



# 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?

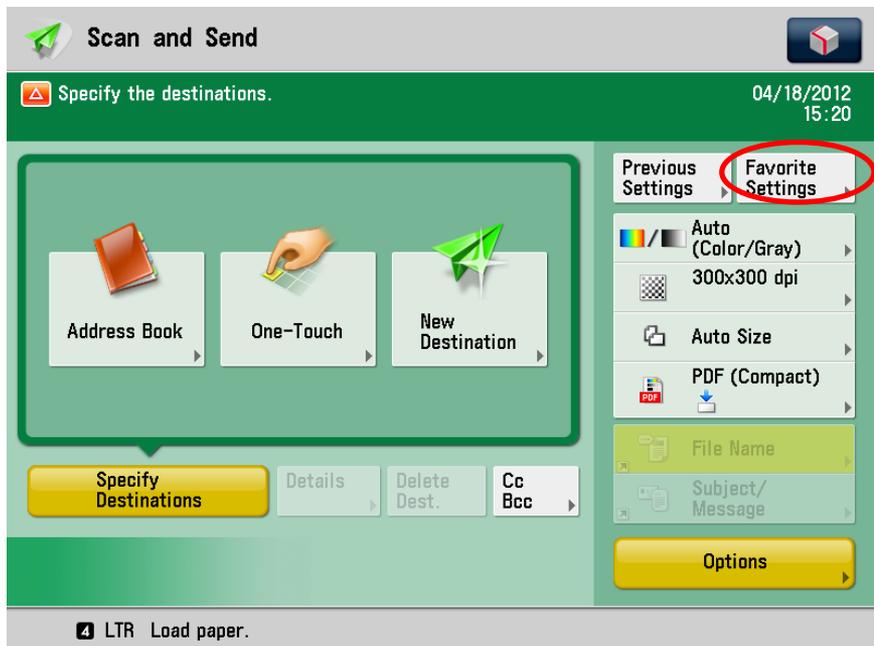
1<sup>st</sup> Solution : Permanent change P2-P5

2<sup>nd</sup> Solution : One time change (Ad-hoc) P6-P7

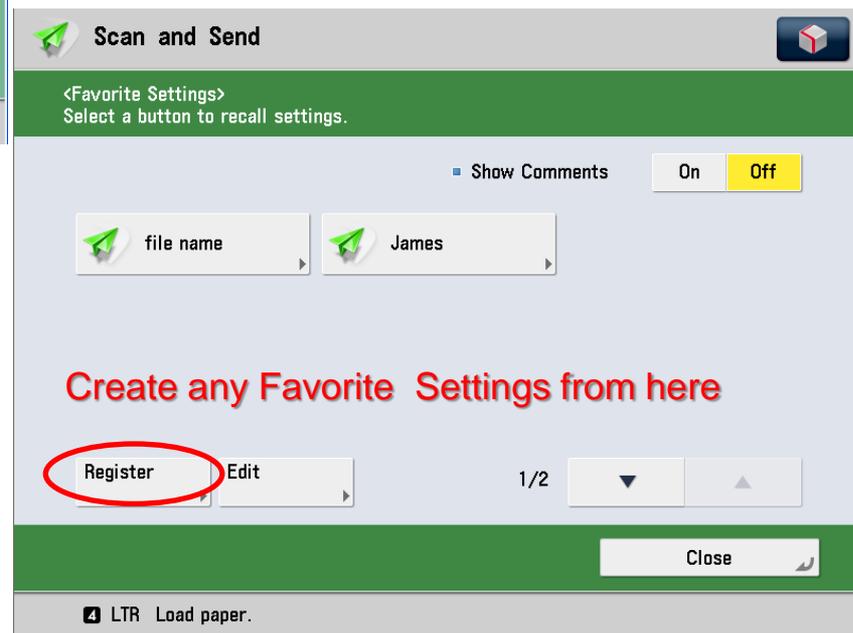


OFFICE SOLUTIONS

# From Local UI (at device)



**Choose settings, destinations, etc. and register as [Favorite]**



**Create any Favorite Settings from here**

# From Remote User Interface

imageRUNNER ADVANCE Device Name : IR-ADV C5051 Product Name(Serial Number) : IR-ADV C5051 (GQM02202) Location : LS 3 Dakota 3F Login User : 7654321 Log Out

Remote UI : Portal Language: English Mail to System Manager

Last Updated : 04/18/2012 14:40:38

Device Basic Information

Device Status  
Printer : An error has occurred.  
Scanner : Ready to scan.

Error Information  
Paper is out.  
Error Details (Total : 1 errors)

Consumables Information

Paper Information

Drawer	Remaining Paper	Paper Size	Paper Type
Multi-Purpose Tray	Some	LTR	Plain 1 (64-81 g/m2)
Drawer 1	OK	LTR	Plain 1 (64-81 g/m2)
Drawer 2	OK	LTR	Plain 1 (64-81 g/m2)
Drawer 3	OK	11x17	Plain 1 (64-81 g/m2)
Drawer 4	Empty	LTR	Plain 1 (64-81 g/m2)

Remaining Toner

Settings/Registration

Status Monitor/Cancel

Settings/Registration

Basic Tools

Access Received/Stored Files

Address Book

Quick Menu

User Access Control for Advanced Box

Direct Print

Next step is re-naming the Favorites button via RUI

Settings/Registration

Restart Device

Preferences

- Paper Settings
- Timer/Energy Settings
- Network Settings
- External Interface
- Volume Settings

Function Settings

- Common Settings
- Copy
- Printer
- Send**
- Receive/Forward
- Store/Access Files

Management Settings

- User Management
- Device Management
- License/Other
- Data Management

Settings/Registration : Preferences : Paper Settings

Preferences : Paper Settings

Paper Settings

Paper Type Management Settings

imageRUNNER ADVANCE IR-ADV C5051 / IR-ADV C5051 / LS 3 Dakota 3F

Settings/Registration

Restart Device

Preferences

- Paper Settings
- Timer/Energy Settings
- Network Settings
- External Interface
- Volume Settings

Function Settings

- Common Settings
- Copy
- Printer
- Send**
- Receive/Forward

Settings/Registration : Function Settings : Send

Function Settings : Send

Output Report

- TX/RX User Data List

Common Settings

- TX Report/Communication Management Report
- Network Settings - E-Mail/I-Fax Settings
- Communications Settings - E-Mail/I-Fax Settings
- Limit New Destination
- Favorite Settings**

4

imageRUNNER ADVANCE iR-ADV C5051 / iR-ADV C5051 / LS 3 Dakota 3F To Portal Login User : 7654321 Log Out

Settings/Registration

Restart Device

Settings/Registration : Function Settings : Send > Favorite Settings

Favorite Settings Last Updated : 04/18/2012 14:43:28

Favorite Settings Button Name	File Name Settings	
file name	With Settings	[ Edit ]
James	With Settings	[ Edit ]

Choose the Favorite Settings Button that has been created from Device UI

5

imageRUNNER ADVANCE iR-ADV C5051 / iR-ADV C5051 / LS 3 Dakota 3F To Portal Login User : 7654321 Log Out

Settings/Registration

Restart Device

Settings/Registration : Function Settings : Send > Favorite Settings > File Name Settings

File Name Settings Last Updated : 04/18/2012 14:48:52

used for a file name including postfix, extension, etc is 255.

Add Postfix to File Name

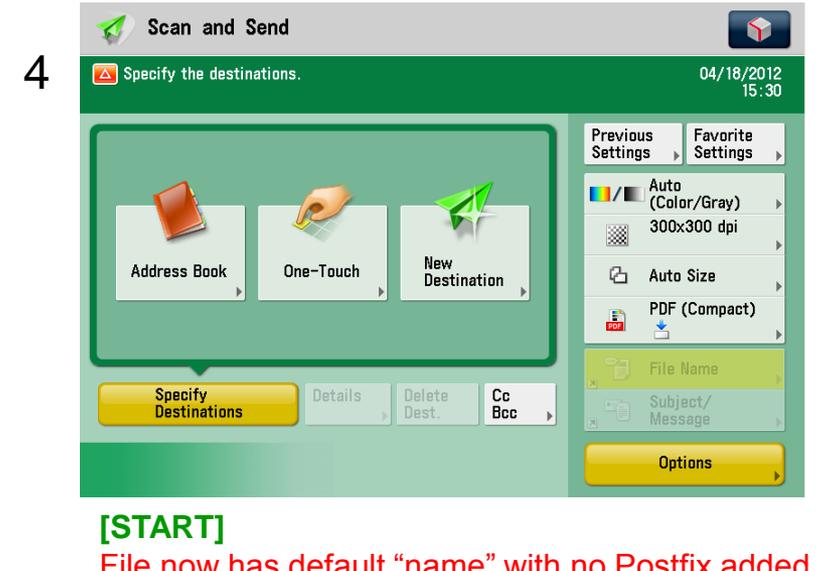
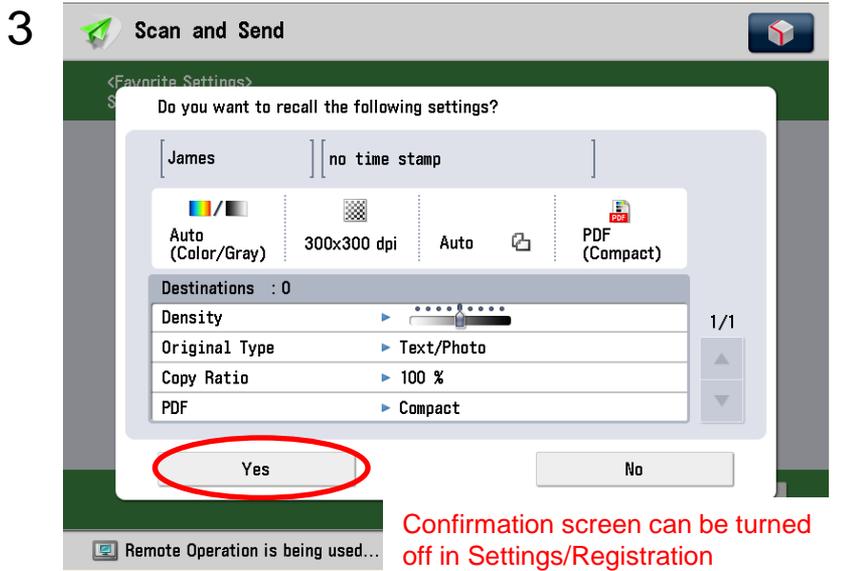
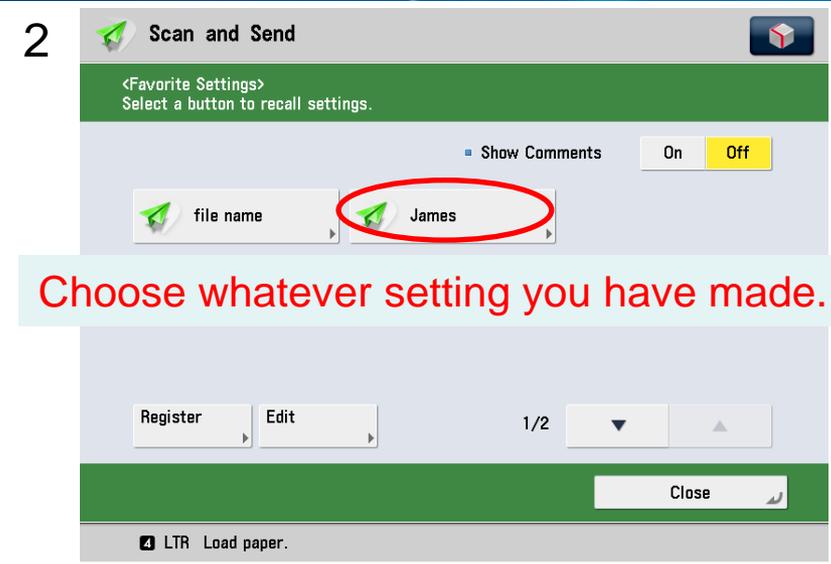
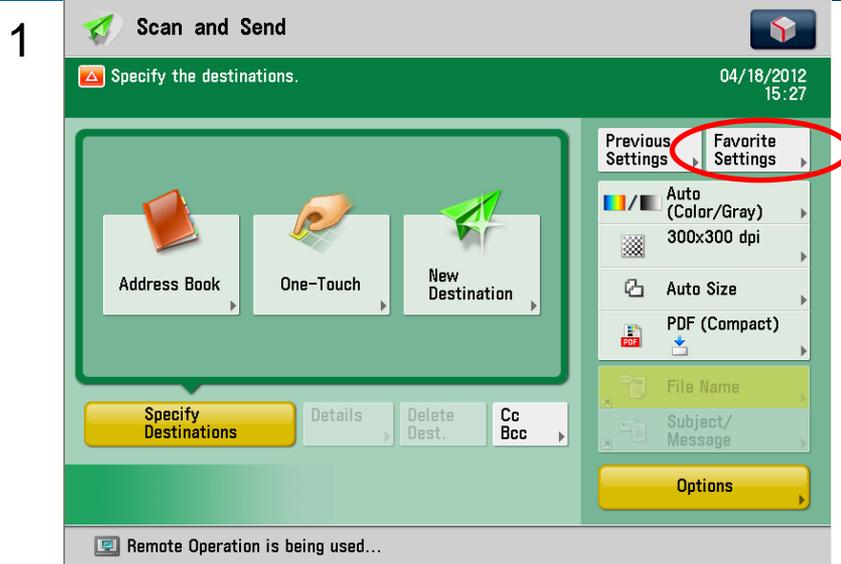
Number	Tag	Settings	
1	Not Specified	YYYYMMDDhhmmss	
2	Not Specified	DDhhmmss	
3	Not Specified	DDhhmmss	
4	Not Specified	DDhhmmss	
5	Not Specified	DDhhmmss	
6	Not Specified	YYYYMMDDhhmmss	
7	Not Specified	YYYYMMDDhhmmss	
8	Not Specified	YYYYMMDDhhmmss	
9	Not Specified	YYYYMMDDhhmmss	
10	Not Specified	YYYYMMDDhhmmss	

Do not check this "Add Postfix to File Name"

Choose "Custom Character" from this pull down menu.

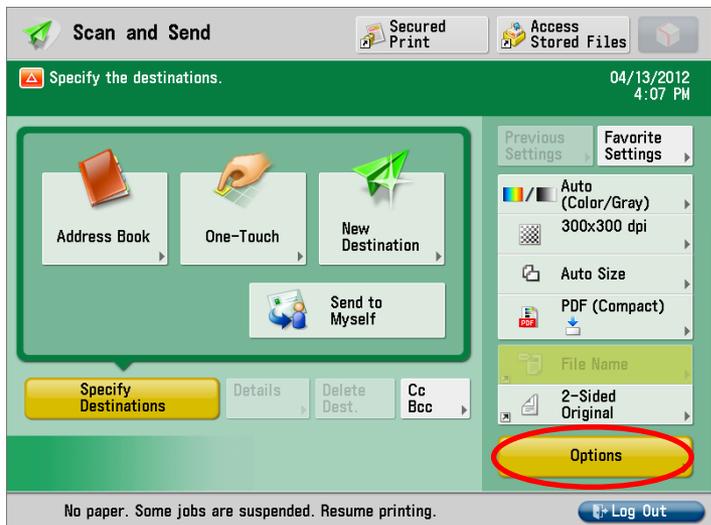
Type "name" here.

OK Cancel

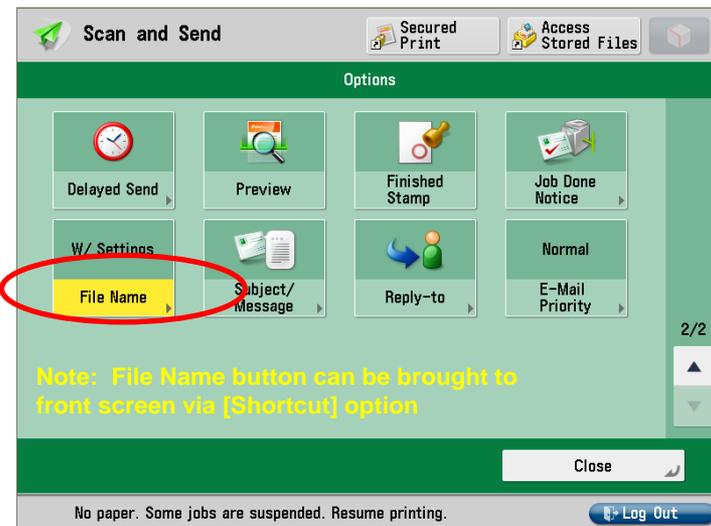


# Re-Naming the File "On the Fly"

5

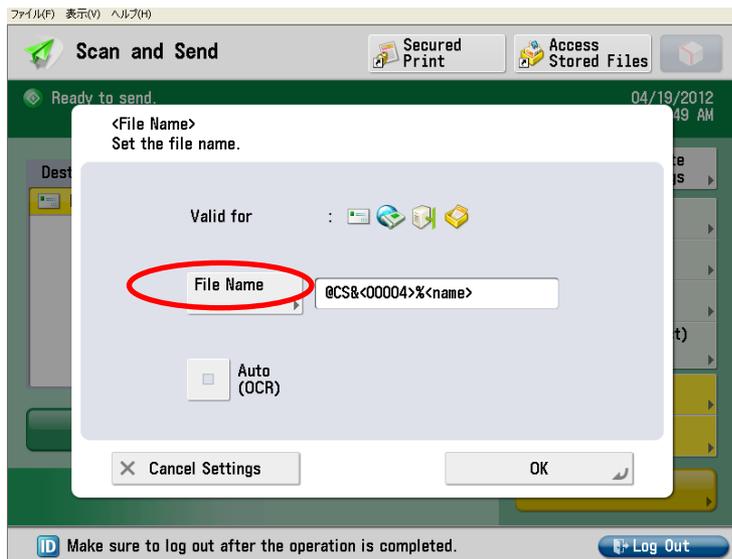


6

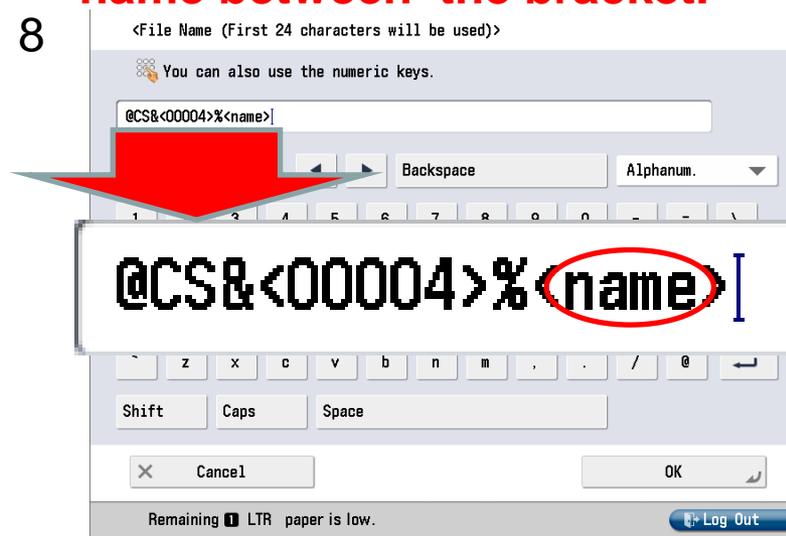


**Replace "name" with desired file name between the bracket.**

7

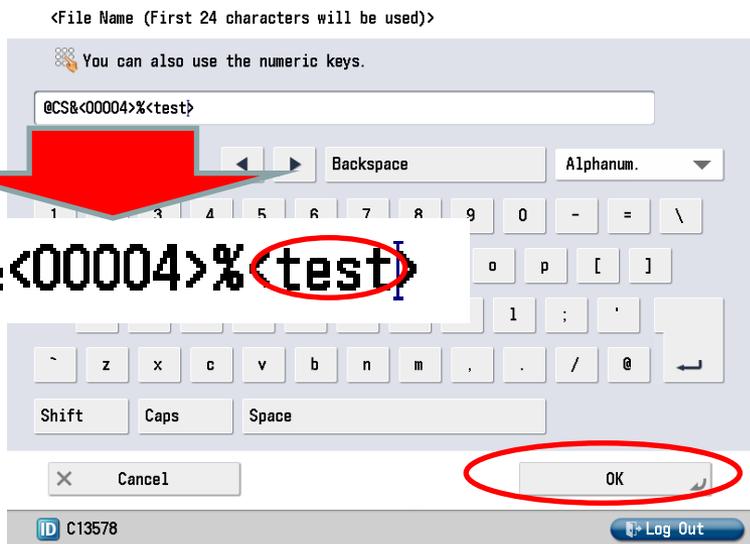


8

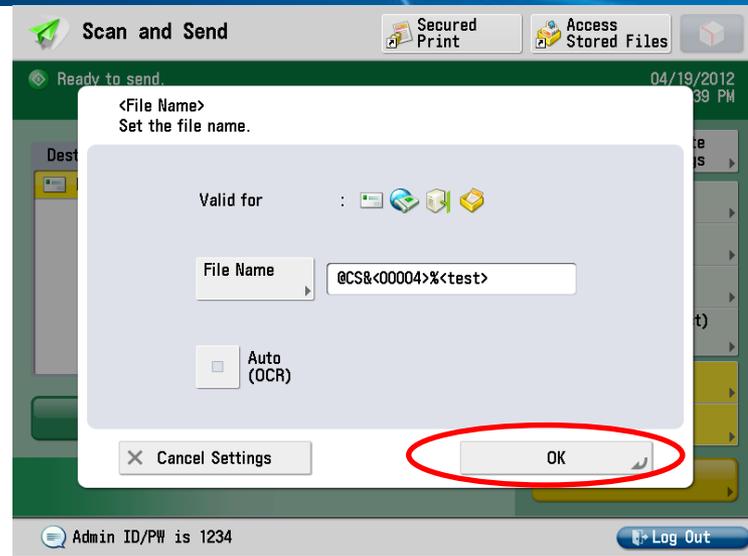


# Final Steps for Naming "On the Fly"

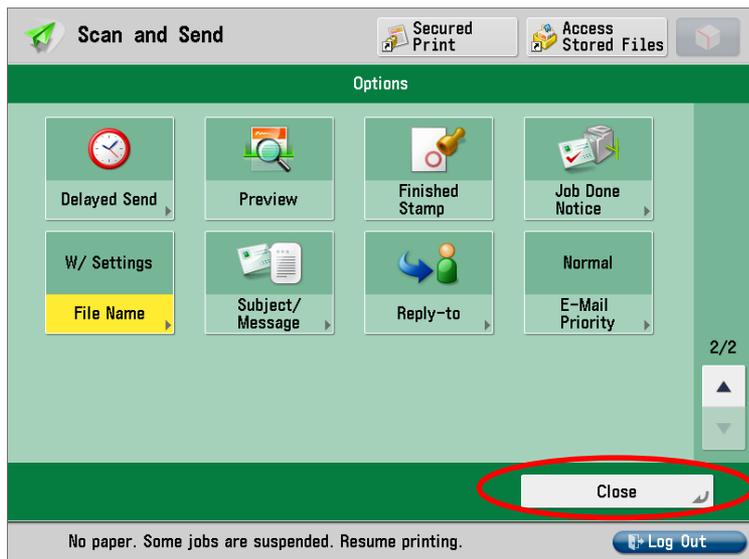
9



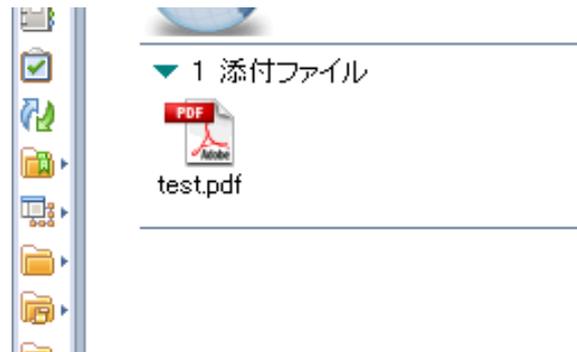
10



11



12



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