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How to configure scanning settings

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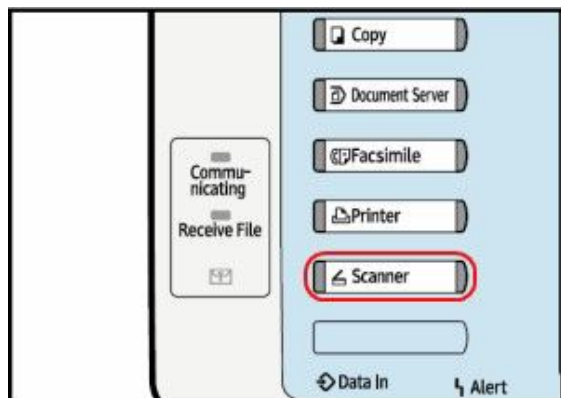
How do I configure my scanner settings?

You can configure settings such as **[Scan Type]** and **[Resolution]** when you perform a scanning operation. You can also set **[File Type]**, **[File Name]**, and **[PDF File Security Settings]** when you send the scanned document by e-mail or to a folder.

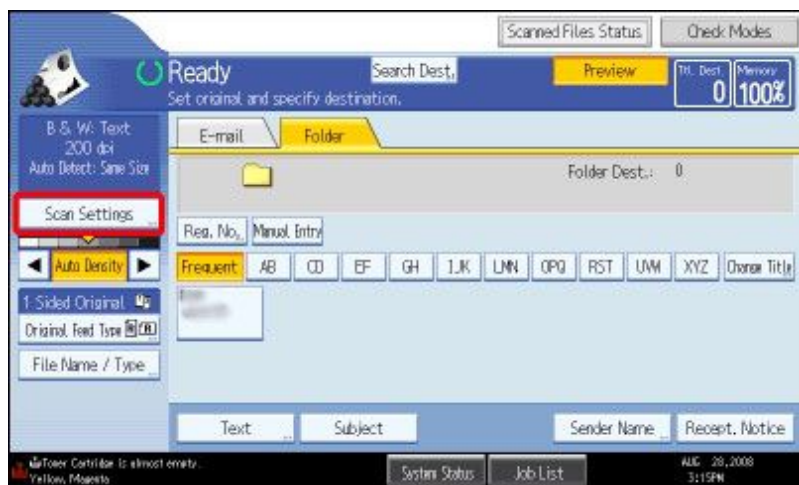
To change the configuration settings for scanning, follow these steps:

Configuring Scan Settings

1. On the device's operation panel, press the **[Scanner]** key.



2. Press **[Scan Settings]**.



3. On the **[Scan Type]** tab, set the type of original you want to scan, and then press **[OK]**.



4. On the **[Resolution]** tab, set the resolution to scan the original, and then press **[OK]**.

Note

- When digitizing standard documents (without photographs or other images), whether monochrome or color, a resolution of 200 dpi is generally legible.
- For documents intended for OCR or reprinting, a resolution of 300 - 400 dpi is recommended.
- Scanning color data at 400 - 600 dpi produces large files, and requires a large amount of memory when viewing the file later.



5. On the **[Scan Size]** tab, set the size of the original, and then press **[OK]**.

Note

- The default value is **[Auto Detect]**, so there is no need to set the size for each document.
- Using **[Auto Detect]** will let your device detect standard sizes automatically.
- If the original consists of multiple pages of different sizes, press **[Mixed Sizes]**.
- To scan documents of a custom size, follow these steps:
 1. Press **[Custom Size]**.
 2. Change **[Original Size]**, **[Scan Start Position]**, and **[Scan Size]** as necessary, using the numeric keypad on the display panel of your device to enter values. After you have entered each value, press **[#]**.
 3. When you have finished making settings, press **[OK]**.



6. On the **[Edit]** tab, press **[Erase Border]**.

Note

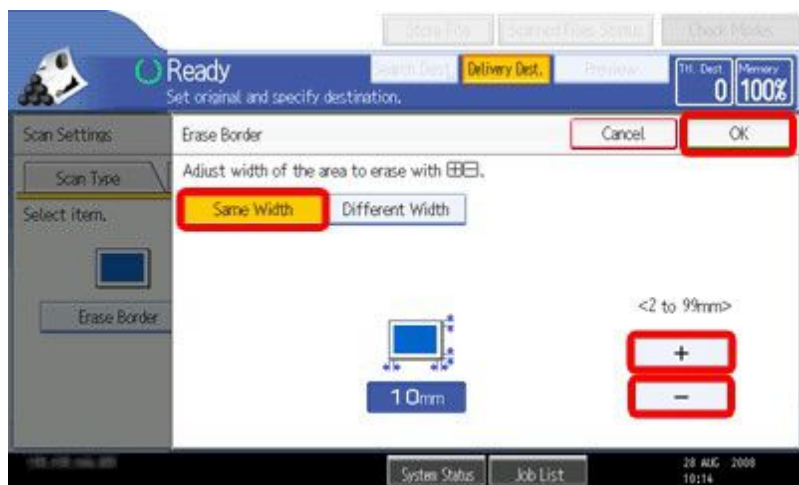
- This functionality removes a border of specified width from scanned images.



7. To remove borders of the same width, press [**Same Width**], and use the [**+**] and [**-**] keys to specify the width of the border to be removed. Once you are finished, press [**OK**].

Note

- To set the width of each border to be removed, press [**Different Width**], and then use [**Left**], [**Right**], [**Top**], and [**Bottom**], combined with the [**+**] and [**-**] keys, to set the width of the border to be removed on each side. Once you are finished, press [**OK**].



Setting the File Type and File Name

Note

- The file type can be configured when you send by e-mail or to a folder either a newly scanned or a stored file.

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Changing the file format

Secure PDF (encrypted PDF)

Secure PDF (restricted PDF)

File name

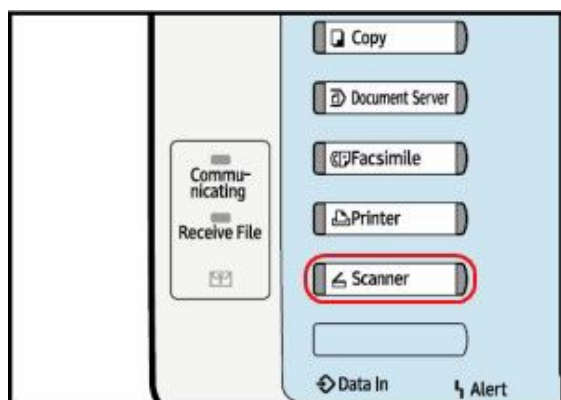
Original Feed Type

Also note

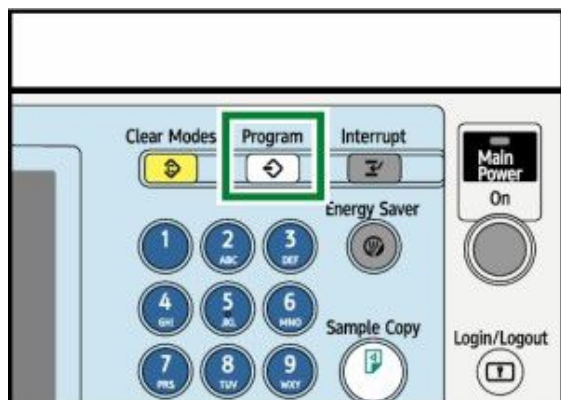
To register settings as the default ones to be used immediately after switching your device on, after autoclear, or after a reset, follow these steps.

The settings that can be set as default are: Color selection, feed tray, original type, density, special original settings, original direction, cover, editing/color, sidedness/binding/division, size change, and finishing.

1. Press the **[Scanner]** button, and make the settings you wish to set as defaults.



2. On the device's operation panel, press the **[Program]** key.



3. Press **[Save as defaults]**.
4. Press **[Save]**.

5. When the confirmation screen is displayed, press **[Save]**.
6. The current settings will be saved as defaults, and you will return to the default screen.

(Note: Screenshots are provided for reference purposes only. Your display may vary depending on your operating system and device.)

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