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If each user registers their personal name as a sender name, they can select their sender name to replace the units name which is printed at the top of the documents that they send. Things You Must Do Before Using This Machine 117. You can store up to 99 sender names 01 to 99. When you send a document, the recipients machine displays or prints your name or companys name and departments name, if applicable as the senders information on the recording paper. You can enter up to 24 characters for the units name. The selected mode is set. Things You Must Do Before Using This Machine 121. Always align the top edge of your original with the back edge of the platen glass by the arrow in the top left corner, or the back edge of the feeder. Vertical Placement Vertical Placement NOTE. Align the top edge of your original with the back edge of the platen glass by the arrow in the top left corner. Place books and other bound originals on the platen glass in the same way. Place the originals in the feeder and press automatically feeds the originals onto the platen glass and scans them into memory. Twosided originals can also be automatically turned over and scanned as twosided documents. Place your originals as far into the feeder as they will go, until the Original Set indicator is lit. NOTE You can press Stop only to cancel a send job that is being scanned. Press Stop. The send job is canceled. Remove your originals. You cannot select multiple jobs and cancel them all at once. Select and cancel one job at a time. The message appears for approximately two seconds on the touch panel display. The send job is canceled. NOTE The canceled job is displayed as No Good on the Log screen. Specifying Destinations. 22 Using the Address Book. You can

select a destination stored in the Address Book or a onetouch button, or specify a new address altogether. You can also recall the destinations and settings stored in the favorites buttons to check their contents, edit them, or delete them. <http://histoire-eleveurs.com/userfiles/ibico-310e-manual.xml>

You can select multiple destinations. You can enter an email address directly from the keyboard on the touch panel display. Specifying Destinations. You can enter up to 128 characters for the email address. You can also use numeric keys to enter numbers, and clear your entry. Regardless of the distance and area, Ifax helps you to reduce transmission cost by making transactions via the Internet. You can enter an Ifax address directly from the keyboard on the touch panel display. You can enter up to 128 characters for the IFax address. You can also use clear your entry. It is deleted once the document is sent. When FTP is selected as the server protocol, you can also specify a port number after the host name address by entering a colon and the port number. NOTE If you are sending to an imageWARE Document Manager folder, enter the folder name set in imageWARE Gateway. You can enter up to 24 characters when FTP or NetWare IPX is selected as the server protocol for the user name. You can enter up to 24 characters 14 characters when Windows SMB is selected as the server protocol for the password. NOTE If you are sending to an imageWARE Document Manager folder, enter the password set in imageWARE Gateway. It is deleted once the document is sent. Specifying Destinations 221. Network transmission is not possible until this startup time has elapsed. If the Enter Network Password screen is displayed, enter your user name and network password. You can enter up to 14 characters for the password. It is deleted once the document is sent. Network transmission is not possible until this startup time has elapsed. You can enter up to 24 characters for the password. It is deleted once the document is sent. Follow this procedure to start a transmission and send a document with the press of a onetouch button. Each onetouch button is assigned a three digit number. The selected destination appears in the destination list on the Send Basic Features screen.

Then, when you need to specify the destination, all you have to do is select the favorites button containing your stored document settings and the desired destination, and send your document. LDAP servers are for looking up a particular piece of information, such as a user name, email address, or other contact information. Specify the search criteria. You can enter up to 128 characters for the name, email address, or fax number. The search results are displayed. IMPORTANT The number of search results displayed will not exceed the maximum limit set in Register LDAP Server in System Settings from the Additional Functions screen. You can enter up to 128 characters for the user name. The Network Password Entry screen is displayed if either one of the following is true If Login Information in Register LDAP Server in System Settings from the Additional Functions screen is set to Use, and The search results are displayed. IMPORTANT The number of search results displayed will not exceed the maximum limit set in Register LDAP Server in System Settings from the Additional Functions screen. If the desired destination is not displayed, either increase the maximum number of addresses to search, or change the search criteria. If the optional Super G3 FAX Board is installed, you can sort and limit the view of the displayed addresses by using the Type dropdown list. Super G3 FAX Board is installed. Select the destination to be erased. Selecting a Scan Mode. 32 Scan Settings. The machine has six preset scan modes ACS 200 x 200 dpi, ACS 300 x 300 dpi, Black 200 x 200 dpi, Black 300 x 300 dpi, ACS 600 x 600 dpi, and Black 600 x 600 dpi. ACS stands for Automatic Color Selection. NOTE Changed scan settings are not saved. Press Scanning starts. Select the document size. The display returns to the Document Size Select screen. Scan Settings 313. The selected mode is set, and the display returns to the Send Basic Features screen.

Manual Exposure Adjustment You can manually adjust the scan exposure to the most appropriate level for the original. The selected mode is set, and the display returns to the Send Basic Features screen. The following three original type modes are available for adjusting the image quality. If you select one of these modes, the previously set mode is canceled. The selected mode is set, and the

display returns to the Send Basic Features screen. NOTE Automatic exposure may not work with transparencies. Depending on the Automatic Color Selection feature that you select, the machine automatically switches between the Full Color and Grayscale modes, or between the Full Color and BlackandWhite modes. The selected mode is set, and the display returns to the Send Basic Features screen. If either of the Automatic Color Selection modes are selected, originals that contain few color sections, or originals with light color densities and colors close to black may be scanned in the Grayscale or BlackandWhite mode. The selected mode is set, and the display returns to the Send Basic Features screen. TwoPage Separation.. 42 Frame Erase. The selected mode is set. The display returns to the Send Basic Features screen. TwoPage Separation. The following three Frame Erase modes are available. IMPORTANT A combination of the three Frame Erase modes cannot be set. If you select one of these modes, the previously set mode is canceled. The display returns to the Send Basic Features screen. Scanning starts. The display returns to the Send Basic Features screen. The selected mode is set, and the display returns to the Special Features screen. However, the length vertical direction of the different paper sizes must be the same. The selected mode is set. The display returns to the Send Basic Features screen. You can use both the feeder and the platen glass for scanning. The originals are sent as one document, after all the batches have been scanned. The selected mode is set.

The display returns to the Send Basic Features screen. 420 Job Build. The selected mode is set, and the display returns to the Special Functions screen. The following two types of scan exposure adjustments are available on the Image Quality Adjustment screen. The selected mode is set, and the display returns to the Send Basic Features screen. There are eight user preset keys, six of which have preset scan modes already set from the factory. The remaining two user preset keys P7 and P8 are available for the user to set and store, and can be assigned names for increased convenience. User Preset Keys 435. Once the settings are stored, the message appears for approximately two seconds on the touch panel display. The display returns to the Send Basic Features screen. The display returns to the Send Basic Features screen. IMPORTANT Make sure to check the settings before erasing them. The stored scan settings are erased. NOTE Key names are not erased. Sending Methods. 52 Sending an EMail Message. When you send a document, you can also set to send a document at a preset time. You can enter up to 24 characters for the documents name. You can also use clear your entry. You can enter up to 40 characters for the subject. You can also use numeric keys to enter numbers, and clear your entry. You can enter up to 140 characters for the email message. A hard return is counted as one character. You can also use clear your entry. Sending Methods. The name registered under is selected by default. You can also enter the number of the desired senders name using numeric keys. Sending Methods 511. An Ifax can only be sent to machines that can receive faxes through the Internet. You can add the documents name, a subject line, message body text, replyto address, and the senders name. You can enter up to 24 characters for the documents name. You can enter up to 40 characters for the subject. You can enter up to 140 characters for the message.

You can also use numeric keys to enter numbers, and clear your entry. The name registered under is selected by default. You can also enter the number of the desired senders name using numeric keys. You can enter up to 24 characters for the documents name. You can also use clear your entry. If you include a User Inbox as one of the destinations to which you are sending your document, the document is stored in the selected User Inbox for later use. Documents stored in a User Inbox can be printed and sent to other destinations. However, the actual number of jobs that can be reserved may be less than 120, depending on the following conditions If multiple documents are being sent at the same time If large documents are being sent. Enter the send time using Enter all four digits of the time including zeros, using 24hour notation. You can verify the scanned data of your originals on the Preview screen. NOTE The default setting is Off. The image of the selected page is displayed on the Preview screen. IMPORTANT To send a job done notice, you need to store email addresses in the

Address Book beforehand. The display returns to the Send Basic Features screen. Receiving Print, Fax, and IFax Documents. 62 Receiving Documents. I Receiving IFax and Fax Documents The Ifax function is similar to email. However, instead of sending and receiving messages over the Internet, Ifax enables you to send and receive scanned document images via the Internet. Locking the Ifax to receive and store all documents in memory is called Memory Lock. After the memory lock is turned On, the Ifax will automatically enter and leave the Memory Lock mode at the times you specify. Receiving Print, Fax, and IFax Documents. If you do not want to set the Memory RX Inbox with a password, do not enter any number. You cannot store a password with only zeros as the number, such as. The selected mode is set. This is referred to as Memory Lock.

You can later check the received documents in the Memory RX Inbox and print or send them. NOTE The default setting is Off. The selected mode is set. Enter all four digits of the time including zeros, using 24hour notation. Examples 705 a.m. Enter all four digits of the time including zeros, using 24hour notation. Examples 705 a.m. NOTE The default setting is Off. Enter all four digits of the time including zeros, using 24hour notation. Examples 705 a.m. Memory RX Inbox contains only one inbox. The message appears for approximately two seconds on the touch panel display. The selected document is erased. If paper of the correct size is not available, the machine automatically selects a different paper size in the following order. Change the destination. The types of destinations and the settings that you can change are Email IFax File. Resending a Job You can resend jobs that are canceled due to transmission errors. Checking Receive Job Details You can check detailed information on any received job, such as the destination and the date and time the job was received. Printing the Receive Job Log You can print the receive job log Activity Report RX. Checking the Arrival of an IFax The machine regularly checks for the arrival of an Ifax. However, you can check for the arrival of an Ifax at any time by performing the procedure below. NOTE If 120 send jobs have accumulated on the job status screen, jobs that are waiting to be forwarded are displayed on the Forwarding Status screen. Communications Settings Table. 82 Automatic Document Deletion. I Common Settings TX Settings Senders Names TTI Unit Name Erase Failed TX JPEG Compression Ratio Handle Documents with Forwarding Errors Retry Times Edit Standard Send Settings Register Favorites Button. NOTE For instructions on how to set the modes not described in this manual, refer to the other manuals listed in the front of this Sending Guide. NOTE The default setting is On.

A high compression ratio reduces the amount of memory used for the document, but results in low quality images. On the contrary, a low compression ratio increases the amount of memory used for the document, but results in high quality images. The machine automatically prints out the documents that fail to be forwarded if Use IFax Memory Lock is set to Off. This occurs because the receiver is busy sending or receiving, or when an error occurs. This setting determines the number of retry attempts. If the number of retry times is set to 0, the machine will not resend the data which cannot be sent. There are nine favorites buttons and they can be assigned names for increased convenience. This feature is useful for registering frequently used send settings. NOTE Keys that already have settings stored in them are displayed with a colored triangle in the lower right corner of the key. Once the settings are stored, the message appears for approximately two seconds on the touch panel display. NOTE Keys that already have settings stored in them are displayed with a colored triangle in the lower right corner of the key. Two lines can be used for a favorites button key name. You can enter up to 10 characters per line. The assigned name appears on the key. IMPORTANT Make sure to check the settings before erasing them. The stored send settings are erased. NOTE Key names are not erased. However, if the original is in monochrome or has few colors, it does not matter which image level you select. NOTE The default setting is New Address. The selected mode is set. Initial Send Screen Display 827. Information such as your Ifax address and name are printed, enabling the recipient to know who sent the document. The selected mode is set. If the set value corresponds to the Gamma value at the receiving end, the scanning exposure of the output data at the receiving end is automatically adjusted to the level best suited to the quality of

the original.

IMPORTANT You cannot initialize the Senders Names TTI, Unit Name, and TX Terminal ID settings.
NOTE If you initialize the TX Settings, the settings stored in the favorites buttons are also initialized. The message appears for approximately two seconds on the touch panel display. The TX settings are initialized. This enables you to save paper. **NOTE** The default setting is Off. The selected mode is set. The selected mode is set. Paper Drawer Selection 841. **NOTE** The default settings are Receive Reduction On RX Reduction Reduce % Reduce Direction Press. If the size of the received document exceeds the printable area, the image is divided into equal sections and printed onto separate sheets of paper. The selected mode is set. Reducing a Received Document 845. **NOTE** The default setting is Off. The selected mode is set. Printing Footer Information on a Received Document 847. The selected mode is set. Item Register Address Register Address Book Name Onetouch Buttons **NOTE** For instructions on how to set the modes not described in this manual, refer to the other manuals listed in the front of this Sending Guide. The Address Book is divided into 10 subaddress books and onetouch buttons. You can store up to 1,800 destinations, including 1,600 destinations in the subaddress book, and 200 destinations in onetouch buttons. You can group and use these registered destinations according to your needs. New destinations need to be registered in the Address Book before you can register them as part of a group address. That destination can also be selected from the Address Book for use in any other customized setting. **NOTE** If the optional Super G3 FAX Board is installed, fax numbers can also be stored in the Address Book. You can enter up to 24 characters for the name. Address Books 1 to 10 are used to divide the Address Book into 10 parts, called subaddress books. This is a convenient way to classify destinations.

The email address that you enter will be stored in the subaddress book that you select here. The display returns to the Register New Address screen. You can enter up to 24 characters for the name. You can enter up to 128 characters for the Ifax address. The display returns to the Register New Address screen. You can enter up to 24 characters for the name. You can enter up to 24 characters for the name. To store destinations in a group address, those destinations must be stored in the subaddress book that contains the group address. You cannot store destinations from different subaddress books in the group address. To cancel a selected destination, select the destination once more to clear the check mark. Repeat step 7 to add other destinations. The destination you have stored is listed. **NOTE** Only one User Inbox can be stored in a group address. The display returns to the Register New Address screen. Specify the search criteria. The search criteria you entered for Simple Search are continuously used in Detailed Search. You can enter up to 128 characters for the search criteria. You can enter up to 128 characters for the user name. The login screen is displayed if either one of the following is true If Login Information in Register LDAP Server in System Settings from the Additional Functions screen is set to Use, and. You can select multiple destinations. If necessary, edit the contents of the address. The display returns to the Register New Address screen. You cannot edit multiple destinations at one time. In this example, an email address is selected. The screen differs depending on the address type you select in step 2. You cannot change the address book of a group address, or change a destination registered as a group address. You cannot erase multiple destinations at one time. The message appears for approximately two seconds on the touch panel display. The selected destination is erased. Erasing Addresses 957. You can enter up to 16 characters for a name.

You can enter up to 12 characters for the onetouch buttons name. You can enter up to 128 characters for the email address. You can enter up to 24 characters for the name. You can enter up to 12 characters for the onetouch buttons name. Standard Field 1 and Standard Field 2 are settings required for using an Internet fax service. For details, contact your service provider. If you do not use an Internet fax service, this step is not necessary. You can send large amounts of data to a recipient within the same LAN Local Area Network environment without placing a burden on the

mail server. You can enter up to 24 characters for the name. You can enter up to 24 characters for the name. Only destinations that are already stored in onetouch buttons can be selected as part of a onetouch button group address. You can enter up to 128 characters for the name, email address, or fax number. You can also use clear your entries. If necessary, edit the contents of the address. The contents you have stored appear on the display. Erasing OneTouch Buttons 989. System Settings Table. 102 Communications Settings. NOTE For instructions on how to set the modes or settings not described in this manual, refer to the other manuals listed in the front this Sending Guide. The available settings are I Maximum Data Size For Sending Sets the maximum data size for outgoing email messages and I fax documents. If the email message send job exceeds this data size limit, it is split up into several email messages before being sent. Press If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using. You can set the Maximum Data Size for Sending from 0 to 99 MB, in 1 MB increments. You can set the Full Mode TX Timeout time from 0 to 99 hours, in 1 hour increments. Locking the machine to receive and store all documents in memory is called Memory Lock.

After the memory lock is turned On, the machine will automatically enter and leave the Memory Lock mode at the times that you specify. Communications Settings 1011. If you do not want to set the Memory RX Inbox with a password, do not enter any number. The selected mode is set. This is referred to as I fax Memory Lock. You can later check the received documents in the Memory RX Inbox, and print or send them. NOTE The default setting is Off. The selected mode is set. IMPORTANT If the message does not appear, set the I Fax Memory Lock setting on the Memory RX Inbox screen from the Inbox Selection screen of the Mail Box function to On. Communications Settings 1015. Enter all four digits of the time including zeros, using 24hour notation. The selected mode is set. Enter all four digits of the time including zeros, using 24hour notation. Examples 705 a.m. Enter all four digits of the time including zeros, using 24hour notation. If a password is set, restrictions can be placed on the registering, editing, or erasing of destinations. If you do not want to set the Address Book with a password, do not enter a number. The password is set. This feature enables you to restrict other users from viewing and utilizing these special addresses. NOTE The default setting is Off. The selected mode is set. This section explains the conditions for forwarding, and how to register, change, and erase forwarding destinations. You can recall the last three forwarding settings. The recalled forwarding settings are displayed. You can enter up to 50 characters for the condition name. Super G3 FAX Board is installed. If the optional Super G3 FAX Board is not installed, this step is not necessary. Forwarding Settings 1029. You cannot select multiple destinations. To forward to multiple destinations, select a group address. The condition name is automatically entered as the documents name by default. However, you can change this name.

IMPORTANT The start time and end time cannot be set with the same time. 1040 Forwarding Settings. You can set the start time and end time from 0000 to 2359. Enter all four digits of the time including zeros, using 24hour notation. Examples 705 a.m. You can set the start time and end time from 0000 to 2359. Enter all four digits of the time including zeros, using 24hour notation. Select the destination where the forwarding done notice is to be sent. You cannot select multiple destinations. This setting is necessary only if the forwarding destination is an email address. When Forwarding Destinations Do Not Match the Forwarding Conditions You can store the forwarding destinations of a received document if the forwarding. Super G3 FAX Board is installed. Forwarding Settings 1051. You cannot select multiple destinations. You can enter up to 24 characters for the documents name. You can also use numeric keys to enter numbers, and clear your entry. Select the destination where the forwarding done notice is to be sent. You cannot select multiple destinations. Press the same key again to return to the full address list. The selected forwarding setting is erased. Printing Forwarding Settings You can print a list of the stored forwarding settings. LDAP Server Settings 1067. You can enter up to 24 characters for the server name. You can also use clear your

entry. You can enter up to 48 characters for the server's address. You can also use numeric keys to enter numbers, and clear your entry. **IMPORTANT** If is set to Use security auth. for the LDAP server, and Reverse DNS Lookup a function that looks up the host name from the IP address is not supported, enter a host name and not an IP address. You can enter any number from 1 to 1,000. If you make a mistake when entering the number, press correct number. Select the LDAP version and character code according to the LDAP server's environment.

1076 LDAP Server Settings When searching for information on the server, a login information dialog box is displayed even if a password is not required. You can enter up to 128 characters for the user name. Example If is the Windows user name user1 LDAP Server Settings 1077. You can enter up to 24 characters for the password. Enter the directory tree name of the Active Directory, such as. The display returns to the Register LDAP Server screen. The selected LDAP server is erased. Printing LDAP Server Settings You can print out the LDAP server settings. Report Settings Table. 112 Specifying Report Settings. I Print List Item Send. Send TX Report The Send TX Report enables you to check whether the documents were sent correctly to the intended destination. A Send TX Report can automatically be printed after the documents are sent. The selected mode is set. The Address Book List is printed. This is useful for checking the details of the settings. The Users Data List is printed. The end of the chapter shows you how to respond to error messages and contains a list of frequently asked questions and answers. When Problems Occur. 122 Sending Documents. Do you want to cancel while the document is being scanned. Press display. Do you want to cancel after the document has been scanned. Is the telephone line type set correctly. Check the Subaddress and Password settings. Check to see if the machine has a subaddress function. Are the forwarding conditions in Forwarding Settings in System Settings from the Additional Functions screen set correctly. The Forwarding Settings must be set to On to be effective. Are documents being sent at a high resolution. It is recommended that you send text only documents at a low resolution. Transmissions are slow if the optional Super G3 FAX Board is installed. Is the ECM TX or ECM RX Fax mode setting active. Check the ECM TX and ECM RX settings.