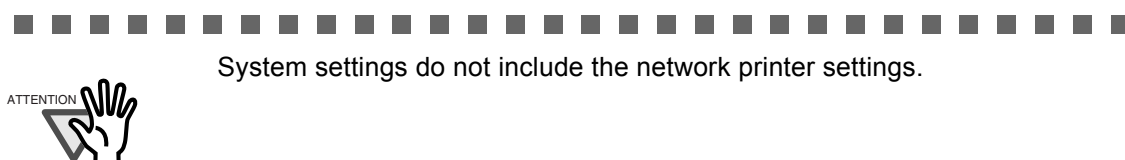


1. Select the [Maintenance] tab on the top menu.
2. Select the [User Data Store] tab on the left side menu.
⇒ The "User Data Store" screen appears.
3. Press the [Clear] button.
⇒ The clear confirmation screen appears.
4. Press the [Yes] button.
⇒ The user data store is cleared.



4.9.2 Maintaining the System Settings Admin Tool

The scanner's system settings set by the administrator can be saved in CSV format, backed up, restored, or returned to their factory default values.



■ Downloading the System Settings in CSV Format

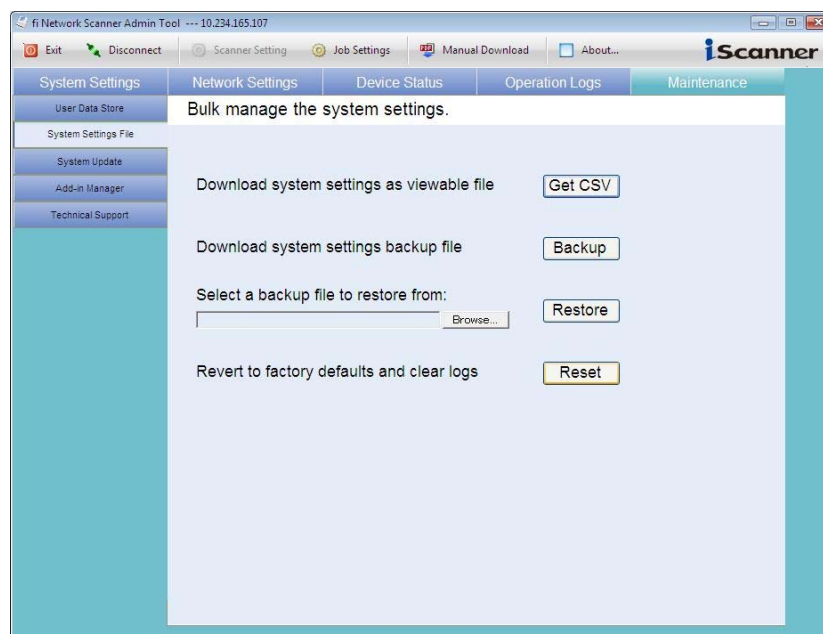
System settings downloaded in CSV format may be viewed by using spreadsheet software.

CSV system settings files are of the following format:

"Function_name", "Option_name", "Value"

The default file name is "Configuration_download.csv".

1. Select the [Maintenance] tab on the top menu.
2. Select the [System Settings File] tab on the left side menu.
 - ⇒ The "System Settings File" screen appears.
3. Press the [Get CSV] button.



⇒ The "File Download" dialog box appears.

-
4. Press the [Save] button.



The size of the user log file is displayed in the "File Download" dialog box. Make sure there is enough free space on the disk where it is to be saved and press the [Save] button. If there is not enough free disk space, an incomplete file may be saved.

⇒ The "Save As" dialog box appears.

5. Name the file and specify where it should be saved.

The file will contain CSV format data.

6. Press the [Save] button.

⇒ The system settings for the scanner are downloaded.

■ Backing up System Settings

The administrator can backup the scanner system settings.

Backup files can later be used to restore system settings. Backup should be performed regularly. The default file name is "SystemSettingsFile".

1. Select the [Maintenance] tab on the top menu.
2. Select the [System Settings File] tab on the left side menu.

⇒ The "System Settings File" screen appears.

3. Press the [Backup] button.

⇒ The "File Download - Security Warning" dialog box appears.

4. Press the [Save] button.



The size of the user log file is displayed in the "File Download - Security Warning" dialog box. Make sure there is enough free space on the disk where it is to be saved and press the [Save] button. If there is not enough free disk space, an incomplete file may be saved.

⇒ The "Save As" dialog box appears.

5. Name the file and specify where it should be saved.

The date of backup or scanner name should be used as an easy-to-understand file name.

6. Press the [Save] button.

⇒ The system settings are backed up.



Do not change the contents of system settings backup files. If changed, the file may no longer be used as a backup. Trying to restore from a changed system settings backup file may render the scanner inoperable.

■ Restoring System Settings

The system settings backup file can be returned to the scanner to restore system settings to those at the time backup was taken.

1. Select the [Maintenance] tab on the top menu.
2. Select the [System Settings File] tab on the left side menu.
⇒ The "System Settings File" screen appears.
3. Enter a backup file to restore from.
Press the [Browse] button to select a file.
4. Press the [Restore] button.
⇒ A confirmation message appears.
5. Press the [Yes] button.
⇒ After factory default settings have been restored, the scanner is restarted.



During system settings restoration, do not press and hold down the startup button for longer than four seconds, as it may cause the scanner to function abnormally.



The network interface connection will be lost when the scanner is restarted to complete the restoration of the system settings. To continue with other settings, wait a short time for the device to restart, then login to the network interface again.

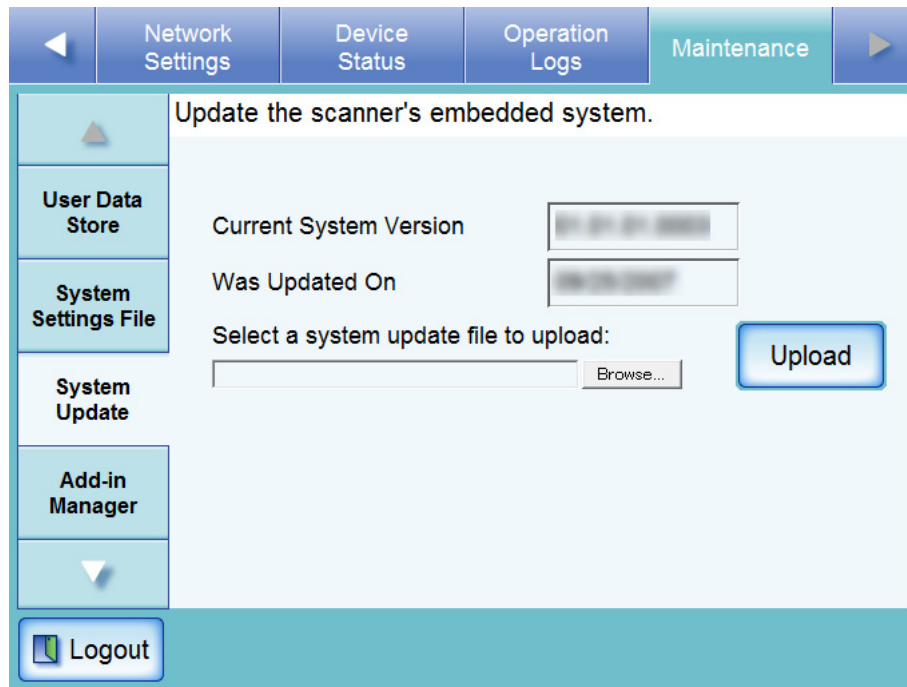
As the network interface connection to the scanner requires the IP address or scanner name, if this is changed by the restoration of the system settings (i.e. if the backed up IP address or scanner name is different to the pre-restoration IP address or scanner name), the new IP address or scanner name will be needed. If not known, the current state of these settings can always be checked by physically logging in to the scanner via the touch panel interface.

4.9.3 Updating the Scanner's System Software

Admin Tool

The scanner system can be updated as follows.

1. Select the [Maintenance] tab on the top menu.
2. Select the [System Update] tab on the left side menu.
⇒ The "System Update" screen appears.



3. Select a system update file.
Press the [Browse] button to select a file.
4. Press the [Upload] button.
⇒ The version of the system update contained in the selected file is displayed.
5. Press the [OK] button.
⇒ The system update process is started.
After the system has updated, the scanner is restarted.



- Wait for the system to restart.
- During the update, do not press and hold down the startup button for longer than four seconds, as it may cause the scanner to function abnormally.



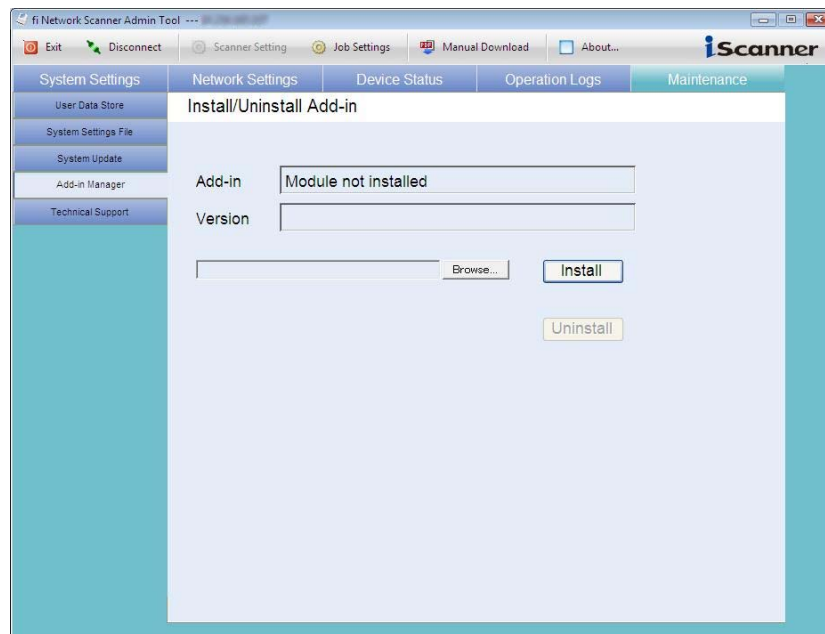
The network interface connection will be lost when the scanner is restarted to complete the system update. To continue with other settings, wait a short time for the device to restart, then login to the network interface again.

4.9.4 Installing/Uninstalling an Add-in Module Admin Tool

An Add-in is an application created using the fi-6010N SDK (Developer's Kit). This section describes how to install and uninstall an Add-in module.

■ Installing an Add-in Module

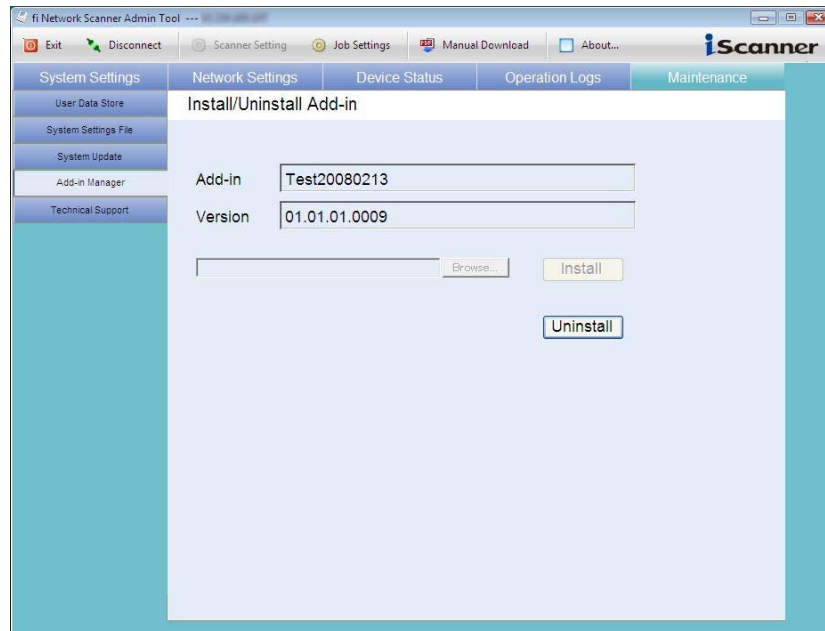
1. Select the [Maintenance] tab on the top menu.
2. Select the [Add-in Manager] tab on the left side menu.
⇒ The "Add-in Manager" screen appears.



3. Select an Add-in installation file.
Press the [Browse] button to select a file.
4. Press the [Install] button.
⇒ A confirmation message appears.
5. Press the [OK] button.
⇒ After the Add-in module has been installed, the scanner is restarted.

■ Uninstalling an Add-in Module

1. Select the [Maintenance] tab on the top menu.
2. Select the [Add-in Manager] tab on the left side menu.
⇒ The "Add-in Manager" screen appears.



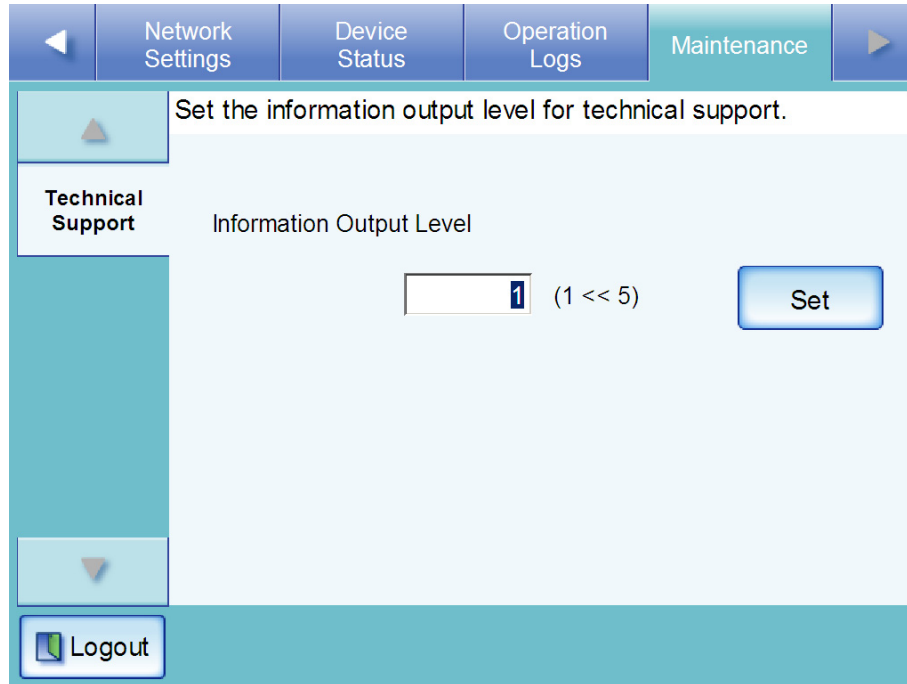
3. Press the [Uninstall] button.
⇒ A confirmation message appears.
4. Press the [OK] button.
⇒ After the Add-in module has been installed, the scanner is restarted.

4.9.5 Setting the Information Output Level

Touch Panel

Admin Tool

1. Select the [Maintenance] tab on the top menu.
2. Select the [Technical Support] tab on the left side menu.
⇒ The "Technical Support" screen appears.



3. Enter the desired information output level.
The default level is "1".
Increasing the value of the output level increases the detail of information collected, but slows down processing. Set the level requested by your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
4. Press the [Set] button.
⇒ The information output level is set.



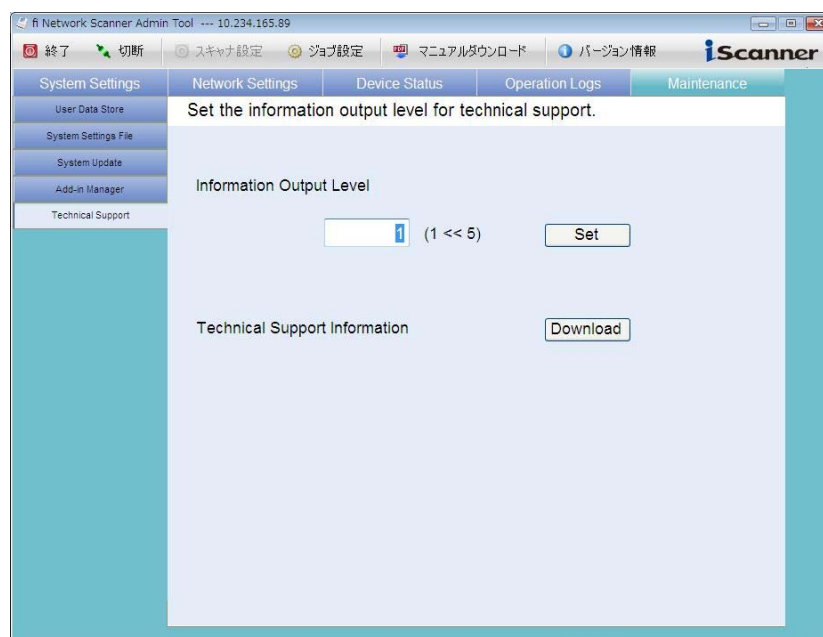
If the "Information Output Level" is set to "5", the output data may contain private user information such as e-mail addresses, so care should be taken when managing such data.

4.9.6 Obtaining Technical Support Admin Tool


If any problems occur when setting up or using the scanner, technical support information can be collected to help determine the cause of the problem.

The information obtained should be sent to your FUJITSU scanner dealer along with the scanner when given for repair.

1. Select the [Maintenance] tab on the top menu.
2. Select the [Technical Support] tab on the left side menu.
⇒ The "Technical Support" screen appears.



3. Press the [Download] button.
⇒ The "File Download - Security Warning" dialog box appears.
4. Press the [Save] button.

 The size of the user log file is displayed in the "File Download - Security Warning" dialog box. Make sure there is enough free space on the disk where it is to be saved and press the [Save] button. If there is not enough free disk space, an incomplete file may be saved.

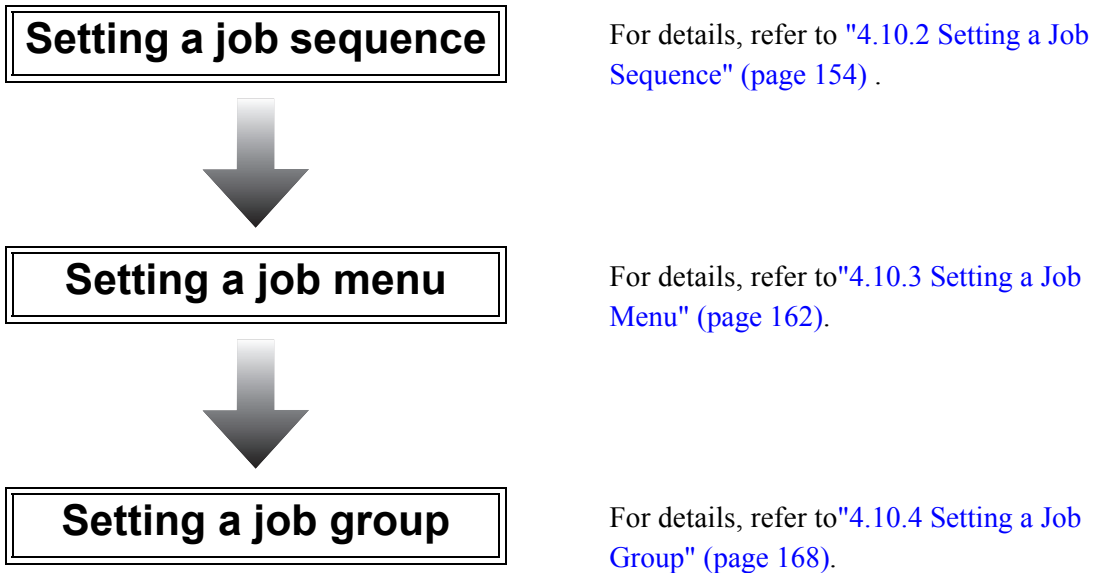
⇒ The "Save As" dialog box appears.

5. Name the file and specify where it should be saved.
6. Press the [Save] button.
⇒ The technical information is downloaded.

4.10 Setting Job Features

4.10.1 Job Setting Quick User Guide

The procedure for an administrator to set up job is shown below.



Regular users can use the job function once the administrator has completed the job settings. For details about executing a job, refer to "[6.13 Processing a Job](#)" (page 316).

4.10.2 Setting a Job Sequence

Admin Tool

Central Admin

A job sequence is a single operation that pulls together several user operations.

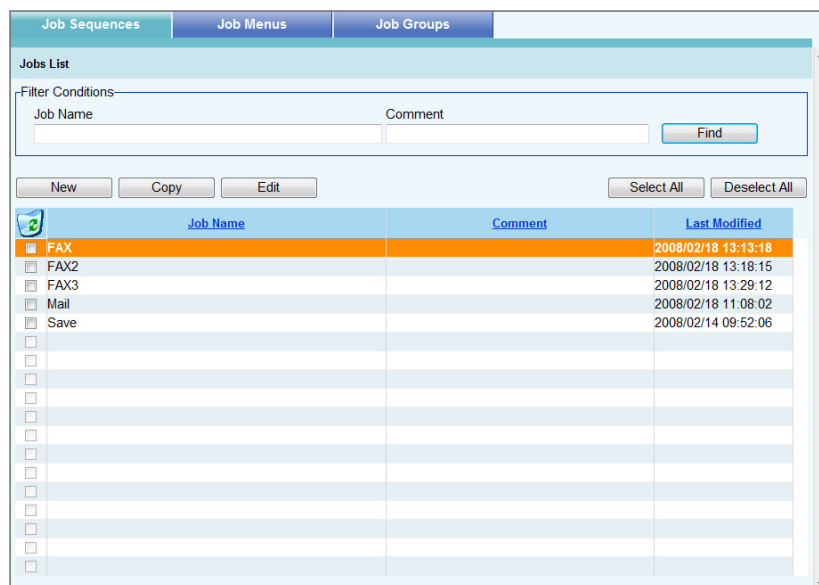
For example, the operation of sending scanned data by e-mail and then saving it in a folder can be set as a single job sequence.

■ Adding a job sequence

This section describes how to add a job sequence.

1. Select the [Job Sequences] tab.

⇒ The "Jobs List" window appears.



2. Select the [New] button.

⇒ The "Job Details" window appears.

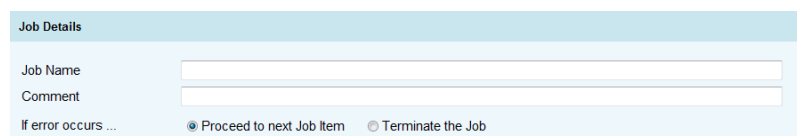
3. Set the [Job Name], [Comment], and [If error occurs].

Job names may be up to 64 characters long.

Comments may be up to 256.

For [If error occurs], if an error occurs while an item in the job sequence is being performed, set whether or not to continue with unfinished items before ending a job.

- If [Proceed to next Job Item] is selected
If an error occurs while an item in the job sequence is being performed, job processing proceeds to the next item in the sequence and completes all unfinished items before ending a job.
- If [Terminate the Job] is selected
If an error occurs while an item in the job sequence is being performed, job processing ends without completing any unfinished items.



4. Select the [>] button to the left of [Scan Settings].

Select a scan option, such as color mode, resolution, and paper size.

For details about setting values, refer to "6.8 Setting the Scan Options" (page 273).

The screenshot shows the 'Scan Settings' dialog box with the following configurations:

- Basic:** Carrier Sheet: Off; Color Mode: Auto; Resolution: 200dpi; Paper Size: Width 2 inch (50.8 mm), Height 2.91 inch (74 mm); Scan Mode: Duplex.
- Save:** File Format: PDF; Searchable PDF: No; Require PDF Password: No; Compression: Medium.
- Quality:** Brightness: Medium; Contrast: Medium; Page Orientation: Auto; Blank Page Skip: Auto; Multifeed Setup: Ultrasonic; Dropout Color: None; Background Removal: Medium; Sharpness: None.
- Advanced:** Edge Cropping: No.

5. Select the [>] button to the left of [Message Screen] to set whether to display the message window.

- If [Yes] is selected
 - Displays the "Message Screen".
 - Enter a title and message text for the message.
 - "Title" may be up to 64 characters long.
 - "Message text" may be up to 256 characters long.
- If [No] is selected
 - Skip the "Message Screen".

The screenshot shows the 'Message Screen' dialog box with the following configuration:

- Display:** Yes; No.
- Title:** [Empty text field]
- Message:** [Empty text area]

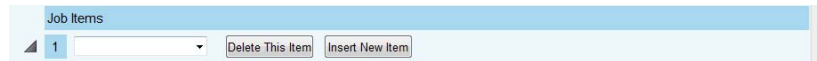
6. Set a job item.

Select the list button under [Job Items] to select one of following items:


- e-Mail
- Fax
- Print
- Save

When the [Delete this Item] button is clicked, a confirmation window appears. Click the [OK] button to delete the item.

When the [Insert New Item] button is selected, the item selected in the list of items is inserted before the current item.



Up to ten items can be set.

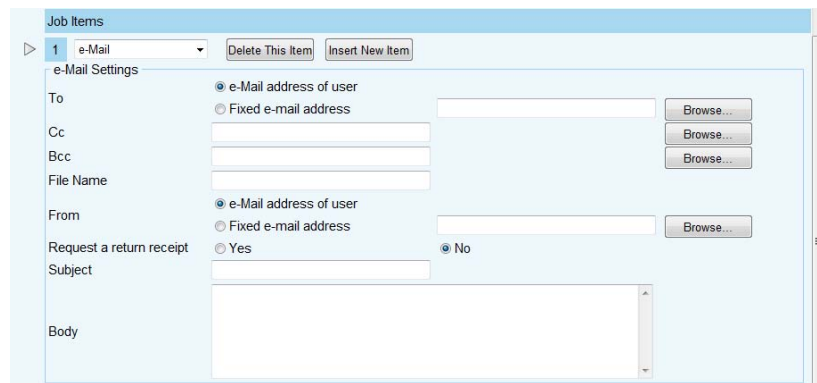
HINT 

7. If [e-Mail] is selected for the action in [Step 6](#), select the [>] button to the left of [e-Mail] to make settings related to sending e-mail.

For details about setting values, refer to ["6.4 Sending the Scanned Data by e-Mail"](#) (page 234).

If the [e-Mail address of user] option button is selected for [To] and/or [From], when a job is processed, the e-mail address of the logged in user is specified. However, in the following cases, an error will occur during the job process.

- If the currently logged in user does not have an e-mail address
- If the currently logged in user is using a guest account





Select the [Find] button to select the sending address from the "LDAP List" window.

The screenshot shows the 'LDAP List' window with the following details:

- User Name: FirstName LastName
- Search Base (DN): LDAP://10.234.165.108/DC=ariesap3dm3,DC=local
- Filter Conditions: Search Position: Head (abc...)
- Search filters: User Name, e-Mail Address, Last Name, First Name, Common Name, Display Name.
- Table of results:

| User Name | e-Mail Address |
|---|----------------------------|
| <input type="checkbox"/> | guest@ariesap3dm3.local |
| <input type="checkbox"/> ariestest テスト | ariestest@ariesserver.com |
| <input type="checkbox"/> テスト | ariestest2@ariesserver.com |
| <input type="checkbox"/> miyahara akira | miya@ariesserver.com |
| <input type="checkbox"/> aa bbbbb T | iguchi@ariesserver.com |
| <input type="checkbox"/> Suzuki I | suzuki@ariesserver.com |
| <input type="checkbox"/> Kuwata M | kuwata@ariesserver.com |
| <input type="checkbox"/> Saito T | saito@ariesserver.com |
| <input type="checkbox"/> Jojima K | jojima@ariesserver.com |

The first time the "LDAP List" window is displayed, an authentication window will appear. Follow the authentication procedure below.

1. Enter a user name and password.

The screenshot shows an authentication window with the following fields and buttons:

- User Name: [Text Input Field]
- Password: [Text Input Field]
- Please input user name and password to connect LDAP Server.
- Buttons: OK, Cancel

2. Press the [OK] button.

8. If [Fax] is selected for the action in [Step 6](#), select the [] button to the left of [Fax] to make settings related to sending a fax.

For details about setting values, refer to ["6.5 Sending the Scanned Data by Fax" \(page 246\)](#). If the [e-Mail address of user] option button is selected for "Notification To (Sender's e-Mail Address)", an e-mail is sent to the person who executes the job sequence whenever a job sequence is performed.

The screenshot shows the 'Fax Settings' dialog box with the following options:

- Fax No.: [Text Input Field]
- Notification To (Sender's e-Mail Address):
 - None
 - e-Mail address of user
 - Fixed e-mail address [Text Input Field] [Browse...]



Select the [Find] button to select the sending address from the "LDAP List" window.

The screenshot shows the 'LDAP List' window with the following details:

- User Name: FirstName LastName
- Search Base (DN): LDAP://10.234.165.108/DC=ariesap3dm3,DC=local
- Filter Conditions: Search Position: Head (abc...)
- Search filters: User Name, e-Mail Address, Last Name, First Name, Common Name, Display Name.
- Find button: A button labeled 'Find'.
- Table of results:

| User Name | e-Mail Address |
|---|----------------------------|
| <input type="checkbox"/> ariestest テスト | guest@ariesap3dm3.local |
| <input type="checkbox"/> テスト | ariestest@ariesserver.com |
| <input type="checkbox"/> miyahara akira | ariestest2@ariesserver.com |
| <input type="checkbox"/> aa bbbbbb T | miya@ariesserver.com |
| <input type="checkbox"/> Suzuki I | iguchi@ariesserver.com |
| <input type="checkbox"/> Kuwata M | suzuki@ariesserver.com |
| <input type="checkbox"/> Saito T | kuwata@ariesserver.com |
| <input type="checkbox"/> Jojima K | saito@ariesserver.com |
| | jojima@ariesserver.com |

Buttons: OK, Cancel

The first time the "LDAP List" window is displayed, an authentication window will appear. Follow the authentication procedure below.

1. Enter a user name and password.

The authentication window contains the following elements:

- User Name: [Text input field]
- Password: [Text input field]
- Message: Please input user name and password to connect LDAP Server.
- Buttons: OK, Cancel

2. Press the [OK] button.

9. If [Print] is selected for the action in [Step 6](#), select the [>] button to the left of [Print] to make settings for printing.

For details about setting values, refer to ["6.6 Printing the Scanned Data"](#) (page 255).

The 'Print Settings' dialog box includes the following sections:

- Print Settings: 1 Print, Delete This Item, Insert New Item
- Network Printer: Printer Alias, Network Path, Browse...
- Print Server Authentication: User Name, Password
- No. of Copies: 1
- Scaling: Shrink to Fit, 100%
- Positioning: Center, Top Left
- Rotate: Simplex (Single-sided), Duplex (Long Edge), Duplex (Short Edge)



Select the [Find] button to select the network printers from the "Printer List" window.

| Printer Alias | Network Path |
|---------------|-----------------------------|
| Printer01 | \\DOMAIN\COMPUTER\Printer01 |
| Printer02 | \\DOMAIN\COMPUTER\Printer02 |
| Printer03 | \\DOMAIN\COMPUTER\Printer03 |
| Printer04 | \\DOMAIN\COMPUTER\Printer04 |
| Printer05 | \\DOMAIN\COMPUTER\Printer05 |
| Printer06 | \\DOMAIN\COMPUTER\Printer06 |
| Printer07 | \\DOMAIN\COMPUTER\Printer07 |
| Printer08 | \\DOMAIN\COMPUTER\Printer08 |
| Printer09 | \\DOMAIN\COMPUTER\Printer09 |
| Printer10 | \\DOMAIN\COMPUTER\Printer10 |
| Printer11 | \\DOMAIN\COMPUTER\Printer11 |
| Printer12 | \\DOMAIN\COMPUTER\Printer12 |
| Printer13 | \\DOMAIN\COMPUTER\Printer13 |
| Printer14 | \\DOMAIN\COMPUTER\Printer14 |
| Printer15 | \\DOMAIN\COMPUTER\Printer15 |
| Printer16 | \\DOMAIN\COMPUTER\Printer16 |
| Printer17 | \\DOMAIN\COMPUTER\Printer17 |
| Printer18 | \\DOMAIN\COMPUTER\Printer18 |
| Printer19 | \\DOMAIN\COMPUTER\Printer19 |
| Printer20 | \\DOMAIN\COMPUTER\Printer20 |
| Printer21 | \\DOMAIN\COMPUTER\Printer21 |
| Printer22 | \\DOMAIN\COMPUTER\Printer22 |

10. If [Save] is selected for the action in [Step 6](#), select the [] button to the left of [Save] to make settings for saving.

For details about setting values, refer to ["6.7 Saving the Scanned Data to a Network Folder"](#) (page 268).



Select the [Find] the network folders from the "Folder List" window.

| Folder Alias | Network Path |
|--------------|----------------------------|
| Folder01 | \\DOMAIN\COMPUTER\Folder01 |
| Folder02 | \\DOMAIN\COMPUTER\Folder02 |
| Folder03 | \\DOMAIN\COMPUTER\Folder03 |
| Folder04 | \\DOMAIN\COMPUTER\Folder04 |
| Folder05 | \\DOMAIN\COMPUTER\Folder05 |
| Folder06 | \\DOMAIN\COMPUTER\Folder06 |
| Folder07 | \\DOMAIN\COMPUTER\Folder07 |
| Folder08 | \\DOMAIN\COMPUTER\Folder08 |
| Folder09 | \\DOMAIN\COMPUTER\Folder09 |
| Folder10 | \\DOMAIN\COMPUTER\Folder10 |
| Folder11 | \\DOMAIN\COMPUTER\Folder11 |
| Folder12 | \\DOMAIN\COMPUTER\Folder12 |
| Folder13 | \\DOMAIN\COMPUTER\Folder13 |
| Folder14 | \\DOMAIN\COMPUTER\Folder14 |
| Folder15 | \\DOMAIN\COMPUTER\Folder15 |
| Folder16 | \\DOMAIN\COMPUTER\Folder16 |
| Folder17 | \\DOMAIN\COMPUTER\Folder17 |
| Folder18 | \\DOMAIN\COMPUTER\Folder18 |
| Folder19 | \\DOMAIN\COMPUTER\Folder19 |
| Folder20 | \\DOMAIN\COMPUTER\Folder20 |
| Folder21 | \\COMPUTER\Folder21 |
| Folder22 | \\COMPUTER\Folder22 |

11. Select the [OK] button.

⇒ A job sequence is added to the "Jobs List" window.

■ Copying a job sequence

This section describes how to copy a job sequence.

1. Select the [Job Sequences] tab.

⇒ The "Jobs List" window appears.

2. Select the job to be copied.

3. Select the [Copy] button.

⇒ The "Job Details" window appears.

4. Copy the detailed job sequence settings.

5. Select the [OK] button.

⇒ A job sequence is added to the "Jobs List" window.

■ Editing a job sequence

This section describes how to edit a job sequence.

1. Select the [Job Sequences] tab.

⇒ The "Jobs List" window appears.

2. Select the job to be edited.

3. Select the [Edit] button.

⇒ The "Job Details" window appears.

4. Edit the detailed job sequence settings.

5. Select the [OK] button.

⇒ The settings of the job sequence are changed.

■ Deleting a job sequence

This section describes how to delete a job sequence.

1. Select the [Job Sequences] tab.
⇒ The "Jobs List" window appears.
2. Select the checkbox for the job sequence to be deleted.



To select checkboxes for all job sequences, select the [Select All] button.
To clear checks from the checkboxes for all job sequences, select the [Deselect All] button.

3. Select the [Delete] button.
⇒ The confirmation window appears.
4. Select the [OK] button.
⇒ The job sequence is deleted.

■ Filtering job sequences

This section describes how to filter job sequences.

1. Select the [Job Sequences] tab.
⇒ The "Jobs List" window appears.
2. Enter [Job Name] and [Comment].
Enter either a part of or full [Job Name] and [Comment] for the job sequence(s) to be filtered.
"Job Name" may be up to 64 characters long.
"Comment" may be up to 256 characters long.
3. Select the [Find] button.
⇒ The filtered results appear.



To display all results, delete all information for [Pattern Name] and [Comment], and then select the [Find] button.

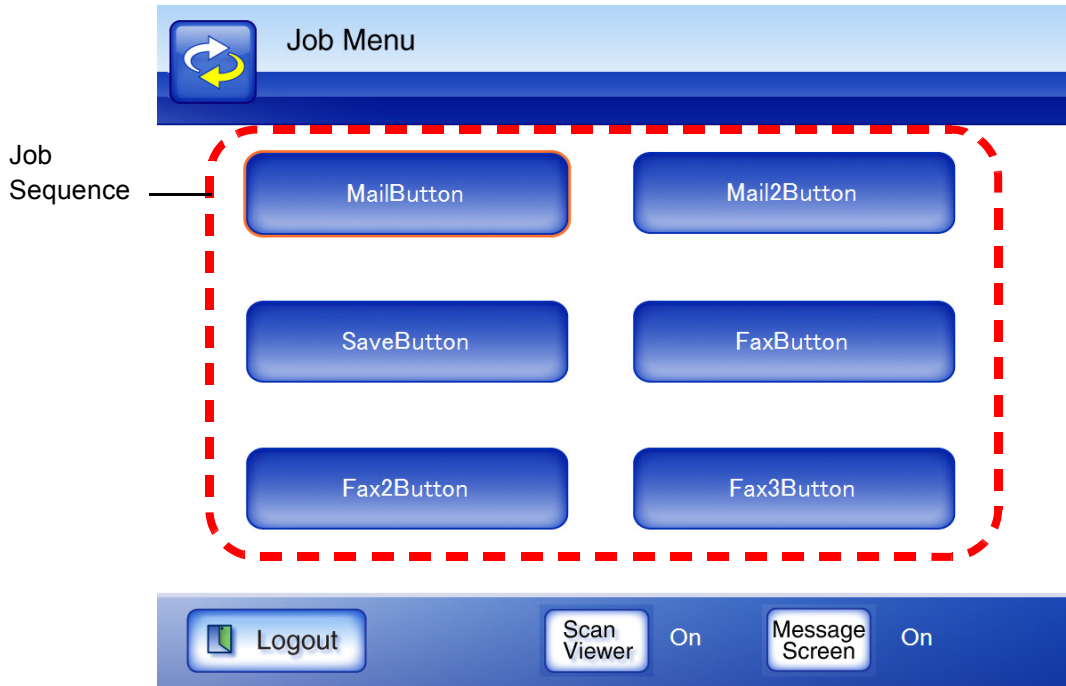
4.10.3 Setting a Job Menu

Admin
Tool

Central
Admin

A job menu is a menu arrangement of the job sequence set in "4.10.2 Setting a Job Sequence" (page 154).

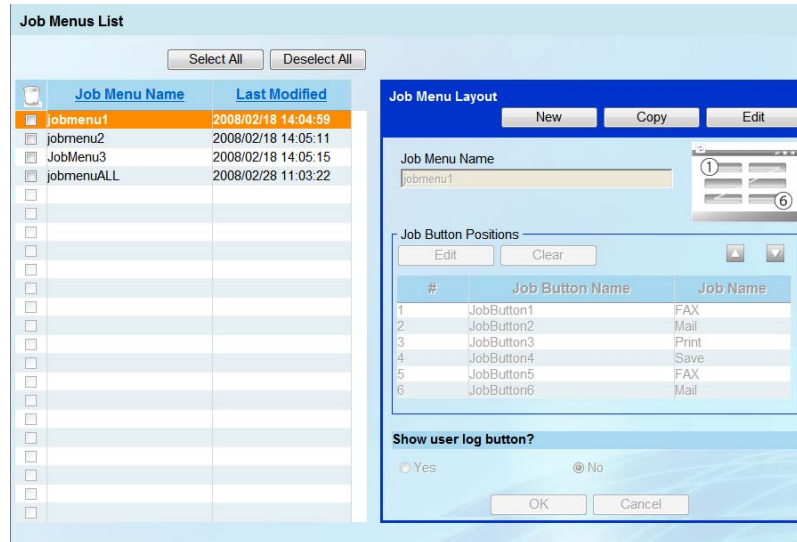
For example, you can set a job sequence that sends scan data by e-mail and then saves it in a folder as an [Sample1] button on the "Job Menu".



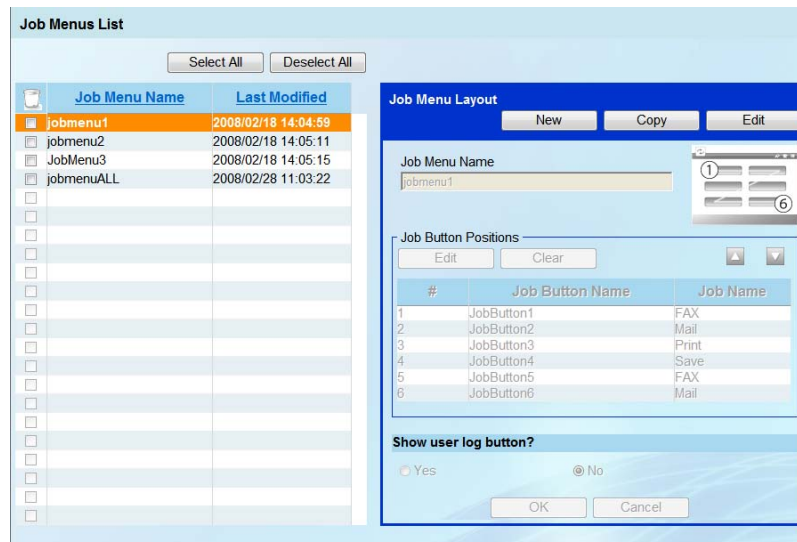
■ Adding a job menu

This section describes how to add a job menu.

1. Select the [Job Menus] tab.
⇒ The "Job Menus List" window appears.



2. Select the [New] button.
⇒ The "Job Menu Layout" area becomes active.



3. Enter the job menu name.
This may be up to 64 characters long.

4. Select the job button and select the [Edit] button.

⇒ The "Job Button Settings" window appears.

| Job Name | Comment | Last Modified |
|----------|---------------|---------------------|
| a | | 2008/02/28 22:22:28 |
| fax | | 2008/02/27 21:10:15 |
| fax2 | | 2008/02/27 21:10:22 |
| fax3 | | 2008/02/27 21:10:30 |
| job1 | job1comment | 2008/02/27 18:43:25 |
| job2 | | 2008/02/27 19:04:55 |
| job5 | | 2008/02/28 10:48:27 |
| jobAll | jobAllcomment | 2008/02/28 11:01:21 |
| Mail | | 2008/02/28 10:55:20 |

5. Enter the job button name.

This may be up to 32 characters long.

6. In the [Job Button Color] drop-down list box, select the color for job button.

When job button color is selected, a Job Button Pixmap appears in the right side of the [Job Button Color] drop-down list box, allowing to check the display image of the button while making a selection.

7. Set whether to start up the Add-in module.

To start up the Add-in module when the job button is selected, select the [Use button to start Add-in module] checkbox.

If this checkbox is selected, the Add-in module is assigned to the job button, rather than the job.

8. Select a job from the list.



To filter jobs, enter part of a "Job Name" and "Comment", or select all, and press the [Find] button.

"Job Name" may be up to 64 characters long.

"Comment" may be up to 256 characters long.

To clear all filtered results, delete the entered "Job Name" and "Comment", and press the [Find] button.

9. Select the [OK] button.

⇒ A job button is set on the "Job Menu Layout" area.

10. Repeat [Step 4](#) through [Step 9](#) as required for the number of job buttons.

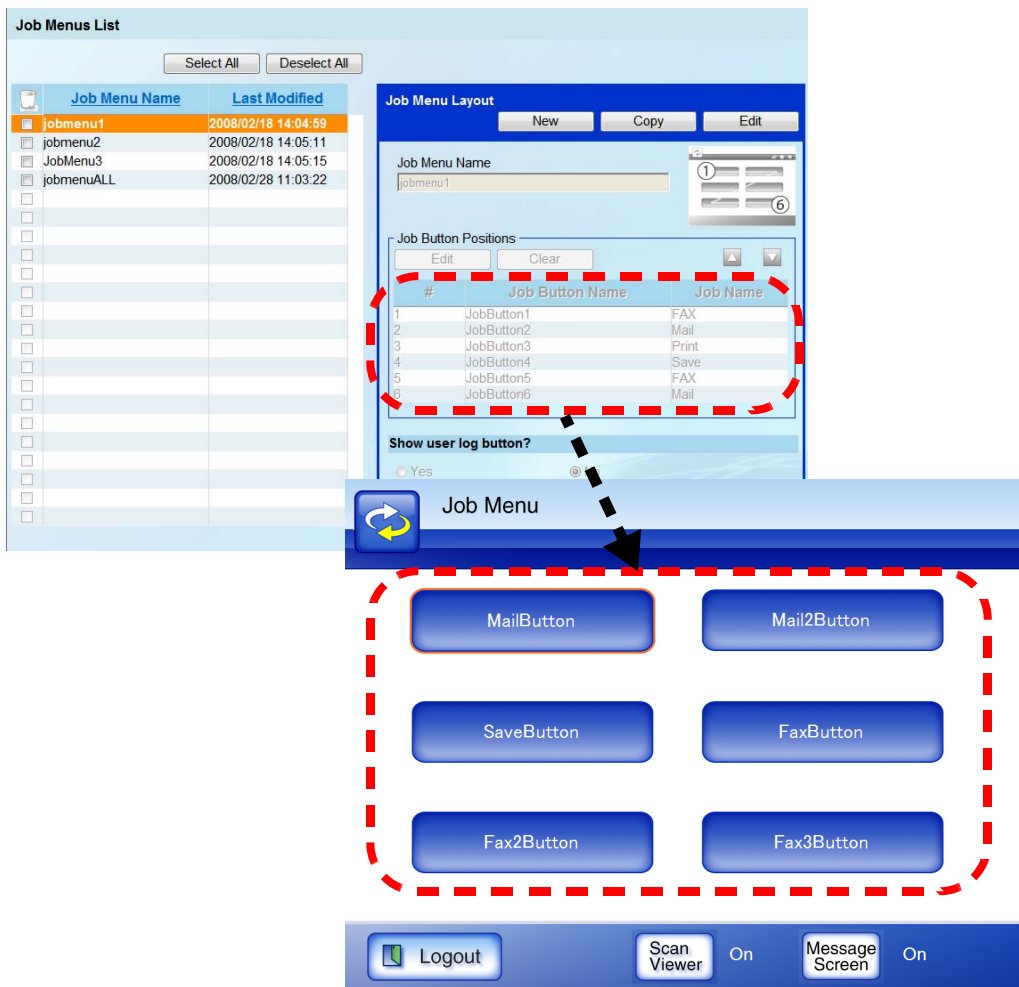


- Up to six job buttons can be set.
- To clear the details that have been set for a job button, select the job button to be cleared, and then select the [Clear] button.

11. Change the order of the job buttons as necessary.

Select the job button to move, and then select either the [Up] button or the [Down] button to move it.

The relationship between the order of job buttons on the "Job Menu Layout" area and the arrangement of buttons on the "Job Menu" is shown below.



12. Set whether to show the user log button.

- If [Yes] is selected
The user log button is shown in the "Job Menu" window.
- If [No] is selected
The user log button is not shown in the "Job Menu" window.

13. Select the [OK] button.

⇒ A job menu is added to the "Job Menus List" window.

■ Copying a job menu

This section describes how to copy a job menu.

1. Select the [Job Menus] tab.
 - ⇒ The "Job Menus List" window appears.
2. Select the job menu to be copied.
3. Select the [Copy] button.
 - ⇒ The "Job Menu Layout" area becomes active.
4. Copy the detailed job menu settings.
5. Select the [OK] button.
 - ⇒ A job menu is added to the "Job Menus List" window.

■ Editing a job menu

This section describes how to edit a job menu.

1. Select the [Job Menus] tab.
 - ⇒ The "Job Menus List" window appears.
2. Select the job menu to be edited.
3. Select the [Edit] button.
 - ⇒ The "Job Menu Layout" area becomes active.
4. Edit the detailed job menu settings.
5. Select the [OK] button.
 - ⇒ The details of the job menu are changed.

■ Deleting a job menu

This section describes how to delete a job menu.

1. Select the [Job Menus] tab.
⇒ The "Job Menus List" window appears.
2. Select the checkbox for the job menu to be deleted.



To select checkboxes for all job menus, select the [Select All] button.
To clear checks from the checkboxes for all job menus, select the [Deselect All] button.

3. Select the [Delete] icon.
⇒ The confirmation window appears.
4. Select the [OK] button.
⇒ The job menu is deleted.

■ Viewing the detailed settings for a job menu

This section describes how to view a job menu.

1. Select the [Job Menus] tab.
⇒ The "Job Menus List" window appears.
2. Select the job menu to view.
⇒ The information for the selected job menu appears in the "Job Menu Layout" area.



The information for the selected job menu shown in the "Job Menu Layout" area cannot be edited. To edit this information, click the [Edit] button.

4.10.4 Setting a Job Group

Admin Tool

Central Admin

A job group is a group assigned with the job menu set in "4.10.3 Setting a Job Menu" (page 162). Users associated with a group can use its job menu.

For example, the "Sample Menu" is assigned to Group A. User C, associated with Group A, has access to the "Sample Menu".

■ Adding a job group

This section describes how to add a job group.

1. Select the [Job Groups] tab.

⇒ The "Job Groups List" window appears.

The screenshot shows the 'Job Groups List' window. On the left is a table with columns 'Job Group Name' and 'Last Modified'. The table contains the following data:

| Job Group Name | Last Modified |
|----------------|---------------------|
| Default Group | 2008/02/18 16:04:20 |
| job1 | 2008/02/29 00:00:39 |
| JobGroup1 | 2008/02/18 15:24:50 |
| JobGroup2 | 2008/02/18 15:25:05 |
| JobGroup3 | 2008/02/18 15:25:18 |

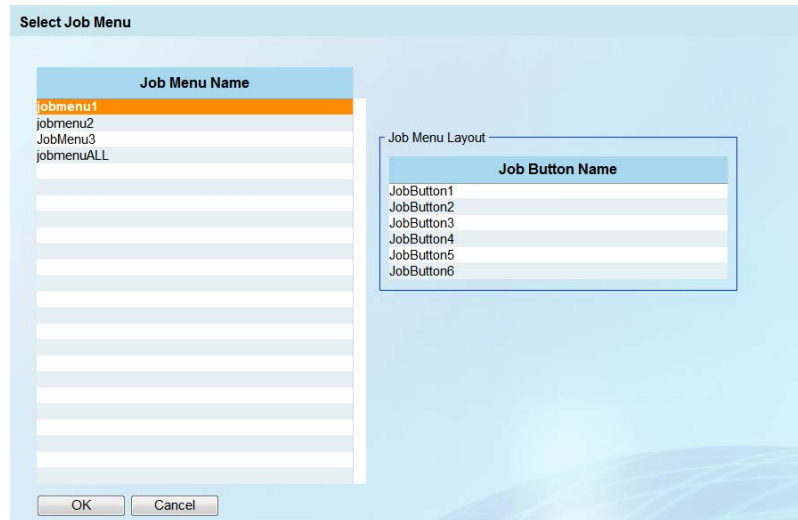
On the right is the 'Job Details' panel for the selected 'job1' group. It includes fields for 'Job Group Name' (job1), 'Assign the following One Touch Menu' (jobmenuALL), 'Modes Available To User' (Job Only selected), and 'Initial Post-Login Menu' (Job Menu selected). There are 'New' and 'Edit' buttons at the top, and 'OK' and 'Cancel' buttons at the bottom.

2. Select the [New] button.

⇒ The "Settings For Selected Group(s)" area become active.

This screenshot is identical to the previous one, showing the 'Job Groups List' window with the 'Job Details' panel for 'job1' active. The 'New' button in the 'Job Details' panel is highlighted, indicating it has been selected.

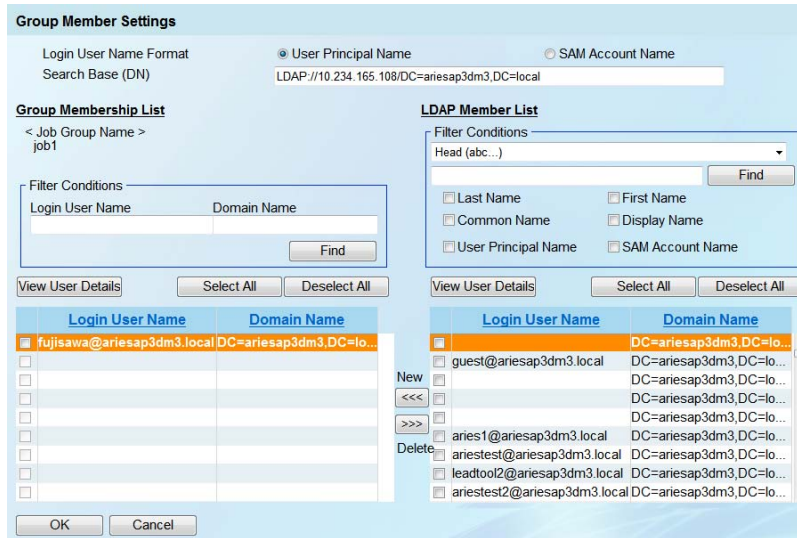
3. Enter the job group name.
This may be up to 64 characters long.
4. Select the [Select] button.
⇒ The "Select Job Menu" window appears.



5. Select a job menu.
6. Select the [OK] button.
⇒ A job menu is set on the "Settings For Selected Group(s)" area.
7. Set the screen to be displayed after login.
 - If [Both Job & Multi-Function] is selected
The user can use both the Main Menu (refer to ["3.2 Required Scanner Function Settings" \(page 29\)](#)) and Job Menu (refer to ["4.10.3 Setting a Job Menu" \(page 162\)](#)) by pressing a button on the screen.
The screen that is displayed first after log in can be specified by the following settings.
 - If the [Multi-Function Menu] option button is selected
The Main Menu appears first.
 - If the [Job Menu] option button is selected
The Job Menu appears first.
 - If [Job Only] is selected
The Main Menu is not displayed, and the Job Menu always appears.

8. Select the [Edit] button.

⇒ The "Group Member Settings" window appears.



The first time the "Group Member Settings" window is displayed, the authentication window will appear.

Follow the authentication procedure below.

1. Enter a user name and password.

| | |
|---|--------------------------|
| User Name | <input type="text"/> |
| Password | <input type="password"/> |
| Please input user name and password to connect LDAP Server. | |

2. Press the [OK] button.

9. Set the login user name format.

- If [User Principal Name] is selected
The user principal name appears as the user name in the Group Member List and the LDAP Member list.
- If [SAM Account Name] is selected
The SAM account name appears as the user name in the Group Member List and the LDAP Member list.

10. Select a user name checkbox from the "LDAP Member List".



- To view detailed information about a user, select the checkbox for the user, and press the [View User Details] button.

- To select the checkboxes for all users, press the [Select All] button. To clear the checkboxes for all users, press the [Deselect All] button.
- To filter the LDAP Member List, refer to ["Filtering the LDAP Member List" \(page 174\)](#) for more details.

11. Select the [<<<] button.

⇒ The user is added to the in the Group Member List.

Users added to the in the Group member List are deleted from the LDAP Member list.



- To delete a user registered in the Group Member List, Select the checkbox for the user to be deleted, and then select the [>>>] button. Users deleted from the Group Member List are returned to the LDAP Member List.
- To filter job group members, enter the login user name and domain name, in part or in full, and then select the [Find] button. "Login User Name" may be up to 64 characters long. "Domain Name" may be up to 255 characters long. To display all results, delete all information for login user name and domain name, and then select the [Find] button.

12. Select the [OK] button.

⇒ The job group member is set.

13. Select the [OK] button.

⇒ A job group is added to the "Job Groups List" window.

■ Editing a job group

This section describes how to edit a job group.

1. Select the [Job Groups] tab.
⇒ The "Job Groups List" window appears.
2. Select the checkbox for the job group to be edited.
3. Select the [Edit] button.
⇒ The "Settings For Selected Group(s)" input fields become active.
4. Change the detailed job group settings.
5. Select the [OK] button.
⇒ The details of the job group are changed.

■ Deleting a job group

This section describes how to delete a job group.

1. Select the [Job Groups] tab.
⇒ The "Job Groups List" window appears.
2. Select the checkbox for the job group to be deleted.



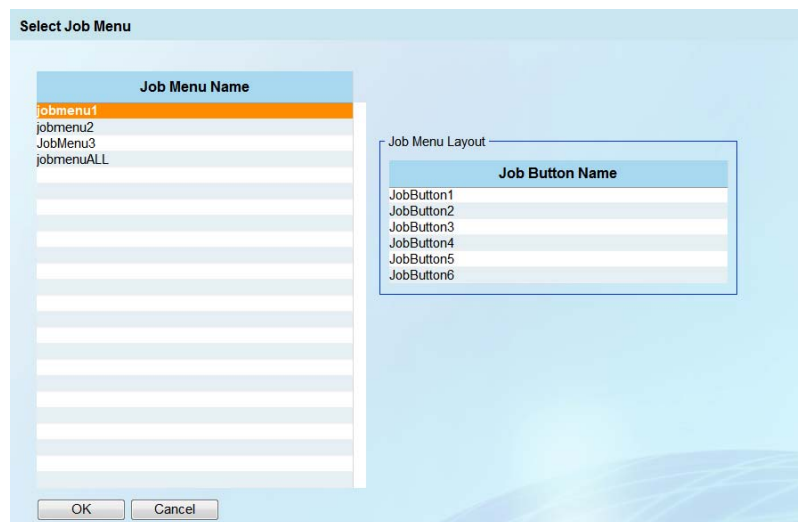
To select checkboxes for all job groups, select the [Select All] button.
To clear checks from the checkboxes for all job groups, select the [Deselect All] button.

3. Select the [Delete] icon.
⇒ The confirmation window appears.
4. Select the [OK] button.
⇒ The job group is deleted.

■ Assigning job menus to users not included in a job group

Users who are not included in any job group automatically belong to a Default Group. This section describes how to assign job menus to those users.

1. Select the [Job Groups] tab.
⇒ The "Job Groups List" window appears.
2. Select the [Default Group] option button.
⇒ The "Settings For Selected Group(s)" input fields become active.
3. Select the [Select] button.
⇒ The "Select Job Menu" window appears.



4. Select a job menu.
5. Select the [OK] button.
⇒ A job menu is set on the "Settings For Selected Group(s)" area.
6. Set whether to display the "Multi-Function Main Menu".
 - If [Both Job & Multi-Function] is selected
The "Multi-Function Main Menu" is displayed.
To display the "Multi-Function Main Menu", set the window that first appears when the user logs in.
 - If the [Multi-Function Menu] option button is selected
The "Main Menu" is displayed.
 - If the [Job Menu] option button is selected
The "Job Menu" is displayed.
 - If [Job Only] is selected
The Multi-Function Main Menu is not displayed. The Job Menu appears.
7. Select the [OK] button.
⇒ A job menu is assigned to users who are not included in a job group.

■ Filtering the LDAP Member List

This section describes how to filter the LDAP Member List on the "Job Group Member Settings" screen.

1. In the [Search Position] drop-down list box, select the filtering method.

The default setting is [Head].

| Search Position | Description | Example Target | Search Result |
|-------------------------|--|----------------|-----------------------------|
| Head (abc...) | Filtered by words that start with the character string entered in Step 4 . | abc | abc, abc1, abcd, ... |
| Anywhere (...abc...) | Filtered by words that include the character string entered in Step 4 . | abc | abc, abc1, xabc, xabcy, ... |
| Tail (...abc) | Filtered by words that end with the character string entered in Step 4 . | abc | abc, labc, xabc, ... |

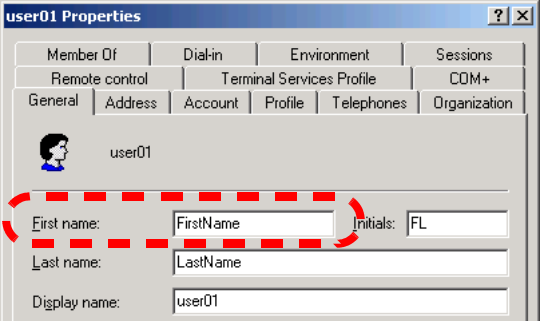
2. In the "Search Base (DN)" input field, enter the distinguished name of the LDAP search base.

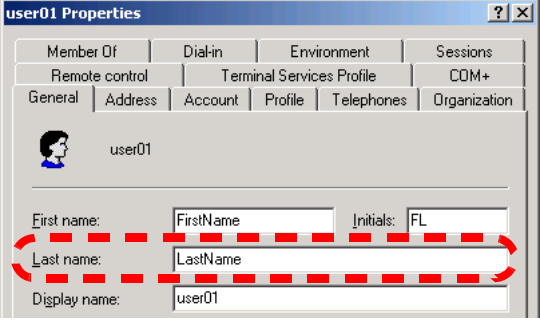
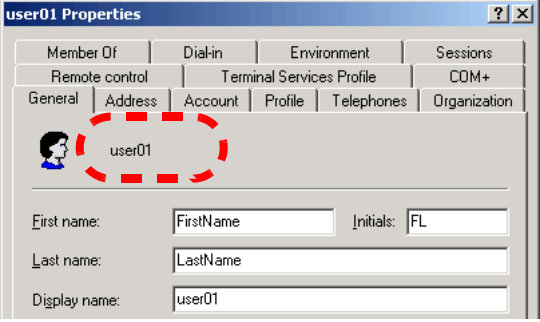
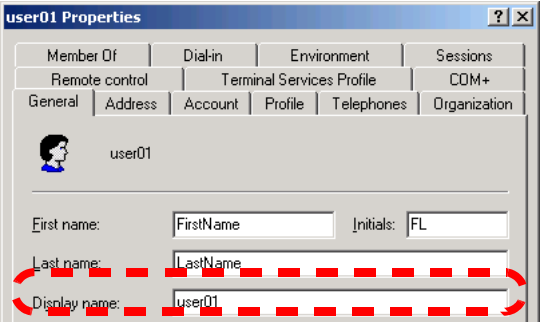
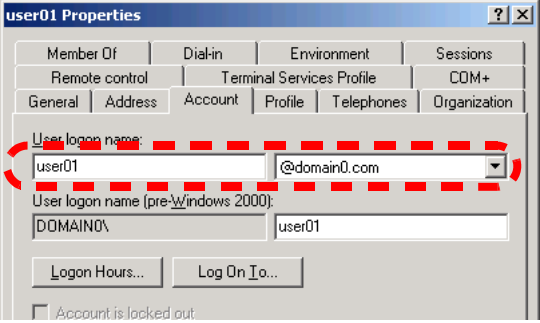
The character string entered here will be the root under which LDAP entries will be searched for.

This may be up to 255 characters long.

3. Select the filter target.

The selected filter target is filtered.

| Checkbox name | Filter target in the Active Directory |
|---------------|---|
| First Name | Filters the first names of users registered in the LDAP server.  |

| Checkbox name | Filter target in the Active Directory |
|---------------------|---|
| Last Name | <p>Filters the last names of users registered in the LDAP server.</p>  |
| Common Name | <p>Filters the names of users registered in the LDAP server.</p>  <p>This item can be set in [Active Directory User and Computer].</p> |
| Display Name | <p>Filters the display names of users registered in the LDAP server.</p>  |
| User Principal Name | <p>Filters the user principal names registered in the LDAP server.</p>  |

Chapter 5

Administrator Operations (Central Admin Console)

Admin

This chapter explains system setting and control of this scanner performed using the Central Admin Console.

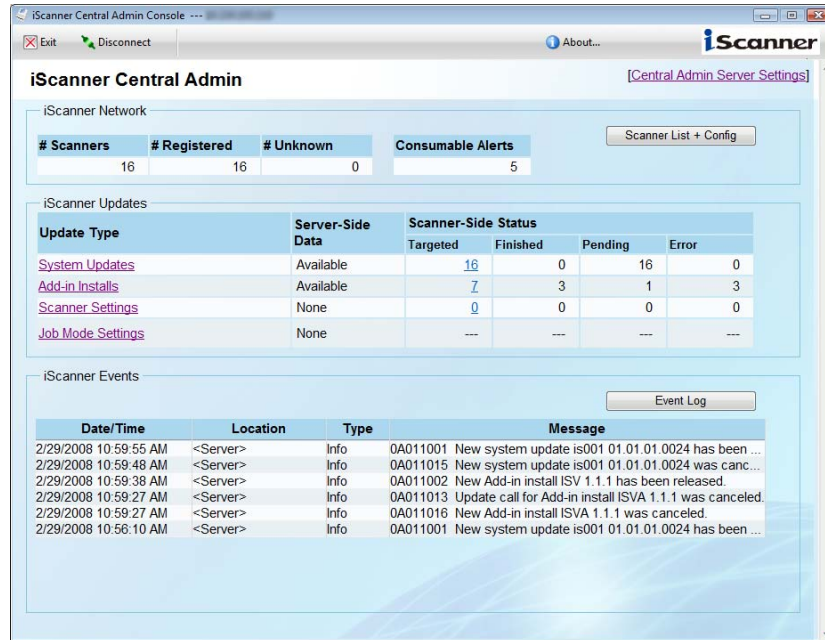
Messages may appear while performing operations described in this chapter. For more details about these messages and actions to take, refer to "[D.1.2 System Log Messages](#)" (page 403).



| | |
|--|------------|
| 5.1 Using Central Admin Console Window | 178 |
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| 5.5 Setting the Central Admin Server | 192 |
| 5.6 Setting Scanner Configuration | 197 |
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| 5.13 Maintaining Central Admin Settings | 217 |

5.1 Using Central Admin Console Window

5.1.1 Buttons

This section describes the buttons displayed on the Central Admin Console window.



| Button | Shown in manual as... | Used to ... |
|--|-----------------------|---------------------------------|
|  Exit | [Exit] button | Exit the Central Admin Console. |
|  Disconnect | [Disconnect] button | Log the current user out. |

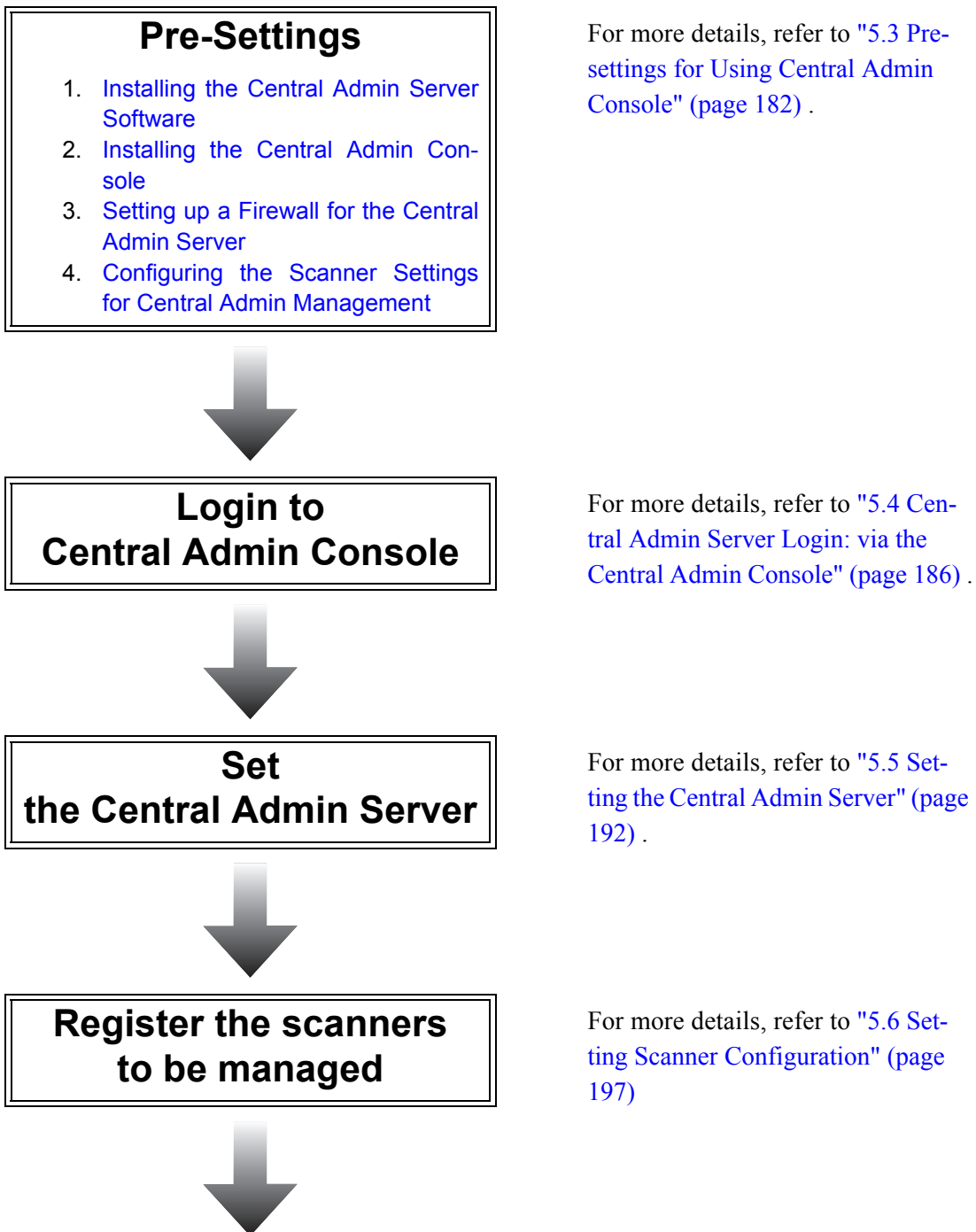
5.1.2 Input Fields and Entering Characters

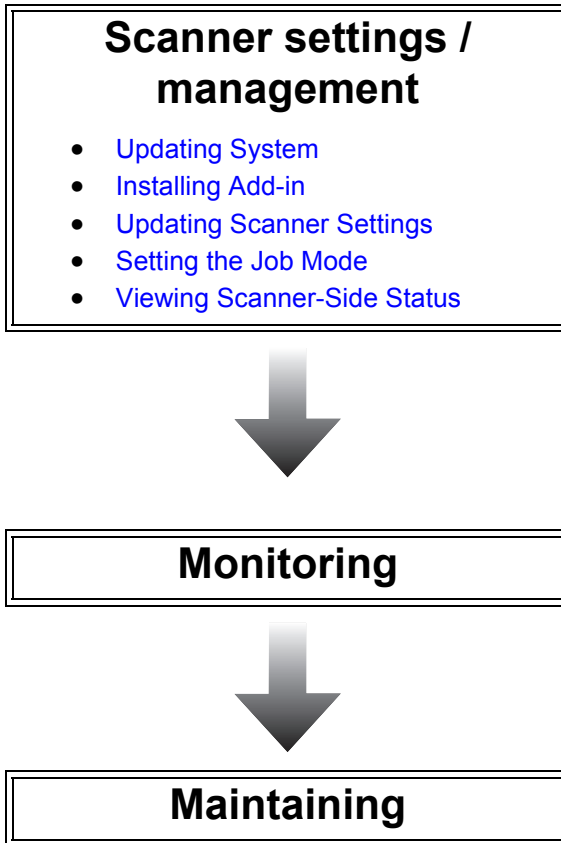
Only passwords for the following fields are case sensitive.

| Screen | Field name |
|---|--|
| Login | Password |
| Authentication screen for setting a domain | Password |
| Login settings | Password |
| Admin Password | Current Password New Password Confirm New Password |
| Authentication screen for setting a network printer | Password |
| Authentication screen for setting a network folder | Password |
| FTP Path for setting a network folder | Password |

5.2 Central Admin Console Quick Guide

Administrator operations for management using the Central Admin Console are as follows.





- For more details, refer to "[5.7 Updating System](#)" (page 202) .
- For more details, refer to "[5.8 Installing Add-in](#)" (page 204) .
- For more details, refer to "[5.9 Updating Scanner Settings](#)" (page 206) .
- For more details, refer to "[5.10 Setting the Job Mode](#)" (page 209) .
- For more details, refer to "[5.11 Viewing Scanner-Side Status](#)" (page 212)

For more details, refer to "[5.12 Viewing Event Log](#)" (page 215).

For more details, refer to "[5.13 Maintaining Central Admin Settings](#)" (page 217).


5.3 Pre-settings for Using Central Admin Console


This section explains the required pre-settings for using the Central Admin Console. The pre-settings are as follows.

1. Install the Central Admin Server software.
For more details, refer to ["5.3.1 Installing the Central Admin Server Software" \(page 182\)](#).
2. Install the Central Admin Console.
For more details, refer to ["5.3.2 Installing the Central Admin Console" \(page 183\)](#).
3. Setup a firewall for the Central Admin Server.
For more details, refer to ["5.3.3 Setting up a Firewall for the Central Admin Server" \(page 184\)](#).
4. Configure the scanner settings.
For more details, refer to ["5.3.4 Configuring the Scanner Settings for Central Admin Management" \(page 185\)](#).

5.3.1 Installing the Central Admin Server Software

Install the Central Admin Server software in a personal computer. The following describes the required settings for scanner.

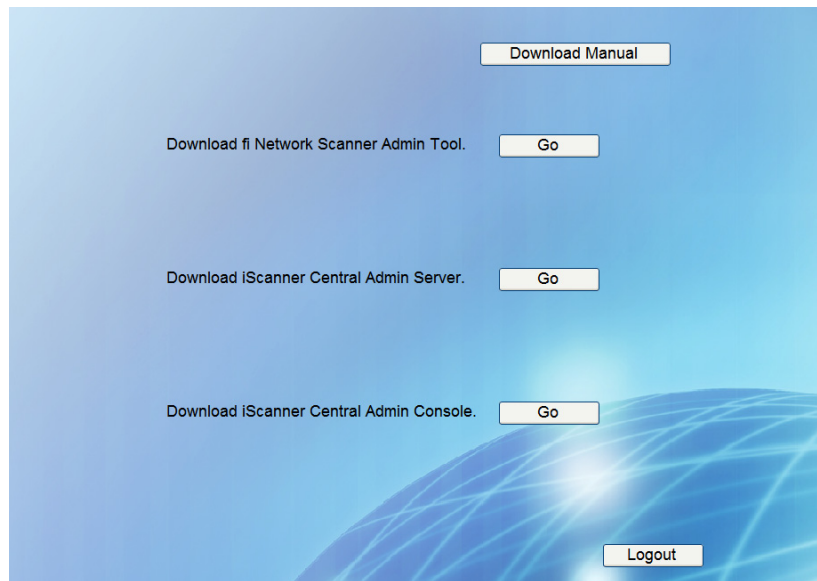
 If the Central Admin Server software is already installed, perform the procedures from ["5.3.2 Installing the Central Admin Console" \(page 183\)](#).



- For details of the operating environment when installing the Central Admin Server software, refer to ["1.4.3 Requirements for Central Admin Server" \(page 13\)](#).
- When installing the Central Admin Server software, the same necessary pre-settings before logging in with the network scanner admin tool are required. For more details, refer to ["4.4.1 Setting up for Administrator Access via the Network Scanner Admin Tool" \(page 38\)](#).

-
1. Perform [Step 1 to Step 3 of "Installing the Network Scanner Admin Tool" \(page 40\)](#).
⇒ The "Download" screen appears.

2. Press the [Next] button for "iScanner Central Admin Server".



⇒ Follow the wizard instructions displayed on the window.

The following port number and protocol settings will be required. Enter the same port number and protocol settings as used for the pre-settings.

- Port number for scanner communication
- Port number for Central Admin Console communication

After installation, the port number and protocol settings can be changed on the Central Admin Console "Central Admin Server Settings" screen.

⇒ After installation is complete, restart the computer.

5.3.2 Installing the Central Admin Console

Install the Central Admin Console in a personal computer.



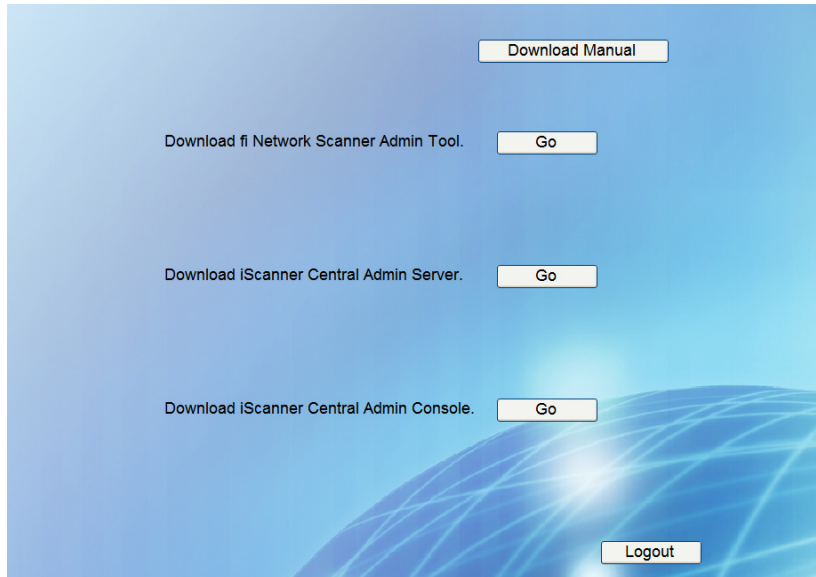
If the Central Admin Console is already installed, it is not necessary to install it again. Perform the procedures from ["5.3.2 Installing the Central Admin Console"](#) (page 183).



- For details of the operating environment when installing the Central Admin Console, refer to ["1.4.2 Requirements for Central Admin Console"](#) (page 12).
- When installing the Central Admin Console, the same necessary pre-settings before logging in with the Admin Tool are required. For more details, refer to ["4.4.1 Setting up for Administrator Access via the Network Scanner Admin Tool"](#) (page 38).



1. Perform [Step 1 to Step 3 of "Installing the Network Scanner Admin Tool"](#) (page 40).
 ⇒ The "Download" screen appears.
2. Press the [Next] button for "iScanner Central Admin Console".



⇒ Follow the wizard instructions displayed on the window.

When "Installation complete." is displayed, the installation is complete. Press the [Close] button.

⇒ After installation is completed, log out from fi-6010N on the Web browser and close the Web browser.

⇒ When the installation is completed, the Central Admin Server can be started by selecting [Start] menu - [All Programs] - [\[iScanner Central Admin Server\]](#) - [\[iScanner Central Admin Console\]](#).

5.3.3 Setting up a Firewall for the Central Admin Server

This section describes how firewall settings for the Central Admin Server.

Set the following port number for communication in the Central Admin Server, to enable management by the Central Admin Console.

| From/To | Protocol | Port Number |
|--|----------------|--|
| Scanner ⇒ Central Admin Server | HTTP/ HTTPS | Port number set for scanner communication. |
| Central Admin Console ⇒ Central Admin Server | HTTP/ HTTPS | Port number set for Central Admin communication. |

For details about setting a firewall, refer to the manual for the relevant firewall.

5.3.4 Configuring the Scanner Settings for Central Admin Management

This section describes the scanner settings environment.

The following settings for connecting a scanner to the Central Admin Server are required to enable management by the Central Admin Console.

- "Admin Network" screen
For more details, refer to ["4.6.2 Setting the Admin Network" \(page 71\)](#).
- "Central Admin Server" screen
For more details, refer to ["4.6.3 Setting a Central Admin Server" \(page 73\)](#).

5.3.5 Uninstalling the Central Admin Server/Console

This section describes how to uninstall the Central Admin Server/Console. Refer to this section if uninstallation is required.

■ Uninstalling the Central Admin Server

Uninstall the Central Admin Server from [Control Panel] - [Add or Remove Programs] of the personal computer in which it is installed.



- Before starting uninstallation, close the Central Admin Server. If the uninstallation process is completed while the Central Admin Server is in operation, normal operation cannot be guaranteed.
- Information related to Central Admin is deleted when the Central Admin Server is uninstalled. Back up the information related to Central Admin as required. For details, refer to ["5.13.1 Backing Up Central Admin Settings" \(page 217\)](#).



■ Uninstalling the Central Admin Console

Uninstall the Central Admin Console from [Control Panel] - [Add or Remove Programs] of the personal computer in which it is installed.



Before starting uninstallation, close the Central Admin Console. If the uninstallation process is completed while the Central Admin Console is in operation, normal operation cannot be guaranteed.



5.4 Central Admin Server Login: via the Central Admin Console

Using the Central Admin Console allows an administrator to set multiple scanners via the network interface.

This section describes how to login from the Central Admin Console.



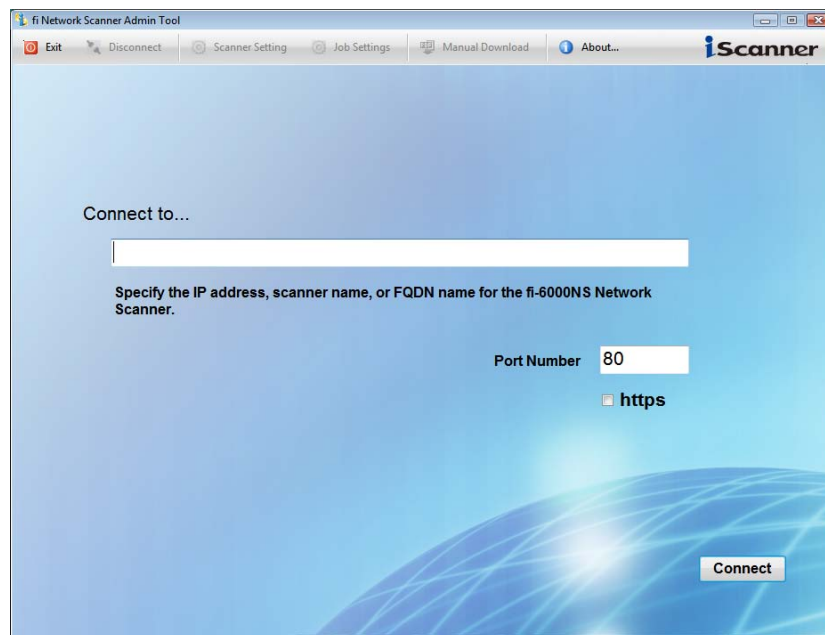
- The default user name and password for the administrator are set as follows:
User name: admin
Password: password
- Timeout time is 20 minutes (fixed). Selecting links and buttons extends the timeout time by 20 minutes.

1. Select [Start] menu - [All Programs] - [iScanner Central Admin Server] - [iScanner Central Admin Console].

⇒ The Central Admin Console starts.

2. Set the "Connect to".

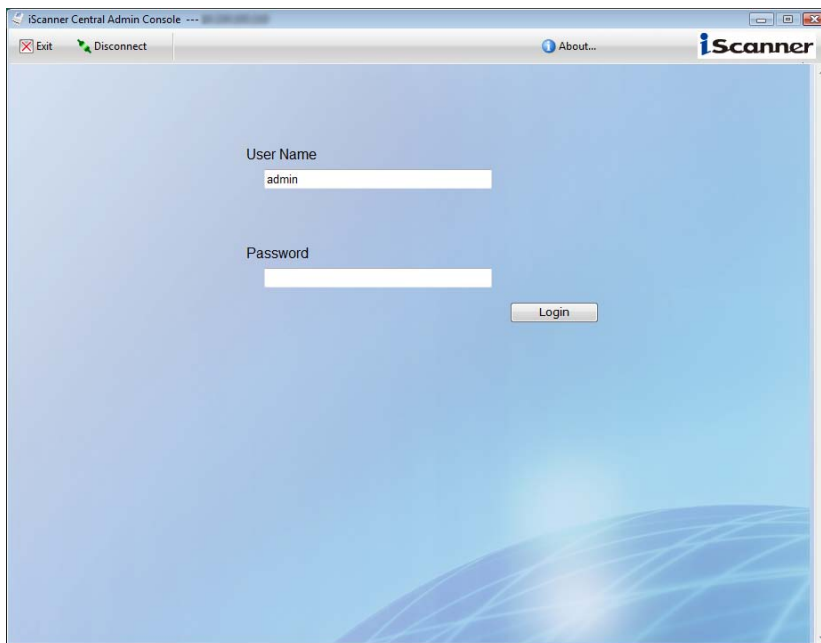
Enter the scanner IP Address, FQDN, or scanner name.



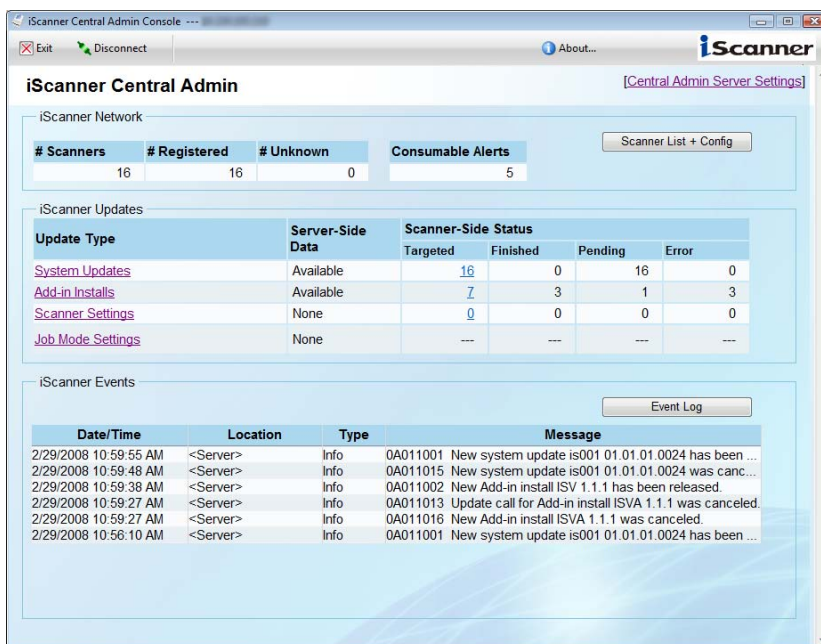
- If the port number was changed in "4.6.2 Setting the Admin Network" (page 71), enter the port number changed for Port Number.
- To use SSL, select the [https] checkbox.

5.4 Central Admin Server Login: via the Central Admin Console

- Press the [Connect] button.
⇒ The "Login" screen appears.
- Enter a "User Name" and "Password".
Enter "admin" for the user name.
Passwords must be between 7 and 127 characters.
Alphanumeric characters (case sensitive) and symbols may be entered.



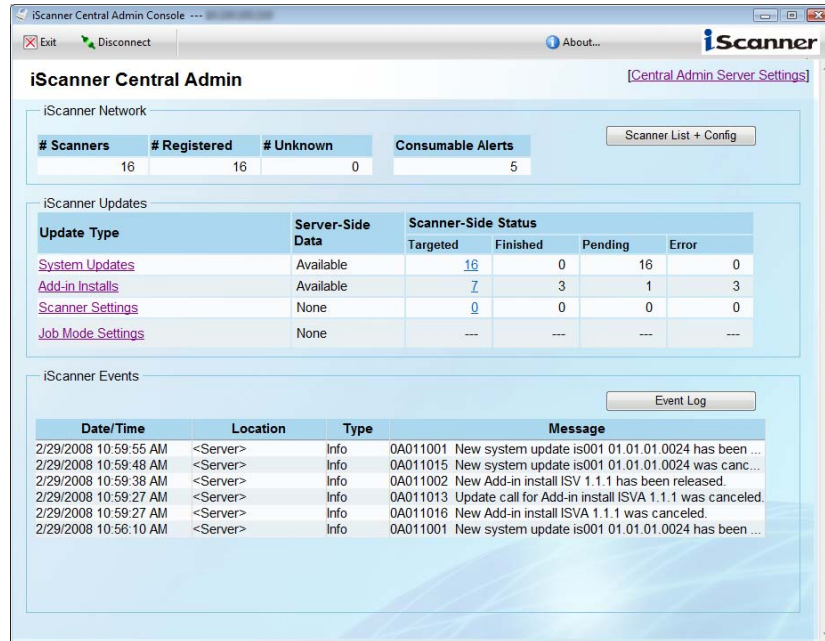
- Select the [Login] button.
⇒ If the user is authenticated, the Central Admin Console main window appears.





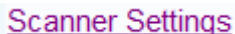
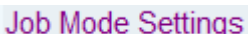
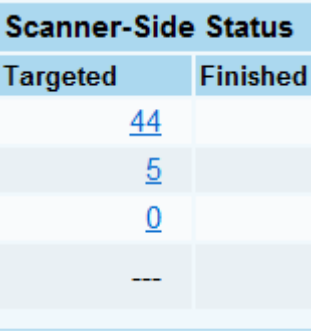
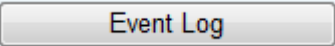
5.4.1 Using Central Admin Console Main Window

■ Links and Buttons

This section describes the links and buttons shown on the Central Admin Console main window.



| Actual icon | Shown in manual as... | Used to ... |
|---|--------------------------------------|---|
| [Central Admin Server Settings] | [Central Admin Server Settings] link | Access the "Central Admin Server Settings" window. For details, refer to "5.5 Setting the Central Admin Server" (page 192). |
|  | [Scanner List & Config] button | Access the "Scanner List & Config" window. For details process, refer to "5.6 Setting Scanner Configuration" (page 197). |
| System Updates | [System Updates] link | Access the "System Updates" window. For details process, refer to "5.7 Updating System" (page 202). |

| Actual icon | Shown in manual as... | Used to ... | | | | | | | | | | | | |
|--|--------------------------|---|----------|----------|--------------------|--|-------------------|--|-------------------|--|-----|--|----------------------------|--|
|  | [Add-in Installs] link | Access the "Add-in Installs" window. For details process, refer to "5.8 Installing Add-in" (page 204) . | | | | | | | | | | | | |
|  | [Scanner Settings] link | Access the "Scanner Settings" window. For details process, refer to "5.9 Updating Scanner Settings" (page 206) . | | | | | | | | | | | | |
|  | [Job Mode Settings] link | Access the "Job Mode Settings" window. For details process, refer to "5.10 Setting the Job Mode" (page 209) . | | | | | | | | | | | | |
|  <table border="1"> <thead> <tr> <th colspan="2">Scanner-Side Status</th> </tr> <tr> <th>Targeted</th> <th>Finished</th> </tr> </thead> <tbody> <tr> <td>44</td> <td></td> </tr> <tr> <td>5</td> <td></td> </tr> <tr> <td>0</td> <td></td> </tr> <tr> <td>---</td> <td></td> </tr> </tbody> </table> | Scanner-Side Status | | Targeted | Finished | 44 | | 5 | | 0 | | --- | | [Scanner-Side Status] link | Access the "Scanner-Side Status" window for each of the following update types: <ul style="list-style-type: none"> • System Update • Add-in Installs • Scanner Settings For details, refer to "5.11 Viewing Scanner-Side Status" (page 212) . |
| Scanner-Side Status | | | | | | | | | | | | | | |
| Targeted | Finished | | | | | | | | | | | | | |
| 44 | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | |
| 0 | | | | | | | | | | | | | | |
| --- | | | | | | | | | | | | | | |
|  | [Event Log] button | Access the "Event Log" window. For details, refer to "5.12 Viewing Event Log" (page 215) . | | | | | | | | | | | | |

■ Lists

This section describes the lists shown on the main screen of the Central Admin Console.

1.iScanner Network

2.iScanner Updates

3.iScanner Events

| No. | List Name | Used to ... |
|-----|------------------|---|
| 1 | iScanner Network | <p>Show the registration status of scanners.</p> <ul style="list-style-type: none"> • # Scanners Show the total number of scanners. • # Registered Show the total number of scanners registered with the Central Admin Server. • # Unknown Show the total number of scanner not registered with the Central Admin Server. • Consumable Alerts Show a replacement notification for the following consumables. <ul style="list-style-type: none"> • Pad assembly • Pick roller |


| No. | List Name | Used to ... |
|-----|------------------|---|
| 2 | iScanner Updates | <p>Show the status of various scanner processes.</p> <ul style="list-style-type: none"> • Update Type <ul style="list-style-type: none"> • System Updates Register update module, set notifications etc. • Add-in Installs Register install module, set notification calls etc. • Scanner Settings Register scanner settings, set notification calls etc. • Job Mode Settings Register jobs, perform settings etc. • Server-Side Data <ul style="list-style-type: none"> • Available Show available status. • Available(*) Scanners already targeted to receive an update notification call are marked with an asterisk (*). • None Show unavailable status. • Scanner-Side Status <ul style="list-style-type: none"> • Targeted Show the number of scanners targeted for updates. • Finished Show the number of scanner which have finished updating. • Pending Show the number of scanners updating/waiting to be updated. • Error Show the number of scanners which could not be updated. |
| 3 | iScanner Events | <p>Up to 100 events can be displayed in the event log.</p> <ul style="list-style-type: none"> • Date/Time • Origin If the event occurred in the Central Admin Server, shows <Server>. If the event occurred in a scanner, shows the scanner name. • Type There are three event log types. <ul style="list-style-type: none"> • Info • Error • Warning • Message |

5.5 Setting the Central Admin Server

Operating environment for the Central Admin Server is set up by changing the administrator password and setting network and LDAP server.

The central admin server settings can be set from the "Central Admin Server Settings" window.

To open the "Central Admin Server Settings" window, select the [Central Admin Server Settings] link in the Central Admin Console main window.



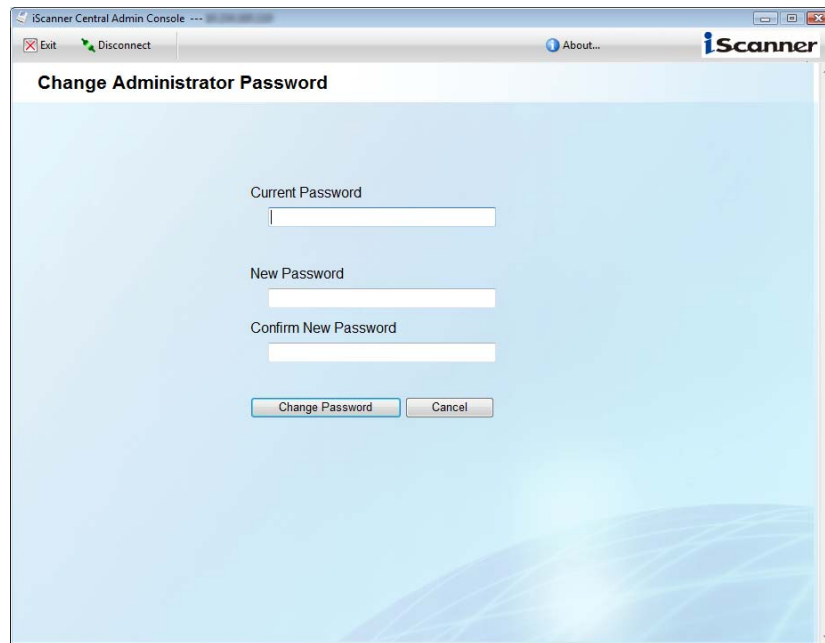
The screenshot shows the "Central Admin Server Settings" window in the iScanner Central Admin Console. The window title is "iScanner Central Admin Console" and it features a menu bar with "Exit", "Disconnect", and "About...". The main content area is titled "Central Admin Server Settings" and includes several sections:

- Scanner Discovery:** A checkbox labeled "Automatically add new scanners to the network as they are discovered" is checked.
- Network settings:**
 - Use HTTPS with Management Console
 - Central Admin Console Port Number:** 10444
 - Use HTTPS to communicate with scanners
 - Scanner Communication Port Number:** 20444
 - Max Connections:** 5
 - Wake-On-LAN:**
 - Port Number:** 443
 - # Tries:** 3
 - Interval:** 3 secs
- LDAP Server:**
 - Enable LDAP searches
 - Use Global Catalog Use SSL
 - LDAP Server:** 10.234.165.8 (IP address or hostname)
 - Search Base (DN):** DC=domain0,DC=server,DC=com (eg. OU=xxxx,CN=Users,DC=fujitsu,DC=com)
 - Max Results:** 1000
 - Searches timeout after:** 60 secs
- Log Retention:**
 - Keep records for:** 30 days

At the bottom of the window, there are "OK" and "Cancel" buttons. The iScanner logo is visible in the top right corner.

■ [Change Administrator Password] button

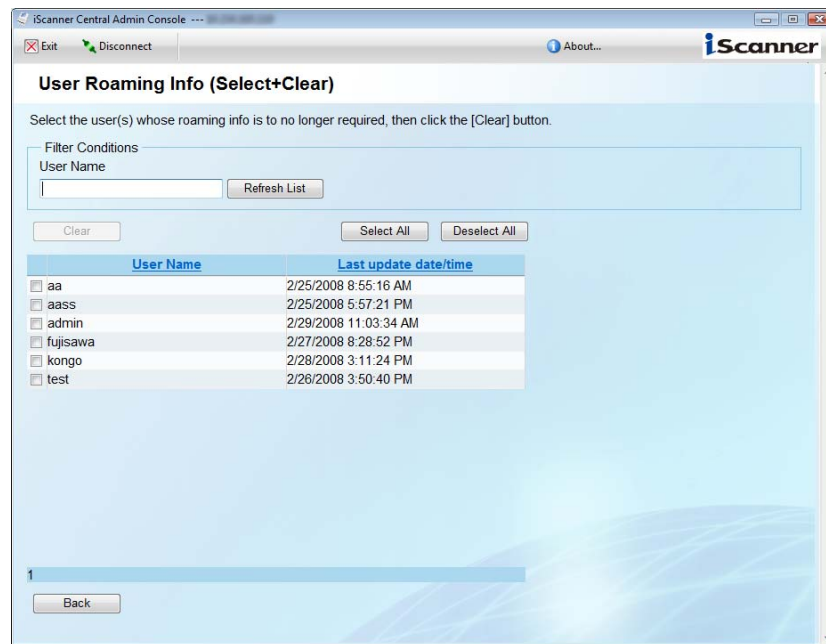
This opens the "Change Administrator Password" window to change the administrator password.



- **Current Password**
Enter the current password.
- **New Password/Confirm New Password**
Password must be between 7 and 127 characters long. Alphanumeric characters (case sensitive) and symbols may be entered.
- **[Change Password] button**
Changes the administrator password to the entered password.
- **[Cancel] button**
Returns to the "Central Admin Server Settings" window without confirming the entered contents.

■ [User Roaming Info (Select & Clear)] button

This opens the "User Roaming Info (Select & Clear)" window to delete unnecessary user information.



- Filter Conditions
 - Filters the users displayed in the user list.
 - User Name
 - Enter a part of or entire user name of the scanner to be filtered.
 - [Refresh List] button
 - Refreshes the list by filtering using the entered filtering conditions.
 - [Clear] button
 - Select the checkbox(es) of the user name(s) to be deleted, and select the [Clear] button to delete.
 - [Select All] button
 - Selects all checkboxes in the user list.
 - [Deselect All] button
 - Deselects all checkboxes in the user list.
 - User list
 - Access the user list.
 - [Back] button
 - Returns to the "Central Admin Server Settings" window.

■ Scanner Registration

Sets whether to reject registration of a scanner whose configuration information is not set.

- Automatically add new scanners to the scanners configuration when they appear
 - Select the checkbox to reject registration of a new scanner without scanner configuration information.
 - If the checkbox is selected, a scanner without configuration information cannot be registered to the Central Admin Server. Scanner configuration information can be set from the "Scanner List & Config" window displayed by selecting the [Scanner List & Config] button in the Central Admin Console main window.

■ Network Connection

Sets up the network to communicate with scanners and the Central Admin Console.

- Central Admin Console Port Number
 - Enter the port number used to communicate with the Central Admin Console.
 - The default is "10444". The value can be specified within the range of 1 to 65535.
- Use HTTPS to communicate with scanners
 - Select the checkbox to use HTTPS to communicate with scanners.
- Scanner Communication Port Number
 - Enter the port number used to communicate with scanners using http/https.
 - The default is "80". The value can be specified within the range of 1 to 65535.
- Maximum Connections
 - Select the maximum number of scanners that can be connected simultaneously to the Central Admin Server.
 - The default is "5".
- Wake-On-LAN
 - Configures the WakeOnLAN settings to start the scanner to be controlled from the Central Admin Server.
 - Port Number
 - Enter the port number to be used to send magic packet for WakeOnLAN.
 - The default is "443". The value can be specified within the range of 1 to 65535.
 - # Tries
 - Select the number of times magic packet is sent for WakeOnLAN.
 - The default is "3".
 - Interval
 - Select the interval for sending magic packet for WakeOnLAN.
 - The default is "3" sec.

■ LDAP Server

Configures the LDAP server used for the "Job Mode Settings" window displayed by selecting the [Job Mode] link in the Central Admin Console main window.

- Enable LDAP searches
 - Select the checkbox to use LDAP searches.
 - If the checkbox is not selected, the following items cannot be entered.
- Use Global Catalog
 - Select the checkbox to use Global Catalog.
- Use SSL
 - Select the checkbox to use SSL to communicate with the LDAP server.
- LDAP Server
 - Enter the FQDN or the IP address of the LDAP server.
 - This may be up to 255 characters long
- Search Base (DN)
 - Enter a character string to be used as the LDAP search base.
 - LDAP entry under the string entered here is set as the search target.
 - This may be up to 255 characters long
- Maximum Results
 - Select the maximum number of LDAP search results to be displayed.
 - The default is "1000".
- Search Timeout
 - Select the timeout time of LDAP search.
 - The default is "60" sec.

■ Log Retention

Sets the number of days to keep the event log.

- Keep records for
 - Select the maximum number of days to keep the event log.
 - The default is "30" days.

■ [OK] button

Confirms the entered contents and returns to the Central Admin Console main window.

■ [Cancel] button

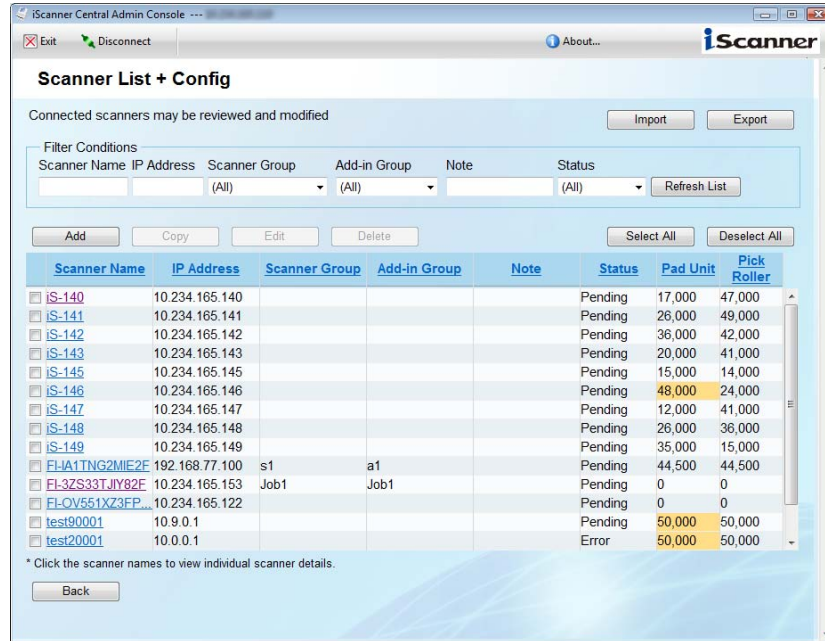
Returns to the Central Admin Console main window without confirming the entered contents.

5.6 Setting Scanner Configuration

Scanner configuration information is set by adding, editing and deleting scanner configuration information.

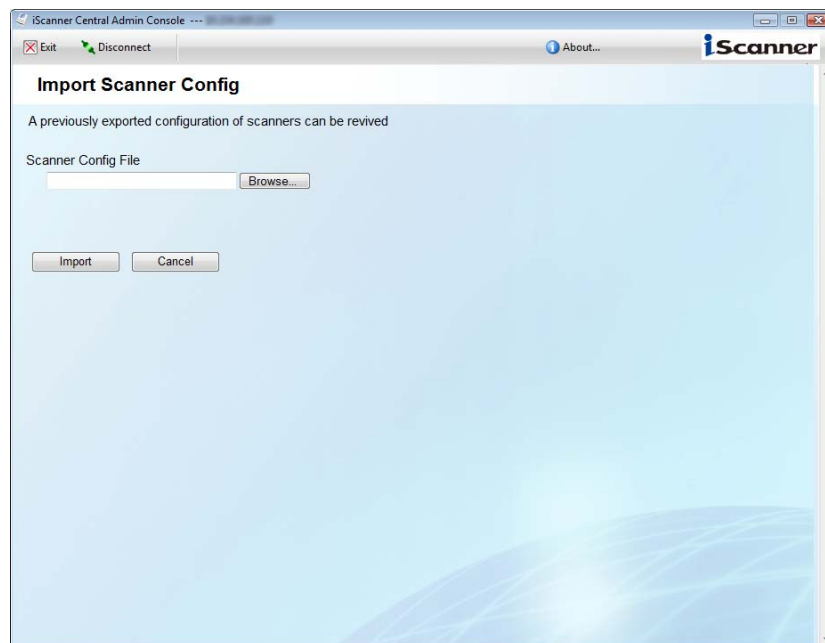
Scanner configuration can be set from the "Scanner List & Config" window.

The "Scanner List & Config" window is displayed by selecting the [Scanner List & Config] button in the Central Admin Console main window.



■ [Import Config] button

The button displays the "Import Scanner Config" window to import scanner configuration files. Scanner configuration information can be registered collectively.



- **Scanner Config File**

Enter a full path of the scanner configuration file to be imported.

The [Browse] button can be used to specify the file.



- Scanner configuration files is overwritten.
- If a scanner configuration file of 0 byte is imported, entire scanner configuration information is deleted.



- **[Import] button**

Imports the entered scanner configuration file and returns to the "Scanner List & Config" window.

- **[Cancel] button**

Returns to the "Scanner List & Config" window without confirming the entered contents.

■ [Export Config] button

Shows the "Save As" window to specify a file to export scanner configuration information.

■ Filter Conditions

Filters the scanners displayed in the scanner list.

- **Scanner Name**

Enter a part of or entire IP address of the scanner to be filtered.

This may be up to 15 characters long.

- **IP Address**

Enter a part of or entire IP address of the scanner to be filtered.

This may be up to 15 characters long.

- **Settings Group**

Select the settings group of the scanner to be filtered.

The default is "All".

- **Add-in Group**

Select the Add-in group of the scanner to be filtered.

The default is "All".

- **Comment**

Enter a part of or entire comment on the scanner to be filtered.

This may be up to 64 characters long. Line-feed cannot be used.

- **Status**

Select the status of the scanner to be filtered.

The default is "All".

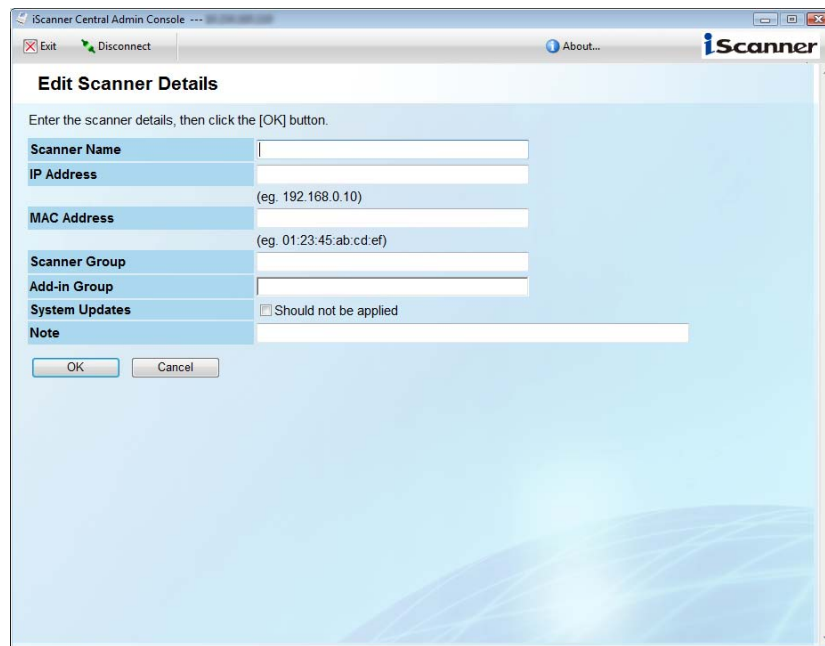
- **[Refresh List] button**

Refreshes the list by filtering using the entered filtering conditions.



■ [New] button

The button displays the "Edit Scanner Details" window to add scanner configuration information.



- **Scanner Name**
Enter the scanner name.
This may be up to 15 characters long. Alphanumeric characters and the following symbol can be used:
-.
- **IP Address**
Enter the numeric IP address.
This may be up to 15 characters long. Numbers and periods (.) may be used.
- **MAC Address**
Enter the MAC address of the scanner.
This may be up to 17 characters long. Alphanumeric characters and colons (:) may be used.
- **Settings Group**
Enter the settings group of the scanner.
This group name is used to identify the settings contents of a group.
The settings group name entered here is displayed on the "Scanner Settings" window, Settings Groups.
This may be up to 32 characters long.
- **Add-in Group**
Enter the Add-in group of the scanner.
This group name is used to identify an Add-in.
The Add-in name entered here is displayed on the "Add-in Installs" window, Add-in Groups.
This may be up to 32 characters long.
- **System Updates**
Select the checkbox not to update the system.

-
- **Comment**
Enter the comments on the scanner.
This may be up to 256 characters long.
 - **[OK] Button**
Adds the entered scanner configuration information and returns to the "Scanner List & Config" window.
 - **[Cancel] button**
Returns to the "Scanner List & Config" window without confirming the entered contents.

■ **[Copy] button**

Check the checkbox of the scanner to be copied and select the [Copy] button to display the "Edit Scanner Details" window to copy the scanner configuration information.

■ **[Edit] button**

Check the checkbox of the scanner to be edited and select the [Edit] button to display the "Edit Scanner Details" window to edit the information.

■ **[Delete] button**

Select the checkbox(es) of the scanner(s) to be deleted, and select the [Delete] button to delete.

■ **[Select All] button**

Selects all checkboxes in the scanner list.

■ **[Deselect All] button**

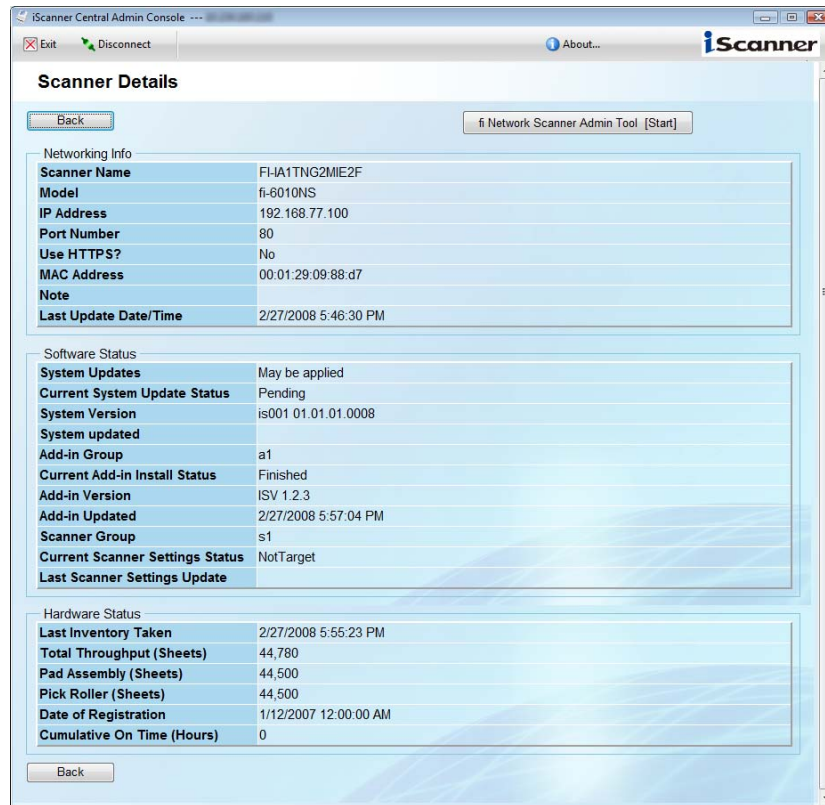
Deselects all checkboxes in the scanner list.

■ Scanner information list

Shows the scanner information list.

- Scanner name link

Shows the "Scanner Details" window to view the scanner information details.



- [fi Network Scanner Admin Tool [Start]] button
Communicates to the Wake-On-LAN Magic Packet and starts and connects the network scanner admin tool to a scanner, after the scanner has started up.
- [Back] button
Returns to the "Scanner List & Config" window.

■ [Back] button

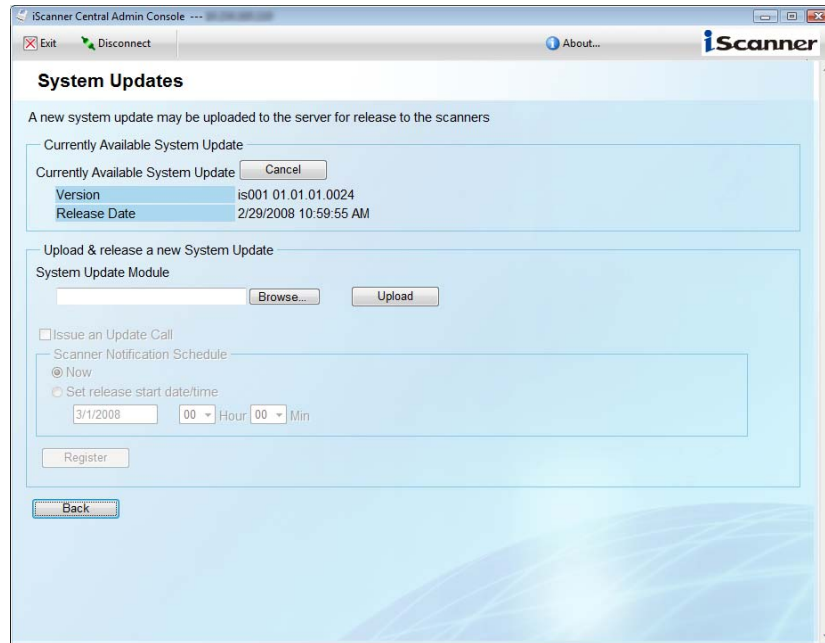
Returns to the Central Admin Console main window.

5.7 Updating System

System can be updated by uploading new system update module and setting update calls.

System can be updated from the "System Updates" window.

The "System Updates" window is displayed by selecting the [System Updates] link in the Central Admin Console main window.



■ Currently Available System Update

- Available System

Displays the version and the release date of the currently available update module.

Selecting the [Cancel] button cancels release of the update module and deletes the module.

■ Upload & Release a New System Update

Uploads a new system update module and issues an update call as needed.

- System Update Module

Enter a full path of the update module file.

The [Browse] button can be used to specify the file.

Select the [Upload] button to upload the update module.

- Issue an Update Call

Check the checkbox to issue an update call.

If the checkbox is checked, update module is sent and applied to the scanner according to the Scanner Notification Schedule.

Update call schedule operates according to the Central Admin Server system synchronization.

- Scanner Notification Schedule
 - Sets the schedule to notify update module.
 - Now
 - Issues a call immediately.
 - Later
 - Specifies the date and time to issue a call.
 - The default value is 00:00 of the following day. The value can be specified within the range between the current time and a year later.
- [Confirm] button
 - Registers the uploaded update module.

■ [Back] button

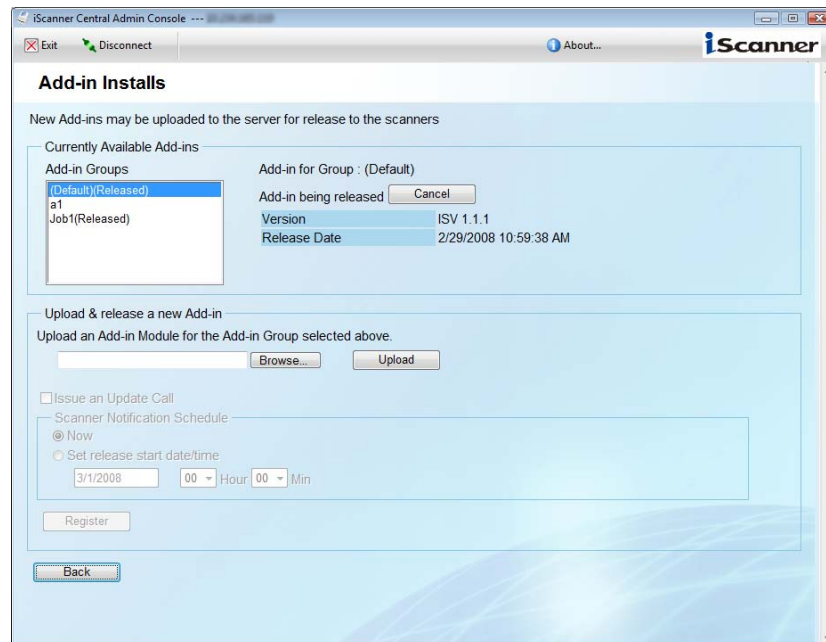
Returns to the Central Admin Console main window.

5.8 Installing Add-in

Add-in for scanner can be installed by uploading Add-in module and setting update calls.

Add-in can be installed from the "Add-in Installs" window.

The "Add-in Installs" window is displayed by selecting the [Add-in Installs] link in the Central Admin Console main window.



■ Currently Available Add-ins

- Add-in Groups

The Add-in module is applied to the scanner to which the selected Add-in group is specified. If "Default" is selected, the Add-in module is applied to a scanner to which no Add-in group is specified.

The default value is "Default".

- Available Add-in

Displays the version and the release date of the currently available Add-in module.

Selecting the [Cancel] button cancels release of the Add-in module and deletes the module.

■ Upload & Release a New Add-in

Uploads a new Add-in module and issues an update call as needed.

- Upload an Add-in Module for the Add-in Group selected above.
 - Enter a full path of the Add-in module file.
 - The [Browse] button can be used to specify the file.
 - Select the [Upload] button to upload the Add-in module.
- Issue an Update Call
 - Check the checkbox to issue an update call.
 - If the checkbox is selected, Add-in module is sent and applied to the scanner according to the Scanner Notification Schedule.
 - Update call schedule operates according to the Central Admin Server system synchronization.
- Scanner Notification Schedule
 - Sets the schedule to notify Add-in module.
 - Now
 - Issues a call immediately.
 - Later
 - Specifies the date and time to issue a call.
 - The default value is 00:00 of the following day. The value can be specified within the range between the current time and a year later.
- [Confirm] button
 - Registers the uploaded Add-in module.

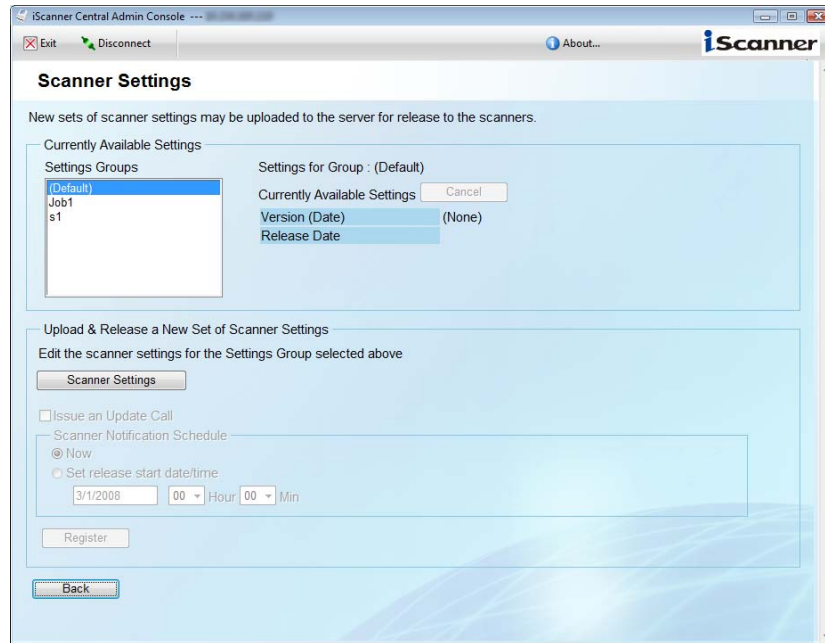
■ [Back] button

Returns to the Central Admin Console main window.

5.9 Updating Scanner Settings

Scanner settings can be updated by uploading new sets of scanner settings and setting update calls. Scanner settings can be updated from the "Scanner Settings" window.

The "Scanner Settings" window is displayed by selecting the [Scanner Settings] link in the Central Admin Console main window.



■ Currently Available Settings

- Settings Groups

The scanner settings are applied to the scanner to which the selected settings group is specified. If "Default" is selected, the scanner settings are applied to a scanner to which no settings group is specified.

The default value is "Default".

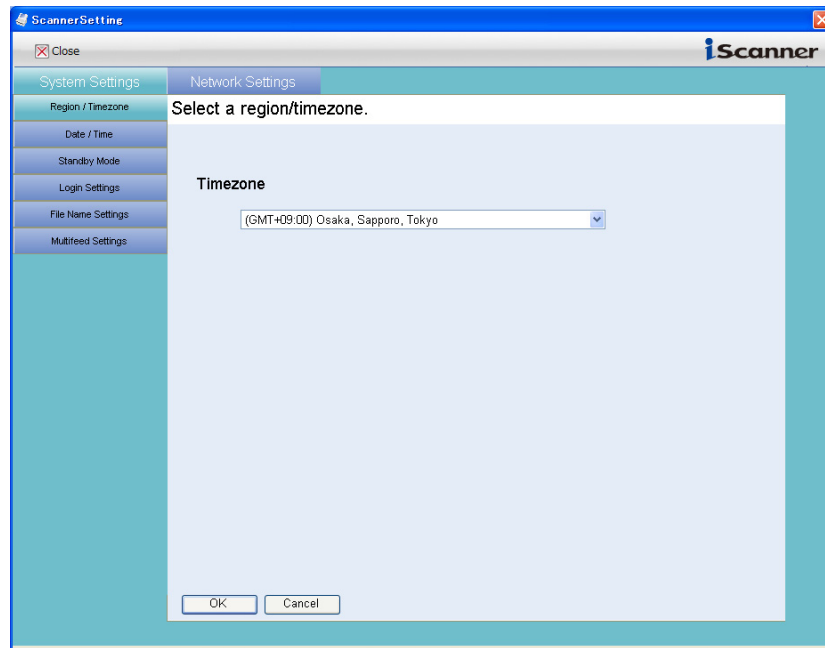
- Available Scanner Settings

Displays the upload date and the release date of the currently available scanner settings. Selecting the [Cancel] button cancels release of the scanner settings.

■ Upload & Release a New Set of Scanner Settings

Uploads scanner settings and issues an update call as needed.

- [Edit Scanner Settings] button
Shows the "Edit Scanner Settings" window to set up the scanner settings.



- [System Settings] tab
The setting items are the same as those set in the system settings menu in the window for administrator operations. For details, refer to ["4.5 Using the System Settings Menus"](#) (page 47).
- [Network Settings] tab
The setting items are the same as those set in the network settings menu in the window for administrator operations. For details, refer to ["4.6 Using the Network Settings Menus"](#) (page 69).
- [OK] button
Registers the entered scanner settings and returns to the "Scanner Settings" window.
- [Cancel] button
Returns to the "Scanner Settings" window without confirming the entered contents.
- Issue an Update Call
Select the checkbox to issue an update call.
If the checkbox is checked, scanner settings are sent and applied to the scanner according to the Scanner Notification Schedule.
Update call schedule operates according to the Central Admin Server system synchronization.

- **Scanner Notification Schedule**

Sets the schedule to notify scanner settings.

- **Now**
Issues a call immediately.
- **Later**
Specifies the date and time to issue a call.
The default value is 00:00 of the following day. The value can be specified within the range between the current time and a year later.
- **[Confirm] button**
Registers the entered scanner settings.

- **[Back] button**

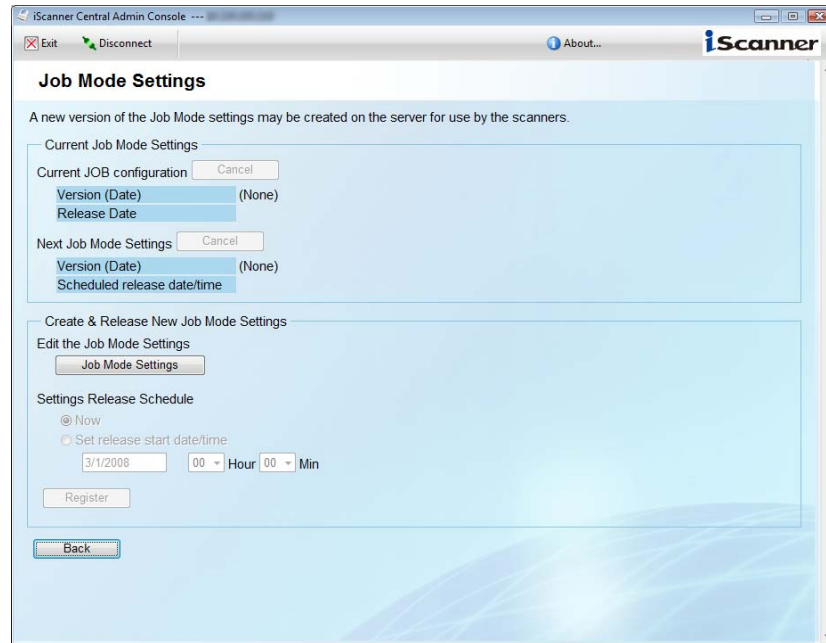
Returns to the Central Admin Console main window.

5.10 Setting the Job Mode

Job mode can be set by registering a new job mode and setting release schedule.

Job mode can be set from the "Job Mode Settings" window.

The "Job Mode Settings" window is displayed by selecting the [Job Mode Settings] link in the Central Admin Console main window.



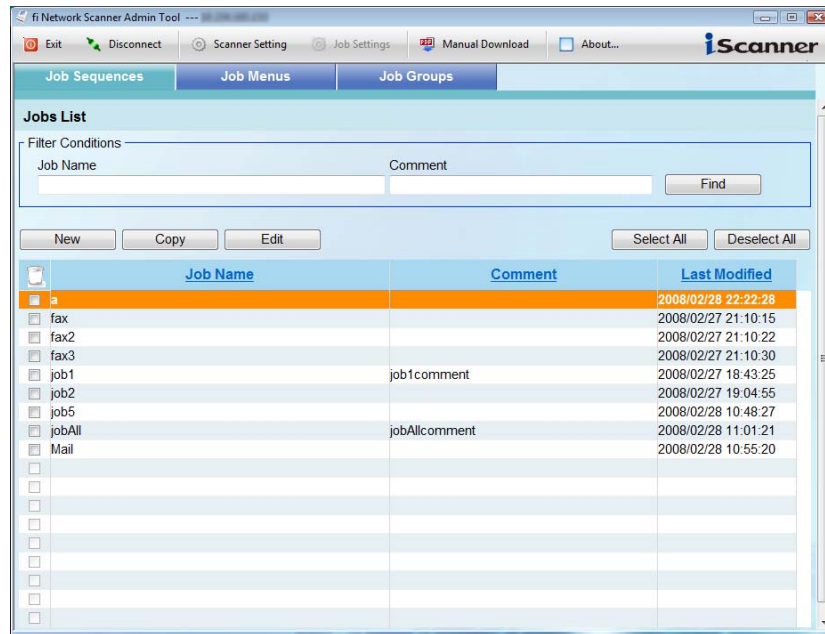
■ Current Job Mode

- Current Job Mode Settings
 - Shows the upload date and the release date of the current job mode settings.
 - Selecting the [Cancel] button cancels release of the job mode settings.
- Next Job Mode Settings
 - Shows the next scheduled upload date and the release date of the job mode settings.
 - Selecting the [Cancel] button cancels release schedule of the job mode settings.

■ Create & Release New Job Mode Settings

Creates and releases new job mode settings.

- [Job Mode Settings] button
The button displays the "Job Mode Settings" window to configure job mode settings.



- [Job Sequences] tab
The setting items are the same as those set in the [Job Sequences] tab in the job settings menu in the window for administrator operations. For details, refer to ["4.10.2 Setting a Job Sequence" \(page 154\)](#).
- [Job Menus] tab
The setting items are the same as those set in the [Job Menus] tab in the job settings menu in the window for administrator operations. For details, refer to ["4.10.3 Setting a Job Menu" \(page 162\)](#).
- [Job Groups] tab
Registers the entered job settings and returns to the "Job Mode Settings" window. For details, refer to ["4.10.4 Setting a Job Group" \(page 168\)](#).
- [OK] button
Registers the entered job settings and returns to the "Job Mode Settings" window.
- [Cancel] button
Returns to the "Job Mode Settings" window without confirming the entered contents.
- Settings Release Schedule
Sets the schedule to release job settings.
 - Now
Release immediately.
 - Later
Specifies the date and time to release.
The default value is 00:00 of the following day. The value can be specified within the range between the current time and a year later.
- [Confirm] button
Registers the entered job settings.

■ **[Back] button**

Returns to the Central Admin Console main window.

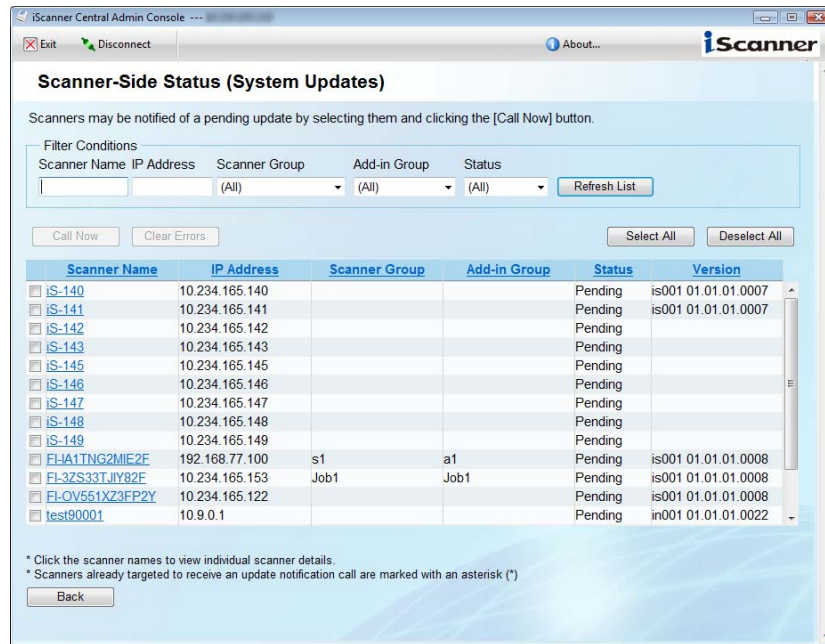
5.11 Viewing Scanner-Side Status

Status details can be viewed for each of the following update types:

- System Update
- Add-in Installs
- Scanner Settings

Status details can be set from the "Scanner-Side Status" window.

The "Scanner-Side Status" window is displayed by selecting the [Scanner-Side Status] link in the Central Admin Console main window.



Filter Conditions

Filters the scanners displayed in the scanner list.

- Scanner Name
 - Enter a part of or entire scanner name of the scanner to be filtered.
 - This may be up to 15 characters long.
- IP Address
 - Enter a part of or entire IP address of the scanner to be filtered.
 - This may be up to 15 characters long.
- Settings Group
 - Select the settings group of the scanner to be filtered.
 - The default is "All".
- Add-in Group
 - Select the Add-in group of the scanner to be filtered.
 - The default is "All".
- Status
 - Select the status of the scanner to be filtered.
 - The default is "All".

- [Refresh List] button
Refreshes the list by filtering using the entered filtering conditions.

■ [Call Now] button

Select the checkbox(es) of the scanner(s) to be notified, and select the [Call Now] button to issue a call.

■ [Clear Errors] button

T.B.D

■ [Select All] button

Selects all checkboxes in the scanner list.

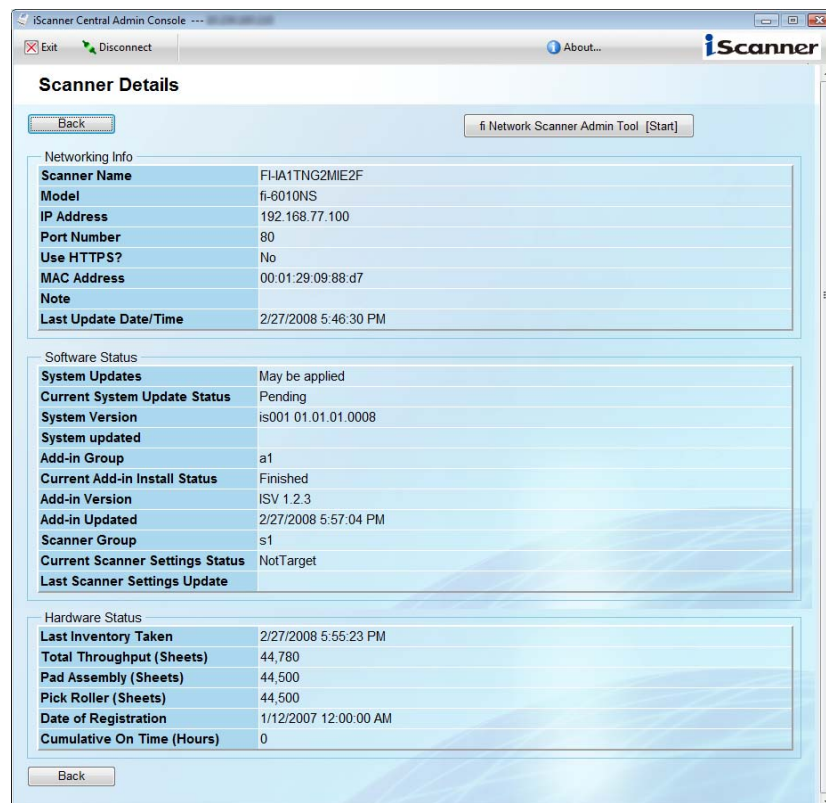
■ [Deselect All] button

Deselects all checkboxes in the scanner list.

■ Scanner list

Views the scanner list.

- Scanner name link
Opens the "Scanner Details" window to view the scanner details.



- [fi Network Scanner Admin Tool [Start]] button
Communicates to the Wake-On-LAN Magic Packet and starts and connects the network scanner admin tool to a scanner, after the scanner has started up.

-
- [Back] button
Returns to the "Scanner Details" window.
 - Version
Displayed version is different depending on the Update Type of the [Scanner-Side Status] link selected in the Central Admin Console main window.

■ [Back] button

Returns to the Central Admin Console main window.

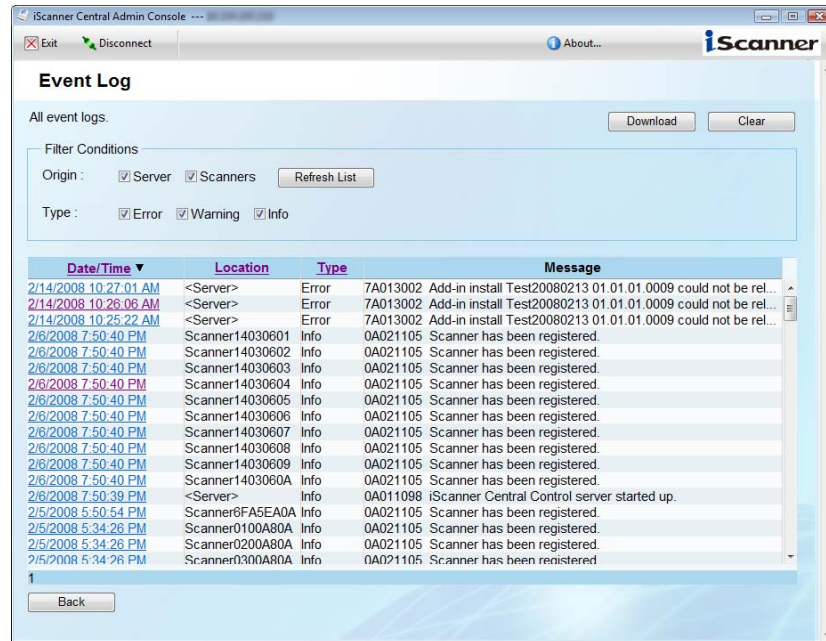
5.12 Viewing Event Log

Event logs output from scanners or the Central Admin Server can be viewed.

Latest 100 items of event logs can be viewed in the Central Admin Console main window.

To view all event logs, display the "Event Log" window.

The "Event Log" window is displayed by selecting the [Event Log] button in the Central Admin Console main window.



■ [Download] button

Shows the "Save As" window to specify a file to output event logs.

■ [Clear Log] button

Clears all event logs.

■ Filter Conditions

Filters the events displayed in the event log list.

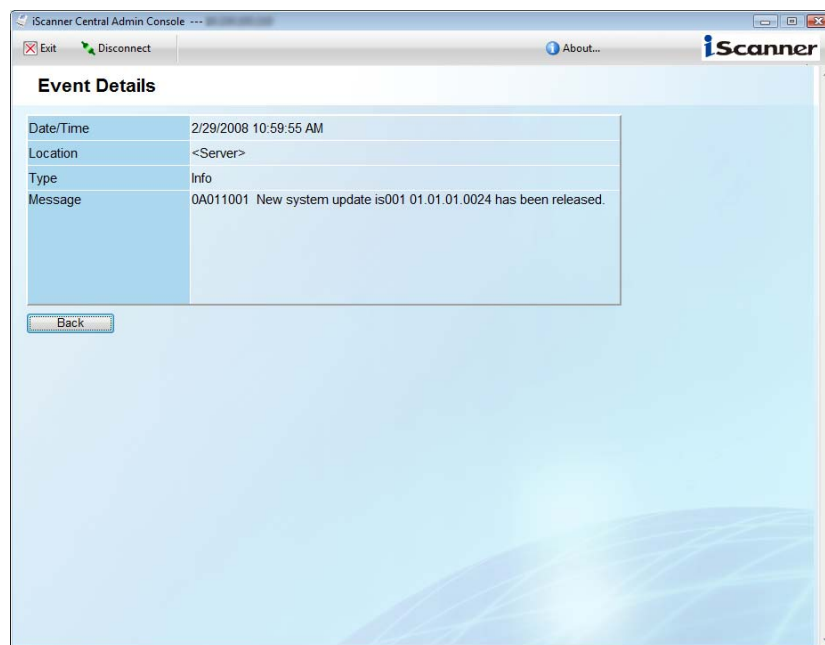
- Origin
 - Select the origin of the events to be displayed.
 - Server
 - Shows the event logs that originated in the Central Admin Server.
 - Scanner
 - Shows the event logs that originated in scanners.

- Type
 - Select the type of the events to be opened.
 - Error
 - Opens the event logs whose type is Error.
 - Warning
 - Opens the event logs whose type is Warning.
 - Info
 - Opens the event logs whose type is Info.
- [Refresh List] button
 - Refreshes the list by filtering using the entered filtering conditions.

■ Event Log

Opens the event list.

- Date/Time link
 - Displays the "Event Details" window to view the event details.



- [Back] button
 - Returns to the "Event Log" window.

■ [Back] button

Returns to the Central Admin Console main window.

5.13 Maintaining Central Admin Settings

Central admin settings set by the administrator can be backed up and restored.

5.13.1 Backing Up Central Admin Settings

Central admin settings set by the administrator can be backed up.

Central admin settings can be restored using the backup file. Take backups periodically just in case. To back up central admin settings, execute "AmBackup.exe" from the command prompt.

- Command storage location

Under the "Bin" folder in the installation folder of the Central Admin Server software

- Command executable format

```
AmBackup.exe backup_file_name
```



Before executing the "AmBackup.exe" command, confirm that the storage disk has sufficient free space. If free space is insufficient, an incomplete file may be saved.



Do not change the content of the backup file of central admin settings. If the backup file content is changed and restored, processes related to central control may operate improperly.

5.13.2 Restoring Central Admin Settings

Central admin settings that has been backed up can be restored to the Central Admin Server. To restore central admin settings, execute "AmRestore.exe" from the command prompt.

- Command storage location

Under the "Bin" folder in the installation folder of the Central Admin Server software

- Command executable format

```
AmRestore.exe backup_file_name
```


Chapter 6

Regular User Operations

User

This scanner is used to scan documents which then can be sent by e-mail or fax, printed on a network printer, or saved to a network folder.

To perform the operations described in this chapter, the scanner must first be setup by the administrator.

For details of scanner setup, refer to "[Chapter 4 Administrator Operations \(Touch Panel and Network Scanner Admin Tool\)](#)" (page31).

Messages may appear while performing operations described in this chapter. For more details about these messages and actions to take, refer to "[D.2 Regular User Messages](#)" (page 409).

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6.1 Loading Documents

This section describes how to load documents onto the scanner.

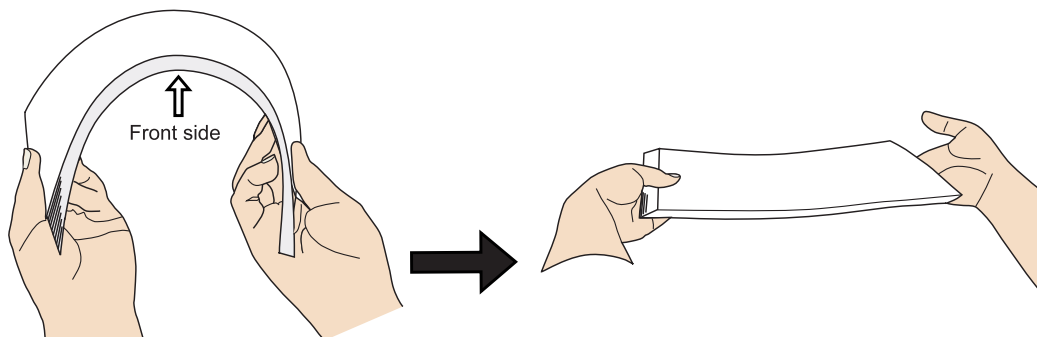
6.1.1 How to Load Documents

1. Check the number of document sheets.

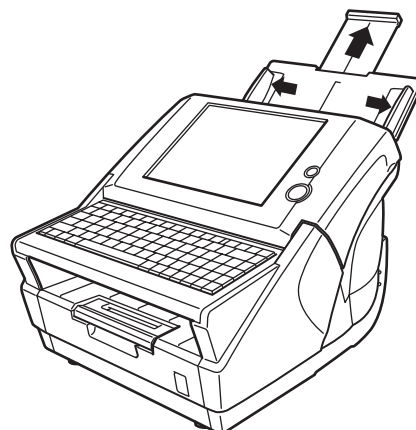
For document sheet limits, refer to ["A.3 Maximum Document Loading Capacity"](#) (page 380).

2. Fan the documents.

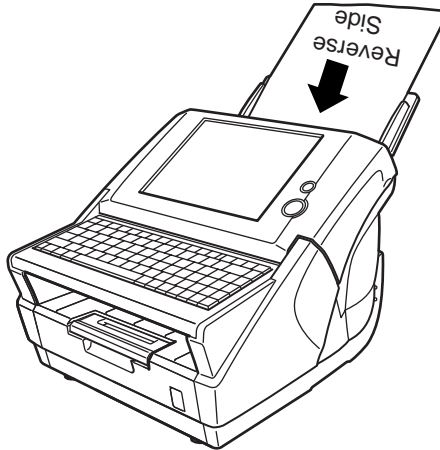
1. Lightly grip the ends of the document stack in both hands, and flex it back and forth two or three times.



2. Rotate the documents 90 degrees, and fan again.
 3. Align the edges of the document sheets.
3. Load the documents into the ADF paper chute.
 1. Extend the ADF paper chute and adjust the side guides to hold the documents.



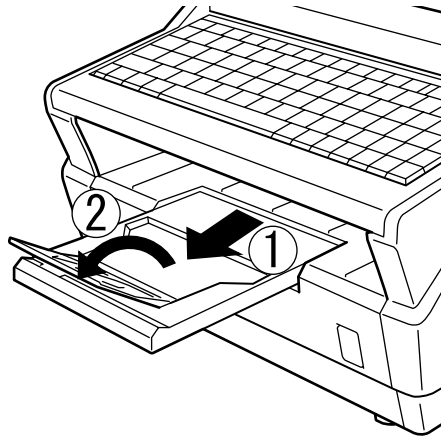
2. Load the documents face down. If only one side is to be scanned, it should face down in the ADF paper chute.



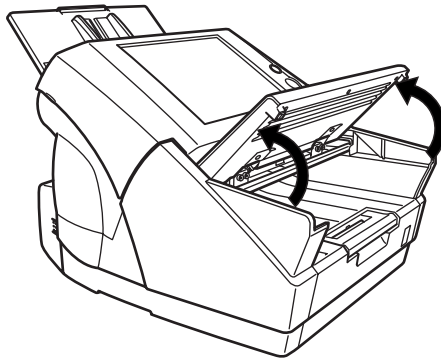
3. Adjust the side guides to the width of the documents.
Move the side guides so that they touch both sides of the documents.
If there is any space between the side guides and the edges of documents, the scanned data may be skewed.



- The output tray holds the document sheets after they have been scanned. It can be pulled out and adjusted to the size of the document being scanned.
 1. Pull out before scanning.
 2. The extension flap of output tray may also be lifted up, as shown in the figure below.



- Small documents may be retrieved by lifting up the keyboard after scanning has completed.



6.1.2 Loading Documents Using a Carrier Sheet

A carrier sheet is a plastic sheet specifically used for loading non-standard documents onto the scanner. It allows you to scan documents that cannot be scanned in the regular way. Also, documents larger than A4 size, such as A3 and B4, can be scanned by folding in half, inserting into the carrier sheet, and scanning in duplex mode. The scanned images will be merged output as one page. You can also merge both front and back side images of a document smaller than A4 size to output a double-page spread image.

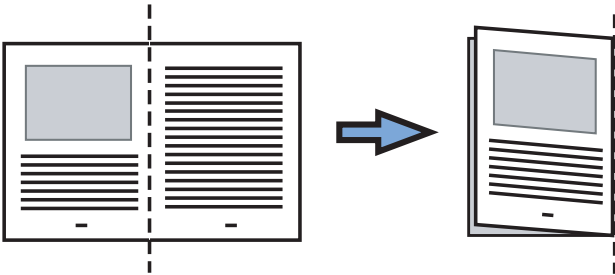


- When using a carrier sheet, set the size of the scanned document to be output. For more details, refer to "6.8.1 Carrier Sheet" (page 280).
- When a carrier sheet is used for scanning, continuous scanning is not possible. Scan one page at one time.



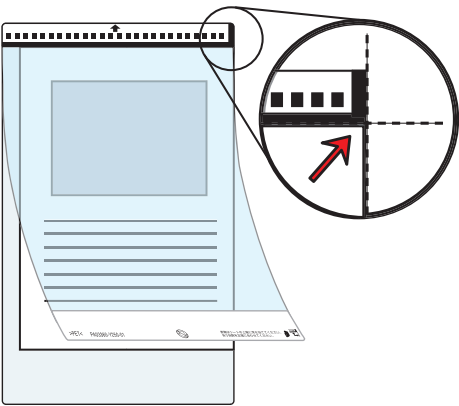
1. Fold the sheet to be scanned in half.

Fold the sheet tightly and smooth out the crease. Otherwise, the sheet may be skewed during scanning.

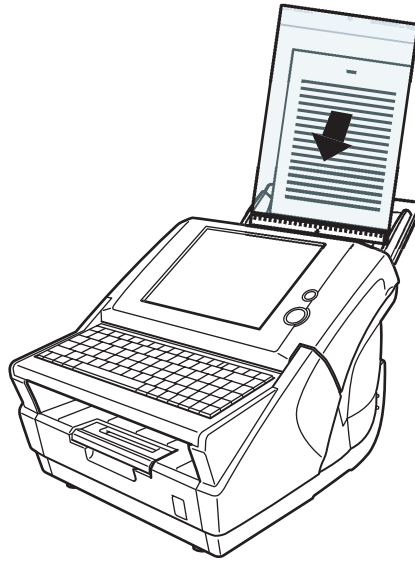


2. Open the carrier sheet and insert the document.

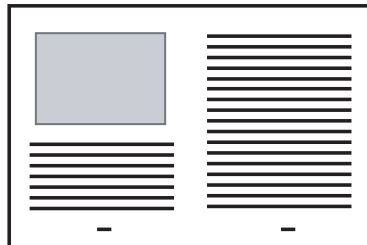
Align the fold with the right edge of the carrier sheet so that the document fits into the carrier sheet at the upper corner.



-
3. Load the carrier sheet with the black and white striped section (printed section) facing downwards as shown in the following figure.



4. Adjust the side guides to the width of the carrier sheet.
Adjust the side guides so that there is no space between the guides and the carrier sheet.
Space between the guides and carrier sheet may cause the carrier sheet to become unaligned during scanning, and skew the scanned image.
5. Start the scan.
⇒ The front and back side images are merged into a double-page spread image.





There may be a gap between the front and back side images, or a line may appear on the output image.

When a sheet of thick paper is scanned, images on the both right and left side may be skewed to a trapezoidal shape.

The degree of skewing varies depending on the condition of the document (how it is folded or loaded).

Troubleshoot the problem as follows, and the situation may be improved.






- Is the document neatly folded? If not, fold it neatly.
- Is the edge of the document aligned with the edge of the carrier sheet? If not, align the document with the carrier sheet.
- Try to scan the document with the front side of the carrier sheet facing the paper chute or vice verse.

Also, the folded part of the document may be mis-detected, causing unintentional trimming of the scanned image. In this case, the folded edge of the document should be placed 1mm away from the edge of the carrier sheet.

6.2 Using Touch Panel Screens: Regular User

6.2.1 Common Buttons and Indicators

After the user logs in, the following buttons and indicators are shown on the touch panel screens.

| Icon | Shown in manual as... | Used to ... |
|---|----------------------------|--|
|  | [Up] button, [Down] button | Scroll up or down between items. |
|  | [OK] button | Set the contents of the current screen. |
|  | [Cancel] button | Cancel the contents of the current screen, or return to the previous screen. |
|  | [Caps Lock] indicator | Indicate that the [Caps Lock] key has been set (on the keyboard). |
|  | [Num Lock] indicator | Indicate that the [Num Lock] key has been set (on the keyboard). |



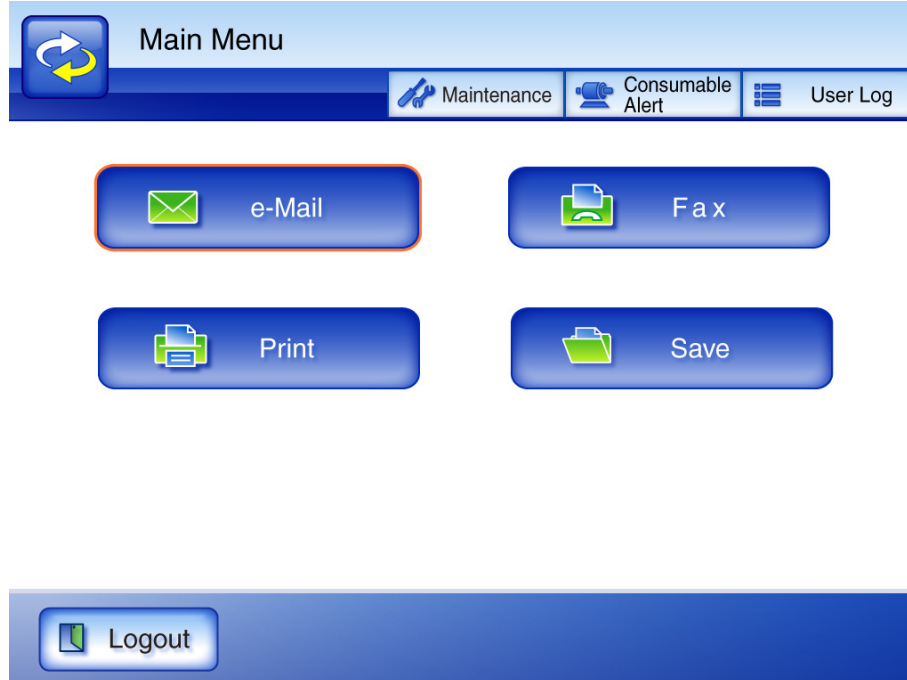
If the [Logout] button or [Cancel] button is pressed before the [OK] button, the contents of the screen will not be set.













6.2.2 Main Menu Screen

The actual "Main Menu" screen that appears after login may differ depending on the settings made by the Administrator.

The following table describes all items available on the "Main Menu" screen.



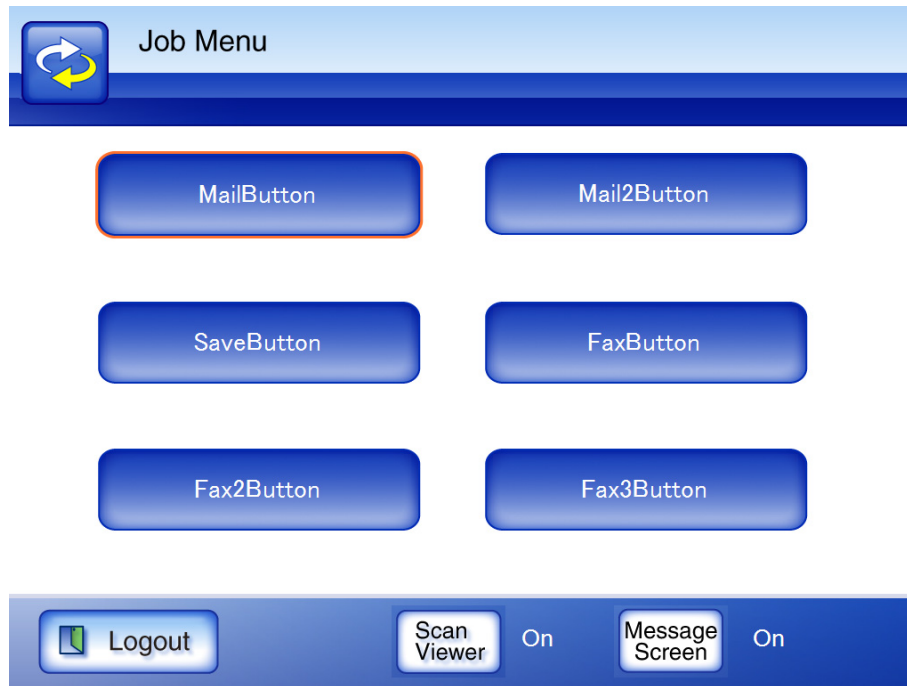
| Icon | Shown in manual as... | Used to ... |
|---|-----------------------|---|
|  | [Menu Mode] button | Switch between the "Multi-Function Main Menu" and the "Job Menu". For details, refer to " 6.2.3 Job Menu Screen " (page 229). |
|  | [Maintenance] button | Access the "Maintenance" screen. For details, refer to " 6.12 Maintenance " (page 315). |





| Icon | Shown in manual as... | Used to ... |
|---|---------------------------|--|
|  | [Consumable Alert] button | <p>Access the "Consumable Alert" screen. A colored alert indicator is used to warn that a "consumable replacement" is pending.</p> <p> No Alert: Normal</p> <p> Yellow Alert: Parts need to be replaced soon. Contact a system administrator.</p> <p> Red Alert: Parts need to be replaced now. Replace the necessary part. For details, refer to "7.6 Replacing Parts" (page 333).</p> |
|  | [User Log] button | Access the "User Log" screen. For details, refer to "6.11 Checking the User Log" (page 313) . |
|  | [e-Mail] button | Access the "Send e-Mail" screen. For details, refer to "6.4 Sending the Scanned Data by e-Mail" (page 234) . |
|  | [Fax] button | Access the "Send Fax" screen. For details, refer to "6.5 Sending the Scanned Data by Fax" (page 246) . |
|  | [Print] button | Access the "Print" screen. For details, refer to "6.6 Printing the Scanned Data" (page 255) . |
|  | [Save] button | Access the "Save" screen. For details, refer to "6.7 Saving the Scanned Data to a Network Folder" (page 268) . |
|  | [Logout] button | Logout the current user. |


6.2.3 Job Menu Screen

If the [Menu Mode] button on the "Main Menu" is pressed, the displayed "job menu" changes to display items specified in the administrator settings.

This section describes the job menu screen and job settings.



| Icon | Shown in manual as... | Used to... |
|---|-----------------------|--|
|  | [Menu Mode] button | Switch between the "Multi-Function Main Menu" and the "Job Menu". For more details refer to, "6.2.2 Main Menu Screen" (page 227) |
|  | [Job] button | Start the specified job process for each job button. For more details, refer to "6.13 Processing a Job" (page 316) . |
|  | [Logout] button | Logout the current user. |
|  | [Scan Viewer] button | Set whether or not to display the Scan Viewer screen during a scan. For more details, refer to "6.9 Enabling/Disabling the Scan Viewer" (page 307) . |

| Icon | Shown in manual as... | Used to... |
|---|-------------------------|--|
|  | [Message Screen] button | Set whether or not the "Message Screen" for checking the job report. For more details, refer to " 6.13.1 Enabling/Disabling the Message Screen " (page 319). |

6.2.4 Input Fields and Entering Characters

Only passwords for the following fields are case sensitive.

| Screen | Field name |
|---|------------------------------|
| Login | Password |
| PDF Password | Password Confirm Password |
| Authentication screen for setting a network printer | Password |
| Authentication screen for setting a network folder | Password |

6.3 Logging in: Regular User Mode

LDAP (Active Directory) is used to perform user authentication for the scanner login. This allows either of the following two forms of login name to be specified in the user info. The scanner follows the Active Directory user name format when authenticating the user login.

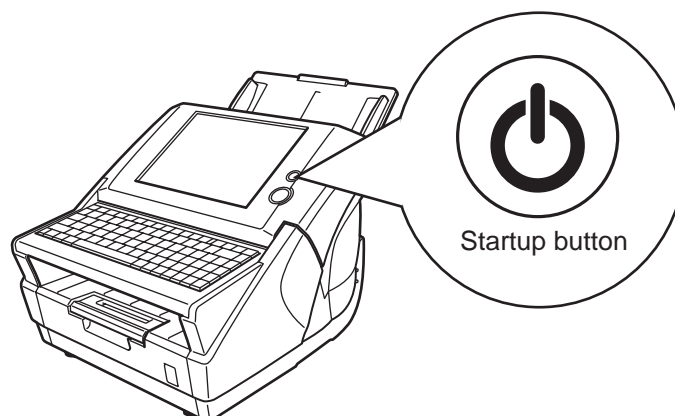
| User Name | Authentication Target |
|--|---|
| SAM Account Name Does not contain a "@" | Active Directory user login name (sAMAccountName). (sAMAccountName authentication process is performed) Example : user |
| User Principal Name Contains a "@" | Active Directory user login name (userPrincipalName). (userPrincipalName authentication process) Example : user@example.com |

Note that the authenticated user info is also used when saving scans to a network folder. When the scanner is turned on or restarted, automatic login without displaying the "Login" screen is possible.



- When using the scanner without an LDAP server, enter the following user name and password. For details about the LDAP server, refer to ["LDAP Server" \(page 15\)](#).
User Name: guest
Password: guest
However this can not be used if login with a guest account is disabled.
- For details about automatic login or enabling login with a guest account, refer to ["4.5.7 Setting the Login Method" \(page 59\)](#).
- Only one administrator or user can login to the scanner at any one time.

1. Push the startup button.



⇒ The "Login" screen appears.

2. Enter a "User Name" and "Password" that has been stored in the LDAP server.
 If "Global Catalog" is selected for the login LDAP server, a UPN suffix can be specified.



| Field Name | Description |
|------------|---|
| User Name | User names may be up to 64 characters long. If a UPN suffix is entered, user names including the UPN suffix may be up to 63 characters long. All alphanumerics (case sensitive) and some symbols are allowed. User names may not start with a "@" or ".". The following symbols cannot be used: / \ [] : ; = , + * ? < > " |
| Password | Passwords may be up to 256 characters long, and all alphanumerics (case sensitive) and symbols are allowed. |
| UPN Suffix | User names including a UPN suffix may be up to 63 characters long. If a UPN suffix is entered, "@" and the "UPN_suffix" will be appended to the "User_name". The entered UPN suffix is remembered and used again at the next login. For example, if the user name is "user", and "example.com" is entered for the UPN suffix, it is corrected to "user@example.com". In this case, this is the "User Principal Name". A UPN suffix is not required when logging in as a guest. Even if entered, it will be ignored. |



- The "Caps Lock" indicator is on if the keyboard's Caps Lock is set.
- The "Num Lock" indicator is on if the keyboard's Num Lock is set.

3. Press the [Login] button.

⇒ If the user name and password are valid, the "Main Menu" screen appears.

6.4 Sending the Scanned Data by e-Mail

1. On the "Main Menu" screen, press the [e-Mail] button.

⇒ The "Send e-Mail" screen appears.



The scan information can be changed by pressing the [Scan Settings] button.

For more details, refer to ["6.8 Setting the Scan Options" \(page 273\)](#).

2. Enter e-mail addresses in "To", "Cc", and "Bcc" fields.

For more details about E-mail Address setting values, refer to ["B.1 e-Mail Address Setting Values" \(page 386\)](#).

To enter multiple addresses, separate each mail address with a ";". A scan can be sent to a maximum of 30 addresses at any one time.



e-Mail addresses can be selected directly from the e-mail address book.

For details, refer to ["6.4.1 Selecting an e-Mail Address from the e-Mail Address Book" \(page 238\)](#).

Send e-Mail Caps Lock
Num Lock

To :

Cc : File Name :

Bcc : From :

Subject :

Body :

Default On

3. Enter a file name for the scan data into the "File Name:" field.

The file name may be up to 128 characters long.

By default, "Scanner Name" + "Scan Date/Time" is entered.



The following file names cannot be used:

- CON
- PRN
- AUX
- CLOCK\$
- NUL
- COM0 to COM9
- LPT0 to LPT9



4. Check that address shown in the "From:" field is correct.

Note that no address is shown if a LDAP server is not being used, or if no e-mail address for the authenticated user has been registered in the LDAP server. In this case, directly enter the sender's e-mail address using the keyboard.

For details about the e-mail address settings, refer to ["B.1 e-Mail Address Setting Values" \(page 386\)](#).

5. Enter an e-mail title into the "Subject:" field.

The subject may be up to 128 characters long.

6. Enter the e-mail contents into the "Body:" field.

The body may be up to 512 characters long, including line feeds.



If a long word that cannot fit on one line is used, the word will be automatically altered.



7. Select whether or not to request a return receipt.

Press the [Request a Return Receipt] button to request a return receipt.

8. Press the [Scan] button.

When [Scan Viewer] is Off, this will be a [Scan&Send] button.

⇒ Scanning starts.

Each page is briefly shown on the screen as it is scanned.

When the scan has completed, the "Scan Viewer" screen opens.

For more details about the "Scan Viewer" screen, refer to ["6.10 Editing the Scanned Data in the Scan Viewer"](#) (page 310).



- "Scan Viewer" is initially "On".
- When the [Scan&Send] button is pressed (when [Scan Viewer] is "Off"), after the last page has been displayed on the "Scanning" screen, the scan data is attached to an e-mail and sent, and the touch panel screen returns to the "Main Menu".

For more details, refer to ["6.9 Enabling/Disabling the Scan Viewer"](#) (page 307)



9. Check the scanned data.

For more details about the "Scan Viewer" screen, refer to ["6.10 Editing the Scanned Data in the Scan Viewer"](#) (page 310).

10. On the "Scan Viewer" screen, press the [Send] button.

⇒ The scanned data is sent with the specified file as an e-mail attachment.



Mailing scan data to PFU@PFU.com



⇒ The "Main Menu" screen is shown again.

After a file has been created from scanned data, while waiting for the send mail process to complete, the scanner prepares for the next operation. All processes queued so far are performed at the same time, and are referred to as buffer jobs. A maximum of ten jobs may be buffered.



- The maximum size for an attachment is the size that has been set by the administrator. To change this setting, contact the administrator. For more details about this setting, refer to ["4.6.11 Setting the e-Mail Server \(SMTP Server\)" \(page 92\)](#).
- For photos and images, a high compression level can be used to create a smaller file. For more details, refer to ["6.8.9 Compression" \(page 295\)](#).
- If the file format is JPEG or TIFF, a file will be attached for each page in the scan.
 - If the number of pages is over ten and the [Scan Viewer] is On, a confirmation dialog will appear after the "Send e-Mail" screen [Send] button is pressed.
 - If the number of pages is over ten and the [Scan Viewer] is Off, a confirmation dialog will appear after the "Send e-Mail" screen [Scan&Send] button is pressed.
- If the e-mail fails to send, an error message with the following title is sent by e-mail from the scanner to the "From" address.
Error Message from Network Scanner (Scanner Name: xxxxxx)

6.4.1 Selecting an e-Mail Address from the e-Mail Address Book

As mentioned in [Step 2 of "6.4 Sending the Scanned Data by e-Mail" \(page 234\)](#), instead of entering an e-mail address with keyboard, e-mail addresses may be directly selected from an e-mail address book.

The e-mail address book contains "My List" and "LDAP List" sections. Operations other than search operations for both sections are the same. The search method for "My List" is Anywhere. For "LDAP List" searches choose from Head, Anywhere, and Tail search methods.

The following explains how to select an e-mail address using the "LDAP List".

The LDAP list is an e-mail address book which uses data stored on the LDAP server.

If the LDAP server is not used, the [LDAP List] tab is not shown.



1. On the "Send e-Mail" screen, press the  button to the right of the e-mail address field.

⇒ The "e-Mail Address Book" screen for the LDAP list appears.



In the following cases, the [e-Mail Address Book] button will not be usable.

- If the entered e-mail address contains over 255 characters.
- If over 30 e-mail addresses are entered.

2. Select the search parameter.

Pressing the [First Name] button displays the search results by first names, in alphabetical order.

Pressing the [Last Name] button displays the search results by last names, in alphabetical order.

Pressing the [e-Mail Address] button displays the search results by e-mail address, in alphabetical order.



The search parameters and button names for the [First Name] and [Last Name] buttons can be customized.

For details about customizing the search parameters and the button names, refer to "4.6.10 Setting the LDAP Search Parameters" (page87).

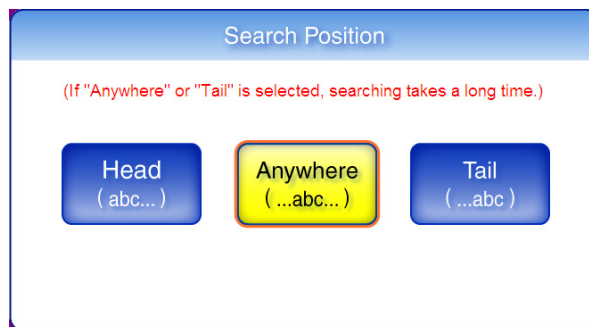


3. Press the [Search Position] button.

⇒ The "Search Position" screen appears.

4. Select a search position setting.

By default, [Head (abc...)] is set.



| Search Position | Search Method | Example Target | Search Result |
|----------------------|--|----------------|-----------------------------|
| Head (abc...) | The LDAP e-mail address book is searched for entries which start with the character string entered in Step 5 . | abc | abc, abc1, abcd, ... |
| Anywhere (...abc...) | The LDAP e-mail address book is searched for entries which include the character string entered in Step 5 . | abc | abc, abc1, xabc, xabcy, ... |
| Tail (...abc) | The LDAP e-mail address book is searched for entries which end with the character string entered in Step 5 . | abc | abc, 1abc, xabc, ... |



When the LDAP server contains several tens of thousands of entries, "Anywhere" and "Tail" searches can take a long time.

⇒ The screen returns to the "e-Mail Address Book" LDAP list. The selected position is displayed to the right of the [Search Position] button.

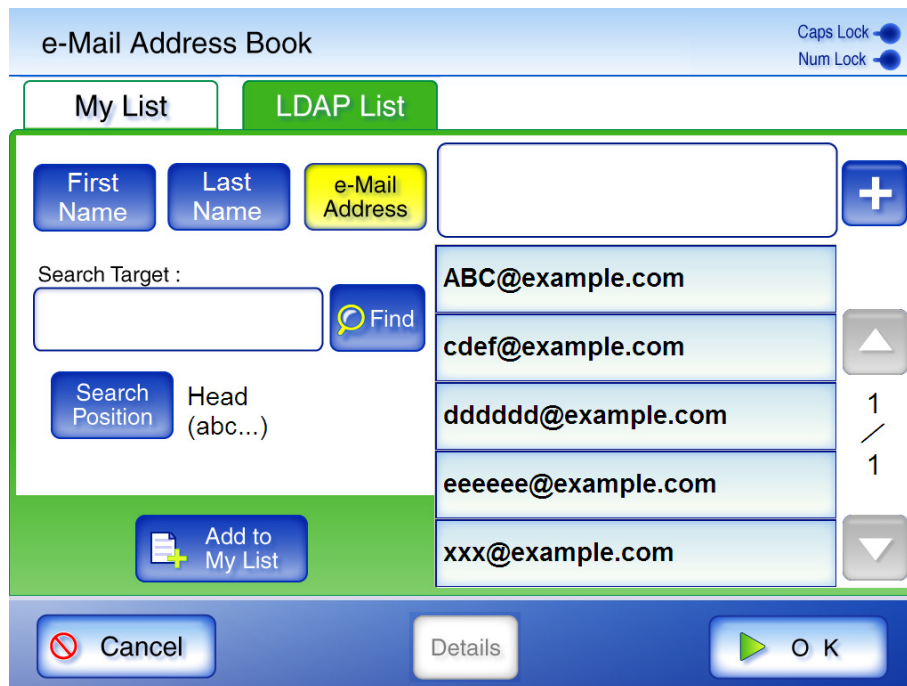
5. Enter a search string.

Contacts can be searched for individually, or all at the same time. Search strings may be up to 255 characters long.

Wild card characters cannot be used. The actual characters * ? [] will be searched for.

6. Press the [Find] button.

⇒ The search results are displayed on the right side. Five results are displayed at a time.





- The number of LDAP search results displayed can be specified. LDAP server settings can be changed by the administrator. For details, refer to "4.6.8 Setting the Login LDAP Server" (page 81).
- If a [Last Name] match is found with no first name, hyphens are shown in place of the nonexistent first name: *LastName----*
- If a [First Name] match is found with no last name, hyphens are shown in place of the nonexistent last name: *FirstName ---*
- Search methods differ for the My List and LDAP List. Therefore, search results differ according to the list selected.

| Search Character | My List | LDAP List |
|-------------------|-------------|-------------|
| Case | Insensitive | Insensitive |
| Diacritical marks | Sensitive | Insensitive |

7. Select the desired e-mail address from the search results.



- Selecting an e-mail address and pressing the [+] button, can be used to add a selected e-mail address to an e-mail. To add multiple e-mail addresses, simply select another e-mail address and press the [+] button.
- Selecting an e-mail address and pressing the [Add to My List] button, adds the selected e-mail address to the "My List" e-mail address book.
- Selecting an e-mail address and pressing the [Details] button, allows you to check information for the selected e-mail contact.

e-Mail Address Details

| | |
|----------------|-----------------|
| Last Name | ABC |
| First Name | DEF |
| e-Mail Address | ABC@example.com |
| Common Name | ABC |
| Display Name | ABC |



8. Press the [OK] button.

⇒ The address is added to the field in the "Send e-Mail" screen.

When multiple e-mail addresses are entered using the e-mail address book, a ";" is automatically entered in between each address.

Up to 30 e-mail addresses can be entered at one time.

6.4.2 Adding a Contact to the e-Mail Address Book

The following explains how to add a contact to your My List. Contacts cannot be added to the LDAP list.

A maximum of 1,000 contacts can be stored in the e-mail address book. Once 1,000 contacts have been entered, no more can be added.

1. Open the "e-Mail Address Book" screen.

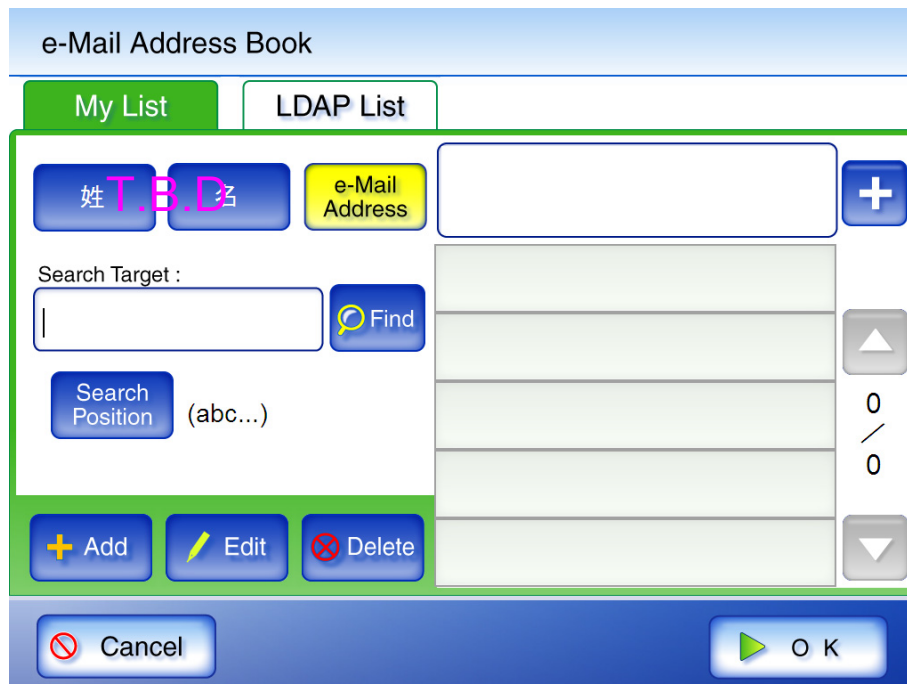
To access the "e-Mail Address Book" screen, on the "Send e-Mail" screen, press



the button to the right of an e-mail address field.

Or on the "Main Menu" screen, press the [Maintenance] button, then on the "Maintenance" screen, press the [Edit e-Mail Address] button. For details, refer to ["6.12 Maintenance" \(page 315\)](#).

2. Select the [My List] tab.




3. Press the [Add] button.

⇒ The "Add e-Mail Address" screen appears.

4. Enter the contact details.

First names and last names may be up to 64 characters long. Last name may be skipped.
For more details about e-mail address setting values, refer to "[B.1 e-Mail Address Setting Values](#)" (page 386).



First Name :

Last Name :

e-Mail Address :

Cancel OK

5. Press the [OK] button.

⇒ The address is added to your My List.

6.4.3 Editing a Contact in the e-Mail Address Book

The following explains how to edit a contact stored in your My List. Contacts stored in the LDAP list cannot be edited.

1. Open the "e-Mail Address Book" screen.

To access the "e-Mail Address Book" screen, on the "Send e-Mail" screen, press



the button to the right of an e-mail address field.

Or on the "Main Menu" screen, press the [Maintenance] button, then on the "Maintenance" screen, press the [Edit e-Mail Address] button. For details, refer to ["6.12 Maintenance" \(page 315\)](#).

2. Select the [My List] tab.
3. Select the contact that is to be edited.

4. Press the [Edit] button.
⇒ The "Edit e-Mail Address" screen appears.

5. Edit the contact information.
First names and last names may be up to 64 characters long.
For more details about E-mail Address setting values, refer to ["B.1 e-Mail Address Setting Values" \(page 386\)](#).

6. Press the [OK] button.
⇒ The edited e-mail address is saved in your My List address book.

6.4.4 Deleting a Contact from the e-Mail Address Book

The following explains how to delete a contact from your My List. Contacts stored in the LDAP list cannot be deleted.

1. Open the "e-Mail Address Book" screen.

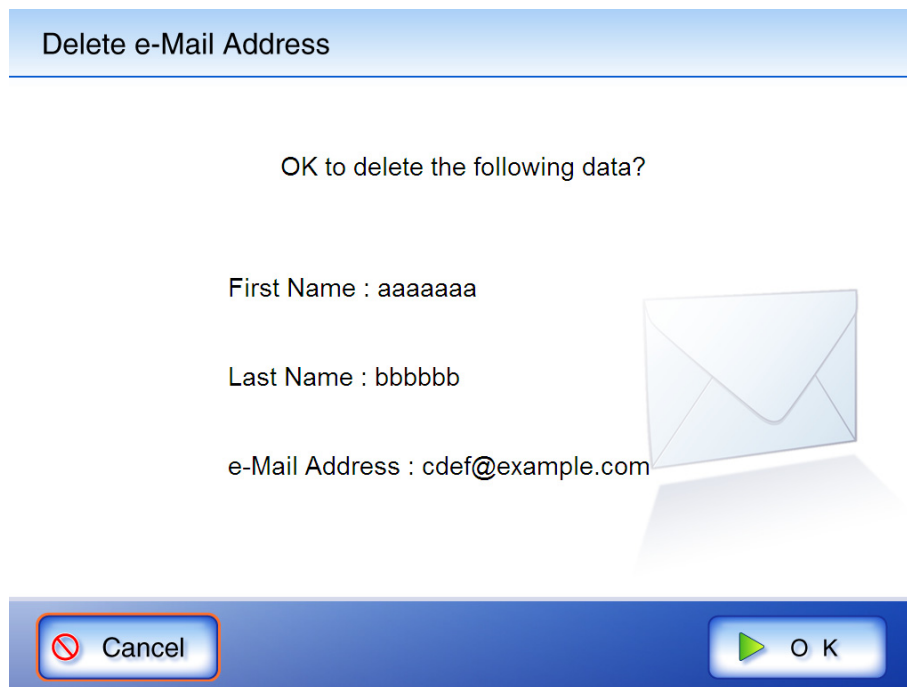
To access the "e-Mail Address Book" screen, on the "Send e-Mail" screen, press



the button to the right of an e-mail address field.

Or on the "Main Menu" screen, press the [Maintenance] button, then on the "Maintenance" screen, press the [Edit e-Mail Address] button. For details, refer to ["6.12 Maintenance" \(page 315\)](#).

2. Select the [My List] tab.
3. Select the name of the contact address that is to be deleted.
4. Press the [Delete] button.
⇒ The "Delete e-Mail Address" screen appears.
5. Check the contact that is set to be deleted is the correct one and press the [OK] button.



⇒ The contact is deleted from the e-mail address book.

6.5 Sending the Scanned Data by Fax

1. On the "Main Menu" screen, press the [Fax] button.

⇒ The "Send Fax" screen appears.



The scan information can be changed by pressing the [Scan Settings] button.

For more details, refer to ["6.8 Setting the Scan Options" \(page 273\)](#).

2. Enter a fax number into the "Recipient Fax No." field without using "-".

Recipient fax numbers may be up to 64 digits long.

Numbers and the following symbols can also be used.

-*#




Recipient fax numbers can be selected directly from the fax number list.


For details, refer to ["6.5.1 Selecting a Fax Number from the Fax Number List" \(page 248\)](#).

Send Fax Caps Lock
Num Lock

Recipient Fax No. :

Notification To (Sender's e-Mail Address) :





Default Off

3. In the "Notification To (Sender's e-Mail Address)" field, enter an e-mail address for Send Fax result alert e-mails.

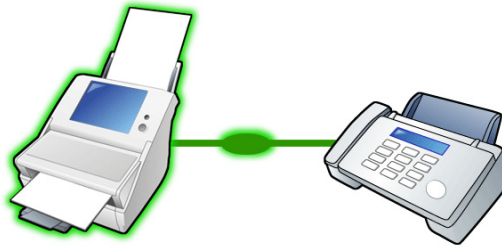
For more details about E-mail Address setting values, refer to ["B.1 e-Mail Address Setting Values" \(page 386\)](#).

4. Press the [Scan&Send] button.

When [Scan Viewer] is On, this will be a [Scan] button.

⇒ Scanning starts.

After the last page is displayed on the "Scanning" screen, the scan data is sent by fax, and the touch panel screen returns to the "Main Menu"



Faxing scan data to Fax server

After a file has been created from scanned data, while waiting for the send fax process to complete, the scanner prepares for the next operation. All processes queued so far are performed at the same time, and are referred to as buffer jobs. A maximum of ten jobs may be buffered.




- "Scan Viewer" is initially "Off".
- When the [Scan] button is pressed (when [Scan Viewer] is "On"), each page is briefly shown on the screen as it is scanned. When the scan has completed, the "Scan Viewer" screen opens. For more details about Scan Viewer, refer to ["6.9 Enabling/Disabling the Scan Viewer" \(page 307\)](#) and ["6.10 Editing the Scanned Data in the Scan Viewer" \(page 310\)](#).
- A delivery report message with the following title is sent by e-mail from the scanner to the "Notification To (Sender's e-Mail Address)" address. Error Message from Network Scanner (Scanner Name: xxxxxx)

6.5.1 Selecting a Fax Number from the Fax Number List

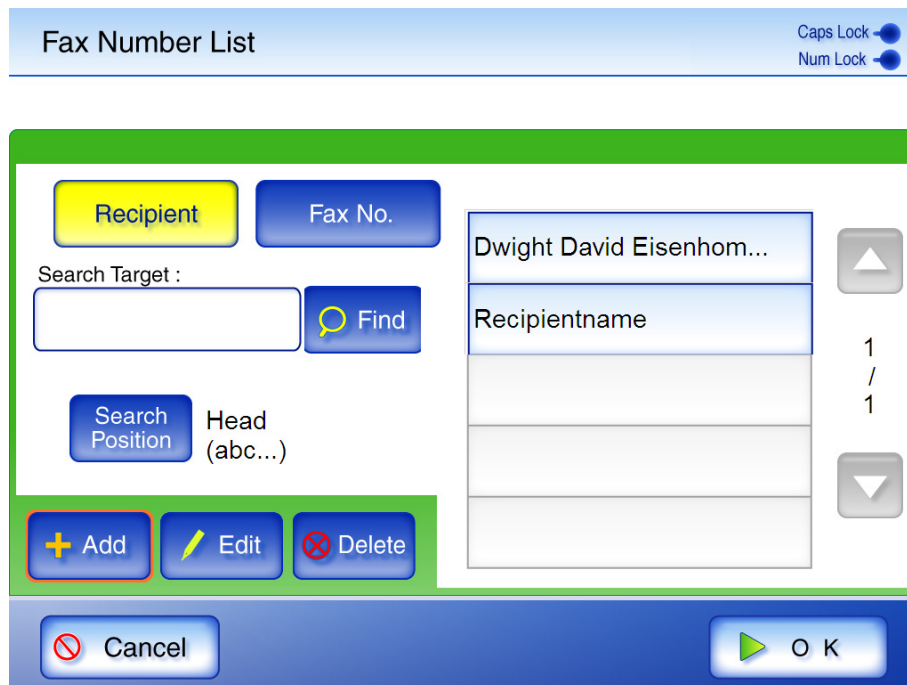
As mentioned in [Step 2](#) of "6.5 Sending the Scanned Data by Fax" (page 246), instead of entering a fax number with keyboard, fax numbers may be directly selected from a fax number list.



1. On the "Send Fax" window, press  .
⇒ The "Fax Number List" screen appears.

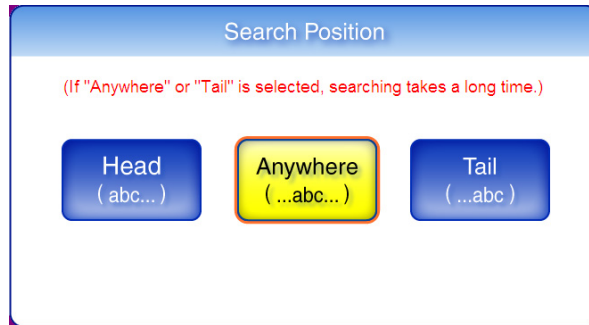
2. Select the search parameter.

Pressing the [Fax No.] button displays the search results by fax numbers, in number order.
Pressing the [Recipient] button displays the search results by recipient names, in alphabetical order.



3. Press the [Search Position] button.
⇒ The "Search Position" screen appears.

- Select a search position setting.
By default, [Head (abc...)] is set.



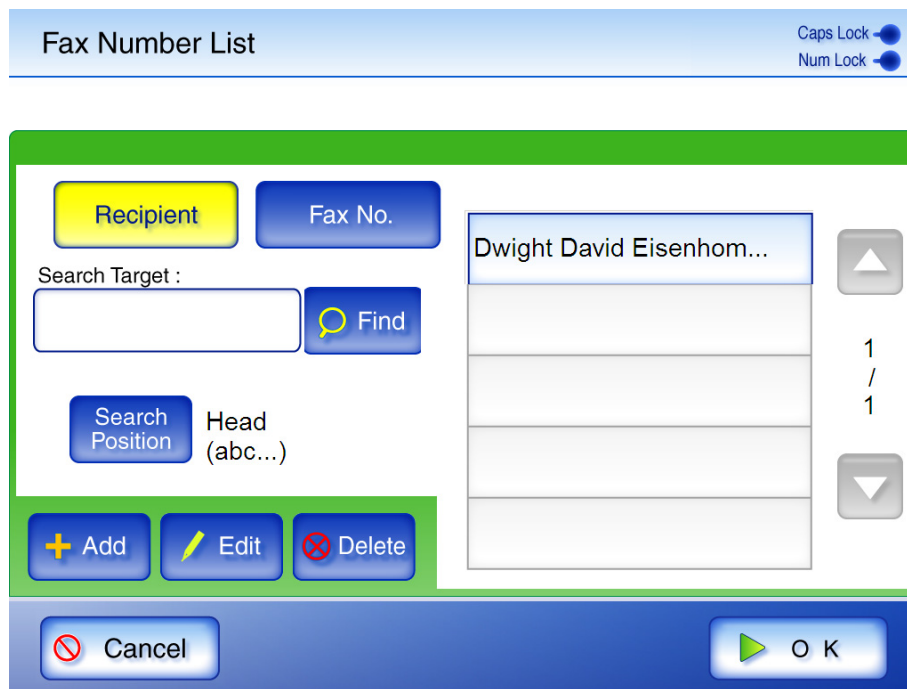
| Search Position | Search Method | Example Target | Search Result |
|----------------------|--|----------------|-----------------------------|
| Head (abc...) | The LDAP fax number list is searched for entries which start with the character string entered in Step 5 . | abc | abc, abc1, abcd, ... |
| Anywhere (...abc...) | The LDAP fax number list is searched for entries which include the character string entered in Step 5 . | abc | abc, abc1, xabc, xabcy, ... |
| Tail (...abc) | The LDAP fax number list is searched for entries which end with the character string entered in Step 5 . | abc | abc, labc, xabc, ... |

⇒ The screen returns to the "Fax Number List". The selected position is displayed to the right of the [Search Position] button.

- Enter a search string.

Contacts can be searched for individually, or all at the same time. A search string may be up to 256 characters long. Wild card characters cannot be used (the actual characters * ? [] will be searched for).

6. Press the [Find] button.
⇒ The search results are displayed on the right side. Five results are displayed at a time.




7. Select a fax number.
8. Press the [OK] button.
⇒ The fax number is added to the field in the "Send Fax" screen.
Only one fax number can be entered at a time.

6.5.2 Adding a Contact to the Fax Number List

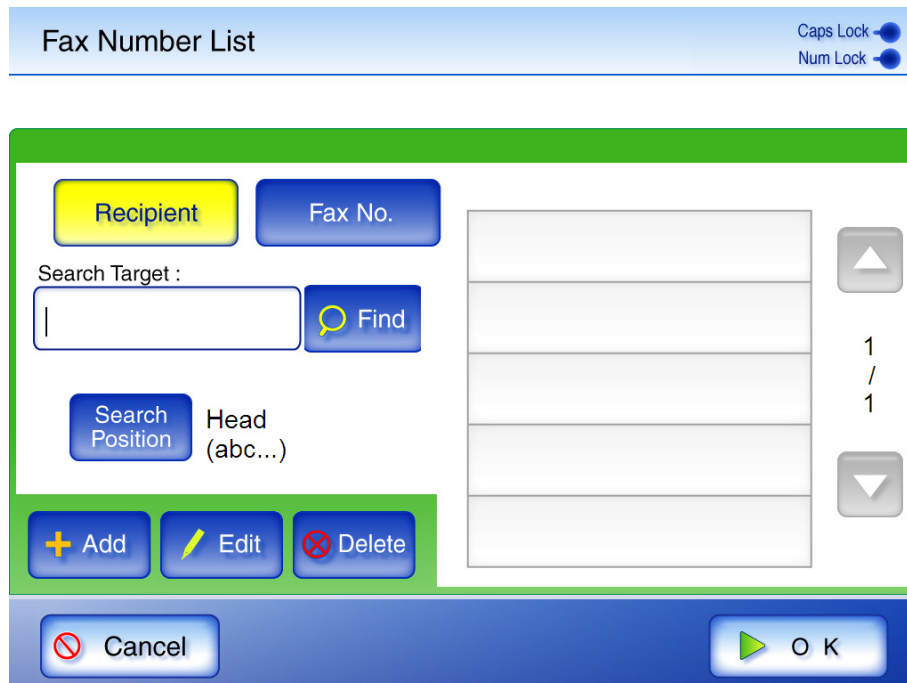
A maximum of 1,000 contacts can be stored in the fax number list.
Fax contact numbers added to the list are accessible to all users.

1. Open the "Fax Number List" screen.



To access the "Fax Number List" screen, on the "Send Fax" screen, press . Or on the "Main Menu" screen, press the [Maintenance] button, then on the "Maintenance" screen, press the [Edit Fax Numbers] button. For details, refer to "6.12 Maintenance" (page 315).

2. Press the [Add] button.



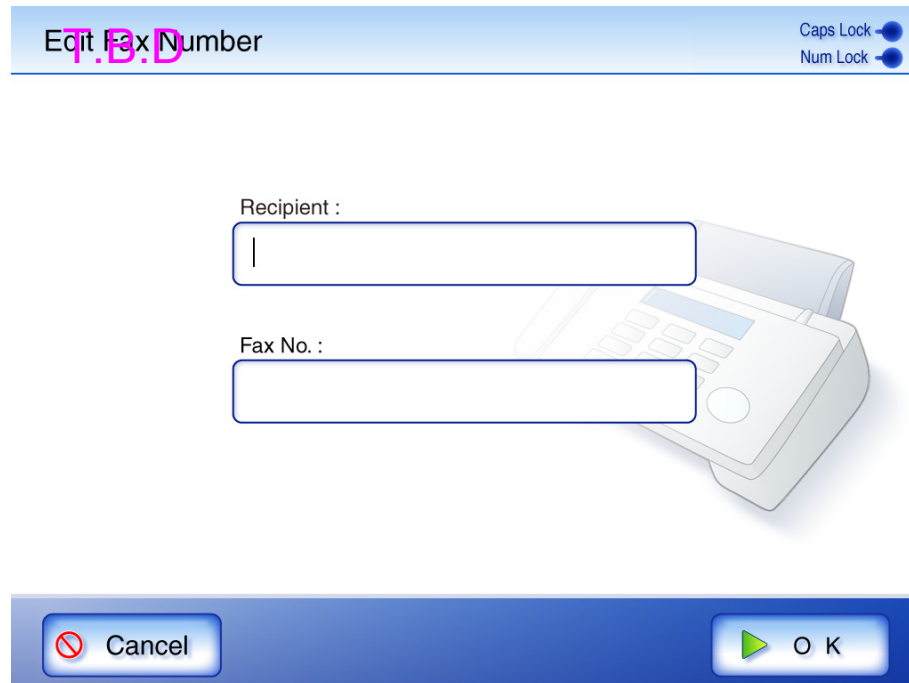
⇒ The "Add Fax Number" screen appears.

3. Enter the fax contact details.

Recipients may be up to 64 characters long.

Fax numbers may be up to 64 digits long. Numbers and the following symbols can also be used.

-*#



The screenshot shows a software window titled "Exit Fax Number" with status indicators for "Caps Lock" and "Num Lock". Below the title bar, there are two input fields: "Recipient:" and "Fax No.:". To the right of these fields is a faint image of a fax machine. At the bottom of the window, there are two buttons: "Cancel" (with a red prohibition sign) and "OK" (with a green play button icon).

4. Press the [OK] button.


⇒ The contact is added to the fax number list.

6.5.3 Editing a Contact in the Fax Number List

Fax contact numbers edited in the list are accessible to all users.

1. Open the "Fax Number List" screen.



To access the "Fax Number List" screen, on the "Send Fax" screen, press . Or on the "Main Menu" screen, press the [Maintenance] button, then on the "Maintenance" screen, press the [Edit Fax Numbers] button. For details, refer to "6.12 Maintenance" (page 315).

2. Select the fax contact that is to be edited.

3. Press the [Edit] button.

⇒ The "Edit Fax Number" screen appears.

4. Edit the contact information.

Recipients may be up to 64 characters long.

Fax numbers may be up to 64 digits long. Numbers and the following symbols can also be used.

-*#

5. Press the [OK] button.


⇒ The edited fax number list contact is saved.

6.5.4 Deleting a Contact from the Fax Number List

Fax contact numbers deleted from the list are no longer accessible to any user.

1. Open the "Fax Number List" screen.



To access the "Fax Number List" screen, on the "Send Fax" screen, press . Or on the "Main Menu" screen, press the [Maintenance] button, then on the "Maintenance" screen, press the [Edit Fax Numbers] button. For details, refer to "6.12 Maintenance" (page 315).

2. Select the fax contact that is to be deleted.
3. Press the [Delete] button.
⇒ The "Delete Fax Number" confirmation screen appears.
4. Check the contact that is set to be deleted is the correct one and press the [OK] button.

Delete Fax Number

OK to delete the following data?

Recipient : 0123

Fax No. : 123456789



 Cancel

 OK


⇒ The contact is deleted from the fax number list.

6.6 Printing the Scanned Data

1. On the "Main Menu" screen, press the [Print] button.

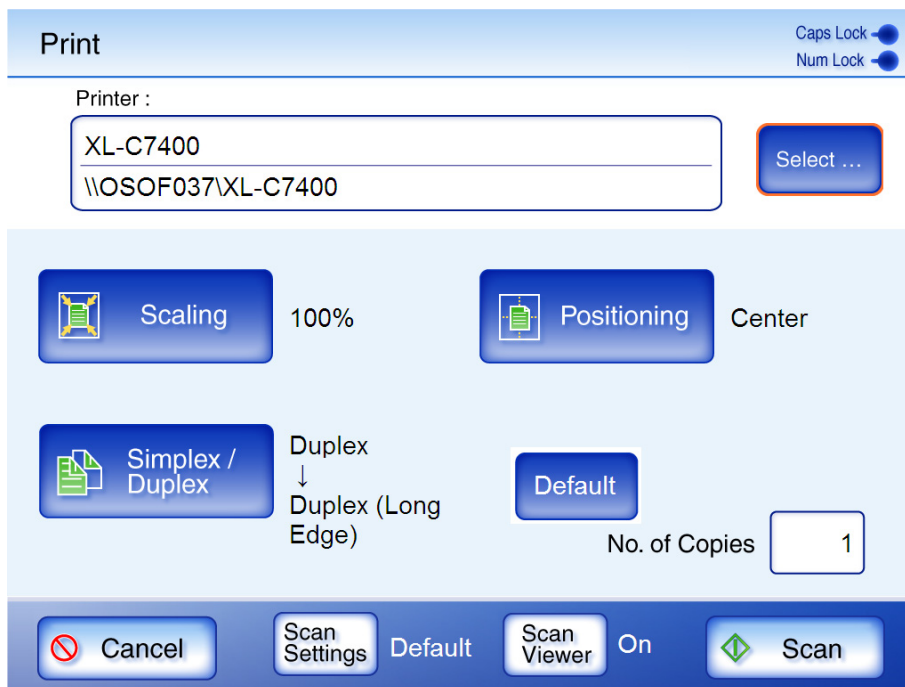
⇒ The "Print" screen appears.

Network printer preferences are saved for each user, and will be shown each time that user logs in.

 The scan information can be changed by pressing the [Scan Settings] button. For more details, refer to ["6.8 Setting the Scan Options" \(page 273\)](#).

2. To change the printer, press the [Select] button.

At the first login, the network printer registered by the administrator in "Printer" is displayed. After the first login, each time a user logs in, the name of the last network printer used is displayed.






⇒ The "Printer List" screen appears.




3. Select a printer.



Only the administrator may add printers to the list, or edit the details of printers already on the list. For more details about adding printers, refer to ["4.6.13 Setting the Network Printers" \(page 94\)](#).

Printer List

| | |
|--|---|
|  XL-C7400 |  1 / 1  |
| | |
| | |
| | |

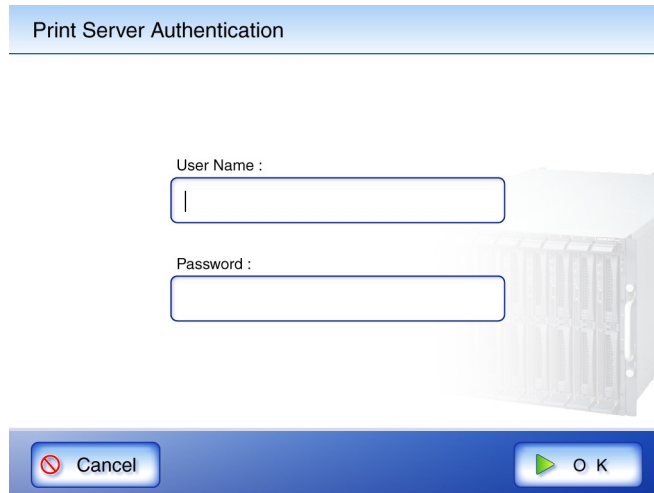
  

4. Press the [OK] button.

⇒ This returns you to the "Print" screen.



- User authentication may sometimes be required to access a network printer. When the authentication is required, the "Print Server Authentication" screen appears. The authentication procedure follows.
 1. Enter a "User Name" and "Password" for the printer.



2. Press the [OK] button.

- Current user printing privileges for the specified printer are checked before printing. When printing privileges are being checked, data may be spooled temporarily.

5. Make any required print setting changes.

[Scaling], [Positioning], and [Simplex/Duplex] settings can be changed. For more details refer to ["6.6.1 Scaling" \(page 260\)](#), ["6.6.2 Positioning" \(page 265\)](#), and ["6.6.3 Simplex/Duplex" \(page 267\)](#). According to the printer, settings from the printers properties screen may be used instead.

6. Enter a number in "No. of Copies" field.

The default number is 1. Numbers from 1 to 99 can be used.

According to the printer, settings from the printers properties screen may be used instead.

7. Press the [Scan] button.

When [Scan Viewer] is Off, this will be a [Scan&Print] button.

⇒ Scanning starts.

Each page is briefly shown on the screen as it is scanned.

The maximum number of pages that can be scanned is 100.

Even if "Blank Page Skip" is set to "Auto", the maximum number of pages that can be scanned is 100 in the simplex mode, and 50 in the duplex mode. The number of pages that can be scanned does not increase according to the number of deleted blank pages.

When the scan has completed, the "Scan Viewer" screen opens.

For more details about the "Scan Viewer" screen, refer to "[6.10 Editing the Scanned Data in the Scan Viewer](#)" (page 310).



- The default setting of [Scan Viewer] is "On".
- When the [Scan&Print] button is pressed (when [Scan Viewer] is "Off"), after the last page is displayed on the "Scanning" screen, the scan data is printed, and the touch panel screen returns to the "Main Menu". For details, refer to "[6.9 Enabling/Disabling the Scan Viewer](#)" (page 307).
- Current user printing privileges for the specified printer are checked before printing. When printing privileges are being checked, data may be spooled temporarily.

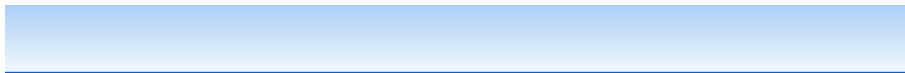
8. Check the scanned data.

For more details about the "Scan Viewer" screen, refer to "[6.10 Editing the Scanned Data in the Scan Viewer](#)" (page 310).

9. On the "Scan Viewer" screen, press the [Print] button.

⇒ The scanned data is printed.

The document name for the scanned data to be printed is the name of the scanner.



Printing scan data on FUJITSUX



The printing status is displayed in the user log until printing has finished. The network printer printing result is not displayed. For more details about the user log, refer to "6.11 Checking the User Log" (page 313).

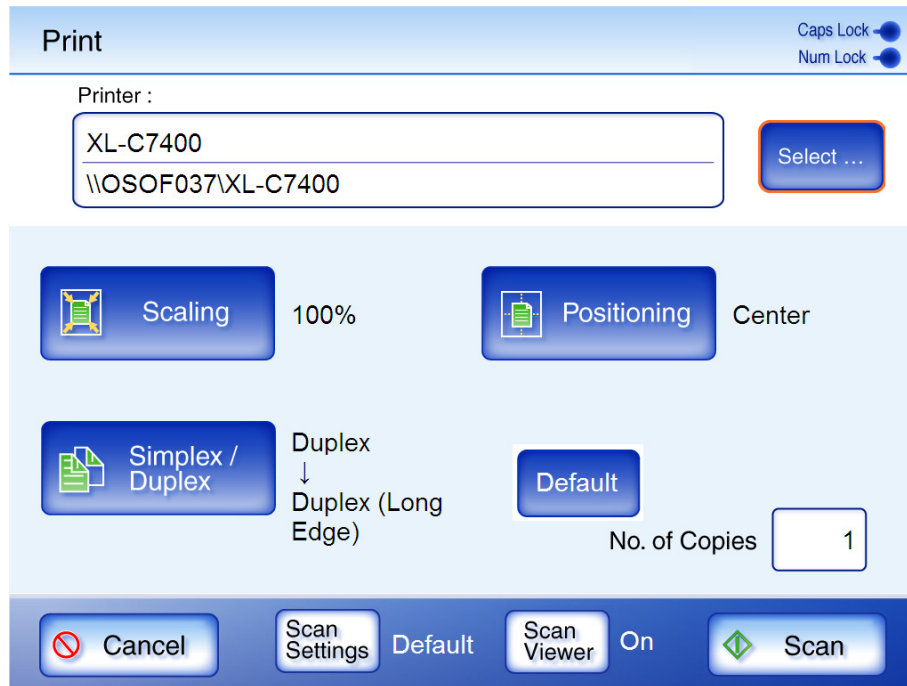


6.6.1 Scaling

Set the print size for the scanned data.

The setting selected here will be used every time the user prints a document.

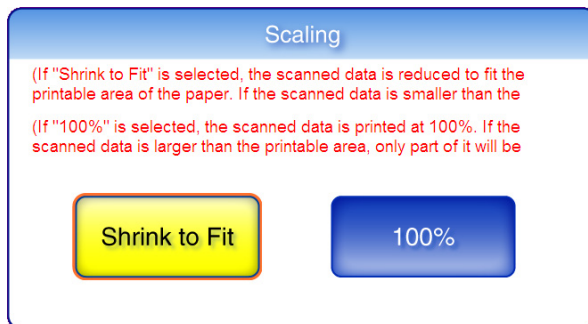
1. Press the [Scaling] button.



⇒ The "Scaling" screen appears.

2. Select the print scale of the data.

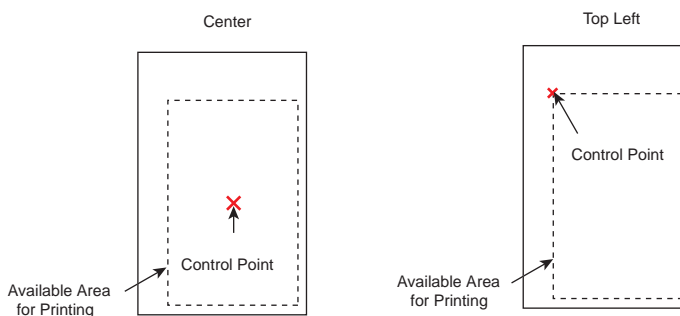
By default, this is "100%".



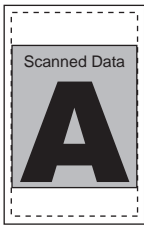





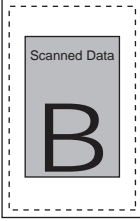
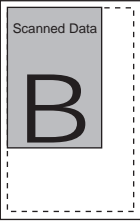



- Shrink to Fit

The image is reduced so that the entire image fits into the area available for printing (area inside the dotted line). Further enlargement is not possible.

If the positioning setting is "Center", the control point for printing is the center point of the area available for printing. If the positioning setting is "Top Left", the control point for printing is the top left corner of the area available for printing. For more details on the positioning setting, refer to "6.6.2 Positioning" (page 265).



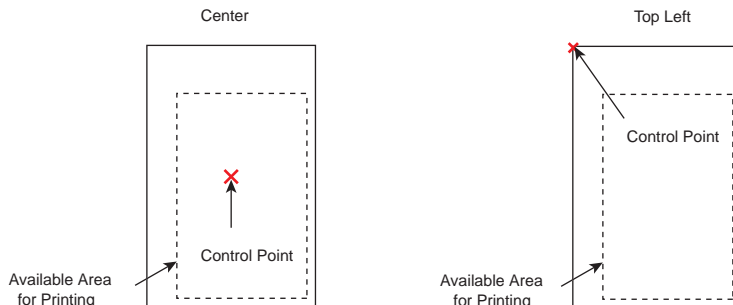
| Print Sheet | Scanned Data | Positioning | Result |
|--|--|-------------|---|
| Small  | Large  | Center |  |
| | | Top Left |  |







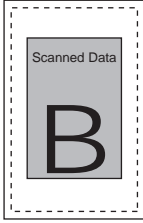
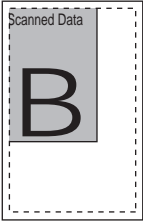
| Print Sheet | Scanned Data | Positioning | Result |
|--|--|-------------|--|
| Large  | Small  | Center |  |
| | | Top Left |  |
| Same  | Same  | Center |  |
| | | Top Left | |



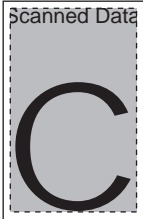
- 100%

The image is printed at full scale, regardless of the paper size.

If the positioning setting is "Center", the control point for printing is the center point of the print sheet. If the positioning setting is "Top Left", the control point for printing is the top left corner of the print sheet. For more details on the positioning setting, refer to "6.6.2 Positioning" (page 265).



| Print Sheet | Scanned Data | Positioning | Result |
|--|--|-------------|---|
| Small  | Large  | Center |  |
| | | Top Left |  |
| Large  | Small  | Center |  |
| | | Top Left |  |

| Print Sheet | Scanned Data | Positioning | Result |
|---|---|-------------|---|
| Same  | Same  | Center |  |
| | | Top Left | |

⇒ This returns to the "Print" screen. The selected scaling setting is displayed to the right of the [Scaling] button.



- Nothing is printed in the margin set in the printer settings.
If a margin for removal has been set by the administrator, this margin may be larger than the margin set in the printer settings. For more details, refer to ["Removing the Margin" \(page 107\)](#).
- If "Shrink to Fit" is set, the margin set for removal is not included in the print data.
If "100%" is set, the margin set for removal is included in the print data.
- When "Shrink to Fit" is set, the printing result may differ from the original document since the starting position or available area of printing depends on each individual printer.

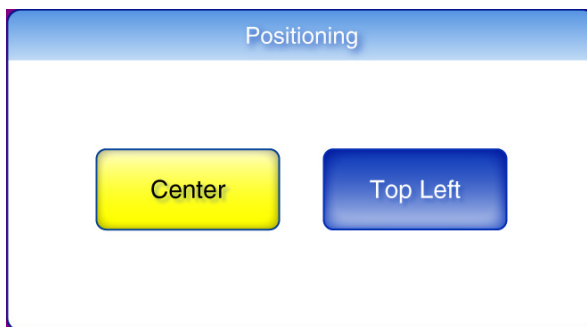


6.6.2 Positioning

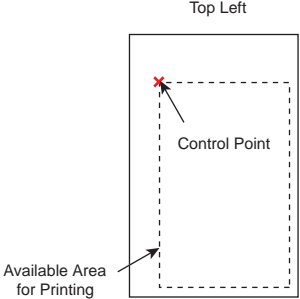
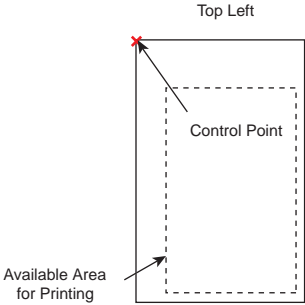
Set the print position of the scanned data.

The setting selected here will be used every time the user prints a document.

1. Press the [Positioning] button.
 ⇒ The "Positioning" screen appears.
2. Select the print positioning of the data.
 By default, this is "Center".



| Button | Scaling | Control Point |
|--------|---------------|--|
| Center | Shrink to Fit | Uses the center point of the area available for printing as a control point. |
| | 100% | Uses the center point of the sheet as a control point. |

| Button | Scaling | Control Point |
|----------|---------------|--|
| Top Left | Shrink to Fit | <p data-bbox="807 282 1374 353">Uses the top left corner of the area available for printing as a control point.</p>  |
| | 100% | <p data-bbox="807 716 1342 788">Uses the top left corner of the print sheet as a control point.</p>  |

For more details on the print scaling setting, refer to ["6.6.1 Scaling" \(page 260\)](#).
 ⇒ This returns to the "Print" screen. The selected positioning setting is displayed to the right of the [Positioning] button.

6.6.3 Simplex/Duplex

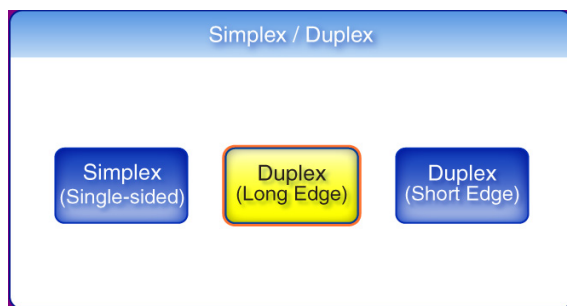
Set whether to print on one side (simplex mode) or both sides (duplex mode).

1. Press the [Simplex/Duplex] button.
⇒ The "Simplex/Duplex" screen appears.
2. Select a print mode.

Initially, this setting is "Duplex (Long Edge)".
"Long Edge" means that sheets are flipped vertically for printing.
"Short Edge" means that sheets are flipped horizontally for printing.



According to the printer, settings from the printers properties screen may be used instead.



- ⇒ This returns you to the "Print" screen.
The selected mode is displayed to the right of the [Simplex/Duplex] button.

6.7 Saving the Scanned Data to a Network Folder

1. On the "Main Menu" screen, press the [Save] button.

⇒ The "Save" screen appears.

Network folder preferences are saved for each user, and will be shown each time that user logs in.



Scan preferences can be changed by pressing the [Scan Settings] button. For more details, refer to ["6.8 Setting the Scan Options"](#) (page 273).

2. Press the [Select] button.

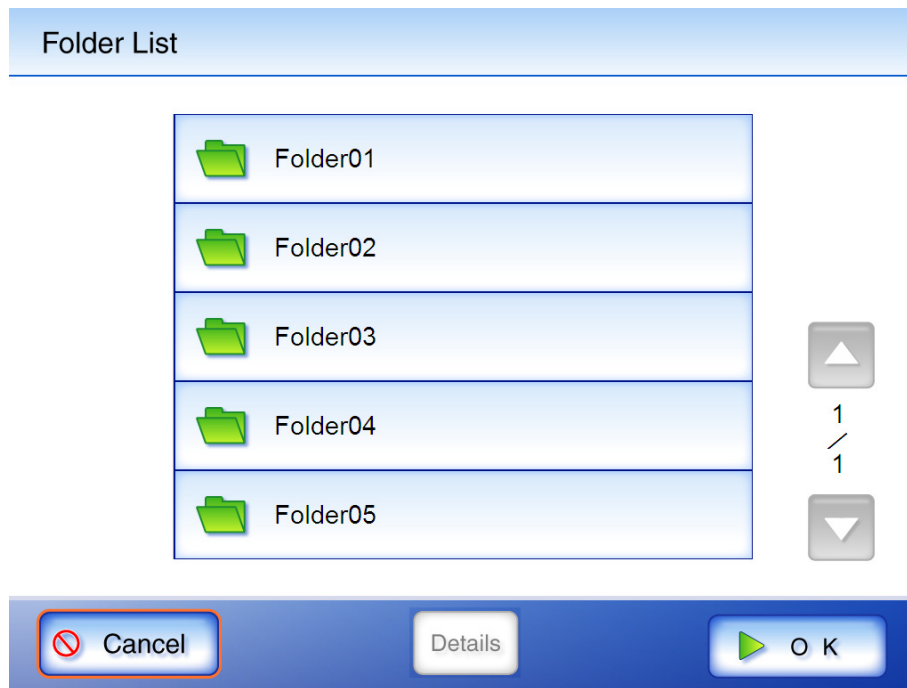
⇒ "The "Folder List" screen appears.

3. Select a network folder.




- On the "Folder List" screen, select a folder and press the [Details] button to view the details of the selected network folder. If a folder path is too long for one line, the path will be automatically split into subsequent lines.
- Only network folders which are in the list may be selected. Only the administrator may add folders to the list, or edit the details of folders already on the list.

For more details about adding network folders, refer to "[4.6.14 Setting the Network Folders](#)" (page 109).



4. Press the [OK] button.

⇒ This returns you to the "Save" screen.

 User authentication may sometimes be required to access the file server. If authentication is required, the "File Server Authentication" screen appears. The authentication procedure is as follows.

1. Enter a "User Name" and "Password" for the file server.

File Server Authentication

User Name :

Password :



2. Press the [OK] button.

5. In the "Save as:" field, enter a file name for the scanned data to be saved.

File names may be up to 128 characters long.

The default setting is the file name set on the administrator "File Names" screen.

For more details, refer to ["4.5.9 Setting a File Name Format" \(page 62\)](#).



The following file names cannot be used:

- CON
- PRN
- AUX
- CLOCK\$
- NUL
- COM0 to COM9
- LPT0 to LPT9



6. Select if existing files with the same name are to be overwritten.

The default setting is [No].

If a file name already exists on the network, the existing file will not be overwritten and the scanned data will be lost. Whether or not the file was successfully saved can be checked in the user log.

For more details about accessing the user log, refer to ["6.11 Checking the User Log"](#) (page 313).

7. Press the [Scan] button.

When [Scan Viewer] is Off, this will be a [Scan&Save] button.

⇒ Scanning starts.

Each page is briefly shown on the screen as it is scanned.

When the scan has completed, the "Scan Viewer" screen opens.

For more details about the "Scan Viewer" screen, refer to ["6.10 Editing the Scanned Data in the Scan Viewer"](#) (page 310).



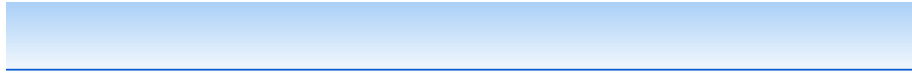
- "Scan Viewer" is initially "On".
- When the [Scan&Save] button is pressed (when [Scan Viewer] is "Off"), after the last page is displayed on the "Scanning" screen, the scan data is saved, and the touch panel screen returns to the "Main Menu".
For more details, refer to ["6.9 Enabling/Disabling the Scan Viewer"](#) (page 307).

8. Check the scanned data.

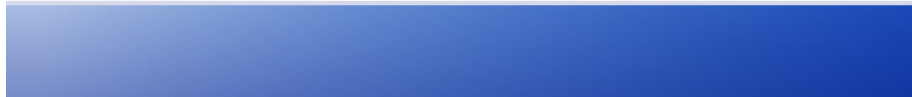
For more details about the "Scan Viewer" screen, refer to ["6.10 Editing the Scanned Data in the Scan Viewer"](#) (page 310).

9. On the "Scan Viewer" screen, press the [Save] button.

⇒ The specified file name is used to save the scanned data in the selected network folder.



Saving scan data in Catalog



⇒ The "Main Menu" screen is shown again.

After a file has been created from scanned data, while waiting for the save process to complete, the scanner prepares for the next operation. All processes queued so far are performed at the same time, and are referred to as buffer jobs. A maximum of ten jobs may be buffered.



If the saving to the network folder fails, an error message with the following title is sent by e-mail from the scanner to the e-mail address registered in the LDAP server for the currently logged-in user.

Error Message from Network Scanner (Scanner Name: *xxxxxx*)

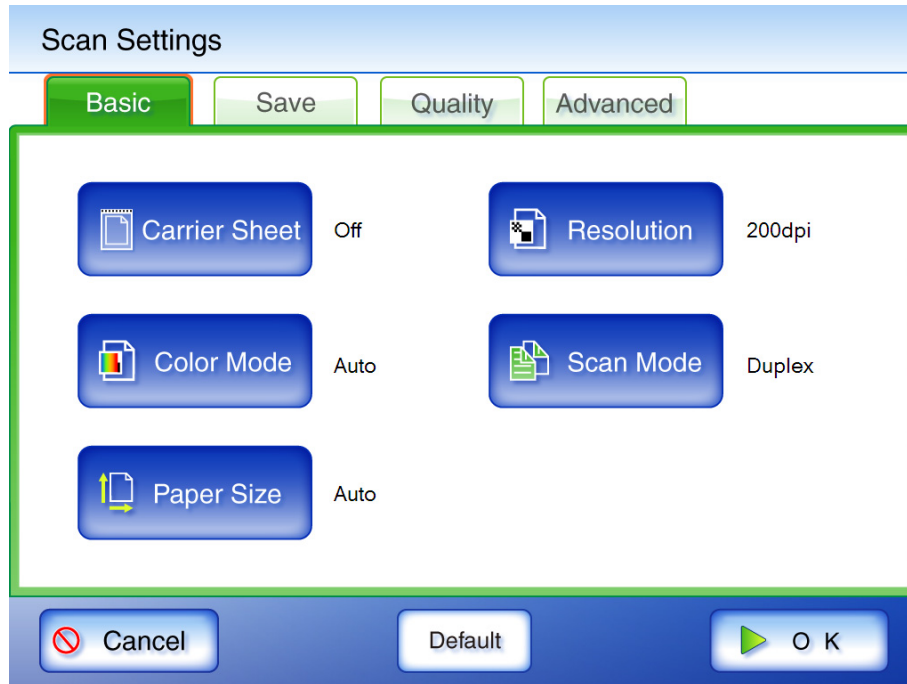
6.8 Setting the Scan Options

On the following screens, press the [Scan Settings] button to access the "Scan Settings" screens.

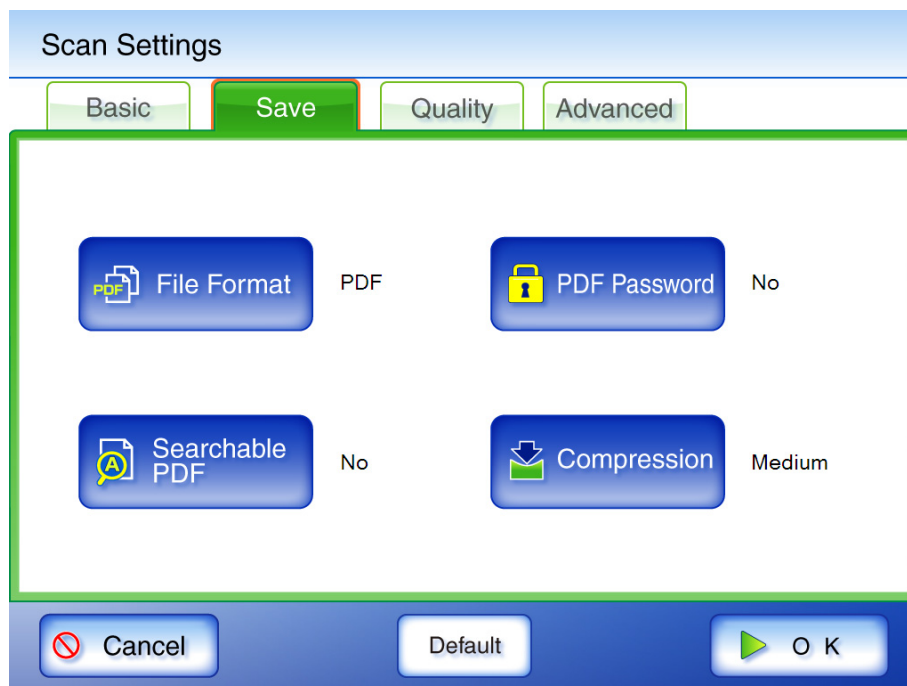
- "Send e-Mail" screen
- "Send Fax" screen
- "Print" screen
- "Save" screen

The "Scan Settings" screen contains the following items.

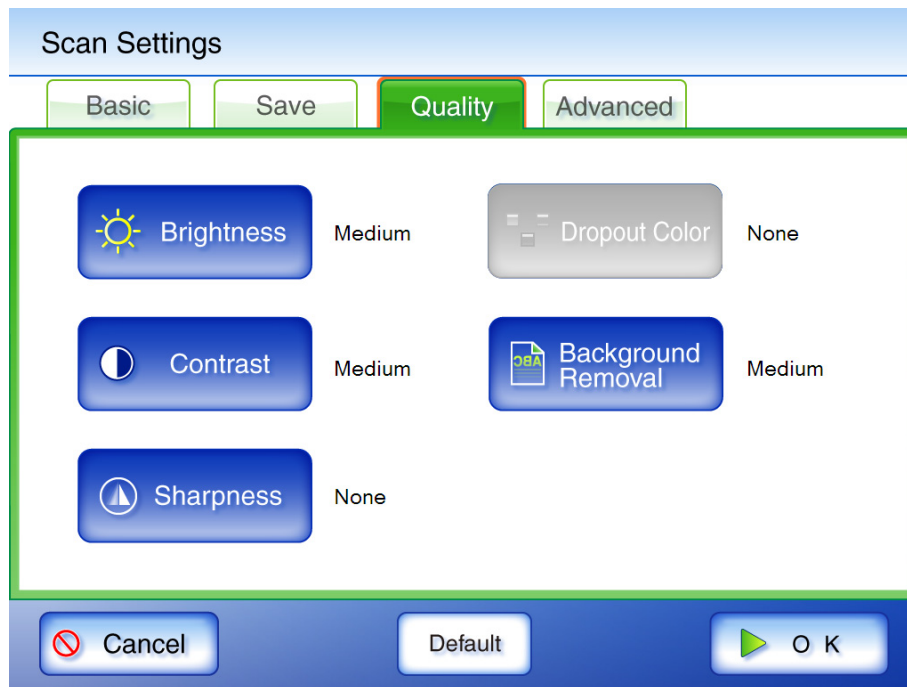
- [Basic] tab



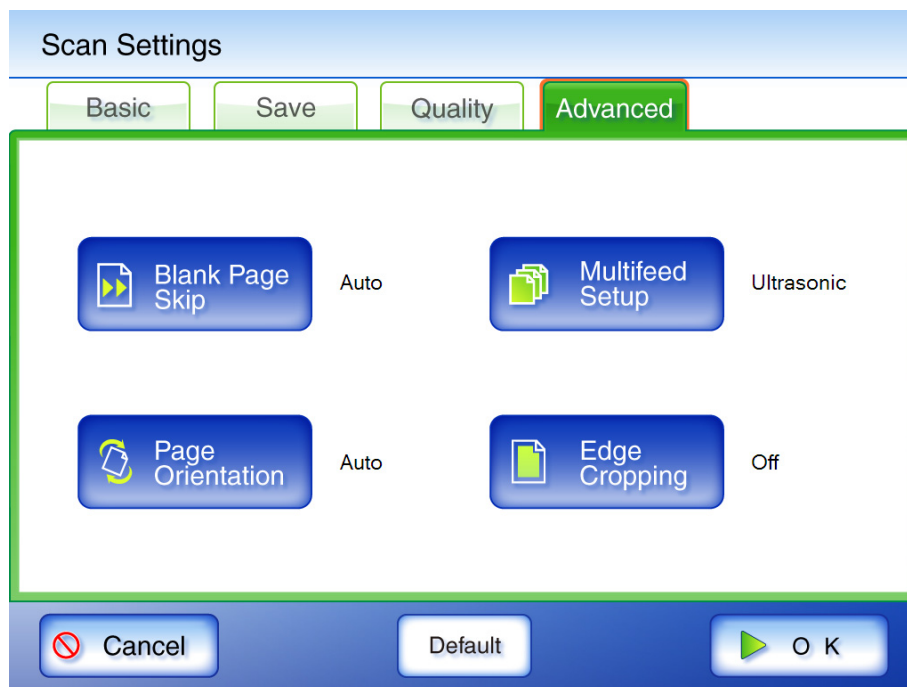
- [Save] tab



- [Quality] tab



- [Advanced] tab



The following two classes of setting options are available.

- **Default**
These are the factory settings. To put a high priority on the scan speed, press the [Default] button.
- **Custom**
This is shown when the user has customized any scanning preferences from the "Default" option.
Press each scan option button to set it as desired.
Function settings (for e-Mail, Fax, Print, Save) are saved for each user, and will be used each time that user logs in.

For details, refer to the sections from "6.8.2 Color Mode" (page 281) onward.

The following scan option settings are used if the Default settings are selected.

| Tab | Option | Default | | | | When Custom, see... |
|----------|--------------------|------------|---------------|------------|------------|--------------------------|
| | | e-Mail | Fax | Print | Save | |
| Basic | Carrier Sheet | Off | Off | Off | Off | page 280 |
| | Color Mode | Auto | Black & White | Auto | Auto | page 281 |
| | Paper Size | Auto | Auto | Auto | Auto | page 282 |
| | Resolution | 200dpi | 200dpi | 200dpi | 200dpi | page 286 |
| | Scan Mode | Duplex | Duplex | Duplex | Duplex | page 287 |
| Save | File Format | PDF | TIFF(*) | JPEG(*) | PDF | page 288 |
| | Searchable PDF | No | No(*) | No(*) | No | page 290 |
| | PDF Password | No | No(*) | No(*) | No | page 293 |
| | Compression | Medium | Medium(*) | Low(*) | Medium | page 295 |
| Quality | Brightness | Medium | Medium | Medium | Medium | page 297 |
| | Contrast | Medium | Medium | Medium | Medium | page 298 |
| | Sharpness | None | None | None | None | page 299 |
| | Dropout Color | None | None | None | None | page 300 |
| | Background Removal | Medium | Medium | Medium | Medium | page 301 |
| Advanced | Blank Page Skip | Auto | Auto | Off | Auto | page 302 |
| | Page Orientation | Auto | Off | Off(*) | Auto | page 303 |
| | Multifeed Setup | Ultrasonic | Ultrasonic | Ultrasonic | Ultrasonic | page 305 |
| | Edge Cropping | Off | Off | Off | Off | page 306 |

(*): Fixed value. Cannot be changed.



- The selected setting is displayed to the right of each button.
- Settings changed before the previous logout are shown by red characters for each regular user.
- When the "Scan Settings" screen is opened from the "Send Fax" or "Print" screen, the [Save] tab is not displayed.

Setting these scan options may influence other scan settings items.

- Setting an option may cause other option settings to become invalid.
- Other option settings may cause these option settings to become invalid.

Scan option settings may be influenced in the following ways.

| Tab | Option | | Setting which become invalid | Conditions of setting which become invalid |
|-------|---------------|------------------------------------|---|--|
| Basic | Carrier Sheet | | <ul style="list-style-type: none"> Paper Size 600dpi resolution Scan Mode Brightness Contrast Background Removal Blank Page Skip Multifeed Setup Edge Cropping | — |
| | Color Mode | Auto | <ul style="list-style-type: none"> Long Page Mode JPEG file format Dropout Color | <ul style="list-style-type: none"> JPEG output file format |
| | | RGB Color | <ul style="list-style-type: none"> Dropout Color | — |
| | | Grayscale | <ul style="list-style-type: none"> High Compression for Color PDF | — |
| | | Black & White | <ul style="list-style-type: none"> JPEG file format Compression | <ul style="list-style-type: none"> JPEG output file format |
| | Paper Size | Auto | <ul style="list-style-type: none"> 600dpi resolution | <ul style="list-style-type: none"> Carrier Sheet 600dpi resolution |
| | | Long Page Mode | <ul style="list-style-type: none"> 600dpi resolution Searchable PDF Blank Page Skip Page Orientation Multifeed Setup | <ul style="list-style-type: none"> Carrier Sheet |
| | | Other than Auto and Long Page Mode | — | — |
| | Resolution | 600dpi | <ul style="list-style-type: none"> Searchable PDF, "All Pages" and "Pages" High Compression for Color PDF Dropout Color | <ul style="list-style-type: none"> Carrier Sheet Page Size, "Auto" and "Long Page" |
| | | Other than 600dpi | — | — |
| | Scan Mode | | — | <ul style="list-style-type: none"> Carrier Sheet |

| Tab | Option | | Setting which become invalid | Conditions of setting which become invalid | |
|--------------------|----------------------|---|--|--|--|
| Save | File Format | PDF | — | — | |
| | | JPEG | <ul style="list-style-type: none"> • Searchable PDF • PDF Password | <ul style="list-style-type: none"> • Color mode, "Auto" or "Black & White" | |
| | | TIFF MTIFF | <ul style="list-style-type: none"> • High Compression for Color PDF | — | |
| | Searchable PDF | First Page | — | — | <ul style="list-style-type: none"> • Other than PDF output file format |
| | | All Pages Pages | | | <ul style="list-style-type: none"> • Other than PDF output file format • 600dpi resolution |
| | Require PDF Password | | — | — | <ul style="list-style-type: none"> • Other than PDF output file format |
| | Compression | High Compression for Color PDF | — | — | <ul style="list-style-type: none"> • Color mode, "Grayscale" or "Black & White" • Other than PDF output file format • 600dpi resolution |
| | | Other than High Compression for Color PDF | | | <ul style="list-style-type: none"> • Color mode, "Black & White" |
| | Quality | Brightness | | — | <ul style="list-style-type: none"> • Carrier Sheet |
| Contrast | | — | <ul style="list-style-type: none"> • Carrier Sheet | | |
| Sharpness | | — | — | | |
| Dropout Color | | — | — | <ul style="list-style-type: none"> • Color mode, "Auto" or "RGB Color" • 600dpi resolution | |
| Background Removal | | — | — | <ul style="list-style-type: none"> • Carrier Sheet | |

| Tab | Option | Setting which become invalid | Conditions of setting which become invalid |
|----------|------------------|------------------------------|--|
| Advanced | Blank Page Skip | — | <ul style="list-style-type: none"> Carrier Sheet Page Size, "Auto" and "Long Page" |
| | Page Orientation | — | <ul style="list-style-type: none"> Page Size, "Auto" and "Long Page" |
| | Multifeed Setup | — | <ul style="list-style-type: none"> Carrier Sheet Page Size, "Auto" and "Long Page" |
| | Edge Cropping | — | <ul style="list-style-type: none"> Carrier Sheet |

6.8.1 Carrier Sheet

Set whether or not to use a carrier sheet. If a carrier sheet is to be used, set the output size of the scanned image.

1. On the "Scan Settings" screen, select the [Basic] tab.
2. Press the [Carrier Sheet] button.
⇒ The "Carrier Sheet Output Image Size" screen appears.
3. If a carrier sheet is to be used, select the output size for the scanned image.

Carrier Sheet Output Image Size

When this option is used, the front and back scans are stitched together into a single image.



Fold the oversize document being scanned, and fully insert it into the carrier sheet, with the fold against the edge with the thick line.



| Carrier Sheet Setup | Status |
|---------------------|--|
| Off | Scan without using a carrier sheet |
| A3 | Scan with a carrier sheet, and output as A3 size (297mm x 420mm) |
| B4 | Scan with a carrier sheet, and output as B4 size (257mm x 364mm) |
| 11" × 17" | Scan with a carrier sheet, and output as a "11 x 17 inch" size (279.4mm × 431.8mm) |

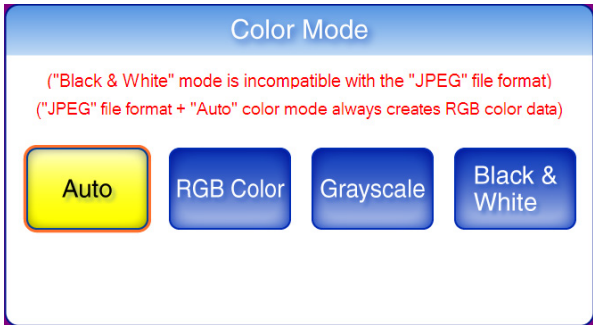
*: All paper sizes are of portrait orientation.

⇒ This returns you to the "Scan Settings" screen. The selected setting is displayed to the right of the [Carrier Sheet] button.

6.8.2 Color Mode

Set whether the document is scanned in "color" or "black and white".

1. On the "Scan Settings" screen, select the [Basic] tab.
2. Press the [Color Mode] button.
⇒ The "Color Mode" screen appears.
3. Select the color mode.



| Color Mode | Description |
|---------------|--|
| Auto | Automatically decides whether to scan in color or in black and white based on document contents. |
| RGB Color | Scans documents in color. |
| Grayscale | Scans documents in grayscale. |
| Black & White | Scans documents in black and white. |

⇒ Selecting a color mode returns you to the "Scan Settings" screen.
The selected mode is displayed to the right of the [Color Mode] button.



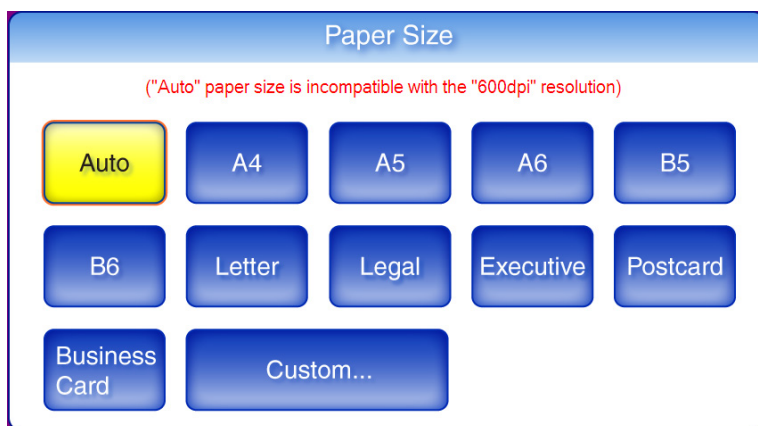
- Usually, the color mode should be set as [Auto].
If this setting is specified, there is no need to change the color mode each time you scan a document.
Note that black and white mode may be automatically selected for the following kinds of documents:
 - Faintly toned nonwhite papers
 - Documents with only a minor amount of color
 - Documents printed in gray or other close-to-black colors.
 To ensure such documents are scanned in color mode, press the [RGB Color] button on the "Color Mode" screen.



6.8.3 Paper Size

Set a paper size for the scan data.

1. On the "Scan Settings" screen, select the [Basic] tab.
2. Press the [Paper Size] button.
⇒ The "Paper Size" screen appears.
3. Select a paper size for the scan data.



| Button | Paper size (mm) | Button | Paper size (mm) |
|--------|-----------------|---------------|-----------------|
| A4 | 210 × 297 | Letter | 215.9 × 279.4 |
| A5 | 148 × 210 | Legal | 215.9 × 355.6 |
| A6 | 105 × 148 | Executive | 266.7 × 184.2 |
| B5 | 182 × 257 | Postcard | 148 × 100 |
| B6 | 128 × 182 | Business Card | 51 × 89 |

*: All paper sizes are of portrait orientation.

⇒ Selecting a paper size returns you to the "Scan Settings" screen. The selected size is displayed to the right of the [Paper Size] button.



When the [Auto] setting is used, the paper size is set to the same size (Maximum: 215.9mm × 355.6mm) as the actual document being scanned. However, if using any of the following types of documents, the automatic paper size detection may not function correctly:

- Paper of weight less than 52g/m²
- Documents that are not rectangular
- Documents with margins that are filled with dark colors





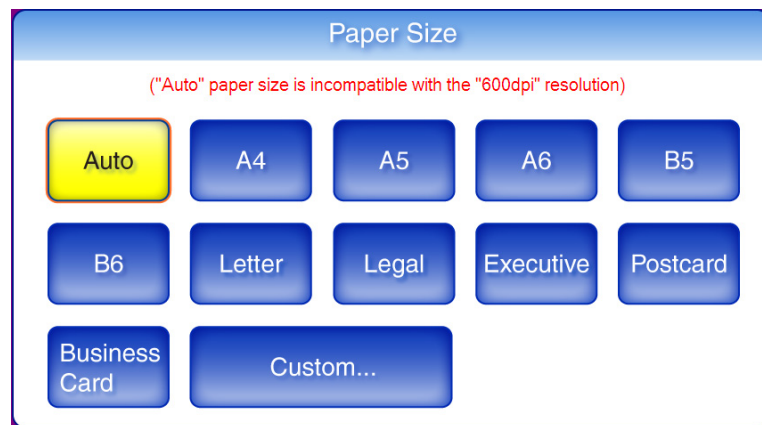
- If a paper size other than [Auto] is selected and only one side of the documents is scanned, artwork on the reverse side of the paper may bleed through onto the front side scan. If this happens, blank pages may not be recognized as such, and thus may not be skipped by the "Skip Blank Page" function. For more details, refer to ["6.8.15 Blank Page Skip" \(page 302\)](#).
- When [Custom] settings are used, any paper size for the scan data can be specified.
 1. Press the [Custom] button.
⇒The "Custom Paper Size" screen appears.
 2. Enter the paper size for the scan data.
The size ranges that can be set are:
Width: 2in to 8.5in (50.8mm to 216mm)
Height: 2.91in to 14in (74mm to 355.6mm)
If the height is 14in or longer, the paper size setting must be set to allow long pages. For more details, refer to ["Long Page Mode" \(page 284\)](#).

3. Press the [OK] button.
⇒The custom paper size is set.

■ Long Page Mode

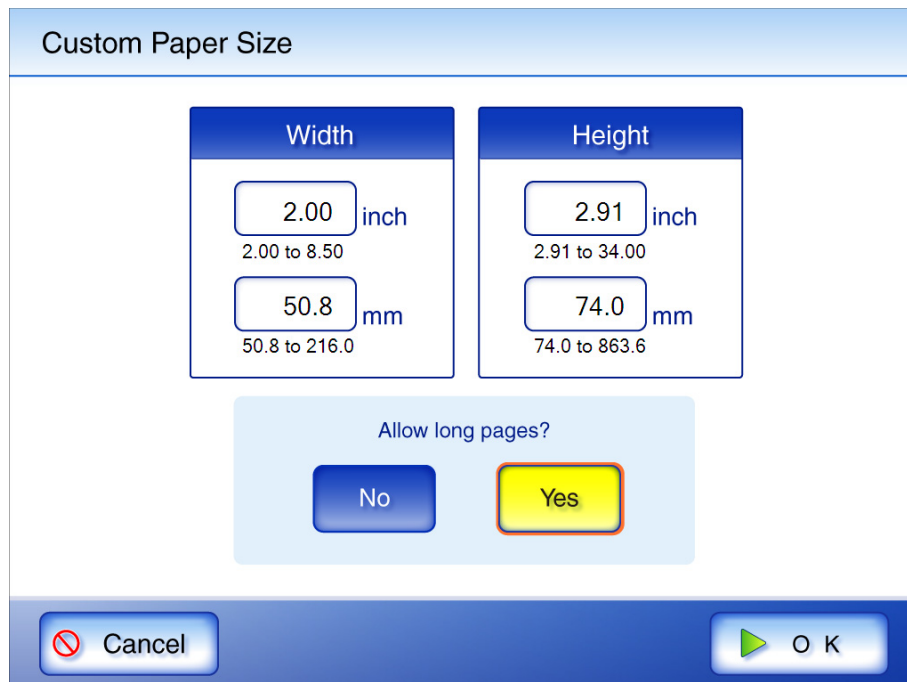
When scanning pages which are longer than standard documents, the "Allow long pages" setting must be specified.

1. On the "Scan Settings" screen, select the [Basic] tab.
2. Press the [Paper Size] button.
⇒ The "Paper Size" screen appears.
3. Press the [Custom] button.



⇒ The "Custom Paper Size" screen appears.

4. For "Allow long pages?", press the [Yes] button.



5. Enter the paper size for the scan data.

The size ranges that can be set are:

Height: 2.91in to 34in (74mm to 863.6mm)

Width: 2in to 8.5in (50.8mm to 216mm).

6. Press the [OK] button.

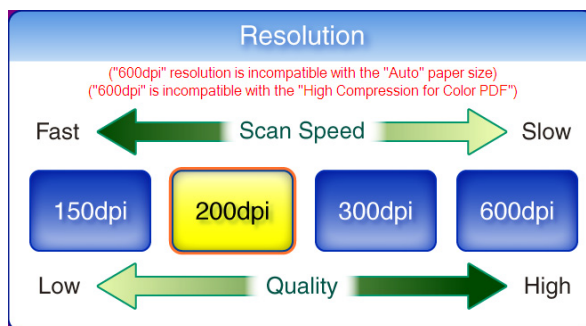
⇒ This returns you to the "Scan Settings" screen. "Custom" is displayed to the right of the [Paper Size] button.

6.8.4 Resolution

Changing the resolution level affects the scan data in the following ways.

| | High resolution | Low resolution |
|--------------|-----------------|----------------|
| Scan speed | Slow | Fast |
| Scan quality | High | Low |
| File size | Large | Small |

1. On the "Scan Settings" screen, select the [Basic] tab.
2. Press the [Resolution] button.
⇒ The "Resolution" screen appears.
3. Select a resolution level.

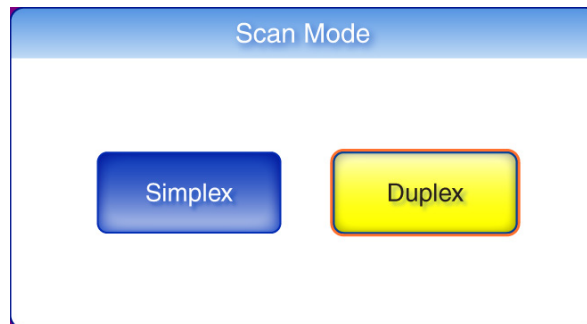


⇒ Selecting a resolution level returns you to the "Scan Settings" screen. The selected level is displayed to the right of the [Resolution] button.

6.8.5 Scan Mode

Set whether one side or both sides of documents are scanned.

1. On the "Scan Settings" screen, select the [Basic] tab.
2. Press the [Scan Mode] button.
⇒ The "Scan Mode" screen appears.
3. Select [Simplex] if only the front sides of the documents are to be scanned. Select [Duplex] if both front and reverse sides are to be scanned.



⇒ Selecting a scan mode returns you to the "Scan Settings" screen. The selected mode is displayed to the right of the [Scan Mode] button.

6.8.6 File Format

Set the file format for the scan data.

For some scan settings, it may not be possible to select certain file formats.

| Option | PDF | JPEG | TIFF | MTIFF |
|----------------|--------|------|--------|--------|
| Searchable PDF | A | — | — | — |
| PDF Password | A | — | — | — |
| Compression | A (*1) | A | A (*1) | A (*1) |

A: Format can be used, —: Format cannot be used

(*1): Can only be used if the "Color Mode" is [Auto] or [RGB Color]

Compression also differs for certain file formats as follows:

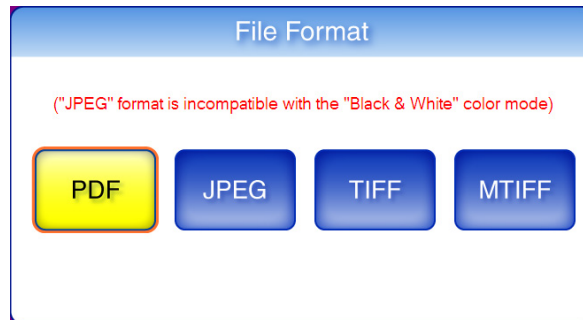
| Color Mode | Document | File Format | | |
|---------------|------------------------------|---|------|------------|
| | | PDF | JPEG | TIFF/MTIFF |
| Auto | Color | JPEG High Compression for Color PDF | JPEG | JPEG |
| | Black & White (*) | MMR | (NA) | MMR |
| RGB Color | Color or Black & White | JPEG High Compression for Color PDF | JPEG | JPEG |
| Grayscale | Color or Black & White | JPEG | JPEG | JPEG |
| Black & White | Color or Black & White | MMR | (NA) | MMR |

(NA): Not available



- When PDF format is selected, select whether or not to use "High Compression for Color PDF" mode. When "High Compression for Color PDF" is selected, characters and backgrounds on the document are compressed separately. In order to do this, the file size of the document that mostly consists of text characters becomes smaller while keeping the quality of the characters as they are. However, this mode is not appropriate for scanning photographs or pictures since these graphical materials are recognized as background and compressed as such, causing degradation in the scanned image. If this setting is specified, the contrast of the image may become higher.
- Also, if "High Compression for Color PDF" is selected, the file size of certain documents may be larger compared to the level of compression. The file size of the following kinds of documents may become larger.
 - Documents that contain many pictures and/or graphics but fewer characters written in black
 - Documents of complex layout (e.g. multiple columns)
 - Documents which have a background pattern behind characters
- When scanning documents with many characters at a 300dpi resolution, selecting PDF format can reduce the file size.
- If PDF format is selected, Adobe® Acrobat® Reader 4.0 or later is required to view the created PDF.

1. On the "Scan Settings" screen, select the [Save] tab.
2. Press the [File Format] button.
⇒ The "File Format" screen appears.
3. Select a file format.



⇒ Selecting a file format returns you to the "Scan Settings" screen. The selected format is displayed to the right of the [File Format] button.

6.8.7 Searchable PDF

When the file format is PDF, the scanned data can be converted to a searchable PDF.



The scanner may fail to correctly recognize the following kinds of documents (characters) as text. However, by changing color mode and/or improving image quality for scanning, such a document may be successfully recognized.

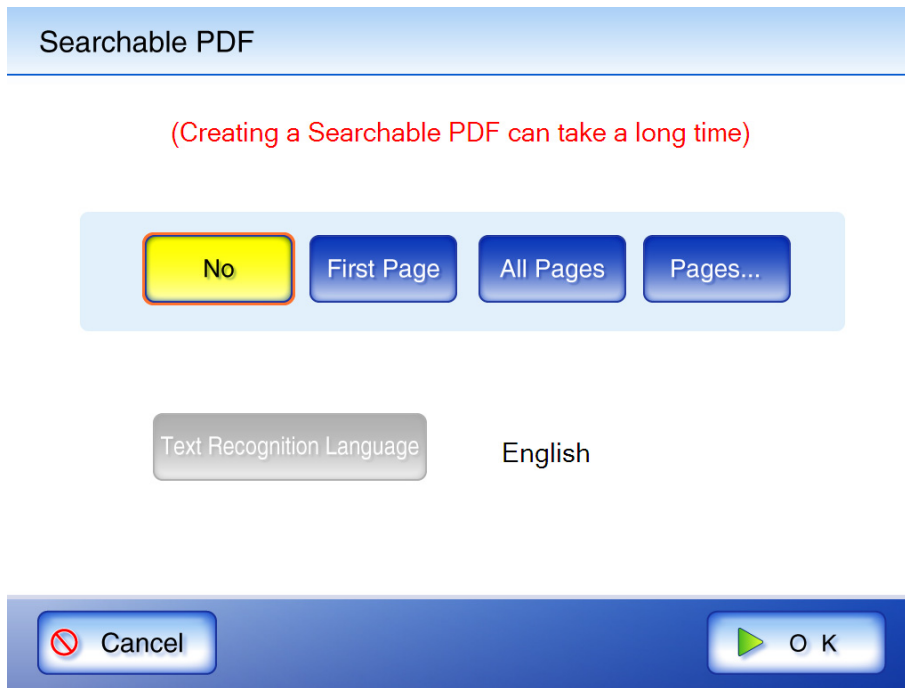
- Handwritten documents
- Documents including smaller characters and scanned in low quality
- Skewed documents
- Documents written in languages other than English
- Documents including texts written in italic characters
- Superscript/subscript letters and complex mathematical formulas
- Characters are written against an unevenly-colored or patterned background
 - Characters to which effects (Shadow, Outline, and the like) are applied
 - Shaded characters
- Documents of complex layout as well as documents including unreadable characters due to print-through and smudges
(For such documents, the recognition time may be long)



Creating a searchable PDF will take some additional time.

1. On the "Scan Settings" screen, select the [Save] tab.
2. Press the [Searchable PDF] button.
⇒ The "Searchable PDF" screen appears.

3. Select which pages are to be made searchable in the PDF.



| Searchable PDF | Description |
|----------------|--|
| No | A searchable PDF is not created. |
| First Page | Only the first page of the PDF is made searchable. |
| All Pages | All pages of the PDF are made searchable. |
| Pages... | Only the specified range of pages in the PDF is made searchable. |



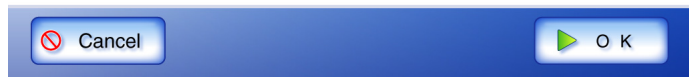
- When the resolution is [600dpi], the [All Pages] and [Pages...] options cannot be selected.
- The page numbers set here correspond to those shown on the Preview and "Scan Viewer" windows.
- After pressing the [Pages] button, the "Searchable PDF for Pages" screen appears. Multiple ranges of pages cannot be set.
 1. Press the [Pages] button.
⇒The "Searchable PDF for Pages" screen appears.
 2. Enter a start page and end page.
Values between 1 and 999 may be entered.



First Searchable Page : ~ Last Searchable Page :

1 ≤ First Page ≤ Last Page ≤ 999

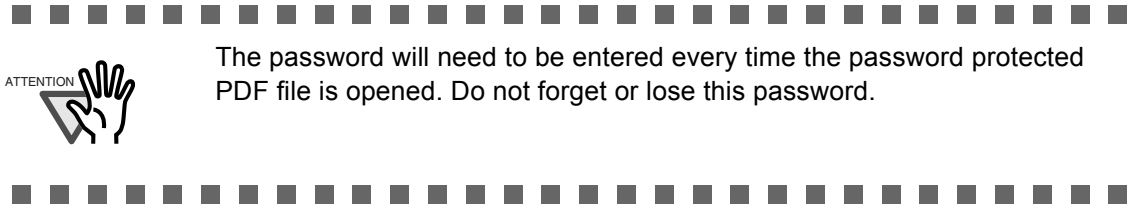
These numbers are the same as those in the Preview and Scan Viewer.



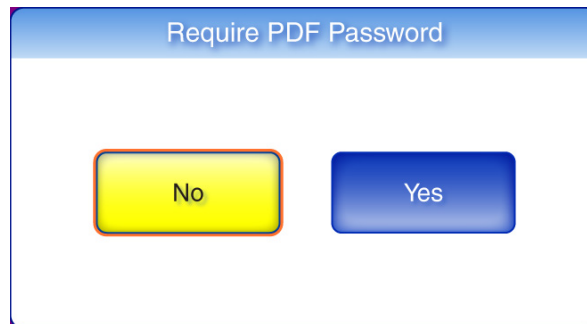
3. Press the [OK] button.
 - If [First Page], [All Pages], or [Pages] is selected, [Text Recognition Language] can also be selected.
 1. Press the [Text Recognition Language] button.
⇒The "Text Recognition Language" screen appears.
 2. Select the searchable language for the PDF.
 3. Press the [OK] button.
⇒This returns you back to the "Searchable PDF" screen. The selected range is displayed to the right of the [Text Recognition Language] button.
4. Press the [OK] button.
⇒ This returns you to the "Scan Settings" screen. The selected range is displayed to the right of the [Searchable PDF] button.

6.8.8 PDF Password

PDF files can be locked with a user-specified password.



1. On the "Scan Settings" screen, select the [Save] tab.
2. Press the [PDF Password] button.
⇒ The "Require PDF Password" screen appears.
3. Select whether or not a password is required.



⇒ When [Yes] is selected, the "Require PDF Password" screen appears.

4. Enter a password and confirm password.

Passwords may be up to 16 characters long.

In addition to alphanumeric characters, spaces and the following symbols can be used:


! " # \$ % & ' () * + , - . / : ; < = > ? @ [\] ^ _ ` { | } ~



Password :


Confirm Password :



- HINT 
- The "Caps Lock" indicator is on if the keyboard's Caps Lock is set.
 - The "Num Lock" indicator is on if the keyboard's Num Lock is set.

5. Press the [OK] button.

⇒ The PDF will be created with password protection.

- HINT 
- On the "Require PDF Password" screen, pressing the [No] button cancels the set password.
The next time a password is set, pressing the [Yes] button enters the previously set password by default.

6.8.9 Compression

When [Auto], [RGB Color] or [Grayscale] is selected for the "6.8.2 Color Mode" (page 281), it is also possible to set the compression level.

Setting a compression level (1 to 5) reduces the file size when scanning documents such as photographs or figures.

Changing the compression level affects the scanned data in the following ways.

| | High compression | Low compression |
|-----------|------------------|-----------------|
| Quality | Low | High |
| File size | Small | Large |

1. On the "Scan Settings" screen, select the [Save] tab.

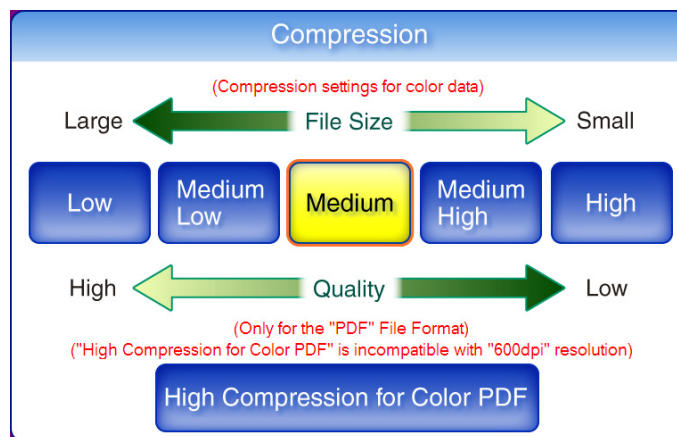
2. Press the [Compression] button.

⇒ The "Compression" screen appears.

3. Select a compression level.

The lower the selected compression level is, the higher the quality of the resulting scan will be, but at the expense of a larger file.

When PDF format is selected in "6.8.6 File Format" (page 288), "High Compression for Color PDF" can be used.



⇒ Selecting a compression level returns you to the "Scan Settings" screen. The selected rate is displayed to the right of the [Compression] button.



- When "High Compression for Color PDF" is selected, characters and backgrounds on the document are compressed separately. In order to do this, the file size of the document that mostly consists of text characters becomes smaller while keeping the quality of the characters as they are. However, this mode is not appropriate for scanning photographs or pictures since these graphical materials are recognized as background and compressed as such, causing degradation in the scanned image. If this setting is specified, the contrast of the image may become higher.

- When one color page is scanned, the file size criteria are shown as follows. These numbers are for reference, other documents may vary in size.

Actual paper size: A4 size (general catalog)

File format: PDF

Scanner paper size setting: A4

- File size (KB) for color files

| Resolution | Low | Medium Low | Medium | Medium High | High | High Compression for Color PDF |
|------------|------|------------|--------|-------------|------|--------------------------------|
| 150dpi | 487 | 276 | 230 | 177 | 107 | 118 |
| 200dpi | 763 | 425 | 354 | 275 | 169 | 155 |
| 300dpi | 1458 | 769 | 649 | 504 | 303 | 124 |
| 600dpi | 4329 | 2275 | 1949 | 1555 | 927 | — |

- File size (KB) for grayscale files

| Resolution | Low | Medium Low | Medium | Medium High | High | High Compression for Color PDF |
|------------|------|------------|--------|-------------|------|--------------------------------|
| 150dpi | 487 | 276 | 230 | 177 | 107 | 118 |
| 200dpi | 763 | 425 | 354 | 275 | 169 | 155 |
| 300dpi | 1458 | 769 | 649 | 504 | 303 | 124 |
| 600dpi | 4329 | 2275 | 1949 | 1555 | 927 | — |

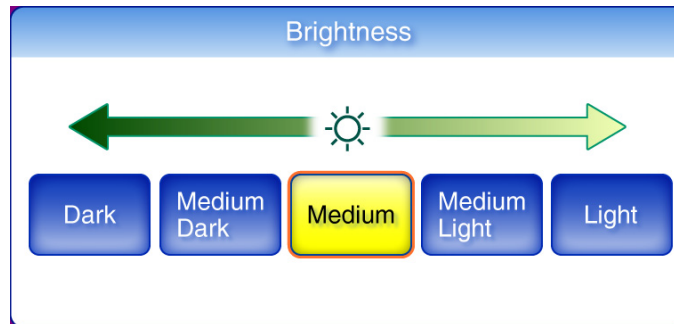
- File size (KB) for black & white files

| Resolution | Compression level cannot be selected |
|------------|--------------------------------------|
| 150dpi | 101 |
| 200dpi | 172 |
| 300dpi | 375 |
| 600dpi | 1387 |

6.8.10 Brightness

The brightness setting can be adjusted to improve the visual appearance of the scanned data.

1. On the "Scan Settings" screen, select the [Quality] tab.
2. Press the [Brightness] button.
⇒ The "Brightness" screen appears.
3. Select a brightness level.

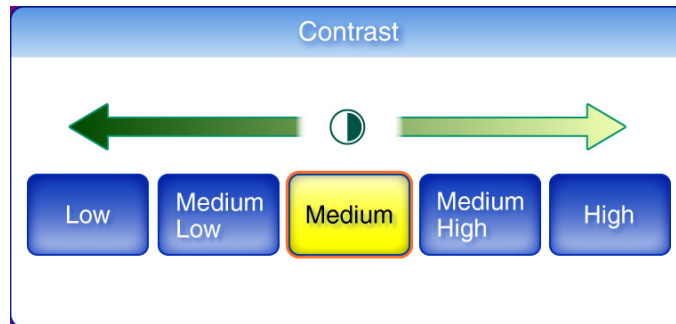


⇒ Selecting a brightness level returns you to the "Scan Settings" screen. The selected level is displayed to the right of the [Brightness] button.

6.8.11 Contrast

The color contrast setting can be adjusted to improve the visual appearance of the scan.

1. On the "Scan Settings" screen, select the [Quality] tab.
2. Press the [Contrast] button.
⇒ The "Contrast" screen appears.
3. Select a contrast level.

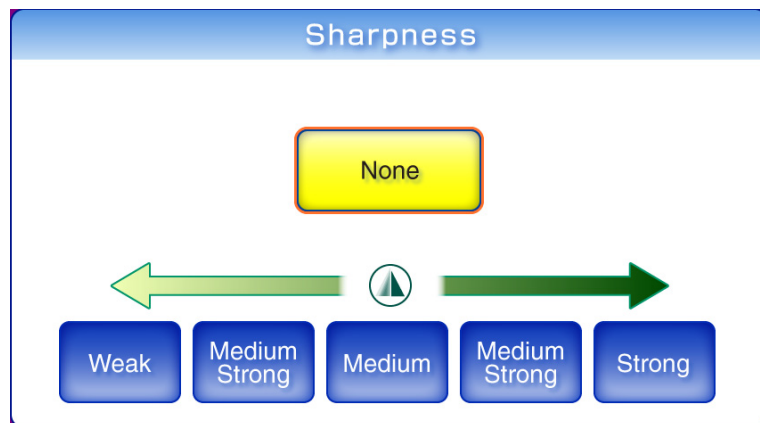


⇒ Selecting a contrast level returns you to the "Scan Settings" screen. The selected level is displayed to the right of the [Contrast] button.

6.8.12 Sharpness

The sharpness setting adjusts the sharpness of characters on an image to improve the visual appearance of the scanned data. When using the sharpness setting, the sharpness level can be adjusted with this setting.

1. On the "Scan Settings" screen, select the [Quality] tab.
2. Press the [Sharpness] button.
⇒ The "Sharpness" screen appears.
3. If the sharpness setting is to be used, select a sharpness level.



| Sharpness | Status |
|---------------|--|
| None | Characters are not sharpened. |
| Weak | Sharpens characters at a weak level |
| Medium Weak | Sharpens characters at a medium weak level |
| Medium | Sharpens characters at a medium level |
| Medium Strong | Sharpens characters at a medium strong level |
| Strong | Sharpens characters at a strong level |

⇒ Selecting a sharpness level returns you to the "Scan Settings" screen. The selected level is displayed to the right of the [Sharpness] button.

6.8.13 Dropout Color

Selecting either green, red, or blue (primary colors), removes the details of the selected color from a scanned image.

For example, if a document with black characters and a green border is scanned, only the black characters will appear on the scanned image if [Green] is selected at the dropout color.

When using the dropout color setting, the color details to be removed can be selected with this setting.

1. On the "Scan Settings" screen, select the [Quality] tab.
2. Press the [Dropout Color] button.
⇒ The "Dropout Color" screen appears.
3. If color details are to be removed, select a color to be used as the dropout color.



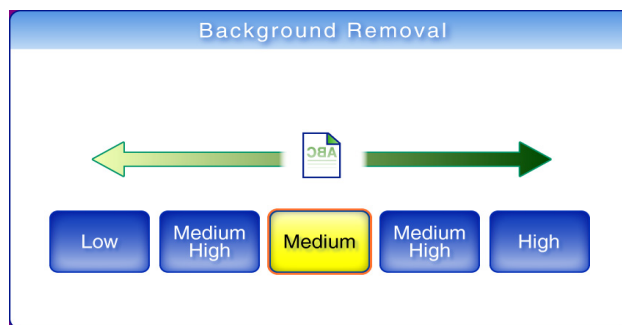
| Dropout Color | Status |
|---------------|--|
| None | Scan without removing any color details. |
| Green | Scan and remove all green details. |
| Blue | Scan and remove all blue details. |
| Red | Scan and remove all red details. |

⇒ Selecting a dropout color returns you to the "Scan Settings" screen. The selected setting is displayed to the right of the [Dropout Color] button.

6.8.14 Background Removal

The background of a scanned image can be removed to make image clearer. The level of background removal can be adjusted.

1. On the "Scan Settings" screen, select the [Quality] tab.
2. Press the [Background Removal] button.
⇒ The "Background Removal" screen appears.
3. Select a background removal level.



⇒ Selecting a background removal level returns you to the "Scan Settings" screen. The selected level is displayed to the right of the [Background Removal] button.

6.8.15 Blank Page Skip

The scan process can be set to skip any blank pages in the scanned document.

For example, when a stack of documents containing both two-sided and one-sided documents is scanned in duplex scan mode, this feature removes only the reverse side (i.e. blank page) of one-sided documents from the scanned data.



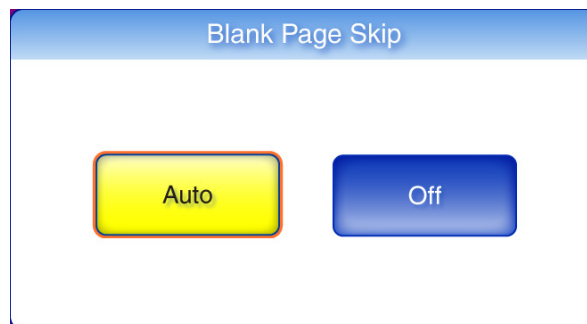
- If the Brightness setting (see "6.8.10 Brightness" (page 297)) is set to [Dark] or [Medium Dark], blank pages may not be recognized as such by the scanner.
- No scanned data is produced if all of the sheets in the document stack are recognized as blank pages.
- The following types of documents may be accidentally recognized as blank pages.

Before discarding the scanned documents, check for pages accidentally removed from the scanned data. If any pages have been removed, the document may need to be re-scanned.

- Almost blank pages containing only a few characters
- Page of only one color (including black), without any patterns, lines, or characters.



1. On the "Scan Settings" screen, select the [Advanced] tab.
2. Press the [Blank Page Skip] button.
⇒ The "Blank Page Skip" screen appears.
3. Select whether or not blank pages are to be skipped.



⇒ This returns you to the "Scan Settings" screen. The selected setting is displayed to the right of the [Blank Page Skip] button.

6.8.16 Page Orientation

Automatically rotates each scanned data page that contains text through 0°, 90°, 180°, or 270°, so the text is upright.



This function determines a document orientation based on Roman characters printed on the document. Therefore, it may not work properly for the following kinds of documents: When scanning such documents, do not set automatic page orientation.


- Documents with many extremely large/small characters
- Documents on which the pitch of lines or characters is extremely narrow, or characters overlap
- Documents with many characters that contact underlines or ruled lines
- Documents with many photographs or figures and only a few characters
- Documents which have a background pattern behind characters
- Documents with characters printed in various direction (e.g. plans)
- Documents written in languages other than English
- Documents with only capital letters
- Handwritten documents
- Unclear or smeared characters

1. On the "Scan Settings" screen, select the [Advanced] tab.
2. Press the [Page Orientation] button.
⇒ The "Page Orientation" screen appears.
3. Select whether or not automatic page orientation is required.



| Page Orientation | Status |
|------------------|--|
| Off | Shows scanned pages without automatic page rotation. |
| Auto | Automatically rotates scanned page. |
| Left 90° | Rotates scanned page 90 degrees to the left. |
| Right 90° | Rotates scanned page 90 degrees to the right. |
| 180° | Rotates scanned page 180 degrees. |

⇒ This returns you to the "Scan Settings" screen. The selected setting is displayed to the right of the [Page Orientation] button.

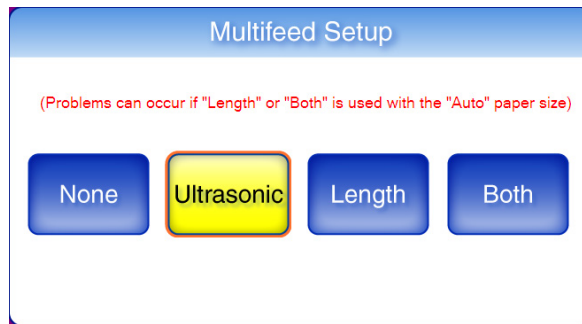
 Irrespective of what page orientation is decided, pages may still be manually rotated as desired in the "Scan Viewer" screen. For more details about the "Scan Viewer" screen, refer to ["6.10 Editing the Scanned Data in the Scan Viewer" \(page 310\)](#).

6.8.17 Multifeed Detection (Layer and Length)

"Multifeed" is an error that occurs when two or more sheets are fed simultaneously into the scanner by the ADF. The scanner can be set to detect multifeeds and stop the scan with an error message. Multifeeds are to be detected by layer and length. The following explains how to set whether or not multifeeds are to be detected, and setup multifeed detection method.

For multifeed requirements, refer to ["A.5 Multifeed Detection Conditions"](#) (page 382).

1. On the "Scan Settings" screen, select the [Advanced] tab.
2. Press the [Multifeed Setup] button.
⇒ The "Multifeed Setup" screen appears.
3. If multifeeds are to be detected, select which detection method is to be used.



| Multifeed Setup | Status |
|-----------------|--|
| None | Multifeeds are not detected. If scanning plastic cards, select [None]. For more details about scanning plastic cards, refer to "A.2 Paper Requirements" (page 377). |
| Ultrasonic | Multifeeds are detected by layer. |
| Length | Multifeeds are detected by length. |
| Both | Multifeeds are detected by both layer and length. |



An error will occur if the [Length] or [Both] multifeed setting is used with the [Auto] paper size, and the document bundle being scanned contains different size pages.



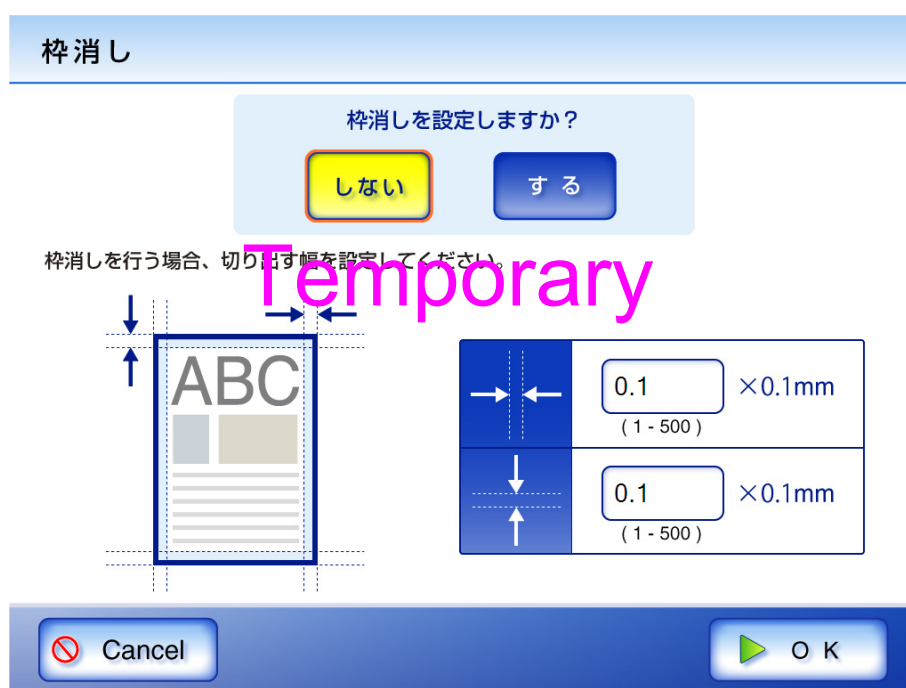
⇒ This returns you to the "Scan Settings" screen. The selected setting is displayed to the right of the [Multifeed Setup] button.

6.8.18 Edge Cropping

The width of the edges of a document to be scanned can be adjusted, so that unwanted sections are not scanned.

If using the edge cropping setting, the width of the edges to be cropped can be adjusted with this setting.

1. On the "Scan Settings" screen, select the [Quality] tab.
2. Press the [Edge Cropping] button.
⇒ The "Edge Cropping" screen appears.
3. If edge cropping is to be used, enter the width of the edges to be cropped.



| Edge Cropping Setup | Status |
|---------------------|---|
| Off | Scan without cropping edges. |
| On | Scan and crop edges. Enter a value for Top/Bottom and Left/Right from 1 to 500. Enter values in units of 0.1mm. |

4. Press the [OK] button.
⇒ This returns you to the "Scan Settings" screen. The selected setting is displayed to the right of the [Edge Cropping] button.

6.9 Enabling/Disabling the Scan Viewer

The "Scan Viewer" screen can be set to appear before the scanned data is processed.

The scanned data can be checked and edited on the "Scan Viewer" screen. For details, refer to ["6.10 Editing the Scanned Data in the Scan Viewer" \(page 310\)](#).

If desired, in the following screens, the "Scan Viewer" screen can be set to be appear before the scanned data is finally processed.

- "Send e-Mail" screen
- "Send Fax" screen
- "Print" screen
- "Save" screen

The following explains how to enable or disable the "Scan Viewer" using the "Send e-Mail" screen.

1. On the "Send e-Mail" screen, press the [Scan Viewer] button.

⇒ Pressing the [Scan Viewer] button will toggle the setting back and forth between "On" and "Off".

The screenshot shows the "Send e-Mail" screen with the following elements:

- Title Bar:** "Send e-Mail" on the left, and "Caps Lock" and "Num Lock" indicators on the right.
- To:** An empty text input field with an envelope icon to its left.
- Cc:** An empty text input field with an envelope icon to its left.
- File Name:** A text input field containing "FI-QLVLE2SPZP0K20080229".
- Bcc:** An empty text input field with an envelope icon to its left.
- From:** An empty text input field.
- Subject:** An empty text input field.
- Body:** A large empty text area for the email content.
- Bottom Bar:** A blue bar containing several buttons: "Cancel" (with a red 'X' icon), "Scan Settings" (with a gear icon), "Default", "Scan Viewer" (with a green diamond icon), "On", and "Scan" (with a green checkmark icon).

Operations after scanning vary according to whether the "Scan Viewer" is set to "On" or "Off".
If sending an e-mail, scan operation proceeds as follows:

**When "Scan Viewer" is "On"
and sending an e-mail**

On the "Send e-Mail" screen, press the [Scan] button.

**When "Scan Viewer" is "Off"
and sending an e-mail**

On the "Send e-Mail" screen, press the [Scan&Send] button.

Documents are scanned.

The scanned data is shown on the "Scan Viewer" screen and may be edited.

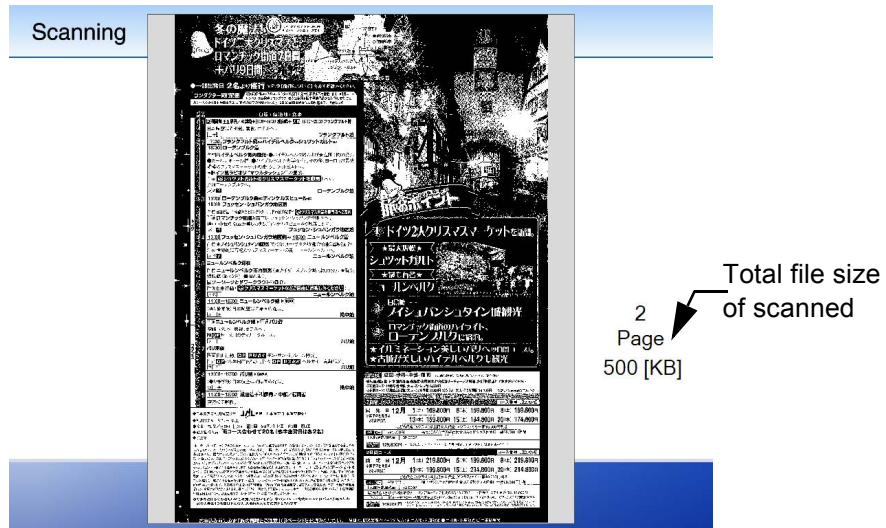


On the "Scan Viewer" screen, check and edit the scanned data, and then press the [Send] button.

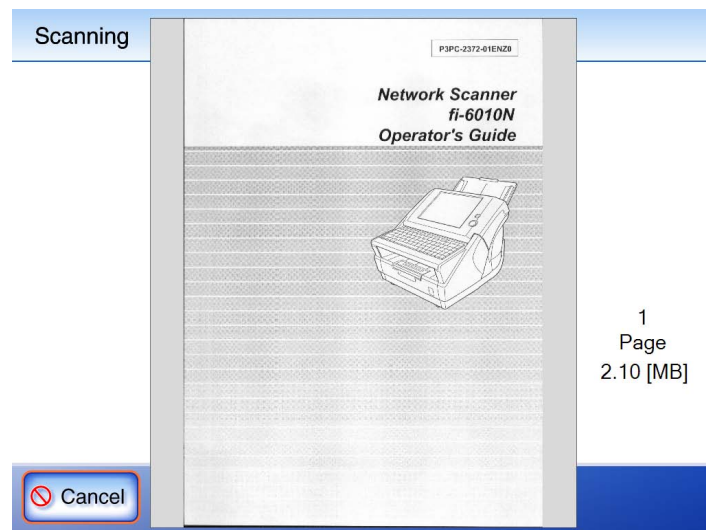
The scanned data is sent as an e-mail attachment.



- During the scan, the following screen is shown.
The file size is shown in units of 10KB on the right of the screen.
If "High Compression for Color PDF" has been selected, the pre-compression file size is shown.
Note that because the final output file has not been created yet, the actual file size may differ from the estimated value shown.
Also note that skipped blank pages are not included in the total file size page count.



- When the "Scan Viewer" is set to "Off", after the last page has been scanned, the [Cancel] button is displayed for five seconds.



If the [Cancel] button is pressed, a confirmation message appears. When the [OK] button is pressed, the scanned data is deleted and the screen returns to one of the following:

- Send e-Mail
- Send Fax
- Print
- Save

6.10 Editing the Scanned Data in the Scan Viewer


Scanned data can be checked and edited in the "Scan Viewer".





6.10.1 Viewing a Scanned Page

The scanned data shown in the "Scan Viewer" screen can be displayed as actual or reduced size. The scanned data can be moved by dragging it across the screen.

1. On the "Scan Viewer" screen, press the [Previous] or [Next] button to scroll through the pages of scanned data.
2. Check the contents of the page shown.

When  is pressed, the scanned data will be shown without any magnification or reduction.

If  is pressed, the width of the scanned data will be scaled to fit the "Scan Viewer" screen.

If  is pressed, the height of the scanned data will be scaled to fit the "Scan Viewer" screen.


6.10.2 Rotating a Scanned Page


The scanned data showed on the "Scan Viewer" screen can be rotated 90 degrees right or left, or 180 degrees.

If the scanned data is rotated 90 degrees, the edited scanned data, in its rotated condition, can be sent as an e-mail attachment, by fax, print, or saved to a network folder.

1. On the "Scan Viewer" screen, press the [Previous] or [Next] button to display the page you wish to rotate.
2. Press either [90°] or the [180°] button.

If  is pressed, the page is rotated 90 degrees to the left.

If  is pressed, the page is rotated 90 degrees to the right.

If  is pressed, the page is rotated 180 degrees.



HINT

The actual scanned data is updated to include the rotated page as soon as the button is pressed.

If the [Cancel] button is pressed, all the scanned data is deleted and the screen returns to one of the following.

- Send e-Mail
- Send Fax
- Print
- Save
- Job Menu

6.10.3 Adding a Scanned Page

On the "Scan Viewer" screen, an additional page can be scanned.

1. Load the documents into the ADF paper chute.
2. On the "Scan Viewer" screen, press the [Scan More] button.
⇒ Scanning starts.

Each page is briefly shown on the screen as it is scanned.

Any additionally scanned pages are added after the current scanned data. The page numbers of additional pages will follow on from the last page of the current scanned data.

When the scan has completed, the "Scan Viewer" screen opens and shows any additionally scanned pages.

6.10.4 Deleting a Scanned Page

Specified pages can be deleted from the scanned data shown on the "Scan Viewer" screen. If specified pages are deleted, the remaining scanned data is sent as an e-mail attachment, by fax, print, or saved to a network folder, without the deleted pages.

1. On the "Scan Viewer" screen, press the [Previous] or [Next] button to display the page you wish to delete.
2. Press the [Delete] button.
⇒ A confirmation message appears.
3. Press the [OK] button.
⇒ The page is deleted.



- If the scanned data consists of only one page, that page cannot be deleted. To re-scan the document, press the [Cancel] button.
- The deleted page is removed from the actual scanned data as soon as the button is pressed, so this procedure can not be undone.
- If the [Cancel] button is pressed, a confirmation message appears. When the [OK] button is pressed, the scanned data is deleted and the screen returns to whichever one of the following it came from:
 - Send e-Mail
 - Send Fax
 - Print
 - Save
 - Job Menu

6.11 Checking the User Log

Up to the latest 100 user operation logs are shown for the current user.

Even if the [Region/Timezone] or [Date/Time] settings are changed, the order of the log entries will not be changed.

1. On the "Main Menu" screen, press the [User Log] button.

⇒ The "User Log" screen appears.


The screenshot shows the "User Log" screen with a table of log entries. The table has columns for Result, Code, Date, Time, Operation, and Pages. To the right of the table are buttons for "Update", a "1/3" indicator, and up/down arrows. At the bottom right, there is a blue bar with a play button and an "OK" button.

| Result | Code | Date | Time | Operation | Pages |
|--------|----------|------------|----------|-----------|-------|
| OK | 00000000 | 08/28/2007 | 00:29:53 | Print | 2 |
| Error | 12010001 | 08/28/2007 | 00:29:29 | e-Mail | 4 |
| Error | 12010001 | 08/28/2007 | 00:28:15 | e-Mail | 4 |
| OK | 00000000 | 08/27/2007 | 23:39:46 | Save | 18 |
| OK | 00000000 | 08/27/2007 | 23:37:59 | Save | 12 |
| OK | 00000000 | 08/27/2007 | 23:36:30 | Save | 6 |

2. Select the log you wish to view.

⇒ The details of the selected log are displayed.

Pressing the [OK] button returns to the "User Log" screen.

HINT  If the [Update] button is pressed, the log is updated to include the most recent operations.

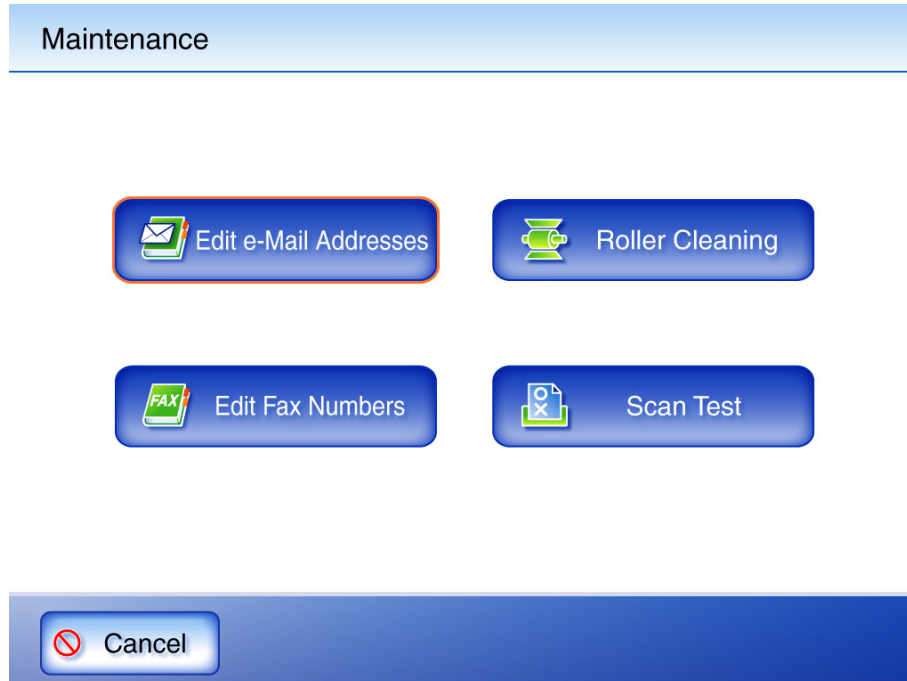
The following information is shown.

| Info | Info options | Description |
|-------------|--|--|
| Result | In Progress | Currently processing a scan operation. |
| | OK | Operation completed successfully. |
| | Error | Operation failed to complete successfully. |
| Code | xxxxxxxx | Shows a code for each operation. For details, refer to " D.2 Regular User Messages " (page 409). |
| Date | MM/dd/yyyy dd/MM/yyyy yyyy/MM/dd | Shows the date of each operation (format specified on the Date/Time screen is used). For details, refer to " 4.5.5 Setting the Date/Time " (page 55). |
| Time | hh:mm:ss | Shows the time of each operation. |
| Operation | e-Mail | The scanned data is sent as an e-mail attachment. |
| | Fax | The scanned data is sent as a fax. |
| | Print | The scanned data is sent to the print server, and the sending status is shown in the "Result" column until the scanned data is completely sent to the print server. |
| | Save | Scanned data is saved in a network folder. |
| Pages | xxx | Shows the number of pages scanned. |
| Description | xxxxxxxxxxxxxxxxxxxx | Shows the status and description of the operation. |

6.12 Maintenance

1. On the "Main Menu" screen, press the [Maintenance] button.

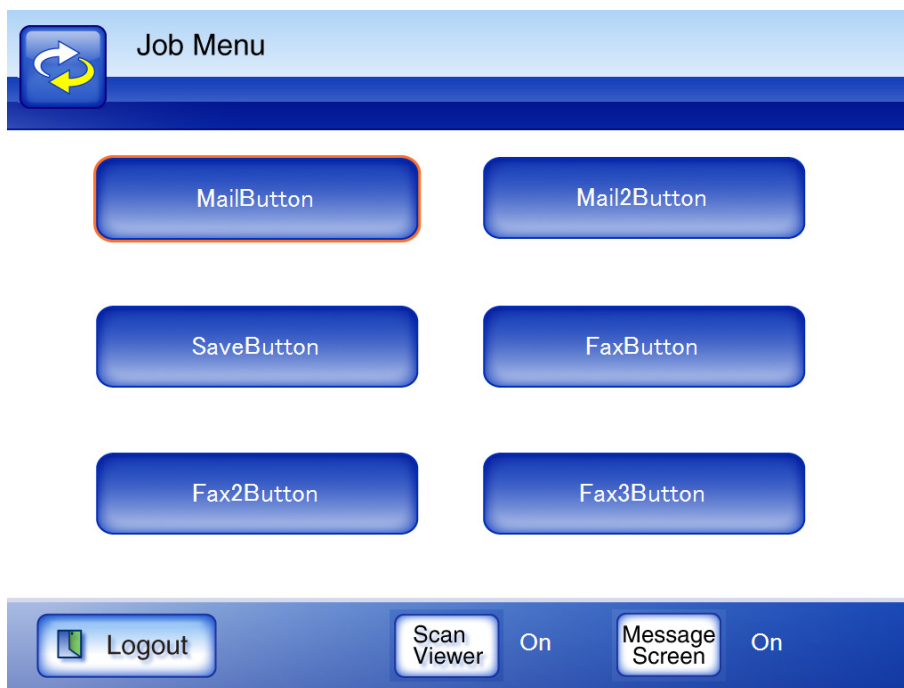
⇒ The "Maintenance" screen appears.



- Pressing the [Edit e-Mail Addresses] button opens the "e-Mail Address Book" screen. e-Mail addresses can be added, edited, or deleted on the "e-Mail Address Book" screen. For details, refer to ["6.4.2 Adding a Contact to the e-Mail Address Book" \(page 242\)](#), ["6.4.3 Editing a Contact in the e-Mail Address Book" \(page 244\)](#), or ["6.4.4 Deleting a Contact from the e-Mail Address Book" \(page 245\)](#).
- Pressing the [Edit Fax Numbers] button opens the "Fax Number List" screen. Fax numbers can be added, edited, or deleted on the "Fax Number List" screen. For details, refer to ["6.5.2 Adding a Contact to the Fax Number List" \(page 251\)](#), ["6.5.3 Editing a Contact in the Fax Number List" \(page 253\)](#), or ["6.5.4 Deleting a Contact from the Fax Number List" \(page 254\)](#).
- Pressing the [Roller Cleaning] button opens the "Roller Cleaning" screen. The "Roller Cleaning" screen allows the feed rollers to be step rotated for cleaning. For details, refer to ["Feed rollers" \(page 327\)](#).
- Pressing the [Scan Test] button starts scan test. Scanned data can be checked on the "Scan Viewer" screen. Use this to check that the scanner scans normally. For more details about the "Scan Viewer" screen, refer to ["7.8 Performing a Scan Test" \(page 343\)](#).

6.13 Processing a Job

1. On the "Job Menu" screen, press the [Job] button.



⇒ The "Message Screen" appears.



- The default setting for the [Message Screen] button is the message screen setting set on the "Job Details" screen. For more details, refer to ["4.10.2 Setting a Job Sequence" \(page 154\)](#).
- If "Off" is selected for the [Message Screen] button, scanning is started without showing the "Message Screen", and the job is processed. For more details, refer to ["6.13.1 Enabling/Disabling the Message Screen" \(page 319\)](#).

2. Press the [OK] button on the "Message Screen".

⇒ Scanning starts.

Each page is briefly shown on the screen as it is scanned.

When the scan has completed, the "Scan Viewer" screen opens.

For more details about the "Scan Viewer" screen, refer to ["6.10 Editing the Scanned Data in the Scan Viewer" \(page 310\)](#).



[Scan Viewer] is initially "On".

3. Check the scanned data.

For more details about the "Scan Viewer" screen, refer to ["6.10 Editing the Scanned Data in the Scan Viewer"](#) (page 310).

4. On the "Scan Viewer" screen, press the [Send], [Print] or [Save] button.

⇒ The data is processed according to the specified job.

While the job is being processed, the "Job Progress" screen is shown.

A light blue rectangular bar with the text "Job Progress" centered in black font.

Job Progress

A dark blue rectangular bar with a white button labeled "Job Report" in the center. The button has a thin orange border.

Job Report



- To view the job report, press the [Job Report] button on the "Job Progress" screen.

Job Report

| Operation | Status |
|------------|-------------|
| 1 : e-Mail | In Progress |
| 2 : Save | Pending |
| | |
| | |
| | |
| | |

Details Icon View

- To view detailed information for the job report, select a function name on the "Job Report" screen and press the [Details] button.

Job Detail Information

| | |
|-------------|--|
| Result | Error |
| Code | 12010004 |
| Date | 2008/02/29 |
| Time | 11:47:54 |
| Operation | e-Mail |
| Pages | 2 |
| Description | "To" address was rejected by the server when sending |

Report To Administrator OK

- If the status is shown as "Error", the [Report To Administrator] button is shown on the "Error Details" screen. Press the [Report To Administrator] button to send detailed information of the job report to an administrator by e-mail.

⇒ If the job is processed successfully, the touch panel screen returns to the "Job Menu".

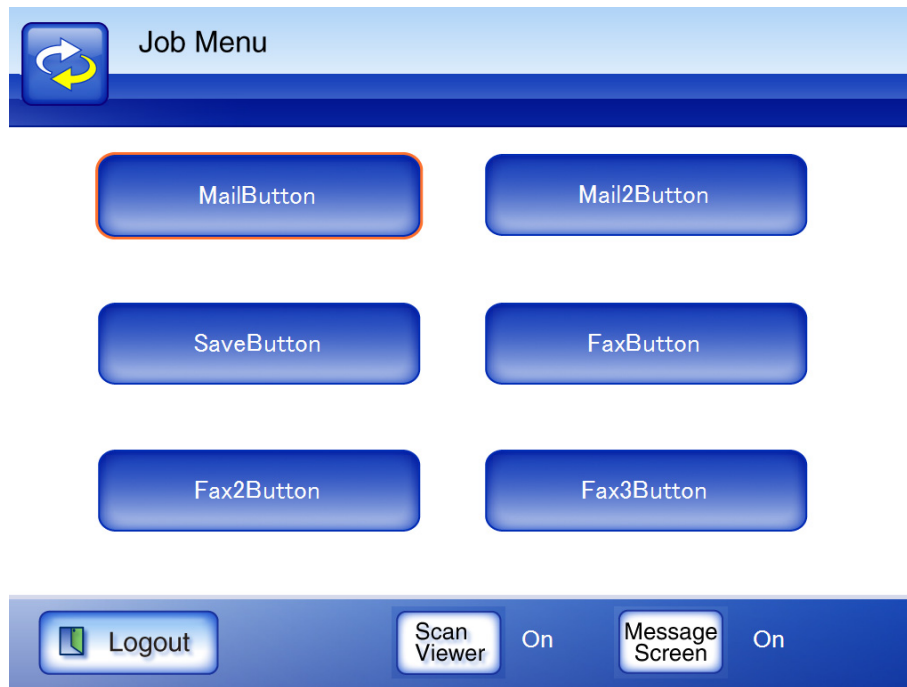
If an error occurs during the job process, press the [OK] button on the "Job Progress" or "Job Report" screen. Pressing the [OK] button returns to the "Job Menu".

6.13.1 Enabling/Disabling the Message Screen

You can set whether or not to show the "Message Screen" for checking the contents of a job. This can be set on the "Job Menu" screen.

1. On the "Job Menu" screen, press the [Message Screen] button.

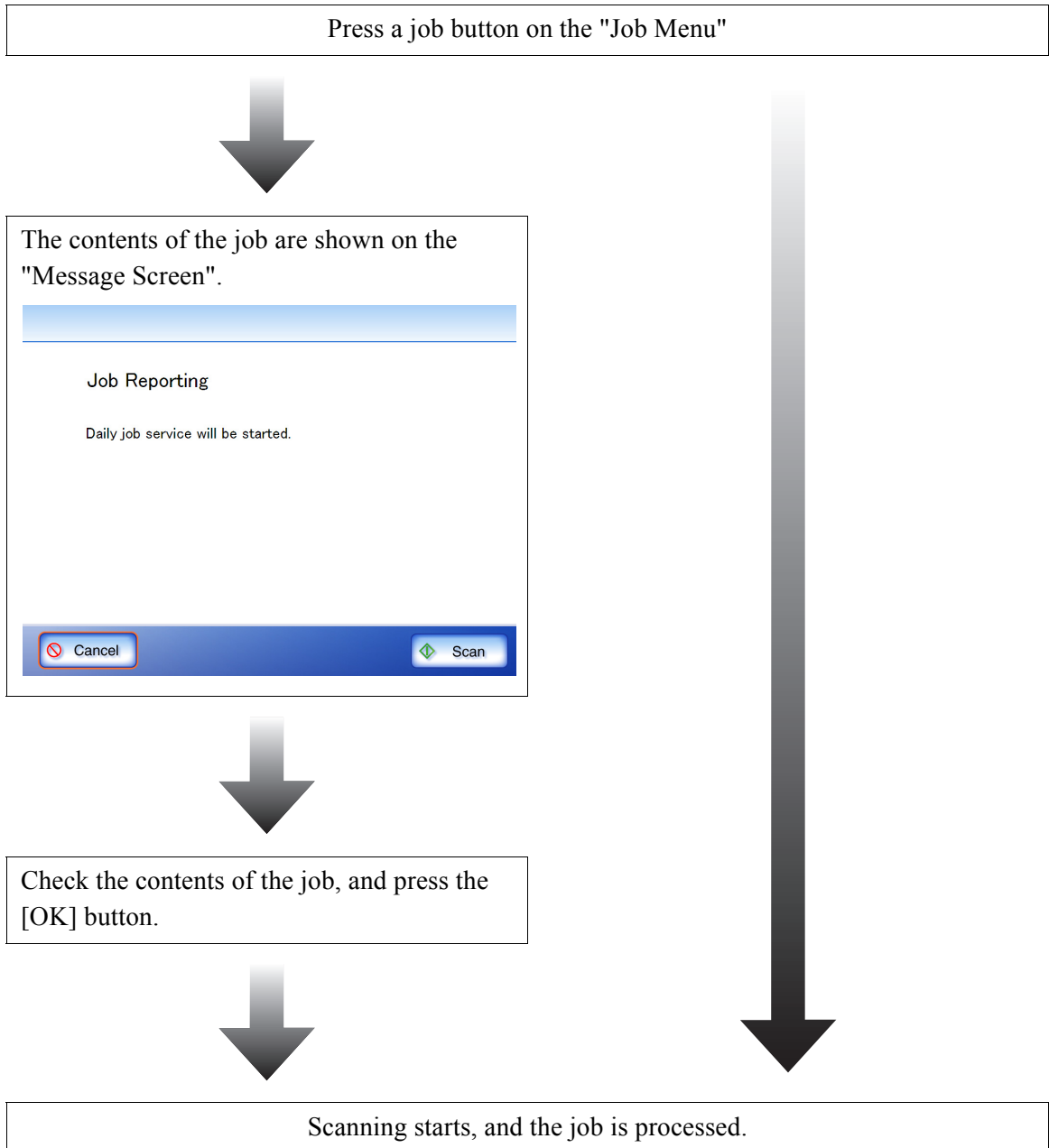
⇒ If the [Message Screen] button is set to "Off", pressing the button will change it to "On", and vice-versa.



Operations differ according to whether the [Message Screen] button is "Off" or "On".

Job process when the [Message Screen] button is "On"

Job process when the [Message Screen] button is "Off"



Chapter 7

Scanner Care

Admin

User

This chapter describes how to clean the scanner and replace worn out parts, in order to maintain the scanner in optimum scanning condition.



The glass scanner windows inside the ADF can become hot when the scanner is used.

Before cleaning inside the scanner or replacing any parts, turn off the power, unplug the AC adapter from the outlet, and wait for at least 15 minutes.

The power does not need to be turned off when cleaning the feed rollers.



Do not use any aerosol sprays or alcohol based sprays to clean the scanner.

Dust blown up by strong air from the spray may enter the inside of the scanner. This may cause the scanner to fail or malfunction.


Sparks, caused by static electricity, generated when blowing off dust and dirt from the outside of the scanner may cause a fire.

| | |
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| 7.3 Cleaning the LCD Touch Panel | 330 |
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7.1 Cleaning

7.1.1 Cleaning Materials

The following table shows the cleaning materials to be used with this scanner.

| Item | Part No. | Remarks |
|---|--|---|
| Cleaner F1  | PA03950-0352 | 1 bottle (100 ml) (*) Used to moisten the cloths before wiping parts clean. |
| Cleaning Wipe | PA03950-0419 | 1 pack (24 sheets) (*) Pre-moistened with Cleaner F1, Cleaning Wipes are used instead of moistened cloths. |
| Soft, dry cloth | Any commercially available lint-free product | |

* Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider to obtain these products.

7.1.2 Which Parts and When

Clean all parts after every 1,000 sheets scanned.

- Pad assembly
- Feed rollers
- Pick roller
- Idler rollers
- Glass scanner windows
- Ultrasonic sensor



The scanner must be cleaned more frequently when the following types of documents are used:

- Coated paper
- Documents with large areas of printing
- Chemically treated paper such as carbonless paper
- Paper containing large amounts of calcium carbonate filler
- Documents written in pencil
- Documents with insufficiently fused toner

7.2 Cleaning the ADF

The ADF should be cleaned after approximately every 1,000 scanned sheets. However, this criteria varies according to the type of documents scanned. For example, it may be necessary to clean the ADF more frequently when documents with insufficiently fused toner are scanned.



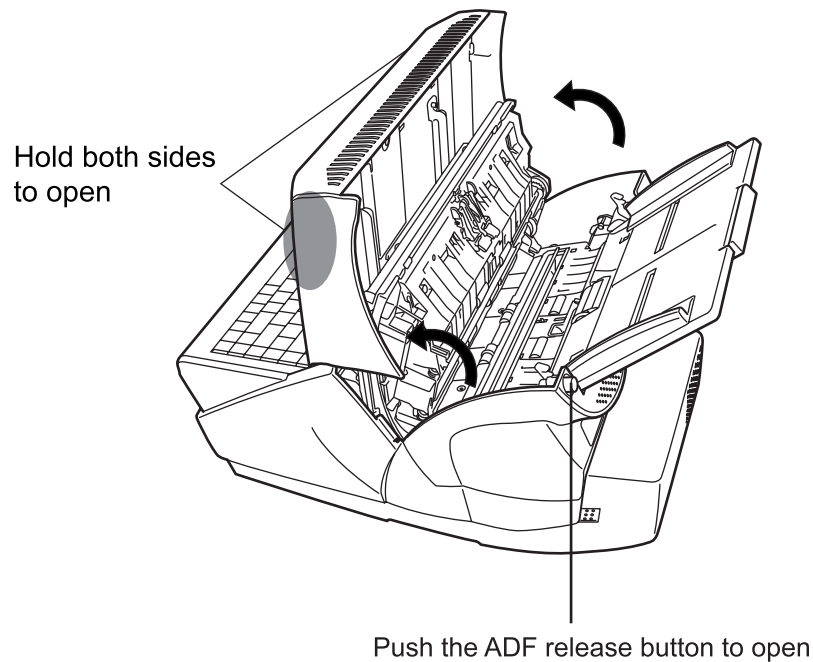
The glass scanner windows inside the ADF can become hot when the scanner is used.

Before cleaning inside the scanner or replacing any parts, turn off the power, unplug the AC adapter from the outlet, and wait for at least 15 minutes.

The power does not need to be turned off when cleaning the feed rollers.

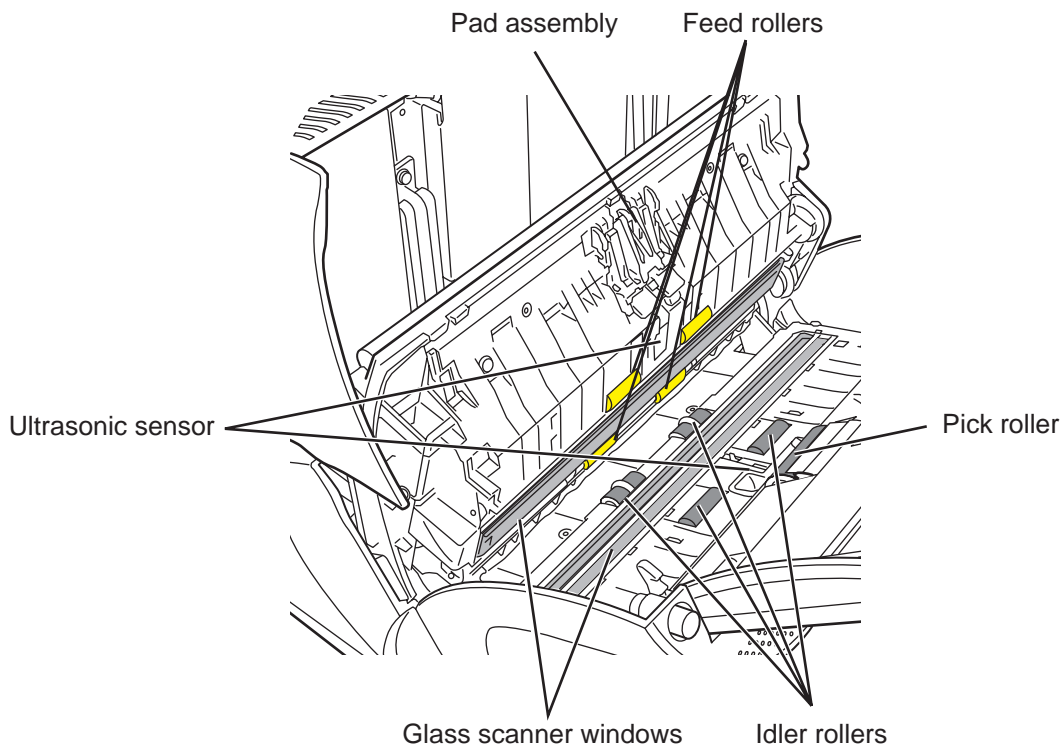
7.2.1 Cleaning the ADF

1. Push the ADF release button, then hold both sides of the top cover and lift it open.



Be careful that the top cover does not shut on your fingers.

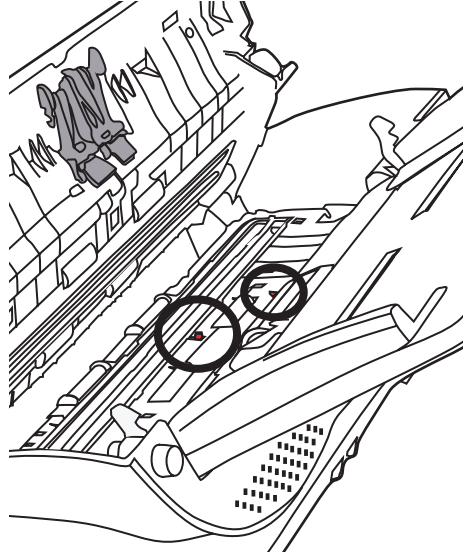
2. Clean the following parts with a soft cloth moistened with cleaner F1.



| No. | Part name | Cleaning method |
|-----|-----------------------------|--|
| 1 | Pad assembly | Refer to "Pad assembly" (page 326). |
| 2 | Feed rollers (× 4) | Refer to "Feed rollers" (page 327). |
| 3 | Pick roller (× 1) | Refer to "Pick roller" (page 328). |
| 4 | Idler rollers (× 4) | Refer to "Idler rollers" (page 328). |
| 5 | Glass scanner windows (× 2) | Refer to "Glass scanner windows" (page 328). |
| 6 | Ultrasonic sensor (× 2) | Refer to "Ultrasonic sensor" (page 328). |

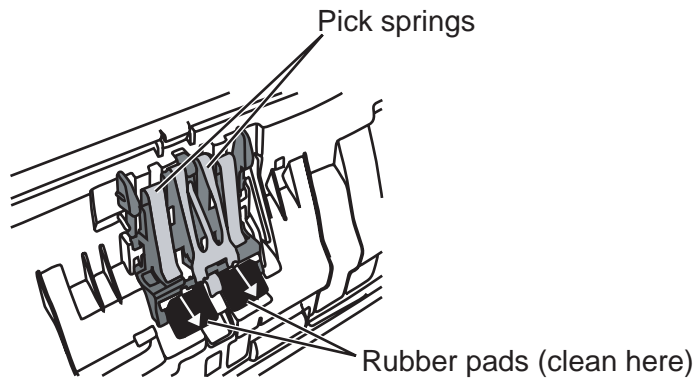


When cleaning inside the ADF, take care that the cloth does not get snagged by the document sensors and damage them.



- Pad assembly

Clean the rubber pads by gently wiping downwards in the direction of the arrows. Take care not to snag and bend the pick springs.



- Feed rollers

Use the following procedure when cleaning the feed rollers.

- 1) On the "Main Menu" screen, press the [Maintenance] button.
⇒ The "Maintenance" screen appears.
- 2) Press the [Roller Cleaning] button.

Maintenance

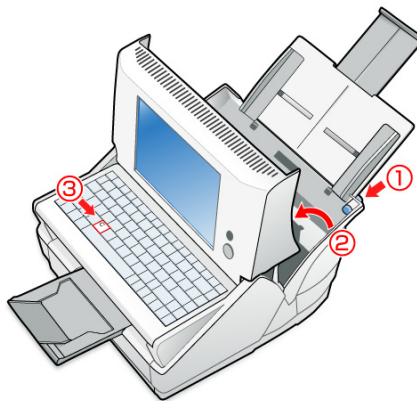


Cancel

⇒ The "Roller Cleaning" screen appears.

Roller Cleaning

Press the keyboard [C] key to step the feed rollers forward.
Press the [OK] button after the feed rollers have been cleaned.



Cancel

OK

- 3) Open the top cover.
- 4) Lightly press a soft cloth moistened with Cleaner F1 against the surface of the feed rollers.

5) Press the [c] key on the keyboard.

⇒ The feed rollers will advance one step each time the [c] key is pressed.

Lightly press a soft cloth moistened with cleaning fluid against the surface of the rotating rollers to clean them. Pressing the [c] key seven times will turn the roller one complete revolution. The feed rollers should be cleaned carefully and thoroughly, as dirty pick rollers can adversely affect the paper pickup performance.

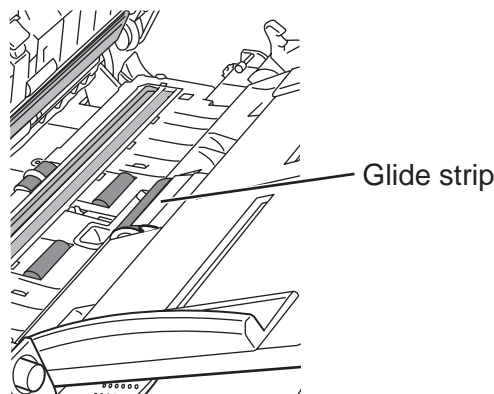


In Step 5, all four feed rollers will turn at the same time. When cleaning the feed rollers, be careful not to touch the rollers with your fingers while they are rotating.



- Pick roller

Gently rotate the pick roller as you wipe its surface clean, taking care not to damage the soft rubber. The pick roller should be cleaned carefully and thoroughly, as dirty pick rollers can adversely affect the paper pickup performance. When cleaning the pick roller, also be careful not to damage the black plastic glide strip.



- Idler rollers

Gently rotate the idler rollers as you wipe them clean, taking care not to scratch or ding them, or tear the sponge wheels. The idler rollers should be cleaned carefully and thoroughly, as dirty idler rollers can adversely affect the paper pickup performance.

- Glass scanner windows

Clean lightly with a soft cloth moistened with cleaner F1.



A vertical black line on the scanned data may indicate the glass scanner windows are dirty.



- Ultrasonic sensor

Clean lightly with a soft cloth moistened with cleaner F1.

3. Holding both sides of the top cover, return it to its original position.

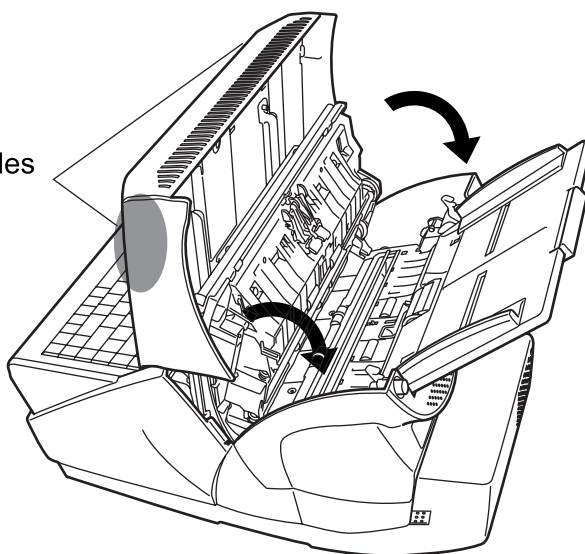
You should hear a click.



- Make sure that the top cover is completely closed. If not completely closed, document jams and feeding errors may occur.
- When closing the top cover, do not slam it shut by pushing the touch panel as this may damage it.



Hold both sides
to close



7.3 Cleaning the LCD Touch Panel

To prevent the touch panel screen from becoming dirty, it should be regularly cleaned with a soft, dry cloth.

Take care when cleaning the touch panel. It can be easily damaged, and should never be scratched or banged with hard objects.



Always use a dry (not damp) cloth to clean the screen.

If dust is allowed to collect and compact around the frame of the screen, it can cause the touch panel to malfunction.



7.4 Cleaning the Keyboard/Keyboard Cover

To prevent the keyboard and / or keyboard cover from becoming dirty, it should also be regularly cleaned with a soft, dry cloth.



Always use a dry (not damp) cloth to clean the keyboard (with or without cover). Do not apply Cleaner F1.
 Replace the keyboard cover if stains cannot be removed by cleaning.
 For more details, refer to ["7.7 Replacing the Keyboard Cover" \(page 341\)](#).



To obtain a keyboard cover, contact your FUJITSU dealer or an authorized FUJITSU scanner service provider.

| Part name | Part No. | Remarks |
|----------------|--------------|------------------------------|
| Keyboard cover | PA03544-K608 | 1 cover GBR: English (UK) |

7.5 Cleaning the Carrier Sheet

If the surface or interior of the carrier sheet becomes dirty or dusty, use a soft dry cloth slightly moistened with Cleaner F1 (sold separately) or a mild detergent, to lightly wipe off the dirt and dust.



- Never use paint thinner or other organic solvents.
- Do not rub too hard, as the carrier sheet may become scratched or deformed.
- After cleaning the interior of the carrier sheet, wait until it has completely dried before closing it.
- As a guideline, it is recommended to replace the carrier sheet every 500 scans.

1. On the Main Menu, press the [Consumable Alert] button.



⇒ The "Consumable Alert" screen appears.

2. Check which part needs to be replaced and press the [OK] button.

Parts whose "Usage Counter" value is bigger than the "Replace at" value should be replaced. The value of the "Usage Counter" is in units of 500 sheets scanned.

For details on how to check the status of consumable parts on the administrator screen, refer to ["4.7.2 Viewing the Usage Status" \(page 128\)](#).

Consumable Alert

| Part | Usage Counter | Replace At | Current Status |
|---|---------------|------------|----------------|
|  Pad Assembly | 60.500 | 50.000 | Replace Now |
|  Pick Roller | 60.500 | 100.000 | |

 OK

3. Replace the part.

Part replacement procedures are detailed in the following sections, ["7.6.1 Replacing the Pad Assembly" \(page 335\)](#), ["7.6.2 Replacing the Pick Roller" \(page 336\)](#).

7.6.1 Replacing the Pad Assembly

1. Remove any documents from the ADF paper chute.
2. Push the ADF release button, then hold both sides of the top cover and lift it open.

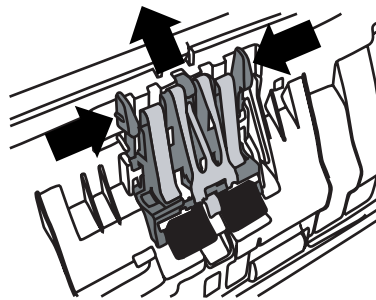


Be careful that the top cover does not shut on your fingers.



3. Remove the pad assembly from the scanner.
Squeeze the prongs on either side of the pad assembly together and pull it upwards and to the front, taking care not to snag the pick springs.

Squeeze prongs together and pull up



4. Insert the new pad assembly.
Holding the new pad assembly by its sides, insert into the pad assembly socket, taking care not to snag the pick springs.



Make sure that the pad assembly is firmly and fully inserted. If it is not correctly attached, document jams and other feeding errors may occur.



-
5. Close the top cover.

You should hear a click when it is returned to its original position.



Be careful that the top cover does not shut on your fingers.



6. Reset the pad assembly usage counter.

The usage counter must be reset by an administrator. For details, refer to "[Resetting the Usage Counter](#)" (page 129).

7.6.2 Replacing the Pick Roller

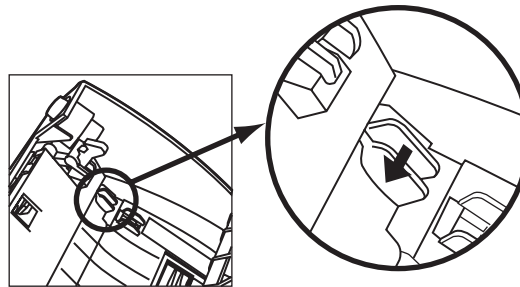
1. Remove any documents from the ADF paper chute.
2. Remove the ADF paper chute.
3. Push the ADF release button, then hold both sides of the top cover and lift it open.



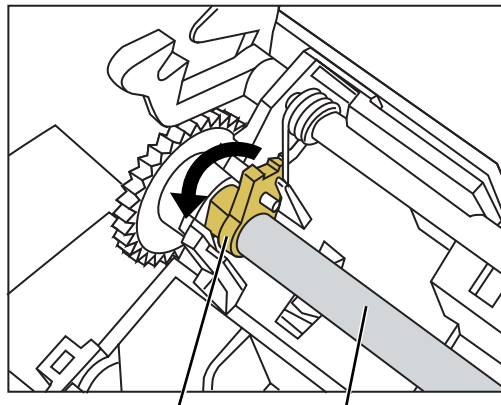
Be careful that the top cover does not shut on your fingers.



4. Remove the pick roller and its shaft from the scanner.
 1. Squeeze the tabs of the sheet guide release catch together with your fingers, and lift the sheet guide plate up and away.

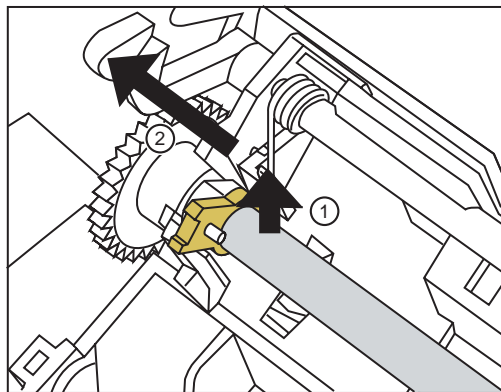


2. Rotate the left side pick roller bushing in the direction indicated by the arrow.



Pick roller bushing Pick roller shaft

3. Gently lift and slide the pick roller shaft out of the left side of the ADF in the direction of the arrow. Be careful as it is easy to bind the shaft in the right side bushing.



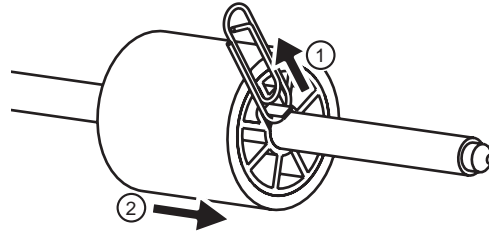
The pick roller bearing may be hard to rotate. Do not try to turn it with your fingernail. Use a paper clip to turn the roller bearing if you can not rotate it with your fingertip.

5. Remove the pick roller from the shaft.

Lift up the lock tab and slide the pick roller off the shaft.

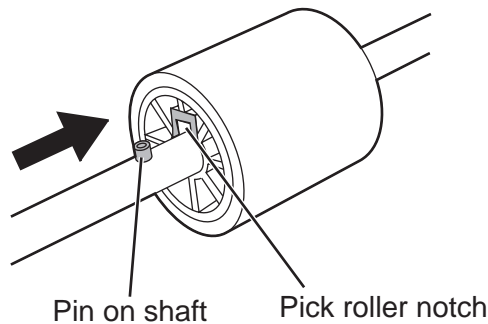


Take care if lifting the pick roller lock tab with your fingernail as it may get chipped or broken. If worried, try lifting the tab using a paper clip as shown in the following diagram.

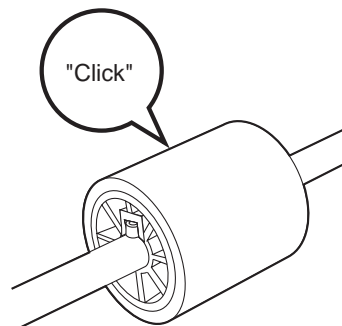


6. Attach the new pick roller.

Insert the shaft into the new pick roller, aligning the protruding pin on the shaft with the matching notch in the pick roller.



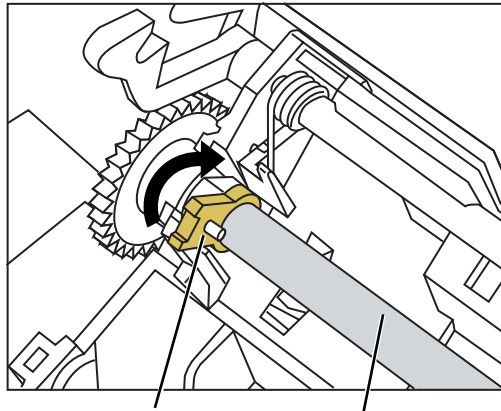
Make sure that the pick roller shaft is fully inserted. If it is not correctly attached, document jams and other feeding errors may occur. You should hear a "click" when the pick roller shaft is inserted correctly. Make sure you hear this noise when inserting the shaft into the pick roller.



7. Insert the pick roller and shaft back in the scanner.

To attach the pick roller to the scanner, follow the pick roller and shaft removal procedure in reverse.

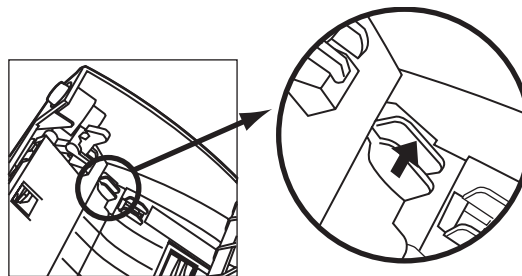
1. Rotate the left side pick roller bushing in the direction indicated by the arrow.



Pick roller bushing

Pick roller shaft

2. Open the tabs of the sheet guide release catch in the direction indicated by the arrow to lock the sheet guide in place.



8. Close the top cover.

You should hear a click when it is returned to its original position.



Be careful that the top cover does not shut on your fingers.



9. Attach the ADF paper chute.

10. Reset the pick roller usage counter.

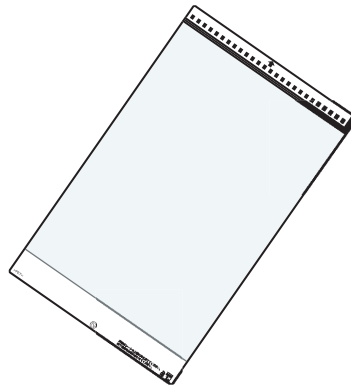
The usage counter must be reset by an administrator. For details, refer to "[Resetting the Usage Counter](#)" (page 129).

7.6.3 Purchasing the Carrier Sheet

If the "Carrier Sheet" provided with the scanner can no longer be used for scanning due to damage or wear-and-tear, you can purchase a new Carrier Sheet separately.

As a guideline, it is recommended to replace the Carrier Sheet every 500 scans. However, the number of times of use differs according to usage. Replace the Carrier Sheet when it becomes scratched or dirty.

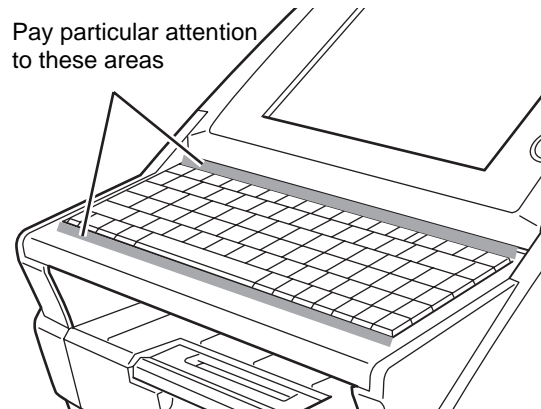
The Carrier Sheet is as shown below:



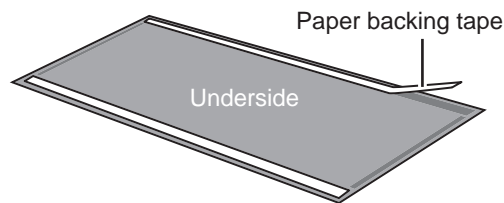
To obtain these parts, contact your FUJITSU dealer or an authorized FUJITSU scanner service provider.

7.7 Replacing the Keyboard Cover

1. Remove the keyboard cover from the scanner.
2. Remove any remaining adhesive tape.

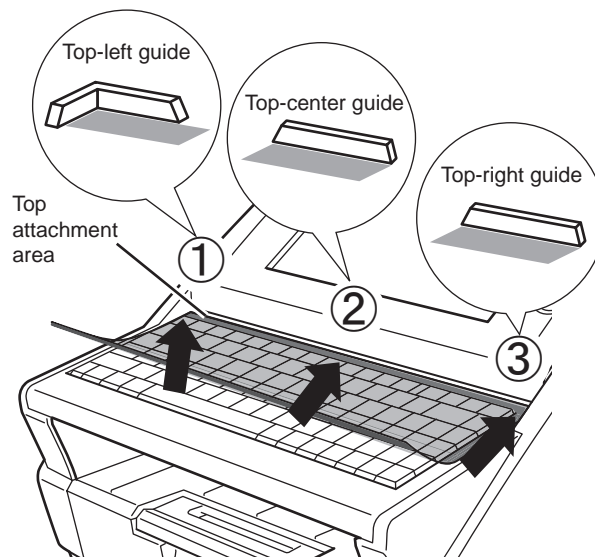


3. Turn the keyboard cover over and remove the paper backing from the top strip of double-sided tape.

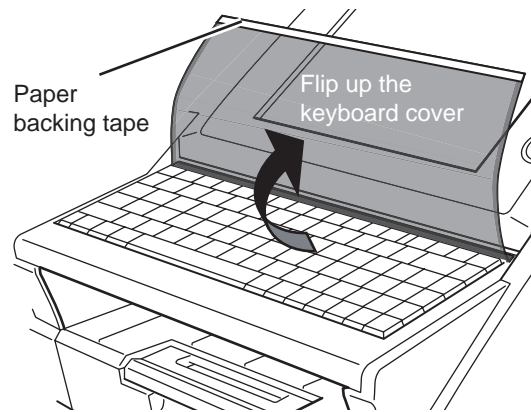


4. Align the top edge of the keyboard cover with the protruding guides, and firmly smooth the double-sided tape down.

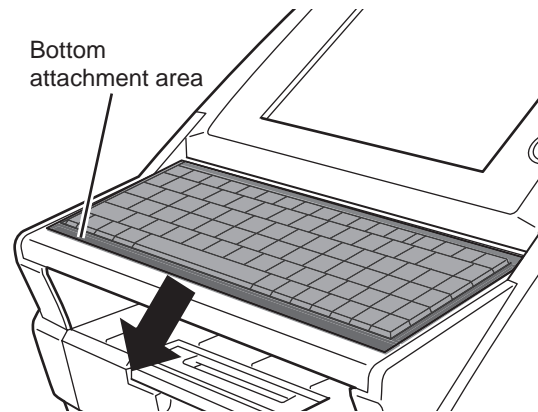
Align and attach the top-left corner first, then the center, and last the top-right corner.



-
5. Flip up the keyboard cover and remove the paper backing from the bottom strip of double-sided tape.



6. Gently stretch the keyboard cover forward and smooth the double-sided tape down.



7.8 Performing a Scan Test

After scanner cleaning or replacement of consumable parts, perform a scan test.

1. On the "Main Menu" screen, press the [Maintenance] button.
⇒ The "Maintenance" screen appears.
2. Press the [Scan Test] button.



Maintenance



Cancel

⇒ The "Scan Test" screen appears.











3. Load the document into the ADF paper chute for the scan test.

- Press the [Scan] button.

Scan Test

Load a test page and press the [Scan] button.

■ Scan Setting Information ■

| Setting Item | Status | Setting Item | Status |
|---|--------|--|------------|
|  Color Mode | Auto |  Brightness | Medium |
|  Paper Size | Auto |  Contrast | Medium |
|  Resolution | 200dpi |  Page Orientation | Off |
|  Scan Mode | Duplex |  Blank Page Skip | Off |
|  Compression | Medium |  Multifeed Setup | Ultrasonic |



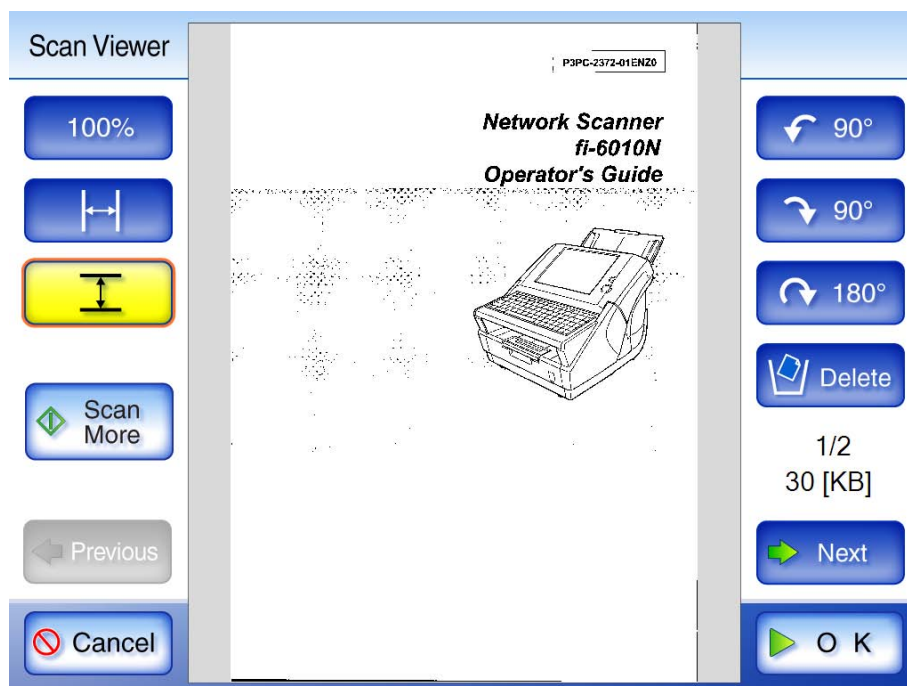
⇒ The scan test starts.

When the scan test has completed, the "Scan Viewer" screen appears.

If the scanner fails to scan correctly, an error message is displayed. For more details about how to deal with error messages, refer to "D.2 Regular User Messages" (page 409).

- Check the scanned data.

For more details about "Scan Viewer", refer to "6.10.1 Viewing a Scanned Page" (page 310) or "6.10.2 Rotating a Scanned Page" (page 311).



6. Press the [OK] button.
 - ⇒ The "Maintenance" screen is shown again.

Chapter 8

Troubleshooting

Admin

User

This chapter provides information on dealing with scanner operation problems such as paper jams, points to check before contacting your FUJITSU scanner dealer, and help on how to check device labels.

For details of error messages which may appear during administrator setting procedures, refer to ["D.1.1 Administrator Screen Messages" \(page 393\)](#).

For details of error messages which may appear during scanner operations or cleaning, refer to ["D.2 Regular User Messages" \(page 409\)](#).

For details of messages which might appear when acquiring log information in ["4.8 Using the Operation Logs Menus" \(page 131\)](#), refer to ["D.1.2 System Log Messages" \(page 403\)](#).

For details of device status messages, refer to ["D.1.3 Alert Monitor System Log Messages" \(page 405\)](#).

| | |
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8.1 Removing Jammed Documents

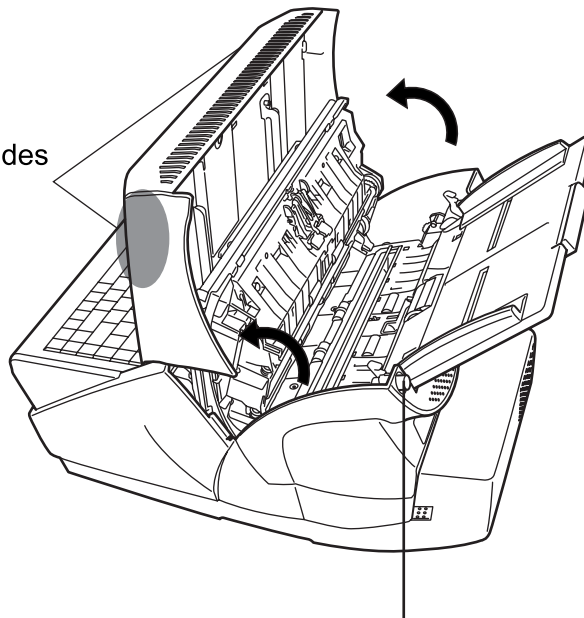
If a document jam occurs, follow the procedure below to remove the jammed documents.



- When removing jammed documents, take care with dangling neckties, necklaces, etc. as they may easily become entangled in the scanner.
- The glass scanner windows inside the ADF can become hot when the scanner is used. Take care not burn your hands.

1. Remove all documents from the ADF paper chute.
2. Push the ADF release button, then hold both sides of the top cover and lift it open.

Hold both sides
to open



Push the ADF release button to open



Be careful that the top cover does not slam shut on your fingers.

3. Remove the jammed document.



- Staples, paper clips, etc. can cause document jams. Check the document and feed path, and remove any such objects that may have come loose.
Any staples, clips, etc. should be removed from the document before starting a scan.
- Take care not to snag the pick springs when removing jammed documents.

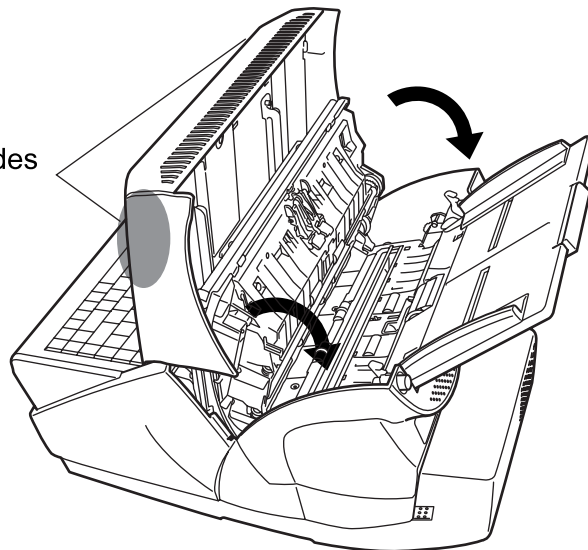
4. Holding both sides of the top cover, return it to its original position.

You should hear a click.



- Make sure that the top cover is completely closed. If not completely closed, document jams and feeding errors may occur.
- When closing the top cover, do not slam it shut by pushing the touch panel as this may damage it.

Hold both sides to close

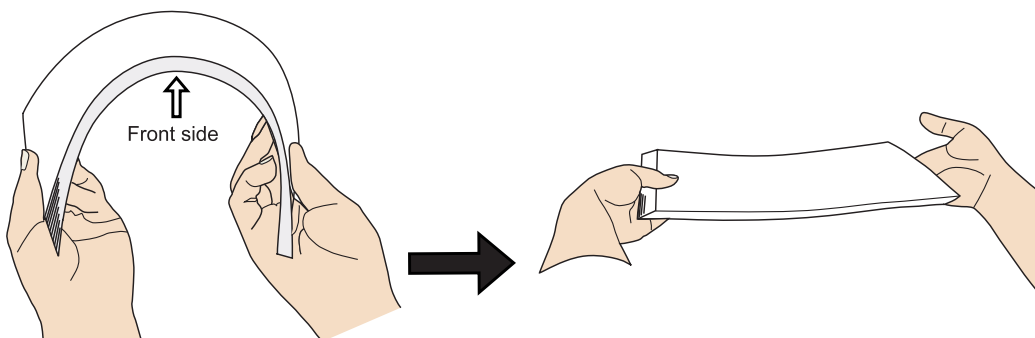




- Although no error message is displayed, document pages may remain in the ADF even after scanning is completed or cancelled. Follow the procedure below to remove any such pages from the ADF.
 1. Remove all documents from the ADF paper chute.
 2. Push the ADF release button, then hold both sides of the top cover and lift it open.
 3. Remove the remaining documents.
 4. Close the top cover.
- If document pages become blocked while scanning, check the scanned data. If documents become blocked whilst being fed into the scanner, document pages which could not be scanned correctly may remain in the ADF. In this case, delete all pages not correctly scanned using the [Delete] button on the "Scan Viewer" screen.
For more details about the "Scan Viewer" screen, refer to ["6.10.4 Deleting a Scanned Page" \(page 312\)](#).

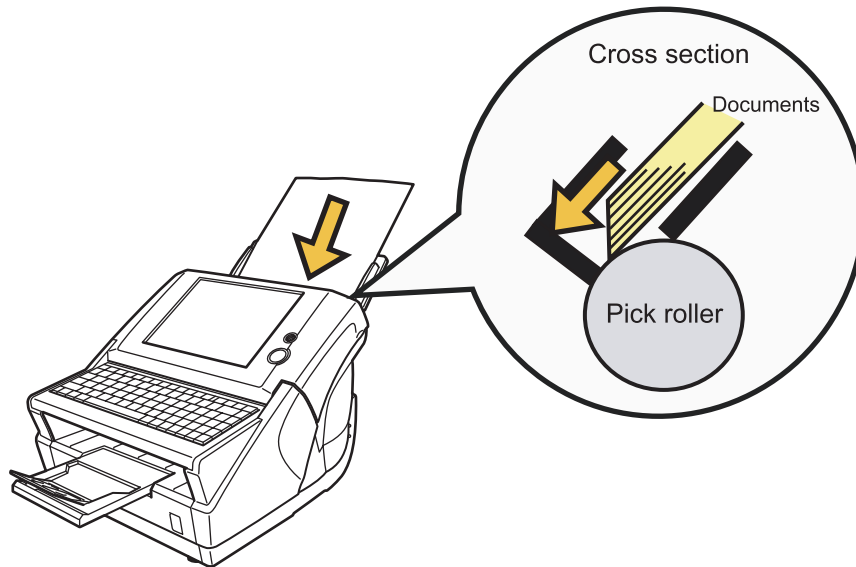
If document jams or multifeed errors occur frequently, try the following procedures.

1. Align the edges of the document sheets.
2. Lightly grip the ends of the document stack in both hands and flex it back forth, as shown below.



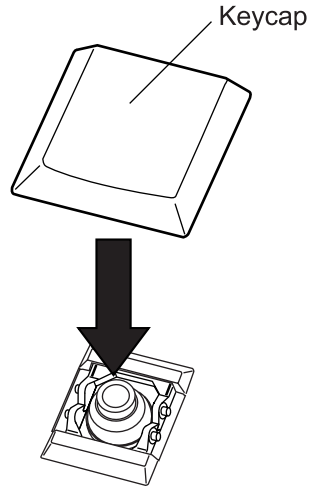
⇒ The edge of the document stack that will be loaded into the ADF paper chute should be skewed.

3. Load the documents into the ADF paper chute, as shown in the following diagram.



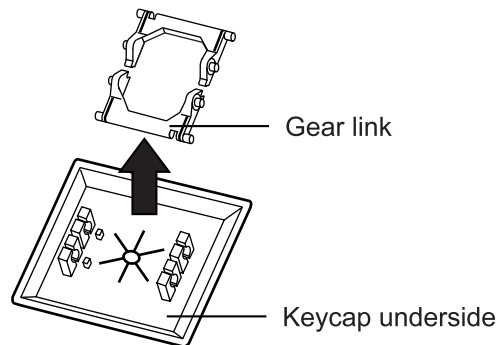
8.2 Dealing with Detached Keycaps

If a keycap comes loose from the keyboard, fit it back onto its original location and push it down until it clicks into place.

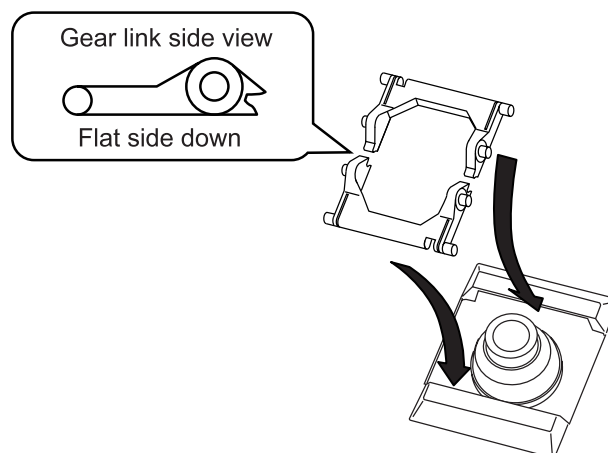


If a keycap and key switch become loose, they should be reattached as follows.

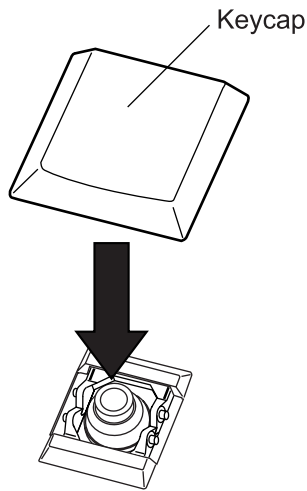
1. Remove the key switch from the keycap.




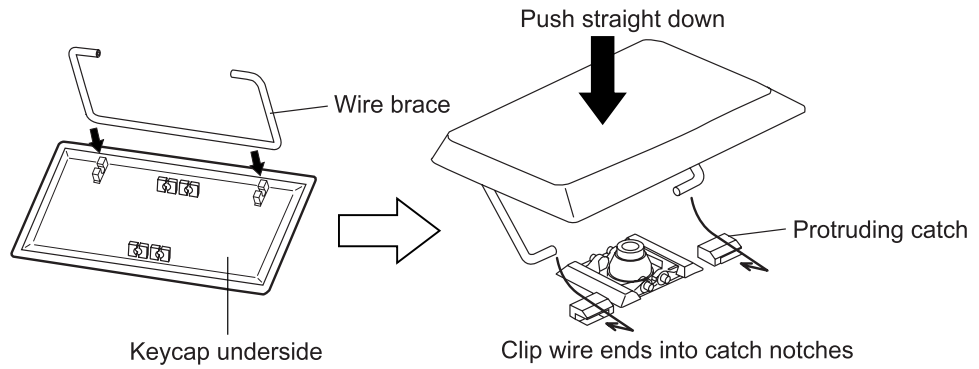
2. With the flat part of the key switch facing downwards, reattach it to the keyboard.



3. Fit the keycap back onto its original location and push it down until it clicks into place.



 If the detached keycap has a wire brace, reattach the wire to the keyboard, align the keycap over the middle of the wire, and push the keycap down until it clicks into place.



8.3 Network Connection Troubleshooting

If a network connection is not possible, first check the scanner status and system settings.

The following section provides information about general troubles that may occur when connecting to a network.

If the cause of the problem is unknown or the problem persists, check the items in "[8.5 Points to Check before Contacting Your FUJITSU Scanner Dealer](#)" (page 369) and contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

8.3.1 Basic Network Operation Tests

The following network operation tests are available on the administrator screen, and should be performed after the network has been setup.

- Checking basic network operation with a Ping test
- Checking the network operating status
- Checking the NTP server settings by synchronizing the system time (if using an NTP server)
- Checking the mail server by sending a test mail (if scanned data is to be sent as an e-mail, by fax, or when requesting alert notifications by e-mail)

■ Checking basic network operation with a Ping test

Perform a ping test to check the following server or personal computer network connection status. For details about the pinging procedure, refer to "[4.6.16 Checking the Network Connection with a Ping Test](#)" (page 123).

- Personal computer with network scanner admin tool installed
- Personal computer with Central Admin Console installed
- Personal computer with Central Admin Server software installed
- DNS server
- WINS server
- NTP server
- LDAP server
- SMTP server
- File server
- Print server
- FTP server
- Domain Controller



Depending on the server setting, there may be no response from a ping test.

When checking the network connection status of a server by its IP address, the following results are possible.

| Result | Action |
|--|---|
| "Ping statistics" shows "Lost=0 (0% loss)" | None |
| "Ping statistics" shows "Lost=4 (100% loss)" | Check that the ping target IP address is correct. |
| | If the ping target IP address is correct, refer to "Failure to connect to a server using its IP address" (page 359) for further solutions. |
| "Ping statistics" shows "Lost=N (1 to 99% loss)" | There may be a quality problem with the LAN cable. Replace the LAN cable and try again. |
| | In "4.6.17 Checking the Network Operating Status" (page 125) , change the [Link Speed/Duplex Mode] from "Auto-Negotiation" to a fixed mode. |
| "Hardware error" | The LAN cable may have become disconnected during the Ping test. Check the status of the LAN cable and try again. |

When checking the network connection status of a server with an FQDN, the following results are possible.

| Result | Action |
|--|---|
| "Ping statistics" shows "Lost=0 (0% loss)" | None |
| "Ping request could not find host xxxxxxxxx. Please check the name and try again." | Check that the ping target server name is correct. |
| | Check that the DNS server or WINS server settings are correct. |
| | If the ping target server name is correct, refer to "Failure to connect to a server by name" (page 361) for further solutions. |
| "Ping statistics" shows "Lost=4 (100% loss)" | Check that the ping target server name is correct. |
| | In "4.6.17 Checking the Network Operating Status" (page 125) , change the [Link Speed/Duplex Mode] from "Auto-Negotiation" to a fixed mode. |
| "Ping statistics" shows "Lost=N (1 to 99% loss)" | There may be a quality problem with the LAN cable. Replace the LAN cable and try again. |
| | In "4.6.17 Checking the Network Operating Status" (page 125) , change the [Link Speed/Duplex Mode] from "Auto-Negotiation" to a fixed mode. |
| "Hardware error" | The LAN cable may have become disconnected during the Ping test. Check the status of the LAN cable and try again. |

■ Checking the network operating status

Check the network status.

For details about the checking procedure, refer to ["4.6.17 Checking the Network Operating Status" \(page 125\)](#).

Check the "Network Information" screen, and follow each action described below according to the message that is shown.

| Network settings | Action |
|--|--|
| The information shown is all valid. | None |
| The information shown is not all valid. | If DHCP is not used: Check that the "IP Address" setting is correct. |
| | If DHCP is used: <ul style="list-style-type: none">• Check that physical network connection to the DHCP server is functioning correctly.• Check the DHCP server. The server may not be operating normally, or the DHCP settings (restricted number of leases or MAC address validation) may be causing invalid IP addresses to be assigned. |
| The information shown is valid, but pinging indicates that the network connection is not functioning normally. | In "4.6.17 Checking the Network Operating Status" (page 125) , change the [Link Speed/Duplex Mode] from "Auto-Negotiation" to a fixed mode. If the problem persists, refer to "Failure to connect to a server using its IP address" (page 359) for further solutions. |

■ Checking the NTP server settings by synchronizing the system time

On the "NTP Server" screen, press the [Sync Time] button to check if the system time can be synchronized.

After pressing the [Sync Time] button, follow each action described below according to the message that is shown.

| Message | Action |
|---|--|
| System time has been successfully synchronized. | None |
| System time synchronization failed. | <p>Try the following:</p> <ul style="list-style-type: none"> • Check the NTP server name and address settings for errors. • Check the network path between to the NTP server for problems. • The NTP server may be busy. Wait a short time before trying again to synchronize the system time. If that does not work, the specified server may not be an NTP server, so try a different NTP server. • The specified NTP server cannot provide a trusted date and time. It attempted to acquire the date and time from a higher level NTP server, but failed. Try a different NTP server or have the network administrator investigate. • Check that the time is correct. If the time is incorrect, adjust the date/time, and try again. • Refer to "4.5.5 Setting the Date/Time" (page 55), adjust the date/time, and try again. |

■ Checking the mail server by sending a test mail

On the "Alert Notification" screen, press the [Test] button to check if an e-mail can be sent to the specified destination.

After pressing the [Test] button, follow each action described below according to the message that is shown.

| Message | Action |
|--------------------------------|---|
| Sending... | <p>If no error message appears and the "sending" indicator disappears, the test mail was sent successfully to the mail server.</p> <p>Check that the alert notification e-mail has arrived at the specified destination. If the alert notification e-mail has not arrived at the expected destination, check that the part of the e-mail address before the "@" has been entered correctly.</p> |
| Test e-mail could not be sent. | <p>Check that the computer connected to the SMTP server is running properly.</p> |
| | <p>Check if an e-mail can be sent to the address from other personal computers in the network.</p> |
| | <p>Ping the SMTP server to check that it and its network connection are working properly.</p> |
| | <p>If there is a negative response to the SMTP server ping test, check that the system network is functioning normally by pinging the SMTP server from another machine in the network.</p> <ul style="list-style-type: none"> • If only the scanner's network connection is not operating correctly, refer to "Failure to connect to a server using its IP address" (page 359) for further solutions. • If the problem seems to be with the SMTP server cannot connect to its network, request the network administrator to check that the SMTP server and the network connection to the server are functioning normally. |

8.3.2 Other Network Connection Troubleshooting

There are many reasons why a network connection may not be possible.

The following section provides information about general troubles that may occur when connecting to a network.

If the cause of the problem is unknown or the problem persists, check the items in ["8.5 Points to Check before Contacting Your FUJITSU Scanner Dealer"](#) (page 369) and contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

■ Failure to connect to a server using its IP address

If a server cannot be connected to using its IP address, and does not respond to a ping test, try the following steps:

| No. | Problem | Action |
|-----|---|--|
| 1 | Connection error between a server and the scanner, or problem with the LAN cable. | <p>Check that the LAN cable has been attached to both the scanner and server correctly.</p> <p>If the server is connected using a LAN cable (straight type), in case auto-mdi (automatic selection) is not supported, a LAN cable (crossover type), switch, or router is required between the scanner and server.</p> <p>If this is not the case, the LAN cable may be faulty. Find a LAN cable that functions normally and try again.</p> |
| 2 | IP address or subnet mask is invalid. | <p>On the "IP Address" screen, check that the IP address or subnet mask settings are correct.</p> <p>For more details about the "IP Address" screen, refer to "4.6.1 Giving the Scanner an IP Address" (page 69).</p> |

| No. | Problem | Action |
|-----|--|--|
| 3 | When using DHCP, the DHCP server does not operate normally, or there is a problem with the DHCP server settings. | <p>If using DHCP, on the "Network Status" screen, check that IP address, subnet mask, and default gateway settings are all correct.</p> <p>If these settings are not correct, the DHCP server may not operate normally, or the DHCP server may not assign valid IP addresses because of restricted number of leases or MAC address validation.</p> <p>Check the DHCP server connection status and the details of the server settings.</p> <p>For more details about the "Network Status" screen, refer to "4.6.17 Checking the Network Operating Status" (page 125).</p> |
| 4 | Another host or communication device is connected using the same IP address as the scanner. | <p>If the same IP address has already been used by another host or communication device, then even if the other device has been given a different IP address the server may not recognize the scanner's "duplicate" IP address until it is rebooted. Restart the server.</p> <p>If a duplicate IP address connection from another host or communication device exists on a LAN, both it will be unusable. If a duplicate IP address connection from another host or communication device exists, pull out its LAN cable and restart the server.</p> |
| 5 | Access is denied due to the establishment of a firewall between the server and the scanner. | <p>If a firewall has been established between the server and the scanner, check that it has not been set to deny access to the network.</p> |

| No. | Problem | Action |
|-----|--|--|
| 6 | The network link speed/duplex mode for the scanner and server are different, or Auto-Negotiation is not supported by the server. | <p>For this scanner, the default [Link Speed/Duplex Mode] setting is "Auto-Negotiation".</p> <p>On the "Network Status" screen, match the scanner and server's network link speed/duplex mode settings.</p> <p>If the problem persists in spite of having set both the scanner and server's network link speed/duplex settings to "Auto-Negotiation", select something other than "Auto-Negotiation" and check again.</p> <p>For more details about the "Network Status" screen, refer to "4.6.17 Checking the Network Operating Status" (page 125).</p> |

■ Failure to connect to a server by name

If connection to a server using a FQDN is not possible even after the server name has been checked using a ping test, try the following steps:

| No. | Problem | Action |
|-----|---|--|
| 1 | Same as in "Failure to connect to a server using its IP address" (page 359). | Check if a network connection is possible by trying the same solution for "Failure to connect to a server using its IP address" (page 359). |
| 2 | The scanner's DNS server or WINS server settings are invalid. | Check that the DNS and WINS server settings are correct. |
| 3 | The DNS server or WINS server is not functioning normally, or there is an error with the DNS or WINS server network connection. | <p>Ping the DNS and WINS servers to check they are functioning normally.</p> <p>If the DNS or WINS server is not functioning, request the network administrator to check its status.</p> |

■ Failure to add a network printer

If adding a network printer to/from the scanner is not possible, try the following steps. Also, refer to how to set printer settings, how to add a network printer, and the printer manual before hand.

| No. | Problem | Action |
|-----|--|--|
| 1 | The Windows® XP printer driver has not been installed on the print server. | Install the Windows® XP printer driver on the print server. Check that the Windows® XP printer driver has been correctly installed on the print server. For more details, refer to "4.6.13 Setting the Network Printers" (page 94). |
| 2 | Network printer shared name has been changed. | Check the shared name on the print server. |
| 3 | The specified network printer path is invalid. | Check that the specified network printer path is correct. |

■ Failure to print on a network printer

If printing on a network folder which has been set in the scanner is not possible, try the following steps. Also, refer to how to set the printer settings, how to add a network printer, or the printer manual before hand.

| No. | Problem | Action |
|-----|--|---|
| 1 | Printer is not usable, due to an out of paper error, paper jam, or similar problem. | Check whether or not the printer is ready for printing, deal with the cause of the error, and try again. |
| 2 | Same as in "Failure to connect to a server using its IP address" (page 359). | Check if a network connection is possible by trying the same solution for "Failure to connect to a server using its IP address" (page 359). |
| 3 | Not authorized to print on network printer. | Contact the administrator to check if printing is allowed on the network printer. |
| 4 | Printing is impossible due to a printer error. | Check that printing is possible from the print server application. |

8.3.3 Failure to Access the Scanner using a Web Browser, Network Scanner Admin Tool, or Central Admin Console

If access is not possible when attempting to connect to the scanner using a Web browser or the network scanner admin tool, or when attempting to connect to the Central Admin Server from the Central Admin Console, try the following steps:

| No. | Problem | Action |
|-----|--|---|
| 1 | Same as in "Failure to connect to a server using its IP address" (page 359). | Check if a network connection is possible by trying the same solution for "Failure to connect to a server using its IP address" (page 359). |
| 2 | The DNS server or WINS server is not functioning normally, or the scanner name has not been registered in the DHCP or WINS server. | Check the connectivity of the specified IP address. If it is possible to connect the scanner using the network scanner admin tool with a specified IP address, specify the scanner's IP address in the DNS or WINS server. Also, check the DNS or WINS server settings using the network scanner admin tool or Web browser. |
| 3 | A misconfigured firewall between the network scanner admin tool or Web browser and the scanner is denying access. | If there is a firewall between the computer running the network scanner admin tool or Web browser and the scanner, check that its settings are not preventing access. |
| 4 | In Microsoft® Internet Explorer, in the "Tools" menu, "Internet Options", [Security] tab, the security level for the corresponding zone is set as "High", or in [Custom level], "Scripting", "Active scripting" is set to "Prompt" or "Disable". | <p>When connecting using the scanner name, the connection will be an intranet connection. When connecting using an IP address, it will be an internet connection. If the URL includes a scanner name, the scanner will be connected using an Intranet Zone. If the URL includes an IP address, the scanner will be connected using the Internet Zone.</p> <p>In Microsoft® Internet Explorer, in the "Tools" menu, "Internet Options", try the following settings for the corresponding zone.</p> <ul style="list-style-type: none"> • To enable "Active scripting", set in one of the following ways: <ul style="list-style-type: none"> • In the [Security] tab, set the required "Security level for this zone" to "Medium". • In the [Security] tab, select the [Custom level] button. Then, set the "Scripting", "Active scripting" to "Enable". • If connecting via the Internet zone, on the [Privacy] tab, set the level to below "Medium High". <p>After the above settings have been performed, in "Temporary Internet Files", press the [Delete cookies] button to delete all temporary internet files.</p> |

| No. | Problem | Action |
|-----|---|--|
| 5 | The scanner is in standby mode. | Press the startup button to start the scanner. |
| 6 | A proxy server is being used. | Set the proxy server to not be used. Open the "Internet Options" in the "Tools" menu of Microsoft® Internet Explorer, then press the [LAN settings] button in the [Connections] tab and remove the check from the "Use a proxy server for your LAN (These settings will not apply to dial-up or VPN connections)." option. |
| 7 | There is an error with the connection protocol setting. | Check if SSL is enabled on the "Admin Network" screen. For more details, refer to "6.2 Using Touch Panel Screens: Regular User" (page 226). |
| 8 | There is an error with the port number setting. | Check the specified port number on the "Admin Network" screen. For more details, refer to "6.2 Using Touch Panel Screens: Regular User" (page 226). |



This scanner is installed with a Wake-On-LAN card. If the last time the scanner power was turned off was due to an error of power failure, the Wake-On-LAN function will not work.

8.3.4 Problems when Connecting to the Scanner using the Network Scanner Admin Tool


If, when connecting to the scanner via a web browser, the "Scripts are usually safe. Do you want to allow scripts to run?" message appears, or the "Login" screen appears but the buttons can not be selected, try the following steps:

| No. | Problem | Action |
|-----|--|---|
| 1 | In Microsoft® Internet Explorer, in the "Tools" menu, "Internet Options", [Security] tab, the security level for the corresponding zone is set as "High", or in [Custom level], "Scripting", "Active scripting" is set to "Prompt" or "Disable". | <p>In Microsoft® Internet Explorer, in the "Tools" menu, "Internet Options", try the following settings for the corresponding zone.</p> <ul style="list-style-type: none"> • To enable "Active scripting", set in one of the following ways: <ul style="list-style-type: none"> • In the [Security] tab, set the required "Security level for this zone" to "Medium". • In the [Security] tab, select the [Custom level] button. Then, set the "Scripting", "Active scripting" to "Enable". • If connecting via the Internet zone, on the [Privacy] tab, set the level to below "Medium High". <p>After the above settings have been performed, in "Temporary Internet Files", press the [Delete cookies] button to delete all temporary internet files.</p> |

8.4 Other Troubleshooting

This section describes problems that may occur during scanning and gives information on how to deal with them. Before requesting repair, check the following list of common problems.

If the problem still cannot be solved after consulting the troubleshooting suggestions, check the points in ["8.5 Points to Check before Contacting Your FUJITSU Scanner Dealer"](#) (page 369) and then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

| Problem | Check item | Suggestion |
|---|---|--|
| Scanner cannot be turned on. | Has the Startup button been pressed? | Press the Startup button. |
| | Are the AC cable and AC adapter properly connected to the scanner? | Connect the AC cable and the AC adapter. Disconnect the AC cable from the scanner, wait at least ten seconds, then reattach the cable and turn the power back on again. If the problem persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. |
| Scanning does not start. | Has the document been loaded correctly into the ADF paper chute? | Reload the documents into the ADF paper chute. |
| | Is the ADF completely closed? | Close the top cover completely. |
| | Does the same problem occur after turning the scanner power off and back on again, and re-logging in? | If the error status persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. |
| Even after pressing the Scan button, scanning does not start. | Is the  button displayed on the touch panel? | The Scan button can only be used on the following screens. <ul style="list-style-type: none"> • "Send e-Mail" screen • "Send Fax" screen • "Print" screen • "Save" screen • "Scan Viewer" screen • "Scan Test" screen |

| Problem | Check item | Suggestion |
|--|---|---|
| Multifeed errors occur frequently. | Do the documents satisfy the conditions given in "A.2 Paper Requirements" (page 377)? | Use documents which satisfy the conditions described in "A.2 Paper Requirements" (page 377). |
| | Has the document been loaded correctly into the ADF paper chute? | Riffle and realign the document stack, then load it back into the ADF paper chute. |
| | Is the document stack more than 5mm thick? | Remove sheets from the stack to reduce it to a thickness of 5mm or less. |
| | Is the pad assembly dirty? | Clean the pad assembly. For more details, refer to "7.2 Cleaning the ADF" (page 324). |
| | Is the pad assembly worn out? | Replace the pad assembly. For more details, refer to "7.6 Replacing Parts" (page 333). |
| Paper is not fed into the scanner. (Pick errors are frequent or document feed stops midway) | Do the documents satisfy the conditions given in "A.2 Paper Requirements" (page 377)? | Use documents which satisfy the conditions described in "A.2 Paper Requirements" (page 377). |
| | Is the pick roller dirty? | Clean the pick roller. For more details, refer to "7.2 Cleaning the ADF" (page 324). |
| | Is the pick roller worn out? | Replace the pick roller. For more details, refer to "7.6 Replacing Parts" (page 333). |
| | Is there any foreign matter in the document feed path? | Clean the document feed path. |
| Scanned data is elongated. | Are the feed rollers dirty? | Clean the feed rollers. For more details, refer to "7.2 Cleaning the ADF" (page 324). |
| Shadow on the leading edge of the scanned data. | Are the feed rollers dirty? | Clean the feed rollers. For more details, refer to "7.2 Cleaning the ADF" (page 324). |
| Vertical line on the scanned data. | Are the glass scanner windows dirty? | For more details on cleaning the glass scanner windows, refer to "Chapter 7 Scanner Care" (page 321). |
| Scanned data appears skewed or distorted. | Has the document been loaded correctly? | Load the document correctly. |
| Quality of scanned data is poor. | Are the glass scanner windows dirty? | Clean the glass scanner windows. |

| Problem | Check item | Suggestion |
|--|--|--|
| Cannot login with administrator password. | Was the Caps Lock on when the password was entered? | Turn off the Caps Lock and try logging in again. If the password has been lost or forgotten, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. |
| The "Keyboard error or not keyboard present" message is shown on the screen, the scanner does not startup. | After turning the scanner off, was the power turned back on again immediately? | Disconnect the AC cable from the scanner, wait at least ten seconds, then reattach the cable and turn the power back on again. If the problem persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. |
| Input field entry entered via the keyboard does not appear on the screen. | Has the input field been selected? | Select the input field and try again. |
| | | Press the [Cancel] button and try again. |
| | | To use the touch panel, touch the input field directly and try again. |
| Saving is not possible after pressing [Save] on the "File Download" dialog box. | Does the length of the "Save As" folder path (folder path plus file name) exceed 259 characters? | Select a "Save As" folder that respects the limit. |
| Status screen stops at "Printing scan data to ...". | Is there enough free space in the drive on which the spool folder for the print server exists? | Make sure that there is enough space in the drive. |
| No response from pressing tab or enter key after a file download operation has been selected via the network interface or the download process does not start. | Has the [Download], [Get CSV] or [Backup] button been selected? | Try pressing a different tab or button on the screen. |
| An error occurs when installing a network scanner admin tool. | Is a network scanner admin tool of another language already installed? | Uninstall the existing network scanner admin tool, and try again. |

8.5 Points to Check before Contacting Your FUJITSU Scanner Dealer

Before contacting your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider, check the following points.

8.5.1 General Details

| Info | Findings |
|----------------------|---|
| Model | fi-6010N |
| Serial No. | (Example) 000001 For the serial number, refer to "8.6 Checking the Scanner Labels" (page 372). |
| Production date | Year Month 2007-08 (August, 2007) For details, refer to "8.6 Checking the Scanner Labels" (page 372). |
| Date of purchase | Year Month Day |
| Symptoms | |
| Frequency of trouble | |
| Total throughput | |

8.5.2 Error Status

■ Problem when connecting to the scanner via personal computer

| Info | Findings |
|------------------------------------|----------|
| OS (Windows) | |
| Network scanner admin tool version | |
| Displayed error message | |

■ Document feed trouble

| Info | Findings |
|------------------------------|----------------|
| Document type | |
| Main purpose of use | |
| Last cleaned on | Year Month Day |
| Consumables last replaced on | Year Month Day |
| Error message details | |

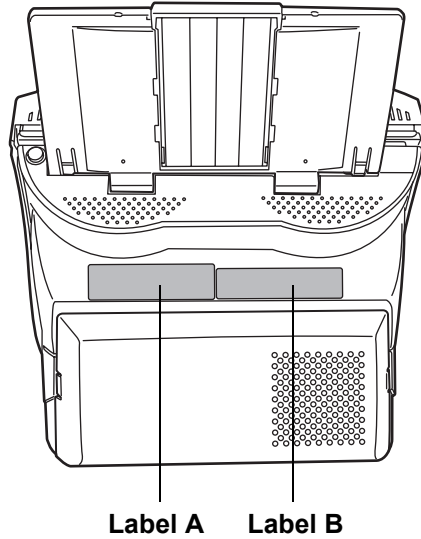
■ Other problems

| Info | Findings |
|--|---|
| Can both the original document and scanner image be sent by e-mail or fax? | Circle one: Available Unavailable |

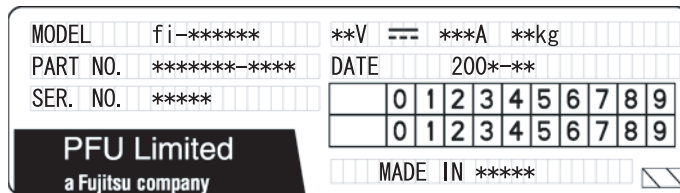


8.6 Checking the Scanner Labels

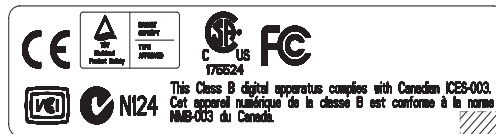
This section provides help on how to check the scanner's two information labels. The following diagrams show where the labels are located on the scanner.



- Label A (example): Contains various scanner information.



- Label B (example): Indicates the various standards that the scanner conforms to.



8.7 Pre-Maintenance Preparations

Before sending the scanner for maintenance, the user data store and system settings should be backed up. Refer to the following sections for details:

- ["Backing up the User Data Store" from "4.9.1 Maintaining the User Data Store" \(page 137\)"](#)
- ["4.9.2 Maintaining the System Settings" \(page 143\)](#)

After backing up the user data store and system settings, the original data may be deleted. Refer to the following sections for details:

If the hard disk is replaced, all settings will revert to their factory default values.

- ["Clearing the User Data Store" \(page 142\) from "4.9.1 Maintaining the User Data Store" \(page 137\)"](#)
- ["Clearing the System Log" \(page 136\) from "4.9.2 Maintaining the System Settings" \(page 143\)](#)



The user data store may contain private information such as e-mail addresses or fax numbers, so care should be taken when managing such data.

Appendix A



ADF Paper Specifications

Admin

User

This appendix describes the paper size and quality requirements for ensuring that the ADF operates correctly when scanning documents.

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|--|------------|
| A.1 Paper Size | 376 |
| A.2 Paper Requirements..... | 377 |
| A.3 Maximum Document Loading Capacity | 380 |
| A.4 Area not to be Perforated | 381 |
| A.5 Multifeed Detection Conditions..... | 382 |

A.1 Paper Size

The following paper sizes can be scanned with this scanner:

Width: 53mm to 216mm (2.1in to 8.5 in)

Length: 74mm to 356mm(*) (2.9in to 14in)

* When "Custom" paper size setting is used, a page length of up to 863mm (34in) is allowed for document scanning.

A.2 Paper Requirements

A.2.1 Paper Type

The following paper types are recommended for use with the ADF:

- Woodfree paper
- Wood containing paper

When documents of a paper type other than those listed above are used, test-scan a few sheets first to check if the document can be scanned without problem.

A.2.2 Paper Weight

The following paper weights can be used with the ADF:

- For general scanning
 - 52 g/m² to 127 g/m² (14 lb to 34 lb)
 - For A8 and Business Card size, 127 g/m² only
- For scanning with a carrier sheet
 - Up to 127 g/m² (Up to 34 lb)
 - Up to 63.5 g/m² (Up to 17 lb) (when scanning half fold paper)

A.2.3 Precautions

The following documents may not scan successfully:

- Documents of non-uniform thickness (e.g. envelopes and documents with attachments)
- Wrinkled or curled documents (See the following HINT)
- Folded or torn documents
- Documents with appended photographs, notes, etc.
- Tracing paper
- Coated paper
- Carbon paper
- Carbonless paper
- Photosensitive paper
- Perforated or punched documents
- Documents that are not square or rectangular
- Exceptionally thin documents (less than 52 g/m²)
- Photographs

Do not attempt to scan the following types of documents:

- Paper-clipped or stapled documents
- Documents on which the ink is still wet
- Documents smaller than A8 Portrait
- Documents wider than Letter size (8.5inches = 216mm, A4 is 210mm wide)
- Non-paper documents (such as fabric, foil, transparent paper)



- Carbonless paper contains chemical substances that may damage the pad assembly or the pick and other rollers when documents are fed. Pay attention to the following:

Cleaning:

If pick errors occur frequently, clean the pad assembly and pick roller.

For details on cleaning the pad assembly and pick roller, refer to "[Chapter 7 Scanner Care](#)" (page 321).

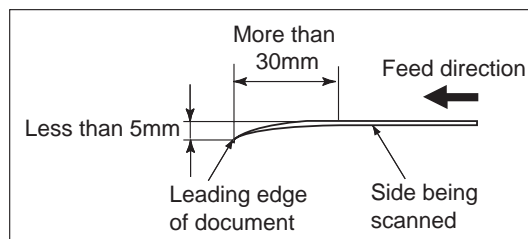
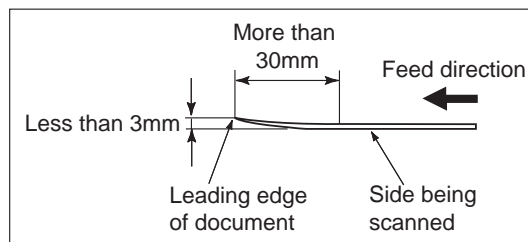
Replacing parts:

The service life of the pad assembly and pick roller may be shortened when compared to scanning only wood containing paper documents.

- When wood containing paper manuscripts are scanned, the life of the pad assembly and pick roller may be shortened compared with the case where woodfree paper manuscripts are scanned.
- When scanning photographs, the face of the photograph may become damaged.



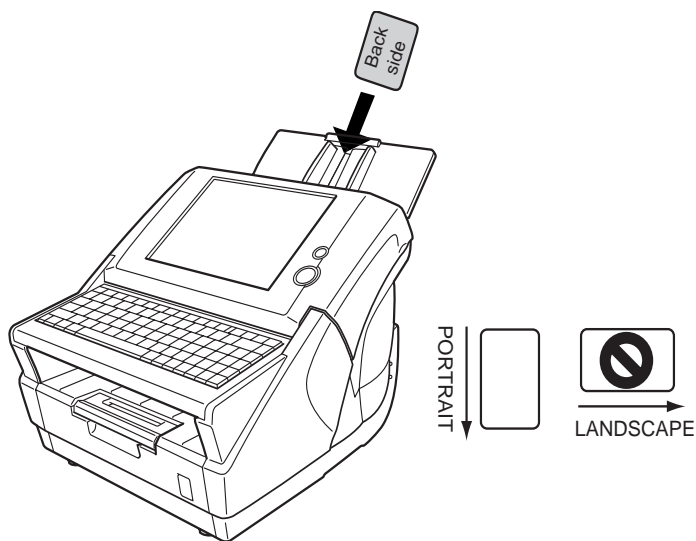
- When scanning semi-transparent documents, set the scan [Brightness] to "Light" to avoid image bleed through.
- To prevent the rollers from becoming dirty, avoid scanning documents containing large areas written or filled in with pencil. If scanning of such documents is unavoidable, clean the rollers frequently.
- To operate correctly, the ADF requires the leading edges of all document sheets be evenly aligned. Make sure that curling of the leading edge is within the following tolerances:



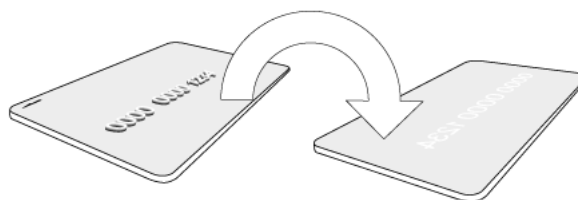


Take the following precautions when scanning plastic cards (for example ID cards).

- In Scan Settings, set the Multifeed Setup to [None]. For more details about Multifeed Setup, refer to "6.8.17 Multifeed Detection (Layer and Length)" (page 305).
- Place one card at a time into the ADF paper chute.
- Cards must be fed through the ADF in portrait mode, as in the following figure.



- Cards should be placed face down in the ADF paper chute.
- Embossed cards should be placed with the raised lettering side down.

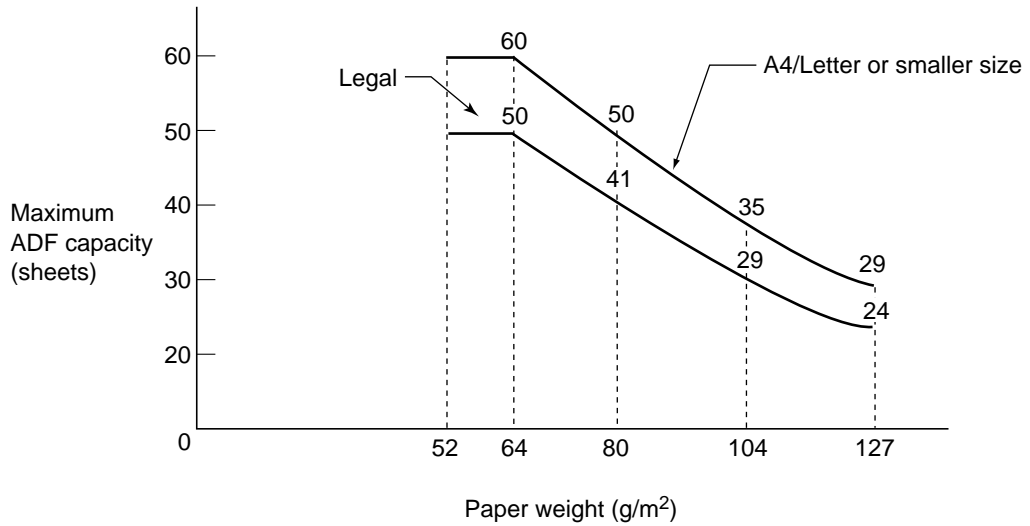


- Cards should be of the following specifications:
 - ISO7810-compliant, Type ID-1 cards
 - Width × Length: 2.1in X 3.4in / 54mm X 86mm
 - Thickness: 0.03 ± 0.003in / 0.76 ± 0.08mm
 - Material: PVC (polyvinyl chloride) or PVCA (polyvinyl chloride acetate)
- Cards that are excessively rigid may not be fed smoothly by the ADF.
- Cards that have become dirty from handling should be wiped clean before scanning.

A.3 Maximum Document Loading Capacity

The maximum number of sheets that can be loaded into the ADF paper chute is determined by the length and weight of the document paper.

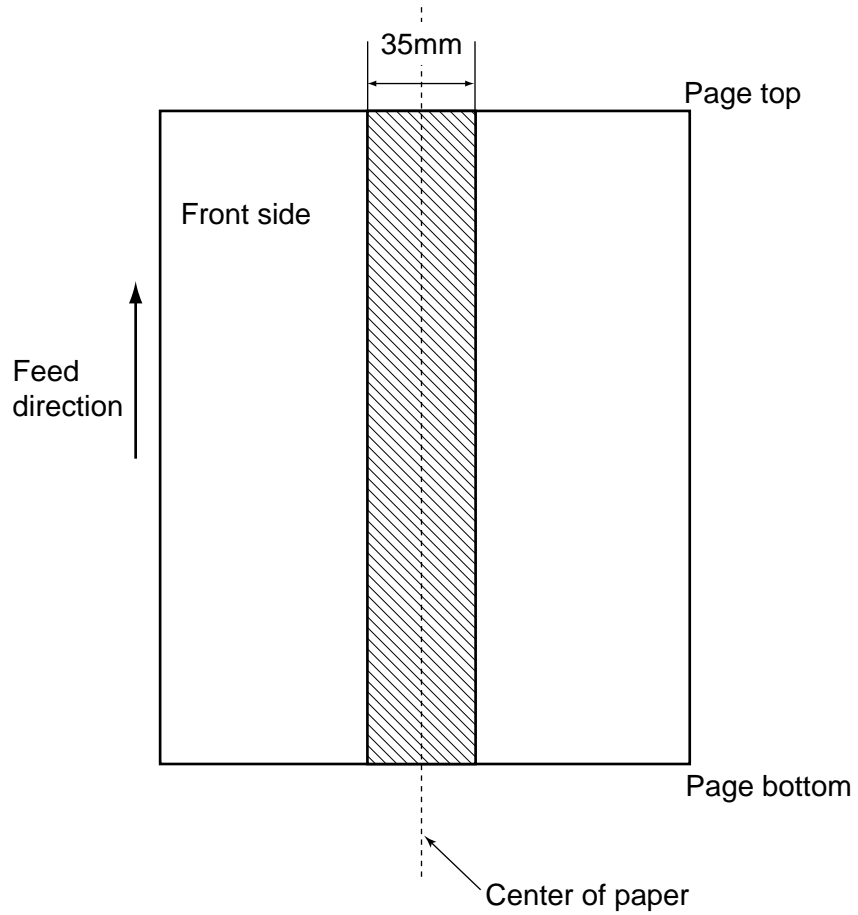
The following graph shows the maximum document loading capacity of ADF according to paper size and weight.



| Unit | Standard paper weights | | | | | | |
|------------------|------------------------|----|------|----|------|-----|-----|
| g/m ² | 52 | 64 | 75 | 80 | 90 | 104 | 127 |
| lb | 14 | 17 | 20 | 21 | 24 | 28 | 34 |
| kg | 45 | 55 | 64.5 | 69 | 77.5 | 90 | 110 |

A.4 Area not to be Perforated

ADF feed problems can occur while scanning if the document has any holes (punched, etc) in the shaded area shown in the following figure.



A.5 Multifeed Detection Conditions

There are three multifeed detection modes: document layer, document length, and both document layer and length. The following conditions must be satisfied in each of these detection modes. The type of document and document conditions can cause the multifeed detection rate to drop.

A.5.1 Detection by Layer

If [Ultrasonic] is selected in "[6.8.17 Multifeed Detection \(Layer and Length\)](#)" (page 305), multifeeds are detected by layer.

In this case, set sheets of the same thickness in the ADF at any one time.

- Document thickness: 0.065 to 0.15mm
- Punched holes are not allowed within 35mm (1.4in) of the vertical center line of the document.
- Do not glue on any other paper within 35mm (1.4in) of the vertical centerline of the document.

A.5.2 Detection by Length

If [Length] is selected in "[6.8.17 Multifeed Detection \(Layer and Length\)](#)" (page 305), multifeeds are detected by length

In this case, set sheets of the same length in the ADF at any one time.

- Document length deviation: 1% or less
- Punched holes are not allowed within 35mm (1.4in) of the vertical center line of the document.

A.5.3 Detection by both Layer and Length

If [Both] is selected in "6.8.17 Multifeed Detection (Layer and Length)" (page 305), mulifeeds are detected by both layer and length.

In this case, set sheets of the same thickness and length in the ADF at any one time.

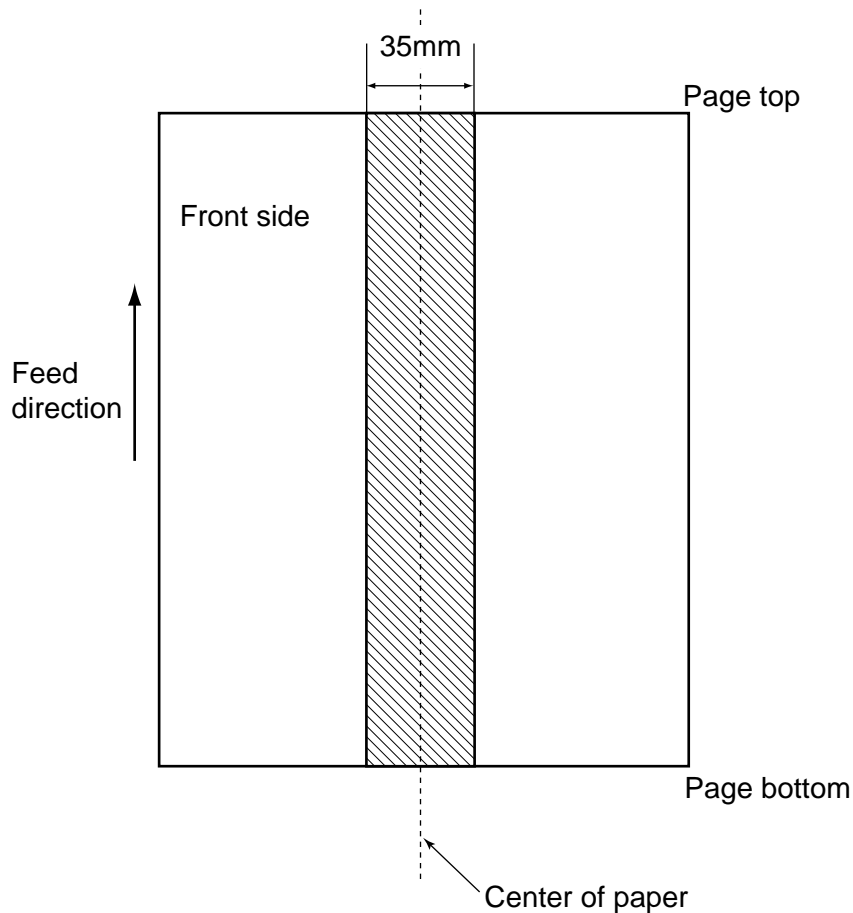
- Document thickness: 0.065 to 0.15mm
- Document length deviation: 1% or less
- Punched holes are not allowed within 35mm (1.4in) of the vertical center line of the document.
- Do not glue on any other paper within 35mm (1.4in) of the vertical centerline of the document.



- Multifeed detection by layer will often mis-detect very thick paper or plastic documents. When scanning such documents, select "None" on the "Multi-feed Setup" screen.
- Multifeed may not be detected for the top and bottom 25mm of a document.



Area where multifeed detection is possible



Appendix B

Settings Values Admin User

This appendix describes the scanner operating environment and management settings.



| | |
|--|------------|
| B.1 e-Mail Address Setting Values | 386 |
|--|------------|

B.1 e-Mail Address Setting Values

e-Mail addresses may be up to 255 characters long. One of the following e-mail address formats must be used:

- *XXXXXXXX@IP_address*
- *XXXXXXXX@Host_name*
- *XXXXXXXX@Domain_name*

| | |
|--------------------|---|
| <i>XXXXXXXX</i> | Comprised of alphanumerics and the following symbols. ! # \$ % & ' * + - / = ? ^ _ ` { } ~ . However, periods (.) cannot be used in the following cases. <ul style="list-style-type: none"> • Using periods (.) as a initial character • Using periods (.) as a last element • Using periods (.) consecutively |
| <i>IP_address</i> | Comprised of numbers separated by periods (.). IP addresses within the following ranges may be used: 1.0.0.1 - 126.255.255.254 128.0.0.1 - 191.255.255.254 192.0.0.1 - 223.255.255.254 |
| <i>Host_name</i> | Comprised of alphanumerics and hyphens (-) only. Initial character may not be a hyphen. |
| <i>Domain_name</i> | Name elements comprised of alphanumerics and hyphens (-) are separated by periods (.). Each name element may contain up to 63 characters, and only alphabetic characters may be used for the last element. |

Appendix C

Scanner Specifications

Admin

User

This appendix gives specifications for the scanner as a whole, and for scanner parts.



| | |
|---|------------|
| C.1 Device Specifications..... | 388 |
| C.2 Scanner Specifications | 389 |

C.1 Device Specifications

| Item | Specification |
|------------------------|--|
| Dimensions (W × D × H) | 315mm × 415mm × 281mm |
| Power consumption (AC) | 88W |
| Weight | 13kg |
| LCD touch panel | 8.4-inch XGA TFT LCD monitor Analog resistive touch panel |
| Keyboard | 101 keyboard |
| Network interface | LAN (10Base-T/100Base-TX) |
| Input power | AC100-240V± 10% 50/60Hz |



This scanner is installed with a Wake-On-LAN card. If the last time the scanner power was turned off was due to an error of power failure, the Wake-On-LAN function will not work.

C.2 Scanner Specifications

| Item | Specification | Note | | | | | | | | | |
|----------------------------|---|---|-------------------------|------------------------|------------------------|----|----|----------------|----|----|---|
| Scanner type | ADF (Automatic Document Feeder) | | | | | | | | | | |
| Image sensor | Color CCD × 2 | | | | | | | | | | |
| Light source | White cold cathode fluorescent discharge lamp × 2 | | | | | | | | | | |
| Scannable area | Maximum: Legal (8.5in x 14in) Minimum: A8 (portrait) (52mm x 74mm or 2in x 3in) | When "Custom" paper size setting is used, a page length of up to 863mm (34in) is allowed for document scanning. | | | | | | | | | |
| Paper weight | 52 g/m ² to 127 g/m ² | | | | | | | | | | |
| Scanning speed | The following table shows scanning speeds for scans of A4 (Portrait). <table border="1" data-bbox="497 972 1046 1285"> <thead> <tr> <th></th> <th>Simplex scan mode (ppm)</th> <th>Duplex scan mode (ipm)</th> </tr> </thead> <tbody> <tr> <td>Black & White (200dpi)</td> <td>25</td> <td>50</td> </tr> <tr> <td>Color (150dpi)</td> <td>30</td> <td>60</td> </tr> </tbody> </table> | | Simplex scan mode (ppm) | Duplex scan mode (ipm) | Black & White (200dpi) | 25 | 50 | Color (150dpi) | 30 | 60 | This is the scanning speed for A4 paper size setting. |
| | Simplex scan mode (ppm) | Duplex scan mode (ipm) | | | | | | | | | |
| Black & White (200dpi) | 25 | 50 | | | | | | | | | |
| Color (150dpi) | 30 | 60 | | | | | | | | | |
| ADF paper chute capacity | Maximum: 50 sheets (A4, 80g/m ²) | | | | | | | | | | |
| Optical resolution | 600 dpi | | | | | | | | | | |
| Output resolution | 150 dpi, 200 dpi, 300 dpi, 600 dpi | | | | | | | | | | |
| Grayscale level (internal) | 1,024 levels | | | | | | | | | | |



Appendix D

Operation Messages

Admin

User

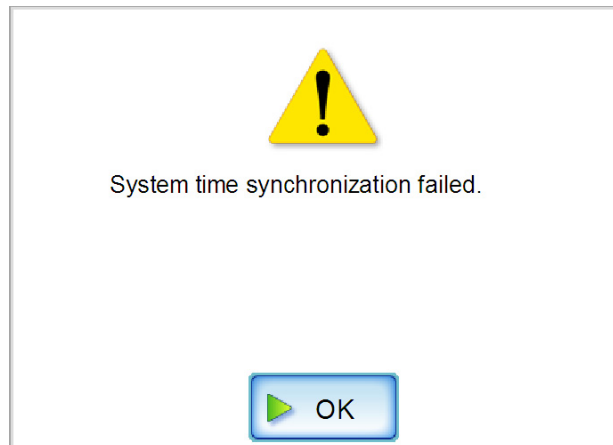
This appendix provides information about messages which may appear during scanner operations, and how to deal with them.

D





| | |
|---|------------|
| D.1 Administrator Messages | 392 |
| D.2 Regular User Messages | 409 |

D.1 Administrator Messages

The following messages may appear during administrator operation. Messages are displayed in the form of a dialog box as follows.



The following table describes the types of marks which may appear in a message dialog box.

| Marks | Description |
|---|--|
|  | Warning message. Displayed if invalid values have been entered for a setting. Check the message and press the [OK] button. |
|  | Error message. Check the message and press the [OK] button. |
|  | Information message. Check the message and press the [OK] button. No action required. |
|  | Inquiry message. Check the message, select and press a button. |

D.1.1 Administrator Screen Messages

| Screen | Message | Action |
|--------------------|--|---|
| Scanner Name | Scanner name contains invalid characters. | Re-enter the scanner name using only specified valid characters. Do not enter a blank space before or after the scanner name. Do not use control characters or any of the following symbols: "^\ [] : < > + = ; , ? |
| Multifeed Settings | Multifeed detection limit #2 must be larger than limit #1. | Re-enter a value for "#2" that is larger than the value for "#1". |
| | Multifeed detection limit #1 is invalid. | Re-enter a value for "#1" that is between 0 and 510 (mm). |
| | Multifeed detection limit #2 is invalid. | Re-enter a value for "#2" that is between 0 and 510 (mm). |
| Scanner Adjustment | Invalid front side horizontal offset has been entered. | Re-enter a value for front side horizontal offset that is between -4 and 4. |
| | Invalid reverse side horizontal offset has been entered. | Re-enter a value for reverse side horizontal offset that is between -4 and 4. |
| | Invalid front side vertical offset has been entered. | Re-enter a value for front side vertical offset that is between -4 and 4. |
| | Invalid reverse side vertical offset has been entered. | Re-enter a value for reverse side vertical offset that is between -4 and 4. |
| | Invalid length magnification adjustment has been entered. | Re-enter a value for "Length Magnification" that is between -3.1 and 3.1 (%). |
| | Front side horizontal offset has not been set. | Set a front side horizontal offset. |
| | Reverse side horizontal offset has not been set. | Set a reverse side horizontal offset. |
| | Front side vertical offset has not been set. | Set a front side vertical offset. |
| | Reverse side vertical offset has not been set. | Set a reverse side vertical offset. |



| Screen | Message | Action |
|--------------------|---|---|
| Scanner Adjustment | Length magnification adjustment has not been set. | Set a length magnification adjustment. |
| Date/Time | Date/time setting is invalid. | Re-enter the date/time using only valid numbers. |
| | Time adjustment has caused the session to timeout. Logging out now. | No action required. |
| Admin Password | Invalid current password has been entered. | Check the status of the "Caps Lock" and "Num Lock" indicators, and re-enter the current password. |
| | New password contains invalid characters. | Enter a valid new password. Alphanumeric characters (case sensitive) and symbols may be entered. |
| IP Address | IP address could not be set. Try again. | Try again. If that does not work, restart the scanner and try again. |

| Screen | Message | Action |
|-----------------|--|---|
| NTP Server | System time synchronization failed. | Try the following: <ul style="list-style-type: none"> • Check the NTP server name and address settings for errors. • Check the network path between to the NTP server for problems. • The NTP server may be busy. Wait a short time before trying again to synchronize the system time. If that does not work, the specified server may not be an NTP server, so try a different NTP server. • The specified NTP server cannot provide a trusted date and time. It attempted to acquire the date and time from a higher level NTP server, but failed. Try a different NTP server or have the network administrator investigate. • Check that the time is correct. If the time is incorrect, adjust the date/time, and try again. • Refer to "4.5.5 Setting the Date/Time" (page 55), adjust the date/time, and try again. |
| | Time synchronization has caused the session to timeout. Logging out now. | No action required. |
| SMTP Server | Invalid maximum attachment size has been entered. | Re-enter a value for maximum attachment size that is between 1 and 10. |
| Network Printer | Access was refused. Login is not possible at this time. | Try the following: <ul style="list-style-type: none"> • Try again when login is possible. • Contact a network administrator to have the time setting changed. |
| | Access was refused. The specified account is currently locked out. | Contact a network administrator. |

| Screen | Message | Action |
|-----------------|--|---|
| Network Printer | Access was refused. | Contact a server administrator to find out if an access permit has been set. |
| | Operation not possible. Network path is not working. | Contact a server administrator. |
| | Not connected to the network. | Check that the system network is functioning normally by performing a ping test from another machine in the network, other than the server with network printer. If the system network is not operating correctly, refer to " Failure to connect to a server using its IP address " (page 359) for further solutions. |
| | Number of network path connections has reached the maximum allowed. No more may be specified. | Close unneeded network connections, then try specifying the desired network path again. |
| | Length of specified network printer path exceeds the maximum selectable path length. This printer may not be selected. | Select a different network printer and try again. |
| | Cannot acquire network information. | Contact an administrator for the specified server. |
| | Specified user is no longer able to login to this network printer. | The Specified user account has expired. Try the following: <ul style="list-style-type: none"> • Login with a different account. • Contact a network administrator to have the account validated. |
| | Specified password is no longer valid for this network printer. | Change the password before logging in to the network printer for the first time. Try the following: <ul style="list-style-type: none"> • Login with a different account. • Contact a network administrator to have the password changed. |

| Screen | Message | Action |
|-----------------|--|---|
| Network Printer | Specified user needs to renew their password for this network printer. | Change the password before logging in to the network printer for the first time. Try the following: <ul style="list-style-type: none"> • Login with a different account. • Contact a network administrator to have the password changed. |
| | Cannot add printer. | Try the following: <ul style="list-style-type: none"> • Check the specified network printer path. • Check that the printer settings and access privileges for the network printer have been set correctly. • Check that the shared printer settings have been set correctly on the print server. • By performing a ping test, check if the network connection to the printer is working properly. If there is no response from the ping test, check that the system network is functioning normally by performing a ping test from another machine in the network. • Check that the primary DNS suffix of the print server has been set correctly. |
| Network Folder | Access was refused. Login is not possible at this time. | Try the following: <ul style="list-style-type: none"> • Try again when login is possible. • Contact a network administrator to have the time setting changed. |
| | Access was refused. The specified account is currently locked out. | Contact a network administrator. |
| | Specified network folder alias is already being used. Try a different alias. | Rename the network folder whose alias is already being used, and try adding the folder again. |

| Screen | Message | Action |
|----------------|--|--|
| Network Folder | Access was refused. | Contact a server administrator to find out if an access permit has been set. |
| | Cannot find the network folder path. | Contact a server administrator. |
| | Operation not possible. Network path is not working. | Contact a server administrator. |
| | Not connected to the network. | Check that the system network is functioning normally by performing a ping test from another machine in the network, other than the server with network folder. If the system network is not operating correctly, refer to "Failure to connect to a server using its IP address" (page 359) for further solutions. |
| | Number of network path connections has reached the maximum allowed. No more may be specified. | Close unneeded network connections, then try specifying the desired network path again. |
| | Length of specified network folder path exceeds the maximum selectable path length. This folder may not be selected. | Select a different network folder and try again. |
| | Cannot acquire network information. | Contact an administrator for the specified server. |
| | Specified user is no longer able to login to this network folder. | The Specified user account has expired. Try the following: <ul style="list-style-type: none"> • Login with a different account. • Contact a network administrator to have the account validated. |
| | Specified password is no longer valid for this network folder. | Specified password was expired. Try the following: <ul style="list-style-type: none"> • Login with a different account. • Contact a network administrator to have the password validated again. |

| Screen | Message | Action |
|--------------------|---|---|
| Network Folder | Specified user needs to renew their password for this network folder. | <p>Change the password before logging in to the network folder for the first time.</p> <p>Try the following:</p> <ul style="list-style-type: none"> • Login with a different account. • Contact a network administrator to have the password changed. |
| Alert Notification | Test e-mail could not be sent. | <p>Try the following:</p> <ul style="list-style-type: none"> • Check if the computer connected to the SMTP server is running properly. • Check if an e-mail can be sent to the address from another personal computer in the network. • By performing a ping test, check if the SMTP server or the network connection to the SMTP server is working properly. If there is no response from the SMTP server ping test, check that the system network is functioning normally by performing an SMTP server ping test from another machine in the network. <ul style="list-style-type: none"> • If the system network is not operating correctly, refer to "Failure to connect to a server using its IP address" (page 359) for further solutions. • If the only the SMTP server cannot connect to the network, request the network administrator to check that the SMTP server and the network connection to the server are functioning normally. |

| Screen | Message | Action |
|-----------------|--|---|
| System Status | Cannot read data from a scanner unit. | If the scanner does not restart automatically, disconnect the AC cable from the scanner to turn the power off, wait for at least ten seconds, then reconnect the AC cable and try turning the power back on again. If the error status persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. |
| Usage Status | Cannot read data from a scanner unit. | If the scanner does not restart automatically, disconnect the AC cable from the scanner to turn the power off, wait for at least ten seconds, then reconnect the AC cable and try turning the power back on again. If the error status persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. |
| User Log | No user logs. | No action required. |
| System Log | No system logs. | No action required. |
| User Data Store | Specified backup file could not be uploaded, or is not a valid user data store. | Try the following: <ul style="list-style-type: none"> • Check if the specified backup file is correct. • Try restoring the file again. • Specified backup file may not be uploaded because of network error. Check the network status. |
| | Restoring from the specified backup file will cause the maximum number of user data stores to be exceeded. Clear the existing user data stores, and try again. | Up to 1,000 users can be registered. Clear the existing user data stores, and try again. "Clearing the User Data Store" (page 142) |
| | User data could not be restored. Specified file contains unsupported data. | Versions do not match between the backup device and restoring device. Update the restoring device. "4.9.3 Updating the Scanner's System Software" (page 147) |

| Screen | Message | Action |
|----------------------|--|---|
| User Data Store | User data could not be restored. The language of the backup file must be the same as the current language setting. | Change the language setting back to the language at the time of backup, and try restoring the user data again. |
| System Settings File | Specified backup file could not be found or could not be uploaded. | Try the following: <ul style="list-style-type: none"> • Check if the specified backup file is correct. • Try restoring the file again. • Specified backup file may not be uploaded because of network error. Check the network status. |
| | Backup data could not be restored. Specified file contains unsupported data. | Versions do not match between the backup device and restoring device. Update the restoring device. "4.9.3 Updating the Scanner's System Software" (page 147) |
| | Backup data could not be restored. The language of the backup file must be the same as the current language setting. | Change the language setting back to the language at the time of backup, and try restoring the backup data again. |
| | System settings were successfully restored. The scanner will be restarted. | No action required. |
| System Update | Specified update file cannot be applied to this system. | Check the applicable system for the update file. |
| | Specified update file could not be uploaded, or is not a valid system update. | Try the following: <ul style="list-style-type: none"> • Check if the specified update file is correct, and try again. • Specified update file may not be uploaded because of network error. Check the network status. |



| Screen | Message | Action |
|----------------------------|--|---|
| Common | Error: problem with <i>XXXXXX</i> . Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. Error code= <i>xxxxxxx</i> Result code= <i>xxxxxxx</i> (<i>XXXXXX</i> : Function Name) | Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. |
| | Error: problem with <i>XXXXXX</i> . Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. (<i>XXXXXX</i> : Function Name) | Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. |
| Add-in Manager | Specified Add-in data contents are invalid. | Check the contents of the specified Add-in module. |
| | Specified Add-in file cannot be applied to this system. | Check the system version, prepare the correct version of the update file, and try again. |
| | Specified Add-in could not be uploaded. | Try the following: <ul style="list-style-type: none"> • Check if the specified update file is correct, and try again. • Specified update file may not be uploaded because of a network error. Check the network status. |
| | System version <i>xx</i> or later is required to install the specified Add-in. | Update the system, and then install the Add-in module. |
| Network Scanner Admin Tool | Connection error. | If this error appears when connecting, reset the IP address and try connecting again. If the error appears when using the network scanner admin tool, contact the network administrator to check the network operating environment. |
| Central Admin Server | <i>xxx</i> | <i>xxx</i> |
| Job Settings | <i>xxx</i> | <i>xxx</i> |

D.1.2 System Log Messages

System log messages which may appear during administrator operations can be arranged into the following two categories:

- Information
- Error

■ Information

| Code | Message | Action |
|----------|---|---------------------|
| 01000001 | (XXXXXX) Settings were changed. Info: (XXXXXX: Function Name) | No action required. |
| 01000002 | Pad assembly usage counter was cleared. | |
| 01000003 | Pick roller usage counter was cleared. | |
| 01000004 | All users log was prepared for download. | |
| 01000005 | System log was prepared for download. | |
| 01000006 | User data store was prepared for download. | |
| 01000007 | User data store was restored. | |
| 01000008 | System settings were prepared for download. | |
| 01000009 | System was updated. Info: New System Version = x.x.x.x | |
| 01000010 | Test e-mail was sent successfully. | |
| 01000011 | User data store was cleared. | |
| 01000012 | System time was synchronized successfully. | |
| 01000013 | System settings were restored. | |



| Code | Message | Action |
|----------|--|---------------------|
| 01000014 | Technical support data was prepared for download. | No action required. |
| 01000015 | Add-in module was installed successfully. Add-in xxxxxxxx Version xxxxxxxx | |
| 01000016 | Add-in module was uninstalled successfully. | |

■ Error

| Code | Message | Action |
|----------|---|--|
| 81001001 | Error: problem with XXXXXX. Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. Error code=xxxxxxx Result code=xxxxxxx (XXXXXX: Function Name) | Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. |
| 81001002 | Error: problem with XXXXXX. Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. (XXXXXX: Function Name) | Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. |
| 81001003 | Corrupted system log file was deleted. | No action required. |
| 81001004 | Corrupted user log file was deleted. | No action required. |

D.1.3 Alert Monitor System Log Messages

System log messages which may be received from the scanner alert monitor service can be arranged into the following three types:

- Information
- Error
- Warning

■ Information

The following table gives a summary of system log information messages which may be received from the scanner alert monitoring service.

No action is required.

| Code | Message | Action |
|----------|--|---------------------|
| 01001014 | Scanner alert monitor started. Scanner alert monitor start date/time = yyyy/MM/dd HH:mm:ss | No action required. |
| 01001015 | Scanner alert monitor stopped. | |
| 01001016 | Scanner alert monitor stopped by system standby mode. | |
| 01001017 | Scanner alert monitor restarted after resume from standby. | |

D

■ Error

The following table gives a summary of system log error messages which may be received from the scanner alert monitoring service.

The messages shown here are sent to the e-mail address specified in ["4.6.15 Setting the Destination for Alert Notifications"](#) (page 122).

| Code | Message | Action |
|----------|--------------------------------|---|
| 81000001 | CPU power supply error. | Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. |
| 81000002 | 1.5V power supply error. | |
| 81000003 | 3.3V power supply error. | |
| 81000004 | 5V power supply error. | |
| 81000005 | 12V power supply error. | |
| 81000006 | -12V power supply error. | |
| 81000007 | 5V Standby power supply error. | |
| 81000008 | Battery power supply error. | |
| 81000009 | Internal temperature error. | <ul style="list-style-type: none">• Check if the air ventilation inlet is blocked.• Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. |
| 81000010 | CPU temperature error. | |
| 81000011 | System fan speed error. | Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. |
| 81000012 | CPU fan speed error. | |

| Code | Message | Action |
|----------|--|---|
| 81002003 | Alert notification e-mail could not be sent. | <p>Check the following:</p> <ul style="list-style-type: none"> • Check if the computer connected to the SMTP server is running properly. • Check if an e-mail can be sent to the address from another personal computer in the network. • By performing a ping test, check if the SMTP server or the network connection to the SMTP server is working properly. If there is no response from the SMTP server ping test, check that the system network is functioning normally by performing an SMTP server ping test from another machine in the network. <ul style="list-style-type: none"> • If the system network is not operating correctly, refer to "Failure to connect to a server using its IP address" (page 359) for further solutions. • If only the SMTP server cannot connect to the network, request the network administrator to check that the SMTP server and the network connection to the server are functioning normally. |
| 81002004 | Device monitoring service error. | Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. |



■ Warning

The following table gives a summary of system log warning messages which may be received from the scanner alert monitoring service.

The messages shown here are sent to the e-mail address specified in ["4.6.15 Setting the Destination for Alert Notifications"](#) (page 122).

| Code | Message | Action |
|----------|---|--|
| 82000004 | LCD backlight rated lifetime reached. Replace as convenient. | LCD backlight has reached 50,000 hours of operation, its recommended rated lifetime. The backlight should be replaced when convenient. |
| 82000005 | Pad assembly needs replacement soon. | Obtain a replacement pad assembly soon. The pad assembly should be replaced after every 50,000 scanned sheets or once a year. |
| 82000006 | Pad assembly needs replacement now. | Pad assembly has passed its rated lifetime (50,000 scanned sheets or one a year) and needs to be replaced. |
| 82000007 | Pick roller needs replacement soon. | Obtain a replacement pick roller. The pick roller should be replaced after every 100,000 scanned sheets or once a year. |
| 82000008 | Pick roller needs replacement now. | Pick roller has passed its rated lifetime (100,000 scanned sheets or one a year) and needs to be replaced. |

D.2 Regular User Messages

The following messages may appear during regular user operation.

D.2.1 Regular User Screen Messages

| Screen | Message | Action |
|--------|--|---|
| Login | Administrator operation in progress, please wait... | Only one administrator or user can login to the scanner at any one time. Please wait until operations are completed. |
| | Login failed. Check the user name and password, and try again. | Try the following: <ul style="list-style-type: none"> • Enter a valid user name and password, and try again. • Contact a system administrator and have them check that the LDAP server is set. • Contact a system administrator to have the server status checked. • Contact a system administrator to check if the password has expired. |
| | Scanner initialization has failed. Try turning the power off and back on again. The administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help | If the scanner does not restart automatically, disconnect the AC cable from the scanner to turn the power off, wait for at least ten seconds, then reconnect the AC cable and try turning the power back on again. If the error status persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. |
| | Invalid LDAP Search Base format. | Contact a system administrator to have the LDAP search base format corrected. "4.6.8 Setting the Login LDAP Server" (page 81) |



| Screen | Message | Action |
|-----------------|---|---|
| Login | LDAP server is busy. | <p>Try the following checks or solutions:</p> <ul style="list-style-type: none"> • Contact a system administrator to have the network settings checked. "8.3 Network Connection Troubleshooting" (page 354) • Contact a system administrator to have the server status checked. |
| | Number of user data stores has reached the maximum allowed. New users may not login until the old user data stores are deleted. | Contact a system administrator to have the user information deleted. "Restoring the User Data Store" (page 141) |
| Consumable Aler | Replace Soon | <p>Replace the consumable part when convenient.</p> <p>For details, refer to "7.6 Replacing Parts" (page 333).</p> |
| | Replace Now | <p>Replace the consumable part when convenient.</p> <p>For details, refer to "7.6 Replacing Parts" (page 333).</p> |
| Scanning | Document not found. Load a document into the ADF, making sure the side guides are adjusted correctly and try again. | <p>Load the document into the ADF paper chute, and try again. Load the document to prevent any space between the side guides and the edges of the documents.</p> <p>For details, refer to "6.1 Loading Documents" (page 220).</p> |
| | Paper jam has occurred. Remove the documents from the ADF and try again. | <p>Try the following:</p> <ul style="list-style-type: none"> • Remove the documents from the ADF. • Remove the pages which were not scanned correctly. |
| | Top cover may be open. Close the top cover, reload the documents and try again. | Close the top cover, reload the documents and try again. |

| Screen | Message | Action |
|----------|---|--|
| Scanning | Feed Error: Document(s) may not match the set paper size, ADF may have grabbed more than one sheet, or documents may not be suitable for scanning. Remove the documents from the ADF, check them and try again. If problem persists, consult the manual. | Press the ADF release button to open the top cover, and remove the documents from the ADF. If more than one sheet has been fed, reset the document and try again. Check that the actual document(s) size matches the paper size specified in the "Paper Size" screen. If not, specify the paper size again. For details, refer to "6.8.3 Paper Size" (page 282) . |
| | Insufficient memory. Try turning the power off and back on again. If problem persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help | Try the following: <ul style="list-style-type: none"> • Reduce the size of the scan data or set a lower resolution level, and try again. • System might be unstable. If the scanner does not restart automatically, try turning the power off for ten seconds, and back on again. If the error status persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. |
| | An error has occurred. Some pages were skipped. Try again after turning the power off and back on again. If problem persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help. Number of Skipped Pages: | If the scanner does not restart automatically, try turning the power off for ten seconds, and back on again. If the problem persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. |
| | Scanner hardware failure. The administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help. | If the scanner does not restart automatically, try turning the power off for ten seconds, and back on again. If the problem persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. |



| Screen | Message | Action |
|-----------------|--|---|
| Scanning | When the file format is [MTIFF], the maximum file size for the total scanned data is 2GB. If the size of the scanned data exceeds 2GB, no MTIFF files can be created. | Try the following: <ul style="list-style-type: none"> • Delete scanned pages from Scan Viewer until the total file size of the scanned data is less than 2GB. • Increase the compression level and try scanning again. |
| Roller Cleaning | Scanner top cover is closed. Open the cover and try again. | Open the top cover to clean the feed rollers, and try again. For details, refer to "7.2.1 Cleaning the ADF" (page 324) . |
| | Press the keyboard [C] key to step the feed rollers forward. Press the [OK] button after the feed rollers have been cleaned. | Clean the rollers, and then press the [OK] button. |
| Main Menu | Maximum number (10) of Scan&Buffer jobs already queued, please wait... | A maximum of ten jobs may be buffered. The scanner is busy. Please wait. |
| Shutdown | Shutdown will occur after all job finish. Please wait... | Operations cannot be carried out while the scanner is shutting down. The scanner will shutdown automatically. Please wait. |
| Scan Test | Document not found. Load a document into the ADF, making sure the side guides are adjusted correctly and try again. | Load the document into the ADF paper chute, and try again. Load the document to prevent any space between the side guides and the edges of the documents. For details, refer to "6.1 Loading Documents" (page 220) . |
| | Feed Error: Document(s) may not match the set paper size, ADF may have grabbed more than one sheet, or documents may not be suitable for scanning. Remove the documents from the ADF, check them and try again. If problem persists, consult the manual. | Press the ADF release button to open the top cover, and remove the documents from the ADF. If more than one sheet has been fed, reset the document and try again. Check that the actual document(s) size matches the paper size specified in the "Paper Size" screen. If not, specify the paper size again. For details, refer to "6.8.3 Paper Size" (page 282) . |



| Screen | Message | Action |
|-------------|---|---|
| Scan Test | Paper jam has occurred. Remove the documents from the ADF and try again. | Try the following: <ul style="list-style-type: none">• Remove the documents from the ADF.• Remove the pages which were not scanned correctly. |
| | Scanner initialization has failed. Try turning the power off and back on again. The administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help. | If the scanner does not restart automatically, try turning the power off for ten seconds, and back on again. If the error status persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. |
| Send e-Mail | Invalid "From" address. Re-enter the address and try again. | Enter a valid e-mail address including "@". |
| | Invalid "To" address. Re-enter the address and try again. | Enter a valid e-mail address including "@". |
| | Invalid "Cc" address. Re-enter the address and try again. | Enter a valid e-mail address including "@". |
| | Invalid "Bcc" address. Re-enter the address and try again. | Enter a valid e-mail address including "@". |
| | Current login (LDAP account) has become invalid. | Contact a system administrator to have the login account validated. |
| | For "JPEG" and "TIFF" file formats, each page will be attached to the e-mail as a separate file. | Click the [OK] button to attach the file to the e-mail. Click the [Cancel] button to not attach the file. |

| Screen | Message | Action |
|---------------------|--|--|
| e-Mail Address Book | Search has timed out. Contact a system administrator. | Contact a system administrator to check the time of the search timeout. "4.6.8 Setting the Login LDAP Server" (page 81) |
| | LDAP server is busy. | Try the following checks or solutions: <ul style="list-style-type: none"> • Contact a system administrator to have the network settings checked. "8.3 Network Connection Troubleshooting" (page 354) • Contact a system administrator to have the server status checked. |
| | Too many matches. Try refining the search conditions. | Enter more specific search conditions to narrow down the search. |
| Add e-Mail Address | Invalid e-mail address. Try again. | Enter a valid e-mail address. |
| Edit e-Mail Address | Invalid e-mail address. Try again. | Enter a valid e-mail address. |
| Send Fax | Invalid fax number. Try again. | Enter a valid fax number. Only numbers 0 to 9, -, *, and # can be used. |
| | Invalid notification address (sender's e-mail address). Try again. | Enter a valid notification address. |
| | Current login (LDAP account) has become invalid. | Contact a system administrator to have the login account validated. |
| Fax Number List | Search has timed out. Contact a system administrator. | Contact a system administrator to have the time-out interval checked. "4.6.8 Setting the Login LDAP Server" (page 81) |
| Add Fax Number | Invalid fax number. Try again. | Enter a valid fax number. Only numbers 0 to 9, -, *, and # can be used. |
| Edit Fax Number | Invalid fax number. Try again. | Enter a valid fax number. Only numbers 0 to 9, -, *, and # can be used. |

| Screen | Message | Action |
|--|--|---|
| Print | Network is busy. Try again later. | Wait for a while, and try again. |
| | Cannot find the network printer path. | Contact a server administrator. |
| | Not connected to the network. | Check that the system network is functioning normally by performing a ping test from another machine in the network, other than the server with network printer. If the system network is not operating correctly, refer to "Failure to connect to a server using its IP address" (page 359) for further solutions. |
| | Scan&Buffer job is already queued on the computer that owns the specified network printer. | Try the following: <ul style="list-style-type: none"> • Select a different network printer. • Wait a short time, then try again. |
| | Access was refused. | Access was refused. Contact a server administrator to find out if an access permit has been set. |
| | Network path is too long. | Try the following: <ul style="list-style-type: none"> • Set a shorter printer alias. • Contact a system administrator to have the network path shortened. |
| | Number of network path connections has reached the maximum allowed. No more may be specified. | Close unneeded network connections, then try specifying the desired network path again. |
| | Current login (LDAP account) has become invalid. | Contact a system administrator to have the login account validated. |
| Specified user is no longer able to login to this network printer. | Try the following: <ul style="list-style-type: none"> • Login with a different account. • Contact a network administrator to have the account validated. | |



| Screen | Message | Action |
|-----------------------------|--|---|
| Print | Specified password is no longer valid for this network printer. | Try the following: <ul style="list-style-type: none"> • Login with a different account. • Contact a network administrator to have the account validated again. |
| | Specified user needs to renew their password for this network printer. | Try the following: <ul style="list-style-type: none"> • Login with a different account. • Contact a network administrator to have the password changed. |
| | Access was refused. The specified account is currently locked out. | Contact a network administrator to have the account unlocked. |
| | Access was refused. Login is not possible at this time. | Try the following: <ul style="list-style-type: none"> • Try again when login is possible. • Contact a network administrator to have the time setting changed. |
| | Error: network printer could not be accessed. | Contact a network administrator to check whether the network printer can be accessed. |
| | Invalid No. of copies. Enter a value between 1 and 99, and try again. | Enter a valid no. of copies. Only numbers 1 to 99 can be used. |
| Print Server Authentication | User name is required. | Enter a user name. |
| | Network is busy. Try again later. | Wait for a while, and try again. |
| | User name or password may be incorrect. | Re-enter the user name and password. |
| | Cannot find the network printer path. | Contact a server administrator. |
| | Not connected to the network. | Check that the system network is functioning normally by performing a ping test from another machine in the network, other than the server with network printer. If the system network is not operating correctly, refer to "Failure to connect to a server using its IP address" (page 359) for further solutions. |

| Screen | Message | Action |
|-----------------------------|---|--|
| Print Server Authentication | Scan&Buffer job is already queued on the computer that owns the specified network printer. | Try the following: <ul style="list-style-type: none"> • Select a different network folder. • Wait a short time, then try again. |
| | Access was refused. | Contact a server administrator to find out if an access permit has been set. |
| | Number of network path connections has reached the maximum allowed. No more may be specified. | Close unneeded network connections, then try specifying the desired network path again. |
| | Specified user is no longer able to login to this network printer. | Try the following: <ul style="list-style-type: none"> • Login with a different account. • Contact a network administrator to have the account validated. |
| | Specified password is no longer valid for this network printer. | Try the following: <ul style="list-style-type: none"> • Login with a different account. • Contact a network administrator to have the account validated again. |
| | Specified user needs to renew their password for this network printer. | Try the following: <ul style="list-style-type: none"> • Login with a different account. • Contact a network administrator to have the password changed. |
| | Access was refused. The specified account is currently locked out. | Contact a network administrator to have the account unlocked. |
| | Access was refused. Login is not possible at this time. | Try the following: <ul style="list-style-type: none"> • Try again when login is possible. • Contact a network administrator to have the time setting changed. |
| | Error: network printer could not be accessed. | Contact a network administrator to check whether the network folder can store data. |

| Screen | Message | Action |
|--|---|---|
| Save | Cannot find the network folder path. | Contact a server administrator. |
| | File already exists. Choose a different name or change the overwrite permission setting. | Change the file name, or select [Yes] to overwrite the file with the same name. |
| | Not connected to the network. | Check that the system network is functioning normally by performing a ping test from another machine in the network, other than the server with network folder. If the system network is not operating correctly, refer to "Failure to connect to a server by name" (page 361) for further solutions. |
| | Scan&Buffer job is already queued on the computer that owns the specified network folder. | Try the following: <ul style="list-style-type: none"> • Select a different network folder. • Wait a short time, then try again. |
| | Access was refused. | Contact a server administrator to find out if an access permit has been set. |
| | Network path is too long. | Try the following: <ul style="list-style-type: none"> • Set a shorter file name. • Select a "Save in" folder with a shorter name. • Contact a system administrator to have the folder path name shortened. |
| | Insufficient free space in the designated network folder. | Ensure the free space requirements are met, and try again. |
| | Number of network path connections has reached the maximum allowed. No more may be specified. | Close unneeded network connections, then try specifying the desired network path again. |
| | The file to be overwritten may be in use elsewhere. | Check that the file to be overwritten is closed, and try again. |
| Current login (LDAP account) has become invalid. | Contact a system administrator to have the login account validated. | |

| Screen | Message | Action |
|--------|---|--|
| Save | Specified user is no longer able to login to this network folder. | Try the following: <ul style="list-style-type: none"> • Login with a different account. • Contact a network administrator to have the account validated. |
| | Specified password is no longer valid for this network folder. | Try the following: <ul style="list-style-type: none"> • Login with a different account. • Contact a network administrator to have the password validated again. |
| | Specified user needs to renew their password for this network folder. | Try the following: <ul style="list-style-type: none"> • Login with a different account. • Contact a network administrator to have the password changed. |
| | Access was refused. The specified account is currently locked out. | Contact a network administrator to have the account unlocked. |
| | Access was refused. Login is not possible at this time. | Try the following: <ul style="list-style-type: none"> • Try again when login is possible. • Contact a network administrator to have the time setting changed. |
| | Error: network folder could not be accessed. | Contact a network administrator to check whether the network folder can store data. |
| | When the file format is [MTIFF], the maximum file size for the total scanned data is 2GB. If the size of the scanned data exceeds 2GB, no MTIFF files can be created. | Try the following: <ul style="list-style-type: none"> • Delete scanned pages from Scan Viewer until the total file size of the scanned data is less than 2GB. • Increase the compression level and try scanning again. |

| Screen | Message | Action |
|----------------------------|---|--|
| File Server Authentication | Cannot find the network folder path. | Contact a server administrator. |
| | File already exists. Choose a different name or change the overwrite permission setting. | Change the file name, or select [Yes] to overwrite the file with the same name. |
| | Not connected to the network. | Check that the system network is functioning normally by performing a ping test from another machine in the network, other than the server with network folder. If the system network is not operating correctly, refer to "Failure to connect to a server using its IP address" (page 359) for further solutions. |
| | Scan&Buffer job is already queued on the computer that owns the specified network folder. | Try the following: <ul style="list-style-type: none"> • Select a different network folder. • Wait a short time, then try again. |
| | Access was refused. | Contact a server administrator to find out if an access permit has been set. |
| | Insufficient free space in the designated network folder. | Ensure the free space requirements are met, and try again. |
| | Number of network path connections has reached the maximum allowed. No more may be specified. | Close unneeded network connections, then try specifying the desired network path again. |
| | Specified user is no longer able to login to this network folder. | Try the following: <ul style="list-style-type: none"> • Login with a different account. • Contact a network administrator to have the account validated. |
| | Specified password is no longer valid for this network folder. | Try the following: <ul style="list-style-type: none"> • Login with a different account. • Contact a network administrator to have the password validated again. |

| Screen | Message | Action |
|----------------------------|--|--|
| File Server Authentication | Specified user needs to renew their password for this network folder. | Try the following: <ul style="list-style-type: none"> • Login with a different account. • Contact a network administrator to have the password changed. |
| | Access was refused. The specified account is currently locked out. | Contact a network administrator to have the account unlocked. |
| | Access was refused. Login is not possible at this time. | Try the following: <ul style="list-style-type: none"> • Try again when login is possible. • Contact a network administrator to have the time setting changed. |
| | Error: network folder could not be accessed. | Contact a network administrator to check whether the network folder can store data. |
| Startup Scanner | Application could not be started. System restored to last known good state. Contact a system administrator. | System or user settings were restored at system restart. The administrator should check the restored system or user settings. |
| Scan Viewer | Scan not possible. Number of scan pages exceeds the maximum (XXX pages). | Finish all operations (sending mail or fax, printing, saving to network folders), and try again. |
| | All scanned pages are blank. Check the documents. "Blank Page Skip" is set to "Auto", so all scanned pages were cleared. | Turn the "Blank Page Skip" option "Off", and try again. "6.8.15 Blank Page Skip" (page 302) |
| Others | Cannot connect to the LDAP server. | Try the following checks or solutions: <ul style="list-style-type: none"> • The network settings may not be valid. Contact a system administrator to have the network settings checked. "8.3 Network Connection Troubleshooting" (page 354) • The server is not working. Contact a system administrator to have the server status checked. |

| Screen | Message | Action |
|--------|--|---|
| Others | LDAP server response error. | Contact a system administrator to check whether the LDAP server is available. |
| | An error has occurred. Try turning the power off and back on again. The administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help. [alphanumeric eight digits] | If the scanner does not restart automatically, try turning the power off for ten seconds, and back on again. If the problem persists, the administrator should contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. |
| | An error has occurred. The system must be restarted. Any buffered jobs will be canceled. If problem persists, the administrator should contact a FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help. [alphanumeric eight digits] | If the problem persists, the administrator should contact a FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. |
| | An error has occurred. The system must be restarted. Any buffered jobs will be canceled. After restarting the system, if the same error occurs, it may be due to a scanner failure. In this case, remove any documents that have been fed into the scanner, disconnect and reattach the power cord, and restart the system again. If problem persists, the administrator should contact a FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help. [alphanumeric eight digits] | If the problem persists, the administrator should contact a FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. |

D.2.2 System Log Messages

System log messages which may appear during user operations can be arranged into the following three categories:

- Information
- Warning
- Error

■ Information

| Code | Message | Action |
|----------|--|--|
| 01080101 | Pick roller cleaned. | No action required. |
| 01091000 | Language setting changed to XXXX. | No action required. |
| 010D0001 | User name XXXX logged in. | No action required. |
| 010D0002 | User name XXXX logged out. | No action required. |
| 010E0001 | Maximum number (10) of Scan&Buffer jobs already queued, please wait... | A maximum of ten jobs may be buffered. Wait until scanner is no longer in busy status. |
| 01121001 | Scanner started up. | No action required. |
| 01121002 | Scanner resumed from standby mode. | No action required. |
| 01131001 | Scanner shutdown. | No action required. |
| 01131002 | Scanner entered standby mode. | No action required. |
| 05050000 | Add-in module loaded successfully. | No action required. |
| 05050001 | Add-in module operation started. | No action required. |
| 05050002 | Add-in module operation finished successfully. | No action required. |
| 05050003 | Add-in module operation was cancelled. | No action required. |
| 05050004 | Add-in module operation finished automatically. | No action required. |



■ Warning

| Code | Message | Action |
|----------|---|---|
| 110C0010 | Password contains invalid characters. Re-enter the password, and try again. | Enter a password and try again. |
| 15050001 | Add-in module could not be loaded. | Contact a system administrator. |
| 15050002 | Add-in module operation error. | Contact a system administrator. |
| 83070001 | Pad assembly needs replacing. Contact a system administrator. | To have the pad assembly replaced, contact a system administrator. The system administrator should open the top cover and replace the pad assembly. "7.6.1 Replacing the Pad Assembly" (page 335) |
| 83070002 | Pick roller needs replacing. Contact a system administrator. | To have the pick roller replaced, contact a system administrator. The system administrator should open the top cover and replace the pick roller. "7.6.2 Replacing the Pick Roller" (page 336) |

■ Error

| Code | Message | Action |
|----------|---|--|
| 100B0001 | Network is busy. Try again later. | Wait for a while, and try again. |
| 11080001 | Number of user data stores has reached the maximum allowed. New users may not login until the old user data stores are deleted. | To have the user data store cleared, contact a system administrator. Clearing the user data store is not an undoable action. "Clearing the User Data Store" (page 142) |
| 11090001 | Application could not be started. System restored to last known good state. Contact a system administrator. | System or user settings were restored at system restart. Contact a system administrator. The administrator should check the restored system or user settings. |

| Code | Message | Action |
|----------|---|--|
| 110B0001 | Search has timed out. Contact a system administrator. | Contact a system administrator to check the time of the search timeout. "4.6.8 Setting the Login LDAP Server" (page 81) |
| 110B0004 | LDAP server is busy. | Try the following checks or solutions: <ul style="list-style-type: none"> • Contact a system administrator to have the network settings checked. "8.3 Network Connection Troubleshooting" (page 354) • Contact a system administrator to have the server status checked. |
| 110B0100 | LDAP server response error. | Contact a system administrator to check whether the LDAP server is available. |
| 110D0001 | Login failed. Check the user name and password, and try again. | Try the following: <ul style="list-style-type: none"> • Enter a user name and password and try again. • Enter a valid user name and password, and try again. • Contact a system administrator and have them check that the LDAP server is set. • Contact a system administrator to have the server status checked. • Contact a system administrator to check if the password has expired. |
| 110D0002 | Cannot connect to the LDAP server. | Try the following: <ul style="list-style-type: none"> • The network settings may not be valid. Contact a system administrator to have the network settings checked. "8.3 Network Connection Troubleshooting" (page 354) • The server is not working. Contact a system administrator to have the server status checked. |
| 110D0005 | Number of network path connections has reached the maximum allowed. No more may be specified. | Close unneeded network connections, then try specifying the desired network path again. |
| 110D0006 | Invalid LDAP Search Base format. | Contact a system administrator to have the LDAP search base format corrected. "4.6.8 Setting the Login LDAP Server" (page 81) |



| Code | Message | Action |
|-------------|--|---|
| 110D0007 | Current login (LDAP account) has become invalid. | Contact a system administrator to have the login account validated. |
| 110D0008 | The file to be overwritten may be in use elsewhere. | Check that the file to be overwritten is closed, and try again. |
| 110D0009 | Specified password is no longer valid for this network folder. | Try the following: <ul style="list-style-type: none"> • Login with a different account. • Contact a network administrator to have the password validated again. |
| 110D000A | Specified user needs to renew their password for this network folder. | Try the following: <ul style="list-style-type: none"> • Login with a different account. • Contact a network administrator to have the password changed. |
| 110D000B | Specified user is no longer able to login to this network folder. | Try the following: <ul style="list-style-type: none"> • Login a with different account. • Contact a network administrator to have the account validated. |
| 110D000C | Access was refused. The specified account is currently locked out. | Contact a network administrator to have the account unlocked. |
| 110D000D | Access was refused. Login is not possible at this time. | Try the following: <ul style="list-style-type: none"> • Try again when login is possible. • Contact a network administrator to have the time setting changed. |
| 110D0049 | Specified password is no longer valid for this network printer. | Try the following: <ul style="list-style-type: none"> • Login a with different account. • Contact a network administrator to have the account validated again. |
| 110D004A | Specified user needs to renew their password for this network printer. | Try the following: <ul style="list-style-type: none"> • Login a with different account. • Contact a network administrator to have the password changed. |
| 110D004B | Specified user is no longer able to login to this network printer. | Try the following: <ul style="list-style-type: none"> • Login a with different account. • Contact a network administrator to have the account validated. |
| 110D004C | Access was refused. The specified account is currently locked out. | Contact a network administrator to have the account unlocked. |

| Code | Message | Action |
|----------|---|---|
| 110D004D | Access was refused. Login is not possible at this time. | Try the following: <ul style="list-style-type: none"> • Try again when login is possible. • Contact a network administrator to have the time setting changed. |
| 110D0100 | Error: network folder could not be accessed. | Contact a network administrator to check whether the network folder can store data. |
| 110D0140 | Error: network printer could not be accessed. | Contact a network administrator to check whether the network printer can be accessed. |
| 11150001 | Corrupted system log file was deleted. | System log file was deleted because the scanner was turned off during operations. No action required. |
| 11150002 | Corrupted user log file was deleted. | User log file was deleted because the scanner was turned off during operations. No action required. |
| 12010001 | Scanned data size exceeded maximum size allowed for e-mail attachments. | Try the following: <ul style="list-style-type: none"> • Reduce the number of pages to be scanned and send the e-mail in separate parts. • Select a higher compression level and try again. "6.8.9 Compression" (page 295) <p>If the problem persists, contact a system administrator to check the "Maximum Attachment Size" setting. "4.6.11 Setting the e-Mail Server (SMTP Server)" (page 92) </p> |
| 12010002 | Could not connect to server when sending e-mail. | Try the following: <ul style="list-style-type: none"> • Check that the LAN cable of the scanner and SMTP server is connected properly. • Contact a system administrator to check that then scanner IP address and SMTP server settings are correct. "8.3 Network Connection Troubleshooting" (page 354) • Contact a system administrator to check that the SMTP server is working properly. |

| Code | Message | Action |
|----------|--|--|
| 12010003 | "From" address was rejected by the server when sending e-mail. | Contact a system administrator to check that the specified e-mail source address is authorized for use on the server. |
| 12010004 | "To" address was rejected by the server when sending e-mail. | Contact a system administrator to check that the specified e-mail destination address is authorized for use on the server. |
| 12010005 | e-Mail size exceeded maximum e-mail size allowed by the SMTP server. | Contact a system administrator to check the maximum e-mail size allowed by the SMTP server. |
| 12010006 | SMTP server connection was lost while sending e-mail. | <p>Try the following:</p> <ul style="list-style-type: none"> • Check that the LAN cable of the scanner and SMTP server is connected properly. • Contact a system administrator to check that then scanner IP address and SMTP server settings are correct. "8.3 Network Connection Troubleshooting" (page 354) • Contact a system administrator to check that the SMTP server is working properly. • Contact a system administrator to check the maximum e-mail size allowed by the SMTP server. |
| 12010100 | Error: e-mail could not be sent. | Contact a system administrator to check if sending e-mail is allowed. |
| 12020001 | Scanned data size exceeded maximum size allowed for sending by fax. | <p>Try the following:</p> <ul style="list-style-type: none"> • Reduce the number of pages to be scanned and send the fax in separate parts. • Select a higher compression level, and try again. "6.8.9 Compression" (page 295) <p>If the problem persists, contact a system administrator to check the "Maximum Attachment Size" setting. "4.6.11 Setting the e-Mail Server (SMTP Server)" (page 92)</p> |

| Code | Message | Action |
|----------|--|--|
| 12020002 | Could not connect to server when sending fax. | <p>Try the following:</p> <ul style="list-style-type: none"> • Check that the LAN cable of the scanner and SMTP server is connected properly. • Contact a system administrator to check that the scanner IP address, SMTP server and fax server settings are correct. <p>"8.3 Network Connection Troubleshooting" (page 354)</p> <ul style="list-style-type: none"> • Contact a system administrator to check that the SMTP and fax servers are working properly. |
| 12020003 | "From" address was rejected by the server when sending fax. | Contact a system administrator to check that the specified e-mail source address is authorized for use on the server. |
| 12020004 | "To" address was rejected by the server when sending fax. | Contact a system administrator to check that the specified e-mail destination address is authorized for use on the server. |
| 12020005 | Fax size exceeded maximum fax size allowed by the SMTP server. | Contact a system administrator to check the "Maximum Attachment Size" setting. "4.6.11 Setting the e-Mail Server (SMTP Server)" (page 92) |
| 12020006 | SMTP server connection was lost while sending fax data. | <p>Try the following:</p> <ul style="list-style-type: none"> • Check that the LAN cable of the scanner and SMTP server is connected properly. • Contact a system administrator to check that then scanner IP address and SMTP server settings are correct. <p>"8.3 Network Connection Troubleshooting" (page 354)</p> <ul style="list-style-type: none"> • Contact a system administrator to check that the SMTP server is working properly. • Contact a system administrator to check the maximum e-mail size allowed by the SMTP server. |
| 12020100 | Error: fax could not be sent. | Contact a system administrator to check if sending fax is allowed. |



| Code | Message | Action |
|----------|---|--|
| 12040001 | Cannot find the network folder path. | <p>Try the following:</p> <ul style="list-style-type: none"> • Check that the LAN cable of the scanner and file server is connected properly. • Check that the file server is working properly. • Contact a system administrator to check that the scanner IP address and network folder settings are correct. <p>"8.3 Network Connection Troubleshooting" (page 354)</p> |
| 12040002 | Access to network folder was refused. | <p>Try the following:</p> <ul style="list-style-type: none"> • Contact a system administrator to check whether or not access to the network folder is permitted for the currently logged in user or authenticated user. • Check if the file attribute has been set as hidden. |
| 12040003 | File already existed, so data could not be saved. | To overwrite the existing file, on the "Save" screen, set "Overwrite old files?" as "Yes", and try again. |
| 12040005 | Network is busy. Try again later. | Try again later. |
| 12040006 | User name or password may be incorrect. | Re-enter the user name and password. |
| 12040007 | Not connected to the network. | Check that the system network is functioning normally by performing a ping test from another machine in the network, other than the server with network folder. If the system network is not operating correctly, refer to "Failure to connect to a server by name" (page 361) for further solutions. |
| 12040008 | Scan&Buffer job is already queued on the computer that owns the specified network folder. | <p>Try the following:</p> <ul style="list-style-type: none"> • Select a different network folder. • Wait a short time, then try again. |
| 12040009 | Insufficient free space in the designated network folder. | Ensure the free space requirements are met, and try again. |

| Code | Message | Action |
|----------|---|--|
| 1204000A | Number of network path connections has reached the maximum allowed. No more may be specified. | Close unneeded network connections, then try specifying the desired network path again. |
| 1204000B | File targeted for overwriting may already be in use. | Check that the file to be overwritten is closed, and try again. |
| 1204000C | Specified user is no longer able to login to this network folder. | Try the following: <ul style="list-style-type: none"> • Login with a different account. • Contact a network administrator to have the account validated. |
| 1204000D | Specified password is no longer valid for this network folder. | Try the following: <ul style="list-style-type: none"> • Login with a different account. • Contact a network administrator to have the password validated again. |
| 1204000E | Specified user needs to renew their password for this network folder. | Try the following: <ul style="list-style-type: none"> • Login with a different account. • Contact a network administrator to have the password changed. |
| 1204000F | Access was refused. The specified account is currently locked out. | Contact a network administrator to have the account unlocked. |
| 12040010 | Access was refused. Login is not possible at this time. | Try the following: <ul style="list-style-type: none"> • Try again when login is possible. • Contact a network administrator to have the time setting changed. |
| 12040100 | Error: network folder access was refused. | Try the following: <ul style="list-style-type: none"> • Contact a network administrator to check whether the network folder is ready for use. • For the MTIFF format, the file size for the scanned data may not exceed 2GB. Try adjusting the scan parameters to decrease the size of the file. |
| 12130001 | Error: Scan&Buffer process could not output data for the scheduled jobs. | Try again. |

| Code | Message | Action |
|----------|---|--|
| 13060001 | Scanner initialization has failed. Try turning the power off and back on again. If problem persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help | If the scanner does not restart automatically, disconnect the AC cable from the scanner to turn the power off, wait for at least ten seconds, then reconnect the AC cable and try turning the power back on again. If the error status persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. |
| 1306001A | | |
| 1306001D | | |
| 1306002C | Insufficient memory. Try turning the power off and back on again. If problem persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help. | System might be unstable. Shutdown and press the startup button to restart the scanner. If the error status persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. |
| 1314002C | Insufficient memory. Try turning the power off and back on again. If problem persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help. | Reduce the size of the scan data or set a lower resolution level, and try again. |
| 13061001 | Scan error occurred. | Shutdown and press the startup button to restart the scanner. If the error status persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. |
| 13061002 | File name: xxxxx | |
| 13061003 | Error code: xxxxx | |
| 83070006 | Scanner hardware failure. The administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help. | Shutdown and press the startup button to restart the scanner. If the problem persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. |
| 83070007 | | |
| 83070008 | | |
| 8307000C | | |
| 84000001 | An error has occurred. Try turning the power off and back on again. If problem persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help. [alphanumeric eight digits] | Shutdown and press the startup button to restart the scanner. If the error status persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. |

| Code | Message | Action |
|----------|--|--|
| 84000002 | <p>An error has occurred. The system must be restarted. Any buffered jobs will be canceled. If problem persists, the administrator should contact a FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help.</p> <p>[alphanumeric eight digits]</p> | <p>If the problem persists, the administrator should contact a FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.</p> |
| 84000003 | <p>An error has occurred. The system must be restarted. Any buffered jobs will be canceled. After restarting the system, if the same error occurs, it may be due to a scanner failure. In this case, remove any documents that have been fed into the scanner, disconnect and reattach the power cord, and restart the system again. If problem persists, the administrator should contact a FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help.</p> <p>[alphanumeric eight digits]</p> | <p>If the problem persists, the administrator should contact a FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.</p> |



D.2.3 User Log

| Code | Message | Action |
|----------|---|---|
| 00000000 | ----- | No action required. |
| 12010001 | Scanned data size exceeded maximum size allowed for e-mail attachments. | <p>Try the following:</p> <ul style="list-style-type: none"> • Reduce the number of pages to be scanned and send the e-mail in separate parts. • Select a higher compression level and try again. <p>"6.8.9 Compression" (page 295)</p> <p>If the problem persists, contact a system administrator to check the "Maximum Attachment Size" setting.</p> <p>"4.6.11 Setting the e-Mail Server (SMTP Server)" (page 92)</p> |
| 12010002 | Could not connect to server when sending e-mail. | <p>Try the following:</p> <ul style="list-style-type: none"> • Check that the LAN cable of the scanner and SMTP server is connected properly. • Contact a system administrator to check that then scanner IP address and SMTP server settings are correct. <p>"8.3 Network Connection Troubleshooting" (page 354)</p> <ul style="list-style-type: none"> • Contact a system administrator to check that the SMTP server is working properly. |
| 12010003 | "From" address was rejected by the server when sending e-mail. | Contact a system administrator to check that the specified e-mail source address is authorized for use on the server. |
| 12010004 | "To" address was rejected by the server when sending e-mail. | Contact a system administrator to check that the specified e-mail destination address is authorized for use on the server. |
| 12010005 | e-Mail size exceeded maximum e-mail size allowed by the SMTP server. | Contact a system administrator to check the maximum e-mail size allowed by the SMTP server. |

| Code | Message | Action |
|----------|---|---|
| 12010006 | SMTP server connection was lost while sending e-mail. | <p>Try the following:</p> <ul style="list-style-type: none"> • Check that the LAN cable of the scanner and SMTP server is connected properly. • Contact a system administrator to check that then scanner IP address and SMTP server settings are correct. "8.3 Network Connection Troubleshooting" (page 354) • Contact a system administrator to check that the SMTP server is working properly. • Contact a system administrator to check the maximum e-mail size allowed by the SMTP server. |
| 12010100 | Error: e-mail could not be sent. | Contact a system administrator to check if sending e-mail is allowed. |
| 12020001 | Scanned data size exceeded maximum size allowed for sending by fax. | <p>Try the following:</p> <ul style="list-style-type: none"> • Reduce the number of pages to be scanned and send the fax in separate parts. • Select a higher compression level, and try again. "6.8.9 Compression" (page 295) <p>If the problem persists, contact a system administrator to check the "Maximum Attachment Size" setting. "4.6.11 Setting the e-Mail Server (SMTP Server)" (page 92)</p> |
| 12020002 | Could not connect to server when sending fax. | <p>Try the following:</p> <ul style="list-style-type: none"> • Check that the LAN cable of the scanner and SMTP server is connected properly. • Contact a system administrator to check that the scanner IP address, SMTP server and fax server settings are correct. "8.3 Network Connection Troubleshooting" (page 354) • Contact a system administrator to check that the SMTP and fax servers are working properly. |

| Code | Message | Action |
|----------|--|---|
| 12020003 | "From" address was rejected by the server when sending fax. | Contact a system administrator to check that the specified e-mail source address is authorized for use on the server. |
| 12020004 | "To" address was rejected by the server when sending fax. | Contact a system administrator to check that the specified e-mail destination address is authorized for use on the server. |
| 12020005 | Fax size exceeded maximum fax size allowed by the SMTP server. | Contact a system administrator to check the "Maximum Attachment Size" setting. "4.6.11 Setting the e-Mail Server (SMTP Server)" (page 92) |
| 12020006 | SMTP server connection was lost while sending fax data. | Try the following: <ul style="list-style-type: none"> • Check that the LAN cable of the scanner and SMTP server is connected properly. • Contact a system administrator to check that then scanner IP address and SMTP server settings are correct. "8.3 Network Connection Troubleshooting" (page 354) • Contact a system administrator to check that the SMTP server is working properly. • Contact a system administrator to check the maximum e-mail size allowed by the SMTP server. |
| 12020100 | Error: fax could not be sent. | Contact a system administrator to check if sending fax is allowed. |
| 12030100 | Error: could not print. | Try the following: <ul style="list-style-type: none"> • Check that the LAN cable of the scanner and file server is connected properly. • Contact a system administrator to check that the scanner IP address and registered network printer path settings are correct. • Check the network printer authority privileges. |

| Code | Message | Action |
|----------|---|--|
| 12040001 | Cannot find the network folder path. | <p>Try the following:</p> <ul style="list-style-type: none"> • Check that the LAN cable of the scanner and file server is connected properly. • Check that the file server is working properly. • Contact a system administrator to check that the scanner IP address and network folder settings are correct. <p>"8.3 Network Connection Troubleshooting" (page 354)</p> |
| 12040002 | Access to network folder was refused. | <p>Try the following:</p> <ul style="list-style-type: none"> • Contact a system administrator to check whether or not access to the network folder is permitted for the currently logged in user or authenticated user. • Check if the file attribute has been set as hidden. |
| 12040003 | File already existed, so data could not be saved. | To overwrite the existing file, on the "Save" screen, set "Overwrite old files?" as "Yes", and try again. |
| 12040005 | Network is busy. Try again later. | Try again later. |
| 12040006 | User name or password may be incorrect. | Re-enter the user name and password. |
| 12040007 | Not connected to the network. | Check that the system network is functioning normally by performing a ping test from another machine in the network, other than the server with network folder. If the system network is not operating correctly, refer to "Failure to connect to a server by name" (page 361) for further solutions. |
| 12040008 | Scan&Buffer job is already queued on the computer that owns the specified network folder. | <p>Try the following:</p> <ul style="list-style-type: none"> • Select a different network folder. • Wait a short time, then try again. |
| 12040009 | Insufficient free space in the designated network folder. | Ensure the free space requirements are met, and try again. |

| Code | Message | Action |
|-------------|---|--|
| 1204000A | Number of network path connections has reached the maximum allowed. No more may be specified. | Close unneeded network connections, then try specifying the desired network path again. |
| 1204000B | File targeted for overwriting may already be in use. | Check that the file to be overwritten is closed, and try again. |
| 1204000C | Specified user is no longer able to login to this network folder. | Try the following: <ul style="list-style-type: none"> • Login with a different account. • Contact a network administrator to have the account validated. |
| 1204000D | Specified password is no longer valid for this network folder. | Try the following: <ul style="list-style-type: none"> • Login with a different account. • Contact a network administrator to have the password validated again. |
| 1204000E | Specified user needs to renew their password for this network folder. | Try the following: <ul style="list-style-type: none"> • Login with a different account. • Contact a network administrator to have the password changed. |
| 1204000F | Access was refused. The specified account is currently locked out. | Contact a network administrator to have the account unlocked. |
| 12040010 | Access was refused. Login is not possible at this time. | Try the following: <ul style="list-style-type: none"> • Try again when login is possible. • Contact a network administrator to have the time setting changed. |
| 12040100 | Error: network folder access was refused. [Supplementary Details] | Try the following: <ul style="list-style-type: none"> • Contact a network administrator to check whether the network folder is ready for use. <p>If the file server for the network folder provides any further information, the first 300 characters only are displayed as supplementary details.</p> <ul style="list-style-type: none"> • For the MTIFF format, the file size for the scanned data may not exceed 2GB. Try adjusting the scan parameters to decrease the size of the file. |
| 12130001 | Error: Scan&Buffer process could not output data for the scheduled jobs. | Try again. |

| Code | Message | Action |
|----------|---|--|
| F4B30000 | An error has occurred. Try turning the power off and back on again. The administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help. | An error has occurred. |
| F4CA0000 | | Shutdown and press the startup button to restart the scanner. |
| F4EF0000 | | If the error status persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. |
| F2010002 | | |
| F2020002 | | |
| F2040002 | | |



Appendix E

Glossary

Admin

User



A4 size

A standard international paper size. (210 × 297mm / approximately 8.27 × 11.7inches)

A5 size

A standard international paper size. (148 × 210mm / approximately 15.83 × 8.27inches)

A6 size

A standard international paper size. (105 × 148mm / approximately 14.13 × 5.83inches)

ADF (Automatic Document Feeder)

A unit that allows the user to scan a number of pages consecutively.

Documents are transported from the ADF paper chute past the scanning area to the output tray. Actual scanning is performed by the CCD sensors inside of this unit.

B5 size

A standard international paper size. (182 × 257mm / approximately 7.17 × 10.12inches)

B6 size

A standard international paper size. (128 × 182mm / approximately 5.04 × 7.17inches)

Brightness

Refers to the brightness level of the scanned images.

Buffer job

A selected operation waiting to be processed.

Business card size

A standard paper size. (89 × 51mm)

Portrait orientation is used for this scanner.

Canadian DOC Regulations

A standard issued by Industry Canada, a department of the Canadian government, which sets out the technical requirements relative to the radiated and conducted radio noise emissions from digital apparatus.

Default settings

The settings installed at time of factory shipping.

Duplex scan mode

A scan mode where both sides of each document sheet are scanned. See also "Simplex scan mode".

dpi (dots per inch)

Dots per inch. Number of dots lined along one inch. The measurement of resolution normally used for scanners and printers. Higher dpi means better resolution.

Executive size

A standard international paper size. (266.7 × 184.2mm / approximately 10.5 × 7.25inches)

FCC

Acronym for "The Federal Communications Commission", an independent United States government agency which is in charge of regulating interstate and international communications via radio, television, wire, satellite and cable. The Part 15 of the FCC regulations mentioned in this manual is designed to prevent harmful interferences on radio communication of radio receivers and other devices which radiate radio frequency energy, and provides for the certification of radio receivers. It also provides the certification of low power transmitters and the operation of certificated transmitters without a license.

Feed roller

Rollers that feed documents through the ADF.

Idler roller

Rollers that feed documents through the ADF.

Interface

The connection that allows communication from the computer to the scanner.

Landscape orientation

A document with its long side horizontal and its short side vertical. See also "Portrait orientation".

LDAP (Lightweight Directory Access Protocol)

A protocol for accessing a directory database over a TCP/IP network.

Legal size

A standard international paper size. (215.9 × 355.6mm / 8.5 × 14inches)

Letter size

A standard North American paper size. (8.5 × 11inches / 215.9 × 279.4mm)

MMR

ITU (CCITT) Group 4 compression.

A compression method used when the color mode is black and white.

Multifeed detection

A scanner function which detects accidental feeding of multiple sheets into the ADF.

Noise

Isolated white (black) dots appearing on black (white) areas of an image.

Pad assembly (PAD ASSY)

A collection of rubber pads and metal leaf springs that is used to help separate a single document sheet from a batch in the ADF paper chute for feeding into the ADF.

Paper jam

A warning that appears when a document sheet is jammed in the document feed path, or document feeding is interrupted by a slipping sheet.

Pick roller

A roller that picks the next document sheet out of the ADF paper chute and the ADF.

Portrait orientation

A document with its long side vertical and its short side horizontal.
See also "Landscape orientation".

Postcard size

A standard paper size. (148 × 100mm / approximately 5.83 × 5.94inches)
Portrait orientation is used for this scanner.

Resolution

A measure of the fineness of details or grain of images. The customary metric of resolution is dpi (dots per inch). For any given image, the higher the resolution, the more dots or pixels that can be used, and the greater the resulting fineness of detail that can be expressed.

Simplex scan mode

A scan mode where only one side of each document sheet is scanned. See also "Duplex scan mode".

Ultrasonic sensor

A type of sensor that uses ultrasonic sound waves, in this case to detect document multifeeds by recognizing differences in how the sound penetrates single versus multiple sheets.

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Network Scanner fi-6010N

Operator's Guide

P3PC-2372-01ENZ0

Date of issuance: May, 2008

Issuance responsibility: PFU LIMITED

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