

# **DocuScan C4250/C3200 A**

## **User Guide**

# Preface

Thank you for choosing the DocuScan C4250/C3200 A. This manual provides complete information about the scanner, such as how to get ready to scan, operating instructions, and usage restrictions and requirements. To get the most out of this product, read this manual thoroughly before use.

After reading this manual, keep it handy for future reference.

This manual assumes that you are familiar with personal computers and network environments.


Fuji Xerox Printing Systems Co., Ltd.

Adobe and Reader are registered trademarks or trademarks of Adobe Systems Incorporated.

Microsoft, Windows, and Windows NT are registered trademarks or trademarks of Microsoft Corporation in the US and other countries.

Permission have been obtained from Microsoft Corporation for use of software screen shots.

All products/brand names are registered trademarks or trademarks of the respective holders.

In this manual, safety instructions are preceded by the symbol . Always read and follow the instructions before performing the required procedures.

As the scanner contains a feature designed to prevent forging of certain documents, there may be a rare instances where copies do not achieve the desired results.

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

| <u>Agency</u> | <u>Standard</u>             |
|---------------|-----------------------------|
| NEMKO         | IEC60950-1 Edition 1 (2001) |

This product was manufactured under a registered ISO9001 system.

## Important


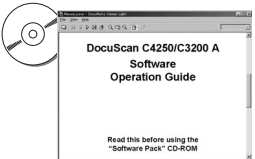
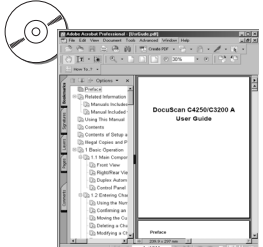

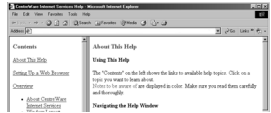
1. This manual is copyrighted with all rights reserved. Under the copyright laws, this manual may not be copied or modified in whole or part, without the written consent of the publisher.
2. Parts of this manual are subject to change without prior notice.
3. We welcome any comments on ambiguities, errors, omissions, or missing pages.
4. Never attempt any procedure on the machine that is not specifically described in this manual. Unauthorized operation can cause faults or accidents. Fuji Xerox is not liable for any problems resulting from unauthorized operation of the equipment.

XEROX, The Document Company, the digital X, Ethernet, and CentreWare are registered trademarks of Xerox Corporation or Fuji Xerox Co., Ltd.

DocuWorks is a trademark.

# Related Information Sources

## Manuals Included with the Scanner

|  |   |   |   |
|--|---|---|---|
| <p><b>Manuals you should read before using the scanner</b></p> | <p>Want to install the scanner.</p> <p>Want to use the scanner.</p>   | <p>Setup and Quick Reference Guide (hard cover/ PDF)</p>                             | <p>Provides the scanner installation instructions, document loading instructions, basic scanning/copying procedures, and problem solving information.</p> <p>Refer to "Contents of Setup and Quick Reference Guide (Reference)" (P. 10).</p> <p>&gt; This manual is included in the "Software Pack" CD-ROM.</p>   |
|  | <p>Want to know about the included CD-ROM.</p> <p>Want to install DocuScan Manager.</p>   | <p>Software Operation Guide ("DocuWorks Self-Extracting Documents" format file)</p>  | <p>Contains information about the "Software Pack" CD-ROM and instructions on installing DocuScan Manager.</p> <p>&gt; This manual is included in the "Software Pack" CD-ROM.</p>  |
| <p><b>Manuals you should read when using the scanner</b></p>   | <p>Want to know all about the scanner's features.</p> <p>Want to know how to troubleshoot error messages.</p> <p>Want to know how to clean the scanner.</p> | <p>User Guide (PDF) (This manual)</p>    | <p>Provides the scanning/copying procedures, maintenance information, problem solving information, and notes/restrictions on use.</p> <p>This manual contains all of the information included in the "Setup and Quick Reference Guide" except for the scanner installation instructions.</p> <p>&gt; This manual is included in the "Software Pack" CD-ROM.</p> |
|  | <p>Want to register addresses in Address Book.</p> <p>Want to edit scanned images.</p>  | <p>DocuScan Manager Online Help</p>    | <p>Contains information about features and operating procedures of DocuScan Manager.</p> <p>&gt; This manual can be viewed by selecting the [Help] menu on DocuScan Manager.</p>  |
|  | <p>Want to monitor the scanner on a Web browser.</p>  | <p>CentreWare Internet Services Online Help</p>                                    | <p>Contains information about the features and operating procedures of CentreWare Internet Services.</p> <p>&gt; This manual can be viewed by selecting the [Help] button on CentreWare Internet Services.</p>  |

## Manual Included with the Optional Accessory

|   |  |
|---|--|
| <p>Scanner Stand Installation Guide</p> | <p>Provides the scanner stand installation instructions.</p> |
|---|--|

**Note**

- To view PDF files, you must have Adobe® Reader® installed in your computer. If not installed, install it from the "Software Pack" CD-ROM.

# Using This Manual

## Organization



---

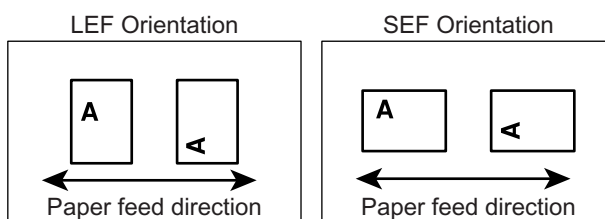
This manual is organized by the following chapters. The summary of each chapter is as follows:

|   |  |
|---|--|
| 1 Basic Operation                       | Provides the names and functions of the scanner components and the control panel buttons, as well as basic operating procedures such as loading documents. |
| 2 Scan                                  | Contains information about basic scanning procedure and how to configure each scan feature.  |
| 3 Copy                                  | Contains information about basic copying procedure and how to configure each copy feature.   |
| 4 Address Book and Subject/Comment List | Describes how to use Address Book and Subject/Comment List.  |
| 5 Job Status                            | Describes how to check the status of scan/copy jobs.   |
| 6 System Settings                       | Provides descriptions for customizing various defaults.  |
| 7 DocuScan Manager                      | Describes basic operating procedure of DocuScan Manager.   |
| 8 Problem Solving                       | Contains problem solving procedures to help quickly resolve problems.  |
| 9 Maintenance                           | Provides maintenance information such as cleaning and relocating the scanner.  |
| A Appendix                              | Contains information about the scanner specifications, optional accessory, product information, and notes/restrictions on use.                             |

## Conventions

---

1. The illustrations and scanner interface screens are based on a DocuScan C4250 connected with a color printer. The procedural steps and computer screen shots are based on Microsoft® Windows® XP.
2. This manual uses the following conventions:
  - [     ] : Items that appear on your computer screen or the touch panel display on the scanner's control panel.
  - <     > : The names of keys that appear on your computer keyboard or hardware buttons and lamps on the scanner.
3. In this manual, paper feed orientations are referred to as follows:
  -  Long Edge Feed (LEF) : Paper is fed into the scanner long-edge first.
  -  Short Edge Feed (SEF) : Paper is fed into the scanner short-edge first.



# Contents

|  |           |
|--|-----------|
| Preface.....   | 2         |
| Related Information Sources .....                                | 3         |
| Manuals Included with the Scanner .....                          | 3         |
| Manual Included with the Optional Accessory .....                | 3         |
| Using This Manual .....  | 4         |
| Contents.....  | 5         |
| Contents of Setup and Quick Reference Guide<br>(Reference) ..... | 10        |
| Illegal Copies and Printouts .....                               | 12        |
| <br>   |           |
| <b>1 Basic Operation.....</b>                                    | <b>13</b> |
| 1.1 Main Components .....  | 13        |
| Front View .....   | 13        |
| Right/Rear View .....  | 14        |
| Duplex Automatic Document Feeder .....                           | 15        |
| Control Panel .....  | 16        |
| 1.2 Entering Characters.....                                     | 18        |
| Using the Numeric Keypad .....                                   | 18        |
| Confirming an Entry .....  | 19        |
| Moving the Cursor .....  | 19        |
| Deleting a Character .....                                       | 19        |
| Modifying a Character .....                                      | 19        |
| Character Entry Procedure .....                                  | 19        |
| 1.3 Switching On/Off the Power .....                             | 21        |
| Switching On the Power .....                                     | 21        |
| Switching Off the Power .....                                    | 21        |
| 1.4 Setting/Exiting the Power Saver Mode.....                    | 22        |
| 1.5 Loading Documents.....                                       | 23        |
| Supported Documents .....  | 23        |
| Detectable Document Sizes .....                                  | 23        |
| Document Loading Precautions .....                               | 24        |
| Tips on Loading Documents .....                                  | 25        |
| Loading Documents .....  | 27        |
| <br>   |           |
| <b>2 Scan .....</b>  | <b>30</b> |
| 2.1 Scanning Procedure.....                                      | 30        |
| Step 1 Get ready to scan .....                                   | 30        |
| Step 2 Load a document and insert media .....                    | 30        |
| Step 3 Select the scan type .....                                | 31        |
| Step 4 Set the scan features .....                               | 32        |
| Step 5 Start the scan job .....                                  | 33        |
| Step 6 Check the job status .....                                | 35        |
| Step 7 Use the scanned data .....                                | 36        |
| 2.2 Stopping a Scan Job .....                                    | 37        |
| 2.3 Scan Feature Setting Items.....                              | 38        |
| 2.4 Using Scan to E-mail.....                                    | 40        |
| Operating Tips .....   | 40        |
| Configuring Settings for Scan to E-mail .....                    | 41        |
| 2.5 Using Scan to PC .....                                       | 49        |
| Operating Tips .....   | 50        |

|          |   |           |
|----------|---|-----------|
|          | Configuring Settings for Scan to PC .....   | 51        |
| 2.6      | Using Scan to Media .....   | 58        |
|          | Configuring Settings for Scan to Media .....  | 58        |
| 2.7      | Setting the Basic Scan Features .....   | 61        |
|          | Output Color (Selecting the Output Color) .....   | 62        |
|          | File Format (Selecting the File Format of the Scanned Data) .....                                   | 63        |
|          | 2 Sided Originals (Scanning a 2-Sided Original) .....   | 64        |
|          | Original Type (Selecting the Original Type) .....   | 66        |
|          | Lighten/Darken (Adjusting the Scan Density) .....   | 68        |
| 2.8      | Setting Other Scan Features .....   | 69        |
|          | Scan Size (Specifying the Scan Size) .....  | 70        |
|          | Reduce/Enlarge (Specifying the Scan Ratio) .....  | 71        |
|          | Scan Resolution (Specifying the Scan Resolution) .....  | 73        |
|          | Image Compression (Specifying the Compression Rate of the Output) .....                             | 73        |
|          | Mixed Sized Originals (Scanning Mixed-size Originals Simultaneously)<br>(DocuScan C4250 Only) ..... | 74        |
|          | Original Orientation (Specifying the Orientation of the Original) .....                             | 75        |
|          | Sharpness (Adjusting the Sharpness of the Output) .....   | 76        |
|          | Auto Exposure (Removing the Background of the Original) .....                                       | 77        |
|          | Contrast (Adjusting the Contrast of the Output) .....   | 78        |
| <b>3</b> | <b>Copy .....</b>   | <b>79</b> |
| 3.1      | Copying Procedure .....   | 79        |
|          | Step 1 Get ready to copy .....  | 79        |
|          | Step 2 Load a document .....  | 79        |
|          | Step 3 Select [Copy] .....  | 80        |
|          | Step 4 Set the copy features .....  | 80        |
|          | Step 5 Enter the quantity .....   | 81        |
|          | Step 6 Start the copy job .....   | 81        |
|          | Step 7 Check the job status .....   | 83        |
| 3.2      | Stopping a Copy Job .....   | 83        |
| 3.3      | Copy Feature Setting Items .....  | 84        |
| 3.4      | Setting the Basic Copy Features .....   | 85        |
|          | Paper Supply (Selecting a Paper Tray) .....   | 86        |
|          | Reduce/Enlarge (Making a Reduced/Enlarged Copy) .....   | 89        |
|          | Output Color (Selecting the Output Color) .....   | 91        |
|          | 2 Sided Copying (Making a 1-Sided/2-Sided Copy) .....   | 92        |
|          | Lighten/Darken (Adjusting the Copy Density) .....   | 95        |
| 3.5      | Setting the Image Quality Features .....  | 96        |
|          | Image Quality Presets (Specifying the Image Quality) .....  | 96        |
|          | Original Type (Selecting the Original Type) .....   | 98        |
|          | Auto Exposure (Removing the Background of the Original) .....                                       | 99        |
|          | Color Balance (Adjusting the Color Balance of the Output) .....                                     | 100       |
|          | Sharpness (Adjusting the Sharpness of the Output) .....   | 102       |
|          | Color Saturation (Adjusting the Color Saturation of the Output) .....                               | 103       |
| 3.6      | Settings Other Copy Features .....  | 104       |
|          | Copy Output (Collating or Uncollating the Output) .....   | 105       |
|          | 2 Up (Copying Two Originals on One Page) .....  | 106       |
|          | Original Orientation (Specifying the Orientation of the Original) .....                             | 107       |
|          | Mixed Sized Originals (Scanning Mixed-size Originals Simultaneously)<br>(DocuScan C4250 Only) ..... | 109       |
|          | Edge Erase (Erasing Unwanted Marks from the Center/Edges of the Original) ..                        | 110       |
|          | Original Size (Specifying the Scan Size) .....  | 111       |

|     |  |     |
|-----|--|-----|
| 4   | Address Book and Subject/Comment List.....           | 113 |
| 4.1 | Overview.....  | 113 |
|     | What is Address Book .....                           | 113 |
|     | What is Subject/Comment List .....                   | 114 |
|     | Registering Addresses/Subjects/Comments .....        | 114 |
|     | Using Address Book and Subject/Comment List .....    | 120 |
| 4.2 | Using Address Book on the Scanner.....               | 121 |
|     | Displaying Address Book .....                        | 121 |
|     | Selecting an Address .....                           | 124 |
|     | Searching for an Address .....                       | 125 |
|     | Viewing the Details of an Address .....              | 126 |
| 5   | Job Status .....                                     | 127 |
| 5.1 | Using the Control Panel.....                         | 127 |
| 5.2 | Using CentreWare Internet Services .....             | 128 |
| 6   | System Settings .....                                | 129 |
| 6.1 | System Setting Procedure.....                        | 129 |
|     | Step 1 Display the [System Settings] screen .....    | 129 |
|     | Step 2 Enter the system administrator password ..... | 129 |
|     | Step 3 Select a setting item .....                   | 130 |
|     | Step 4 Exit the [System Settings] screen .....       | 130 |
| 6.2 | System Settings Setting Items.....                   | 131 |
| 6.3 | Screen Contrast.....                                 | 133 |
| 6.4 | Common Settings .....                                | 133 |
|     | Machine Clock/Timers .....                           | 133 |
|     | Audio Tones .....                                    | 137 |
|     | Screen Defaults .....                                | 140 |
|     | Original Size Button .....                           | 141 |
|     | Service Availability .....                           | 143 |
|     | Service Login .....                                  | 145 |
|     | Other Settings .....                                 | 147 |
|     | Maintenance/Diagnostics .....                        | 149 |
| 6.5 | Network Settings .....                               | 154 |
|     | Port Settings .....                                  | 154 |
|     | Protocol Settings .....                              | 155 |
| 6.6 | Copy Settings .....                                  | 158 |
|     | Basic Copying .....                                  | 158 |
|     | Copy Defaults .....                                  | 160 |
|     | Auto Exposure Level .....                            | 166 |
|     | Print Auditron Settings .....                        | 169 |
| 6.7 | Scan Settings .....                                  | 170 |
|     | Scan Defaults .....                                  | 170 |
|     | File Name Conflict .....                             | 176 |
|     | Scan to PC Protocol .....                            | 176 |
| 6.8 | System Administrator Settings .....                  | 177 |
|     | Setup Password .....                                 | 177 |
| 7   | DocuScan Manager.....                                | 178 |
| 7.1 | What is DocuScan Manager.....                        | 178 |
|     | What You Can Do .....                                | 178 |
|     | Image Editing Procedure .....                        | 179 |
| 7.2 | Registering an Address .....                         | 180 |
|     | Selecting a Scanner .....                            | 180 |

|          |   |            |
|----------|---|------------|
|          | Registering an Address Folder .....                     | 181        |
|          | Registering an Address for Scan to PC .....             | 182        |
| 7.3      | Importing Scanned Data .....                            | 186        |
|          | Scanning an Image on the Scanner .....                  | 186        |
|          | Importing an Image into DocuScan Manager .....          | 186        |
| 7.4      | Editing Images Simultaneously .....                     | 187        |
|          | Creating an Edit Images Icon .....                      | 187        |
|          | Executing an Editing Operation .....                    | 188        |
| 7.5      | Editing Images One by One .....                         | 190        |
|          | Displaying an Image .....                               | 190        |
|          | Editing an Image .....                                  | 191        |
| 7.6      | Printing an Image .....                                 | 193        |
| 7.7      | Saving an Image.....                                    | 193        |
| <b>8</b> | <b>Problem Solving .....</b>                            | <b>194</b> |
| 8.1      | Identifying Your Problem .....                          | 194        |
|          | Problem Solving Procedure .....                         | 194        |
| 8.2      | Clearing Document Jams .....                            | 195        |
|          | DocuScan C4250 .....                                    | 195        |
|          | DocuScan C3200 A .....                                  | 197        |
| 8.3      | Hardware Problems.....                                  | 199        |
| 8.4      | Image Quality Problems .....                            | 203        |
| 8.5      | Scanner Feature Problems.....                           | 205        |
| 8.6      | Network-related Problems .....                          | 206        |
|          | CentreWare Internet Services Problems .....             | 206        |
| 8.7      | Error Codes .....                                       | 208        |
|          | Other Errors .....                                      | 215        |
| <b>9</b> | <b>Maintenance.....</b>                                 | <b>216</b> |
| 9.1      | Monitoring/Managing the Scanner on a Web Browser .....  | 216        |
|          | Getting Ready to Use CentreWare Internet Services ..... | 216        |
|          | Using CentreWare Internet Services .....                | 217        |
|          | CentreWare Internet Services Setting Items .....        | 219        |
|          | Using the Online Help .....                             | 220        |
| 9.2      | Cleaning the Scanner .....                              | 220        |
|          | Cleaning the Exterior .....                             | 220        |
|          | Cleaning the Interior .....                             | 220        |
| 9.3      | Moving the Scanner.....                                 | 226        |
| <b>A</b> | <b>Appendix .....</b>                                   | <b>229</b> |
| A.1      | Main Specifications.....                                | 229        |
|          | Scanner Specifications .....                            | 229        |
|          | Document Feeder Specifications .....                    | 230        |
|          | Scan Feature Specifications .....                       | 231        |
|          | DocuScan Manager System Requirements .....              | 231        |
|          | Reduction/Enlargement Ratios .....                      | 232        |
| A.2      | Optional Accessory.....                                 | 233        |
|          | Optional Accessory .....                                | 233        |
| A.3      | About Repair Performance Parts.....                     | 233        |
| A.4      | Obtaining the Product Information.....                  | 233        |
|          | Updating the Scanner's Firmware .....                   | 233        |
| A.5      | Notes and Restrictions .....                            | 234        |
|          | Scan Features .....                                     | 234        |
|          | Copy Features .....                                     | 234        |



|                    |     |
|--------------------|-----|
| A.6 Glossary ..... | 236 |
| Index .....        | 240 |

# Contents of Setup and Quick Reference Guide (Reference)

|   |    |
|---|----|
| Preface   |    |
| Using This Manual                                       |    |
| Contents  |    |
| ⊙ What You Can Do                                       |    |
| Related Information Sources                             |    |
| Contents of the User Guide (Reference)                  |    |
| ⊙ Safety Notes  |    |
| ⊙ 1 Installing the Scanner.....                         | 14 |
| Checking the Package Contents and Unpacking the Scanner |    |
| Main Components   |    |
| Unlocking the Carriage Lock                             |    |
| Connecting and Switching On the Scanner                 |    |
| Changing the Display Language                           |    |
| Setting the Time Zone                                   |    |
| Connecting the Scanner to a Network                     |    |
| Connecting the Scanner to a Printer                     |    |
| ⊙ 2 Network Settings .....                              | 22 |
| Network Setting Procedure                               |    |
| Setting an IP Address                                   |    |
| Starting CentreWare Internet Services                   |    |
| Configuring the Settings for Scan to E-mail             |    |
| Configuring the Settings for Scan to PC                 |    |
| Registering an Address in Address Book                  |    |
| 3 Basic Operation .....                                 | 31 |
| Switching On/Off the Power                              |    |
| Setting/Exiting the Power Saver Mode                    |    |
| Loading Documents                                       |    |
| Control Panel   |    |
| ⊙ Using the Screens                                     |    |
| 4 Scan .....  | 42 |
| Using Scan to E-mail                                    |    |
| Using Scan to PC  |    |
| Using Scan to Media                                     |    |
| Displaying a Preview                                    |    |
| Stopping a Scan Job                                     |    |
| 5 Copy .....  | 56 |
| Copy  |    |
| Stopping a Copy Job                                     |    |
| 6 Problem Solving.....                                  | 60 |
| Identifying Your Problem                                |    |
| Clearing Document Jams                                  |    |
| Hardware Problem  |    |
| Image Quality Problems                                  |    |
| Scanner Feature Problems                                |    |
| Network-related Problems                                |    |
| Error Codes   |    |
| A Appendix .....  | 79 |
| ⊙ Screen Functions and Character Entry Limits           |    |
| Entering Characters                                     |    |
| Optional Accessory                                      |    |
| About Repair Performance Parts                          |    |
| Obtaining the Product Information                       |    |
| Main Specifications                                     |    |
| Notes and Restrictions                                  |    |

Index  
Trademark

Ⓢ: Information included only in the Setup and Quick Reference Guide.

# Illegal Copies and Printouts

Copying or printing certain documents may be illegal in your country. Penalties of fines or imprisonment may be imposed on those found guilty. The following are examples of items that may be illegal to copy or print in your country.

- Currency
- Banknotes and checks
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

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

# 1 Basic Operation

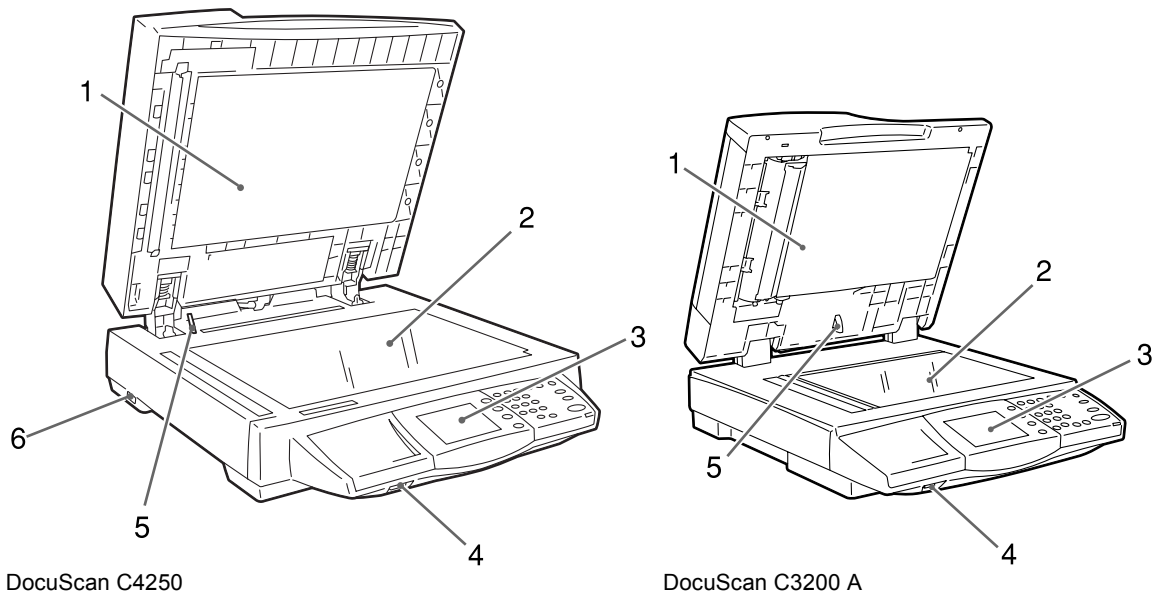
## 1.1 Main Components

The following provides a brief description of the components of the DocuScan C4250/ C3200 A (hereinafter referred to as "the scanner").

**Note**

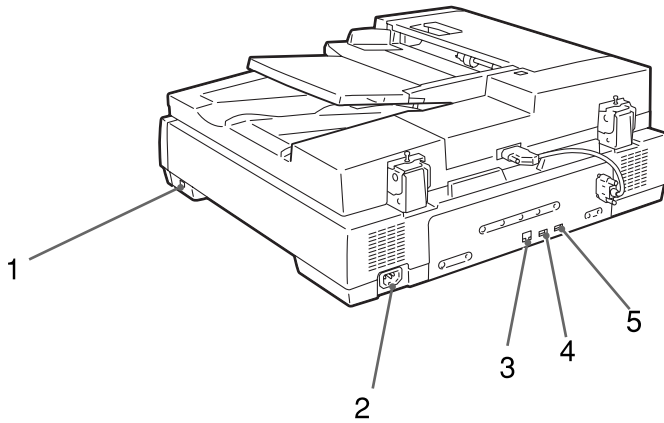
- The components that are specific to only one of the models (DocuScan C4250/DocuScan C3200 A) are noted with a model name.

### Front View

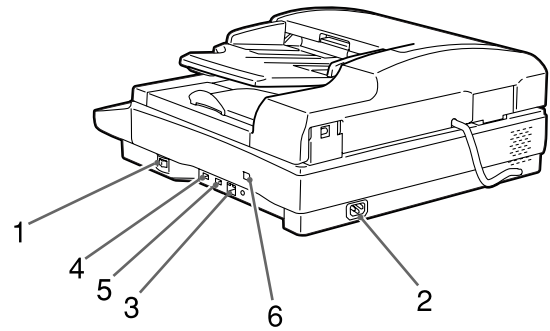


| No. | Name                                | Function  |
|-----|-------------------------------------|---|
| 1   | Document feeder cover               | Holds documents in place.   |
| 2   | Document glass                      | Place documents here.   |
| 3   | Control panel                       | The feature buttons, indicator lamps, and touch panel display are placed here.<br><br>Refer to<br>• "Control Panel (P. 16)"                                   |
| 4   | USB Connector                       | Connects a USB flash memory to the scanner.<br><br>Note<br>• The USB interface of the scanner supports USB 2.0 (Hi-Speed).<br>• USB hubs cannot be connected. |
| 5   | Document feeder cover sensor        | Detects the size of documents loaded.   |
| 6   | Carriage lock (DocuScan C4250 only) | Locks or unlocks the carriage (read head). When in a locked position, it locks the carriage in place to prevent it from shaking when moving the scanner.      |

## Right/Rear View



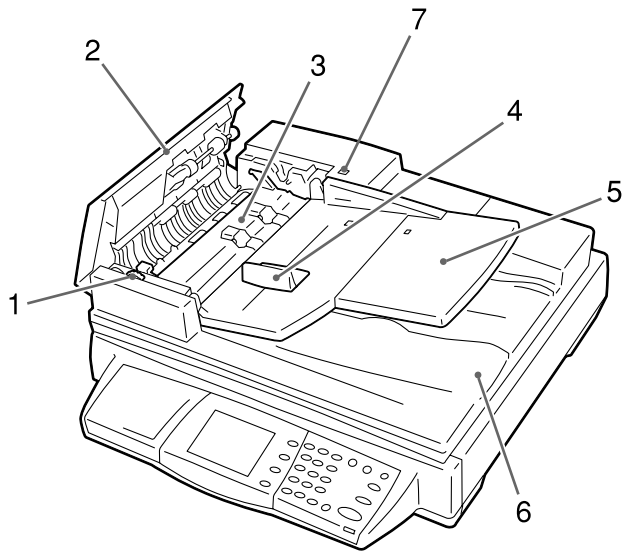
DocuScan C4250



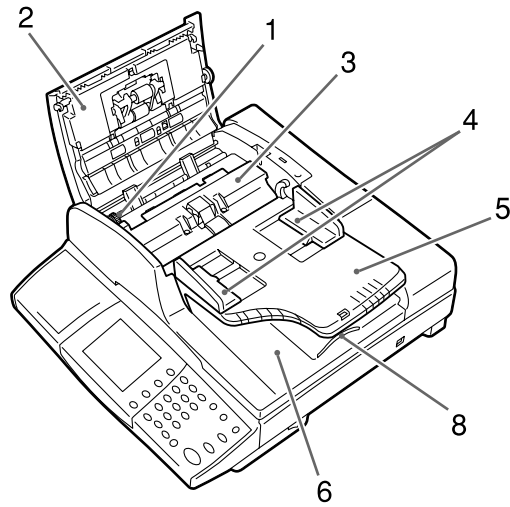
DocuScan C3200 A

| No.  | Name                                  | Function   |
|------|---------------------------------------|--|
| 1    | Power switch                          | Switches the scanner on/off.   |
| 2    | Power cord connector                  | Connects a power cord to the scanner.  |
| 3    | Ethernet interface connector          | Connects a network cable to the scanner.<br><br>Note<br>• The Ethernet interface of the scanner supports 100BASE-TX/10BASE-T.                            |
| 4, 5 | USB connector                         | Connects a USB cable to the scanner.<br><br>Note<br>• The USB interface of the scanner supports USB 2.0 (Hi-Speed).<br>• USB hubs cannot be connected.   |
| 6    | Carriage lock (DocuScan C3200 A only) | Locks or unlocks the carriage (read head). When in a locked position, it locks the carriage in place to prevent it from shaking when moving the scanner. |

# Duplex Automatic Document Feeder



DocuScan C4250



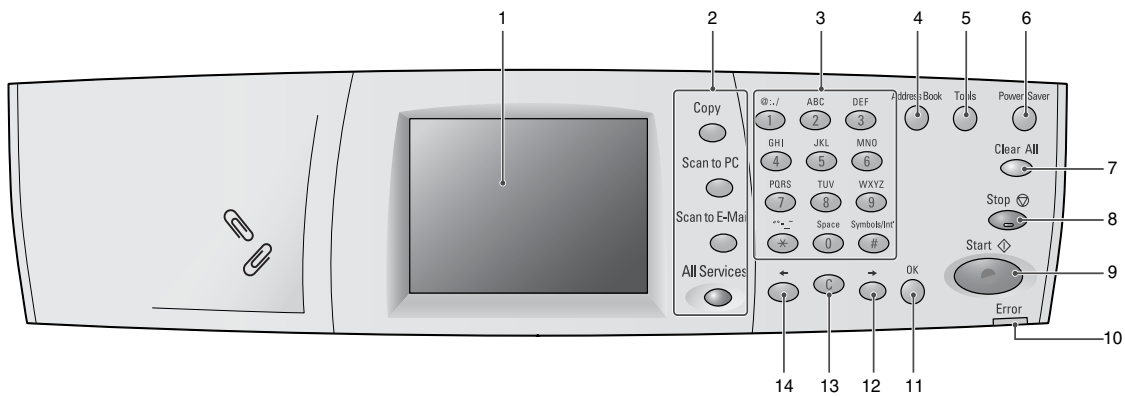
DocuScan C3200 A

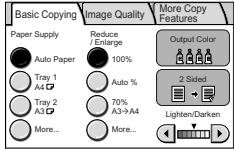
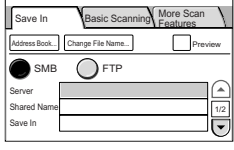
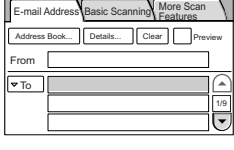
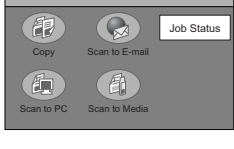
| No. | Name  | Function                                    |
|-----|---|---|
| 1   | Wheel   | Turned when clearing document jams.         |
| 2   | Left cover  | Opened when clearing document jams.         |
| 3   | Inner cover                                       | Opened when clearing document jams.         |
| 4   | Document guides                                   | Adjusted to keep documents aligned.         |
| 5   | Document feeder tray                              | Load documents here.                        |
| 6   | Document output tray                              | Holds scanned documents.                    |
| 7   | Documents indicator lamp<br>(DocuScan C4250 only) | Lights when documents are loaded correctly. |
| 8   | Extension guide<br>(DocuScan C3200 A only)        | Extended when scanning long documents.      |

# Control Panel

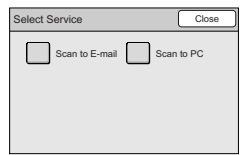
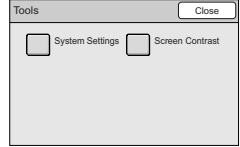
**Note**

- The control panel is common to both the DocuScan C4250 and DocuScan C3200 A.



|   | Name  |                         | Function   |
|---|---|-------------------------|--|
| 1 | Touch panel display   |                         | Displays the messages and feature buttons required to operate the scanner. Touch the display surface to access and control the features.           |
| 2 | Custom buttons<br><br><b>Note</b><br>• The features assigned to the custom buttons can be changed. For details, refer to "Screen Defaults (P. 140)" in "6.4 Common Settings". | <Copy> button           | Pressed to display the copy feature setting screen.<br><br>   |
|   |   | <Scan to PC> button     | Pressed to display the Scan to PC setting screen.<br><br>     |
|   |   | <Scan to E-mail> button | Pressed to display the Scan to E-mail setting screen.<br><br> |
|   | <All Services> button   |                         | Pressed to display the [All Services] screen.<br><br>         |
| 3 | Numeric keypad  |                         | Pressed to enter numbers and characters.   |



|    | Name                  | Function   |
|----|-----------------------|--|
| 4  | <Address Book> button | <p>Pressed to display the [Address Book] screen. Pressing this button takes you first to the following screen. Select the type of [Address Book] screen from [Scan to E-mail] and [Scan to PC].</p>   |
| 5  | <Tools> button        | <p>Pressed to display the [Tools] screen that allows you to set the defaults.</p>   |
| 6  | <Power Saver> button  | <p>Pressed to exit the Power Saver mode. The scanner switches into the Power Saver mode to reduce the power consumption during periods of inactivity. This button lights when the scanner is in the Power Saver mode.</p> <p>Refer to</p> <ul style="list-style-type: none"> <li>• "1.4 Setting/Exiting the Power Saver Mode (P. 22)"</li> </ul> |
| 7  | <Clear All> button    | Pressed to reset the features to the defaults.   |
| 8  | <Stop> button         | Pressed to stop scanning or copying.   |
| 9  | <Start> button        | Pressed to start scanning.   |
| 10 | <Error> lamp          | Lights when an error occurs.   |
| 11 | <OK> button           | Used when entering characters. Pressing this button confirms your entry.   |
| 12 | <=> button            | Used when entering characters. Pressing this button moves the cursor or confirms your entry.   |
| 13 | <C> button            | <p>Cancels the copy quantity entered (Resets the quantity to 1).</p> <p>Used also when entering characters. Pressing this button deletes characters or cancels confirmed entries.</p>  |
| 14 | <←> button            | Used when entering characters. Pressing this button moves the cursor or reverses the order of characters.  |

# 1.2 Entering Characters

---

To enter characters, use the numeric keypad on the control panel.  
You can enter alphanumeric characters and symbols.

## Using the Numeric Keypad

---

The following characters can be entered by pressing the corresponding buttons on the numeric keypad.

Locate the button labelled with the character you want to enter, and press the button repeatedly until the character appears on the touch panel.

Each button displays the characters in the order indicated in the chart: a number, the lower-case characters, and then the upper-case characters.

When a button is pressed continuously after the last character is displayed, it goes back to display the first character and then the rest of the characters in the same order.

Example: When the [2] button is pressed repeatedly, the touch panel displays:  
2 > a > b > c > A > B > C > 2 > a...

If you press the [←] button repeatedly when a character is displayed (before confirming its entry), the rest of the characters will display in the reversed order.

| Number Button | Assigned Numbers/Characters   |
|---------------|---|
| [1] button    | 1 @ : . /   |
| [2] button    | 2 a b c A B C   |
| [3] button    | 3 d e f D E F   |
| [4] button    | 4 g h i G H I   |
| [5] button    | 5 j k l J K L   |
| [6] button    | 6 m n o M N O   |
| [7] button    | 7 p q r s P Q R S   |
| [8] button    | 8 t u v T U V   |
| [9] button    | 9 w x y z W X Y Z   |
| [0] button    | 0 Space   |
| [*] button    | - _ ~   |
| [#] button    | ! " # \$ % & ' ~ ^ \   ` ; : ? @ _ , . + - *<br>/ = ( ) [ ] { } < > |

## Confirming an Entry

---

If you press a number button to enter a character, and press another button to enter next character, the entry of the first character will be confirmed and the second character will display on the touch panel.

Character entries can also be confirmed by pressing the <OK> button. When an entry is confirmed by pressing the <OK> button, the cursor in the shape of an "I" displays right of the character entered.

## Moving the Cursor

---

To modify or delete a character, move the cursor to the right of the character to be modified or deleted.

To move the cursor, press the <<-> or <->> button.

## Deleting a Character

---

To delete a character, move the cursor to the right of the character, and press the <C> button.

Before confirming your entry, the character you entered is highlighted. While it is highlighted, it can be deleted by pressing the <C> button.

Note

- Depending on the entry field, an entire character string can be deleted at once by pressing the <C> button, or by selecting the [Clear] button on the touch panel.

## Modifying a Character

---

To modify a character, move the cursor to the right of the character and press the <C> button. Then, enter the correct character using the numeric keypad.

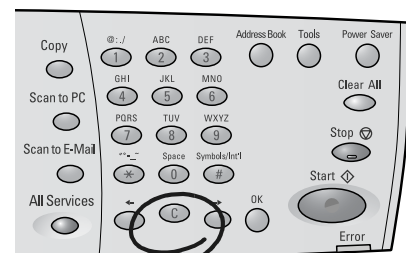
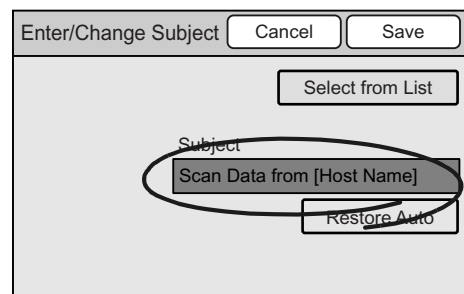
## Character Entry Procedure

---

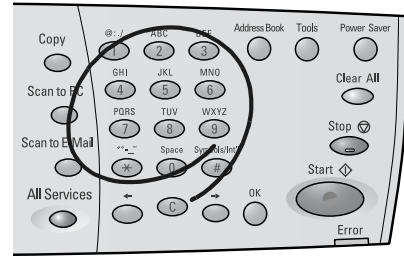
Use the following procedure to enter characters using the numeric keypad.

In this example, we will enter the word "catalog" in the [Subject] entry box.

1. On the touch panel, select the [Subject] entry box.
2. Using the <->> button, move the cursor to right of the default entry.
3. Press the <C> button repeatedly until the default entry is deleted.

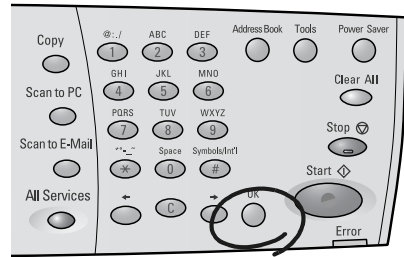


4. Press the following buttons in the order and number of times as below:  
 <2> button: 4 times  
 <2> button: 2 times  
 <8> button: 2 times  
 <2> button: 2 times  
 <5> button: 4 times  
 <6> button: 4 times  
 <4> button: 2 times

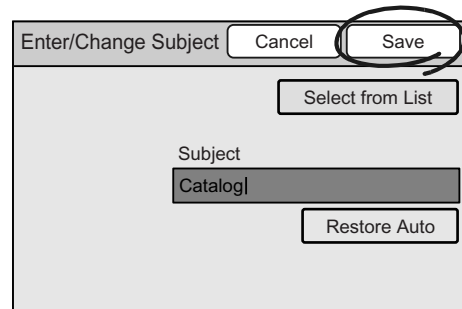


The word "catalog" is entered.

5. Press the <OK> button to confirm your entry.



6. Select [Save].



# 1.3 Switching On/Off the Power

---

## Switching On the Power

---

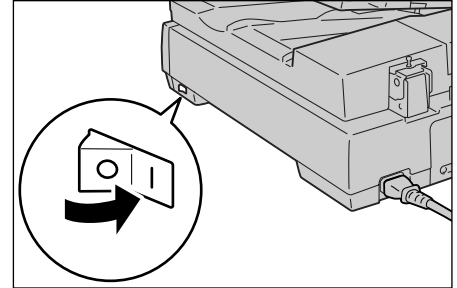
1. Press the power switch to the <|> position.
2. When the scanner is switched on, the default screen appears on the touch panel.

**Important**

- If an error message appears, follow the instructions in the message to resolve the error. If an error code is displayed, refer to "8.7 Error Codes (P. 208)" for suggested solutions.

**Note**

- The scanner does not use electricity when the power is switched off even if the power cord is plugged in.



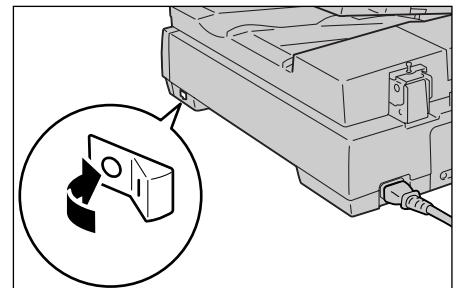
## Switching Off the Power

---

**Important**

- Do not switch the power off while running a scan job. Otherwise, the scan data remained in the scanner and the information stored in the scanner's memory will be lost.

1. Make sure that the scanner is not in operation by checking the display on the touch panel.
2. Press the power switch to the <O> position to switch off the scanner.



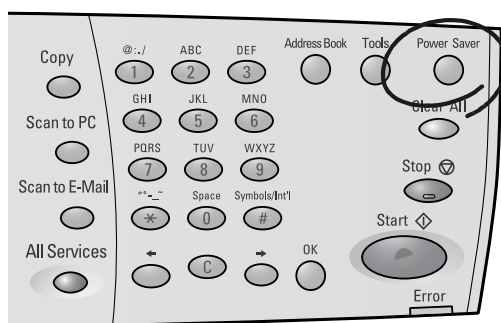
## 1.4 Setting/Exiting the Power Saver Mode

---

The scanner has the Power Saver feature which reduces the power consumption during the periods of inactivity.

As delivered, the scanner automatically switches to the Power Saver mode 10 minutes after the last operation.

During the Power Saver mode, all indicator lamps on the control panel except for the <Power Saver> button go out. The touch panel also goes blank and displays nothing.



The factory default setting of 10 minutes is changeable within the range of 1 to 60 minutes. The scanner consumes less than 9 W during the Power Saver mode, and returns to the ready-to-scan state in about 12 seconds when re-activated.

### Note

- The Power Saver mode can be disabled.

### Refer to

- For more information about the Power Saver mode, refer to "Auto Power Saver (P. 137)".

## Exiting the Power Saver Mode

---

To exit the Power Saver mode, press the <Power Saver> button on the control panel.

# 1.5 Loading Documents

Two choices of document input areas are available: the document glass and duplex automatic document feeder (hereinafter referred to as the "document feeder").

Use the document feeder when scanning or copying multiple-sheet documents simultaneously.

**Note**

- If loading additional documents while the first document is being scanned, load them in the same document input area as the first document.
- You cannot change the document input area during a job. Only one document input area can be used for a single job.

## Supported Documents

Documents that meet the following criteria can be scanned from the document glass or document feeder:

|  |         | Document Glass                                   | Document Feeder  |
|--|---------|--|--|
| Document size                                | C4250   | [Max.] 334.5 x 452.0 mm                          | [Min.] 100.0 x 148.0 mm<br>[Max.] 297.0 x 432.0 mm   |
|  | C3200 A | [Max.] 220.0 x 300.0 mm                          | [Min.] 140.0 x 140.0 mm<br>[Max.] 215.9 x 355.6 mm   |
| Scannable area                               | C4250   | [Min.] 15.0 x 15.0 mm<br>[Max.] 297.0 x 432.0 mm | [Min.] 100.0 x 148.0 mm<br>[Max.] 297.0 x 432.0 mm   |
|  | C3200 A | [Min.] 15.0 x 15.0 mm<br>[Max.] 215.9 x 297.0 mm | [Min.] 140.0 x 140.0 mm<br>[Max.] 215.9 x 355.6 mm   |
| Document weight<br>(Gram per square meter*1) | C4250   | _____  | 35 - 120 g/m <sup>2</sup> (1-sided documents)<br>50 - 120 g/m <sup>2</sup> (2-sided documents*2) |
|  | C3200 A | _____  | 60 - 105 g/m <sup>2</sup> (1-sided documents)<br>60 - 105 g/m <sup>2</sup> (2-sided documents*2) |
| Loading capacity                             |         | 1 sheet  | 50 sheets<br>(plain paper: 60 - 100 g/m <sup>2</sup> )   |

\*1 Gram per square meter (g/m<sup>2</sup>) refers to a weight in grams of one square meter of paper.




































\*2 The values apply when scanning or copying documents 2-sided.

## Detectable Document Sizes

The scanner automatically senses the sizes of documents loaded. Documents of the following standard sizes can be scanned or copied without specifying their sizes.

**Note**

- The chart shows the standard paper sizes for A/B Series (8K/16K). For the standard paper sizes for A/B Series and Inch Series, and for information on how to set the scanner to detect other paper size series, refer to "Paper Size Settings (P. 148)".
- When loading a document of non-standard paper size, specify the size under [More Scan Features] > [Scan Size] if scanning, or under [More Copy Features] > [Original Size] if copying. For more information, refer to "Scan Size (Specifying the Scan Size) (P. 70)" or "Original Size (Specifying the Scan Size) (P. 111)".

|         | Document Glass  | Document Feeder  |
|---------|---|--|
| C4250   | B5  , B5  , A5  , A5  , A4  ,<br>A4 <br>8.5 x 11"  , B4 <br>A3  , 11 x 17"  , A6  , B6  ,<br>16K  , 16K  , 8K  | B5  , B5  , A5  , A5  , A4  ,<br>A4  , B4  , A3  |
| C3200 A | B5  , A5  , A5  , A4  , A6  ,<br>B6  , 8.5 x 11"  , 16K   | B5  , A5  , A5  , A4   |

## Document Loading Precautions

Observe the following precautions when placing documents on the document glass or into the document feeder.

### ■ Documents Not Supported

#### Document Glass

The following types of documents can cause the auto size sensor to malfunction, resulting in an error message or image loss.

Remedy the problem as follows:

| Document Type   | Remedy  |
|---|---|
| Non-standard size documents                               | Specify the document size in [Scan Size] on the [More Scan Features] screen if scanning, or in [Original Size] on the [More Copy Features] screen if copying.   |
| Glossy documents  |   |
| Thick documents (such as books)                           |   |
| Highly translucent documents (such as transparencies)     | Place a blank paper of the same size on top of the document, or specify the document size in [Scan Size] on the [More Scan Features] screen if scanning, or in [Original Size] on the [More Copy Features] screen if copying. |
| Torn, wrinkled, hole-punched, or tightly curled documents |   |

#### Important

- Do not load documents that contain a lot of moisture. The moisture may get inside the scanner and cause it to malfunction.
- Do not load documents that weigh more than 5 kg. Doing so may break the document glass or the scanner itself.

#### Note

- Documents that use photo holders may not be properly scanned or copied depending on how lumpy the films are.

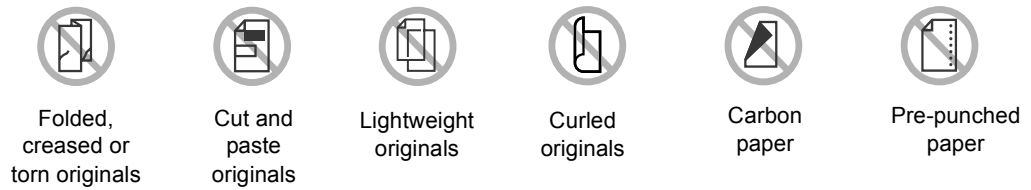
#### Refer to

- For information about [Scan Size], refer to "2.8 Setting Other Scan Features (P. 69)".
- For information about [Original Size], refer to "3.6 Settings Other Copy Features (P. 104)".



## Document Feeder

The following types of documents may get jammed or damaged if loaded into the document feeder. Make sure to scan them from the document glass.



The following types of documents must also be scanned from the documents glass:

- glossy documents (such as photos)
- documents that are glued or held together with clips or staples
- thick documents
- highly translucent documents (such as transparencies)
- documents using thermosensitive paper

The DocuScan C3200 A does not support scanning of mixed-size documents (documents of different sizes) from the document feeder.

## Tips on Loading Documents

---

### ■ Document Orientation

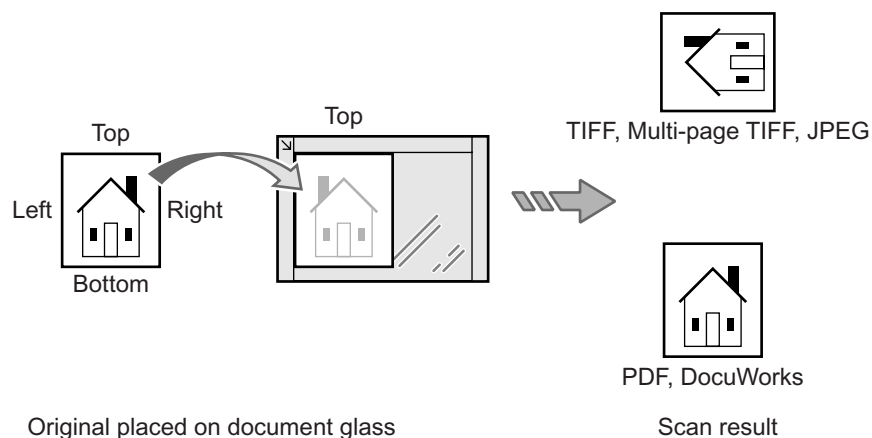
When scanning/copying documents, specify their orientations to identify which side is their top.

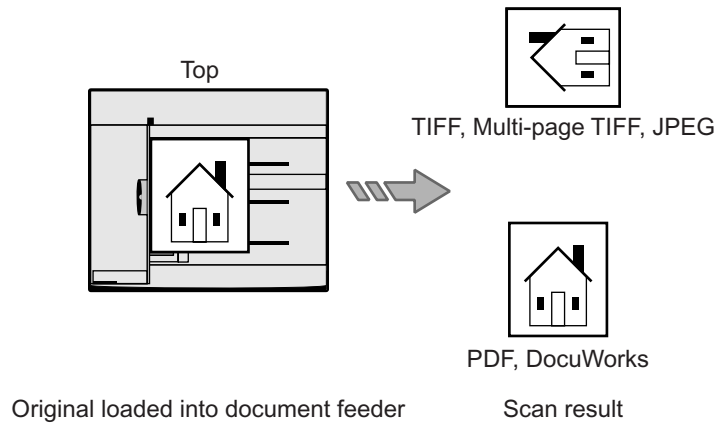
Select [Head to Top] or [Head to Left] under [Original Orientation] either on the [More Scan Features] or [More Copy Features] screen.

When the output file format is TIFF, Multi-page TIFF, or JPEG, load documents in "Head to Left" orientation.

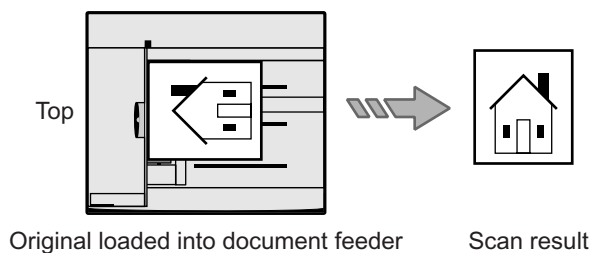
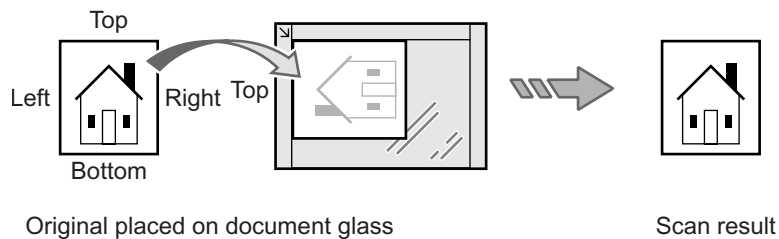
When scanning 2-sided documents, make sure that they are loaded in the orientation specified in [2 Sided Orig.] if scanning, or in [Original Orientation] if copying.

### Head to Top





### Head to Left



Refer to

- For information about [Original Orientation] (scan), refer to "2 Sided Originals (Scanning a 2-Sided Original) (P. 64)" or "Original Orientation (Specifying the Orientation of the Original) (P. 75)".
- For information about [Original Orientation] (copy), refer to "2 Sided Copying (Making a 1-Sided/2-Sided Copy) (P. 92)" or "Original Orientation (Specifying the Orientation of the Original) (P. 107)".

### ■ Scanning Non-Standard Size Documents

When scanning non-standard size documents or documents with sticky notes attached, specify their sizes on the [More Scan Features] or [More Copy Features] screen.

- When scanning:  
[More Scan Features] screen > [Scan Size] > [Variable Size]
- When copying:  
[More Copy Features] screen > [Original Size] > [Variable Size]

Refer to

- For information about [Scan Size], refer to "2.8 Setting Other Scan Features (P. 69)".
- For information about [Original Size], refer to "3.6 Settings Other Copy Features (P. 104)".

## ■ Scanning Mixed-size Documents (DocuScan C4250 only)

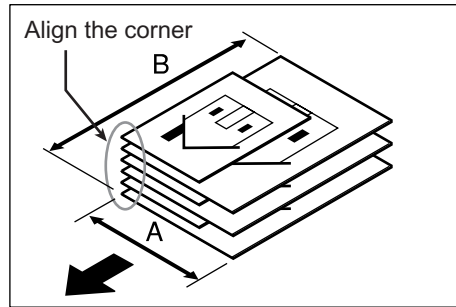
When scanning documents of different sizes, set [Mixed Sized Originals] to [On].

Refer to

- For information about [Mixed Sized Originals], refer to "Setting Other Scan Features (P. 69)" or "3.6 Settings Other Copy Features (P. 104)".

When loading mixed-size documents, follow the guidelines below:

- Load A5 documents in LEF orientation.
- Align the top left corner of documents to prevent them from jamming.



## Loading Documents

---

The following explains how to load documents.

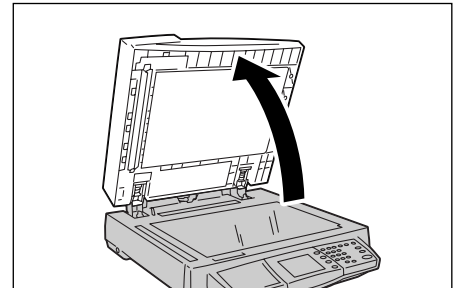
### ■ Using the Document Glass

Use the following procedure when scanning a document from the document glass:

1. Open the document feeder cover.

#### Important

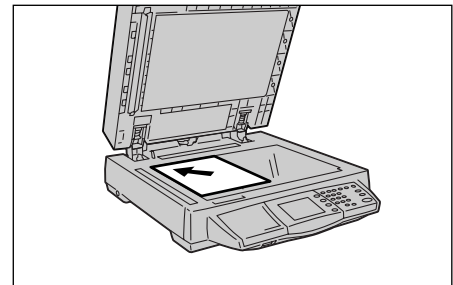
- Raise the document feeder cover until the document feeder cover sensor is detached. The auto size sensor will not work unless the sensor is detached from the document feeder cover.



2. Place the document face down on the document glass, aligned with the top left corner of the document glass.

#### Note

- When scanning a highly translucent document, such as a transparency or tracing paper, place a blank paper on top of it.



3. Close the document feeder cover.

#### Note

- Be sure to close the document feeder cover gently. Otherwise, the document glass may break.

**Important**

- When scanning a thick document, do not press it hard against the document glass. The document glass may break and injure you.
- When scanning with the document feeder cover open, do not stare at the scan light. The light may cause eye irritation or fatigue.

**■ Using the Document Feeder (DocuScan C4250)**

Up to 50 sheets of documents (plain paper: 60-100 g/m<sup>2</sup>) of sizes ranging from 100.0 x 148.0 mm to 297.0 x 432.0 mm can be loaded at once using the document feeder. When scanning more than 50 sheets, load 50 sheets or less at a time.

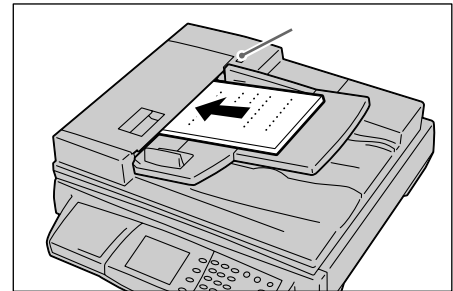
**Note**

- When scanning more than 50 sheets, select [Next Original] while the first 50 sheets are being scanned, and load the next 50 sheets or less to scan all documents as a single job. For more information, refer to " Step 5 Start the scan job (P. 33)" or " Step 6 Start the copy job (P. 81)".

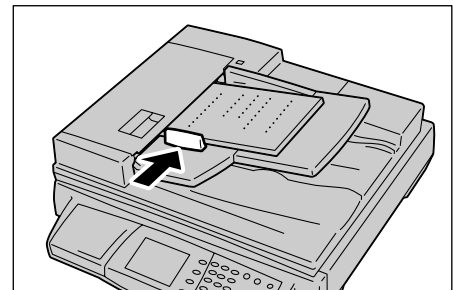
The document feeder feeds documents from the top of the stack and outputs them face down. Use the following procedure when loading documents into the document feeder.

1. Remove all staples and paper clips from the documents and align their edges.

2. Insert the documents into the document feeder face up, and align them with the left and rear edges of the document feeder tray. When the documents are loaded correctly, the document indicator lamp lights up.



3. Position the document guide to just touch the edge of the documents.

**Important**

- Keep the followings in mind to prevent the documents from being jammed or damaged:
  - Do not hold the documents while they are being fed into the document feeder.
  - Constantly remove the documents from the document output tray after they are output (Do not leave them on the tray until they are piled up).
  - Do not put any objects on the document output tray.

## ■ Using the Document Feeder (DocuScan C3200 A)

Up to 50 sheets of documents (plain paper: 60-100 g/m<sup>2</sup>) of sizes ranging from 140.0 x 140.0 mm to 215.9 x 355.6 mm can be loaded at once using the document feeder. When scanning more than 50 sheets, load 50 sheets or less at a time.

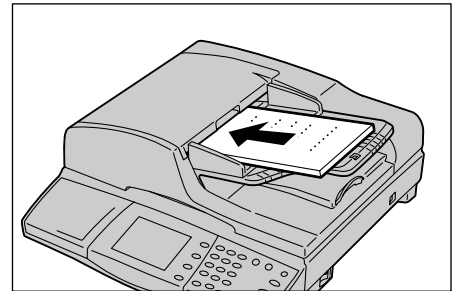
### Note

- When scanning more than 50 sheets, select [Next Original] while the first 50 sheets are being scanned, and load the next 50 sheets or less to scan all documents as a single job. For more information, refer to " Step 5 Start the scan job (P. 33)" or " Step 6 Start the copy job (P. 81)".

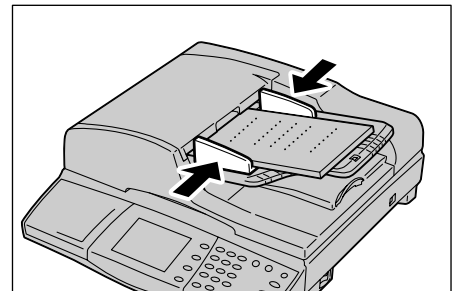
The document feeder feeds documents from the top of the stack and outputs them face down. Use the following procedure to load documents into the document feeder.

1. Remove all staples and paper clips from the documents and align their edges.

2. Insert the documents into the document feeder face up (If the documents are 2-sided, their front sides should face up). Make sure that the documents are loaded all the way into the document feeder.



3. Position the document guides to just touch the edge of the documents.



### Important

- Keep the followings in mind to prevent the documents from being jammed or damaged:
  - Do not hold the documents while they are being fed into the document feeder.
  - Constantly remove the documents from the document output tray after they are output (Do not leave them on the tray until they are piled up).
  - Do not put any objects on the document output tray.

# 2 Scan

## 2.1 Scanning Procedure

---

This section outlines the procedure of scanning a document and creating its electronic data. For details, refer to the description provided for each operation.

### Step 1 Get ready to scan

---



Before using the scan features, ensure that the following items are available or have been performed:

| Scan Type      | Items to Get Ready                             | Resource to Use                                       |
|----------------|--|---|
| Scan to E-mail | •Set an IP address<br>•Enable ports            | Control panel<br>(or CentreWare Internet Services)    |
|                | •Set the e-mail parameters                     | CentreWare Internet Services                          |
|                | •Register an address                           | DocuScan Manager<br>(or CentreWare Internet Services) |
| Scan to PC     | •Set an IP address<br>•Enable ports            | Control panel<br>(or CentreWare Internet Services)    |
|                | •Create a folder in which to save scanned data | Computer on which to save scanned data                |
|                | •Register a login user                         | Computer on which to save scanned data                |
|                | •Register an address                           | DocuScan Manager<br>(or CentreWare Internet Services) |
| Scan to Media  | •USB flash memory                              | _____   |

Refer to

- For information on how to get your scanner ready to scan, refer to "2 Network Settings" in the Setup and Quick Reference Guide.

### Step 2 Load a document and insert media

---



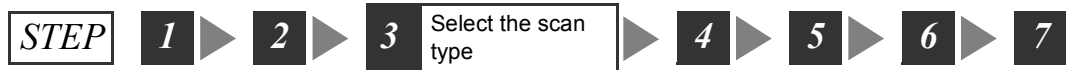
Place a document onto the document glass or into the document feeder.

When using Scan to Media, plug a USB flash memory into the scanner's USB connector.

Refer to

- For instructions on how to load documents, refer to "1.5 Loading Documents (P. 23)".
- For instructions on connecting a USB flash memory to the scanner, refer to "2.6 Using Scan to Media (P. 58)".

## Step 3 Select the scan type



Select the type of the scan job from the [All Services] screen depending on where you want to save the scanned data. The following types of scan jobs are available:

### Scan to E-mail

Sends the scanned data by e-mail.

Refer to

- For more information, refer to "2.4 Using Scan to E-mail (P. 40)".

### Scan to PC

Transfers the scanned data to a network-connected computer using an FTP or SMB protocol.

Refer to

- For more information, refer to "2.5 Using Scan to PC (P. 49)".

### Scan to Media

Saves the scanned data on the USB flash memory.

Refer to

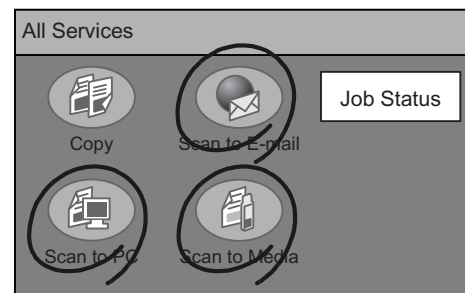
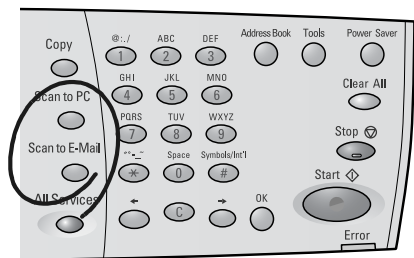
- For more information, refer to "2.6 Using Scan to Media (P. 58)".

1. Push the <Scan to E-mail>/<Scan to PC> button on the control panel. Or, select [Scan to E-mail]/[Scan to PC]/[Scan to Media] on the [All Services] screen.

Note

- The features assigned to the custom buttons can be changed. For more information, refer to "Custom Buttons 1 - 3 (P. 141)".
- When a password is set for the feature selected, a screen prompting you to enter the password appears. When prompted, enter the password using the numeric keypad and select [Confirm]. For information on how to set passwords, refer to "Service Login (P. 145)".
- If the feature selected is disabled, a message informing you of this appears. To enable or disable each feature, refer to "Service Availability (P. 143)".

2. Set the required settings such as the "Save In" location.  
When [Scan to E-mail] is selected, set the



settings on the [E-mail Address] screen.  
When [Scan to PC] is selected, set the settings on the [Save In] screen.

**Note**

- You do not need to set the "Save In" location when using the Scan to Media feature. Data is always saved right under the root directory of the USB flash memory.
- If old settings are still present, pressing the <Clear All> button resets them to the defaults.

## Step 4 Set the scan features



As necessary, set the scan features such as image quality and output file format. The scan features can be set on the following two types of screens:

### Basic Scanning

Used when setting features such as scan color, image quality, scan density, and file format.

Refer to

- For more information, refer to "2.7 Setting the Basic Scan Features (P. 61)".

### More Scan Features

Used when setting features such as scan size and scan ratio.

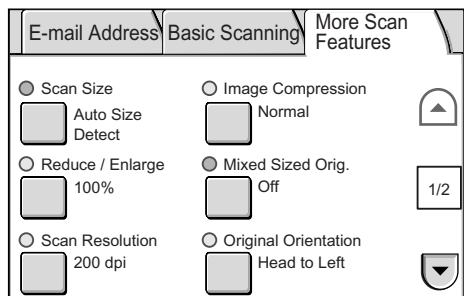
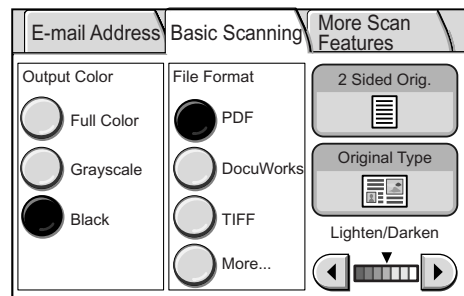
Refer to

- For more information, refer to "2.8 Setting Other Scan Features (P. 69)".

1. Display one of the above screens by selecting the [Basic Scanning] tab or [More Scan Features] tab, and set the required features.

**Note**

- If old settings are still present, pressing the <Clear All> button resets them to the defaults.



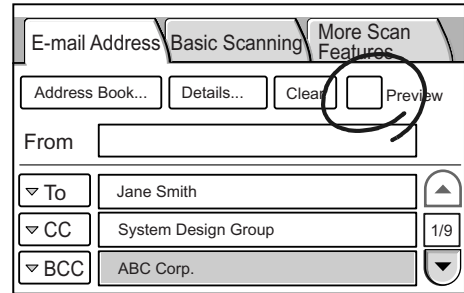


## Step 5 Start the scan job

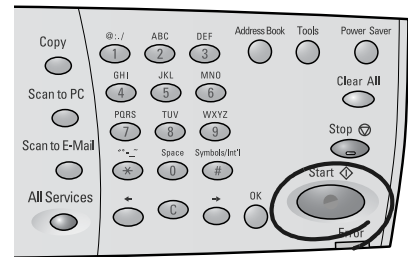


To start scanning, return to the screen where you set the “Save In” location in " Step 3 Select the scan type (P. 31)".

1. Display the [E-mail Address]/[Save In] (Scan to PC)/[Save In] (Scan to Media) screen.
2. If you want to preview the scanned image, select the [Preview] check box.
3. Press the <Start> button on the control panel.



- Important**
- When the document is loaded into the document feeder, do not hold it while it is being fed.
- Note**
- If a problem occurs, the touch panel displays a message. Follow the instructions in the message to remedy the problem. If an error code is displayed, refer to "8.7 Error Codes (P. 208)" for suggested solutions.
  - It may take some time for the scanner to start scanning. The scanner starts scanning after verifying the status of the "Save In" location.



### Preview

When the [Preview] check box is selected, press the <Start> button to display the preview of the image. You can verify the scan result on the preview screen.

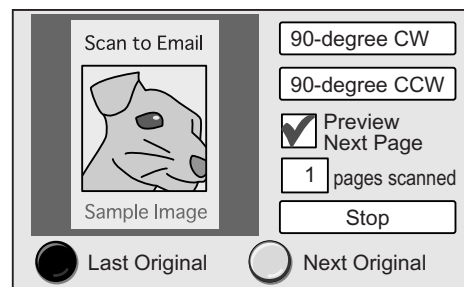
- Note**
- The preview may not show the fine details of the image. The details, however, are scanned and saved as they appear on the original.

1. Verify the scanned image on the preview screen.

### 90-degree CW/90-degree CCW

Rotates and saves the scanned image.  
This setting applies also to the rest of the pages.

- Note**
- Images can be rotated only when scanned in PDF or DocuWorks format.



## Preview Next Page

Shows the preview of the next page.

## Stop

Stops the scan job.

## Last Original/Next Original

Sets whether you have more documents to scan.

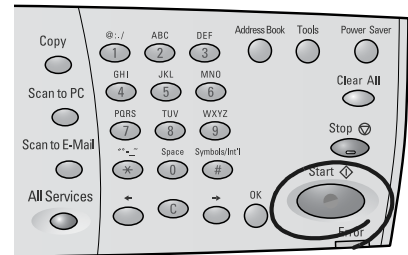
Refer to

- For information about canceling a scan job from a preview screen, refer to "4 Scan" in the Setup and Quick Reference Guide.

2. Press the <Start> button on the control panel. The scanning starts.

Note

- It may take some time for the scanner to start scanning. The scanner starts scanning after verifying the status of the "Save In" location.



## When you have more documents to scan

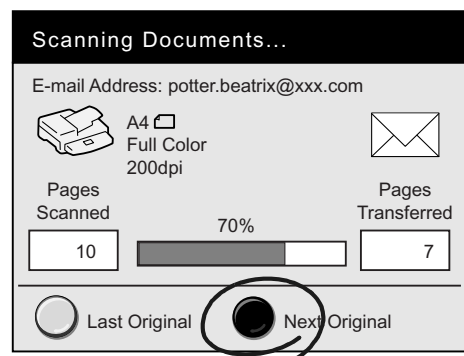
When you have more documents to scan, select [Next Original] on the touch panel while the first document is being scanned. The scanner recognizes that there are more documents to be scanned and scans them as a single job.

Up to 500 pages can be scanned per a single job.

Note

- When the number of scanned pages reaches 500, a message appears and the scanner will not scan the rest of pages. When scanning documents that exceed 500 pages, scan the first 500 pages and then scan the rest of the pages as a new job.

1. Select [Next Original] while the first document is being scanned.



When the scanning of the first document completes, the message on the touch panel changes.

**Note**

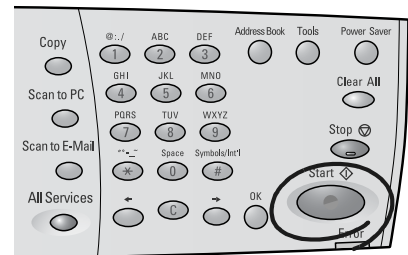
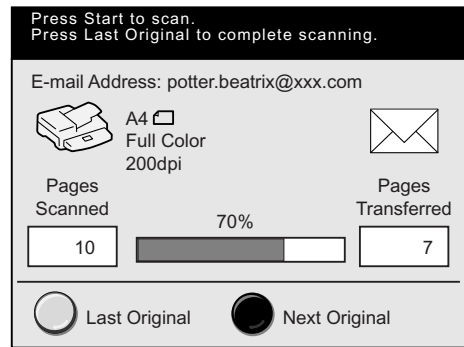
- If no operation is performed for a specific amount of time, the scanner automatically assumes that there are not more documents to be scanned and presumes the scan job.

2. Load the next document.

**Refer to**

- For instructions on how to load documents, refer to "1.5 Loading Documents (P. 23)".

3. Press the <Start> button on the control panel. If you have more documents to scan, repeat the process of loading a document and pressing the <Start> button.



4. When all documents are scanned, select [Last Original].

## Step 6 Check the job status



As necessary, check whether the job has been scanned successfully.

Selecting [Job Status] on the [All Services] screen displays the [Completed Jobs] screen.

**Refer to**

- For information about checking job status, refer to "5 Job Status (P. 127)".

## Step 7 Use the scanned data

---



### Scan to E-mail

Sends the scanned data to a specified e-mail address. The recipient will receive the data as an e-mail attachment.

### Scan to PC

Saves the scanned data on a specified computer.

#### Note

- If editing the scanned data using DocuScan Manager, it is convenient if you set the "Save In" location on DocuScan Manager.

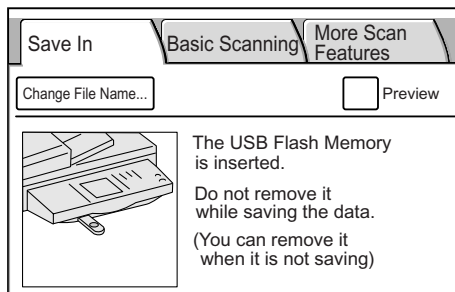
#### Refer to

- For installation instructions of DocuScan Manager, refer to the Software Operation Guide.
- For basic operating instructions of DocuScan Manager, refer to "7 DocuScan Manager (P. 178)".
- For detailed operating instructions of DocuScan Manager, refer to the DocuScan Manager Online Help.

### Scan to Media

Saves the scanned data on the USB flash memory.

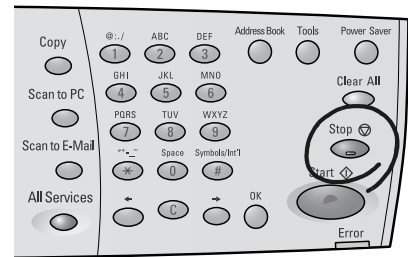
You can unplug the media when the following screen is displayed.



## 2.2 Stopping a Scan Job

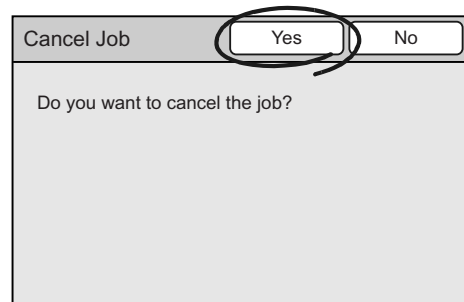
1. Press the <Stop> button on the control panel.

A message appears confirming the cancellation of the job.

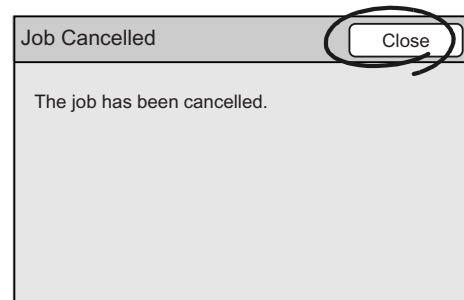


2. Select [Yes].

A message appears informing you that the cancellation is complete.



3. Select [Close].



## 2.3 Scan Feature Setting Items

The scan features offer the following setting items:

### ■ Scan to E-mail

| Screen         | Setting Item | Reference   |
|----------------|--------------|---|
| E-mail Address | Address Book | "Setting the Recipient's E-mail Address (P. 42)"  |
|                | Details      | "Setting a Subject/Comment (P. 44)"   |
|                | Clear        | "Setting the Sender's E-mail Address (P. 42)"<br>"Setting the Recipient's E-mail Address (P. 42)" |
|                | Preview      | "Preview (P. 33)"   |
|                | From         | "Setting the Sender's E-mail Address (P. 42)"   |
|                | To           | "Setting the Recipient's E-mail Address (P. 42)"  |
| Details        | Subject      | "Setting a Subject/Comment (P. 44)"   |
|                | Reply to     |   |
|                | File Name    |   |
|                | Comment      |   |

### ■ Scan to PC

| Screen           | Setting Item       | Reference   |
|------------------|--------------------|---|
| Save In          | Address Book       | "Setting the "Save In" Location Using Address Book (P. 51)" |
|                  | Change File Name   | "Setting the File Name (P. 56)"                             |
|                  | Preview            | "Preview (P. 33)"   |
|                  | SMB/FTP            | "Transfer Protocol (P. 52)"                                 |
|                  | Server             | "Server (P. 52)"  |
|                  | Shared Name        | "Shared Name (SMB) (P. 53)"                                 |
|                  | Save In            | "Save In (P. 54)"   |
|                  | User Name          | "User Name (P. 54)"   |
|                  | Password           | "Password (P. 56)"  |
| Change File Name | File Name          | "Setting the File Name (P. 56)"                             |
|                  | File Name Conflict |   |

## ■ Scan to Media

| Screen           | Setting Item       | Reference                       |
|------------------|--------------------|---------------------------------|
| Save In          | Change File Name   | "Setting the File Name (P. 56)" |
|                  | Preview            | "Preview (P. 33)"               |
| Change File Name | File Name          | "Setting the File Name (P. 59)" |
|                  | File Name Conflict |                                 |

## ■ Other Scan Features

| Screen             | Setting Item         | Reference  |
|--------------------|----------------------|--|
| Basic Scanning     | Output Color         | "Output Color (Selecting the Output Color) (P. 62)"  |
|                    | File Format          | "File Format (Selecting the File Format of the Scanned Data) (P. 63)"                                |
|                    | 2 Sided Orig.        | "2 Sided Originals (Scanning a 2-Sided Original) (P. 64)"  |
|                    | Original Type        | "Original Type (Selecting the Original Type) (P. 66)"  |
|                    | Lighten/Darken       | "Lighten/Darken (Adjusting the Scan Density) (P. 68)"  |
| More Scan Features | Scan Size            | "Scan Size (Specifying the Scan Size) (P. 70)"   |
|                    | Reduce/Enlarge       | "Reduce/Enlarge (Specifying the Scan Ratio) (P. 71)"   |
|                    | Scan Resolution      | "Scan Resolution (Specifying the Scan Resolution) (P. 73)"   |
|                    | Image Compression    | "Image Compression (Specifying the Compression Rate of the Output) (P. 73)"                          |
|                    | Mixed Size Orig.*    | "Mixed Sized Originals (Scanning Mixed-size Originals Simultaneously) (DocuScan C4250 Only) (P. 74)" |
|                    | Original Orientation | "Original Orientation (Specifying the Orientation of the Original) (P. 75)"                          |
|                    | Sharpness            | "Sharpness (Adjusting the Sharpness of the Output) (P. 76)"  |
|                    | Auto Exposure        | "Auto Exposure (Removing the Background of the Original) (P. 77)"                                    |
|                    | Contrast             | "Contrast (Adjusting the Contrast of the Output) (P. 78)"  |

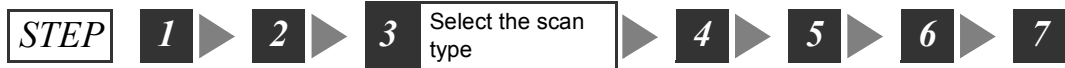
\*This item is not available on the DocuScan C3200 A.

## 2.4 Using Scan to E-mail

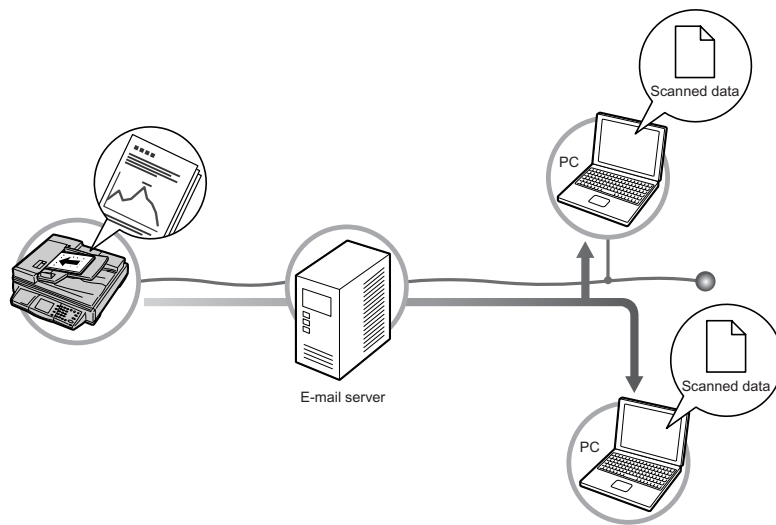
---

This section explains how to convert scanned data into PDF, DocuWorks, TIFF, or JPEG format and send it via e-mail using the Scan to E-mail feature.

This corresponds to " Step 3 Select the scan type (P. 31)" in "2.1 Scanning Procedure".



Scan to E-mail allows you to send scanned data as an e-mail attachment. Fax might get mixed up with other faxes and may not reach the intended recipient. Using this feature, however, data is sent directly to the recipient without any worry of getting lost.



### Operating Tips

---

#### Getting Ready for Scan to E-mail

---

To use the Scan to E-mail feature, configure the following settings:

- Specify the method of obtaining an IP address and set an IP address on the control panel.
- Start CentreWare Internet Services on the control panel.
- Set the e-mail parameters on CentreWare Internet Services.

Refer to

- For details on the above settings, refer to "2. Network Settings" in the Setup and Quick Reference Guide.



## Setting E-mail Addresses/Subjects/Comments

E-mail addresses, subjects, and comments (messages) can be entered by the following two methods:

- Using the numeric keypad on the control panel.
- Storing them in Address Book or Subject/Comment List and selecting them on the scanner.

Refer to

- For information on how to enter characters on the control panel, refer to "1.2 Entering Characters (P. 18)".
- For information about character entry restrictions, refer to "Registering Addresses/Subjects/Comments (P. 114)".
- For information about Address Book and Subject/Comment List, refer to "4.2 Using Address Book on the Scanner (P. 121)".

Addresses, subjects, and comments stored in Address Book or Subject/Comment List can be altered using the numeric keypad on the control panel.

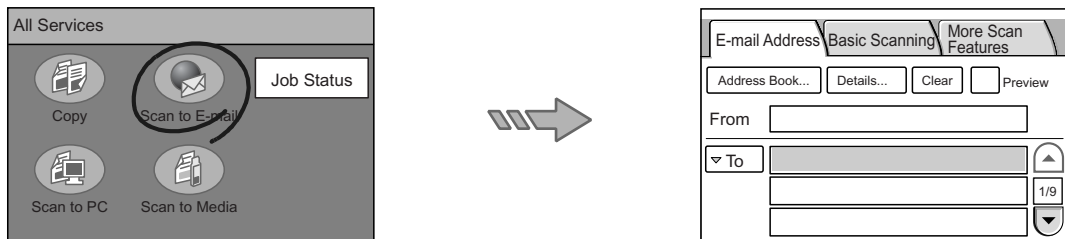
Addresses, subjects, and comments can be registered in Address Book or Subject/Comment List using DocuScan Manager or CentreWare Internet Services.

Refer to

- For installation instructions of DocuScan Manager, refer to the Software Operation Guide.
- For basic operating instructions of DocuScan Manager, refer to "7 DocuScan Manager (P. 178)".
- For detailed operating instructions of DocuScan Manager, refer to the DocuScan Manager Online Help.
- For operating instructions of CentreWare Internet Services, refer to "9.1 Monitoring/Managing the Scanner on a Web Browser (P. 216)".
- For instructions on setting addresses/subjects/comments on CentreWare Internet Services, refer to the CentreWare Internet Services Online Help.

## Configuring Settings for Scan to E-mail

Pressing the <Scan to E-mail> button on the control panel or selecting [Scan to E-mail] on the [All Services] screen displays the [E-mail Address] screen.



Note

- When a password is set for the feature, a screen prompting you to enter the password appears. When prompted, enter the password using the numeric keypad and select [Confirm]. For information on how to set passwords, refer to "Service Login (P. 145)".
- When the feature is disabled, a message informing you of this appears. To enable or disable each feature, refer to "Service Availability (P. 143)".
- If old settings are still present on the [Scan to E-mail] screen, pressing the <Clear All> button on the control panel resets them to the defaults. The defaults can be changed under [System Settings]. For information about [System Settings], refer to "6 System Settings (P. 129)".

## Setting the Sender's E-mail Address

Set the e-mail address of the sender. The sender's address can be selected from Address Book or entered using the numeric keypad. When selected from Address Book, the name set for [Recipient Name] will be set as the sender's name.

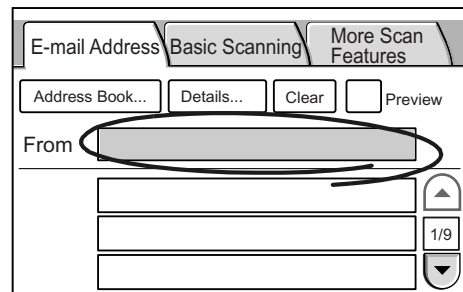
### Note

- The scanner cannot receive e-mail. It is recommended to set an address that can receive e-mail, such as the administrator's address, in case the e-mail server returns e-mail in the event of errors.
- The default sender's address is the address set for [Machine E-mail Address].
- [Machine E-mail Address] can be set under [Properties] > [Protocol Settings] > [E-mail] > [Machine E-mail Address] on CentreWare Internet Services.
- This setting is optional. If you leave this blank, however, an error may occur when attempted to send e-mail depending on the SMTP server.
- The characters that can be used for entering the sender's address are the same as for the recipient's address.

1. On the [E-mail Address] screen, select the [From] entry box.
2. Enter the e-mail address using the numeric keypad.

### Note

- To delete an incorrect entry, select [Clear].



The screenshot shows the 'E-mail Address' screen with three tabs: 'E-mail Address', 'Basic Scanning', and 'More Scan Features'. Below the tabs are buttons for 'Address Book...', 'Details...', 'Clear', and 'Preview'. The 'From' field is highlighted with a red oval. Below the 'From' field are three empty input fields, a '1/9' indicator, and up/down arrow buttons.

## Setting the Recipient's E-mail Address

Set the e-mail address of the recipient to whom you are sending the scanned data.

The recipient address can be selected from Address Book or entered using the numeric keypad.

This settings is mandatory.

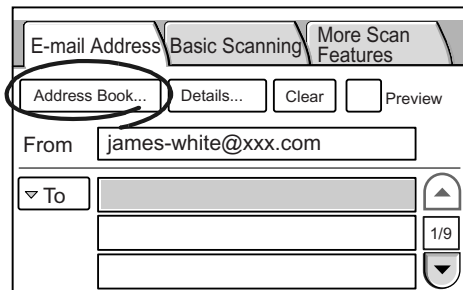
### Note

- Up to 27 recipient addresses can be entered for one e-mail message.

### ■ Using Address Book

If you select the address from Address Book, the name set for [Recipient Name] will be set as the recipient's name.

1. Select the address entry box, and select [Address Book...] or press the <Address Book> button on the control panel.

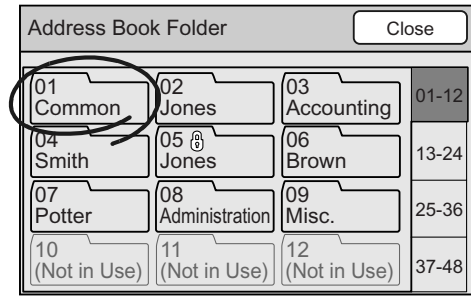


The screenshot shows the 'E-mail Address' screen with three tabs: 'E-mail Address', 'Basic Scanning', and 'More Scan Features'. Below the tabs are buttons for 'Address Book...', 'Details...', 'Clear', and 'Preview'. The 'Address Book...' button is highlighted with a red oval. The 'From' field contains the text 'james-white@xxx.com'. Below the 'From' field is a 'To' field with a dropdown arrow, followed by three empty input fields, a '1/9' indicator, and up/down arrow buttons.

- On the [Address Book Folder] screen, select the folder in which the recipient's address is registered.

**Note**

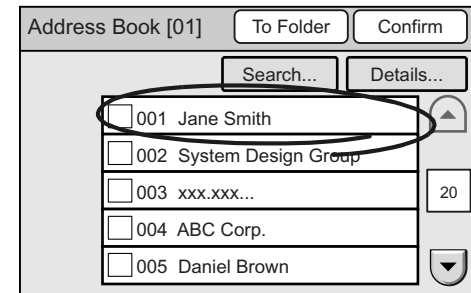
- This screen does not appear if [List View] is selected for [Address Screen] under [System Settings]. The [Address Book...] button takes you directly to the [Address Book] screen, which appears after a specific folder is selected on the [Address Book Folder] screen.
- When a password is set for the folder, a password entry screen appears.
- Password-locked folders are indicated with a "lock" icon.



- On the [Address Book] screen, select the check box of the recipient to be used.

**Note**

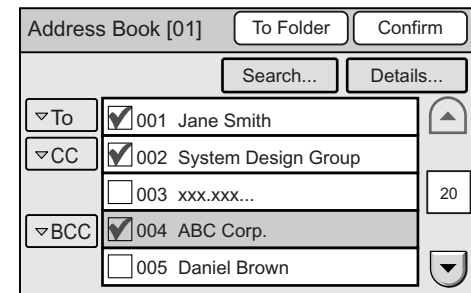
- The check boxes can be selected/deselected each time you touch them.



- The [To] button appears on the left side of the recipient name.

**Note**

- The [To] button can toggle between [To]/[CC]/[BCC] each time you touch it.
- Select the [Search...] button if you want to search for an address. Select the [Details...] button to display the details of the address selected. For more information, refer to "4 Address Book and Subject/Comment List (P. 113)".
- The [To Folder] button cancels the selection and takes you back to the [Address Book Folder] screen.



- As necessary, touch the [To] button to change it to [CC] or [BCC].
- When sending the e-mail to other addresses in the same folder, repeat Step 3 to 5.
- Select [Confirm].
- When sending the e-mail to other addresses in different folders, repeat Step 1 to 7.

**Note**

- To delete an address entered on the [E-mail Address] screen, select the address and select [Clear].



## ■ Subject

Set the subject of the e-mail you are attaching the scanned data to. The subject can be selected from Subject/Comment List or entered using the numeric keypad.

This setting is optional. When this is left blank, the default subject will be used. The default is "Scan Data from [xxx]" where "xxx" is a host name.

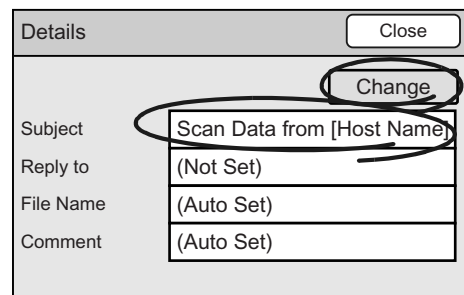
When entering the subject, follow the guidelines below:

- Enter it within 64 characters or symbols.
- Control characters (such as linefeeds) cannot be used.

### Note

- The default subject can be changed under [Setup Menu] > [Subject] > [Default Subject Number] on CentreWare Internet Services.  
On CentreWare Internet Services, you can register contents of subjects such as [Default Subject Number], [Number], and [Content]. When [Default Subject Settings] is set to [0], or when no information is registered for the default subject, "Scan Data from [xxx]" (where "xxx" is a host name) will display as the default.
- The "xxx" of "Scan Data from [xxx]" is the host name set under [Properties] > [Protocol Settings] > [TCP/IP] > [Host Name] on CentreWare Internet Services.

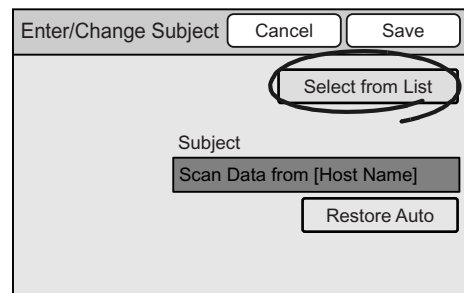
1. On the [Details] screen, select [Subject], and select [Change].



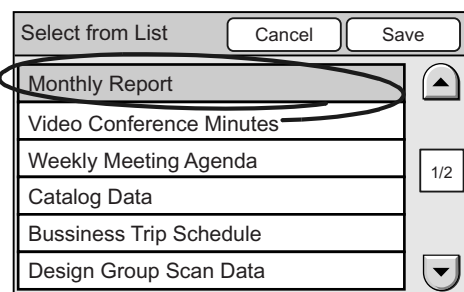
2. On the [Enter/Change Subject] screen, select [Select from List].  
If entering the subject directly, enter it in the [Subject] entry box.

### Note

- The [Restore Auto] button resets the subject to the default.



3. On the [Select from List] screen, select the desired subject.
4. Select [Save].
5. On the [Enter/Change Subject] screen, select [Save].



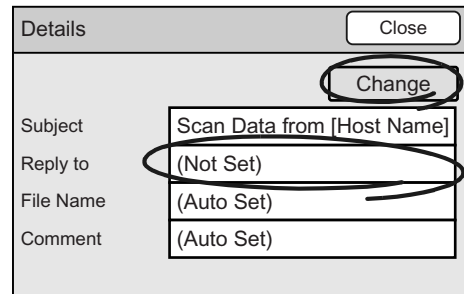
## ■ Reply to

Set the return address of the e-mail you are attaching the scanned data to. The return address can be selected from Address Book or entered using the numeric keypad. When selected from Address Book, the name set for [Recipient Name] will be set as the name of the return address.

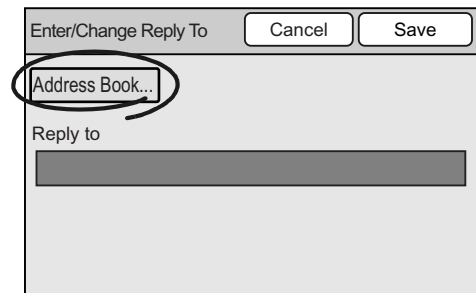
### Note

- The scanner cannot receive e-mail. It is recommended to set an address that can receive e-mail, such as the administrator's address, in case the e-mail server returns e-mail in the event of errors.
- The characters that can be used for entering the return address are the same as for the recipient's address.

1. On the [Details] screen, select [Reply to], and select [Change].



2. On the [Enter/Change Reply To] screen, select [Address Book...], and select the return e-mail address. When entering it on the control panel, enter it in the [Reply to] entry box.



### Refer to

- For information on how to enter addresses, refer to "Setting the Recipient's E-mail Address (P. 42)".

3. Select [Save].

## ■ File Name

Set the file name of the scanned data.

When this is left blank, the file name will be assigned automatically based on the following rule:

- Starts with "img-" followed by a nine-digit number indicating the saved date and time. October, November, and December, however, are indicated as "X", "Y", and "Z", respectively.

Example: img-102030400    January 2nd, 03:04:00 (hr:min:sec)  
img-X11123045    October 11th, 12:30:45 (hr:min:sec)

When entering the file name, follow the guidelines below:

- Enter it within 20 characters or symbols.
- The following symbols cannot be used:  
\* " / \ < > : | ? = , . ; [ ] +

1. On the [Details] screen, select [File Name], and select [Change].

The screenshot shows a 'Details' window with a 'Close' button in the top right. Below the title bar, there are four fields: 'Subject' (Scan Data from [Host Name]), 'Reply to' ((Not Set)), 'File Name' ((Auto Set)), and 'Comment' ((Auto Set)). The 'File Name' field is highlighted with a black oval, and the 'Change' button located to its right is also circled with a black oval.

2. On the [Enter/Change File Name] screen, select the [File Name] entry box.
3. Enter the file name using the numeric keypad on the control panel.

**Note**

- The [Restore Auto] button resets the file name to the default.

4. Select [Save].

The screenshot shows an 'Enter/Change File Name' window with 'Cancel' and 'Save' buttons in the top right. The main area contains a label 'File Name (Max. 20 chars.)' above an entry box containing '(Auto Set)'. The entry box is highlighted with a black oval. Below the entry box is a 'Restore Auto' button. At the bottom right, there is an example: 'Example: img-102030400 (Jan.2 03:04:00)'.

### ■ Comment

Set the comment (message) of the e-mail you are attaching the scanned data to. The comment can be selected from Subject/Comment List or entered using the numeric keypad. This setting is optional.

When entering the comment, follow the guidelines below:

- Enter it within 192 characters or symbols.
- Control characters other than linefeeds (such as tabs) cannot be used.

1. On the [Details] screen, select [Comment], and select [Change].

The screenshot shows a 'Details' window with a 'Close' button in the top right. Below the title bar, there are four fields: 'Subject' (Scan Data from [Host Name]), 'Reply to' ((Not Set)), 'File Name' ((Auto Set)), and 'Comment' ((Auto Set)). The 'Comment' field is highlighted with a black oval, and the 'Change' button located to its right is also circled with a black oval.

2. On the [Enter/Change Comment] screen, select [Select from List].  
If entering the comment directly, enter it in the [Comment] entry box.

**Note**

- The [Clear Field] button deletes all characters entered.

The screenshot shows an 'Enter/Change Comment' window with 'Cancel' and 'Save' buttons in the top right. The main area contains two buttons: 'Clear Field' and 'Select from List'. The 'Select from List' button is highlighted with a black oval. Below the buttons is a label 'Comment' and a large empty text area.

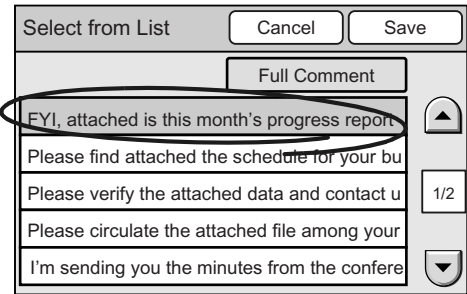
3. On the [Select from List] screen, select the desired comment.

Note

- Select the [Full Comment] button to display the entire comment.

4. Select [Save].

5. On the [Enter/Change Comment] screen, select [Save].

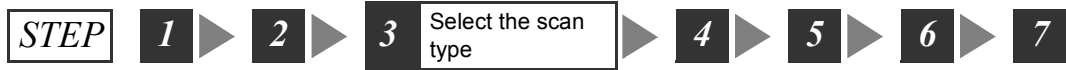




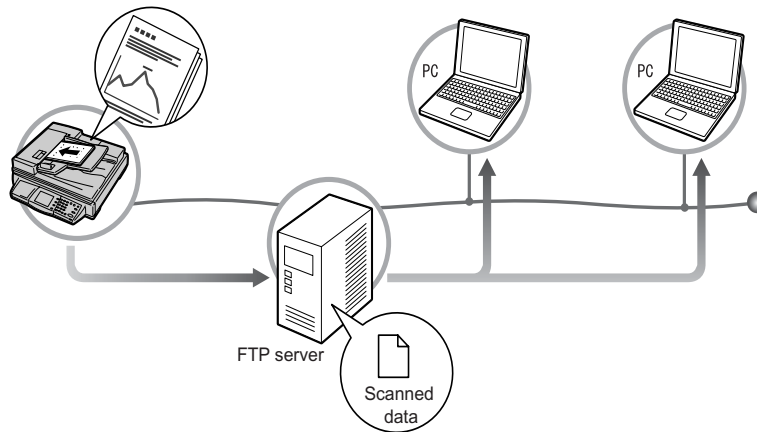
## 2.5 Using Scan to PC

This section explains how to convert scanned data into PDF, DocuWorks, TIFF, or JPEG and transfer it to a network-connected computer using an FTP or SMP protocol.

This corresponds to " Step 3 Select the scan type (P. 31)" in "2.1 Scanning Procedure".



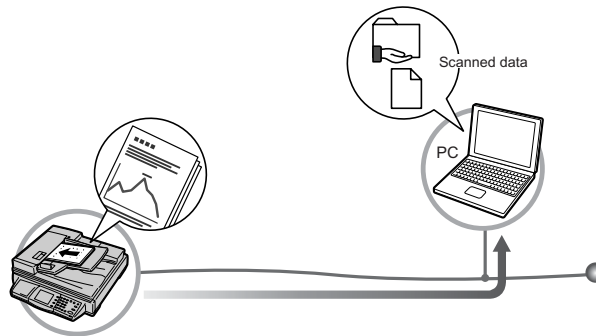
If you want to share scanned data among many users, save it on an FTP server.



If you want to import scanned data into your own computer, save it on an SMB server.

### Note

- A shared folder that will be used on SMB to save the scanned data can be created automatically if you register the SMB address on DocuScan Manager.



## Operating Tips

---

### Getting Ready for Scan to PC

---

To use the Scan to PC feature, configure the following settings:

- Set the parameters for an FTP server  
Obtain the server name and user name from your system administrator.
- Create a shared folder (for SMB only)  
Create a folder in which to save the scanned data and enable sharing of the folder.  
The shared folder can be created automatically if you register the SMB address using the Easy Setup mode on DocuScan Manager.
- Specify the method of obtaining an IP address and set up an IP address on the control panel.

Refer to

- For details on the above settings, refer to "Network Settings" in the Setup and Quick Reference Guide.
- For information on how to create folders or to enable their sharing, refer to the Windows online help.

### Setting the "Save In" Location

---

The following two methods can be used to enter the server name (IP address), shared name of the location where the scanned data is to be saved, as well as the user ID and password to be used when accessing the location:

- Using the numeric keypad on the control panel.
- Storing them in Address Book and selecting them on the scanner.

Refer to

- For information on how to enter characters on the control panel, refer to "1.2 Entering Characters (P. 18)".
- For information about character entry restrictions, refer to "Registering Addresses/Subjects/Comments (P. 114)".
- For information about Address Book, refer to "4.2 Using Address Book on the Scanner (P. 121)".

Addresses stored in Address Book can be altered on the control panel using the numeric keypad.

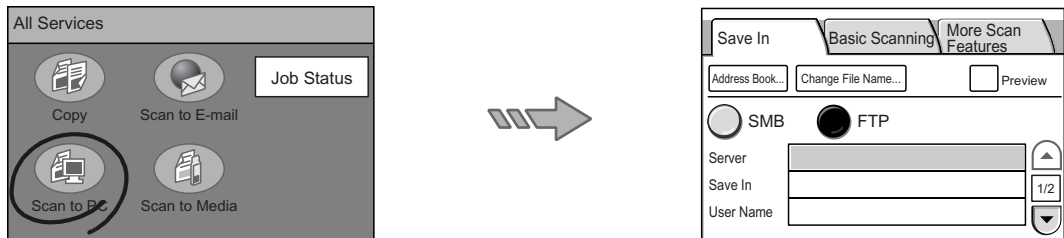
Addresses can be registered in Address Book using DocuScan Manager or CentreWare Internet Services.

Refer to

- For installation instructions of DocuScan Manager, refer to the Software Operation Guide.
- For basic operating instructions of DocuScan Manager, refer to "7 DocuScan Manager (P. 178)".
- For detailed operating instructions of DocuScan Manager, refer to the DocuScan Manager Online Help.
- For operating instructions of CentreWare Internet Service, refer to "9.1 Monitoring/Managing the Scanner on a Web Browser (P. 216)".
- For information about setting addresses/subjects/comments on CentreWare Internet Services, refer to the CentreWare Internet Services Online Help.

## Configuring Settings for Scan to PC

The [Save In] screen can be displayed by pressing the <Scan to PC> button on the control panel or by selecting [Scan to PC] on the [All Services] screen.

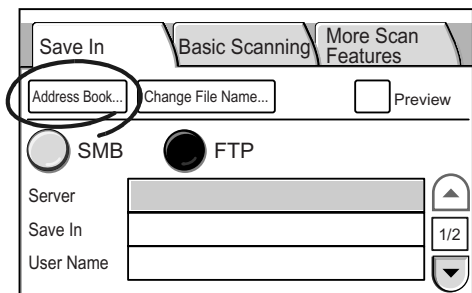


### Note

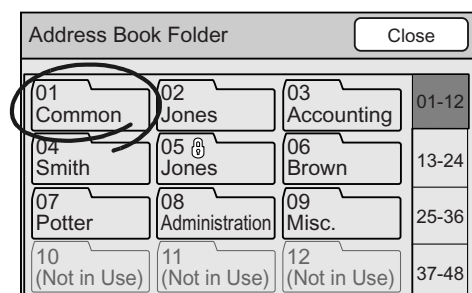
- If a password is set for the feature, a screen prompting you to enter the password appears. If prompted, enter the password using the numeric keypad and press [Confirm]. For information on how to set passwords, refer to "Service Login (P. 145)".
- If the feature is disabled, a message informing you of this appears. To enable or disable each feature, refer to "Service Availability (P. 143)".
- If old settings are still present on the [Save In] screen, pressing the <Clear All> button resets them to the defaults. The defaults can be changed under [System Settings]. For information about [System Settings], refer to "6 System Settings (P. 129)".

## Setting the "Save In" Location Using Address Book

1. On the [Save In] screen, select [Address Book...].



2. On the [Address Book Folder] screen, select a folder where the address to be used is registered.



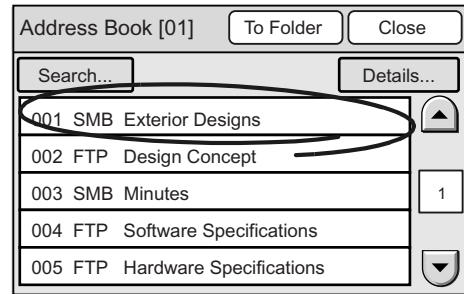
### Note

- This screen does not appear if [List View] is selected for [Address Screen] under [System Settings]. The [Address Book...] button takes you directly to the [Address Book] screen, which appears after a specific folder is selected on the [Address Book Folder] screen.
- If a password is set to the folder, a password entry screen appears.
- Password-lock folders are indicated with a "lock" icon.

- On the [Address Book] screen, select the desired "Save In" location.

**Note**

- Select [Search...] button to search for an address. Select the [Details...] button to display the details of the address selected. For more information, refer to "4 Address Book and Subject/Comment List (P. 113)".
- The [To Folder] button cancels the selection and takes you back to the [Address Book Folder] screen.



- Select [Close].

- The [Save In] screen appears.

**Note**

- The address selected from Address Book can be altered using the control panel.

## Setting the "Save In" Location Using the Control Panel

Use the following procedure also when altering a "Save In" location that is already set.

**Note**

- Altering addresses on the control panel does not alter the contents of Address Book.

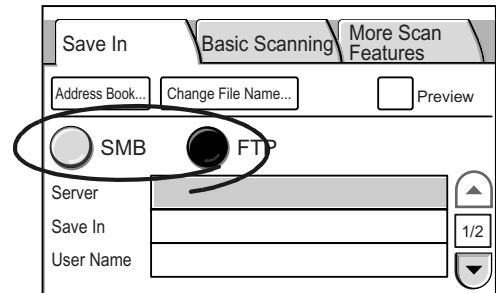
### ■ Transfer Protocol

Select a method to be used when transferring the scanned data from the scanner.

If saving the scanned data in a Windows shared folder, select [SMB].

If saving it on an FTP server, select [FTP].

- Select [SMB] or [FTP].



### ■ Server

Set the computer on which the scanned data is to be saved.

This setting is mandatory.

When entering the server, follow the guidelines below:

- Enter it in one of the following formats:
  - FQDN format
    - Example: pcname.example.com
  - Computer Name (NetBIOS name)
    - Example: pcname
  - DNS Host Name
    - Example: pcname
  - IP Address

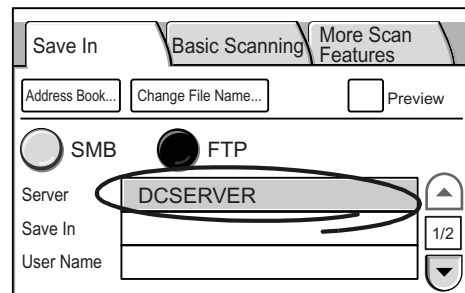
Example: 192.168.1.100

- Enter it within 64 characters or symbols.
- Control characters (such as linefeeds) cannot be used.

Note

- For information about FTP server, ask your system administrator.
- Your computer name can be found in [My Computer] > [Properties] on Windows. If using Windows XP, your computer name is under [Change] > [Computer Name] on the [Computer Name] tab. If using Windows 2000, your computer name is under [Properties] > [Computer Name] on the [Network ID] tab.
- The IP address of your computer can be displayed by entering "ipconfig" in [Command Prompt] and pressing the <Enter> key.
- If entering this in FQDN format, [Properties] > [Protocol Settings] > [TCP/IP] > [DNS] > [DNS Server Address] must be set on CentreWare Internet Services.
- Computer name (NetBIOS name) can be entered only when [Transfer Protocol] is set to [SMB].
- When [Transfer Protocol] is [SMB] and if entering the computer name of a computer located on other subnet, [Properties] > [Protocol Settings] > [TCP/IP] > [WINS] > [WINS Server Address] must be set on CentreWare Internet Services.
- If entering a DNS host name, the location where the scanned data is to be saved must be in the domain specified in [Properties] > [Protocol Settings] > [TCP/IP] > [DNS] > [DNS Server Address]/ [DNS Domain Name] on CentreWare Internet Services.
- If setting this by entering a DNS host name when [Transfer Protocol] is [SMB], and if a computer that uses the same name for its computer name (NetBIOS name) exists on the same subnet as the scanner, the scanned data will be saved on that computer.

1. Select the [Server] entry box.
2. Enter the name or IP address of the server using the numeric keypad on the control panel.



### ■ Shared Name (SMB)

This item appears when [SMB] is selected for the transfer protocol. Set the shared name of the shared folder in which to save the scanned data. This setting is mandatory.

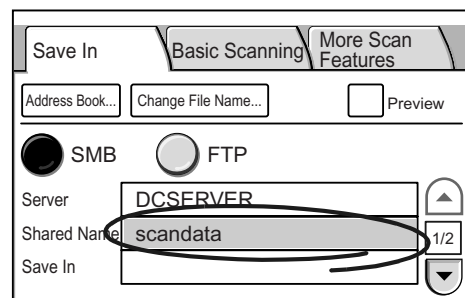
When entering the shared name, follow the guidelines below:

- Enter it within 32 characters or symbols.
- Control characters (such as linefeeds) cannot be used.

Note

- The shared name can be found in [Properties] of the shared folder you created. It is under [Share name] on the [Sharing] tab.

1. Select the [Shared Name] entry box.
2. Enter the shared name using the numeric keypad on the control panel.



## ■ Save In

Set the name of the folder in which to save the scanned data.

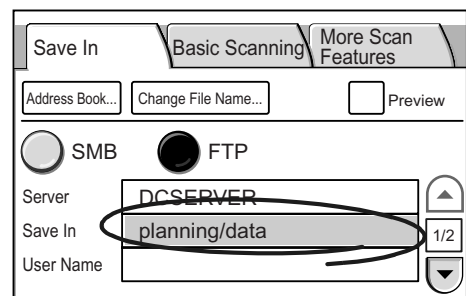
When [Transfer Protocol] is [SMB], set the folder under the shared folder you created. When [Transfer Protocol] is [FTP], set the folder under the directory to be logged in.

This setting is optional. If you leave this blank when [Transfer Protocol] is [SMB], the scanned data will be saved right under the shared folder set in [Shared Name]. When [Transfer Protocol] is [FTP], the scanned data will be saved in the directory that will be logged in by the user set in [User Name].

When entering the "Save In" location, follow the guidelines below:

- Enter it within 96 characters or symbols.
- Control characters (such as linefeeds) cannot be used.
- If [Transfer Protocol] is [FTP], enter it in a format of "path1/path2". If [Transfer Protocol] is [SMB], enter it in a format of "path1\path2".

1. Select the [Save In] entry box.
2. Enter the path of the folder in which to save the scanned data using the numeric keypad on the control panel.



## ■ User Name

Set the user who is authorized to enter the computer/folder in which to save the scanned data.

This setting is mandatory.

When entering the user name, follow the guidelines below:

### ■ Local user name

- Enter it within 97 characters or symbols.
- Control characters (such as linefeeds) and the following symbols cannot be used:  
“ \* + , / : ; < = > ? [ \ ] | ”
- Leading and trailing spaces are not allowed.
- This cannot be a character string that only contains a period (.).

Note

- If using Windows XP, your local user name can be found under [Control Panel] > [User Account].
- If using Windows 2000, your local user name is under [My Computer] > [Properties] on the [User Profiles] tab, and is displayed in a format of "computer name\user name". For details, check [Control Panel] > [Users and Passwords].

### ■ NetBIOS-format domain user

Specify this in a format of "domain\user".

Example: pcname\smith

When entering the "domain" and "user" portions, follow the guidelines below:

- Control characters (such as linefeeds) and the following symbols cannot be used:  
“ \* + , / : ; < = > ? [ \ ] | ”
- Leading and trailing spaces are not allowed.
- This cannot be a character string that only contains a period (.).
- Enter the "user portion" within 32 characters or symbols.
- Enter the "domain portion" within 64 characters or symbols.

Note

- If using Windows XP, your NetBIOS-format domain user name can be found under [Control Panel] > [User Account].
- If using Windows 2000, your NetBIOS-format domain user name is under [My Computer] > [Properties] on the [User Profiles] tab, and is displayed in a format of "computer name\user name".

■ **UPN-format domain user**

Set this in a format of "user portion@domain portion".

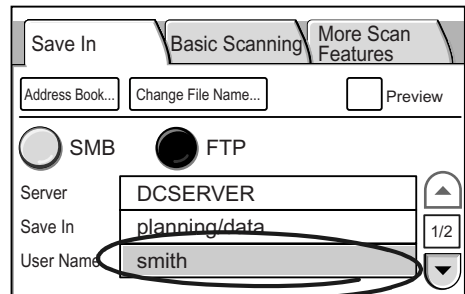
Example: guest@example.com

- The "domain portion" cannot contain control characters (such as linefeeds), spaces, and the following symbols:  
! " # \$ % & ' ( ) \* + , / : ; < = > ? @ [ \ ] ^ ` { | } ~
- Enter the "user portion" within 32 characters or symbols.
- Enter the "domain portion" within 64 characters or symbols.

Note

- For UPN-format user name, ask your network administrator.

1. Select the [User Name] entry box.
2. Enter the user name using the numeric keypad on the control panel.

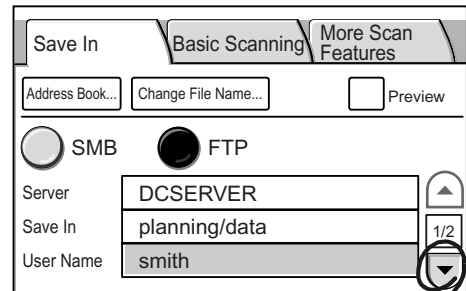


## ■ Password

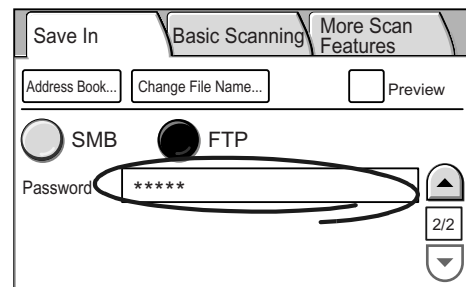
Set the password for the user set in [User Name]. This setting is mandatory.

Enter the password within 32 characters or symbols.

1. Select [▼] on the right side of the [Save In] screen to display the [Password] entry box.

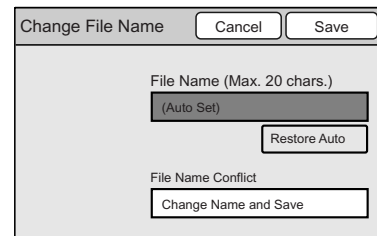
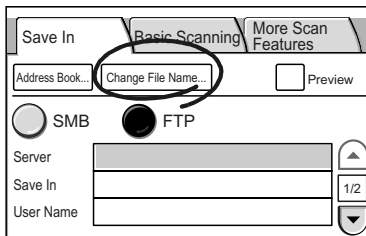


2. Select the [Password] entry box.
3. Enter the password using the numeric keypad on the control panel.



## Setting the File Name

Selecting [Change File Name...] on the [Save In] screen displays the [Change File Name] screen. On this screen, you can set the file name of the scanned data and specify the action to be taken when a file name conflict occurs.



## ■ File Name

Set the file name of the scanned data.

When this is left blank, the file name will be assigned automatically based on the following rule:

- Starts with "img-" followed by a nine-digit number indicating the saved date and time. October, November, and December, however, are indicated as "X", "Y", and "Z", respectively.

Example: img-102030400    January 2nd, 03:04:00 (hr:min:sec)  
img-X11123045    October 11th, 12:30:45 (hr:min:sec)

When entering the file name, follow the guidelines below:

- Enter it within 20 characters or symbols.



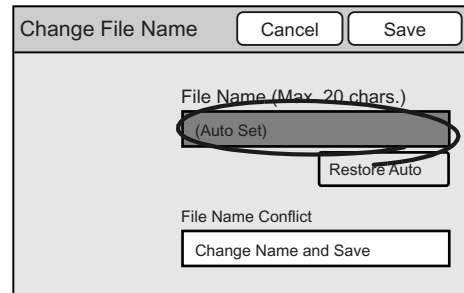
- The following symbols cannot be used:  
\* " / \ < > : | ? = , . ; [ ] +

1. On the [Change File Name] screen, select the [File Name] entry box.
2. Enter the file name using the numeric keypad on the control panel.

**Note**

- The [Restore Auto] button rests the file name to the default.

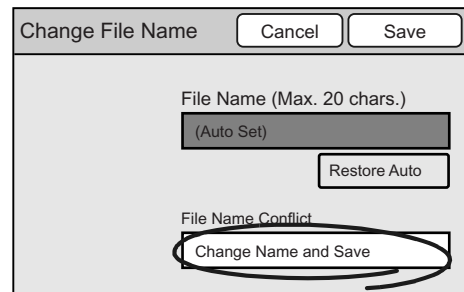
3. Select [Save].



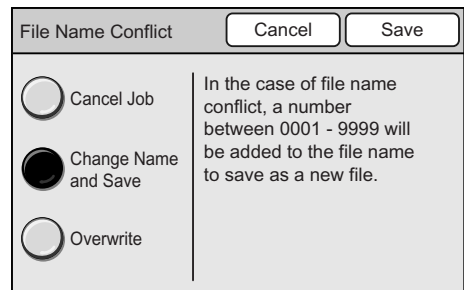
### ■ File Name Conflict

Specify the action to be taken if a file name conflict occurs.

1. On the [Change File Name] screen, select [File Name Conflict].



2. On the [File Name Conflict] screen, select [Cancel Job], [Change Name and Save], or [Overwrite].  
In case of a file name conflict, [Change Name and Save] will not save the file. [Change Name and Save] will save the file, but will add a number between 0001 and 9999 to the end of its name. [Overwrite] will save the file by overwriting the file of the same name.



3. Select [Save].

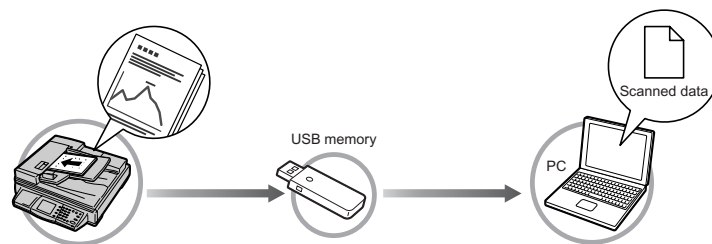
## 2.6 Using Scan to Media

This section explains how to convert scanned data into PDF, DocuWorks, TIFF, or JPEG and save it on a USB flash memory (available commercially) plugged into the USB connector.

This corresponds to " Step 2 Load a document and insert media (P. 30)" and " Step 3 Select the scan type (P. 31)" in "2.1 Scanning Procedure".



The Scan to Media feature allows you to import scanned data into your computer even when the scanner is not connected to a network.



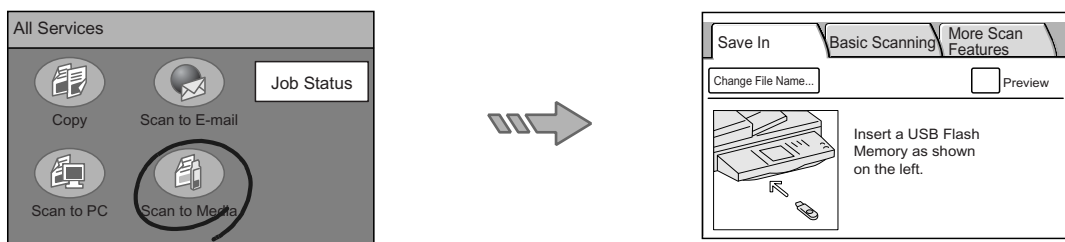
When Scan to Media is used, data will be saved directly under the root directory of the USB flash memory.

### Important

- Scan to Media cannot be used when the security or write-protect feature of the USB flash memory is enabled.

## Configuring Settings for Scan to Media

Selecting [Scan to Media] on the [All Services] screen or pressing the <Scan to Media> button displays the [Save In] screen.



### Note

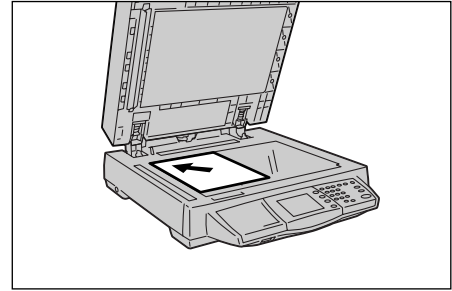
- When a password is set for the feature, a screen prompting you to enter the password appears. When prompted, enter the password using the numeric keypad and select [Confirm]. For information on how to set passwords, refer to "Service Login (P. 145)".
- When the feature is disabled, a message informing you of this appears. To enable or disable the use of each feature, refer to "Service Availability (P. 143)".
- If old settings are still present on the [Save In] screen, pressing the <Clear All> button on the control panel resets them to the defaults. The defaults can be changed under [System Settings]. For information about [System Settings], refer to "6 System Settings (P. 129)".

## Loading the Document and Inserting the Media

1. Load the document to be scanned.

Refer to

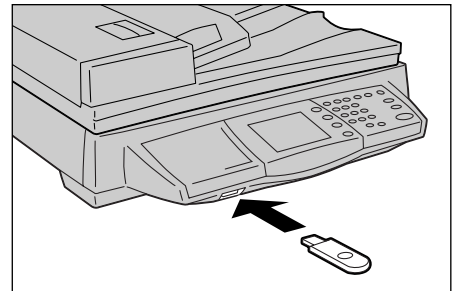
- For instructions on how to load documents, refer to "1.5 Loading Documents (P. 23)".



2. Insert a USB flash memory into the USB connector.

Note

- The scanner has three USB connectors. To insert a USB flash memory, the connector located on the front side is the most convenient. Other USB connectors can be used also if the connector on the front side has malfunctioned.

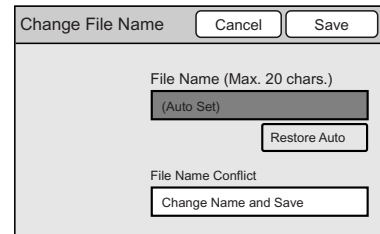
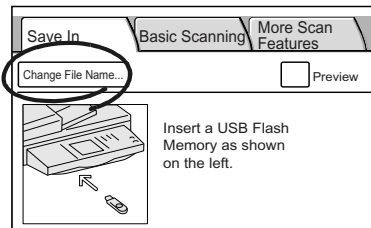


Refer to

- For more information on the location of the USB connectors, refer to "1.1 Main Components (P. 13)".

## Setting the File Name

Selecting [Change File Name...] on the [Save In] screen displays the [Change File Name] screen. On this screen, you can set the file name of the scanned data and specify the action to be taken when a file name conflict occurs.



### ■ File Name

Set the file name of the scanned data.

If you leave this blank, the file name will be assigned automatically based on the following rule:

- Starts with "img-" followed by a nine-digit number indicating the saved date and time. October, November, and December, however, are indicated as "X", "Y", and "Z", respectively.

Example: img-102030400    January 2nd, 03:04:00 (hr:min:sec)  
img-X11123045    October 11th, 12:30:45 (hr:min:sec)

When entering the file name, follow the guidelines below:

- Enter it within 20 characters or symbols.
- The following symbols cannot be used:  
\* " / \ < > : | ? = , . ; [ ] +

1. On the [Change File Name] screen, select the [File Name] entry box.

2. Enter the file name using the numeric keypad on the control panel.

Note

- The [Restore Auto] resets the file name to the default.

3. Select [Save].

Change File Name [Cancel] [Save]

File Name (Max. 20 chars.)  
(Auto Set) [Restore Auto]

File Name Conflict  
[Change Name and Save]

## ■ File Name Conflict

Specify the action to be taken when a file name conflict occurs.

1. On the [Change File Name] screen, select [File Name Conflict].

Change File Name [Cancel] [Save]

File Name (Max. 20 chars.)  
(Auto Set) [Restore Auto]

File Name Conflict  
[Change Name and Save]

2. On the [File Name Conflict] screen, select [Cancel Job], [Change Name and Save], or [Overwrite].

In case of a file name conflict, [Change Name and Save] will not save the file. [Change Name and Save] will save the file, but will add a number between 0001 and 9999 to the end of its name. [Overwrite] will save the file by overwriting the file of the same name.

3. Select [Save].

File Name Conflict [Cancel] [Save]

Cancel Job

Change Name and Save

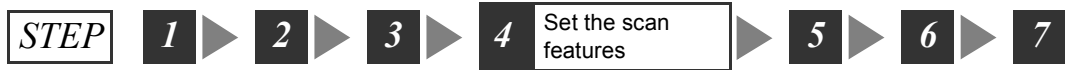
Overwrite

In the case of file name conflict, a number between 0001 - 9999 will be added to the file name to save as a new file.

## 2.7 Setting the Basic Scan Features

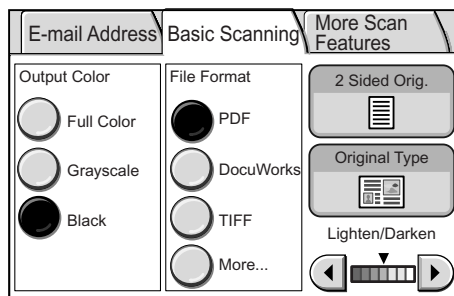
This section explains how to set the basic scan features.

This corresponds to " Step 4 Set the scan features (P. 32)" in "2.1 Scanning Procedure".



The basic scan features can be set on the [Basic Scanning] screen.

[Basic Scanning] screen

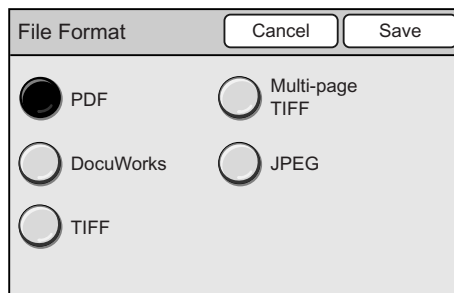


### Note

- The above screen is the [Basic Scanning] screen when [Scan to E-mail] is selected. The content of the screen, however, is the same even when [Scan to PC] or [Scan to Media] is selected.
- If old settings are still present on the [Basic Scanning] screen, pressing the <Clear All> button on the control panel resets them to the defaults. The defaults can be changed under [System Settings]. For information about [System Settings], refer to "6 System Settings (P. 129)".

From the [Basic Scanning] screen, access the setting screen for each available feature.

<Example>

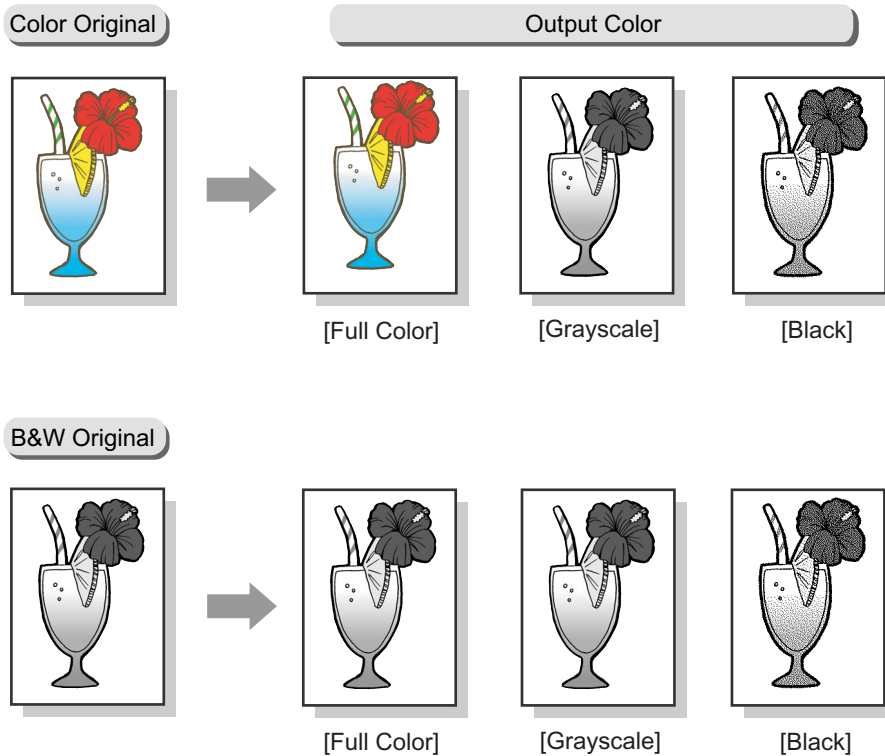


On each setting screen, configure the required settings and select [Save] when you are done.

When you want to delete or cancel the settings you entered, select [Cancel].

## Output Color (Selecting the Output Color)

The Output Color feature allows you to select the desired output color.



### Full Color

Select this when scanning color originals.

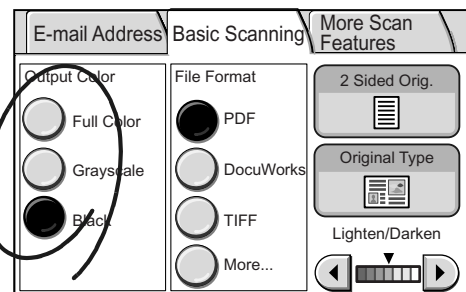
### Grayscale

Select this when scanning originals with different shades of black and white. This can be used for originals that cannot be represented in black and white only.

### Black

Select this when the desired output is black and white.

1. On the [Basic Scanning] screen, select the desired output color.



## File Format (Selecting the File Format of the Scanned Data)

---

The File Format feature allows you to set the file format of the scanned data.

### PDF

Saves the scanned data in PDF format.

Note

- To view scanned data saved in PDF format, Acrobat Reader 4.0 or later is required. Acrobat Reader can be installed from the "Software Pack" CD-ROM included with the scanner.

### DocuWorks

Saves the scanned data in DocuWorks format.

Note

- To view or print scanned data saved in DocuWorks format, one of the following software is required:
  - DocuWorks Ver. 4.0 or later
  - DocuWorks Viewer Light Ver. 4.0 or later
  - DocuWorks Viewer Light for Web Ver. 4.0 or laterDocuWorks 6.0 Trial Edition, DocuWorks Viewer Light 6.0, and DocuWorks Viewer Light for Web 6.0 can be installed from the "Software Pack" CD-ROM included with the scanner.

### TIFF

Divides the scanned data per page and saves each page as a TIFF file.

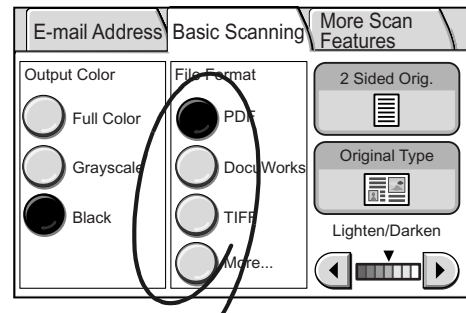
Note

- The TIFF format can be selected from [TIFF V6] and [TTN2] under [System Settings]. For more information, refer to "TIFF File Format (P. 172)".

### More...

Displays the [File Format] screen that allows you to select other file formats.

1. On the [Basic Scanning] screen, select the desired file format.  
To select a file format that is not displayed on the screen, select [More...] and select it on the [File Format] screen.



### [File Format] Screen

---

Selecting [More...] on the [Basic Scanning] screen displays the [File Format] screen.

On this screen, you can select other file formats.

### Multi-page TIFF

Saves multiple-page scanned data into one TIFF file.

Note

- Multi-page TIFF files can be viewed on DocuScan Manager.

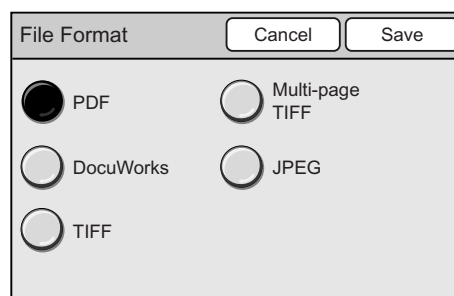
### JPEG

Saves scanned data in JPEG format.

Note

- [JPEG] cannot be selected when [Output Color] is set to [Black].

1. When [More...] is selected, select the desired file format on the [File Format] screen.
2. Select [Save].



## 2 Sided Originals (Scanning a 2-Sided Original)

---

The 2 Sided Originals feature allows you to set whether to scan both sides or only one side of the original.

When scanning both sides of the original, specify its printing orientation (head-to-head or head-to-toe) and the orientation it is loaded.

Selecting [2 Sided Orig.] displays the [2 Sided Originals] screen.

### Important

- If you enlarge and scan a large head-to-toe document, part of its image may get lost.

## [2 Sided Originals] Screen

---

### 1 Sided

Scans one side of the original.

### 2 Sided

Scans both sides of the original.

Selecting [2 Sided] displays the options for [Originals] and [Original Orientation] on the right side of the screen.

## [Originals]

---

### H to H

Select this when the original is head-to-head (The top of the page remains at the top when the page is flipped over).

### H to T

Select this when the original is head-to-toe (The top of the page comes at the bottom when the page is flipped over).



## [Original Orientation]

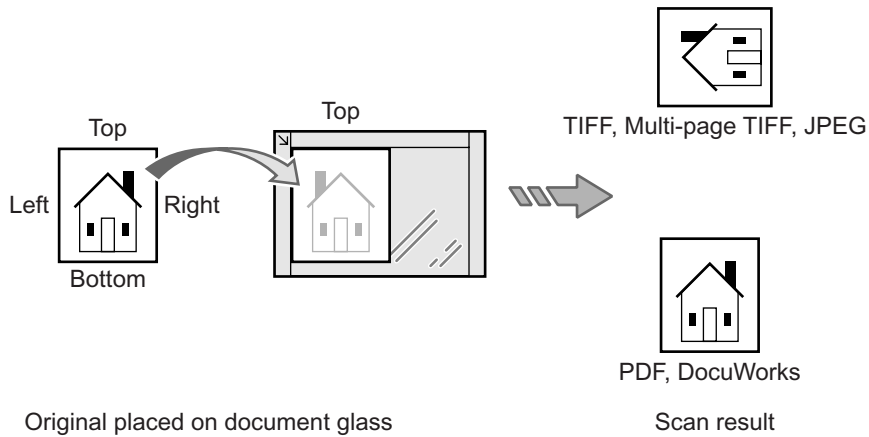
When scanning the original from the document feeder, specify its orientation to define which side is the top.

### Head-Top

Select this when placing the original on the document glass or into the document feeder with its top towards the back of the scanner.

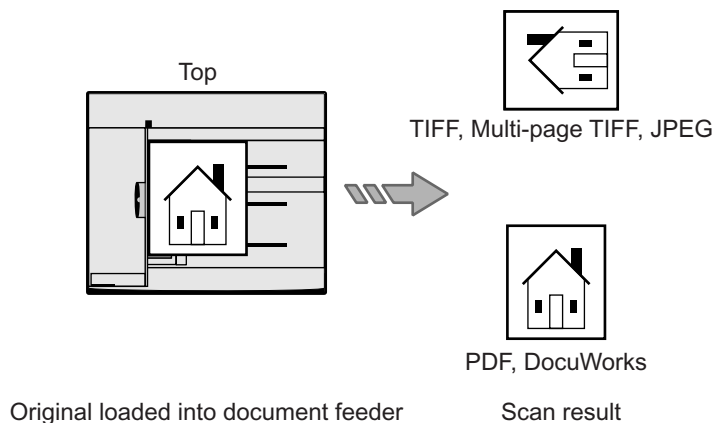
Note

- The output orientation for TIFF, Multi-page TIFF, and JPEG differs from that of PDF and DocuWorks.



Original placed on document glass

Scan result

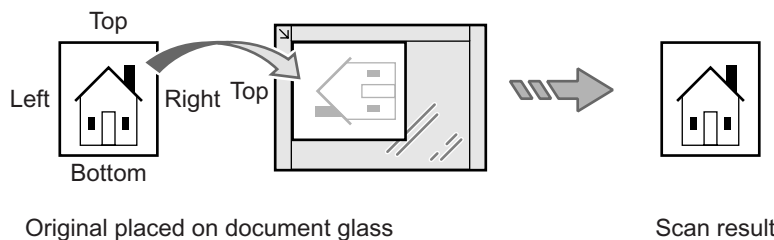


Original loaded into document feeder

Scan result

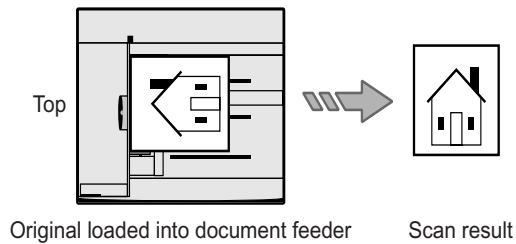
### Head-Left

Select this when placing the original on the document glass or into the document feeder with its top towards the left of the scanner. Make sure to select [Head-Left] when placing the original in head-left orientation (texts are in sideways).



Original placed on document glass

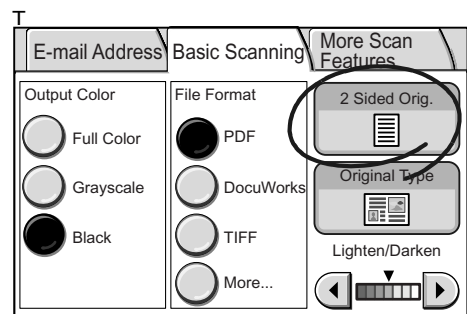
Scan result



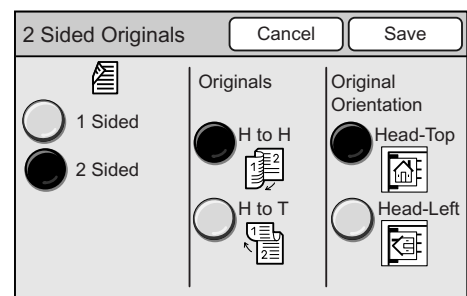
**Note**

- The scanner will not correctly recognize the top of the original if the [Original Orientation] setting does not match the actual orientation of the original.

1. On the [Basic Scanning] screen, select [2 Sided Orig.].



2. On the [2 Sided Originals] screen, select [1 Sided] or [2 Sided]. When [2 Sided] is selected, select the options for [Originals] and [Original Orientation].
3. Select [Save].



## Original Type (Selecting the Original Type)

The Original Type feature allows you to define the type of the original. Selecting [Original Type] displays the [Original Type] screen.

### [Original Type] Screen

**Text**

Select this to produce sharp text images.

**Text & Photo**

Select this for scanning originals that contain both texts and photos. It automatically identifies text and photo area and copies both areas in the optimal print quality. Selecting [Text & Photo] displays [Photo Type] on the right side of the screen.

**Photo**

Select this for scanning photos. Selecting [Photo] displays [Photo Type] on the right side of the screen.

## [Photo Type]

---

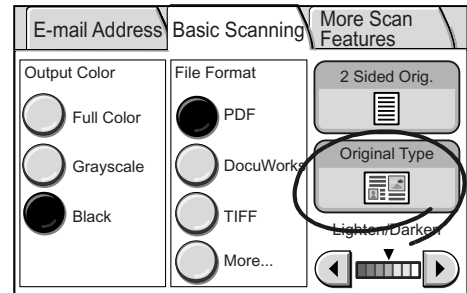
### Halftone

Select this for scanning printer-printed photos or printing materials such as books and brochures.

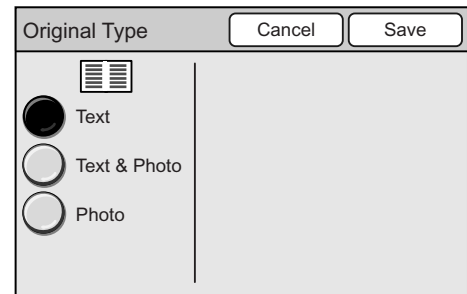
### Photograph

Select this for scanning photos printed on photographic paper.

1. On the [More Scan Features] screen, select [Original Type].

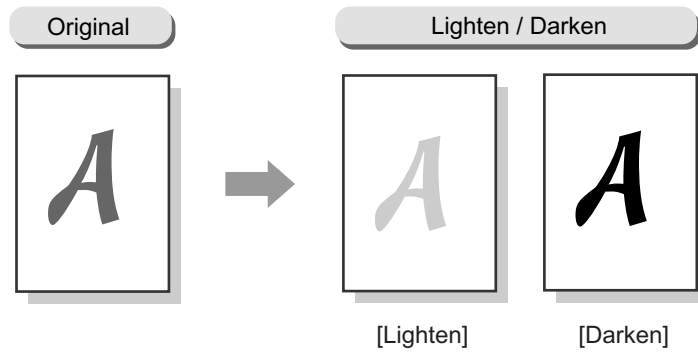


2. On the [Original Type] screen, select the type of the original.
3. Select [Save].

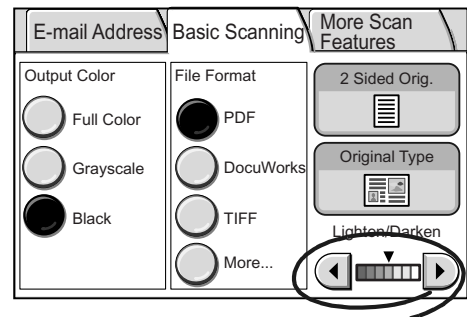


## Lighten/Darken (Adjusting the Scan Density)

The Lighten/Darken feature allows you to adjust the overall lightness and darkness (scan density) of the output in seven levels.



1. Adjust the scan density using [◀] or [▶].



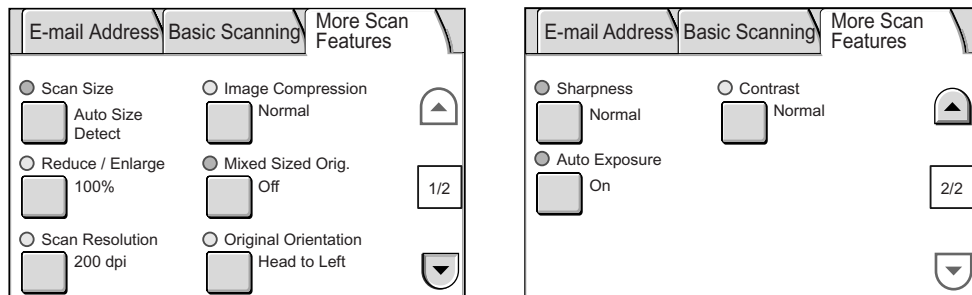
## 2.8 Setting Other Scan Features

The following explains how to set the features available on the [More Scan Features] screen.

This corresponds to " Step 4 Set the scan features (P. 32)" in "2.1 Scanning Procedure".



[More Scan Features] screen

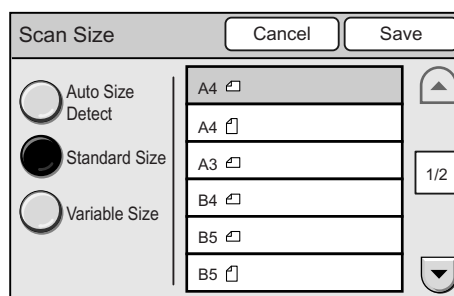


Note

- The above screen is the [More Scan Features] screen on the DocuScan C4250 when [Scan to E-mail] is selected. The content of the screen, however, is the same even when [Scan to PC] or [Scan to Media] is selected. [Mixed Sized Orig.] is not available on the DocuScan C3200 A.
- If old settings are still present on the [More Scan Features] screen, pressing the <Clear All> button on the control panel resets them to the defaults. The defaults can be changed under [Systems Settings]. For more information about [System Settings], refer to "6 System Settings (P. 129)".

From the [More Scan Features] screen, access the setting screen for each available feature.

<Example>



On each setting screen, configure the required settings and select [Save] when you are done.

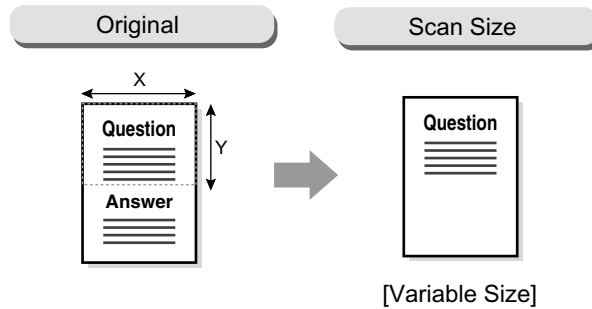
When you want to delete or cancel the settings you entered, select [Cancel].

## Scan Size (Specifying the Scan Size)

The Scan Size feature allows you to specify the scan size.

Specify the scan size when scanning a non-standard size document, or when scanning a document in a size different from the original.

If you specify the scan size, the original will be scanned in the size you specified regardless of its actual size.






































Selecting [Scan Size] displays the [Scan Size] screen.

### [Scan Size] Screen

#### Auto Size Detect

Automatically detects the size of the original. The following documents sizes can be detected automatically:

|         | Document Glass   | Document Feeder   |
|---------|--|---|
| C4250   | B5  , B5  , A5  , A5  , A4  , A4  , 8.5 x 11"  , B4  , A3  , 11 x 17"  , A6  , B6  , 16K  , 16K  , 8K  | B5  , B5  , A5  , A5  , A4  , A4  , B4  , A3  |
| C3200 A | B5  , A5  , A5  , A4  , A6  , B6  , 8.5 x 11"  , 16K   | B5  , A5  , A5  , A4    |

#### Note

- When the size of a document cannot be detected, a screen that allows you to enter the size appears.
- The chart shows the standard paper sizes for A/B series (8K/16K). For the standard paper sizes for A/B Series and Inch Series, and for information on how to set the scanner to detect other paper size series, refer to "Paper Size Settings (P. 148)".

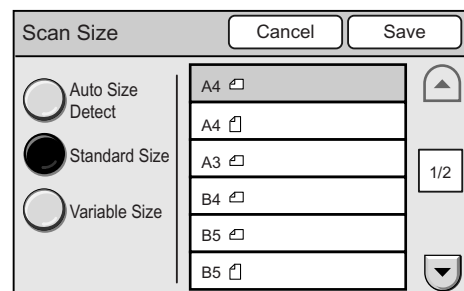
#### Standard Size

Select this when selecting the scan size from the preset options.

The preset options displayed on the screen can be changed.

#### Note

- The DocuScan C4250 displays 12 preset options while the DocuScan C3200 A displays 6. The screen on the right is that of the DocuScan C4250.



Refer to

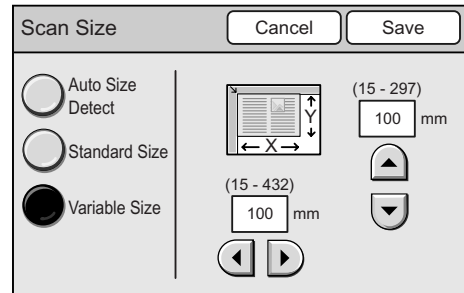
- For information on how to change the preset options, refer to "Original Size Button (P. 141)".

## Variable Size

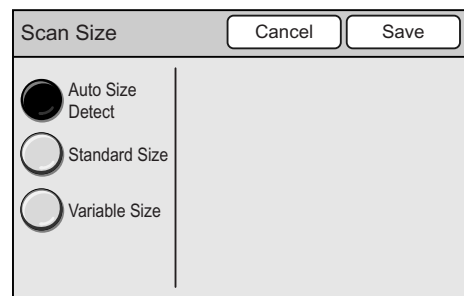
Select this when the original is non-standard size, or when scanning in a size different from its actual size. Specify the size using [▲]/[▼]/[◀]/[▶] in increments of 1 mm. The scale on the document glass can help you specify the size.

Refer to

- For information about supported document sizes, refer to "Supported Documents (P. 23)".

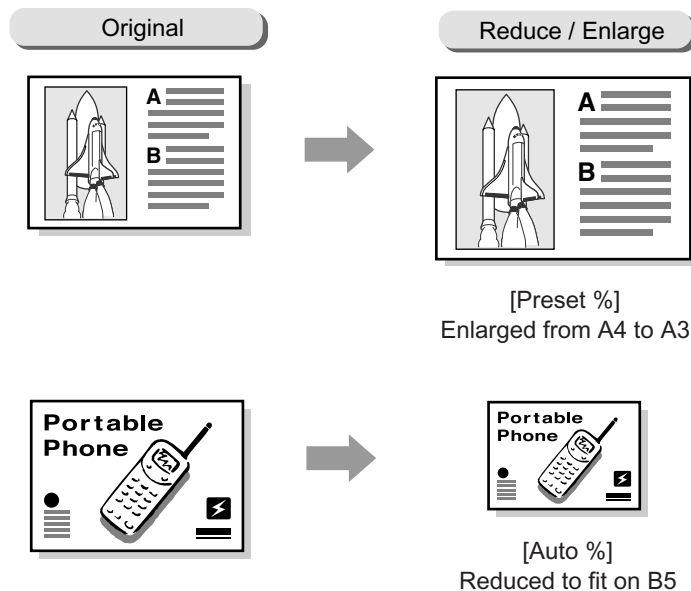


1. On the [More Scan Features] screen, select [Scan Size].
2. On the [Scan Size] screen, set the scan size.
3. Select [Save].



## Reduce/Enlarge (Specifying the Scan Ratio)

The Reduce/Enlarge feature allows you to specify the desired scan ratio.



Selecting [Reduce/Enlarge] displays the [Reduce/Enlarge] screen.

## [Reduce/Enlarge] Screen

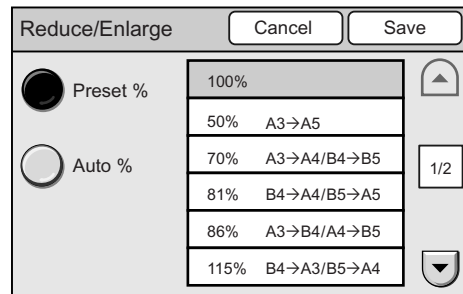
### Preset %

Select this when selecting the scan ratio from the preset options.

When selected, the preset options appear on the right side of the screen.

#### Note

- When the scan ratio is selected from [Preset %], the output size may not exactly match the selected preset %. Use the paper sizes on the screen as a reference when selecting a preset %.



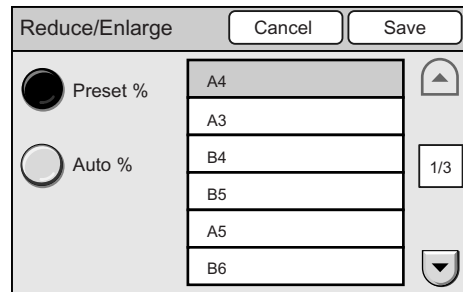
### Auto %

Automatically reduces/enlarges the original to fit on the paper size selected.

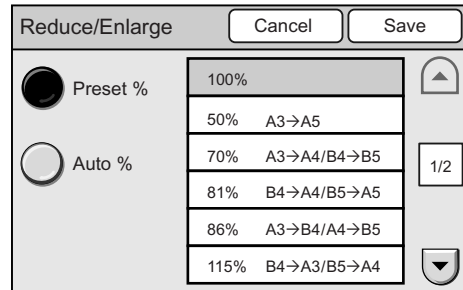
When selected, the paper size options appear on the right side of the screen.

#### Note

- When [Auto %] is selected, the scanner recognizes margins as white data.



1. On the [More Scan Features] screen, select [Reduce/Enlarge].
2. On the [Reduce/Enlarge] screen, specify the scan ratio.
3. Select [Save].





## Scan Resolution (Specifying the Scan Resolution)

---

The Scan Resolution feature allows you to specify the desired scan resolution. Higher resolution yields better image quality but increases the size of data. As data size increases, the time required for scanning or transferring data also increases. Selecting [Scan Resolution] displays the [Scan Resolution] screen.

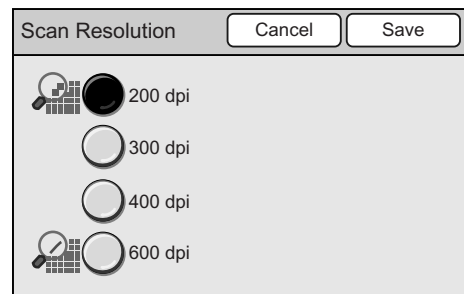
### [Scan Resolution] Screen

---

#### 200 - 600 dpi

Select the scan resolution from the options of 200 dpi, 300 dpi, 400 dpi, and 600 dpi.

1. On the [More Scan Features] screen, select [Scan Resolution].
2. On the [Scan Resolution] screen, select the desired scan resolution.
3. Select [Save].



## Image Compression (Specifying the Compression Rate of the Output)

---

The Image Compression feature allows you to specify the desired data compression rate when scanning with [Output Color] set to [Full Color] or [Grayscale]. Selecting [Image Compression] displays the [Image Compression] screen.

### [Image Compression] Screen

---

#### Higher

Saves the scanned data at a high compression rate. The image quality is not high, but the data size is small.

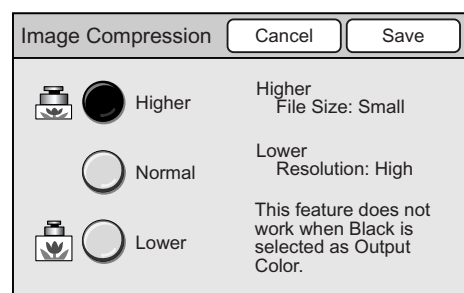
#### Normal

Saves the scanned data at a standard compression rate. Both the image quality and data size is standard.

#### Lower

Saves the scanned data at a low compression rate. The image quality is high, but the data size is large.

1. On the [More Scan Features] screen, select [Image Compression].
2. On the [Image Compression] screen, select the desired compression rate.
3. Select [Save].



# Mixed Sized Originals (Scanning Mixed-size Originals Simultaneously) (DocuScan C4250 Only)

Use the Mixed Sized Originals feature to feed documents of different sizes into the document feeder. This feature allows you to scan documents of different sizes simultaneously and scans them on paper appropriate for each document.

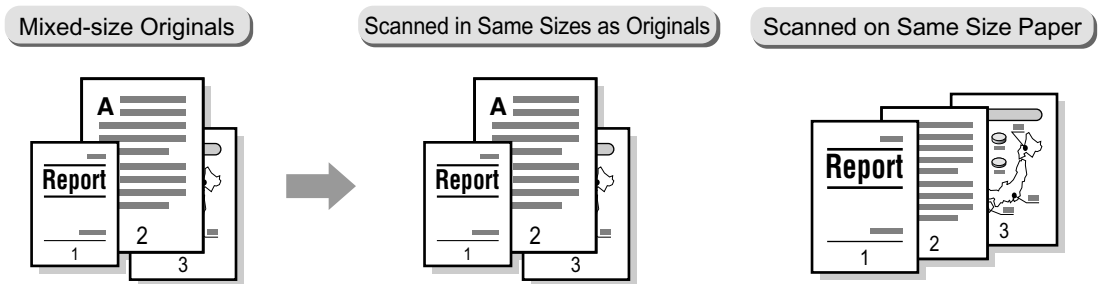
This feature also allows you to scan all documents on the same size paper.

When scanning documents on the same size paper, set [Mixed Sized Originals] to [Enable] and configure the following settings:

- Set [Reduce/Enlarge] to [Auto %] and select the output paper size.

Refer to

- For information about scan ratios, refer to "Reduce/Enlarge (Specifying the Scan Ratio) (P. 71)".



## Important

- Always load A5 documents in LEF orientation.

Note

- If the sizes of documents cannot be detected, a screen that allows you to enter the sizes appears.

Selecting [Mixed Sized Orig.] displays the [Mixed Sized Originals] screen.

## [Mixed Sized Originals] Screen

### Off

Select this when scanning documents of the same size.

### On

Select this when scanning documents of different sizes. The scanner will automatically detect the size of each document.

1. On the [More Scan Features] screen, select [Mixed Sized Orig.].
2. On the [Mixed Sized Originals] screen, select [On] or [Off].
3. Select [Save].

Mixed Sized Originals

Cancel Save

Off

On

Select On when there are different sizes of originals.

## Original Orientation (Specifying the Orientation of the Original)

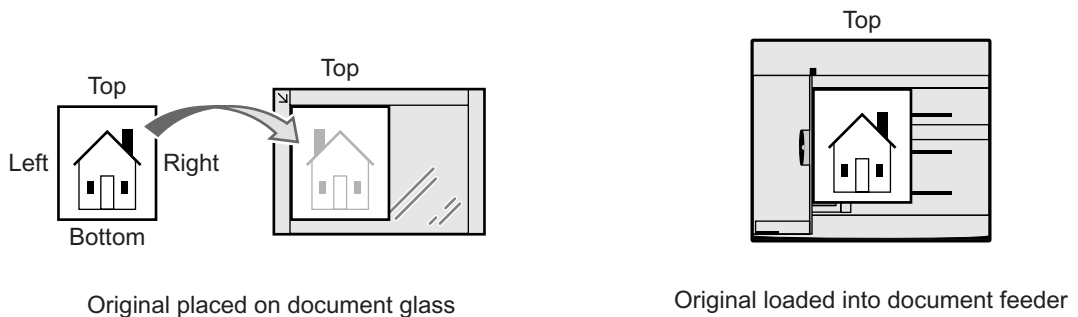
The Original Orientation feature allows you to specify the orientation of the original to identify which side is the top.

Selecting [Original Orientation] displays the [Original Orientation] screen.

### [Original Orientation] Screen

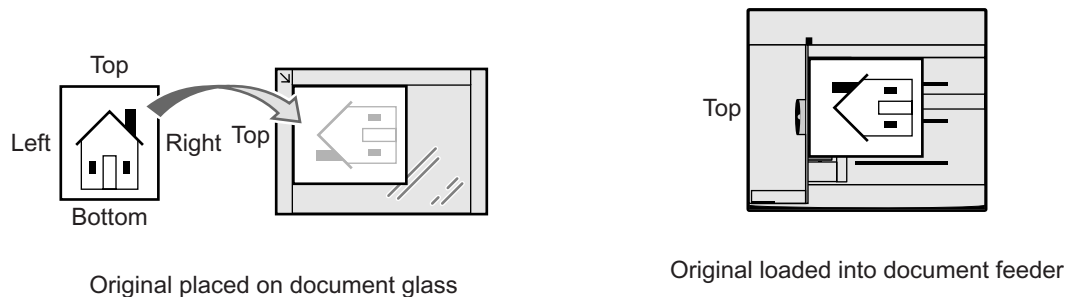
#### Head to Top

Select this when placing the original on the document glass or into the document feeder with its top towards the back of the scanner.



#### Head to Left

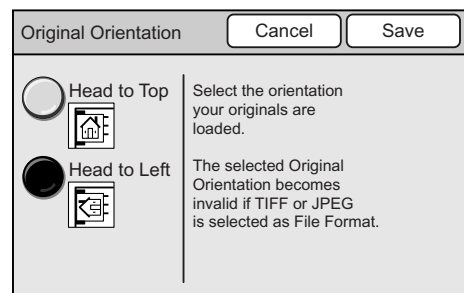
Select this when placing the original on the document glass or into the document feeder with its top towards the left of the scanner. Make sure to select [Head to Left] when loading the original in head-left orientation (texts are in sideways).



#### Note

- The scanner will not correctly recognize the top of the original if the [Original Orientation] setting does not match the actual orientation of the original.
- This feature does not work when [File Format] is set to [TIFF] or [JPEG].

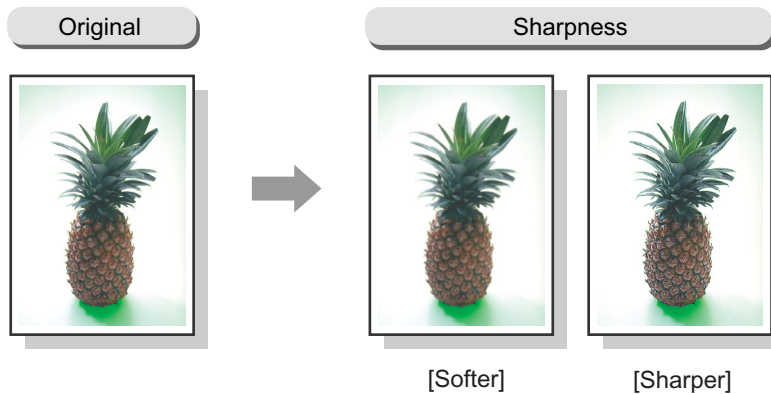
1. On the [More Scan Features] screen, select [Original Orientation].
2. On the [Original Orientation] screen, select the orientation of the original.
3. Select [Save].



## Sharpness (Adjusting the Sharpness of the Output)

---

The Sharpness feature allows you to adjust the sharpness of the output.



Selecting [Sharpness] displays the [Sharpness] screen.

### [Sharpness] Screen

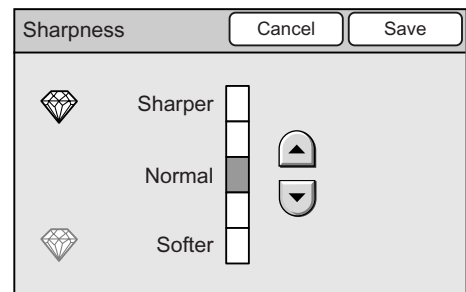
---

#### Sharper - Softer

The sharpness can be adjusted in five levels from [Sharper] to [Softer].

The closer the level is to [Sharper], the sharper the contour of the image. The closer the level is to [Softer], the softer the contour of the image.

1. On the [More Scan Features] screen, select [Sharpness].
2. On the [Sharpness] screen, set the sharpness of the image using [▲] or [▼].
3. Select [Save].

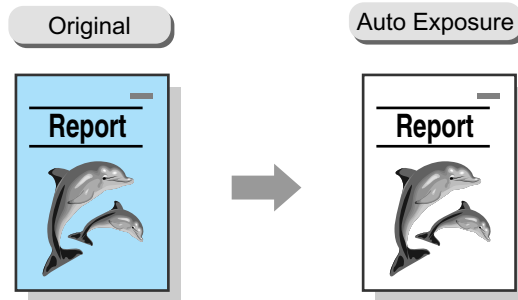


## Auto Exposure (Removing the Background of the Original)

---

The Auto Exposure feature allows you to remove unwanted marks on the original's background when scanning with [Output Color] set to [Black]. A newspaper is one example of this type of original.

Also when scanned with [Output Color] set to [Full Color], a white background sometimes appears in a faint color depending on the type of paper used and how old the paper is. In such case, this feature can make the background of the output white.



### Note

- The Auto Exposure feature does not work when [Photo] is selected for [Original Type].
- When [Output Color] is [Full Color], this feature removes less of the background.

Selecting [Auto Exposure] displays the [Auto Exposure] screen.

## [Auto Exposure] Screen

---

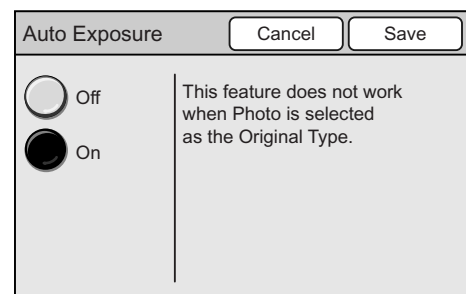
### Off

Scans the background as it appears on the original.

### On

Removes the background on the output.

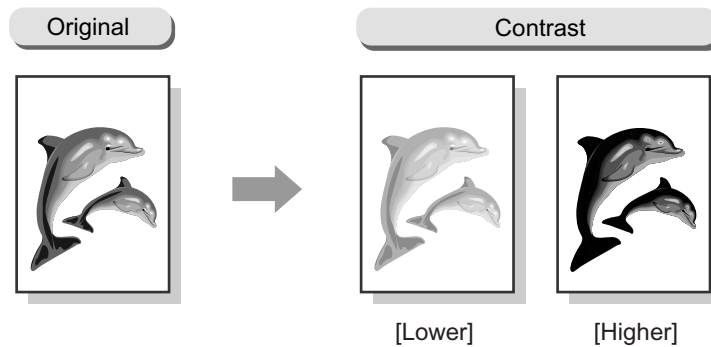
1. On the [More Scan Features] screen, select [Auto Exposure].
2. On the [Auto Exposure] screen, select [On] or [Off].
3. Select [Save].



## Contrast (Adjusting the Contrast of the Output)

---

The Contrast feature allows you to adjust the contrast of the output.



Selecting [Contrast] displays the [Contrast] screen.

### [Contrast] Screen

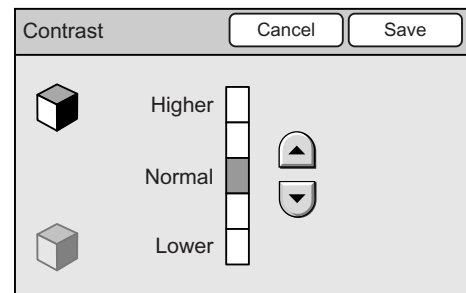
---

#### Higher - Lower

The contrast can be adjusted in five levels from [Higher] to [Lower].

The closer the level is to [Higher], the higher the degree of contrast (The bright area is made more brighter while the dark area is made more darker.) The closer the level is to [Lower], the lower the degree of contrast.

1. On the [More Scan Features] screen, select [Contrast].
2. On the [Contrast] screen, set the contrast of the image using [▲] or [▼].
3. Select [Save].



# 3 Copy

## 3.1 Copying Procedure

---

By connecting the scanner to a printer using the USB cable, you can scan documents on the scanner and output their copies from the printer.

This section outlines the basic copying procedure. For details, refer to the description provided for each operation.

### Step 1 Get ready to copy

---



Before making copies, connect the scanner with a printer using the USB cable.

Refer to

- For information on how to connect the scanner with a printer, refer to "1 Installing the Scanner" in the Setup and Quick Reference Guide.
- For information on how to get your printer ready to copy, refer to the user guide provided for the printer.

### Step 2 Load a document

---



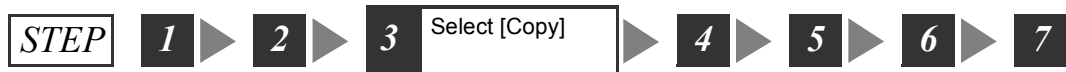
Place a document onto the document glass or into the document feeder.

Refer to

- For instructions on how to load documents, refer to "1.5 Loading Documents (P. 23)".

## Step 3 Select [Copy]

---

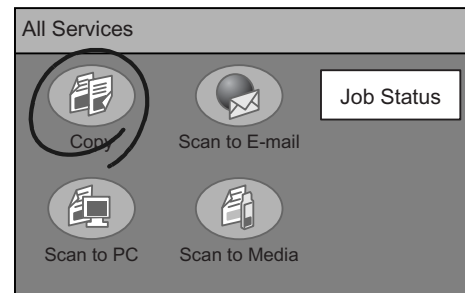
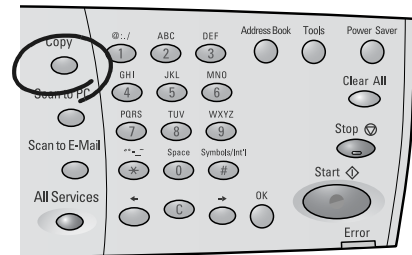


Display the [All Services] screen, and select [Copy].

1. Press the <Copy> button on the control panel, or select [Copy] on the [All Services] screen.

### Note

- The features assigned to the custom buttons can be changed. For more information, refer to "Custom Buttons 1 - 3 (P. 141)".
- When a password is set for [Copy], a screen prompting you to enter the password appears. If prompted, enter the password using the numeric keypad and press [Confirm]. For information on how to set passwords, refer to "Service Availability (P. 143)".



## Step 4 Set the copy features

---



Set the required copy features such as paper type and copy ratio. The copy features can be set on the following three types of screens.

### Important

- The features and defaults displayed on the screens vary depending on the features provided by the printer. The interface screens in this manual are of when the printer supports all copy features of the scanner.

### Basic Copying

Used when setting features such as paper type, copy ratio, and copy density.

### Image Quality

Used when setting features such as image sharpness and document type.

### More Copy Features

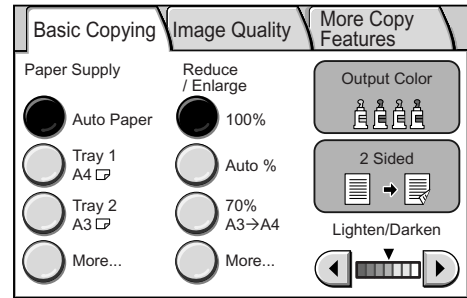
Used when setting features such as scan size and document orientation.



1. Select [Basic Copying] tab, [Image Quality] tab, or [More Copy Features] tab, and set the required copy features.

**Note**

- If old settings are still present, pressing the <Clear All> button on the control panel resets them to the defaults.

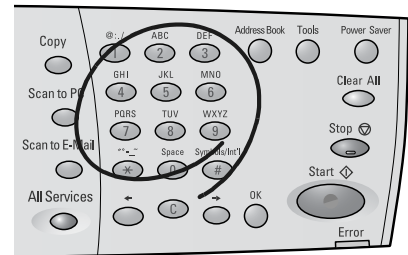


## Step 5 Enter the quantity



The scanner makes up to 999 copies.

1. Using the numeric keypad, enter the number of copies. The number entered is displayed in the top right corner of the touch panel.



**Note**

- To cancel an incorrect entry, press the <Clear All> button and enter the correct quantity.

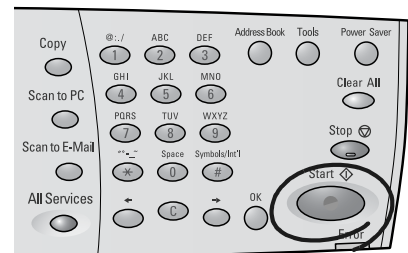
## Step 6 Start the copy job



1. Press the <Start> button on the control panel. The copying starts. The document is scanned on the scanner and its copies are output from the printer.

**Important**

- When the document is loaded into the document feeder, do not hold it while it is being fed.



Note

- If a problem occurs, the touch panel displays a message. Follow the instructions in the message to remedy the problem. If an error code is displayed, refer to "8.7 Error Codes (P. 208)" for suggested solutions.

## When you have more documents to copy

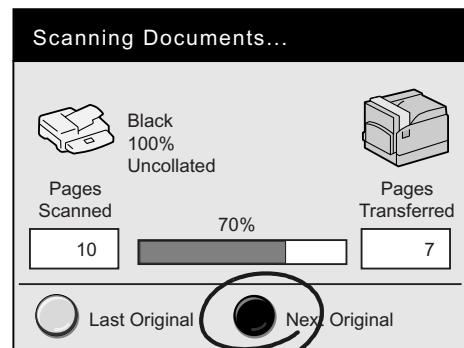
When you have more documents to copy, select [Next Original] on the touch panel while the first document is being scanned. The scanner recognizes that there are more documents to be copied and copies them as a single job.

Up to 500 pages can be scanned per a single job.

Note

- When the number of scanned pages reaches 500, a message appears, and the scanner will not scan the rest of the pages. If you want to scan documents that exceeds 500 pages, scan the first 500 pages, and then scan rest of the pages as a new job.

1. While the first document is being scanned, select [Next Original].



When the scanning of the first document completes, the message on the touch panel changes.

Note

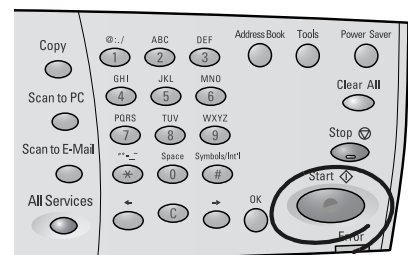
- If no operation is performed for a specific amount of time, the scanner automatically assumes that there are no more documents to be copied and presumes the copy job.

2. Load the next document.

Refer to

- For document loading instructions, refer to "1.5 Loading Documents (P. 23)"

3. Select the <Start> button on the control panel. If you have more documents to copy, repeat the process of loading a document and pressing the <Start> button.



4. When all documents are scanned, select [Last Original].

## Step 7 Check the job status



As necessary, check whether the job has been processed successfully.

Selecting [Job Status] on the [All Services] screen displays the [Completed Jobs] screen.

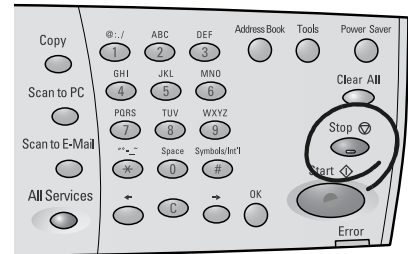
Refer to

- For information about checking job status, refer to "5 Job Status (P. 127)"

## 3.2 Stopping a Copy Job

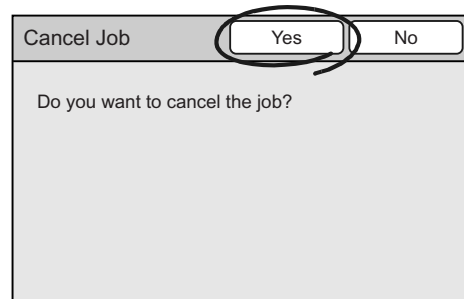
1. Press the <Stop> button on the control panel.

A message appears confirming the cancellation of the job.



2. Select [Yes].

A message appears informing you that the cancellation is complete.



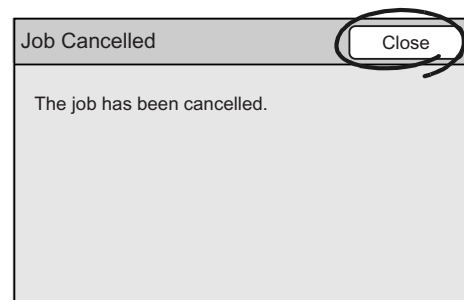
3. Select [Close].

Note

- Only pages that have not been transferred to the printer can be cancelled.

### Important

- Depending on the printer, you may need to cancel jobs on the printer instead of on the scanner. In such event, a message informing you of this appears on the touch screen. When using the printer on a network, make sure not to cancel other jobs by mistake.
- When starting a new copy job after cancelling a job, make sure that the printer is in the ready-to-copy state.



## 3.3 Copy Feature Setting Items

The copy features offer the following setting items:

| Screen             | Setting Items        | Reference   |
|--------------------|----------------------|---|
| Basic Copying      | Paper Supply         | "Paper Supply (Selecting a Paper Tray) (P. 86)"   |
|                    | Reduce/Enlarge       | "Reduce/Enlarge (Making a Reduced/ Enlarged Copy) (P. 89)"  |
|                    | Output Color*1       | "Output Color (Selecting the Output Color) (P. 91)"   |
|                    | 2 Sided              | "2 Sided Copying (Making a 1-Sided/2-Sided Copy) (P. 92)"   |
|                    | Lighten/Darken       | "Lighten/Darken (Adjusting the Copy Density) (P. 95)"   |
| Image Quality      | Presets*1            | "Image Quality Presets (Specifying the Image Quality) (P. 96)"  |
|                    | Original Type*2      | "Original Type (Selecting the Original Type) (P. 98)"   |
|                    | Auto Exposure        | "Auto Exposure (Removing the Background of the Original) (P. 99)"                                     |
|                    | Color Balance*1      | "Color Balance (Adjusting the Color Balance of the Output) (P. 100)"                                  |
|                    | Sharpness            | "Sharpness (Adjusting the Sharpness of the Output) (P. 102)"  |
|                    | Color Saturation*1   | "Color Saturation (Adjusting the Color Saturation of the Output) (P. 103)"                            |
| More Copy Features | Copy Output*3        | "Copy Output (Collating or Uncollating the Output) (P. 105)"  |
|                    | 2 Up                 | "2 Up (Copying Two Originals on One Page) (P. 106)"   |
|                    | Original Orientation | "Original Orientation (Specifying the Orientation of the Original) (P. 107)"                          |
|                    | Mixed Sized Orig.*4  | "Mixed Sized Originals (Scanning Mixed-size Originals Simultaneously) (DocuScan C4250 Only) (P. 109)" |
|                    | Edge Erase           | "Edge Erase (Erasing Unwanted Marks from the Center/Edges of the Original) (P. 110)"                  |
|                    | Original Size        | "Original Size (Specifying the Scan Size) (P. 111)"   |

\*1 This item is not available if the scanner is connected to a monochrome printer.

\*2 This item is available on the [Basic Copying] screen if the scanner is connected to a monochrome printer.

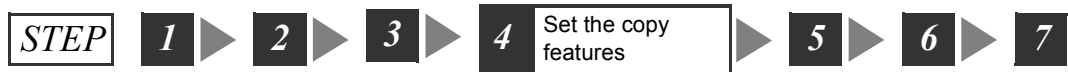
\*3 This item is available only if the printer has a collating feature and add-on hard disk.

\*4 This item is not available on the DocuScan C3200 A.

## 3.4 Setting the Basic Copy Features

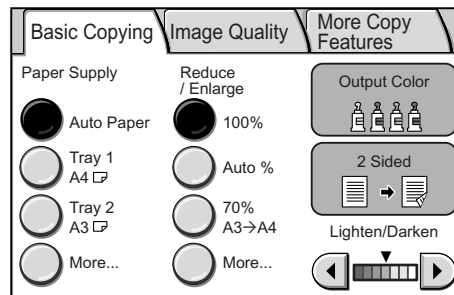
This section describes how to set the basic copy features.

This corresponds to " Step 4 Set the copy features (P. 80)" in "3.1 Copying Procedure".



The basic copy features can be set on the [Basic Copying] screen.

[Basic Copying] screen



Note

- If old settings are still present on the [Basic Copying] screen, pressing the <Clear All> button on the control panel resets them to the defaults. The defaults can be changed under [System Settings]. For information about [System Settings], refer to "6 System Settings (P. 129)".
- Depending on the features provided by the printer, the features and defaults displayed on the scanner vary. The interface screens in this manual are of when the printer supports all copy features of the scanner.

## Paper Supply (Selecting a Paper Tray)

The Paper Size feature allows you to select the paper tray that contains the paper you want to copy onto.

### Auto Paper

Automatically selects an appropriate paper tray based on the size of the original and the specified copy ratio.

Note

- When [Auto Paper] is selected, select an option other than [Auto %] for [Reduce/Enlarge].

### Tray 1, Tray 2

Displays the paper trays available on the printer.

Note

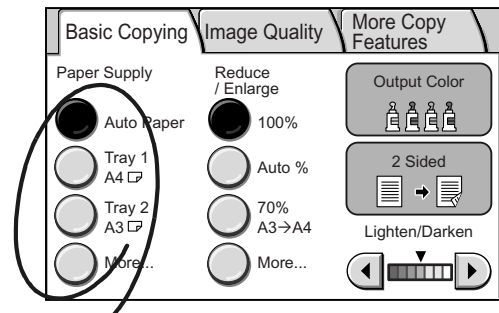
- The paper trays displayed on the screen are those set under [System Settings] > [Basic Copying] > [Paper Supply-2]/[Paper Supply-3]. The following screen uses the default settings of [Tray 1] and [Tray2]. For information on how to change the paper supply options on the [Basic Copying] screen, refer to "Basic Copying (P. 158)".

### More...

Displays the [Paper Supply] screen. On this screen, you can select paper trays that are not displayed on the [Basic Copying] screen.

Selecting [Bypass] on the [Paper Supply] screen displays the [Bypass] screen. This screen allows you to select the type and size of paper to be loaded on the bypass tray.

1. On the [Basic Copying] screen, select the desired paper tray under [Paper Supply]. If the paper tray you want to use is not displayed, select [More...]. On the [Paper Supply] screen, select the desired paper tray.



## [Paper Supply] screen

Selecting [More...] on the [Basic Copying] screen displays the [Paper Supply] screen.

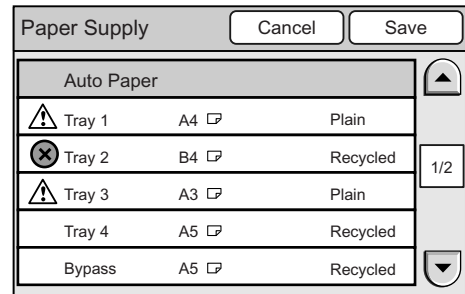
This screen displays all paper trays that are available on the printer and allows you to select paper trays that are not displayed on the [Basic Copying] screen.

Selecting the bypass tray displays the [Bypass] screen.

### Important

- When the printer accommodates non-standard size paper or standard size paper that is not supported by the scanner, the paper trays that contain such paper cannot be selected.
- The paper types available on the printer but not supported by the scanner cannot be used on the scanner.

1. When [More...] is selected, select the desired paper tray on the [Paper Supply] screen, and select [Save].



## [Bypass] Screen

Selecting [Bypass] on the [Paper Supply] screen displays the [Bypass] screen. On this screen, you can select the type and size of paper to be loaded on the bypass tray.

### Important

- Depending on the printer, additional settings may be required on the printer when making copies on non-standard size paper from the bypass tray. For more information, refer to the user guide provided for the printer.

### Note

- The paper types and sizes displayed on the screen are not those of paper loaded on the printer.

### Standard Size

Displays the [Standard Size] screen. On this screen, you can select the size of paper to be loaded on the bypass tray.

### Non-standard Size

Displays the [Non-standard Size] screen.

On this screen, you can specify the width (X direction) and height (Y direction) of paper in increments of 1 mm.

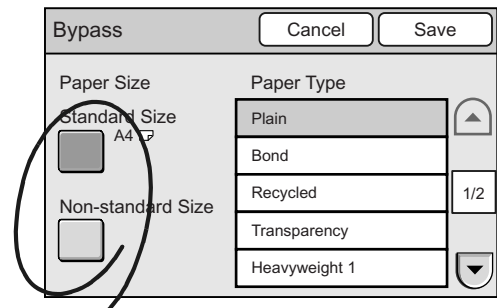
### Note

- The range of paper size that can be specified depends on the printer. Refer to the user guide provided for the printer.

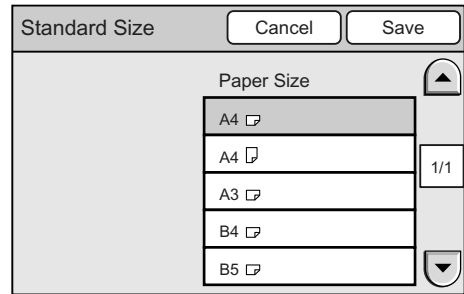
### Paper Type

Allows you to select the desired paper type from the list.

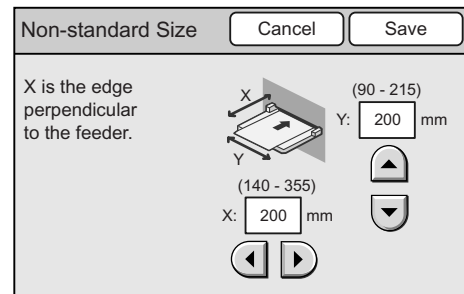
1. When [Bypass] is selected on the [Paper Supply] screen, select [Standard Size] or [Non-standard Size].



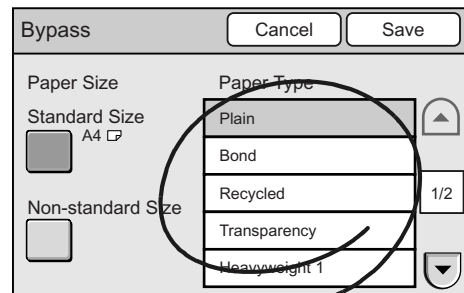
- When [Standard Size] is selected, select the desired paper size on the [Standard Size] screen.



When [Non-standard Size] is selected, specify the paper size using [▲]/[▼]/[◀]/[▶].



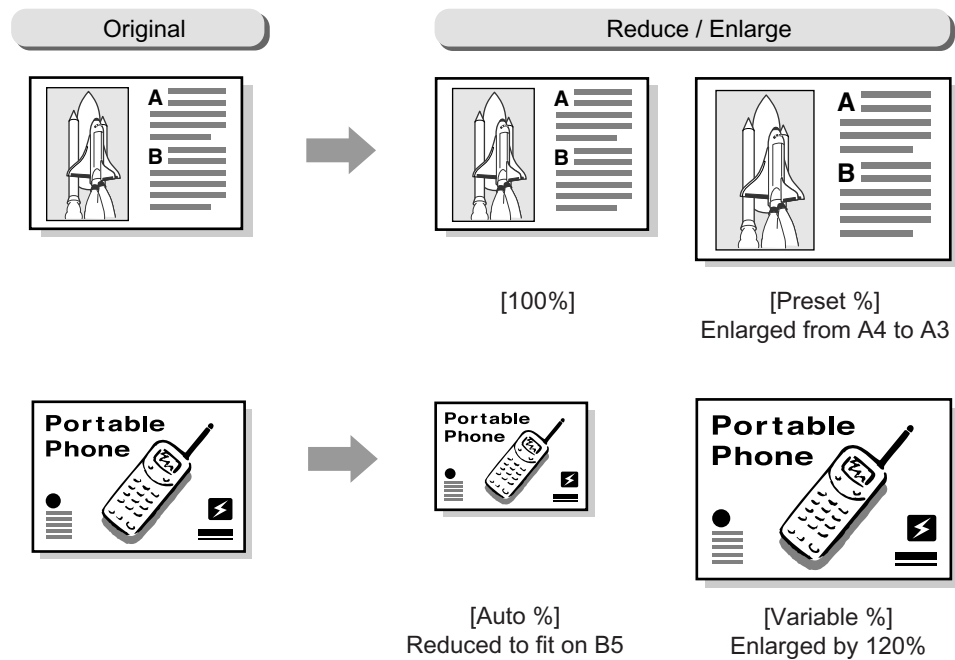
- Select [Save].
- Select the desired paper type from [Paper Type].
- Select [Save] repeatedly until you return to the [Basic Copying] screen.





## Reduce/Enlarge (Making a Reduced/Enlarged Copy)

The Reduce/Enlarge feature allows you to make a reduced/enlarged copy by selecting the desired copy ratio.



### 100%

Copies in the same size as the original (size-for-size copying).

### Auto %

Automatically reduces/enlarges the original to fit on the paper size selected. The original will be reduced/enlarged in the same proportions for X and Y directions.

Note

- When [Auto %] is selected, select an option other than [Auto] for [Paper Supply].

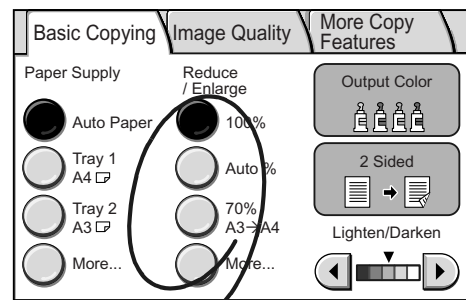
### N %

Used when reducing/enlarging the original by this preset ratio.

### More...

Displays the [Reduce/Enlarge] screen which allows you to select other copy ratios.

1. From [Reduce/Enlarge] on the [Basic Copying] screen, select the desired copy ratio. When specifying a copy ratio not displayed on the [Basic Copying] screen, select [More...], and set the ratio on the [Reduce/Enlarge] screen.



## [Reduce/Enlarge] Screen

Selecting [More...] on the [Basic Copying] screen displays the [Reduce/Enlarge] screen.

### Preset %

Select this to select a copy ratio from the preset options.

### Variable %

Select this to enter the desired copy ratio. The copy ratio can be specified from 50 to 200% in increments of 1%. The original will be reduced/enlarged in the same proportions for X and Y directions.

1. On the [Reduce/Enlarge] screen, select [Preset %]. From the list of preset options on the right side of the screen, select the desired copy ratio, and select [Save].

#### Note

- When the copy ratio is selected from [Present %], the output size may not exactly match the selected preset %. Use the paper sizes displayed on the screen as a reference when selecting a preset %.

The screenshot shows the [Reduce / Enlarge] screen with the [Preset %] radio button selected. A list of preset options is displayed on the right side of the screen:

|                 |
|-----------------|
| 100%            |
| Auto %          |
| 50% A3→A5       |
| 70% A3→A4/B4→B5 |
| 81% B4→A4/B5→A5 |
| 86% A3→B4/A4→B5 |

Navigation buttons (up and down arrows) and a 1/2 button are visible on the right side of the list.

2. Select [Variable %] on the [Reduce/Enlarge] screen, and specify the copy ratio using the numeric keypad or [▲]/[▼] in increments of 1%.

#### Note

- To clear an incorrect entry, press the <C> button.

3. Select [Save].

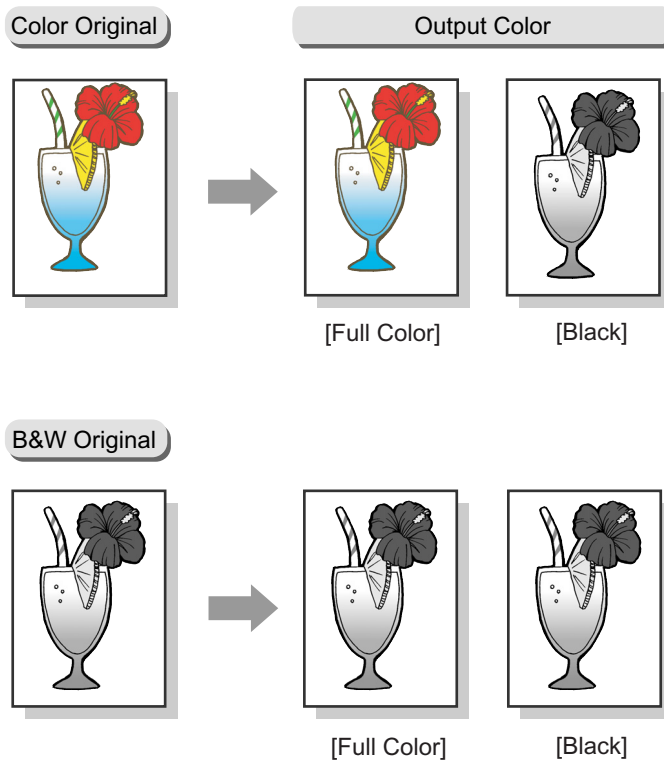
The screenshot shows the [Reduce / Enlarge] screen with the [Variable %] radio button selected. A numeric keypad is displayed on the right side of the screen, with a display area showing (50 - 200) and 100 %.

|            |   |   |
|------------|---|---|
| (50 - 200) |   |   |
| 100 %      |   |   |
| 1          | 2 | 3 |
| 4          | 5 | 6 |
| 7          | 8 | 9 |
| 0          | C |   |

Navigation buttons (up and down arrows) are visible on the left side of the keypad.

## Output Color (Selecting the Output Color)

The Output Color feature allows you to select the desired output color.



Selecting [Output Color] displays the [Output Color] screen.

### Important

- This feature is not available if the scanner is connected to a monochrome printer.

## [Output Color] Screen

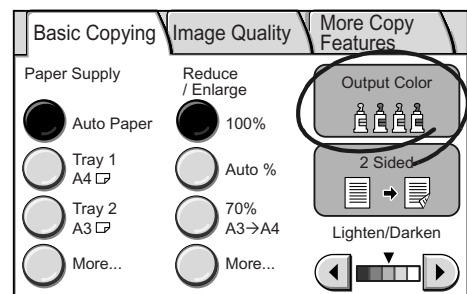
### Black

Select this when the desired output is a black and white copy.

### Full Color

Select this when making copies of color documents.

1. On the [Basic Copying] screen, select [Output Color].

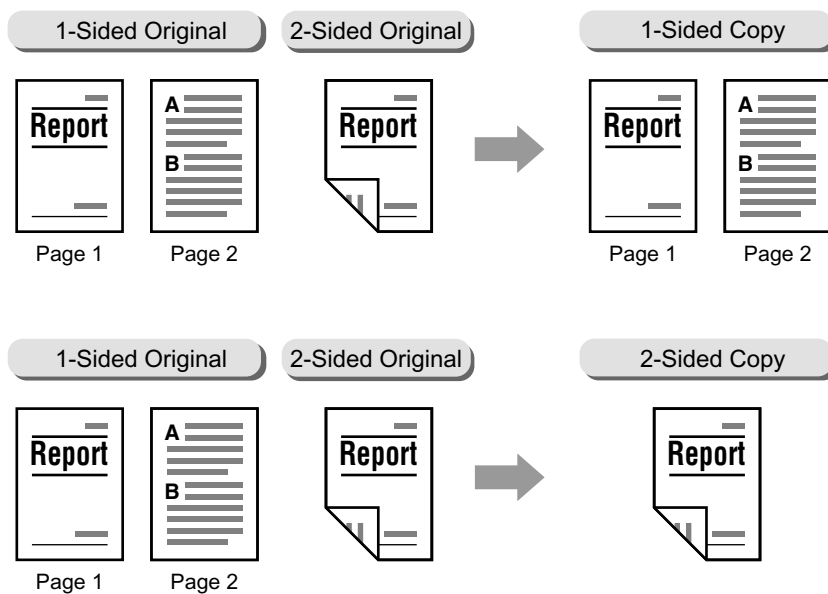


- On the [Output Color] screen, select the desired output color.
- Select [Save].



## 2 Sided Copying (Making a 1-Sided/2-Sided Copy)

The 2 Sided Copying feature allows you to copy 1 sided/2 sided documents onto both sides or one side of paper.



Selecting [2 Sided Copying] displays the [2 Sided Copying] screen.

### Important

- You cannot make 2-sided copies if the printer does not have a 2-sided copying feature.
- If you make an enlarged copy of a large 2-sided head-to-toe document, part of its image may get lost.
- Depending on the printer, an additional memory is required when making 2-sided copies ([1→2 Sided] or [2→2 Sided]) of A3 documents. For more information, refer to the user guide provided for the printer.

## [2 Sided Copying] Screen

### 1→1 Sided

Makes 1-sided copies from 1-sided originals.

### 1→2 Sided

Makes 2-sided copies from 1-sided originals.

### Important

- This feature is not available if the printer does not have a 2-sided copying feature.

### 2→2 Sided

Makes 2-sided copies from 2-sided originals.

**Important**

- This feature is not available if the printer does not have a 2-sided copying feature.

**2→1 Sided**

Makes 1-sided copies from 2-sided originals.

**■Copies****Note**

- This feature is displayed when [1→2 Sided] is selected.

- H to H

Select this when making head-to-head copies (The top of the page remains at the top when the page is flipped over).

- H to T

Select this when making head-to-toe copies (The top of the page comes at the bottom when the page is flipped over).

**■Original/Copies****Note**

- This feature is displayed when [2→2 Sided] is selected.

- H to H

Select this when making head-to-head copies from the head-to-head original.

- H to T

Select this when making head-to-toe copies from the head-to-toe original.

**■Originals****Note**

- This feature is displayed when [2→1 Sided] is selected.

- H to H

Select this when the original is head-to-head.

- H to T

Select this when the original is head-to-toe.

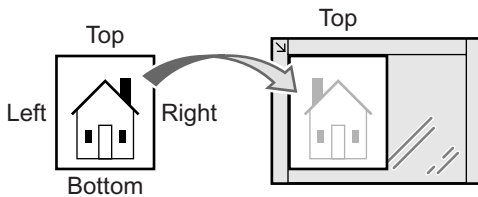
**■Original Orientation****Note**

- This feature is not displayed when [1→1 Sided] is selected.

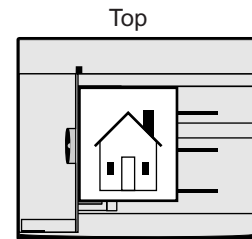
Specify the orientation of the original to identify which side is the top.

- Head-Top

Select this when placing the original on the document glass or into the document feeder with its top towards the back of the scanner.



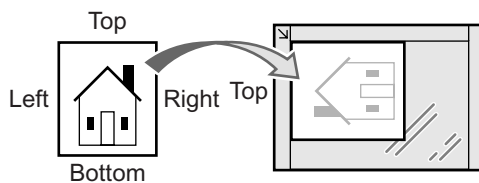
Original placed on document glass



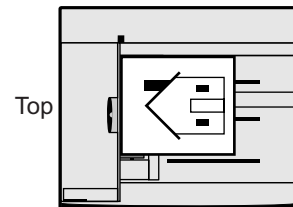
Original loaded into document feeder

- Head-Left

Select this when placing the original on the document glass or into the document feeder with its top towards the left of the scanner. Make sure to select [Head-Left] when placing the original in head-left orientation (texts are in sideways).



Original placed on document glass

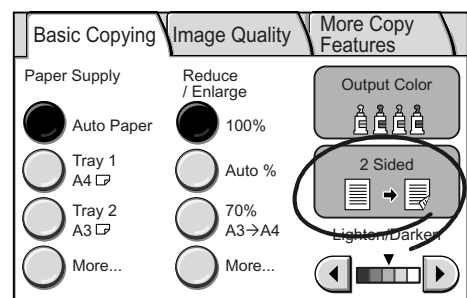


Original loaded into document feeder

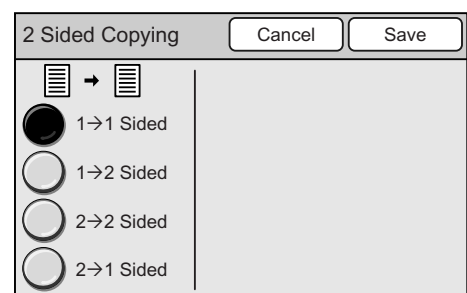
**Important**

- The scanner will not correctly recognize the top of the original if the [Original Orientation] setting does not match the actual orientation of the original.

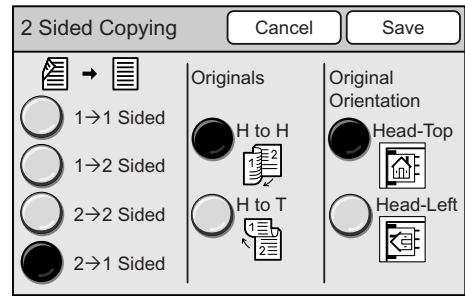
1. On the [Basic Copying] tab, select [2 Sided].



2. On the [2 Sided Copying] screen, select the desired option.

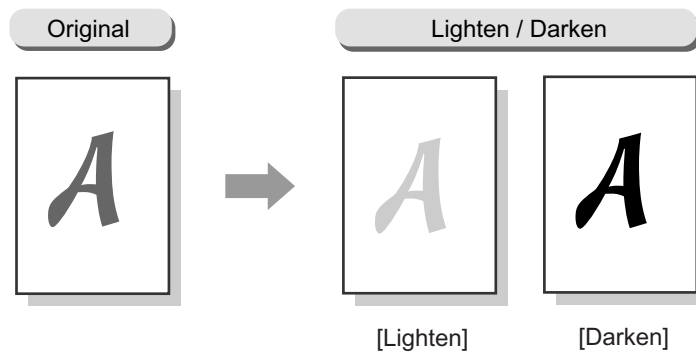


- When an option other than [1→1 Sided] is selected, select the desired options from the right side of the scanner.
- Select [Save].

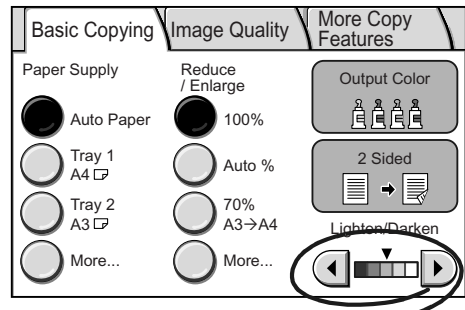


## Lighten/Darken (Adjusting the Copy Density)

The Lighten/Darken feature allows you to adjust the overall lightness and darkness (copy density) of the output in seven levels. The output becomes darker as you move ▼ to the left and lighter as you move ▼ to the right.



- Adjust the copy density using [◀] and [▶].

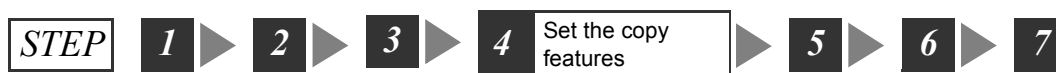


## 3.5 Setting the Image Quality Features

---

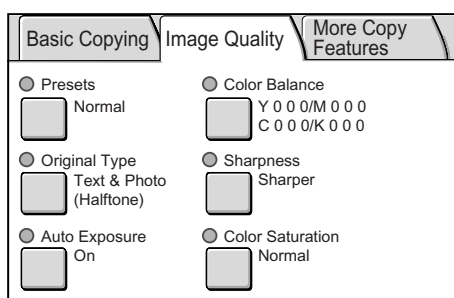
The following explains how to set the image quality features.

This corresponds to " Step 4 Set the copy features (P. 80)" in "3.1 Copying Procedure".



The image quality features can be set on the [Image Quality] screen.

[Image Quality] screen



Note

- If old settings are still present on the [Image Quality] screen, pressing the <Clear All> button resets them to the defaults. The defaults can be changed under [System Settings]. For information about [System Settings], refer to "6 System Settings (P. 129)".

### Image Quality Presets (Specifying the Image Quality)

---

The Image Quality Presets feature automatically adjusts the [Color Balance] settings to produce image tones appropriate for the image.

#### Important

- This feature is available only when the scanner is connected to a color printer.
- This feature is available only when [Output Color] is set to [Full Color].

Note

- If you change the settings on [Color Balance] screen after configuring them on the [Image Quality Presets] screen, the settings configured on the [Image Quality Presets] screen will become invalid.

Selecting [Presets] displays the [Image Quality Presets] screen.

#### [Image Quality Presets] Screen

---

##### Normal

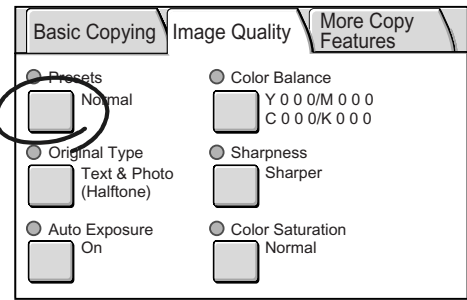
Copies the originals with the default Color Balance settings.

##### Color Adjustment...

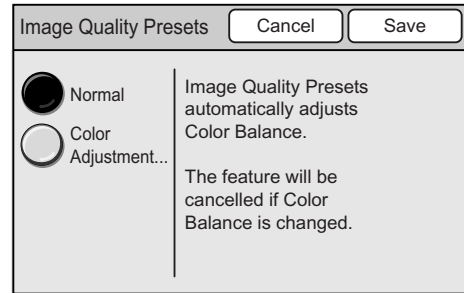
Displays the [Color Adjustment] screen which allows you to adjust the tone of red/blue/green.



1. On the [Image Quality] screen, select [Presets].



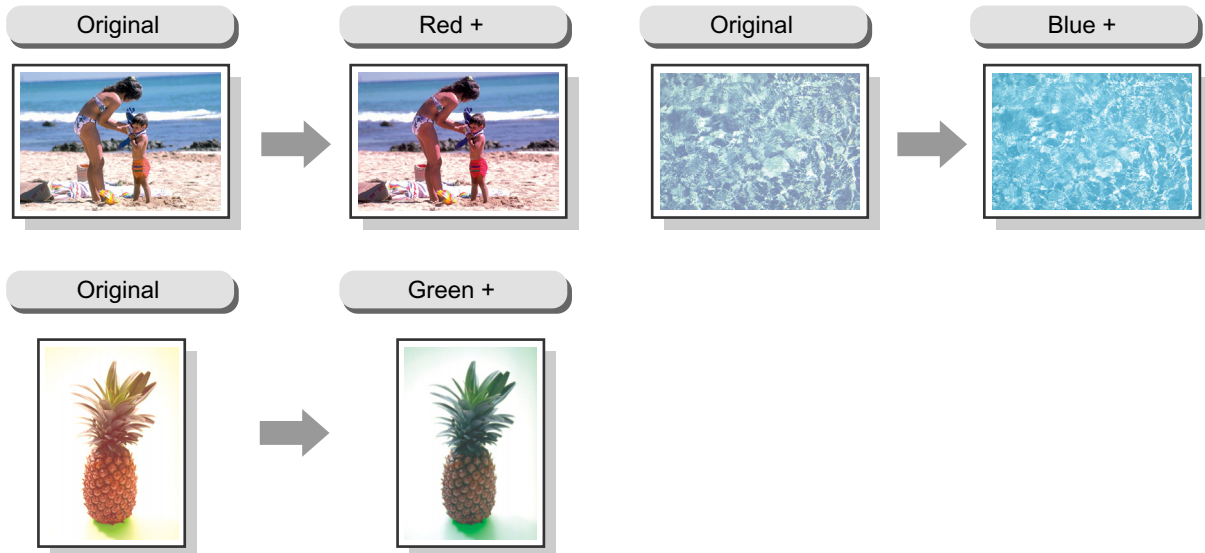
2. On the [Image Quality Presets] screen, select [Normal] or [Color Adjustment...].



## [Color Adjustment] Screen

Selecting [Color Adjustment...] on the [Image Quality Presets] screen displays the [Color Adjustment] screen.

On this screen, you can adjust the tone of colors.



### Red +/Red -

Emphasizes or de-emphasizes the tone of red.

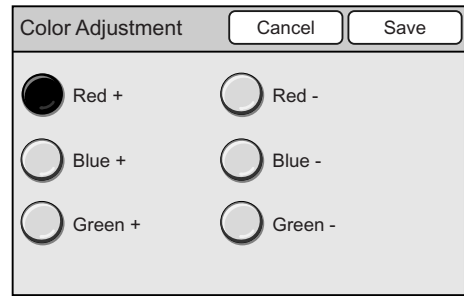
### Blue +/Blue -

Emphasizes or de-emphasizes the tone of blue.

### Green +/Green -

Emphasizes or de-emphasizes the tone of green.

1. On the [Color Adjustment] screen, select the desired color tone, and select [Save].
2. On the [Image Quality Presets] screen, select [Save].



## Original Type (Selecting the Original Type)

---

The Original Type feature allows you to define the type of document you want to copy. Selecting [Original Type] displays the [Original Type] screen.

### Note

- This feature is available on the [Basic Copying] screen if the scanner is connected to a monochrome printer.

## [Original Type] Screen

---

### Text

Select this to produce sharp text images.

### Text & Photo

Select this for copying documents that contain both texts and photos. It automatically identifies text and photo areas and copies both areas in the optimal image quality.

Selecting [Text & Photo] displays [Photo Type] on the right side of the screen.

### Photo

Select this for copying photos.

Selecting [Photo] displays [Photo Type] on the right side of the screen.

### Map

Select this for copying maps.

## [Photo Type]

---

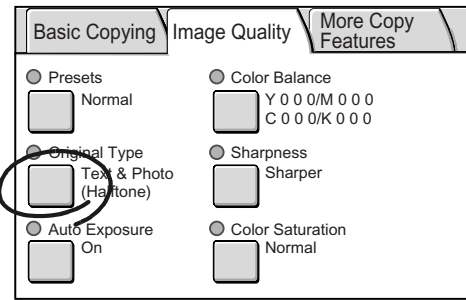
### Halftone

Select this for copying printer-printed photos or printing materials such as books and brochures.

### Photograph

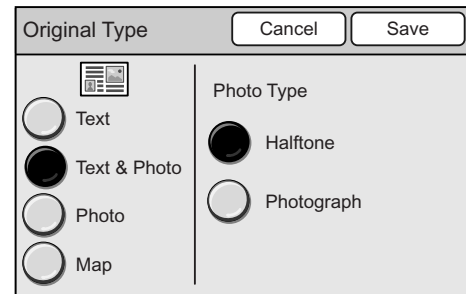
Select this for copying photos printed on photographic paper.

1. On the [Image Quality] screen, select [Original Type].



2. On the [Original Type] screen, select the type of the document.

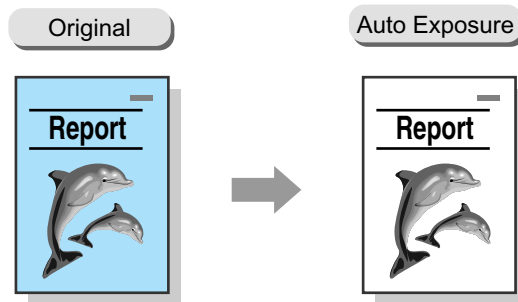
3. Select [Save].



## Auto Exposure (Removing the Background of the Original)

The Auto Exposure feature allows you to remove unwanted marks on the original's background when copying with [Output Color] set to [Black]. A newspaper is one example of this type of original.

Also when copied with [Output Color] set to [Full Color], a white background sometimes appears in a faint color depending of the type of paper used and how old the paper is. In such case, this feature can make the background of the output white.



### Note

- The Auto Exposure feature does not work when [Original Type] in [Photo].
- When [Output] Color is [Full Color], this feature removes less of the background.

Selecting [Auto Exposure] displays the [Auto Exposure] screen.

## [Auto Exposure] Screen

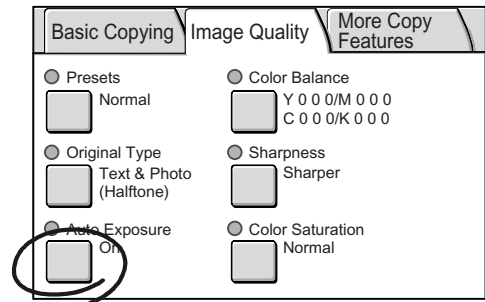
### Off

Copies the background as it appears on the original.

### On

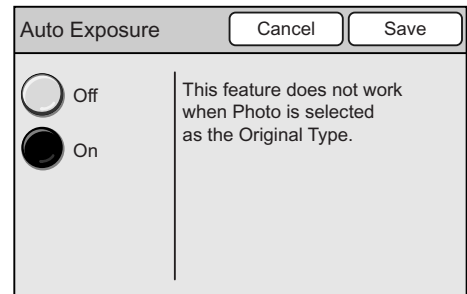
Removes the background of the original on the output copy.

1. On the [Image Quality] screen, select [Auto Exposure].



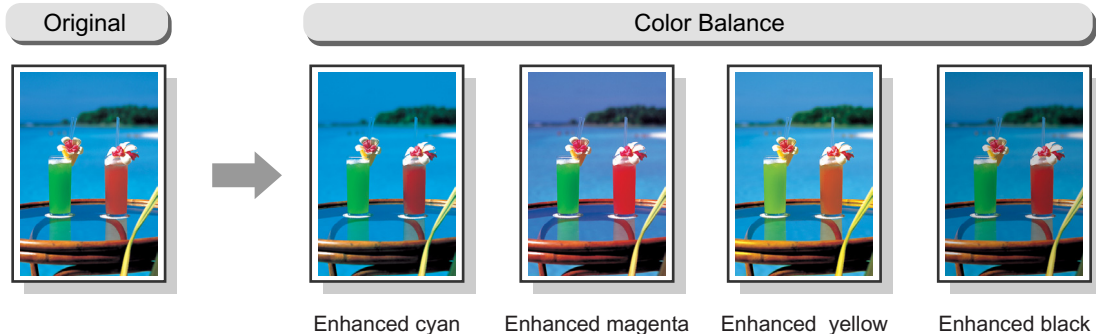
2. On the [Auto Exposure] screen, select [On] or [Off].

3. Select [Save].



## Color Balance (Adjusting the Color Balance of the Output)

The Color Balance feature allows you to adjust the level of four process colors (yellow, magenta, cyan, and black). The color balance can be adjusted in seven levels for areas of low, medium, and high density.



### Important

- This feature is not available if the scanner is connected to a monochrome printer.
- When [Output Color] is set to [Black], this setting only applies to black.

### Note

- If you change the settings on [Color Balance] screen after configuring them on the [Image Quality Presets] screen, the settings configured on the [Image Quality Presets] screen will become invalid.

Selecting [Color Balance] displays the [Color Balance] screen. On this screen, you can select a color and adjust its intensity.

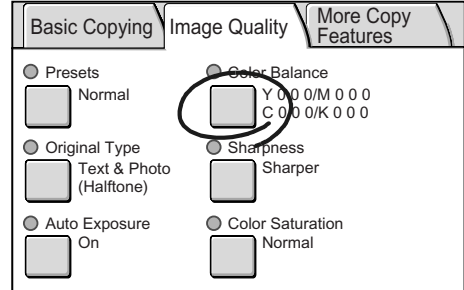
## [Color Balance] Screen

### Yellow/Magenta/Cyan/Black

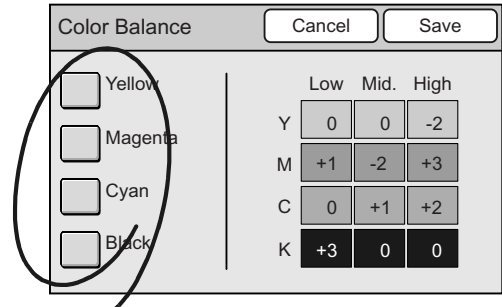
Select a color that needs to be adjusted.

If you select a color, the [Color Balance] screen of that color appears.

1. On the [Image Quality] screen, select [Color Balance].



2. On the [Color Balance] screen, select the button of the color you want to adjust.
3. On the [Color Balance (Y/M/C/K)] screen, configure the settings, and select [Save].



## [Color Balance (Y/M/C/K)] Screen

Selecting one of the color buttons on the [Color Balance] screen displays the [Color Balance] screen of that color.

The colors balance can be adjusted in seven levels for areas of low, medium, and high density.

### Low Density

Adjusts the intensity of a color in seven levels for low density area.

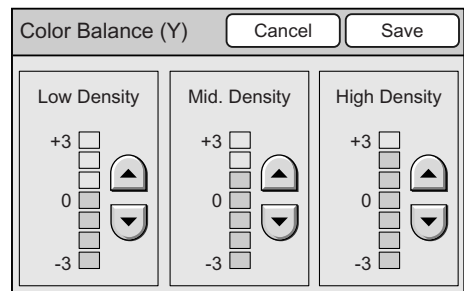
### Mid. Density

Adjusts the intensity of a color in seven levels for medium density area.

### High Density

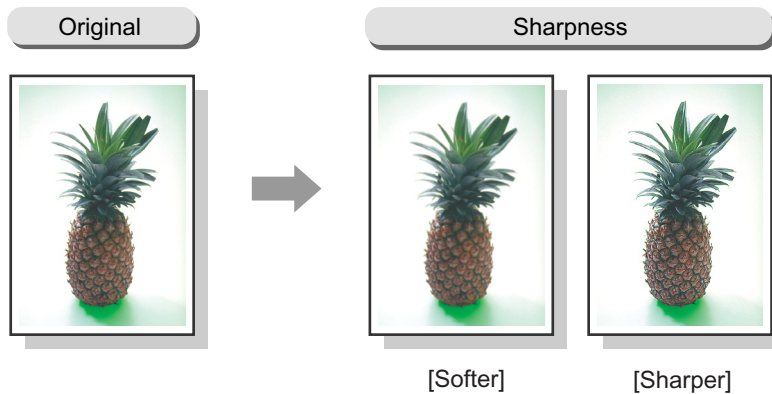
Adjust the intensity of a color in seven levels for high density area.

1. On the [Color Balance] screen of the color you selected, adjust the intensity of the color for each degree of density using [▲] and [▼].
2. Select [Save].



## Sharpness (Adjusting the Sharpness of the Output)

The Sharpness feature allows you to adjust the sharpness of the output.



Selecting [Sharpness] displays the [Sharpness] screen.

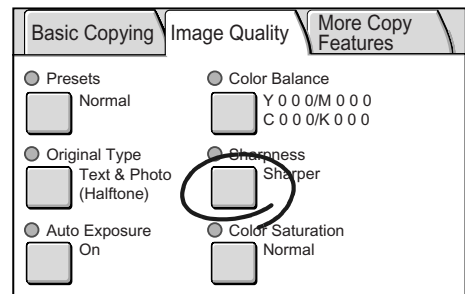
### [Sharpness] Screen

#### Sharper - Softer

The sharpness can be adjusted in five levels from [Sharper] to [Softer].

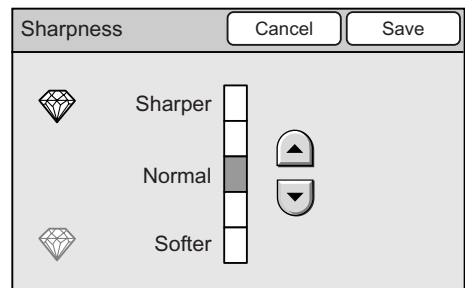
The closer the level is to [Sharper], the sharper the contour of the image. The closer the level is to [Softer], softer the contour of the image.

1. On the [Image Quality] screen, select [Sharpness].



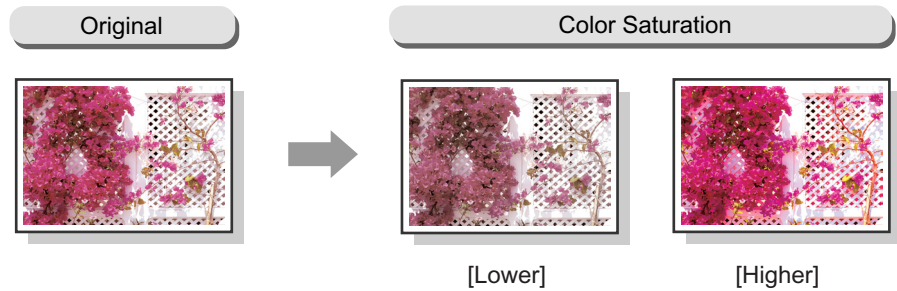
2. On the [Sharpness] screen, set the sharpness level using [▲] and [▼].

3. Select [Save].



## Color Saturation (Adjusting the Color Saturation of the Output)

The Color Saturation feature allows you to adjust the saturation of the output.



### Important

- This feature is not available if the scanner is connected to a monochrome printer.
- This feature is available only if [Output Color] is set to [Full Color].

Selecting [Color Saturation] displays the [Color Saturation] screen.

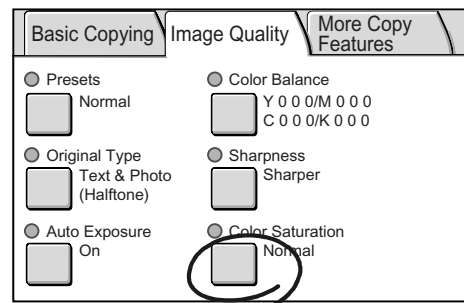
## [Color Saturation] Screen

### Higher - Lower

The color saturation can be adjusted in five levels from [Higher] to [Lower].

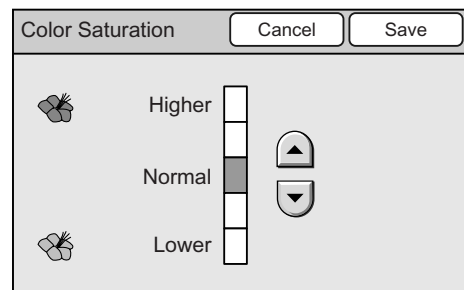
The closer the level is to [Higher], more lively the colors of the image. The closer the level is to [Lower], less lively the colors of the image.

1. On the [Image Quality] screen, select [Color Saturation].



2. On the [Color Saturation] screen, set the saturation level using [▲] and [▼].

3. Select [Save].



## 3.6 Settings Other Copy Features

The following explains how to set the features available on the [More Copy Features] screen.

This corresponds to " Step 4 Set the copy features (P. 80)" in " Step 4 Set the copy features (P. 80)".



[More Copy Features] screen

| Basic Copying                              | Image Quality                               | More Copy Features |
|--|---|--------------------|
| <input type="radio"/> Copy Output          | <input type="radio"/> Mixed Sized Orig.     |                    |
| <input type="checkbox"/> Collated          | <input type="checkbox"/> Off                |                    |
| <input type="radio"/> 2 Up                 | <input type="radio"/> Edge Erase            |                    |
| <input type="checkbox"/> Off               | <input type="checkbox"/> T&B: 4mm/ R&L: 4mm |                    |
|  | <input type="checkbox"/> Center: 0mm        |                    |
| <input type="radio"/> Original Orientation | <input type="radio"/> Original Size         |                    |
| <input type="checkbox"/> Head to Top       | <input type="checkbox"/> Auto Size          |                    |
|  | <input type="checkbox"/> Detect             |                    |

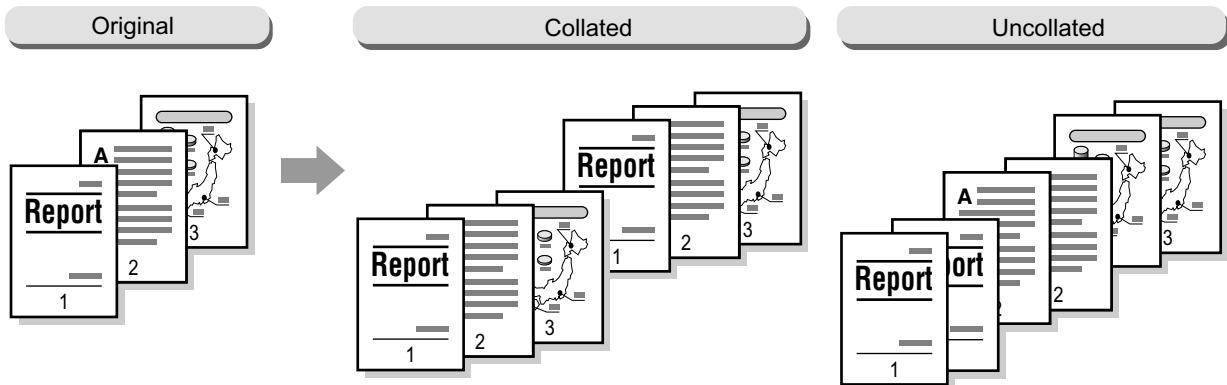
Note

- The above is the [More Copy Features] screen of the DocuScan C4250. The [Mixed Sized Originals] feature is not available on the DocuScan C3200 A.
- If old settings are present on the [More Copy Features] screen, pressing the <Clear All> button on the control panel resets them to the defaults. The defaults can be changed under [System Settings]. For information about [System Settings], refer to "6 System Settings (P. 129)".



## Copy Output (Collating or Uncollating the Output)

The Copy Output feature allows you to set whether to collate or uncollate the output.



### Important

- This feature is only available if the printer that the scanner is connected to:
  - has a collating feature.
  - has an add-on hard disk.

Selecting [Copy Output] displays the [Copy Output] screen.

## [Copy Output] Screen

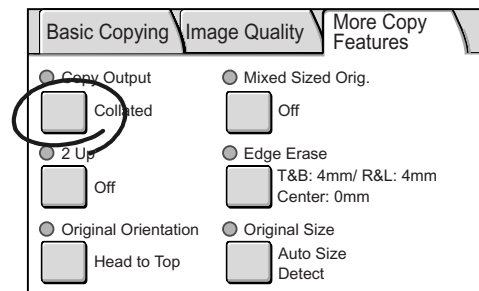
### Collated

Delivers the specified number of copy sets in the same order as the original.

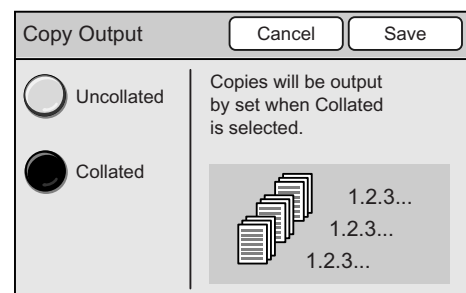
### Uncollated

Delivers the output in the order based on the total number of copies for each page.

1. On the [More Copy Features] screen, select [Copy Output].



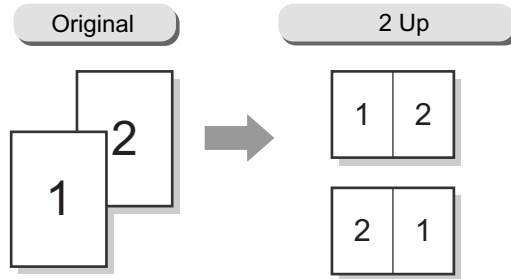
2. On the [Copy Output] screen, select whether to collate or uncollate the output.
3. Select [Save].



## 2 Up (Copying Two Originals on One Page)

---

The 2-Up feature allows you to copy the images from two originals onto a single page. When [2 Up] is selected, [Reduce/Enlarge] is automatically set to [Auto %]. The scanner automatically reduces/enlarges the originals to fit on the paper size selected.



### Important

- Make sure that the orientation of the original is identical to [Original Orientation].

### Note

- When [Auto %] under [Reduce/Enlarge] is disabled (when a copy ratio of your choice is specified), image loss may occur depending on the size of the originals.
- When enabled, Edge Erase will be applied to each original.
- [Paper Supply] on the [Basic Copying] screen must be set to an option other than [Auto].

Selecting [2 Up] displays the [2 Up] screen.

## [2 Up] Screen

---

### 1 Up

Disables the feature.

### 2 Up

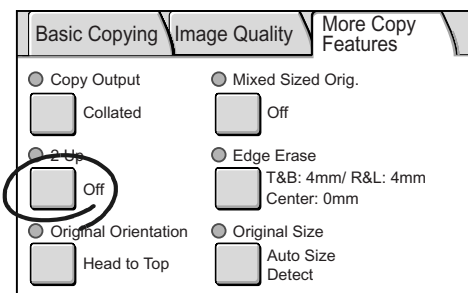
Copies two originals onto a single page.

## [Image Order]

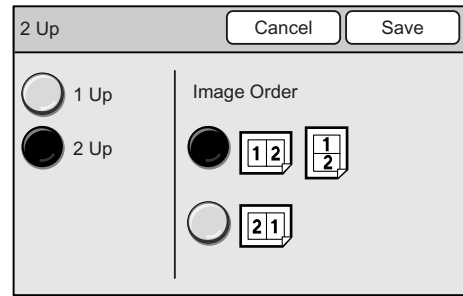
---

When [2 Up] is selected, select the image order.

1. On the [More Copy Features] screen, select [2 Up].



2. On the [2 Up] screen, select [1 Up] or [2 Up].
3. When [2 UP] is selected, select the image order.
4. Select [Save].



## Original Orientation (Specifying the Orientation of the Original)

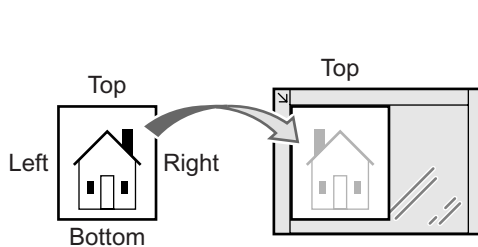
The Original Orientation feature allows you to specify the orientation of the original to identify which side is the top.

Select [Original Orientation] to display the [Original Orientation] screen.

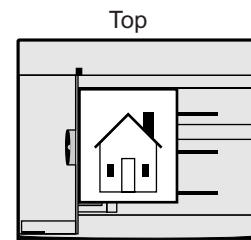
### [Original Orientation] Screen

#### Head to Top

Select this when placing the original on the document glass or into the document feeder with its top towards the back of the scanner.



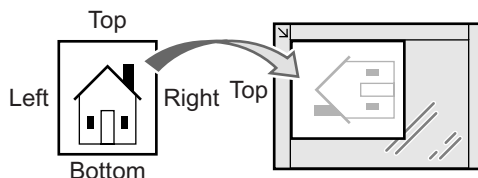
Original placed on document glass



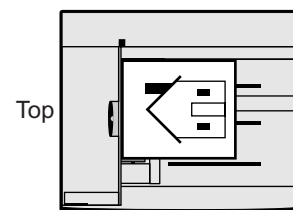
Original loaded into document feeder

#### Head to Left

Select this when placing the original on the document glass or into the document feeder with its top towards the left of the scanner. Make sure to select [Head to Left] when placing the original in head-to-left orientation (texts are in sideways).



Original placed on document glass

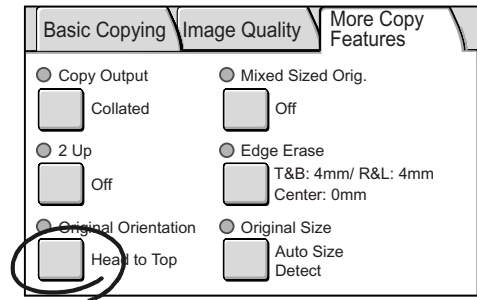


Original loaded into document feeder

#### Important

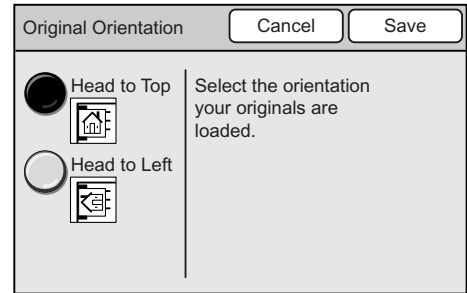
- The scanner will not correctly recognize the top of the original if the [Original Orientation] setting does not match the actual orientation of the original.

1. On the [More Copy Features] screen, select [Original Orientation].



2. On the [Original Orientation] screen, select the orientation of the original.

3. Select [Save].



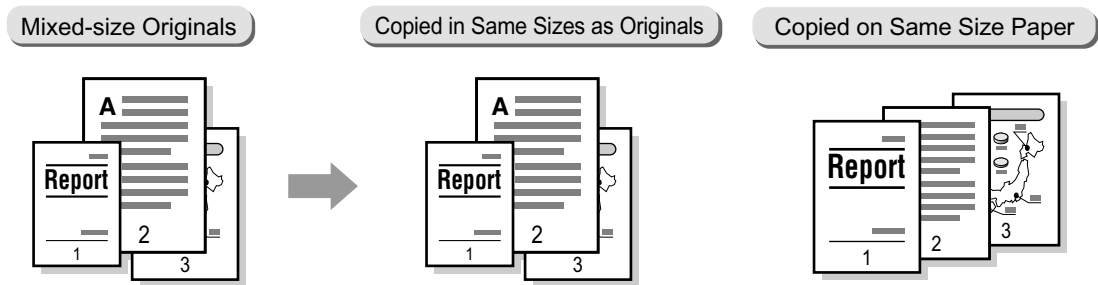
## Mixed Sized Originals (Scanning Mixed-size Originals Simultaneously) (DocuScan C4250 Only)

Use the Mixed Sized Originals feature to feed documents of different sizes into the document feeder. This feature allows you to scan documents of different sizes simultaneously and copy them on paper appropriate for each document.

This feature also allows you to copy all documents on the same size paper.

When copying documents on the same size paper, set [Mixed Sized Originals] to [On] and configure the following settings:

- Set [Reduce/Enlarge] to [Auto %], and select the output paper size.



### Important

- Always load A5 documents in LEF orientation.

### Note

- If the sizes of documents cannot be detected, a screen that allows you to enter the sizes appears.

Selecting [Mixed Sized Orig.] displays the [Mixed Sized Originals] screen.

## [Mixed Sized Originals] Screen

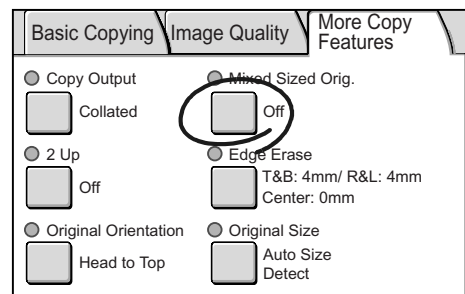
### Off

Select this when copying documents of the same size.

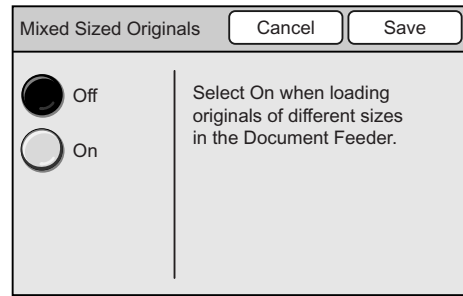
### On

Select this when copying documents of different sizes. The scanner will automatically detect the size of each document.

1. On the [More Copy Features], select [Mixed Sized Orig.].

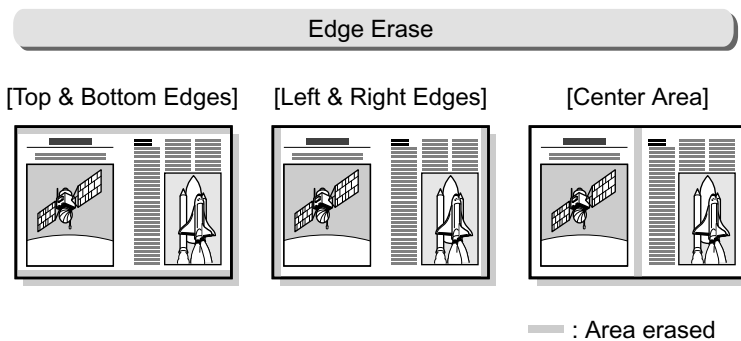


- On the [Mixed Sized Originals] screen, select [On] or [Off].
- Select [Save].



## Edge Erase (Erasing Unwanted Marks from the Center/Edges of the Original)

If you copy documents with the document feeder cover open, or if you copy documents that are bound together, such as in a book, dark shadows get printed sometimes along the edges or in the center binding area of the output. The Edge Erase feature allows you to eliminate such unwanted marks from the output.



### Important

- Make sure that the orientation of the original is identical to [Original Orientation] on the [More Copy Features] screen.

### Note

- When making a 2-sided copy, the same amount of erasure will be applied to both sizes of the output.
- When making a reduced/enlarged copy, the amount of erasure will be reduced/enlarged proportionally.

### Refer to

- For information about printable area, refer to the user guide provided for your printer.

Selecting [Edge Erase] displays the [Edge Erase] screen.

## [Edge Erase] Screen

### Normal

Erases unwanted marks from all four edges of the original. The default amount of erasure is 4 mm on all four edges. If you do not want to apply Edge Erase, set [Variable Erase] to [0 mm].

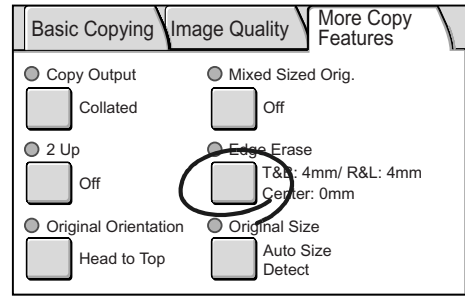
### Variable Erase

When [Variable Erase] is selected, the right of the screen displays the entry boxes that correspond to the top/bottom, left/right, and center of the original.

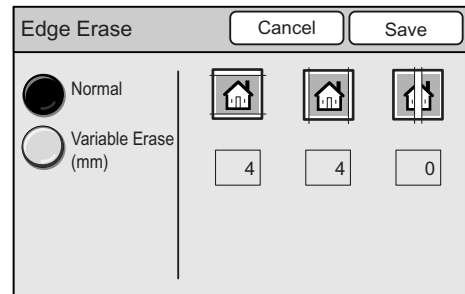
Specify the amount of erasure in each entry box using [▲] and [▼].

The amount of erasure can be specified from 0 to 50 mm in increments of 1 mm.

1. On the [More Copy Features] screen, select [Edge Erase].



2. On the [Edge Erase] screen, select [Normal] or [Variable Erase].
3. When [Variable Erase] is selected, specify the amount of erasure using [▲] and [▼].
4. Select [Save].

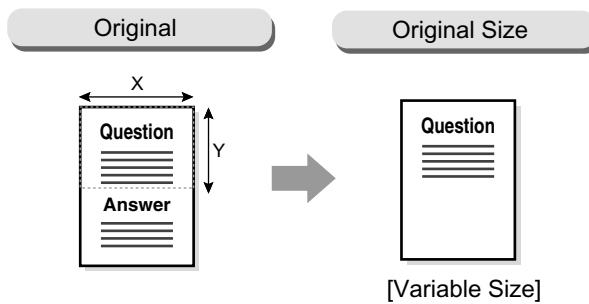


## Original Size (Specifying the Scan Size)

The Original Size feature allows you to specify the scan size.

Specify the original size when scanning a non-standard size document, or when copying a document in a size different from its actual size.

If you specify the original size, the original will be scanned in the size specified regardless of its actual paper size. By using this feature, you can also add margins or delete unwanted areas on the output.



Selecting [Original Size] displays the [Original Size] screen.

## [Original Size] Screen

### Auto Size Detect

Automatically detects the size of the original document.

Note

- When the original size cannot be detected automatically, a screen that allows you to enter the size appears.

### Standard Size

Select this when selecting the original size from the preset options.

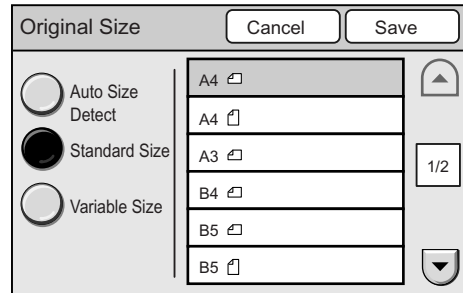
The preset options displayed on the screen can be changed.

Note

- The DocuScan C4250 displays 12 preset options while the DocuScan C3200 A displays 6. The screen shown on the right is that of the DocuScan C4250.

Refer to

- For information on how to change the preset options, refer to "Original Size Button (P. 141)".

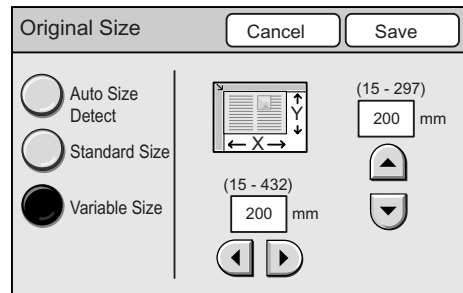


### Variable Size

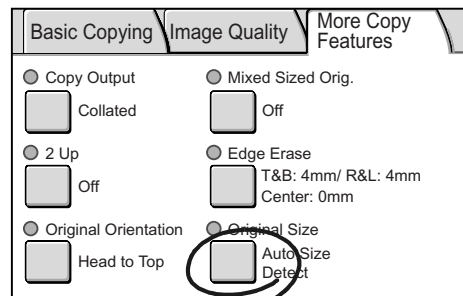
Select this when the original is non-standard size, or when copying it in a size different from its actual size. Specify the size using [▲]/[▼]/[◀]/[▶] in increments of 1 mm. The scale on the document glass can help specify the size.

Refer to

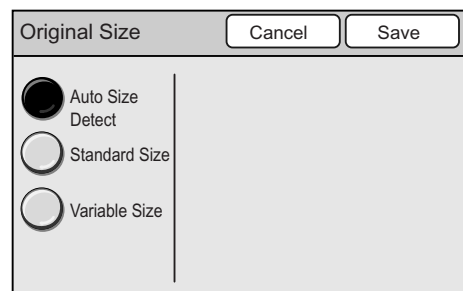
- For information about supported document sizes, refer to "Detectable Document Sizes" under "Supported Documents (P. 23)".



1. On the [More Copy Features] screen, select [Original Size].



2. Select the desired option on the [Original Size] screen, and select [Save].  
When specifying a non-standard size, specify the values for X and Y directions.





# 4 Address Book and Subject/Comment List

## 4.1 Overview

This section provides a brief description of Address Book and Subject/Comment List.

### What is Address Book

Address Book allows you to store e-mail or server addresses for the Scan to E-mail /Scan to PC feature.

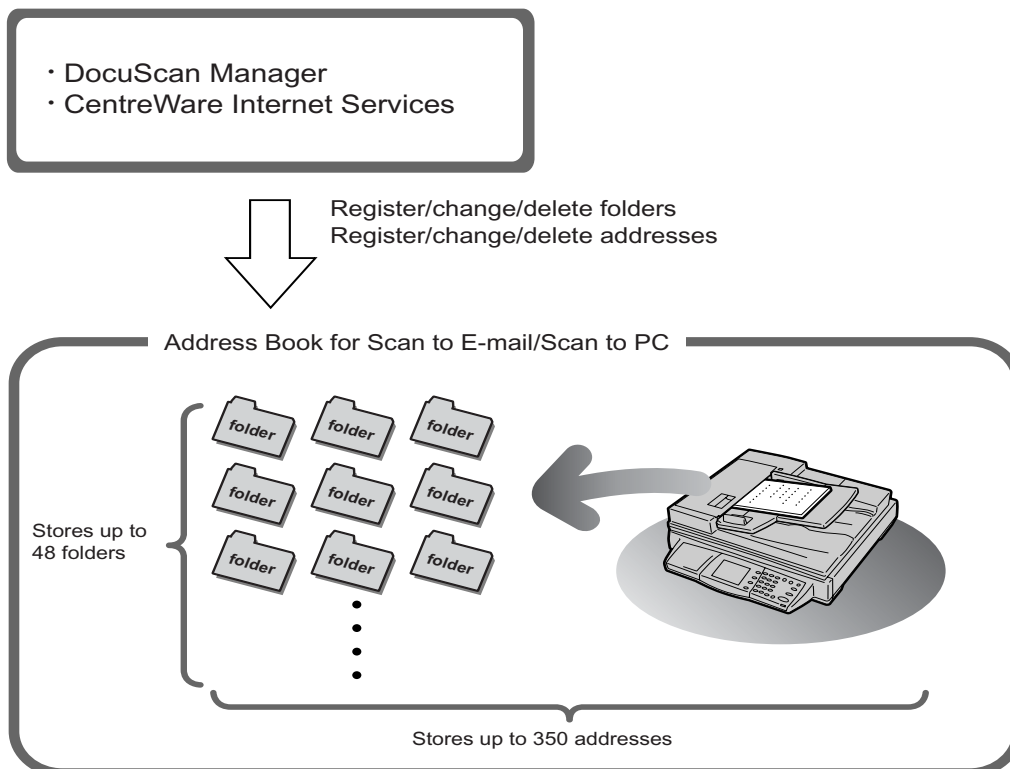
With Address Book, entering addresses is as easy as just a few touches on the touch panel. To save yourself the time of entering them on the control panel, store frequently-used addresses in Address Book.

Address Book can be organized by creating folders and grouping common addresses together. Folders can have their access controlled by assigning them passwords.

If you want to make address searches simple, however, we recommend you store all addresses in one folder. The scanner performs address searches within one folder only, not across the entire Address Book.

#### Note

- If you have registered new addresses into Address Book, it is recommended that you create its backup. For more information, refer to "Address Book Maintenance (P. 150)".
- Up to 350 e-mail/server addresses can be registered in Address Book.
- Up to 48 address folders can be registered in Address Book.



## What is Subject/Comment List

E-mail subjects and comments (messages) for Scan to E-mail can be registered in Subject/Comment List. With Subject/Comment List, you can enter e-mail subjects and comments simply by selecting them from a list.

Subjects and comments stored in Subject/Comment List can be used as a whole or partially by editing them on the control panel.

## Registering Addresses/Subjects/Comments

To register addresses in Address Book or subjects and comments in Subject/Comment List, use DocuScan Manager or CentreWare Internet Services.

Note

- DocuScan Manager can be installed from the "Software Pack" CD-ROM included with the scanner.

Refer to

- For installation instructions of DocuScan Manager, refer to the Software Operation Guide.
- For basic operating instruction of DocuScan Manager, refer to "7 DocuScan Manager (P. 178)".
- For detailed operating instructions of DocuScan Manager, refer to the DocuScan Manager Online Help.
- For operating instructions of CentreWare Internet Services, refer to "9.1 Monitoring/Managing the Scanner on a Web Browser (P. 216)".
- For information on how to register addresses on CentreWare Internet Services, refer to the CentreWare Internet Services Online Help.

## Address Book Setting Items

The following setting items are available for Address Book:

Note

- Items that are not mentioned optional are mandatory and must be set.

### Settings Items Common for Scan to E-mail/Scan to PC

| DocuScan Manager/<br>CentreWare Internet Services<br>Setting Items |  | How Used on the Scanner's Control Panel  |
|--|--|--|
| Item   | Description  |  |
| Folder   | A container for addresses.   | <ul style="list-style-type: none"> <li>• If you open Address Book, the folders stored in it will be listed. Select a folder in which the address you want to use is registered.</li> <li>• If you want to skip the [Address Book Folder] screen, change the default setting under [System Settings] &gt; [Scan Settings] &gt; [Scan Defaults].</li> <li>• An address search can be performed only within one folder. It cannot be performed across multiple folders simultaneously.</li> </ul> |
| Folder Number  | The registration number of a folder. Set this by selecting the desired folder from the folders list.   |  |
| Folder Name (Optional)   | The name of a folder. <ul style="list-style-type: none"> <li>• Enter this within 16 characters or symbols (ASCII characters).</li> <li>• This setting is optional. If you leave this blank, the folder will be named "No name".</li> </ul> |  |
| Password (Optional)  | The password of a folder. <ul style="list-style-type: none"> <li>• Enter this within 4 to 8 numeric digits.</li> <li>• This setting is optional.</li> </ul>  |  |



## Setting Items for Scan to PC

| DocuScan Manager/<br>CentreWare Internet Services<br>Setting Items |  | How Used on the Scanner's Control Panel   |
|--|--|---|
| Item   | Description  |   |
| Transfer Protocol  | The method to be used when transferring scanned data from the scanner.<br>Select [SMB] when saving scanned data in a Windows shared folder. Select [FTP] when saving it on an FTP server.  | <ul style="list-style-type: none"> <li>Set this on the [Save In] screen.</li> <li>If you open an address folder, the address numbers, server names, and transfer protocols of the addresses contained in the folder will be listed.</li> </ul>  |
| Save In (Server Name/IP Address) (Mandatory)                       | <p>A computer on which to send scanned data.</p> <ul style="list-style-type: none"> <li>Enter this within 64 characters or symbols (ASCII characters).</li> <li>Control characters (such as linefeeds) cannot be used.</li> <li>Enter this in one of the following formats:<br/> FQDN format<br/> Example: pcname.example.com<br/> Computer name (NetBIOS name)<br/> Example: pcname<br/> DNS host name<br/> Example: pcname<br/> IP address<br/> Example: 192.168.1.100</li> </ul> <p>Note</p> <ul style="list-style-type: none"> <li>If entering this in FQDN format, [Properties] &gt; [Protocol Settings] &gt; [TCP/IP] &gt; [DNS] &gt; [DNS Server Address] must be set on CentreWare Internet Services.</li> <li>Computer name (NetBIOS name) can be entered only when [Transfer Protocol] is set to [SMB].</li> <li>When [Transfer Protocol] is SMB and if entering the computer name of a computer located on other subnet, [Properties] &gt; [Protocol Settings] &gt; [TCP/IP] &gt; [WINS] &gt; [WINS Server Address] must be set on CentreWare Internet Services.</li> <li>If entering a DNS host name, the location where the scanned data will be saved must be in the domain specified in [Properties] &gt; [Protocol Settings] &gt; [TCP/IP] &gt; [DNS] &gt; [DNS Server Address]/ [DNS Domain Name] on CentreWare Internet Services.</li> <li>If entering a DNS host name when [Transfer Protocol] is [SMB], and if a computer that uses the same name for its computer name (NetBIOS name) exists on the same subnet as the scanner, scanned data will be saved on that computer.</li> </ul> | <ul style="list-style-type: none"> <li>This corresponds to [Server] on the [Save In] screen.</li> <li>Enter this in [Server/IP Address] as a search keyword when searching the address.</li> <li>To verify this, select the address from Address Book and select [Details...].</li> </ul> |
| Port Number (Mandatory)  | <p>A port number to be used to communicate with a server.</p> <ul style="list-style-type: none"> <li>When [Transfer Protocol] is [FTP], enter 21 or any integer between 5,000 and 65,535.</li> <li>When [Transfer Protocol] is [SMB], enter 139 or any integer between 5,000 and 65,535.</li> </ul>  | To verify this, select the address from Address Book and select [Details].  |
| SMB Shared Name (Mandatory)  | <p>The shared name of a shared folder in which to save scanned data.</p> <ul style="list-style-type: none"> <li>Enter this within 32 characters or symbols (ASCII characters).</li> <li>Control characters (such as linefeeds) cannot be used.</li> <li>When [Transfer Protocol] is [SMB], this setting is mandatory.</li> </ul>   | This corresponds to [Shared Name] on the [Save In] screen. [Shared Name] is displayed when [Transfer Protocol] is set to [SMB].   |

| <b>DocuScan Manager/<br/>CentreWare Internet Services<br/>Setting Items</b> |  | <b>How Used on the Scanner's Control Panel</b>         |
|---|--|--|
| <b>Item</b>   | <b>Description</b>   |  |
| Save In<br>(Optional)   | <p>The name of a folder in which to save scanned data.</p> <ul style="list-style-type: none"> <li>• Enter this within 96 characters or symbols (ASCII characters).</li> <li>• Control characters (such as linefeeds) cannot be used.</li> <li>• When [Transfer Protocol] is [FTP], enter this in a format of "path1/path2". When [Transfer Protocol] is [SMB], enter this in a format of "path1\path2".</li> <li>• This setting is optional. If you leave this blank when [Transfer Protocol] is [SMB], scanned data will be saved right under the shared folder set in [Shared Name]. When [Transfer Protocol] is [FTP], scanned data will be saved right under the directory to be logged in.</li> </ul> | This corresponds to [Save In] on the [Save In] screen. |

| DocuScan Manager/<br>CentreWare Internet Services<br>Setting Items |   | How Used on the Scanner's Control Panel                  |
|--|---|--|
| Item   | Description   |  |
| User Name<br>(Mandatory)   | <p>The name of the user who is authorized to change settings on computer/folder where scanned data is to be saved.</p> <ul style="list-style-type: none"> <li>This setting is mandatory.</li> </ul> <p>Enter this in one of the following formats:</p> <p>■ Local User Name</p> <ul style="list-style-type: none"> <li>Enter this within 97 characters or symbols (ASCII characters).</li> <li>Control characters (such as linefeeds) and the following symbols cannot be used:<br/>“ * + , / ; &lt; = &gt; ? [ \ ]</li> <li>Leading and trailing spaces are not allowed.</li> <li>This cannot be a character string that only contains a period (.).</li> </ul> <p>Note</p> <ul style="list-style-type: none"> <li>If using Windows XP, your local user name can be found under [Control Panel] &gt; [User Account].</li> <li>If using Windows 2000, your local user name is under [My Computer] &gt; [Properties] &gt; [User Profiles], and is displayed in a format of "computer name\user name".</li> <li>For details, check [Control Panel] &gt; [Users and Passwords].</li> </ul> <p>■ NetBIOS-format Domain User</p> <p>Enter this in a format of "domain\user".<br/>Example: pcname\smith</p> <p>Enter the "domain" and "user" portions as follows:</p> <ul style="list-style-type: none"> <li>Control characters (such as linefeeds) and the following symbols cannot be used:<br/>“ * + , / ; &lt; = &gt; ? [ \ ]</li> <li>Leading and trailing spaces are not allowed.</li> <li>This cannot be a character string that only contains a period (.).</li> <li>Enter the "user" portion within 32 characters or symbols (ASCII characters).</li> <li>Enter the "domain" portion within 64 characters or symbols (ASCII characters).</li> </ul> <p>Note</p> <ul style="list-style-type: none"> <li>If using Windows XP, your NetBIOS-domain user name can be found under [Control Panel] &gt; [User Account].</li> <li>If using Windows 2000, your NetBIOS-format domain user name is under [My Computers] &gt; [Properties] &gt; [User Profiles], and is displayed in a format of "computer name\user name".</li> </ul> | This corresponds to [User Name] on the [Save In] screen. |

| DocuScan Manager/<br>CentreWare Internet Services<br>Setting Items |  | How Used on the Scanner's Control Panel                 |
|--|--|---|
| Item   | Description  |   |
| User Name<br>(Optional)<br><br>(Cont.)                             | <p>■ UPN-format Domain User<br/>Enter this in a format of "user@domain".<br/>Example: guest@example.com</p> <ul style="list-style-type: none"> <li>The "domain" portion cannot include control characters (such as linefeeds), spaces, and the following symbols:<br/>! " # \$ ' ( ) * + , / : ; &lt; = &gt; ? @ [ \ ] ^ ` {   } ~</li> <li>Enter the "user" portion within 32 characters or symbols (ASCII characters).</li> <li>Enter the "domain" portion within 64 characters or symbols (ASCII characters).</li> </ul> <p>Note</p> <ul style="list-style-type: none"> <li>To obtain your UPN-format user name, ask your network administrator.</li> </ul> |   |
| Password<br>(Mandatory)  | <p>A password for the user set under [User Name].</p> <ul style="list-style-type: none"> <li>Enter this within 32 characters or symbols (ASCII characters).</li> <li>Control characters (such as linefeeds) cannot be used.</li> </ul>   | This corresponds to [Password] on the [Save In] screen. |

## Subject /Comment List Setting Items

Subject/Comment List offers the following setting items:

Note

- Items that are not mentioned optional are mandatory and must be set.

| DocuScan Manager/<br>CentreWare Internet Services<br>Setting Items |   | How Used on the Scanner's Control Panel  |
|--|---|--|
| Item   | Description   |  |
| Subject  | <p>The subject of the e-mail you are attaching scanned data to.</p> <ul style="list-style-type: none"> <li>Enter this within 64 characters or symbols (ASCII characters).</li> <li>Control characters (such as linefeeds) cannot be used.</li> </ul>                  | Set this under the [E-mail Address] screen > [Details] > [Subject] > [Change] > [Enter/Change Subject] > [Subject] > [Select From List]. |
| Comment  | <p>The comment of the e-mail you are attaching scanned data to.</p> <ul style="list-style-type: none"> <li>Enter this within 192 characters or symbols (ASCII characters).</li> <li>Control characters other than linefeeds (such as tabs) cannot be used.</li> </ul> | Set this under the [E-mail Address] screen > [Details] > Comment] > [Change] > [Enter/Change Comment] > [Comment] > [Select From List].  |

## Using Address Book and Subject/Comment List

---

Address Book and Subject/Comment List can be operated on the following three types of tools:

- Control panel
- Address Book Tool on DocuScan Manager
- CentreWare Internet Services

### ■ What you can do on the control panel

On the control panel, you can:

- specify or search for e-mail/server addresses on the Scan to E-mail/Scan to PC setting screen.
- select subjects/comments on Scan to E-mail setting screen.
- save or restore Address Book.

Refer to

- For information about setting e-mail/server addresses, refer to "2.4 Using Scan to E-mail (P. 40)" or "2.5 Using Scan to PC (P. 49)".
- For information about searching for e-mail/server addresses, refer to "Searching for an Address (P. 125)".
- For information about saving/restoring Address Book, refer to "Address Book Maintenance (P. 150)".

### ■ What you can do on Address Book Tool

On Address Book Tool, you can:

- register, change, or delete address folders.
- register, change, or delete addresses.
- search for addresses.
- import addresses from your e-mail application.
- register, change, or delete subjects in Subject/Comment List.
- register, change, or delete comments in Subject/Comment List.

Refer to

- For operating instructions, refer to the DocuScan Manager Online Help.

### ■ What you can do on CentreWare Internet Services

On CentreWare Internet Services, you can:

- register, change, or delete address folders.
- register, change, or delete addresses.
- register, change, or delete subjects in Subject/Comment List.
- register, change, or delete comments in Subject/Comment List.

Refer to

- For operating instructions, refer to the CentreWare Internet Services Online Help.



## 4.2 Using Address Book on the Scanner

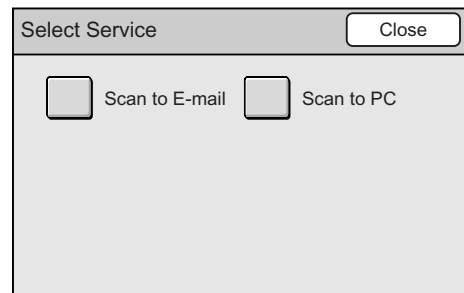
This section describes how to display Address Book on the scanner and to select or search for an address in Address Book.

### Displaying Address Book

Use the following procedure to display Address Book:

#### Using the <Address Book> button on the control panel

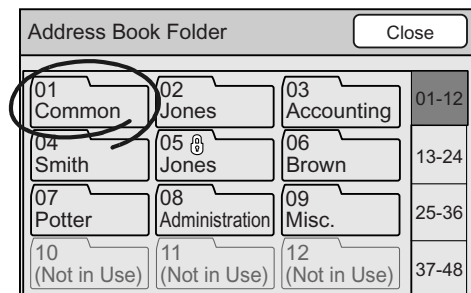
1. Press the <Address Book> button on the control panel.
2. On the [Select Service] screen, select the type of Address Book from [Scan to E-mail] and [Scan to PC].



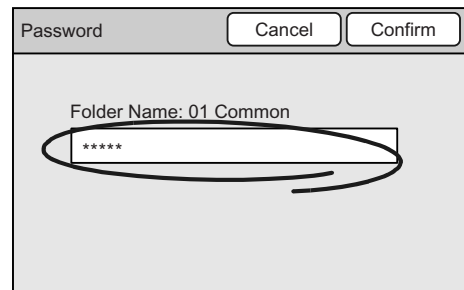
3. On the [Address Book Folder] screen, select the desired folder. If a password is set to the folder, a password entry screen appears.

#### Note

- Selecting [01-12], [13-24], [25-36], or [37-48] on the right side of the screen displays the corresponding address folders.
- Password-locked folders are indicated with a "lock" icon.
- You can skip the [Address Book Folder] screen and display the screen for a specific folder by changing the default under [System Settings]. For more information, refer to "Address Screen (P. 175)".
- If a password is not set to the folder, the [Address Book] screen displays.



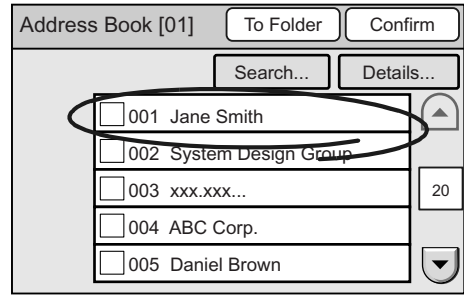
4. On the password entry screen, enter the password using the numeric keypad, and select [Confirm].



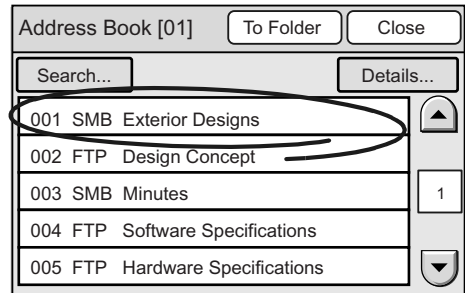
The [Address Book] screen appears and lists the addresses in the folder.

**Note**

- The [To Folder] button cancels the selection and takes you back to the [Address Book Folder] screen.



Scan to E-mail



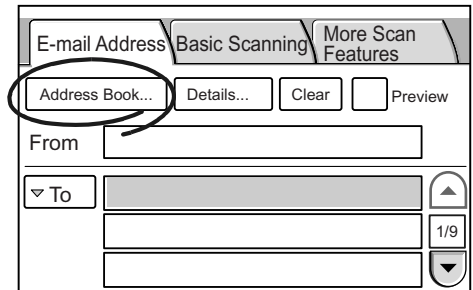
Scan to PC

## Using the [Address Book...] button on the touch panel

1. On the [E-mail Address] or [Save In] (Scan to PC) screen, select [Address Book...].

**Note**

- The screens used here are those of the Scan to E-mail feature. The procedure, however, is the same also for the Scan to PC feature.

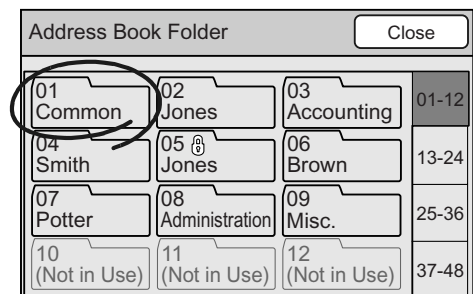


2. On the [Address Book Folder] screen, select the desired folder.

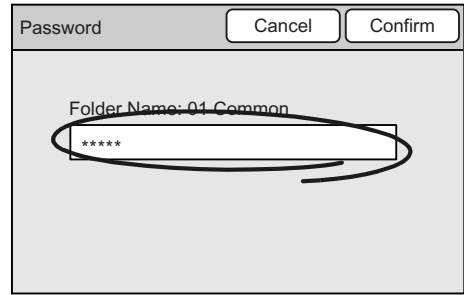
If a password is set to the folder, a password entry screen appears.

**Note**

- Selecting [01-12], [13-24], [25-36], or [37-48] on the right side of the screen displays the corresponding address folders.
- Password-locked folders are indicated with a "lock" icon.
- You can skip the [Address Book Folder] screen and display the screen for a specific folder by changing the default under [System Settings]. For more information, refer to "Address Screen (P. 175)".
- If a password is not set to the folder, the [Address Book] screen displays.



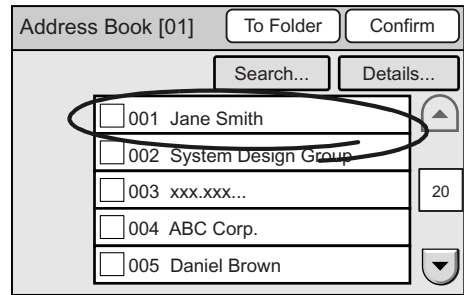
3. On the [Password] screen, enter the password using the numeric keypad on the control panel, and select [Confirm].



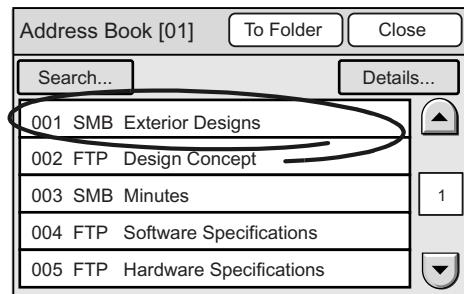
The [Address Book] screen appears and lists the addresses in the folder.

**Note**

- The [To Folder] button cancels the selection and takes you back to the [Address Book Folder] screen.



Scan to E-mail



Scan to PC

## Selecting an Address

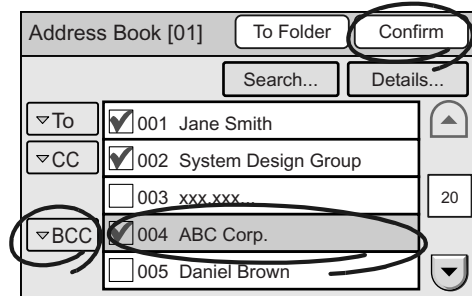
---

The [Address Book] screen displays a list of addresses in the selected address folder. To select an address on the [Address Book] screen, use the following procedure:

### Scan to E-mail

---

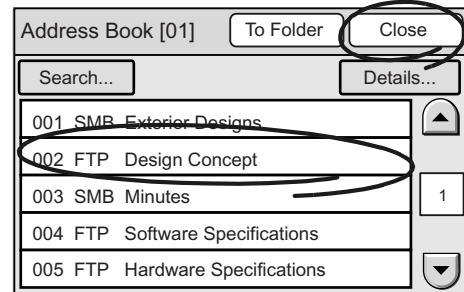
1. Select the desired address. A check mark appears in the check box next to the address.  
Check marks can be added or removed by touching the check boxes. When a check box is selected, the [To] button appears on its left.
2. As necessary, select the type of recipient by touching the [To] button. The button can be changed to [CC], [BCC], [To], [CC]... each time you touch it.
3. When selecting multiple addresses from the same folder, repeat Steps 1 and 2.
4. Select [Confirm].



### Scan to PC

---

1. Select the desired address.
2. Select [Close].



## Searching for an Address

An address search can be performed within one folder by specifying a search keyword. The keyword can be entered either in full or partially.

The following types of keywords are available:

### Go To

Used to specify an address number registered in Address Book.

### Index

Used to specify a character string registered in Address Book.

### E-mail (Scan to E-mail)

Used to specify an e-mail address registered in Address Book.

### Server/IP Address (Scan to PC)

Used to specify the name or IP address of a server registered in Address Book.

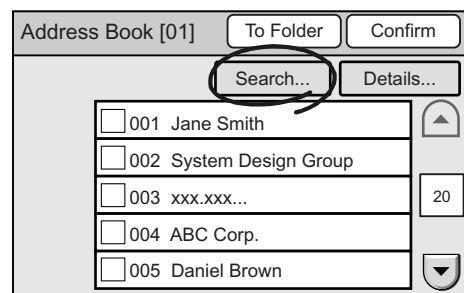
Refer to

- For information about the contents of Address Book, refer to "Registering Addresses/Subjects/Comments (P. 114)".

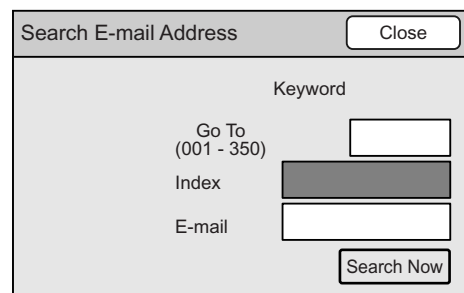
1. On the [Address Book] screen, select [Search...].

Note

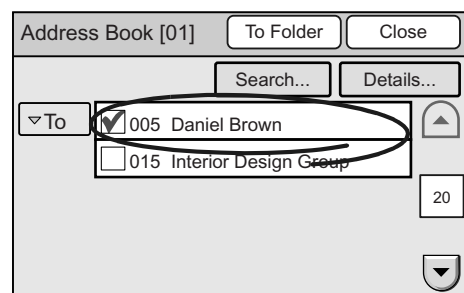
- The screens used here are those of the Scan to E-mail feature. This procedure, however is also the same for the Scan to PC feature.



2. On the [Search E-mail Address] screen, enter a search keyword.
3. Select [Search Now].



4. Select an address from the search result. A check mark appears in the check box next to the address. This screen for the Scan to PC feature does not show check marks when addresses are selected.
5. As necessary, select the type of recipient by touching the [To] button. The button changes to [CC], [BCC], [To], [CC]... each time you touch it.



6. Select [Close].

## Viewing the Details of an Address

---

If you want to select an address after checking its details, use the following procedure:

1. On the [Address Book] screen, select an address.

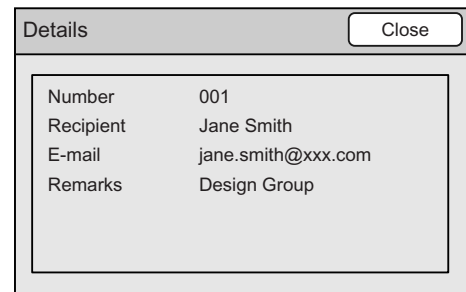
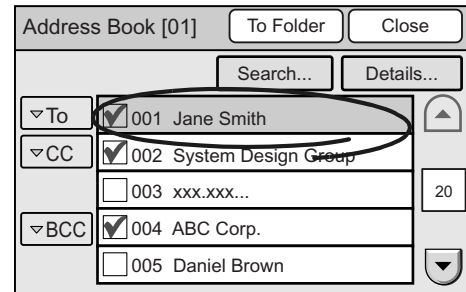
Note

- The screens used here are those of the Scan to E-mail feature. The procedure, however, is also the same for the Scan to PC feature.

2. Select [Details...].

3. On the [Details] screen, check the details of the address.

4. Select [Close].



# 5 Job Status

This section describes how to check the status of completed jobs.

The status of jobs can be checked by the following methods:

- Using the control panel
- Using CentreWare Internet Services

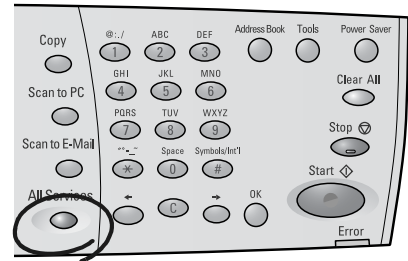
## 5.1 Using the Control Panel

The status of completed jobs can be checked using the control panel.

Selecting [Job Status] on the [All Services] screen lists the last 20 jobs that completed.

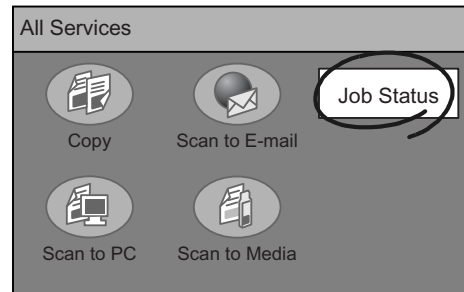
You can also view their details by selecting them from the list.

1. Press the <All Services> button on the control panel.



2. On the [All Services] screen, select [Job Status].

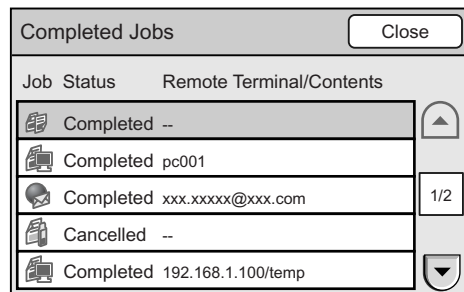
The [Completed Jobs] screen appears.



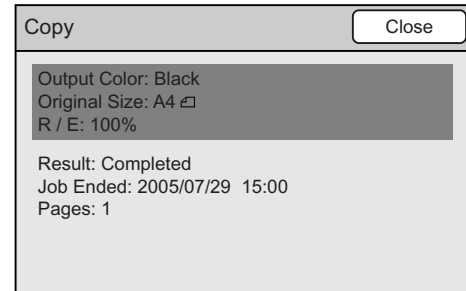
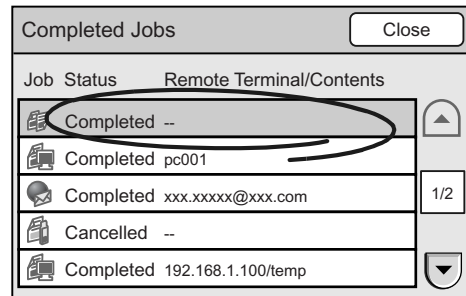
3. Check the status of the jobs.

Note

- Select [▲] to display the previous screen or [▼] to display the next screen.



4. If you want to view the details of a specific job, select it from the list.
5. Select [Close] repeatedly until you return to the [All Services] screen.



## 5.2 Using CentreWare Internet Services

The status of completed jobs can be checked also using CentreWare Internet Services. To check the status of jobs on CentreWare Internet Services, select [Job History] on the [Jobs] tab.

[Job History] displays the following information:

- Service Name
- File Name
- Result
- Pages
- Completed at
- Output Destination (Entries)
- Output Color
- Scan Resolution
- File Format
- Original Size
- Reduce/Enlarge

[Job History] displays the last 20 jobs that completed.

Note

- Jobs displayed are only those that completed. Jobs still in progress are not displayed.

Refer to

- For operating instructions of CentreWare Internet Services, refer to "9.1 Monitoring/Managing the Scanner on a Web Browser (P. 216)".



# 6 System Settings

## 6.1 System Setting Procedure

---

This section describes how to change the scanner's default settings, such as the system clock, audio tones, and network-related settings.

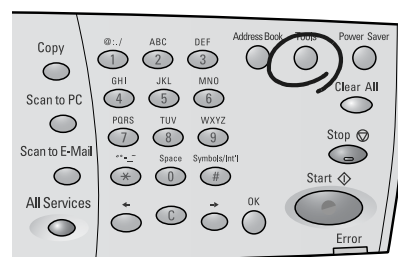
Refer to

- For information about the setting items for System Settings, refer to "6.2 System Settings Setting Items (P. 131)".

### Step 1 Display the [System Settings] screen

---

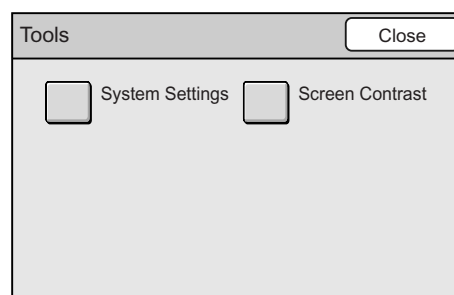
1. Press the <Tools> button on the control panel.



2. On the [Tools] screen, select [System Settings] or [Screen Contrast].

Note

- When [Screen Contrast] is selected, proceed to " Step 3 Select a setting item (P. 130)".



### Step 2 Enter the system administrator password

---

To change the system settings, you will need a system administrator password.

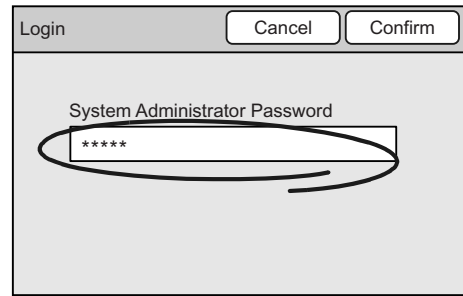
If you select [System Settings] on the [System Settings] screen, the [Login] screen that prompts you to enter [System Administrator Password] appears. The default password is "11111".

The system administrator password can be changed. We recommend you to change it right after installing the scanner.

Refer to

- To change the system administrator password, refer to "Setup Password" (P. 147).

1. Enter the password using the numeric keypad on the control panel, and select [Confirm].



### Step 3 Select a setting item

1. When [System Settings] is selected in Step 1, select an item you want to set on the [System Settings] screen.

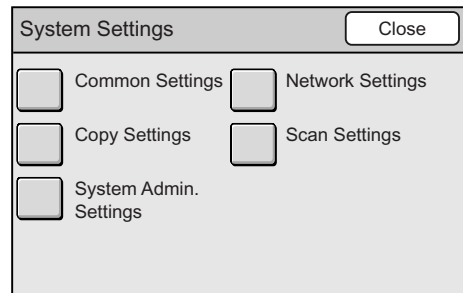
**Note**

- When [Screen Contrast] is selected, adjust the screen contrast on the [Screen Contrast] screen and select [Save]. For more information, refer to "6.3 Screen Contrast (P. 133)".

2. Change the setting on the screen of the selected item.

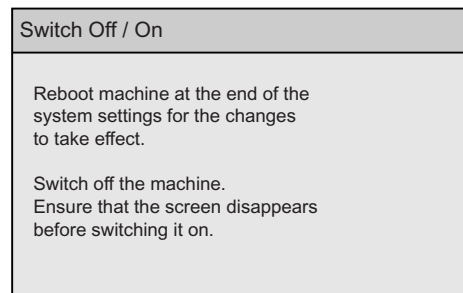
**Refer to**

- For information about each setting screen, refer to the descriptions from "6.4 Common Settings (P. 133)" onward.



### Step 4 Exit the [System Settings] screen

1. When you are finished with the settings, select [Close] repeatedly until you return to the [System Settings] screen.
2. On the [System Settings] screen, select [Close].
3. The [Switch Off/On] screen may appear depending on the settings you made. Follow the message and switch off the power. When the touch panel has gone off, switch the power back on again.



## 6.2 System Settings Setting Items

System Settings offer the following setting items:

### ■ Screen Contrast

Used to change the screen contrast of the touch panel.

### ■ System Settings

Used to set or change the default of the features.

#### Common Settings

|                                    |  |
|------------------------------------|--|
| "Machine Clock/Timers" (P. 133)    | "Date Format" (P. 134)<br>"Date Setup" (P. 134)<br>"Time Format" (P. 134)<br>"Time Setup" (P. 135)<br>"Time Zone" (P. 135)<br>"Auto Clear" (P. 136)<br>"Auto Job Release" (P. 136)<br>"Auto Power Saver" (P. 137)                      |
| "Audio Tones" (P. 137)             | "Panel Select Tone" (P. 137)<br>"Panel Alert Tone" (P. 138)<br>"Machine Ready Tone" (P. 138)<br>"Job Complete Tone" (P. 138)<br>"Fault Tone" (P. 139)<br>"Alert Tone" (P. 139)<br>"Auto Clear Notif." (P. 139)<br>"Base Tone" (P. 140) |
| "Screen Defaults" (P. 140)         | "Screen Defaults" (P. 140)<br>"Custom Buttons 1 - 3" (P. 141)<br>"Default Language" (P. 141)   |
| "Original Size Button" (P. 141)    | "Original Size Button" (P. 142)  |
| "Service Availability" (P. 143)    | "Scan to E-mail" (P. 143)<br>"Scan to PC" (P. 144)<br>"Scan to Media" (P. 144)   |
| "Service Login" (P. 145)           | "Copy" (P. 145)<br>"Scan to E-mail" (P. 146)<br>"Scan to PC" (P. 146)<br>"Scan to Media" (P. 146)<br>"Setup Password" (P. 147)   |
| "Other Settings" (P. 147)          | "Millimeters/Inches" (P. 147)<br>"Paper Size Settings" (P. 148)  |
| "Maintenance/Diagnostics" (P. 149) | "Software Version" (P. 149)<br>"Error History" (P. 150)<br>"Address Book Maintenance" (P. 150)<br>"Printer Information" (P. 152)<br>"Carriage Shift" (P. 152)<br>"Initialize NVM" (P. 153)   |

## Network Settings

|                              |   |
|------------------------------|---|
| "Port Settings" (P. 154)     | "SNMP" (P. 154)<br>"CW Internet Services" (P. 155)  |
| "Protocol Settings" (P. 155) | "Ethernet Setting" (P. 155)<br>"Get IP Address" (P. 156)<br>"IP Address" (P. 156)<br>"Subnet Mask" (P. 157)<br>"Gateway" (P. 157) |

## Copy Settings

|                                   |  |
|-----------------------------------|--|
| "Basic Copying" (P. 158)          | "Paper Supply - 2" (P. 159)<br>"Paper Supply - 3" (P. 159)<br>"Reduce/Enlarge - 3" (P. 160)  |
| "Copy Defaults" (P. 160)          | "Paper Supply" (P. 161)<br>"Paper Type - Bypass" (P. 161)<br>"Paper Size - Bypass" (P. 161)<br>"Reduce/Enlarge" (P. 162)<br>"Output Color" (P. 162)<br>"2 Sided Copying" (P. 162)<br>"Original Type" (P. 163)<br>"Lighten/Darken" (P. 163)<br>"Sharpness" (P. 163)<br>"Saturation" (P. 164)<br>"Auto Exposure" (P. 164)<br>"Color Balance (Y/M/C/K)" (P. 164)<br>"Original Orientation" (P. 165)<br>"Output" (P. 165)<br>"Edge Erase" (P. 165)<br>"Mixed Sized Orig." (P. 166) |
| "Auto Exposure Level" (P. 166)    | "Black (Text)" (P. 166)<br>"Black (Text & Photo)" (P. 167)<br>"Black (Map)" (P. 167)<br>"Color (Text)" (P. 167)<br>"Color (Text & Photo)" (P. 168)<br>"Color (Map)" (P. 168)   |
| "Print Auditor Settings" (P. 169) |  |

## Scan Settings

|                                |  |
|--------------------------------|--|
| "Scan Defaults" (P. 170)       | "Output Color" (P. 170)<br>"Scan Resolution" (P. 171)<br>"Original Type" (P. 171)<br>"Lighten/Darken" (P. 171)<br>"File Format" (P. 172)<br>"TIFF File Format" (P. 172)<br>"Image Compression" (P. 173)<br>"Original Orientation" (P. 173)<br>"Sharpness" (P. 173)<br>"Contrast" (P. 174)<br>"RGB Color Space" (P. 174)<br>"Auto Exposure" (P. 174)<br>"Preview" (P. 175)<br>"Address Screen" (P. 175)<br>"Mixed Sized Orig." (P. 175) |
| "File Name Conflict" (P. 176)  |  |
| "Scan to PC Protocol" (P. 176) |  |

## System Admin. Settings

|                           |
|---------------------------|
| "Setup Password" (P. 177) |
|---------------------------|

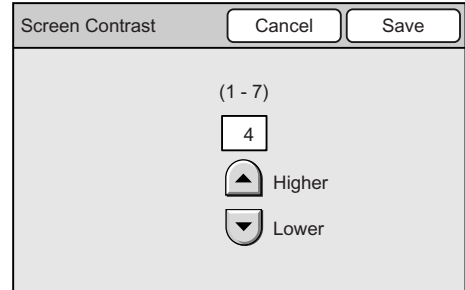
## 6.3 Screen Contrast

Screen Contrast allows you to adjust the contrast of the touch panel. The contrast can be adjusted in seven levels from [Higher] to [Lower].

1. On the [System Settings] screen, select [Screen Contrast].
2. On the [Screen Contrast] screen, adjust the contrast of the touch panel using [▲]/[▼], and select [Save].

Note

- To cancel the setting, select [Cancel].

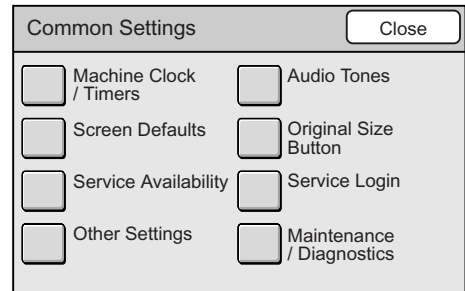


## 6.4 Common Settings

Common Settings allows you to change the settings relating to the specifications of the scanner.

Selecting [Common Settings] on the [System Settings] screen displays the [Common Settings] screen.

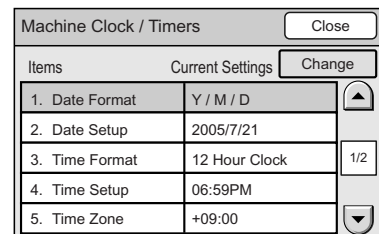
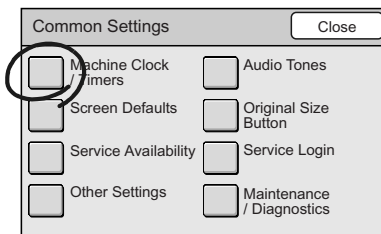
The following explains the settings that can be changed under [Common Settings].



## Machine Clock/Timers

Selecting [Machine Clock/Timers] on the [System Settings] screen displays the [Machine Clock/Timers] screen.

On this screen, you can set the scanner's system clock and the time to wait until the Power Saver mode or reset functions engage.



## Date Format

---

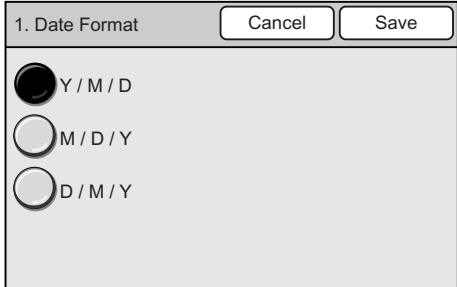
Sets the date format of the scanner's system clock.

The date format can be selected from [Y/M/D], [M/D/Y], and [D/M/Y].

1. On the [Machine Clock/Timers] screen, select [1. Date Format], and select [Change].
2. On the [1. Date Format] screen, select the desired date format.
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



## Date Setup

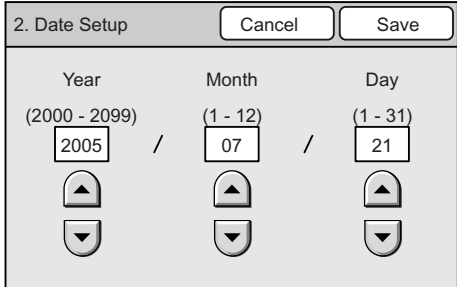
---

Sets the date of the scanner's system clock.

1. On the [Machine Clock/Timers] screen, select [2. Date Setup], and select [Change].
2. On the [2. Date Setup] screen, enter the current date using [▲]/[▼].
3. Select [Save].

Note

- To change the setting, select [Cancel].



## Time Format

---

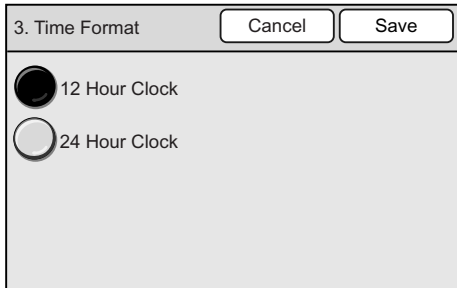
Sets the time format of the scanner's system clock.

The time format can be selected from [12 Hour Clock] and [24 Hour Clock].

1. On the [Machine Clock/Timers] screen, select [3. Time Format], and select [Change].
2. On the [3. Time Format] screen, select the desired time format.
3. Select [Save].

Note

- To change the settings, select [Cancel].



## Time Setup

Sets the time of the scanner's time clock.

1. On the [Machine Clock/Timers] screen, select [4. Time Setup], and select [Change].
2. When [12 Hour Clock] is selected on the [4. Time Setup] screen, select [AM] or [PM] on the [Time Setup] screen.

The screenshot shows the '4. Time Setup' screen. At the top, there are 'Cancel' and 'Save' buttons. Below them, there are two radio buttons: 'AM' (selected) and 'PM'. To the right, there are two input fields: 'Hours' (range 1-12) with the value '10' and 'Minutes' (range 0-59) with the value '59'. Each input field has up and down arrow buttons for navigation.

3. Enter the current time using [▲]/[▼].
4. Select [Save].

Note

- To cancel the setting, select [Cancel].

The screenshot shows the '4. Time Setup' screen. At the top, there are 'Cancel' and 'Save' buttons. Below them, there are two input fields: 'Hours' (range 0-23) with the value '22' and 'Minutes' (range 0-59) with the value '59'. Each input field has up and down arrow buttons for navigation.

## Time Zone

Sets the time zone that the scanner is in. The time zone is specified by the time difference from the Greenwich Mean Time (GMT).

1. On the [Machine Clock/Timers] screen, select [5. Time Zone], and select [Change].
2. On the [5. Time Zone] screen, set the time zone using [▲]/[▼].
3. Select [Save].

Note

- To cancel the setting, select [Cancel].

The screenshot shows the '5. Time Zone' screen. At the top, there are 'Cancel' and 'Save' buttons. Below them, there is a range '(-12:00 - +13:00)' and the text 'GMT' followed by an input field containing '+10:00'. Below the input field are up and down arrow buttons for navigation.

## Auto Clear

---

Sets the time to wait before the touch panel returns to the default screen. It also sets the time to wait until the scanner presumes scanning/copying while waiting for the next document to be loaded, or when left idle on the [Preview] screen.

This can be set from 1 to 4 minutes in increments of 1 minute.

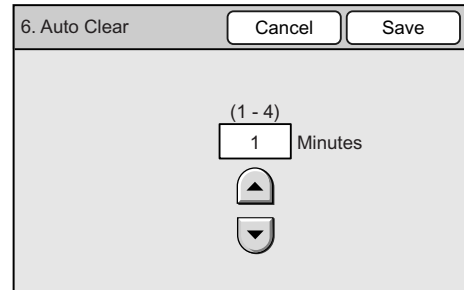
1. On the [Machine Clock/Timers] screen, select [6. Auto Clear], and select [Change].
2. On the [6. Auto Clear] screen, set the time using [▲]/[▼].
3. Select [Save].

### Note

- To cancel the setting, select [Cancel].

### Refer to

- For information about the default screen, refer to "Screen Defaults" (P. 140).



## Auto Job Release

---

Sets the time to wait before the scanner cancels the current job and starts the next job when an error occurs with the current job. The next job can be executed only in parts of the scanner that are functioning normally.

This can be set from 4 to 20 minutes in increments of 1 minute.

1. On the [Machine Clock/Timers] screen, select [7. Auto Job Release], and select [Change].
2. On the [7. Auto Job Release] screen, set the time using [▲]/[▼].
3. Select [Save].

### Note

- To cancel the setting, select [Cancel].



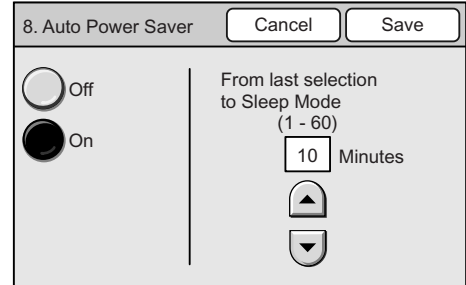


## Auto Power Saver

Sets the time to wait until the scanner goes into the Power Saver mode to save energy consumption.

This can be set from 1 to 60 minutes in increments of 1 minute. To disable the Power Saver mode, select [Off].

1. On the [Machine Clock/Timers] screen, select [8. Auto Power Saver], and select [Change].
2. On the [8. Auto Power Saver] screen, set whether or not to use the Power Saver mode.
3. When [On] is selected in Step 2, set the time using [▲]/[▼].
4. Select [Save].



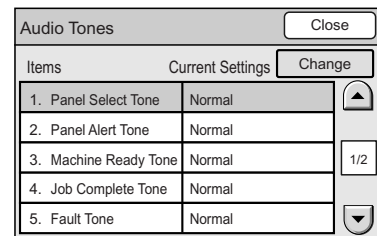
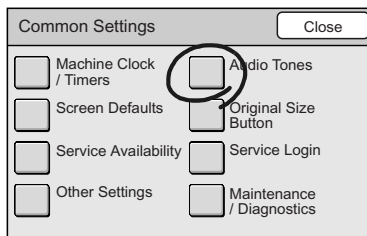
Note

- To cancel the setting, select [Cancel].

## Audio Tones

Selecting [Audio Tones] on the [Common Settings] screen displays the [Audio Tones] screen.

On this screen, you can enable/disable the audio tones and set their volume.

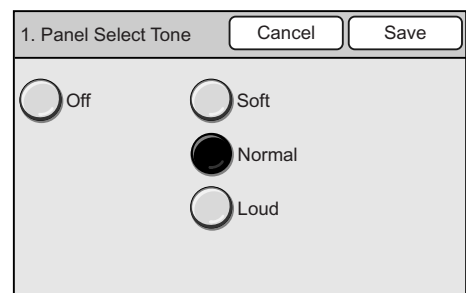


## Panel Select Tone

Sets the tone that goes off when a correct button is selected on the touch panel.

The volume of the tone can be selected from [Soft], [Normal], and [Loud]. To disable the tone, select [off].

1. On the [Audio Tone] screen, select [1. Panel Select Tone], and select [Change].
2. On the [1. Panel Select Tone] screen, select the volume of the tone.
3. Select [Save].



Note

- To cancel the setting, select [Cancel].

## Panel Alert Tone

---

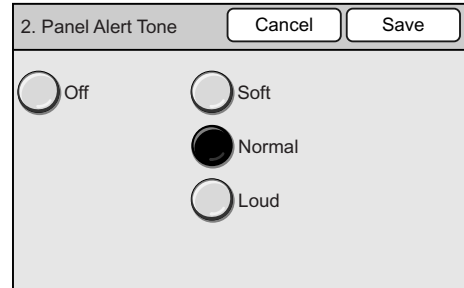
Sets the tone that goes off when an incorrect button was selected, or an operation was attempted during an error.

The volume of the tone can be selected from [Soft], [Normal], and [Loud]. To disable the tone, select [Off].

1. On the [Audio Tone] screen, select [2. Panel Alert Tone], and select [Change].
2. On the [2. Panel Alert Tone] screen, select the volume of the tone.
3. Select [Save].

### Note

- To cancel the setting, select [Cancel].



## Machine Ready Tone

---

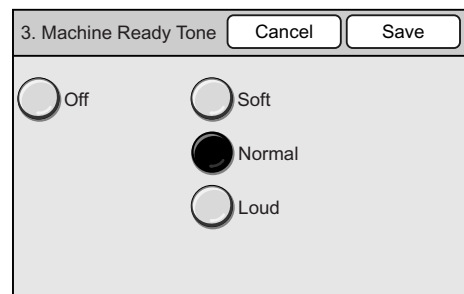
Sets the tone that informs you that the scanner is ready for scanning/copying.

The volume of the tone can be selected from [Soft], [Normal], and [Loud]. To disable the tone, select [Off].

1. On the [Audio Tone] screen, select [3. Machine Ready Tone], and select [Change].
2. On the [3. Machine Ready Tone] screen, select the volume of the tone.
3. Select [Save].

### Note

- To cancel the setting, select [Cancel].



## Job Complete Tone

---

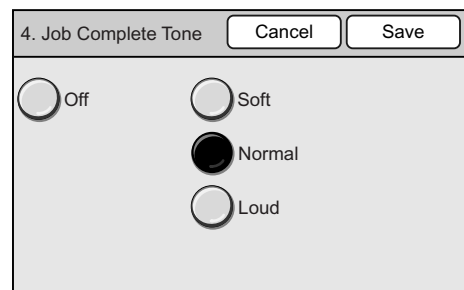
Sets the tone that goes off when a job has been completed successfully.

The volume of the tone can be selected from [Soft], [Normal], and [Loud]. To disable the tone, select [Off].

1. On the [Audio Tone] screen, select [4. Job Complete Tone], and select [Change].
2. On the [4. Job Complete Tone] screen, select the volume of the tone.
3. Select [Save].

### Note

- To cancel the setting, select [Cancel].



## Fault Tone

---

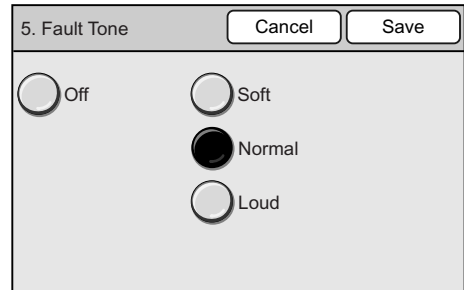
Sets the tone that goes off when a job finishes abnormally.

The volume of the tone can be selected from [Soft], [Normal], and [Loud]. To disable the tone, select [Off].

1. On the [Audio Tone] screen, select [5. Fault Tone], and select [Change].
2. On the [5. Fault Tone] screen, select the volume of the tone.
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



## Alert Tone

---

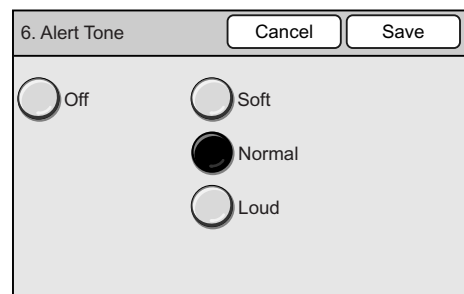
Sets the tone that goes off when a fault, such as a document jam, occurs and the job is held in a fault state.

The volume of the tone can be selected from [Soft], [Normal], and [Loud]. To disable the tone, select [Off].

1. On the [Audio Tone] screen, select [6. Alert Tone], and select [Change].
2. On the [6. Alert Tone] screen, select the volume of the tone.
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



## Auto Clear Notif.

---

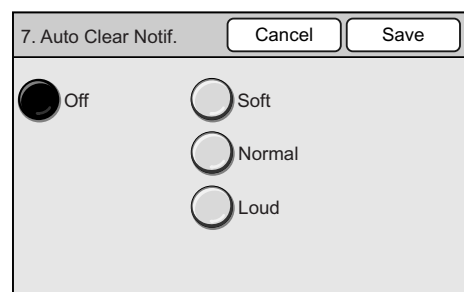
Sets the tone that goes off 5 seconds before the touch panel returns to the default screen.

The volume of the tone can be selected from [Soft], [Normal], and [Loud]. To disable the tone, select [Off].

1. On the [Audio Tone] screen, select [7. Auto Clear Notif.], and select [Change].
2. On the [7. Auto Clear Notif.] screen, select the volume of the tone.
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



## Base Tone

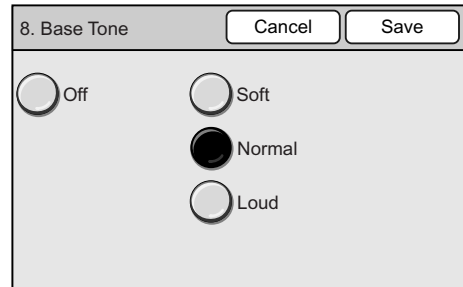
Sets the tone that goes off when a button, which toggles between different options when pressed repeatedly, is pressed. On this scanner, <Power Saver> is this type of button.

The volume of the tone can be selected from [Soft], [Normal], and [Loud]. To disable the tone, select [Off].

1. On the [Audio Tone] screen, select [8. Base Tone], and select [Change].
2. On the [8. Base Tone] screen, select the volume of the tone.
3. Select [Save].

### Note

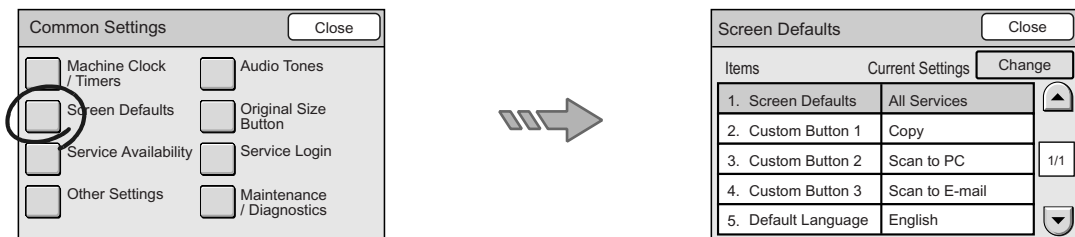
- To cancel the setting, select [Cancel].



## Screen Defaults

Selecting [Screen Defaults] on the [Common Settings] screen displays the [Screen Defaults] screen.

On this screen, you can set the default screen that appears when the scanner is switched on. You can also assign features to the custom buttons.



## Screen Defaults

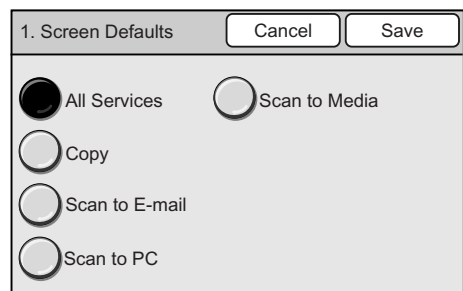
Sets the default display for the touch panel that appears when the scanner is switched on or when reset functions engage.

The default screen can be selected from [All Services], [Copy], [Scan to E-mail], [Scan to PC], and [Scan to Media].

1. On the [Screen Defaults] screen, select [1. Screen Defaults], and select [Change].
2. On the [1. Screen Defaults] screen, select the desired screen.
3. Select [Save].

### Note

- To cancel the setting, select [Cancel].



## Custom Buttons 1 - 3

Changes the features assigned to the custom buttons 1 to 3 (<Copy>, <Scan to E-mail>, and <Scan to PC>) on the control panel.

The features can be selected from [Copy], [Scan to E-mail], [Scan to PC], and [Scan to Media].

If you do not want to assign any features to the buttons, select [Off].

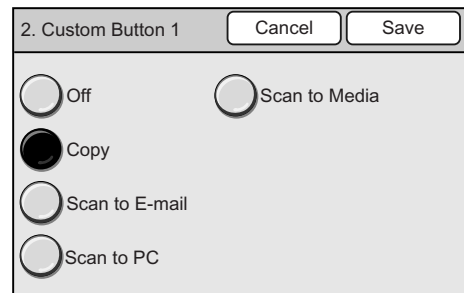
Note

- The same feature can be assigned to two or more custom buttons.

- On the [Screen Defaults] screen, select [2. Custom Button]/[3. Custom Button]/[4. Custom Button], and select [Change].
- On the screen of the button you selected, select the desired feature.
- Select [Save].

Note

- To cancel the setting, select [Cancel].



## Default Language

Changes the default language for the touch panel. You can choose between three different languages: [English], [Chinese] and [Korean].

- On the [Screen Defaults] screen, select [5. Default Language], and select [Change].
- On the [5. Default Language] screen, select the desired language.
- Select [Save].

Note

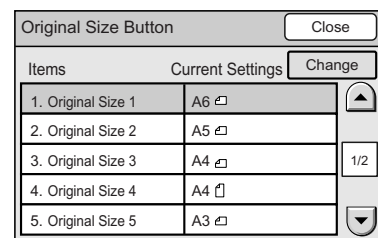
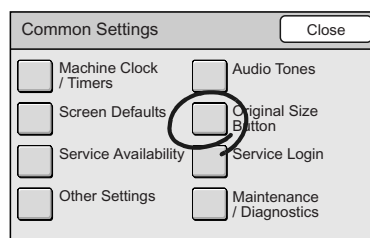
- To cancel the setting, select [Cancel].



## Original Size Button

Selecting [Original Size Button] on the [Common Settings] screen displays the [Original Size Button] screen.

On this screen, you can set the paper sizes displayed on the [Scan Size] or [Original Size] screen. You can also assign a paper size to each Original Size button.



If you assign non-standard paper sizes that you use frequently on these buttons, you can save the time of entering them each time you make copies.

The following types of paper size can be assigned to the buttons:

- A/B Series
- Inch Series
- Others
- Variable Size

[Variable Size] allows you to specify sizes in increments of 1 mm.

Refer to

- For information about [Scan Size], refer to "2.8 Setting Other Scan Features (P. 69)".
- For information about [Original Size], refer to "3.6 Settings Other Copy Features (P. 104)".

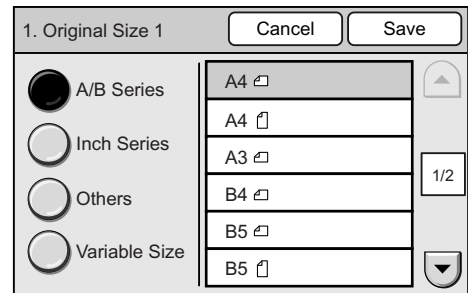
## Original Size Button

Assigns paper sizes to the Original Size buttons.

Note

- The DocuScan C4250 displays 12 original size buttons while the DocuScan C3200 A displays 6. The screen used here is that of the DocuScan C4250.

1. On the [Original Size Button] screen, select an original size button from [1. Original Size 1] to [12. Original Size 12], and select [Change].
2. On the screen of the button you selected, select the type of paper size series.
3. When [A/B Series], [Inch Series], [Others] are selected, select the desired size from the list on the right side of the screen.



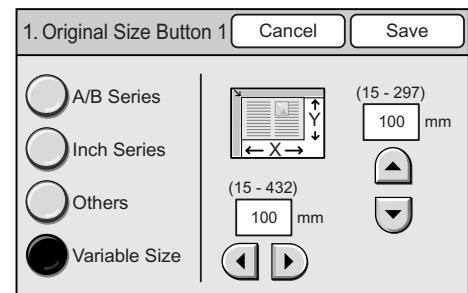
Note

- Select [▲] to display the previous screen or [▼] to display the next screen.

4. When [Variable Size] is selected, enter the size using [▲]/[▼]/[◀]/[▶].
5. Select [Save].

Note

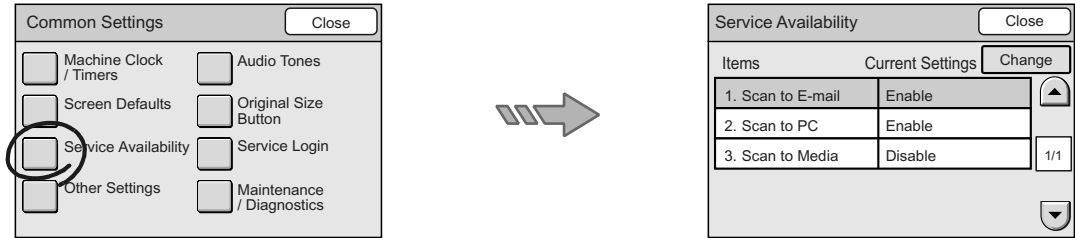
- To cancel the setting, select [Cancel].



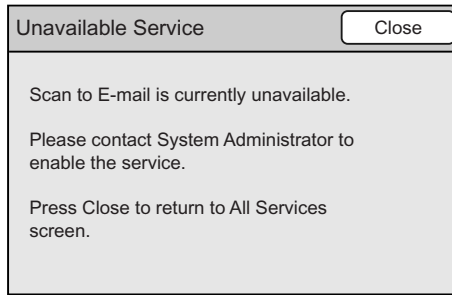
# Service Availability

Selecting [Service Availability] on the [Common Settings] screen displays the [Service Availability] screen.

On this screen, you can enable or disable the use of each feature. The features cannot be used when they are disabled.



If you attempt to use a feature that is disabled, the following screen appears.



Screen for Scan to E-mail

### Note

- The access to each feature can be controlled by setting a password and authenticating users. For details, refer to "Service Login" (P. 145).

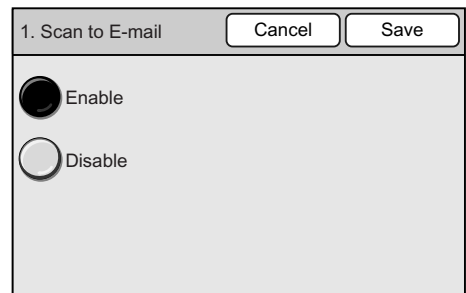
## Scan to E-mail

Enables or disables the Scan to E-mail feature.

1. On the [Service Availability] screen, select [1. Scan to E-mail], and select [Change].
2. On the [1. Scan to E-mail] screen, select [Enable] or [Disable].
3. Select [Save].

### Note

- To cancel the setting, select [Cancel].



## Scan to PC

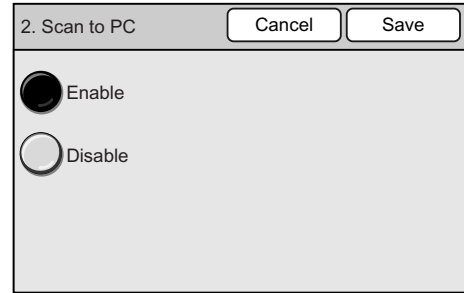
---

Enables or disables the Scan to PC feature.

1. On the [Service Availability] screen, select [2. Scan to PC], and select [Change].
2. On the [2. Scan to PC] screen, select [Enable] or [Disable].
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



## Scan to Media

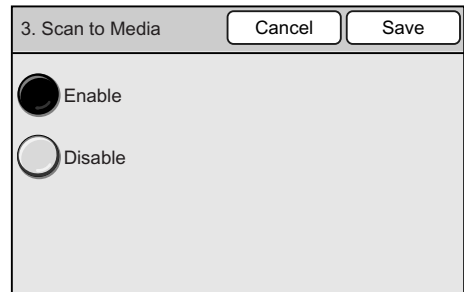
---

Enables or disables the Scan to Media feature.

1. On the [Service Availability] screen, select [3. Scan to Media], and select [Change].
2. On the [Scan to Media] screen, select [Enable] or [Disable].
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



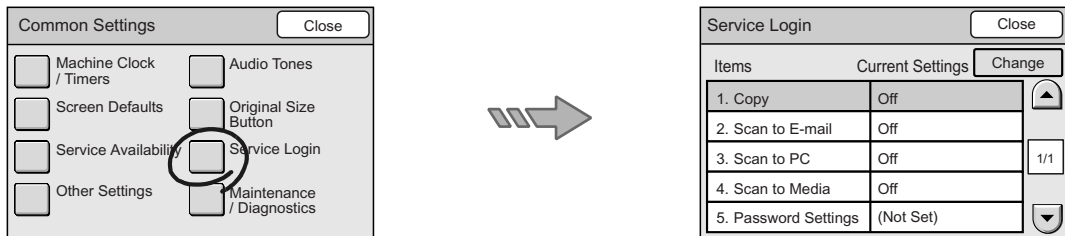


## Service Login

Selecting [Service Login] on the [Common Settings] screen displays the [Service Login] screen.

On this screen, you can set whether to set a password for each feature and authenticate users.

If you are setting passwords, set them on this screen also. You can set one password for each feature that is set to authenticate users.



If you select the button of a feature that is set to authenticate users, the following password entry screen appears. Enter the password to enter the setting screen for that feature.

### Note

- If you set a password to the copy features, pressing the <Copy> button displays the following password entry screen.

Copy Login

Cancel Confirm

Password

\*\*\*\*\*

## Copy

Sets whether or not to set a password for the copy feature.

1. On the [Service Login] screen, select [1. Copy], and select [Change].
2. On the [1. Copy] screen, select [On] or [Off].
3. Select [Save].

### Note

- To cancel the setting, select [Cancel].

1. Copy

Cancel Save

Off

On

## Scan to E-mail

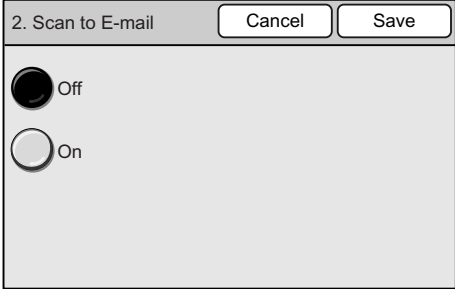
---

Sets whether or not to set a password for the Scan to E-mail feature.

1. On the [Service Login] screen, select [2. Scan to E-mail], and select [Change].
2. On the [2. Scan to E-mail] screen, select [On] or [Off].
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



The screenshot shows a dialog box titled "2. Scan to E-mail". At the top right, there are two buttons: "Cancel" and "Save". Below the title bar, there are two radio button options. The "Off" option is selected, indicated by a filled black circle. The "On" option is unselected, indicated by an empty white circle.

## Scan to PC

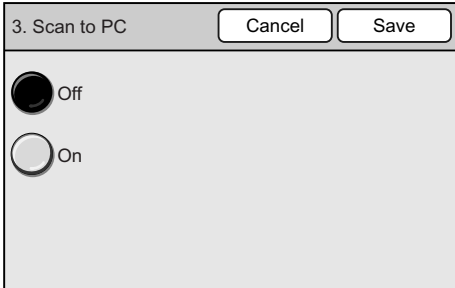
---

Sets whether or not to set a password for the Scan to PC feature.

1. On the [Service Login] screen, select [3. Scan to PC], and select [Change].
2. On the [3. Scan to PC] screen, select [On] or [Off].
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



The screenshot shows a dialog box titled "3. Scan to PC". At the top right, there are two buttons: "Cancel" and "Save". Below the title bar, there are two radio button options. The "Off" option is selected, indicated by a filled black circle. The "On" option is unselected, indicated by an empty white circle.

## Scan to Media

---

Sets whether or not to set a password for the Scan to Media feature.

1. On the [Service Login] screen, select [4. Scan to Media], and select [Change].
2. On the [4. Scan to Media] screen, select [On] or [Off].
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



The screenshot shows a dialog box titled "4. Scan to Media". At the top right, there are two buttons: "Cancel" and "Save". Below the title bar, there are two radio button options. The "Off" option is selected, indicated by a filled black circle. The "On" option is unselected, indicated by an empty white circle.

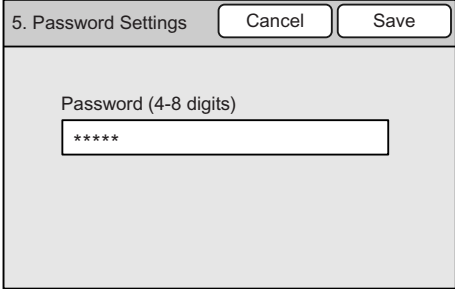
## Setup Password

Sets a password for each feature. The password must be a four to eight digit number.

1. On the [Service Login] screen, select [5. Setup Password], and select [Change].
2. On the [5. Setup Password] screen, enter the password using the numeric keypad on the control panel.
3. Select [Save].

Note

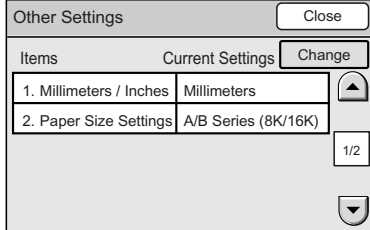
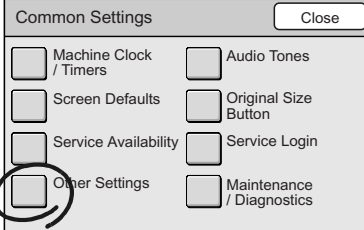
- To cancel the setting, select [Cancel].



## Other Settings

Selecting [Other Settings] on the [Common Settings] screen displays the [Other Settings] screen.

On this screen, you can set the measurement unit and paper size series to be used on the setting screens.




## Millimeters/Inches

Sets the measurement unit to be used on the setting screens to millimeters or inches.

1. On the [Other Settings] screen, select [1. Millimeters/Inches], and select [Change].
2. On the [1. Millimeters/Inches] screen, select [Millimeters] or [Inches].
3. Select [Save].

Note

- To cancel the setting, select [Cancel].

































## Paper Size Settings

Sets the paper size series to be detected automatically by the scanner.

Paper size series can be selected from A/B series, A/B series (8K/16K), and inch series.

The combination of paper sizes that can be detected automatically are as follows:

| Paper Size Series  | DocuScan C4250 |                 |                     |                 |                |                 | DocuScan C3200 A |                 |                     |                 |                |                 |
|--|----------------|-----------------|---------------------|-----------------|----------------|-----------------|------------------|-----------------|---------------------|-----------------|----------------|-----------------|
|  | A/B Series     |                 | A/B Series (8K/16K) |                 | Inch Series    |                 | A/B Series       |                 | A/B Series (8K/16K) |                 | Inch Series    |                 |
| Document input area  | document glass | document feeder | document glass      | document feeder | document glass | document feeder | document glass   | document feeder | document glass      | document feeder | document glass | document feeder |
| Size/<br>Orientation   |                |                 |                     |                 |                |                 |                  |                 |                     |                 |                |                 |
| A6                        | O              | X               | O                   | X               | X              | X               | O                | X               | O                   | X               | X              | X               |
| A6                        | X              | X               | X                   | X               | X              | X               | X                | X               | X                   | X               | X              | X               |
| A5                        | O              | O               | O                   | O               | X              | X               | O                | O               | O                   | O               | X              | X               |
| A5                        | O              | O               | O                   | O               | X              | X               | O                | O               | O                   | O               | X              | X               |
| A4                        | O              | O               | O                   | O               | X              | X               | O                | O               | O                   | O               | X              | X               |
| A4                        | O              | O               | O                   | O               | O              | X               | -                | -               | -                   | -               | -              | -               |
| A3                       | O              | O               | O                   | O               | O              | X               | -                | -               | -                   | -               | -              | -               |
| B6                      | O              | X               | O                   | X               | X              | X               | O                | X               | O                   | X               | X              | X               |
| B6                      | X              | X               | X                   | X               | X              | X               | X                | X               | X                   | X               | X              | X               |
| B5                      | O              | O               | O                   | O               | X              | X               | O                | O               | O                   | O               | X              | X               |
| B5                      | O              | O               | O                   | O               | X              | X               | X                | X               | X                   | X               | X              | X               |
| B4                      | O              | O               | O                   | O               | O              | O               | -                | -               | -                   | -               | -              | -               |
| 5.5 x 8.5"              | X              | X               | X                   | X               | O              | O               | X                | X               | X                   | X               | O              | O               |
| 5.5 x 8.5"              | X              | X               | X                   | X               | X              | O               | X                | X               | X                   | X               | O              | X               |
| 7.25 x 10.5"            | X              | X               | X                   | X               | O              | X               | -                | -               | -                   | -               | -              | -               |
| 8 x 10"                 | X              | X               | X                   | X               | X              | X               | X                | X               | X                   | X               | X              | X               |
| 8 x 10"                 | X              | X               | X                   | X               | X              | X               | -                | -               | -                   | -               | -              | -               |
| 8.5 x 11"               | X              | X               | X                   | X               | O              | O               | X                | X               | O                   | X               | O              | O               |
| 8.5 x 11"               | O              | X               | O                   | X               | O              | O               | -                | -               | -                   | -               | -              | -               |
| 8.5 x 13"               | X              | X               | X                   | X               | X              | X               | -                | X               | -                   | X               | -              | X               |
| 8.5 x 14"               | X              | X               | X                   | X               | O              | X               | -                | X               | -                   | X               | -              | X               |
| 11 x 15"                | X              | X               | X                   | X               | X              | X               | X                | X               | X                   | X               | X              | X               |
| 11 x 17"                | O              | X               | O                   | X               | O              | O               | X                | X               | X                   | X               | X              | X               |
| 16 K                    | X              | X               | O                   | X               | X              | X               | X                | X               | O                   | X               | X              | X               |
| 16 K                    | X              | X               | O                   | X               | X              | X               | -                | -               | -                   | -               | -              | -               |
| 8 K                     | X              | X               | O                   | X               | X              | X               | -                | -               | -                   | -               | -              | -               |
| Postcard                | X              | X               | X                   | X               | X              | X               | X                | X               | X                   | X               | X              | X               |
| Return postcard         | X              | X               | X                   | X               | X              | X               | X                | X               | X                   | X               | X              | X               |
| No.3 standard envelope  | X              | X               | X                   | X               | X              | X               | X                | X               | X                   | X               | X              | X               |
| 4 x 6"                  | X              | X               | X                   | X               | O              | X               | X                | X               | X                   | X               | O              | X               |

O: Can use X: Cannot use -: Not supported

1. On the [Other Settings] screen, select [2. Paper Size Settings], and select [Change].
2. On the [2. Paper Size Settings] screen, select the desired paper size series from [A/B Series], [A/B Series (8K/16K)], and [Inch Series].
3. Select [Save].



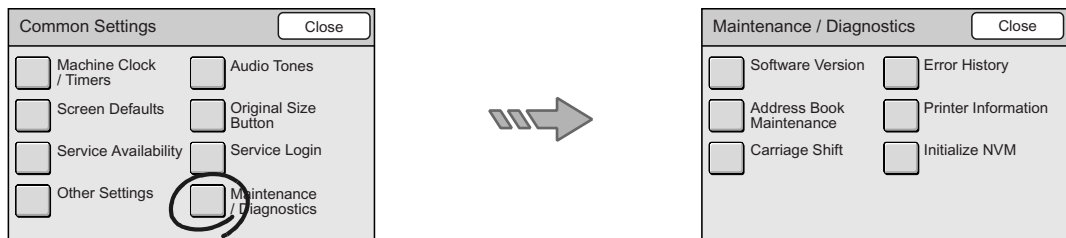
Note

- To cancel the setting, select [Cancel].

## Maintenance/Diagnostics

Selecting [Maintenance/Diagnostics] on the [Common Settings] screen displays the [Maintenance/Diagnostics] screen.

On this screen, you can set the defaults for the software versions, error history, printer information, Address Book maintenance, and NV memory (system data).



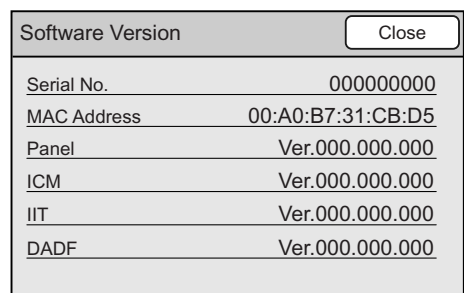
## Software Version

Displays the software version information, MAC Address.

Note

- The [DADF] information does not appear on the DocuScan C3200 A.

1. On the [Maintenance/Diagnostics] screen, select [Software Version].
2. On the [Software Version] screen, verify the contents.
3. Select [Close].



## Error History

Displays the error history.

1. On the [Maintenance/Diagnostics] screen, select [Error History].
2. On the [Error History] screen, select [Error Log History].
3. On the error log screen, verify the contents.
4. Select [Close].



## Address Book Maintenance

Saves the scanner's Address Book on a USB memory connected to the scanner. It also restores (imports) Address Book back to the scanner from a USB memory.

If you have registered new addresses to Address Book, we recommend you to create its backup using [Store Address Book].

### Important

- Address Book cannot be saved when the security or write-protect feature of the USB flash memory is enabled.

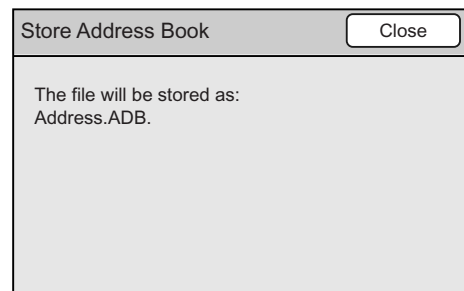
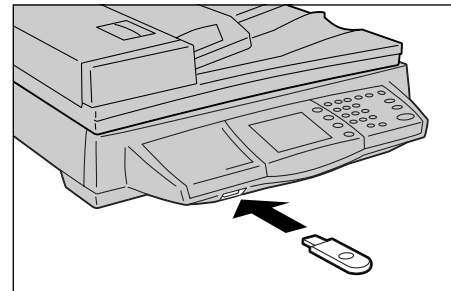
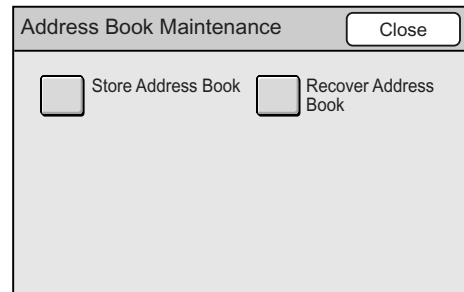
### ■ Store Address Book

1. Insert a USB flash memory into the scanner's USB connector.
2. On the [Maintenance/Diagnostics] screen, select [Address Book Maintenance].
3. On the [Address Book Maintenance] screen, select [Store Address Book].
4. The confirmation message appears. Press the <Start> button on the control panel.
5. When Address Book is saved, a message appears.

### Note

- If Address Book was not saved successfully, a message informing you of this appears. If the message appears, try saving Address Book again.

6. Select [Close].



## ■ Recover Address Book

Address Book can be restored by the following two methods:

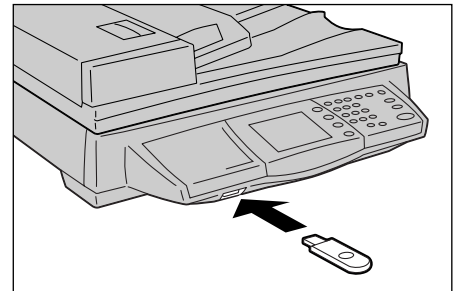
- [Overwrite]:

The addresses on the scanner that exist also on the USB flash memory will be overwritten with the addresses on the USB memory. The addresses that exist on the USB memory but not on the scanner will be added to the scanner. The addresses that exist on the scanner but not on the USB flash memory will stay on the scanner without being deleted.

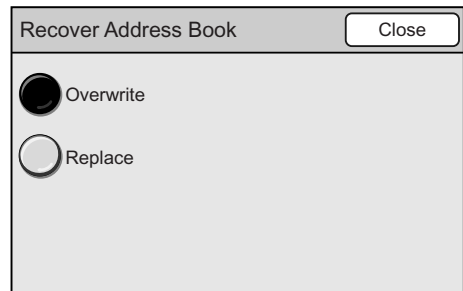
- [Replace]:

The entire addresses on the scanner will be deleted and will be replaced with the addresses on the USB flash memory.

1. Insert the USB memory on which Address Book is saved.
2. On the [Maintenance/Diagnostics] screen, select [Address Book Maintenance].
3. On the [Address Book Maintenance] screen, select [Recover Address Book].



4. On the [Recover Address Book] screen, select the desired recovery method, and press the <Start> button on the control panel.
5. When Address Book is restored, a message appears.



Note

- If the scanner fails to restore Address Book, a message informing you of this appears. If the message appears, try restoring Address Book again.

6. Select [Close].

## Printer Information

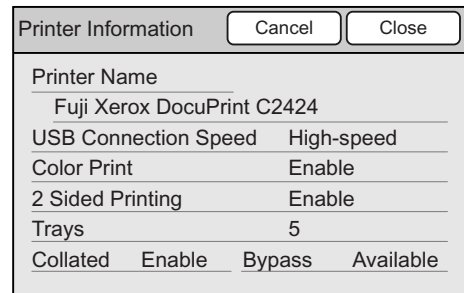
---

Displays the printer information.

The following information can be found in the printer information:

- Printer Name
- USB Connection Speed
- Color Print
- 2 Sided Printing
- Trays
- Collated
- Bypass

1. On the [Maintenance/Diagnostics] screen, select [Printer Information].
2. On the [Printer Information] screen, verify the contents.
3. Select [Close].



## Carriage Shift

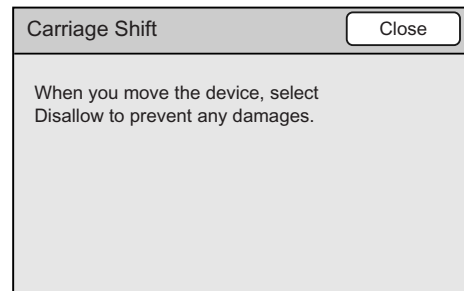
---

Shifts the carriage. When moving the scanner, lock the carriage on this screen to prevent it from being damaged.

Refer to

- For information on how to relocate the scanner, refer to "9.3 Moving the Scanner (P. 226)".

1. On the [Maintenance/Diagnostics] screen, select [Carriage Shift].
2. On the [Carriage Shift] screen, press the <Start> button on the control panel.
3. The carriage shifts.
4. Select [Close].





## Initialize NVM

---

Initializes the NV memory (system data and registered data).

The NV memory is nonvolatile memory that retains the settings of the scanner even when its power is switched off.

If you initialize the NV memory, various settings will return to the defaults.

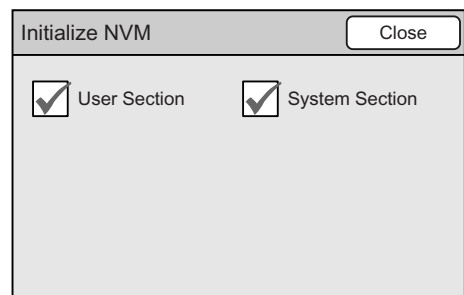
System data are the parameters set under System Settings as well as on CentreWare Internet Services.

Registered data are the data registered in the scanner's Address Book and Subject/Comment list.

Refer to

- For information on the setting items for System Settings, refer to "6.2 System Settings Setting Items (P. 131)".
- For information on the setting items for Address Book, refer to "4.1 Overview (P. 113)".

1. On the [Maintenance/Diagnostics] screen, select [Initialize NVM].
2. On the [Initialize NVM] screen, select the check box of the data you want to initialize. You can select both [User Section] and [System Section].
3. Select [Close].
4. Press the <Start> button on the control panel.
5. A message confirming you the initialization appears. If the message appears, verify the content and select [Yes].
6. When the initialization is complete, the [Switch Off/On] screen appears. Switch off the scanner.
7. Wait for the touch panel to go out, and switch the scanner back on.



## 6.5 Network Settings

[Network Setting] offers [Port Settings], which enables/disables each port, and [Protocol Settings], which configures settings required for the device-to-device communication over a network.

Note

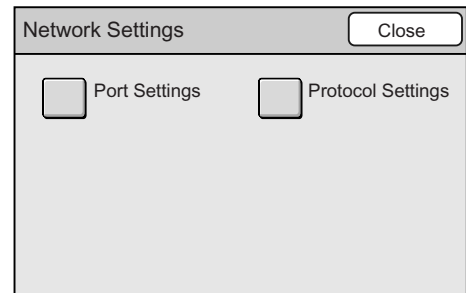
- CentreWare Internet Services enables more detailed network settings.

Refer to

- For operating instructions of CentreWare Internet Services, refer to "9.1 Monitoring/Managing the Scanner on a Web Browser (P. 216)".

Selecting [Network Settings] on the [System Settings] screen displays the [Network Settings] screen.

The following explains the settings that can be changed on the [Network Settings] screen.



### Port Settings

Selecting [Port Settings] on the [Network Settings] screen displays the [Port Settings] screen.

On this screen, you can set whether to enable or disable each port.



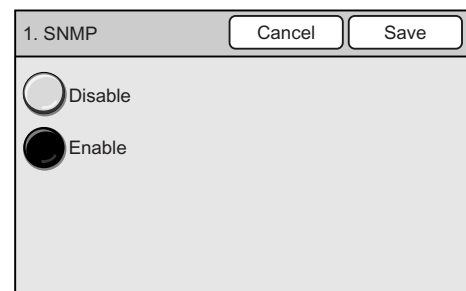
### SNMP

Sets whether to enable or disable an SNMP agent (SNMP port).

1. On the [Port Settings] screen, select [1. SNMP], and select [Change].
2. On the [1. SNMP] screen, select [Enable] or [Disable].
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



## CW Internet Services

Sets whether to enable or disable CentreWare Internet Services (HTTP port).

1. On the [Port Settings] screen, select [2. CW Internet Services], and select [Change].
2. On the [2. CW Internet Services] screen, select [Enable] or [Disable].
3. Select [Save].

Note

- To cancel the setting, select [Cancel].

2. CW Internet Services [Cancel] [Save]

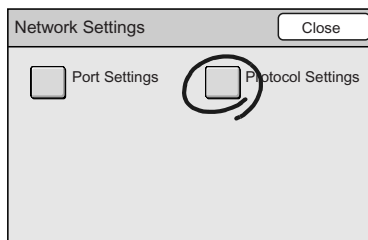
Disable

Enable

## Protocol Settings

Selecting [Protocol Settings] on the [Network Settings] screen displays the [Protocol Settings] screen.

On this screen, you can configure the items required for network communication, such as Ethernet port and TCP/IP (IP address, method for obtaining IP address, subnet mask, and gateway).



| Items               | Current Settings | Change |
|---------------------|------------------|--------|
| 1. Ethernet Setting | Auto             | ▲      |
| 2. IGet IP Address  | DHCP/Autonet     |        |
| 3. IP Address       | 0.0.0.0          | 1/1    |
| 4. Subnet Mask      | 0.0.0.0          |        |
| 5. Gateway          | 0.0.0.0          | ▼      |

## Ethernet Setting

Sets the communication speed of the Ethernet interface.

The communication speed can be selected from [Auto], [100BASE-TX (Full Duplex)], [100BASE-TX (Half Duplex)], [10BASE-T (Full Duplex)], and [10BASE-T (Half Duplex)].

When [Auto] is selected, the scanner automatically switches the communication speed to 100BASE-TX (Full Duplex), 100BASE-TX (Half Duplex), 10BASE-T (Full Duplex), or 10BASE-T (Half Duplex).

1. On the [Protocol Settings] screen, select [1. Ethernet Setting], and select [Change].
2. On the [1. Ethernet Settings] screen, select the desired communication speed.
3. Select [Save].

Note

- To cancel the setting, select [Cancel].

1. Ethernet Setting [Cancel] [Save]

Auto

100 BASE-TX (Full Duplex)

100 BASE-TX (Half Duplex)

10 BASE-T (Full Duplex)

10 BASE-T (Half Duplex)

## Get IP Address

Set the method for obtaining information required to use TCP/IP (IP address, subnet mask, gateway address) from the following options:

- DHCP (Dynamic Host Configuration Protocol)
- DHCP/Autonet
- BOOTP
- RARP
- Manual

### Note

- For information about the addresses to be set manually, ask your network administrator.
- When [DHCP/Autonet] is selected, the scanner searches for a DHCP server that can be connected to. If DHCP server does not exist, the scanner automatically assigns an IP address.
- When [DHCP] is selected, the scanner searches for a DHCP server that can be connected to. If DHCP server does not exist, the scanner does not allow TCP/IP communication.
- When [BOOTP] is selected, the scanner searches for a BOOTP server that can be connected to. If BOOTP server does not exist, the scanner does not allow TCP/IP communication.
- When [RARP] is selected, the scanner searches for a RARP server that can be connected to. If RARP server does not exist, the scanner does not allow TCP/IP communication.

1. On the [Protocol Settings] screen, select [2. Get IP Address], and select [Change].
2. On the [Get IP Address] screen, select the desired method.
3. Select [Save].

### Note

- To cancel the setting, select [Cancel].

2. Get IP Address [Cancel] [Save]

DHCP  DHCP/Autonet

BOOTP  Manual

RARP

## IP Address

Sets the default IP address when [Manual] is selected for [Get IP Address].

Enter the address in a format of xxx.xxx.xxx.xxx, where xxx is the number from 0 to 255.

1. On the [Protocol Settings], select [3. IP Address], and select [Change].
2. On the [3. IP Address] screen, enter the IP address using the numeric keypad on the control panel.
3. Select [Save].

### Note

- To cancel the setting, select [Cancel].

3. IP Address [Cancel] [Save]

192.168.1.100

## Subnet Mask

---

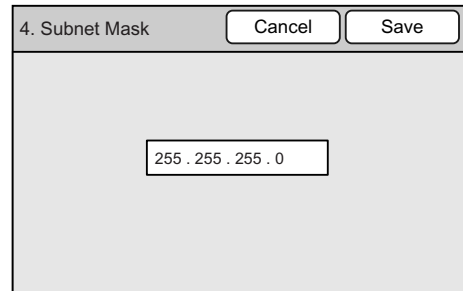
Sets the default subnet mask when [Manual] is selected for [Get IP Address].

Enter the address in a format of xxx.xxx.xxx.xxx, where xxx is the number from 0 to 255.

1. On the [Protocol Settings], select [4. Subnet Mask], and select [Change].
2. On the [4. Subnet Mask] screen, enter the address using the numeric keypad on the control panel.
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



4. Subnet Mask Cancel Save

255 . 255 . 255 . 0

## Gateway

---

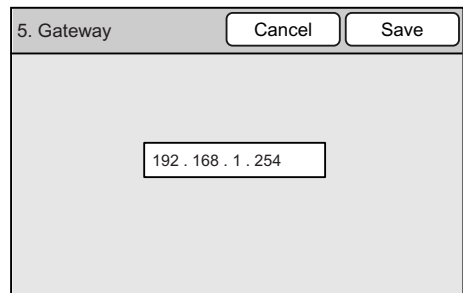
Sets the default gateway address when [Manual] is selected for [Get IP Address].

Enter the address in a format of xxx.xxx.xxx.xxx, where xxx is the number from 0 to 255.

1. On the [Protocol Settings] screen, select [5. Gateway], and select [Change].
2. On the [5. Gateway] screen, enter the address using the numeric keypad on the control panel.
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



5. Gateway Cancel Save

192 . 168 . 1 . 254

## 6.6 Copy Settings

[Copy Settings] allows you to change defaults for different copy settings.

The items displayed vary depending on the printer. Before changing the settings on this screen, switch on the power of the printer.

### Important

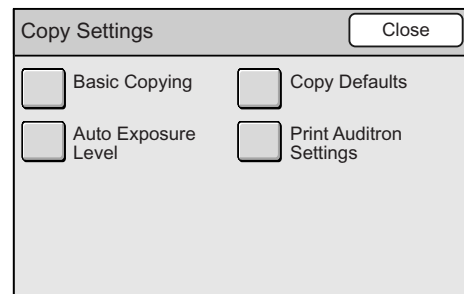
- The settings on this screen can be changed even when the scanner is not connected to the printer or when the printer is not switched on. However, the changes you made may not be reflected accurately.

### Note

- Unless otherwise noted, the screens used in this section are of when the printer supports all copy features of the scanner.

Selecting [Copy Settings] on the [System Settings] displays the [Copy Settings] screen.

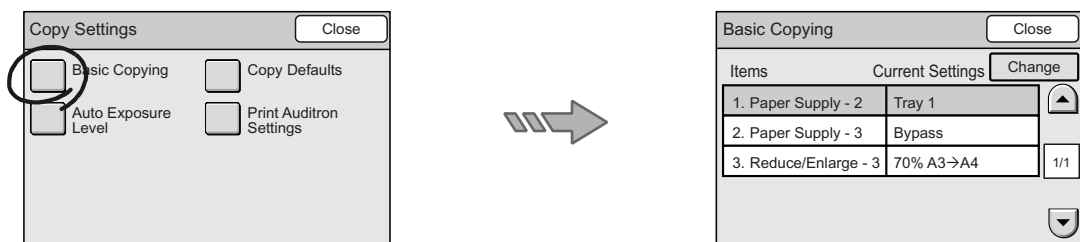
The following explains the settings that can be changed on the [Copy Settings] screen.



## Basic Copying

Selecting [Basic Copying] on the [Copy Settings] screen displays the [Basic Copying] screen.

On this screen, you can change the paper trays and copy ratios displayed on the [Basic Copying] screen. Set frequently-used paper trays or copy ratios to save the time of entering them on the control panel.



## Paper Supply - 2

---

Sets the default paper tray for the second button of the four displayed under [Paper Supply] on the [Basic Copying] screen.

The default can be selected from Trays 1 to 8.

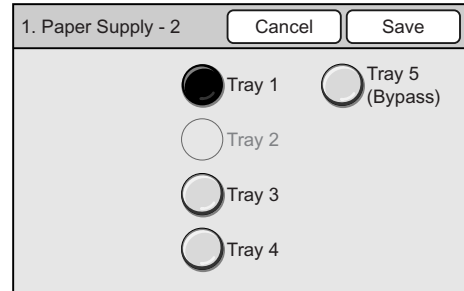
Note

- You cannot set the same tray set for [Paper Supply - 3].
- The buttons are displayed for the number of paper trays available on the printer.

1. On the [Basic Copying] screen, select [1. Paper Supply - 2], and select [Change].
2. On the [1. Paper Supply - 2] screen, select the desired paper tray.
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



The above screen appears when the scanner is connected to the DocuPrint C2424.

## Paper Supply - 3

---

Sets the default paper tray of the third button of the four displayed under [Paper Supply] on the [Basic Copying] screen.

The default can be selected from Trays 1 to 8. If you do not want to set this setting, select [No Tray].

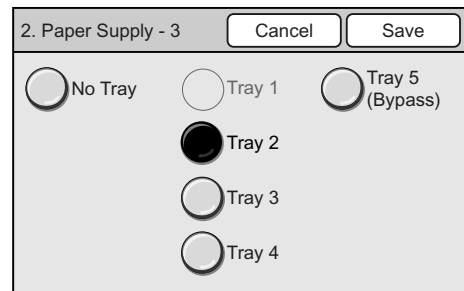
Note

- You cannot set the same tray set for [Paper Supply - 2].
- The buttons are displayed for the number of paper trays available of the printer.

1. On the [Basic Copying] screen, select [2. Paper Supply - 3], and select [Change].
2. On the [2. Paper Supply - 3] screen, select the desired paper tray.
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



The above screen appears when the scanner is connected to the DocuPrint C2424.

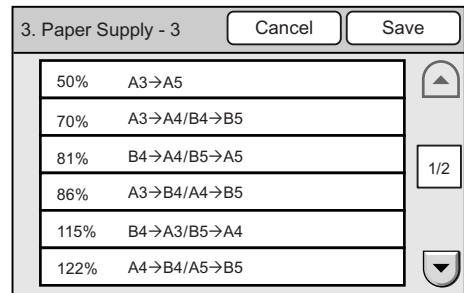
## Reduce/Enlarge - 3

Sets the default copy ratio of the third button of the four displayed under [Reduce/Enlarge] on the [Basic Copying] screen.

1. On the [Basic Copying] screen, select [3. Reduce/Enlarge - 3], and select [Change].
2. On the [3. Reduce/Enlarge - 3], select the desired copy ratio.
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



## Copy Defaults

Selecting [Copy Defaults] on the [Copy Settings] screen displays the [Copy Defaults] screen.

On this screen, you can set the default of each copy feature.

The copy features will reset to the defaults when the scanner is switched on, when it is re-activated from the Power Saver mode, or when the <Clear All> button is pressed.

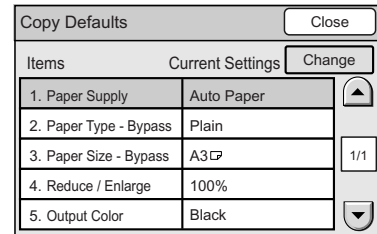
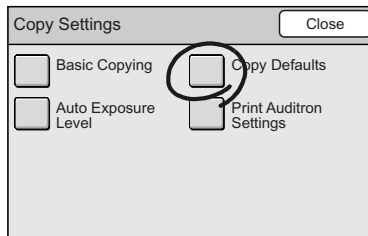
Set frequently-used settings to save the time of entering them on the control panel.

Note

- The setting items and values vary depending on the printer. The screens used in this section are of when the printer supports all copy features of the scanner.

Refer to

- For more information about the copy features, refer to "3 Copy (P. 79)".





## Paper Supply

Sets the default of [Paper Supply] on the [Basic Copying] screen.

The default can be selected from [Auto Paper], [Paper Supply Button - 2], and [Paper Supply Button - 3].

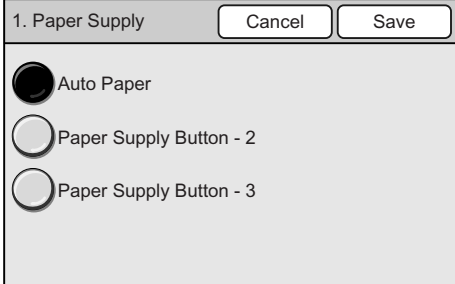
Note

- When [Reduce/Enlarge] is set to [Auto %], [Auto Paper] cannot be selected for [Paper Supply].

1. On the [Copy Defaults] screen, select [1. Paper Supply], and select [Change].
2. On the [1. Paper Supply] screen, select [Auto Paper], [Paper Supply Button - 2], or [Paper Supply Button - 3].
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



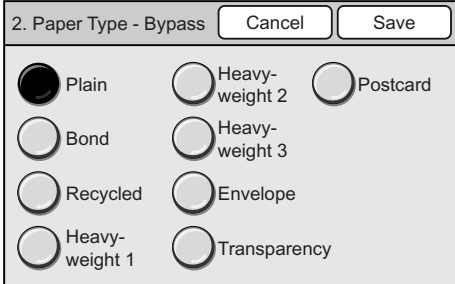
## Paper Type - Bypass

Sets the default paper type displayed on the [Bypass] screen.

1. On the [Copy Defaults] screen, select [2. Paper Type - Bypass], and select [Change].
2. On the [2. Paper Type - Bypass], select the desired paper type.
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



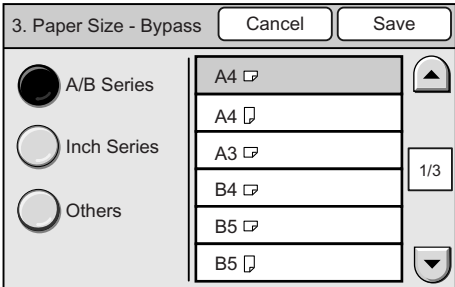
## Paper Size - Bypass

Sets the default paper size displayed on the [Bypass] screen.

1. On the [Copy Defaults] screen, select [3. Paper Size - Bypass], and select [Change].
2. On the [3. Paper Size - Bypass], select the desired paper size series from [A/B Series], [Inch Series], and [Others].
3. Select the desired paper size.
4. Select [Save].

Note

- To cancel the setting, select [Cancel].



## Reduce/Enlarge

---

Sets the default of [Reduce/Enlarge] on the [Basic Copying] screen.

The default can be selected from [100%], [Auto %], and [Reduce/Enlarge Button - 3].

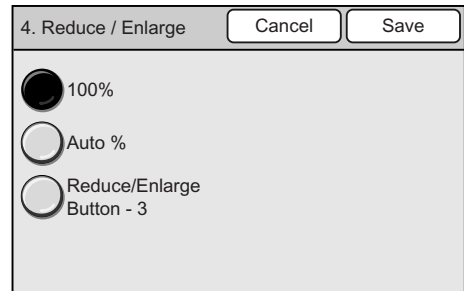
Note

- When the default of [Paper Supply] is set to [Auto Paper], [Auto %] cannot be selected for [Reduce/Enlarge].

1. On the [Copy Defaults] screen, select [4. Reduce/Enlarge], and select [Change].
2. On the [4. Reduce/Enlarge] screen, select the desired ratio.
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



## Output Color

---

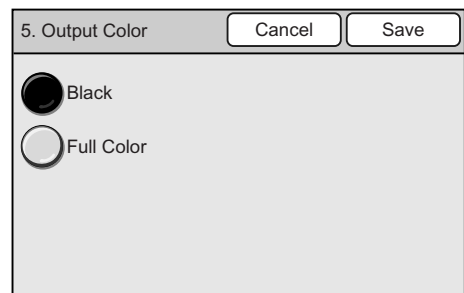
Sets the default of [Output Color] on the [Basic Copying] screen.

The default can be selected from [Black] and [Full Color].

1. On the [Copy Defaults] screen, select [5. Output Color], and select [Change].
2. On the [5. Output Color] screen, select the desired output color.
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



## 2 Sided Copying

---

Sets the default of [2 Sided Copying] on the [Basic Copying] tab.

The default can be selected from [1→1 Sided], [1→2 Sided], [2→2 Sided], and [2→1 Sided].

Note

- The [2→2 Sided] and [1→2 Sided] settings are valid only when the printer has a 2-sided printing feature.

1. On the [Copy Defaults] screen, select [6. 2 Sided Copying], and select [Change].
2. On the [6. 2 Sided Copying] screen, select the desired option.
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



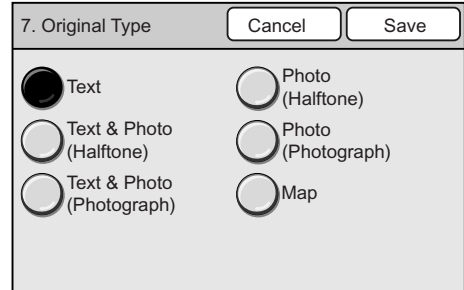
## Original Type

Sets the default of [Original Type] on the [Basic Copying] or [Image Quality] screen. The default can be selected from [Text], [Text & Photo (Halftone)], [Text & Photo (Photograph)], [Photo (Halftone)], and [Map].

1. On the [Copy Defaults] screen, select [7. Original Type], and select [Change].
2. On the [7. Original Type] screen, select the desired original type.
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



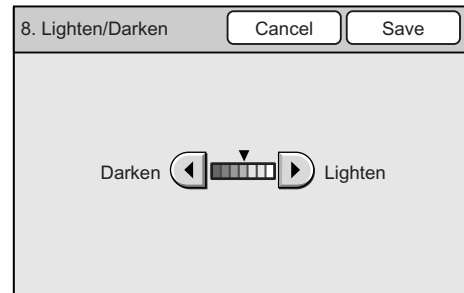
## Lighten/Darken

Sets the default of [Lighten/Darken] on the [Basic Copying] screen. The lightness/darkness (copy density) can be set in seven levels from [Lighten] to [Darken].

1. On the [Copy Defaults] screen, select [8. Lighten/Darken], and select [Change].
2. On the [8. Lighten/Darken] screen, set the copy density using [◀]/[▶].
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



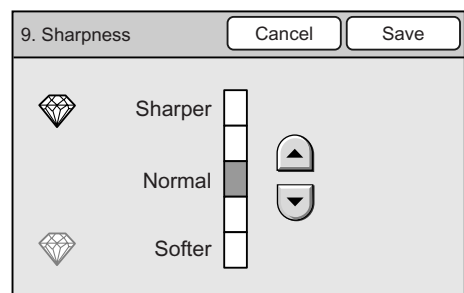
## Sharpness

Sets the default of [Sharpness] on the [Image Quality] screen. The sharpness can be set in five levels from [Softer] to [Sharper].

1. On the [Copy Defaults] screen, select [9. Sharpness], and select [Change].
2. On the [9. Sharpness] screen, set the level of sharpness using [▲]/[▼].
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



## Saturation

Sets the default of [Color Saturation] on the [Image Quality] screen.  
The color saturation can be set in five levels from [Lower] to [Higher].

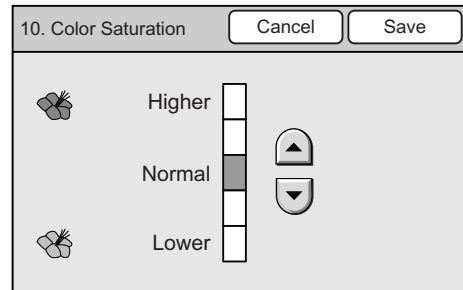
### Note

- This setting is available only if the scanner is connected to a color printer.

1. On the [Copy Defaults] screen, select [10. Saturation], and select [Change].
2. On the [10. Saturation] screen, select the color saturation using [▲]/[▼].
3. Select [Save].

### Note

- To cancel the setting, select [Cancel].



## Auto Exposure

Sets the default of [Auto Exposure] on the [Image Quality] screen.

1. On the [Copy Defaults] screen, select [11. Auto Exposure], and select [Change].
2. On the [11. Auto Exposure], select [On] or [Off].
3. Select [Save].

### Note

- To cancel the setting, select [Cancel].



## Color Balance (Y/M/C/K)

Sets the defaults for [Color Balance (Y)] - [Color Balance (K)] on the [Image Quality] screen.  
The color balance can be set in seven levels for areas of low, medium, and high density.

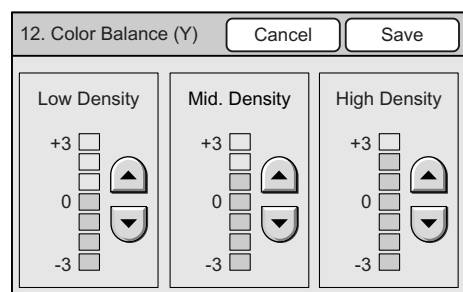
### Note

- This setting is only available if the scanner is connected to a color printer.

1. On the [Copy Defaults] screen, select an option from [12. Color Balance (Y)] to [15. Color Balance (K)], and then select [Change].
2. On the Color Balance screen of the color you selected, set the color balance for [Low Density], [Mid. Density], and [High Density] using [▲]/[▼].
3. Select [Save].

### Note

- To cancel the setting, select [Cancel].



## Original Orientation

Sets the default of [Original Orientation] on the [More Copy Features] screen.  
The default can be selected from [Head to Top] and [Head to Left].

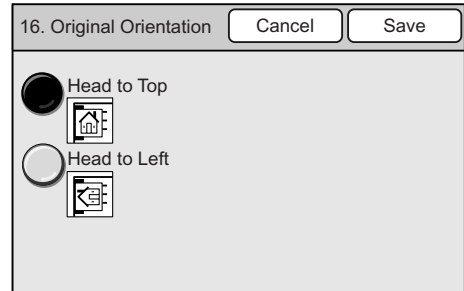
Refer to

- For more information about the [Head to Top] and [Head to Left] options, refer to "Original Orientation (Specifying the Orientation of the Original)" (P. 107).

1. On the [Copy Defaults] screen, select [16. Original Orientation], and select [Change].
2. On the [16. Original Orientation] screen, select [Head to Top] or [Head to Left].
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



## Output

Sets the default of [Copy Output] on the [More Copy Features] screen.  
The default can be selected from [Uncollated] and [Collated].

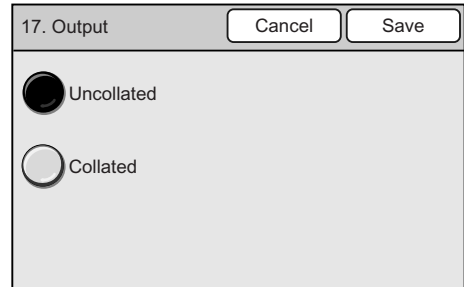
Note

- This settings is available only if the printer has a collating feature and is equipped with an add-on hard disk.

1. On the [Copy Defaults] screen, select [17. Output], and select [Change].
2. On the [17. Output] screen, select [Uncollated] or [Collated].
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



## Edge Erase

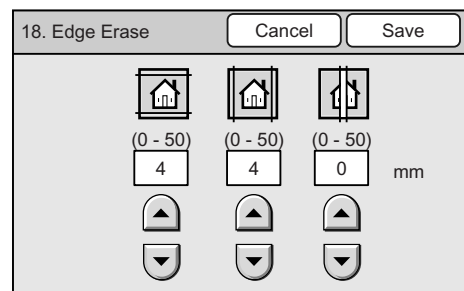
Sets the default of [Edge Erase] on the [More Copy Features] screen.

The amount of erasure can be set for the top/bottom, center, and left/right edges within 0 to 50 mm in increments of 1 mm.

1. On the [Copy Defaults] screen, select [18. Edge Erase], and select [Change].
2. On the [18. Edge Erase] screen, enter the amount of erasure using [▲]/[▼].
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



## Mixed Sized Orig.

Sets the default of [Mixed Sized Originals] on the [More Copy Features] screen.

Note

- This setting is only available on the DocuScan C4250.

1. On the [Copy Defaults] screen, select [19. Mixed Sized Orig.], and select [Change].
2. On the [19. Mixed Sized Orig.] screen, select [On] or [Off].
3. Select [Save].

Note

- To cancel the setting, select [Cancel].

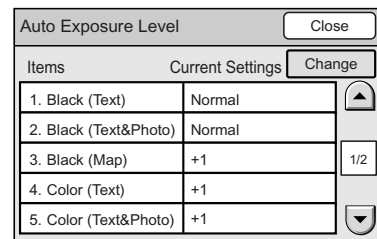
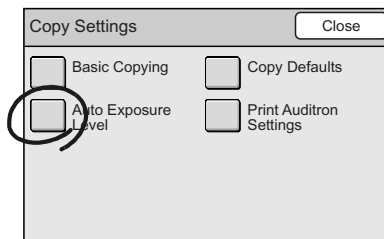


## Auto Exposure Level

Selecting [Auto Exposure Level] on the [Copy Settings] screen displays the [Auto Exposure Level] screen.

On this screen, you can set the default of [Auto Exposure] on the [Image Quality] screen.

The auto exposure level can be set in five levels: Normal, +1, +2, +3, and +4.



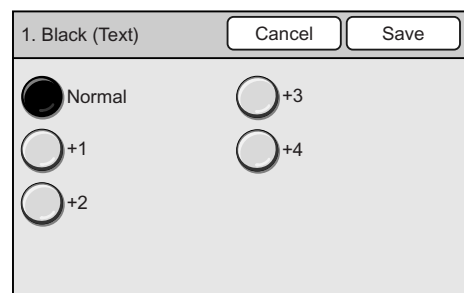
## Black (Text)

Sets the default auto exposure level when [Black (Text)] is selected for the type of original.

1. On the [Auto Exposure Level] screen, select [1. Black (Text)], and select [Change].
2. On the [1. Black (Text)] screen, select the desired auto exposure level.
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



## Black (Text & Photo)

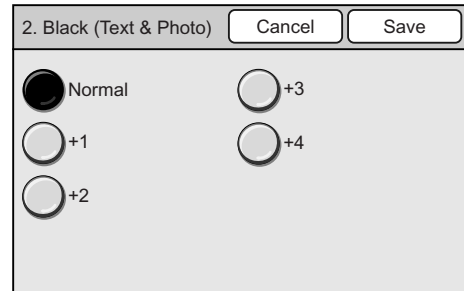
---

Sets the default auto exposure level when [Black (Text & Photo)] is selected for the type of original.

1. On the [Auto Exposure Level] screen, select [2. Black (Text & Photo)], and select [Change].
2. On the [2. Black (Text & Photo)] screen, select the desired auto exposure level.
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



## Black (Map)

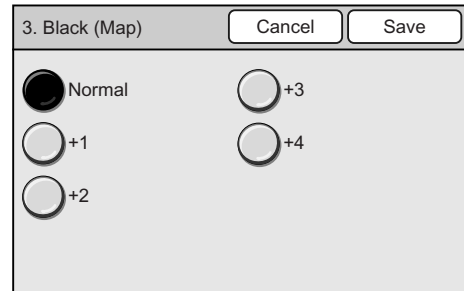
---

Sets the default auto exposure level when [Black (Map)] is selected for the type of original.

1. On the [Auto Exposure Level] screen, select [3. Black (Map)], and select [Change].
2. On the [3. Black (Map)], select the desired auto exposure level.
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



## Color (Text)

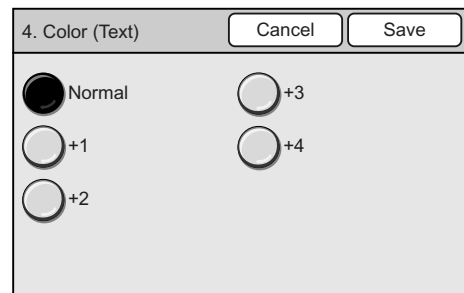
---

Sets the default auto exposure level when [Color (Text)] is selected for the type of original.

1. On the [Auto Exposure Level] screen, select [4. Color (Text)], and select [Change].
2. On the [4. Color (Text)] screen, select the desired auto exposure level.
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



## Color (Text & Photo)

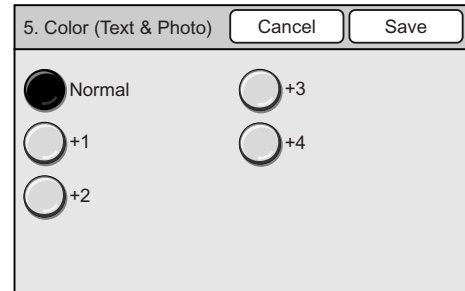
---

Sets the default auto exposure level when [Color (Text & Photo)] is selected for the type of original.

1. On the [Auto Exposure Level] screen, select [5. Color (Text & Photo)], and select [Change].
2. On the [5. Color (Text & Photo)] screen, select the desired auto exposure level.
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



## Color (Map)

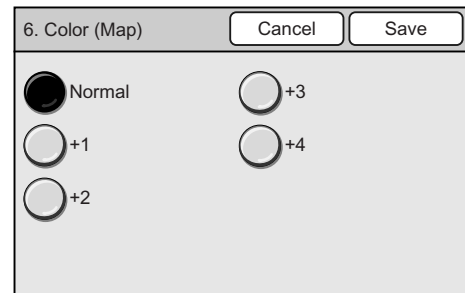
---

Sets the default auto exposure level when [Color (Map)] is selected for the type of original.

1. On the [Auto Exposure Level] screen, select [6. Color (Map)], and select [Change].
2. On the [6. Color (Map)], select the desired auto exposure level.
3. Select [Save].

Note

- To cancel the setting, select [Cancel].

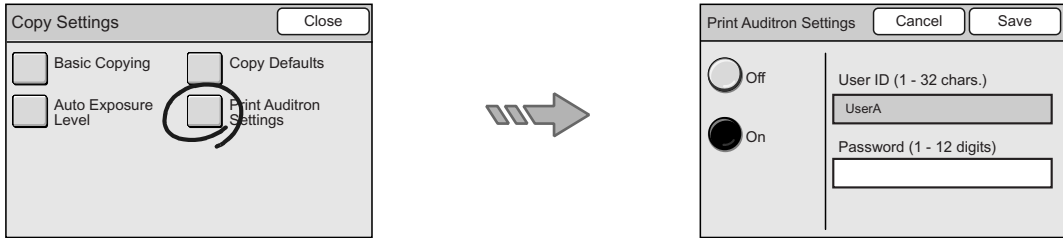




# Print Auditor Settings

Selecting [Print Auditor Settings] on the [Copy Settings] screen displays the [Print Auditor Settings] screen.

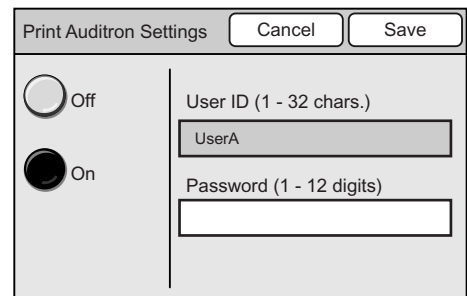
On this screen, you can set a user ID and password when the printer uses a user auditor feature.



### Important

- The scanner goes into an error state in case of the following situations:
  - The ID and password set on the scanner are different from those set on the printer.
  - [Print Auditor Settings] is set to [Off] even if the printer that the scanner is connected to uses a user authentication feature.

1. On the [Copy Settings] screen, select [Print Auditor Settings].
2. On the [Print Auditor Settings] screen, select [On] or [Off].
3. When [On] is selected, enter [User ID] and [Password] using the numeric keypad on the control panel. The user ID and password must be 1 to 32 characters and a 1 to 12-digit number, respectively.
4. Select [Save].



### Note

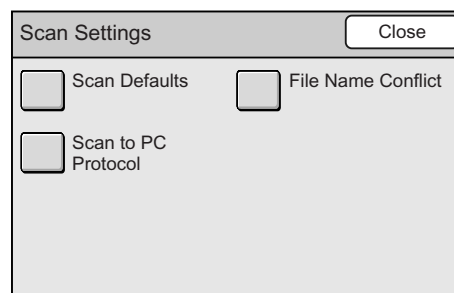
- To cancel the setting, select [Cancel].

## 6.7 Scan Settings

[Scan Settings] allows you to set the defaults that relate to the scanner's specifications.

Select [Scan Settings] on the [System Settings] screen displays the [Scan Settings] screen.

The following explains the settings that can be changed on the [Scan Settings] screen.



### Scan Defaults

Selecting [Scan Defaults] on the [Scan Settings] screen displays the [Scan Defaults] screen.

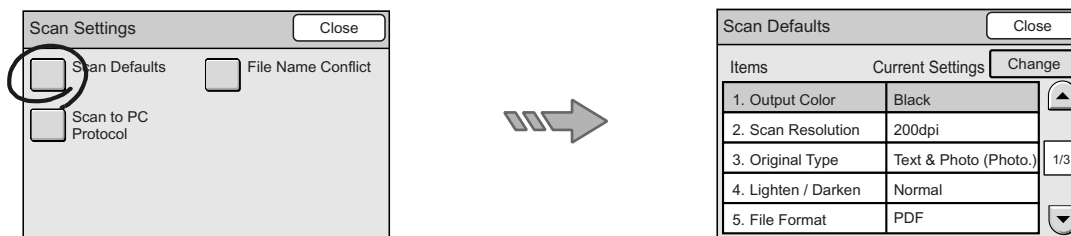
On this screen, you can set the default of each scan feature.

The scan features will reset to the defaults when the scanner is switched on, when it is re-activated from the Power Saver mode, or when the <Clear All> button is pressed.

Set frequently-used settings to save the time of entering them on the control panel.

Refer to

- For more information about the scan features, refer to "2 Scan (P. 30)".



### Output Color

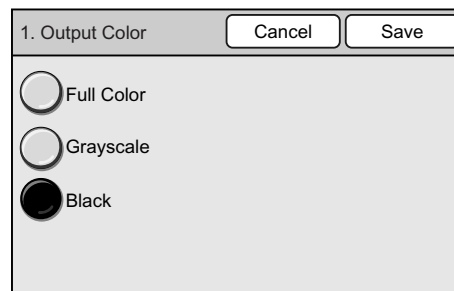
Sets the default of [Output Color] on the [Basic Scanning] screen.

The default can be selected from [Full Color], [Grayscale], and [Black].

1. On the [Scan Defaults] screen, select [1. Output Color], and select [Change].
2. On the [1. Output Color] screen, select the desired output color.
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



## Scan Resolution

Sets the default of [Scan Resolution] on the [More Scan Features] screen.

The default can be selected from [200 dpi], [300 dpi], [400 dpi], and [600 dpi].

1. On the [Scan Defaults] screen, select [2. Scan Resolution], and select [Change].
2. On the [2. Scan Resolution] screen, select the desired scan resolution.
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



## Original Type

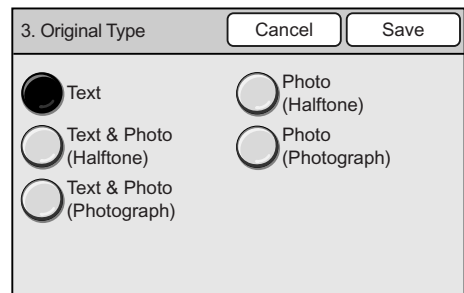
Sets the default of [Original Type] on the [Basic Scanning] screen.

The default can be selected from [Text], [Text & Photo (Halftone)], [Text & Photo (Photograph)], [Photo (Halftone)], and [Photo (Photograph)].

1. On the [Scan Defaults] screen, select [3. Original Type], and select [Change].
2. On the [3. Original Type] screen, select the desired original type.
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



## Lighten/Darken

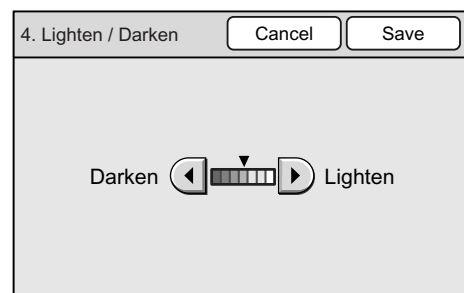
Sets the default of [Lighten/Darken] on the [Basic Scanning] screen.

The level of lightness/darkness (scan density) can be set in seven levels from [Lighten] to [Darken].

1. On the [Scan Defaults] screen, select [4. Lighten/Darken], and select [Change].
2. On the [4. Lighten/Darken] screen, set the density level using [◀]/[▶].
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



## File Format

---

Sets the default of [File Format] on the [Basic Scanning] screen.

The default can be selected from the followings:

- PDF
- DocuWorks
- TIFF
- Multi-page TIFF
- JPEG

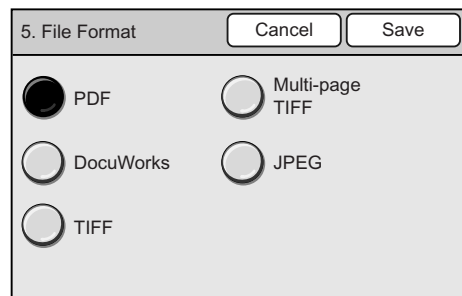
Note

- [JPEG] cannot be selected when [Output Color] is set to [Black].

1. On the [Scan Defaults] screen, select [5. File Format], and select [Change].
2. On the [5. File Format] screen, select the desired file format.
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



## TIFF File Format

---

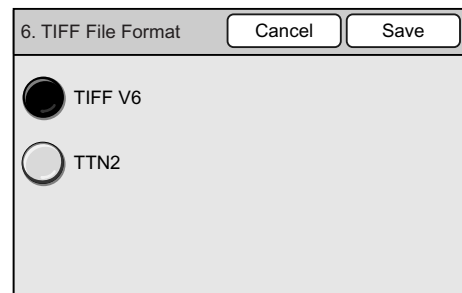
Sets the default TIFF format that can be selected under [File Format] on the [Basic Scanning] screen.

Select the type of TIFF format that will be used when reading scanned data on your application software. The format can be selected from [TIFF V6] and [TTN2].

1. On the [Scan Defaults] screen, select [6. TIFF File Format], and select [Change].
2. On the [6. TIFF File Format] screen, select the desired file format.
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



## Image Compression

Sets the default of [Image Compression] on the [More Scan Features] screen.  
The default can be selected from [Higher], [Normal], and [Lower].

1. On the [Scan Defaults] screen, select [7. Image Compression], and select [Change].
2. On the [7. Image Compression] screen, select the desired compression rate.
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



## Original Orientation

Sets the default of [Original Orientation] on the [More Scan Features] screen. The default can be selected from [Head to Top] and [Head to Left].

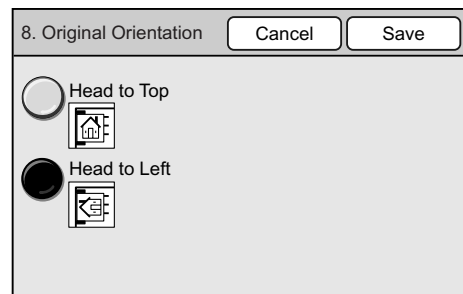
Refer to

- For more information about [Head to Top] and [Head to Left] options, refer to "Original Orientation (Specifying the Orientation of the Original)" (P. 107).

1. On the [Scan Defaults] screen, select [8. Original Orientation], and select [Change].
2. On the [8. Original orientation] screen, select [Head to Top] or [Head to Left].
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



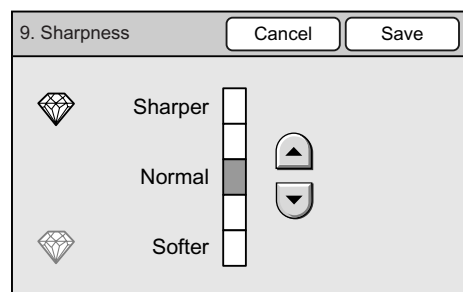
## Sharpness

Sets the default of [Sharpness] on the [Other Scan Features] screen.  
The sharpness can be set in five levels from [Softer] to [Sharper].

1. On the [Scan Defaults] screen, select [9. Sharpness], and select [Change].
2. On the [9. Sharpness] screen, set the sharpness using [▲]/[▼].
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



## Contrast

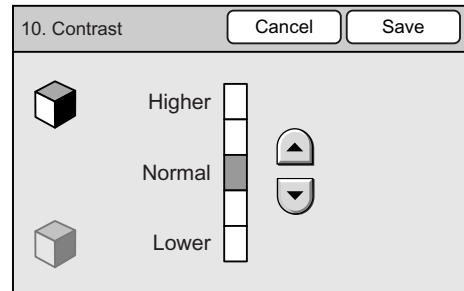
---

Sets the default of [Contrast] on the [Other Scan Features] screen.  
The contrast can be set in five levels from [Higher] to [Lower].

1. On the [Scan Defaults] screen, select [10. Contrast], and select [Change].
2. On the [10. Contrast] screen, set the contrast using [▲]/[▼].
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



## RGB Color Space

---

Sets the color space when [Output Color] is [Full Color].

The color space can be selected from [Standard] and [Device].

When [Standard] is selected, the scanner uses the standard color space, sRGB.

When [Device] is selected, images can be edited using profile data. Select this for advanced color processing.

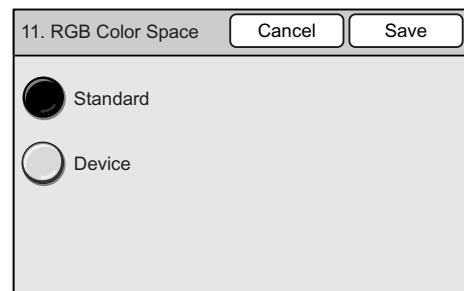
Note

- The profile data for color management is included in the "Software Pack" CD-ROM.

1. On the [Scan Defaults] screen, select [11. RGB Color Space], and select [Change].
2. On the [11. RGB Color Space] screen, select the desired color space.
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



## Auto Exposure

---

Sets the default of [Auto Exposure] on the [More Scan Features] screen.

1. On the [Scan Defaults] screen, select [12. Auto Exposure], and select [Change].
2. On the [12. Auto Exposure] screen, select [On] or [Off].
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



## Preview

Sets the default for [Preview] on the [E-mail Address]/[Save In] (Scan to PC)/[Save In] (Scan to Media) screen.

1. On the [Scan Defaults] screen, select [13. Preview], and select [Change].
2. On the [13. Preview] screen, select [On] or [Off].
3. Select [Save].

Note

- To cancel the setting, select [Cancel].



## Address Screen

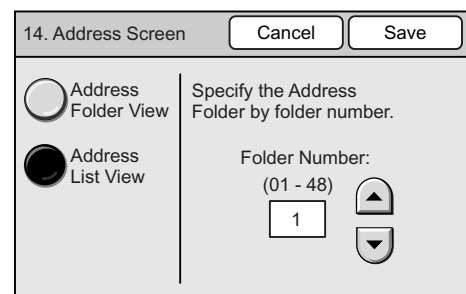
Sets the default of the [Address Book] screen, which can be displayed by selecting the [Address Book...] button on the touch panel or pressing the <Address Book> button on the control panel.

You can set the touch panel to display the [Address Book Folder] screen or the [Address Book] of the specified folder when either button is selected.

1. On the [Scan Defaults], select [14. Address Screen], and select [Change].
2. On the [14. Address Screen], select [Folder View] or [List View].
3. When [List View] is selected, specify the folder number under [Folder Number:] using [▲]/[▼].
4. Select [Save].

Note

- To cancel the setting, select [Cancel].



## Mixed Sized Orig.

Sets the default of [Mixed Sized Orig.] on the [More Scan Features] screen.

Note

- This setting is only available on the DocuScan C4250.

1. On the [Scan Defaults] screen, select [15. Mixed Sized Orig.], and select [Change].
2. On the [15. Mixed Sized Orig.] screen, select [On] or [Off].
3. Select [Save].

Note

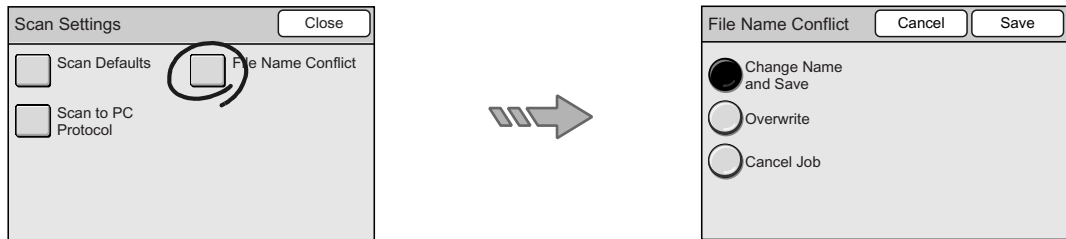
- To cancel the setting, select [Cancel].



## File Name Conflict

Selecting [File Name Conflict] on the [Scan Settings] screen displays the [File Name Conflict] screen.

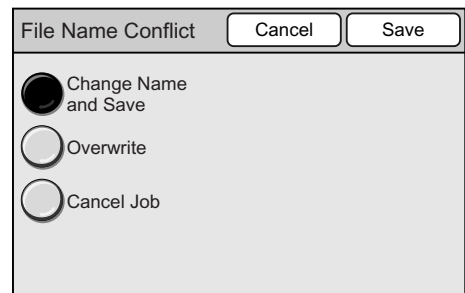
On this screen, you can set the default of [File Name Conflict] for the Scan to PC feature. The default can be selected from [Change Name and Save], [Overwrite], and [Cancel Job].



1. On the [File Name Conflict] screen, select the desired option, and select [Save].

**Note**

- To cancel the setting, select [Cancel].

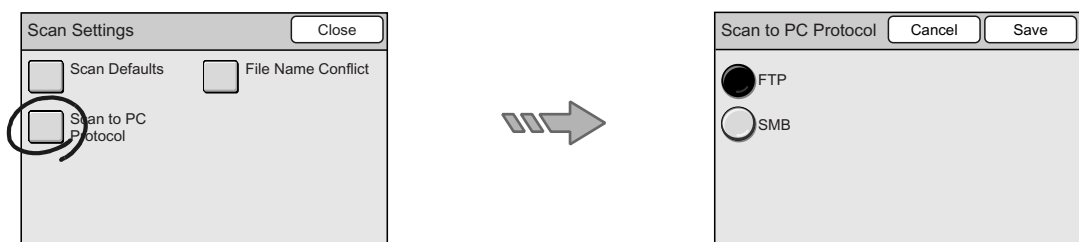


## Scan to PC Protocol

Selecting [Scan to PC Protocol] on the [Scan Settings] screen displays the [Scan to PC Protocol] screen.

On this screen, you can set the default protocol for the Scan to PC feature.

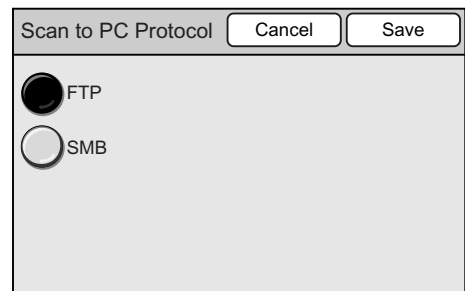
The protocol can be selected from [FTP] and [SMB].



1. On the [Scan to PC Protocol] screen, select the desired protocol, and select [Save].

**Note**

- To cancel the setting, select [Cancel].





## 6.8 System Administrator Settings

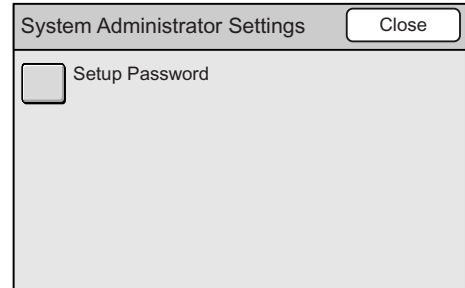
---

[System Administrator Settings] allows you to set the system administrator password that is required to change the settings on the [System Settings] screen.

For security measures, it is recommended to set the system administrator password.

Selecting [System Admin. Settings] on the [System Settings] screen displays the [System Administrator Settings] screen.

The following explains the setting that can be changed on the [System Administrator Settings] screen.



### Setup Password

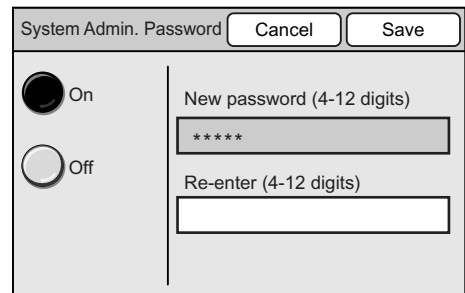
---

Sets the password of the system administrator. The password must be a 4 to 12-digit number.

Note

- The default system administrator password is "11111".

1. On the [System Administrator Settings] screen, select [Setup Password].
2. On the [System Admin. Password] screen, select [On] or [Off].
3. When [On] is selected, enter the password in [New password] using the numeric keypad on the control panel. Then, enter the same password again in [Re-enter].
4. Select [Save].



Note

- To cancel the setting, select [Cancel].

# 7 DocuScan Manager

This chapter provides a brief description of the features and operation of DocuScan Manager.

Refer to

- For installation instructions of DocuScan Manager, refer to the Software Operation Guide.
- For details on DocuScan Manager, refer to the DocuScan Manager Online Help.

## 7.1 What is DocuScan Manager

---

DocuScan Manager is software that allows you to edit scanned images using features such as tilt correction and denoising. It also allows you to register e-mail or server addresses for the Scan to E-mail/Scan to PC feature in Address Book.

### What You Can Do

---

DocuScan Manager offers the following three types of tools. Use them according to your needs.

#### ■ DocuScan Manager

Use DocuScan Manager to edit two or more images simultaneously. In the [DocuScan Manager] window, you can work with files and folders in the same way as in Windows Explorer.

- Enables editing operations such as tilt correction, denoising and rotation.
- Edits the following types of files. Denoising can be performed only on monochrome images.
  - JPEG(JFIF): file extension ".jpg", ".jpeg", ".jpe", ".jfif"
  - TIFF: file extension ".tif", ".tiff"
- Displays the files contained in folders in list view. It can also display the first pages of the following files in thumbnail view (reduced-size image).
  - JPEG(JFIF): file extension ".jpg", ".jpeg", ".jpe", ".jfif"
  - TIFF: file extension ".tif", ".tiff"
  - PDF: file extension ".pdf"
  - DocuWorks: file extension ".xdw"

Note

- To display DocuWorks files in thumbnail view, DocuWorks Viewer Light for Web 6.0.2 or later is required. DocuWorks Viewer Light for Web 6.0.2 can be installed from the "Software Pack" CD-ROM.
- Since DocuWorks is not supported by Windows NT, DocuWorks files cannot be displayed in thumbnail view on Windows NT.

#### ■ DocuScan Viewer

Use DocuScan Viewer to edit images one by one, print images, or delete an area selected on an image.

- Enables editing operations such as tilt correction, denoising, and rotation. It also allows you reduce/enlarge an image or delete/save a selected area on an image.
- Edits the following types of files. Denoising can be performed only on monochrome images.
  - JPEG(JFIF): file extension ".jpg", ".jpeg", ".jpe", ".jfif"
  - TIFF: file extension ".tif", ".tiff"

## ■ DocuScan Address Book Tool

Use DocuScan Address Book Tool to register, change, or delete addresses for the Scan to E-mail/Scan to PC feature in Address Book.

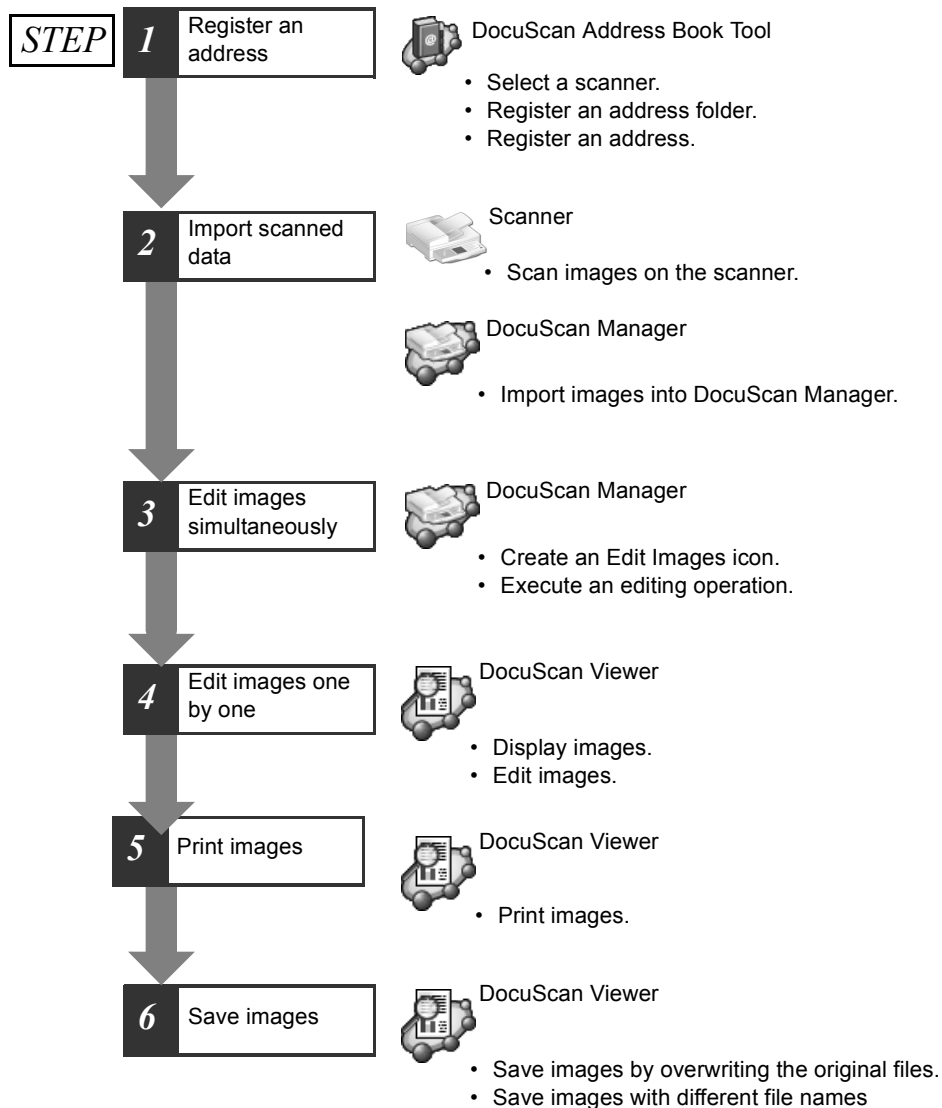
With Address Book, entering addresses is much faster when compared to entering them on the scanner's control panel.

Address Book also allows you to register e-mail subjects and comments (messages) for Scan to E-mail feature.

## Image Editing Procedure

---

The sections from "7.2 Registering an Address" onward outline the image editing procedure using DocuScan Manager:



## 7.2 Registering an Address

This section explains how to register an address in Address Book. This corresponds to "Step 1 Register an address" in "Image Editing Procedure".



### Selecting a Scanner

First, select the scanner on which the address is to be registered using Address Book Tool. Use the following procedure only when starting Address Book Tool for the first time.


#### Note

- This procedure should be used also when configuring Address Book on a different scanner, or when a connection to the scanner used previously could not be established.

1. From the [Start] menu, select [Programs] > [Fuji Xerox] > [DocuScan Manager] > [DocuScan Address Book Tool].

If this is the first time Address Book Tool has been started, the [Select Scanner] dialog box appears.

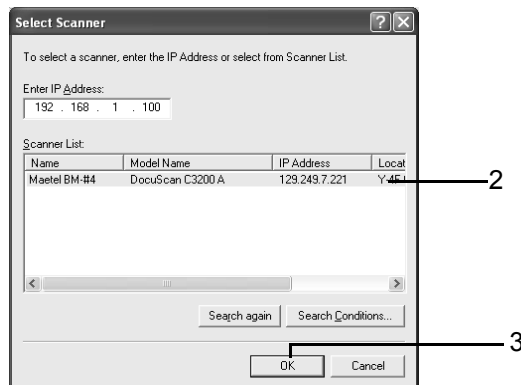
#### Note

- Address Book Tool can be started also by clicking [  (Start Address Book Tool)] on the toolbar of the [DocuScan Manager] window, or by selecting [Start Address Book Tool] on the [Tools] menu.

2. Select a scanner from [Scanner List].

If the scanner you are searching for cannot be found in [Scanner List], click [Search Conditions] and change the search criteria, such as subnet or time-out value.

Or, enter the scanner's IP address in [Enter IP Address].



3. Click [OK].

The connection to the scanner is established, and the [DocuScan Address Book Tool] window appears.

#### Important

When a connection to the scanner cannot be established, check or change the followings, and click [Search again] in the [Select Scanner] dialog box.

- If the power of the scanner is switched on.
- If the network cable is connected.
- If [SNMP] is set to [Enable].

To check the [SNMP] setting:

The scanner's control panel > [System Settings] > [Network Settings] > [Port Settings]  
CentreWare Internet Services > [Properties] > [Protocol Settings] > [SNMP]

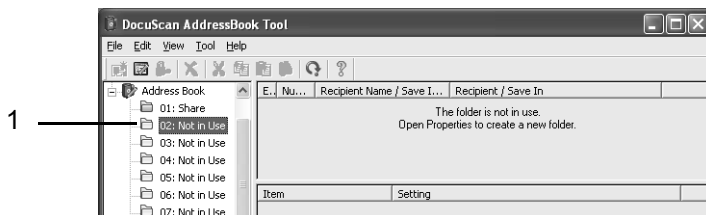
- [CW Internet Services] is set to [Enable].

- To check the [CW Internet Services] settings:  
The scanner's control panel > [System Settings] > [Network Settings] > [Port Settings].
- If TCP/IP is set correctly.  
To check the TCP/IP setting:  
The scanner's control panel > [System Settings] > [Network Settings] > [Protocol Settings]  
CentreWare Internet Services > [Properties] > [Protocol Settings] > [TCP/IP]
- If the SNMP port is set to "161".
- If [Community Name] is correct. The default is "public".  
To change [Community Name]:  
CentreWare Internet Services > [Properties] > [Protocol Settings] > [SNMP]
- Extend the time-out value in the [Search Conditions] dialog box.
- Change the subnet in the [Search Conditions] dialog box.

## Registering an Address Folder

Before registering an address, you must create a folder in which the address is to be saved.

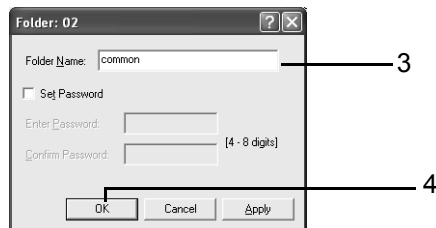
1. In the Tree View area on the [DocuScan Address Book Tool] window, select an address folder that is not used from [Address Book].



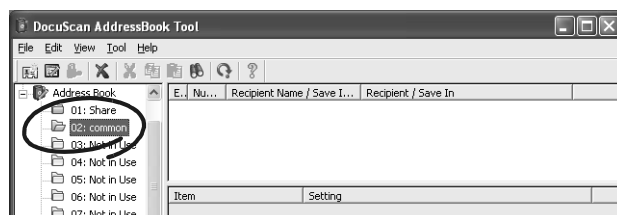
2. Click [Properties] on the toolbar, or select [Properties] from the [File] menu.  
The properties dialog box of the folder appears.
3. Enter the name of the folder in [Folder Name] within 16 characters or symbols (ASCII characters). In this example, we will name the folder "common".  
This setting is optional. If you leave this blank, the folder will be named "No name".

### Note

- To set a password to the folder, select the [Set password] check box, and enter the password. The password should be a 4 to 8-digit number. If you set the password, you will be asked to enter it when opening the folder.



4. Click [OK].  
The color of the folder icon in the Tree View area changes, and the name of the folder is displayed.



## Registering an Address for Scan to PC

The following explains how to register an address for the Scan to PC feature. In this example, we will register the following type of address:

- A shared folder on the computer on which DocuScan Address Book Tool is being operated. (The transfer protocol is SMB).

### Using the Easy Setup Mode

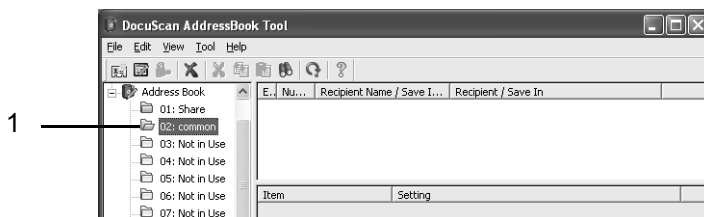
In this example, we will register the address using the Easy Setup mode. The Easy Setup mode automatically enables sharing of a folder created on a local computer.

#### Important

Keep the followings in mind when using the Easy Setup mode:

- When using Windows NT 4.0 or Windows 2000/XP, you must be logged in as an administrator or a user of the Power Users group.
- When using Windows XP Home Edition, the Easy Setup mode cannot be used.
- To use the Easy Setup mode in a network environment where Windows XP Professional is connected to a workgroup, the following settings are required:
  1. From the [Tools] menu on Windows Explorer, select [Folder Options].
  2. On the [Display] tab, clear the [Use simple file sharing] under [Detailed Settings], and click [OK].

1. In the Tree View area of the [DocuScan Address Book Tool] window, select a folder in which the address is to be saved.



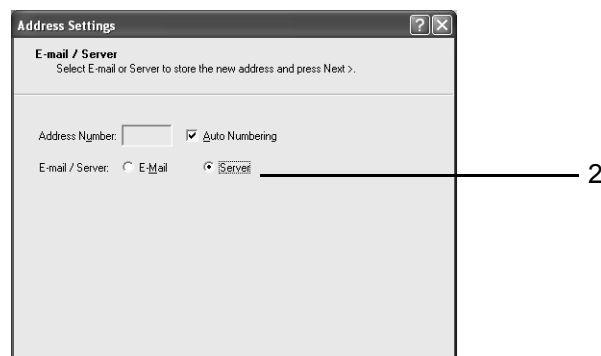
2. Click [Create New Address] on the toolbar, or select [Create New Address] from the [File] menu.

The Address Setting wizard starts.

3. Select [Server] under [E-mail/Server], and click [Next].

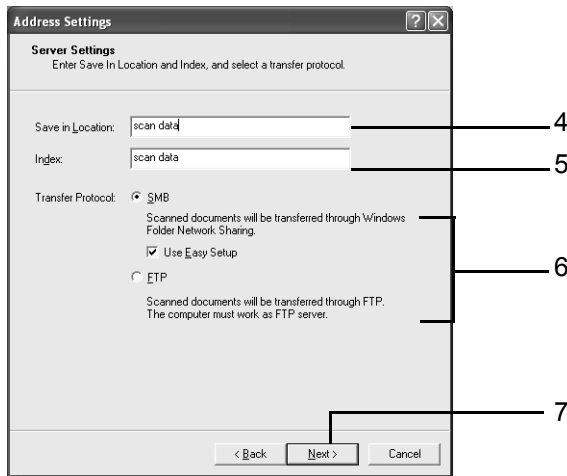
#### Note

- When specifying [Address Number], clear the [Auto Numbering] check box and enter the address number. The address number should be an integer between 1 and 350. Its second or third digit can be "0" such as "001".

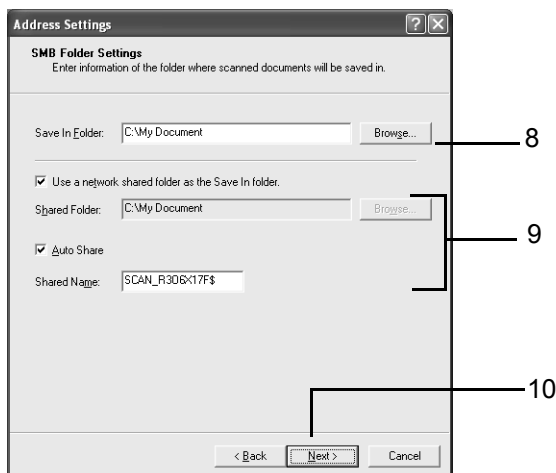


The [Server Settings] dialog box appears.

- Enter the name of the address in [Recipient Name/Save in Location] within 32 characters or symbols (ASCII characters). In this example, we will name the address "scan data".  
This setting is mandatory.



- The same character string entered in [Recipient Name/Save In Location] is automatically entered into [Index]. Edit the entry in [Index] as necessary. The [Index] field accepts up to 32 characters or symbols (ASCII characters). In this example, we will use "scan data" without editing. This setting is mandatory.
- In this example, we will use the defaults for the following items:
  - [Transfer Protocol]  
Verify that this is set to [SMB].
  - [Use Easy Setup]  
Verify that the check box is selected.
- Click [Next].  
The [SMB Folder Settings] dialog box appears.
- Click [Browse] under [Save In Folder], and select a folder in which scanned data is to be saved. This setting is mandatory.



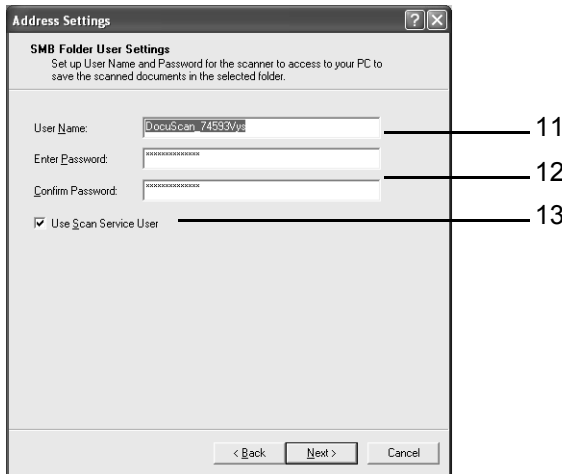
- In this example, we will use the defaults for the following items:
  - [Use a network shared folder as the Save In Folder]  
Verify that the check box is selected. The folder specified in [Save In Folder] becomes a shared folder.

- [Shared Folder]  
Verify that the path set in [Save In Folder] is automatically entered in this field.
- [Auto Share]  
Verify that the check box is selected. This automatically enable the sharing of the folder.
- [Shared Name]  
Verify that this is entered automatically.

10. Click [Next].

The [SMB Folder User Settings] dialog box appears.

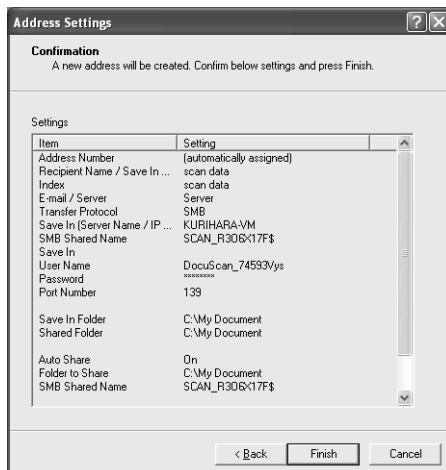
11. Verify that [User Name] is entered automatically. In this example, we will use the user name that is entered. The user is registered automatically.



12. A randomly created password is entered automatically in [Password]. To change it, enter it within 32 characters or symbols (ASCII characters).

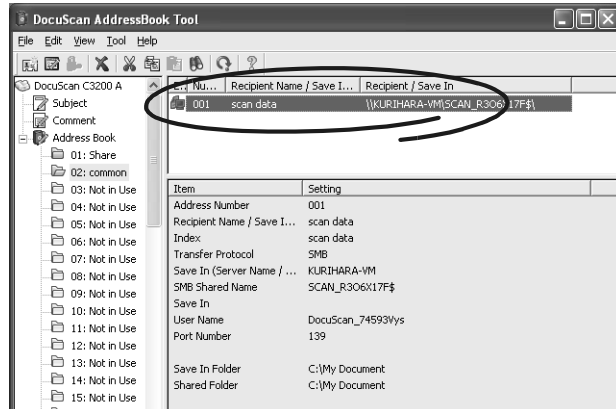
13. Verify that the [Use Scan Service User] check box is selected, and click [Next].  
The [Finish] dialog box appears.

14. Verify the settings, and click [Finish].





The address registered is displayed in the [DocuScan Address Book Tool] window.



The folder set in Step 8 is also added to the [DocuScan Manager] window. If you select this folder when using the Scan to PC feature, scanned data will be saved in this folder.



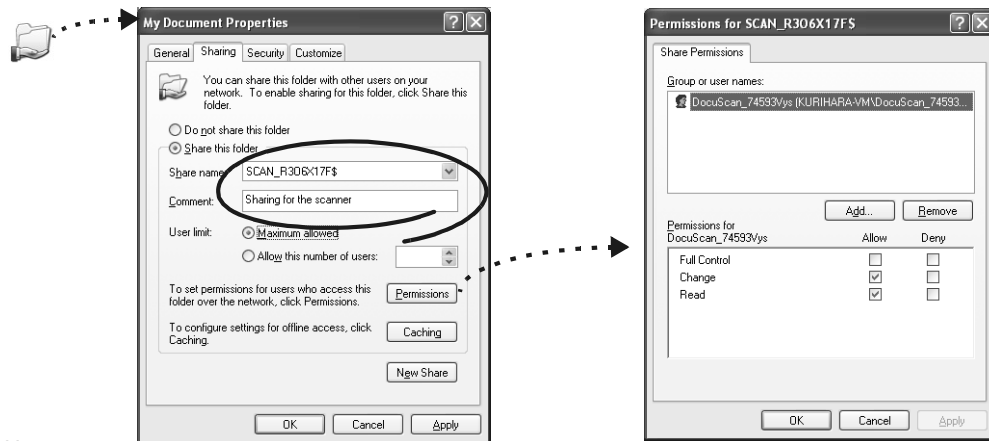
## Checking the Details of the Address on Windows

If you select the [Use Easy Setup] check box when registering an address, a shared folder and user will be created automatically.

On Windows XP, the shared folder and user can be verified as follows:

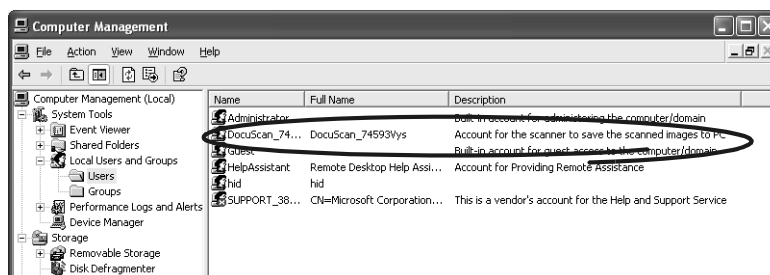
<Shared Folder>

Can be verified by displaying the properties of the shared folder.



<User>

Can be verified under [Control Panel] > [Administrative Tools] > [Computer Management].



## 7.3 Importing Scanned Data

This section explains how to import a scanned image into DocuScan Manager. This corresponds to “Step 2 Import scanned data” in “Image Editing Procedure”.



### Scanning an Image on the Scanner

Scan an image on the scanner using the Scan to PC feature.

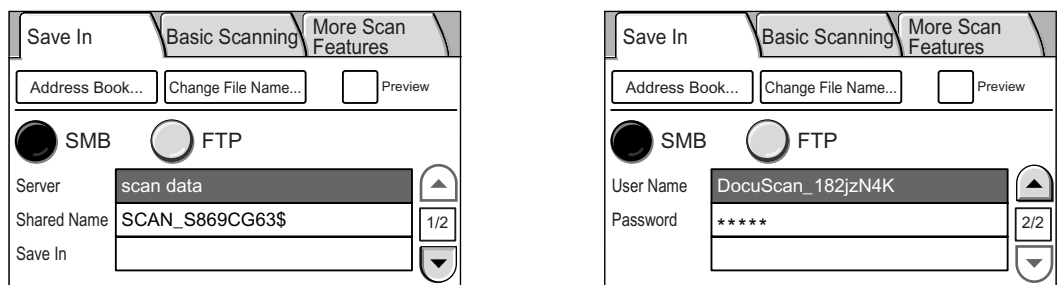
Refer to

- For instructions on loading documents, refer to "1.5 Loading Documents (P. 23)".
- For more information on the Scan to PC feature, refer to "2.5 Using Scan to PC (P. 49)".

If you open Address Book, the address registered in “7.2 Registering an Address” will display.



If you select an address from Address Book and select [Close], the settings on the [Scan to PC] screen will enter automatically. You do not need to enter the address on the control panel.

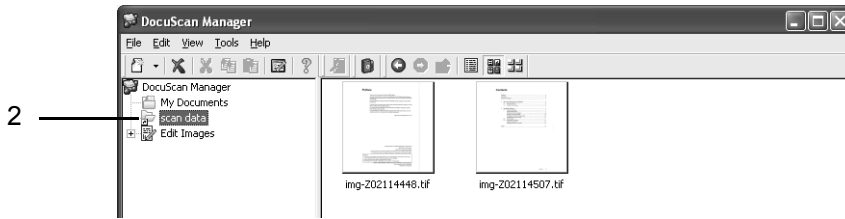


### Importing an Image into DocuScan Manager

After scanning the image, import it into the DocuScan Manager.

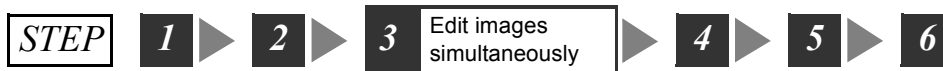
1. From the [Start] menu, select [Programs] > [Fuji Xerox] > [DocuScan Manager].  
The [DocuScan Manger] window appears.
2. In the Tree View area, select the folder in which the image is saved. In this example, we will select the "scan data" folder.

The image is displayed in the Document area.



## 7.4 Editing Images Simultaneously

This section explains how to edit images with DocuScan Manager. This corresponds to “Step 3 Edit Images simultaneously” in “Image Editing Procedure”.



### Creating an Edit Images Icon

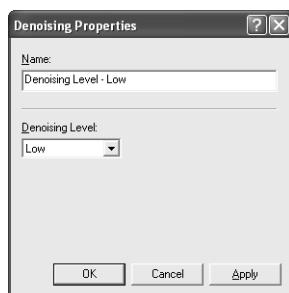
Before editing images on DocuScan Manager, create an Edit Images icon of the desired editing function.

Note

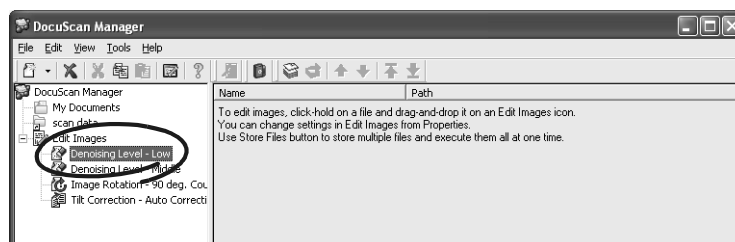
- By default, the Edit Images icons for Denoising (Low), 90 deg. Counterclockwise Rotation, and Tilt Correction (Auto Correction) are provided.

1. In the [DocuScan Manager] window, select [New] on the toolbar, and select an image editing option. The option can be selected also from the [File] menu > [New] > [Edit Images]. In this example, we will select [Denoising].  
The properties dialog box appears.

2. Enter the name to be displayed in the Tree View area in [Name], set parameters, and then click [OK]. In this example, we will set the denoising level to [Low].



The Edit Images icon is created under the Edit Images toolbox in the Tree View area.



## Executing an Editing Operation

In the [DocuScan Manager] window, you can edit images in the following two methods:

### ■ Executing an editing operation each time you select images

You can perform an editing operation each time you select images from the Document Area.

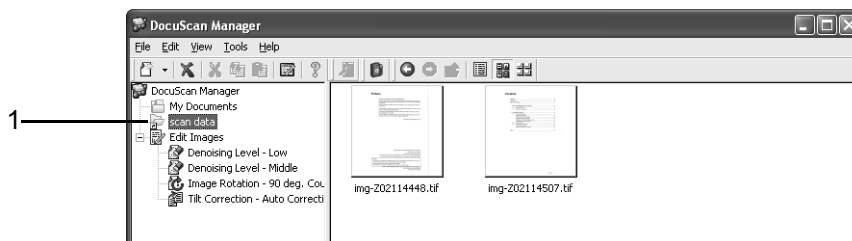
### ■ Executing an editing operation after storing images

You can store images that require the same editing operation and execute them all at once. This method is useful when images that require the same operation are in different folders. You can also specify the order in which stored files are executed.

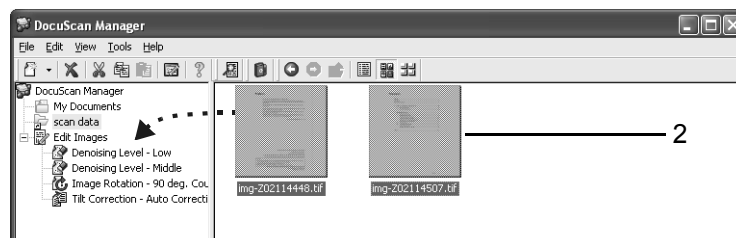
## Execute an Editing Operation Each Time You Select Images

1. In the Tree View area of the [DocuScan Manager] window, select a folder where the files to be edited are saved.

The files contained in the folder are displayed in the Document area.



2. Drag and drop the files onto the Edit Images icon in the Tree View area. You can select more than one file at once.

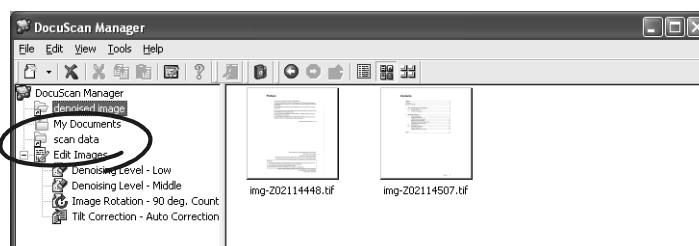


The [Browse for Folder] dialog box appears.

3. Select the location where you want to save the files, and click [OK].

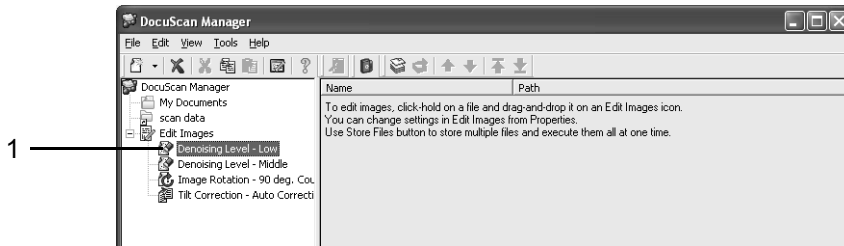
The files are edited and saved with the original file names.

The folder where the files are saved is added to the Tree View area, and the edited files are listed in the Document area.

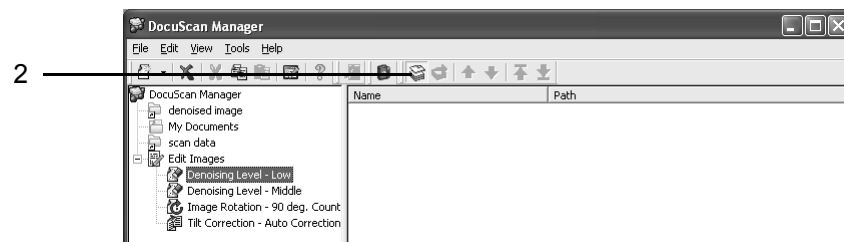


## Executing an Editing Operation After Storing Images

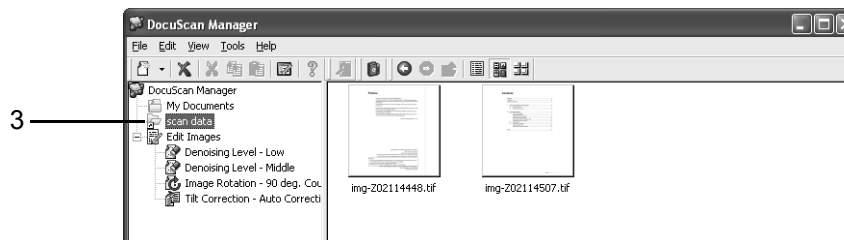
1. In the Tree View area of the [DocuScan Manager] window, select an Edit Images icon to be executed.



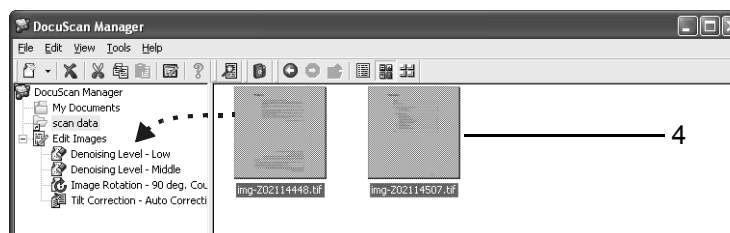
2. Click [Store Files] (Store Files) on the toolbar, or select [Store Files] from the [Tools] menu. The Edit Images icon goes into the file storing mode, and a check mark appears next to the menu item.



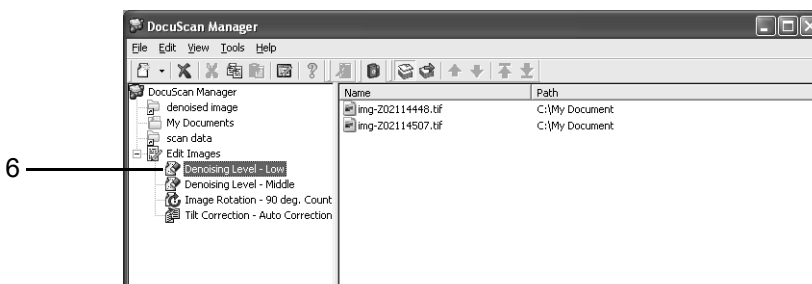
3. In the Tree View area, select a folder where the files to be edited are saved. The files contained in the folder are displayed in the Document area.




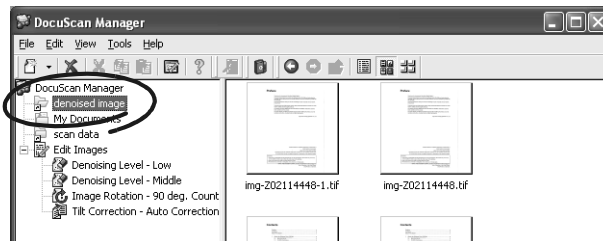
4. Drag and drop the files onto the Edit Images icon you selected in Step 2.



5. Repeat Steps 3 to 4 for each file to be edited.
6. In the Tree View area, select the Edit Images icon selected in Step 1. The stored files are displayed in the Document area.



- Click [  (Execute Stored Files)] on the toolbar, or select [Execute Stored Files] from the [Tools] menu.  
The [Browse for Folder] dialog box appears.
- Specify the location to save the edited files, and click [OK].  
The files are edited and saved with the original file names.  
The folder where the files are saved is added in the Tree View area, and the edited files are saved in the Document area.



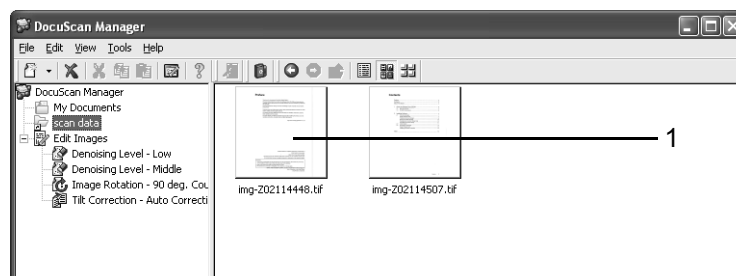
## 7.5 Editing Images One by One

This section explains how to edit images on DocuScan Viewer. This corresponds to “Step 4 Edit images one by one” in “Image Editing Procedure”.

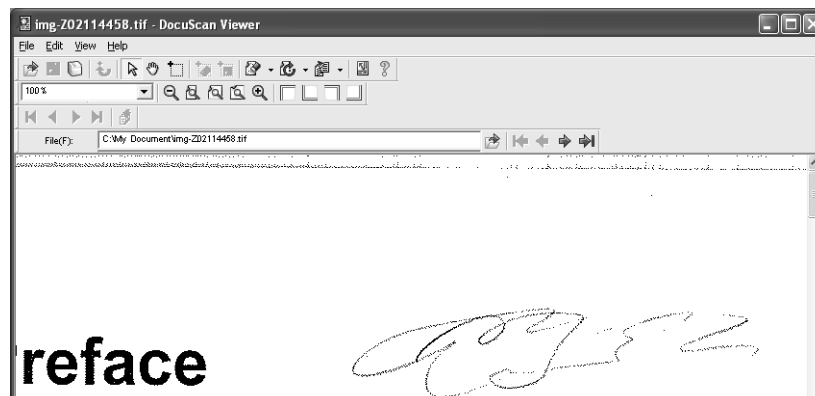


### Displaying an Image

- In the Document area of the [DocuScan Manager] window, double click an image scanned in TIFF or JPEG format.



DocuScan Viewer starts, and the image is displayed in the window.




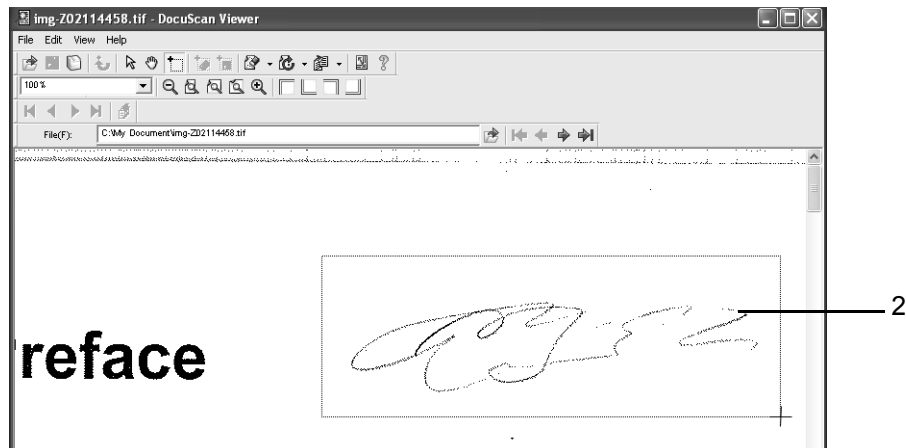
## Editing an Image

---


### Saving or Deleting a Selected Area on the Image

---



1. Click [  (Area Mode)] on the toolbar, or select the [View] menu > [Mode] > [Area Mode].  
The shape of your mouse pointer changes to "+".
2. By dragging your mouse, select the area to be saved or deleted.



The area selected is outlined with a border.

3. **To save a selected area:**
  - 1) Click [  (Save Selected Area)] on the toolbar, or select [Save Selected Area] from the [Edit] menu.
  - 2) Specify the file name and location to save the file, and click [Save].The area selected is saved on a file.


#### To delete a selected area:

Click the [  (Delete Selected Area)] on the toolbar, or select [Delete Selected Area] from the [  (Edit)] menu.  
The area selected is deleted.


### Correcting the Tilt of the Image

---

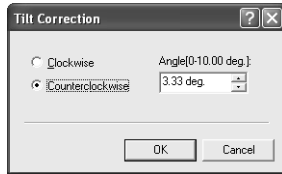
#### ■ To automatically correct the tilt

1. Click [  (Tilt Correction)] on the toolbar, or select the [Edit] menu > [Tilt Correction] > [Auto Correction].  
The tilt of the image is corrected automatically.

#### ■ To correct the tilt by tilting the image with a specified angle

1. Click [  (Tilt Correction)] on the toolbar, or select the [Edit] menu > [Tilt Correction] > [Specify Angle].  
The [Tilt Correction] dialog box appears.


- Specify the angle and direction to tilt the image, and click [OK].



The image is tilted by the specified angle and direction, and its tilt is corrected.

## Denoising the Image

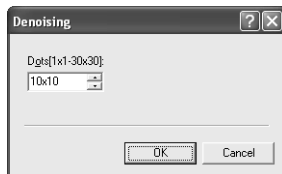
### ■ To denoise the entire image

- Click  (Denoising) on the toolbar, or select a denoising method from [Denoising] under the [Edit] menu.

If you select [Low], [Medium], or [High], the image will be denoised in the level you selected.


If you select [Dots], the [Denoising] dialog box will appear.

- Specify the size of the noise to be removed, and click [OK].



The entire image is denoised in the method you specified.

### ■ To denoise the specified area on the image


- Click  (Area Mode) on the toolbar, or select the [View] menu > [Mode] > [Area Mode].

The shape of your mouse pointer changes to "+".

- By dragging the mouse, select the area to be denoised.



The area selected is outlined with a border.

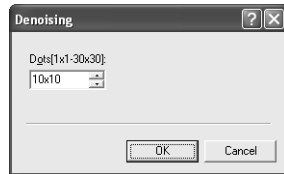
- Click  (Denoising) on the toolbar, or select [Denoising] from the [Edit] menu, and then select a denoising method.

If you select [Low], [Medium], or [High], the image will be denoised in the level you selected.

If you select [Dots], the [Denoising] dialog box will appear.



- Specify the size of the noise to be removed, and click [OK].




The image of the selected area is denoised.

## 7.6 Printing an Image

---

This section explains how to print an image on DocuScan Viewer. This corresponds to "Step 5 Print images" in "Image Editing Procedure".



- Click [  (Print)] on the toolbar, or select [Print] from the [File] menu. The [Print] dialog box appears.
- Set the required print options and click [OK]. The image is printed.


## 7.7 Saving an Image

---

This section explains how to save an image on DocuScan Viewer. This corresponds to "Step 6 Save images" in "Image Editing Procedure".



### ■ To save the image by overwriting the original file

- Click [  (Save)] on the toolbar, or select [Save] from the [File] menu. The image is saved on its original file.

### ■ To save the image with a different file name

- Select [Save as] from the [File] menu. The [Save as] dialog box appears.
- Specify the file name and location to save the file, and then click [Save]. The image is save on a new file.

# 8 Problem Solving

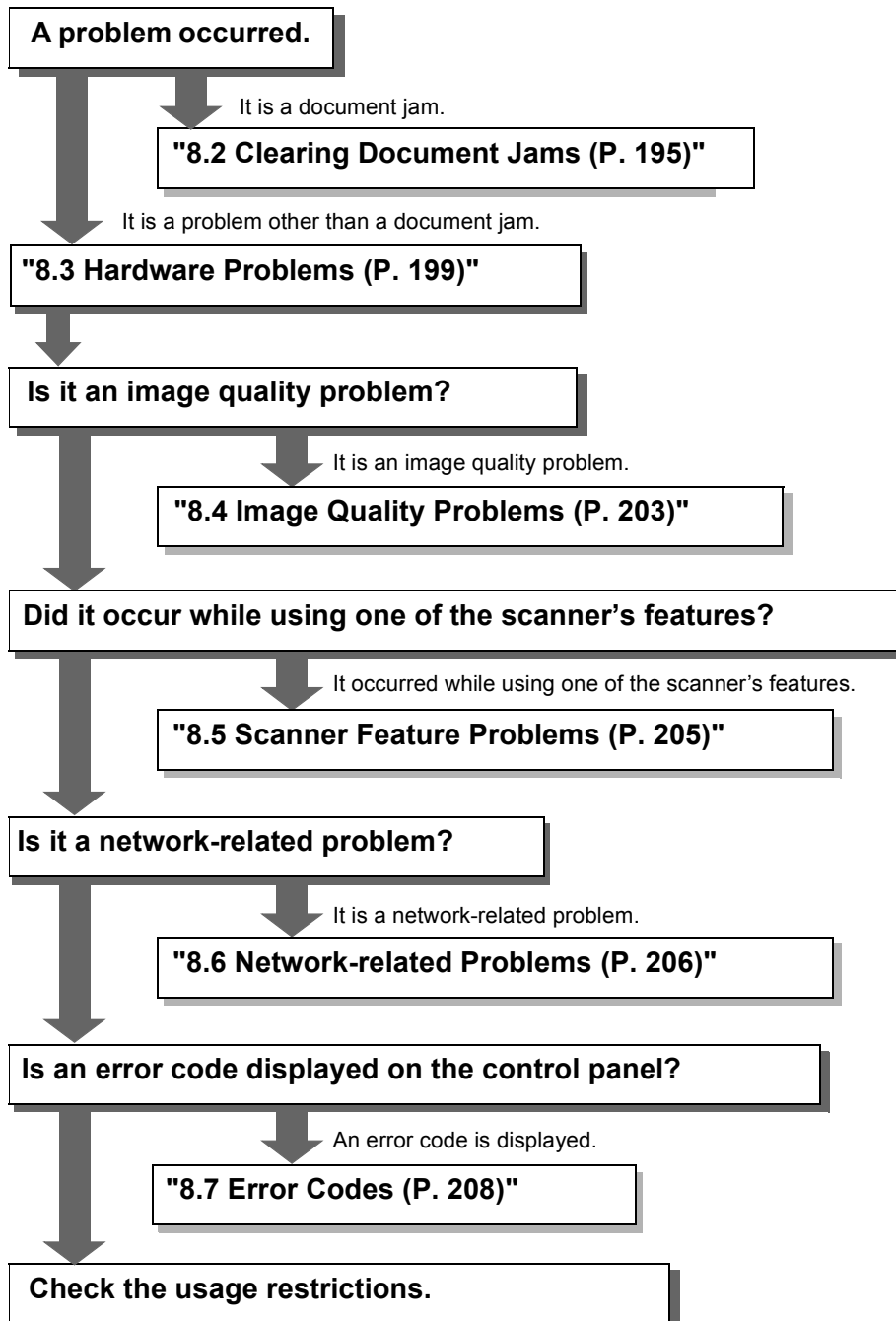
## 8.1 Identifying Your Problem

---

### Problem Solving Procedure

---

If a problem occurs with the scanner, follow the following procedure and remedy the problem:



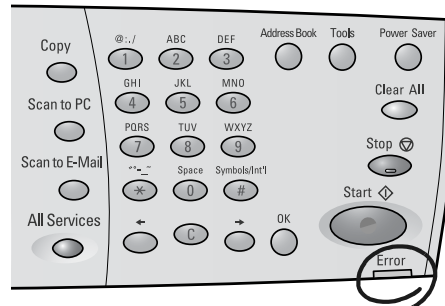
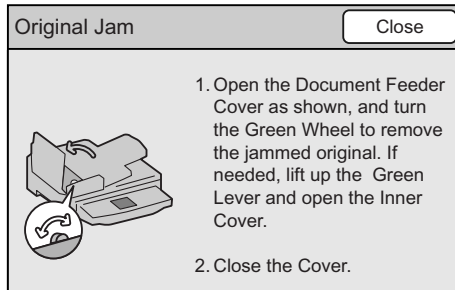
Refer to "A.5 Notes and Restrictions (P. 234)" in Appendix.

If the problem could not be resolved with this procedure, contact our Customer Support Center.

## 8.2 Clearing Document Jams

When a document jam occurs in the document feeder, the scanner stops.

The touch panel displays the following message and the <Error> lamp on the control panel lights. Follow the instructions in the message to clear the jam, and re-load the document into the document feeder.



### DocuScan C4250

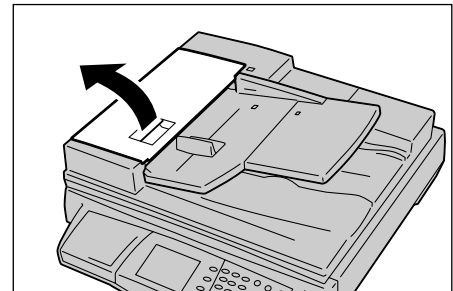
To remove a jammed document, use the following procedure:

#### To open the left cover:

1. Pull the lever on the left cover of the document feeder, and lift the left cover until it comes to a stop.

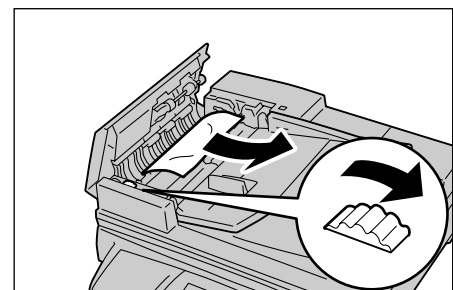
#### Note

- The cover fixes into place when opened completely. When opening the cover, do it gently.



#### If only one side of the document is jammed:

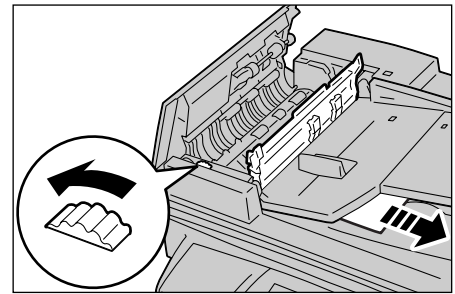
2. Turn the green wheel as illustrated, and pull the document out slowly towards the direction of the arrow.



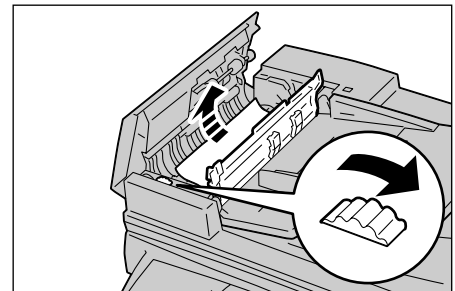
#### If both sides of the document are jammed:

3. Pull the green lever and open the inner cover.
4. Remove the document in one of the following ways:

- Turn the green wheel as illustrated to send the document towards the output direction, and pull the document out slowly.



- Turn the green wheel as illustrated. Slowly pull the document out of the output roller towards the upward direction.



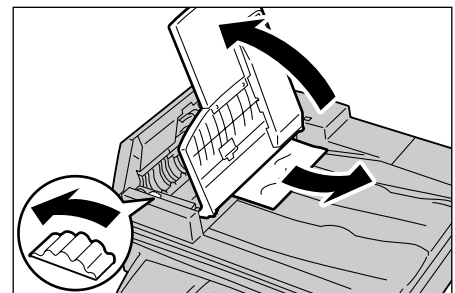
**Important**

- Do not attempt to pull out the document without turning the wheel. You may damage the document.

5. Close the inner cover opened in Step 3.

**If the document is jammed at the output area:**

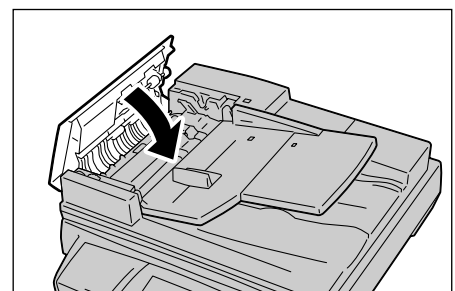
6. Lift the document feeder tray, turn the green wheel as illustrated, and then pull the document out slowly.



7. Put the document feeder gently back into its original position.

**To close the left cover:**

8. Close the left clover until it clicks into place.
9. Verify that the document is not ripped, wrinkled, or creased, and re-load it into the document feeder.

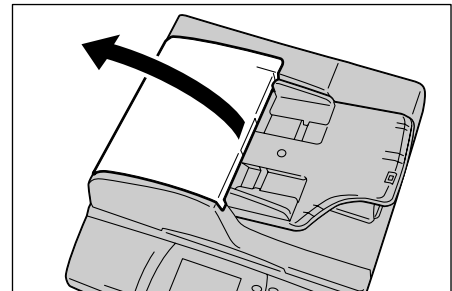


## To open the left cover:

1. Hold the left cover of the document feeder by the center, and lift it until it comes to a stop.

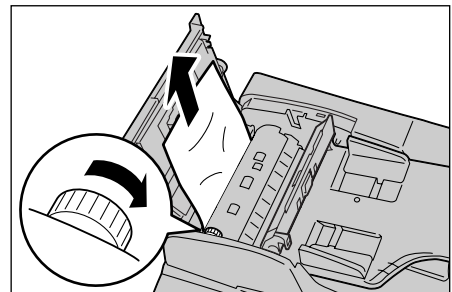
### Note

- The cover fixes into place when opened completely. When opening the cover, do it gently.



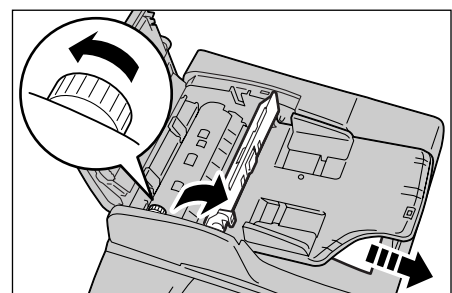
## If only one side of the document is jammed:

2. Turn the green wheel as illustrated, and pull the document out slowly towards the upward direction.

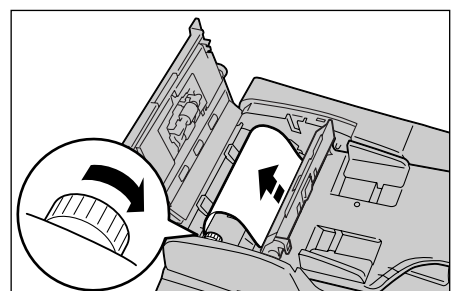


## If both sides of the document are jammed:

3. Lift up the green lever and leave the inner cover open.
4. Remove the document in one of the following ways:
  - Turn the green wheel as illustrated to send the document to the output direction, and pull the document out slowly.



- Turn the green wheel as illustrated. Slowly remove the document out of the output roller towards the upward direction.



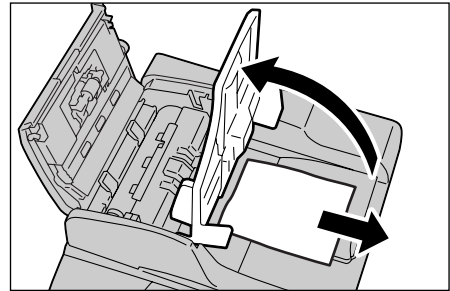
### Important

- Do not attempt to pull out the document without turning the wheel. You may damage the document.

5. Close the inner cover opened in Step 3.

**If the document is jammed at the output area:**

6. While lifting up the document feeder tray, pull the document out slowly.
7. Close the document feeder tray gently.



**To close the left cover:**

8. Close the left cover until it clicks into place.
9. Verify that the document is not ripped, wrinkled, or creased, and re-load it into the document feeder.

## 8.3 Hardware Problems

Before concluding that your scanner has malfunctioned, check the following table to see if you can resolve your problem.

| Symptom                            | Cause   | Remedy  |
|------------------------------------|---|---|
| The scanner will not switch on.    | Is the power switched on?   | Switch on the power.<br><br>Refer to<br>• "Switching On the Power (P. 21)"  |
|                                    | Is the power cord plugged into the power outlet?  | Switch the power off, firmly plug in the power cord, and then switch the power back on.<br><br>Refer to<br>• "Installing the Scanner" in the Setup and Quick Reference Guide                      |
|                                    | Is the power cord plugged into the power cord connector?  |   |
|                                    | If the power of correct voltage being supplied?   | Connect the scanner to a power outlet that supplies the correct voltage.<br><br>Refer to<br>• "Safety Note" in the Setup and Quick Reference Guide  |
| The touch panel is too dark.       | Is the <Power Saver> button lit?  | The scanner is in the Power Saver mode. Press the <Power Saver> button on the control panel to exit the Power Saver mode.<br><br>Refer to<br>• "1.4 Setting/Exiting the Power Saver Mode (P. 22)" |
| The scanner will not scan or copy. | Is a message displayed on the touch panel?  | Follow the message to remedy the problem.   |
|                                    | Is the power cord plugged into the power cord connector?  | Switch the power off, firmly plug in the power cord, and then switch the power back on.<br><br>Refer to<br>• "Installing the Scanner" in the Setup and Quick Reference Guide                      |
|                                    | If the scanner will not scan while using the Scan to E-mail or Scan to PC feature, is the network cable plugged in? | Plug the network cable firmly into the connector.<br><br>Refer to<br>• "Installing the Scanner" in the Setup and Quick Reference Guide  |

| Symptom  | Cause  | Remedy   |
|--|--|--|
| The scanner will not scan or copy. (Cont.)   | If the scanner will not make copies, is the USB cable connecting the scanner with the printer plugged in?  | Plug the USB cable firmly into the connector.<br><br>Refer to<br>• "Installing the Scanner" in the Setup and Quick Reference Guide   |
|  | If the scanner will not make copies, is the USB connector that the USB cable is plugged into is functioning?   | Try plugging the USB cable into other USB connector.<br>If you were able to make copies, the first USB connector might be broken. If this is the case, Contact our Customer Support Center   |
|  | If the scanner will not make copies, it may not be recognizing the printer. Did you switch on the scanner while the printer is in the ready-to-copy state? | Switch off the scanner. If the printer is in the ready-to-copy state, switch the scanner back on again.  |
|  | If the scanner will not make copies, is the printer compatible to the scanner?   | Check the following website to see if the printer is supported by the scanner.<br>URL:<br><a href="http://www.fxprinters.com">http://www.fxprinters.com</a>  |
|  | If you cannot make copies, the version of the printer's firmware may not be supported by the scanner. Is the firmware the latest version?                  | Check the following website to see if the scanner supports the version of the printer's firmware.<br>URL:<br><a href="http://www.fxprinters.com">http://www.fxprinters.com</a><br><br>If it is not supported, download the version that is supported from the following website, and update the firmware.<br>URL:<br><a href="http://www.fxprinters.com">http://www.fxprinters.com</a> |
| Forgot the system administrator password and thus cannot enter the [System Settings] screen. | If the system administrator password is set, you cannot enter the [System Settings] screen without entering the password.                                  | If you cannot recall the password, contact our Customer Support Center. Try not to lose your password again.   |
| The image quality is poor.   | You might be having an image quality problem.  | Refer to "8.4 Image Quality Problems (P. 203)" to remedy the problem.  |



| Symptom   | Cause   | Remedy  |
|---|---|---|
| The scanner will not scan/copy in the desired size.     | Is the document glass or document feeder cover clean?                                       | Clean the document glass or document feeder cover.<br><br>Refer to<br>• "9.2 Cleaning the Scanner (P. 220)"                                     |
|   | Are you trying to scan or copy a highly translucent document such as a transparency?        | Scan/copy the document from the document glass with a blank paper placed on top of it.  |
|   | Is the document skewed or slanted?  | Load the document correctly.<br><br>Refer to<br>• "1.5 Loading Documents (P. 23)"   |
|   | Is the document loaded correctly?   | • "1.5 Loading Documents (P. 23)"   |
|   | Are the document guides adjusted properly?  | Adjust the document guides properly.<br><br>Refer to<br>• "1.5 Loading Documents (P. 23)"   |
|   | Is the document creased?  | Straighten the document and re-load it into the document feeder.<br><br>Refer to<br>• "1.5 Loading Documents (P. 23)"                           |
|   | Is the document non-standard size?  | Specify the document size.<br><br>Refer to<br>• "2.8 Setting Other Scan Features (P. 69)"<br>• "3.6 Settings Other Copy Features (P. 104)"      |
| The document will not feed through the document feeder. | Is the document large enough to be fed into the document feeder?                            | Check if the size of the document is appropriate for loading into the document feeder.<br><br>Refer to<br>• "1.5 Loading Documents (P. 23)"     |
| Document jams occur frequently.                         | Is a proper type of paper being used?   | Load only appropriate types of document in the document feeder.   |
|   | Did you load an irregular size document, business card, transparency, or lightweight paper? | Refer to<br>• "1.5 Loading Documents (P. 23)"   |
|   | Did you remove all paper clips, sticky notes, and cellophane tapes from the document?       | Removing all paper clips, sticky notes and cellophane tapes from the document and scan or copy it again.  |
|   | Are the document guides adjusted properly?  | Adjust the document guides properly.<br><br>Refer to<br>• "1.5 Loading Documents (P. 23)"   |
|   | Is a torn piece of paper from a previous document jam remained in the scanner?              | Open the document feeder cover, and check if there is no piece of paper left inside.<br><br>Refer to<br>• "8.2 Clearing Document Jams (P. 195)" |

| Symptom   | Cause   | Remedy   |
|---|---|--|
| Document jams occur frequently. (Cont.)                             | When scanning documents of different sizes, is [Mixed Sized Originals] set to [On]?     | Set [Mixed Sized Originals] to [On].<br><br>Refer to <ul style="list-style-type: none"> <li>• "Mixed Sized Originals (Scanning Mixed-size Originals Simultaneously) (DocuScan C4250 Only) (P. 74)"</li> <li>• "Mixed Sized Originals (Scanning Mixed-size Originals Simultaneously) (DocuScan C4250 Only) (P. 109)"</li> </ul> |
|   | If using the Mixed Sized Originals feature, are A5 documents loaded in LEF orientation? | Load A5 documents in LEF orientation.<br><br>Refer to <ul style="list-style-type: none"> <li>• "1.5 Loading Documents (P. 23)"</li> </ul>  |
| The edge of the output is creased.                                  | Is the document curled?   | Fix the curl before loading into the document feeder.  |
| The scanner will not make color copies.                             | Is the [Output Color] set to [Black]?   | Set [Output Color] to [Full Color].<br><br>Refer to <ul style="list-style-type: none"> <li>• "Output Color (Selecting the Output Color) (P. 91)"</li> </ul>  |
|   | Is the printer a color printer?   | You cannot make color copies if using a monochrome printer. To make color copies, connect the scanner to a color printer.  |
| The scanner will not automatically detect the size of the document. | The size of the document cannot be detected automatically.                              | On the [Scan Size] or [Original Size] screen, specify the document size and press the <Start> button.<br><br>Refer to <ul style="list-style-type: none"> <li>• "Scan Size (Specifying the Scan Size) (P. 70)"</li> <li>• "Original Size (Specifying the Scan Size) (P. 111)"</li> </ul>  |

## 8.4 Image Quality Problems

When you experience a poor scan or copy result, choose the symptom you think the closest from the following table, and perform the corresponding corrective action.

If you see no improvement in your result, contact our Customer Support Center.

| Symptom   | Cause   | Remedy  |
|---|---|---|
| Smudges and spots appear on the scan/copy output. | Is the document glass or document feeder cover clean?               | Clean the document glass or document feeder cover.<br><br>Refer to<br>• "9.2 Cleaning the Scanner (P. 220)"   |
|   | Is the document highly translucent, such as a transparency?         | Any dirt or smudges on the document feeder cover may appear on the output when the original is highly translucent. Scan or copy the document with a blank paper paced on top of it.   |
|   | Did you scan or copy a color paper, groundwood paper, or blueprint? | Adjust the [Lighten/Darken] setting or the [Original Type] setting.<br><br>Refer to<br>• "Lighten/Darken (Adjusting the Scan Density) (P. 68)"<br>• "Lighten/Darken (Adjusting the Copy Density) (P. 95)"<br>• "3.5 Setting the Image Quality Features (P. 96)" |
|   | Did you scan or copy a glossy printing paper?                       | Glossy printing paper tend to stick to the document glass, causing unwanted marks to appear on the output. Try scanning or copying the glossy paper with a transparent film, such as a transparency, placed underneath.   |
| Streaks and lines appear on the scan/copy output. | Is the scanning glass of the document feeder clean?                 | Clean the scanning glass.<br><br>Refer to<br>"9.2 Cleaning the Scanner (P. 220)"  |
| The scan/copy output is too dark.                 | Is the [Lighten/Darken] setting set to [Darker]?                    | Adjust the [Lighten/Darken] setting.<br><br>Refer to<br>• "Lighten/Darken (Adjusting the Scan Density) (P. 68)"<br>• "Lighten/Darken (Adjusting the Copy Density) (P. 95)"  |
| The scan/copy output is too light.                | In the [Lighten/Darken] setting set to [Lighter]?                   | Adjust the [Lighten/Darken] setting.<br><br>Refer to<br>• "Lighten/Darken (Adjusting the Scan Density) (P. 68)"<br>• "Lighten/Darken (Adjusting the Copy Density) (P. 95)"  |

| Symptom  | Cause  | Remedy   |
|--|--|--|
| The image on the output is skewed or slanted.    | Is the document loaded correctly?                            | Load the document correctly.<br><br>Refer to<br>• "1.5 Loading Documents (P. 23)"  |
|  | Are the document guides adjusted properly?                   | Load the document correctly and adjust the document guides to the width of the document.<br><br>Refer to<br>• "1.5 Loading Documents (P. 23)"  |
|  | Are you trying to copy/scan a folded or a paste-up document? | The portions of the document that are pasted or folded may be curled up, preventing the document from being attached completely to the document glass. Place a blank sheet of paper on top of the document so it will not curl up. |
| Stripes appear on the output.                    | Isn't the copy ratio too large?                              | Depending on the reduce/enlarge ratio, a stripe pattern may appear on the output. Reduce the copy ratio to see if the problem can be resolved.<br><br>Refer to<br>• "Reduce/Enlarge (Making a Reduced/Enlarged Copy) (P. 89)"      |
| Black lines or color lines appear on the output. | Is the scanning glass of the document feeder clean?          | Clean the scanner glass.<br><br>Refer to<br>• "9.2 Cleaning the Scanner (P. 220)"  |

## 8.5 Scanner Feature Problems

If you experience a problem while using one of the features of the scanner, refer to the following table to remedy the problem:

| Symptom  | Cause  | Remedy  |
|--|--|---|
| Cannot send e-mail via the Scan to E-mail feature.                           | Is the e-mail address correct?   | Check if the e-mail address is entered correctly.   |
|  | Is the e-mail address or the TCP/IP setting correct?   | Check with your system administrator if the following settings on CentreWare Internet Services are set correctly.<br>[Properties] > [Protocol Settings] > [E-mail]<br>[Properties] > [Protocol Settings] > [TCP/IP]   |
|  | Is the size of the e-mail within the size permitted?   | <ul style="list-style-type: none"> <li>• Reduce the scan size.</li> <li>• Increase the image compression rate.</li> <li>• Enlarge the [E-mail] setting under [Properties] &gt; [Protocol Settings] on CentreWare Internet Services.</li> </ul> Refer to <ul style="list-style-type: none"> <li>• "Scan Resolution (Specifying the Scan Resolution) (P. 73)"</li> <li>• "Image Compression (Specifying the Compression Rate of the Output) (P. 73)"</li> </ul> |
| Cannot transfer the scanned data via a network using the Scan to PC feature. | Is the transfer protocol set correctly?  | Check of the transfer protocol is set correctly.  |
|  | Is the server name/IP address entered correctly?   | Check if the server name/IP address is entered correctly.   |
|  | Is the "Save In" location entered correctly?   | Check if the save in location is entered correctly.   |
|  | When SMB is selected for the transfer protocol, is the shared name set correctly?  | Check if the shared name is entered correctly.  |
|  | Is the user name entered correctly?  | Check if the user name is entered correctly.  |
|  | Is the password entered correctly?   | Check if the password is entered correctly.   |
|  | Is the port number set correctly?  | Check with your system administrator if the port number is set correctly.   |
|  | When the server name is set in FQDN or DNS host format, is TCP/IP set correctly?   | Check with your system administrator if the following setting on CentreWare Internet Services is set correctly.<br>[Properties] > [Protocol Settings] > [TCP/IP] > [DNS]  |
|  | When the transfer protocol is SMB, and if you specified a computer located on other subnet with its NetBIOS name, is TCP/IP set correctly? | Check with your system administrator if the following setting on CentreWare Internet Services is set correctly.<br>[Properties] > [Protocol Settings] > [TCP/IP] > [WINS]   |

## 8.6 Network-related Problems

The following table lists the some of the problems you may encounter with CentreWare Internet Services. Remedy your problem using the corrective actions provided in the table.

### CentreWare Internet Services Problems

| Symptom   | Cause/Remedy   |
|---|--|
| Cannot access to CentreWare Internet Services.  | Is the scanner running normally?<br>Check if the scanner is switched on.   |
|   | Is the CentreWare Internet Services activated?<br><br>Refer to<br>• "2 Network Settings" in the Setup and Quick Reference Guide  |
|   | Is the URL entered correctly?<br>Check the URL. If you still cannot access the service, enter the IP address instead of the URL.   |
|   | Are you using a proxy server?<br>The connection cannot be established depending on the proxy server.<br>Try connecting to the service without using a proxy server.<br><br>Refer to<br>• "2 Network Settings" in the Setup and Quick Reference Guide   |
| The "Please wait..." message is displayed on the web browser and does not disappear.                      | Wait for a while as instructed.<br>If nothing happens, refresh the browser window. If this does not help, check if the scanner is running normally.  |
| [Refresh] does not work.  | Does the service support the web browser you are using?<br>Refer to "9.1 Monitoring/Managing the Scanner on a Web Browser (P. 216)" to see if the browser is supported by the service.   |
| The content in the right frame does not change even when a different topic is selected in the left frame. |  |
| The contents projected on the screen is distorted.  | Change the window size setting on the web browser.   |
| The screen does not display the latest information.   | Click [Refresh Status] or [Refresh] button.  |
| Clicking [Apply New Settings] does not reflect the new settings.  | Is the value entered correctly? If the entry is not valid, it will be changed to a value that is permitted.  |
| Forgot the system administrator ID or password, and thus cannot change the settings.                      | If you cannot recall the system administrator ID or password of CentreWare Internet Services, select [Tools] on the control panel, and initialize [System Section] under [System Settings] > [Initialize NVM]. This setting, however, initializes the entire system data to the default settings. If you have also forgotten the system administrator password for the control panel, contact our Customer Support Center. Make sure not to lose the system administrator ID and passwords again.<br><br>Refer to<br>• "Initialize NVM (P. 153)" |
| The service will not accept the system administrator ID and password.                                     | If you fail to enter the correct password 5 times in a row, you will be locked out of the service.<br>In such case, switch the scanner off and on again. And then, try entering the ID and password again.   |

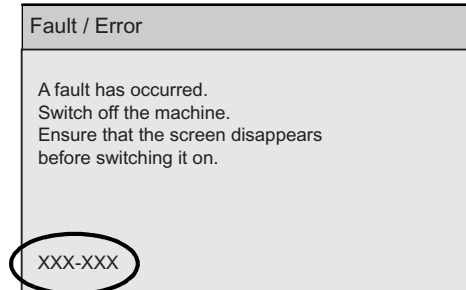
| Symptom   | Cause/Remedy   |
|---|--|
| The display language is not what is desired.  | Change the display language setting on the web browser.<br><br>Refer to <ul style="list-style-type: none"> <li>• Online help provided for the web browser.</li> </ul>                            |
| A connection to CentreWare Internet Services was rejected, or a message saying "The page does not contain data" is displayed.             | This may happen if you refresh your web browser too often. Try not to refresh the browser too often.<br>Also, do not display the [Status], [Jobs], or [Maintenance] screen on multiple browsers. |
| Pressing the <Enter> key on the keyboard instead of selecting a button on the screen causes the screen to return to the previous display. | Click a button on the screen instead of pressing the <Enter> key on your keyboard.   |

## 8.7 Error Codes

This section describes error codes and messages.

Error codes (xxx-yyy) and messages appear when the scanner has malfunctioned, or when an error occurs, preventing jobs from being performed normally.

<Example of Error Message Screen>



When error codes not listed in the following table appear, or when the corrective actions provided in the table could not resolve your problems, contact our Customer Support Center.

### Important

- When an error code is displayed, scanned data and information accumulated on the scanner or the scanner's memory can be lost.
- If you switch the scanner off while an error code is displayed, scanned data and information accumulated on the scanner or the scanner's memory will be erased.

The "Category" row in the table is classified into the followings:

C: Copy

P: Scan to PC

M: Scan to E-mail

U: Scan to Media

O: Others

| Error Code     | Category |   |   |   |   | Cause/Remedy  |
|----------------|----------|---|---|---|---|---|
|                | C        | P | M | U | O |   |
| <b>003-711</b> |          | O | O | O |   | <p>[Cause] The scanned data was not compressed successfully.</p> <p>[Remedy] Try scanning at a higher compression rate and lower scan resolution.</p> <p>Refer to</p> <ul style="list-style-type: none"> <li>• "Image Compression (Specifying the Compression Rate of the Output) (P. 73)"</li> <li>• "Scan Resolution (Specifying the Scan Resolution) (P. 73)"</li> </ul> |
| <b>003-770</b> | O        | O | O | O |   | <p>[Cause] The scan/copy ratio for the 2-sided document exceeds the ratio permitted by the scanner.</p> <p>[Remedy] Reduce the copy/scan ratio.</p> <p>Refer to</p> <ul style="list-style-type: none"> <li>• "Reduce/Enlarge (Specifying the Scan Ratio) (P. 71)"</li> <li>• "Reduce/Enlarge (Making a Reduced/Enlarged Copy) (P. 89)"</li> </ul>                           |



| Error Code     | Category |   |   |   |   | Cause/Remedy  |
|----------------|----------|---|---|---|---|---|
|                | C        | P | M | U | O |   |
| <b>003-795</b> | ○        | ○ | ○ | ○ |   | <p>[Cause] The scan/copy ratio exceeds the maximum ratio permitted by the scanner when the document is enlarged/reduced to fit to the specified paper size.</p> <p>[Remedy] Remedy this by one of the following methods:<br/> <ul style="list-style-type: none"> <li>•Specify the reduction/enlargement ratio</li> <li>•Change the output paper size</li> </ul> <p>Refer to</p> <ul style="list-style-type: none"> <li>• "Reduce/Enlarge (Specifying the Scan Ratio) (P. 71)"</li> <li>• "Reduce/Enlarge (Making a Reduced/Enlarged Copy) (P. 89)"</li> <li>• "Paper Supply (Selecting a Paper Tray) (P. 86)"</li> </ul> </p> |
| <b>031-503</b> |          |   | ○ |   |   | <p>[Cause] While attempting to send the e-mail, the SMTP server name could not be resolved.</p> <p>[Remedy] Check if the SMTP server have been set correctly on CentreWare Internet Services. Also, check whether the DNS server setting is correct.</p> <p>Refer to</p> <ul style="list-style-type: none"> <li>• "9.1 Monitoring/Managing the Scanner on a Web Browser (P. 216)"</li> </ul>  |
| <b>031-504</b> |          |   | ○ |   |   | <p>[Cause] While attempting to send the e-mail, the POP3 server name could not be resolved.</p> <p>[Remedy] Check if the POP3 server have been set correctly on CentreWare Internet Services. Also, check whether the DNS server setting is correct.</p> <p>Refer to</p> <ul style="list-style-type: none"> <li>• "9.1 Monitoring/Managing the Scanner on a Web Browser (P. 216)"</li> </ul>  |
| <b>031-505</b> |          |   | ○ |   |   | <p>[Cause] While attempting to send the e-mail, the login to the POP3 server failed.</p> <p>[Remedy] Check if the user name and password entered to access the POP3 server have been set correctly on CentreWare Internet Services.</p> <p>Refer to</p> <ul style="list-style-type: none"> <li>• "9.1 Monitoring/Managing the Scanner on a Web Browser (P. 216)"</li> </ul>   |
| <b>031-506</b> |          |   | ○ |   |   | <p>[Cause] The SMTP server or POP3 server is not set.</p> <p>[Remedy] Check if the SMTP server/POP3 server has been set on CentreWare Internet Services.</p> <p>Refer to</p> <ul style="list-style-type: none"> <li>• "9.1 Monitoring/Managing the Scanner on a Web Browser (P. 216)"</li> </ul>  |
| <b>031-507</b> |          |   | ○ |   |   | <p>[Cause] While attempting to send the e-mail, the login to the SMTP server failed.</p> <p>[Remedy] Check if the user name and password entered to access the SMTP server have been set correctly on CentreWare Internet Services.</p> <p>Refer to</p> <ul style="list-style-type: none"> <li>• "9.1 Monitoring/Managing the Scanner on a Web Browser (P. 216)"</li> </ul>   |

| Error Code     | Category |   |   |   |   | Cause/Remedy  |
|----------------|----------|---|---|---|---|---|
|                | C        | P | M | U | O |   |
| <b>031-511</b> |          |   |   | ○ |   | <p>[Cause] The media cannot be recognized.</p> <p>[Remedy]</p> <ul style="list-style-type: none"> <li>• Check the format of the USB flash memory.</li> <li>• Make sure that there is no problem with the format of the USB flash memory.</li> <li>• Check whether the USB flash memory is plugged in.</li> <li>• Make sure that the USB flash memory is not broken.</li> </ul> <p>Refer to</p> <ul style="list-style-type: none"> <li>• For information about the supported formats of USB flash memory, refer to "Scan Feature Specifications (P. 231)"</li> </ul> |
| <b>031-512</b> |          |   |   | ○ |   | <p>[Cause] While saving the data on the media, an error occurred during the write process.</p> <p>[Remedy]</p> <ul style="list-style-type: none"> <li>• If the USB flash memory is write-protected, cancel the write-protection.</li> <li>• Make sure that the USB flash memory is not broken.</li> <li>• Delete the files in the root directory of the USB flash memory.</li> </ul>  |
| <b>031-515</b> |          |   |   | ○ |   | <p>[Cause] The files in the media have reached the maximum number.</p> <p>[Remedy] Delete some of the files in the root directory of the USB flash memory, and try scanning the document again.</p>   |
| <b>031-700</b> | ○        |   |   |   |   | <p>[Cause] A trouble occurred on the printer.</p> <p>[Remedy] Check the printer's control panel. For corrective actions, refer to the user guide provided for the printer.</p>  |
| <b>031-701</b> | ○        |   |   |   |   | <p>[Cause] The communication to the printer has been shut off.</p> <p>[Remedy] Check the printer's power cord installation, and see if the power switch is on.</p>  |
| <b>031-702</b> | ○        |   |   |   |   | <p>[Cause] The job was canceled on the printer.</p> <p>[Remedy] Check the printer.</p>  |
| <b>031-710</b> | ○        | ○ | ○ | ○ |   | <p>[Cause] The scan area was not identified successfully.</p> <p>[Remedy] Re-load the document and try scanning again. If the same message appears, copy down the message. Switch the machine off, wait for the touch panel to go out, and then call our Customer Support Center.</p>   |
| <b>031-720</b> |          |   |   |   | ○ | <p>[Cause] Address Book was not restored successfully.</p> <p>[Remedy] Check if Address Book is saved in the USB flash memory. Make sure that the USB flash memory is not broken.</p>   |
| <b>031-721</b> |          |   |   |   | ○ | <p>[Cause] Address Book was not saved successfully.</p> <p>[Remedy] Check if there is enough space in the USB flash memory to save Address Book. Make sure that the USB flash memory is not broken.</p>   |
| <b>031-722</b> |          |   |   |   | ○ | <p>[Cause] Address Book was not saved/restored successfully.</p> <p>[Remedy] Address Book is being accessed from CentreWare Internet Services or DocuScan Manager. Stop the access from CentreWare Internet Services or DocuScan Manager, and try saving/restoring Address Book again.</p>  |

| Error Code     | Category |   |   |   |   | Cause/Remedy  |
|----------------|----------|---|---|---|---|---|
|                | C        | P | M | U | O |   |
| <b>031-723</b> |          |   |   |   | O | <p>[Cause] Address Book was not restored successfully.</p> <p>[Remedy] The contents of Address Book may not be appropriate. Check if Address Book is the one saved from the scanner.</p>  |
| <b>031-724</b> |          |   |   |   | O | <p>[Cause] Address Book was not restored completely since the number of addresses registered on the scanner has reached the maximum (350).</p> <p>[Remedy] Delete unnecessary addresses from CentreWare Internet Services or DocuScan Manager, and try restoring Address Book again.</p> <p>Refer to</p> <ul style="list-style-type: none"> <li>• "9.1 Monitoring/Managing the Scanner on a Web Browser (P. 216)"</li> <li>• DocuScan Manager Online Help</li> </ul>  |
| <b>031-764</b> |          |   | O |   |   | <p>[Cause] An error occurred while establishing a connection with the SMTP server.</p> <p>[Remedy] Check with the SMTP server administrator.</p>  |
| <b>031-765</b> |          |   | O |   |   | <p>[Cause] The SMTP server does not have enough memory.</p> <p>[Remedy] Check with the SMTP server administrator.</p>   |
| <b>031-766</b> |          |   | O |   |   | <p>[Cause] An error occurred on the SMTP server.</p> <p>[Remedy] Check with the SMTP server administrator.</p>  |
| <b>031-767</b> |          |   | O |   |   | <p>[Cause 1] The e-mail address of the recipient is incorrect.</p> <p>[Remedy1] Check if the e-mail address is correct and try scanning the document again.</p> <p>[Cause 2] A POP-before-SMTP authentication error occurred on the SMTP server.</p> <p>[Remedy 2] Check if the authentication method for e-mail transmissions is set to POP before SMTP on CentreWare Internet Services. To use POP before SMTP authentication, the settings for POP3 server must be made.</p> <p>Refer to</p> <ul style="list-style-type: none"> <li>• "9.1 Monitoring/Managing the Scanner on a Web Browser (P. 216)"</li> </ul> |
| <b>031-768</b> |          |   | O |   |   | <p>[Cause] The e-mail address of the sender is incorrect.</p> <p>[Remedy] Check if the e-mail address is correct and try scanning the document again.</p>   |
| <b>031-781</b> |          | O |   |   |   | <p>[Cause] While attempting to transfer the file, a connection with the server could not be established.</p> <p>[Remedy] Check the server address again. If the address is correct, ask your network administrator to check the network and server status.</p>  |
| <b>031-782</b> |          | O |   |   |   | <p>[Cause] While attempting to transfer the file, the login to the server failed.</p> <p>[Remedy] Check the server name, login user name, and password.</p>   |

| Error Code     | Category |   |   |   |   | Cause/Remedy   |
|----------------|----------|---|---|---|---|--|
|                | C        | P | M | U | O |  |
| <b>031-783</b> |          | O |   |   |   | <p>[Cause] While attempting to transfer the file, the specified server path could not be found.</p> <p>[Remedy] Check the path name of the server and the access right to the folder.</p>  |
| <b>031-784</b> |          | O |   |   |   | <p>[Cause] While attempting to transfer the file, an error occurred during the write process.</p> <p>[Remedy] Check if there is enough space in the server's directory and if you have an access right to the folder.</p>  |
| <b>031-785</b> |          | O |   |   |   | <p>[Cause] The file could not be transferred due to the insufficient hard disk space of the server.</p> <p>[Remedy] Delete unnecessary data from the hard disk to increase the available hard disk space.</p>  |
| <b>031-786</b> |          | O |   |   |   | <p>[Cause] A time-out error occurred during the transmission/receipt of the scanned data.</p> <p>[Remedy] Check the network cable installation.<br/>If no problem was found with the cable, check with your server administrator.</p>  |
| <b>031-787</b> |          | O |   |   |   | <p>[Cause] The directory was not created successfully.</p> <p>[Remedy] Check if you have a right to create a directory.</p>  |
| <b>031-788</b> |          | O |   | O |   | <p>[Cause] A file of the same name already exists.</p> <p>[Remedy] Set the [File Name Conflict] setting to [Overwrite] or [Change Name and Save]. Or, delete the file of the same name in the folder.</p> <p>Refer to</p> <ul style="list-style-type: none"> <li>• "Setting the File Name (P. 56)"</li> <li>• "Setting the File Name (P. 59)"</li> </ul> |
| <b>031-789</b> |          | O |   |   |   | <p>[Cause] The file was not processed successfully after it was transferred.</p> <p>[Remedy] Check if you have a right to rename/delete the file. Also, if Windows Server 2003 of the computer where the file was transferred does not have Service Pack1, install Service Pack1 on that computer.</p>   |
| <b>031-790</b> |          | O |   |   |   | <p>[Cause] A network error occurred.</p> <p>[Remedy] Check the network settings.</p> <p>Refer to</p> <ul style="list-style-type: none"> <li>• "2 Network Settings" in the Setup and Quick Reference Guide</li> </ul>   |

| Error Code     | Category |   |   |   |   | Cause/Remedy  |
|----------------|----------|---|---|---|---|---|
|                | C        | P | M | U | O |   |
| <b>031-950</b> |          |   |   | O |   | <p>[Cause] The USB flash memory does not have a sufficient space.</p> <p>[Remedy] Remedy this by one of the following methods:</p> <ul style="list-style-type: none"> <li>• Secure enough space in the USB flash memory to save the file.</li> <li>• Reduce the number of document pages.</li> <li>• Lower the resolution.</li> <li>• If scanning in full color, increase the compression rate.</li> </ul> <p>Refer to</p> <ul style="list-style-type: none"> <li>• "Scan Resolution (Specifying the Scan Resolution) (P. 73)"</li> <li>• "Image Compression (Specifying the Compression Rate of the Output) (P. 73)"</li> </ul>  |
| <b>031-951</b> |          |   |   | O |   | <p>[Cause] The file attempted to save in the media exceeds the maximum file size.</p> <p>[Remedy] Remedy this by one of the following methods:</p> <ul style="list-style-type: none"> <li>• Reduce the number of document pages.</li> <li>• Lower the resolution.</li> <li>• If scanning in full color, increase the compression rate.</li> </ul> <p>Refer to</p> <ul style="list-style-type: none"> <li>• "Scan Resolution (Specifying the Scan Resolution) (P. 73)"</li> <li>• "Image Compression (Specifying the Compression Rate of the Output) (P. 73)"</li> </ul>   |
| <b>031-985</b> |          |   | O |   |   | <p>[Cause] The e-mail exceeds the maximum file size.</p> <p>[Remedy] Remedy this by one of the following methods:</p> <ul style="list-style-type: none"> <li>• Increase the value of [Maximum E-mail Size] on CentreWare Internet Services.</li> <li>• Reduce the value of [Data Size to Split Send] on CentreWare Internet Services.</li> <li>• Reduce the number of document pages.</li> <li>• Lower the resolution.</li> <li>• If scanning in full color, increase the compression rate.</li> </ul> <p>Refer to</p> <ul style="list-style-type: none"> <li>• "9.1 Monitoring/Managing the Scanner on a Web Browser (P. 216)"</li> <li>• "Scan Resolution (Specifying the Scan Resolution) (P. 73)"</li> <li>• "Image Compression (Specifying the Compression Rate of the Output) (P. 73)"</li> </ul> |
| <b>031-986</b> |          | O | O | O |   | <p>[Cause] The file attempted to save exceeds the maximum file format.</p> <p>[Remedy] Remedy this by one of the following methods:</p> <ul style="list-style-type: none"> <li>• Reduce the number of document pages.</li> <li>• Lower the resolution.</li> <li>• If scanning in full color, increase the compression rate.</li> </ul> <p>Refer to</p> <ul style="list-style-type: none"> <li>• "Scan Resolution (Specifying the Scan Resolution) (P. 73)"</li> <li>• "Image Compression (Specifying the Compression Rate of the Output) (P. 73)"</li> </ul>  |

| Error Code     | Category |   |   |   |   | Cause/Remedy   |
|----------------|----------|---|---|---|---|--|
|                | C        | P | M | U | O |  |
| <b>031-987</b> |          |   | ○ |   |   | <p>[Cause] The scanner's memory is full and cannot save the scanned data.</p> <p>[Remedy] Remedy this by one of the following methods:</p> <ul style="list-style-type: none"> <li>• Increase the value of [Maximum E-mail Size] on CentreWare Internet Services.</li> <li>• Reduce the value of [Data Size to Split Send] on CentreWare Internet Services.</li> <li>• Lower the resolution.</li> <li>• Reduce the image size (such as from A3 to A4)</li> </ul> <p>Refer to</p> <ul style="list-style-type: none"> <li>• "9.1 Monitoring/Managing the Scanner on a Web Browser (P. 216)"</li> <li>• "Scan Resolution (Specifying the Scan Resolution) (P. 73)"</li> <li>• "Image Compression (Specifying the Compression Rate of the Output) (P. 73)"</li> </ul> |
| <b>062-360</b> |          |   |   |   | ○ | <p>[Cause] The carriage may be locked.</p> <p>[Remedy] If the carriage is locked, unlock it, and switch the scanner off and then on again.</p> <p>Refer to</p> <ul style="list-style-type: none"> <li>• "Unlocking the Carriage Lock" in the Setup and Quick Reference Guide</li> </ul>  |
| <b>062-790</b> | ○        | ○ | ○ | ○ |   | <p>[Cause] The scanned document is copy-prohibited.</p> <p>[Remedy] Refer to "Illegal Copies and Printouts (P. 12)" for the types of paper that are not copy-prohibited.</p>   |
| <b>131-701</b> |          | ○ |   | ○ |   | <p>[Cause] The file was saved with a different file name via Scan to PC or Scan to Media.</p> <p>[Remedy] Select [Close].</p>  |
| <b>131-702</b> |          | ○ |   | ○ |   | <p>[Cause] The file was saved by overwriting the file of the same name via Scan to PC or Scan to Media.</p> <p>[Remedy] Select [Close].</p>  |
| <b>131-703</b> | ○        | ○ | ○ | ○ |   | <p>[Cause] The number of pages scanned has reached the maximum (500 pages).</p> <p>[Remedy] Re-load the rest of the pages and scan again.</p>  |

## Other Errors

If the following message appears, resolve the problem by performing the corrective action.

| Error Code  | Category |   |   |   |   | Cause/Remedy  |
|---|----------|---|---|---|---|---|
|   | C        | P | M | U | O |   |
| <p>A fault has occurred. Switch off the machine. Ensure that the screen disappears before switching it on.</p> <p>(xxx-yyy)</p> | O        | O | O | O | O | <p>[Cause] An error occurred.</p> <p>[Remedy] Turn the power switch off, wait for the touch panel to go out, and then turn the power switch back on. If the same message appears, copy down "(xxx-yyy)". Switch the scanner off, wait for the touch panel to go out, and then call our Customer Support Center.</p> |

# 9 Maintenance

## 9.1 Monitoring/Managing the Scanner on a Web Browser

---

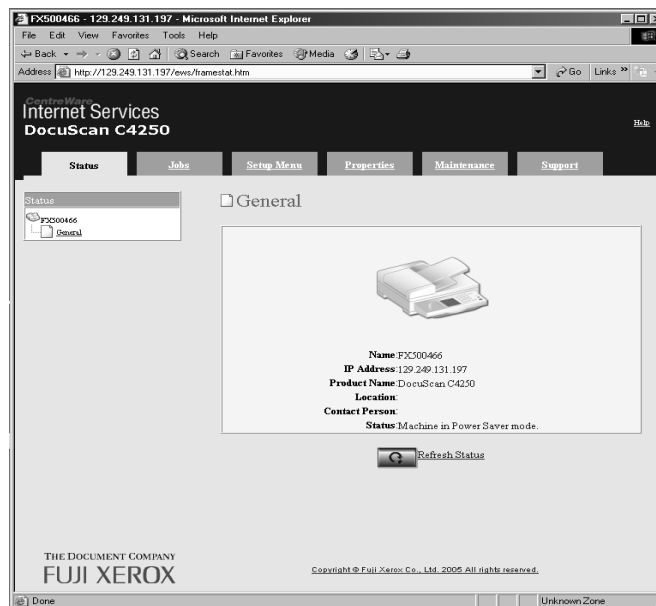
If you use the scanner in a TCP/IP environment, you can monitor or remotely configure the scanner using a web browser on a network-connected computer.

This feature is called CentreWare Internet Services.

CentreWare Internet Services also allows you to edit Address Book.

Refer to

- For more information on Address Book, refer to "4 Address Book and Subject/Comment List (P. 113)".



## Getting Ready to Use CentreWare Internet Services

---

Before using CentreWare Internet Services, you must configure the settings described in this section.

### Supported Web Browsers

---

CentreWare Internet Services has been tested to work on the following web browsers:

- Netscape 7.1
- Internet Explorer 6.0



## Setting Up a Web Browser

---

When specifying the scanner's address on CentreWare Internet Services, we recommend you to do so without using a proxy server.

### Note

- If you use a proxy server, CentreWare Internet Services may not display properly or become slow.

If you change the display language setting on your web browser, you can change the display language of CentreWare Internet Services.

### Refer to

- To setup a web browser, refer to the online help provided for the web browser.

## Configuring Settings on the Scanner

---

To use CentreWare Internet Services, make sure that the scanner's IP address is set and [CW Internet Services] is enabled.

When [CW Internet Service] is disabled, enable it on the control panel.

By default, [CW Internet Service] is set to [Enable].

### Refer to

- For more information, refer to "Protocol Settings (P. 155)" in "6.5 Network Settings".

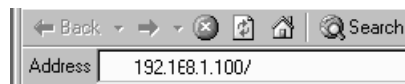
## Using CentreWare Internet Services

---

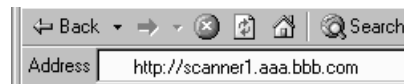
To use CentreWare Internet Services, use the following procedure:

1. Start your computer, and start a web browser.
2. On the web browser, enter the scanner's IP address or URL in the address entry field, and press the <Enter> key.

- Example - IP address



- Example - URL

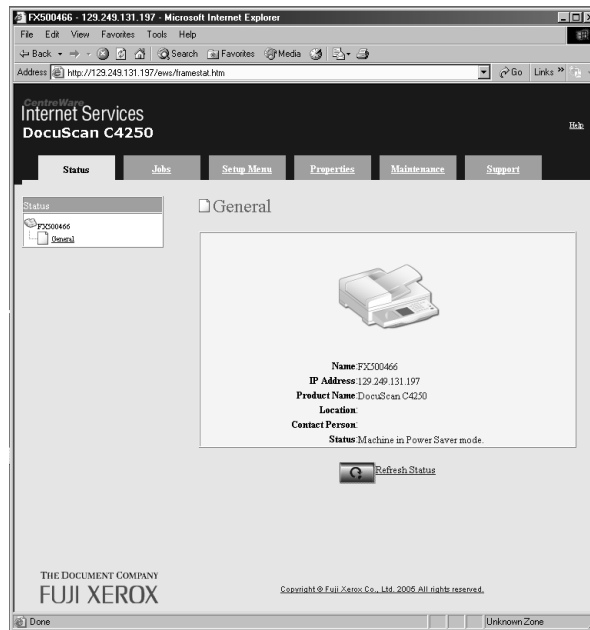


### Note

- When specifying a port number, enter ":" followed by "80" (the default port number) after the address. The port number can be changed under [Properties] > [Protocol Settings] > [HTTP] on CentreWare Internet Services. If you changed the port number, enter ":" followed by the new port number after the address.



The main window of CentreWare Internet Services appears.



## Changing the Network Settings

---

The settings required to use the scanner as a network scanner can be configured on the [Properties] tab.

## CentreWare Internet Services Setting Items

The followings are the main setting items provided by CentreWare Internet Services:

| Tab         | Page                       | Feature   |
|-------------|----------------------------|---|
| Status      | General                    | <ul style="list-style-type: none"> <li>Displays the information and status of the scanner.</li> </ul>   |
| Jobs        | Job History                | <ul style="list-style-type: none"> <li>Displays the detailed information of the last 20 scan/copy jobs that completed.</li> </ul>   |
| Setup Menu  | Address Folders            | <ul style="list-style-type: none"> <li>Displays the list of address folders. You can register, change, or delete address folders on this page.</li> </ul>   |
|             | Address List               | <ul style="list-style-type: none"> <li>Displays the list of addresses. You can register, change, or delete addresses on this page.</li> </ul>   |
|             | Subject List               | <ul style="list-style-type: none"> <li>Displays the list of subjects. You can register, change, or delete subjects on this page.</li> </ul>   |
|             | Comment List               | <ul style="list-style-type: none"> <li>Displays the list of comments. You can register, change, or delete comments on this page.</li> </ul>   |
| Properties  | Machine Details            | <ul style="list-style-type: none"> <li>Displays the product name of the scanner. You can set the scanner name, installation location, contact person, and the administrator's e-mail address.</li> </ul>  |
|             | Configuration              | <ul style="list-style-type: none"> <li>Displays the main specifications of the scanner.</li> </ul>  |
|             | Counters                   | <ul style="list-style-type: none"> <li>Displays the number of scanned/copied pages to date.</li> </ul>  |
|             | Initialization             | <ul style="list-style-type: none"> <li>Initializes the NV memory of NIC (Network Interface Card) set under [Properties].</li> </ul>   |
|             | Internet Services Settings | <ul style="list-style-type: none"> <li>Sets the administrator ID and password for CentreWare Internet Services. The default administrator ID and password is "admin" and "X-admin", respectively. Make sure to change the password before using the scanner.</li> </ul>   |
|             | Port Status                | <ul style="list-style-type: none"> <li>Sets whether or not to enable an SNMP/SNTP client.</li> </ul>  |
|             | Port Settings              | <ul style="list-style-type: none"> <li>Sets the parameters for Ethernet.</li> </ul>   |
|             | Protocol Settings          | <ul style="list-style-type: none"> <li>TCP/IP<br/>Sets the settings for TCP/IP such as an IP address.</li> <li>SNMP<br/>Sets the community name for SNMP.</li> <li>FTP Client<br/>Sets the time to wait for a response from an FTP server.</li> <li>SMB Client<br/>Sets the time to wait for a response from an SMB client.</li> <li>E-mail<br/>Sets the parameters for an e-mail server and the maximum size of e-mail that can be sent.</li> <li>SNTP Clients<br/>Sets the parameters for an SNTP client and the interval at which the SNTP client obtains time from an SNTP server.</li> <li>HTTP<br/>Sets an HTTP port number and the number of sessions that can be connected simultaneously.</li> </ul> |
| Maintenance |                            | <ul style="list-style-type: none"> <li>Error History<br/>Displays the information of the last 20 errors.</li> </ul>   |
| Support     |                            | <ul style="list-style-type: none"> <li>Displays the customer support information as well as a link to our website.</li> </ul>   |

## Using the Online Help

---

For details on each setting item, refer to the online help provided for CentreWare Internet Services. The online help can be browsed by clicking the [Help] button on CentreWare Internet Services.

**Note**

- Clicking the [Help] button displays the online help on our website.
- To view the online help, your computer must be connected to the Internet.

## 9.2 Cleaning the Scanner

---

This section describes how to clean the scanner.

The cleaning instructions are provided for both the exterior and interior of the scanner.

**Important**

- Always switch the power off and unplug the power cord when cleaning the scanner. Cleaning the scanner with the power on may cause an electric shock.
- Do not use cleaning agents other than water or neutral cleaner.
- Do not use chemical agents such as benzene or paint thinner. Chemical agents can damage the coating on plastics.
- Cleaning the scanner with an excessive amount of water may cause the scanner to malfunction or damage documents during scanning or copying.

**Note**

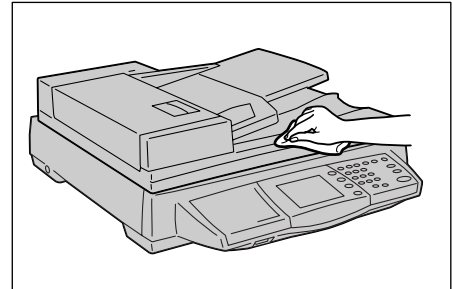
- If dirt or smudges does not come off easily, moisten a soft cloth with a small amount of neutral cleaner and wipe them off gently.

### Cleaning the Exterior

---

Use the following procedure to clean the exterior of the scanner:

1. Wipe the exterior of the scanner with a soft cloth firmly wrung out of water.
2. Wipe off the excess water with a soft dry cloth.



### Cleaning the Interior

---

To ensure optimum scan/copy quality at all times, clean the interior of the scanner monthly, or more often if needed.

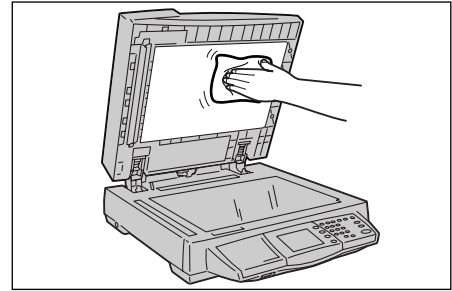
#### To clean the document feeder cover

---

**Note**

- Any dirt or smudges on the document feeder cover can cause streaks and smears on outputs, or the scanner to incorrectly detect document sizes.

1. Wipe the document feeder cover with a cloth lightly dampened with water, and wipe off the excess water with a soft dry cloth.



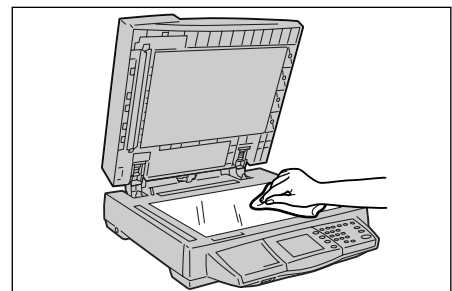
## To clean the document glass

---

### Note

- Any dirt or smudges on the document feeder cover can cause streaks and smears on outputs.

1. Wipe the document glass with a cloth lightly dampened with water, and wipe off the excess water with a soft dry cloth.



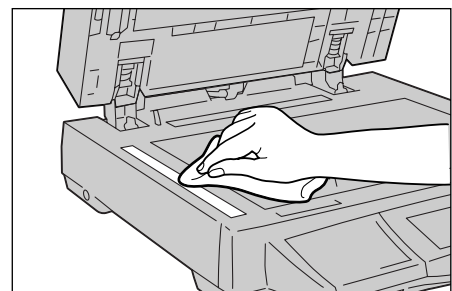
## To clean the scanning glass

---

### Note

- Any dirt or smudges on the scanning glass can cause document jams, or streaks and smears on outputs.

1. Wipe the scanning glass with a cloth lightly dampened with water, and wipe off the excess water with a soft dry cloth.



## To clean the film portion

---

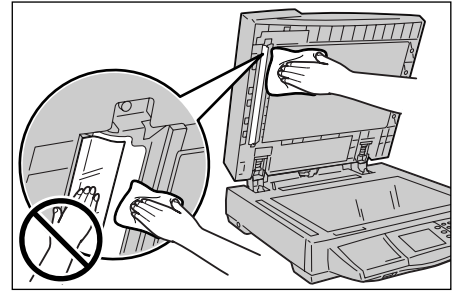
### Important

- Do not press the film with an excessive force as it can easily damage or deform.
- The DocuScan C4250 has two films: white film and transparent film. Do not touch the transparent film.

### Note

- Any dirt or smudges on the film portion can cause streaks and smears on outputs.

1. Wipe the film portion with a cloth lightly dampened with water, and wipe off the excess water with a soft dry cloth.



## To clean the document feeder rollers

Any dirt or smudges on the document feeder rollers can cause document jams, or streaks and smears on outputs.

To ensure optimum scan/copy quality at all times, clean the rollers once every 30,000 sheets of scanning/copying.

Clean the rollers with a soft cloth firmly wrung out of water.

### Important

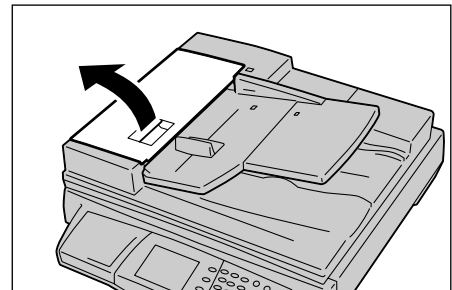
- Make sure to use a firmly wrung cloth to avoid water from getting into the scanner. If water gets inside of the scanner, it may cause the scanner to malfunction.

## ■ DocuScan C4250

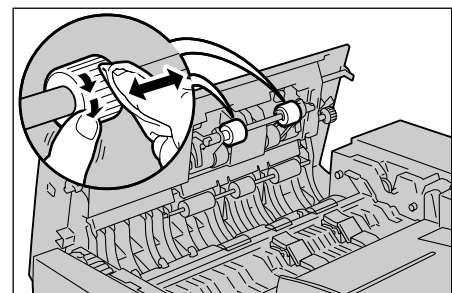
1. Pull the lever on the left cover of the document feeder cover, and lift the left cover until it comes to a stop.

### Note

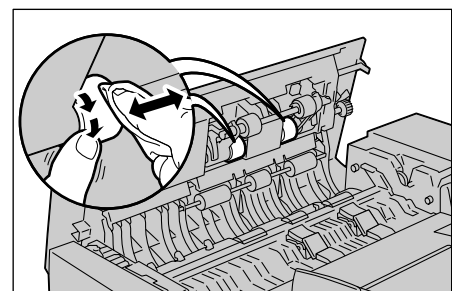
- The cover fixes in place when opened completely. When opening the cover, do it gently.



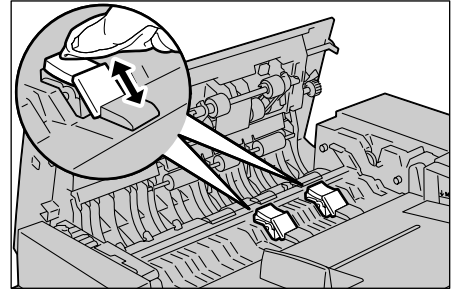
2. Clean each pickup roller as you rotate it towards the direction of the arrows. (There are two pickup rollers.)



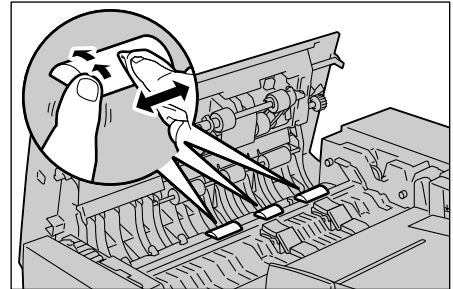
3. Clean each feed roller as you rotate it towards the direction of the arrows. (There are two feed rollers.)



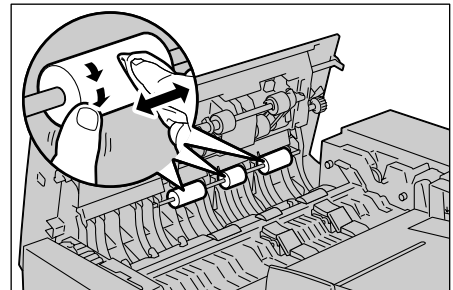
4. Clean each retard pad as illustrated. (There are two retard pads.)
5. Clean the front rubber of each retard pad in the direction of the arrow.



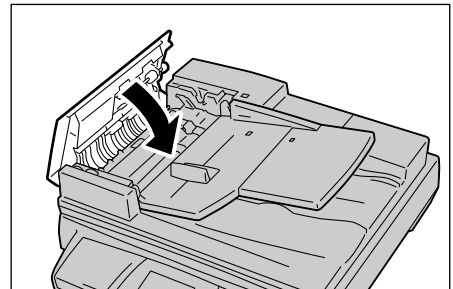
6. Clean each registration roller 1 as you rotate it towards the direction of the arrows. (There are three registration rollers 1.)



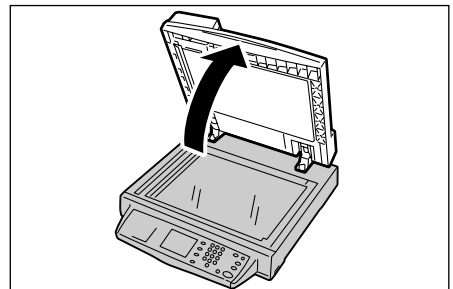
7. Clean each registration roller 2 as you rotate it towards the direction of the arrows. (There are three registration rollers 2.)



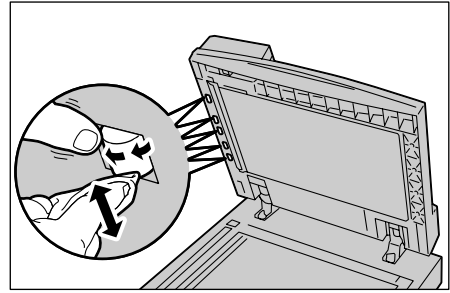
8. Close the left cover of the document feeder until it clicks into place.



9. Lift the document feeder cover.



10. Clean each read roller as you rotate it towards the direction of the arrows. (There are five read rollers.)

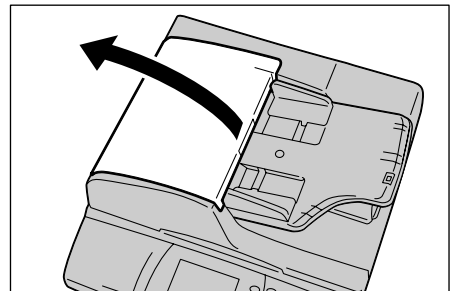


## ■ DocuScan C3200 A

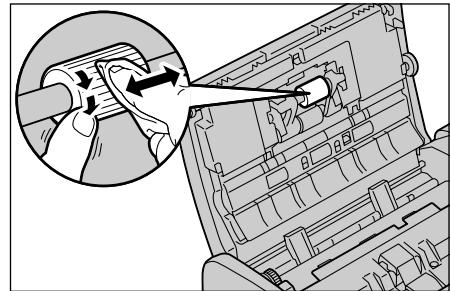
1. Pull the lever on the left cover of the document feeder, and lift the left cover until it comes to a stop.

### Note

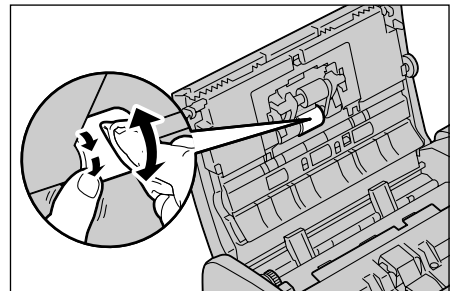
- The cover fixes into place when opened completely. When opening the cover, do it gently.



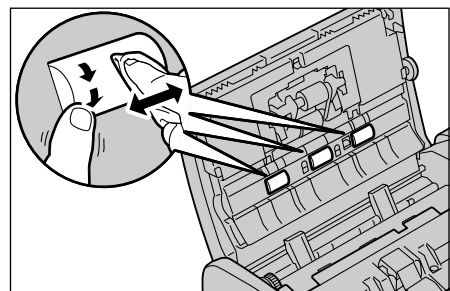
2. Clean the pickup roller as you rotate it towards the direction of the arrows.



3. Clean the feed roller as you rotate it towards the direction of the arrows.



4. Clean the registration roller as you rotate it towards the direction of the arrows.

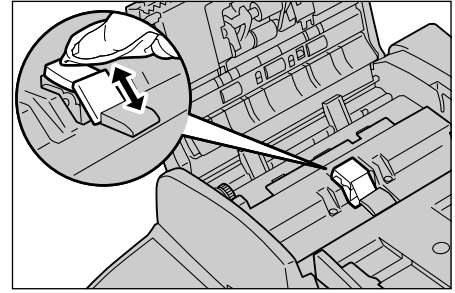




5. Clean the retard pad as illustrated.
6. Clean the front rubber of the retard pad in the direction of the arrow.

**Important**

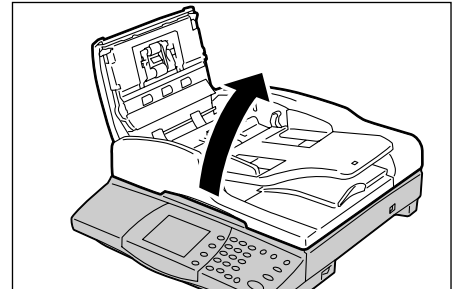
- If the retard pad comes off, push it back on the scanner until it fixes into place.



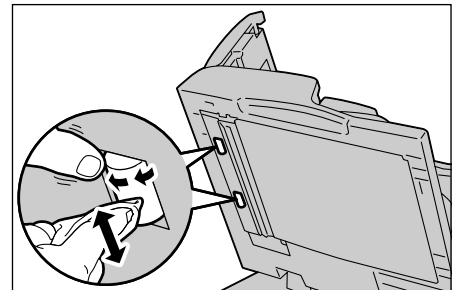
7. Lift the document feeder cover.

**Note**

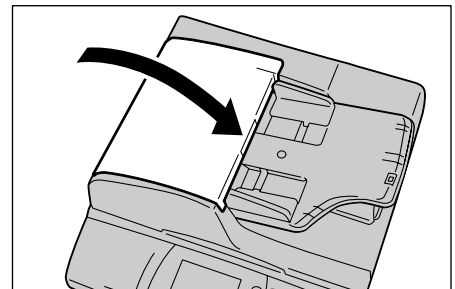
- The read rollers can be rotated easier when the left cover of the document feeder is open. They can also be cleaned with the left cover closed.



8. Clean each read roller as you rotate it towards the direction of the arrows. (There are two read rollers.)



9. Close the left cover of the document feeder cover until it clicks into place.



## 9.3 Moving the Scanner

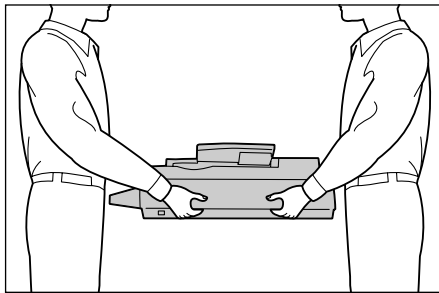
When moving the scanner, follow the guidelines below:

### ⚠ CAUTION

- The DocuScan C4250 weighs approximately 24.0 kg. When moving the equipment, make sure that there are two more persons carrying it.
- When lifting the DocuScan C4250, each person should stand either at the front or the back of the scanner and grip it firmly by the recessed areas located on both sides of the scanner.

When lifting the DocuScan C3200 A, one person should stand facing the back of the scanner and grip it firmly by the recessed areas located on both sides of the scanner.

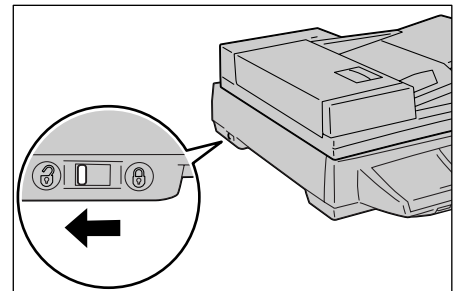
Do not hold it by the control panel or any other portions. You might drop the scanner and get injured.



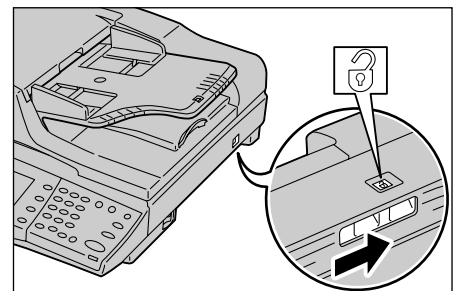
[DocuScan C4250]

1. Remove all documents from the document glass, document feeder, or document output tray.
2. Check that the carriage is unlocked.  
If locked, unlock it as follows:

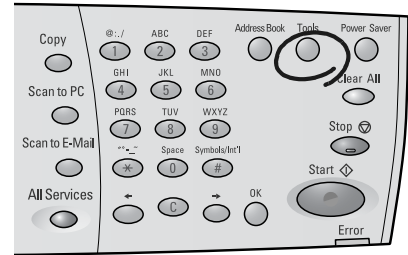
To unlock the carriage on the DocuScan C4250, slide the lock to the unlock position (to the rear direction).



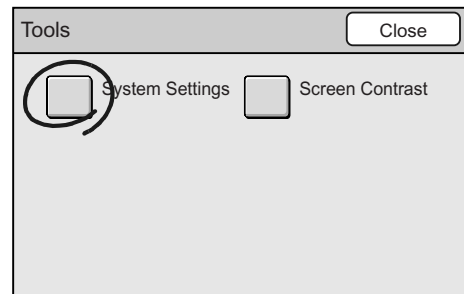
On the DocuScan C3200 A, the carriage lock is located on the underside of the scanner below the lock mark. To unlock the carriage, slide the lock to the unlock position (to the rear direction).



- Press the <Tools> button on the control panel.

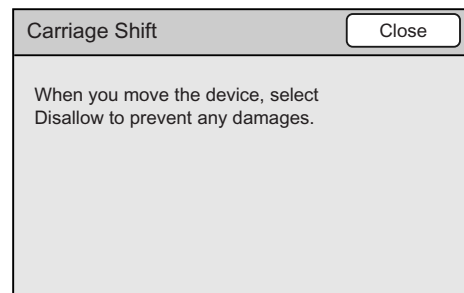


- On the [System Settings] screen, select [System Settings].  
The [Login] screen appears. You will be prompted to enter [System Administrator Password].



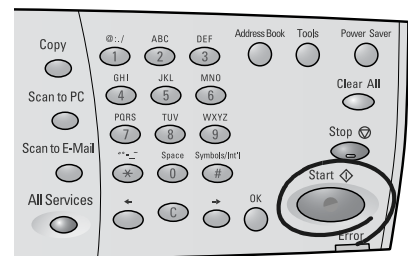
- Enter the password using the control panel, and select [Confirm].

- Select [Common Settings] > [Maintenance/Diagnostics] > [Carriage Shift] to display the [Carriage Shift] screen.

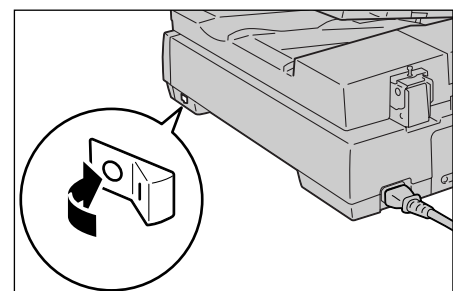


- Press the <Start> button on the control panel.  
The carriage moves to the locked position.

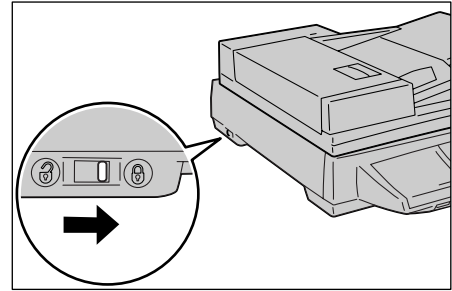
- Select [Close] repeatedly until the [Switch Off/On] screen displays.



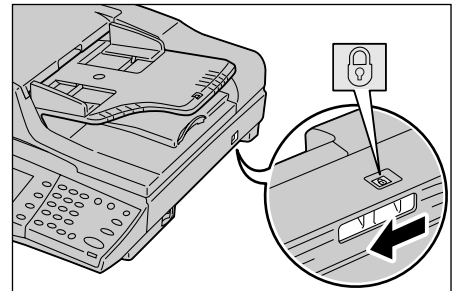
- Switch the scanner off by pressing the power switch to the <O> position.



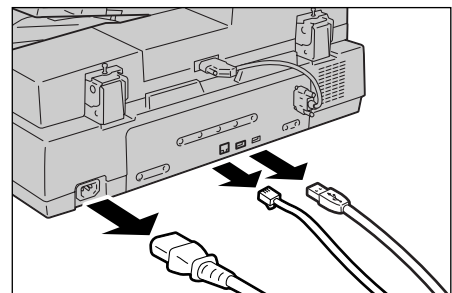
10. Lock the carriage in place.  
When using the DocuScan C4250, slide the carriage lock towards the front of the scanner.



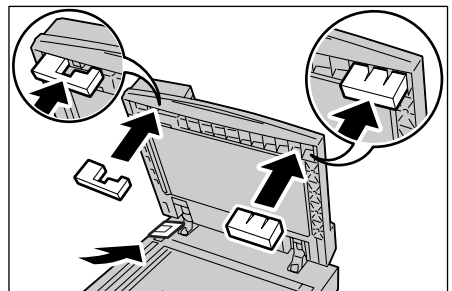
- When using the DocuScan C3200 A, slide your hand underneath the scanner right below the “lock” mark, and slide the lock towards the front of the scanner.



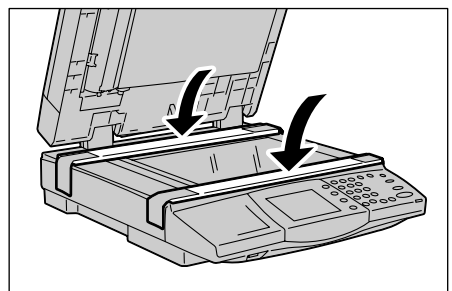
11. Unplug the power code, USB cable, and network cable.



12. Place the cushioning materials on the scanner. Re-use the cushioning materials that came in the packaging box.
13. Hold the scanner, and move it gently. When moving it over a long distance, pack it in a box.



DocuScan C4250



DocuScan C3200 A

# A Appendix

























## A.1 Main Specifications

### Scanner Specifications

| Item                           | Description   |
|--------------------------------|---|
| Type                           | Color scanner (flat bed/sheet feed)<br>Reduced optical CCD scanner  |
| Scan size                      | DocuScan C4250<br>Max. : 297.0 x 432.0 mm<br>Min. : 15.0 x 15.0 mm<br>DocuScan C3200 A<br>Max. : 215.9 x 297.0 mm<br>Min. : 15.0 x 15.0 mm  |
| Optical resolution             | Main scan : 600 dpi (23.6 dots/mm)<br>Sub-scan : 600 dpi (23.6 dots/mm)   |
| Output resolution              | 600, 400, 300, 200 dpi (23.6, 15.7, 11.8, 7.9 dots/mm)  |
| Scanning gradation             | Full Color      Input 30 bits, Output 24 bits<br>Grayscale      Input 10 bits, Output 8 bits  |
| Scanning speed<br>(at 600 dpi) | DocuScan C4250<br><b>Scan ratio</b> <b>Color</b> <b>Black</b><br>50%                                      97.32 mm/sec                      209.16 mm/sec<br>50% < m ≤ 100%                      48.66 mm/sec                      104.58 mm/sec<br>100% < m ≤ 200%                      24.33 mm/sec                      52.29 mm/sec<br>DocuScan C3200 A<br><b>Scan ratio</b> <b>Color</b> <b>Black</b><br>50%                                      120.9 mm/sec                      241.8 mm/sec<br>50% < m ≤ 100%                      60.5 mm/sec                      120.9 mm/sec<br>100% < m ≤ 200%                      30.2 mm/sec                      60.5 mm/sec |
| Interface                      | 100BASE-TX/10BASE-T, USB 2.0 (Hi-Speed, HOST USB)   |
| Output format                  | Format<br>Black                      : TIFF (single-page/multi-page), XDW, PDF<br>Grayscale                      : TIFF, JFIF(JPEG), XDW, PDF<br>Full color                      : TIFF, JFIF(JPEG), XDW, PDF<br>Note: Uncompressed formats are not supported.<br>Data compression format<br>Black                      : MH (photo), MMR (text, text/photo)<br>Grayscale                      : JPEG<br>Full color                      : JPEG   |
| Supported protocol             | TCP/IP (FTP, SMB, SMTP)   |
| Power                          | AC100 - 240V ± 10%, 50 Hz/60 Hz common  |
| Power consumption              | DocuScan C4250<br><b>Operation</b> <b>Stand-by</b> <b>Power Saver mode</b><br>120 W or less                      40 W or less                      9 W or less<br>DocuScan C3200 A<br><b>Operation</b> <b>Stand-by</b> <b>Power Saver mode</b><br>100 W or less                      35 W or less                      9 W or less<br>The scanner does not use electricity when the power is switched off even if the power cord is plugged in.   |

| Item               | Description  |
|--------------------|--|
| Dimensions         | DocuScan C4250<br>W 582.0 x D 658.0 x H 209.0 mm<br>DocuScan C3200 A<br>W 448.0 x D 502.0 x H 194.0 mm |
| Weight             | DocuScan C4250 : 24.0 kg<br>DocuScan C3200 A : 15.0 kg   |
| Space requirements | DocuScan C4250<br>W 732.0 x D 1394.0 mm<br>DocuScan C3200 A<br>W 648.0 x D 1119.0 mm                   |

## Document Feeder Specifications

| Item   | Description  |                                 |              |                   |  |               |               |  |               |               |                                 |              |                   |  |               |              |  |              |              |                                 |              |                   |  |               |               |  |               |               |                                 |              |                   |  |                |              |  |              |              |
|--|--|---------------------------------|--------------|-------------------|--|---------------|---------------|--|---------------|---------------|---------------------------------|--------------|-------------------|--|---------------|--------------|--|--------------|--------------|---------------------------------|--------------|-------------------|--|---------------|---------------|--|---------------|---------------|---------------------------------|--------------|-------------------|--|----------------|--------------|--|--------------|--------------|
| Document size  | DocuScan C4250 (1-sided/2-sided)<br>Max. : 297.0 x 432.0 mm<br>Min. : 100.0 x 148.0 mm<br>DocuScan C3200 A (1-sided/2-sided)<br>Max. : 215.9 x 355.6 mm<br>Min. : 140.0 x 140.0 mm   |                                 |              |                   |  |               |               |  |               |               |                                 |              |                   |  |               |              |  |              |              |                                 |              |                   |  |               |               |  |               |               |                                 |              |                   |  |                |              |  |              |              |
| Document type  | Non-translucent or translucent documents<br>DocuScan C4250 : 35 - 120g/m <sup>2</sup><br>(2-sided: 50 - 120g/m <sup>2</sup> )<br>DocuScan C3200 A: 60 - 105g/m <sup>2</sup>  |                                 |              |                   |  |               |               |  |               |               |                                 |              |                   |  |               |              |  |              |              |                                 |              |                   |  |               |               |  |               |               |                                 |              |                   |  |                |              |  |              |              |
| Capacity   | 50 sheets Note: plain paper 60 - 100g/m <sup>2</sup>   |                                 |              |                   |  |               |               |  |               |               |                                 |              |                   |  |               |              |  |              |              |                                 |              |                   |  |               |               |  |               |               |                                 |              |                   |  |                |              |  |              |              |
| Scanning speed   | <p>DocuScan C4250</p> <p><b>[1-Sided]</b></p> <table border="1"> <thead> <tr> <th><u>Resolution/Document Size</u></th> <th><u>Black</u></th> <th><u>Color/Gray</u></th> </tr> </thead> <tbody> <tr> <td>300 dpi/A4 </td> <td>40 sheets/min</td> <td>23 sheets/min</td> </tr> <tr> <td>600 dpi/A4 </td> <td>25 sheets/min</td> <td>12 sheets/min</td> </tr> </tbody> </table> <p><b>[2-Sided]</b></p> <table border="1"> <thead> <tr> <th><u>Resolution/Document Size</u></th> <th><u>Black</u></th> <th><u>Color/Gray</u></th> </tr> </thead> <tbody> <tr> <td>300 dpi/A4 </td> <td>10 sheets/min</td> <td>7 sheets/min</td> </tr> <tr> <td>600 dpi/A4 </td> <td>7 sheets/min</td> <td>4 sheets/min</td> </tr> </tbody> </table> <p>DocuScan C3200 A</p> <p><b>[1-Sided]</b></p> <table border="1"> <thead> <tr> <th><u>Resolution/Document Size</u></th> <th><u>Black</u></th> <th><u>Color/Gray</u></th> </tr> </thead> <tbody> <tr> <td>300 dpi/A4 </td> <td>31 sheets/min</td> <td>20 sheets/min</td> </tr> <tr> <td>600 dpi/A4 </td> <td>20 sheets/min</td> <td>10 sheets/min</td> </tr> </tbody> </table> <p><b>[2-Sided]</b></p> <table border="1"> <thead> <tr> <th><u>Resolution/Document Size</u></th> <th><u>Black</u></th> <th><u>Color/Gray</u></th> </tr> </thead> <tbody> <tr> <td>300 dpi/A4 </td> <td>7.5 sheets/min</td> <td>5 sheets/min</td> </tr> <tr> <td>600 dpi/A4 </td> <td>5 sheets/min</td> <td>3 sheets/min</td> </tr> </tbody> </table> | <u>Resolution/Document Size</u> | <u>Black</u> | <u>Color/Gray</u> | 300 dpi/A4  | 40 sheets/min | 23 sheets/min | 600 dpi/A4  | 25 sheets/min | 12 sheets/min | <u>Resolution/Document Size</u> | <u>Black</u> | <u>Color/Gray</u> | 300 dpi/A4  | 10 sheets/min | 7 sheets/min | 600 dpi/A4  | 7 sheets/min | 4 sheets/min | <u>Resolution/Document Size</u> | <u>Black</u> | <u>Color/Gray</u> | 300 dpi/A4  | 31 sheets/min | 20 sheets/min | 600 dpi/A4  | 20 sheets/min | 10 sheets/min | <u>Resolution/Document Size</u> | <u>Black</u> | <u>Color/Gray</u> | 300 dpi/A4  | 7.5 sheets/min | 5 sheets/min | 600 dpi/A4  | 5 sheets/min | 3 sheets/min |
| <u>Resolution/Document Size</u>  | <u>Black</u>   | <u>Color/Gray</u>               |              |                   |  |               |               |  |               |               |                                 |              |                   |  |               |              |  |              |              |                                 |              |                   |  |               |               |  |               |               |                                 |              |                   |  |                |              |  |              |              |
| 300 dpi/A4  | 40 sheets/min  | 23 sheets/min                   |              |                   |  |               |               |  |               |               |                                 |              |                   |  |               |              |  |              |              |                                 |              |                   |  |               |               |  |               |               |                                 |              |                   |  |                |              |  |              |              |
| 600 dpi/A4  | 25 sheets/min  | 12 sheets/min                   |              |                   |  |               |               |  |               |               |                                 |              |                   |  |               |              |  |              |              |                                 |              |                   |  |               |               |  |               |               |                                 |              |                   |  |                |              |  |              |              |
| <u>Resolution/Document Size</u>  | <u>Black</u>   | <u>Color/Gray</u>               |              |                   |  |               |               |  |               |               |                                 |              |                   |  |               |              |  |              |              |                                 |              |                   |  |               |               |  |               |               |                                 |              |                   |  |                |              |  |              |              |
| 300 dpi/A4  | 10 sheets/min  | 7 sheets/min                    |              |                   |  |               |               |  |               |               |                                 |              |                   |  |               |              |  |              |              |                                 |              |                   |  |               |               |  |               |               |                                 |              |                   |  |                |              |  |              |              |
| 600 dpi/A4  | 7 sheets/min   | 4 sheets/min                    |              |                   |  |               |               |  |               |               |                                 |              |                   |  |               |              |  |              |              |                                 |              |                   |  |               |               |  |               |               |                                 |              |                   |  |                |              |  |              |              |
| <u>Resolution/Document Size</u>  | <u>Black</u>   | <u>Color/Gray</u>               |              |                   |  |               |               |  |               |               |                                 |              |                   |  |               |              |  |              |              |                                 |              |                   |  |               |               |  |               |               |                                 |              |                   |  |                |              |  |              |              |
| 300 dpi/A4  | 31 sheets/min  | 20 sheets/min                   |              |                   |  |               |               |  |               |               |                                 |              |                   |  |               |              |  |              |              |                                 |              |                   |  |               |               |  |               |               |                                 |              |                   |  |                |              |  |              |              |
| 600 dpi/A4  | 20 sheets/min  | 10 sheets/min                   |              |                   |  |               |               |  |               |               |                                 |              |                   |  |               |              |  |              |              |                                 |              |                   |  |               |               |  |               |               |                                 |              |                   |  |                |              |  |              |              |
| <u>Resolution/Document Size</u>  | <u>Black</u>   | <u>Color/Gray</u>               |              |                   |  |               |               |  |               |               |                                 |              |                   |  |               |              |  |              |              |                                 |              |                   |  |               |               |  |               |               |                                 |              |                   |  |                |              |  |              |              |
| 300 dpi/A4  | 7.5 sheets/min   | 5 sheets/min                    |              |                   |  |               |               |  |               |               |                                 |              |                   |  |               |              |  |              |              |                                 |              |                   |  |               |               |  |               |               |                                 |              |                   |  |                |              |  |              |              |
| 600 dpi/A4  | 5 sheets/min   | 3 sheets/min                    |              |                   |  |               |               |  |               |               |                                 |              |                   |  |               |              |  |              |              |                                 |              |                   |  |               |               |  |               |               |                                 |              |                   |  |                |              |  |              |              |

## Scan Feature Specifications

| Item           | Description   |
|----------------|---|
| Scan to PC     | <p>Supported protocol: TCP/IP (FTP, SMB)<br/>           OS for FTP server:</p> <ul style="list-style-type: none"> <li>• Microsoft® Windows NT® Server 4.0 (Service Pack 1)               <ul style="list-style-type: none"> <li>- IIS4.0 FTP service</li> </ul> </li> <li>• Microsoft® Windows NT® Workstation 4.0 (Service Pack 1)               <ul style="list-style-type: none"> <li>- Personal Web Server 4.0 FTP service</li> </ul> </li> <li>• Microsoft® Windows® 2000 Server/<br/>               Microsoft® Windows® 2000 Professional               <ul style="list-style-type: none"> <li>- IIS5.0 FTP service</li> </ul> </li> <li>• Microsoft® Windows® XP Professional               <ul style="list-style-type: none"> <li>- IIS5.1 FTP service</li> </ul> </li> <li>• Microsoft® Windows Server™ 2003 (Service Pack 1)               <ul style="list-style-type: none"> <li>- IIS6.0 FTP service</li> </ul> </li> <li>• NetWare® 5.11J/5.12J               <ul style="list-style-type: none"> <li>- FTP service standard for your OS</li> </ul> </li> </ul> <p>OS for SMB server:</p> <ul style="list-style-type: none"> <li>• Microsoft® Windows® 98</li> <li>• Microsoft® Windows® 98 Second Edition</li> <li>• Microsoft® Windows® Millennium Edition</li> <li>• Microsoft® Windows NT® Workstation 4.0</li> <li>• Microsoft® Windows NT® Server 4.0</li> <li>• Microsoft® Windows® 2000 Professional</li> <li>• Microsoft® Windows® 2000 Server</li> <li>• Microsoft® Windows® XP Home Edition</li> <li>• Microsoft® Windows® XP Professional</li> <li>• Microsoft® Windows Server™ 2003</li> </ul> |
| Scan to E-mail | <p>SMTP client: RFC2821/2822-compatible, MIME Version 1.0 (Base64)<br/>           Supported server: Sendmail 8.9.3 or later</p>   |
| Scan to Media  | <p>Supported media: USB flash memory<br/>           Supported format: FAT or FAT32 less than 2GB</p>  |

## DocuScan Manager System Requirements

|              |  |
|--------------|--|
| Supported OS | <ul style="list-style-type: none"> <li>• Microsoft® Windows® 98</li> <li>• Microsoft® Windows® 98 Second Edition</li> <li>• Microsoft® Windows® Millennium Edition</li> <li>• Microsoft® Windows NT® Workstation 4.0 (Service Pack4 or later)</li> <li>• Microsoft® Windows NT® Server 4.0 (Service Pack4 or later)</li> <li>• Microsoft® Windows® 2000 Professional</li> <li>• Microsoft® Windows® 2000 Server</li> <li>• Microsoft® Windows® XP Home Edition</li> <li>• Microsoft® Windows® XP Professional</li> <li>• Microsoft® Windows Server™ 2003</li> </ul> <p>Note</p> <ul style="list-style-type: none"> <li>• Since DocuWorks does not support Microsoft® Windows NT®, DocuWorks files cannot be displayed in thumbnail view on Windows NT.</li> <li>• On Microsoft® Windows® XP Home Edition, the Easy Setup mode cannot be used for registering addresses.</li> </ul> |
| CPU          | <p>Pentium® III 400 MHz or higher (Pentium® III 850 MHz or higher is recommended)</p>  |

|                           |  |
|---------------------------|--|
| Hardware                  | PC/AT compatible machine   |
| Memory                    | 128 MB or more   |
| Available hard disk space | For installation: 20 MB or more<br>For operation: 200 MB or more is recommended  |
| Software                  | Microsoft Internet Explorer 5.0 or later<br><br>To import addresses stored in your e-mail application to Address Book, your e-mail application must be one of the followings: <ul style="list-style-type: none"> <li>• Microsoft® Outlook® Express 5</li> <li>• Microsoft® Outlook® Express 6</li> <li>• Microsoft® Outlook® 2000</li> <li>• Microsoft® Outlook® 2002</li> <li>• Microsoft® Outlook® 2003</li> </ul><br>To display DocuWorks files in thumbnail view, DocuWorks Viewer Light for Web 6.0.2 or later is required. |
| Monitor                   | VGA or higher resolution monitor (graphics card of SVGA (800 x 600) or higher is recommended.  |
| Others                    | <ul style="list-style-type: none"> <li>• Network interface card</li> <li>• CD-ROM drive (Required only upon installation)</li> </ul>   |

## Reduction/Enlargement Ratios

|                 |           | Scan/Copy |       |      |      |      |       |       |
|-----------------|-----------|-----------|-------|------|------|------|-------|-------|
|                 |           | A6        | B6    | A5   | B5   | A4   | B4    | A3    |
| <b>Document</b> | <b>A6</b> | 100%      | 122%  | 141% | 173% | 200% | _____ | _____ |
|                 | <b>B6</b> | 82%       | 100%  | 116% | 142% | 164% | _____ | _____ |
|                 | <b>A5</b> | 71%       | 86%   | 100% | 123% | 141% | 174%  | 200%  |
|                 | <b>B5</b> | 58%       | 70%   | 81%  | 100% | 115% | 141%  | 163%  |
|                 | <b>A4</b> | 50%       | 61%   | 70%  | 87%  | 100% | 122%  | 141%  |
|                 | <b>B4</b> | _____     | 50%   | 58%  | 71%  | 81%  | 100%  | 115%  |
|                 | <b>A3</b> | _____     | _____ | 50%  | 61%  | 71%  | 86%   | 100%  |



## A.2 Optional Accessory

---

### Optional Accessory

---

The following optional accessory is available. To purchase it, contact our Customer Support Center.

| Product Name  | Product Code | Description  |
|---------------|--------------|--|
| Scanner Stand | ES100011     | A stand designed to provide an optimal installation space for the scanner and a printer. |

\*The above product name and code are as of July, 2006.

## A.3 About Repair Performance Parts

---

We retain the scanner's repair performance parts (the parts that are essential to maintain the performance of the product) until seven years after the discontinuation of its production.

## A.4 Obtaining the Product Information

---

### Updating the Scanner's Firmware

---

We provide software embedded within the scanner called "firmware". The latest firmware can be obtained from our website.

Follow the instructions on the website to download firmware appropriate for your scanner and update your current firmware to the latest version.

<http://www.fxprinters.com>

Note

- The communication fee shall be borne by users.

# A.5 Notes and Restrictions

---

This section lists the notes and restrictions that apply to the scanner.

## Scan Features

---

### ■ Output size error when scanned in black

When scanned with [Output Color] set to [Black], a pixel error of  $\pm 16$  may occur when compared to scanning in [Full Color] or [Grayscale].

### ■ Error when scanning 2-sided documents (003-770)

When scanning a 2-sided document from the document feeder, its scan size may exceed the scannable area depending on the combination of the original size, scan resolution, and scan ratio. If this happens, the scanner goes into an error state and displays the error code 003-770. If this error occurs, try scanning at a reduced scan ratio.

The above error occurs, for example, when a 2-sided A3 document is scanned at 600 dpi and 166% scan ratio.

### ■ Creating a backup of Address Book

If you have stored new addresses into Address Book, it is recommended that you create its backup. The backup can be created under [System Settings] > [Common Settings] > [Maintenance/Diagnostics] > [Address Book Maintenance].

Refer to

- For more information, refer to "Address Book Maintenance (P. 150)".

## Copy Features

---

### ■ Copying from the bypass tray

When copying on non-standard size paper by selecting [Bypass] for [Paper Supply], additional settings on the printer may be required. For more information, refer to the user guide provided for the printer.

### ■ Making a 2-sided copy of A3 document (DocuScan C4250)

When making a 2-sided copy of an A3 document ([2 Sided] is set to [1→2 Sided] or [2→2 Sided]), the printer may require an additional memory. For more information, refer to the user guide provided for the printer.




### ■ Changing paper supply option during copying

If you change the paper supply option while running a copy job, the change may not be reflected on the output.

### ■ Paper loaded in the printer in landscape orientation

When the printer accommodates paper of the same size in both portrait and landscape orientations, only paper loaded in portrait orientation will be used.

Example: When the printer accommodates both A4  and A4 .

- When both trays are loaded: A4  will be used.
- When A4  is not loaded: A4  will not be used, and the scanner considers that A4 paper has run out.

### ■ **Error when scanning 2-sided documents (003-770)**

When scanning a 2 sided document from the document feeder, its scan size may exceed the scannable area depending on the combination of the original size and scan ratio. When this happens, the scanner goes into an error state and displays the error code 003-770. If this error occurs, try scanning at a reduced scan ratio.

The above error occurs, for example, when a 2-sided A3 document is enlarged by 166% or above.

### ■ **About the printer status**

If the printer breaks down, the scanner may not accurately obtain the status of the printer. In such case, check the display on the printer's control panel.

To accurately obtain the status of the printer, use the copy features after repairing the printer.

Refer to

- For information about the breakdown and repair of the printer, refer to the user guide provided for the printer.

## A.6 Glossary

---

### **10BASE-T:**

A 10Mbps Ethernet network that uses a baseband signal and twisted-pair cable. It is one of the IEEE802.3 standards.

### **100BASE-TX:**

An extended version of 10BASE-T, and is also known as FastEthernet. Its communication speed is 100Mbps, which is much faster than 10Mbps of 10BASE-T.

### **A3:**

420 x 297 mm paper

### **A4:**

297 x 210 mm paper

### **A5:**

210 x 148 mm paper

### **Address:**

Information (identifier) that is assigned to identify each node (computer or terminal) on a network. A number that specifies a location in a computer's memory is also called "address".

### **Application software:**

Computer software designed to perform a specific task. Software for various types of needs, such as word processing, spreadsheets, graphics, and databases, are available commercially.

### **B4:**

364 x 257 mm paper

### **B5:**

257 x 182 mm paper

### **Carriage:**

A read head of the scanner.

### **CD-ROM:**

A compact disc containing a large amount of data, including computer software and images.

### **Click:**

A single action of pressing and releasing a mouse button. In this manual, "to click" refers to pressing and releasing the left mouse button, whereas "to right-click" refers to pressing and releasing the right mouse button.

"To double-click" refers to a quick double action of pressing and releasing a mouse button.

### **CMYK:**

A color model that represents all colors as combinations of four process colors, which are cyan (C), magenta (M), yellow (Y), and black (B).

**Collate**

An output programming whereas each copy set is delivered in the same order as the originals. If making two copies of three-page original, the order of the output will be pages 1-2-3, 1-2-3.

**Color space:**

The range of color that a device can produce. Color spaces vary from device to device, and thus a variety of color spaces exists. The sRGB color space is adopted as an international standard to achieve consistent colors among different devices. The sYCC color space, which offers more wider color space than sRGB, is used commonly for devices such as digital cameras.

**Default settings:**

The settings on the scanner that were configured at the factory, or the settings used by the scanner when the NV memory is initialized.

**DHCP:**

An acronym for Dynamic Host Configuration Protocol. It is a protocol that uses a server to automatically assign IP addresses to client computers.

**DNS:**

An acronym for Domain Name System. It is a name resolution service which converts host names to IP addresses and vice-versa.

**dpi:**

An acronym for dots per inch. It refers to the number of dots that can be printed in an inch (approx. 25.4 mm) and is a unit of measurement to indicate resolution.

**Gram per Square Meter (g/m<sup>2</sup>):**

A weight in grams of one square meter of paper.

**HTTP:**

A protocol used to communicate with a web server over the Internet.

**Install:**

"To install" means to load software or hardware onto a computer or peripheral device to make it ready for use.

In this manual, "to install" mainly refers to loading software onto a computer.

**Interface:**

The surface or point where two things (systems) meet or touch each other. It is commonly used to describe the boundary between a computer and a scanner, or that between a user and a device.

The (electronic) specifications of an interface is sometimes just called "interface".

**Interface cable:**

A cable that is used to connect multiple devices together.

Interface cables include USB cable, which connects the scanner with a printer, and Ethernet cable, which connects the scanner with a network.

**IP address:**

An address used by TCP/IP protocols to identify computers on a network. It is expressed in dotted quad format which is a series of four decimal numbers separated by decimal points.

**Job:**

A unit of work processed by computers or other electronic devices. On the scanner, one scan or copy action is counted as one job.

**JPEG file:**

JPEG is a compression format used for images, and JPEG files are files created in JPEG format. JPEG provides a high degree of compression and used commonly for photographic images taken on digital cameras.

**Log in/on:**

To gain access to a resource on a computer system (such as hard disk or scanner on a network). To end a session on a computer system refers to "to log out/off".

**NetWare:**

A network operating system developed by Novell.

**Network scanner:**

In this manual, "network scanner" refers to the scanner connected to a network via an Ethernet cable.

**Online help:**

A manual that can be viewed on your computer screen.

**Operating system (OS):**

Software that runs on a computer to control or manage the basic operation of its hardware and software. It provides an interface to the hardware for the application software.

**PDF file:**

In this manual, we call an online document created with Acrobat (software developed by Adobe Systems) "a PDF file". To display PDF files on your computer screen, you need to install software called Adobe Reader on your computer.

**Port:**

A connection point that allows exchange of information between a computer and its peripherals.

**Protocol:**

A set of rules for transmission and receipt of information between devices or computers.

**Resolution:**

The quality of detail of an image represented by dots per square inch (dpi). The higher the dpi, the higher the resolution.

**RGB:**

A color model commonly used to display color on scanners and computer monitors. It represents all colors as combinations of red (R), green (G), and blue (B).

**Server:**

A computer in a network that stores data files accessed by other computers. Contrary, "client" is a computer that demands service from a server.

**SMB:**

A network protocol used to enable file sharing over Windows Network (Microsoft Network) and that can be used on Windows 98/Windows Me/Windows NT 4.0/Windows 2000/Windows XP/Windows Server 2003. When software called Samba is used, SMB can also be used on the UNIX operating systems. This scanner, however, does not support the type of server on which Samba runs.

**SNMP:**

A protocol that manages network-connected devices via a network.

A device that manages the activities of network devices runs on software called "SNMP manager", whereas a device that is being monitored runs on "SMNP agent".

**Software:**

Programs that run computers. Operating systems and application software are also the types of software.

**TCP/IP:**

A network protocol developed by DARPA (Defense Advanced Research Project Agency NetWork). It is the standard protocol of the Internet and is widely used on various types of computers, from personal computers to large mainframes.

**TIFF:**

An image file format developed by Aldus (now Adobe Systems).

**Tone:**

A smoothness of colors represented by the number of gradation steps. The higher the number of gradation steps, the smoother the gradation of colors.

**USB:**

An acronym for Universal Serial Bus. It is a data communication method used between a computer and its peripherals. It allows hot-plug, which is the capability of connecting or disconnecting peripherals with a computer without having to switch off the computer.

**Web browser:**

Software that is designed to view information from the Internet on your computer. Netscape and Internet Explorer are the two most popular web browsers.

**WWW:**

An acronym for World Wide Web. It is a system that provides websites on the Internet.

# Index

## Symbols, Numerics

|   |     |
|---|-----|
| ← button .....                          | 17  |
| → button .....                          | 17  |
| 2 Sided Copying (Copy) .....            | 92  |
| 2 Sided Copying (System Settings) ..... | 162 |
| 2 Sided Originals (Scan) .....          | 64  |
| 2 Up (Copy) .....                       | 106 |

## A

|   |          |
|---|----------|
| A/B Series (System Settings) .....                  | 142      |
| address   |          |
| details .....                                       | 126      |
| register an address .....                           | 180      |
| searching for an address .....                      | 125      |
| selecting an address .....                          | 124      |
| Address Book .....                                  | 113      |
| Address Book button .....                           | 17       |
| Address Book Maintenance<br>(System Settings) ..... | 150      |
| Address Book Tool .....                             | 120, 179 |
| address folder .....                                | 181      |
| Address Screen (System Settings) .....              | 175      |
| Alert Tone (System Settings) .....                  | 139      |
| All Services button .....                           | 16       |
| Area Mode (DocuScan Manager) .....                  | 191      |
| Audio Tones (System Settings) .....                 | 137      |
| Auto Clear (System Settings) .....                  | 136      |
| Auto Clear Notif. (System Settings) .....           | 139      |
| Auto Exposure (Copy) .....                          | 99       |
| Auto Exposure (Scan) .....                          | 77       |
| Auto Exposure (System Settings) .....               | 164, 174 |
| Auto Exposure Level (System Settings) .....         | 166      |
| Auto Job Release (System Settings) .....            | 136      |
| Auto Power Saver (System Settings) .....            | 137      |

## B

|  |     |
|--|-----|
| Base Tone (System Settings) .....            | 140 |
| Basic Copying (System Settings) .....        | 158 |
| Basic Copying screen .....                   | 85  |
| Basic Scanning screen .....                  | 61  |
| Black (Map) (System Settings) .....          | 167 |
| Black (Text & Photo) (System Settings) ..... | 167 |
| Black (Text) (System Settings) .....         | 166 |
| BOOTP .....                                  | 156 |

## C

|                                    |             |
|------------------------------------|-------------|
| C button .....                     | 17          |
| carriage .....                     | 13, 14, 152 |
| carriage lock .....                | 13, 14, 228 |
| CentreWare Internet Services ..... | 128, 217    |
| administrator ID .....             | 219         |
| getting ready to use .....         | 216         |
| online help .....                  | 219, 220    |
| setting items .....                | 219         |

|   |        |
|---|--------|
| character                                     |        |
| entering characters .....                     | 18     |
| cleaning .....                                | 220    |
| cleaning the document feeder cover .....      | 220    |
| cleaning the document feeder rollers .....    | 222    |
| cleaning the document glass .....             | 221    |
| cleaning the exterior of the scanner .....    | 220    |
| cleaning the film portion .....               | 221    |
| cleaning the interior of the scanner .....    | 220    |
| cleaning the scanning glass .....             | 221    |
| Clear All button .....                        | 17     |
| collated (see Copy Output (Copy))             |        |
| Color (Map) (System Settings) .....           | 168    |
| Color (Text & Photo) (System Settings) .....  | 168    |
| Color (Text) (System Settings) .....          | 167    |
| Color Balance (Copy) .....                    | 100    |
| Color Balance (System Settings) .....         | 164    |
| Color Saturation (Copy) .....                 | 103    |
| color space .....                             | 174    |
| Comment (Scan) .....                          | 47     |
| Common Settings (System Settings) .....       | 133    |
| components .....                              | 13     |
| Contrast (Scan) .....                         | 78     |
| Contrast (System Settings) .....              | 174    |
| control panel .....                           | 13, 16 |
| copy .....                                    | 79     |
| copying two originals on one page .....       | 106    |
| removing the background of the original ..... | 99     |
| selecting output color .....                  | 91     |
| starting a copy job .....                     | 81     |
| stopping a copy job .....                     | 83     |
| when you have more documents to copy .....    | 82     |
| Copy button .....                             | 16     |
| Copy Defaults (System Settings) .....         | 160    |
| copy density .....                            | 95     |
| Copy Output (Copy) .....                      | 105    |
| copy quantity .....                           | 81     |
| Copy Settings (System Settings) .....         | 158    |
| custom buttons .....                          | 16     |
| Custom Buttons 1-3 (System Settings) .....    | 141    |
| CW Internet Services (System Settings) .....  | 155    |

## D

|   |     |
|---|-----|
| Date Setup (System Settings) .....                          | 134 |
| Default Language (System Settings) .....                    | 141 |
| Denosing (DocuScan Manager) .....                           | 192 |
| DHCP .....  | 156 |
| DHCP/Autonet .....  | 156 |
| document  |     |
| clearing document jams .....                                | 195 |
| document orientation .....                                  | 25  |
| documents with sticky notes attached .....                  | 26  |
| loading documents .....                                     | 23  |
| mixed sized documents<br>(see Mixed Sized Originals (Copy)) |     |



document feeder cover ..... 13  
document feeder cover sensor ..... 13, 27  
document feeder tray ..... 15, 196, 198  
document glass ..... 13  
document guides ..... 15  
document indicator lamp ..... 15  
document output tray ..... 15  
documents  
    documents not supported ..... 24  
    documents supported ..... 23  
    mixed-size documents ..... 27  
    non-standard size documents ..... 26  
DocuScan Address Book Tool ..... 179  
DocuScan Manager ..... 114, 178  
DocuScan Viewer ..... 178  
DocuWorks (Scan) ..... 63  
duplex automatic document feeder ..... 15

**E**

Easy Setup mode (DocuScan Manager) ..... 182  
Edge Erase (Copy) ..... 110  
Edge Erase (System Settings) ..... 165  
Edit Images icon (DocuScan Manager) ..... 187  
enlarged copy (see Reduce/Enlarge (Copy))  
enlarged scan (see Reduce/Enlarge (Scan))  
Error History (System Settings) ..... 150  
Error lamp ..... 17  
Ethernet interface connector ..... 14  
Ethernet Settings (System Settings) ..... 155  
extension guide ..... 15

**F**

Fault Tone (System Settings) ..... 139  
file  
    storing files ..... 189  
File Format (Scan) ..... 63  
File Format (System Settings) ..... 172  
File Name (Scan) ..... 46, 56, 59  
File Name Conflict (Scan) ..... 57, 60  
File Name Conflict (System Settings) ..... 176  
firmware ..... 233  
folder  
    address folder ..... 113  
FTP ..... 176

**G**

Gateway (System Settings) ..... 157  
Get IP Address (System Settings) ..... 156  
glossary ..... 236

**H**

Head to Left ..... 26  
Head to Top ..... 25  
HTTP port ..... 155

**I**

image  
    display ..... 190  
    edit ..... 188, 191

print ..... 193  
    save ..... 193  
Image Compression (Scan) ..... 73  
Image Compression (System Settings) ..... 173  
Image Quality Presets (Copy) ..... 96  
Image Quality screen ..... 96  
Inch Series (System Settings) ..... 142  
Initialize NVM (System Settings) ..... 153  
inner cover ..... 15, 195, 197  
IP Address (System Settings) ..... 156

**J**

Job Complete Tone (System Settings) ..... 138  
job status ..... 35, 83, 127  
JPEG (Scan) ..... 63

**L**

left cover ..... 15, 195, 197  
lever ..... 195, 197  
Lighten/Darken (Copy) ..... 95  
Lighten/Darken (Scan) ..... 68  
Lighten/Darken (System Settings) ..... 163, 171

**M**

Machine Clock/Timers (System Settings) ..... 133  
Machine Ready Tone (System Settings) ..... 138  
Maintenance/Diagnostics (System Settings) . 149  
Map (Copy) ..... 98  
Millimeters/Inches (System Settings) ..... 147  
Mixed Sized Orig. (System Settings) ..... 166, 175  
Mixed Sized Originals (Copy) ..... 27, 109  
Mixed Sized Originals (Scan) ..... 27, 74  
moving the scanner ..... 226  
Multi-page TIFF (Scan) ..... 63

**N**

Network Settings (System Settings) ..... 154  
non-standard size document ..... 26  
numeric keypad ..... 16

**O**

OK button ..... 17  
online help (CentreWare Internet Services) ... 220  
optional accessory ..... 233  
Original Orientation (Copy) ..... 25, 107  
Original Orientation (Scan) ..... 25, 75  
Original Orientation (System Settings) .. 165, 173  
Original Size (Copy) ..... 111  
Original Size Button (System Settings) .. 141, 142  
Original Type (Copy) ..... 98  
Original Type (Scan) ..... 66  
Original Type (System Settings) ..... 163  
Other Settings (System Settings) ..... 147  
Others (System Settings) ..... 142  
Output (System Settings) ..... 165  
Output Color (Copy) ..... 91  
Output Color (Scan) ..... 62  
Output Color (System Settings) ..... 162, 170

## P

|   |        |
|---|--------|
| Panel Alert Tone (System Settings)        | 138    |
| Panel Select Tone (System Settings)       | 137    |
| Paper Size - Bypass (System Settings)     | 161    |
| Paper Size Settings (System Settings)     | 148    |
| Paper Supply - 2 (System Settings)        | 159    |
| Paper Supply - 3 (System Settings)        | 159    |
| Paper Supply (Copy)                       | 86     |
| Paper Supply (System Settings)            | 161    |
| Paper Type - Bypass (System Settings)     | 161    |
| Password (Scan)                           | 56     |
| PDF (Scan)                                | 63     |
| Photo (Copy)                              | 98     |
| Photo (Scan)                              | 66, 67 |
| Port Settings (System Settings)           | 154    |
| power                                     |        |
| power switch                              | 14     |
| switching off the power                   | 21     |
| switching on the power                    | 21     |
| power cord connector                      | 14     |
| Power Saver button                        | 17     |
| Power Saver mode                          | 22     |
| Preview (System Settings)                 | 175    |
| Preview (Scan)                            | 33     |
| print (DocuScan Viewer)                   | 193    |
| Print Auditron Settings (System Settings) | 169    |
| Printer Information (System Settings)     | 152    |
| problem solving                           | 194    |
| CentreWare Internet Services problems     | 206    |
| hardware problems                         | 199    |
| image quality problems                    | 203    |
| network-related problems                  | 206    |
| scanner feature problems                  | 205    |
| product information                       | 233    |
| Protocol Settings (System Settings)       | 155    |

## R

|  |     |
|--|-----|
| RARP                                     | 156 |
| recipient                                | 42  |
| Reduce/Enlarge - 3 (System Settings)     | 160 |
| Reduce/Enlarge (Copy)                    | 89  |
| Reduce/Enlarge (Scan)                    | 71  |
| Reduce/Enlarge (System Settings)         | 162 |
| reduced copy (see Reduce/Enlarge (Copy)) |     |
| reduced scan (see Reduce Enlarge (Scan)) |     |
| Reply to (Scan)                          | 46  |
| resolution                               | 73  |
| RGB Color Space (System Settings)        | 174 |

## S

|   |     |
|---|-----|
| Saturation (System Settings)            | 164 |
| Save In (Scan)                          | 54  |
| scan                                    | 30  |
| removing the background of the original | 77  |
| selecting the output color              | 62  |
| starting a scan job                     | 33  |
| stopping a scan job                     | 37  |
| when you have more documents to scan    | 34  |
| Scan Defaults (System Settings)         | 170 |

|  |               |
|--|---------------|
| scan density                           | 68            |
| Scan Resolution (Scan)                 | 73            |
| Scan Resolution (System Settings)      | 171           |
| Scan Settings (System Settings)        | 170           |
| Scan Size (Scan)                       | 70            |
| Scan to E-mail (Scan)                  | 40            |
| Scan to E-mail (System Settings)       | 143, 146      |
| Scan to E-mail button                  | 16            |
| Scan to Media (Scan)                   | 58            |
| Scan to Media (System Settings)        | 144, 146      |
| Scan to PC (Scan)                      | 49            |
| Scan to PC (System Settings)           | 144, 146      |
| Scan to PC button                      | 16            |
| Scan to PC Protocol (System Settings)  | 176           |
| scanner                                |               |
| selecting a scanner                    | 180           |
| scanner stand                          | 233           |
| Screen Contrast (System Settings)      | 133           |
| Screen Defaults (System Settings)      | 140           |
| search                                 |               |
| address                                | 125           |
| sender                                 | 42            |
| Server (Scan)                          | 52            |
| Service Availability (System Settings) | 143           |
| Service Login (System Settings)        | 145           |
| Setup Password (System Settings)       | 147, 177      |
| Shared Name (Scan)                     | 53            |
| Sharpness (Copy)                       | 102           |
| Sharpness (Scan)                       | 76            |
| Sharpness (System Settings)            | 163, 173      |
| SMB                                    | 176           |
| SNMP (System Settings)                 | 154           |
| Software Version (System Settings)     | 149           |
| sort (see Copy Output (Copy))          |               |
| specifications                         | 229           |
| Start button                           | 17            |
| Stop button                            | 17            |
| Subject (Scan)                         | 45            |
| Subnet Mask (System Settings)          | 157           |
| system administrator password          | 129, 177, 219 |
| System Administrator Settings          |               |
| (System Settings)                      | 177           |
| System Settings                        | 129           |

## T

|                                    |     |
|------------------------------------|-----|
| TIFF (Scan)                        | 63  |
| TIFF File Format (System Settings) | 172 |
| Tilt Correction (DocuScan Manager) | 191 |
| Time Format (System Settings)      | 134 |
| Time Setup (System Settings)       | 135 |
| Time Zone (System Settings)        | 135 |
| Tools button                       | 17  |
| touch panel display                | 16  |
| Transfer Protocol (Scan)           | 52  |

## U

|                  |        |
|------------------|--------|
| USB connector    | 13, 14 |
| USB flash memory | 30     |
| User Name (Scan) | 54, 55 |

**V**

Variable Size (System Settings) ..... 142

**W**

wheel ..... 15, 195, 197

## **DocuScan C4250/C3200 A User Guide**

Human Interface Design Development  
Fuji Xerox Co., Ltd.

ME3655E2-1 (Edition 1)  
Copyright © 2006 by Fuji Xerox Co., Ltd.