

FTP Guide

Scanning to an FTP address using the control panel

- 1 Load an original document into the ADF tray or on the scanner glass.
- 2 From the home screen, navigate to:
FTP > FTP > type the FTP address > Done > Send It

Notes:

- You can also enter the recipient using the shortcut number or address book.
- To add recipients, touch **Next Number**.

Understanding FTP 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 specify the content type and source of the original document.

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 lets you view the first page of the image before it is included in the file. When the first page is scanned, the scanning is paused and a preview image appears.

Note: This option appears only when a formatted, working printer hard disk is installed.

Using the advanced options

Select from the following settings:

- **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.
Note: This option appears only when a formatted, working printer hard disk is installed.
- **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. Edge Erase erases whatever is within the area selected, leaving nothing on that portion of the scan.
- **Transmission Log**—This prints the transmission log or transmission error log.