Scanning on *mulberry*

Mulberry is a Ricoh Aficio MP C5000 multi-function colour printer/copier/scanner (manual) located in GC18.

Scanning

This section explains the basic procedure for sending scan files by e-mail. A copy of this document is displayed next to the machine, so you do not have to print out this page.

If the menu screen is dark, make sure to press the green On/Off button in the upper right corner.

	¢/==]		Store File Scanned Files Status Oteck Modes	
	copier	1	Ready Search Cost, Preview Tit Dect Monary Search Cost, Preview Tit Dect Monary Set original and specify destination.	1/0
D		B & W: Text / Line Art 300 dpi Auto Detect	E-mail Address: 0 (4) (5) (6)	
		Scan Settings	Pres_Dest Reg. No,_Minuel Entry To Cc Bcc Freeuent AB 00 EF GH IJK UN 0P0 RST UW XYZ Charge Title	
A	printer	1 Sided Original Original Feed Type	[00002] [00002] [00002] [00002] [00010] [00011] Plete Broo Markus Kuh Peter Robi dd209 Bogdan Ron hjr28 and transfer Robi state 1/21 [00012] [00012] [00012] [00010] [00010] [00010] [00010] [00010]	
6	scanner	Select Stored File	p JF33 jaros lav s ckh11 Sam Staton Robert Hat Frank Staj evclk Subject Security Sender Name Recept. Notice	
		Check toner cartridge replacen Black, Yellow, Magenta	watch. viel right System Status Job List 12 AUL 2016 15 2000 10 0000	
0	4			

Start by pressing the *Scanner* button on the left side of the screen to take you to the E-mail screen. The current settings will appear in the *Current settings* area.

Current settings		Ready Set original and spec	Search De		ned Files Status Preview	Ttl. Dest.		
Scan settings	B & W: Text / Line Art 300 dpi Auto Detect Scan Settings Scan Settings 1 Sided Original Original Feed Type Send File Type / Name	E-mail Reg. No., Manual E Frequent AB Piete Broo Marke ks n p.jf 33 [00072] p.jf 33 evcil	CD EF GH	[00006] dq209 [00017] Sam Staton	(00010) Bogdan Rom hj an	Prg. Dest., Cc IVW XYZ (0111 r28 00191 ank Staj	Bcc Change Title 1/21	Add entry to address book
	Select Stored File Check toner cer tridge replacent Black, Yellow, Magente Send File Type/Name	Text entry	E-mail entr		List Ct subjec	12 JU. 9:55		book area

E-mail screen

- 1. Place originals.
- 2. If necessary, press [Scan Settings] to specify scanner settings such as resolution and scan size. The Scan Type screen will appear, and you can select Resolution or Scan Size tabs for more settings. Selecting both high resolution and full colour will result in a large file, up to about 10Mbytes per page thus this is not recommended for multi-page files (of more than say 5 sides) as you may run into file size limits imposed by our mailer.

Set original and specify destination.	Ttl. Dest. Merriory 0 100%
Scan Settings	ОК
Scan Type Resolution Scan Size Edit	
Select Scan Type. Black & White: Text B & W: Text / Line Art B & W: Text / Photo Black & White: Photo Gray Scale	Dropout Color
Full Colour: Text / Photo Full Colour: Glossy Photo	
Auto Colour Select	
änoner Cartridge is almost empty. Black, Yellow, Magenta ⊽ERK System Status Job List	12 JUL 2016 9:56

- 3. Press [OK] when done. This will take you back to the Email Screen.
- 4. If necessary, press [Send File Type/Name] on the Email Screen to specify settings such as file format and file name (optional). Note also the distinction between single page and multi-page documents.

	eady original and specify	- Contraction		Ttl. Dest. Mernory 0 100%
Send File Type / Name				OK
Select item. ▶Single Page TIFF / JPEG	PDF	High Concression P	►PDF File	e rity Settings
►Multi-page TIFF	PDF	High Compression P	CF	
File Name	►Start No.		0001	
		🕫 🖥 🛒 🛛 System Status	Job List	12 JUL 2016 9:57

5. Specify the destination by pressing *[Manual Entry]* on the Email Screen. Alternatively, an email address can be stored permanently in the Address Book by selecting *[Prg Dest]* on the Email screen. It will then appear in the Address book area. That address can subsequently be selected by touching it.



6. If necessary, press [Text] on the Email Screen to enter an e-mail message to be sent with the scan.



7. If necessary, press [Subject] on the Email Screen to specify the e-mail subject. The two stored possibilities are Urgent or High; alternatively, you can enter your own text by selecting [Text Entry].

Subject	Cancel OK
Enter Subject, then press [OK].	
-	0/128
01 [Urgent]	02 [High]
Text Entry Symbol Entry	ser Text
Check toner cartridge replacement(s).	12 111 2016
Black, Yellow, Magenta	VI System Status Job List 10:00

- 8. To scan the document, press the *Start* button (the large green circular button on the right hand keypad).
- 9. If you are scanning multiple documents, place the next originals.

To cancel scanning, press the *Clear/Stop* button (the red circular button on the right hand keypad).

After the e-mail with your document is sent, the destination, sender, subject, text, and file name fields will be automatically cleared.

Note that an A4 full colour PDF at 600dpi will result in a file being sent in the region of 10Mbytes, other selections will be significantly smaller. The default settings are for this to be delivered as a single email.