

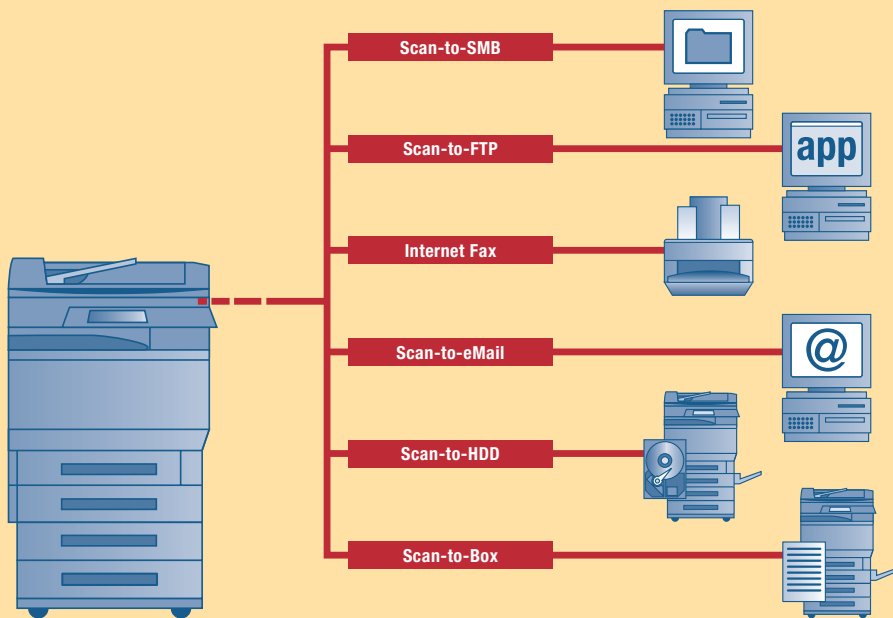


KONICA MINOLTA


# Scan Guide



The essentials of imaging



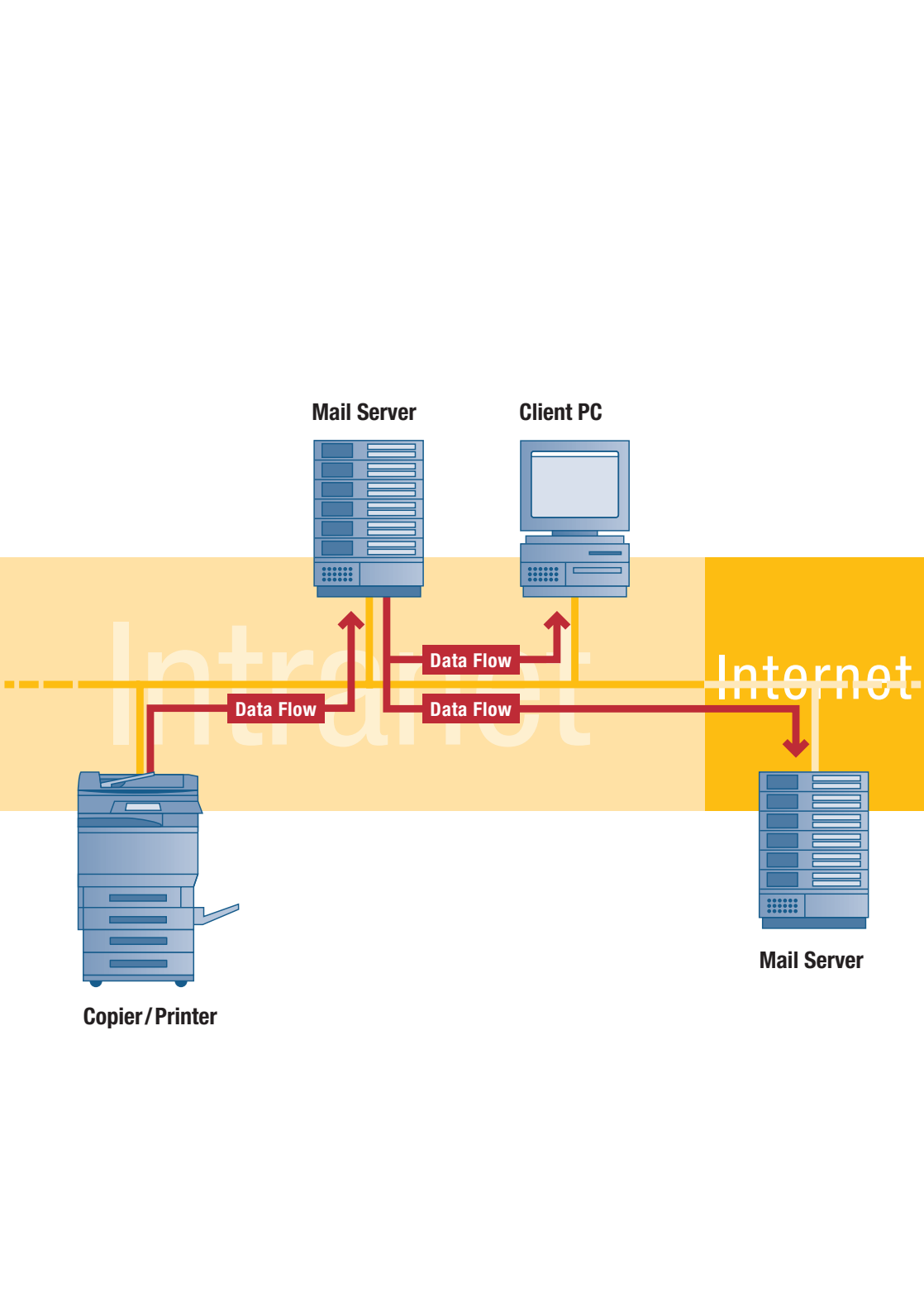
**Scanning** has become an everyday phenomenon in today's business world. Typically documents are scanned and archived, and then often later retrieved for reprinting or distribution. There are a variety of scanning options, including scan-to-SMB, scan-to-FTP, scan-to-eMail, or scan-to-HDD/Box etc. This guide will explore these scanning options, highlighting their uses and advantages.

- 
- Scan-to-eMail
  - Scan-to-SMB  
PC
  - Scan-to-HDD / Scan-to Box  
Personal Box
  - TWAIN Scanning
  - Scan-to-FTP
  - Scan-to-FTP  
using PageScope Cabinet
  - Scan-to-URL
  - Internet Fax  
iFax
  - Scan Mode Overview

# Scan-to-eMail



- Scan-to-eMail is where documents are scanned and then directly sent to the in-house mail server. The scanned data is eMailed as an attachment, either in TIFF or PDF format, whichever the sender prefers.
- If the sender wants to eMail the documents to an external address, the mail is automatically forwarded to the respective external mail server.
- In regards to internal distribution, the eMail remains on the mail server until the eMail recipient's PC contacts the mail server. As soon as the client PC reports to the mail server, the eMail is automatically pulled to the HDD of the client PC, and the sender receives an eMail notification.
- Scan-to-eMail enables scanned data to be directly transferred to any PC without manual interference. In addition, through the Internet, scans can be sent to non-networked addresses. The only real drawback is a limitation in file size, which is normally around five MB. As larger files typically cannot be transmitted via eMail, this scan mode should be used mainly for low-resolution data or jobs with few originals.



**Mail Server**

**Client PC**



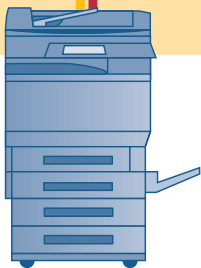
Intranet

Internet

Data Flow

Data Flow

Data Flow



**Mail Server**

**Copier/Printer**

# Scan-to-SMB

## PC



Scan-to-SMB (Server Message Block) is an alternative to FTP or NetWare filing. The SMB protocol provides a method for client applications to read and write files, as well as request services from the server programs in a computer network.



The SMB protocol can be used over the Internet in addition to the TCP/IP or other network protocols, including Internet-work Packet Exchange and NetBEUI. The SMB protocol enables an application (or its user) to access remotely stored files as well as other resources, including printers, mail slots and named pipes. A client application can actually read, create and update files on the remote server. It can also communicate with any server program that is set up to receive an SMB client request.



MS Windows operating systems from Win 95 onwards include client and server SMB protocol support. For Unix systems, a shareware program, Samba, is now available. The SMB protocol originated at Microsoft and has gone through a number of developments. A given client and server may implement different sets of protocol variations which they negotiate before starting a session.

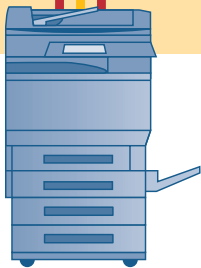


The SMB protocol for scan-to-file is deemed more secure than FTP filing, as it encrypts passwords so a network trace cannot capture them.

**Server**



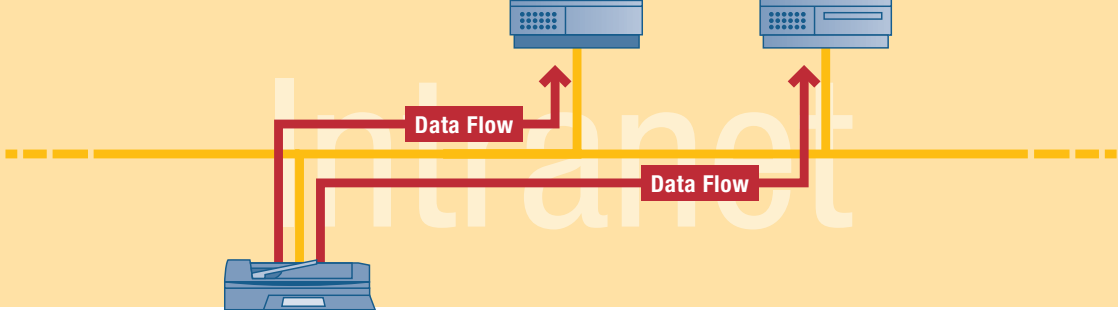
**Client PC**



**Copier/Printer**

**Data Flow**

**Data Flow**



# Scan-to-HDD / Scan-to-Box Personal Box



Scan-to-HDD (hard disk), similar to TWAIN scanning, is designed to provide easy scan retrieval. The documents are placed on the feeder, scanned, and then temporarily stored in the current user's mailbox. In effect, the HDD temporarily functions as a file server. At the individual's PC, the launch of EFI WebScan or any TWAIN compatible application enables the user to log into their mailbox and retrieve their documents.

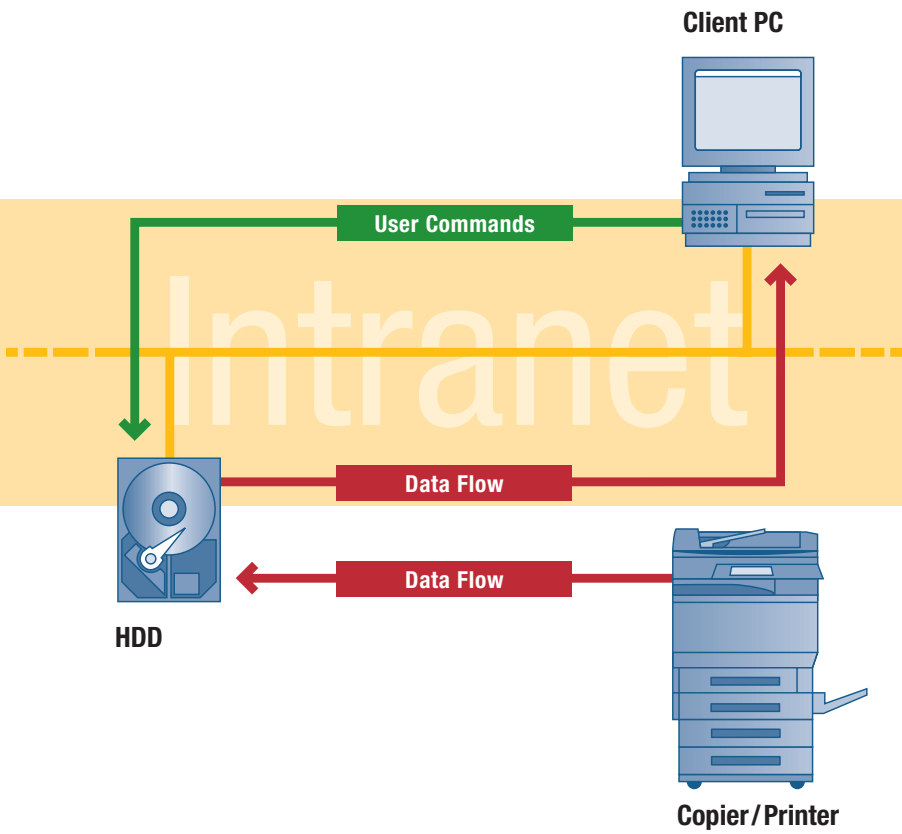
In comparison to TWAIN scanning,  
this scan mode has two clear advantages:



The system HDD can be used as a temporary file server, thereby providing all networked users with secure access to stored documents.



The original documents can be retrieved immediately after storing the data on the hard disk.



**Client PC**

**User Commands**

Intranet

**Data Flow**

**HDD**

**Data Flow**

**Copier/Printer**

# TWAIN Scanning



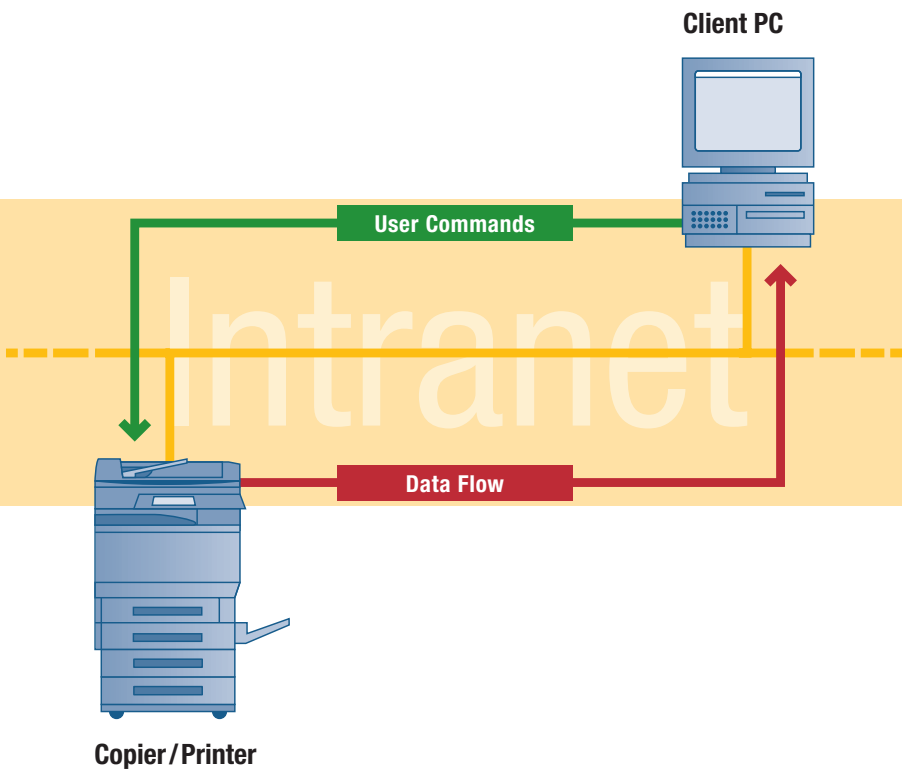
TWAIN (Technology Without Any Interesting Name) stands for a computer industry standard that determines how scanners transfer data to software applications. TWAIN allows software applications to work compatibly with scanners without knowing anything about the scanning device itself. In practice, the scanner is actually controlled through an activated TWAIN driver installed on the client PC.



To scan in TWAIN mode, documents are placed in the original feeder and scanned as normal. The scan process can actually be initiated at any individual desktop by using any TWAIN-compatible application like Adobe Photoshop, PageScope Cabinet etc. Once the scans are complete, the originals can be retrieved from the scanner feeder.



The greatest benefit afforded by TWAIN scanning is that scans can be made into any TWAIN-compatible application, thereby offering significant timesavings.



# Scan-to-FTP



- With scan-to-FTP, originals can be scanned and then stored in a specified directory on the in-house or external FTP server. The data can then be accessed and retrieved by using FTP Client software installed on the user's PC. If the directory in which the FTP server stores the scanned data is a shared directory, files can alternatively be accessed with a standard file manager, such as MS Explorer.
- Scan-to-FTP provides a strategic complement to scan-to-eMail. Designed especially for larger files, scan-to-FTP can handle files of near limitless proportions, and is consequently the perfect tool for archiving larger documents.
- This scan mode is not recommended if the sender's intention is to share a large scanned document with a sizeable group of people. In this situation, the sender would need to send an additional eMail to communicate the file's existence and location.

**FTP Server**



**Client PC**

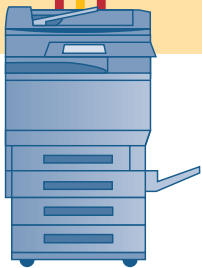


**Data Flow**

**Data Flow**

**Data Flow**

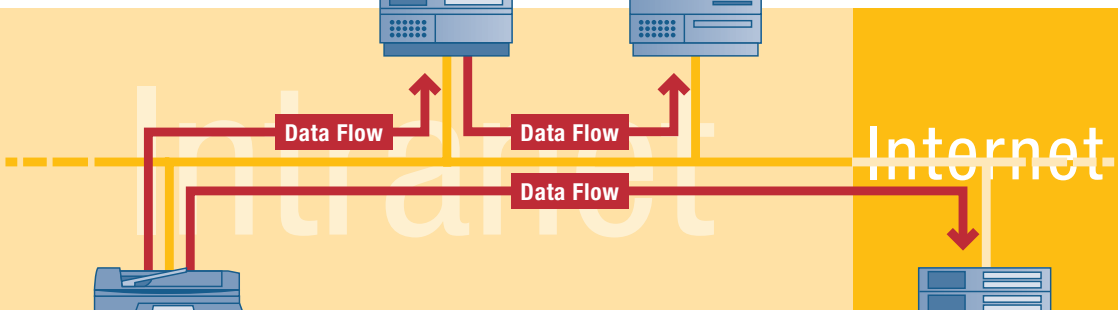
**Internet**



**Copier/Printer**



**FTP Server**



# Scan-to-FTP

## PageScope Cabinet

- PageScope Cabinet is Konica Minolta's proprietary document management software solution. In essence, it is an FTP client software system used for accessing stored files on an FTP server.
- PageScope Cabinet can also be used for "converting" a client PC into an FTP server. Scanned documents can then directly be stored on the HDD of this PC.
- Similar to the scan-to-eMail option, data can be sent directly to an addressee, but without the stifling limitation in file size. However, there is a limit of five FTP server addresses that can be administered by the Konica Minolta systems.

**FTP Server**



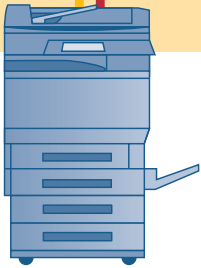
**Client PC**



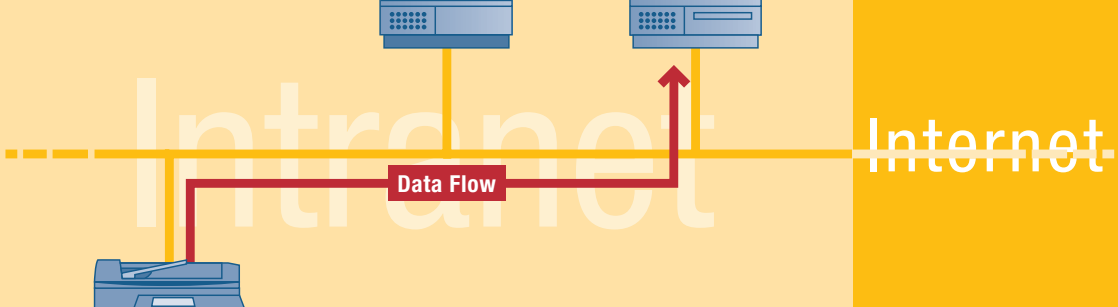
Intranet

Internet

Data Flow



**Copier/Printer**



# Scan-to-URL



- As previously mentioned, scan-to-FTP is the ideal scanning option for larger files. If the scanned information is to be distributed, an additional, separate eMail must also be sent. In these circumstances involving sizeable documents, scan-to-URL is the perfect solution. Offering the combined advantages of scan-to-FTP and scan-to-eMail, this option handles large file sizes as well as distributes eMail notifications.
- The user indicates the desired FTP server address on which the scans are to be stored, as well as selecting the eMail addresses of the intended recipients.
- After scanning the documents, the system stores the files on the FTP server. A hyperlink is sent to the distribution list by an automatically generated eMail. The file can be accessed immediately by clicking on the hyperlink.



**Mail Server**

**Client PC**



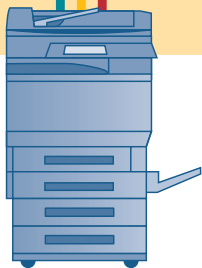
Notification

Notification

Data Flow

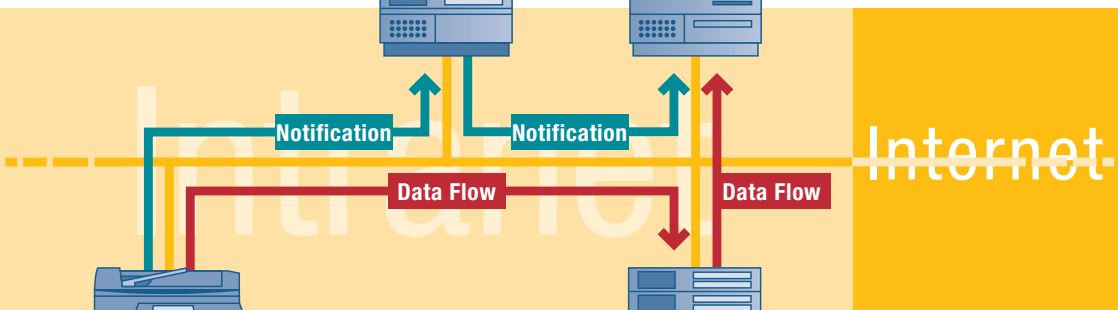
Data Flow

Internet



**FTP Server**

**Copier/Printer**



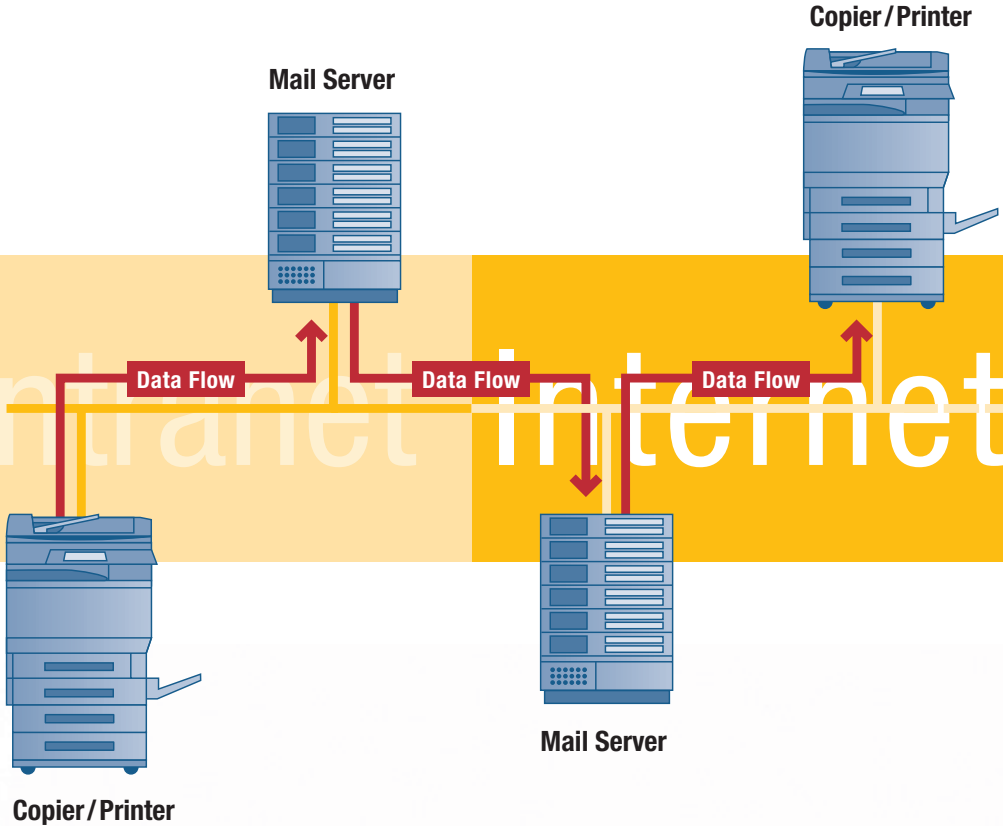
# Internet Fax

## iFax



- Internet Fax is not a true scanning application, yet can be considered as an alternative to scan-to-eMail for certain applications.
- In the Internet Fax mode, scanned documents are eMailed to the mail server of the addressee. The document is transmitted to the Internet Fax-compatible output device, and then printed.
- In comparison to conventional fax, the Internet Fax option eliminates transmission costs by using the Internet instead of costly telephone lines. This leads to considerable cost savings, especially in regards to long-distance transmissions.
- Compared to scan-to-eMail, the scanned documents are not received as electronic files, but rather physical printouts. While this may accrue some printing costs, this option is highly relevant to specific environments, including warehouses requiring hard copies.

# Intranet Internet



# Scan Mode Overview

The following tables indicate the scan options supported by each of our current and new bizhub products:



Monochrome Products	TWAIN Scan	Scan to HDD	Scan to eMail	Scan to URL	Scan to FTP	Scan to SMB	Scan to Personal Box	iFax
Di1610(p)/7416CG/CP	x	–	–	–	–	–	–	–
Di1610(f)/7416MFG	x	–	opt	–	opt	–	–	opt
Di1611/7216 & Di2011/7220	x	–	opt	–	opt	–	–	opt
7222/7228/7235	x	opt	x	–	x	x	opt	–
Di2510/3010/3510	opt	opt	opt	opt	opt	–	–	opt
7145	x	opt	x	–	x	x	opt	–
Di470	opt	opt	opt	opt	opt	–	–	–
Di5510/7255	opt	opt	opt	opt	opt	–	opt	–
Di7210/7272	x	opt	x	–	x	x	opt	opt

x = standard   opt = optional   – = not available

# Scan Mode Overview

Monochrome Products	TWAIN Scan	Scan to HDD	Scan to eMail	Scan to URL	Scan to FTP	Scan to SMB	Scan to Personal Box	iFax
bizhub 130f*	x	–	opt	–	–	–	x	opt
bizhub 160/161*	x	–	–	–	–	–	–	–
bizhub 160f*	x	–	opt	–	opt	–	–	opt
bizhub 162/210	x	–	opt	–	opt	–	–	opt
bizhub 250/350	x	opt	x	opt	x	x	opt	opt
bizhub 420/500	x	opt	x	opt	x	x	opt	opt
bizhub 600/750	x	opt	x	opt	x	x	opt	opt

\* colour and b/w scanning

x = standard    opt = optional    – = not available

Colour Products	TWAIN Scan	Scan to HDD	Scan to eMail	Scan to URL	Scan to FTP	Scan to SMB	Scan to Personal Box	iFax
bizhub C250	x	x	x	x	x	x	x	x
bizhub C350	x	opt	x	x	x	–	opt	x
bizhub C351	x	x	x	x	x	x	x	x
bizhub C450	x	x	x	x	x	x	x	x

x = standard   opt = optional   – = not available





KONICA MINOLTA

**Konica Minolta Business Solutions Europe GmbH**

Europaallee 17 • 30855 Langenhagen • Germany • Tel.: +49 (0) 511 74 04 - 0