

Document Server

This feature can be used to store documents that are read with the Copy feature or the Scan feature. The documents are stored on the hard disk of the machine. The documents can then be printed later. The stored documents can be checked from the Document Server. Since some of the machines are shared with other departments, it is not a good idea to store confidential documents.

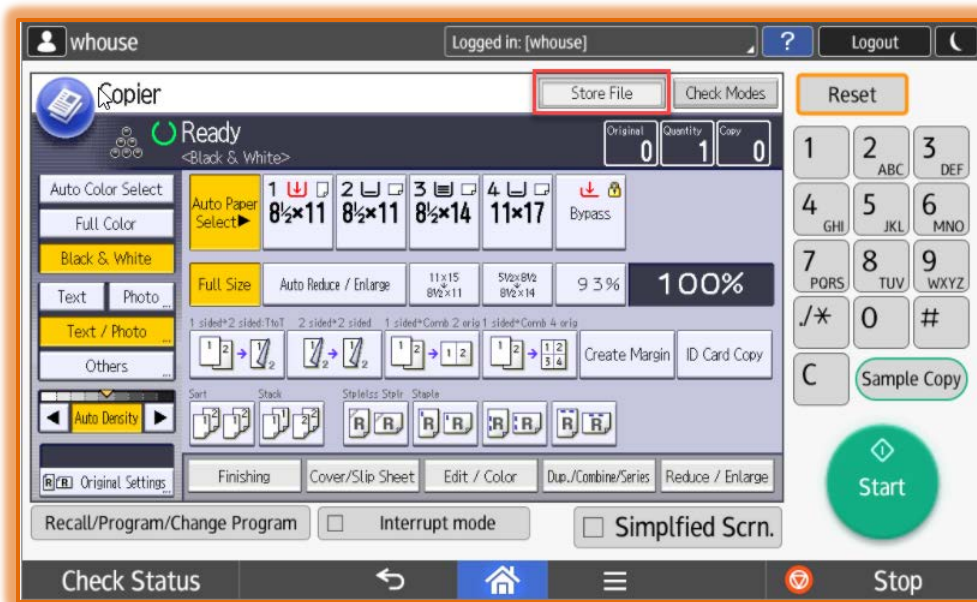
Important

- ☞ A document that is accessed with a correct password remains selected even after operations are completed.
- ☞ After an operation is completed, you should press the **Reset Button** to cancel the document selection.
- ☞ When scanning a document, to the Document Server, make sure all other operations are ended.

Copy and Store Document

This option allows you to store a document and copy it at the same time.

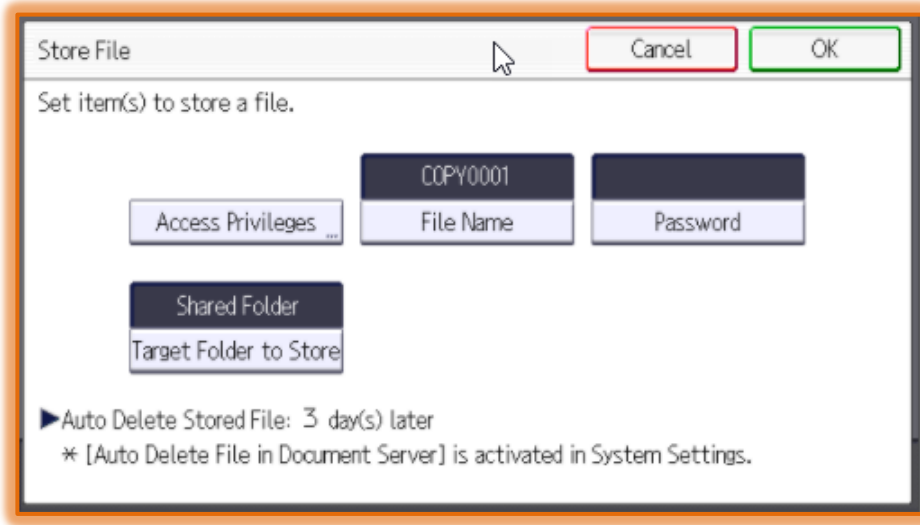
- ☞ Press the **Home Key** on the **Control Panel**. This key looks like a house and displays at the bottom of the Control Panel.
- ☞ Press the **Copier** icon on the **Home Screen**.
- ☞ Press **Store File** on the **Control Panel** (see illustration).



- ☞ The **Store File** window will display.
- ☞ Select one or all of the options shown below.
 - ★ **Access Privileges** – This will give you access to the username. You are able to specify which privileges the user has for a stored file.
 - ★ **File Name** – When a document is stored a file name of **COPY0001** or **COPY0002** is automatically attached to the file name. This can be changed by selecting this option and inputting the name.
 - ★ **Password** – In order to prevent unauthorized printing, it is possible to specify a password for a stored document. If a password is specified for the document, a key icon

will appear on the left side of the File Name. Four to eight digits may be used for the password. The password must be entered using the **Number Keys**.

★ **Target Folder to Store** – Select the area where the file is to be stored.

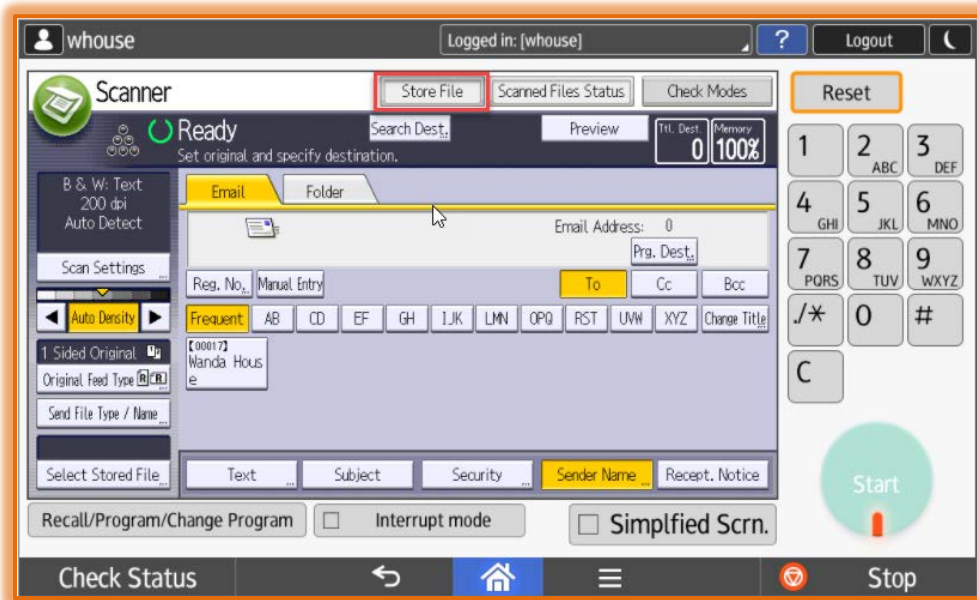


- 📄 Input the data for those options as desired.
- 📄 Once all the information is added, press the **OK** button.
- 📄 Place the originals on the **Automatic Document Feeder** or the **Exposure Glass**.
- 📄 Select the **Copy Settings** for the original.
- 📄 Press the **Start Key**. This is the **green** button on the lower right side of the **Control Panel**.

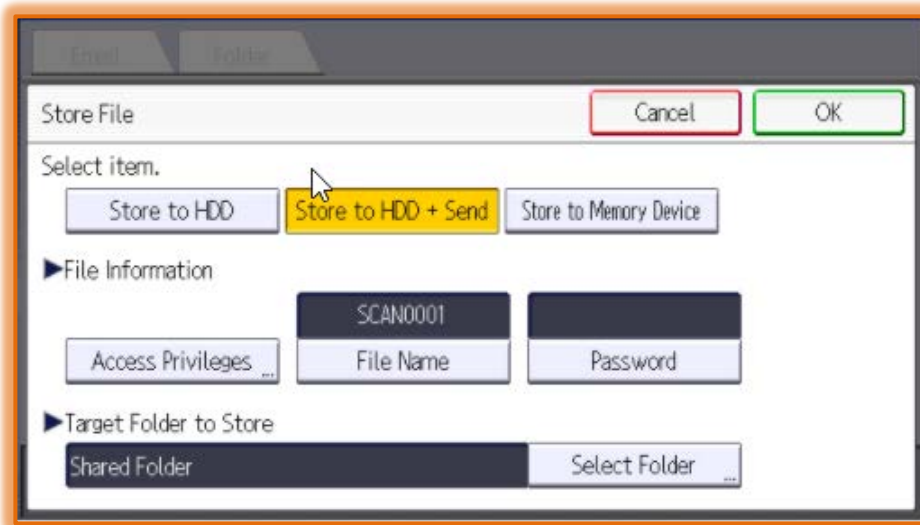
Scan and Store Document

This option allows you to store a document and copy it at the same time.

- 📄 Press the **Home Key** on the **Control Panel**. This key looks like a house and displays at the bottom of the Control Panel.
- 📄 Press the **Scan** icon on the **Home Screen**.
- 📄 Press **Store File** on the **Control Panel** (see illustration).



- 📄 The **Store File** window will display.

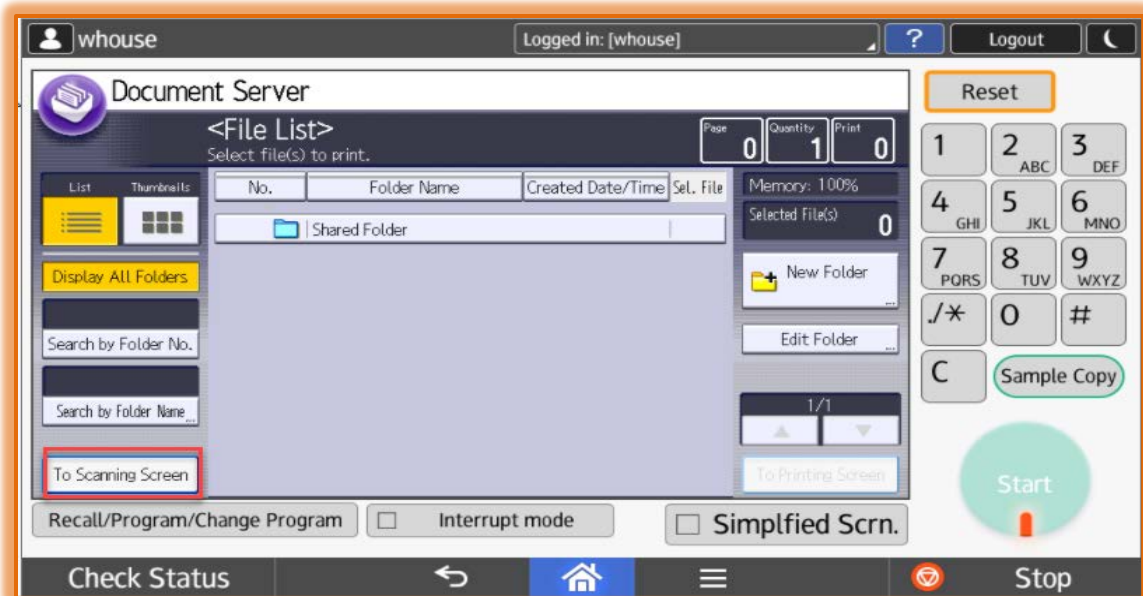


- ☞ Select one or all of the options shown below.
 - ★ **Store Options** – Select one of the options for storage.
 - ★ **Access Privileges** – This will give you access to the username. You are able to specify which privileges the user has for a stored file.
 - ★ **File Name** – When a document is stored a file name of **COPY0001** or **COPY0002** is automatically attached to the file name. This can be changed by selecting this option and inputting the name.
 - ★ **Password** – In order to prevent unauthorized printing, it is possible to specify a password for a stored document. If a password is specified for the document, a key icon will appear on the left side of the File Name. Four to eight digits may be used for the password. The password must be entered using the **Number Keys**.
 - ★ **Target Folder to Store** – Specify whether to use the Shared Folder or select a folder to store the file.
- ☞ Input the data for those options as desired.
- ☞ Once all the information is added, press the **OK** button.
- ☞ Place the originals on the **Automatic Document Feeder** or the **Exposure Glass**.
- ☞ Select the **Copy Settings** for the original.
- ☞ Press the **Start Key**. This is the **green** button on the lower right side of the **Control Panel**.

Store Data Without Copying

This option is used to store a document in the Document Server, but not make a copy of it.

- ☞ Press the **Home Key** on the **Control Panel**. This key looks like a house and appears at the bottom of the screen.
- ☞ Press the **Document Server** icon on the **Home Screen** (see illustration next page top).
- ☞ The **Document Server** window will display (see illustration on next page).
- ☞ Press the **To Scanning Screen** option.
- ☞ The **Scanning Screen** window will display (see illustration next page bottom).
- ☞ Specify the options for the Scan Document.
- ☞ Press **Back to File List** to return to the **Document Server Screen**.
- ☞ Press **File Name** and enter a **File Name** for the document.
- ☞ Press **OK** to accept the **File Name** and return to the **Document Server Screen**.



- ☞ Press **Password** and enter a **Password** for the document.
 - ★ The **Password** must be entered using the **Number Keys**.
 - ★ The **Password** can be **four to eight digits** in length.
- ☞ Press **OK** to accept the **Password** and return to the **Document Server Screen**.
- ☞ To double-check, you can enter the **Password** a second time and then press **OK**.
- ☞ Place the original in the **Automatic Document Feeder**.
- ☞ Press the **Start Key**.
- ☞ When the scanning is complete, a list of stored documents will display.
- ☞ If the list does not appear, press the **Finish Scanning** option.

Print Stored Documents

The following items can be specified on the **Printing Screen**.

- ✓ Paper Tray
- ✓ The Number of Prints
- ✓ Finishing - Sort, Rotate Sort, Stack, Staple, Punch, Half Fold, Print Outside
- ✓ Cover/Slip Sheet - Front Cover, Front/Back Cover, Designate Chapter, Slip Sheet
- ✓ Edit/Stamp - Margin Adjust, Stamp
- ✓ 2-Sided Copy Top to Top, 2 Sided Copy Top to Bottom, Booklet, Magazine
- ☞ Select a document to be printed.
- ☞ Enter the **Number of Copies to Print** with the **Number Keys**. The maximum quantity that can be entered is 999.
- ☞ Press the **Start Key**.

NOTE:

- ☞ When specifying printing conditions, press **To Printing Screen** and configure the **Print Settings**.
- ☞ When printing two or more documents, start with the select a document option as specified above.
- ☞ Up to **30 documents** can be printed at a time.