

TerioStation User's Manual

## Practical manual

FSD-10003-07





# Things you can do



Look at what you can do

Where do I start?

Method  
1

Acquire the data from the scanner



I want to scan drawings and documents

Method  
2

Operate the scanner using a computer

Method  
3

Send data from the scanner directly to a computer

I want to view many types of files

I want to print a collection of material

I want to make color copies

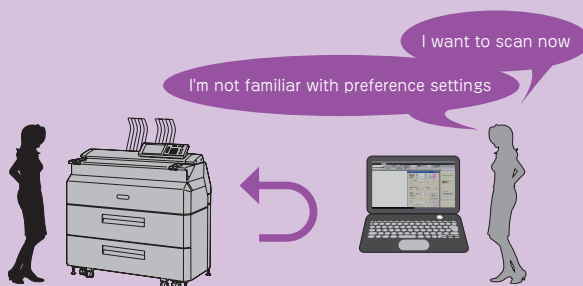
Troubleshooting

Page  
47

## Submission Job Box

Store scanned data on the scanner temporarily, and then retrieve it later using your computer.

This method is recommended when you want to use the scanner right away and are not familiar with preference settings.

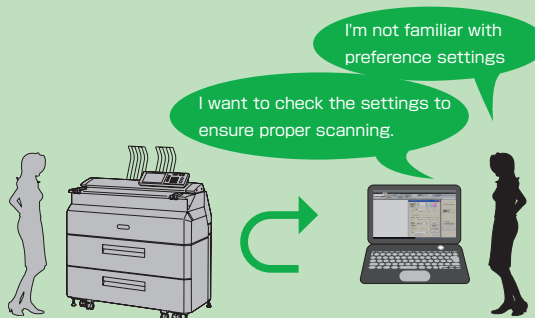


Page  
**5**

## Scan

Use a scanning application on your computer to enter the settings and then scan.

This method is recommended when you want to check the settings while scanning.

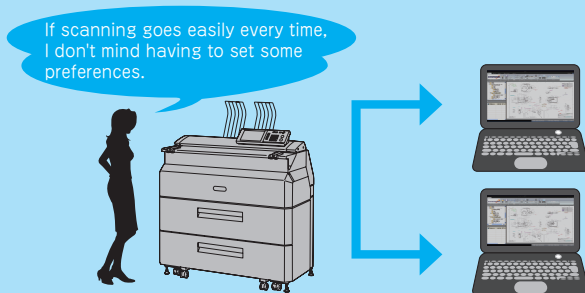


Page  
**13**

## Submission

Send scanned data to registered destinations without using a computer.

This method is recommended for users who are familiar with computer preference settings.



Page  
**19**

## View

The following file formats can be viewed: TIFF, PDF, JPEG, BMP, and PNG.

Page  
**31**

## Print

The following file formats can be printed in a batch: HP-GL, TIFF, PDF, JPEG, BMP, and PNG.

Page  
**37**

## Scan copy

You can output scanned data to your printer. You can also make color copies.

Page  
**43**





# Acquire the data from the scanner

## Submission Job Box

Temporarily store scanned data on the scanner, and then retrieve it later using your computer.

You can easily create TIFF, PDF, and JPEG data, which can also be saved in a multi-page format.

You do not have to install an application on a computer.

You do not have to make any complicated preference settings, such as network settings. We recommend this method when you want to use the scanner right away.

### Preparation

- Preparing the check sheet

- Checking the IP address of the scanner

- Checking the browser software

### Using the scanner

- Scanning

### Retrieving the scan data

- Completing the check sheet

- Starting the browser software

- Importing the scan data



# Preparation

## Preparing the check sheet

First, make a copy of the check sheet on the back cover of this document.



Here!  
Check sheet

When choosing to acquire the data from the scanner

IP address of the scanner

Example: 192.168.1.1

--	--	--	--	--	--	--	--	--	--

## IP address of the scanner

If you have decided to send data using a computer, find the IP address of the scanner.

1 MENU

2 Printer Information

Printer Information

Printer Serial No.	12345
MAC Address	01:23:45:AB:30:39
IP Address	192.168.1.1
Controller Firmware Version	9.99 JP
Panel Firmware Version	1.2.3
Scanner Firmware Version	88.88
A3 and A4 Counter	1
Total Print Length	2 m

Confirm the information, and then complete the check sheet.

When choosing to acquire the data from the scanner

IP address of the scanner

Example: 192.168.1.1

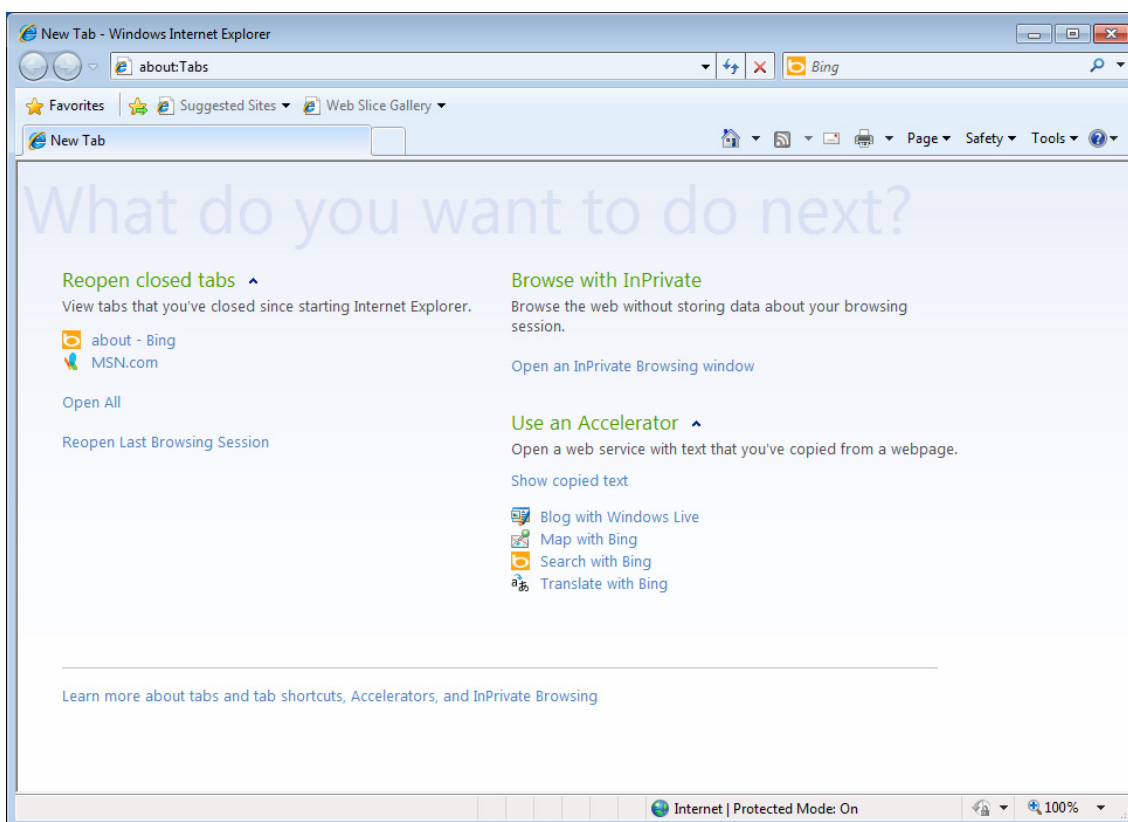
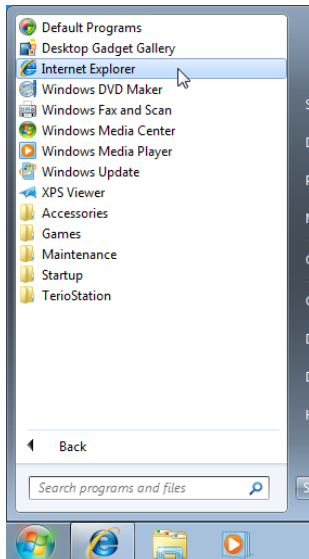
1	9	2	.	1	6	8	.		1	.		1
---	---	---	---	---	---	---	---	--	---	---	--	---

# Checking the browser software

Prepare browser software that can access the Internet.

We recommend Internet Explorer.

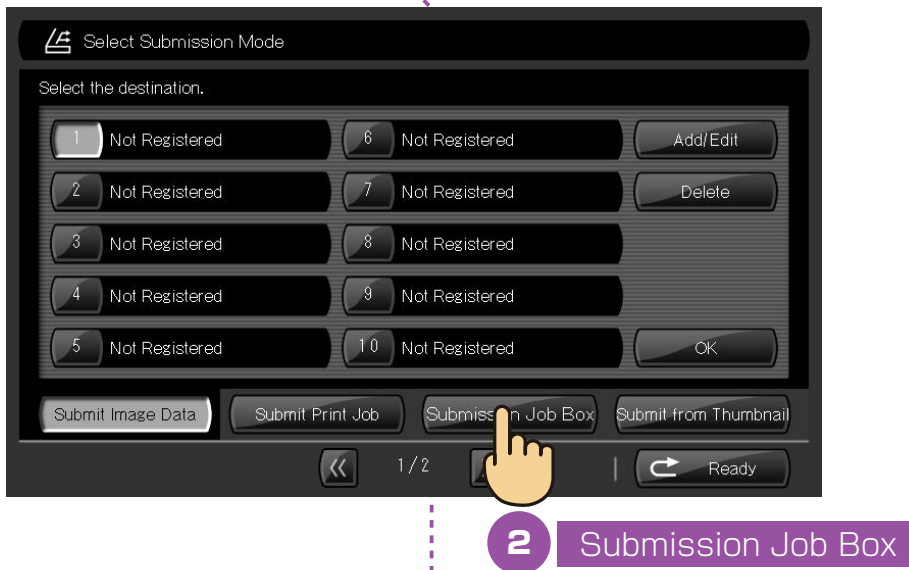
Click the **Start** button, point to **All Programs**, and then click **Internet Explorer**.





# Using the scanner

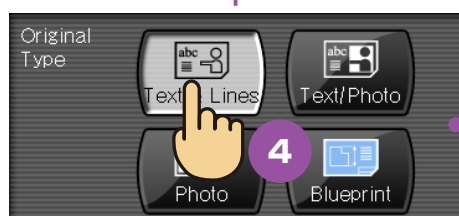
## Scanning



Select a Color Mode.



Select the original type most similar to the document to be scanned.



The display changes depending on the color mode



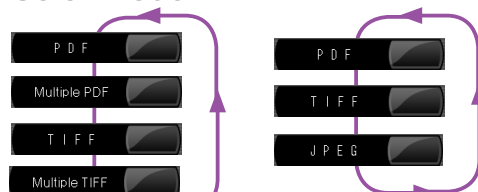
Monochrome

Color

Select the save format for the file.



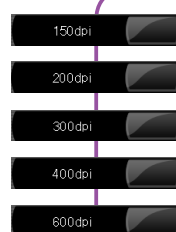
The display changes depending on the Color Mode



Monochrome

Color

Select a resolution.



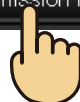
Set the original on the scanner.



Scanning is complete!

After scanning,

Select Submission Mode



Select Submission Mode

Ready



Ready




# Retrieving the scan data

## Completing the check sheet

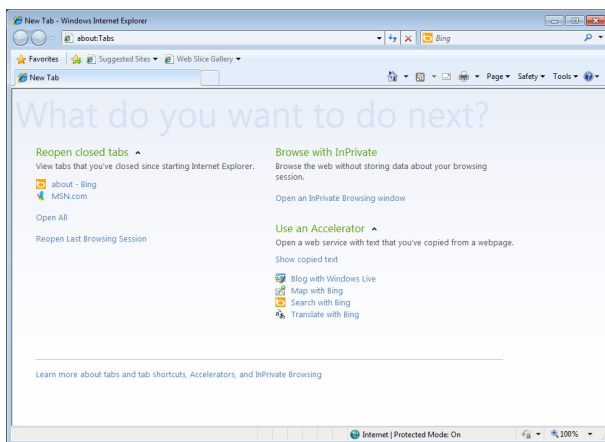
When choosing to acquire the data from the scanner

IP address of the scanner	Example: 192.168.1.1
	<input type="text" value="1"/> <input type="text" value="9"/> <input type="text" value="2"/> <input type="text" value="."/> <input type="text" value="1"/> <input type="text" value="6"/> <input type="text" value="8"/> <input type="text" value="."/> <input type="text" value="1"/> <input type="text" value="."/> <input type="text" value="1"/> <input type="text" value=""/>



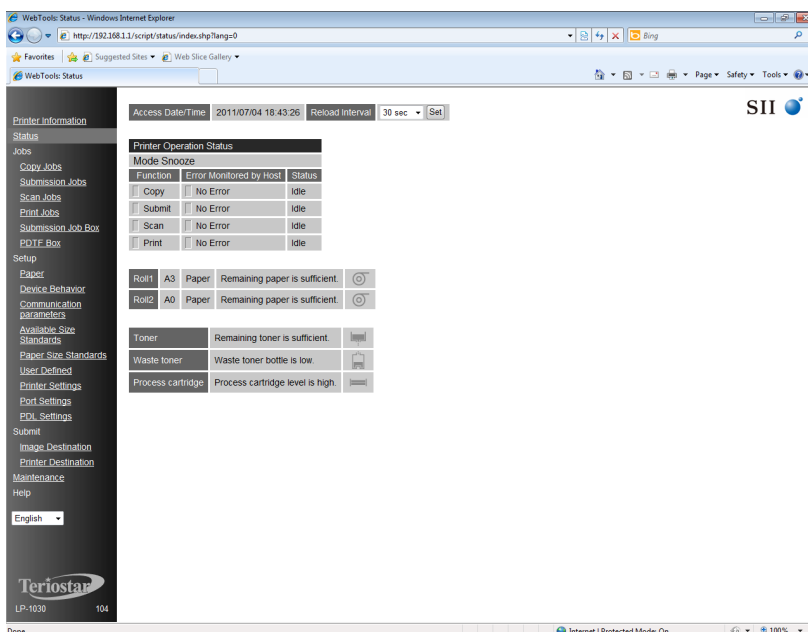
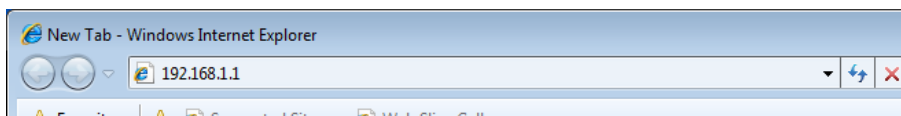
## Starting the browser software

Click the **Start** button, point to **All Programs**, and then click **Internet Explorer**.

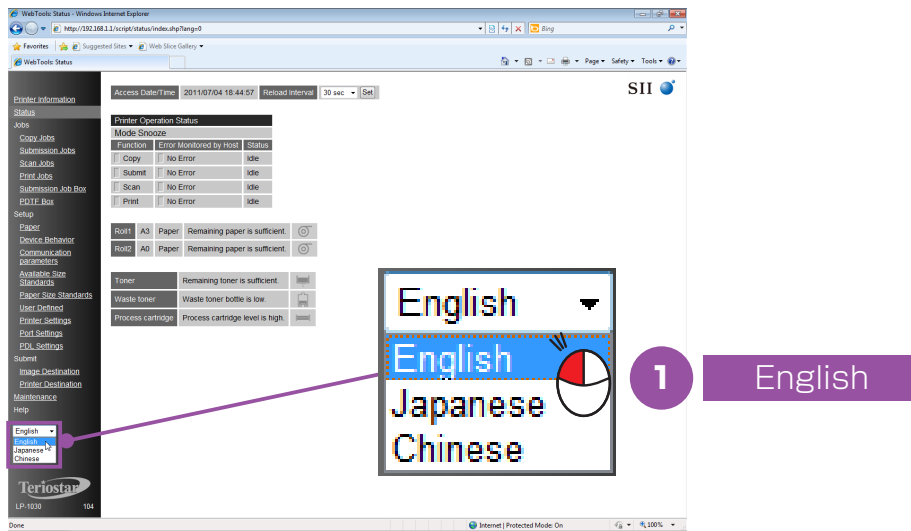


## Importing the scan data

Type the IP address of the scanner into the address bar.



Select a language.



WebTools Status - Windows Internet Explorer

Access Date/Time: 2011/07/04 18:44:57 | Reload Interval: 30 sec | Set

SII

Printer Information

Status

Printer Operation Status

Mode Snooze

Function	Error Monitored by Host	Status
Copy	No Error	Idle
Submit	No Error	Idle
Scan	No Error	Idle
Print	No Error	Idle

Setup

Paper

Roll	AS	Paper	Remaining paper is sufficient
Roll1	AS	Paper	Remaining paper is sufficient
Roll2	AS	Paper	Remaining paper is sufficient

Toner

Waste toner	Waste toner bottle is low
Waste toner	Waste toner bottle is low

Process cartridge

Process cartridge	Process cartridge level is high
Process cartridge	Process cartridge level is high

Language Selection

English

English

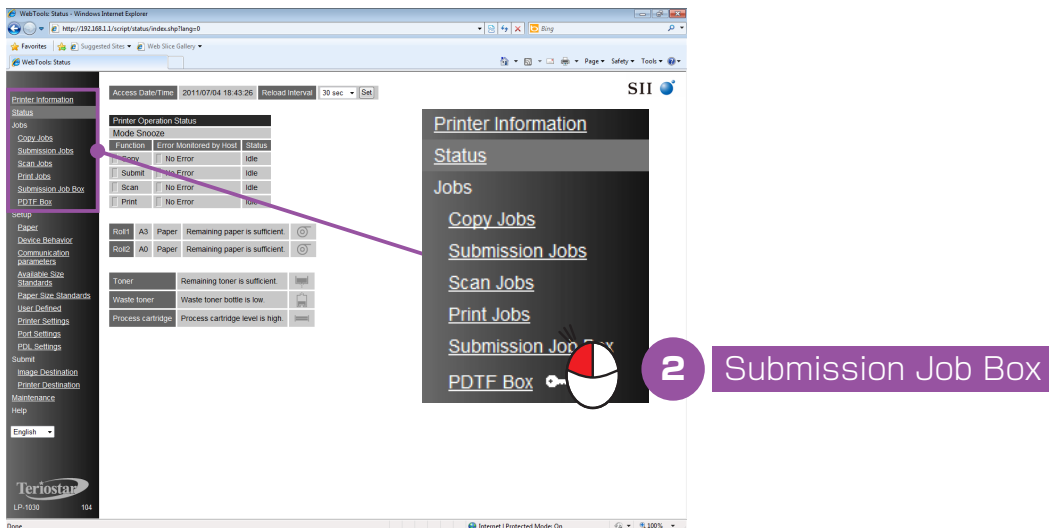
Japanese

Chinese

1

English

Select **Submission Job Box**



WebTools Status - Windows Internet Explorer

Access Date/Time: 2011/07/04 18:43:36 | Reload Interval: 30 sec | Set

SII

Printer Information

Status

Printer Operation Status

Mode Snooze

Function	Error Monitored by Host	Status
Copy	No Error	Idle
Submit	No Error	Idle
Scan	No Error	Idle
Print	No Error	Idle

Setup

Paper

Roll	AS	Paper	Remaining paper is sufficient
Roll1	AS	Paper	Remaining paper is sufficient
Roll2	AS	Paper	Remaining paper is sufficient

Toner

Waste toner	Waste toner bottle is low
Waste toner	Waste toner bottle is low

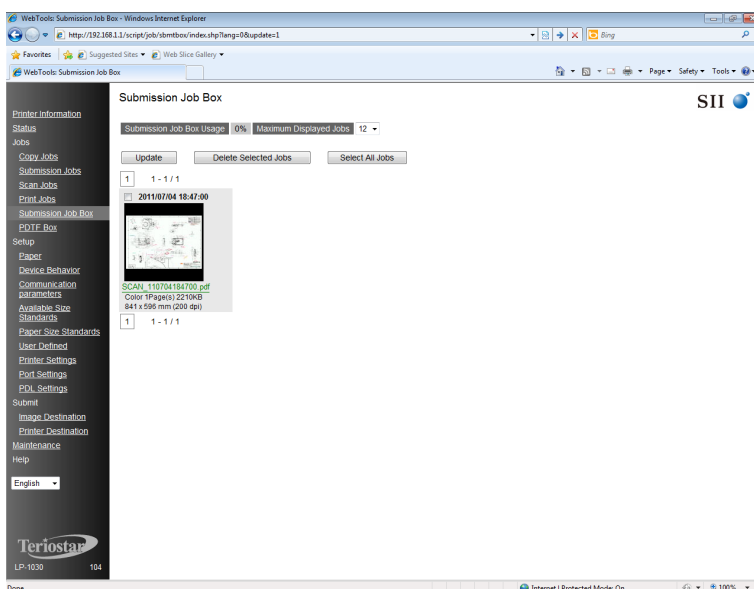
Process cartridge

Process cartridge	Process cartridge level is high
Process cartridge	Process cartridge level is high

Submission Job Box

2

Submission Job Box



WebTools Submission Job Box - Windows Internet Explorer

Access Date/Time: 2011/07/04 18:47:00 | Maximum Displayed Jobs: 12

SII

Submission Job Box

Submission Job Box Usage: 0% | Maximum Displayed Jobs: 12

Update | Delete Selected Jobs | Select All Jobs

1 - 1 / 1

2011/07/04 18:47:00

SCAN\_110704184700.pdf

Color (Pages: 1 / 2) (KB: 644 x 595 mm (200 dpi))

1 - 1 / 1

Submission Job Box

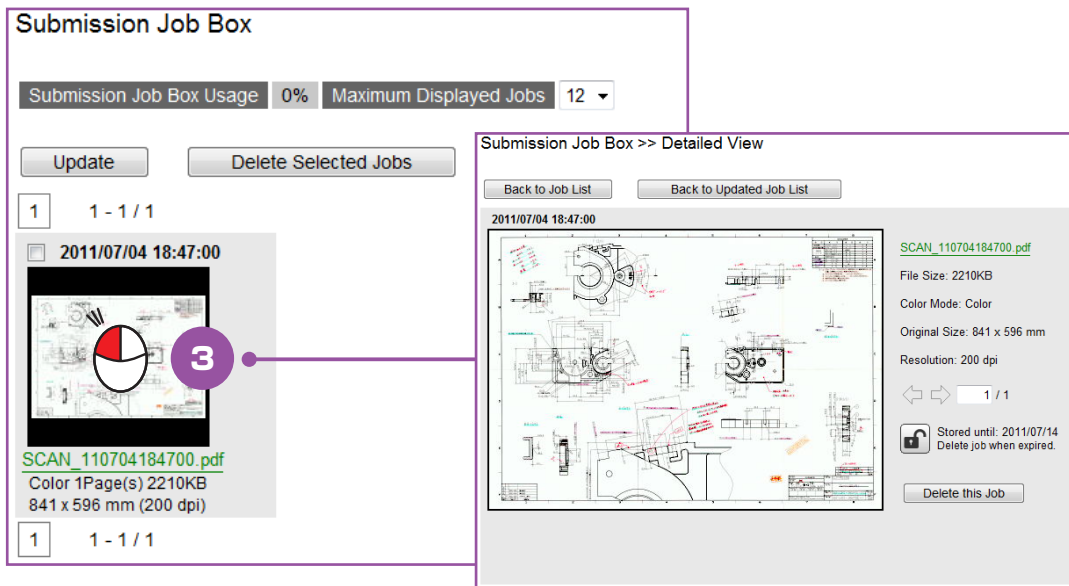
2

Submission Job Box

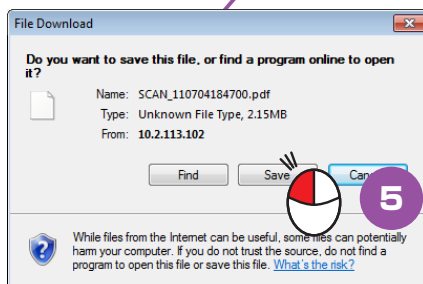
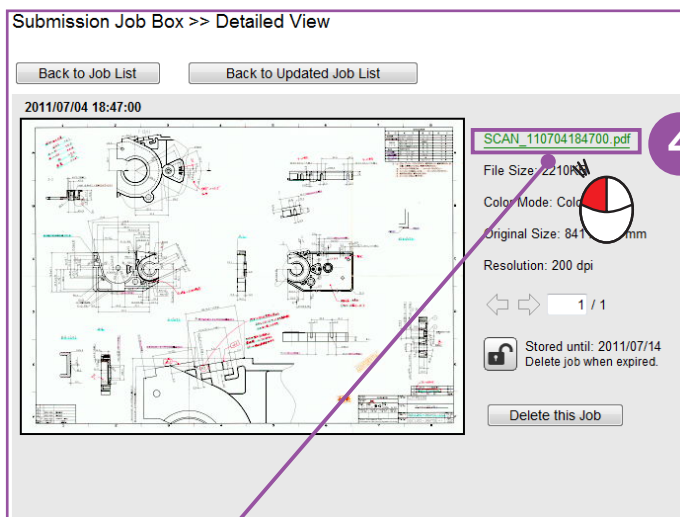


# Retrieving the scan data

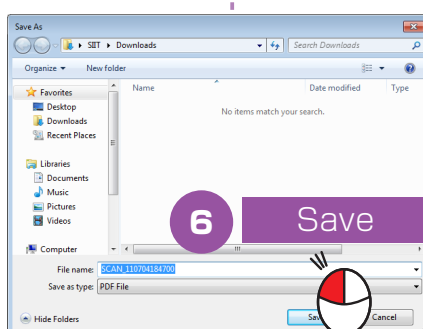
Click a thumbnail image, and then confirm the image.



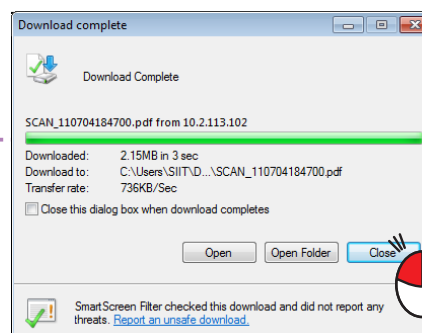
Click the file name to download the file.



Save



Save



Import complete!

SCAN\_11042...

Close



# Operating the scanner using a computer

## Scan

Use computer software to operate the scanner.

You can easily create TIFF and PDF data, which can also be saved in a multi-page format.

You have to install the included application on your computer, but no complicated preference settings, such as network settings, are required.

### Preparation

- Preparing the check sheet

- Checking the IP address of the scanner

- Checking the driver software

### Using the scanner

- Completing the check sheet

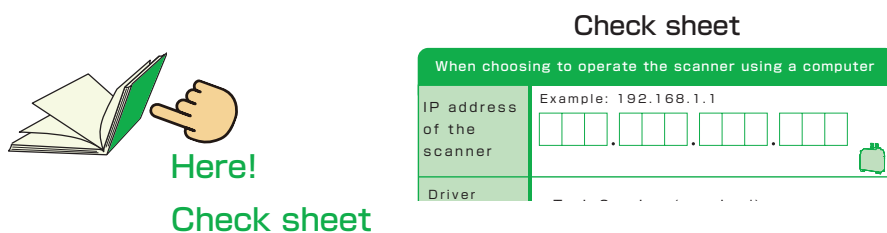
- Using the driver software



# Preparation

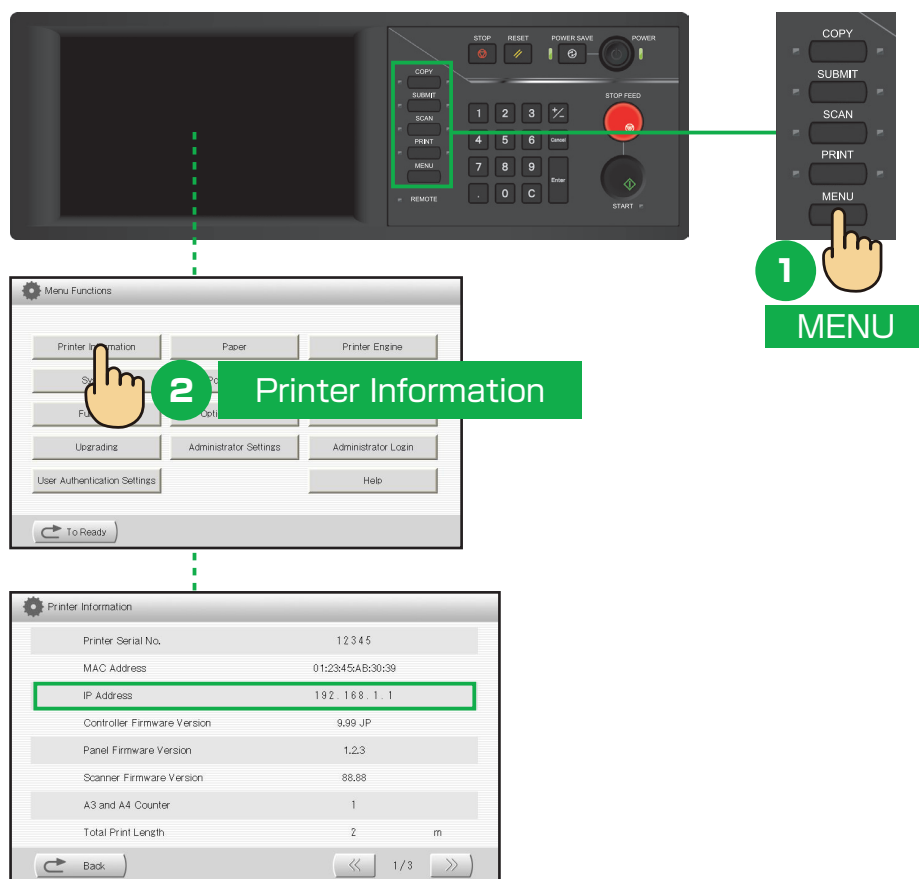
## Preparing the check sheet

First, copy the check sheet on the back cover of this document.

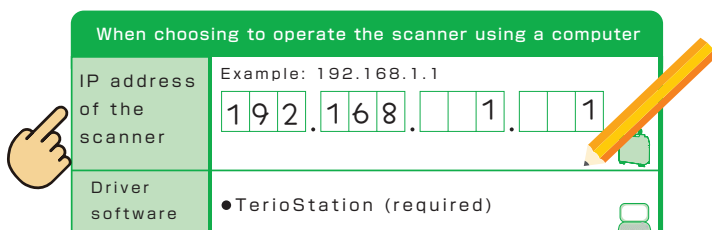


## IP address of the scanner

If you have decided to send data using a computer, find the IP address of the scanner.



After confirming the information, complete the check sheet.

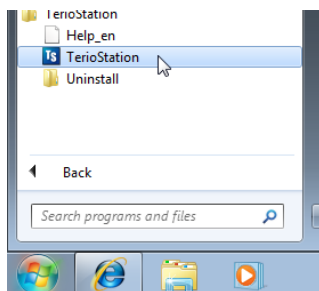


# Checking the driver software

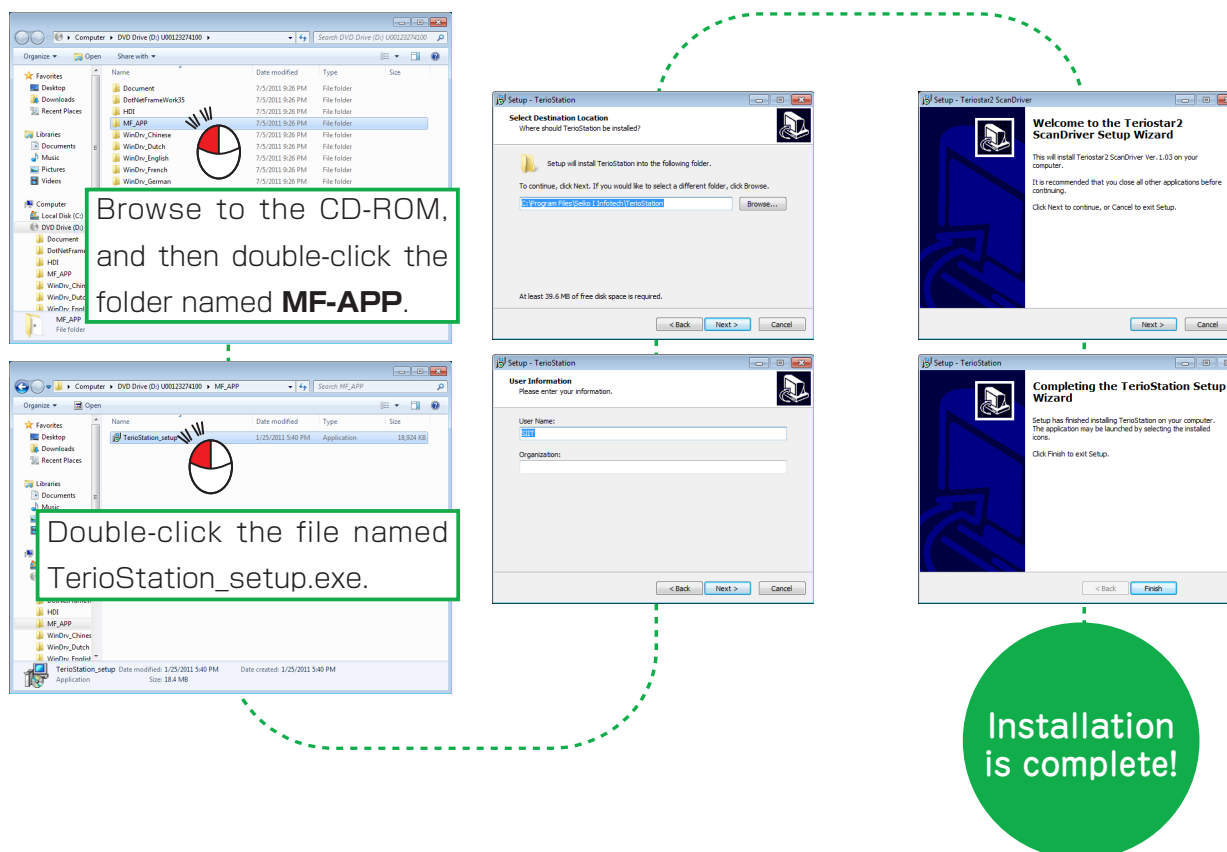
Confirm that the driver software is on your computer.

If it is not, install the driver software.

Click the **Start** button, point to **All Programs**, point to **TerioStation**, and then click **TerioStation**.



If the driver software is not installed, switch on the power of the scanner, and then install the software.



For details, see the ***TerioStation Installation Guide***.

When choosing to operate the scanner using a computer	
IP address of the scanner	Example: 192.168.1.1 192.168.1.1
Driver software	• TerioStation (required)

Check complete!



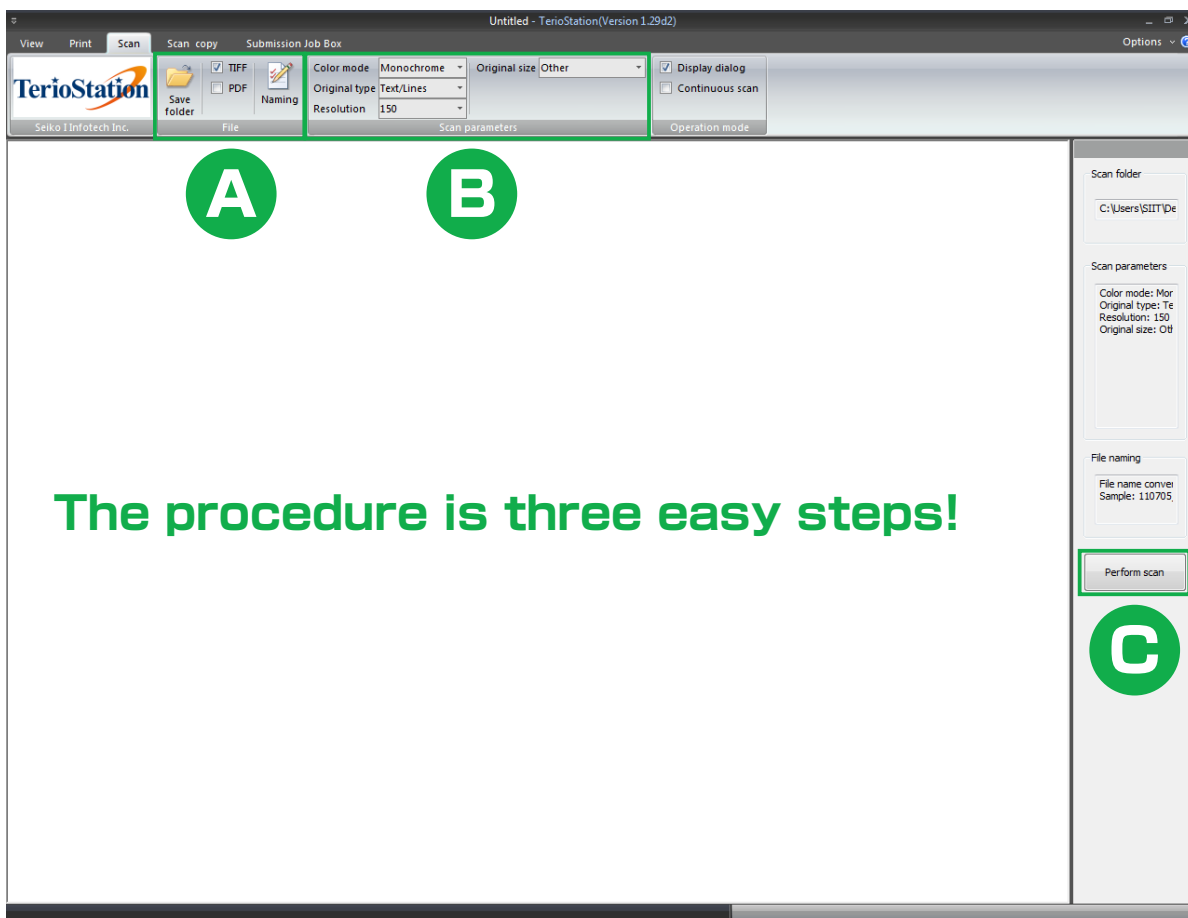
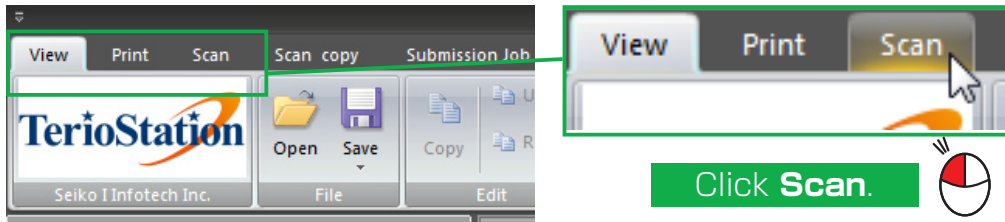
# Using the scanner

## Completing the check sheet

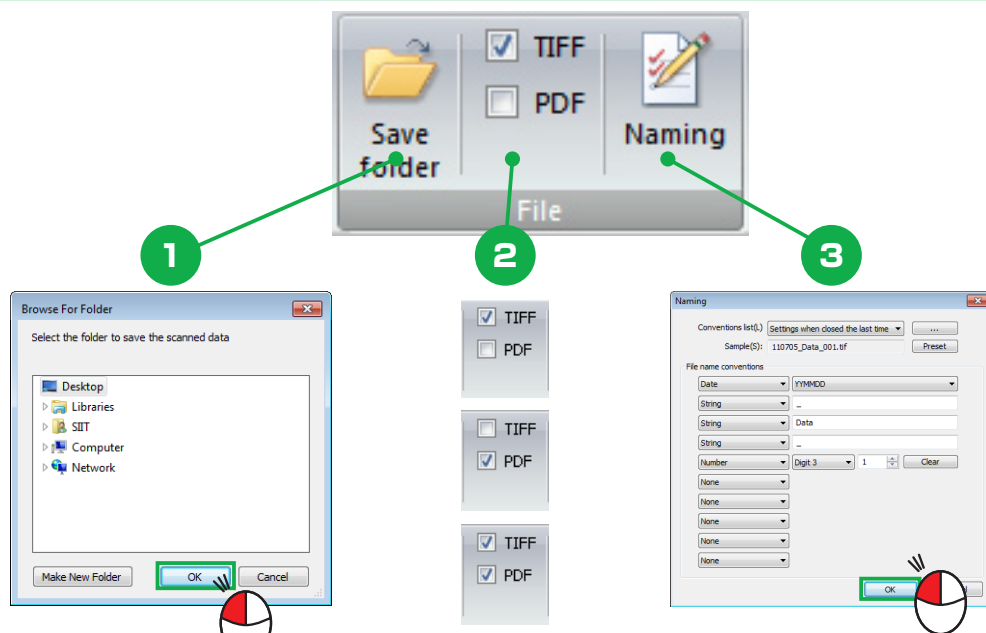
When choosing to operate the scanner using a computer	
IP address of the scanner	Example: 192.168.1.1 <input type="text" value="1"/> <input type="text" value="9"/> <input type="text" value="2"/> <input type="text" value="."/> <input type="text" value="1"/> <input type="text" value="6"/> <input type="text" value="8"/> <input type="text" value="."/> <input type="text" value="1"/> <input type="text" value="."/> <input type="text" value="1"/> <input type="text" value=""/>
Driver software	•TerioStation (required)

## Using TerioStation

Click the **Start** button, point to **All Programs**, point to **TerioStation**, and then click **TerioStation**.



**A**

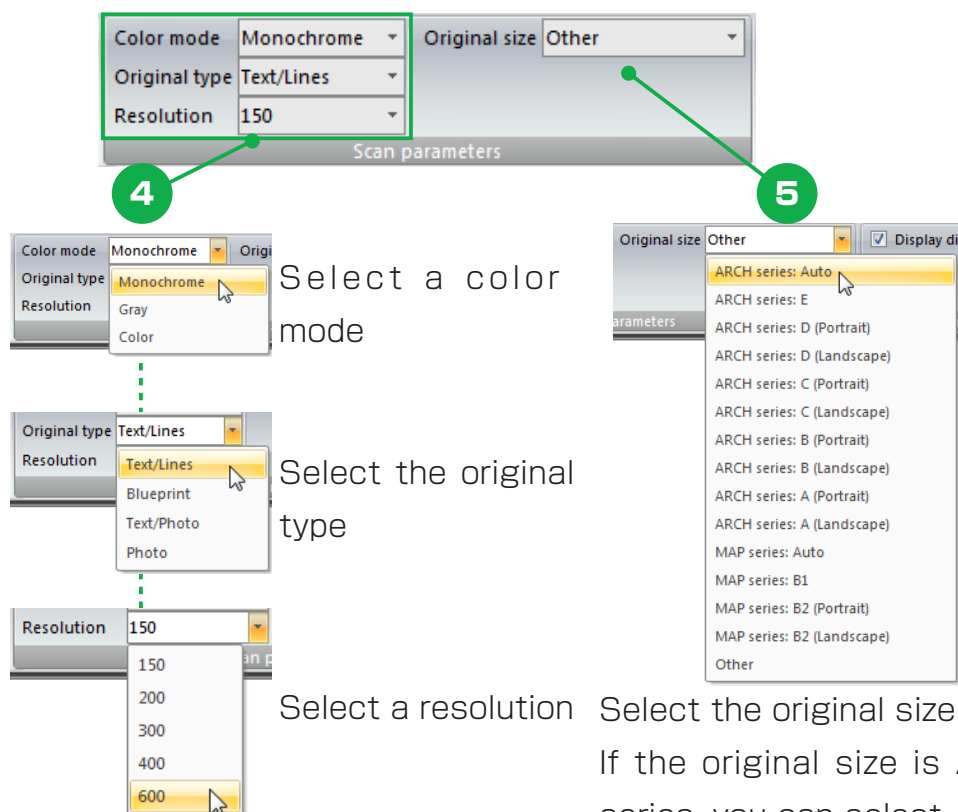


Select the save destination, and then click **OK**.

Select the check box of the file formats in which to save the file

Set the file naming conventions, and then click **OK**.  
If you're not sure about the settings, just click **OK**.

**B**



Select a color mode

Select the original type

Select a resolution

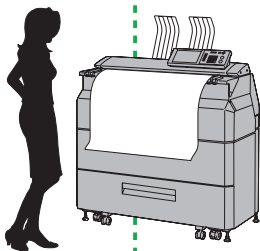
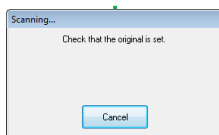
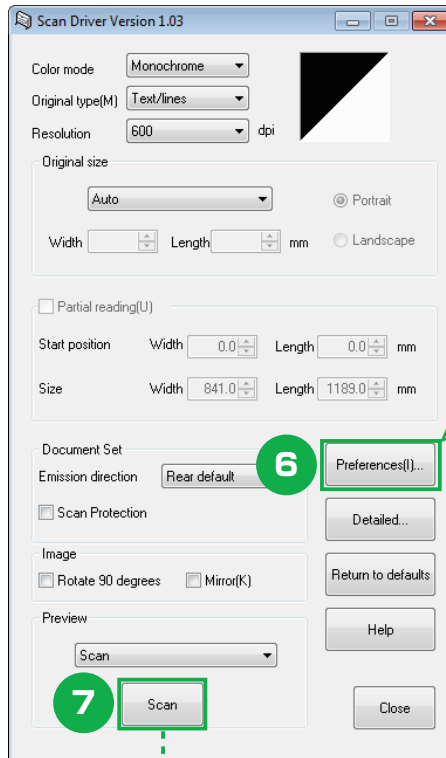
Select the original size  
If the original size is ARCH series, you can select **Auto**.



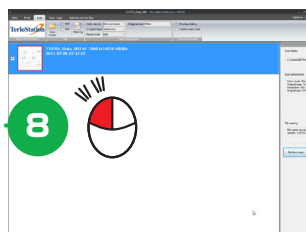
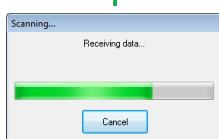
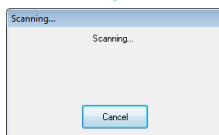
# Using the scanner

C

Perform scan

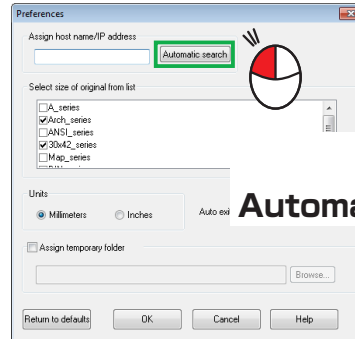


Set the original on the scanner

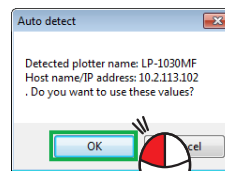


Double-click the image

Preference settings are only required the first time

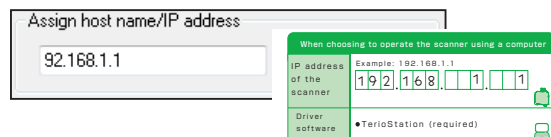


Click  
**Automatic search**

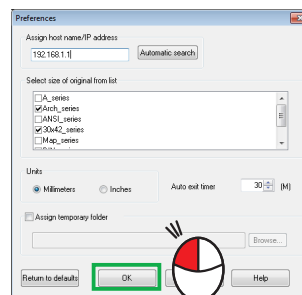


If the plotter is detected, the connection is established.  
Click **OK**

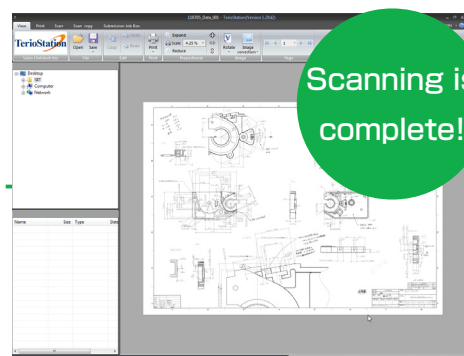
If the plotter cannot be automatically detected,



Refer to the check sheet, and type the IP address into the field directly



Click **OK**



# Sending data from the scanner directly to a computer

## Submission

Send scanned data to registered destinations without using a computer.

You can easily create TIFF, PDF, and JPEG data, which can also be saved in a multi-page format.

You don't have to install an application on a computer.

A few preference settings, such as network settings, are required but it makes scanning easy every time.

## Preparation

- Preparing the check sheet

- Checking the IP address

- Checking the Full computer name and NetBIOS names

- Checking the username and password

- Checking the shared folder name

- Name of the destination

## Setting preferences

- Completing the check sheet

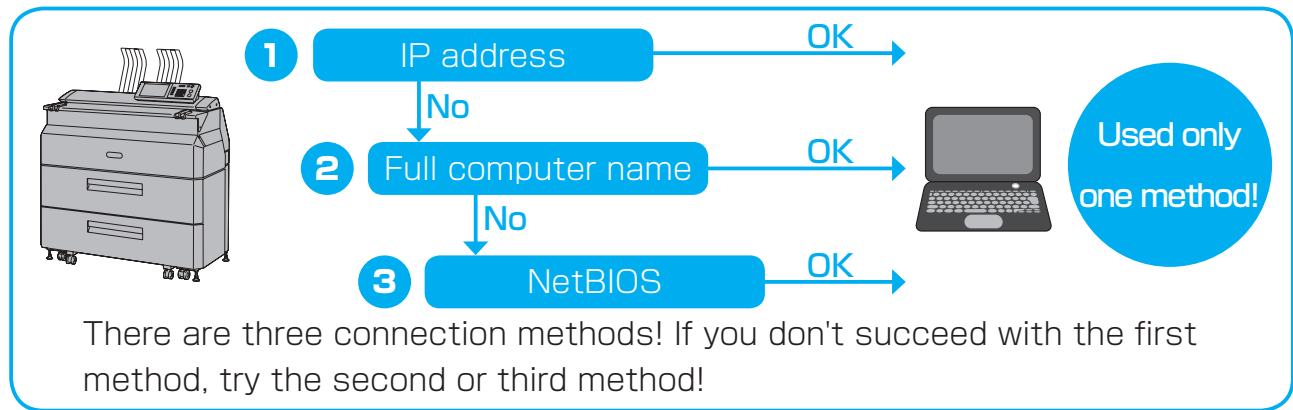
- Specifying destinations

## Using the scanner

- Submitting



# Preparation



## Preparing the check sheet

First copy the check sheet on the back cover of this document.

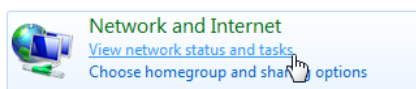


Here!

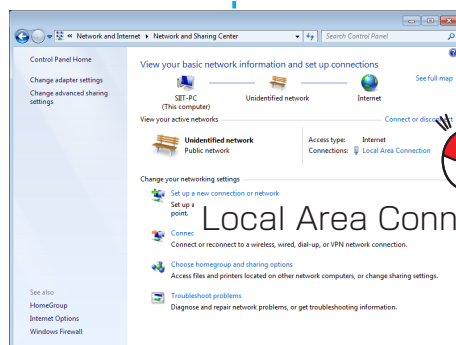
When choosing to send data from the scanner directly to a computer	
Computer	Example: 192.168.1.1
IP address	<input type="text"/>
NetBios name	<input type="text"/>

## Checking the IP address

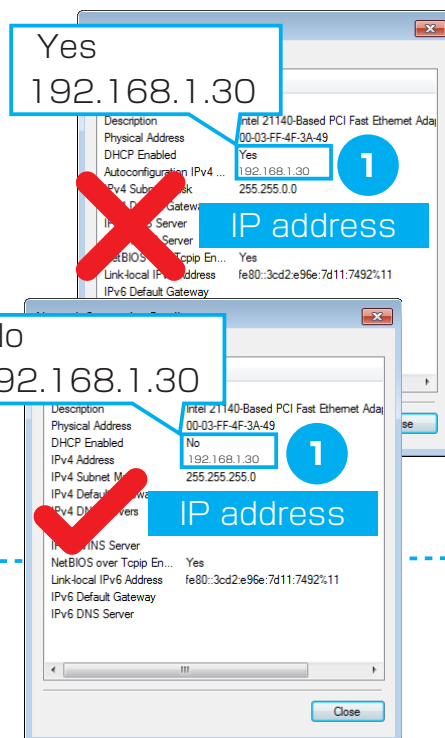
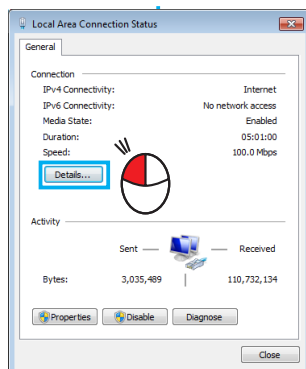
Click the **Start** button, click **Control Panel**, and then click **View network status and tasks**.



View network status and tasks



Local Area Connection



Page 21

Page 22

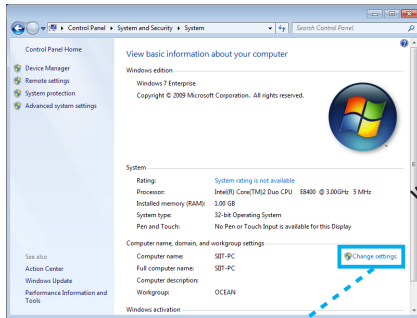
When choosing to send data from the scanner directly to a computer	
Computer	Example: 192.168.1.1
IP address	192.168.1.30

Complete the check sheet ahead of time.



# Checking the Full computer name and NetBIOS names

Click the **Start** button, click **Control Panel**, click **System and Security**, and then click **System**.

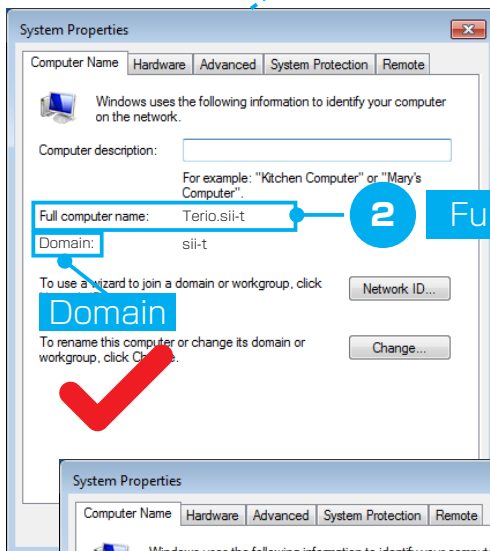


Change settings

NetBios name	
Full computer name	Terio.sii-t



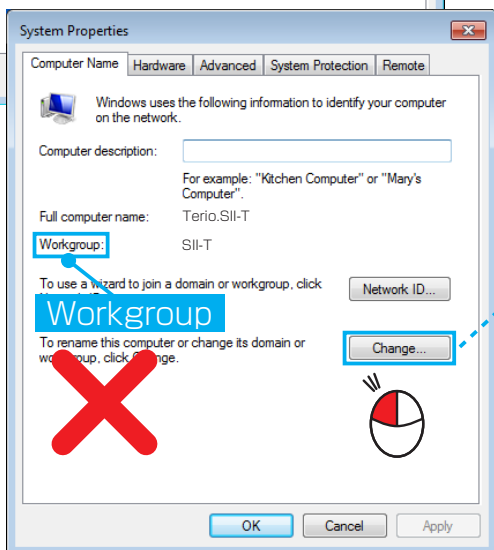
Complete the check sheet ahead of time.



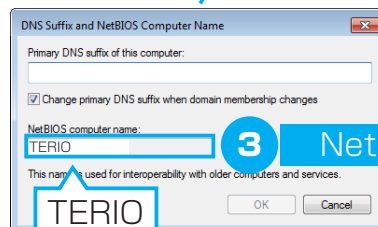
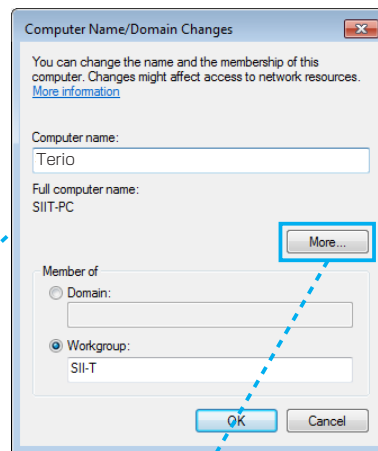
2

Full computer name

Page  
22



Workgroup



3 NetBIOS

Page  
22

NetBios name	TERIO
Full computer name	



Complete the check sheet ahead of time.

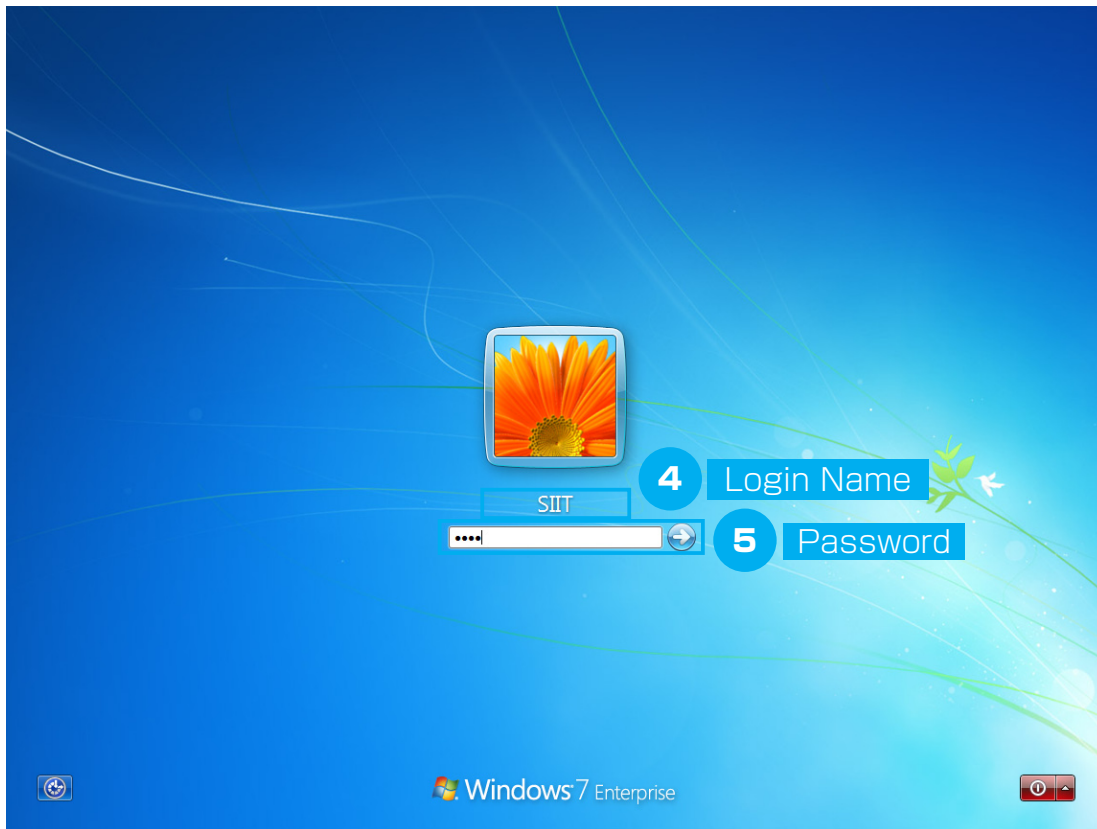
After confirming each item, click **Cancel** without making changes. If any changes are made, the network connection can no longer be used. If it is not possible to confirm the settings, consult with your network supervisor.



# Preparation

## Checking the username and password

These are the name and password to log into Windows.



Username	This is the login name. Clearly specify upper and lowercase characters. Example: SIIT
	TerioStation
Password	For security reasons, we do not recommend writing down the password.
	*****
Name of the shared folder created on the computer. We	



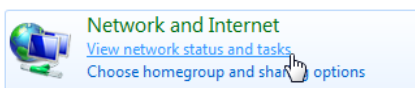
Complete the check sheet ahead of time.

# Checking the shared folder name

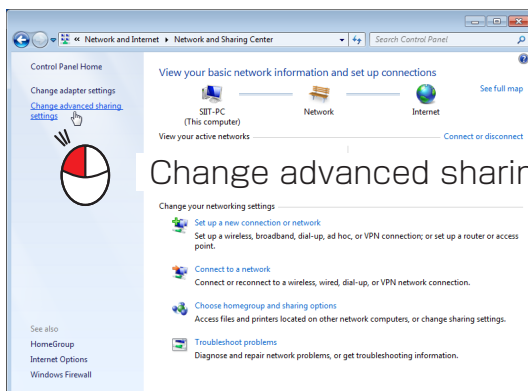
This folder is used to save date. After confirming the sharing settings, create the folder and specify its sharing settings. Then check the shared folder name.

## Checking the sharing settings

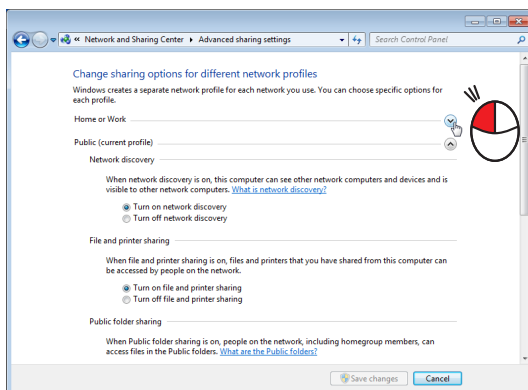
Click the **Start** button, click **Control Panel**, and then click **View network status and tasks**.



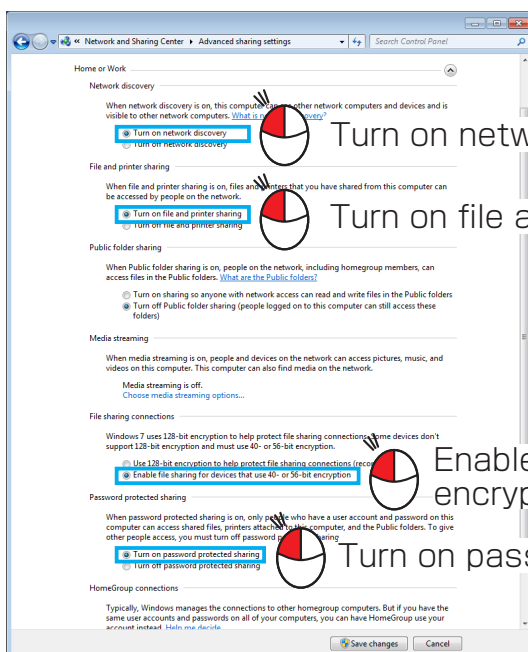
View network status and tasks



Change advanced sharing settings



Home or Work



Turn on network discovery

Turn on file and printer sharing

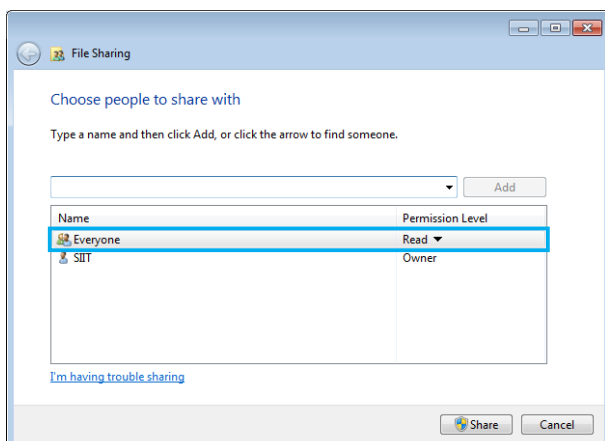
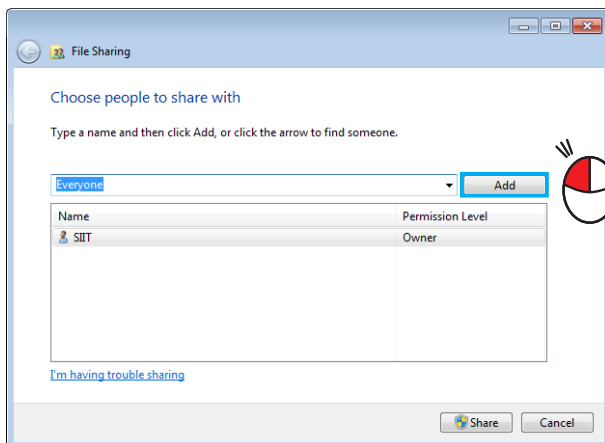
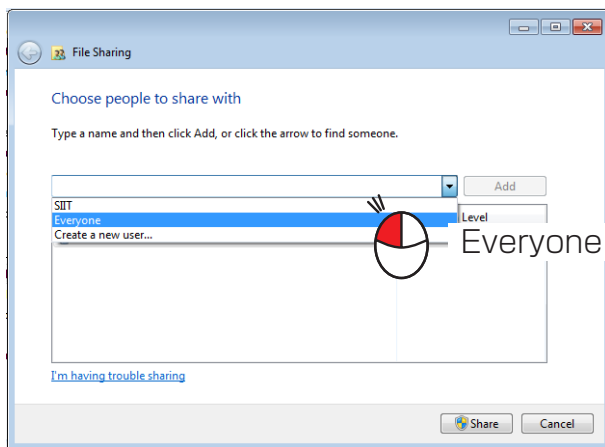
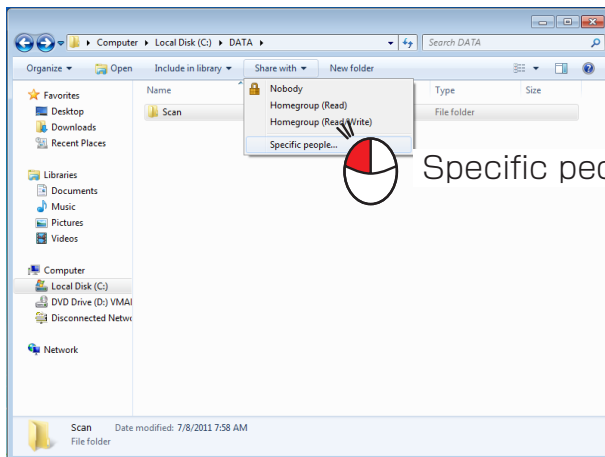
Enable file sharing for devices that use 40- or 56-bit encryption

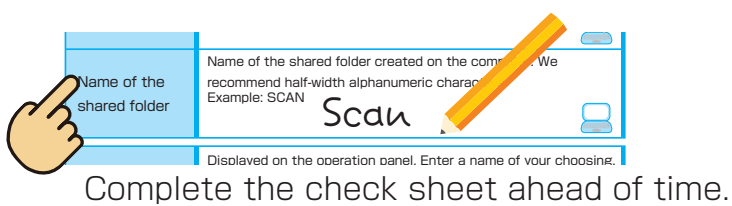
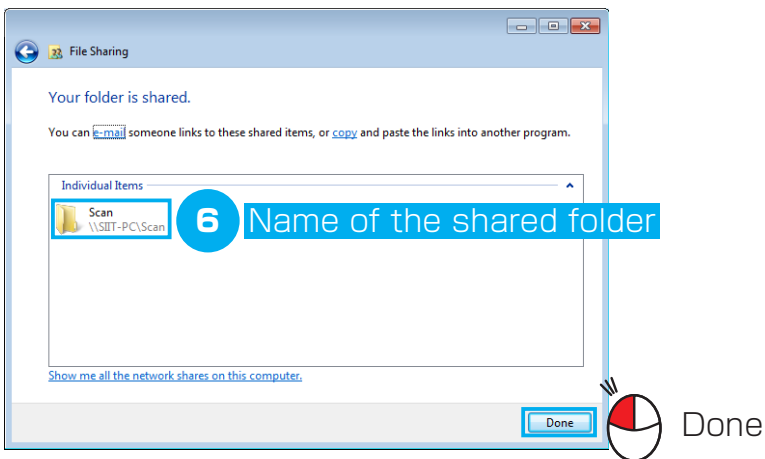
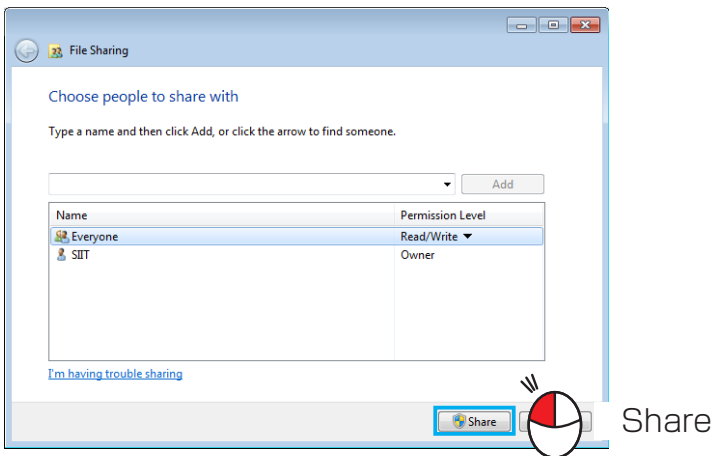
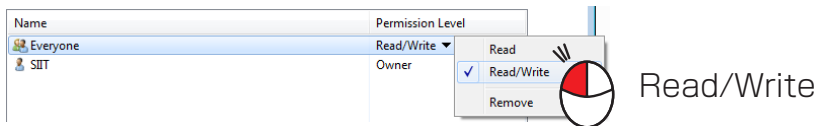
Turn on password protected sharing



# Preparation

## Folder sharing settings

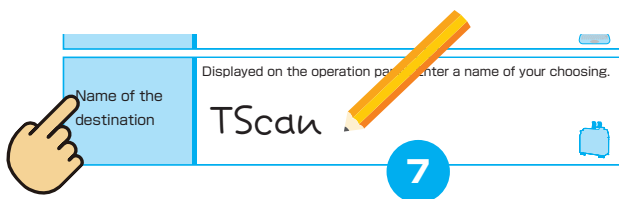




Complete the check sheet ahead of time.

## Name of the destination

This is the name displayed on the scanner. Use an easy-to-understand name.



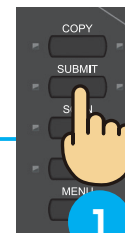
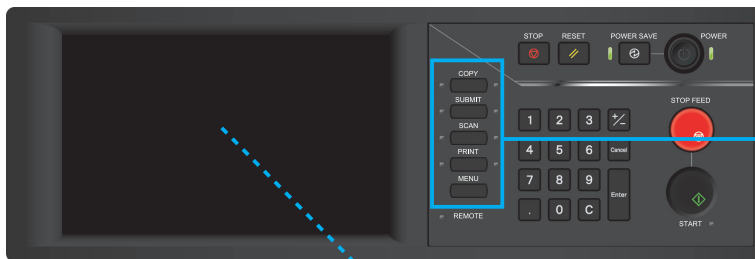


# Setting preferences

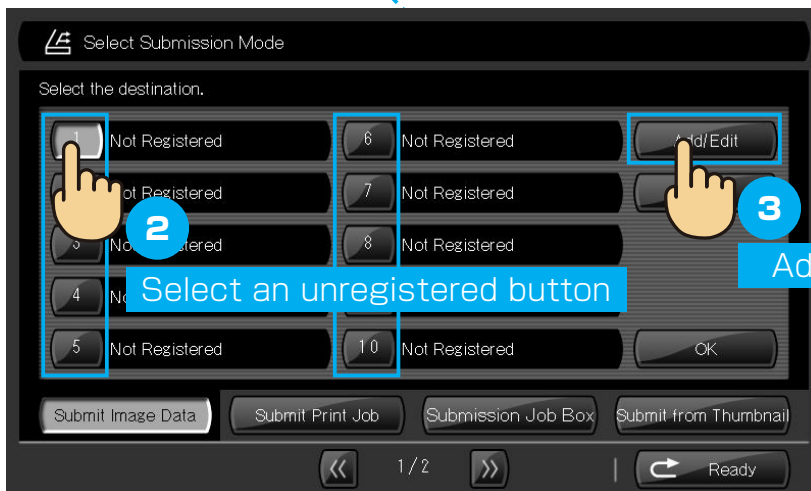
## Completing the check sheet

Username	This is the login name. Clearly specify upper and lowercase characters. Example: SLIT TerioStation
Password	For security reasons, we do not recommend writing down the password. *****
	Name of the shared folder created on the computer. We

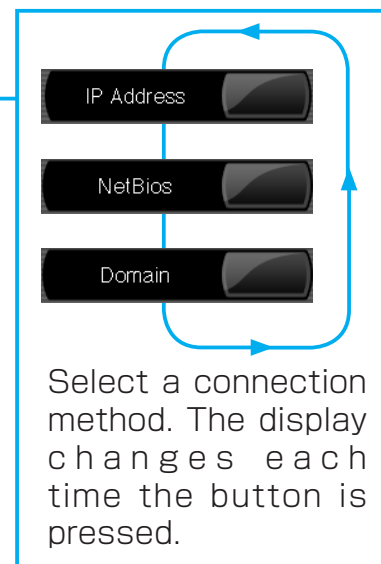
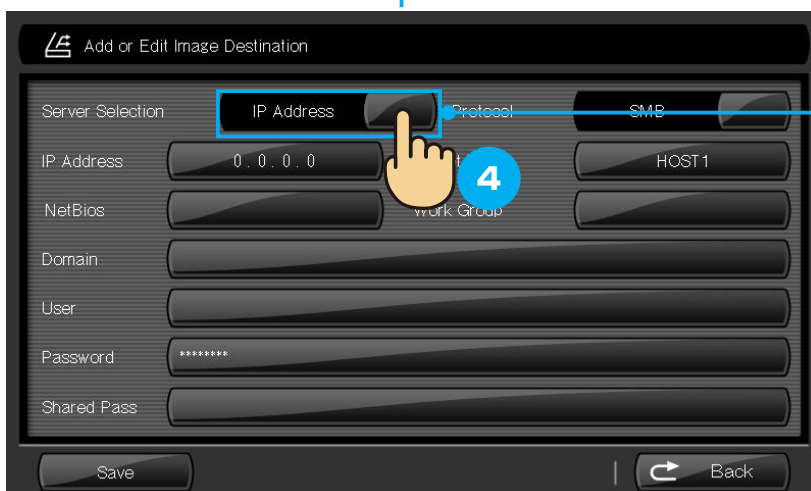
## Specifying destinations



SUBMIT

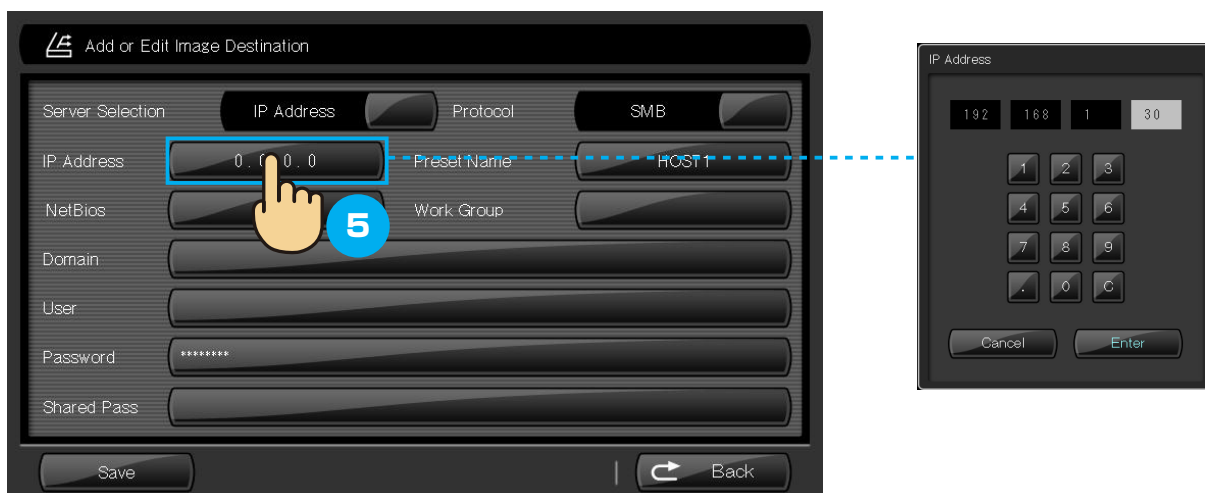


Add/Edit



Select a connection method. The display changes each time the button is pressed.

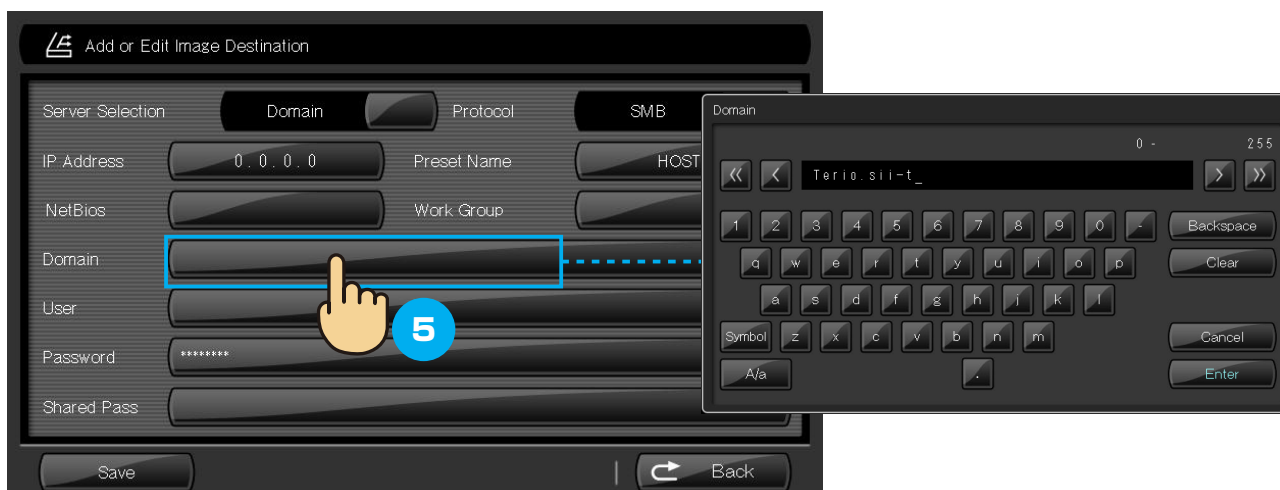
If **IP Address** was selected, type the IP address in the **IP Address** field.



If **NetBios** was selected, type the NetBIOS name in the **NetBIOS** field.



If **Domain** was selected, type the Full computer name in the **Domain** field.



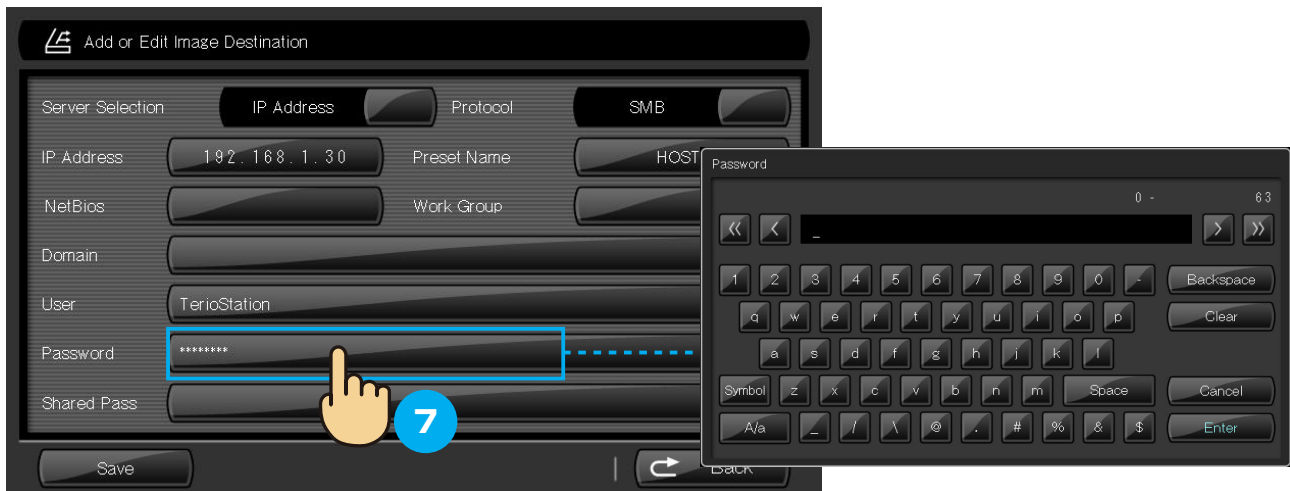


# Setting preferences

Type a username.



Type a password.



Type the shared path name.

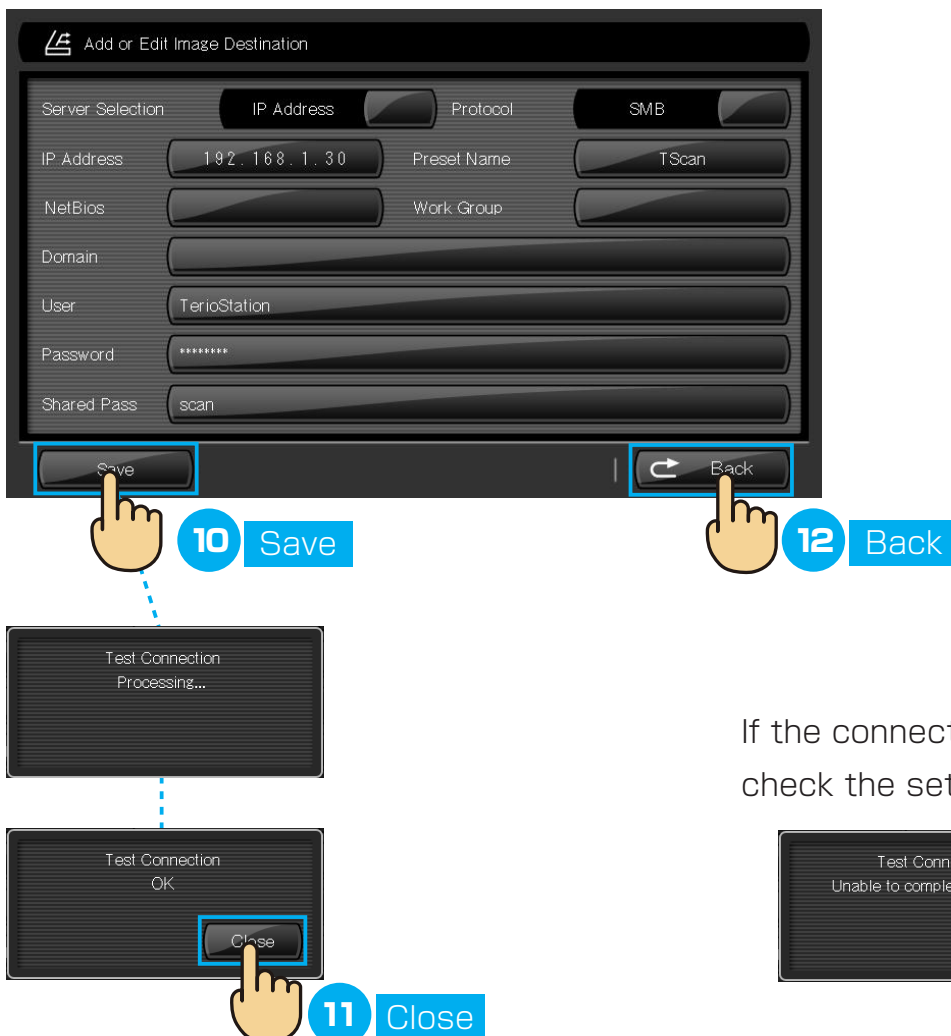




Type the name of the submission destination.



After the settings are complete, press **Save**. A connection test starts. If a message stating "Test Connection OK" appears, the settings are complete.



If the connection test failed, check the settings again.



# Using the scanner

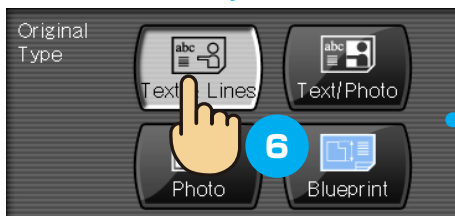
## Submitting



Select a color mode.



Select the original type most similar to the document to be scanned.



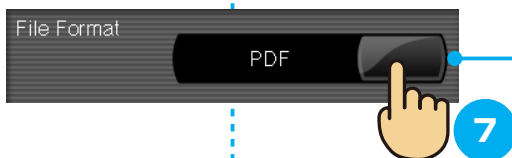
The display changes depending on the color mode



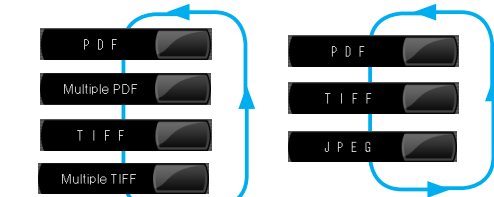
Monochrome

Color

Select the save format for the file.



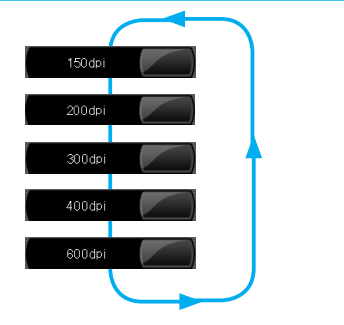
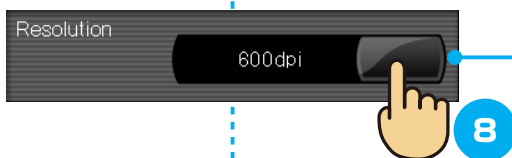
The display changes depending on the color mode



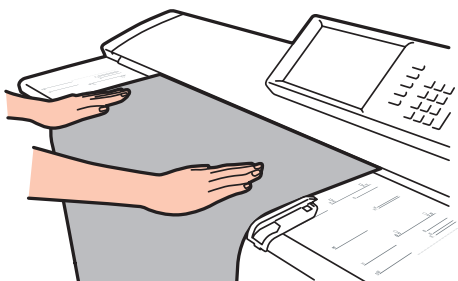
Monochrome

Color

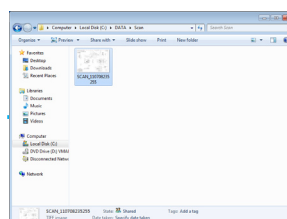
Select a resolution.



Set the original on the scanner.



If the file was created in the folder on the submission destination computer, the operation was successful!



Scanning is complete!



## View

The following file formats can be quickly opened: TIFF, PDF, JPEG, BMP, and PNG. In addition to saving multi-page files from files such as separated or combined TIFF files, you can save displayed files in another image format.

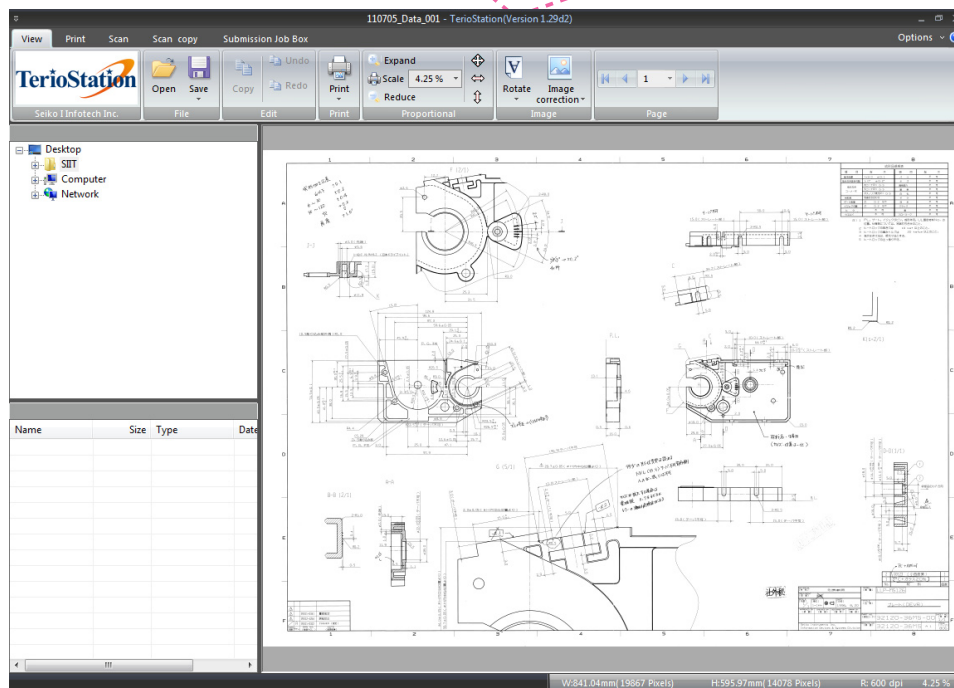
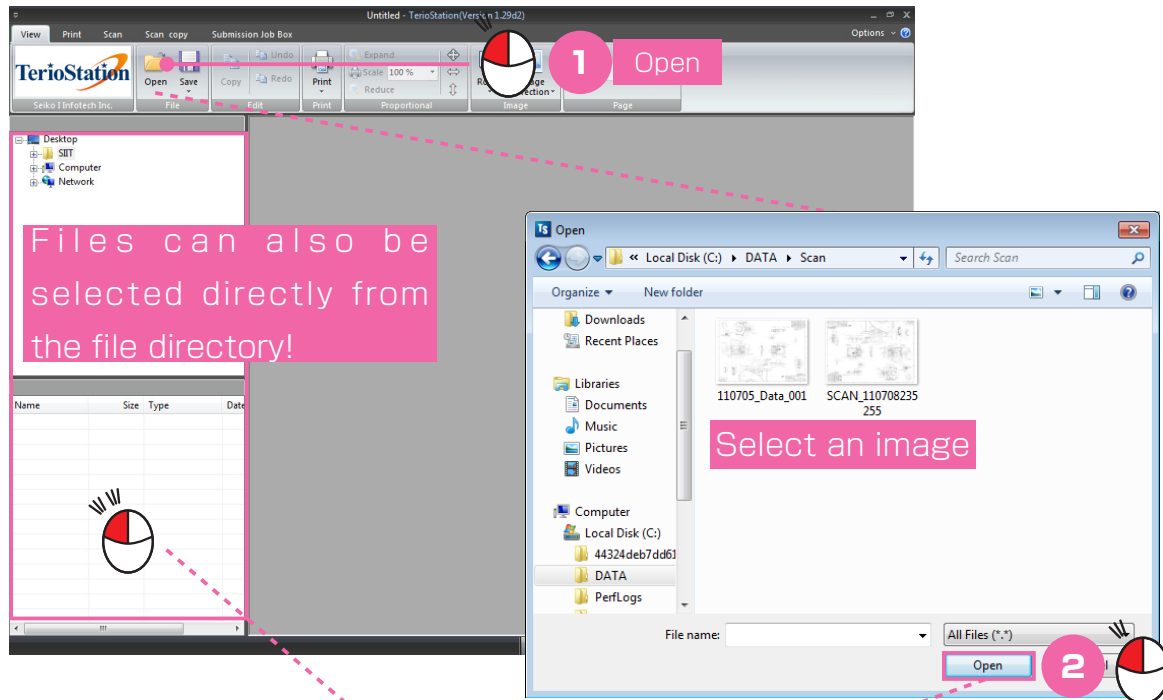
### Viewing files

- Opening images
- Expanding and reducing
- Rotating
- Correcting an image
- Printing
- Saving
- Creating multi-page documents
- Selecting a range
- Copying a selected range
- Printing a selected range

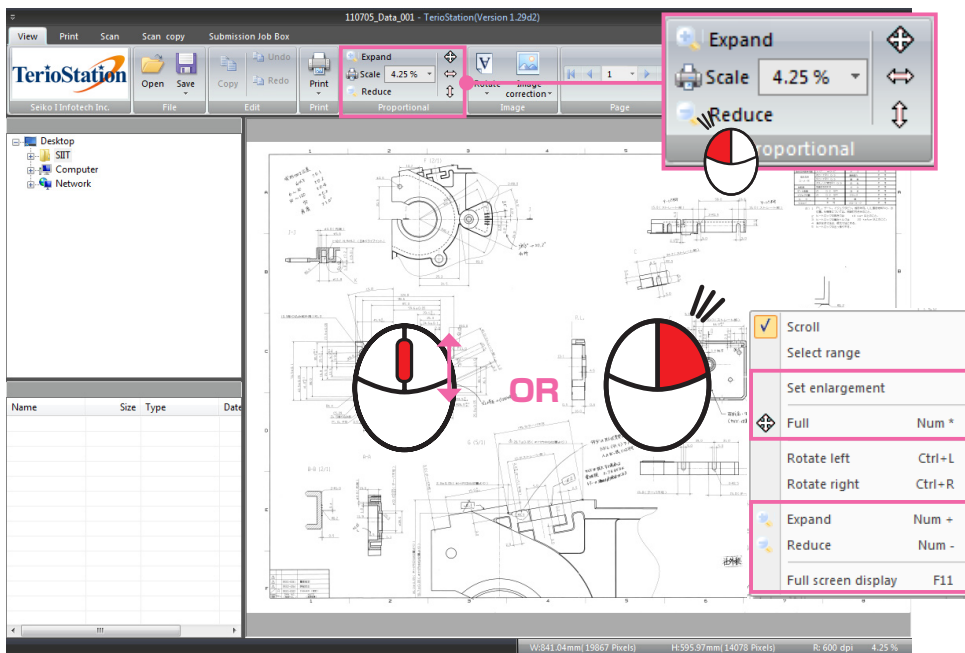


## Opening images

Click the **Start** button, point to **All Programs**, **TerioStation**, and then click **TerioStation**.

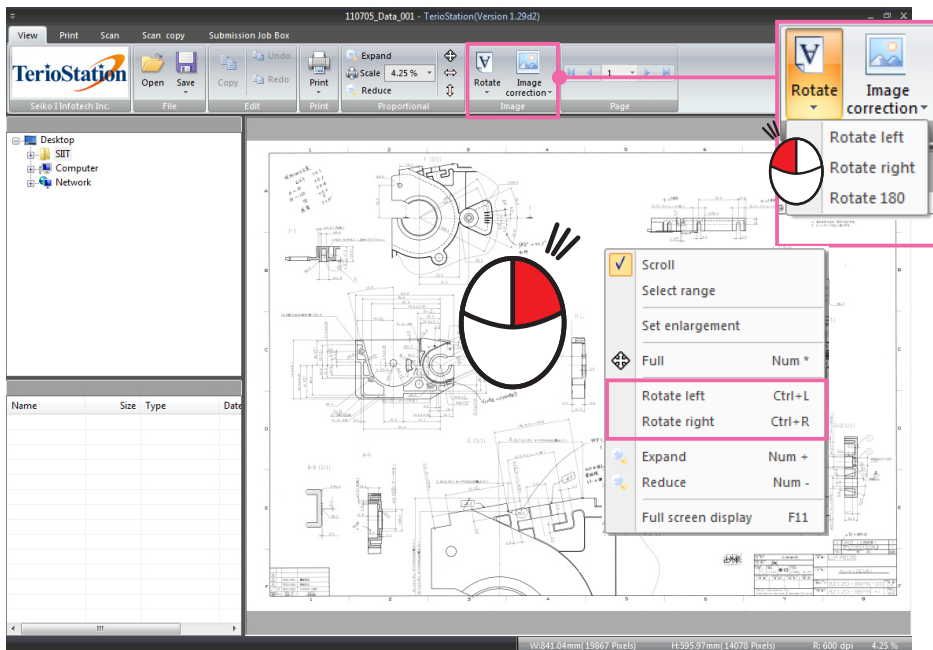


There are three expansion and reduction methods



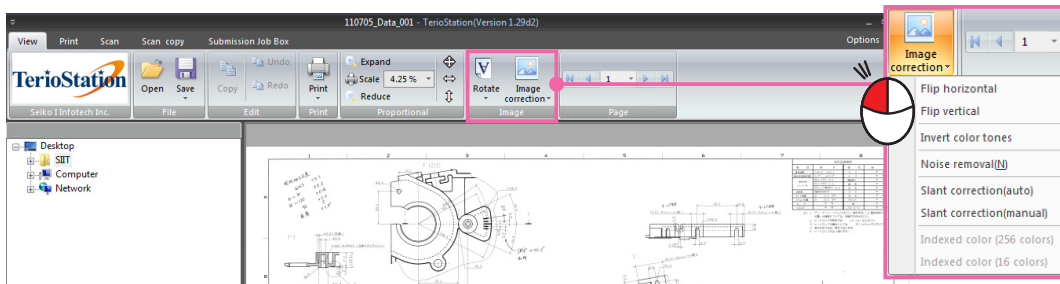
## Rotating

There are two rotation methods





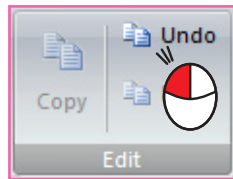
## Correcting an image



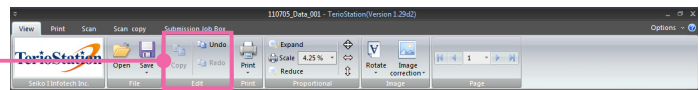
- |                          |     |   |
|--------------------------|-----|---|
| Flip horizontal          | ... | Flip image data horizontally.                         |
| Flip vertical            | ... | Flip image data vertically.                           |
| Invert color tones       | ... | Invert the color tones of image data.                 |
| Noise removal            | ... | Remove noise from image data.                         |
| Slant correction(auto)   | ... | Correct slanting of image data automatically          |
| Slant correction(manual) | ... | Correct slanting of image data with numerical values. |



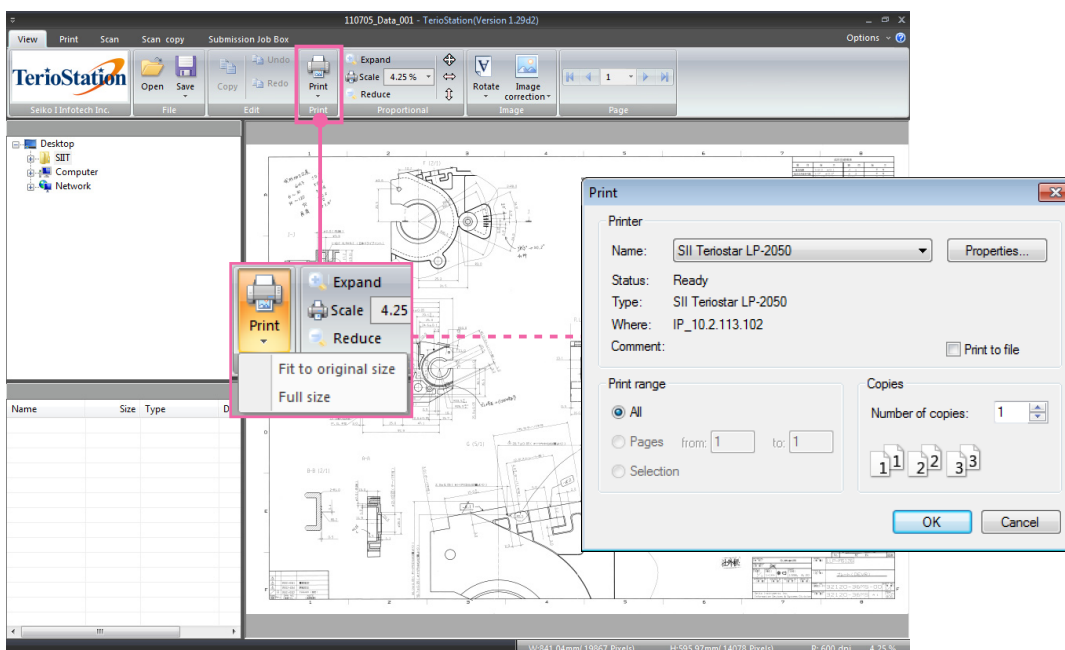
What should I do if I make a mistake?



Return to the state immediately before the action



## Printing

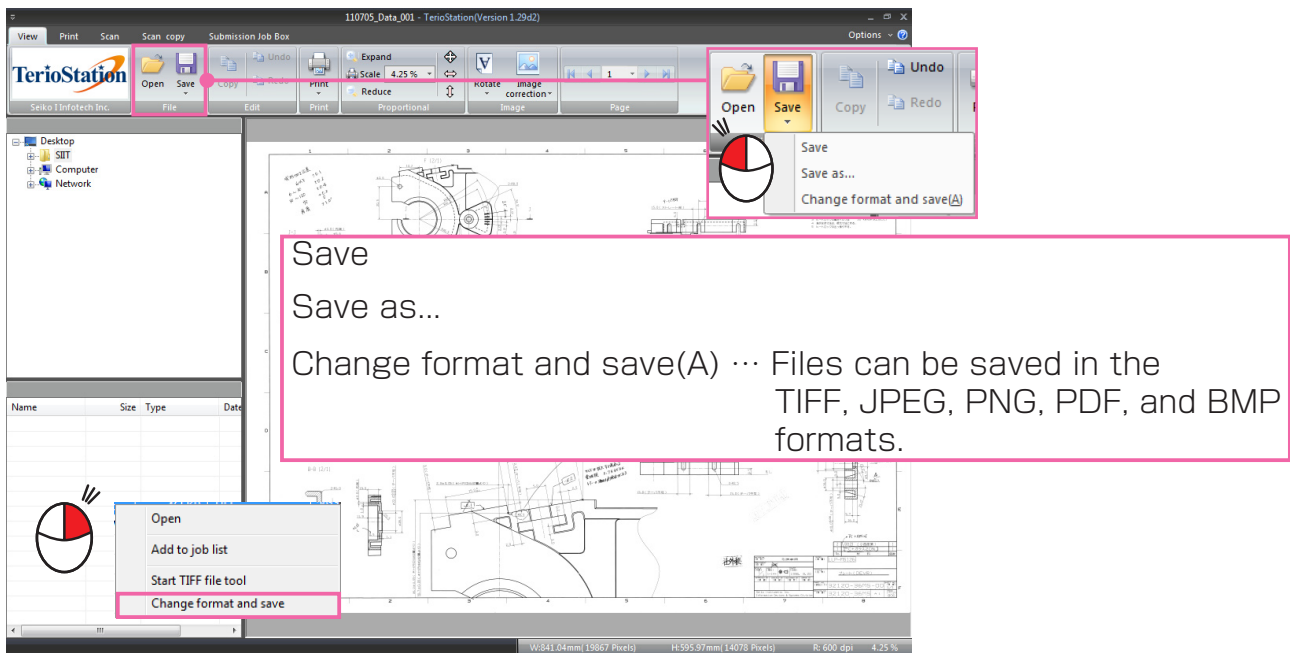


- |                      |     |                                       |
|----------------------|-----|---------------------------------------|
| Fit to original size | ... | Fit to original size before printing. |
| Full size            | ... | Fit to full size before printing.     |

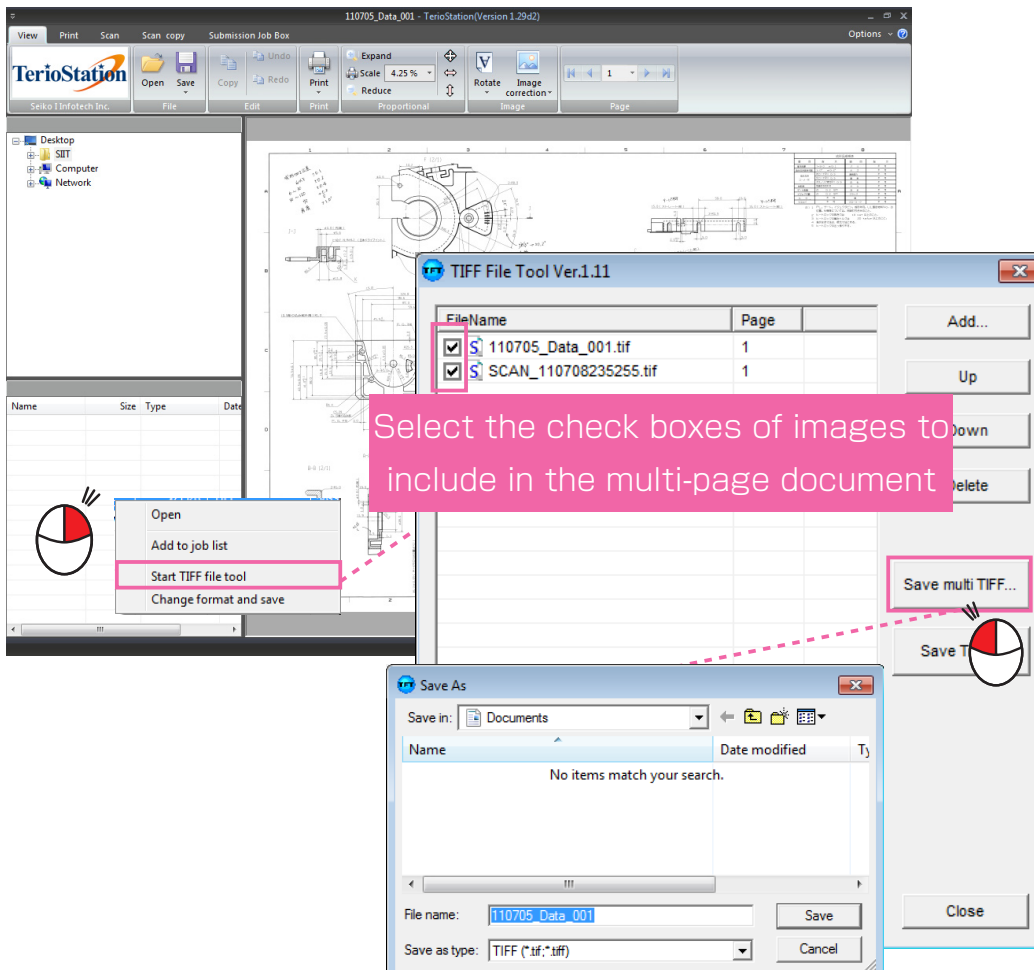


# Saving

There are 3 saving methods



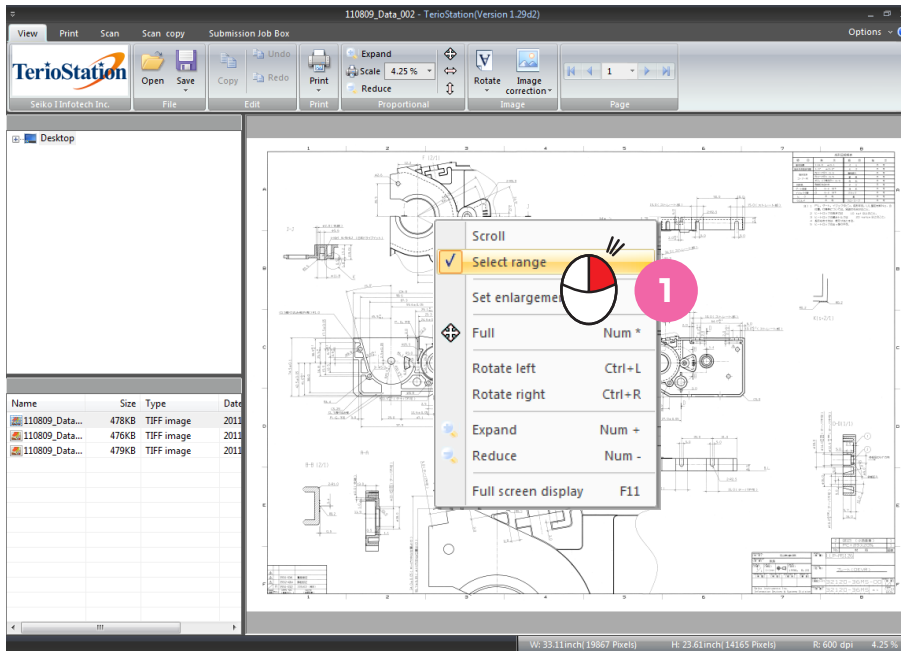
# Creating multi-page documents



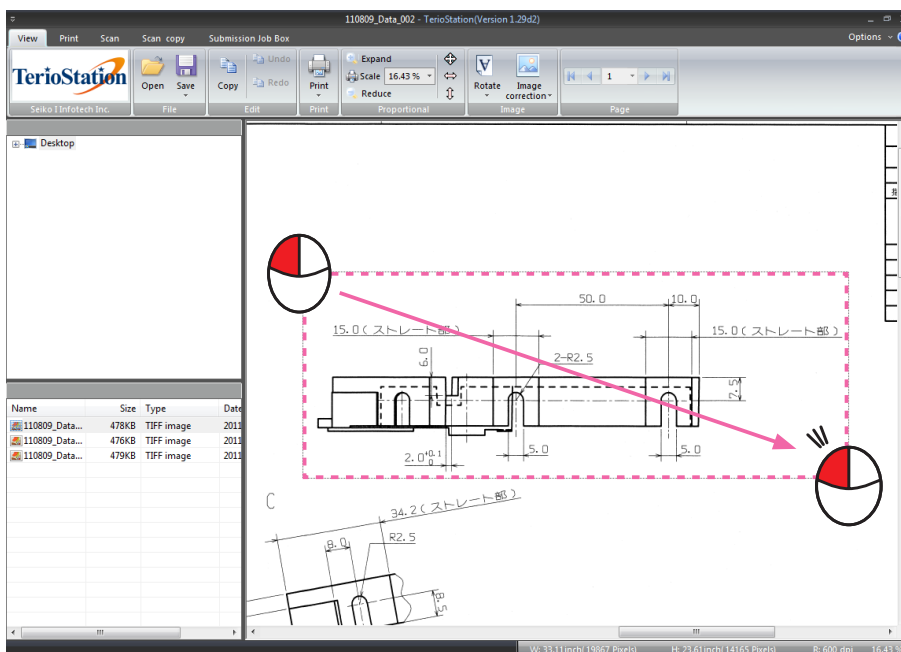


## Selecting a range

The desired part of an image can be selected. This selected range can then be copied to the clipboard and printed.

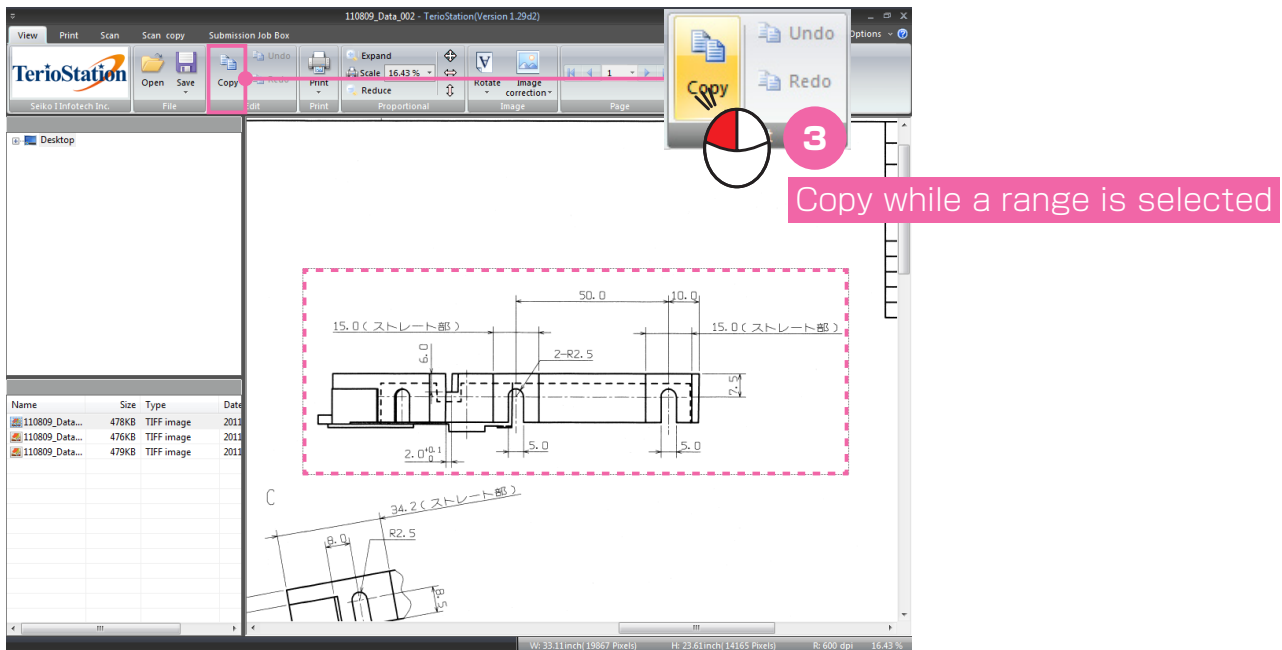


The range between the two points is selected.



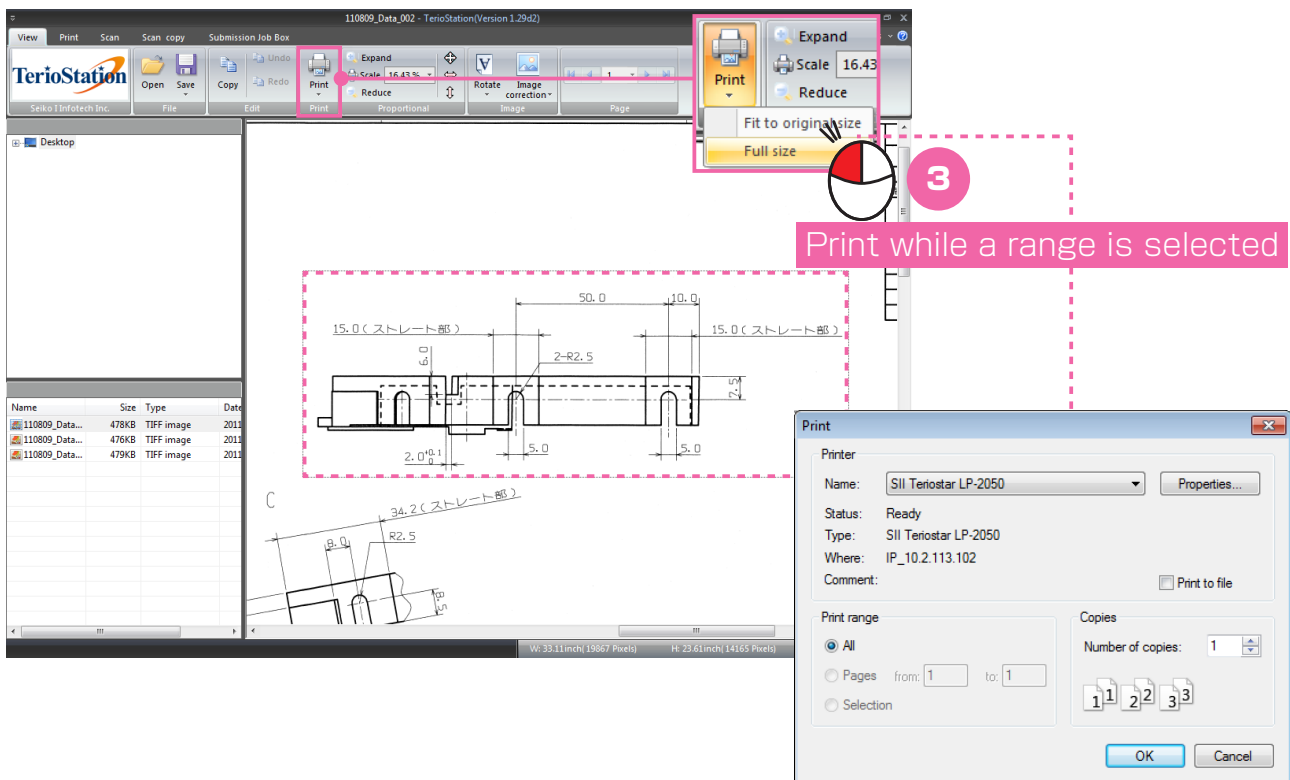
## Copying a selected range

Copy the selected range to the clipboard.



## Printing a selected range

Print the selected range.



Fit to original size ... Fit to original size before printing.

Full size ... Fit to full size before printing.



# Print

You can print HP-GL, TIFF, PDF, JPEG, BMP, and PNG files in a batch to a specified output destination.

The number of copies, paper size, and scale can be specified. The order of the output can be changed and collate printing is supported.

## Setting preferences

Registering a printer

## Printing

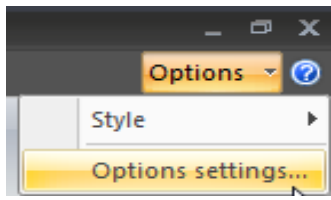
Printing



# Setting preferences

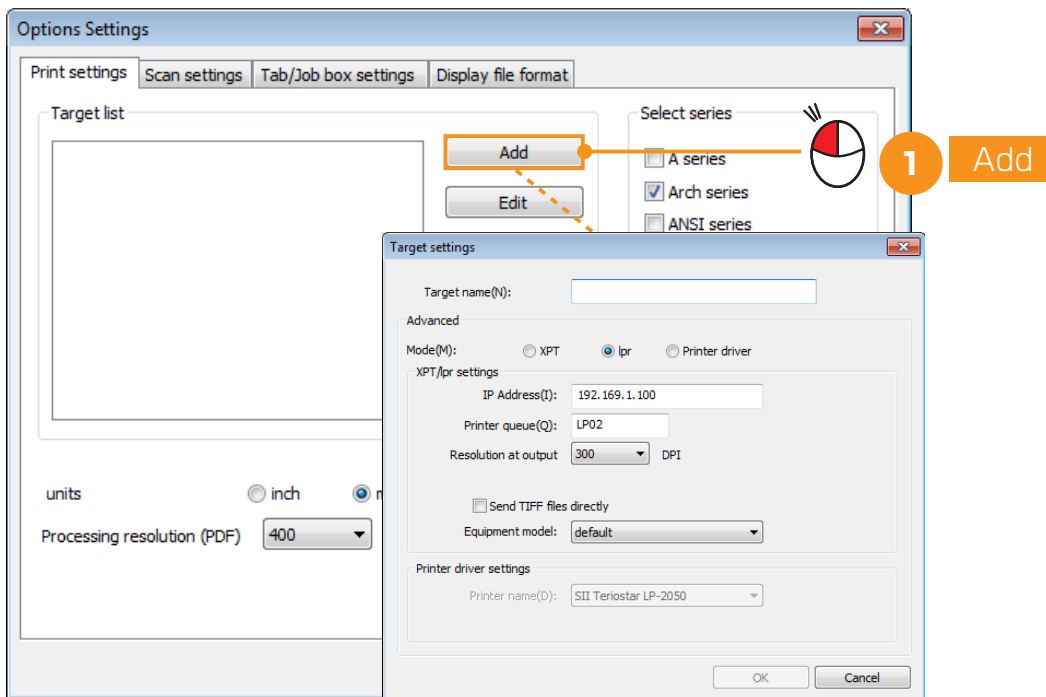
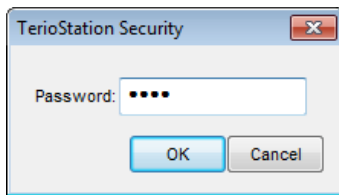
## Registering a printer

Click the **Start** button, point to **All Programs, TerioStation**, and then click **TerioStation**.

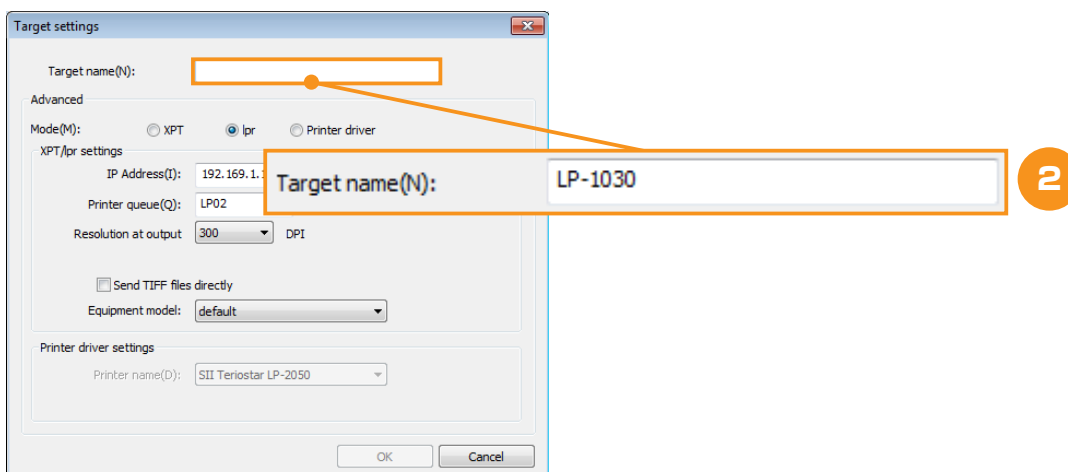


Click **Options settings**.

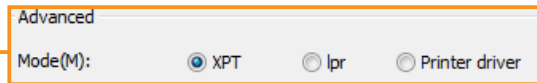
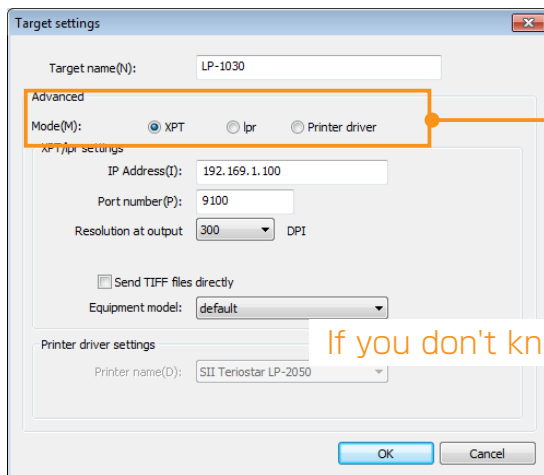
If the security function is on, enter the password.



This is the displayed printer name. Enter a name of your choosing.



Select a mode.



3

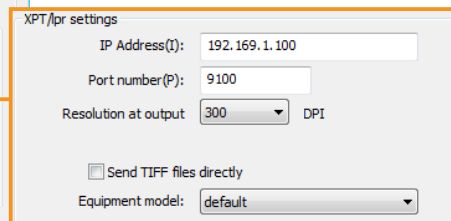
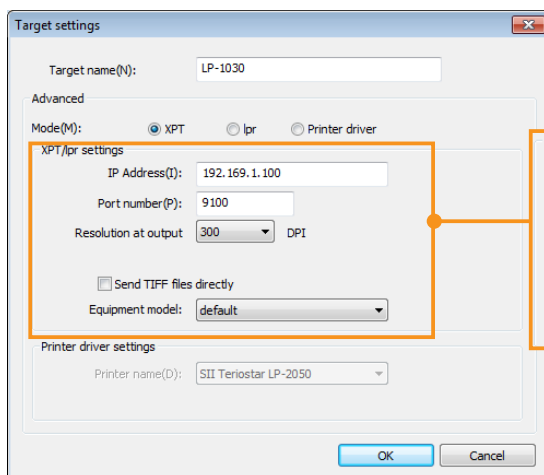
What is a "mode"?

If you don't know what a mode is, select **Printer driver**.



A mode is the method to send data to the printer. XPT and LPR are protocols for ports specified for the printer. The printer driver method uses a printer installed on Windows to send data. If you do not know the printer settings well, select **Printer driver**.

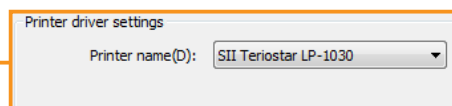
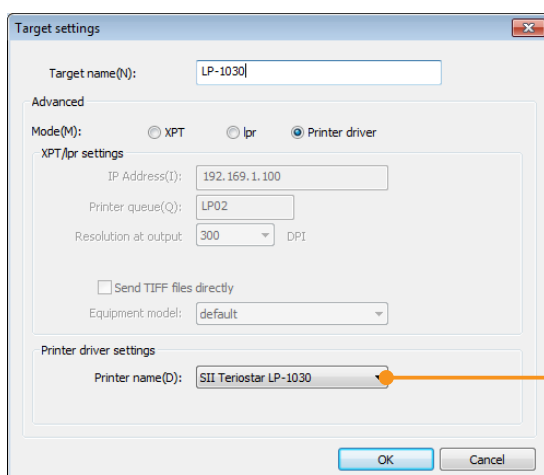
If XPT or LPR is selected, set the printer IP address, etc.



4

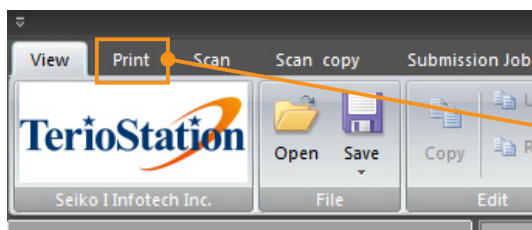
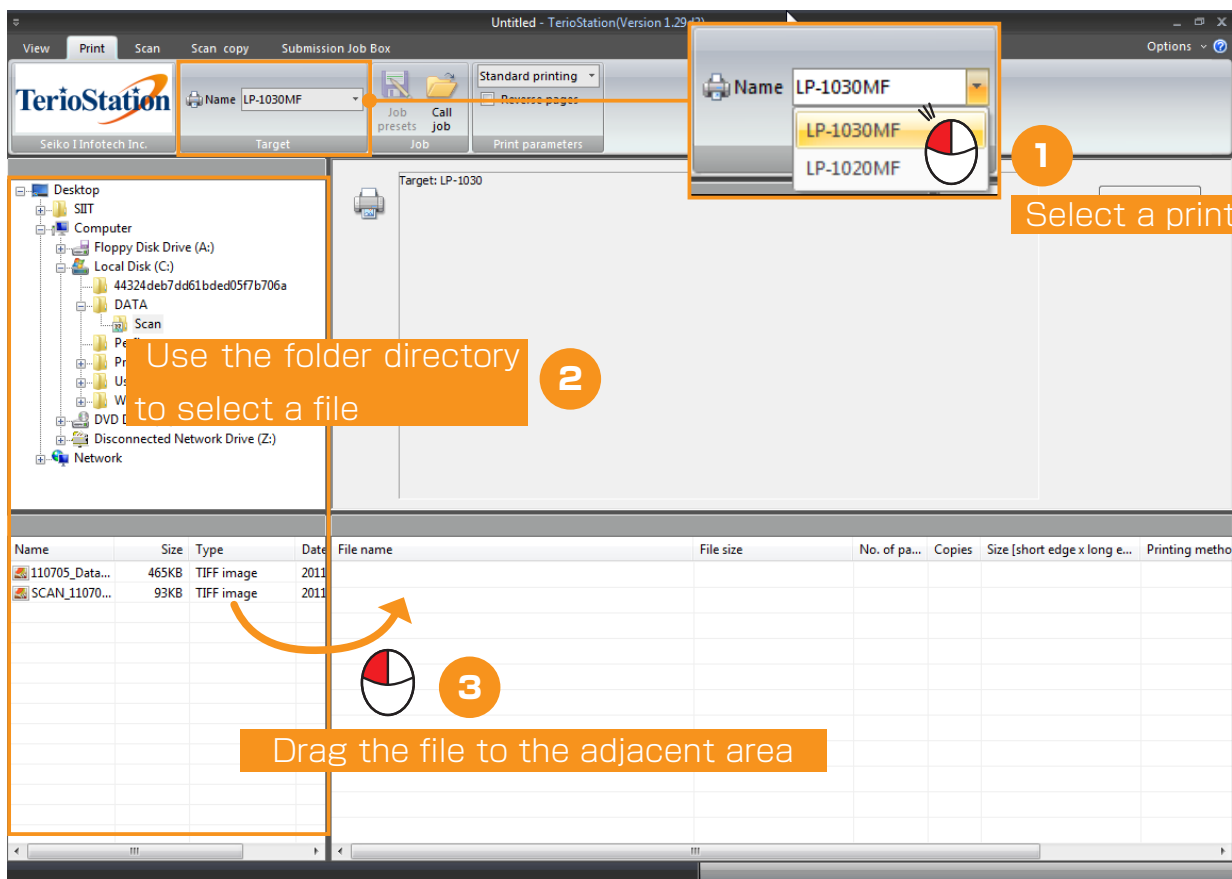
To print TIFF files using our printer, select the **Send TIFF files directly** check box and select the printer name at the **Equipment model** field.

If **Printer driver** has been selected, select the printer.



4

## Printing

Click **Print**

Select a printer

Use the folder directory to select a file

Drag the file to the adjacent area



Confirm the printer settings.

4

Print settings(E)

Delete from list

Display item settings

Print settings

Size settings

☐ Specify paper

Original size

ARCH series: E

☒ Specify zoom

Zoom (from 25 to 400%)

100

Printing range

☒ All

☐ Print Range 1

Copies (from 1 to 99)

1

OK Cancel

Set the size settings.

Set the printing range.

Set the number of copies.

Click **Perform printing**.

5

Perform printing



## Scan copy

A color print system can be easily developed by specifying the number of copies and output size for scanned data and directly sending the data to a color printer on the network.

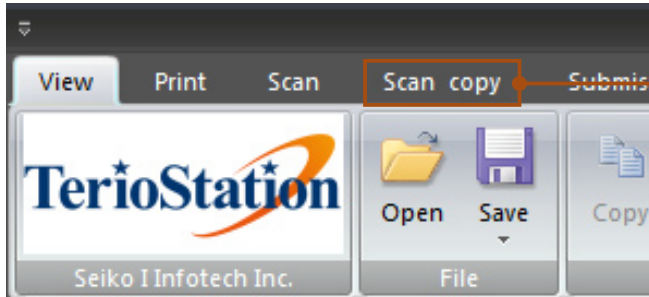
Copying



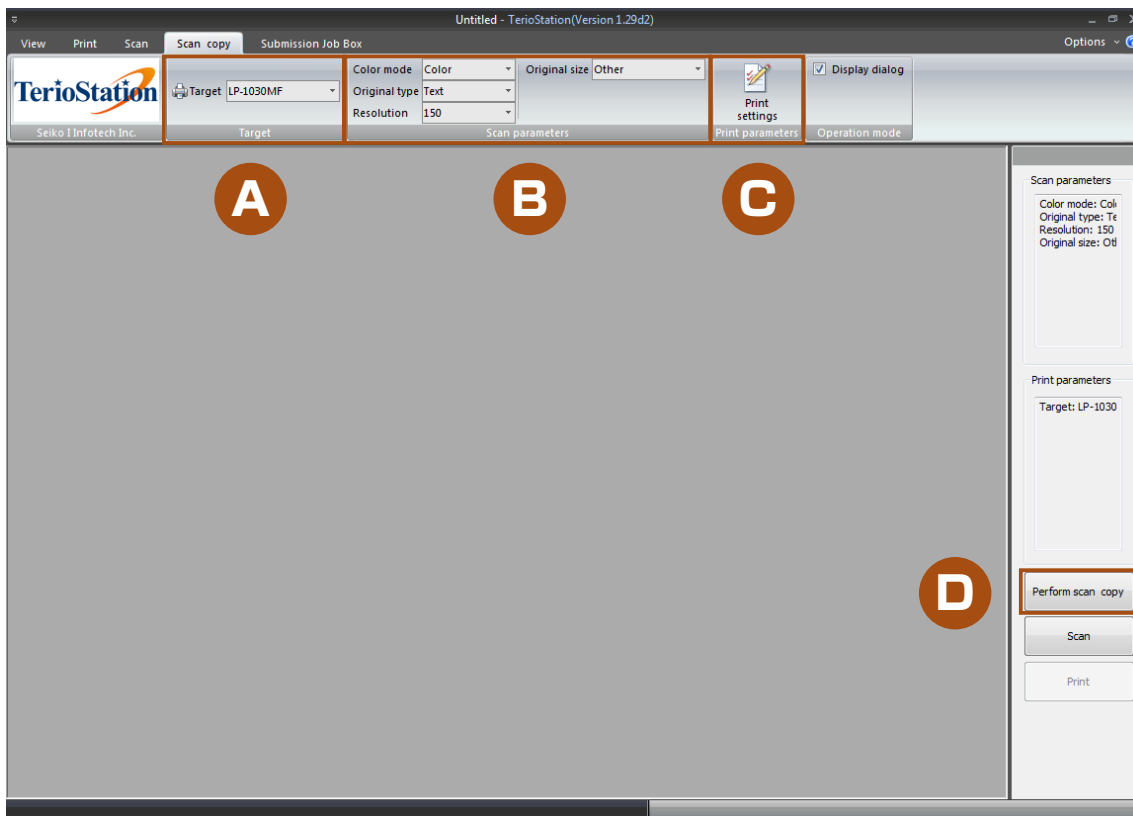
# Copying

## Copying

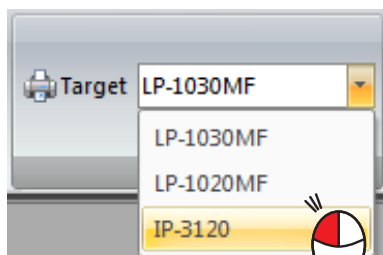
Click the **Start** button, point to **All Programs**, **TerioStation**, and then click **TerioStation**.



Click **Scan copy**.



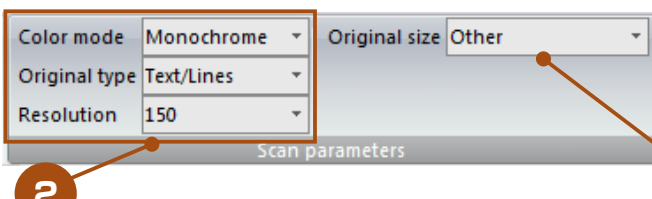
**A** Select the destination printer.



1

If no destination printer has been registered, Check **Registering a Printer** on page 38.

## B Configure the scanner.



2

3

Select a color mode

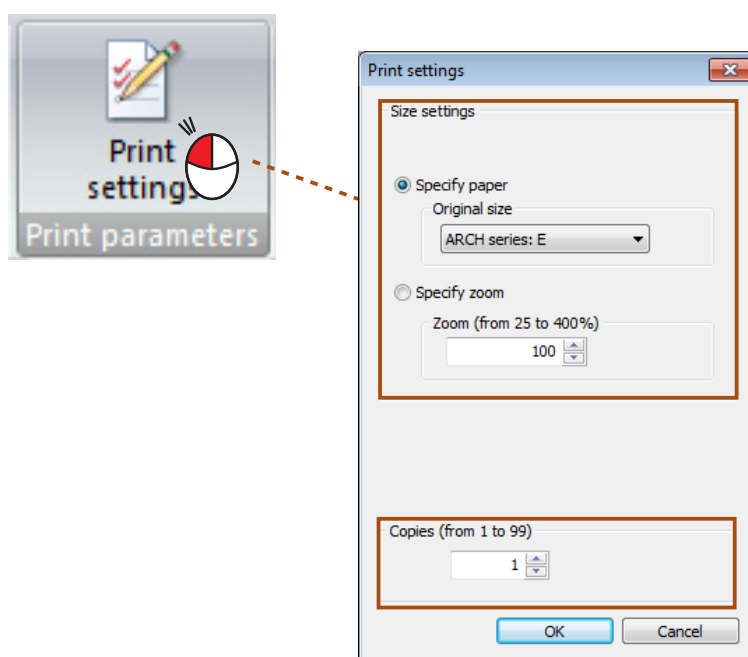
Select the original type

Select a resolution

Select the original size

If the original size is ARCH series, you can select **Auto**.

## C Set the print settings.



4

5

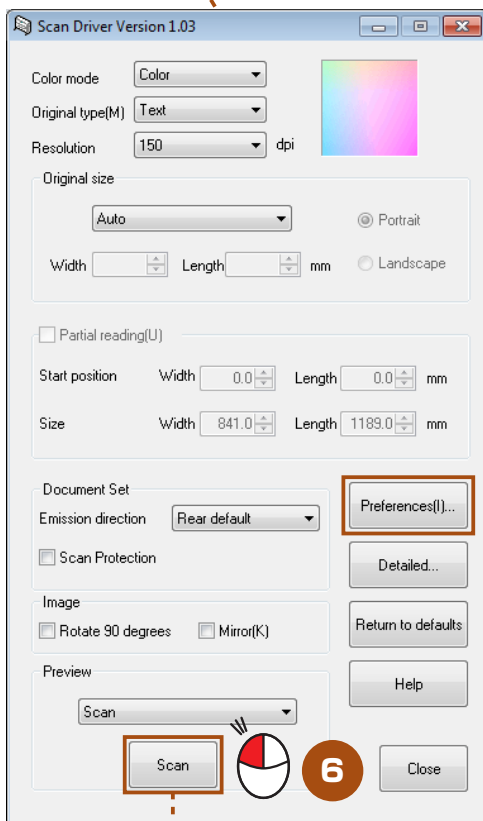
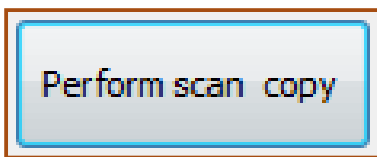
Set the size settings

Set the number of copies

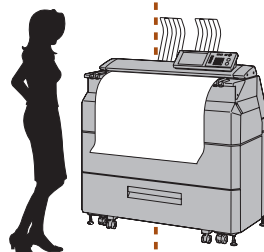
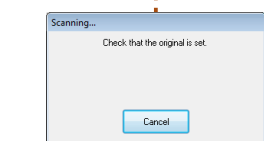


# Copying

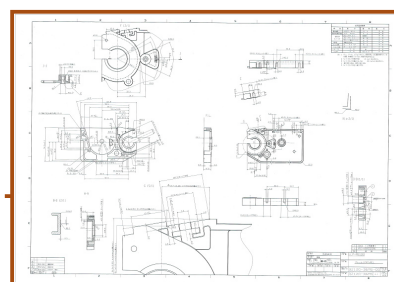
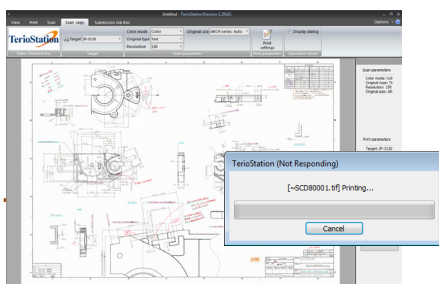
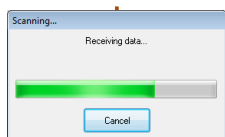
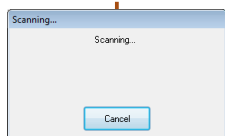
**D** Click **Perform scan copy**.



First-time users of the scanner should refer to the preference settings on page 18.



Set the original on the scanner



Copying is complete!

## Troubleshooting

Frequently asked questions are explained using a question and answer format.



Q

I want to change the name of a file to be saved

A

The file naming conventions can be changed.

For scanning

File names can be created by combining character strings, dates, numbers, and reserved words as file naming conventions.

Example

Date . . . YYMMDD

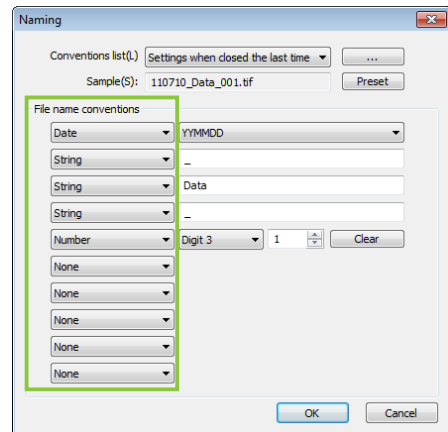
String . . . Data

Number . . . 1 for Digit 3

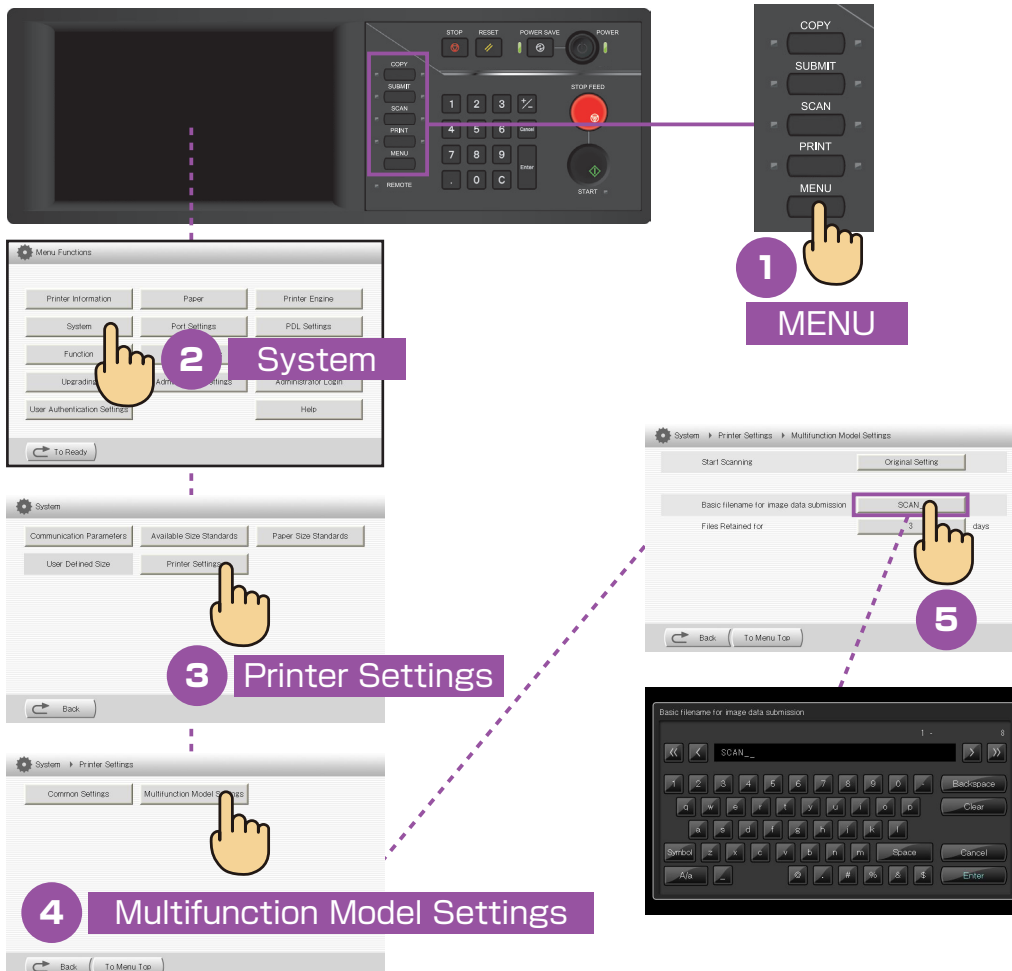
A file saved using the settings above has the following name:

20110707Data001.TIF

Numbers increase with every scan. To return the count to 1 again, click Clear.



For Submission Job Box and Submit Image Data







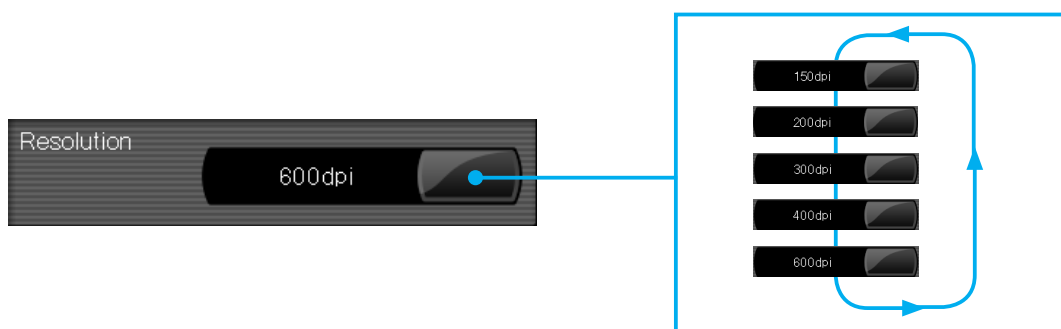
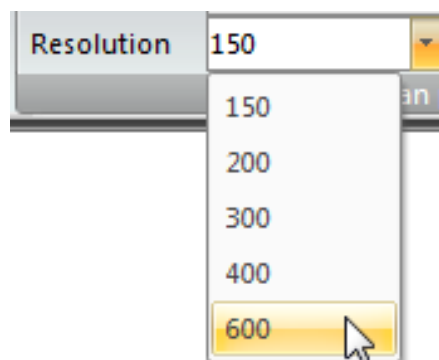
What is the best resolution to select?



Select a resolution that suits your application.

The following resolutions can be selected for the scanner: 150, 200, 300, 400, and 600 dpi. Larger numbers result in better image quality, but increase the data size. The data size also changes depending on the size of the paper scanned.

Use the following as a guideline. For screen display only, choose 150 to 200 dpi. For printing using a printer, choose 300 dpi. For drawing editing and archiving, choose 400 to 600 dpi.

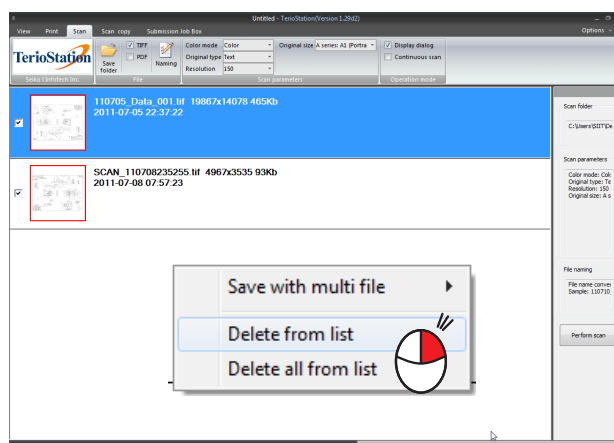


There are many scanned thumbnail images and I want to delete them



Items with selected check boxes can be deleted

Select the check box of the data you want to delete. Right-click and then select **Delete from list**.





# Troubleshooting

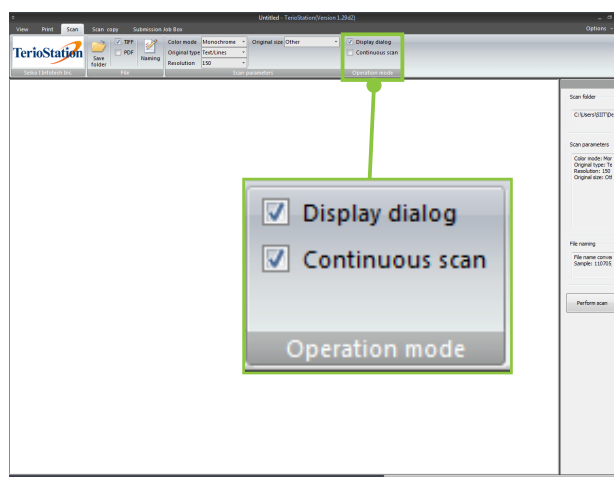
Q

Using the computer each time is troublesome when scanning multiple items

A

Continuous scan can be used.

If **Continuous scan** is selected in the **Operation mode** group, continuous scanning can be performed just by using the computer the first time. After all scanning is finished, click **Cancel** at the computer to stop continuous scanning.



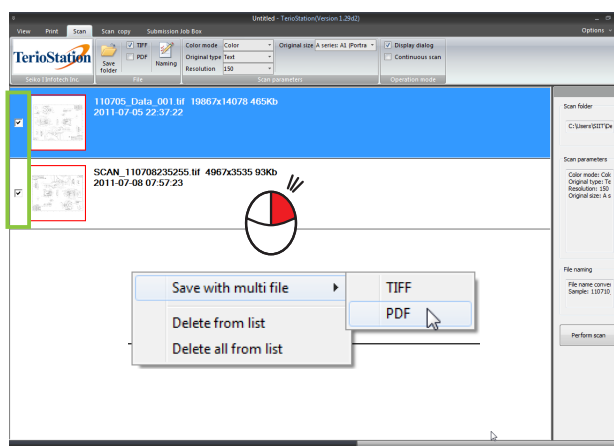
Q

I want to easily make a multi-page file

A

Items with selected check boxes can be combined into a multi-page file.

Select the check boxes of data you want to include in the multi-page file, and then right click to create a multi-page file.



Q

I can't open an existing TIFF file!

A

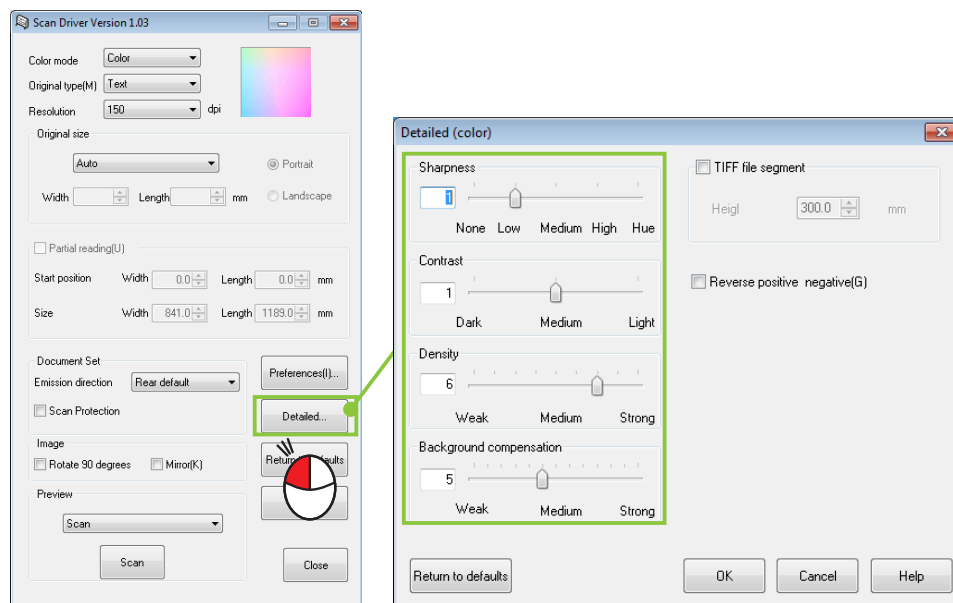
Some files cannot be opened due to software incompatibility.

TIFF files have various versions (file formats) and compression formats. Therefore, software compatibility determines whether the file can be opened.

**Q** I can't perform quality scans!

**A** Try adjusting settings such as density and background compensation.

The condition of the original, the darkness of the print, and the paper type may cause the image to become lighter or darker. Adjust the settings to suit the conditions.



**Q** Scanned images are not being submitted to the destination

**A** The date and time settings are not set correctly. Alternatively, the username and password of the destination are not set correctly.

If the date and time are not set correctly, it may not be possible to submit the scanned images. Confirm that the settings are correct.

Set the correct username and password on the **Add or Edit Image Destination** screen in **Select Submission Mode**.

For details, see page 24.



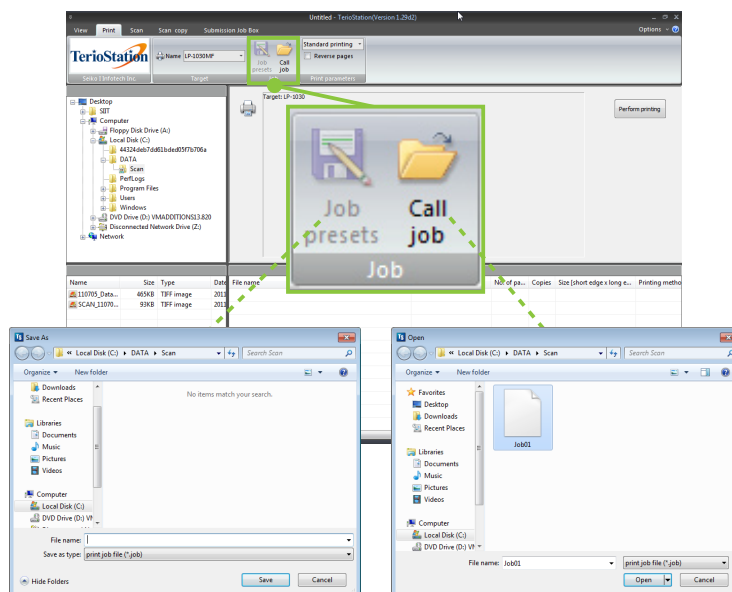
Q

What is a print "job"?

A

A job is a file that has been registered for printing.

With this function, multiple files to be printed can be registered and then printed when desired. If saved in advance, information such as specified print settings can be retained.



Q

When I call a job and print, an error occurs!

A

The original file may have been moved.

When a job is saved, data about the save location of the original file is also saved. If the file is moved or the file name is changed, the job information becomes incorrect and printing is no longer possible. Create the print job again.

Q

A TIFF file cannot be printed

A

Was the scanned TIFF image checked using the Windows Picture and Fax Viewer program included with Windows XP?

If a TIFF file is opened using the Windows Picture and Fax Viewer program included with Windows XP, the program changes the data compression format when the file is opened. This is a problem inherent in this program so do not use it.

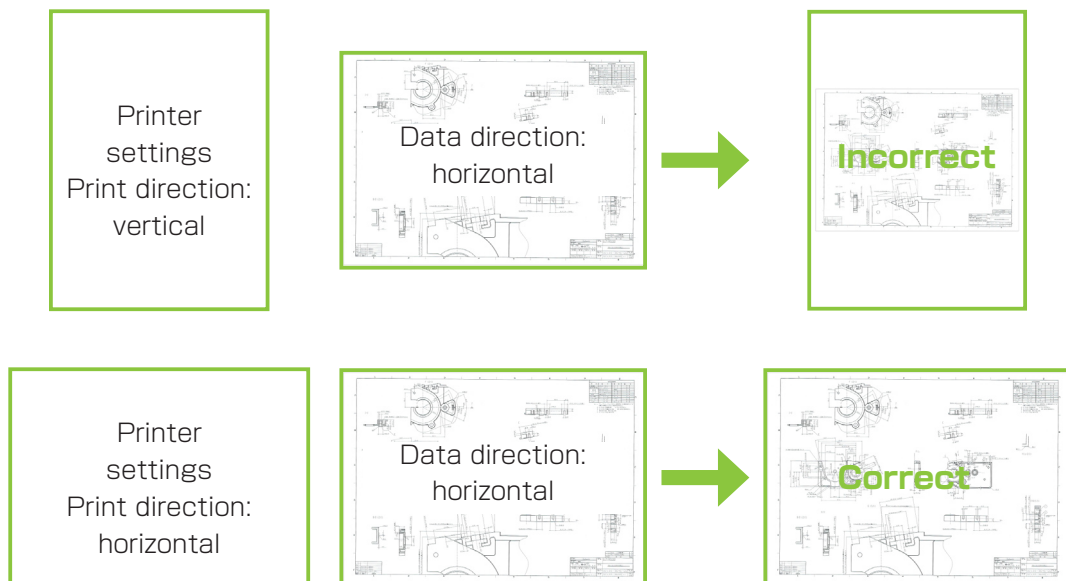
**Q**

The print direction is incorrect!

**A**

The direction is dependent on the printer settings.

The direction is dependent on the settings of the printer you are using. If the printer settings set the print direction to vertical and the direction of the data is horizontal, the data may be printed rotated 90°. Either change the printer settings or change the direction of the data.

**Q**

Why can't data be saved?

**A**

Prohibited characters maybe being used in this software or the file naming conventions.

The characters below cannot be used with this software.

There are also other characters that cannot be used so we recommend naming files with alphanumeric characters whenever possible.

Furthermore, make sure that specified folder names and file names do not exceed 255 characters.

■ Characters that cannot be used

; \ / : \*

This also includes characters that are dependent on the Windows operating system ( ① , (株) , etc.)



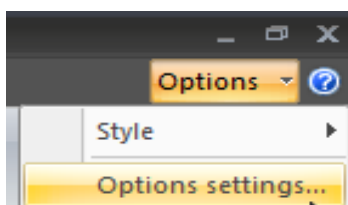
# Troubleshooting

Q

Files that I want to view and print can't be displayed!

A

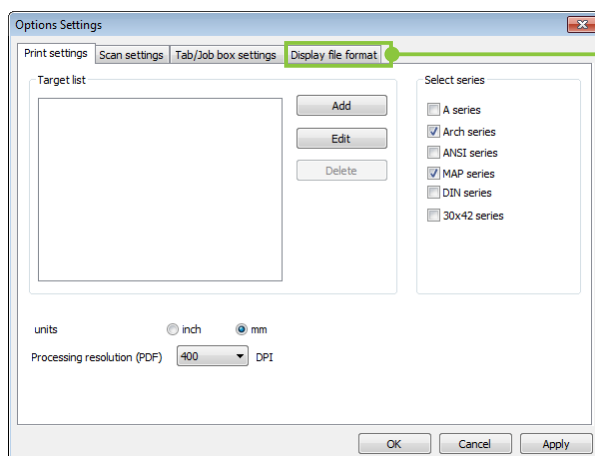
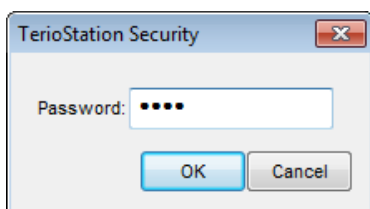
Add file extensions using the options settings.



1

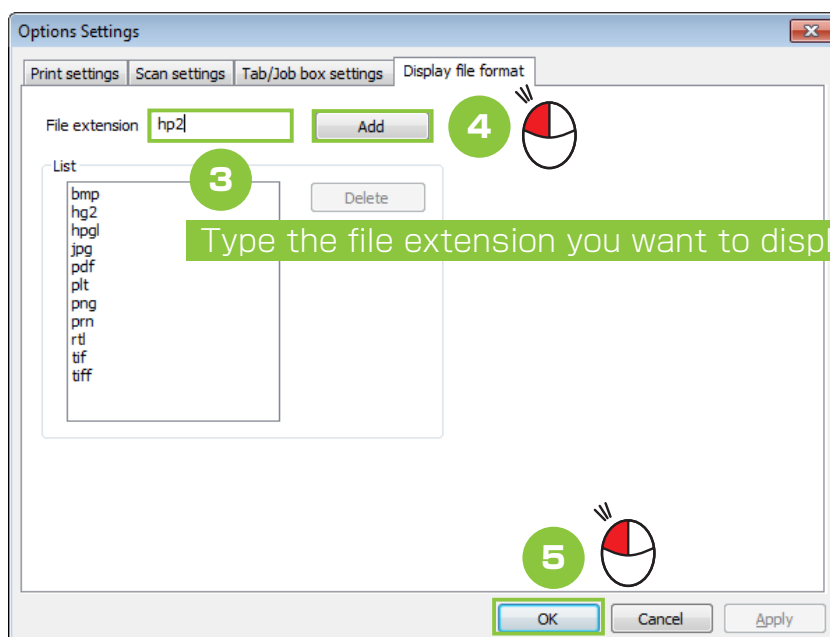
Click **Options settings**

If the security function is being used, enter a password.



2

Click **Display file format**



Type the file extension you want to display

**Q**

I want to stop using the password of the security function!

**A**

Please reinstall the software.

Use of the security function is specified during installation. After installation, use of the security function can not be changed. Uninstall the software, and then install it again.

**Q**

I can't view PDF files!

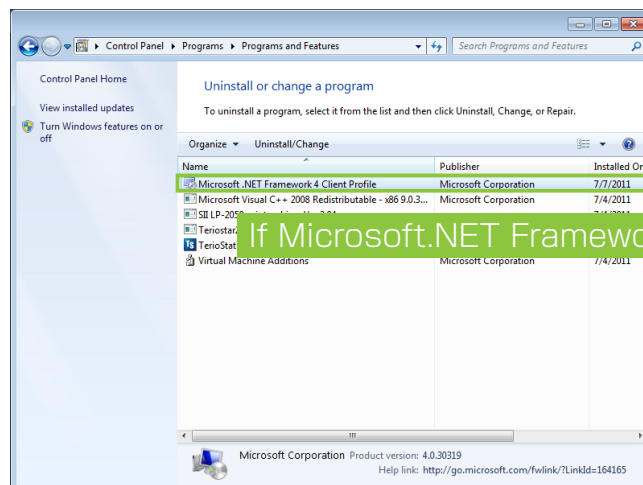
**A**

Install Microsoft.NET Framework 2.0 or later.

Microsoft.NET Framework is used to open PDF files.  
Install Microsoft.NET Framework 2.0 or later.

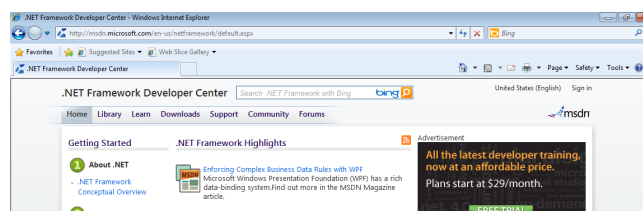
## Checking the version of Microsoft.NET Framework

Click the **Start** button, click **Control Panel**, and then click **Uninstall a program**.



If it is not displayed, install it.

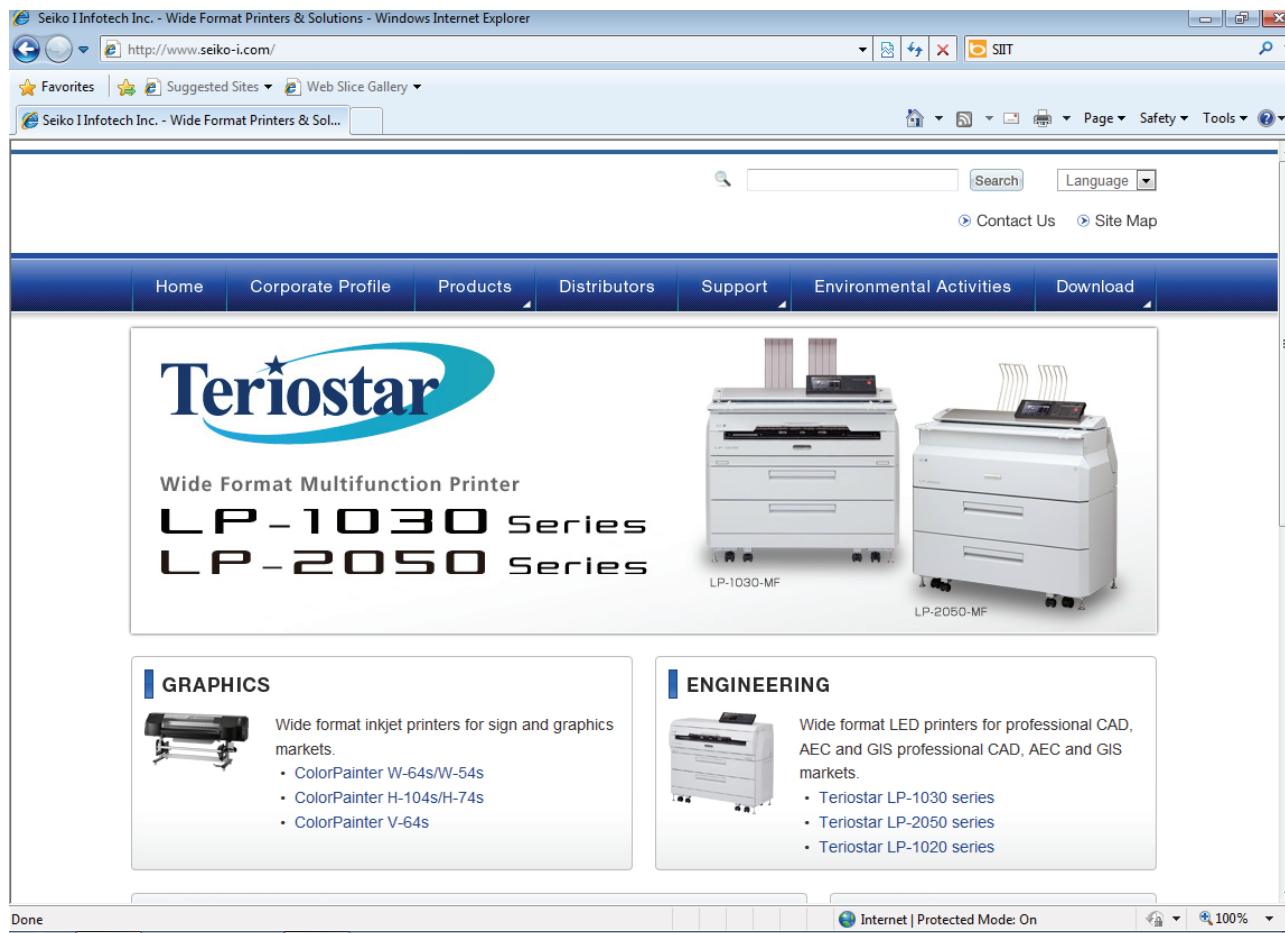
The program can be downloaded from the following web page:  
<http://msdn.microsoft.com/en-us/netframework/default.aspx>





If there is a problem that can't be solved even after referring to this manual, please see the Frequently Asked Questions section on our web site.

**URL** <http://www.okidata-infotech.com/>








# Check sheet

This manual presents three scanning methods. Preparation is important for stress-free scanning. After reading page 2 and selecting a scanning method, refer to the relevant pages while filling in the check sheet.

● ● ● After selecting a scanning method, proceed to Preparation!

## When choosing to acquire the data from the scanner



IP address of the scanner	Example: 192.168.1.1
	<div> <div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div></div> </div>




Page  
5

## When choosing to operate the scanner using a computer








IP address of the scanner	Example: 192.168.1.1
	<div> <div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div></div> </div>
Driver software	<ul style="list-style-type: none"> <li>● TerioStation (required)</li> </ul>

Page  
13

## When choosing to send data from the scanner directly to a computer

Computer IP address	Example: 192.168.1.1 <div> <div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div></div> </div>
NetBios name	
Full computer name	
Username	This is the login name. Clearly specify upper and lowercase characters. Example: SIIT
Password	For security reasons, we do not recommend writing down the password.
Name of the shared folder	Name of the shared folder created on the computer. We recommend half-width alphanumeric characters. Example: SCAN
Name of the destination	Displayed on the operation panel. Enter a name of your choosing.

Page  
19