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.

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	copier	AL C	Ready Search Dest. Preview TIL Dest Preview (1000)		
D		B & W: Text / Line Art 300 dpi Auto Detect	E-mail Folder	6	
		Scan Settings	Prg. Dist; Reg. No., Manual Entry Frequent: AB CD EF GH LJK LMN GPG RST UW XYZ Change Title		6
A	printer	1 Sided Original Original Feed Type	C000027 Piete Brow Markus Kuh C000037 Peter Robit C000037 dc209 C000101 Bogdan Rom C000112 hjr28 1/21 C000123 C000103 C000103 C000103 C000103 C000103		
6	scanner	Select Stored File	Ipurt33 Jaros Lav s kh11 Sam Staton Robert Nat Frank Staj ano Text Subject Security Sender Name Recept. Notice		
		Check toner cartridge replacen Black, Yellow, Magenta	###G9. \$2 ## # System Status		
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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.



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				
ŭToner Cartridge is almost empty. Black, Yellow, Magenta ⊽ ⋶ ₩ K 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.

C Re Set	eady original and specify	v destination.	terrister and	Ttl. Dest. Memory 0 100%
Send File Type / Name				OK
Select item. ▶Single Page TIFF / JPEG	PDF	High Completion PCF	►PDF File Security	Settings
►Multi-page TIFF	PDF	High Compression PDF		
File Name	►Start No.	0(DO1 Charge	
		🔻 🖬 🗑 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	er Text
Check toner cartridge replacement(c)	
Black, Yellow, Magenta	Tob 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.