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Messages displayed when using the Scanner Function

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What are the messages displayed when using the Scanner Function?

Click Show/Hide All to display or hide all additional information included in this answer.

This answer describes the principal messages that appear on the display panel and the client computer. If other messages appear, follow their instructions.

[-] Messages Displayed on the Control Panel When Using the Scanner Function

This section describes likely causes of and possible solutions for the error messages that appear on the control panel. If a message not described here appears, act according to the message.

Message	Causes	Solutions
"Authentication has failed."	The entered login user name or login password is not correct.	Contact the user administrator.
"Authentication has failed."	The device cannot perform authentication.	Contact your administrator.
"Authentication with the destination has failed. Check settings. To check the current status, press [Scanned Files Status]."	The entered user name or password was invalid.	- Check that the user name and password are correct. - Check that the ID and password for the destination folder are correct. - A password of 128 or more characters may not be recognized.
"Cannot communicate with PC. Contact the administrator."	WSD (Device) protocol or WSD (Scanner) protocol is disabled.	Contact your administrator.
"Cannot detect original size. Select scan size."	The original placed on the exposure glass is a nonstandard size.	- Place the original correctly. - Specify the scan size. - When placing an original directly on the exposure glass, the lifting/ lowering action of the ADF triggers the automatic

		original size detection process. Lift the ADF by 30 degrees or more.
`"Cannot find the specified path. Please check the settings."`	The destination computer name or folder name is invalid.	Check whether the computer name and the folder name for the destination are correct.
`"Cannot find the specified path. Please check the settings."`	An antivirus program or a firewall is preventing the device connecting to your computer.	• Antivirus programs and firewalls can prevent client computers from establishing connection with this device. • To prevent an antivirus application blocking the connection, register the facsimile program in the antivirus program's exclusion list. • To prevent a firewall blocking the connection, register the device's IP address in the firewall's IP address exclusion settings. ↑ To Top
`"Cannot start scanning because communication was failed."`	Scan Profile is not set on the client computer.	Set Scan Profile. For details about how to do this, see "Changing a Scan Profile".
`"Cannot start scanning because communication was failed."`	The **[Take no action]** setting has been selected on the client computer, forcing the client computer to remain inactive when it receives scan data.	Open scanner properties, click the **[Events]** tab, and then select **[Start this program]** as the computer's response on receipt of scan data.
`"Cannot start scanning. Check the setting(s) on the PC."`	The Scan Profile might be incorrectly configured.	Check the Scan Profile configuration.
`"Cannot write on the memory storage device. Check the memory storage device and machine settings."`	The memory device is faulty, or the file name contains a character that cannot be used.	• Check to see if the memory device is defective. • Check the memory device. It might be unformatted, or its format might be incompatible with this device. • Check the file name set at the time of scanning. For details about the characters that can be used in file names, see "Specifying the File Name".
`"Cannot write on the memory storage device because remaining free space is insufficient."`	The memory device is full and scan data cannot be saved. Even if the memory device appears to have sufficient free space, data might not be saved if the maximum number of files that can be saved is exceeded.	• Replace the memory device. • If the document is scanned as single-page or divided multiple pages, data already written to the memory device is saved as is. Replace the memory device, and then press **[Retry]** to save the remaining data, or press **[Cancel]** to redo the scan.

Message	Cause	Solution
"Cannot write on the memory storage device because the device is write-protected."	The memory device is write-protected.	Unlock the write-protection on the memory device.
"Captured file exceeded max. number of pages per file. Cannot send the scanned data."	The maximum number of pages per file has been exceeded.	Reduce the number of pages in the transmitted file, and then resend the file. See "Storage Function".
"Connection with LDAP server has failed. Check the server status."	A network error has occurred and connection has failed. Try the operation once more.	• Try the operation once more. If the message is still shown, the network may be crowded. • In **[System Settings]**, under **[Administrator Tools]**, check the settings of LDAP server. For details, see "Programming the LDAP Server".
"Could not send the data because the PC timed out before it was sent."	A time out occurred when using WSD Scanner. Time outs occur when too much time passes between scanning an original and sending its data. The followings are likely causes of time outs: • Too many originals per set. • Misfed originals. • Transmission of other jobs.	• Reduce the number of originals, and then scan again. • Remove any misfed original, and then scan again. • Use Scanner Journal to check there are no jobs awaiting transmission, and then scan again.
"Destinations to which encrypted files will be sent contain users without certificates or with invalid certificates. Check the destinations."	The destination's S/MIME certificates are invalid or cannot be found.	Contact your administrator.
"Destinations to which encrypted files will be sent contain users that could not be verified by the certificates. Check the destinations."	S/MIME certificates are valid, but the Certificate Authority could not be found for the destination.	Contact your administrator.
"Entered user code is not correct. Please re-enter."	You have entered an incorrect user code.	Check the authentication settings, and then enter a correct user code.

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| "Exceeded max. E-mail size. Sending E-mail has been cancelled. Check **[Max. E-mail Size]** in Scanner Features." | The file size per page has reached the maximum e-mail size specified in **[Scanner Features]**. | • In **[Scanner Features]**, under **[Send Settings]**, increase the size of **[Max. E-mail Size]**.
• In **[Scanner Features]**, under **[Send** |

		Settings], set **[Divide & Send E-mail]** to **[Yes (per Page)]** or **[Yes (per Max. Size)]**.
`"Exceeded max. No. of results to display. Max.: n"` (A figure is placed at n.)	Search results have exceeded the max. displayable number.	Search again after changing the search conditions.
`"Exceeded max. data capacity. Check scanning resolution, then press Start key again."`	The scanned data exceeded maximum data capacity.	Specify the scan size and resolution again. Note that it may not be possible to scan very large originals at a high resolution. See "Relationship between Resolution and Scan Size".
`"Exceeded max. data capacity. Check the scanning resolution, then reset original(s)."`	The scanned original exceeded maximum data capacity.	Specify the scan size and resolution again. Note that it may not be possible to scan very large originals at a high resolution. See "Relationship between Resolution and Scan Size".
`"Exceeded max. number of alphanumeric characters for the path."`	The maximum number of specifiable alphanumeric characters in a path has been exceeded.	The maximum number of characters which can be entered for the path is 256. Check the number of characters you entered, and then enter the path again.
`"Exceeded max. number of alphanumeric characters."`	The maximum enterable number of alphanumeric characters has been exceeded.	Check the maximum number of characters which can be entered, and then enter it again. See "Values of Various Set Items for Transmission/Storage/Delivery Function".
`"Exceeded max. number of files which can be sent at the same time. Reduce the number of the selected files."`	The number of files exceeded the maximum number possible.	Reduce the number of files, and then send them again.
`"Exceeded max. number of files which can be used in Document Server at the same time."`	The maximum number of files that can be stored in the Document Server has been exceeded.	Check the files stored by the other functions, and then delete unneeded files. For details about how to delete files, see "Deleting a Stored Document".
`"Exceeded max. number of pages per file. Do you want to store the scanned pages as 1 file?"`	The file being stored has exceeded the maximum number of pages for one file.	Specify whether to store the data or not. Scan the pages that were not scanned, and then store them as a new file. See "Storing Files Using the Scanner Function". ⬆ To Top
`"Exceeded max. number of standby files. Try again after the current file is sent."`	The maximum number of standby files was exceeded.	There are 100 files waiting in the sending queue for e-mail, Scan to Folder, or delivery functions. Wait until files have been sent.
`"Exceeded max. number of stored files. Cannot send the scanned data as capturing files is unavailable."`	Too many files are waiting to be delivered.	Try again after they have been delivered.

Message	Cause	Solution
"Exceeded max. page capacity per file. Press **[Send]** to send the scanned data, or press **[Cancel]** to delete."	The number of scanned pages exceeded maximum page capacity.	Select whether to send the data so far.
"Exceeded max. page capacity per file. Press **[Write]** to write the scanned data to the memory storage device, or press **[Cancel]** to delete."	The scan could not be completed because the maximum number of pages that can be scanned by this device was exceeded during writing to the Memory device.	Reduce the number of documents to be written to the memory device, and then try again.
"Exceeded maximum number of file to store. Delete all unnecessary files."	Too many files are waiting to be delivered.	Please try again after they have been delivered.
"Exceeded time limit for LDAP server search. Check the server status."	A network error has occurred and connection has failed.	• Try the operation once more. If the message is still shown, the network may be crowded. • In **[System Settings]**, under **[Administrator Tools]**, check the settings of LDAP server. For details, see "Programming the LDAP server".
"Invalid certificates or no S/MIME certificates were found."	The destination's S/MIME certificates are invalid or cannot be found.	Contact your administrator.
"LDAP server authentication has failed. Check the settings."	The user name and password differ from those set for LDAP Authentication.	In **[System Settings]**, under **[Administrator Tools]**, check the settings of LDAP server. For details, see "Programming the LDAP server".
"Memory is full. Cannot scan. The scanned data will be deleted."	Because of insufficient hard disk space, the first page could not be scanned.	Try one of the following measures: • Wait for a while, and then retry the scan operation. • Reduce the scan area or scanning resolution. See "Scan Settings" of Various Scan Settings. • Delete unneeded stored files. See "Deleting a Stored File". ↑ To Top
"Memory is full. Do you want to store scanned file?"	Because there is not enough free hard disk space in the device for storing in the Document Server, only some of the pages could be scanned.	Specify whether to use the data or not.
"Memory is full. Press **[Write]** to write the current scanned data to	The scan could not be completed because there was insufficient hard disk memory at the time of	Select whether or not to save the scanned document to the memory device.

the memory storage device, or press **[Cancel]** to delete."	saving to the memory device.	
"Memory is full. Scanning has been cancelled. Press **[Send]** to send the scanned data, or press **[Cancel]** to delete."	Because there is not enough free hard disk space in the device for delivering or sending by e-mail while storing in the Document Server, only some of the pages could be scanned.	Specify whether to use the data or not.
"Memory storage device not detected. Insert the device."	There is no memory device inserted.	Insert a memory device, or check to see whether the memory device is properly inserted in the media slot.
"No paper. Load paper of one of the following sizes."	No paper is set in the specified paper tray.	Load paper of the sizes listed in the message. For details, click the following link: "How to load paper".
"Now loading WSD... Please wait."	WSD scanner function is being prepared.	Wait a while.
"Only one memory storage device can be used in one time. Please remove all other memory storage devices to resume writing."	Only one memory device can be connected at a time.	Insert one memory device only in the media slot.
"Original is being scanned by another function. Switch to the following function, then press the Stop key to cancel scanning or press the Start key to continue."	A function of the device other than the Scanner function is being used such as the Copier function.	Cancel the job in progress. For example, press **[Exit]**, and then press the **[Copy]** key. Next, press the **[Clear/Stop]** key. When the message "The Clear / Stop key was pressed. Are you sure you want to stop scanning?" appears, press **[Stop]**. ↑ To Top
"Output buffer is full. Sending the data has been cancelled. Please try again later."	Too many jobs are in standby state, and sending was canceled.	Retry sending after sending jobs in standby state completes.
"SMTP authentication E-mail address and Administrator E-mail address mismatch."	The SMTP authentication e-mail address and the administrator's e-mail address do not match.	Contact your administrator.
"Scanner journal is full. Please check Scanner Features."	"Print & Delete Scanner Journal" in **[Scanner Features]** is set to **[Do not Print: Disable Send]**, and Scanner Journal is full.	Print or delete Scanner Journal. For details, see "General Settings".
"Selected file is currently in use. File name cannot be changed."	You cannot change the name of a file whose status is "Waiting..." or that is being edited with DeskTopBinder.	Cancel transmission ("Waiting..." status cleared) or the DeskTopBinder setting, and then change the file name.

`"Selected file is currently in use. Password cannot be changed."`	You cannot change the password of a file whose status is "Waiting..." or that is being edited with DeskTopBinder.	Cancel transmission ("Waiting..." status cleared) or the DeskTopBinder setting, and then change the password.
`"Selected file is currently in use. User name cannot be changed."`	You cannot change the sender's name whose status is "Waiting..." or that is being edited with DeskTopBinder.	Cancel transmission ("Waiting..." status cleared) or the DeskTopBinder setting, and then change the user name.
`"Sending the data has failed. The data will be resent later."`	A network error has occurred and a file was not sent correctly.	Wait until sending is retried automatically after the preset interval. If sending fails again, contact the network administrator.
`"Some invalid destination(s) contained. Do you want to select only valid destination(s)?"`	The specified group contains e-mail destinations and Scan to Folder destinations, either of which are incompatible with the specified transmission method.	In the message that appears at each transmission, press **[Select]**.
`"Some of selected files are currently in use. They could not be deleted."`	You cannot delete a file which is waiting to be transmitted ("Waiting..." status displayed) or whose information is being changed with DeskTopBinder.	Cancel transmission ("Waiting..." status cleared) or the DeskTopBinder setting, and then delete the file.
`"Some page(s) are near blank. To cancel, press the Stop key."`	The first page of the document is almost blank.	The original's blank side might have been scanned. Be sure to place your originals correctly. ↑ To Top
`"The entered file name contains invalid character(s). Enter the file name again using any of the following 1 byte characters. " 0 to 9 ", " A to Z ", " a to z ", " . - _""`	The file name contains a character that cannot be used.	Check the file name set at the time of scanning. For details about characters that can be used in file names, see "Specifying the File Name".
`"The selected file(s) contained file(s) without access privileges. Only file(s) with access privileges will be deleted."`	You have tried to delete files without the authority to do so.	The files can be deleted by the file administrator. To delete a file which you are not authorized to delete, contact your administrator.
`"Transmission has failed. Insufficient memory in the destination hard disk. To check the current status, press `**`[Scanned Files Status]`**`."`	Transmission has failed. There was not enough free space on the hard disk of the SMTP server, FTP server, or client computer at the destination.	Allocate sufficient space.

`"Transmission has failed. To check the current status, press` **`[Scanned Files Status]."`**	While a file was being sent, a network error occurred and the file could not be sent correctly.	If the same message appears again after scanning again, the cause could be a mixed network, or else network settings were changed during WSD scanner transmission. Check with your system administrator.
`"Updating the destination list has failed. Try again?"`	A network error has occurred.	Check whether the server is connected.
`"Updating the destination list... Please wait. Specified destination(s) or sender's name has been cleared."`	A specified destination or sender's name was cleared when the destination list in the delivery server was updated.	Specify the destination or sender's name again.
`"Updating the destination list... Please wait. Specified destination(s) or sender's name has been cleared."`	The destination list is being updated from the network using Web Image Monitor.	Wait until the message disappears. Do not switch off the power while this message is displayed. Depending on the number of destinations to be updated, there may be some delay before you can resume operation. Operations are not possible while this message is displayed.
`"You do not have the privileges to use this function."`	The logged in user name does not have permission for the selected function.	Contact your administrator about the permission for the required function.
`"Contains invalid character(s). Please re-enter."`	The file name contains a character that cannot be used.	Check the file name specified at the time of scanning. The file name specified in the Sending Scan Files to Folders function cannot contain the following characters: \ / : * ? " < > | The file name cannot start or end with a period ".".

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[+] Messages Displayed on the Client Computer

Further information

[-] Changing a Scan Profile

Use the following procedure to change a scan profile.
Whenever the device is first registered to a computer, a profile is created automatically. Using the following procedure, you can change this profile on the computer.

1. On the **[Start]** menu, click **[Control Panel]**.
   Control Panel opens.

2. Click **[Hardware and Sound]**.
   You do not have to perform this step depending on the Control Panel settings.

3. Click **[Scanners and Cameras]**.
   The **[Scanners and Cameras]** dialog box appears.

4. Select this device, and then click **[Scan Profiles]**.
   The **[Scan Profiles]** dialog box appears.

5. Select a profile, and then click **[Edit]**.
   The **[Edit Profile]** dialog box appears.

6. Configure the necessary settings.
   For details, see "Scan Profile Items and Settings" below.
   [+] Scan Profile Items and Settings

7. Click **[Save Profile]**.
   The changed scan settings are saved as a profile.
   To delete a profile, click **[Delete]** in the Scan Profiles dialog box displayed in step 4.

Note

- If a profile does not appear in the **[Scanners and Cameras]** dialog box, the associated device might be turned off, or the required WSD scanner settings might not have been specified.

- If a profile does not appear in the **[Scan Profiles]** dialog box, recreate it as a new profile.

- You can create multiple profiles.
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[-] Specifying the File Name

Specifying the File Name
This section explains the procedure for specifying a file name.
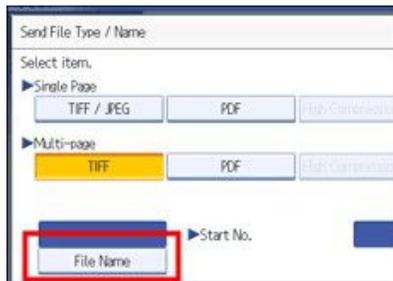Scanned file will be given a file name consisting of the time and date of scanning, 4-digit page number, etc.

- Single-page and divided multi-page files are assigned file names that contain the date and time of scanning and a four-digit page number. An underscore is inserted between the date and time and the four-digit page number.
  (Example: For a file scanned in single-page TIFF at 10 ms, 15 sec., 15:30 hours on Dec. 31, 2020, the file name will be 20201231153015010_0001.tif)

- Multi-page files are given file names that contain the time and date of scanning.
  (Example: For a file scanned in multi-page TIFF at 10 ms, 15 sec., 15:30 hours on Dec. 31, 2020, the file name will be 20201231153015010.tif)
If necessary, you can change the file name.

1. Press **[Send File Type / Name]**.

2. Press **[File Name]**.

The soft keyboard appears.

3. Enter a file name.

4. Press **[OK]** twice.

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Changing the starting digit of file name serial numbers

A single-page file is assigned a serial number after the file name. The starting number of this serial number can be changed as follows:

1. Press **[Send File Type / Name]**.

2. Press **[Change]** to the right of the entry box.

3. Using the number keys, enter the starting digit of the serial number.

4. Press the **[#]** key.

5. Press **[OK]**.

Note

- You can change the starting digit only if a single-page file type is selected.

- You can change the number of digits in the serial number. Change the number under **[Scanner Features]**, **[No. of Digits for Single Page Files]**. You can select 4 or 8.

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[-] Storage Function

The following table tells you the maximum values of the storage function settings.

Values of Set Items for File Storage

Item	Maximum value	Comments
Number of file name characters	64 alphanumeric characters	On the control panel, the first 16 characters are displayed. When viewing the stored files from a client computer using DeskTopBinder, all the entered characters can be viewed.
Number of user name characters	20 alphanumeric characters	On the control panel, the first 16 characters are displayed. When viewing the stored files from a client computer using DeskTopBinder, all the entered characters can be viewed.
Number of password characters	4-8 digit number	-
Number of stored files you can select at the same time	30 files	-
Storable number of files	3,000 files	This is the total number of files stored under the scanner, copier, document server, facsimile, and printer functions.
Storable number of pages	9,000 pages	This is the total number of files stored under the scanner, copier, document server, facsimile, and printer functions.
Storable number of pages per file	2,000 pages	-
Storable size	2,000 MB per file	-

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[+] Programming the LDAP Server

[-] Relationship between Resolution and Scan Size

This section explains the relationship between resolution and scan size.

Resolution and scan size are inversely related. The higher the resolution (dpi) is set, the smaller the area that can be scanned. Similarly, the larger the scan area, the lower the resolution that can be set.

The relationship between the scanning resolution and scan size is shown below. If the combination is unreadable, "`Exceeded max. data capacity. Check the scanning resolution, then press the Start key again.`" appears on the device's control panel display. Change the condition until scanning is enabled.

Note

- Image compression level can limit Maximum image size.

When Using the E-mail, Folder Sending, WSD Scanner, Storing, or Network Delivery Functions
This section explains the relationship between resolution and scan size when using the e-mail, Scan to Folder, WSD Scanner, storing, or network delivery functions.

If **[Black & White: Text]**, **[B & W: Text / Line Art]**, **[B & W: Text / Photo]**, **[Black & White: Photo]**, **[Grey Scale]**, **[Full Colour: Text / Photo]** or **[Full Colour: Glossy Photo]** is selected

for Original Type:
All combinations up to A3 and 600 dpi can be scanned.

Note

- Enter B6, A6, and A7 sizes directly.

    - B6 (128 mm/5.0 inches x 182 mm/7.1 inches)

    - A6 (105 mm/4.1 inches x 148 mm/5.8 inches)

    - A7 (74 mm/2.9 inches x 105 mm/4.1 inches)

When Using the TWAIN Driver or the WIA Driver

This section explains the relationship between resolution and scan size when using the TWAIN driver or the WIA driver with the device.
To specify the scan area or resolution on the device you are using as a network TWAIN scanner directly.

Note

- Certain original types and resolution settings can reduce scanning quality.

The scan size determines the maximum possible resolution.
Refer to the table below for the maximum resolution available for each scan size.

Scan size and maximum resolution

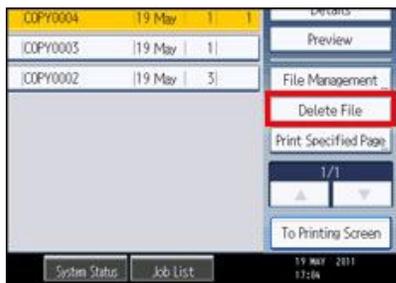| Scan size	Maximum resolution (dpi)
A3, 11x17	600
B4	693
Legal ($8^1/_2$ x 14)	728
$8^1/_2$ x 13	785
Letter ($8^1/_2$ x 11)	825
A4	848
B5	979
A5, B6, A6, $5^1/_2$ x $8^1/_2$	1200

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[+] Values of Various Set Items for Transmission/Storage/Delivery Function

[-] Deleting a Stored Document

Deletes a stored document.
Important

- The Document Server can store up to 3,000 documents. As the number of stored documents reaches the limit, storing of a new document becomes unavailable. Thus, you should delete unnecessary documents as much as practicable.

1. Select the document to be deleted.
   If a password is set, enter it, and then press **[OK]**.

2. Press **[Delete File]**.
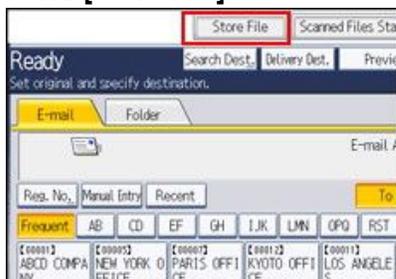
3. Press **[Yes]**.

Note

- You can delete all documents stored in the Document Server under Delete All Files in Document Server in User Tools.

- It is also possible to select two or more documents and delete them.

- You can search the target document using **[File Name]** or **[User Name]** situated in the left side of the screen.

- You can sort the documents by user name, file name, or creation date. Press the item to be used for the sorting on the top of the list.

- When you could not identify the target document from the document name, print the first page alone of the document in order to confirm the print results.

- To cancel the selection, press the selected (highlighted) key.

- Web Image Monitor allows you to delete a document stored in the Document Server from your computer.
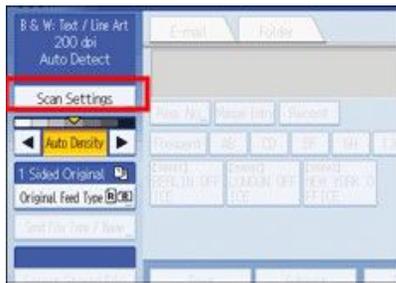
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[-] Storing Files Using the Scanner Function

This section explains the basic procedure for storing scan files.

1. Make sure that no previous settings remain.
   If a previous setting remains, press the **[Clear Modes]** key.

2. Place originals.

3. Press **[Store File]**.

4. Press **[Store to HDD]**.

5. If necessary, specify file information, such as **[User Name]**, **[File Name]**, and **[Password]**.

6. Press **[OK]**.

7. If necessary, press **[Scan Settings]** to specify scanner settings such as resolution and scan size.

8. If necessary, specify the scanning density.

9. If necessary, press **[Original Feed Type]** to specify settings such as original orientation.

10. Press the **[Start]** key.

Note

- Depending on the security setting, **[Access Privileges]** may appear instead of **[User Name]**. For details about specifying **[Access Privileges]**, consult the administrator.

- By pressing **[Store to HDD + Send]**, you can simultaneously store scan files and send them.

- You cannot press **[Store File]** if:

    - "PDF" is selected as the file type and security is applied

    - High Compression PDF is selected as the file type

- You cannot specify **[Store to HDD]** if:

    - a destination is specified

    - **[Preview]** is selected

- To cancel scanning, press the **[Clear/Stop]** key.

- After scan files are stored, the file information fields will be automatically cleared. If you want to preserve the information in these fields, contact your local dealer.

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[-] Scan Settings
Original Type

Select a Original type that is appropriate for your original.
[Black & White: Text]

Appropriate to increase OCR readability using an OCR-compliant application.

- **[Dropout Colour]**
  You can select not to scan the following colors: **[Chromatic Colour]**, **[Red]**, **[Green]**, and **[Blue]**. When you select a color to leave out of the scan, specify its level of coverage. There are five levels. Press **[Narrow]** to leave out colors that are closest to the specified color. Press **[Wide]** to broaden the coverage of the specified color and not scan those colors.

[B & W: Text / Line Art]

Standard black and white originals containing mainly characters. Creates scanned images suitable for printing.

[B & W: Text / Photo]

Originals containing a mixture of photographs, pictures and characters (two-value). Creates scanned images suitable for printing.

[Black & White: Photo]

> Originals containing photographs and other pictures (two-value). Creates scanned images suitable for printing.

[Grey Scale]

> Originals containing photographs and other pictures (multi-value). Creates scanned images suitable for displaying on a computer screen.

[Full Colour: Text / Photo]

> Originals for color printing mainly consisting of characters.

[Full Colour: Glossy Photo]

> Originals of silver salt photographs and other color pictures.

[Auto Colour Select]

> Scans originals by automatically judging the colors of the originals.

Note

- **[Dropout Colour]** can be set when **[Black & White: Text]** is selected for **[Original Type]**.

- If **[Auto Colour Select]** is selected, the device may fail to correctly judge colors depending on the scanning condition or the contents of originals.

- If you select **[High Compression PDF]** as the file type, you must then select one of the following for Original Type: **[Grey Scale]**, **[Full Colour: Text / Photo]**, or **[Full Colour: Glossy Photo]**.

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Resolution

Select resolution for scanning originals.

Select **[100 dpi]**, **[200 dpi]**, **[300 dpi]**, **[400 dpi]**, or **[600 dpi]** as the scanning resolution.

Note

- If **[High Compression PDF]** is selected as the file type, you cannot select **[100 dpi]**.

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Scan Size

Select the size of the original to be scanned.

[Auto Detect]

> Scans original sizes using the automatic size detect function.

[Mixed Original Sizes]

> Select **[Mixed Original Sizes]** to scan a batch of originals that have different lengths.
> Originals are scanned by the ADF and the length of each is automatically detected.

[Custom Size]

> Select **[Custom Size]** to scan originals whose sizes do not match a standard template or to scan only a part of an original.
> You can specify the length and width of your originals in mm or inches.

Template size

Select a template size to scan originals at a specified size regardless of the actual size of the originals you have placed.

You can specify the following template sizes:

A3⊐, A4◱, A4⊐, A5◱, A5⊐, B4 JIS⊐, B5 JIS◱, B5 JIS⊐, 11 x 17⊐, 8^1/$_2$ x 14⊐, 8^1/$_2$ x 13⊐, 8^1/$_2$ x 11 ◱, 8^1/$_2$ x 11⊐, 5^1/$_2$ x 8^1/$_2$◱, 5^1/$_2$ x 8^1/$_2$⊐

Note

- Selecting both **[Mixed Original Sizes]** and **[Erase Border]** reduces the scanning speed.

- You can enter 140 mm (5.5 inches) or higher in Original Size (X1 and Y1) under **[Custom Size]**.

- If the size of an original placed in the ADF cannot be detected automatically, the original might be scanned at a different size.

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Edit

Make editing settings.

[Erase Border]

Deletes the borders of the scanned original according to the specified width.
If you select **[Same Width]**, you can specify a uniform width for deletion all around the original (top, bottom, left, and right sides). If you select **[Different Width]**, you can specify a different width for deletion for each side.
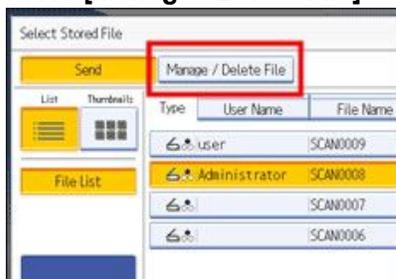
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[-] Deleting a Stored File

This section explains how to delete a stored file.

1. Press **[Select Stored File]**.

The list of stored files appears.

2. Press **[Manage / Delete File]**.

3. Select the file you want to delete.

If you select a password-protected stored file, a screen for entering the password appears. To select the file, enter the correct password, and then press **[OK]**.

4. Press **[Delete File]**.

A confirmation message about deleting the file appears.

5. Press **[Yes]**.

Note

- Files waiting for sending cannot be deleted.

- You can also delete files stored in the device by accessing the device from a client computer using Web Image Monitor or DeskTopBinder.

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[-] General Settings

This section describes the user tools on the **[General Settings]** tab in **[Scanner Features]**.

Switch Title

Select the title to be shown on the destination list.

Default: **[Title 1]**

Update Delivery Server Destination List

Press **[Update Delivery Server Destination List]** to update the receivers from the delivery server. To use this function, it is necessary to set **[Delivery Option]** to **[On]**.

Search Destination

Select a destination list to be used in "Search Destination". To search from LDAP server, it is necessary to register the LDAP server in **[System Settings]** and set **[LDAP Search]** to **[On]**.

Default: **[Address Book]**

PC Scan Command Standby Time

If the device receives a TWAIN or WSD (Pull Type) scanning request while it is writing data to memory or performing e-mail, Scan to Folder, network delivery, or WSD scanning jobs, it switches to the network TWAIN or WSD (Pull Type) scanner function either immediately or after a specified standby time elapses following the last key operation.

Use this setting to select whether the device switches to TWAIN or WSD (Pull Type) immediately or waits until the standby time elapses when it receives a TWAIN or WSD (Pull Type) scanning request.

Default: **[On]**,**10 second(s)**

If you select **[Off]**, the device will switch to the network TWAIN or WSD (Pull Type) scanner function immediately.

If you select **[On]**, enter a standby time using the number keys (3-30 seconds). The device will switch to the network TWAIN or WSD (Pull Type) scanner function when the time set here elapses following the last key operation.

Destination List Display Priority 1

Select a destination list to be displayed when the device is in the initial state.

You can select **[E-mail / Folder]**, **[Delivery Server]**, or **[WSD]**.

Default: **[Delivery Server]**

Destination List Display Priority 2

In the device's address book, select which address book appears by default.

You can select either **[E-mail Address]** or **[Folder]**.

Default: **[E-mail Address]**

Print & Delete Scanner Journal

Up to 250 transmission/delivery results can be checked on this device. If the stored transmission/delivery results reach 250, select whether to print the delivery journal.

Default: **[On]**

- On

  The transmission/delivery journal is printed automatically. The printed journal is deleted.

- Off

  Transmission/delivery results are deleted one by one as new results are stored.

- Do not Print: Disable Send

  Transmission/delivery cannot be performed when the journal is full.

When printed, all records are deleted after printing. When not printed, records over the limit are automatically deleted in succession from the oldest record.

While the journal is being printed, files with the status waiting cannot be sent.

Print Scanner Journal

The scanner journal is printed and deleted.

Delete Scanner Journal

The scanner journal is deleted without being printed.

Delete Recent Destinations

The recent destinations are deleted.

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