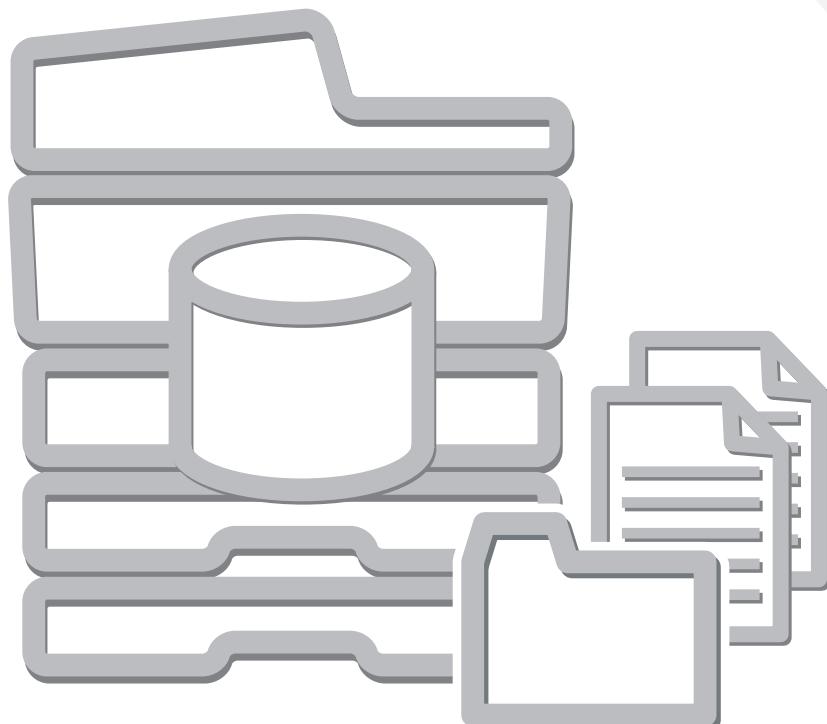


**SHARP**<sup>®</sup>

MODEL: MX-2300G MX-3500N  
MX-2300N MX-3501N  
MX-2700G MX-4500N  
MX-2700N MX-4501N

# Document Filing Guide



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# ABOUT THIS MANUAL

## Please note

- Where this manual shows the "MX-2300/2700 series" or the "MX-3500/4500 series", the following models are indicated:  
MX-2300/2700 series: MX-2300G, MX-2300N, MX-2700G, MX-2700N  
MX-3500/4500 series: MX-3500N, MX-3501N, MX-4500N, MX-4501N
- This manual contains references to the fax function. However, please note that the fax function is not available in some countries and regions.
- Considerable care has been taken in preparing this manual. If you have any comments or concerns about the manual, please contact your dealer or nearest authorised service representative.
- This product has undergone strict quality control and inspection procedures. In the unlikely event that a defect or other problem is discovered, please contact your dealer or nearest authorised service representative.
- Aside from instances provided for by law, SHARP is not responsible for failures occurring during the use of the product or its options, or failures due to incorrect operation of the product and its options, or other failures, or for any damage that occurs due to use of the product.

## Warning

- Reproduction, adaptation or translation of the contents of the manual without prior written permission is prohibited, except as allowed under copyright laws.
- All information included herein is subject to change without notice.

## Illustrations and the operation panel and touch panel shown in this manual

The peripheral devices are generally optional, however, some models include certain peripheral devices as standard equipment. The explanations in this manual assume that a right tray and stand/2 x 500 sheet paper drawer are installed on the MX-2700N (equipped standard with an automatic document feeder).

To further explain certain functions and uses, some explanations assume that additional peripheral devices are installed.

## Scope of the explanations in this manual

- The explanations of the document filing function assume that the user is already familiar with copy mode, and the other modes of the machine.  
This manual does not contain detailed explanations of the other modes that are used in conjunction with the document filing function. If you have any questions regarding one of the other modes, see the manual for that mode.
- To further explain certain functions and uses, some explanations assume that additional peripheral devices (Internet fax expansion kit etc.) are installed.
- The function that cannot be used according to the state of the installation of the peripheral devices is provided.
- Some peripheral devices may not be available in some countries and regions.

The display screens, messages, and key names shown in the manual may differ from those on the actual machine due to product improvements and modifications.

# MANUALS PROVIDED WITH THE MACHINE

Printed manuals and manuals stored in PDF format on the machine's hard drive are provided with the machine. When using the machine, read the appropriate manual for the feature you are using.

## Printed manuals

Manual name	Contents
Safety Guide	This manual contains instructions for using the machine safely and lists the specifications of the machine and its peripheral devices.
Software Setup Guide	This manual explains how to install the software and configure settings to use the machine as a printer or scanner.
Quick Start Guide	This manual provides easy-to-understand explanations of all the functions of the machine in a single volume. Detailed explanations of each of the functions can be found in the manuals in PDF format.
Troubleshooting	This manual explains how to remove paper misfeeds and provides answers to frequently asked questions regarding the operation of the machine in each mode. Refer to this manual when you have difficulty using the machine.
Facsimile Quick Reference Guide	This manual explains the basic procedures for using the fax function of the machine, and provides an overview of the features of the fax function, troubleshooting procedures, and specifications. For detailed information on using the fax function and the system settings for fax, see the "Facsimile Guide" in PDF format.

## Operation manuals in PDF format

The manuals in PDF format provide detailed explanations of the procedures for using the machine in each mode. To view the PDF manuals, download them from the hard drive in the machine. The procedure for downloading the manuals is explained in "How to download the manuals in PDF format" in the Quick Start Guide.

Manual name	Contents
User's Guide	This manual provides information, such as basic operation procedures, how to load paper, and machine maintenance.
Copier Guide	This manual provides detailed explanations of the procedures for using the copy function.
Printer Guide	This manual provides detailed explanations of the procedures for using the printer function.
Facsimile Guide	This manual provides detailed explanations of the procedures for using the fax function and the "System Settings" that are related to fax.
Scanner Guide	This manual provides detailed explanations of the procedures for using the scanner function and the Internet Fax function.
Document Filing Guide (This manual)	This manual provides detailed explanations of the procedures for using the document filing function. The document filing function allows you to save the document data of a copy or fax job, or the data of a print job, as a file on the machine's hard drive. The file can be called up as needed.
System Settings Guide	This manual explains the "System Settings", which are used to configure a variety of parameters to suit the aims and the needs of your workplace. Current settings can be displayed or printed out from the "System Settings".

## Icons used in the manuals

The icons in the manuals indicate the following types of information:

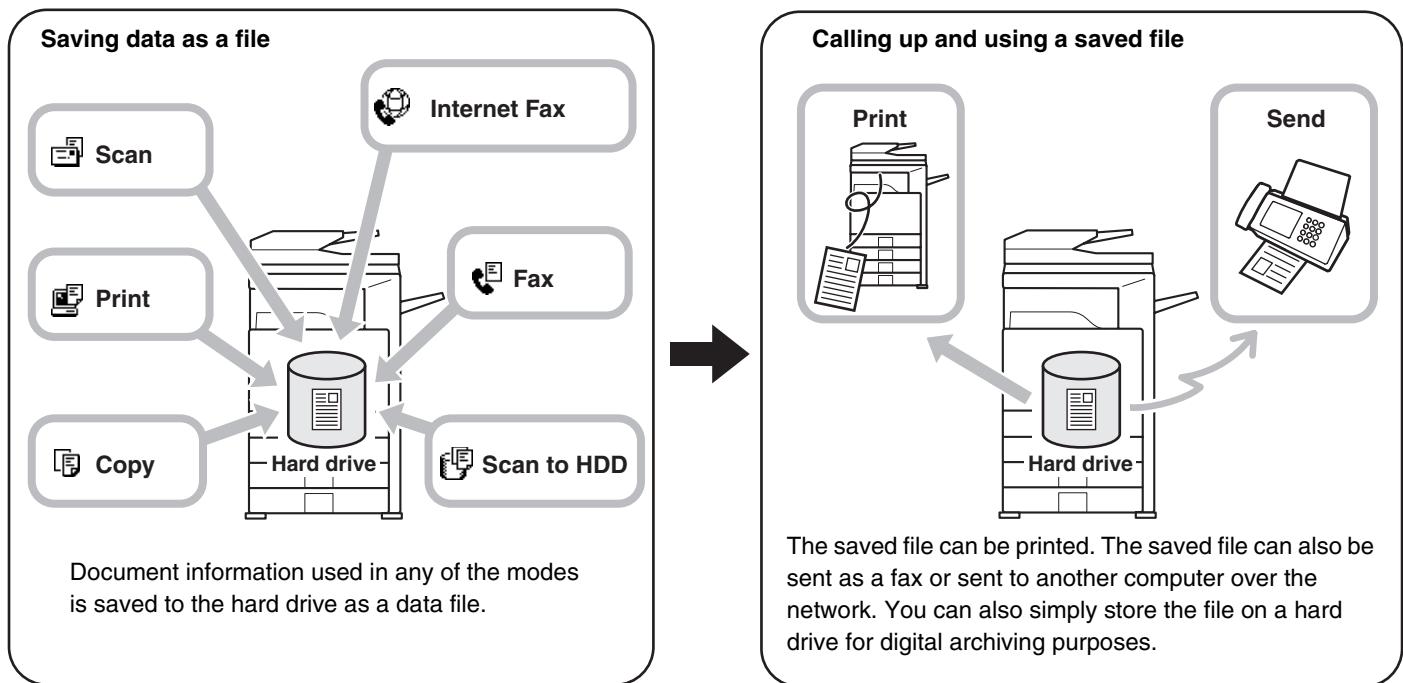
	This alerts you to a situation where there is a risk of machine damage or failure.		This indicates the name of a system setting and a provides a brief explanation of the setting. For detailed information on each system setting, see the System Settings Guide.
	This provides a supplemental explanation of a function or procedure.		<b>When "System Settings:" appears</b> A general setting is explained.
	This explains how to cancel or correct an operation.		<b>When "System Settings (Administrator):" appears</b> A setting that can only be configured by an administrator is explained.

This chapter provides information that you should know before using the document filing function, including an overview of document filing, the features and functions of document filing, and points to keep in mind when using document filing.

## OVERVIEW

The document filing function allows you to save the document image of a copy or fax transmission job, or the data of a print job, as a file on the machine's hard drive.

The saved file can be called up and printed or transmitted as needed.



## TYPES OF DOCUMENT FILING

There are three ways to save a file using document filing: "Quick File", "File", and "Scan to HDD".

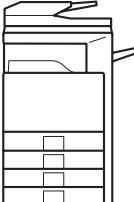
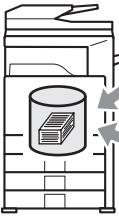
<b>Quick File</b>	Use this method to conveniently save the document image of a copy or scan job, or the data of a print job. The file can be saved quickly and easily because no settings are required. The saved file can also be used by other people. Do not use this method to save files containing sensitive or confidential information, or files that you do not want others to use.
<b>File</b>	Use this method to conveniently save the document image of a copy or scan job, or the data of a print job. Unlike Quick File, the File function allows you to append various types of information when saving the file. The appended information allows efficient management of the file. A password can also be established to prevent the file from being called up by others.
<b>Scan to HDD</b>	Use this function to simply store a document. This is a feature of the File function. The other document filing methods save a copy, scanner, or other job as a file on the hard drive when the corresponding function operates. Use Scan to HDD when you simply want to save a document to the hard drive.

# USES OF DOCUMENT FILING

Several examples of how document filing can be used are provided below.

## Quickly using a file

**Example:** You prepared handouts consisting of numerous pages for a meeting, however, another handout is needed for a newly added participant.

The handout was not saved using document filing	The handout was saved using document filing
 <p>All the numerous original pages must be scanned again.</p> <p>Settings for job build, the ratio, and the colour mode must all be selected again.</p> <p>Time required for selecting settings + Time required for scanning the original + Time required for printing the copies</p> <p>Not likely to be completed in time for the meeting...</p>	 <p>The scanned original pages are stored on the hard drive. The file can be called up at any time.</p> <p>The settings selected at the time of copying are also stored. No need to redo the settings.</p> <p>Time required to call up the stored job + Time required to print the copies</p> <p>Printing is accomplished quickly and the handout is ready in time for the meeting!</p>
As indicated above, to obtain another set of output, the settings must be selected all over again. If you don't remember the settings, much effort may be expended to get the same output result as the previous time.	The job can be called up and printed using the same settings quickly and easily.

As shown in the example, storing a job with the document filing function frees you of the need to rescan the original and select settings, saving considerable time.

## Convenient for managing frequently used documents

**Example:** Managing a large number of business forms

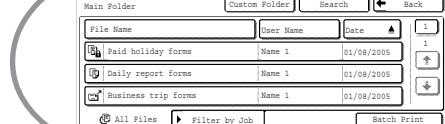
### Not using document filing

It takes time to find the form you need.

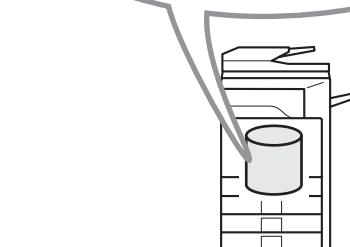


### Using document filing

The desired form can be selected from the document filing list with ease, and document management is efficient.



File Name	User Name	Date
Paid holiday forms	Name 1	01/08/2005
Daily report forms	Name 1	01/08/2005
Business trip forms	Name 1	01/08/2005



Application forms, report forms, and other business forms can be stored on the hard drive for easy retrieval, letting you print the number of copies you need when you need them.

# BEFORE USING DOCUMENT FILING

Before using File, it is convenient to create user names and Custom Folders. If user authorization is used, it is convenient to create My Folder.

The user name, Custom Folders, and My Folder are created in the system settings.

<b>User Name</b>	The user name is configured in "User Registration" in the system settings (administrator).
<b>Custom Folder</b>	Custom Folders are created in "Document Filing Control" in the system settings. A password can be established when a Custom Folder is created. A password can be established for a Custom Folder. When this is done, a password entry screen will appear whenever the Custom Folder is selected or the Custom Folder is deleted or amended. This is convenient for saving sensitive information.
<b>My Folder</b>	My Folder is configured in "User Registration" in the system settings (administrator). When user authentication is enabled and a file is saved using the File function, the Custom Folder specified as My Folder is automatically selected.



## System Settings (Administrator): User Registration

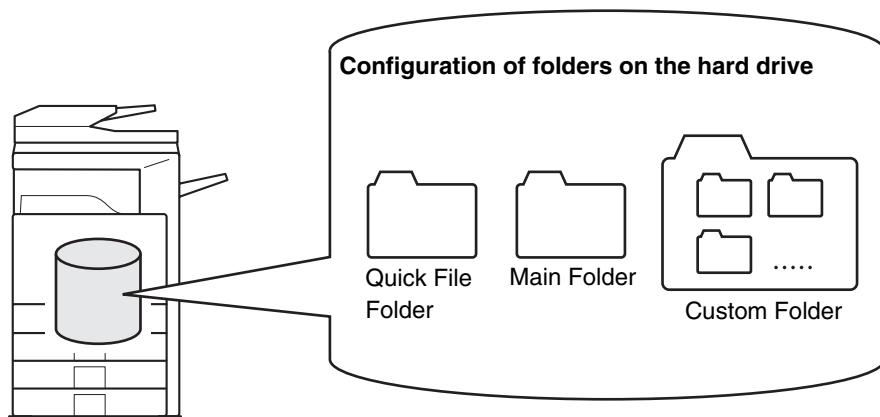
This is used to store a user name and specify a folder as My Folder.

## System Settings: Document Filing Control

This is used to create Custom Folders for document filing. A password can be established when a Custom Folder is created.

## Folders

Three types of folders are used to store files using document filing.



### Quick File Folder

A document saved using the [Quick File] key is stored in this folder. A user name and file name are automatically assigned to the job.

### Main Folder

Documents scanned using the [File] key are stored in this folder.

When you store a job in the Main Folder, you can specify a previously stored user name and assign a file name.

A password can also be set when saving a file ([Confidential] save).

### Custom Folder

Folders with custom names can be created inside this folder.

When a Custom Folder is specified before touching the [File] key, the document is scanned into that folder.

Like the Main Folder, a Custom Folder allows you to specify a previously stored user name and assign a file name when storing a job.

Passwords can be set for Custom Folders and for files saved in Custom Folders.



A maximum of 500 Custom Folders can be created on the hard drive.

## Approximate number of pages and files that can be stored by document filing

Combined total number of pages and number of files that can be stored in custom folders and in the Main Folder

Models	Examples of original types	Number of pages*	Number of files
MX-3501N MX-4501N	<b>Full colour original</b> (Text and photo)  Size: A4 (8-1/2" x 11")	Max. 1200	Max. 3000
	<b>Black and white original</b> (Text)  Size: A4 (8-1/2" x 11")	Max. 4200	
Models other than the above	<b>Full colour original</b> (Text and photo)  Size: A4 (8-1/2" x 11")	Max. 400	Max. 1000
	<b>Black and white original</b> (Text)  Size: A4 (8-1/2" x 11")	Max. 1400	

## Number of pages and number of files that can be stored in the Quick File Folder

Models	Examples of original types	Number of pages*	Number of files
All Models	<b>Full colour original</b> (Text and photo)  Size: A4 (8-1/2" x 11")	Max. 400	Max. 1000
	<b>Black and white original</b> (Text)  Size: A4 (8-1/2" x 11")	Max. 1400	

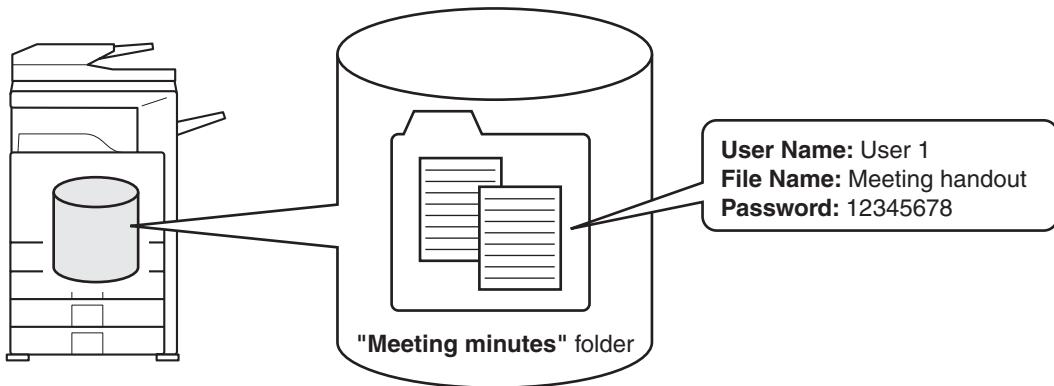
\* The indicated numbers are guidelines for the number of pages that can be stored when all pages are full colour, and when all pages are black and white.

The memory area used by the Quick File Folder is also used by the electronic sort function of copy mode. If many unneeded files accumulate in the Quick File Folder, electronic sorting will be affected when a large number of originals are sorted. Be sure to delete unneeded files.

The original types above are examples to make the explanation easier to understand. The actual number of pages that can be stored will vary depending on the contents of the original images.

## Files

When a file is saved using "File", the following information can be appended.



Saving a file with this information allows you to distinguish it from other files.

**User Name:** Use this to specify the owner of the file. The user name must first be stored in "User registration" in the system settings (administrator).

**File Name:** A file name can be entered.

**Folder:** Select which folder the file will be saved in.

**Confidential:** A password from 5 to 8 digits can be established to prevent others from using the file.



The above information cannot be specified when a file is saved with Quick File.



### System Settings (Administrator): User Registration

This is used to store user names.

## IMPORTANT POINTS WHEN USING DOCUMENT FILING

Note the following when using document filing:

- Documents saved with [Quick File] are "Sharing" files that can be called up by anyone and printed or transmitted. For this reason, do not use Quick File for sensitive documents or documents that you do not want to be used by others.
- When saving a file with "File", if you wish to prevent others from using the file, specify "Confidential" to enable the use of a password. When a file is saved as a "Confidential" file, take care not to disclose the password to others.
- Even when a file is saved with the [Confidential] property, the property can be changed afterward to [Sharing]. For this reason, do not save sensitive documents or documents that you do not want to be reused by others.
- Except in cases provided for by law, SHARP Corporation bears no responsibility for any damages that result from the leaking of sensitive information due to manipulation by a third party of any data saved using the Quick File function or File function, or incorrect operation of the Quick File function or filing function by the operator that saves the data.

# USING DOCUMENT FILING IN EACH MODE

In copy, fax, or image send mode, the original can be saved as an image file on the hard drive at the same time it is copied or transmitted. In scan to HDD mode, the original can be stored as a file on the hard drive without being copied or transmitted.

## Copy mode

The original is saved as an image file at the same time it is copied.

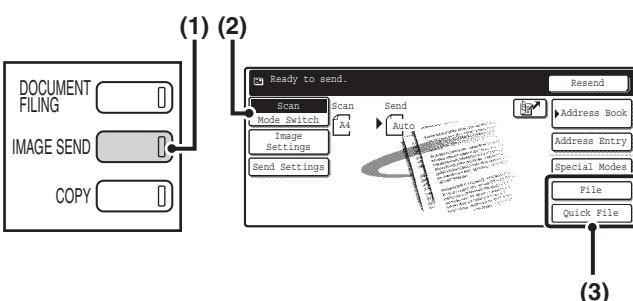


- (1) Press the [COPY] key.
- (2) Touch the [Quick File] key or the [File] key.

## Image send mode

### Example: Base screen of scan mode

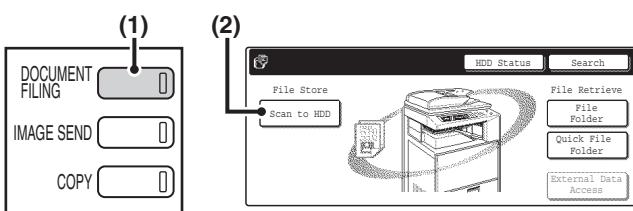
The original is saved as an image file at the same time it is scanned.



- (1) Press the [IMAGE SEND] key.
- (2) Touch the [Mode Switch] key.  
This allows you to select fax mode, scan mode, and Internet fax mode.
- (3) Touch the [Quick File] key or the [File] key.

## Scan to HDD mode

The scanned original is saved as an image file. Neither printing nor transmission are performed when Scan to HDD is used.



- (1) Press the [DOCUMENT FILING] key.
- (2) Touch the [Scan to HDD] key.



### [File] key and [Quick File] key

If the [File] key and the [Quick File] key do not appear in the base screens of each mode, the screen display has been changed using "Customize Key Setting" in the system settings (administrator). In this case, follow these steps to perform document filing:

- Touch the [Job Detail Settings] key or [Image Settings] key and then touch the [Special Modes] key in the screen that appears. The [Quick File] key and the [File] key will appear in the special modes menu.
- If the [Special Modes] key appears in the screen, touch the key to display the [Quick File] key and the [File] key.

### Using document filing in print mode

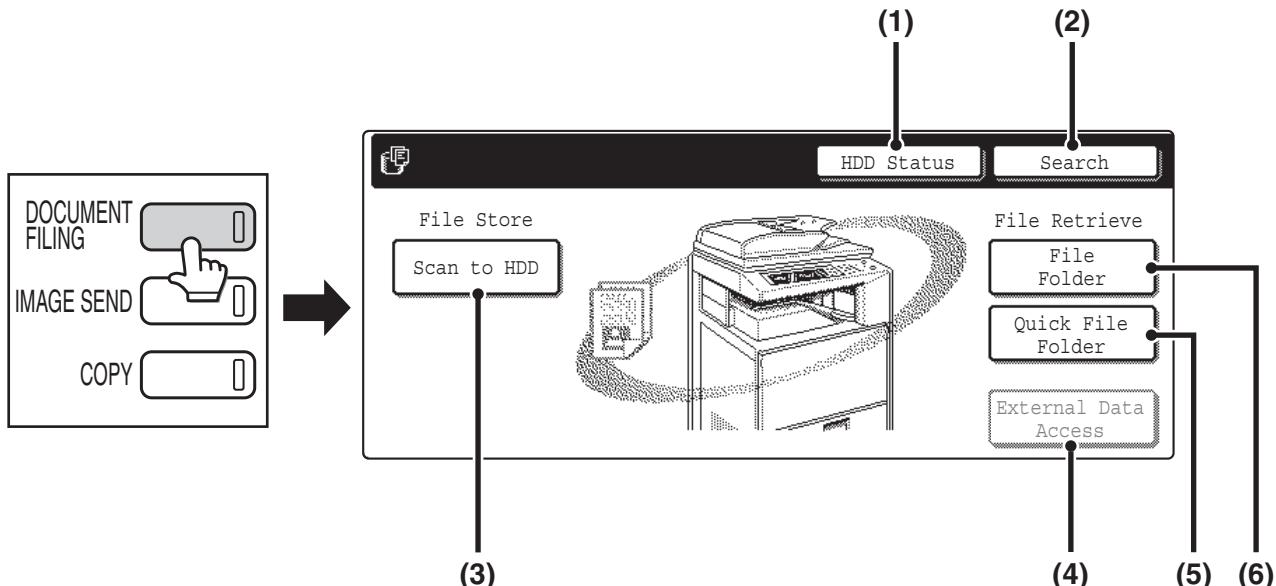
To use document filing in print mode, select document filing in the printer driver. For more information on using document filing in print mode, see "CONVENIENT PRINTER FUNCTIONS" in the Printer Guide.

### Using document filing in PC-Fax/PC-I-Fax mode

To use document filing in PC-Fax or PC-I-Fax mode, select document filing settings in the PC-Fax driver. For more information, see Help in the PC-Fax driver.

# BASE SCREEN OF DOCUMENT FILING MODE

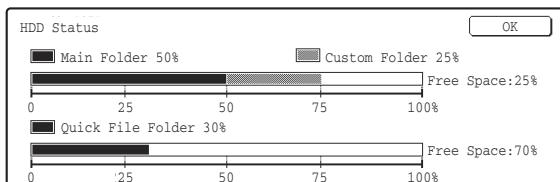
When the [DOCUMENT FILING] key is pressed on the operation panel, the following screen appears. This screen is used to call up and use image files saved during copying or scanning.



## (1) [HDD Status] key

Touch this key to check how much of the machine's hard drive is being used.

The amount of disk space used is shown in increments of 1%.



## (2) [Search] key

Touch this key to search for a file stored in a folder. You can search using the user name, file name, or folder name.

[SEARCHING FOR A STORED FILE](#) (page 42)

## (3) [Scan to HDD] key

Touch this key to select Scan to HDD. Neither printing nor transmission are performed.

The file will be stored in the Main Folder or a custom folder.

[STORING A DOCUMENT ONLY \(Scan to HDD\)](#) (page 17)

## (4) [External Data Access] key

This can be selected when an FTP server is stored or a USB memory device is connected to the machine. The same screen appears if the [DOCUMENT FILING] key is pressed twice.

["DIRECTLY PRINTING FROM THE MACHINE" in the Printer Guide](#)

## (5) [Quick File Folder] key

Touch this key to call up a file from the Quick File Folder. When this key is touched, the file selection screen for the Quick File Folder appears.

[SAVING A FILE WITH "Quick File"](#) (page 11)

## (6) [File Folder] key

Touch this key to call up a file from the Main Folder or a Custom Folder. When this key is touched, the file selection screen of the Main Folder or one of the Custom Folders appears.

When user authentication is used and My Folder is configured, the file selection screen of My Folder will appear.

[SAVING A FILE WITH "File"](#) (page 13)

This chapter explains how to save an original as a image file using the Quick File, File, and Scan to HDD functions of document filing mode.

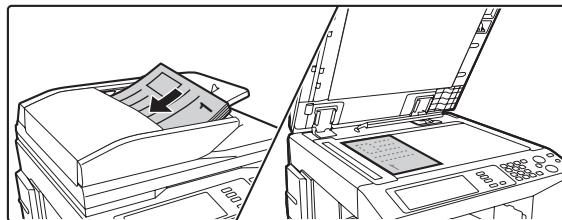
## SAVING A FILE WITH "Quick File"

When copying, printing or transmitting a document in copy mode, print mode, or image send mode, "Quick File" can be selected to save an image of the document to the Quick File Folder.

The image can be called up at a later time, allowing you to print or transmit the document without having to locate the original.

As an example, the procedure for storing a document in the Quick File Folder while copying is explained below.

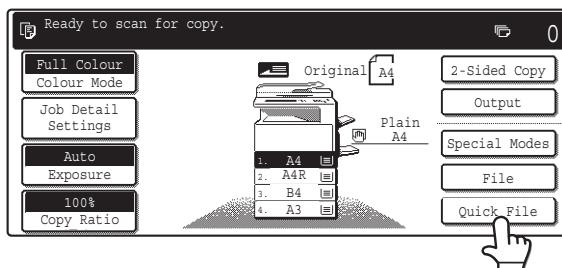
1



### Place the original.

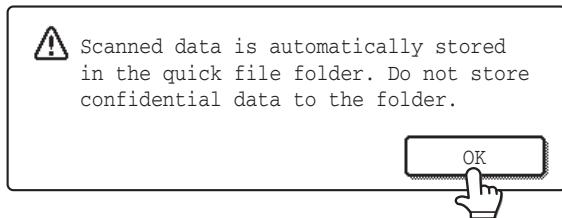
Place the original face up in the document feeder tray, or face down on the document glass.

2



### Touch the [Quick File] key.

3



### Touch the [OK] key.

The [Quick File] key is highlighted and you return to the base screen of copy mode.



#### To cancel Quick File...

Touch the [Quick File] key in the screen of step 2 so that it is not highlighted after you touch the [OK] key.



or



**Select copy settings and then press the [COLOUR START] key (○○●●) or the [BLACK & WHITE START] key (○●●).**

- When copying begins, the scanned document image is saved to the hard drive.  
The selected copy settings are also saved.
- To prevent accidental saving of the document, "The scanned data is stored in the quick file folder." appears as a message for 6 seconds after the [START] key is pressed.  
The 6-second message display time can be changed using "Message Time Setting" in the system settings (administrator).
- If you inserted the original pages in the document feeder tray, all pages are scanned.
- If you placed the original on the document glass, scan each page one page at a time.  
When scanning of one page finishes, replace it with the next page and press the [START] key.  
Repeat until all pages have been scanned and then press the [Read-End] key.



**To cancel scanning...**

Press the [STOP] key (◎).



- When a file is stored using Quick File, the following user name and file name are automatically assigned to the file.  
User Name: User Unknown  
File Name: Mode\_Day-Month-Year\_Hour-Minute-Second  
(Example: Copy\_01082005\_134050)  
Stored to: Quick File Folder
- When user authentication is used, the user name that was used for login is automatically selected.
- Only the file name and location of a file stored in the Quick File Folder can be changed.



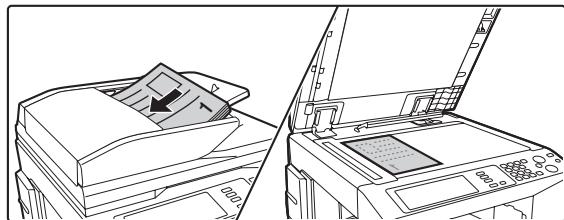
**To cancel Quick File...**

Touch the [Quick File] key in the screen of step 2.

# SAVING A FILE WITH "File"

When copying, printing, or transmitting a document in copy mode, print mode, or image send mode, "File" can be selected to save an image of the document to the Main Folder or a previously created Custom Folder. The image can be called up at a later time, allowing you to print or transmit the document without having to locate the original. As an example, the procedure for using "File" while copying is explained below.

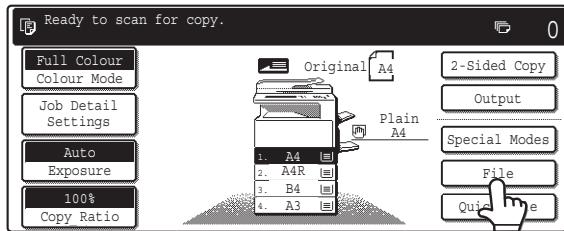
1



## Place the original.

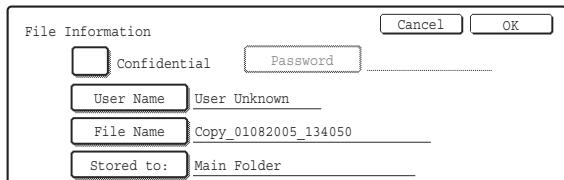
Place the original face up in the document feeder tray, or face down on the document glass.

2



## Touch the [File] key.

3



## Configure the file information settings.

To select the user name, file name, folder, and confidential setting, see "FILE INFORMATION" (page 15).

[Specifying a user name](#): page 15

[Assigning a file name](#): page 15

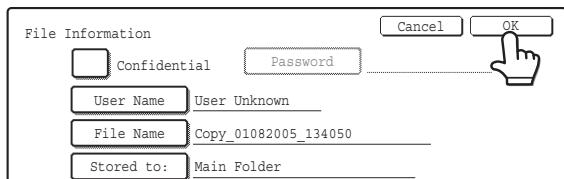
[Specifying a folder](#): page 16

[Storing a file as a confidential file](#): page 16

After configuring the above settings, you will return to this screen. Go to the next step.

If you do not wish to assign a user name or other information to the file, go to the next step.

4



## Touch the [OK] key.

The [File] key is highlighted and you return to the base screen of copy mode.



or



**Select copy settings and then press the [COLOUR START] key (○○●●) or the [BLACK & WHITE START] key (○●●).**

- When copying begins, the scanned document image is saved to the hard drive.  
The selected copy settings are also saved.
- If you inserted the original pages in the document feeder tray, all pages are scanned.
- If you placed the original on the document glass, scan each page one page at a time.  
When scanning of one page finishes, replace it with the next page and press the [START] key.  
Repeat until all pages have been scanned and then press the [Read-End] key.



**To cancel scanning...**

Press the [STOP] key (◎).



When a file is stored using File without appending file information, the following user name and file name are automatically assigned to the file.

User Name: User Unknown

File Name: Mode\_Day-Month-Year\_Hour-Minute-Second

(Example: Copy\_01082005\_134050)

Stored to: Main Folder

When user authentication is used, the user name that was used for login is automatically selected.



**To cancel the File operation...**

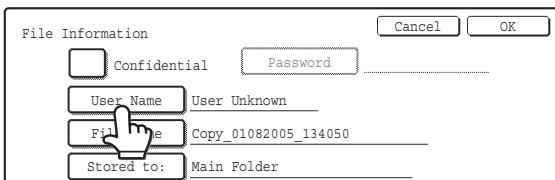
Touch the [Cancel] key in the screen of step 3.

# FILE INFORMATION

This section explains the settings that are configured in step 3 of "SAVING A FILE WITH "File"" (page 13). Specifying a user name, file name, folder, and confidential setting makes it easier to manage and search for files. In addition, when confidential is selected and a password is established, other people will not be able to view the file without permission.

## Specifying a user name

1

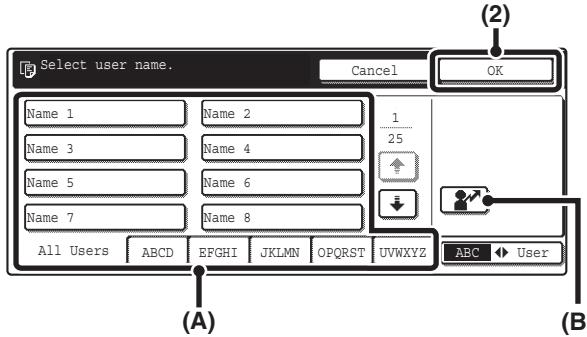


**Touch the [User Name] key.**

When user authentication is used, the user name that was used for login is automatically selected. In this case, this step is not needed.

 The user name must have been previously stored in "User Registration" in the system settings (administrator).

2



**Touch the desired user name in the list of user names that is displayed.**

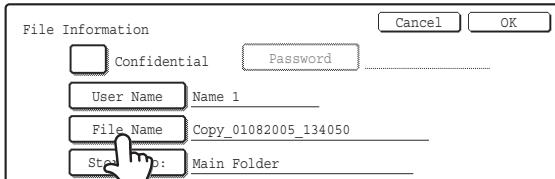
**(1) Touch a user name.**  
There are 2 ways to select the user name:  
**(A) Touch the one-touch key of the user name.**  
The touched user name is highlighted.  
If you accidentally select the wrong user name, touch the key of the correct name.  
**(B) Touch  key.**  
An area [---] for directly entering a registration number will appear at the top of the key. The user name can be selected by entering "Registration No." that was configured when the user was stored.

**(2) Touch the [OK] key.**  
The user name that you touched is selected and you return to the screen of step 1. The selected user name appears.

## Assigning a file name

A file name can be assigned to the file.

1

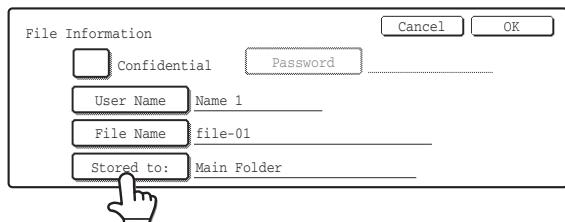


**Touch the [File Name] key.**

A text entry screen appears.  
Enter the file name in the text entry screen and touch the [OK] key.  
A maximum of 30 characters can be entered.  
To enter text, see "6. ENTERING TEXT" in the User's Guide.

## Specifying a folder

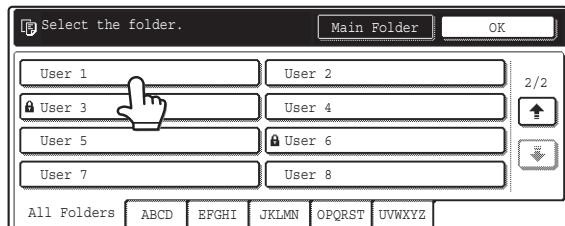
1



**Touch the [Stored to:] key.**

 When user authentication is used, My Folder appears. If My Folder is not specified for the user that logged in, the Main Folder will appear.

2



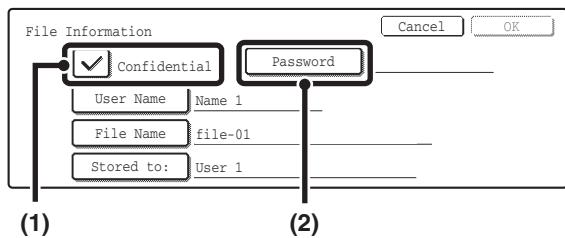
**Touch the key of the Custom Folder where you wish to store the file.**

If a password has been set for the Custom Folder, a password entry screen will appear. Enter the 5- to 8-digit password for the folder with the numeric keys and touch the [OK] key.

## Storing a file as a confidential file

A password can be set for the file to prevent others from viewing it. The password must be a 5- to 8-digit number.

1



**Enable the confidential property.**

**(1) Select the [Confidential] checkbox so that a checkmark  appears.**

Confidential mode is enabled and a password can be entered.

**(2) Touch the [Password] key.**

2



**Enter a password (5 to 8 digits) with the numeric keys and touch the [OK] key.**

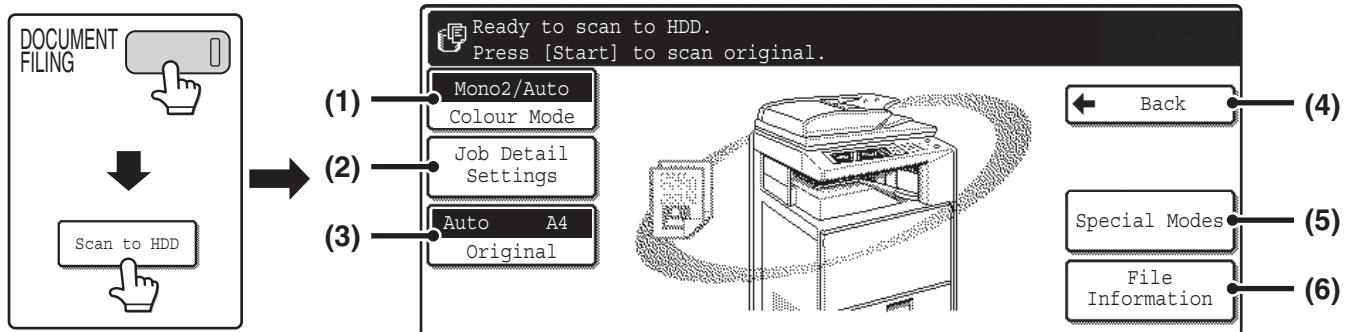
As each digit is entered, "-" changes to "\*".

# STORING A DOCUMENT ONLY (Scan to HDD)

Scan to HDD is used to store the image file of a scanned document in the Main Folder or a Custom Folder. Neither printing nor transmission are performed.

## "Scan to HDD" SCREEN

The following screen appears when the [Scan to HDD] key is touched in the base screen of document filing mode. Touch the keys described below as needed to select Scan to HDD settings.



### (1) [Colour Mode] key

Use this key to select the colour mode when storing the document.

☞ [ORIGINAL SETTINGS FOR "Scan to HDD" \(page 19\)](#)

### (2) [Job Detail Settings] key

Touch this key to select the exposure, resolution, and compression ratio.

☞ [ORIGINAL SETTINGS FOR "Scan to HDD" \(page 19\)](#)

### (3) [Original] key

Touch this key to set the original size and select two-sided document scanning. The automatically detected original size appears in the top half of the [Original] key.

☞ [Selecting the original size and two-sided document scanning \(page 21\)](#)

### (4) [Back] key

Touch this key to return to the base screen of document filing mode.

### (5) [Special Modes] key

Select special modes for Scan to HDD, including erase, dual page scan, and card shot.

☞ [Special modes screen for Scan to HDD \(page 21\)](#)

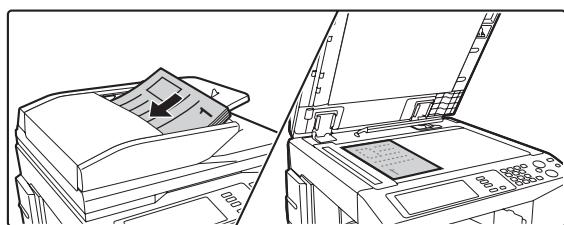
### (6) [File Information] key

Touch this key to append information to the file. The settings are configured in the same way as file information for "File".

☞ [FILE INFORMATION \(page 15\)](#)

## PERFORMING "Scan to HDD"

1

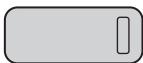


### Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

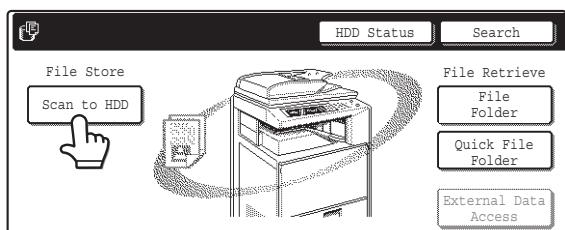
2

DOCUMENT  
FILING



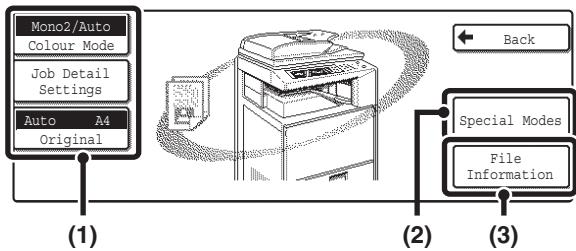
Press the [DOCUMENT FILING] key.

3



Touch the [Scan to HDD] key.

4



Select Scan to HDD settings.

If you do not wish to select settings, go to the next step.

(1) Select the colour mode, job detail settings, and the original size.

See "[ORIGINAL SETTINGS FOR "Scan to HDD"](#)" (page 19).

(2) Touch the [Special Modes] key.

See "[Special modes screen for Scan to HDD](#)" (page 21).

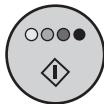
(3) Touch the [File Information] key.

The settings are the same as for "File". See "[FILE INFORMATION](#)" (page 15).



If the original is 2-sided, be sure to touch the [Original] key and then touch the [2-Sided Booklet] key or the [2-Sided Tablet] key as appropriate for the original.

5



or



Press the [COLOUR START] key (○●●●) or the [BLACK & WHITE START] key (○●).

Scanning begins.

- If you inserted the original pages in the document feeder tray, all pages are scanned.

A beep will sound to indicate that Scan to HDD is completed.

- If you placed the original on the document glass, scan each page one page at a time.

When scanning of one page finishes, replace it with the next page and press the [START] key.

Repeat until all pages have been scanned and then press the [Read-End] key.

A beep will sound to indicate that Scan to HDD is completed.



To cancel scanning...

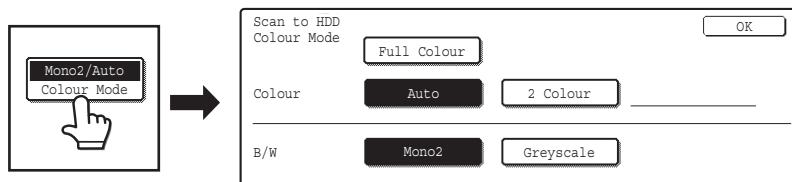
Press the [STOP] key (◎).

# ORIGINAL SETTINGS FOR "Scan to HDD"

Settings for Scan to HDD are described below.

## [Colour Mode] key

Touch the [Colour Mode] key to open the colour mode setting screen for Scan to HDD. When you have finished selecting the colour mode, touch the [OK] key.

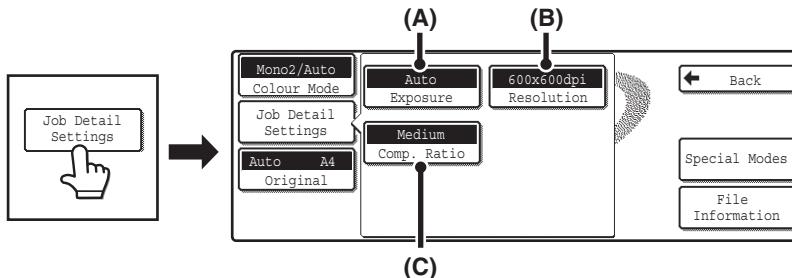


The following settings can be selected for the scanning colour when the [COLOUR START] key (○●●●) or the [BLACK & WHITE START] key (○●) is pressed.

Start key	Mode	Scanning method
[COLOUR START] key	Full Colour	The original is scanned in full colour. This mode is best for full colour originals such as catalogues. Even when the original is black and white, it is scanned as a full colour original.
	Auto	The machine detects whether the original is colour or black and white and automatically selects full colour or black and white (greyscale) scanning.
	2 Colour	Only the red areas of the original are changed to the selected colour; colours other than red are scanned in black. Red, green, blue, cyan, magenta, or yellow can be selected.
[BLACK & WHITE START] key	Mono 2	Colours in the original are scanned in black and white. This mode is best for text-only originals.
	Greyscale	The colours in the original are scanned in black and white as shades of grey (greyscale).

## [Job Detail Settings] key

Touch the [Job Detail Settings] key to display the [Exposure] key, [Resolution] key, and [Comp. Ratio] key.



### (A) [Exposure] key

Use this to adjust the exposure and exposure mode.

### (B) [Resolution] key

Use this to select the resolution that will be used when the file is transmitted.

When "Long Size" is specified, only resolution settings of 300 x 300 dpi and under can be selected.

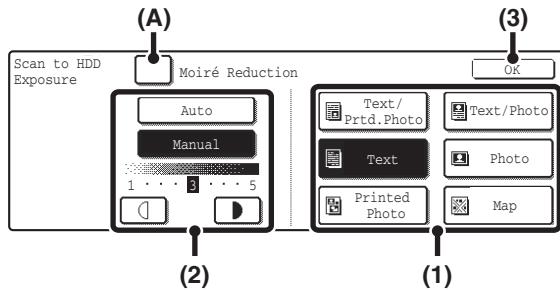
### (C) [Comp. Ratio] key

Use this to select the colour compression ratio that will be used when the file is transmitted in colour.

## Exposure adjustment

To adjust the exposure and select the exposure mode, touch the [Exposure] key.

Select an appropriate exposure mode for the original and touch the  or  key to adjust the exposure level. After selecting the settings, touch the [OK] key.



### (1) Select the appropriate exposure mode for the original type.

Touch the appropriate original type key to select the exposure mode.

### (2) Select [Auto] or [Manual].

If you selected [Manual], touch the  or  key to adjust the exposure. (For a darker image, touch the  key. For a lighter image, touch the  key.)

When the exposure is set to [Auto], the exposure modes [Photo], [Printed Photo], and [Map] do not appear. In addition, the   keys cannot be used.

#### (A): Moiré Reduction

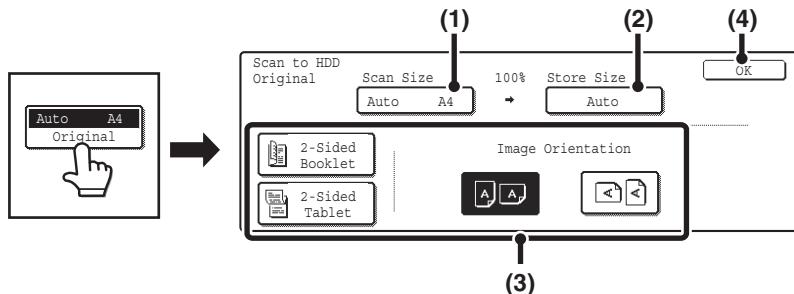
To reduce the moire effect when scanning printed matter, touch the [Moiré Reduction] checkbox so that a checkmark  appears.

### (3) Touch the [OK] key.

The settings are stored and you return to the Scan to HDD screen.

## [Original] key

### Selecting the original size and two-sided document scanning



#### (1) Touch the [Scan Size] key.

If the original is a non-standard size that cannot be detected by auto original size detection, touch the [Scan Size] key and specify the original size.

#### (2) Touch the [Store Size] key.

If you wish to store the file at a different size than the original size, touch the [Store Size] key and change the store size.

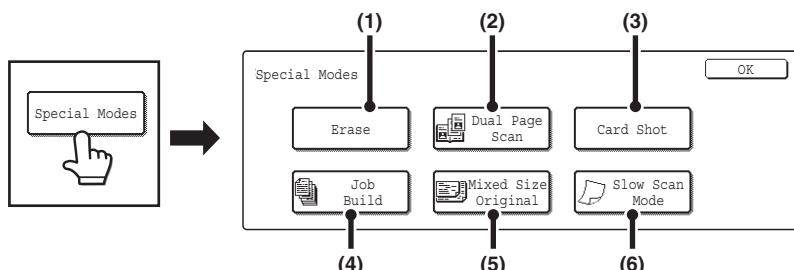
#### (3) Touch the appropriate orientation key.

If the top edge of the original is up, touch the  key. If the top edge of the original is to the left, touch the  key. If the original is a 2-sided original, touch the [2-Sided Booklet] key or the [2-Sided Tablet] key as appropriate for the original type.

#### (4) Touch the [OK] key.

## Special modes screen for Scan to HDD

When the [Special Modes] key is touched, the following screen appears. For more information on each setting, see "7. CONVENIENT FUNCTIONS" in the Scanner Guide.



#### (1) [Erase] key

This prevents shadows in scanned images. The erase function is used to erase shadows at the edges of images that occur when scanning thick originals or books.

#### (2) [Dual Page Scan] key

This divides an original into two pages. The left and right sides of a single original are scanned as two separate pages. This function is useful when you wish to separately scan each page of a book or other bound document.

#### (3) [Card Shot] key

This scans the front and reverse sides of a card together. This function is useful when you wish to separately scan each page of a book or other bound document.

#### (4) [Job Build] key

This is used to scan a large number of originals into a single file. When the number of originals that you wish to scan exceeds the number of sheets that can be placed in the automatic document feeder, this function lets you scan the originals in sets and store them in a single file.

#### (5) [Mixed Size Original] key

Use this function when you wish to scan originals of mixed sizes using the automatic document feeder. This feature lets you scan originals of different sizes at the same time; for example, B4 (8-1/2" x 14") size originals mixed together with A3 (11" x 17") size originals.

Originals of different widths and sizes (A3 and B4, A3 and B5, A4 and B4, A4 and B5, B4 and A4R, B4 and A5, B5 and A4R, B5 and A5 (11" x 17" and 8-1/2" x 14", 11" x 17" and 8-1/2" x 13", 11" x 17" and 5-1/2" x 8-1/2")) can be scanned.

#### (6) [Slow Scan Mode] key

Use this function when you wish to scan thin originals using the automatic document feeder. This function helps prevent thin originals from misfeeding.

# 3 USING STORED FILES

This chapter explains how to call up a file stored by document filing and print or transmit the file.

## SEQUENCE FOR USING A STORED FILE

The basic procedure for calling up and using a stored file is explained here. The procedures and displayed screens vary depending on whether or not user authentication is enabled.

See the sequence that applies to your situation.

For information on user authentication procedures, see "USER AUTHENTICATION" in the User's Guide. For information on enabling user authentication and storing user names, see "User Control" in the System Settings Guide.

 Files stored by document filing can also be called up and used from the Web pages. Clicking [Document Operation] and then [Document Filing] in the Web page menu, and then select the folder that contains the file you wish to use.

## REGULAR SEQUENCE FOR USING A STORED FILE

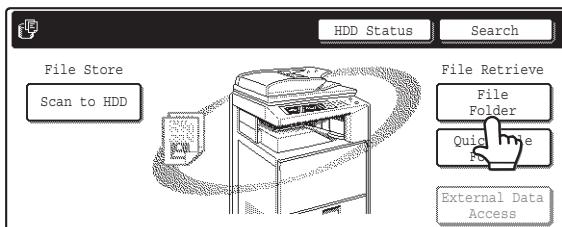
Follow the steps below to call up and use a stored file.

Press the [DOCUMENT FILING] key.

DOCUMENT  
FILING



Touch the [File Folder] key.

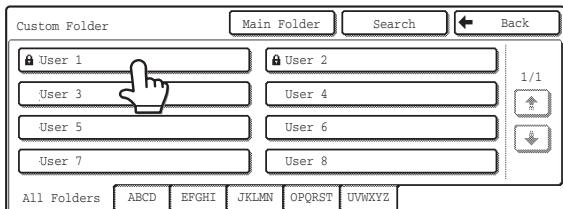


- If you were using a file in a Custom Folder before opening the file or folder selection screen, the folder selection screen will appear.
- If you were using a file in the Main Folder before opening the file or folder selection screen, the file selection screen of the Main Folder will appear.



## Touch the key of the folder that contains the desired file.

### Example: Searching from a Custom Folder

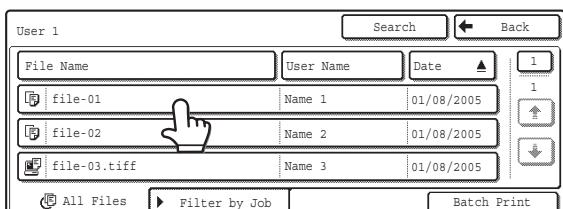


- To display the file selection screen of the Main Folder, touch the [Main Folder] key.
- If you touch a folder key that has a password, a password entry screen appears. Enter the password (5 to 8 digits) for the folder with the numeric keys.



## Touch the key of the file that you wish to use.

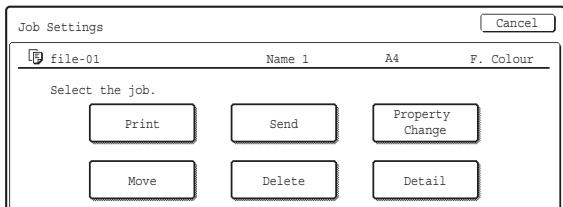
### Example: Searching all jobs



- To search by job type, touch the [Filter by Job] tab.
- Mode keys (copy mode, scan mode, etc.) appear on the [Filter by Job] tab to let you restrict the search to jobs of a selected mode.
- If you touch a file key that has a password, a password entry screen appears. Enter the password (5 to 8 digits) for the file with the numeric keys.



## Touch the key of the operation that you wish to perform.



- For detailed information on each key, see "[JOB SETTINGS SCREEN](#)" (page 27).

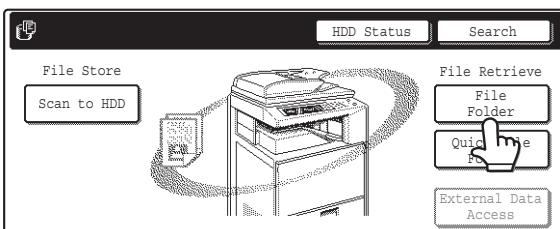
# SEQUENCE FOR USING A STORED FILE WHEN USER AUTHENTICATION IS ENABLED

The following explanation assumes that the user has already logged in using a user number or login name and password. The explanation also assumes that "My Folder" was specified when the "User Registration" settings were configured in the system settings (administrator).

Press the [DOCUMENT FILING] key.



Touch the [File Folder] key.

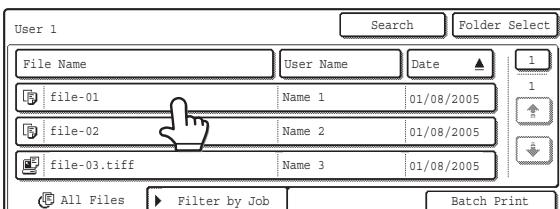


- If "My Folder" was specified when "User Registration" was configured in the system settings (administrator), the file selection screen of the Custom Folder specified as "My Folder" appears.
- If "My Folder" was not specified, the folder selection screen appears.



Touch the key of the file that you wish to use.

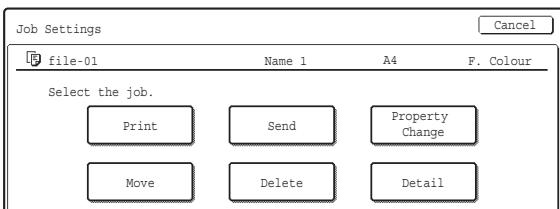
Example: "User 1" folder is specified as "My Folder".



- To search by job type, touch the [Filter by Job] tab.
- Mode keys (copy mode, scan mode, etc.) appear on the [Filter by Job] tab to let you restrict the search to jobs of a selected mode.
- If you touch a file key that has a password, a password entry screen appears. Enter the password (5 to 8 digits) for the file with the numeric keys.
- If the file that you wish to use is not in My Folder, touch the [Folder Select] key. The folder selection screen appears. Select the appropriate folder and touch a file key that you wish to use.



Touch the key of the operation that you wish to perform.



- For detailed information on each key, see "[JOB SETTINGS SCREEN](#)" (page 27).

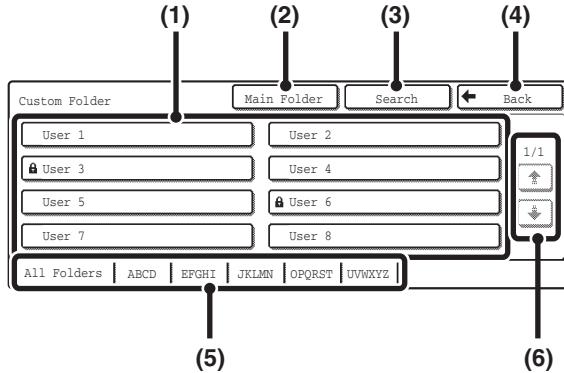
# FOLDER AND FILE SELECTION SCREENS

To call up and use a stored file, the folder and file must be selected. The folder selection screen and file selection screen are explained below.

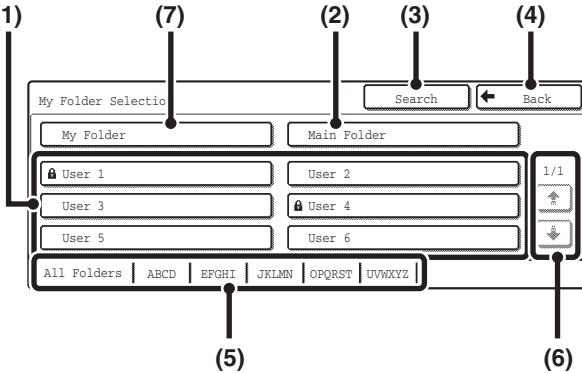
## FOLDER SELECTION SCREEN

Two different screens appear depending on whether or not user authentication is enabled on the machine.

### When user authentication is not enabled



### When user authentication is enabled



#### (1) **Folder keys**

The Custom Folders that have been created using "Document Filing Control" in the system settings are displayed. Touch a folder key to display its file selection screen.

If a password has been set for a Custom Folder, a password entry screen will appear when the folder is touched. The password must be entered.

#### (2) **[Main Folder] key**

Touch this key to switch between the Main Folder display and the Custom Folder display. When the file selection screen of the Main folder appears, this key is the [Custom Folder] key.

#### (3) **[Search] key**

Touch this key to open the search screen. This lets you search for a file using a user name, file, or folder name.

#### (4) **[Back] key**

Touch this key to return to the base screen of document filing mode.

#### (5) **Index tabs**

All folders appear on the [All Folders] tab. Touch a tab to display the Custom Folders whose initials (set in "Document Filing Control" in the system settings) match the letters on the tab.

#### (6) **↑ / ↓ keys**

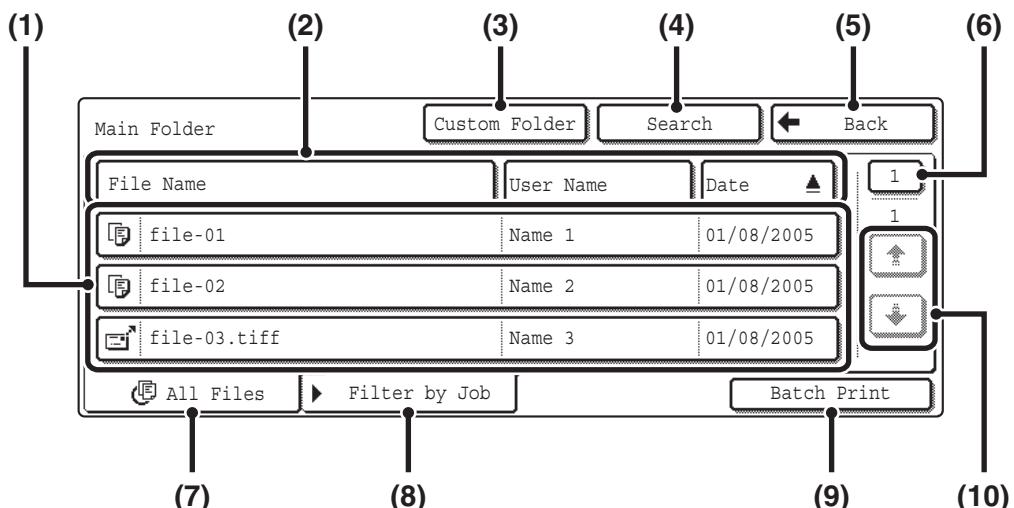
Use these to change the folder list page that is displayed.

#### (7) **[My Folder] key**

This key appears when user authentication is enabled. Touch the key to display the file selection screen of My Folder. Even if user authentication was performed, if My Folder was not specified in the user registration settings, this key will be greyed out to prevent selection.

# FILE SELECTION SCREEN

The file selection screen of the Quick File Folder, Main Folder, and Custom Folders is explained below.



## (1) File keys

The stored files are displayed. An icon showing which mode the file was stored from, the file name, the user name, and the date the file was stored appear in each file key.

When a file is touched, the job setting screen appears.

### Job icons

	Copy		Internet fax transmission		Print
	Fax transmission		Scan to E-mail		Scan to HDD
	Scan to FTP		Scan to Desktop		Scan to Network Folder
	PC-Fax transmission		PC-I-Fax transmission		

## (2) [File Name] key, [User Name] key, [Date] key

Use these keys to change the order of display of the file keys. When one of the keys is touched, or appears in the key.

- When appears in the [File Name] key or [User Name] key, the files appear by name or user name in ascending order.
- When appears in the [Date] key, the files appear in order from the oldest date.
- When appears in the [File Name] key or [User Name] key, the files appear by name or user name in descending order.
- When appears in the [Date] key, the files appear in order from the most recent date.

## (3) [Custom Folder] key

Touch this key to switch between the Main Folder display and the Custom Folder display. When the file selection screen of the Main Folder appears, this key is the [Custom Folder] key.

## (4) [Search] key

When this key is touched, the search screen appears.

[SEARCHING FOR A STORED FILE \(page 42\)](#)

## (5) [Back] key / [Folder Select] key

When the [Back] key appears in the file selection screen of the Quick File Folder or the Main Folder, it can be touched to return to the base screen of document filing mode.

When the [Back] key appears in the file selection screen of a Custom Folder, it can be touched to return to the Custom Folder selection screen.

When the [Folder Select] key appears, it can be touched to open the folder selection screen.

[FOLDER SELECTION SCREEN \(page 25\)](#)

## (6) Page key

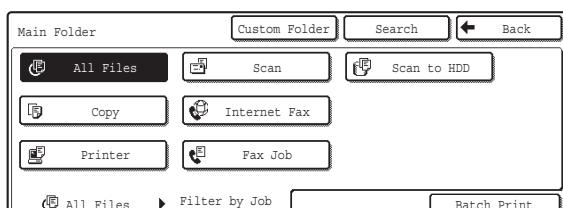
When multiple pages exist, use this key to enter the number of a page that you wish to display. When the key is touched, a page number entry screen appears. Enter the desired page number (3 digits) with the numeric keys. For example, to display page 3, enter "003".

## (7) [All Files] tab

Touch this tab to show the keys of all files, regardless of the mode from which they were stored.

## (8) [Filter by Job] tab

Touch this key to display the following screen.



Touch a mode key to show a list of the files that were stored from that mode.

## (9) [Batch Print] key

Touch this key to print all files in a folder.

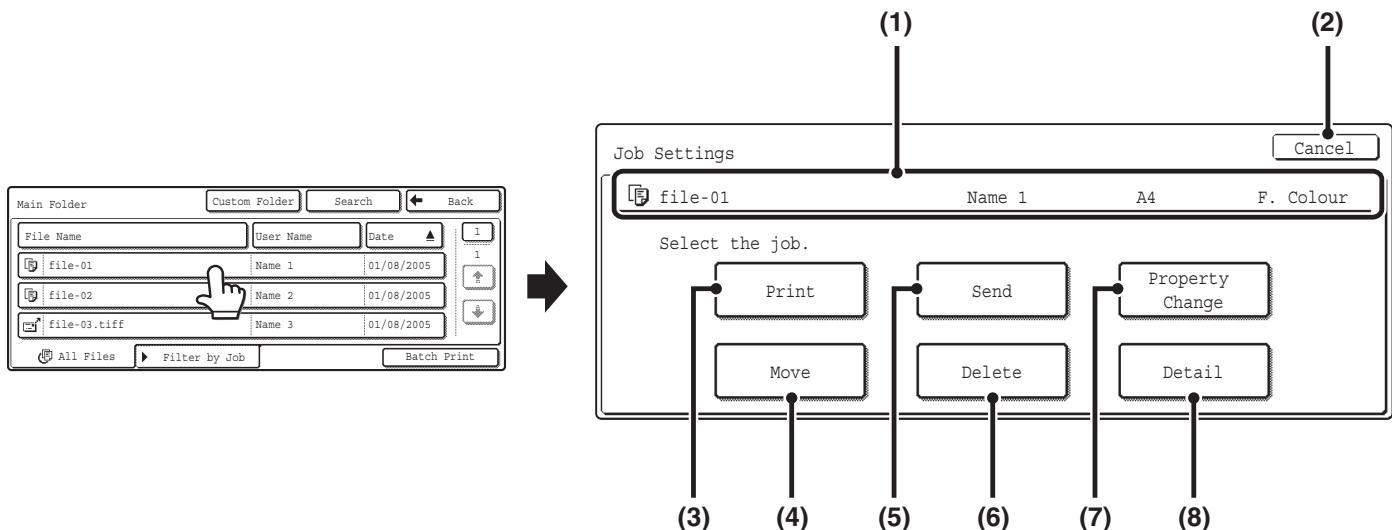
[BATCH PRINTING \(page 30\)](#)

## (10) / keys

Use these keys to switch through the file list pages.

# JOB SETTINGS SCREEN

When a file key is touched, the following screen appears. Touch the key of the operation that you wish to perform and select settings.



## (1) File display

This shows information on the currently selected file (job icon, file name, user name, original size, and colour mode).

## (2) [Cancel] key

Touch this key to cancel the operation and return to the file selection screen.

## (3) [Print] key

Touch this key to print the selected file.  
[☞ PRINTING A STORED FILE \(page 28\)](#)

## (4) [Move] key

The folder in which a file is stored can be changed. (The file can be moved to a different folder.)

[☞ MOVING A STORED FILE \(page 37\)](#)

## (5) [Send] key

A stored file can be sent by fax, Internet fax, or scan transmission.

[☞ SENDING A STORED FILE \(page 32\)](#)

## (6) [Delete] key

Touch this key to delete a file that is no longer needed.  
[☞ DELETING A STORED FILE \(page 39\)](#)

## (7) [Property Change] key

Use this key to change the property ("Sharing", "Protect", "Confidential") of a stored file.  
[☞ PROPERTIES OF STORED FILES \(page 35\)](#)

## (8) [Detail] key

Touch this key to show detailed information on the selected file.

When this key is touched, the following screen appears.

Job Settings / Detail	
File Name	file-01
Folder:	Main Folder
Size:	A4
Call:	01/08/2005/15:30
Resolution:	600x600dpi
Colour / B/W:	Full Colour

Job Settings / Detail	
Data Size:	40B
Document Style:	<input checked="" type="checkbox"/> <input type="checkbox"/>
Output:	<input checked="" type="checkbox"/> <input type="checkbox"/>
Pages:	10
Special Modes:	<input checked="" type="checkbox"/>
File Type:	

There are two Detail screens. Touch the [↑](#) key or [↓](#) key to switch between the two screens.

If you wish to change the file name, touch the [File Name] key in this screen.

A text entry screen will appear. Enter the desired file name. To enter text, see "6. ENTERING TEXT" in the User's Guide.

An icon appears when a special mode is selected. You can touch the icon to check the special modes that are selected.

# PRINTING A STORED FILE

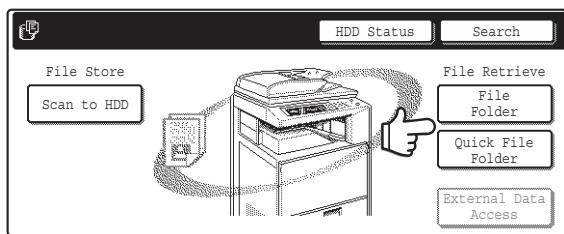
A file stored using document filing can be called up and printed when needed. The settings used when the file was stored are also stored, and thus the file can be printed again using those settings. The file can also be modified before printing by changing the print settings.

1

DOCUMENT  
FILING

Press the [DOCUMENT FILING] key.

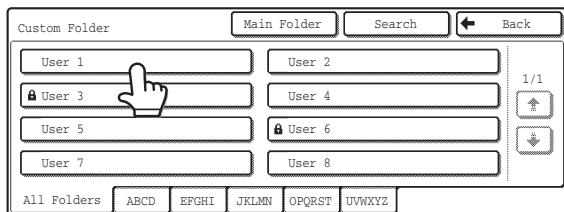
2



If the file was stored using "File", touch the [File Folder] key. If the file was stored using "Quick File", touch the [Quick File Folder] key.

If you touched the [Quick File Folder] key, go to step 4. The Quick File Folder opens in step 4.

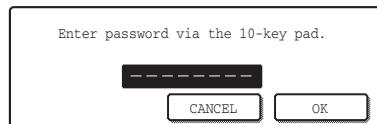
3



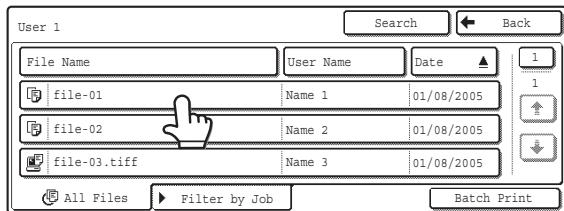
Touch the key of the folder that contains the desired file.

If a password is set for the selected folder, a password entry screen will appear.

Enter the password with the numeric keys (5 to 8 digits) and touch the [OK] key.



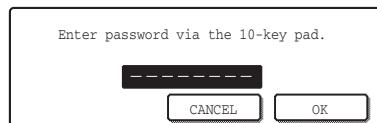
4



Touch the key of the desired file.

If a password is set for the selected file, a password entry screen will appear.

Enter the password with the numeric keys (5 to 8 digits) and touch the [OK] key.



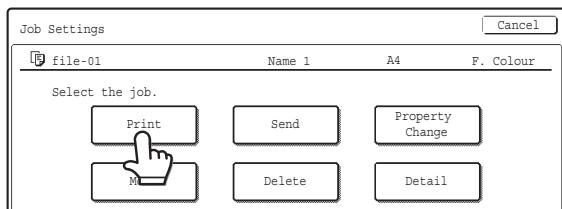
- The [Filter by Job] tab can be touched to show the mode keys (copy mode, scan mode, etc.). Touch a mode key to show a list of the files that were stored from that mode.

When you know the mode from which a file was stored, touching the [Filter by Job] tab lets you find the file quickly.

- You can touch the [File Name] key, the [User Name] key, or the [Date] key to change the order of display of the files.
- To print all files in the folder, touch the [Batch Print] key.

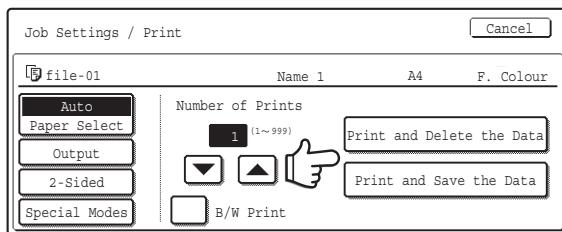
 **BATCH PRINTING** (page 30)

5



**Touch the [Print] key.**

6



**Touch the [Print and Delete the Data] key or the [Print and Save the Data] key.**

If the [Print and Delete the Data] key is touched, the file will be deleted after printing.

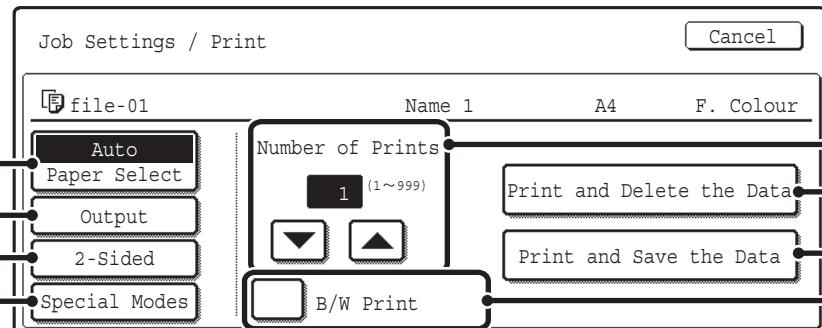
If the [Print and Save the Data] key is touched, the file will be saved after printing.

Output settings, two-sided printing, special modes, the number of copies, and other settings can be selected. For more information, see "PRINT SETTINGS SCREEN" (below).



- A file saved in black and white or greyscale cannot be printed in colour.
- A long-size scan to HDD or scan send job cannot be printed.  
A long-size fax transmission job or Internet fax transmission job can be printed.
- When print settings are changed as explained above, only the number of copies is changed in the stored settings.
- The printing speed may be somewhat slow depending on the resolution and exposure mode settings of the saved file.

## PRINT SETTINGS SCREEN



**(1) [Paper Select] key**

Use this key to set the paper size.

**(2) [Output] key**

Use this key to select Sort, Group or Staple Sort, and to select the output tray.

**(3) [2-Sided] key**

Use this key to select the orientation of the image on the reverse side of the paper for 2-sided printing. To have the front and back images oriented in the same direction, touch the [2-Sided Booklet] key. To have the front and back images oriented opposite to each other, touch the [2-Sided Tablet] key. Note that the size and orientation of the saved image may cause these keys to have the opposite effect. If neither of these keys is selected (neither is highlighted), 1-sided printing will take place.

**(4) [Special Modes] key**

Touch this key to select "Margin Shift", "Pamphlet style", "2in1 / 4in1", "Tandem Print", or the "Stamp".

This key does not appear if the file was saved from print mode.

**(5) ▼ ▲ keys**

Use these keys to set the number of copies. The number of copies can also be set with the numeric keys.

**(6) [Print and Delete the Data] key**

Printing begins when this key is touched. When printing is finished, the file will be automatically deleted.

**(7) [Print and Save the Data] key**

Printing begins when this key is touched. The file will not be deleted after printing.

**(8) [B/W Print] checkbox**

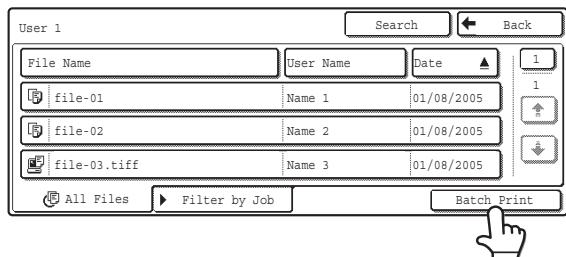
Select this checkbox if the file was saved in colour and you wish to print it in black and white.

When the file is saved in black and white, this checkbox does not appear.

# BATCH PRINTING

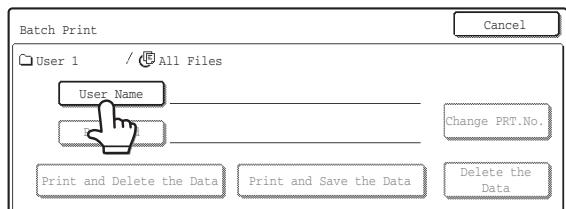
All files that have the same user name and password can be printed at once.

1



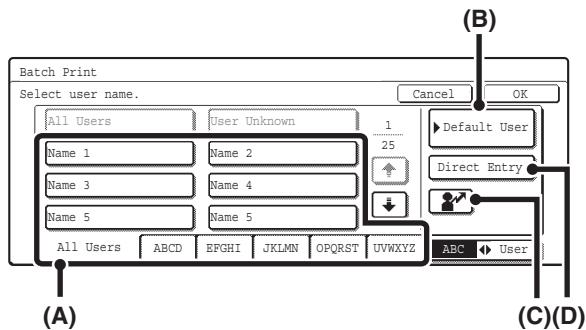
**Touch the [Batch Print] key.**

2



**Touch the [User Name] key.**

3



**Select the user name.**

There are 4 ways to select the user name:

**(A) Touch the one-touch key of the user name.**

The touched user name is highlighted.

If you accidentally select the wrong user name, touch the key of the correct name.

**(B) Touch the [Default User] key.**

The user name can be selected from the default users in the user account settings.

**(C) Touch  key.**

An area [---] for directly entering a registration number will appear at the top of the key. The user name can be selected by entering "Registration No." that was configured when the user was stored.

**(D) Touch the [Direct Entry] key.**

A text entry screen will appear. Directly enter the user name. To enter text, see "6. ENTERING TEXT" in the User's Guide.

After selecting the user name, touch the [OK] key.

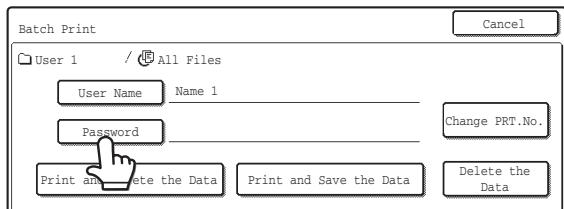


When all users and user unknown batch printing is enabled in the system settings (administrator), the [All Users] key and the [User Unknown] key can be selected.

The [All Users] key can be touched to select all files in the folder (the files of all users).

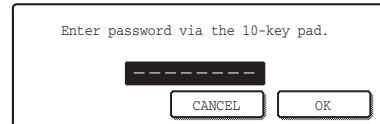
The [User Unknown] key can be touched to select all files in the folder that do not have a user name.

4



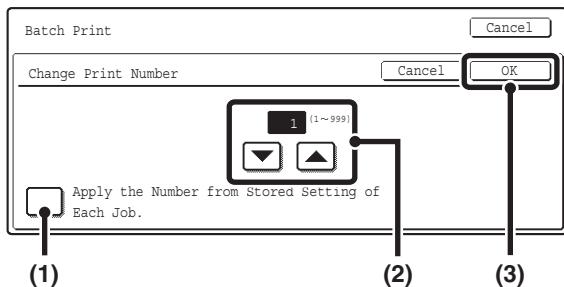
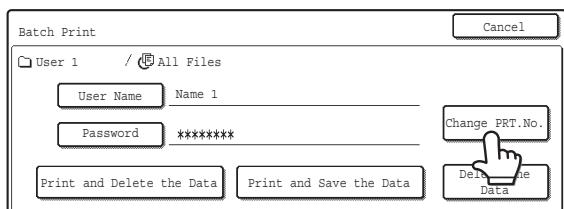
## If a password has been established, touch the [Password] key.

Enter the password with the numeric keys (5 to 8 digits) and touch the [OK] key. Only files that have the same password will be selected.



If you do not wish to enter a password, go to the next step.

5



## To set the number of copies, touch the [Change PRT.No.] key.

If you wish to use the number of copies stored with each file, go to step 6.

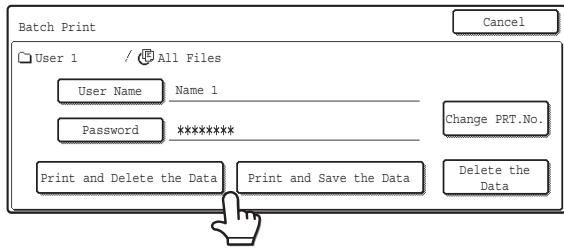
(1) Touch the [Apply the Number from Stored Setting of Each Job] checkbox so that it is not selected (□).

(2) Set the number of copies with the ▼ ▲ keys.

The number of copies can be also set with the numeric keys.

(3) Touch the [OK] key.

6



## Touch the [Print and Delete the Data] key or the [Print and Save the Data] key.

If the [Print and Delete the Data] key is touched, the files will be deleted after printing.

If the [Print and Save the Data] key is touched, the files will be saved after printing.

If there are no files that match the search conditions, you will return to the file list screen.



All files that have the specified user name/password can be deleted by touching the [Delete the Data] key.

# SENDING A STORED FILE

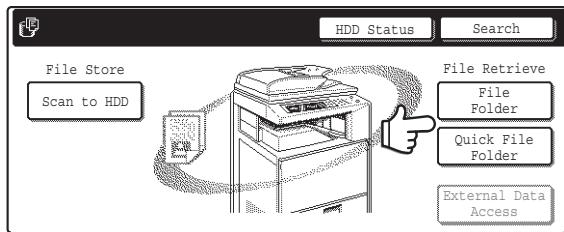
A file stored by document filing can be called up and transmitted. The transmission settings that were stored with the file are also called up, allowing you to resend the file using the same settings. If needed, you can also change the transmission settings.

1

DOCUMENT  
FILING

Press the [DOCUMENT FILING] key.

2



If the file was stored using "File", touch the [File Folder] key. If the file was stored using "Quick File", touch the [Quick File Folder] key.

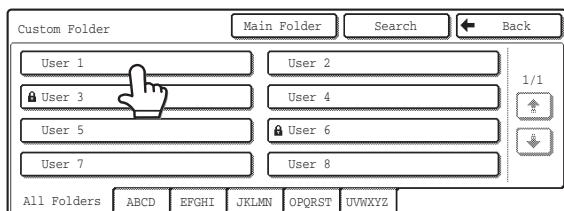
If you touched the [Quick File Folder] key, go to step 4. The Quick File Folder opens in step 4.



## System Settings (Administrator): User Registration

If user authentication is enabled and "My Folder" is specified in "User Registration" in the system settings, go to step 4. The Custom Folder specified as "My Folder" opens in step 4.

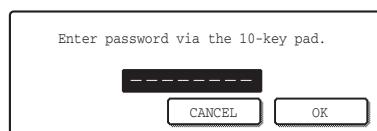
3



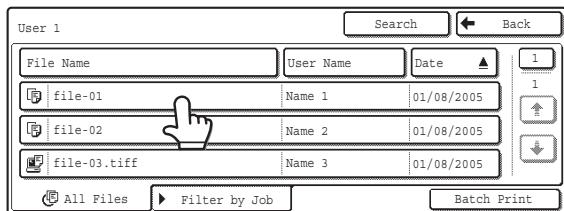
Touch the key of the folder that contains the desired file.

If a password is set for the selected folder, a password entry screen will appear.

Enter the password with the numeric keys (5 to 8 digits) and touch the [OK] key.



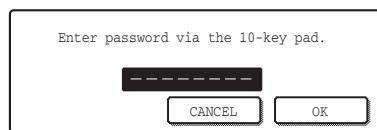
4



Touch the key of the desired file.

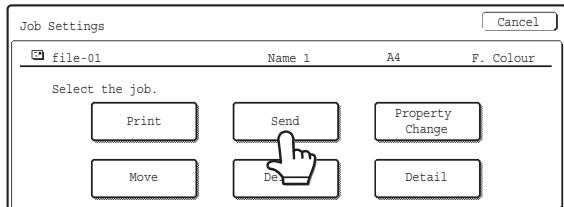
If a password is set for the selected folder, a password entry screen will appear.

Enter the password with the numeric keys (5 to 8 digits) and touch the [OK] key.



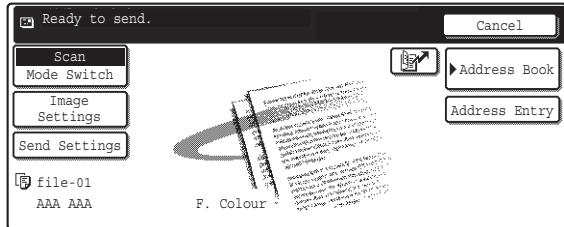
- The [Filter by Job] tab can be touched to show the mode keys (copy mode, scan mode, etc.). Touch a mode key to show a list of the files that were stored from that mode.  
When you know the mode from which a file was stored, touching the [Filter by Job] tab lets you find the file quickly.
- You can touch the [File Name] key, the [User Name] key, or the [Date] key to change the order of display of the files.

5



**Touch the [Send] key.**

6



**Select transmission settings.**

For information on the settings, see "[SEND SETTINGS SCREEN](#)" (page 34).

7



or



**Press the [COLOUR START] key (○●●●) or the [BLACK & WHITE START] key (○●).**

 If you are sending a fax or Internet fax, only the [BLACK & WHITE START] key (○●) can be used.

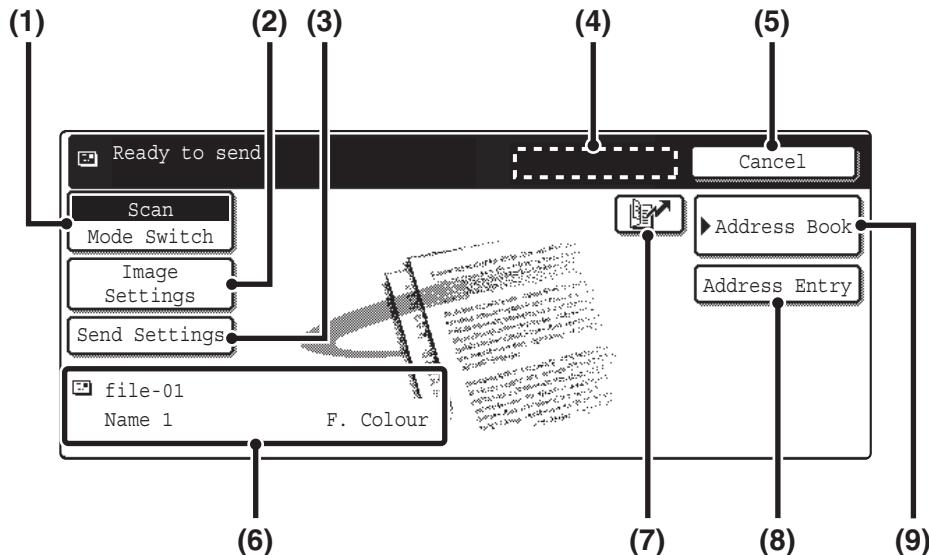


- A file saved in black and white or greyscale cannot be transmitted in colour.
- A stored print job cannot be transmitted.
- These transmission methods require installation of the corresponding options.
- If any of the following special modes were included in the saved file, the file cannot be transmitted.  
"Pamphlet Copy", "Covers/Inserts", "Photo Repeat", "Multi-Page Enlargement", "Multi shot" for Copying
- If any of the following special modes were included in the saved file, the file can be transmitted but the special modes will not be executed.  
"Margin Shift", "Transparency Inserts", "Book Copy", "Tab Copy", "Stamp", all "Colour Adjustment" Menu items, "Centring"
- Depending on the reduction or enlargement ratio used when storing a file, it may not be possible to send the stored file using a selected resolution setting.  
However, when sending a stored file by Internet fax, transmission may not be possible even if the resolution is changed.

# SEND SETTINGS SCREEN

The keys that appear in the send settings are explained below. For more information on each of the settings, see "BASE SCREEN OF FAX MODE" in the Facsimile Guide and "BASE SCREEN" in the Scanner Guide.

## Example of scan mode



### (1) [Mode Switch] key

Use this key to select fax mode, scan mode, or Internet fax mode.

### (2) [Image Settings] key

Touch this key to select send settings. The settings that can be selected vary by mode.

#### • Fax mode

##### [Resolution] key

Use this to select the resolution. A resolution setting higher than the resolution at which the file was stored cannot be selected.

##### [Special Modes] key

This displays the [Timer], [Own Name Select] and [Transaction Report] keys.

#### • Scan mode

##### [Resolution] key

Use this to select the resolution. A resolution setting higher than the resolution at which the file was stored cannot be selected.

##### [File Format] key

This lets you select the file type, compression ratio, and colour mode.

##### [Special Modes] key

This displays the [Timer] key.

#### • Internet fax mode

##### [Resolution] key

Use this to select the resolution. A resolution setting higher than the resolution at which the file was stored cannot be selected.

##### [File Format] key

[TIFF-S] or [TIFF-F] can be selected.

##### [Special Modes] key

This displays the [Timer] and [Transaction Report] keys.

### (3) [Send Settings] key

This key appears in scan mode and Internet fax mode. Touch the key to enter a subject and a file name. In scan mode, a sender can also be specified.

### (4) [Next Address] key

This key appears when at least one address has been entered. Use this key to send a file to multiple destinations.

### (5) [Cancel] key

This returns you to the base job settings screen.

### (6) File name / User name display

This shows the icon of the file to be sent, the file name, the user name, and the colour mode (colour / black and white).

### (7) icon key

A destination can be selected by touching this key and entering the 3-digit number that was assigned to the destination when the e-mail address or fax number of the destination was stored in a one-touch key or group key.

### (8) [Address Entry] key or [Sub Address] key

Use this key to directly enter an address when sending a file in scan mode or Internet fax mode. In fax mode, use this key to enter a sub-address and password for F-code communication.

### (9) [Address Book] key

Touch this key to display the destinations stored in the address book.

# PROPERTIES OF STORED FILES

## FILE PROPERTIES

The protect setting can be selected for files saved with the document filing function. This prevents a file from being moved or automatically or manually deleted.

Three attributes are available for saved files: [Sharing], [Protect], and [Confidential]. When saved with the [Sharing] attribute, a file is not protected. When saved with the [Protect] or [Confidential] attribute, a file is protected.

Files saved to the Quick File Folder are all [Sharing]. When saving a file to the Main Folder or a Custom Folder, [Sharing] or [Confidential] can be selected.

<b>Sharing</b>	A [Sharing] file can be changed to a [Protect] or [Confidential] file using [Property change].
<b>Protect</b>	A password cannot be set for a [Protect] file, however, as long as the property of the file is not changed to [Sharing] with [Property Change], the file will be protected and [Delete] and [Move] cannot be used. The  icon appears with the mode icon in the file key of a protected file.
<b>Confidential</b>	A password is set for a [Confidential] file to protect it. (The password must be entered to call up the file.) The  icon appears with the mode icon in the file key of a confidential file.

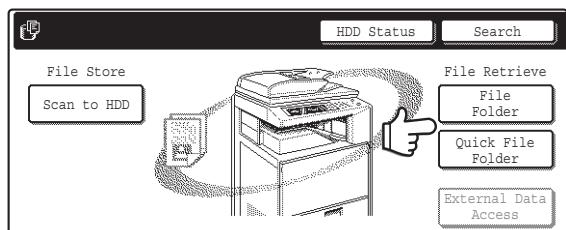
## CHANGING THE PROPERTY

1

DOCUMENT  
FILING

Press the [DOCUMENT FILING] key.

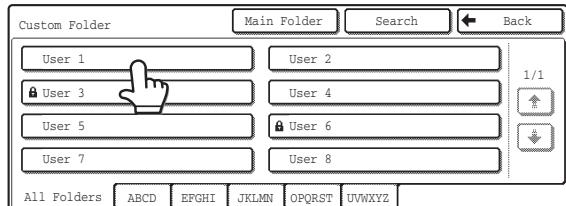
2



If the file was stored using "File", touch the [File Folder] key. If the file was stored using "Quick File", touch the [Quick File Folder] key.

If you touched the [Quick File Folder] key, go to step 4. The Quick File Folder opens in step 4.

3

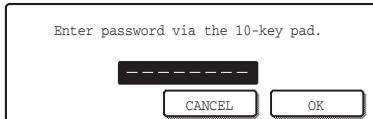


Touch the key of the folder that contains the desired file.

If a password is set for the selected folder, a password entry screen will appear.

Enter the password with the numeric keys (5 to 8 digits) and touch the [OK] key.

The above screen shows the Custom Folders as an example. If you wish to switch to the Main Folder, touch the [Main Folder] key.



4

User 1

File Name User Name Date

file-01 Name 1 01/08/2005

file-02 Name 2 01/08/2005

file-03.tiff Name 3 01/08/2005

All Files Filter by Job Batch Print

## Touch the key of the desired file.

If a password is set for the selected file, a password entry screen will appear.

Enter the password with the numeric keys (5 to 8 digits) and touch the [OK] key.

Enter password via the 10-key pad.

-----

CANCEL OK



- The [Filter by Job] tab can be touched to show the mode keys (copy mode, scan mode, etc.). Touch a mode key to show a list of the files that were stored from that mode.
- When you know the mode from which a file was stored, touching the [Filter by Job] tab lets you find the file quickly.
- You can touch the [File Name] key, the [User Name] key, or the [Date] key to change the order of display of the files.

5

Job Settings

file-01 Name 1 A4 F. Colour

Select the job.

Print Send **Property Change**

Move Delete

## Touch the [Property Change] key.

6

Job Settings / Property Change

file-01 Name 1 A4 F. Colour

Sharing **Protect**

Confidential Password

## Touch the key of the desired property and then touch the [OK] key.

If you touch the [Confidential] key, the [Password] key appears. Touch the [Password] key to open the password entry screen. Enter the password with the numeric keys (5 to 8 digits) and touch the [OK] key.

Enter password via the 10-key pad.

\*\*\*\*\*-\*

Cancel OK



### Restrictions on changing the property

- A file that is set to "Sharing" can be changed to "Protect" or "Confidential". However, a "Sharing" file that is saved in the Quick File Folder can only be changed to "Protect".
- A file that is set to "Protect" can be changed to "Sharing" or "Confidential". However, a "Protect" file that is saved in the Quick File Folder can only be changed to "Sharing".
- A file that is saved in the Quick File Folder cannot be changed to "Confidential". If the file is moved to the Main Folder or a Custom Folder, the property can be changed to "Confidential".
- Two properties cannot be selected for a single file.

# MOVING A STORED FILE

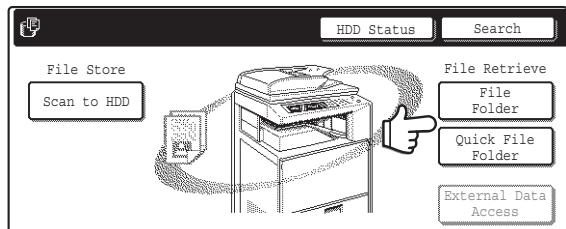
The folder in which a file is stored can be changed. (The file can be moved to a different folder.)

1

DOCUMENT  
FILING

Press the [DOCUMENT FILING] key.

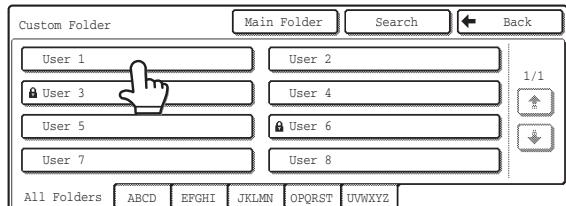
2



If the file was stored using "File", touch the [File Folder] key. If the file was stored using "Quick File", touch the [Quick File Folder] key.

If you touched the [Quick File Folder] key, go to step 4. The Quick File Folder opens in step 4.

3

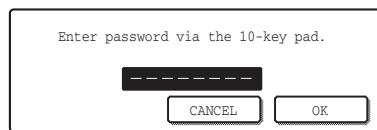


The above screen shows the Custom Folders as an example. If you wish to switch to the Main Folder, touch the [Main Folder] key.

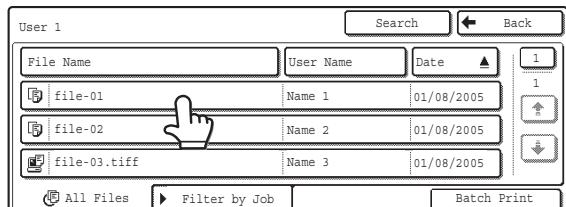
Touch the key of the folder that contains the desired file.

If a password is set for the selected folder, a password entry screen will appear.

Enter the password with the numeric keys (5 to 8 digits) and touch the [OK] key.



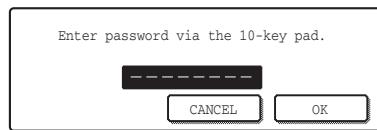
4



Touch the key of the desired file.

If a password is set for the selected file, a password entry screen will appear.

Enter the password with the numeric keys (5 to 8 digits) and touch the [OK] key.



- The [Filter by Job] tab can be touched to show the mode keys (copy mode, scan mode, etc.). Touch a mode key to show a list of the files that were stored from that mode.  
When you know the mode from which a file was stored, touching the [Filter by Job] tab lets you find the file quickly.
- You can touch the [File Name] key, the [User Name] key, or the [Date] key to change the order of display of the files.

5

Job Settings

Cancel

file-01 Name 1 A4 F. Colour

Select the job.

Print Send Property Change

Move Delete Detail

**Touch the [Move] key.**

6

Job Settings / Move

Cancel

file-01 Name 1 A4 F. Colour

Select the folder the file is moved to.

File Name file-01

Move to: **Move**

**Touch the [Move to:] key.**

- A file cannot be moved to the Quick File Folder.
- When the file name is changed, the file is moved to the new folder with the new name. The file is not copied to the new folder.
- To change the file name, touch the [File Name] key.

7

Job Settings / Move

Main Folder **OK**

User 1 User 2 1/1

User 3 User 4

User 5 User 6

User 7 User 8

All Folders ABCD EFGHI JKLMN OPQRST UVWXYZ

The above screen shows the Custom Folders as an example.

**Select the destination folder.**

**(1) Select the folder to which you want to move the file.**

If a password is set for the selected folder, a password entry screen will appear.  
Enter the password with the numeric keys (5 to 8 digits) and touch the [OK] key.

Enter password via the 10-key pad.

-----

CANCEL OK

**(2) Touch the [OK] key.**

8

Job Settings / Move

Cancel

file-01 Name 1 A4 F. Colour

Select the folder the file is moved to.

File Name file-01

Move to: User 2 **Move**

**Touch the [Move] key.**



A file whose property is "Protect" cannot be moved. To move a protected file, change its property to "Sharing" or "Confidential".

# DELETING A STORED FILE

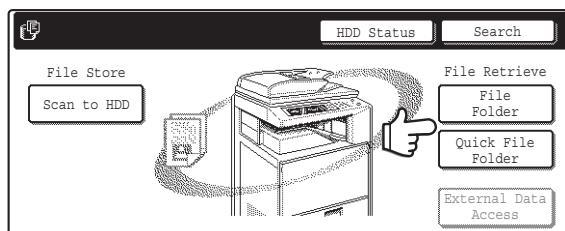
Stored files that are no longer needed can be deleted.

1

DOCUMENT  
FILING

Press the [DOCUMENT FILING] key.

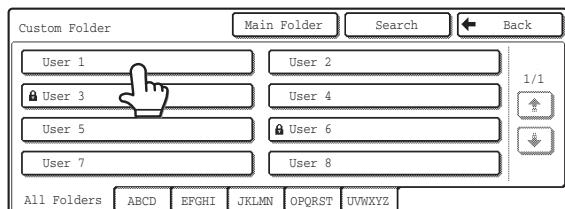
2



If the file was stored using "File", touch the [File Folder] key. If the file was stored using "Quick File", touch the [Quick File Folder] key.

If you touched the [Quick File Folder] key, go to step 4. The Quick File Folder opens in step 4.

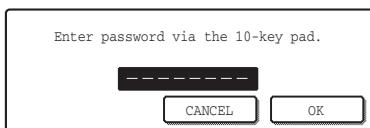
3



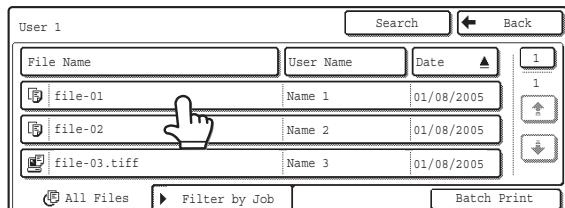
Touch the key of the folder that contains the desired file.

If a password is set for the selected folder, a password entry screen will appear.

Enter the password with the numeric keys (5 to 8 digits) and touch the [OK] key.



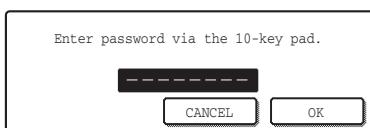
4



Touch the key of the desired file.

If a password is set for the selected file, a password entry screen will appear.

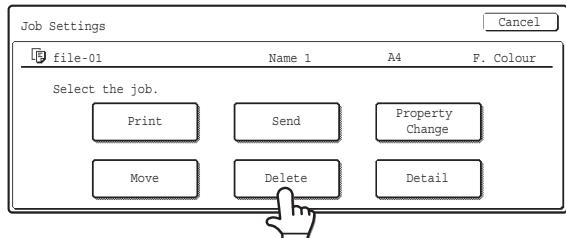
Enter the password with the numeric keys (5 to 8 digits) and touch the [OK] key.



4

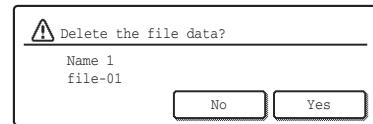


- The [Filter by Job] tab can be touched to show the mode keys (copy mode, scan mode, etc.). Touch a mode key to show a list of the files that were stored from that mode.
- When you know the mode from which a file was stored, touching the [Filter by Job] tab lets you find the file quickly.
- You can touch the [File Name] key, the [User Name] key, or the [Date] key to change the order of display of the files.



## Touch the [Delete] key.

When the [Delete] key is touched, a confirmation message appears. Touch the [Yes] key.



A file whose property is "Protect" cannot be deleted. To delete a protected file, change its property to "Sharing" or "Confidential".

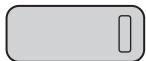
# CALLING UP AND USING A FILE FROM THE JOB STATUS SCREEN

Files stored using File and Quick File appear as keys in the Complete job status screen.

This is convenient when you need to quickly print the saved data of a copy job or quickly send a saved fax to another destination.

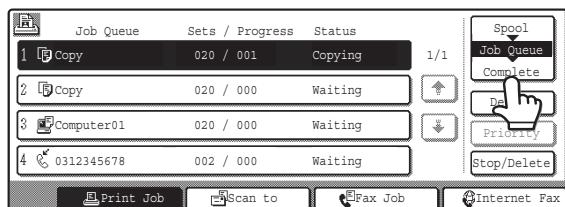
1

JOB STATUS



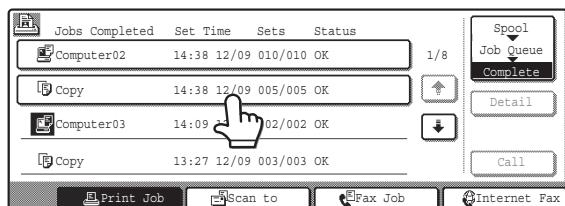
Press the [JOB STATUS] key.

2



Touch the job status screen selector key to select "Complete".

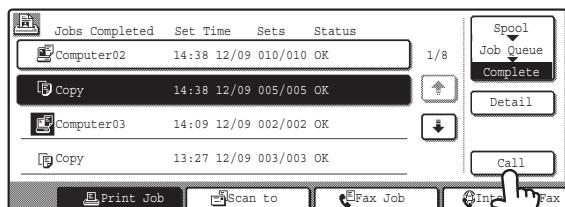
3



Touch the key of the desired file.

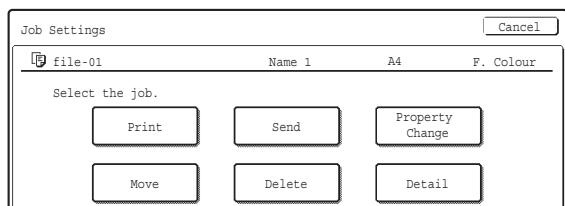
To view information on the selected file, touch the [Detail] key.

4



Touch the [Call] key.

5



Touch the key of the operation that you wish to perform.

The setting screen of the selected operation will appear.

☞ [PRINTING A STORED FILE](#) (page 28),  
[SENDING A STORED FILE](#) (page 32),  
[PROPERTIES OF STORED FILES](#) (page 35),  
[MOVING A STORED FILE](#) (page 37),  
[DELETING A STORED FILE](#) (page 39)

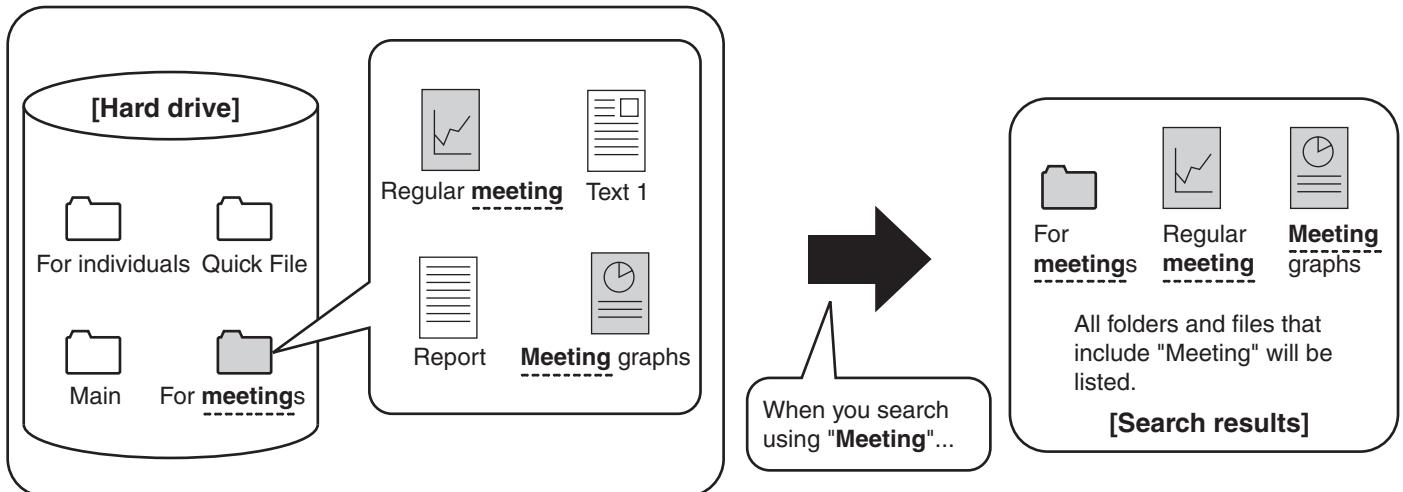
# SEARCHING FOR A STORED FILE

When there are many stored files, it may take time to find a file. The search function of document filing mode can be used to find a file quickly.

## BASIC SEARCH PROCEDURE

The basic procedure for searching all folders on the hard drive is explained here. Searching is possible even when you only know part of the file name or folder name.

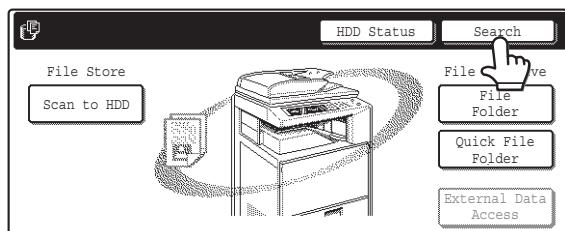
**Example: Only part of a file name is known: "Meeting"**



1 DOCUMENT FILING 

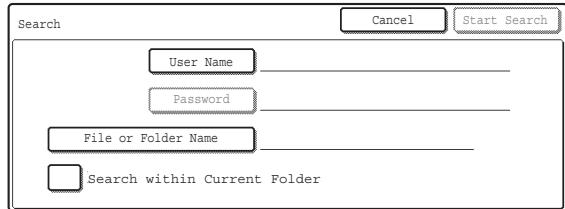
**Press the [DOCUMENT FILING] key.**

2



**Touch the [Search] key.**

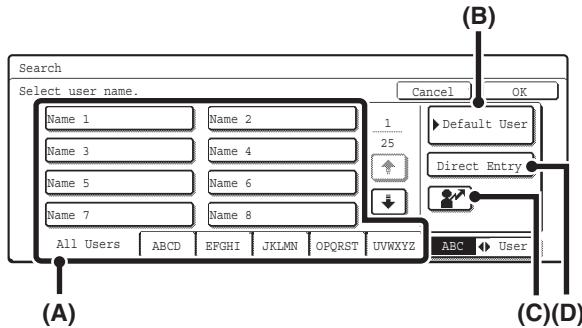
3



**Touch the [User Name] key or the [File or Folder Name] key.**

If you know the user name, touch the [User Name] key and go to "Using the user name to search" in step 4.

If you know the file name, touch the [File or Folder Name] key and go to "Using the file name or folder name to search" in step 4.



## Using the user name to search

There are four ways to select the user name:

**(A) Touch the one-touch key of the user name.**

The touched user name is highlighted.

If you accidentally select the wrong user name, touch the key of the correct name.

**(B) Touch the [Default User] key.**

The user name can be selected from the default users in the user account settings.

**(C) Touch the  key.**

An area [---] for directly entering a registration number will appear at the top of the key. The user name can be selected by entering the 3-digit user number that was configured when the user was stored.

**(D) Touch the [Direct Entry] key.**

A text entry screen will appear. Directly enter the user name. To enter text, see "6. ENTERING TEXT" in the User's Guide. Searching is possible even if you only enter the first several letters of the user name.

After selecting the user name, touch the [OK] key.

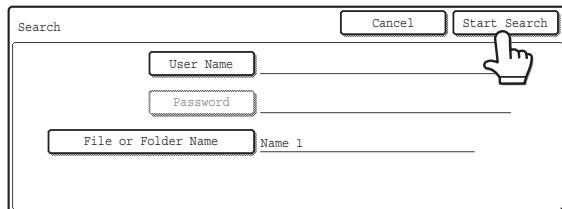
When selecting is completed, the [Password] key can be touched. To search only for files that have the same user name and password, touch the [Password] key and enter the file and folder password.

(It is not possible to search using a password only.)

## Using the file name or folder name to search

Enter the file name or folder name in the text entry screen that appears and touch the [OK] key.

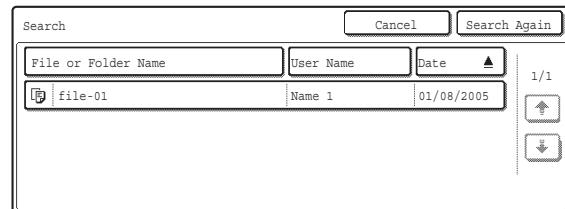
To enter text, see "6. ENTERING TEXT" in the User's Guide.



## Touch the [Start Search] key.

The search results will appear in a screen similar to the following screen.

A list of the files that match your search criteria will appear. Touch the desired file name or folder name. The job settings screen will appear.



The [Cancel] key can be touched to return to step 2.

The [Search Again] key can be touched to return to step 3.



- When you search using [File or Folder Name], Custom Folders that match the search characters will also appear in the list. When a folder key is touched, a list of the files in the folder appears. If the file you are searching for is in the list, touch it.
- You can also restrict the search to a specified folder. For more information, see "Searching within a folder" (page 44).
- You can also use the Web pages to search for a file. Click [Document Operations], [Document Filing], and then [Search] in the Web page menu.

## Searching within a folder

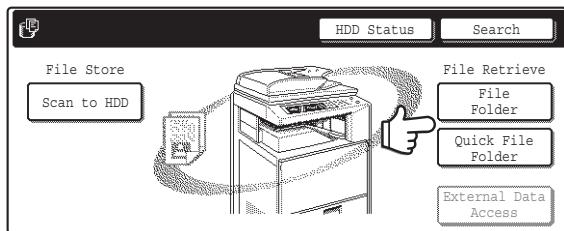
You can specify a folder to restrict the search range to that folder. To search within a specified folder, follow the steps below.

1

DOCUMENT  
FILING

Press the [DOCUMENT FILING] key.

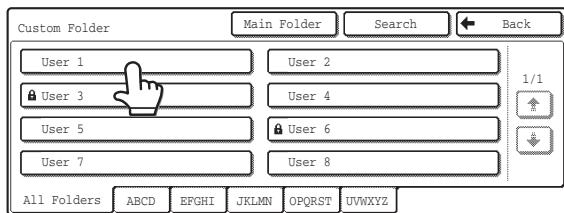
2



To search the Main Folder or a custom folder, touch the [File Folder] key. To search the Quick File folder, touch the [Quick File Folder] key.

If you touched the [Quick File Folder] key, go to step 4. The Quick File Folder opens in step 4.

3

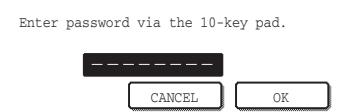


The above screen shows the Custom Folders as an example. If you wish to switch to the Main Folder, touch the [Main Folder] key.

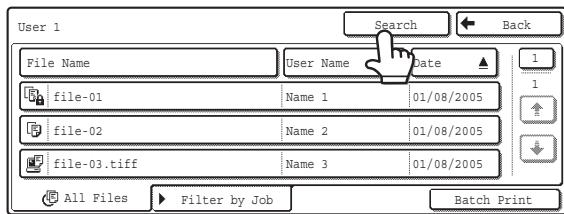
Touch the key of the folder that you wish to search.

If a password is set for the selected folder, a password entry screen will appear.

Enter the password with the numeric keys (5 to 8 digits) and touch the [OK] key.

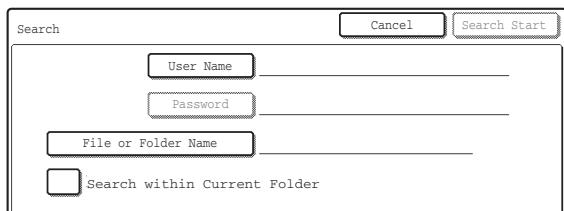


4



Touch the [Search] key.

5

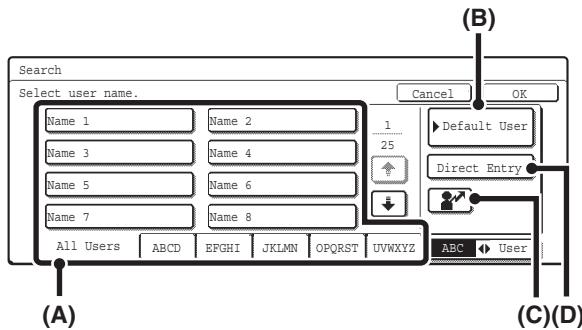


Touch the [User Name] key or the [File or Folder Name] key.

If you know the user name, touch the [User Name] key and go to "Using the user name to search" in step 6.

If you know the file name, touch the [File or Folder Name] key and go to "Using the file name or folder name to search" in step 6.

6



## Using the user name to search

There are four ways to select the user name:

**(A) Touch the one-touch key of the user name.**

The touched user name is highlighted.

If you accidentally select the wrong user name, touch the key of the correct name.

**(B) Touch the [Default User] key.**

The user name can be selected from the default users in the user account settings.

**(C) Touch the  key.**

An area [---] for directly entering a registration number will appear at the top of the key. The user name can be selected by entering the 3-digit user number that was configured when the user was stored.

**(D) Touch the [Direct Entry] key.**

A text entry screen will appear. Directly enter the user name. To enter text, see "6. ENTERING TEXT" in the User's Guide. Searching is possible even if you only enter the several letters of the user name.

After selecting the user name, touch the [OK] key.

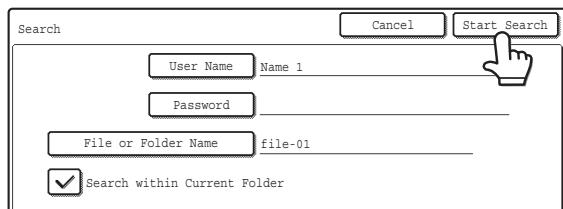
When selecting is completed, the [Password] key can be touched. To search only for files that have the same user name and password, touch the [Password] key and enter the file and folder password.

(It is not possible to search using a password only.)

## Using the file name or folder name to search

Enter the file name or folder name in the text entry screen that appears and touch the [OK] key.

To enter text, see "6. ENTERING TEXT" in the User's Guide.



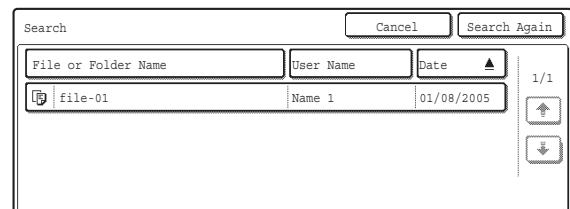
## Touch the [Start Search] key.

To search only files that are in the current folder, select the [Search Within Current Folder] checkbox  .

Files in a confidential folder with a password will only appear in the search results when this checkbox is selected in the confidential folder.

The search results will appear in a screen similar to the following screen.

A list of the files that match your search criteria will appear. Touch the key of the desired file. The job settings screen appears.



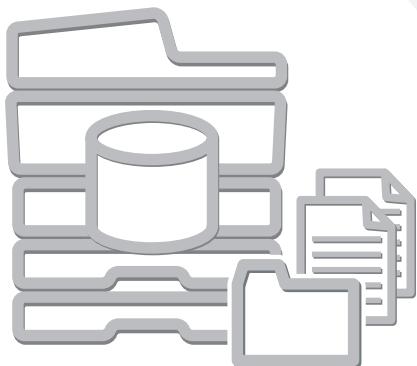
The [Cancel] key can be touched to return to step 2.

The [Search Again] key can be touched to return to step 5.

7

# Document Filing Guide

MODEL: MX-2300G MX-3500N  
MX-2300N MX-3501N  
MX-2700G MX-4500N  
MX-2700N MX-4501N



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