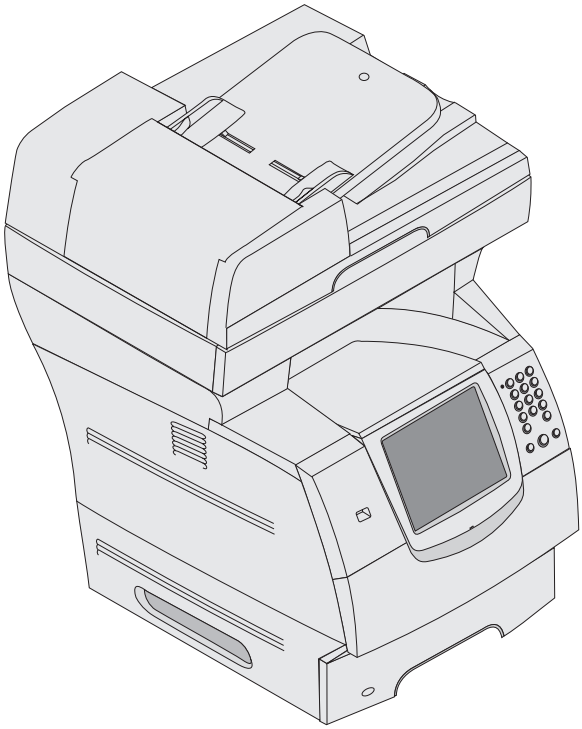
LEXMARK™

X644e, X646e

User's Guide



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www.lexmark.com

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5 FTP

The MFP scanner lets you scan documents directly to a File Transfer Protocol (FTP) server.

Note: Only one FTP address may be sent to at a time.

Once an FTP destination has been configured by your system administrator, the name of the destination becomes available as a shortcut number or listed as a profile under the Held Jobs icon. An FTP location could also be another PostScript printer: for example, a color document can be scanned and then sent to a color printer. Sending a document to an FTP server is similar to sending a fax. The difference is that you are sending the information over your network instead of the phone line.

For more information or detailed instructions, select one of the following:

Entering the FTP address	**Using the address book**
Using a shortcut number	**FTP tips**

Entering the FTP address

1. Place your original document in the automatic document feeder face-up, short-edge first.
2. Touch **FTP** on the home screen.
3. Enter the **FTP** address.
4. Touch **Send It**.

Using a shortcut number

1. Place your original document in the automatic document feeder face-up, short-edge first.
2. Touch **FTP** on the home screen.
3. Press #, and then enter the FTP shortcut number.
4. Touch **Send It**.

Using the address book

1. Place your original document in the automatic document feeder face-up, short-edge first.
2. Touch **FTP** on the home screen.
3. Touch **Search Address Book**.
4. Enter name or part of the name you are searching for, and then touch **Search**.
5. Touch the name that you want to add to the To: field.
6. Touch **Send It**.

Creating shortcuts

Instead of entering the entire FTP site address on the control panel each time you want to send a document to an FTP, you can create a permanent FTP destination and assign a shortcut number. A single shortcut number or a multiple number shortcut can be created. There are two methods for creating shortcut numbers: from a computer or from the MFP touch screen.

From a computer

1. Enter the IP address of the MFP in the URL field (address bar) of your Web browser. If you do not know the IP address, see your administrator.
2. Click **Configuration** (in the left frame of your browser window) and then click **Manage Destination**s (in the right frame of your browser window).

   Note: A password may be required. If you do not have an ID and password, get one from your system support person.
3. Click **FTP Shortcut Setup**.
4. Enter the appropriate information into the fields.
5. Assign a shortcut number.

   If you enter a number that is already in use, you are prompted to select another number.
6. Click **Add**.
7. Go to the MFP, and load your original document in the automatic document feeder face-up, short-edge first.
8. From the numeric keypad, press #, and then enter your shortcut number.
9. Touch **Send It**.

From the MFP

1. Load the original document in the ADF face-up, short-edge first, and adjust the paper guides.
2. Touch **FTP** on the home screen.
3. Enter the FTP site.
4. Touch **Save as Shortcut**.
5. Enter a unique name for the shortcut.
6. Verify the shortcut name and number are correct, and then touch **OK**.

   If the name or number is incorrect, touch **Cancel**, and reenter the information.
7. Touch **Send It**.

FTP options

Original Size: Opens a screen where you can enter the size of the documents you are going to copy.

- Touching any of the paper size icons on the follow-on screen will make that your selection and return you to the FTP Options Screen.
- When Original Size is set to Mixed Sizes, you can scan different size original documents (letter and legal size pages). They will be scaled automatically to fit the selected output media size.

Sides (Duplex): Tells the MFP if your original document is simplex (printed on one side) or duplex (printed on both sides). This lets the scanner know what needs to be scanned for inclusion in the e-mail.

Binding: Tells the MFP whether the original document is bound on the long-edge or short-edge side.

Base File Name: Lets you enter a file name. The default value is the word *image*. A timestamp is added to the file name to prevent overwriting files of the same name at the FTP site.

Note: There is a 53-character limit for the file name.

Resolution: Adjusts the output quality of your file. Increasing the image resolution increases the file size and the time needed to scan your original document. Image resolution can be decreased to reduce the file size.

Send As: Sets the output (PDF, TIFF, or JPEG) for the scanned image.

PDF output is a single file.

TIFF output is a single file. If Multi-page TIFF is turned off in the Configuration menu, then TIFF saves one page each in a series of files.

JPEG saves one page in each file. When multiple pages are scanned, the output will be a series of files.

Content: Tells the MFP the original document type. Choose from Text, Text/Photo, or Photo. Color can be turned on or off with any of the Content choices. Content affects the quality and size of your FTP file.

Text: Emphasizes sharp, black, high-resolution text against a clean, white background.

Text/Photo: Used when the original documents are a mixture of text and graphics or pictures.

Photo: Tells the scanner to pay extra attention to graphics and pictures. This setting takes longer to scan but emphasizes a reproduction of the full dynamic range of tones in the original document. This increases the amount of information saved.

Color: Sets the scan type and output for the copy. Color documents can be scanned and sent to an FTP site, PC, or e-mail address. The MFP will print color documents in grayscale only.

Advanced Options: Accesses the Advanced Imaging, Custom Job, Transmission Log, Scan Preview, Edge Erase, or Darkness settings.

Advanced Imaging: Select this feature to adjust Background Removal, Contrast, and Shadow Detail before you scan the document.

Custom Job (Job Build): Combines multiple scanning jobs into a single job.

Note: Custom Job is not supported on all models.

Transmission Log: Prints the transmission log or transmission error log.

Scan Preview: Displays the first pages of the image before it is included in the FTP file. When the first page is scanned, the scanning is paused and a preview image appears.

Note: Scan Preview is not supported on all models.

Edge Erase: Eliminates smudges or information around the edges of your document. You can choose to eliminate an equal area around all four sides, or pick a particular edge. Edge Erase will erase whatever is within the area selected and leave nothing printed on that portion of the paper.

Darkness: Adjusts how light or dark your scanned documents will turn out.

FTP tips

The following tips may improve the MFP FTP quality.

Question	Tip
When should I use Text mode?	• Text mode should be used when text preservation is the main goal of sending a document to an FTP site, and preserving images copied from the original document is not a concern. • Text is best used for receipts, carbon copy forms, and documents that only contain text or fine line art.
When should I use Text/Photo mode?	• Text/Photo mode should be used when sending a document to an FTP site that contains a mixture of text and graphics. • Text/Photo is best used for magazine articles, business graphics, and brochures.
When should I use Photo mode?	Photo mode should be used when the original is composed mostly of photos printed on a laser printer or taken from a magazine or newspaper.