

How to change/register the File Name when scanning

- Use Case -

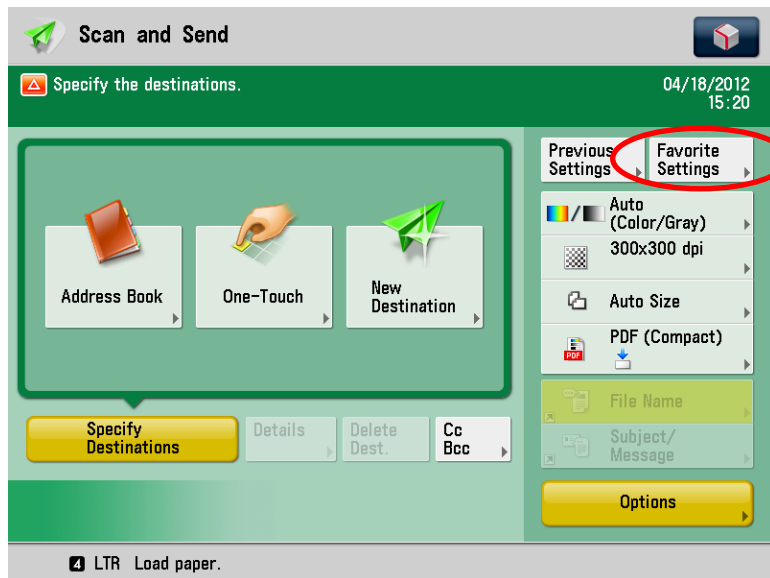
How can I remove the Postfix and Date/Time Stamp from a custom file name?

1st Solution : Permanent change P2-P6

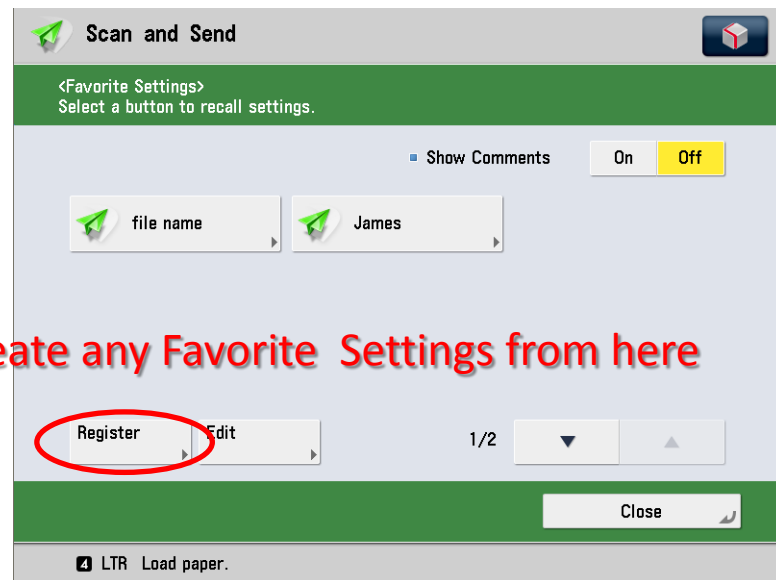
2nd Solution : One time change P7-P8

From Local UI

1



2



Create any Favorite Settings from here

Go to Remote UI

1

imageRUNNER ADVANCE Remote UI : Portal

Device Name : iR-ADV C5051
Product Name(Serial Number) : iR-ADV C5051 (GQM02202)
Location : LS 3 Dakota 3F

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

Basic Tools

- Status Monitor/Cancel
- Settings/Registration**
- Access Received/Stored Files
- Address Book
- Quick Menu
- User Access Control for Advanced Box
- Direct Print

2

Settings/Registration

Restart Device

Settings/Registration : Preferences : Paper Settings

Preferences : Paper Settings

Paper Settings

Paper Type Management Settings

Preferences

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

Function Settings

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

Set Destination

Management Settings

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

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

Settings/Registration

Restart Device

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](#)**

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

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 Local UI

5

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

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

Do not check this "Add Postfix to File Name"

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

Add Postfix to File Name

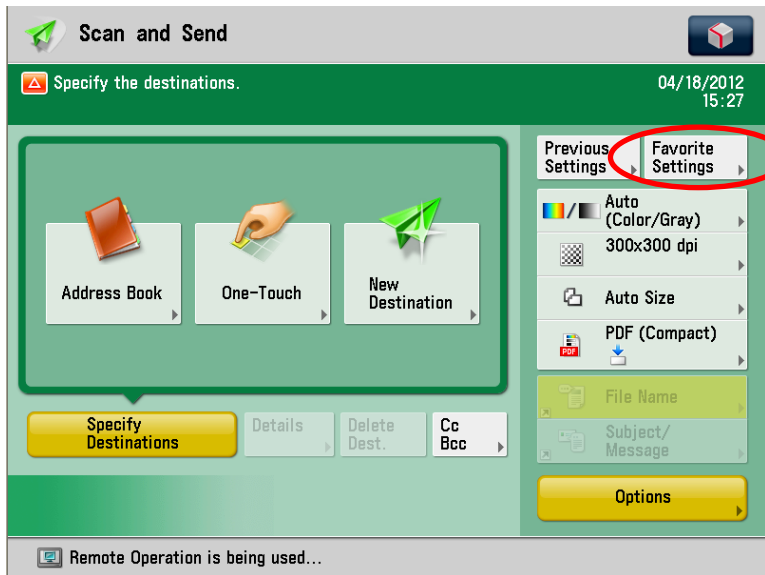
Number	Tag	Settings	
1	Not Specified	YYYYMMDDhhmmss	
2	Not Specified	YYYYMMDDhhmmss	
3	Not Specified	DDhhmmss	
4	Not Specified	DDhhmmss	
5	Not Specified	DDhhmmss	
6	Not Specified	YYYYMMDDhhmmss	
7	Not Specified	YYYYMMDDhhmmss	
8	Not Specified	YYYYMMDDhhmmss	
9	Not Specified	YYYYMMDDhhmmss	
10	Not Specified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

Choose "Custom Character" from this pull down menu.

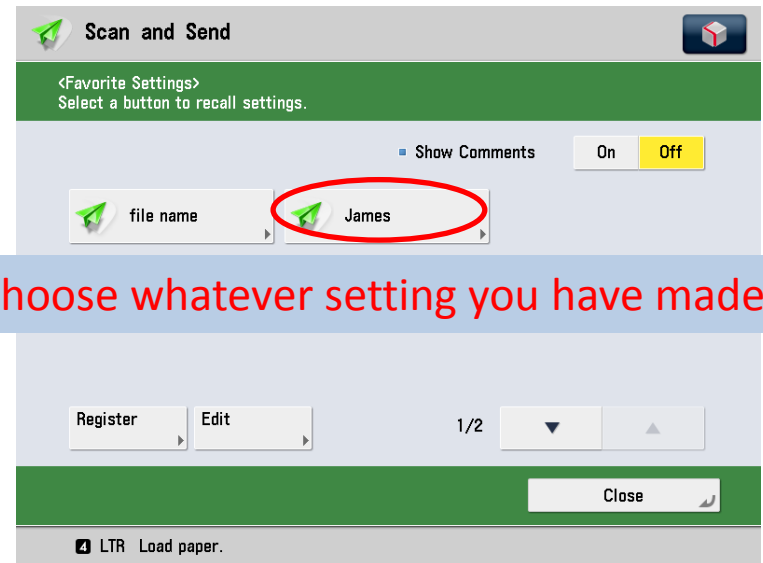
Type "name" here.

Go back to Local UI

1

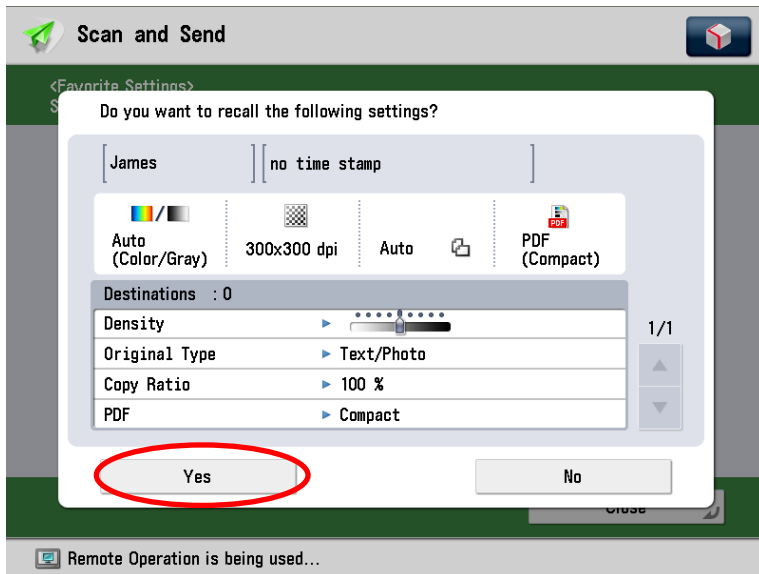


2

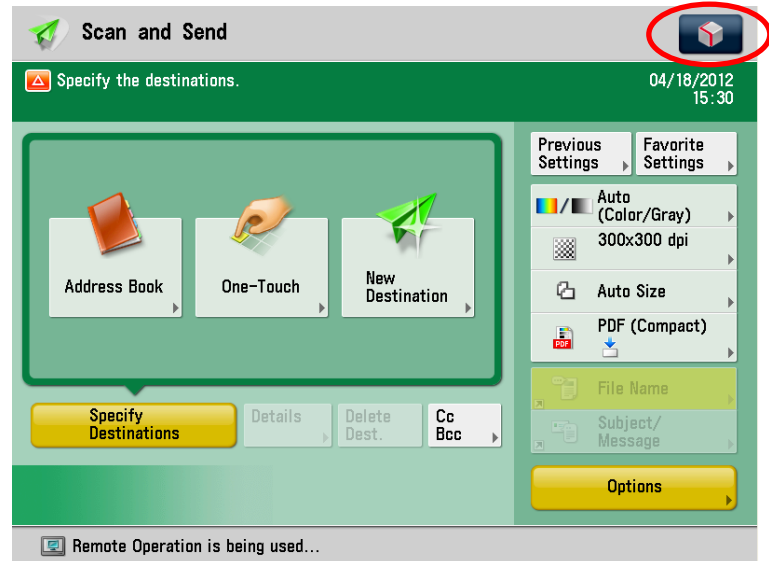


Choose whatever setting you have made.

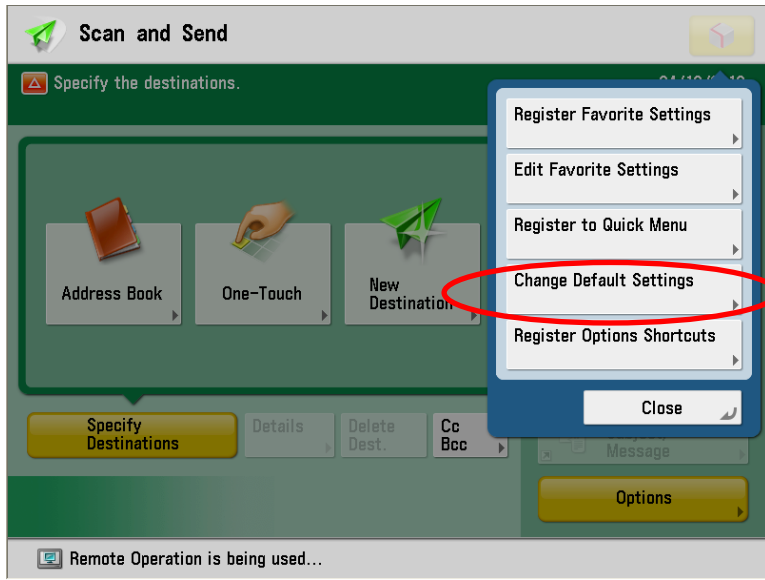
3



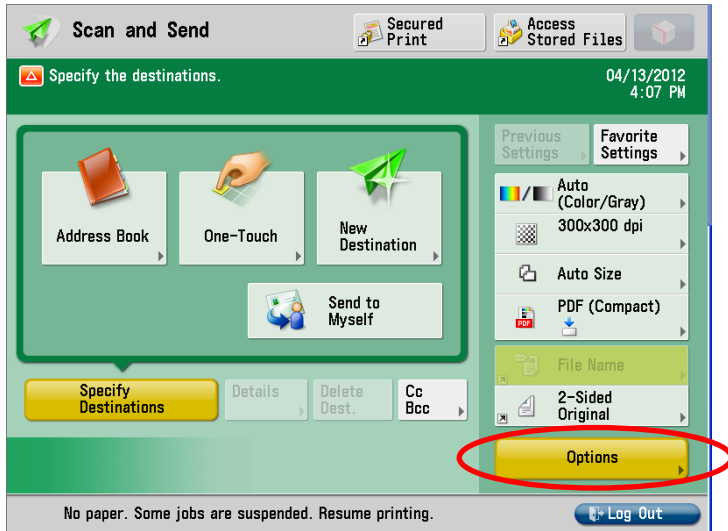
4



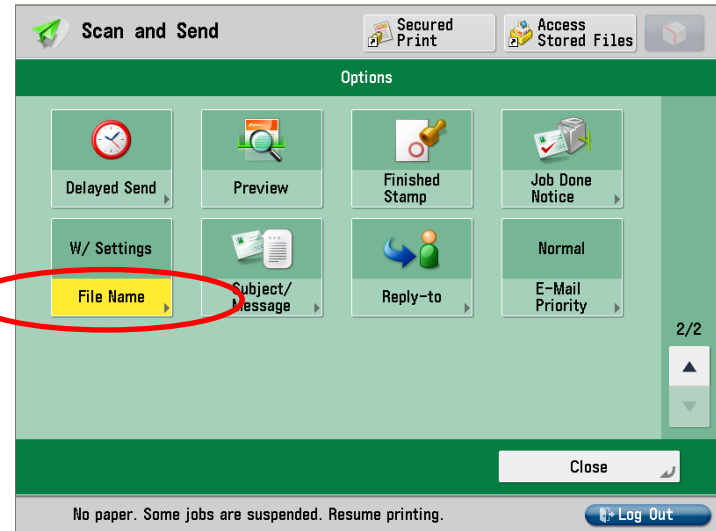
5



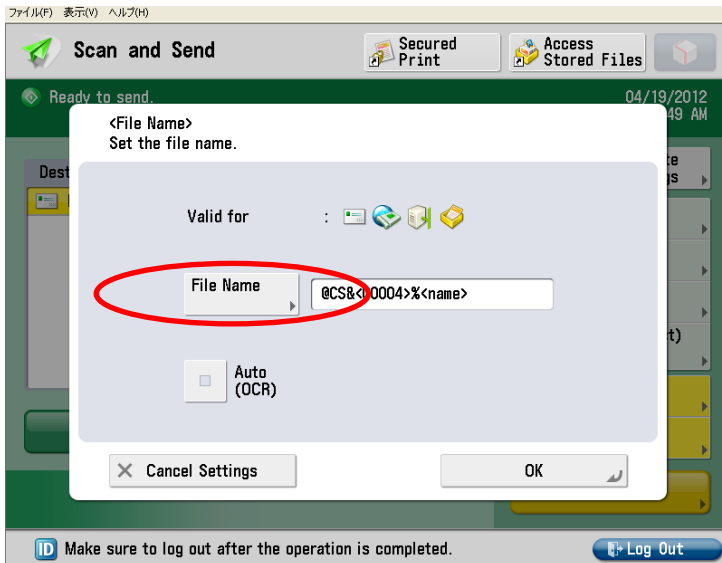
6



7

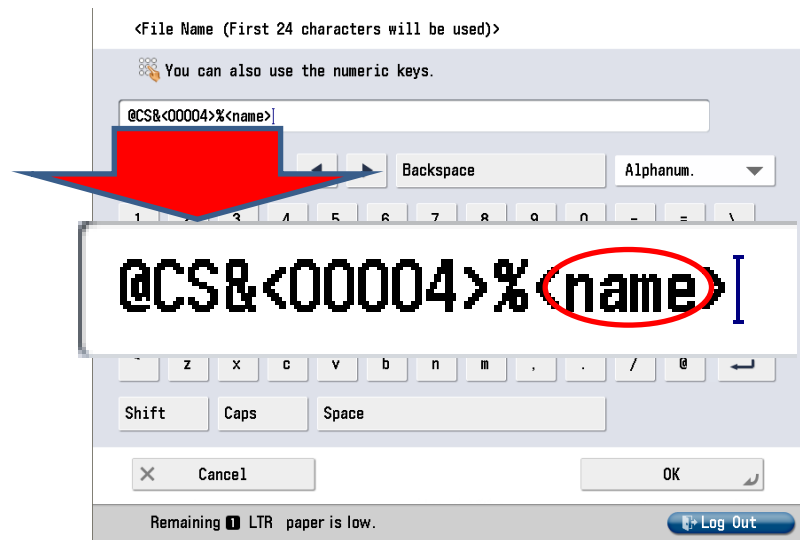


8

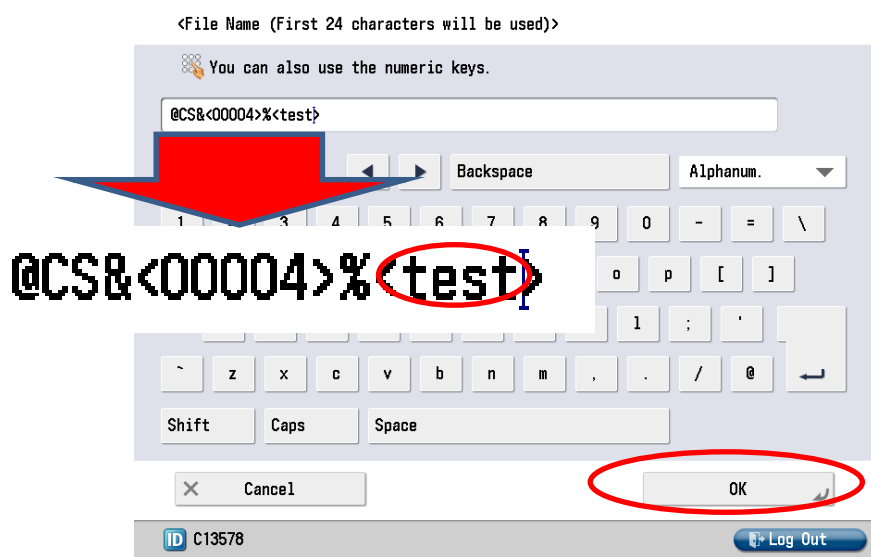


9

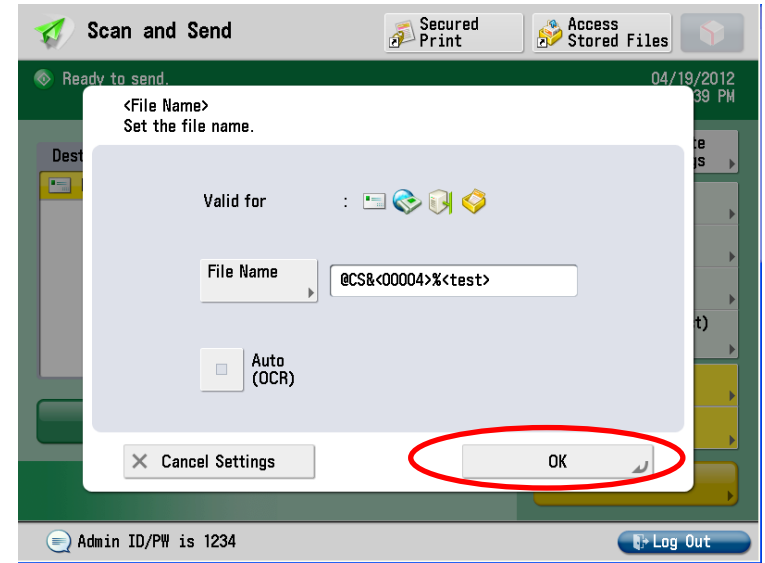
Replace "name" with desired file name between the bracket.



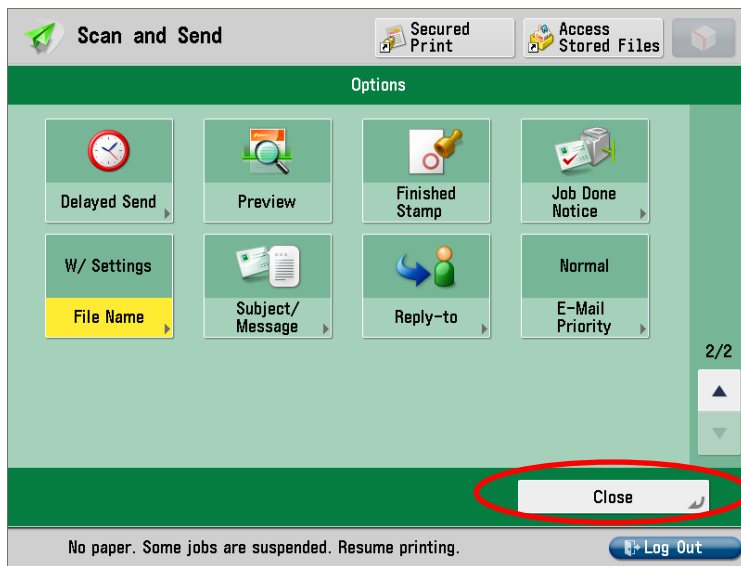
10



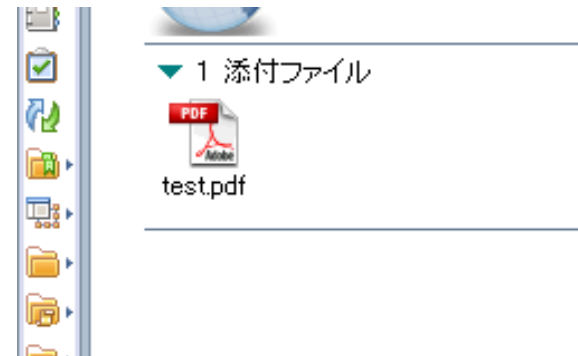
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Set as quick menu button under share and everyone can utilize!!!