

Scan System(A)

Functions Edition

Instruction Handbook

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Section **1**

What is the Network Scanning System?

1-1 Outline

This Network Scanning System enables multiple computers to share the use of a scanner that is connected to their network. A Scanner Interface Card, Scanner Library CD-ROM and a TWAIN-compatible application CD-ROM are included as accessories with this product. The Scanner Interface Card should be installed in the scanner itself and the Scanner Library CD-ROM is for use in the computer(s).

Refer to the User's Guide included on the TWAIN-compatible application CD-ROM for information regarding to how to use the TWAIN-compatible application.

This On-Line Manual contains explanations regarding the functions of the utility programs that are included on the Scanner Library CD-ROM (Scanner File Utility, Scanner Delivery Utility and TWAIN Source) as well as the procedures for making scanner-related settings from a Web browser.

For more information on using the scanner itself, refer to the Scanner Set-up Edition of the Instruction Handbook for your scanner.

1-2 Using the Scanner Utilities CD-ROM

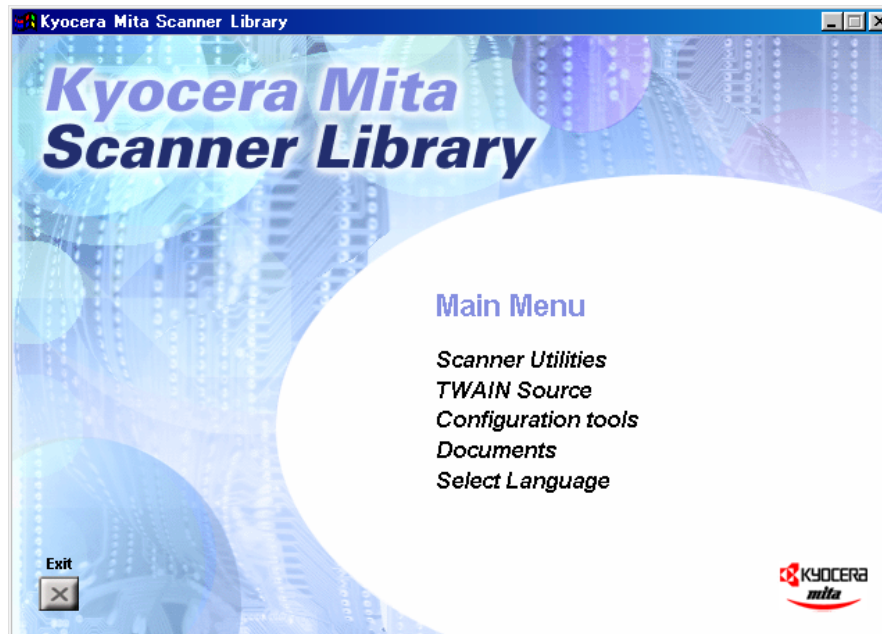
Included on the Scanner Utilities CD-ROM is the 3 other scanner utilities (Scanner File Utility, Scanner Delivery Utility and TWAIN source) as well as an On-Line Manual. In order to use this Network Scanning System, it will be necessary for you to install the TWAIN source and other scanner utilities from the CD-ROM onto an appropriate computer.

The following describes the procedure to access the Main Menu on the Scanner Utilities CD-ROM.

1. Insert the Scanner Utilities CD-ROM that is included with this product into the CD-ROM drive of the computer.
2. If the “Auto Run” function is turned on in the computer, the Main Menu screen for the Scanner Utilities CD-ROM will appear automatically.
 - * If the “Auto Run” function is turned off, double-click on the **Setup.exe** file that is on the CD-ROM to run that file. The Main Menu screen for the Scanner Utilities CD-ROM will appear.

1-2 Using the Scanner Utilities CD-ROM

1-2-1 Contents of the CD-ROM



The contents of the Scanner Utilities CD-ROM that you can access are displayed as selectable items in the Main Menu screen.

1-2 Using the Scanner Utilities CD-ROM

The following offers a basic outline of each of these available items. Click on the desired item to access it.

(1) Scanner Utilities

- **Scanner Delivery Utility**

This item installs the “Scanner Delivery Utility” in the computer. Using this utility enables you to have scanned image data sent from the scanner to the designated email address of a client computer as an attached file. This utility should be installed in one computer on the same network as the scanner. (Refer to page 3-21.)

- **Scanner File Utility**

This item installs the “Scanner File Utility” in the computer. Using this utility enables you to have scanned image data sent from the scanner to a network computer, with the resulting file then compressed and saved into the designated folder on that computer. If there are going to be multiple destination computers designated for reception of such data, this utility should be installed in each of those computer. (Refer to page 3-3.)

1-2 Using the Scanner Utilities CD-ROM

(2) TWAIN Source

This item installs the “TWAIN Source” in the computer. Once this driver is installed, you will be able to operate the scanner and use the scanned image data right away using a TWAIN-compatible application on the computer in which the TWAIN source is installed. If there are going to be multiple computers using this capability, the TWAIN source should be installed in each of those computers. (Refer to page 3-48.)

(3) Configuration Tool

This item allows you use the “IB-2x Configuration” printing tool to make settings not only for printing but those related to the scanning network as well. (Refer to page 3-62.)

(4) Documents

This item allows you to view the On-Line Manual for the software that is included on the Scanner Utilities CD-ROM (Refer to page 1-7.)

(5) Select Language

This item lets you select the language that you want to be used on-screen.

1-2 Using the Scanner Utilities CD-ROM

1-2-2 On-Line Manual

The On-Line Manual that is on this Scanner Utilities CD-ROM is prepared in a PDF (Printer Description File) format and can only be viewed using the Adobe Acrobat Reader application. Thus, prior to reading the On-Line Manual, you will first need to install Adobe Acrobat Reader on your computer. (The Adobe Acrobat Reader installer application is included on the CD-ROM as well.)

IMPORTANT!

Adobe Acrobat Reader should be used in accordance with the contract conditions set forth by Adobe Systems Incorporated.

Section **2**

Making Settings from a Web Browser

2-1 WebPage Functions

The WebPage Functions interface enables the management of certain scanner functions using standard Internet Web browser software. Performing such tasks as changing network settings and basic scanner settings, in addition to performing settings related to email and data transmission to a computer and the like, can be easily accomplished over the network.

IMPORTANT! Cautions before use...

- The Internet Web browser software must be installed in your computer in advance. It is recommended that you use version 4.0 or later of either Netscape Navigator or Internet Explorer.
- In order to use WebPage Functions, the TCP/IP address of the scanner interface card must be registered in advance. (Refer to “2-6-2 TCP/IP Setting” on page 2-12.)

2-2 Index of Objectives

The following table lists, by objective, the different settings that are possible using the WebPage Functions interface. Use this table as a reference index when making the corresponding settings.

Purpose	Content	Page
Set the TCP/IP address	Contains explanations on setting the TCP/IP address for the scanner interface card.	Page2-12
Set the administration password	Contains explanations on the administration password that must be entered whenever you access the WebPage Functions interface.	Page2-14
Change scanning-related default settings for the scanner	Contains explanations on settings for scanning images, such as the type of originals and the scanning resolution.	Page2-15
Register the destination computer	Contains explanations on registering the destination computer for sending data from the scanner to the computer.	Page3-17
Register the transmitting site's email address	Contains explanations on registering the transmitting site's email address for sending email (scanned data) from the scanner to the computer.	Page2-22
Register the destination site's email address	Contains explanations on registering the destination site's email address for sending email (scanned data) from the scanner to the computer.	Page2-23

2-3 Cautions

2-3-1 If you are having trouble connecting to the scanner from a Web browser...

If you are trying to make settings related to the Scanner Interface Card or utilities in the scanner itself from a Web browser and those settings are not being applied properly, first try to reboot the Scanner Interface Card: Click on “Reset” in the menu frame, and then click on “Yes” in the window that appears to confirm whether or not you really want to reboot. The Scanner Interface Card will then reboot. This will take a few minutes, so please wait until the reboot is completed.

2-3-2 If a message appears which informs you that you can not connect, such as “Could not open Internet Site XXXXX”...

If a message like this appears in your Web browser, check the following point:

- Is the initial mode screen displayed on the scanner?
-> If the initial mode screen is NOT displayed, return to that mode screen.

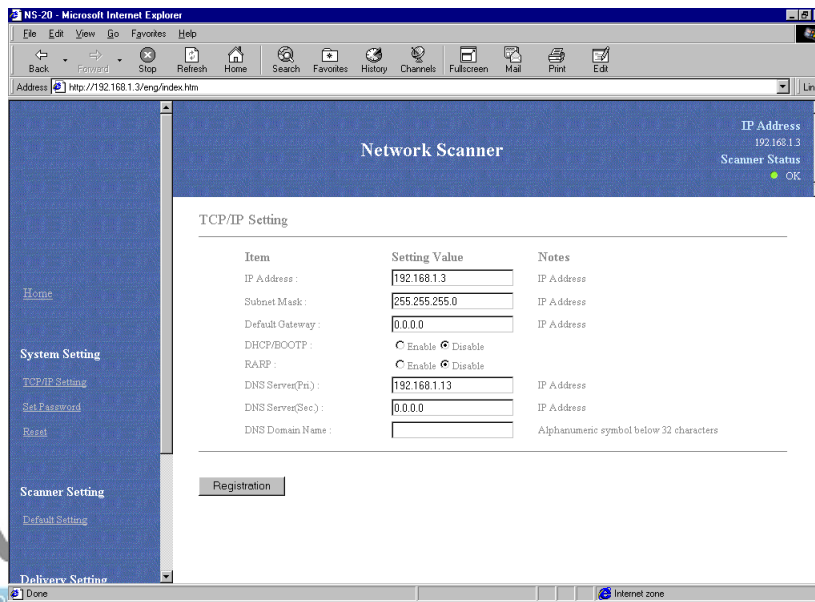
2-3-3 If “Cannot Find Page” appears...

If a message like this appears in your Web browser, check the following point:

- Is the scanner fully up and running?
-> If NOT, wait for awhile before trying to connect again.

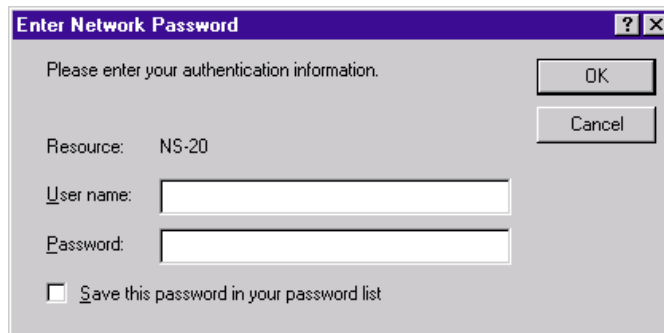
2-4 Using the WebPage Functions Interface

1. Start up your Internet Web browser software.
2. Type the IP address or host name of the scanner interface card into the address field.
3. Press the **Enter** key on your computer keyboard.
4. The home page for WebPage Functions will appear.
 - * The display will be in English at first, but you can select the language that you want to use. (Refer to page 2-10.)



2-4 Using the WebPage Functions Interface

5. If the administration password has been registered, the following dialogue box will appear when you click on one of the setting links in the menu frame, such as **System Setting** or **Scanner Setting**. In this case, type in the correct password and click on the **OK** button.

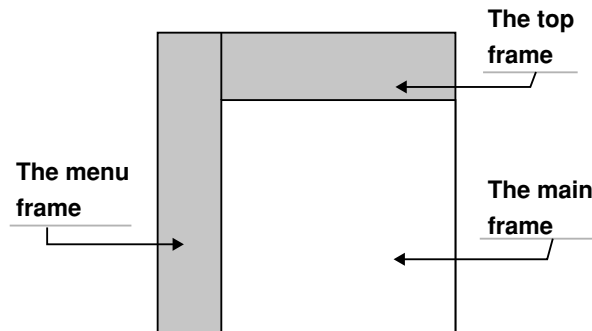


The image shows a Windows-style dialog box titled "Enter Network Password". The title bar is purple with a question mark icon and a close button (X). The main area is light gray. It contains the text "Please enter your authentication information." followed by two buttons: "OK" and "Cancel". Below this, it says "Resource: NS-20". Then there are two input fields: "User name:" and "Password:". At the bottom, there is a checkbox labeled "Save this password in your password list".

2-5 The Home Page

The home page is constructed of 3 different frames.

- **The top frame**...Displays the IP address of the scanner interface card and the status of the scanner. (Refer to page 2-8.)



- **The menu frame**...Allows selection of various settings related to the scanner interface card and the scanner itself. (Refer to page 2-9.)
- **The main frame**...Displays system information in regard to the scanner. (Refer to page 2-10.)

2-5 The Home Page

2-5-1 The Top Frame

The top frame shows the IP address of the scanner interface card and the status of the scanner.

<IP Address>

- Displays the IP address that is registered for the scanner interface card.

<Scanner Status>

- If the scanner is in a “Ready” state, “O OK” will be displayed under **Scanner Status**. If the scanner is not “Ready”, “O OTHER” will be displayed.

* To check the status of the scanner when “O OTHER” is displayed, look under **Scanner Status Information**.

* The scanner status will be checked and updated every minute.

2-5 The Home Page

2-5-2 The Menu Frame

The menu frame allows selection of various settings related to the scanner interface card and the scanner itself.

* You can select each item in the menu frame one after another. However, if you happen to select an item in the middle of setting that same item, the information that you have already entered will be deleted.

- **Home**

Select **Home** when you want to return to the home page while you are accessing the scanner interface card with your Internet Web browser software.

- **System Setting**

This item consists of 3 settings which can be performed in relation to the scanner interface card.

TCP/IP Setting...For making TCP/IP-related settings

Set Password...For setting the administration password that must be entered whenever you use the scanner interface card

Reset...For rebooting the scanner interface card

- **Scanner Setting - Default Setting**

This item allows you to return the main functions of the scanner back to their factory default values.

- **Delivery Setting**

This item consists of 2 basic settings which can be performed in relation to sending email (scanned data).

Basic Setting...For making basic settings related to sending email (scanned data)

Address List...For registering destination email addresses

- **Tx. Setting to PC**

Select when you want to make settings related to sending files to the computer where they will be saved.

- **Destination PC LIST**

This item allows you to register destination computers, etc.

2-5 The Home Page

2-5-3 The Main Frame

The main frame displays system information in regard to the scanner. Selecting the language that you want to use is also accomplished here.

* The registered default values will be displayed during start up of WebPage Functions.

- **Scanner Status Information**

When “O OTHER” is displayed under **Scanner Status** on the home page, click on the **Refresh** button at the bottom of the screen and the status of the scanner will be displayed here. When “O OK” is displayed under **Scanner Status**, “Ready to Scan” will be displayed here.

<Scanner Status>

The following 6 status indications can be received from the scanner: “Ready to Scan”, “Using Scanner”, “Paper Misfeed in Feeder”, “System Error”, “Processing” and “Energy Save Mode”

- **Ethernet Address**

Displays the MAC (Medium Access Control) address of the scanner interface card.

- **Network Firmware**

Displays the firmware version of the scanner interface card.

- **Scanner Firmware**

Displays the firmware version of the scanner.

- **Language**

You can select the language that you want to use in WebPage Functions.

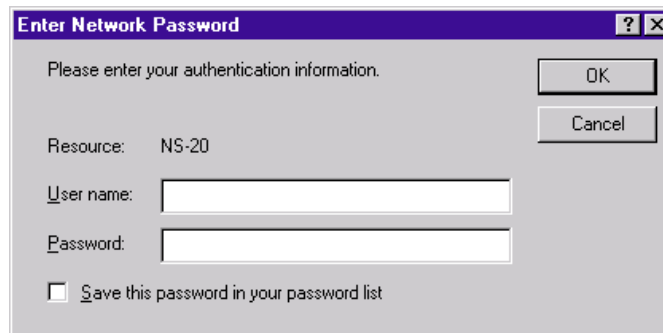
* The factory default setting for the language is English.

2-6 System Setting

Settings for the scanner interface card are performed under the **System Setting** items. The settings for each item can only be changed when the scanner is in the “Ready” state.

2-6-1 Setting Conditions

It is necessary for you to enter the administrator’s password in order to access the settings related to either the scanner interface card or to the scanner itself.



The image shows a Windows-style dialog box titled "Enter Network Password". It has a purple title bar with a question mark icon and a close button. The main area is light gray and contains the text "Please enter your authentication information." followed by two buttons: "OK" and "Cancel". Below this, it says "Resource: NS-20". Then there are two input fields: "User name:" and "Password:". At the bottom, there is a checkbox labeled "Save this password in your password list".

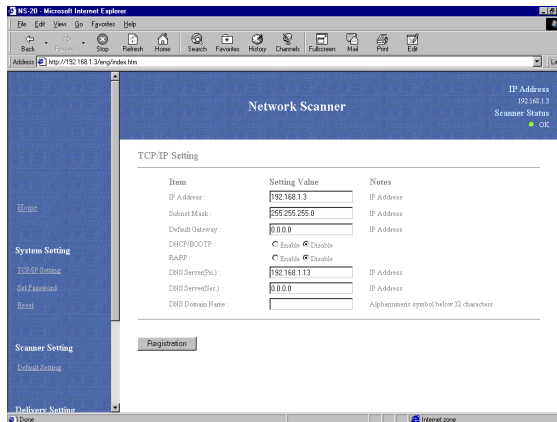
- The administration password can be changed through the **Set Password** item under **System Setting**. (There is no password registered when the software is used for the first time).

2-6 System Setting

2-6-2 TCP/IP Setting

You can make TCP/IP-related settings for the scanner interface card here.

IMPORTANT! BE SURE to click on the Registration button after you have completed the desired settings.



- **IP Address**

Register the IP address of the scanner interface card in this field in the following form: XXX.XXX.XXX.XXX

- **Subnet Mask**

Register the subnet mask of the scanner interface card in this field in the following form: XXX.XXX.XXX.XXX

- **Default Gateway**

Register the default gateway of the scanner interface card in this field in the following form: XXX.XXX.XXX.XXX

2-6 System Setting

- **DHCP/BOOTP**

The DHCP and BOOTP can be set to either “DISABLE” or “ENABLE”. The factory default setting is “ENABLE”.

- **RARP**

The RARP can be set to either “DISABLE” or “ENABLE”. The factory default setting is “ENABLE”.

- **DNS Server (Pri.)**

When a Host Name is used for transmitting data under an environment that uses a DNS server, register the IP address of the primary DNS server in this field in the following form: XXX.XXX.XXX.XXX

- **DNS Server (Sec.)**

Register the IP address of the secondary DNS server in this field in the following form: XXX.XXX.XXX.XXX

- **DNS Domain Name**

Register the domain name (up to 32 characters) in this field.

- **Registration**

Click on the **Registration** button to have all of the selected settings registered in the scanner interface card.

IMPORTANT!

If you go to another screen without clicking on the **Registration** button, any settings that have not been properly registered will be deleted and, therefore, will NOT be registered in the scanner interface card.

2-6 System Setting

2-6-3 Set Password

You can set or change the administration password here.

IMPORTANT!

BE SURE to click on the Registration button after you set or change the password.

- **Change admin password**

If you want to change the administration password, type a new password into this field (up to 7 characters).

* The password that you register here is NOT related to the 4-number password that is required in order to access the **Network** screen in the scanner itself.

- **Confirm new password**

Type the same password as you did in the Change admin **password** field in here.

* This procedure is necessary in order to ensure that the password was entered correctly.

- **Registration**

Once you type the new administration password into both the Change admin password and Confirm new password fields and then click on the Registration button, the new password will be registered in the scanner interface card.

* If you leave the Confirm new password field blank, or the password that you typed into that field does not match the password that you typed into the Change admin password field, an error message will be displayed.

2-6-4 Reset

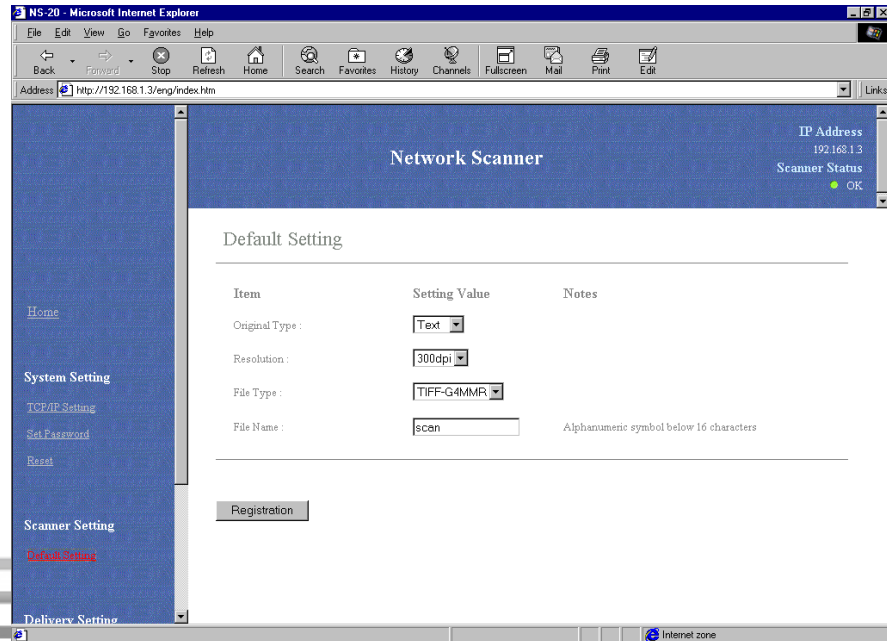
Click to reboot the scanner interface card. This will take a few minutes, so please wait until the reboot is completed.

2-7 Scanner Setting

Default settings related to scanning in images at the scanner are performed under this item.

2-7-1 Scanner Setting

You can make settings related to certain scanning conditions and the default file name (for saving scanned data).



2-7 Scanner Setting

- **Original Type**

You can select from among the following 4 original types in order to suit the originals that are actually being scanned: Photo, Text, Mix(Text+Photo) and OCR

- **Resolution**

You can select from among the following 4 scanning resolutions: 600 dpi, 400 dpi, 300 dpi and 200 dpi

- **File Type**

Sets the file format in which scanned data will be saved: TIFF and PDF

- **File Name**

Sets the file name (up to 16 characters) for saving scanned data.

2-8 Tx. Setting to PC

You can send scanned image files to a folder on a computer that was designated in advance, when you use the scanner interface card. This items explains how to register the destination computer.

* Refer to pages 3-3 through 3-20 for an explanation on the functions of the Scanner Delivery Utility.

2-8-1 Destination PC List

• Destination PC List

Click on this item when you want to access the destination address registration screen where you can register, confirm and edit information for up to 20 (No. 001 to No.020) destination computers.

* If a registration name has already been registered for any number, it will be displayed in the corresponding text box.

Destination PC List ---* Click the Number	
No.	Registration Name
001	<input type="text"/>
002	<input type="text"/>
003	<input type="text"/>
004	<input type="text"/>
005	<input type="text"/>
006	<input type="text"/>
007	<input type="text"/>
008	<input type="text"/>
009	<input type="text"/>
010	<input type="text"/>

If you click on the number for which you want to register the destination computer, the **Destination PC** screen will appear and you will be able to register and/or edit information for that computer.

IMPORTANT!

BE SURE to click on the Registration button after you have completed the desired settings for the destination PC.

2-8 Tx. Setting to PC

- **Destination PC**

You will be able to register and edit registration names, destination computers and destination “save numbers” for each number.

Destination PC		
Item	Setting Value	Notes
No. :	001	
Registration Name :	<input type="text"/>	Alphanumeric symbol below 16 characters
Destination PC :	<input type="text" value="192.168.161.201"/>	IP Address or Host Name Host name: Alphanumeric symbol below 32 characters
Save Number :	<input type="text" value="1"/>	(1-100)

2-8 Tx. Setting to PC

No

The number that you selected from the **Destination PC List** will be displayed here. This is merely information in order to remind you which number from the list it is that you are registering or editing information for and this number cannot be edited itself.

Registration Name

Type the desired registration name (name of the destination party) into this field. The name registered here will be displayed in the destination computer table and in the scanner's operation panel.

* The registration name can be up to 16 characters in length.

Destination PC

Enter the destination computer's IP address or Host Name into this field. If you enter both, the IP address will normally be accessed prior to the Host Name.

* The Host Name can be up to 32 characters in length.

Save Number

If you want to designate multiple destination folders in a single computer, enter the corresponding "save number" of each folder.

* You can designate up to 20 (save numbers "1" to "100") folders per computer.

Registration

Click on the **Registration** button to have all of the selected settings registered in the scanner. If you do not click on the **Registration** button, any settings that have not been properly registered will be deleted.

2-9 Delivery Setting

The following explain the various settings for sending email (scanned data) from the scanner to a computer using the Scanner Delivery Utility.

* Refer to pages 3-21 through 3-47 for an explanation on the Scanner Delivery Utility.

2-9-1 Basic Setting

Make basic setting related to sending email (scanned data) here.

IMPORTANT! BE SURE to click on the Registration button after you have completed the desired settings.

The screenshot shows a web browser window titled "MS-20 - Microsoft Internet Explorer". The address bar displays "http://192.168.1.3/eng/index.htm". The page content is titled "Network Scanner" and features a left-hand navigation menu with links: Home, System Setting, TCP/IP Setting, Set Password, Reset, Scanner Setting, Default Setting, Delivery Setting (highlighted in red), Basic Setting, Destination Address List, and Tx. Setting to PC. The main content area is titled "Basic Setting" and contains a table with three columns: Item, Setting Value, and Notes. The table lists settings for Mail Gateway Address, Subject, and Body. Below the table is a "Character Code" dropdown menu set to "US-ASCII(English)". A "Registration" button is located below the table. At the bottom, there is a "Sender Name" field with the value "Service" and an "Edit" button.

Item	Setting Value	Notes
Mail Gateway Address :	192.168.161.201	IP Address or Host Name
Subject :	SCAN	Host name:Alphanumeric symbol below 32 characters
Body :		Alphanumeric symbol below 32 characters
		Alphanumeric symbol below 64 characters

Character Code : US-ASCII(English)

Registration

Sender Name : Service Edit

2-9 Delivery Setting

- **Mail Gateway Address**

Type the IP address or Host Name (computer name) of the computer that has the Scanner Delivery Utility installed into this field.

* The Host Name can be up to 32 characters in length.

* In order to use settings based on the Host Name, a DNS server must be installed on the network.

- **Subject**

Type the subject of the email message (up to 32 characters) into this field.

- **Text**

Type the text (content) of the email message into this field (up to 64 characters).

- **Character Code**

Designate the character code that will be used in the email message. You can select from among the following character codes: US-ASCII (English), Shift-JIS (Japanese) and ISO-8859-1 (West Europe)

- **Sender Address Setting**

Register the sending station's email address, or confirm previously registered information.

You can only register information for one station.

2-9 Delivery Setting

<Registering Sender Addresses>

Click on the **Edit** button that is at the right of the text box.

The **Sender Address Setting** dialogue box will appear. Register the information that you want for each item (Sender Name and E-Mail Address) as explained below.

- **Sender Name**

Type the desired sender name (up to 16 characters) into this field.

- **E-Mail Address**

Type the sending station's email address (up to 64 characters) into this field.

- **Registration**

Once you have entered all of the desired information, click on the **Registration** button to have all of the selected information registered in the scanner. The sender name registered here will be displayed in the **Basic Setting** screen.

Sender Address Setting (Sender 1)

Sender 1,

Item	Setting Value	Notes
Sender Name :	<input type="text" value="Service"/>	Alphanumeric symbol below 16 characters
E-Mail Address :	<input type="text" value="service@#####.com"/>	Alphanumeric symbol below 64 characters

Registration

2-9 Delivery Setting

2-9-2 Destination Address List

• Destination Address List

Click on this item when you want to access the destination address registration screen where you can register, confirm and edit information for up to 72 (No. 001 to No. 072) destination addresses.

* If a registration name has already been registered for any number, it will be displayed in the corresponding text box.

Network Scanner

IP Address: 192.168.0.255
Scanner Status: OK

Destination Address List ...* Click the Number

No.	Registration Name	No.	Registration Name	No.	Registration Name
001		025		049	
002		026		050	
003		027		051	
004		028		052	
005		029		053	
006		030		054	
007		031		055	
008		032		056	
009		033		057	
010		034		058	
011		035		059	
012		036		060	
		037		061	
		038		062	
		039			
		040			
		041			
		042			
		043			
		044			
		045			
		046			
		047			
		048			
		049			
		050			
		051			
		052			
		053			
		054			
		055			
		056			
		057			
		058			
		059			
		060			
		061			
		062			

If you click on the number for which you want to register the destination address, the **Destination Address** screen will appear and you will be able to register and/or edit information for that number.

IMPORTANT! BE SURE to click on the Registration button after you have completed the desired settings.

2-9 Delivery Setting

- **Destination Address**

You will be able to register and edit registration names and destination addresses for each number.

MS-20 - Microsoft Internet Explorer

アドレス http://130.12.70.26/eng/index.htm

Home

System Setting

TCP/IP Setting

Set Password

Reset

Scanner Setting

Default Setting

Delivery Setting

Basic Setting

Destination Address List

Tx. Setting to PC

Destination PC List

Network Scanner

IP Address
130.12.70.26

Scanner Status
● OK

Destination Address

Item	Setting Value	Notes
No. :	001	
Registration Name :	<input type="text"/>	Alphanumeric symbol below 16 characters
Destination Address :	<input type="text"/>	E-Mail Address Alphanumeric symbol below 32 characters Please set a part each E-Mail address by a comma

Registration

2-9 Delivery Setting

No

The number that you selected from the **Destination Address List** will be displayed here. This is merely information in order to remind you which number from the list it is that you are registering or editing information for and this number cannot be edited itself.

Registration Name

Type the desired registration name (name of the destination party) into this field. The name registered here will be displayed in the destination Address list and in the scanner's operation panel.

* The registration name can be up to 16 characters in length.

Destination Address

Enter the destination site's email address into this field. You can register multiple email addresses for a single registration name as long as the addresses are within a total of 32 characters for that registration name.

* When registering multiple email addresses for a single registration name, separate each address by a comma.

* If you have registered one or more of the desired addresses in the Scanner Delivery Utility's Address List, you can enter, separating each one by commas, up to 8 of those addresses to form a group mailing list. You only need to enter each corresponding number as registered in that Address List, not the whole email address.

Registration

Click on the **Registration** button to have all of the selected information registered in the scanner. If you do not click on the **Registration** button, any information that has not been properly registered will be deleted.

Section **3**

Additional Utilities

3-1 What Utilities are Included with this Product?

Scanner File Utility

The Scanner File Utility is used for sending graphic image data that is prepared by the scanner to a designated folder on a computer. This utility is also responsible for compressing and saving the received data in that computer.

* Refer to pages 3-3 through 3-20.

Scanner Delivery Utility

The Scanner Delivery Utility is used to send graphic image data from the scanner to the designated email address of a client computer as an attached file. The received attachment can then be opened and viewed at that computer using any appropriate image viewer application.

* Refer to pages 3-21 through 3-47.

TWAIN source

The TWAIN source is used for controlling the scanning operation with a TWAIN-compatible application and having that scanned image displayed in that application. The scanned data can then be edited and/or saved in your computer using that application.

* Refer to pages 3-48 through 3-61.

Configuration Tool

The IB-2x Configuration Tool is used for performing settings related to your IP address. This tool enables you to use the same procedures to manage the network settings for our printer and scanner models. Basic information for understanding the “Quick Setup Wizard” and the basic procedure for using “AdminManager” are explained in this manual.

* Refer to pages 3-62 through 3-69.



3-2 Scanner File Utility

3-2-1 What is the Scanner File Utility?

The Scanner File Utility is used to receive graphic image data from a scanner into a computer. This utility also compresses and saves the received data in the corresponding computer. Once the Scanner File Utility is installed and the computer booted up again, the utility will also be started up automatically. In this case, an icon that indicates the status of the Scanner File Utility will be displayed in the Windows Task Bar and the utility will remain in a waiting state for data to be sent from the scanner. Other than installation of the utility, the only operation necessary at the computer is to register in advance the desired destination folder and folder password. After that, you only need to perform the appropriate procedure at the scanner and the scanned image data will be saved into the designated folder.

* In order to use the Scanner File Utility, it is necessary for you to use WebPage Functions and register in the scanner, in advance, the information regarding the destination computer and designated folder. (Refer to page 2-17.)

(1) Preparations

First, perform the following set-up procedure in order to use the Scanner File Utility.

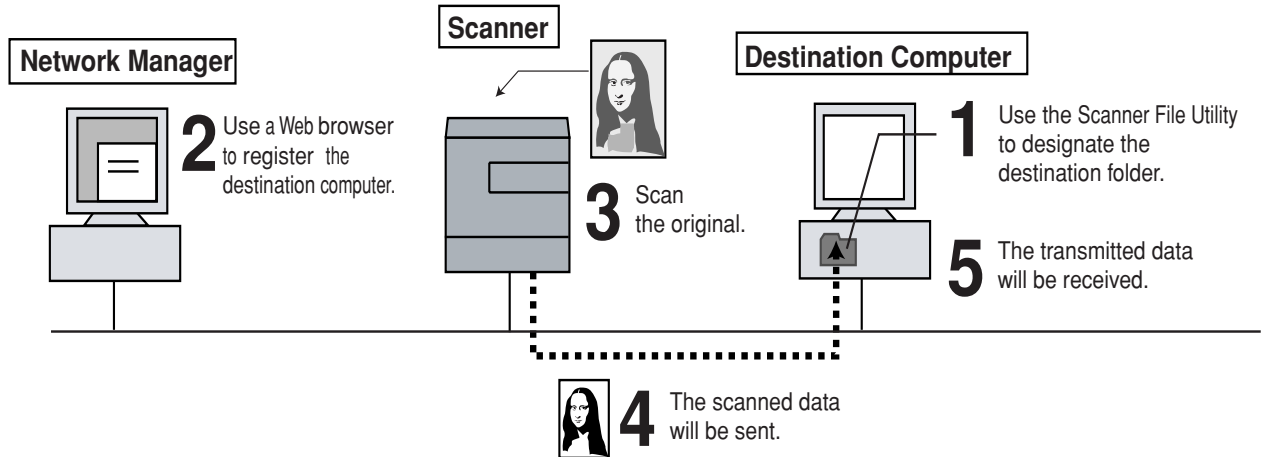
1. Install the Scanner File Utility into the desired computer. (Refer to page 3-6.)
2. Run the Scanner File Utility and register the folder into which you want the scanned data to be saved. (Refer to page 3-10.)
3. Use a Web browser to register the IP address of the destination computer, and the corresponding registration name and “save number” . (Refer to page 2-17.)

* Be sure to enter the same number as the “save number” (1 - 100) that you registered in the **Save Number** field of the Scanner File Utility.

3-2 Scanner File Utility

(2) Operation Flow

The following illustrates the steps to save scanned image data in a computer using the Scanner File Utility.



3-2 Scanner File Utility

3-2-2 Computer Environment

- **Hardware**...IBM PC-AT or compatible
- **Interface**...10BASE-T, 100BASE-TX or 10BASE2
- **OS**...Windows NT 4.0, Windows 2000, Windows 98, Windows 95 and Windows Me

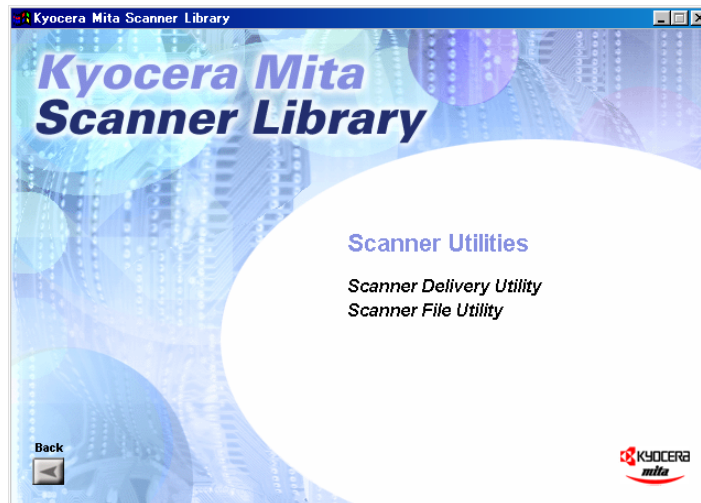
3-2 Scanner File Utility

3-2-3 Installation and Uninstallation

(1) Installing the Scanner File Utility

1. Click on **Scanner Utilities** in the Main Menu of the Scanner CD-ROM. The following window will appear.

* In order to access the Main Menu, refer to “1-2 Using the Scanner CD-ROM” on page 1-3.



2. Click on **Scanner File Utility**.

3-2 Scanner File Utility

3. Follow the instructions indicated in the wizard to continue the installation procedure.
 - * Once installation is complete, you will be able to use the Scanner File Utility once you reboot the computer. After that, the Scanner File Utility will start up automatically with the computer and will run in the background. In addition, an icon that indicates that the utility is running will appear in the Windows Task Bar.

(2) Uninstalling the Scanner File Utility

Use the “Add/Remove Programs” function in Windows to uninstall the Scanner File Utility.

3-2 Scanner File Utility

3-2-4 Start Dialogue Box

The Scanner File Utility will automatically start up after installation. However, any time you want to quit the utility program, whenever you want to designate the folder into which data – received from the scanner – will be saved, as well as when you want to set a security password for that folder, you will need to access the Start Dialogue Box.

(1) Accessing the Start Dialogue Box

- **When the Scanner File Utility is running...**

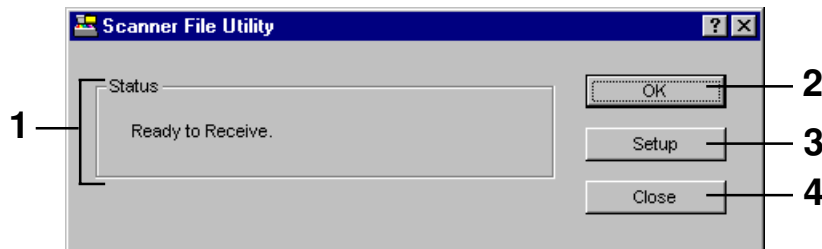
Double-click on the utility's icon in the Task Bar. The **Start** Dialogue Box for the Scanner File Utility will appear.

- **When the Scanner File Utility is NOT running...**

Click on **Start** in the Windows Task Bar and then select **Program -> Scanner User Software -> Scanner File Utility** in that order from the successive menus. An icon that indicates that the utility is now running will appear in the Windows Task Bar. Double-click on that icon and the **Start** Dialogue Box for the Scanner File Utility will appear.

3-2 Scanner File Utility

(2) Contents of the Start Dialogue Box



1. **Status** field...Displays the current status of the scanner.

2. **OK** button...Click on this button when you want to close the **Start** Dialogue Box.

3. **Setup** button...Click on this button when you want to designate a new destination folder for receiving scanned data, or when you want to change settings or set a security password for any of the currently registered folders. (Refer to page 3-10.)

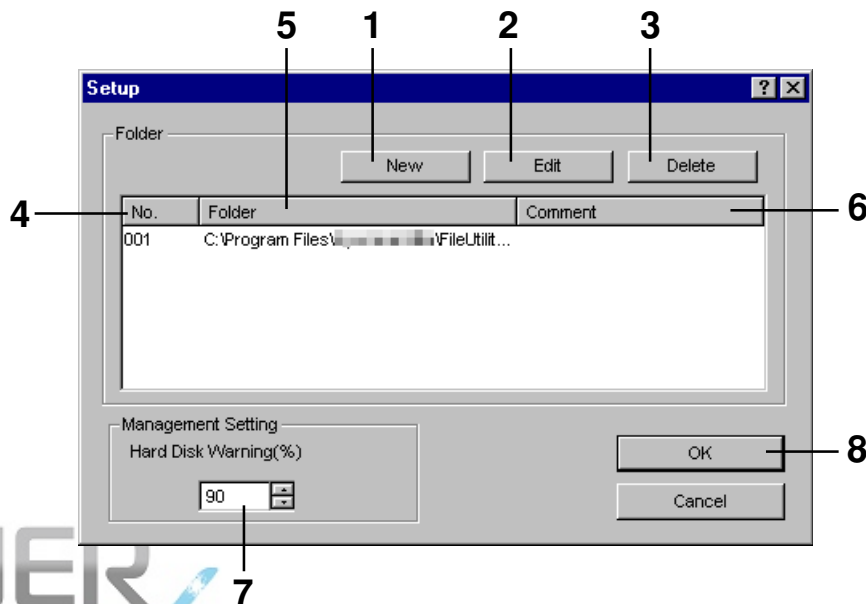
4. **Close** button...Click on this button when you want to quit the Scanner File Utility.

3-2 Scanner File Utility

3-2-5 Destination Folders for Scanned Data

(1) The Setup Dialogue Box

When you want to select a new destination folder for receiving scanned data, or when you want to change settings or set a security password for any of the currently registered folders, click on the **Setup** button in the **Start** Dialogue Box. The **Setup** Dialogue Box will appear and the currently registered destination folders will be listed.



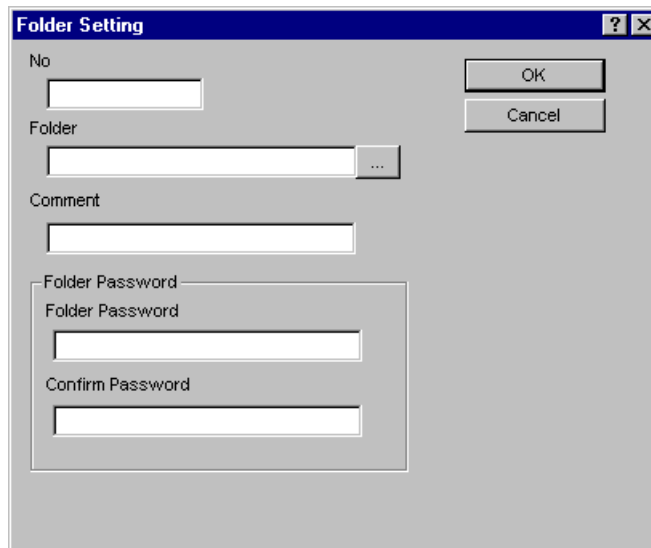
3-2 Scanner File Utility

1. **New** button...Click on this button when you want to designate a new destination folder for receiving scanned data.
2. **Edit** button...Click on this button when you want to change the settings for any currently registered destination folder.
3. **Delete** button...Click on this button when you want to remove the designation of any folder as a destination folder for receiving scanned data.
4. **No.** column...Displays the designated number of the currently registered destination folders.
5. **Folder** column...Displays the currently registered destination folders.
6. **Comment** column...Displays any comments registered in regard to each folder.
7. **Hard Disk Warning (%)** field...Once the volume of data on the hard disk reaches the percentage registered here, a warning message will be displayed in the **Status** field of the **Start** Dialogue Box.
* If the volume of data on the hard disk reaches the designated percentage, the icon that is displayed in the Windows Task Bar whenever the Scanner File Utility is running will turn yellow as well in order to indicate that status.
8. **OK** button...Click on this button when you have completed registering or changing settings related to destination folders. The **Start** Dialogue Box will be displayed once again.

3-2 Scanner File Utility

(2) Designating a New Destination Folder for Receiving Scanned Data

When you want to designate a new destination folder for receiving scanned data, click on the **New** button in the **Setup** Dialogue Box. The **Folder Setting** Dialogue Box for making the corresponding settings will appear.



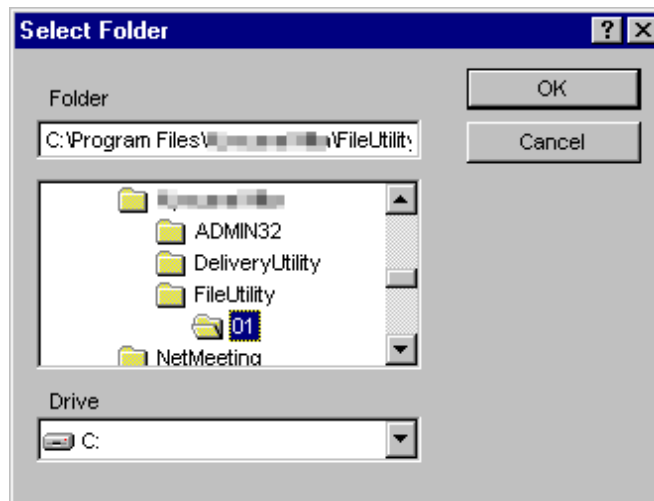
The screenshot shows a Windows-style dialog box titled "Folder Setting". It has a standard title bar with a question mark icon and a close button (X). The dialog contains several input fields and buttons. At the top left is a "No." field. Below it is a "Folder" field with a browse button (three dots) to its right. Underneath the "Folder" field is a "Comment" field. At the bottom of the dialog is a section for "Folder Password" which contains two sub-fields: "Folder Password" and "Confirm Password". On the right side of the dialog, there are two buttons: "OK" and "Cancel".

1. Enter an unregistered number (type in a number between 1 and 100) into the **No.** field.

* The number that you enter here will be used as the designated number for that destination folder. It is this number that you will have to register as the "save number" in the WebPage Functions interface and then select in the scanner in order to have data sent to that folder.

3-2 Scanner File Utility

2. Click on the **Browse** button to the right of the Folder field in order to select the new folder that you want to use as a destination folder for receiving scanned data. The **Select Folder** Dialogue Box will appear.
- * You may also select the desired folder by typing the path for that folder directly into the Folder field.



A list of all of the folders available on the available hard disk(s) will be displayed in the **Select Folder** Dialogue Box. Select the folder that you want to designate as a destination folder for receiving scanned data and click on the **OK** button.

* You **WILL** be able to switch among available drives, but you will **NOT** be able to select any removable drive such as a Floppy Disk drive, an MO drive or a virtual drive on the network.

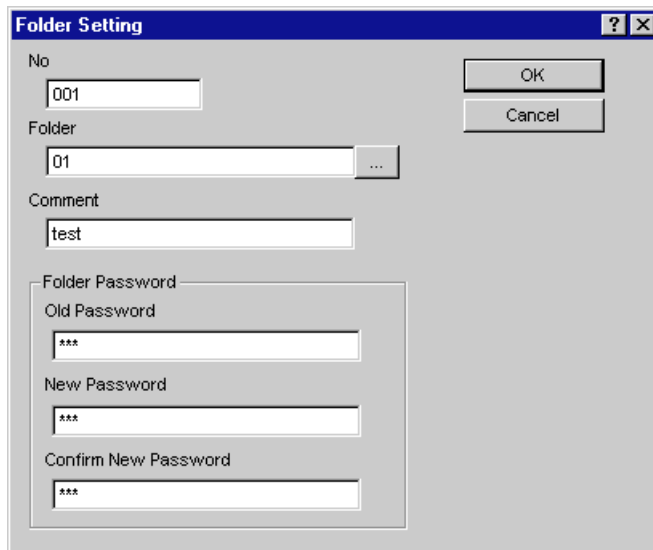
3-2 Scanner File Utility

3. If you want to enter a comment about that folder, type the desired information directly into the **Comment** field (up to 32 characters).
4. You can also designate a password for that folder for security purposes. If you want to set a security password for that folder, type the desired password directly into the **Folder Password** field (up to 8 characters).
 - * If you do not want to designate a security password for the folder, no special settings are required in that field.
5. If you did enter a security password in the **Folder Password** field, type the same password into the **Confirm New Password** field. This step is necessary in order to ensure that the password was entered correctly.
 - * If you did enter a security password, it will also be necessary to enter that password in the scanner during the scanning procedure there.
6. Once you have completed all of the settings, click on the **OK** button. The selected folder will be registered with the entered information.

3-2 Scanner File Utility

(3) Changing Settings for a Registered Destination Folder

When you want to change the settings of a destination folder currently registered to receive scanned data, select the folder you want from among the displayed list and then click on the **Edit** button in the **Setup** Dialogue Box. The **Folder Setting** Dialogue Box for making the corresponding settings will appear.



The screenshot shows a 'Folder Setting' dialog box with the following fields and controls:

- No.**: A text field containing '001'.
- Folder**: A text field containing '01' with a browse button (three dots) to its right.
- Comment**: A text field containing 'test'.
- Folder Password** section (enclosed in a sub-frame):
 - Old Password**: A text field containing '***'.
 - New Password**: A text field containing '***'.
 - Confirm New Password**: A text field containing '***'.
- Buttons**: 'OK' and 'Cancel' buttons are located on the right side of the dialog.

3-2 Scanner File Utility

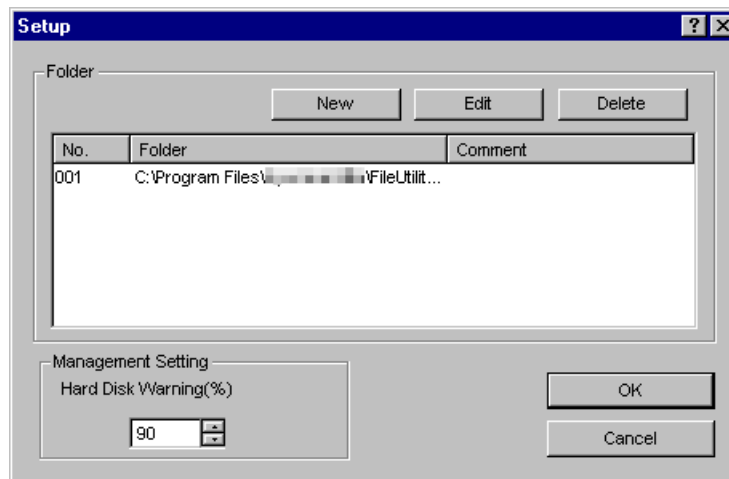
2. If you want to change the security password for that folder, type the currently registered password into the **Old Password** field.
3. Type the new password that you want to register directly into the **New Password** field (up to 8 characters).
4. In order to ensure that the new password was entered correctly, type the same password into the **Confirm New Password** field.
5. Click on the **OK** button. If there was no mistake in any of the password fields, the selected folder will be registered with the new information.

3-2 Scanner File Utility

(4) Removing a Destination Folder Designation

Perform the following procedure when you want to remove the designation of any folder as a destination folder for receiving scanned data.

1. In the **Folder** field of the **Setup** Dialogue Box, click on the folder that you want to remove the destination folder designation for, in order to select it.



2. Click on the **Delete** button. The designation of that folder as a destination folder for receiving scanned data will be removed.

3-2 Scanner File Utility

3-2-6 Saving Scanned Data as a File

(1) Outline of the Procedure

The following procedure explains in general how to use the Scanner File Utility to receive graphic image data from the scanner.

1. Make sure that the Scanner File Utility is running in the computer in which you want to receive the data.
 - * If the Scanner File Utility is NOT running, refer to “(1) Accessing the **Start** Dialogue Box” on page 3-8 and start up the utility.
2. Set the original that you want to scan into the scanner.
3. On the scanner's operation panel, select the destination computer that you want to save the scanned data into.
4. If a security password has been registered for that folder, enter that password.
 - * If no password has been registered, this step is not necessary.
 - * If the entered password does not match the registered one, an error will occur and you will be unable to continue the procedure.
5. Press the Start key on the scanner's operation panel. The original that was set in the scanner will be scanned and the resulting data will be sent to the designated computer. The received image data will be compressed and then saved into the designated folder.
 - * The saved file can then be used as desired. It can, for example, be sent to other parties via email, or displayed and edited using any application that is commercially available for that purpose, etc.

3-2 Scanner File Utility

(2) The File Name

Whenever a graphic image data is saved as a file on any computer, the file name (up to 16 characters + suffix) will be created based on information registered in advance using the WebPage Functions interface. If no settings have been made in advance, the file name will be automatically determined based on the following rules.

File name: *****nnnn_mmm.suffix

- *******:** Refers to the file name that is registered in the scanner where the original was processed. This will be displayed in standard numbers, letters and/or symbols.
- **nnnn:** Refers to document number (job number) designated in the scanner. This will be displayed as a 4-digit number between “0000” and “9999”.
- **mmm:** Refers to the page number within a set of multiple originals. Each page will be saved as an individual file and given it's own page number. This will be displayed as a 3-digit number between “000” and “999”.
- **suffix:** Refers to the suffix that is added automatically by the Scanner File Utility based on the file format of the saved file.

IMPORTANT!

If the file name that is automatically assigned to a file is exactly the same name as a file that already exists in the same folder, the pre-existing file will be deleted and the new file written over it.

3-2 Scanner File Utility

(3) The Image Data

- **File format**

Supports TIFF and PDF* formats.

*Using PDF Convert Library by HyperGEAR, Inc.

- **Image data size**

Standard sizes: A3, A4, A5, B4, B5, B6, 11" x 17", 8-1/2" x 11", 8-1/2" x 14", 5-1/2" x 8-1/2"; 11" x 15" and Folio

Custom sizes: Width - between 50 mm and 432 mm (17"); Length - between 50 mm and 297 mm (A4 length)

* When multiple pages of image data are received in the computer, it is NOT possible to designate the page size for each page individually.

- **Resolution (dpi)**

Supports 4 different scanning resolutions: 200 x 200, 300 x 300, 400 x 400 and 600 x 600

* When multiple pages of image data are received in the computer, it is NOT possible to designate the scanning resolution for each page individually.

- **Compression method**

Received image data will be compressed into binary bitmap data by this utility using G4 (MMR) compression.

(4) If an Error Occurs when Writing Data to the Hard Disk...

If there is insufficient space on the hard disk to save any file that is sent from the scanner, reception of any subsequent data will be stopped and the data received up to the point that the hard disk becomes full will be deleted.

Caution: If the Scanner File Utility icon turns yellow...

If the volume of data on the hard disk reaches a designated percent, the Scanner File Utility icon that is displayed in the Windows Task Bar will turn yellow to indicate that status. In this case, free up space on the hard disk by saving data to another disk or media, etc.

3-3 Scanner Delivery Utility

3-3-1 What is the Scanner Delivery Utility?

The Scanner Delivery Utility is used to send graphic image data from the scanner to the designated email address of a client computer as an attached file. The image file received by the computer can then be viewed using any appropriate image viewer application. When the computer is running, an icon that indicates the status of the Scanner Delivery Utility will be displayed in the Windows Task Bar and the utility will remain in a waiting state for data to be sent from the scanner.

(1) Preparations

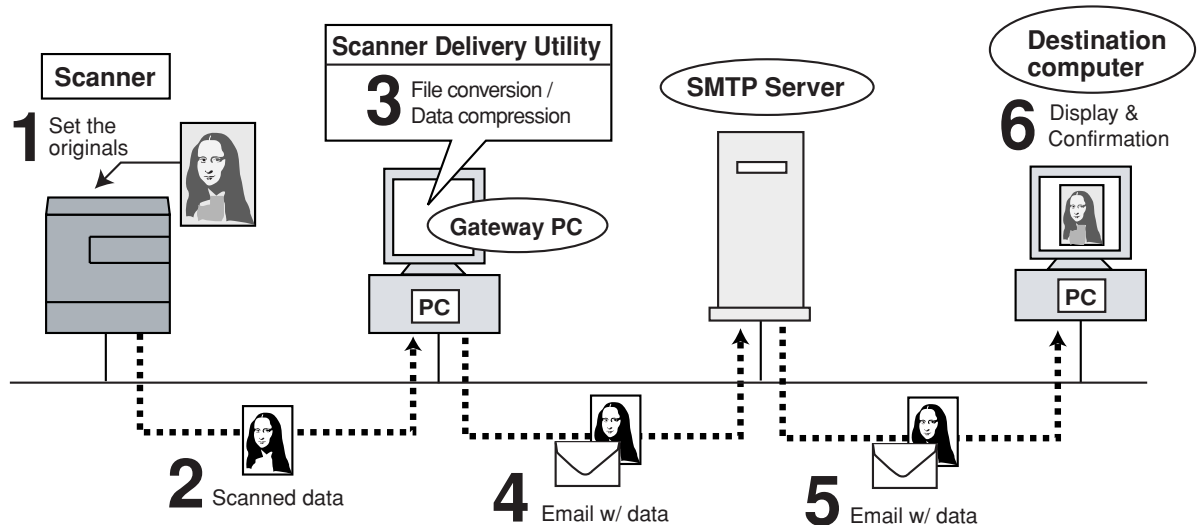
First, perform the following set-up procedure in order to use the Scanner Delivery Utility.

1. Install the Scanner Delivery Utility in the gateway computer. (Refer to page 3-24.)
2. Run the Scanner Delivery Utility and register the IP address of the SMTP server. (Refer to page 3-33.)
3. Use WebPage Functions to register the IP address of the gateway server. (Refer to page 2-20.)
4. Use WebPage Functions to register the sender name. (Refer to page 2-20.)
5. Use a Web browser to register the destination information. (Refer to page 2-23.)

3-3 Scanner Delivery Utility

(2) Operation Flow

The following illustrates the steps to sending scanned image data through email using the Scanner File Delivery.



IMPORTANT!

- The network's SMTP and DNS servers must be running properly.
- The Scanner Delivery Utility must be running in the gateway computer.

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3-3 Scanner Delivery Utility

3-3-2 Computer Environment

- **Hardware**...IBM PC-AT or compatible
- **Interface**...10BASE-T, 100BASE-TX or 10BASE2
- **OS**...Windows NT 4.0, Windows 2000, Windows 98, Windows 95 and Windows Me

3-3 Scanner Delivery Utility

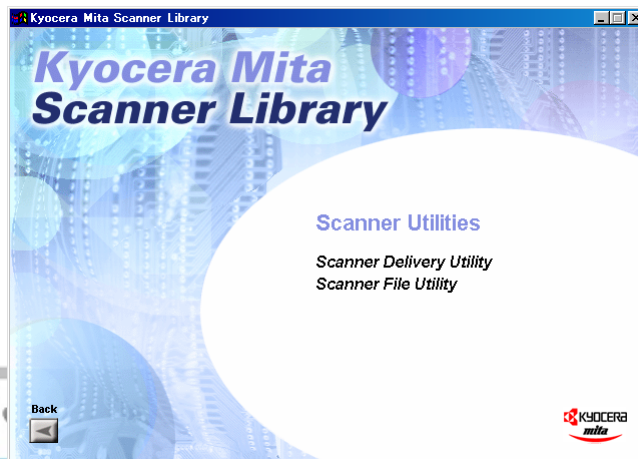
3-3-3 Installation and Uninstallation

IMPORTANT!

If you want to uninstall the Scanner Delivery Utility and the utility is currently running (the utility's icon will be displayed in the Windows Task Bar), quit the utility before performing the uninstallation procedure.

(1) Installing the Scanner Delivery Utility

1. Click on **Scanner Utilities** in the Main Menu of the Scanner CD-ROM.
 - * In order to access the Main Menu, refer to "1-2 Using the Scanner CD-ROM" on page 1-3.
2. Click on **Scanner Delivery Utility**.



3-3 Scanner Delivery Utility

3. Follow the instructions indicated in the wizard to continue the installation procedure.
 - * Once installation is complete, you will be able to use the Scanner Delivery Utility once you reboot the computer. After that, the Scanner Delivery Utility will start up automatically with the computer and will run in the background. In addition, an icon that indicates that the utility is running will appear in the Windows Task Bar.

(2) Uninstalling the Scanner Delivery Utility

Use the “Add/Remove Programs” function in Windows to uninstall the Scanner Delivery Utility.

3-3 Scanner Delivery Utility

3-3-4 Using the Scanner Delivery Utility

(1) Outline of the Procedure

The following procedure explains in general how to use the Scanner Delivery Utility to receive graphic image data from the scanner.

IMPORTANT!

- **The host name and IP address of the SMTP server must be registered in advance. In addition, in order to receive notices and information regarding errors, the administrator's email address must also be registered in advance. (Refer to page 3-33.)**

* Make sure that the Scanner Delivery Utility is running in a computer that is on the same network controlled by the SMTP server. If the Scanner Delivery Utility is NOT running, refer to “(1) Accessing the **Start** Dialogue Box” on page 3-29 and start up the utility.

1. Set the original that you want to scan into the scanner.
2. On the scanner's operation panel, select the destination site.
3. Press the Start key on the scanner's operation panel. The original will be scanned and the resulting data will be sent to the designated email address as an attached file.
4. The image data file will be received by the email account in your destination computer just as with any standard email.
5. The attached data file can then be displayed, edited and printed by the recipient using any appropriate image viewer application.

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3-3 Scanner Delivery Utility

(2) The File Name

Whenever an image data file is saved on any computer, the file name (up to 16 characters + suffix) will be automatically determined based on the following rules.

File name: *** nnnn.suffix**

- ********* : Refers to the first part of the file name as registered in the Scanner Delivery Utility. This will be displayed in standard numbers, letters and/or symbols.
- **nnnn**: Refers to the transmission job number. This will be displayed as a 4-digit number between “0000” and “9999”.
- **suffix**: Refers to the suffix that is added automatically by the Scanner Delivery Utility based on the file format of the saved file.

3-3 Scanner Delivery Utility

(3) The Image Data

- **File format**

Supports TIFF and PDF* formats.

*Using PDF Convert Library by HyperGEAR, Inc.

- **Image data size**

Standard sizes: A3, B4, A4, A5, B5, B6, 11" x 17", 8-1/2" x 14", 8-1/2" x 11", 5-1/2" x 8-1/2"; 11" x 15" and Folio

Custom sizes: Width - between 50 mm and 432 mm (17"); Length - between 50 mm and 297 mm (A4 length)

* When multiple pages of image data are received in the computer, it is NOT possible to designate the page size for each page individually.

- **Resolution (dpi)**

Supports 4 different scanning resolutions: 200 x 200, 300 x 300, 400 x 400 and 600 x 600

* When multiple pages of image data are received in the computer, it is NOT possible to designate the scanning resolution for each page individually.

- **Compression method**

Supports G4 (MMR) compression for binary bitmap image data.

3-3 Scanner Delivery Utility

3-3-5 Various Settings and Registration

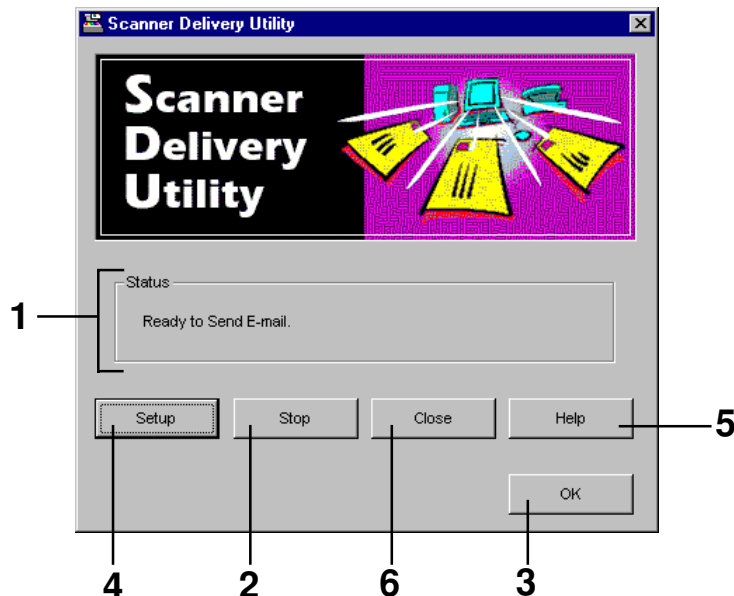
The Scanner Delivery Utility will automatically start up after installation. However, any time you want to quit the utility program, or perform settings related to the sender of the destination, you will need to access the **Start** Dialogue Box.

(1) Accessing the Start Dialogue Box

Click on **Start** in the Windows Task Bar and then select **Program -> Scanner User Software -> Scanner Delivery Utility** in that order from the successive menus. An icon that indicates that the utility is now running will appear in the Windows Task Bar. Double-click on that icon (or right-click on the icon and select **Setup** in the resulting menu) and the **Start** Dialogue Box for the Scanner Delivery Utility will appear.

3-3 Scanner Delivery Utility

(2) Contents of the Start Dialogue Box



1 **Status** field...Displays the current status of the scanner.

2 **Stop** button (**Start** button)...Click on this button when you want to stop or restart an email transmission operation.

3 **OK** button...Click on this button when you want to close the **Start** Dialogue Box.

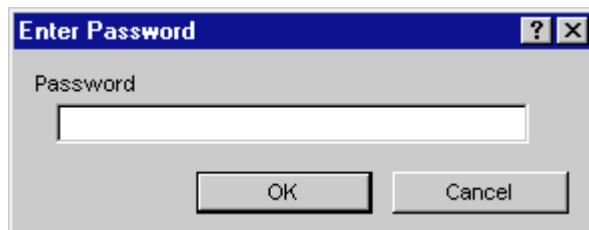
3-3 Scanner Delivery Utility

- 4 **Setup** button...Click on this button when you want to register settings such as a new destination email address. (Refer to page 3-33.)
- 5 **Help** button...Click on this button when you want to display the **Help** function.
- 6 **Close** button...Click on this button when you want to quit the Scanner Delivery Utility.

3-3 Scanner Delivery Utility

(3) The Setup Dialogue Box

Registration and editing of settings and destination email addresses by the administrator is accomplished in the **Setup** Dialogue Box. In order to access the **Setup** Dialogue Box, click on the **Setup** button in the **Start** Dialogue Box. The **Enter Password** Dialogue Box will appear first.



IMPORTANT!

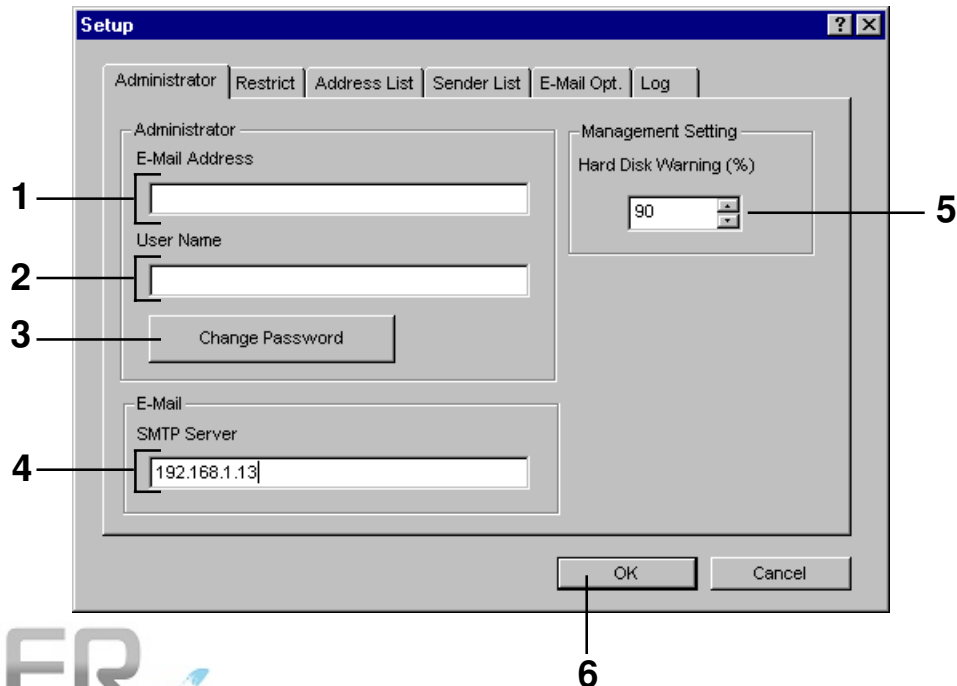
If you are accessing the **Setup** Dialogue Box for the first time, there is no registered password. Thus, you should not enter anything here; Simply click on the **OK** button.

Type the administration password directly into the **Password** field (up to 8 characters) and click on the **OK** button. The **Setup** Dialogue Box will appear. (The **Setup** Dialogue Box is composed of 6 tabs: **Administrator**, **Restrict**, **Address List**, **Sender List**, **E-Mail Opt.** and **Log**)

3-3 Scanner Delivery Utility

(4) Administrator Settings

Administrator settings are accomplished in the **Administrator** Tab. Refer to the following explanations before attempting the corresponding settings.



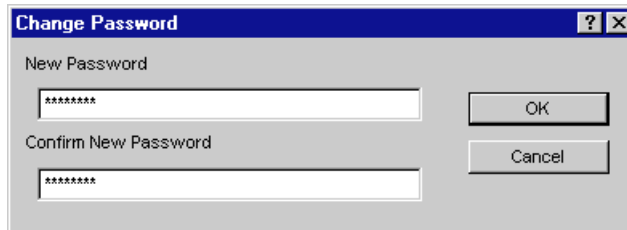
3-3 Scanner Delivery Utility

- 1 **E-Mail Address** field...Type the email address of the administrator into this field. Information regarding system errors will be sent to the address that you register here.
* The administrator's email address can be up to 64 characters in length.
- 2 **User Name** field...Type the name of the administrator into this field (up to 32 characters).
- 3 **Change Password** button...Click on this button when you want to change the administration password. The **Change Password** Dialogue Box will appear. (Refer to page 3-35.)
- 4 **SMTP Server** field...Type the Host Name or the IP address of the network's SMTP server into this field.
* The Host Name can be up to 32 characters in length.
- 5 **Hard Disk Warning (%)** field...Once the volume of data on the hard disk reaches the percentage registered here, a warning message will be sent to the administrator.
- 6 **OK** button...Click on this button when you have completed all of the settings.

3-3 Scanner Delivery Utility

- **Changing the Password**

When you want to change the administration password, access the **Change Password** Dialogue Box.

A screenshot of a 'Change Password' dialog box. The title bar is blue with the text 'Change Password' and standard window controls. The dialog has a light gray background. It contains two text input fields: 'New Password' and 'Confirm New Password'. Both fields are filled with eight asterisks. To the right of the fields are two buttons: 'OK' and 'Cancel'.

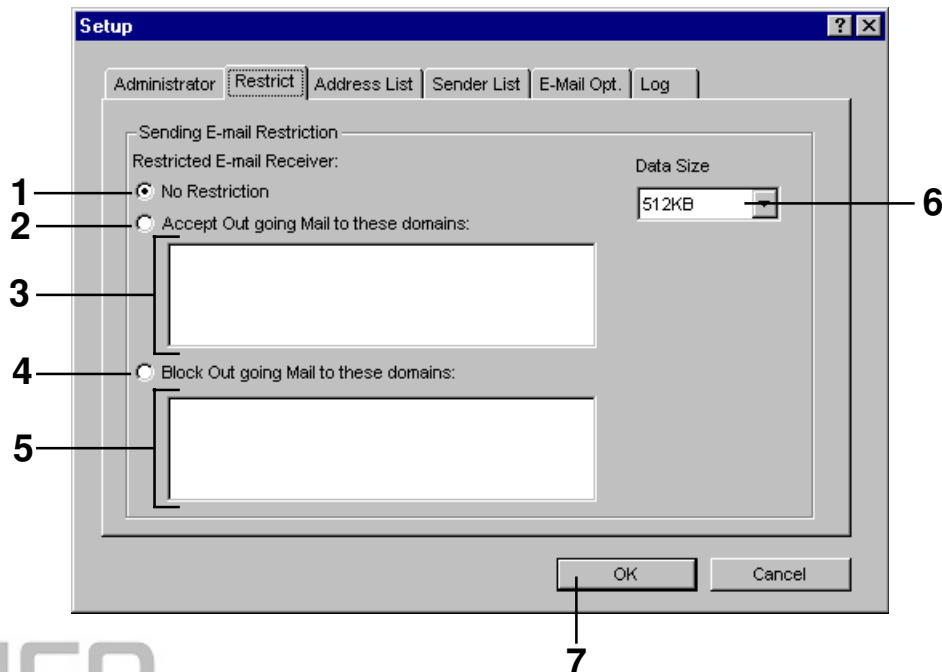
PROCEDURE

1. Type the new administration password that you want to register directly into the **New Password** field (up to 8 characters).
2. In order to ensure that the new password was entered correctly, type the same password into the **Confirm New Password** field.
3. Once you have finished typing in the password, click on the OK button. If there was no mistake in any of the password fields, the password will be changed, the new password registered and the **Setup** Dialogue Box will be displayed once again.

3-3 Scanner Delivery Utility

(5) Limiting Email Destinations

The settings for limiting to whom email can be sent is accomplished in the **Restrict** Tab. Refer to the following explanations before attempting the corresponding settings.



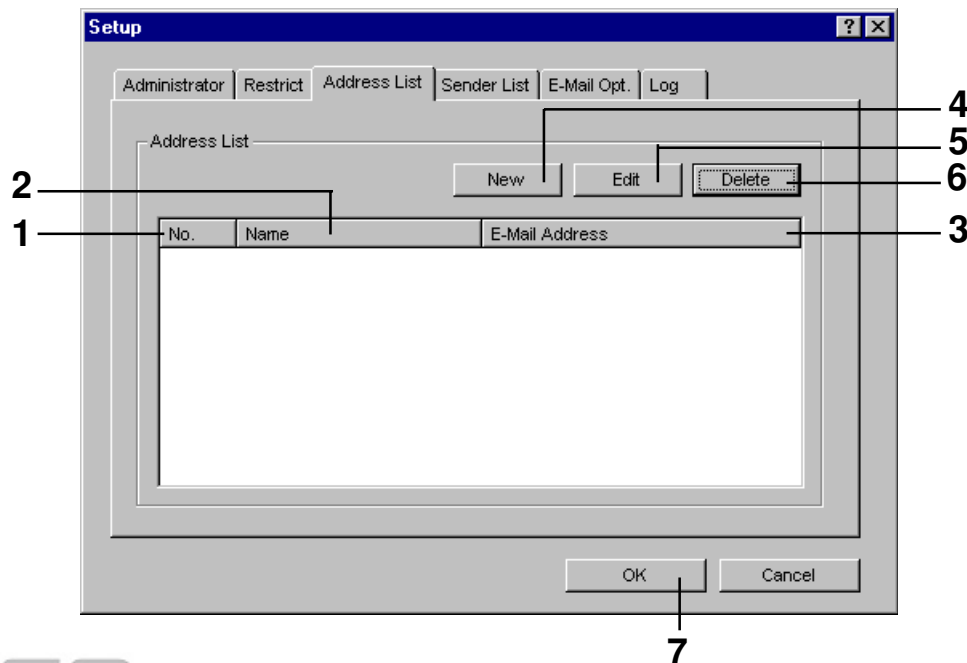
3-3 Scanner Delivery Utility

- 1 **No Restriction** radio button...Select this radio button when you do NOT want to limit to whom email can be sent.
- 2 **Accept Outgoing Mail to these Domains** radio button...Select this radio button when you want to limit email to only certain approved destinations.
- 3 **Approved Domains** field...Type the domain name of approved destinations into this field.
 - * Each line of the domain name can be up to 64 characters in length and up to 10 lines can be used. A wild card designation ("*") can also be used in the domain name.
- 4 **Block Outgoing Mail to these Domains** radio button...Select this radio button when you want to stop email from being sent to certain destinations.
- 5 **Prohibited Domains** field...Type the domain name of prohibited destinations into this field.
 - * Each line of the domain name can be up to 64 characters in length and up to 10 lines can be used. A wild card designation ("*") can also be used in the domain name.
- 6 **Data Size**...This is the setting for the maximum data size allowable for each individual email transmission.
- 7 **OK** button...Click on this button when you have completed all of the settings.

3-3 Scanner Delivery Utility

(6) Registering Destination Email Addresses

Registration of destination email addresses is accomplished in the **Address List** Tab. Refer to the following explanations before attempting the corresponding settings.



A list of currently registered destination email addresses will be displayed in the **Address List** Tab. If you want to change information related to any of the currently registered destinations or to delete one of those destinations, click on the corresponding destination. Once a destination is highlighted, it is selected.

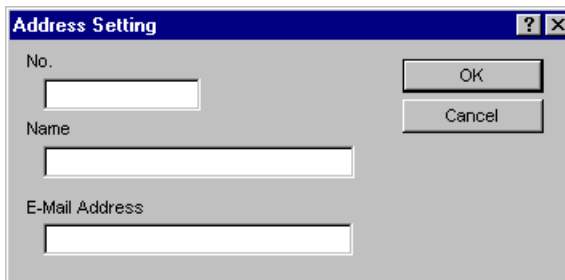
3-3 Scanner Delivery Utility

- 1 **No.** column...Displays the 3-digit registration number (between “001” and “999”) of each destination.
 - * If you use the number registered here instead of entering the full email address when making the corresponding settings with WebPage Functions, the mail will be sent to the address that is registered under the number that you use.
 - * Possible to register up to 250 addresses.
- 2 **Name** column...Displays the name of each destination.
- 3 **E-mail Address** column...Displays the email address of each destination.
- 4 **New** button...Click on this button when you want to register a new destination email address. The **Address Setting** Dialogue Box will appear. (Refer to page 3-40.)
- 5 **Edit** button...Click on this button when you want to change information related to any of the currently registered destinations. The **Address Setting** Dialogue Box will appear. (Refer to page 3-40.)
- 6 **Delete** button...Click on this button when you want to delete any of the currently registered destinations.
- 7 **OK** button...Click on this button when you have completed all of the settings.

3-3 Scanner Delivery Utility

• Registering and Editing Destination Email Addresses

Registration and editing of destination email addresses is accomplished in the **Address Setting** Dialogue Box.

The image shows a Windows-style dialog box titled "Address Setting". It has a blue title bar with a question mark icon and a close button (X). The dialog box contains three text input fields: "No." (a small box), "Name" (a medium box), and "E-Mail Address" (a larger box). To the right of these fields are two buttons: "OK" and "Cancel".

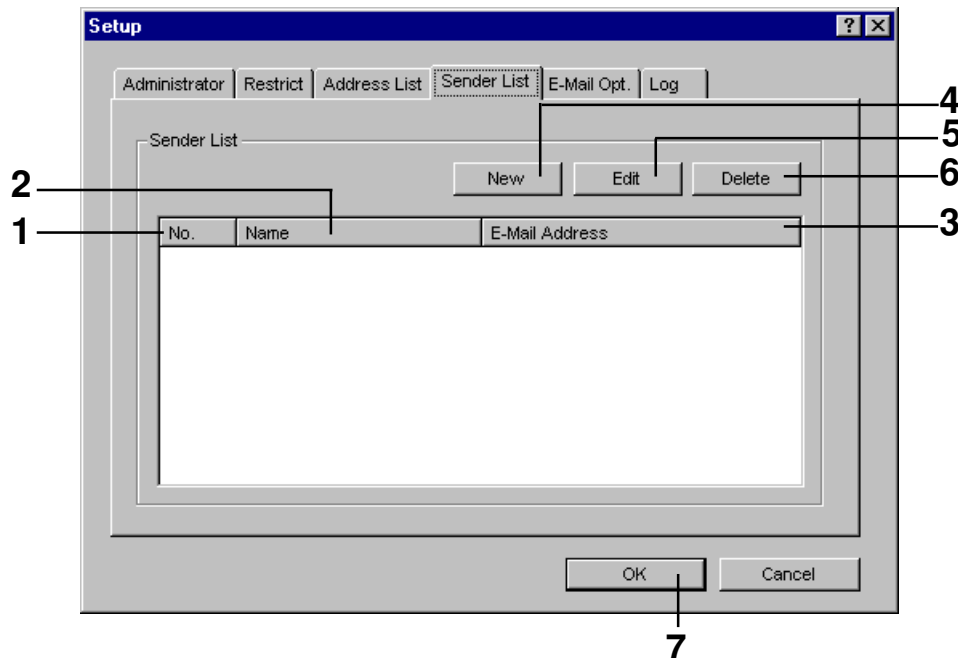
REGISTRATION PROCEDURE

1. Select the desired registration number (type in a number between "1" and "999").
* It is possible to register up to 250 addresses.
2. Type in the name of the destination (up to 32 characters).
3. Type in the email address of that destination (up to 64 characters).
4. Click on the **OK** button. The entered destination information will be registered and the **Setup** Dialogue Box will be displayed once again.

3-3 Scanner Delivery Utility

(7) Registering Email Addresses of the Transmitting Sites

Registration of the email addresses of transmitting sites is accomplished in the **Sender List** Tab. Refer to the following explanations before attempting the corresponding settings.



A list of currently registered transmitting site's email addresses will be displayed in the **Sender List** Tab. If you want to change information related to any of the currently registered transmitting site's or to delete one of those sites, click on the corresponding site. Once a transmitting site is highlighted, it is selected.

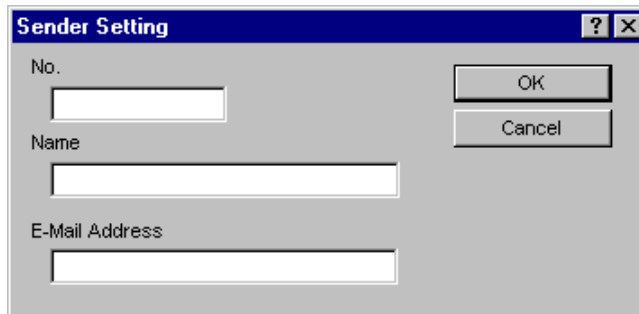
3-3 Scanner Delivery Utility

- 1 **No.** column...Displays the registration number of each transmitting site.
- 2 **Name** column...Displays the name of each transmitting site.
- 3 **E-mail Address** column...Displays the email address of each transmitting site.
- 4 **New** button...Click on this button when you want to register the email address of a new transmitting site. The Sender Setting Dialogue Box will appear. (Refer to page 3-43.)
- 5 **Edit** button...Click on this button when you want to change information related to any of the currently registered transmitting sites. The **Sender Setting** Dialogue Box will appear. (Refer to page 3-43.)
- 6 **Delete** button...Click on this button when you want to delete any of the currently registered transmitting sites.
- 7 **OK** button...Click on this button when you have completed all of the settings.

3-3 Scanner Delivery Utility

- **Registering and Editing Email Addresses of Transmitting Sites**

Registration and editing of transmitting site email addresses is accomplished in the **Sender Setting** Dialogue Box.

The image shows a Windows-style dialog box titled "Sender Setting". It has a blue title bar with a question mark icon and a close button (X). The dialog box contains three text input fields: "No." (a small box for a 3-digit number), "Name" (a larger box for up to 32 characters), and "E-Mail Address" (a box for up to 64 characters). To the right of the input fields are two buttons: "OK" and "Cancel".

1. Type in the desired 3-digit registration number (type in a number between "1" and "100").
2. Type in the name of the transmitting site (up to 32 characters).
3. Type in the email address of that site (up to 64 characters).
4. Click on the **OK** button. The entered transmitting site information will be registered and the **Setup** Dialogue Box will be displayed once again.

3-3 Scanner Delivery Utility

(8) E-Mail Opt.

Typing in of the subject, message, signature and the name of any attached file is accomplished in the **E-Mail Opt.** Tab. Refer to the following explanations before attempting the corresponding settings.

* If a signature or other related information is not registered in the scanner, the information that is registered in this tab will be used instead.

The image shows a 'Setup' dialog box with the 'E-Mail Opt.' tab selected. The dialog has a title bar with a question mark and a close button. Below the title bar are tabs: 'Administrator', 'Restrict', 'Address List', 'Sender List', 'E-Mail Opt.', and 'Log'. The 'E-Mail Opt.' tab contains four text input fields, each with a small square icon to its left. Numbered callouts point to these fields: 1 points to the 'Subject' field, 2 points to the 'Text' field, 3 points to the 'Signature' field, and 4 points to the 'File Name' field. Each text field has a vertical scrollbar on its right side. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

3-3 Scanner Delivery Utility

1. **Subject** field...The subject of each email message is composed of the prefix followed by the transmission number. The information that is typed into this field will become the prefix and it can be up to 32 characters in length.
2. **Text** field...Type the text (content) of the email message into this field. The email message can be up to 1,000 characters in length.
3. **Signature** field...Type the desired signature information into this field. The signature can be up to 500 characters in length.
4. **File Name** field...The name of any attached file is composed of the prefix followed by the transmission number and then a suffix. The information that is typed into this field will become the prefix and it can be up to 16 characters in length.
 - * The suffix will be added automatically by the Scanner Delivery Utility based on the file format of the saved file.
 - * Each of these items can also be registered through a Web browser. (The available settings may differ depending upon the model of your scanner.) If information is registered using the Web browser as well as using this utility, the settings made through the Web browser will take priority.

3-3 Scanner Delivery Utility

3-3-6 Troubleshooting

(1) If an Error Occurs when Writing Data to the Hard Disk...

If there is insufficient space on the hard disk to save any file that is sent from the scanner, reception of any subsequent data will be stopped and the data received up to the point that the hard disk becomes full will be deleted.

If the Scanner Delivery Utility icon turns yellow...

If the volume of data on the hard disk reaches a designated percent, the Scanner Delivery Utility icon that is displayed in the Windows Task Bar will turn yellow to indicate that status. In this case, free up space on the hard disk by saving data to another disk or media, etc.

3-3 Scanner Delivery Utility

(2) If Mail Can't be Sent...

There may be times when you try to send mail but the mail can not be successfully transmitted, such as if the SMTP server cannot be found on the network. In such cases, check to make sure that the network cable is connected securely or that there is no mistake in the designated server address. It is also possible that there is some other trouble like the network SMTP or DNS server may be down.

* It will not be possible to send new email while the error message is displayed.

(3) Log File

The Scanner Delivery Utility creates a Log file and the information contained in that file can be viewed by accessing the **Log** Tab. Refer to the **Help** function for a more detailed explanation of the Log File.

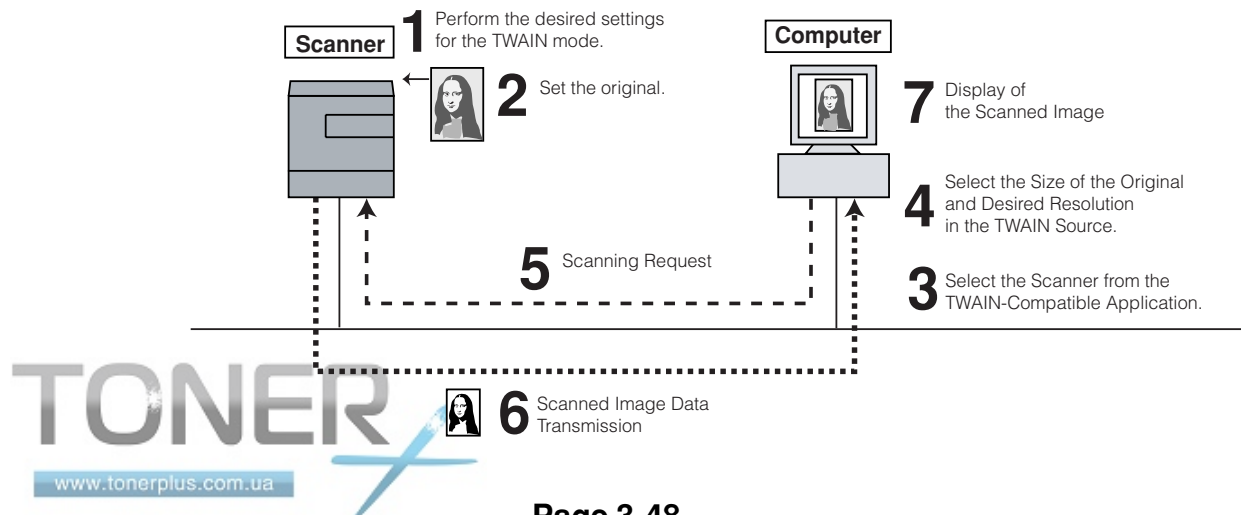
3-4 TWAIN Source

3-4-1 TWAIN source

The TWAIN source utility is used for controlling the scanning operation with a TWAIN-compatible application and having that scanned image displayed in that application. This section of this Handbook contains explanations on using a TWAIN-compatible application for scanning purposes.

IMPORTANT!

In order to use this method of scanning, the TWAIN source must be installed in the corresponding computer. If there are going to be multiple computers using this capability, the TWAIN source should be installed in each of those computers.



3-4 TWAIN Source

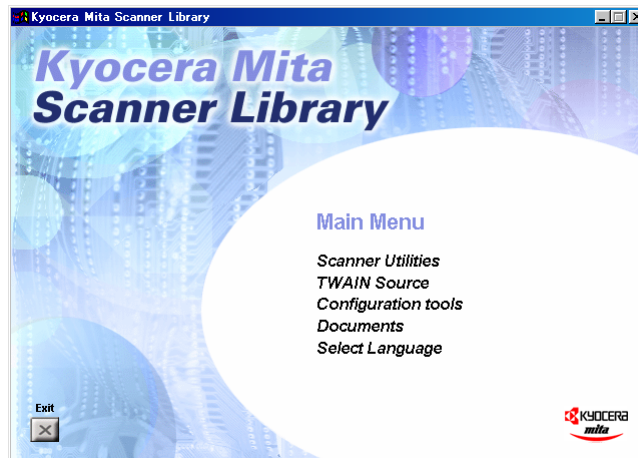
3-4-2 Computer Environment

- **Hardware**...IBM PC-AT or compatible
- **Interface**...100BASE-T, 10BASE-TX or 10BASE2
- **OS**...Windows NT 4.0, Windows 2000, Windows 98, Windows 95 and Windows Me

3-4 TWAIN Source

3-4-3 Installing the TWAIN source

1. Click on **Install TWAIN Source** in the Main Menu of the Scanner CD-ROM.
 - * In order to access the Main Menu, refer to “1-2 Using the Scanner CD-ROM” on page 1-3.



2. Select the model of the scanner being used.
3. Follow the instructions indicated in the wizard to continue the installation procedure.

3-4 TWAIN Source

3-4-4 Uninstalling the TWAIN source

Use the “Add/Remove Programs” function in Windows to uninstall the TWAIN source.

3-4 TWAIN Source

3-4-5 Image Data

The following indicates the image data specifications supported by this product.

Max. image size... Width: 432 mm (17"), Length: 297 mm (A4 length-wise)

Resolution (dpi)... 200 x 200, 300 x 300, 400 x 400, 600 x 600

Grayscale... 2 levels, 256 levels (Dual-value differential diffusion)

3-4 TWAIN Source

3-4-6 Scanning an Image

There are essentially 2 main methods of using a TWAIN-compatible application to scan an image at this scanner. The basic procedure for each of these is explained below. Follow the procedure that is appropriate to the operation that you will use.

* For more information on these procedures, refer to the Scanner Set-up Edition of the Instruction Handbook for your scanner.

(1) Starting the scanning operation at your computer...

1. Use the TWAIN-compatible application to start TWAIN source in your computer.
2. Click on the **Connect** button in the TWAIN source.
3. Set-up the “Waiting Scan” mode and click on the **Scan** button.
4. Set the original that you want to scan in the scanner and press the **Start** key.
5. The scanned data will be send to your computer.

(2) Starting the scanning operation at the scanner...

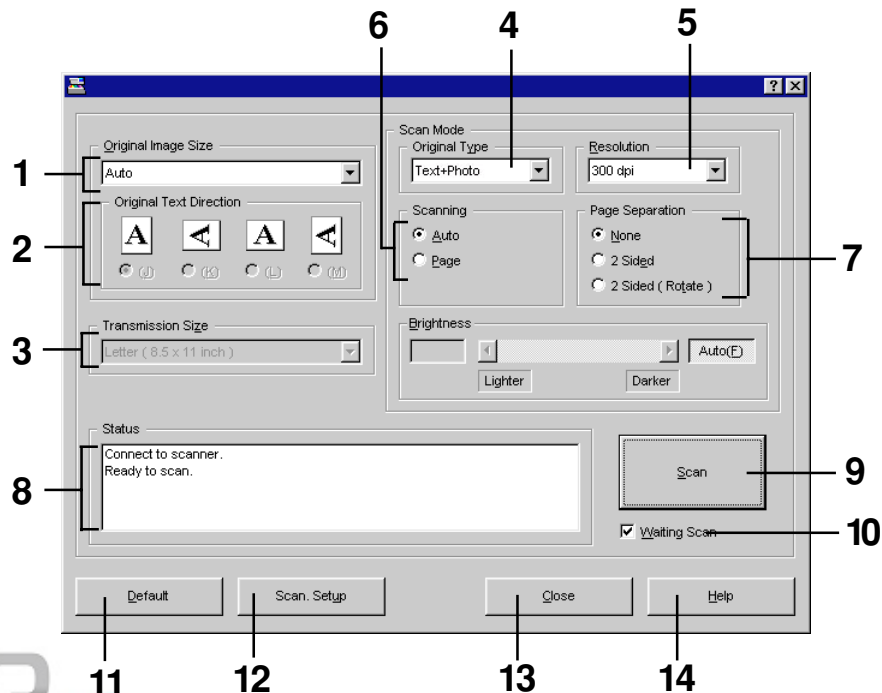
1. Use the scanner's operation panel to enter the TWAIN mode.
2. Set the original that you want to scan in the scanner.
3. Use the TWAIN-compatible application to start TWAIN source in your computer.
4. Click on the **Connect** button in the TWAIN source.
5. Click on the **Scan** button to start scanning.
6. The scanned data will be send to your computer.

* You can change the settings for the scanning resolution, as well as for the size of the originals to be scanned, in either your computer or at the scanner itself. For more information on making settings using the TWAIN source in your computer, refer to “3-4-7 Main Dialogue Box” on page 3-54. For more detailed explanation on making settings using the scanner's operation panel, refer to the Scanner Set-up Edition of the Instruction Handbook for your scanner.

3-4 TWAIN Source

3-4-7 Main Dialogue Box

The following explains each item within the TWAIN source Main Dialogue Box.



3-4 TWAIN Source

1 Original Image Size...Lets you select, from among the following size settings, the size of the original that you want to scan.

- **Specifications for the Americas**

Auto, Ledger (11" x 17"), Computer Form (11" x 15"), Legal (8-1/2" x 14"), Letter (8-1/2" x 11"), Statement (5-1/2" x 8-1/2") and Custom (if you select this setting, the **Custom Size** Dialogue Box will appear.)

- **Specifications for Europe**

Auto, A3 (297 mm x 420 mm), Computer Form (11" x 15"), A4 (210 mm x 297 mm), A5 (148 mm x 210 mm), JIS-B4 (257 mm x 364 mm), JIS-B5 (182 mm x 257 mm), JIS-B6 (128 mm x 182 mm), Folio (210 mm x 330 mm) and Custom (if you select this setting, the **Custom Size** Dialogue Box will appear.)

2 Original Text Direction...Lets you select the orientation of the original and of the corresponding text.

3 Transmission Size...When you have selected a standard original size to be scanned, this setting lets you select the page size at which you want the scanned image data to be received in your computer. The following size settings are available:

- **Specifications for the Americas**

Ledger (11" x 17"), Legal (8-1/2" x 14"), Letter (8-1/2" x 11") and Statement (5-1/2" x 8-1/2")

- **Specifications for Europe**

A3 (297 mm x 420 mm), A4 (210 mm x 297 mm), A5 (148 mm x 210 mm), JIS-B4 (257 mm x 364 mm), JIS-B5 (182 mm x 257 mm), JIS-B6 (128 mm x 182 mm), and Folio (210 mm x 330 mm)

3-4 TWAIN Source

- 4 Original Type...**Lets you select, from among the following, the type of original that is actually being scanned: Photo, Text, Photo & Text and OCR
- 5 Resolution...**Lets you select, from among the following, the desired scanning resolution: 600 dpi, 400 dpi, 300 dpi and 200 dpi
- 6 Scanning...**Lets you determine the scanning operation.
Auto: If you set the original to be scanned on the platen, that original will be scanned and the scanner will wait for the next command. If you set the original(s) in the DF, the scanning operation will continue until all of the set originals have been scanned.
Page: If you set the original(s) in the DF, only one (the first) original will be scanned.
- 7 Page Separation...**Lets you select whether or not you want to scan both sides of the original when you set the original(s) in the DF.
None: Only one side of the original will be scanned.
2 Sided: Both sides the original will be scanned.
2 Sided (Rotate): Both sides the original will be scanned, but the image on the back side will be rotated 180°.

3-4 TWAIN Source

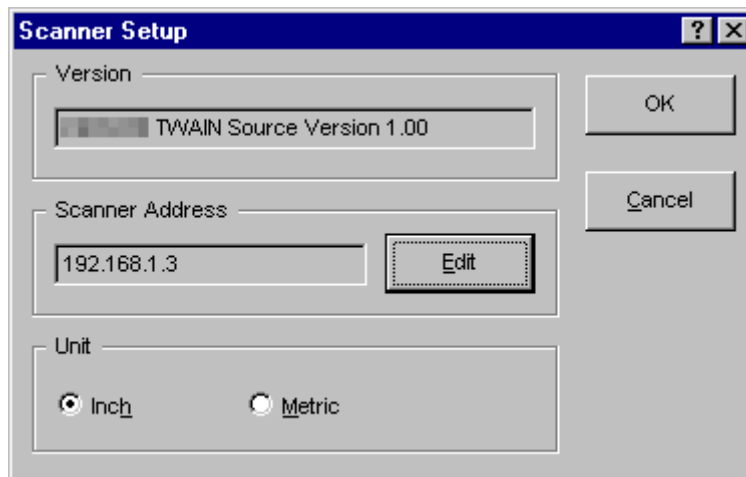
- 8 **Status** field...Indicates the current status of the scanner.
- 9 **Scan/Connect** button...If your computer is successfully connected to the scanner, the **Scan** button will appear. Once you click this button, the scanning operation will start. If your computer is not connected properly to the scanner, this button will appear as a **Connect** button to enable you to reconnect to the scanner.
- 10 **Waiting Scan** checkbox...If there is a check mark in the **Waiting Scan** checkbox, the scanner is in the Scan mode but in an operation-pause state. In this case, you will need to press the Start key on the scanner's operation panel in order to initiate scanning.
- 11 **Default** button...Click to return all of the settings in the TWAIN source back to their factory default values.
- 12 **Scan Setup** button...Click to display the **Scan. Setup** Dialogue Box. (Refer to page 3-58.)
- 13 **Cancel** button...Click to cancel the currently entered settings and close the Main Dialogue Box.
- 14 **Help** button...Click to display the **Help** Screen.

3-4 TWAIN Source

3-4-8 Changing the Scanner's IP Address

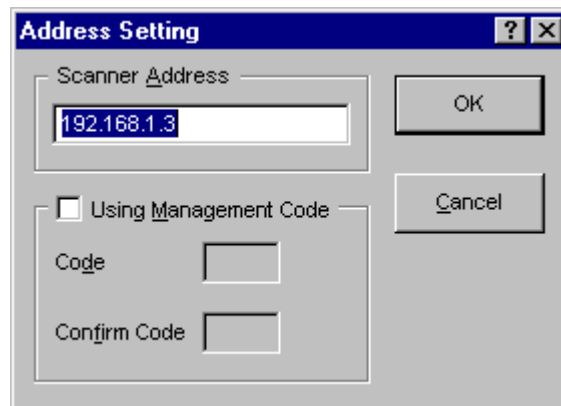
If the IP address of the scanner needs to be changed after installing the TWAIN source, perform the following procedure to change the settings and register the new IP address.

1. Click on the **Scan. Setup** button in the TWAIN source Main Dialogue Box. The **Scan. Setup** Dialogue Box will appear.



2. The currently registered IP address will be displayed in the **Scanner Address** field. If you want to change that address, click on the **Edit** button and the **Address Setting** Dialogue Box will appear.

3-4 TWAIN Source



3. Type in the correct IP address.
4. Click on the **OK** button to return to the **Scan Setup** Dialogue Box.
5. Click on the **OK** button to return to the Main Dialogue Box.
6. Click on the **OK** button to close the Main Dialogue Box. The new scanner IP address will be registered.

3-4 TWAIN Source

3-4-9 Copy Management Setting

If the copy management function which controls machine use is turned ON in the scanner, it will be necessary to enter a viable department code before you can use the machine. When the copy management function is turned ON, verification of this department code is carried out between the scanner and the computer that sends the scanning command. Thus, it is necessary to enter this department code.

- **Registering the department code**

1. Click on the **Scan Setup** button in the TWAIN source Main Dialogue Box. The **Scan Setup** Dialogue Box will appear.
2. Click on the **Edit** button. The **Address Setting** Dialogue Box will appear.
3. Click on the **Using Management Code** checkbox to put a check in that box.
4. If you will use the same department code a number of times, type your department code (either 4-digits or 7-digits) into the Code field now.
 - * The number of digits in the department code differs depending upon the region of purchase of this machine. For a more detailed explanation, refer to the Instruction Handbook for your copier.
5. Type into the **Confirm Code** field the same password as you did into the **Code** field.
6. Click on the **OK** button.
7. If you did not enter your department code when connecting to the scanner in step 4, a dialog box for entering the code will appear now. Enter the code that you will use for this operation.

3-4 TWAIN Source

3-4-10 If You Can't Connect to the Scanner...

If you cannot successfully connect to the scanner, one of the following causes is possible. Check the situation at the scanner's operation panel and the try to reconnect.

- The machine is currently in the middle of a copy operation or it is in a mode other than that for scanning.

3-5 Configuration Tool

3-5-1 The Configuration Tool

The IB-2x Configuration Tool is used for performing settings related to your IP address. This tool enables you to use the same procedures to manage the network settings for our printer and scanner models. In this section, basic information for understanding the “Quick Setup Wizard” and the basic procedure for using “AdminManager” are explained.

- **Quick Setup Wizard**...Enables quick set-up of those settings required in the Scanner Interface Card.
- **Advanced Set-up**...Installs AdminManager and enables more advanced settings.

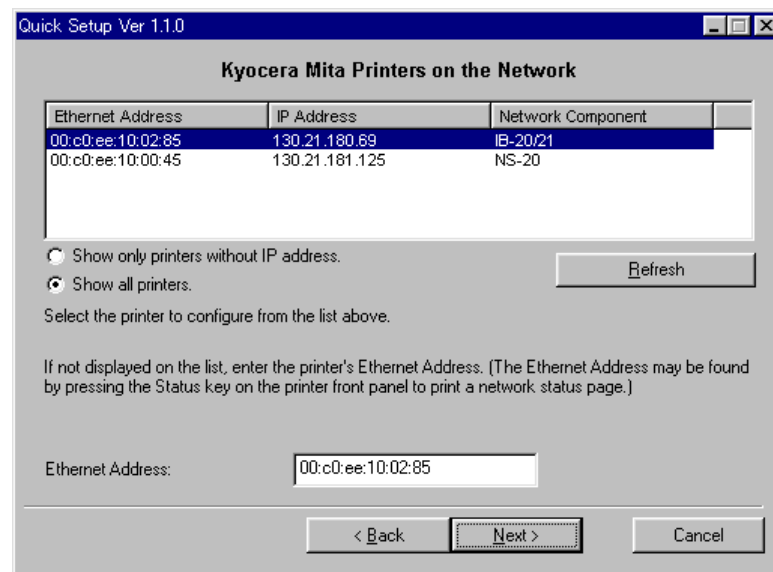
3-5-2 Computer Environment

- **Hardware**...IBM PC-AT or compatible
- **Interface**...10BASE-T, 100BASE-TX or 10BASE2
- **OS**...Windows NT 4.0, Windows 2000, Windows 98, Windows 95 and Windows Me

3-5 Configuration Tool

3-5-3 Using the Quick Setup Wizard

While the wizard is easy to use, this section provides an explanation on connecting to the scanner. Insert the CD-ROM and select **Quick Setup Wizard** under the **IB-2x Configuration** menu. A screen that will allow you to select the printer/scanner will be displayed.



Any Scanner Interface Cards installed on the same network as your computer will be displayed.

3-5 Configuration Tool

Quick Setup will discover printers or scanners over either IPX or IP as long as the protocol is installed on the Windows machine that is running Quick Setup (e.g., if only IPX is installed, then Quick Setup will find and display only IPX printers. In this case, since this scanner does not support the IPX protocol, it will not be displayed.)

- **If a desired scanner is not displayed on the list...**

If the scanner that you want to set-up does not appear in the list, an alternate method for connecting is to enter its Ethernet address in the field provided. (The scanner's Ethernet address is listed on the label that is attached near the connector on the Scanner Interface Card.) If the scanner is not on the local segment of your network, then you must also have a correctly configured the Default Gateway address, and the network router(s) must be configured to forward IP broadcasts.

If the scanner cannot be found by Quick Setup, (e.g. IP broadcasts are not being forwarded), then register the IP address in the scanner itself and use a Web browser or AdminManager for setup. In a Web browser, IP broadcasts are not necessary since the IP address is entered directly. In AdminManager, you can search for the scanner on a specific network. Refer to "Section 2 Making Settings from a Web Browser" for more information on connecting with a Web browser.

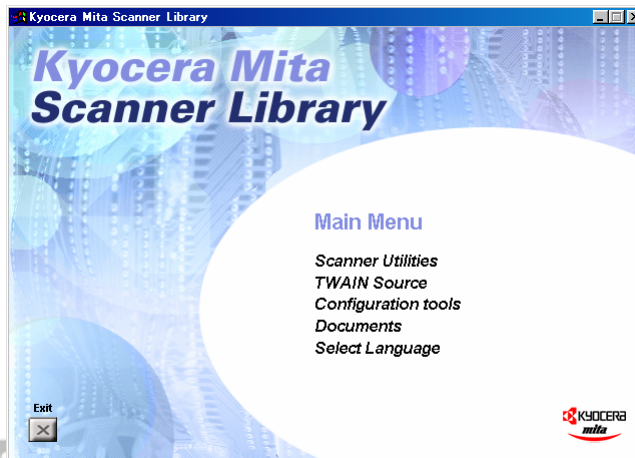
3-5 Configuration Tool

3-5-4 Using AdminManager

(1) Installing AdminManager

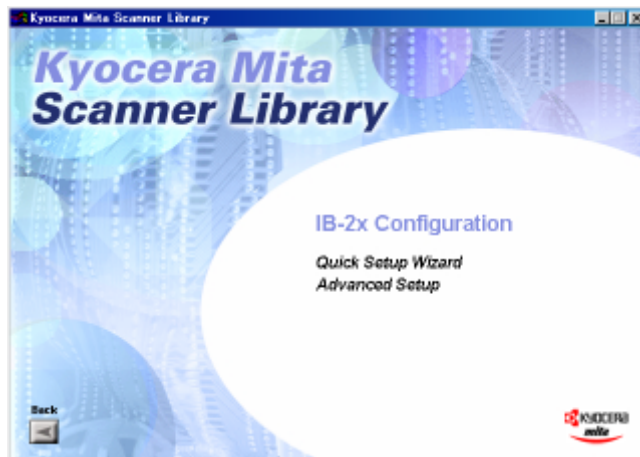
The following procedure explains how to install AdminManager. Perform this procedure from the beginning even if you want to run AdminManager directly from the CD-ROM without copying it onto your hard disk.

1. Insert the Scanner Library CD-ROM into the CD-ROM drive of your computer. The CD-ROM should boot up and the Main Menu screen for the CD-ROM appear automatically.



3-5 Configuration Tool

2. Click on **Configuration Tools**. The **IB-2x Configuration** menu will appear.



3. Click on **Advanced Setup**.

4. Click on **Install AdminManager** in the next menu.

* If you select "**Run AdminManager directly from the CD**", use can run AdminManager directly from the CD-ROM.

5. Follow the instructions in the installation wizard in order to continue the installation procedure.

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3-5 Configuration Tool

(2) Running AdminManager

Click on **Start** in the Windows Task Bar and select **Program -> IB-2x Tools -> AdminManager** from the resulting pop-up menus.

(3) Setting the IP Address

The following procedure explains how to use AdminManager to set the IP address in the Scanner Interface Card. Perform this procedure when you want to set a static IP address.

1. Run AdminManager.
2. Under **Setup** in the Menu Bar, select **Set Initial IP Address**. The **IP Address Setup** window will open.



3-5 Configuration Tool

3. Enter the Ethernet address of the Scanner Interface Card in the **Ethernet Address** field (e.g. "00 c0 ee 10 00 0d"). The Ethernet address is listed on the label that is attached near the connector on the Scanner Interface Card.

4. Enter the IP address that the network administrator gives you for the Scanner Interface Card in the **IP Address** field (e.g. "192 168 110 171").

5. Click on the **OK** button. Follow the instructions on-screen in order to reboot the Scanner Interface Card. After rebooting, the Scanner Interface Card should appear in the AdminManager display.

Next, the Subnet Mask and Gateway address can be registered.

• Registering the Subnet Mask and Gateway address

1. Click on the Scanner Interface Card in the AdminManager display to select it.

2. Under **Setup** in the Menu Bar, select **Protocols**.

3. Click on the **TCP/IP** Tab.

4. Enter the Subnet Mask and the Default Gateway address in the appropriate fields.

5. Click on the **OK** button. Follow the instructions on-screen in order to reboot the Scanner Interface Card.

3-5 Configuration Tool

(4) Setting the Administrator's Password

Perform the following procedure and register an administrator's password in order to manage network settings for scanners and printers. The password registered here will be applicable when attempting to make settings from the Web browser as well.

1. Click on the Scanner Interface Card in the AdminManager display to select it.
2. Under **Setup** in the Menu Bar, select **Protocols**. The **Protocol Setup** window will open.
3. Click on the **General** Tab.
4. Type the password that you want to use in the appropriate field.
5. Click on the **OK** button. Follow the instructions on-screen in order to reboot the Scanner Interface Card.