

# Panasonic®



## Operating Instructions (For Scanner and Email) Digital Color Imaging Systems

Model No. **DP-C406 / C306 / C266**

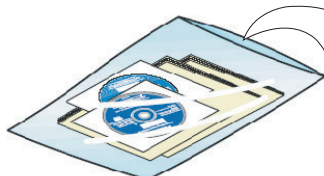


Before operating this machine, please carefully read this manual and keep this documentation in a safe place for future reference.  
(Illustration shows optional accessories that may not be installed on your machine.)

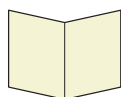
**English**

# Operating Instructions

The following Operating Instruction manuals are included with this machine. Please refer to the appropriate manual and keep all manuals in a safe place for future reference. If you lose the manual, contact the authorized Panasonic dealer.

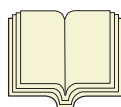


Accessories



## Quick Reference Guide

Describes the basic procedures for each function, and introduces various settings for Copy function.



## Operating Instructions (For Basic)

Describes the overview of this machine. For a detailed explanation of functions, please refer to the Operating Instruction manuals included on two CD-ROMs as illustrated below.



## Operating Instructions CD

Contains manuals with detailed information for Administrator Setup, User Setup, Copy, Facsimile/Internet Fax, Scan/Email, Print functions, Function Parameters, User Authentication, and Maintenance.



## Document Management System CD

Contains the Panasonic Document Management System Application software, and manuals for the Panasonic Document Management System Application software.

## Operating Instructions CD

### Setup Guide For Administrator

Describes how to set up the machine.

### Setup Guide For User

Describes how to install the printer driver and application software to client PC.



### Copy Function

Describes how to make a Color Copy with creative features.



### Facsimile and Internet Fax Function

(The Facsimile function is available when the optional G3 Fax Communication Board is installed.)



Describes how to send/receive a Facsimile/Internet Fax, and describes the course of action to take when a trouble message appears, etc.



### Scan and Email Function

Describes how to scan and how to send Email through the machine.



### Print Function

Describes how to print using the Control Panel of the machine.

### Function Parameters

Describes how to change the default settings of each function using the Control Panel of the machine.

### User Authentication

Describes how to enable and use the User Authentication function.

### Maintenance Guide

Describes how to maintain the machine, and the course of action to take when a problem message appears.

## Document Management System CD

### Application Software



Describes how to use the application software.

**Ex:** Printer Driver, Fax Driver, Quick Image Navigator, Device Monitor/Device Explorer, Network Configuration and Address Book Editor

# Conventions

## Icons

The following icons are used in this manual.

Icon	Description
	Indicates important information that must be read in detail.
	Indicates reference information.

## Notation

The following notations are used in this manual.

Notation	Description
For Keys and Buttons	Hard buttons on the Control Panel are depicted as **** key, and soft buttons on the Touch Panel Display are depicted as “xxx”. <b>Ex:</b> Press the <b>Start</b> key and select “ <b>More Menus</b> ”.

# Table of Contents

## Chapter 1 Getting To Know Your Machine

---

Placing Originals.....	6
How to Place Originals .....	6
Basic Operation Procedure .....	8
Sending an Email .....	10

## Chapter 2 Scan/Email Operations

---

Scan to the SD Memory Card.....	<b>"SD Card"</b>	12
Scan to the USB Flash Memory .....	<b>"USB Memory"</b>	16
Scan to the Internal Hard Disk Drive .....		20
Retrieving Scanned Image from Hard Disk Drive .....		22
Scan to a Computer.....		24
Scan to Email .....	<b>"Email"</b>	26
Searching LDAP Server for Email Address.....	<b>"Global"</b>	29
Adding an Email Address to the Address Book .....	<b>"Add to Local"</b>	31
Sending an Email with Image File Attachment.....	<b>"Attachment"</b>	34
Attaching an Image File from the SD Memory Card .....	<b>"SD Card"</b>	34
Attaching an Image File from the USB Flash Memory .....	<b>"USB Memory"</b>	38
Attaching an Image File from the Internal Hard Disk Drive .....		42
Receiving an Email.....		46
Configuring to Receive Email .....		46
Receiving Email Automatically .....		46
Receiving Email Manually .....	<b>"Get Email"</b>	47

## Chapter 3 Scanner Settings

---

Setting the Scanning Quality .....	<b>"Basic Menu"</b>	48
Quality Adjustment .....		48
Setting Original Type and Scanning Density .....		49
Selecting Original Type .....		49
Adjusting Scanning Density .....		49
Scanning Resolution.....		50
Advanced Color Quality Settings.....	<b>"Adjustment"</b>	52
Compression (Full Color) .....	<b>"Compression (Full Color)"</b>	52
Compression (Grayscale) .....	<b>"Compression (Grayscale)"</b>	54
Compression (Black).....	<b>"Compression (Black)"</b>	54
Background Removal .....	<b>"Background Removal"</b>	55

BleedThrough Prevention.....	<b>"BleedThrough Prevention"</b>	55
Contrast.....	<b>"Contrast"</b>	56
Sharpness .....	<b>"Sharpness"</b>	56
Setting the File Type and/or File Name .....	<b>"File Type and Name"</b>	58
Scanning Special Originals.....		60
Scanning 2-Sided Originals.....	<b>"2-Sided Original"</b>	60
Scanning Special Originals (Thin Paper, etc.) from ADF .....	<b>"Job Build and SADF"</b>	62

## Chapter 4 Adding to the Address Book

---

Adding an Email Address to Address Book.....	64
Editing the Address Book .....	66
Editing an Email Address .....	66
Deleting an Email Address .....	68
Editing Image Box Name .....	70

## Chapter 5 Appendix

---

Specifications.....	72
---------------------	----

# Placing Originals

## How to Place Originals

### ● On the ADF



Face up. Up to 100 sheets (20 lb/Letter)



**Original Guides**  
Adjust the Original Guides to the original's width.

Originals can be set up to the Upper Limit Indicator.



**Upper Guide** **Upper Limit Indicator**

### Acceptable Paper Type

**Original Size:** A3, B4, A4, A4-R, A5, A5-R, FLS (8" x 13", 8.5" x 13"), 5.5" x 8.5" (Invoice), 5.5" x 8.5" (Invoice-R), 8.5" x 11" (Letter), 8.5" x 11" (Letter-R), 8.5" x 14" (Legal), 11" x 17" (Ledger)

**Paper Weight:** 1 sided: 50-105 g/m<sup>2</sup> (14-28 lb)  
2 sided: 64-105 g/m<sup>2</sup> (18-28 lb)

### Notice for ADF

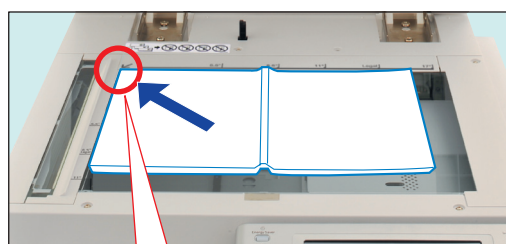
**Do not use the following type / flawed originals.**

- Drawing papers, Transparencies, Labeling paper, Heavy weight papers, Thin Art papers, Film, Thermal papers.
- Papers which are curled, ripped, creased, folded, punched, glued, stapled, or self-adhesive.
- Pressure sensitive or carbon backed papers.
- Paper which is still wet with color ink or white-out.

**A3, B4, A4, A4-R, A5, A5-R, or FLS sized papers can be scanned from the ADF, but the size is not displayed on the Touch Panel Display.**

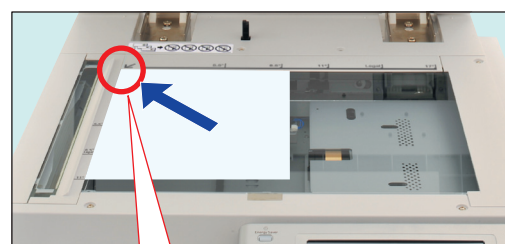
### ● On the Platen Glass

**Ex: Book Original**



Face down.  
Align with top left corner.

**Ex: Sheet Original**



Face down.  
Align with top left corner.

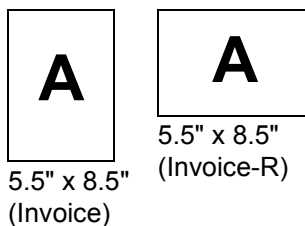
## Notice for Platen Glass

Align the original to the top left corner mark (✓).

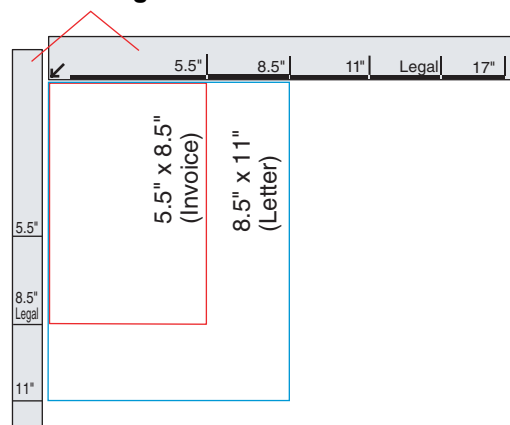
- If the original is not positioned properly, a portion of the original may not be scanned.
- For originals smaller than 5.5" x 8.5" (Invoice) size, position the original within the 5.5" x 8.5" area and select 5.5" x 8.5".

### Original Orientation

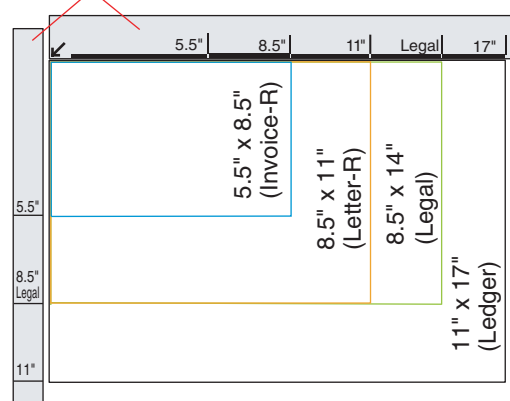
Ex: 5.5" x 8.5"



### For Portrait Orientation Original Guides

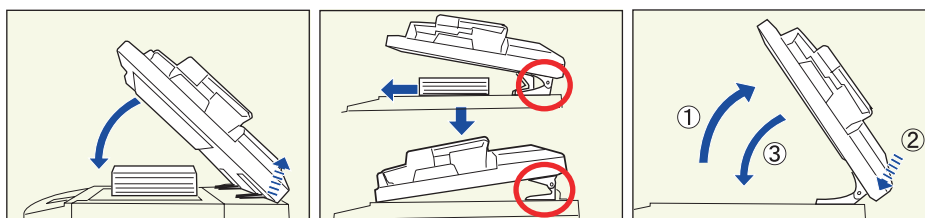


### For Landscape Orientation Original Guides



### Scanning a thick booklet

- After scanning a thick booklet, open the ADF and verify that the ADF Hinge was returned to original position in order to prevent the rear of the ADF from being raised.



## ⚠ CAUTION

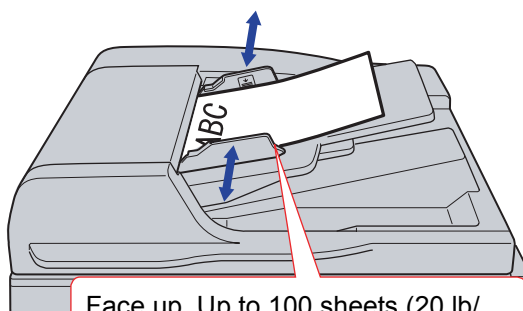
- When scanning with the ADF open, do not look directly at the exposure lamp. Direct eye exposure can cause eye fatigue or eye injury.
- When scanning a thick original, do not use excessive force to press it against the Platen Glass. The Glass may break and cause injuries.



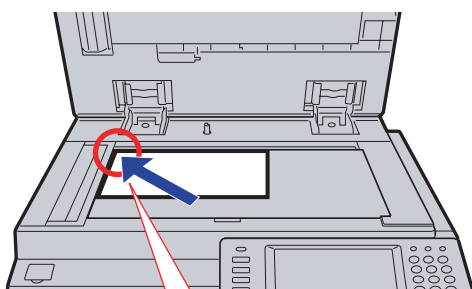
# Basic Operation Procedure

This section describes the workflow of Scan/Email operations. For the detailed description of each setup item involved, refer to the relevant suggested section.

## 1 Place original(s).

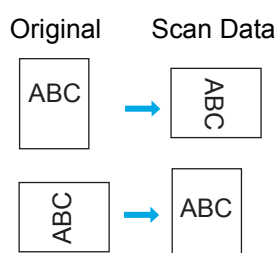


Face up. Up to 100 sheets (20 lb/ Letter)



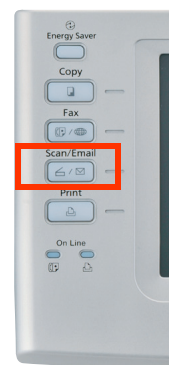
Face down. Align with top left corner. Close the ADF.

- When using the Scan/Email function, the created images are rotated by 90 degrees. Place originals with their top edges aligned with the left side of the scanner to create upright scan data.

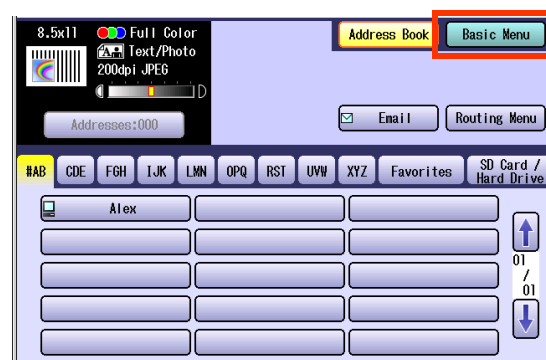


- Refer to **Placing Originals** (see page 6).

## 2 Press the **Scan/Email** key.



## 3 Select “**Basic Menu**”, and then set the desired scanning mode if necessary.



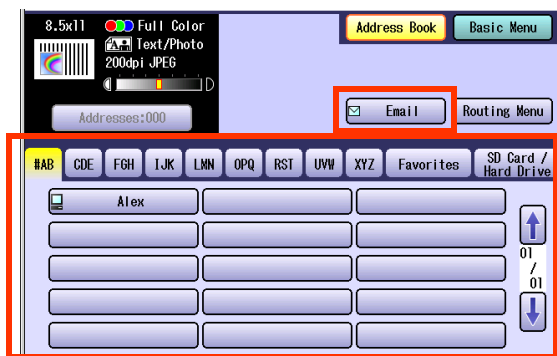
- For more detailed instructions, refer to the **Scanner Settings** (see pages 48 to 63).

### NOTE

- When addresses are selected, the “**Addresses:###**” button turns yellow (###: the number of selected addresses).



## 4 Select the location or destination.



- Scan to SD Memory Card/USB Flash Memory/Internal Hard Disk Drive

<b>SD Memory Card or USB Flash Memory</b>	<p>Select "SD Card / Hard Drive", and then select "SD Card" or "USB Memory".</p> <ul style="list-style-type: none"> <li>● Refer to <b>Scan to the SD Memory Card</b> (see page 12).</li> <li>● Refer to <b>Scan to the USB Flash Memory</b> (see page 16).</li> </ul>
<b>Internal Hard Disk Drive</b>	<p>Select "SD Card / Hard Drive", and then select an Image Box.</p> <ul style="list-style-type: none"> <li>● Refer to <b>Scan to the Internal Hard Disk Drive</b> (see page 20).</li> </ul>

### ATTENTION

- The scanned image(s) cannot be saved to the SD Memory Card or USB Flash Memory if the setting of Function Parameter "**70 SD/USB Memory Function**" (General Settings > Key Operator Mode) is set to "**No**". For more details on this setting, refer to **General Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.
- The scanned image(s) cannot be saved to the internal Hard Disk Drive if the setting of Function Parameter "**02 Scan to HD Function**" (Scanner Settings > Key Operator Mode) is set to "**No**". For more details on this setting, refer to **Scanner Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

- Transfer Scanned Image to:

<b>Scan to a Computer</b>	<p>When a desired destination is selected from the Address Book, a reception notice appears on the destination.</p> <ul style="list-style-type: none"> <li>● Refer to <b>Scan to a Computer</b> (see page 24).</li> </ul>
<b>Scan to Email</b>	<p>Select "<b>Email</b>", and then select the desired destination.</p> <ul style="list-style-type: none"> <li>● Refer to <b>Scan to Email</b> (see page 26).</li> </ul>

## 5 Press the **Start** key.



- When scanning from the Platen Glass, place the next original, and then follow the instructions described on the Touch Panel Display.

The scanned image(s) is transferred to the SD Memory Card, USB Flash Memory, PC, or Email.

### NOTE

- When canceling the operation, press the **Stop** key on the Control Panel, and then follow the instructions described on the Touch Panel Display.



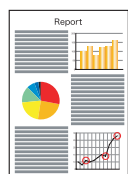
# Sending an Email

There are two ways for sending the scanned data via Email.

- Sending an Email using the Scan/Email function
- Sending an Email using the Internet Fax function

## Scan/Email Function

Color Original



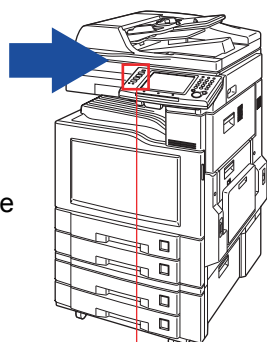
or  
Monochrome Original



or  
Image File



(SD Memory Card, USB Flash Memory, or internal Hard Disk Drive)



Press the **Scan/Email** key.

**Sending an Email using the Scan/Email function**



Select **"Email"**.



**Email**  
Set the file type to attach.  
(See page 58)

- JPEG
- PDF
- Compressed PDF



**Ex: Color Original**



**Email**  
Set the file type to attach.  
(See page 58)

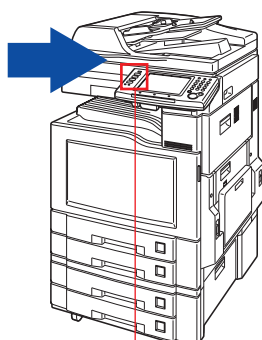
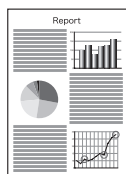
- TIFF
- PDF



**Ex: Monochrome Original**

## Internet Fax Function

Monochrome  
Original



Press the **Fax** key.

**Sending an Email using  
the Internet Fax function**



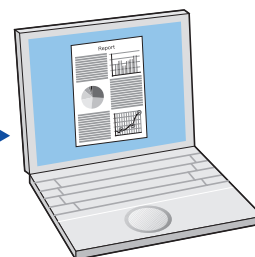
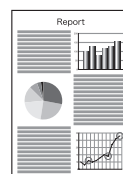
Select **"Email"**.

**Set the file type to attach.**  
(Refer to **Setting a File Type  
and a File Name** in the  
Operating Instructions (For  
Facsimile and Internet Fax)  
of provided CD-ROM.)

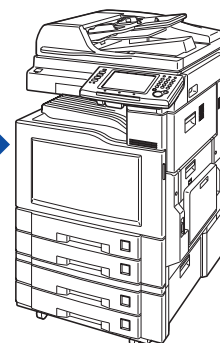
- TIFF



Monochrome



Internet Fax Device

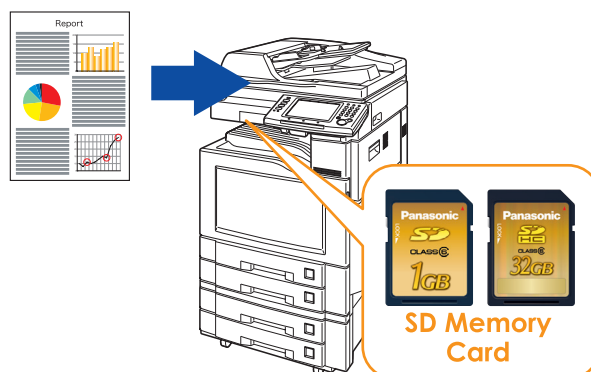


### NOTE

- Each Email function can be set in the **"Fax/Email Settings"**. Refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

# Scan to the SD Memory Card

The scanned image will be directly transferred to the SD Memory Card.



## ATTENTION

- Be sure to use only a genuine SD Memory Card\* (up to 32GB). (Any commercial grade genuine SD / SDHC Memory Card can be used.)
- The scanned image(s) cannot be saved to the SD Memory Card if the setting of Function Parameter “**70 SD/USB Memory Function**” (General Settings > Key Operator Mode) is set to “**No**”. For more details on this setting, refer to **General Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.
- \* SD Memory Card and SDHC Memory Card are referred to as SD Memory Card in this manual.

## NOTE

- SD Logo is a trademark.
- SDHC Logo is a trademark.

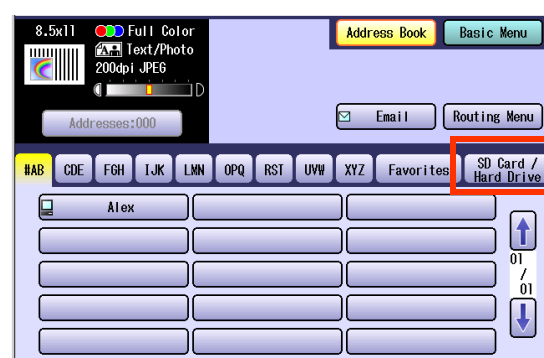
- 1 Place original(s).
  - For details on how to place originals, refer to **Placing Originals** (see page 6) and **Basic Operation Procedure** (see page 8).
- 2 Press the **Scan/Email** key.
- 3 Select “**Basic Menu**” to configure the required settings, and then select “**OK**”.
  - Refer to **Scanner Settings** (see pages 48 to 63).



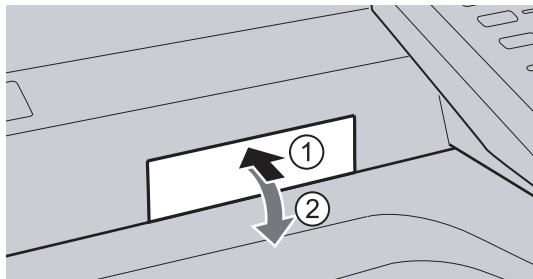
- 4 Select “**Address Book**”.



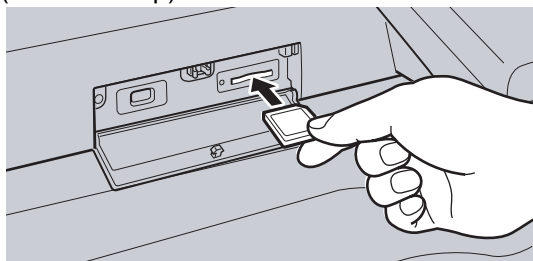
- 5 Select “**SD Card / Hard Drive**”.



- 6** Insert the SD Memory Card.  
Push the Slot Cover to open it.



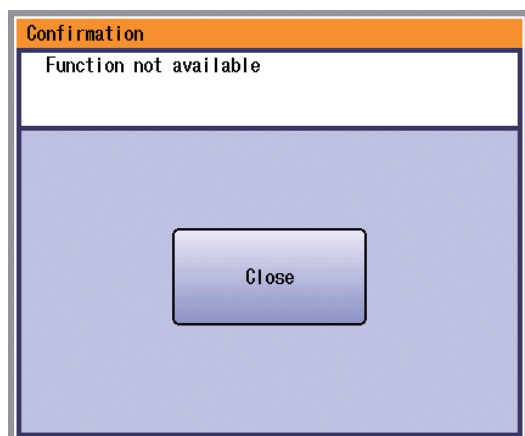
Insert the SD Memory Card as illustrated.  
(Label side up)



- 7** Select “SD Card”.



- Only one storage device can be selected at a time. When the “SD Card” is selected as the storage device, the scanned image cannot be saved to the USB Flash Memory and Hard Disk Drive at the same time.
- If the setting of Function Parameter “**70 SD/USB Memory Function**” (General Settings > Key Operator Mode) is set to “No”, the Confirmation screen displays the “Function not available” error message and beeps.



- If you do not touch any key for 3 seconds, or select “Close” on the Touch Panel Display, the machine will display the previous screen.

For more details, refer to **General Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

- 8** Press the **Start** key.

- When scanning from the Platen Glass, place the next original and follow the instructions described on the Touch Panel Display.

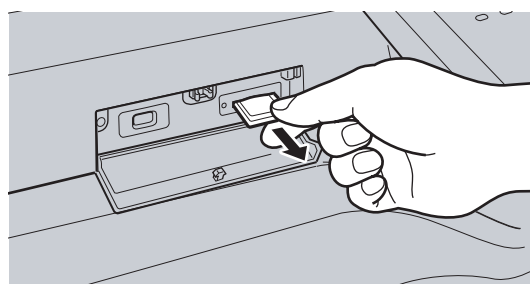
- The scanned image is saved in the following directory of the SD Memory Card.

Directory: \PRIVATE\MEIGROUP\PCC\DI\IMAGE

- The data saved on the SD Memory Card can be printed by this machine or another DP-C322\*, DP-C262\*, DP-C354\*, DP-C264\*, DP-C323\*, DP-C263\*, DP-C213\*, DP-C405, DP-C305, DP-C265, DP-C406, DP-C306, and DP-C266. When printing PDF or high-compression PDF data, install and set up the Memory Card Print Utility. For details, refer to the Help section of the Memory Card Print Utility on the Document Management System CD-ROM.

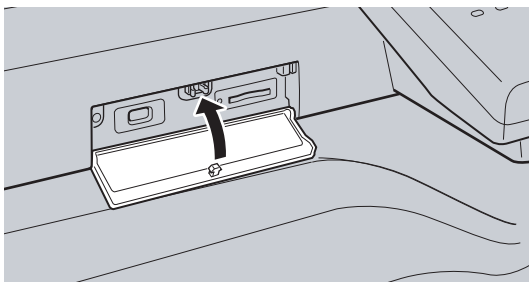
\* Requires optional Printer Controller Module for printing PDF data.

- 9** Push the SD Memory Card, and then remove it.



- Do not remove the SD Memory Card while the Access Indicator is flashing.

## 10 Close the Slot Cover.



- When re-inserting the SD Memory Card into the slot, pull it out completely once, and then insert the card again.

### NOTE

- When canceling the operation, press the **Stop** key on the Control Panel, and then select “Yes” on the Touch Panel Display.

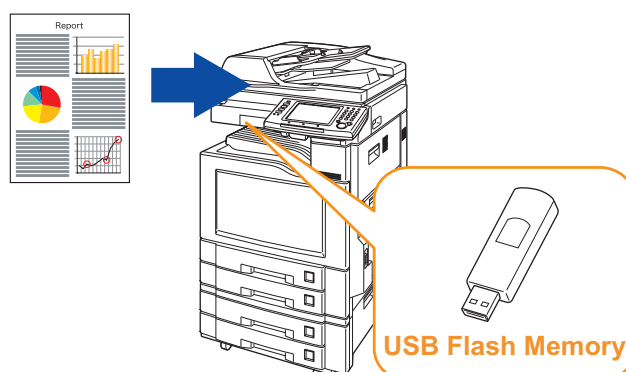


**Memo**



# Scan to the USB Flash Memory

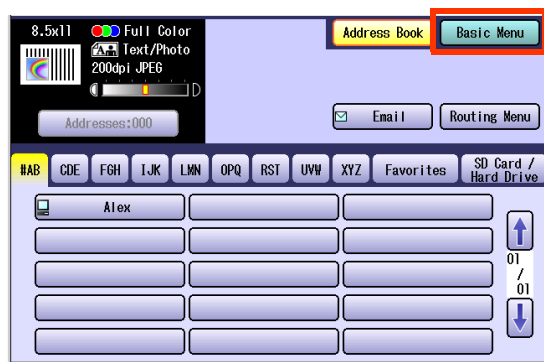
The scanned image will be directly transferred to the USB Flash Memory.



## ATTENTION

- Be sure to use only a USB Flash Memory that supports Mass Storage Class (FAT16 or FAT32 format).
- The USB Flash Memory with security function cannot be used.
- We cannot guarantee compatibility with all USB Flash Memories. For details, contact the authorized Panasonic dealer.
- The scanned image(s) cannot be saved to the USB Flash Memory if the setting of Function Parameter “**70 SD/USB Memory Function**” (General Settings > Key Operator Mode) is set to “**No**”. For more details on this setting, refer to **General Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

- 1 Place original(s).
  - For details on how to place originals, refer to **Placing Originals** (see page 6) and **Basic Operation Procedure** (see page 8).
- 2 Press the **Scan/Email** key.
- 3 Select “**Basic Menu**” to configure the required settings, and then select “**OK**”.
  - Refer to **Scanner Settings** (see pages 48 to 63).



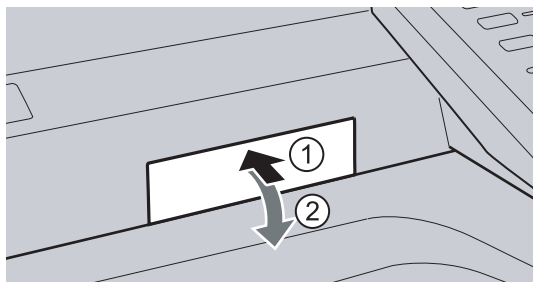
- 4 Select “**Address Book**”.



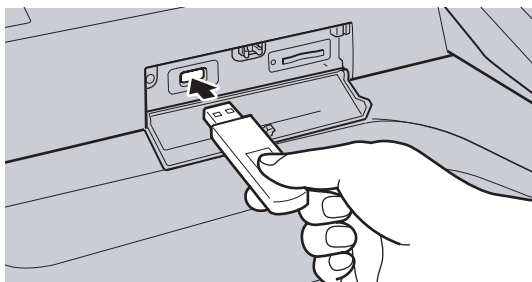
- 5 Select “**SD Card / Hard Drive**”.



- 6** Connect the USB Flash Memory.  
Push the Slot Cover to open it.



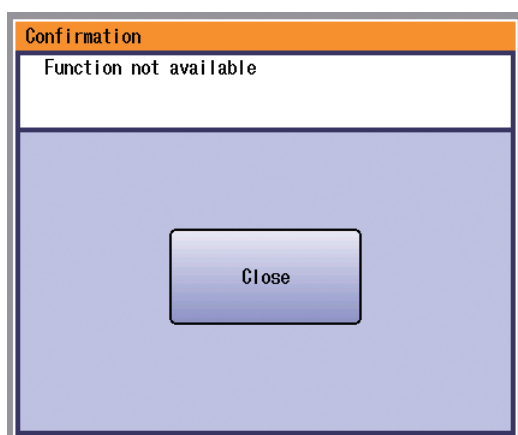
Plug the USB Flash Memory into the USB Memory port as illustrated.



- 7** Select “USB Memory”.



- Only one storage device can be selected at a time. When the “USB Memory” is selected as the storage device, the scanned image cannot be saved to the SD Memory Card and Hard Disk Drive at the same time.
- If the setting of Function Parameter “**70 SD/USB Memory Function**” (General Settings > Key Operator Mode) is set to “No”, the Confirmation screen displays the “Function not available” error message and beeps.



- If you do not touch any key for 3 seconds, or select “Close” on the Touch Panel Display, the machine will display the previous screen.

For more details, refer to **General Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

- 8** Press the **Start** key.

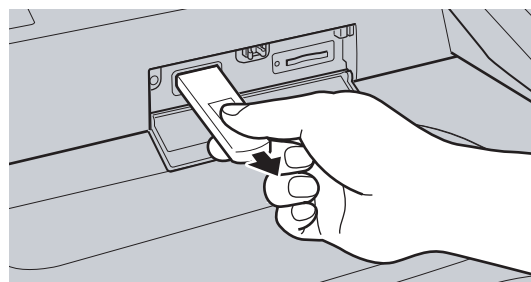
- When scanning from the Platen Glass, place the next original and follow the instructions described on the Touch Panel Display.

- The scanned image is saved in the following directory of USB Flash Memory.

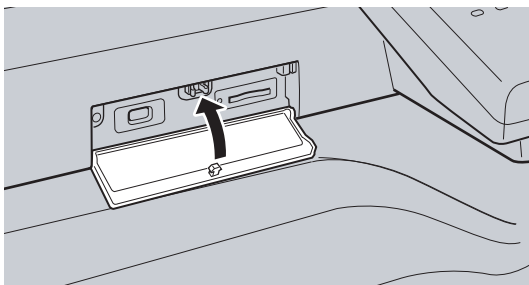
Directory: \PRIVATE\MEIGROUP\PCC\DI\IMAGE

- When printing PDF or high-compression PDF data, install and set up the Memory Card Print Utility. For details, refer to the Help section of the Memory Card Print Utility on the Document Management System CD-ROM.

- 9** Remove the USB Flash Memory.



- Do not remove the USB Flash Memory while the Access Indicator is flashing.

**10** Close the Slot Cover.**NOTE**

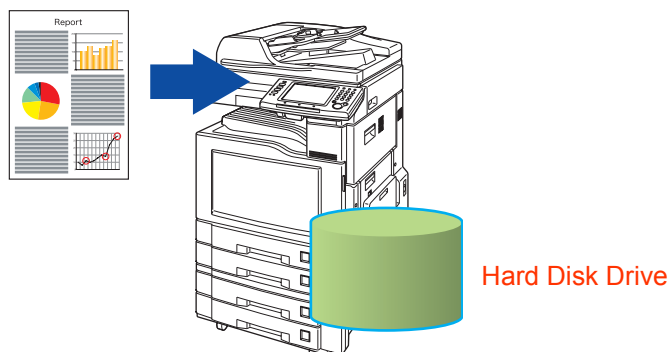
- When canceling the operation, press the **Stop** key on the Control Panel, and then select “**Yes**” on the Touch Panel Display.



**Memo**

# Scan to the Internal Hard Disk Drive

The scanned image can be saved to the internal Hard Disk Drive, and the saved data can be retrieved using a computer via a network.



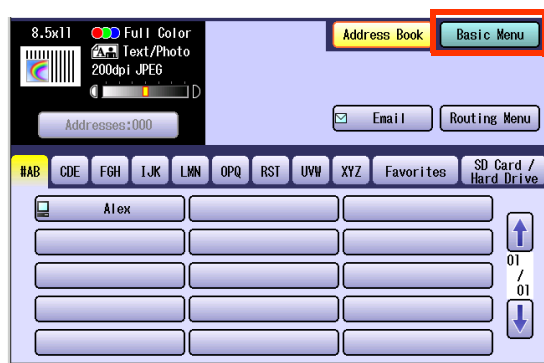
## NOTE

- The Hard Disk Drive is enabled with 12 image boxes. For instructions on how to change the image box name, refer to **Editing Image Box Name** (see page 70).
- All data saved on the Hard Disk Drive can be deleted with the scanner function. For more details, refer to **Scanner Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.
- When the image data is stored in the Hard Disk Drive, the Scan/Email memory indication does not go below 1%.

## ATTENTION

- The scanned image(s) cannot be saved to the internal Hard Disk Drive if the setting of Function Parameter “02 Scan to HD Function” (Scanner Settings > Key Operator Mode) is set to “No”. For more details on this setting, refer to **Scanner Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

- 1 Place original(s).
  - For details on how to place originals, refer to **Placing Originals** (see page 6) and **Basic Operation Procedure** (see page 8).
- 2 Press the **Scan/Email** key.
- 3 Select “**Basic Menu**” to configure the required settings, and then select “**OK**”.
  - Refer to **Scanner Settings** (see pages 48 to 63).



- 4 Select “**Address Book**”.



- 5 Select “**SD Card / Hard Drive**”.



## 6 Select an Image Box in the Hard Drive.



- Only one Image Box can be selected at a time.
- When the Hard Disk Drive is selected as the storage destination, the scanned image cannot be saved to the SD Memory Card and USB Flash Memory at the same time.
- If the setting of Function Parameter “**02 Scan to HD Function**” (Scanner Settings > Key Operator Mode) is set to “**No**”, the Confirmation screen displays the “Function not available” error message and beeps.



- If you do not touch any key for 3 seconds, or select “**Close**” on the Touch Panel Display, the machine will display the previous screen.
- For more details, refer to **General Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

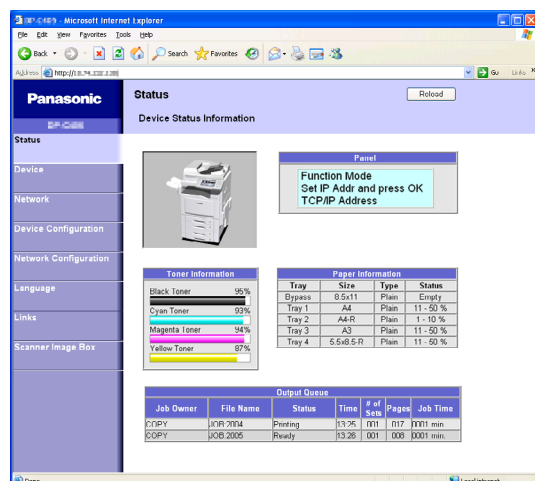
## 7 Press the **Start** key.

When the document scanning completes, the scanned data is saved on the Hard Disk Drive.

- When scanned image transfer fails, a transfer error message is displayed.
- For instructions on how to download the saved data, refer to **Retrieving Scanned Image from Hard Disk Drive** (see page 22).

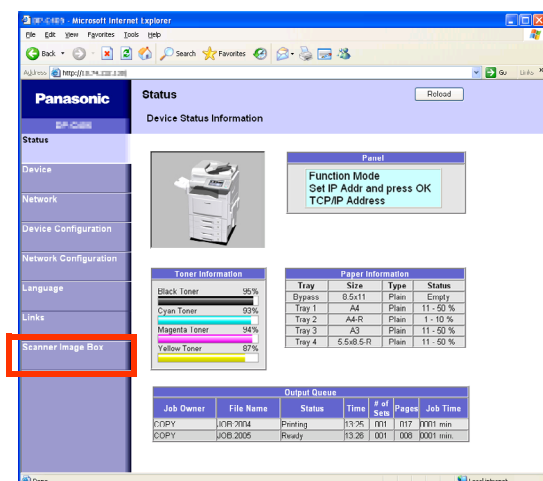
## Retrieving Scanned Image from Hard Disk Drive

- 1 Start a Web browser, such as Internet Explorer®, on your computer.
- 2 Enter the IP Address that has been set on this machine.
  - The machine status will be displayed on the Web browser.

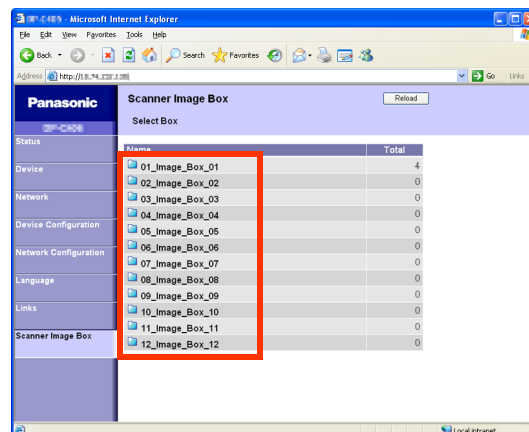


- 3 Select an Image Box from the Scanner Image Box list, and then download the image data from the Image Box onto the computer.

Click **"Scanner Image Box"**.

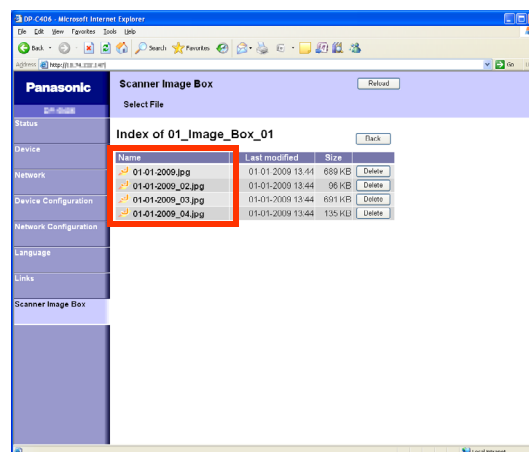


Select an Image Box where image data is saved.



Select a file where image data is saved.

- Open it with a left-click, and save it with a right-click of your PC mouse.

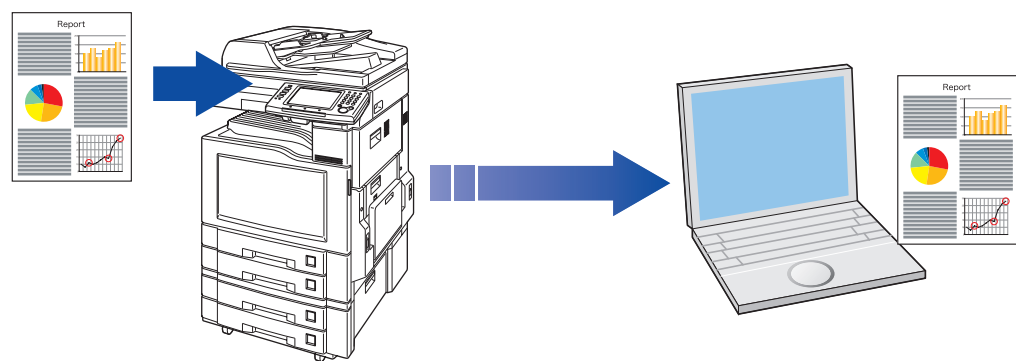




**Memo**

# Scan to a Computer

The scanned image will be transferred to the desired computer.



**NOTE**

- Before transferring the scanned image to your PC, it is necessary first to install the Panasonic Document Management System software, and then set up the scanner configuration on your PC. Refer to the Operating Instructions (For User Setup) of provided CD-ROM.
- Computers (with the following settings) on the network are automatically displayed in the Address Book. (They are not displayed in “**Favorites**” on the Search tab.)
  - The scanner settings are made with the Panasonic Communications Utility.
  - The Panasonic Communications Utility has been activated.  
(The Panasonic Communications Utility is automatically activated when Windows® starts.)
- The Panasonic Communications Utility can display up to 120 computers in the Address Book.
- The computer is automatically deleted from the Address Book under the following cases:
  - When the computer is logged off from the network
  - When the Panasonic Communications Utility is terminated

**1** Place original(s).

- For details on how to place originals, refer to **Placing Originals** (see page 6) and **Basic Operation Procedure** (see page 8).

**2** Press the **Scan/Email** key.

**3** Select “**Basic Menu**” to configure the required settings, and then select “**OK**”.

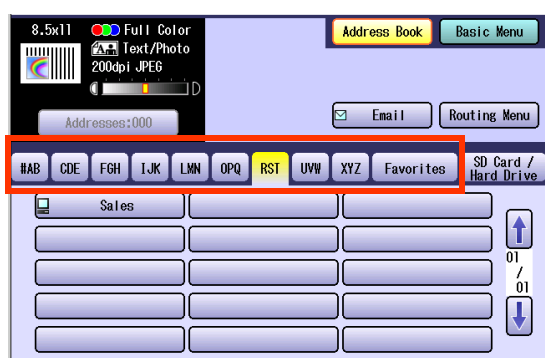
- Refer to **Scanner Settings** (see pages 48 to 63).



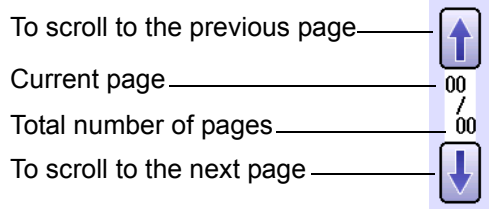
## 4 Select "Address Book".



## 5 Select an alphabet tab.



### ☐ Scrolling Pages



## 6 Select a computer.



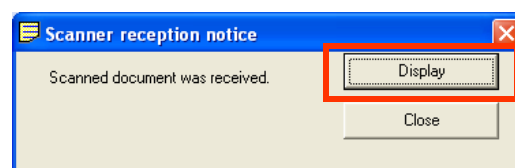
- Only one computer can be selected at a time.

## 7 Press the **Start** key.

When the scanned image is transferred to the PC, the Scanner reception notice appears on the destination PC's display.

- When scanning from the Platen Glass, place the next original, and then follow the instructions described on the Touch Panel Display.
- When scanned image transfer fails, a transfer error message is displayed.

## 8 Click "Display".



The Quick Image Navigator software starts.

- For more details, refer to the Operating Instructions (Quick Image Navigator) of provided CD-ROM.

# Scan to Email

The scanned image can be emailed to network connected computers.

**ATTENTION**

- JPEG (jpg) file is not available for multiple pages.
- JPEG (jpg) file is only available in the Color/Gray scale mode.
- TIFF file is only available in the Monochrome mode.

When sending a multi-page color document:

**<To a Single Address>**

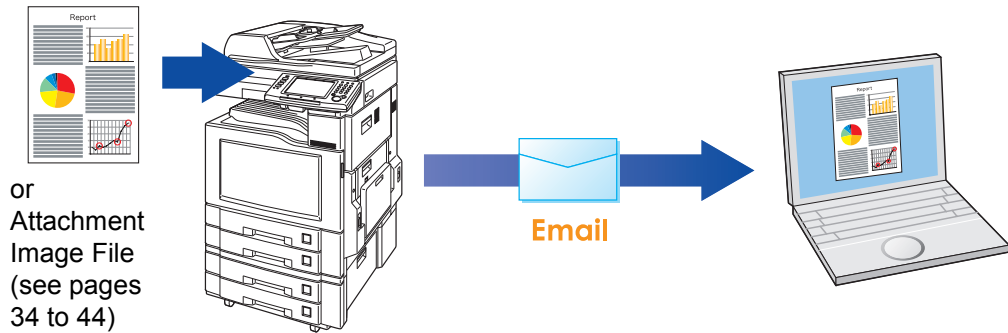
- When attaching a multi-page color document in JPEG/PDF (except Compressed PDF) file, the machine sends an individual Email for each scanned page. If you scan more than one page, the same number of Emails will be sent.
- To send a multi-page document as a single Email attachment, change the Fax Parameter “**183 Color Attachment**” to “**Multi**”.  
For more details, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

**<To Multiple Addresses>**

- By default, the machine will send an Email with a multi-page (PDF) file or multi-files (JPEG) color document.

**NOTE**

- A multi-page color scanned JPEG/PDF document tends to become very large in size. If the attachment exceeds the maximum allowed data size for your network environment, send each page at a time.



- 1** Place original(s).  
  - For details on how to place originals, refer to **Placing Originals** (see page 6) and **Basic Operation Procedure** (see page 8).
- 2** Press the **Scan/Email** key.

- 3** Select “**Email**”.

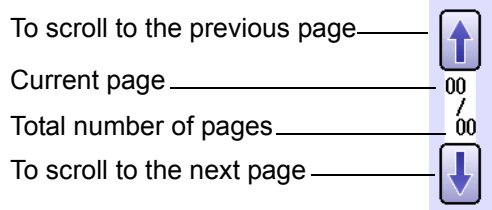


#### 4 Select an alphabet tab.

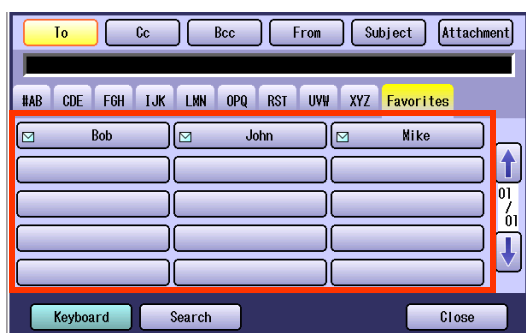


- The Address Book is available only when destinations are registered (see page 64).
- When entering an Email address manually, select **Keyboard**, and then enter an address. Refer to **Adding an Email Address to the Address Book** (see page 31).
- When searching for address(es) via LDAP server, refer to **Searching LDAP Server for Email Address** (see page 29).

#### □ Scrolling Pages



#### 5 Select an Email address.



#### 6 Select "Cc", "Bcc", or "From", and follow the same procedures as in steps 4 and 5 if necessary.

#### NOTE

- If the Function Parameter **"145 Sender Selection"** (Fax/Email Settings > Fax Parameters) is set to **"Valid"**, you can preset up to 25 sender names. You can select from the sender list when sending an Email. However, if you select **"From"** on the Email screen, the sender list will not be displayed. For more details on this setting, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

#### 7 Enter the subject if necessary.

#### NOTE

- If the Function Parameter **"32 Default Subject"** (Fax/Email Settings > User Parameters) has been set, the information is added to the subject line for all outgoing Emails without having to input it manually. For programming instructions, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

Select **"Subject"**.



Enter a subject, and then select **"OK"**.



- Up to 40 characters can be entered.
- For instructions on how to enter characters, refer to **Using the Keyboard** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

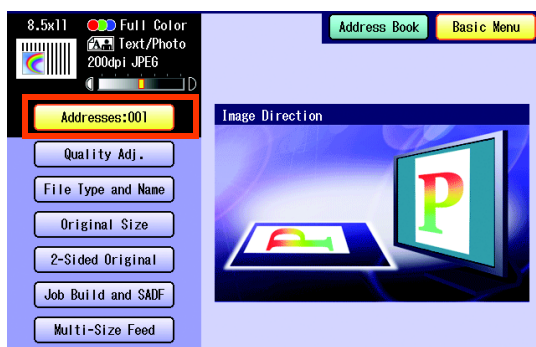
## 8 Select “Close”.



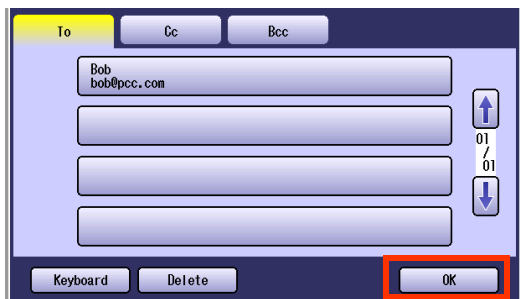
## 9 Confirm the selected or inputted Email address.

Select “Addresses:###”.

(###: Number of selected Email addresses)

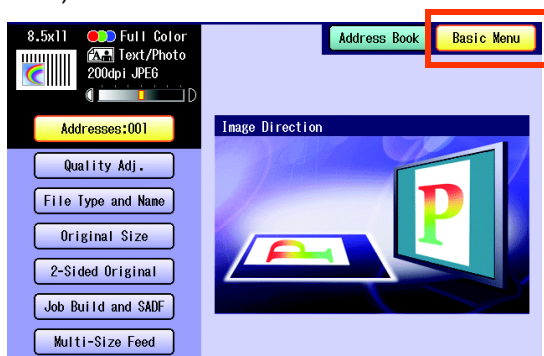


Select “OK”.



## 10 Select “Basic Menu” to configure the required settings, and then select “OK”.

- Refer to **Scanner Settings** (see pages 48 to 63).



## 11 Press the **Start** key.

The scanned image(s) is transferred as Email.

- When scanned image transfer fails, a transfer error message is printed out.

## Searching LDAP Server for Email Address

You can search the LDAP server for Email addresses by computer names beginning with the specified character.

### NOTE

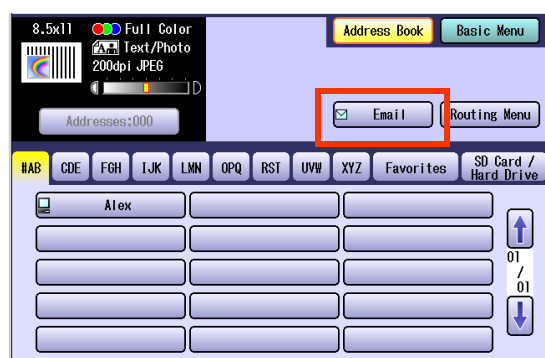
- This function is available where the LDAP server is configured.  
For the setting of LDAP server, refer to Operating Instructions (For Function Parameters) of provided CD-ROM.

### 1 Place original(s).

- For details on how to place originals, refer to **Placing Originals** (see page 6) and **Basic Operation Procedure** (see page 8).

### 2 Press the **Scan/Email** key.

### 3 Select **"Email"**.



### 4 Select **"Search"**.



### 5 Enter the first few characters of the computer name.



### 6 Select **"Global"**.



### 7 Select **"Search"**.

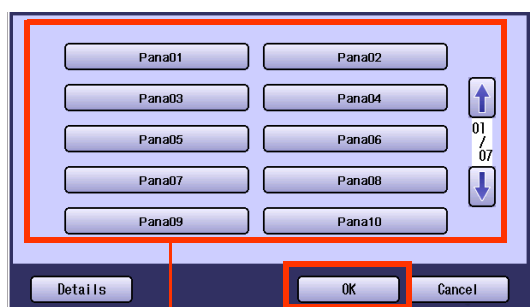


- Select **"Local"** to cancel the search for computers, and exit to the previous screen.
- Select the desired computer, and select **"Add to Local"** to add it to the Address Book. Refer to **Adding an Email Address to the Address Book** (see page 31).
- For instructions on how to enter characters, refer to **Using the Keyboard** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

The result of the Email address search is displayed.



- 8** Select a computer, and then select “OK”.



- Only one station can be selected at a time.

- 9** Select “OK”.



- 10** Select “Cc”, “Bcc”, or “From”, and then perform steps 4 to 9.

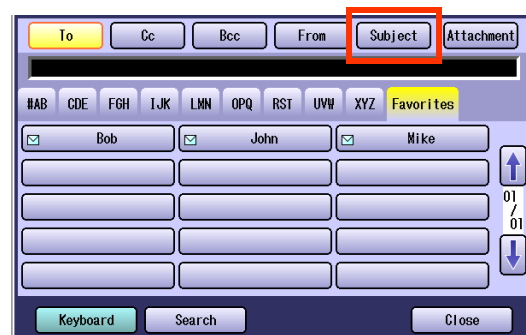
- If the Function Parameter “**145 Sender Selection**” (Fax/Email Settings > Fax Parameters) is set to “Valid”, you can preset up to 25 sender names. You can select from the sender list when sending an Email. However, if you select “From” on the Email screen, the sender list will not be displayed. For more details on this setting, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.



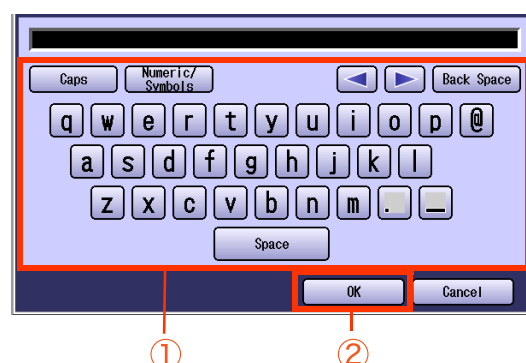
- 11** Enter the subject if necessary.

- If the Function Parameter “**32 Default Subject**” (Fax/Email Settings > User Parameters) has been set, the information is added to the subject line for all outgoing Emails without having to input it manually. For programming instructions, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

Select “Subject”.



Enter a subject, and then select “OK”.



- Up to 40 characters can be entered.
- For instructions on how to enter characters, refer to **Using the Keyboard** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

- 12** Select “Close”.



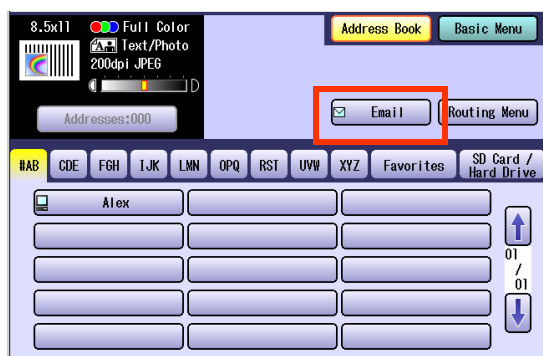
- For the following steps, refer to steps 9 to 11 in **Scan to Email** (see page 28).

## Adding an Email Address to the Address Book

Email addresses that have been entered from the Scan/Email basic screen can be added to the Address Book.

**1** Press the **Scan/Email** key.

**2** Select **"Email"**.



**3** Select **"Keyboard"**.



**4** Enter an Email address.

Ex: pcc@panasonic.com



- Up to 60 characters can be entered.
- For instructions on how to enter characters, refer to **Using the Keyboard** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

**5** Select **"Add to Local"**.



**6** Select **"Edit"**.



**7** Enter the Station Name, and then select **"OK"**.



- Up to 15 characters can be entered.
- For instructions on how to enter characters, refer to **Using the Keyboard** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

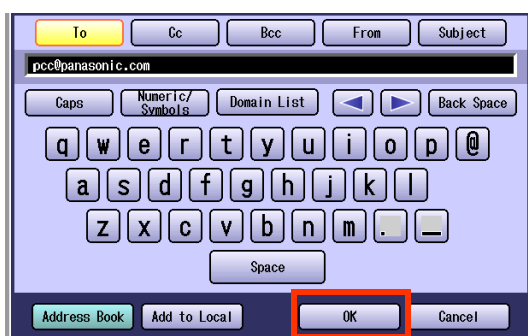
**8** Enter a Key Name, and then select **"OK"**.

- 9 Select “OK” to register the Email address as a station.



Dialog box titled "Email Address / Telephone Number". It contains three input fields: "Email Address / Telephone Number" (pcc@panasonic.com), "Station Name" (pcc2), and "Key Name" (pcc2). At the bottom are buttons for "Edit", "OK" (highlighted with a red rectangle), and "Cancel".

- 10 Select “OK”.



Dialog box titled "To". It contains a text field with "pcc@panasonic.com". Below the field are buttons for "Caps", "Numeric/Symbols", "Domain List", "Back Space", and a grid of letters and symbols. At the bottom are buttons for "Address Book", "Add to Local", "OK" (highlighted with a red rectangle), and "Cancel".

- For the following steps, refer to steps 6 to 11 in **Scan to Email** (see pages 27 to 28).

**Memo**

# Sending an Email with Image File Attachment

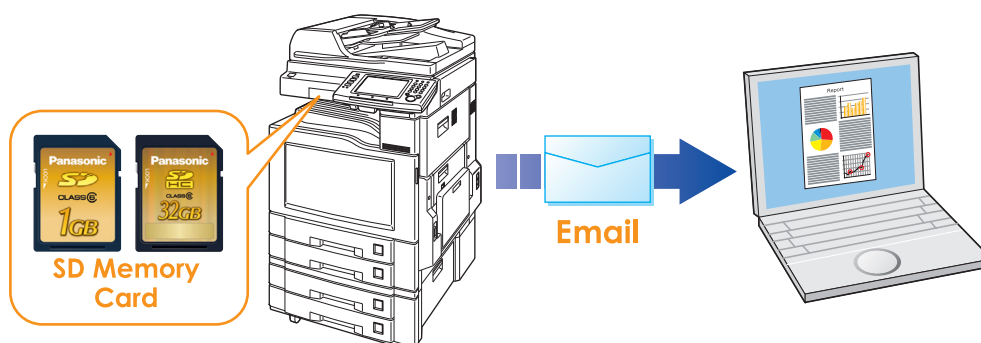
The image data saved on the SD Memory Card, the USB Flash Memory, or the internal Hard Disk Drive can be emailed to network connected computers.

## NOTE

- Original cannot be scanned in this operation. The image data that has already been saved on the storage device can be attached.
- Only one storage device can be selected. The image file on the different storage device cannot be attached to an Email at a time.
- A multi-page color scanned JPEG/PDF document tends to become very large in size. If the attachment exceeds the maximum allowed data size for your network environment, send each page at a time.

## Attaching an Image File from the SD Memory Card

The image data saved on the SD Memory Card can be emailed to network connected computers.



## ATTENTION

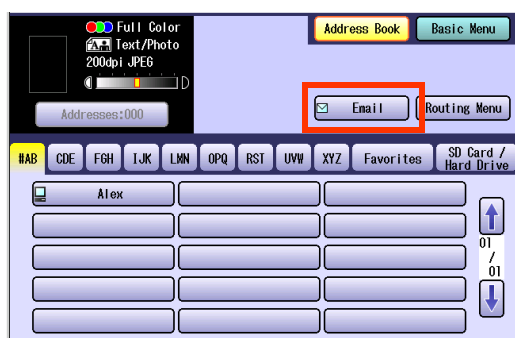
- Be sure to use only a genuine SD Memory Card. (Any commercial grade genuine SD / SDHC Memory Card can be used.)
- The image data saved on the SD Memory Card cannot be emailed if the setting of Function Parameter “**70 SD/USB Memory Function**” (General Settings > Key Operator Mode) is set to “**No**”. For more details on this setting, refer to **General Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

## NOTE

- SD Logo is a trademark.
- SDHC Logo is a trademark.

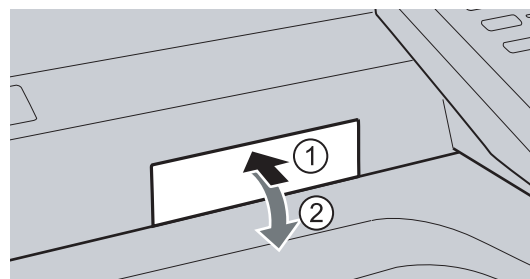
**1** Press the **Scan/Email** key.

**2** Select “**Email**”.

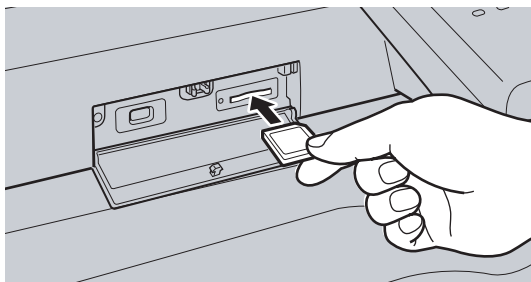


**3** Insert the SD Memory Card.

Push the Slot Cover to open it.



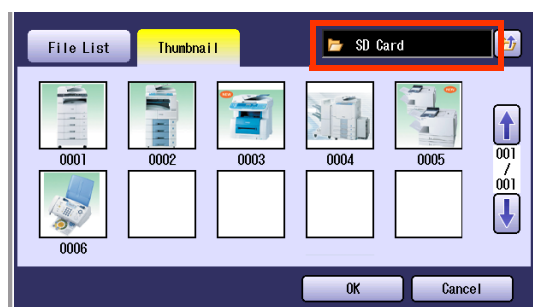
Insert the SD Memory Card as illustrated.  
(Label side up)



#### 4 Select "Attachment".

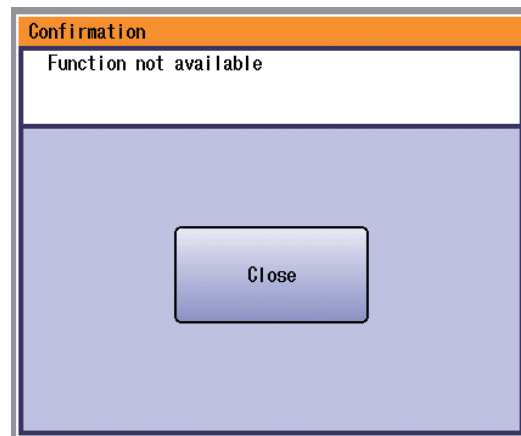


#### 5 Select "SD Card".



- Only one storage device can be selected at a time.  
If there are no photos on the SD Memory Card, a file list is displayed instead of the Thumbnail image(s).  
When "File List" is selected, select folder and image on the SD Memory Card, and then select "Start".
- The default directory can be set to display either "DCIM" (a folder for digital camera images) or "Scan Img" by changing the setting of the Function Parameter "30 SD/USB Memory Def. Dir." (Scanner Settings > General User Mode).  
For more details on this setting, refer to **Scanner Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.
- The default display type can be set to either "Thumbnail" or "File List" by changing the setting of the Function Parameter "31 SD/USB Mem. Disp. Type" (Scanner Settings > General User Mode).  
For more details on this setting, refer to **Scanner Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

- If the setting of Function Parameter "70 SD/USB Memory Function" (General Settings > Key Operator Mode) is set to "No", the Confirmation screen displays the "Function not available" error message and beeps.



- If you do not touch any key for 3 seconds, or select "Close" on the Touch Panel Display, the machine will display the previous screen. For more details, refer to **General Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

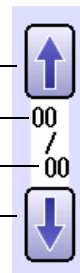
#### □ Scrolling Pages

To scroll to the previous page ——— ↑

Current page ——— 00 / 00

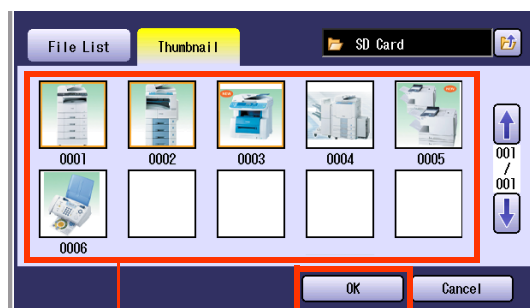
Total number of pages ——— 00

To scroll to the next page ——— ↓



#### 6 Select Thumbnail(s).

Select one or more Thumbnail(s), and then select "OK".



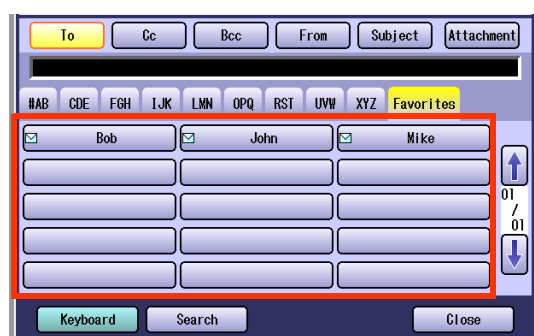
- Only JPEG files are displayed as Thumbnails. Some JPEG file(s) may not be displayed as Thumbnails.
- Up to 80 image files in a folder can be selected at a time.
- Only one folder can be selected at a time.

## 7 Select an alphabet tab.



- When entering an Email address manually, select **"Keyboard"**, and then enter an address. Refer to **Adding an Email Address to the Address Book** (see page 31).
- When searching for address(es) via LDAP server, refer to **Searching LDAP Server for Email Address** (see page 29).

## 8 Select an Email address.



## 9 Select "Cc", "Bcc", or "From", and follow the same procedures as in steps 7 and 8 if necessary.

### NOTE

- If the Function Parameter **"145 Sender Selection"** (Fax/Email Settings > Fax Parameters) is set to **"Valid"**, you can preset up to 25 sender names. You can select from the sender list when sending an Email. However, if you select **"From"** on the Email screen, the sender list will not be displayed. For more details on this setting, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

## 10 Enter the subject if necessary.

### NOTE

- If the Function Parameter **"32 Default Subject"** (Fax/Email Settings > User Parameters) has been set, the information is added to the subject line for all outgoing Emails without having to input it manually. For programming instructions, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

Select **"Subject"**.



Enter a subject, and then select **"OK"**.



①

②

- Up to 40 characters can be entered.
- For instructions on how to enter characters, refer to **Using the Keyboard** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

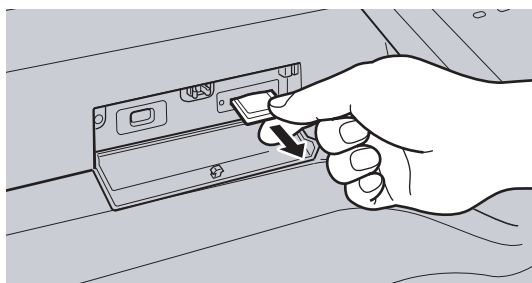
## 11 Select "Close".



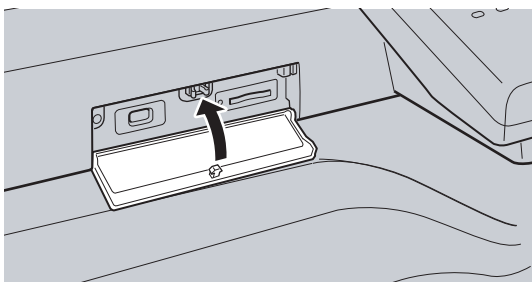


**12** Press the **Start** key.

The Email with image file(s) attached is sent.

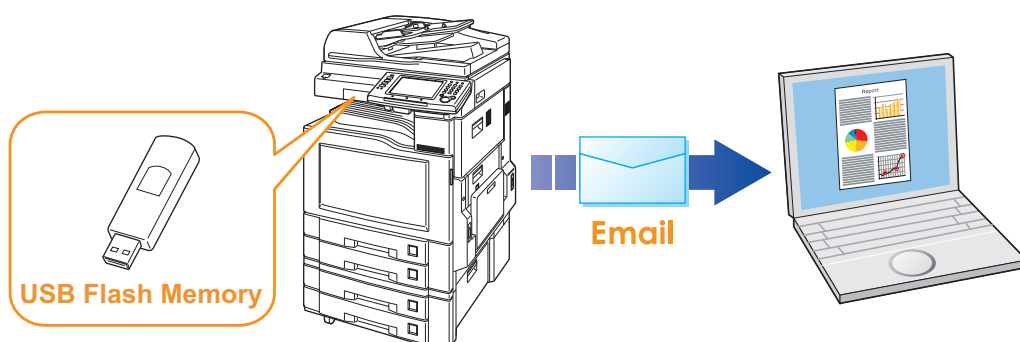
**13** Push the SD Memory Card, and then remove it.

- Do not remove the SD Memory Card while the Access Indicator is flashing.

**14** Close the Slot Cover.

## Attaching an Image File from the USB Flash Memory

The image data saved on the USB Flash Memory can be emailed to network connected computers.

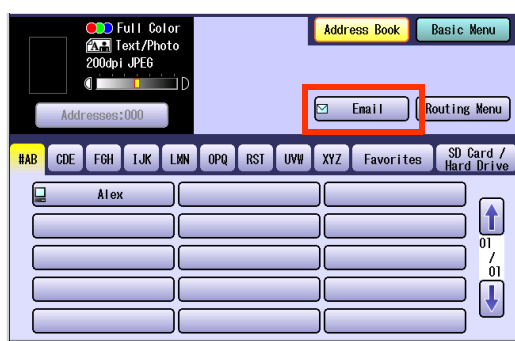


### ATTENTION

- Be sure to use only a USB Flash Memory that supports Mass Storage Class (FAT16 or FAT32 format).
- The USB Flash Memory with security function cannot be used.
- We cannot guarantee compatibility with all USB Flash Memories. For details, contact the authorized Panasonic dealer.
- The image data saved on the USB Flash Memory cannot be emailed if the setting of the Function Parameter **"70 SD/USB Memory Function"** (General Settings > Key Operator Mode) is set to **"No"**. For more details on this setting, refer to **General Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

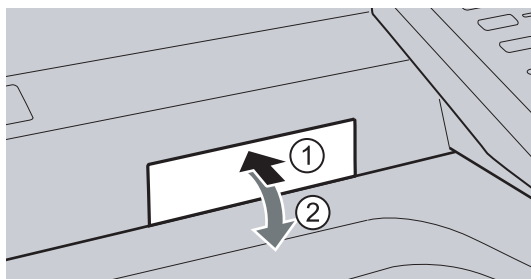
**1** Press the **Scan/Email** key.

**2** Select **"Email"**.

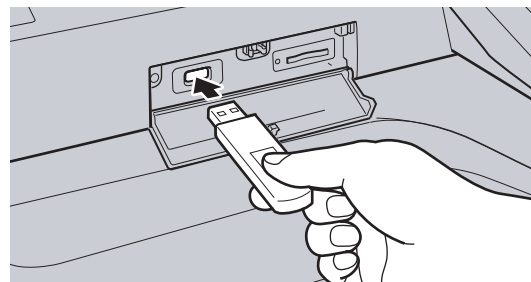


**3** Connect the USB Flash Memory.

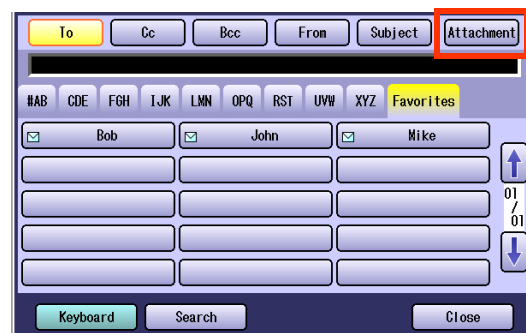
Push the Slot Cover to open it.



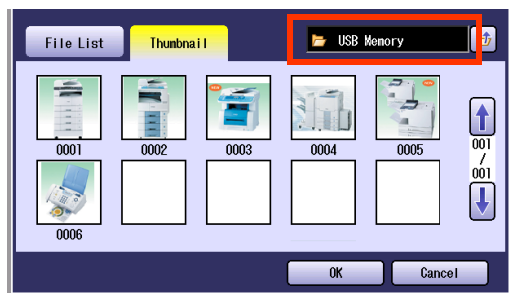
Plug the USB Flash Memory into the USB Memory port as illustrated.



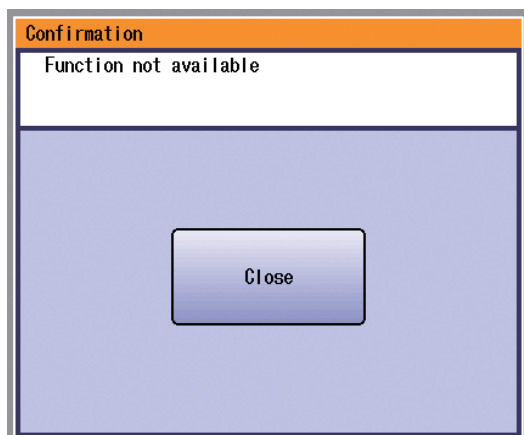
**4** Select **"Attachment"**.



## 5 Select "USB Memory".

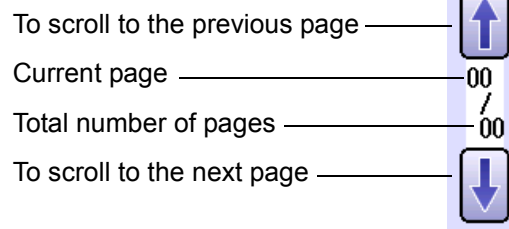


- Only one storage device can be selected at a time.  
If there are no photos on a memory card, a file list is displayed instead of the Thumbnail image(s).  
When "File List" is selected, select folder and image on a memory card, and then select "Start".
- The default directory can be set to display either "DCIM" (a folder for digital camera images) or "Scan Img" by changing the setting of the Function Parameter "30 SD/USB Memory Def. Dir." (Scanner Settings > General User Mode).  
For more details on this setting, refer to **Scanner Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.
- The default display type can be set to display either "Thumbnail" or "File List" by changing the setting of the Function Parameter "31 SD/USB Mem. Disp. Type" (Scanner Settings > General User Mode).  
For more details on this setting, refer to **Scanner Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.
- If the setting of the Function Parameter "70 SD/USB Memory Function" (General Settings > Key Operator Mode) is set to "No", the Confirmation screen displays the "Function not available" error message and beeps.



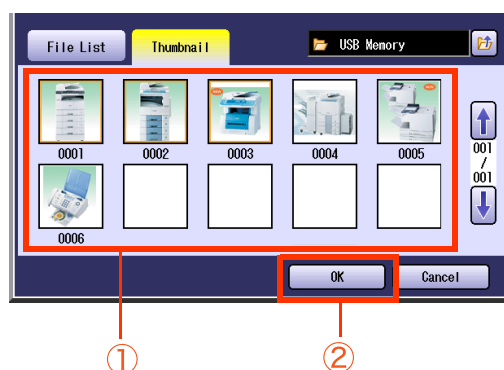
- If you do not touch any key for 3 seconds, or select "Close" on the Touch Panel Display, the machine will display the previous screen. For more details, refer to **General Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

### □ Scrolling Pages



## 6 Select Thumbnail(s).

Select one or more Thumbnail(s), and then select "OK".



- Only JPEG files are displayed as Thumbnails. Some JPEG file(s) may not be displayed as Thumbnails.
- Up to 80 image files in a folder can be selected at a time.
- Only one folder can be selected at a time.

## 7 Select an alphabet tab.



- When entering an Email address manually, select **"Keyboard"**, and then enter an address. Refer to **Adding an Email Address to the Address Book** (see page 31).
- When searching for address(es) via LDAP server, refer to **Searching LDAP Server for Email Address** (see page 29).

## 8 Select an Email address.



## 9 Select "Cc", "Bcc", or "From", and follow the same procedures as in steps 7 and 8 if necessary.

### NOTE

- If the Function Parameter **"145 Sender Selection"** (Fax/Email Settings > Fax Parameters) is set to **"Valid"**, you can preset up to 25 sender names. You can select from the sender list when sending an Email. However, if you select **"From"** on the Email screen, the sender list will not be displayed. For more details on this setting, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

## 10 Enter the subject if necessary.

### NOTE

- If the Function Parameter **"32 Default Subject"** (Fax/Email Settings > User Parameters) has been set, the information is added to the subject line for all outgoing Emails without having to input it manually. For programming instructions, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

Select **"Subject"**.



Enter a subject, and then select **"OK"**.



①

②

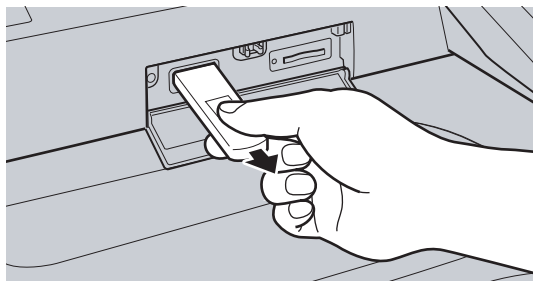
- Up to 40 characters can be entered.
- For instructions on how to enter characters, refer to **Using the Keyboard** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

## 11 Select "Close".

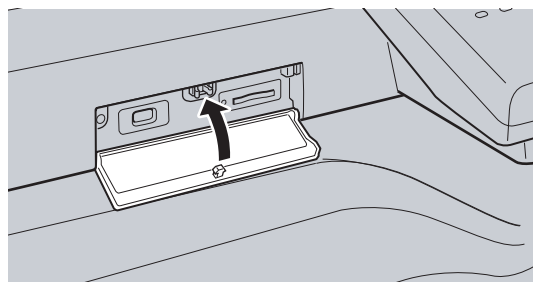


**12** Press the **Start** key.

The Email with image file(s) attached is sent.

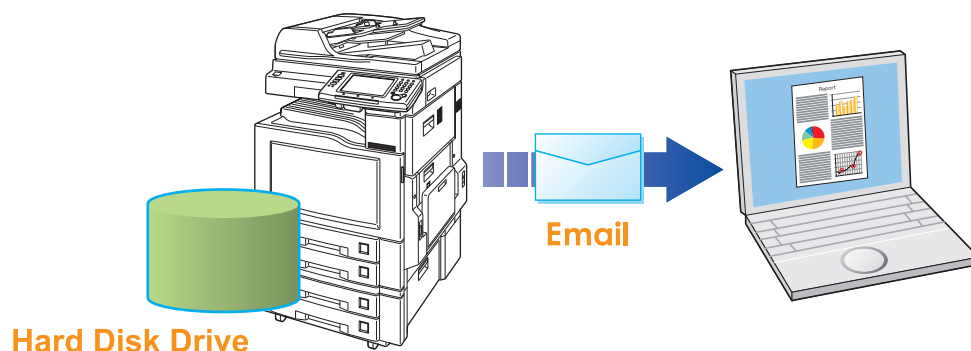
**13** Remove the USB Flash Memory.

- Do not remove the USB Flash Memory while the Access Indicator is flashing.

**14** Close the Slot Cover.

## Attaching an Image File from the Internal Hard Disk Drive

The image data saved on the internal Hard Disk Drive can be emailed to network connected computers.



1 Press the **Scan/Email** key.

2 Select **"Email"**.

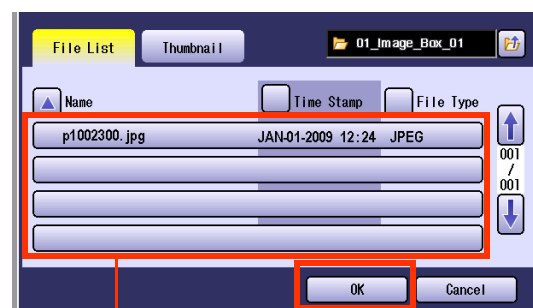


3 Select **"Attachment"**.



4 Select the data folder where the image files are saved, and then select the image file(s).

Select an image file in **"File List"**, and then select **"OK"**.



①

②

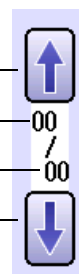
❑ Scrolling Pages

To scroll to the previous page

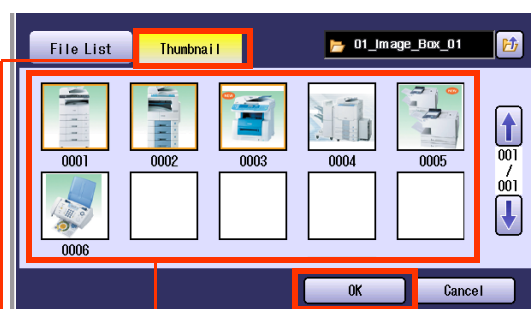
Current page

Total number of pages

To scroll to the next page



To perform another operation, select **"Thumbnail"**, and select one or more image files in Thumbnail, and then select **"OK"**.



①

②

③

- Only JPEG files are displayed as Thumbnails. Some JPEG file(s) may not be displayed as Thumbnails.
- Up to 80 image files in a folder can be selected at a time.
- Only one folder can be selected at a time.

## 5 Select an alphabet tab.



- When entering an Email address manually, select **"Keyboard"**, and then enter an address. Refer to **Adding an Email Address to the Address Book** (see page 31).
- When searching for address(es) via LDAP server, refer to **Searching LDAP Server for Email Address** (see page 29).

## 6 Select an Email address.



## 7 Select "Cc", "Bcc", or "From", and follow the same procedures as in steps 5 and 6 if necessary.

### NOTE

- If the Function Parameter **"145 Sender Selection"** (Fax/Email Settings > Fax Parameters) is set to **"Valid"**, you can preset up to 25 sender names. You can select from the sender list when sending an Email. However, if you select **"From"** on the Email screen, the sender list will not be displayed. For more details on this setting, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

## 8 Enter the subject if necessary.

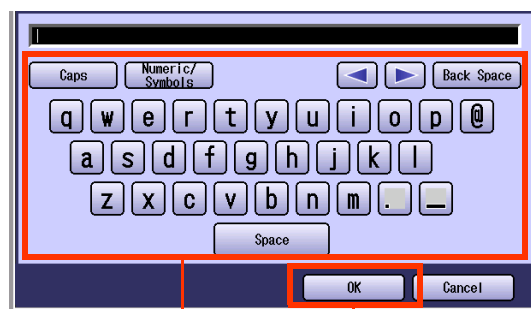
### NOTE

- If the Function Parameter **"32 Default Subject"** (Fax/Email Settings > User Parameters) has been set, the information is added to the subject line for all outgoing Emails without having to input it manually. For programming instructions, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

Select **"Subject"**.



Enter a subject, and then select **"OK"**.



- Up to 40 characters can be entered.
- For instructions on how to enter characters, refer to **Using the Keyboard** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

## 9 Select "Close".



**10** Press the **Start** key.

The Email with image file(s) attached is sent.





**Memo**

## Receiving an Email

If the machine connects to a network as a POP client, it can receive an Email and print the attached file either automatically or manually. The Email reception method from a POP server varies depending on the POP settings programmed in Function Parameters.

### Configuring to Receive Email

Program the following parameters in Function Parameters (Fax/Email Settings > Fax Parameters) to receive Email:

Item Name	Setting
"146 POP Timer"	Set the time interval for checking the Email on POP server. <ul style="list-style-type: none"> <li>• Set an interval between 0 and 60 minutes.</li> <li>• An interval setting of 0 minutes would not retrieve Email automatically.</li> </ul>
"147 Auto POP Receive"	Set whether to retrieve Emails automatically from the POP server. <ul style="list-style-type: none"> <li>• When set to "<b>Valid</b>", Emails on the POP server are retrieved and printed automatically.</li> <li>• When set to "<b>Invalid</b>" with "146 POP Timer" set to a number other than 0, only the number of the incoming Email messages on the POP server appears on the display.</li> </ul>
"148 Del POP Receive Mail"	Set whether to delete the Email from the server after it has been retrieved.
"149 Del POP Error Mail"	Set whether to delete Email from the server when the attached file is in a format that cannot be printed.

#### NOTE

- For instructions on how to configure the POP server, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.
- With POP manual reception preprogrammed on a Program key, POP Email can be retrieved by a user name other than the one preprogrammed in the local station information.

### Receiving Email Automatically

With "147 Auto POP Receive" set to "**Valid**" and POP acquisition interval set between 1 and 60 minutes in Function Parameters (Fax/Email Settings > Fax Parameters), queries are transmitted to the POP server periodically to check for new Emails.

If there is Email on the POP server when a query is transmitted, it is retrieved and the attached file is printed automatically.

## Receiving Email Manually

With “**147 Auto POP Receive**” set to “**Invalid**” in Function Parameters (Fax/Email Settings > Fax Parameters), Email is received manually.

### NOTE

- With POP acquisition interval set between 1 and 60 minutes, queries are transmitted to the POP server periodically to check for new Emails, and the number of the incoming Email messages on the server appears on the display.

**1** Press the **Fax** key.

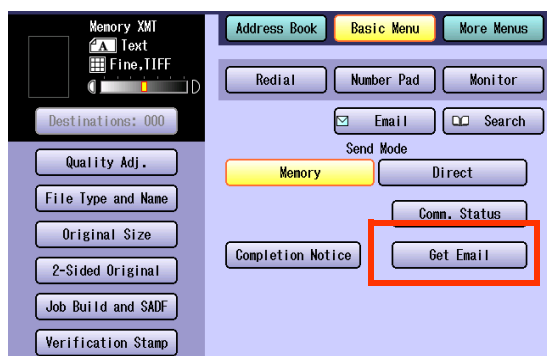
**2** Check for incoming Email(s).



**3** Select “**Basic Menu**”.



**4** Select “**Get Email**”.



The attached file in the retrieved Email is printed.

# Setting the Scanning Quality

Documents, whether in full color or monochrome, are scanned in three-colors.

## NOTE

- The Color mode settings are reset to their factory defaults when:
  - The **Reset** key is pressed.
  - The Auto Reset Time interval has lapsed (default = 1 min).
  - The power is turned OFF.
  - A scan job is completed.

1 Press the **Scan/Email** key.

2 Select **"Basic Menu"**.



3 Set the desired scanning modes.



**Quality Adj.** (see pages 48 to 56)

**File Type and Name** (see page 58)

**Original Size:**

From Platen Glass only.

When the original size is not correctly detected, select **"Original Size"**, and select original size, and then select **"OK"** on the display.

**2-Sided Original** (see page 60)

**Job Build and SADF** (see pages 62 to 63)

**Multi-Size Feed:**

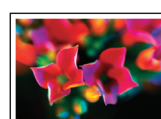
When scanning mixed size originals, select **"Multi-Size Feed"**.

**Ex:** 8.5" x 11" and 11" x 17" size originals

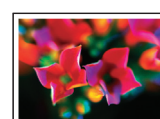
## Quality Adjustment

### Color Setting

Full Color Mode

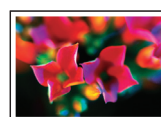


Color Original

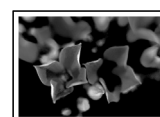


Three-colors  
(Red, Green  
and Blue)

Grayscale Mode

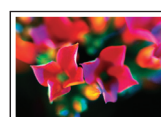


Color Original

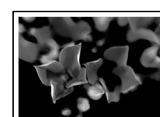


Grayscale  
(Halftone)

Black Mode



Color Original



Monochrome  
(Bi-level)

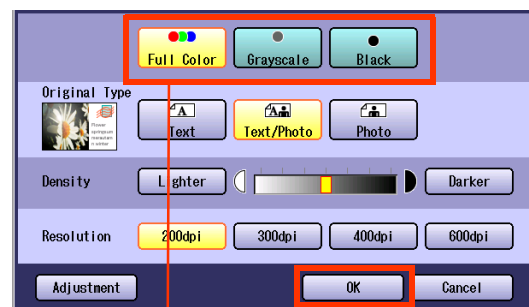


Monochrome Original



Monochrome  
(Bi-level)

1 Select the color mode, and then select **"OK"**.



①

②

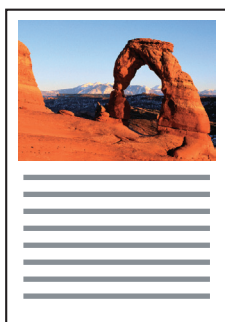
- If the above screen is not displayed, see steps 1 to 3 on the left column.

# Setting Original Type and Scanning Density

## ■ Selecting Original Type



Text

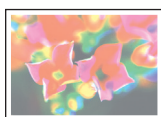


Text/Photo

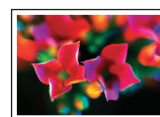
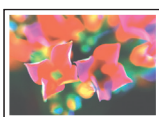


Photo

## ■ Adjusting Scanning Density



Lighter



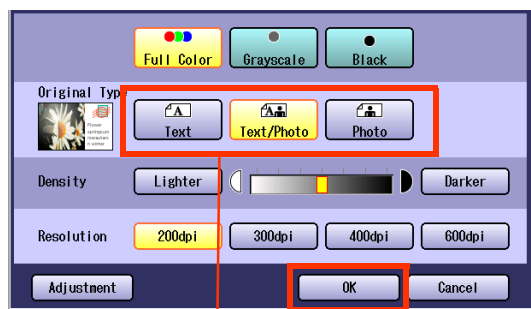
Darker

### NOTE

- The standard setting of “**Original Type**” and “**Density**” can be changed. Refer to **Scanner Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

## Selecting Original Type

- 1 Select the Original Type, and then select “OK”.

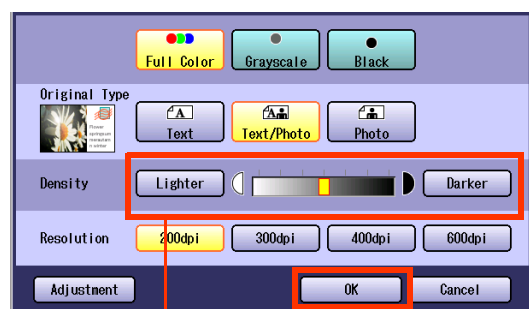


- If the above screen is not displayed, see steps 1 to 3 on page 48.

<b>Text</b>	Mainly a Text original
<b>Text/Photo</b>	Text and Photo combined original
<b>Photo</b>	Mainly a Photo original

## Adjusting Scanning Density

- 1 Adjust the scanning density with “**Lighter**” or “**Darker**”, and then select “OK”.



- If the above screen is not displayed, see steps 1 to 3 on page 48.

<b>Lighter</b>	For dark image originals
<b>Darker</b>	For light image originals

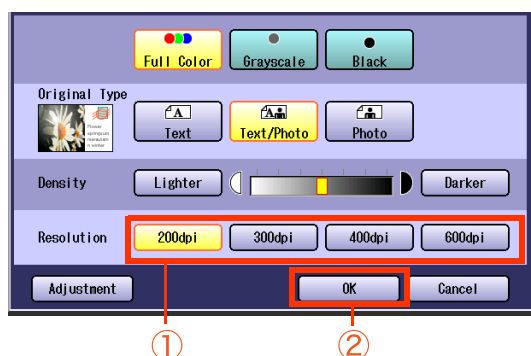
# Scanning Resolution

You can set the appropriate resolution according to your originals.

## NOTE

- The standard setting of “**Resolution**” can be changed. Refer to **Scanner Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.
- Resolution settings are reset to their factory defaults when:
  - The **Reset** key is pressed.
  - The Auto Reset Time interval has lapsed (default = 1 min).
  - The power is turned OFF.
  - A scan job is completed.

- 1 Select the Resolution, and then select “OK”.



- If the above screen is not displayed, see steps 1 to 3 on page 48.
- Most originals such as photos can be scanned without problems using the default resolution (200 dpi) and picture quality (Full Color).  
To scan smaller characters (8-point or smaller) clearly, increase the resolution or select “**Adjustment**”, and then select “**High Quality**” for “**Compression (Full Color)**”.  
Since the file size increases with higher resolutions, the transfer time becomes longer depending on the specifications of the network and the computer you are using.

**Memo**

# Advanced Color Quality Settings

The following picture qualities can be adjusted:

- Compression (Full Color)
- Compression (Grayscale)
- Compression (Black)
- Background Removal
- BleedThrough Prevention
- Contrast
- Sharpness

## NOTE

- The standard settings of “**Compression (Full Color)**”, “**Compression (Grayscale)**”, “**Compression (Black)**”, “**Background Removal**”, “**BleedThrough Prevention**”, “**Contrast**” and “**Sharpness**” can be changed. Refer to **Scanner Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.
- The picture quality settings are reset to their default settings when:
  - The **Reset** key is pressed.
  - The Auto Reset Time interval has lapsed (default = 1 min).
  - The power is turned OFF.
  - A scan job is completed.

## Compression (Full Color)

Select picture quality in the Full Color mode.

### 1 Select “Adjustment”.

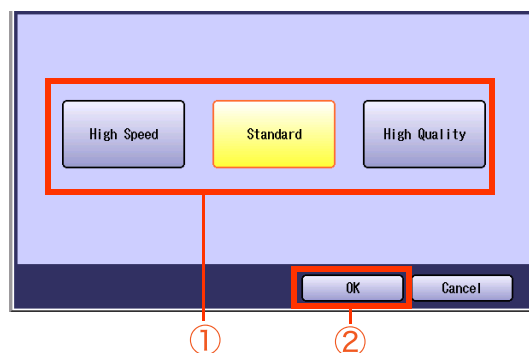


- If the above screen is not displayed, see steps 1 to 3 on page 48.

### 2 Select “Compression (Full Color)”.



### 3 Select a picture quality, and then select “OK”.



	High Speed	Standard	High Quality
Transferring Speed	Faster	Standard	Slower
Picture Quality	Lower	Standard	Higher



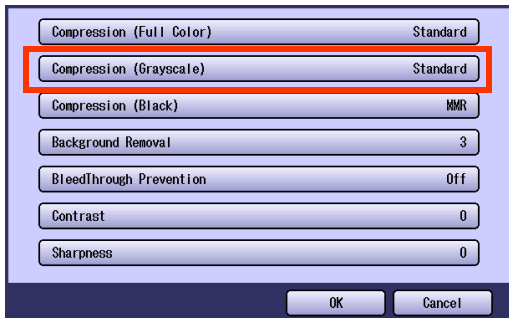
4 Select **“OK”**.



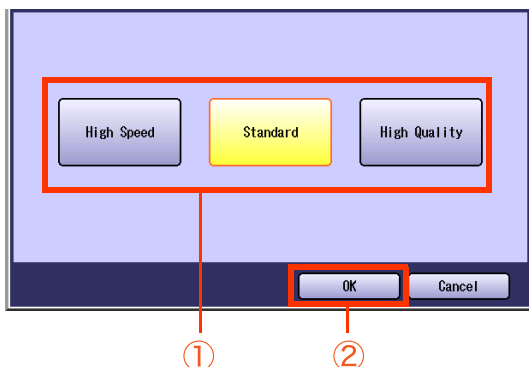
## Compression (Grayscale)

Select picture quality in the Grayscale mode.

- 1 Select **“Adjustment”**. (See page 52)
- 2 Select **“Compression (Grayscale)”**.



- 3 Select a picture quality, and then select **“OK”**.



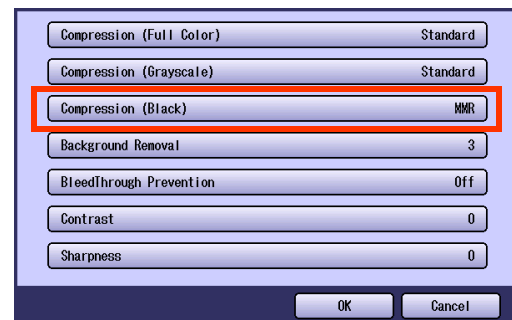
	High Speed	Standard	High Quality
Transferring Speed	Faster	Standard	Slower
Picture Quality	Lower	Standard	Higher

- 4 Select **“OK”**.

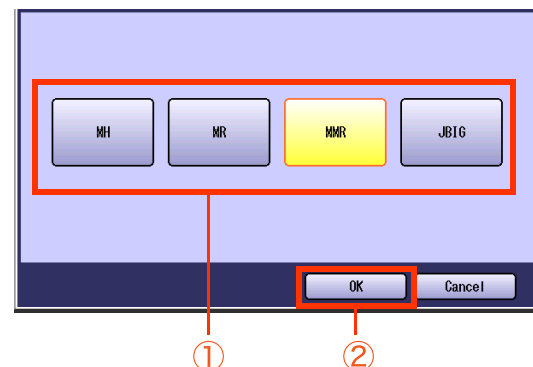
## Compression (Black)

Select the compression method in the Black mode.

- 1 Select **“Adjustment”**. (See page 52)
- 2 Select **“Compression (Black)”**.



- 3 Select a compression method, and then select **“OK”**.

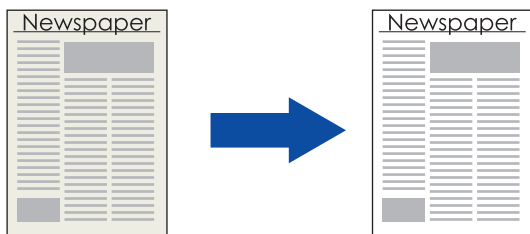


<b>MH</b>	Modified Huffman format: Lowest compression
<b>MR</b>	Modified Read format: Higher compression than MH
<b>MMR</b>	Modified MR format: Higher compression than MR
<b>JBIG</b>	Joint Bi-level Image format: Higher compression than MMR

- 4 Select **“OK”**.

## Background Removal

Color documents can be scanned with their background color removed. This feature is convenient for scanning newspapers, background-colored documents or the like.



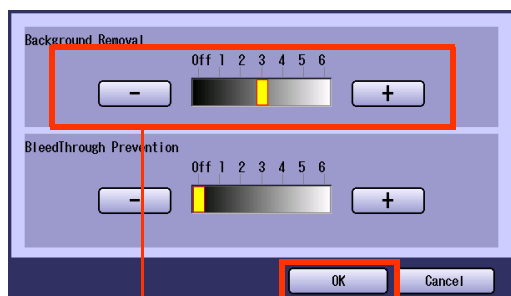
### NOTE

- When the Photo original is selected in the Original Type (see page 49), the setting of Background Removal is invalid.
- With the Background Removal function, if a Compressed PDF is specified as a file type, levels 1 - 6 can be selected. However, normally only levels 4 - 6 are available.

- 1 Select **"Adjustment"**. (See page 52)
- 2 Select **"Background Removal"**.



- 3 Adjust the Background Removal level with **"-"** and **"+"**, and then select **"OK"**.



① (6 steps)

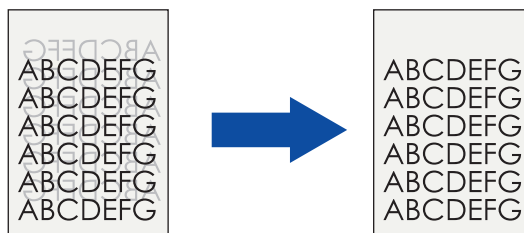
②

+	Background color is lighter.
-	Background color is darker.

- 4 Select **"OK"**.

## BleedThrough Prevention

Thin sheets of original can be scanned without bleeding through.



### NOTE

- When the Photo original is selected in the Original Type (see page 49), the setting of BleedThrough Prevention is invalid.

- 1 Select **"Adjustment"**. (See page 52)
- 2 Select **"BleedThrough Prevention"**.



- 3 Adjust the BleedThrough Prevention level with **"-"** and **"+"**, and then select **"OK"**.



① (6 steps)

②

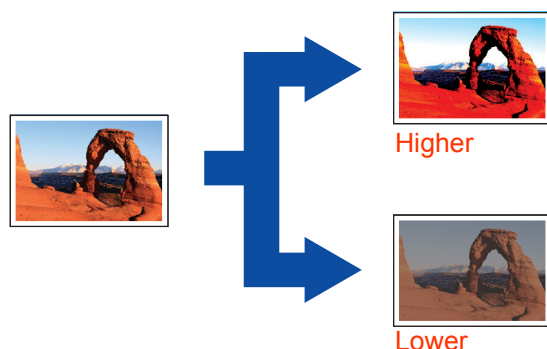
- If you set the Background Removal to **"Off"**, the BleedThrough Prevention will not be adjustable.

+	For greater prevention effect
-	For less prevention effect

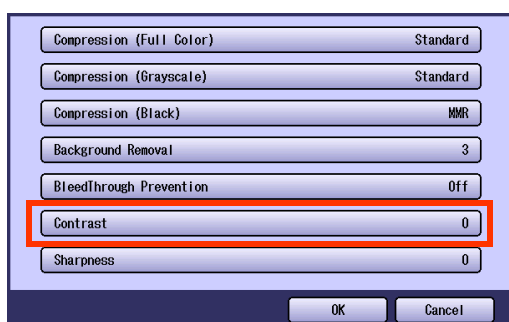
- 4 Select **"OK"**.

## Contrast

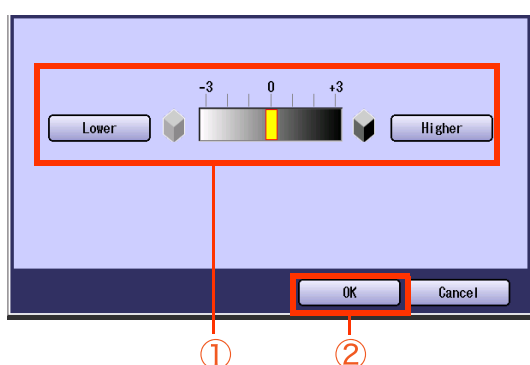
The scanning contrast can be adjusted to match the original.



- 1 Select **"Adjustment"**. (See page 52)
- 2 Select **"Contrast"**.



- 3 Adjust the contrast level with **"Lower"** or **"Higher"**, and then select **"OK"**.

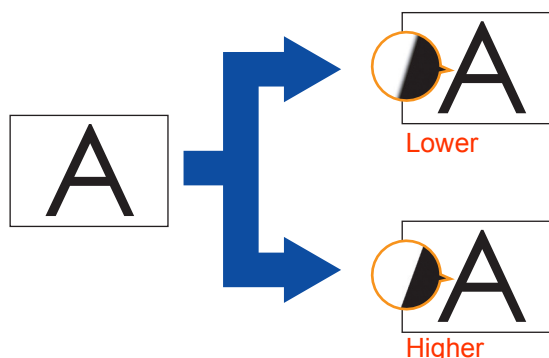


<b>Lower</b>	For darker original
<b>Higher</b>	For lighter original

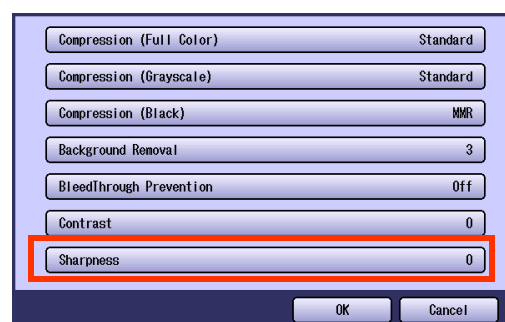
- 4 Select **"OK"**.

## Sharpness

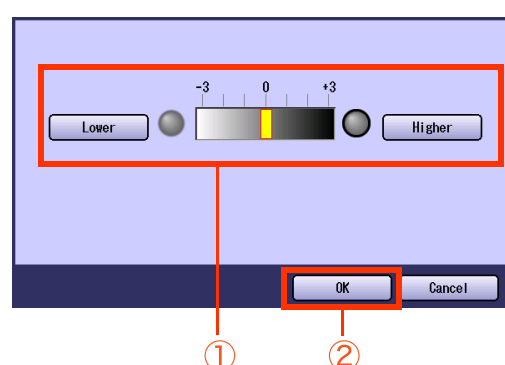
Originals can be scanned with the outline of the image softened or sharpened.



- 1 Select **"Adjustment"**. (See page 52)
- 2 Select **"Sharpness"**.



- 3 Adjust the Sharpness with **"Lower"** and **"Higher"**, and then select **"OK"**.



<b>Lower</b>	Decreases sharpness.
<b>Higher</b>	Increases sharpness.

- 4 Select **"OK"**.

**Memo**

# Setting the File Type and/or File Name

Documents can be scanned with a file type specified. While files are named after the date by default, documents may also be scanned with a file name specified.

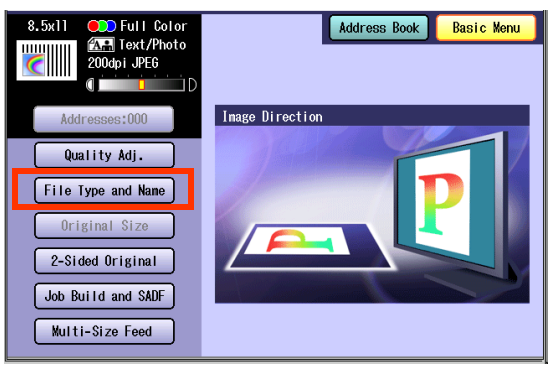
- NOTE
- The standard setting of File Type can be changed. Refer to **Scanner Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.
  - The “**File Type and Name**” setting is reset to its standard setting when:
    - The **Reset** key is pressed.
    - The Auto Reset Time interval has lapsed (default = 1 min).
    - The power is turned OFF.

1 Press the **Scan/Email** key.

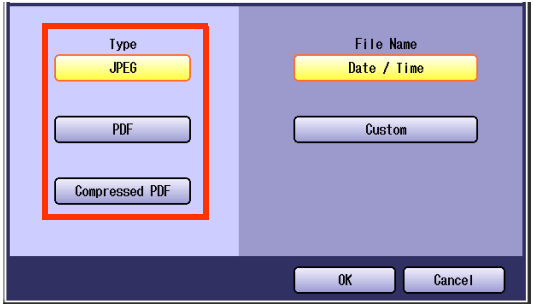
2 Select “**Basic Menu**”.



3 Select “**File Type and Name**”.



4 Select a file type.



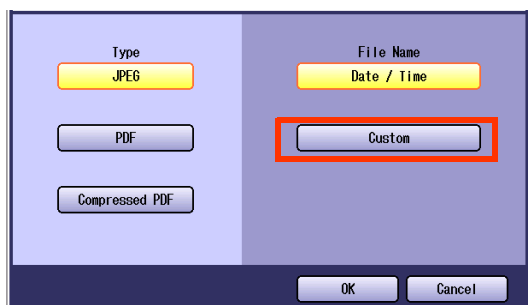
<b>JPEG</b>	Saved in the JPEG format. It is a compression image file format.
<b>PDF</b>	Saved in the standard PDF format.
<b>Compressed PDF</b>	PDF file format which is compressed at a higher compression ratio.

When “**Black**” is selected in “**Quality Adj.**”, “**TIFF**” or “**PDF**” can be selected.

<b>TIFF</b>	Saved with the monochrome image format.
<b>PDF</b>	Saved with the standard PDF (monochrome) format.

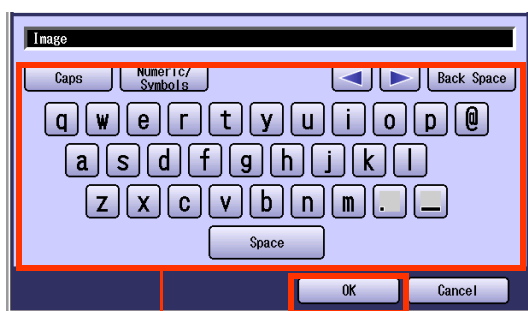
- When a Full Color or Gray scale type original is selected in the Color mode, only JPEG, PDF, or Compressed PDF file type can be selected.
- When a Black type original is selected in the Color mode, only TIFF or PDF file types can be selected.
- When “**Compressed PDF**” is selected, the selected Resolution will be automatically adjusted to 300 dpi.
- When “**Compressed PDF**” is selected, the selected “**Compression (Full Color)**” or “**Compression (Grayscale)**” will be automatically adjusted to “**High Speed**” (see pages 52 and 54).

## 5 Select “Custom” to change the file name.



- When “**Date / Time**” is selected for the File Name, the file name will automatically default to the date/time format.

Enter a file name by using the on-screen Keyboard, and then select “**OK**”.



①

②

- Up to 20 characters can be entered.
- When scanning to the SD Memory Card or USB Flash Memory, display limitation is up to 8 characters on the screen.
- For instructions on how to enter characters, refer to **Using the Keyboard** in the Operating Instructions (For Function Parameters) of provided CD-ROM.
- When storing data with the same file name as the one in a memory card, a number is added to the file name automatically in the order that a file is stored (**Ex:** name\_02.jpg).

# Scanning Special Originals

## Scanning 2-Sided Originals

2-sided originals can be scanned, and the binding position can be selected.

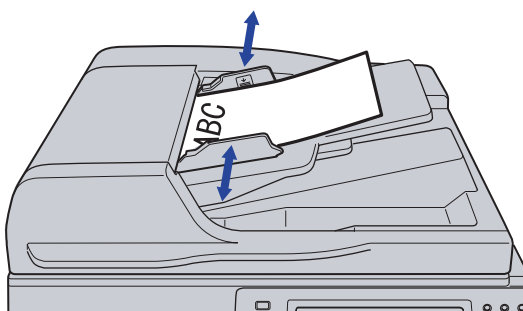
### NOTE

- Scanning mixed size originals in the 2-Sided mode is only available with the following combinations of original sizes.

Combination	Original Size 1	Original Size 2
Combination 1	5.5" x 8.5" (Invoice)	8.5" x 11"-R (Letter-R)
Combination 2	8.5" x 11"-R (Letter-R)	8.5" x 14" (Legal)
Combination 3	8.5" x 11" (Letter)	11" x 17" (Ledger)

- The standard setting of "2-Sided Original" can be changed. Refer to **Scanner Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

- Place original(s) on the ADF.



- For details on how to place originals, refer to **Placing Originals** (see page 6) and **Basic Operation Procedure** (see page 8).

- Press the **Scan/Email** key.

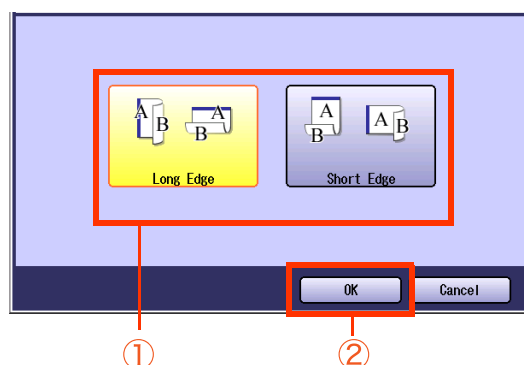
- Select "**Basic Menu**".



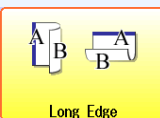
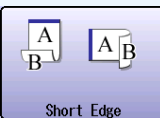
- Select "**2-Sided Original**".



- Select a bind position, and then select "**OK**".

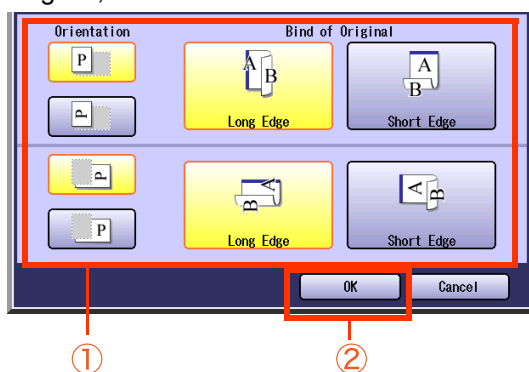









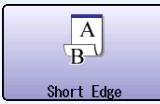

	<b>Long Edge:</b> Scans both sides of original aligning to the long edge of the original.
	<b>Short Edge:</b> Scans both sides of original aligning to the short edge of the original.


- ❑ When “**Multi-Size Feed**” has been selected in step 4

Select the Orientation and bind position of the original, and then select “**OK**”.

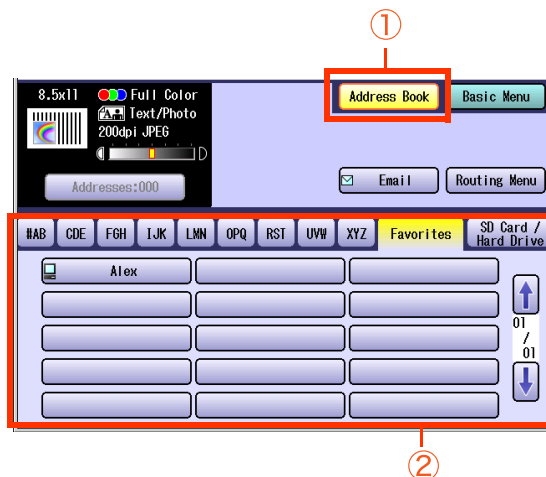


	The smaller original is aligned to the long edge.
	The smaller original is aligned to the short edge.
	The larger original is aligned to the long edge.
	The larger original is aligned to the short edge.

	<b>Long Edge:</b> Copies both sides of the smaller original aligning to the long edge of the original.
	<b>Short Edge:</b> Copies both sides of the smaller original aligning to the short edge of the original.
	<b>Long Edge:</b> Copies both sides of the larger original aligning to the long edge of the original.

	<b>Short Edge:</b> Copies both sides of the larger original aligning to the short edge of the original.
--	--

- 6 Select “**Address Book**”, and then select a destination.



- For more details, refer to **Basic Operation Procedure** (see page 8).

- 7 Press the **Start** key.

NOTE

- When canceling the operation, press the **Stop** key on the Control Panel, and then select “**Yes**” on the Touch Panel Display.

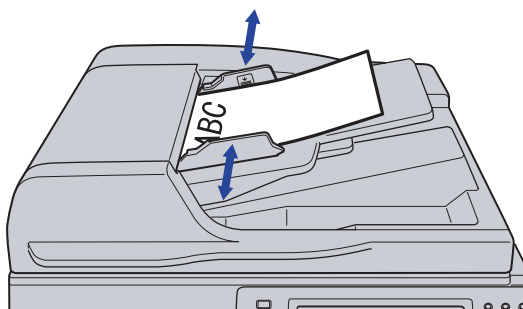


## Scanning Special Originals (Thin Paper, etc.) from ADF

### ■ SADF

Special originals (thin paper, etc.) can be fed from the ADF, and scanned continuously using the Job Build and SADF mode.

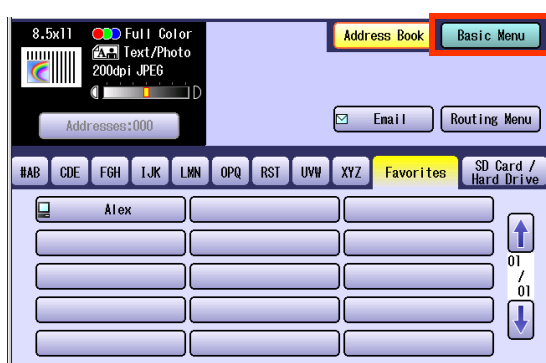
- 1 Place one original. (Minimum 50 g/m<sup>2</sup> / 14 lb)



- For details on how to place originals, refer to **Placing Originals** (see page 6) and **Basic Operation Procedure** (see page 8).

- 2 Press the **Scan/Email** key.

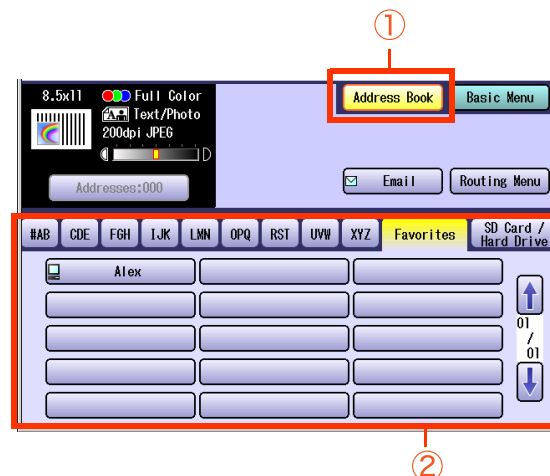
- 3 Select "**Basic Menu**".



- 4 Select "**Job Build and SADF**".



- 5 Select "**Address Book**", and then select a destination.



- For more details, refer to **Basic Operation Procedure** (see page 8).

- 6 Press the **Start** key.

- Place the next original within 5 seconds of the last scanned original.
- If the message "Another Original?" is displayed, select "**No**" if you do not have any more documents to scan.

#### NOTE

- When canceling the operation, press the **Stop** key on the Control Panel, and then select "**Yes**" on the Touch Panel Display.

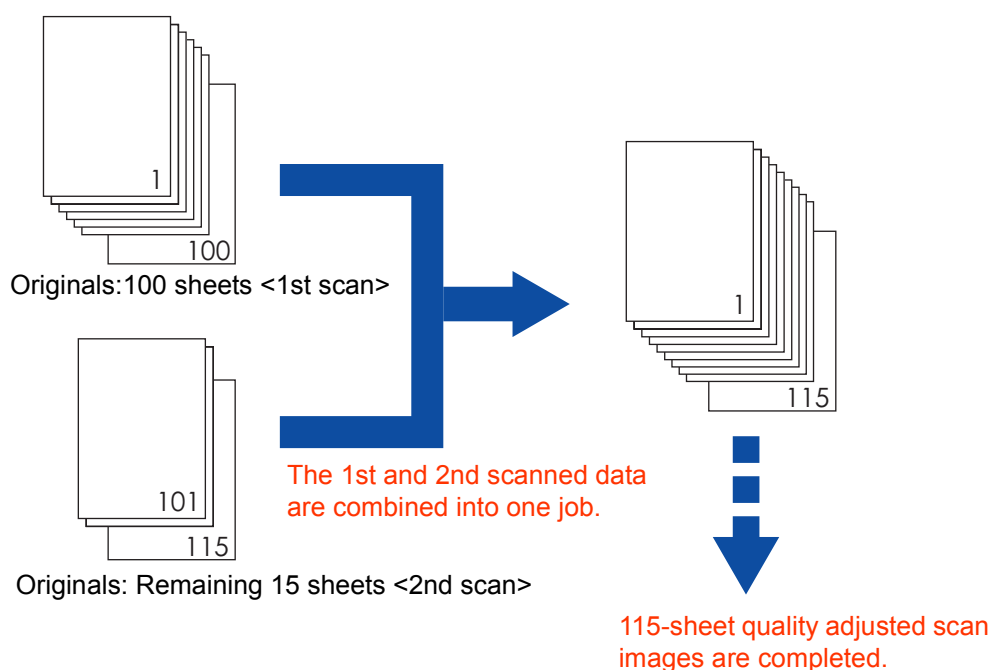


## ■ Job Build

This is useful for scanning multiple sets of originals that exceed the maximum capacity of the ADF of 100 sheets (20 lb/Letter). (See the example below.)

**Ex:** To make quality adjusted scanning of 115-sheet of originals.

- (a) Place the first 100 sheets of originals on the ADF.
- (b) Select “**Basic Menu**”, and then select “**Job Build and SADF**”.
- (c) Select “**Quality Adj.**”, and then select the desired quality adjusting end result.
- (d) Press the **Start** key.
- (e) After scanning the first 100 sheets, you can place the remaining 15 sheets of originals on the ADF within 5 seconds to continue scanning without interrupting the cycle. If you do nothing, the machine will display the message “Another original?”.
- (f) Place the remaining 15 sheets of originals on the ADF, and then select “**Yes**”.
- (g) After scanning the remaining 15 sheets, the message “Another original?” will be displayed. Select “**No**” to start the next process.



### NOTE

- Original should be placed on the ADF.
- Up to 999 sheets of originals can be scanned in one job. The maximum capacity of the scanned data can be reached prior to attaining 999 sheets of originals depending on the type of sheets being scanned. If the memory becomes full during scanning, follow the instructions on the display.

# Adding an Email Address to Address Book

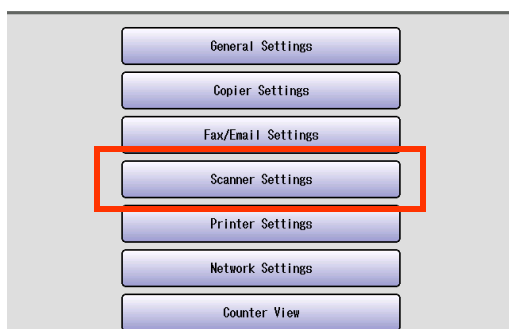
## NOTE

- Up to 1000 addresses can be registered.
- To edit a registered address, refer to **Editing the Address Book** (see page 66).

### 1 Press the **Function** key.



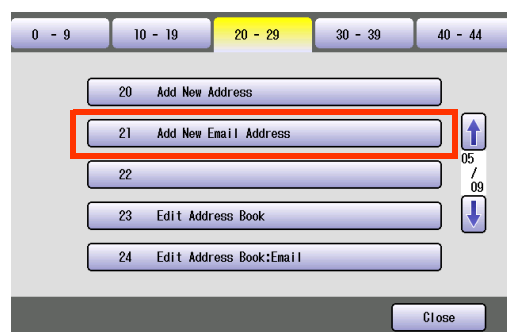
### 2 Select **"Scanner Settings"**.



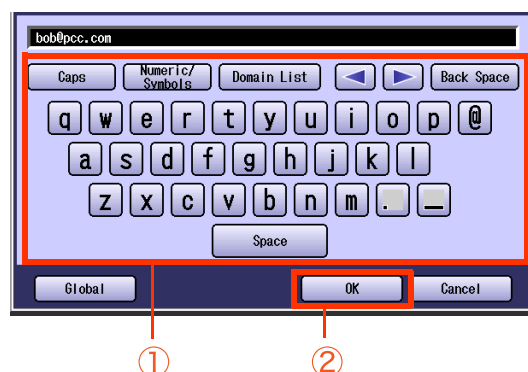
### 3 Select **"20-29"**.



### 4 Select **"21 Add New Email Address"**.

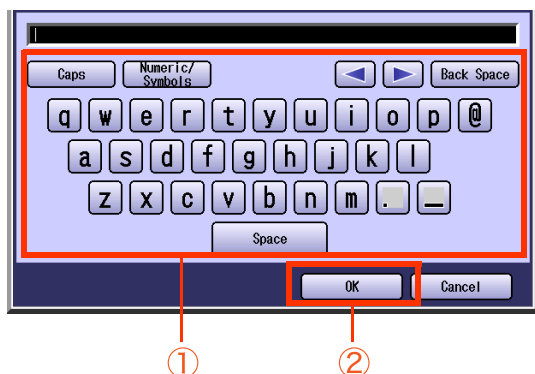


### 5 Enter the Email address, and then select **"OK"**.



- Enter an Email address up to 60 characters.
- For instructions on how to enter characters, refer to **Using the Keyboard** in the Operating Instructions (For Function Parameters) of provided CD-ROM.
- For registration of Domain Name, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

- 6 Enter a Station Name, and then select “OK”.

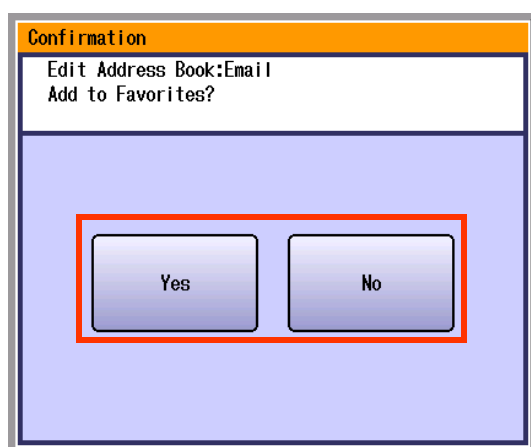


- Enter the Station Name up to 15 characters.

- 7 Enter a Key Name, and then select “OK”.

- Enter the Key Name up to 15 characters.
- Key Names are used to select destinations on the Touch Panel Display.

- 8 Select whether to add the Email address to “Favorites”.



- To enter another destination address, repeat steps 5 to 8.

- 9 Press the **Reset** key.

# Editing the Address Book

The Email addresses in the Address Book can be edited or deleted.

## NOTE

- For instructions on how to edit or delete IP Addresses in the Address Book, refer to **Network Configuration** in the Operating Instructions (For Administrator Setup) of provided CD-ROM.

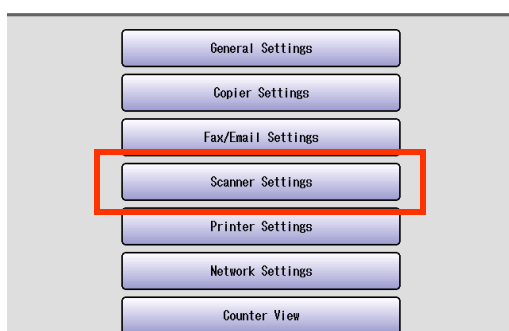
## Editing an Email Address

Email addresses can be edited.

- Press the **Function** key.



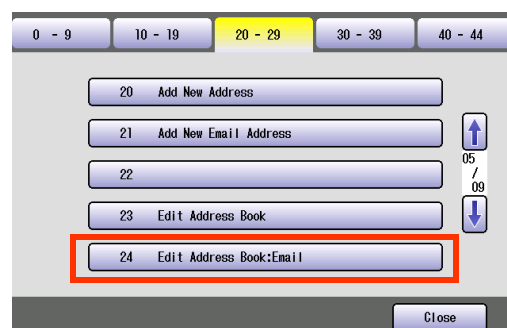
- Select **"Scanner Settings"**.



- Select **"20-29"**.



- Select **"24 Edit Address Book:Email"**.



- Select an alphabet tab.



- Select an Email address to edit, and then select **"OK"**.



①

②

- 7** Edit the Email address, and then select “OK”.

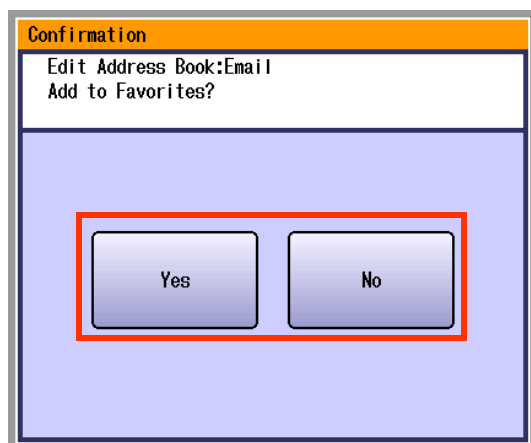


- Enter an Email address up to 60 characters.
- For instructions on how to enter characters, refer to **Using the Keyboard** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

- 8** Enter a Station Name, and then select “OK”.

- 9** Enter a Key Name, and then select “OK”.

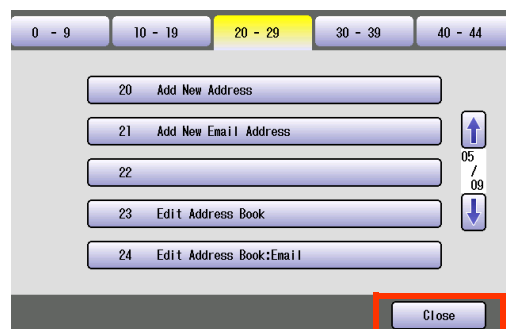
- 10** Select whether to add the Email address to “Favorites”.



- 11** Select “Cancel”.

The Email address is updated.

- 12** Select “Close”.




- 13** Press the **Reset** key.

## Deleting an Email Address

The Email addresses in the Address Book can be deleted.

- 1 On the Scanner Settings screen (see page 66), select **"26 Delete Address : Email"**.

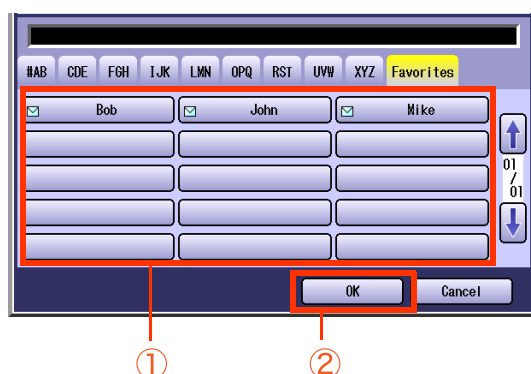


- For instructions on how to display the Scanner Settings screen, refer to steps 1 to 3 in **Editing an Email Address** (see page 66), and then select .

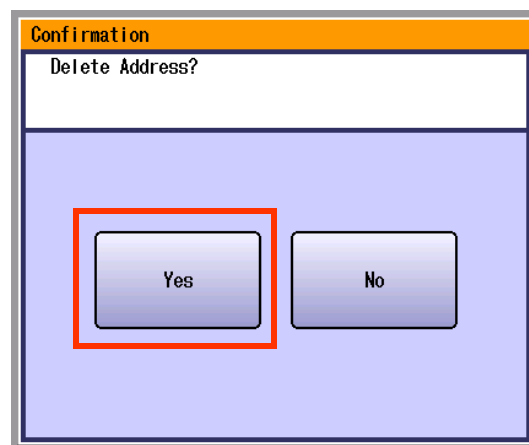
- 2 Select an alphabet tab.



- 3 Select the desired Email address, and then select **"OK"**.



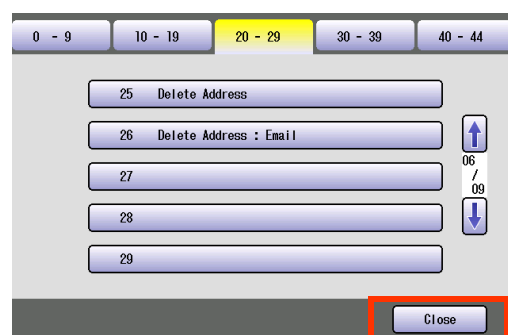
- 4 Select **"Yes"**.



The Email address is deleted.

- 5 Select **"Cancel"**.

- 6 Select **"Close"**.



- 7 Press the **Reset** key.



**Memo**

# Editing Image Box Name

The image box name can be changed.

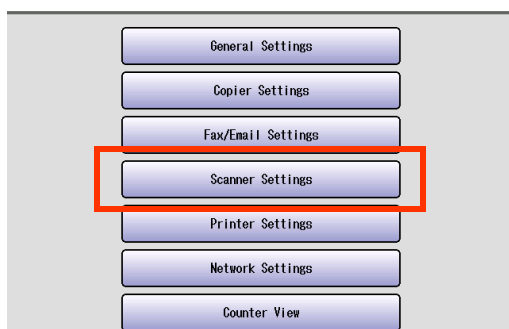
## NOTE

- For instructions on how to save scanned image to an image box, refer to **Scan to the Internal Hard Disk Drive** (see page 20).
- When there is data stored in the image box, the image box name cannot be changed.

- 1 Press the **Function** key.



- 2 Select **"Scanner Settings"**.



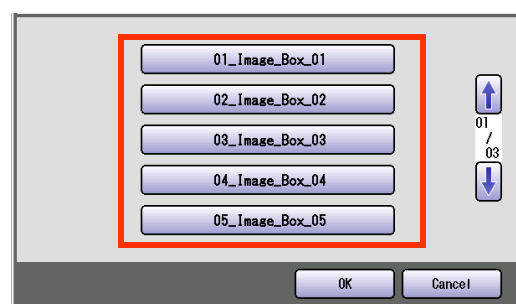
- 3 Select **"30-39"**.



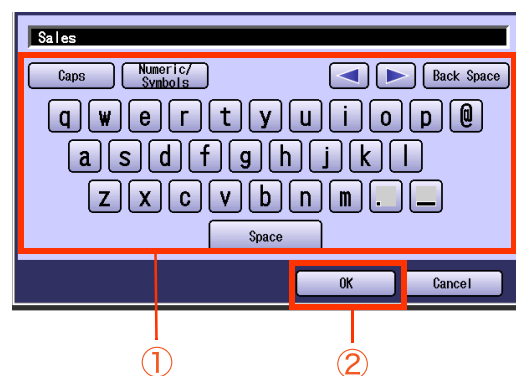
- 4 Select **"32 Edit Image Box Name"**.



- 5 Select the desired Image Box name.

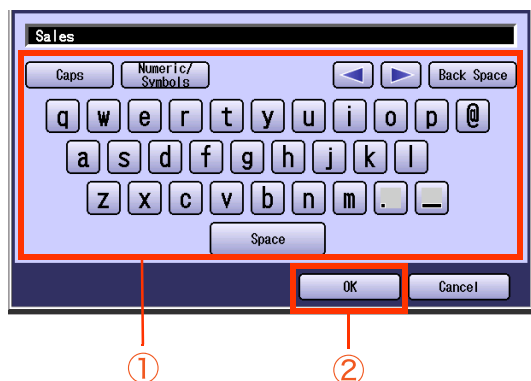


- 6 Enter the new Image Box name, and then select **"OK"**.



- Up to 15 characters can be entered.
- For instructions on how to enter characters, refer to **Using the Keyboard** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

- 7** Enter a Key Name, and then select “OK”.

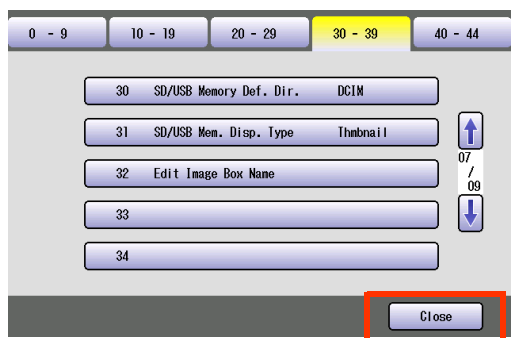


- Up to 12 characters can be entered.

- 8** Select “OK” or “Cancel”.



- 9** Select “Close”.



- 10** Press the **Reset** key.

#### NOTE

- To reset the name to the default setting, refer to **Scanner Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

# Specifications

## Network Scanner

<b>Scanning Type:</b>	Three Line Color CCD Image Sensor (ADF/Platen Glass)
<b>Resolution (dpi):</b>	200 x 200, 300 x 300, 400 x 400, 600 x 600
<b>Max Scanning Area:</b>	11" x 17" (Ledger)
<b>Scanning Mode:</b>	Text, Text/Photo, Photo
<b>Tone Scale:</b>	256 steps for each color
<b>Compression Format:</b>	MH, MR, MMR, JBIG, JPEG
<b>File Format:</b>	TIFF (Black & White only), JPEG, PDF, Compressed PDF
<b>Send to:</b>	PC/FTP (Single Address only), SD Memory Card, USB Flash Memory, Hard Disk Drive, Email
<b>Pop up Notification:</b>	Yes
<b>Protocol:</b>	LPR, TCP/IP, FTP, SMTP, POP3
<b>Applicable OS:</b>	Windows 2000 <sup>*1</sup> , XP <sup>*2</sup> , Server 2003 <sup>*3</sup> , Vista <sup>*4</sup> , Server 2008 <sup>*5</sup>

## Email / Internet Fax

<b>Standard Compliance:</b>	10 Base-T Ethernet (IEEE 802.3), 100 Base-TX Fast Ethernet (IEEE 802.3u), 1000 Base-T Gigabit Ethernet (IEEE 802.3ab)
<b>Connector Interfaces:</b>	10/100/1000 Base-TX port: RJ-45
<b>Compatibility:</b>	IETF RFC3965, ITU-T T.37
<b>Communication Protocol:</b>	TCP/IP, SMTP, POP3, MIME
<b>File Format:</b>	TIFF [IETF RFC3949 Profile S, F, J] PDF (Transmission only)
<b>Email Receiving Width:</b>	Max. A3 / 11" x 17" (Ledger)

<sup>\*1</sup> Microsoft® Windows® 2000 operating system

<sup>\*2</sup> Microsoft® Windows® XP operating system

<sup>\*3</sup> Microsoft® Windows Server® 2003 operating system

<sup>\*4</sup> Microsoft® Windows Vista® operating system

<sup>\*5</sup> Microsoft® Windows Server® 2008 operating system

The specifications are subject to change without notice. Panasonic Communications Co., Ltd. reserves the right to make improvements in the product design without reservation and without notice.

**Memo**

The following trademarks and registered trademarks are used throughout this manual:

Microsoft, Windows, Windows Server, Windows Vista, Excel, PowerPoint, Outlook & Windows logo are either registered trademarks or trademarks of Microsoft Corporation in the USA and other countries.

Microsoft product screen shot(s) reprinted with permission from Microsoft Corporation.

Adobe, Acrobat Reader & Adobe logo are either registered trademarks or trademarks of Adobe Systems Incorporated.

Itanium is a trademark of Intel Corporation and its subsidiaries.

Eudora is a registered trademark of QUALCOMM Incorporated.

PCL is a registered trademark of Hewlett-Packard Company.

PEERLESSPage™ is a trademark of the PEERLESS Systems Corporation; and,

PEERLESSPrint® and Memory Reduction Technology® are registered trademarks of PEERLESS Systems Corporation; and, COPYRIGHT © 2002 PEERLESS Systems Corporation.

Universal Font Scaling Technology (UFST) and all typefaces have been licensed from Monotype Imaging Inc.

Monotype® is a registered trademark of Monotype Imaging Inc. registered in the U.S. Patent and Trademark Office and may be registered in other jurisdictions.

ColorSet™ is a registered trademark of Monotype Imaging Inc. registered in the U.S. Patent and Trademark Office and may be registered in other jurisdictions. ColorSet™ Profile Tool Kit, Profile Studio and Profile Optimizer are trademarks of Monotype Imaging Inc. and may be registered in certain jurisdictions.

Copyright © 2005 Monotype Imaging Inc. All rights reserved.

Captaris and RightFax are trademarks of Captaris, Inc.

Novell and NetWare are registered trademarks of Novell, Inc. in the United States and other countries.

libtiff is a software written by Sam Leffler while working for Silicon Graphics.

Copyright © 1988-1997 Sam Leffler

Copyright © 1991-1997 Silicon Graphics, Inc.

zlib is a library written by Jean-loup Gailly and Mark Adler.

Copyright © 1995-2005 Jean-loup Gailly and Mark Adler

libjpeg is a library maintained by the Independent JPEG Group.

Copyright © 1991-1998, Thomas G. Lane

All other trademarks identified herein are the property of their respective owners.

In these Operating Instructions, some ™ and ® marks are omitted from the main text.

## USA Only

### ■ WARRANTY

PANASONIC COMMUNICATIONS COMPANY OF NORTH AMERICA MAKES NO WARRANTIES, GUARANTEES OR REPRESENTATIONS, EXPRESSED OR IMPLIED, TO CUSTOMER WITH RESPECT TO THIS PANASONIC MACHINE, INCLUDING BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

PANASONIC COMMUNICATIONS COMPANY OF NORTH AMERICA ASSUMES NO RISK AND SHALL NOT BE SUBJECT TO LIABILITY FOR ANY DAMAGE, INCLUDING, BUT NOT LIMITED TO DIRECT, INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES OR LOSS OF PROFITS SUSTAINED BY THE CUSTOMER IN CONNECTION WITH THE USE OR APPLICATION OF THIS PANASONIC MACHINE. SEE YOUR DEALER FOR DETAILS OF DEALER'S WARRANTY.

### For Service, Call:

Panasonic Communications Company of North America,  
Unit of Panasonic Corporation of North America  
One Panasonic Way  
Secaucus, New Jersey 07094  
<http://panasonic.net>

Panasonic Canada Inc.  
5770 Ambler Drive, Mississauga,  
Ontario L4W 2T3  
<http://www.panasonic.ca>