

# FTP guide

**Note:** You can scan documents directly to an FTP server.

## Scanning to an FTP address using the scanner control panel

- 1 Load an original document facedown, long edge first into the ADF tray or facedown on the scanner glass.


**Notes:**

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
  - The ADF indicator light comes on when the paper is loaded properly.
- 2 If you are loading a document into the ADF tray, then adjust the paper guides.
  - 3 From the scanner control panel, navigate to:  
**FTP > FTP > type the FTP address > Done > Send It**

## Scanning to an FTP address using a shortcut number

- 1 Load an original document facedown, long edge first into the ADF tray or facedown on the scanner glass.



**Notes:**

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
  - The ADF indicator light comes on when the paper is loaded properly.
- 2 If you are loading a document into the ADF tray, then adjust the paper guides.
  - 3 From the scanner control panel, press # on the keypad, and then enter the FTP shortcut number.
  - 4 Touch  > **Send It**.

## Scanning to an FTP using the address book

- 1 Load an original document facedown, long edge first into the ADF tray or facedown on the scanner glass.

**Notes:**

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
  - The ADF indicator light comes on when the paper is loaded properly.
- 2 If you are loading a document into the ADF tray, then adjust the paper guides.
  - 3 From the home screen, navigate to:  
**FTP > FTP >  > type the name of the recipient > Search**
  - 4 Touch the name of the recipient.  
**Note:** To search for additional recipients, touch **New Search**, and then type the name of the next recipient.
  - 5 Touch  > **Send It**.

## Understanding the scan options

### FTP

This option lets you enter the IP address for the FTP destination.

**Note:** An IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

### File Name

This option lets you type a file name for the scan image.

### Save As Shortcut

This option lets you save the current settings as a shortcut by assigning a shortcut name.

**Note:** Selecting this option automatically assigns the next available shortcut number.

### Original Size

This option lets you set the paper size of the documents you are going to scan. When Original Size is set to Mixed Sizes, you can scan an original document that contains mixed paper sizes (letter- and legal-size pages).

### Darkness

This option lets you adjust how light or dark the scanned documents are in relation to the original document.

### Resolution

This option lets you adjust the output quality of your file. Increasing the image resolution increases the file size and the time needed to scan your original document. Decreasing the image resolution reduces the file size.

### Send As

This option lets you set the output type for the scan image.

Select one of the following:

- **PDF**—Use to create a single file with multiple pages. The PDF can be sent as a secured or compressed file.
- **TIFF**—Use to create multiple files or a single file. If Multi-page TIFF is turned off in the Settings menu, then TIFF saves one page in each file. The file size is usually larger than an equivalent JPEG.
- **JPEG**—Use to create and attach a separate file for each page of the original document.
- **XPS**—Use to create a single XPS file with multiple pages.

### Content

This option lets you set the original document type and source.

Select from the following content types:

- **Graphics**—The original document is mostly business-type graphics, such as pie charts, bar charts, and animations.
- **Photo**—The original document is mostly a photo or an image.

- **Text**—The content of the original document is mostly text or line art.
- **Text/Photo**—The original document is a mixture of text, graphics, and photos.

Select from the following content sources:

- **Black/White Laser**—The original document was printed using a mono laser printer.
- **Color Laser**—The original document was printed using a color laser printer.
- **Inkjet**—The original document was printed using an inkjet printer.
- **Magazine**—The original document is from a magazine.
- **Newspaper**—The original document is from a newspaper.
- **Other**—The original document was printed using an alternate or unknown printer.
- **Photo/Film**—The original document is a photo from film.
- **Press**—The original document was printed using a printing press.

## Page Setup

This option lets you change the following settings:

- **Sides (Duplex)**—This specifies if the original document is printed on only one side or on both sides of the paper.
- **Orientation**—This specifies the orientation of the original document, and then changes the Sides (Duplex) and Binding settings to match the orientation.
- **Binding**—This specifies if the original document is bound on the long-edge or short-edge side.

## Scan Preview

This option displays the first page of the original document before it is scanned completely. When the first page is scanned, the scanning is paused and a preview image appears.

## Using the advanced options

Select from the following settings:

- **Adjust ADF Skew**—This straightens scanned images that are slightly skewed when received from the ADF tray.
- **Advanced Imaging**—This adjusts the Background Removal, Color Balance, Color Dropout, Contrast, JPEG Quality, Mirror Image, Negative Image, Scan Edge to Edge, Shadow Detail, Sharpness, and Temperature settings before you scan the document.
- **Custom Job**—This combines multiple scanning jobs into a single job.
- **Edge Erase**—This removes smudges or marks around the edges of a document. You can choose to remove an equal area around all four sides of the paper or pick a particular edge.
- **Transmission Log**—This prints the transmission log or transmission error log.
- **Multifeed Sensor**—This detects when the ADF picks more than one sheet of paper at a time, and then shows an error message.