



How to change/register the File Name when scanning and eliminate date/time postfix

Use Case

How can I remove the Postfix and Date/Time Stamp from a custom file name?

1st Solution : Permanent change P2-P5

2nd Solution : One time change (Ad-hoc) P6-P7



Enterprise Systems Product Management Division

From Local UI (at device)



From Remote User Interface

imageRUNNER ADVANCE Device N Product M Location	ame : iR-ADV C5051 Name(Serial Number) : iR-ADV C5051 (GQM02202) : LS 3 Dakota 3F		Login User : 7654321 Log Ou	ut.
🌛 Remote UI : Portal		Langua	ge: English 🔽 🔁 Mail to System Manager	
		Last Updated : 04/18/2012 14:40:38 💋	Status Monitor/Cancel	
Device Basic Information			\sim	
Device Status			Settings/Registration	
Printer : O An error has occurred.			64	Novt otop is re pominer
Scallier. Ready to scan.			Basic Tools	Next step is re-naming
Error Information			Access Received/Stored Files	
Error Details (Total : 1 errors)				the Favorites button via
Consumables Information			Address Book	
Paper Information				RUI
Drawer Remaining Paper Paper Size	Paper Type		Quick Menu	
Multi-Purpose Tray Some LTR	Plain 1 (64-81 g/m2)			
Drawer 2 OK LTR	Plain 1 (64-61 g/m2)		User Access Control for Advanced Box	
Drawer 3 OK 11x17	Plain 1 (64-81 g/m2)			
Drawer 4 Empty LTR	Plain 1 (64-81 g/m2)		Direct Print	
Remaining Toner				
Settings/Registration				
	Sattinge/Degistration : Proferences : Pan	S imag		2 ADV C5051 / 12 ADV C5051 / 1 S 2 Dakata 25
Restart Device		Timage	ENDINER ADVANCE II	CADV CJUJT / IN ADV CJUJT / ES J DAKUA JF
Preferences	Preferences : Paper Settings	(X) Se	ettings/Registration	
Paper Settings	Paper Settings			
Timer/Energy Settings	Paper Type Management Settings		Restart Device	Settings/Registration : Function Settings : Send
Network Settings				
External Interface		Preference	es	Function Settings : Send
Volume Settings		D Pan	er Settings	Output Report
Function Settings		T Time	or/Energy Cattings	TX/RX User Data List
Common Settings		- 110	en/Energy Settings	
Сору		Net	work Settings	Common Settings
Printer		Exte	ernal Interface	TX Report/Communication Management Report
Send		Volu	ume Settings	Network Settings - E-Mail/I-Fax Settings
Store/Access Files		Function S	Settings	Communications Settings - E-Mail/I-Fax Settings
Set Destination		D Con	nmon Settings	Limit New Destination
Management Settings		E Con		Eavorite Settings
User Management		La Cop	'Y	
Device Management		Prin	ter	
License/Other		Sen	d	
Data Management		D Poo	oivo/Eonward	

Remote User Interface-cont

	🗊 imageRUNNER ADVANCE iR-ADV C5051 / iR-ADV C5051 / LS 3 Dakota 3F		To Portal Login User : 7654321 Log Out	
4	Settings/Registration		Mail to System Manager	
	Restart Device	Settings/Registration : Function Settings : Send > Favorite Settings		
	Preferences	Favorite Settings		Last Updated : 04/18/2012 14:43:28 💋
	Paper Settings	Favorite Settings Button Name	File Name Settings	
	Timer/Energy Settings	file name	With Settings	[Edit]
	Network Settings	James	With Settings	[Edit]
	External Interface			[]
	Volume Settings	Choose the Favorite Setting		Settings Button
Function Settings Common Settings			that has been created	d from Device UI

ImageRUNNER ADVANCE	iR-ADV C5051 / iR-A	DV C5051 / LS 3 Dakota 3F		To Portal L	ogin User : 7654321 Log Out
Settings/Registration	ı				Mail to System Manager
Restart Device	Settings/Regist	ration : Function Settings : Sen	d > Favorite Settings > File Name Settings		
	File Name Co	ttings		Last Updat	ed : 04/18/2012 14:48:52 💋
Preferences Do not check this		used for a file name including postfix, extension, etc is 255.			
□ Timer/Ene "Add	Postfix to I	- File Name"			OK Cancel
External Interface	dd Postf	ix to File Name		Type "name"	
Volume Settings	Number	Tag	Settings	l jpo namo	
Function Settings	1	Not Specified 👻	YYYYMMDDhhmmss 🗸	here.	\supset
Common Settings		N-10	DDhhmmss 🗸		
🛛 Сору	Choose	e "Custom C	haracter" DDhhmmss 🔽		
Printer	from th	io pull down	DDhhmmss 🗸		
Send	nom u	is puil down	DDhhmmss 🗸		
Receive/Forward	6	Not Specified 👻	YYYYMMDDhhmmss 😪		
Store/Access Files	7	Not Specified 🛛 👻	YYYYMMDDhhmmss 😪		
Set Destination	8	Not Specified 🛛 👻	YYYYMMDDhhmmss 😪		
Management Settings	9	Not Specified 🛛 👻	YYYYMMDDhhmmss 😪		
User Management	10	Not Specified 🐱	YYYYMMDDhhmmss 😽		
Device Management					
License/Other					

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imageRUNNER

ADVANCE

Data Management

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Back at Device UI

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1	🎻 Scan and Send	\$	2 🛷 Scan and Send	Ŷ
	A Specify the destinations.	04/18/2012 15:27	<favorite settings=""> Select a button to recall settings.</favorite>	
		Previous Settings Settings	Show Comments	On Off
		Auto (Color/Gray) 300x300 dpi	file name	
	Address Book One-Touch Destination	💪 Auto Size ,	Choose whatever setting you ha	ive made.
		PDF (Compact)		
	Specify Details Delete Cc Destinations , Dest. Bcc ,	File Name Subject/ Message	Register Edit 1/2	
		Options		رر Close
	😰 Remote Operation is being used		LTR Load paper.	





[START] File now has default "name" with no Postfix added

Re-Naming the File "On the Fly"

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Secured Secured Print Secured School Files





Replace "name" with desired file name between the bracket.

8	<file (first="" 24="" be="" characters="" name="" used)="" will=""></file>				
-	🎇 You can also use the numeric keys.				
	@CS&<00004>% <name></name>				
	Backspace Alphanum.				
	1 3 4 5 6 7 8 0 0 \				
	@CS&<00004>% <name>[</name>				
	Ž X C V b n m , . / @				
	Shift Caps Space				
	X Cancel OK 🖉				
	Remaining 🚺 LTR paper is low.				



Final Steps for Naming "On the Fly"

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🎻 Scan and S	end	🔊 Secured Print	Stored Files	(
	e name.		04/	19/2012 39 PM
Dest	Valid for	: 🗆 📀 🕅 🧳		:e IS •
	File Name	@CS&<00004>% <test></test>		→ →
	Auto (OCR)			••••••••••••••••••••••••••••••••••••••
× Canc	el Settings		ок л	
🔵 Admin ID/P\ is	1234		🕞 Log	Out



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Set as quick menu button under share and everyone can utilize!!!