Canon

Authorized Send

Version 6.4

User's Guide

meap
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Contents

Preface

Thank you for purchasing the Authorized Send V6.4 software application. Please read this manual thoroughly before operating the product on your MEAP-enabled machine to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How to Use This Manual

This manual assumes that the reader has a good understanding of MEAP (Multifunctional Embedded Application Platform). This manual does not provide instructions for the PC, machine, or application installation and configuration. For instructions on installing, configuring, and troubleshooting the Authorized Send application, see the *Authorized Send Version 6.4 Installation Guide, Authorized Send Version 6.4 Configuration Guide, and Authorized Send Version 6.4 Troubleshooting Guide.*

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, and instructions that should be observed for safety.

IMPORTANT   Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly, and avoid damaging the machine.

NOTE   Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Keys Used in This Manual

Keys for using the machine's UI (User Interface) functions are located on the Main Menu screen. To use any of the desired function's features, you must first press the key for the desired function.

On imagePRESS, and First and Second Generation imageRUNNER ADVANCE machines, press [Show All] or [▼] or [▲] to scroll to the desired function.
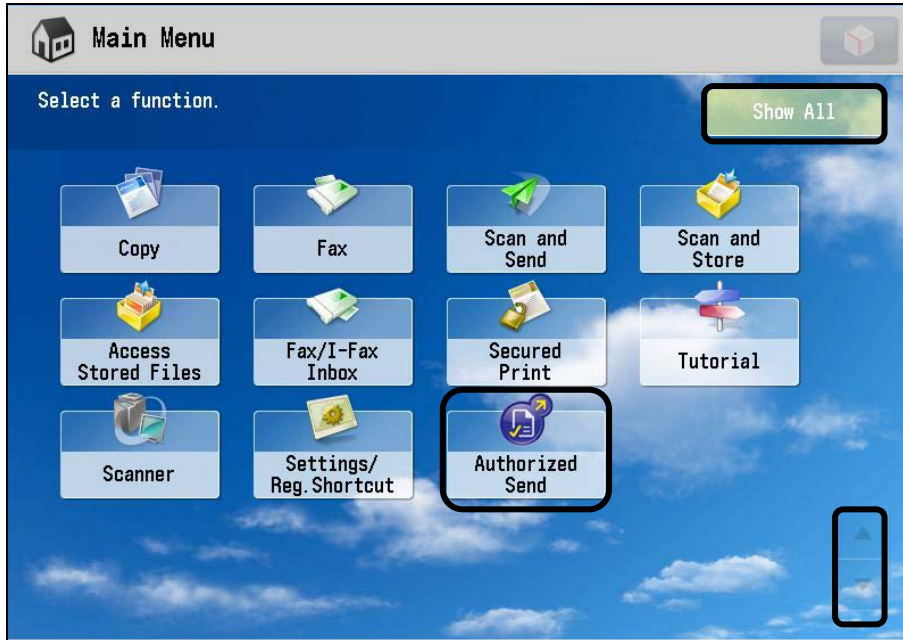
On Third Generation imageRUNNER ADVANCE machines, press [>] or [<], or swipe to scroll to the desired function.

The default icon for Authorized Send is:

✎ NOTE
    You can customize the default display name. Therefore, the Authorized Send icon may have a different name.

The following symbols and key names are a few examples of how keys to be pressed are represented in this manual:

Touch Panel Display Keys: [Key Name]
Examples: [Scan]
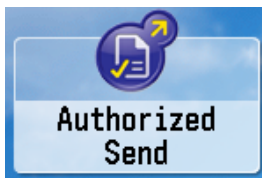   [Cancel]

Control Panel Keys: Key Icon (Key Name)
Examples: ⊙ (Start)
                              ⬧ (Stop)

Displays Used in This Manual

Screen shots of the touch panel display used in this manual are those taken when Authorized Send is running on the imageRUNNER ADVANCE C5030, imageRUNNER ADVANCE 8085, imageRUNNER ADVANCE 7055, and imageRUNNER ADVANCE 6575, and may appear slightly different from what you see on your machine. However, the procedural steps shown are identical for all supported imageRUNNER ADVANCE and imagePRESS machines.

The keys that you should press are marked with a circle, as shown below.

When multiple keys can be pressed on the touch panel display, all keys are marked.

Example:

1. Press [Scan to Fax].

Press this key for operation.
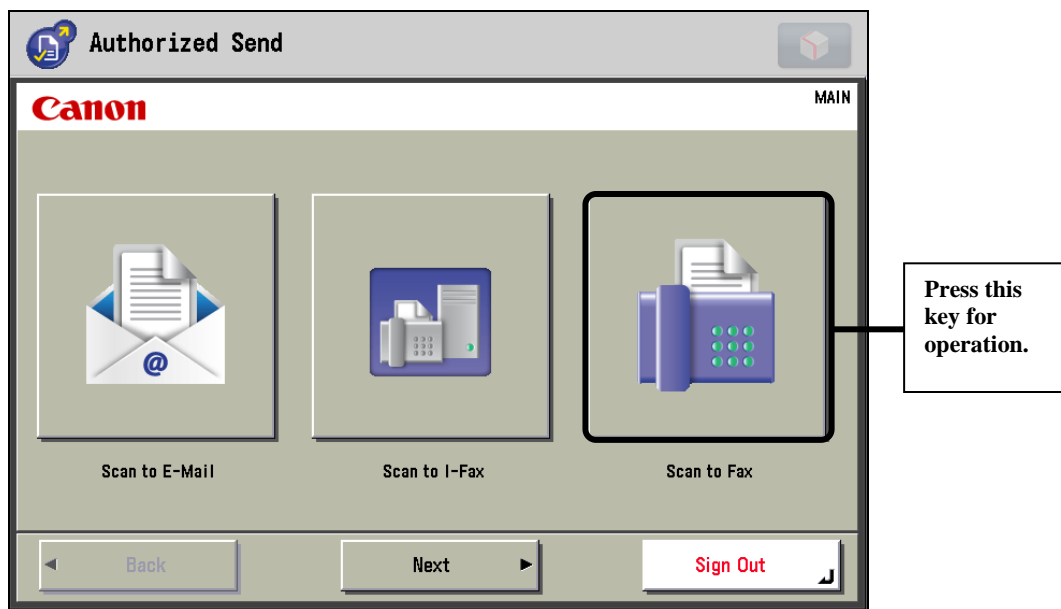
Hyperlinks

When this manual is in its native PDF form, the blue underlined text represents a hyperlink to the corresponding sections of this manual or to external Web sites.

For example: See Chapter 1, "Introduction," on p. 11.

Likewise, all entries in the Table of Contents are hyperlinks.

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Chapter 1   Introduction

This chapter provides an overview of the Authorized Send MEAP application, how to enter characters using the MEAP virtual keyboard and USB keyboard, and how to perform basic operations, such as logging on to Authorized Send and canceling a job.

1.1   Overview of Authorized Send

Authorized Send is a customized MEAP application. It should be installed and operated on a Canon MEAP-enabled machine. Authorized Send enables an authenticated user to scan and send documents to an e-mail address, fax machine, I-Fax server, specified folder or directory on the network, FTP server, SharePoint server, multiple destinations at once, and create and use one-touch buttons. You can also specify scanning settings, such as the paper size, resolution, brightness, and file format.

MEAP (Multifunctional Embedded Application Platform) is a software platform embedded in Canon imageRUNNER ADVANCE and imagePRESS machines that enables the development of custom applications, which run alongside native functions, such as Copy and Scan and Store.

MEAP, developed by Canon, is based on Oracle Corporation's Java technology.

"MEAP device" is a MEAP enabled Canon imageRUNNER ADVANCE and imagePRESS that is running the Authorized Send application. It may also be referred to as "machine."

⏺ IMPORTANT
- Authorized Send only requires users to be authenticated to use its application, and does not interfere with the machine's built-in functions, such as Copy and Scan and Store.
- For instructions on installing, configuring, and troubleshooting Authorized Send, see the *Authorized Send Version 6.4 Installation Guide, Authorized Send Version 6.4 Configuration Guide, and Authorized Send Version 6.4 Troubleshooting Guide.*
- If USB keyboard support is enabled, and the keyboard is attached to or detached from the machine after Authorized Send has been installed and started, the machine or the Authorized Send application must be restarted.

1.2　Entering Characters

This section describes how to enter characters using the MEAP virtual keyboard or USB keyboard attached to your MEAP-enabled device.
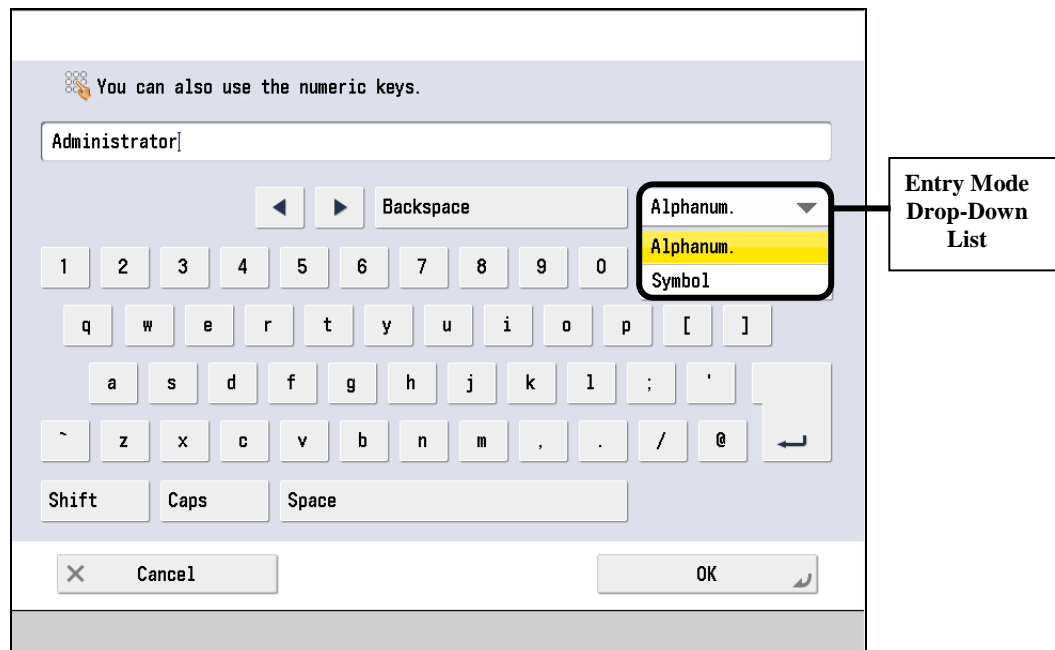
1.2.1　Entering Characters Using the MEAP Virtual Keyboard

If you touch a text box and the MEAP virtual keyboard appears, enter characters using the keys displayed on the touch panel display.

✐ NOTE
　Some MEAP virtual keyboards may vary, depending on the machine you are using.

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1. Select the entry mode drop-down list → select the entry mode → enter characters.

To enter uppercase letters, press [Shift].
To enter a space, press [Space].
To move the cursor, press [◀] or [▶].
To switch the entry mode, press the entry mode drop-down list → select the entry mode → enter the desired characters or symbols.

⌀ NOTE
- If you make a mistake when entering characters, press [◀] or [▶] to position the cursor ➜ press [Backspace] to delete the characters ➜ enter the correct characters.
- To delete all of the characters you have entered, press © (Clear).
- The available entry modes and the maximum number of characters that you can enter vary, depending on the type of entries you are making.

2. When you have entered all characters, press [OK].

1.2.2 Entering Characters Using a USB Keyboard

If you connect a USB keyboard to the machine, you can enter characters using that keyboard, depending on how the System Administrator configured Authorized Send.

1. Press the text boxes into which characters need to be entered ➜ make sure the cursor is focused in the text box ➜ enter characters ➜ press [ENTER] on the USB keyboard, or press [OK] on the MEAP virtual keyboard.
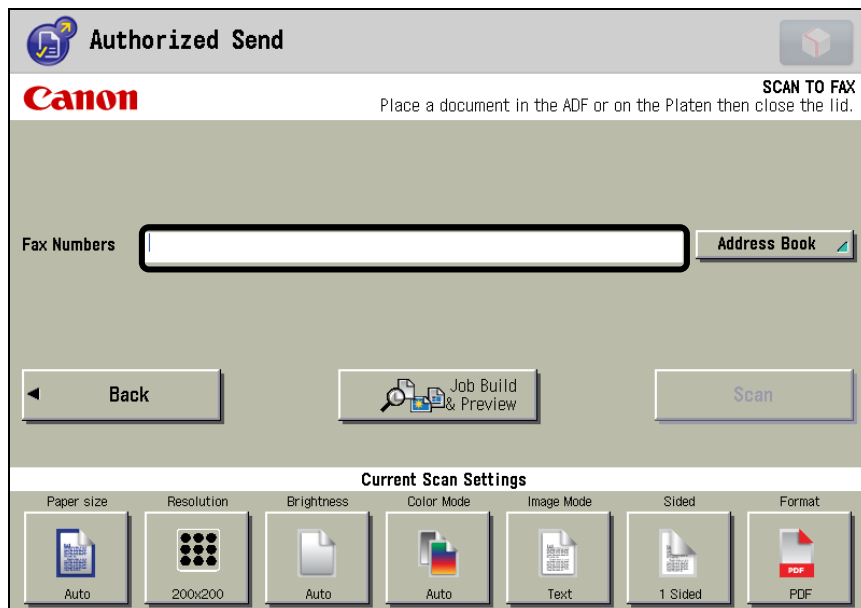
Press [TAB] to move through text fields.
Pressing [ENTER] on the keyboard does not activate the scan operation.

🖢 IMPORTANT
The ENTER key on the USB keyboard is only used to enter line breaks, and to sign in on the SIGN IN screen. If a MEAP virtual keyboard appears, it is necessary to press [OK] on the touch panel display when you have finished entering characters.

1.3 Signing On

You must be a registered user to sign in to the Authorized Send application.

⊘ IMPORTANT
- Pressing ⊘ (Reset), ⊛ (Settings/Registration), [Status Monitor/Cancel], ⏻ (Power), ⓘ (Log In/Out), or [Sign Out] on the machine automatically signs you out of the Authorized Send application. This is also true if a procedure in the Authorized Send application exceeds the set Auto Reset Time. (See Chapter 3, "Configuring the MEAP Device," in the *Authorized Send Version 6.4 Configuration Guide*.)
- If Department ID Management is set to 'On', or an optional card reader is being used to authenticate users, enter your Department ID and password, or insert a control card. For instructions on setting up Department ID Management, or using an optional control card, see the Settings/Registration e-Manual that came with your machine.
- If ULM (Universal Login Manager) is installed and enabled, Authorized Send can use the ULM credentials for Authorized Send sign in. If Single Sign On with ULM is enabled, users will not need to enter credentials to use Authorized Send. Refer to the ULM configuration documentation for information on setting up ULM. Refer to the *Authorized Send Version 6.4 Configuration Guide* for details on using Single Sign On with ULM.

1. Walk up to the MEAP device ➜ from the Main Menu, press [Authorized Send].
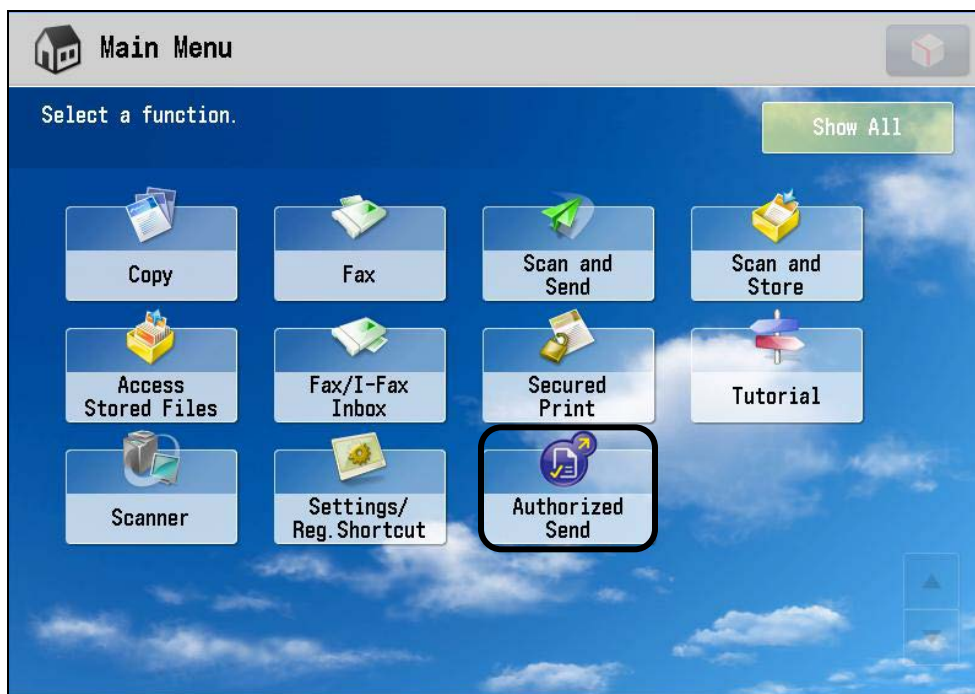
✎ NOTE

The System Administrator may have changed the Authorized Send icon from the default shown above. See Chapter 2, "Configuring Authorized Send," in the *Authorized Send Version 6.4 Configuration Guide* for information.

1.1   If the System Administrator configured the machine to display a
disclaimer screen, read the disclaimer and press [OK] to acknowledge.
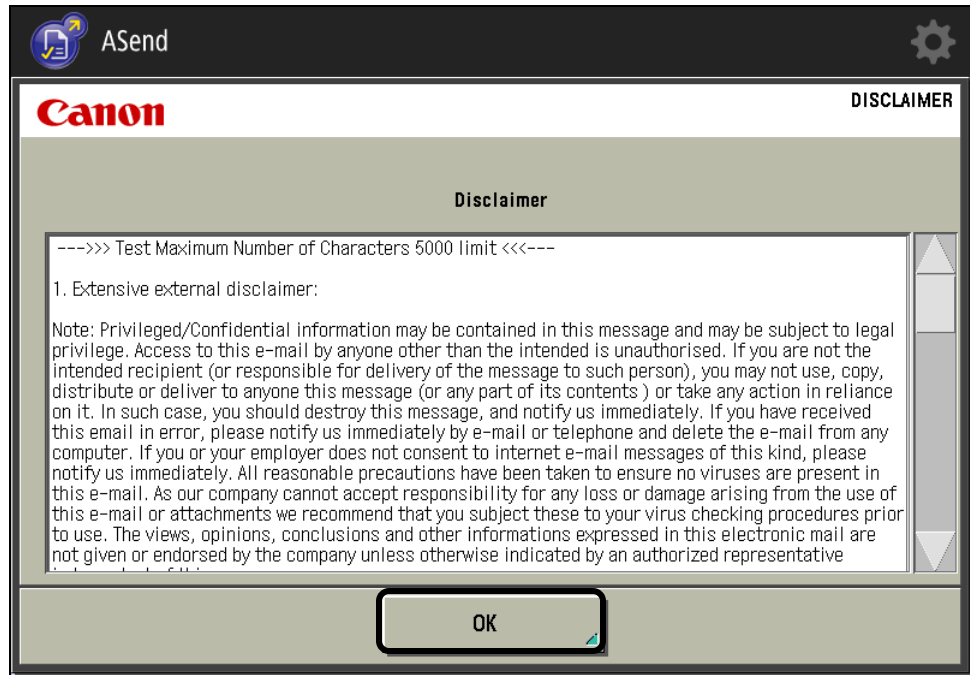
The SIGN IN screen is displayed.

2. Press the [User Name] text box or press the blank button next to the [User Name] text box.

📝 NOTE

If the [Populate Username from Login Application] check box is selected from the [Options] tab in the Authorized Send Configuration servlet and a login service is installed, the login name used to log on to the machine is automatically populated in the User Name text box. For more information on the Populate Username from Login Application option, see Chapter 2, "Configuring Authorized Send," in the *Authorized Send Version 6.4 Configuration Guide*.

3. Enter the user name ➜ press [OK].

📝 NOTE

For instructions on entering characters on the MEAP device, see

4. Press the [Password] text box or press the blank button next to the [Password] text box.

5. Enter the password ➞ press [OK].
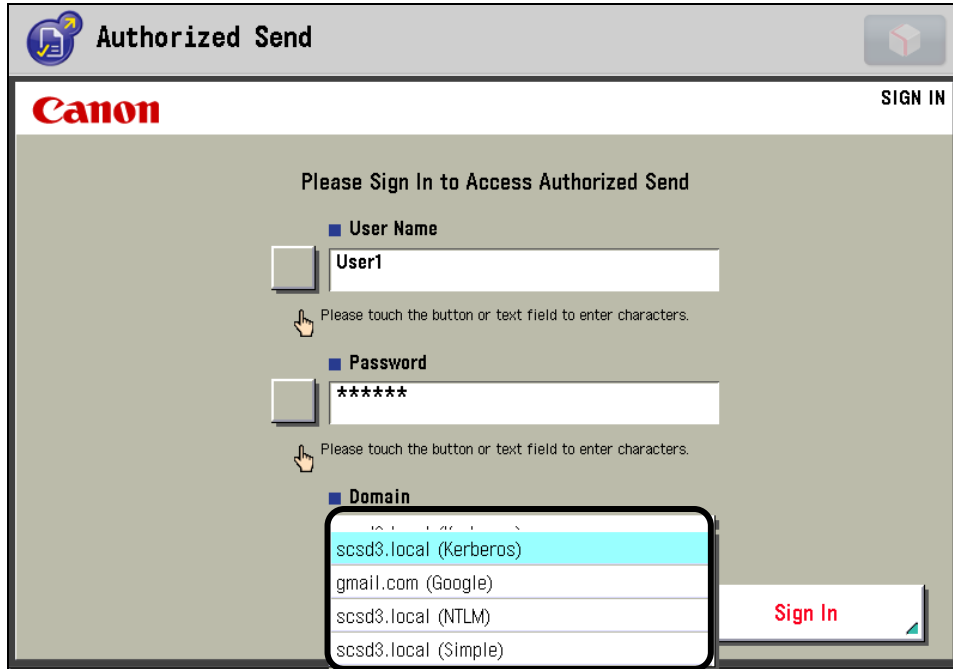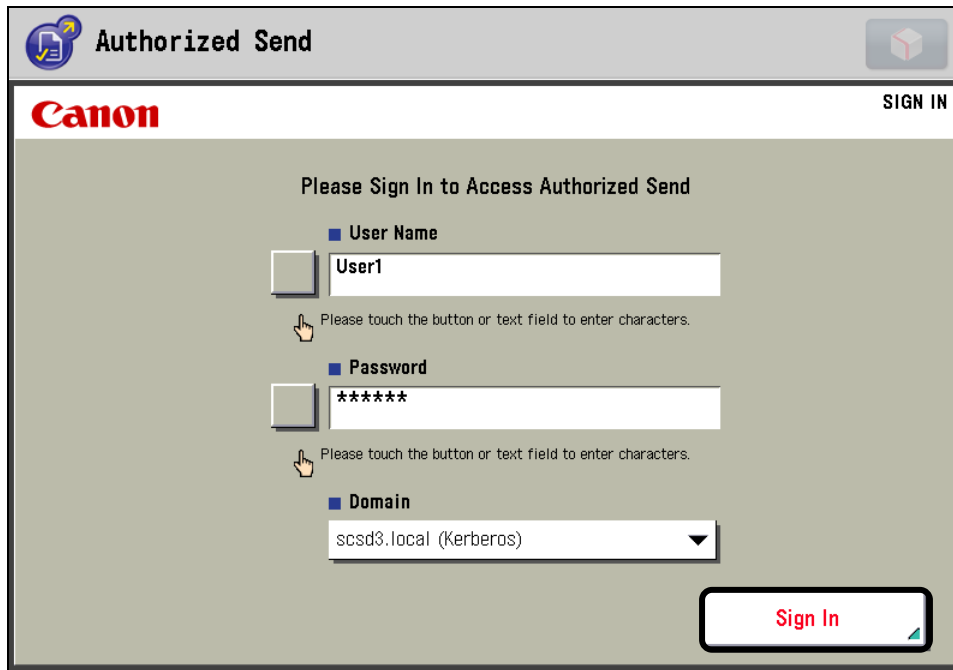
✐ NOTE

For instructions on entering characters on the MEAP device, see "Entering Characters," on p. 12.

6. From the Domain drop-down list, select the desired domain.
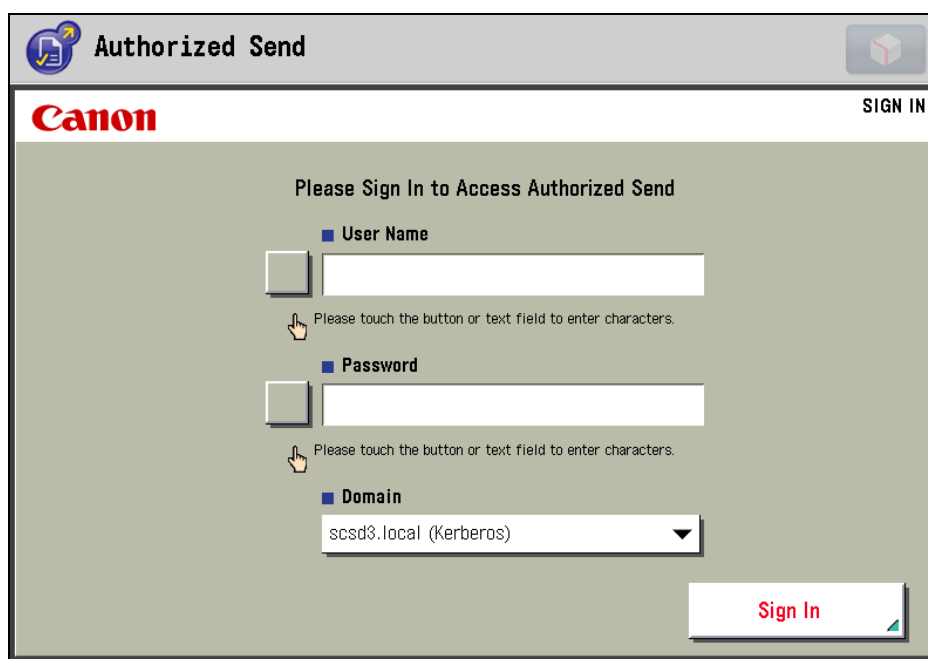

7. Press [Sign In].

If the user name or password you enter is incorrect, a beep sounds, and an error message is displayed. Enter the correct user name and password.

If you are authenticated successfully, Authorized Send's MAIN screen is displayed.

✎ NOTE
- If the System Administrator has enabled all the functions on your machine for Anonymous Authorization, the Authorized Send SIGN IN screen is bypassed, anonymous login is done automatically, and the Authorized Send MAIN screen screen is displayed.
- If the System Administrator has enabled only some (or even one) of the functions on your machine for Anonymous Authorization, the Authorized Send MAIN screen is displayed. However, the Authorized Send SIGN IN screen with [Cancel] is displayed if you pressed a function key that the System Administrator has not configured to work with Anonymous Authorization. In this case, perform steps 1 through 7 to sign in. If you do not want to sign in, press [Cancel] to return back to the Authorized Send MAIN screen.

1.4 Using the MAIN Screen

After you sign in to Authorized Send and at least two functions are enabled, the MAIN screen is displayed on the machine's touch panel display.

This section describes the MAIN screen's functions and where messages are displayed.

1.4.1 MAIN Screen Functions

The appearance of the MAIN screen may vary, depending on the Authorized Send configuration and status. For example, Authorized Send's functions can be enabled or disabled by the System Administrator. Also, the way in which the function keys are arranged can be configured by the System Administrator. For more information on configuring Authorized Send, see Chapter 2, "Configuring Authorized Send," in the *Authorized Send Version 6.4 Configuration Guide*.

The available MAIN screen functions are:

Scan to E-mail

Scan to Folder

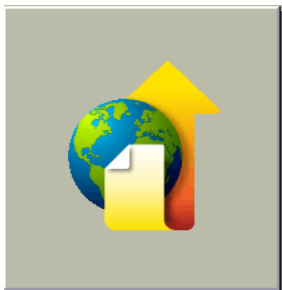Scan to Fax (if the machine is so equipped)

	Scan to Folder
	Scan to RightFax
	Scan to Fax2Mail
	Scan to FTP
	Scan to SharePoint
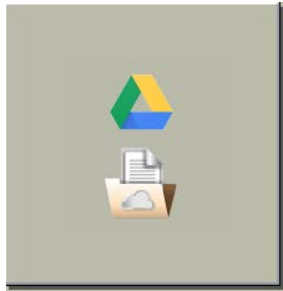
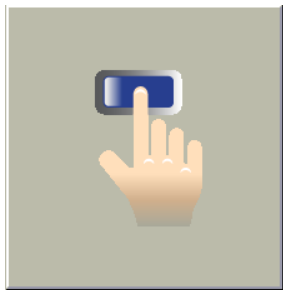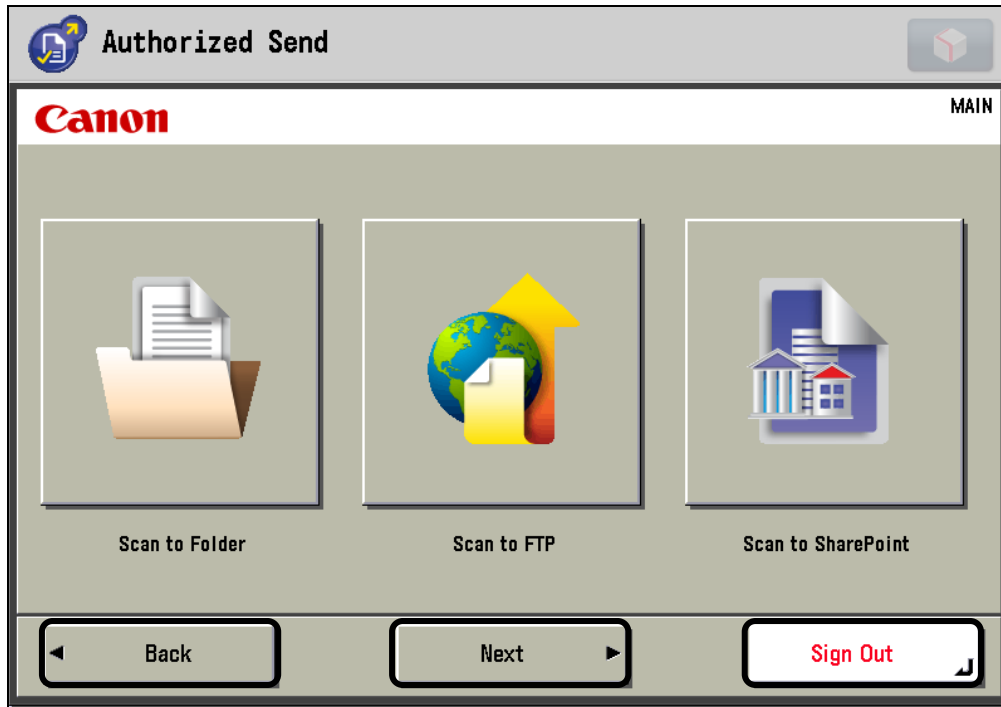|	
	Scan to Box
	Scan to Google Drive
	Scan to Multiple Destinations
	One-Touch Buttons

From the any MAIN screen, you can press [Sign Out] to log out of Authorized Send. Press [Next] to go to the next MAIN screen. Press [Back] to return to the previous screen. The feature is not available if the button is greyed out.

🖐 IMPORTANT
- If an AMS enabled login application is installed and running on the machine, many of the [Scan to…] functions may be displayed, but disabled on the machine. This is based on the role of the user that is logged on to the login application. For more information, contact the System Administrator.
- If an AMS enabled login application is installed and running on the machine, and the login application specifies that scanning is disabled, the [Scan to…] functions that were enabled in the Authorized Send Configuration servlet are all disabled on the machine, and an error message is displayed.

The following screen is the default setting screen for Authorized Send.
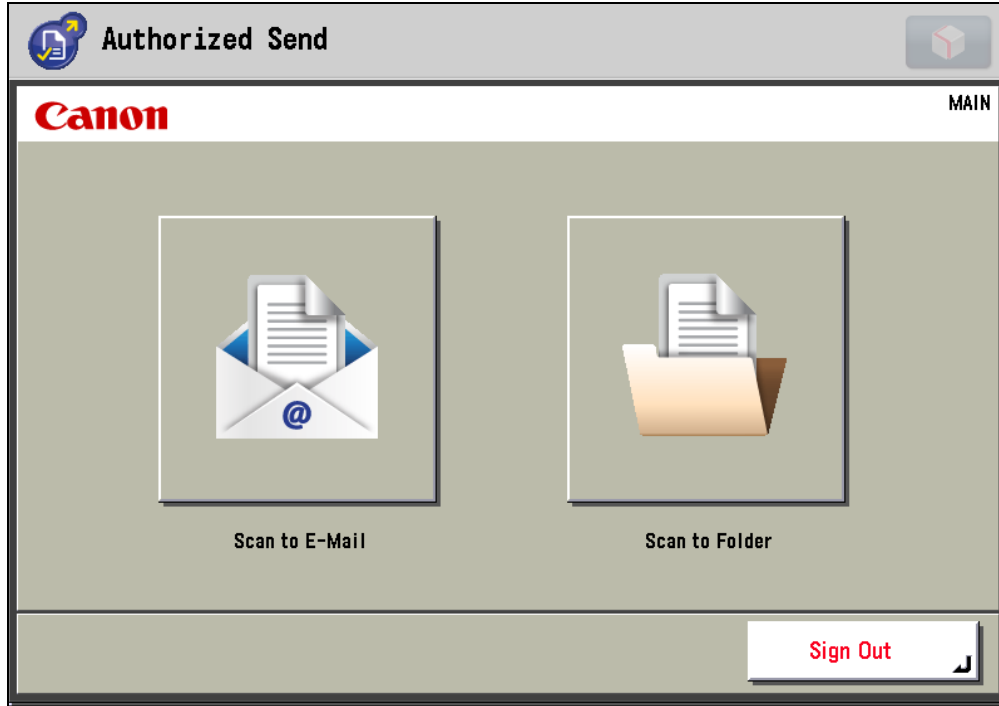

🖐 IMPORTANT

If only one Authorized Send function is enabled, but that feature cannot be used due to an error, that function's key is grayed out. If this occurs, contact the System Administrator.

1.4.2 MAIN Screen Notification Area

The MAIN screen notification messages are displayed on the MAIN screen in the upper-right hand portion of the user interface. If an error occurs during the authentication process, it is displayed here.

For example, if an address book server is not configured for Authorized Send, you cannot use the Scan to E-Mail or Scan to I-Fax functions. [Scan to E-Mail] and [Scan to I-Fax] are grayed out, and a message is displayed in the notification area.
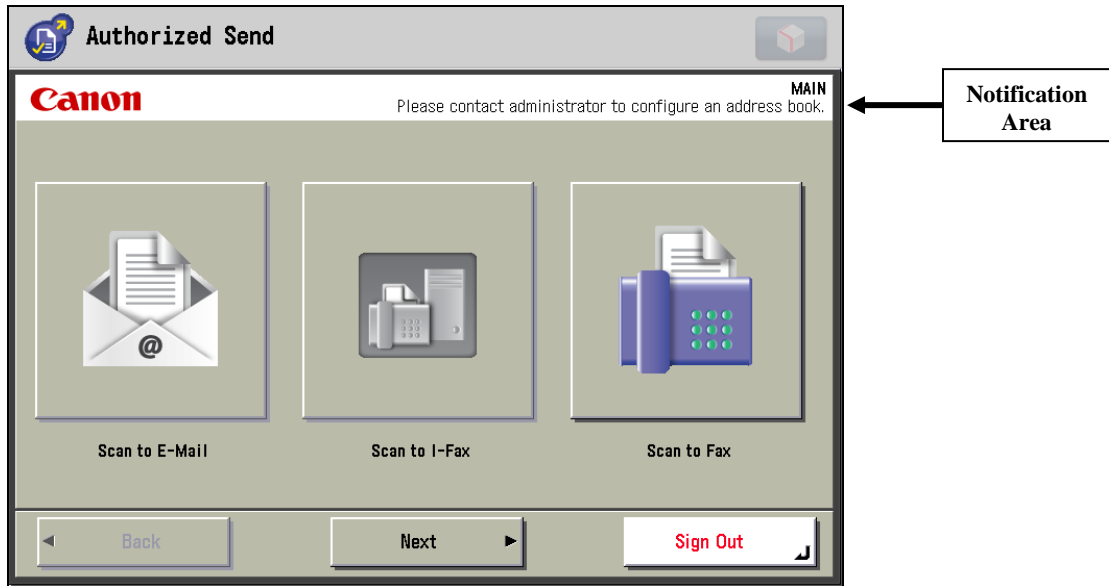
✍ NOTE

For more information on configuring Authorized Send, see Chapter 2, "Configuring Authorized Send," in the *Authorized Send Version 6.4 Configuration Guide*.

1.5 Canceling a Job

You can cancel a job from the touch panel display or by pressing ✎ (Stop) on the control panel.

✎ NOTE

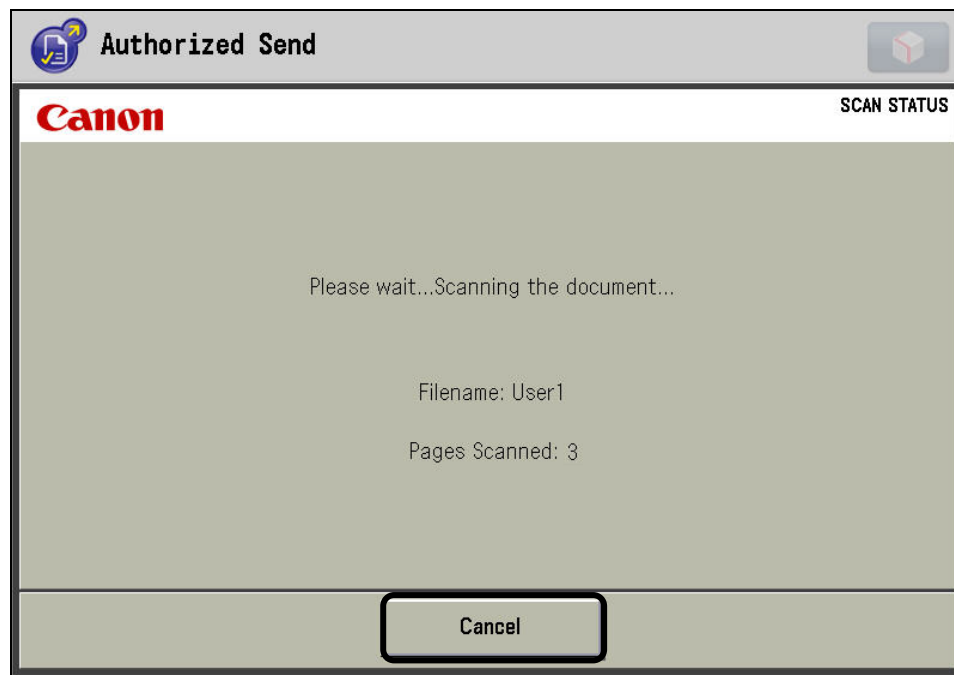Once a background job has started being sent, it cannot be canceled.

There are two ways to cancel a job:

1. Cancel while the machine is scanning documents.
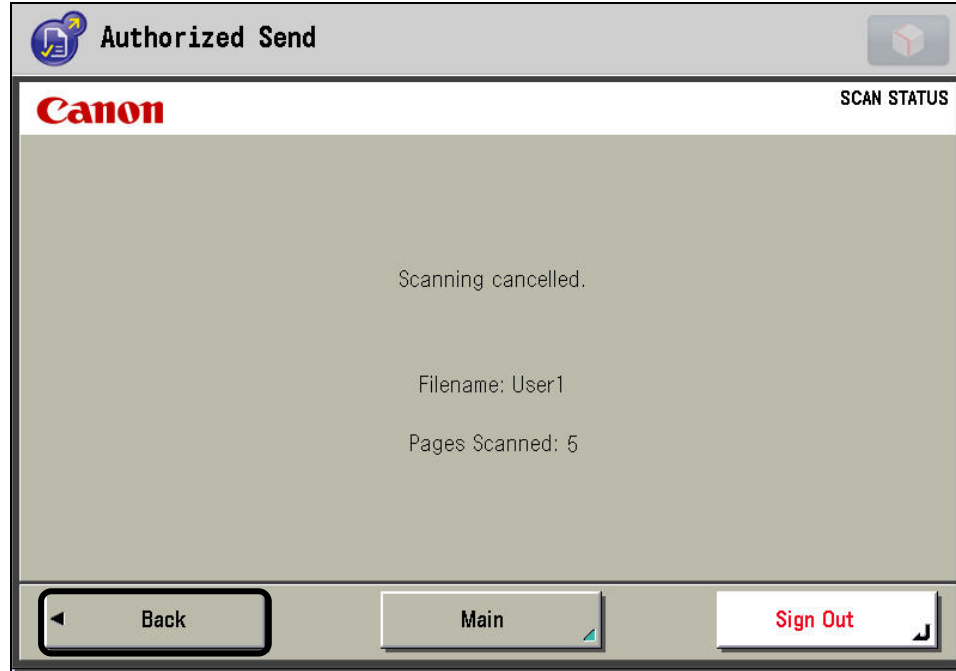2. Cancel after all pages have been scanned, and the document is being sent.

1.5.1 Canceling while Scanning

You can cancel a job while it is being scanned.

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1. Press [Cancel] on the SCAN STATUS screen, or press ✎ (Stop).

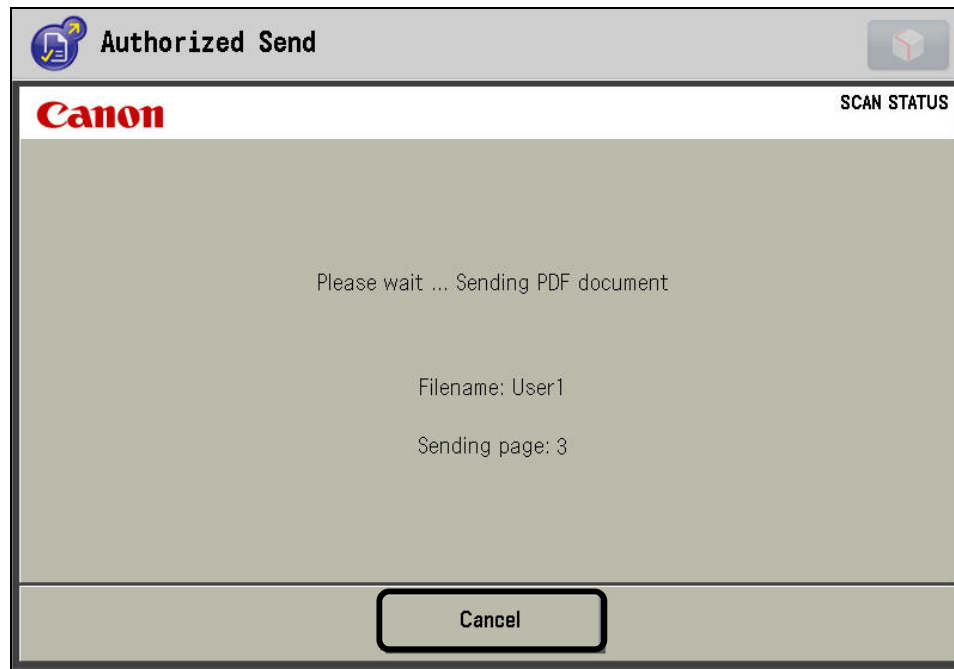2. If you want to scan and send another document, press [Back].

If you want to return to the MAIN screen, press [Main].

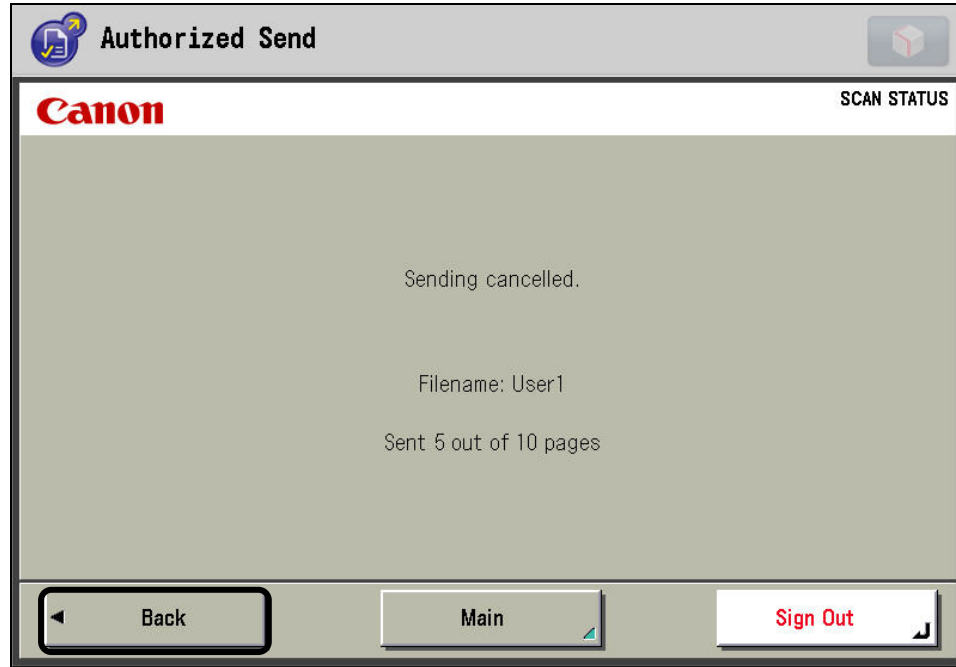If you do not want to scan any more documents, press [Sign Out].

1.5.2 Canceling while Sending

You can cancel a job while the file is being converted to PDF.

1. Press [Cancel] on the SCAN STATUS screen, or press ✎ (Stop).

2. If you want to scan and send another document, press [Back].

Sending stops at the current page, which results in a partially sent document, and a confirmation of the number of pages that were sent is displayed.

If you want to return to the MAIN screen, press [Main].

If you do not want to scan any more documents, press [Sign Out].

NOTE
   If you cancel a job, the recipient receives only the pages that were sent successfully.

# 1.6 Background Job Processing

✐ NOTE
- Background job processing must be enabled by the System Administrator during Authorized Send configuration. See the *Authorized Send Version 6.4 Configuration Guide* for information.
- Background job processing is not available on machines configured with Smart Card Service.

When background jobs are not enabled, you must wait for the current job to finish being sent before starting with another Authorized Send job. When background jobs are enabled, you can continue using Authorized Send immediately after the documents are scanned. You can also sign out of Authorized Send and all background jobs will continue to be processed.

After the document is scanned, the SCAN STATUS screen displays that the document is in queue. You can start with another job while the previous job is being transmitted. Press [Back] to continue scanning other jobs, [Main] to return to the main Authorized Send screen, or [Sign Out] to exit Authorized Send.
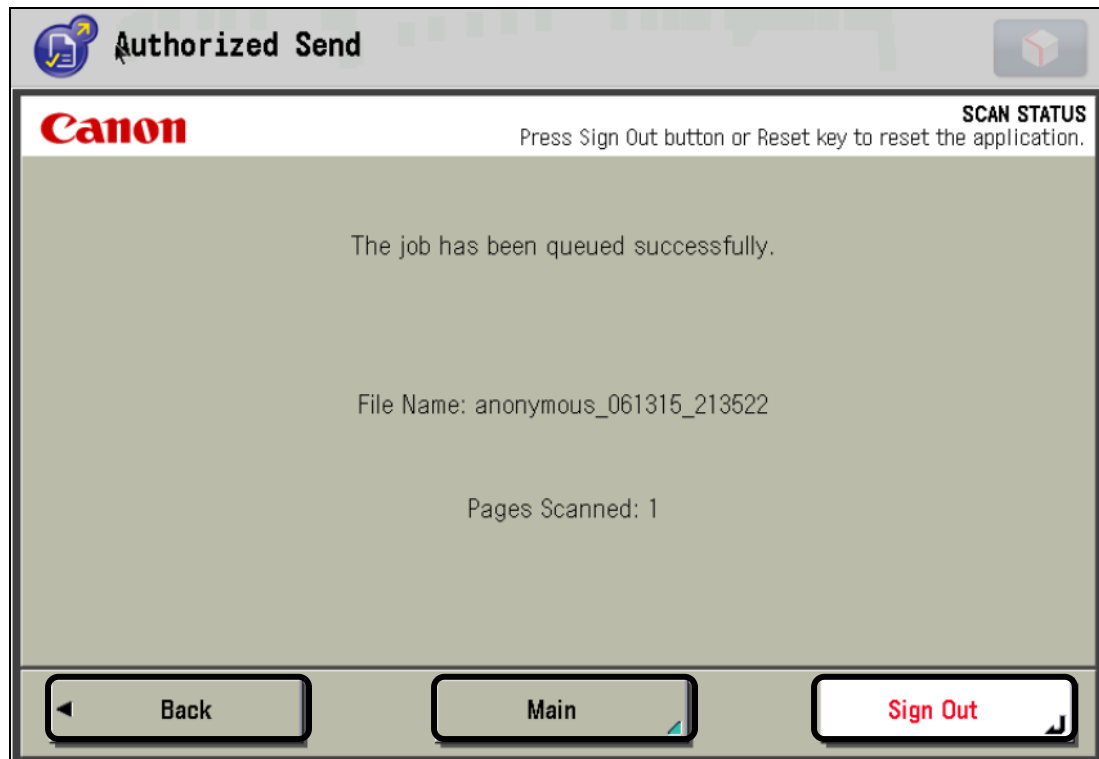
Depending on how the System Administrator configured the machine, if you sign out and sign in again with your jobs still working in the background, you will see a dialog box listing the status of your background jobs after you sign in. Press [OK] to acknowledge the dialog box.
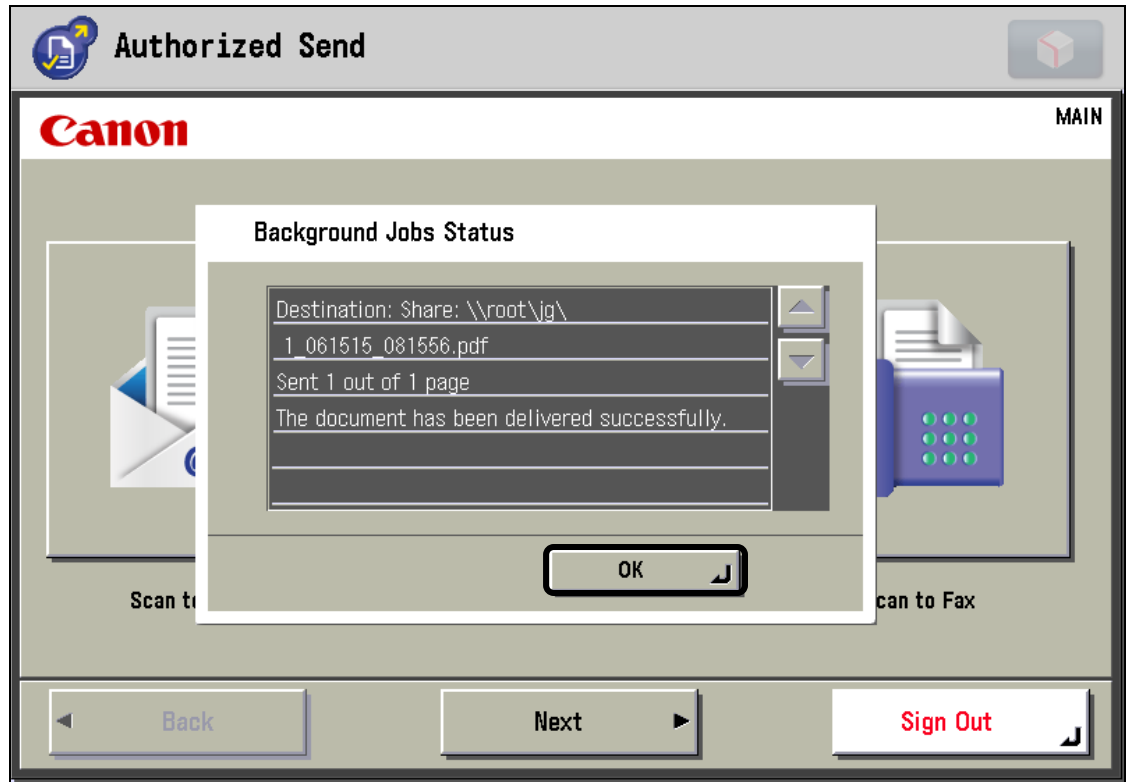
$\mathscr{D}$ NOTE

If you perform a Scan to E-Mail job you selected [PDF Single] and encryption in the Scan Settings, the job status displays as a single PDF file being sent, although the job will be multiple PDFs, one PDF per page.

1.7 Removing Pages Before Sending

The System Administrator can enable the Blank Page Removal feature, which automatically identifies blank pages in the scan job, based on total toner coverage on the page. The sensitivity level can be adjusted to optimize blank page detection accuracy.

In Preview mode, you can scroll through all pages in the scan job and manually select which pages to include and exclude. If you used the Blank Page Removal feature, use Preview mode to verify blank page detection accuracy.

1.7.1 Using Blank Page Removal

✎ NOTE
- The Blank Page Removal feature is not supported on the imageRUNNER ADVANCE 4000 Series and 8200 Series. Blank Page Removal is not supported on the imageRUNNER ADVANCE 3500 Series when the color mode is set to B&W (black-and-white), the paper size is Auto, Mixed, 11" x 17", or A3, and the resolution is 600 x 600 dpi.
- Depending on how the System Administrator configured the machine, Blank Page Removal may be enabled by default.

1. Enter all required information for your scan. The required information changes based on the destination. Scan to E-mail is used in the below examples.

2. Press any of the Current Scan Settings buttons.

3. Press the [Blank Page Removal] check box → press the [Blank Page Removal #] button to cycle through the blank page removal sensitivity settings.

📝 NOTE
- Press the [?] button to display a blank page removal help dialog box. Press [OK] in the dialog box when you are done reading the help text.
- Blank Page Removal may be enabled by default, depending on how the System Administrator configured Authorized Send. See "Configuring the Scan Settings," in the *Authorized Send Version 6.4 Configuration Guide* for more information.

Blank Page Removal #:	This button is active only if the [Blank Page Removal] check box is selected. Select the sensitivity level for blank page detection, from [Blank Page Removal 1] to [Blank Page Removal 4]. The number refers to the probability of a blank page being detected, with 1 being the lowest probability and 4 being the highest probability.

🖐 IMPORTANT
It may take several tests to determine the best setting for your typical scan job. If not enough pages are being identified as blank, increase the Blank Page Removal level. If too many pages are being identified as blank, decrease the Blank Page Removal level.

4. Adjust any other scan settings → press [OK].

5. Enter any other required information and press [Scan]. The scanning status screen displays the number of blank pages detected below the total number of pages scanned.
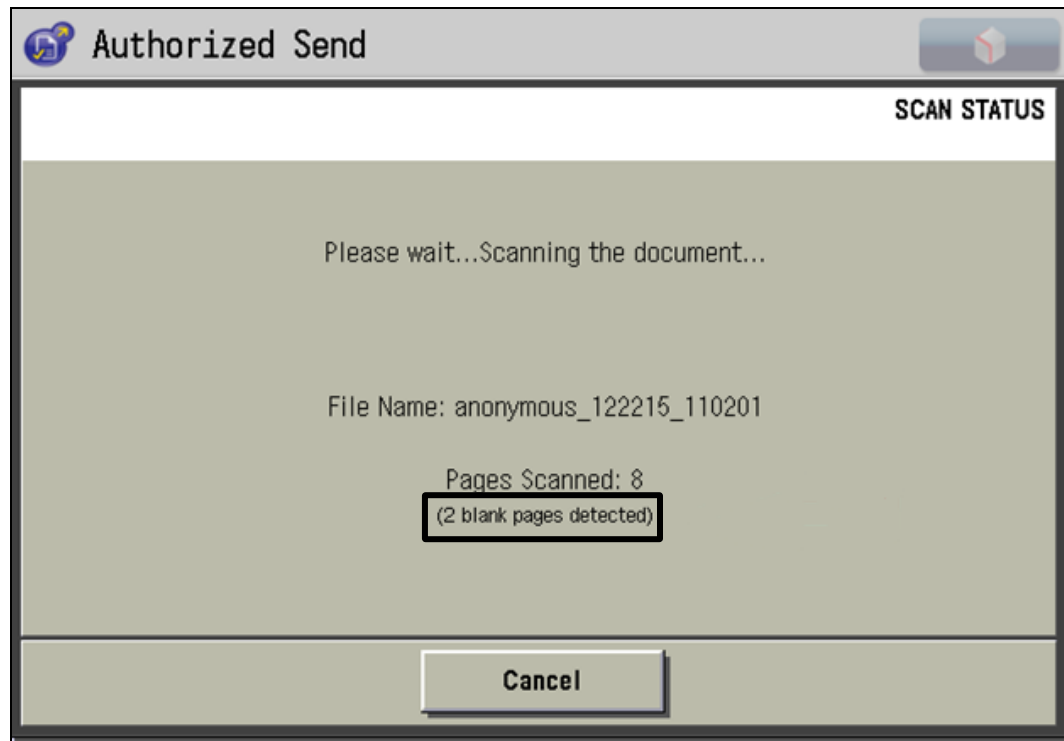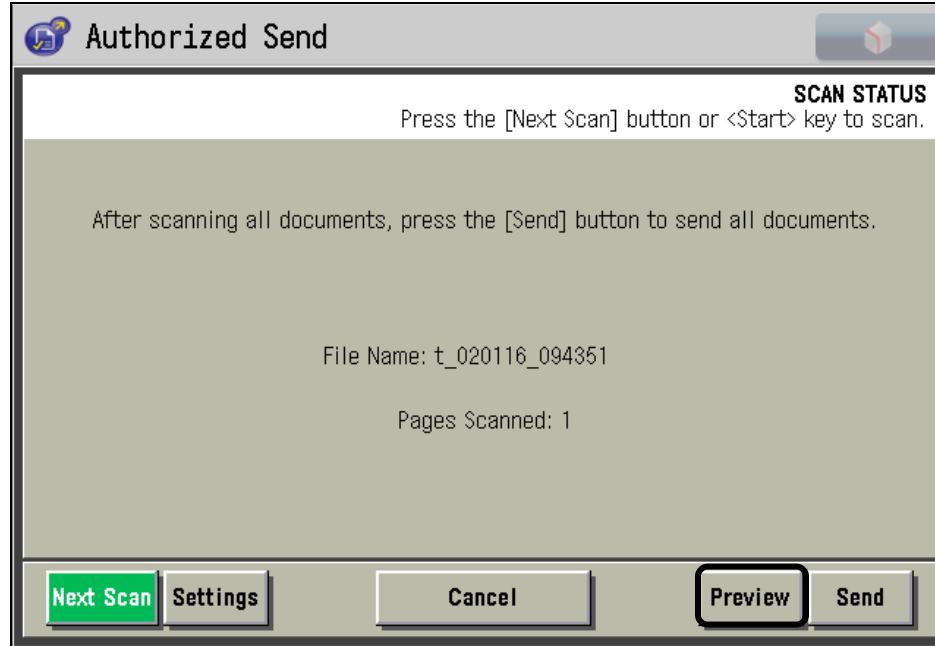
1.7.2   Removing Pages During Preview

1. Enter all required information for your scan. The required information changes based on the destination. Scan to E-mail is used in the below examples.

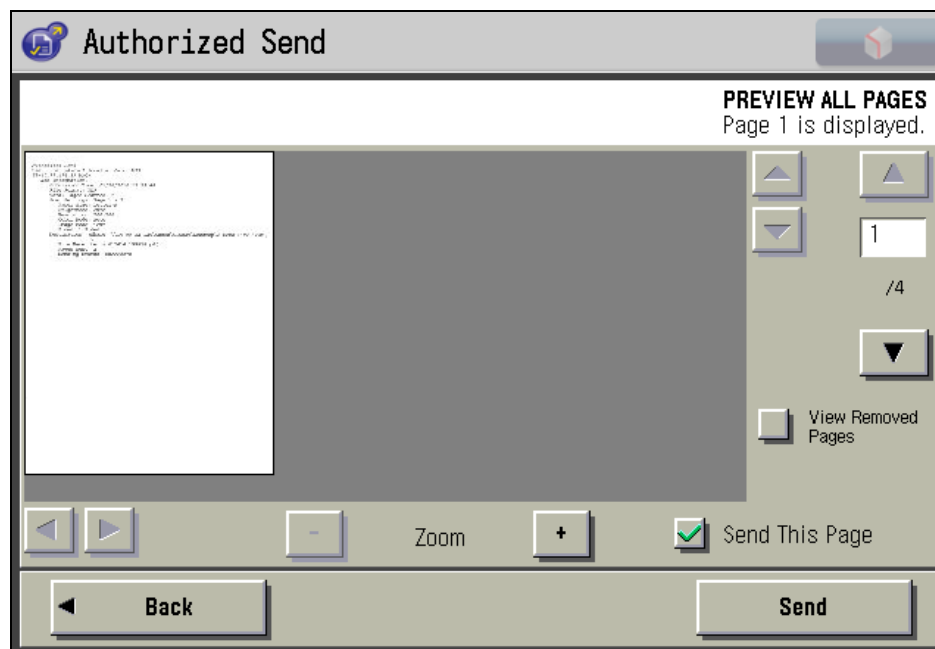2. Press the [Job Build + Preview] button →press [Scan].

The document scan starts.

3. After the scan completes, press the [Preview] button.

The Preview screen appears.

| [Send This Page]	Select this check box to send the page currently being viewed in the preview screen. If Blank Page Removal is enabled and a page is determined to be blank, this check box will not be selected when you preview the page.
[View Removed Pages]	Press this button to switch to the Preview Removed Pages screen. Scroll through the pages that were selected for removal, either manually by de-selecting the [Send This Page] check box or automatically by the Blank Page Removal feature. This button is disabled if no pages have been identified for removal. After you press this button, it changes to the [View All] button.
[View All]	Press this button to switch to the Preview All Pages screen. Scroll through all pages that were scanned, including any pages identified for removal. This button is disabled if all pages have been identified for removal. After you press this button, it changes to the [View Removed Pages] button.
[▼] or [▲] (with page counter)	Press the down [▼] and up [▲] buttons to scroll through the group of pages. If you are at the Preview Removed Pages screen, you will scroll through the pages that will not be sent. If you are at the Preview All Pages screen, you will scroll through all pages that were scanned, including the pages that are identified for removal.

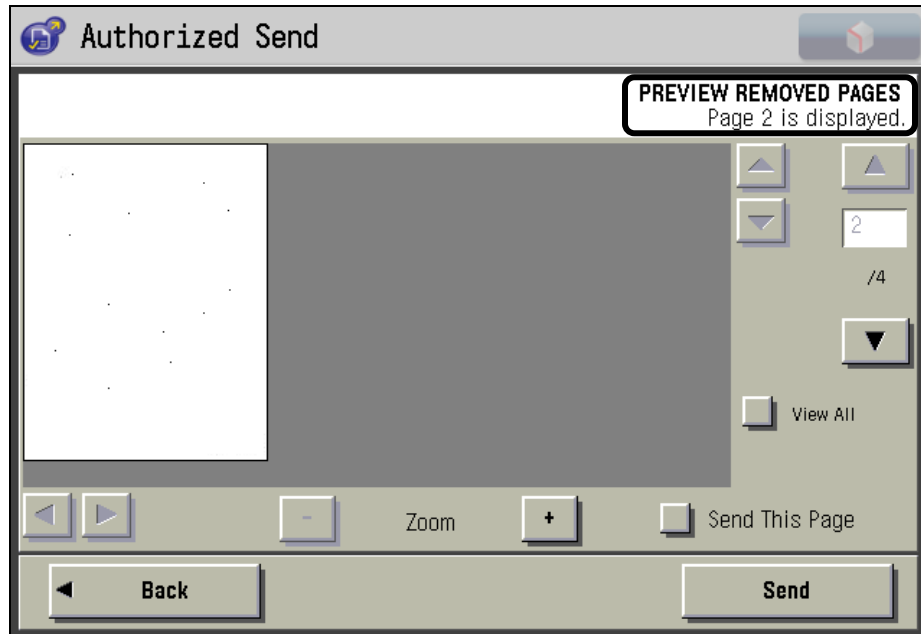3.1 Press the down [▼] and up [▲] buttons to scroll through the scanned pages.
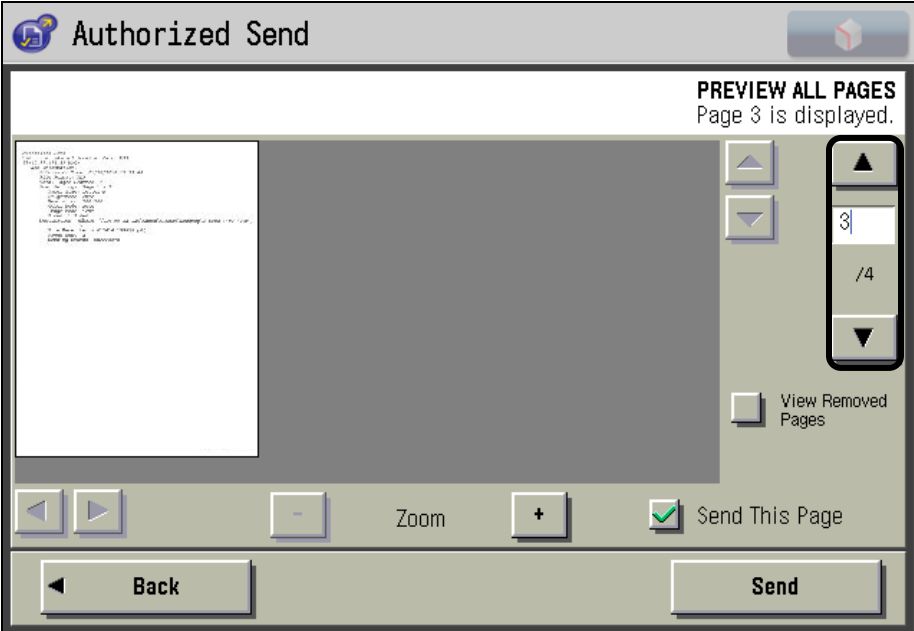
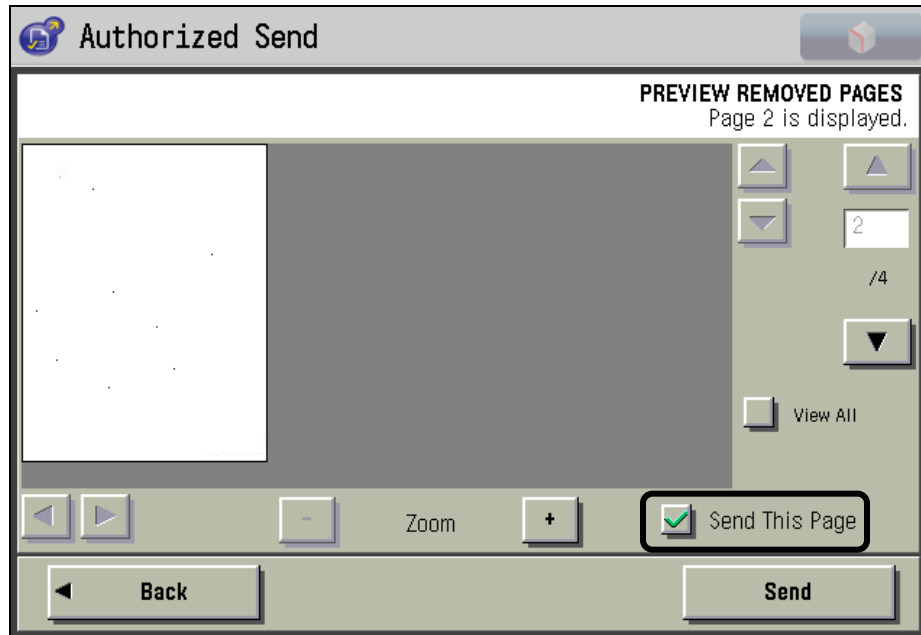3.2 If you want to remove a page from the scan job, disable the [Send This Page] check box.
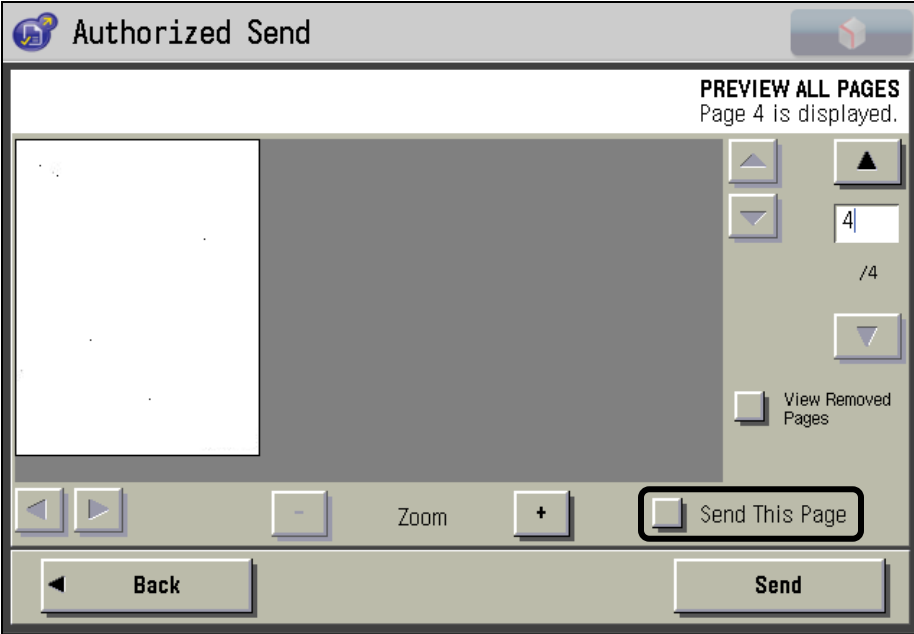
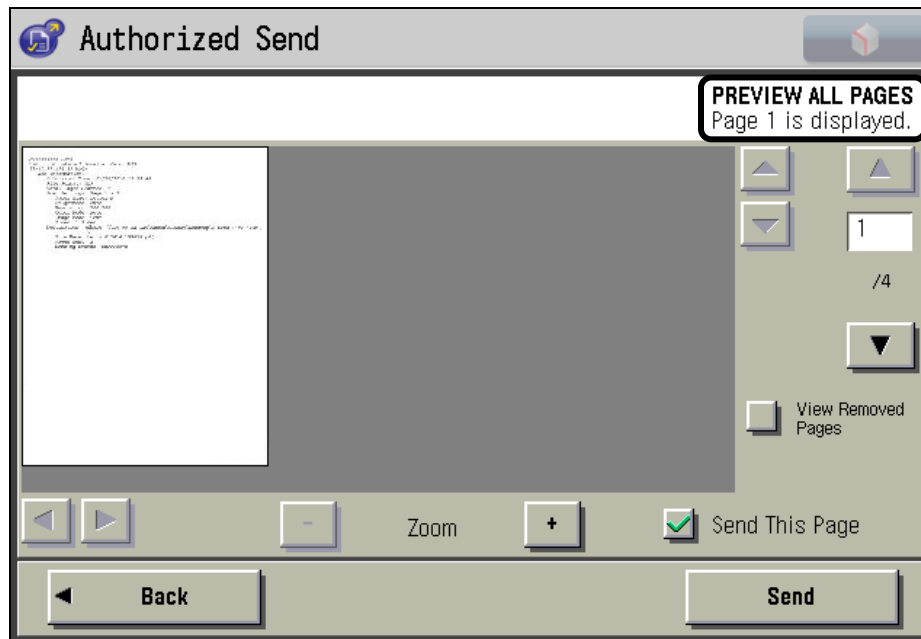3.3   If you want to include a page in the scan job, enable the [Send This Page] check box.
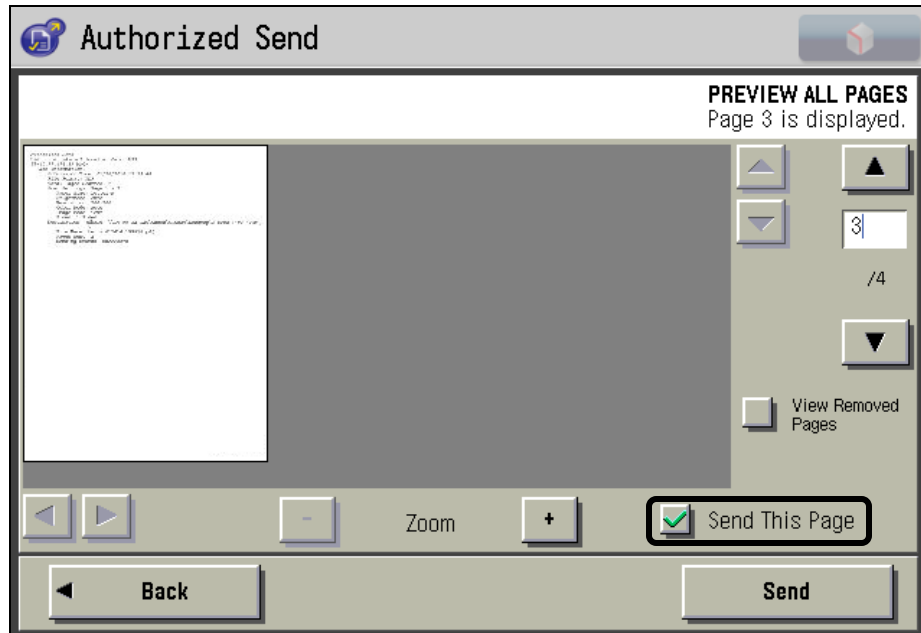
3.4   If you want to preview only the removed pages, press [View Removed Pages] to go to the Preview Removed Pages screen.

Enable the [Send This Page] check box to include the current page in the scan job.

Press [View All] to return to the Preview All Pages screen.

4. Press [Send] to send the scan job to the configured destination.

1.8 Sending File Batches

The System Administrator can enable the Batch Send feature, which allows a single job to be separated into multiple files of a determined size (based on a number of scanned pages).

The Batch Send can be adjusted before starting the send process. Individual file batches can be increased or decreased in size, or entire batches can be deleted from the job.

The Batch List Screen appears immediately after pressing the [Scan] button to start the job.

📎 NOTE
The Batch Send feature is enabled on when the System Administrator has set the [Batch Scanning Separator] for a given file name template, and that template is used for the filename being sent. If the System Administrator has set the [Batch Scanning Separator] for the file name template to "Off", or a file name template is not used, the Batch Send feature is not available.

---

1. Press [Scan] to start the scan job.
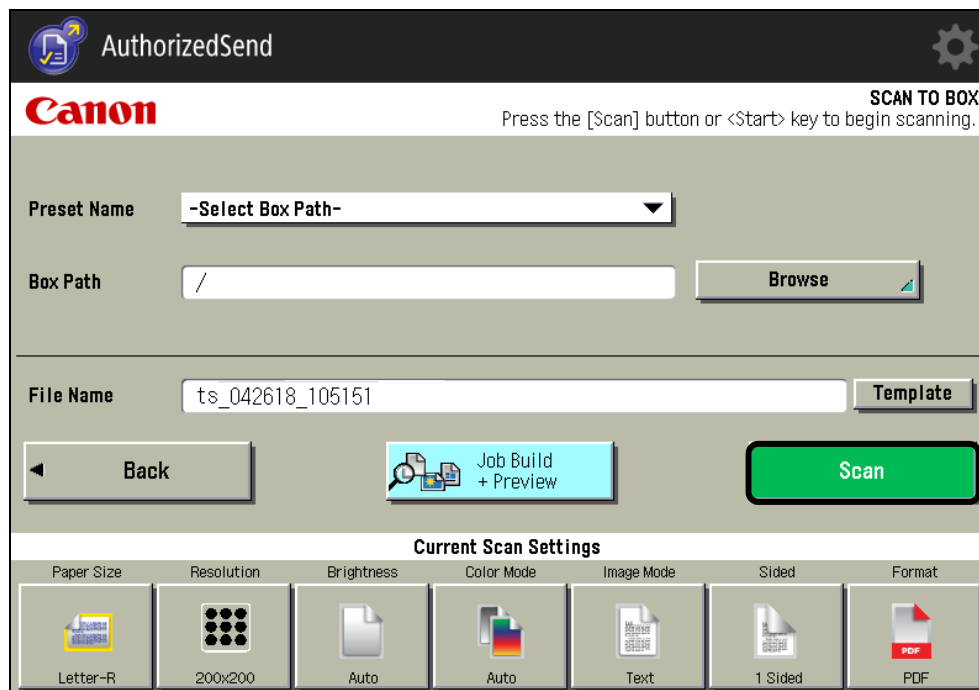
Allow the device to finish scanning all pages in the feeder or on the platen.
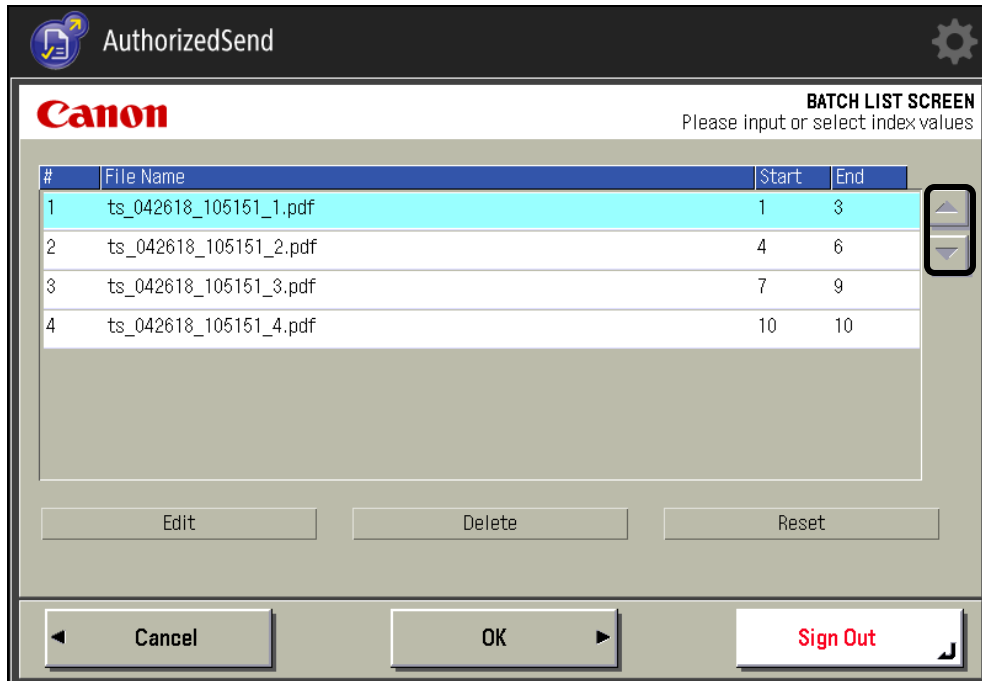
2. Perform any setting changes or use the preview feature. When ready to continue, press [Send]
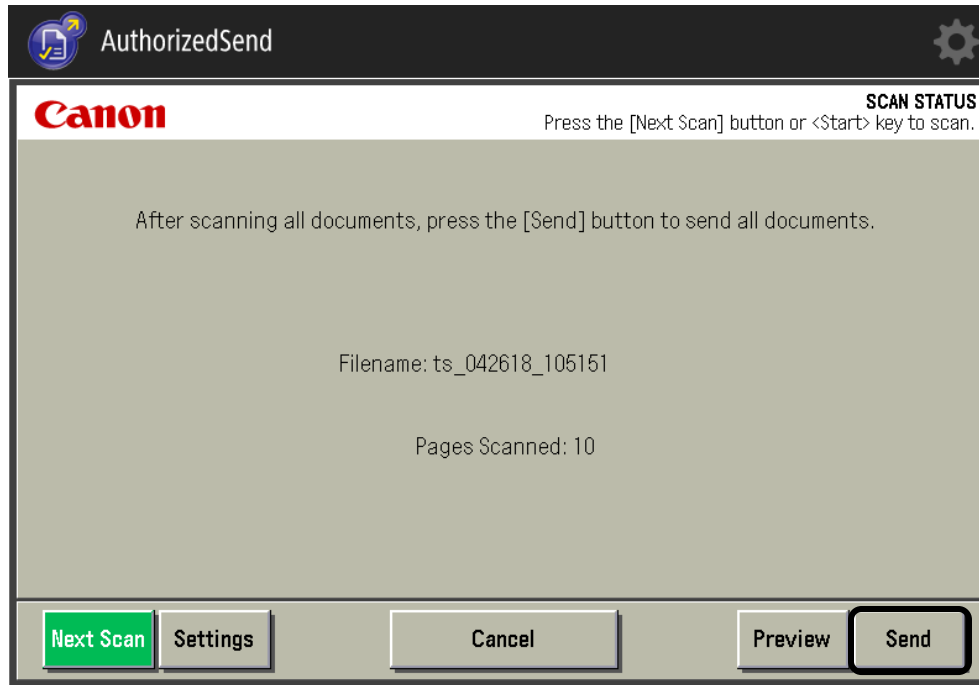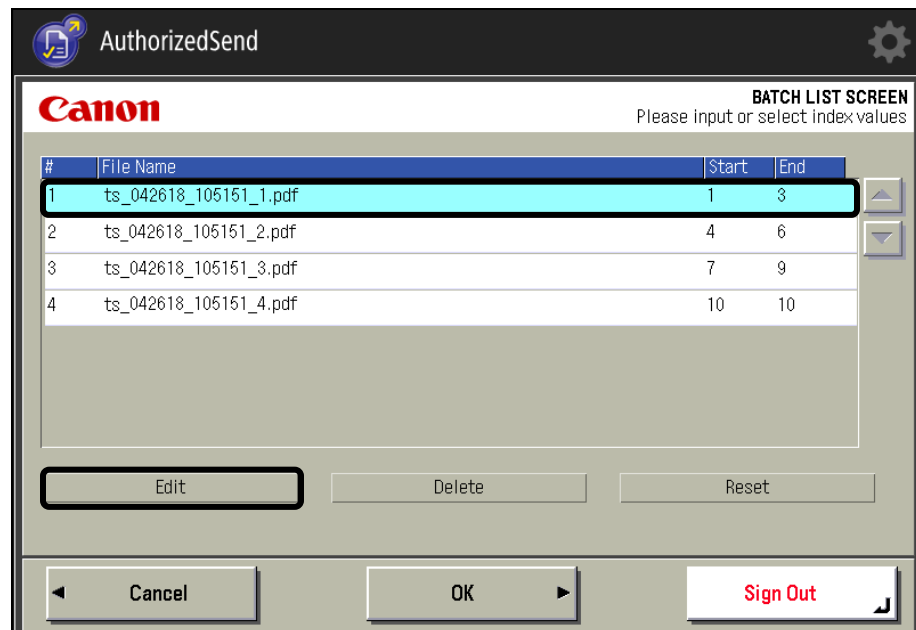

Press [Cancel] to return to the previous screen.
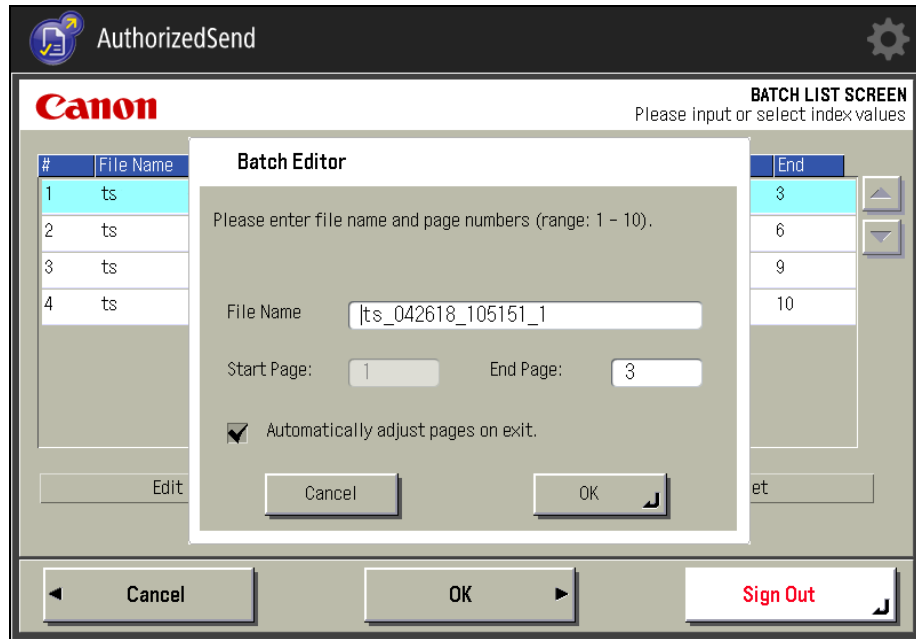
The Batch List Screen displays.

3. Review the batch send job and make any adjustments as necessary. Press the down [▼] and up [▲] buttons to review the list.

3.1 To edit a specific batch, select the batch and press [Edit]

The Batch Editor screen displays

File Name: The name of the file that will be put at the destination. By default, Authorized Send appends a "_#" at the end of the originally set file name where # is the batch number. Each batch file name must be unique.

Start Page: The starting page in the scan job batch. This cannot be changed.

End Page: The ending page in the scan job batch. The maximum value is the last page of the job.

Automatically adjust pages on exit: If you changed the start or end page for a given batch, enable [Automatically adjust pages on exit] to change the pages in the other batches to compensate for the change in the current batch size.

For example, if you have three page batches and you change the first batch to end on the fourth page, automatic adjustment will change the next batch to start on page five.

Press [OK] to accept any changes and continue the batch editing. Press [Cancel] to return to the Batch List Screen without changes.
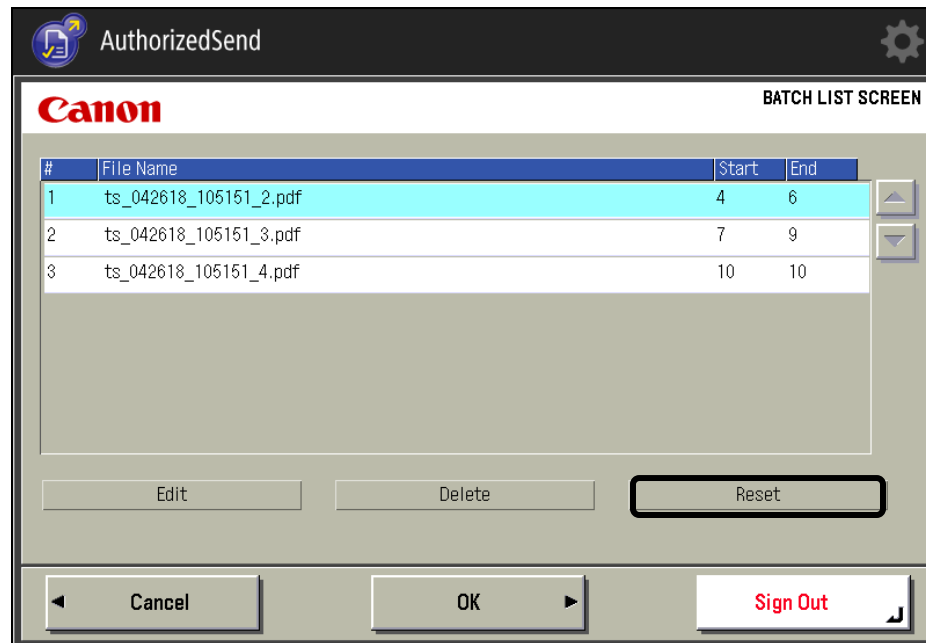
3.2 If you want to remove a batch from the job, select the batch and press [Delete].
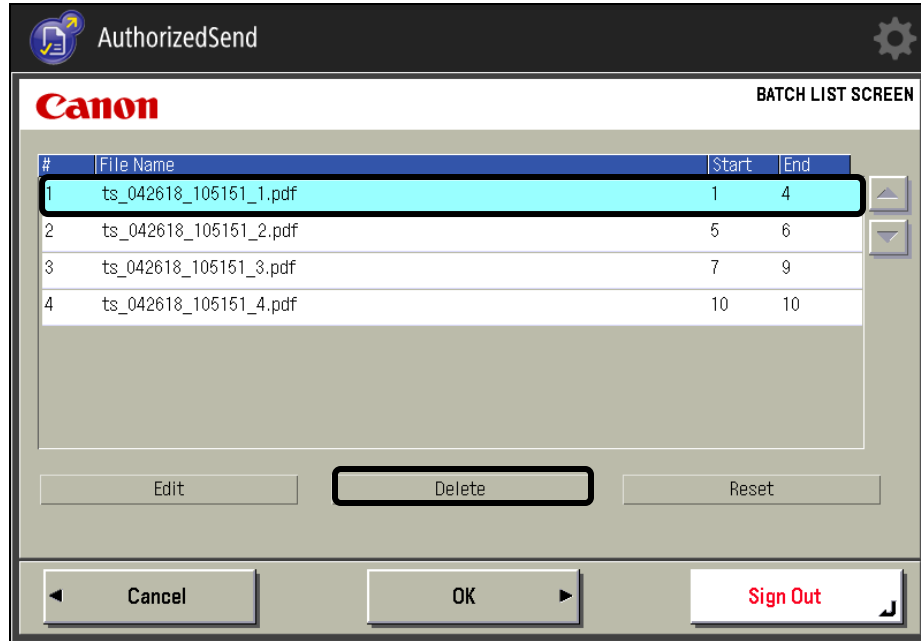
Press [OK] at the confirmation dialog box to delete the selected batch. Press [Cancel] to return to the Batch List Screen without deleting any batches.
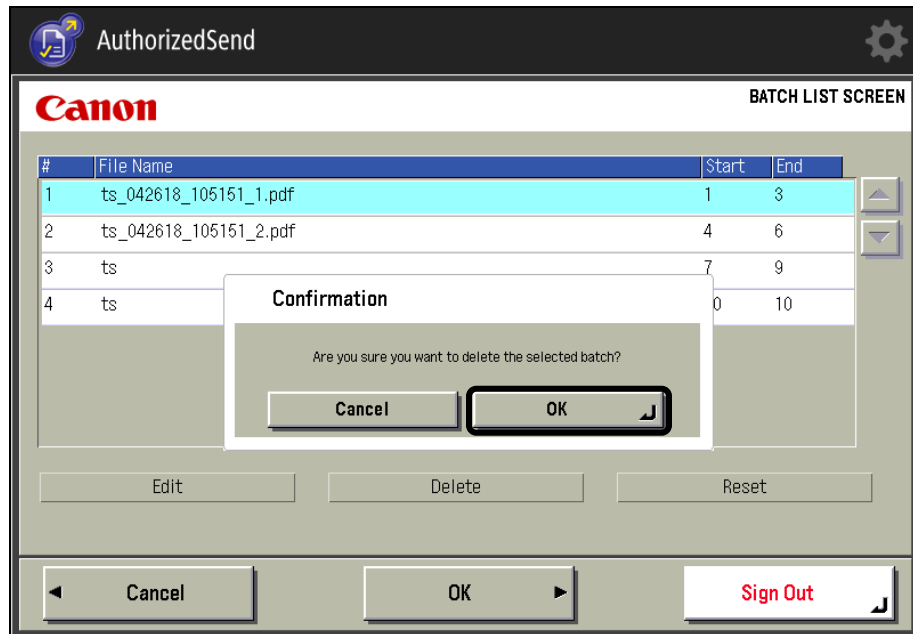
3.3 If you made changes (either editing batches or deleting batches) but want to return to the original batch status, press [Reset].

All changes are eliminated and the scan batch is returned to its original state. Eliminated changes include start and end pages, file names, and deleted batches are restored.

4. Press [OK] to continue sending the job.

1.9 Signing Out

After you have completed your scans, it is important to sign out of Authorized Send. Your sign in information, credentials, and identity are active until you are signed out. Authorized Send produces log files with user names. You may be held accountable for other scanning operations after you leave the machine and do not sign out.

📝 NOTE

If Anonymous Authentication is configured on the machine, anonymous login is done automatically. It is important to sign out even as an anonymous user, since different credentials and priviledges are used for certain features.

1. Press [Sign Out] to complete your Authorized Send session.

The appearance of the MAIN screen may vary, depending on the Authorized Send configuration and status. (See "Using the MAIN Screen," on p. 21.)

⛔ IMPORTANT
- [Sign Out] is not displayed if the domain that you used to sign in is single sign on. In this case, you must log off the login application to properly sign out of Authorized Send.
- If the Authentication server is Anonymous, [Sign Out] is not displayed:
  - Until a button that is enabled for Anonymous Authentication has been pressed once, and the Authorized Send MAIN screen is displayed.
  - Until a button that is not enabled for Anonymous Authentication has been pressed once, the user signs in with an authentication method other than Anonoymous, and the Authorized Send MAIN screen is displayed.
  - After the user has clicked [Sign Out] once, or pressed ⊚ (Reset) to sign out, and the Authorized Send MAIN screen is displayed.

1.1 If the System Administrator configured the machine to display a disclaimer screen, read the disclaimer and press [OK] to acknowledge.

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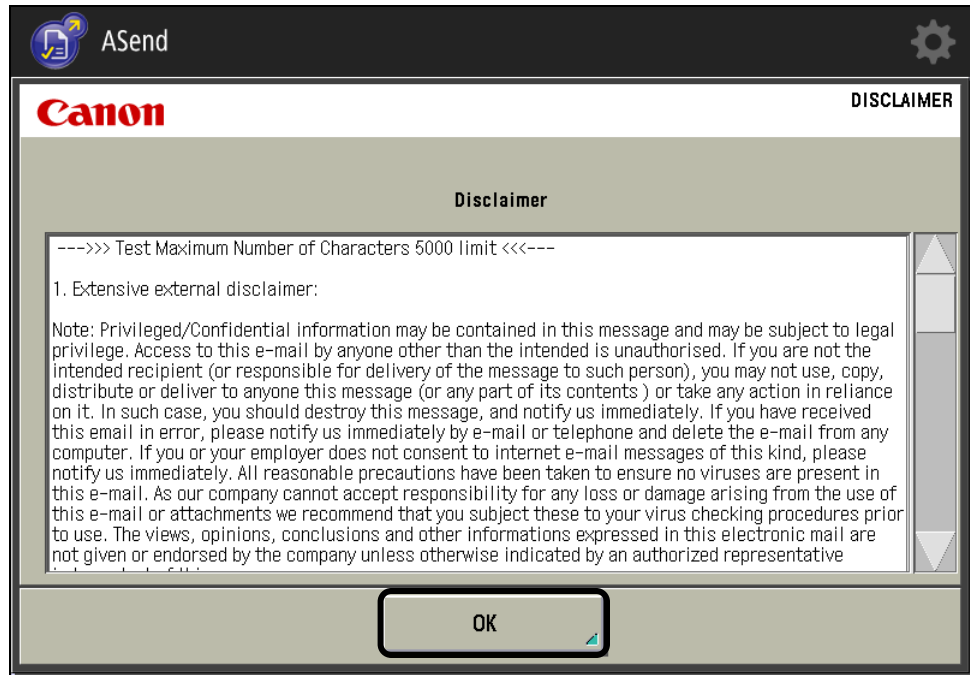
Chapter 2   Using Authorized Send

This chapter describes how to use the various [Scan to…] functions, and One-Touch Buttons, and Personal Buttons functions of the Authorized Send application.

2.1   Scanning and Sending Documents

You can scan and send a document to a number of destinations, and use one-touch buttons. When you scan to an e-mail address, you can optionally enter a subject line, message body text, and a file name. When you scan to a fax machine or I-Fax server, you can enter multiple fax numbers. When you scan to a folder, you can select a preset share, enter the path to the file server manually, or browse for a specific file server.

Documents can be sent without changing any of the scan settings, or you can configure them to suit your needs. (See)

📎 NOTE
- For more information on entering characters, see
- Scanning with the lid open when paper detection is disabled may result in unreliable paper size detection. Contact your Authorized Send System Administrator to enable paper detection.

2.1.1   Scanning and Sending to an E-Mail Address

You can scan a document and send it as an attached file in an e-mail message. You can optionally add the document's name, a subject line, and message body text. Also, depending on the machine model and machine capabilities, the scanned document can be sent as a PDF, PDF(Compct), PDF(OCR), TIFF, TIFF(Single), JPEG, XPS, XPS(Compct), XPS(OCR), PPT, PPT(OCR), or WORD file.

🤚 IMPORTANT
- If you are using Microsoft Exchange Server 2000 or 2003, and a sending error occurs, contact the System Administrator.
- If you are scanning to an e-mail address, and the [To] text box is left blank, the scanned document is sent to the current user if the [E-mail CC to self] check box is selected in the Authorized Send Configuration servlet. (See Chapter 2, "Configuring Authorized Send," in the *Authorized Send Version 6.4 Configuration Guide*.)

1. Press [Scan to E-Mail].

1.1 If the CUSTOMIZED INDEX screen appears, enter or select the necessary values.

Depending on how the System Administrator configured your machine:
- A maximum of four information fields can be displayed.
- Each information field is represented by a text box, drop-down list, or list box.
- If an asterisk appears before a text box label, you must press the text box, and enter the required information. The asterisk indicates required fields.
- If a text box, drop-down list, or list box appears without an asterisk before it, you have the option to enter or select information.
- If a drop-down list appears, you can leave the default setting (the first item in the list), or press the drop-down list and select a value.

1.2   Press [Next].
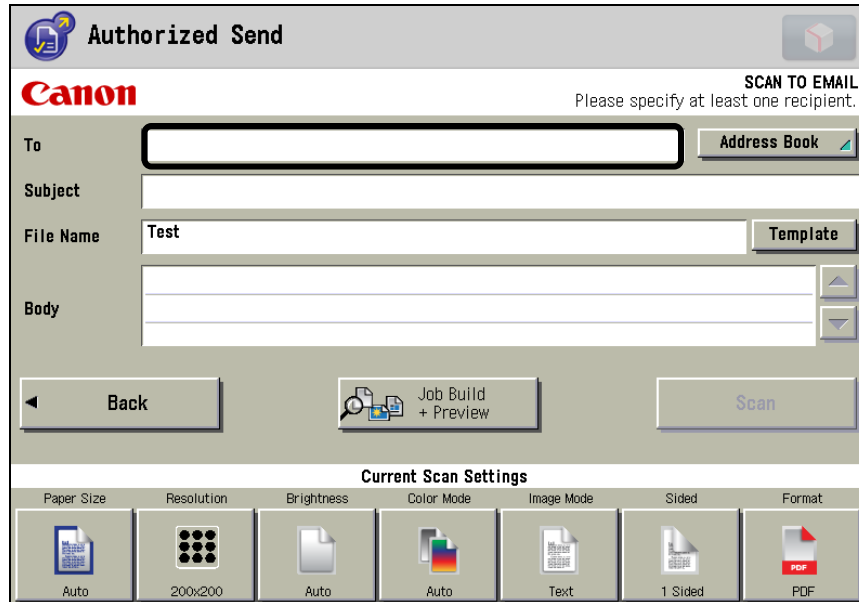
The SCAN TO E-MAIL screen is displayed.

2. Place your originals ➜ specify the destination.

🛑 IMPORTANT
If you place your originals into the feeder or on the platen glass and the message <Please input subject. It is required.> is displayed, you must enter a valid subject before placing your documents. Proceed to step 3.

2.1 To manually specify the e-mail address, press the [To] text box.

🛑 IMPORTANT
If the [To] text box is grayed out, it has been disabled from the Authorized Send Configuration servlet. Proceed to step 2.2 to specify the e-mail address using the address book, or contact the System Administrator.

2.1.1 Enter a valid e-mail address ➜ press [OK].

To enter multiple e-mail addresses, separate each e-mail address by a comma or semicolon.

📝 NOTE
For more information on entering characters, see "Entering Characters," on p. 12.

2.2   To specify the e-mail address via the address book, press [Address Book].

⏺ IMPORTANT
   If [Address Book] is not displayed, it has been disabled from the
   Authorized Send Configuration servlet. Go back to step 2.1 to specify
   the e-mail address manually, or contact the System Administrator.

✎ NOTE
   If you specify an address using the address book when there is already
   an e-mail address present in the [To] text box, the selected address book
   e-mail address will be appended to the list in the [To] text box.

2.2.1   Press [Search] ➞ select the desired destinations from the address book ➞ press [OK].
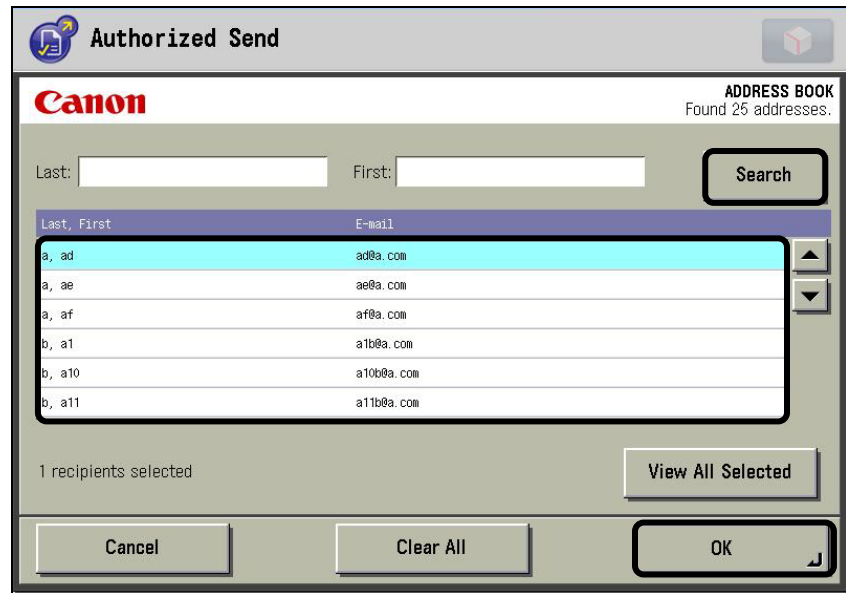
[Search] displays all of the e-mail addresses in the Address Book.

You can select multiple destinations. By default, any entries with e-mail addresses that match those already entered in the [To] text box on the SCAN TO E-MAIL screen are highlighted.

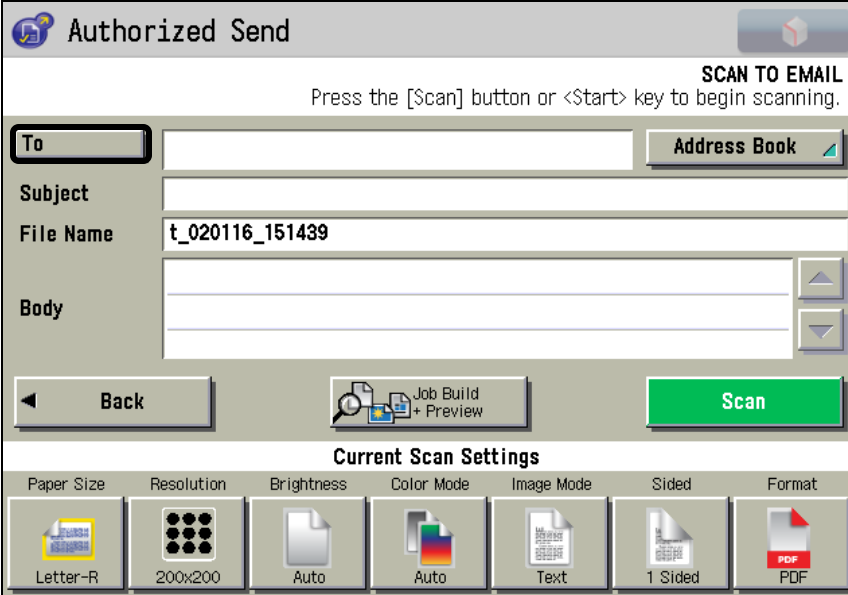If the desired destination is not displayed, press [▼] or [▲] to scroll to the desired destination.

You can also enter a complete or partial last name in the [Last] text box or enter a complete or partial first name in the [First] text box → press [Search] to search for a destination in the address book.
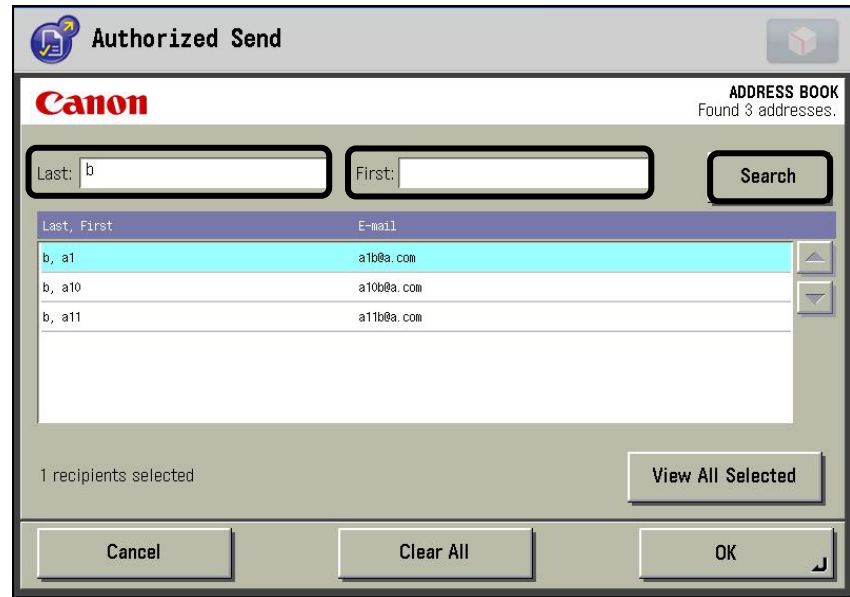
✎ NOTE
- The maximum number of search results displayed, depends on the value set by the System Administrator in the Authorized Send Configuration servlet.
- To cancel a selected destination, select the destination again to clear the highlighting.
- Press [View All Selected] to view all of the currently selected addresses that were either entered manually, or selected from the address book. Press [View All Selected] again to return to the previously displayed list.
- Press [Clear All] to deselect all of the selected e-mail addresses.
- If you do not want to select addresses from the address book, press [Cancel].

2.3   To select the e-mail address from a list of the five most recently accessed addresses, or the five most frequently accessed addresses (depending on how the machine is configured), press the [To] button.
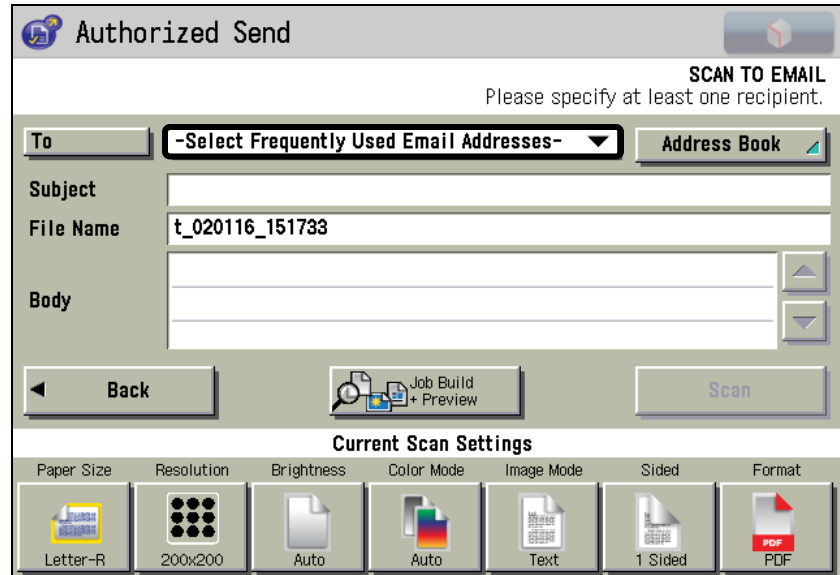
⊘ IMPORTANT
    If the [To] button is not displayed, it has been disabled from the Authorized Send Configuration servlet. Go back to step 2.1 or 2.2 to specify the e-mail address, or contact the System Administrator.

2.3.1   Press the previous destination pull-down list→ select the desired destination.

✋ IMPORTANT
The entries of the previous destination pull-down list vary according to how the System Administrator configured the machine. The list may contain up to the past five most frequently accessed e-mail addresses, or up to the past five most recently accessed e-mail addresses.

✏ NOTE
If you specify an address using the address book after you select an address using the previous destination pull-down list, the selected address book e-mail address will be appended to the previous destination selection.

Press the [To] button to return to the To field to a text box.

3. If necessary, press the [Subject] text box ➞ enter the subject of the e-mail message ➞ press [OK].

    A maximum of 255 characters can be entered for the subject. Any additional characters are ignored.

⬤ IMPORTANT
   - If the [Subject] text box is grayed out, it has been disabled from the Authorized Send Configuration servlet. Contact the System Administrator.
   - If there is a subject displayed in the [Subject] text box, the System Administrator configured a default subject in the Authorized Send Configuration servlet.

4. If necessary, press the [File Name] text box ➞ enter the document's name ➞ press [OK].

    A maximum of 251 characters can be entered for the file name. Any additional characters are ignored.

⬤ IMPORTANT
   - If the [File Name] text box is grayed out, it has been disabled from the Authorized Send Configuration servlet. Contact the System Administrator.
   - File systems and operating systems may have different file name limitations.
   - If a file name is not entered, the user's name and a time stamp are used for the file name. For example, *username_MMDDYY_HHMMSS* (testuser1_073114_101746).
   - If you select [TIFF(Single)] or [JPEG] from the File Type drop-down list on the SCAN SETTINGS screen, an underscore, followed by a page number are appended to the file name.
   - Depending on how the System Administrator configured your machine, even if you leave the [File Name] text box empty, a name may still appear for <Filename> on the SCAN STATUS screen after you press [Scan].
   - Depending on how the System Administrator configured your machine, the [Template] button may appear next to the [File Name] text box, as shown below.

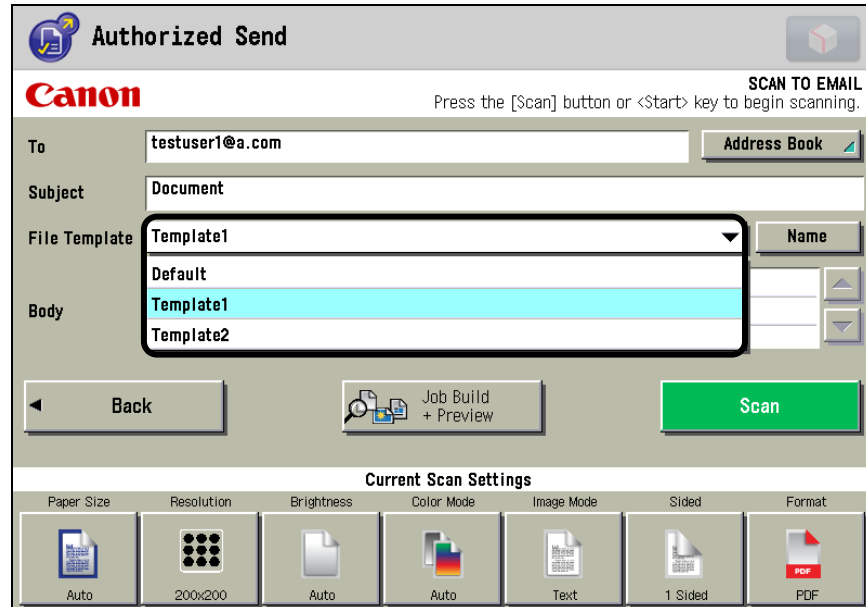4.1 If you want to set a file name based upon a pre-defined template, press [Template].

The [File Name] text box is replaced by the [File Template] drop-down list, and the [Template] button is replaced by the [Name] button.
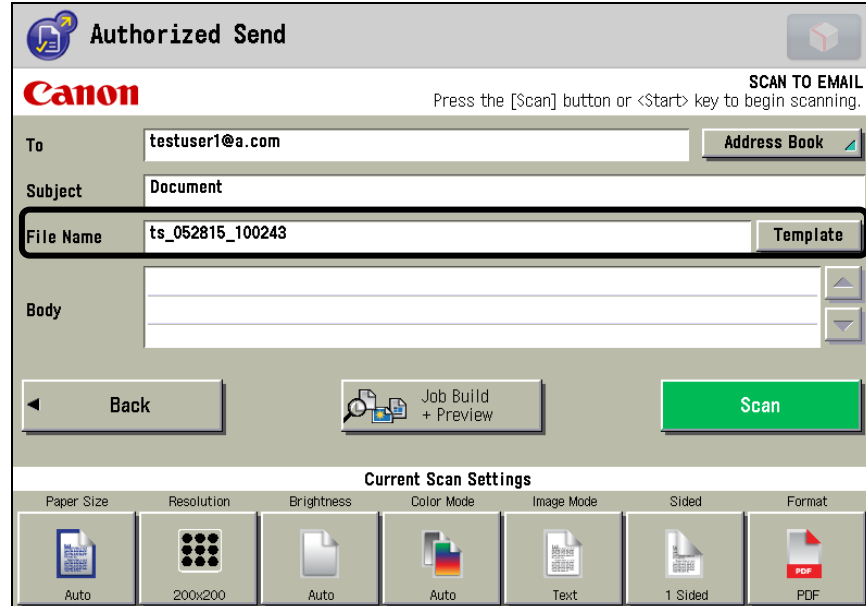
✎ NOTE

File name templates are defined by the System Administrator in the File Name Template screen in the configuration servlet. The templates can use log in information such as user name, date, time, and up to eight (8) custom-defined fields. Contact your System Administrator for information on the available file name templates.

4.2   Select the desired file name template.

The [File Name] textbox and [Template] button reappear, and the [File Name] text box is populated with the file name as defined by the selected template.

4.3   If the Enter SMTP Authentication Password pop-up screen appears
because the System Administrator enabled SMTP Authentication in the
Authorized Send Configuration servlet, and your sign in credentials are
different from the credentials required for SMTP server authentication,
enter your user name and network password ➞ press [OK]
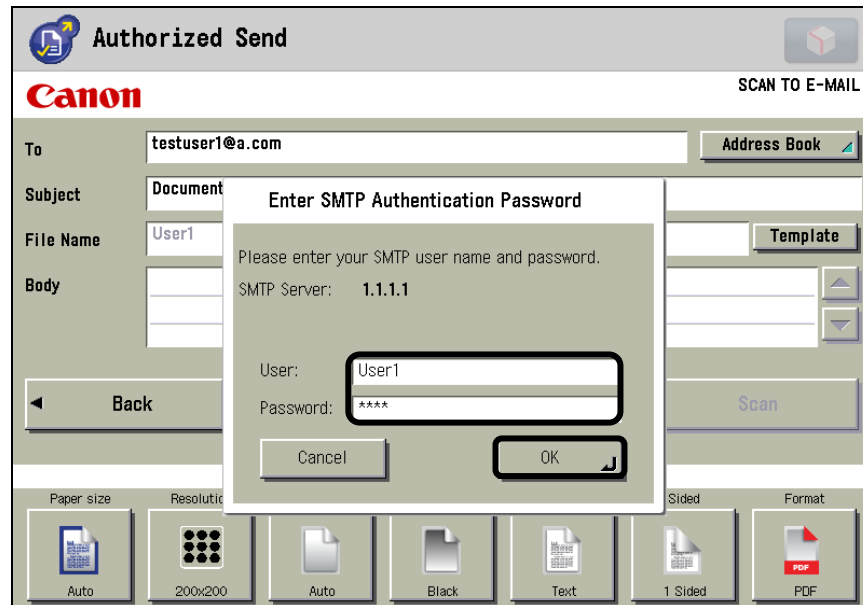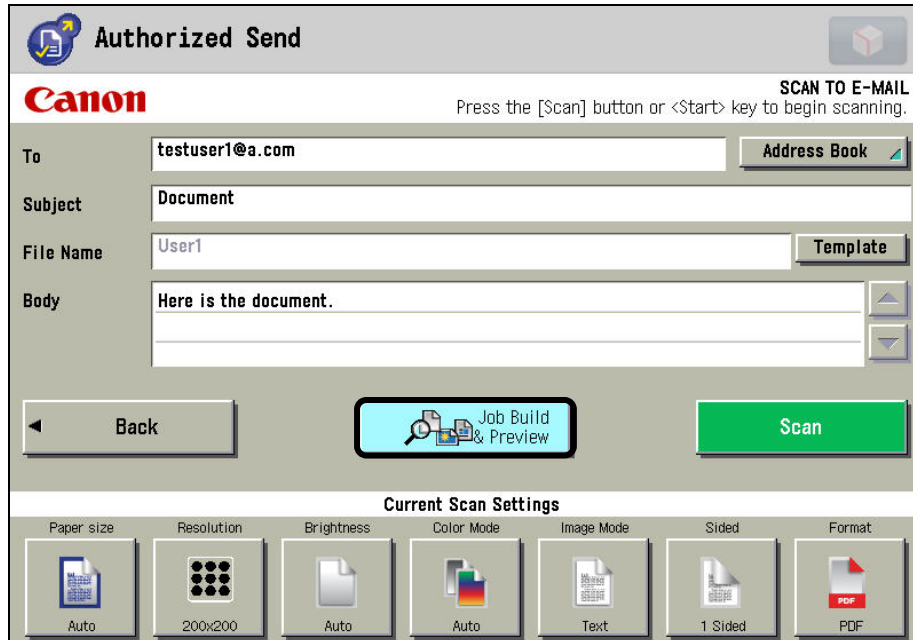
The SCAN TO E-MAIL screen is displayed.

5. If necessary, press the [Body] text box ➞ enter body text ➞ press [OK].

A maximum of 255 characters can be entered for the body text. Any additional characters are ignored.

🖑 IMPORTANT
- If the [Body] text box is grayed out, it has been disabled from the Authorized Send Configuration servlet. Contact the System Administrator.
- If there is body text displayed in the [Body] text box, the System Administrator configured a default message in the Authorized Send Configuration servlet.

6. If you want to scan more documents than can be placed into the feeder or on the platen glass at once, press [Job Build & Preview].

[Job Build] is highlighted in blue when the Job Build mode is enabled. [Job Build] may be enabled by default, depending on how the machine is configured.

✐ NOTE
The total amount of pages you can scan for the job depends on the limitations set on the machine. For more information, contact the System Administrator.

7. Press any scan settings key on the SCAN TO E-MAIL screen ➞ specify the scan settings.

✐ NOTE
For instructions on specifying scan settings, see on p. 271.

8. Press [Scan] or ⊙ (Start).

Scanning starts.

The scanned document is sent to the specified destinations when scanning is complete, and the message <The document has been delivered successfully.> is displayed.

If the Job Build mode is enabled and the first batch of documents has been scanned, the SCAN STATUS screen is displayed. Proceed to step 9. Otherwise, proceed to step 10.
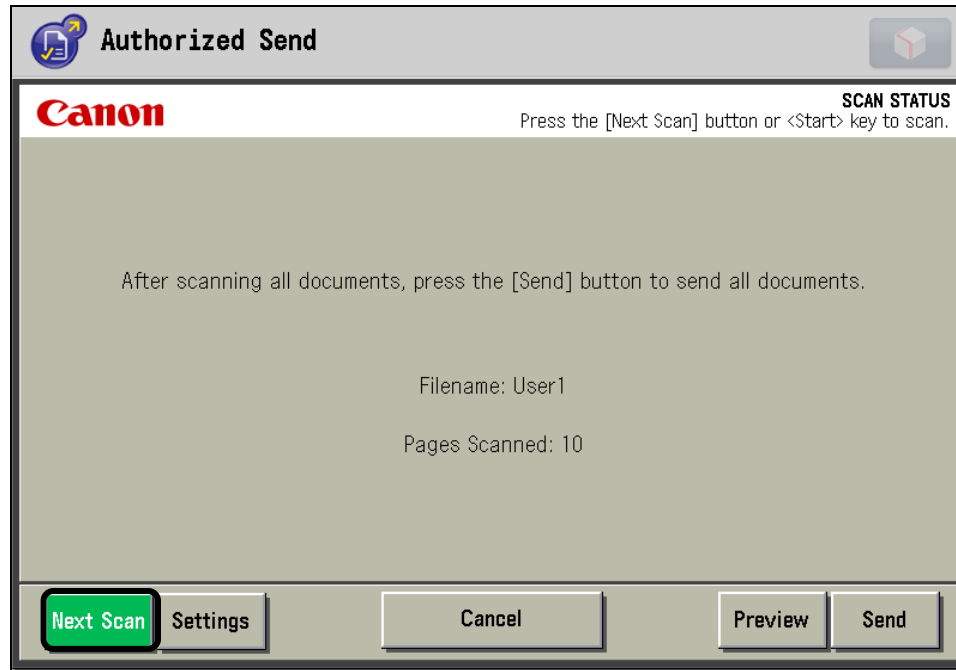
🤚 IMPORTANT
- If the [Subject] text box is left blank and [Scan] is not activated, you must enter a subject → press [ENTER] on the USB keyboard to validate the text box.
- If the [To] text box is left blank, the scanned document is sent to the current user if the [E-mail CC to self] check box is selected in the Authorized Send Configuration servlet. (See Chapter 2, "Configuring Authorized Send," in the *Authorized Send Version 6.4 Configuration Guide*.)
- If you do not want to scan the current document, press [Back] on the SCAN TO E-MAIL screen (or press [Sign Out] if Scan to E-Mail is the only feature enabled), and the display returns to the MAIN screen (or the SIGN IN screen).

📝 NOTE
To cancel scanning, press [Cancel] on the SCAN STATUS screen, or press ⊘ (Stop).
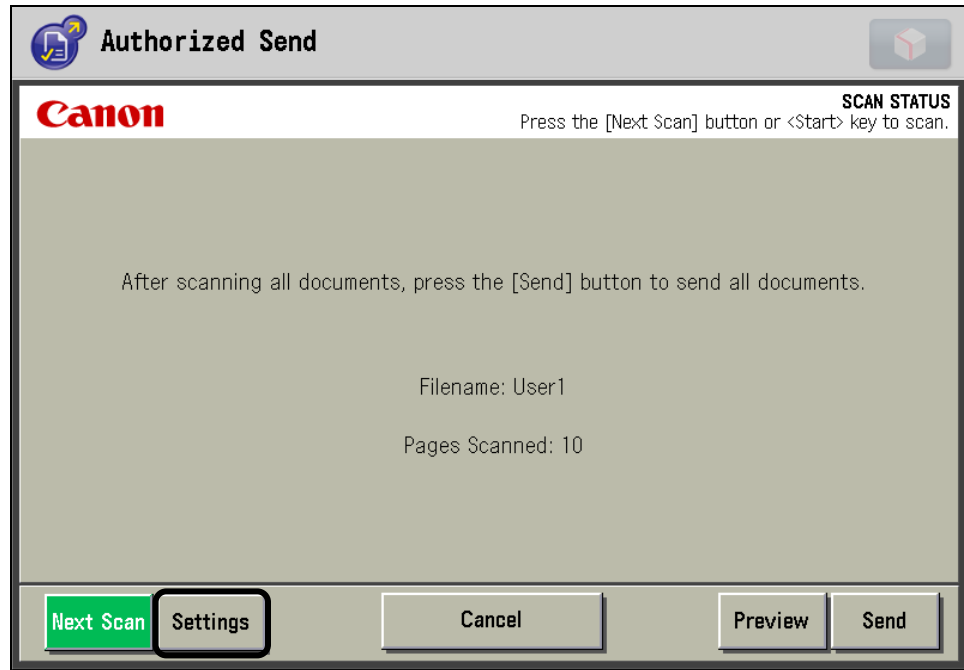
9. If the Job Build mode is enabled, and you want to scan another batch of originals, place the next batch of originals into the feeder or on the platen glass → press [Next Scan] or ⊙ (Start).

✎ NOTE
- The total amount of pages you can scan for the job depends on the limitations set on the machine. For more information, contact the System Administrator.
- Press [Preview] to preview the pages that have been scanned on the PREVIEW screen. You can press [◄], [►], [▼], or [▲] to scroll through the pages, and press [−] or [+] to reduce or enlarge the pages. The [−] and [+] keys are disabled if the scan resolution is set to '600 x 600 dpi'.
- If you press [Preview], press [Back] on the PREVIEW screen to return to the SCAN STATUS screen, or press [Send] on the PREVIEW screen to send the documents if you have no more documents to scan.
- To cancel scanning, press [Cancel] on the SCAN STATUS screen, or press ⌀ (Stop).

9.1 If you want to change the scan settings for the next set of documents in the job build, press [Settings].

9.2 Specify the new scan settings ➞ press [OK].

✐ NOTE
For instructions on specifying scan settings, see "Specifying Scan Settings," on p. 271.

10. When you are finished scanning all documents, press [Send].

All of the scanned documents are sent to the specified destination as one file.

✐ NOTE
To cancel sending the documents, press [Cancel] on the SCAN STATUS screen, or press ⊘ (Stop).

11. If you want to scan and send another document to a different destination, press [Back] on the SCAN STATUS screen ➞ repeat the procedure from step 2.

If you want to return to the MAIN screen, press [Main].

If you do not want to scan any more documents, press [Sign Out].

✎ NOTE
If the machine has background jobs enabled, you can continue using Authorized Send as soon as the documents are scanned. You do not have to wait until the job has completed sending. For information on background job processing, see "Background Job Processing," on page 31.

2.1.2 Scanning and Sending to an I-Fax Server

You can scan a document and send it as a fax. You can enter multiple fax numbers on the SCAN TO I-FAX screen, and the address of the previously configured fax server is automatically appended to each fax number when you send the document. Also, depending on the machine model and machine capabilities, the scanned document can be sent as a PDF, PDF(Compct), PDF(OCR), TIFF, TIFF(Single), JPEG, XPS, XPS(Compct), XPS(OCR), PPT, PPT(OCR), or WORD file.

1. Press [Scan to I-Fax].

2. Place your originals ➞ specify the fax number.

2.1   To manually specify the fax number, press the [Fax Numbers] text box.

🖐 IMPORTANT
   If the [Fax Numbers] text box is grayed out, it has been disabled from
   the Authorized Send Configuration servlet. Proceed to step 2.2 to
   specify the fax number using the address book, or contact the System
   Administrator.

2.1.1   Enter a valid fax number ➞ press [OK].

         To enter multiple fax numbers, separate each fax number by a
         comma or semicolon.

         You can also use the ⓪ – ⑨ (numeric keys) to enter numbers
         after you press the [Fax Numbers] text box.

         📝 NOTE
            For more information on entering characters, see "Entering
            Characters," on p. 12.

2.2   To specify the fax number via the address book, press [Address Book].

🖐 IMPORTANT
    If [Address Book] is not displayed, it has been disabled from the
    Authorized Send Configuration servlet. Go back to step 2.1 to specify
    the fax number manually, or contact the System Administrator.

✎ NOTE
    If you specify a fax number using the address book when there is already
    a number present in the [Fax Numbers] text box, the selected address
    book fax number will be appended to the list in the [Fax Numbers] text
    box.

2.2.1   Press [Search] ➞ select the desired destinations from the fax
address book ➞ press [OK].

[Search] displays all of the fax numbers in the fax address book.

You can select multiple fax numbers. By default, any entries
with fax numbers that match those already entered in the [To]
text box on the SCAN TO I-FAX screen are highlighted.

If the desired destination is not displayed, press [▼] or [▲] to
scroll to the desired fax number.

You can also enter a complete or partial name in the [Name] text box, or enter a complete or partial number in the [Number] text box → press [Search] to search for a fax number in the fax address book.

📎 NOTE
- The maximum number of search results displayed depends on the value set by the System Administrator in the Authorized Send Configuration servlet.
- To cancel a selected fax number, select the fax number again to clear the highlighting.
- Press [View All Selected] to view all of the currently selected fax numbers that were either entered manually, or selected from the fax address book. Press [View All Selected] again to return to the previously displayed list.
- Press [Clear All] to deselect all of the selected fax numbers.
- If you do not want to select fax numbers from the fax address book, press [Cancel].

2.3   To select the fax number from a list of the five most recently accessed numbers, or the five most frequently accessed numbers (depending on how the machine is configured), press the [Fax Numbers] button.

🖐 IMPORTANT
     If the [Fax Numbers] button is not displayed, it has been disabled from the Authorized Send Configuration servlet. Go back to step 2.1 or 2.2 to specify the fax number, or contact the System Administrator.

2.3.1   Press the previous destination pull-down list→ select the desired destination.

🖐 IMPORTANT
    The entries of the previous destination pull-down list vary according to how the System Administrator configured the machine. The list may contain up to the past five most frequently accessed fax numbers, or up to the past five most recently accessed fax numbers.

✎ NOTE
    If you specify a number using the address book after you select a number using the previous destination pull-down list, the selected address book fax number will be appended to the previous destination selection.

    Press the [Fax Numbers] button to return the Fax Numbers field to a text box.

3. If necessary, press the [File Name] text box → enter the document's name → press [OK].

A maximum of 251 characters can be entered for the file name. Any additional characters are ignored.

🖐 IMPORTANT
- If the [File Name] text box is grayed out, it has been disabled from the Authorized Send Configuration servlet. Contact the System Administrator.
- File systems and operating systems may have different file name limitations.
- If a file name is not entered, the user's name and a time stamp are used for the file name. For example, *username_MMDDYY_HHMMSS* (testuser1_073114_101746).
- If you select [TIFF(Single)] or [JPEG] from the File Type drop-down list on the SCAN SETTINGS screen, an underscore, followed by a page number are appended to the file name.
- Depending on how the System Administrator configured your machine, even if you leave the [File Name] text box empty, a name may still appear for <Filename> on the SCAN STATUS screen after you press [Scan].
- Depending on how the System Administrator configured your machine, the [Template] button may appear next to the [File Name] text box, as shown below.

3.1   If you want to set a file name based upon a pre-defined template, press [Template].

The [File Name] text box is replaced by the [File Template] drop-down list, and the [Template] button is replaced by the [Name] button.
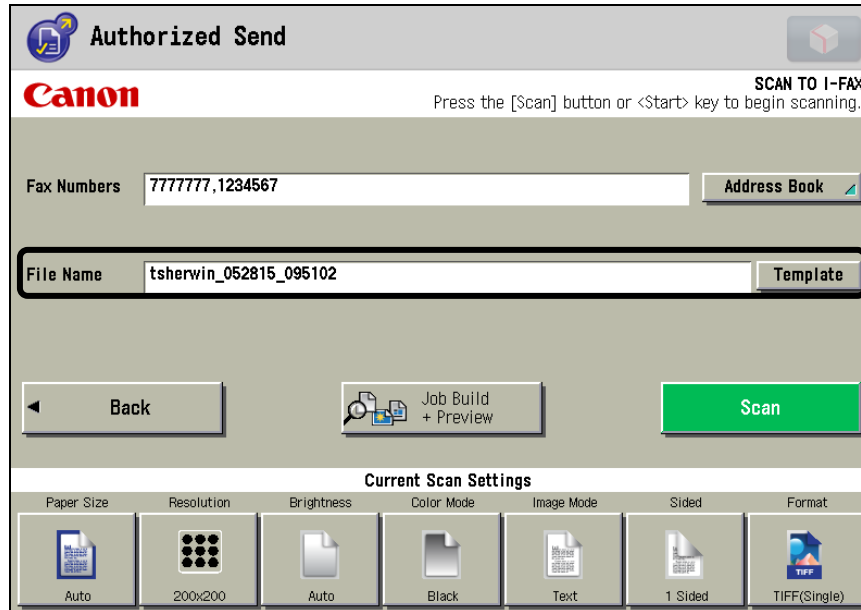
✎ NOTE
File name templates are defined by the System Administrator in the File Name Template screen in the configuration servlet. The templates can use log in information such as user name, date, time, and up to eight (8) custom-defined fields. Contact your System Administrator for information on the available file name templates.

3.2 Select the desired file name template.

The [File Name] textbox and [Template] button reappear, and the [File Name] text box is populated with the file name as defined by the selected template.

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3.3 If the Enter SMTP Authentication Password pop-up screen appears, the System Administrator enabled SMTP Authentication in the Authorized Send Configuration servlet, and your sign in credentials are different from the credentials required for SMTP server authentication. Enter your user name and network password → press [OK]
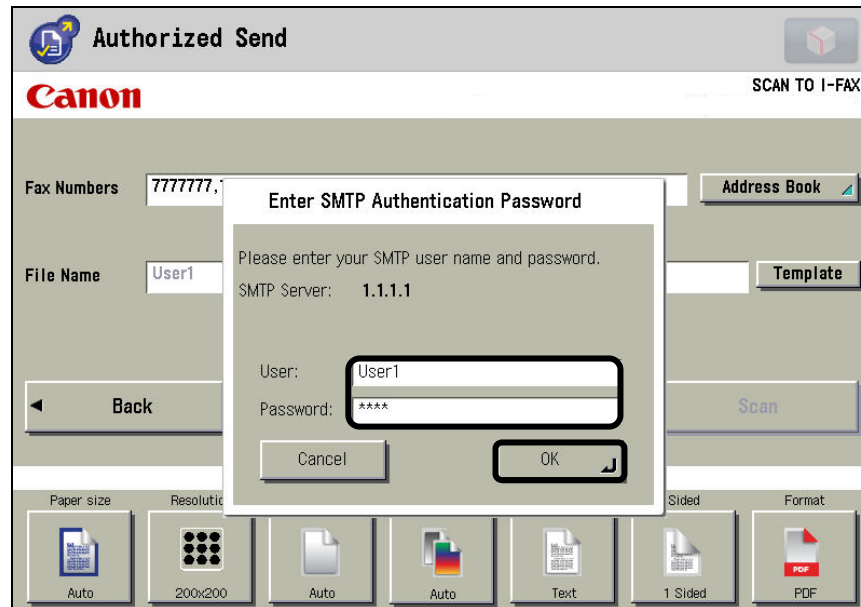
The SCAN TO I-FAX screen is displayed.

4. If you want to scan more documents than can be placed into the feeder or on the platen glass at once, press [Job Build & Preview].
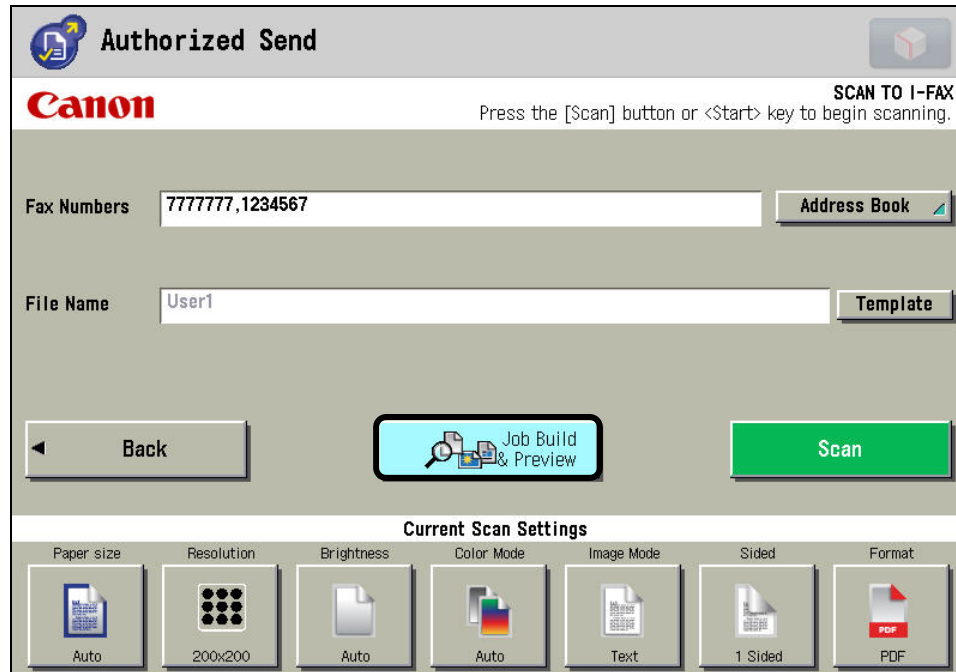
[Job Build] is highlighted in blue when the Job Build mode is enabled. [Job Build] may be enabled by default, depending on how the machine is configured.

✏ NOTE
The total amount of pages you can scan for the job depends on the limitations set on the machine. For more information, contact the System Administrator.

5. Press any scan settings key on the SCAN TO I-FAX screen ➜ specify the scan settings.

✏ NOTE
For instructions on specifying scan settings, see "Specifying Scan Settings," on p. 271.

6. Press [Scan] or ⊙ (Start).
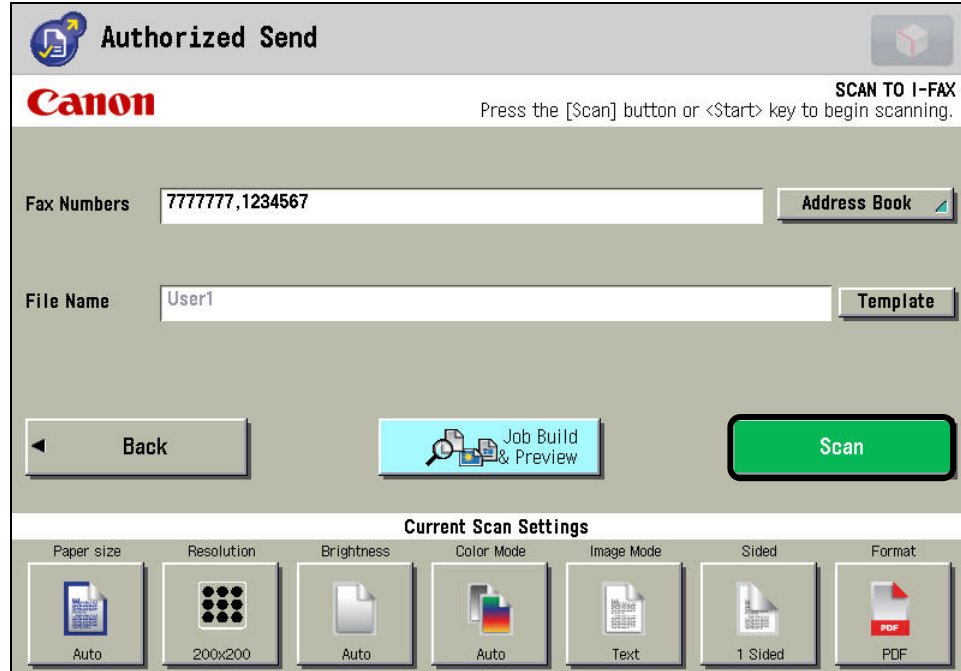
Scanning starts.

The scanned document is sent to the specified destinations when scanning is complete, and the message <The document has been delivered successfully.> is displayed.

If the Job Build mode is enabled and first batch of documents has been scanned, the SCAN STATUS screen is displayed. Proceed to step 7. Otherwise, proceed to step 8.

⬤ IMPORTANT
- If there is no fax number entered in the [Fax Numbers] text box, [Scan] is grayed out and cannot be selected.
- If there are no documents placed in the feeder or on the platen glass, [Scan] is grayed out and cannot be selected.
- If you do not want to scan the current document, press [Back] on the SCAN TO I-FAX screen (or press [Sign Out] if Scan to I-Fax is the only function enabled), and the display returns to the MAIN screen (or the SIGN IN screen).

✎ NOTE
To cancel scanning, press [Cancel] on the SCAN STATUS screen, or press ✍ (Stop).

---

7. If the Job Build mode is enabled, and you want to scan another batch of originals, place the next batch of originals into the feeder or on the platen glass → press [Next Scan] or ⊙ (Start).

NOTE
- The total amount of pages you can scan for the job depends on the limitations set on the machine. For more information, contact the System Administrator.
- Press [Preview] to preview the pages that have been scanned on the PREVIEW screen. You can press [◀], [▶], [▼], or [▲] to scroll through the pages, and press [−] or [+] to reduce or enlarge the pages. The [−] and [+] keys are disabled if the scan resolution is set to '600 x 600 dpi'.
- If you press [Preview], press [Back] on the PREVIEW screen to return to the SCAN STATUS screen, or press [Send] on the PREVIEW screen to send the documents if you have no more documents to scan.
- To cancel scanning, press [Cancel] on the SCAN STATUS screen, or press ⊘ (Stop).

7.1 If you want to change the scan settings for the next set of documents in the job build, press [Settings].

7.2 Specify the new scan settings ➔ press [OK].

✏ NOTE
For instructions on specifying scan settings, see "Specifying Scan Settings," on p. 271.

8. When you are finished scanning all documents, press [Send].

All of the scanned documents are sent to the specified destination as one file.

✏ NOTE
To cancel sending the documents, press [Cancel] on the SCAN STATUS screen, or press ⊘ (Stop).

9. If you want to scan and send another document to a different destination, press [Back] on the SCAN STATUS screen → repeat the procedure from step 2.

If you want to return to the MAIN screen, press [Main].

If you do not want to scan any more documents, press [Sign Out].

✎ NOTE
If the machine has background jobs enabled, you can continue using Authorized Send as soon as the documents are scanned. You do not have to wait until the job has completed sending. For information on background job processing, see "Background Job Processing," on page 31.

2.1.3 Scanning and Sending to a Fax Machine

You can scan a document and send it as a fax. You can enter multiple fax numbers on the SCAN TO FAX screen. Also, depending on the machine model and capabilities, the scanned document can be sent as a PDF, PDF(Compct), PDF(OCR), TIFF, TIFF(Single), JPEG, XPS, XPS(Compct), XPS(OCR), PPT, PPT(OCR), or WORD file.

1. Press [Scan to Fax].

2. Place your originals ➔ specify the fax number.

    2.1   To manually specify the fax number, press the [Fax Numbers] text box.

⬛ IMPORTANT
    If the [Fax Numbers] text box is grayed out, it has been disabled from
    the Authorized Send Configuration servlet. Proceed to step 2.2 to
    specify the fax number using the address book, or contact the System
    Administrator.

    2.1.1   Enter a valid fax number ➔ press [OK].

          To enter multiple fax numbers, separate each fax number by a
          comma or semicolon.

          You can also use the ⓪ – ⑨ (numeric keys) to enter numbers
          after you press the [Fax Numbers] text box.

        ✎ NOTE
          For more information on entering characters, see "Entering
          Characters," on p. 12.

2.2   To specify the fax number via the address book, press [Address Book].

🖐 IMPORTANT
    If [Address Book] is not displayed, it has been disabled from the
    Authorized Send Configuration servlet. Go back to step 2.1 to specify
    the fax number manually, or contact the System Administrator.

✎ NOTE
    If you specify a fax number using the address book when there is already
    a number present in the [Fax Numbers] text box, the selected address
    book fax number will be appended to the list in the [Fax Numbers] text
    box.

2.2.1   Press [Search] ➞ select the desired destinations from the fax
         address book ➞ press [OK].

[Search] displays all of the fax numbers in the fax address book.

You can select multiple fax numbers. By default, any entries
with fax numbers that match those already entered in the [To]
text box on the SCAN TO FAX screen are highlighted.

If the desired destination is not displayed, press [▼] or [▲] to
scroll to the desired fax number.

You can also enter a complete or partial name in the [Name] text box, or enter a complete or partial number in the [Number] text box → press [Search] to search for a fax number in the fax address book.

✎ NOTE
- The maximum number of search results displayed, depends on the value set by the System Administrator in the Authorized Send Configuration servlet.
- To cancel a selected fax number, select the fax number again to clear the highlighting.
- Press [View All Selected] to view all of the currently selected fax numbers that were either entered manually, or selected from the fax address book. Press [View All Selected] again to return to the previously displayed list.
- Press [Clear All] to deselect all of the selected fax numbers.
- If you do not want to select fax numbers from the fax address book, press [Cancel].

2.3   To select the fax number from a list of the five most recently accessed numbers, or the five most frequently accessed numbers (depending on how the machine is configured), press the [Fax Numbers] button.

🖐 IMPORTANT
   If the [Fax Numbers] button is not displayed, it has been disabled from the Authorized Send Configuration servlet. Go back to step 2.1 or 2.2 to specify the fax number, or contact the System Administrator.

2.3.1   Press the previous destination pull-down list→ select the desired destination.

🤚 IMPORTANT
The entries of the previous destination pull-down list vary according to how the System Administrator configured the machine. The list may contain up to the past five most frequently accessed fax numbers, or up to the past five most recently accessed fax numbers.

✎ NOTE
If you specify a number using the address book after you select a number using the previous destination pull-down list, the selected address book fax number will be appended to the previous destination selection.

Press the [Fax Numbers] button to return the Fax Numbers field to a text box.

3. If you want to scan more documents than can be placed into the feeder or on the platen glass at once, press [Job Build & Preview].
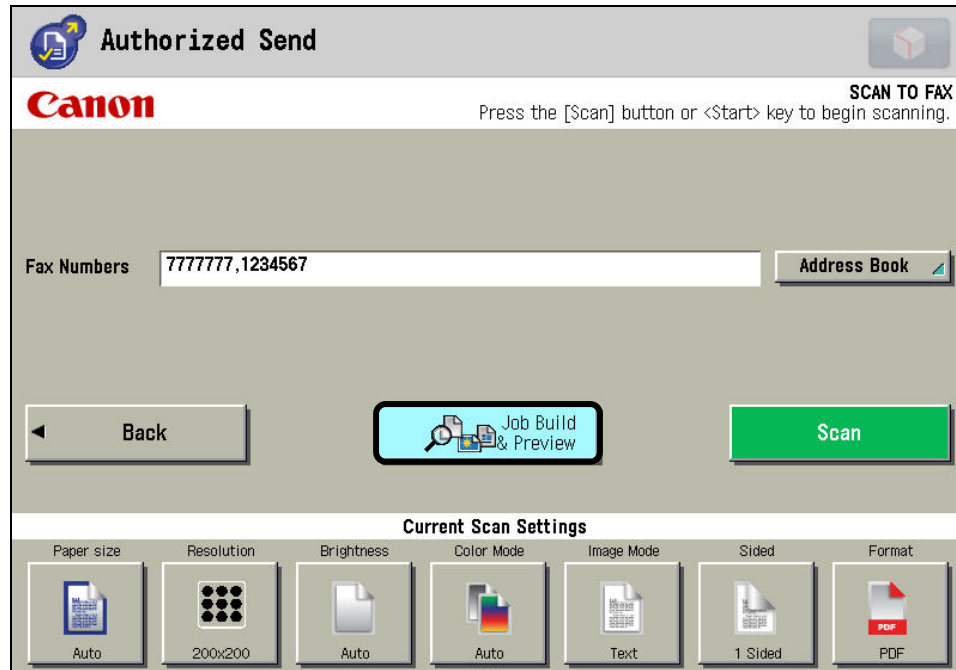
[Job Build] highlights in blue when the Job Build mode is enabled. [Job Build] may be enabled by default, depending on how the machine is configured.

✎ NOTE
The total amount of pages you can scan for the job depends on the limitations set on the machine. For more information, contact the System Administrator.

4. Press any scan settings key on the SCAN TO FAX screen ➜ specify the scan settings.

✎ NOTE
For instructions on specifying scan settings, see

5. Press [Scan] or ⊙ (Start).

Scanning starts.

The scanned document is sent to the specified destinations when scanning is complete, and the message <The document has been delivered successfully.> is displayed.

If the Job Build mode is enabled and the first batch of documents has been scanned, the SCAN STATUS screen is displayed. Proceed to step 6. Otherwise, proceed to step 7.

🖐 IMPORTANT
   • If there is no fax number entered in the [Fax Numbers] text box, [Scan] is grayed out and cannot be selected.
   • If there are no documents placed in the feeder or on the platen glass, [Scan] is grayed out and cannot be selected.
   • If you do not want to scan the current document, press [Back] on the SCAN TO FAX screen (or press [Sign Out] if Scan to Fax is the only function enabled), and the display returns to the MAIN screen (or the SIGN IN screen).

📝 NOTE
   To cancel scanning, press [Cancel] on the SCAN STATUS screen, or press ✍ (Stop).

6. If the Job Build mode is enabled, and you want to scan another batch of originals, place the next batch of originals into the feeder or on the platen glass → press [Next Scan] or ⊙ (Start).

$\mathscr{D}$ NOTE
- The total amount of pages you can scan for the job depends on the limitations set on the machine. For more information, contact the System Administrator.
- Press [Preview] to preview the pages that have been scanned on the PREVIEW screen. You can press [◄], [►], [▼], or [▲] to scroll through the pages, and press [−] or [+] to reduce or enlarge the pages. The [−] and [+] keys are disabled if the scan resolution is set to '600 x 600 dpi'.
- If you press [Preview], press [Back] on the PREVIEW screen to return to the SCAN STATUS screen, or press [Send] on the PREVIEW screen to send the documents if you have no more documents to scan.
- To cancel scanning, press [Cancel] on the SCAN STATUS screen, or press $\oslash$ (Stop).

6.1   If you want to change the scan settings for the next set of documents in the job build, press [Settings].

6.2   Specify the new scan settings ➞ press [OK].

✎ NOTE
   For instructions on specifying scan settings, see "Specifying Scan Settings," on p. 271.

7.   When you are finished scanning all documents, press [Send].

All of the scanned documents are sent to the specified destination as one file.

✎ NOTE
   To cancel sending the documents, press [Cancel] on the SCAN STATUS screen, or press ⬙ (Stop).

8. If you want to scan and send another document to a different destination, press [Back] on the SCAN STATUS screen ➞ repeat the procedure from step 2.

If you want to return to the MAIN screen, press [Main].

If you do not want to scan any more documents, press [Sign Out].

✎ NOTE
   If the machine has background jobs enabled, you can continue using Authorized Send as soon as the documents are scanned. You do not have to wait until the job has completed sending. For information on background job processing, see "Background Job Processing," on page 31.

2.1.4 Scanning and Sending to a Folder

To scan a document and save it in a shared folder on the network, shared folders and directories must already be set up on your file server (by the System Administrator). If you know that a folder exists on the file server, you can browse for the folder, or enter the file path manually. Also, depending on the machine model and capabilities, the scanned document can be sent as a PDF, PDF(Compct), PDF(OCR), TIFF, TIFF(Single), JPEG, XPS, XPS(Compct), XPS(OCR), PPT, PPT(OCR), or WORD file.

⬛ IMPORTANT

> If the Preset Share drop-down list is grayed out, it has been disabled from the Authorized Send Configuration servlet. You can specify the file path manually, browse the network for the desired path, or contact the System Administrator.

1. Press [Scan to Folder].

1.1   If the CUSTOMIZED INDEX screen appears, enter or select the necessary values.

Depending on how the System Administrator configured your machine:
- A maximum of four information fields can be displayed.
- Each information field is represented by a text box, drop-down list, or list box.
- If an asterisk appears before a text box, drop-down list, or list box label, enter or select the required information, as this is a required field.
- If a text box, drop-down list, or list box appears without an asterisk, you do not have to enter or select information.

1.2   Press [Next].

The SCAN TO FOLDER screen is displayed.

2. Place your originals ➜ set the destination File Server and File Path.

2.1 To use a pre-set share, press the [Preset Share] pull-down list and select the share.

Based on what you selected from the Preset Share drop-down list, the File Server or File Path text boxes may be populated automatically, depending on the default settings set up by the System Administrator.

🖐 IMPORTANT
- If the Preset Share drop-down list is grayed out, it has been disabled from the Authorized Send Configuration servlet. Contact the System Administrator.
- If you selected a preset share and a folder does not exist, a folder is automatically created, as long as the System Administrator enabled dynamic folder creation in the Authorized Send Configuration servlet for preset shares.

2.2   To manually specify the file destination, press the [File Server] and
        [File Path] text boxes and enter the values.
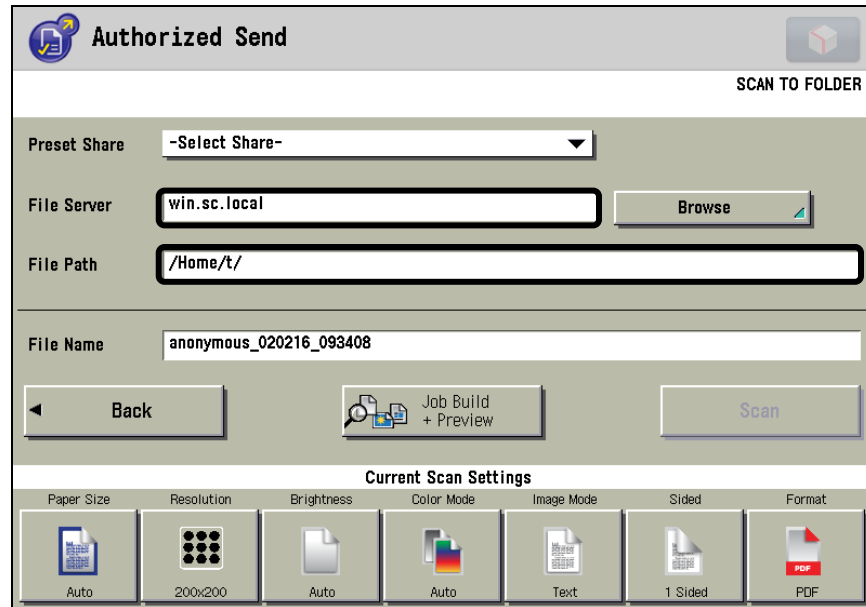
2.2.1   If necessary, enter a server name into the [File Server] text box → press [Browse] to select the file path server to which you want to scan and send your document.
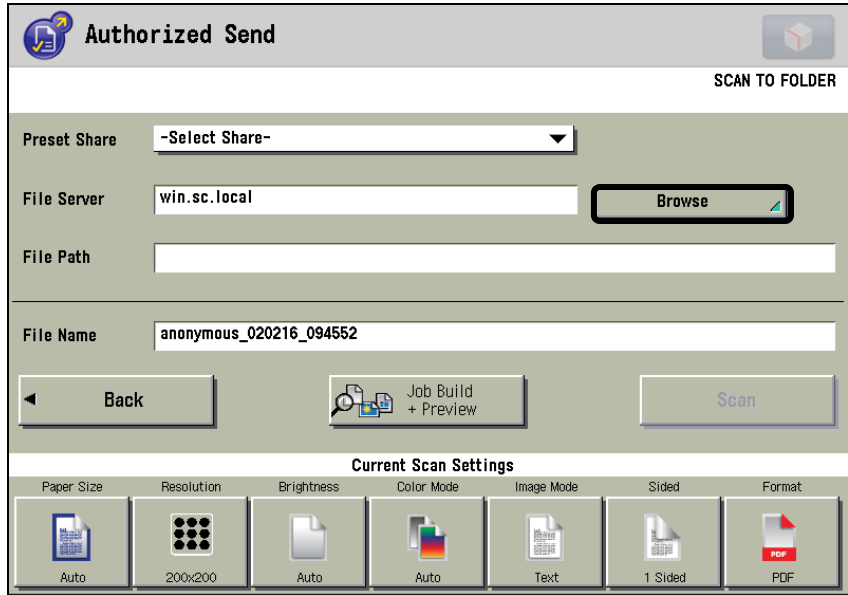
Press the [Up] and [Down] buttons to navigate the folder structure.
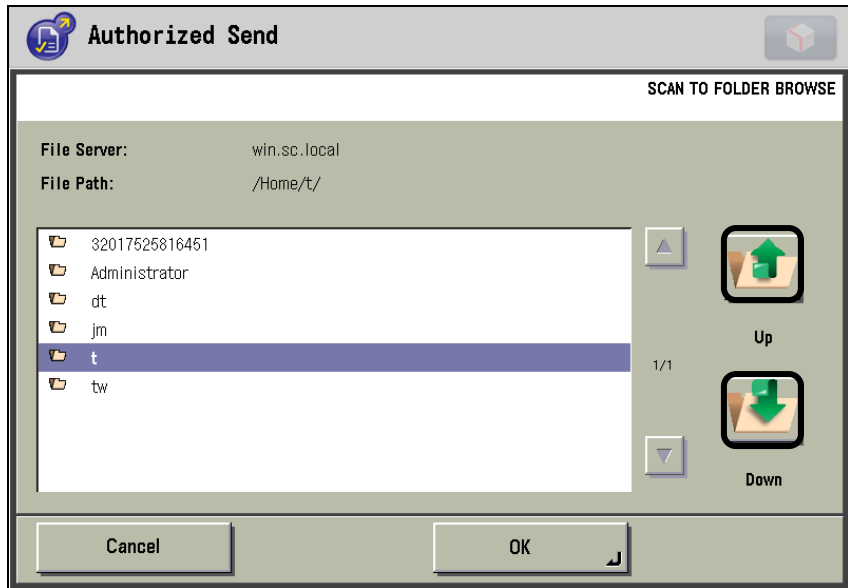
Press [OK] when you have selected the destination folder.

2.3   To select the file share from the five most recently accessed shares, or the five most frequently accessed shares (depending on how the machine is configured), press the [Previous] button.

🛑 IMPORTANT
    If the [Previous] button is not displayed, it has been disabled from the Authorized Send Configuration servlet. Go back to step 2.1 or 2.2 to specify the share information, or contact the System Administrator.

2.3.1   Press the previous share pull-down list➞ select the desired destination.

✋ IMPORTANT
        The entries of the previous destination pull-down list vary according to how the System Administrator configured the machine. The list may contain up to the past five most frequently accessed shares, or up to the past five most recently accessed shares.

        Press [Preset] to return to the [Preset Shares] pull-down list.

3. If the System Administrator enabled [E-Mail Job Status to Self] but did not enable [E-Mail Job Status is Required] in the configuration servlet, the [Email Confirmation] check box appears. Select the check box to receive a confirmation email when the scan job completes.

📎 NOTE

For more information, see "Configuring the Scan to Folder Settings," in the *Authorized Send Version 6.4 Configuration Guide*.
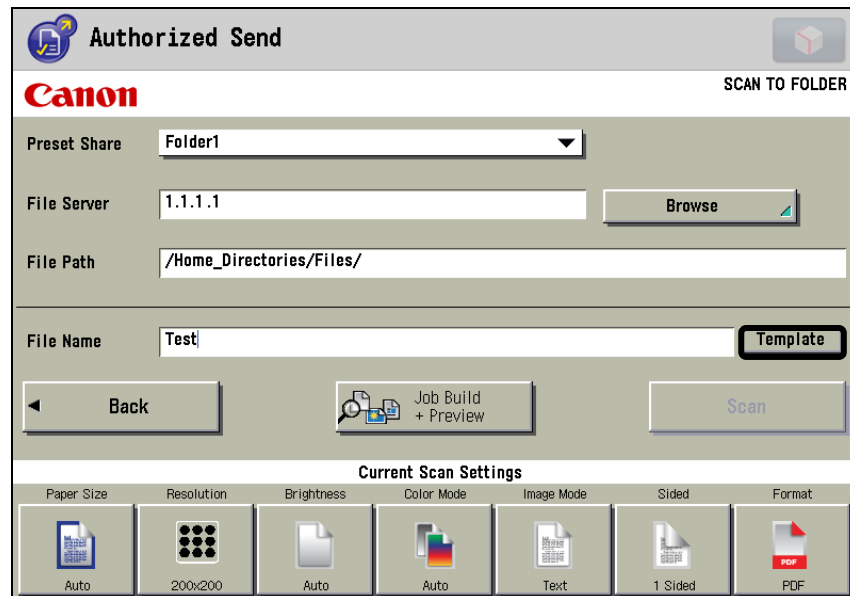
4. If necessary, press the [File Name] text box ➞ enter the file name ➞ press [OK].

   A maximum of 251 characters can be entered for the file name. Any additional characters are ignored.

🛑 IMPORTANT
- If the [File Name] text box is grayed out, it has been disabled from the Authorized Send Configuration servlet. Contact the System Administrator.
- File systems and operating systems may have different file name limitations.
- If a file name is not entered, the user's name and a time stamp are used for the file name. For example, *username_MMDDYY_HHMMSS* (testuser1_073114_101746).
- If you select [TIFF(Single)] or [JPEG] from the File Type drop-down list on the SCAN SETTINGS screen, an underscore, followed by a page number are appended to the file name.
- Depending on how the System Administrator configured your machine, even if you leave the [File Name] text box empty, a name may still appear for <Filename> on the SCAN STATUS screen after you press [Scan].
- Depending on how the System Administrator configured your machine, the [Template] key may appear next to the [File Name] text box, as shown below.

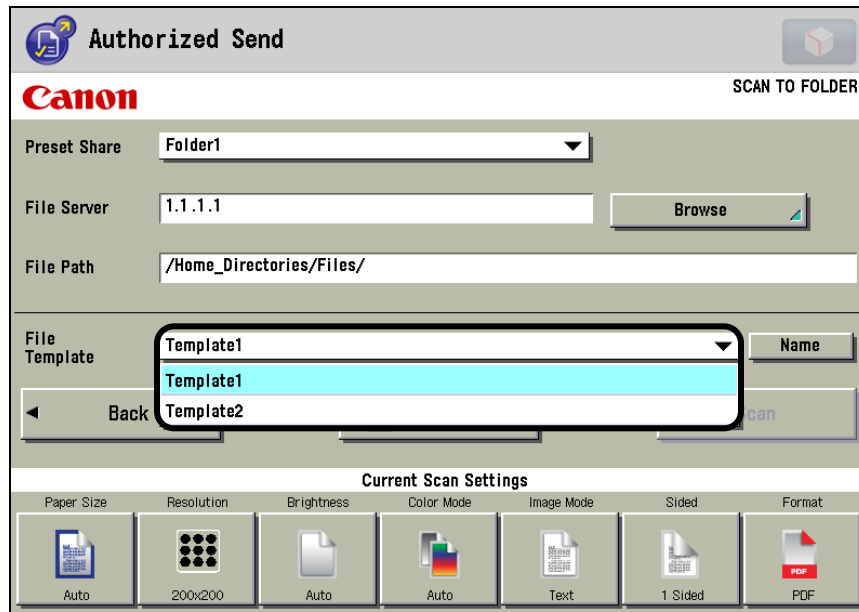   4.1   If you want to set a file name based upon a pre-defined template, press [Template].

The [File Name] text box is replaced by the [File Template] drop-down list, and the [Template] button is replaced by the [Name] button.
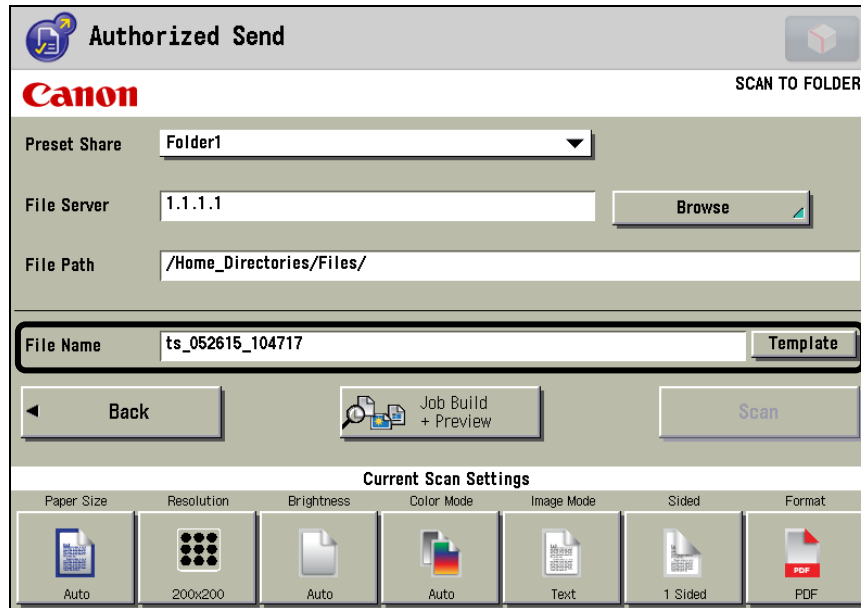
✎ NOTE
File name templates are defined by the System Administrator in the File Name Template screen in the configuration servlet. The templates can use log in information such as user name, date, time, and up to eight (8) custom-defined fields. Contact your System Administrator for information on the available file name templates.
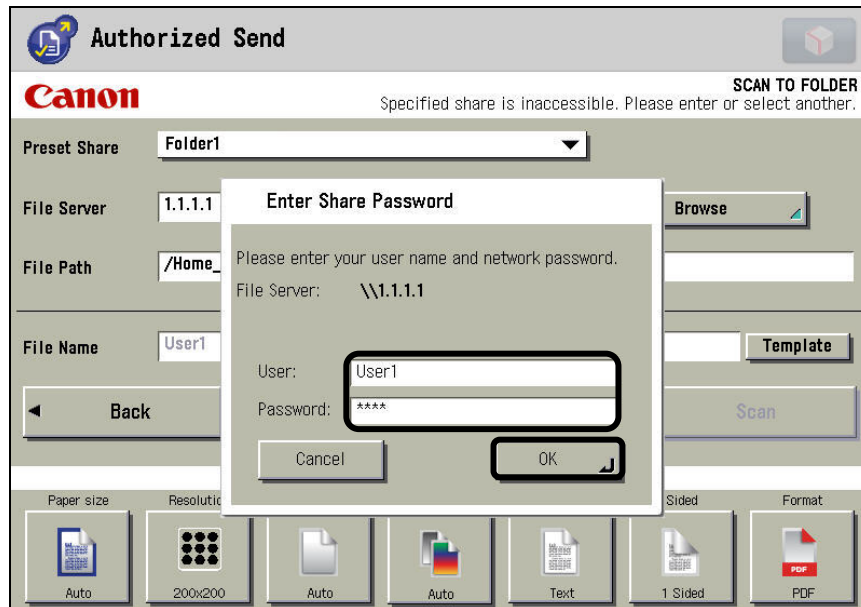
4.2   Select the desired file name template.

The [File Name] textbox and [Template] button reappear, and the [File Name] text box is populated with the file name as defined by the selected template.

4.3   If the Enter Share Password pop-up screen appears because you do not have explicit rights to the selected share, you must be authenticated to the share to which you are trying to access. Enter your user name and network password ➞ press [OK]

The SCAN TO FOLDER screen is displayed.

5. If you want to scan more documents than can be placed in the feeder or on the platen glass at once, press [Job Build & Preview].

[Job Build] highlights in blue when the Job Build mode is enabled. [Job Build] may be enabled by default, depending on how the machine is configured.

✎ NOTE
The total amount of pages you can scan for the job depends on the limitations set on the machine. For more information, contact the System Administrator.

6. Press any scan settings key on the SCAN TO FOLDER screen ➜ specify the scan settings.

✎ NOTE
For instructions on specifying scan settings, see "Specifying Scan Settings," on p. 271.

7. Press [Scan] or ⊙ (Start).

Scanning starts.

The scanned document is sent to the specified folder on the network when scanning is complete, and the message <The document has been delivered successfully.> is displayed.

If the Job Build mode is enabled and the first batch of documents has been scanned, the SCAN STATUS screen is displayed. Proceed to step 8. Otherwise, proceed to step 9.
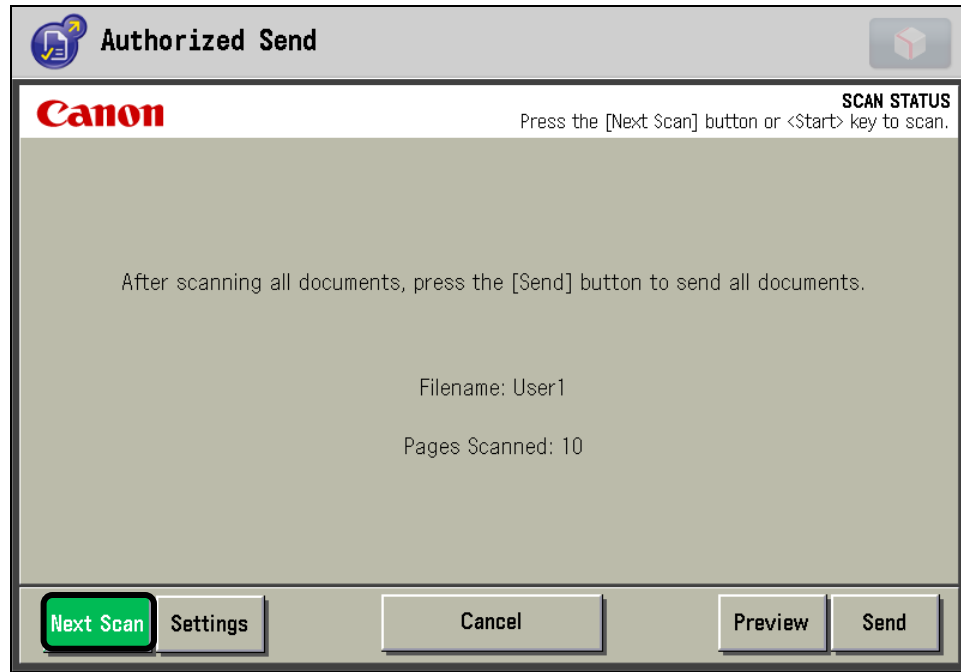
◉ IMPORTANT
- If the File Server or File Path text box is empty, [Scan] and ⊙ (Start) are disabled.
- If you are trying to scan to a folder that does not exist and is not a preset share, and the System Administrator enabled dynamic folder creation in the Authorized Send Configuration servlet for preset shares, an error message is displayed informing you that the folder cannot be created.
- If you do not want to scan the current document, press [Back] on the SCAN TO FOLDER screen (or press [Sign Out] if Scan to Folder is the only feature enabled), and the display returns to the MAIN screen (or the SIGN IN screen).

✎ NOTE
To cancel scanning, press [Cancel] on the SCAN STATUS screen, or press ✍ (Stop).
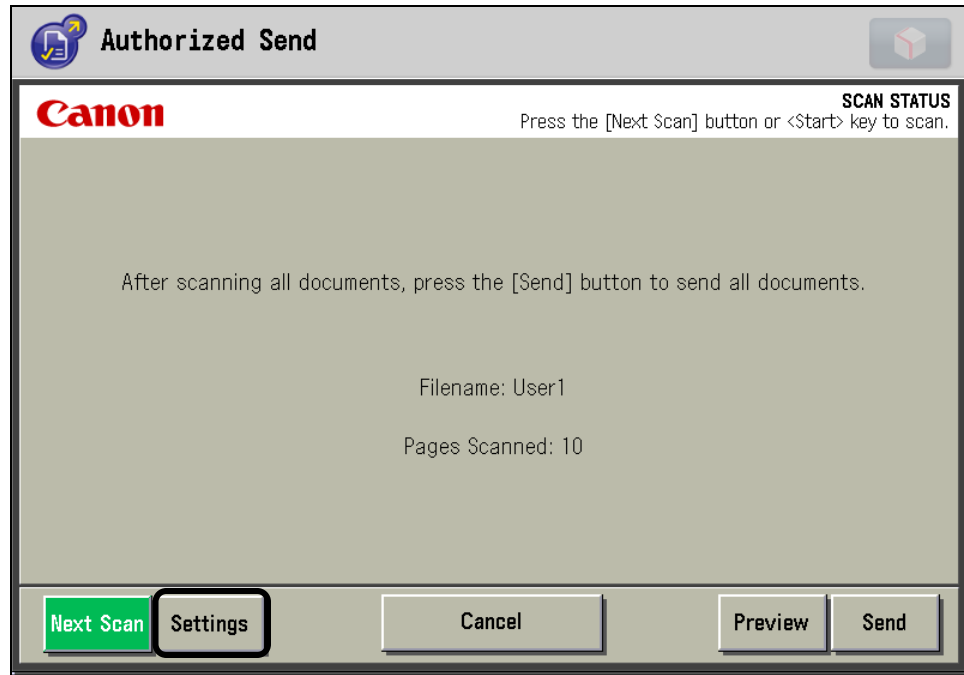
8. If the Job Build mode is enabled, and you want to scan another batch of originals, place the next batch of originals into the feeder or on the platen glass ➞ press [Next Scan] or ⊙ (Start).

📎 NOTE
- The total amount of pages you can scan for the job depends on the limitations set on the machine. For more information, contact the System Administrator.
- Press [Preview] to preview the pages that have been scanned on the PREVIEW screen. You can press [◀], [▶], [▼], or [▲] to scroll through the pages, and press [-] or [+] to reduce or enlarge the pages. The [-] and [+] keys are disabled if the scan resolution is set to '600 x 600 dpi'.
- If you press [Preview], press [Back] on the PREVIEW screen to return to the SCAN STATUS screen, or press [Send] on the PREVIEW screen to send the documents if you have no more documents to scan.
- To cancel scanning, press [Cancel] on the SCAN STATUS screen, or press ◁ (Stop).

8.1 If you want to change the scan settings for the next set of documents in the job build, press [Settings].

8.2 Specify the new scan settings → press [OK].

✐ NOTE
    For instructions on specifying scan settings, see "Specifying Scan Settings," on p. 271.

9. When you are finished scanning all documents, press [Send].

    All of the scanned documents are sent to the specified folder as one file.

✐ NOTE
    To cancel sending the documents, press [Cancel] on the SCAN STATUS screen, or press ⊘ (Stop).

10. If you want to scan and send another document to a different destination, press [Back] on the SCAN STATUS screen → repeat the procedure from step 2.

If you want to return to the MAIN screen, press [Main].

If you do not want to scan any more documents, press [Sign Out].

📝 NOTE

If the machine has background jobs enabled, you can continue using Authorized Send as soon as the documents are scanned. You do not have to wait until the job has completed sending. For information on background job processing, see "Background Job Processing," on page 31.

2.1.5 Scanning and Sending to RightFax

To scan a document as a fax and send it using the RightFax server, you must already have a valid RightFax account and the System Administrator must have configured the RightFax URL.

✎ NOTE
- There is a 100MB size limit for each RightFax scan job.
- Scan to RightFax requires separate installation of the Fax Service Activation package for Authorized Send.

---

1. Press [Scan to RightFax].

2. Place your originals ➞ set the destination information.

2.1 To manually specify the fax number, press the [Fax Number] text box.
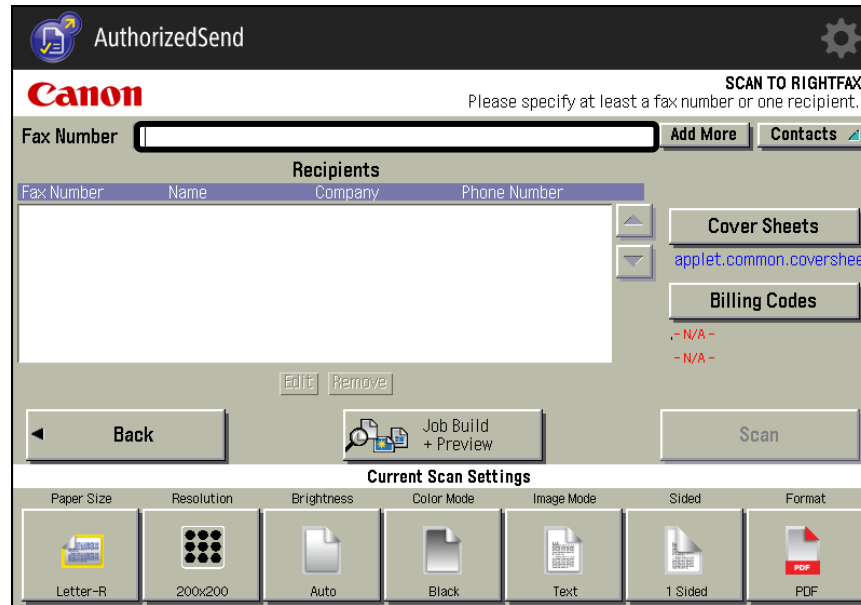
✋ IMPORTANT
If the [Fax Number] text box is grayed out, it has been disabled from the Authorized Send Configuration servlet. Proceed to step 2.2 to specify the e-mail address using the Contacts list, or contact the System Administrator.

2.1.1 Enter a valid fax number ➞ press [Add More].

✎ NOTE
For more information on entering characters, see "Entering Characters," on p. 12.

2.1.2   Fill in the Name, Company, and Phone Number (if you have it)
→ press [OK].

Add Recipient

Please fill in fields below.

Fax Number	5551234567
Name	
Company	
Phone Number	

Cancel   OK

Press [Cancel] to return to the SCAN TO RIGHTFAX screen.

The name is added to the Recipients list in the SCAN TO
RIGHTFAX screen.

2.2   To use a pre-defined contact, press [Contacts].
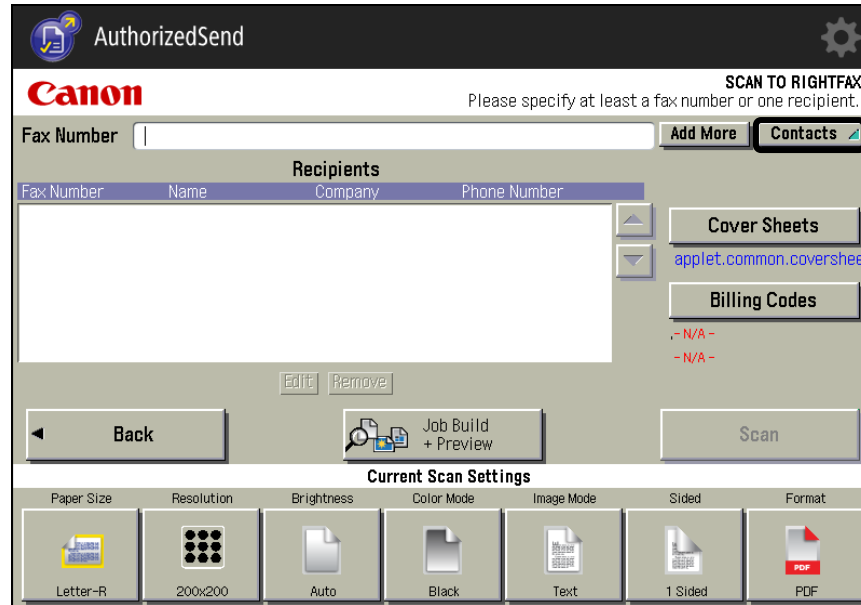
2.2.1 Select the address book (local or RightFax remote) from which to select the recipients.

✎ NOTE

The address books available depend on how the System Administrator configured Authorized Send. If your desired address book cannot be selected, contact the System Administrator.

If Shared Contacts and Local Address are both available, you can toggle between the two lists and select recipients from both. The total number of selected recipients displays in the lower left.

2.2.2   Select the destination contacts using the check boxes to the left
of each contact. You can select multiple contacts. Use the up and
down buttons to navigate the list.

2.2.3   You can also filter the contacts list based on an input string.
Enter a filter string in the [Filter] text box and click [Search].

Press [Cancel] to return to the SCAN TO RIGHTFAX screen.

✎ NOTE
For more information on entering characters, see "Entering Characters," on p. 12.

The list returns with the contacts that match the search criteria. Select the check boxes next to each contact you want to include on the send. Press [OK] to add the selected contacts to the recipients list. Press [Clear All] to deselect all contacts on the current screen.

2.2.4   In the RightFax Contacts screen, press [View All Selected] to
         toggle the displayed list to only those you have selected.
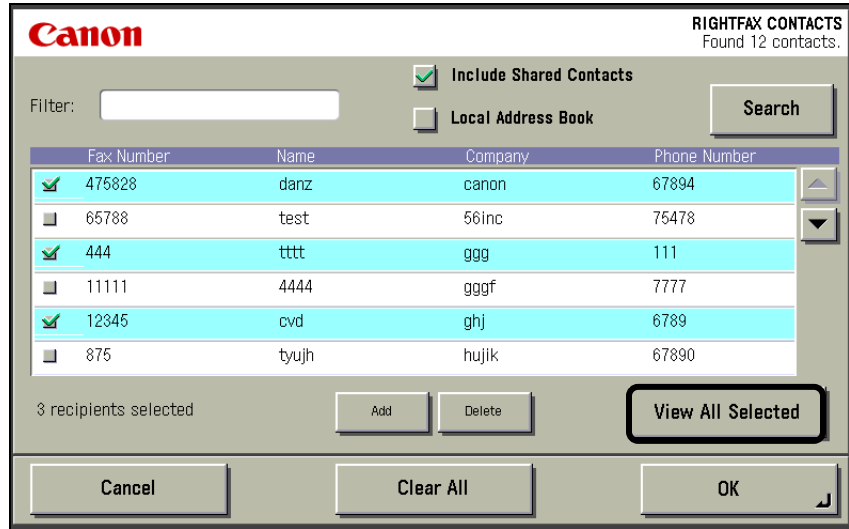
The filter is active when the [View All Selected] function is
enabled. Press the button again to return to viewing the full
contacts list.
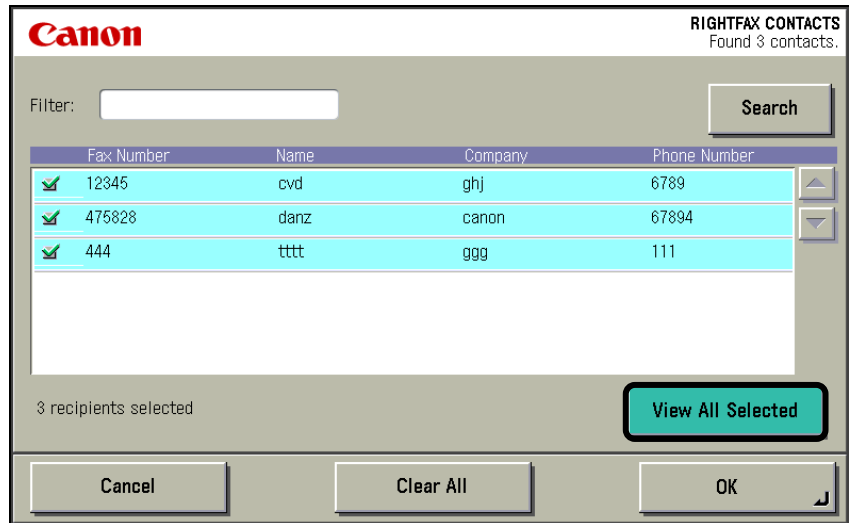
Press [OK] to add the list of selected contacts to the recipients
list.

Press [Clear All] to deselect all check boxes. Press [Cancel] to
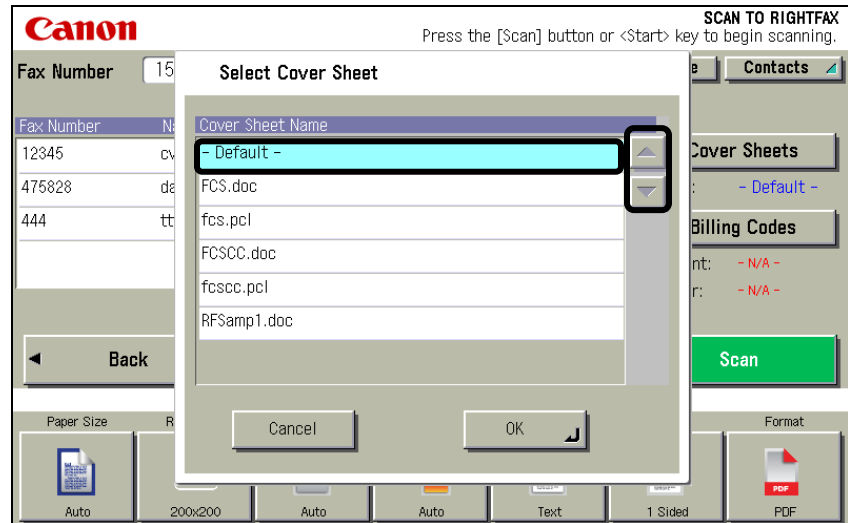return to the SCAN TO RIGHTFAX screen.

2.3   Press [Cover Sheets] to add a cover sheet to the outgoing fax message.
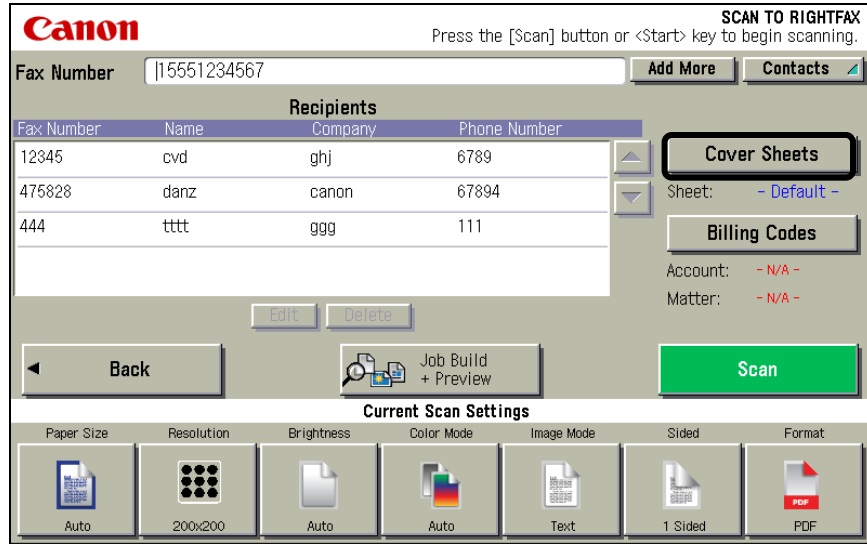
👆 IMPORTANT
If [Cover Sheets] is not displayed, it has been disabled from the Authorized Send Configuration servlet. Contact the System Administrator.

2.3.1   Select the cover sheet from the list by pressing the name. Use the up and down buttons to navigate the list.

2.3.2   Press [OK] to select the cover sheet and return to the SCAN TO RIGHTFAX screen. The selected cover sheet displays under the [Cover Sheets] button.

Press [Cancel] to return to the SCAN TO RIGHTFAX screen without selecting a cover sheet.

2.4   Press [Billing Codes] to add a billing code to the outgoing fax message.
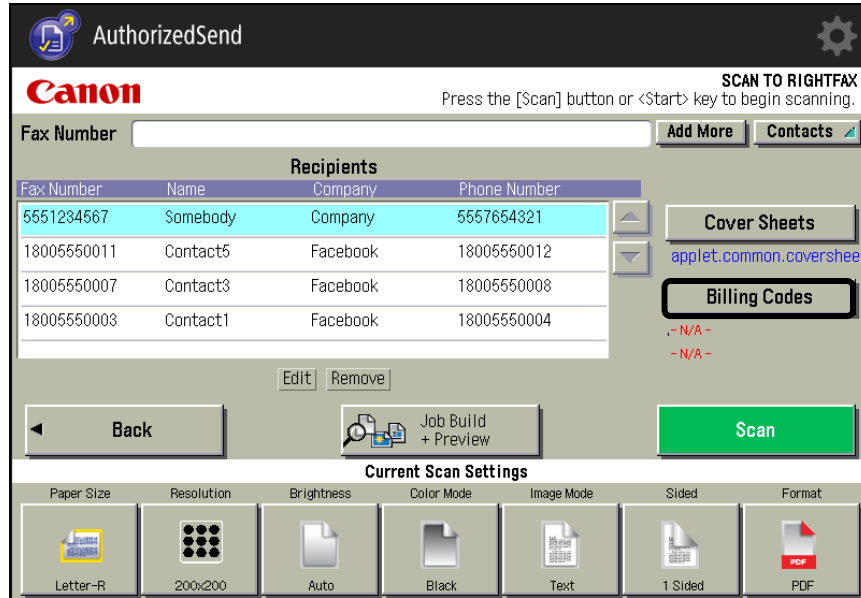
🖐 IMPORTANT
    If [Billing Codes] is not displayed, it has been disabled from the Authorized Send Configuration servlet. Contact the System Administrator.

📝 NOTE
    The meanings of the billing codes are not explained in the Authorized Send display. You should know what billing code(s), if any, apply to the send job, or else do not select any.

2.4.1   Select the billing code from the list by pressing the name. Use the up and down buttons to navigate the list.
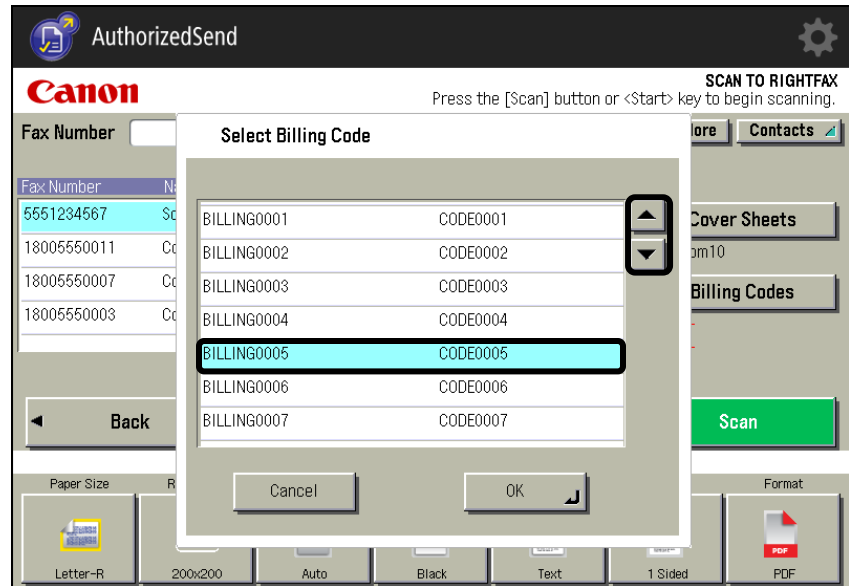
2.4.2   Press [OK] to select the billing code and return to the SCAN TO RIGHTFAX screen. The selected billing code displays under the [Billing Codes] button.

Press [Cancel] to return to the SCAN TO RIGHTFAX screen without selecting a billing code.

2.5   You can edit the information in the recipients list before starting the scan job.

2.5.1   To delete a recipient, select the recipient and press [Remove]. Use the up and down buttons to scroll through the list.

2.5.2   To edit a recipient's information, select the recipient and press [Edit]. Use the up and down buttons to scroll through the list.

2.5.3   Press the text box of the field you want to change.
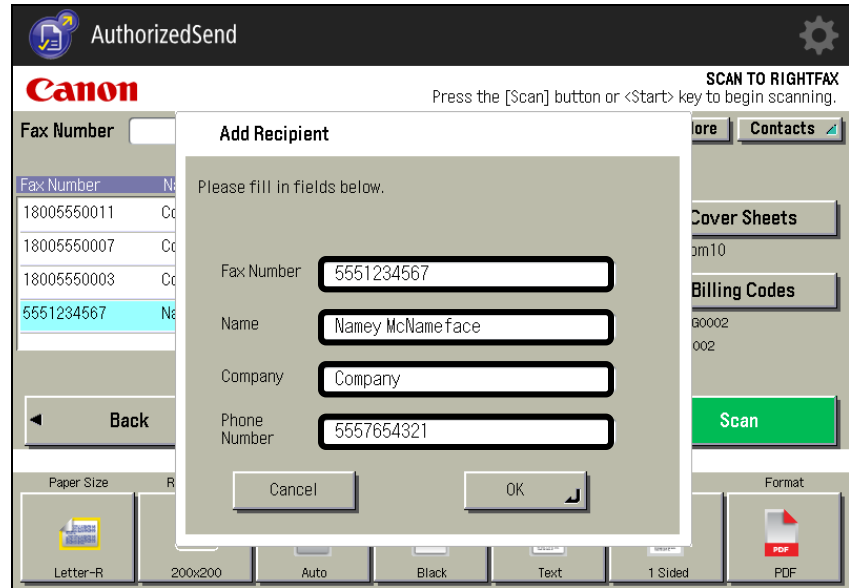
Press [OK] when you have finished making changes.

Press [Cancel] to return to the SCAN TO RIGHTFAX screen without making changes to the recipient.

3. If you want to scan more documents than can be placed in the feeder or on the platen glass at once, press [Job Build & Preview].
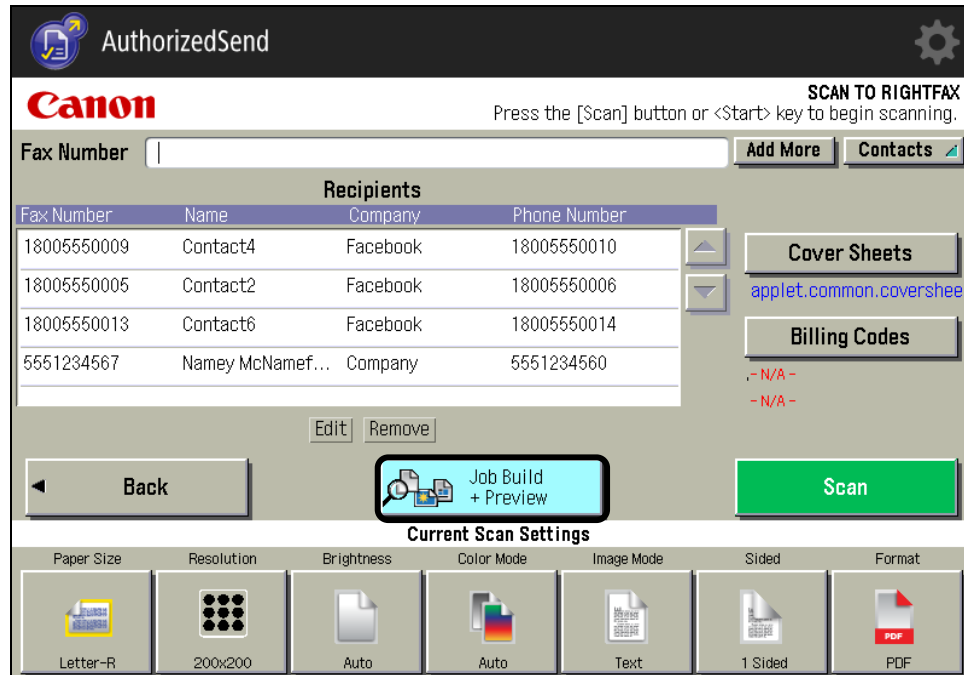
[Job Build] highlights in blue when the Job Build mode is enabled. [Job Build] may be enabled by default, depending on how the machine is configured.

✎ NOTE
  The total amount of pages you can scan for the job depends on the limitations set on the machine. For more information, contact the System Administrator.

4. Press any scan settings key on the SCAN TO RIGHTFAX screen ➞ specify the scan settings.

✎ NOTE
  For instructions on specifying scan settings, see on p. 271.

5. Press [Scan] or ⊙ (Start).

Scanning starts.

The scanned document is sent to the specified folder on the network when scanning is complete, and the message <The document has been delivered successfully.> is displayed.

If the Job Build mode is enabled and the first batch of documents has been scanned, the SCAN STATUS screen is displayed. Proceed to step 6. Otherwise, proceed to step 7.

🖐 IMPORTANT
- If the Recipients list is empty, [Scan] and ⊙ (Start) are disabled.
- If you do not want to scan the current document, press [Back] on the SCAN TO RIGHTFAX screen (or press [Sign Out] if Scan to RightFax is the only feature enabled), and the display returns to the MAIN screen (or the SIGN IN screen).

✎ NOTE
To cancel scanning, press [Cancel] on the SCAN STATUS screen, or press ⊘ (Stop).

6. If the Job Build mode is enabled, and you want to scan another batch of originals, place the next batch of originals into the feeder or on the platen glass → press [Next Scan] or ⊙ (Start).

📝 NOTE

- The total amount of pages you can scan for the job depends on the limitations set on the machine. For more information, contact the System Administrator.
- Press [Preview] to preview the pages that have been scanned on the PREVIEW screen. You can press [◀], [▶], [▼], or [▲] to scroll through the pages, and press [-] or [+] to reduce or enlarge the pages. The [-] and [+] keys are disabled if the scan resolution is set to '600 x 600 dpi'.
- If you press [Preview], press [Back] on the PREVIEW screen to return to the SCAN STATUS screen, or press [Send] on the PREVIEW screen to send the documents if you have no more documents to scan.
- To cancel scanning, press [Cancel] on the SCAN STATUS screen, or press ✍ (Stop).

6.1 If you want to change the scan settings for the next set of documents in the job build, press [Settings].

6.2 Specify the new scan settings → press [OK].

✎ NOTE
For instructions on specifying scan settings, see "Specifying Scan Settings," on p. 271.

7. When you are finished scanning all documents, press [Send].

All of the scanned documents are sent to the specified RightFax server as one file.

✎ NOTE
To cancel sending the documents, press [Cancel] on the SCAN STATUS screen, or press ⊘ (Stop).

8. If you want to scan and send another document to a different destination, press [Back] on the SCAN STATUS screen ➞ repeat the procedure from step 2.

If you want to return to the MAIN screen, press [Main].

If you do not want to scan any more documents, press [Sign Out].

✎ NOTE
If the machine has background jobs enabled, you can continue using Authorized Send as soon as the documents are scanned. You do not have to wait until the job has completed sending. For information on background job processing, see "Background Job Processing," on page 31.

2.1.5.1 Creating a RightFax Contact
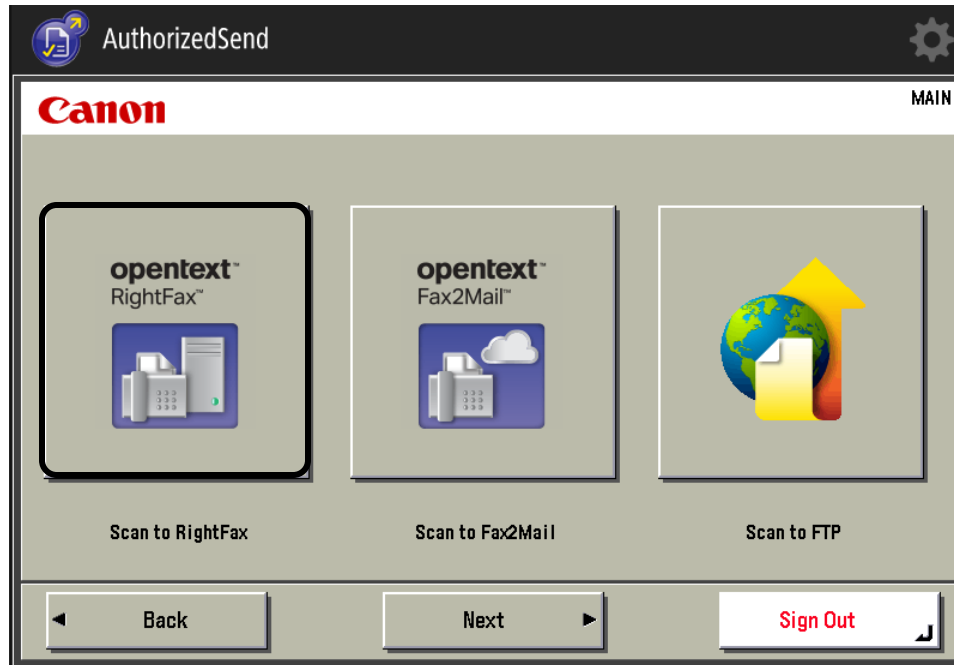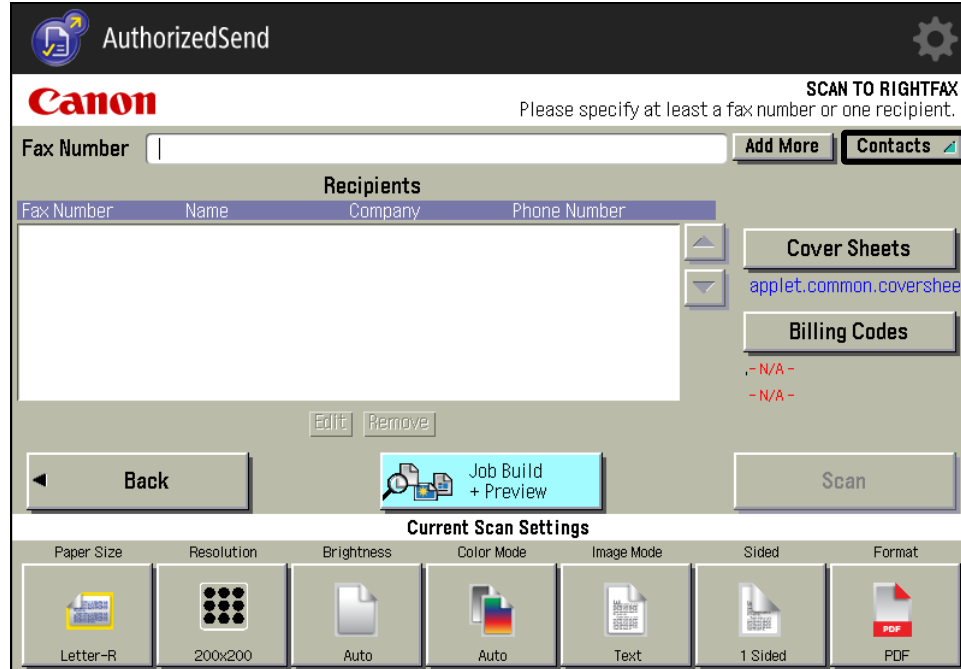
1. Press [Scan to RightFax].

2. Press [Contacts].

NOTE
    If [Contacts] is not displayed, it has been disabled from the Authorized Send
    Configuration servlet. Contact the System Administrator.

3. Select the address book (local or RightFax remote) to which to add the contact.

✎ NOTE
   The address books available depend on how the System Administrator configured Authorized Send. If your desired address book cannot be selected, contact the System Administrator.

   If Shared Contacts and Local Address are both available, you can toggle between the two lists and create contacts for both.

4. Press [Add].

5. Press each text box and enter the information. Press [OK] when complete, or press [Cancel] to return to the RIGHTFAX CONTACTS screen.

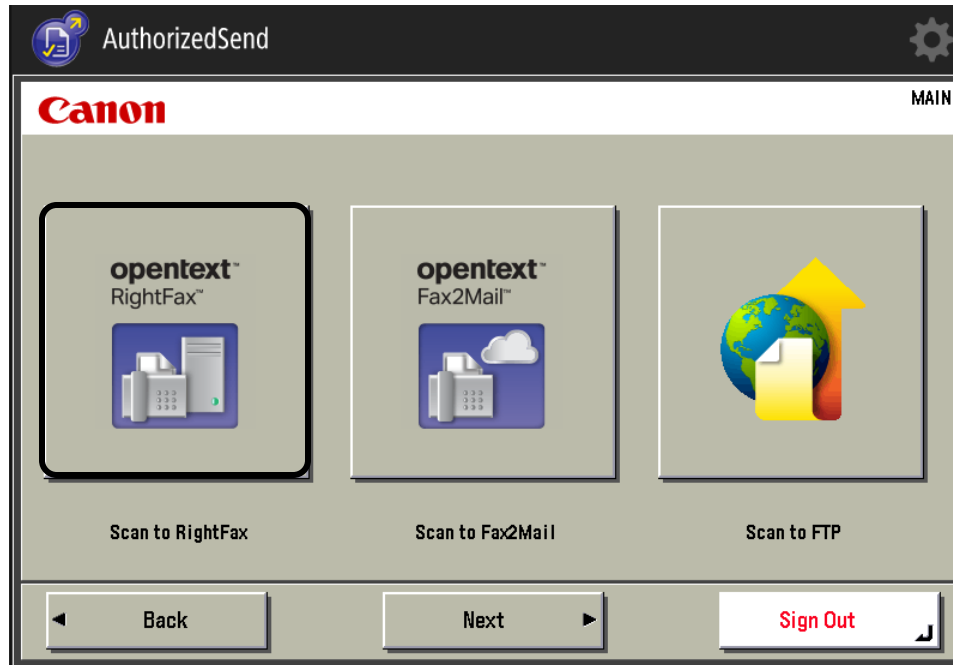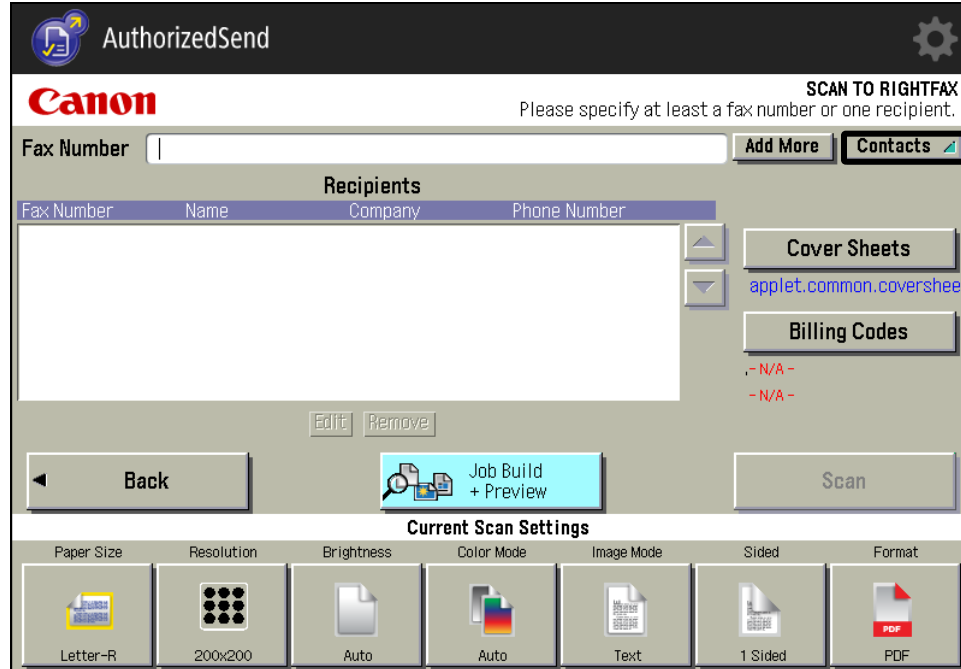The new contact appears in the selected address book's Contacts list.
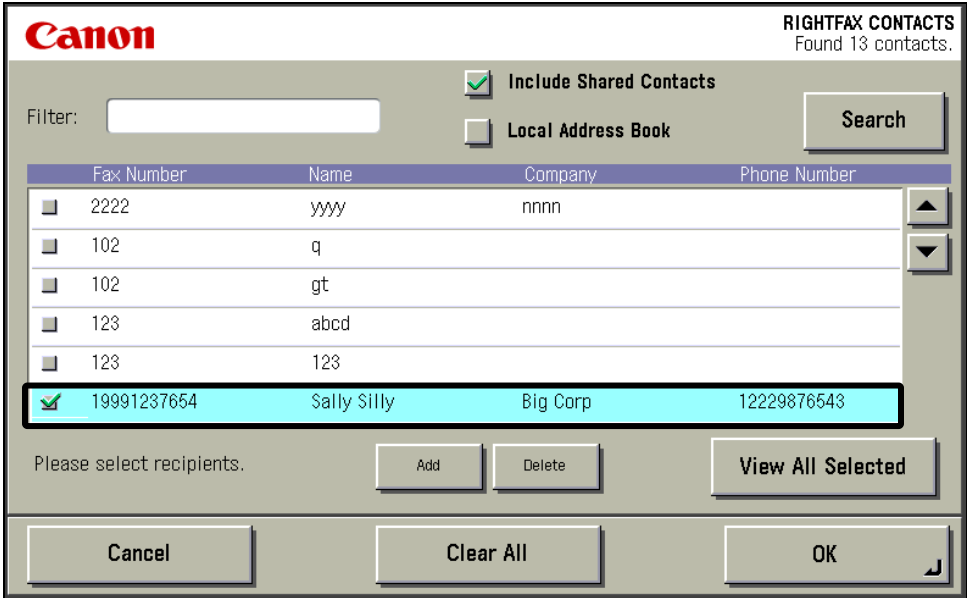
✎ NOTE

Contacts are listed in order of Fax Number. You may need to use the filter or the scroll buttons to locate the new contact.

2.1.5.2 Deleting a RightFax Contact

1. Press [Scan to RightFax].

2. Press [Contacts].

NOTE

If [Contacts] is not displayed, it has been disabled from the Authorized Send Configuration servlet. Contact the System Administrator.

3. Select the address book (local or RightFax remote) from which to delete the contact.


✎ NOTE
The address books available depend on how the System Administrator configured Authorized Send. If your desired address cannot be selected, contact the System Administrator.

If Shared Contacts and Local Address are both available, you can toggle between the two lists and delete contacts from both.
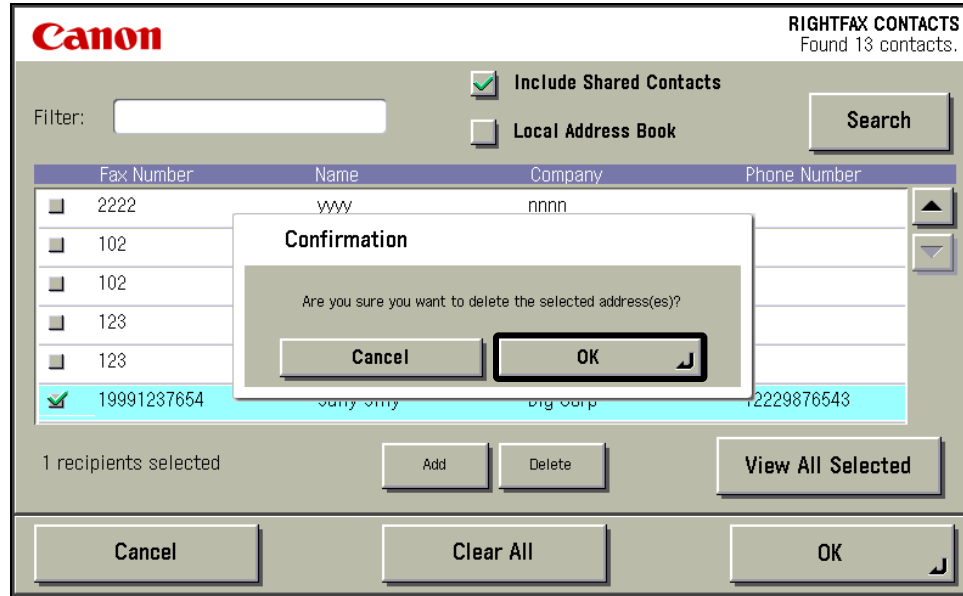
4. Locate a contact to delete. If the contact is not on the current screen, use the up and down arrows to scroll, or use the filter function.
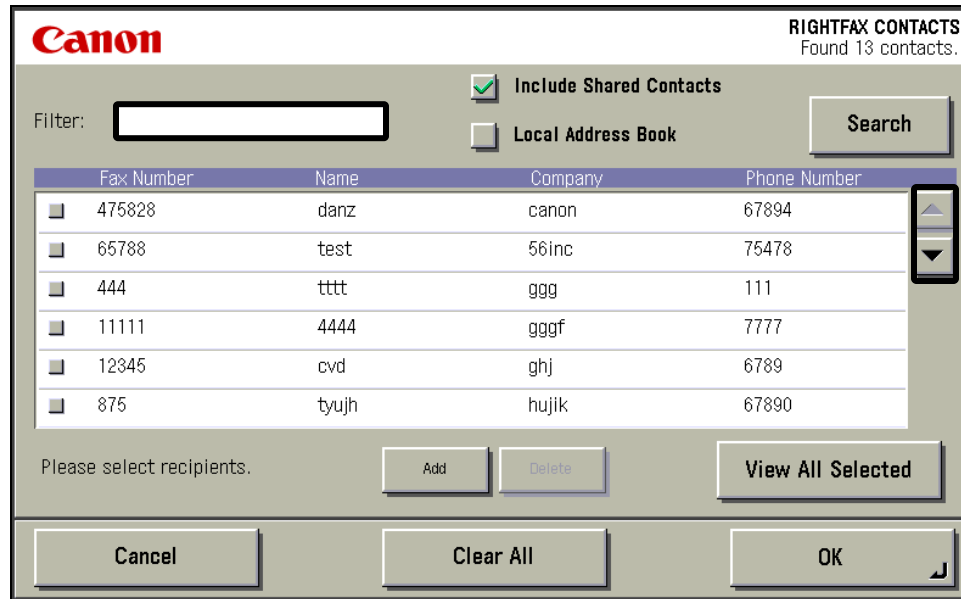
5. Select the contact ➜ press [Delete].
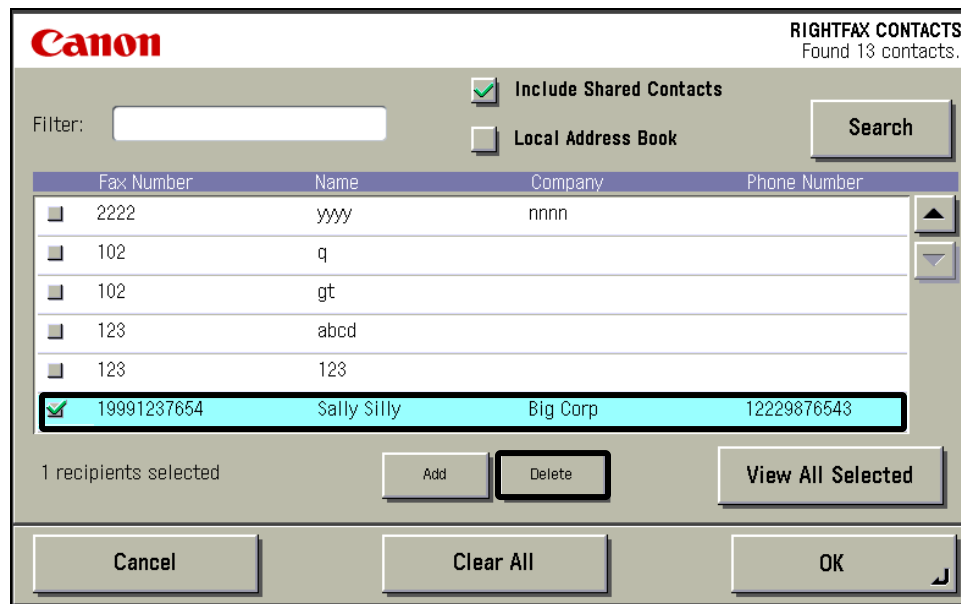
6. Press [OK] at the confirmation dialog box.

Press [Cancel] to return to the RIGHTFAX CONTACTS screen.

The RightFax contact is deleted.

2.1.6 Scanning and Sending to Fax2Mail

To scan a document as a fax and send it using the Fax2Mail server, you must already have a valid Fax2Mail account and the System Administrator must have configured the Fax2Mail URL.
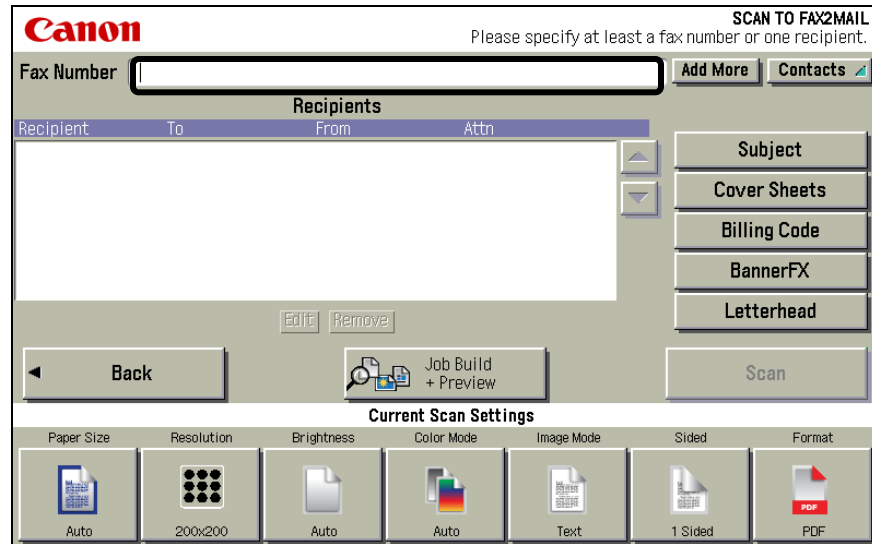
📎 NOTE
- There is a 100MB size limit for each Fax2Mail scan job.
- Scan to Fax2Mail requires separate installation of the Fax Service Activation package for Authorized Send.

1. Press [Scan to Fax2Mail].
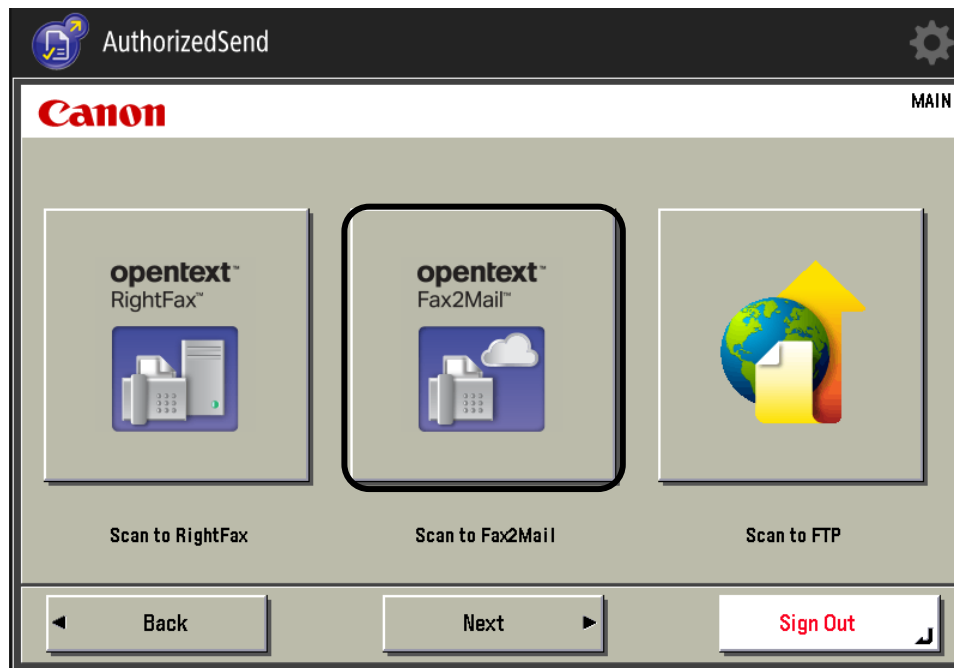
2. Place your originals ➔ set the destination information.

   2.1   To manually specify the fax number, press the [Fax Number] text box.

   🖐 IMPORTANT
      If the [Fax Number] text box is grayed out, it has been disabled from the
      Authorized Send Configuration servlet. Proceed to step 2.2 to specify
      the fax number using the Contacts list, or contact the System
      Administrator.

   2.1.1   Enter a valid fax number ➔ press [Add More].

      ✎ NOTE
         For more information on entering characters, see "Entering
         Characters," on p. 12.

2.1.2   Fill in the To, From, and Attention fields → press [OK].

Add Recipient

Please fill in fields below.
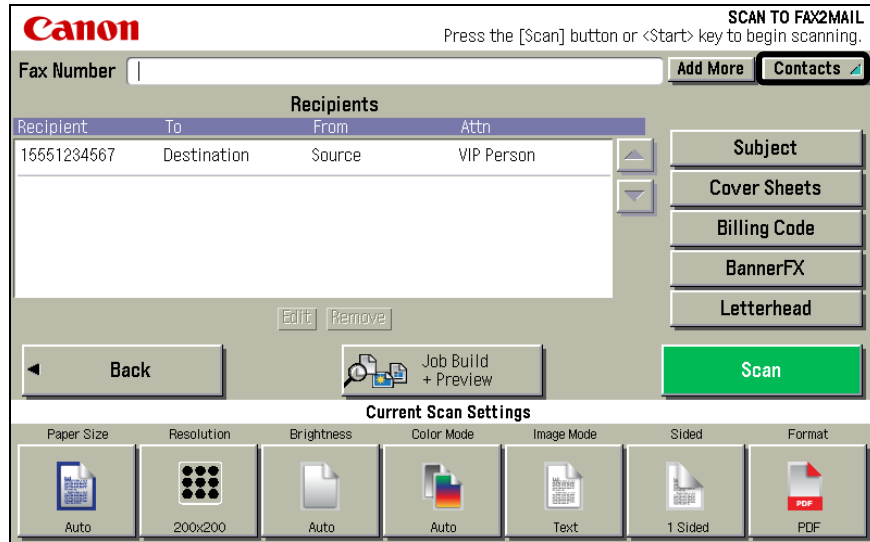
Fax Number

To

From

Att

Cancel   OK

Press [Cancel] to return to the SCAN TO FAX2MAIL screen.

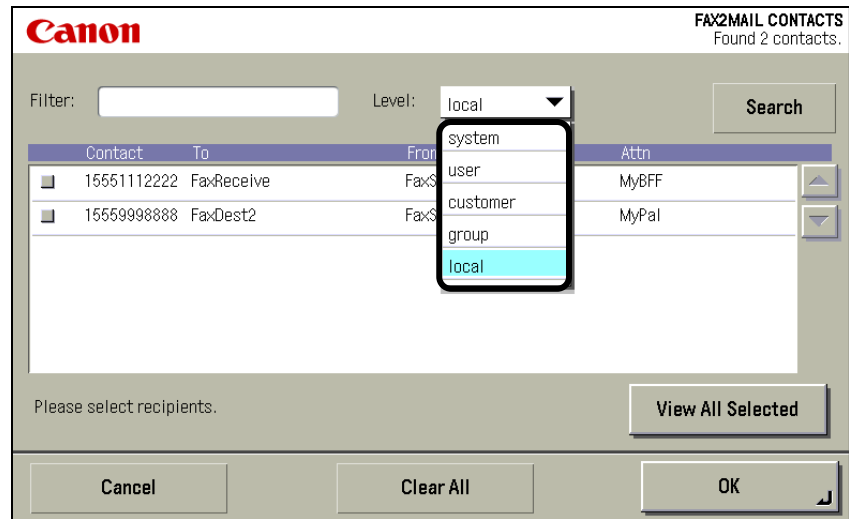The name is added to the Recipients list in the SCAN TO FAX2MAIL screen.

2.2   To use a pre-defined contact, press [Contacts].

2.2.1   Select the contact level from the [Level] pull-down list.

2.2.2   Select the destination contacts using the check boxes to the left
         of each contact. You can select multiple contacts. Use the up and
         down buttons to navigate the list.

2.2.3   You can also filter the contacts list based on an input string.
         Enter a filter string in the [Filter] text box and click [Search].

Press [Cancel] to return to the SCAN TO FAX2MAIL screen.

✎ NOTE
    For more information on entering characters, see "Entering
    Characters," on p. 12.

The list returns with the contacts that match the search criteria.
Select the check boxes next to each contact you want to include
on the send. Press [OK] to add the selected contacts to the
recipients list.

Select an entry and press [Details] to view specifics about the recipient entry.
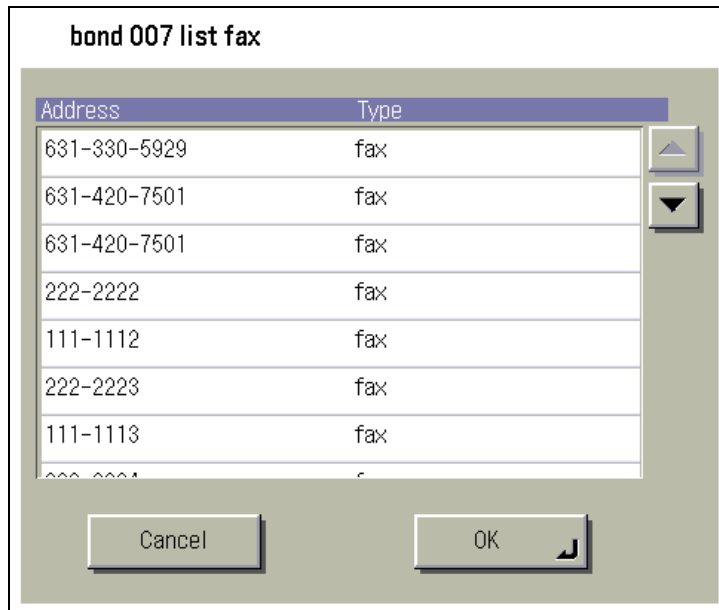
Press [OK] or [Cancel] to return to the Fax2Mail Contacts screen.

2.2.4   In the Fax2Mail Contacts screen, press [View All Selected] to toggle the displayed list to only those you have selected.
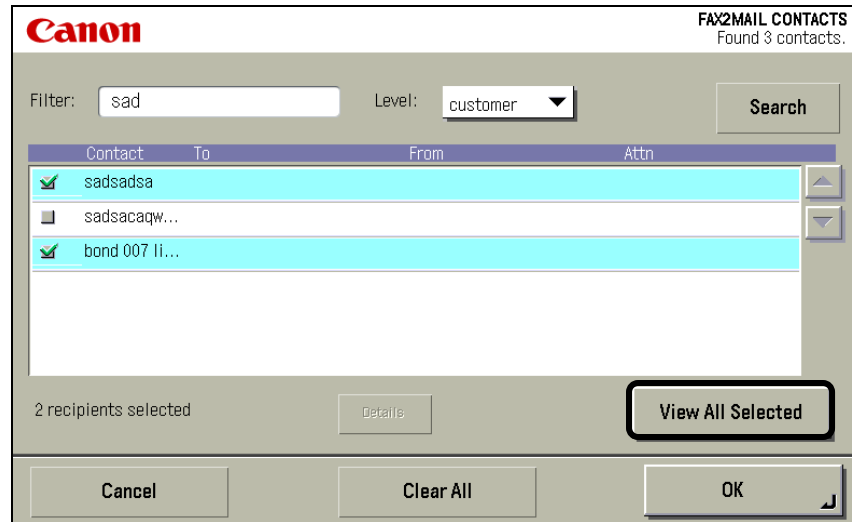
The filter is active when the [View All Selected] function is enabled. Press the button again to return to viewing the full contacts list.
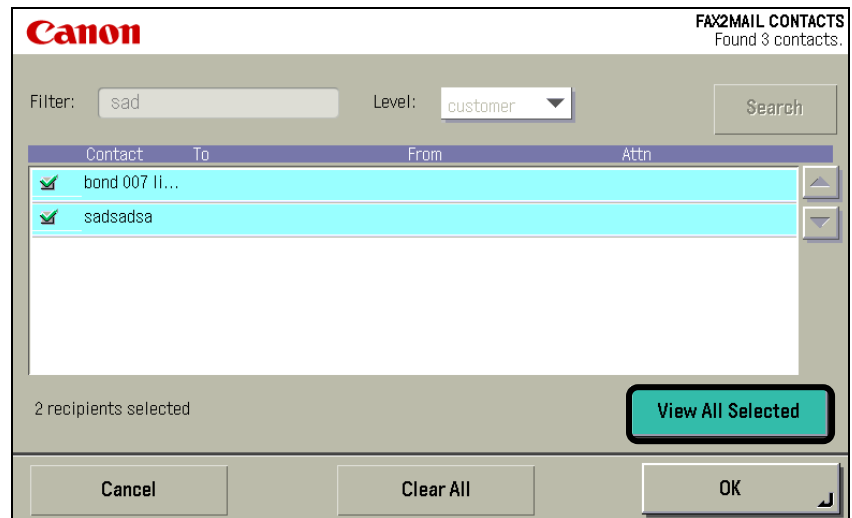
Press [OK] to add the list of selected contacts to the recipients list.

Press [Clear All] to deselect all check boxes. Press [Cancel] to return to the SCAN TO FAX2MAIL screen.

2.3 Press [Subject] to add a subject line to the fax.
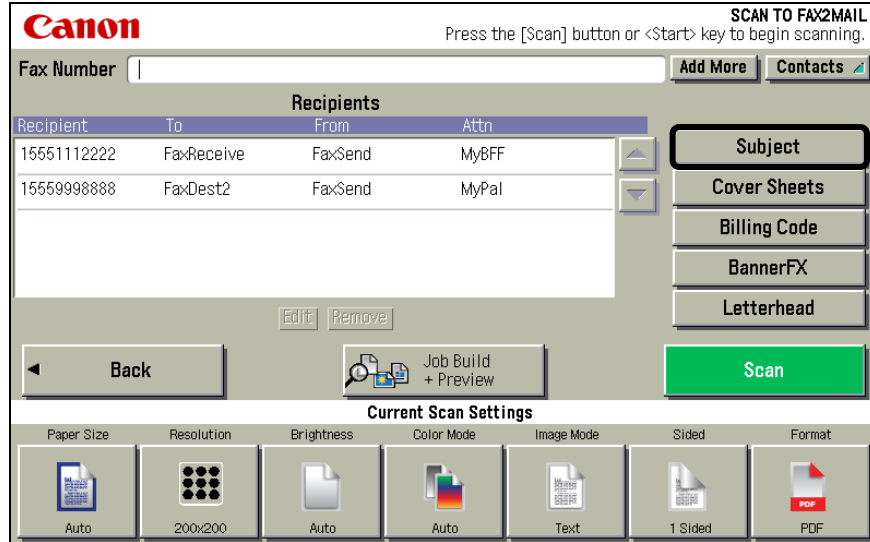
🤚**IMPORTANT**

If [Subject] is not displayed, it has been disabled from the Authorized Send Configuration servlet. Contact the System Administrator.

2.3.1 Press the [Subject] text box and enter the subject.
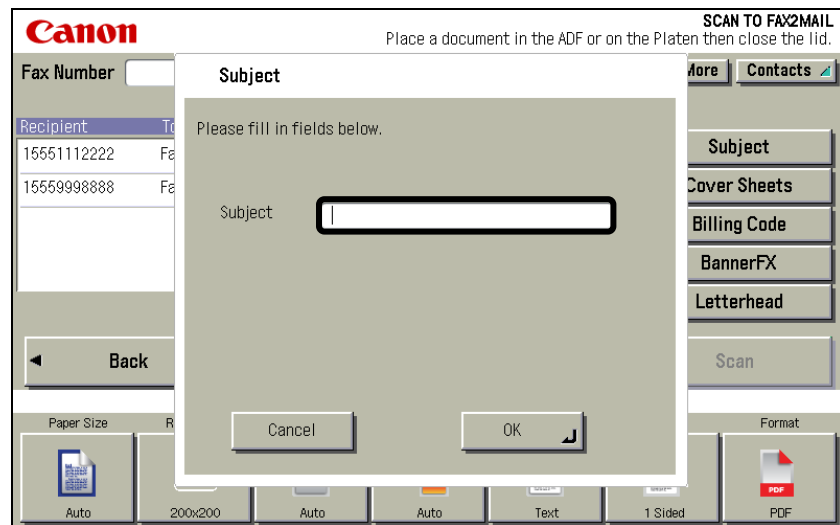
2.3.2 Press [OK] to set the fax subject.

Press [Cancel] to not set or change the subject line, and return to the SCAN TO FAX2MAIL screen.

2.4   Press [Cover Sheets] to add a cover sheet to the outgoing fax message.
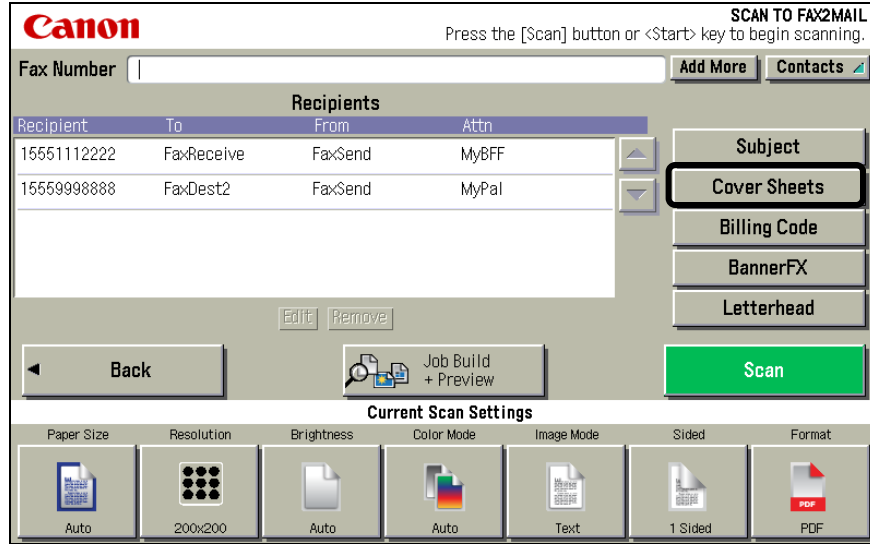
👋 IMPORTANT
If [Cover Sheets] is not displayed, it has been disabled from the Authorized Send Configuration servlet. Contact the System Administrator.

2.4.1   Select the cover sheet from the list by pressing the name. Use the up and down buttons to navigate the list.
!
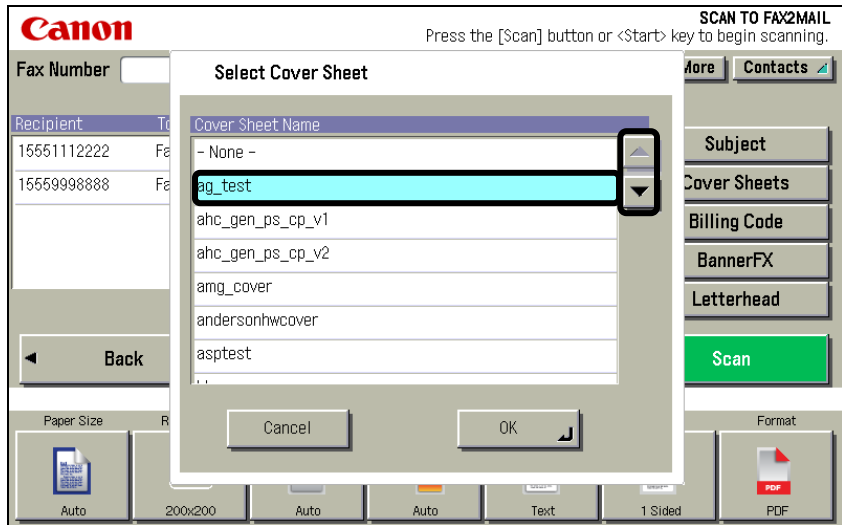
2.4.2   Press [OK] to select the cover sheet and return to the SCAN TO FAX2MAIL screen. The selected cover sheet displays under the [Cover Sheets] button.

Press [Cancel] to return to the SCAN TO FAX2MAIL screen without selecting a cover sheet.

2.5   Press [Billing Code] to add a billing code to the outgoing fax message.
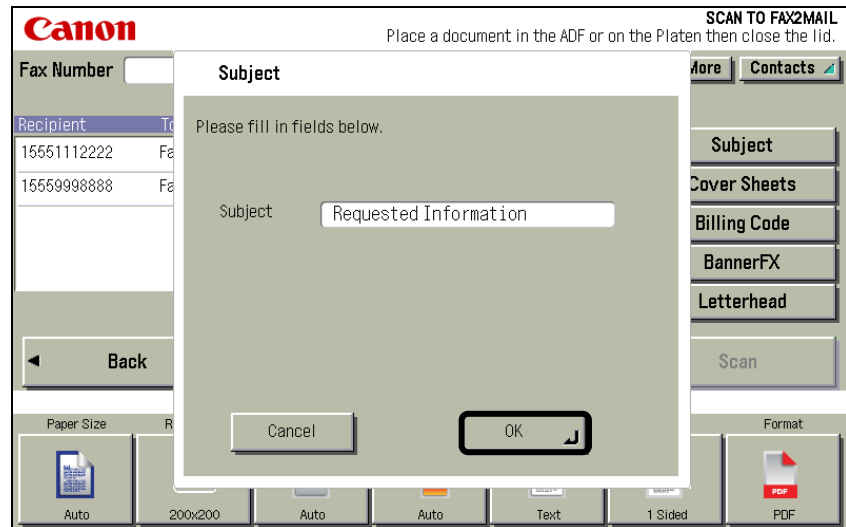

⛔ IMPORTANT
If [Billing Code] is not displayed, it has been disabled from the Authorized Send Configuration servlet. Contact the System Administrator.

✎ NOTE
The meanings of the billing codes are not explained in the Authorized Send display. You should know what billing code(s), if any, apply to the send job, or else do not select any.

2.5.1   Press the [Billing Code] text box to enter the billing code. Press the [Customer Ref] text box to enter the customer reference.

2.5.2   Press [OK] to confirm the billing code and return to the SCAN TO FAX2MAIL screen.

Press [Cancel] to return to the SCAN TO FAX2MAIL screen without selecting a billing code.

2.6   Press [BannerFX] to add banner effects to the outgoing fax message.
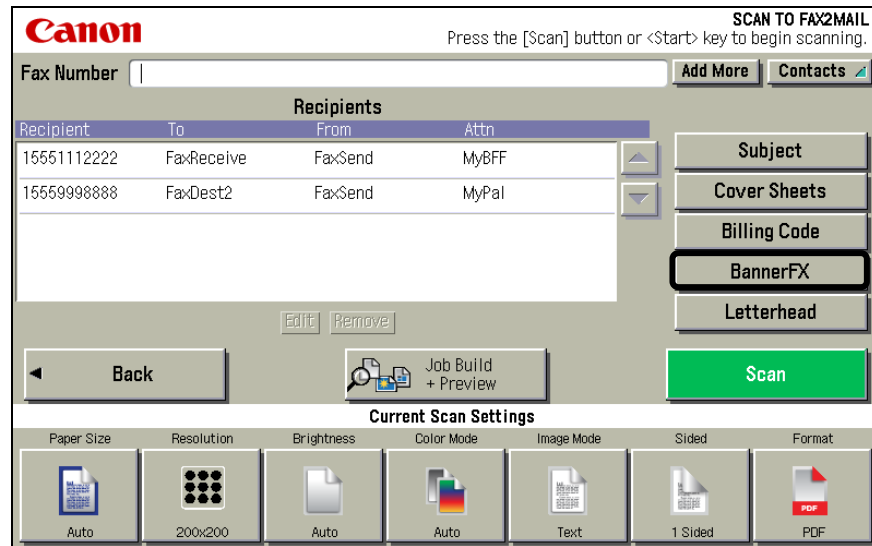
🖐 IMPORTANT
   If [BannerFX] is not displayed, it has been disabled from the Authorized
   Send Configuration servlet. Contact the System Administrator.

✎ NOTE
   The banner effects are pre-defined, and the effects available are specific
   to the user.

2.6.1   Press the desired banner effect. Use the up and down buttons to scroll through the available banner effects.

2.6.2   Press [OK] to confirm the banner and return to the SCAN TO FAX2MAIL screen.

Press [Cancel] to return to the SCAN TO FAX2MAIL screen without selecting a banner effect.

2.7   Press [Letterhead] to add letterhead effects to the outgoing fax message.
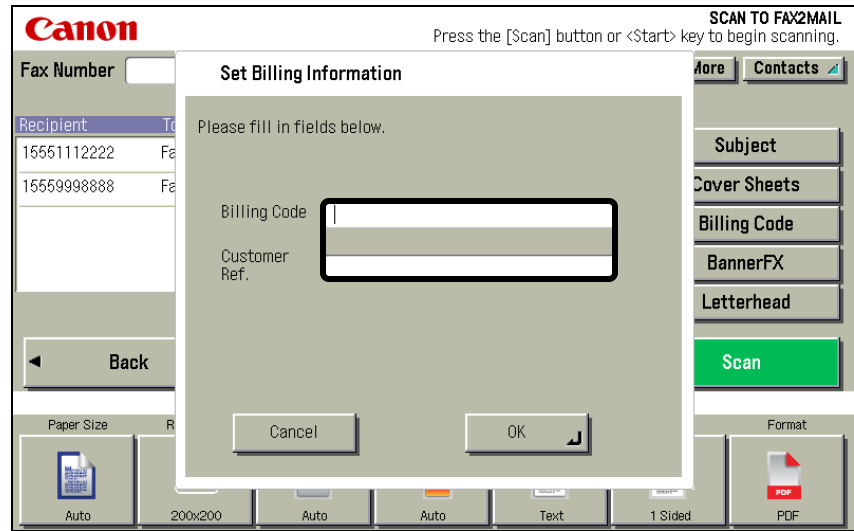

👆 IMPORTANT
   If [Letterhead] is not displayed, it has been disabled from the Authorized
   Send Configuration servlet. Contact the System Administrator.

✎ NOTE
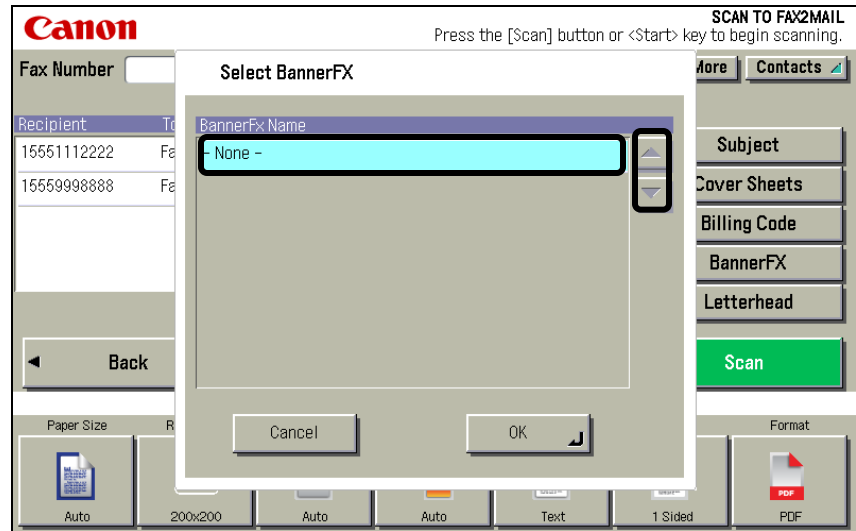   The letterhead effects are pre-defined, and the effects available are
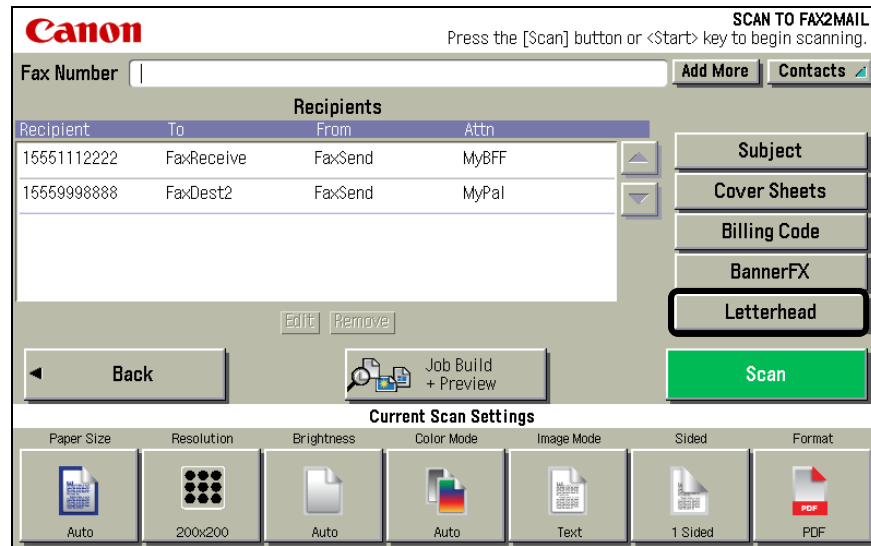   specific to the user.

2.7.1 Press the desired letterhead effect. Use the up and down buttons to scroll through the available letterhead effects.
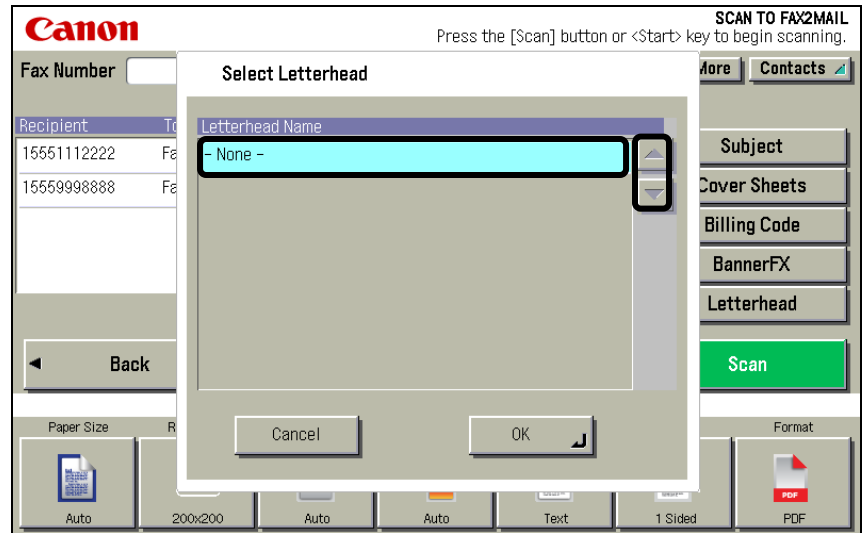
2.7.2 Press [OK] to confirm the letterhead and return to the SCAN TO FAX2MAIL screen.

Press [Cancel] to return to the SCAN TO FAX2MAIL screen without selecting a letterhead effect.

2.8   You can edit the information in the recipients list before starting the scan
        job.

    2.8.1   To delete a recipient, select the recipient and press [Remove].
              Use the up and down buttons to scroll through the list.
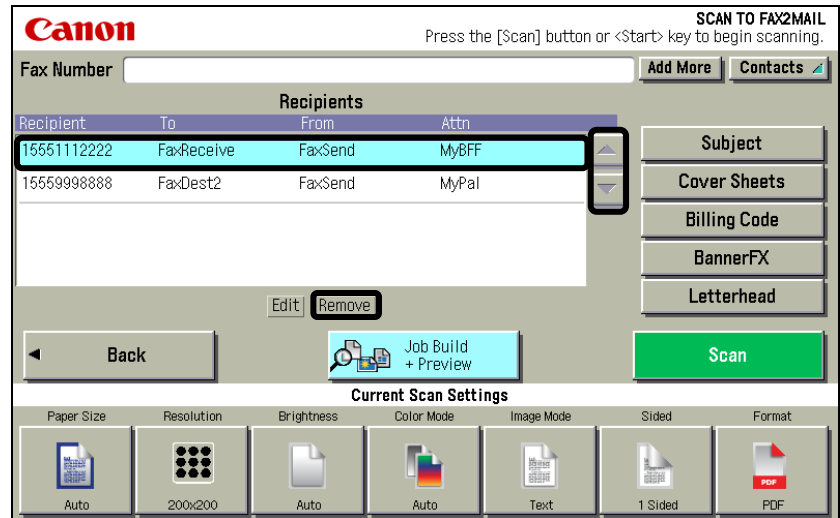
    2.8.2   To edit a recipient's information, select the recipient and press
              [Edit]. Use the up and down buttons to scroll through the list.

2.8.3   Press the text box of the field you want to change.
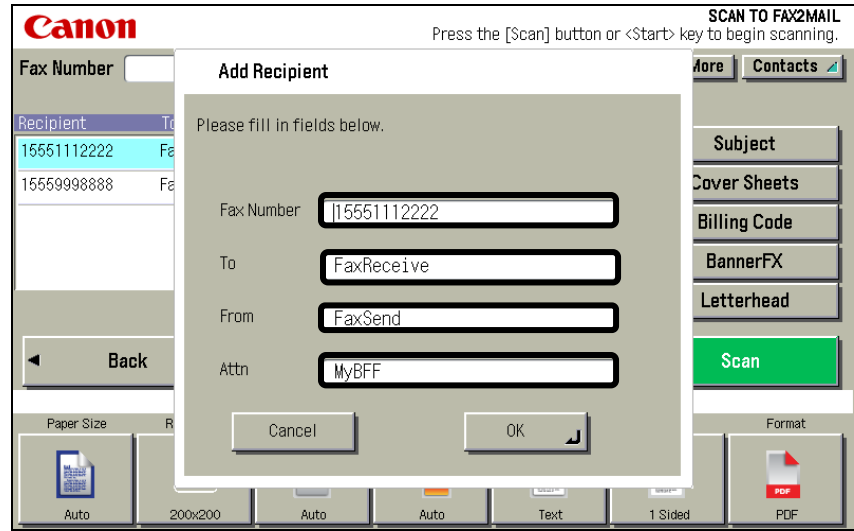
Press [OK] when you have finished making changes.

Press [Cancel] to return to the SCAN TO FAX2MAIL screen without making changes to the recipient.

3. If you want to scan more documents than can be placed in the feeder or on the platen glass at once, press [Job Build & Preview].
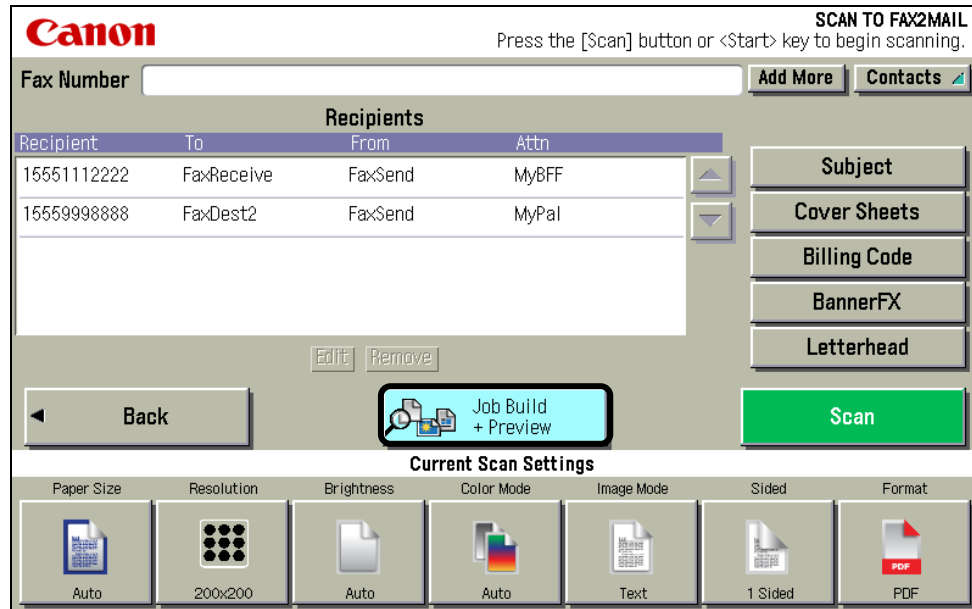
[Job Build] highlights in blue when the Job Build mode is enabled. [Job Build] may be enabled by default, depending on how the machine is configured.

NOTE
The total amount of pages you can scan for the job depends on the limitations set on the machine. For more information, contact the System Administrator.

4. Press any scan settings key on the SCAN TO FAX2MAIL screen → specify the scan settings.

NOTE
For instructions on specifying scan settings, see

5. Press [Scan] or ⊙ (Start).

Scanning starts.

The scanned document is sent to the specified folder on the network when scanning is complete, and the message <The document has been delivered successfully.> is displayed.

If the Job Build mode is enabled and the first batch of documents has been scanned, the SCAN STATUS screen is displayed. Proceed to step 6. Otherwise, proceed to step 7.

🖐 IMPORTANT
- If the Recipients list is empty, [Scan] and ⊙ (Start) are disabled.
- If you do not want to scan the current document, press [Back] on the SCAN TO FAX2MAIL screen (or press [Sign Out] if Scan to Fax2Mail is the only feature enabled), and the display returns to the MAIN screen (or the SIGN IN screen).

✎ NOTE
To cancel scanning, press [Cancel] on the SCAN STATUS screen, or press ⌾ (Stop).

6. If the Job Build mode is enabled, and you want to scan another batch of originals, place the next batch of originals into the feeder or on the platen glass → press [Next Scan] or ⊙ (Start).

✎ NOTE
- The total amount of pages you can scan for the job depends on the limitations set on the machine. For more information, contact the System Administrator.
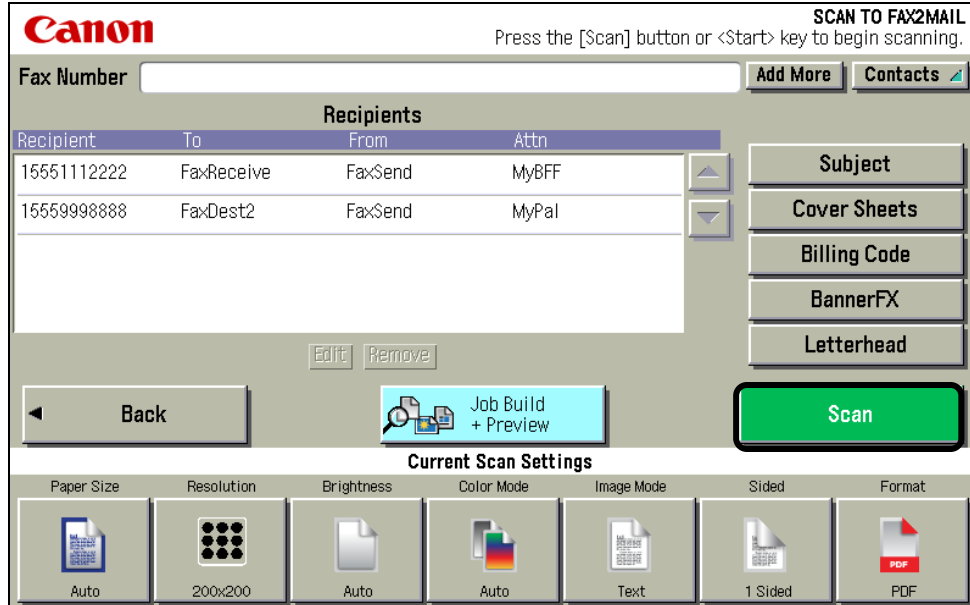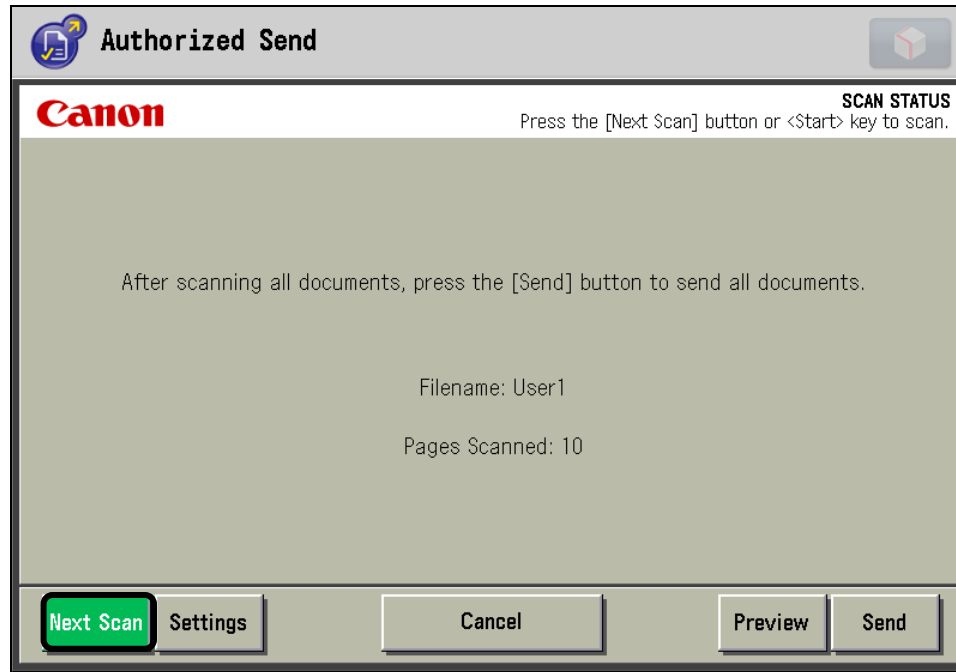- Press [Preview] to preview the pages that have been scanned on the PREVIEW screen. You can press [◄], [►], [▼], or [▲] to scroll through the pages, and press [-] or [+] to reduce or enlarge the pages. The [-] and [+] keys are disabled if the scan resolution is set to '600 x 600 dpi'.
- If you press [Preview], press [Back] on the PREVIEW screen to return to the SCAN STATUS screen, or press [Send] on the PREVIEW screen to send the documents if you have no more documents to scan.
- To cancel scanning, press [Cancel] on the SCAN STATUS screen, or press ⊘ (Stop).

6.1 If you want to change the scan settings for the next set of documents in the job build, press [Settings].

6.2 Specify the new scan settings ➞ press [OK].

✐ NOTE
   For instructions on specifying scan settings, see "Specifying Scan Settings," on p. 271.

7. When you are finished scanning all documents, press [Send].

All of the scanned documents are sent to the specified Fax2Mail server as one file.

✐ NOTE
   To cancel sending the documents, press [Cancel] on the SCAN STATUS screen, or press ⊘ (Stop).

8. If you want to scan and send another document to a different destination, press [Back] on the SCAN STATUS screen ➙ repeat the procedure from step 2.
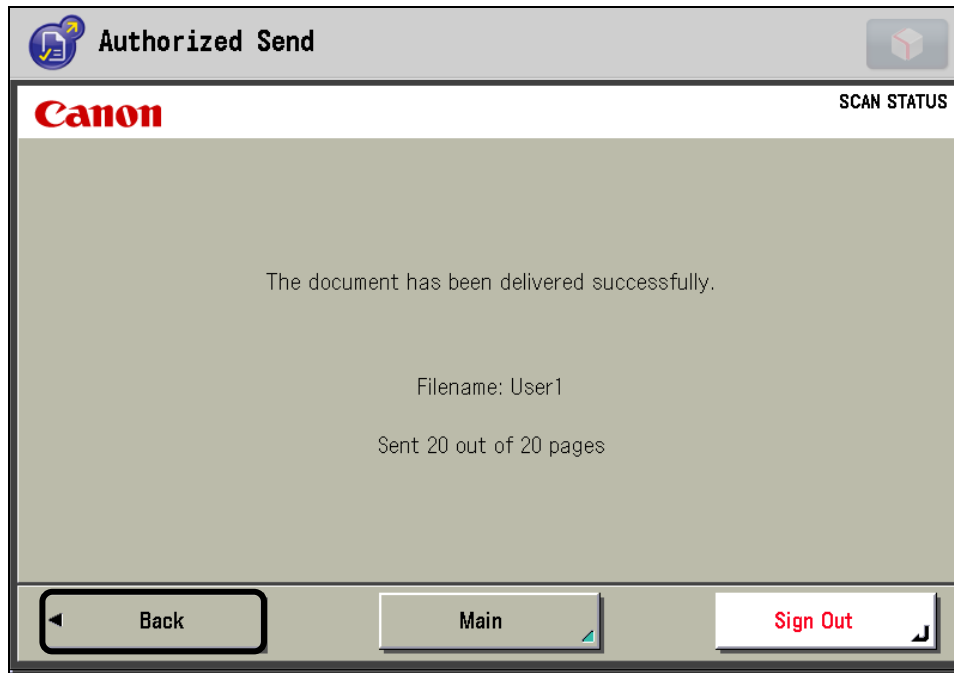
If you want to return to the MAIN screen, press [Main].

If you do not want to scan any more documents, press [Sign Out].

✎ NOTE
If the machine has background jobs enabled, you can continue using Authorized Send as soon as the documents are scanned. You do not have to wait until the job has completed sending. For information on background job processing, see "Background Job Processing," on page 31.

2.1.7 Scanning and Sending to an FTP Server
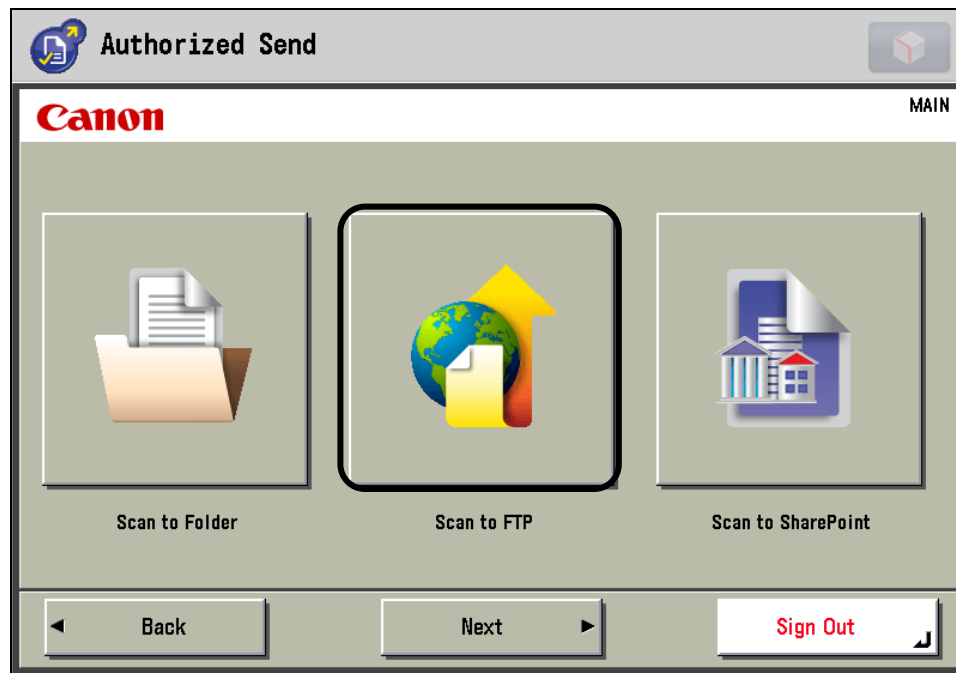
To scan a document and save it to an FTP server on the network, folders and directories must already be set up on your FTP server (by the System Administrator). If you know that an FTP server exists, you can enter the folder path manually. Also, depending on the machine model and capabilities, the scanned document can be sent as a PDF, PDF(Compct), PDF(OCR), TIFF, TIFF(Single), JPEG, XPS, XPS(Compct), XPS(OCR), PPT, PPT(OCR), or WORD file.

1. Press [Scan to FTP].

1.1 If the CUSTOMIZED INDEX screen appears, enter or select the necessary values.

Depending on how the System Administrator configured your machine:
- A maximum of four information fields can be displayed.
- Each information field is represented by a text box, drop-down list, or list box.
- If an asterisk appears before a text box, drop-down list, or list box label, you must enter or select the required information, as this is a required field.
- If a text box, drop-down list, or list box appears without an asterisk, you do not have to enter or select information.

1.2 Press [Next].

The SCAN TO FTP screen is displayed.

2. Place your originals ➜ set the FTP destination information.

2.1   To use a pre-set server, press the [Preset Server] drop-down list and select the server.

Based on what you selected from the Preset Server drop-down list, the FTP Server, Port, Folder Path, File Name text boxes, and the By drop-down list may be automatically populated, depending on the default settings set up by the System Administrator.

📛 IMPORTANT
- If the Preset Server drop-down list is grayed out, it has been disabled from the Authorized Send Configuration servlet. Contact the System Administrator.
- If you selected a preset FTP server, and a folder does not exist, a folder is automatically created, as long as the System Administrator enabled dynamic folder creation in the Authorized Send Configuration servlet for preset shares.

2.2 To manually specify the FTP server, press the [FTP Server] and [Folder Path] text boxes and enter the values.

If you manually enter an FTP server address into the [FTP Server] text box, the Preset Server drop-down list automatically changes to 'Select FTP Server'. Enter a file name into the [File Name] text box.

2.3   To select the FTP server from the five most recently accessed servers, of the five most frequently accessed servers (depending on how the machine is configured), press the [Preset Server] button.
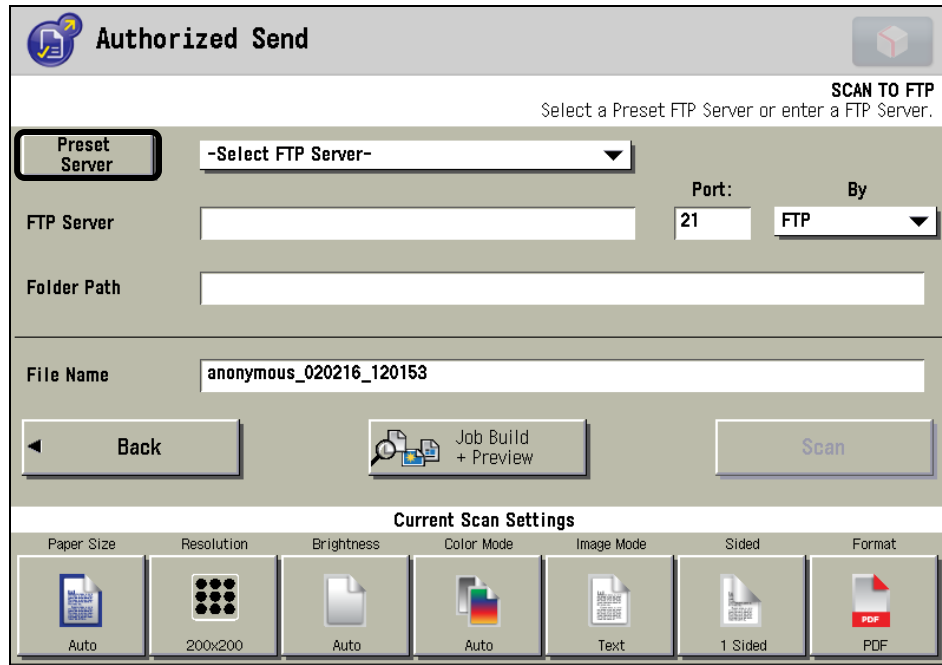
The [Preset Server] button label changes to 'Previous Server' and the pull-down lists changes to the previous destinations.
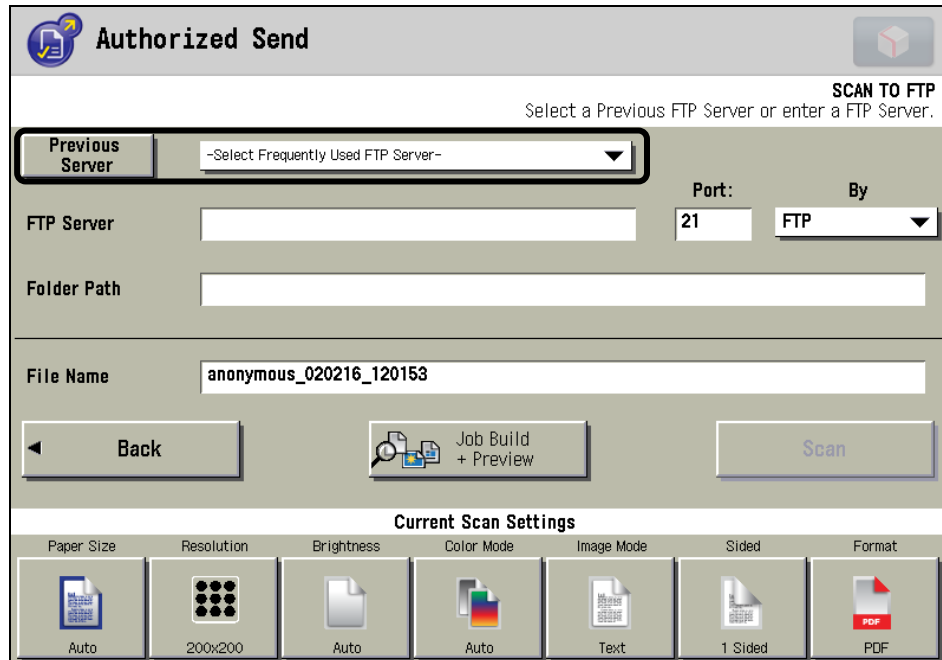
2.3.1   Press the previous server pull-down list➜ select the desired destination.

✋ IMPORTANT

The entries of the previous destination pull-down list vary according to how the System Administrator configured the machine. The list may contain up to the past five most frequently accessed servers, or up to the past five most recently accessed servers.

Press [Previous Server] to return to the [Preset Server] pull-down list.

3. If necessary, press the [Port] text box ➝ enter the port number ➝ press [OK].

Enter the connecting port number of the FTP server. You can enter a maximum of five numbers, ranging from 0 to 65535. Depending on the default settings set up by the System Administrator, the error message <Cannot connect to the FTP server.> may be displayed if you attempt to change the setting. The default port number is '21'.

4. Press the By drop-down list ➝ select [FTP], [SFTP(SSH)], or [FTPS(SSL)] for the protocol used to send scanned documents to the FTP Server.

If you select [FTP] or [FTPS(SSL)], the port number automatically changes to '21'. If you select [SFTP(SSH)], the port number automatically changes to '22'. Depending on the default settings set up by the System Administrator, the error message <Cannot connect to the FTP server.> may be displayed if you attempt to change the setting. The default setting is 'FTP'.

5. If necessary, press the [File Name] text box ➝ enter the file name ➝ press [OK].

A maximum of 251 characters can be entered for the file name. Any additional characters are ignored.

🖐 IMPORTANT
- If the [File Name] text box is grayed out, it has been disabled from the Authorized Send Configuration servlet. Contact the System Administrator.
- File systems and operating systems may have different file name limitations.
- If a file name is not entered, the user's name and a time stamp are used for the file name. For example, *username_MMDDYY_HHMMSS* (testuser1_073114_101746).
- If you select [TIFF(Single)] or [JPEG] from the File Type drop-down list on the SCAN SETTINGS screen, an underscore, followed by a page number are appended to the file name.
- Depending on how the System Administrator configured your machine, even if you leave the [File Name] text box empty, a name may still appear for <Filename> on the SCAN STATUS screen after you press [Scan].
- Depending on how the System Administrator configured your machine, the [Template] button may appear next to the [File Name] text box, as shown below.

5.1   If you want to set a file name based upon a pre-defined template, press
[Template].

The [File Name] text box is replaced by the [File Template] drop-down
list, and the [Template] button is replaced by the [Name] button.

✎ NOTE
File name templates are defined by the System Administrator in the File
Name Template screen in the configuration servlet. The templates can
use log in information such as user name, date, time, and up to eight (8)
custom-defined fields. Contact your System Administrator for
information on the available file name templates.

5.2   Select the desired file name template.

The [File Name] textbox and [Template] button reappear, and the [File Name] text box is populated with the file name as defined by the selected template.
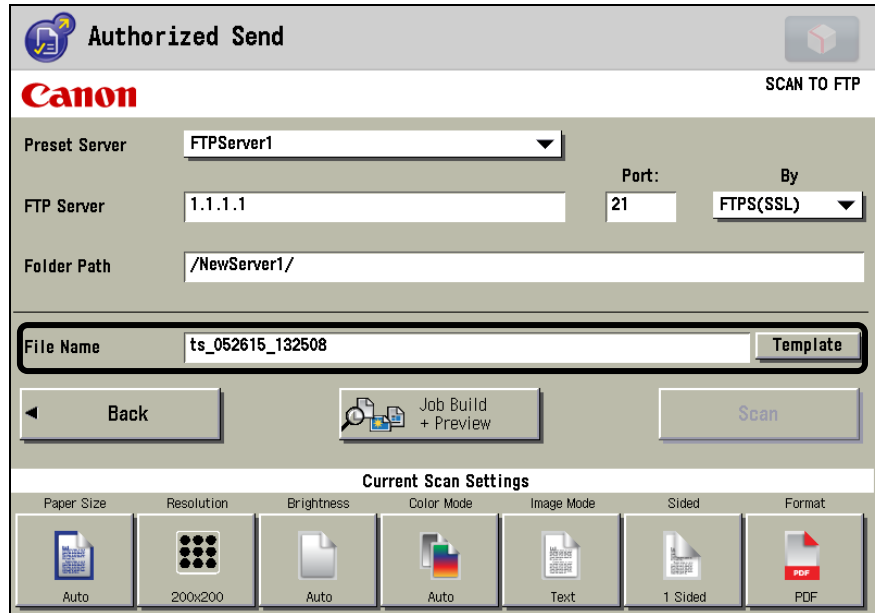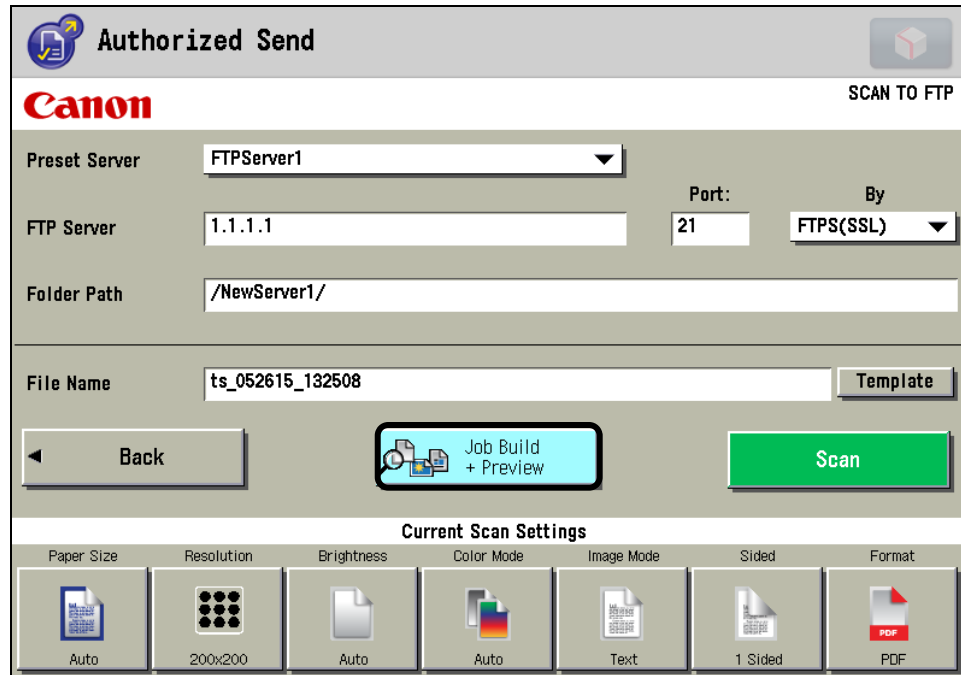
5.3   If the Enter FTP Server Credentials pop-up screen appears, you do not have explicit rights to the selected FTP server, and you must be authenticated to the FTP server to which you are trying to access. Enter your user name and network password → press [OK].
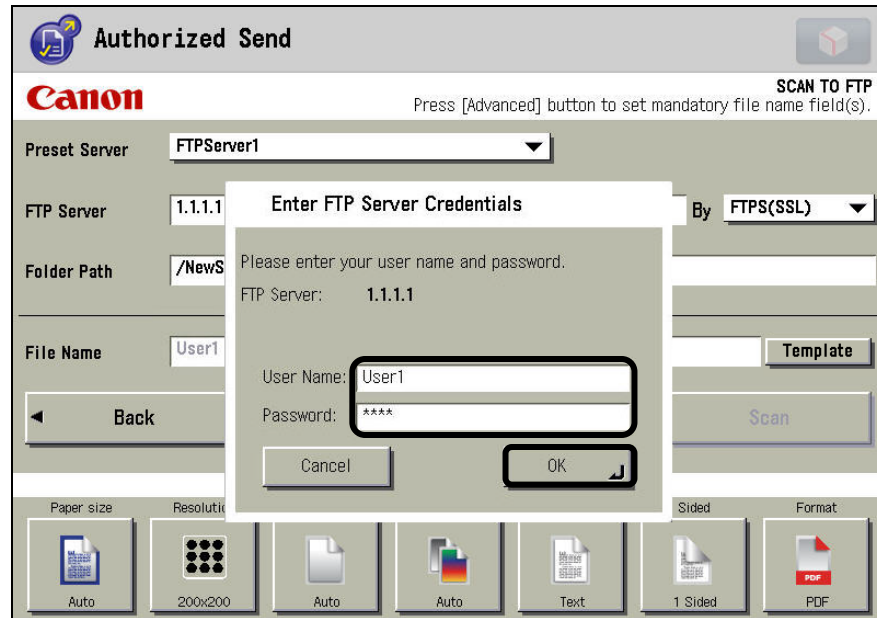
The SCAN TO FTP screen is displayed.

6. If you want to scan more documents than can be placed in the feeder or on the platen glass at once, press [Job Build & Preview].

[Job Build] highlights in blue when the Job Build mode is enabled. [Job Build] may be enabled by default, depending on how the machine is configured.

✎ NOTE

The total amount of pages you can scan for the job depends on the limitations set on the machine. For more information, contact the System Administrator.

7. Press any scan settings key on the SCAN TO FTP screen ➜ specify the scan settings.

✎ NOTE

For instructions on specifying scan settings, see

8. Press [Scan] or ⊙ (Start).

Scanning starts.

The scanned document is sent to the specified folder on the network when scanning is complete, and the message <The document has been delivered successfully.> is displayed.

If the Job Build mode is enabled and the first batch of documents has been scanned, the SCAN STATUS screen is displayed. Proceed to step 9. Otherwise, proceed to step 10.

🖐 IMPORTANT
- • If the [FTP Server] text box is empty, [Scan] and ⊙ (Start) are disabled.
- • If you are trying to scan to an FTP server that does not exist and is not a preset FTP server, and the System Administrator enabled dynamic folder creation in the Authorized Send Configuration servlet for preset FTP servers, an error message is displayed informing you that the folder cannot be created.
- • If you do not want to scan the current document, press [Back] on the SCAN TO FTP screen (or press [Sign Out] if Scan to FTP is the only feature enabled), and the display returns to the MAIN screen (or the SIGN IN screen).

✎ NOTE
To cancel scanning, press [Cancel] on the SCAN STATUS screen, or press ◬ (Stop).

9. If the Job Build mode is enabled, and you want to scan another batch of originals, place the next batch of originals into the feeder or on the platen glass → press [Next Scan] or ⊙ (Start).

NOTE

- The total amount of pages you can scan for the job depends on the limitations set on the machine. For more information, contact the System Administrator.
- Press [Preview] to preview the pages that have been scanned on the PREVIEW screen. You can press [◄], [►], [▼], or [▲] to scroll through the pages, and press [-] or [+] to reduce or enlarge the pages. The [-] and [+] keys are disabled if the scan resolution is set to '600 x 600 dpi'.
- If you press [Preview], press [Back] on the PREVIEW screen to return to the SCAN STATUS screen, or press [Send] on the PREVIEW screen to send the documents if you have no more documents to scan.
- To cancel scanning, press [Cancel] on the SCAN STATUS screen, or press ◈ (Stop).

9.1 If you want to change the scan settings for the next set of documents in the job build, press [Settings].

9.2 Specify the new scan settings → press [OK].

✎ NOTE
For instructions on specifying scan settings, see "Specifying Scan Settings," on p. 271.

10. When you are finished scanning all documents, press [Send].

All of the scanned documents are sent to the specified FTP server as one file.

✎ NOTE
To cancel sending the documents, press [Cancel] on the SCAN STATUS screen, or press ✋ (Stop).

11. If you want to scan and send another document to a different destination, press [Back] on the SCAN STATUS screen → repeat the procedure from step 2.

If you want to return to the MAIN screen, press [Main].

If you do not want to scan any more documents, press [Sign Out].

NOTE
If the machine has background jobs enabled, you can continue using Authorized Send as soon as the documents are scanned. You do not have to wait until the job has completed sending. For information on background job processing, see "Background Job Processing," on page 31.

2.1.8 Scanning and Sending to a SharePoint Server

To scan a document and save it to a SharePoint server on the network, folders and directories must already be set up on your SharePoint server (by the System Administrator). If you know that a SharePoint server exists, you may enter the folder path manually. Also, depending on the machine model and its capabilities, the scanned document can be sent as a PDF, PDF(Compct), PDF(OCR), TIFF, TIFF(Single), JPEG, XPS, XPS(Compct), XPS(OCR), PPT, PPT(OCR), or WORD file.

1. Press [Scan to SharePoint].
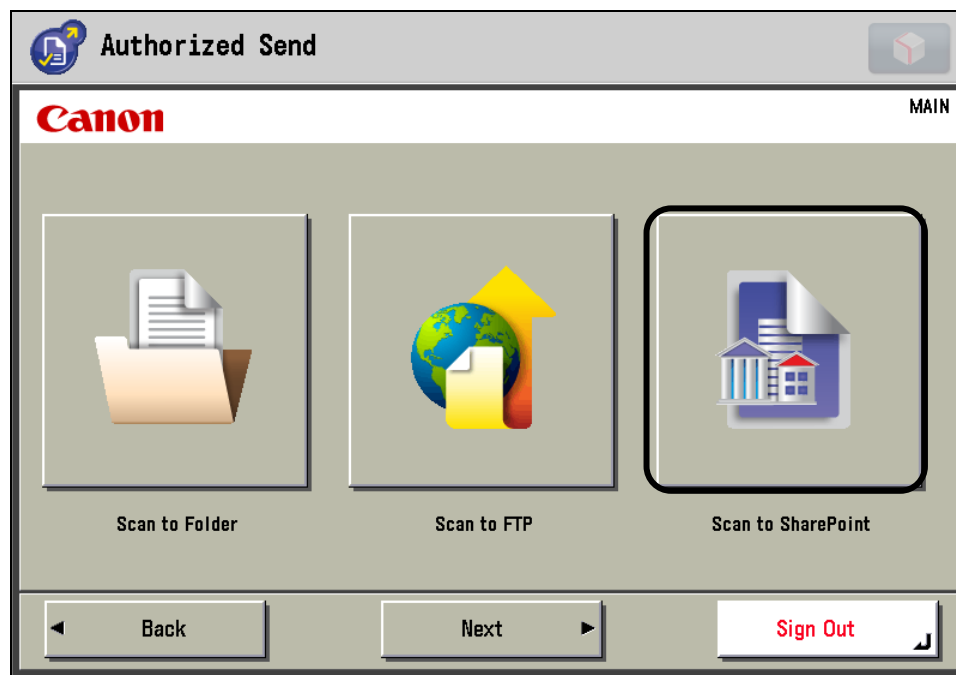
2. Place your originals → set the SharePoint destination.

2.1   To use a pre-set SharePoint URL, press the Preset URL drop-down list →select the URL server in which you want to save your document.
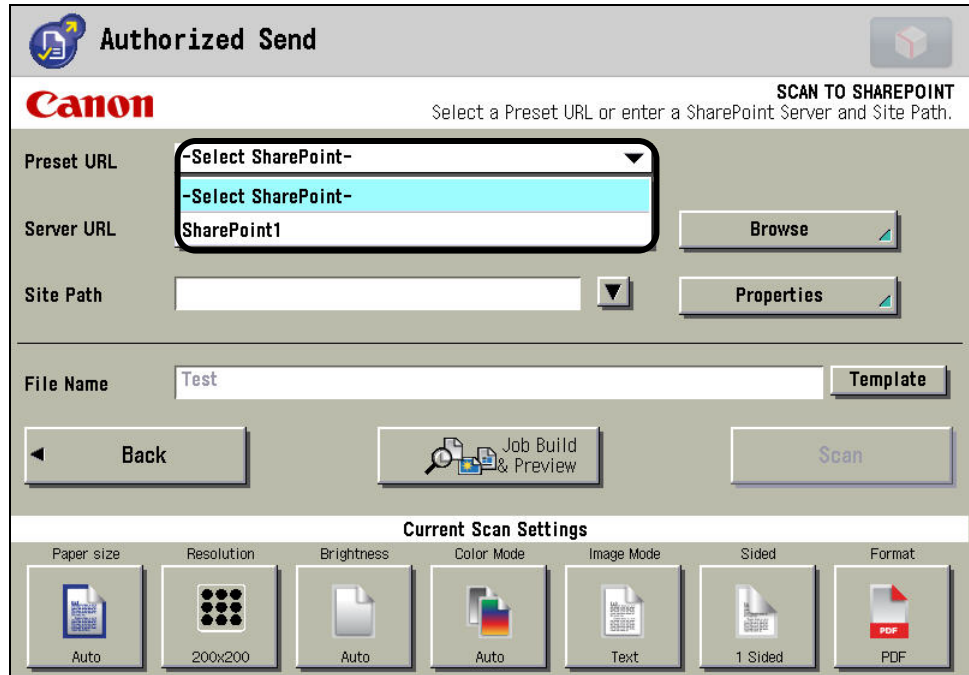
If necessary, press [▼] to select the [Site Path], [Library], or [Folder Path] text box. In the example below, the [Site Path] text box is selected and automatically populated based on the default settings of the selected preset URL server.
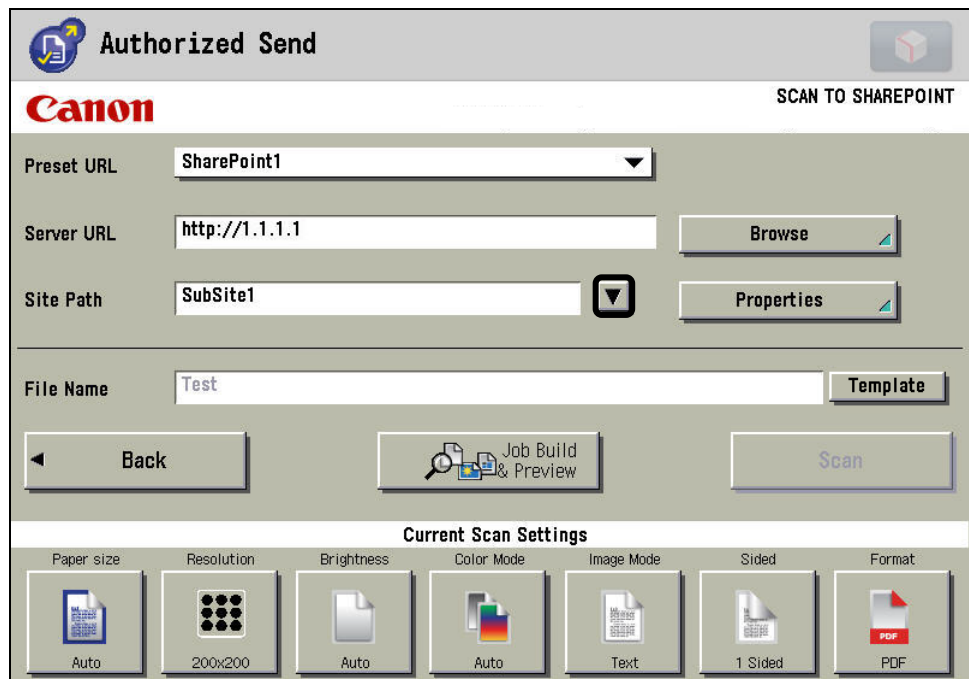
Based on what you selected from the Preset URL drop-down list, the Server URL, Site Path, Library, or Folder Path text boxes may be populated automatically, depending on the default settings set up by the System Administrator.

🖐 IMPORTANT
- If the Preset URL drop-down list is grayed out, it has been disabled from the Authorized Send Configuration servlet. Contact the System Administrator.
- The [Site Path] and [Folder Path] text boxes are optional and can be left empty. The [Library] text box is required when displayed, and cannot be left empty.

2.2 To manually specify the destination, press the [Server URL] and [Library] text boxes and enter the values.

If necessary, press [▼] to select the [Site Path], [Library], or [Folder Path] text box.

If you manually enter a SharePoint server address into the [Server URL] text box, the Preset URL drop-down list automatically changes to 'Select SharePoint'.

Depending on how this SharePoint server is set up by the System Administrator, you may be able to enter a file name into the [File Name] text box.

2.2.1   If necessary, enter a server name into the [File Server] text box → press [Browse] to select the site path, library, or folder path for the SharePoint server to which you want to scan and send your document.
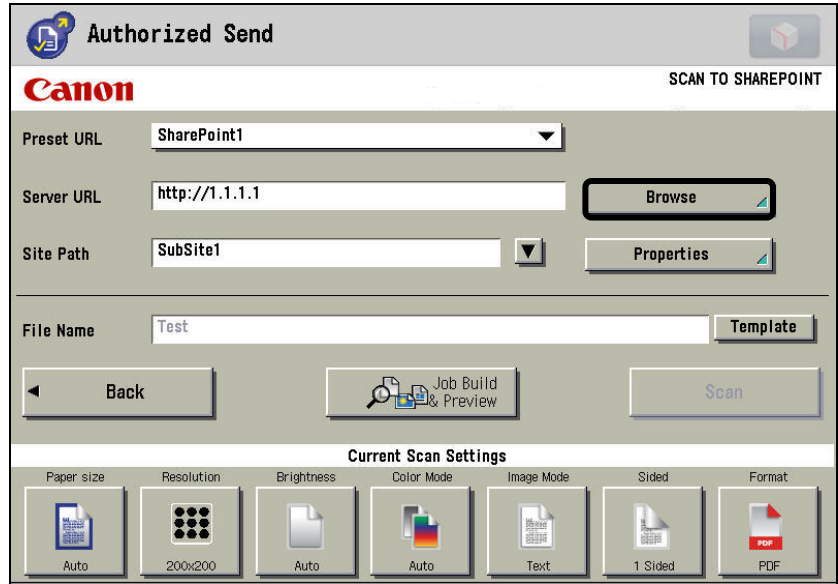
✎ NOTE
   If the [Browse] key is grayed out, it has been disabled from the Authorized Send Configuration servlet. Contact the System Administrator.

Select the desired site path, library, or folder path → press [OK].
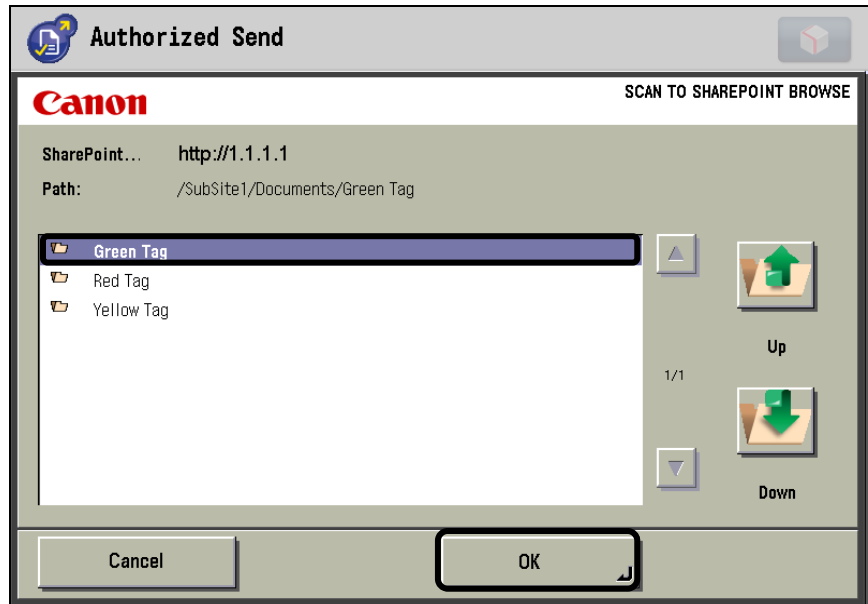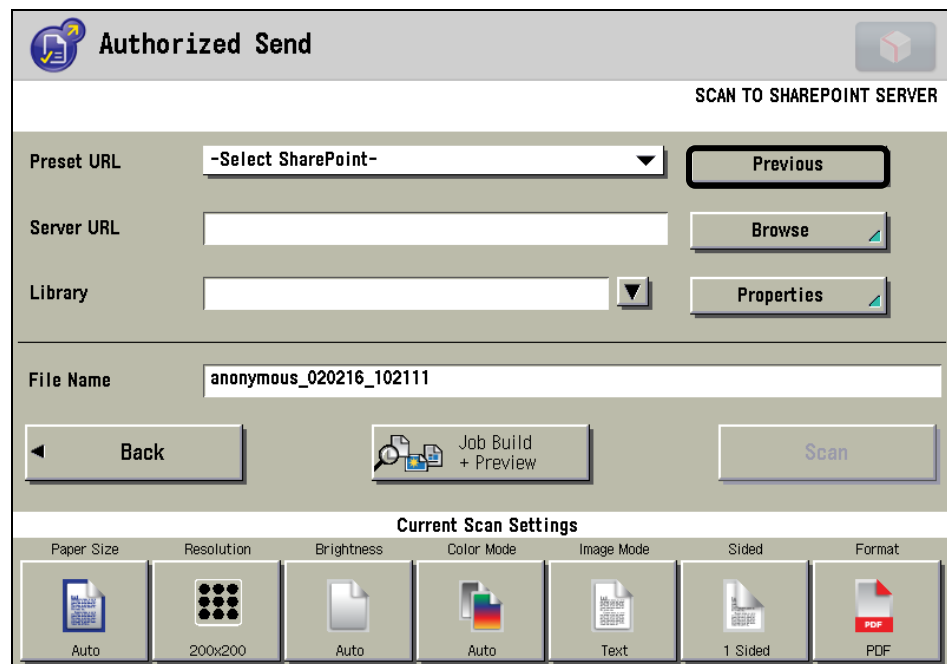
If the desired site path, library, or folder path is not displayed, press [▼] or [▲] to scroll to the desired site path, library, or folder path.

✎ NOTE
- The site path, library, or folder path is updated, depending on what you select.
- If you do not want to select the site path, library, or folder path, press [Cancel].

2.3   To select the URL from the five most recently accessed URLs, or the five most frequently accessed URLs (depending on how the machine is configured), press the [Previous] button.

🖐 IMPORTANT
If the [Previous] button is not displayed, it has been disabled from the Authorized Send Configuration servlet. Go back to step 2.1 or 2.2 to specify the SharePoint information, or contact the System Administrator.

2.3.1   Press the previous SharePoint pull-down list → select the desired destination.

⊘ IMPORTANT
The entries of the previous destination pull-down list vary according to how the System Administrator configured the machine. The list may contain up to the past five most frequently accessed URLs, or up to the past five most recently accessed URLs.

Press [Preset] to return to the [Preset URL] pull-down list.

3. If necessary, press [Properties] to select the library properties.
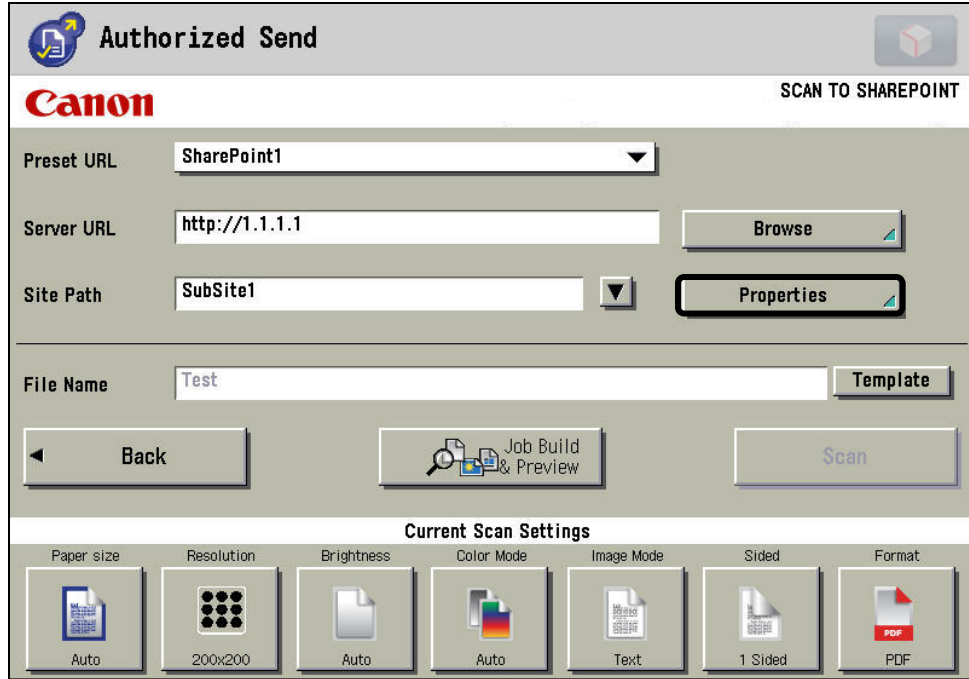
The LIBRARY PROPERTIES screen is displayed.

✏ NOTE
  If [Properties] is grayed out, it has been disabled from the Authorized Send
  Configuration servlet. Contact the System Administrator.

3.1   Specify the necessary settings on screen 1 of 3.

Depending on the SharePoint server's configuration:
- Each field is represented by a text box, drop-down list, or check box.
- If an asterisk appears before a field, you must enter or select the required information, as this is a required field.
- If an information field appears without an asterisk, you do not have to enter or select information in the field.
- The LIBRARY PROPERTIES screens may appear differently from the ones displayed below.

If the desired screen not displayed, press [▼] or [▲] to scroll to the desired screen.

3.2   Specify the settings on screen 2 of 3.
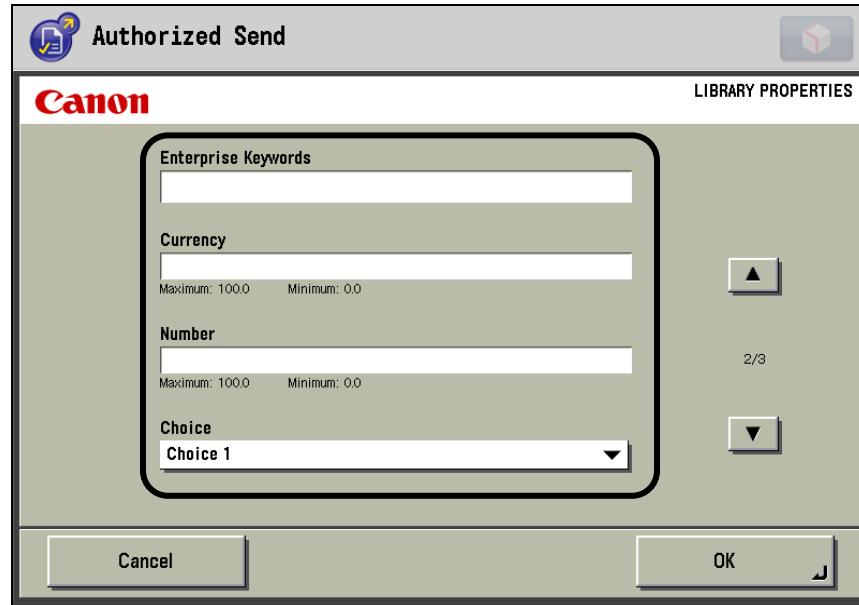
If the desired screen not displayed, press [▼] or [▲] to scroll to the desired screen.

3.3   Specify the settings on screen 3 of 3 → press [OK].
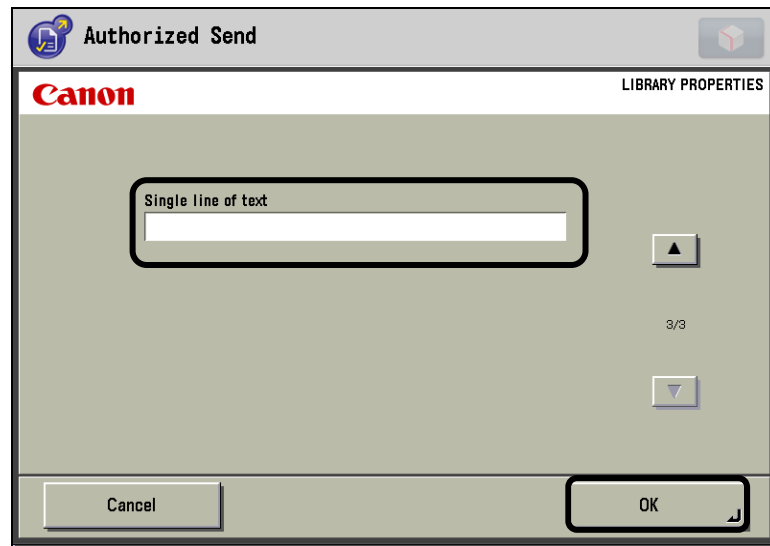
The SCAN TO SHAREPOINT screen is displayed.

If the desired screen not displayed, press [▼] or [▲] to scroll to the desired screen.

📝 NOTE
    If you do not want to select the library properties, press [Cancel].

4. If necessary, press the [File Name] text box → enter the file name → press [OK].

A maximum of 251 characters can be entered for the file name. Any additional characters are ignored.

🛑 IMPORTANT
- If the [File Name] text box is grayed out, it has been disabled from the Authorized Send Configuration servlet. Contact the System Administrator.
- File systems and operating systems may have different file name limitations.
- If a file name is not entered, the user's name and a time stamp are used for the file name. For example, *username_MMDDYY_HHMMSS* (testuser1_073114_101746).
- If you select [TIFF(Single)] or [JPEG] from the File Type drop-down list on the SCAN SETTINGS screen, an underscore, followed by a page number are appended to the file name.
- Depending on how the System Administrator configured your machine, even if you leave the [File Name] text box empty, a name may still appear for <Filename> on the SCAN STATUS screen after you press [Scan].
- Depending on how the System Administrator configured your machine, the [Template] button may appear next to the [File Name] text box, as shown below.

4.1	If you want to set a file name based upon a pre-defined template, press [Template].

The [File Name] text box is replaced by the [File Template] drop-down list, and the [Template] button is replaced by the [Name] button.

✎ NOTE
File name templates are defined by the System Administrator in the File Name Template screen in the configuration servlet. The templates can use log in information such as user name, date, time, and up to eight (8) custom-defined fields. Contact your System Administrator for information on the available file name templates.

4.2   Select the desired file name template.

The [File Name] textbox and [Template] button reappear, and the [File Name] text box is populated with the file name as defined by the selected template.

4.3 If the Enter SharePoint Server Login Information pop-up screen appears because you do not have explicit rights to the selected SharePoint server, you must be authenticated to the SharePoint server to which you are trying to access. Enter your user name, network password, and domain ➞ press [OK].

The SCAN TO SHAREPOINT screen is displayed.

5. If you want to scan more documents than can be placed into the feeder or on the platen glass at once, press [Job Build & Preview].

[Job Build] highlights in blue when the Job Build mode is enabled. [Job Build] may be enabled by default, depending on how the machine is configured.

✐ NOTE
The total amount of pages you can scan for the job depends on the limitations set on the machine. For more information, contact the System Administrator.

6. Press any scan settings key on the SCAN TO SHAREPOINT screen ➜ specify the scan settings.

✐ NOTE
For instructions on specifying scan settings, see

7. Press [Scan] or ⊙ (Start).

Scanning starts.

The scanned document is sent to the specified folder on the network when scanning is complete, and the message <The document has been delivered successfully.> is displayed.

If the Job Build mode is enabled and the first batch of documents has been scanned, the SCAN STATUS screen is displayed. Proceed to step 8. Otherwise, proceed to step 9.

🖐 IMPORTANT
- If the [Server URL] text box is empty, [Scan] and ⊙ (Start) are disabled.
- If you do not want to scan the current document, press [Back] on the SCAN TO SHAREPOINT screen (or press [Sign Out] if Scan to SharePoint is the only feature enabled), and the display returns to the MAIN screen (or the SIGN IN screen).

✎ NOTE
    To cancel scanning, press [Cancel] on the SCAN STATUS screen, or press ✒ (Stop).

8. If the Job Build mode is enabled, and you want to scan another batch of originals, place the next batch of originals into the feeder or on the platen glass → press [Next Scan] or ⊙ (Start).

📎 NOTE

- The total amount of pages you can scan for the job depends on the limitations set on the machine. For more information, contact the System Administrator.
- Press [Preview] to preview the pages that have been scanned on the PREVIEW screen. You can press [◄], [►], [▼], or [▲] to scroll through the pages, and press [-] or [+] to reduce or enlarge the pages. The [-] and [+] keys are disabled if the scan resolution is set to '600 x 600 dpi'.
- If you press [Preview], press [Back] on the PREVIEW screen to return to the SCAN STATUS screen, or press [Send] on the PREVIEW screen to send the documents if you have no more documents to scan.
- To cancel scanning, press [Cancel] on the SCAN STATUS screen, or press ◠ (Stop).

8.1 If you want to change the scan settings for the next set of documents in the job build, press [Settings].

8.2 Specify the new scan settings ➞ press [OK].

✎ NOTE
For instructions on specifying scan settings, see "Specifying Scan Settings," on p. 271.

9. When you are finished scanning all documents, press [Send].

All of the scanned documents are sent to the specified SharePoint server as one file.

✎ NOTE
To cancel sending the documents, press [Cancel] on the SCAN STATUS screen, or press ✍ (Stop).

10. If you want to scan and send another document to a different destination, press [Back] on the SCAN STATUS screen → repeat the procedure from step 2.
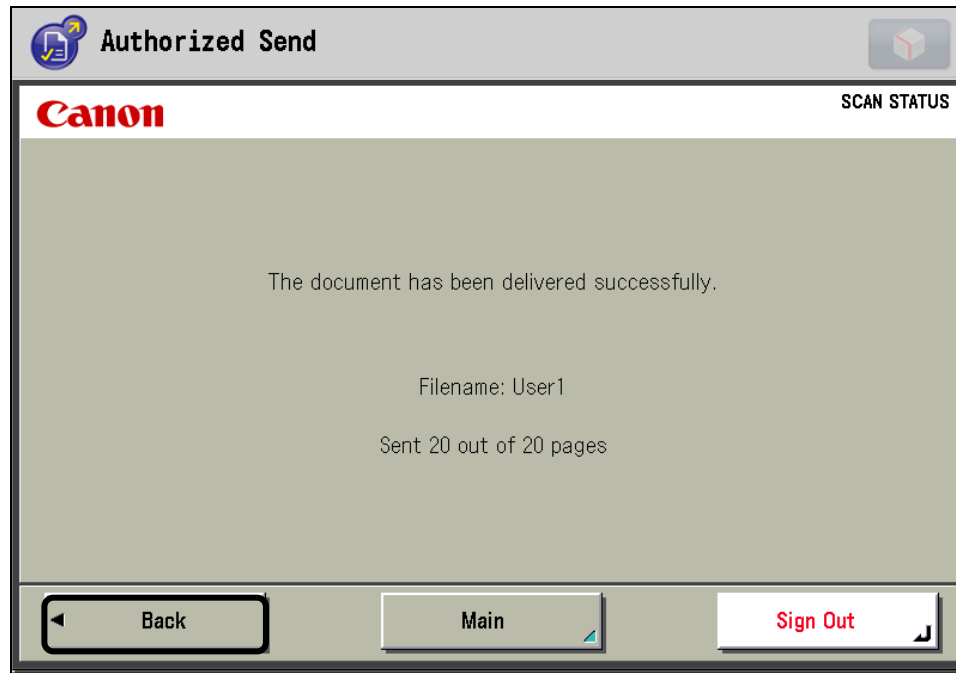
If you want to return to the MAIN screen, press [Main].

If you do not want to scan any more documents, press [Sign Out].

✎ NOTE
   If the machine has background jobs enabled, you can continue using Authorized Send as soon as the documents are scanned. You do not have to wait until the job has completed sending. For information on background job processing, see "Background Job Processing," on page 31.

2.1.9 Scanning and Sending to Box

To scan a document and save it to a Box account in the cloud, folders and directories must already be set up on your Box account (either by you if it is a personal account, or by a System Administrator if it is a corporate/business account). Depending on the machine model and capabilities, the scanned document can be sent as a PDF, PDF(Compct), PDF(OCR), TIFF, TIFF(Single), JPEG, XPS, XPS(Compct), XPS(OCR), PPT, PPT(OCR), or WORD file.

1. Press [Scan to Box].
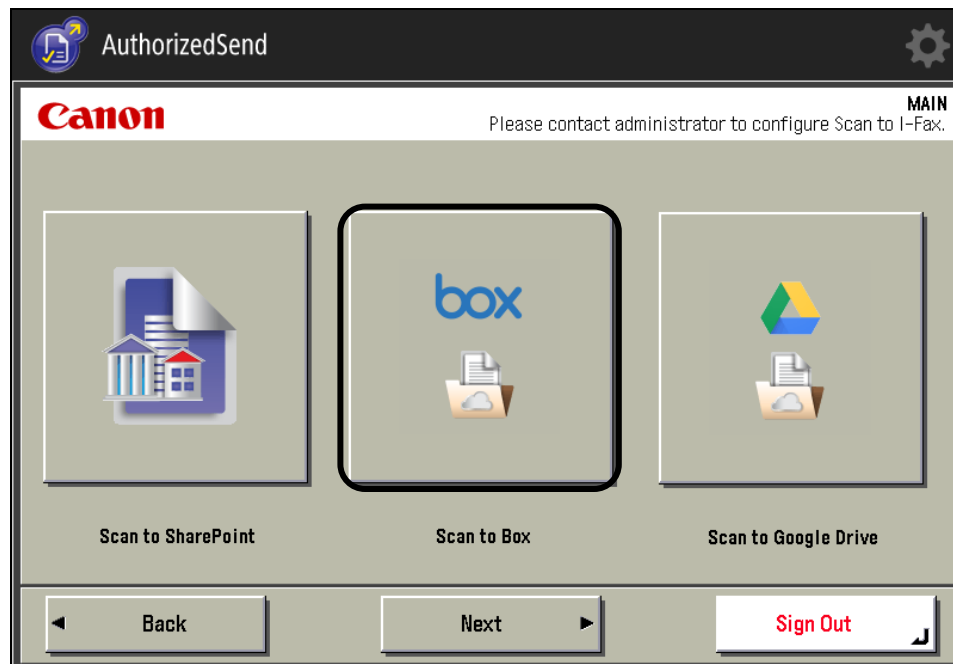
1.1   If you do not have a valid Box access token stored on the device, provide your Box credentials to log in and access Box.
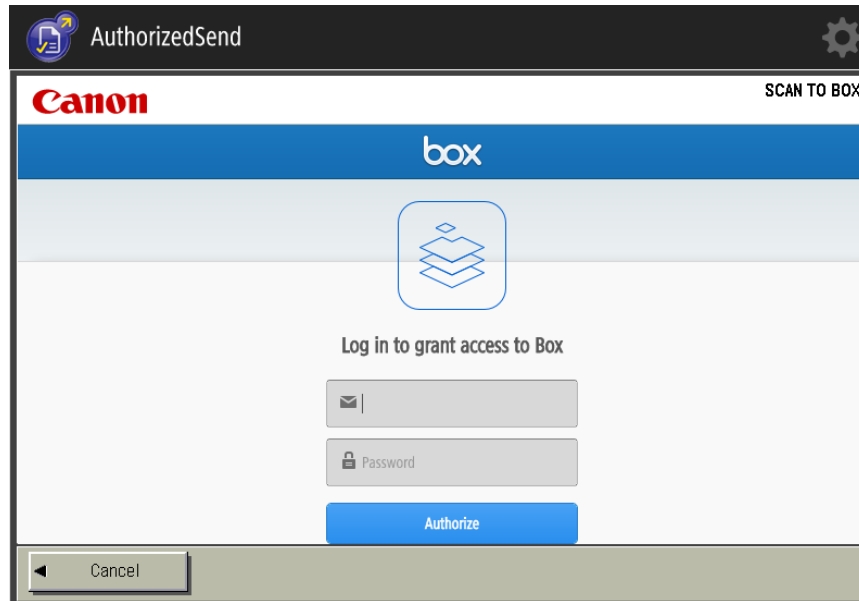
✎ NOTE
- The appearance of the Box credentials screen may vary depending on the Canon device being used and any cloud service's design changes.
- The portal User Interface page may appear intermittently when you are authenticating and Authorized Send is retrieving a valid Box token.

Allow any access to the cloud service for the Canon device.

2. Place your originals ➜ set the Box destination.

    2.1   To use a pre-set Box path, press the Preset Name drop-down list ➜select the pre-set Box path in which you want to save your document.
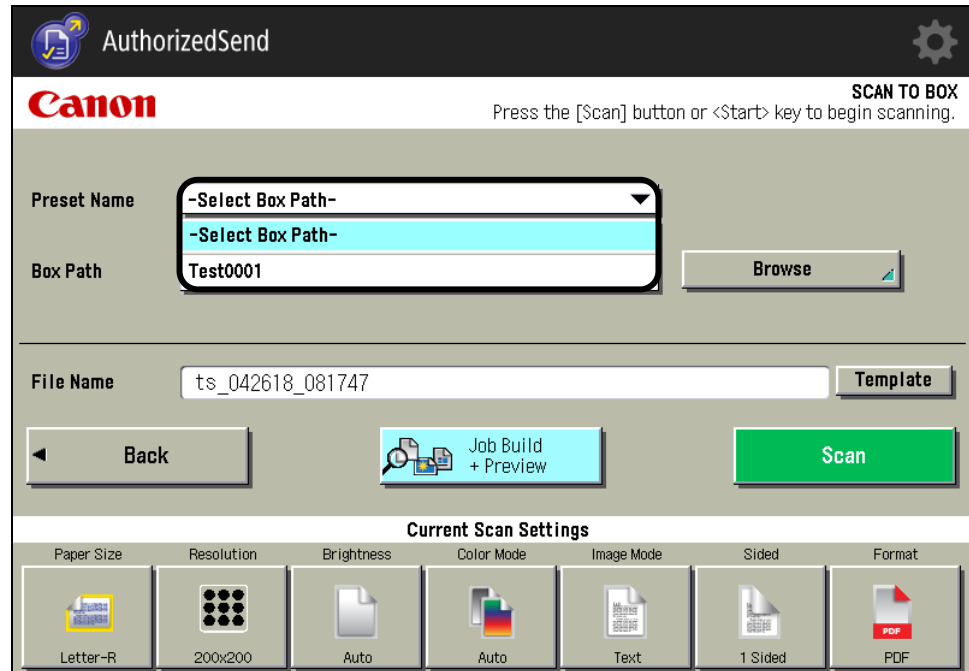
The [Browse] button turns inactive when you select a pre-set Box path.

2.2 To set the Box path manually, set the Preset Name drop-down list to "-Select Box Path-" ➔ enter the path name in the [Box Path] text box.
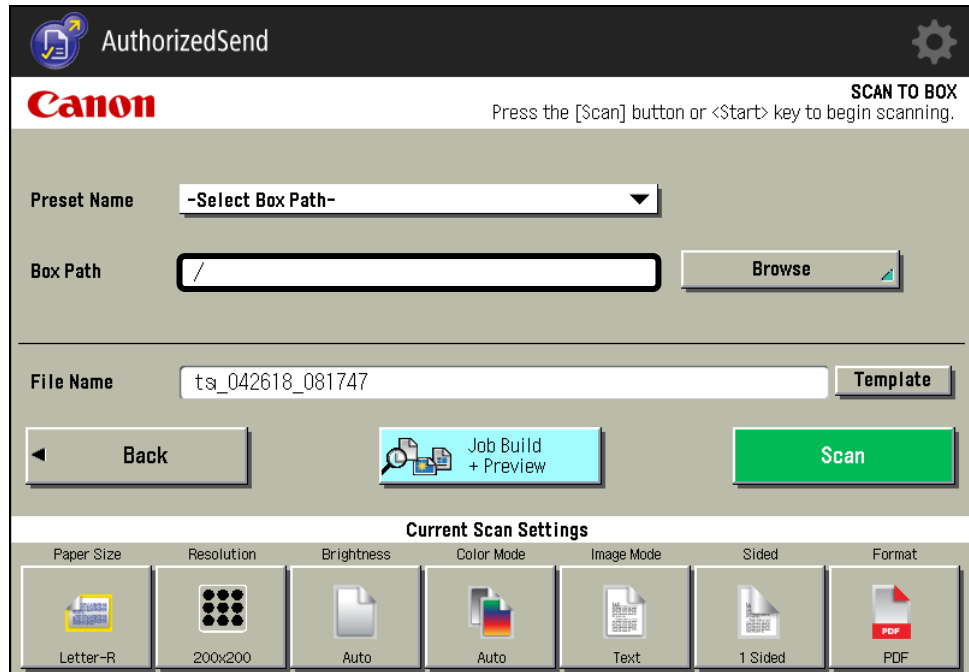
You can also press [Browse] to open a dialog box which displays the paths available on the target Box account.
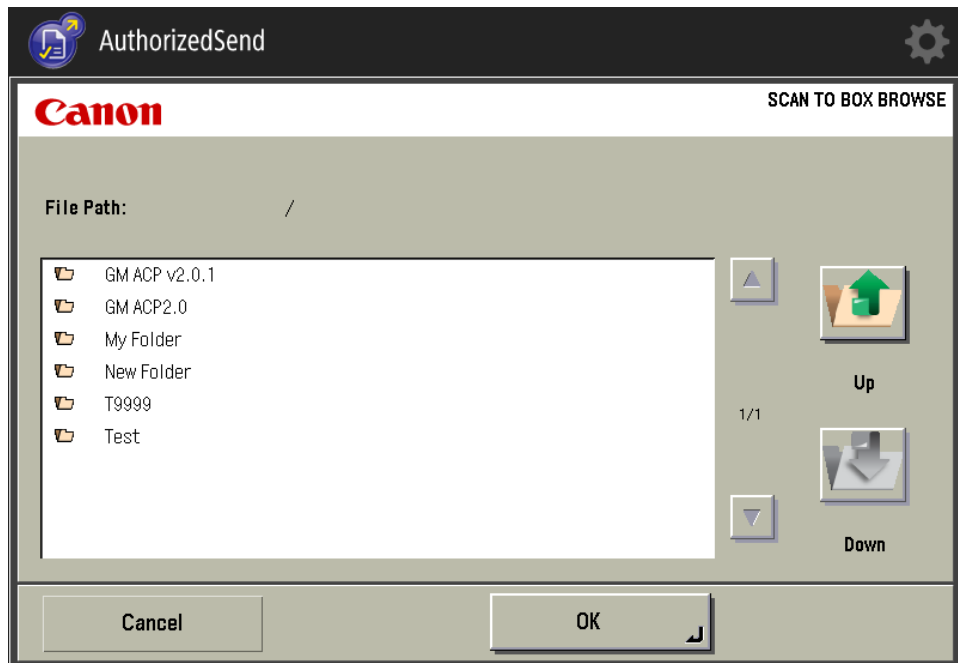
Use the up and down arrows to navigate the file path list. Use the [Up] and [Down] buttons to go up or down file structures. Press the folder to select the file path.

Press [OK] to confirm the path selection. Press [Cancel] to return to the SCAN TO BOX screen without selecting a path.

3. If necessary, press the [File Name] text box ➙ enter the file name ➙ press [OK].

A maximum of 251 characters can be entered for the file name. Any additional characters are ignored.

🛑 IMPORTANT
- If the [File Name] text box is grayed out, it has been disabled from the Authorized Send Configuration servlet. Contact the System Administrator.
- File systems and operating systems may have different file name limitations.
- If a file name is not entered, the user's name and a time stamp are used for the file name. For example, *username_MMDDYY_HHMMSS* (testuser1_073114_101746).
- If you select [TIFF(Single)] or [JPEG] from the File Type drop-down list on the SCAN SETTINGS screen, an underscore, followed by a page number are appended to the file name.
- Depending on how the System Administrator configured your machine, even if you leave the [File Name] text box empty, a name may still appear for <Filename> on the SCAN STATUS screen after you press [Scan].
- Depending on how the System Administrator configured your machine, the [Template] button may appear next to the [File Name] text box, as shown below.

3.1 If you want to set a file name based upon a pre-defined template, press [Template].

The [File Name] text box is replaced by the [File Template] drop-down list, and the [Template] button is replaced by the [Name] button.

NOTE

File name templates are defined by the System Administrator in the File Name Template screen in the configuration servlet. The templates can use log in information such as user name, date, time, and up to eight (8) custom-defined fields. Contact your System Administrator for information on the available file name templates.

3.2   Select the desired file name template.

The [File Name] textbox and [Template] button reappear, and the [File Name] text box is populated with the file name as defined by the selected template.

4. If you want to scan more documents than can be placed into the feeder or on the platen glass at once, press [Job Build & Preview].

[Job Build] highlights in blue when the Job Build mode is enabled. [Job Build] may be enabled by default, depending on how the machine is configured.

✎ NOTE
The total amount of pages you can scan for the job depends on the limitations set on the machine. For more information, contact the System Administrator.

5. Press any scan settings key on the SCAN TO BOX screen ➞ specify the scan settings.

✎ NOTE
For instructions on specifying scan settings, see "Specifying Scan Settings," on p. 271.

6. Press [Scan] or ⊙ (Start).

Scanning starts.

The scanned document is sent to the specified folder on the network when scanning is complete, and the message <The document has been delivered successfully.> is displayed.

If the Job Build mode is enabled and the first batch of documents has been scanned, the SCAN STATUS screen is displayed. Proceed to step 8. Otherwise, proceed to step 9.

🖐 IMPORTANT
  • If the [Server URL] text box is empty, [Scan] and ⊙ (Start) are disabled.
  • If you do not want to scan the current document, press [Back] on the SCAN TO BOX screen (or press [Sign Out] if Scan to Box is the only feature enabled), and the display returns to the MAIN screen (or the SIGN IN screen).

📝 NOTE
  To cancel scanning, press [Cancel] on the SCAN STATUS screen, or press ⊘ (Stop).

7. If the Job Build mode is enabled, and you want to scan another batch of originals, place the next batch of originals into the feeder or on the platen glass → press [Next Scan] or ⊙ (Start).

📎 NOTE
   • The total amount of pages you can scan for the job depends on the limitations set on the machine. For more information, contact the System Administrator.
   • Press [Preview] to preview the pages that have been scanned on the PREVIEW screen. You can press [◄], [►], [▼], or [▲] to scroll through the pages, and press [-] or [+] to reduce or enlarge the pages. The [-] and [+] keys are disabled if the scan resolution is set to '600 x 600 dpi'.
   • If you press [Preview], press [Back] on the PREVIEW screen to return to the SCAN STATUS screen, or press [Send] on the PREVIEW screen to send the documents if you have no more documents to scan.
   • To cancel scanning, press [Cancel] on the SCAN STATUS screen, or press ◬ (Stop).

7.1 If you want to change the scan settings for the next set of documents in the job build, press [Settings].

7.2 Specify the new scan settings → press [OK].

✐ NOTE

For instructions on specifying scan settings, see "Specifying Scan Settings," on p. 271.

8. When you are finished scanning all documents, press [Send].

All of the scanned documents are sent to the specified Box location as one file.

✐ NOTE

To cancel sending the documents, press [Cancel] on the SCAN STATUS screen, or press ✐ (Stop).

9. If you want to scan and send another document to a different destination, press [Back] on the SCAN STATUS screen → repeat the procedure from step 2.

If you want to return to the MAIN screen, press [Main].

If you do not want to scan any more documents, press [Sign Out].

✎ NOTE
- If you do not have permission to access the specified Box folder, Authorized Send notifies you after the documents have been scanned and has attempted to send the job.
- If the machine has background jobs enabled, you can continue using Authorized Send as soon as the documents are scanned. You do not have to wait until the job has completed sending. For information on background job processing, see "Background Job Processing," on page 31.

2.1.10 Scanning and Sending to Google Drive

To scan a document and save it to a Google Drive account in the cloud, folders and directories must already be set up on your Google Drive account (either by you if it is a personal account, or by a System Administrator if it is a corporate/business account). Depending on the machine model and capabilities, the scanned document can be sent as a PDF, PDF(Compct), PDF(OCR), TIFF, TIFF(Single), JPEG, XPS, XPS(Compct), XPS(OCR), PPT, PPT(OCR), or WORD file.

📝 NOTE
There is a 100MB size limit for each Google Drive scan job.

1. Press [Scan to Google Drive].
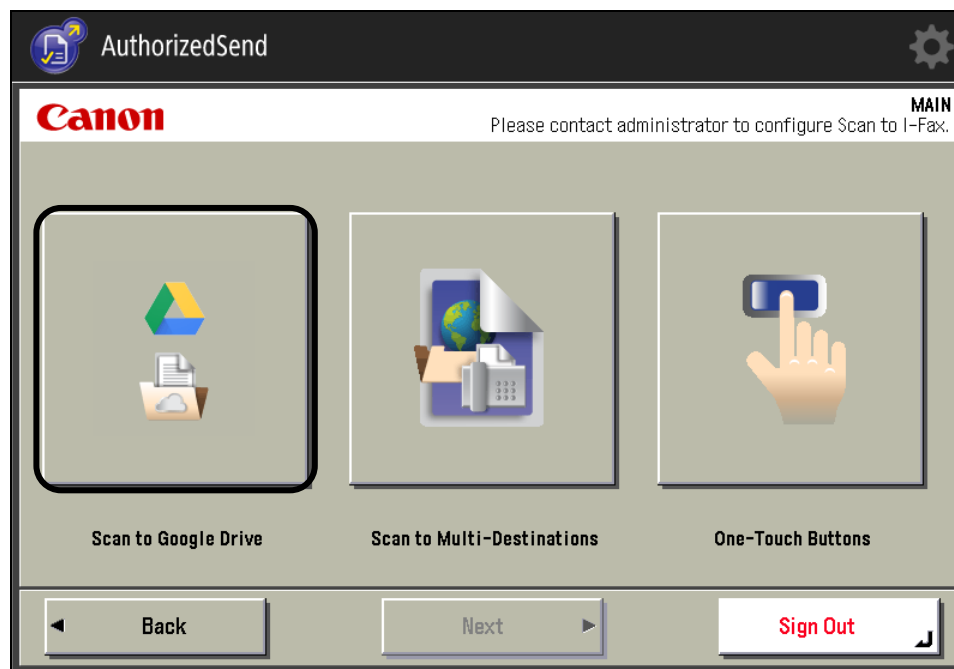
1.1   If you do not have a valid Google Drive access token stored on the device, provide your Google Drive credentials to log in and access Google Drive.
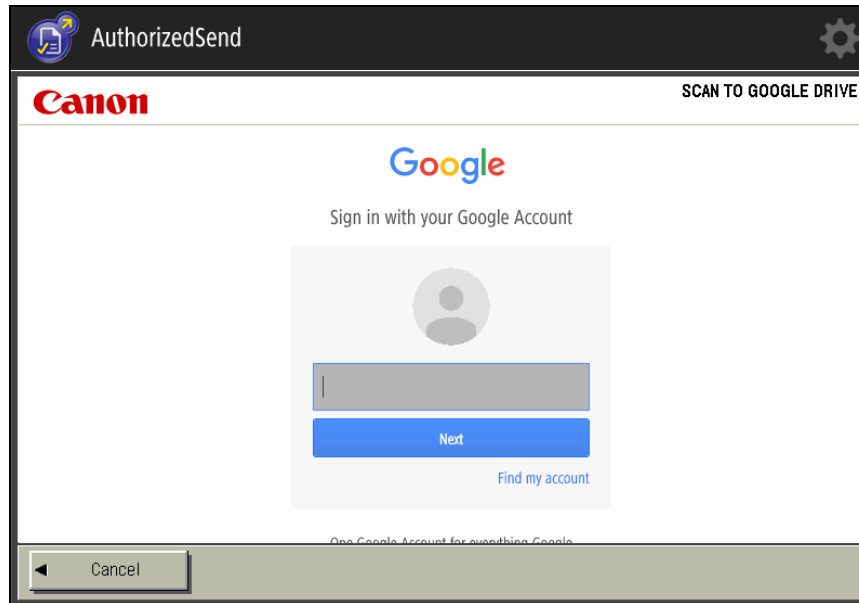
$\mathscr{Q}$ NOTE
- The appearance of the Google Drive credentials screen may vary depending on the Canon device being used and any cloud service's design changes. Your Google profile picture does not display.
- The portal User Interface page may appear intermittently when you are authenticating and Authorized Send is retrieving a valid Box token.
- During authentication, the Settings icon cannot be expanded.

Allow any access to the cloud service for the Canon device.

2. Place your originals → set the Google Drive destination.

   2.1 To use a pre-set Google Drive path, press the Preset Name drop-down list →select the pre-set Google Drive path in which you want to save your document.
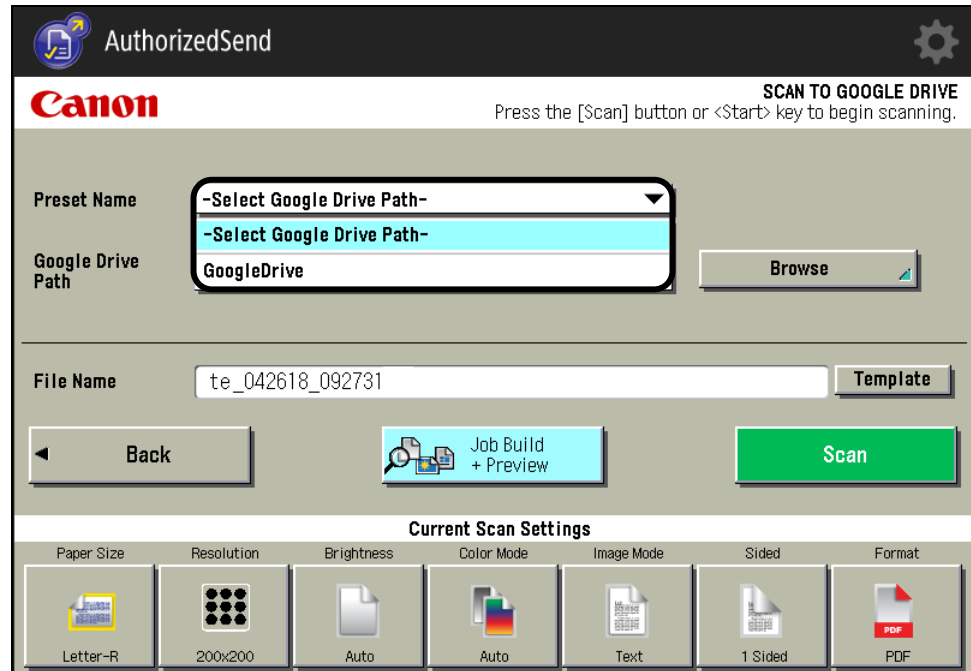
   The [Browse] button turns inactive when you select a pre-set Google Drive path.

2.2   To set the Google Drive path manually, set the Preset Name drop-down
        list to "-Select Google Drive Path-" → enter the path name in the [Google
        Drive Path] text box.
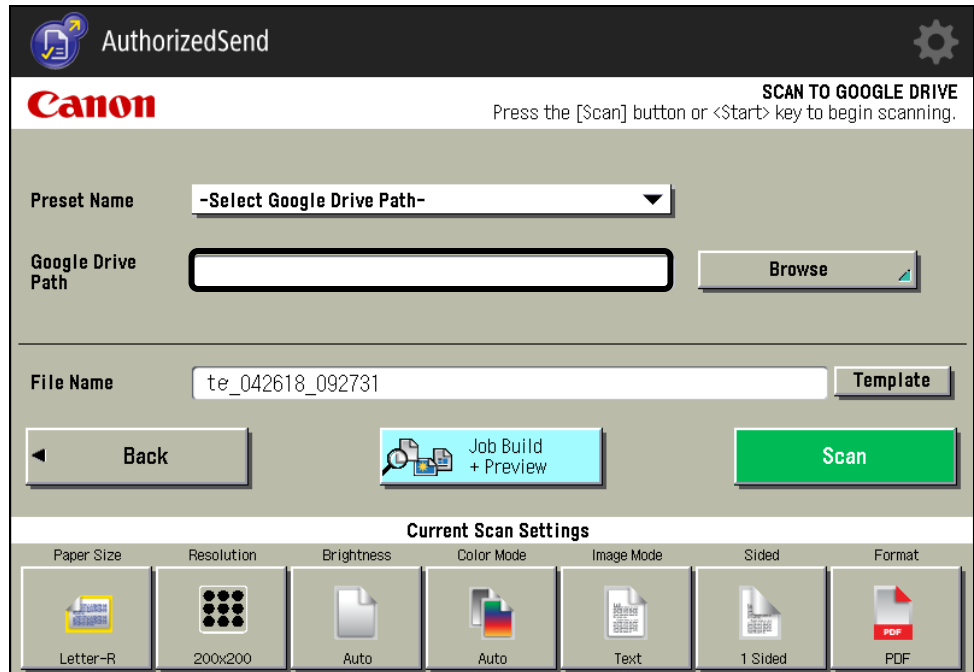
You can also press [Browse] to open a dialog box which displays the paths
available on the target Google Drive account.
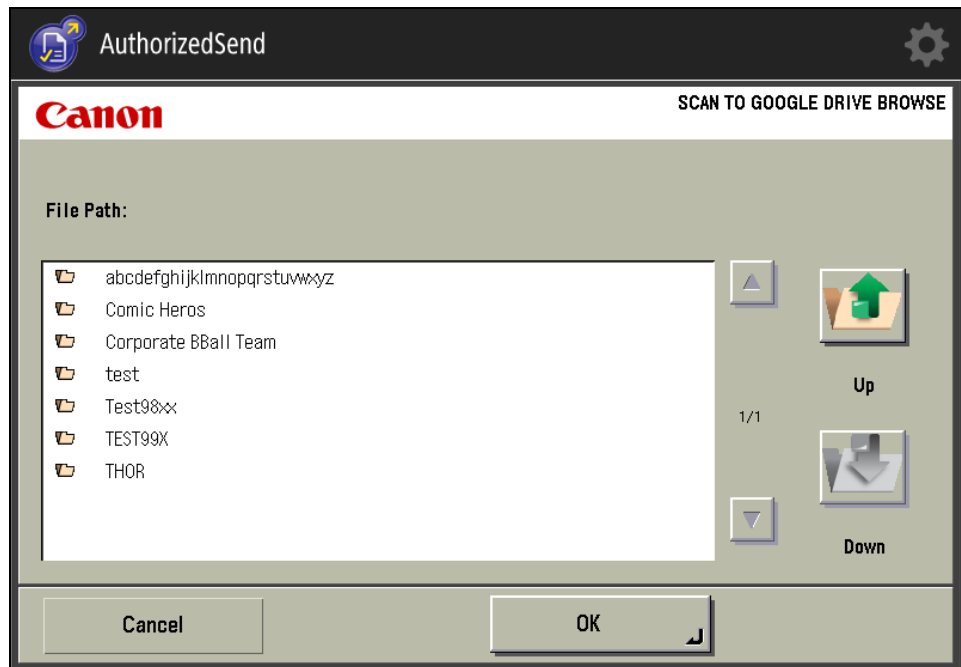
Use the up and down arrows to navigate the file path list. Use the [Up] and [Down] buttons to go up or down file structures. Press the folder to select the file path.

Press [OK] to confirm the path selection. Press [Cancel] to return to the SCAN TO GOOGLE DRIVE screen without selecting a path.

3. If necessary, press the [File Name] text box → enter the file name → press [OK].

A maximum of 251 characters can be entered for the file name. Any additional characters are ignored.

⊘ IMPORTANT
- If the [File Name] text box is grayed out, it has been disabled from the Authorized Send Configuration servlet. Contact the System Administrator.
- File systems and operating systems may have different file name limitations.
- If a file name is not entered, the user's name and a time stamp are used for the file name. For example, *username_MMDDYY_HHMMSS* (testuser1_073114_101746).
- If you select [TIFF(Single)] or [JPEG] from the File Type drop-down list on the SCAN SETTINGS screen, an underscore, followed by a page number are appended to the file name.
- Depending on how the System Administrator configured your machine, even if you leave the [File Name] text box empty, a name may still appear for <Filename> on the SCAN STATUS screen after you press [Scan].
- Depending on how the System Administrator configured your machine, the [Template] button may appear next to the [File Name] text box, as shown below.

3.1   If you want to set a file name based upon a pre-defined template, press [Template].

The [File Name] text box is replaced by the [File Template] drop-down list, and the [Template] button is replaced by the [Name] button.

NOTE
    File name templates are defined by the System Administrator in the File Name Template screen in the configuration servlet. The templates can use log in information such as user name, date, time, and up to eight (8) custom-defined fields. Contact your System Administrator for information on the available file name templates.

3.2   Select the desired file name template.

The [File Name] textbox and [Template] button reappear, and the [File Name] text box is populated with the file name as defined by the selected template.

4. If you want to scan more documents than can be placed into the feeder or on the platen glass at once, press [Job Build & Preview].

[Job Build] highlights in blue when the Job Build mode is enabled. [Job Build] may be enabled by default, depending on how the machine is configured.

NOTE
The total amount of pages you can scan for the job depends on the limitations set on the machine. For more information, contact the System Administrator.

5. Press any scan settings key on the SCAN TO GOOGLE DRIVE screen ➜ specify the scan settings.

NOTE
For instructions on specifying scan settings, see

6. Press [Scan] or ⊙ (Start).

Scanning starts.

The scanned document is sent to the specified folder on the network when scanning is complete, and the message <The document has been delivered successfully.> is displayed.

If the Job Build mode is enabled and the first batch of documents has been scanned, the SCAN STATUS screen is displayed. Proceed to step 8. Otherwise, proceed to step 9.

⊙ IMPORTANT
- If the [Server URL] text box is empty, [Scan] and ⊙ (Start) are disabled.
- If you do not want to scan the current document, press [Back] on the SCAN TO GOOGLE DRIVE screen (or press [Sign Out] if Scan to Google Drive is the only feature enabled), and the display returns to the MAIN screen (or the SIGN IN screen).

✎ NOTE
To cancel scanning, press [Cancel] on the SCAN STATUS screen, or press ⊘ (Stop).

7. If the Job Build mode is enabled, and you want to scan another batch of originals, place the next batch of originals into the feeder or on the platen glass → press [Next Scan] or ⊙ (Start).
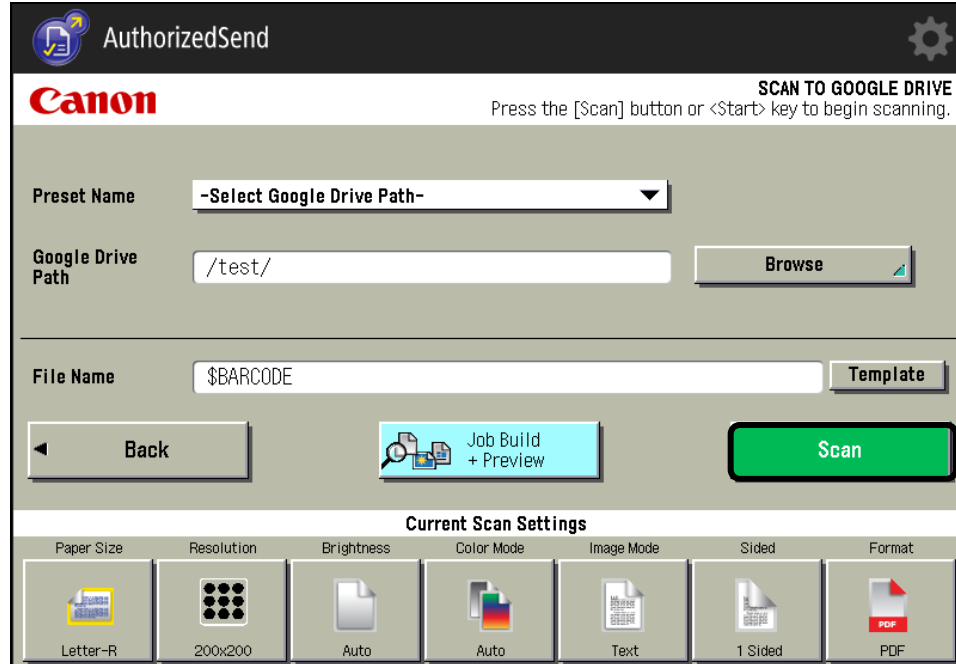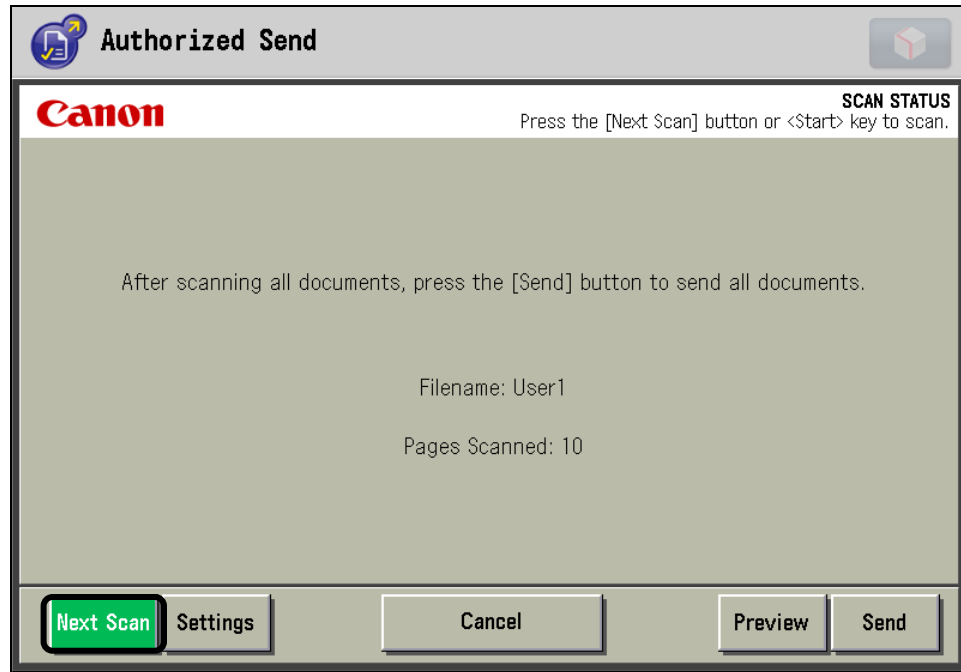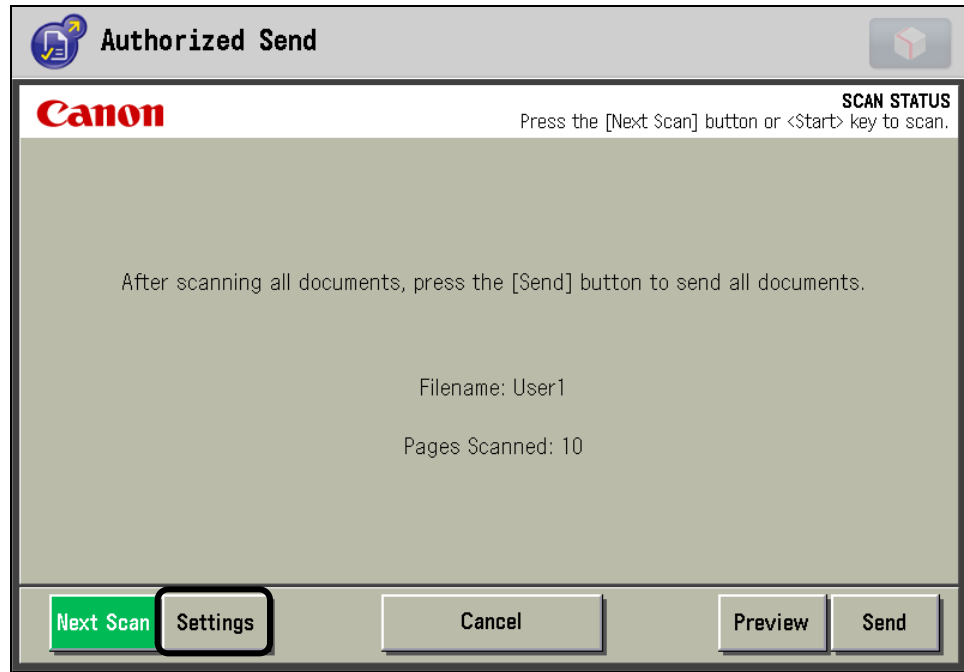

📎 NOTE
- The total amount of pages you can scan for the job depends on the limitations set on the machine. For more information, contact the System Administrator.
- Press [Preview] to preview the pages that have been scanned on the PREVIEW screen. You can press [◄], [►], [▼], or [▲] to scroll through the pages, and press [-] or [+] to reduce or enlarge the pages. The [-] and [+] keys are disabled if the scan resolution is set to '600 x 600 dpi'.
- If you press [Preview], press [Back] on the PREVIEW screen to return to the SCAN STATUS screen, or press [Send] on the PREVIEW screen to send the documents if you have no more documents to scan.
- To cancel scanning, press [Cancel] on the SCAN STATUS screen, or press ⊘ (Stop).

7.1 If you want to change the scan settings for the next set of documents in the job build, press [Settings].

7.2 Specify the new scan settings ➜ press [OK].

✎ NOTE
For instructions on specifying scan settings, see "Specifying Scan Settings," on p. 271.

8. When you are finished scanning all documents, press [Send].

All of the scanned documents are sent to the specified Google Drive location as one file.

✎ NOTE
To cancel sending the documents, press [Cancel] on the SCAN STATUS screen, or press ⊘ (Stop).

9. If you want to scan and send another document to a different destination, press [Back] on the SCAN STATUS screen ➔ repeat the procedure from step 2.

If you want to return to the MAIN screen, press [Main].

If you do not want to scan any more documents, press [Sign Out].

✎ NOTE
If the machine has background jobs enabled, you can continue using Authorized Send as soon as the documents are scanned. You do not have to wait until the job has completed sending. For information on background job processing, see "Background Job Processing," on page 31.

2.1.11 Scanning and Sending to Multiple Destinations

You can use the Scan to Multi-Destinations function to scan and send documents via many of the Scan to… services, depending on how the System Administrator configured your machine. You can select a maximum of 10 destinations.

Also, depending on the machine model and its capabilities, the scanned document can be sent as a PDF, PDF(Compct), PDF(OCR), TIFF, TIFF(Single), JPEG, XPS, XPS(Compct), XPS(OCR), PPT, PPT(OCR), or WORD file.

1. Press [Scan to Multi-Destinations].
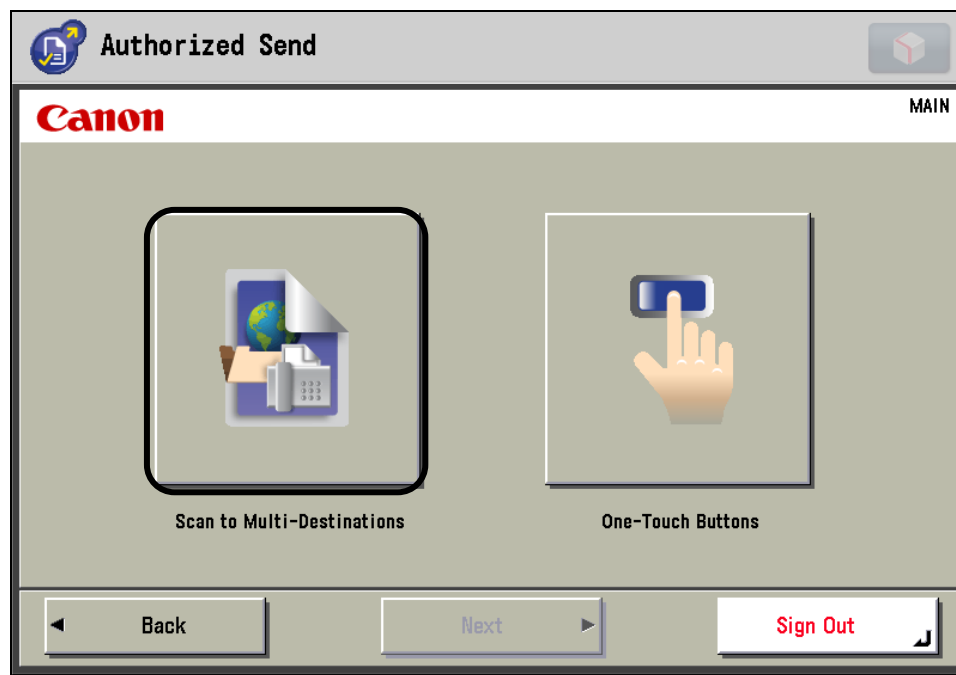
The SCAN TO MULTI-DESTINATIONS screen is displayed.

2. If necessary, enter appropriate values at the CUSTOMIZE INDEX screen.

    2.1   Enter or select the necessary values.

Depending on how the System Administrator configured your machine:

- A maximum of four information fields can be displayed.
- Each information field is represented by a text box, drop-down list, or list box.
- If an asterisk appears before a text box, drop-down list, or list box label, you must enter or select the required information, as this is a required field.
- If a text box, drop-down list, or list box appears without an asterisk, you do not have to enter or select information.
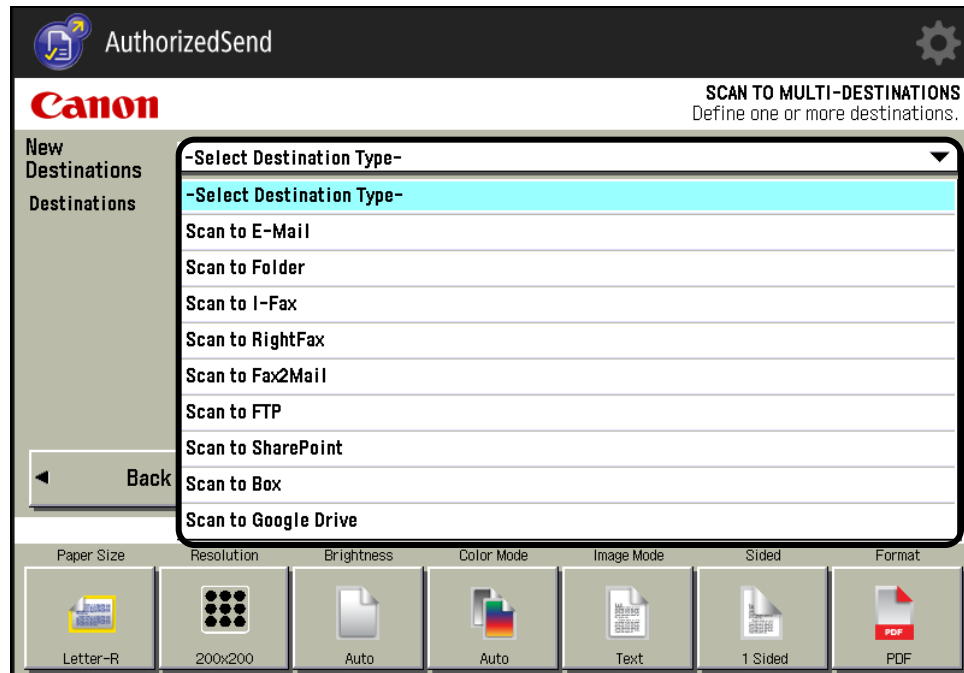
2.2   Press [Next].

3. Place your originals ➝ from the New Destinations drop-down list, select a destination type.
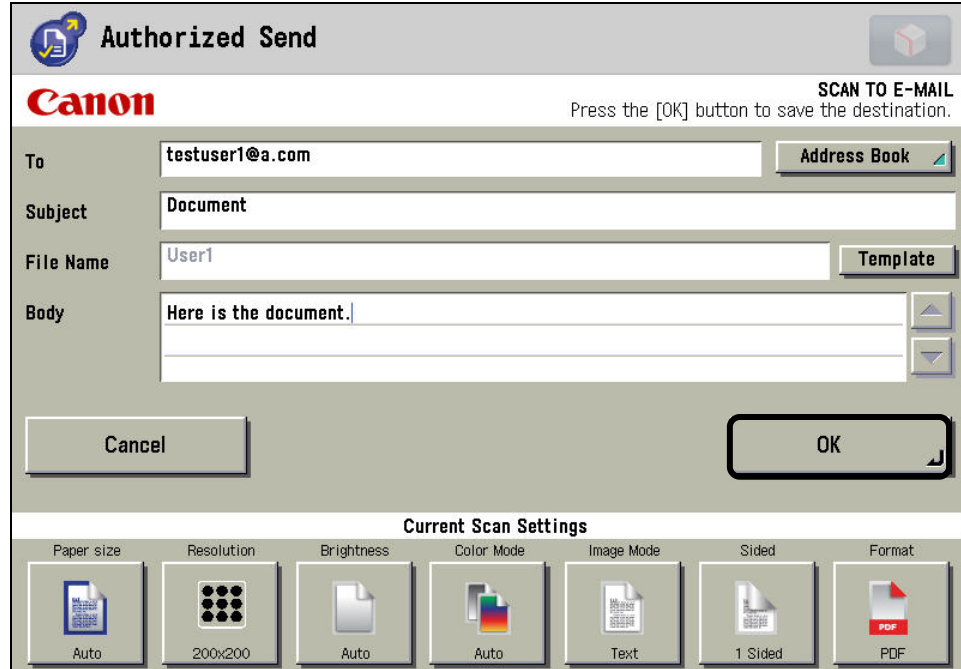

You can select and configure only one destination at a time.

In this example, the Scan to E-Mail function is selected and configured, based on the section, "Scanning and Sending to an E-Mail Address," on p. 51.

For each function selected, see its section for instructions.

4. Press [OK].

✎ NOTE
- If you select a destination from the Destinations list, the [Edit], [Delete], [Move Up], and [Move Down] keys are enabled.
- Select a destination → press [Edit] to edit the settings → press [OK].
- Select a destination → press [Delete] to delete the destination → press [OK].
- Select a destination → press [Move Up] or [Move Down] to rearrange the order of the destinations in the Destinations list.

5. If you want to scan more documents than can be placed in the feeder or on the platen glass at once, press [Job Build & Preview].
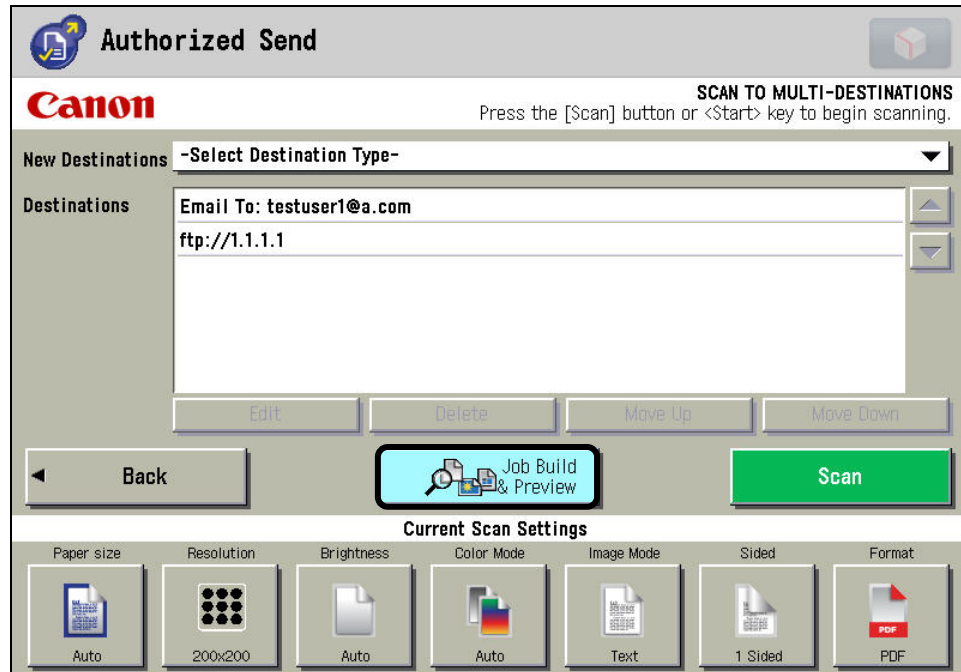
[Job Build] highlights in blue when the Job Build mode is enabled. [Job Build] may be enabled by default, depending on how the machine is configured.
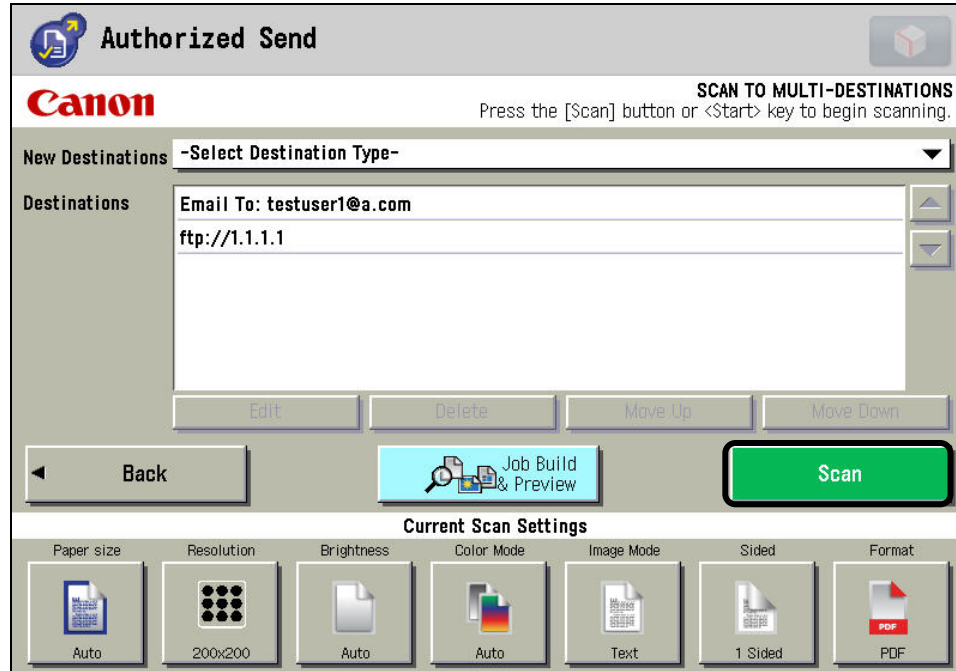
NOTE
The total amount of pages you can scan for the job depends on the limitations set on the machine. For more information, contact the System Administrator.

6. Press any scan settings key on the SCAN TO MULTI-DESTINATONS screen → specify the scan settings.

NOTE
For instructions on specifying scan settings, see on p. 271.

7. Press [Scan] or ⊙ (Start).

Scanning starts.

The scanned document is sent to the specified folder on the network when scanning is complete, and the message <The document has been delivered successfully.> is displayed.
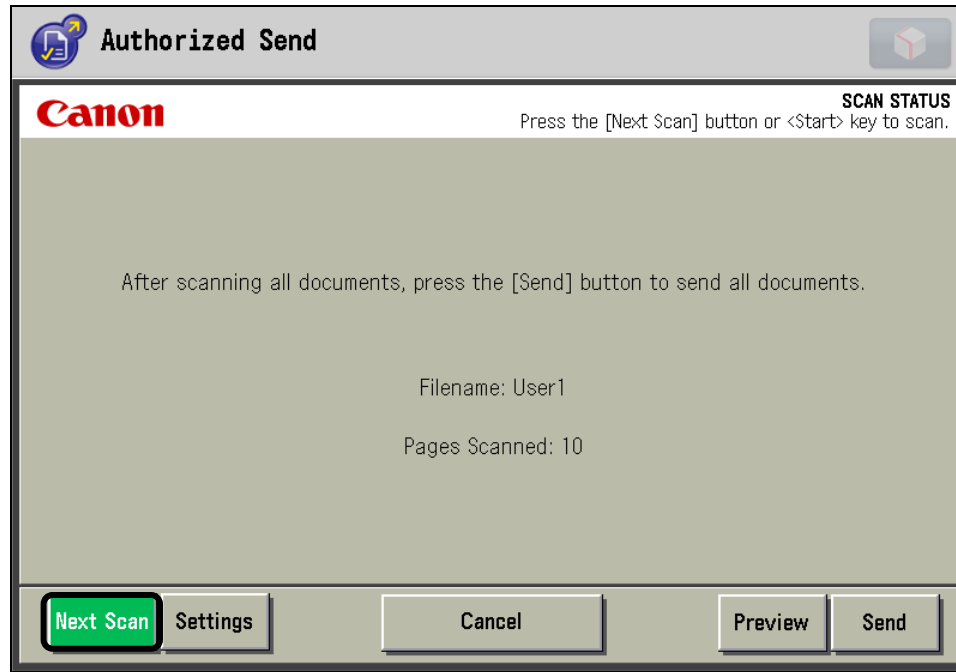
If the Job Build mode is enabled and the first batch of documents has been scanned, the SCAN STATUS screen is displayed. Proceed to step 8. Otherwise, proceed to step 9.

✏ NOTE
To cancel scanning, press [Cancel] on the SCAN STATUS screen, or press ⊘ (Stop).
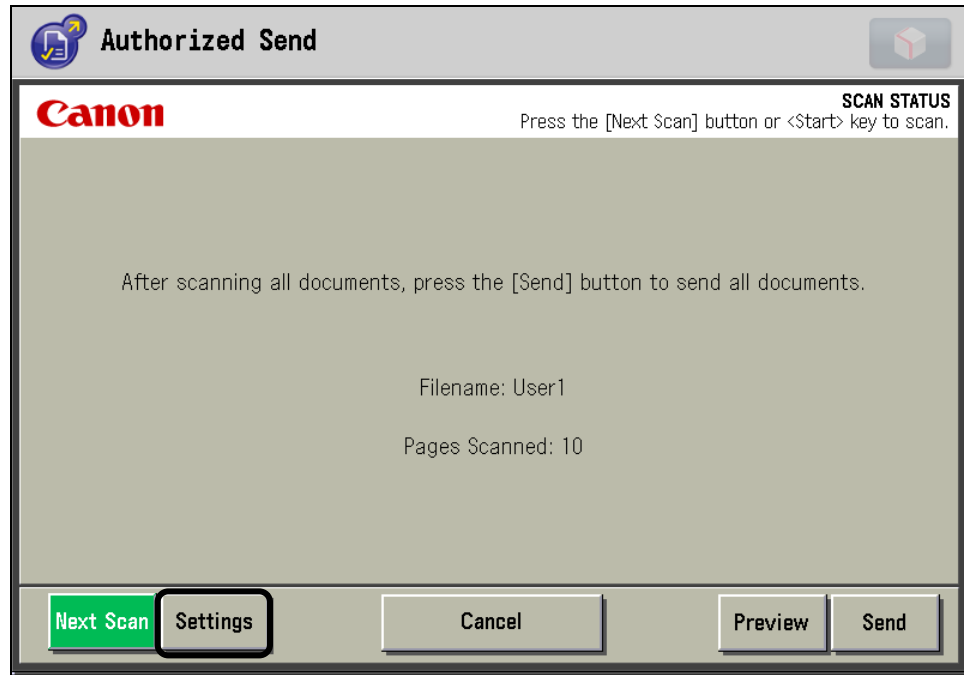
8. If the Job Build mode is enabled, and you want to scan another batch of originals, place the next batch of originals into the feeder or on the platen glass → press [Next Scan] or ⊙ (Start).

$\varnothing$ NOTE
  - The total amount of pages you can scan for the job depends on the limitations set on the machine. For more information, contact the System Administrator.
  - Press [Preview] to preview the pages that have been scanned on the PREVIEW screen. You can press [◄], [►], [▼], or [▲] to scroll through the pages, and press [−] or [+] to reduce or enlarge the pages. The [−] and [+] keys are disabled if the scan resolution is set to '600 x 600 dpi'.
  - If you press [Preview], press [Back] on the PREVIEW screen to return to the SCAN STATUS screen, or press [Send] on the PREVIEW screen to send the documents if you have no more documents to scan.
  - To cancel scanning, press [Cancel] on the SCAN STATUS screen, or press ⬭ (Stop).

8.1 If you want to change the scan settings for the next set of documents in the job build, press [Settings].

8.2 Specify the new scan settings ➞ press [OK].

✐ NOTE
For instructions on specifying scan settings, see "Specifying Scan Settings," on p. 271.

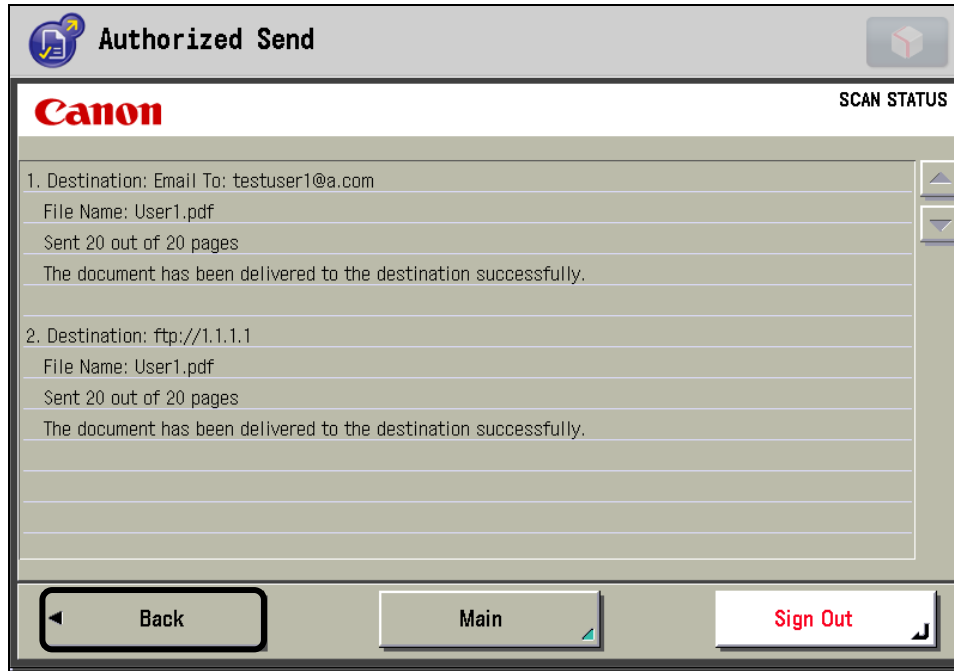9. When you are finished scanning all documents, press [Send].

All of the scanned documents are sent to the specified destinations.

✐ NOTE
To cancel sending the documents, press [Cancel] on the SCAN STATUS screen, or press ✍ (Stop).

10. If you want to scan and send another document to a different destination, press [Back] on the SCAN STATUS screen ➞ repeat the procedure from step 2.

If you want to return to the MAIN screen, press [Main].

If you do not want to scan any more documents, press [Sign Out].

✎ NOTE
If the machine has background jobs enabled, you can continue using Authorized Send as soon as the documents are scanned. You do not have to wait until the job has completed sending. For information on background job processing, see "Background Job Processing," on page 31.
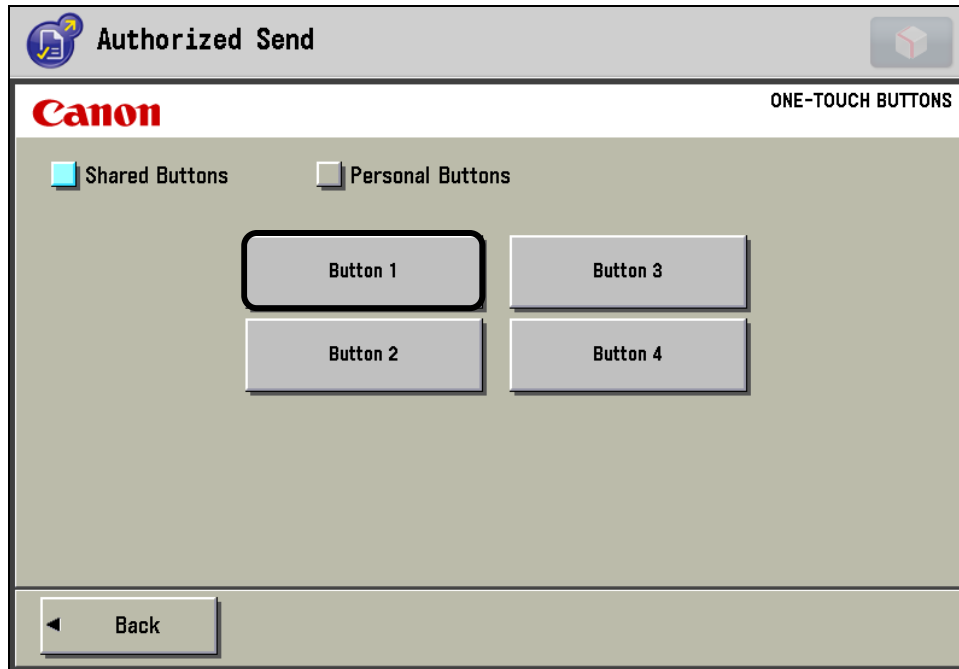
2.1.12 Scanning and Sending Using a One-Touch Button

You can scan and send by using a one-touch button that stores a pre-configured destination. One-touch buttons are set up by the System Administrator with predefined settings for the destination, server used, scan settings profile, and metadata.

1. Press [One-Touch Buttons].
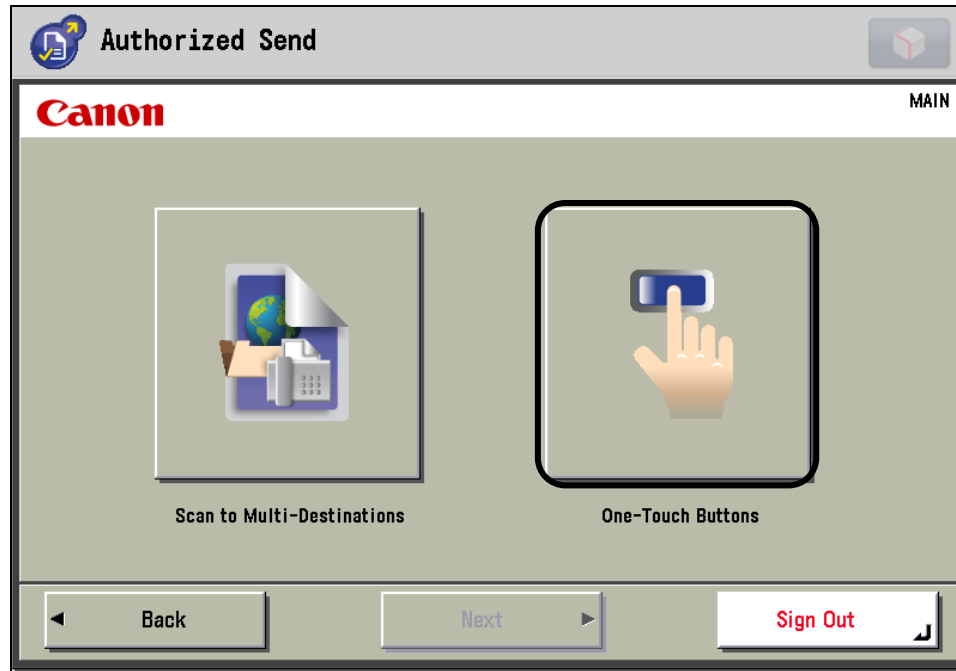
2. Place your originals ➞ select a one-touch button.

2.1 If the CUSTOMIZED INDEX screen appears, enter or select the necessary values.

Depending on how the System Administrator configured your machine:

- A maximum of four information fields can be displayed.
- Each information field is represented by a text box, drop-down list, or list box.
- If an asterisk appears before a text box, drop-down list, or list box label, you must enter or select the required information, as this is a required field.
- If a text box, drop-down list, or list box appears without an asterisk, you do not have to enter or select information in the field.

2.2   Press [Next].
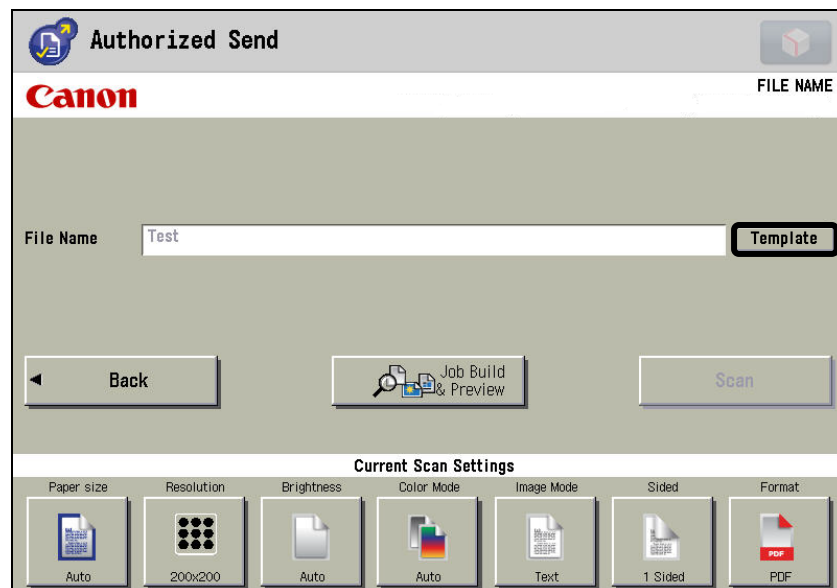

The FILE NAME screen is displayed.

3. If necessary, press the [File Name] text box ➜ enter the file name ➜ press [OK].

A maximum of 251 characters can be entered for the file name. Any additional characters are ignored.

🛑 IMPORTANT
- If the [File Name] text box is grayed out, it has been disabled from the Authorized Send Configuration servlet. Contact the System Administrator.
- File systems and operating systems may have different file name limitations.
- If a file name is not entered, the user's name and a time stamp are used for the file name. For example, *username_MMDDYY_HHMMSS* (testuser1_073114_101746).
- If you select [TIFF(Single)] or [JPEG] from the File Type drop-down list on the SCAN SETTINGS screen, an underscore, followed by a page number are appended to the file name.
- Depending on how the System Administrator configured your machine, even if you leave the [File Name] text box empty, a name may still appear for <Filename> on the SCAN STATUS screen after you press [Scan].
- Depending on how the System Administrator configured your machine, the [Template] button may appear next to the [File Name] text box, as shown below.

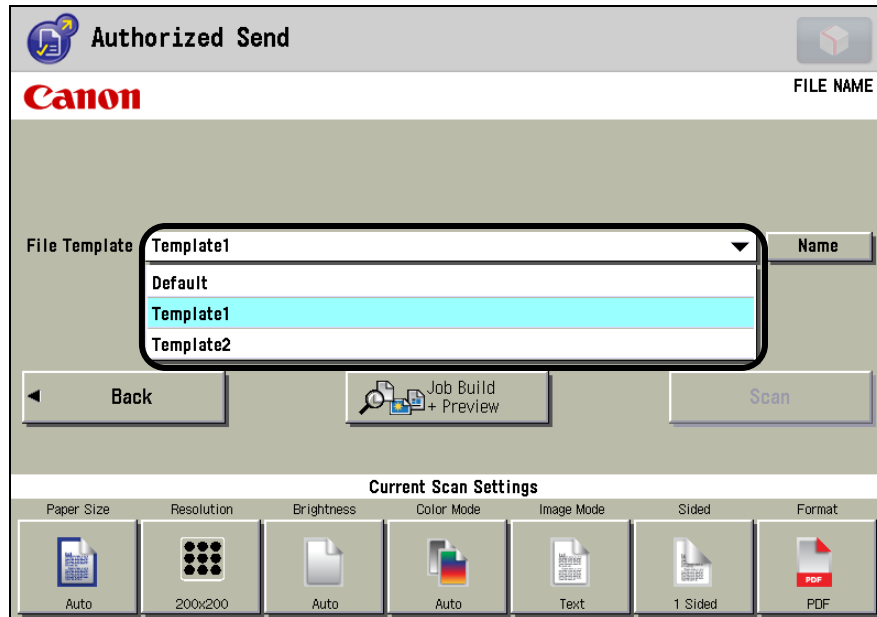3.1 If you want to set a file name based upon a pre-defined template, press [Template].

The [File Name] text box is replaced by the [File Template] drop-down list, and the [Template] button is replaced by the [Name] button.
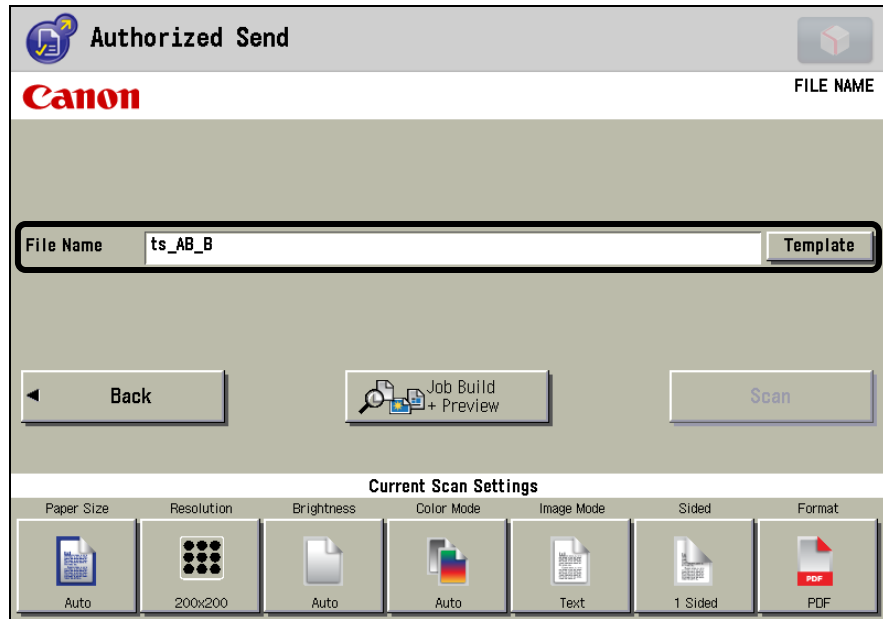
✎ NOTE

File name templates are defined by the System Administrator in the File Name Template screen in the configuration servlet. The templates can use log in information such as user name, date, time, and up to eight (8) custom-defined fields. Contact your System Administrator for information on the available file name templates.
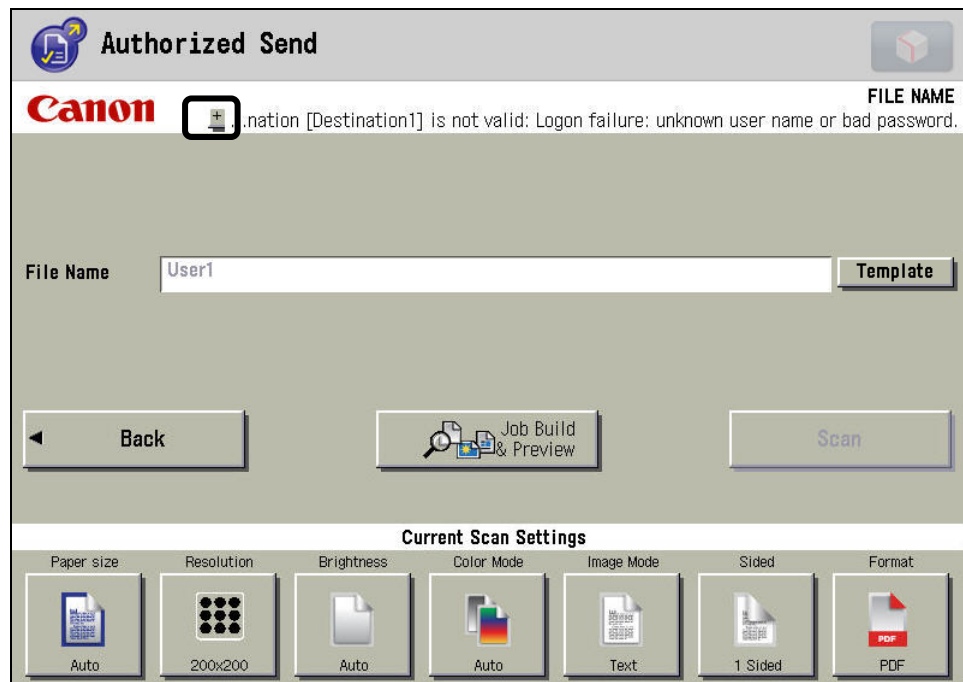
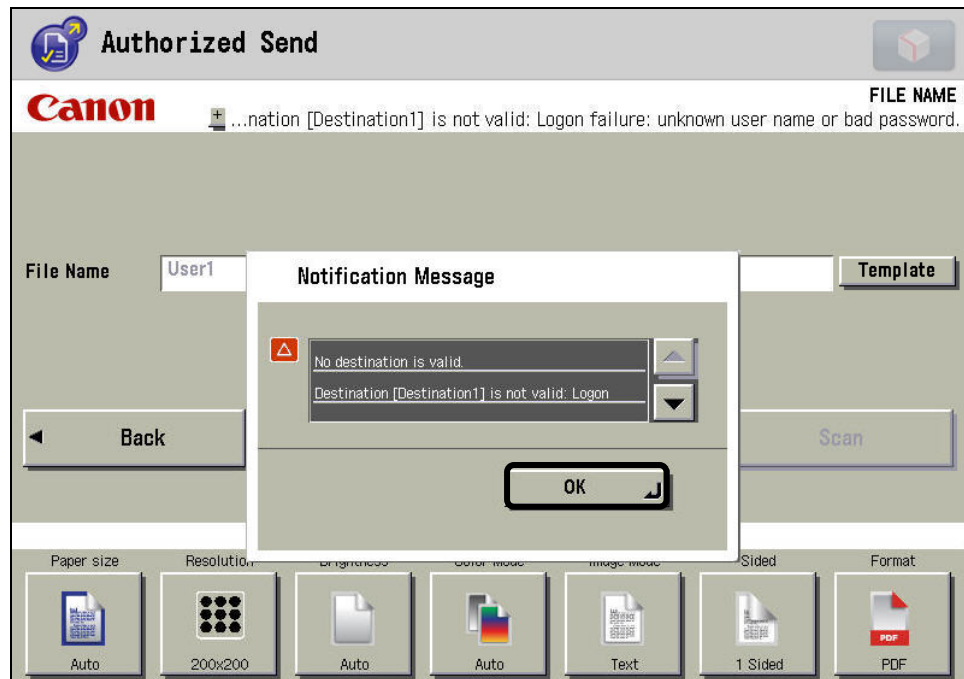3.2   Select the desired file name template.

The [File Name] textbox and [Template] button reappear, and the [File Name] text box is populated with the file name as defined by the selected template.

4. If the screen below is displayed, press [+].

5. Press [OK] → [Back] → [Back] to display the ONE-TOUCH BUTTONS screen → repeat the procedure from step 2.

✎ NOTE
If the notification message above appears, contact the System Administrator, as you cannot use the one-touch button you selected.

6. If you want to scan more documents than can be placed in the feeder or on the platen glass at once, press [Job Build & Preview].
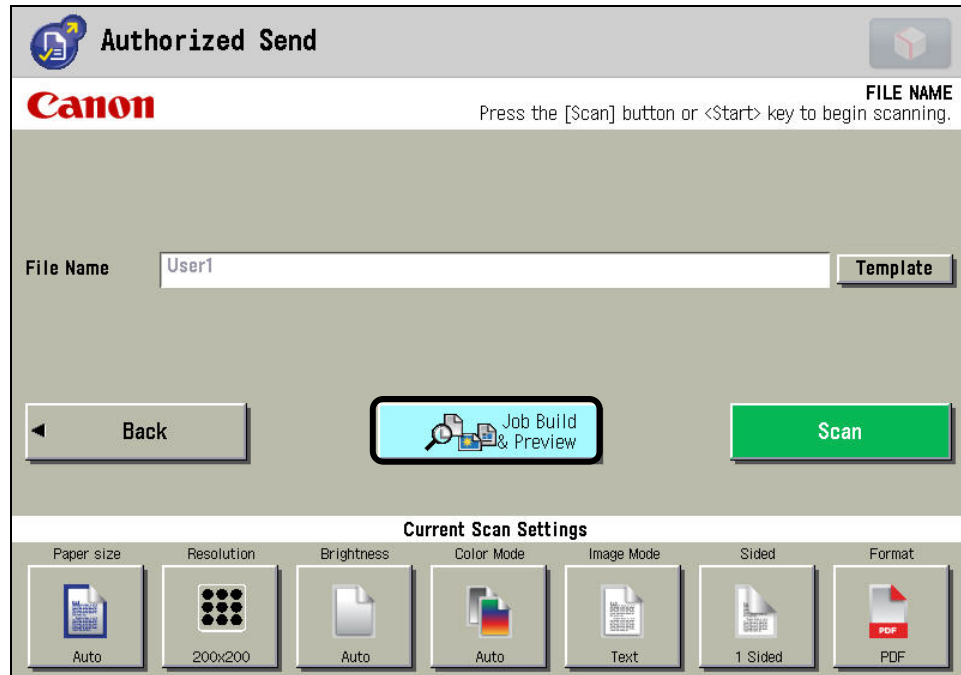
[Job Build] highlights in blue when the Job Build mode is enabled. [Job Build] may be enabled by default, depending on how the machine is configured.

✎ NOTE

The total amount of pages you can scan for the job depends on the limitations set on the machine. For more information, contact the System Administrator.
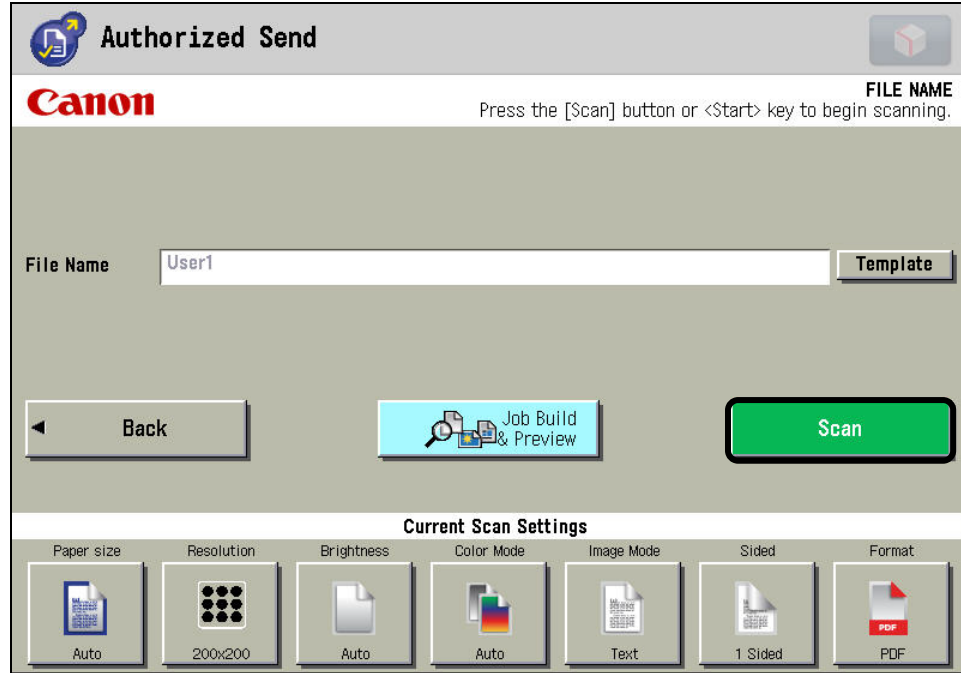
7. Press any scan settings key on the FILE NAME screen ➞ specify the scan settings.

✎ NOTE

For instructions on specifying the scan settings, see on p. 271.

8. Press [Scan] or ⊙ (Start).

Scanning starts.

The scanned document is sent to the specified folder on the network when scanning is complete, and the message <The document has been delivered successfully.> is displayed.

If the Job Build mode is enabled and the first batch of documents has been scanned, the SCAN STATUS screen is displayed. Proceed to step 9. Otherwise, proceed to step 10.
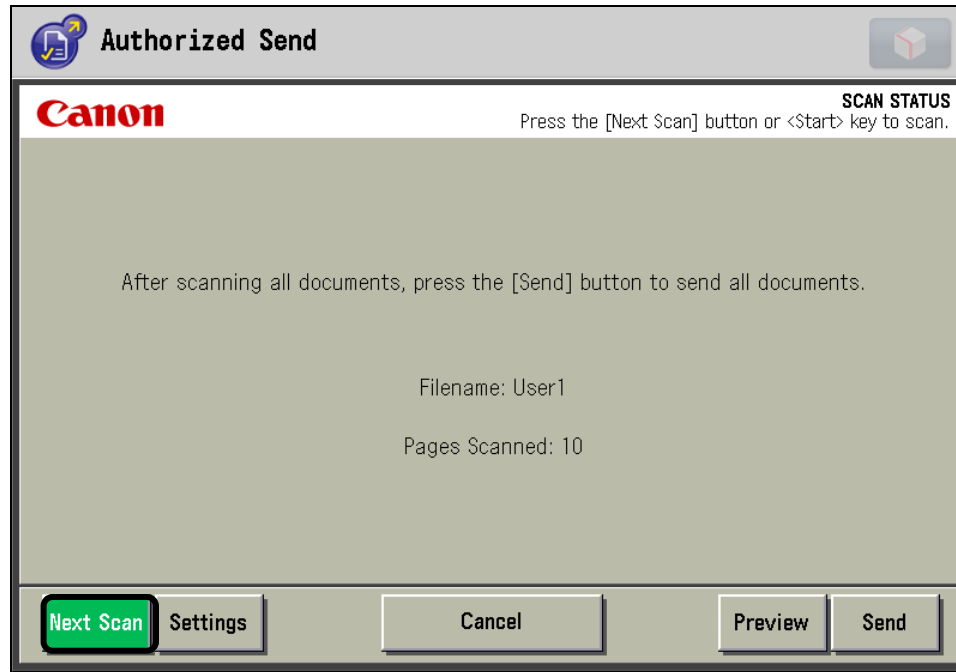
🖐 IMPORTANT
  If you do not want to scan the current document, press [Back] on the FILE NAME screen (or press [Sign Out] if One-Touch Buttons is the only feature enabled), and the display returns to the MAIN screen (or the SIGN IN screen).

✎ NOTE
  To cancel scanning, press [Cancel] on the SCAN STATUS screen, or press ✐ (Stop).
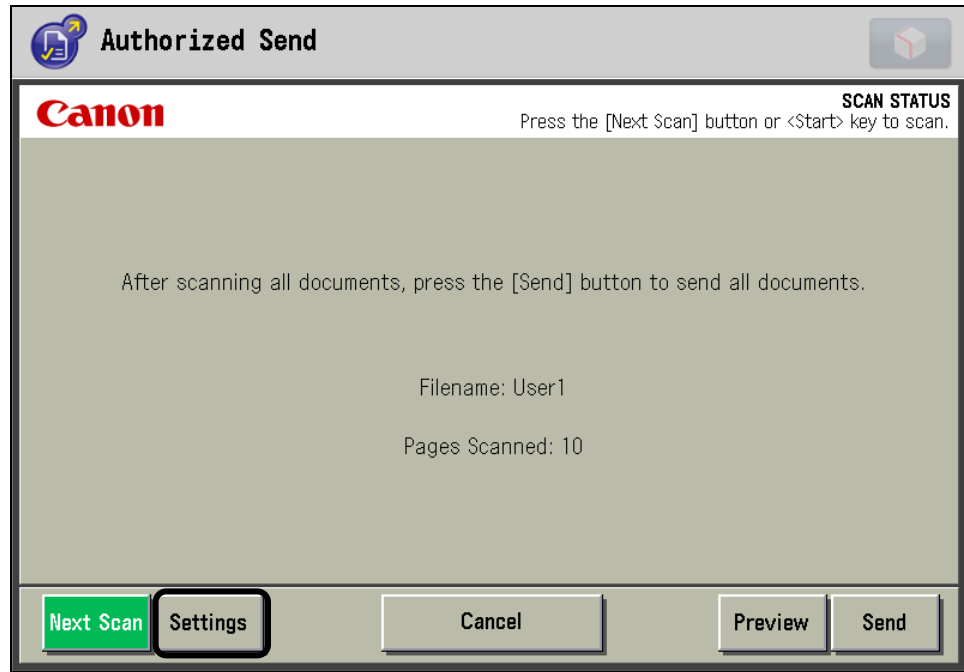
9. If the Job Build mode is enabled, and you want to scan another batch of originals, place the next batch of originals into the feeder or on the platen glass → press [Next Scan] or ⊙ (Start).

✎ NOTE
- The total amount of pages you can scan for the job depends on the limitations set on the machine. For more information, contact the System Administrator.
- Press [Preview] to preview the pages that have been scanned on the PREVIEW screen. You can press [◄], [►], [▼], or [▲] to scroll through the pages, and press [-] or [+] to reduce or enlarge the pages. The [-] and [+] keys are disabled if the scan resolution is set to '600 x 600 dpi'.
- If you press [Preview], press [Back] on the PREVIEW screen to return to the SCAN STATUS screen, or press [Send] on the PREVIEW screen to send the documents if you have no more documents to scan.
- To cancel scanning, press [Cancel] on the SCAN STATUS screen, or press ⊘ (Stop).

9.1 If you want to change the scan settings for the next set of documents in the job build, press [Settings].

9.2 Specify the new scan settings ➞ press [OK].

✐ NOTE
For instructions on specifying scan settings, see "Specifying Scan Settings," on p. 271.

10. When you are finished scanning all documents, press [Send].
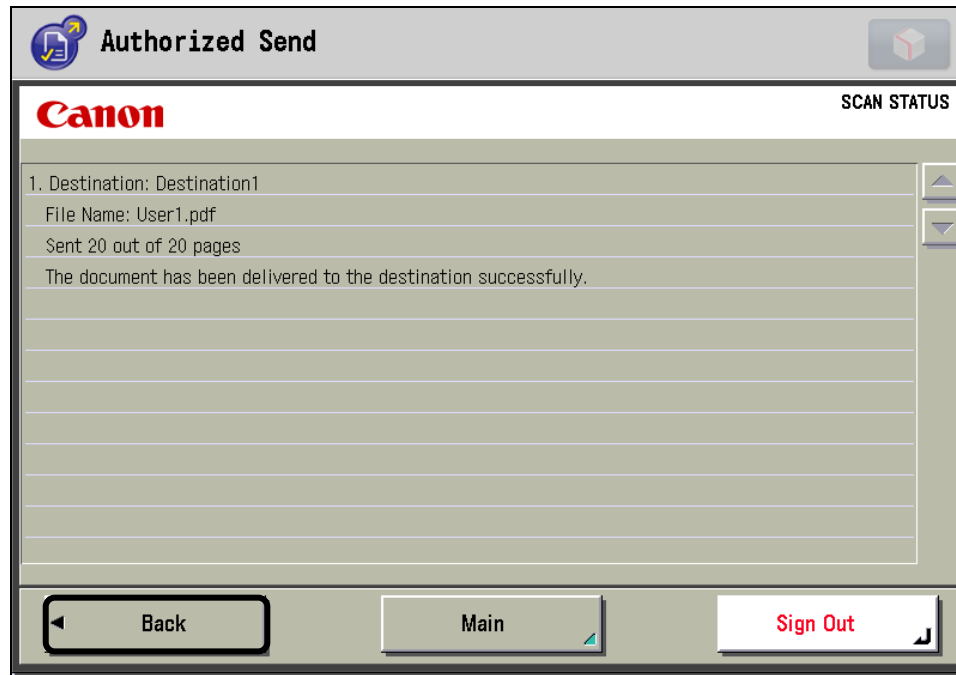
All of the scanned documents are sent to the specified destination as one file.

✐ NOTE
To cancel sending the documents, press [Cancel] on the SCAN STATUS screen, or press ✐ (Stop).

11. If you want to scan and send another document to a different destination, press [Back] on the SCAN STATUS screen ➞ repeat the procedure from step 2.

If you want to return to the MAIN screen, press [Main].

If you do not want to scan any more documents, press [Sign Out].

✎ NOTE
If the machine has background jobs enabled, you can continue using Authorized Send as soon as the documents are scanned. You do not have to wait until the job has completed sending. For information on background job processing, see "Background Job Processing," on page 31.

2.1.13 Using Personal Buttons

One-touch buttons can be created by the System Administrator and accessed by all Authorized Send users who use the machine. You can also create personal one-touch buttons which are not shared with any other Authorized Send users. Personal Buttons are created on the machine console.

Personal buttons support multiple destinations and can be changed as needed. Each user can create up to 12 buttons with 10 destinations for each button.

✎ NOTE
- The System Administrator can configure the machine to restrict the list of destinations available for sending to multiple destinations. The same restrictions are applied to the destinations available for Personal Buttons.
- Depending on how the System Administrator configured the machine, Personal Buttons are deleted from the machine after an account has been inactive for a set period of time. Contact your System Administrator for the maximum allowable inactivity time before Personal Buttons are removed.
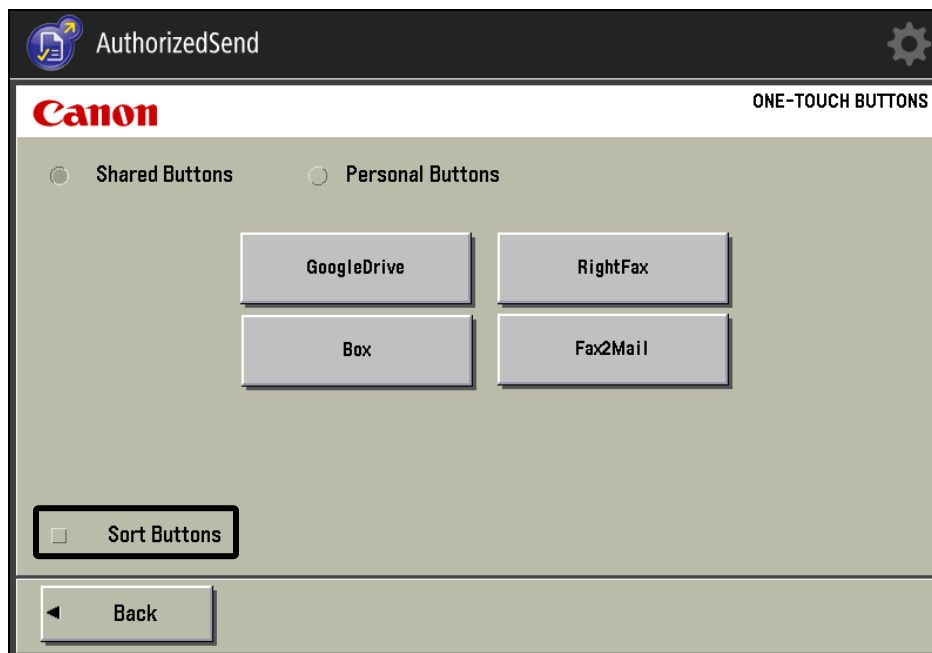
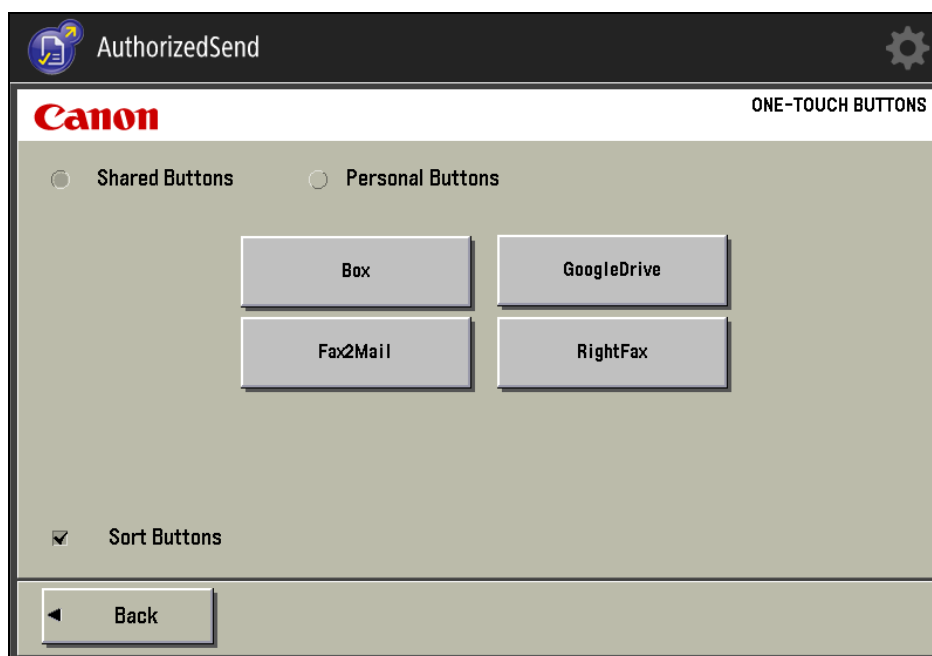### 2.1.13.1 Creating a Personal Button

1. Press [One-Touch Buttons].

✎ NOTE
The System Administrator can configure the machine One-Touch Buttons to be sorted on the display. If this feature is enabled, to sort the buttons on the display, press [Sort Buttons].
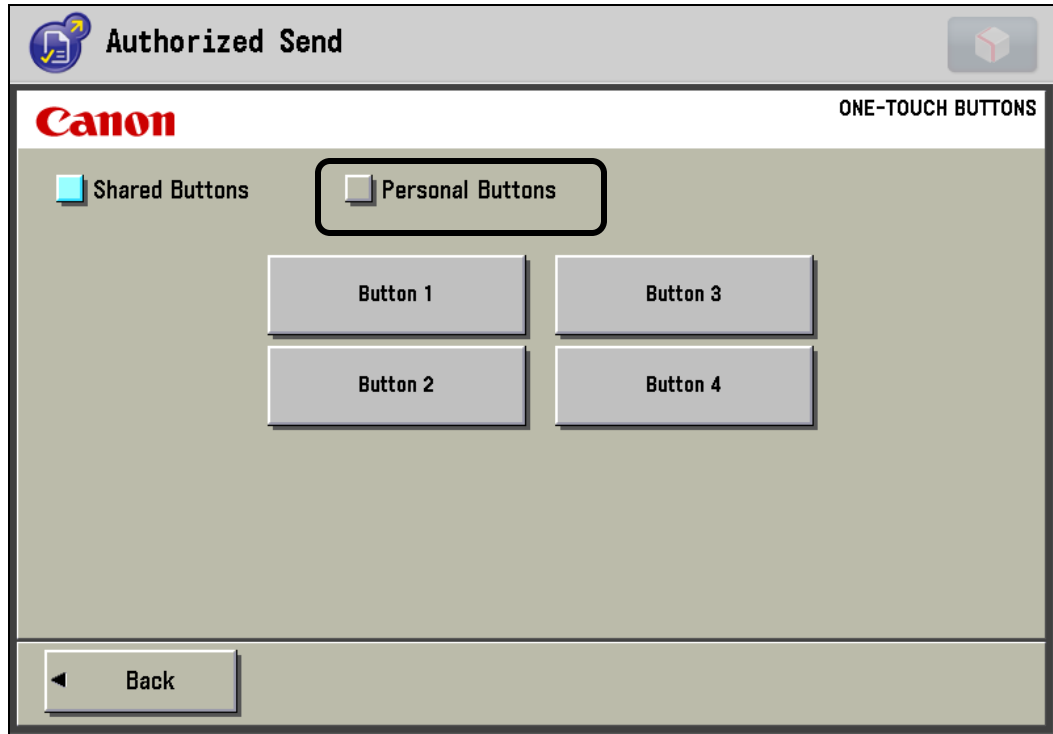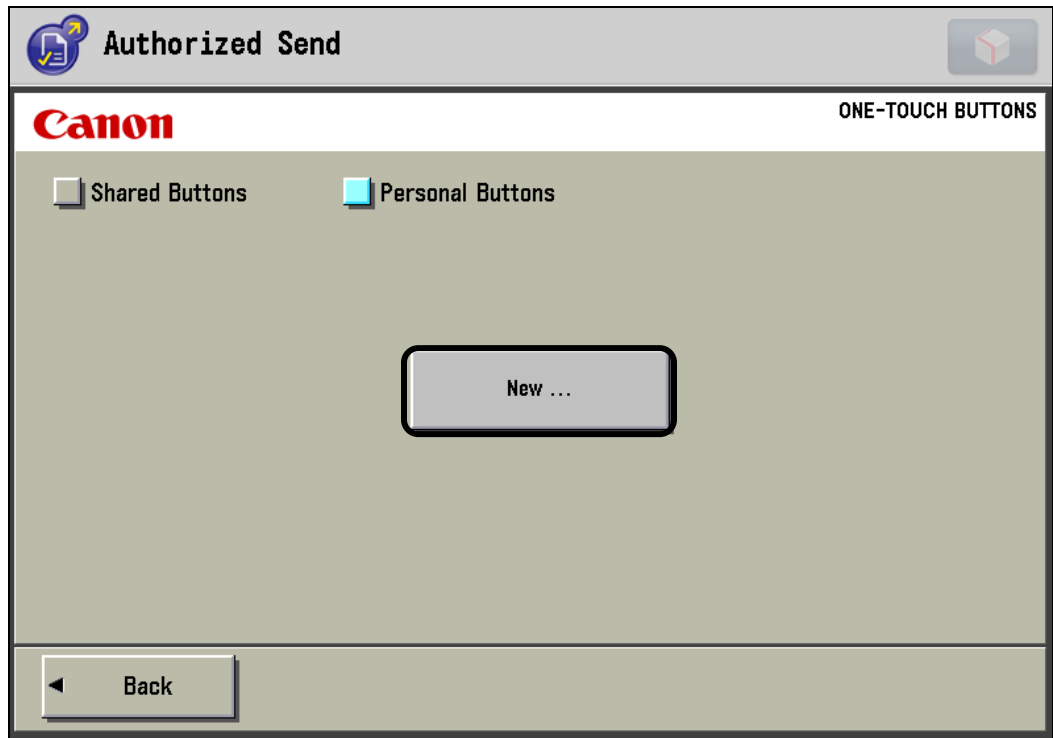

Buttons are sorted alphabetically.

Press [Sort Buttons] again to return the buttons to their original order.
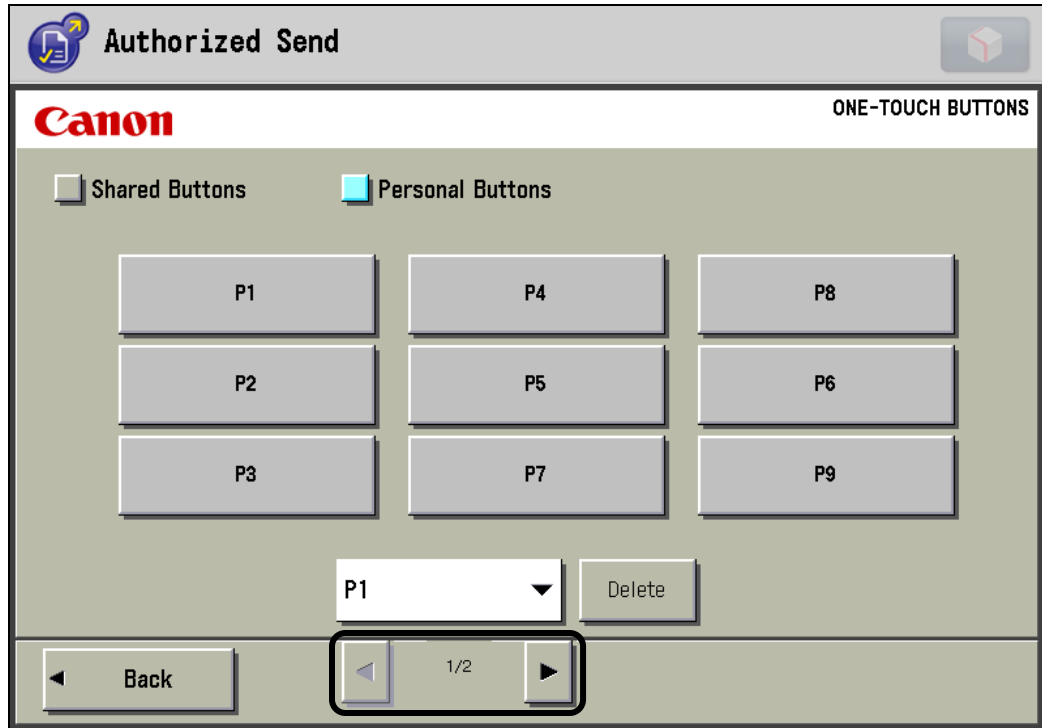
2. Press [Personal Buttons].

3. Press [New].

✎ NOTE
If the defined buttons span multiple pages, you may need to use the left and right page buttons ([◀] and [▶]) to get to the [New] button.
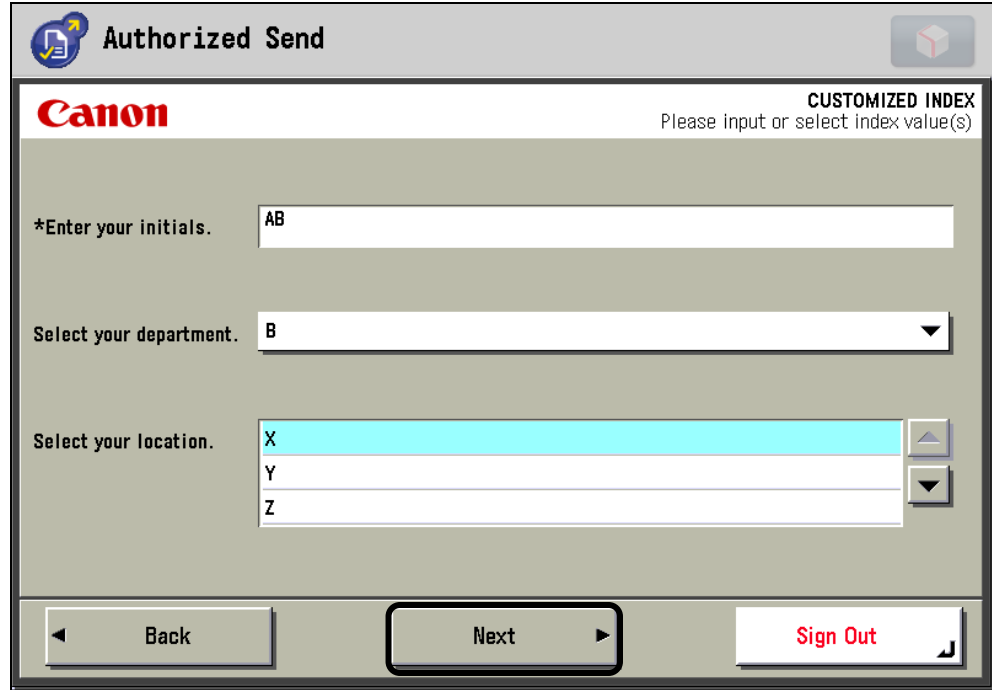
3.1 If the CUSTOMIZED INDEX screen appears, enter or select the necessary values.


Depending on how the System Administrator configured your machine:
- A maximum of four information fields can be displayed.
- Each information field is represented by a text box, drop-down list, or list box.
- If an asterisk appears before a text box, drop-down list, or list box label, you must enter or select the required information, as this is a required field.
- If a text box, drop-down list, or list box appears without an asterisk, you do not have to enter or select information in the field.
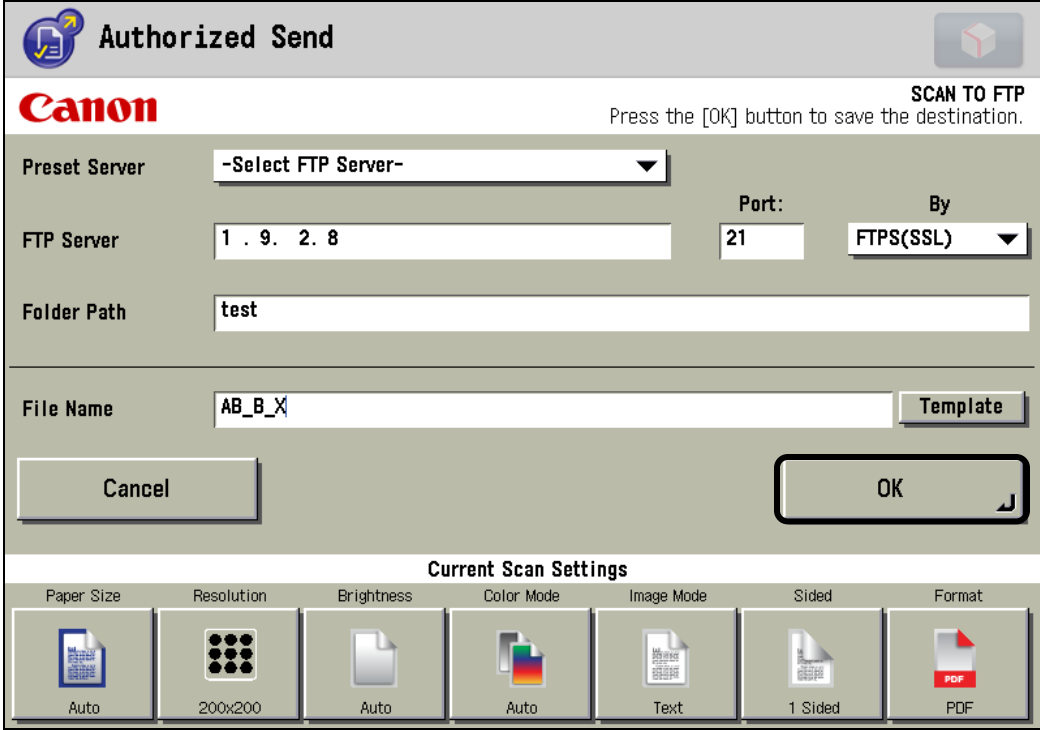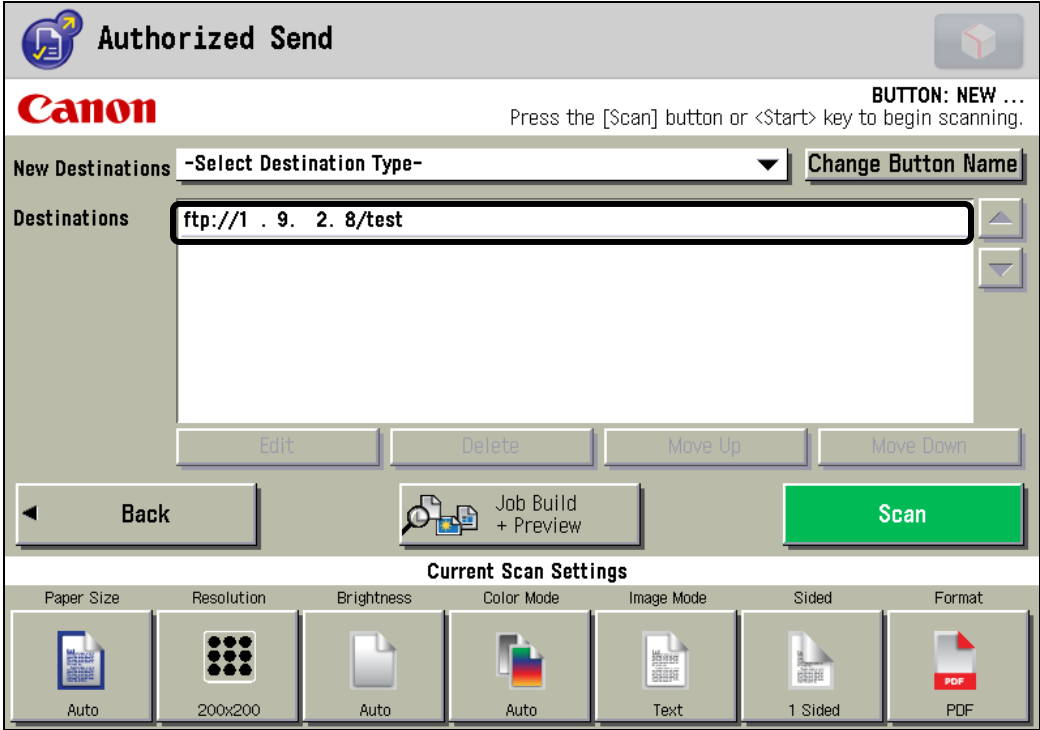
3.2 Press [Next]
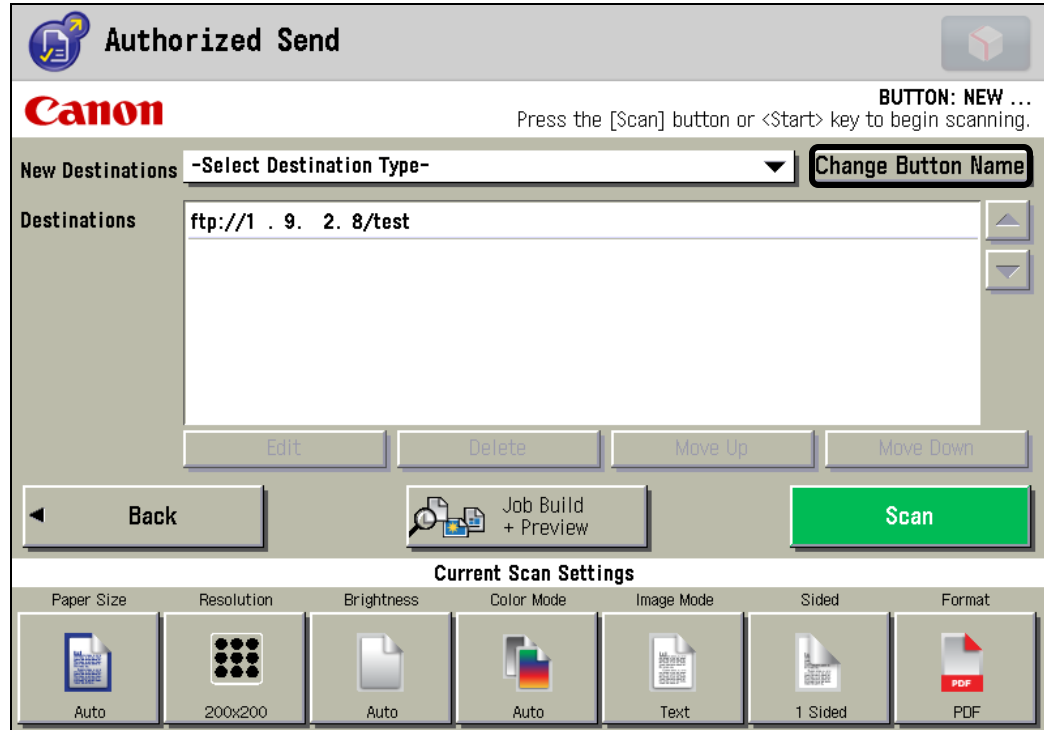

4. Select and configure the destinations.
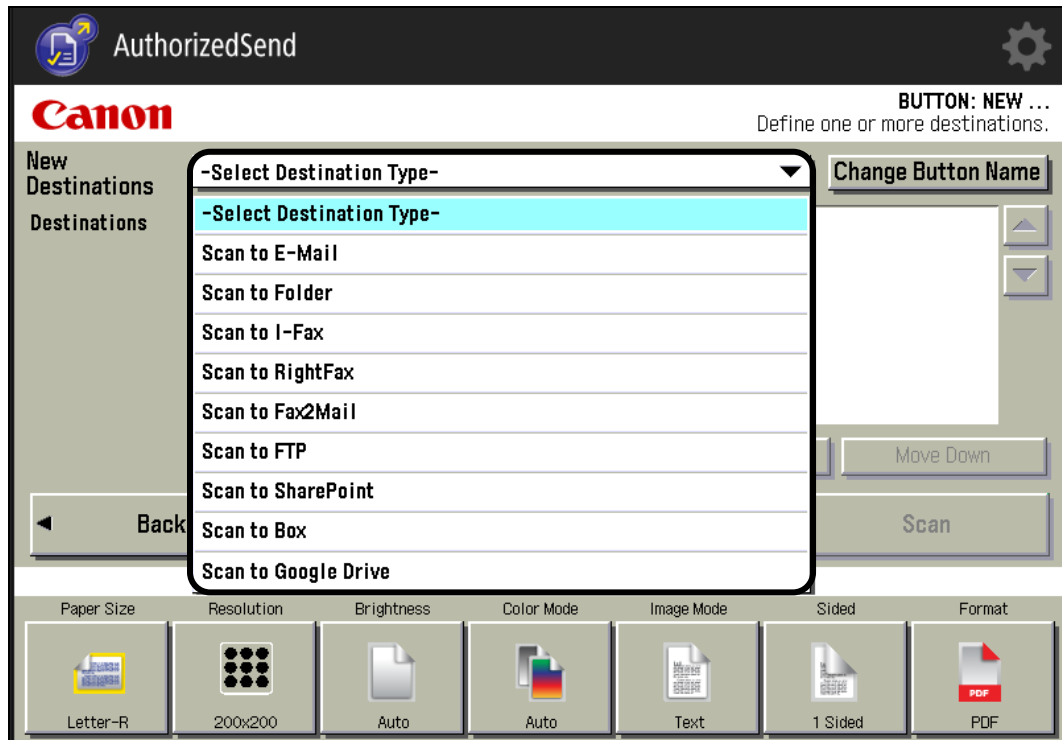
Refer to the appropriate section in this manual for configuring the selected destination. Press [OK] when complete. Scan to FTP is shown in the example below.
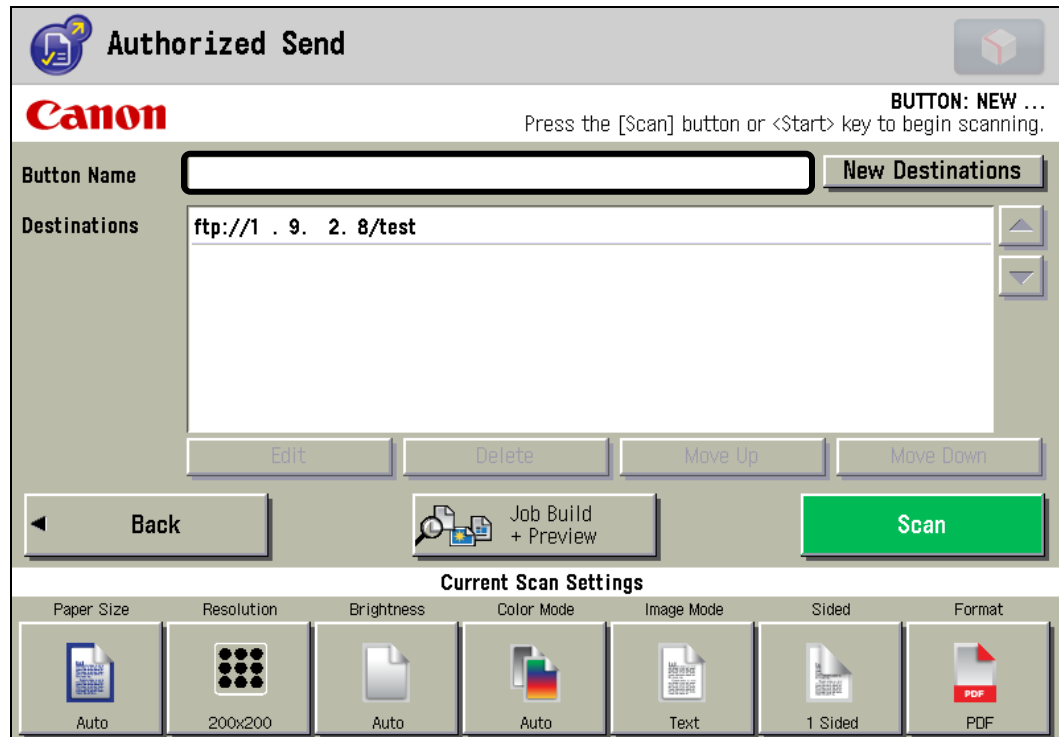

You can add up to 10 destinations for each button.

5. Press [Change Button Name].

6. Press the [Button Name] text box.

7. Enter the button name ➞ press [OK].
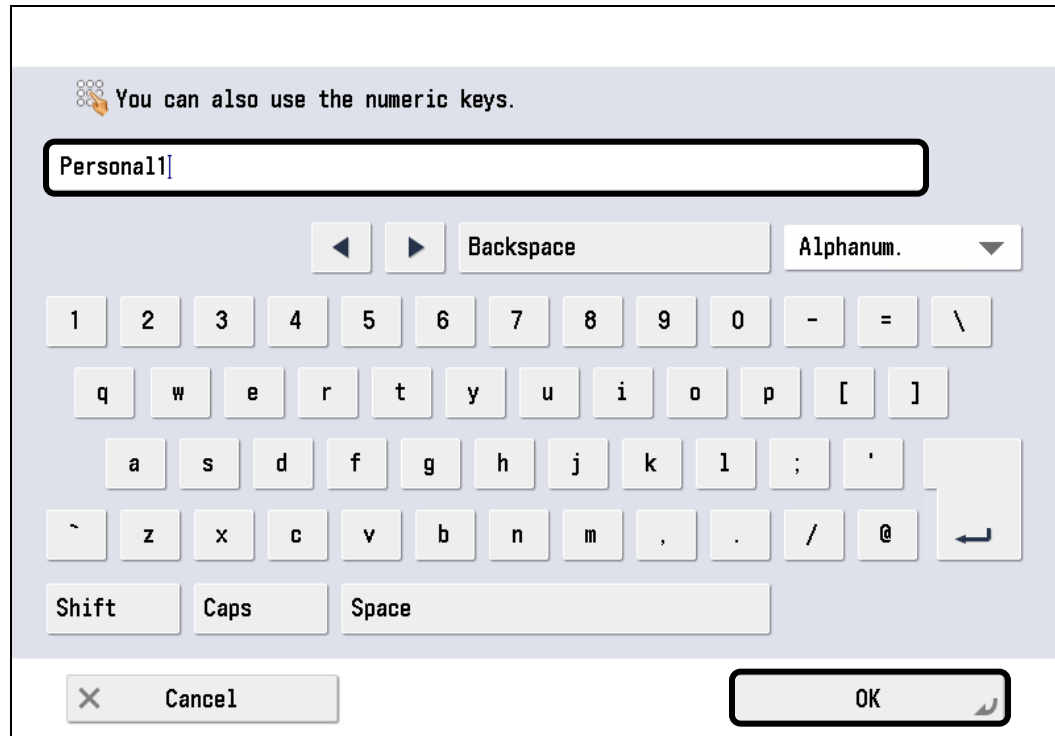
The new button name appears in the [Button Name] text box in the new button screen.
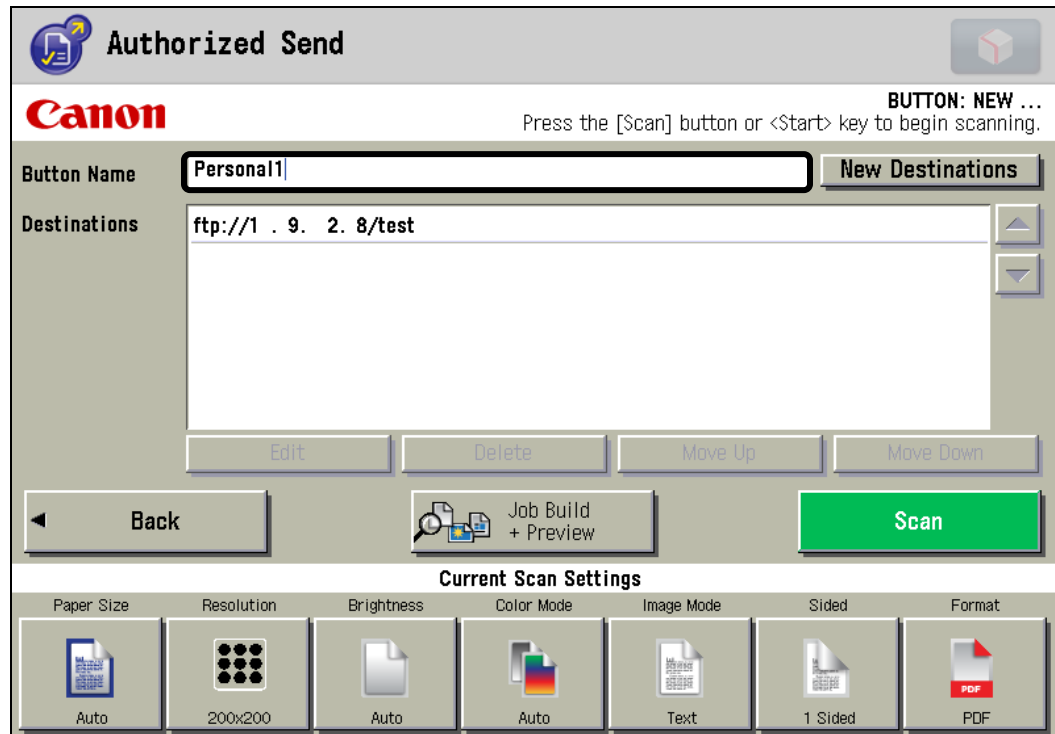
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You can either continue with scanning by pressing [Scan], or press [Back] to return to the Personal Buttons screen to see the new button.
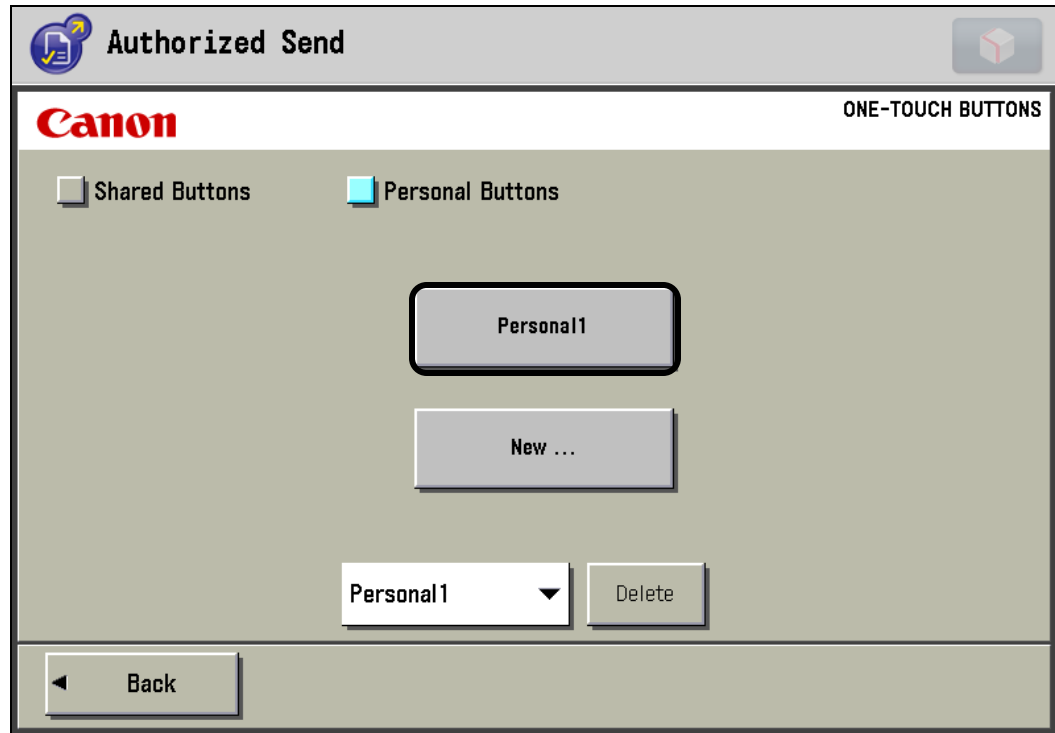
2.1.13.2 Editing a Personal Button

1. Press [One-Touch Buttons].

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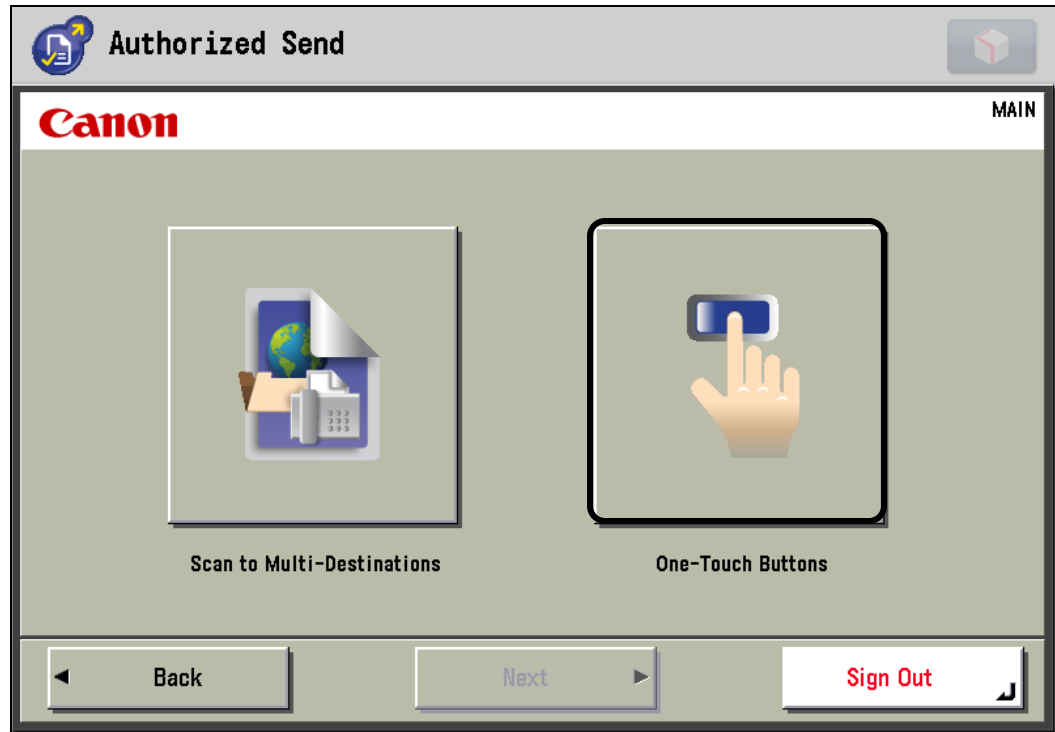
2. Press [Personal Buttons].
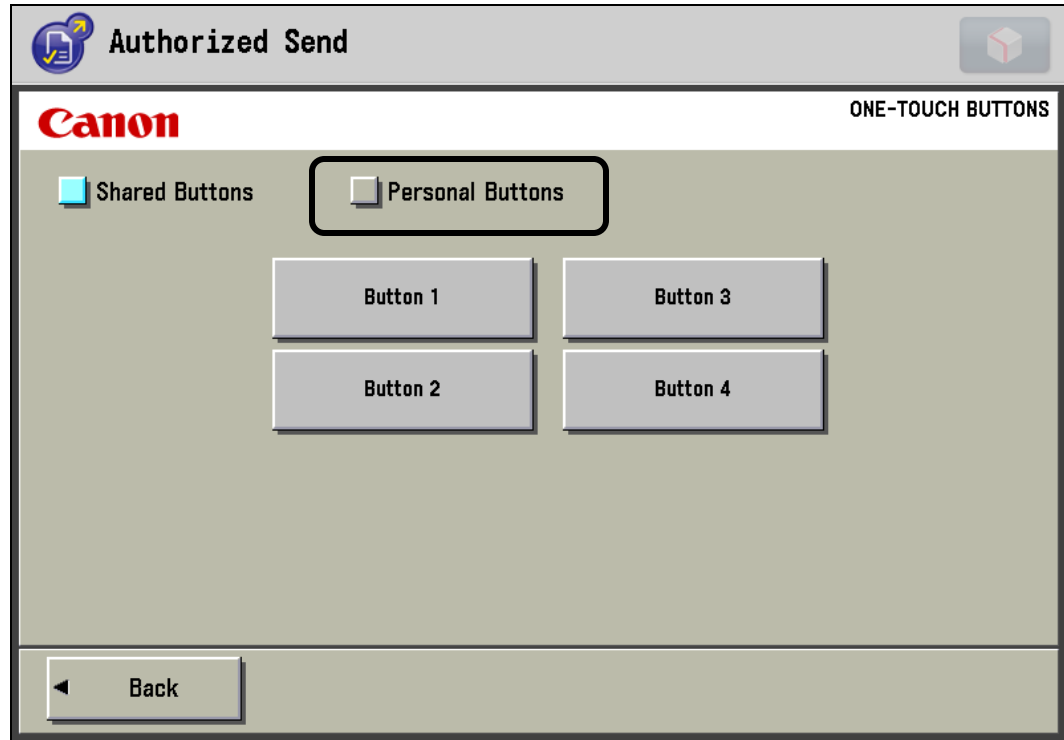
3. Press the button you want to change (button [P1] is used in the example below).

NOTE

If the defined buttons span multiple pages, you may need to use the left and right page buttons ([◄] and [►]) to get to the [New] button.

3.1 If the CUSTOMIZED INDEX screen appears, enter or select the necessary values

Depending on how the System Administrator configured your machine:
- A maximum of four information fields can be displayed.
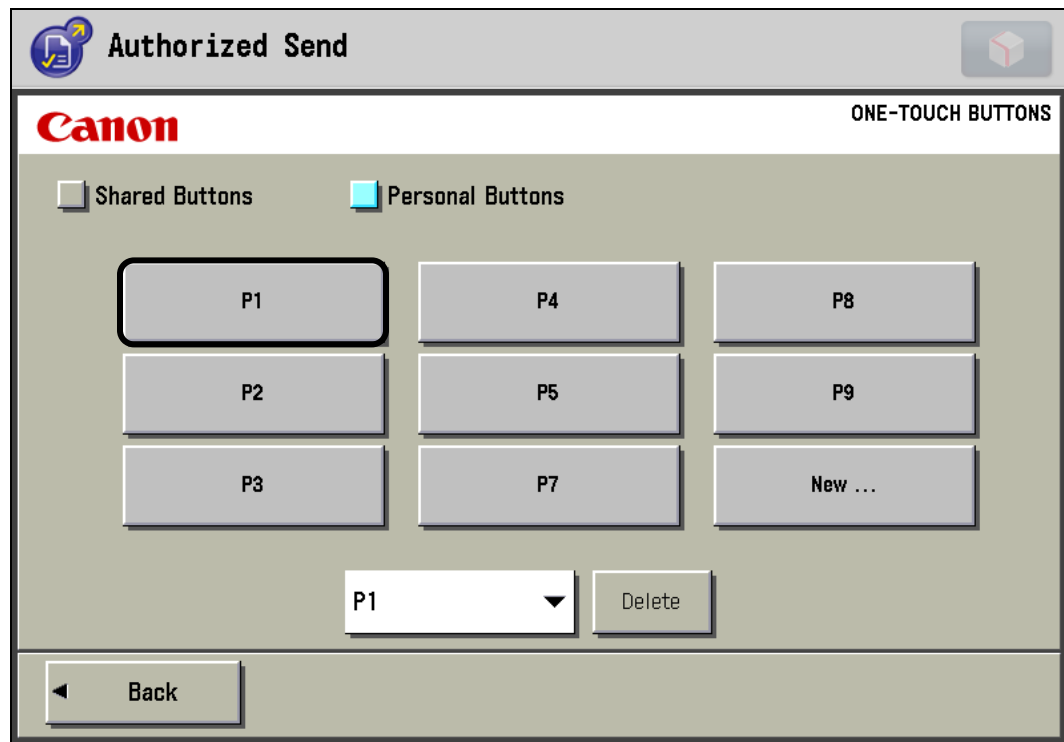- Each information field is represented by a text box, drop-down list, or list box.
- If an asterisk appears before a text box, drop-down list, or list box label, you must enter or select the required information, as this is a required field.
- If a text box, drop-down list, or list box appears without an asterisk, you do not have to enter or select information in the field.

3.2   Press [Next].

4. If you want to edit a destination:

    4.1   Select the destination ➞ press [Edit].

4.2 Change the appropriate fields (adding a folder path in this example) → press [OK]

Press [Cancel] to return to the button destinations screen.

5. If you want to delete a destination:

5.1 Select the destination ➞ press [Delete].
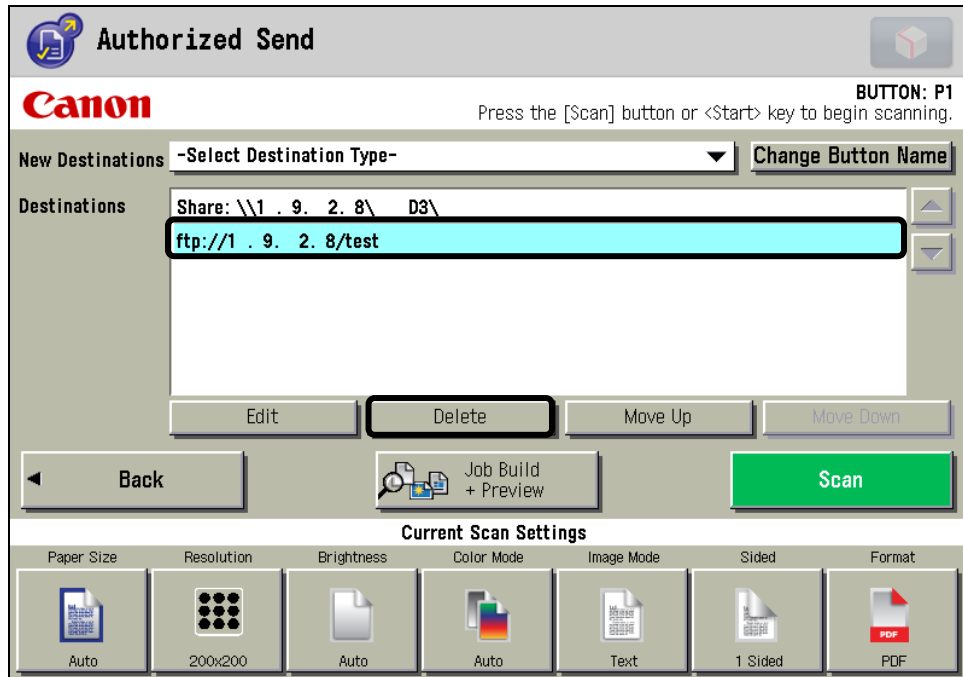
5.2 Press [OK] at the confirmation dialog.
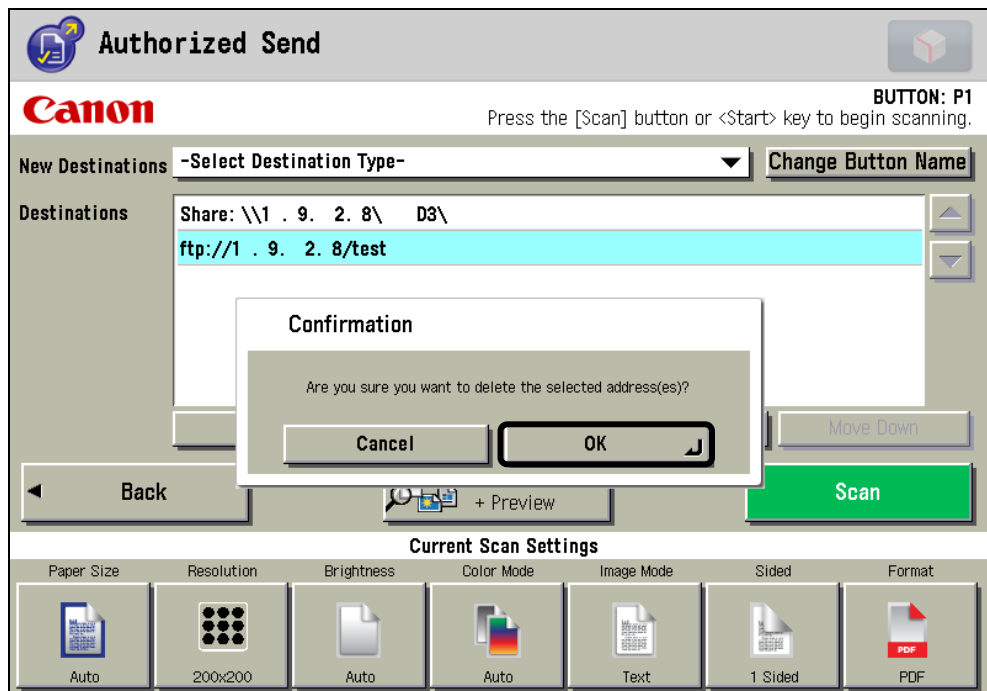
If you don't want to delete the selected destination, press [Cancel].

6. If you want to move a destination up or down in the list, select the destination ➜ press [Move Up] and [Move Down].
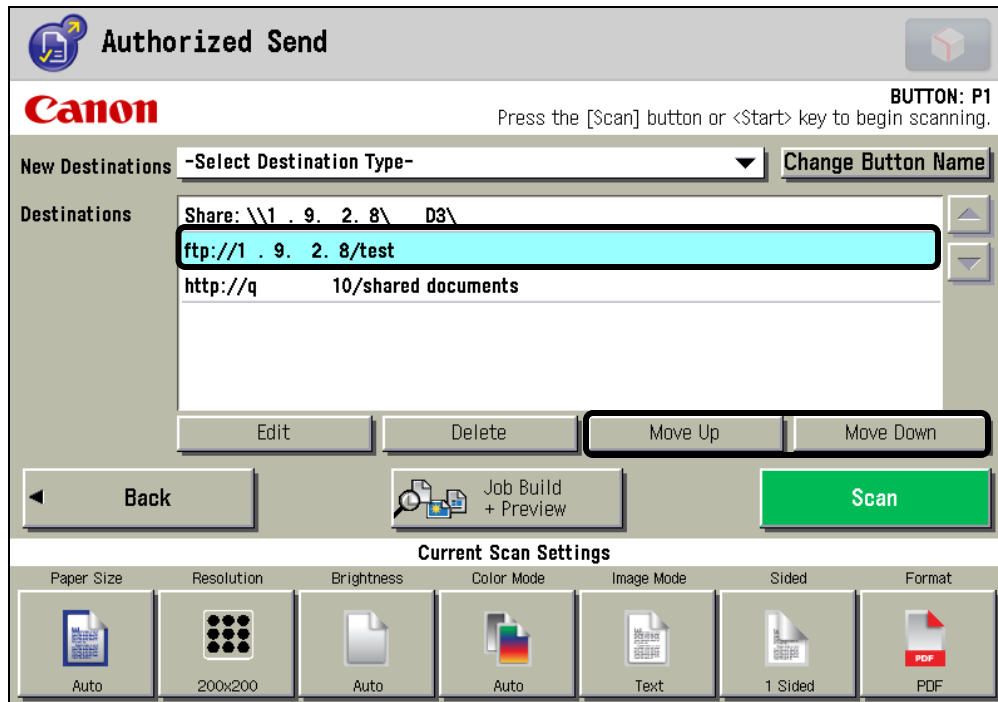
7. If you want to change a button name:

7.1 Press [Change Button Name]

7.2 Press the [Button Name] text box.

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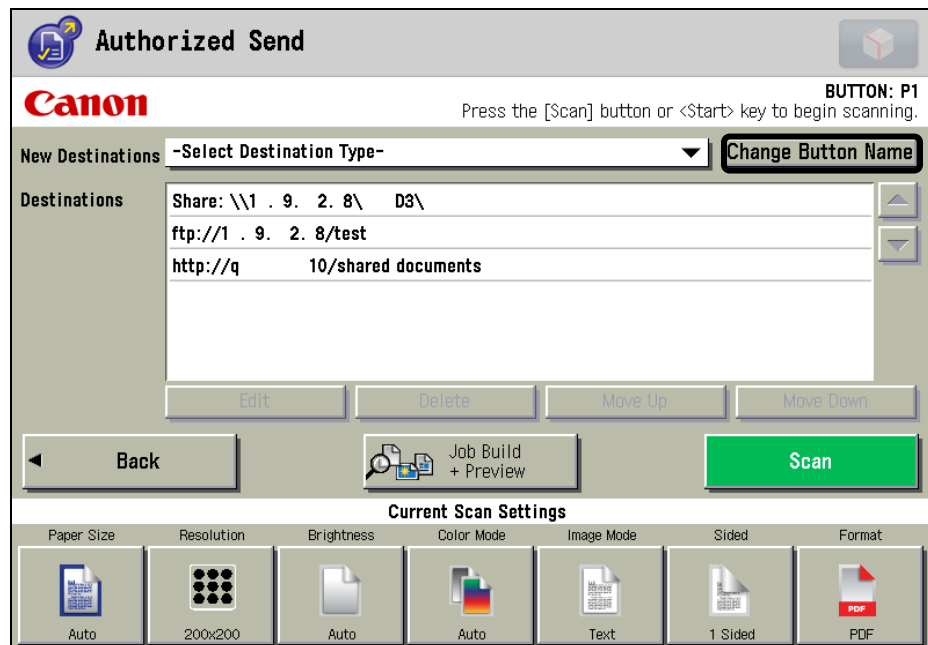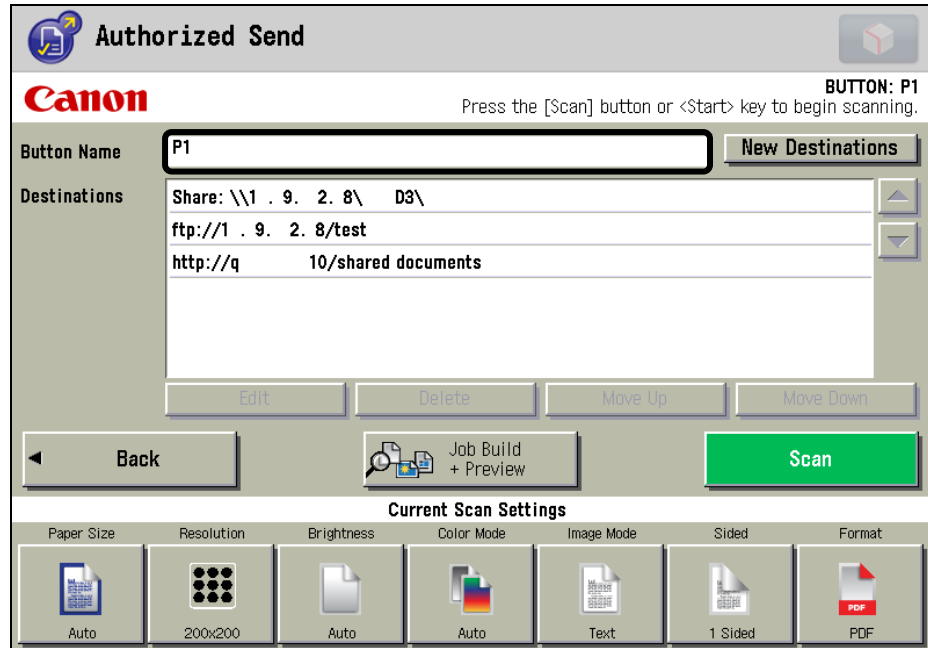
7.3 Enter the new button name → press [OK]
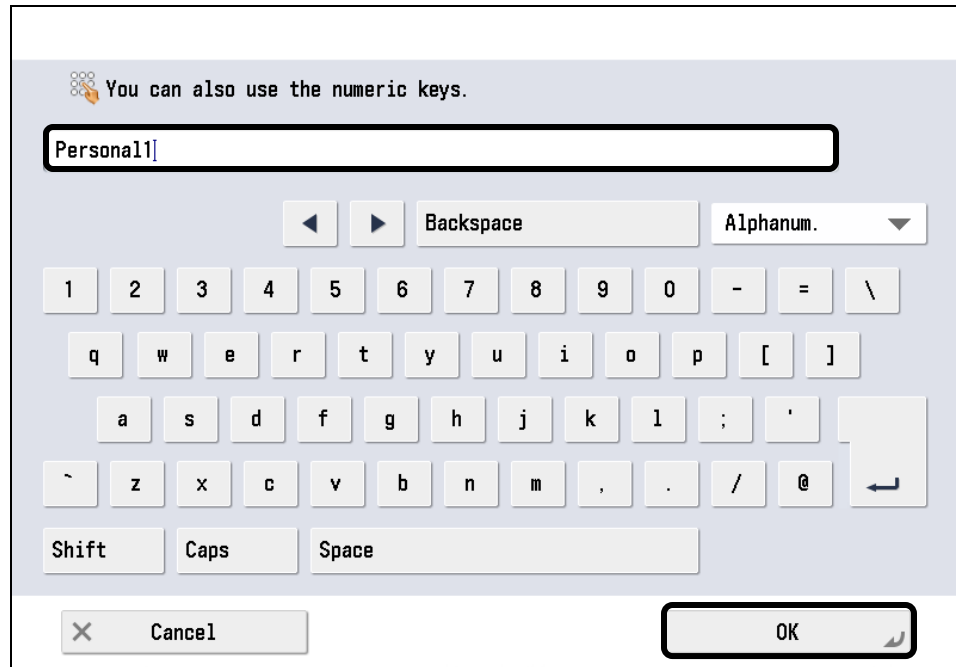
NOTE

The new button name will take effect the first time you return to the Personal Buttons selection screen.

You can either continue with scanning by pressing [Scan], or press [Back] to return to the Personal Buttons screen.

2.1.13.3 Deleting a Personal Button

1. Press [One-Touch Buttons].
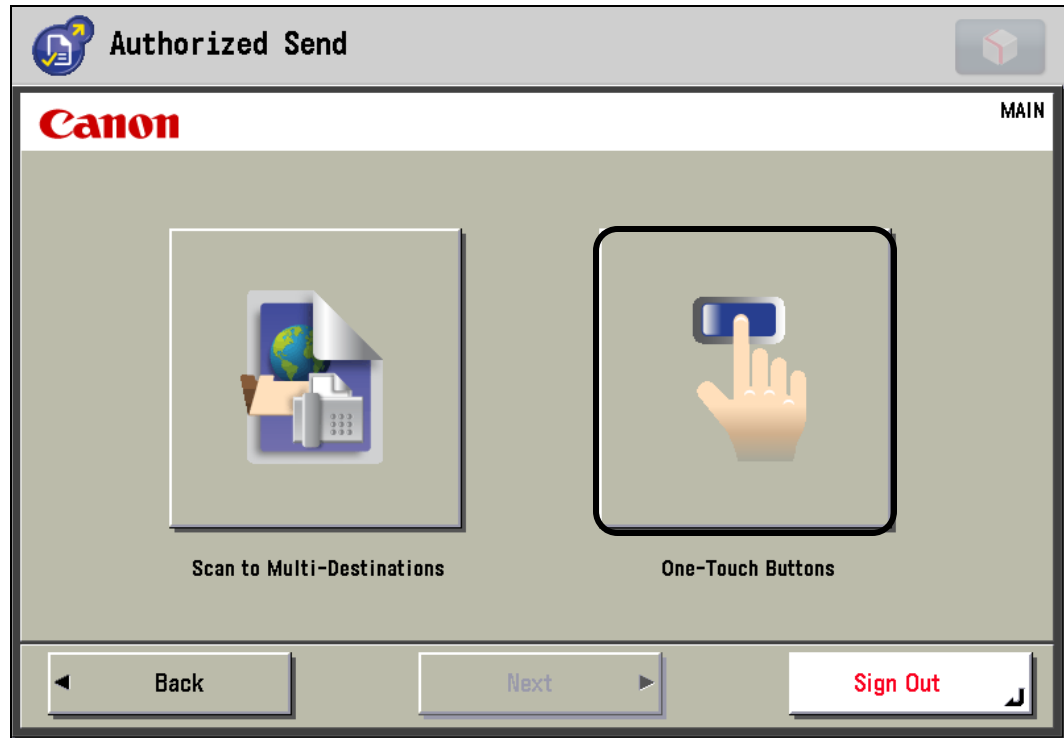
2. Press [Personal Buttons].
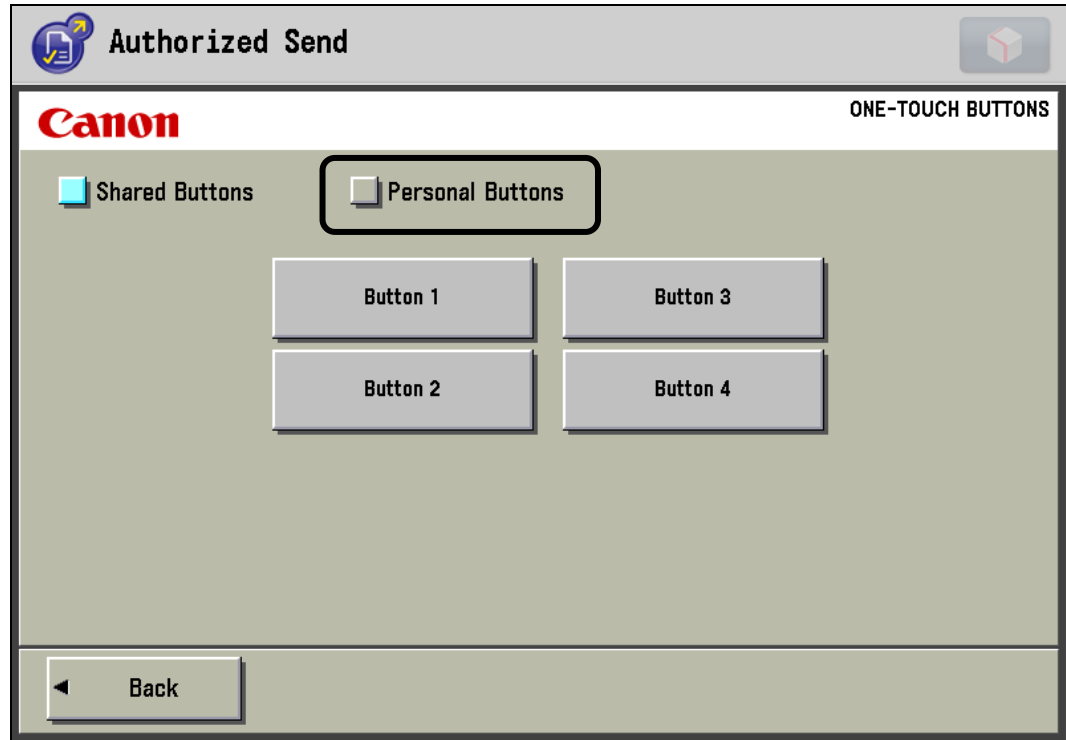
3. From the drop-down list, select the button to delete → press [Delete]
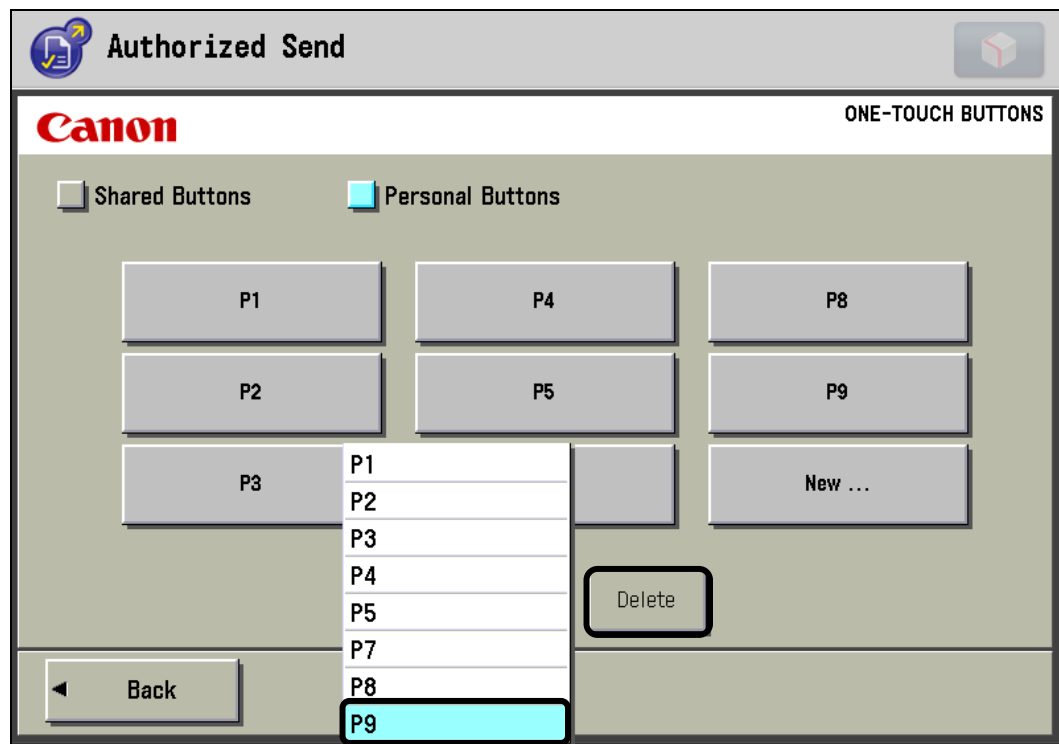
4. At the confirmation dialog, press [OK].
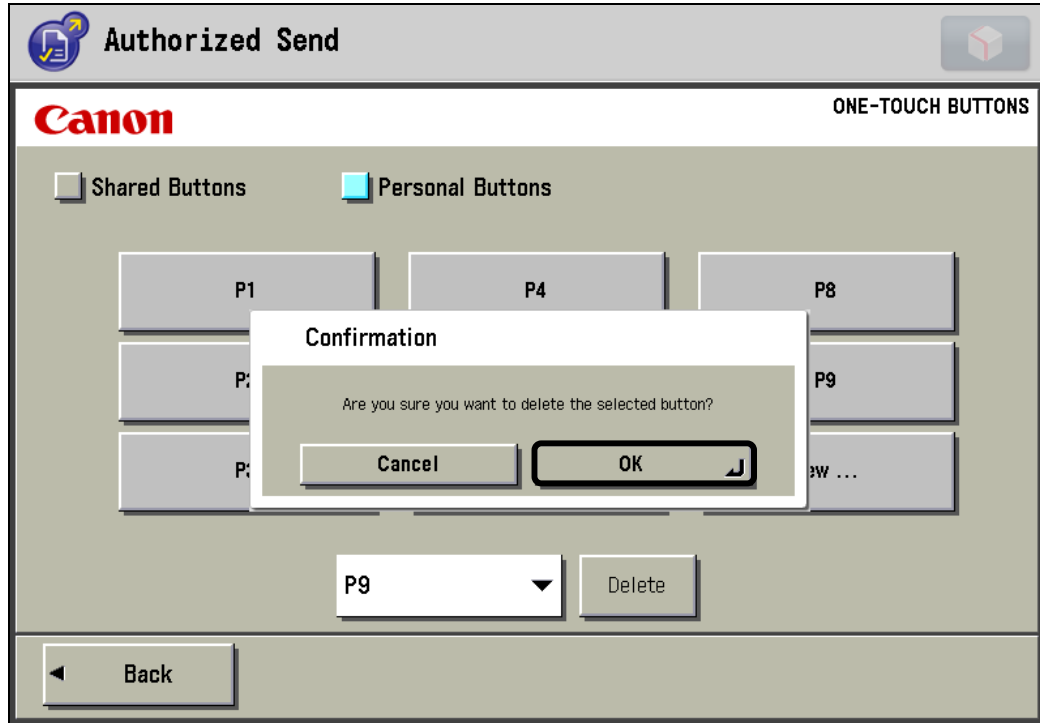
If you do not want to delete the Personal Button, press [Cancel].

2.2   Scan Settings

To match the original you are sending, set the paper size, resolution, color mode, file type, and image mode.

✐ NOTE
  The default scan settings are:
  - File Type: PDF
  - Paper Size: Auto
  - Resolution: 200x200 dpi
  - Brightness: Auto
  - Image Mode: Text
  - Color Mode: Auto
  - Sided: 1-Sided
  - PDF/A   Check box is not selected.

2.2.1   Specifying Scan Settings

Press any of the scan settings keys on the SCAN TO E-MAIL, SCAN TO FAX, SCAN TO I-FAX, SCAN TO FOLDER, SCAN TO FTP, SCAN TO SHAREPOINT, SCAN TO MULTI-DESTINATIONS, or ONE-TOUCH BUTTON screens to display the SCAN SETTINGS screen. You can also display the SCAN SETTINGS screen when you press the [Settings] button during job build and preview mode.

The procedure below demonstrates setting the scan settings from the SCAN TO E-MAIL screen, but the procedure is the same for all the Authorized Send functions.

🖐 IMPORTANT
  • The following file formats are supported if the machine you are using supports them:
    - PDF, PDF(OCR), XPS, and XPS(OCR) are available for the Auto, Full Color, and Black modes.
    - PDF(Compct), JPEG, XPS(Compct), PPT, PPT(OCR), and WORD are available for the Full Color mode only.
    - TIFF and TIFF(Single) are available for the Black mode only.
  • If you are using a machine that can only scan and print in black-and-white, the only Color Mode available is 'Black'. All documents will be scanned in black-and-white.
  • You can only encrypt a PDF document if the machine supports the Encrypted PDF mode. Contact the System Administrator for more information.
  • If an AMS enabled login application is installed and running on the machine, and the login application specifies that color scanning is disabled, the Color Mode drop-down list only displays 'Black'. Scanning is done only in black-and-white, and [PDF(Compct)] and [JPEG] are grayed out.

1. From the SCAN TO E-MAIL screen, select any scan settings key.

2. Specify the scan settings.

    2.1   To specify the file type, press the File Type drop-down list → select the desired file type.
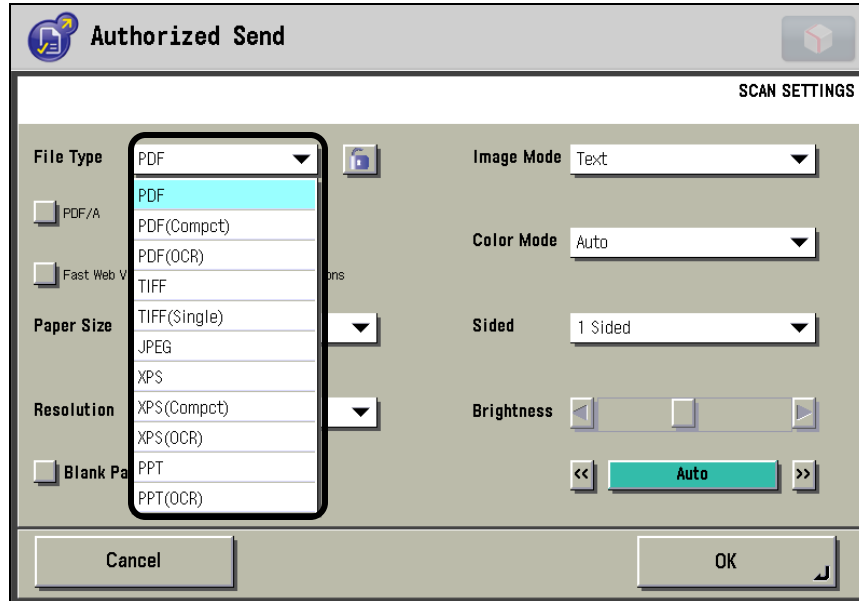
$\varnothing$ NOTE
- The available file types and scan settings vary, depending on your machine type, capabilities, and the settings that the System Administrator has enabled in the Authorized Send Configuration servlet.
- The [🔓] (no encrypt settings are set) or [🔒] (encrypt settings are set) icon is only displayed if you select [PDF], [PDF(Compct)], or [PDF(OCR)] as the file type, and your machine supports the Encrypted PDF mode.
- If the Encrypted PDF mode is activated after Authorized Send has been started, [🔒] (encrypt settings are set) is not displayed. You must restart the Authorized Send application, or restart the machine to make use of the Encrypted PDF mode.
- If you select [PDF(Compct)], [JPEG], [XPS(Compct)], [PPT], [PPT(OCR)], or WORD as the file type, the Color Mode is automatically set to 'Full Color', and the Color Mode drop-down list is grayed out.
- If you select [TIFF(Single)] as the file type, each page of the document is sent as a separate (black-and-white) TIFF file.
- If you select [JPEG] (only for a machine that has a color scanner), each page of the document is sent as a separate JPEG file.

2.2   If your machine is equipped with the Encrypted PDF mode, and you want to encrypt your PDF documents, press [🔒] (no encrypt settings are set).
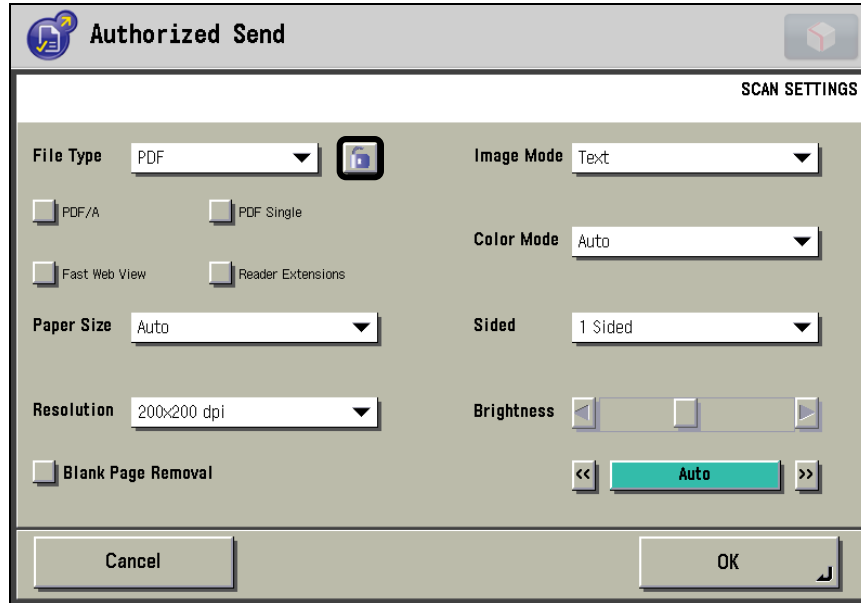
The ENCRYPT SETTINGS screen is displayed.

2.2.1   Press the Encryption Level drop-down list → select an encryption level.
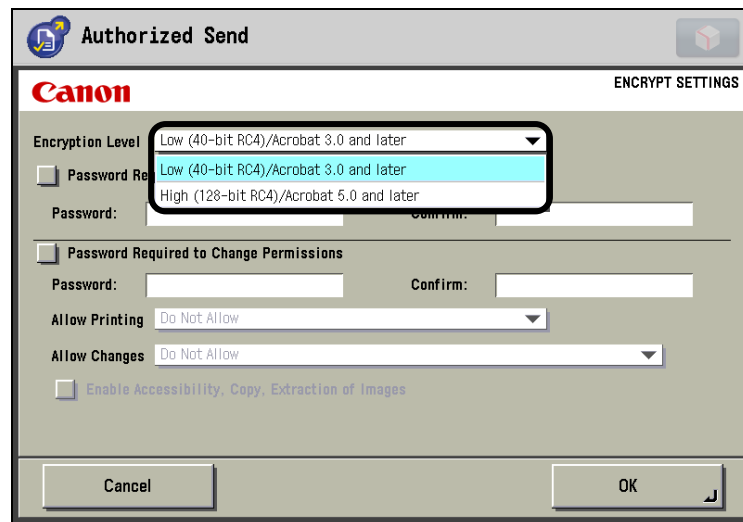
Low (40-bit RC4)/   Enables 40-bit encryption for your
Acrobat 3.0 and later: documents.

High (128-bit RC4)/   Enables 128-bit encryption for your
Acrobat 5.0 and later: documents.

2.2.2   If you select [Low (40-bit RC4)/Acrobat 3.0 and later] as the
        encryption level and you require a password to open your PDF
        document, select the [Password Required to Open a Document]
        check box.

   2.2.2.1   Press the [Password] text box ➜ enter a password ➜
             press [OK].

   2.2.2.2   Press the [Confirm] text box ➜ enter the same
             password ➜ press [OK].

✎ NOTE
   There is no limitation or restriction to the amount or type of
   characters used for the password.

2.2.3   If you select [Low (40-bit RC4)/Acrobat 3.0 and later] as the encryption level and you want to prevent the person viewing your PDF document from changing your document's permissions, select the [Password Required to Change Permissions] check box.

    2.2.3.1   To set a password, press the [Password] text box → enter a password → press [OK].

    2.2.3.2   To confirm the password, press the [Confirm] text box → enter the same password → press [OK].

✋ IMPORTANT
    The Change Permission password must be different from the password that is used to open your document, and vice versa.

✎ NOTE
    There is no limitation or restriction to the amount or type of characters used for the password.

2.2.3.3 Press the [Allow Printing] drop-down list → select [Do Not Allow] or [Allow].
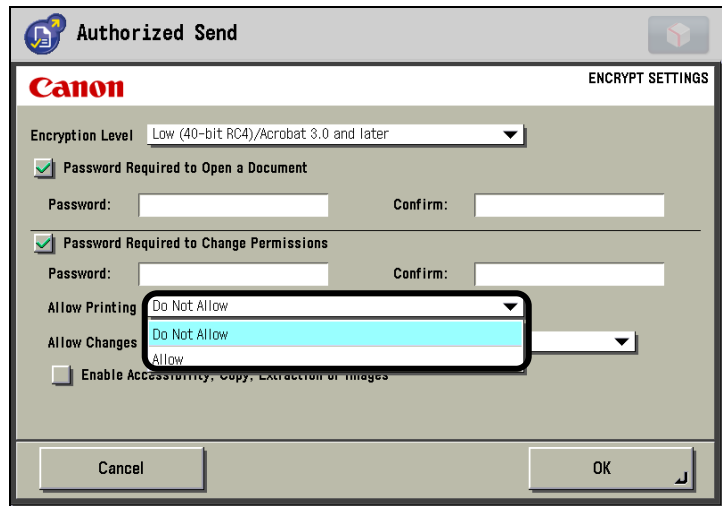
Do Not Allow: The person receiving your document cannot print it.

Allow: The person receiving your document can print it.

2.2.3.4 Press the [Allow Changes] drop-down list → select a change permission.
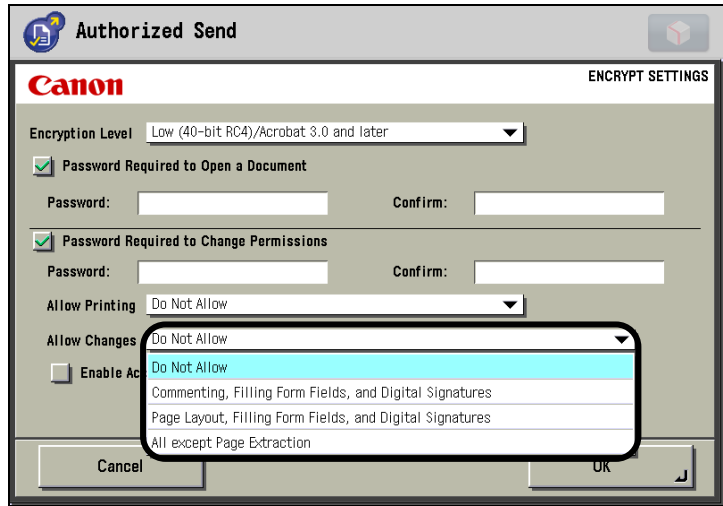
Do Not Allow: The person receiving your document cannot change it.

Commenting, Filling   The person receiving your
Form Fields, and   document can only make
Digital Signatures: comments, fill out form fields, and digitally sign it.

Page Layout, Filling   The person receiving your
Form Fields, and   document can only change the
Digital Signatures: page layout, fill out form fields, and digitally sign it.

All except Page   All changes are allowed,
Extraction: except for page extraction.

2.2.3.5 Press the [Enable Accessibility, Copy, Extraction of Images] check box to give users access to your document, and copy and extract images from it.
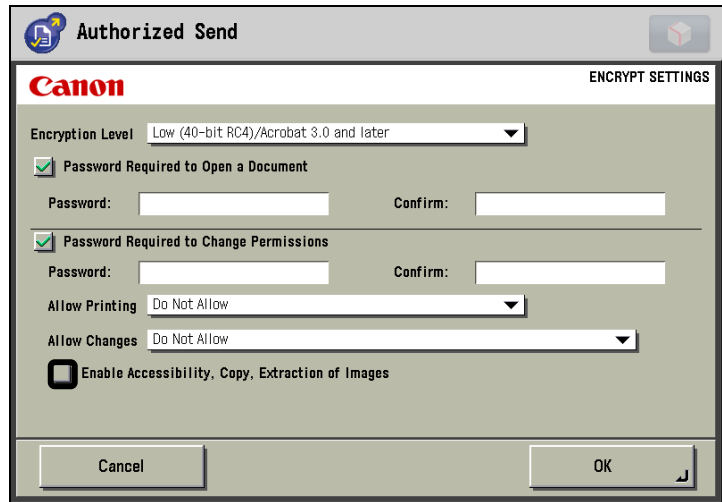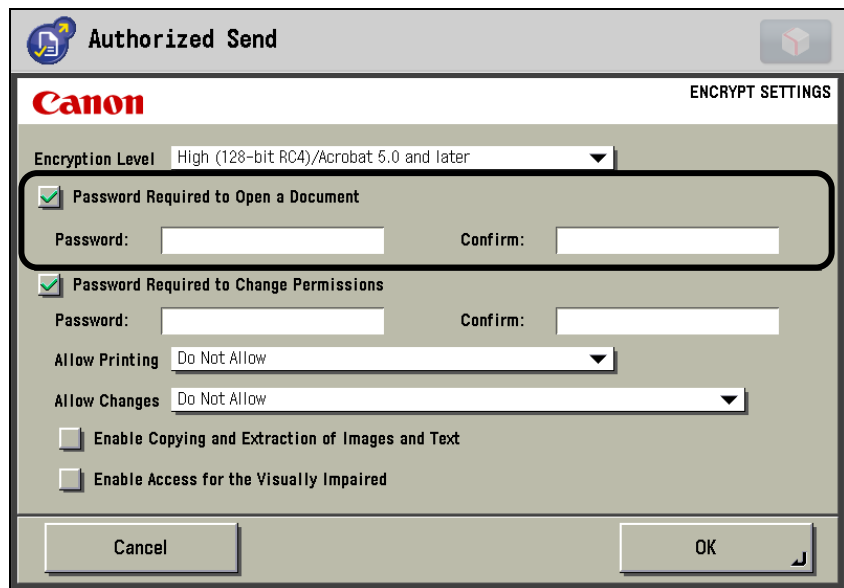
2.2.3.6 Press [OK].

The SCAN SETTINGS screen is displayed. Proceed to step 2.3.

2.2.4   If you select [High (128-bit RC4)/Acrobat 5.0 and later] as the
         encryption level and you require a password to open your PDF
         document, select the [Password Required to Open a Document]
         check box.

     2.2.4.1   Press the [Password] text box → enter a password →
             press [OK].

     2.2.4.2   Press the [Confirm] text box → enter the same
             password → press [OK].
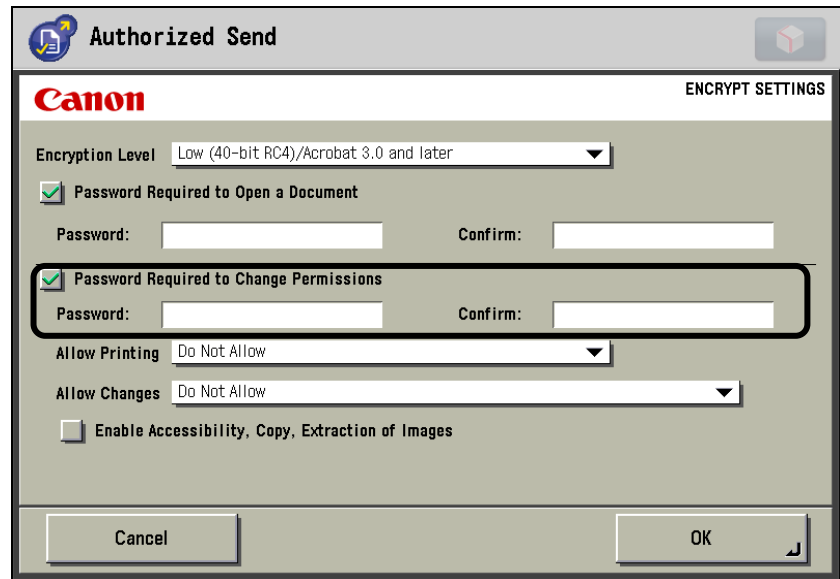

✎ NOTE
    There is no limitation or restriction to the amount or type of
    characters used for the password.

2.2.5   If you select [High (128-bit RC4)/Acrobat 5.0 and later] as the
         encryption level and you want to prevent the person viewing
         your PDF document from changing your document's
         permissions, select the [Password Required to Change
         Permissions] check box.

        2.2.5.1   To set a password, press the [Password] text box ➔
                  enter a password ➔ press [OK].

        2.2.5.2   To confirm the password, press the [Confirm] text box
                  ➔ enter the same password ➔ press [OK].

⊕ IMPORTANT
    The Change Permission password must be different from the
    password that is used to open your document, and vice versa.

✎ NOTE
    There is no limitation or restriction to the amount or type of
    characters used for the password.

2.2.5.3   Press the [Allow Printing] drop-down list → select [Do Not Allow], [Allow Low Resolution Only (150 dpi)], or [Allow].
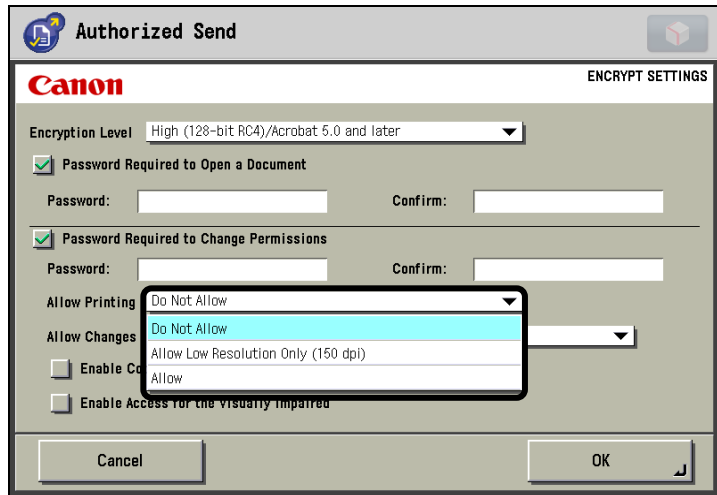
Do Not Allow: The person receiving your document cannot print it.

Allow Low   The person receiving your
Resolution Only   document can only print your
(150 dpi):   document in a low resolution of
                       150 dpi.

Allow: The person receiving your
                       document can print it.

2.2.5.4   Press the [Allow Changes] drop-down list ➜ select a
change permission.
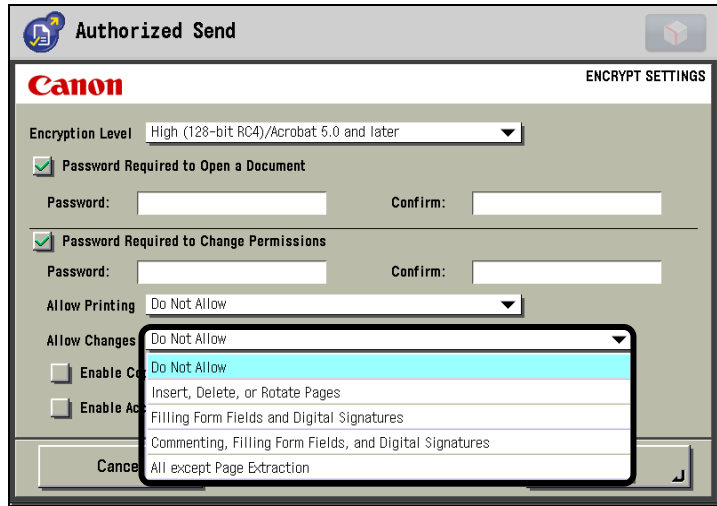
Do Not Allow: The person receiving your
                                 document cannot change it.

Insert, Delete, or   The person receiving your
Rotate Pages: document can only insert,
                                 delete, or rotate pages.

Filling Form Fields   The person receiving your
and Digital   document can only fill out form
Signatures: fields, and digitally sign it.

Commenting, Filling   The person receiving your
Form Fields, and   document can only make
Digital Signatures: comments, fill out form fields,
                                 and digitally sign it.

All except Page   All changes are allowed,
Extraction: except for page extraction.

2.2.5.5   Press the [Enable Copying and Extraction of Images and Text] check box to give users the permission to copy and extract images and text from your document.
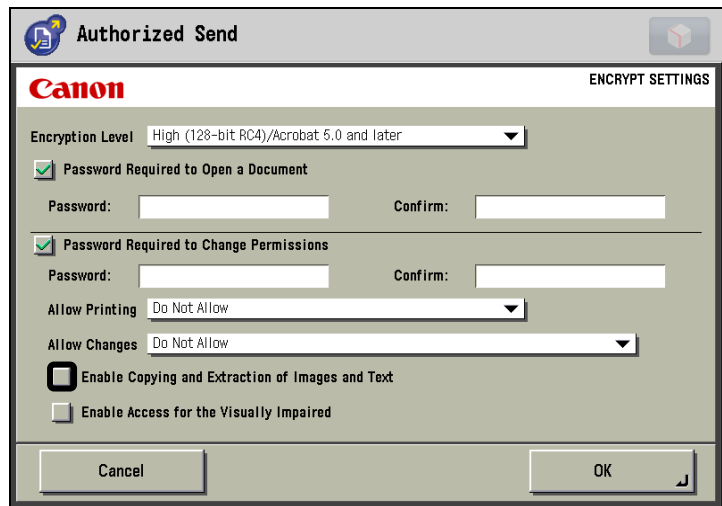
2.2.5.6   Press the [Enable Access for the Visually Impaired] check box to give visually impaired users access to read your document with a screen reader machine.

📝 NOTE

This option is automatically selected if you select the [Enable Copying and Extraction of Images and Text] option.

2.2.5.7   Press [OK].

The SCAN SETTINGS screen is displayed. Proceed to step 2.3.

2.3   To specify the PDF/A file format, press the [PDF/A] check box.
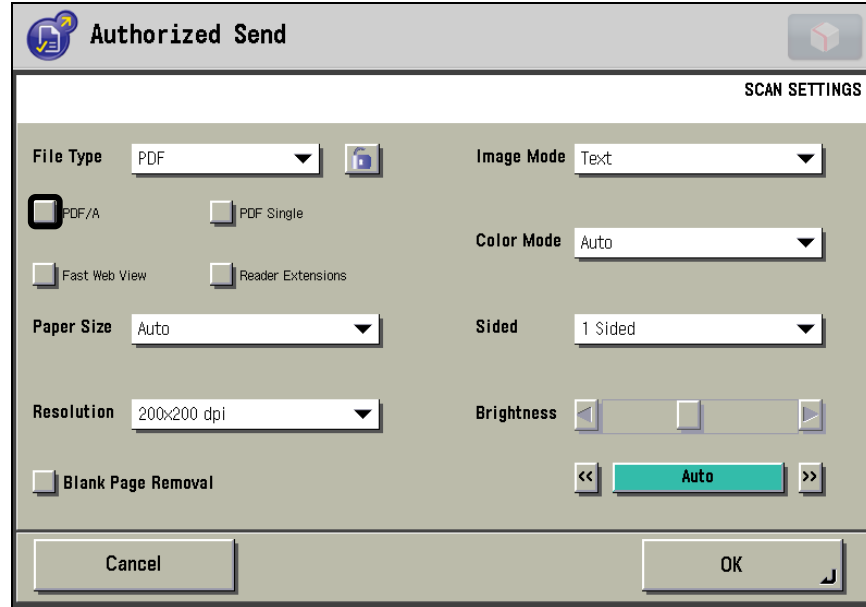
⌦ NOTE
  • PDF/A is a file format for the long-term archiving of electronic documents.
  • The PDF/A check box is only displayed if [PDF] or [PDF(Compct)] is selected as the file type.
  • If the [PDF/A] check box is selected, any encryption settings that were specified are ignored.
  • If the [PDF/A] check box is selected, the [ ] (no encrypt settings are set) or [ ] (encrypt settings are set) icon is hidden.
  • If the [PDF/A] check box is selected, the [Reader Extensions] check box is hidden and disabled.

2.4   To specify PDF Single mode, press the [PDF Single] check box.
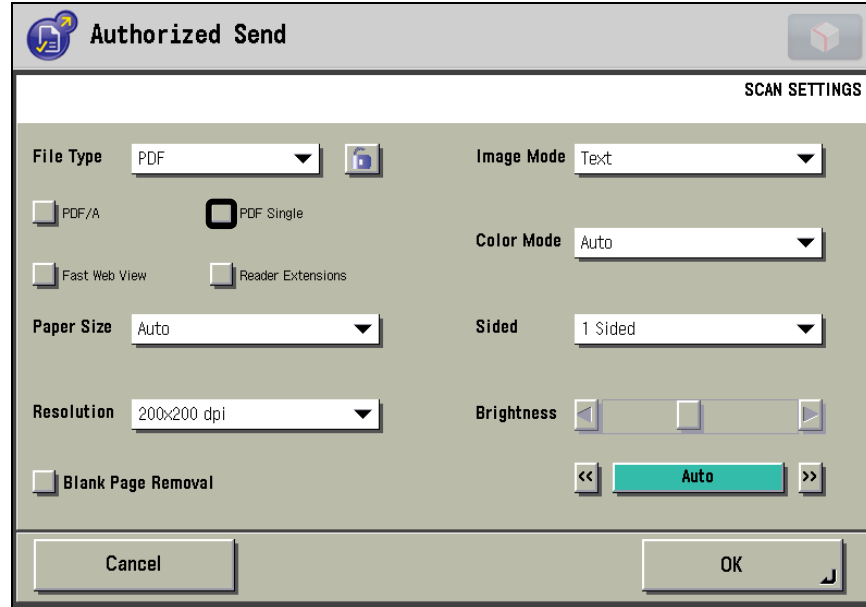
✎ NOTE
- The PDF/A check box is only displayed if [PDF], [PDF(Compct)], or [PDF (OCR)] is selected as the file type.
- If the [PDF Single] check box is selected, every scanned page is sent as a separate PDF file. If the [PDF Single] check box is not selected, the scanned pages are combined and sent as a single PDF file.
- If signing/encryption is enabled with [PDF Single] for a Scan to E-Mail job, the job status is displayed as one PDF file, although the job is sent as multiple PDF files (one file per page).

2.5   To specify fast Web viewing, press the [Fast Web View] check box.
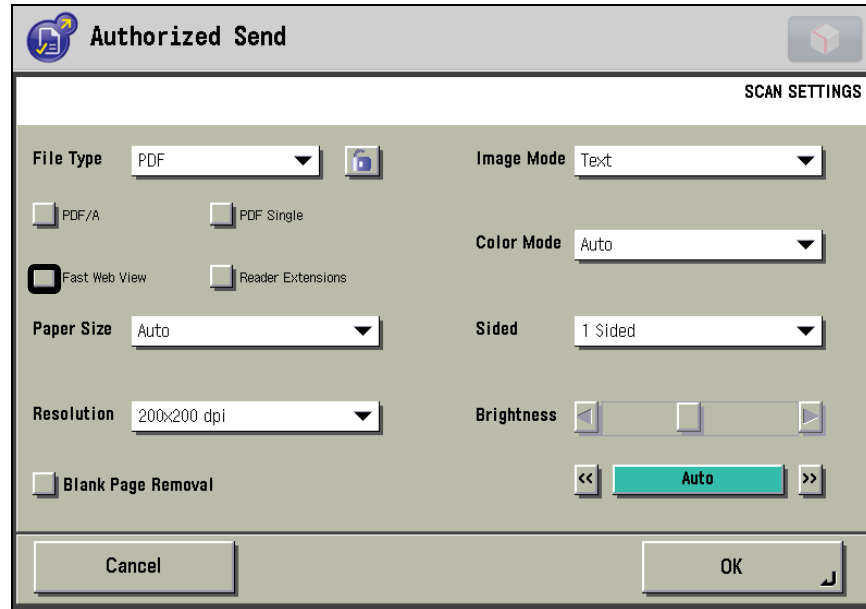
2.6   To specify reader extensions, press the [Reader Extensions] check box.
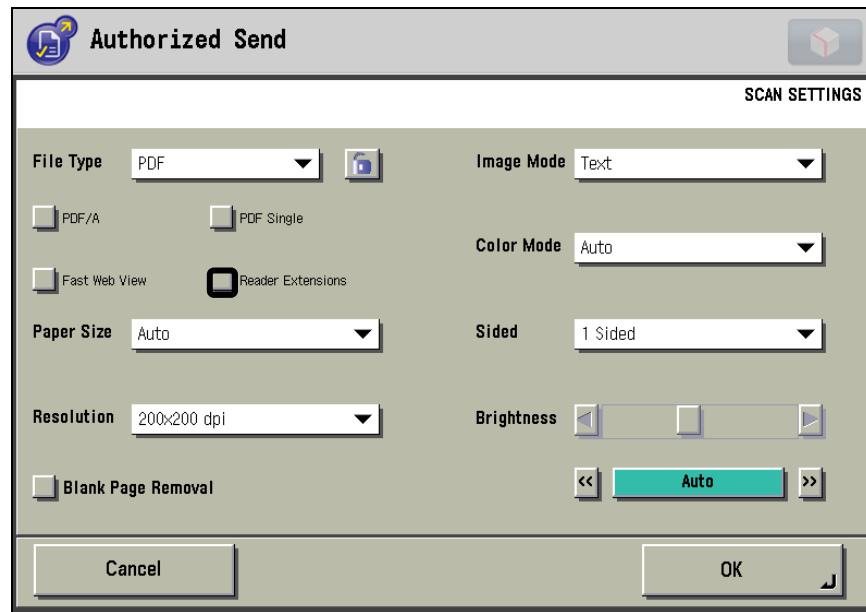
✏ NOTE
If the [Reader Extensions] check box is selected, the [PDF/A] check box
is disabled.

2.7   To specify the document size, press the Paper Size drop-down list ➞ select the document size.
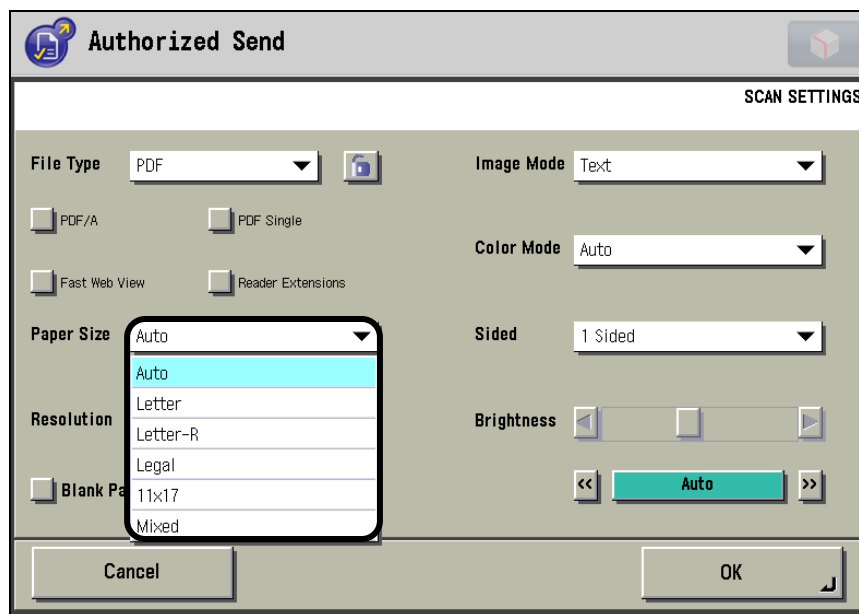
Select [Letter] if you want to scan in a portrait orientation. If you select [Letter] for scanning in a landscape orientation, the scanned image is truncated. In this case, select [Auto] if you want to scan a letter-size document in a landscape orientation.

Select [Mixed] to scan a batch of originals in different sizes.

🖐 IMPORTANT
- Your machine may require additional configuration to use special paper sizes (e.g. Foolscap, Oficio, etc.). If you use a special paper size without the proper configuration, the [Scan] button does not enable and you will not be able to send the documents.
- If [Auto] is selected, scanning originals with different sizes or with different orientations, may produce unexpected results. In this case, it is recommended that you select [Mixed].
- If [Auto] is selected, scanning originals with uncommon sizes (such as an open book placed on the platen) may produce unexpected results. In this case, it is recommended to select the exact desired paper size.

✎ NOTE
The Paper Size drop-down list is populated with only 'Letter-R' and 'Legal' for the imageRUNNER ADVANCE 500iF and 400iF devices.

Press the [▼] and [▲] buttons to scroll through the list of supported paper sizes.

2.8 To specify the resolution, press the Resolution drop-down list ➔ select a resolution.
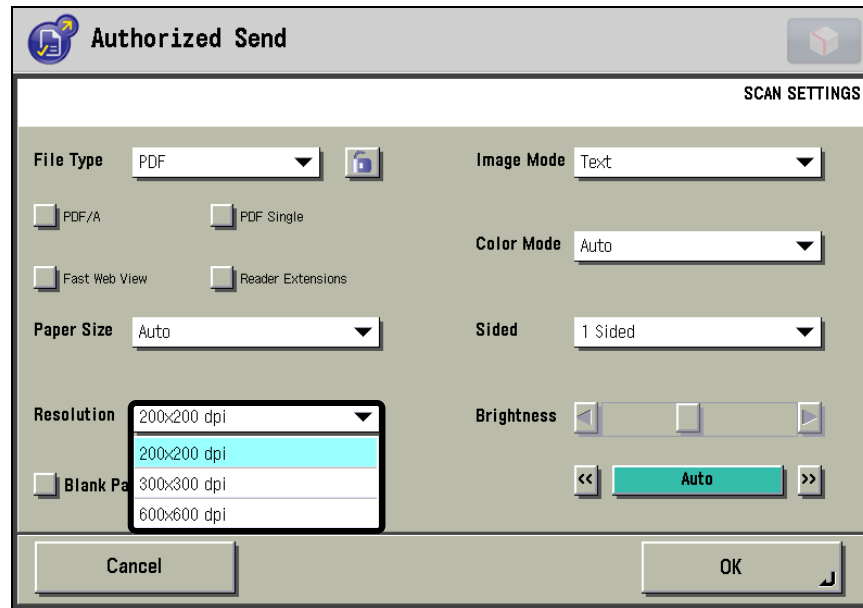
⊘ IMPORTANT
- The Resolution drop-down list is automatically populated with the available resolutions that your machine supports.
- The maximum size of an image that you can send at a resolution of 600 x 600 dpi is 11" x 17". If the image exceeds this number of pixels in either the horizontal or vertical direction, it may be cut off slightly.
- The Resolution drop-down list is populated with only '200x200 dpi' and '300x300 dpi' for the imageRUNNER ADVANCE 500iF and 400iF devices if [Auto] or [Full Color] is selected from the Color Mode drop-down list.

2.9   To enable blank page removal, press the [Blank Page Removal] check box
→ press the [Blank Page Removal #] button to cycle through the blank
page removal sensitivity settings.

✎ NOTE
  • Press the [?] button to display a blank page removal help dialog box.
    Press [OK] in the dialog box when you are done reading the help text.
  • Blank Page Removal may be enabled by default, depending on how the
    System Administrator configured Authorized Send. See "Configuring
    the Scan Settings," in the *Authorized Send Version 6.4 Configuration
    Guide* for more information.

Blank Page   This button is active only if the [Blank Page Removal]
Removal #:   check box is selected. Select the sensitivity level for blank
                page detection, from [Blank Page Removal 1] to [Blank
                Page Removal 4]. The number refers to the probability of
                a blank page being detected, with 1 being the lowest
                probability and 4 being the highest probability.

🖑 IMPORTANT
    It may take several tests to determine the best setting for your typical
    scan job. If too many blank pages are being kept, increase the Blank
    Page Removal level. If valid pages are being discarded, decrease the
    Blank Page Removal level.

2.10   To specify the original type, press the Image Mode drop-down list ➙
        select [Text], [Text/Photo], or [Photo].
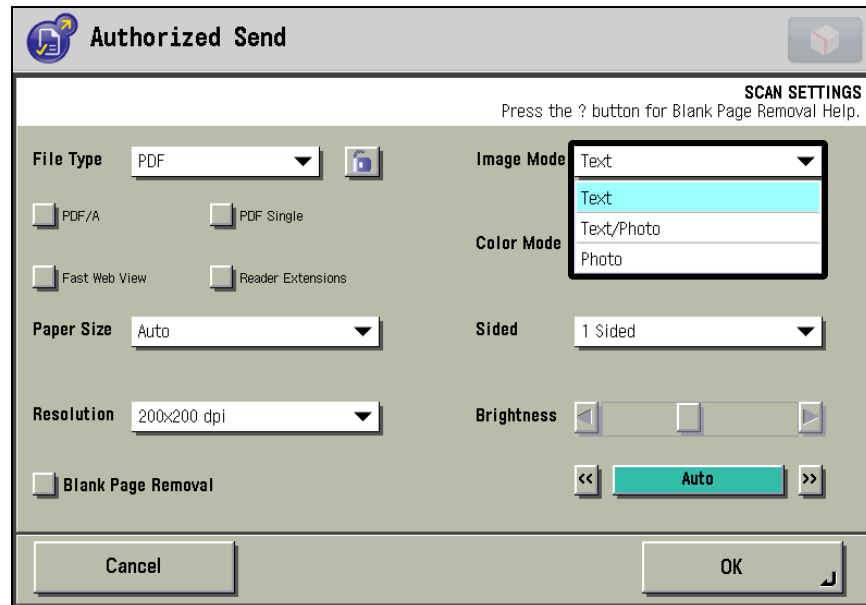
Text: This mode is best suited for scanning text originals.
               Blueprints or pencil drawn originals can also be scanned
               clearly.

Text/Photo: This mode is best suited for scanning originals containing
               both text and images/photos, such as magazines or
               catalogues.

Photo: This mode is best suited for scanning photos printed on
               photographic paper, or images printed with halftone dots.

2.11 To specify the color mode, press the Color Mode drop-down list → select [Auto], [Full Color], or [Black].
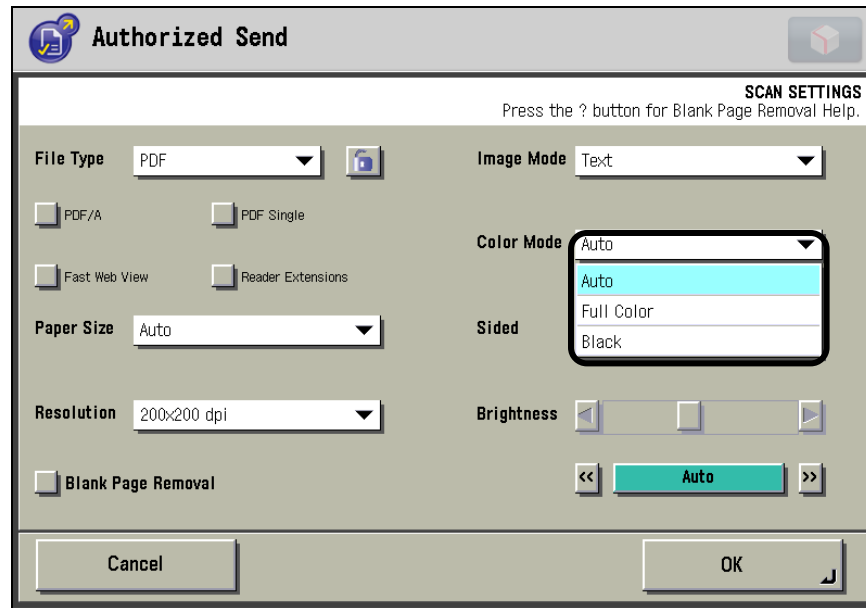
Auto: The machine automatically recognizes if the original is in color or black-and-white, and scans it accordingly.

Full Color: Documents are scanned in color regardless of whether the original is in color or black-and-white.

Black: Documents are scanned in black-and-white regardless of whether the original is in color or black-and-white.

IMPORTANT

- The Color Mode drop-down list is populated with only 'Black' for the imageRUNNER ADVANCE 500iF and 400iF devices if [600x600 dpi] is selected from the Resolution drop-down list.
- When the Auto mode is set and your originals contain color sections, the machine scans them in the Full Color mode. However, the machine may scan the color originals in black-and-white under the following conditions. To avoid this, set the color mode to 'Full Color'.
  - If the originals contain only a few color sections
  - If the color sections are located on the left side (within 3/8" (10 mm) from the left edge) or the right side (within 5/8" (17 mm) from the right edge) of the originals when loading the originals into the feeder
 - If the color sections of the originals are close to black
  - If the originals contain light color densities
- Some file types affect the Color Mode drop-down list. For example:
  - If you select [PDF(Compct)], the Color Mode is automatically set to 'Full Color', and the Color Mode drop-down list is grayed out.
  - If you select [TIFF], the Color Mode is automatically set to 'Black', and the Color Mode drop-down list is grayed out.
  - If you select [TIFF(Single)], the Color Mode is automatically set to 'Black', and the Color Mode drop-down list is grayed out.
  - If you select [JPEG], the Color Mode is automatically set to 'Full Color', and the Color Mode drop-down list is grayed out.

2.12　From the Sided drop-down list, select the type of layout in which you want to scan and send your documents.

You can select from [1 Sided], [2 Sided Booklet], or [2 Sided Calendar].
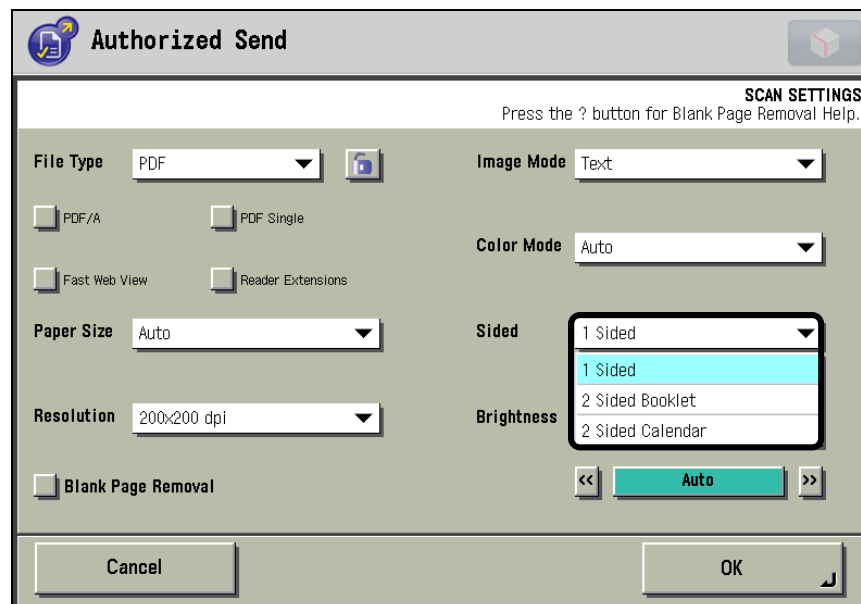
2.13 To specify the brightness, press [<<] or [>>] to adjust the scan exposure.

Press [<<] to move the indicator to the left to make the scan exposure lighter, or press [>>] to move it to the right to make the exposure darker.

If you want the machine to automatically adjust the scan exposure to the level best suited to the quality of the original, press [Auto].

Press [<<] to set the minimum brightness level (10%). Press [>>] to set the maximum brightness level (100%).
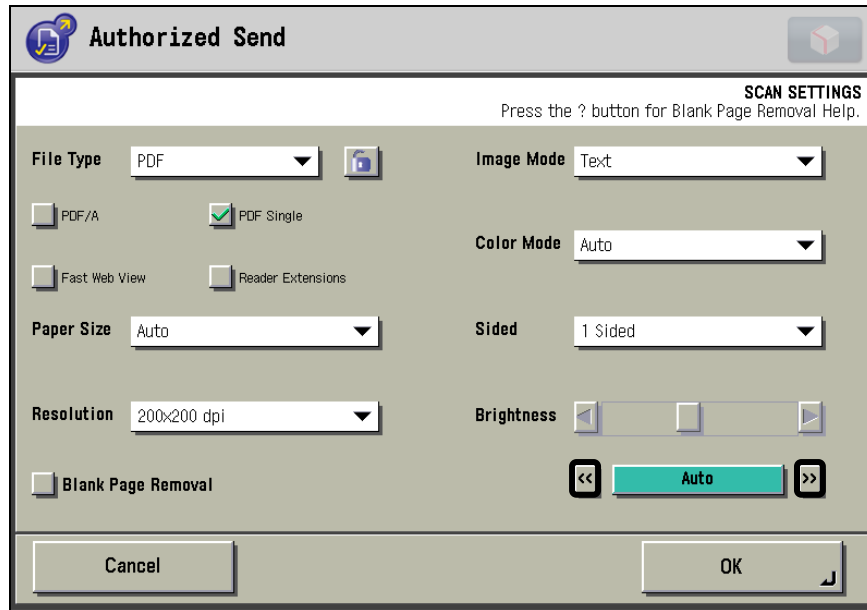
⌀ NOTE
• An automatic scan exposure adjustment may not work with transparencies. In this case, adjust the scan exposure manually by pressing [<<] or [>>].
• Pressing [<<] or [>>] continuously increases or decreases the brightness level in 10% increments.

3. Press [OK].

The selected scan settings are set.

⌀ NOTE
To cancel the scan settings and return them to their previous settings, press [Cancel]

2.3 Scanning Using Barcodes

✎ NOTE

- Barcode scanning requires separate installation of the Barcode package for Authorized Send.
- The System Administrator must configure the machine to utilize barcode scanning via the Authorized Send configuration servlet. See the *Authorized Send Version 6.4 Configuration Guide* for information.

When the Barcode function is enabled, and Authorized Send is configured to use the barcode as part of the File Name template, Authorized Send scans the first page of a job for a barcode. If it finds a barcode, the barcode data is read and can be used as metadata for file names.

The example below illustrates using a barcode with Send to Folder, but barcodes can be used for all Send functions which require a filename. Refer to the appropriate section in this manual for information on scanning to different destinations.

---

1. Press [Scan to Folder].

1.1 If the CUSTOMIZED INDEX screen appears, enter or select the necessary values.

Depending on how the System Administrator configured your machine:
- A maximum of four information fields can be displayed.
- Each information field is represented by a text box, drop-down list, or list box.
- If an asterisk appears before a text box, drop-down list, or list box label, you must enter or select the required information, as this is a required field.
- If a text box, drop-down list, or list box appears without an asterisk, you do not have to enter or select information.

1.2   Press [Next].

The SCAN TO FOLDER screen is displayed.

2. Place your originals with the barcode cover sheet → create or select the desired settings for [Preset Share], [File Server], and [File Path].

🖑 IMPORTANT
If the folder you are specifying does not exist, a folder is automatically created if the System Administrator enabled the Enable Dynamic Folder Creation and Only for Preset Shares options in the Authorized Send Configuration servlet.

3. If the [File Name] does not have the $BARCODE index as part of the value, select the appropriate file name template.

　　　3.1　Press [Template].

The [File Name] text box is replaced by the [File Template] drop-down list, and the [Template] button is replaced by the [Name] button.

✎ NOTE
　　File name templates are defined by the System Administrator in the File Name Template screen in the configuration servlet. The templates can use log in information such as user name, date, time, and up to eight (8) custom-defined fields. Contact your System Administrator for information on the available file name templates.

3.2 Select the desired file name template.

The [File Name] textbox and [Template] button reappear, and the [File Name] text box is populated with the file name as defined by the selected template.

3.3   If the Enter Share Password pop-up screen appears, you do not have explicit rights to the selected share. You must be authenticated to the share to which you are trying to access. Enter your user name and network password → press [OK]

The SCAN TO FOLDER screen is displayed.

4. If you want to scan more documents than can be placed in the feeder or on the platen glass at once, press [Job Build & Preview].

[Job Build] highlights in blue when the Job Build mode is enabled. [Job Build] may be enabled by default, depending on how the machine is configured.

📎 NOTE
The total amount of pages you can scan for the job depends on the limitations set on the machine. If the job consists of PDF files and you are using an imageRUNNER ADVANCE machine, there is a 2 GB limit. For more information, contact the System Administrator.

5. Press any scan settings key on the SCAN TO FOLDER screen ➞ specify the scan settings.

📎 NOTE
For instructions on specifying scan settings, see

6. Press [Scan] or ⊙ (Start).

Scanning starts.

If the Job Build mode is enabled and the first batch of documents has been scanned, the SCAN STATUS screen is displayed.
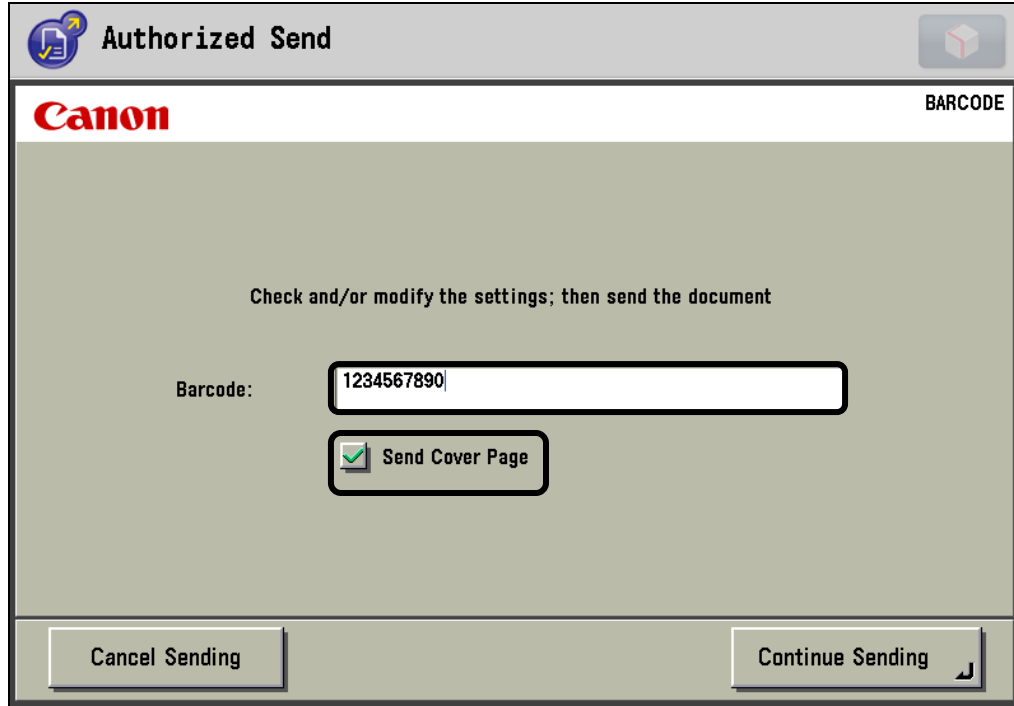
🖐 IMPORTANT
- If the File Server or File Path text box is empty, [Scan] and ⊙ (Start) are disabled.
- If you are trying to scan to a folder that does not exist and is not a preset share, and the Administrator enabled the Enable Dynamic Folder Creation in the Authorized Send Configuration servlet for preset shares, an error message is displayed informing you that the folder cannot be created.
- If you do not want to scan the current document, press [Back] on the SCAN TO FOLDER screen (or press [Sign Out] if Scan to Folder is the only feature enabled), and the display returns to the MAIN screen (or the SIGN IN screen).

✎ NOTE
To cancel scanning, press [Cancel] on the SCAN STATUS screen, or press ✋ (Stop).

7. If the BARCODE screen appears, confirm the barcode information.

Press [Cancel Sending] to stop the scan and return to the previous screen.

Barcode: The barcode detected by Authorized Send. If this field is
                      empty, either no barcode cover sheet was supplied, or there
                      was an error reading the barcode.

Send Cover Page: Select this check box if you want to include the barcode
                      cover page with the rest of the scanned pages. This check
                      box may or may not appear, depending on how the System
                      Administrator configured Authorized Send. See
                      "Configuring a Barcode Policy" in the *Authorized Send
                      Version 6.4 Configuration Guide* for information.

Depending on how Authorized Send is configured:
• The BARCODE screen may always appear.
• The BARCODE screen may appear only when a barcode is not detected on the
  cover page.
• The BARCODE screen may never appear, even if a barcode is not detected on
  the cover page.

8. Press [Continue Sending] and continue with the job.

   The scanned document is sent to the specified folder on the network when scanning is complete, and the message <The document has been delivered successfully.> is displayed.

   📝 NOTE
   If the machine has background jobs enabled, you can continue using Authorized Send as soon as the documents are scanned. You do not have to wait until the job has completed sending. For information on background job processing, see <u>"Background Job Processing,"</u> on page 31.

2.4 Displaying the Authorized Send Scan Count

You can access the total number of scans, the total number of color scans, and the total number of black-and-white scans as part of the system counters.

Press the [Counter Check] button on the machine console → press the [Check MEAP Counter] button → select [Authorized Send] from the [Application Name] drop-down list.
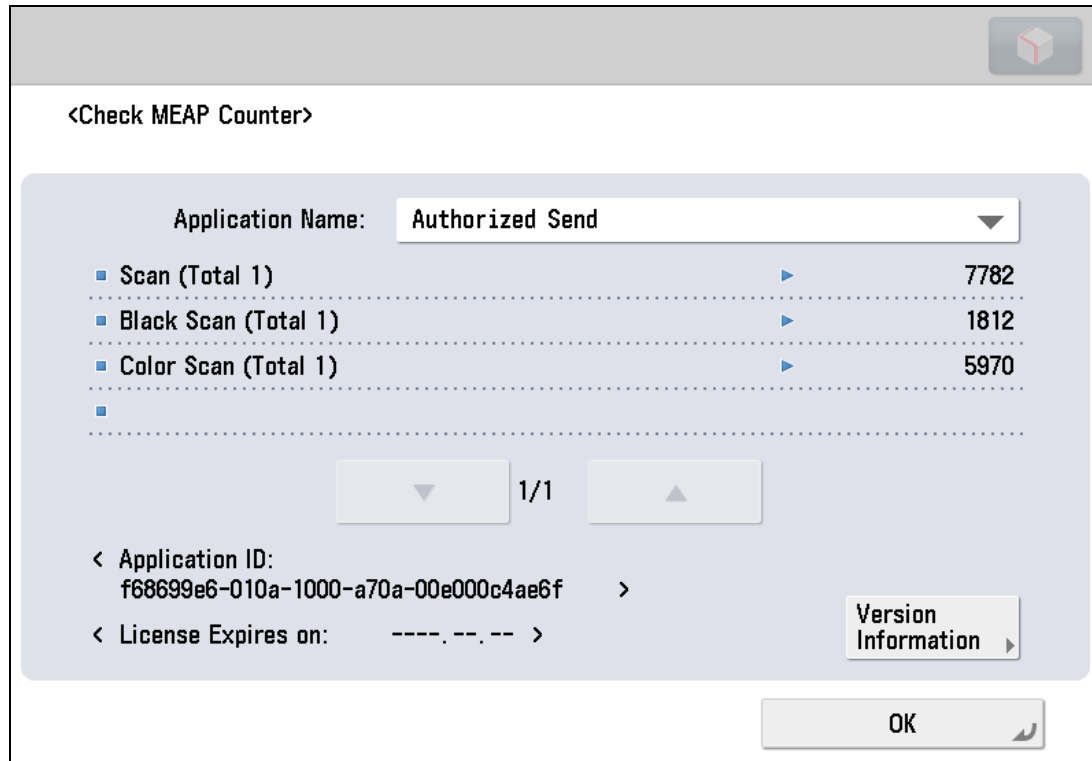
Chapter 3   Appendix: Voice Guidance Kit Support

This Appendix contains additional information for using Authorized Send with the Voice Guidance Kit. A red box highlights buttons and fields which are active.

✎ NOTE

Not all Authorized Send features and functions are supported by the Voice Guidance Kit. Support is limited to the features documented in this Appendix. Refer to the Voice Guidance Kit documentation for information about activating the Kit, and using it for navigation.

3.1   Main Screen

Authorized Send announces "Main Screen" when on the Main Screen.
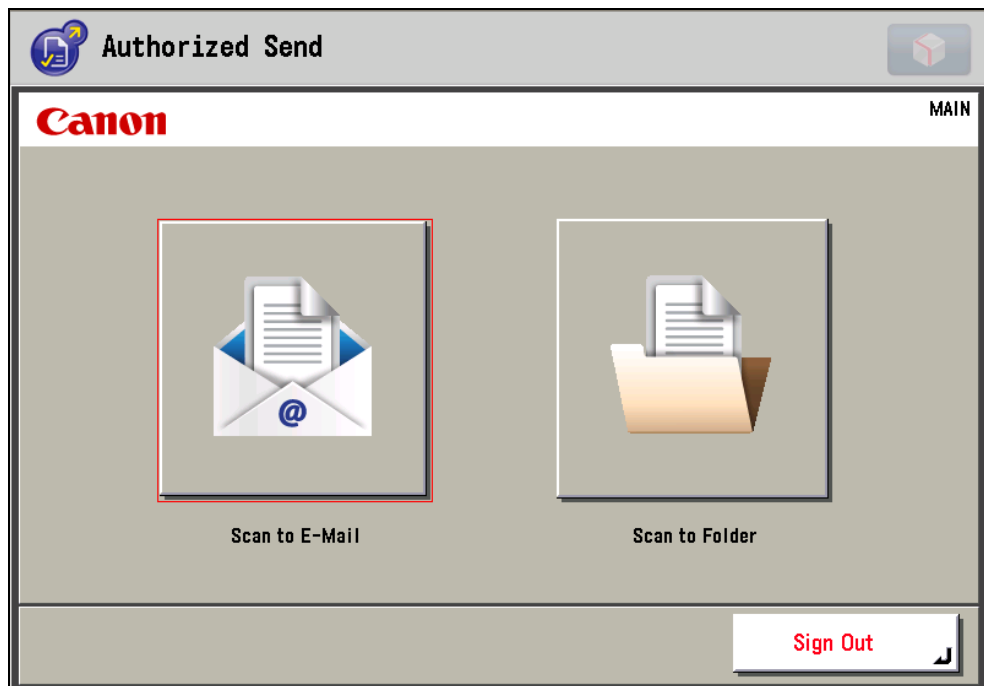
Active Field/Button	Prompt When Active	Actions
Scan to E-Mail	"Scan to E-Mail button is on"	Press [5] on the keypad to use the [Scan to E-Mail] button. Authorized Send announces "Scan to E-Mail button pressed" and opens the Scan to E-Mail screen.

Active Field/Button	Prompt When Active	Actions
Scan to Folder	"Scan to Folder button is on"	Press [5] on the keypad to use the [Scan to Folder] button. Authorized Send announces "Scan to Folder button pressed" and opens the Scan to Folder screen.
Other functions	"The *X* button is on" where *X* is the function name (e.g. Scan to Fax).	Authorized Send supports only Scan to E-Mail and Scan to Folder using the Voice Guidance Kit. If the user presses [5] while another function is active, Authorized Send announces "*X* feature is not supported".
Sign Out	"Sign Out button is on"	Press [5] on the keypad to use the [Sign Out] button. Authorized Send returns to the Sign In screen.

3.2 Scan to E-Mail Screen

Authorized Send announces "Scan to E-Mail Screen" when on the Scan to E-Mail Screen.

Active Field/Button	Prompt When Active	Actions
Back	"Back button is on"	Press [5] on the keypad to use the [Back] button. Authorized Send announces "Back button pressed" and returns to the main screen.
Job Build & Preview	"Job Build and Preview button is on" if it was previously disabled. "Job Build and Preview button disabled" if it was previously enabled.	If enabled, press [5] on the keypad to use the [Job Build & Preview] button. After scanning, the Scan Status screen allows more pages to be scanned, or ends the scan job by sending or cancelling.
Scan	"Scan button is on"	Press [5] or [Start] on the keypad to start the scan. Authorized Send announces "Scan button is pressed" if the user presses [5], and "Start key has been pressed" if the user presses [Start].

Active Field/Button	Prompt When Active	Actions
Message Area	Any messages which appear in the upper right corner of the screen are announced.	None required by the user.

3.3 Scan to Folder Screen

Authorized Send announces "Scan to Folder Screen" when on the Scan to Folder Screen.

✎ NOTE
   Voice Guidance Kit support for Scan to Folder works only when the default Preset Share is set to [Home Directory].

Active Field/Button	Prompt When Active	Actions
Back	"Back button is on"	Press [5] on the keypad to use the [Back] button. Authorized Send announces "Back button pressed" and returns to the main screen.
Job Build & Preview	"Job Build and Preview button is on" if it was previously disabled. "Job Build and Preview button disabled" if it was previously enabled.	If enabled, press [5] on the keypad to use the [Job Build & Preview] button. After scanning, the Scan Status screen allows more pages to be scanned, or ends the scan job by sending or cancelling.

Active Field/Button	Prompt When Active	Actions
Scan	"Scan button is on"	Press [5] or [Start] on the keypad to start the scan. Authorized Send announces "Scan button is pressed" if the user presses [5], and "Start key has been pressed" if the user presses [Start].
Message Area	Any messages which appear in the upper right corner of the screen are announced.	None required by the user.

3.4 Scan Status Screen
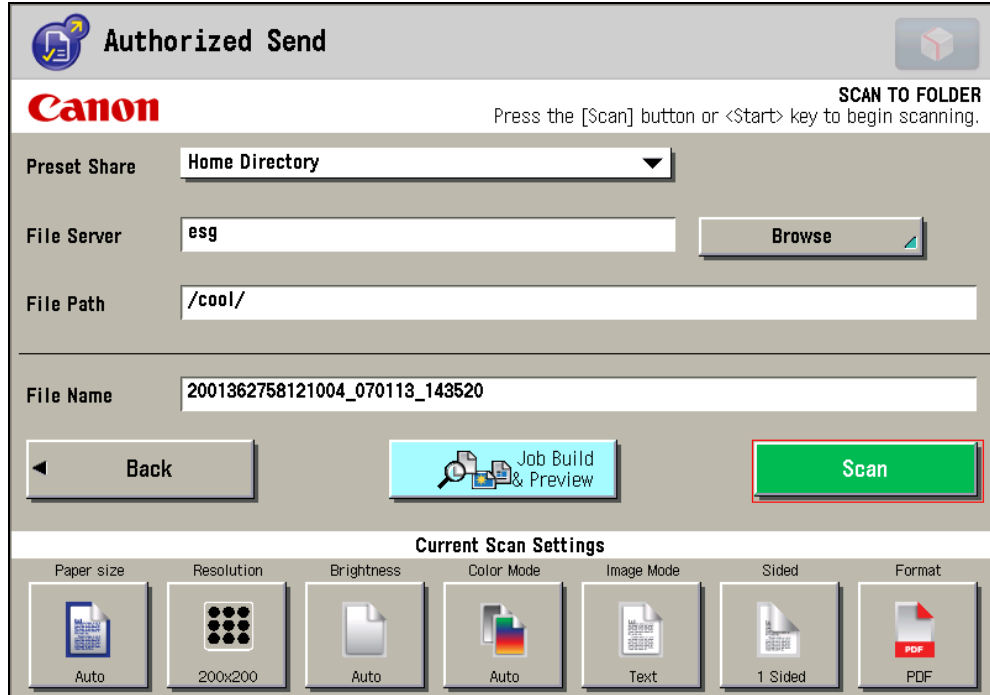
The Scan Status screen appears when the user activates the [Scan] button or presses the [Start] button on the keypad. The messages announced during the scanning and sending depends on where the operation is in the process.

3.4.1 Scan Status During Sending

Authorized Send announces "Please wait Sending PDF document" when sending starts and Preview is not enabled.
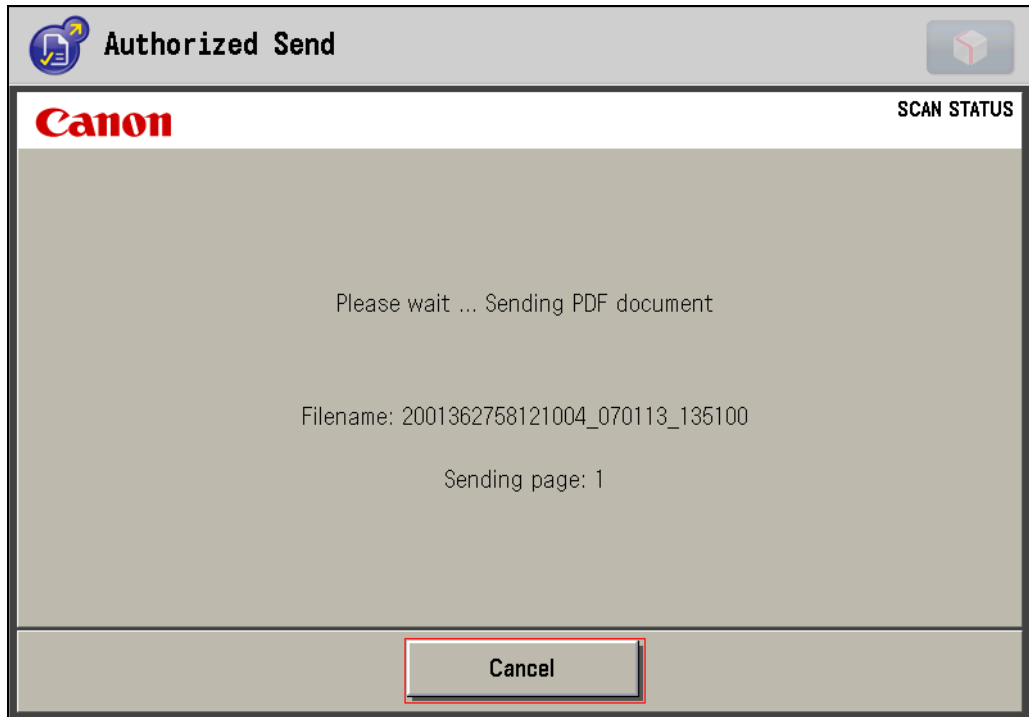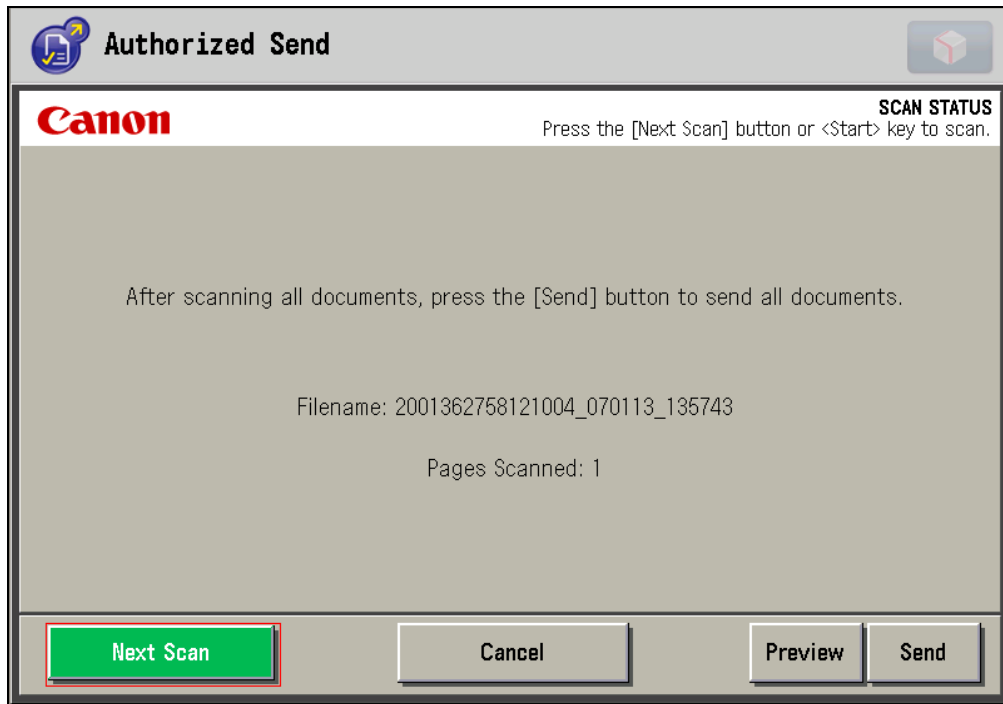

Active Field/Button	Prompt When Active	Actions
Cancel	"Cancel button is on"	Press [5] on the keypad to use the [Cancel] button. Authorized Send cancels the job.

3.4.2 Scan Status During Sending with Preview On

Authorized Send announces all messages displayed on the screen, with the exception of the file name being sent. This screen displays only when the user activates the Preview function.

✎ NOTE

Voice Guidance Kit does not support the Preview function. The [Preview] button is not accessible by the Voice Guidance Kit navigation.

| Active Field/Button	Prompt When Active	Actions
Next Scan	"Next Scan Button is on"	Press [5] on the keypad to use the [Next Scan] button. Authorized Send announces "Next Scan button is pressed" and starts a new scan.
Cancel	"Cancel button is on"	Press [5] on the keypad to use the [Cancel] button. Authorized Send announces "Cancel button pressed" and cancels the job.
Send	"Send button is on"	Press [5] on the keypad to use the [Send] button. Authorized Send announces "Send button pressed" and sends the job.

3.4.3 Scan Status After Delivery

Authorized Send announces all messages displayed on the screen, with the exception of the file name sent. The screen displays only at the completion of the scan and send job.
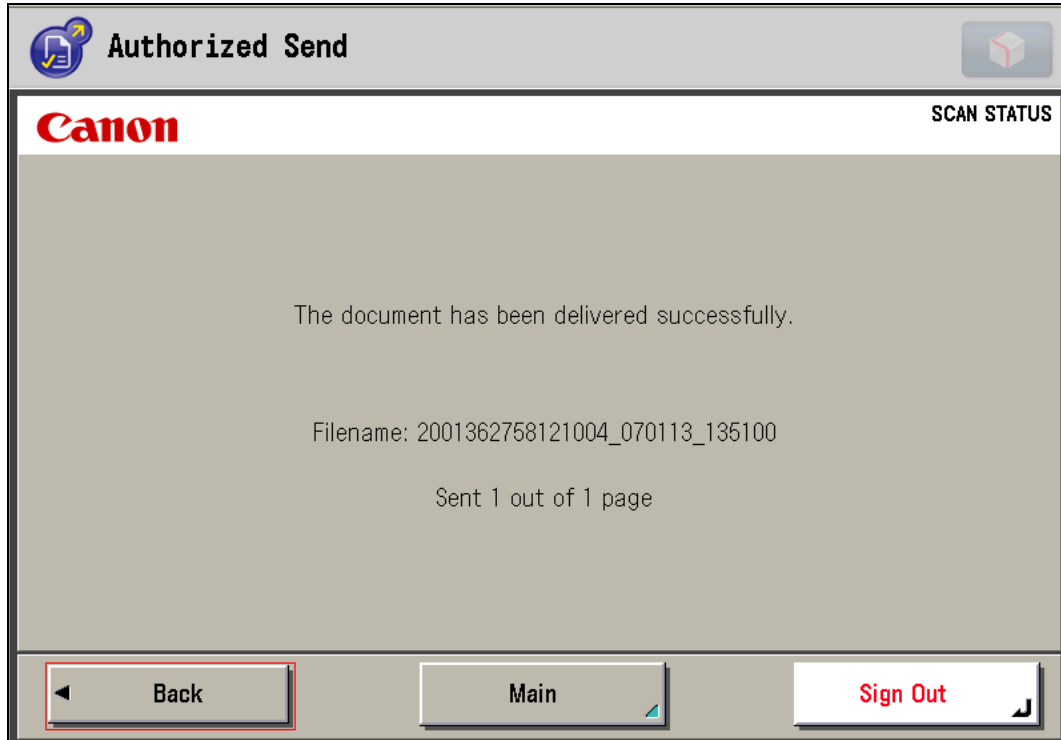
| Active Field/Button	Prompt When Active	Actions
Back	"Back button is on"	Press [5] on the keypad to use the [Back] button. Authorized Send announces "Back button pressed" and returns to the previous Scan to screen (e.g. Scan to Folder).
Main	"Main button is on"	Press [5] on the keypad to use the [Main] button. Authorized Send announces "Main button pressed" and returns to the main Authorized Send screen.
Sign Out	"Sign out button is on"	Press [5] on the keypad to use the [Sign Out] button. Authorized Send announces "Sign out button pressed" and logs out the user from the current session.

3.5 Certificate Validation

The certificate validation dialog box displays only when the user selects the [Sign] or [Encrypt] checkboxes on the Send to E-Mail screen and there is an error when sending the email.
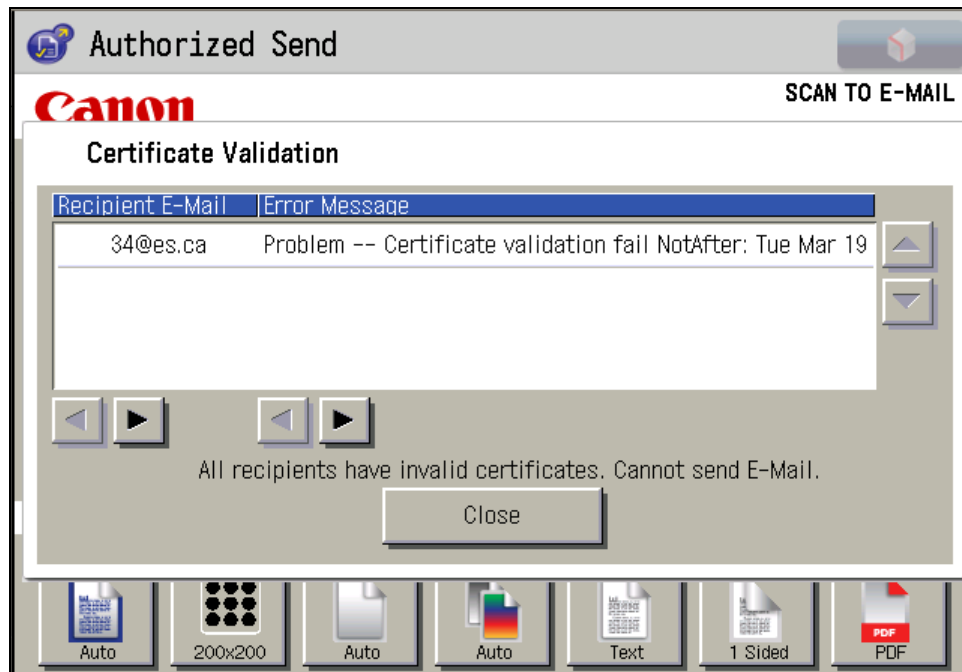
If there is a signing error, Authorized Send announces "Problem validating signing certificate. Please contact administrator". If there is an encryption error, Authorized Send announces "Problem validating encryption certificate. Please contact administrator".

3.6 IMAP Authentication Password Dialog

The IMAP authentication dialog box displays only when the System Administrator has configured Authorized Send to send copies to the sent folder, disabled using public credentials, and there is a problem using the credentials provided for IMAP authentication. Refer to the *Authorized Send V6.4 CAC Configuration Guide* for information on configuring Copy to Sent Folder and using public credentials for authentication.
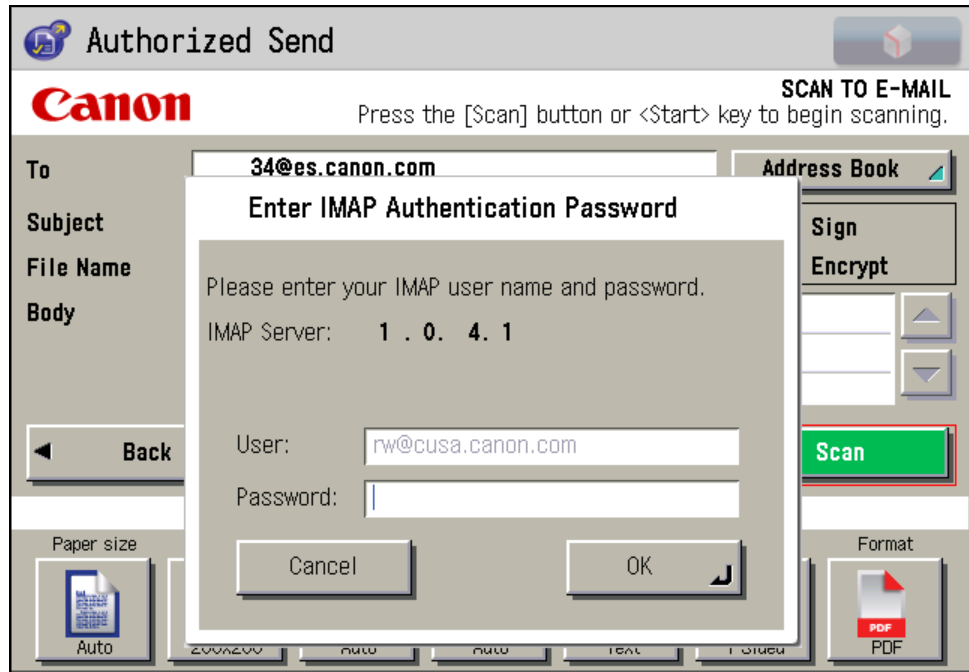
If there is an IMAP authentication problem, Authorized Send announces "Authentication problem for Copy to Sent folder. Contact administrator".

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