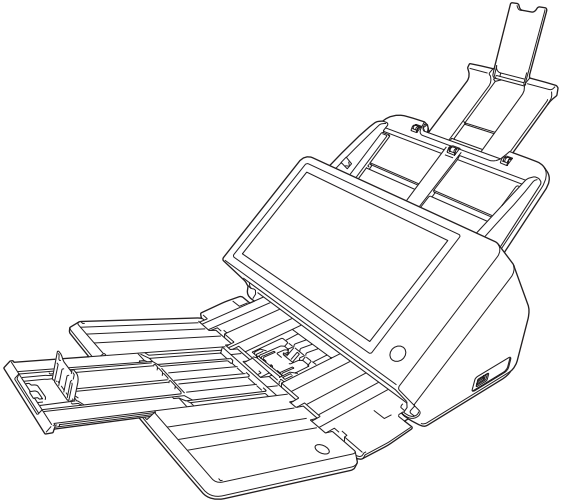
Canon

imageFORMULA
ScanFront 400

INSTRUCTIONS



Please read this manual before using the scanner.
After you finish reading this manual, keep it in a safe place for future reference.

ENERGY STAR® Office Equipment Program

This program is for U.S.A and Canada. As an ENERGY STAR® Partner, Canon Electronics Inc. has determined that this machine meets the ENERGY STAR® Program guidelines for energy efficiency.

The ENERGY STAR® Office Equipment Program is an international program that promotes energy saving through the use of computers and other office equipment.

The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily. The targeted products are office equipment, such as computers, monitors, printers, fax, machine, copiers, and scanners. The standards and logos are uniform among participating nations.

Under factory default settings, the scanner will enter Low Power mode after 12 minutes of inactivity. Although you can change the period of time before the scanner enters Low Power mode to up to 230 minutes, we recommend using the default setting.

FCC REGULATIONS (For 120 V model)

Network Scanner, Model M111271

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Use of shielded cable is required to comply with class B limits in Subpart B of Part 15 of FCC Rules.

Do not make any changes or modifications to the equipment unless otherwise specified in the manual. If such changes or modifications should be made, you could be required to stop operation of the equipment.

Canon U.S.A. Inc.
One Canon Park, Melville, NY 11747, U.S.A.
Tel. No. (800)652-2666

RADIO INTERFERENCE REGULATIONS (For 120 V models)

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus as set out in the Interference-causing equipment standard entitled “Digital Apparatus”, ICES-003 of the Industry Canada.

RÈGLEMENT SUR LE BROUILLAGE RADIOÉLECTRIQUE (For 120 V models)

Cet appareil numérique respecte les limites de bruits radioélectriques applicables aux appareils numériques de Classe B prescrites dans la norme sur le matériel brouilleur: “Appareils Numériques”, NMB-003 édictée par l’Industrie Canada.

For CA, USA Only

Included battery contains Perchlorate Material - special handling may apply.
See http://www.dtsc.ca.gov/hazardouswaste/perchlorate/ for detail.

European Union (and EEA) only

This symbol indicates that this product is not to be disposed of with your household waste, according to the WEEE Directive (2002/96/EC) and your national law. This product should be handed over to a designated collection point, e.g., on an authorized one-for-one basis when you buy a new similar product or to an authorized collection site for recycling waste electrical and electronic equipment (EEE). Improper handling of this type of waste could have a possible negative impact on the environment and human health due to potentially hazardous substances that are generally associated with EEE. At the same time, your cooperation in the correct disposal of this product will contribute to the effective usage of natural resources. For more information about where you can drop off your waste equipment for recycling, please contact your local city office, waste authority, approved WEEE scheme or your household waste disposal service. For more information regarding return and recycling of WEEE products, please visit www.canon-europe.com/environment.
(EEA: Norway, Iceland and Liechtenstein)

Model Names

The following names may be provided for the safety regulations in each sales region of the Network Scanner.
ScanFront 400: Model M111271

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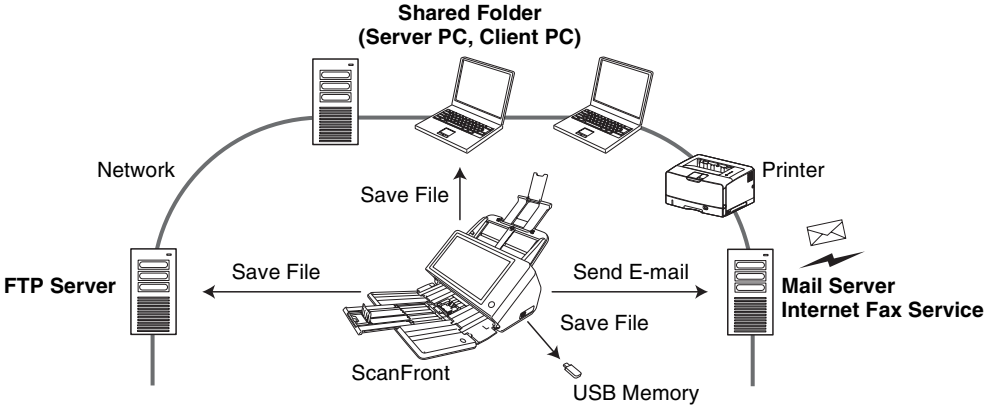
Introduction

Thank you for purchasing the Canon imageFORMULA ScanFront 400 network scanner.
Please read this manual thoroughly before using the scanner 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.

❏ About ScanFront 400

The ScanFront 400 is a network scanner that you can use without connecting to a computer.
You can transfer the data of an image scanned with the ScanFront 400 to a shared folder on a server PC or client PC on the network or to an FTP server, send it to a printer for printing, or deliver it to a remote location via e-mail or Internet fax service.
When using the scanner without a network environment, you can also save the image files to USB memory.



Conceptual Diagram of the ScanFront

❏ About the ScanFront 400 Web Application Mode

The ScanFront 400 is equipped with an operation mode called Web Application Mode.
If you want to switch to and use the Web Application Mode, contact your dealer.

❏ Manuals for the Scanner

The following manuals are provided with the Canon ScanFront 400. Be sure to read these manuals thoroughly before using the scanner.

Setup and Operation Guide*

Setup Guide

Describes the procedure for setting up the scanner for scanning. Set up the ScanFront in accordance with the Setup Guide. For details on the ScanFront, refer to the *Operation Guide* and *ScanFront 400 INSTRUCTIONS* (electronic manuals).

Operation Guide

Provides an overview of the functions of the scanner, and describes the basic operations for using the ScanFront. For details on the settings of the ScanFront, refer to the *ScanFront 400 INSTRUCTIONS* (electronic manual).

* The printed version of Setup and Operation Guide may vary depending on your region. PDF files of the Setup and Operation Guide in other languages can be found on the application disc.

INSTRUCTIONS (Electronic Manual): This Manual

Describes how to use the scanner, and includes instructions for configuring the scanner settings, as well as handling, maintenance, and troubleshooting information. This manual is stored as a PDF file on the supplied application disc and requires Adobe Reader to open. (You can download Adobe Reader from the Adobe Web site.)

❏ Symbols Used in This Manual

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

WARNING

Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. To use the scanner safely, always pay attention to these warnings.

CAUTION

Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. To use the scanner safely, always pay attention to these cautions.

IMPORTANT

Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the scanner correctly, and avoid damage to the scanner.

Hint

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

❏ How This Manual is Organized

This manual consists of the following chapters.

Chapter 1 Before Use

This chapter provides an overview of the ScanFront.

Chapter 2 ScanFront Setup

This chapter describes the setup procedures and Administrator Settings of the scanner.

Chapter 3 Handling

This chapter describes the types of documents that can be scanned, and the basic operations of the scanner.

Chapter 4 Operating Procedures

This chapter describes the basic operating procedures for the scanner.

Chapter 5 Administrator Settings

This chapter describes the Administrator Settings for the administrator to configure settings.

Chapter 6 User Settings

This chapter describes the User Settings for the administrator to configure settings.

Chapter 7 ScanFront Administration Tool for SF400

This chapter describes how to install and use ScanFront Administration Tool for SF400.

Chapter 8 Maintenance

This chapter describes how to clean the scanner and replace the consumable parts such as rollers.

Chapter 9 Troubleshooting

This chapter describes how to respond when problems occur or warning messages appear.

Chapter 10 Appendices

This chapter describes the scanner specifications.

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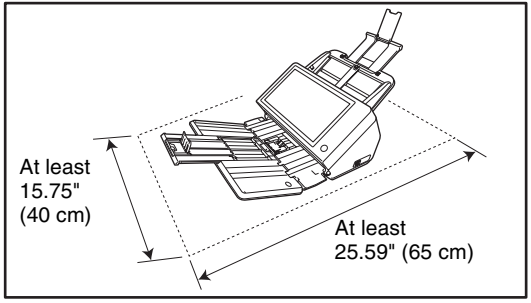
1. Important Safety Instructions

To ensure the safe operation of this scanner, be sure to read the safety warnings and precautions described below.

❑ Installation Location

The performance of this scanner is affected by the environment in which it is installed. Make sure that the location where the scanner is installed meets the following environmental requirements.

- Provide adequate space around the scanner for operation, maintenance, and ventilation.



- Avoid installing the machine in direct sunlight. If this is unavoidable, use curtains to shade the scanner.
- Avoid locations where a considerable amount of dust accumulates.
- Avoid warm or humid locations, such as in the vicinity of a water faucet, water heater, or humidifier, and avoid locations where the fumes from ammonia, paint thinner, or other volatile chemicals may be present.
- Avoid locations that are subject to vibration.
- Avoid exposing the scanner to rapid changes in temperature. If the room in which the scanner is installed is cold but rapidly heated, water droplets (condensation) may form inside the scanner. This may result in a noticeable degradation in scanning quality.

  The following conditions are recommended for optimal scanning quality:
  Room temperature: 10 °C to 32.5 °C (50 °F to 90.5 °F)
  Humidity: 20% to 80% RH
- Avoid installing the scanner near equipment that generates a magnetic field (e.g. speakers, televisions, or radios).

❏ Power

- Connect only to a power outlet of the rated voltage and power supply frequency (either 120 V, 60 Hz or 220-240 V, 50/60 Hz, depending on your region).
- Do not connect other electrical equipment to the same power outlet to which the scanner is connected. Also, when using an extension cord, make sure that the extension cord is rated for the current requirements of the scanner.
- Never try to disassemble the AC adapter or modify it in any way, as this is extremely dangerous.
- The power cord and AC adapter may become damaged if they are often stepped on or if heavy objects are placed on them. Continued use of a damaged power cord and AC adapter can lead to an accident, such as a fire or electrical shock.
- Do not use the power cord while it is coiled.
- Do not pull directly on the power cord. When disconnecting the power cord, grasp the plug and remove it from the outlet.
- Keep the area around the power plug clear of objects so that the power cord can be disconnected easily in an emergency.
- Use only the AC adapter provided with this scanner. Also, do not use the AC adapter provided with the scanner with any other electrical devices.
  Model: MG1-5039
- If you have any questions regarding the power supply, contact your local authorized Canon dealer or service representative for further information.

❏ Moving the Scanner

- When moving the scanner, always hold it with both hands to avoid dropping it. The weight of the scanner unit is approximately 9.92 lbs (4.5 kg).
- Before moving the scanner, make sure the document tray is closed and the interface cable and AC adapter are disconnected. If the scanner is transported with these items connected, the plugs and connectors may be damaged due to excessive force applied to them during movement.

❏ Handling

WARNING

Note the following precautions whenever using the scanner. Failure to do so may result in a fire or electric shock.

- Never use alcohol, benzene, paint thinner, aerosol sprays, or any other highly flammable substance near the scanner.
- Do not cut, damage, or modify the power cord or AC adapter. Do not place heavy objects on the power cord or AC adapter, and do not pull or excessively bend the power cord.

- The supplied power cord set is intended for use with this scanner only. Do not use it with other electronic equipment. In addition, do not use power cord sets other than the one supplied with the scanner. Doing so may result in fire or electric shock.
- Never connect the power cord when your hands are wet.
- Do not connect the scanner to a multiplug power strip.
- Do not knot or coil the power cord, as this may result in a fire or electric shock. When connecting the power cord, make sure that the power plug is securely and completely inserted into the power outlet.
- Never try to take the scanner apart or modify it in any way.
- Never try to take the AC adapter apart or modify it in any way, as this is dangerous and may lead to a fire or electric shock.
- Do not use flammable aerosol sprays near the scanner.
- When cleaning the scanner, turn the power OFF and disconnect the power cord from the power supply.
- Clean the scanner using a slightly dampened cloth which has been well wrung out. Never use alcohol, benzene, paint thinner, or any other flammable substances.
- If the scanner makes strange noises, or gives off, smoke, heat, or strange odors, or the scanner does not function or other abnormalities occur when you use the machine, immediately turn the power OFF, and disconnect the power plug from the power outlet. Then, contact your local authorized Canon dealer or service representative for further information.
- Do not drop the scanner, or subject it to impact or strong shock. Should the scanner ever become damaged, immediately turn the power OFF, and disconnect the power plug from the power outlet. Then, contact your local authorized Canon dealer or service representative to have the unit serviced.
- Before moving the scanner, make sure to turn the power OFF, and disconnect the power plug from the power outlet.

CAUTION

- Do not install the scanner on a surface that is unstable or tilted, or in an area subject to excessive vibrations, as this may cause the scanner to fall, resulting in personal injury or damage to the scanner.
- Do not block the ventilation openings. Doing so could cause the scanner to overheat, creating a risk of fire.

- Never place small metal objects such as staples, paper clips, or jewelry on the scanner. These items may fall into the scanner, and cause a fire or electric shock. Should such objects ever fall inside the scanner, immediately turn the power OFF, and disconnect the power plug from the power outlet. Then, contact your local authorized Canon dealer or service representative to have the unit serviced.
- Do not install the scanner in a humid or dusty location. Doing so may result in a fire or electric shock.
- Do not place objects on top of the scanner, as they may tip over and fall, resulting in personal injury.
- Do not use the scanner with a power supply voltage other than 120/220-240 VAC. Doing so might cause fire or electric shock.
- When disconnecting the power cord, grasp it firmly by its plug. Do not pull directly on the power cord, as this may damage or expose the cord's internal wiring, resulting in a fire or electric shock.
- Leave sufficient space around the power plug so that it can be disconnected easily. If objects are placed around the power plug, you will be unable to disconnect it in an emergency.
- Do not allow water or flammable substances (alcohol, paint thinner, benzene, etc.) to spill into the scanner, as this may result in a fire or electric shock.
- Turn OFF the power for safety when not using the scanner for a long period of time, such as overnight. Also, turn OFF the power, and disconnect the AC adapter from the scanner and disconnect the power cord from the power outlet for safety when the machine will not be used for an extended period of time, such as during consecutive holidays.
- Do not wear loose clothing or jewelry that may get caught in the scanner while you are using it. This may result in personal injury. Be extra careful of neckties and long hair. If anything becomes caught in the scanner, immediately disconnect the power cord to stop the scanner.
- Be careful when placing paper in the scanner and when removing jammed paper. It is possible to cut your hand on the edge of a sheet of paper.

❏ Disposal

- Prior to disposing of the scanner, initialize the scanner to ensure that the registered data is deleted.
- When disposing of the scanner, make sure to follow all local ordinances and laws or consult with the retailer who sold you the scanner.

2. Features of the ScanFront 400

The main features of the ScanFront 400 are described below.

❑ ScanFront 400

- **Compact Network Document Scanner**
  The network document scanner has a compact design of 12.01" (W) × 9.96" (D) × 8.03" (H) (305 mm (W) × 253 mm (D) × 204 mm (H)) when the feed tray is detached. You can scan documents in a range of sizes from business cards to A4/LTR size.
- **Supports Transfer to a Variety of Destinations**
  You can transfer scanned image files to the following types of destinations via a network.
  – Shared folders
  – FTP Servers
  – E-mail addresses
  – Fax (via an Internet fax service)
- **Variety of Scanning Modes**
  The scanner is equipped with five scanning modes: Black and White, Error Diffusion, Text Enhance, Gray, and Color.
- **Long Document Scanning**
  The scanner is equipped with a scanning mode that can automatically detect long document sizes.
  * The available scanning modes vary depending on the file format of the image to be transferred.
- **Fast Document Feeding**
  The scanner can scan a maximum of 45 A4 documents per minute.
  * Scanning conditions: Black and white, simplex, 200 dpi
- **High Image Quality**
  The 600 dpi optical resolution sensor incorporated in the scanner enables documents to be scanned with high image quality.
- **Supports USB Memory**
  The scanner supports saving image files to USB memory to enable you to move them to destinations not connected to or not using a network.
- **Touch Panel Operation**
  The 10.1-inch TFT WSVGA (1024 × 600 dots) screen with a touch panel enables you to perform all scanner operations by touching the screen.
- **Supports Mouse and Keyboard**
  In addition to touch-panel operation, you can also use a mouse and keyboard to operate the scanner. (See p. 44.)
- **ScanFront Administration Tool for SF400**
  By installing the supplied ScanFront Administration Tool for SF400 software, you can simultaneously manage multiple ScanFront scanners on the network.
  * Set [Allow remote operation] to [ON]. (See p. 152.)

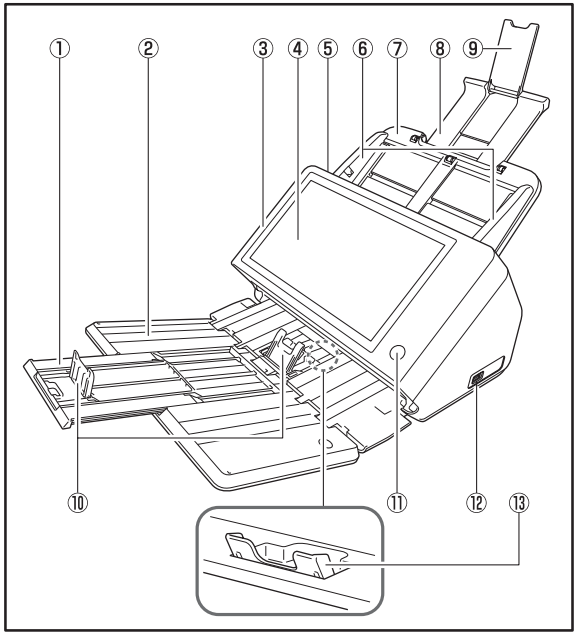
- **Job Buttons**
  Pre-registering destinations and scan conditions as jobs enables you to scan by selecting a job button.
- **Shared Address Book and Shared Job Button**
  The Shared Address Book and Shared Job Buttons are available for use by all users.
- **My Address Book and My Job Button**
  In addition to the address book and job buttons shared by all users, a My Address Book and My Job Button are available for each user.
- **Supports Directory Services**
  The scanner supports directory services (Active Directory and OpenLDAP), which enables you to reference and use user accounts and e-mail addresses registered on a domain server and LDAP server.
- **Functional Restrictions**
  The scanner enables you to restrict, for example, the destinations and Home screen available to each user.
- **Auto Size Detection**
  The scanner can detect the size of a scanned document and erase the white space around the image.
- **Auto Color Detection**
  The scanner can automatically detect whether a document is color or black and white, and save the scanned images accordingly.
- **Folio Scanning**
  The scanner can scan both sides of a document folded in half and create a single scanned image.
- **Double Feed Detection by Length**
  When the scanner detects a double feed by comparing the lengths of documents, it stops feeding.
  * Using the length of the first document as a reference, the scanner detects a double feed when a document of a different length is fed.
- **Double Feed Detection by Ultrasonic Function**
  In addition to the double feed detection function that compares the lengths of documents, the scanner is equipped with a double feed detection function that uses an ultrasonic sensor.
- **Double Feed Retry**
  When a double feed has occurred, this function returns the document to the document feeder and re-feeds the pages.
- **Skip Blank Page Function**
  The scanner scans both sides of a document and skips saving the image of any side it determines to be a blank page.
- **Deskew**
  If the scanner detects from a scanned image that the document was fed askew, the image is straightened.
- **Image Rotation**
  The scanner can rotate a scanned image in 90° increments, or detect the text orientation within the document, and then rotate the image in 90° increments so that the orientation of the text is correct.
- **Eliminates Bleed-Through**
  The scanner prevents the images on the reverse side of thin documents from appearing on the scanned pages.

- **Dropout and Color Enhancement Functions**
  The scanner is equipped with a dropout function that allows you to specify one color (red, blue, or green) to omit, and a function to enhance a specified color when scanning.
- **Text Enhance Mode**
  The background color of the text are processed to enhance the text portions and make them easy to read.
  * This function may not work effectively for some documents.
- **Text/Line Thickness Correction Function**
  This function corrects the thickness of text and lines when the text and lines are not easily distinguishable in scanned images.
- **Card Scanning**
  You can scan credit cards and IC cards that conform to ISO standards.
- **Passport Scan**
  You can scan passports using the optional carrier sheet (for passports).
- **Prescan**
  This function prescans the first page of a document at the start of scanning, and then stops scanning so that you can view the results to adjust the brightness and contrast before scanning the entire document.
- **Auto Start**
  The scanner is equipped with an auto start function, which enables scanning to be automatically started when a document placed in the feeder is detected.

3. Names and Functions of Parts

The names and functions of the parts of the ScanFront are shown below.

❑ Front and Document Feed and Eject Trays



① Tray Extension
Open this to prevent scanned documents from slipping off.

② Document Eject Tray
Open this tray when using the ScanFront.

③ Panel Unit
Open this when there is a paper jam or to perform maintenance. (See p. 53.)

④ Touch Panel
Touch this screen to operate the ScanFront.

⑤ Lock Lever
Locks the panel unit. Pull the lever toward you to unlock the panel unit. (See p. 53.)

⑥ Document Guides
Adjust these to match the width of the document. (See p. 47.)

⑦ Document Feed Tray
Place documents here. (See p. 43.)

⑧ Feed Support
Pull this out to support loaded documents.

⑨ Feed Extension Support
Open this when placing long paper in the scanner.

⑩ Document Eject Stopper
This prevents the ejected documents from falling out of the document eject tray and aligns their leading edges. It can be moved to match the length of the document. The angle of the document eject stopper on the document eject tray will change depending on the volume of documents ejected.

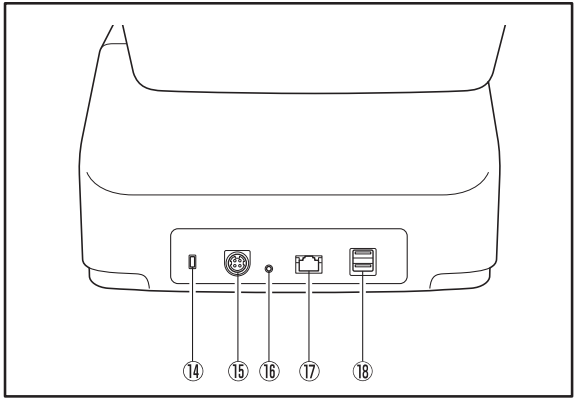
⑪ Power button
Press this to turn on the scanner. When pressed, the power indicator is lit.
Use the Power OFF button on the touch panel to turn the power OFF.
The power button lights or flashes as follows depending on the scanner status.

Power Button Indication	Description
Lit	Power is on
Flashing	Low power mode

⑫ USB Port (Front)
Connect a USB1.1/Hi-Speed USB2.0 compatible USB memory device, USB keyboard, or USB mouse.

⑬ Eject Tray Support
Open this when scanning multiple documents of varying sizes at one time. Scanned documents are arranged in the tray by supporting and lifting up the document eject tray from the bottom.

❏ Rear



⑭ Kensington Slot
This is an anti-theft slot that enables a key chain or lock to be connected to prevent theft.

⑮ Power Connector (24 V DC)
Connect the plug of the supplied AC adapter. (See p. 27.)

⑯ Service Switch
This is a service switch. Do not insert any object into this hole.

⑰ LAN Port (RJ-45)
Connect an RJ-45 (10Base-T/100Base-TX/1000Base-T) compatible network cable. (See p. 28.)

⑱ USB Ports (Rear Right)
Connect a USB1.1/Hi-Speed USB2.0 compatible USB memory device, USB keyboard, or USB mouse.

4. Network Environment

The network environment required to use the ScanFront is described below. To obtain details on your network environment, contact your network administrator.

❏ Network Environment

- Network Protocol
  The scanner uses TCP/IP protocol to connect to the network.
- IP Address Assignment
  The TCP/IP protocol uses one IP address for each device connected to the network. Consult your network administrator to determine the IP address to assign to the scanner.
- DHCP Support
  The scanner supports DHCP (Dynamic Host Configuration Protocol). A DHCP server provides a network environment in which IP addresses can be obtained automatically from the DHCP server, so there is no need to set an IP address for the scanner.
  * The number of IP addresses that can be obtained using DHCP is managed by the network administrator. For details, consult your network administrator.
- 1000Base-T Support
  The scanner supports 1000Base-T. However, communication may be slower than the communication speed of the network, depending on the other devices connected to the network and the type of hub.
- SMTP (E-mail) Server
  The scanner supports an SMTP server, so you can send image files directly from the scanner by e-mail.
- FTP Server
  Transmission may not be possible depending on firewall settings.
- Fax
  Scanned images can be sent to specified addresses as fax documents by sending e-mails that include the scanned images as attachments to an Internet fax service. Therefore, you must specify message formats and addresses in the method prescribed by your Internet fax service.
- Printer
  By using the FTP print function of a printer connected to the same network with the ScanFront, you can print scanned images.

❏ Directory Service Support

● Active Directory

Active Directory is a directory service adopted by Windows 2000, and information registered to Active Directory can be used on other computers. The ScanFront allows user information registered to the domain server registered as the authentication server to be used for authentication to log in to the ScanFront.

* A domain server that uses Windows NT Server for the operating system cannot be registered as an authentication server.

● OpenLDAP Server

The scanner supports OpenLDAP servers that can be connected to with the LDAP (Lightweight Directory Access Protocol) protocol.

You can authenticate ScanFront users and reference e-mail addresses for registration to the address book using the user information registered on the OpenLDAP server.

Chapter 2 ScanFront Setup

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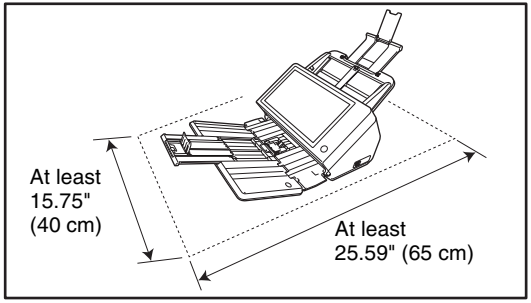
1. Before Setting Up the Scanner

Before setting up the scanner, you need to move it to the installation site, and connect the AC adaptor and network cable.

❑ Installation Location

The performance of this scanner is affected by the environment in which it is installed. Make sure that the location where the scanner is installed meets the following environmental requirements

- Provide adequate space around the scanner for operation, maintenance, and ventilation.



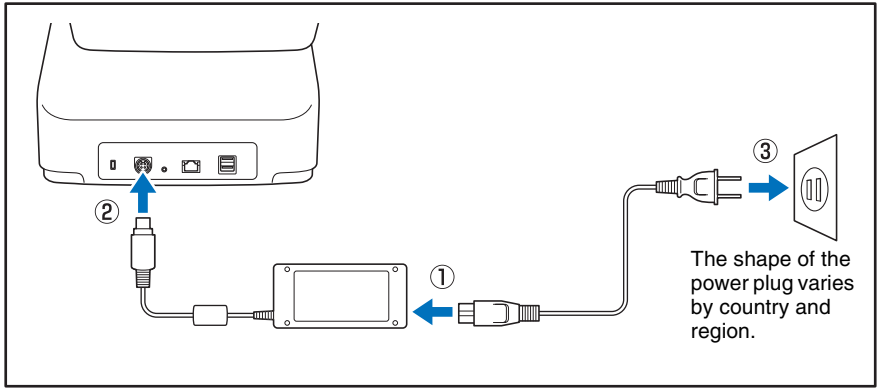
- Avoid installing the machine in direct sunlight. If this is unavoidable, use curtains to shade the scanner.
- Avoid locations where a considerable amount of dust accumulates.
- Avoid warm or humid locations, such as in the vicinity of a water faucet, water heater, or humidifier, and avoid locations where the fumes from ammonia, paint thinner, or other volatile chemicals may be present.
- Avoid locations that are subject to vibration.
- Avoid exposing the scanner to rapid changes in temperature. If the room in which the scanner is installed is cold but rapidly heated, water droplets (condensation) may form inside the scanner. This may result in a noticeable degradation in scanning quality.
  The following conditions are recommended for optimal scanning quality:
  Room temperature: 10 °C to 32.5 °C (50 °F to 90.5 °F)
  Humidity: 20% to 80% RH
- Avoid installing the scanner near equipment that generates a magnetic field (e.g. speakers, televisions, or radios).

❏ Connecting the AC Adapter

Follow the procedure shown below to connect the AC adapter.

CAUTION

Make sure to use only the AC adapter and power cord included with the scanner.



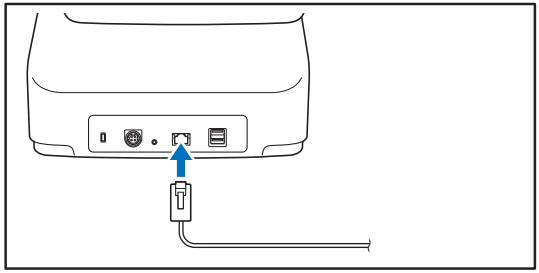
① Connect the power cord and AC adapter.

② Insert the plug of the AC adapter into the power connector.

③ Connect the power cord to the wall outlet.

❏ Connecting the Network Cable

Insert the network cable connector (RJ-45) into the LAN port.

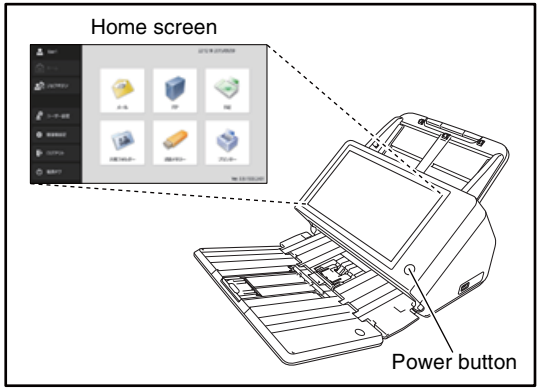


2. Turning the Power ON and OFF

Use the power button to turn the scanner ON, and press the [Power off] button on the touch panel to turn it OFF.

❑ Turning the Power ON

Press the power button to turn the scanner ON. The power button lights, and the Home screen or the login screen appears.



IMPORTANT

- Wait a moment for the Home screen to appear after pressing the power button to turn the scanner ON.
- When the power indicator is lit but nothing appears on the touch panel, Display Off has activated to turn the panel display off. You can touch the touch panel to restore the display. (See “Adjust the wait time until the display automatically turns off.” on p. 152.)
- When the power indicator is flashing but nothing appears on the touch panel, the Low Power mode has activated to temporarily stop scanner operations. To switch out of Low Power mode, press the power button. (See “Adjust the wait time until the Low Power Mode.” on p. 152.)
- The touch panel display may appear dark at times. In such cases, touching the panel will restore it to its normal brightness.

❑ Turning the Power OFF

Press the [Power off] button displayed at the bottom left of the panel to turn the scanner OFF.

IMPORTANT

- When restarting the scanner, wait at least 5 seconds after turning the power OFF before turning it ON again.
- If the scanner stops responding, you can press and hold the power button to force shutdown. In such cases, any configured settings, operation histories, or error logs may be lost, and startup may not be possible. Pressing and holding the power button to force shutdown may result in malfunction, so do not perform this operation under normal circumstances.
- After ScanFront transitions to Low Power Mode while not connected to a network, power will automatically turn OFF when the scanner is not operated for approximately 4 hours.

3. Configuring the Scanner Settings

ScanFront setup is performed from the Administrator Settings of the Home screen. Configure network settings and other settings for using the ScanFront.

❑ Administrator Settings

The following items are available for administrator settings. For details, see "Configuring Administrator Settings" on p. 34.

Hint

The some functions are not available for general users to configure in the User Settings.

Setting Item	Description	Administrator Settings	User Settings
User Administration	Register new users and edit users. You can only edit settings in the User Settings, and some settings cannot be edited.	Yes (See p. 107)	Yes, partially. (See p. 158)
Address Book Settings	Register and edit entries in the Shared Address Book. You can register and edit entries in the Shared Address Book and My Address Book in the User Settings. Users whose function privileges are restricted by the administrator cannot perform registration and editing.	Yes (See p. 120)	Yes (See p. 160)
Job Button Settings	Register and edit jobs for Shared Job Button. You can register and edit jobs for Shared Job Button and My Job Button in the User Settings. Users whose function privileges are restricted by the administrator cannot perform registration and editing.	Yes (See p. 124)	Yes (See p. 162)
Device Configuration	Configure the scanner settings.		
Network Settings	Confirm the [Device Name] and [IP Address] settings of the scanner.	Yes (See p. 132)	No

Setting Item	Description	Administrator Settings	User Settings
Language/Timezone	Set the language displayed on the touch panel and the geographic region where it will be used.	Yes (See p. 131)	No
Date/time settings	Set date/time for the ScanFront scanner.	Yes (See p. 131)	No
ScanFront Maintenance	You can configure the display off setting, reset the roller counter, and configure the password.	Yes (See p. 131)	No
Format ScanFront	Use this when you want to change the operating environment or discard all current setting configurations.	Yes (See p. 199)	No
SNMP Settings	Configure settings for managing the ScanFront using SNMP.	Yes (See p. 134)	No
Server Settings	Register the mail server, address book server and authorization server.		
E-mail Server / FAX	Register the SMTP server to be used for sending e-mail and faxes.	Yes (See p. 138)	No
Authentication Server	Register a domain server that can search users with Active Directory or OpenLDAP.	Yes (See p. 140)	No
Address Book Server	Register an LDAP server that can search e-mail address books.	Yes (See p. 141)	No
FTP Server	Configure settings for saving image files to the FTP server.	Yes (See p. 142)	No
HTTP Proxy Server	Configure the proxy server to use when using an HTTP proxy server.	Yes (See p. 143)	
FTP Proxy Server	Configure this when connecting to an external FTP server via an FTP proxy server.	Yes (See p. 143)	No

Setting Item	Description	Administrator Settings	User Settings
System Settings	Configure the settings for managing the scanner.		
Backup All Settings / Restore All Settings	Back up or restore the scanner settings.	Yes (See p. 144)	No
Version Info	Display the version information, and update the version, of the ScanFront module.	Yes (See p. 146)	No
System Administration	Perform system administration for the ScanFront.		
Login type setting	Select the login screen for users	Yes (See p. 59)	No
Network test	Test the communication between the ScanFront and other devices on the network.	Yes (See p. 39)	No
Administrator Settings	Set the password and email address of the administrator.	Yes (See p. 148)	No

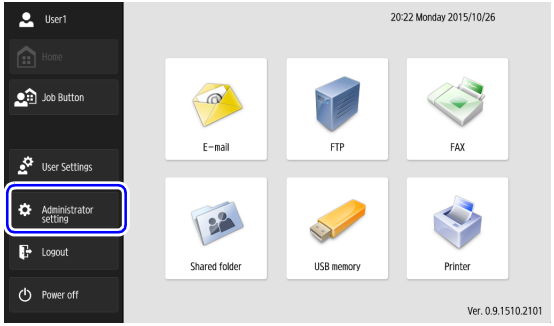
4. Configuring Administrator Settings

Enter the administrator password and log in to configure administrator settings.

❑ Logging In to the Administrator Settings

Follow the procedure below to configure the [Device name] and [IP address] needed to connect the scanner to a network.

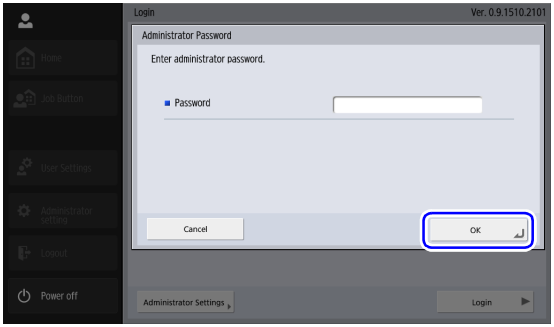
1. Press [Administrator setting].



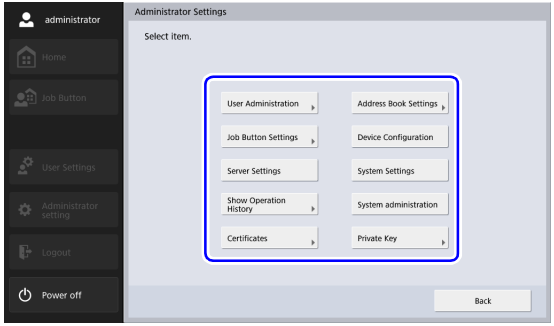
The [Administrator Password] input box appears.

2. Press [OK] to display the [Administrator setting] screen.

No administrator password is set by default.

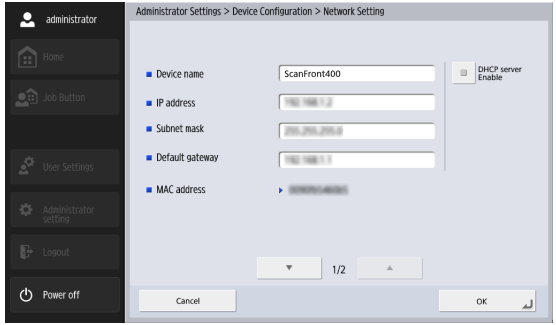


3. Select the setting item to configure.



❑ Network Setting

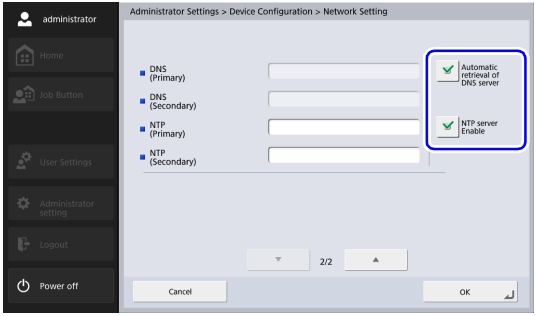
Configure the device name and IP address used for connecting the ScanFront to a network with [Network Setting] of the Device Configuration screen.



IMPORTANT

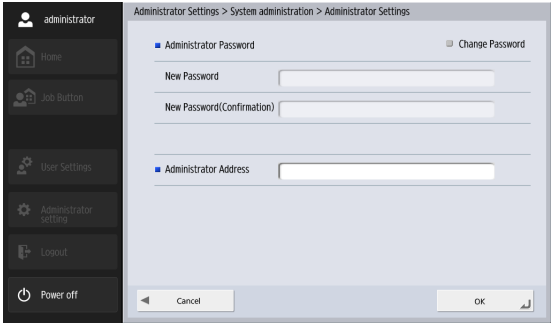
- Configure network settings while the network cable is connected to the scanner. If the network cable is not connected to the scanner, you will not be able to verify or modify settings in the network settings screen.
- The device name is the name for the scanner used on the network. When changing this setting, make sure to select a unique name that is different from those of all other devices.
- The device name can be a combination of letters (A-Z, a-z), numbers (0-9), and hyphens (-) up to 15 characters long.
- The device name must begin with a letter. You cannot end the device name with a hyphen.
- When a DHCP server is not used to assign IP addresses, clear the [DHCP server Enable] check box, and enter a fixed address. For details, contact your network administrator.

- If the DHCP server is enabled and the DNS server information is not obtained properly, clear the [Automatic retrieval of DNS server] check box and then enter the address of the each server.



❑ Administrator Password

Configure the administrator password used for restricting login to the Administrator Settings with [Administrator setting] of the System administration screen.



CAUTION

Be careful with the administrator password. If you forget the password, you will have to reformat the scanner, and all registered data will be lost.

❑ Backup/Restore Setting Information

Back up or restore setting information using a shared folder on the network at the following times.

When adding another ScanFront

When adding, for instance, another ScanFront, back up the setting information that was set on the first ScanFront, and then restore the setting information on the other ScanFront.

When updating the version of the ScanFront

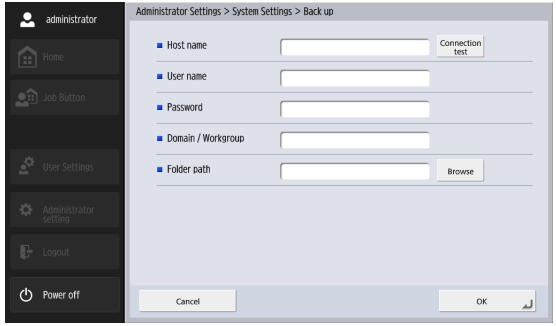
Back up the setting information before you update the version of the ScanFront, and then restore the setting information after the version update is finished.

When submitting the ScanFront for repairs

Before you submit the ScanFront for repairs, back up the setting information of the ScanFront.

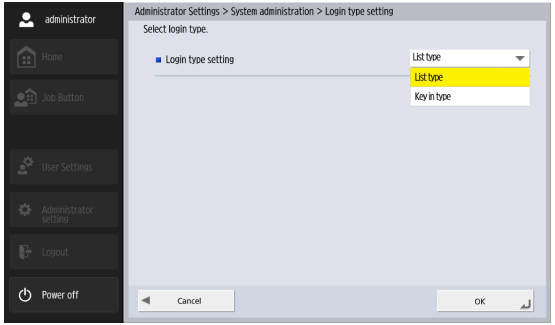
IMPORTANT

- Set [Allow remote operation] (see p. 152) to [ON] before performing restoration. If this is not set to [ON] before restoration, information for certain settings, including the language, time zone, and SNMP, will not be applied.
- Before you submit the ScanFront for repairs, back up the setting information and then initialize the ScanFront. (See “Initializing ScanFront” on p. 199.)



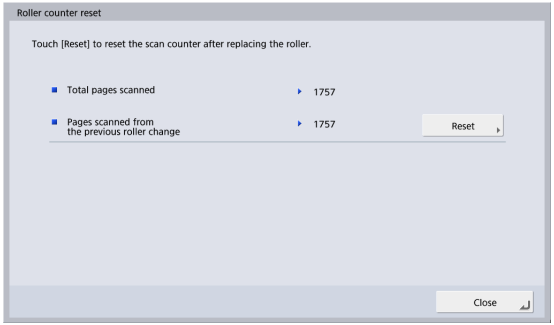
❑ Select Login Type

Configure the screen that appears when users log in with [Login type setting] of the System administration screen. For details, see “Login Screen” on p. 59.



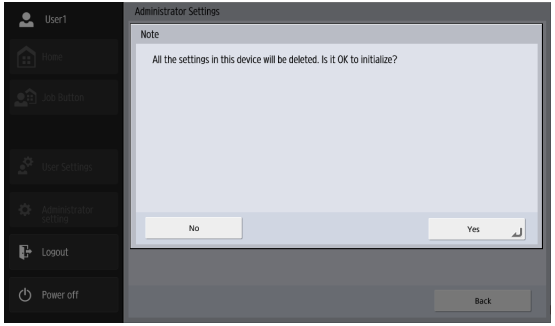
❑ Roller Counter Reset

Reset the counter after replacing the feed roller when the scanner no longer feeds properly. For details, see “Replacing the Rollers” on p. 184.



❑ Format ScanFront

Initialize the ScanFront clears all the settings registered to the ScanFront.



Initialize the ScanFront at the following times. For details, see “Initializing ScanFront” on p. 199.

When submitting the ScanFront for repairs

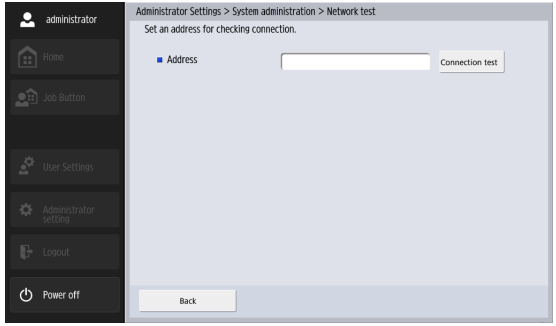
Before you submit the ScanFront for repairs, initialize the ScanFront to protect the saved user information.

When changing the operating environment

Delete all the user information registered on the ScanFront when, for instance, the users have changed because you have changed the installation location.

❑ Network Test

Confirm whether communication is enabled between the ScanFront and other devices on the network. Enter the IP address of a device and press the [Connection test] button to ping the specified IP address and confirm whether communication with the device is enabled.



Chapter 3 Handling

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1. Documents

The ScanFront can scan documents in a range of sizes from business cards to A4/LTR.
It is possible to feed documents of the following sizes and thicknesses depending on the feeding method used.

❑ Plain Paper

Size

Width: 1.97" to 8 1/2" (50 mm to 216 mm)
Length: 2.13" to 14.02" (54 mm to 356 mm)
(up to 120" (3,048 mm) in Long Document mode)

Thickness for Page Separation ON

7.2 lb to 57 lb bond (27 g/m^2 to 209 g/m^2)

Thickness for Page Separation OFF

7.2 lb to 68 lb bond (27 g/m^2 to 255 g/m^2)

Loading capacity

A4 size or smaller: 60 sheets (21 lb bond (80 g/m^2))
Larger than A4 size: 40 sheets (21 lb bond (80 g/m^2))
Make sure stacks do not exceed 10 mm in height (including curls) for either of the above.

IMPORTANT

A document must meet the following criteria to be scannable:

- When scanning a multipage document, pages must be grouped together so that they have the same size, thickness, and weight. Scanning different types of paper at one time can cause the scanner to jam.
- Always make sure that the ink on a document is dry before scanning it. Scanning documents with the ink still wet may soil the rollers or scanning glass, cause lines or smudges to appear on images, or dirty other documents.
- Always clean the rollers or scanning glass after scanning a document written in pencil. Scanning documents with pencil written on them may soil the rollers or scanning glass, cause stripes to appear in images, or dirty other documents.
- When scanning a two-sided document that is printed on thin paper, the image on the opposite side of each page may show through. Adjust the brightness in the scanning conditions before scanning the document.
- When scanning thin paper documents, feed errors may occur depending on the paper type, and the documents may be scanned and ejected out of order.
- Laminated documents may not be scanned correctly, depending on the document.
- Note that scanning the following types of documents can cause a paper jam or malfunction. To scan such a document, scan a photocopy of the document or use an optional carrier sheet.

Wrinkled or creased documents

Curled documents

Torn documents

Documents with paper clips or staples

Carbon paper

Coated paper

Extremely thin, translucent paper

Documents with excessive paper particles

❑ Business Card

Size

Width: 1.97" (50 mm) and above

Length: 3.35" (85 mm) and above

Thickness

101.33 lb Cover (380 g/m^2) and below

IMPORTANT

- We recommend placing business cards horizontally. Vertically placed business cards may not feed properly depending on their size.
- If the stack of business cards that you placed is not fed properly, reduce the number business cards.
- Business cards may sometimes be stacked in the wrong order when they are ejected, depending on the size and thickness of the business cards, and the orientation that they are loaded.

❑ Card (plastic)

Size

2.12" × 3.37" (54 mm × 86 mm) (ISO standard)

Card thickness

0.055" (1.4 mm) or smaller

Orientation

Horizontal feeding only

Embossed cards

Embossed cards can be scanned.

Loading capacity

10 cards (non-embossed), 1 card (embossed)

CAUTION

- When scanning cards, place them to be fed horizontally. If you place cards to be fed vertically, they may not be ejected properly, and cards that get jammed may be damaged when you remove them.
- Embossed cards may not be able to be scanned correctly, depending on the type of embossment.
- When scanning cards, set [Double feed detection by Ultrasonic] to [OFF] in the Detailed Settings screen. (See p. 88.)

❑ Passport

Size

3.46" × 4.92" (88 mm × 125 mm) (ISO standard)

Insert the passport into an optional carrier sheet (passport type) in an opened state.

Thickness

0.236" (6 mm) or less (including carrier sheet)

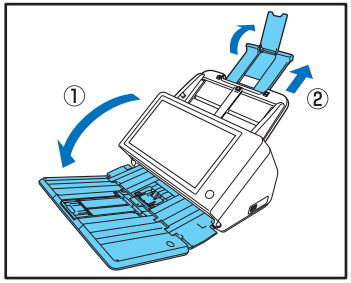
2. Preparing the Scanner

When placing a document in the scanner, pull out the tray extension based on the size of the document and raise the document eject stopper if necessary. After placing the document, change the feed method (i.e., set [Non Separation Feeding Mode] to [ON] or [OFF]) in the ScanFront's Detailed Settings screen according to the type of document placed.

❑ Preparing the Document Feed Tray and Eject Tray

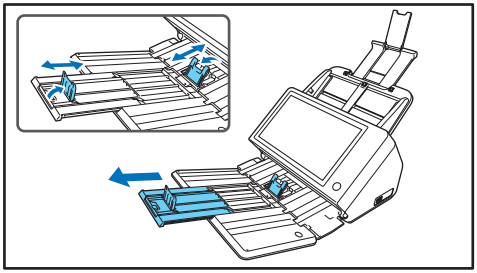
Prepare the trays in accordance with the type of document.

1. Open the document eject tray ①.
2. Open the feed support ②.

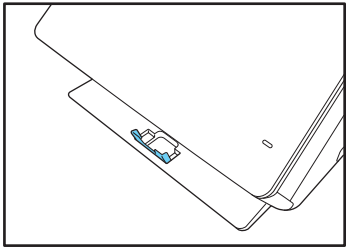


Hint

- Pull out the center tray extension when output documents are likely to fall out of the tray.



- When scanning documents of different size at the same time, the scanned documents may not collect neatly on the eject tray. In such cases, scan with the tray extension extended.



❑ Changing the Feed Method

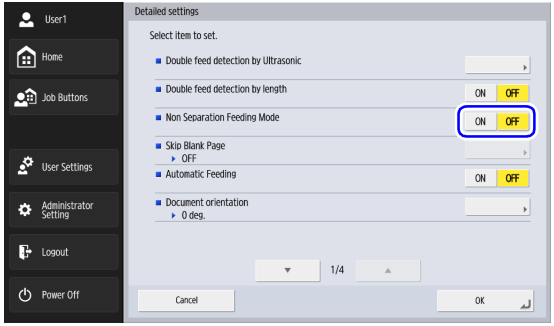
Set [Non Separation Feeding Mode] to [ON] or [OFF] in the Detailed Settings screen according to the feed method of the document.

OFF

When you want to scan multiple documents while separating each sheet one at a time, set [Non Separation Feeding Mode] to [OFF].

ON

When you want to scan continuous documents, such as receipts, without separating each sheet or scan documents made of thick paper, set [Non Separation Feeding Mode] to [ON].

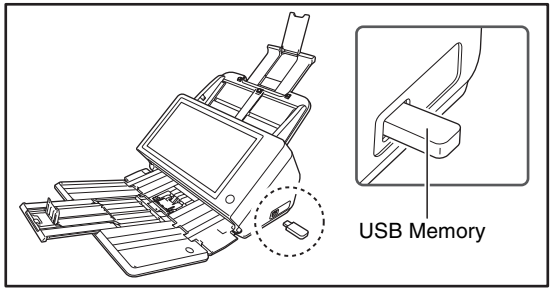


IMPORTANT

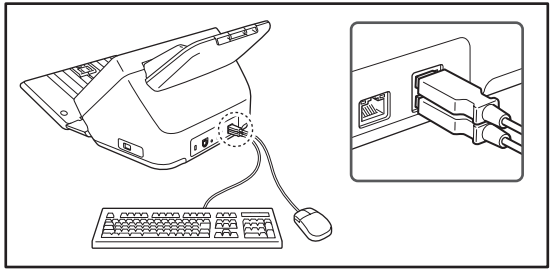
When scanning multiple page documents that are fastened together, such as invoices, place the documents so that the edge that is fastened together is facing down.

❑ USB Port

You can insert a USB memory device into the USB port to store image files.



You can also connect a USB keyboard and USB mouse to operate the ScanFront.



IMPORTANT

- The scanner will not start if you turn the power ON while a USB memory device is inserted. Insert the USB memory device after the scanner starts up and the Home screen appears.

- Use USB memory that is not write-protected. If the USB memory is write-protected, data cannot be written to the USB memory.
- This scanner does not support USB memory equipped with password security, data encryption, or functions other than data storage.
- Use a USB memory device that is formatted in the FAT16, FAT32, or exFAT file system.
- Make sure that the USB memory has sufficient space to store images.

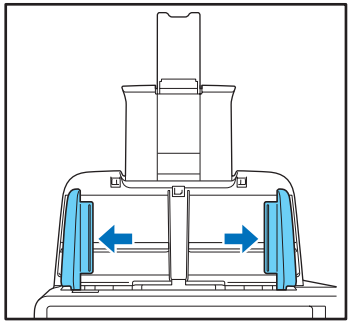
3. Placing Documents

When placing documents into the scanner, place them face down into the tray with the top edge of the document at the bottom of tray.

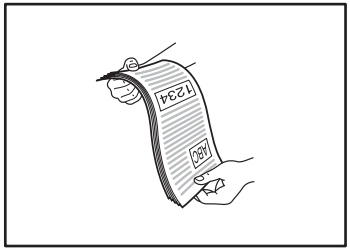
❑ Placing a Document

Follow the procedure below to place a document.

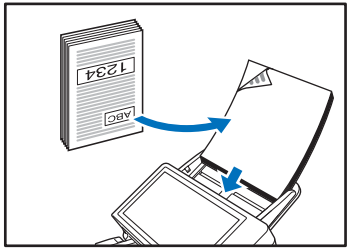
1. Adjust the document guides to be wider than the width of the document.



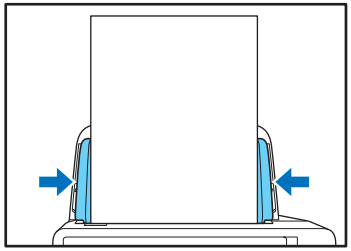
2. Fan the document.



3. Place the document face down with its top edge at the bottom of the tray.

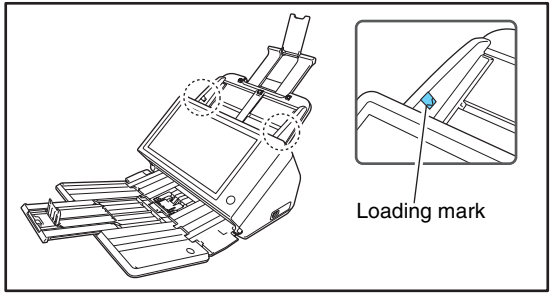


4. Adjust the document guides to fit the width of the document.



IMPORTANT

Make sure that document stacks placed in the feed tray do not exceed the document guides.



The number of sheets that you can place in the scanner at one time varies by paper size as follows.

A4/LTR Size or Smaller:

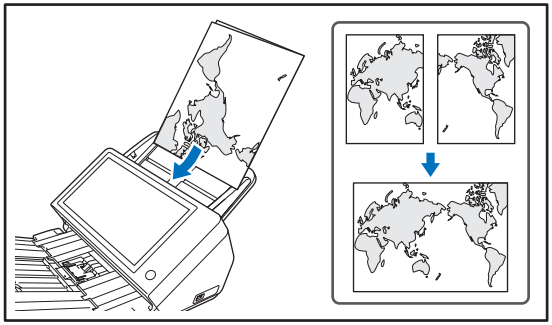
Less than 60 sheets (22 lb bond (80g/m^2)). Make sure stacks do not exceed 10 mm in height (including curls).

Sizes Larger than A4/LTR:

Less than 40 sheets (22 lb bond (80g/m^2)). Make sure stacks do not exceed 10 mm in height (including curls).

❑ Placing a Folded Document

Folio Scan enables you to scan documents that are larger than A4/LTR and therefore do not fit in the feeder. (The maximum size is 11" × 17"/A3.) To use the function, fold the document in half lengthwise and place it into the feeder. The ScanFront will scan both sides and combine the scanned images into a single image.



IMPORTANT

- When folding the document, align the right and left sides and create a sharp, straight fold. Otherwise the document may jam or the image may not be aligned properly.
- The fold line itself will not be scanned. Keep this in mind if there is content such as photos, diagrams, or text that spans the fold.

- For Folio scanning, set [Non Separation Feeding Mode] to [ON]. Place documents one at a time.
- Adjust the document guides to fit the width of the document. Otherwise, the image may scan as skewed or shifted.

Hint

- When placing folded documents, place the document into the scanner so that the fold is on the right side. The side of the folded document facing you will become the right side of the combined image.
- When scanning a document that is folded in half, set [Scanning Side] to [Folio].
- The maximum size for combined images is A3. When scanning a folded document of a size other than the standard formats, set [Page Size] to [Auto size].
- When scanning a document that is folded in half, set [Resolution (dpi)] to 300 dpi or less.
- When scanning a document that is folded in half, the [Double feed detection by Ultrasonic] function cannot be used.

❑ Placing a Long Document

You scan documents up to 120" (3048 mm) in length.

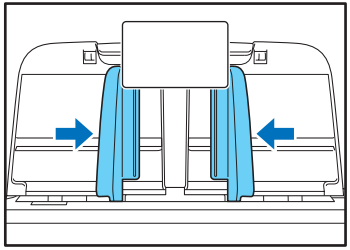
IMPORTANT

- When scanning a long document, set [Page Size] to [Auto size (Long)].
- When scanning a long document, set [Resolution (dpi)] to 200 dpi or less.
- You cannot set [Scanning Side] to [Folio] when scanning a long document.

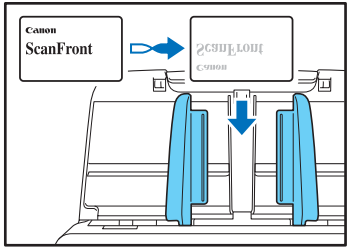
❑ Placing a Card

When you want to scan a card, follow the procedure below to place the card.

1. Set [Non Separation Feeding Mode] to [ON].
2. Adjust the document guides to match the width of the card.

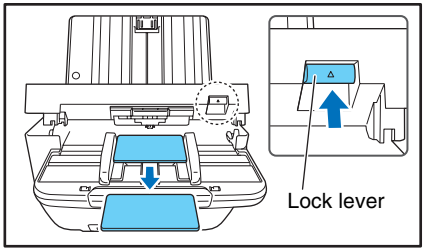


3. Place the card face down with the top edge at the bottom of the tray.



CAUTION

- Place the cards one at a time.
- When scanning cards, place them to be fed horizontally. If you place cards to be fed vertically, they may not be ejected properly, and cards that get jammed may be damaged when you remove them.
- When scanning cards, set [Double feed detection by Ultrasonic] to [OFF] in the Detailed Settings screen. (See p. 89.)
- Pull the lock lever and open the panel unit before removing a placed card. Inserting a finger into the scanner while the panel unit is closed may result in an injury.



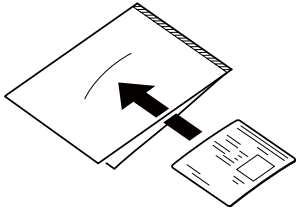
Hint

When scanning cards without embossing, up to 10 cards can be placed on the scanner at the same time. In such cases, set [Document type] to [Extra-thick paper/plastic card] in the Detailed Settings screen. (See p. 94.)

❑ Placing a Carrier Sheet

When scanning a document that requires extra protection from damage, insert the document into an optional carrier sheet before placing it in the scanner.

1. Set [Document type] to [Carrier sheet] in the Detailed Settings screen. (See p. 94.)
2. Insert the document into the carrier sheet.



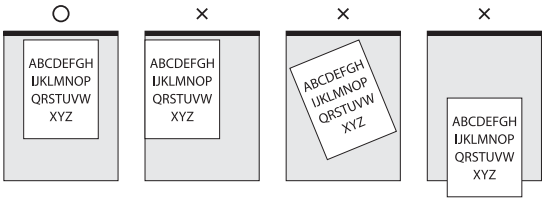
3. Load the document with the page you want to scan facing down.
   After placing the document, align the document guides with both edges of the document.

CAUTION

- If the carrier sheet or passport is not loaded properly, you may get a document jam or not get a scan image as intended
- When [Carrier sheet] is selected, [Double feed detection by Ultrasonic] will be set to [OFF] automatically.

IMPORTANT

- Insert documents straight into the center of the carrier sheet. Proper scanning will not be possible if the document is too close to either side, tilted, or protruding from the carrier sheet.

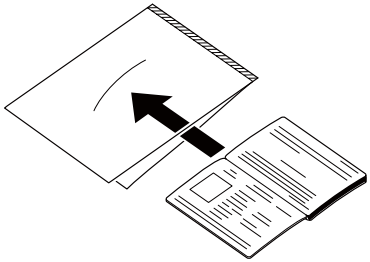


- The maximum thickness that can be scanned is 33.53 lb bond (0.00591" (127 g/m^2 (0.15 mm))). If the thickness exceeds 33.53 lb bond (0.00591" (127 g/m^2 (0.15 mm))), the scanner may break down due to problems such as paper jam.
- Depending on the condition of the carrier sheet, the scanned image may be cut off and the scanner's correction functions may not operate properly. In such cases, specify a larger paper size (e.g., A4) in the [Page Size] setting.
- The carrier sheet is a consumable item. Replace it as necessary, if there are visible scratches or smudges, for example. The general replacement cycle for the carrier sheet is about 1,000 scans involving a single sheet of 21 lb bond (80 g/m^2) paper per scan.

❑ Placing a Carrier Sheet for Passports

When scanning a passport, insert the passport into an optional carrier sheet for passports before placing it in the scanner.

1. Set [Document type] to [Carrier sheet (passport type)] in the Detailed Settings screen. (See p. 94.)
2. Open the page of the passport that you want to scan. Insert the passport into the carrier sheet so that the thicker side is positioned as close as possible to the sealed end.



3. Load the document with the sealed end of the carrier sheet as the leading edge and the page you want to scan facing down.
   Adjust the document guides on both sides of the document after placing the document.

CAUTION

- If the carrier sheet and passport are not placed properly, paper jams may occur or the document may not be scanned properly.

- When [Carrier sheet (passport type)] is selected, [Double feed detection by Ultrasonic] will be set to [OFF] automatically.

IMPORTANT

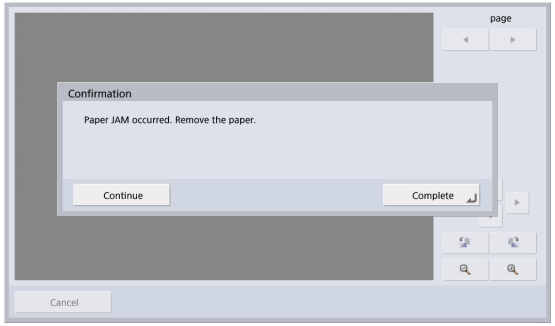
- Depending on the condition of the carrier sheet or passport, the scanned image may be cut off and the scanner's correction functions may not operate properly. In such cases, specify a larger paper size (e.g., A4) in the [Page Size] setting. (See p. 86.)
- If the size of the passport is significantly different from the size of the carrier sheet, document jamming may occur and the scanner's correction functions may not operate properly.
- The thickness limit for scannable documents is 0.236" (6 mm) with the passport inserted in the carrier sheet. If 0.236" (6 mm) is exceeded, document jamming may occur and the scanner may be damaged.
- Documents other than passports should not be inserted into the carrier sheet and scanned. This may cause the scanner to break down.
- The carrier sheet is a consumable item. Replace it as necessary, if there are visible scratches or smudges, for example.

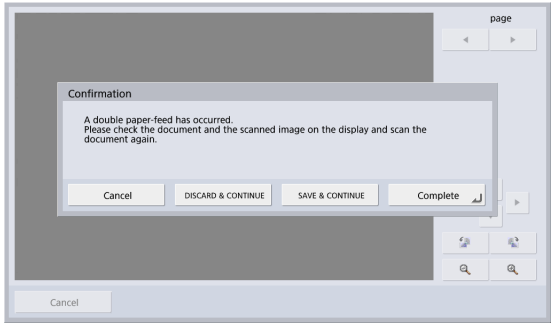
4. Clearing a Paper Jam or Double Feed Error

When a paper jam or double feed error is detected, feeding and scanning stops.

1. Check the displayed message.

If a paper jam or double feed error is detected at the first page of a document, the following messages appear.

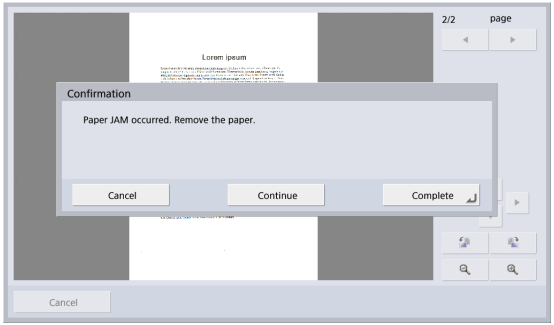


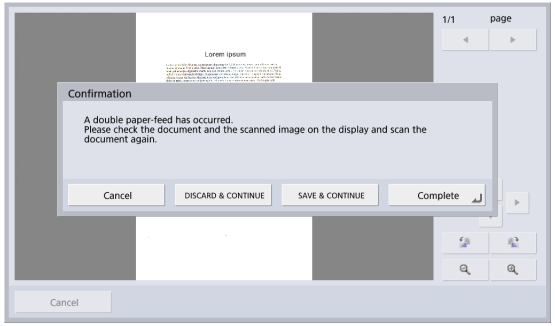


Hint

- If you press [Complete], the display returns to the previous screen.
- If you want to continue scanning, reset the document before progressing with screen operations. Press [Continue] to resume scanning.

If a paper jam or double feed error is detected in the middle of a document, the following messages appear.





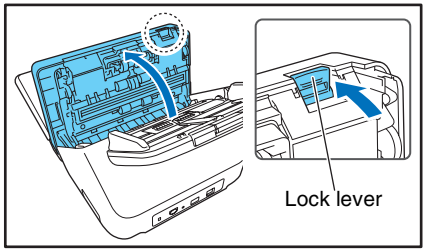
Hint

- If you want to continue scanning, clear the document first before touching the screen. After you reset the cleared document, press [Continue] to resume scanning.
- To re-scan the document from the previewed page, set the document in the scanner, starting with the page displayed in the preview, and press [DISCARD & CONTINUE].
- To save the previewed image as a scanned image and then scan the remaining documents, set the remaining documents in the scanner and press [SAVE & CONTINUE].
- If you press [Complete], the scanned images up until the paper jam or double feed error are saved and scanning completes. The display switches to the Send screen.
- If you press [Cancel], the scanned images are canceled, and the display returns to the previous screen.

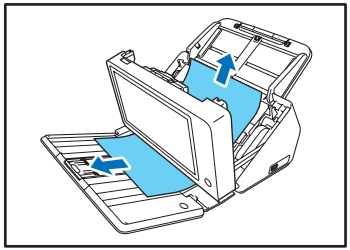
IMPORTANT

When the message above is displayed and the scanner transitions to Low Power Mode, all of the data scanned up until that point is discarded. (See “Adjust the wait time until the Low Power Mode.” on p. 152.)

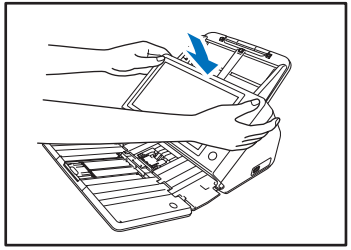
2. Remove the scanned documents from the document eject tray, and any documents remaining in the document feed tray.
3. Pull the lock lever toward you and then fully open the panel unit.



4. Pull out the jammed document in the direction that seems the easiest to remove it.



5. Close the panel unit and then place the document again.



6. Press [Continue] to resume scanning.

IMPORTANT

- If paper jams or double feed errors occur, set [Document type] to [Extra-thin paper] in the Detailed Settings screen. In addition, limit the number of documents placed on the scanner to about 10 sheets.
- A dirty or worn feed roller, or documents stuck together as a result of static electricity are common causes of paper jams or double feed errors.
  If the feed roller is dirty, clean it. If paper jams or double feed errors continue to occur even after cleaning, purchase an Exchange Roller Kit and replace the rollers (feed roller and retard roller). (See p. 184.)

Chapter 4 Operating Procedures

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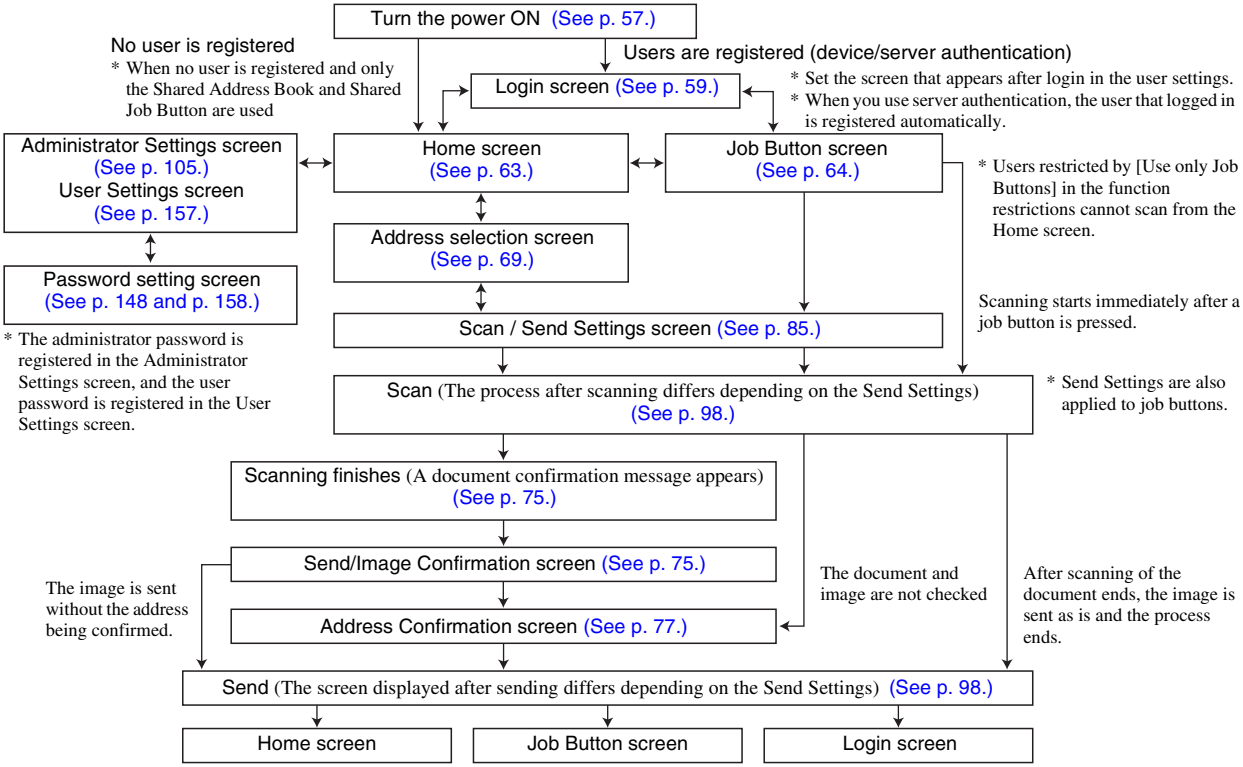
1. Flow of Scanner Operations

The procedure and screen transitions for the process from turning the scanner ON, to sending an image file are as follows. For descriptions of the various settings, refer to the appropriate reference pages.

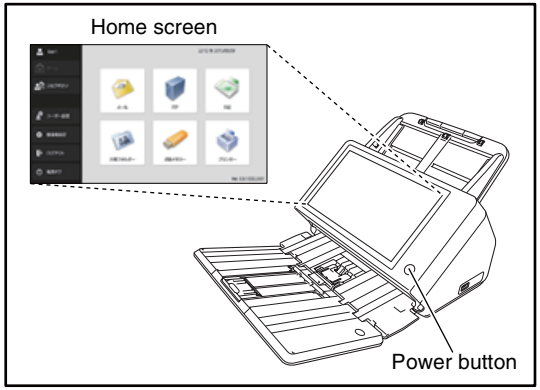


2. Turning the Power ON and OFF

Use the power button to turn the scanner ON, and press the [Power off] button on the touch panel to turn it OFF.

❑ Turning the Power ON

Press the power button to turn the scanner ON. The power button lights, and the Home screen or the login screen appears.



Hint

- Wait a moment for the Home screen to appear after pressing the power button to turn the scanner ON.
- If users have been registered, the login screen appears. (See "Login Screen" on p. 59.)

- When the power indicator is lit but nothing appears on the touch panel, Display Off has activated to turn the panel display off. You can touch the touch panel to restore the display. (See "Adjust the wait time until the display automatically turns off." on p. 152.)
- When the power indicator is flashing but nothing appears on the touch panel, the Low Power mode has activated to temporarily stop scanner operations. To switch out of Low Power mode, press the power button.(See "Adjust the wait time until the Low Power Mode." on p. 152.)
- The touch panel display may appear dark at times. In such cases, touching the panel will restore it to its normal brightness.

❏ Turning the Power OFF

Press the [Power off] button displayed at the bottom left of the panel to turn the scanner OFF.

IMPORTANT

- When restarting the scanner, wait at least 5 seconds after turning the power OFF before turning it ON again.
- If the scanner stops responding, you can press and hold the power button to force shutdown. In such cases, any configured settings, operation histories, or error logs may be lost, and startup may not be possible. Pressing and holding the power button to force shutdown may result in malfunction, so do not perform this operation under normal circumstances.
- After ScanFront transitions to Low Power Mode while not connected to a network, power will automatically turn OFF when the scanner is not operated for approximately 4 hours.

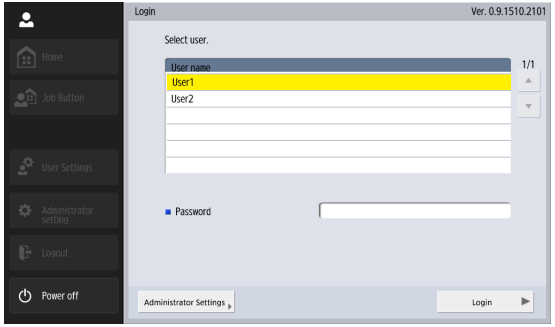
3. Login Screen

The login screen appears at the startup when the scanner is turned ON.

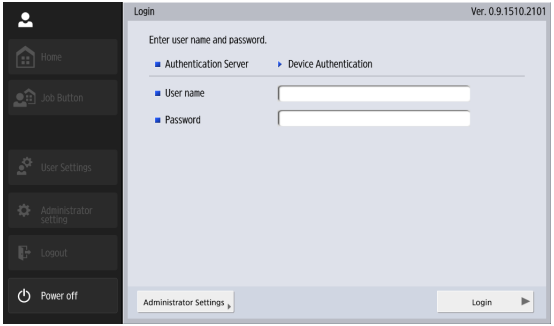
❑ Login Screen Types

There are two types of login screen: a list type login screen for selecting from a list of registered users, and a key in type login screen for entering a user name and password.

List Type Login Screen



Key in Type Login Screen

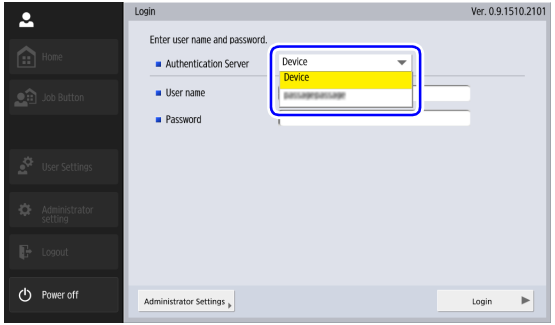


Hint

Set the type of login screen in [System administration] - [Login type setting] of the Administrator Settings screen.

❑ When Using Server Authentication

The login screen when you use server authentication is a key in type, and a list box is displayed for selecting Device Authentication and Server Authentication.



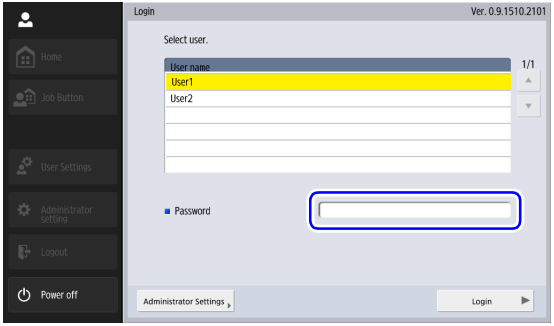
IMPORTANT

When you use server authentication to log in, you are registered as a new user of server authentication.

❑ List Type Login

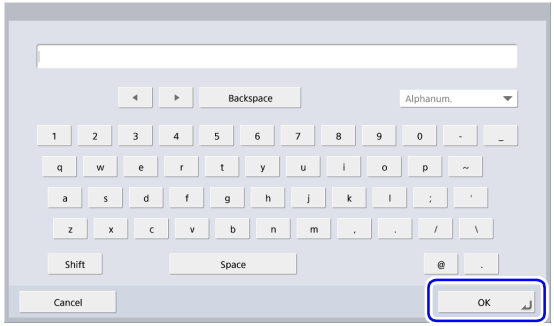
Use the procedure below to log in to the list type login screen.

1. Select the user that will log in, and press the [Password] entry box.



The keyboard screen appears.

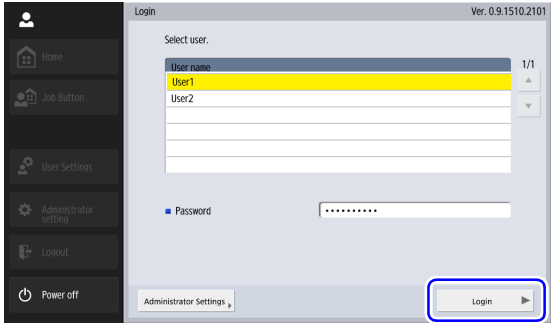
2. Enter a password and then press [OK].



IMPORTANT

Passwords are case-sensitive. Make sure to enter the password correctly.

3. Press [Login] to log in to the scanner.

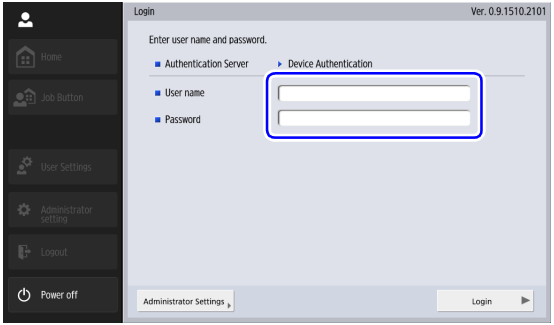


4. The Home screen (or Job Button screen) appears.

❑ Key in Type Login

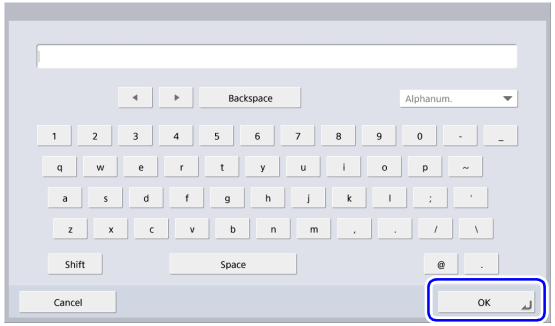
In the key in type login screen, enter your user name and password to log in.

1. Press the [User name] ([Password]) entry box.



The keyboard screen appears.

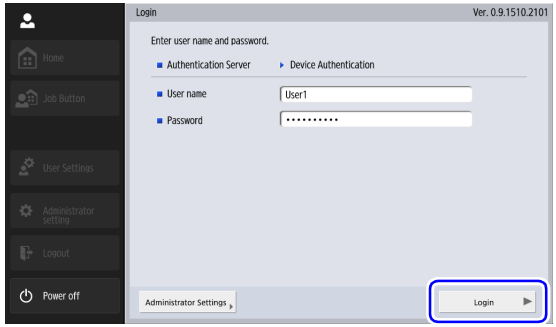
2. Enter your user name (password) and then press [OK].



IMPORTANT

- User names and passwords are case-sensitive. Make sure to enter the user and password registered during device authentication correctly.
- If you do not know the user name and password registered for server authentication, contact the domain server administrator.

3. Press [Login] to log in to the scanner.

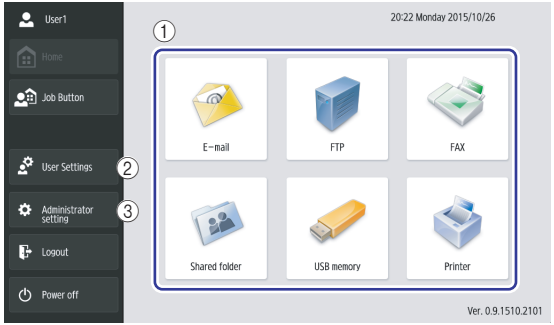


4. The Home screen (or Job Button screen) appears.

4. Screen Displayed after Login

You can set the screen (Home screen or Job Button screen) that is displayed after a user logs in. (See p. 109 and p. 158.)

❑ Home Screen



① Select destination (E-mail, FTP, FAX, Shared folder, USB memory, and Printer) buttons
These buttons open an address selection screen. (See "Scanning Procedures" on p. 68.)

② [User Settings] button
Open the User Settings screen. For details, see "User Settings Screen" on p. 65.

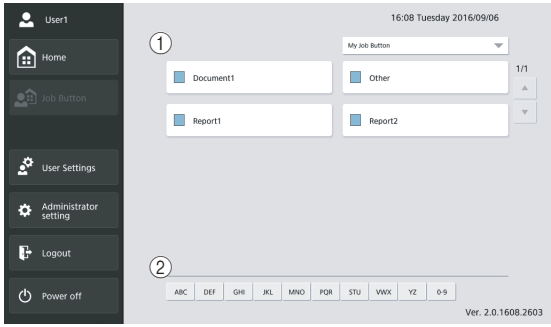
③ [Administrator setting] button
Opens the Administrator Settings screen. For details, see "Configuring Administrator Settings" on p. 34.

IMPORTANT

If a user whose use of the Home screen is restricted logs in, the Home screen is not available. For details, contact the administrator.

❑ Job Button Screen

This screen enables you to select a job button to scan using the conditions registered to the job button, and then send the image file. (See “Scanning Procedures” on p. 68.)



① Job Button

Opens the Scan / Send Settings screen. (See “Scanning From the Job Button Screen” on p. 69.)

② Jump Keys

Use these keys to find specific Job Buttons when there are many Job Buttons displayed, for example.

IMPORTANT

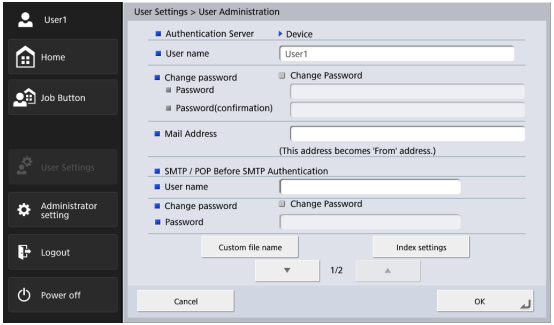
- The document is scanned immediately after you press the job button. Make sure to place your document before you press the job button. (See “Placing Documents” on p. 46.)
- Register and edit job buttons in the Administrator Settings screen or the User Settings screen.
- If you are unable to edit a job button, the editing of job buttons has been restricted by the ScanFront administrator. For details, contact the administrator.

5. User Settings Screen

The User Settings screen enables you to edit the User Settings of the currently logged in user, perform registration or editing for the address book and job buttons, and edit passwords. For details, see “User Settings” on p. 157.

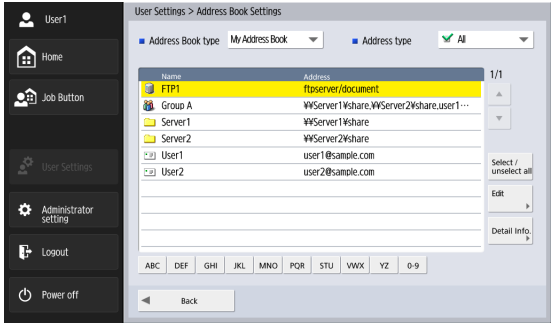
❑ User Administration

Edit user names and email addresses and select the screen that appears after device login. (See “User Administration” on p. 158.)



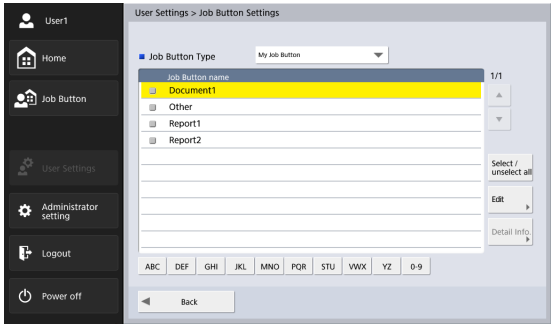
❑ Address Book Settings

Perform registration for and manage address books. (See "Address Book Settings" on p. 160.)



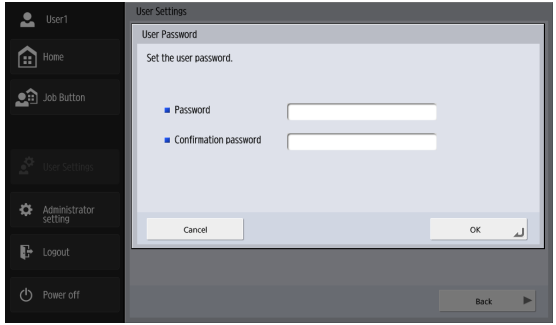
❑ Job Button Settings

Register and manage job buttons. (See "Job Button Settings" on p. 162.)



❑ Change Password

You can register a new user password or change a user password registered.

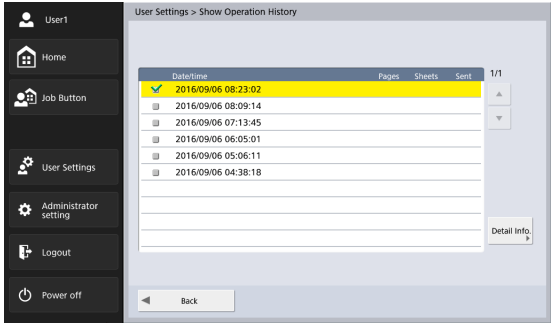


Hint

The old password does not need to be entered in order to change a password. The new password that you entered is registered.

❑ Show Operation History

This allows logged-in users to refer to their operation history.

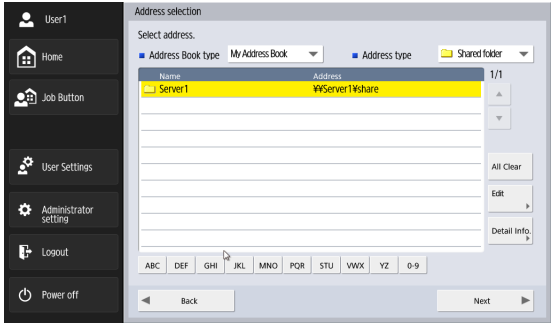


6. Scanning Procedures

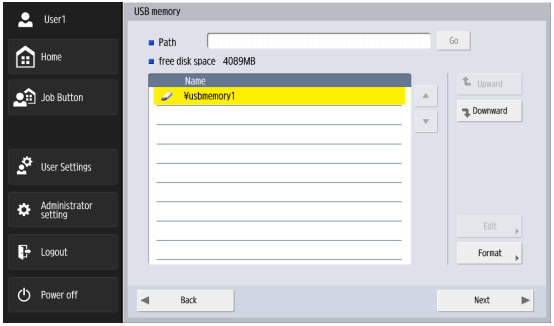
You can perform scanning from the Home screen or the Job Button screen. (See “Screen Displayed after Login” on p. 63.)

❑ Scanning From the Home Screen

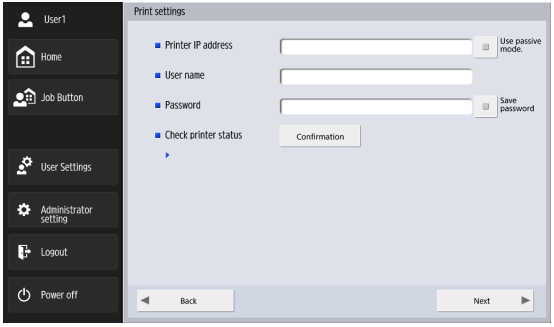
If you press the destination (E-mail, FTP, Fax or Shared folder) selection button in [Address type], the address selection screen opens to specify an address to send an image file.



If you press the USB memory destination selection button, press [Downward] and specify the folder in the USB memory to which you want to save the image file.



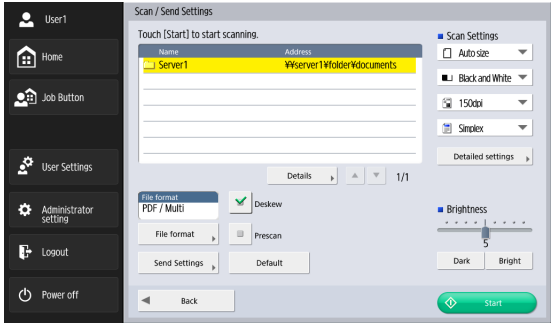
If you press the Printer destination selection button, configure the printer settings.



If you select an address and then press [Next], the Scan / Send Settings screen appears. Set the scanning conditions and then start scanning.

❑ Scanning From the Job Button Screen

If you press a job button, the Scan / Send Settings screen appears. Confirm the address and scanning settings registered to the job button and then start scanning.
For details on the scanning procedure, read from the setting of scanning conditions in Step 5.

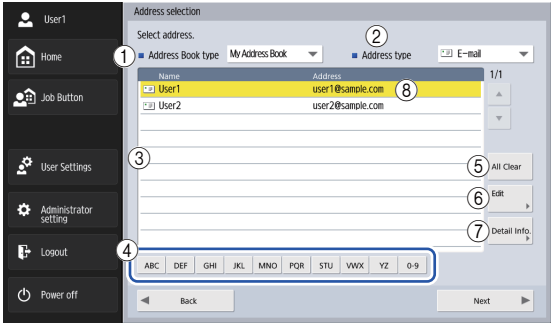


IMPORTANT

- The settings screen display and the screen displayed after scanning differ depending on the job button settings. For details on the overall flow from configuring settings to sending an image file, see “Flow of Scanner Operations” on p. 56.
- Job buttons cannot be used to save image files to USB memory or send them to printers for printing.

❑ Address Selection Screen

From the address selection screen, you can select the address to send an image file and register addresses.



① Address Book type
Selects the address book type (Shared Address Book or My Address Book). If the address book server setting is enabled, [LDAP Address Book] is added.

② Address type
If you select the type of address (e-mail, shared folder, fax, FTP, and groups) to display in the address list, addresses of the selected type are displayed.

③ Address List
Displays registered addresses and enables you to select the address to send an image file.

Hint

- The following icons are used to indicate the types of address.
  : E-mail : Shared folder : Fax
  : FTP : Group
- Pressing an address adds a checkmark ( ) to the icon and selects the address. Pressing a selected address again clears the selection.
- An address is not selected as an address if there is no checkmark added to the icon, even if the background of the address is colored and the address appears selected.
- Each time you press an e-mail or group icon, the send condition changes (To, Cc, Bcc).
  : To : Cc : Bcc : Selection cleared

④ Jump Keys

If there are many addresses and the address you want is not displayed in the address list, you can use these keys to specify a keyword to search for and display the address.

⑤ [All Clear] button
Clears all address selections.

⑥ [Edit] button
Enables you to register new addresses and edit addresses.

⑦ [Detail Info.] button
Displays detailed information for the address.

⑧ [My E-mail address]
Displays the email address of the currently logged in user when the user's email address is registered and "Send to my mailbox" (p. 109) is enabled in the User Administration screen.

Hint

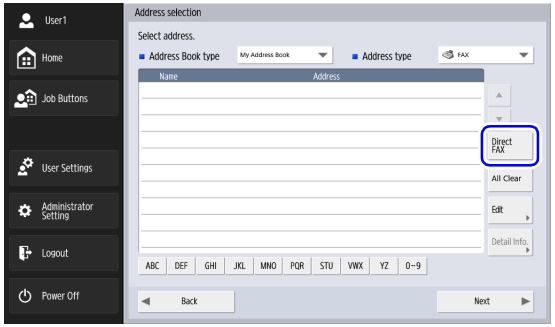
- This is not displayed when the address book type is [LDAP Address Book].

When Direct Transmission to Fax Machines Is Enabled

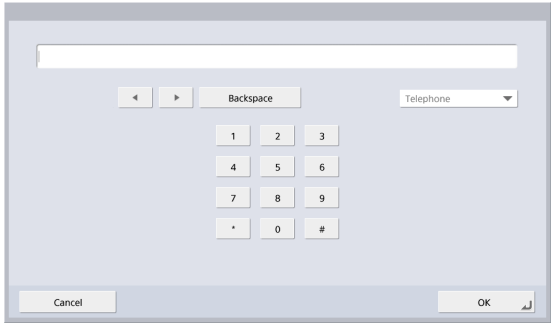
When logged in as a user for which the [Permit to send to FAX directly] check box is selected under [User Administration] - [Restriction] of the Administrator Settings, you can send faxes to addresses that are not registered to the address book by entering the fax number directly in the address selection screen. (See "Restricting User Functions" on p. 115.)

IMPORTANT

When performing direct transmissions, be sure to enter the fax number correctly.



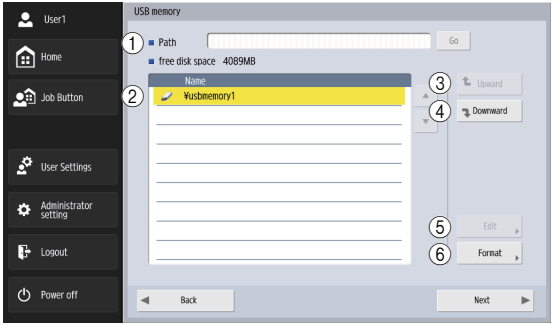
When you press [Direct FAX], the fax number entry box appears.
When you press the entry box, the numeric keypad appears.



Entering the fax number and pressing [OK] displays the [Scan / Send Settings] screen.

❑ USB Memory Screen

The USB Memory screen enables you to specify the folder in the USB memory to save the image file.



① Path
Enter the folder path of the USB memory. You can also press [Downward] to select a folder.

② USB Memory Display
Displays the inserted USB memory.

Hint

- When you insert a USB memory device, you can assign a number to it.
- If you want to insert or replace a USB memory stick while the USB memory screen is open, press the [Back] button to return to the Home screen, update the USB memory information, and then reopen the USB memory screen.

③ [Upward] button
Enables you to move to a higher level folder when a lower level folder is selected in the USB memory.

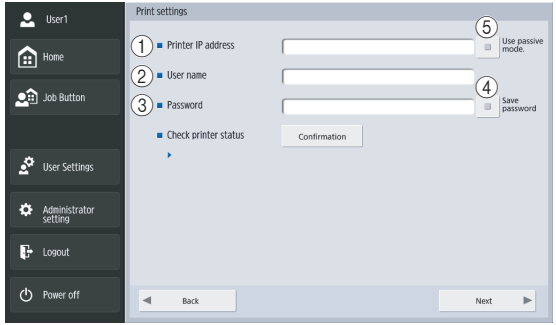
④ [Downward] button
Enables you to move to a lower level folder in the USB memory.

⑤ [Edit] button
Enables you to register new folders and edit folders.

⑥ [Format] button
Enables you to delete all files on a USB memory device. (The file system will not be changed.)

❑ Print Settings Screen

The print settings screen enables you to specify the printer on which to use FTP printing.



① Printer IP address
Enter the printer's IP address.

② User name
Enter the user name configured for the printer's FTP printing.

③ Password
Enter the password configured for the printer's FTP printing.

④ Save Password
Save the entered password.

⑤ Use passive mode
Transmit to the FTP server in Passive Mode.

IMPORTANT

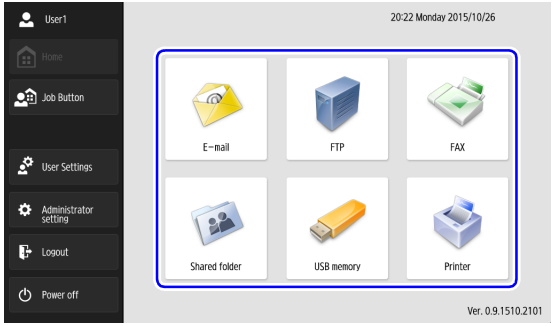
Print settings vary depending on the printer. Print settings cannot be configured on the ScanFront.

❑ Scanning

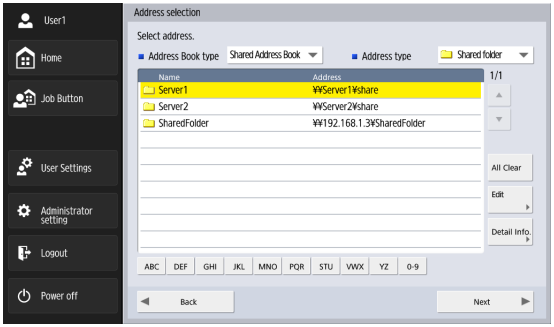
This section describes the procedure for scanning.
If you want to save the image file to USB memory, specify the folder in the USB memory to save the image file in Steps 2 to 4. (See "USB Memory Screen" on p. 71.)

1. Select a destination.

Press a destination button to select a destination.



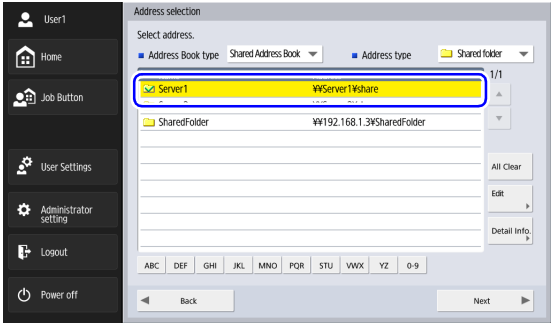
The address selection screen appears.



2. Use [Address Book type] and [Address type] to display the address to send the image file.

3. Press a displayed address to select it.

A checkmark ( ) is added to the icon for the selected address. Pressing a selected address again clears the selection.



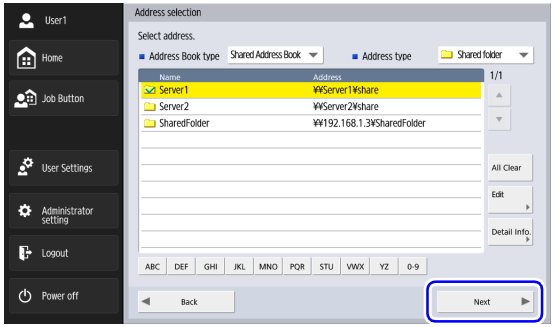
IMPORTANT

An address is not selected as an address to send data to if there is no checkmark, even if the background is shaded.

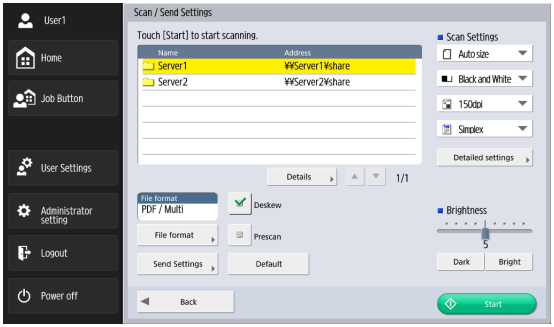
4. Make sure the selected address has a checkmark and then press [Next].

Hint

When a different type of address is selected, you can confirm the selected address by pressing [Selected address] in the Address type drop-down list.



The Scan / Send Settings screen appears.



5. Set the scan conditions. (See “Scan / Send Settings” on p. 85.)

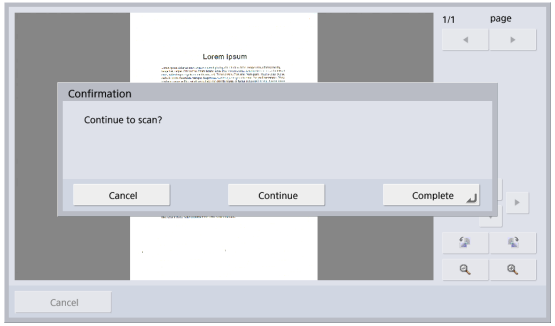
IMPORTANT

When you use a job button for scanning, the subsequent procedure varies as follows in accordance with the job button settings. For details, see “Registering New Job Buttons” on p. 124.

- If [When you select this Job Button] is set to [Skip Scan Setting Screen] and you press a job button, scanning is started without displaying the Scan / Send Settings screen of Step 4.
- If [Send the files immediately after scanning] is set to [ON], scanning ends without displaying the continue to scan confirmation screen of Step 7 and then the address confirmation screen of Step 10 appears.
- If [Confirm addresses before sending] is set to [OFF], the image is sent without displaying the address confirmation screen of Step 10 and the operation ends.

6. Press [Start] to start scanning.

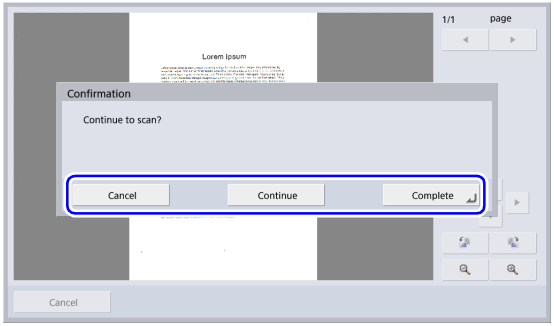
Scanning stops after the document has been scanned.



IMPORTANT

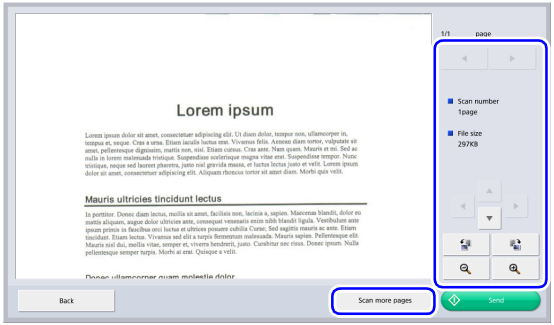
- If [Send the files immediately after scanning] is set to [ON] in Send Settings of the Scan / Send Settings screen, scanning ends without displaying the continue to scan confirmation screen, and the address confirmation screen of Step 10 appears.
- When the confirmation message is left displayed and the scanner transitions to Low Power Mode, all of the data scanned up until that point is discarded. (See “Adjust the wait time until the Low Power Mode.” on p. 152.)

7. Check the document and go to the next step.



- Press [Complete] to go to the Send screen.
- Press [Continue] to resume scanning.
- Press [Cancel] to cancel the scanned images and return to the Scan / Send Settings screen.

8. Check the scanned images.



: Display the image of the next page.

: Display the image of the previous page.

: Move the viewing area around an image when an enlarged view of the image is shown.

: Rotate the image 90 degrees counterclockwise.

: Rotate the image 90 degrees clockwise.

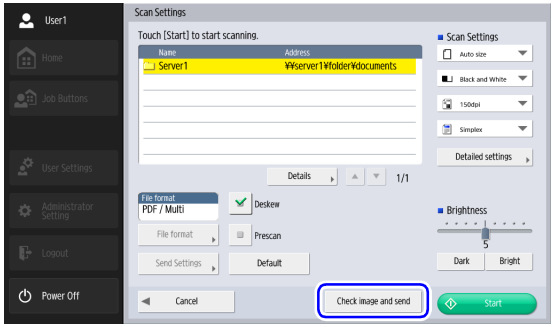
: Enlarge the image.

: Reduce the image.

IMPORTANT

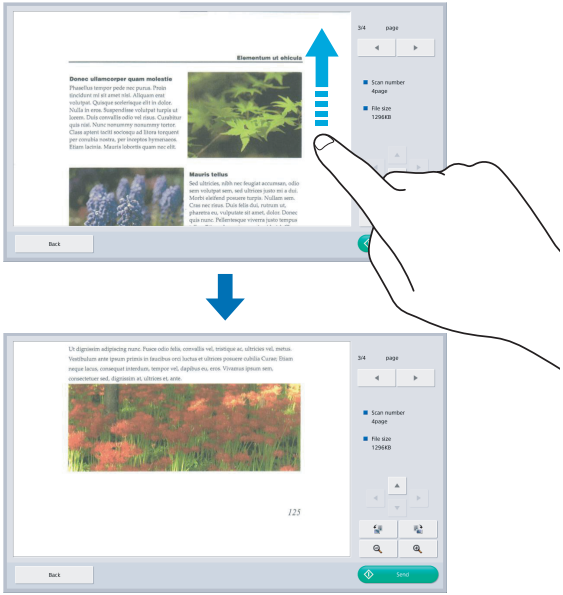
Rotations and size modifications will be applied to all scanned images that can be displayed in the Send screen.

- When you press [Scan more pages], the [Scan Settings] screen appears, allowing you to change scan conditions. After changing the settings, press [Check image and send] to return to the Send screen.

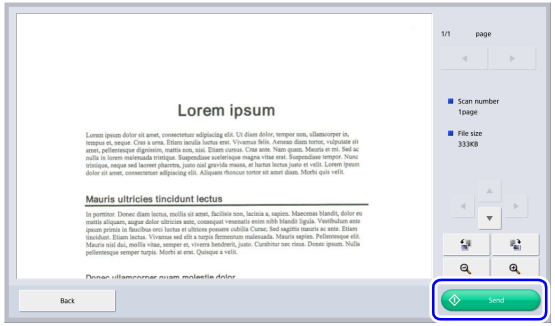


Hint

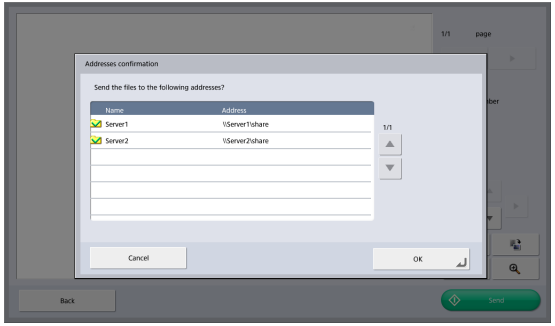
When the preview image is enlarged, you can drag your finger on the image to scroll.



9. Press [Send].



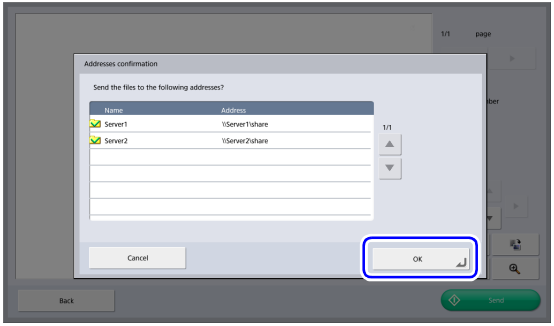
The address confirmation message appears.



IMPORTANT

If [Confirm addresses before sending] is set to [OFF] in Send Settings of the Scan / Send Settings screen, the image is sent without displaying the address confirmation screen and the operation ends.

10. Confirm the address and press [OK] to send the scanned image.



IMPORTANT

If a send error message appears, check the address settings and send destination and try again.

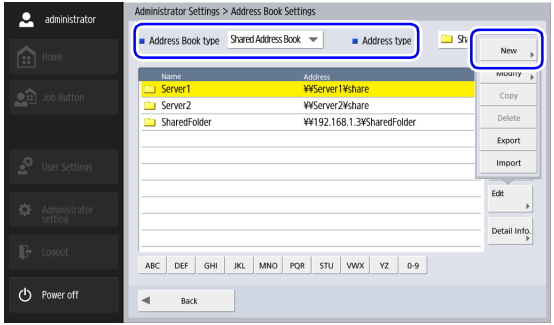
11. Returns to the screen set for [Screen after sending] in Send Settings of the Scan / Send Settings screen.

7. Registering and Editing Addresses

If an address to which you want to send an image file is not registered in the address book or the information of a registered address has not been updated, use the procedure below to register a new address or modify an address in the address book.

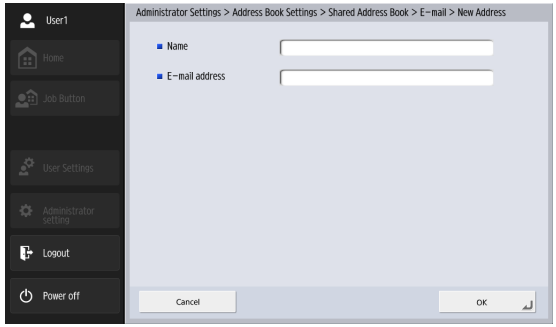
❑ Registering a New Address

1. Make selections for [Address Book type] and [Address type], press [Edit], and then press [New].



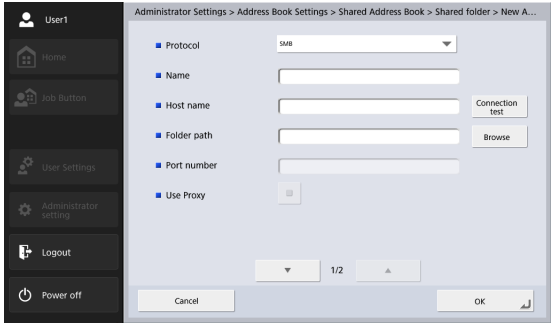
2. Register the address in accordance with the setting conditions of the address type.

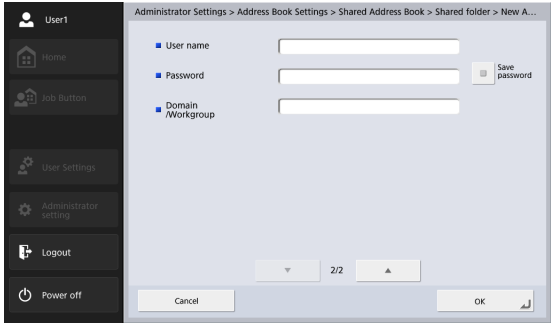
E-mail Registration Screen



- Name
  Enter the name to appear in the address book.
- E-mail address
  Enter the sender's address for when image files are sent by e-mail.

Shared Folder Registration Screen





- Protocol
  Select the protocol to be used when sending files to shared folders. You can select from [SMB], [WebDAV] or [WebDAV over SSL].
- Use Proxy
  Connect to an external network via an HTTP proxy server.
  This is enabled when [Protocol] is set to an option other than [SMB].
- Name
  Enter the name to appear in the address book.
- Host name
  Enter the name of the computer containing the publicly shared folder.
- Folder path
  Enter the name of the shared folder and the path of the sub-folder to register.

Hint

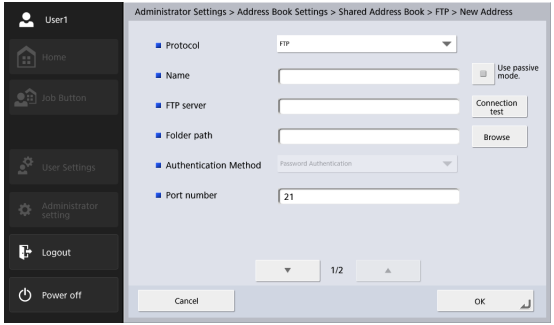
If the path of the sub-folder is unknown, use the procedure below to specify the sub-folder.

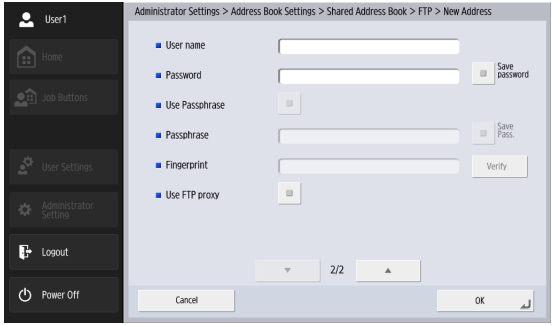
1. Enter the host name, user name, password, and domain, and then press [Browse] to access the computer that is making the shared folder public.
2. Specify any sub-folder within the displayed folder.
3. Press [Downward] to move to a level lower than the selected folder, or press [Edit] and [Create a new folder] to create a new folder.

- Port number
  Enter the port number when [WebDAV] or [WebDAV over SSL] is selected as [Protocol].
- User name/Password
  Enter the user name and password of an account with write permission for the shared folder.

- Domain/Workgroup
  If the computer containing the shared folder is part of a domain, enter the NetBIOS domain name.
- Save password
  Save the entered password.

FTP Registration Screen





- Protocol
  Select the protocol to be used when sending by FTP. When performing encrypted communication, you can select [FTP], [FTPS (Explicit)], [FTPS (Implicit)] or [SFTP]. When [SFTP] is selected, you can select [Authentication Method].
- Name
  Enter the name to appear in the address book.
- FTP server
  Enter the address of the FTP server.
- Folder path
  Enter the path of the sub-folder when specifying a sub-folder on the FTP server.

Hint

If the path of the sub-folder is unknown, use the procedure below to specify the sub-folder.

1. Enter the server address, user name, and password, and click [Browse] to log in to the FTP server.
2. Specify any sub-folder at the level of the displayed folder and click [OK].

- Authentication Method
  When [SFTP] is selected in [Protocol], select the Authentication Method from [Password Authentication] or [Private Key Authentication].
- Port number
  Enter the port number. The standard port number is 21.

- User name/Password
  Enter the user name and password for logging in to the FTP server.

IMPORTANT

Enter the user name and password of an account with write permission for the FTP server.

- Save password
  Save the entered password.
- Use Passphrase
  Use Passphrase when [Private Key Authentication] is selected as the [Authentication Method].
- Passphrase
  Enter Passphrase.
- Save Pass.
  Save the entered passphrase.
- Fingerprint
  Enter the fingerprint of the Private Key.

IMPORTANT

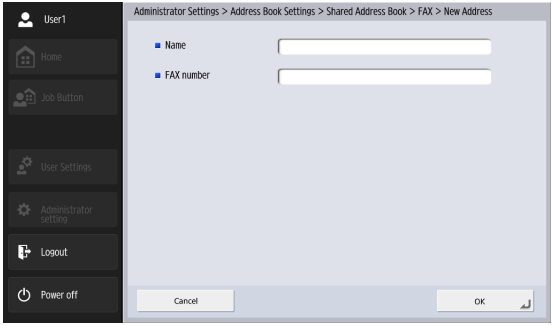
Always enter the fingerprint when [Protocol] is set to [SFTP].

- Confirmation
  Confirm the fingerprint.
- Use FTP proxy
  Traverse the firewall via an FTP proxy server to connect to an external FTP server. Configure settings for the proxy server in the [FTP Proxy] screen (see p. 143).
- Use passive mode
  Use passive mode for sending to the FTP server. Use this when a file cannot be sent to the FTP server.

IMPORTANT

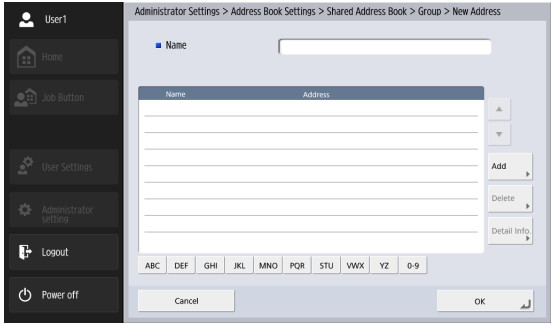
Use passive mode when normal communication with the FTP server cannot be established. However, be aware that communication may not be possible if the network is not functioning properly.

Fax Registration Screen



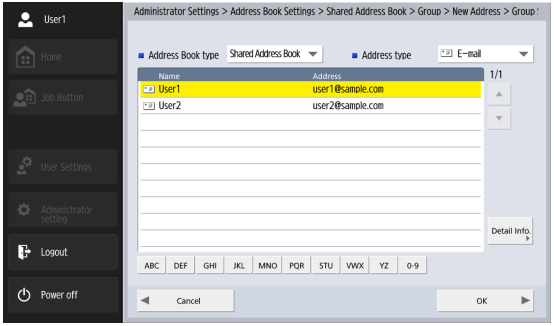
- Name
  Enter the name to appear in the address book.
- Fax number
  Enter the recipient fax number.

Group Registration Screen



- Name
  Enter the name that you want to appear in the address book.

- [Add] button
  Select addresses to register to the group from [Address Book type] and [Address type]. The selected addresses are displayed in the list.



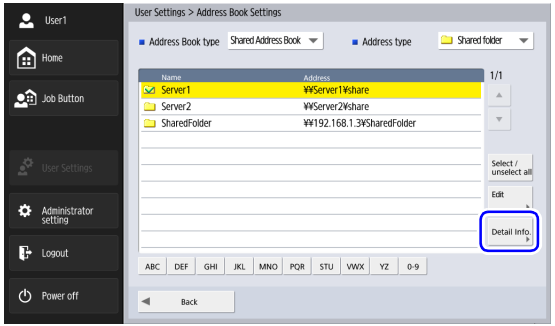
IMPORTANT

- When you add shared folders to groups, do not add multiple shared folders with different access privileges to one group.
- Using a group to simultaneously send to shared servers and the like and multiple shared folders with different access privileges may result in a send error.

❑ Modifying an Address

Modify an address when there is a send error because the information of the transfer destination registered for the address is wrong or has been changed.

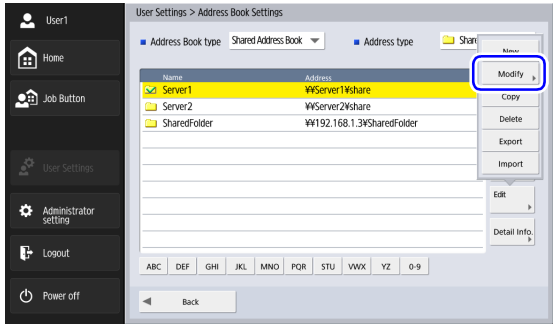
1. Select the type of the address to modify and press [Detail Info.].



Detailed information for the address appears.

2. Check the detailed information for the selected address.

3. Press [Edit], and then press [Modify].



The edit screen for the address appears.

4. Modify the address.

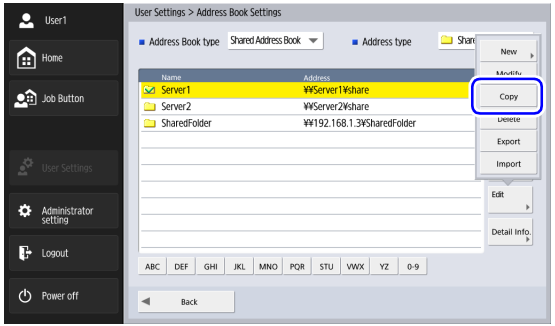
Hint

For details on editing items, see “Registering a New Address” on p. 78.

❑ Copying an Address

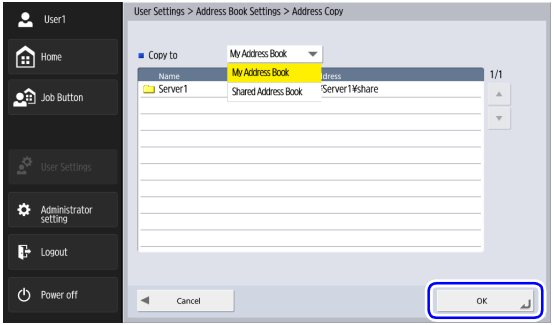
You can copy addresses between My Address Book and Shared Address Book.

1. Select the address book entry to copy.
2. Select the address, press [Edit], and then press [Copy].

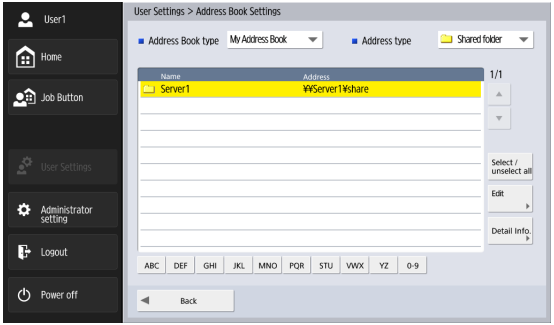


The Specify Destination and Confirmation screen appears.

3. Select the type for the copy destination address book, and press [OK].

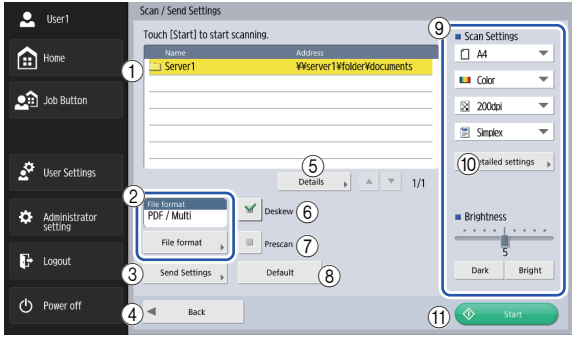


The address is copied, and the address book of the copy destination appears.



8. Scan / Send Settings

This section describes the scan settings and send settings for the scanner.



① Address Display Area
Displays the selection that you made on the address selection screen or the addresses registered to the job button.

② File format
Checks the displayed file format and press the [File format] button to configure the settings. (See "File Formats" on p. 95.)

③ Send Settings
Sets the send conditions. (See "Send Settings" on p. 98.)

④ [Back] button
Returns the display to the previous screen.

⑤ Details
Displays detailed information for the address with the colored background.

⑥ [Deskew] button
The scanner detects from the scanned image that the document was fed askew and then straightens the image.

⑦ [Prescan] button
When scanning starts, the first page of the document is scanned and then scanning stops. You can view the image of the first page to check and adjust the brightness and contrast before scanning the entire document.

Hint

- Scanning pauses after the first page of the document is scanned, and the image of the first page is displayed.
- Use the displayed image to confirm and adjust the brightness and contrast. Press [Continue] to confirm the adjusted brightness and contrast for the first image and continue scanning.

⑧ [Default] button
Resets any modified settings to the default values of the scanner.

IMPORTANT

If you press [Default] in the Scan / Send Settings screen opened from a job button, the settings are reset not to the setting values registered to the job button, but to the default values of the scanner.

⑨ Scan Settings
Sets the scan conditions. (See “Scan Settings” on p. 86.)

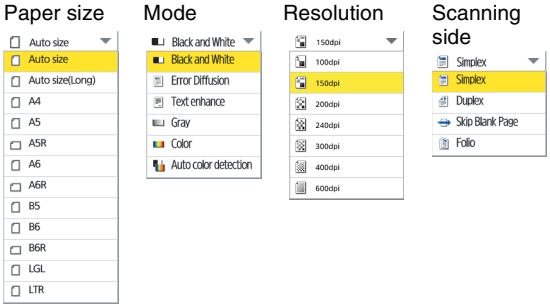
⑩ Detailed settings
Configures detailed settings for scan conditions. (See “Detailed Settings” on p. 88.)

⑪ [Start] button
Starts scanning.

❑ Scan Settings

The scan settings include basic condition settings (page size, mode, resolution, scanning side, and brightness) and detailed settings for scanning.

Basic Condition Settings



Paper Size

Select the size of the document you want to scan.
The paper sizes displayed will differ as follows, depending on the [Feeder/flatbed] setting in the [Detailed Settings] screen.

- When [Auto] or [Feeder] is selected, the paper sizes supported by both the ScanFront and the flatbed scanner are displayed.
- When [Flatbed] is selected, the paper sizes supported by the flatbed scanner are displayed.

Hint

- Select [Auto size] to automatically detect the size of the scanned document.
- When scanning a long document, select [Auto size (Long)].

IMPORTANT

- A resolution of [240 dpi] or more cannot be set when [Auto size (Long)] is selected.
- When an A3 flatbed scanner is connected and [Auto size], [B4], [A3], or [Double Letter] is selected, the maximum resolution setting is [300 dpi].

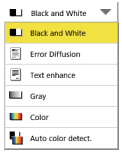
Mode

Select the mode for scanning.

IMPORTANT

- The selection of modes is limited depending on the setting set for File Format (see p. 95).

TIFF/PDF/PNG



JPEG

- When [Text enhance] is selected, [Bleed-through reduction] in the Detailed Settings screen is grayed out and cannot be selected.
- The [Auto color detect.] function cannot be used simultaneously with the color drop-out or prescan function.
- The scanning speed may be reduced when the Auto Color Detection function is used.

Resolution

Select the resolution for scanning.

IMPORTANT

- A resolution of [240 dpi] or more cannot be set when [Auto size (Long)] is selected for [Page Size].
- A resolution of [400 dpi] or more cannot be set when [Folio] is selected for [Scanning Side].

Scanning Side

Select the method for scanning the document (Simplex, Duplex, Skip Blank Page).

Hint

- The Skip Blank Page option scans both sides of a document and skips saving any image it determines to be a blank page.
- Selecting Skip Blank Page enables the skip blank page setting in the detailed settings. (See “Skip Blank Page” on p. 89.)
- When you select Folio, documents that are folded in half for which duplex scanning is performed can be scanned as a single image.

IMPORTANT

- The scanning speed may be reduced when [Skip Blank Page] is selected.
- A resolution of [400 dpi] or more cannot be set when [Folio] is selected.

Brightness

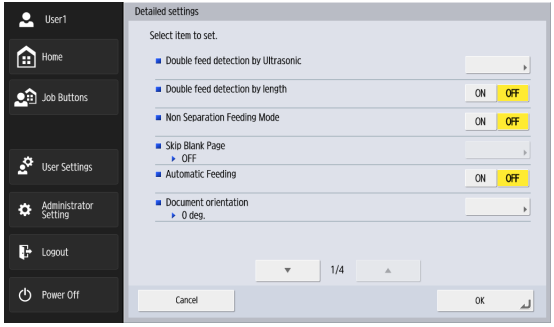
Adjust the brightness to match the density of the document.

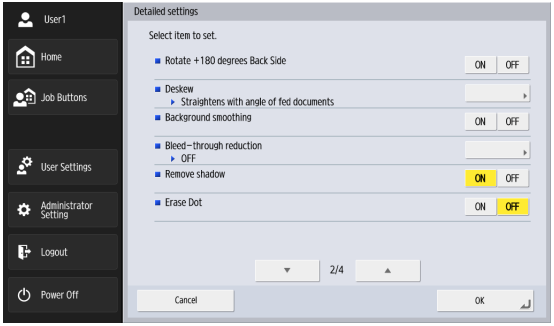
Hint

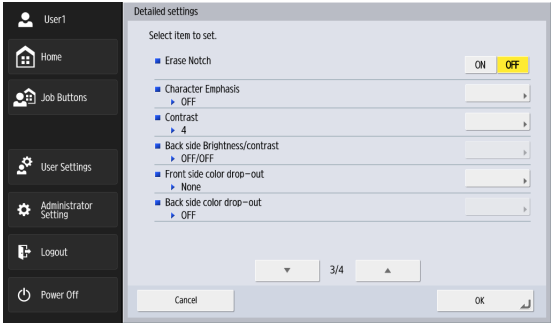
When you want to scan both sides of a document that has front and back sides of different densities, you can change the settings for the brightness of the front side and back side separately in the detailed settings and then perform scanning.

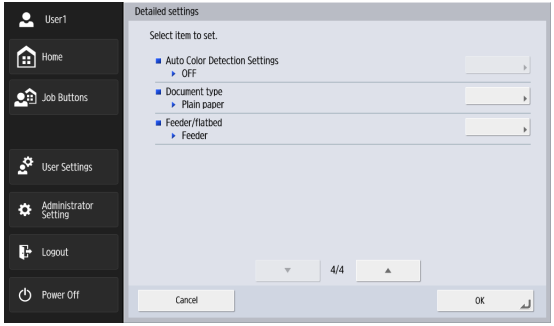
Detailed Settings

Press the [Detailed settings] button to open the Detailed Settings screen.









Double feed detection by Ultrasonic

The scanner uses an ultrasonic sensor to detect when two or more documents are fed together, and stops feeding when a double feed is detected.

IMPORTANT

- This method is effective when documents overlap by 1.97" (50 mm) or more. It does not function if only a slight portion of the document is overlapping.
- When [Scanning Side] is set to [Folio], [Double feed detection by Ultrasonic] is grayed out and cannot be selected.

Double feed detection by length

The scanner detects by document length when two or more documents are fed together, and stops feeding when a double feed is detected.

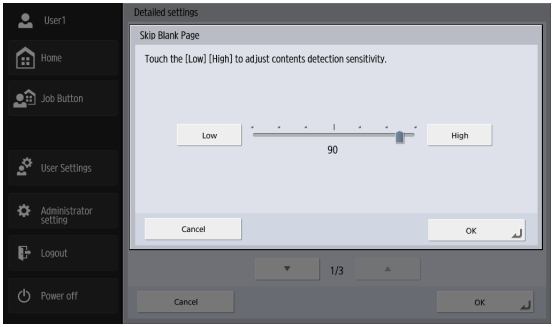
IMPORTANT

- Using the length of the first page of the document as a reference, the scanner determines a double feed when it detects a document with a length at least 1.38" (35 mm) longer or shorter than the reference length.
- Set [Double feed detection by length] to [OFF] when scanning a document that contains pages of different lengths.

Non Separation Feeding Mode

Set [Non Separation Feeding Mode] to [ON] or [OFF] according to the feed method of the document. (See p. 44.)

Skip Blank Page



When [Skip Blank Page] is selected in the scanning side settings, this setting is enabled, and you can adjust the sensitivity level for skipping blank pages.

Hint

- The initial value for the Skip Blank Page option is set to “90.”
- As you lower the value from the default setting, pages of the document with text become more likely to be skipped as well.

- As you raise the value from the default setting, pages of the document that are blank become less likely to be skipped.

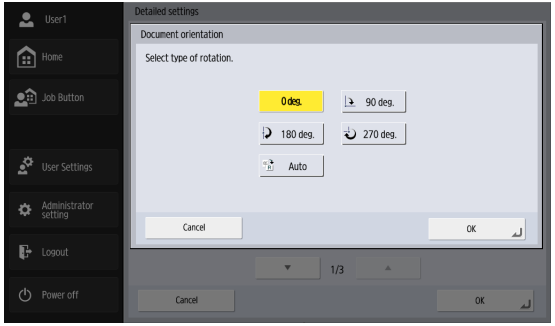
Automatic Feeding

When this is set to [ON], documents placed on the scanner will be detected and fed automatically.
To end scanning, press [Cancel].

Hint

To scan from a flatbed scanner while this is set to [ON], press the scan button on the flatbed scanner.

Document orientation



Rotates the scanned image a specified amount.

Hint

If you select [Auto], the orientation of text within the document is detected and the image is rotated so that the orientation of the text is correct.

IMPORTANT

The scanning speed may be reduced when [Auto] is selected.

Rotate +180 degrees Back Side

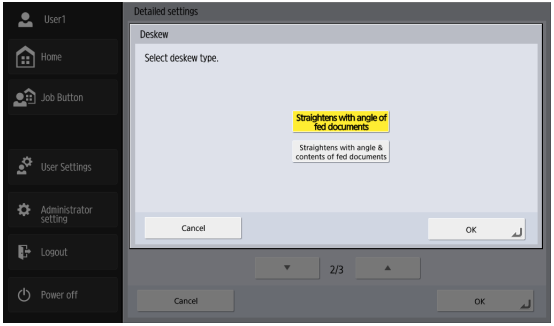
Rotate the image of the back side 180 degrees during duplex scanning.

Hint

The following two settings must be configured to enable [Rotate +180 degrees Back Side].

- Set the scanning side to [Duplex] or [Skip Blank Page] under [Scan Settings] in the [Scan / Send Settings] screen. (See p. 87.)
- Set [Document orientation] to a setting other than [Auto] in the [Detailed Settings] screen. (See p. 90.)

Deskew



The scanner detects from the scanned image that the document was fed askew and then straightens the image.

- Straightens with angle of fed documents
  Detects skewing that occurs in documents during document transport and corrects it.
- Straightens with angle & contents of fed documents

Detects skewing that occurs in documents during document transport and in scanned images and corrects it.

Hint

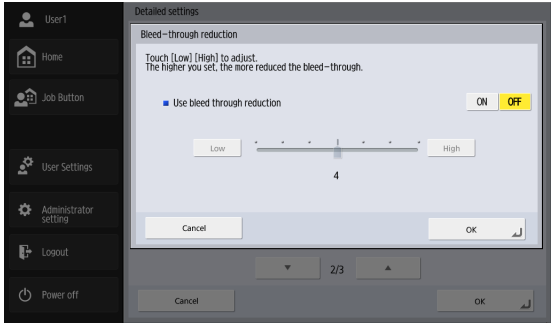
The deskew function may not operate properly in the following cases. In such cases, disable the deskew function. (Even in cases other than the following, skewing in documents may not be properly corrected and portions may be cut off in the scanned image depending on the document.)

- When scanning documents with dark edges
- When scanning glossy or reflective documents

Background smoothing

Processes the scanned image so that the background is smooth.

Bleed-through reduction



Eliminates bleed-through images, in which images on the reverse side of a scanned document appear on the scanned page, such as when scanning thin documents with text or images on both sides.

IMPORTANT

Bleed-through reduction cannot be set when the [Text enhance] mode is selected.

Hint

When using bleed-through reduction, adjust the bleed-through reduction level to match the type of document.

Remove shadow

Removes shadows at the top and bottom of scanned images automatically.

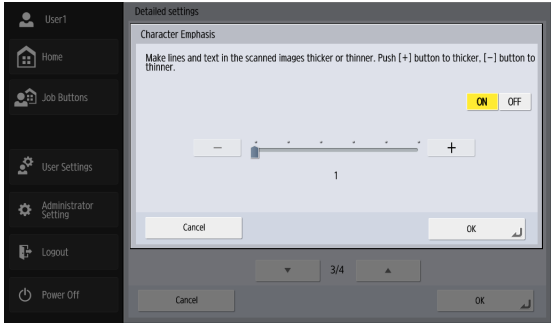
Erase Dot

Automatically remove isolated 3 × 3 dot black spots on white backgrounds (or isolated 3 × 3 dot white spots on black backgrounds).

Erase Notch

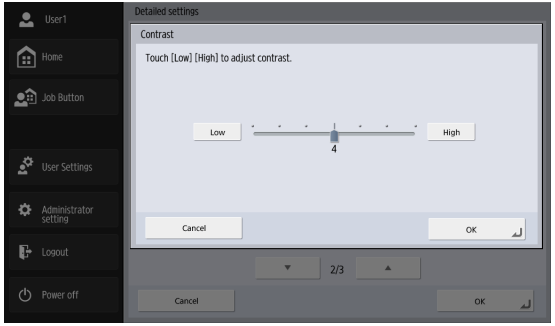
Remove protrusions (i.e., notches) in contours in scanned images.

Character Emphasis



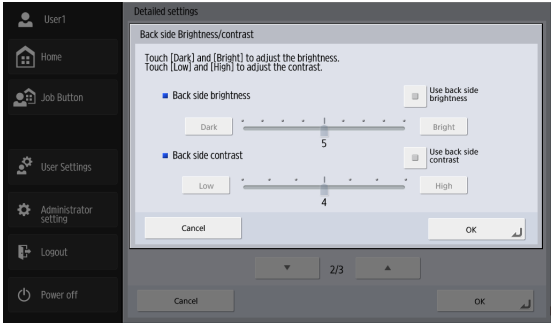
Adjust the level of correction for text and line thickness.

Contrast



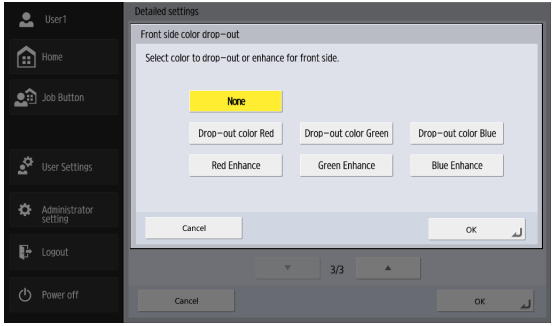
Adjust the contrast for the images to scan.

Back side Brightness/contrast



This is enabled when you scan both sides of a document and should be used when the document has front and back sides of different density. Select [Use back side brightness (contrast)] to change the settings for the brightness and contrast of the front and back sides of the document.

Front side (Back side) color drop-out

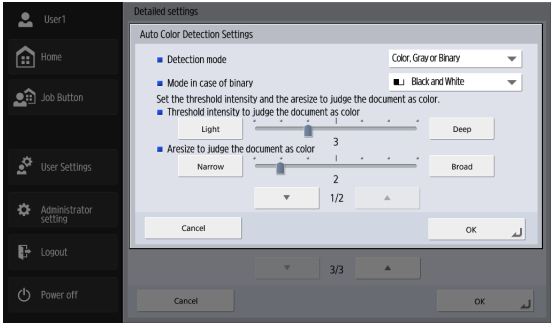


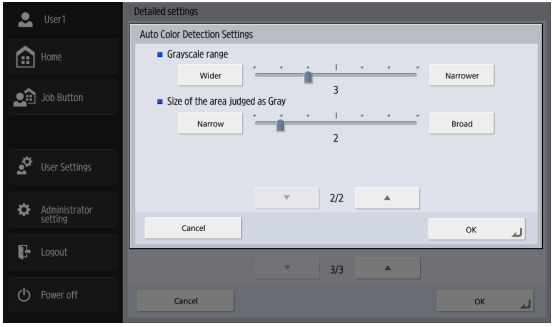
The color drop-out function has a “drop-out” effect that leaves out a specified color (red, blue, or green) while scanning, and a “color enhancement” effect that emphasizes a specified color. You can set each of these effects for the front side and back side.

IMPORTANT

The color drop-out settings are disabled when the scanning mode is set to [Color].

Auto Color Detection Settings





This is enabled when Auto Color Detection is selected, and allows you to configure the following detection settings for determining whether to scan a document in color or black and white.

- Detection mode
  Specify the color detection mode.
  Depending on this setting, processing for scanned documents will differ as follows.

Setting Value	When a color document is detected	When a black and white document is detected
[Color, Gray or Binary]	Saved as a color image	Saved as a grayscale image or black and white image depending on the document content
[Color or Gray]		Saved as a grayscale image
[Color or Binary]		Saved as a black and white image

- Mode in case of binary
  Specify the scanning mode to use when a black and white document is detected.
- Threshold intensity to judge the document as color
  Adjust the sensitivity to colors in a document.
- Aresize to judge the document as color
  Specify the ratio of colored regions in a document.
- Grayscale range
  Adjusts the sensitivity for grayscale detection on documents.
- Size of the area judged as Gray
  Adjusts the size of the grayscale detection area on documents.

IMPORTANT

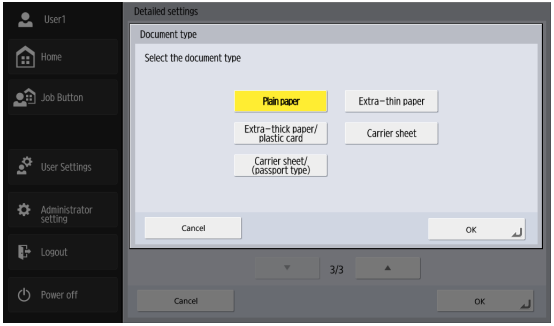
- The [Auto color detect.] function cannot be used simultaneously with the color drop-out or prescan function.
- The scanning speed may be reduced when the Auto Color Detection function is used.

Document type

Select the type of document to be scanned. You can select from [Plain paper], [Extra-thin paper], [Extra-thick paper/plastic card], [Carrier sheet], or [Carrier sheet (passport type)].

Hint

When [Extra-thick paper/plastic card], [Carrier sheet], or [Carrier sheet (passport type)] is selected, [Double feed detection by Ultrasonic] will be set to [OFF] automatically.



Feeder/flatbed

When a flatbed scanner is connected, select whether scanning will be performed on the ScanFront or on the flatbed scanner. When [Auto] is selected, scanning will be performed on the ScanFront when documents are placed on the ScanFront (ADF) or on the flatbed scanner when documents are not placed on the ScanFront.

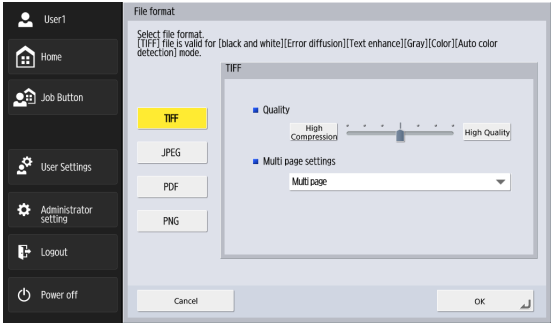
IMPORTANT

- When [Auto] is selected, the scanning resolution will be limited to a maximum of 300 dpi.
- When using a Flatbed Scanner Unit 102 that is connected to the ScanFront, place the document so that its top left corner aligns with the arrow on the flatbed scanner.

❑ File Formats

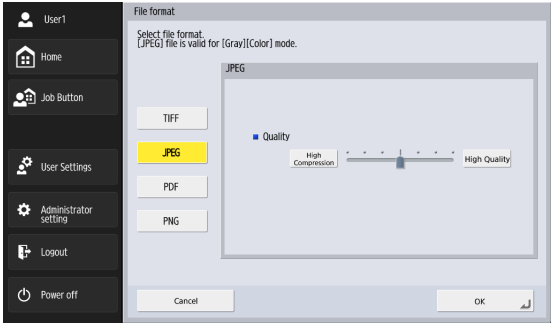
You can select from the four available file formats TIFF, JPEG, PDF and PNG, and the modes available for scanning vary, depending on the file format setting. (See "Mode" on p. 87.)

TIFF format



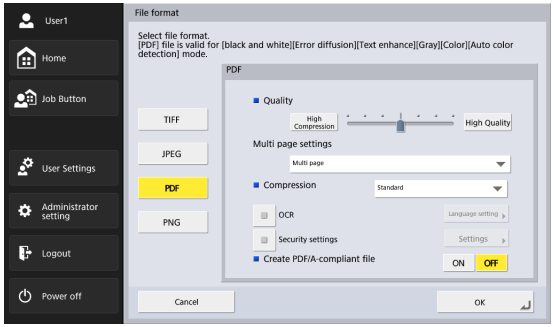
Select [Single page (Front/back separate file)] to save each side of each page as a separate image file, [Single page (Front/back same file)] to save each page as a separate image file, or [Multi page] to save one image file containing multiple pages when scanning multiple pages.

JPEG format



Select the compression rate for JPEG compression.

PDF format



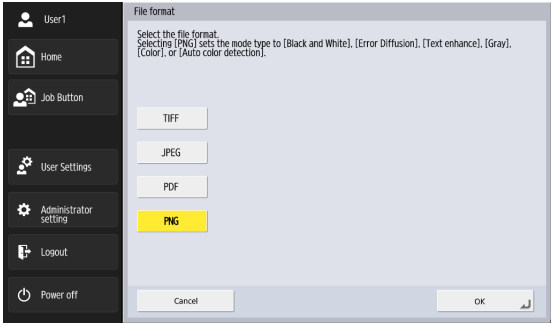
Configure the following settings for saving in PDF format.

- Compression
  Select the compression method.
- Quality
  Adjust the quality for the specified compression method.
- Multi page settings
  Select [Single page (Front/back separate file)] to save each side of each page as a separate image file, [Single page (Front/back same file)] to save each page as a separate image file, or [Multi page] to save one image file containing multiple pages when scanning multiple pages.
- OCR (Character Recognition)
  If OCR is set to On, character recognition is performed for the text within the scanned document, and the text is embedded in the PDF file as text information.
  The [Language setting] button enables you to select the language for character recognition.
- Security settings
  If you set security settings to On and then press the [Settings] button, the Security settings screen appears, and you can configure the security settings for the PDF file. For details, see “Security Settings for PDF Files” on p. 97.
- Create PDF/A-compliant file
  When set to [ON], create a PDF/A file.

IMPORTANT

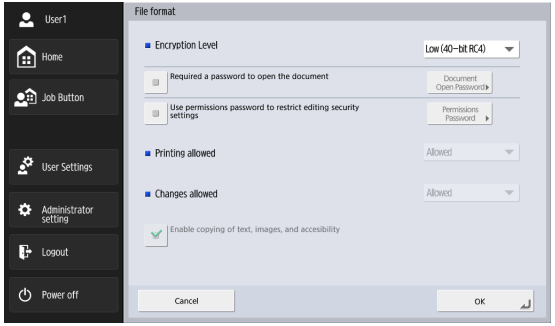
- When a language that is not supported by PDF/A (Japanese, English + Japanese, Turkish, Russian) is selected in the [Language setting] of the [OCR], it will change to a language that is supported.
- [Security settings] cannot be set when creating a PDF/A file.

PNG format



❑ Security Settings for PDF Files

Apply security to the PDF file.



Encryption Level

High (128-bit RC4) and low (40-bit RC4) level settings are available.

IMPORTANT

Using the High (128-bit RC4) level setting is recommended. The Low (40-bit RC4) level setting provides less security.

Requires a password to open the document

Viewing of the document is restricted by a password.

IMPORTANT

Take care not to forget the password once it is set. If you forget the password, the document can no longer be opened.

Use permissions password to restrict editing security settings

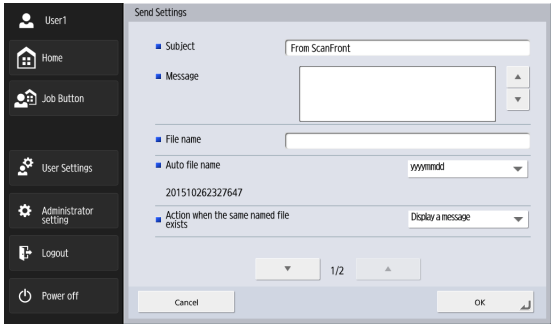
The following settings are restricted by the permissions password.

- Printing allowed
  This permits printing of the PDF file with a printer.
- Changes allowed
  This permits editing of the PDF file; for example, adding and deleting pages.
- Enable copying of text, images, and accessibility.
  This enables the copying of text information embedded with OCR software and reading of the PDF file with voice software.

IMPORTANT

- Password protection is recommended when the permissions of the PDF file are restricted.
- You can change the permissions and cancel password protection for a password protected PDF file in an application capable of editing PDF files such as Adobe Acrobat.

❑ Send Settings



E-mail settings (subject, message)

Set the subject and message for sending via e-mail.

File name

Specify a name for the image file to be sent.

Auto file name

The scanner adds 17 digits that indicate the date and time to the file name of the image to be sent.

Ex.) May 14, 2016, 3:40:30 p.m.

yyyymmdd: File name + 20160514154030123
mmddyyyy: File name + 05142016154030123
ddmmyyyy: File name + 14052016154030123

* The last three digits indicate the number of milliseconds.

When custom file name settings are configured in the Administrator Settings or User Settings, you can select [Custom] to add the custom file name to the file name of the scanned image (see p. 110).

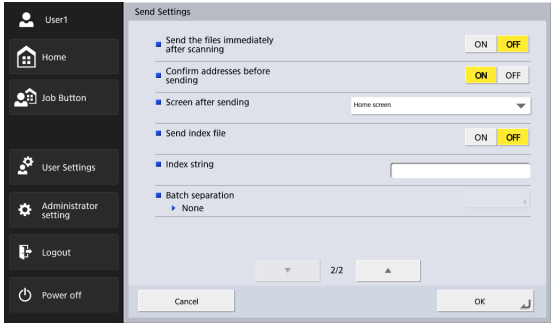
IMPORTANT

- Make sure you set either [File name] or [Auto file name]. A message appears if you do not enter a file name and then set [Auto file name] to [None].
- When JPEG or PNG format is selected, or when TIFF or PDF format is selected and set as a single page, a 4-digit serial number starting from "0001" is automatically added to the end of the file name.
- The following characters cannot be used to set the custom file name:
  / : ? * " < > |

Action when the same named file exists

Set the action to perform when there is already a file of the same name at the destination.

- Display a message
  Display a message to confirm overwriting of the file.
- Abort sending
  Cancel sending.
- Overwrite the file
  Overwrite the file at the destination.



Send the files immediately after scanning

Send images without checking them when scanning completes.

Confirm addresses before sending

Confirm the addresses before sending images when scanning completes.

Screen after sending

Select the screen to display after sending images.

- Home screen (Job Button screen)
  Redisplay the Home screen (Job Button screen) after sending images.

IMPORTANT

- The [Screen after Login] setting that is set by the user applies to the Home screen (Job Button screen) setting.
- The Job Button screen is displayed for a user for which use of the Home screen is restricted by the ScanFront administrator.

- Logout
  The user is logged out after sending images.
- Select screen after sending
  A dialog box for selecting the screen after sending images is displayed.

Hint

When no user is registered, the Logout option does not appear.

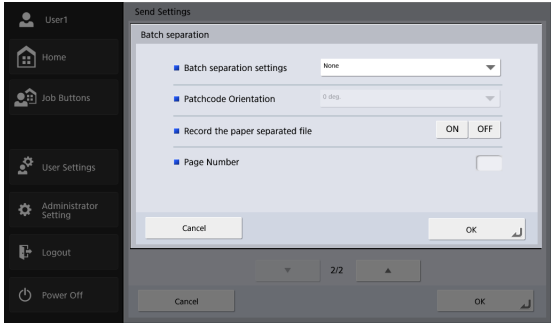
Send index file

Specify whether to send index files (metadata) with images.
When sending index files, enter an index string.
Index files are created according to the settings configured in the Administrator Settings or User Settings. (see p. 112).

IMPORTANT

The following characters cannot be used in strings contained in the index file:
& " ' < >

Batch separation



You can enable batch separation to be performed when a blank page or a patch code sheet is detected.

IMPORTANT

The following two settings must be configured to enable batch separation.

- Select the [Enable] check box for [Counter] in the Custom File Name Settings screen (p. 110).
- Set [Auto file name] to [Custom] in the Send Settings screen (p. 98).

- Batch separation settings

  When [Blank Page] is selected and a blank page is detected among the scanned documents, that blank page triggers automatic batch separation (i.e., automatic file separation), allowing you to create multi-page files.

  When [Patchcode] is selected and a patch code is detected among the scanned documents, batch separation is performed. For details, see “Batch separation using patch code sheets” on p. 101.

  When [Specified Pages] is selected, batch separation is performed after the specified number of pages.

- Patchcode Orientation

  Configure this when [Batch separation settings] is set to [Patchcode].

  Configure this according to the orientation of the patch code sheet you intend to place the in the feed tray.

Hint

Configure [Patchcode Orientation] as follows according to the patch code inserted in the document.

PATCH T				
PATCH II				
Patchcode Orientation	0 degrees	90 degrees	180 degrees	270 degrees

- Record the paper separated file

  Configure this when [Batch separation settings] is set to [Patchcode].

  When [ON] is selected, the patch code sheet’s image is scanned and saved, regardless of the patch code pattern.

When [OFF] is selected, the patch code sheet's image is scanned without being saved when a PATCH T pattern is recognized.

- Page Number
  Specify the number of pages when [Batch separation settings] is set to [Specified Pages].

❏ Batch separation using patch code sheets

A patch code sheet is a sheet on which a unique pattern is printed and that is used to separate files without interrupting scanning. When such a sheet is scanned and the pattern is recognized by the scanner, file separation is performed.

Printing patch code sheets

Open the patch code sheet file using an application that supports the PDF format, and always print in the original size. The patch code sheets are stored on the supplied instructions and utilities CD-ROM as PDF files.

IMPORTANT

- Print [PATCH T (A4)] and [PATCH II (A4)] on A4 size paper and [PATCH T (LTR)] and [PATCH II (LTR)] on letter size paper, always in their original size.
- If a patch code sheet is enlarged or reduced for printing, the patch code may not be recognized.

Patch code pattern functions

Patch codes are separated into two patterns, PATCH T and PATCH II, each with different functions.

- PATCH T

When a sheet with this pattern is recognized, the file is separated with the image of the next sheet heading the next file.
You can specify whether to save the patch code sheet image with the [Record the paper separated file] setting (see p. 100).

- PATCH II

When a sheet with this pattern is recognized, the file is separated with the image of this sheet heading the next file. The image of this sheet is always saved, regardless of the [Record the paper separated file] setting.

❑ Using patch code sheets

This section describes how to scan while using patch code sheets for file separation.

1. Print the patch code sheets using a printer.

The patch code sheets are stored in the following folder on the supplied instructions and utilities CD-ROM.

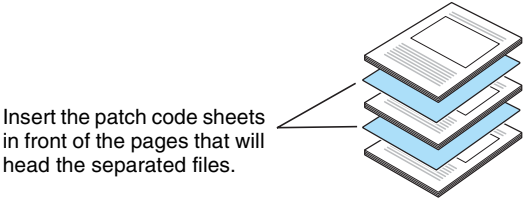
Q:\Documents

("Q:" is the drive letter of the CD-ROM drive.)

IMPORTANT

- Print [PATCH T (A4)] and [PATCH II (A4)] on A4 size paper and [PATCH T (LTR)] and [PATCH II (LTR)] on letter size paper, always in their original size.
- If a patch code sheet is enlarged or reduced for printing, the patch code may not be recognized.

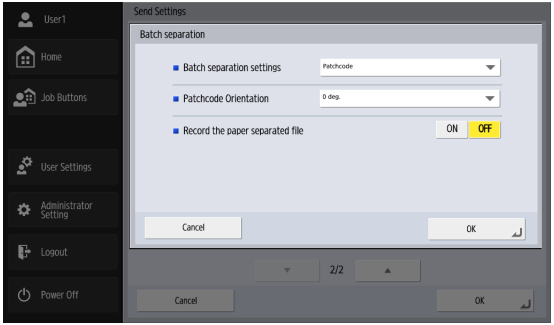
2. Insert the patch code sheets in front of the pages that will head the separated files, and place the documents in the feed tray.



3. Open the [Batch separation] screen from the [Send Settings] screen.

4. Set [Batch separation settings] to [Patchcode], and configure the [Patchcode Orientation] and [Record the paper separated file] settings.

For details, see "Batch separation" on p. 100.



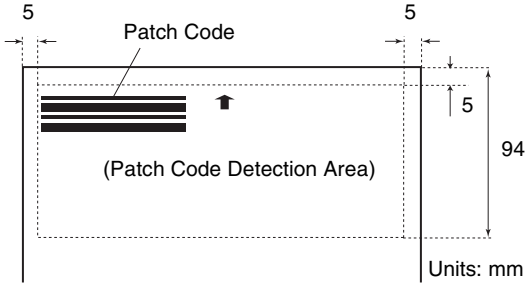
5. Start scanning.

Creating patch code sheets

Be careful of the following when copying patch code patterns to create patch code sheets of various sizes.

IMPORTANT

- Adjust the positioning so that the patch code is within the following detection area.



- When copying the patch code patterns, do not alter their original size.
- Avoid contaminating or dirtying printed or created patch code sheets. In addition, reprint or recreate patch code sheets that have been folded or creased.

Chapter 5 Administrator Settings

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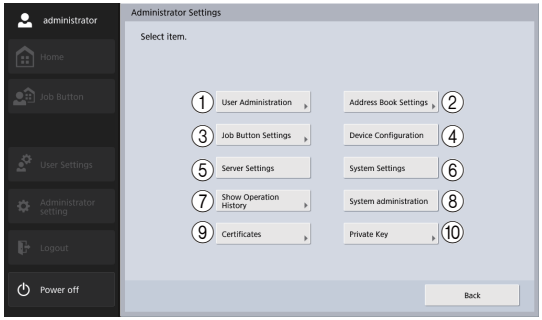
1. Administrator Settings

In “Administrator Settings”, you can configure the following settings.



① User Administration (See “User Administration” on p. 107.)
Register and manage the users of the ScanFront and restrict the functions available to users.

② Address Book Settings (See “Address Book Settings” on p. 120.)
Register and manage entries in Shared Address Book available to all users.

③ Job Button Settings (See “Job Button Settings” on p. 124.)
Register and manage Shared Job Button available to all users.

④ Device Configuration (See “Device Configuration” on p. 131.)
Configure the settings of the ScanFront scanner.

⑤ Server Settings (See “Server Settings” on p. 137.)
Configure the mail server settings for sending e-mail from the ScanFront, settings for using an authentication server compatible with a directory service, settings for using an address book server compatible with LDAP, and settings for using a function that transfers a scan result log during transfer to the FTP server.

⑥ System Settings (See “System Settings” on p. 144.)
Configure the following settings for managing the ScanFront.
- Backup and restoration of all ScanFront settings
- Confirmation of ScanFront version information

⑦ Show Operation History
Specify a User Name to browse its operation history.

Hint

When history is selected and [Detailed info] is pressed, detailed history information is displayed.

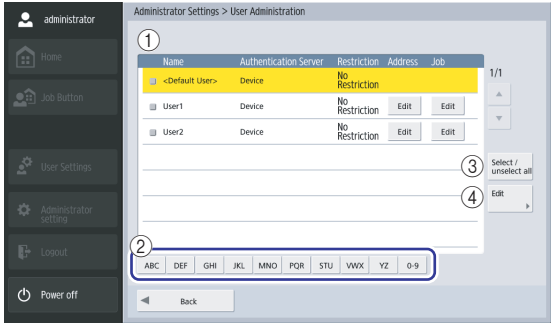
⑧ System Administration (See “System Administration” on p. 148.)
Configure the login screen and display language settings, perform a network test, and configure the password and mail address settings for the administrator.

⑨ Certificates (See “Certificates” on p. 149.)
Display and delete certificates.

⑩ Private Key (See “Private Key” on p. 150.)
Display and delete Private Key to be used for Private Key Authentication when sending by SFTP.

2. User Administration

In “User Administration”, you can register and manage the users of the ScanFront and restrict the functions available to users.



① User List

- Check box: Select this check box to select a user. If the check boxes of multiple users are selected, you can set function restrictions or perform the delete operation for all selected users simultaneously.
- Name: Displays the names of registered users. <Default User> is the default setting when registering a new user.
- Address [Edit] Button: Register and edit entries in My Address Book provided for each user. For details on the address book settings, see “Address Book Settings” on p. 120.
- Job [Edit] Button: Register and edit My Job Button provided for each user. For details on the job button settings, see “Job Button Settings” on p. 124.

② Jump Keys

If there are many users and the user you want to display is not displayed in the user list, you can use these keys to specify a keyword to search for and display the user.

Hint

When performing a search with the jump keys, search for the user’s name.

③ [Select / unselect all] Button

Select all users or clear all selected users.

④ [Edit] Button

Register new users and edit users.

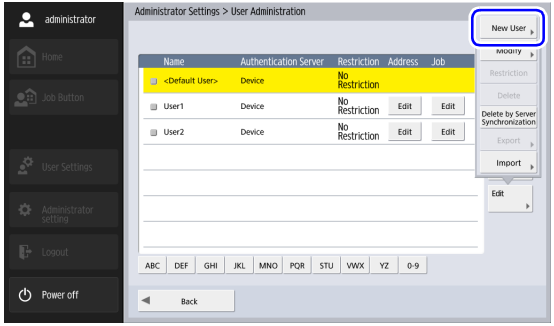
❑ Registering New Users

You can register new users.

IMPORTANT

- When an authentication server (see p. 140) is used, users that are logged in from an authentication server account are registered automatically.
- If an e-mail address is registered for the authentication server account, the e-mail address is also registered automatically.
- If an e-mail address is not registered for the authentication server account, the e-mail address is not registered. Register an e-mail address by editing the user settings (see p. 114).

1. Press [Edit] - [New User].

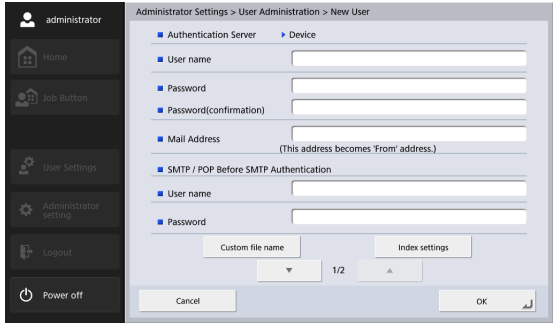


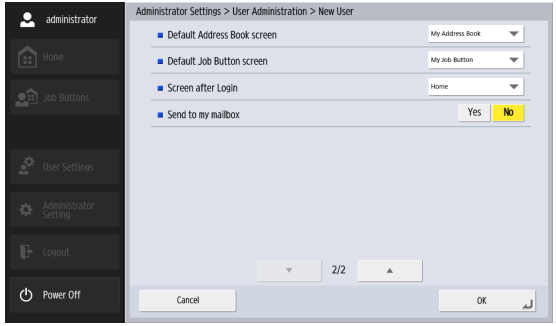
The New User screen appears.

2. Enter the necessary information for each item, and then press [OK].

Hint

- When a user is registered, the display of the ScanFront scanner changes from the Home screen to the Login screen. (See "Login Screen" on p. 59.)





- Authentication Server: Device
  The authentication method for all newly registered users is “Device”, and user authentication is performed on the ScanFront (device).

  Hint

  For users logged in from an authentication server account and automatically registered, the authentication method is the domain name of the authentication server.
- User name/Password
  Enter the name and password to use for logging in to the ScanFront.
- Password(confirmation)
  Enter the same password again for confirmation.
- Mail Address
  Enter the sender address for e-mail sent from the ScanFront.
- SMTP/POP Before SMTP Authentication
  This displayed when [Mail Server Authentication Method] (see p. 138) is configured to any setting other than [SMTP] in the mail server setting. Enter the user name and password that will be used for authentication by the mail server.

  IMPORTANT

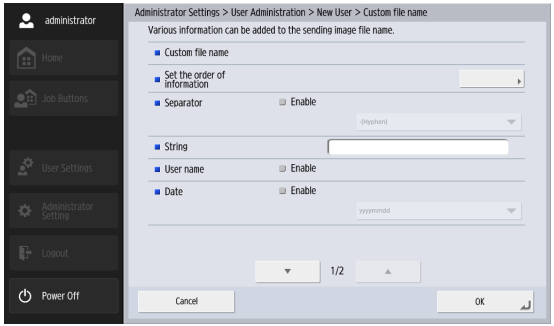
  - If the user name is set to be included in the index file and the file format of the index file is set to XML, characters that cannot be used in XML cannot be used in the user name.
  - Confirm the user name and password with the user before entering them. Otherwise, have the user enter them directly in user administration (see p. 158) of the user settings.
- Default Address Book screen
  Select whether to display [My Address Book] or [Shared Address Book] when opening the [Address selection] screen from the Home screen.
- Default Job Button screen
  Select whether to display "My Job Button" or "Shared Job Button" when the Job Button Screen is displayed after login.
- Screen after Login
  Select “Home screen” or “Job Button List screen” for the initial screen displayed after the user logs in.

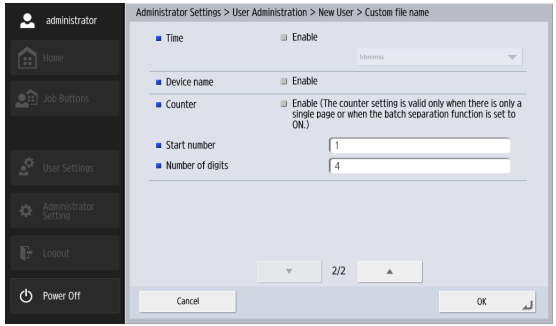
  IMPORTANT

  The setting for the initial screen after login also affects which screen appears after a scanned image is sent. (See “Send Settings” on p. 85.)
- Send to my mailbox
  Set this to [Yes] to display the email address of the logged in user in the address book. If an email address is set for the user, the user’s email address will be displayed even if it has not been registered in the address book. The user’s email address is displayed at the very top of the address list.
- Custom file name
  Display the Custom file name Settings screen. (See “Custom File Name Settings” on p. 110.)
- Index Settings
  Display the Index settings screen. (See “Index Settings” on p. 112.)

Custom File Name Settings

Specify the method in which file names used for saving scanned images are created. When you select to use custom file names during a scanning procedure, the image files will be saved under file names that are determined by the settings configured here. The order of the components that are included in the custom file name can be configured in the [Custom file name item setting] screen.





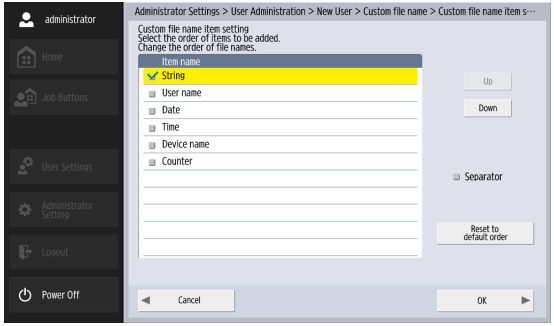
IMPORTANT

The following characters cannot be used to set the custom file name.

/ : ? * " < > |

- Custom file name
  Displays the components included in the custom file name in the order specified in the settings.
- Set the order of information
  Displays the [Custom file name item setting] screen.

This allows you to configure the order of the components that are included in the custom file name.



Select an item and press the [Upward] or [Downward] button to change its position in the order.

Hint

- The check boxes for items that are set to [Enable] in the [Custom file name] screen will be selected. Similarly, the selected/deselected state of the [Enable] check boxes in the [Custom file name] screen will reflect the check boxes you configure in this screen.
- The position of [String] can be changed, but its check box cannot be deselected.

- Separator
  Select the [Enable] check box to include a separator between character strings in the file name, and select a character to use as the separator in the list box.
- String
  Specify a string to include in the file name.
- User name
  Select the [Enable] check box to include the user name in the file name.
- Date
  Select the [Enable] check box to include the date in the file name, and select a format for the date in the list box.
- Time
  Select the [Enable] check box to include the time in the file name, and select a format for the time in the list box.

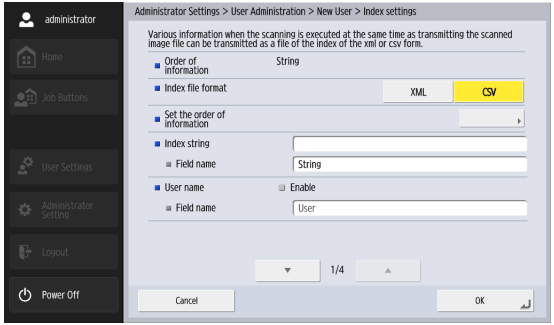
Hint

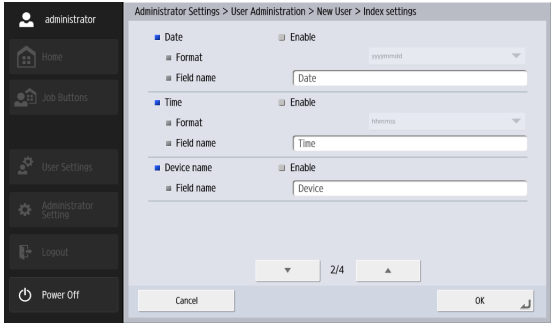
The time set on the ScanFront will be used.

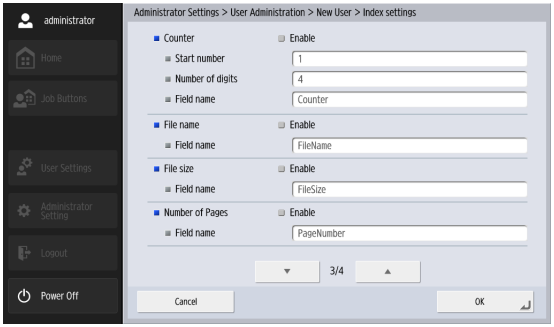
- Device name
  Select the [Enable] check box to include the device name in the file name.
- Counter/Start number/Number of digits
  Select the [Enable] check box to include a counter in the file name. When this is enabled, you can specify the starting value and number of digits used for the counter.

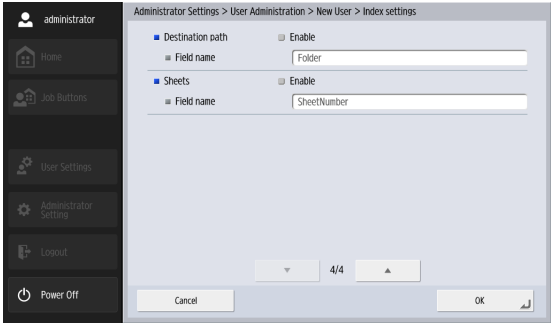
Index Settings

Specify the content of index files (metadata) that are attached to scanned image files. The order of the components that are included in the index file can be configured in the [Index item settings] screen.









IMPORTANT

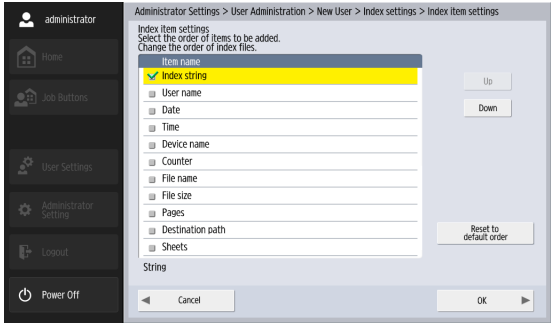
The following characters cannot be used in strings contained in the index file.

& " ' < >

- Order of information

  Displays the components included in the index file in the order specified in the settings.

- Index file format
  Specify a file format for the index files.
- Set the order of information
  Displays the [Index item settings] screen.
  This allows you to configure the order of the components that are included in the index file.



Select an item and press the [Upward] or [Downward] button to change its position in the order.

Hint

- The check boxes for items that are set to [Enable] in the [Index settings] screen will be selected. Similarly, the selected/deselected state of the [Enable] check boxes in the [Index settings] screen will reflect the check boxes you configure in this screen.
- The position of [Index string] can be changed, but its check box cannot be deselected.

- Index string/Field name
  Enter a string for the index. You can change the default field name (“String”) as necessary.
- User name
  Select the [Enable] check box to include the user name in the index file. You can change the default field name (“User”) as necessary.
- Date
  Select the [Enable] check box to include the date in the index file, and select a format for the date in the [Format] list box. You can change the default field name (“Date”) as necessary.
- Time
  Select the [Enable] check box to include the time in the index file, and select a format for the time in the [Format] list box. You can change the default field name (“Time”) as necessary.

Hint

The time set on the ScanFront will be used.

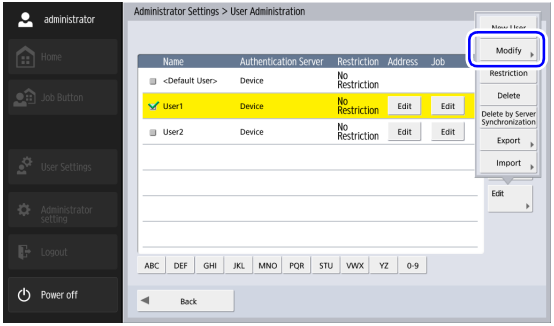
- Device name
  Select the [Enable] check box to include the device name in the index file. You can change the default field name (“Device”) as necessary.
- Counter/Start number/Number of digits
  Select the [Enable] check box to include a counter in the index file. When this is enabled, you can specify the starting value and number of digits used for the counter. You can change the default field name (“Counter”) as necessary.
- File name
  Select the [Enable] check box to include the file name in the index file. You can change the default field name (“FileName”) as necessary.

- File size
  Select the [Enable] check box to include the file size in the index file. You can change the default field name (“FileSize”) as necessary.
- Number of Pages
  Select the [Enable] check box to include the number of pages that are in the scanned image in the index file. You can change the default field name (“PageNumber”) as necessary.
- Destination path
  Select the [Enable] check box to include the destination path in the index file. You can change the default field name (“Folder”) as necessary.
- Sheets
  Select the [Enable] check box to include the number of pages that are in the scanned image in the index file. You can change the default field name (“SheetNumber”) as necessary.

❑ Editing Users

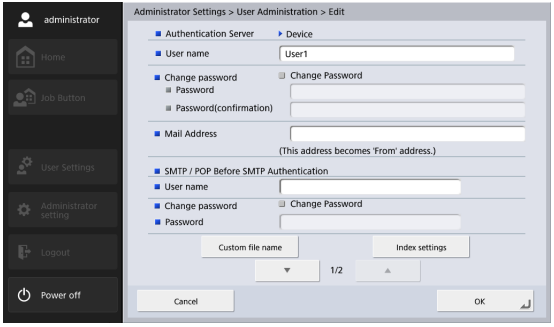
You can change the settings of registered users.

1. Select a user, and then press [Edit] - [Modify].



The Edit screen appears.

2. Change the user settings, and then press [OK].



For details on the settings, see “Registering New Users” on p. 108.

Hint

- When editing <Default User>, the only setting that can be changed in the user settings is the default setting for "Default Address Book screen", "Default Job Button screen" or "Screen after Login".
- When editing a user who was registered automatically by server authentication, you can set the e-mail address in the Edit screen.
- When “Use only Job Buttons” is enabled as a function restriction, only “Job Button List” is displayed for the “Screen after Login” setting.

❑ Restricting User Functions

You can restrict the functions available to a user.

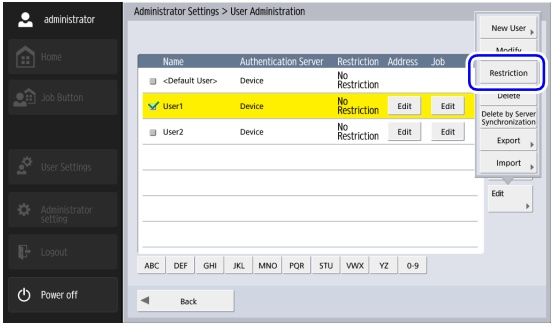
IMPORTANT

If you restrict the functions of <Default User>, the functions are applied to newly registered users and users registered automatically by server authentication.

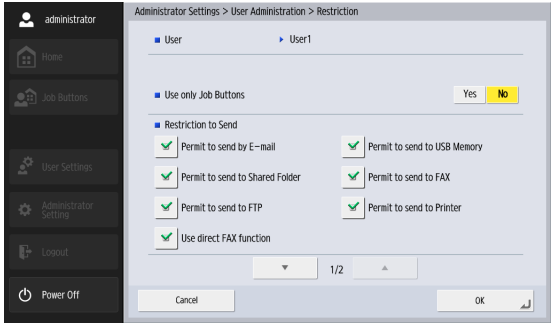
Hint

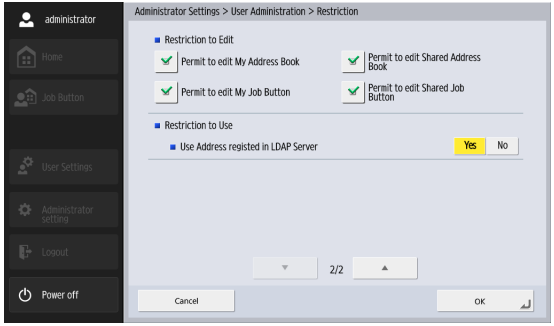
If multiple users are selected, function restrictions are set for all selected users simultaneously.

1. Select a user, and then press [Edit] - [Restriction].



2. Set the function to restrict, and then press [OK].





- Use only Job Buttons
  Disable scanning from the Home screen and display the Job Button screen when the user logs in.
- Restriction to Send
  Restrict the destinations to which the scanner can send images. Deselect a destination to disable it.
- Restriction to Edit
  Restrict the editing of address books and job buttons. Deselect an address book or job button to disable editing for it.

Hint

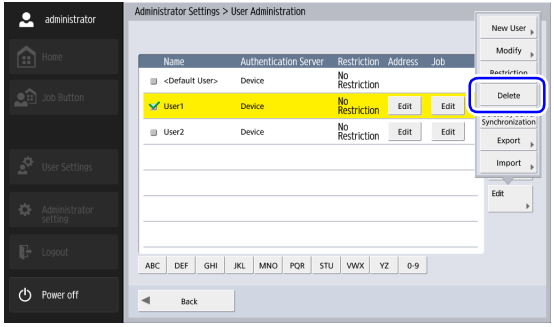
Configure this setting to make only the existing addresses and job buttons available to the user.

- Restriction to Use
  Restrict the use of the LDAP address book when use of an address book server is enabled in see “Server Settings” on p. 137.

❑ Deleting Users

You can delete registered users. However, <Default User> cannot be deleted.

1. Select a user, and then press [Edit] - [Delete].



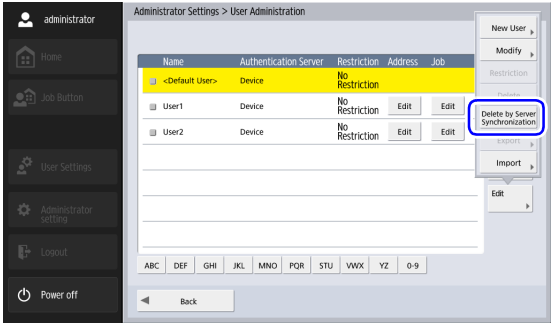
A confirmation message appears.

2. Press [Yes].

❑ Deleting by Server Synchronization

If the authentication server is enabled (See "Server Settings" on p. 137), you can delete the users who are not registered on the authentication server from the user list.

1. Press [Edit] - [Delete by Server Synchronization].



A confirmation message appears.

2. Press [Yes].

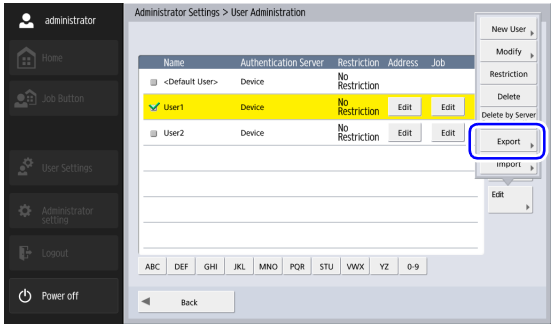
❑ Exporting Users

You can save the user data to a specified folder.

Hint

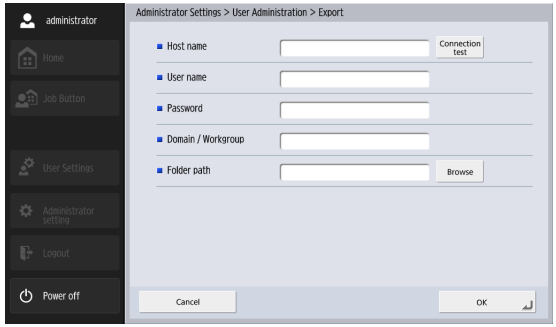
Export users when you wish to back up the users or move the user data to a different server because you are, for example, changing the server.

1. Select the users to export, and then press [Edit] - [Export].



The Export screen appears.

2. Enter the save location information.



Hint

- Press [Connection test] to check the connection for the entered host name.
- Press [Browse] to display the Shared folder screen and then specify the host and shared folder.

3. Press [OK].

Exporting starts.

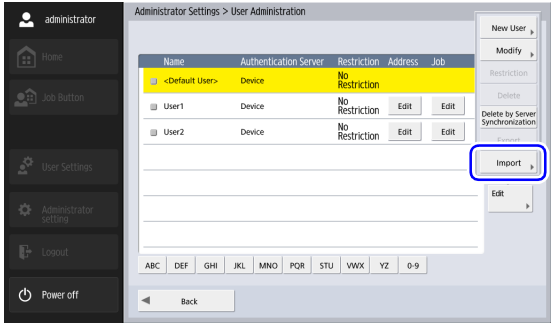
When the process is complete, a message appears.

4. Press [Yes].

❑ Importing Users

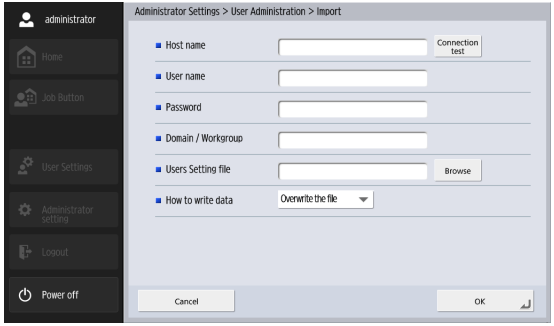
You can import exported user data.

1. Press [Edit] - [Import].



The Import screen appears.

2. Enter the necessary information for each item, and then specify the exported user setting file.



Hint

- Press [Connection test] to check the connection for the entered host name.
- Press [Browse] to display the Shared folder screen and then specify the setting file.

3. For “How to write data”, select the action to perform when importing the user setting file.

- Overwrite the file: Deletes the currently registered users and overwrites them with the imported user data.
- Abort sending: Cancels importing if there is any user with the same name.

4. Press [OK].

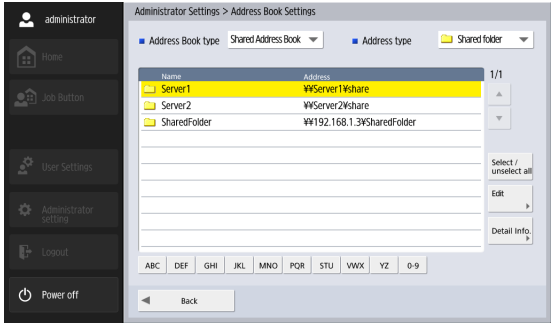
Importing starts.

When the process is complete, a message appears.

5. Press [Yes].

3. Address Book Settings

In “Address Book Settings” of the administrator settings, you can register entries in Shared Address Book available to all users.



For details on the Address Book Settings screen, see “6. Scanning Procedures” – “Address Selection Screen” on p. 69.
Only Shared Address Book can be managed in this screen. To manage My Address Book provided for each user, press the [Edit] button in the address column of the user list in the User Administration screen.

❑ Registering New Addresses

If an address to which you want to send an image file is not registered in the address book, you can register a new address.
For details on how to register a new address, see “7. Registering and Editing Addresses” – “Registering a New Address” on p. 78.

Hint

- The number of addresses that can be registered to Shared Address Book (My Address Book) is up to 1,000 in combination with the total number of addresses included in Shared Job Button (My Job Button).
- Up to 100 addresses can be registered in a group.
- The available settings vary depending on the type of address (E-mail, Shared folder, FTP Server, Fax, or Group).

❑ Modifying Addresses

Modify an address when there is a send error because the information of the transfer destination registered for the address is wrong or has been changed.
For details on how to modify an address, see “7. Registering and Editing Addresses” – “Modifying an Address” on p. 83.

❑ Copying Addresses

You can copy addresses and register them as new addresses.

For details on how to copy an address, see “7. Registering and Editing Addresses” – “Copying an Address” on p. 84.

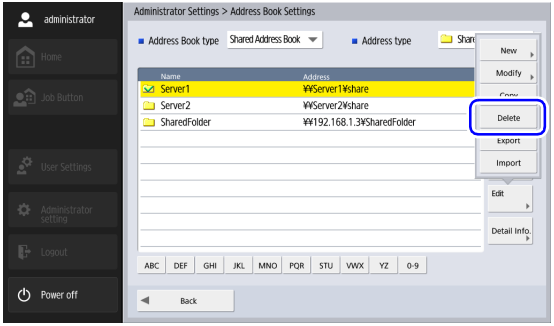
Hint

- Use this function when you want to copy an address in Shared Address Book and register it as a different address after changing some of the settings.
- In the individual user address book settings displayed by pressing the [Edit] button in the address column in the user list of the User Administration screen, you can copy addresses between Shared Address Book and My Address Book.

❑ Deleting Addresses

You can delete registered addresses.

1. Select an address, and then press [Edit] - [Delete].



A confirmation message appears.

2. Press [Yes].

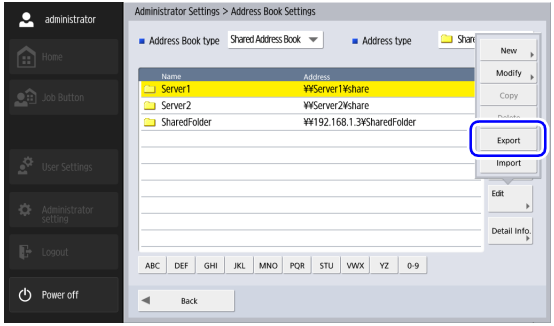
❑ Exporting Address Books

You can save the address book data to a specified folder.

Hint

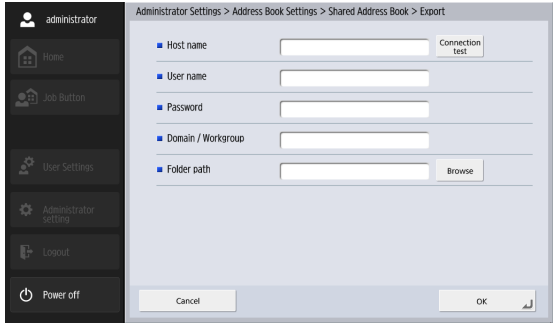
- You can open the saved CSV file with software that supports CSV files such as spreadsheet software in order to check the structure of the file.
- You can match the structure of a CSV file created in another email client to that of a CSV file saved via address book export, and then import the address book of the other email client and use it on the ScanFront.

1. Press [Edit] - [Export].



The Export screen appears.

2. Enter the necessary information for each item.



Hint

- Press [Connection test] to check the connection for the entered host name.
- Press [Browse] to display the Shared folder screen and then specify the host and shared folder.

3. Press [OK].

Exporting starts.

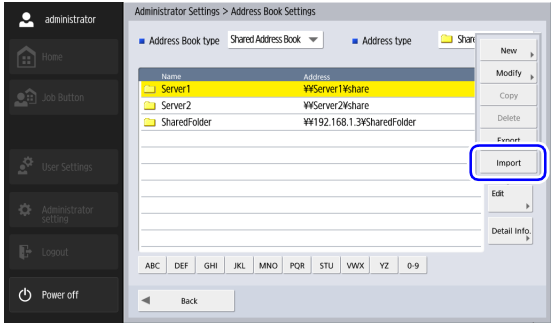
When the process is complete, a message appears.

4. Press [Yes].

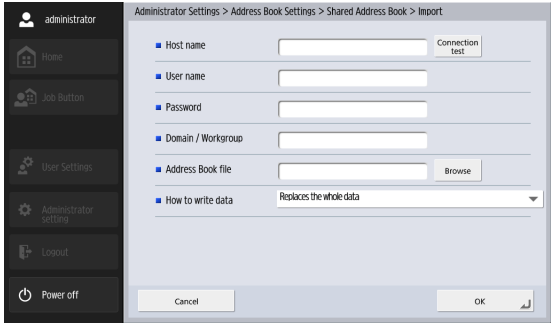
❑ Importing Address Books

You can import exported address book data.

1. Press [Edit] - [Import].



2. Enter the necessary information for each item, and then specify the exported user setting file.



Hint

- Press [Connection test] to check the connection for the entered host name.
- Press [Browse] to display the Shared folder screen and then specify the host and shared folder.

3. For "How to write data", select the action to perform when importing the address book setting file.

- Replaces the whole data: Deletes all currently registered address books and overwrites them with the imported address book data.
- Appends data: Adds the imported address book data to the currently registered address books.

4. Press [OK].

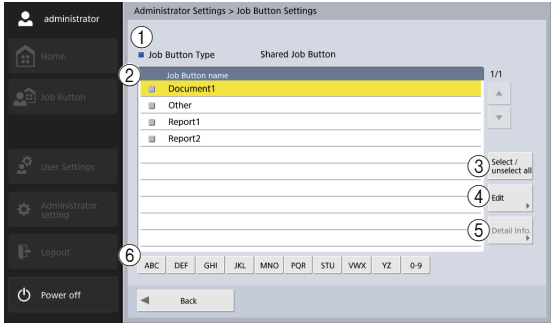
Importing starts.

When the process is complete, a message appears.

5. Press [Yes].

4. Job Button Settings

In “Job Button Settings” of the administrator settings, you can register job buttons to Shared Job Button available to all users.



① Job Button Type
Manage Shared Job Button.
To manage My Job Button provided for each user, press the [Edit] button in the job column of the user list in the User Administration screen.

② Job Button List
Display the registered job buttons.

③ [Select / unselect all] Button
Select all job buttons or clear all selected job buttons.

④ [Edit] Button
Register new job buttons and edit job buttons.

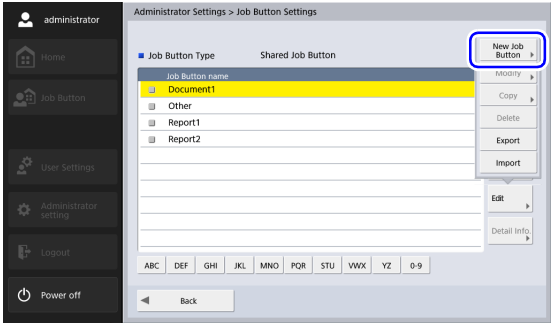
⑤ [Detail Info.] Button
Display details on the job buttons.

⑥ Jump Keys
Use these keys to find specific Job Buttons when there are many Job Buttons displayed, for example.

❏ Registering New Job Buttons

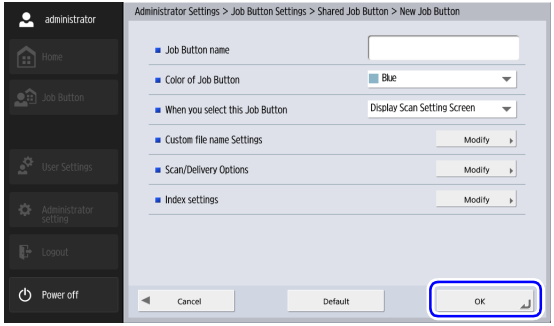
You can register new job buttons.

1. Press [Edit] - [New Job Button].



The New Job Button screen appears.

2. Enter the necessary information for each item, and then press [OK].



- Job Button name
  Enter the job button name to display on the touch panel of the scanner.

  Hint

  - Job buttons are sorted and displayed by job button name. If you want to set to display job buttons in a particular order, insert sequential letters or numbers before the name when registering each job button. Ex.) 01_xxxx
  - If you enter a job button name that is two lines long, the job button display will be two lines long.
- Color of Job Button
  Specify a color for the job button.
- When you select this Job Button
  - Display Scan Setting Screen
    Displays the Scan Setting screen when the job button is pressed.
  - Skip Scan Setting Screen
    Starts scanning without displaying the Scan Setting screen when the job button is pressed.

IMPORTANT

If you select [Skip Scan Setting Screen], scanning starts as soon as the job button is pressed, regardless of whether or not a document is inserted.

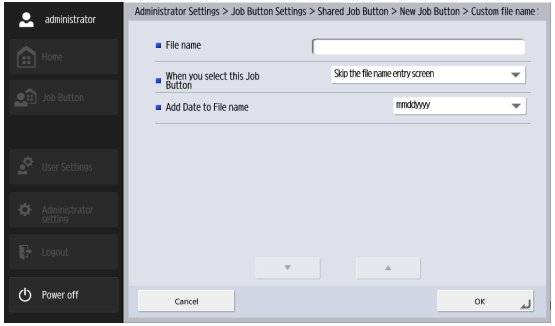
- Custom File Name Settings
  Display the Custom file name Settings screen. (See “Custom File Name Settings” on p. 126.)
- Scan/Delivery Options
  Display the Scan / Send Settings screen. (See “Scan / Send Settings” on p. 85.)

  Hint

  When you are registering a new job button, the following items are not displayed in the “Send Settings” in the scan settings of the Scan / Send Settings screen.
  - File name
  - Auto file name
  - Send index file
- Index Settings
  Display the Index settings screen. (See “Index Settings” on p. 126.)

Custom File Name Settings

Specify the method in which file names used for saving scanned images are created.

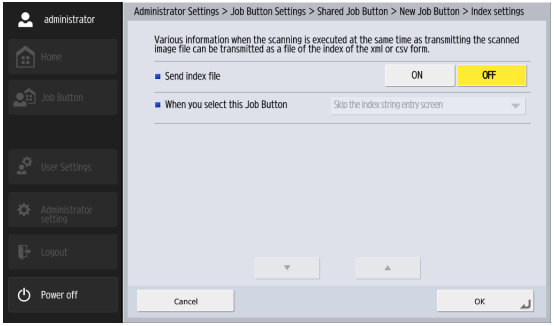


- File name
  Specify a name for the image file to be sent.
- When you select this Job Button
  Specify whether the file name entry screen appears when you start scanning with the job button.
- Add Date to File name
  The scanner adds 17 digits that indicate the date and time to the file name of the image to be sent.
  Ex.) May 14, 2016, 3:40:30 p.m.
  yyyymmdd: File name + 20160514154030123
  mmddyyyy: File name + 05142016154030123
  ddmmyyyy: File name + 14052016154030123
  * The last three digits indicate the number of milliseconds.

You can select [Custom] to configure additional file name settings. The additional settings are identical to those in the "Custom File Name Settings" (see p. 110) under User Administration.

Index Settings

Specify whether to attach metadata (index files) to scanned images.



- Send index file
  Select [ON] to send index files.
  Index files are created according to the "Index Settings" (see p. 112) configured under User Administration.
- When you select this Job Button
  Specify whether the index string entry screen appears when you start scanning with the job button.

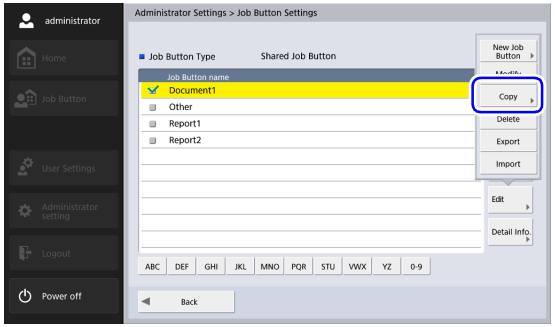
❑ Copying Job Buttons

You can copy job buttons and register them as new job buttons.

Hint

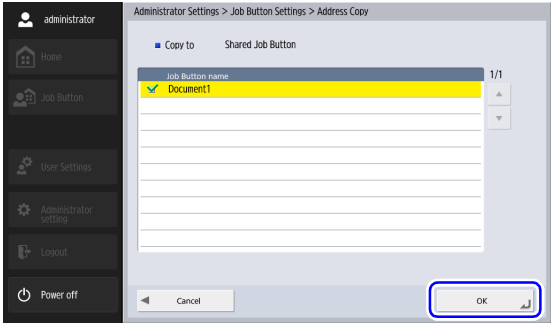
- Use this function when you want to copy a job button in Shared Job Button and register it as a different job button after changing some of the settings.
- In the individual user job button settings displayed by pressing the [Edit] button in the job column in the user list of the User Administration screen, you can copy job buttons between Shared Job Button and My Job Button.

1. Select the job button to copy, and then press [Edit] - [Copy].



The Copy screen appears.

2. Press [OK].



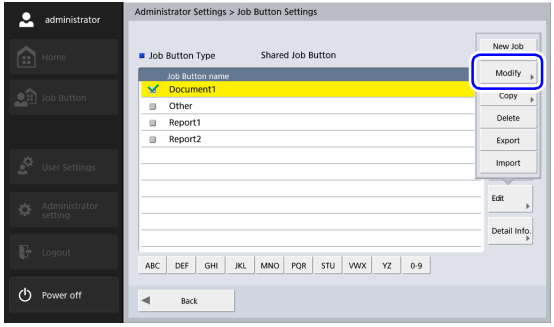
A duplicate job button with the same name as the copy source is created.

3. Change the name and settings of the copied job button, and register it as a new job button.

❑ Editing Jobs

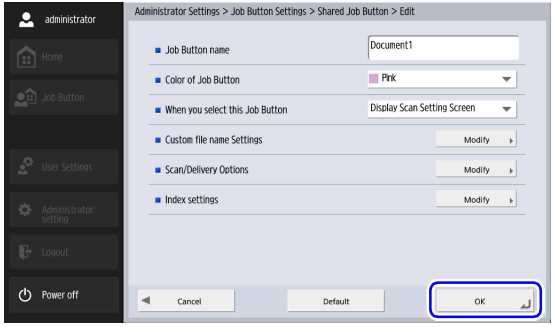
You can edit the settings of a registered job.

1. Select the job button to edit, and then press [Edit] - [Modify].



The Edit screen appears.

2. Change the job button settings, and then press [OK].

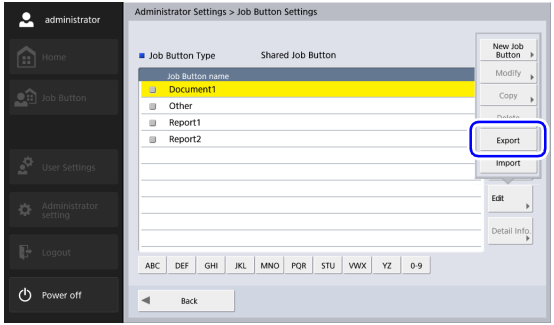


For details on the settings, see “Registering New Job Buttons” on p. 124.

❑ Exporting Job Buttons

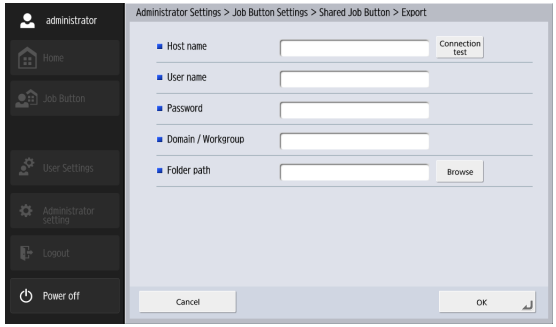
You can save job button data to a specified folder as a file in CSV format.
Export job buttons when you wish to back up the job buttons or move the job button data to a different server because you are, for example, changing the server.

1. Press [Edit] - [Export].



The Export screen appears.

2. Enter the necessary information for each item.



Hint

- Press [Connection test] to check the connection for the entered host name.
- Press [Browse] to display the Shared folder screen and then specify the host and shared folder.

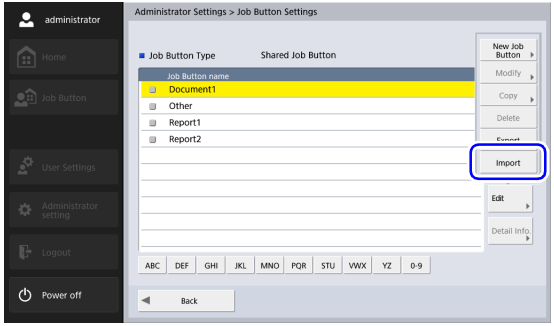
3. Press [OK].
Exporting starts.
When the process is complete, a message appears.

4. Press [Yes].

❑ Importing Job Buttons

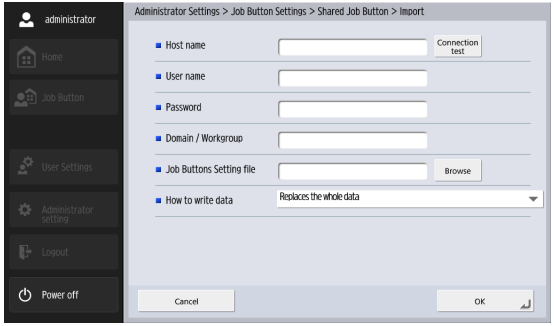
You can import exported job button data to the ScanFront.

1. Press [Edit] - [Import].



The Import screen appears.

2. Enter the necessary information for each item, and then specify the exported job button setting file.



Hint

- Press [Connection test] to check the connection for the entered host name.
- Press [Browse] to display the Shared folder screen and then specify the host and shared folder.

3. For “How to write data”, select the action to perform when importing the job button setting file.

- Replaces the whole data: Deletes all currently registered job buttons and overwrites them with the imported job buttons.
- Appends data: Adds the imported job buttons to the currently registered job buttons.

4. Press [OK].

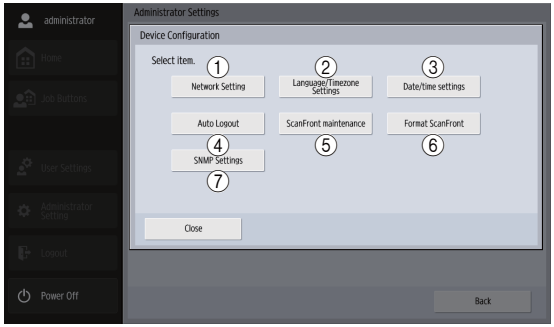
Importing starts.

When the process is complete, a message appears.

5. Press [Yes].

5. Device Configuration

In the Device Configuration screen, you can configure the settings of the ScanFront scanner.



① Network Setting
Confirm or change the network settings configured on the ScanFront scanner. (See "Network Setting" on p. 132.)

② Language/Timezone Settings
Set the display language for the touch panel of the ScanFront, and the region in which the ScanFront will be used. (See "Language/Timezone" on p. 133.)

IMPORTANT

The time zone setting also affects the time stamp of sent e-mail.

③ Date/time settings
Set the date/time for the ScanFront scanner. (See "Date/time settings" on p. 133.)

④ Auto Logout
Set the duration after which auto logout is performed. (See "Auto Logout" on p. 134.)

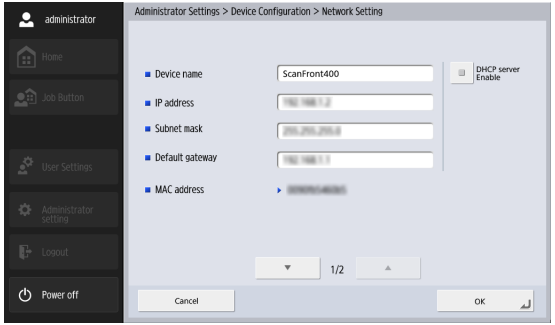
⑤ ScanFront maintenance
Display the ScanFront maintenance Mode screen. (See "Device Operation Screen" on p. 151.)

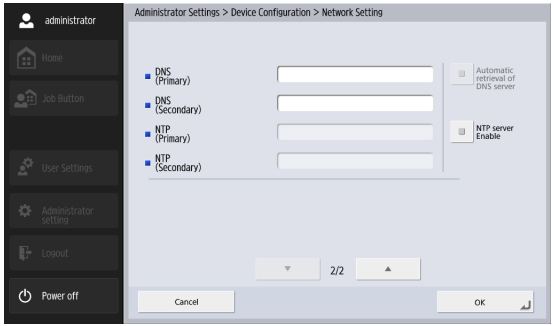
⑥ Format ScanFront
Clear all of the user information registered to the ScanFront. (See "Initializing ScanFront" on p. 199.)

⑦ SNMP Settings
Configure settings for using SNMP. (See "SNMP Settings" on p. 134.)

❑ Network Setting

Configure the device name and IP address used for connecting the ScanFront to a network (See "Network Setting" on p. 35.)



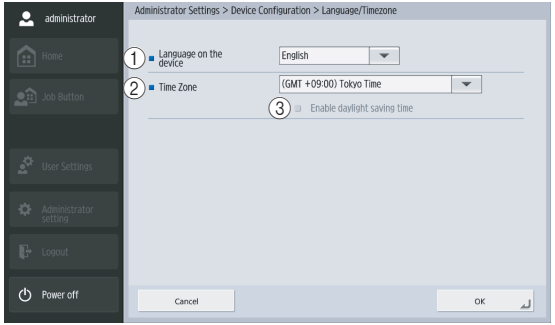


IMPORTANT

Set a device name up to 15 characters long using a combination of letters, numbers, and hyphens (-). A hyphen (-) cannot be used at the end of the device name.

❑ Language/Timezone

Confirm and change the display language and regional settings of the ScanFront scanner.



① Language on the device

Set the display language for the ScanFront scanner.

IMPORTANT

The ScanFront must be restarted after changing the display language.

② Time Zone

Set the region in which the ScanFront will be used.

③ Enable daylight saving time

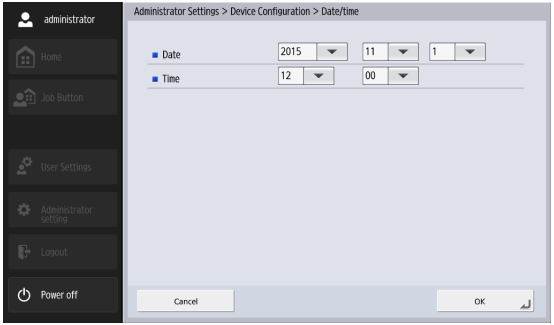
Apply daylight saving time for the region set as the time zone.

IMPORTANT

- If the correct time zone is not set, the time stamps that are saved for the send times of e-mail messages and for the saved image files will be incorrect.
- When daylight saving time is enabled, the correct time may not be reflected. In this case, set the correct time.

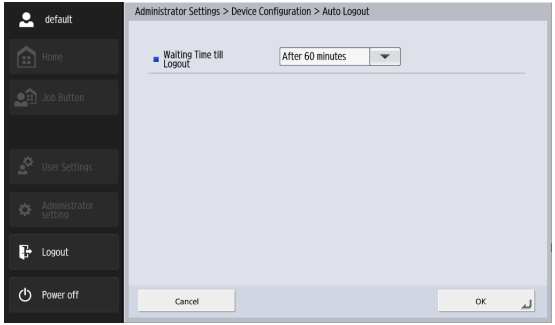
❑ Date/time settings

Configure the date and time on the ScanFront scanner. The date and time will be applied to custom file names, for example.



❑ Auto Logout

Set the scanner to automatically log users out after a specified period of inactivity.

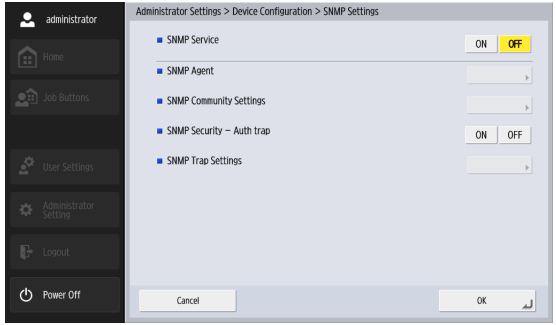


IMPORTANT

Auto logout is executed after the waiting time specified under [Auto Logout] passes, even when operating the scanner without any users registered.

❑ SNMP Settings

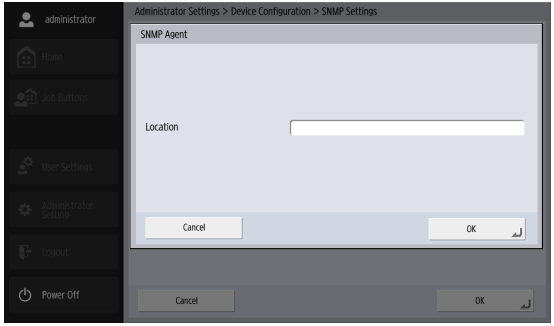
Configure settings for managing the ScanFront using SNMP.



SNMP Service

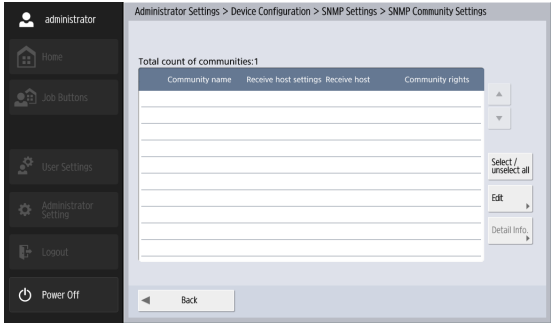
Set this to [ON] when using SNMP.

SNMP Agent



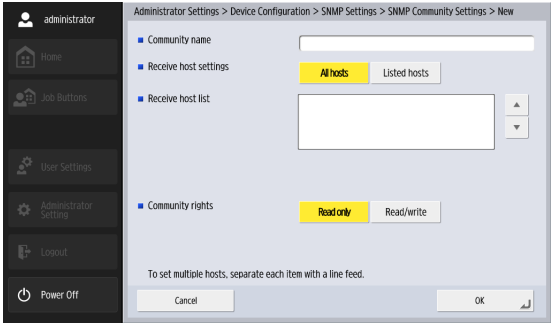
Enter the installation location of the SNMP agent.

SNMP Community Settings



Displays the communities to which the SNMP hosts that are allowed to send SNMP requests to the SNMP agent belong.

To register a community for which SNMP requests are allowed, press [Edit] - [New], and configure the community name, receiving host, and community privileges.



- Receive host settings
  When [All hosts] is selected, packets from all SNMP hosts that belong to the community registered under [SNMP Community Settings] will be accepted.
- Receive host list
  When [Listed hosts] is selected for [Receive host settings], enter the IP address of the host from which to accept SNMP packets.

Hint

To change the registered community setting, select the community in the [SNMP Settings] screen, press [Edit] - [Modify], and change the setting in the [Modify] screen.

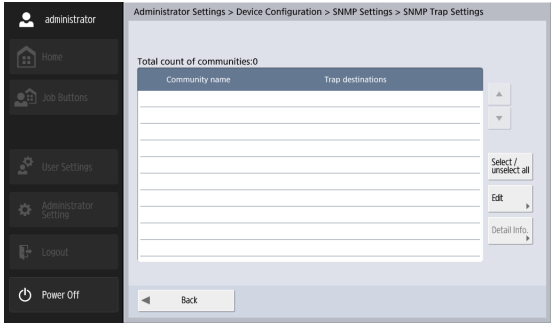
SNMP Security - Auth trap

When [ON] is selected and an SNMP request is received from a community not registered under [SNMP Community Settings], a message is sent to the trap transmission destination.

IMPORTANT

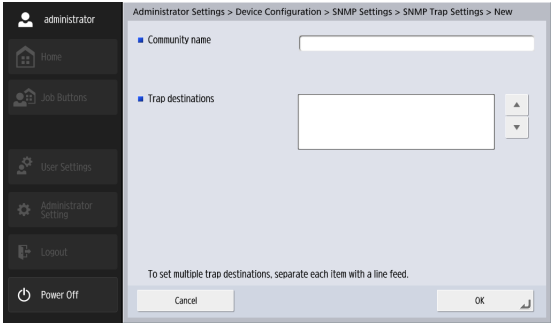
Be aware that “default” being included in the receiving host list will be interpreted as all hosts being specified.

SNMP Trap Settings



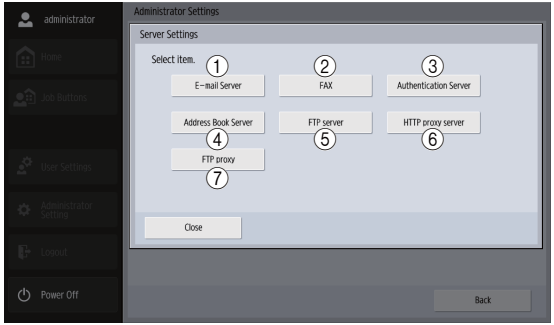
Displays the communities for which the SNMP traps are configured.

To register an SNMP trap, press [Edit] - [New], and configure the transmission destination for the SNMP trap and its community name.



6. Server Settings

In the Server Settings screen, you can configure mail server settings for sending images via e-mail, and settings for accessing a network authentication server compatible with a directory service.



① E-mail Server
Set the mail server to be used for sending e-mail. (See "E-mail Server" on p. 138.)

② FAX
Set the Internet fax service provider to be used for sending faxes. (See "FAX" on p. 139.)

③ Authentication Server
Set the domain server (authentication server) on which user accounts have been registered with Active Directory. (See "Authentication Server" on p. 140.)

④ Address Book Server
Set these settings when using an LDAP server. (See "Address Book Server" on p. 141.)

⑤ FTP Server
Set the function for transferring a scan result log along with an image file during transfer to the FTP server. (See "FTP Server" on p. 142.)

⑥ HTTP proxy server
Configure this if you want to use an HTTP proxy server when sending files to the shared folder. (See "HTTP Proxy Server" on p. 143.)

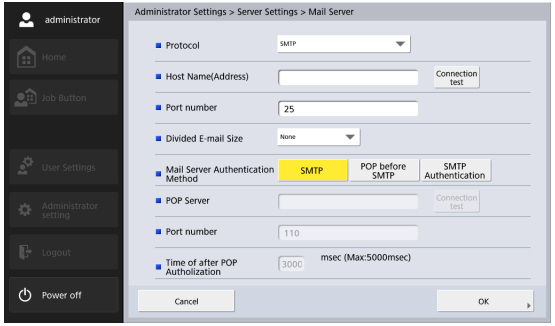
⑦ FTP proxy
Configure the proxy server to use when connecting to an external FTP server via an FTP proxy server. (See "FTP Proxy Server" on p. 143.)

❑ E-mail Server

You can configure the mail server settings for sending e-mail.

Hint

The ScanFront sends a large volume of data by e-mail. Make sure you confirm the mail server settings with your e-mail system administrator before configuring the settings.



- Protocol

  Select the protocol to be used when sending by E-mail. When performing encrypted communication, you can select [SMTPS] or [STARTTLS].

Hint

- A certificate must be imported to use encrypted transmissions. For details on certificates, see “Certificates” on p. 149.
- When [SMTPS] or [STARTTLS] is selected, only [SMTP Authentication] can be used as the [Mail Server Authentication Method].

- Host Name(Address)

  Enter the name or address of the SMTP server (for sending e-mail messages).

Hint

Press [Connection test] to check the connection for the entered host name.

- Port number

  Change the port number if necessary. The standard port number is 25.

- Divided E-mail Size

  If the image file to be attached to an e-mail message is too large to send, the file is divided into segments of the specified size before being sent.

IMPORTANT

- Image files of 10 MB or larger cannot be sent in one piece.
- If the destination mail client does not support divided attachments, it may not be possible to recombine the sent segments into an image file. In such cases, turn off this setting, and divide the scanned documents manually before sending.

- Mail Server Authentication Method

  Configure this setting based on the authentication method of your mail server. For details on the mail server authentication method, contact your e-mail system administrator.

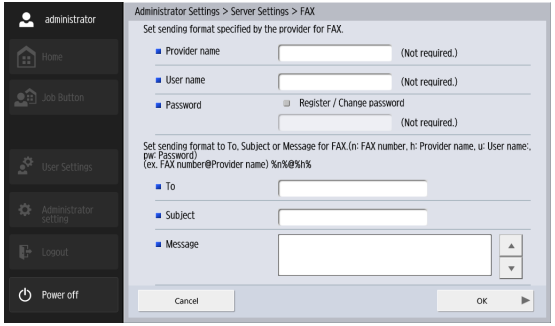
IMPORTANT

- If other than [SMTP] is selected for the mail server authentication method, the settings for authentication by the mail server must be configured for each user. (See p. 109.)
- If you select other than [SMTP], be sure to register users.

- When [POP before SMTP] is selected, make sure you specify the host name (or address) and port number of the POP server being used, and the wait time that follows POP authentication.
- When [SMTP Authentication] is selected, an authentication method with a high level of strength is selected automatically from the SMTP authentication methods.

❑ FAX

Configure the following settings for the Internet fax service you are using.



- Provider name
  If you are using an Internet fax service and provider name specification is necessary, enter the provider name specified by your provider.
- User name
  If you are using an Internet fax service and user information specification is necessary, enter the user name registered with your provider.
- Password
  To use the password of the user specified in [User name], select [Change Password] and enter the password.
- To, Subject, and Message
  Enter the e-mail address (To), subject, and message for e-mails that will be sent to the Internet fax service.
  If you enter the following input strings for these settings, the strings will be replaced with the following replacement strings when the fax is sent.

Input String	Replacement String
%n%	Fax number that is registered in the address book and selected before sending the image file.
%h%	Provider name
%u%	User name
%pw%	Password

For example, the substitution strings that you enter will be replaced as follows when the fax number is “001112222”, the provider name is “FaxService”, and the user name is “SFUser”.

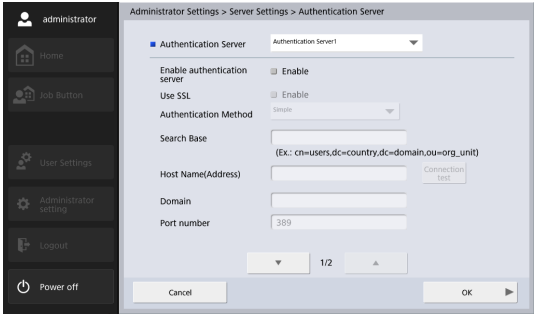
Input String	Replacement String
%n%@%h%	001112222@FaxService
Fax delivery notification (from %u%)	Fax delivery notification (from SFUser)

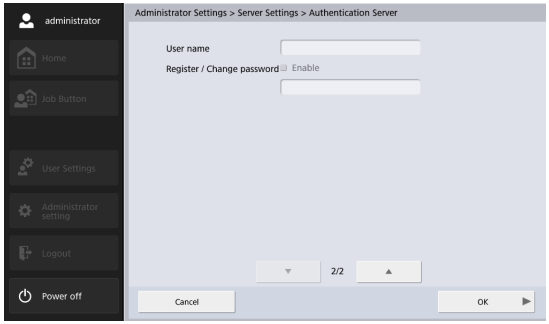
❑ Authentication Server

When using a domain server compatible with Active Directory or OpenLDAP, you can log in to the ScanFront with a user account registered on the domain server.
In the authentication server settings, you can register the domain server to use as the authentication server. If the account information includes e-mail addresses, you can also configure the settings for referring to and registering e-mail addresses.
You can register up to four authentication servers.

IMPORTANT

- After setting the authentication server, restart the ScanFront to update its display.
- For details on using and setting an authentication server, contact your server administrator.





- Authentication Server
  Select the authentication server to set.
- Enable authentication server
  Select this check box to permit users registered on the authentication server to log in.
- Use SSL
  Select this check box to use SSL to communicate with the Authentication Server.
- Authentication Method
  Select one of the following based on the directory service used by the authentication server.
  - Select [Simple] if the directory service used by the authentication server is OpenLDAP.
  - Select [Active Directory] if the directory service used by the authentication server is Active Directory.
- Search Base
  Enter the search base for referring to e-mail addresses registered on the authentication server.

IMPORTANT

For details on the strings to enter for the search base, contact your system administrator.

- Host Name(Address)

  Enter the host name or IP address of the authentication server.

Hint

- If you select [Active Directory] as the [Authentication Method], enter the full domain name (FQDN) instead of the IP address. It will not work with an IP address.
- Press [Connection test] to check the connection for the entered host name.

- Domain

  Enter a domain name supported by Active Directory.

- Port number

  Enter the port number used for the LDAP protocol. The standard port number is 389.

Hint

The standard port number will be 636 when [Use SSL] is enabled.

- User name

  When using the authentication server as an address book server, enter a user name for referring to e-mail addresses.

- Register / Change password

  When you want to set a password for the above user, select the check box and then enter a password.

Hint

Changing the password updates the password information saved on the ScanFront, but does not alter the password registered on the server.

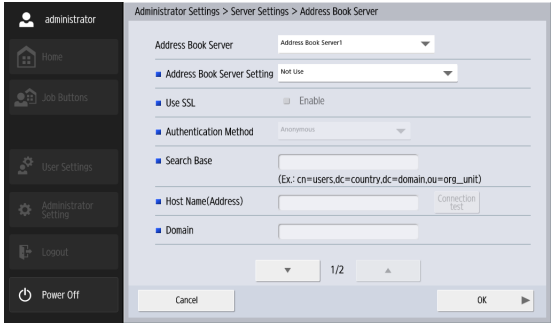
When server authentication is set, a list box for selecting device authentication or server authentication is added to the login screen.

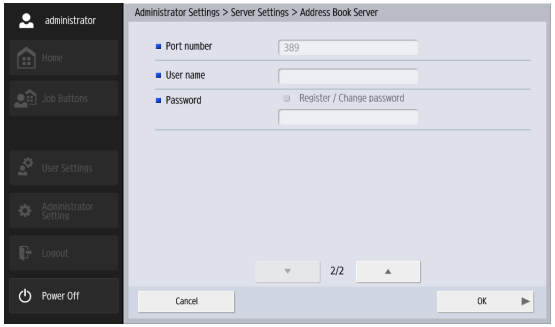
❑ Address Book Server

When using an address book server (LDAP server), select the server and enter all of the settings if the authentication server and address book server are different.
For details on the settings, see “Authentication Server” on p. 140.

Hint

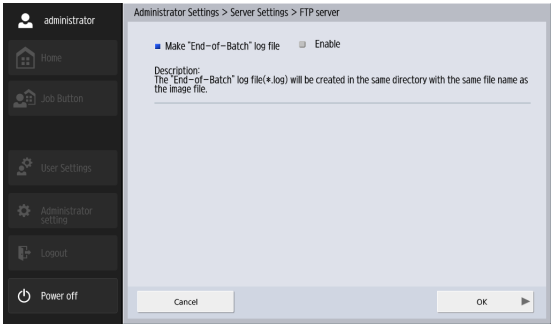
When using an address book server that is different from the authentication server, select [Anonymous] for [Authentication Method].





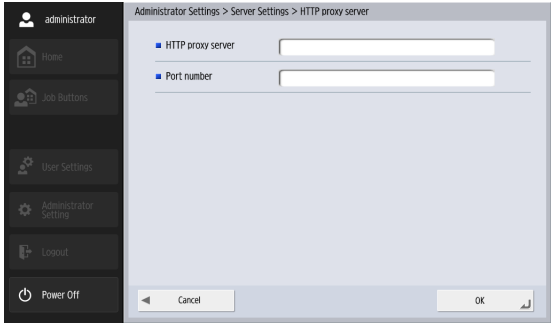
❑ FTP Server

You can use the function for transferring a scan result log along with an image file during transfer to the FTP server. When this function is enabled, a scan result log with the same file name as the image file is transferred to the same FTP folder as the image file. The extension for the log file is “.log”.



❑ HTTP Proxy Server

Configure the proxy server to use when using an HTTP proxy server to connect to an external network (see p. 79) when sending files to the shared folder.

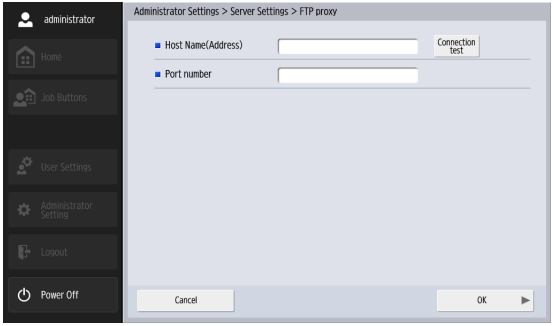


❑ FTP Proxy Server

Configure the proxy server to use when traversing a firewall to connect to an external FTP server via an FTP proxy server. (See p. 143.)

Hint

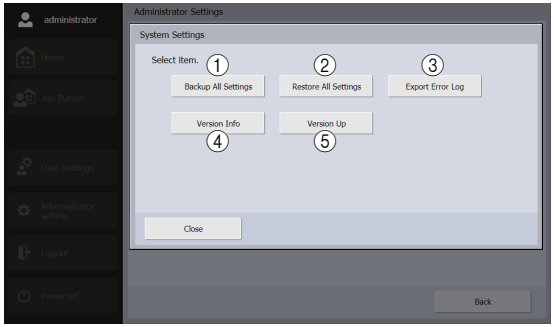
- To connect via an FTP proxy server, the [Enable] check box for [Use FTP proxy] must be selected in the FTP address registration screen (see p. 81).
- Proxy servers that require user names and passwords are not supported.



- Host Name (Address)
  Enter the FTP proxy server's address.
- Port number
  Enter the FTP proxy server's port number.

7. System Settings

In the System Settings screen, you can back up and restore the setting information of ScanFront.
The Error Export log and ScanFront can be upgraded when ScanFront is accessed from a web browser in an external terminal. See "Accessing from an External Terminal's Web Browser" on p. 154 or "Displaying the Web Menu" on p. 173 for details about the access method.



① Backup All Settings
Back up the ScanFront settings. (See "Backing Up All Settings" on p. 145.)
The following settings are not backed up.
- IP address
- Device name
- Touch panel adjustment values

② Restore All Settings
Restore the ScanFront settings. (See "Restoring All Settings" on p. 145.)

③ Export Error Log
Export the Error Log. This is displayed when accessing from a web browser in an external terminal. (See "Export Error Log" on p. 146.)

④ Version Info.
Display the version information of the OS and modules of the ScanFront.

⑤ Version Up
Upgrade the ScanFront version. This is displayed when accessing from a web browser in an external terminal. (See "Version Up" on p. 146.)

❑ Backing Up All Settings

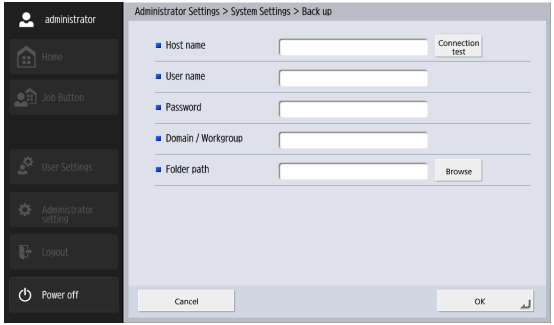
You can back up the ScanFront settings.

IMPORTANT

The following settings are not included in the backup data because they are specific to the ScanFront.

- IP address
- Device name
- Touch panel adjustment values

1. Press [Backup All Settings].
   The Backup screen appears.
2. Enter the save location information.



Hint

- Press [Connection test] to check the connection for the entered host name.
- Press [Browse] to display the Shared folder screen and then specify the host and shared folder.

3. Press [OK].
   Backing up starts.
   When the process is complete, a message appears.
4. Press [Yes].

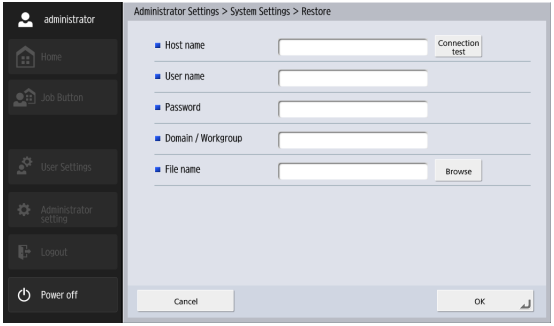
❑ Restoring All Settings

You can restore backed up data to the ScanFront.

IMPORTANT

Set [Allow remote operation] (see p. 152) to [ON] before performing restoration. If this is not set to [ON] before restoration, information for certain settings, including the language, time zone, and SNMP, will not be applied.

1. Press [Restore All Settings].
   The Restore screen appears.
2. Enter the save location information, and then specify the backed up data.



Hint

- Press [Connection test] to check the connection for the entered host name.
- Press [Browse] to display the Shared folder screen and then specify the backed up file.

3. Press [OK].

Restoring starts.

When the process is complete, a message appears.

4. Press [Yes].

❑ Export Error Log

Save all system trouble information as a ZIP file to any location on the external terminal.

Hint

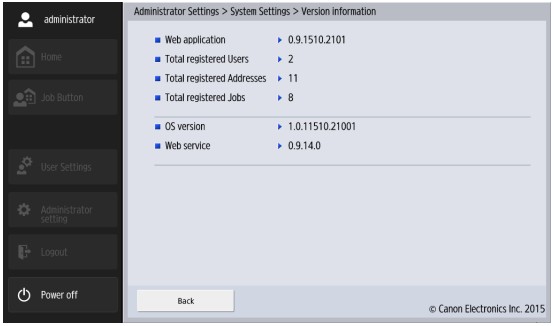
- This is displayed when accessing from a web browser in an external terminal.
- When [Export Error Log] is clicked, the screen of the specified location is displayed.

❑ Version Information

You can display the version information of the modules used by the ScanFront.

IMPORTANT

If the ScanFront malfunctions, the version information will be required when you contact the support service.

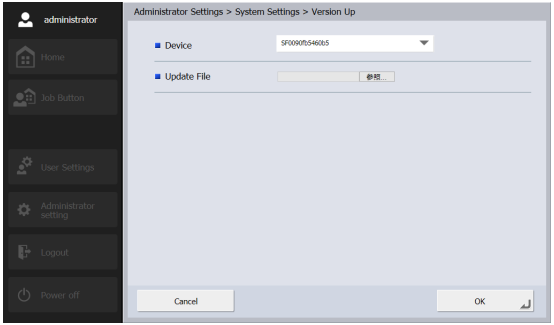


❑ Version Up

Use the Version Up file uploaded to the scanner to upgrade it.

Hint

This is displayed when accessing from a web browser in an external terminal.

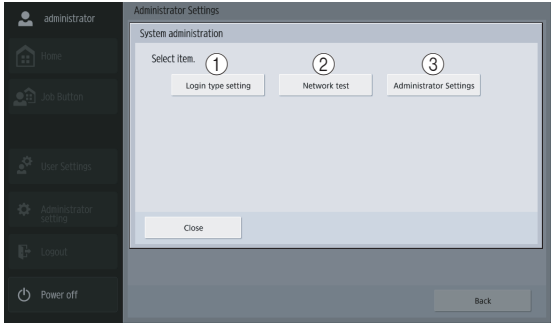


IMPORTANT

- Always back up the ScanFront's data before upgrading the version.
- The version upgrade process will take some time. After starting the process, do not touch the ScanFront until after it has restarted.
- If the network communication speed is slow, a timeout may occur and the version update may fail.

8. System Administration

In the System Administration screen, you can configure the login screen and display language settings, perform a network test, and configure the password and mail address settings for the administrator.



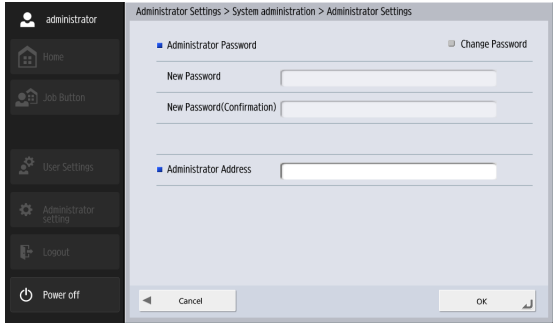
① Login type setting
Set the user login screen type. (See "Screen after Login" on p. 109.)

② Network test
Confirm whether the ScanFront can communicate with other devices on the network. (See "Network Test" on p. 39.)

③ Administrator Settings
Set the administrator password for logging in to the Administrator Settings screen. (See "Configuring Administrator Settings" on p. 34.)

❑ Administrator Settings

You can set the password and mail address of the administrator.



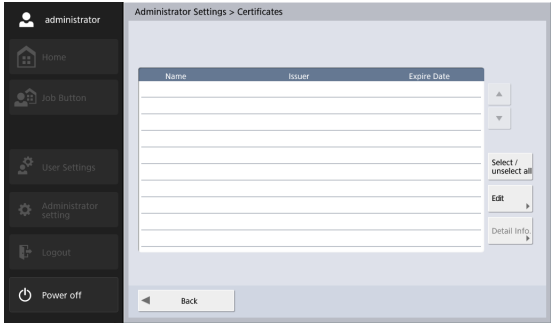
- Administrator Password
  If you want to change the administrator password, select the [Change Password] check box and then enter a new password.
- Administrator Address
  Register the administrator e-mail address.

IMPORTANT

When a sent e-mail message results in an error due to, for example, an incorrect e-mail address, an error notification is delivered from the mail server to the e-mail address of the administrator.

9. Certificates

Displays certificates imported to ScanFront.



The certificates imported to the ScanFront for using the following transmission protocols is displayed.
LDAP, SMTPS, STARTTLS, FTPS (Explicit mode /Implicit mode), and WebDAV over SSL

IMPORTANT

To import certificates, access ScanFront from a web browser in an external terminal, open the certificates screen, and then import by the displayed [Import Cert.].

Hint

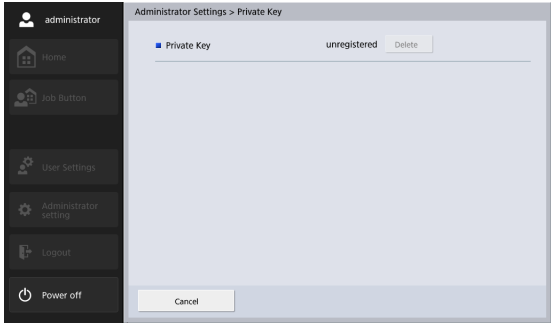
- See "Accessing from an External Terminal's Web Browser" on p. 154 or "Displaying the Web Menu" on p. 173 for details about how to access from a web browser in an external terminal.
- To import a certificate, the certificate file must conform to the X.509 format.
- Up to 50 certificates can be imported.

❑ Delete Certificates

1. Select the certificate to be deleted in the certificate list screen.
2. Press [Delete].

10.Private Key

Displays the private keys registered to ScanFront.



The private key is used when sending scanned images using SFTP. Use this menu to select the private key used in combination with the public key that were registered for public authentication of the SFTP server.

IMPORTANT

To register private keys, access ScanFront from a web browser in an external terminal, open the private key screen, and then specify the private key file from the displayed [File name].

Hint

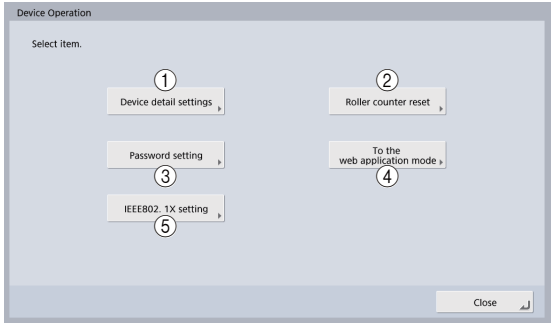
- See "Accessing from an External Terminal's Web Browser" on p. 154 or "Displaying the Web Menu" on p. 173 for details about how to access from a web browser in an external terminal.
- Only 1 Private Key can be registered.

❑ Delete Private Key

When [Delete] is pressed, the Private Key is deleted.

11. Device Operation Screen

You can configure the display off setting, reset the roller counter, and configure the password.
The Device Operation screen can be displayed from the Device Configuration screen of the Administrator Settings. (See p. 131.)



① Device detail settings
Configure the display off setting, configure the low power mode setting, and adjust the compression ratio of the scanner driver.

② Roller counter reset
Reset the counter after replacing the feed roller when the scanner no longer feeds properly. (See "2. Replacing the Rollers" – "Checking the Page Count and Resetting the Counter" on p. 185.)

③ Password setting
Set the password for restricting the display of the ScanFront maintenance screen. (See "Setting a Password" on p. 153.)

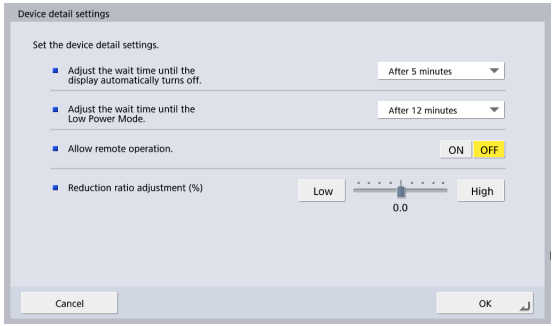
④ To the Web application mode
Switch to Web Application Mode. Use this function when using the scanner in conjunction with an external Web Application Server.

IMPORTANT

Do not use this button to switch the scanner to Web Application Mode when using the scanner as a standalone unit. If you want to switch to Web Application Mode and use the scanner in that mode, contact your dealer.

⑤ IEEE802.1X setting
Configure these settings when using IEEE802.1X authentication for network connections. (See "IEEE802.1X setting" on p. 153.)

❑ Device detail settings



- Adjust the wait time until the display automatically turns off.
  Set the ScanFront to turn off the touch panel display after a specified period of inactivity.

  IMPORTANT

  After the display off function turns off the panel display, you can restore the display by touching the panel.
- Adjust the wait time until the Low Power Mode.
  Set the scanner to switch to Low Power mode after a specified period of inactivity.

  IMPORTANT

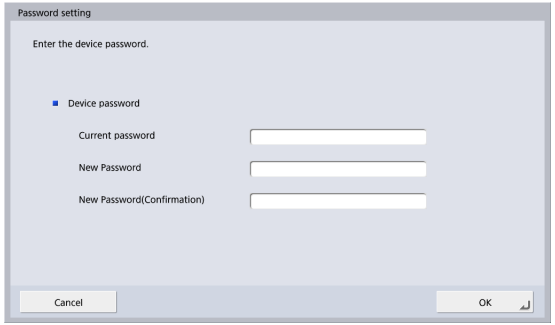
  - When the scanner switches to Low Power mode, the touch panel display turns off and the power button flashes. To switch out of Low Power mode, press the power button.
  - Note that if the scanner transitions to Low Power mode when the placed documents run out after scanning is started, or scanning is suspended because of a paper jam or double feed, all the images that were scanned prior to the suspending of scanning and that were not yet transmitted are discarded.
  - You will not be able to operate the scanner immediately after power is restored from Low Power mode. Operation will be enabled after about 15 seconds, so please wait a moment before attempting operation.
  - Transitioning to Low Power mode disables bus power to connected USB devices. If a device is not recognized after restoring power from Low Power mode, disconnect the device before Low Power mode is activated again.
- Allow remote operation.
  Set this to [ON] to allow access to the ScanFront from an external terminal via a web browser or ScanFront Administration Tool for SF400. (See p. 154.)

  IMPORTANT

  When [Allow remote operation] is set to [ON], remote operation will be possible without password entry. To ensure security, we recommend configuring a password for the device in the [Password setting] screen.
- Reduction ratio adjustment (%)
  When the feed roller is worn, scanned images may appear stretched in the vertical direction. In such cases, using the [Reduction ratio adjustment] function may reduce the stretching. The specifiable range for the adjustment value is -3.0% to 3.0%.

❑ Setting a Password

Set the password for restricting the display of the ScanFront maintenance screen.
If you set a password, password confirmation is performed when displaying the ScanFront maintenance screen.

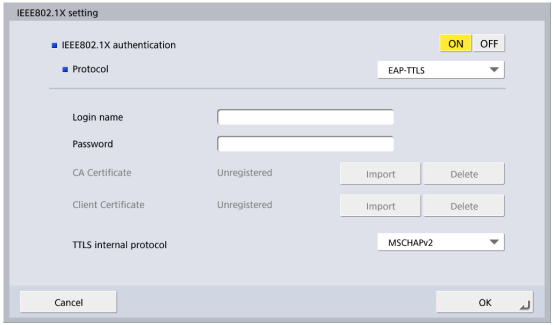


Hint

The password field is empty under default conditions.

❑ IEEE802.1X setting

When using IEEE802.1X authentication, specify the authentication method and configure its settings.



- IEEE802.1X authentication
  Set this to [ON] to enable selection of an authentication method (EAP-TLS, EAP-TTLS, PEAP).
  Select [EAP-TLS], [EAP-TTLS], or [PEAP], and configure the necessary settings.
- Login name
  Enter the login name required for authentication.
- Password
  When either [EAP-TTLS] or [PEAP] is selected, enter the password associated with the login name.

- CA Certificate
  When either [EAP-TLS] or [PEAP] is selected, import the CA certificate used for authentication.
  Save the CA certificate file (ca_cert.cer) to the root directory of the USB memory device, and press [Import] after connecting it to the scanner to import the certificate file. To update a CA certificate file, press [Delete] to delete the registered certificate file, and import the new file.
- Client Certificate
  When [EAP-TLS] is selected, import the client certificate used for authentication.
  Save the client certificate file (cli_cert.pfx) to the root directory of the USB memory device, and press [Import] after connecting it to the scanner to import the certificate file. To update a client certificate file, press [Delete] to delete the registered certificate file, and import the new file.
- TTLS internal protocol
  When [EAP-TTLS] is selected, specify the internal protocol (MSCHAPv2 or PAP) to be used.

❑ Accessing from an External Terminal's Web Browser

You can access the ScanFront from an external terminal's web browser to register users, addresses, and jobs, configure device settings, and perform other operations.

1. Set [Allow remote operation] to [ON]. (See p. 152.)
2. Start the web browser on the external terminal.
3. Enter the following URL to access the ScanFront.

http://xxx.xxx.xxx.xxx:50080/

* Enter the ScanFront's IP address for "xxx.xxx.xxx.xxx".

Hint

- When communicating by SSL, enter "https://xxx.xxx.xxx.xxx:50443/".
- When using SSL communication, be sure to import the proper server certificate using ScanFront Administration Tool for SF400 (see p. 174). Depending on the web browser operation, failure to import the certificate may result in improper menu functioning.

The ScanFront login screen appears.

IMPORTANT

If an external terminal enters sleep mode while access to the ScanFront is in progress, a false notification indicating that scanning is in progress may be sent. Before entering sleep mode or stepping away while automatic sleep mode is enabled on an external terminal, be sure to close the web browser that is accessing the ScanFront.

Hint

- Export of operation logs can only be performed from an external terminal's web browser.
- While accessing the scanner from an external terminal's web browser, you can select the terminal's storage as the download destination or upload source for files. As a result, the dialog boxes that appear when operating the following screens will differ from those that appear on the scanner.
  - The [Export] and [Import] screens of the [User Administration], [Address Book Settings] and [Job Button Settings]
  - The [Backup] and [Restore] screens of the [System Settings]
- While accessing the scanner from an external terminal's web browser, some of the setting items that appear in the Administrator Settings screen will differ from those that appear on the scanner.
  - Items that do not appear when accessing the scanner from an external terminal's web browser:
    [ScanFront Maintenance] and [Format ScanFront] under [Device Configuration]
    [OS version] and [Web service] under [System Settings] - [Version Info]
  - Items that only appear when accessing the scanner from an external terminal's web browser:
    [Importing certificates] in [Certificates]
    [File name] of [Private Key]
    [Export Error Log] and [Version Up] in [System Settings]

Chapter 6 User Settings

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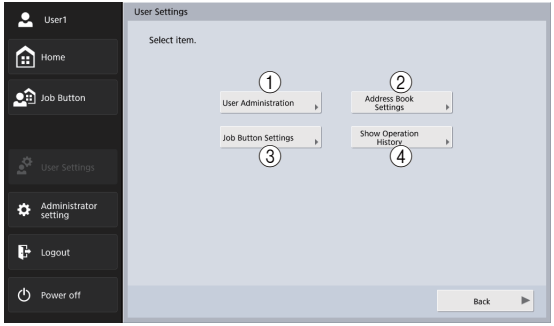
1. User Settings

In “User Settings”, you can change the information of a user logged in by device authentication.



① User Administration (See “User Administration” on p. 158.)
Change the user settings.

② Address Book Settings (See “Address Book Settings” on p. 160.)
Register and manage entries in Shared Address Book available to all users and My Address Book provided for each user.

③ Job Button Settings (See “Job Button Settings” on p. 162.)
Register and manage job buttons in Shared Job Button available to all users and My Job Button provided for each user.

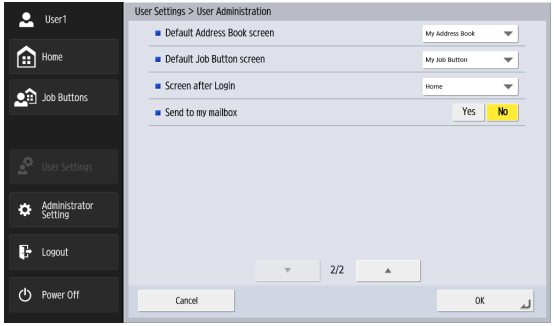
④ Show Operation History
Displays the operation history of logged in users.

Hint

When history is selected and [Detailed info] is pressed, detailed history information is displayed.

2. User Administration

In the User Administration screen, you can edit the user information.



- User name
  Displays the registered user name. To change the user name, contact the administrator.
- Change password
  Select the [Change password] check box, and then enter the new password in the Password field and then enter it again in the Confirmation password field.
- Mail Address
  Displays the registered mail address. To change the mail address, contact the administrator.
- SMTP/POP Before SMTP Authentication
  This is displayed when the administrator has set “Mail Server Authentication Method” to other than [SMTP] in the mail server settings (see p. 138). Enter the user name and password that will be used for authentication by the mail server.

IMPORTANT

- When entering a password, select the [Change Password] check box before entry.
- For a user logged in by server authentication, an e-mail address may not be registered. For details on the mail address setting, contact your administrator.

- Default Address Book screen
  Select whether to display [My Address Book] or [Shared Address Book] when opening the [Address selection] screen from the Home screen.

- Default Job Button screen
  Select whether to display "My Job Button" or "Shared Job Button" when the Job Button Screen is displayed after login.
- Screen after Login
  Select “Home screen” or “Job Button screen” for the initial screen to display after the user logs in.

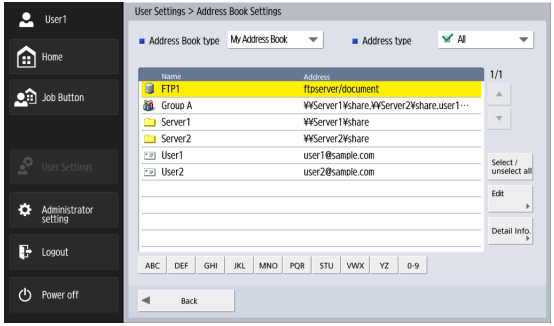
IMPORTANT

- The setting for the initial screen after login also affects which screen appears after a scanned image is sent. (See “8. Scan / Send Settings” – “Send Settings” on p. 85.)
- If the administrator has restricted use of the Home screen, only [Job Button screen] is displayed for the “Screen after Login” setting. For details, contact your administrator.

- Send to my mailbox
  Set this to [Yes] to display the email address of the logged in user in the address book.
  If an email address is set for the user, the user’s email address will be displayed even if it has not been registered in the address book.
  The user’s email address is displayed at the very top of the address list.
- Custom file name
  Display the Custom file name Settings screen. (See “Custom File Name Settings” on p. 110.)
- Index settings
  Display the Index settings screen. (See “Index Settings” on p. 112.)

3. Address Book Settings

In “Address Book Settings” of the user settings, you can register entries in Shared Address Book available to all users and My Address Book provided for each user.

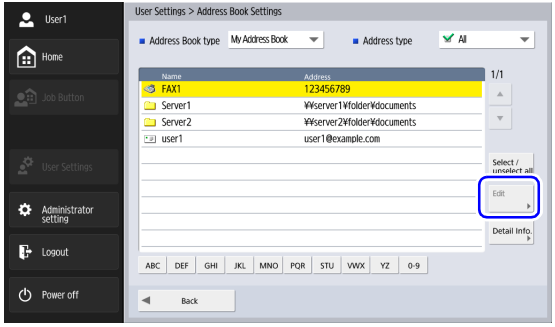


For details on the Address Book Settings screen, see “6. Scanning Procedures” – “Address Selection Screen” on p. 69.

IMPORTANT

If the administrator has restricted editing of address books, the address book settings will be as follows. For details, contact your administrator.

- If editing is restricted for only one of My Address Book and Shared Address Book, it is only possible to copy addresses from the restricted address book and paste them into the unrestricted address book.
- If editing is restricted for both My Address Book and Shared Address Book, the [Edit] button is not available.



❑ Registering New Addresses

If an address to which you want to send an image file is not registered in the address book, you can register a new address.
For details on how to register a new address, see "7. Registering and Editing Addresses" – "Registering a New Address" on p. 78.

Hint

- The number of addresses that can be registered to Shared Address Book (My Address Book) is up to 1,000 in combination with the total number of addresses included in Shared Job Button (My Job Button).
- For the number mentioned above, the count for a group is the number of addresses registered to the group (maximum of 99 addresses) plus the group name, so a group with 99 addresses registered to it is counted as having 100 addresses.
- The available settings vary depending on the type of address (E-mail, Shared folder, FTP Server, Fax, or Group).

❑ Modifying Addresses

Modify an address when there is a send error because the information of the transfer destination registered for the address is wrong or has been changed.
For details on how to modify an address, see "7. Registering and Editing Addresses" – "Modifying an Address" on p. 83.

❑ Copying Addresses

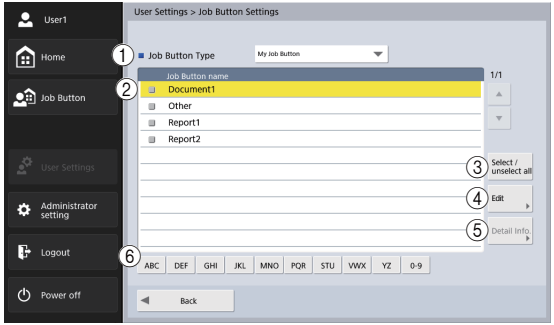
You can copy addresses and register them as new addresses.
For details on how to copy an address, see "7. Registering and Editing Addresses" – "Copying an Address" on p. 84.

Hint

Use this function when you want to copy an address between Shared Address Book and My Address Book and register it as a different address after changing some of the settings.

4. Job Button Settings

In “Job Button Settings” of the user settings, you can register job buttons to Shared Job Button available to all users and My Job Button provided for each user.



① Job Button Type
Select the type of job button to edit (Shared Job Button or My Job Button).

② Job Button List
Displays the registered job buttons.

③ [Select / unselect all] Button
Select all job buttons or clear all selected job buttons.

④ [Edit] Button
Register new job buttons and edit job buttons.

⑤ [Detail Info.] Button
Display details on the job buttons.

⑥ Jump Keys
Use these keys to find specific Job Buttons when there are many Job Buttons displayed, for example.

❑ Registering New Job Buttons

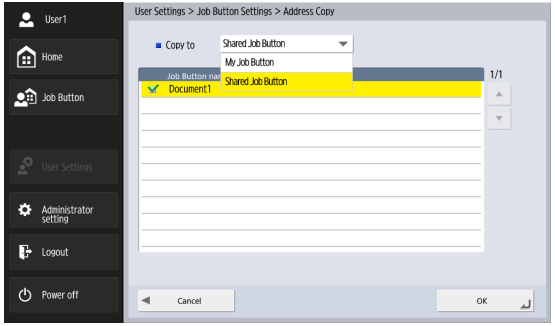
You can register new job buttons.
For details on how to register new job buttons, see “Registering New Job Buttons” on p. 124 in “Administrator Settings”.

❑ Copying Job Buttons

You can copy job buttons and register them as new job buttons.
For details on how to copy job buttons, see “Copying Job Buttons” on p. 127 in “Administrator Settings”.

Hint

In the job button settings of the user settings, you can select the type of job button of the destination in the Specify Destination and Confirmation screen.



❏ Editing Jobs

You can edit the settings of a registered job button.
For details on how to edit job buttons, see “Editing Jobs” on p. 128 in “Administrator Settings”.

❏ Exporting Job Buttons

You can save job button data to a specified folder as a file in DAT format.
For details on how to export job buttons, see “Exporting Job Buttons” on p. 129 in “Administrator Settings”.

❏ Importing Job Buttons

You can import exported job button data to the ScanFront.
For details on how to import job buttons, see “Importing Job Buttons” on p. 130 in “Administrator Settings”.

Chapter 7 ScanFront Administration Tool for SF400

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1. About ScanFront Administration Tool for SF400

ScanFront Administration Tool for SF400 is software that allows you to manage multiple ScanFront scanners at one time. To use this software, install it on a computer connected to the same network as the ScanFront scanners.

IMPORTANT

Set [Allow remote operation] (see p. 152) to [ON] before using ScanFront Administration Tool for SF400.

When using ScanFront Administration Tool for SF400, the following operations can be performed for ScanFront scanners on the same network.

- Checking the current status of the ScanFront and network configuration information
- Configuring the ScanFront
- Checking connections
- Updating software
- Backing up and restoring configuration data
- Importing and exporting user data

Hint

When using ScanFront Administration Tool for SF400, make sure to match the date and time settings on the computer and ScanFront 400. Configure the date and time settings on the computer and ScanFront so that the settings on both match when converted to Greenwich Mean Time.

2. Installing ScanFront Administration Tool for SF400

❑ System Requirements

Install ScanFront Administration Tool for SF400 on a computer that is connected to the same network as the ScanFront scanners, and that meets the following requirements.

Operating System

- Microsoft Windows Server 2008 R2 Service Pack 1 or later (64 bit)
- Microsoft Windows Server 2012 R2 (64 bit)
- Microsoft Windows Server 2016 (64 bit)
- Microsoft Windows Server 2019 (64 bit)
- Microsoft Windows 7 Service Pack 1 or later (32 bit/64 bit)
- Windows 8.1 (32 bit/64 bit)
- Windows 10 (32 bit/64 bit)

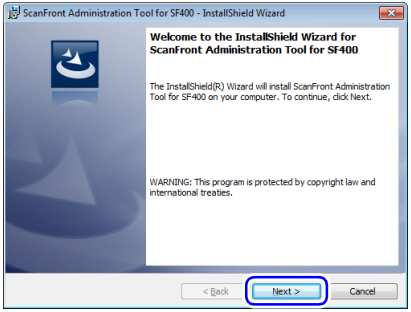
This is the environment as of December 2018.
For the latest software support information, go to the Products page on the Canon website.

Other:

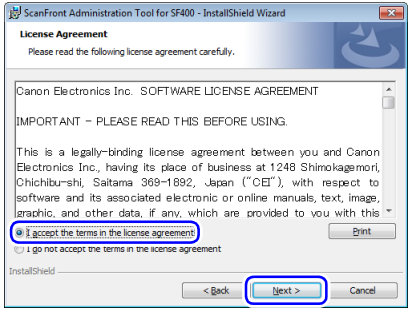
- .NET Framework 4.5 or later

❑ Installation

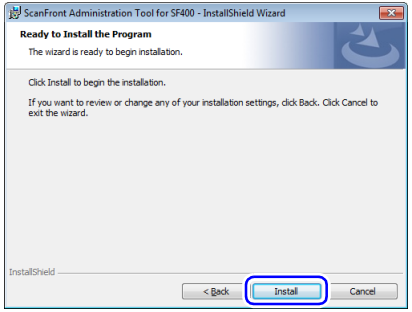
1. Insert the instructions and utilities CD-ROM in the computer's CD/DVD/BD drive.
2. Start the ScanFront Administration Tool for SF400 installer.
   Use Windows Explorer, for example, to locate the installer in the following folder on the disc, and double-click the installer to start it.
   Q: \AdministrationTool\setup.exe (“Q” is the letter assignment for the disc drive)
3. Click [Next].



4. Select “I accept the terms in the license agreement” and then click [Next].

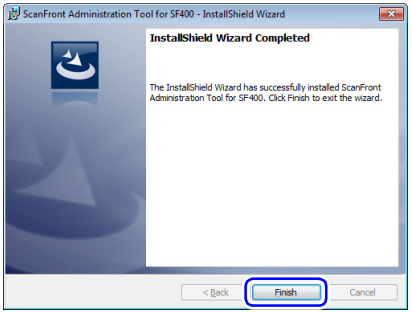


5. Click [Install].



Installation starts. When installation is complete, a screen indicating that installation is complete appears.

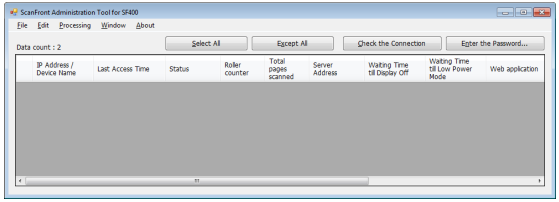
6. Click [Finish].



3. ScanFront Administration Tool for SF400 Setup

❑ Starting ScanFront Administration Tool for SF400

Click the [Start] button, [All Programs], [ScanFront Administration Tool for SF400], and then [ScanFront Administration Tool for SF400]. ScanFront Administration Tool for SF400 starts.



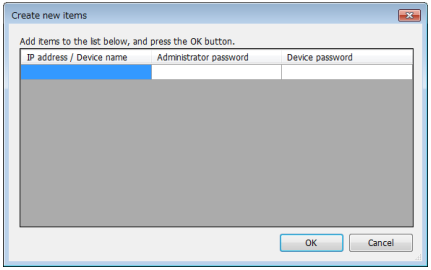
Quitting ScanFront Administration Tool for SF400

Click [Close] in the [File] menu.

❑ Registering ScanFront Scanners

To manage a ScanFront scanner using ScanFront Administration Tool for SF400, add the ScanFront to the ScanFront Administration Tool for SF400 list as follows.

1. Click [Add] in the [Edit] menu.
The [Create new items] window appears.



2. Enter information for the ScanFront you want to register.

- Enter the IP address of the ScanFront in [IP address/ Device name].
- If an administrator password is configured for the ScanFront, enter it in [Administrator Password].
- If a device password is configured for the ScanFront, enter it in [Device password].
- After you enter an IP address for a ScanFront, another information entry row will be added below. This allows you to enter information for multiple ScanFront scanners.

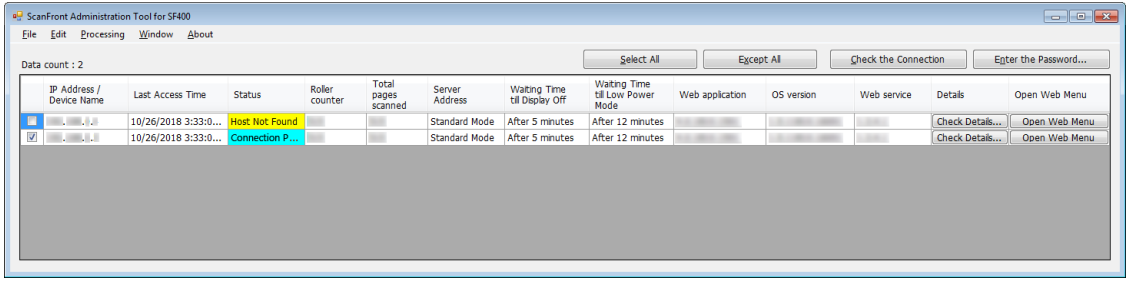
3. Click [OK].
The registered ScanFront scanners are added to the ScanFront Administration Tool for SF400 list.

Deleting Registered ScanFront Scanners

In the ScanFront Administration Tool for SF400 list, select the check box at the far left of the row for the ScanFront you want to delete, and then click [Delete] in the [Edit] menu.

4. Managing the ScanFront Scanners

You can change administrator passwords and device passwords, check connections, and manage users for ScanFront scanners registered in ScanFront Administration Tool for SF400.



❑ Selecting a ScanFront

To manage a ScanFront scanner with ScanFront Administration Tool for SF400, select it in the ScanFront Administration Tool for SF400 list. Selecting a check box at the far left of each row in the list selects the corresponding ScanFront.
If you click [Select All], all of the ScanFront scanners in the list will be selected. If you select [Except All], all of the selections in the list will be cleared.

❑ Checking ScanFront Status

After selecting a ScanFront scanner in the list, click the [Check the Connection] button to display the connection status and information about the selected ScanFront, as described below.

[Status]

When properly connected, “Connection Possible” is displayed.

[Roller counter]

This shows the number of document pages fed since the roller was last replaced and the counter reset.

[Total pages scanned]

This shows the total number of documents scanned.

[Server Address]

The operation mode of ScanFront (Standard Mode, Web Application Mode, Not connected yet) is displayed, and if operating in Web Application Mode, the address of the connection destination server is displayed. Double-click the address of the server to display the [Proxy server] dialog box, where you can check the address of the proxy server and current settings.

[Waiting Time till Display Off]

Displays the wait time before the display turns off.

[Waiting Time till Low Power Mode]

Displays the wait time before switching to Low Power mode.

[Web application]

Displays the Web application version.
Until the connection has been confirmed from ScanFront, "Not connected yet" is displayed.
When operating in Web application mode, the Web application version cannot be acquired, and is displayed as follows.
If you have switched to Web application mode after acquiring the version: "Last acquired version number (Web application mode)"
If you have switched to Web application mode before acquiring the version: "Not connected yet (Web Application Mode)"

[OS version]

The OS version is displayed.

[Web service]

The Web service version is displayed.

❑ Entering Passwords

By selecting a check box at the far left of each row in the ScanFront list and clicking the [Enter the password] button to display the [Password] dialog box, you can change the administrator password and device password registered to ScanFront Administration Tool for SF400.

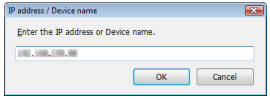
After you enter the new administrator password and device password and click [OK], the [Password] dialog box will close, and the administrator password and device password registered to ScanFront Administration Tool for SF400 will be changed.

Hint

If multiple ScanFront scanners are selected, a dialog box for changing the password of the first selected ScanFront in the list appears. A dialog box for changing the password of the next ScanFront appears when you click [OK]. To configure the same password for all the ScanFront scanners, select the [Do this for the all password input] check box before clicking [OK].

❑ Changing IP Addresses or Device Names

Double-click a ScanFront scanner in the list to display the [IP Address / Device Name] dialog box, and then change the IP address or device name of the selected ScanFront.



After you enter the IP address or device name and click [OK], the dialog box will close, and the specified IP address or device name will be applied.

❑ Checking Detailed Information on the ScanFront

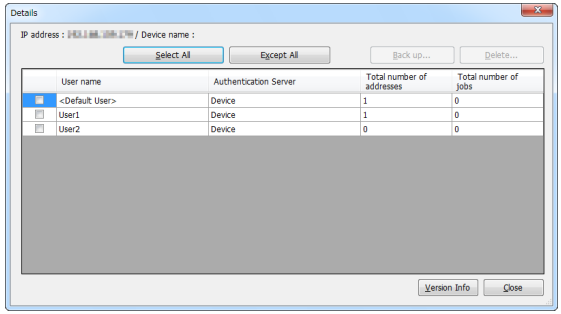
Click the [Check Details] button that appears for the ScanFront scanners registered in the list to display the [Details] window.

IMPORTANT

You can only perform this operation for ScanFront scanners to which ScanFront Administration Tool for SF400 is able to connect.

Hint

The [Check Details] button is not available in Web application mode.



A list of users registered to the ScanFront appears in the [Details] window.

You can use the following buttons in the window to manage the users registered to the ScanFront.

- To select a user for an operation, select the check box that appears at the far left of each row. Clicking [Select All] or [Except All] selects or clears all of the user check boxes in the list, respectively.
- Click [Back up] to back up configuration data for users selected in the list to any location on the computer.
- Click [Delete] to delete the users selected in the list.
- You can display ScanFront version information and the number of counter sheets by clicking [Version Info].
- Click [Close] to close the [Details] window.

❑ Displaying the Web Menu

When you select a ScanFront scanner in the list and click the [Open Web Menu] button, the Web browser starts and the Web Menu for the selected ScanFront is displayed.

IMPORTANT

- Operation of Compatibility View for Internet Explorer is not guaranteed. If you access the Web Menu in Compatibility View, the screen may not be displayed properly, operations may not complete, and other problems may occur. When accessing the Web Menu using Internet Explorer, check whether the Web Menu's URL is configured for Compatibility View.
- When accessing the Web Menu via SSL communication, an error may occur and access may not be possible even if the ScanFront is registered as an exempt site. In such cases, import a server certificate that has the same CN, SAN, etc. as the URL you want to access, and import the root certificate of the root certificate authority that issued the same certificate or server certificate to your Web browser's [Trusted Root Certification Authorities] (in the case of Internet Explorer).

Hint

The [Open Web Menu] button is not available in Web Application Mode.

❑ Batch Processing

You can select multiple ScanFront scanners in the list, and select a command in the [Processing] menu to perform the same operation all of the selected ScanFront scanners at one time.
The following commands are available in the [Processing] menu.

[Restore All Settings]

- Restore one File
  This operation reads one backup data file saved on the computer and restores it to all selected ScanFronts.
- Restore multiple files per device
  By specifying the folder on the computer in which individual ScanFront backup data has been collected beforehand, it is restored to the ScanFront with the matching IP address or device name included in the file name of the backup data in that folder.
  When [Restore multiple files per device] is executed, a dialog box appears, listing the backup data corresponding to the selected ScanFront. Click [OK] to restore.

Hint

- Uncheck backup data in the list to exclude it from the restore targets.
- Backup data is created in files named as follows.
  allsettings _<IP address or device name>_<date>.dat
  If multiple backup data files have the same IP address or device name in the file name, the one with the latest date is used for the restore.
- The [Restore All Settings] button is not available in Web application mode.

IMPORTANT

- Be sure to use [Backup All Settings] in the ScanFront Administration Tool for SF400 to create backup data files. Backup data created with the ScanFront main unit and the Web menu have different file naming rules, so they cannot be used for restoration by this operation.
- Do not alter backup data file names.

- Locate ScanFront backup data at the same hierarchy level in one folder.
- Because device management is performed based on the IP address, be aware that if the IP address is changed by the DHCP server, ScanFront backup files may be handled incorrectly.

[Backup All Settings]

Save the backup data of all selected ScanFront scanners to any location on the computer.

Hint

All configurable setting items will be backed up or restored, excluding the following.

- All items in the [Network Setting] screen
- Date and time
- All items in the [Device Operation] screen

Also, the [Backup All Settings] button is not available in Web application mode.

[Import User Data]

Load ScanFront user data stored on the computer, and register it to all selected ScanFront scanners.

Hint

The [Import User Data] button is not available in Web application mode.

[Export User Data]

Save the user data of all selected ScanFront scanners to any location on the computer.

Hint

The [Export User Data] button is not available in Web application mode.

[Import Server Certificate]

Import the SSL certificate for remote operation, for example, of the ScanFront. When performing remote operation via SSL communication, import a trusted certificate to the ScanFront.
File format for SSL certificate: pfx

[Version Up]

Load ScanFront firmware stored on the computer, and update the firmware version of all selected ScanFront scanners.

IMPORTANT

If the network communication speed is slow, a timeout may occur and the version update may fail.

[Reboot]

Restarts the ScanFront.

[Device detail setting]

You can set the wait times until the display turns off, and until Low Power mode is activated.

IMPORTANT

If the version of the Web application is 3.2 or earlier, and if you specify the wait time to Low Power mode as 150 minutes or more, due to the API specification, “Error from ScanFront” is displayed and the setting is rejected. Upgrade your Web application to version 3.3 or later.

[Use external Web app]

Switch ScanFront operation from Standard Mode to Web Application Mode.
Execute [Use external Web app], enter the server address to which the ScanFront refers in the displayed dialog box, enter the proxy server address as necessary, then click [OK].

IMPORTANT

Setting an incorrect URL can disable operation of all set up machines. Thorough testing should be conducted first.

[Do not use external Web app]

Switch ScanFront operation from Web Application Mode back to Standard Mode.

❏ Importing/Exporting Administration Data

You can export administration data for ScanFront Administration Tool for SF400 to any location on the computer, and import exported administration data.

Exporting Administration Data

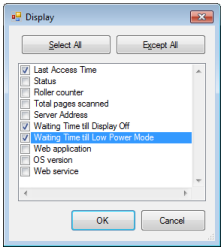
Click [Export] in the [File] menu, specify a destination and file name for the administration data in the dialog box that appears, and then click [Save].

Importing Administration Data

Click [Import] in the [File] menu, specify the storage location and file name for the administration data in the dialog box that appears, and then click [Open].

❏ Main Screen Display/Non-Display

In the [Window] menu, click [Display] to show the dialog box where you can select which items to show or hide on the main screen. Items checked for display will be reflected on the main screen by clicking [OK].
However, [IP address / Device name], [Details], and [Open Web Menu] cannot be hidden.



Chapter 8 Maintenance

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1. Routine Cleaning

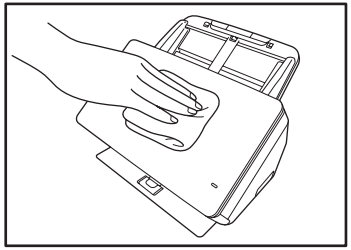
Clean the scanner on a regular basis, as described below, to maintain scanning performance.

CAUTION

- When cleaning the scanner, do not spray water or detergent directly on the scanner. Doing so may damage precision mechanisms, such as the light source.
- Never use thinner, alcohol, or other organic solvents to clean the touch panel. Such solvents may deform, discolor, or melt the touch panel, thus causing a malfunction.

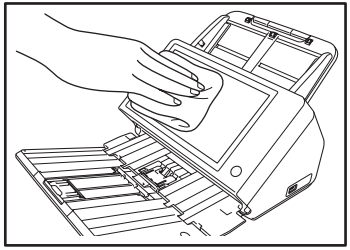
❏ Cleaning the Scanner Unit

To clean the surface of the scanner unit, use a cloth slightly dampened with water and well wrung out, to remove any dirt, and then use a clean, dry cloth to wipe the scanner.



❏ Cleaning the Touch Panel

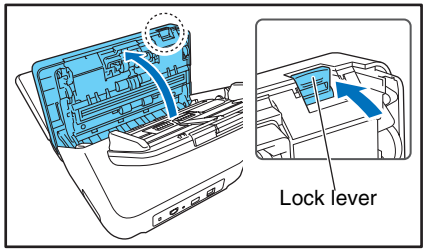
When cleaning the touch panel, use a soft, dry cloth to gently wipe the surface of the panel without applying pressure.



❑ Cleaning the Scanning Glass and Rollers

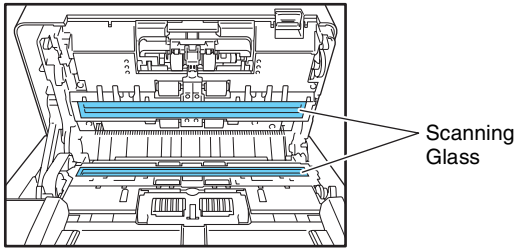
If scanned images contain streaks or scanned documents become dirty, the scanning glass and rollers inside the scanner may be dirty. Use the procedure below to clean them on a regular basis.

1. Pull the lock lever toward you and then fully open the panel unit.



2. Use a commercially available air blower to remove any dust and paper particles that have accumulated inside the scanner.

3. Use a clean, dry cloth to wipe any dirt off the scanning glass.



Hint

There is one scanning glass for the front side of documents, and another for the back side. Wipe both of them clean.

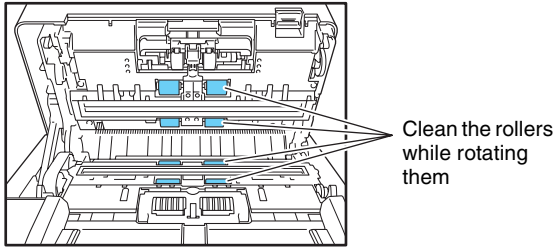
CAUTION

Do not spray water or detergent directly on the scanner. Doing so may damage precision mechanisms, such as the light source.

IMPORTANT

Scratches on the scanning glass may cause streaks on scanned images, as well as feeding errors. If there are scratches on a scanning glass, contact your local authorized Canon dealer.

4. Remove any dirt from the rollers using a cloth that has been soaked in water and thoroughly wrung out.

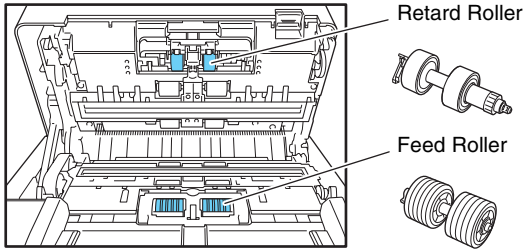


IMPORTANT

Wipe the rollers clean while rotating them.

5. Remove the retard roller and feed roller, and remove any dirt from them.

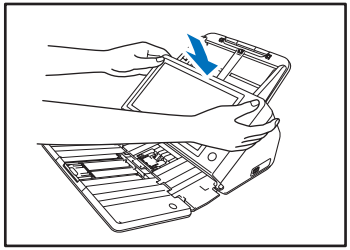
See “Cleaning the Retard Roller” on p. 180.
See “Cleaning the Feed Roller” on p. 182.



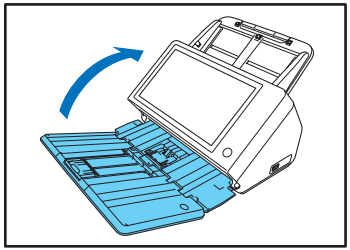
IMPORTANT

After you remove the retard roller and feed roller and finish cleaning them, make sure to reattach them to the scanner.

6. Gently close the panel unit. Press on both sides of the unit until you hear a click, which indicates the unit is locked.



7. Gently close the document eject tray.



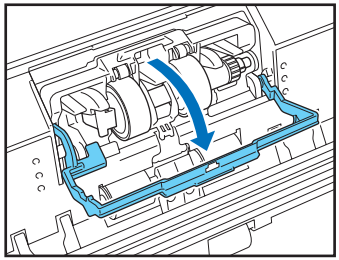
❑ Cleaning the Retard Roller

Use the procedure below to remove and attach the retard roller during cleaning or replacement.

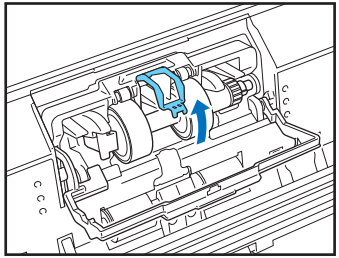
CAUTION

Do not use excessive force when removing or attaching the retard roller. Doing so may cause the roller to become deformed, resulting in feed errors.

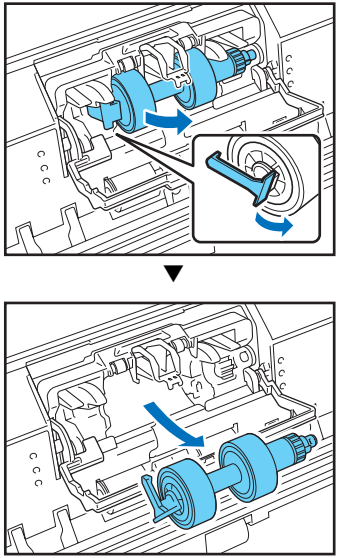
1. Open the roller cover.



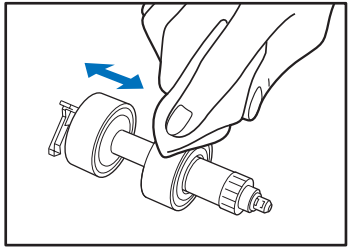
2. Raise the document detection lever.



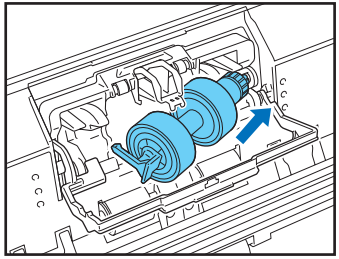
3. Pull the left lever that secures the retard roller to the scanner, and remove the roller.



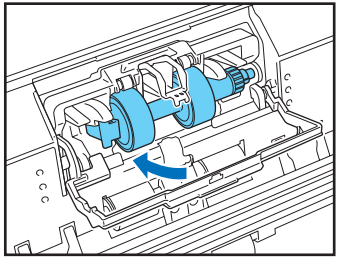
4. Remove any dirt from the roller using a cloth that has been soaked in water and thoroughly wrung out.



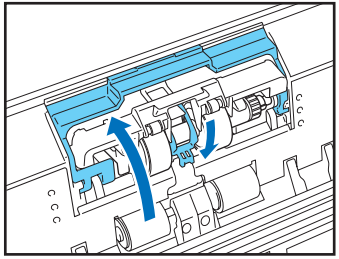
5. Install the cleaned retard roller by inserting the right side first.



6. Push the left side of the retard roller to secure it to the scanner.



7. Lower the document detection lever, and close the roller cover.



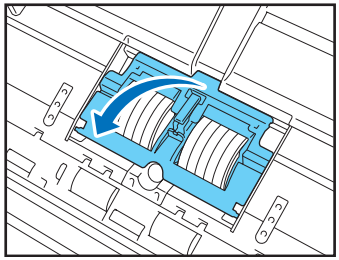
❑ Cleaning the Feed Roller

Use the procedure below to remove and attach the feed roller during cleaning or replacement.

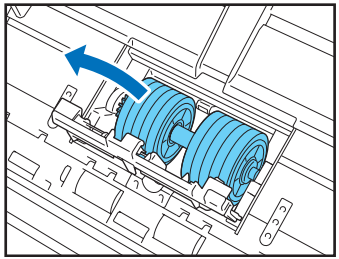
CAUTION

Do not use excessive force when removing or attaching the feed roller. Doing so may cause the roller to become deformed, resulting in feed errors.

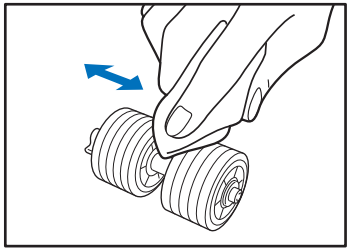
1. Open the roller cover.



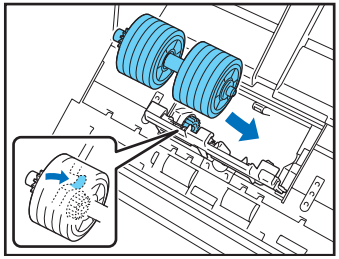
2. Remove the feed roller.



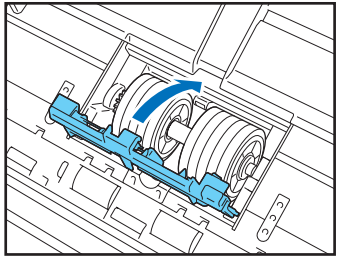
3. Remove any dirt from the roller using a cloth that has been soaked in water and thoroughly wrung out.



4. Install the feed roller.



5. Close the roller cover.

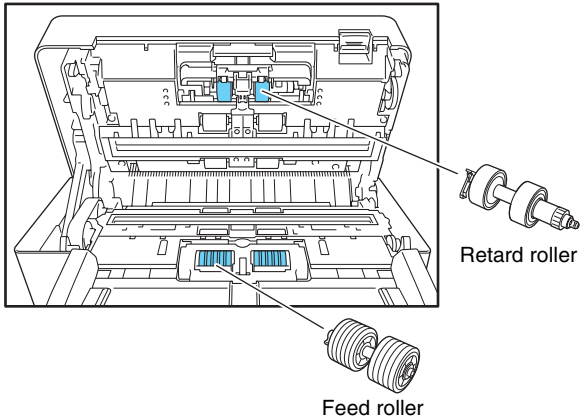


2. Replacing the Rollers

When the rollers start to wear out, document feed errors such as paper jams are more likely to occur.
If document feed errors continue to occur even after cleaning the rollers, purchase an Exchange Roller Kit, and replace the rollers (feed roller and retard roller).

❑ Exchange Roller Kit

The Exchange Roller Kit is a kit consisting of replacements for the feed roller, and retard roller. For details, contact your local authorized Canon dealer or service representative.
Product name: Exchange Roller Kit
Product code: 1550C001



IMPORTANT

- The rollers are consumable parts. When the total number of pages scanned with the rollers reaches 200,000 pages, purchase an Exchange Roller Kit and replace the parts. (See "Checking the Page Count and Resetting the Counter" on p. 185.)
- When the rollers start to wear out, problems such as paper jams and improper document feeding become more likely to occur. If this happens, replace the rollers regardless of the page count.
- Make sure to reset the roller counter after replacing the rollers.
- Refer to the roller cleaning procedure for details on replacing the rollers. (See p. 180, p. 182.)

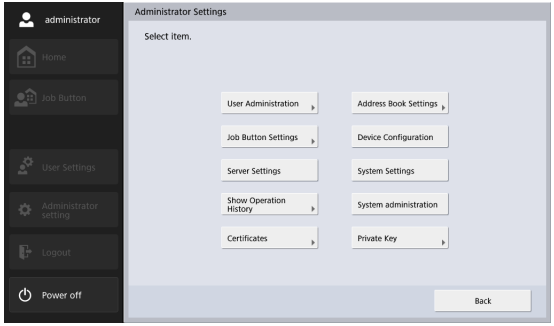
❑ Checking the Page Count and Resetting the Counter

Check the page count on the Roller Counter Reset screen of the Administrator Setting screen.

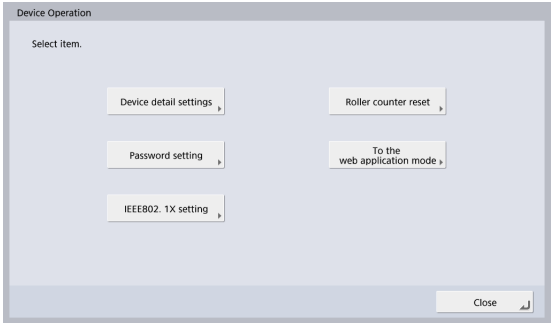
IMPORTANT

The roller counter counts the number of pages fed by replaced rollers. Always reset the roller counter after replacing the rollers.

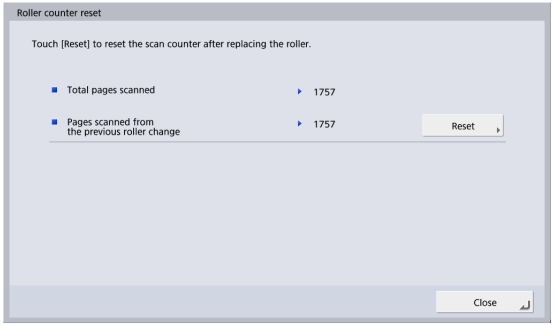
1. Log in to the Administrator setting screen.



2. Press the [Device Configuration] - [ScanFront Maintenance] - [Roller counter reset] button to display the roller counter reset screen.



[Roller counter reset] screen



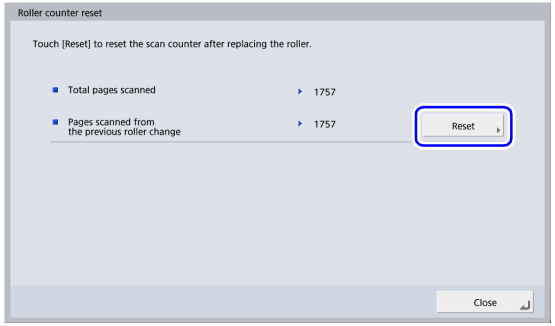
Total pages scanned

This counter is for the total number of document pages fed by the scanner.

Pages scanned from the previous roller change

This counter is for the number of document pages fed by the scanner since the roller was replaced and the counter was reset.

3. Press the [Reset] button to reset the counter.



4. Press [Close] to log out of the Administrator setting screen.

Chapter 9 Troubleshooting

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2. Error Messages 194
3. Initializing ScanFront 199

1. Troubleshooting

If any of the following problems occurs, solve the problem as described in the corresponding solution.

Network settings and other settings		
Cannot use an LDAP address book (certain users only)	Cause	The administrator has restricted the use of the LDAP address book.
	Solution	Contact the administrator of the ScanFront.
Cannot communicate with LDAPS, SMTPS, FTPS, WebDAV over SSL, or other servers despite properly configured connection settings	Cause	The certificate has not been imported.
	Solution	Consult the server administrator, and import the appropriate certificate.
	Cause	The clock on the ScanFront is out of sync.
	Solution	Sync the clock.
Cannot access the shared folder	Cause	The clock on the computer on which the shared folder is located and the clock on the ScanFront are out of sync.
	Solution	Sync the clocks.
Cannot update the settings	Cause	The ScanFront is being used or a user has not logged out.
	Solution	Check the ScanFront status and then try again.
Cannot create a new folder (shared folder/FTP server)	Cause	Permission to write to the shared folder has not been granted for the user name and password that were entered.
	Solution	Contact the administrator of the shared folder.
Specifying a mail address as the address and then starting scanning results in an error	Cause	The mail server settings have not been registered, or have been deleted.
	Solution	Contact the administrator of the ScanFront.
Cannot send email	Cause	Attempting to send a single 10 MB or larger image file.
	Solution	Reduce the size of the scanned document so that the image file is less than 10 MB.

Cannot send files to the FTP server	Cause	Sending without using passive mode.
	Solution	Enable the passive mode on the FTP registration screen. (See p. 81.)
Cannot edit the address book/ job buttons (certain users only)	Cause	The administrator has restricted editing of the address books/job buttons.
	Solution	Contact the administrator of the ScanFront.
Can only select certain destinations. For example, can only select shared folders (certain users only)	Cause	The administrator has set user function restrictions.
	Solution	Contact the administrator of the ScanFront.
Cannot connect to an FTP server that can be accessed from outside the company	Cause	There is a problem with the firewall.
	Solution	Change the firewall configurations to allow access to an external FTP server, or use an FTP proxy server. (See p. 143.)
The wrong send time is displayed for an e-mail message received at the destination	Cause	(1) The date and time settings are incorrect. (2) The time zone is set to a different country.
	Solution	Contact the administrator, and check the “Language/Timezone” setting. (See p. 131.)
The sender’s address is not displayed at the destination of an e-mail message	Cause	The e-mail addresses of the user and administrator have not been registered. (See p. 108 and p. 148.)
	Solution	Contact the administrator, and register the e-mail addresses.
Cannot connect to the network (IP address conflict problem)	Cause	The IP address that was set is already being used by another device.
	Solution	Contact the system administrator of the network, and change the IP address setting.
Cannot connect to the network (LAN cable connection problem)	Cause	The LAN cable is not connected properly.
	Solution	Check the connections of the LAN cable.

Cannot connect to the network (device name conflict problem)	Cause	The device name that was set is already being used by another device.
	Solution	Contact the system administrator of the network, and change the device name setting. When you install two or more ScanFront scanners, take care to ensure duplicate device names are not set.
Cannot delete a folder	Cause	Data has been saved to the folder.
	Solution	Contact the administrator of the shared folder.
	Cause	Permission to change the shared folder has not been granted for the user name and password that were entered.
	Solution	Contact the administrator of the shared folder.
Cannot scan from the Home screen (certain users only)	Cause	The administrator has set “Use only Job Buttons” as a function restriction.
	Solution	Contact the administrator of the ScanFront.
Cannot log in	Cause	Uppercase and lowercase letters were not entered correctly. (See p. 62.)
	Solution	Enter the uppercase and lowercase letters for the user name and password correctly.
	Cause	[Authentication Method] is set to [Active Directory] for the authentication server, and an IP address or PC name is specified in [Host Name].
	Solution	Specify the FQDN in [Host Name] (see p. 140), and configure the DNS server to which the specified FQDN is registered in the [Network Setting] screen (see p. 35).
	Cause	[Authentication Method] is set to [Active Directory] for the authentication server, and a NetBIOS domain name is specified in [Domain].
	Solution	Specify the DNS domain name in [Domain] (see p. 140), and configure the DNS server to which the specified DNS domain name is registered in the [Network Setting] screen (see p. 35).

Cannot connect to the device via the network	Cause	[Allow remote operation] is set to [OFF].
	Solution	Set [Allow remote operation] to [ON]. (See p. 152.)
Cannot access shared folders from a computer	Cause	WINS server name resolution is being used.
	Solution	Use an IP address.
Cannot access folders or servers despite successful connection tests	Cause	The connection test is simply the results of issuing a PNG command to the specified host.
	Solution	Check that the other settings (user name, password, domain, path to folder, port number, etc.) are configured properly.
Scan		
Streaks appear in images	Cause	The scanning glass is dirty.
	Solution	Clean the scanning glass. (See p. 178.) If there are scratches on a scanning glass, contact your local authorized Canon dealer.
Paper becomes jammed	Cause	The rollers are dirty.
	Solution	Clean the rollers. (See p. 178.)
	Cause	A feed error related to the document type occurred.
	Solution	Set [Document type] to [Extra-thin paper] in the Detailed Settings screen. In addition, limit the number of documents placed on the scanner to about 10 sheets. (See p. 54.)
Paper jams occur frequently	Cause	The rollers (consumable parts) have worn out.
	Solution	Purchase an Exchange Roller Kit and then replace the rollers. (See p. 184.)

Documents are double fed	Cause	Static electricity is causing the pages of the document to stick to each other.
	Solution	Before you load a stack of documents, fan the documents.
	Cause	The type of paper of the documents is causing a paper feed error.
	Solution	Set [Document type] to [Extra-thin paper] in the Detailed Settings screen. In addition, limit the number of documents placed on the scanner to about 10 sheets. (See p. 54.) In addition, set [Non Separation Feeding Mode] to [OFF] and scan the pages one by one.
	Cause	The retard roller and feed roller are dirty.
	Solution	Clean the retard roller and feed roller. (See p. 179.)
A stack of documents are fed together	Cause	[Non Separation Feeding Mode] is set to [ON]. (See p. 44.)
	Solution	Set [Non Separation Feeding Mode] to [OFF].
Scanning starts immediately after I press a job button (certain users only)	Cause	[Skip Scan Setting Screen] is selected in the job button settings. (See p. 125.)
	Solution	Change the job button setting or place the document and then press a job button.
Passports do not scan properly	Cause	The specified paper size is too small.
	Solution	Specify a larger paper size (e.g., A4) for the [Paper Size] setting in the Scan / Send Settings screen. (See p. 86.)
	Cause	A feed error related to the thickness of the paper occurred.
	Solution	Set [Resolution (dpi)] to 300 dpi or less in the Scan / Send Settings screen. (See p. 87.)

Hardware		
Cannot turn on the power	Cause	The AC adapter is not connected properly or the power plug is not inserted.
	Solution	Check the connections of the AC adapter and power plug. If the problem is not resolved after checking the connections, contact your local authorized Canon dealer.
The scanner does not turn ON when the power switch is pressed.	Cause	A USB memory device in inserted in the scanner.
	Solution	Remove the USB memory device, and restart the scanner.
An "invalid password" error message appears even when the correct password is entered.	Cause	The date and time settings on the computer and ScanFront 400 do not match.
	Solution	Match the date and time settings on the computer and ScanFront 400. If there is a discrepancy of 2 minutes or more when the date and time settings on the computer and ScanFront are converted to Greenwich Mean Time, an "invalid password" error message will appear.

2. Error Messages

If any of the following error messages appears, solve the problem as described in the corresponding solution.
If you are unsure about any other message that appears, contact the support services.

Failed to connect FTP server.	Cause	The settings of the registered FTP server are incorrect.
	Solution	Check the settings of the FTP server. (See p. 80.)
	Cause	The computer that is being used as the FTP server is not running.
	Solution	Check the computer that is being used as the FTP server.
Please set SMTP server address.	Cause	The mail server settings have not been registered, or have been deleted.
	Solution	Contact the administrator of the ScanFront, and check the settings of "E-mail Server". (See p. 138.)
This is restricted item.	Cause	The administrator has set send restrictions for the selected e-mail address. (See p. 116.)
	Solution	Contact the administrator of the ScanFront.
Same Username exists. Please change Username, and try again.	Cause	A user that has the same name as the user name to be registered is already registered.
	Solution	Check the user name prior to registration.
Paper JAM occurred. Remove the paper.	Cause	The rollers are dirty or worn out.
	Solution	(1) Verify that the rollers are installed properly, and clean them if necessary. (See p. 178.) (2) Proper scanning may not be possible if the document pages stick together due to static electricity. Fan the document before placing it. (3) If paper jams errors occur repeatedly, set [Document type] to [Extra-thin paper] in the Detailed Settings screen. In addition, limit the number of documents placed on the scanner to about 10 sheets. (See p. 54.)

Blank field exists.	Cause	An operation such as address book/job button importing, restoring, or version updating was executed without specifying the setting file to be loaded on the ScanFront.
	Solution	Specify the setting file and then execute the operation.
A double paper-feed has occurred. Please check the document and the scanned image on the display and scan the document again.	Cause	The pages of the document are sticking together because of, for example, static electricity, too many documents were loaded, the rollers are dirty, etc.
	Solution	(1) Verify that the rollers are installed properly, and clean them if necessary. (See p. 178.) (2) Proper scanning may not be possible if the document pages stick together due to static electricity. Fan the document before placing it. (3) If double feed errors occur repeatedly, set [Document type] to [Extra-thin paper] in the Detailed Settings screen. In addition, limit the number of documents placed on the scanner to about 10 sheets. (See p. 54.)
You cannot paste the copied address to the different address type.	Cause	The copy source and the paste address are of a different type.
	Solution	Make sure the copied address and paste address are of the same type.
Restricted address is included.	Cause	The job button settings include an address that has been restricted by the administrator. (See p. 116.)
	Solution	Contact the administrator of the ScanFront.
Settings cannot be changed or stored. A user may be logged in to the device. Check the status of the device.	Cause	Modifying settings and registration are not possible because a user is logged in.
	Solution	Try again after the user logs off.
Maximum address has been registered. You can't register any more.	Cause	The limit for the number of addresses has been exceeded.
	Solution	Delete addresses that are no longer used and then try again.

Maximum Job Buttons has been registered. You can't register any more.	Cause	The limit for the number of job button registrations has been exceeded.
	Solution	Delete job button registrations that are no longer used and then try again.
Maximum users has been registered. You can't register any more.	Cause	The limit for the number of user registrations has been exceeded.
	Solution	Delete user registrations that are no longer used and then try again.
Log in failed. Authentication server is not found.	Cause	The user specified when logging in does not exist in the authentication server.
	Solution	Make sure you correctly enter your user name and password. Contact the administrator of the ScanFront if this problem persists.
The authentication server cannot be used. Please check the connection and setting of the server.	Cause	The authentication server settings are incorrect.
	Solution	Check the authentication server settings.
	Cause	The computer acting as the authentication server is not turned on.
	Solution	Turn on the computer acting as the authentication server.
A character that cannot be used for a path is included.	Cause	An invalid character exists in the specified path.
	Solution	Do not use the following characters when specifying paths. /:?*"<>|
New password and confirmation password do not match.	Cause	The new password and confirmation password do not match.
	Solution	Enter the same password for the new password and the confirmation password.
Password is not registered. OK to proceed?	Cause	A password has not been set for the user to be registered.
	Solution	Check the password prior to registration.
Password is incorrect.	Cause	The password that was entered is incorrect.
	Solution	Enter the uppercase and lowercase letters for the password correctly.

There is no file name specified. Enter a file name or enable the 'Auto file name' setting.	Cause	A file name was not entered and "Auto file name" is set to [None].
	Solution	Enter a file name or set "Auto file name" to other than [None]. (See p. 98.)
Failed to send the files.	Cause	The destination is incorrect, or connection to the destination cannot be established.
	Solution	Check whether the host name, FTP server, email address, or folder path registered as the destination is correct, and check whether connection to the destination is possible.
	Cause	Attempting to send a single 10 MB or larger image file.
	Solution	Reduce the size of the scanned document so that the image file is less than 10 MB.
	Cause	Attempting FTP sending without using the passive mode.
	Solution	Enable the passive mode on the FTP registration screen. (See p. 81.)
You can't use following character for File name.	Cause	Invalid characters have been used to set the custom file name.
	Solution	Make sure the custom file name does not contain any of the following characters: / : ? * " < > |
Can not create folder.	Cause	The USB memory device is not connected properly.
	Solution	Check the connection of the USB memory device.
A character that cannot be used for a host name is included.	Cause	An invalid character exists in the specified host name.
	Solution	Do not use the following characters when the specifying host names. /:?*"<>|
You can't choose JPEG when Binary Mode is selected.	Cause	The scanner cannot be used with the selected mode and file format combination.
	Solution	Check which mode and file format combinations can be used. (See p. 87.)

You can't choose Text enhance when Bleed-through reduction is selected.	Cause	The scanner cannot be used with the selected mode and setting combination.
	Solution	Check which mode and setting combinations can be used. (See p. 87.)
The character string includes invalid character.	Cause	Invalid characters have been used to set the index file.
	Solution	Make sure none of the following characters are used in strings contained in the index file: & " ' < >
Cannot write logfile. Sending files will be aborted.	Cause	Write permission has not been granted for the shared folder specified as the save destination of the log file.
	Solution	Check the settings and access permissions of the shared folder.
Please select user.	Cause	User data is trying to be exported from the scanner without a user being selected at the user settings screen.
	Solution	Select a user name to export.

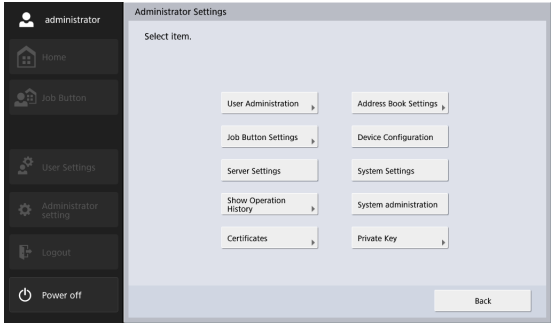
3. Initializing ScanFront

Initialize the ScanFront to protect user information when you submit the ScanFront for repairs or when you want to delete the user information because, for example, you are changing the operating location. This initializes all the information registered to the ScanFront, including user information, address books, and job buttons.

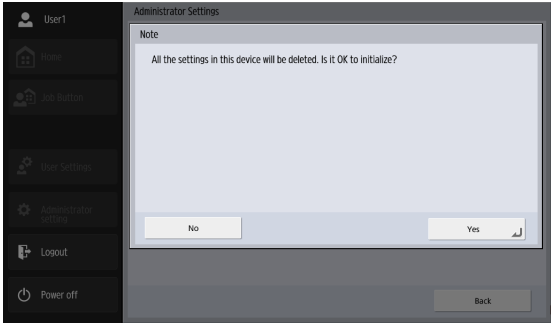
IMPORTANT

- Initializing the ScanFront deletes all registered information. Always back up the data prior to initialization.
- Do not turn OFF the scanner before initialization is complete. (The Home screen appears when initialization is complete.)

1. Log in to the Administrator setting screen.



2. Press the [Device Configuration] - [Format ScanFront] button.



3. Confirm the message and press [Yes] to perform initialization, and the scanner will turn OFF.

Chapter 10 Appendices

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1. Specifications

❑ Unit Specifications

Type

Pass-through desktop scanner with network compatibility

Operation Panel

10.1" TFT-LCD touch panel

WSGVA (1024 × 600 dot) display

Scanning Document Specifications

Plain Paper

Width: 1.96" to 8.5" (50 mm to 216 mm)

Length: 2.12" to 14" (54 mm to 356 mm)

(You can scan documents up to 120" (3,048 mm) long by setting the scanner to the Long Document mode.)

Thickness for Page Separation ON:

7 to 56 lb bond (27 to 209 g/m^2)

0.00157" to 0.00984" (0.04 mm to 0.25 mm)

Thickness for Page Separation OFF:

7 to 68 lb bond (27 to 255 g/m^2)

0.00157" to 0.0118" (0.04 mm to 0.30 mm)

Loading capacity:

A4 size or smaller:

60 sheets (21 lb bond (80 g/m^2))

Larger than A4 size:

40 sheets (21 lb bond (80 g/m^2))

Make sure stacks do not exceed 10 mm in height (including curls) for either of the above.

Business Card

Size

Width: 1.97" (50 mm) and above

Length: 3.35" (85 mm) and above

Thickness

101.33 lb Cover (380 g/m^2) and below

Card

Size: 2.12" × 3.37" (54 mm × 86 mm) (ISO standard)

Card thickness: 0.055" (1.4 mm) or smaller

Orientation: Horizontal feeding only

Embossed cards can be scanned.

Loading capacity:

10 cards (non-embossed), 1 card (embossed)

Passport

Size: 3.46" × 4.92" (88 mm × 125 mm) (ISO standard)

Insert the passport into an optional carrier sheet (passport type) in an opened state.

Thickness: 0.23" (6 mm) or less (including carrier sheet)

Scanning Sensor

Contact image sensor

Light Source

LED

Scanning Side

Simplex/Duplex

Scanning Modes

Black and White, Error Diffusion, Text Enhance, 256-level gray scale, 24-bit color, and Auto Color Detection

Scanning Resolution (Primary Scan Lines × Secondary Scan Lines)

100 × 100 dpi / 150 × 150 dpi / 200 × 200 dpi
240 × 240 dpi / 300 × 300 dpi / 400 × 400 dpi
600 × 600 dpi

Scanning Speed (For A4 size page)

Black and White		
Simplex	200 × 200 dpi	45 pages/min.
	300 × 300 dpi	45 pages/min.
Duplex	200 × 200 dpi	90 images/min.
	300 × 300 dpi	90 images/min.
Gray		
Simplex	200 × 200 dpi	45 pages/min.
	300 × 300 dpi	45 pages/min.
Duplex	200 × 200 dpi	90 images/min.
	300 × 300 dpi	90 images/min.
Color		
Simplex	150 × 150 dpi	45 pages/min.
	200 × 200 dpi	45 pages/min.
Duplex	150 × 150 dpi	90 images/min.
	200 × 200 dpi	90 images/min.

Network Connector

RJ-45 (10Base-T/100Base-TX/1000Base-T)

Interface

Hi-Speed USB 2.0 ports (3)

(Supported file systems for Scan to USB Memory: FAT16, FAT32, and exFAT)

Other

Double Feed Detection, Deskew, Folio, Long Document scanning, Skip Blank Page, Document orientation, Background smoothing, Bleed-through reduction, Remove shadow, Erase Dot, Erase Notch, Character Emphasis, Color drop-out/enhancement

External Dimensions (with feed tray and eject tray closed)

12" × 11.1" × 9.06" (W × D × H)
305 × 282 × 230 mm (W × D × H)

Maximum External Dimensions (with feed tray and eject tray open)

12" × 24.7" × 14.4" (W × D × H)
305 × 629 × 366 mm (W × D × H)

Weight (excluding AC adapter)

Approximately 9.92 lbs (4.5 kg)

Power Supply

DC 24 V 1.6 A

Power Consumption

Scanning: 36 W
Low Power mode: 2.0 W
Power Turned Off: 0.2 W

Noise

Not more than 42 dB

Operating Environment

Temperature: 10 °C to 32.5 °C (50 °F to 90.5 °F)
Humidity: 20% to 80% RH

❑ Network Specifications

Protocol
TCP/IP

IP Address
Obtained automatically (DHCP supported) or fixed address (IPv4)

Other
Active Directory (NTLM authentication) and OpenLDAP (simple authentication) supported

❑ Transfer Destinations

E-mail
Fax (via Internet fax service)
FTP Server
Shared Folder
USB Memory
Printer

❑ AC Adapter (100 to 240 V type)

Model Number
MG1-5039

Input
AC100 to 240V, 50/60 Hz, 1.06 to 0.6 A

Output
DC24V 2.0A

Weight
Approximately 0.66 lb (0.3kg) (excluding power cord)

Specifications are subject to change without notice.

❑ Consumable Parts

Exchange Roller Kit (product code: 1550C001)
Replacement kit for the rollers (feed roller and retard roller). (See “Replacing the Rollers” on p. 184.)

IMPORTANT

- Rollers are consumable parts. When the rollers start to wear out, problems such as paper jams and improper document feeding become more likely to occur. If this happens, replace the rollers regardless of the page count.
- For information about the Exchange Roller Kit, contact your local authorized Canon dealer or service representative.

❑ Optional Equipment

Flatbed Scanner Unit 102 (product code: 2152Cxxx)
Flatbed scanner unit that can be connected to and used with other scanners. Connecting this to the ScanFront adds flatbed functionality to the ScanFront’s ADF functions.

Flatbed Scanner Unit 201 (product code: 6240Bxxx)
Flatbed scanner unit that can be connected to and used with other scanners and that supports the A3 document size. Connecting this to the ScanFront adds flatbed functionality to the ScanFront’s ADF functions.

❑ About the Flatbed Scanner Unit 102/201

The ScanFront supports connection to and operation with the Flatbed Scanner Unit 102/201.

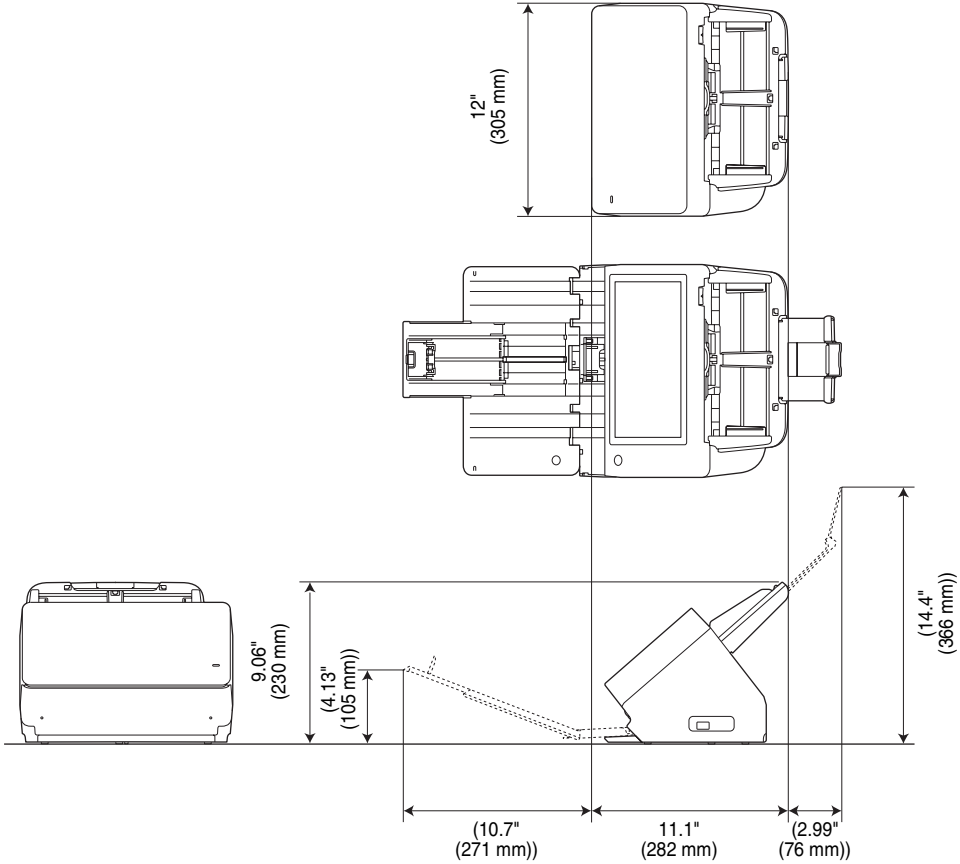
Operating Environment

The system requirements are identical to those of the Flatbed Scanner Unit 102/201.

IMPORTANT

When connecting to the ScanFront, be sure to use the USB cable supplied with the flatbed scanner.

❑ External Dimensions



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[English]	Switch (On)	Power on
[Français]	Commutateur (Marche)	Sous tension
[Italiano]	Interruttore (On)	Alimentazione presente
[Deutsch]	Schalter (Ein)	Eingeschaltet
[Español]	Interruptor (encendido)	Máquina encendida
[Nederlands]	Schakelaar (On)	Aan
[Türkçe]	Anahtar (Açık)	Güç açık

[English]	Switch (Off)	Power off (no standby current)
[Français]	Commutateur (Arrêt)	Hors tension (pas de courant de veille)
[Italiano]	Interruttore (Off)	Alimentazione assente (nessuna corrente di standby)
[Deutsch]	Schalter (Aus)	Ausgeschaltet (ohne Ruhestromaufnahme)
[Español]	Interruptor (apagado)	Máquina apagada (sin corriente en espera)
[Nederlands]	Schakelaar (Off)	Uit (geen stand-byverbruik)
[Türkçe]	Anahtar (Kapalı)	Güç kapalı (bekleme akımı yok)

[English]	Switch (Standby)	Power on/off (standby current on)
[Français]	Commutateur (Veille)	Sous/hors tension (courant de veille activé)
[Italiano]	Interruttore (Standby)	Alimentazione on/off (corrente di standby presente)
[Deutsch]	Schalter (Standby)	Ein- und Ausschalten (mit Ruhestromaufnahme)
[Español]	Interruptor (en espera)	Máquina apagada/encendida (con corriente en espera)
[Nederlands]	Schakelaar (Standby)	Aan-uit (stand-byverbruik aan)
[Türkçe]	Anahtar (Bekleme)	Güç açık/kapalı (bekleme akımı açık)

[English]	Switch (Push-On/Push-Off)	Power on/off (no standby current)
[Français]	Commutateur (Appuyer pour mettre en marche/Appuyer pour arrêter)	Sous/hors tension (pas de courant de veille)
[Italiano]	Interruttore a pulsante bistabile (On/Off)	Alimentazione on/off (nessuna corrente di standby)
[Deutsch]	Schalter (Ein- und Ausschalten durch Drücken)	Ein- und Ausschalten (ohne Ruhestromaufnahme)
[Español]	Interruptor (pulsado para encendido/apagado)	Encendido/apagado (sin corriente en espera)
[Nederlands]	Schakelaar (Push-On/Push-Off)	Aan-uit (geen stand-byverbruik)
[Türkçe]	Anahtar (Bas-Aç/Bas-Kapa)	Güç açık/kapalı (bekleme akımı yok)

[English]	Heat hazard	Heat hazard
[Français]	Danger de chaleur	Danger de chaleur
[Italiano]	Pericolo: temperature elevate	Pericolo: temperature elevate
[Deutsch]	Überhitzungsgefahr	Überhitzungsgefahr
[Español]	Peligro de calentamiento	Peligro de calentamiento
[Nederlands]	Verbrandingsgevaar	Verbrandingsgevaar
[Türkçe]	Isı tehlikesi	Isı tehlikesi

[English]	Class II equipment	Indicates this is Class II equipment
[Français]	Équipement de classe II	Indique qu'il s' agit d'un équipement de classe II
[Italiano]	Apparecchio classe II	Indica che questo è un apparecchio di classe II
[Deutsch]	Gerät der Schutzklasse II	Gibt an, dass das Gerät der Schutzklasse II entspricht
[Español]	Equipo de clase II	Indica que se trata de un equipo de clase II
[Nederlands]	KlasseII-apparatuur	Geeft aan dat deze apparatuur in Klasse II hoort
[Türkçe]	Sınıf II ekipman	Bunun Sınıf II ekipman olduğunu gösterir

[English]	DC symbol	Indicates direct current
[Français]	Symbole CC	Indique qu'il s'agit de courant continu
[Italiano]	Simbolo corrente continua (C.C.)	Indica la corrente continua
[Deutsch]	Gleichstrom-Symbol	Kennzeichnet Gleichstrom
[Español]	Símbolo CC	Indica corriente continua
[Nederlands]	DC-pictogram	Geeft gelijkstroom aan
[Türkçe]	DC sembolü	Düz akımı gösterir

[English]	DC polarity	Indicates the power plug polarity
[Français]	Polarité CC	Indique la polarité de la fiche d'alimentation
[Italiano]	Polarità C.C.	Indica la polarità dello spinotto di alimentazione
[Deutsch]	Gleichstrompolarität	Gibt die Polarität des Netzsteckers an
[Español]	Polaridad de CC	Indica la polaridad del conector de alimentación
[Nederlands]	DC-polariteit	Geeft de polariteit van de stekker aan
[Türkçe]	DC polaritesi	Fiş polaritesini gösterir

[English]	Electrostatic precaution	Avoid applying static electricity to the machine
[Français]	Précaution électrostatique	Évitez de soumettre cette machine à de l'éléctricité statique
[Italiano]	Protezione dalle cariche elettrostatiche	Evitare di applicare cariche elettrostatiche alla macchina
[Deutsch]	Warnung vor elektrostatischer Aufladung	Elektrostatische Aufladung der Maschine vermeiden
[Español]	Precaución electroestática	No aplique electricidad electroestática
[Nederlands]	Elektrostatische voorzorgen	Voorkom statische elektriciteit op de machine
[Türkçe]	Elektrostatik önlemi	Makineye statik elektrik vermeyin

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