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# **IP Scanner**

## ***User Manual***

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# 1 Introduction

## 1.1 Welcome

This manual provides descriptions on the use of IP Scanner.

For precautions concerning the use and safety of the main device, refer to the User Manual provided with the device.

Store the User Manual and utilities disk in a safe place.

### **Trademark Acknowledgements**

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Network FAX is a registered trademark of Comuse Co., Ltd.

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## 1.2 Precautions

### General precautions

1. The reproduction of the content of this manual, either partially or in full, is prohibited without prior permission.
2. The content of this manual is subject to change without notice.
3. Unauthorized duplication or modification is strictly prohibited.
4. This manual was created with careful attention to content; however, if inaccuracies, errors or omissions are noticed, please contact your sales or service representative.
5. Some network application functions may not be supported, depending on the operating environment or other software.  
The actual performance of network application functions is determined by various factors, such as the system configuration, customer data and operator controls.  
Since the operating environment of network application functions differs depending on the customer, the configuration of specific products and the suitability of the application software should be determined specifically for the customer.
6. We assume no responsibility for consequences arising from use, regardless of items 4 and 5 mentioned above.
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8. The touch panel screens and computer windows and dialog boxes shown in this manual may differ slightly from the actual products.

## 1.3 Enclosed Accessories

Internet Fax & Network Scan Kit

- CD-ROM containing electronic manuals
- Utility Disk (CD-ROM)



### Tip

*In order to use the IP Scanner, the Network Interface Card and the Internet Fax & Network Scan Kit must be installed.*



### CAUTION

**Only use the CD-ROM in a player that is CD-ROM-compatible.**

- If a player not compatible with the CD-ROM format is used, your ears or speakers may be damaged by the loud noise produced.

## 1.4 Preparing the LAN Cable and IP Address

In order to use the IP Scanner, a LAN cable and a registered IP address are required.

The LAN cable is not included; it must be prepared by the user.



### Note

*The LAN cable should be a cable for Fast Ethernet 100BASE-TX (Category 5).*

## 1.5 Acceptance of the End User License Agreement

In order to use the network functions, you must agree not to make illegal copies of or pass to unlicensed persons the software provided with the device or the software included on the CD-ROM. Before using these functions, you must read the enclosed End User License Agreement and agree to the terms of use for the software.

## 1.6 Compatible Operating Systems

Utility	Operating System
IP Scanner	Windows® Me/Windows® 98/Windows® 95/Windows® 2000/ Windows® NT4.0/Windows® XP

## 1.7 Operating Environment of Utilities

	IP Scanner
Processor	Pentium 133 MHz or higher
Memory	32 MB or more (64 MB recommended)*
Hard disk free space	50 MB or more

\* 64 MB or more (128 MB recommended) for Windows® XP or Windows® 2000

## 1.8 Specifying the IP Address

Be sure to specify the IP address of the copier before using the IP Scanner.

Specify the IP address from the Basic Settings screen.



**Note**

*After changing the settings, turn the unit off, then on again.*

Parameter	Description
DHCP	Specify whether to automatically retrieve the IP address from the DHCP server or to specify a fixed IP address.
IP Address	Type in the IP address of this unit. *Type in the IP address only if the “DHCP” parameter is set to “IP Input”.
Subnet Mask	Type in the subnet mask of the connected network. *Type in the subnet mask only if the “DHCP” parameter is set to “IP Input”.
Gateway	Type in the default gateway address of the connected network. *Type in the default gateway address only if the “DHCP” parameter is set to “IP Input”.



- 1 Press the [Utility] key on the copier control panel.
- 2 Touch [Administrator Management].
- 3 Use the keypad to type in the administrator access code, and then touch [Enter].
- 4 Touch [Admin. 2].
- 5 Touch [Network Set].
- 6 Touch [Basic Setting].
- 7 Specify the settings described above.
- 8 Touch [Enter].



...

**Note**

*In order to apply the new settings, the unit must be turned off, then on again.*

## 2 Making Connections

### 2.1 LAN Connection

This copier can transmit with the TCP/IP protocol on a LAN. Therefore, the LAN cable must be connected.

Connect to the LAN by using a LAN cable (cable for Fast Ethernet 100BASE-TX).

#### Connecting the LAN cable

Insert one plug on the LAN cable into the connector (marked LAN) at the back of the machine, and then insert the other plug into the hub.

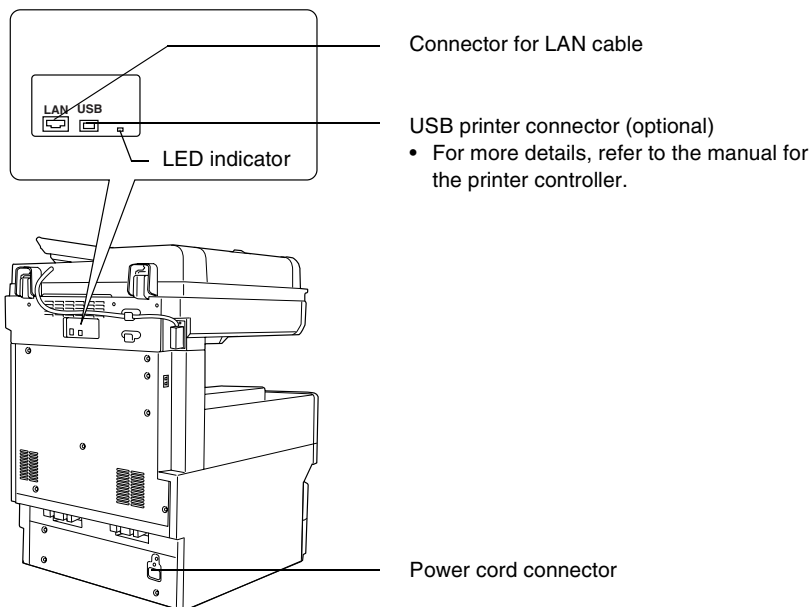


#### Tip

*The connector is at the back of the machine.*

*The LAN cable should be a cable for Fast Ethernet 100BASE-TX (Category 5).*

*The LAN cable is not included as an accessory.*



**LED indicators**

LED Color	Condition	Meaning
Green	Lit	The LAN is connected correctly.
	Off	The copier has not been turned on. The LAN is not connected correctly.
	Flashing	Data is being sent or received.
Red	Lit	Operating at 100 Mbps
	Off	Operating at 10 Mbps

## 2.2 Installing IP Scanner

The procedure for installing IP Scanner is described below.

### Precautions

- For details on installing the Network FAX, refer to the Network FAX User's Manual.



### Note

*Do not install IP Scanner onto computers used as mail servers or computers where a mail server is installed.*

### Utilities disk

The utilities disk contains the IP Scanner and Network FAX applications.

In order to install each utility, the amount of hard disk space shown below must be available.

- IP Scanner: About 5 MB
- Network FAX: About 22 MB

### Installing IP Scanner (Windows Me, 98/95, XP, 2000 and NT4.0)

- 1 Start up Windows, and then insert the utilities disk (CD-ROM) into the CD-ROM drive.

The Installer starts up, and the Installer dialog box appears.

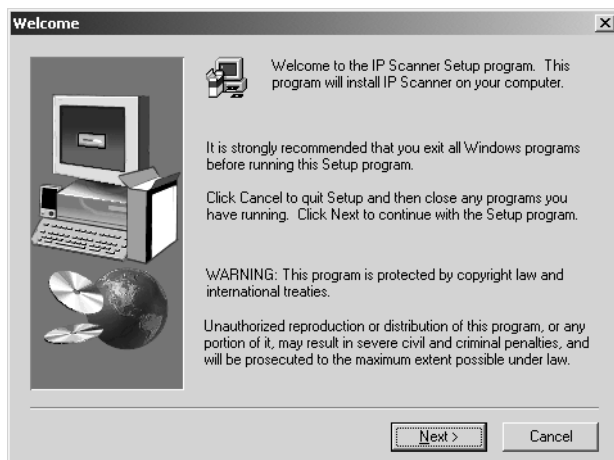


### Tip

*If the installer does not start up automatically, double-click "My Computer" on the desktop, and then double-click the icon for the CD-ROM drive containing the CD-ROM. Double-click [setup.exe] on the CD-ROM to start up the installer.*

- 2 Click the [GO] button beside **Install IP Scanner**.

- 3 Check the contents of the dialog box, and then click the [Next] button.

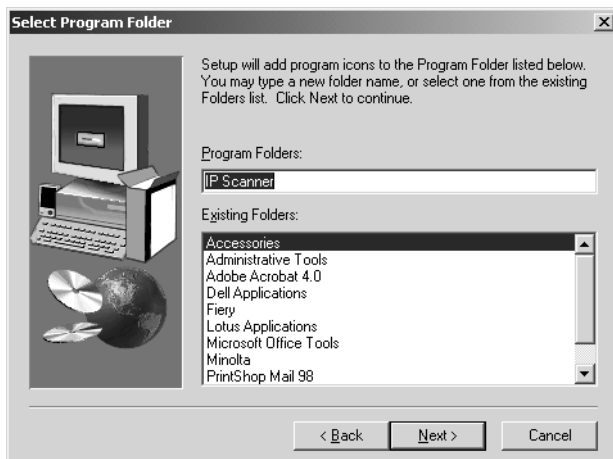


- 4 Check which folder IP Scanner will be installed into, and then click the [Next] button.



- To change the folder where IP Scanner will be installed, click the [Browse...] button, and then select the desired folder.
- While specifying settings in the installer dialog boxes, if you choose the wrong setting or want to change a setting, click the [Back] button to return to the previous dialog box and specify the settings as desired.

- 5 Select the folder where IP Scanner will be registered, and then click the [Next] button.



The installation begins.

- 6 Click the [Finish] button.

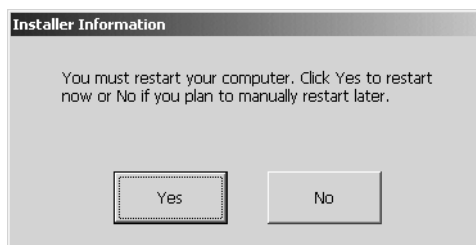


A message may appear, informing you that the computer should be restarted.

Restart the computer to complete the installation.

- 7 In the Installer dialog box, click the [Close] button.

## 8 Restart the computer.



- Click the [Yes] button to restart the computer.

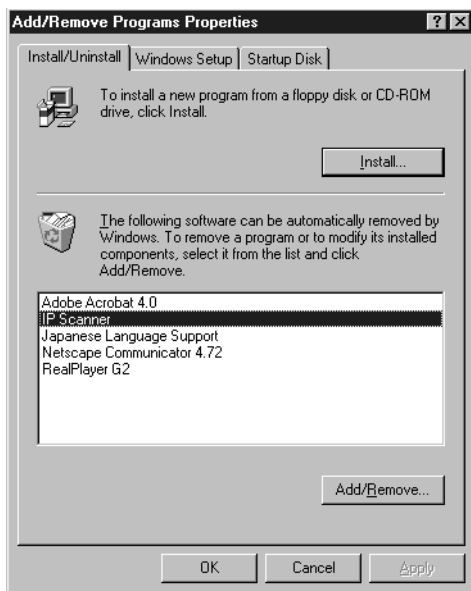
## Uninstalling (Windows Me, 98/95 and NT4.0)



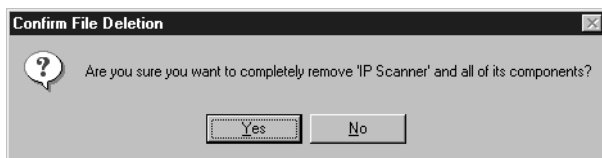
### Note

*Quit Image Receiver before uninstalling IP Scanner.*

- 1 In Windows, click the [Start] button, point to [Settings], and then click [Control Panel] to display the Control Panel window.
- 2 Double-click the [Add or Remove Programs] icon.
- 3 Select “IP Scanner”, and then click the [Add/Remove...] button.



- 4 Click the [Yes] button.



- 5 Restart the computer.



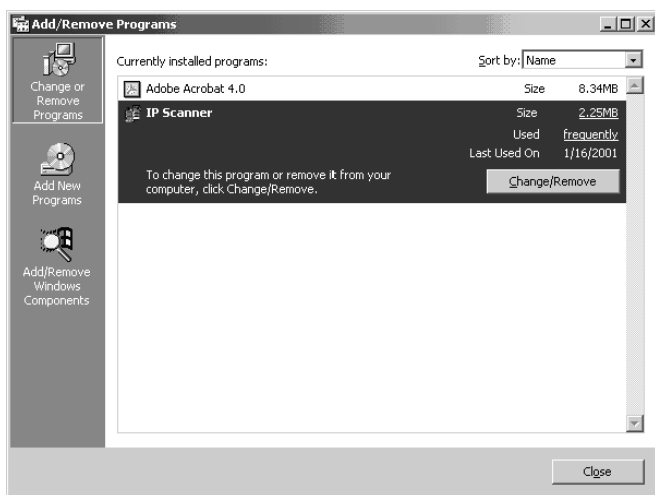
## Uninstalling (Windows XP and 2000)



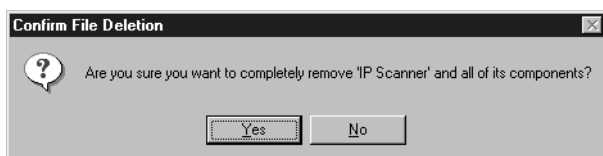
### Note

*Quit Image Receiver before uninstalling IP Scanner.*

- 1 In Windows, click the [Start] button, point to [Settings], and then click [Control Panel] to display the Control Panel window.
- 2 Double-click the [Add/Remove Programs] icon (the [Add or Remove Programs] icon in Windows XP).
- 3 Select “IP Scanner”, and then click the [Change/Remove] button.



- 4 Click the [Yes] button.



- 5 Restart the computer.


## 3 Using IP Scanner



### Note

*In order for a computer to be used as a recipient, the TCP/IP setting must first be specified.*

### 3.1 IP Scanner

- First, install IP Scanner onto the computer.  
Refer to “Installing IP Scanner”.
- The transmitted image is received by the Image Receiver, and saved by IP Scanner as an image file in the “My Images” folder.  
If the “Save folder as a key” check box in the main window was selected, a new folder with the same name as the scanner button is created and the image file is saved in that folder.  
\*This setting is available only if the document is scanned with a scanner function. For details on saving the data when the received fax document is transferred to IP Scanner, refer to “*Sort Settings dialog box*” on page 3-11.
- When using IP Scanner, be sure that Image Receiver is running.  
While Image Receiver is running, its icon () appears in the Windows taskbar. Normally, Image Receiver starts up automatically when Windows starts up. If Image Receiver has not started up, start it up as described below.

“Start” → “Programs” → “IP Scanner” → “Image Receiver”

- When Image Receiver begins to receive image data, the icon in the Windows taskbar flashes.



### Note

*With IP Scanner, JBIG-encoded TIFF files cannot be viewed.*

**Using a dial-up router**

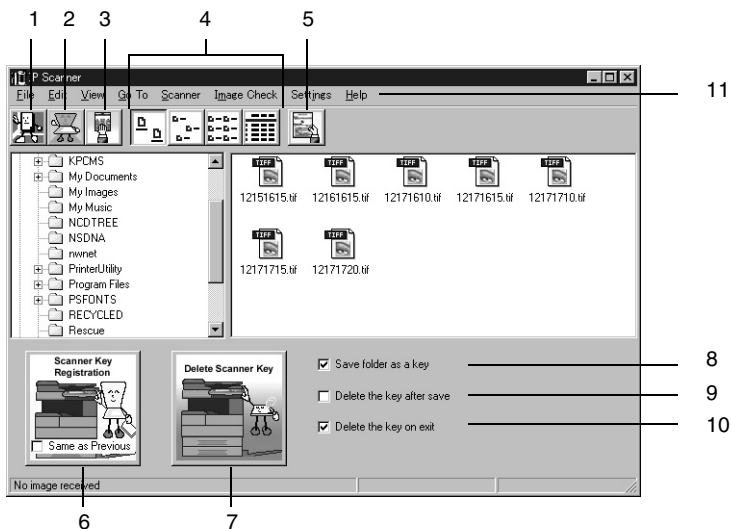
- When using IP Scanner, be sure that the IP address of the main device is correctly specified.  
If an incorrect IP address is specified in an environment where a dial-up router is used, the dial-up router may unnecessarily be dialed up. In addition, depending on the network environment of the computer, the dial-up router may be unnecessarily dialed up, regardless of whether the correct IP address was specified.

**Using a modem or terminal adapter**

- If a computer with a built-in modem (or a computer connected to terminal adapter) is used, they may be used to dial up.  
If this occurs, select either “Never dial a connection” or “Dial whenever a network connection is not present” in the “Dial-up settings” group box on the Connections tab of the Internet Properties dialog box. For details, refer to the instruction manual for the operating system.

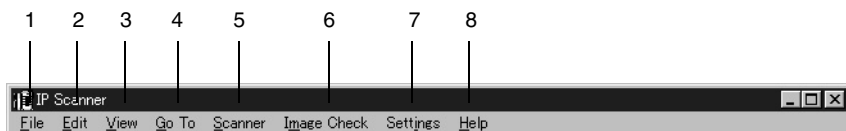
## 3.2 IP Scanner Window and Dialog Boxes

### Main window




Num ber	Item Name	Description
1	[Close] button	Quits IP Scanner.
2	[Scanner Settings] button	Displays the Scanner Settings dialog box. Refer to “ <i>Scanner Settings dialog box</i> ” on page 3-8.
3	[Check RX now] button	Checks if scan data has arrived.
4	[Large Icons] button [Small Icons] button [List] button [Details] button	Allows the display of the icons to be changed.
5	[Thumbnails] button	Starts up View Window and displays a list of thumbnails for all TIFF and PDF files in the open folder. Refer to “ <i>ViewWindow</i> ” on page 3-20.

Number	Item Name	Description
6	[Scanner Key Registration] button	<p>Programs a button on the copier for specifying the computer where scan data is sent.</p> <p>Click this button to display the Scanner Settings dialog box.</p> <p>If the <b>Same as Previous</b> check box is selected, the button can be programmed with the same settings as when it was previously programmed.</p>
7	[Delete Scanner key] button	The programmed scanner button on the copier is erased.
8	"Save folder as a key" check box	If this check box is selected, a folder with the same name as the button is automatically created when the scanner button is programmed.
9	"Delete the key after save" check box	If this check box is selected, the scanner button is automatically erased as soon as the scanned image is saved in a folder.
10	"Delete the key on exit" check box	If this check box is selected, the scanner button is automatically erased when IP Scanner is closed.
11	Menu bar	Allows various settings to be specified.

**Main window (menu bar)**

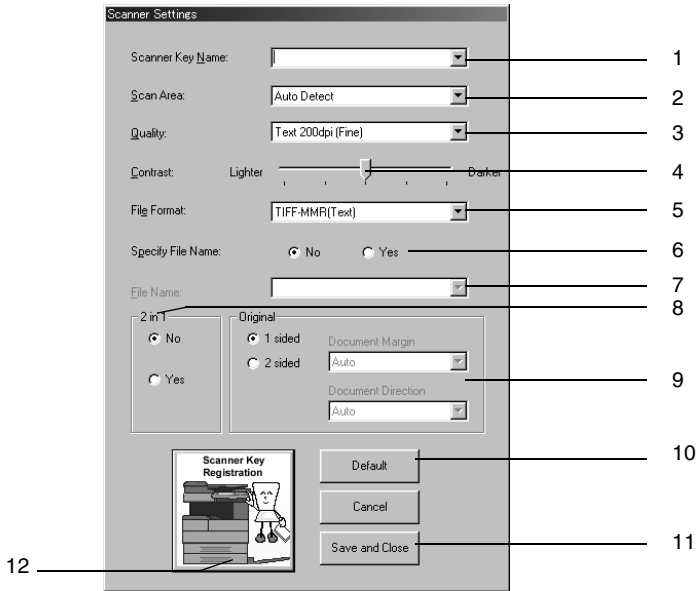
Num ber	Menu	Description
1	File	
	• View file	Allows the selected image file to be viewed.
	• New Folder	Creates a new folder in the folder that is displayed.
	• Delete	Deletes the selected file or folder.
	• Rename	Allows the name of the selected file or folder to be changed.
	• Exit	Quits IP Scanner.
2	Edit	Allows the selected image file to be viewed.
	• Cut	Selects, moves, copies, etc. the file or folder.
	• Copy	
	• Paste	
	• Select All	
3	View	
	• Large Icons	Allows the display of the icons to be changed.
	• Small Icons	
	• List	
	• Details	
	• Thumbnails	Starts up View Window and displays a list of thumbnails for all TIFF and PDF files in the open folder.
	• Refresh	Updates the display of files and folders.

Number	Menu	Description
4	Go To	
	• Saving folder	Displays the folder where the data was saved.
5	Scanner	
	• Scanner Settings	Displays the Scanner Settings dialog box. Refer to “ <i>Scanner Settings dialog box</i> ” on page 3-8.
	• Scanner Key Registration	Programs a scanner button on the copier.
	• Scanner Key Delete	Erases the scanner button registered in the main unit.
	• Reg. same as previous	Programs the button with the same settings as when it was previously programmed.
6	Image Check	
	• Check now	Checks if scan data has arrived.
	• Automatic	Automatically checks if scan data has arrived.
	• Manual	Manually checks if scan data has arrived.

Num ber	Menu	Description
7	Settings	
	• Connection Setting	Specifies the IP address of the device.
	• Image Folder Setting	Changes the folder where the image is saved.   ... <b>Note</b> <i>A network drive cannot be specified.</i>
	• Viewer settings	Changes the viewer that is opened from IP Scanner.
	• Sort settings	Displays the Sort Setting dialog box. Refer to “Sort Settings dialog box” on page 3-11.
	• Divided settings	Displays the Divided Setting dialog box. Refer to “Divided Settings dialog box” on page 3-14.
	• Notify Settings	Displays the Notify Setting dialog box. Refer to “Notify Settings dialog box” on page 3-17.
	• Selected folder as saving location	Specifies the displayed folder as the save destination.
	• Configure Arrival Notification	Specifies the displayed folder as the notification folder for computer reception notifications.
	• Show dialogue after received	Displays a dialog box to notify that the image was received.
	• Notify other PC after received	Sends a notification informing a different computer that the image was received.
8	Help	
	• Computer Information	Displays the IP address of the computer and the SMTP port of Image Receiver.
	• Help	Displays help for IP Scanner.
	• About This Product	Displays the version information for IP Scanner.



## Scanner Settings dialog box

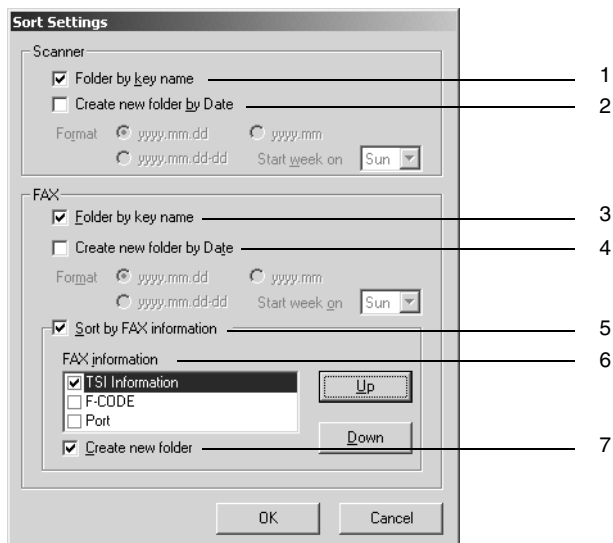


Number	Item Name	Description
1	"Scanner Key Name" box	Type in the name of the scanner button that will appear on the copier. If the <b>Save folder as a key</b> check box in the main window was selected, a folder with the same name as the button is created on the computer.
2	"Scan Area" box	From the drop-down menu, select the size of the scanning area: "Auto Detect", "A4P", "A4L", "A3P", "A5P", "A5L", "B4P", "B5P", "B5L", "FLS.", "Letter P", "Letter L", "11 × 17 P", "5 1/2 × 8 1/2 P", "5 1/2 × 8 1/2 L", "Legal P", "Exec. P" or "Exec. L". If "Auto detect" is selected, the scanning area is automatically determined according to the size of the document.

Number	Item Name	Description
3	"Quality" box	From the drop-down menu, select the scanning resolution: "Text 200dpi (Fine)", "Text 400dpi (Super Fine)", "Text 600dpi", "Photo 200dpi (GSR)", "Photo 400dpi (S-GSR)", "Photo 600dpi", "Text+Photo 200dpi", "Text+Photo 400dpi" or "Text+Photo 600dpi".
4	"Contrast" slider	Specify the scanning contrast.
5	"File Format" box	From the drop-down menu, select the format in which the file is saved: "TIFF-MMR (Text)", "TIFF-MH (Photo)", "PDF-MH (Photo)" or "PDF-MR (Text)". Depending on whether the data is encoded, some images may not viewed on the computer. In that case, select an MH setting to improve the possibility of viewing the image. An amount of encoded data exists in image data; however, generally, MMR has more than MH.
6	"Specify File Name" parameter	If "Yes" is selected, a specified file name will be given to the image data when it is saved. If "No" is selected, the file will be saved with a name consisting of the device name and date that the image was scanned.
7	"File Name" box	Type in the name that the file will be saved with when <b>Specify File Name</b> is set to "Yes".
8	"2in1" group box	If "Yes" is selected, a two-page document is scanned and filed as a one-page scanned image. Available only if an automatic document feeder is used.
9	"Original" group box	Select whether the document is single-sided or double-sided. If "2 sided" is selected, the location of the binding margin and the document orientation can be specified.

Number	Item Name	Description
10	[Default] button	Reverts all parameters to their default settings.
11	[Save and Close] button	Saves the current settings and closes the Scanner Settings dialog box.
12	[Scanner Key Registration] button	Programs a button on the copier for specifying the location where the data is filed.

## Sort Settings dialog box

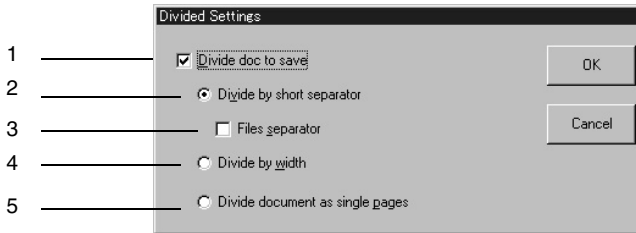


Num ber	Item Name	Description
1	"Folder by key name" check box	If this check box is selected, a folder with the same name as the button is automatically created when the scanner button is programmed. This check box is connected to the <b>Save folder as a key</b> check box in the main window.


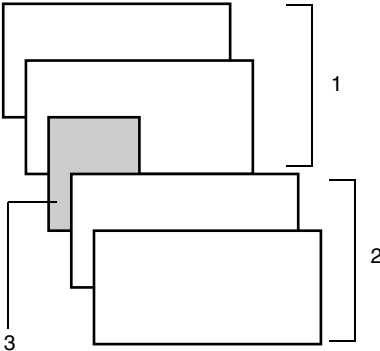
Num ber	Item Name	Description
2	"Create new folder by Date" check box	<p>If this check box is selected, a folder is created with a name that is the same as the date that the image was sent from the copier and the data is saved in that folder. The format of the date can be specified. Example: For December 24, 2003</p> <ul style="list-style-type: none"> <li>• "yyyy.mm.dd": Ex. 2003.12.24</li> <li>• "yyyy.mm": Ex. 2003.12</li> <li>• "yyyy.mm.dd-dd": Ex. 2003.12.22-28</li> </ul> <p>*If a day is selected: (A week is considered to be 7 days from the selected day. However, at the end of the month, the month will not be straddled.)</p>
3	"Folder by key name" check box	<p>If this check box is selected and a received fax document is transferred to IP Scanner, a folder with the same name as the button is automatically created when the scanner button is programmed. This check box functions independently of the <b>Save folder as a key</b> check box in the main window. Refer to "Forwarding a Received FAX to IP Scanner" of the Scanner Mode User Manual.</p>
4	"Create new folder by Date" check box	<p>If this check box is selected, a folder is created with a name that is the same as the date that the fax was received and the data is saved in that folder. The format of the date can be specified. Example: For December 24, 2003</p> <ul style="list-style-type: none"> <li>• "yyyy.mm.dd": Ex. 2003.12.24</li> <li>• "yyyy.mm": Ex. 2003.12</li> <li>• "yyyy.mm.dd-dd": Ex. 2003.12.22-28</li> </ul> <p>*If a day is selected: (A week is considered to be 7 days from the selected day. However, at the end of the month, the month will not be straddled.)</p>
5	"Soft by FAX information" check box	<p>If this check box is selected, a folder is created using the recipient information of the fax and the data is saved in that folder.</p>

Number	Item Name	Description
6	"Fax information" list	Click the [Up] button and the [Down] button to select the fax information that will be used to classify the data. From the selected items, the items at the top of the list will be given priority when the data is classified.
7	"Create a new folder" check box	If this check box is selected and there is no folder created with transmission source information for the recipient's fax, a folder is created with the transmission source information of a new fax and the document (image data) is saved in that folder.


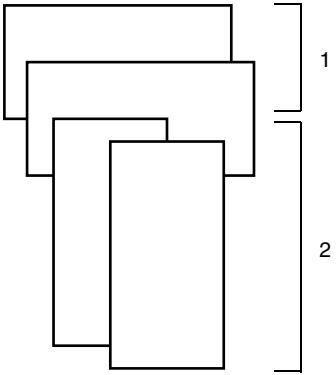
## Divided Settings dialog box



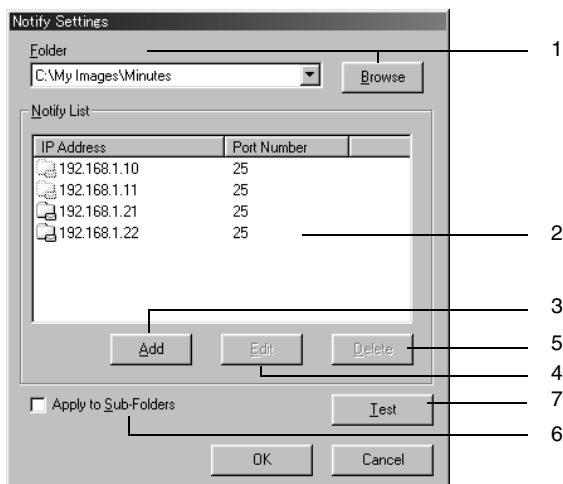
Number	Item Name	Description
1	"Divide doc to save" check box	If this check box is selected, the scanned document is separated and saved as individual files. This enables you to scan in a single operation a document that will be saved as separate files.

Num ber	Item Name	Description
2	“Divide by short separator” setting	<p>If this setting is selected and documents of different lengths are scanned, those documents are identified as interleaves separating the document that are saved as separate files.</p> <p>This setting is available only if the <b>Divide doc to save</b> check box is selected.</p> <p> ...</p> <p><b>Note</b>  <i>Load the documents so that the left sides of the pages (leading edges) are aligned.</i></p>  <p>1 Document 1  2 Document 2  3 Interleaf (document with a different length)</p>
3	“Files separator” check box	<p>If this check box is selected, the documents inserted as interleaves are also saved as image data.</p> <p>This check box is available only if the <b>Divie by short separator</b> setting is selected.</p>

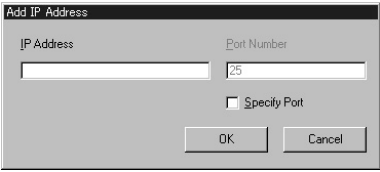



Number	Item Name	Description
4	"Divide by width" setting	<p>If this setting is selected and documents of different widths are scanned, the documents of the same width are saved together as separate files.</p> <p>This setting is available only if the <b>Divide doc to save</b> check box is selected.</p> <p> ...</p> <p><b>Note</b>  <i>Load the documents so that the top edges of the pages (edges toward the rear of the machine) are aligned.</i></p>  <p>1 Document 1  2 Document 2</p>
5	"Divide document as single pages" setting	<p>If this setting is selected, each page of the scanned document is saved as a separate file.</p>

## Notify Settings dialog box

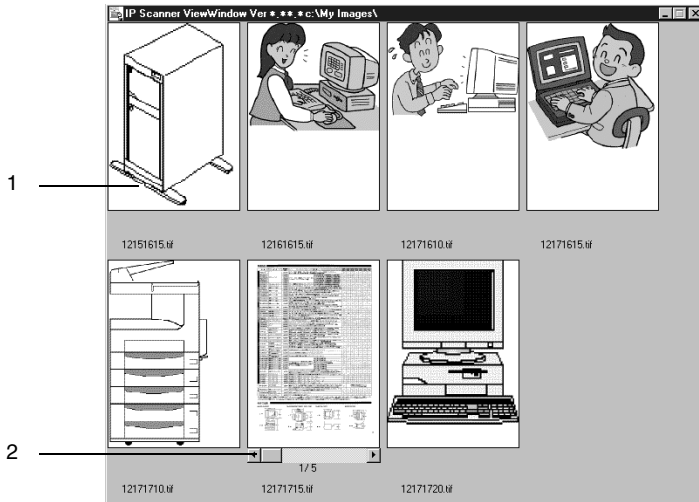


Num ber	Item Name	Description
1	“Folder” and “Browse” box	Select the folder where image data will be saved.
2	“Notify List”	Displays information on the notification destination specified for the folder selected in the list. A faint icon beside a folder indicates that the notification destination is set for the containing folder.

Num ber	Item Name	Description
3	[Add] button	<p>Adds a notification destination. Type in the IP address of the computer that will receive the notification, and then click the [OK] button.</p> <p>If a port number is specified, select the “Specify Port” check box, and then specify the port number.</p> <p>Specify the SMTP port number used by Image Receiver on the computer to receive the notification. Normally, “25”.</p> 
4	[Edit] button	<p>The selected notification destination can be corrected or changed.</p> <p>Folders (faint icons) where a notification destination is set for the containing folder cannot be edited.</p>
5	[Delete] button	<p>Deletes the selected notification destination.</p> <p>Folders (faint icons) where a notification destination is set for the containing folder cannot be deleted.</p>
6	“Apply to Sub-Folders” check box	<p>If this check box is selected, the same notification settings are applied to all sub-folder contained in the selected folder.</p>

Number	Item Name	Description
7	[Test] button	<p>Sends a test notification to the selected notification destination. The following dialog box appears on the computer specified as the notification destination. Image Receiver must be started up on the computer specified as the notification destination. In addition, a test notification cannot be sent to a notification destination (faint icon) specified as a containing folder.</p> 

## ViewWindow



Number	Description
1	Click an image to view the file.
2	Appears when the file contains multiple pages. Click ◀ and ▶ to change the page.



### Note

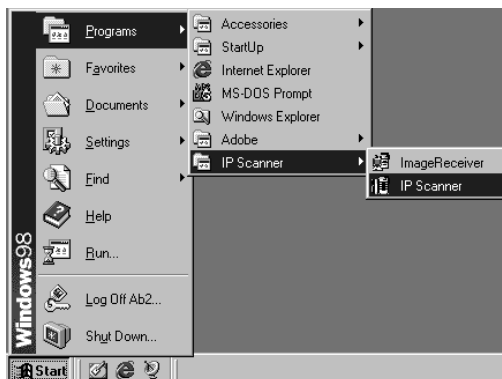
*JBIG-encoded TIFF files cannot be displayed.*

*Images created with a device other than this copier (for example, with a computer) may not be displayed.*

### 3.3 Basic Transmission

#### Programming the scanner button (from the computer)

- 1 On the computer, start up IP Scanner.
  - “Start” → “Programs” → “IP Scanner” → “IP Scanner”

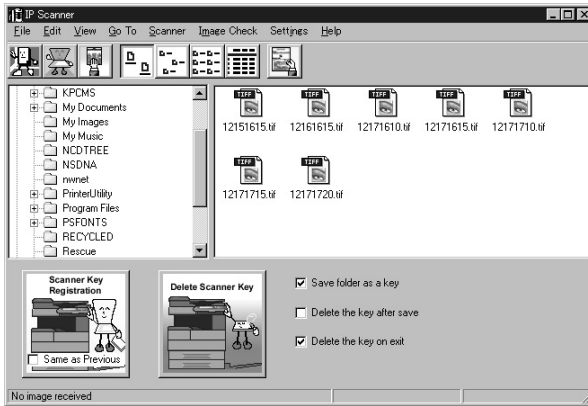


- 2 Type in the IP address of the main device, and then click the [OK] button.



- If the IP address of the main unit has been set, this operation is not required.

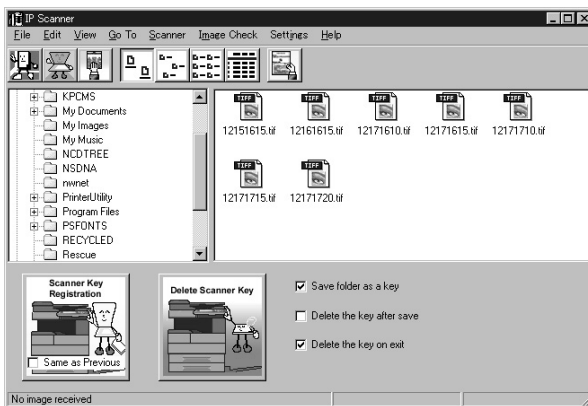
The main window appears.



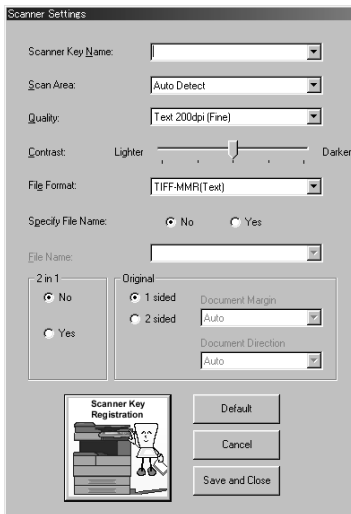
### 3 Check that Image Receiver has started up.

- Normally, Image Receiver starts up automatically when Windows starts up.
- If Image Receiver has not started up, start it up as described below.  
 “Start” → “Programs” → “IP Scanner” → “Image Receiver”

### 4 In the main window, click the [Scanner Key Registration] button.



- 5 In the “Scanner Key Name” box on the Scanner Settings dialog box, type in the name.



- 6 Specify the settings for “Scan Area”, “Quality”, and “Contrast”, and then click the [Scanner Key Registration] button.
- 7 Click the [OK] button.

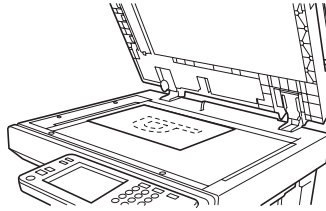
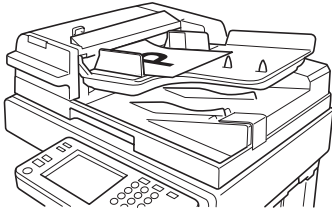


The scanner button on the copier is programmed.

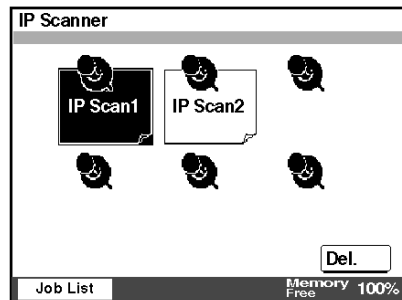


## Scanning documents (from the copier)

- 1 Position the document(s) to be scanned.



- 2 Press the [Extra Scan] key.
- 3 Touch the scanner button for the destination of the scan.



- 4 Press the [Start] key.



### Note

*Only one scanner button can be programmed from a single computer (same IP address).*

*A maximum of six scanner buttons on a copier can be programmed.*

*If the maximum number of scanner buttons is reached, they can be deleted from the touch panel.*

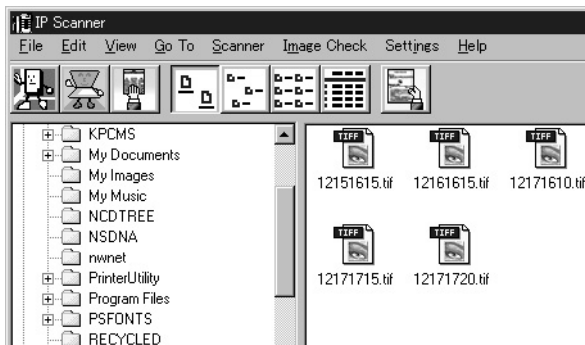
*Select the scanner button that you wish to delete, and then touch [Del.].*

*When a scanner button is deleted from the touch panel, the message "Ready" remains displayed on the computer. If this occurs, click the [Delete Scanner Key] button from the computer, and then follow the instructions that appear to return to the Scanner Settings dialog box.*

### Viewing the scanned image (from the computer)

- In the main window, select the image file that you wish to view, and then double-click it.

The software corresponding to the TIFF or PDF file format starts up.



#### Tip

*The transmitted image is received by the Image Receiver, and saved by IP Scanner as an image file in the “My Images” folder.*

*If the “Save folder as a key” check box in the main window was selected, a new folder with the same name as the button is created and the image file is saved in that folder.*

*Click the [Thumbnails] button to display a list of thumbnails for all TIFF and PDF files in the opened folder. Click a thumbnail to display the file.*

→ Refer to “ViewWindow” on page 3-20.

*If the “Show dialogue after received” setting is selected, the file can be displayed by selecting [Details]-[Open] in the dialog box that appears at transmission.*



The information contained in this manual is subject to change without notice to incorporate improvements made on the product or products the manual covers.