

## Scanning

# Overview of Scan Operations

This section explains the basic scan operations.

### Procedure

#### 1 Load the original.

For more information on the types of originals that can be used, see "Originals" in the "Safety Information".

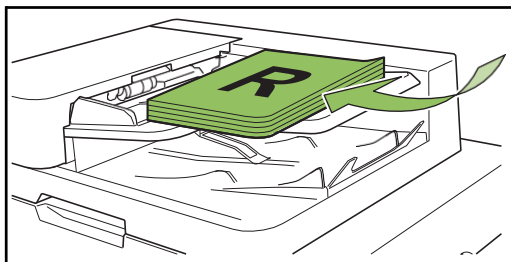


- The machine cannot scan the area within 1 mm (0.04") of the edge of the paper. (Any part of the image within this area will be lost.)

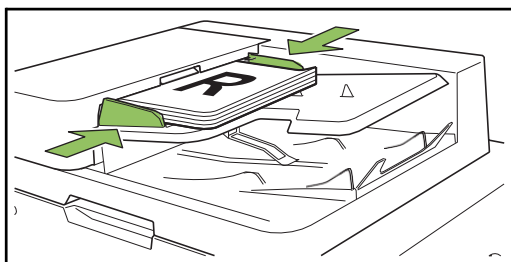
#### In the ADF

##### 1 Load the original in the ADF.

Align the originals and place them face up.



##### 2 Slide the original guides to match the width of the originals.

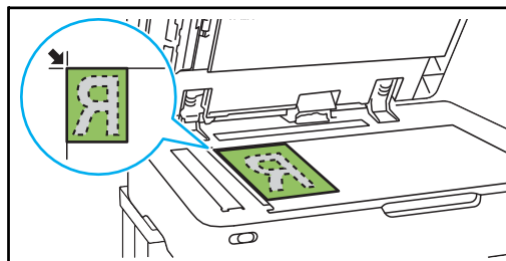


#### On the Platen Glass

##### 1 Open the original cover.

##### 2 Loading Originals

Load the original face down on the glass. Align the corner of the original with the upper-left corner of the glass.



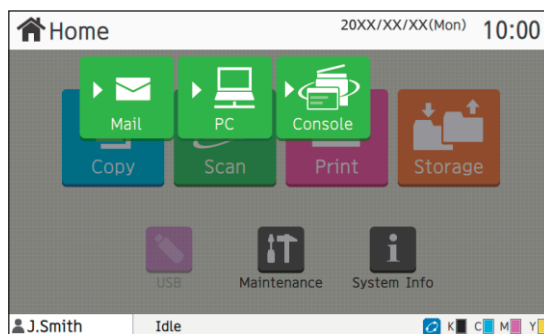
##### 3 Close the original cover.



- Open and close the original cover gently.

#### 2 Touch [Scan] on the [Home] screen.

Select [Mail], [PC], or [Console].



### 3 Select an Address/ Destination.

If you select [Mail] or [PC], specify the address/  
destination for the scanned data.



- If you select [Console], you do not need to specify the destination. The scanned data is saved to the internal hard disk of this machine.

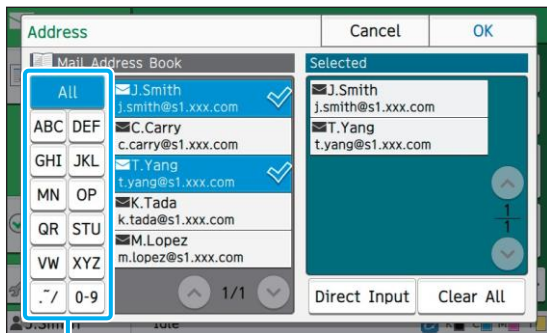
#### ■ When you have selected [Mail]

You can attach the scanned data to e-mail messages  
and send them.

##### 1 Touch [Address].

The [Address] screen is displayed.

##### 2 Select an address from [Mail Address Book].



Index

The selected address appears in [Selected].

- You can touch the index to narrow down the list of addresses registered in the address book.

##### 3 Touch [OK].



- To send to an address that is not displayed in [Mail Address Book], touch [Direct Input] to register a new address.
- To remove an address from [Selected], you can either clear all addresses by touching [Clear All] or select the address to remove and touch [Clear].
- Touch [Sender] to display the [Sender] screen and enter the sender's name.

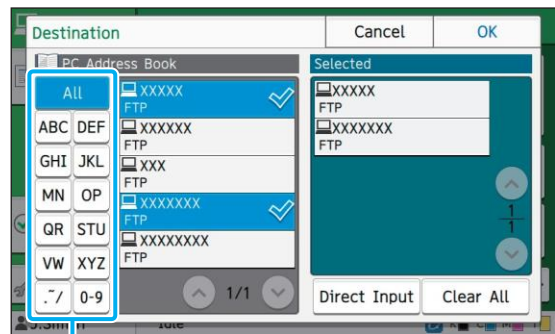
#### ■ When you have selected [PC]

The scanned data is saved on a computer on the  
network.

##### 1 Touch [Destination].

The [Destination] screen is displayed.

##### 2 Select a destination from [PC Address Book].



Index

The selected destination appears in [Selected].

- You can touch the index to narrow down the list of destinations registered in the address book.

##### 3 Touch [OK].



- To save data to a computer not listed in [PC Address Book], contact your administrator.
- Touch [Direct Input] to register a new destination. For more information on the destination server, contact your administrator.

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## ● 4 Change the settings.

Specify the detailed settings for scanning. For more information on the functions that can be configured, see "List of Settings" (p. 2-5).

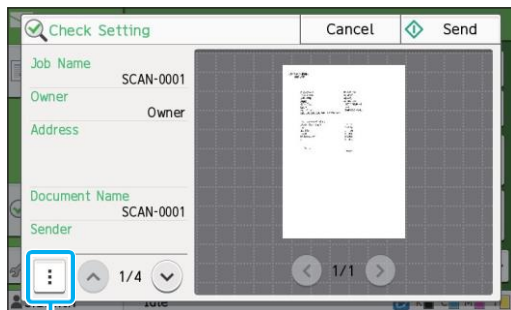
## ● 5 Check the preview display.

### 1 Touch [Check Setting].

The [Check Setting] screen is displayed.

### 2 Touch [Preview].

The scanning of the original starts, and the preview is displayed.



Sub menu

To switch pages, touch [ $\leftarrow$ ] or [ $\rightarrow$ ].

The following settings can be configured from the sub menu.

- Change Address

## ● 6 Touch [Send].

The [Scanning] screen is displayed, and scanning of the original starts. The current status is displayed on the screen.

- After the [Confirm] screen is displayed, touch [Close].  
The original is scanned and saved.

## ■ To cancel scanning

### 1 Press the [Stop] key.

Scanning is stopped and the Scan screen is displayed.



- When you select [Console] to scan data, the scanned data is saved to the internal hard disk of this machine. The saved data can be downloaded to a user's computer using the RISO Console. See "[Scan] Menu Screen" (p. 6-9) in "RISO Console".
- The storage period for the scanned data is configured by the administrator.



- RISO KAGAKU CORPORATION is not responsible for the loss of any data on the machine's internal hard disk that may occur during the use of this machine. For data protection, it is recommended to back up data in advance.