

3. Document Server

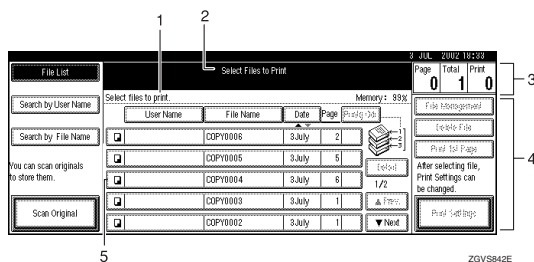
Relationship between Document Server and Other Functions

The following table describes the relationship between the Document Server and other machine functions.

| Function name | Where to store documents | Displaying a list | Printing documents |
|---------------|--------------------------|-------------------|--------------------|
| Copy | Copy/Document Server | Available | Enabled |
| Printer | Personal computer | Available | Enabled |
| Scanner | Scanner | Not available | Disabled |

Document Server Display

◆ Document Server Main Display



1. Operating status and messages are displayed.

2. The title of the currently selected screen is displayed.

3. The numbers of originals, copies, and printed pages are displayed.

4. The operation keys are displayed.

5. The stored operation mode is displayed.

The icons below show the operation mode when documents have been stored in the Document Server.

| Function | Copier | Printer | Scanner |
|----------|--------|---------|---------|
| Icon | | | -- |

Note

- Depending on the settings of security functions, not all the stored documents may be displayed.

Using the Document Server

Storing Data

❖ File Name

Stored documents will automatically be named as "COPY0001", "COPY0002". You can change assigned file names.

❖ User Name

You can register a user name to distinguish the user or user group that stored the documents. To register, you can either enter a name or use the one assigned to the user code.

🔍 Reference

For more information about the user name, see p.69 "Registering Names".

❖ Password

You can set a password for stored documents, and use it to prevent others printing them. When a password is set for the documents, **1** mark appears next to the documents.

🔍 Reference

To store documents in a mode other than Document Server, see the manuals for the respective modes.

🚨 Important

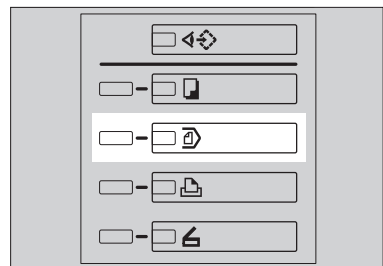
- ❑ Data stored in the machine might be lost if some kind of failure occurs. The supplier shall not be responsible for any damage that might result from the loss of data.
- ❑ Be careful not to let anyone know your password, especially when entering a password or recording it. Keep any record of your password in a secure place.

- ❑ Avoid using a single number or consecutive numbers for a password such as "0000" or "1234", since the numbers like this are easy to guess, so using them will not provide a worthwhile level of security.
- ❑ A document accessed with a correct password remains selected even after operations are complete, and it can be accessed by other users. To stop this, be sure to press the **[Clear Modes]** key to cancel the document selection.
- ❑ The user name used when adding a document to the Document Server is to identify the document creator and type. It is not to protect confidential documents from others.

📝 Note

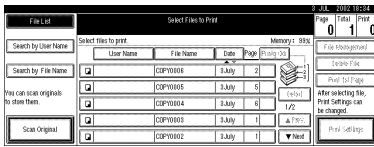
- ❑ By default, data stored in the Document Server is deleted after three days (72 hours). You can specify the time taken for the stored data to be deleted automatically. See p.64 "Auto Delete File".
- ❑ Before scanning documents using the scanner function, make sure all other operations have finished.

1 Press the **[Document Server]** key.



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2 Press [Scan Original].



3 Enter a file name, user name, or password if necessary.

Note

- If you do not enter a file name, one will be automatically assigned.

Reference

See p.37 "To register or change a user name".

See p.38 "To change a file name".

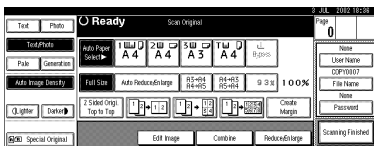
See p.38 "To set or change a password".

4 Place your originals.

Reference

For information on the types of originals and how to place them, see "Placing Originals", *Copy Reference*.

5 Make settings as desired.



Reference

For details, see *Copy Reference*.

6 Press the [Start] key.

The document is stored in the Document Server.

Note

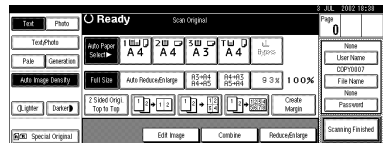
- To stop scanning, press the **[Clear/Stop]** key. To resume a paused scanning job, press **[Continue]** in the confirmation dialog box. To delete stored images and cancel the job, press **[Stop]**.
- When a password has been set, **1** mark appears on the left side of the file name.
- The Select Files to Print display appears when all the originals have been scanned. If it is not displayed, press **[Scanning Finished]**.

To register or change a user name

1 Press [Scan Original].

The Scan Original display appears.

2 Press [User Name].



If user names have already been registered, the Change User Name display appears. To use an unregistered user name, press **[Non-programmed Name]**.

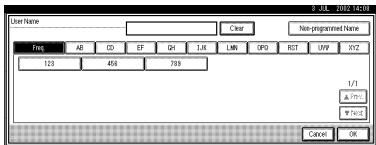
If no names are registered in the Address Book, the User Name entry display appears.

Reference

See p.69 "Registering Names".

When using a name registered in the Address Book

- 1 Select a name from the list, and then press [OK].



To change to an unregistered user name, proceed to the next step.

Reference

See p.71 “Registering a New User Code”.

When using an unregistered user name

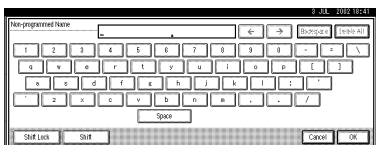
- 1 Press [Non-programmed Name].
- 2 Enter a new user name, and then press [OK].

Reference

See p.133 “Entering Text”.

When no names are registered in the Address Book

- 1 Enter a new user name, and then press [OK].

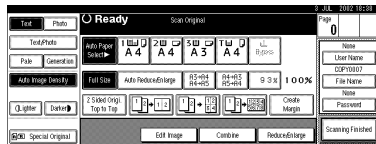


Reference

See p.133 “Entering Text”.

To change a file name

- 1 Press [Scan Original].
The Scan Original display appears.
- 2 Press [File Name].



The Change File Name display appears.

- 3 Press [Delete All] to delete the old file name.

Note

- You can also use [Backspace] to delete unwanted characters.

- 4 Enter a new file name, and then press [OK].

Note

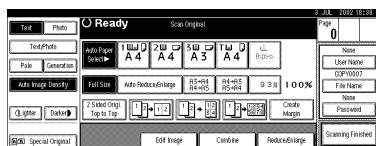
- Up to 20 characters can be entered as a file name, but only 16 characters of each file name will be displayed in the document list.

Reference

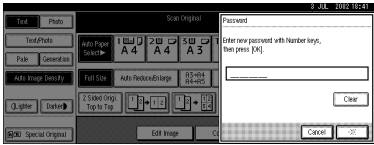
See p.133 “Entering Text”.

To set or change a password

- 1 Press [Scan Original].
The Scan Original display appears.
- 2 Press [Password].

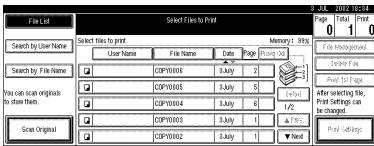


- Enter a password using the number keys (four digits), and then press [OK] or the [#] key.



Changing a Stored Document's File Name, User Name, or Password

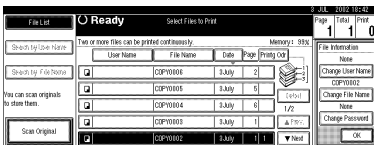
- Press the [Document Server] key.
- Select the document with the user name, file name, or password you want to change.



Note

- If a password has been set for the document, enter the password and press [OK].

- Press [File Management].
- Press [Change File Name], [Change User Name], or [Change Password].



- Enter the new file name, user name, or password, and then press [OK].

Reference

See p.37 "To register or change a user name".

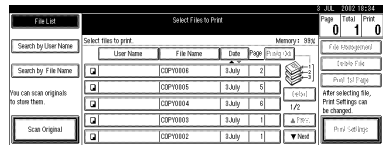
See p.38 "To change a file name".

See p.38 "To set or change a password".

- Press [OK].

Selecting a Document

- Press the [Document Server] key.
- Select the document to be printed.



Note

- If a password has been set for the document, enter the password and press [OK].
- You can search for a document using [Search by User Name] or [Search by File Name]. See p.40 "Searching for Stored Documents".
- You can sort document names in the list by user name, file name or date. To sort documents, press [User Name], [File Name] or [Date].
- If you cannot determine the contents of a document by its file name, you can print only the first page of the document for checking purposes. See p.43 "Printing the First Page".
- To cancel a selection, press the highlighted document again.

- To print multiple documents, repeat step 2 in the order that you want to print.

Note

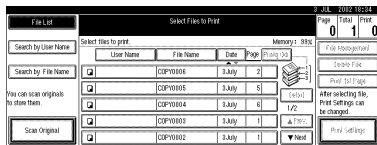
- You can select up to 30 documents.
- If sizes or resolutions of selected documents are not the same, the documents may not be printed.
- If you wish to change the order for printing, cancel the selection, and reselect in the desired order.
- If you press the **[Clear Modes]** key, selection of all documents will be canceled.
- If you press **[Printg Odr]**, the documents will be displayed in the order of printing.

- Press **[OK]**. The Select Files to Print display appears.

3

To Check Details of Stored Documents

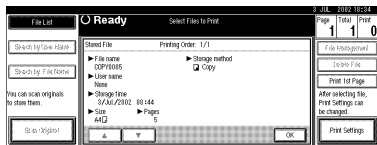
1 Select the document.



Note

- If a password has been set for the document, enter the password, and then press **[OK]**.

2 Press **[Detail]**.



Detailed information about the document is displayed.

Note

- If you have selected several documents, use **[▲]** and **[▼]** to view the details of each.

Searching for Stored Documents

You can use either **[Search by File Name]** or **[Search by User Name]** to search for documents stored in the Document Server. You can also list stored documents in your order of preference.

Note

- If you install DeskTopBinder Professional or DeskTopBinder Lite on your computer, you can search and rearrange the documents from your computer.

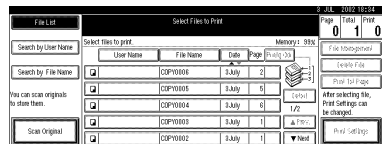
Reference

For more details refer to the manuals for DeskTopBinder Professional/Lite.

To Search by File Name

1 Press the **[Document Server]** key.

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



3 Enter the file name, and then press **[OK]**.

Files beginning with the name entered appear in the Select Files to Print display.

Reference

See p.133 “Entering Text”.

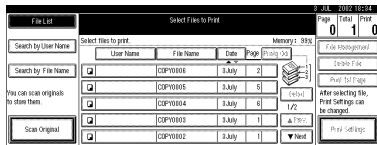
Note

- To display all files stored in the Document Server, press **[File List]**.

To Search by User Name

1 Press the **[Document Server]** key.

2 Press **[Search by User Name]**.

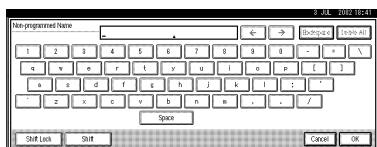


3 To specify a registered user name, select the user name from the displayed list, and then press **[OK]**.

Note

- To specify an unregistered user name, go to the next step.

4 To specify an unregistered user name, press **[Non-programmed Name]**. Enter the name, and then press **[OK]**.

**Reference**

See p.133 “Entering Text”.

5 Press **[OK]**.

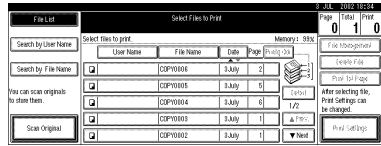
Files beginning with the name entered appear in the Select Files to Print display.

Note

- To display all files stored in the Document Server, press **[File List]**.

Printing Stored Documents

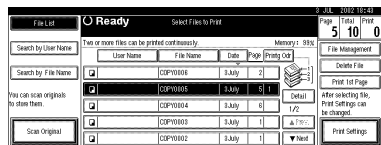
1 Select the document to be printed.

**Note**

- If a password has been set for the document, enter the password and then press **[OK]**.
- You can print multiple documents. See p.39 “Selecting a Document”.

2 If you need to change the print settings, press **[Print Settings]**.

The Print Settings display appears, and user names, file names and printing order of the documents are shown.

**Note**

- The print settings made for printing in copier or printer mode remain effective after printing and are applied to the next job.
- When multiple documents are selected, print settings made for the first document will be effective for only that document, and not the subsequent ones.
- Print setting items are listed below. For details about the print results, see *Copy Reference*.

❖ Binding format

- 2 Sided Copy Top to Top
- 2 Sided Copy Top to Bottom
- Booklet
- Magazine

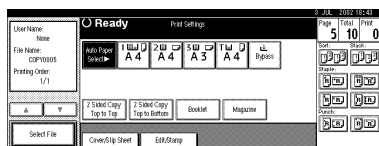
❖ Cover handling

- Cover/Slip Sheet
- Edit/Stamp

❖ Finish

- Sort
 - Stack
 - Staple
 - Punch
- If you print more than one set using the Sort function, you can check the print result by printing out only the first set. See p.42 “Sample Copy”.
- When multiple documents are printed at the same time, print settings made for the first document will apply to all the subsequent ones.
- If you select multiple files, you can confirm file names or print order you selected in step 1 by scrolling through the list with [**▼**] and [**▲**].
- Press [**Select File**] to return to the Select Files to Print display.

3 Enter the required number of copies using the number keys.



Note

- Up to 999 can be entered.

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

The machine starts printing.

To stop printing

- 1 Press the [**Clear/Stop**] key.
- 2 Press [**Stop**].

To change the number of copies during printing

! Limitation

- The number of copies can only be changed when the Sort function is selected in print settings.

- 1 Press the [**Clear/Stop**] key.
 - 2 Press [**Change Quantity**].
 - 3 Use the number keys to enter a new number of copies.
 - 4 Press the [**#**] key.
 - 5 Press [**Continue**].
- Printing restarts.

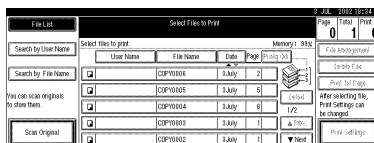
Sample Copy

If you are printing multiple sets, you can check if the print settings or sorting order is correct by first printing out a sample set.

! Limitation

- This function can be used only when the Sort function is selected.

1 Select the document to be printed.



Note

- If a password has been set for the document, enter the password and then press [**OK**].

- You can search for a document using **[Search by User Name]** or **[Search by File Name]**. See p.40 “Searching for Stored Documents”.
- You can sort document names in the list by user name, file name, or date. To do so, press **[User Name]**, **[File Name]** or **[Date]**.
- To cancel a selection, press the highlighted document again.

2 Press the **[Sample Copy]** key.

The first set is printed.

3 To print the remaining sets, press **[Print]**.

Note

- To change the settings, press **[Suspend]** to return to the Print Settings menu.

Printing the First Page

You can print the first page of a document selected in the Select Files to Print display to check its contents.

If more than one document is selected, the first page of each is printed.

1 Select the document.

Note

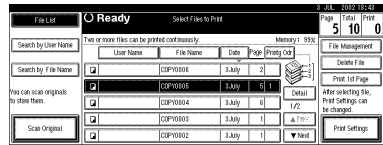
- If a password has been set for the document, enter the password and then press **[OK]**.

Note

- You can search for a document using **[Search by User Name]** or **[Search by File Name]**. See p.40 “Searching for Stored Documents”.
- You can sort document names in the list by user name, file name, or date. To do so, press **[User Name]**, **[File Name]**, or **[Date]**.

- To cancel a selection, press the highlighted document again.

2 Press **[Print 1st Page]**.



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

Deleting Stored Documents

Important

- You can store up to 3,000 documents in the Document Server. No more documents can be stored when the limit is reached, and you should delete unnecessary documents.

Note

- You can delete all stored documents at once with the User Tools. See p.65 “Delete All Files”.
- You can also delete documents via a Web browser from a computer in the network. For details on how to start the Web browser, see *Network Guide*.

1 Press the **[Document Server]** key.

2 Select the document.

Note

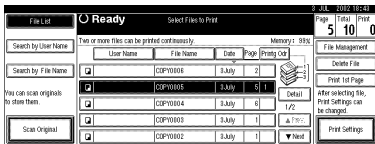
- If a password has been set for the document, enter the password and then press **[OK]**.

Note

- You can delete multiple documents at once.
- You can search for a document using **[Search by User Name]** or **[Search by File Name]**. See p.40 “Searching for Stored Documents”.

- ❑ You can sort document names in the list by user name, file name, or date. To do so, press **[User Name]**, **[File Name]** or **[Date]**.
- ❑ If you cannot determine the document by its name, you can print the first page to check its contents. See p.43 “Printing the First Page”.
- ❑ To cancel a selection, press the highlighted document again.

3 Press **[Delete File]**.



4 Press **[Delete]** to delete the document.

Viewing Stored Documents Using a Web Browser

🔍 Reference

The Web browser's Help

- 1 Start a Web browser.
- 2 Enter “http:// (IP address of this machine) /” in the **[Address]** box.
The top page appears on the Web browser.
- 3 Click **[Document Server]**.
The **[Document Server File List]** appears.

📝 Note

- ❑ To switch the display format, click **[Details]**, **[Thumbnails]** or **[Icons]** from the **[Display method]** list.

4 Click the properties button of the document you want to check.

Information about that document appears.

5 Check the contents of the document.

📝 Note

- ❑ To enlarge the document preview, click **[Enlarge Image]**.

Downloading Stored Documents

📝 Note

- ❑ File Format Converter is required when downloading documents stored in copier or printer mode.

1 Start a Web browser.

2 Enter “http:// (IP address of this machine) /” in the **[Address]** box.

The top page appears on the Web browser.

3 Click **[Document Server]**.

The **[Document Server File List]** appears.

📝 Note

- ❑ To switch the display format, click **[Details]**, **[Thumbnails]** or **[Icons]** from the **[Display method]** list.

4 Click the properties button of the document you want to download.

5 Select **[PDF]**, **[JPEG]**, or **[Multi-page TIFF]** in the **[File format]** list.

📝 Note

- ❑ **[JPEG]** can only be selected for documents stored in scanner mode.

- [Multi-page TIFF]** is available when file format converter is installed.
- [Multi-page TIFF]** cannot be selected for documents stored in copier or printer mode.

6 Click **[Download]**.

7 Click **[OK]**.