

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.

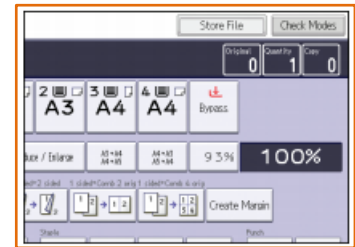
Important

- ☞ 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 (Yellow) 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 is the **blue** key in the top left corner of the **Control Panel**.
- ☞ Press the **Copy** icon on the **Home Screen**.
- ☞ Press **Store File** on the **Control Panel** (see illustration at right).
- ☞ The **Store File** window will display.
- ☞ Select one or all of the options shown below.
 - ★ **User Name** – A user name is used to identify the user or user group that stored the document. It is not used to protect confidential documents from others.
 - ★ **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**.
- ☞ 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 **Scan 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 is the **blue** key in the top left corner of the **Control Panel**.
- ☞ Press the **Document Server** icon on the **Home Screen**.
- ☞ Press the **To Scanning Screen** option.
- ☞ Press **User Name** and enter a **User Name** for the document.
- ☞ Press **OK** to accept the **User Name** and 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**.
- ☞ Specify the original scanning conditions.
- ☞ 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
- ✓ 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.